

Computer Literacy

Using Microsoft Office



***Microsoft
Office***₄

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Lesson 1: Introduction to Computers

This lesson introduces you to the history of computers, different types of computers, and common components that makes up a computer. It also introduces you to the Windows Operating System and its components. Throughout the lesson, you will be exposed to various computer terminologies and jargons.

History of Computers

A **computer** is a device that receives **input**, performs **processing**, and produces an **output**. Often time the computer also performs **storage** activities. Computers, like any other piece of technology that you have come across, has gone through numerous periods of development and advancement. The evolution of computers stemmed from extensive studies and inventions of many individuals. Today, computers are all around us. Many of our daily activities rely on computers; from our cell phones to our cars and from ATM machines at the bank to cash registers at the grocery store. As such, development and advancement in computers continue.

Short History of Computers

ABACUS

The abacus is a device that is considered to be the earliest and most basic form of computer. The abacus was developed by the Babylonians to perform basic arithmetic calculations.

Fact: Babylonians are the people of an ancient region called Babylonia which is present-day Iraq.

ANALYTICAL ENGINE

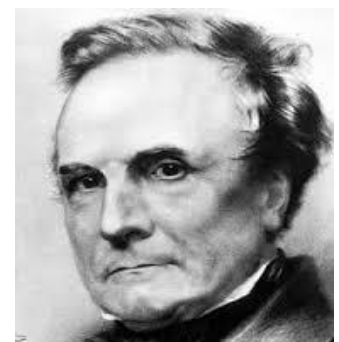
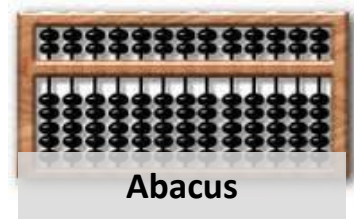
Designed by Charles Babbage in around 1833, the analytical engine is considered to be the first mechanical computer. Because of his design, Charles Babbage was later declared the “Father of Computing”.

Fact: Charles Babbage’s original designs of the analytical engine were never actually implemented during his time. This is because no one was willing to invest money in a device that they could not guarantee would be successful in the end.

TELEPHONE

In around 1876, Alexander Graham Bell invented the telephone. His invention is the foundation of various studies and developments in communication and computer technologies.

Question: Can you think of a technology or development in communications and information sharing that is based on the telephone and its infrastructure?



Charles Babbage



First Telephone

ARPANET

In around 1969, the United States Department of Defense developed the ARPANET (Advanced Research Project Agency Network). This project was the department's attempt to research more on computer networking and information sharing. Initially, the ARPANET was primarily used to send plain text emails.

Fact: ARPANET is what we know today as the Internet.

MICROSOFT

Microsoft is a company that is globally recognized as being the leader in producing and marketing computer software. Founded in around 1975 by Bill Gates and Paul Allen, Microsoft is the same company that produces and sells Microsoft Office as well as the Microsoft Windows Operating Systems.



Paul Allen and Bill Gates

Types of Computers

There are four primary types of computers and they are:

- Minicomputers
- Mainframe computers
- Super computers
- Personal and mobile computers

SUPER COMPUTERS

Super computers are the fastest, largest, and most expensive computers there is. These computers are used to solve very complex equations that require a very long time to calculate.

MAINFRAME COMPUTERS

Mainframe computers are large computers that are usually big enough to occupy an entire warehouse. These types of computers are usually used to house databases that stores huge amounts of data.

MINICOMPUTERS

Minicomputers are the older version of the “personal computers”. Compared to today's personal computers, minicomputers are much bigger in size yet the storage capacity is much less, processing speed is much slower, and many of the luxury capabilities and functionalities we enjoy today are nonexistent.

Fact: Minicomputers contributed to the growth and the development of the personal computer.

PERSONAL AND MOBILE COMPUTERS

Personal and mobile computers are the type of computers that average users like us use. These computers include our home and office desktop computers, laptops, tablets, smart phones, and other similar devices.



Minicomputer



Mainframe Computer



Super Computer



Personal and Mobile Computer

Computer Components

A computer is made up of software and hardware. Software is the programs installed inside a computer. They allow users to tell the computer what to do. Hardware is all the pieces of equipment that make up a computer. Hardware is sometimes referred to as a **peripheral**.

Software

There are two categories of software and they are **Operating Systems** software and **Applications** software. Operating Systems software consists of all the programs that a computer needs in order to turn on and to function properly. Examples of Operating Systems software are Windows XP, Windows Vista, Windows 7, and Windows 8. Applications software, on the other hand, are the software that are not needed by a computer to turn on and to function properly but rather are programs users usually would want installed in their computer.

so that they can perform various tasks like typing a research paper, performing calculations, or creating a presentation. Examples of Applications software are Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint.

Hardware

A computer is made up of various pieces of hardware. Each hardware, based on its functions and capabilities, falls under one of three categories of hardware and they are **input**, **output**, and **I/O**. **Input** devices are hardware used to send information to the computer. **Output** devices are hardware used by the computer to send feedback to the user. Devices that are considered **I/O** devices perform both input and output operations. These devices are used to send information to the computer as well as used to send feedback to the user. Most storage devices and drives are I/O devices. This is because the saving process allows a computer to send information to a storage device such as saving a file and also allows the storage device to send information to the computer such as retrieving or opening a file.

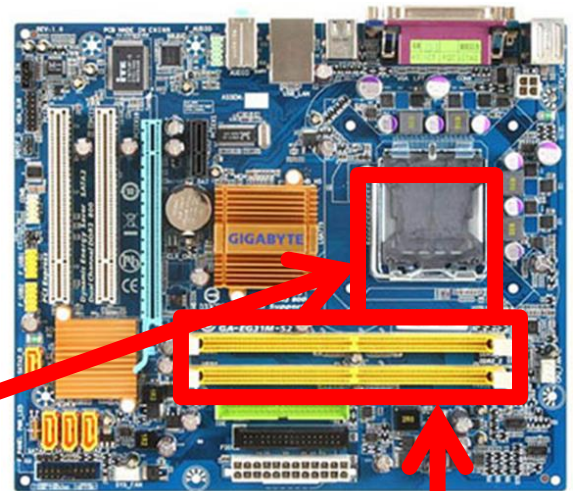
MOTHERBOARD

The motherboard is the main circuit board inside your computer case. It is also the largest circuit board inside the case. The primary function of the motherboard is to connect all other computer components or hardware together. Each component connected to a computer, whether inside and outside the case, must connect to the motherboard either directly or indirectly.

CPU

CPU is short for **Central Processing Unit**. The CPU is enclosed in a case directly on the motherboard and is the chip that does most of the processing in the computer. It is sometimes referred to as the **“brain of the computer”**.

CPU



RAM

RAM

RAM is short for **Random Access Memory**. The RAM is a temporary storage that stores files and applications while they are being used. The RAM, like the CPU, is installed directly on the motherboard.



HARD Drive

Hard drive, sometimes called hard disk, is the primary permanent storage device in a computer. Anything saved in a computer is most likely stored in the Hard Drive.



Hard Drive

Fact: The picture on the right is the same device that you would find inside an external hard drive.

POWER SUPPLY

The power supply is the device that supplies the power that the computer needs. The power supply is located inside the computer case and toward the back of the case. It is usually separated from all the other components inside the case. Some devices are connected directly to the power supply like the motherboard while others connect indirectly to the power supply through the motherboard like the RAM and the CPU.



Power Supply

PRINTER AND SCANNER

A printer allows users to make printed or hard copies of files. A scanner, on the other hand, allows users to digitize hard copies of files, photos, and other documents.



Printer



Scanner



3 in 1 (Printer, Scanner, Fax)

MODEM (DIALUP MODEM)

A dialup modem is a device that allows users to connect to the Internet from their home via telephone line. Some dialup modems are internal or located inside the computer case while others are external or located outside the computer case.



Internal Dialup Modem



External Dialup Modem

STORAGE DEVICES

A computer supports various types of storage devices that users can save files to. Some examples of commonly used storage devices include:

- Floppy Disk
- Zip Disk
- CD
- DVD
- USB Flash Drives
- External Hard Drives



Floppy Disk



Zip Disk



CD and DVD



USB Flash Drive



External Hard Drive

Computer Capacity and Speed

The computer uses different units of measurements to measure both capacity and speed. Capacity is measured in **bit**. The word bit is short for Binary Digit. A bit is a single unit in the binary numbering system. A single bit is either a 0 or a 1, the only two numbers that make up the binary numbering system. Most numbers and characters that can be entered using the keyboard consist of a string of 8 bits or 8 combinations of 0s and 1s called a **byte**. However, some characters consist of a string of 4 bits or 4 combinations of 0s and 1s called a **nibble**.

Computer speed, on the other hand, is measured in **megahertz**. In terms of processing speed, megahertz is used to measure or describe the amount of data being processed by the CPU per second.

Fact: Hertz in megahertz is named after German physicist Heinrich Hertz.

Careers in Computing

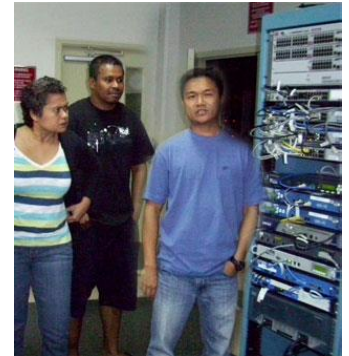
The computing field and industry continues to grow opening more windows of opportunities for careers in the field. Some careers in the field include:

- Animation or Graphic Design
 - People in this area specialize in designing and creating graphics and/or animations for software, games, movies, web pages, and other similar programs.
- Database Management and Design
 - People in this area specialize in planning, designing, developing, testing, and maintaining databases.



Technical Support

- Electronics Engineers
 - People in this area specialize in assembling, testing, and repairing electronic equipment's.
- Network Administrators
 - People in this area specialize in planning, designing, setting up, and maintaining computer networks.
- Programmers or Software Developers
 - People in this area specialize in planning, designing, developing, and maintaining computer programs.
- Technical Support (Technician or Help Desk)
 - People in this area specialize in helping end-users or company employees with their computers, software programs, and hardware devices.
- Webmaster or Web Designer
 - People in this area specialize in planning, designing, developing, and maintaining websites.



**Network
Administrator**

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Name: _____
Class Time: _____
Date: _____

Input, Output, I/O Activity

Remember, **Input** devices are hardware used to send information to the computer. **Output** devices are hardware used by the computer to send feedback to the user. Devices that are considered **I/O** devices perform both input and output operations.

Review each of the listed hardware or peripheral and carefully reflect on its functionality. Identify the type of hardware for each of the following by writing I, O, I/O on the line provided.

1. _____ USB Flash Drive

9. _____ Web Cam

2. _____ Keyboard

10. _____ RAM

3. _____ Microphone

11. _____ Monitor

4. _____ CD Burner

12. _____ Speakers

5. _____ Scanner

13. _____ Floppy Disk

6. _____ Printer

14. _____ Touchscreen

7. _____ Mouse

15. _____ Floppy Disk Drive

8. _____ Headphone

16. _____ Dialup Modem

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Name: _____
 Class Time: _____
 Date: _____

Classwork Puzzle

Instruction: First, answer questions 1-20. Write the correct word(s) on the line provided. After you have answered each of the questions, find all the answers in the word search puzzle below. Make sure to draw an oval around the answer (or a line through the answer). If the answer does not exist in the word search then that means that your answer is probably incorrect.

```

E E D Z P Q S R E T U P M O C I N I M
N M Z Z P P B V Y S Y S G T T L P O P
E O S G Q O I A L L O R V D A N U R E
U T X S J Q W J K F Y M Q R F T H M R
K H K F S C U E T U E N E O P C C K S
K E Q J U B Z W R I A H T U B O Q Q O
W R M P O U A K N S P S T D M Q E Y N
U B O U Y R X P T I U T G P L K L W A
M O D E E Q U Y R K U P U I R P E O L
A A S G H T Q E I O O T P O X R C B C
X R B Y T E P B U X E O W L Q O T O O
O D P B J Z J D L R Z T R S Y C R T M
S E M A R F N I A M E Q A M D E O X P
M E R A W D R A H N M T M I U S N J U
D E S R E T U P M O C R E P U S I M T
U Y D M E G A H E R T Z C S B I C C E
X X B O Y Z L X K P M D D U J N S N R
L X M A M L A Z U U D E A U H G T B S
  
```

- _____ 1. ____ Administrators make sure that a company's local area network operates efficiently.
- _____ 2. ____ Engineers design computer hardware.
- _____ 3. A device that receives input, performs processing, and produces an output.
- _____ 4. A string or group of 8 bits.
- _____ 5. Actions that a computer program performs on the input.
- _____ 6. All the pieces of equipment that makes up your computer system.
- _____ 7. Another word for hardware.
- _____ 8. Computers available to average users like you and me and that come in a wide variety of styles and sizes.
- _____ 9. Computers that contributed to the growth of the personal computer (PC).
- _____ 10. Computers user by large companies to manage huge amount of data (databases).
- _____ 11. Data entered into a computer.
- _____ 12. Device that allows you to connect to the Internet.
- _____ 13. Device that distributes electricity to the various components of your computer.
- _____ 14. Fastest, largest, and most expensive computers used by mathematicians, scientists, and military/industrial researchers.
- _____ 15. Instructions or programs installed inside your computer.
- _____ 16. Results of the processing.
- _____ 17. The largest circuit board inside your computer.
- _____ 18. The speed of your computer is measured in ____.
- _____ 19. Three-letter answer--a chip that is often referred to as the brain of the computer.
- _____ 20. Three-letter answer--special chips where data and programs reside while in use.

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Windows Operating System

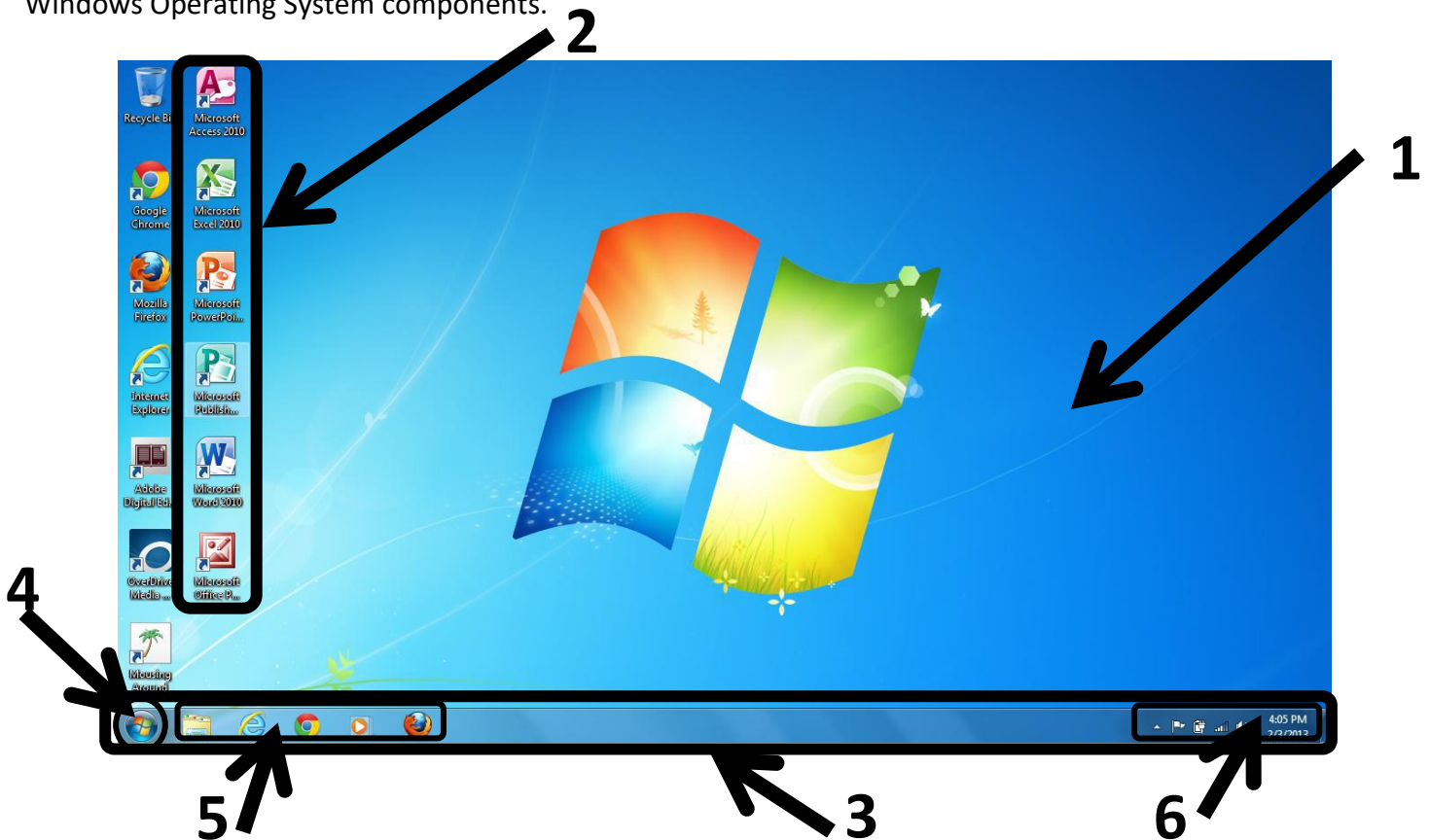
The operating system is an important software installed inside a computer. It is the program that is required by the computer in order for it to turn on and to function correctly. If you have used a computer before, the interface that you interact with such as the desktop, the icons, and the menus are part of the operating system. There are many different operating systems that users can install in their computers; however, the Windows Operating System is one of the most commonly used operating system for home and office computers. Some examples of variations of the Windows Operating System are Windows XP, Windows Vista, Windows 7, and Windows 8.



Windows Operating Systems

Windows Operating System Components

In order to successfully navigate and interact with a computer, users must understand or be familiar with the different components, tools, and features of an operating system. Following are some of the common Windows Operating System components.



1. **Desktop:** The desktop is a graphical user interface (GUI) that contains items you need to perform various activities on the computer.
2. **Icons:** Icons are individual images on the desktop that represent certain programs, buttons, files, folders, and functions.
3. **Task Bar:** The entire bar at the bottom of the desktop is called the task bar. This includes the start button and quick launch toolbar on the left and the system tray on the right.

4. **Start Button:** In the lower left corner of the desktop, you will find the start button, which allows you to access all functions and programs through a menu-based interface.
5. **Quick Launch Toolbar:** Next to the start button, many computers will have the quick launch toolbar. This toolbar allows you to quickly access certain programs.
6. **System Tray:** The system tray shows the status of certain devices, programs, and functions of the operating system.

The Windows Operating Systems supports various common shortcut key combinations and special keys to enable users to quickly access specific features or perform basic activities such as copy and paste. Shortcut key combinations usually use the special keys Shift, Alt, and Ctrl in addition to other standard keys on the keyboard. However, there are some special keys on the keyboard that can work by themselves. Below are some of the common special keys and shortcut key combinations that users can use.



1. **Function Keys F1 to F12**
 - These keys are usually located at the top of a keyboard. Often times, they can work by themselves, however, there are instances where these keys are combined with Shift, Alt, or Ctrl keys to perform specific tasks. The functions of these keys vary from manufacturer to manufacturer and also from operating system to operating system. The function keys on most keyboards have little icons or pictures on them and so pay close attention to pictures as they will give hints on what a key can be used for.
2. **Escape Key (ESC)**
 - This key is usually located on the top left side of a keyboard. Often times, the key is used by itself to cancel commands.

3. Enter Key
 - Most keyboards have 1 to 2 Enter keys. Often times, the key is used by itself to execute commands, run applications, or open files or folders.
4. Backspace Key
 - Most keyboards have only 1 Backspace key. Often times, the key is used by itself to delete objects. When used with text, the Backspace key deletes characters to the **left** of the Insertion point.
5. Delete Key (DEL)
 - Most keyboards have only 1 Delete key. Often times, the key is used by itself to delete objects. When used with text, the Delete key deletes characters to the **right** of the Insertion point.
6. Print Screen Key (PRTSC)
 - Most keyboards have only 1 Print Screen key. Often times, the key is used by itself to take a screen shot or picture of the screen.
7. Windows Key
 - This key is usually indicated with the Microsoft Windows flag logo. Often times, the key is used by itself to open the Start Menu.
8. Application Key
 - This key is usually indicated with a menu like icon. When an object is selected, this key can be used to open a shortcut menu for the object.

OTHER HELPFUL SHORTCUT KEY COMBINATIONS:

Ctrl + s	Save	Ctrl + a	Select All	Ctrl + i	Italicize	Ctrl + Shift + >	Increase Font Size
Ctrl + p	Print	Ctrl + x	Cut	Ctrl + u	Underline	Ctrl + Shift + <	Decrease Font Size
Ctrl + z	Undo	Ctrl + c	Copy	Ctrl + b	Bold		
Ctrl + y	Redo	Ctrl + v	Paste				

Using the Mouse

The mouse, as simple as it is, is an important part of a computer system. A mouse usually contains at least two buttons or sides. Each side performs a specific function. The Left side is often used to select an icon, object, or feature or trigger an event. Moving the mouse to an icon, object, or feature and clicking the left side of the mouse once will select the entity. Moving the mouse to an icon, object, or feature and double clicking the left side of the mouse quickly will open or trigger the defined function of the entity. The Right side of the mouse, on the other hand, is used to open a shortcut menu. Moving the mouse to an icon, object, or feature and clicking the right side of the mouse once will open a shortcut menu with options available for the currently selected entity. Sometimes users come across a mouse with more than just a left and a right side. Sometimes a mouse may have a wheel between the left and the right side which act as a scrolling and sometimes zooming control. Other times a mouse may have extra buttons on the sides to perform basic navigation functions such as back and forward which are often useful when surfing online.



How to Save Files

New document:

Step 1: File (Office Button) - Save or Save As

Step 2: Choose location where to save your file.

Step 3: Locate folder where your file will be saved to. You can also create a folder, if necessary.

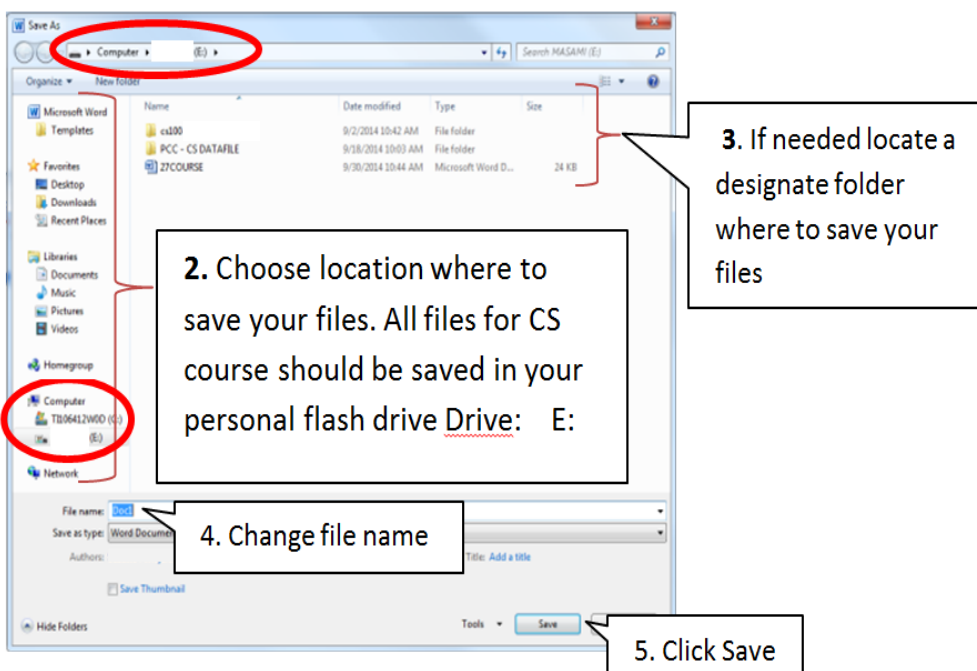
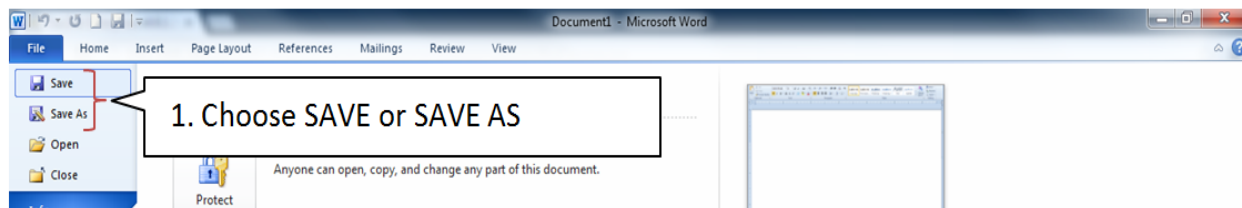
Step 4: Enter what will be your file's name.

Step 5: Click Save.

If a document has been created and has been opened:

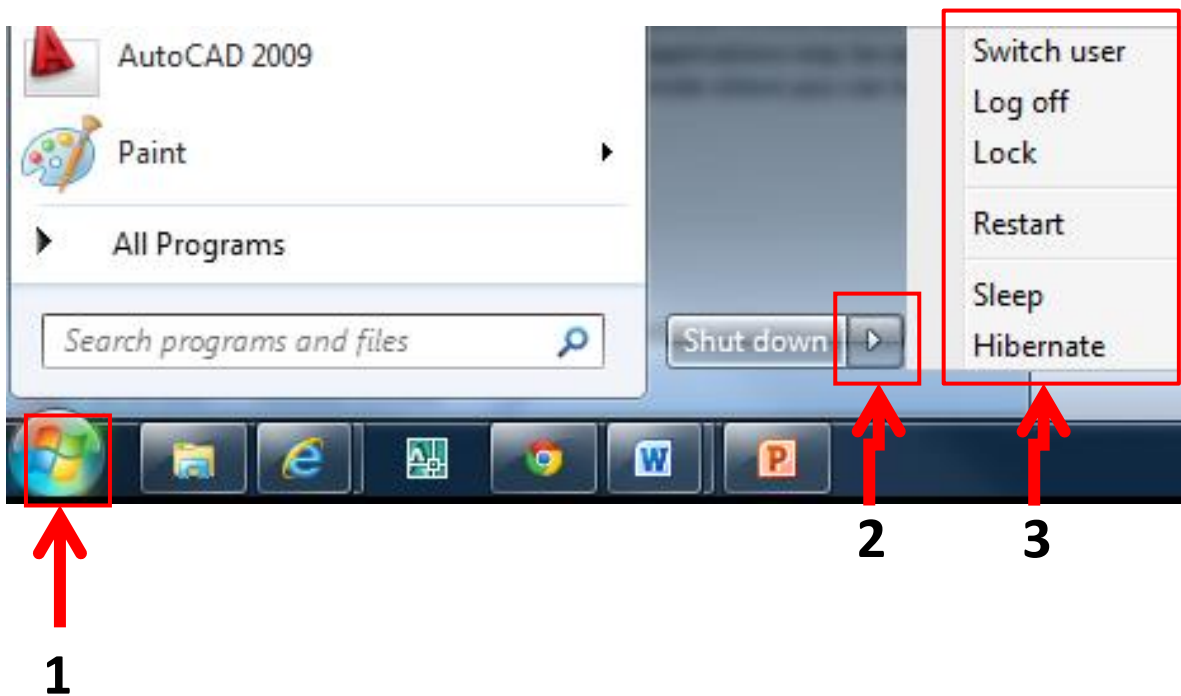
To **SAVE**: is to save the original file with all the changes that has been made to the file.

To **SAVE AS**: is to save a copy of the file that is open with all the changes that has been made usually with a different name and location. When using the Save As option, you usually end up with two files: the original file and the file created by Save As which contains the same content as the original file as well as the changes that were made before Save As.



How to Turn Off Computer

- **SHUTDOWN** – turn off computer (close all windows, return to the desktop, and press ALT+F4 on your keyboard)
- **RESTART** – turn off the computer and automatically on again.
- **LOG OFF** – when logged in as a specific user, log off will take you out of the account you are in and back to the login screen.
- **SWITCH USER** – when logged in as a specific user, switch user allows you to quickly exit the account you are in and back to the login screen so that you can log in as a different user.
- **SLEEP** – standby mode where you can leave your computer on and available for use without restarting.



Steps on how to shut down computer

Step 1: Click Office Button on Task bar (or Start Button)

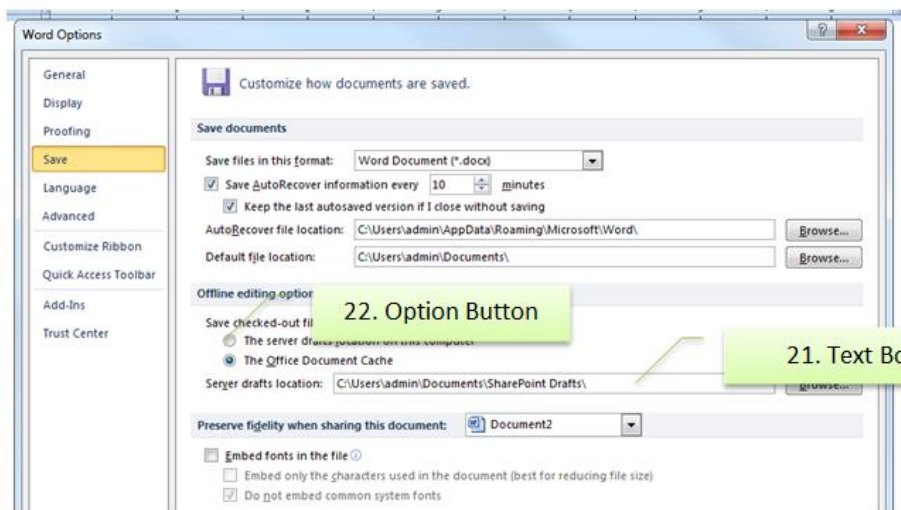
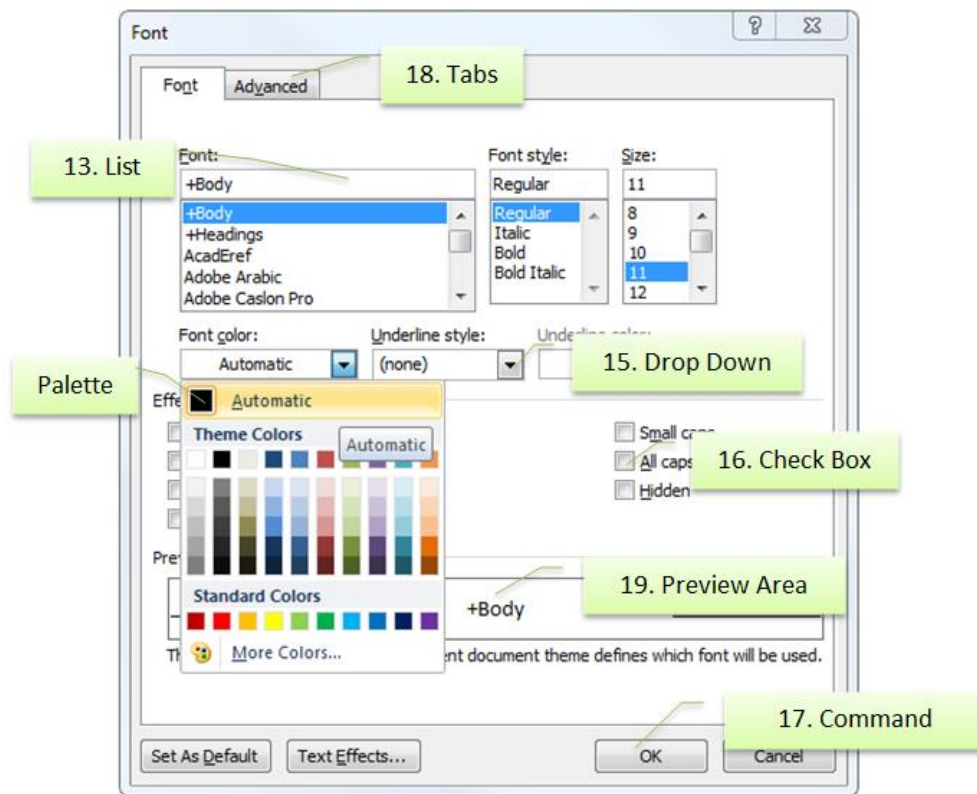
Step 2: Click the more button

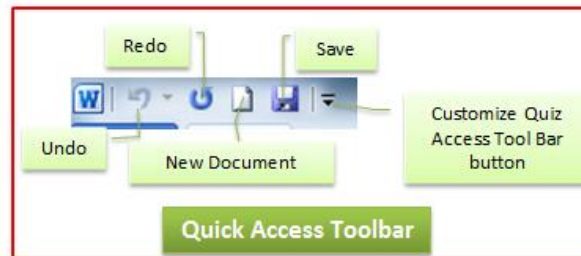
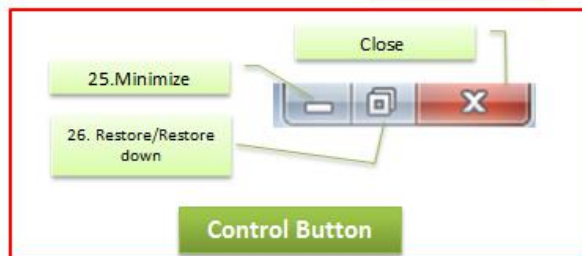
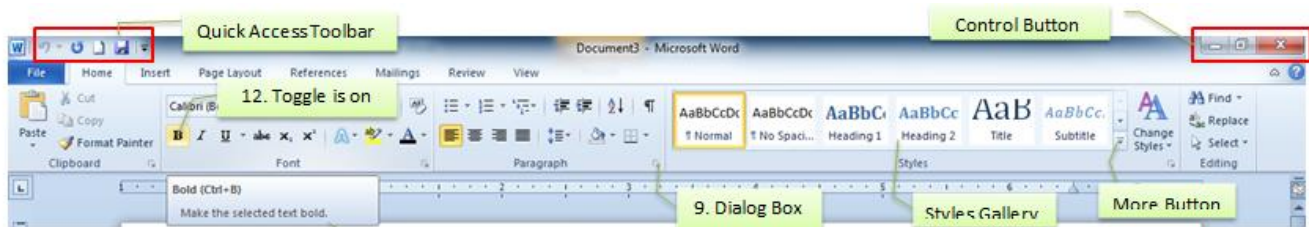
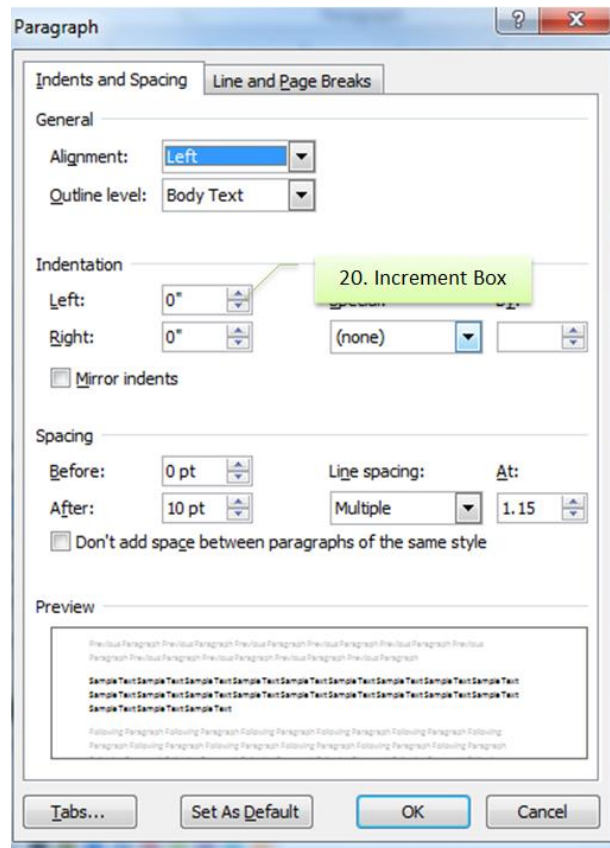
Step 3: Choose what action to do and click.

Terms to Know

1. **Hardware** – Computers, printers, and other devices.
2. **Software** – Programs that provide the instructions for a computer or other hardware device.
3. **Compatibility** – The ability to work with another program or hardware device.
4. **Ribbon** – A screen element that displays buttons for accessing Office features and commands.
5. **Mouse** – A device that allows you to select items on-screen by pointing at them with the mouse pointer.
6. **Mouse Pointer** – A marker on your computer screen that shows you where the next mouse action will occur. The mouse pointer changes shapes depending on the current action.
7. **Insertion Point** – The flashing vertical line that indicates where the next action will occur in a document.
8. **Scroll Wheel** – A wheel on some mouse devices (called a wheeled mouse) used to navigate through a document on-screen.
9. **Dialog Box** – A window in which you select options that affect the way the program executes a command.
10. **Task Pane** – A small window that displays additional options and command for certain features.
11. **ScreenTip** – A balloon containing information that is displayed when you rest your mouse pointer on certain screen elements.
12. **Toggle** – A type of command that can be switched off or on.
13. **List Box** – A list of items from which selections can be made. If more items are available than can fit in the space, a scrollbar is displayed.
14. **Palette** – A display such as colors or shapes, from which you can select an option.
15. **Drop-Down List Box** – A combination of text box and list box; type your selection in the box or click the drop-down arrow to display the list.
16. **Checkbox** – A square that you click to select or deselect an option. A check mark in the box indicates that the option is selected.
17. **Command Button** – A button used to execute a command. An ellipsis on a command button means that clicking the button opens another dialog box.
18. **Tabs** – Markers across the top of the dialog box that, when clicked, display additional pages of options within the dialog box.
19. **Preview Area** – An area where you can preview the results of your selections before executing the commands.

20. **Increment Box** – A space where you type a value, such as inches or numbers. Increment arrows beside the box are used to increase or decrease the value with a mouse. Sometimes called a spin box.
21. **Textbox** – A space where you type variable information such as a file name.
22. **Option Button** – A series of circles, only one of which can be selected at a time. Click the circle you want to select one item or one control in the series.
23. **Default** – A standard setting or mode of operation.
24. **Maximize** – Enlarge a window so it fills the entire screen.
25. **Minimize** – Hide a window so it appears only as a button on the Windows taskbar.
26. **Restore** – Return a minimized window to its previous size and position on the screen.
27. **Restore Down** – Return a maximized window to its previous size and position on the screen.
28. **Zoom In** – Increase the size of the document as it is displayed on-screen. This does not affect the actual size of the point printed document.
29. **Zoom Out** – Decrease the size of the document as it is displayed on-screen. This does not affect the actual size of the printed document.
30. **Scroll** – Shift the displayed area of the document up, down, left, or right.
31. **Group Button** – A taskbar button that represents all open windows for one application.
32. **Active Window** – The window in which you are currently working.
33. **Tile** – Arrange windows so they do not overlap.
34. **Cascade** – Arrange windows so they overlap, with the active window in front. Only the title bars of the non-active windows are visible.





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Name: _____

Class Time: _____

Date: _____

Handout

1. What is computer?

A computer is _____

All computers perform the four basic operations of the information processing cycle:

- _____
- _____
- _____
- _____

2. A peripheral is _____

3. Personal Computers and mobile devices

A personal computer is _____

A mobile computer is _____

A mobile device is _____

A desktop computer is _____

A notebook (laptop) computer is _____

A netbook is _____

The Tablet PC is _____

4. Mobile devices

Mobile devices usually store _____

A smartphone is _____

A portable media player is _____

A digital camera is _____

5. Input Devices

An input device is _____

Two primary input devices are the keyboard and the mouse.

A keyboard is _____

A stylus is _____

A mouse is _____

A mouse is used to control the _____

A touchpad is _____

6. Output Device

Output devices make _____

Two commonly used output devices are printers and display devices.

A photo printer produces _____

A multifunctional peripheral (or all-in-one device) is _____

7. Display devices

A display device is _____

A monitor is _____

An LCD monitor uses _____

Pixels are _____

Resolution is _____

8. System Unit

The motherboard (system board) is _____

The processor (central processing unit or CPU) interprets and carries out _____

Memory (random access memory or RAM) consists of _____

The amount of memory typically is measured in kilobytes, megabytes, gigabytes, or terabytes.

One kilobyte (K or KB) equals _____

One megabyte (MB) equals _____

One gigabyte (GB) equals _____

One Terabyte (TB) equals _____

9. Output devices

Output devices make _____

10. Storage devices

A storage device is _____

A. Hard disks

A hard disk is _____

A track is _____

A back up is _____

1. Portable hard disks

An external hard disk is _____

A removable hard disk is _____

2. Flash memory storage

A solid state drive (SSD) is _____

A memory card is _____

A USB flash (thumb) drive is _____

B. Optical Discs

An optical disc is _____

A CD-ROM (compact disc-read only memory) is _____

A CD-R (compact disc-recordable) is _____

A CD-RW (Compact disc-rewritable) is _____

A DVD-ROM (digital video disc-ROM) is _____

C. Cloud storage

Cloud storage is _____

11. Computer software

Software (or programs) consists of _____

Two types of software are system software and application software.

System software consists of _____

Application software consists of _____

Name: _____
Class Time: _____
Date: _____

Essential Concepts and Skills Handout

1. An operating system is _____
2. Application software consists of _____
3. A scroll bar is _____
4. A scroll bar contains _____
5. A shortcut key (or keyboard shortcut) is _____
6. A user account identifies _____
7. A user name is _____
8. A password is _____
9. Logging on opens _____
10. The Welcome Screen shows _____
11. Restart command closes _____
12. Shutdown command is used to _____
13. The Recycle Bin is _____
14. Microsoft Office is _____
15. Microsoft Word is _____
16. Microsoft PowerPoint is _____
17. Microsoft Excel is _____
18. Microsoft Access is _____

Starting and Using a Program

Word

To start a program using the start menu

1. The Start button is used to _____
2. A folder is _____
3. The start menu allows you to _____
4. A menu is _____

5. A command performs _____
6. A pane is _____
7. A window is _____
8. A title bar is _____




To maximize window

1. To maximize a window means to _____

The Word document window, Ribbon, and elements common to Office programs.

1. A document window is used to _____
2. The status bar presents _____
3. The Ribbon is _____
4. Each tab contains _____
5. The Home tab contains _____
6. Tools tab display when _____
7. A gallery is _____
8. A ScreenTip is _____
9. A dialog Box Launcher displays _____
10. A task pane is _____
11. A Mini toolbar contains _____
12. How to enter text in the document _____

Saving and organizing files

1. A file name is _____
2. A path consists of _____
3. To create a folder
 -  _____
 -  _____
 -  _____
4. To switch from one program to another _____

5. To save a file in a folder

- _____
- _____
- _____
- _____

6. Navigating is _____

To minimize and restore a window

7. A minimized window is _____

Steps:

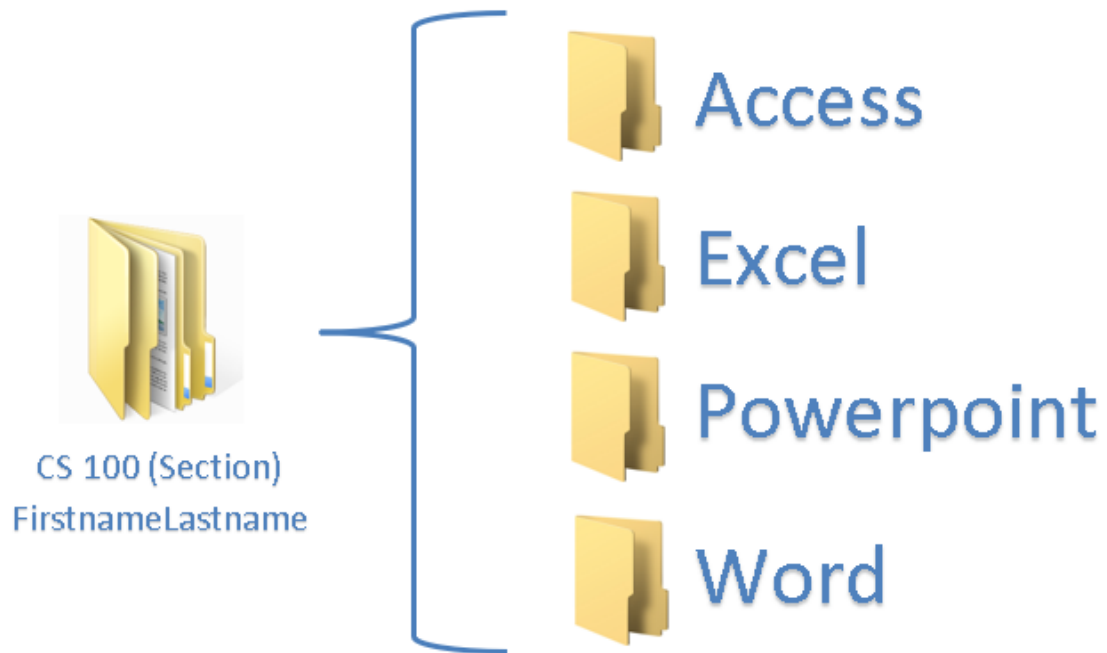
- 1.
- 2.
- 3.

To quit an Office program with one document open _____

-----This page was intentionally left blank-----

Activity:

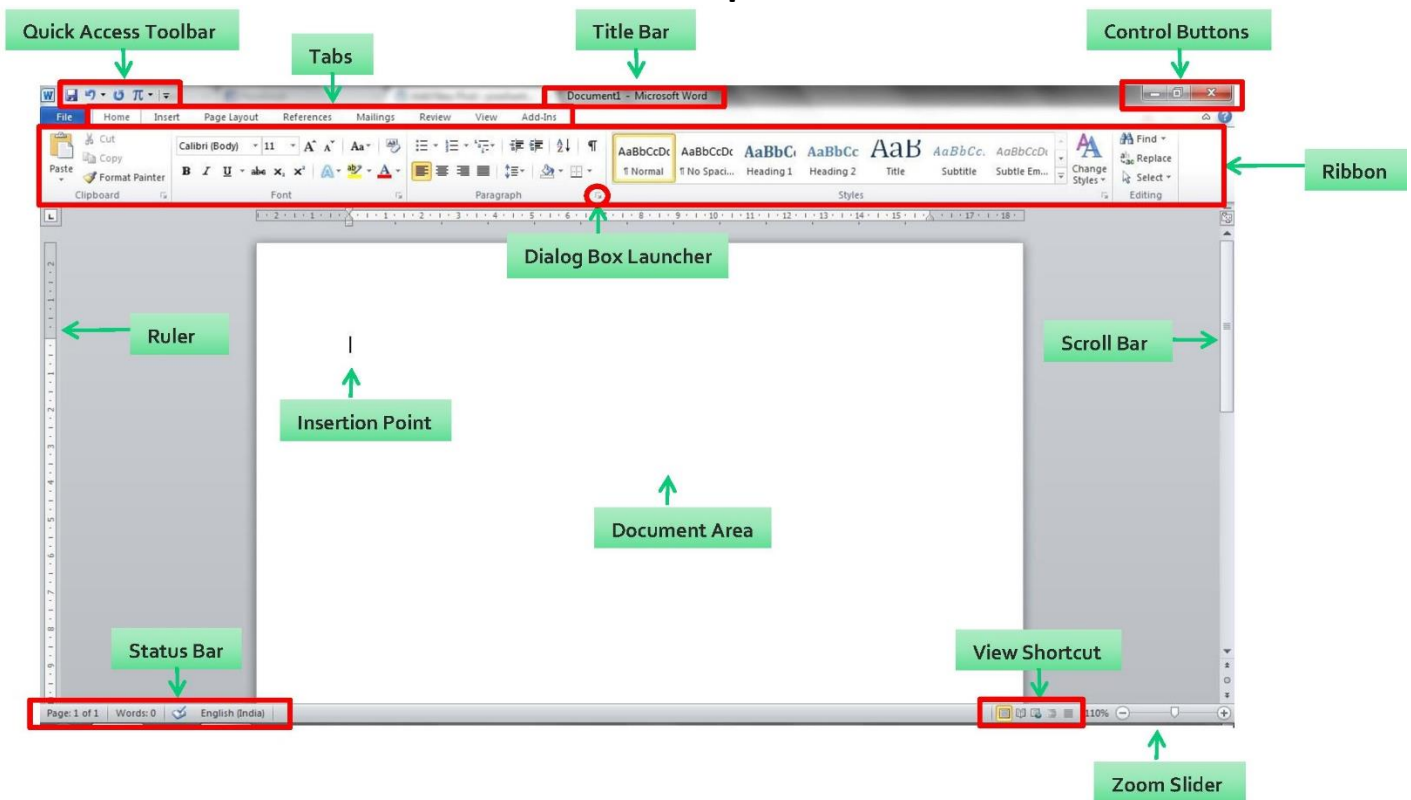
Create the following folder in your flash drive (to be submitted to your instructors).



Lesson 2: Microsoft Word

Microsoft Word is a **word processing** software developed by the Microsoft company. Microsoft Word usually comes bundled with other programs that make up the Microsoft Office suite. The purpose of the software is to allow users to create and edit documents that are primarily text based such as letters, research papers, flyers, and newsletters.

Microsoft Office: Common Window Components

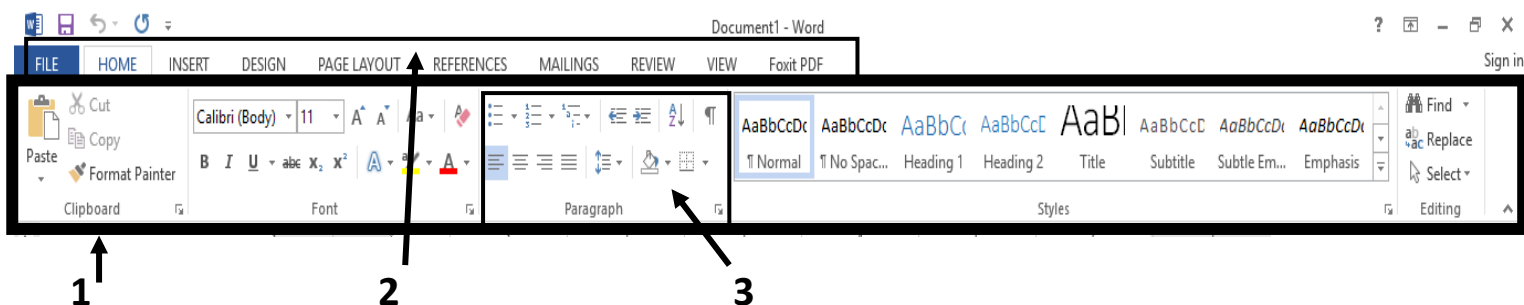


1. **Office Button:** A circular button with the Office logo in its center and is situated at the top left corner of the program window. This button is similar to the File menu in older versions of Microsoft Word. It offers options to perform basic file commands such as saving and printing documents as well as creating new or opening existing documents.
2. **Quick Access Toolbar:** This toolbar is located to the right of the Office Button and, by default, it contains three command buttons (Save, Undo, and Redo). You can execute any command by single clicking a command button on this toolbar. Any frequently used command can be added to this toolbar.
3. **Title Bar:** This is the horizontal strip at the top of the program window. This strip shows the name of document on which you are working on and the name of the program in which you are using.
4. **Ribbon:** Replaces the menus in older versions of Microsoft Word, ribbons list tools or buttons that can be used to access program features and commands.

5. **Rulers (Vertical and Horizontal Rulers):** Rulers are guides that can be used to set document margins, tab settings, and indentions. When working with tables, the rulers can be used to adjust the size of table rows and columns. They are also helpful guides in aligning texts, images and tables.
6. **Scroll Bars (Vertical and Horizontal Scroll Bars):** Scroll bars can be used to move or scroll through a document either vertically or horizontally.
7. **Status Bar:** This is the horizontal strip at the bottom of the program window. This strip is used to display document information such as the current page number, the number of pages in a document, and the number of words in a document. It also contains tools that can be used to check a document for proofing errors, record a macro, change the document's view as well as zooming in and out of a document.
8. **Document Area:** This is the area in which you will be typing in your texts and inserting your images and other objects that will be included in your document.
9. **Insertion Point:** Vertical blinking line that indicates your position in the document area.
10. **Dialog Box Launcher:** This tool indicates that there are more options or tools within a group and, if clicked, will open a dialog box containing those options.

Ribbons, Tabs, and Groups

Microsoft Word 2007 and higher uses ribbons, tabs, and groups in place of menus and menu options. Even though newer versions of Word uses a layout or design that is a bit different than older versions and also uses different terminologies, the logic and organization of tools remain the same.



Microsoft Word's ribbon (*refer to #1 above*), by default, contains 10 tabs (*refer to #2 above*). The 7 tabs are Home, Insert, Page Layout, References, Mailings, Review, and View. Additional tabs may appear when objects like tables, charts, or images are selected within a document. Such tabs will contain tools or options that can be used with the selected object. Each tab in Word contains tools that are categorized into groups (*refer to #3 above*). Groups are labeled to allow users to quickly find the tools that they need. For example, the group called **Font** contains formatting tools or options that can be applied to text.

Default Tabs in Microsoft Word

- **Home:** Most of the tools and options that are found under the Home tab are used to format textual content. The Home tab contains tools such as Cut, Copy, Paste, Bold, Italic, Underline, Align Left, Center, Align Right, Find, and Replace. The groups found under the Home tab are Clipboard, Font, Paragraph, Styles, and Editing.
- **Insert:** Most of the tools and options that are found under the Insert tab are used to insert objects such as tables, pictures, and shapes. The Insert tab contains tools such as Table, Picture, ClipArt, Chart, Header, Footer, Page Number, and WordArt. The groups found under the Insert tab are Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.
- **Page Layout:** Most of the tools and options that are found under the Page Layout tab are used to format the document. The Page Layout tab contains tools such as Margins, Orientation, Columns, Watermark, Page Color, and Page Borders. The groups found under the Page Layout tab are Themes, Page Setup, Page Background, Paragraph, and Arrange.
- **References:** Most of the tools and options that are found under the References tab are used to insert reference information such as footnotes and endnotes. The References tab contains tools such as Table of Contents, Insert Footnote, Insert Endnote, Insert Citation, and Bibliography. The groups found under the References tab are Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities.
- **Mailings:** Most of the tools and options that are found under the Mailings tab are used to create mailing documents. The Mailing tab contains tools such as Envelopes, Labels, and Start Mail Merge. The groups found under the Mailings tab are Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish.
- **Review:** Most of the tools and options that are found under the Review tab are used to proofread documents. The Review tab contains tools such as Spelling & Grammar and Thesaurus. The groups found under the Review tab are Proofing, Comments, Tracking, Changes, Compare, and Protect.
- **View:** Most of the tools and options that are found under the View tab are used to adjust or change the document view. The View tab contains tools such as Print Layout and Zoom. The groups found under the View tab are Document Views, Show/Hide, Zoom, Window, and Macros.

Lesson 2 - A

Terms to Know

1. **Title Bar** – Displays the program and document name
2. **Ribbon** - Displays buttons for accessing features and commands.
3. **Ribbon Tabs** - Used to change the commands displayed on the Ribbon
4. **Office Button** – Click to display a menu of common commands for managing documents and files.
5. **Quick Access Toolbar** - A toolbar that displays buttons for commonly used commands. You can customize the Quick Access Toolbar to display buttons you used frequently.
6. **Ruler** – The horizontal ruler measures the width of the document page; it displays information such as margins, tab stops, and indents.
 - The vertical ruler measures the height of the document page.
 - The ruler may not display by default. You can click the View Ruler button above the vertical scroll bar or click the Ruler check box in the Show/Hide group on the View tab of the Ribbon to toggle them on or off.
7. **ScreenTip** - Displays the name of the element on which the mouse pointer is resting.
8. **Insertion Point** – A blinking vertical line that displays to the right of the space where characters are inserted in a document.
9. **Document Window** - The area where you type document text or insert graphics, tables, or other content.
10. **Scroll Boxes** – Used with a mouse to shift the on-screen display up and down or left and right.
11. **Status Bar** – Displays information, such as the currently displayed page, currently displayed section, how many pages are in the document, where the insertion point is located, and which mode buttons are active.
12. **Zoom Slider** – Used to change the magnification of the document on the screen.
13. **View Shortcuts** – Displays buttons used to change to one of five available document views.

Exercise 1

DIRECTIONS: Start Word, if necessary. Type the document below and then save your document as 01WORD_DATE_YOURNAME.

Computer science is a discipline that spans theory and practice. It requires thinking both in abstract terms and in concrete terms. The practical side of computing can be seen everywhere. Nowadays, practically everyone is a computer user, and many people are even computer programmers. Getting computers to do what you want them to do requires intensive hands-on experience. But computer science can be seen on a higher level, as a science of problem solving. Computer scientists must be adept at modeling and analyzing problems. They must also be able to design solutions and verify that they are correct. Problem solving requires precision, creativity, and careful reasoning.

Computer science also has strong connections to other disciplines. Many problems in science, engineering, health care, business, and other areas can be solved effectively with computers, but finding a solution requires both computer science expertise and knowledge of the particular application domain. Thus, computer scientists often become proficient in other subjects.

Finally, computer science has a wide range of specialties. These include computer architecture, software systems, graphics, artificial intelligence, computational science, and software engineering. Drawing from a common core of computer science knowledge, each specialty area focuses on particular challenges.

Computer Science is practiced by mathematicians, scientists and engineers. Mathematics, the origins of Computer Science, provides reason and logic. Science provides the methodology for learning and refinement. Engineering provides the techniques for building hardware and software.

Finally, and most importantly, computer scientists are computer scientists because it is fun. (Not to mention lucrative career opportunities!) www.cs.mtu.edu

Lesson 2 - B

Terms to Know

14. **Horizontal Alignment** – The position of text on a line in relation to the left and right margins.
15. **Mini Toolbar** – A toolbar that displays on the document area when you select text, providing quick, convenient access to common text editing and formatting commands.
16. **Autocorrect** – A feature available in mouse Microsoft Office programs that automatically corrects common spelling errors as you type.
17. **Caps Lock** – Keyboard key used to toggle uppercase letters with lowercase letters.
18. **Toggle** – A command that turns a particular mode on and off. Also, to switch back and forth between two modes.
19. **Highlight** – To apply a colored background to text to call attention to it.
20. **Flush** – Lined up evenly along an edge.
21. **Vertical Alignment** – The position of text in relation to the top and bottom page margins.
22. **Line Spacing** – The amount of white space between lines of text in a paragraph.
23. **Leading** – Line spacing measured in points.
24. **Paragraph Spacing** - The amount of white space between paragraphs.

Exercise 2

DIRECTIONS: Start Word, if necessary. Create a new document and save it as 02WORD_DATE_YOURNAME. Type the following document and spell check your work. Close Document, saving all changes.

Palau was initially settled over 3,000 years ago, and perhaps 4,500 years ago, probably by migrants from the Philippines. British traders became prominent visitors in the 18th century, followed by expanding Spanish influence in the 19th century. Following its defeat in the Spanish-American War, Spain sold Palau and most of the rest of the Caroline Islands to Germany in 1899. Control passed to Japan in 1914 and during World War II the islands were taken by the United States in 1944, with the costly Battle of Peleliu between September 15 and November 25 with more than 2,000 Americans and 10,000 Japanese killed. The islands passed formally to the United States under United Nations auspices in 1947 as part of the Trust Territory of the Pacific Islands.

Four of the Trust Territory districts formed a single federated Micronesian state in 1979, but the districts of Palau and the Marshall Islands declined to participate. Palau, the westernmost cluster of the Caroline Islands, instead opted for independent status in 1978, approved a new constitution and became the Republic of Palau in 1981, and signed a Compact of Free Association with the United States in 1982. After eight referendums and an amendment to the Palauan constitution, the Compact was ratified in 1993 and went into effect on October 1, 1994, marking Palau independent de jure (after Palau was independent de facto since May 25, 1994, when the trusteeship cancelled).

Legislation making Palau an "offshore" financial center was passed by the Senate in 1998. In 2001, Palau passed its first bank regulation and anti-money laundering laws.

Historians take note of the early navigational routes of European explorers in the Pacific. There is disagreement as to whether Spaniard Ruy Lopez de Villalobos, who landed in several Caroline Islands, spotted the Palau archipelago in 1543. No conclusive evidence exists, but some believe he could have seen the tip of a southernmost island in the group.

Palau had limited relations before the 18th century, mainly with Yap and Java. Had it not been for shipwrecked islanders who took refuge in the Philippines, Europeans likely would not have found Palau until much later. Englishman Henry Wilson, captain of the East India Company's packet *Antelope*, was shipwrecked off the island of Ulong in 1783. The High Chief of (Koror) Palau allowed Captain Wilson to take his son, Prince Lee Boo, to England, where he arrived in 1784. However, the prince died soon after of smallpox. The East India Company erected a monument over his grave in St Mary's Churchyard, Rotherhithe. It was Wilson who gave the archipelago the name "Pelew Islands".

In the late 19th century, possession of the islands was claimed by Britain, Spain, and Imperial Germany. In 1885, the matter was brought to Pope Leo XIII for a decision. The Pope recognized the Spanish claim, but granted economic concessions to Britain and Germany. Palau then became part of the Spanish East Indies, along with the Mariana Islands, the Marshall Islands, and the rest of the Caroline Islands. They were all administered from the Philippines.

Under the Spanish administration, Palau underwent its first forms of extreme foreign influence. Catholicism is the most highlighted amongst all these forms, having been introduced to the native population and accepted rather easily, despite the fact that Palauans were ardent followers of their traditional faith. Elements from the Spanish language were also integrated into the Palauan lexicon; the Palauan word for hammer, "martiliong", is derived

from the Spanish "martillo". Even with these forms of influence, Palau has predominantly very little influence from the Spanish occupation compared to other islands within the region, such as Guam. This is partly due to the reason that, aside from Spanish Jesuit missionaries, Spain had very little economic and colonization activity on the islands.

After being defeated in 1898 in the Spanish-American War and losing possession of the Philippine Islands, Spain sold the Palau archipelago to Imperial Germany in the 1899 German-Spanish Treaty.

Palau was administered from German New Guinea, and a period of economic development began. German engineers began exploiting the islands' deposits of bauxite and phosphate, and a rich harvest in copra was made.

Although the German occupation had lasted a mere 15 years, major changes in Palauan society had occurred. Many traditional practices among the natives had been outlawed by German administrators, specifically the acts of tattooing and *mengol*. Tattooing had been a practice reserved for members of higher castes, and the Spanish had tried on numerous occasions to banish the practice. Unlike the Spanish, the Germans had a major foothold on the local traditional government, given the economic benefits many clan heads were gaining. The art of tattooing was banished completely by the late 19th century, and the last tattooed native died in the early 1960s.

The practice of *mengol* is one very unique to the islands, and one that was greatly discouraged by all foreign administrations. In *mengol* young unmarried women from one village are sent to male clubhouses in another or other villages, whether enemy or ally, as a sign of peace or friendship. The actions of these *mengol* ranged from simple companionship of the men of the clubhouse, much like the Japanese geisha, to sexual favors. However, the *mengol* were not prostitutes, as even the unmarried daughters of clan heads could be sent off as *mengol*.

Under the terms of the Anglo-Japanese Alliance, the Empire of Japan declared war on the German Empire in 1914 and invaded German overseas territories in the Pacific Ocean. Palau was seized by ships of the Japanese navy. After the war, the League of Nations awarded Palau to Japan as a Class C League of Nations Mandate.^[5]

Japan incorporated the islands as an integral part of its empire, establishing the Nanyo-cho government with Koror Island as the capital.^[6] From 1914 to 1922, the Japanese Imperial Navy had been in control. Civilian control was introduced from 1922, and Palau was one of six administrative districts within the Mandate. Japan mounted an aggressive economic development program and promoted large scale immigration by Japanese, Okinawans and Koreans. Native Palauans soon became a small minority in their own homeland. The Japanese continued the German mining activities, and also established bonito (skipjack tuna) canning and copra processing plants in Palau. Japanese economic activity was so extensive during their occupation, that the industrial capital, Koror, was once termed by Japanese officials and tourists as "chiisai Tokyo", meaning "little Tokyo."

The Japanese had perhaps the most profound impact on Palauan society. Under the Japanese government, Palau underwent extreme social, economic, and political changes. Unlike other parts of the Japanese Empire, the local Japanese administration recognized the benefits of utilizing the traditional government to their advantage, given the extreme adherence the natives followed towards their clans and traditions. Under the Japanese government, heads of the Palauan traditional government were replaced by more "Japanese" natives, as a way of securing the obedience of the Palauan people. This proved rather successful, as more and more Palauans so the benefits the Japanese government was providing. Under the Japanese administration, all Palauan children were required to attend school, and by the 1930s, nearly all Palauan children were literate in Japanese, with the exception of children in outlier islands, specifically the Southwest Islands. www.en.wikipedia.org

Lesson 2 - C

Terms to Know

- 25. **Tab** – The measurement of the space the insertion point advances when you press the Tab key.
- 26. **Tab Stop** – The location on the horizontal line to which the insertion point advances when you press the Tab key.
- 27. **Tab Leader** – A series of characters inserted along the line between the locations of the insertion point when you press the Tab key and the tab stop
- 28. **Font** – A set of characters with a specific face, style, and size.
- 29. **Font Face** – The character design of a font set.
- 30. **Serif** – A font that has curved or extended edges.
- 31. **Sans Serif** - A font that has straight edges.
- 32. **Script** – A font that looks like handwriting.
- 33. **Font Size** – The height of an uppercase letter in a font set.
- 34. **Font Style** – The slant and weight of characters in a font set.
- 35. **Resume** – A document listing information about a person's education, work experience, and interest.

Exercise 3

DIRECTIONS: Start Word, if necessary and save it as **03WORD_DATE_YOURNAME**.

Format: *(use default 11pt Calibri font)*

Line spacing: Single

Paragraph spacing: 0 points before, 0 points after

Apply font formatting, tabs, and alignments as marked.

<p>EXPERIENCE</p> <p>ACCOMPLISHMENTS</p> <p>EDUCATION</p> <p>SKILLS</p> <p>REFERENCES</p>	<p>Student Name Address 1 City, State, Zip code (508) 555-1234, Name@email.com</p>	<p>Font: Arial Font Size: 12 pt. Alignment: Center</p>
	<p>Type your Job Title Type the Company Name Type the start date – Type the end date Type the job responsibilities</p> <p>Type your Accomplishments</p> <p>Type Your College/University School Name Type the Degree, Type the Completion Date</p> <p>Type Your High School Name Type the Degree, Type the Completion Date</p> <p>Type Your Elementary School Name Type the Degree, Type the Completion Date</p> <p>Type skills here</p>	<p>Font: Times New Roman Font Size: 12 pt. Tab: Left @ 2.15</p>
	<p><u>Available upon Request</u></p>	<p>Font: Times New Roman Font Size: 12 pt. Underline: Words Only Tab: Left @ 2.15</p>

Font: Arial
Font Size: 14 pt.
Font Effect: Bold
Alignment: Left

Lesson 2 - D

Terms to Know

- 36. **Proofreaders' Marks** – Symbols written on a printed document by a copyeditor or proofreader to indicate where revisions are required.
- 37. **Insert Mode** – The method of operation used for inserting new text within existing text in a document. Insert mode is the default.
- 38. **Active Pane** – The pane in which the insertion point is currently located. Commands and actions occur in the active pane.
- 39. **Active Document** – The document in which the insertion point is currently located. Commands and actions occur in the active document.
- 40. **Tile** – Arrange windows so they do not overlap on-screen.
- 41. **Synchronous Scrolling** – A feature that links the scroll bars in two windows so that when you scroll in one window the other window scrolls as well.
- 42. **Independent Scrolling** – The ability to scroll a window without affecting the display in other open windows.
- 43. **Cut**- To delete a selection from its original location and move it to the clipboard.
- 44. **Paste** – To insert a selection from the clipboard into a document.
- 45. **Clipboard** – A temporary storage area that can hold up to 24 selections at a time.
- 46. **Drag-and-Drop Editing**- The action of using a mouse to drag a selection from its original location and drop it in a new location.
- 47. **Copy** – To create a duplicate of a selection.
- 48. **Font Effects**- Formatting features used to enhance or emphasize text.
- 49. **Color Swatch**- A block on a color palette that you click to select that color.
- 50. **Theme**– A set of coordinated colors, fonts, and effects.
- 51. **Theme Colors** – Colors assigned to an element based on the settings of the current theme.
- 52. **Standard Colors**- Ten primary and secondary colors.

Exercise 4

DIRECTIONS: Start Word, if necessary and save as 04WORD_DATE_YOURNAME.

Type the following Document.

Format: Paragraph spacing to 0 pts before and 0 pts. after
Line Spacing: Single
Tab: Left @ 2.5pt, Right @ 6.5pt.

Belau Café

Font: Arial Black
Font Size: 48pt.
Alignment: Center

Great Kall! Great Price!

Font: Arial
Font size: 22 pt.
Alignment: Center

This Month's Best:

Font: Garamond Font,
Font size: 14pt.

Smoothies
Soup
Dessert

Font: Garamond,
Font Size: 14pt.

Ulaol!

Font: Garamond
Font Size: 48pt.
Alignment: Center

Spido!

Font: Garamond
Font Size: 48pt.
Alignment: Align Left

Font: Garamond
Font Size: 48pt
Tab: 6.5 Right

Char!

Others special:

Font: Garamond
Font Effect: Bold
Font Size: 20pt.
Alignment: Align Left

Betelnut
Aus
Coffee

Font: Garamond
Font Size: 20pt.
Alignment: Align Left

Font: Garamond
Font Size: 20pt.
Tab: 6.5 right

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Font: Garamond
Font Effect: Bold
Font Size: 22pt.
Alignment: Center

www. belaucafe.com

Font: Garamond
Font Size: 18pt
Alignment: Center
Underline: Double wavy

Exercise 5

DIRECTIONS: Start Word, if necessary and save as 05WORD_DATE_YOURNAME.

Type the following Document.

Format: Paragraph spacing to 0pt. before and 0 pt. after
 Line Spacing: Single.
 Make sure to spell check your document.

SILS MERAEL ADVENTURE
Go beyond your Limits! — Font Size: 25

Font: Rockwell
 Font Effect: Bold
 Font Color: Purple,
 Font Size: 30
 Alignment: Center

MONKEY — Font: Broadway
 Font Effect: Bold, All Caps
 Font Color: Dark Red
 Font Size: 36
 Alignment: Center

AND

Font: Calibri
 Font Effect: Small Caps
 Font Color: Orange
 Font Size: 28
 Alignment: Center

SHARKS — Font: Broadway
 Font Effect: Bold, All Caps
 Font Color: Blue
 Font Size: 36
 Alignment: Center

AND

BIRDS — Font: Broadway
 Font Effect: Bold, All Caps
 Font Color: Black
 Font Size: 36
 Alignment: Center

Uisekea! — Font: Rockwell
 Font Effect: Bold
 Font Color: Purple
 Font Size: 80
 Alignment: Center

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Font: Arial
 Font Size: 16 pt.
 Alignment: Justified

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Font: Arial
 Font Size: 18 pt.
 Font Color: Yellow
 Alignment: Center
 Text Highlight Color: Red

Font: Arial
 Font Size: 11 pt.
 Alignment: Center

www.silsmeraeladventure.com

Lesson 2 - E

Terms to Know

- 53. **Symbol**- Shapes, mathematical and scientific notations, currency signs, and other visual elements you can insert in documents by using the Symbol dialog box.
- 54. **Indent** – A temporary left and/or right margin for lines or paragraphs.
- 55. **Bullet**- A dot or symbol that marks an important line of information or designates items in a list.
- 56. **Picture** – A graphics image stored in a graphics file format.
- 57. **Sort** – To organize items into a specified order.
- 58. **Style** – A collection of formatting settings that can be applied to characters or paragraphs
- 59. **Direct Formatting** – Individual font or paragraph formatting settings applied directly to text, as opposed to a collection of settings applied with a style.
- 60. **Margins** – The amount of white space between the text and the edge of the page on all four sides.
- 61. **Gutter** – Space added to the margin to leave room for binding.
- 62. **Portrait Orientation** - The default position for displaying and printing text horizontally across the shorter side of a page.
- 63. **Landscape Orientation** - Rotating document text so it displays and prints horizontally across the longer side of a page.
- 64. **Theme** - A set of coordinated colors, fonts, and effects that can be applied to Office documents.
- 65. **Effects** – Visual attributes applied to elements in a document, such as shadows applied to pictures, or borders applied to pages.
- 66. **Border** – A line that can be added above, below, or to the sides of a paragraph, text, or table cell; with different styles or art.

Exercise 6

DIRECTIONS: Start Word, if necessary and save as 06WORD_DATE_YOURNAME.

Type the following Document.

Format:

Paragraph spacing to 0pt before and 0pt after

Line Spacing: Single

Alignment: Center

Font: Wide Latin
Font Size: 22pt.

GRAND OPENING

Symbol: Wingding 123
Font Size: 48 pt,
Font Color: Dark Red

BELAU CAFÉ

Font: Kristen ITC
Font Size: 50 pt.

PALAUAN STYLE
FOOD
DRINKS
MUSIC

Font: Kristen ITC
Font Size: 24 pt.
Font Effect: Small Caps

Symbol: Windings 123
Font Size: 24 pt,
Font Color: Dark Red
Font Effect: Bold

January 12, 2015
787 Main Street
Koror, Palau
96940

Font: Calibri
Font Size: 24 pt.

20% OFF for the First 50 Order.

Come one Come All! Enjoy this Island style Café.

Font: Calibri
Font Size: 22 pt.

This will be used to assess CLO 2**Exercise 7****EXERCISE DIRECTIONS:**

Start Word, if necessary.

Open 07TEST.

Save the file as 07WORD_DATE_YOURNAME.

Format:

Select all text in the document

Paragraph spacing to 0pt before and 0pt after

Line Spacing: Single

Alignment: Center

Margin:

1.00" top,

0.50" left

0.50" right

0.75" bottom.

1. Check the spelling and grammar.
2. Follow the format of the document on the next page.
3. Insert the 07Goodluck, resize the picture so that it is fitted in the document.
4. Apply Picture style of your choice.
5. Add **In Front of Text**, Text wrapping style
6. Close the document, saving all changes

How to prepare to TEST!

- ☒ Prepare things the night before
- ☒ Wake Up Your Mind Body
- ☒ Wear Appropriate Attire
- ☒ Eat a Smart Breakfast
- ☒ Warm Up Your Brain
- ☒ Bring Effective "Snacks"
 1. Nuts
 2. Water

- ☒ Allow Ample Time to Arrive



Page Border: Art
Page Border Width: 25
Apply to: Whole Document

Font: Rockwell
Style: Title
Font Color: Black
Font Size: 35
Alignment: Center
Paragraph Before: 0 pt
Paragraph After: 18 pt

Font: Courier New
Font Color: Black
Font Size: 22
Alignment: Left
Paragraph Before: 0 pt
Paragraph After: 0 pt
Bullet: Wingdings 254

Indentation Setting:
Number bullet: 1"
Text: 2"

Font: Courier New
Highlight: Green
Font Color: Black
Font Size: 22
Alignment: Left
Paragraph Before: 0 pt
Paragraph After: 0 pt
Bullet: Wingdings 254

Lesson 2 - F

Terms to Know

- 67. **Internet** – A worldwide network of computers.
- 68. **World Wide Web** – A system for finding information on the Internet through the use of linked documents.
- 69. **Web Browser** – Software designed for locating and viewing information stored on the Internet. Common browsers include Internet Explorer and Netscape Navigator.
- 70. **Web Page** - A document stored on the World Wide Web.
- 71. **MHTML** – A format used for storing Web pages as single files so they can be easily transmitted over the Internet.
- 72. **HTML** – Hypertext Markup Language. A file format used for storing Web pages
- 73. **Web Page Title** – The text that displays in the title bar when a Web page is viewed in a Web browser.
- 74. **Background** – The color, pattern, or fill displayed on the page behind data in a document.
- 75. **Fill Effect**- A texture, shading, picture, or pattern used as a background.
- 76. **Web Site** – A set of linked Web pages, usually all relating to the same topic.
- 77. **Hyperlink** – Text or graphics linked to a destination file or location. Click the link to jump to the destination.
- 78. **Hyperlink Destination** – The location displayed when the hyperlink is clicked. Sometimes called the target.
- 79. **Hyperlink Source** - The document where the hyperlink is inserted
- 80. **Email**- A method of sending information from one computer to another across the Internet or intranet.
- 81. **Attachment** – A document attached to an e-mail message and sent in its original file format.

Exercise 8

EXERCISE DIRECTIONS:

Part 1:

1. Start Word, if necessary
2. Create a new document and save it as a single file web page with the file name **08WEBYourName**, and the page title Palau Community College Home Page.
3. Apply the Solstice theme (or any Theme that is best) to the document.
4. Apply the Parchment texture (or any texture) as the page background.
5. Type and format the document shown in Illustration A.
6. Check the spelling and Grammar in the document.
7. Save the document

Part 2:

1. Open the Word document **08Program**
2. Save the file as **08ProgramYourname** (note: save as single file web page)
3. Apply the Solstice theme and the parchment texture to the document.
4. At the end of the document, type **Return to Home Page**
5. Insert a hyperlink from the text Return to Home Page to the **08WEBYourName** document.
6. Insert a new blank line at the end of the document and type:

Click here to request information via e-mail.

7. Select the text “*e-mail*” and insert an email hyperlink to: information@sample.com, with the subject: *Palau Community College Inquiry*.
8. Test the Return to Home page hyperlink.
9. Save your document and Close all windows.

Part 3:

1. Open **08WebYourName** using Microsoft Word.
2. In the **08WebYourName** document, insert a hyperlink from the text *Programs Offered* to the **08ProgramYourName** document.
3. Test the hyperlink.
4. Close all open documents, saving all changes.

Illustration A

PALAU COMMUNITY COLLEGE

Font: Corbel
Style: Title
Font Color: Green
Font Size: 36
Alignment: Center

Vision Statement:

Font: Corbel
Effect: Italic
Style: Intense Quote
Font Color: Black
Font Size: 26
Alignment: Center

Font: Times New Roman
Font Color: Black
Font Size: 16
Alignment: Center

We Strive to Guarantee Quality and Excellence

Mission Statement:

Font: Corbel
Effect: Italic
Style: Intense Quote
Font Color: Black
Font Size: 26
Alignment: Center

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

Font: Times New Roman
Font Color: Black
Font Size: 16
Alignment: Justified

➤ Programs Offered

Font: Times New Roman
Font Color: Black
Font Size: 16
Alignment: Left
Bullet: Wingdings 216
Hyperlink to o8 Program

-----This page was intentionally left blank-----

Name: _____

Class Time: _____

Date: _____

Essential Concepts and Skills Handout

1. How to start word
2. The Spelling and Grammar Check icon appears when
3. A formatting mark (nonprinting character) is
4. As you type text in a document, Word Checks your typing for
5. Ways to check spelling and grammar as you type
 - a.
 - b.
 - c.
6. To format a document means to
7. Paragraph formatting is
8. How to save a new document
9. How to save an open document to a new file name?
10. What is a dialog box?

Activity & Handout

1. What does it mean when a word is underlined with a red squiggly line?
2. What does it mean when a word is underlined with a green squiggly line?
3. What is a thesaurus?
4. What is a synonym?
5. What is an antonym?
6. What is AutoCorrect?

5 Categories of Fonts

Computers

Computers

👍 ◻ ◯ ◻ ◼ ◼ ™

Computers

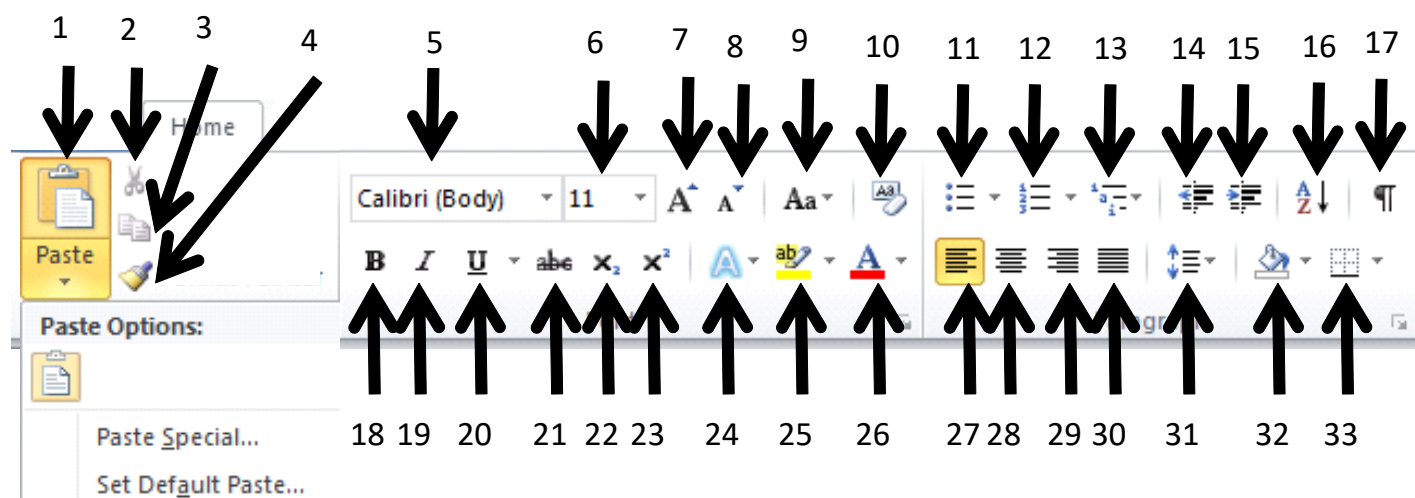
Computers

3 Different Ways to Copy and Paste

1. _____
2. _____
3. _____

Name: _____
 Class Time: _____
 Date: _____

Commonly Used Word Formatting Tools



What is the function of each of the tools?

1.
2.
3.
4.
5.
6.
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12.
13.

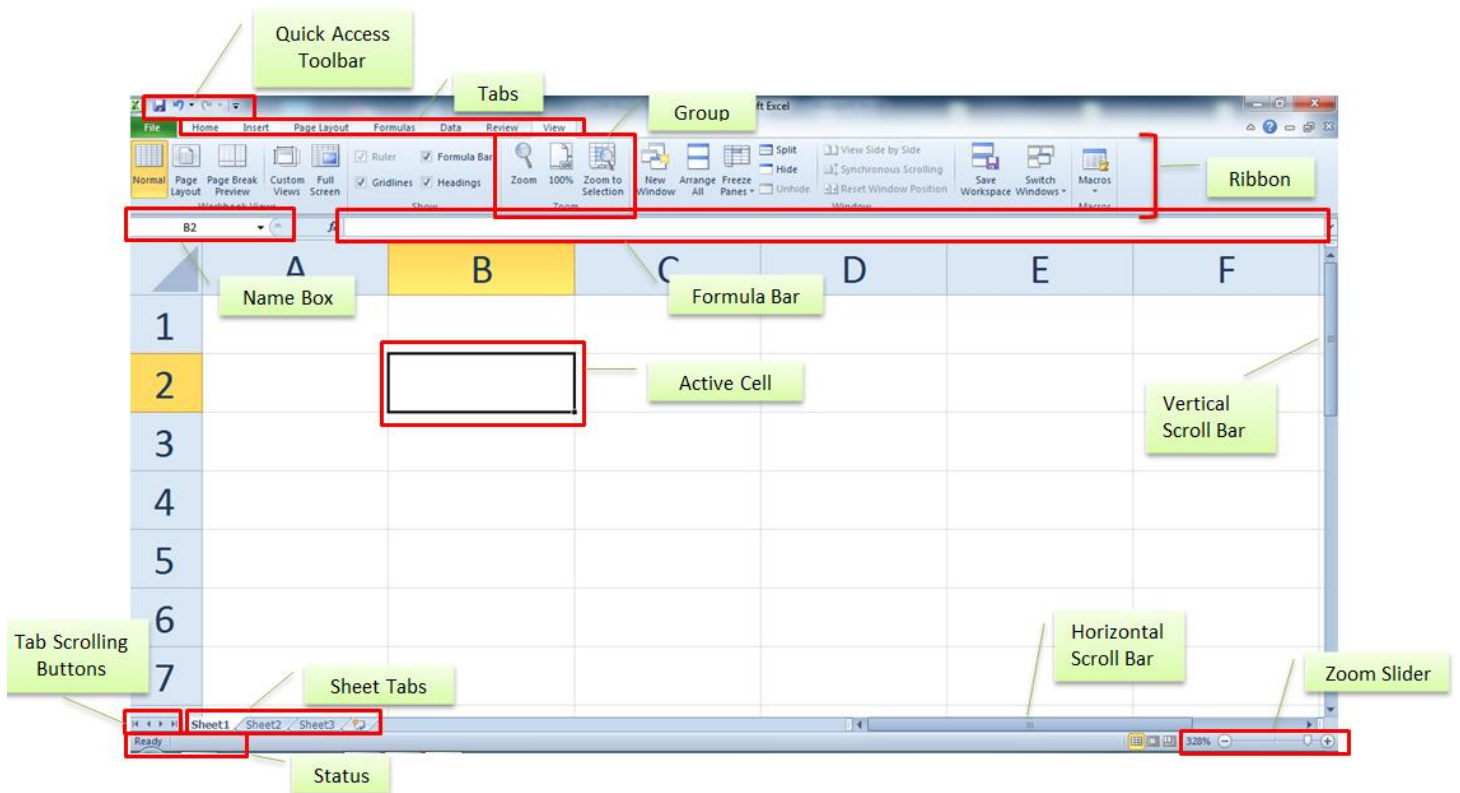
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Lesson 3: Microsoft Excel

Microsoft Excel is a **spreadsheet** software developed by the Microsoft Company. Microsoft Excel usually comes bundled with other programs that make up the Microsoft Office suite. The purpose of the software is to allow users to create and edit workbooks and worksheets that contain data, formulas, and charts.

Default Tabs in Microsoft Excel

- **Home:** Most of the tools and options that are found under the Home tab are used to format data entered into a worksheet. The Home tab contains tools such as Cut, Copy, Paste, Bold, Italic, Underline, Align Left, Center, Align Right, Find, and Replace. The groups found under the Home tab are Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.
- **Insert:** Most of the tools and options that are found under the Insert tab are used to insert objects such as tables, pictures, and shapes. The Insert tab contains tools such as Table, Picture, ClipArt, SmartArt, and WordArt. The groups found under the Insert tab are Tables, Illustrations, Charts, Links, and Text.
- **Page Layout:** Most of the tools and options that are found under the Page Layout tab are used to format the workbook. The Page Layout tab contains tools such as Margins, Orientation, and Background. The groups found under the Page Layout tab are Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange.
- **Formulas:** Most of the tools and options that are found under the Formulas tab are used to insert and edit worksheet formulas. The Formulas tab contains tools such as Insert Function, AutoSum, Name Manager, and Show Formulas. The groups found under the Formulas tab are Function Library, Defined Names, Formula Auditing, and Calculation.
- **Data:** Most of the tools and options that are found under the Data tab are used to import, organize, and analyze workbook data. The Data tab contains tools such as From Other Sources, Sort, Filter, Consolidate, and Subtotal. The groups found under the Data tab are Get External Data, Connections, Sort & Filter, Data Tools, and Outline.
- **Review:** Most of the tools and options that are found under the Review tab are used to proofread and secure a workbook. The Review tab contains tools such as Spelling, Thesaurus, New Comment, Protect Sheet, and Protect Workbook. The groups found under the Review tab are Proofing, Comments, and Changes.
- **View:** Most of the tools and options that are found under the View tab are used to adjust or change the workbook view. The View tab contains tools such as Normal, Gridlines, Split, and Hide. The groups found under the View tab are Workbook Views, Show/Hide, Zoom, Window, and Macros.



Lesson 3 - A

Terms to Know

1. **Workbook** – An Excel file with one or more worksheet
2. **Worksheet** – The work area for entering and calculating data made up of columns and rows separated by gridlines (light gray lines). Also called a spreadsheet
3. **Cell** – The intersection of a column and a row on a worksheet. You enter data into cells to create a worksheet
4. **Active Cell** – The active cell contains the cell pointer. There is a dark outline around the active cell.
5. **Formula Bar** – As you enter data into a cell, it simultaneously appears in the Formula bar, which is located above the worksheet
6. **Cell Reference** – The location of a cell in a worksheet as identified by its column letter and row number.
7. **Scroll** – A way to view locations on the worksheet without changing the active cell.
8. **Sheet Tabs** – Tabs that appear at the bottom of the workbook window, which display the name of each worksheet
9. **Tab Scrolling Buttons** – Buttons that appear just to the left of the sheet tabs, which you use to scroll hidden tabs into view.
10. **Blank Workbook** – A new, empty workbook contains three worksheets (sheets)
11. **Defaults** – The standard settings Excel uses in its software, such as column width or number of worksheets in a workbook.
12. **Undo** – The command used to reverse one or a series of editing actions
13. **Redo** – The command used to redo an action you have undone.
14. **AutoComplete** – A feature used to complete an entry based on previous entries made in the column containing the active cell.
15. **Pick from Drop-Down List** – A shortcut used to insert repeated information.
16. **AutoCorrect** – A feature used to automate the correction of common typing errors.
17. **Spelling Checker** – A tool used to assist you in finding and correcting typographical or spelling errors.

Exercise 1

1. Start Excel, if necessary.
2. Save the file as **01EXCEL_DATE_YOURNAME**.
3. Type the Illustration show below.

	A	B	C	D	E	F	G
1	"COMPUTER SCIENCE STUDENTS"						
2	Last Name	First Name	Test 1	Test 2	Test 3	Test 4	TOTAL
3	Anderson	John	78	58	79	65	
4	Jones	Jacob	70	85	85	63	
5	Davis	Jackson	95	100	82	92	
6	Miller	Emily	52	64	99	48	
7	Wilson	Emma	100	95	92	98	
8	Moore	Madison	90	88	94	91	
9	Tylor	Sofia	100	100	100	100	
10	White	Jayden	60	65	43	55	
11	Martin	Olivia	98	97	96	93	
12	Thompson	Noah	87	11	83	91	
13	Martinez	Mia	67	13	84	75	
14	Robinson	Zoe	60	65	73	76	
15	Williams	Abigail	88	87	86	85	
16	Brown	Michael	100	100	100	100	
17	King	Caleb	63	78	78	69	
18						Grand Total	

4. Select Range A1:G1, Merge and center text.
5. Format the text to 16 pt. - Calibri, Bold
6. In G3, Calculate the Average score of the players Test scores.
7. Do the same formula in G3 to the range G4:G17
8. In G18, calculate the total Average scores of all the players.
9. Adjust the width of the column to fit text.
10. Spell Check the worksheet
11. Close the workbook, saving all changes.

Lesson 3 – B

Terms to Know

- 18. **Value** – A number entered in the worksheet
- 19. **Numeric Label** – A number entered in the worksheet as a label, not as a value – such as the year 2005 used as a column label.
- 20. **Label Prefix** – An apostrophe (') used to indicate that a number is a label and not a value.
- 21. **Series** – A list of sequential numbers, dates, times, or text.
- 22. **Standard Column Width** – The default number of characters that display in a column based on the default font.
- 23. **Formula** – An instruction Excel uses to calculate a number
- 24. **Mathematical Operators** – Symbols used in mathematical operations: + for addition, - for subtraction, * for multiplication, /for division, and ^ for exponentiation.
- 25. **Order of Mathematical Operations** – The order in which Excel performs the calculation specified in a formula.

Exercise 2

1. Start Excel, if necessary.
2. Save the file as **02EXCEL_DATE_YOURNAME**
3. Type the document shown below and follow each colored instruction.

	A	B	C	D	E	F	G
1	Student Names	Test 1	Test 2	Test 3	Test 4	Final Average	Year
2	Tom	94	74	89	90		2014
3	Barlin	81	73	83	65		2015
4	Zander	93	91	97	80		2016
5	Joe	98	83	88	90		2017
6	Albert	95	94	90	90		2018
7							
8	Average						
9	Lowest						
10	Highest						
11							
12							
13	Write a formula to calculate the average per student						
14	Write a formula to calculate the average of each test.						
15	Write a formula to find the Lowest Test score.						
16	Write a formula to find the Highest Test score.						
17	insert a label prefix to input the year.						
18							
19	Autofit each content and place in two decimal points						

close the workbook, saving all changes.

Lesson 3 – C

Terms to Know

- 26. **Range** – A block of cells in an Excel worksheet
- 27. **Contiguous Range** – A block of adjacent cells in a worksheet
- 28. **Noncontiguous Range** – Cells in worksheets that act as a block, but are not necessarily adjacent to each other.
- 29. **Format** – To apply attributes to cell data to change the appearance of the worksheet.
- 30. **Theme** – A collection of coordinated fonts, colors, and effects for graphic elements such as charts and images that can be quickly applied to all sheets in a workbook.
- 31. **Font** – The typeface or design of the text.
- 32. **Fill** – A color that fills a cell, appearing behind the data.
- 33. **Cell Styles** – A combination of a font, text color, cell color, and other font attributes applied to a single cell. Cell styles are called Quick Styles in other Office programs
- 34. **Font Size** – The measurement of a typeface in points (one point equal 1/72 of an inch).
- 35. **Number Format** – A format that controls how numerical data is displayed, including the use of commas, dollar signs (or other symbols) and the number of decimal places.
- 36. **Accounting Format** – A style that vertically aligns with dollar signs (\$), thousands separators (,), and decimal points.
- 37. **Percent Format** – A style that displays decimal numbers as a percentage.
- 38. **Comma Format** – A style that displays numbers with a thousand separator (,).
- 39. **Currency Format** – A style that displays dollar signs (\$) immediately preceding the number and includes a thousand separator (,).
- 40. **Fill Handle** – Dragging this handle, located in the lower-right corner of the active cell, will copy cell contents, formatting, or a formula to adjacent cells.
- 41. **Format Painter** – A button on the Home tab that allows you to copy formatting from a selected object or cell and apply it to another object or cell.

Exercise 3

1. Start Excel, if necessary.
2. Open 03Sales.
3. Save the file as **03EXCEL_DATE_YOURNAME**.
4. Apply the Solstice theme to the workbook.
5. Apply the following formats to the July worksheet:
 - a. Title cell style to A11
 - b. A11:F11: White font color, Accent3, Darker 25% fill color.
 - c. A12:B21: Accent4 cell style
 - d. C12:E21: 20% - Accent2 cell style
 - e. C12:F12: 14-point font
 - f. C13:E21: Currency (0) cell style.
 - g. F12: F21: Accent4 cell style
 - h. F12: 14 point font.
 - i. F13:F21: Currency (0) cell style
6. In cell F13, enter a formula to compute the net profit, taking total sales for that city minus costs such as ingredients and labor.
7. Copy the formula to the range F14:F21.
8. Insert a column to the left of column D.
 - a. In cell D12, type **Coupons**
 - b. In cells D13 to D20, Type the following data

	A	B	C	D	E	F
10						
11	Monthly Sales Report					
12			Sales	Coupons	Ingredients	Labor
13	Franklin		\$10.00	\$1.00	\$3.00	\$5.00
14	Greenville		\$15.00	\$2.00	\$4.00	\$4.00
15	Bristol		\$40.00	\$3.00	\$4.00	\$6.00
16	Clinton		\$28.00	\$4.00	\$6.00	\$17.00
17	Fairview		\$21.00	\$1.00	\$8.00	\$8.00
18	Salem		\$36.00	\$2.00	\$9.00	\$1.00
19	Washington		\$35.00	\$9.00	\$6.00	\$3.00
20	Springfield		\$26.00	\$4.00	\$12.00	\$2.00
21	Totals		\$211.00	\$26.00	\$52.00	\$46.00

- c. In cell, D21, Calculate the sum of Coupons column.
 - d. Adjust the formula in cell G13 to subtract this extra cost from the net profit.
 - e. Copy this adjusted formula down column G.
9. Adjust column widths to fit the data.
10. Copy the July worksheet three times.
 - a. Name the extra worksheets **August, September, and Qtr 3** and arrange them in that order.
 - b. Color the tabs for July, August, and September Accent2, Lighter 40%.
 - c. Color the tab for Qtr 3, Accent4, Darker 25%.

11. Change to the Qtr 3 worksheet.
 - a. Change cell A11 to read **Qtr 3 Sales Report**.
 - b. Select the ranges A11:G12 and A18:G21.
 - c. Using Copy and Paste, copy the selection to the range beginning in cell I11.
 - d. Change cell I11 to read **Qtr 3 Sales Report**
 - e. Change cell J13 to **July**
 - f. Change cell J14 to **August**
 - g. Change cell J15 to **September**
12. Adjust columns widths as needed to display data fully.
13. Spell check the workbook
14. Preview each sheet
15. Close the file, saving all changes.

Lesson 3 – D

Terms to Know

- 42. **Relative Cell Reference** – A cell address expressed in relation to the cell containing the formula.
- 43. **Absolute Cell Reference** – A cell address, such as \$E\$14, referenced in a formula that does not change based on the location of the cell that contains the formula.
- 44. **Cut** – The command used to remove data from a cell or range of cells and place it on the Clipboard.
- 45. **Paste** – The command used to place data from the Clipboard to a location on the worksheet.
- 46. **Drag-and-Drop Feature** – A method used to move or copy the contents of a range of cells by dragging the border of a selection from one location in a worksheet and dropping it in another location.
- 47. **Grouping** – Worksheets that are selected as a unit; any action performed on this unit will affect all the worksheets in the group.
- 48. **Active Sheet Tab** – The selected worksheet; the tab name of an active sheet is bold.
- 49. **Function** – A predefined formula that uses the values in the cells you select to calculate its answer.
- 50. **Function Name** – The name given to one of Excel's predefined formulas.
- 51. **Argument** – The parts of a formula that are variable. You select the cell or cells for each argument, and Excel calculates the answers based on their values.
- 52. **Auto Calculate** – A feature that temporarily performs the following calculations on a range of cells without making you write a formula; AVERAGE, COUNT, COUNTA, MAX, MIN, OR SUM.
- 53. **Excel Table** – Data arranged in columns and specially formatted with column headers that contains commands that allow you to sort, filter and perform other functions on the table.
- 54. **Range Name** – An identification label assigned to a group of cells. Also known as defined name.
- 55. **Name Box** – The text box located to the left of the Formula bar.
- 56. **Criteria** – A Value, some text, or an expression that defines the type of cells you're looking for.
- 57. **Expression** – A sort of equation (such as B6>25) that returns a value, such as TRUE or FALSE. Excel uses expressions to identify cells to include in certain formulas, such as IF and SUMIF.
- 58. **Nesting** – Using a function as an argument within another function.

Exercise 4

This will be used to assess CLO 3

1. Start Excel, if necessary
2. Open 04BAKERYSALES
3. Save the file as 04EXCEL_DATE_YOURNAME
4. In cell D42, Use the COUNT function to count the number of coupon sales. See the Illustration
 - ✓ The COUNT function counts nonblank cells in the range you specify, so use it to count the nonblank cells in the Coupon column.
5. In Cell D43, use the COUNTBLANK function to count the number of non-coupon sales (the number of blank cells in the coupon column)
 - ✓ The COUNTBLANK function counts the number of cells in the given range that are blank.
6. In cell D45, use the COUNTIF function to count the number of sales with a credit card.
 - ✓ Count the number of cells with an "x" in the credit column.
 - ✓ Be sure to use quotes around the x, since it is text, like this: "x".
7. In cell D46, use the COUNTIF function to enter a similar formula that counts the number of cash sales.
8. In cell D48, use the COUNT function to count the number of sales in the Total Sale column.
9. In Cell E42, Use the SUMIF function to calculate the revenue from coupon sales.
 - ✓ If a cell in the Coupon column contains a value greater than zero, add the corresponding value in the Total Sale column
10. In cell E43, use the SUMIF function to calculate the revenue from non-coupon sales.
 - ✓ You could type just =P37-E42, but for the purposes of this exercise, use SUMIF function. If a cell in the Coupon column is blank "", then add the corresponding value in the Total Sales column.
11. In cell E45, use the SUMIF function to calculate the revenue from credit card sales.
 - ✓ If a cell in the Credit column contains an "x" then add the corresponding value in the Total Sale column.
12. Create a similar formula in cell E46 to total the revenue from cash sales.
13. Use the SUM function in cell E48 to total the sales revenue from the Total Sales column.
 - ✓ You could also use the formula =P37 to simply display the total revenue displayed in that cell.
14. Use the COUNTIFS function in cell D50 to count the number of credit card sales less than \$10.
 - ✓ You're charged a fee for each credit card transaction, and you're considering passing on that fee to the customer for charges less than \$10, but you want to evaluate it first by seeing how many customers it affects each day.
 - ✓ You need to count all the transactions for less than \$10, in which there is also an "x" in the credit column.
15. Use the SUMIFS function in cell E50 to total the value of credit card sales less than \$10.
 - ✓ You also want to look at the total sales of these small charges, in case customers decide to skip their purchase rather than pay the fee.
 - ✓ You want to total all sales for transactions less than \$10 in which there is also an "x" in the Credit Column.

Recap			
Coupon Sales	11	\$	177.46
Sales w/o Coupon	13	\$	336.13
Credit Sales	14	\$	319.32
Cash Sales	10	\$	194.27
Total Sales	24	\$	513.58
Credit Sales < \$10	1	\$	8.05

16. Widen columns as needed, Spell check the worksheet, Close the workbook, saving all changes.

Lesson 3 – E

Terms to Know

59. **Chart** – A graphic that allows you to compare and contract data in a visual format

60. **Embedded Chart** – A chart placed as an object within a worksheet

61. **Chart Sheet** – A chart that occupies its own worksheet.

62. **Plot** – To position data points on a graph.

63. **Data Series** – For most charts, a data series is the information in a worksheet column. If you select multiple columns of data for a chart, you'll create multiple data series. Each data series is then represented by its own color bar, line, or column.

64. **Legend** – A key that identifies each of the data series in a chart.

65. **X-axis** – The horizontal scale of a chart on which categories are plotted.

66. **Y-axis** – the Vertical scale of a chart on which the value of each category is plotted.

67. **Categories** – For most charts, a category is information in a worksheet row. If you select multiple rows of data for a chart, you'll create multiple categories, and these categories will be listed along the x-axis.

68. **Plot Area** – The area defined by the x and y axes.

69. **Object** - An item that is treated separately from the main document. In the case of a chart, each chart element is an object that can be manipulated independently.

70. **Chart Area** – The Total area occupied by the chart

71. **Tick Marks** – Lines of measurement along the value and category axes.

Lesson 3 – F

Terms to Know

- 72. **Freeze** – A method to keep labels in view when scrolling through a worksheet.
- 73. **Panes** – Window sections that allow you to see different parts of the worksheet at one time.
- 74. **Drag-and-Drop** – To use the mouse to copy or move information from one location to another on a worksheet, across worksheets, or across workbooks.
- 75. **Link** – A reference in a cell in a dependent workbook to data contained in a cell in a source workbook.
- 76. **Source** – The workbook that contains the data being referenced.
- 77. **Dependent** – the workbook that references the data in the source
- 78. **External References** – References to cells in other workbooks.
- 79. **3-D Formula** – An equation that references values across worksheets
- 80. **3-D Reference** – A reference to a value from any sheet or range of sheets used in a 3-D formula.
- 81. **Print Options** – Selection that control what, where, how and how many copies of the output to print.
- 82. **Page Setup** – A dialog box that includes option to control the appearance of printed output
- 83. **Scaling** – Reduce or enlarge information to fit on a specified number of pages.
- 84. **Header** – Repeated information that appears in the top margin of a page
- 85. **Footer** – Repeated information that appears in the bottom margin of a page
- 86. **Print Area** – The specified range of cells to be printed
- 87. **Print Titles** – Row and column labels that are reprinted on each page of a worksheet printout.
- 88. **Gridlines** – Light gray lines that mark the cell borders.

Exercise 5

1. Start Excel, if necessary
2. Save the file as **#05EXCEL_DATE_YOURNAME**.
3. Type the following data

	A	B	C	D	E	F	G
1	Student Names	Test 1	Test 2	Test 3	Test 4	Final Average	Grade
2	Tom	94	74	89	90		
3	Barlin	81	73	83	65		
4	Zander	93	91	97	80		
5	Joe	65	83	74	53		
6	Albert	95	94	90	90		
7	Maisha	85	65	91	78		
8	Diara	84	78	73	76		
9	Asuka	62	96	84	94		
10	Kyle	42	60	40	63		
11	River	68	71	94	93		

4. In cell F2, calculate the average grade.
5. Copy the formula to F3:F11.
6. Use the ROUND function to round the calculation results in cells F2:F11 to the nearest whole number.
7. In cell G2, use the IF function to calculate the grades
 - if the grade is more than 89, then it should show A,
 - if the grade is more than 79, then it should show B,
 - if the grade is more than 69, then it should show C,
 - if the grade is more than 59, then it should show D,
 - otherwise the grade will be F.
8. Copy the formula from G2 to G3:G11.
9. Create a chart.
 - ✓ Use the range A1:A11 and F1:F11.
 - ✓ Choose clustered bar in 3-D chart.
 - ✓ Move the chart to its own sheet and name it Final Average Grade.
 - ✓ Add a chart title above the chart, Final Average Grade.
10. Format the chart:
 - ✓ Apply the chart style 48.
 - ✓ Apply Chart Layout 4
 - ✓ Add an orange solid fill (Transparency: 20%) to the Chart Area.
 - ✓ Apply Constantia, 24point, bold to the Chart Title
 - ✓ Apply Constantia, 10point, bold to the Number Value.
 - ✓ Apply Constantia, 10point, bold to the Text Value.
 - ✓ Add a solid, Black, text 1, lighter 5%, fill to the legend.
 - Make the fill 15% transparent.

Add a border with a solid, white, Background 1,

Set the border style to 2 pt. width, the compound type to simple, dash type to square dot, cap and join type to round,

11. Spell check the workbook.

12. Close the workbook, saving all changes.

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Name: _____
Class Time: _____
Date: _____

Essential Concepts and Skills Handout

Identify the Order of Mathematical Operations:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Identify the Mathematical Operators:

- + : _____
- - : _____
- * : _____
- / : _____
- ^ : _____

Identify Each Conditional Operators:

- > : _____
- >= : _____
- < : _____
- <= : _____
- <> : _____

Describe the Commonly Used Functions:

- Sum : _____
- Min : _____
- Median : _____
- Max : _____
- Average : _____
- Count : _____
- Counta : _____
- IF : _____

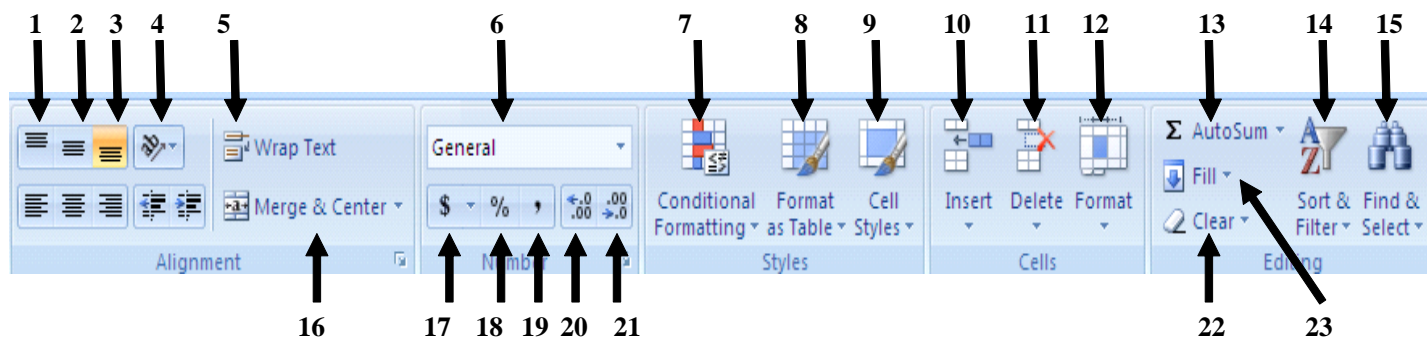
Describe the parts of an IF Function Formula:

- Logical Test : _____
- Value if True : _____
- Value if False : _____

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Name: _____
 Class Time: _____
 Date: _____

Activity & Handout



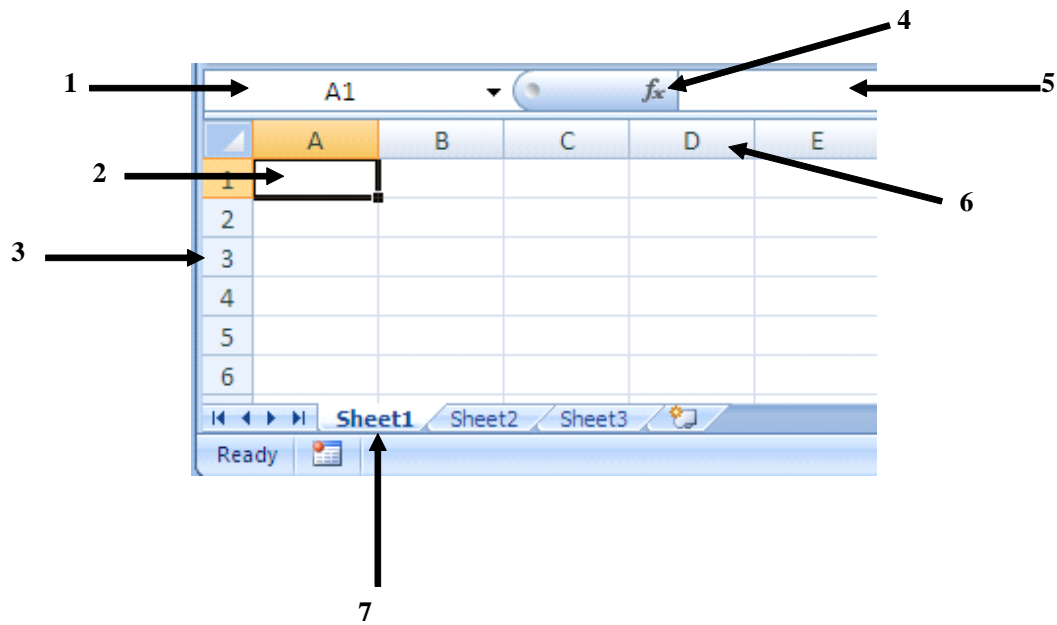
What does each of the following tools above do?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____

21

22

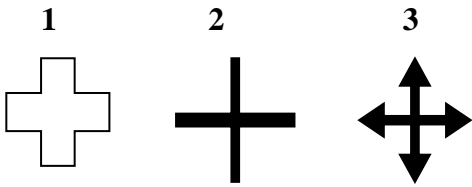
23



What does each of the following tools above do?

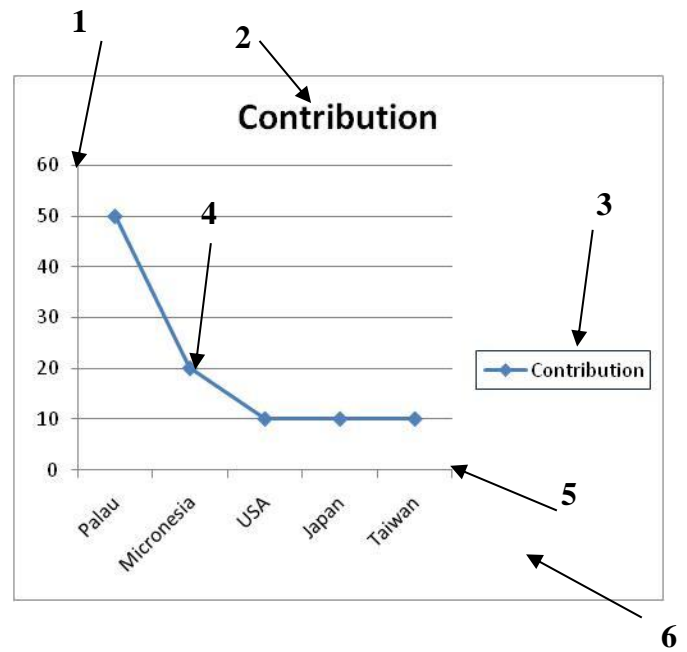
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

Mouse Pointers / Cursors



What does each of the cursor icons mean?

1. _____
2. _____
3. _____



Parts of a Chart

What is each indicated chart component called?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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Lesson 4: Microsoft Access

Microsoft Access is a **database** management software developed by the Microsoft Company. Microsoft Access usually comes bundled with other programs that make up the Microsoft Office suite. The purpose of the software is to allow users to store data in database tables and generate objects such as reports that can be used to analyze the data. Users can create different database objects in Access but the four most commonly used objects are **tables**, **forms**, **queries** and **reports**.

Object	Description
Table	An Access object that is used to store data. Tables are the most important objects in a database as they store the data that is used in other objects such as forms, queries, and reports.
Form	An Access object that is used for data entry. A form allows the user to create a more user-friendly interface that can be used to easily insert, edit, or delete data in a database table.
Query	An Access object that is used to filter data. A query allows the user to define conditions or criteria that can be used to filter data in a database table.
Report	An Access object that is designed for printing. A report allows the user to apply specific formatting or even perform calculations on data that will be displayed in the report. The data displayed in a report are stored in a database table.

Data Types	Description
Text	Includes any characters up to a maximum of 255 characters (determined by field size). If the data includes a mix of numbers and any amount of letters, choose Text. Examples include name and address fields.
Memo	Use this data type when Text is not large enough. Like Text, this data type can also have letters and numbers but can be much larger – up to 65,536 characters. Don't use Memo unless you need that extra length, however, because you can't perform certain action (indexing, for example) on a memo field.
Number	Includes various forms of numerical data that can be used in calculations.
Date/Time	Date and time entries in formats showing date, time, or both.
Currency	Use for currency values up with up to four digits after the decimal place. This data type is more accurate for large numbers than the Number data type, but generally takes up more space.
AutoNumber	Usually this is used to create an identification number for each record. The value for each record increases by one.

Yes/No	Only two possible values can be in this field. Options include Yes/No, True/False, or On/Off. The default style shows a check box with a <input checked="" type="checkbox"/> for Yes or Blank <input type="checkbox"/> for No.
OLE Object	This data type allows you to place another file type into your record. Within the field, you can insert a picture (a company logo, for example), a Word document (employee resume), or an Excel spreadsheet (client summary chart).
Hyperlink	This allows you to insert a Web address such as www.prenhall.com , which will launch when you click it in Datasheet view or on a form. You could also type a path and file name to a file on your hard drive (C:\doc\myres.doc), a network drive, or an e-mail address.
Attachment	A new data type, available only in Access 2007 databases. You can attach data files from word processing programs, spreadsheets, graphics editing programs and so on.
Lookup Wizard	Creates a lookup column, which creates a list of values from which to choose when entering data.

Default Tabs in Microsoft Access

- **Home:** Most of the tools and options that are found under the Home tab are used to format data entered into a database object such as a table or a form. The Home tab contains tools such as Bold, Italic, Underline, Align Left, Center, Align Right, Find, and Replace. The groups found under the Home tab are Views, Clipboard, Font, Rich Text, Records, Sort & Filter, and Find.
- **Create:** Most of the tools and options that are found under the Create tab are used to create database objects such as tables, forms, queries, and reports. The Create tab contains tools such as Table, Form, Report, and Query Wizard. The groups found under the Create tab are Tables, Forms, Reports, and Other.
- **External Data:** Most of the tools and options that are found under the External Data tab are used to import data in to or export data out of Access. The External Data tab contains tools such as Access, Excel, Word, and Text File. The groups found under the External Data tab are Import, Export, Collect Data, and SharePoint Lists.
- **Database Tools:** Most of the tools and options that are found under the Database Tools tab are used to set or apply more advance features or setting to a database file. The Database Tools tab contains tools such as Relationships and Switchboard Manager. The groups found under the Database Tools tab are Macro, Show/Hide, Analyze, Move Data, and Database Tools.

Terms to Know

1. **Database** – Is an organized collection of information about a subject
2. **DATABASE OBJECTS:**
 - a. **Table** – You store database information in one or more tables. You view, edit, and input information in tables in Datasheet view, which has rows and columns, just like an Excel spreadsheet.
 - b. **Forms** – A form is a window for viewing the data in one or more tables. Forms make it easy to view, input, and edit data because forms typically show all the information for one record on a single page.
 - c. **Query** – A query allows you to see or work with a portion of a table by limiting the number of fields and by selecting specific records.
 - d. **Report** – A report is formatted information from a table or query that you can send to a printer. Reports can include a detailed list of records, calculated values and totals from the records, mailing labels or a chart summarizing the data.
3. **Database File** – The file that contains all objects of your database
4. **Navigation Pane** – The listing of all the objects in the database.
5. **Object** – A table form, query report, or other item used to store and manage data in a database.
6. **Datasheet View** – The view of a table that shows you the data in each record. Like a spreadsheet, the datasheet shows rows (records) and column (fields)
7. **Table Design View** – A view in which you can add, edit, and delete fields from the table, change field types and descriptions, set a primary key, and more.
8. **Sort** – To organized data alphabetically or in numerical order.
9. **Ascending** – To sort from the smallest to the largest (from A to Z and from 0 to 9)
10. **Descending** – To sort from the largest to the smallest (from Z to A and from 9 to 0)
11. **Table** – A collection of database fields designed to be used together
12. **Datasheet** – A grid showing the data in a table, with the field names as column headings and the records in rows beneath them
13. **Form** – A window showing the data in a table with one record's fields appearing at a time in individually labeled boxes.
14. **Dialog Box Launcher** – A button in the bottom-right corner of a group on the tab of the Ribbon which when clicked opens a dialog box or task pane.
15. **Primary Key** – A field that uniquely identifies each record in a table.

16. **Blank Database** – A database file that does not yet contain any objects (that is, tables, queries, reports, and so on)
17. **Data Type** – The type of data that a particular field is designed to hold. Common types include Text, numbers, date, and Memos
18. **Field Description** – An optional brief comment or explanation of a field. The field description appears in the status bar at the bottom of the window when its field is selected.
19. **Field Properties** – Characteristics of a field that determine how long an entry can be, how the entry will be formatted, whether there should be a default entry, and what can be entered (for example, numbers only or valid dates only).
20. **Caption** – An alternate, “friendly” name for a field. For example, the FNAME field might have a caption of First Name.
21. **Input Mask** – A field template to validate how each character is entered into the field, such as parentheses and dashes in a phone number.
22. **Validation Rule** – A rule that defines what data may be entered into a certain field. It can specify a number of characters and/or a range of values.
23. **Default Value** – Is used for the most common value for records but the user can always type over any value in the field.
24. **Required** – User has to fill in this field before going to another record.
25. **Relate** – the process of specifying a relationship between two tables in Access.
26. **Foreign Key** – In Access, where two tables that have a one-to-many relationship, the primary key in the second table that is shared by the first table.
27. **One-to-Many Relationship** – In Access, the most common type of relationship that is defined for two tables, where the primary key field in one table is associated with multiple records in a second table.

Exercise1

1. Open Microsoft Access and create a new blank database. Name the database **ACEx01YourFirstandLastName**.
2. Create a table in design view consisting of all the fields below. Also make sure to apply the specified properties to the fields. Save the table as **tblClients**.

tblClients		
Field Name	Data Type	Description
ClientID	AutoNumber	primary Key
LName	Text	Field Size: 25 , Caption: Last Name, Required: Yes
FName	Text	Field Size: 25, Caption: First Name, Required: Yes
Address	Text	Field Size: 25, Input Mask : "P.O. Box #####"
City	Text	Field Size: 10, Default: "Koror"
State	Text	Field Size: 2, Default: "PW"
Phone	Text	Field Size 15, Input Mask: (###) ### - ####
Input Date	Date/Time	Format: Short Date
Prospect	Text	Lookup wizard: "No Chance, Possible, Probable, Hot One"

3. Switch to datasheet view and insert at the following records. Save and close the table.

tblClients								
ClientID	Last Name	First Name	Address	City	State	Phone	Input Date	Prospect
1	Wong	John	P.O. Box 123	Koror	PW	(303) 555 - 123	1/12/2014	Probable
2	Smythe	Martin	P.O. Box 154	Airai	PW	(303) 555 - 2111	2/13/2014	No Chance
3	Fritz	Pam	P.O. Box 1216	Koror	PW	(303) 555 - 4987	3/15/2014	Hot One
4	O'Meara	New	P.O. Box 818	Airai	PW	(303) 555 - 3010	4/28/2014	Possible
5	Winter	Fox	P.O. Box 17	Koror	PW	(303) 555 - 9871	6/16/2014	Probable

4. Close all open objects and windows and exit out of Microsoft Access.

Exercise 2

1. Open Microsoft Access and create a new blank database. Name the database **ACEx02YourFirstandLastName**.
2. Create a table in design view consisting of all the fields below. Also make sure to apply the specified properties to the fields. Save the table as tblPatient.

Field Name	Data Type	Description
PatientID	AutoNumber	Primary Key
LName	Text	Field Size: 25 ; Caption: Last Name
FName	Text	Field Size: 25 ; Caption: First Name
Address	Text	Field Size: 25 ; Inputmask: "P.O. Box ####"
City	Text	Field Size: 15 ; Default : "Koror"
State	Text	Field Size: 15 ; Default : "Palau"
Zip	Text	Field Size: 10 ; Default: "96940"
Phone	Text	Field Size: 25 ; Inputmask: "(###) ### - ####"

3. Switch to datasheet view and insert at the following records. Save and close the table.

PatientID	Last Name	First Name	Address	City	State	Zip	Phone
1	Solcita	Manny	P.O. Box 123	Koror	Palau	96940	(680) 777 - 8888
2	Perkins	Chris	P.O. Box 2987	Koror	Palau	96940	(680) 555 - 1558
3	Debuch	Mandalique	P.O. Box 5475	Koror	Palau	96940	(680) 888 - 9176
4	weiss	John	P.O. Box 3882	Koror	Palau	96940	(680) 222 - 1324
5	Ibram	Michael	P.O. Box 9383	Koror	Palau	96940	(680) 222 - 1679

4. Create another table in design view consisting of all the fields below. Also make sure to apply the specified properties to the fields. Save the table as tblCare.



Field Name	Data Type	Description
TreatmentID	AutoNumber	Primary key
PatientID	Number	Relate to PatientID in tblPatient
CareGiven	Text	Field size: 255 ; Caption: Care Given
StartDate	Date/Time	Format: Short Date ; Caption : Start Date
EndDate	Date/Time	Format: Short Date ; Caption : End Date ; Default : =Date()
Cost	Currency	
Insurance	Yes/No	Checkmark if they have insurance
Notes	Memo	

5. Create a relationship between tblPatient and tblcare. Make sure to enforce referential integrity. Save the relationship.
6. Switch to datasheet view and insert the following records. Save and close the table.

TreatmentID	PatientID	CareGiven	Start Date	End Date	Cost	Insurance	Notes
1	1	EKG	1/15/2014	1/17/2014	\$2,000.00	<input checked="" type="checkbox"/>	Positive
2	1	Angioplasty	6/17/2014	6/25/2014	\$4,000.00	<input checked="" type="checkbox"/>	Procedure successful
3	2	Baby Born	3/17/2014	3/18/2014	\$5,750.00	<input checked="" type="checkbox"/>	
4	3	Migraines	10/7/2014	10/8/2014	\$1,500.00	<input type="checkbox"/>	Emergency
5	4	Broken Arm	12/7/2014	12/15/2014	\$5,000.00	<input type="checkbox"/>	
6	4	Appendicitis	1/15/2014	1/18/2014	\$4,500.00	<input type="checkbox"/>	
7	5	Heart Attack	10/7/2014	10/12/2014	\$10,325.00	<input checked="" type="checkbox"/>	Doctor

7. Close all open objects and windows and exit out of Microsoft Access.

Exercise 3

1. Open  ACEx02YourFirstandLastName (created from Exercise #2).
2. Save the database as  ACEx03YourFirstandLastName.
3. Create a query using Query Design. The query should only contain PatientID, FName, and LName fields from tblPatient and CareGiven, Cost, Insurance from tblCare. Switch to Datasheet View to see if all fields are in the query. Save the query as qryPatientList.
4. Create a form using tblPatients. Change to Layout View, using your resizing skills, resize textboxes to fit all text in the window. Save the form as frmPatientandcare.
5. Create a report using Report Wizard. The Report should have PatientID, FName, LName and Phone fields from tblPatient. (Hint: Group by PatientID, Use tabular layout) Save the report as rptPatientPhone.

Close all open objects and windows and exit out of Microsoft Access.

Name: _____
Class Time: _____
Date: _____

Essential Concepts and Skills Handout

1. What is Access?

2. What is Database?

3. How is an Access Database Organized?

4. What are the Database Object?

5. How are Access Tables related?

6. What are the four main type of object?

1. _____
2. _____
3. _____
4. _____

7. What are the two kinds of view?

A design view is

A datasheet view is

8. Different kinds of Data types

Text	:	
Memo	:	
Number	:	
Date/Time	:	
Currency	:	
Yes/No	:	
AutoNumber	:	
OLE Object	:	
Hyperlink	:	
Attachment	:	
Lookup Wizard	:	

9. What are Field Properties

Field Size	:	
Format	:	
Caption	:	
Default Values	:	
Input Mask	:	
Data Validation	:	
Required Entry	:	

Name: _____
 Class Time: _____
 Date: _____

Activity & Handout

1. What is Microsoft Access?
2. What is a database?
3. _____ --Access object used to **store data**.
4. _____ --The most important objects in an Access database.
5. _____ --Rows in an Access table.
6. _____ --Columns in an Access table.
7. _____ --Column names in an Access table.
8. _____ --Access object used for **data entry**.
9. _____ --Access object used to **filter data**.
10. _____ --Access object designed specifically for **printing**.
11. _____ --A database containing related tables.

12 _____

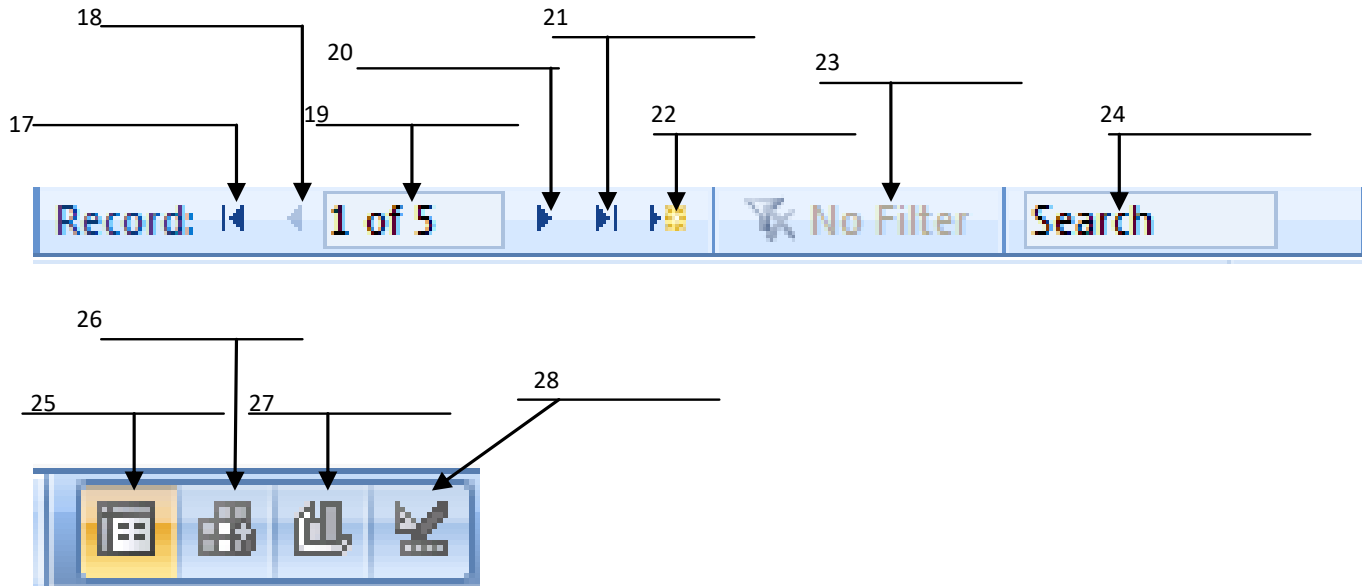
13 _____

14 _____

15 _____

16 _____

EmployeeID	FirstName	LastName	Address	City	State	Zip	Country	Email
1	Scott	Freeh	275 Madison A	New York City	NY	10016	USA	sfreeh@yaho
2	Roger	Houston	275 Madison A	New York City	NY	10016	USA	rhouston@gn
3	Gleaner	Baldwin	1804 Reaper R	Davenport	IA	10016	USA	gbaldwin@at
4	Creighton	Barrel	2727 Knif and F	Chicago	IL	10016	USA	cbarrel@yahc
5	Jatinder	Boxx	1925 Cordwood	Woodbury	NY	10016	USA	jboxx@yahoo
*	(New)			New York City	New York	10016	USA	



When creating a table in Access, you usually want to define specific properties to your table such as

- 29. Field Names:
- 30. Data Type:
- 31. Field Properties:
- 32. Field Description (optional):
- 33. Primary Key:
- 34. Composite Key (defined only if necessary):

Helpful field properties in an Access table design view

- 35. Input Mask: _____
- 36. Validation Rule: _____
- 37. Validation Text: _____

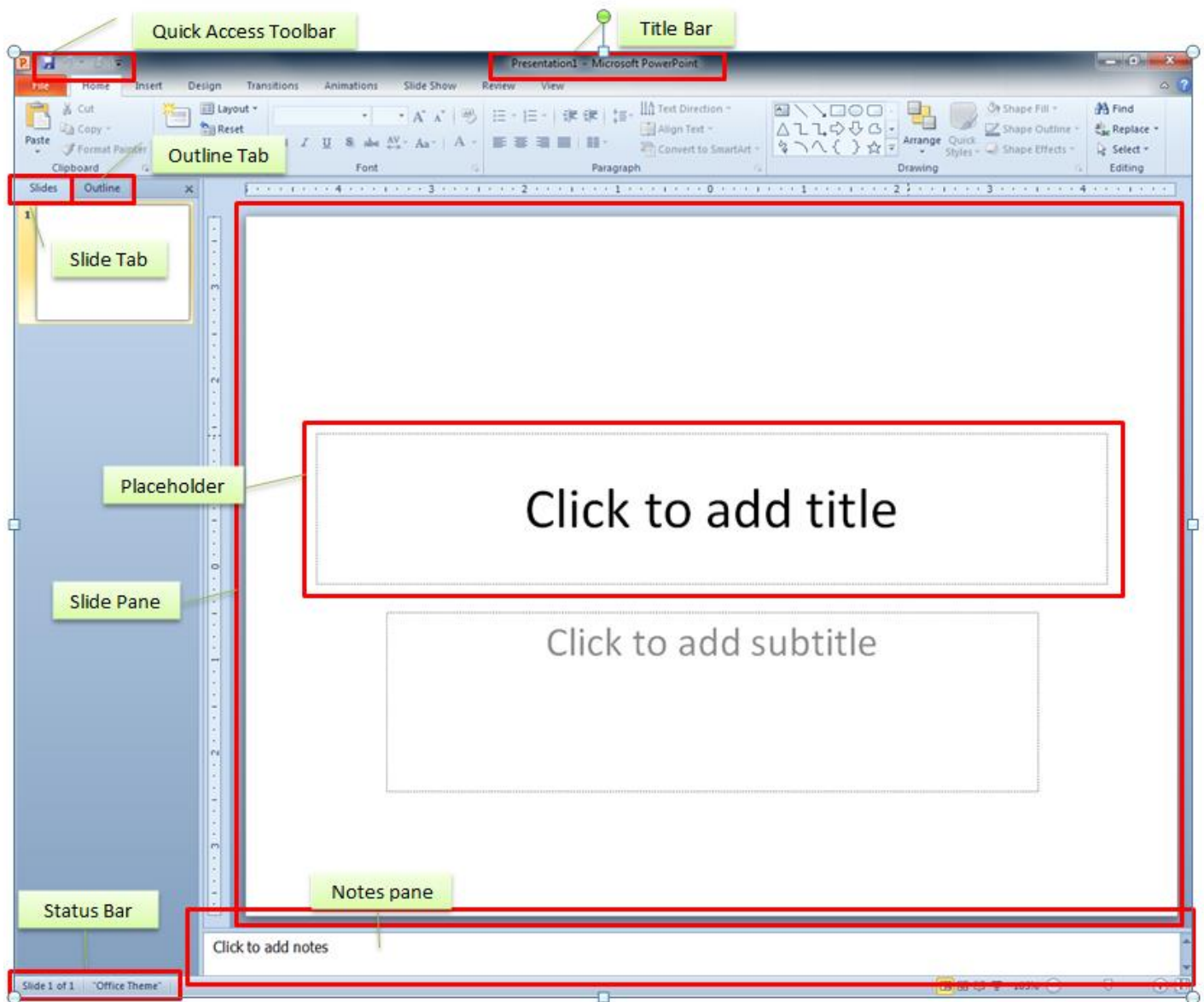
Are Access table relationships important? Why or why not. EXPLAIN.

Lesson 5: Microsoft PowerPoint

Microsoft PowerPoint is a **presentation** software developed by the Microsoft company. Microsoft PowerPoint usually comes bundled with other programs that make up the Microsoft Office suite. The purpose of the software is to allow users to create and edit presentations consisting of text, graphics, charts, animations, and other interactive elements.

Default Tabs in Microsoft PowerPoint

- **Home:** Most of the tools and options that are found under the Home tab are used to format data entered into a slide. The Home tab contains tools such as Cut, Copy, Paste, Bold, Italic, Underline, Align Left, Center, Align Right, Find, and Replace. The groups found under the Home tab are Clipboard, Slides, Font, Paragraph, Drawing, and Editing.
- **Insert:** Most of the tools and options that are found under the Insert tab are used to insert objects such as tables, pictures, and shapes. The Insert tab contains tools such as Table, Picture, ClipArt, WordArt, Movie, and Sound. The groups found under the Insert tab are Tables, Illustrations, Links, Text, and Media Clips.
- **Design:** Most of the tools and options that are found under the Design tab are used to apply and modify a presentation's design. The Design tab contains tools such as Slide Orientation, Colors, Fonts, Effects, and Background Styles. The groups found under the Design tab are Page Setup, Themes, and Background.
- **Animations:** Most of the tools and options that are found under the Animations tab are used to apply and adjust animations within a presentation. The Animations tab contains tools such as Custom Animation, Transition Sound, and Transition Speed. The groups found under the Animations tab are Preview, Animations, and Transition to This Slide.
- **Slide Show:** Most of the tools and options that are found under the Slide Show tab are used to view or adjust the slide show settings. The Slide Show tab contains tools such as Custom Slide Show, Hide Slide, and Record Narration. The groups found under the Slide Show tab are Start Slide Show, Set Up, and Monitors.
- **Review:** Most of the tools and options that are found under the Review tab are used to proofread presentation slides. The Review tab contains tools such as Spelling and Thesaurus. The groups found under the Review tab are Proofing and Comments.
- **View:** Most of the tools and options that are found under the View tab are used to adjust or change the presentation view. The View tab contains tools such as Slide Sorter, Slide Master, and Zoom. The groups found under the View tab are Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros.



Terms to Know

1. **Presentation** – A set of slides or handouts that contains information you want to convey to an audience.
2. **Placeholders** – Designated areas in PowerPoint layouts that can be used to easily insert text, graphics, or multimedia objects.
3. **Active Slide** – The slide currently selected or displayed.
4. **Theme** – Formatting feature that applies a back-ground, colors, fonts, and effects to all slides in a presentation.
5. **ClipArt** – Pre-drawn artwork, photos, animations and sound clips that you can insert into your files.
6. **Font** - A set of characters with a specific size and style
7. **Template** - A presentation that is already formatted with a slide design and may also include sample text to guide you in completing the presentation.
8. **Footer** – An area at the bottom of a slide in which you can enter a date, slide number, or other information.
9. **Header** - An area at the top of a slide in which you can enter a date or other information that repeats for each page.
10. **Handouts** – Printed copies of the presentation for the audience to refer to during and after the slide show
11. **Landscape Orientation** – A slide or printout that is wider than it is tall.
12. **Portrait Orientation** – A slide or printout that is taller than it is wide.
13. **AutoFit** – PowerPoint feature designed to reduce font size to fit text in the current placeholder.
14. **Format Painter** – A tool that lets you copy text formatting from one text selection and apply it to any other text in the presentation.
15. **Text Box** – A shape designed to hold text that can be positioned anywhere on a slide.
16. **Embed** – Insert data into a destination application from a source application so that you can edit it using the source application's tool.
17. **Link** – Insert data into a destination application from a source application so that a link exists between the source and the destination data.
18. **SmartArt Graphics** – Professionally designed graphics that organize and display information in various graphic types such as list, processes, or hierarchical displays
19. **Guides** - Nonprinting vertical and horizontal lines you can use to align objects on a slide.
20. **Gridlines** – A regular grid of dotted lines displayed on a slide to help arrange objects.
21. **Crop** - Remove a portion of a picture that you don't want.
22. **Scaling** – Specifying a percentage of the original size to enlarge or reduce an object.

- 23. **Template** - A foundation on which to build a presentation; a template may contain theme colors, fonts, and effects, graphics, a background, and slide layouts
- 24. **Transitions** - The visual effects used when one slid moves off the screen and another moves onto the screen.
- 25. **Animate** – To apply movement to text or an object to control its display during the presentation.
- 26. **Advance slide timing** - A setting that controls the amount of time a slide displays on the screen.
- 27. **Custom show** - A show in which you specify the slides and the order in which the slides appear during the presentation.
- 28. **Action button** - A shape that is programmed to perform a specific action, such as running an application or jumping to a specific slide.
- 29. **Comments** – A not you add to a slide to provide corrections or input to the slide content.

Exercise 1

1. Start MS PowerPoint.
2. Save the default blank presentation as **01POWERPOINT_DATE_YOURNAME**.
3. Type the title and subtitle as shown in the Illustration A.
4. Insert new slide. Use the Title and Content layout for the second slide.
5. Type the text found on Illustration B.
6. Add a third slide that uses the Comparison slide layout.
7. Type the text shown in Illustration C.
8. Save your changes, close the presentation and exit PowerPoint.

Illustration A

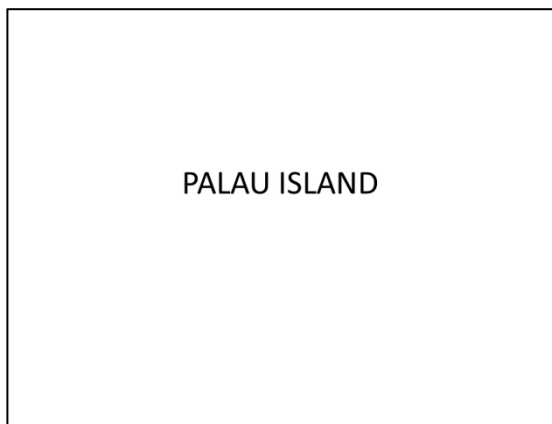


Illustration B

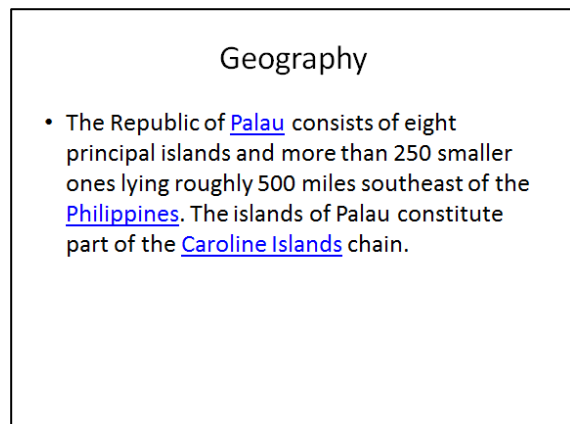


Illustration C



Exercise 2***This will be used to assess CLO 4***

1. Start Ms PowerPoint and Open 📁01PALAU.
2. Save the file as **02POWERPOINT_DATE_YOURNAME**.
3. Insert Header and Footer with the following details.
 - ✓ Date and Time : Update Automatically (Current Date)
 - ✓ Slide number
 - ✓ Footer: ALL ABOUT PALAU
 - ✓ Don't show on title slide
 - ✓ Page Number
4. Apply the Perspective theme and Go to the last slide.
5. Insert a new slide, apply the Title and Content Layout.
6. Type the text found in Illustration A.
7. Insert a new slide, apply the Title and Content Layout. Insert appropriate photo from data files
8. Input the text found in Illustration B. Insert 📷 Insert appropriate photo from your data files.
9. Insert a new slide; apply the Picture with Caption Layout.
10. Type the test found in Illustration C. Insert 📷 appropriate photo from your data files.
11. Add an appropriate slide transition to the entire slide.
12. Add animations to all placeholders and photos in each slide.
13. View slideshow. Make changes if needed.
14. Save your changes, close the presentation, and exit PowerPoint.

Illustration A

Milky Way

- Rock Islands, Koror. Cove with bright turquoise colored water. Bottom consists of bright white limestone mud believed to have curative powers although this has not been proven.



Illustration B

Jellyfish Lake

- (Ongeim'l Tketau) - Eil Malk in Rock Islands. Unique, 5.0 ha large marine lake, has underground connection to the sea. Stratified in two layers which do not mix. Isolated from the sea 12,000 years and contains a distinct population of two species of jellyfish - endemic *Mastigias cf. papua etpisoni* and most likely endemic *Aurelia sp.* Millions of these jellyfishes make strict daily migration around the lake. Four more marine lakes with jellyfish in the nearby islands but Jellyfish Lake is the only one open to tourists. Number of jellyfish has reached up to 31 millions (January 2005), currently circa 5 millions.



Illustration C

Rock Islands

Koror. More than 200 amazing small limestone islands, often mushroom shaped and covered with lush tropical vegetation. Unique landscape element, especially when looking from the air.



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Name: _____
Class Time: _____
Date: _____

Essential Concepts and Skills Handout

1. To start PowerPoint and open and save a presentation

- a.
- b.
- c.
- d.

2. Inserting picture

3. To change the stacking order

- a. Bringing Forward moves _____
- b. Send backward moves _____
- c. Bring to Front moves _____
- d. Send to Back moves _____

4. Modifying placeholders and deleting a slide

To resize a placeholder

To move a placeholder

To align paragraph text

When you left-align a paragraph, it _____

When you right-align a paragraph, it _____

When text is justified, it _____

To delete slide _____

5. Changing Views

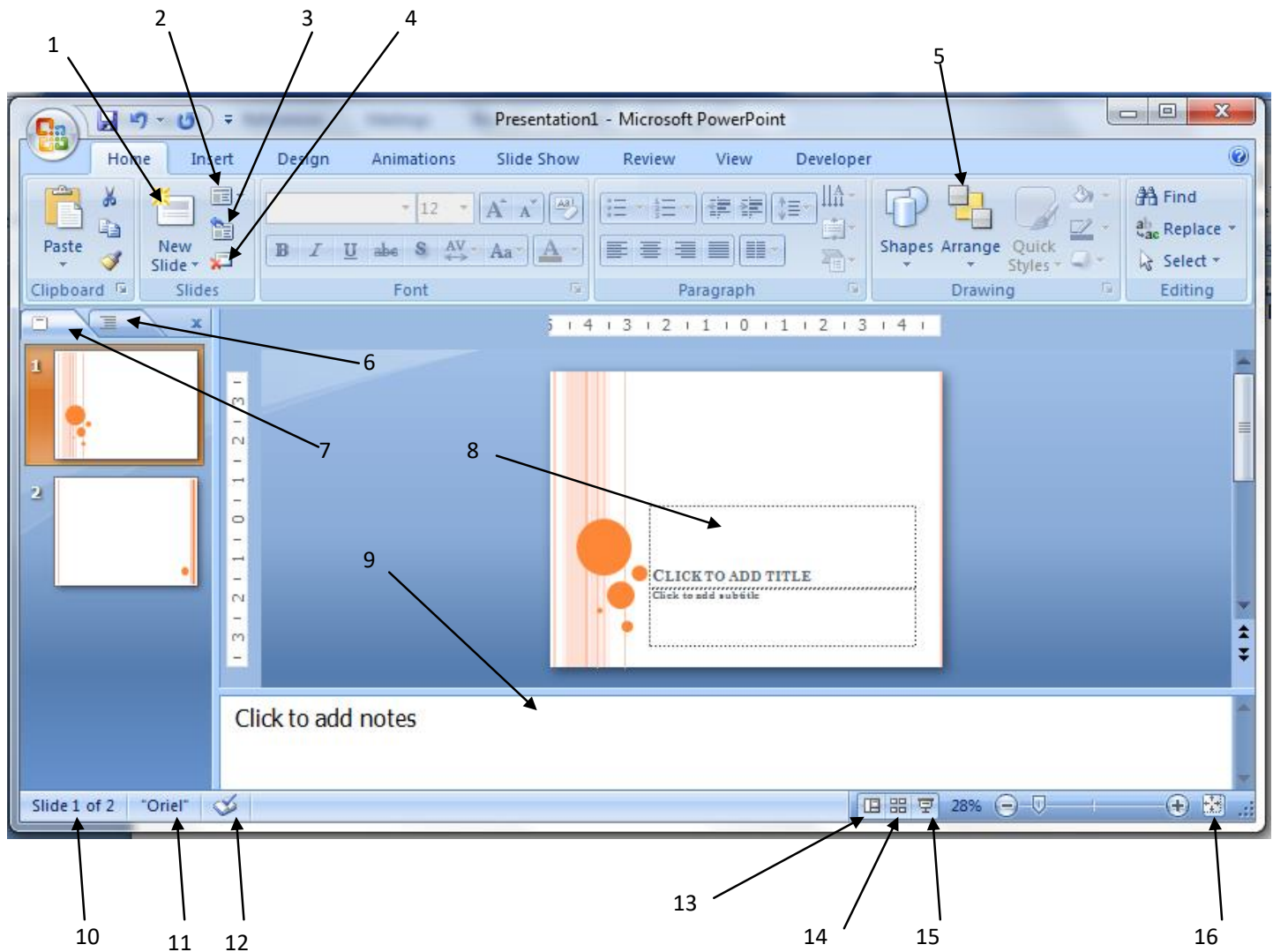
To change views

1. _____
2. _____
3. _____
4. _____

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Name: _____
Class Time: _____
Date: _____

Activity & Handout



What is the function of each of the tool/feature indicated above?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Fill In The Blanks.

1. _____ --A file in PowerPoint.
2. _____ --A page in PowerPoint.
3. _____ --Formatting feature that applies a background, colors, fonts, and effects to slides in a presentation.
4. _____ --Predrawn artwork, photos, animations, and sound clips that you can insert into your files.
5. _____ --A presentation that is already formatted with a slide design and may also include sample text to guide you in completing the presentation.
6. _____ --Information displayed at the bottom of every slide in your presentation.
7. _____ --Information displayed at the top of every slide in your presentation.
8. _____ --A shape designed to hold text that can be positioned anywhere on a slide.
9. _____ --To insert an object into a presentation and have the object actually be inside the presentation file.
10. _____ --To connect an object to a presentation and have the object still be a separate file from the presentation file.
11. _____ --A slide that controls the appearance of all slides in a presentation.
12. _____ --Visual effects used when one slide moves off of the screen and another moves onto the screen.
13. _____ --To apply movement to text or other objects in a presentation.

REFERENCES

Microsoft Word Quick Reference

How To: Fundamentals

- To Create a New Document:
 - Click the Office Button, select New, and click Create, or press <Ctrl> + <n>.
- To Open a Document:
 - Click the Office Button and select Open, or press <Ctrl> + <o>.
- To Save a Document:
 - Click the Save button on the Quick Access Toolbar, or press <Ctrl> + <s>.
- To Save a Document with a Different Name:
 - Click the Office Button, select Save As, and enter a new name for the document.
- To Preview a Document:
 - Click the Office Button, point to the Print list arrow, and select Print Preview.
- To Print a Document:
 - Click the Office Button and select Print, or press <Ctrl> + <p>.
- To Undo:
 - Click the Undo button on the Quick Access Toolbar or press <Ctrl> + <z>.
- To Close a Document:
 - Click the Close button or press <Ctrl> + <w>.
- To Get Help:
 - Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit Word:
 - Click the Office Button and click Exit Word or simply click the x on the upper right corner of the window.

Helpful Shortcuts

GENERAL		EDITING		FORMATTING	
Open a Document	<Ctrl> + <o>	Cut	<Ctrl> + <x>	Bold	<Ctrl> +
Create New	<Ctrl> + <n>	Copy	<Ctrl> + <c>	Italics	<Ctrl> + <i>
Save a Document	<Ctrl> + <s>	Paste	<Ctrl> + <v>	Underline	<Ctrl> + <u>
Print a Document	<Ctrl> + <p>	Undo	<Ctrl> + <z>	Align Left	<Ctrl> + <l>
Close a Document	<Ctrl> + <w>	Redo	<Ctrl> + <y>	Center	<Ctrl> + <e>
Help	<F1>			Align Right	<Ctrl> + <r>
				Justify	<Ctrl> + <j>

NAVIGATION AND LAYOUT		TEXT SELECTION	
Up One Screen	<Page Up>	To Select:	Do This:
Down One Screen	<Page Down>	A Word	Double-click the word
Beginning of Line	<Home>	A Sentence	Press and hold <Ctrl> and Click anywhere in the sentence
End of Line	<End>	A Line	Click in the selection bar next to the line
Beginning of Document	<Ctrl> + <Home>	A Paragraph	Triple-click the paragraph
End of Document	<Ctrl> + <End>	Everything	<Ctrl> + <a>
Open the Go To Dialog box	<F5>		

How To: Formatting

- To Cut or Copy Text:
 - Select the text you want to cut or copy and click the Cut or Copy button in the Clipboard group on the Home tab.
- To Paste Text:
 - Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- To Format Selected Text:
 - Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.
- To Copy Formatting with the Format Painter:
 - Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- To Change Paragraph Alignment:
 - Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, Align Right, or Justify) in the Paragraph group on the Home tab.
- To Indent a Paragraph:
 - Click the Increase Indent button in the Paragraph group on the Home tab.
- To Decrease an Indent:
 - Click the Decrease Indent button in the Paragraph group on the Home tab.
- To Add a Tab Stop:
 - Click the Tab alignment box on the Ruler until you see the type of tab you want to insert. Then, click on the Ruler where you want to insert the tab stop.
- To Adjust or Remove a Tab Stop:
 - Click and drag the tab stop to the desired position on the Ruler. Click and drag the tab stop off the Ruler to remove it.
- To Change Paragraph Line Spacing:
 - Click the Line Spacing button in the Paragraph group on the Home tab and select an option from the list.
- To Create a Bulleted or Numbered List:
 - Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- To Change a Document's Margins:
 - Click the Page Layout tab on the Ribbon, click the Margins button in the Page Setup group, and select a setting.
- To Change Page Orientation:
 - Click the Page Layout tab on the Ribbon, click the Orientation button, and select an option from the list.
- To Insert a Header or Footer:
 - Click the Insert tab on the Ribbon and click the Header or Footer button in the Header & Footer group.
- To Insert a Manual Page Break:
 - Click the Insert tab on the Ribbon and click the Page Break button in the Page Setup group.
- To Insert a Section Break:
 - Click the Page Layout tab on the Ribbon, click the Breaks button in the Page Setup group, and select the type of break you want to insert.
- To Correct a Spelling Error:
 - Right-click the error and select a correction from the contextual menu. Or, press <F7> to run the Spell Checker.
- To Find Text:
 - Click the Find button in the Editing group on the Home tab.

- To Replace Text:
 - Click the Replace button in the Editing group on the Home tab.
- To Move Text with the Mouse:
 - Select the text you want to move, drag the text to a new location, and release the mouse button.

How To: Tables

- To Insert a Table:
 - Click the Insert tab on the Ribbon, click the Table button in the Tables group, and select Insert Table from the menu.
- To Insert a Column or Row:
 - Click the Layout tab under Table Tools and use the commands located in the Rows & Columns group.
- To Delete a Column or Row:
 - Select the column or row you want to delete, click the Layout tab under Table Tools, click the Delete button in the Rows & Columns group, and select an appropriate option from the menu.
- To Adjust Column Width or Row Height:
 - Select the column or row you want to adjust, click the Layout tab under Table Tools, and use the commands located in the Cell Size group.

How To: Drawing and Graphics

- To Insert a Clip Art Graphic:
 - Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click Go.
- To Insert a Picture:
 - Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Find and select the picture you want to insert and click Insert.
- To Adjust Text Wrapping:
 - Double-click the object, click the Text Wrapping button in the Arrange group, and select an option from the list.
- To Draw a Shape:
 - Click the Insert tab on the Ribbon, click the Shapes button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the <Shift> key while you drag to draw a perfectly proportioned shape or straight line.
- To Move an Object:
 - Click the object and drag it to a new location. Release the mouse button when you're finished.
- To Resize an Object:
 - Click the object to select it, click and drag one of its sizing handles (), and release the mouse button when the object reaches the desired size. Hold down the <Shift> key while dragging to maintain the object's proportions while resizing it.
- To Delete an Object:
 - Select the object and press the <Delete> or the <Backspace> key.
- To Format an Object:
 - Double-click the object and use the commands located on the Format tab.
- To Insert a WordArt Object:
 - Click the Insert tab on the Ribbon, click the WordArt button in the Text group, and select a design from the WordArt Gallery. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click OK.

Microsoft Excel Quick Reference

How To: Fundamentals

- To Create a New Workbook:
 - Click the Office Button, select New, and click Create, or press <Ctrl> + <n>.
- To Open a Workbook:
 - Click the Office Button and select Open, or press <Ctrl> + <o>.
- To Save a Workbook:
 - Click the Save button on the Quick Access Toolbar, or press <Ctrl> + <s>.
- To Save a Workbook with a Different Name:
 - Click the Office Button, select Save As, and enter a new name for the presentation.
- To Preview a Workbook:
 - Click the Office Button, point to Print, and select Print Preview.
- To Print a Workbook:
 - Click the Office Button and select Print, or press <Ctrl> + <p>.
- To Quick Print:
 - Click the Office Button, point to Print, and select Quick Print.
- To Undo:
 - Click the Undo button on the Quick Access Toolbar or press <Ctrl> + <z>.
- To Close a Workbook:
 - Click the Close button or press <Ctrl> + <w>.
- To Get Help:
 - Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit Excel:
 - Click the Office Button and click Exit Excel.

Helpful Shortcuts

GENERAL		NAVIGATION	
Open a Workbook	<Ctrl> + <o>	Move Between Cells	<↑>, <↓>, <←>, <→>
Create New	<Ctrl> + <n>	Go One Cell to the Right	<Tab>
Save a Workbook	<Ctrl> + <s>	Go One Cell to the Left	<Shift> + <Tab>
Print a Workbook	<Ctrl> + <p>	Down One Cell	<Enter>
Close a Workbook	<Ctrl> + <w>	Up One Cell	<Shift> + <Enter>
Help	<F1>	Up One Screen	<Page Up>
Run Spelling Check	<F7>	Down One Screen	<Page Down>
		To Cell A1	<Ctrl> + <Home>
		To Last Cell with Data	<Ctrl> + <End>
		Open Go To Dialog Box	<F5>
FORMATTING		EDITING	
Bold	<Ctrl> + 	Cut	<Ctrl> + <x>
Italics	<Ctrl> + <i>	Copy	<Ctrl> + <c>
Underline	<Ctrl> + <u>	Paste	<Ctrl> + <v>
Open Format Cells Dialog Box	<Ctrl> + <Shift> + <f>	Undo	<Ctrl> + <z>
		Redo	<Ctrl> + <y>
		Find	<Ctrl> + <f>
		Replace	<Ctrl> + <h>
		Select All	<Ctrl> + <a>

How To: Formulas and Functions

- To Total a Cell Range:
 - Click the cell where you want to insert the total and click the Sum button in the Editing group on the Home tab. Verify the selected cell range and click the Sum button again.
- To Enter a Formula:
 - Select the cell where you want to insert the formula, press equal "=", and enter the formula using values, cell references, operators, and functions. Press <Enter> when you're finished.
- To Insert a Function:
 - Select the cell where you want to enter the function and click the Insert Function button on the Formula Bar.
- To Reference a Cell in a Formula:
 - Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- To Create an Absolute Cell Reference:
 - Precede the cell references with a \$sign or press <F4> after selecting a cell range to make it absolute.
- To Use Several Operators or Cell Ranges:
 - Enclose the part of a formula you want to calculate first in parentheses.

How To: Workbook Management

- To Add a New Worksheet:
 - Click the Insert Worksheet tab next to the sheet tabs at the bottom of the program screen.
- To Delete a Worksheet:
 - Select the sheet want to delete, click the Delete button in the Cells group on the Home tab, and select Delete Sheet. Or, right-click the sheet tab and select Delete from the contextual menu.
- To Rename a Worksheet:
 - Double-click the sheet tab, enter a new name for the worksheet, and press <Enter>.
- To Split a Window:
 - Drag either the vertical or horizontal split bar (located near the scroll bars) onto the worksheet.
- To Freeze Panes:
 - Place the cell pointer where you want to freeze the window, click the View tab on the Ribbon, click the Freeze Panes button in the Window group, and select an option from the list.
- To Select a Print Area:
 - Select the cell range you want to print, click the Page Layout tab on the Ribbon, click the Print Area button in the Page Setup group, and select Set Print Area.
- To Adjust Page Margins, Orientation, Size, and Breaks:
 - Click the Page Layout tab on the Ribbon and use the commands in the Page Layout group, or click the Dialog Box Launcher in the Page Setup group to open the Page Setup dialog box.
- To Protect or Share a Workbook:
 - Click the Review tab on the Ribbon and use the commands in the Changes group.

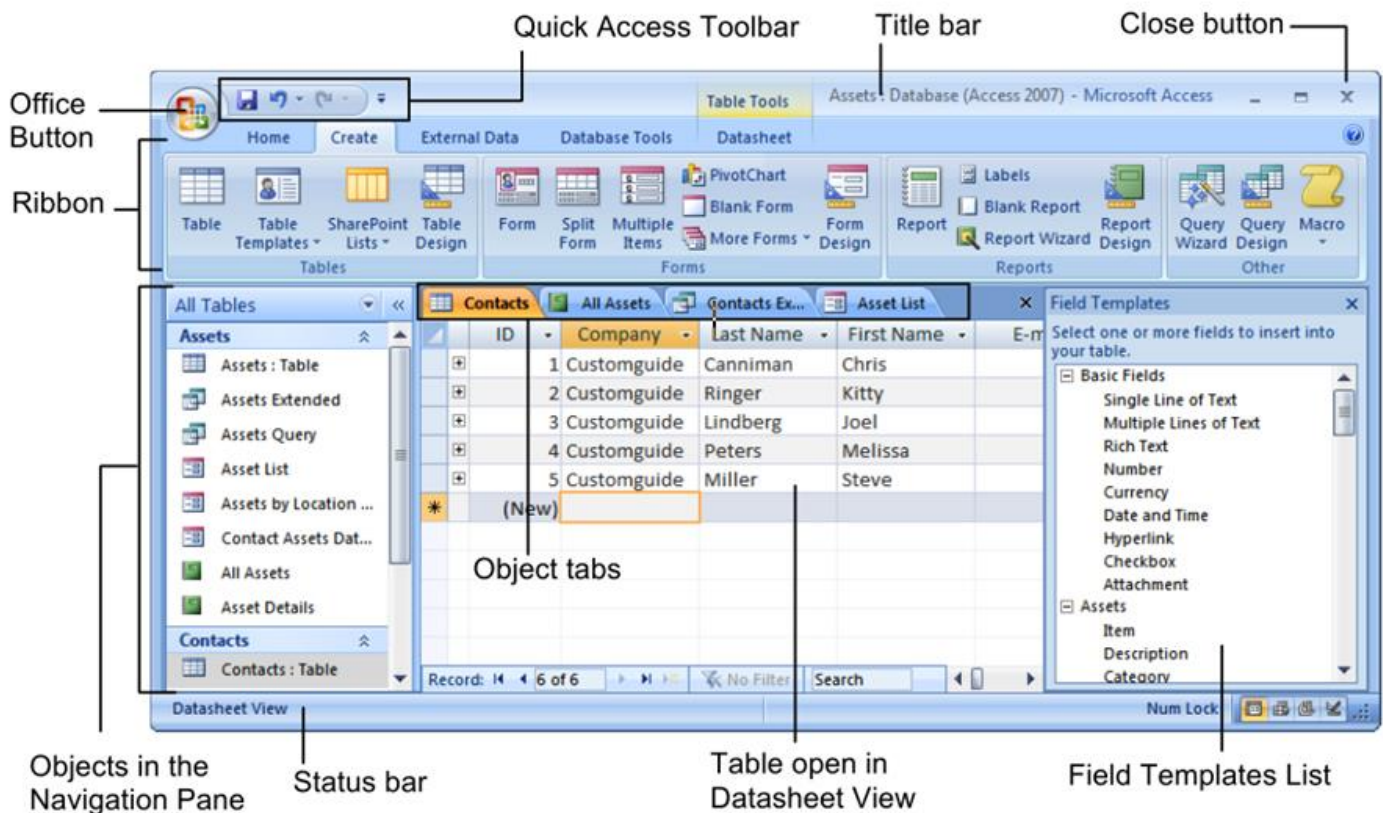
How To: Charts

- To Create a Chart:
 - Select the cell range that contains the data you want to chart and click the Insert tab on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.

Microsoft Access Quick Reference

How To: Fundamentals

- To Create a Database:
 - Click a template category in the list and click the template you want to use. Click Create. Or, click the Blank Database button.
- To Open an Existing Database:
 - Click a database in the Open Recent Database list or click More and browse for it.



- To Open an Object:
 - Double-click the object in the Navigation Pane.
- To Create a New Object:
 - Click the Create tab on the Ribbon and click a button for the object wizard you want to use on the Objects bar.
- To Modify an Object:
 - Open the object or click its tab in the window, click the Format tab on the Ribbon, click the View button in the Views group and select Design View or Layout View.
- To Delete an Object:
 - Select the object and press <Delete>. Click Yes.

- To Rename an Object:
 - Right-click the object, select Rename from the contextual menu, enter the new name, and press <Enter>.
- To Repair/Compress a Database:
 - Click the Office Button and select Manage → Compact and Repair Database.
- To Import Data:
 - Click the External Data tab on the Ribbon and click the type of file you want to import from in the Import group. Follow the on screen instructions.
- To Export Data:
 - Click the External Data tab on the Ribbon and click the type of file you want to export to in the Export group. Follow the on screen instructions.

Helpful Shortcuts

GENERAL		NAVIGATION	
Open a Database	<Ctrl> + <o>	Next Field	<Tab>
Close a Database	<Ctrl> + <w>	Previous Field	<Shift> + <Tab>
Print Current View	<Ctrl> + <p>	Next Screen	<Page Down>
Delete	<Delete>	Previous Screen	<Page Up>
Undo	<Ctrl> + <z>	First Record	<Ctrl> + < ↑ >
Help	<F1>	Last Record	<Ctrl> + < ↓ >
Delete Record	<Ctrl> + <- >	Toggle Navigation Pane	<F11>
Cancel Changes	<Esc>		
Insert Date	<Ctrl> + <; >		
Insert Time	<Shift> + <Ctrl> + <: >		
Insert Value from Same Field in Previous Record	<Ctrl> + <' >(Apostrophe)		
Check Spelling	<F7>		
Switch Applications	<Alt> + <Tab>		
DESIGN VIEW		EDITING	
Properties	<Alt> + <Enter>	Cut	<Ctrl> + <x>
Open object in Design View	<Ctrl> + <Enter>	Copy	<Ctrl> + <c>
Save Object	<Ctrl> + <s>	Paste	<Ctrl> + <v>
		Find	<Ctrl> + <f>
		Replace	<Ctrl> + <h>
		Select All	<Ctrl> + <a>

How To: Working With Tables

Database information can be directly added and modified from tables and some queries and forms.

- To Add a Field to a Table:
 - Enter data in the cell below the Add New Field column header. Or, click and drag a field from the Field Templates pane to the table (to display the Field Templates pane, click the Datasheet tab on the Ribbon and click the New Field button in the Fields & Columns group).
- To Add a New Record:
 - Enter data in the bottom row of the table.

Record selector

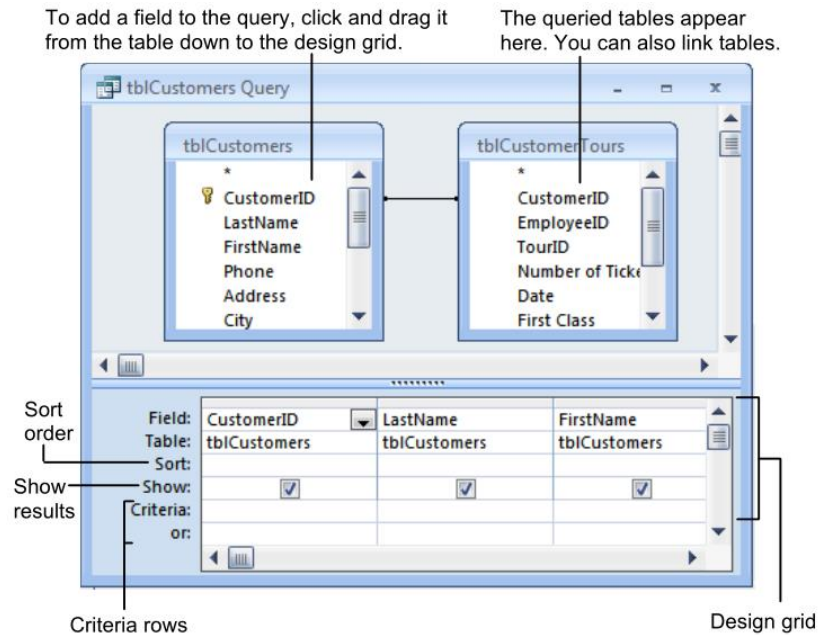
+	4	Customguide	Peters	Melissa
+	5	Customguide	Miller	Steve
*	(New)			

Start adding a new record here.

- To Select a Record:
 - Click the Record selector to the left of the record.
- To Delete a Record:
 - Select the record, click the Home tab on the Ribbon and click the Delete button in the Records group. Click Yes.
- To Spell Check:
 - Click the Home tab on the Ribbon and click the Spelling button in the Records group.
- To Find Information:
 - Place the cursor in the field that contains the value you want to search for, click the Home tab on the Ribbon and click the Find button in the Find group or press <Ctrl> + <f>. Type the value you want to search for in the Find What box and click Find Next.
- To Replace Information:
 - Place the cursor in the field that contains the value you want to replace, click the Home tab on the Ribbon and click the Replace button in the Find group or press <Ctrl> + <h>. Type the value you want to search for in the Find What box and the new value in the Replace With box. Click Find Next until you've found what you're looking for, and then click Replace or Replace All to replace every instance of the value.
- To Sort Information:
 - Place the cursor in the field that you want to sort by, click the Home tab and click either the Ascending or Descending button in the Sort & Filter group.
- To Filter Information:
 - Place the cursor in the field that contains the values you want to filter by, click the Home tab on the Ribbon and click the Filter button in the Sort & Filter group. Check the boxes for the values you want to filter for.
- To Remove a Filter:
 - Click the Toggle Filter button in the Sort & Filter group.
- To Change a Field's Data Type:
 - Select the field you want to change, click the Datasheet tab on the Ribbon, and click the Data Type list arrow in the Data Type & Formatting group. Select a data type.

How To: Working With Queries

- To Create a Select Query:
 - Click the Create tab on the Ribbon and click the Query Wizard button in the Other group. Click Simple Query Wizard and click OK. Follow the onscreen instructions to select the fields you want to use from the desired tables and create the query. If you want to filter records, view the query in Design view and enter the criteria in the Criteria row.
- To Switch Views:
 - Click the Home tab on the Ribbon and click the View button in the Views group.
- To Summarize Values:
 - Open the Query in Datasheet View, click the Home tab on the Ribbon and click the Totals button in the Records group. Click the list arrow in a column in the Total row in the query select a calculation type (Sum, Average, etc.).



Criteria Example	Description
"London"	Displays records where the field equals London
Between 1/1/90 and 12/31/95	Displays records where the date is between 1/1/90 and 12/31/95
<> "USA" OR NOT "USA"	Displays records where the field is not equal to USA
Like "S*"	Displays records where the field text begins with an S
IS NULL	Displays records where the field is blank
IS NOT NULL	Displays records where the field is not blank
>100	Displays records whose field value is greater than 100

Microsoft PowerPoint Quick Reference

How To: Fundamentals

- To Create a New Presentation:
 - Click the Office Button, select New, and click Create, or press <Ctrl> + <n>.
- To Open a Presentation:
 - Click the Office Button and select Open, or press <Ctrl> + <o>.
- To Save a Presentation:
 - Click the Save button on the Quick Access Toolbar, or press <Ctrl> + <s>.
- To Save a Presentation with a Different Name:
 - Click the Office Button, select Save As, and enter a new name for the presentation.
- To Preview a Presentation:
 - Click the Office Button, point to the Print list arrow, and select Print Preview.
- To Print a Presentation:
 - Click the Office Button and select Print, or press <Ctrl> + <p>.
- To Undo:
 - Click the Undo button on the Quick Access Toolbar or press <Ctrl> + <z>.
- To Close a Presentation:
 - Click the Office Button and select Close, or press <Ctrl> + <w>.
- To Get Help:
 - Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit PowerPoint:
 - Click the Office Button and click Exit PowerPoint.

Helpful Shortcuts

GENERAL		NAVIGATION		FORMATTING	
Open a Presentation	<Ctrl> + <o>	The Next Slide	<Spacebar>	Bold	<Ctrl> +
Create New	<Ctrl> + <n>	The Previous Slide	<Backspace>	Italics	<Ctrl> + <i>
Save a Presentation	<Ctrl> + <s>	The First Slide	<Ctrl> + <Home>	Align Left	<Ctrl> + <l>
Print a Presentation	<Ctrl> + <p>	The Last Slide	<Ctrl> + <End>	Center	<Ctrl> + <e>
Close a Presentation	<Ctrl> + <w>			Justify	<Ctrl> + <j>
Insert a New Slide	<Ctrl> + <m>				
Help	<F1>				
EDITING		SLIDE SHOW DELIVERY			
Cut	<Ctrl> + <x>	End Slide Show	<Esc>		
Copy	<Ctrl> + <c>	Jump to Slide	<Slide #> + <Enter>		
Paste	<Ctrl> + <v>	Toggle Screen Black			
Undo	<Ctrl> + <z>	Toggle Screen White	<w>		
Redo or Repeat	<Ctrl> + <y>	Pause Show	<s>		
Find	<Ctrl> + <f>	Show/Hide Pointer	<a>		
Replace	<Ctrl> + <h>	Change Arrow to Pen	<Ctrl> + <p>		
Select All	<Ctrl> + <a>	Change Pen to Arrow	<Ctrl> + <a>		
		Erase Doodles	<e>		

How To: Formatting

- To Cut or Copy Text:
 - Select the text you want to cut or copy and click the Cut or Copy button in the Clipboard group on the Home tab.

- To Paste Text:
 - Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- To Format Selected Text:
 - Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.
- To Copy Formatting with the Format Painter:
 - Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- To Change Paragraph Alignment:
 - Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, Align Right, or Justify) in the Paragraph group on the Home tab.
- To Create a Bulleted or Numbered List:
 - Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- To Apply a Document Theme (called design templates in previous versions of PowerPoint):
 - Click the Design tab on the Ribbon, click the More button in the Themes group, and select a theme from the gallery.
- To Change the Slide Background:
 - Click the Design tab on the Ribbon, click the Background Styles button in the Background group, and select a background.
- To View the Slide Master:
 - Click the View tab on the Ribbon, click the SlideMaster button in the Presentation Views group, and click the Slide Master or the appropriate Layout Master in the Outline pane.
- To Change Paragraph Line Spacing:
 - Select the paragraph(s), click the Line Spacing button in the Paragraph group on the Home tab, and select an option from the list.
- To Insert a Header or Footer:
 - Click the Insert tab on the Ribbon and click the Header & Footer button in the Text group. Select the option(s) that you want and click Apply or Apply to All.
- To Correct a Spelling Error:
 - Right-click the error and select a correction from the contextual menu. Or, press <F7> to run the Spell Checker.

How To: Drawing and Graphics

- To Insert a Clip Art Graphic:
 - Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click Go.
- To Insert a Picture:
 - Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Find the picture you want to insert and click Insert.
- To Draw a Shape:
 - Click the Insert tab on the Ribbon, click the Shapes button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the <Shift> key while you drag to draw a perfectly proportioned shape or straight line.
- To Format an Object:
 - Double-click the object and use the commands located on the Format tab.

- To Move an Object:
 - Click the object and drag it to a new location. Release the mouse button when you're finished.
- To Resize an Object:
 - Click the object to select it, click and drag one of its sizing handles, and release the mouse button when the object reaches the desired size. Hold down the <Shift> key while dragging to maintain the object's proportions while resizing it.
- To Delete an Object:
 - Select the object and press the <Delete> key.

How To: Delivery, Transitions, and Animations

- To Add a Slide Transition:
 - Navigate to the slide you want to add a transition to. Click the Animations tab on the Ribbon, click the More button in the Transition to This Slide group, and select a transition effect.
- To Add an Animation Effect to an Object:
 - Select the object that you want to animate, click the Animations tab on the Ribbon, and click the Custom Animation button in the Animations group. Click the Add Effect button, select a category, and select the effect you want to use.
- To Present a Slide Show:
 - Click the Slide Show button on the status bar.
- To Use the Pen:
 - In Slide Show view, press <Ctrl> + <p> and then draw on the screen. Press <Ctrl> + <a> to switch back to the arrow pointer. Press <e> to erase your doodles.
- To Add Slide Timings:
 - Click the Slide Show tab on the Ribbon and click the Rehearse Timings button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click Yes to save your timings.

Computer Science Department

Palau Community College

