

Information Technology

READING MATERIAL

INTRODUCTION TO COMPUTER SYSTEM

A computer is an electronic device that works under the control of instructions stored in its memory that can accept data, process the data, produce the results and can store the results for later use.

The word “Computer” has been derived from the word “**Compute**” which means to **Calculate**.

Normally, a computer is considered to be a calculating device that can perform arithmetic and logical operations at a great speed.



Basically, a computer consists of hardware and software.

Hardware

The physical or tangible parts of the computer are called hardware.

Or

The physical parts of the computer that we can touch and feel are called hardware. Monitor, Keyboard, CPU, Mouse etc. are the examples of the Hardware.

Software

The set of instructions, that tells the computer, what to do and how to do.

Data and Information

Data

A collection of raw facts and figures is called data

Or

Data is a collection of unprocessed items, which can include text, numbers, images, audios and videos etc.

Information

The processed data is called information. Information is an organized and processed form of data.

Or

Information conveys meaning and is useful to one or more people. i.e. when data such as course codes, course credit hours, and grades are arranged in the form of a grade report, a student has information.

Information Processing Cycle (IPC)

Information processing cycle consists of a series of tasks or steps required to convert data into information. Different steps of information processing cycle are as follows.

Input

In this step, data is given to the computer for processing.

Processing

In this step, computer actually processes the data to generate Information

Output

In this step, the information is given to the user as an output.

Storage

In this step, information is stored in the computers memory for later use.



**Information
Processing
Cycle (IPC)**

Characteristics of a computer

Computers are powerful for a verity of reasons. They operate with amazing speed reliability, consistency, and accuracy. Computer can store huge amount of data and information. Also, computer allows users to communicate other users or computers. A user is anyone who communicates with a computer or utilizes information it generates.

Speed

In the system unit operation occur through electronic circuits. When data, instruction, and information flow along these circuits, they travel at incredibly fast speeds. Most computers carry out billions of operations in a single second. The words fastest computer can perform trillions of operations in one second.

Reliability and consistency

The electronic components in modern computers are dependable because they have a low failure rate. The high reliability of computer enables the computer to produce consistence results.

Accuracy

Computers process large amount of data and generate error- free result, provided the data is input correctly and the instruction work properly. If data is inaccurate, the resulting output will be incorrect. A computing phrase-known as garbage in, garbage out, points out that accuracy of a compute output depends on the accuracy of the input.

Storage

With current storage devices, the computer can transfer data quickly from storage to memory, process it, and then store it again for future reuse. Many computers store enormous amount of data and make this data available for processing any time it is needed.

Categories of Computers

Computers are classified into different categories on the basis of computer's size, speed, processing power, power of remembering and its price.

1. Micro or Personal Computers

A personal computer is a computer that can perform all of its inputs, processing, outputs and storage activities by itself. A personal computer contains a processor, memory, and one or more input, output, and storage device.

Micro or Personal computers are also further divided into two main types.

- **Desk Top Computers**
- **Notebook Computer**



Desk Top Computers

Desk top computers are the most common type of personal computer. It is designed in a way that all its components fit on a desk or a table.

Notebook Computer or laptop Computers

Notebook computer is also a laptop computer. Laptop computer is very small in size and can be placed easily on lap. Only one user can use it at a time. It uses less power. It can be used using batteries. It is portable from one place to other.



Components of Computer

Note Book Computers

A computer contains many electric, electronic and mechanical components known as hardware. These components include input devices, output devices, a system unit, storage devices, and communications devices etc.

INPUT

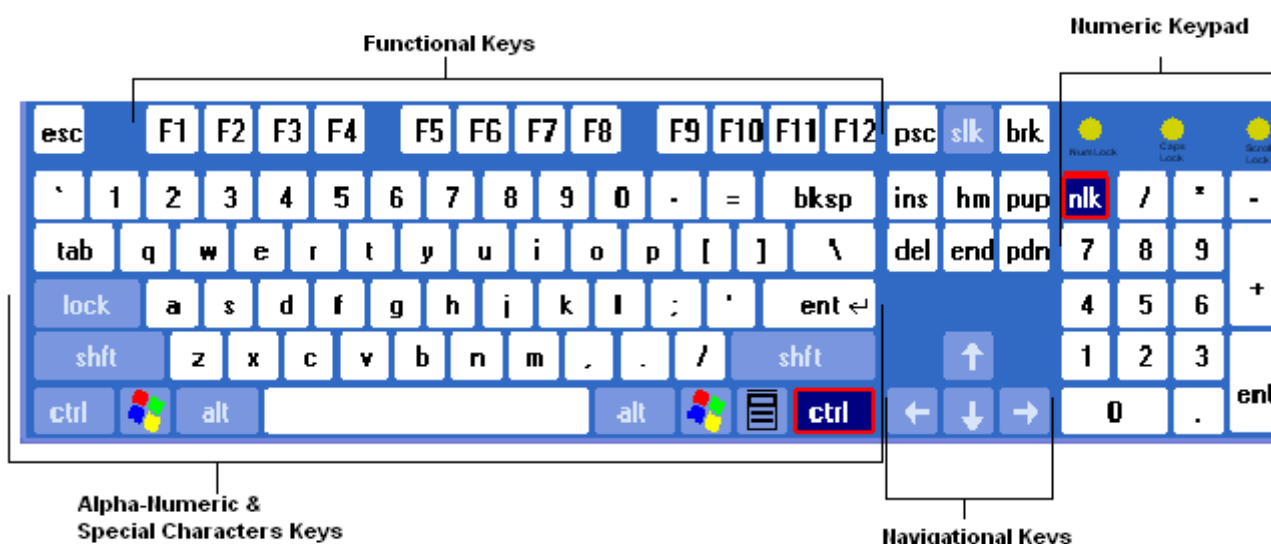
Everything that we give to the computer system through input devices is called input.

Input Devices

An input device is any hardware component that allows you to enter data or instruction into a computer. Most commonly used input devices are the keyboard, mouse, microphone, scanner, digital camera, and PC video camera.

Keyboard

It is used to enter text. It contains alphabetic, numeric and other keys for entering different type of data.



Mouse



Mouse is a small handheld pointing device. It controls the pointer on the screen. The user gives instructions to the computer through mouse. It contains different buttons.

Trackball:

Instead of moving the whole mouse around, the user rolls the trackball only, which is on the top or side.



Glide pad:

Uses a touch sensitive pad for controlling cursor. The user slides finger across the pad and the cursor follows the finger movement. You can tap on the pad with a finger or stick. The glide pad is a popular alternate pointing device for laptops.

Microphone

Microphone is used to enter voice into the computer.



Scanner

It reads printed text and graphics and translates the results in digital form.



Digital Camera



Digital camera is used to take and store picture in digital form. With digital camera, you make pictures and then transfer the photographed image to the computer or printer instead of storing the image on traditional film.



PC Camera

A PC video camera is a digital video camera that allows users to create a movie or take still photographs electronically. With the PC video camera attached to the computer, users can see each other as they communicate via computer.



Multimedia:

Multimedia is a combination of sound and images with text and graphics. This would include movies, animation, music, people talking, sound effects like the roar of a crowd, smashing etc.

System Unit:



System unit is a box that contains different electronic components of computer system. It is also called chassis. It protects the internal components from damage. The electronic circuits in the system unit are connected to motherboard.

Microprocessor or Central Processing Unit (CPU)

The Microprocessor, also called the central processing unit, interprets and carries out all the basic instructions that operate the computer. The processor significantly impacts overall computing powers and manages most of computer's operation.

Processor contains a Control Unit (CU) and an Arithmetic Logic Unit (ALU). These components work together to perform processing of operations.



Control Unit (CU)

The control unit is the component of the processor that has direct coordination most of operations in the computer. The control unit has a rule much like a traffic cops: it interprets each instruction issued by a program and then initiates the appropriate action to carry out the instructions.

Arithmetic Logic Unit (ALU)

The Arithmetic and Logic Unit (ALU) another component of the processor performs arithmetic, comparison, and logical operation. Arithmetic operations include basic calculation such as addition, subtraction, multiplication and division. Comparison operations involve comparing one data item with another to determine whether the first item is greater than, equal to, or less than, the other item. Depending on the result of the comparison the different action may occur.

Logical operation include conditions along with logical operator such as AND, OR, and NOT. For example, if only employees paid hourly can receive overtime pay, the ALU must verify to condition before computing an overtime wage:

1. **The employee is paid hourly AND.**
2. **The employee worked more than 40 hours**

Machine cycle

For every instruction, a processor repeats a set of four basic operations.

- Fetching
- Decoding
- Executing and if necessary,
- Storing

Fetching

Fetching is a process of obtaining a program instruction or data item from memory.

Decoding

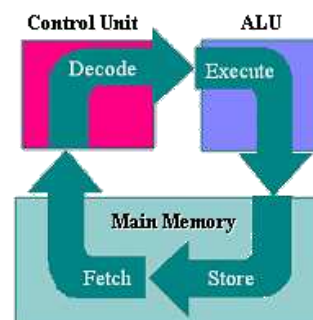
The term decoding refers to the process of translating the instructions into the signals the computer can execute.

Executing

Executing is the process of carrying out the commands.

Storing

In this context, means writing the result to the memory (not to a storage medium). Together, these four operations (Fetching, decoding, executing and storing) comprise a machine cycle.



Storage Devices

The hardware components that are used to store data, instructions and information temporarily or permanently are called storage device. Some important permanent storage devices are floppy disk, hard disk, zip disk etc.

Storage:

Storage refers to the media either data are stored temporarily or permanently.

RAM (Random Access Memory)

RAM Stands for Random Access Memory. RAM is also called main memory or primary storage, it consists of memory chips that can be read from and written to by the processor and other devices. When you start the computer certain operating system files are loaded into the RAM from the hard disk. These files remain in RAM as long as computer has continuous power. RAM varies in size like 128 MB, 256 MB, and 512 MB to 2 GB. It plays an important role in processing of a computer system. A bigger RAM size means better speed for processing.



RAM cannot store data and instruction permanently. When we switch off the computer, all data and instructions from RAM are washed or vanished. All data that stored in the Hard disk first load in the main memory (RAM) then executes. Any computer can not work without a RAM.



Hard Disk

It is most popular and widely used type of magnetic disk. It is also called a fixed disk.

It consists of more than one metal plates or platters that are coated with magnetic material. Hard disk provides large storage capacity. It is much faster and reliable than floppy disk. The capacity of computer hard disk is from 2 GB to 1 TB.

Floppy Disk

It is flexible magnetic disk enclosed in a protected plastic jacket. It consists of a thin plastic disk coated with magnetic material. It is also known as diskette. Floppy disk can only store very small amount of data. Data access speed of floppy disk is very slow. A standard size of floppy disk is 3.5 Inch. A floppy disk can store 1.44 Mb of data. At the top end, it has a read and writes area covered with a metal shutter. Shutter is automatically opens when the disk is entered into the disk drive.



USB flash Drive



USB flash drive is a portable storage device that has much more storage capacity than a floppy disk or Zip disk but is small and lightweight enough to be transported on a key-chain or in a pocket.

Magnetic Tape (Sequential Access)

It is an example of old type storage media to store large amount of data permanently. Magnetic Tape consists of a thin ribbon of plastic. The tap is coated with magnetic material. The process of reading or writing of data on the tape is very slow. In magnetic tape, data can only be accessed sequentially. It is mostly used for taking backup of data.



CD - ROM



It stands for Compact Disk Read only Memory. It is the most popular optical medium. It is an easily portable storage device. All kind of data like text, graphics, audios and videos etc. can easily be stored and transferred into the computer through CD-ROM. It can hold 650 MB to 800 MB of data. The data on the CD-ROM can not be erased like magnetic diskettes.

DVD – ROM

It stands for Digital Video Disk. Its working technique is similar to CD – ROM. But it uses a laser beam with short wave length. The short wave length makes it possible to read smaller holes on the disk surface. So data storage capacity of the disk is increased automatically. It can store 5- 10 GB of data.



OUT PUT

The every thing that computer display after processing is called out put.

OR

Output is data that has been processed into useful form, now called **Information**.

Types of Output:-

1: Hard copy: Printed on paper or other permanent media.

2: Soft copy: Displayed on screen.

Categories of Output:

There are three general types of **Output**:

1: TEXT Documents: including reports, letters, etc.

2: Graphics: charts, graphs, pictures, etc.

3: Multimedia: Combination of text, graphics, video & audio, etc.

OUTPUT DEVICES

Output Devices

Computer hardware components that are used to receive processed information from computer are called output devices.

Or

An output device is any hardware component that conveys information to one or more people.

Three commonly used output devices are

- **Printer**
- **Monitor**
- **Speaker**

Monitor:

A **monitor** displays text, graphics and videos on screen. Many monitors look similar to a television.



Flat-Panel Displays



An LCD monitor also called an LCD flat panel monitor, is a desktop monitor that uses a Liquid Crystal Display (LCD). LCD monitor also uses less than one third the power consumed by monitor, produces less heat and does not produce Electro-Magnetic Radiation (EMR).

Speakers allow you to hear music, voice and other audio (sound) data.



Printers

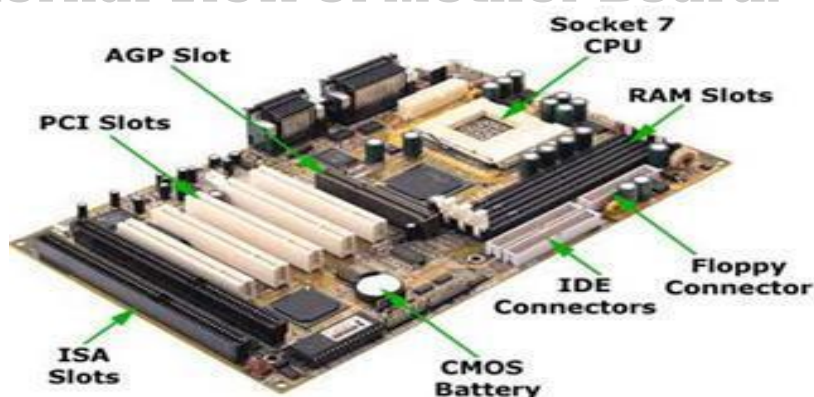


A printer is output device that produce text and graphics on a physical medium such as paper or transparency film. Printed information called hard copy. A hard copy also called a print out.

Internal View of Mother Board.

Motherboard

The mother board sometime called a system board is the main circuit board of the system unit. Many electronic components attached to the mother board; others are built into it figure shows a photograph of a desktop personal computer mother board and identifies component that attach to it, including cards, the processor, and memory. The processor, memory, and other component consist of one or more computer chips.



Communication Device

A communication device is a hardware component that enables a computer to send (transmit) and receive data, instructions and information to and from one or more computers. A widely used communication device is the Modem.

For example two computers connected by a communication device such as a modem, can share stored data, instruction, and information. These two computers can be located in the same room or thousands of miles away from each other in two different countries.

Communication occurs over cables, telephone lines, cellular radio networks, satellites, or other transmission media. Some transmission media, such as satellites and cellular radio networks, are wireless, which means they have no physical lines or wires. People around the world communicate with each other using transmission media.

Signals

Computer uses two types of signals for data transmission, Analog and Digital.

Digital Signals

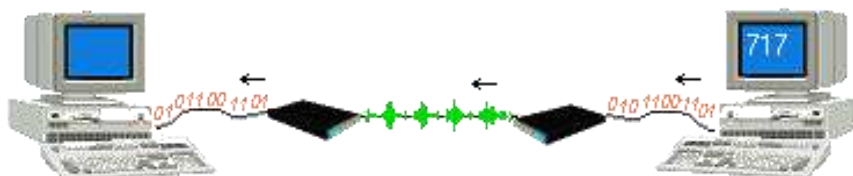
A digital signal is a stream of “0” and “1” so this type of signals is appropriate particularly for today computer.

Analog Signals

Analog signals use variation (Modulation) in signals to convey information. It is particularly useful for Wave data like sound waves. Our phone lines and speakers are the Examples of Analog Signals.

Modem

Modem stands for Modulation and Demodulation. Modulation means conversion of Digital Signals into Analog signals While Demodulation means conversion of Analog signals into Digital signals. It is used to connect to the Internet or Global Network.



Computer Software

Software, also called Programs. Software is a set of instructions that tells the computer what to do and how to do it.

Types of the Software

Basically there are two types of the Software

- **System Software**
- **Application Software**

System Software

System software consists of the programs that control or maintains the operations of the computer and its devices. System software serves as the interface between user, computer and application software.

There are further two types of the system software

- Operating Software**
- Utility Programs**

Operating Software

Operating software is a set of programs that coordinates all the activities among computer hardware devices. The operating system also contains instructions that allow users to run application software. For examples Windows, DOS, Linux, Unix, Apple Macintosh, Sun-Solaris etc. Now a days computers use Microsoft’s operating system called Windows.

Utility Programs

A utility program allows a user to perform maintenance type tasks usually related to managing a computer, its devices, or its programs. For examples Antivirus, Backup and Recovery of software, Disk cleanup, Defragmentation etc.

Application Software

Application Software consists of programs that perform specific tasks for users. Popular application software includes word processing software, spreadsheet software, database software and presentation graphics software.

Word Processing Software

It allows users to create documents such as letters, memos, and brochures.

Spreadsheet software

It calculates numbers arranged in rows and columns and allow users to perform financial tasks such as budgeting and forecasting.

Database Software

Database software provides a way to store data in an organized fashion, as well as retrieve, manipulate, and display that data in a variety of formats.

Presentation Software

With the help of presentation software, users create visual aids for a presentation.

Microsoft Word

1-Getting Started

- Microsoft Office Button
- The Ribbon (Formerly the Toolbars)
- Quick Access Toolbar

2-Working With Documents

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- Open an Existing Document
- Saving a Document
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- Document Views
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7-Styles

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- Create New Styles
 - New Style
 - New Quick Style
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11-Page Formatting

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12-Lists

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13-Working with mail merge

- Mail merge wizard
- Inserting merge fields
- Matching fields
- Previewing results
- Complete merge
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Microsoft Word

Introduction

Microsoft Word is part of the Microsoft Office. Its main function is for producing documents that can include text, graphics, table, clip art etc. The most familiar application among the members of the Office is Word. With MS word, you can accomplish all of your basic word processing duties and fulfill your desktop publishing needs. You will be using word to generate all of your memos, letters, Reports and other text intensive documents

Word Processor

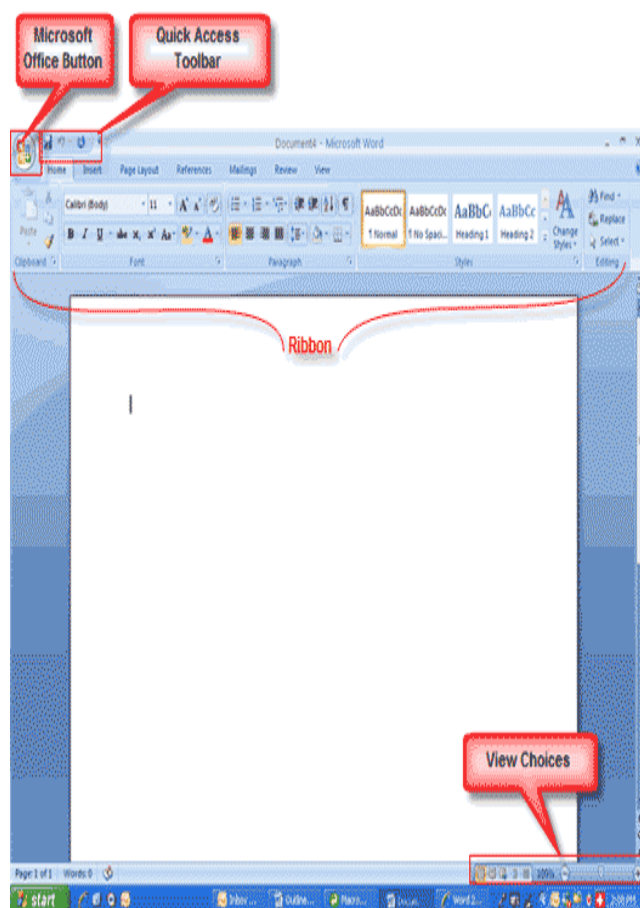
Word Processor is software that helps you to create any type of written communication. A word processor can be used to manipulate data to produce a letter, a report, a memo, or any other type of correspondence & text data. (i.e. Microsoft Word, Word Pad, Word Star and Word Perfect are the common word processors). But the Microsoft Word is popular word processor.

This lesson will introduce you to the Word window. Use this window to interact with Word. To begin this lesson, open Microsoft Word 2007. The Microsoft Word window appears and your screen looks similar to the one shown here.

1-Getting Started

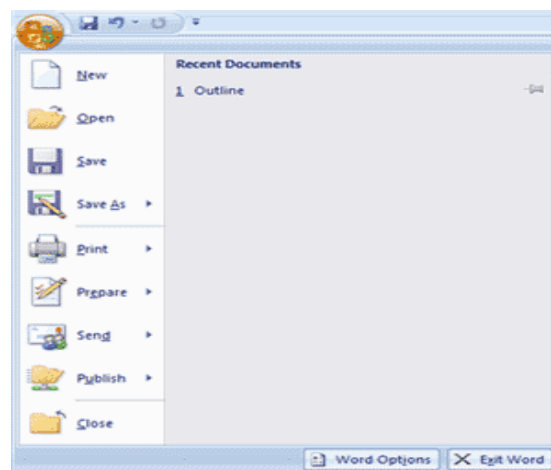
- 1.1-Microsoft Office Button
- 1.2-The Ribbon (Formerly the Toolbars)
- 1.3-Quick Access Toolbar

Screen Layout



Menus

When you begin to explore Word 2007 you will notice a new look to the menu bar. There are three features that you should remember as you work within Word 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. These three features contain many of the functions that were in the menu of previous versions of Word. The functions of these three features will be more fully explored below.



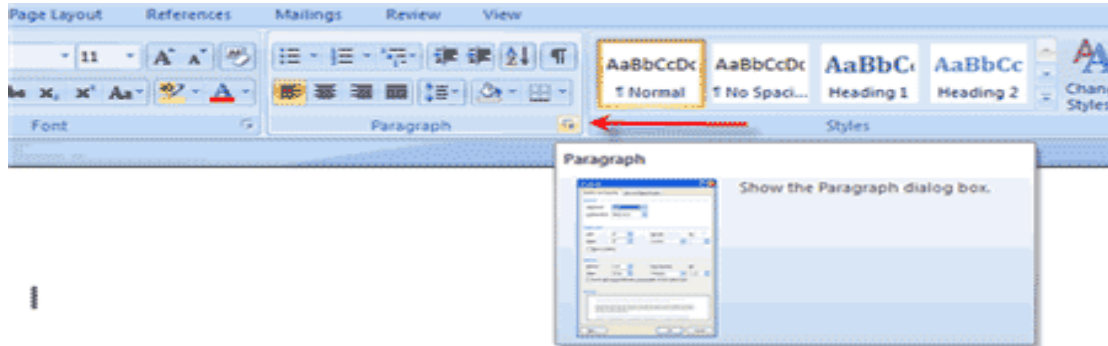
1.1-The Microsoft Office Button

The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close.

1.2-The Ribbon

The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.

Each of the tabs contains the following tools:



Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

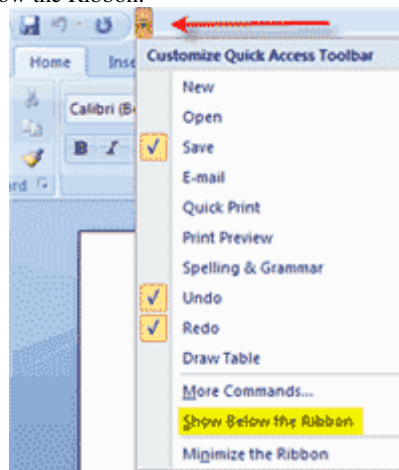
Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

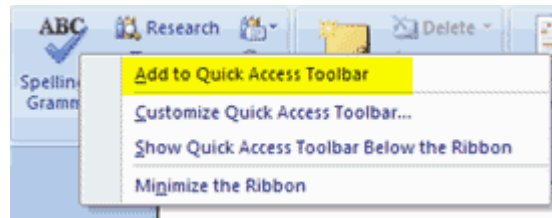
Quick Access Toolbar



The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



2-Working with Documents

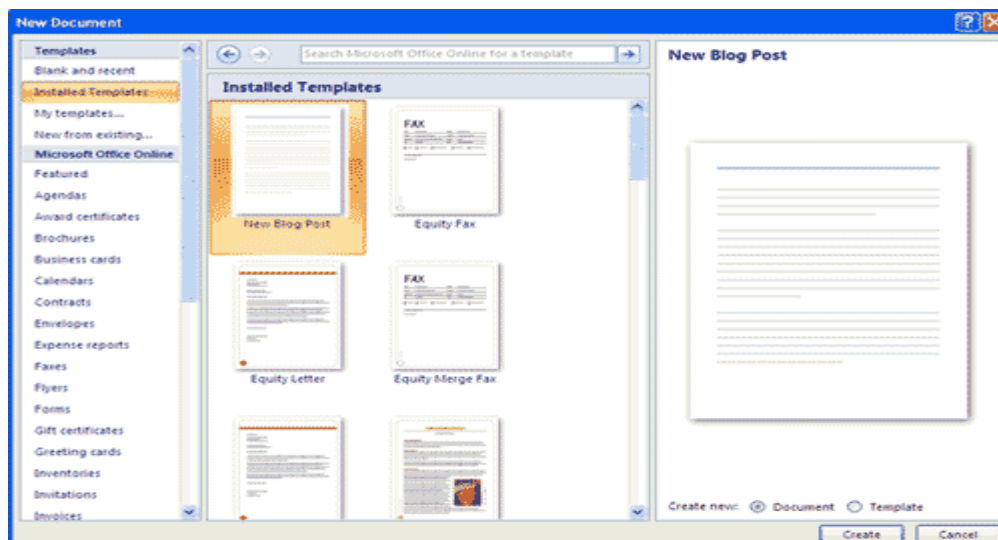
- 2.1- Creating a New Document
- 2.2- Open an Existing Document
- 2.3- Saving a Document
- 2.4- Save As or Renaming Documents
- 2.5- Working on Multiple Documents
- 2.6- Document Views
- 2.7- Close a Document

2.1-Create a New Document


There are several ways to create new documents, open existing documents, and save documents in Word:

- Click the **Microsoft Office Button**  and Click **New** or
- Press CTRL+N (Hold the CTRL key while pressing the “N”) on the keyboard


You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.

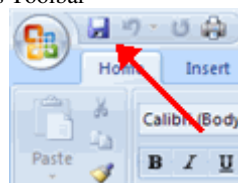


2.2-Opening an Existing Document

- Click the **Microsoft Office Button**  and Click **Open**, or
- Press CTRL+O (Hold the CTRL key while pressing the “O”) on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window


2.3-Saving a Document

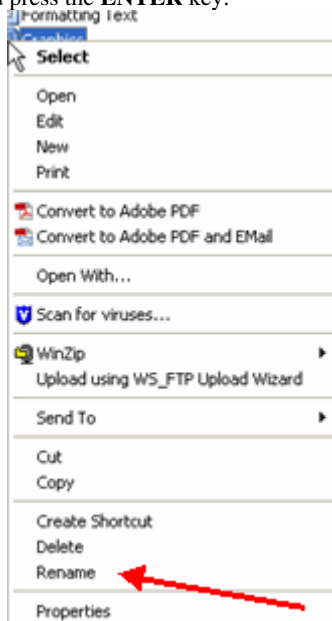
- Click the **Microsoft Office Button**  and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Hold the CTRL key while pressing the “S”) on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar



2.4-Renaming Documents

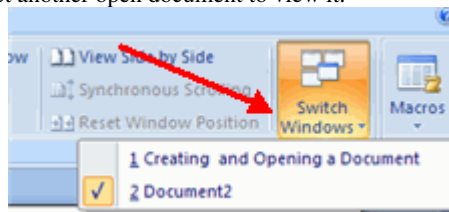
To rename a Word document while using the program:

- Click the **Office Button**  and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.



2.5-Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.



2.6-Document Views

There are many ways to view a document in Word.

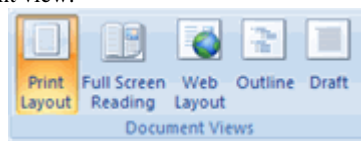
- Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- Web Layout:** This is a view of the document as it would appear in a web browser.
- Outline:** This is an outline form of the document in the form of bullets.
- Draft:** This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen



or:

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.



2.7-Close a Document

To close a document:

- Click the **Office Button**
- Click **Close**

3-Customize the Word Environment

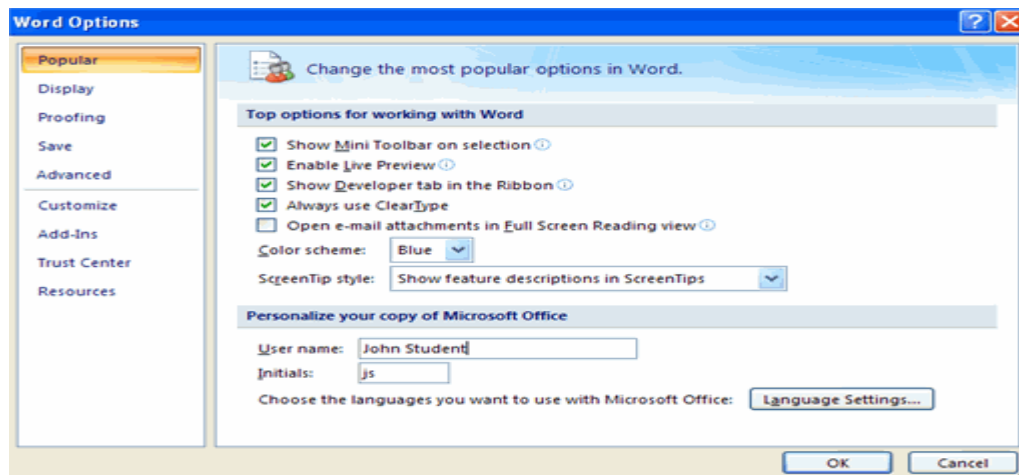
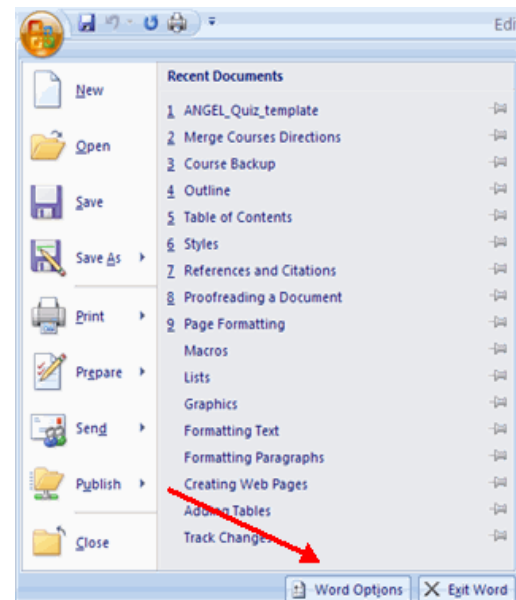
- 3.1-Popular
- 3.2-Display
- 3.3-Proofing
- 3.4-Save
- 3.5-Advanced
- 3.6-Customize

Word 2007 offers a wide range of customizable options that allow you to make Word work the best for you. To access these customizable options:

2. Click the **Office Button**
3. Click **Word Options**

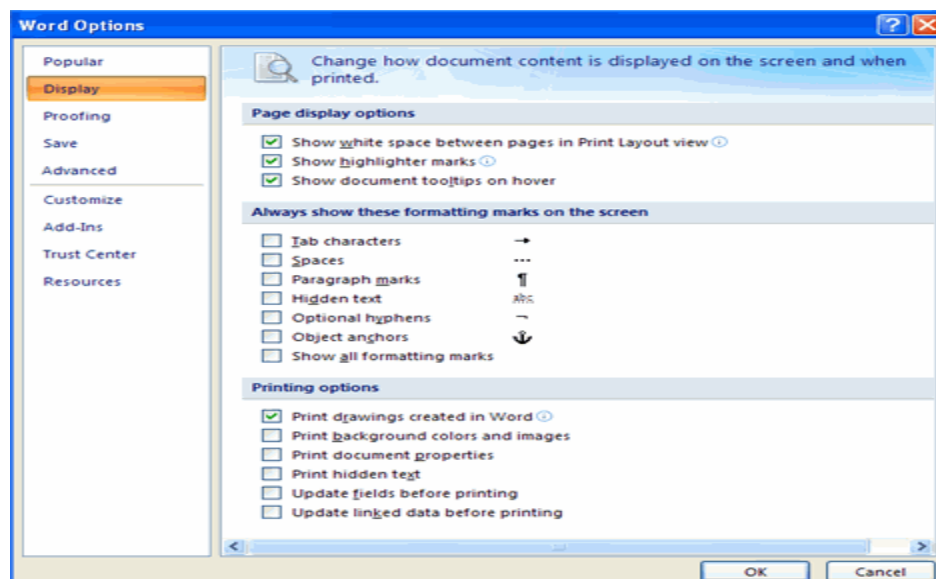
3.1-Popular

These features allow you to personalize your work environment with language, color schemes, user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



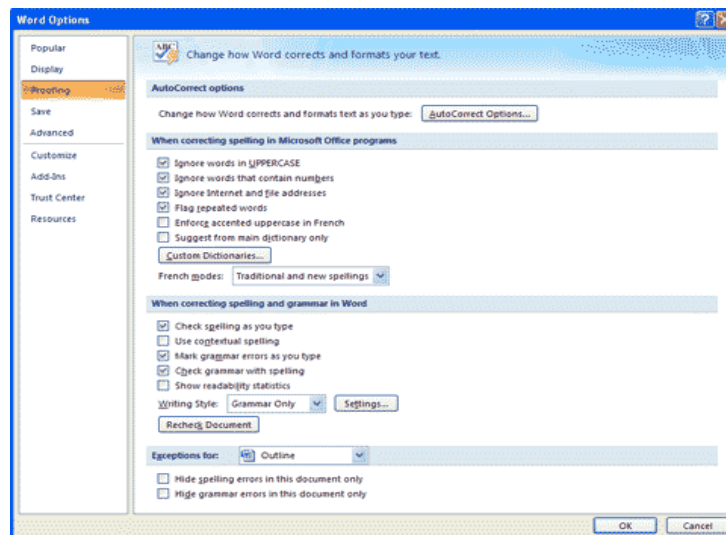
3.2-Display

This feature allows you to modify how the document content is displayed on the screen and when printed. You can opt to show or hide certain page elements.



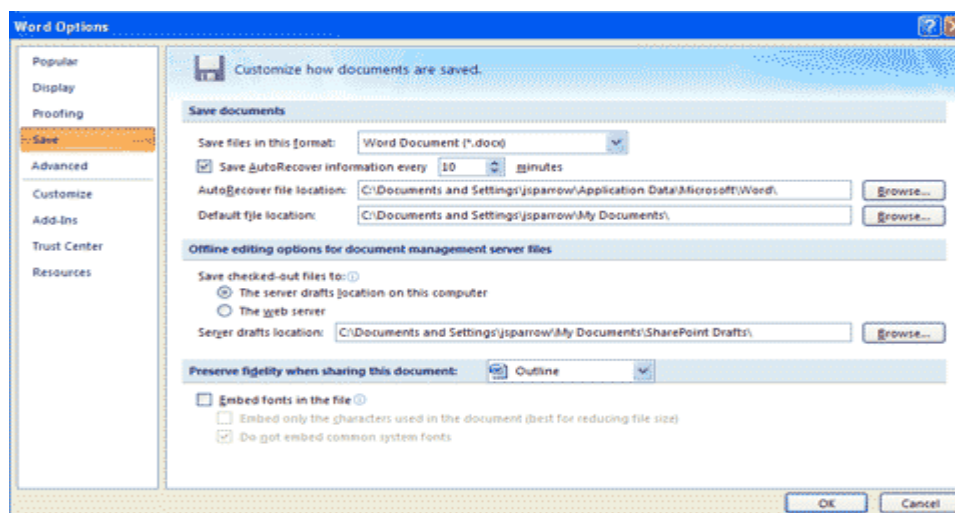
3.3-Proofing

This feature allows you personalize how word corrects and formats your text. You can customize auto correction settings and have word ignore certain words or errors in a document.



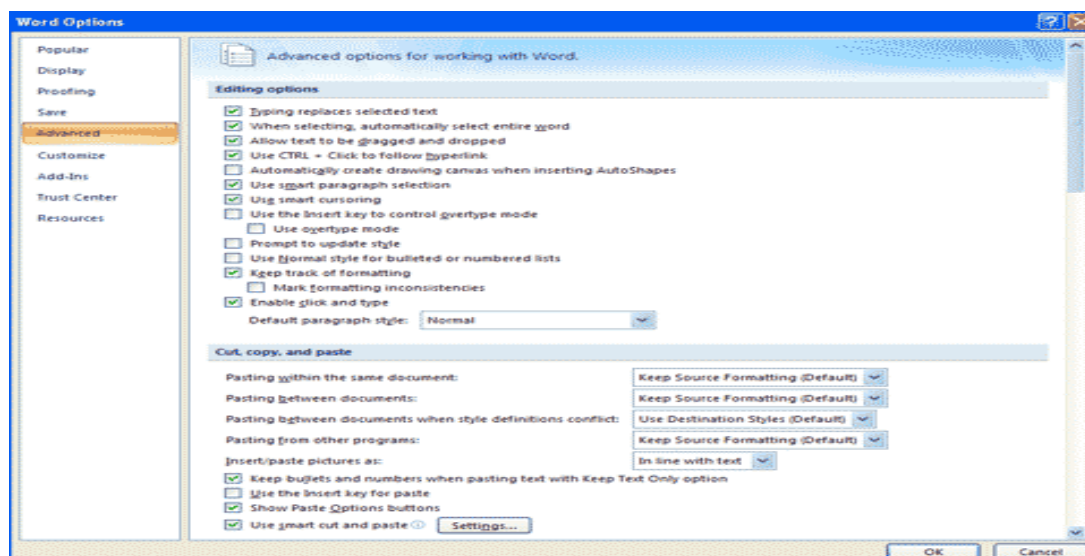
3.4-Save

This feature allows you personalize how your document is saved. You can specify how often you want auto save to run and where you want the documents saved.



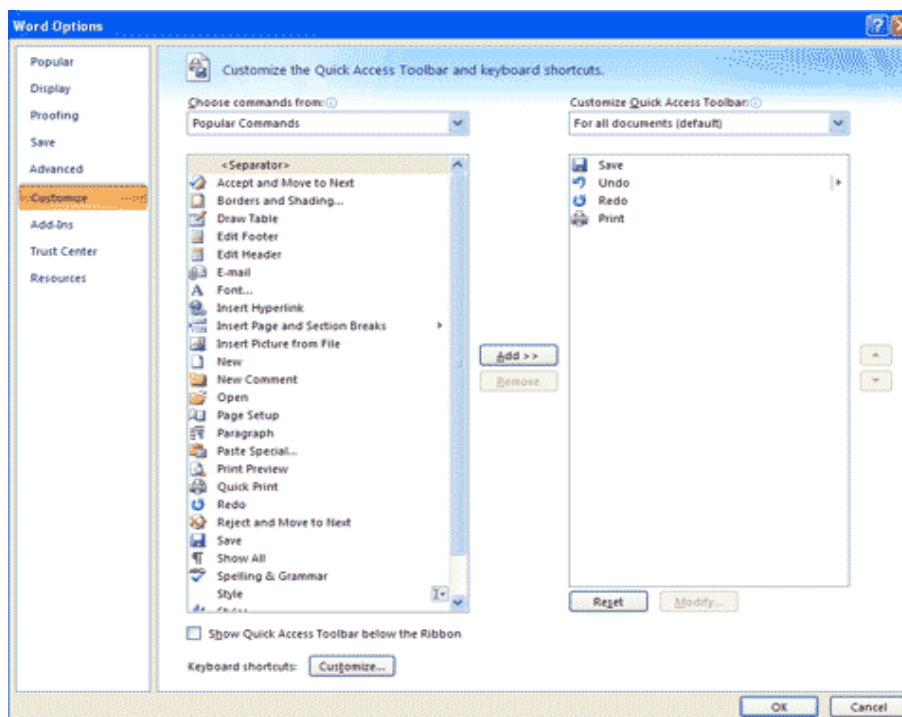
3.5Advanced

This feature allows you to specify options for editing, copying, pasting, displaying, printing and saving.



3.6-Customize.

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



4-Editing a Document

- 4.1-Typing and inserting Text
- 4.2-Selecting Text
- 4.3-Inserting Additional Text
- 4.4-Rearranging Blocks of Text
- 4.5-Deleting Blocks of Text
- 4.6-Search and Replace Text
- 4.7-Undo Changes

4.1-Typing and inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

4.2-Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button press, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

4.3-Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

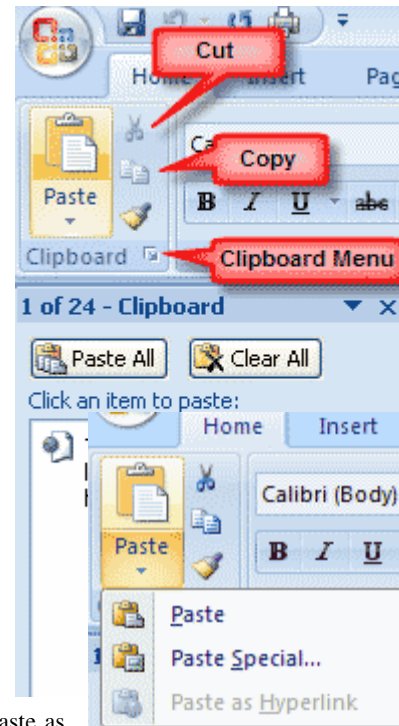
You will notice that you can also use the Clipboard group on the Ribbon.

4.4-Rearranging Blocks of Text

To rearrange text within a document, you can utilize the **Clipboard Group** on the **Home Tab** of the Ribbon.

Insert picture of clipboard group labeled

- **Move text:** Cut and Paste or Drag as shown above
- **Copy Text:** Copy and Paste as above or use the Clipboard group on the Ribbon
- **Paste Text:** Ctrl + V (hold down the CTRL and the “V” key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink



4.5-Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

4.6-Search and Replace Text

To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.



4.7-Undo Changes

To undo changes:

- Click the **Undo Button** on the Quick Access Toolbar

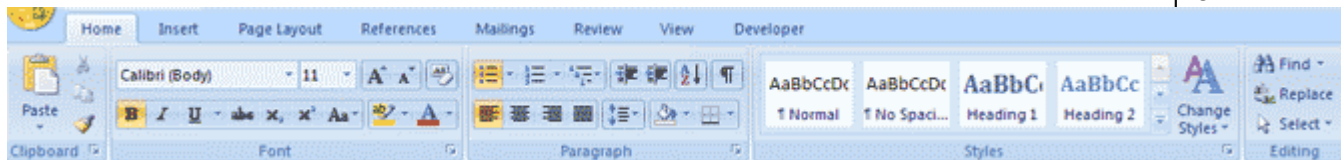


5-Formatting Text

- 5.1-Styles
- 5.2-Changing Font and Size
- 5.3-Font Styles and Effects
- 5.4-Change Text Color
- 5.5-Highlight Text
- 5.6-Copy Formatting
- 5.7-Clear Formatting

5.1-Styles

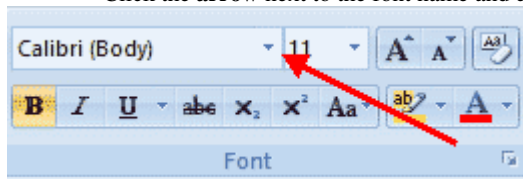
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.



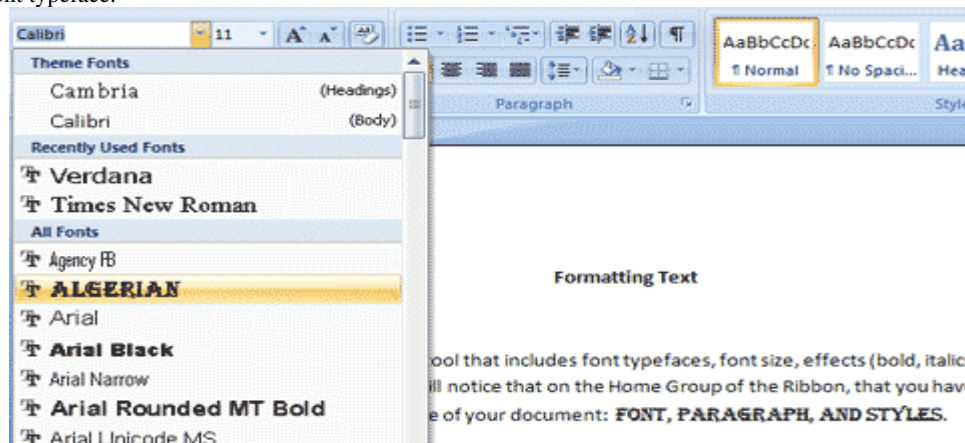
5.2-Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

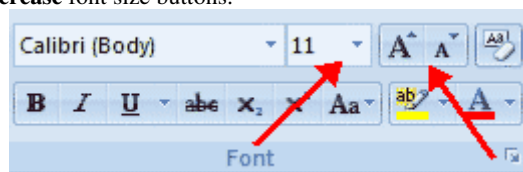


- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

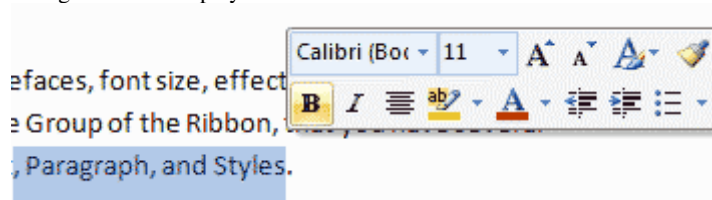
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



5.3-Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

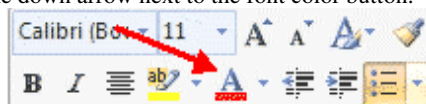
- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools



5.4-Change Text Color

To change the text color:

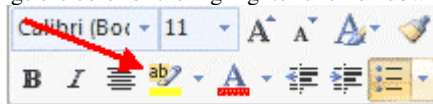
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



5.5-Highlight Text

Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

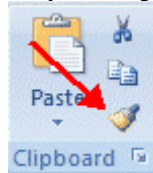
- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.



5.6-Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

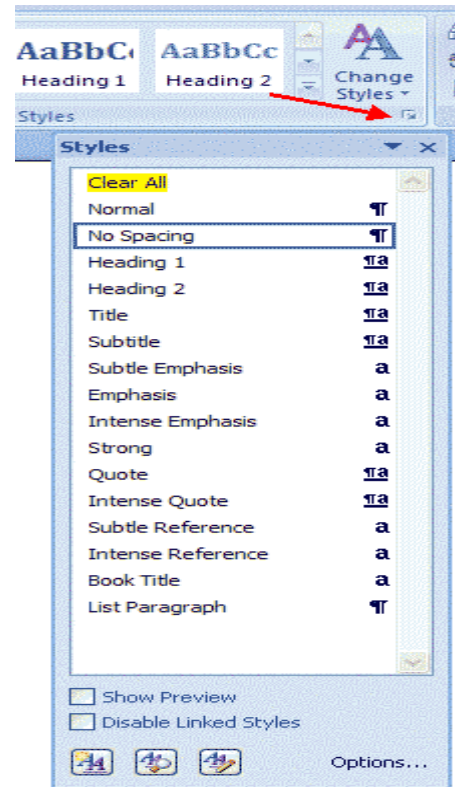
- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



5.7-Clear Formatting

To clear text formatting:

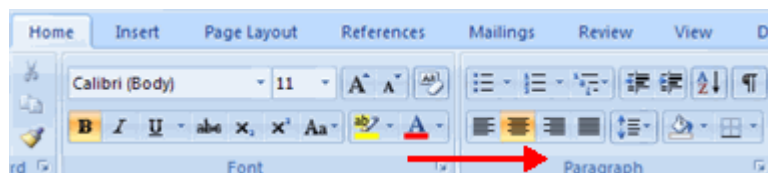
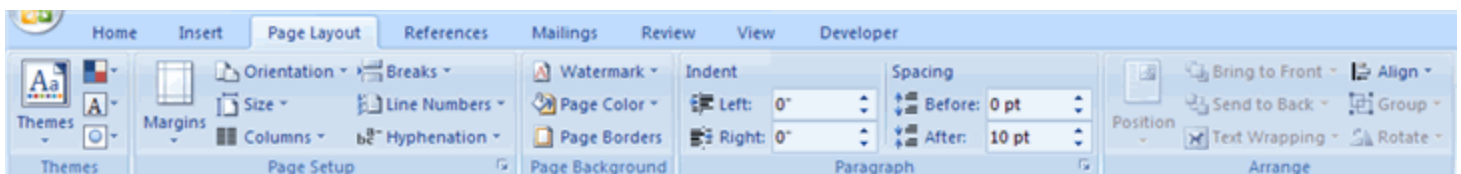
- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**



6-Formatting Paragraphs

- 6.1-Change Paragraph Alignment
- 6.2-Indent Paragraphs
- 6.3-Add Borders and Shading
- 6.4-Apply Styles
- 6.5-Create Links
- 6.6-Change Spacing Between Paragraphs and Lines

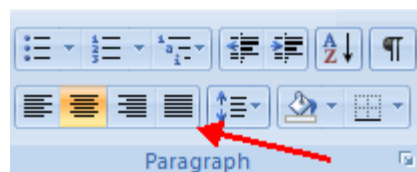
Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.



6.1-Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



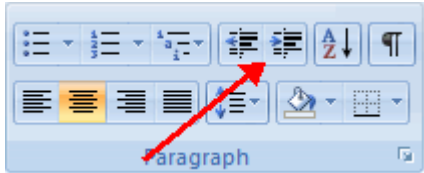
6.2-Indent Paragraphs

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

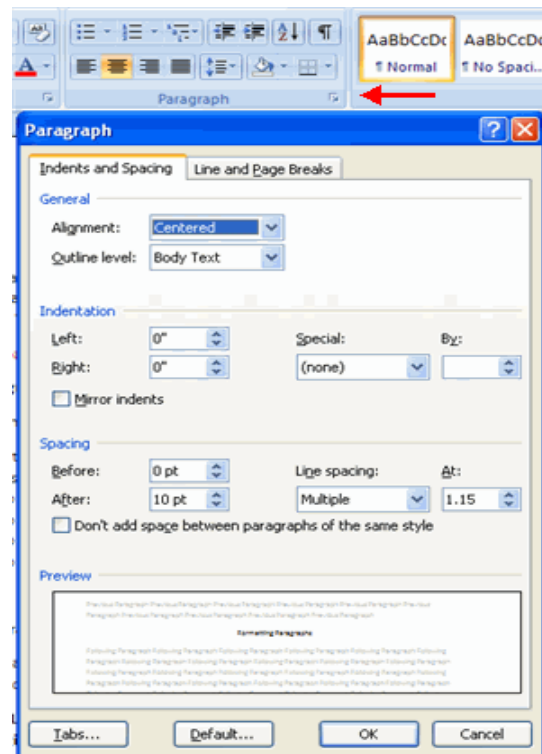
- **First Line:** Controls the left boundary for the first line of a paragraph
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one
- **Left:** Controls the left boundary for every line in a paragraph
- **Right:** Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



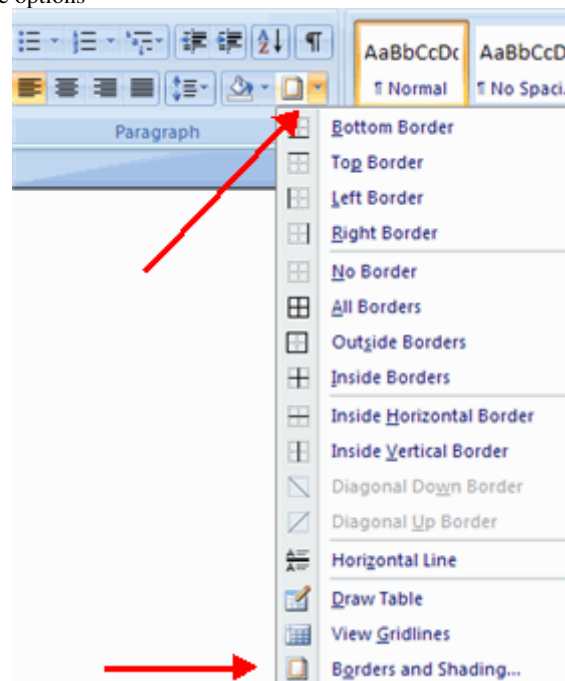
- Click the dialog box of the **Paragraph** Group
- Click the **Indents and Spacing** Tab
- Select your indents



6.3-Add Borders and Shading

You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

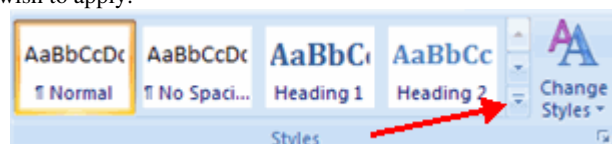
- Select the area of text where you want the border or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border and Shading**
- Choose the appropriate options



6.4-Apply Styles.

Styles are a present collection of formatting that you can apply to text. To utilize **Quick Styles**:

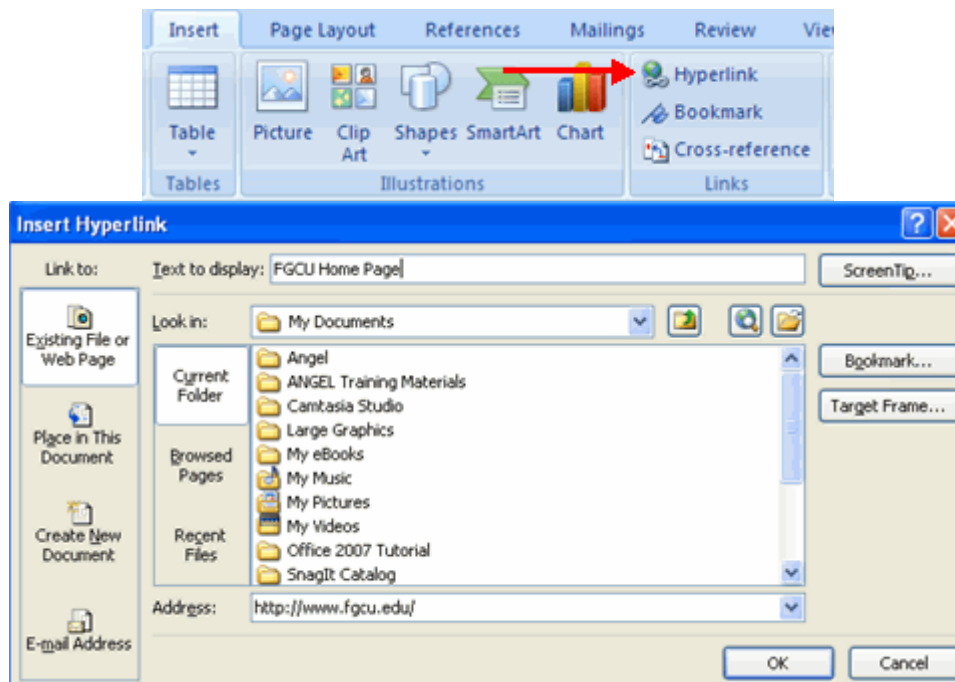
- Select the text you wish to format.
- Click the dialog box next to the **Styles** Group on the Home Tab.
- Click the style you wish to apply.



6.5-Create Links

Creating links in a word document allows you to put in a URL that readers can click on to visit a web page. To insert a link:

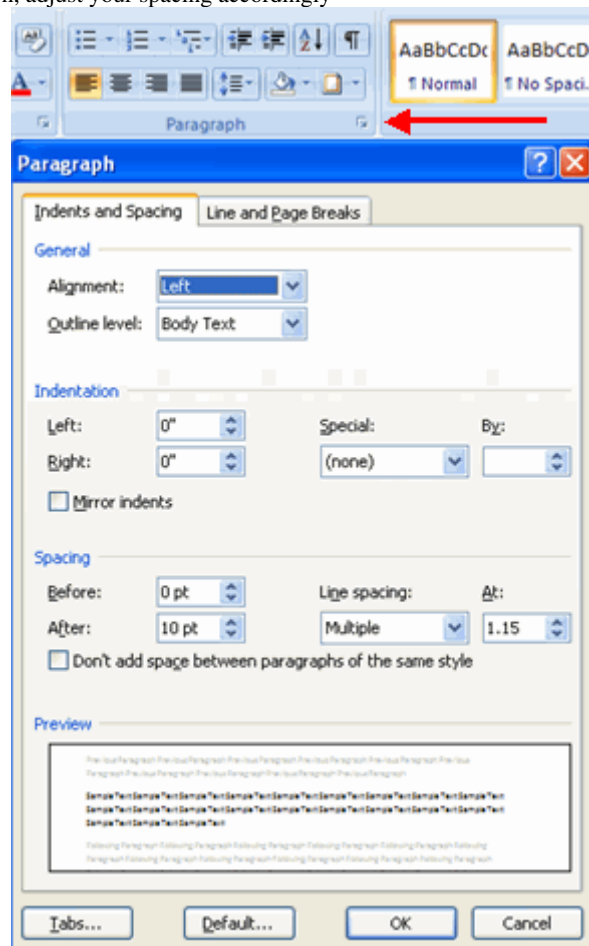
- Click the **Hyperlink Button** on the Links Group of the Insert Tab.
- Type in the text in the “Text to Display” box and the web address in the “Address” box.



6.6- Change Spacing between Paragraphs and Lines.

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly



7. Styles

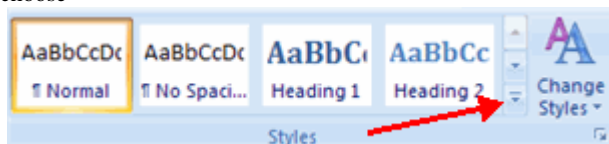
- 7.1-Apply a style
- 7.2-Create New Styles
 - 7.2.1-New Style
 - 7.2.2-New Quick Style
- 7.3-Style Inspector

The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

7.1-Apply Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the **Styles** dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the **Styles** Dialog Box
- Click the **Style** you choose



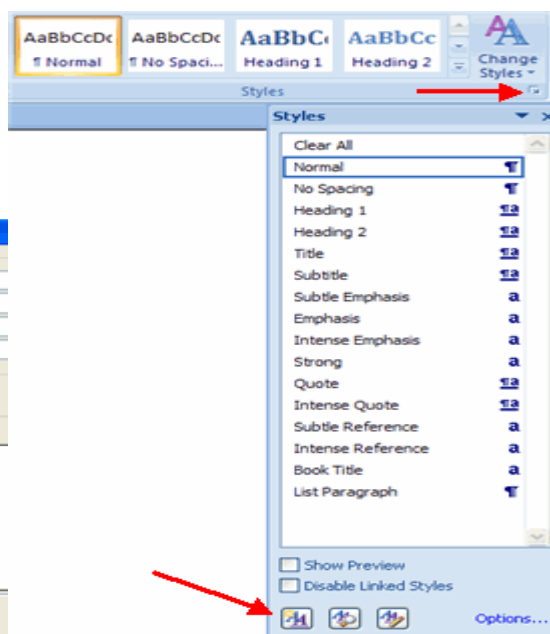
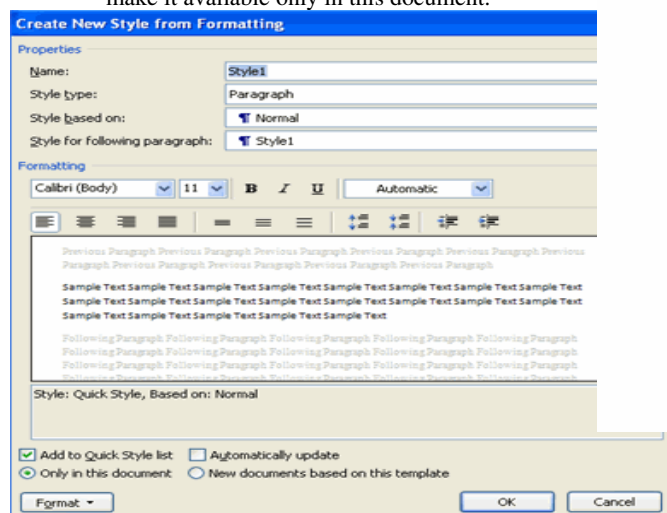
7.2-Creating New Styles

You can create styles for formatting that you use regularly. There are two ways to do this: New Styles or New Quick Styles.

7.2.1-New Styles

To create a new style:

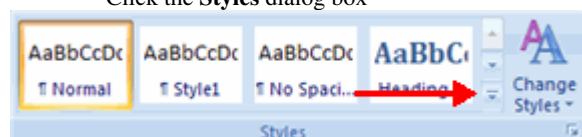
- Click the **Styles** Dialog Box
- Click the **New Style** Button
- Complete the **New Style** dialog box.
- At the bottom of that dialog box, you can choose to add this to the **Quick Style List** or to make it available only in this document.



7.2.2-New Quick Style

To create a style easily:

- Insert your cursor anywhere in the chosen style
- Click the **Styles** dialog box



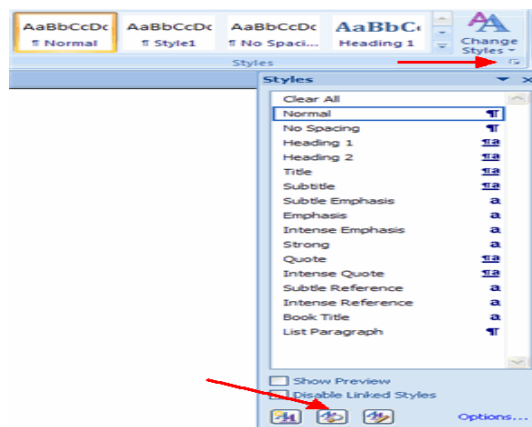
- Click **Save Selection** as New Quick Style



7.3-Style Inspector

To determine the style of a particular section of a document:

- Insert cursor anywhere in the text that you want to explain the style
- Click the **Styles Drop Down Menu**
- Click the **Style Inspector** Button



8-Adding Tables

8.1-Create a Table

8.2-Enter data in a Table

8.3-Modify the Table Structure and Format a Table.

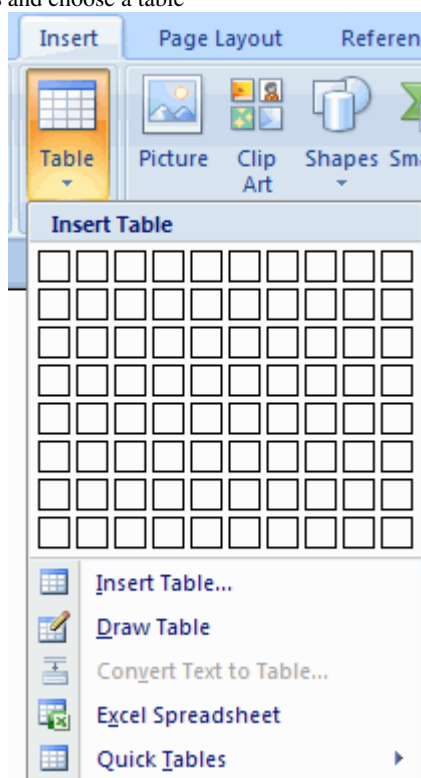
Definition

Tables are used to display data in a table format.

8.1-Create a Table

To create a table:

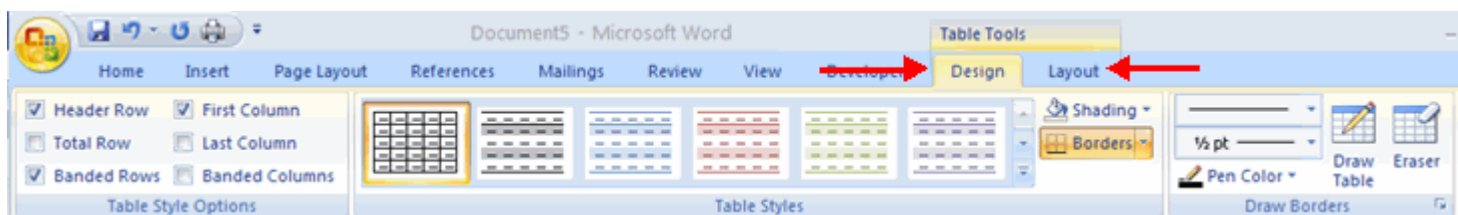
- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Quick Tables** and choose a table



8.2-Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

8.3-Modify the Table Structure and Format a Table



To **modify** the structure of a table:

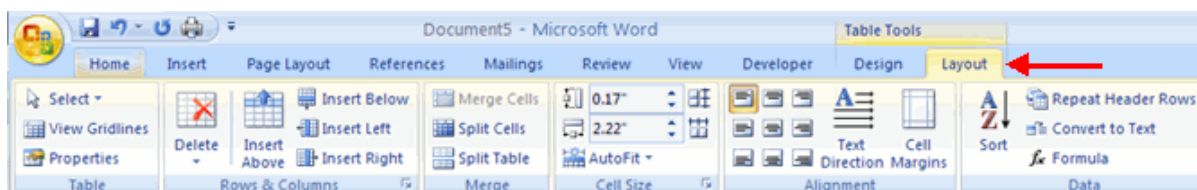
- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

- **Table Style Options**
- **Table Styles**
- **Draw Borders**

To **format** a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

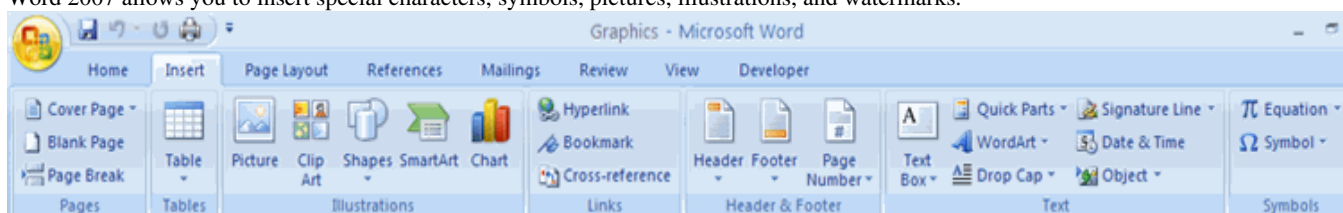
- **View Gridlines and Properties** (from the Table Group)
- **Insert Rows and Columns** (from the Rows & Columns Group)
- **Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- **Merge or Split Cells** (from the Merge Group)
- **Increase and Decrease cell size** (Cell Size Group)
- **Align text within the cells and change text directions** (Alignment Group)



9-Graphics

- 9.1-Symbols and Special Characters
- 9.2-Equations
- 9.3-Illustrations, Pictures, and SmartArt
- 9.4-Watermarks

Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



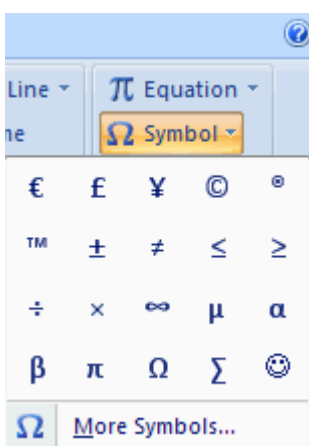
9.1-Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.

9.2-Equations

Word 2007 also allows you to insert mathematical equations. To access the mathematical equations tool:



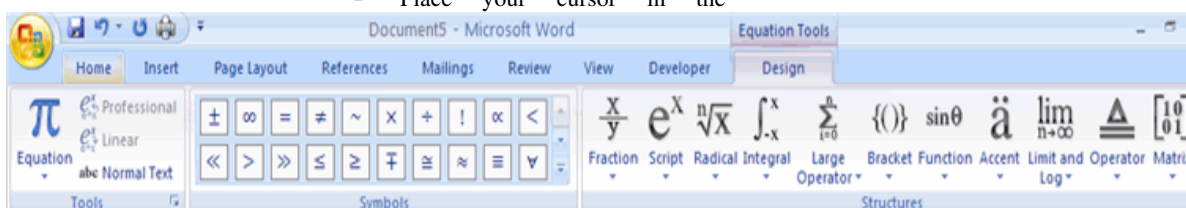
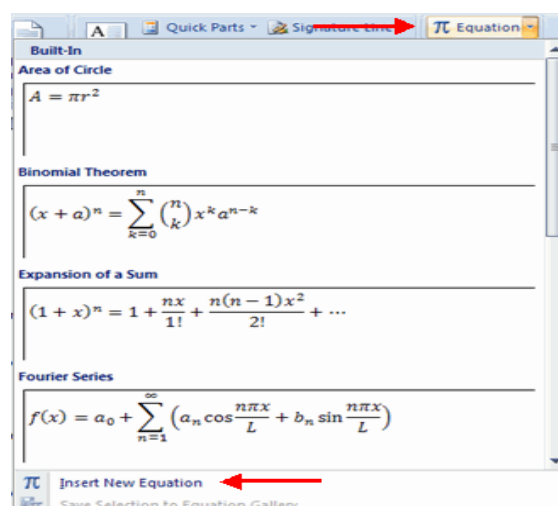
- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Equation** Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation
- To edit the equation click the equation and the **Design** Tab will be available in the Ribbon

9.3-Illustrations, Pictures, and SmartArt

Word 2007 allow you to insert illustrations and pictures into a document. To insert

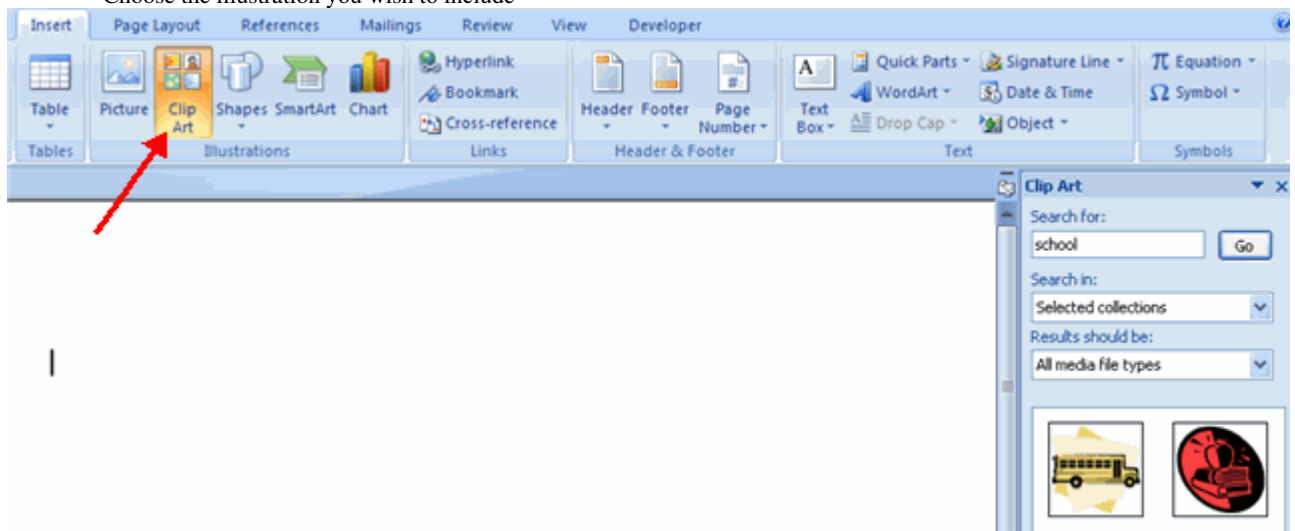
illustrations:

- Place your cursor in the



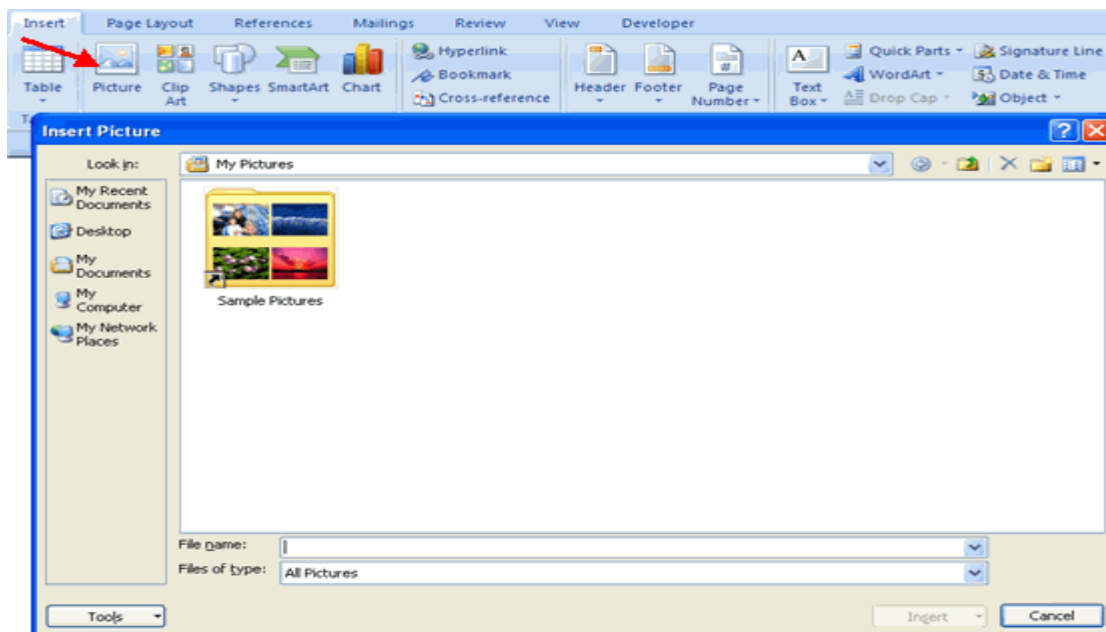
document where you want the illustration/picture

- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include



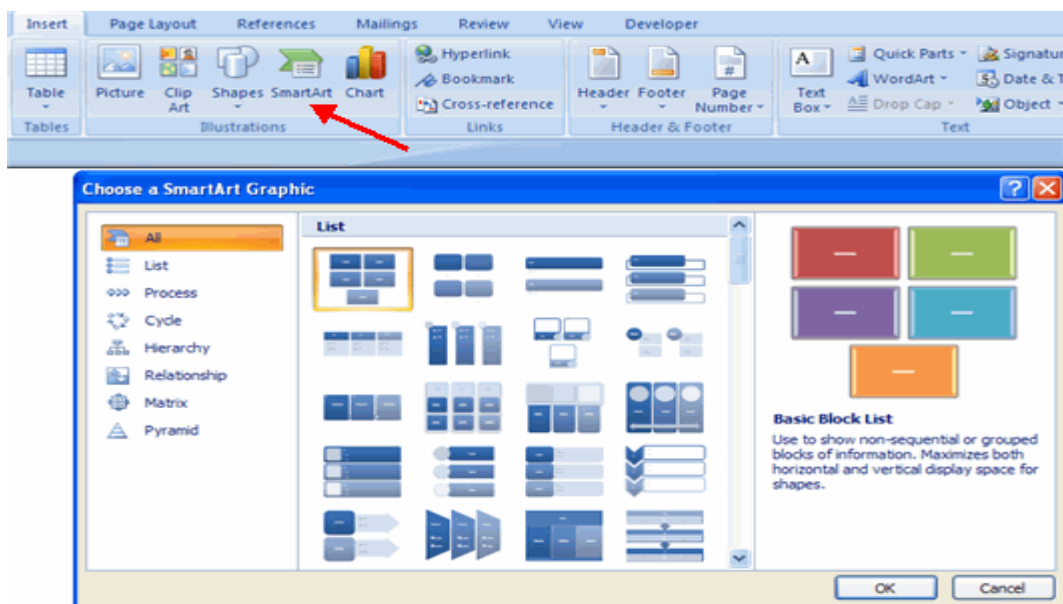
To insert a **picture**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

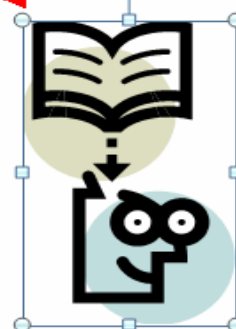
- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document



- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.

Resize Graphics

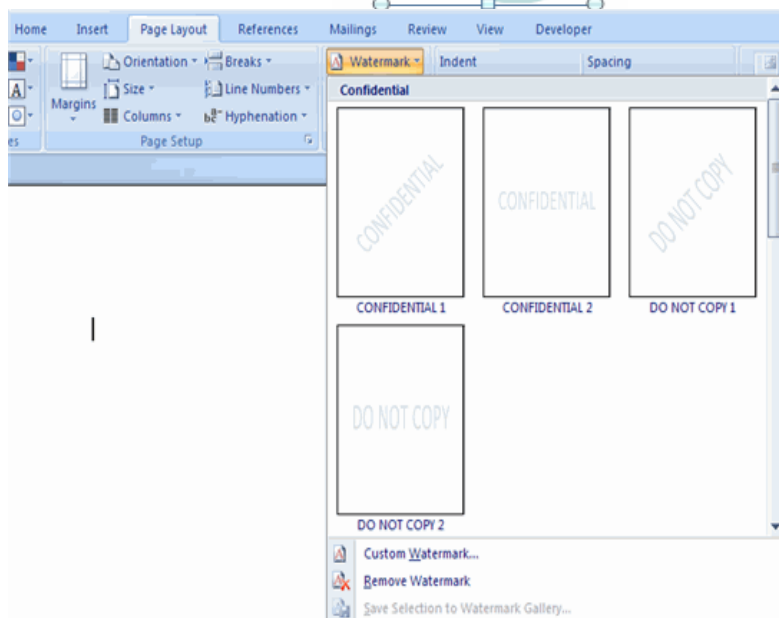
All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.



9.4-Watermarks

A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the **Page Layout** Tab in the Ribbon
- Click the **Watermark** Button in the Page Background Group
- Click the **Watermark** you want for the document or click **Custom Watermark** and create your own watermark
- To remove a watermark, follow the steps above, but click **Remove Watermark**



10-Proofing a Document

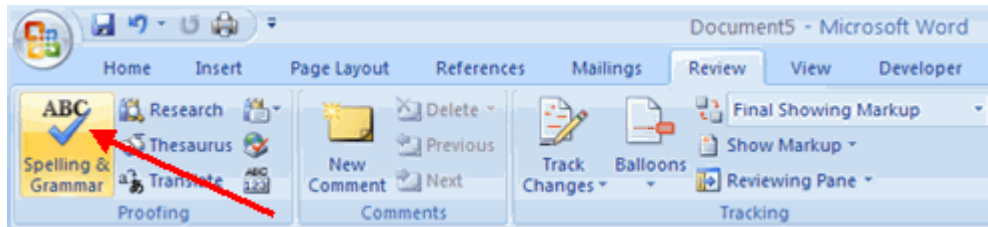
- 10.1-Spelling and Grammar
- 10.2-Thesaurus
- 10.3-Customize AutoCorrect
- 10.4-Create a New Default Dictionary
- 10.5-Check Word Count

There are many features to help you proofread your document. These include: Spelling and Grammar, Thesaurus, AutoCorrect, Default Dictionary, and Word Count.

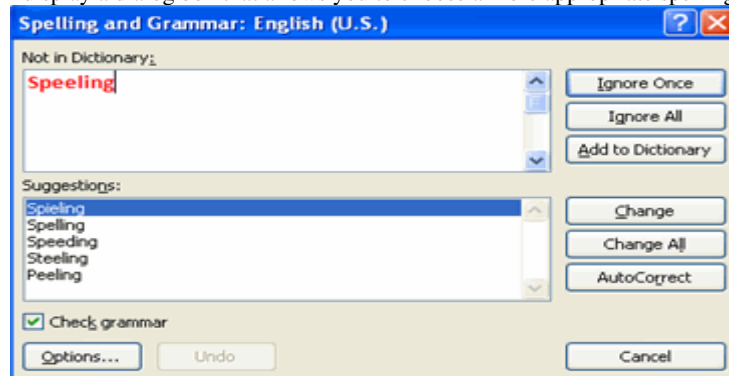
10.1-Spelling and Grammar

To check the spelling and grammar of a document

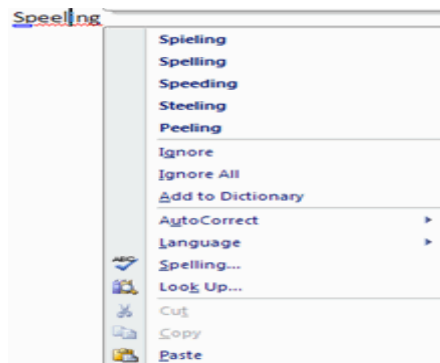
- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.



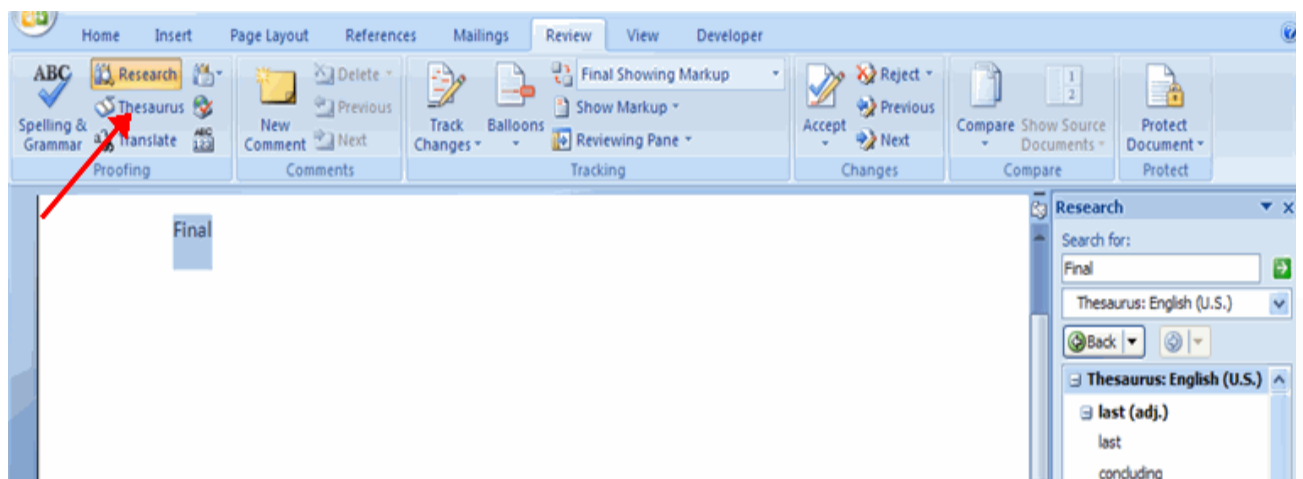
If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.



10.2-Thesaurus

The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.

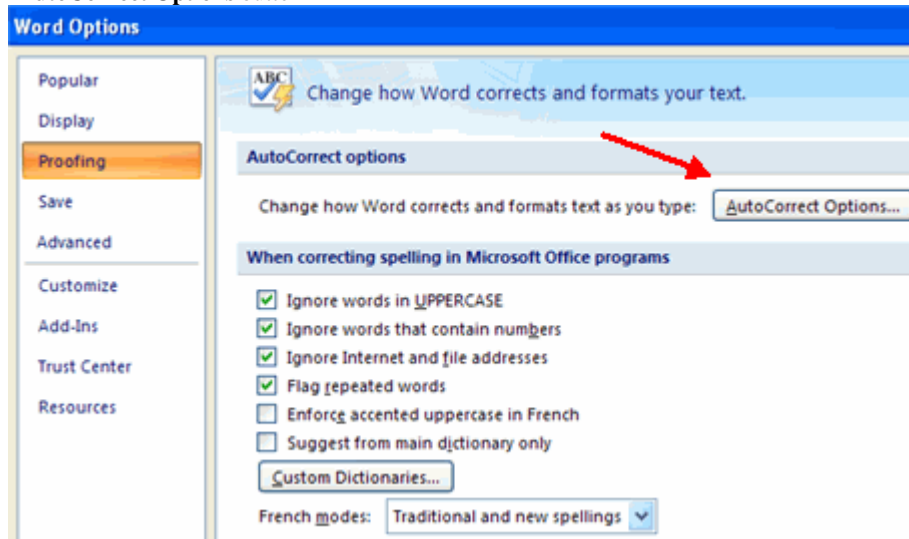
10.3-Customize AutoCorrect

You can set up the AutoCorrect tool in Word to retain certain text the way it is.

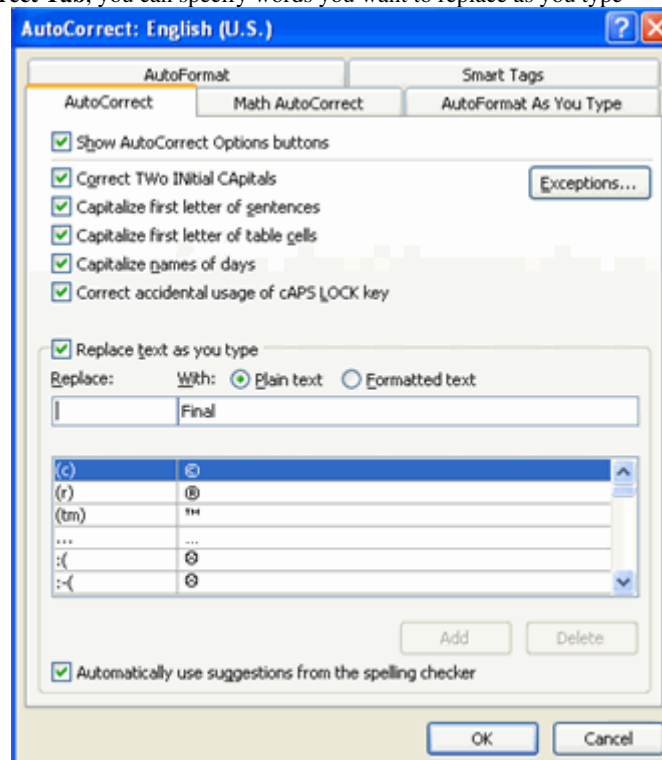
To customize AutoCorrect:

- Click the **Microsoft Office** button

- Click the **Word Options** Button
- Click the **Proofing** tab
- Click **AutoCorrect Options** button



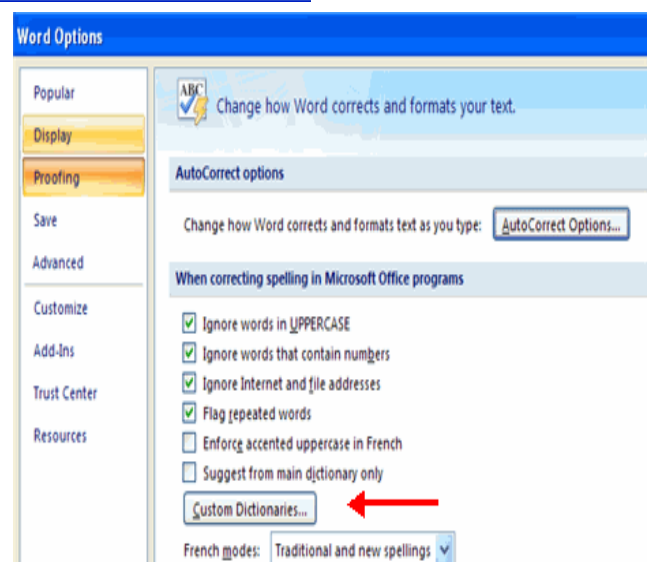
- On the **AutoCorrect** Tab, you can specify words you want to replace as you type

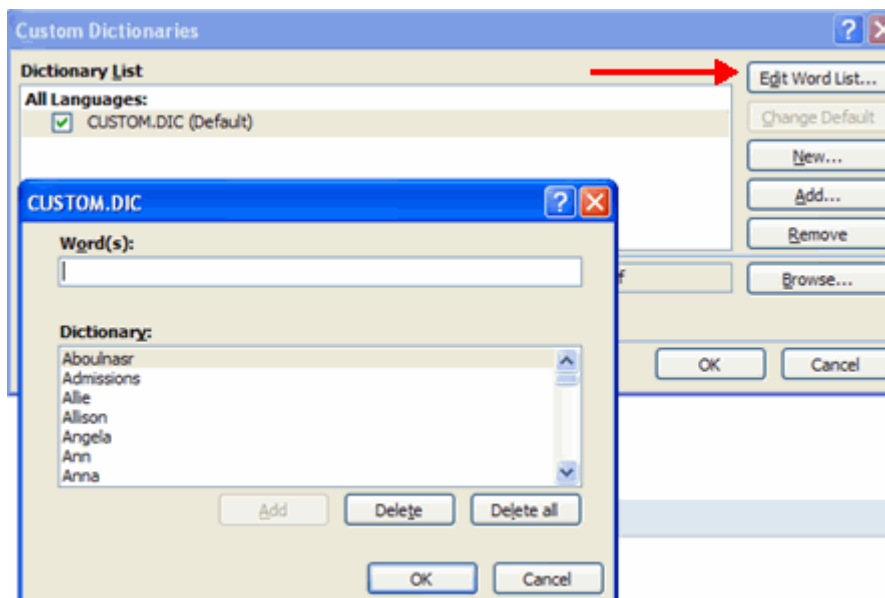


10.4-Create a New Default Dictionary

Often you will have business or educational jargon that may not be recognized by the spelling and/or grammar check in Word. You can customize the dictionary to recognize these words.

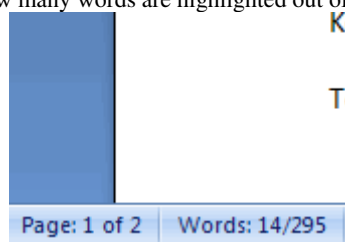
- Click the **Microsoft Office** button
- Click the **Word Options** Button
- Click the **Proofing** tab
- Click the **When Correcting Spelling** tab
- Click **Custom Dictionaries** an
- Click **Edit Word List**
- Type in any words that you may use that are not recognized by the current dictionary.





10.5-Check Word Count

To check the word count in Word 2007 look at the bottom left corner of the screen. It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.



11-Page Formatting

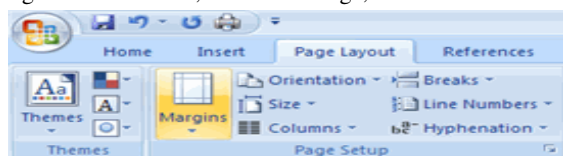
- 11.1-Modify Page Margins and Orientation
- 11.2-Apply a Page Border and Color
- 11.3-Insert Common Header and Footer Information
- 11.4-Create a Page Break
- 11.5-Insert a Cover Page
- 11.6-Insert a Blank Page

11.1-Modify Page Margins and Orientations

Page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.

To change the Orientation, Size of the Page, or Columns:

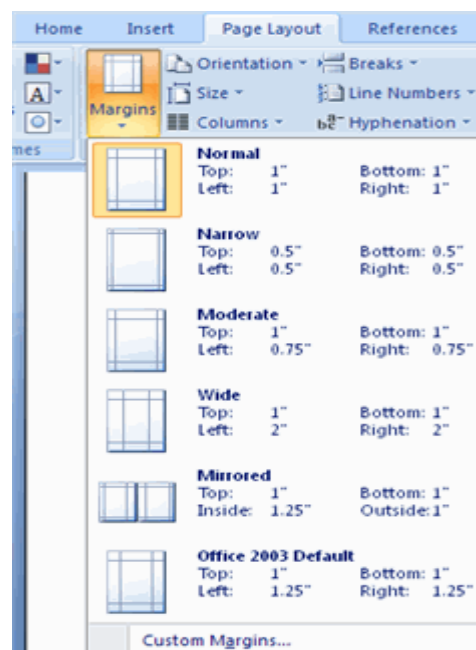
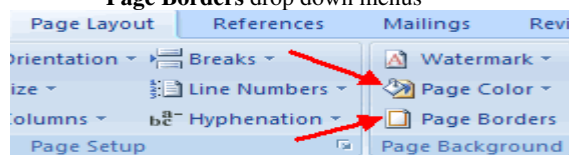


- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice

11.2-Apply a Page Border and Color

To apply a page border or color:

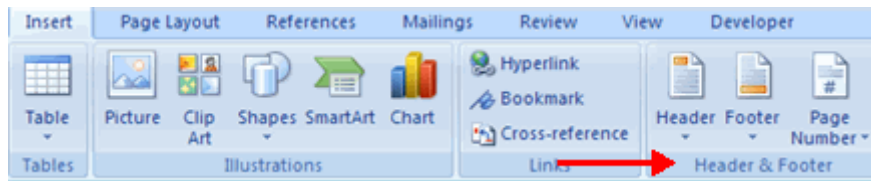
- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus



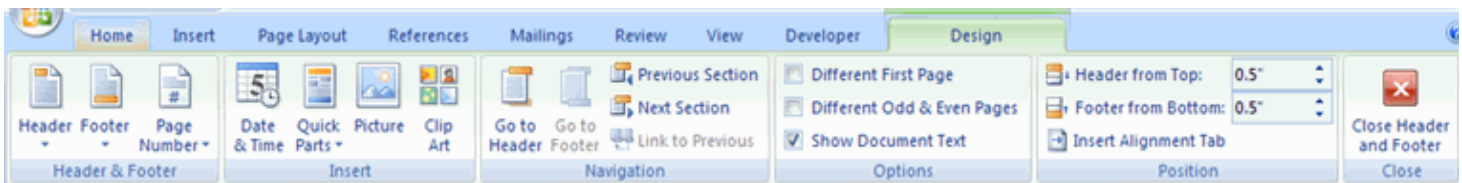
11.3-Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**
- Choose a style



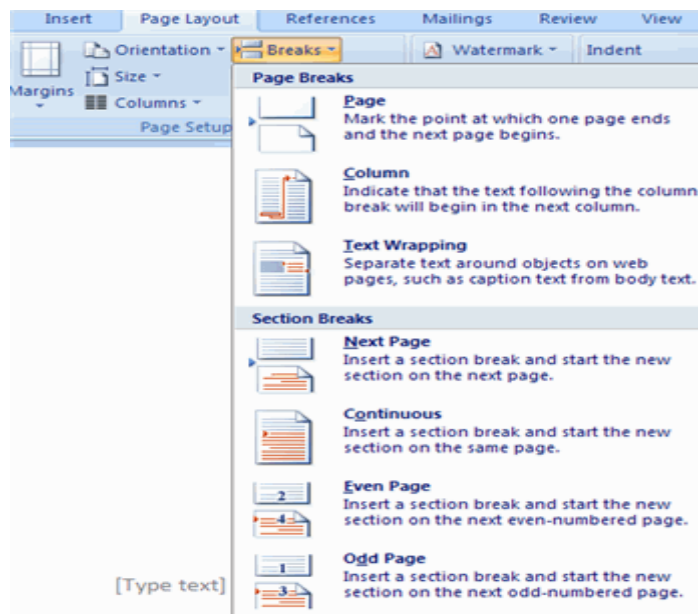
- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



11.4-Create a Page Break

To insert a page break:

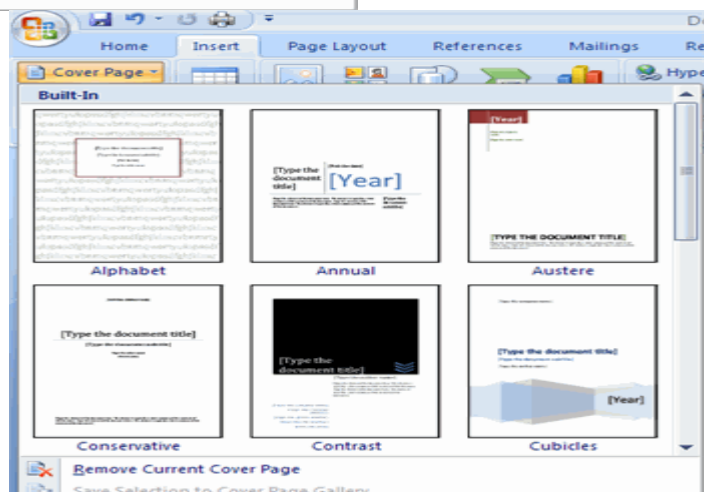
- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks Drop Down Menu**
- Click **Page Break**



11.5-Insert a Cover Page

To insert a cover page:

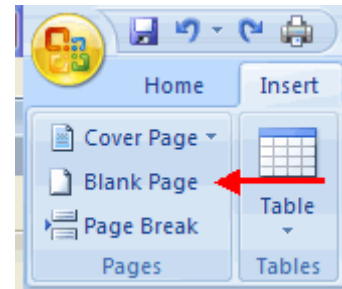
- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page



11.6-Insert a Blank Page

To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group



12-Lists

- 12.1-Bulleted and Numbered Lists
- 12.2-Nested Lists
- 12.3-Formatting Lists

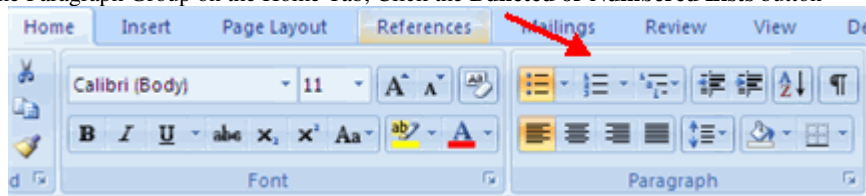
Lists allow you to format and organize text with numbers, bullets, or in an outline.

12.1-Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To **add** a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the **Bulleted or Numbered Lists** button



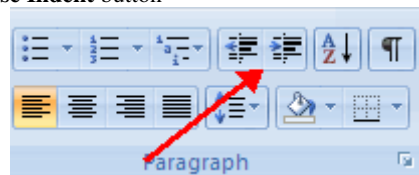
To **create** a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

12.2-Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

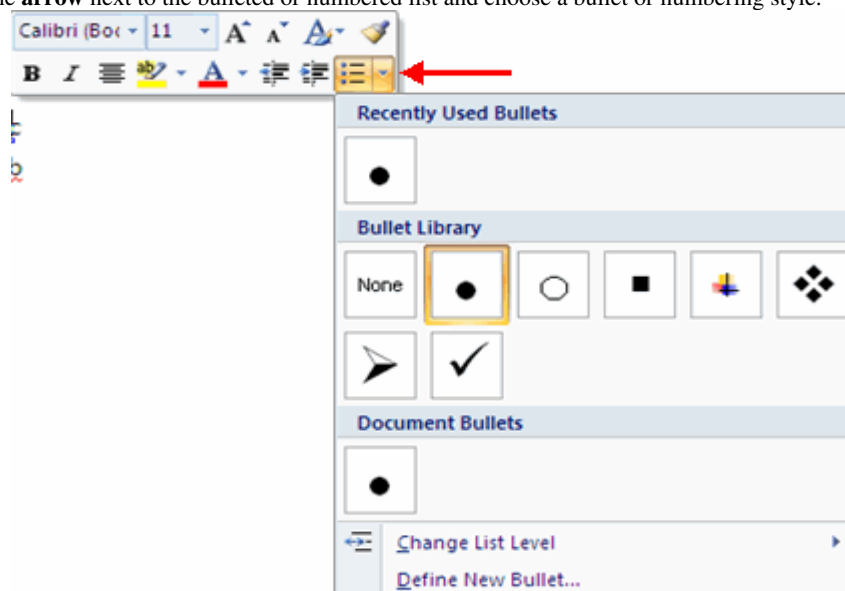
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



12.3-Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet
- Right click
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.

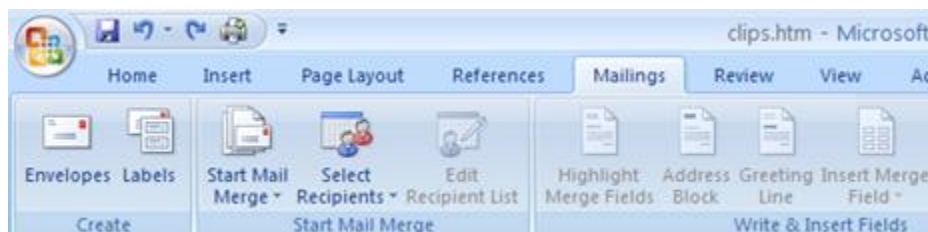


13-Working with mail merge

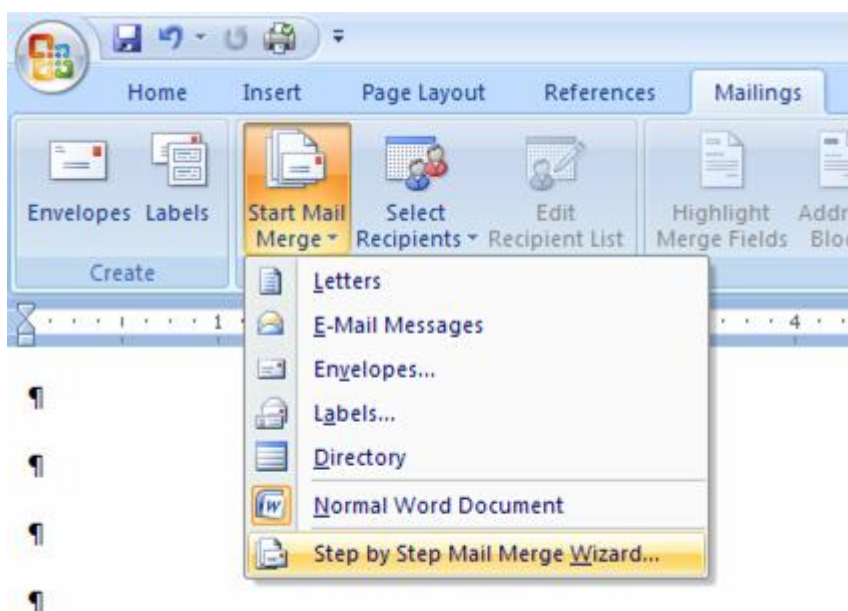
- 13.1-Mail merge wizard
- 13.2-Inserting merge fields
- 13.3-Matching fields
- 13.4-Previewing results
- 13.5-Complete merge
- 13.6-Saving

Mail Merge Wizard

To start the Mail Merge in the new Word 2007, click on the **Mailings** tab. The Ribbon, the groups of commands you see on each tab, replaces the toolbars and menus. Commands are organized in groups related to activities such as you see below in the Create, Start Mail Merge, and Write & Insert Fields groups on the Mailings tab.



When you click on the arrow beside **Start Mail Merge**, a drop-down list appears as shown below. Select the last option, “**Step by Step Mail Merge Wizard.**”



This brings up the task pane as shown below. Select **Letters** (or whatever type you want) as the type of document and then click on the “Next: Starting document” link at the bottom of the task pane to go to the next step to select your starting document.

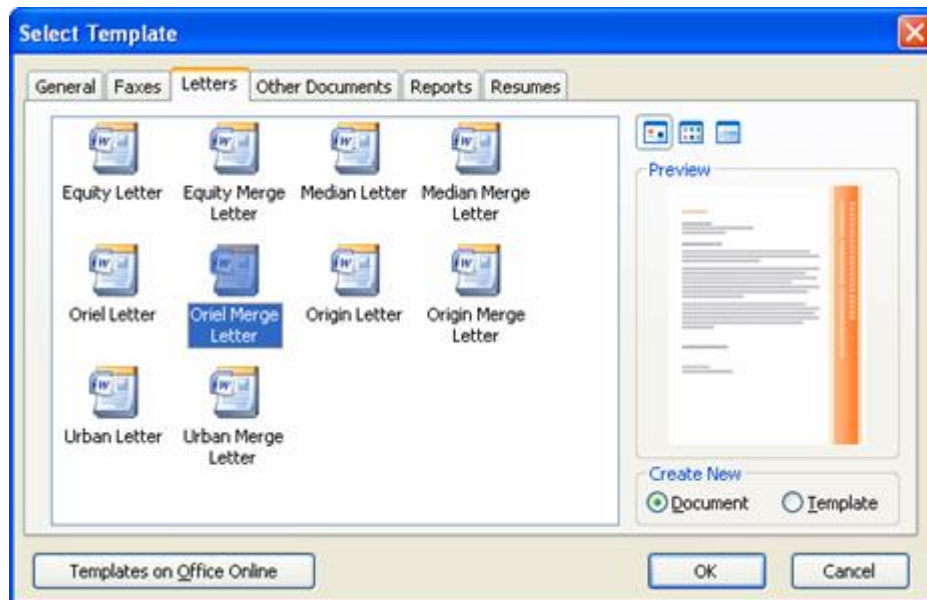


Selecting a Template

You have options to use the current document you have open, to select a template, or to browse to an existing document not open. For this practice, select “Start from a template.” This brings up a link you click on to “Select template.”



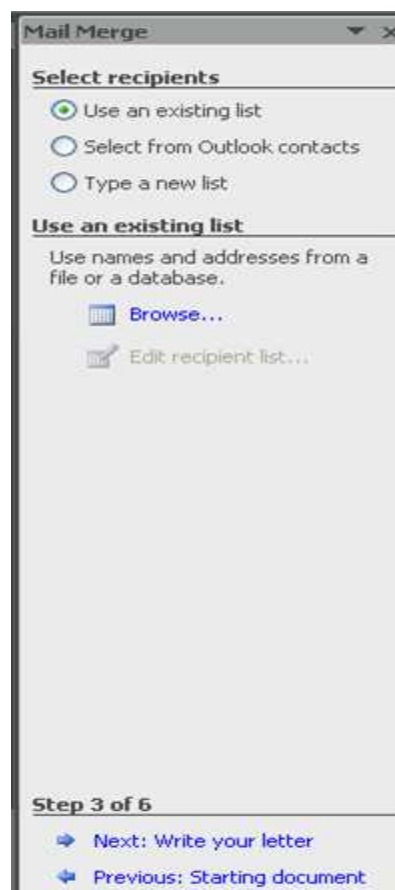
This opens the “Select Template” dialog box shown. Select the “Letters” tab and choose “Oriental Merge Letter.” Click on OK.



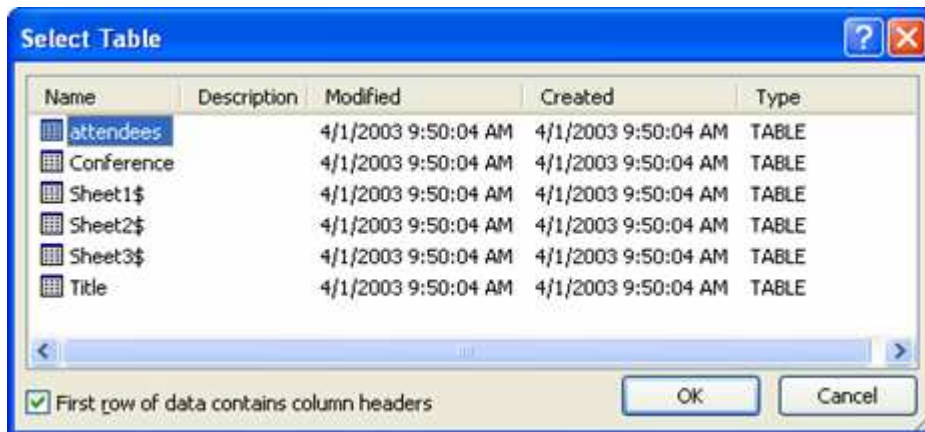
This takes you to Step 3 in the Mail Merge process in which you “Select recipients.”

Selecting Recipients

Select “Use an existing list” and click on the “Browse” link. Locate and open the file containing your data source.

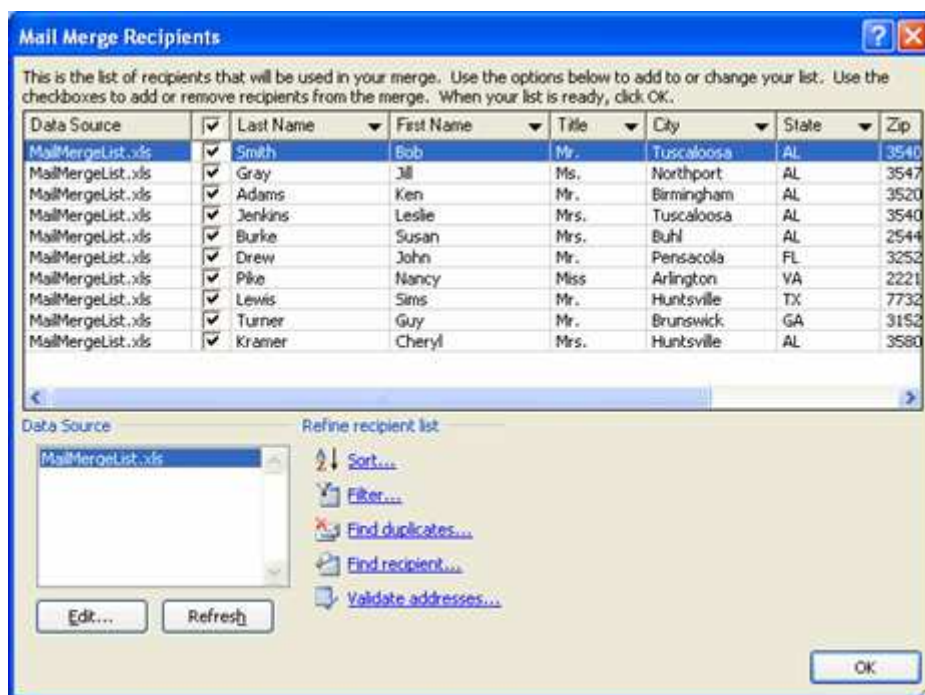


This opens the following dialog box in which you select the table (the named range defined within Excel) containing the mail merge recipients info you want to pull into the merge fields in your document. Select “seminar” or “training” or whatever you named the range in your spreadsheet containing the names and addresses you want to use for the mail merge (“attendees” is the defined range selected as shown below).

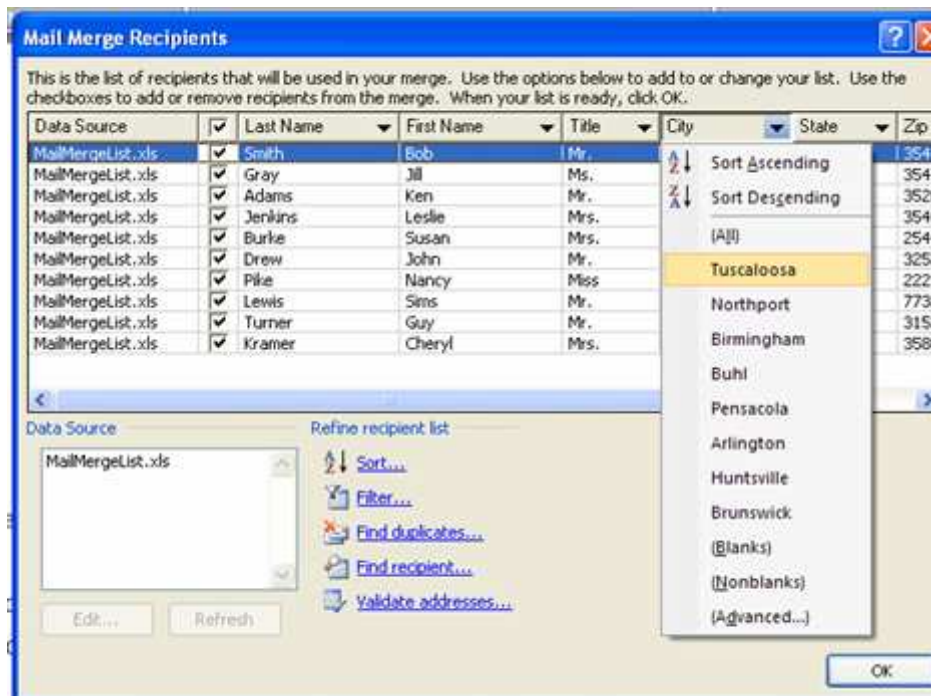


Make sure to check the box indicating that the “First row of data contains column headers” so that the field labels (Last Name, First Name, Address1, etc.) on your spreadsheet won’t be mistaken for data.

This opens the **Mail Merge Recipients** dialog box shown below. Here you can select which recipients to include or deselect by unchecking the check box by the name.



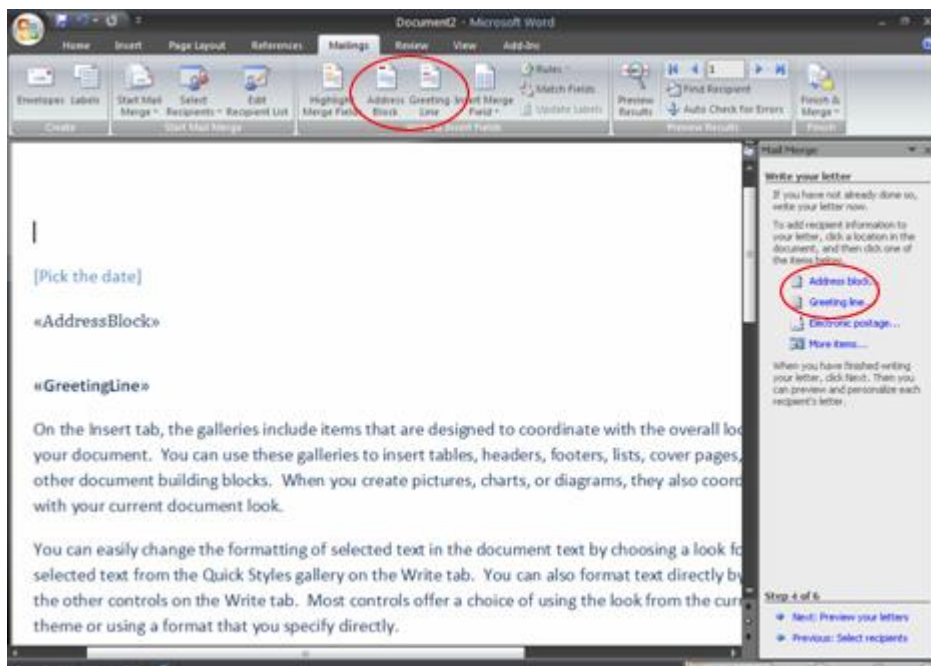
You can sort and filter the list using the drop-down list located on each field name indicated by the triangular black arrow. Note there are also links to Sort and Filter or Find Duplicates and recipients in the “Refine recipient list” section.



Click on the link “Next: Write your letter” to go on to the next step to edit the mail merge template letter content.

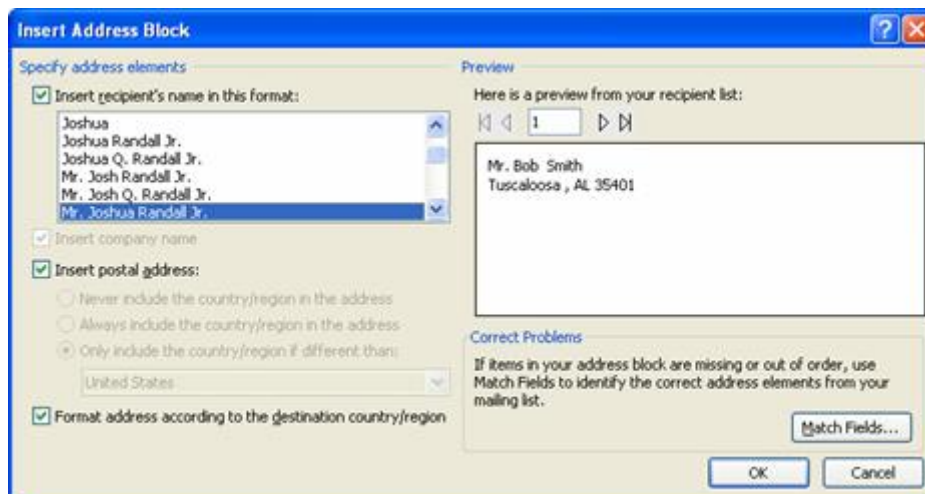
Inserting Merge Fields

Notice that the Address Block and Greeting Line fields are already inserted into this template letter. If you weren’t using a preformatted mail merge letter, you would just simply click on the links on the right to insert the Address block, Greeting line, or more items (more merge fields). You also have these same options on the Mailings toolbar at the top—you don’t have to use the wizard each time you do a mail merge. Pick the date and replace the letter content with your own and then go on to the next step to preview your letters by clicking on the link at the bottom of the task pane.

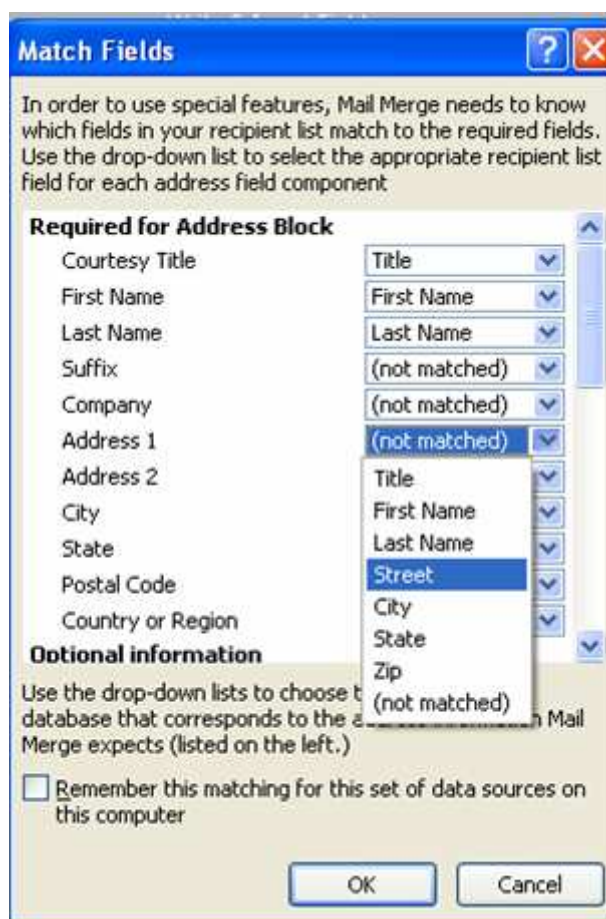


Matching Fields

When you click on the Address block link, the following dialog box appears in which you can choose the format of the address. Also, you can click on the **Match Fields** button to match the missing address field (the Match Fields button is also on the Mailings tab in the "Write and Insert Fields" grouping).

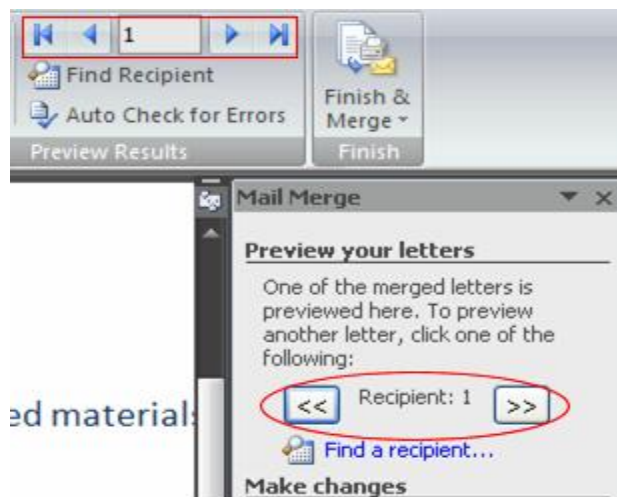


Clicking on the **Match Fields** button brings up the following dialog box. Use the Address 1 drop-down list to select the Street field name from the Excel spreadsheet.



Previewing Results

You have buttons on both the Preview Results group on the Mailings ribbon as well as the task pane to look at different recipient info before going on to the next step to complete the merge.

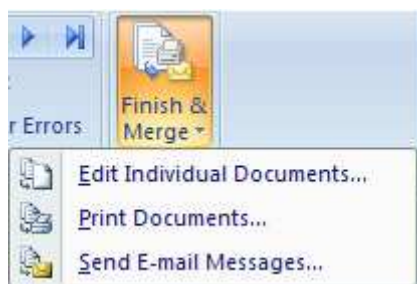


Completing the Merge

When you click on the link, “Next: Complete the merge,” the following appears:



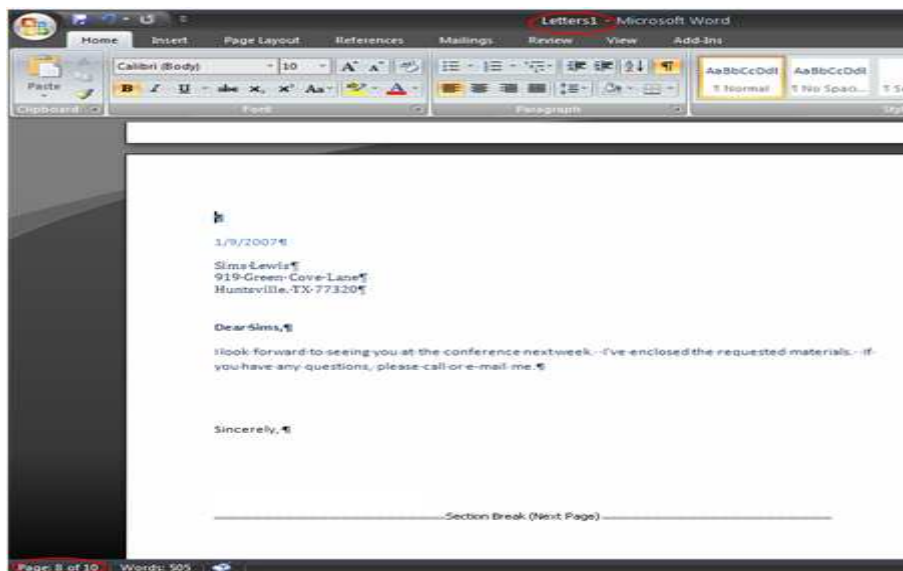
Click on the link “Edit individual letters” which you can see from the screen tip is the link to “Merge to new document.” This is also a button on the “Finish & Merge” dropdown list on the Mailings Ribbon.



The Print link on the Task Pane or Print Documents on the Ribbon dropdown list allows you to merge directly to the printer. When you click on the link to edit the letters, the following dialog box appears:



You can choose whether to merge all or selected records. Click OK and then a new merged document entitled Letters1 is created. It contains the individual letters for each recipient. If you look at the status bar, you will see that it indicates multiple letters.



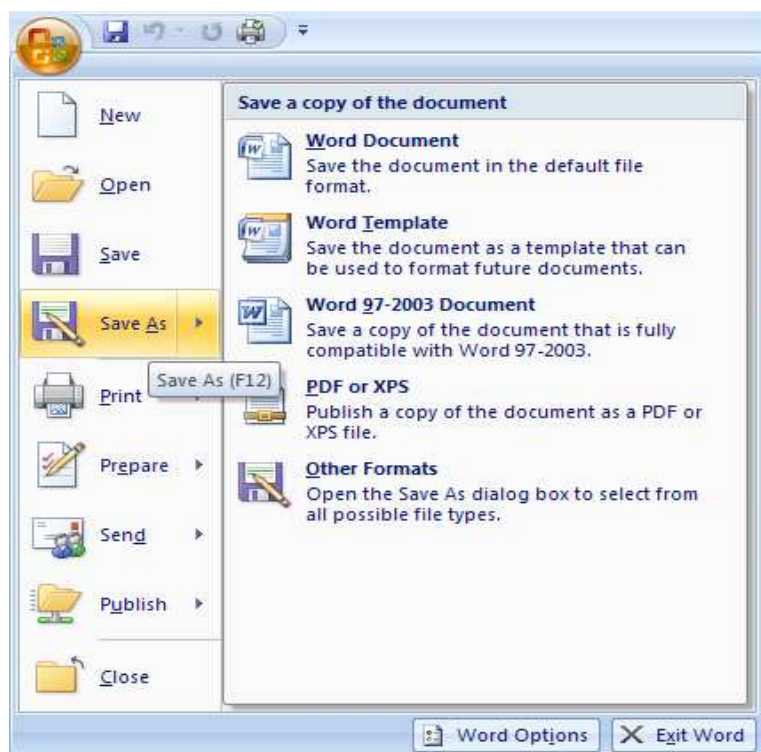
Saving

Save your work by clicking on the new Office button which replaces the file menu.



Select "Save As" to view the new options for saving in different formats.

The new "default" file format is *.docx, a new file format for Word documents. It is one of the new Office XML formats. You also have the option to save in the Word 97-2003 format so that your file is compatible with those versions and can be opened in these versions.



Microsoft Excel

1-Getting Started

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- Microsoft Office Button
- Ribbon
- Quick Access Toolbar
- Mini Toolbar

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- Formulas
- Proofing
- Save
- Advanced
- Customize

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- Set Page Breaks
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Microsoft Excel

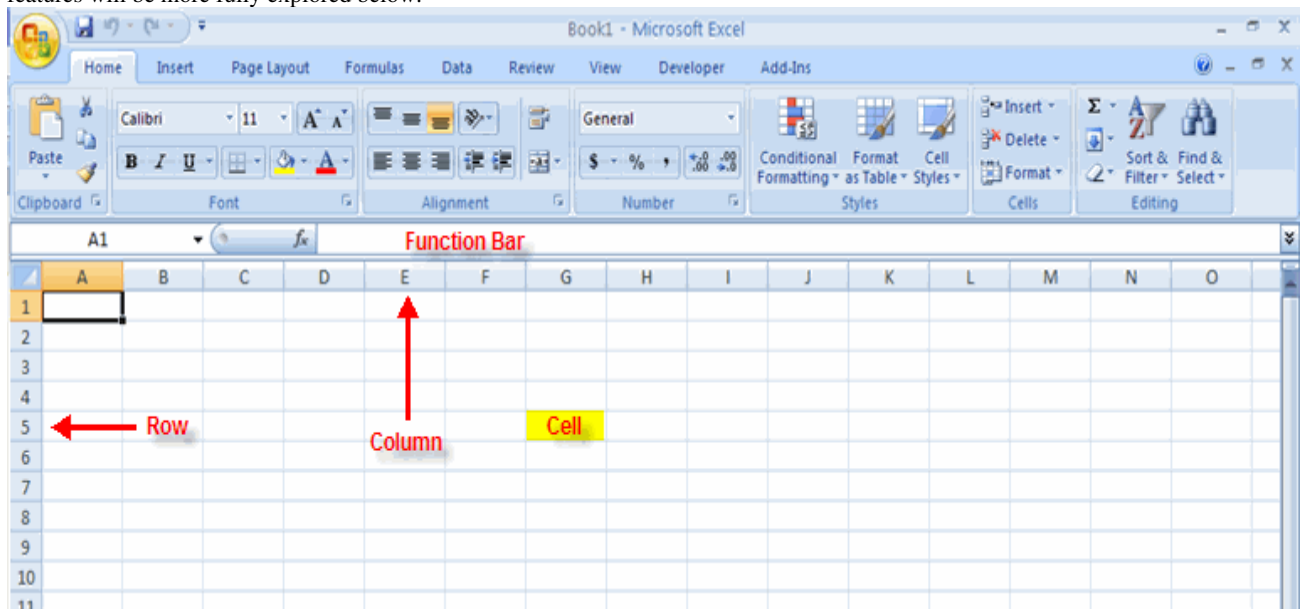
Introduction

Microsoft Excel is an excellent program for organizing, formatting, and calculating numeric data. Excel displays data in a row-and-column format, with gridlines between the rows and columns, similar to accounting ledger books or graph paper. Consequently, Excel is well suited for working with numeric data for accounting, scientific research, statistical recording, and any other situation that can benefit from organizing data in a table- format.

1-Getting Started

- 1.1- Spreadsheets
- 1.2- Microsoft Office Button
- 1.3-Ribbon
- 1.4-Quick Access Toolbar
- 1.5-Mini Toolbar

Getting started with Excel 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within Excel 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

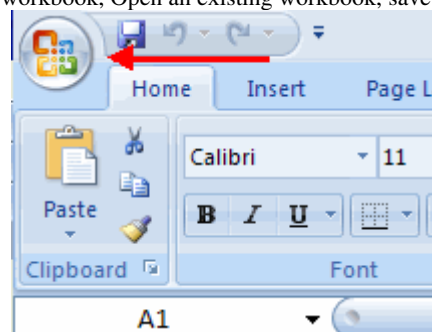


1.1-Spreadsheets

A spreadsheet is an electronic document that stores various types of data. There are vertical columns and horizontal rows. A cell is where the column and row intersect. A cell can contain data and can be used in calculations of data within the spreadsheet. An Excel spreadsheet can contain workbooks and worksheets. The workbook is the holder for related worksheets.

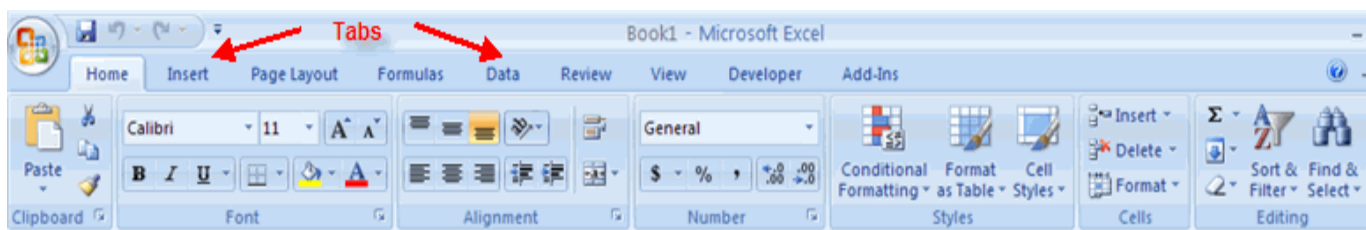
1.2-Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Excel. This button allows you to create a new workbook, Open an existing workbook, save and save as, print, send, or close.

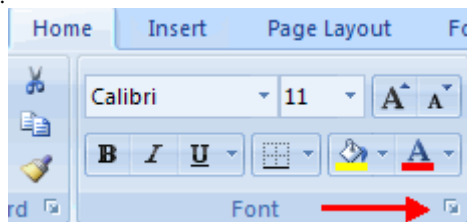


1.3-Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layouts, Formulas, Data, Review, and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



Home: Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing

Insert: Tables, Illustrations, Charts, Links, Text

Page Layouts: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Formulas: Function Library, Defined Names, Formula Auditing, Calculation

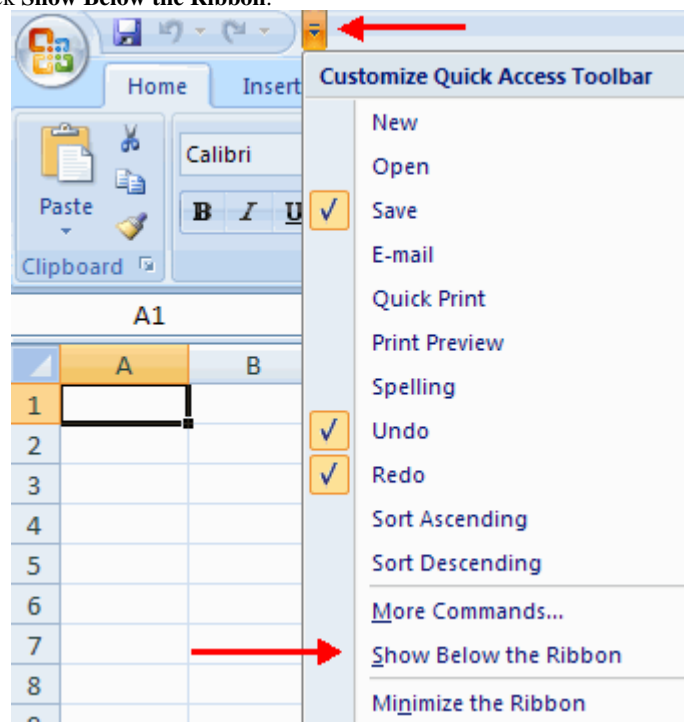
Data: Get External Data, Connections, Sort & Filter, Data Tools, Outline

Review: Proofing, Comments, Changes

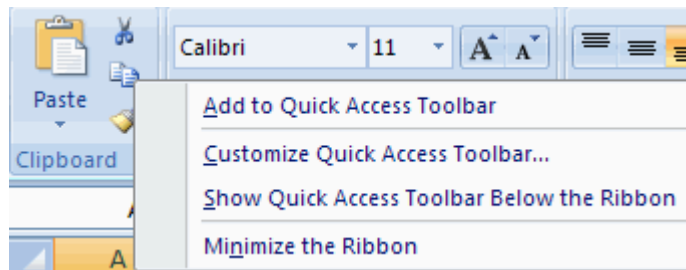
View: Workbook Views, Show/Hide, Zoom, Window, Macros

1.4-Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

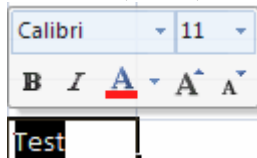


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



1.5-Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.

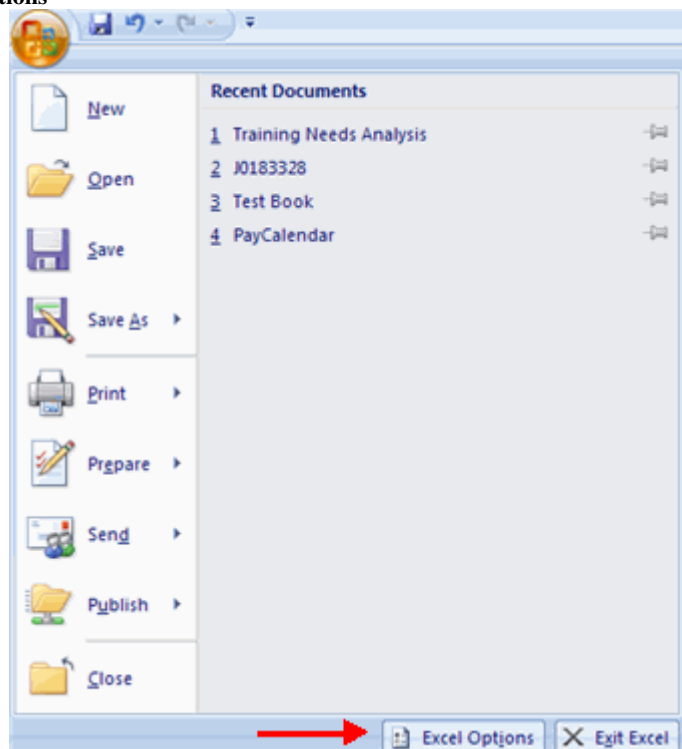


2-Customize Excel

- 2.1-Popular
- 2.2-Formulas
- 2.3-Proofing
- 2.4-Save
- 2.5-Advanced
- 2.6-Customize

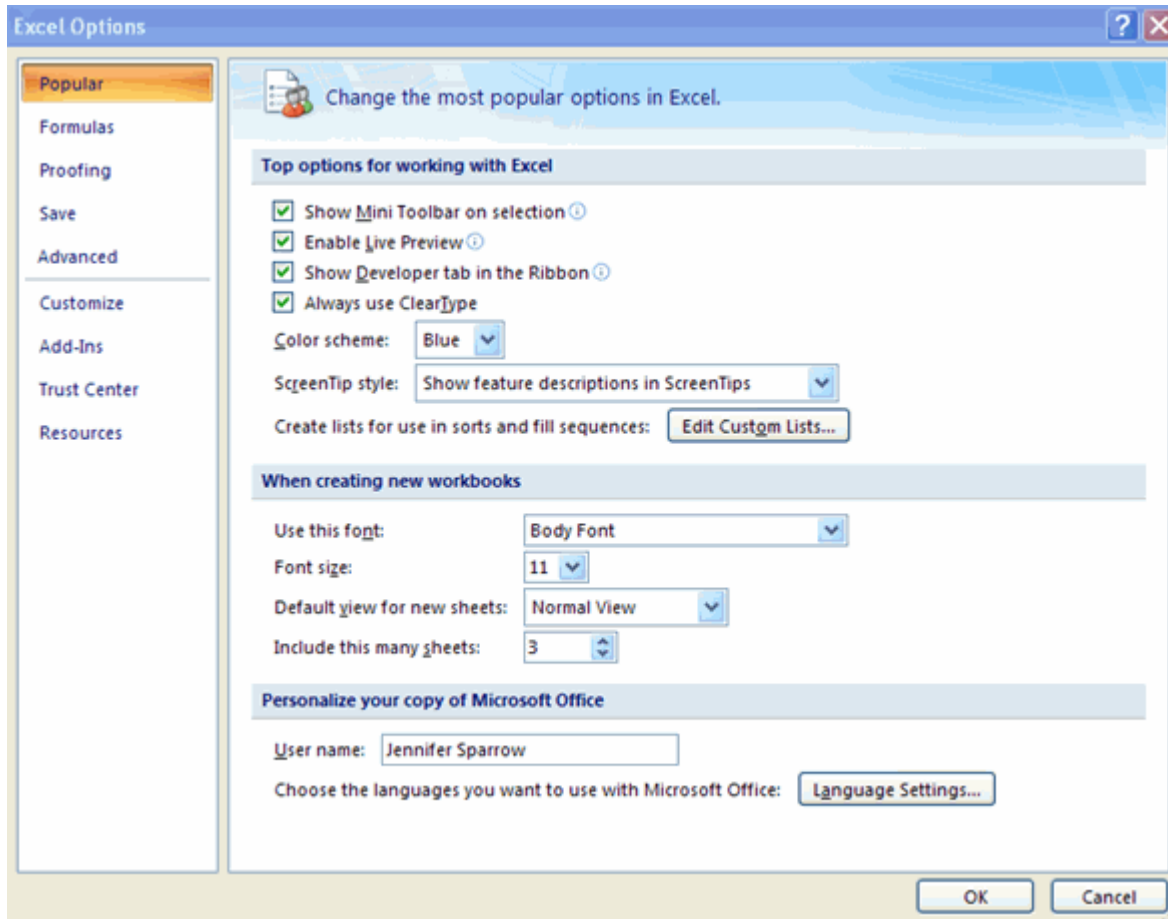
Excel 2007 offers a wide range of customizable options that allow you to make Excel work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Excel Options**



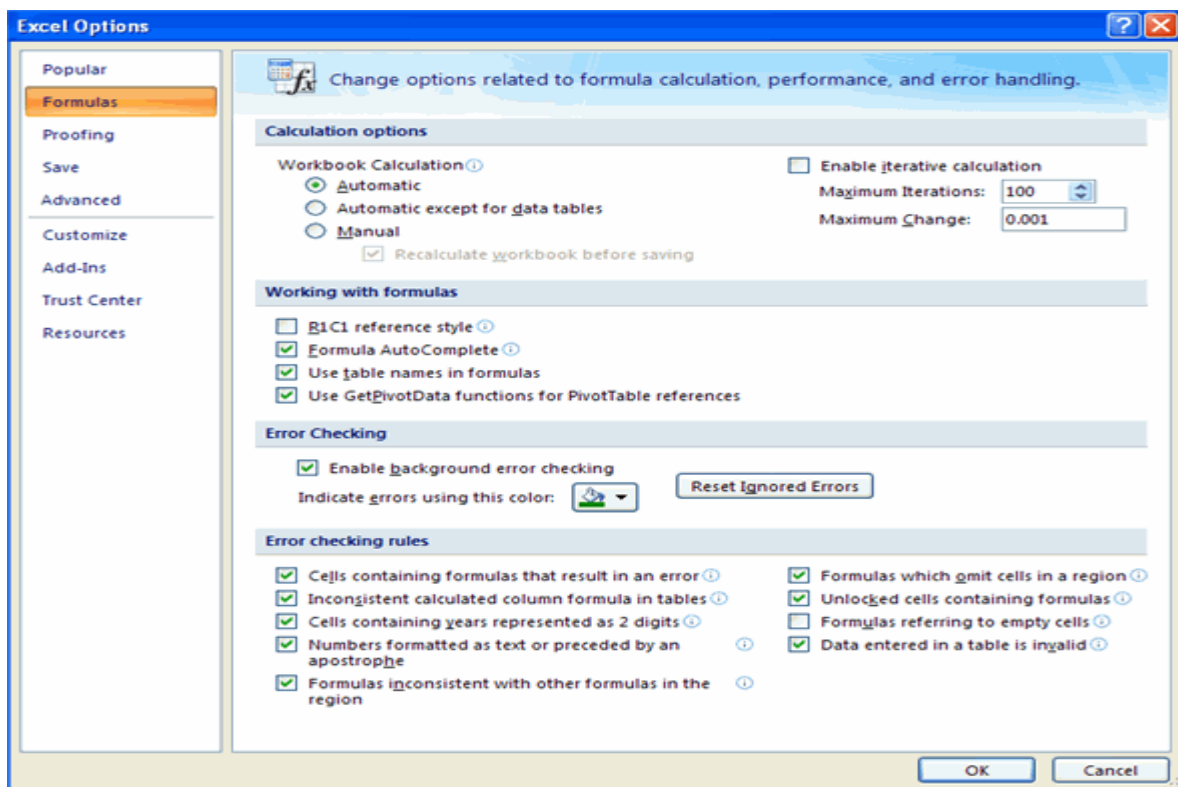
2.1-Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, default options for new workbooks, customize sort and fill sequences user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



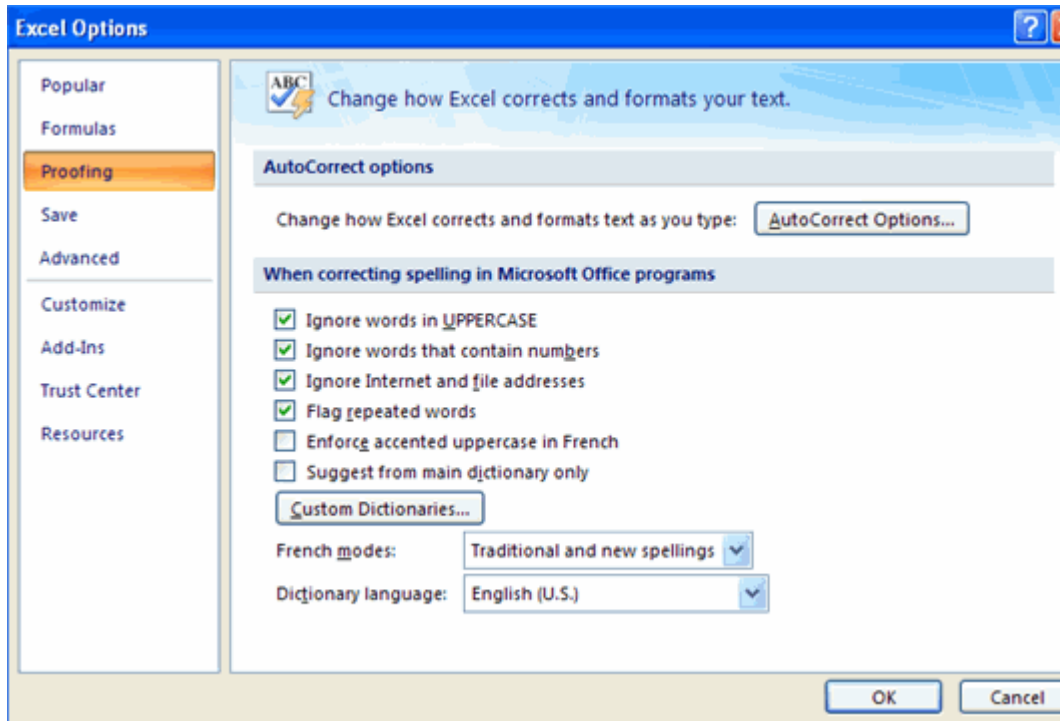
2.2-Formulas

This feature allows you to modify calculation options, working with formulas, error checking, and error checking rules.



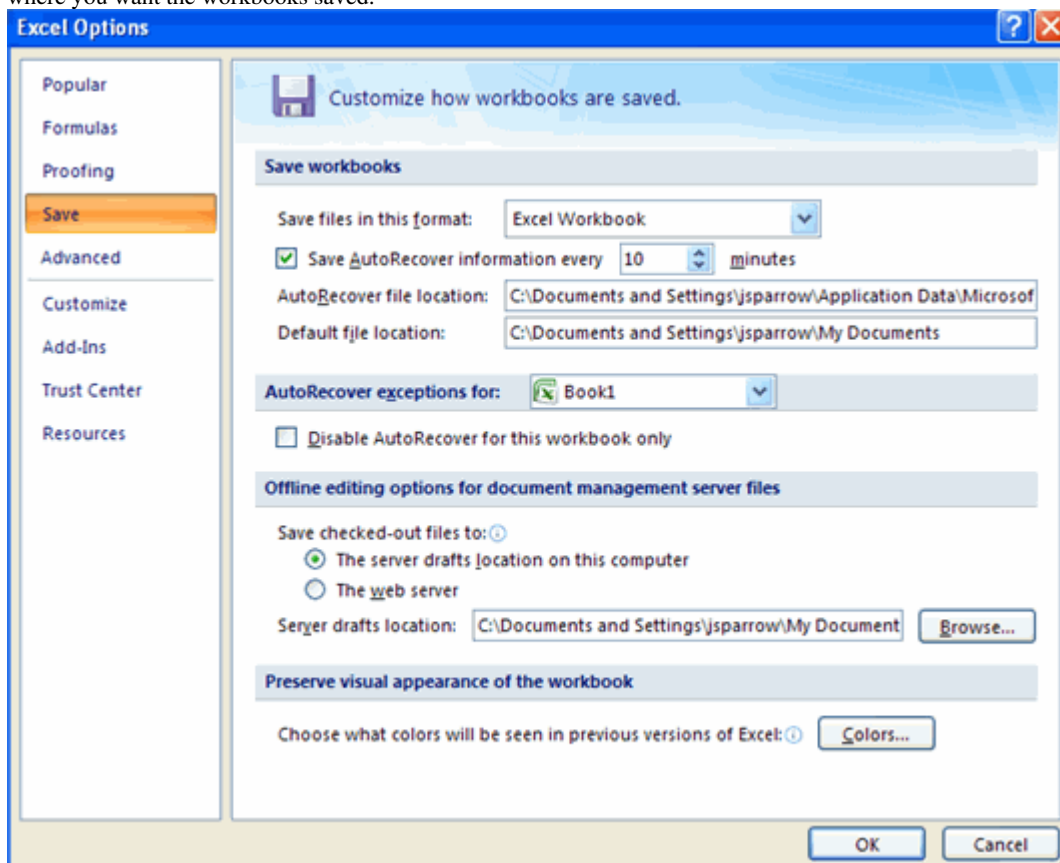
2.3-Proofing

This feature allows you to personalize how word corrects and formats your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



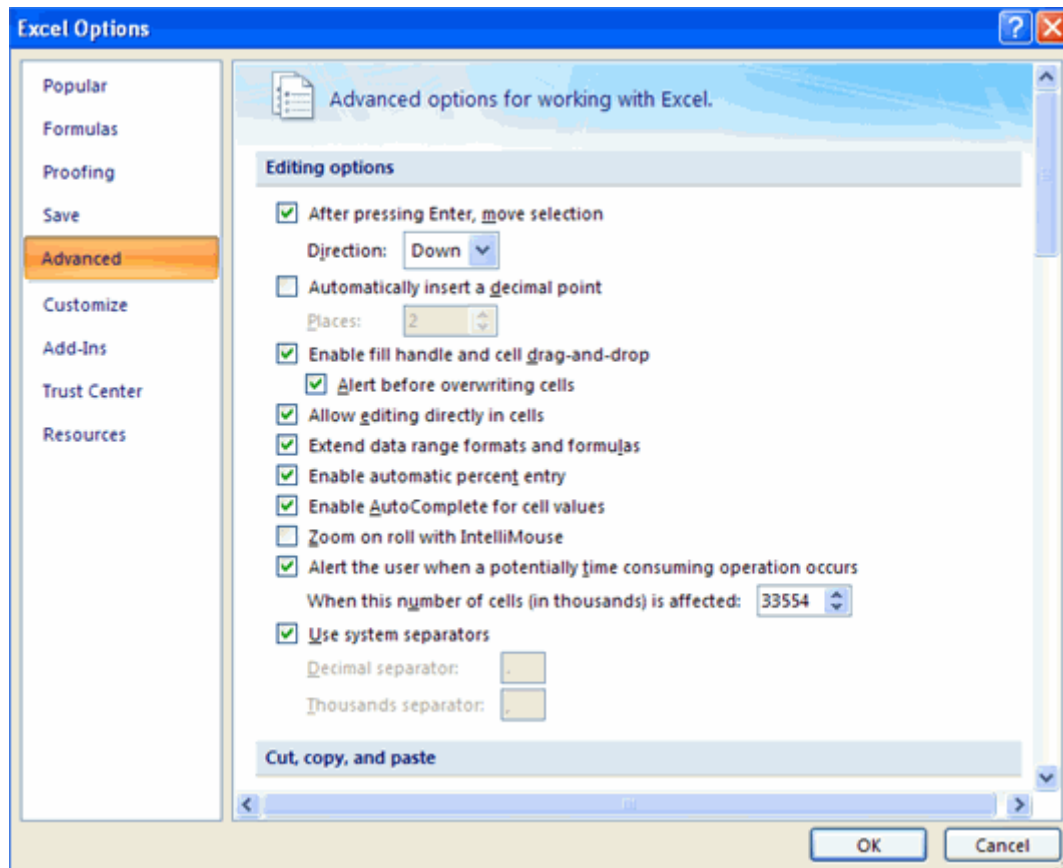
2.4-Save

This feature allows you to personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



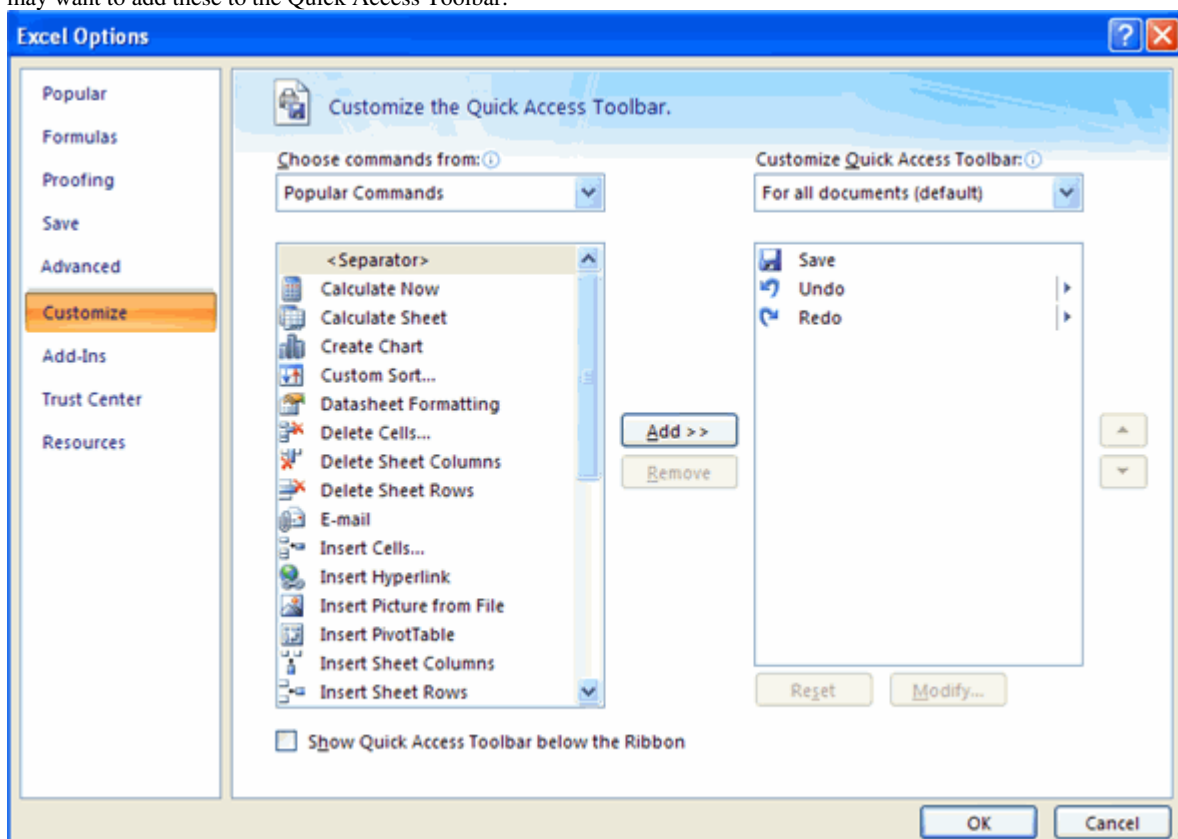
2.5-Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, formulas, calculations, and other general settings.



2.6-Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



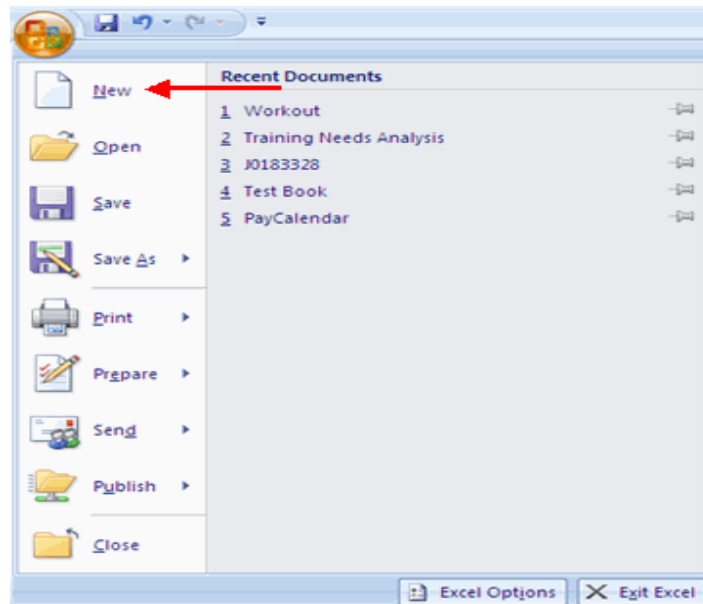
3-Working with a Workbook

- 3.1-Create a Workbook
- 3.2-Save a Workbook
- 3.3-Open a Workbook
- 3.4-Entering Data

3.1-Create a Workbook

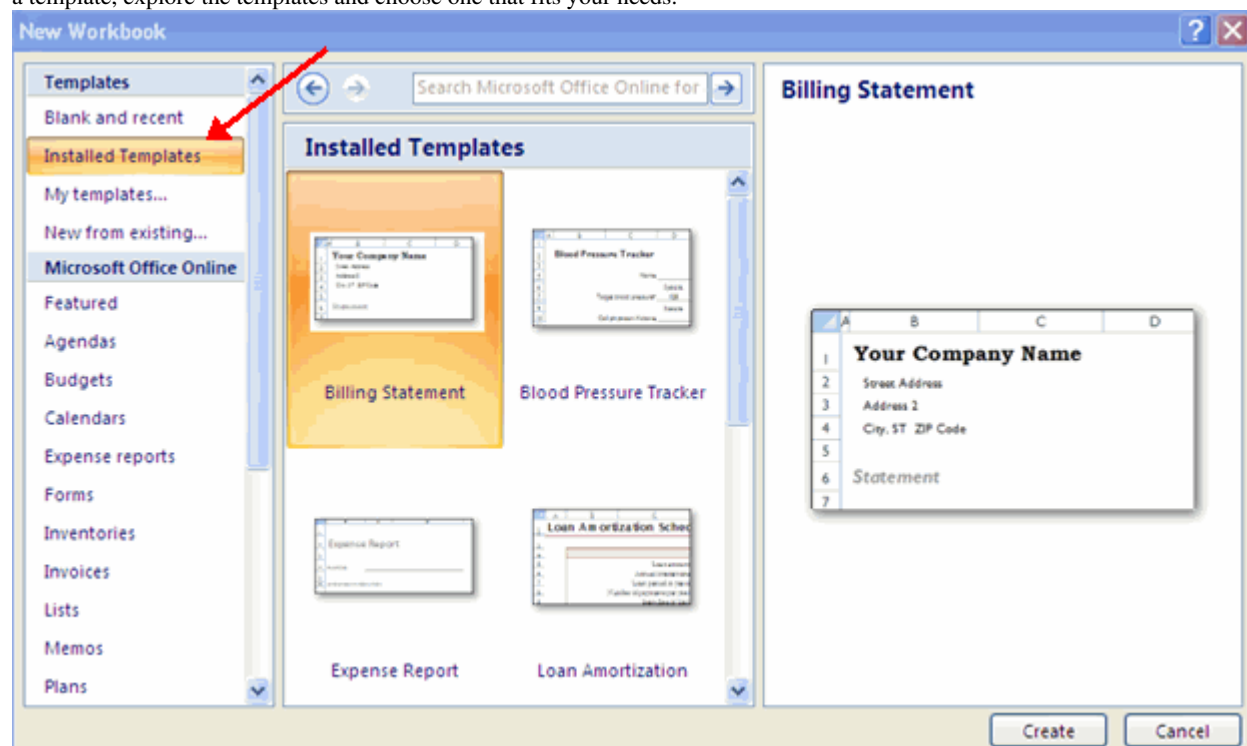
To create a new Workbook:

- Click the **Microsoft Office Toolbar**
- Click **New**
- Choose **Blank Document**



If you want to a template, explore the templates and choose one that fits your needs.

create a new document from

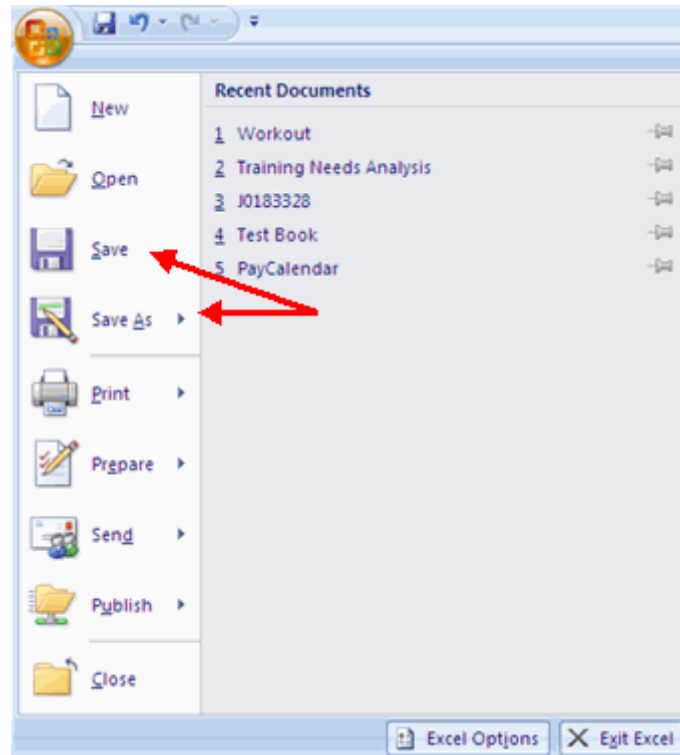


3.2-Save a Workbook

When you save a workbook, you have two choices: **Save** or **Save As**.

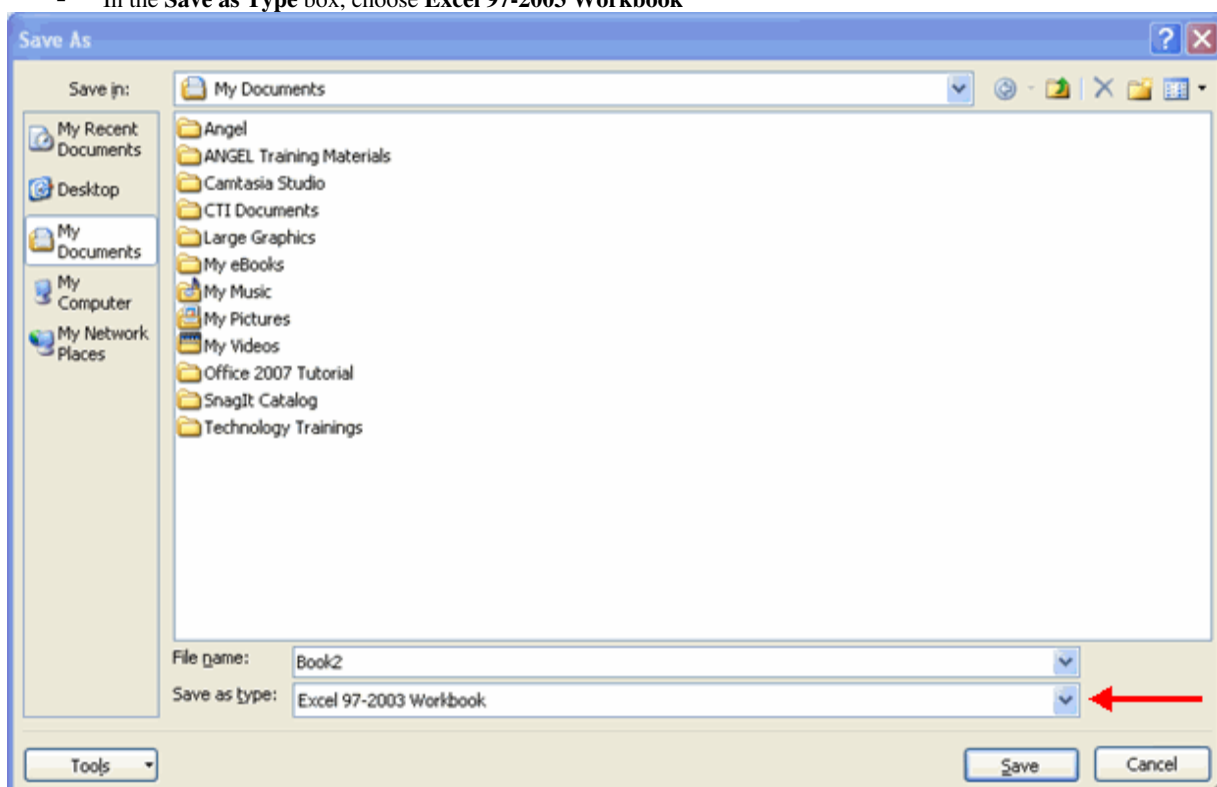
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



You may need to use the **Save As** feature when you need to save a workbook under a different name or to save it for earlier versions of Excel. Remember that older versions of Excel will not be able to open an Excel 2007 worksheet unless you save it as an Excel 97-2003 Format. To use the **Save As** feature:

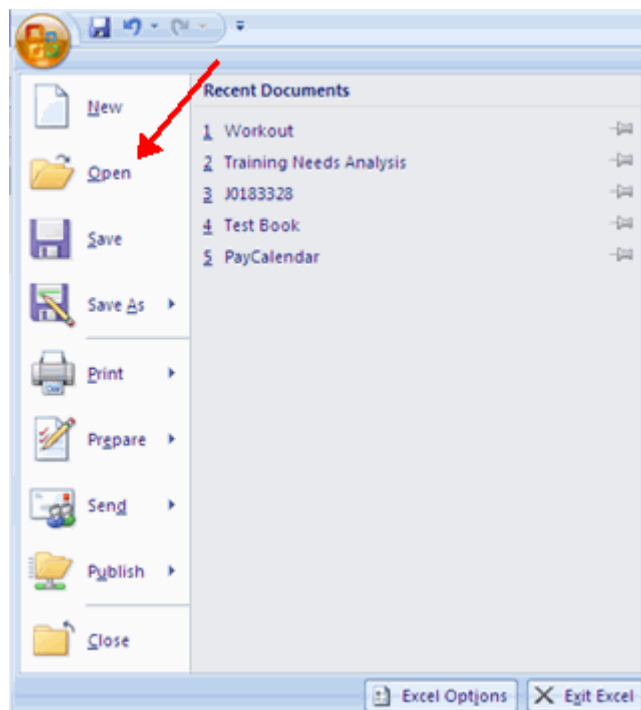
- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Workbook
- In the **Save as Type** box, choose **Excel 97-2003 Workbook**



3.3-Open a Workbook

To open an existing workbook:

- Click the **Microsoft Office Button**
- Click **Open**
- Browse to the workbook
- Click the title of the workbook
- Click **Open**

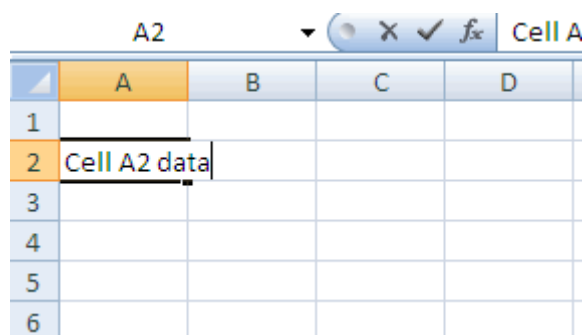


3.4-Entering Data

There are different ways to enter data in Excel: in an active cell or in the formula bar.

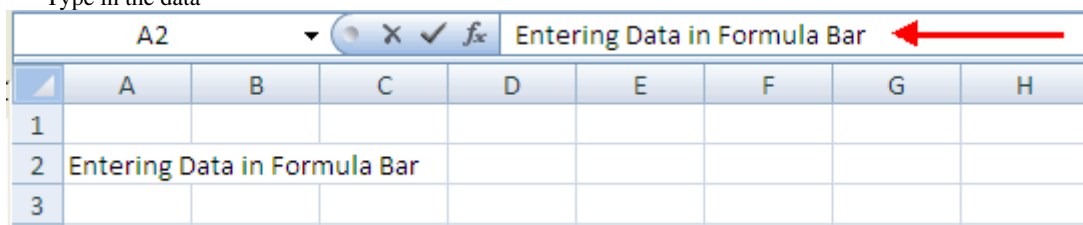
To enter data in an active cell:

- Click in the **cell** where you want the data
- Begin typing



To enter data into the **formula bar**

- Click the cell where you would like the data
- Place the cursor in the **Formula Bar**
- Type in the data



4-Manipulating Data

- 4.1-Select Data
- 4.2-Copy and Paste
- 4.3-Cut and Paste
- 4.4-Undo and Redo
- 4.5-Auto Fill

Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.

4.1-Select Data

To select a cell or data to be copied or cut:

- Click the **cell**

	A	B	C
1			
2	2-Jun		
3	4-Jun		
4	6-Jun		
5			
6			
7			

- Click and drag the cursor to select many cells in a range

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

Select a Row or Column

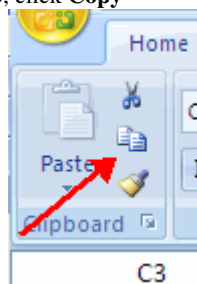
To select a row or column click on the **row** or **column** header.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						

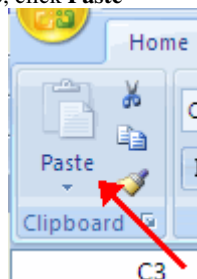
4.2-Copy and Paste

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Copy**



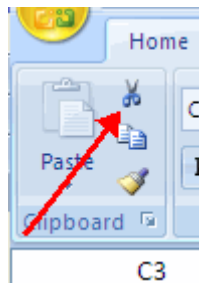
- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**



4.3-Cut and Paste

To cut and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard** group of the **Home** tab, click **Cut**

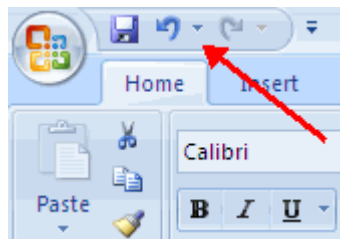


- Select the cell(s) where you would like to copy the data
- On the **Clipboard** group of the **Home** tab, click **Paste**

4.4-Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



4.5-Auto Fill

The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If you want the same data copied into the other cells, you only need to complete one cell. If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:

- Click the **Fill Handle**
- Drag the **Fill Handle** to complete the cells

	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2		4
4	6-Jun			
5				

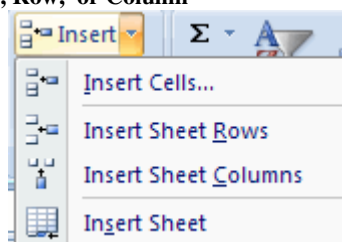
5-Modifying a Worksheet

- 5.1-Insert Cells, Rows and Columns
- 5.2-Delete Cells, Rows and Columns
- 5.3-Find and Replace
- 5.4-Go To Command
- 5.5-Spell Check

5.1-Insert Cells, Rows, and Columns

To insert cells, rows, and columns in Excel:

- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



5.2-Delete Cells, Rows and Columns

To delete cells, rows, and columns:

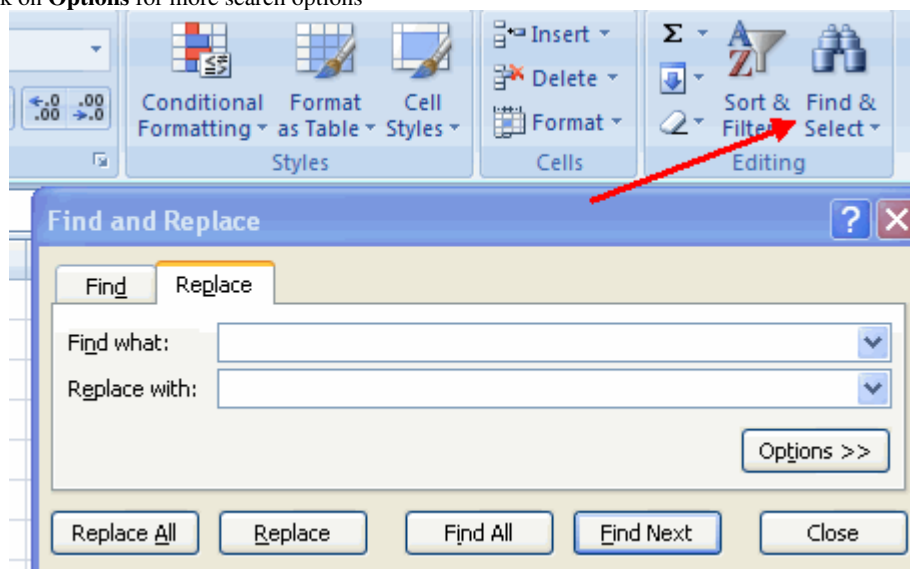
- Place the cursor in the cell, row, or column that you want to delete
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click the appropriate choice: **Cell, Row, or Column**



5.3-Find and Replace

To find data or find and replace data:

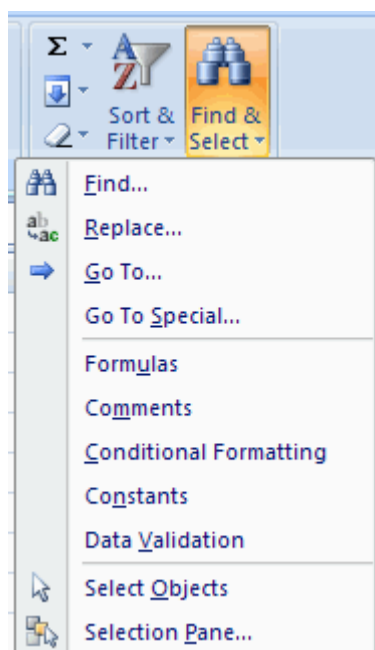
- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Choose **Find** or **Replace**
- Complete the **Find What** text box
- Click on **Options** for more search options



5.4-Go to Command

The Go to command takes you to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.

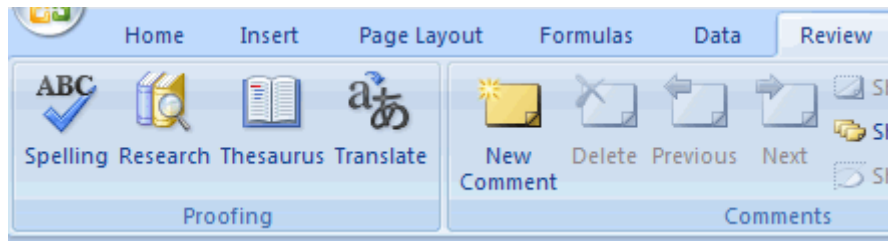
- Click the **Find & Select** button on the **Editing** group of the **Home** tab
- Click **Go To**



5.5-Spell Check

To check the spelling:

- On the **Review** tab click the **Spelling** button

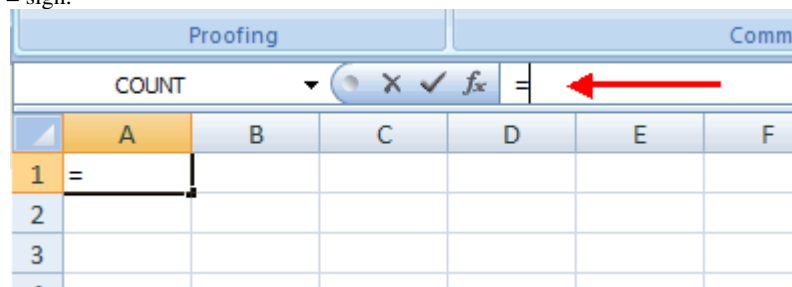


6-Performing Calculations

- 6.1-Excel Formulas
- 6.2-Calculate with Functions
- 6.3-Function Library
- 6.4-Relative, Absolute, & Mixed Functions
- 6.5-Linking Worksheets

6.1-Excel Formulas

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formulas are started in the formula box with an = sign.



There are many elements to an Excel formula.

References: The cell or range of cells that you want to use in your calculation

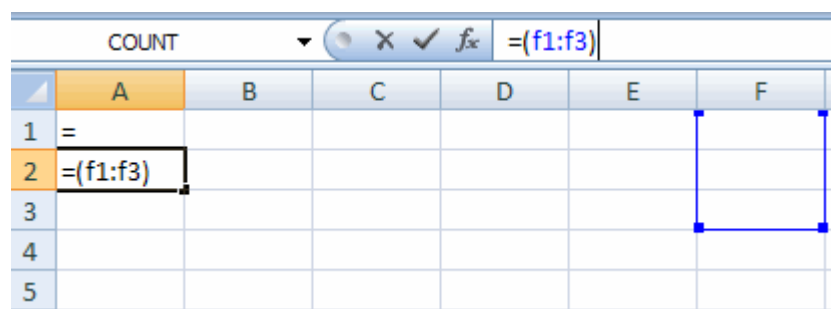
Operators: Symbols (+, -, *, /, etc.) that specify the calculation to be performed

Constants: Numbers or text values that do not change

Functions: Predefined formulas in Excel

To create a basic formula in Excel:

- Select the **cell** for the formula
- Type = (the equal sign) and the **formula**
- Click **Enter**



6.2-Calculate with Functions

A function is a built-in formula in Excel. A function has a name and arguments (the mathematical function) in parentheses.

Common functions in Excel:

Sum: Adds all cells in the argument

Average: Calculates the average of the cells in the argument

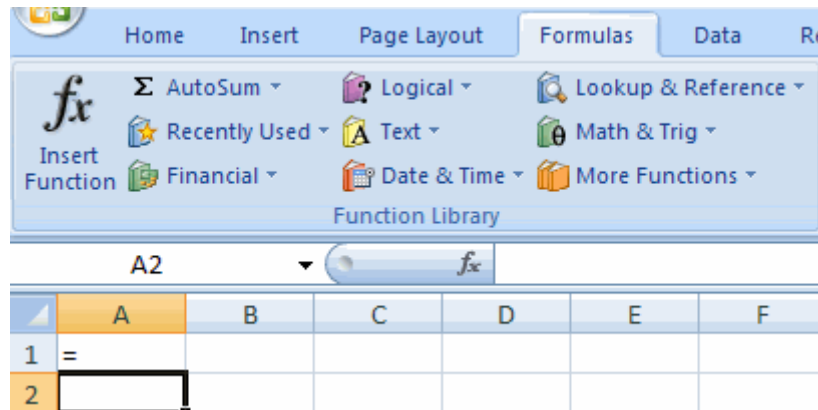
Min: Finds the minimum value

Max: Finds the maximum value

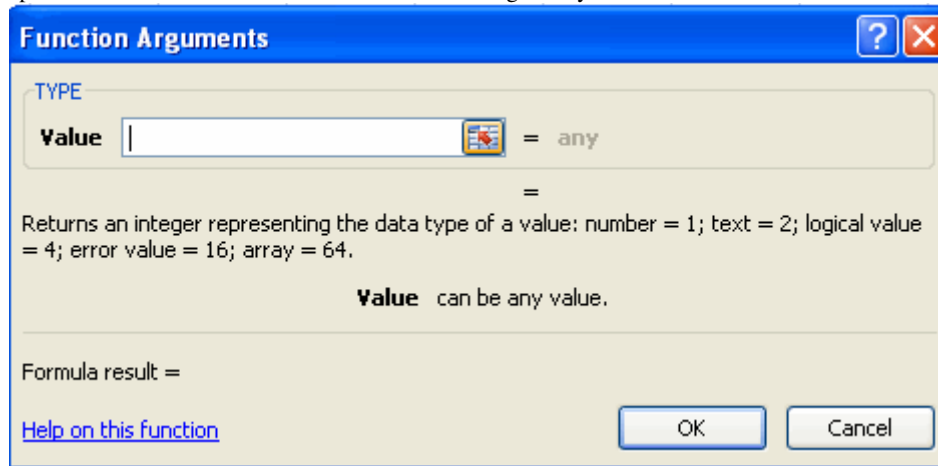
Count: Finds the number of cells that contain a numerical value within a range of the argument

To calculate a function:

- Click the **cell** where you want the function applied
- Click the **Insert Function** button
- Choose the function
- Click **OK**



- Complete the Number 1 box with the first cell in the range that you want calculated
- Complete the Number 2 box with the last cell in the range that you want calculated



6.3-Function Library

The function library is a large group of functions on the Formula Tab of the Ribbon. These functions include:

AutoSum: Easily calculates the sum of a range

Recently Used: All recently used functions

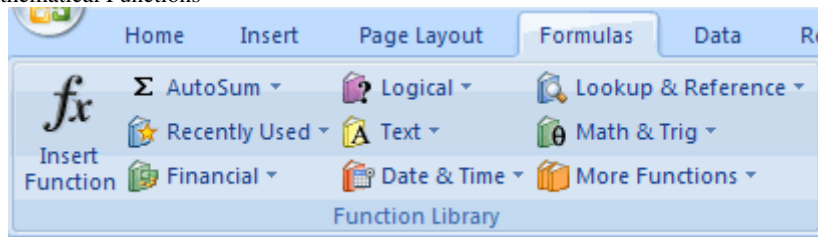
Financial: Accrued interest, cash flow return rates and additional financial functions

Logical: And, If, True, False, etc.

Text: Text based functions

Date & Time: Functions calculated on date and time

Math & Trig: Mathematical Functions



6.4-Relative, Absolute and Mixed References

Calling cells by just their column and row labels (such as "A1") is called **relative referencing**. When a formula contains relative referencing and it is copied from one cell to another, Excel does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell C1 "=(A1+B1)" is copied to cell C2, the formula would change to "=(A2+B2)" to reflect the new row. To prevent this change, cells must be called by **absolute referencing** and this is accomplished by placing dollar signs "\$" within the cell addresses in the formula. Continuing the previous example, the formula in cell C1 would read "=(A\$1+\$B\$1)" if the value of cell C2 should be the sum of cells A1 and B1. Both the column and row of both cells are absolute and will not change when copied. **Mixed referencing** can also be used where only the row OR column fixed. For example, in the formula "=(A\$1+\$B2)", the row of cell A1 is fixed and the column of cell B2 is fixed.

6.5-Linking Worksheets

You may want to use the value from a cell in another worksheet within the same workbook in a formula. For example, the value of cell A1 in the current worksheet and cell A2 in the second worksheet can be added using the format "sheet name! cell address". The formula for this example would be "=(A1+Sheet2!A2)" where the value of cell A1 in the current worksheet is added to the value of cell A2 in the worksheet named "Sheet2".

7-Sort and Filter

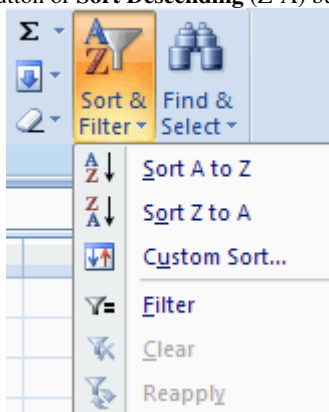
- 7.1-Basic Sorts
- 7.2-Custom Sorts
- 7.3-Filter

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

7.1-Basic Sorts

To execute a basic descending or ascending sort based on one column:

- Highlight the cells that will be sorted
- Click the **Sort & Filter** button on the **Home** tab
- Click the **Sort Ascending** (A-Z) button or **Sort Descending** (Z-A) button



7.2-Custom Sorts

To sort on the basis of more than one column:

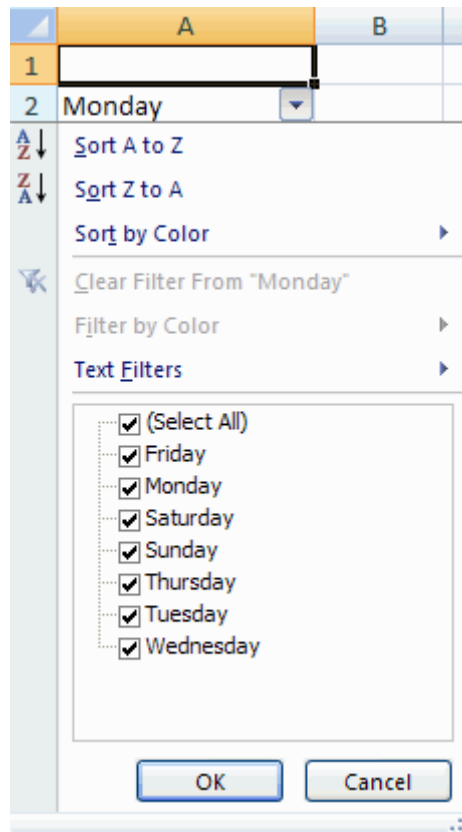
- Click the **Sort & Filter** button on the **Home** tab
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**



7.3-Filtering

Filtering allows you to display only data that meets certain criteria. To filter:

- Click the column or columns that contain the data you wish to filter
- On the **Home** tab, click on **Sort & Filter**
- Click **Filter** button
- Click the **Arrow** at the bottom of the first cell
- Click the **Text Filter**
- Click the **Words** you wish to Filter



- To clear the filter click the **Sort & Filter** button
- Click **Clear**



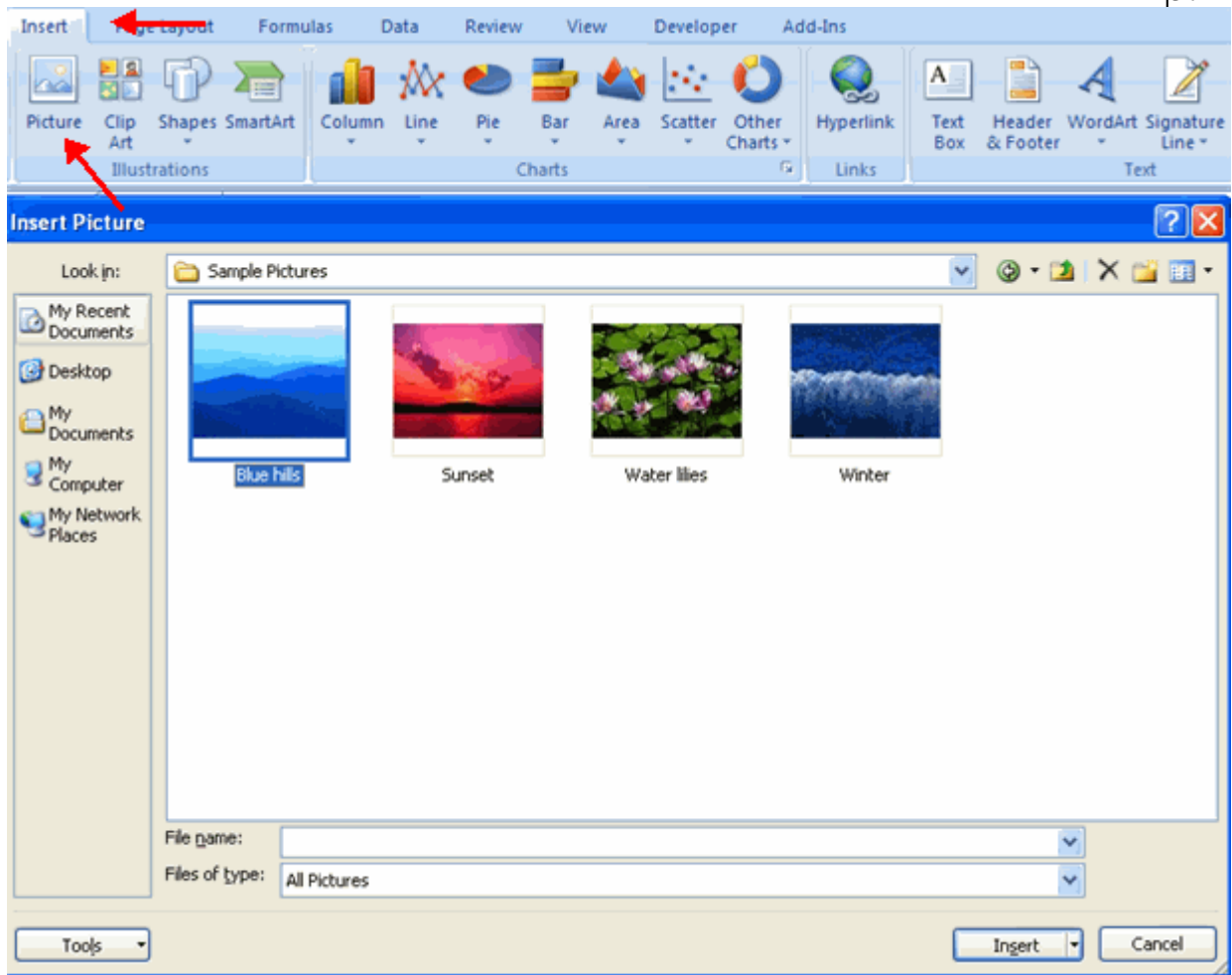
8-Graphics

- 8.1-Adding a Picture
- 8.2-Adding Clip Art
- 8.3-Editing Pictures and Clip Art
- 8.4-Adding Shapes
- 8.5-Adding SmartArt

8.1-Adding a Picture

To add a picture:

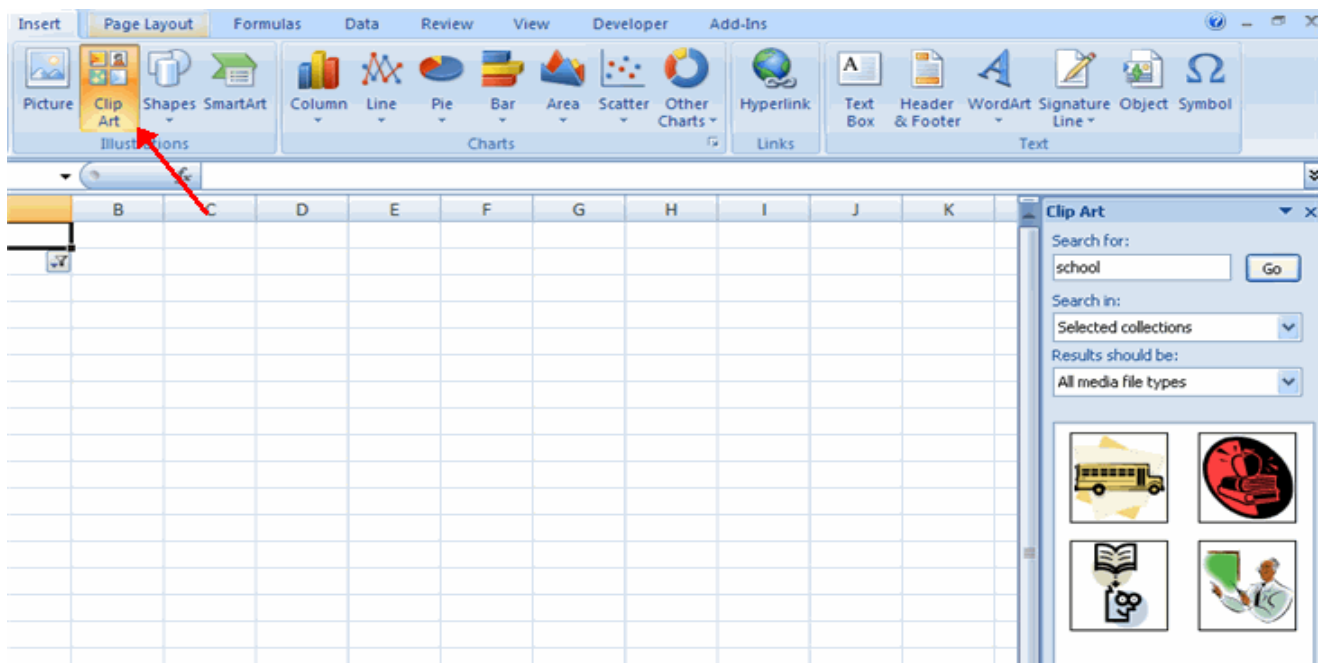
- Click the **Insert** tab
- Click the **Picture** button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **Insert**
- To move the graphic, click it and drag it to where you want it



8.2-Adding Clip Art

To add Clip Art:

- Click the **Insert** tab
- Click the **Clip Art** button
- Search for the clip art using the search **Clip Art** dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



8.3-Editing Pictures and Clip Art

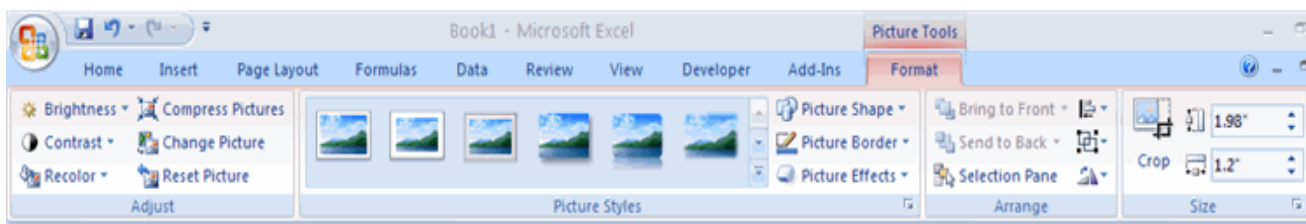
When you add a graphic to the worksheet, an additional tab appears on the Ribbon. The Format tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

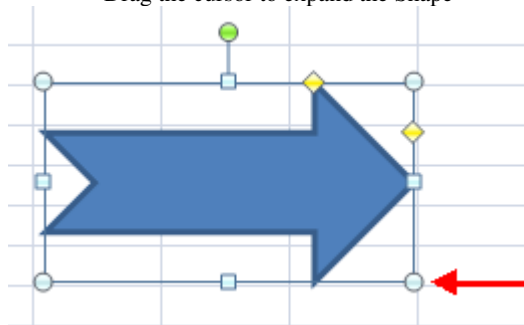
Size: Cropping and size of graphic



8.4-Adding Shapes

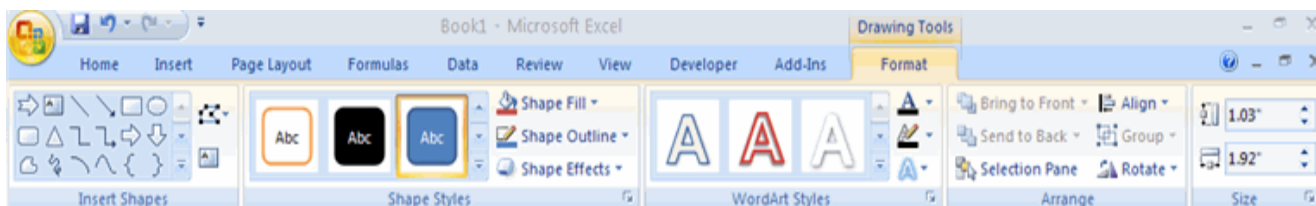
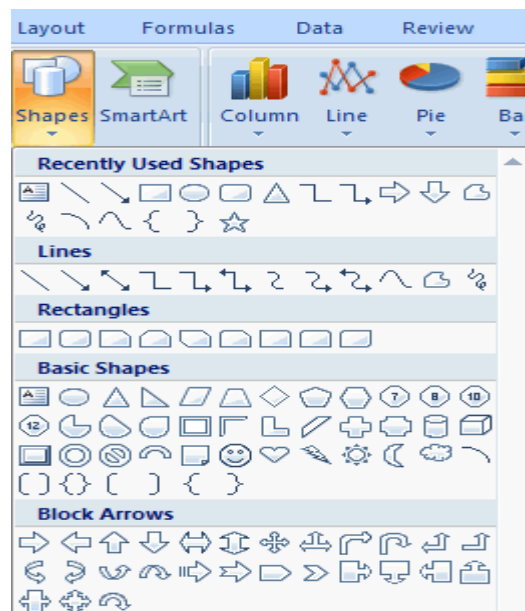
To add Shape:

- Click the **Insert** tab
- Click the **Shapes** button
- Click the shape you choose
- Click the **Worksheet**
- Drag the cursor to expand the Shape



To format the shapes:

- Click the **Shape**
- Click the **Format** tab



8.5-Adding SmartArt

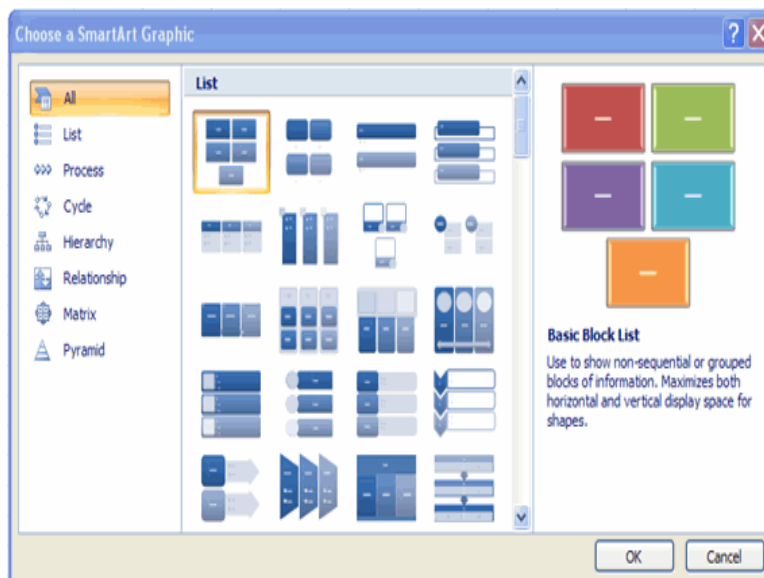
SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

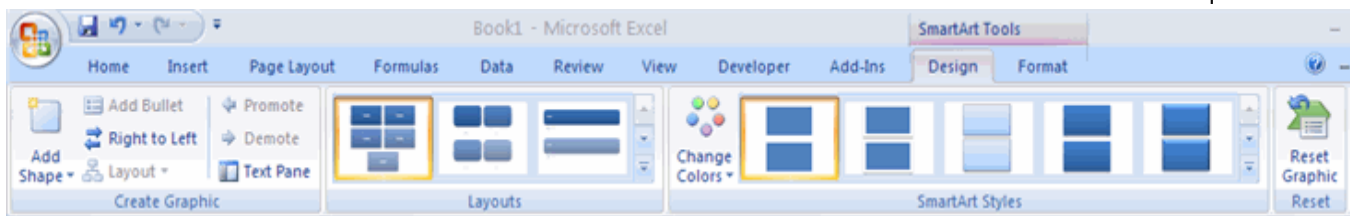
To add SmartArt:

- Click the **Insert** tab
- Click the **SmartArt** button
- Click the
- **SmartArt** you choose
- Select the **Smart Art**
- Drag it to the desired location in the worksheet

To format the SmartArt:

- Select the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.





9-Charts

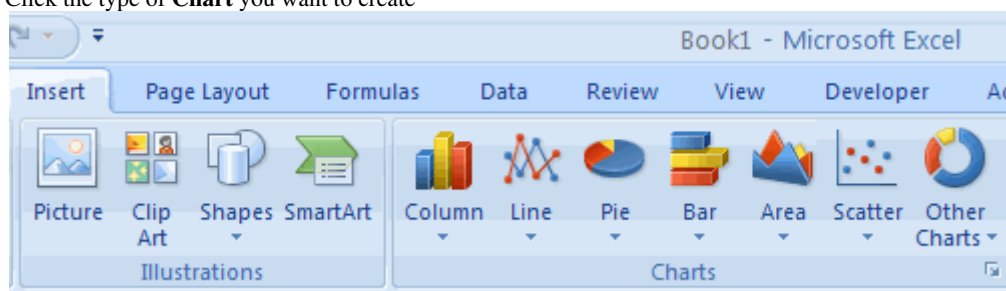
- 9.1-Create a Chart
- 9.2-Modify a Chart
- 9.3-Chart Tools
- 9.4-Copy a Chart to Word

Charts allow you to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

9.1-Create a Chart

To create a chart:

- Select the **cells** that contain the data you want to use in the chart
- Click the **Insert** tab on the Ribbon
- Click the type of **Chart** you want to create

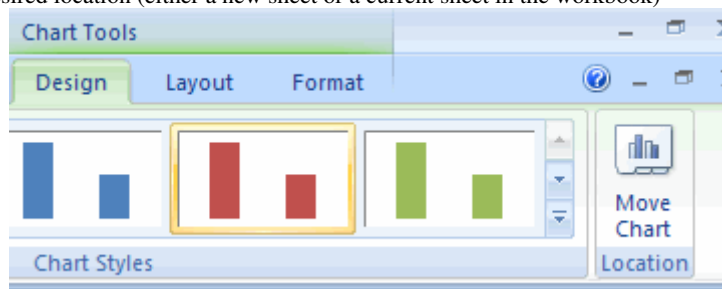


9.2-Modify a Chart

Once you have created a chart you can do several things to modify the chart.

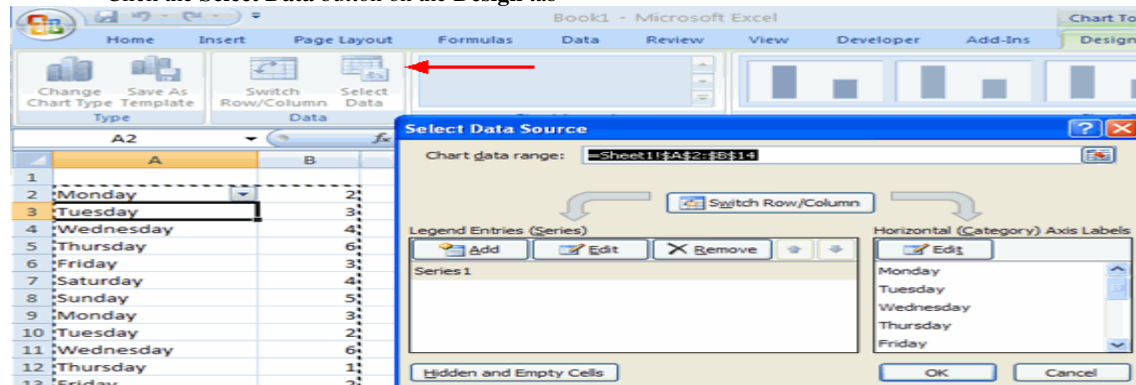
To move the chart:

- Click the **Chart** and **Drag** it another location on the same worksheet, or
- Click the **Move Chart** button on the **Design** tab
- Choose the desired location (either a new sheet or a current sheet in the workbook)



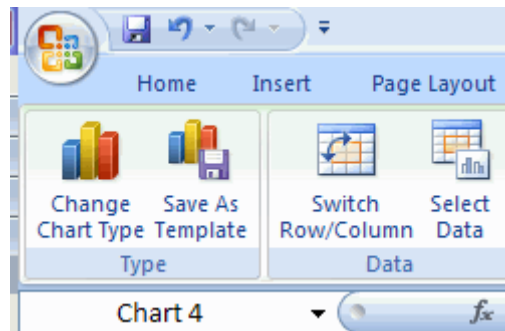
To change the data included in the chart:

- Click the **Chart**
- Click the **Select Data** button on the **Design** tab



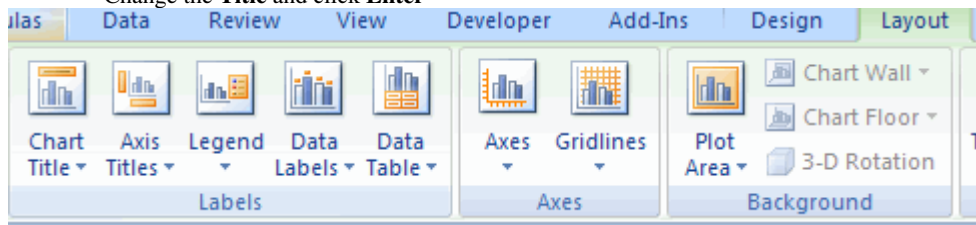
To reverse which data are displayed in the rows and columns:

- Click the **Chart**
- Click the **Switch Row/Column** button on the **Design** tab



To modify the labels and titles:

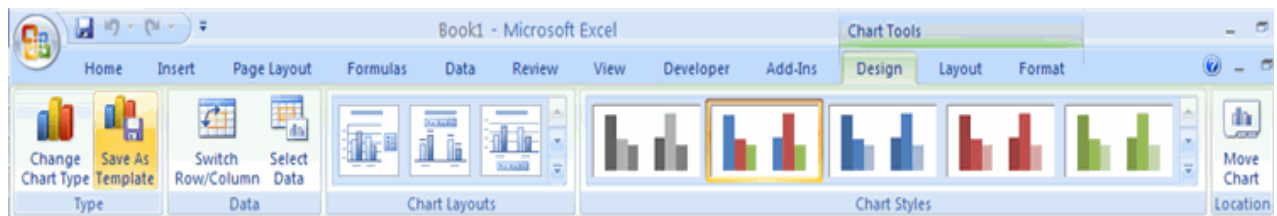
- Click the **Chart**
- On the **Layout** tab, click the **Chart Title** or the **Data Labels** button
- Change the **Title** and click **Enter**



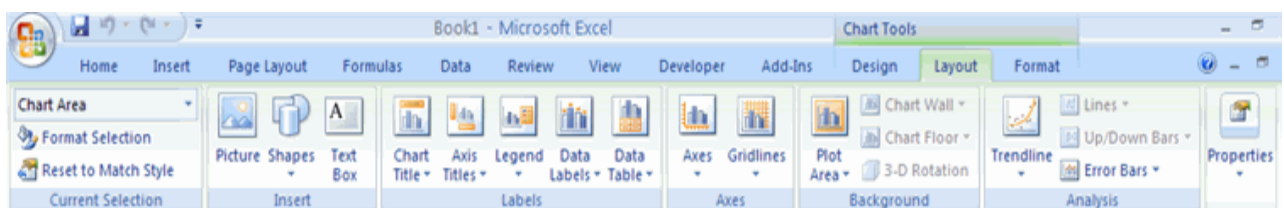
9.3-Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

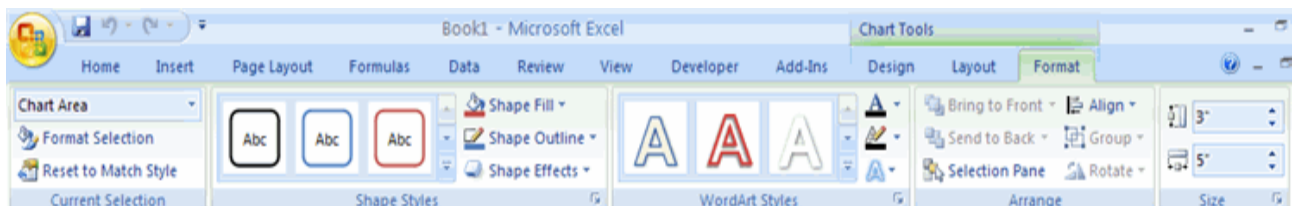
Within the **Design** tab you can control the chart type, layout, styles, and location.



Within the **Layout** tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.

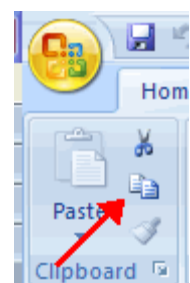


Within the **Format** tab you can modify shape styles, word styles and size of the chart.



9.4-Copy a Chart to Word

- Select the **chart**
- Click **Copy** on the **Home** tab
- Go to the **Word** document where you want the chart located
- Click **Paste** on the **Home** tab



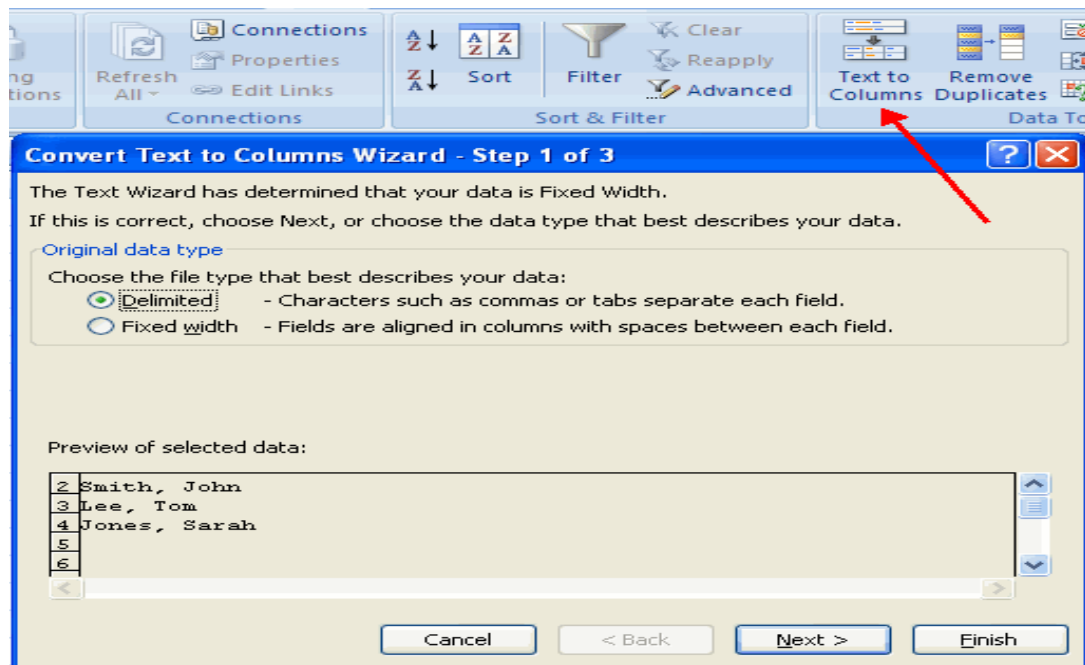
10-Formatting a Worksheet

- 10.1-Convert Text to Columns
- 10.2-Modify Fonts
- 10.3-Format Cells Dialog Box
- 10.4-Add Borders and Colors to Cells
- 10.5-Change Column Width and Row Height
- 10.6-Hide or Unhide Rows and Columns
- 10.7-Merge Cells
- 10.8-Align Cell Contents

10.1-Convert Text to Columns

Sometimes you will want to split data in one cell into two or more cells. You can do this easily by utilizing the Convert Text to Columns Wizard.

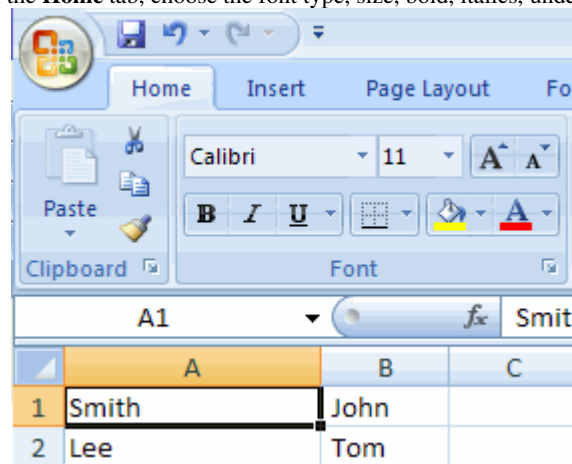
- Highlight the column in which you wish to split the data
- Click the **Text to Columns** button on the **Data** tab
- Click **Delimited** if you have a comma or tab separating the data, or click fixed widths to set the data separation at a specific size.



10.2-Modify Fonts

Modifying fonts in Excel will allow you to emphasize titles and headings. To modify a font:

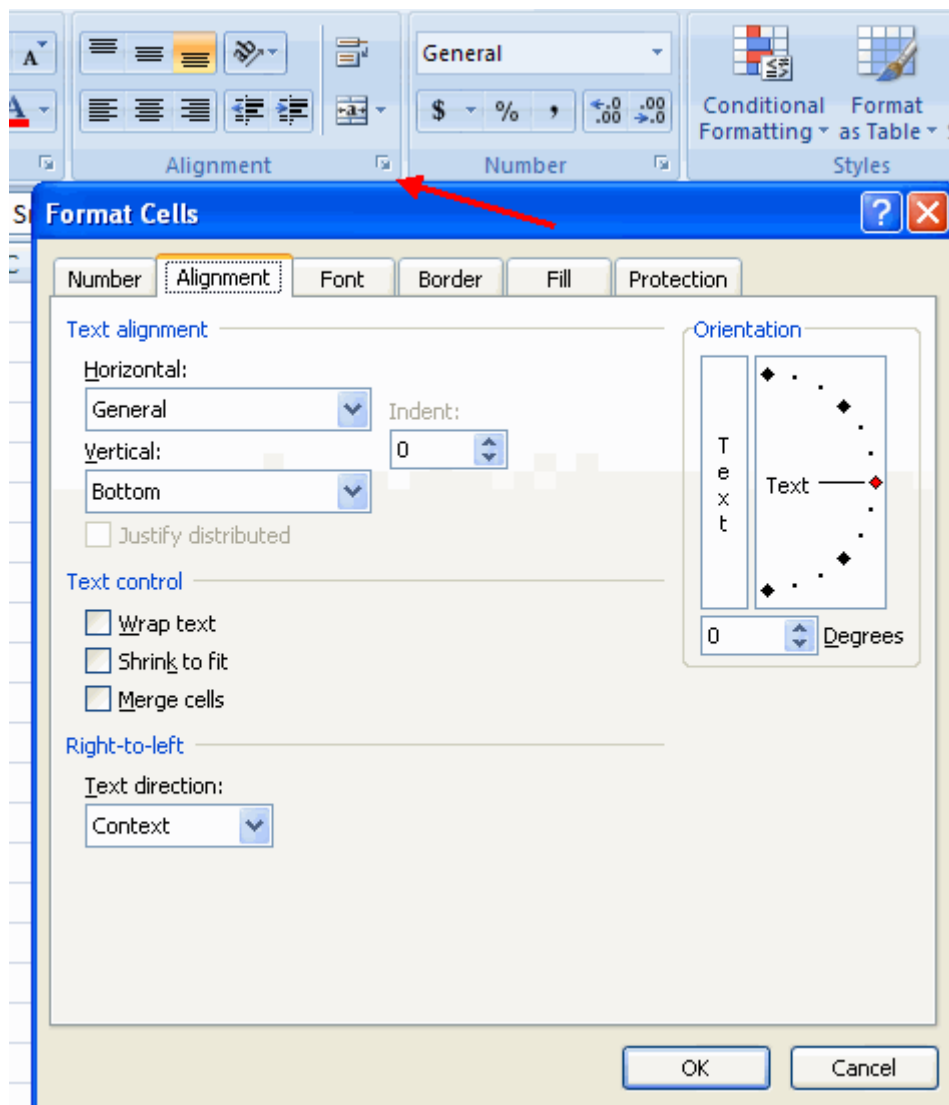
- Select the cell or cells that you would like the font applied
- On the **Font** group on the **Home** tab, choose the font type, size, bold, italics, underline, or color



10.3-Format Cells Dialog Box

In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell or cells that will have the formatting
- Click the **Dialog Box** arrow on the **Alignment** group of the **Home** tab



There are several tabs on this dialog box that allow you to modify properties of the cell or cells.

Number: Allows for the display of different number types and decimal places

Alignment: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.

Font: Allows for control of font, font style, size, color, and additional features

Border: Border styles and colors

Fill: Cell fill colors and styles

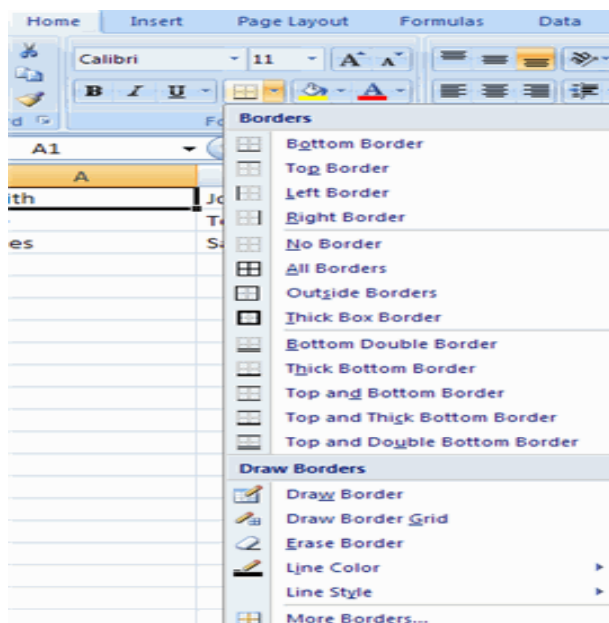
10.4-Add Borders and Colors to Cells

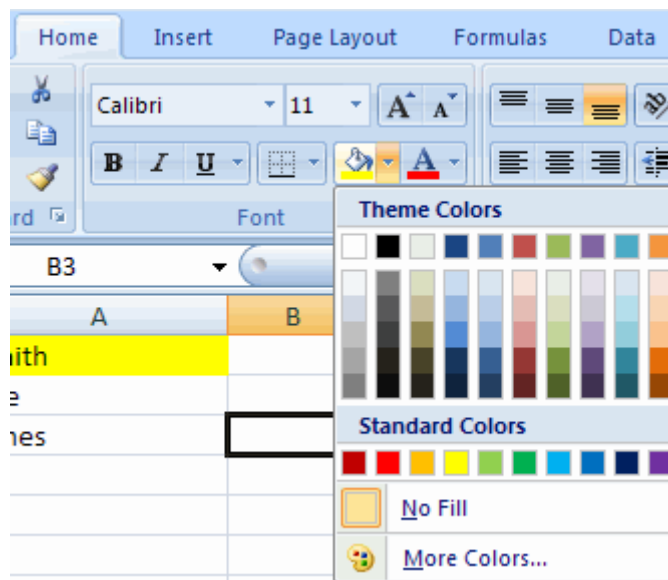
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- Click the **Borders** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate border

To apply colors manually:

- Click the **Fill** drop down menu on the **Font** group of the **Home** tab
- Choose the appropriate color





To apply borders and colors using styles:

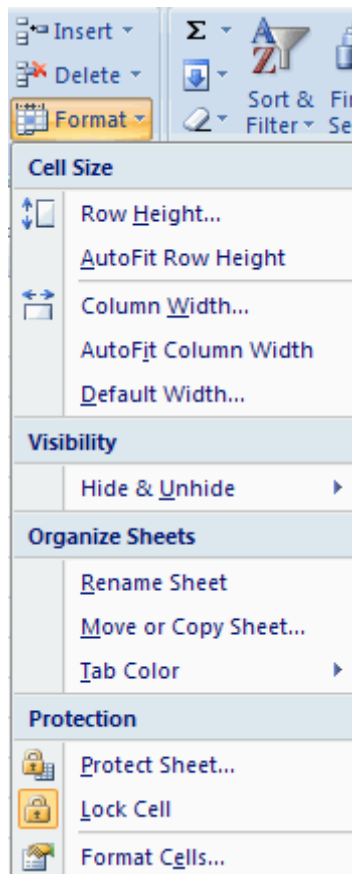
- Click **Cell Styles** on the **Home** tab
- Choose a style or click **New Cell Style**



10.5-Change Column Width and Row Height

To change the width of a column or the height of a row:

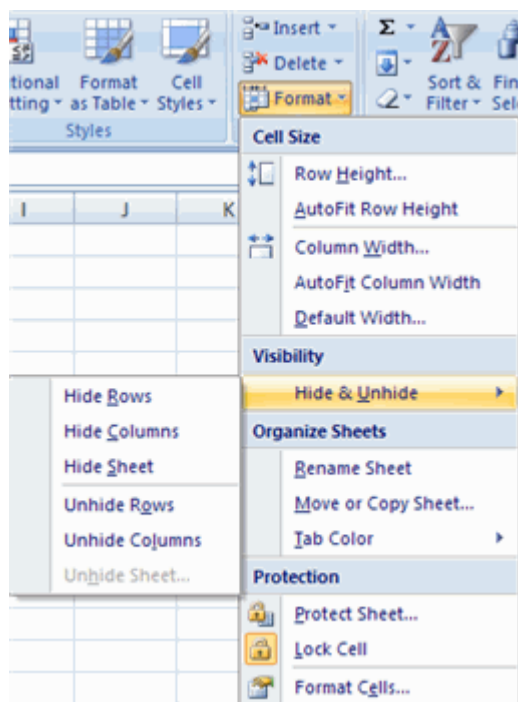
- Click the **Format** button on the **Cells** group of the **Home** tab
- Manually adjust the height and width by clicking **Row Height** or **Column Width**
- To use **AutoFit** click **AutoFit Row Height** or **AutoFit Column Width**



10.6-Hide or Unhide Rows or Columns

To hide or unhide rows or columns:

- Select the row or column you wish to hide or unhide
- Click the **Format** button on the **Cells** group of the **Home** tab
- Click **Hide & Unhide**



10.7-Merge Cells

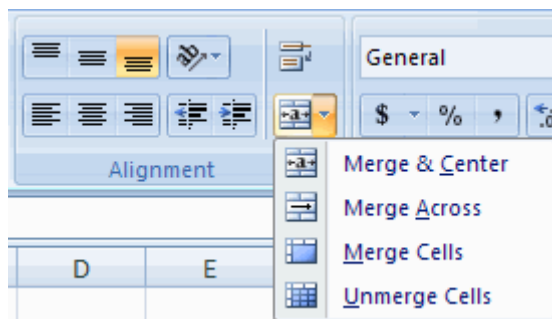
To merge cells select the cells you want to merge and click the **Merge & Center** button on the **Alignment** group of the **Home** tab. The four choices for merging cells are:

Merge & Center: Combines the cells and centers the contents in the new, larger cell

Merge Across: Combines the cells across columns without centering data

Merge Cells: Combines the cells in a range without centering

Unmerge Cells: Splits the cell that has been merged



10.8-Align Cell Contents

To align cell contents, click the cell or cells you want to align and click on the options within the

Alignment group on the **Home** tab. There are several options for alignment of cell contents:

Top Align: Aligns text to the top of the cell

Middle Align: Aligns text between the top and bottom of the cell

Bottom Align: Aligns text to the bottom of the cell

Align Text Left: Aligns text to the left of the cell

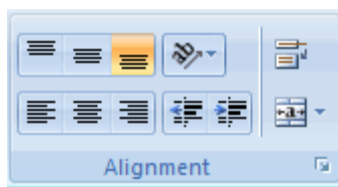
Center: Centers the text from left to right in the cell

Align Text Right: Aligns text to the right of the cell

Decrease Indent: Decreases the indent between the left border and the text

Increase Indent: Increase the indent between the left border and the text

Orientation: Rotate the text diagonally or vertically



11-Developing a Workbook

11.1-Format Worksheet Tabs

11.2-Reposition Worksheets in a Workbook

11.3-Insert and Delete Worksheets

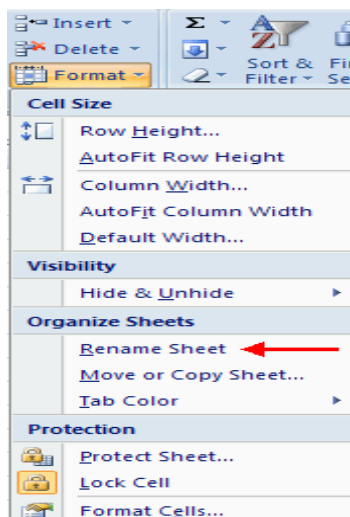
11.4-Copy and Paste Worksheets

11.1-Format Worksheet Tab

You can rename a worksheet or change the color of the tabs to meet your needs.

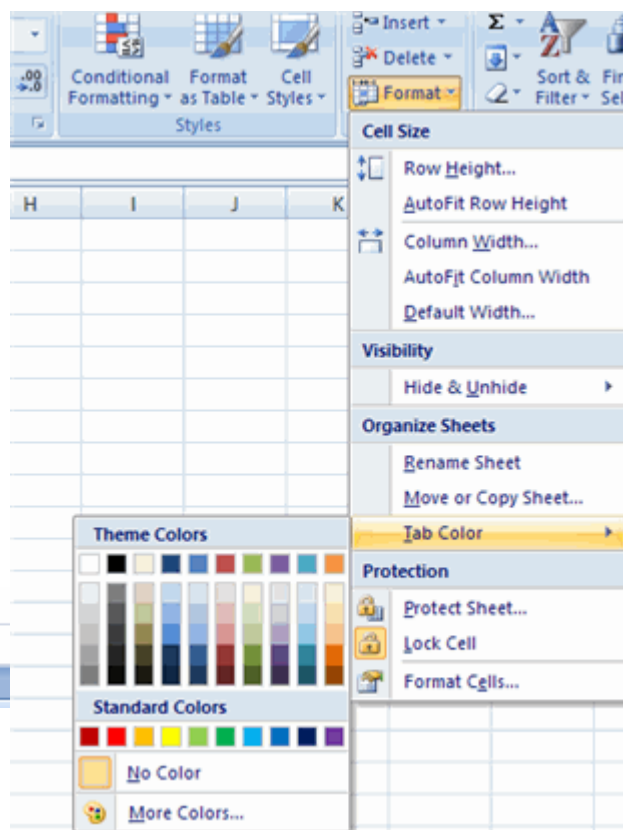
To rename a worksheet:

- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab
- Click **Rename sheet**
- Type in a new name
- Press **Enter**



To change the color of a worksheet tab:

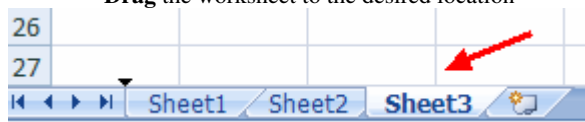
- Open the sheet to be renamed
- Click the **Format** button on the **Home** tab
- Click **Tab Color**
- Click the color



11.2-Reposition Worksheets in a Workbook

To move worksheets in a workbook:

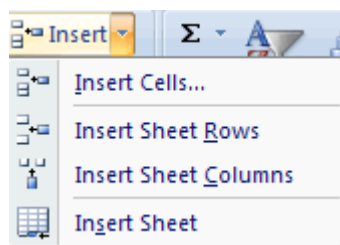
- Open the workbook that contains the sheets you want to rearrange
- **Click and hold** the worksheet tab that will be moved until an arrow appears in the left corner of the sheet
- **Drag** the worksheet to the desired location



11.3-Insert and Delete Worksheets

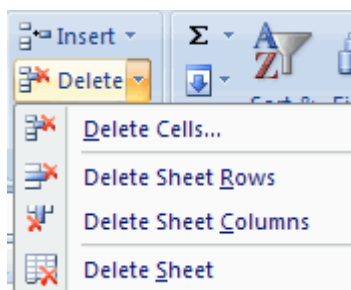
To insert a worksheet

- Open the workbook
- Click the **Insert** button on the **Cells** group of the **Home** tab
- Click **Insert Sheet**



To delete a worksheet

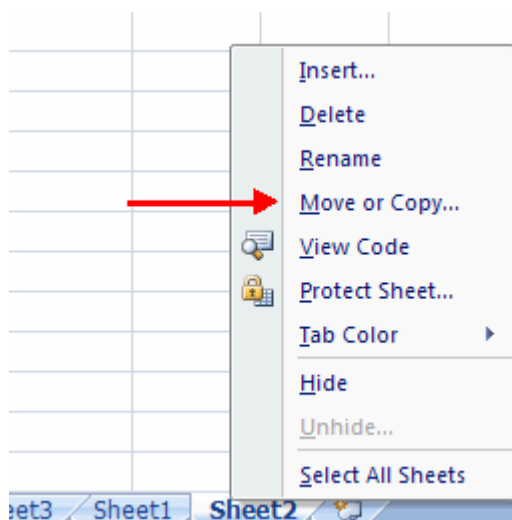
- Open the workbook
- Click the **Delete** button on the **Cells** group of the **Home** tab
- Click **Delete Sheet**



11.4-Copy and Paste Worksheets:

To copy and paste a worksheet:

- Click the tab of the worksheet to be copied
- **Right click** and choose **Move or Copy**
- Choose the desired position of the sheet
- Click the check box next to **Create a Copy**
- Click **OK**



12-Page Properties and Printing

- 12.1-Set Print Titles
- 12.2-Create a Header and a Footer
- 12.3-Set Page Margins
- 12.4-Change Page Orientation
- 12.5-Set Page Breaks
- 12.6-Print a Range

12.1-Set Print Titles

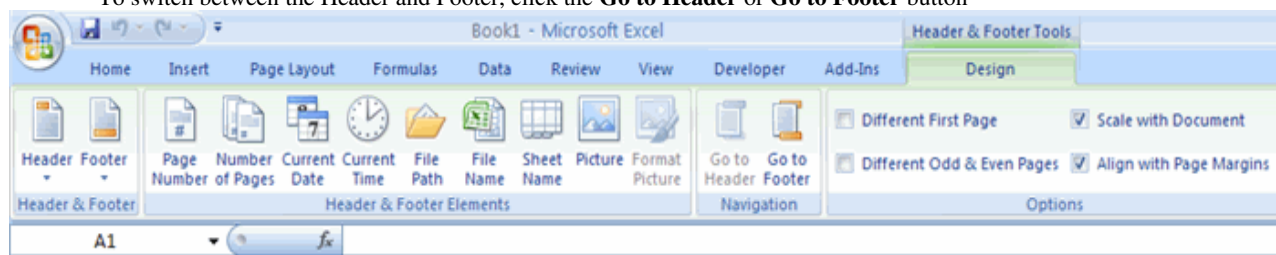
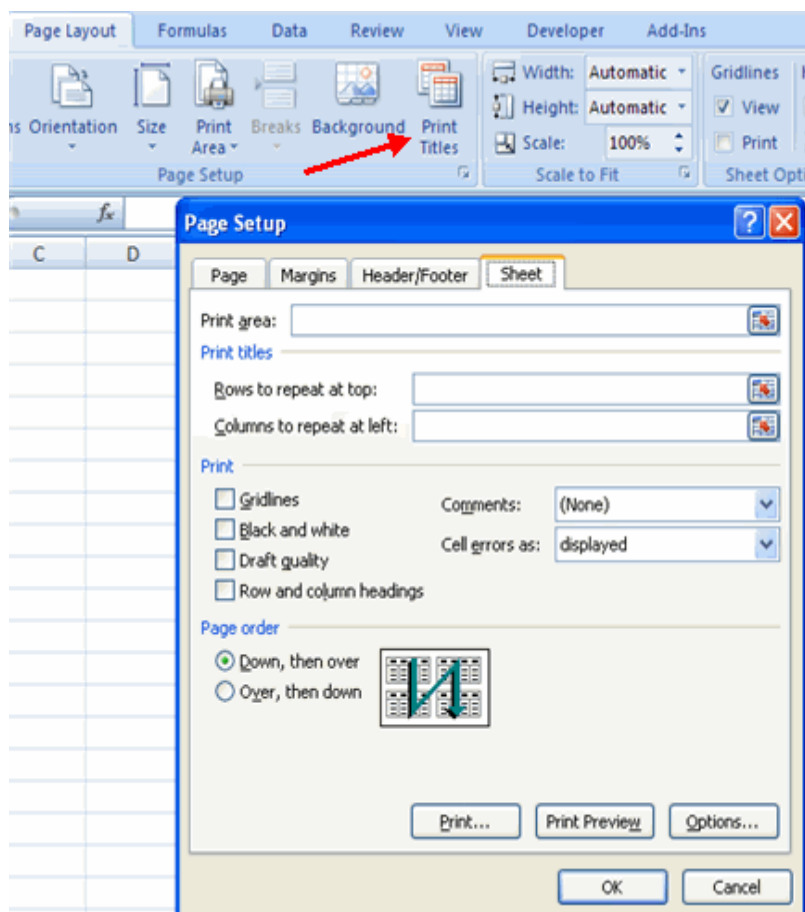
The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed. To Print Titles:

- Click the **Page Layout** tab on the Ribbon
- Click the **Print Titles** button
- In the **Print Titles** section, click the box to select the rows/columns to be repeated
- Select the row or column
- Click the **Select Row/Column Button**
- Click OK

12.2-Create a Header or Footer

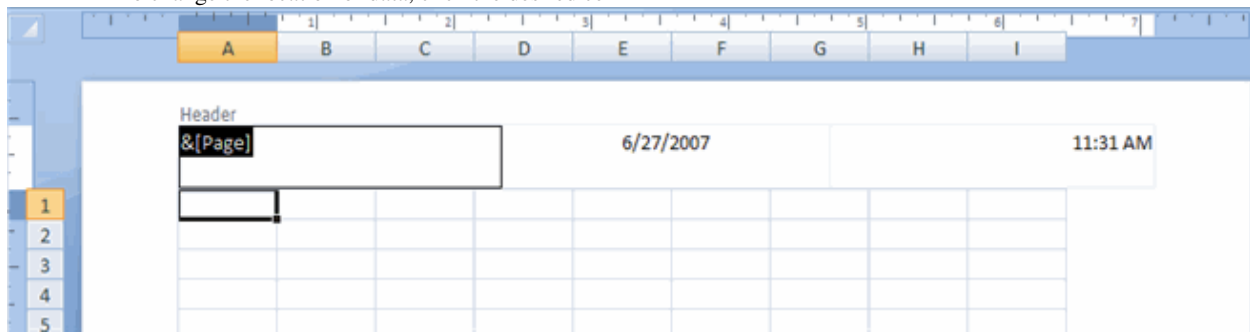
To create a header or footer:

- Click the **Header & Footer** button on the **Insert** tab
- This will display the **Header & Footer Design Tools Tab**
- To switch between the Header and Footer, click the **Go to Header** or **Go to Footer** button



- To insert text, enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button

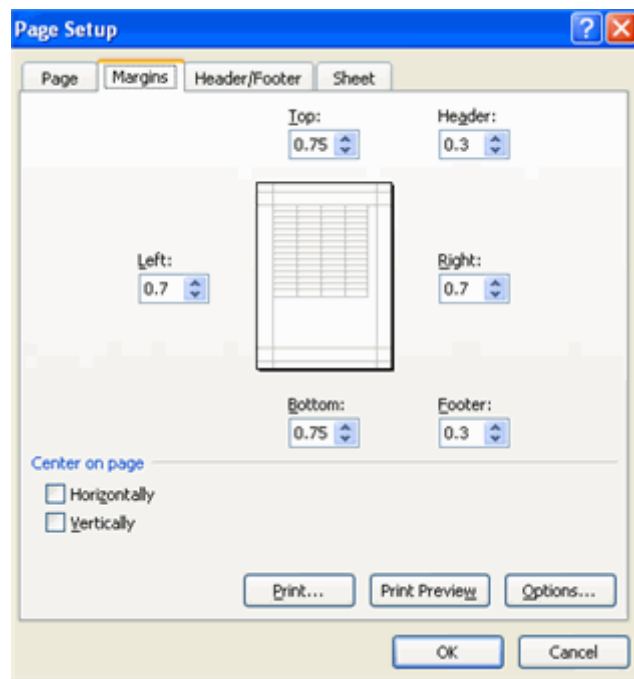
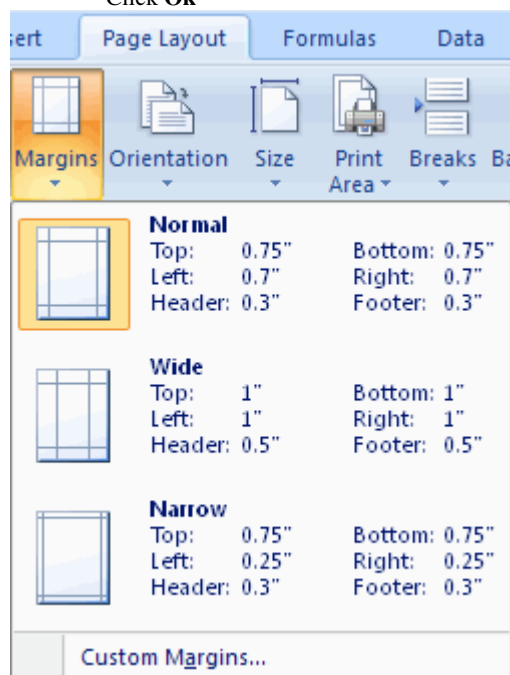
- To change the location of data, click the desired cell



12.3-Set Page Margins

To set the page margins:

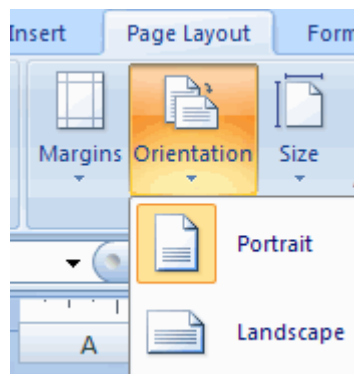
- Click the **Margins** button on the **Page Layout** tab
- Select one of the give choices, or
- Click **Custom Margins**
- Complete the boxes to set margins
- Click **Ok**



12.4-Change Page Orientation

To change the page orientation from portrait to landscape:

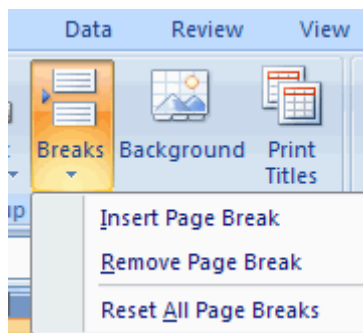
- Click the **Orientation** button on the **Page Layout** tab
- Choose **Portrait** or **Landscape**



12.5-Set Page Breaks

You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

- Click the **Breaks** button on the **Page Layout** tab
- Click **Insert Page Break**



12.6-Print a Range

There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

- Select the area to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click **Select Print Area**



13-Customize the Layout

13.1-Split a Worksheet

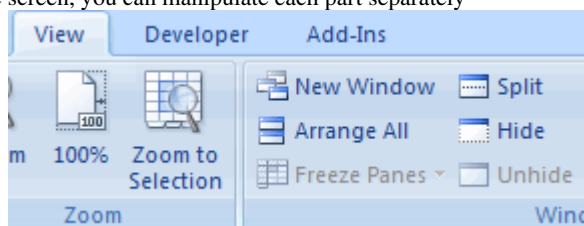
13.2-Freeze and Unfreeze Rows & Columns

13.3-Hide and Unhide Worksheets

13.1-Split a Worksheet

You can split a worksheet into multiple resizable panes for easier viewing of parts of a worksheet. To split a worksheet:

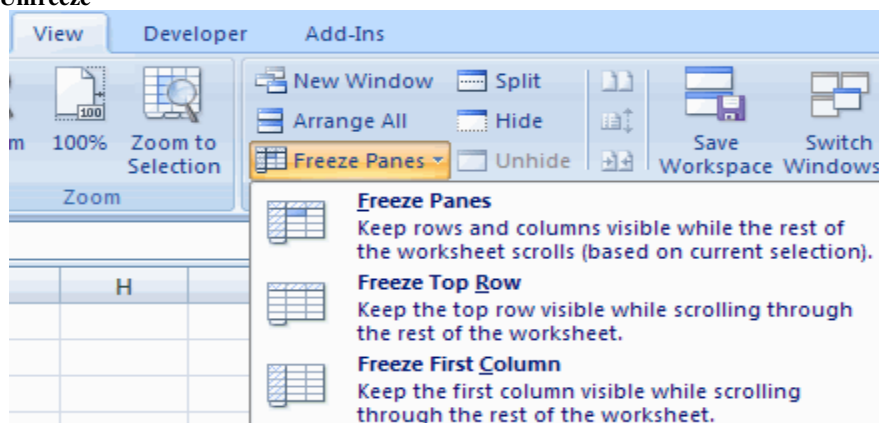
- Select any cell in center of the worksheet you want to split
- Click the **Split** button on the **View** tab
- Notice the split in the screen, you can manipulate each part separately



13.2-Freeze Rows and Columns

You can select a particular portion of a worksheet to stay static while you work on other parts of the sheet. This is accomplished through the Freeze Rows and Columns Function. To Freeze a row or column:

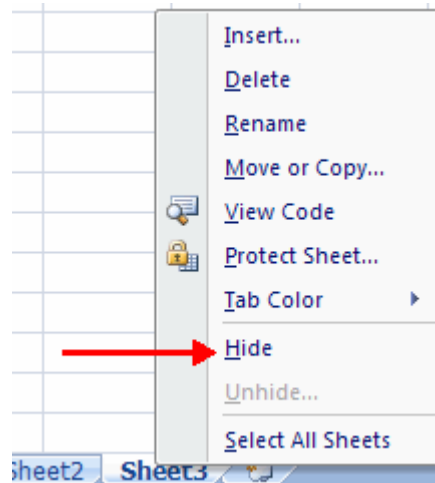
- Click the **Freeze Panes** button on the **View** tab
- Either select a section to be frozen or click the defaults of top row or left column
- To unfreeze, click the **Freeze Panes** button
- Click **Unfreeze**



13.3-Hide Worksheets

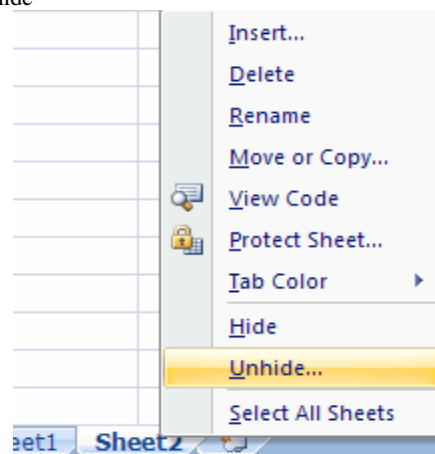
To hide a worksheet:

- Select the tab of the sheet you wish to hide
- **Right-click** on the tab
- Click **Hide**



To unhide a worksheet:

- **Right-click** on any worksheet tab
- Click **Unhide**
- Choose the worksheet to unhide



Microsoft PowerPoint

1-Getting Started

- Microsoft Office Toolbar
- The Ribbon
- Quick Access Toolbar
- Mini Toolbar
- Navigation
- Slide Views

2-Customize

- Popular
- Proofing
- Save
- Advanced
- Customize

3-Creating a Presentation

- New Presentation
- Save a Presentation
- Add Slides
- Themes

4-Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste
- Undo/Redo
- Spell Check

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- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Indent Paragraphs
- Text Direction

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- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists
- Adding Video
- Adding Audio

7-Graphics

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- Adding ClipArt
- Editing Picture and ClipArt
- Adding Shapes
- Adding SmartArt
- Adding a Photo Album

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- Create a Table
- Enter Data in a Table
- Format a Table
- Insert a Table from Word or Excel

9-Charts

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Chart Tools
- Paste a Chart from Excel

10-Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Slide Show Options

11-Printing

- Create Speaker Notes
- Print a Presentation
- Package a Presentation

12-Tips

- Design Tips
- Presentation Tips
- Spell Check

Power Point

Getting started with PowerPoint 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

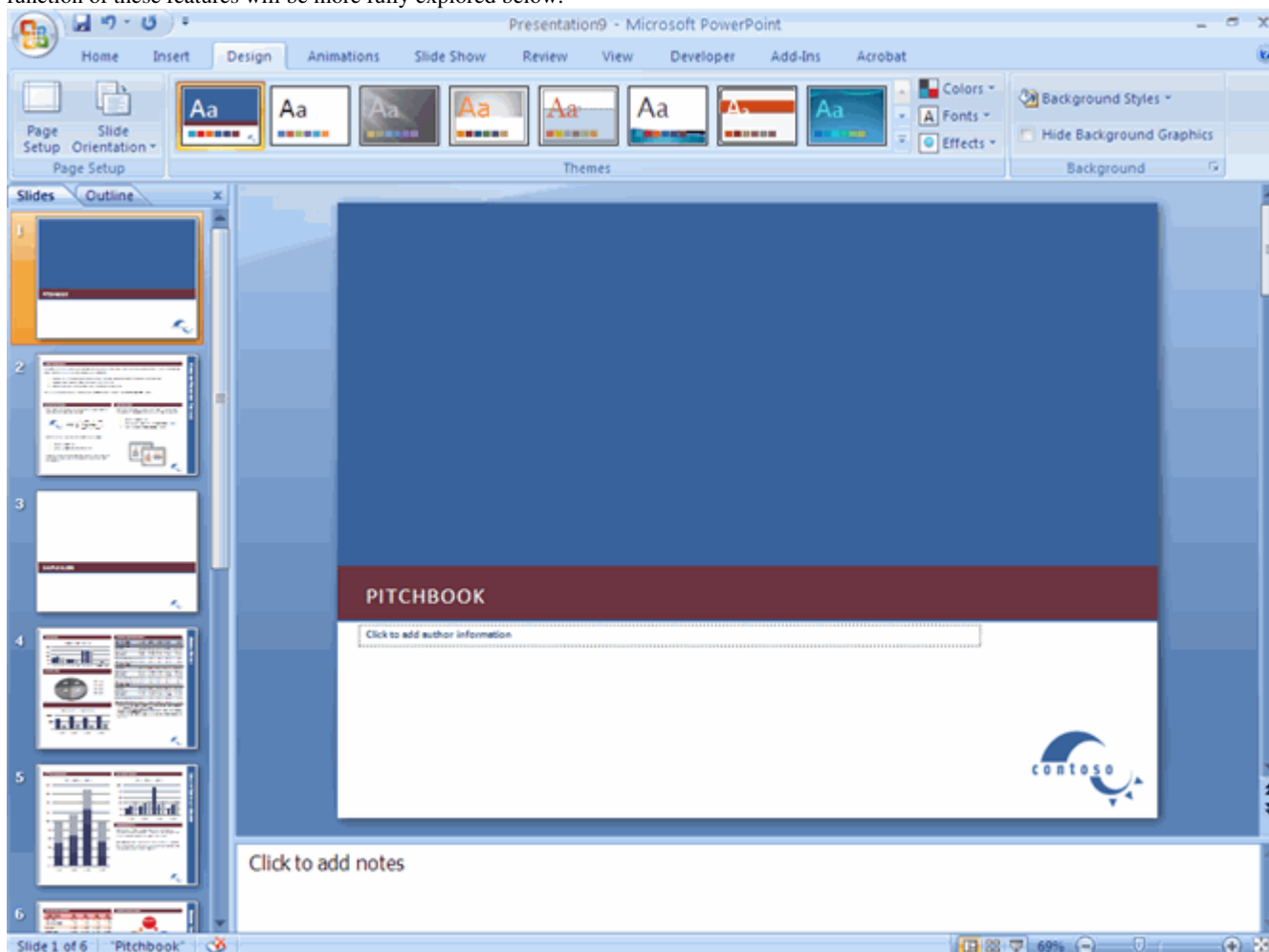
Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

1-Getting Started

- 1.1-Microsoft Office Toolbar
- 1.2-The Ribbon
- 1.3-Quick Access Toolbar
- 1.4-Mini Toolbar
- 1.5-Navigation
- 1.6-Slide Views

Getting started with PowerPoint 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within PowerPoint 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.

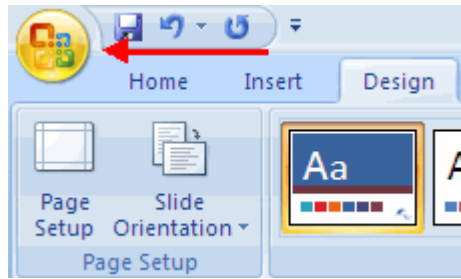


Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

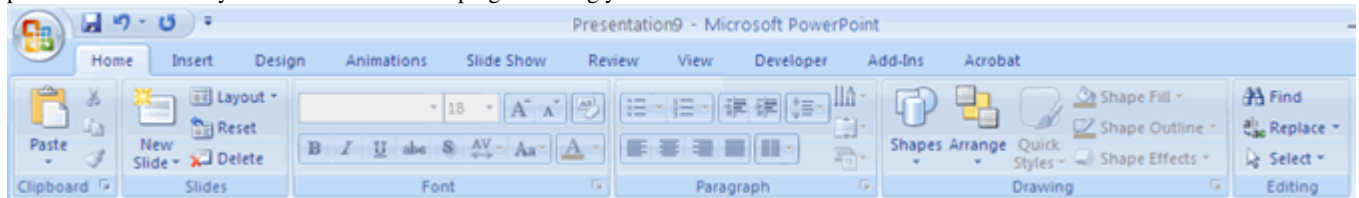
1.1-Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.

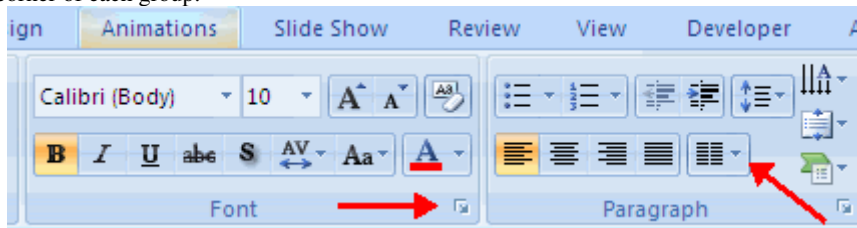


1.2-Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



Home: Clipboard, Slides, Font, Paragraph, Drawing, and Editing

Insert: Tables, Illustrations, Links, Text, and Media Clips

Design: Page Setup, Themes, Background

Animations: Preview, Animations, Transition to this Slide

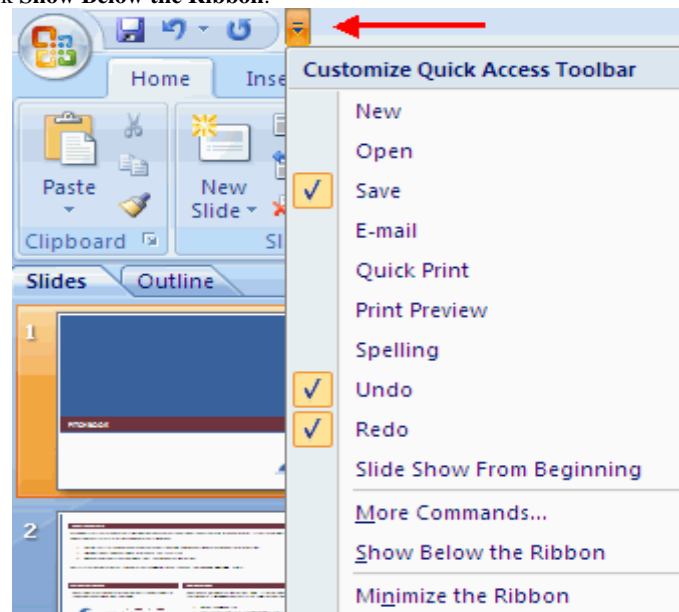
Slide Show: Start Slide Show, Set Up, Monitors

Review: Proofing, Comments, Protect

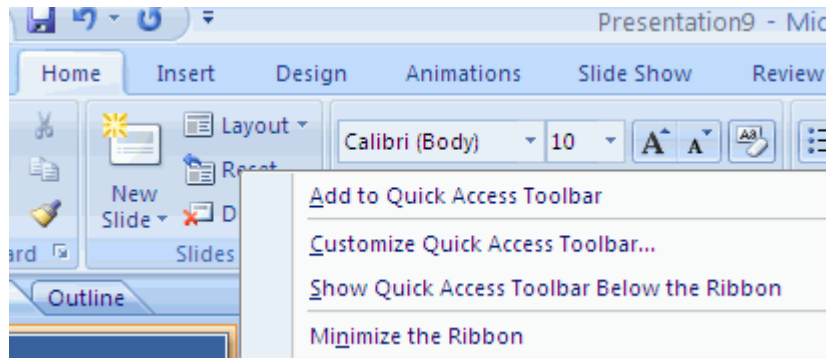
View: Presentation Views, Show/Hide, Zoom, Window, Macros

1.3-Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

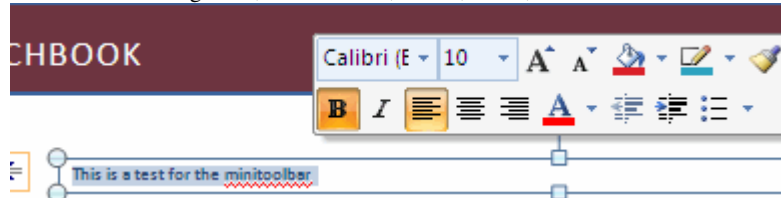


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



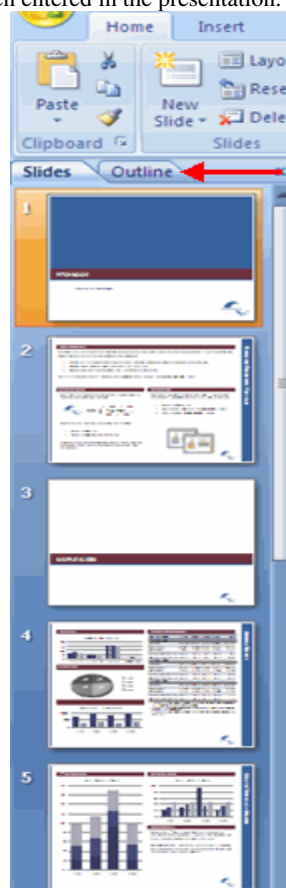
1.4-Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



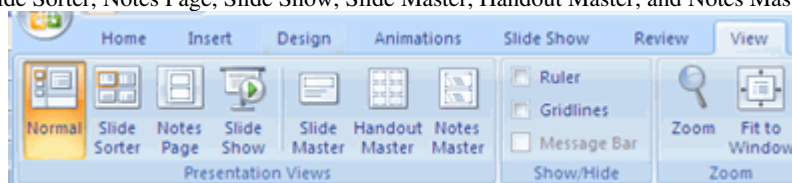
1.5-Navigation

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



1.6-Slide Views

Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.

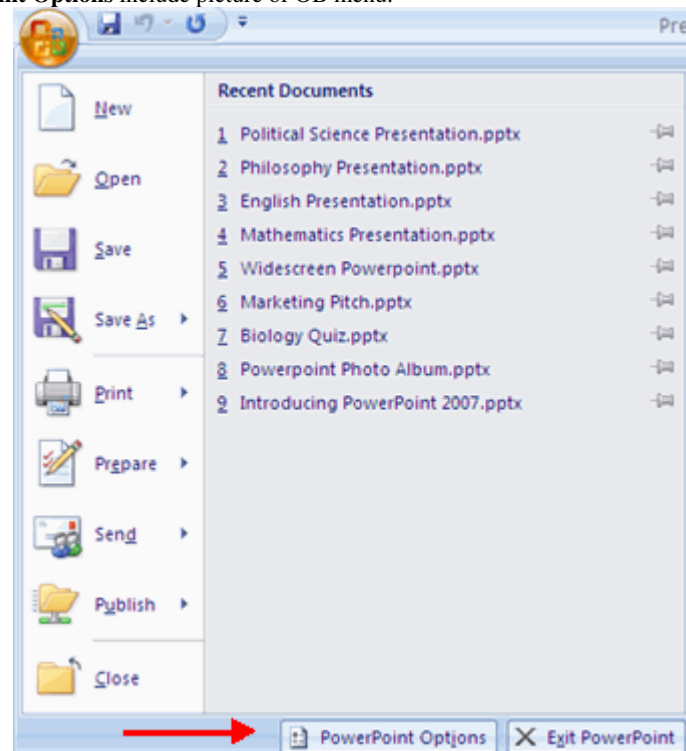


2-Customize

- 2.1-Popular
- 2.2-Proofing
- 2.3-Save
- 2.4-Advanced
- 2.5-Customize

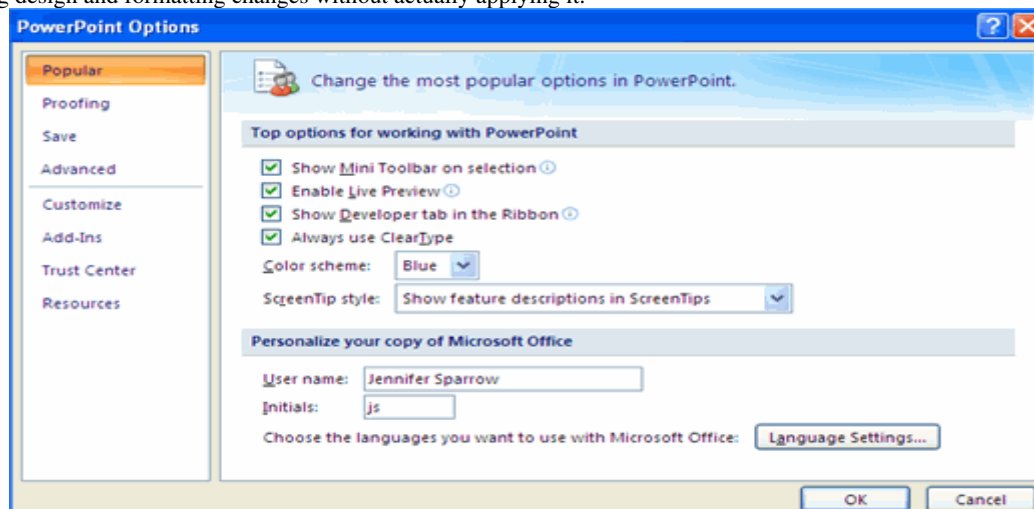
PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **PowerPoint Options** include picture of OB menu.



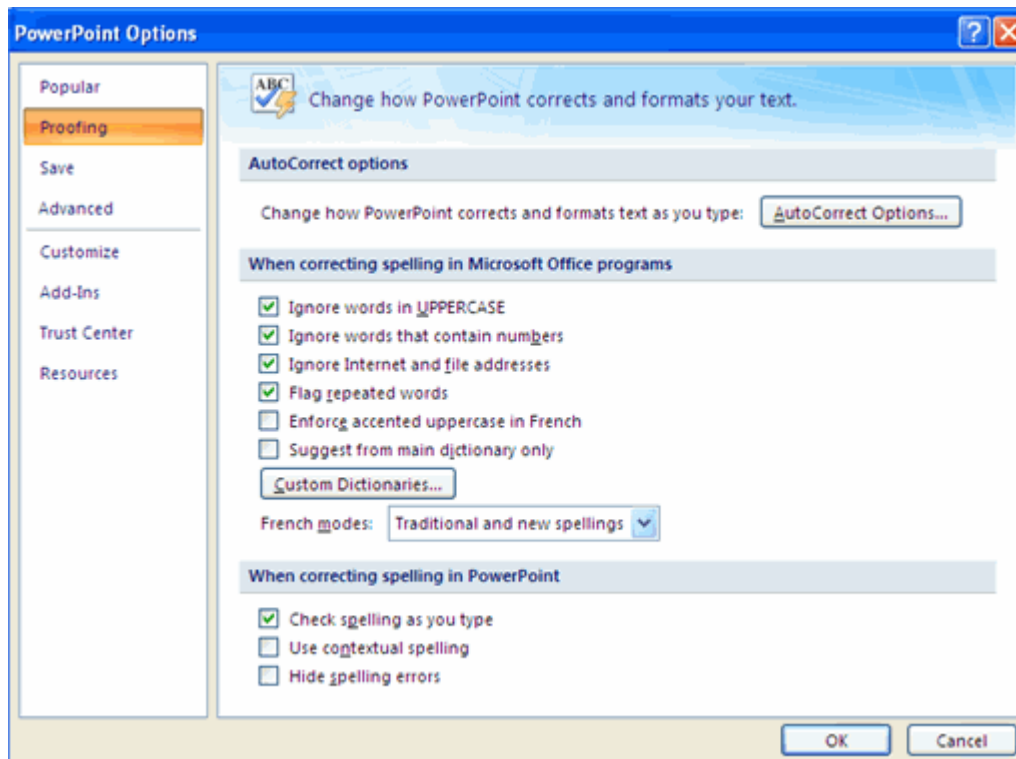
2.1-Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



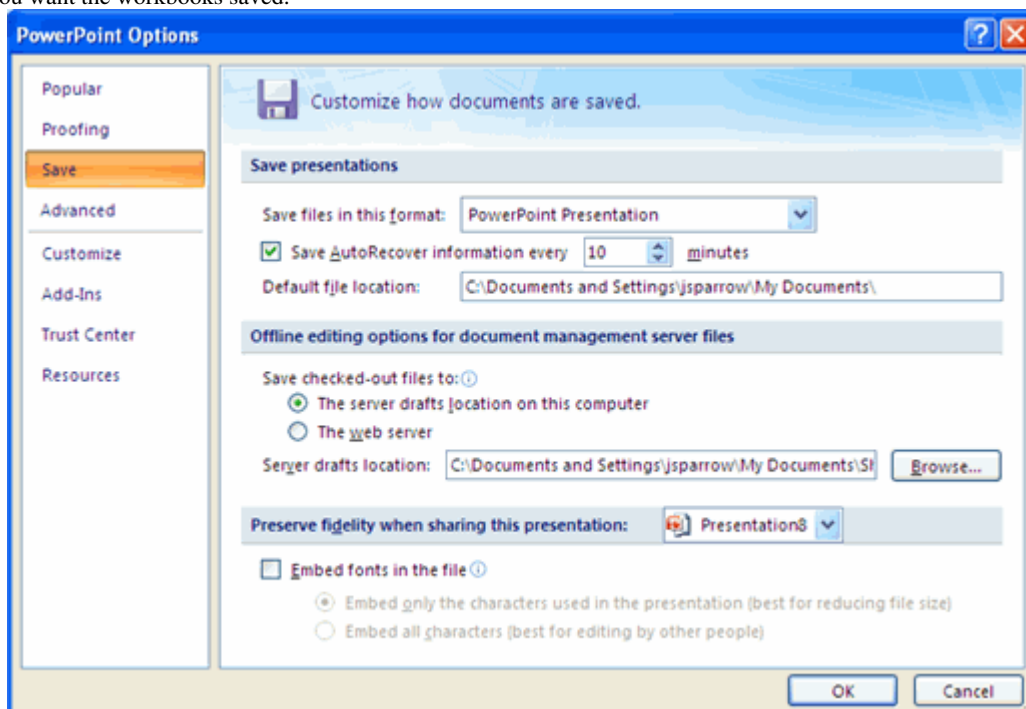
2.2-Proofing

This feature allows you personalize how word corrects your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.



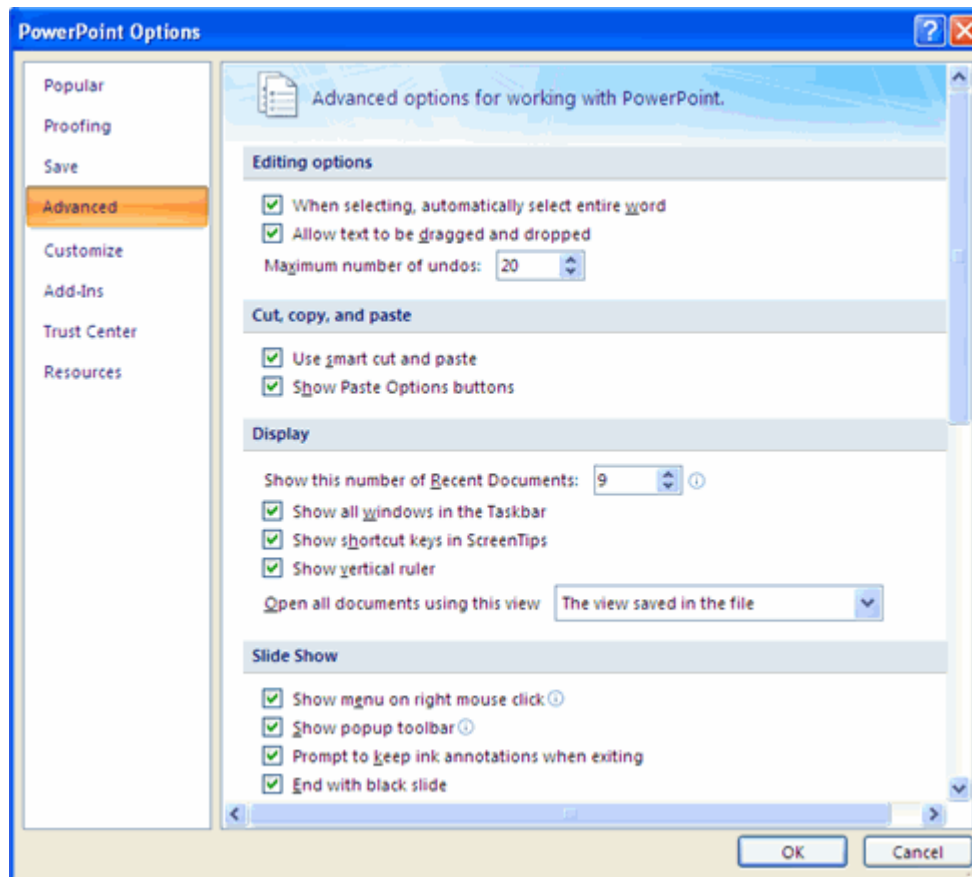
2.3-Save

This feature allows you to personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.



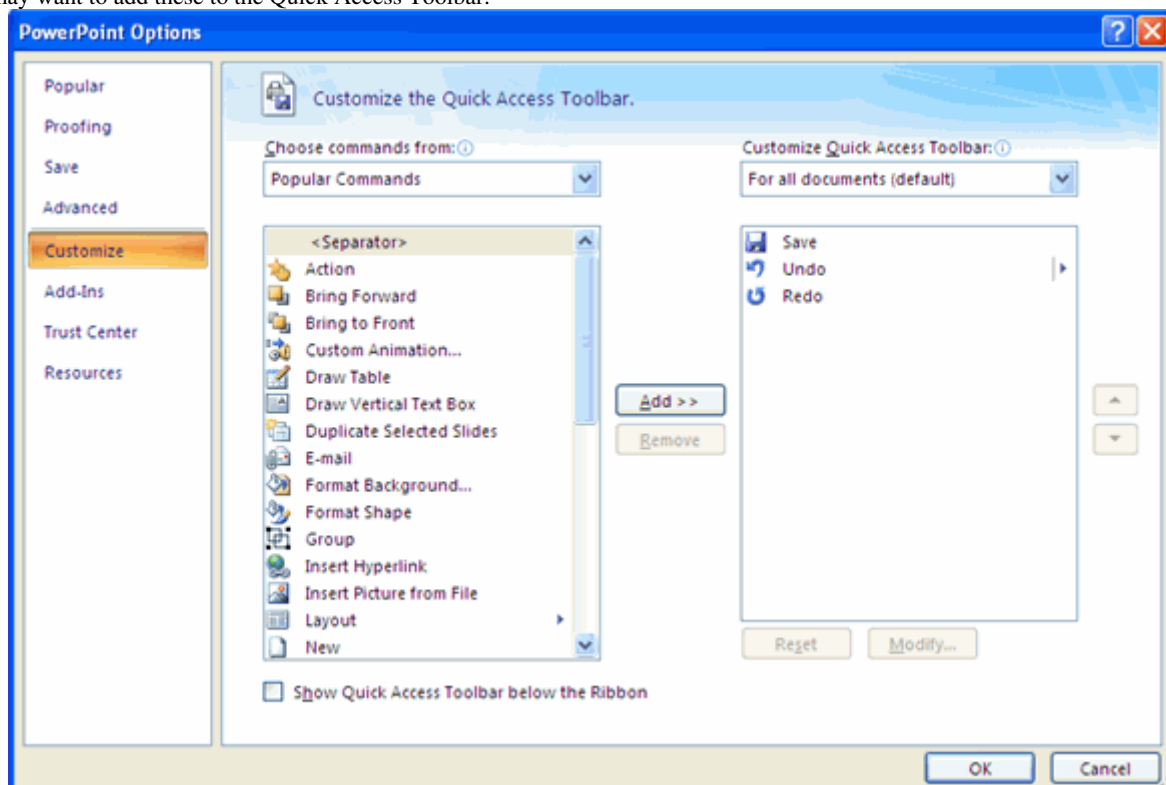
2.4-Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.



2.5-Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



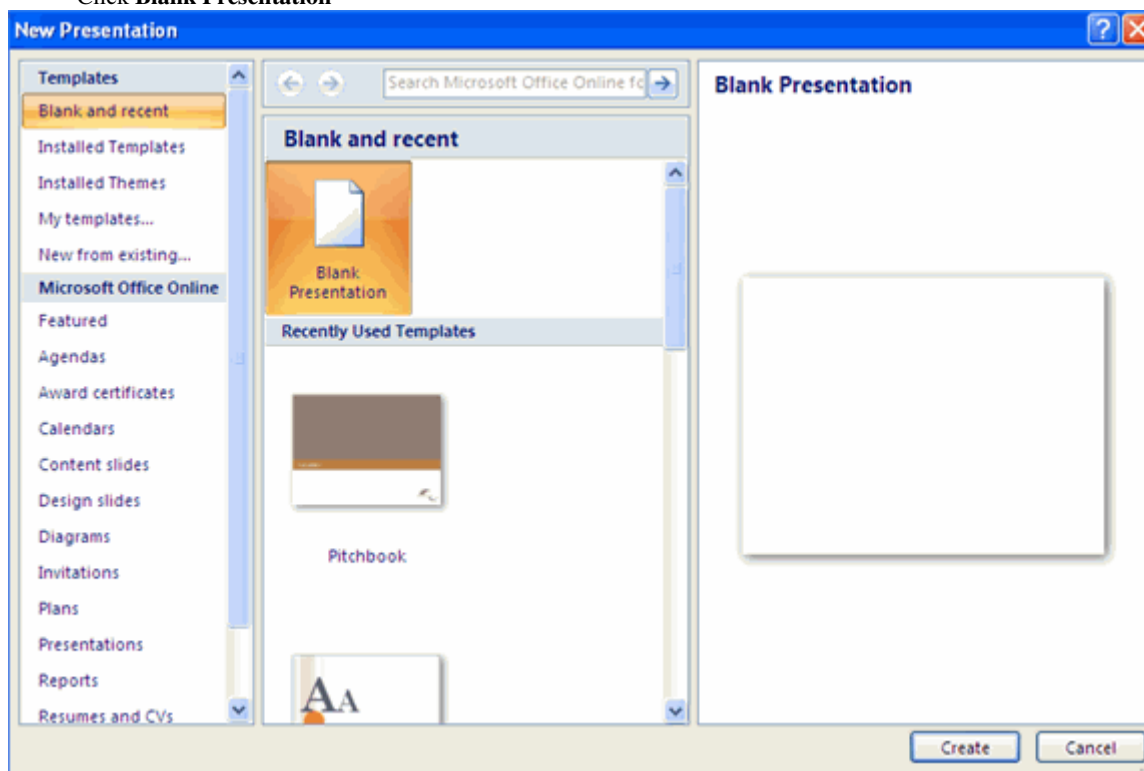
3-Creating a Presentation

- 3.1-New Presentation
- 3.2-Save a Presentation
- 3.3-Add Slides
- 3.4-Themes

3.1-New Presentation

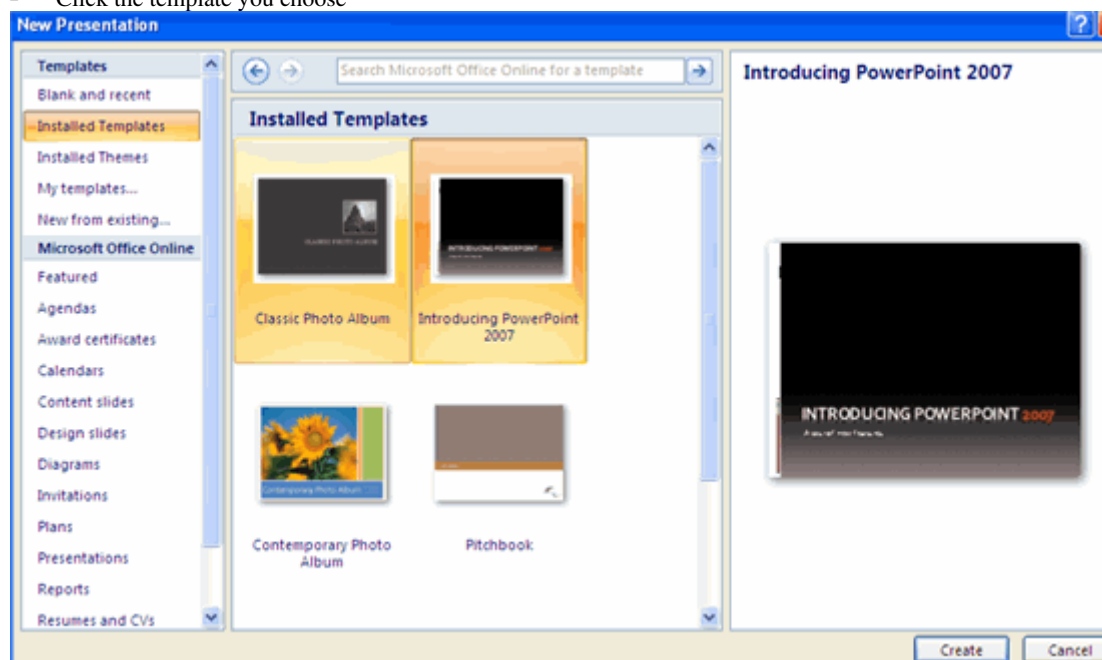
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



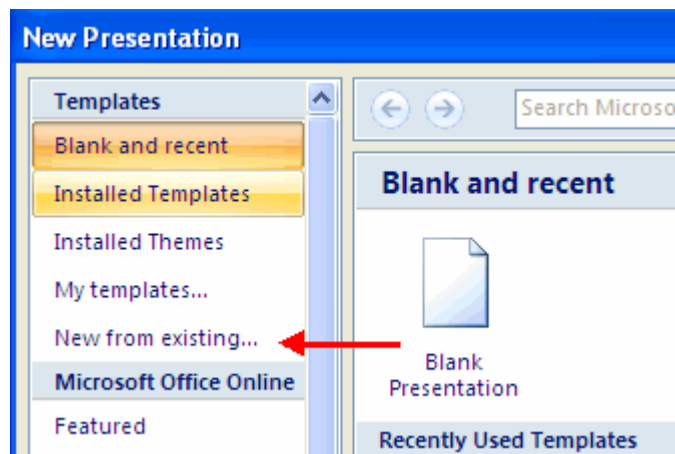
To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose



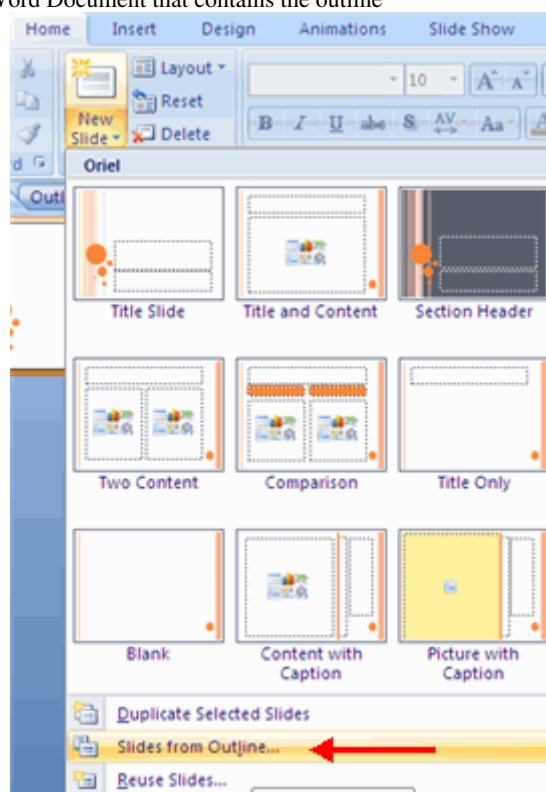
To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



3.2-Save a Presentation

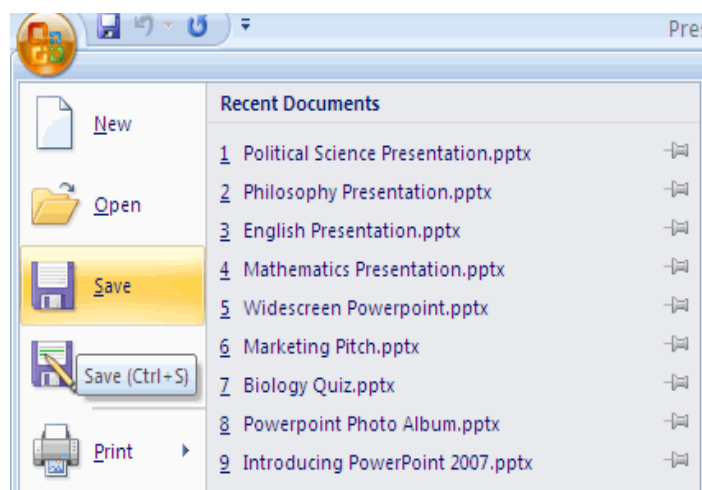
When you save a presentation, you have two choices: **Save** or **Save As**.

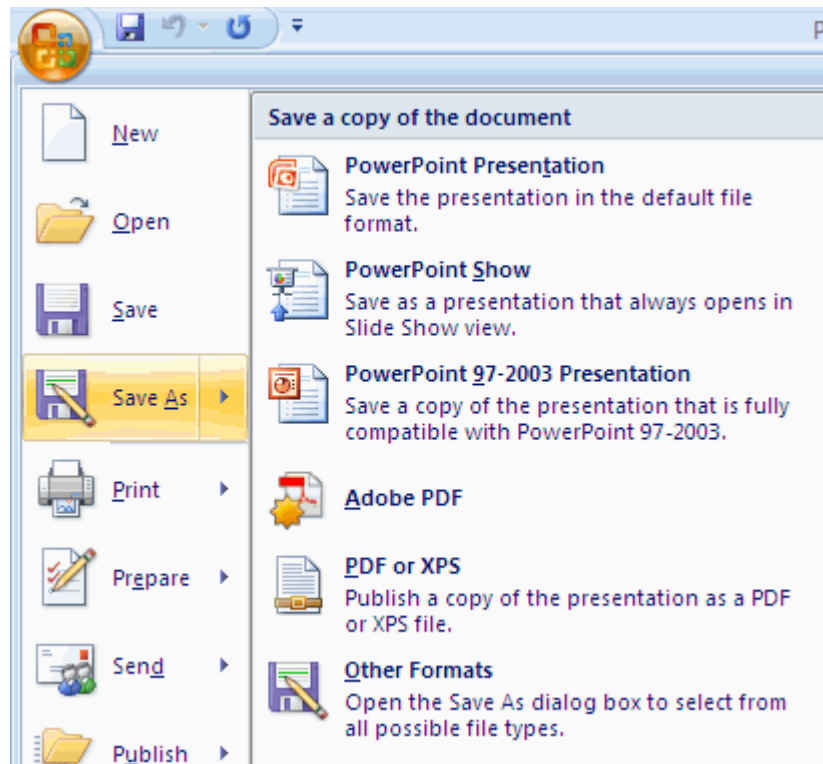
To save a document:

- Click the **Microsoft Office Button**
- Click **Save**

You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**



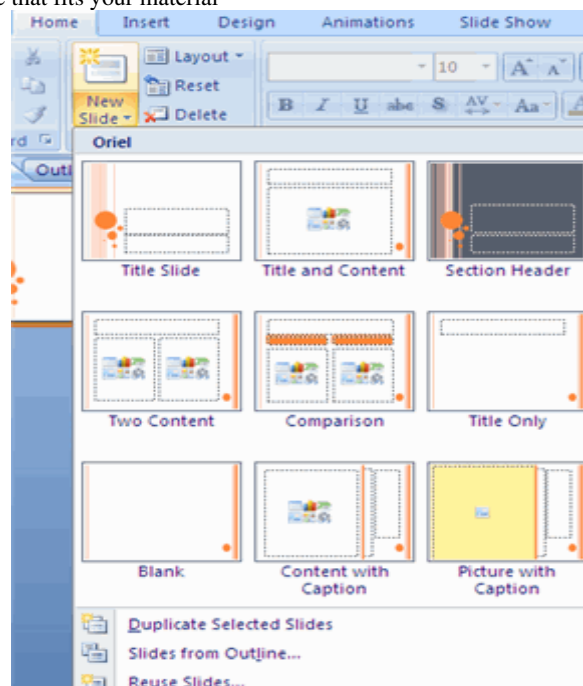


3.3-Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

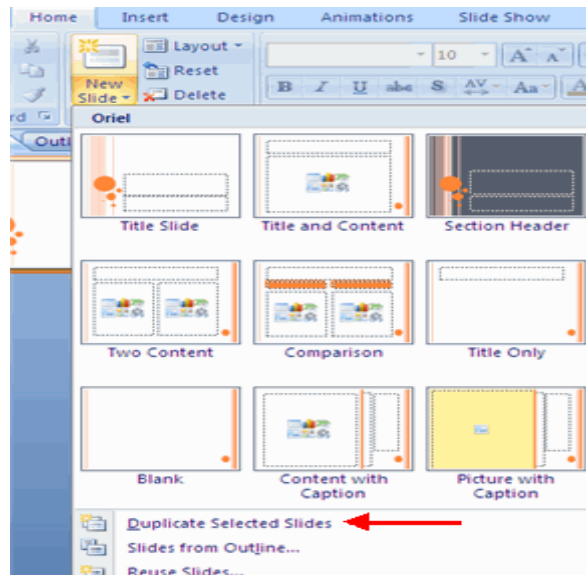
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



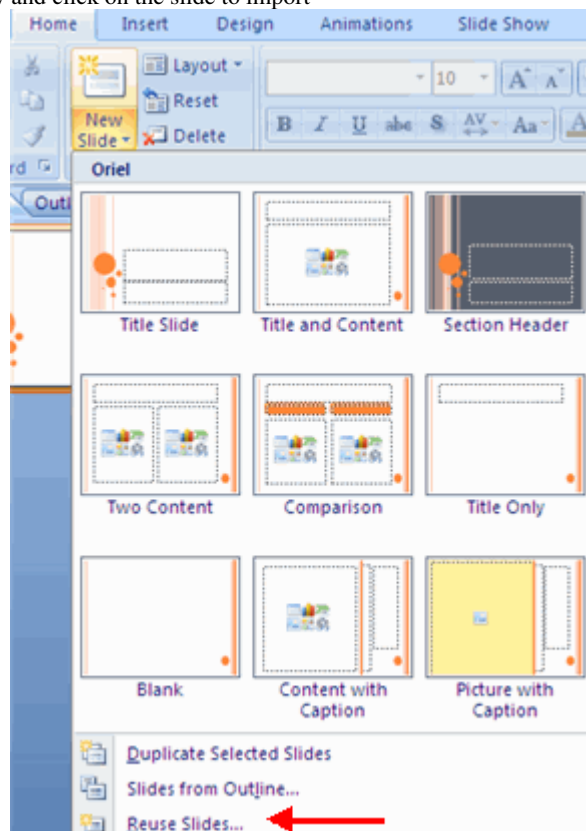
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



To create a new slide from another presentation:

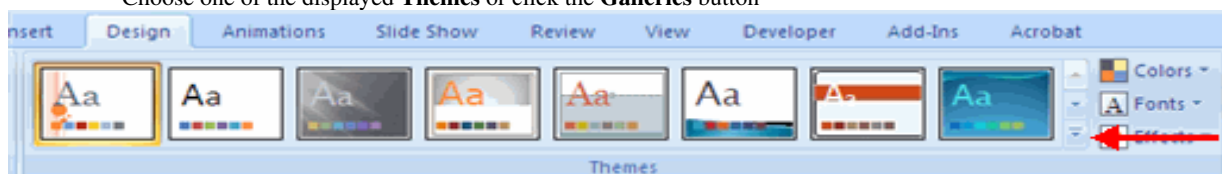
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



3.4-Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button

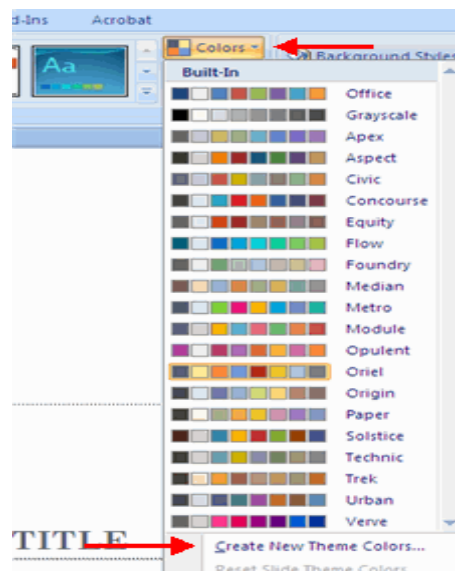
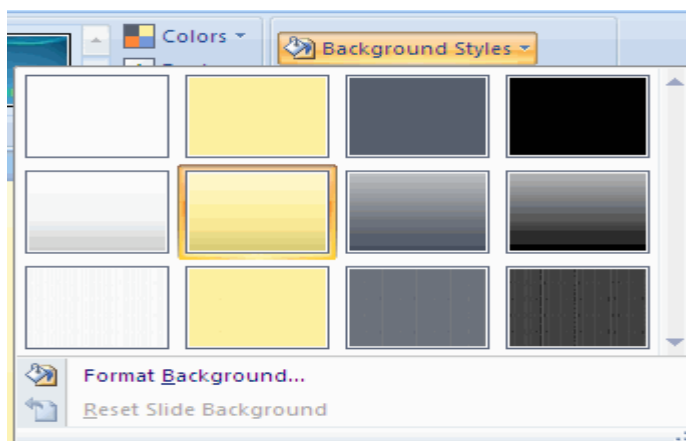


To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**

To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab



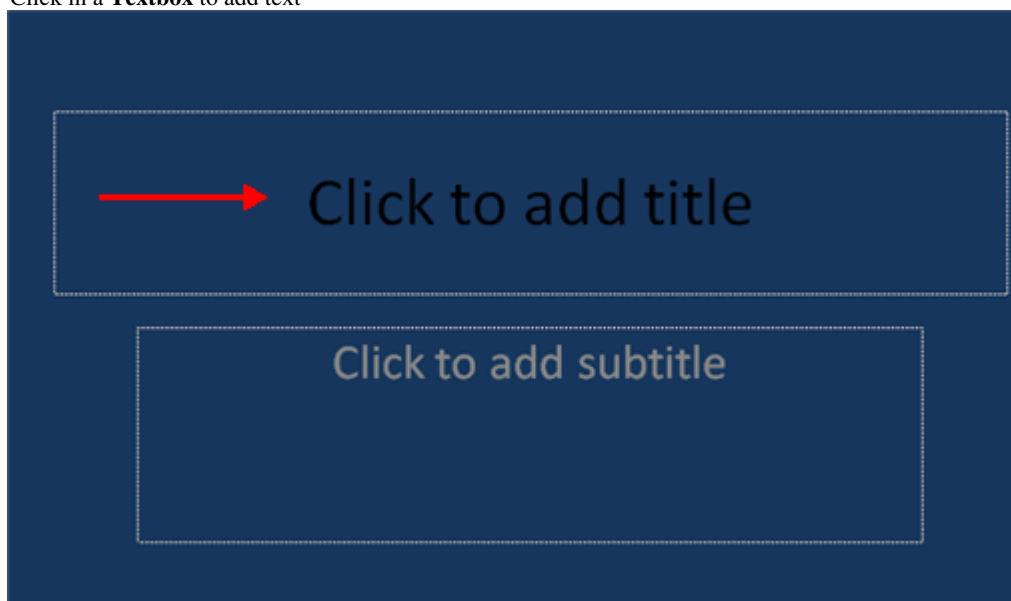
4-Working with Content

- 4.1-Enter Text
- 4.2-Select Text
- 4.3-Copy and Paste
- 4.4-Cut and Paste
- 4.5-Undo/Redo
- 4.6-Spell Check

4.1-Enter Text

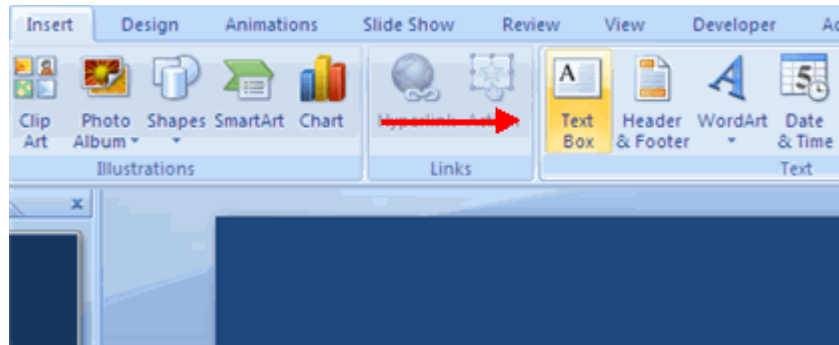
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



To add a text box:

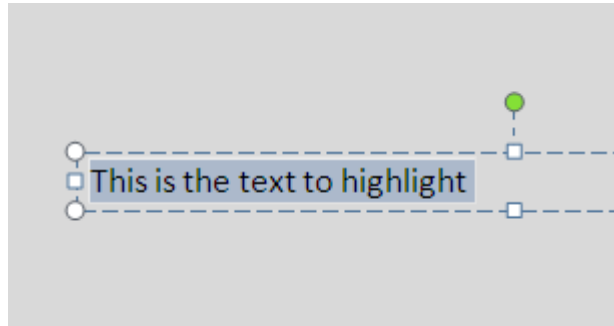
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



4.2-Select Text

To select the text:

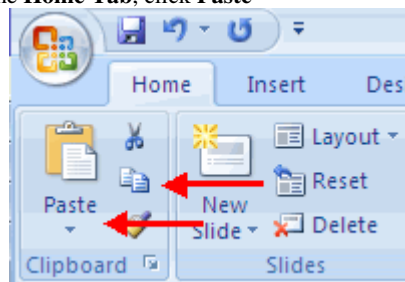
- Highlight the text



4.3-Copy and Paste

To copy and paste data:

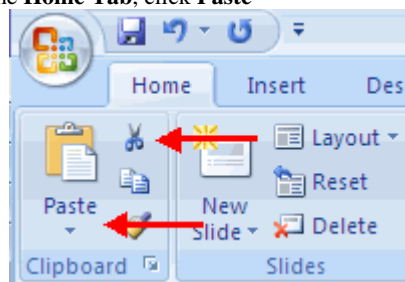
- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



4.4-Cut and Paste

To cut and paste data:

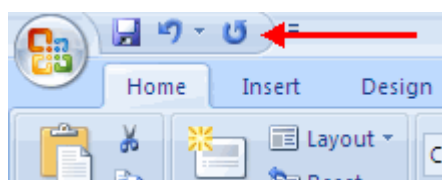
- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



4.5-Undo and Redo

To undo or redo your most recent actions:

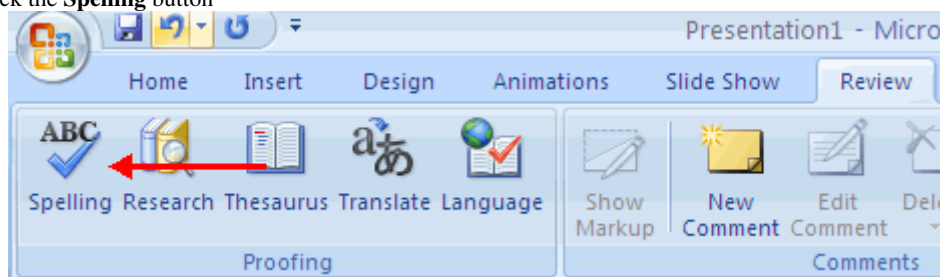
- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



4.6-Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button



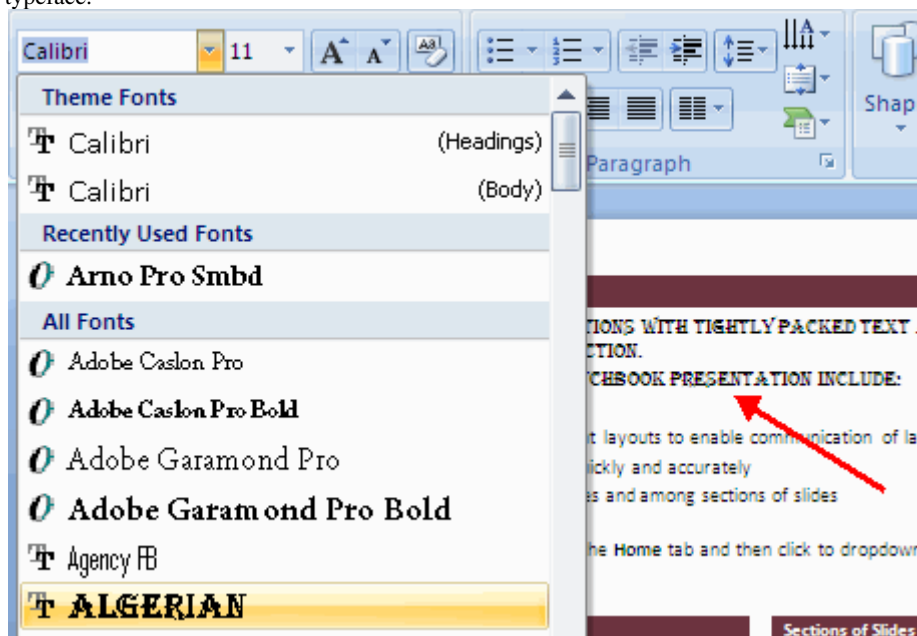
5-Formatting Text

- 5.1-Change Font Typeface and Size
- 5.2-Font Styles and Effects
- 5.3-Change Text Color
- 5.4-WordArt
- 5.5-Change Paragraph Alignment
- 5.6-Indent Paragraphs
- 5.7-Text Direction

5.1-Change Font Typeface and Size

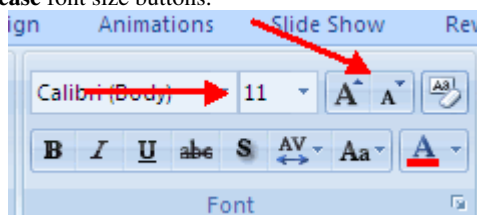
To change the font typeface:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

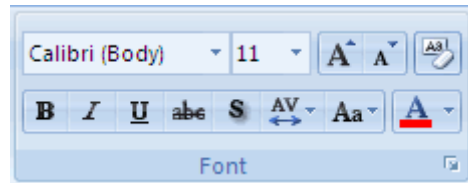
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



5.2-Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

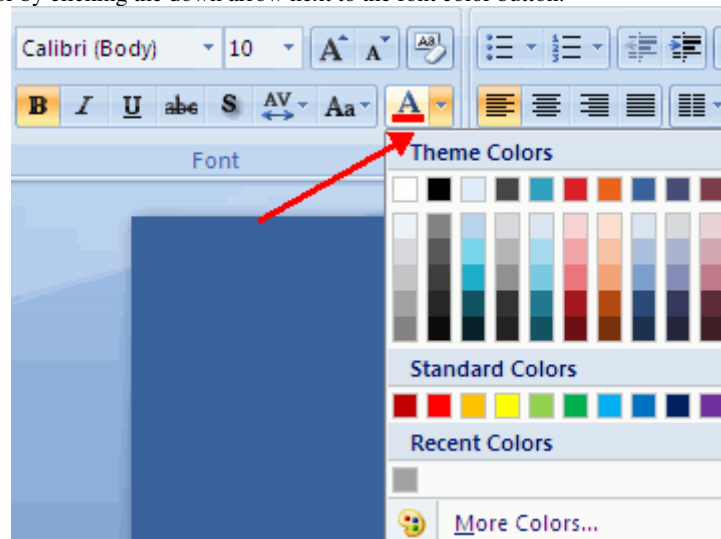
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools



5.3-Change Text Color

To change the text color:

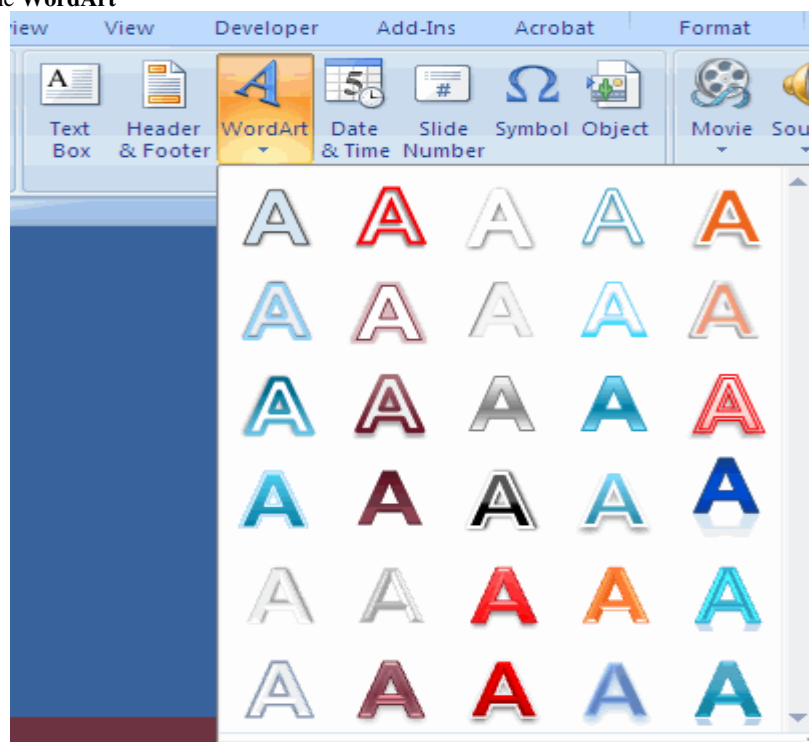
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



5.4-WordArt

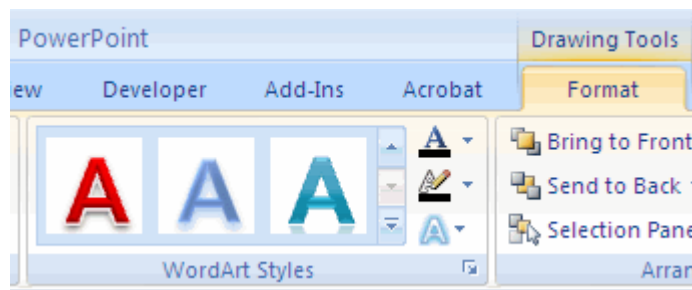
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To modify the styles of WordArt

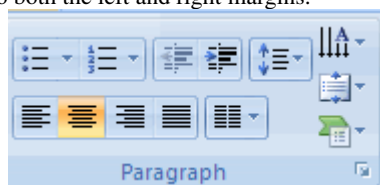
- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



5.5-Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

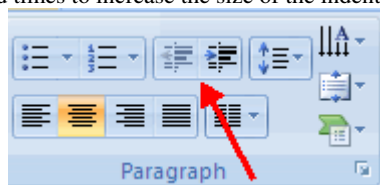
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



5.6-Indent Paragraphs

To indent paragraphs, you can do the following:

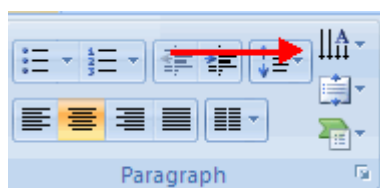
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



5.7-Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



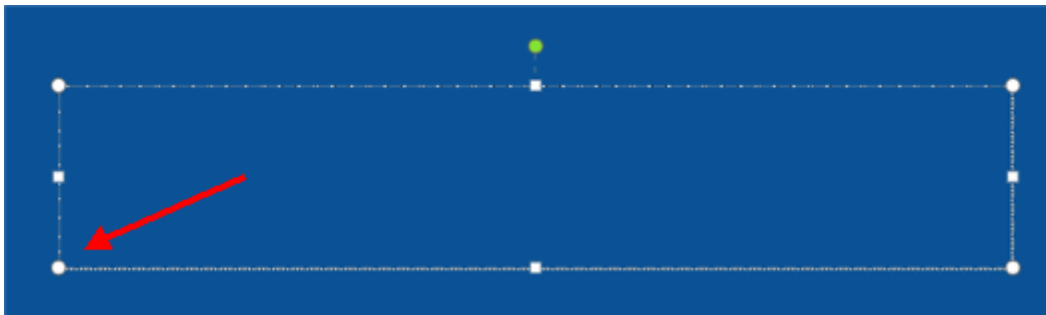
6-Adding Content

- 6.1-Resize a Textbox
- 6.2-Bulleted and Numbered Lists
- 6.3-Nested Lists
- 6.4-Formatting Lists
- 6.5-Adding Video
- 6.6-Adding Audio

6.1-Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size

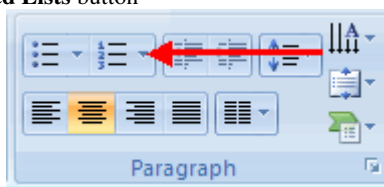


6.2-Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button



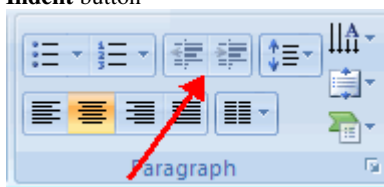
To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

6.3-Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

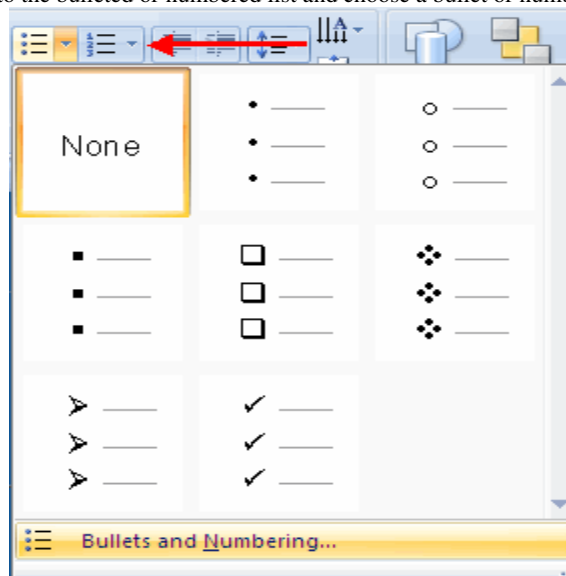
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



6.4-Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

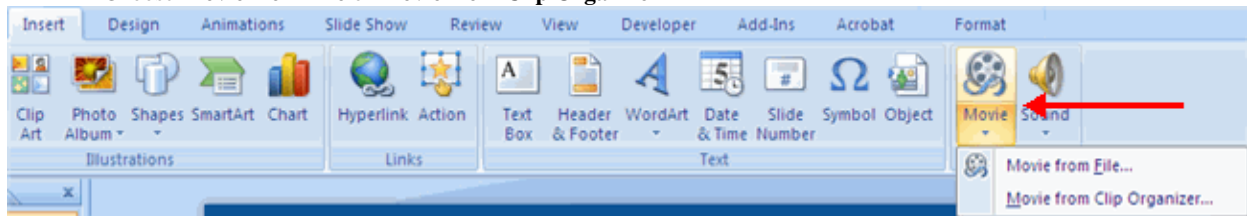
- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



6.5-Adding Video

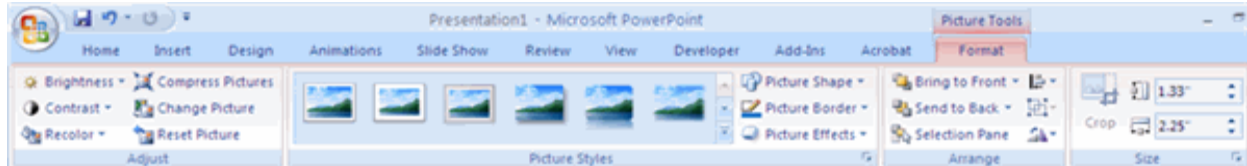
Video clips can be added to the presentation. To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**



To edit the video options:

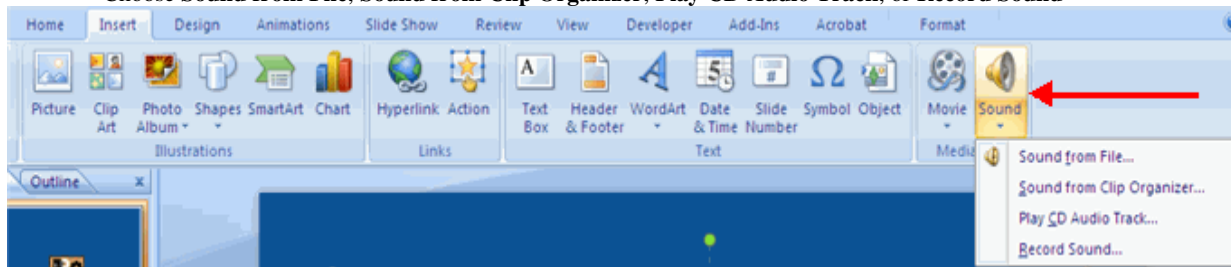
- Click the movie icon
- Click the **Format** tab



6.6-Adding Audio

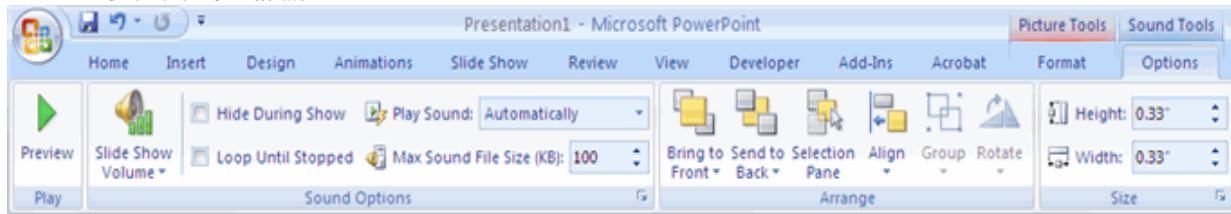
Audio clips can be added to the presentation. To add an audio clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



To edit the audio options:

- Click the audio icon
- Click the **Format** tab



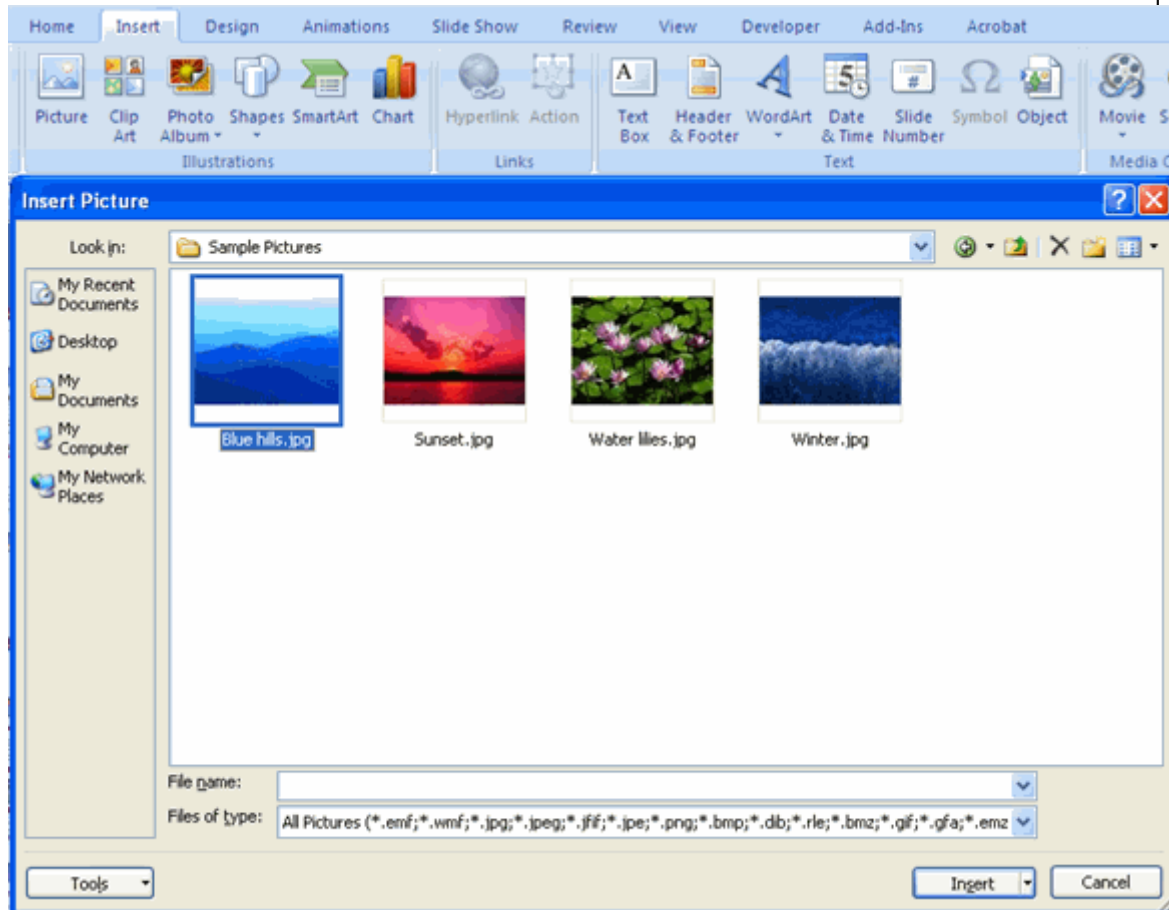
7-Graphics

- 7.1-Adding a Picture
- 7.2-Adding ClipArt
- 7.3-Editing Picture and ClipArt
- 7.4-Adding Shapes
- 7.5-Adding SmartArt
- 7.6-Adding a Photo Album

7.1-Adding Picture

To add a picture:

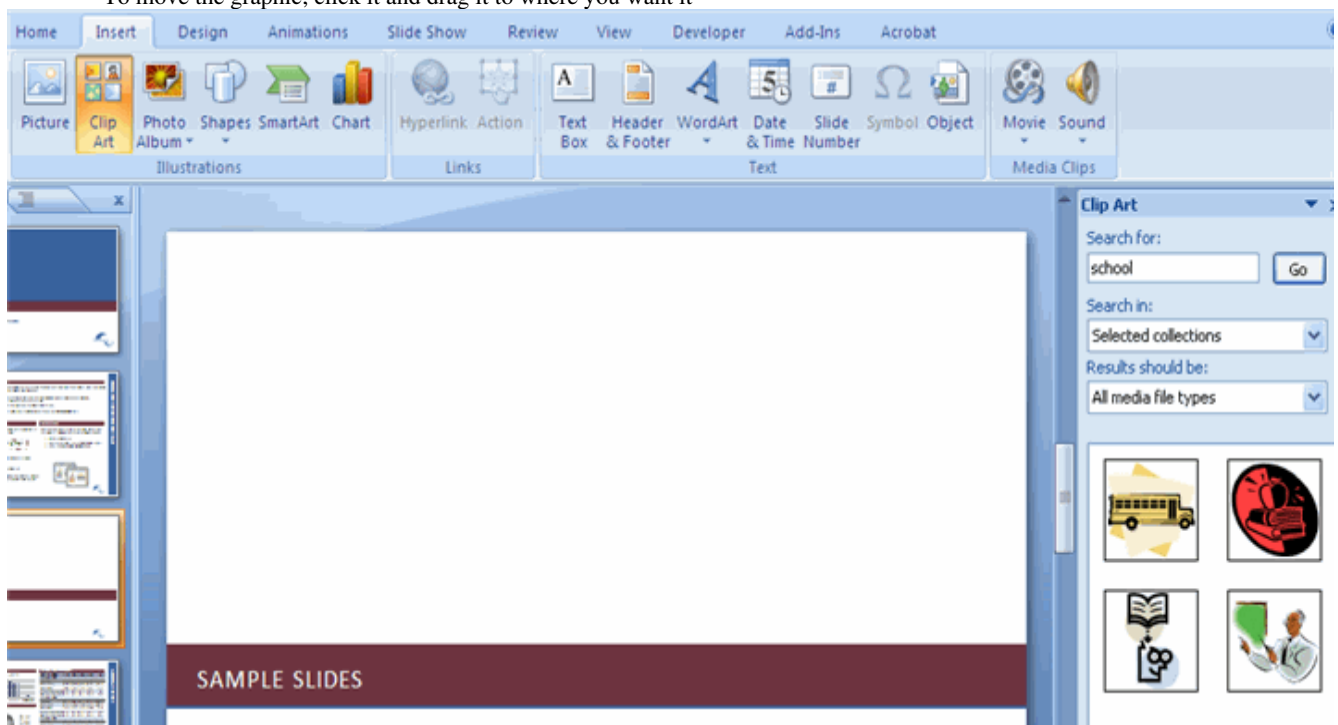
- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



7.2-Adding Clip Art

To add Clip Art:

- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



7.3-Editing Pictures and Clip Art

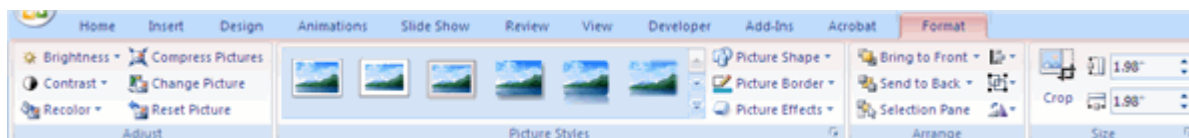
When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

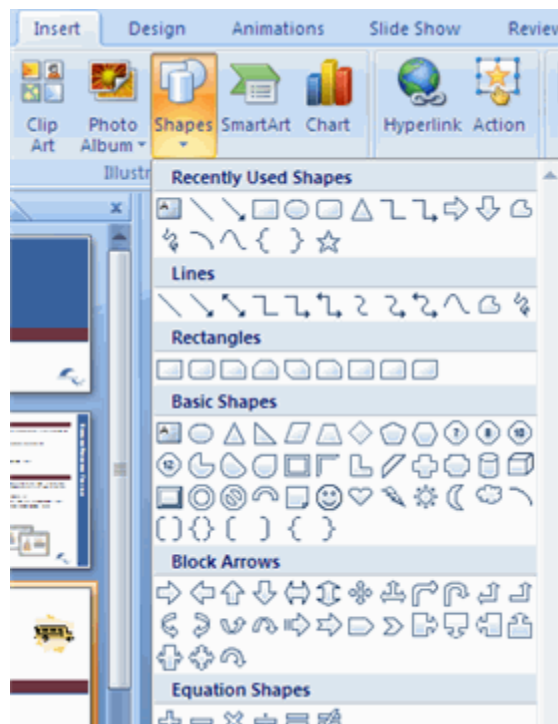
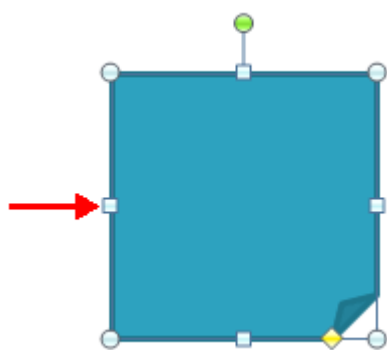
Size: Cropping and size of graphic



7.4-Adding a Shape

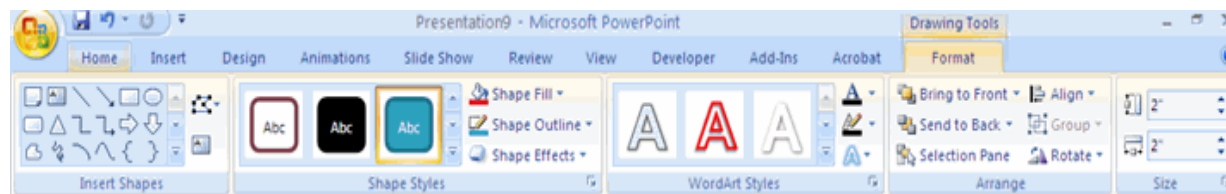
To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose
- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

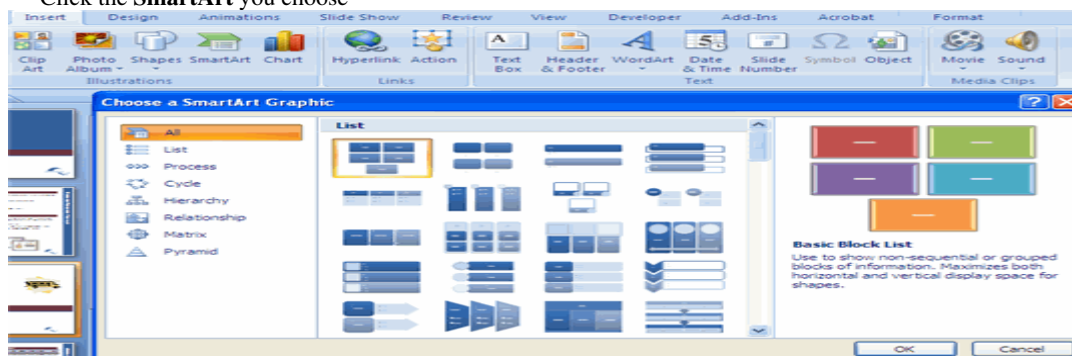
- Click the **Shape**
- Click the **Format** tab



7.5-Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose

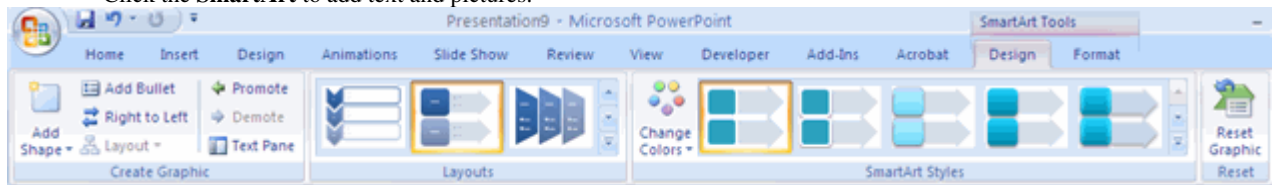


- Click the **SmartArt**
- Drag it to the desired location in the slide

To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab

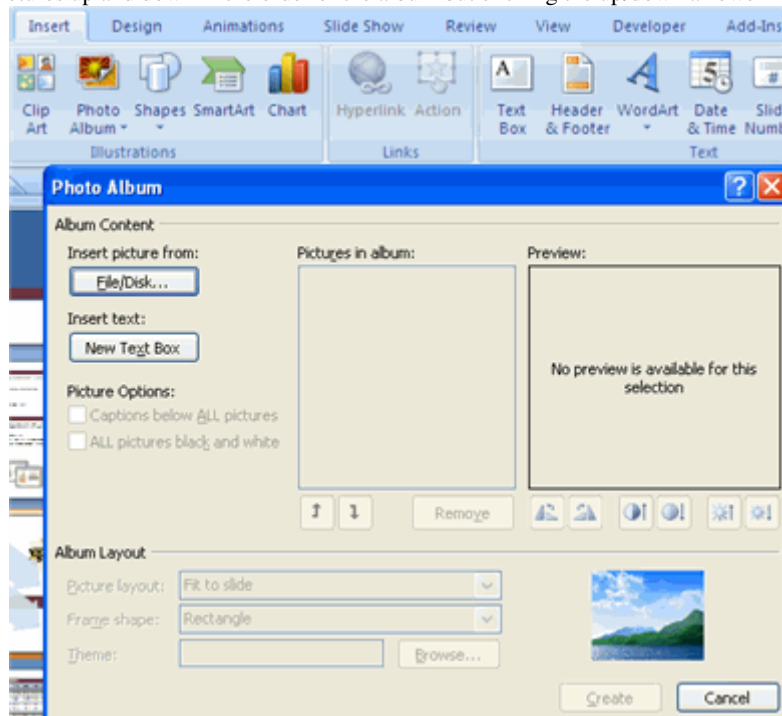
- Click the **SmartArt** to add text and pictures.



7.6-Adding a Photo Album

The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures. To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows



8-Tables

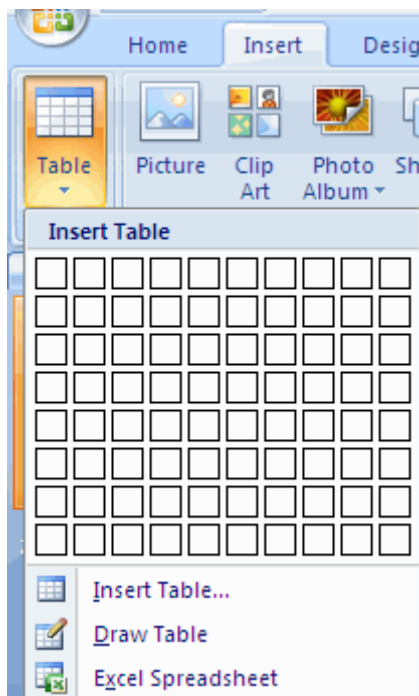
- 8.1-Create a Table
- 8.2-Enter Data in a Table
- 8.3-Format a Table
- 8.4-Insert a Table from Word or Excel

Tables are used to display data in a table format.

8.1-Create a Table

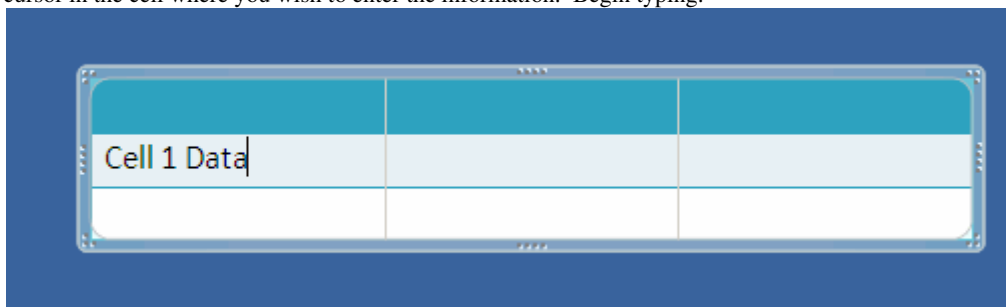
To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Excel Spreadsheet** and enter data



8.2-Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.



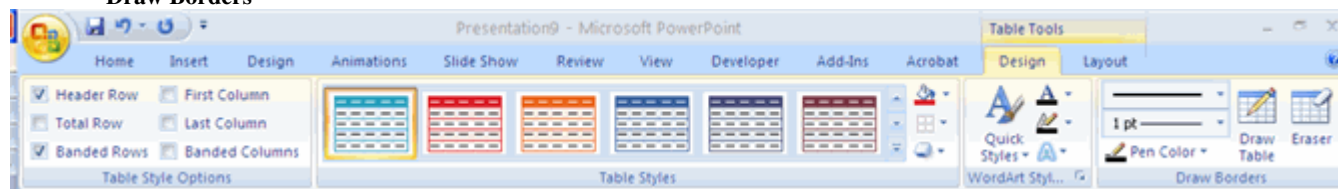
8.3-Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

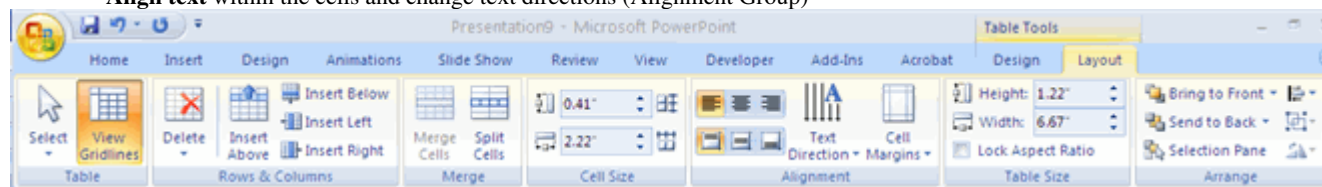
On the Design Tab, you can choose:

- Table Style Options**
- Table Styles**
- Draw Borders**



To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines** and **Properties** (from the Table Group)
- Insert Rows and Columns** (from the Rows & Columns Group)
- Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- Merge or Split Cells** (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- Align text** within the cells and change text directions (Alignment Group)



8.4-Insert a Table from Word or Excel

- Open the Word document or Excel worksheet

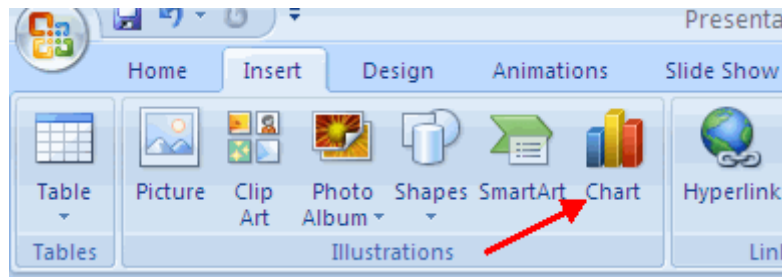
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



9-Charts

- 9.1-Create a Chart
- 9.2-Edit Chart Data
- 9.3-Modify a Chart
- 9.4-Chart Tools
- 9.5-Paste a Chart from Excel

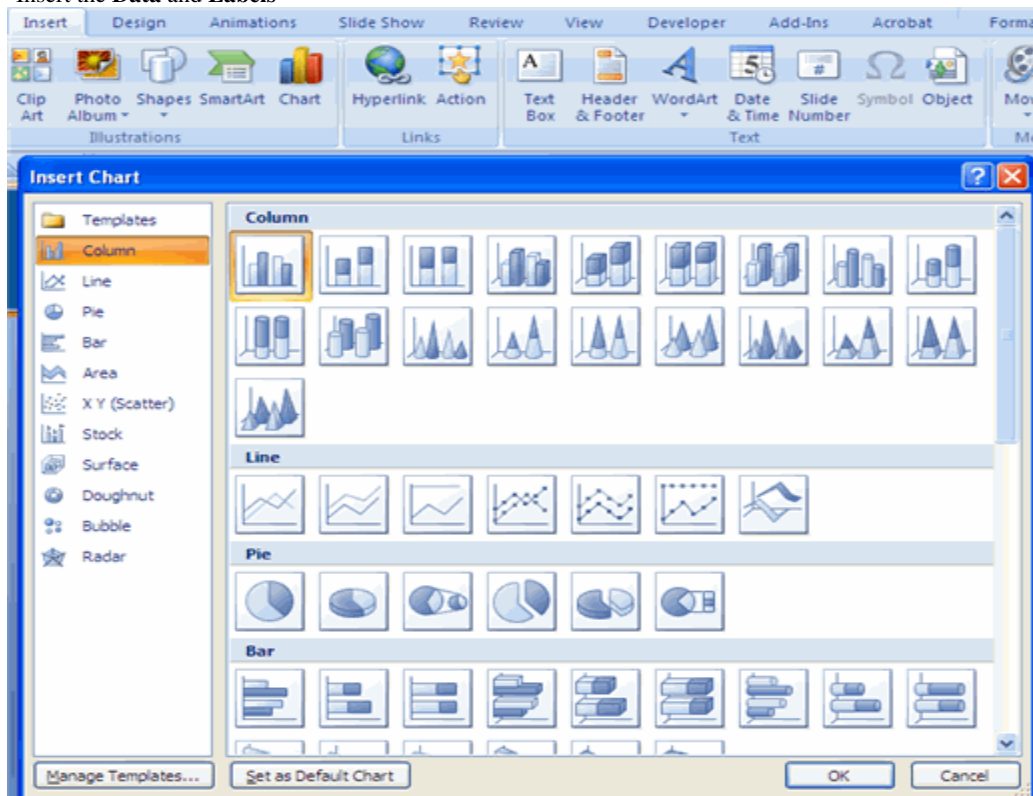
Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.



9.1-Create a Chart

To create a chart:

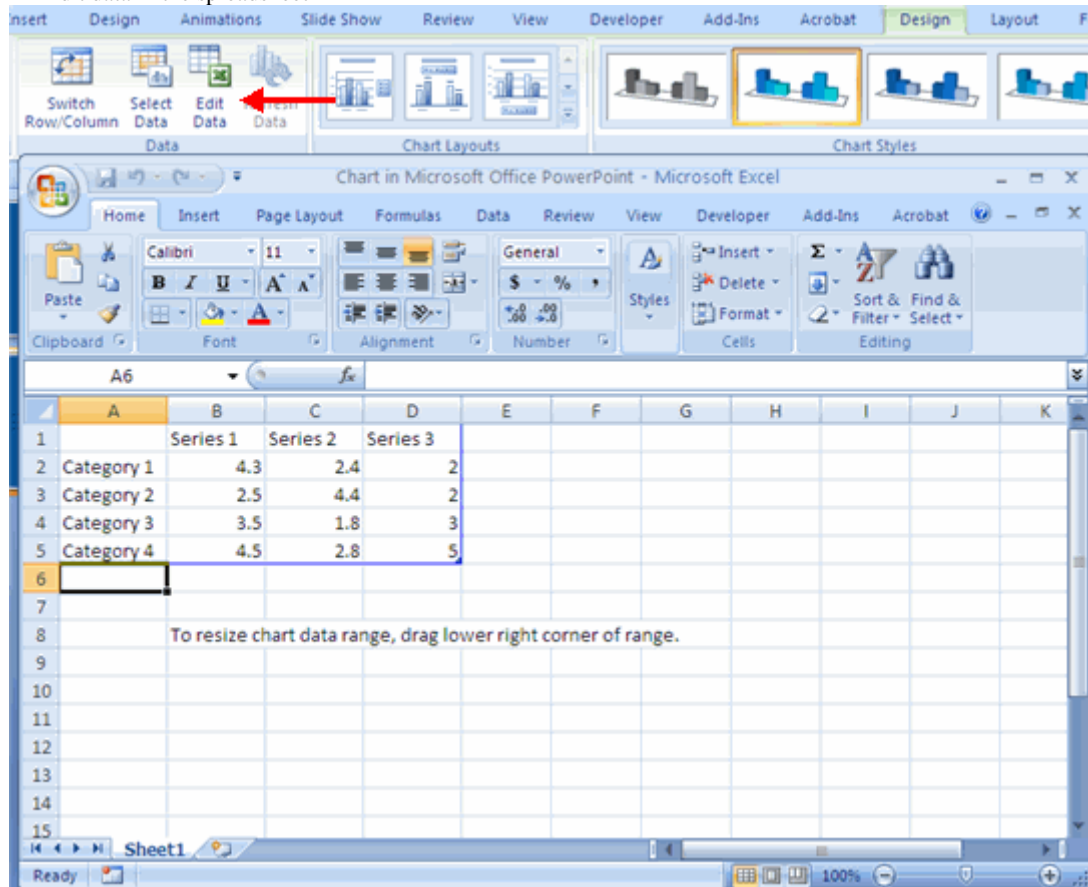
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



9.2-Edit Chart Data

To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet

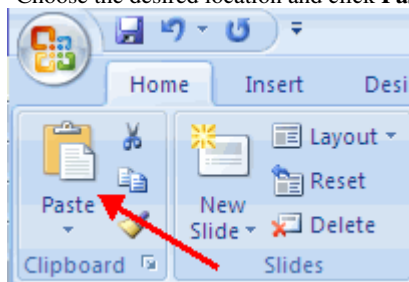


9.3-Modify a Chart

Once you have created a chart you can do several things to modify the chart.

To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**

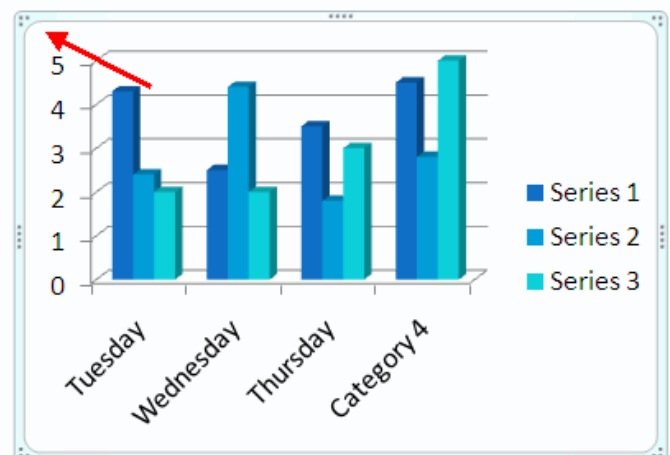


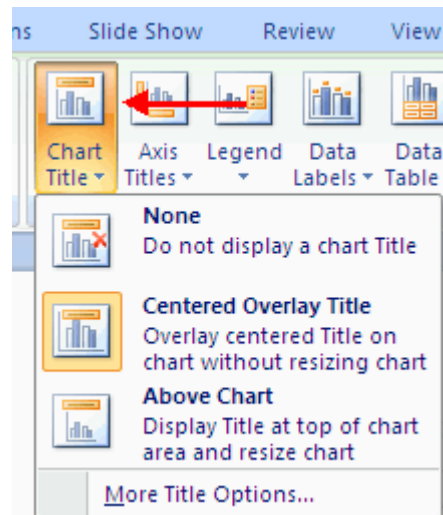
To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize

To modify the labels and titles:

- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change

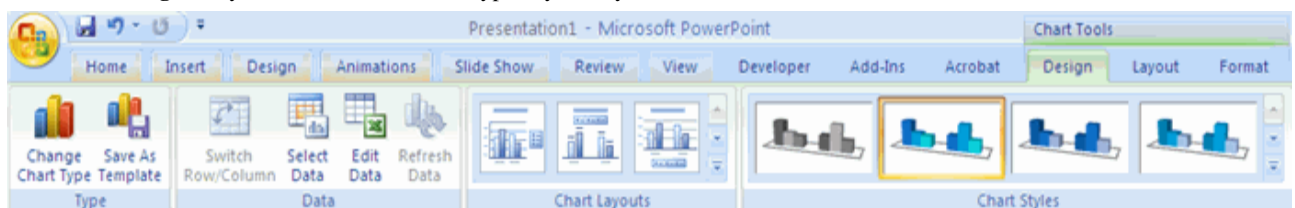




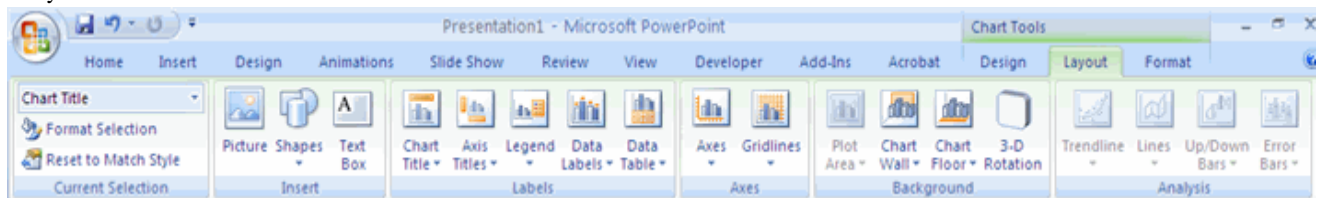
9.4-Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

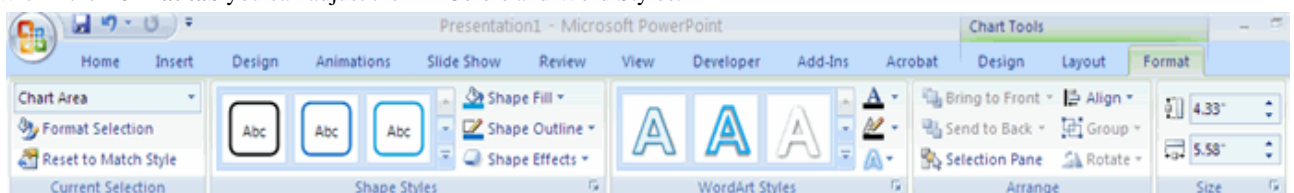
Within the **Design** tab you can control the chart type, layout, styles, and location.



Within the **Layout** tab you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format** tab you can adjust the Fill Colors and Word Styles.



9.5-Paste a Chart from Excel

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

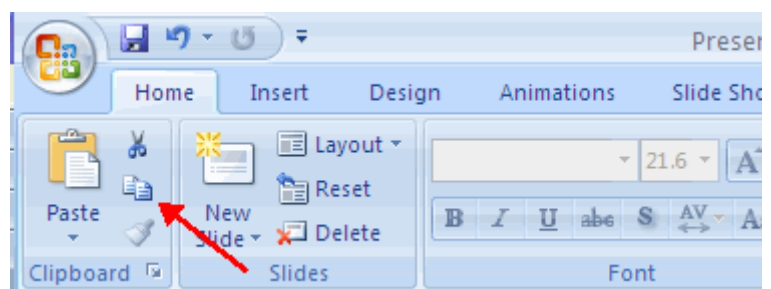
10-Slide Effects

- 10.1-Slide Transitions
- 10.2-Slide Animation
- 10.3-Animation Preview
- 10.4-Slide Show Options

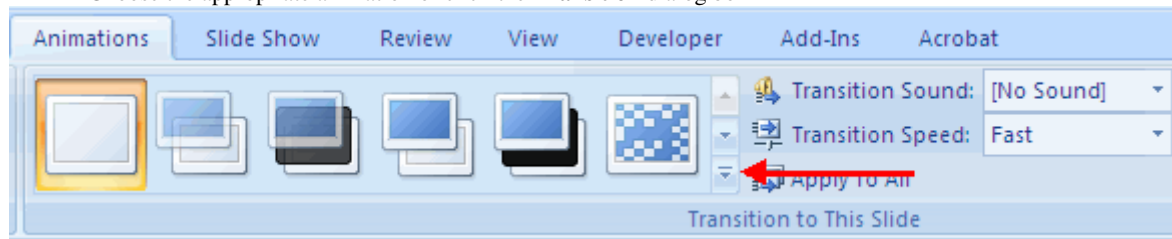
10.1-Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition

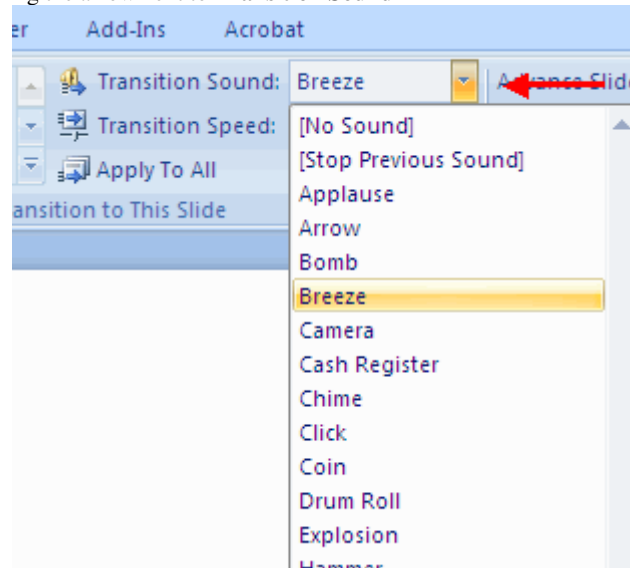


- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box

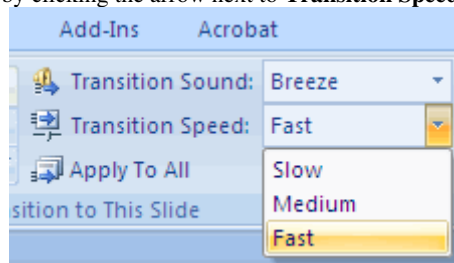


To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**

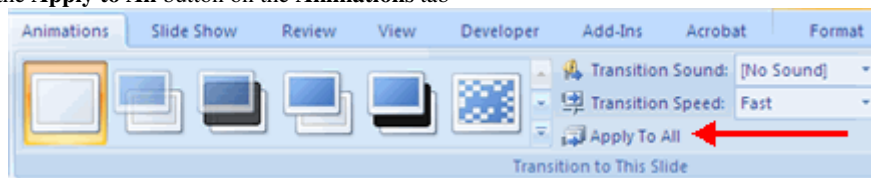


- Modify the transition speed by clicking the arrow next to **Transition Speed**



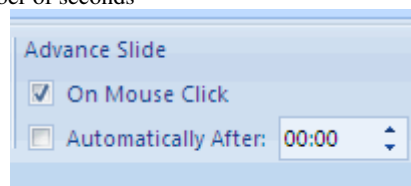
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



To select how to **advance a slide**:

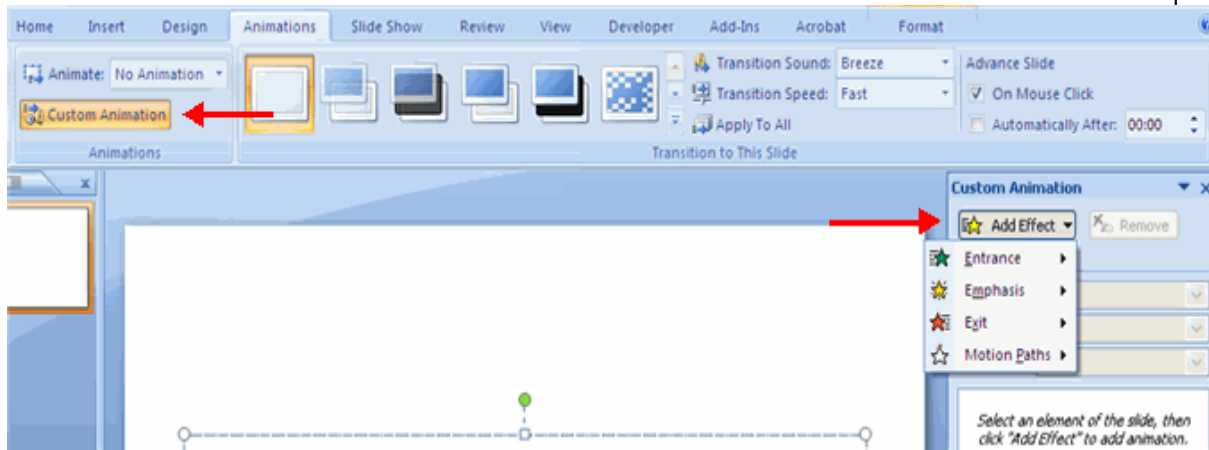
- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



10.2-Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

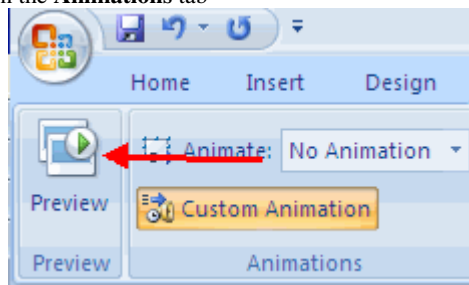
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



10.3-Animation Preview

To preview the animation on a slide:

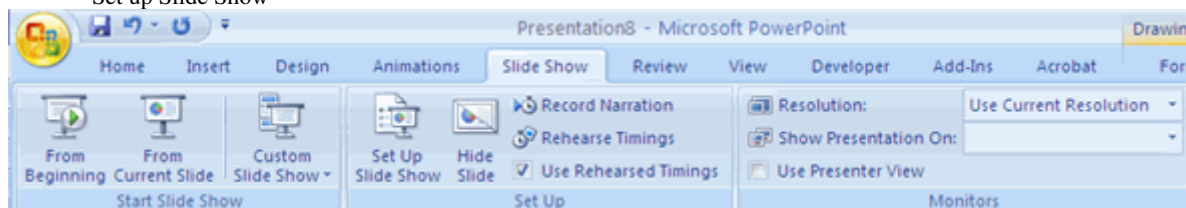
- Click the **Preview** button on the **Animations** tab



10.4-Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

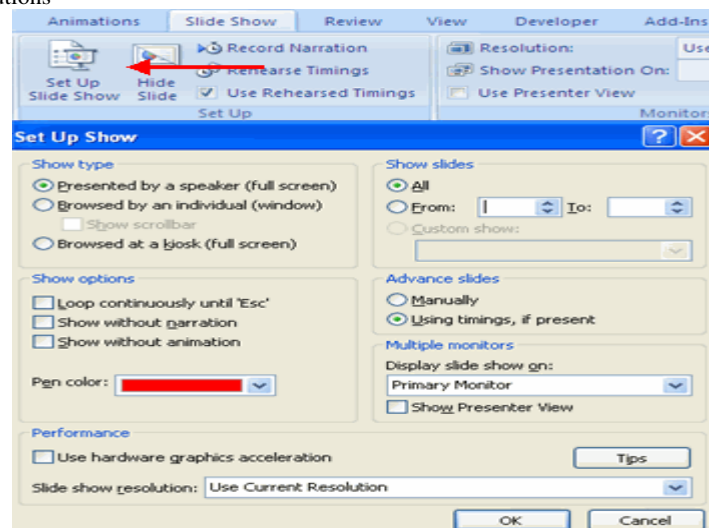
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

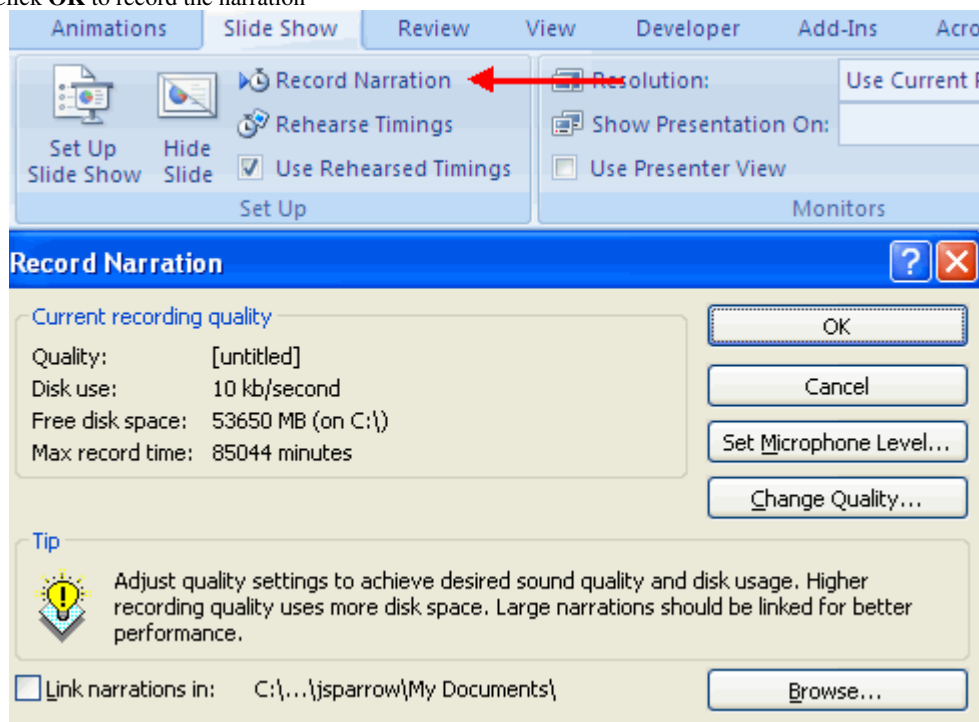
- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions



Record Narration

When you want to record narration for the slides:

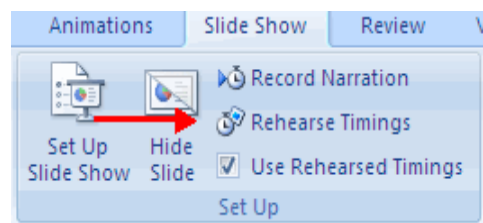
- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration



Rehearse Timings

Use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the Rehearse Timings button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry



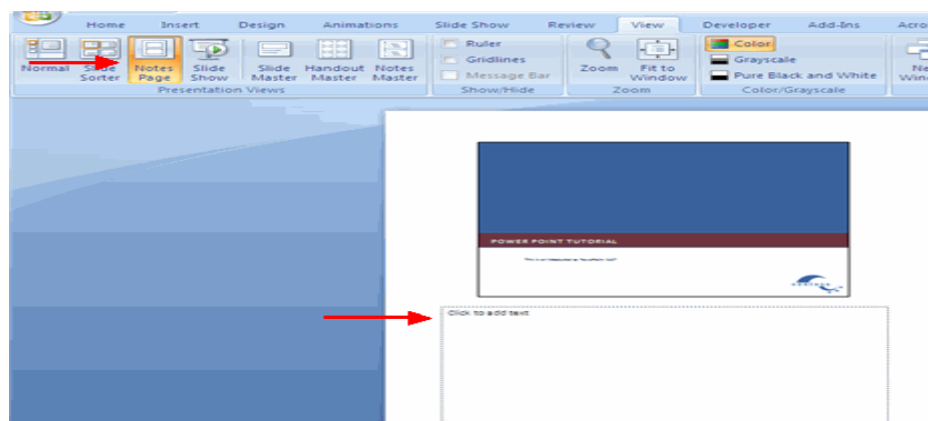
11-Printing

- 11.1-Create Speaker Notes
- 11.2-Print a Presentation
- 11.3-Package a Presentation

11.1-Create Speaker Notes

Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



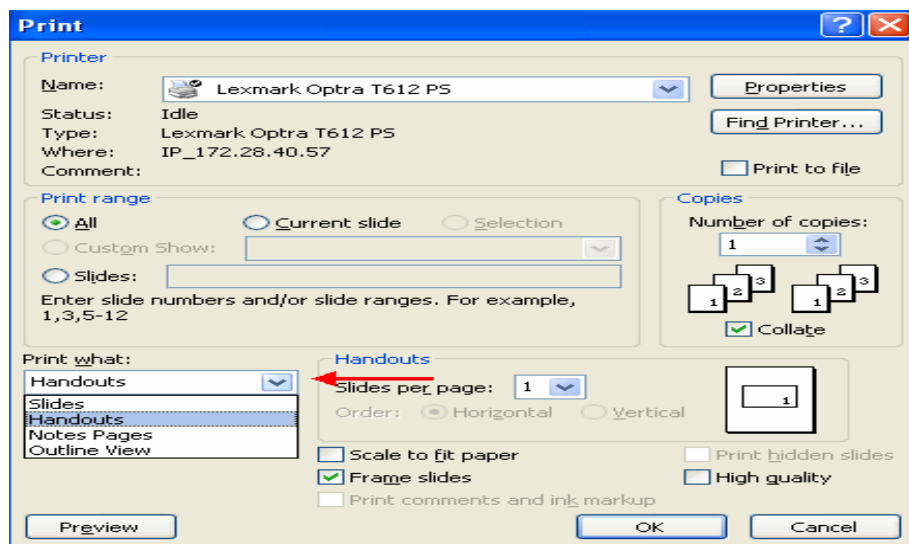
11.2-Print a Presentation

There are many options for printing a presentation. They are:

- **Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page

- **Notes Page:** This includes the slides and the speaker notes
- **Outline View:** This will print the outline of the presentation

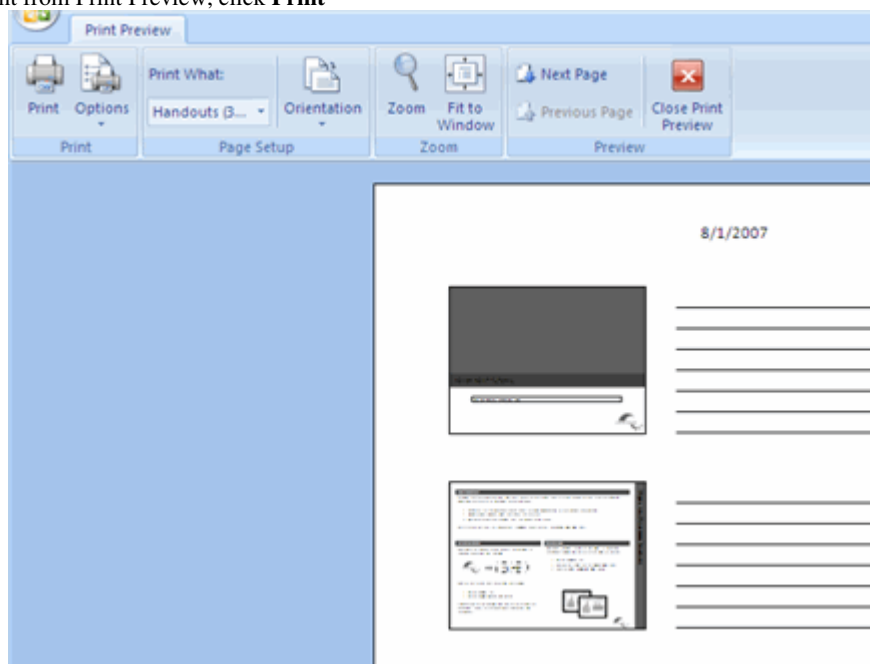
To access the print options:



- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print

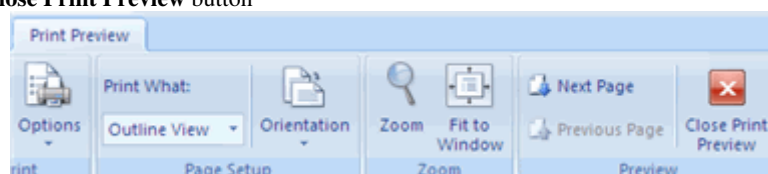
To print preview:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**



To Exit Print Preview:

- Click the **Close Print Preview** button



11.3-Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**

12-Tips

12.1-Design Tips

12.2-Presentation Tips

12.3-Spell Check

12.1-Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

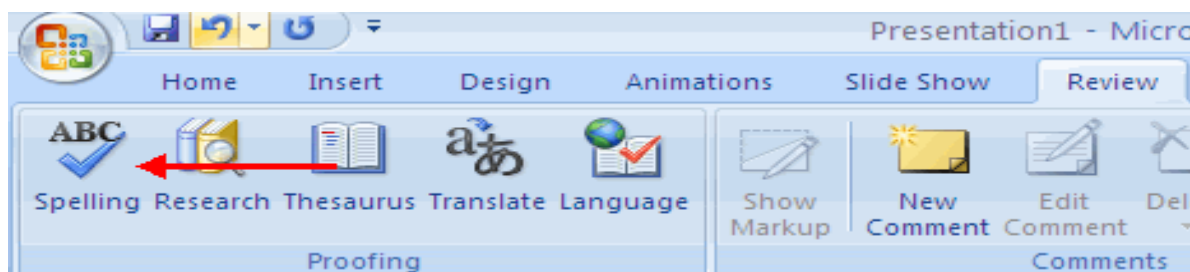
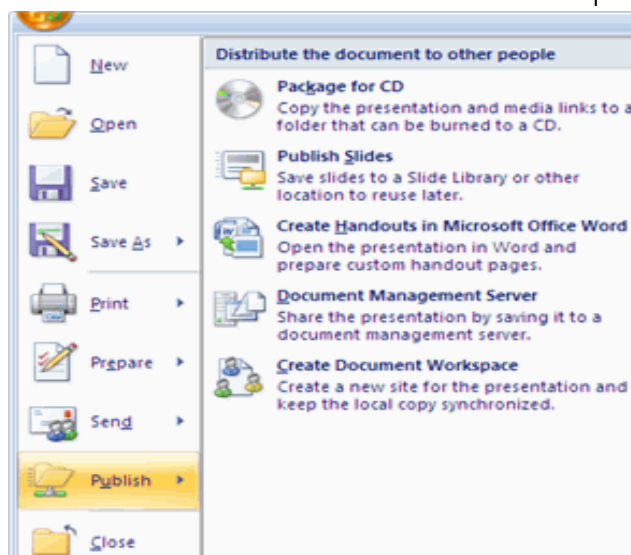
12.2-Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc)** key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

12.3-Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab



INTERNET & E-MAIL

Internet

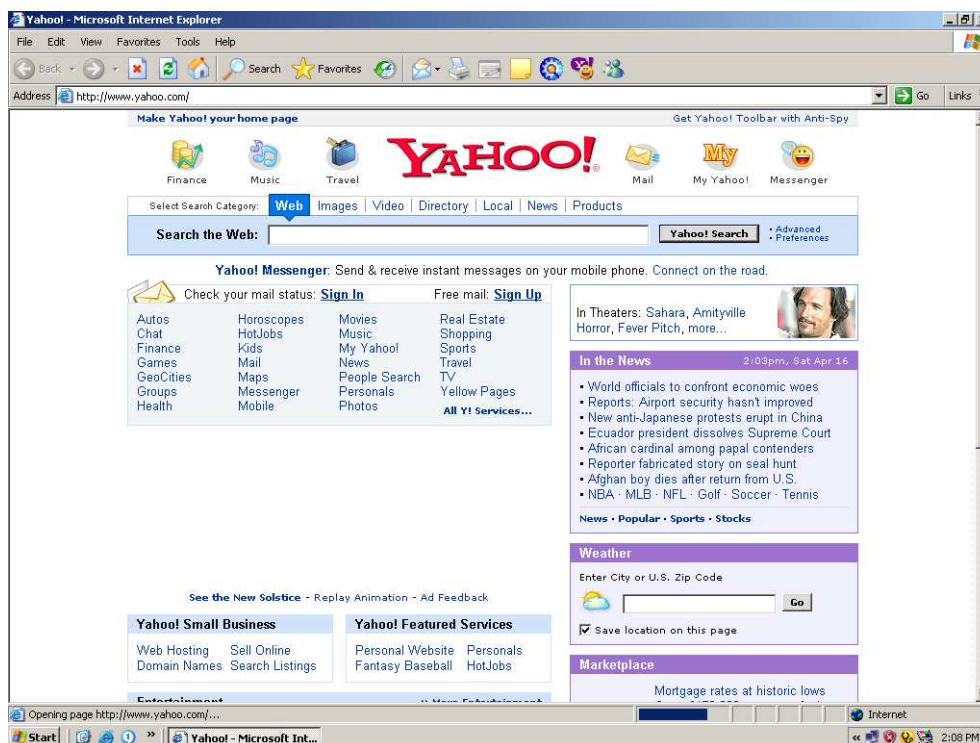
The Internet is a collection of computer networks that connects millions of computers around the world. Internet is a Global Network, Which provides users the access to the information available throughout the world.

Web Page

A Web page is a document on the Web. Web pages can include text, pictures, sound and video. The World Wide Web is also called the Web, WWW or W3.

Web Site

A Web site is a collection of Web pages maintained by a college, university, government agency, company or individual.



Popular Web Sites

Some informative Web sites URLs (Uniform Resource Locator) are listed here;

- ☒ www.yahoo.com
- ☒ www.Google.com
- ☒ www.Punjab.gov.pk
- ☒ www.msn.com
- ☒ www.hotmail.com

What you need before you first visit the Internet!

- 1. Computer with Internet connection.** PC with an Operating System like Windows is fine and a modem with telephone line.
- 2. Internet account with a connection provider.** Often called "ISP" (Internet Service Provider), these are usually companies that charge subscription fee for Internet access; you will need to pay perhaps some rupees per hour. Charges of their services for internet depend upon the service they are providing
- 3. Internet browser software.** The most popular is called Internet Explorer version 8 ("IE"). Netscape Navigator is the second most-common. Opera is another choice for internet users.
- 4. Email software.** You can use web mail or choose from the very popular Outlook or Outlook Express or the free "web-mail" offered by Yahoo or Hotmail.
- 5. Other supported software.** If you want to listen songs via internet you probably need Real Player, if you want to chat with your friends or relatives you must need MSN or Yahoo messenger this is a big topic in its own. Like for some websites you need Flash Player to get that view.

6. Optional: stereo speakers, microphone, and webcam. These hardware devices will allow you to hear game sounds, do Internet telephoning, and send images to your friends and family.

Internet Service Provider (ISP)

An Internet Service Provider (ISP) is a company that gives you accesses to the Internet for a fee. You can visit these websites by typing the given home page addresses in URL of internet explorer or if you are using Netscape then type addresses in Location bar

Here is the List for some local Internet Service Providers (ISPs) available in Lahore

ISP's	Home Page
1. Comsats	http://www.comsats.net.pk
2. Brain	http://www.Brain.net.pk
3. Nexlinx	http://www.nexlinx.net.pk
4. WOL	http://www.wol.net.pk
5. Worldcall	http://www.magic.net.pk
6. Cyber Net	http://www.cyber.net.pk

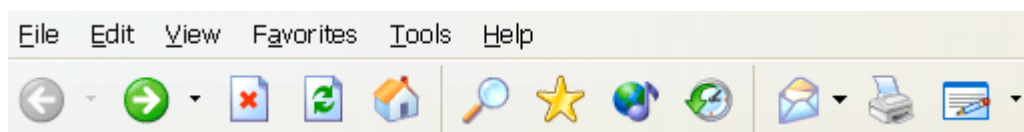
Some internet sites have different extensions, given below are the extensions which are being used for different sites.

<u>ORGANIZATION</u>		<u>COUNTRY</u>	
COM	commercial	pk	Pakistan
EDU	education	ca	Canada
GOV	government	it	Italy
MIL	military	JP	Japan
NET	network	au	Australia
ORG	organization	uk	United Kingdom

Using Internet Explorer

Internet Explorer is a Web browser produced by the Microsoft Corporation. This tutorial will cover the major features of version 6. For the sake of brevity, we will refer to the software as IE6.

THE TOOLBARS



Menu Bar: Contains menu items that open up dropdown lists for related options. Among the items are options for printing, customizing IE 6, copying and pasting text, managing Favorites, and accessing Help.

Navigation Toolbar: Contains icons for a variety of features including navigating among Web pages, searching the Web using a selection of search tools, accessing and managing Favorites, viewing a History of visited pages, printing, and accessing email and newsgroups.

HOW TO ACCESS RESOURCES ON THE WEB

1. If you have the URL (address) of a Web page

Type the URL to go directly to the page. You have got two ways to do this.

- Type the URL in the **Address bar** at the top of the screen. Like www.Domainxcess.com then press ENTER
- Click on **File/Open** at the top left of the screen. A pop-up window will appear with a text entry window. Within that window, type the URL like www.Domainxcess.com Press the Enter key.

2. If you are on a Web page

Click on:

- ✓ words or images which change the shape of the mouse pointer from an arrow to a hand and display a URL on the bottom of the screen when the mouse pointer is placed over it
- ✓ the blue words on the display screen
- ✓ the purple words on the display screen (the purple color indicates that the resource has been recently accessed on your terminal)

Note: The color blue is generally the default color for text that contains a link, and purple is the default color for text representing a link that has been visited in the recent past. Nowadays, Web page creators are coloring their links in all sorts of ways. The best way to figure out which text represents a link is to position your mouse over the words and see if the pointer shape changes from an arrow to a hand. The hand represents a link.

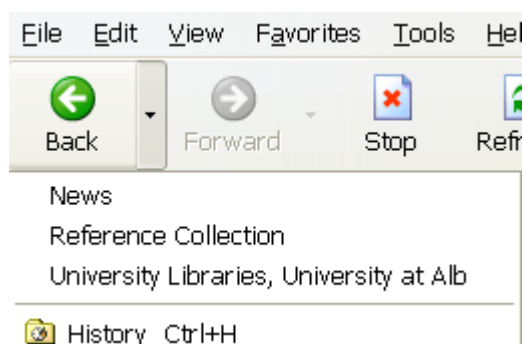
3. If you want to use pre-installed links

Click on **Favorites** on either the text bar or the tool bar at the top of the screen to access these resources.

NAVIGATING THE WEB

To go back to previous sites:

Click on the small **Back** left arrow on the navigation bar near the top left corner of your screen. Each time you click on this arrow, you will return to the next previous site that you visited. If you hold your mouse over the **Back** arrow, the title of the upcoming page will briefly appear.



To move forward:

When you have returned to previous sites with the **Back** arrow, you can go forward again by clicking on the small right-pointing arrow next to the **Back** arrow. To move forward ahead, click on the small black triangle to the right of the **Forward** arrow in the menu bar at the top of the screen. This presents a list of several sites you have visited.



ADDITIONAL TOOLBAR OPTIONS

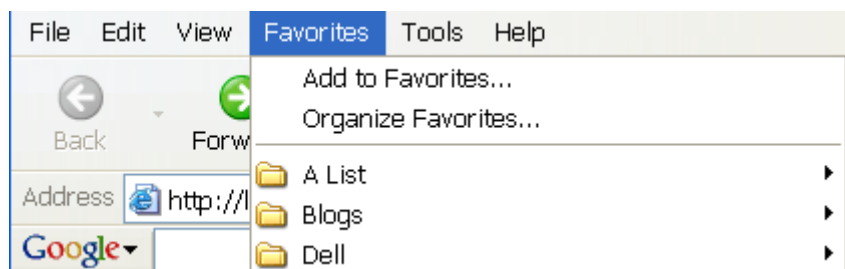
Stop: The circle containing the X will stop a page while it is in the process of loading.

Refresh: The square containing the two curved arrows re-retrieves the page you are currently viewing. This is useful if the page does not load successfully or completely.

Home: The home icon takes you back to the page that was on the screen when you first started internet explorer.

Search: The search button opens up a function that uses one or more Web search tools. You can also customize your search experience. Ask your instructor in Lab. to demonstrate the search practically.

Favorites: Favorites are Web sites you have visited that you would like to store for easy access. You can add, delete and organize your Favorites.



To *add* the current Web page as a favorite, click on **Favorites** and then **Add**. To choose the folder where you want to store this listing, click on **Create in** and choose the folder you want. At this point, you also have the option to create a new folder.

History: The history function allows you to view and select Web pages you have recently visited. You can sort your items by clicking on the black triangle to the right of the word

View. You can sort by size, date, the number of times visited, and the order you have visited today.

Mail: You can read email from this window. Choose the email software you wish to use by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

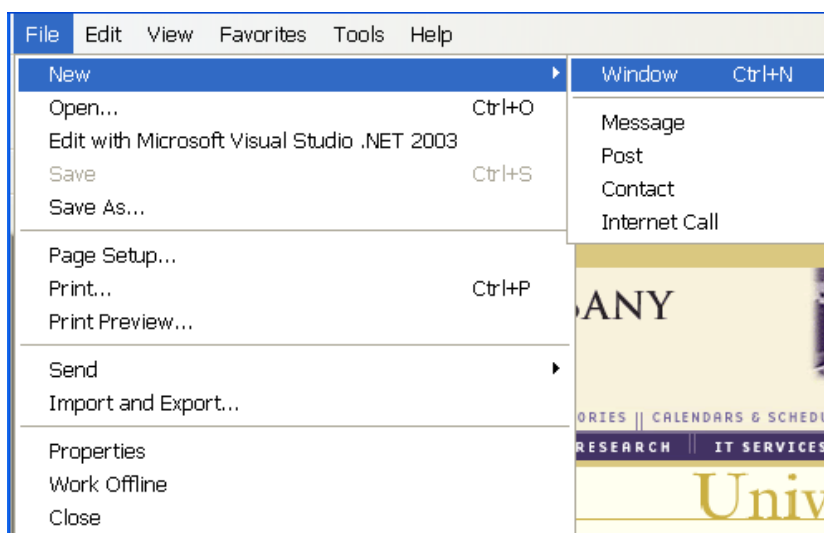
Print: Allows you to print the current page.

Edit: You may edit the current page in the HTML editor of your choice. Choose the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

Discuss: You may set a default Usenet newsgroup server.

USEFUL OPTIONS ON THE MENU BAR

The menu bar at the top of the screen includes some useful options. Here are a few highlights.



File/New/Window: You can open up a second copy of Internet Explorer by using this feature. This allows you to visit more than one Web page at a time.

File/Edit with....: You can edit the current Web page using the editor of your choice. Select the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**. Your choices will be determined by software installed on your computer.

Edit/Find (on This Page): Internet Explorer allows you to do a text search of the document on your screen. Choose this option and type in the word or phrase you wish to search.

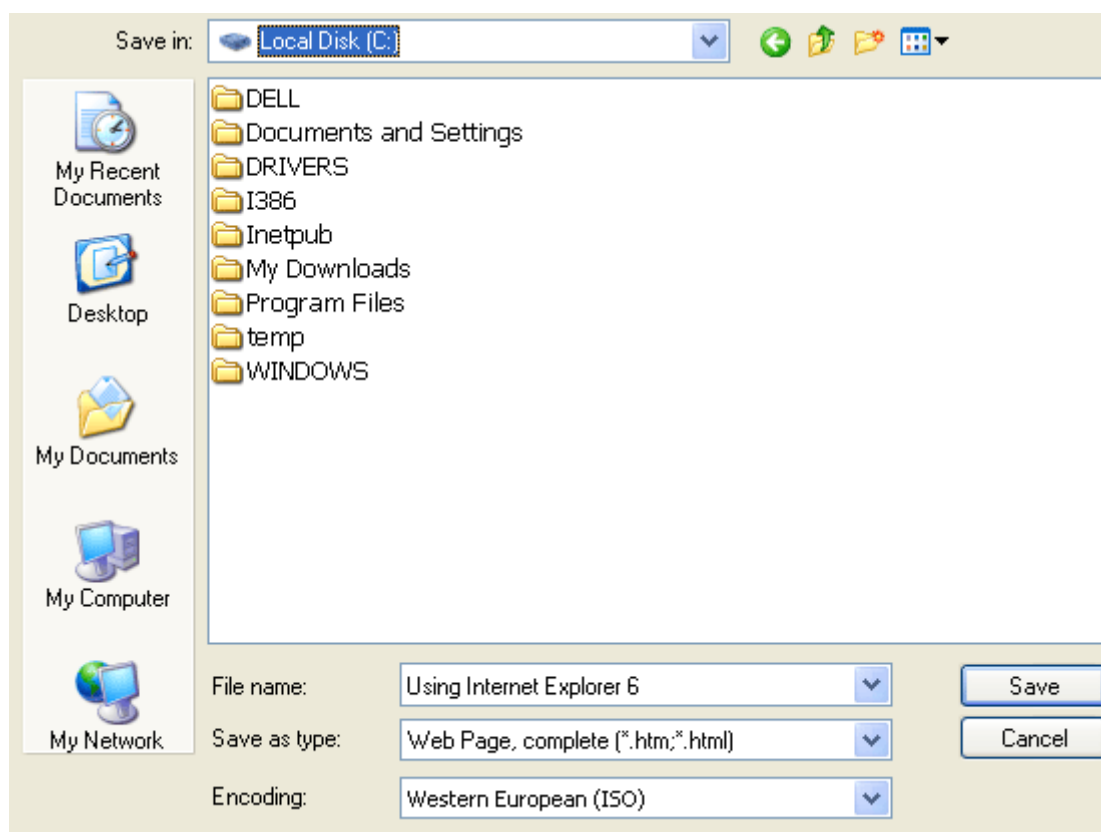
The **Tools** menu offers you many ways to customize Internet Explorer.

- ✓ SAVING WEB DOCUMENTS FOR LATER USE
- ✓ HOW TO DOWNLOAD, EMAIL, AND PRINT

You can download to disk, email, or print the Web page on the IE 6 screen.

To DOWNLOAD

Click on **File/Save As** (top left of screen). A pop-up window will appear.



Save in: Choose the desired drive.

Save as type: Make sure you save the page to the file type that will be useful to you. If you save the page as a Web page, you will need a Web browser or HTML editor to view it. A text file (txt) can be viewed in a word processing program such as Word or WordPerfect.

- Click on **Save**

To EMAIL

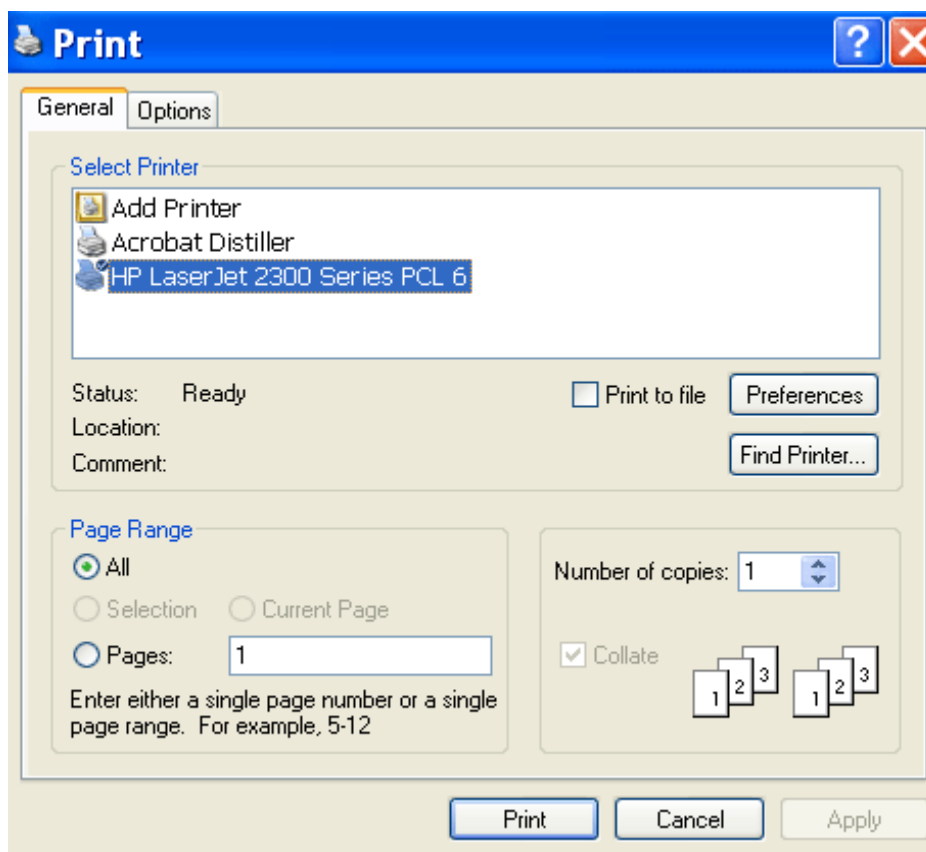
- Click on **File/Send** (top left of screen).

You may send the current page as an email message, or you may insert the link to the current page within an email message. Once you make your selection, your email software will open. You can change the default software by going to the Menu Bar and choosing **Tools/Internet Options/Programs**. Your choices will be determined by software installed on your computer.

To PRINT

To PRINT THE ENTIRE DOCUMENT

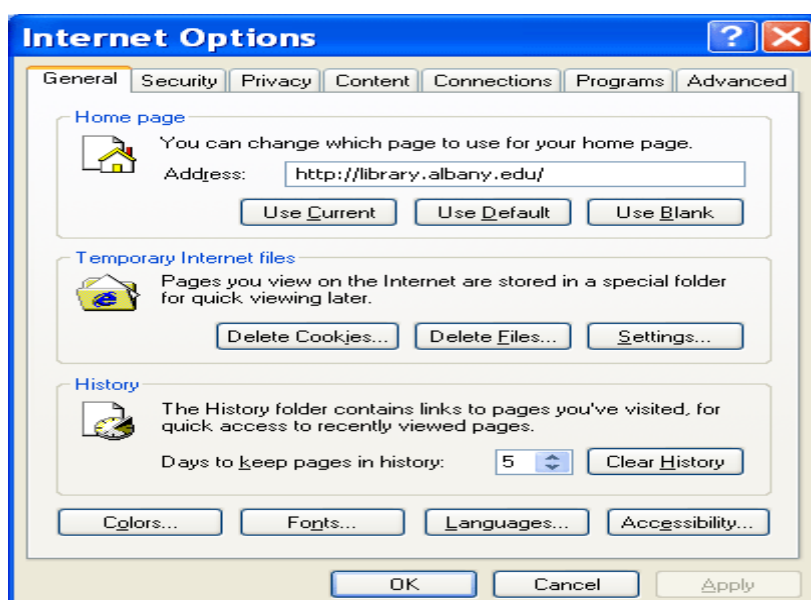
- Click on the **Print** icon on the Tool Bar
- Click on **OK**



CUSTOMIZING INTERNET EXPLORER

Internet Explorer offers a number of customization options. This section will highlight some of the more useful features available under **Tools/Internet Options** on the Menu Bar.

Tools/Internet Options is divided into six tabs. Each one is explained below.



General




Home Page: Specify the URL of the page you want to appear whenever you open IE 6, or whenever you click on the Home icon

Temporary Internet Files: This option allows you to view the files in your browser's cache. The cache holds viewed Web pages for subsequent quick viewing. Retrieving a file from the cache is much faster than repeated trips to the remote Web server where the file originated. You can customize the **Settings** to decide how often to check for newer pages, to specify how much disk space to reserve for your cache, and to view files in the cache.

Connections



Here you can store the information about your Internet Service Provider, configure your LAN settings, or send your browser requests through a proxy server.

Opening a Website using Internet Explorer

To open a web site Click the address bar and type out the URL, (e.g.; <http://www.Domainxcess.com>) then click  at right hand end of the address bar or hit the enter key on your keyboard. If you are already on a web site there may be 'links' on that page which will also take you to other web sites. A link is a hypertext connection between two documents. In short, wherever your cursor  turns to a hand  you have a link which you can click on.

As you navigate these pages using hypertext links, you probably unaware of the hyperlink "history" you have taken just clicking around. There may even be times when you would like to go back to a page previously clicked on, being unable to do so can mean more frustrating time spent online to find that all important page.

Fortunately, the browser keeps a record of your journey using hypertext links, and you can retrace your steps by using the

backward  and *forward*  buttons found at the top left of your screen.

The *Back* & *Forward* buttons only keep track of your browsing whilst you have Internet Explorer open. Once you close the program you start again fresh.

Searching for a Topic



To search for a topic you can click on the search button and Internet Explorer will automatically take you to a Search Engine site where you can type in the key words you are looking for, or you can use the search button on our home page. Your instructor will demonstrate the practical for using YAHOO.com & GOOGLE.com as Search Engines with different queries in your computer lab. This will give you an idea what you can and how you

Search Information on Internet

A website that provides you the feature to search information over the web known as SEARCH ENGINE e.g.; YAHOO & GOOGLE are the most popular search engines.

Popular Search Engines

There are three popular search tools that can help you find information on the web. You can brows through categories, such as arts or sports, to find information that interests you or you can search for a specific word or topic.

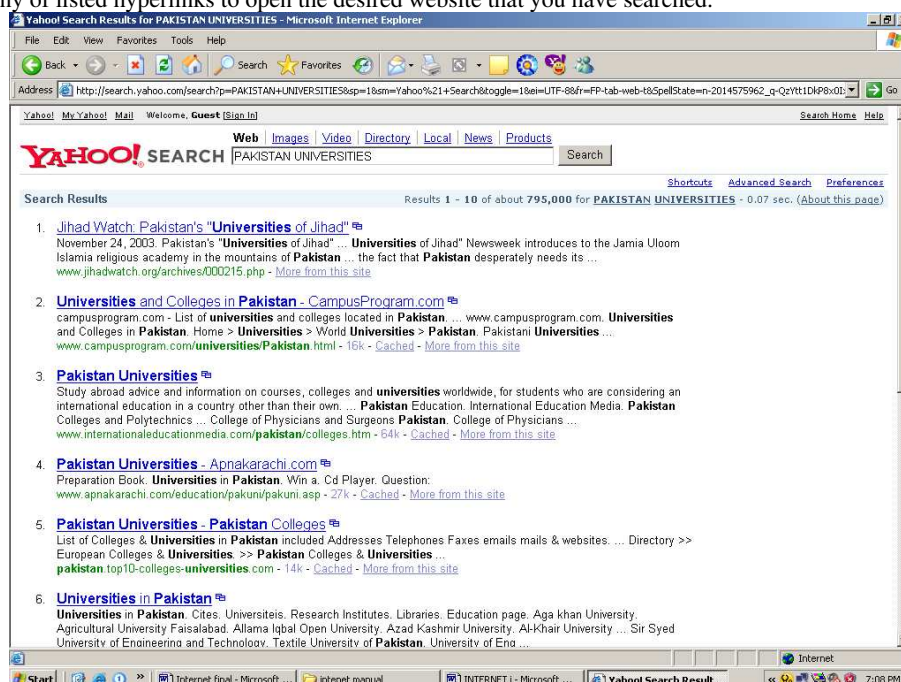
Yahoo	http://www.yahoo.com
Google	http://www.Google.com
Alta Vista	http://www.Altavista.Digital.com
Infoseek	http://www.Infoseek.com
Lycos	http://www.lycos.com
Netscape	http://www.netscape.com

1. Open Internet Explorer
2. Open www.Yahoo.com (wait till the Yahoo page get downloaded in browser)
3. Type "UNIVERSITIES OF PAKISTAN" in Search box Click **Yahoo Search**



(wait until your search results available in same window)

4. You have a list displaying the Hyperlinks for the desired web pages.
5. Click any of listed hyperlinks to open the desired website that you have searched.



6. You can easily navigate using your internet explorer BACK and FORWARD icons in toolbar.

Keep practicing on searching the internet using popular search engines; you may search any of desired information. You can also search images by using **IMAGES** tab over the search box on Yahoo page. Search images for **PAKISTAN FLAG** using same search get some help of your instructor if required.

Introduction to E-Mail

Electronic mail, or **e-mail**, is the most frequently used service on the Internet for many reasons:

- ~ You can send a message **anytime, anywhere** and the recipient can read it at his or her convenience.
- ~ You can send the same message to several people at the same time.
- ~ You can **forward information** to co-workers without retyping it.
- ~ You can save time. **E-mail is fast**, usually taking no more than a few minutes to be received.
- ~ You can e-mail electronic documents and the **recipients can then edit and return** revised versions



- ~ You can **send messages around the world** as easily as to co-workers in the next office.

How E-mail Works on the Internet

- ~ Like a postal address, an **e-mail address** specifies the **destination** of an electronic message.

An **Internet** e-mail address looks like this:

username@domain name

maqhus@yahoo.com

maqhus@hotmail.com

maqhus@gmail.com

The **user name** is a unique name that identifies the **recipient**.



- ~ E-mail is sent and received through electronic "post offices" known as **mail servers**.
- ~ To read your e-mail, you must retrieve it from the **mail server**.
- ~ Once you enter the address of the recipient, compose your message, and click **Send**, your e-mail software handles the delivery.
- ~ If the message isn't delivered, because of an incorrect address, for example, you typically receive an e-mail message explaining why

E-mail provides a fast, economical and convenient way to send messages to family, friends, colleagues, and business organizations.

To read your email on a Web-based email site, you have to **SIGN IN** on the web-site with a **USERNAME** and **PASSWORD**. This means you can use your browser -- or a browser anywhere in the world.

Hotmail & Yahoo may not have been the first Web-Based email sites, but both were certainly one of them to become so popular.

Now, most all of the search engines are offering free web-based email.

- Hotmail.com (Free Web based E-mail service Provider)

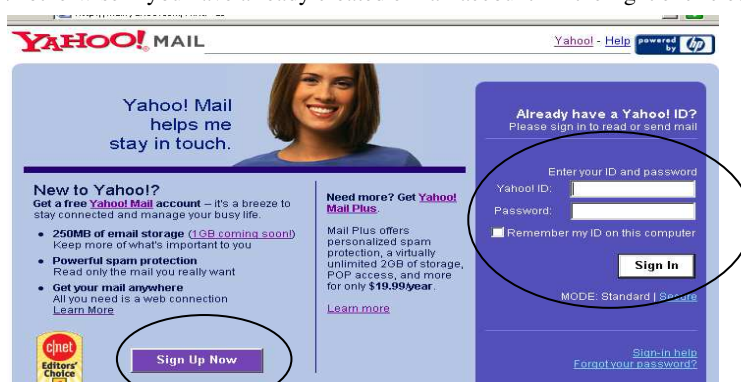
- [Yahoo.com](http://www.Yahoo.com) (Free Web based E-mail service Provider)

Create an E-mail account through a web Browser.

We use www.Yahoo.com to create a new e-mail account. Open this site in your internet explorer. Then follow the given below steps as shown through the encircled options.



To create an Email account through you web Browser, Do as shown above click on MAIL on the following screen click the circled **SIGN UP NOW** otherwise if you have already created e-mail account fill the right encircled boxes for **SIGN IN**

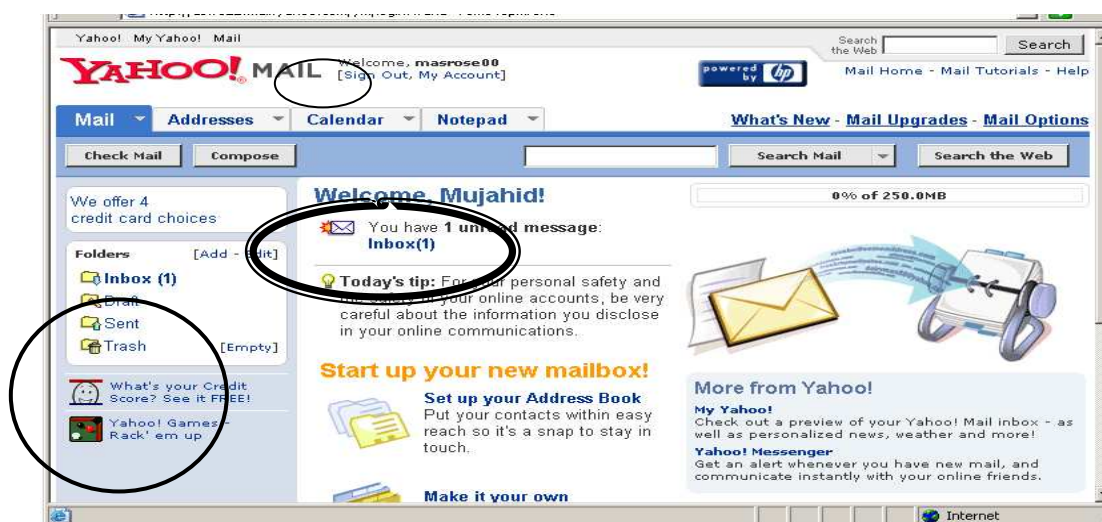


To create your E-mail account through Web Browser you have to provide some Information related to your account, for filling up a form on yahoo.com mail server. You will be shown a web form on which you are asked to fill up with some information like

First Name,
last name
Country,
Yahoo ID,
Date of Birth,
Password,
Re-Type Password

And at the end you will be asked to click on a Button named **I AGREE**

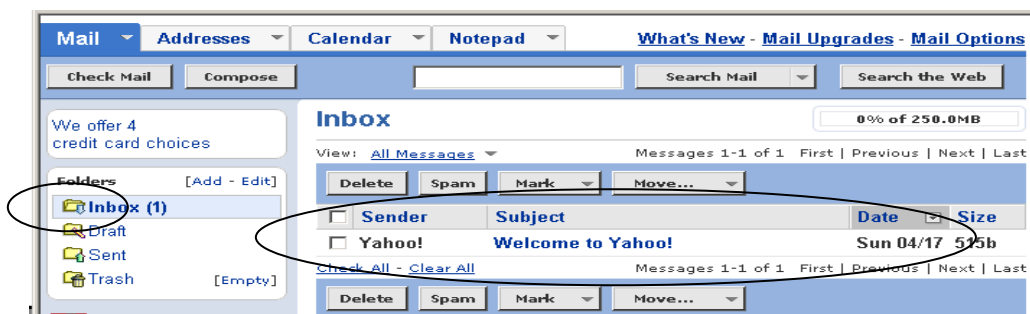
After clicking the **I AGREE** button you will get a news message of your e-mail account and you will get this screen



Once your e-mail account is created, you are ready to send and receive the e-mails by **SIGN IN** and after completing your task do not forget to **SIGN OUT** your e-mail account.

After you have been logged on, several options will be available to you. as shown in left circle options.

1. Inbox



Inbox contains the new mail which you have received. From here you can read new mail, delete old mail and reply to the old messages etc.

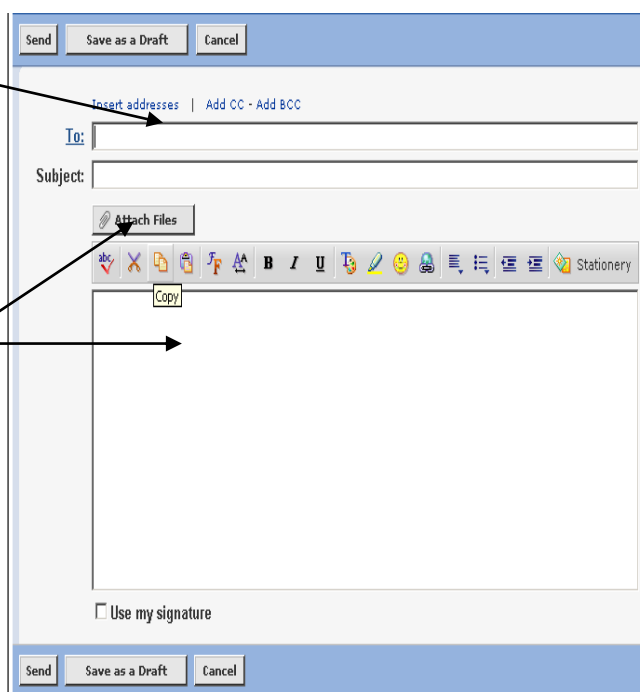
Structure of an E-mail Message

The software you use to send, receive, and manage electronic messages is called an **e-mail client**. (Most web browsers have with this software.) To send an e-mail, you enter information similar to the heading of a typical interoffice memo.

~ **To** contains the e-mail addresses of the **recipients**. This is a mandatory entry. You can send your email to multiple **recipients**. Ask your instructor for the practical.

~ **Attachment** contains the **names of files** that you may be sending, for example, a word-processing document or a spreadsheet.

~ **Body** contains the **message** itself, which can be of any length.



~ **Subject** contains the **main topic** of the message. Keep this brief. Recipients see this in their summary of incoming e-mails.

~ **Send** button is used to send your message to the recipients

Internet E-mail Addresses

Here is how to interpret the parts of an e-mail address:

maqsood@yahoo.com

~ **maqsood**--The **user name** of the e-mail account holder is a unique, assigned name that can be a real name, initials, a nickname, or a descriptive word such as "information."

~ **@**--The **axon sign** is required in all Internet e-mail addresses. It allows the e-mail software to distinguish between the **user name** and the **domain name**.

~ **yahoo.com**--The **domain name** identifies the company or organization of the account holder.

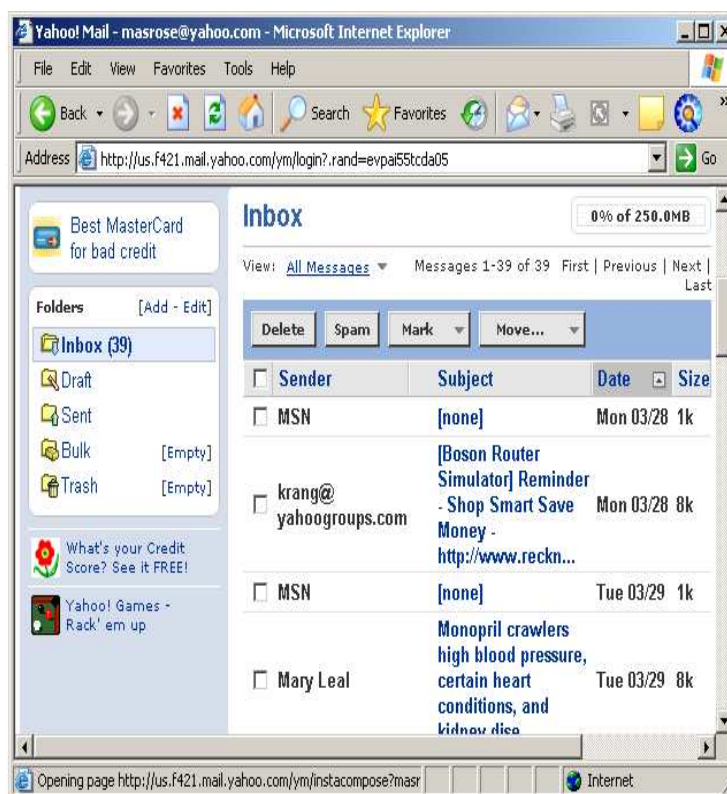
Reading E-mail Messages

When you launch your e-mail program, it usually shows you the messages you have received. From here you can read, reply to, and manage your e-mail.

Received mail is typically kept in an **Inbox**; outgoing mail is stored in an **Outbox**;

To read an e-mail, you typically double-click on the **envelope icon** or the **Subject** line of the message. This opens a new window containing the **header** and **body** of the message.

To review mail in other folders or boxes, click or (double-click) on the folder. Then click the message that interests you.



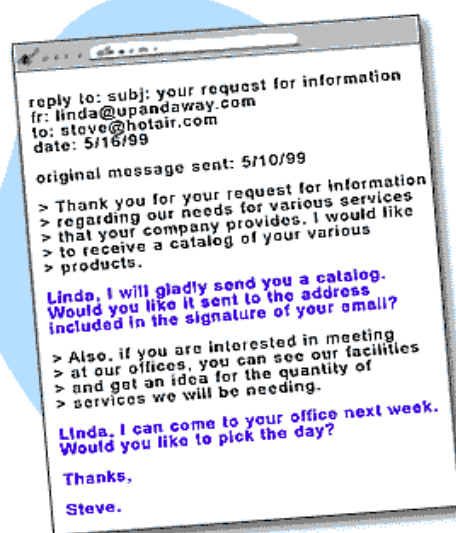
Replying to E-mail Messages

After you have read a message, you may decide to reply.

The window with the e-mail you are reading typically has a **Reply** button. Click on this button to open a new window. The **To** and **Subject** lines are automatically filled in with the e-mail address of the sender and the subject of the message.

You might also have a **Reply To All** or similar button that also opens a new window. In this case, all the addresses in the **CC** list are included in the **To** and **CC** lines.

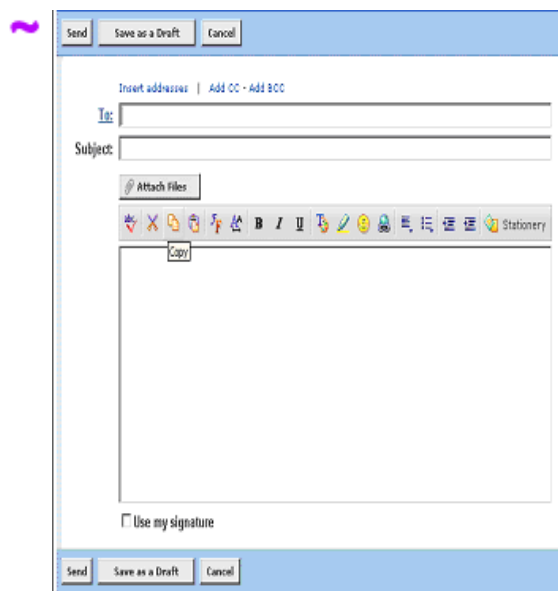
In some programs, the original message appears automatically



You can choose to place your reply before or after the original text.

Sending Files as Attachments

In addition to sending text messages, most e-mail programs allow you to attach word-processing documents, spreadsheets, graphics, audio, video, and other electronic files to your message.



To attach a file:

- Click on the **Attach Files** button available in the same window as circled.
- Locate the file on your computer's hard drive or other storage device from the window
- Select the file you want from the **Attach file**. The name of the file appears in the **Attachment** line of your message window.

ISPs Internet Service Providers

An ISP is a company that supplies Internet connectivity to home and business customers. ISPs support one or more forms of Internet access, ranging from traditional modem dial-up, to DSL and cable modem broadband service, to dedicated T1/T3 lines.

Dial Up Internet Access

Dial-up networking technology supply PCs and other devices access to a LAN or WAN via telephone lines. An ISP - Internet Service Provider - offers dial-up subscription plans to home computer users.

Broadband - DSL and Cable Modem Services

In home networking, the term "broadband" refers to a specific form of high-speed Internet access. Broadband Internet service is high-speed, but not all forms of high-speed Internet access employ broadband technology.

DSL and Cable - Comparison and Contrast

When evaluating cable and DSL services, you should consider the following:

- ✓ **Speed** (advantage - **Cable**): Cable boasts faster speed than DSL Internet in theory. However, cable does not always deliver on the promise in everyday practical use.
- ✓ **Popularity** (advantage - **Both**): In the U.S., cable Internet enjoys significantly greater popularity than DSL, although DSL has been closing the gap recently.
- ✓ **Customer Satisfaction** (advantage - **DSL**): Even if a technology is popular, customers may be unhappy with it whether due to cost, reliability or other factors. Indeed, in the U.S. cable services generally rate lower than DSL in customer surveys.
- ✓ **Security** (advantage - **Both**): Cable and DSL implement different network security models. Historically, more concerns have existed with cable security, although cable providers have definitely taken steps to improve security over the past few years. It's likely both DSL and cable are "secure enough" for most people's needs.

Wireless Internet Access - Providers and Wireless Services

Wireless Internet access makes mobile email access and Web searching possible from phones and roaming mobile computers. Wireless Internet services have been available for years but are now becoming easier to find and more affordable.