WEEK 1

REVISION OF 1ST and 2nd TERM'S WORK

1. Scheme of Work for 3rd term

2. Revision of 2nd term examination (Objectives and Theory)

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WEEK 2-3

APPLICATION AREAS OF ICT

OVERVIEW OF ICT

Before we discuss the applications of ICT, let us quickly have a recap of the term ICT as discussed in our second term lessons.

Information and Communication Technology (ICT) was created as a result of the use of computers in organisations.

Computers are generally used to store data, then data is processed and finally produces meaningful information or output.

Information that can be used in presentations, can be sold to clients, transferred or published on the internet and many more.

In large organsations, you even have ICT departments. In order to store, process, produce information fast, efficient and precise, we need the help of Technology and this is ICT (the use of computers).

ICT has greatly impacted and enhanced global socialization and interactions. In fact, information technology has taken over nearly every aspect of our daily lives from commerce (buying and selling) to leisure and even culture.

Today, desktop computers, hand held devices, mobile phones, emails and the use of internet has become a central part of our culture and society. These technologies play a vital role in our day to day operations.

ICT has made global social and cultural interaction very easy. We now live in an interdependent global society, where people can interact and communicate swiftly and efficiently.

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News and information can now be transmitted in minutes. Individuals can easily stay in contact with members of their families who reside in other countries or make new friends across the world.

You are already familiar with some of the ICT tools used for these purposes. They are your frequently used e-mails, Yahoo messengers, social networking websites, such as Facebook and Twitter, Skype, iPhones, cellular phones and similar applications.

Now, we are familiar with the term, ICT. Let us then study the various application areas of this ICT we have been discussing:

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APPLICATION AREAS OF ICT

There are numerous applications of ICT. Some of the applications are;

1. E-chatting
2. E-learning
3. E-business
4. E-government
5. E-health
6. E-science
7. E-environment
8. E-agriculture
9. E-recruitment
10. E-library
11. E-commerce
12. E-mail
13. **Teleconferencing** (or Teleseminar includes audio conferencing, telephone conferencing and phone conferencing).
14. **Videoconferencing** or video teleconferencing
15. **Telepresence** (a person feel as if they are present).
16. **Telecomputing**
17. Telecommunication and Networking
18. Information search retrieval and archival

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RESEARCH AND ASSIGNMENT

Explain briefly the above listed and mentioned application areas of ICT

EXPLANATIONS AND SOLUTION

1. E-chatting:

E-chatting means electronic chatting or chatting online or online chatting, which means having a conversation with people over the Internet.

2. E-learning:

E-Learning (Electronic Learning), it is the use of technology to enable people to learn anytime and anywhere. E-learning includes training, the delivery of just-in-time information and guidance from experts. You know that people learning so many ways at different times. E-learning delivery methods .Additionally ,you need a way to develop and manage e-learning .E-learning ensures that everyone should have the necessary skills to benefit fully from the information society .Therefore capacity building and I.C.T literacy are essential.

3. E-business:

E-business (Electronic Business), derived from such terms as "e-mail" and "e-commerce", is the conduct of business on the internet, not only buying and selling but also servicing customers and collaborating with business partners. one of the first to use the term was IBM, when, in October,1997,it launched a thematic campaign built around the term.Today,major corporations are rethinking their businesses in terms of the intrenet and its new culture and capabilities.Increasingly,much direct selling is taking place on the

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4. E-government:

E-government is the use of information and communication technologies (ICTs) to improve the activities of public sector organisations.

5. E-health:

E-health (also written as eHealth) is a relatively recent term for healthcare practice supported by electronic processes and communication, dating back to at least 1999.

6. E-science:

E-Science (or eScience) is computationally intensive science that is carried out in highly distributed network environments, or science that uses immense data sets that require grid computing; the term sometimes includes technologies that enable distributed collaboration, such as Access Grid.

7. E-environment:

The impacts of human activities on the environment and on climate change in particular are issues of growing concern confronting life on Earth.

8. E-agriculture:

E-agriculture is a relatively recent term in the field of agriculture and rural development practices. The term describes an emerging filed focused on the enhancement of agricultural and rural development through improved information and communication processes.

9. E-recruitment:

E-recruitment or E-employment centers around using electronic means, primarily the internet, to attract, screen, and hire employees.

10. E-library:

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11. E-commerce:

Online shopping or e-commerce e.g. konga.com, jumia.com, jiji.com etc
Internet is a tool for e- commerce. It allows users buy and sell online regardless of their location.

12. E-mail:

E-mail is a file that is sent from one computer to another through a network.
Some of the files are texts, scanned images, computer graphics and sound and video files, which can also be sent along with e-mail messages.
Email is an electronic way to send and retrieve personal and/or business-related messages, including text and pictures. No postage stamps are required!

13. E- Registration:

The internet provide user with facilities for registration for examination like WAEC, NECO, GCE AND JAMB.

14. E- BANKING:

The internet can be used as a tool to carry out transaction with banks irrespective of user's location.

15. Teleconferencing

(Teleseminar includes audio conferencing, telephone conferencing and phone conferencing.)
The term Teleconferencing was first used in 1953 as a contraction of "telephone" and "conference". It is generic term for linking people between two or more locations by electronics. In other words, teleconferencing is the use of various technologies to allow discussions and meetings between multiple parties in different locations.

16. Videoconferencing or video teleconferencing:

Video conferencing is the use of visual and audio technology to enable people in different locations to communicate, as if they were in the same room, through the use of cameras, monitors or screens. Participants in such a meeting can also share

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documents, spreadsheets and images, depending upon the quality of the network links and the equipment used.
Uses of video conferencing include holding routine meetings, negotiating business deals, interviewing job candidates, etc.

17. Telepresence (a person feel as if they are present).

Tele-presence, also called virtual presence, is a technique to create a sense of physical presence at a remote location using necessary multimedia such as sound, vision, and touch. The term tele-presence which implies "long distance presence", refers to a videoconference session that feels like a live meeting.
Tele-presence is a combination of a number of High quality audio, HD video, content collaboration tools, lighting, conference tables and chairs, huge multiple display devices etc; which enable the participants to see and talk to remote locations, as if they were in the same room, sharing the same table.

18. Telecommunication and Networking:

Telecommunication is a general term for a vast array of technologies that send information over distances. Mobile phones, land lines, satellite phones and voice over Internet Protocol (VoIP) are all telephony technologies. Similarly, another field of telecommunications is Radio, television and networks.
In the world of computers, networking is the practice of linking two or more computing devises together for the purpose of sharing data. Networks are built with a mix of computer hardware and computer software.

19. Telecomputing:

Telecomputing is the process of sending information to or receiving information from another computer using the Internet, a modem, or a local area network.
Telecomputing utilizes a large network such that distant user can communicate with each other (especially prior to the internet).

20. Messaging:

In general, messaging (also called electronic messaging) is the creation, storage, exchange, and management of text, images, voice, telex, fax, e-mail, paging, and Electronic Data Interchange (EDI) over a communications networks.

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Messaging is usually short communication transmitted by words, signals, or other means from one person, station, or group to another.

21. Information Search, Retrieval and Archival:

Information Search and Retrieval in ICT is how to provide easy and accurate access to the tremendous amount of available information on the Internet.

Information Retrieval is simply the technique and process of searching, recovering, and interpreting information to large amounts of stored data.

Archival is referred to as a long-term storage area, often on disks or magnetic tapes, for backup copies of files that are no longer in active use.

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WEEK 3

ICT BASED GADGETS

What are ICT based gadgets?

ICT Based Gadgets are basically devices used for information and communication technology. They are also basically electronic and digital devices that make work easier.

They are the special tools or devices used for transmitting information.

These tools are designed to help individuals; businesses and organisations use information effectively.

EXAMPLES OF ICT – BASED GADGETS:

1. Mobile Phones
2. Computers
3. Fax Machines
4. Automated Teller Machine (ATM)
5. Dispensing Machines or Vending machines
6. Point of Sale (POS) machines
7. Automated Cash Register (ACR)
8. Radio Sets

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9. Television Sets
10. Telephone
11. Satellite Communication
12. Internet
13. Digital Camera
14. iPOD players
15. Video Games e.t.c

ASSIGNMENT AND RESEARCH WORK

1. Explain briefly the above listed examples of ICT gadgets.

2. Mention **Five (5) ICT- based Gadgets** in each of the following:

a. ICT in Homes and Family

b. ICT in Commerce and Business

c. ICT in Banking and Finance

d. ICT in Education

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SOLUTION:

1. ICT in Homes and Family:

(I) Mobile phones, MP3 and MP4 players
(II) Tablets, Ipods, Ipads, Iphones
(III) X-box, Play station, Nintendo
(IV) DVD player
(V) Television set

2. ICT in Commerce and Business:

(I) Fax machines, Typewriter, Spreadsheet
(II) Dispensing machines or Water Dispenser
(III) Telephones, Printers, Scanners, Internet
(IV) Electronic Payment System (EPS), Microsoft Word
(V) Point-of-Sale machines (POS), Presentation application.

3. ICT in Banking and Finance:

(I) ATM machine or Cash Dispenser
(II) Mobile Phone Banking
(III) Calculator
(IV) Cash Register, Bill payment
(V) Debit and Credit Card Processing

4. ICT in Education:

(I) Computers
(II) Printers
(III) Internet

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(IV)	School Management System for Records such as: - Registration - Fees - Time table - eLearning softwares and design studies
(V)	Adobe Connect eLearning
(VI)	Saba eLearning Software
(VII)	Mobile eLearning
(VIII)	eLearning Authoring

Revision of J.S.S. 1

MEANS OF INFORMATION TRANSMISSION

(I) ELECTRONIC MEANS

Electronic means refer to the use of electronic media for transfer of information, e.g.

1. Radio
2. Television
3. Computer
4. Telephone
5. Telex
6. Fax
7. Satellite
8. Internet

1. **Radio**: It is used to broadcast voice (i.e. audio) information to people who might be in different geographical locations. This is done from Radio Stations.
2. **Television:** This is used to transmit information both in voice (audio) and seeing (vision) from a television station to people in different geographical locations.

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3. **Telephone**: Telephones allow people voices to be transmitted over a short or long distance, either by cables or by waves.
4. **Telex**: A telex machine is sued to transmit information that are textual in natural from one person to another usually over a long distance
5. **Facsimile (Fax)**: This is a telecommunication device that transmits documents or pictures as electronic signals over the telephone system. The document can be on a piece of paper or on a computer.

   It works like a photocopying machine because it makes a copy of the original document and sends it to the receiver.
6. **Satellites**: Satellites are used for broadcasting radio and television signals, it allows pictures and sounds to be broadcast live. It is a type of space craft they are also used to transmit telephone signal and high volume data.
7. **Internet:** It is a collection of computers, all linked together via telephone lines, cables or satellites, to share information worldwide. It is the largest computer network in the world. People can search for information, listen to news, read newspapers, send and receive mails (e-mail) and do many other things on the internet (simply called NET).

(II) NON ELECTRONIC

These are means of transmitting information that do not require electricity to power them Examples are:

- Printed media like newspapers, textbooks, magazines, journals and handbills.
- Writing
- Drawing: representing information in an artistic way, e.g. the logo of a company
- Signs: e.g. traffic signs

EVALUATION

1. List the two major means of transmitting information.
2. Briefly explain the difference

WEEKEND ASSIGNMENT

1. Which of these is not an electronic means of transmitting information?

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(a) Satellite (b) Television (c) Newspaper (d) Telex

2. Which of these is not a non-electronic means of transmitting information?

(a) Newspapers (b) textbooks (c) Writing (d) Telex

3. Writing is one of the electronic methods of passing information. True/False

4. Electronic information means any information passed through an electronic device.
True / False

5. _____ is an ancient method of transmitting information

(a) Internet (b) Town Crying (c) Telephone (d) Radio

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WEEK 4-5

BASIC COMPUTER OPERATIONS

CONTENT:

1. Description of the booting process.
2. Types of booting: cold & warm
3. Components of the windows desktop - Icons, Task bar, Background
4. Running an application program – e.g. Microsoft Word
5. The Process of shutting down the computer.

WHAT HAPPENS WHEN YOU TURN ON YOUR COMPUTER?

From the moment you turn on your computer:

1. It is running programs.
2. It is carrying out instructions.
3. It is testing the RAM.
4. It is resetting all attached devices.
5. It is loading the operating system from hard disk or CD-ROM. etc

WEEK 4

BASIC COMPUTER OPERATIONS

REVISION OF J.S.S. 1 AND J.S.S. 2

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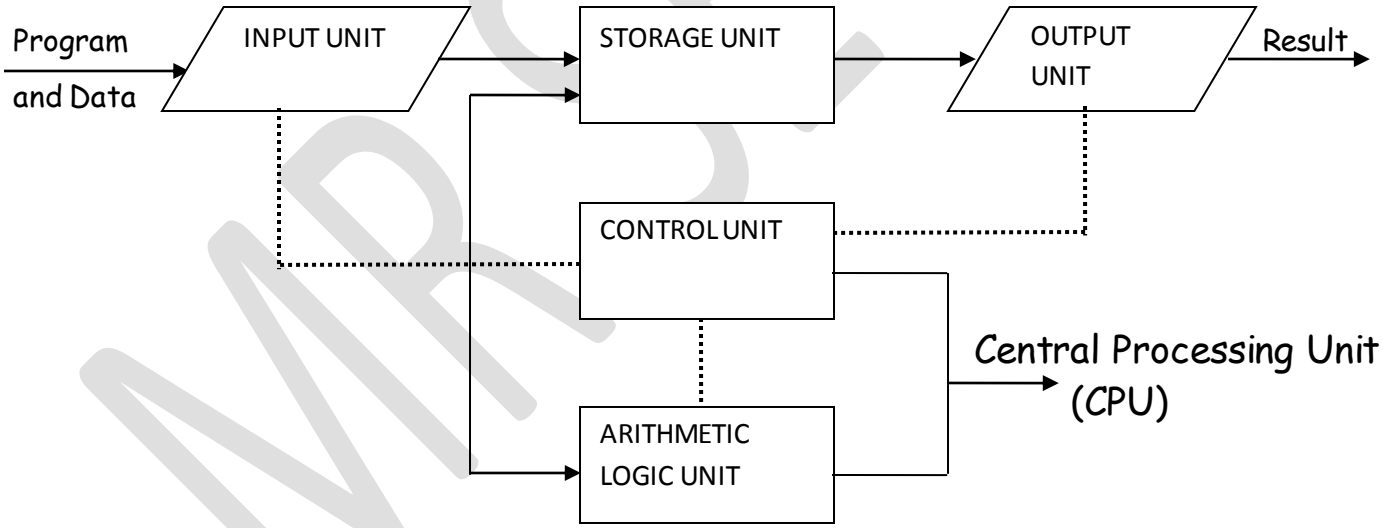
QUESTION:

What are the five (5) Basic Operations of a Computer System?

SOLUTION:

The five (5) Basic Operations of a Computer System are:

1. Inputting
2. Processing
3. Outputting
4. Storing
5. Controlling



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1. Input Unit

Inputting is a basic operation of a computer system. This is the act of feeding in the data and instruction to the computer (by computer here it means the processing unit). A computer system consists of different functional units and Input Unit does the operation of Inputting.

By inputting you should understand that it is to send data and/or instruction to the computer in the required format.

Information and programs are entered into the computer through Input devices such as keyboard, disks, or through other computers via network connections or modems connected to the Internet.

The input device also retrieves information off disks. Because computers work with bits, there should be some mechanism to make data understandable by CPU (the process is called **encoding**) and also the information produced by CPU must be converted to the human readable form (called **decoding**).

Input Unit devices take care of encoding.

The devices that help you to input data and instructions are known as Input devices. Keyboard, Mouse, Light Pen, Joystick, Scanners, Microphone etc are some examples of input unit devices.

The devices that can send data directly to the CPU or which does not need to encode it before sending to CPU are considered Direct Entry Input Devices such as scanners.

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Devices such as a keyboard which require encoding data so that it is in the form a CPU can understand are Indirect Entry Input Devices.

2. Processing Unit

The task of performing calculations and comparisons are known as **processing**. The unit in Computer System that is responsible for processing is **ALU** (Arithmetic and Logic Unit).

ALU is the place where actual execution of the instructions takes place during the processing operations.

All calculations and comparisons are made in the ALU. The data and instructions stored in the primary storage are transferred to it as when required. ALU may produce Intermediate results and store it in the memory which is also transferred back to the ALU for the final processing.

After completion of processing the final results are send to storage units from ALU.

3. Output Unit

This unit takes care of receiving processed information from processing unit and presents it to the user in the suitable form.

A computer produces results in binary form and output unit does **decoding** to make it usable to the users. The devices that can output information from a computer are known as OUTPUT UNIT DEVICES.

Monitors, Speakers, Projectors are Soft Output Devices whereas Printers, Plotters produce HARD COPY OUTPUT.

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Soft copy output is something that is temporary or is available only as long as the output device is turned on. Contrary to these are Hard copy output which is permanent.

The printout in a paper is not lost because the printer is turned off!

4. Storage Unit

Before actual processing start, data and instructions entered to the computer must be stored somewhere inside the computer. Similarly, results produces by the computer are required to be stored before it is passed to the output unit.

The intermediate result produced by the computer must also be stored for further processing. Thus the importance of storage unit in a computer system is vital. Based on whether the storage device is inside the main machine or not, it can be internal or external storage.

Similarly, looking at whether the storage device works close with CPU or works as backup media, they can be primary storage or secondary storage.

Primary storage is also called primary memory. Secondary storage is known by other names such as backup storage or secondary memory.

For the storage purpose, a computer system may have different devices such as registers, cache, RAM/ROM, flash, magnetic disks, optical disks and so on.

5. Control Unit

ALU does not know what should be done with the data; likewise output unit does not know when the result should be displayed.

By selecting, interning and seeing to the execution of the program, the CU is able to maintain order and direct the operations of the entire system.

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CU doesn't perform any actual processing on data yet it is known as a central nervous system for the comforts of the computer.

It manages and coordinates the entire system.

Hope this discussion helps you and makes you select correct answers in your exam. Following questions are probable from this topic.

Following are 10 MCQ Questions from Basic Operations of a Computer.

Answer them, you have 10 minutes: Your time starts NOW!

1. Which of the following function is not performed by computers?
   (a) Calculate data (b) Compare data (c) Analyze data (d) Output data.

2. Which of the following is soft output device?
   (a) Microphone (b) Plotters (c) Projectors (d) Card Punchers

3. Identify the direct entry input device:
   (a) Keyboard (b) Mouse (c) OMR (d) All of above

4. Which of the following unit does encoding?
   (a) Input Unit (b) ALU (c) CU (d) Output Unit

5. The actual execution of instructions takes place in _____
   (a) ALU (b) Control Unit (c) Memory (d) Output Unit
6. The storage unit holds _____
   (a) data to be processed (b) intermediate result (c) both of above
   (d) none of above

7. The fastest and most close storage device to CPU is _____
   (a) Flash memory (b) RAM/ROM (c) Registers (d) Cache

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8. After completion of processing, the final results are sent to the _____ before it goes to output device.
(a) Monitor (b) Printer (c) Storage (d) ALU

9. Which of the following is not input unit device?
(a) Microphone (b) OCR (c) Projector (d) Touch Screen

10. The unit that manages and co-ordinates the whole system is _____
(a) Input Unit (b) CPU (c) ALU (d) CU

ANSWERS:

1. C - Analyze data

2. C - Projectors

3. B - Mouse

4. A - Input Unit

5. A - Arithmetic Logical Unit

6. C - Both of the above

7. D - Cache

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8. D - ALU

9. C - Projector

10. D - CU

BASIC COMPUTER OPERATIONS

DESCRIPTION OF THE BOOTING PROCESS:

STARTING UP A MICRO COMPUTER SYSTEM

When you press your computer's power button to boot up, the PC goes through a process called **Power-On-Self Test (POST)**. It is a test that accesses the readiness of the computer when the computer is switch on. If POST is successful, you hear a single sound beep, otherwise you hear other beeps.

This POST enables the computer to read several files to remind itself what it should be doing and to perform a complex series of tests to make sure all its hardware components are working properly.

When the computer is booted up, and electrical current travels to the microprocessor and resets the chip to clear its memory.

During the reset, the microprocessor sends a command to the computer's Read Only Memory (ROM) chips to run the computer's Basic Input/Output System (BIOS) boot program

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After that, the boot program connects the hard drive, loading Windows XP/VISTA/7/8/10 core system files through the microprocessor and loading the device driver software needed to allow communication between the operating system and the PC's hardware.

Windows operating system such as Windows XP, VISTA or Windows 7, 8, 10 follows by contacting the hard drive and loading the graphics, files and font files needed to properly display the system's desktop.

After communicating with the video card to create the desktop environment, Windows operating system then opens the startup folder. Any program that may have been placed in the folder is immediately accessed from the hard drive and loaded through the microprocessor into RAM. After which your computer is ready for use.

WHAT IS BOOTING?

Booting is the process of starting or restarting or resetting the computer system.

It is simply the process to load the first piece of software that starts a computer. Because the operating system is essential for running all other programs, it is usually the first piece of software loaded during the booting process.

During the booting process, the binary code of the operation system is loaded from non volatile secondary storage (such as a hard disk drive) into volatile memory (RAM) and then executed. The booting concept is known as **"Initial Program Load"**.

TYPES OF BOOTING:

There are two main types of Booting:

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1. Cold Booting (Cold boot) or **Hard Start**
2. Warm Booting (Warm boot) or **Soft Start**

1. Cold booting

The start-up of a computer from a powered down, or off state is referred to as ***cold booting***. It is also called **hard start**. A cold boot or a hard reset occurs when the computer is powered-up.

This is a method where computer is strictly on off state or position waiting for the user to start it up by pressing ON switch button. At this stage, computer goes through complete booting process by loading codes from the secondary storage into the primary storage and then executing them.

Cold Booting: If the computer is in off state and we boot the computer by pressing the power switch 'ON' from the CPU box then it is called as cold booting.

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2. Warm booting:

Warm Booting: If the computer is already 'ON' and we restart it by pressing the 'RESET' button from the CPU box or **CTRL, ALT and DEL** key simultaneously from the keyboard then it is called warm booting.

Warm booting refers to restarting a computer that is already turned on via the operating system. Restarting it returns the computer to its initial state. A **warm boot or soft reset** occurs when resetting the computer without interrupting its power supply.

A warm boot is sometimes necessary when a program encounters an error from which it cannot recover. On PCs, you perform a warm boot by pressing the **Ctrl+Alt+Del** keys simultaneously. On Macs, you can perform a warm boot by **pressing the restart button.**

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Warm booting:

Warm booting: This type of booting is employed to restart the computer system.

Warm booting can be done by any of the following:

(i) Pressing the reset button on the system unit (if it has one).

(ii) Pressing **ALT + CTRL + DEL** keys on the keyboard at the same time (automatically restarts the system).

(iii) Clicking the windows icon, then the shutdown option and selecting the "restart" option.

Evaluation

1. Describe the booting process.
2. State the types of booting.

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WEEK 5

COMPONENTS OF THE WINDOWS DESKTOP

Desktop is the background that is seen immediately after the computer finishes booting.

The Start menu and Start button are user interface elements used in the various versions of Microsoft Windows operating systems. The Start button provides a central launching point for application and tasks.

Traditionally, the Start menu provides a customizable nested list of programs for the user to launch, as well as a list of most recently opened documents, a way to find files and get help, and access to the system settings. Later enhancements via Windows desktop update included access to special folders.

WINDOWS DESKTOP

The desktop offers many features that make using your computer easier. You can easily start programs or applications, copy and move files from one place to another, and drag and drop files and program where you want them on the computer or even on to a program's icon to open a file.

The Start menu **(CTRL + ESC)** starts programs, opens documents, and access most parts of the system. Window can be customized as needed.

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COMPONENTS OF A WINDOW DESKTOP

The basic components of the windows desktop are:

1. Icons
2. Task bar
3. Background
4. Windows
5. Toolbar

RESEARCH AND ASSIGNMENT

Explain briefly the above listed components of a window desktop.

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SOLUTION

1. ICONS

On the desktop, there are small pictures that represent a file, program, or other objects or functions known as **Icons**.

Icons are representation of objects and can be found on the desktop, taskbar, Start menu, and throughout window.

DESKTOP ICONS

Some common desktop icons include:

(i) Recycle Bin

(ii) Start Button

(iii) Start Menu

(iv) Taskbar

(v) Taskbar Button

(vi) Notification Area

(vii) My Computer

(viii) My Network Places

(ix) Internet Explorer

(x) My Documents

RESEARCH AND ASSIGNMENT

Explain briefly on the above listed desktop icons.

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SOLUTION

SOME TYPES OF ICONS AND THEIR USES

1. **RECYCLE BIN:** Temporarily stores deleted files until they are removed from the recycle bin permanently.
2. **START BUTTON:** Used to open the start menu
3. **TASK BAR:** Contains the item listed below as well as the buttons of the buttons of minimized applications, documents, or other windows, which may be used to quickly switch from one button to another.
4. **TASK BAR BUTTON:** Displayed on a task bar it is used to show that a program or a window has been minimized.
5. **NOTIFICATION AREA:** An area within the task bar used to indicate the time, as well as display icons which may be used to quickly start programs, adjust settings, or determine the status of a current task [for example opening the print queue].
6. **MY COMPUTER:** When open displays the component of the computers such as floppy drive, local CDs as well as networks drives and printers.
7. **MY NETWORK PLACES:** When opens displays all the resources available on the network such as application, data files and printers. Computers in your work group will also be listed.
8. **INTERNET EXPLORER:** Used to search for and browse internet content.
9. **MY DOCUMENTS:** When open, displays the files and object stored within. My documents us the default storage folder for many software applications.

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2. TASK BAR

The task bar is the horizontal bar at the bottom of the screen. The task bar is visible almost all the time except otherwise customized, unlike the desktop which can get obscured by the window on top of it.

This is found at the bottom of the desktop. It contains the start button. The Quick launch toolbar and the task bar tray (Which contains the clock and other icons)

It has four main sections:

i. The **Start button**, which opens the Start menu;
ii. The **Quick launch toolbar**, which lets you start programs with one click.
iii. The **middle section**, which shows you which programs and documents you have opened and allows you to quickly switch between them.
iv. The **notification area**, which includes the clock and icons.

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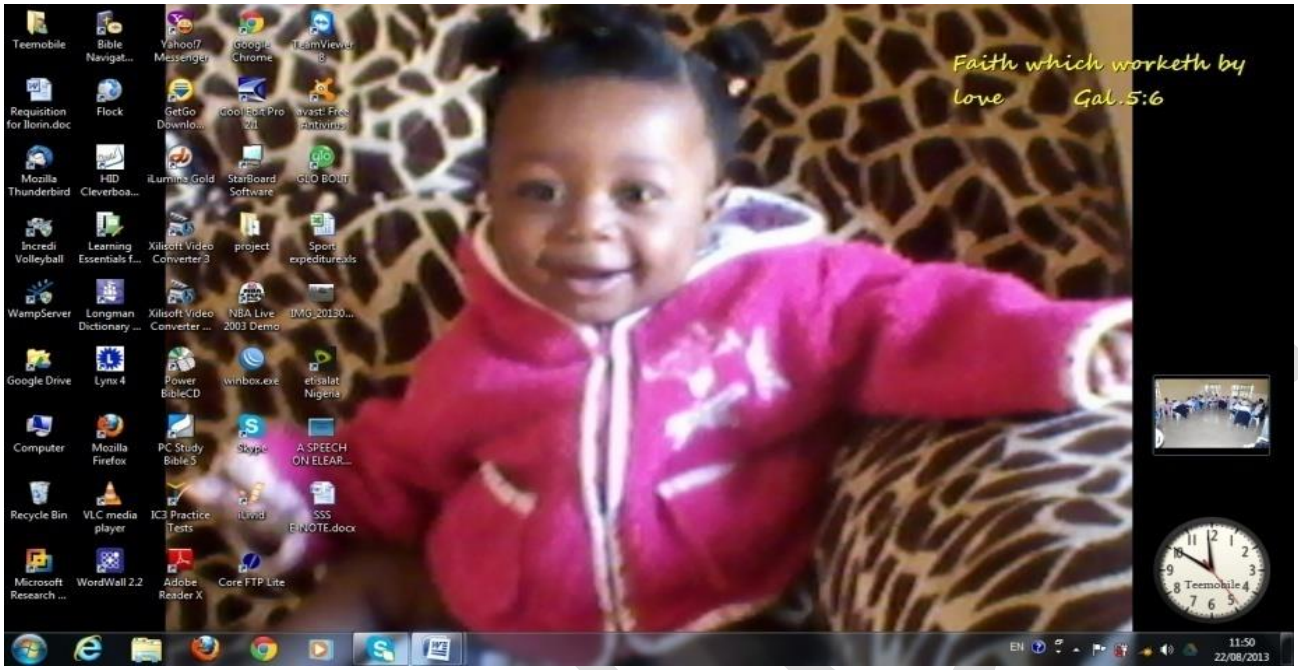
3. WINDOW BACKGROUND

A background is also called **a desktop**. It is the area where icons and windows are displayed. It is the beginning point after the operating system is fully loaded.



Desktop background (also called wallpaper) can be a digital picture from your personal collection or one that comes with windows. You also select a coloured for your desktop background or use a colour to frame your background pictures.

The background of window desktop can take any colour or design. We have different types of background depending on the choice of the user.

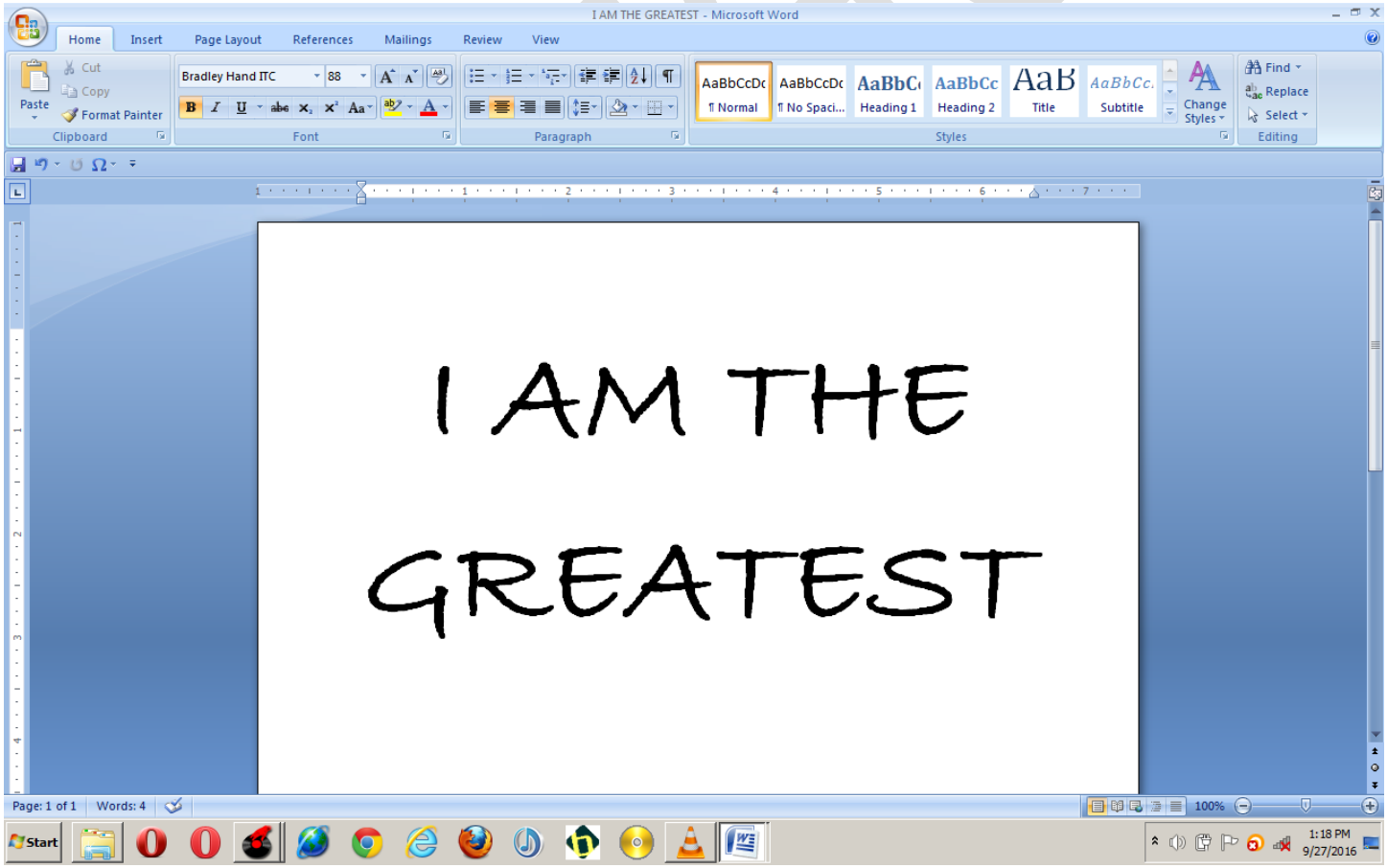
4. WINDOWS

A window is a section of the computer's display in a GUI (Graphical User Interface) that shows the program currently being used.

For example, the browser window that you are using to view this web page is a **window**.

Windows allow a user to work with multiple programs or view multiple programs at once. Almost all windows allow you to minimize and maximize them, allowing you to hide and view a program temporarily.

Below is an example of what a window may look like in Microsoft Windows and each of its major functions, also known as the Window Elements.



WEEK 5a

RUNNING AN APPLICATION PROGRAM

Running application program means to open the name of the application program such as MS Word, Paint, MS Excel, MS Access, MS PowerPoint, Corel Draw, etc and begin to use.

Running or Starting or Loading or Launching of a Program

The Start menu is gateway to all of the programs on your computer. To open Start menu, click on the Start button.

To start a Microsoft word, for example, follow the following steps.

a. Click the Start button, the Start menu
b. Point to All Programs, Locate Microsoft Office,
c. Click Microsoft Office Word.
d. A work space will appear, click you can begin to input data.

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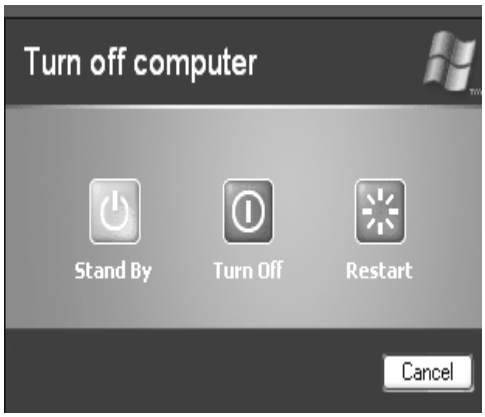
The Process of Shutting Down the Computer System



When you are done using your computer, it is important to turn it off properly- not only to save energy, but also to ensure that your data is safe, and to help keep your computer more secure.

Best of all, your computer will start quickly next time you use it.

To shut down your computer, follow the steps below:

1. Close all open windows or running programs.
2. Click the start button and then click shut down.
3. When you click shut down, perhaps you forgot to save changes, the document windows prompts you to do so.

   Screen message helps you to safely turn off your computer.

How to start the Computer in Ms. Windows mode?

There is nothing special you need to start this system. Just,

1. **Switch ON the Power Supply.**
2. **Switch ON the System Unit - CPU and,**
3. **Switch ON the Screen (Monitor).**

How to Shutdown (Turn off) the Computer?

Before shutting down the Computer, close all opened windows at first. Then,

1. Click on Start button.
2. Click on Shutdown (Turn Off Computer).

Then, Computer asks you:

What do you want the Computer to do?

- Standby
- Shutdown (Turn Off)
- Restart
- Restart in MS-DOS mode.

Note: The options will be different from one OS to another.

3. Choose 2nd option (i.e. Shutdown/Turn Off).
4. Click on OK.

Then, wait until the message "It's now safe to turn off your Computer".

5. Then, Switch Off the screen.
6. Switch Off the CPU.
7. At last, Switch Off the power supply.

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EVALUATION

1. Describe 'Task bar' and mention the four main section of a task bar.
2. Highlight the main sections of a task bar.
3. Enumerate the steps in shutting down a system
4. Give two methods of warm booting.

READING ASSIGNMENT

Read Word Processing and summarize in about one and half pages.

WEEKEND ASSIGNMENT:

OBJECTIVE TEST

1. _____ is the horizontal bar at the bottom of the screen. (a) icon (b) Task bar (c) Menu bar (d) title bar
2. _____is the process of starting or restarting the computer system. (a) Loading (b) Booting (c) POST (d) Software
3. _____refers to restarting a computer that is already turned on via the operating system. Restarting it returns the computer to its initial state. (a) Cold booting (b) Warm booting (c) Booting (d) Logging in
4. The start-up of a computer from a powered down, or off state is referred to as _____ (a) Cold booting (b) Warm booting (c) Booting (d) Logging in
5. All these are the main sections of the task bar except_____ (a) Start menu (b) Background (c) Quick launch toolbar (d) notification area

ESSAY QUESTIONS:

1. What is a Task bar?
2. Enumerate the main sections of a task bar.
3. What is an Icon?
4. Give examples of where an icon can be found.

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WEEK 6 - 8

WORD PROCESSING

CONTENT:

1. Definition of Word Processing and word Processor.

2. Examples of word processors: Microsoft word, word perfect & word star etc.

3. Features of word Processors.

4. Word processing environment

5. Using a word processor to create, edit, format, save, and print, close.

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WORD PROCESSING

DEFINITION OF WORD PROCESSING

Word processing is the preparation of documents such as letters, reports, memos, books or any type of correspondence on a computer. In other words, Word processing is the creation, formatting, production and printing of texts using the computer.

DEFINITION OF WORD PROCESSOR

A word processor is an application package that allows you to do word processing. It is a software package that enables a computer user to create, edit, print, and save documents for future retrieval and reference.

EXAMPLES OF WORD PROCESSORS

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There are several word processor packages. Some of the more popular word processors available today are:

1. Microsoft Word
2. Amipro
3. Word Pro
4. Open office
5. Ability write
6. Word Pad / Note pad
7. Word Perfect
8. Word Star
9. Corel Word Perfect
10. Microsoft Works
11. Microsoft Write
12. Frame Maker
13. Abi Word
14. Libre Office
15. Atlantis Word Processor

RESEARCH AND ASSIGNMENT

Explain briefly any five (5) of the above listed and mentioned examples of word processors.

USES OF WORD PROCESSOR

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The following are some of the uses of word processor:

1. It is used to type documents, letters, memos, magazines, newspapers, etc. Using a word processor allows you to enter text on the 'page' shown on the computer screen, and make changes to that text without having to retype the entire document from scratch.
2. Word processor is used to save documents on disk so that it can be retrieved and worked on at a later date.
3. It is used to format documents to make them look very professional. You cannot do any of these things on a typewriter.
4. Word processor can be used for designing letter heads, birthday cards, invitation letters, etc.
5. It is used for preparing newsletter, timetables, mailing lists, brochures, projects etc.
6. It is used for creating reports, messages before sending them.

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FEATURES OF WORD PROCESSORS

Most word processors available today allow more than just creating and editing documents.

They wide range of other tools and functions, which are used in formatting the documents.

The following are the main features of a word processor:

1. Word-wrap
2. Justification
3. Indents
4. Insertion
5. Overwriting
6. Deletion
7. Search and Replace
8. Copying and Cutting (copy and paste / cut and paste)
9. Pagination
10. Page Numbering
11. WYSIWYG
12. Header and Footer
13. Mail Merging
14. Format Painter
15. Bullets and Numbering
16. Drop Cap

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RESEARCH AND ASSIGNMENT

Explain briefly the above listed features of word processor.

Simple Guide to Computer, for SSS 1, by Henry Udu, Page 131 -132

EXPLANATION:

1. **Word-wrap:** automatic arrangement of text in lines of specified length without the necessity of touching the return key.
2. **Justification:** automatic alignment of text both the left and right margins.
3. **Indents:** the setting of temporary margins within a document differing from the primary margins used.
4. **Insertion:** the entry of new text within previously typed material without erasing the existing materials.
5. **Overwriting:** the substitution of new text for old by typing over the old text.
6. **Deletion:** erase of text from the screen, or of whole document from the disk.
7. **Search and Replace:** moving directly to specified words or parts of words within a document and replacing them with different words or word portion.
8. **Copying and Cutting:** the duplication or moving of blocks of text within and without document(s).
9. **Pagination:** automatic division of a document into pages of specified numbers of lines.
10. **Page Numbering:** automatic sequential numbering of pages.
11. **WYSIWYG** (What You See Is What You Get): With WYSIWYG, a document appears on the display screen exactly as it will look when printed.
12. **Header and Footer:**
    Header is a text that is typed and appears at the top of every page.
    Footer is a text that is typed and appears at the bottom of every page.

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ASSIGNMENT AND RESEARCH WORK

1. **In a tabular form, List 25 Windows shortcut keys known to you and state their uses of functions.**
2. **State five (5) differences between Microsoft word and Microsoft excel.**

SOLUTION:

S/N	WINDOWS SHORTCUT KEYS	USES/FUNCTIONS
1	CTRL + C	To copy
2.	CTRL + Z	To undo
3.	CTRL + ESC	To open start menu

S/N	MICROSOFT WORD	S/N	MICROSOFT EXCEL
1.	It is an electronic word processing package.	1.	It is an electronic spreadsheet package
2.	A page is called a document.	2.	A page is called a worksheet or workbook.
3.	They are mostly used by secretaries.	3.	They are mostly used by Accountants.
4.	It is used for typing, editing, formatting and prepare of tables and to spell check for mistakes.	4.	It is used for financial, mathematical analysis, accounting and statistical analysis etc.
5.	It is saved in .docx format.	5.	It has file format .xls.
6.	It has more formatting options like drop cap.	6.	It has more calculation options.

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EVALUATION

1. Define word processor.
2. List five examples of word processor packages.
3. Enumerate and explain briefly any two features of word processor.

READING ASSIGNMENT

Read word processing environment and how to use word processor package, then summarize in one and half pages.

WEEKEND ASSIGNMENT
OBJECTIVE TEST:

1. _____is the preparation of documents such as letters, reports, memos, books or any type of correspondence on a computer.
   (a) Word Pro (b) Word processor (c) Word Processing (d) Word product.

2. _____is an application package that allows you to do word processing. It is a software package that enables a computer user to create, edit, print, and save documents for future retrieval and reference.
   (a) Word Pro (b) Word processor (c) Word Processing (d) Word product.

3. All these are word processor packages except_____
   (a) Lotus (b) MS word (c) Basic (d) Open office.

4. _____ is an automatic arrangement of text in lines of specified length without the necessity of touching the return key.
   (a) Insertion (b) pagination (c) wordwrap (d) Indent.

5. _____ is an automatic division of a document into pages of specified numbers of lines.
   (a) Insertion (b) pagination (c) Deletion (d) Page numbering.

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WORD PROCESSING (Cont'd)

CONTENTS

1. Microsoft Word
2. Word processing environment
3. Using a word processor to: create, edit, format, save, retrieve, print and close.

MICROSOFT WORD (MS WORD)

Microsoft word is a word processor or an electronic word processing package designed by Microsoft Corporation U.S.A.

The first version of Microsoft Word was developed by Charles Simonyi and Richard Brodie former Xerox programmer.

It is the most common word processor today because of its special features. It comes in a software suite called Microsoft Office.

VERSIONS OF MICROSOFT OFFICE

Some versions of Microsoft Office include:

1. Microsoft Office 1990 to 1995
2. Microsoft Office 1997
3. Microsoft Office 1998
4. Microsoft Office 2000
5. Microsoft Office 2001
6. Microsoft Office 2003
7. Microsoft Office 2007
8. Microsoft Office 2010
9. Microsoft Office 2013 – Released on August 1st, 2013
10. Microsoft Office 2015
11. Microsoft Office 2016 – Released on September 22nd, 2015

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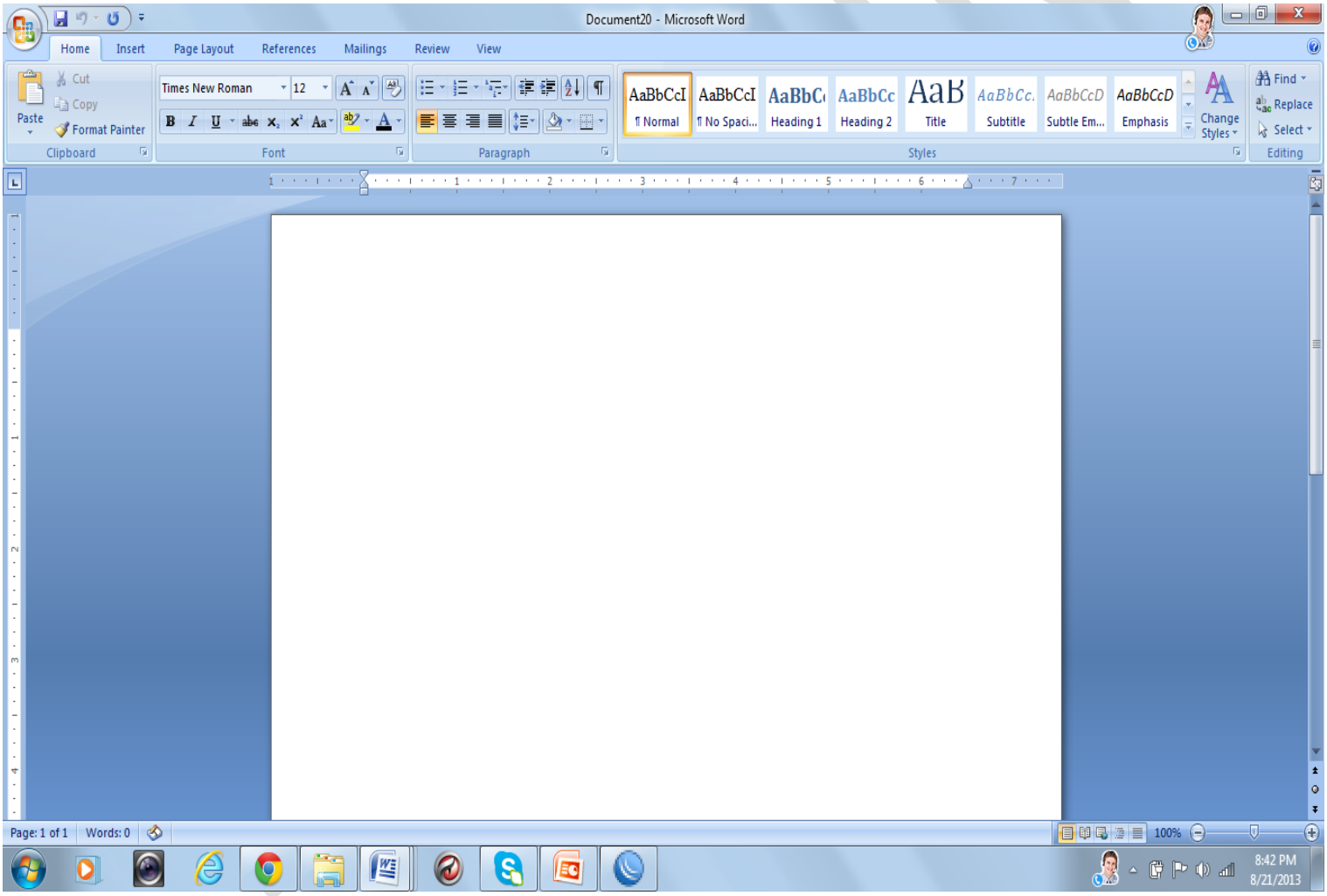
WORD PROCESSING ENVIRONMENT

Ms-Word 2007 Environment

It is user-friendly. Its features are clearly named, organized and easily assessable.



FEATURES OF MS-WORD (MICROSOFT WORD) ENVIRONMENT

Some of the **features or elements or components** of a Word Processor (Microsoft Word 2007) includes:

1. The Office Button
2. The Horizontal Ruler
3. The Vertical Ruler
4. Scroll Bars (Horizontal and Vertical)
5. Menu Bar
6. Title Bar
7. Minimize Button
8. Maximize Button
9. Close Button
10. Text Area
11. Status Bar
12. Task Bar
13. The Quick Access Toolbar
14. The Ribbon

RESEARCH AND ASSIGNMENT

Explain briefly the above listed features of Microsoft word environment.

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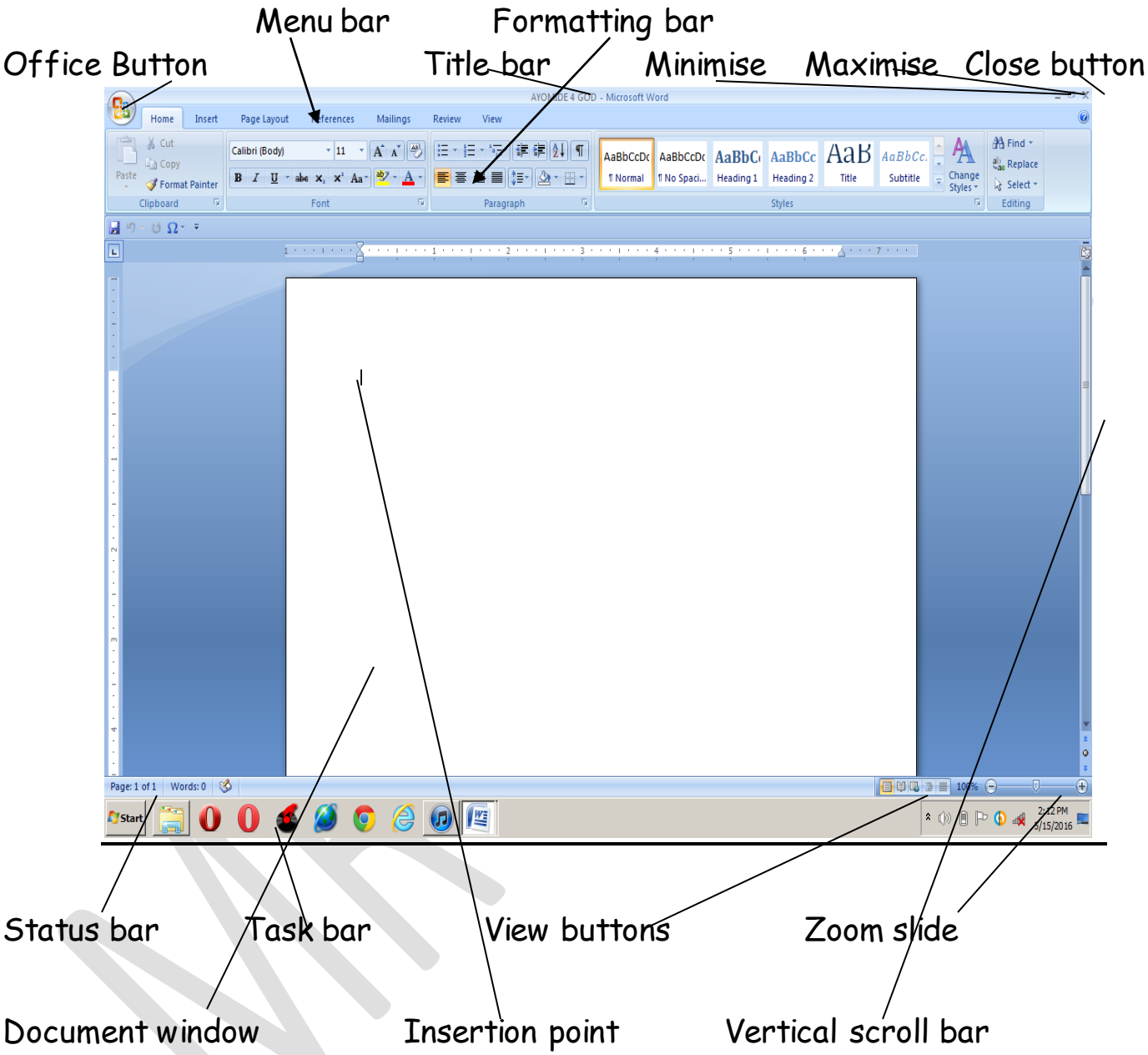
MICROSOFT WORD 2007 ENVIRONMENT, FEATURES AND ELEMENTS



SOLUTION

FEATURES OF MS-WORD ENVIRONMENT

1. **Office Button:** It contains a menu of file-related commands. When you click the office button you will see the available commands such as New, Save, Save As etc.
2. **Quick Access Tool Bar:** It provides a set of frequently used commands. The default options are to save a file, to undo the fast action, and to repeat your most recent action. You can add other options by clicking on the drop down menu.
3. **Title Bar:** It displays the name of the program and the name of the current document.
4. **Window Controls:** They are used to minimize, resize or close a window. This feature is in every program that you open in window.
5. **Menu Bar:** It shows the various menu lists that drop down sub-menu when clicked.
6. **Tool Bar:** It shows the various Icons that can be activated and used by clicking.
7. **Status Bar:** It shows the page status, zoom level, as well as view tabs which enable the document to be viewed either as print layout, full screen reading or web layout.
8. **Scroll Bar:** This is used to scroll up and down the page. You can also click on the little down arrow below the scrollbar to move down the page. If your page is wider than the screen display, then will also see a horizontal scrollbar across the bottom of the window.
9. **Text Area:** Just below the 'ruler' is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location.

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EVALUATION

1. State and explain the functions of three features of MS-Word 2007
2. Draw the Ms-Word 2007 environment.
3. _____ or _____ can be used to save our work.
4. Describe how to load Ms-Word.

WEEKEND ASSIGNMENT:

Objective:

1. The uses of Ms-Word include the following except _____
   (a) It is used to type documents, letters, memos, magazines.
   (b) Word processor is used to play music.
   (a)It is used to format documents to make them look very professional.
   (b) Word processor can be used for designing letter heads, birthday cards, and invitation letters.

2. Word processing involves the following except _____
   (a) Creating text (b) Formatting text (c) Producing text (d) Fixing text.

3. To load Microsoft Word, fill in the blank spaces with the words in the bracket.

Point the mouse arrow on the _____ button and click. When the _____ menu appears, select _____. Click _____ and select _____

(Start, Programs, Microsoft Word, Menu, Microsoft Office)

4. To save a file in Microsoft Word, click on _____
   (a) Open menu (b) Save icon (c) Programs (d) File icon

5. To close Microsoft Word, click on the following:
   (a) Open menu/click X button (b) File menu/Click X button
   (c) Open menu/Close (d) File menu/minimize button

ESSAY:

1. What is the difference between a Word processor and Word processing?
2. Describe how to load Ms-Word.

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USING MS-WORD 2007

In this section you are going to learn how to use the Ms-Word 2007 processor to perform some tasks as follows:

1. Opening Ms-Word 2007

1. Point the mouse arrow on the **Start** button and click.
2. When the **Start** menu appears, select **Programs**
3. When the **Programs** menu appears, click on **Microsoft Office** and select **Microsoft Word.**

2. Create a Document

i. Click the office button

ii. In the left pane of the displayed menu, click New

iii. A dialog box pops up. From the middle pane, choose Blank document from the two options: Blank document and New blog post.

iv. Now click create in the bottom of the right pane in the dialog box, and the new document opens

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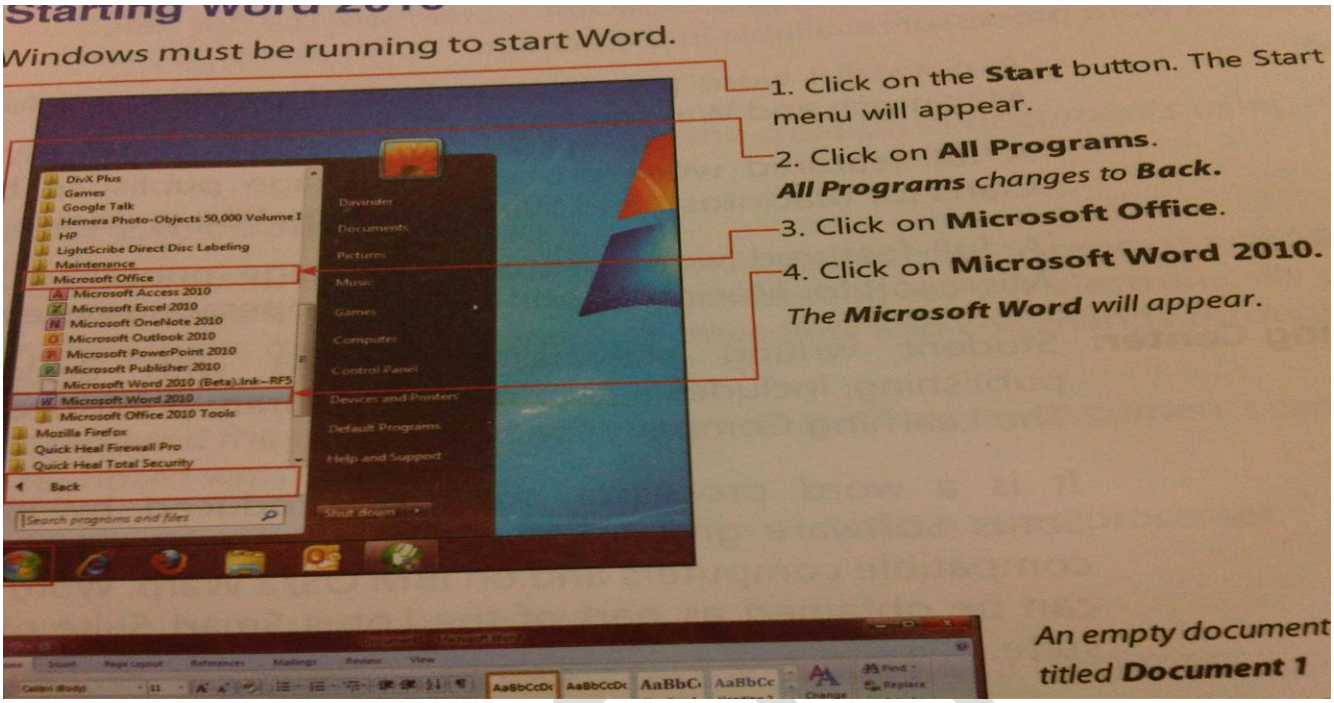
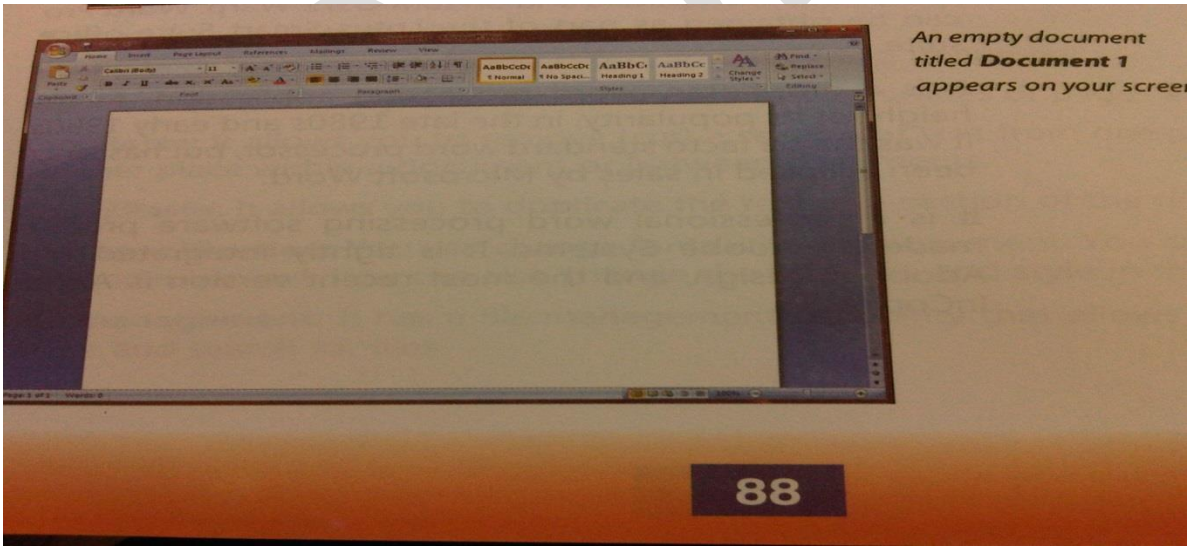
STARTING OR LOADING MICROSOFT WORD 2010



AN EMPTY DOCUMENT TITLED DOCUMENT 1 APPEARS ON YOUR SCREEN



3. Format Document

You may want to change the appearance of the text in the word document to your taste. Formatting is the term used to describe this phenomenon. Carry out the following steps:

i. Select the text you wish to format

ii. In the ribbon, make sure that the Home tab is selected. Move your mouse pointer to the menu for changing the font style. Note that font style is the same as font face.

iii. In the drop down menu, move your mouse pointer over the different font face, and the live preview feature of Ms-Word 2007 will show you how each look. Pick any font of choice.

iv. In the same way you can change the size of your text when you click in the menu for the font size, located just before the font face.

v. You can bolden the selected text, italicize or underline when you click on B, I and U respectively.

4. Save a document

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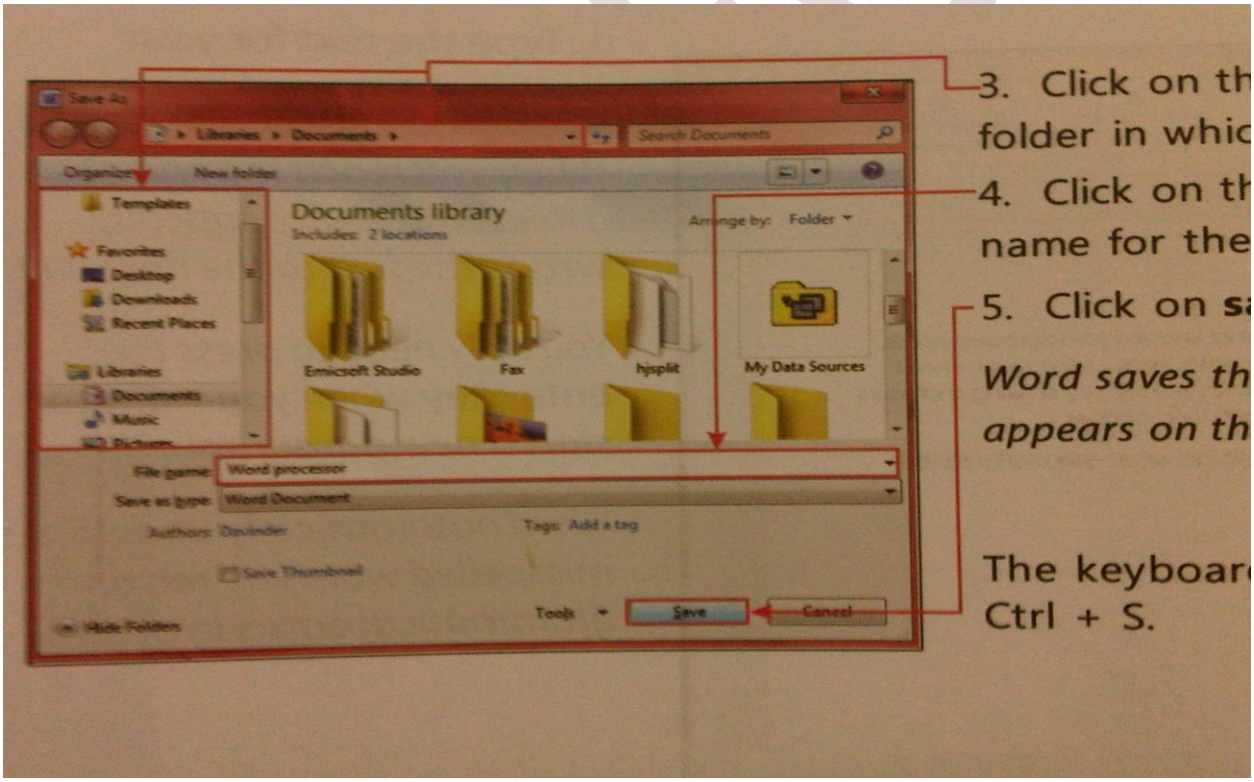
Saving a document on a back-up storage device makes it available for editing and printing at a later date. To save a document in Ms-Word, you can use the **File** menu or the **Save icon** on the standard toolbar.

Saving a File Using the File Menu:

1. Pull down the **File** menu
2. Select **Save**. The 'Save As' dialogue box appears
3. Type in a name for the document in the box labeled 'File name'
4. Select a storage location from the drop-down list provided in the 'Save in' box
5. Click on the **Save** button.

Once your document has been saved as a file you can use the same **Save** function to update your document as you continue typing. That is, if you make changes to your document you do not have to use the 'Save As' dialogue box again. The changes to your work will be saved in the same location using the same file name.

SAVING MICROSOFT WORD DOCUMENT



5. To Retrieve a Document:

1. Pull down the **File** menu and select **Open** or from the toolbar click the Open button
2. The 'Open' dialogue box appears. Using the 'Look in' box, select the location where the file is stored.
3. When the list of files/folders is displayed, you either:

   (c)Type the name of the file you want to open in the 'File Name' box and click **Open** or

   Double click on the name of the desired file.

6. Print a Document

After you have finished working on your document, you may want to have the document as a hardcopy. Printing involves the following steps:

i. Click the office button

ii. In the display menu, click Print

iii. In the print dialog box that pops up, choose the available printer from the printer name text box.

iv. Then click Ok to print

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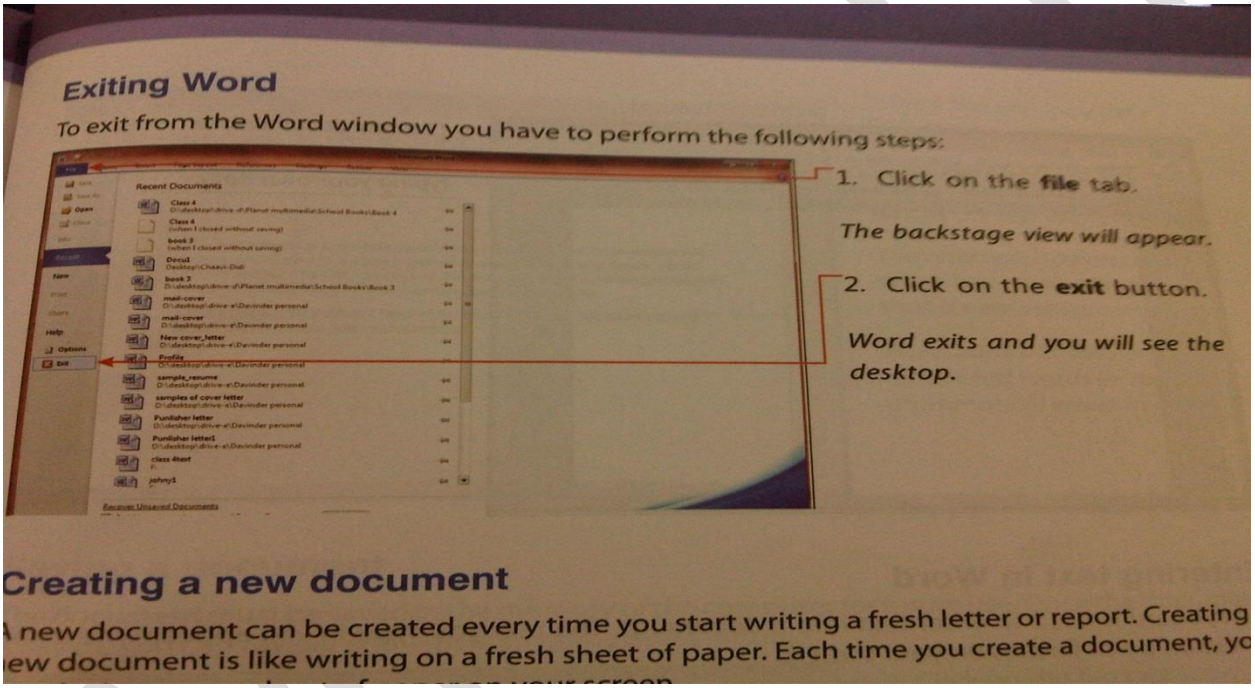
7. Close Ms-Word Document

In the case, you may want to close the present document you are working with, but do not want to close Ms-Word 2007 program, take the following steps:

i. Click the office button

ii. In the displayed menu choose the last option in the left pane – CLOSE. Note that to close the program you should click on Exit Word on the bottom right pane of the menu displayed.

EXITING OR CLOSING MICROSOFT WORD



Exiting Word

To exit from the Word window you have to perform the following steps:

1. Click on the **file** tab.

   The backstage view will appear.

2. Click on the **exit** button.

   Word exits and you will see the desktop.

Creating a new document

A new document can be created every time you start writing a fresh letter or report. Creating
ew document is like writing on a fresh sheet of paper. Each time you create a document, yo

PRACTICAL ON MICROSOFT WORD

1. Loading MS Word

2. Opening a Document
3. Opening an existing document
4. Editing a Document
    a. Copy, Cut and Paste
    b. Format Painter
    c. Find and Replace
    d. Go to
    e. Spelling and Grammar
    f. Thesaurus
    g. Word Count
5. Formatting a Document
    a. Font face e.g. Arial, Times New Romans etc
    b. Font size: ranging from 8 – 72
    c. Font style: bold, italic, regular, bold italic, underline
    d. Font color: red, yellow, blue etc
    e. Font effects: subscript, strikethrough, change case, superscript etc.
    f. Character Spacing e.g. Expanded or Condensed spacing, Kerning etc
6. Paragraph
    a. Indent and Spacing
    b. Alignment
    c. Indentation
7. Bullets and Numbering
8. Inserting features to a document
    a. Tables
    b. Pictures or Clip Art
    c. Shapes
    d. Header and Footer
    e. Page Number
    f. Text box
    g. Word Art
    h. Drop Cap

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i. Symbols

9. Merge and Split cells
10. Insert rows and columns
11. Type, Backspace and Delete
12. Bold, Italic and Underline
13. Copy and paste
14. Cut and paste
15. Paragraph formatting – left, center, right and justify.
16. Adding Bullets and Numbers
17. Undoing and Redoing
18. Setting Page Layouts – set the Orientation, Set the Page size, Set the margins
19. Add Page Numbers
20. Insert Page Breaks
21. Saving a document
22. Saving a document with Password: save as – tools – general options – type your password – ok – save.
23. Retrieving an existing document
24. Merging Setting – Page setup
25. Print Preview
26. Preview and Print Document
27. Print all or part of a single document
28. Print a range of pages
29. Print Odd or Even pages
30. Print specific pages or sections
31. Printing MS Word Document
32. Closing a document and word program

EVALUATION

1. List steps of creating a document.
2. List steps of printing a document.

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GENERAL EVALUATION

1. What do you understand by the term?
   (i) tab
   (ii) dialog box in computer?

READING ASSIGNMENT

Read the next week topic and summarize it.

WEEKEND ASSIGNMENT

1. Which of the following is not a tab under Home menu in word 2007?
   (a) **B** tab (b) type font size (c) bullet tab (d) Margin tab

2. The quick access toolbar contains the following tabs except.
   (a) Numbering (b) Undo (c) Redo (d) Save

3. The office button contains all these except ___ menu in Ms-Word 2007. (a) Save as (b) Exit (c) Print preview (d) Close

4. To save a file in Microsoft Word, click on _____
   (a) Open menu (b) Save icon
   (c) Programs (d) File icon

5. To close Microsoft Word, click on the following:
   (a) Open menu/click X button (b) File menu/Click X button
   (c) Open office button menu/Close (d) File menu/minimize button

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WEEK 9-11

PRESENTATION PACKAGE

CONTENTS

i. Definition of Presentation Package

ii. Examples of presentation package – PowerPoint etc.

iii. Features of a presentation package: creation of slides,

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PRESENTATION PACKAGE

DEFINITION OF PRESENTATION PACKAGE

A presentation program (also called a presentation graphics program) is a computer software package used to display information, normally in the form of a slide show.

A presentation package is a software program that contains a text editor and the ability to add charts and graphic images, such as photographs, clip art, or other objects so as to make a slide show for the purpose of communicating visually to an audience.

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FUNCTIONS OF PRESENTATION PACKAGES

Presentation softwares are used to design, produce and make presentations. Its output can be projected directly from the computer to a screen or used to make transparencies.

It typically includes three (3) major functions:

1. An editor that allows text to be inserted and formatted.
2. A method for inserting and manipulating graphic images and
3. A slide-show system to display the content.

Examples of Presentation Packages or Programs or Softwares

1. Microsoft PowerPoint (MS PowerPoint)
2. Corel Presentations
3. Open Office Impress
4. Kingsoft Presentations
5. Windows Movie Maker
6. Slide Rocket
7. HP-iDraw
8. Macromedia flash
9. Google Docs

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10. Adobe PDF

RESEARCH AND ASSIGNMENT

Explain briefly any five of the above listed examples of presentation packages.

FEATURES OF PRESENTATION PACKAGES

The following are the list of features common to most presentation packages:

1. Creation of Slides
2. Insertion of Pictures and Images
3. Insertion of Audio and Video
4. Animation
5. Slides shows
6. Creation of graphics
7. Creation of organizational and other charts

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RESEARCH AND ASSIGNMENT

Explain briefly the above listed features of application packages.

Solution

EXPLANATION OF THE FEATURES OF PRESENTATION PACKAGES

All presentation packages should be able to carry out the following functions:

1. **Creation of Slides:** Is used to create a collection of information that can be displayed sequentially.

2. **Insertion of Pictures:** It should have place holders that can hold pictures.

3. **Insertion of Audio and Video:** It should have the ability to accept sound and visual enhancement for the presentation.

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4. **Animation:** Transition of slides should be able to move and change when the sequence is shown.

5. **Slides shows:** It should be able to display your slides.

6. **Creation of graphics:** It comes with a store of graphic objects that can be used to aid illustrations.

7. **Creation of organizational and other charts:** A presentation package should be able to present data as graphical information.

COMPONENTS OF MICROSOFT POWERPOINT WINDOW

1. Title bar
2. Menu bar
3. Standard tool bar
4. View bar
5. The drawing palette
6. Formatting tool bar

RESEARCH AND ASSIGNMENT

Explain briefly the above listed features of application packages.

TIPS FOR GOOD POWERPOINTING

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The following are the tips for good PowerPointing, they include:

1. Keep in mind that the focus of your presentation is to deliver a message.
2. Be consistent. Don't change colour, Bullets, font style, etc. on every screen.
3. One idea per style.
4. Choose graphics carefully.
5. Don't let animations dominate the content or information.
6. Always test your presentation before an official showing.

SOLUTION

1. **TITLE BAR:** This displays the application name, file name and various window controlled like minimize button, maximize button and close button.

2. **MENU BAR:** It consists of different options for selection.

3. **STANDARD TOOL BAR:** Display by default, allows to give common commands like save file, open file, print e.t.c.

4. **VIEW BAR:** This is used to change the view of the screen.

5. **THE DRAWING PALETTE:** This is used to draw different shapes.

6. **FORMATTING TOOL BAR:** Allows the user to give commands related to formatting cells and cell contents like bold, font size, colour, style, e.t.c.

EVALUATION

1. List and explain the features of a presentation package

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GENERAL EVALUATION

1. Enumerate the features of a presentation package.
2. Define presentation package.
3. Example of presentation package is PowerPoint, explain it.

READING ASSIGNMENT

Read the next topic from your e-note.

WEEKEND ASSIGNMENT

1. Which of the following application is not a presentation package?
   (a) Adobe acrobat (b) PowerPoint (c) Harvard graphic (d) HP-iDraw

2. Features of a presentation package will not be complete without _____
   (a) zoom (b) themes (c) clip art (d) slide show

3. ___is a transition of slides that is able to move and change when the sequence is shown.
   (a) slide show (b) zoom (c) animation (d) clip art

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USING PRESENTATION PACKAGE- Power point

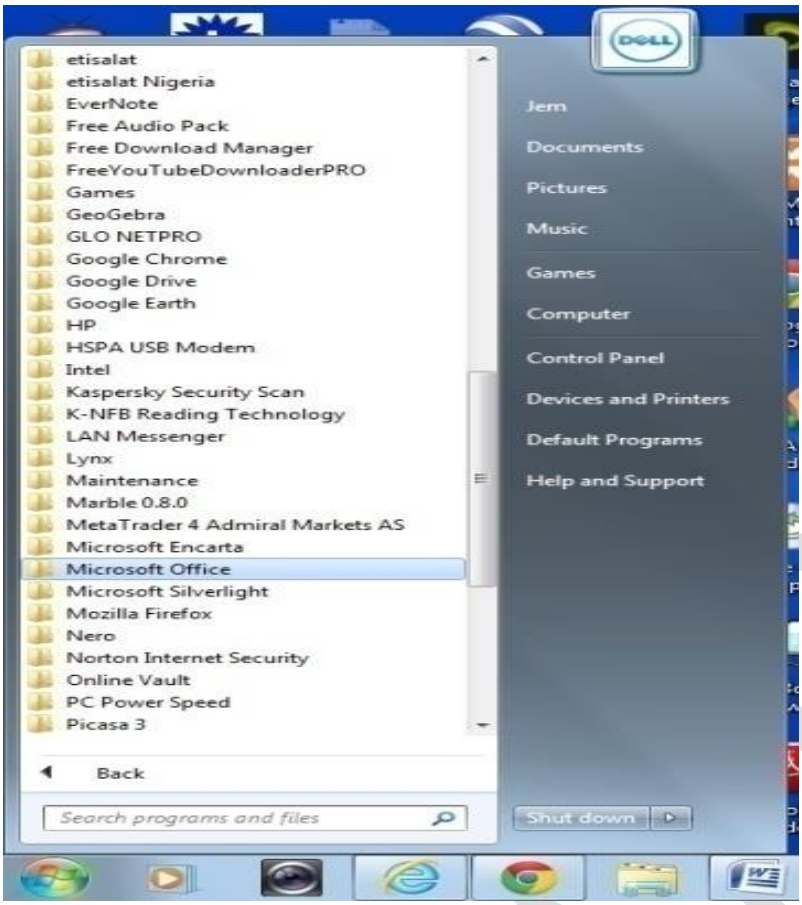
Open the Application: Ms-PowerPoint

i. At the left corner of the task bar in the windows desktop, click the windows start button.

ii. In the start menu, click the entry for **All Programs**

iii. In the display list of all the programs in the computer, scroll down to **Microsoft Office folder**. Click it and it will show you the list of all Microsoft package installed in your system.

iv. Then **click Microsoft Office PowerPoint 2007**, the program opens.



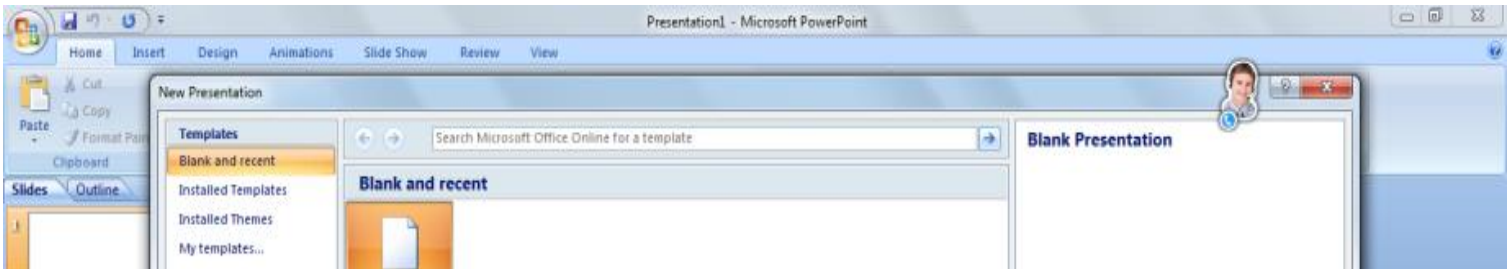
Create a New Presentation

i. Click the **Office Button**

ii. In the left pane of the displayed menu, **click New**

iii. In the **New Presentation dialog box** that shows up, ensure that **Blank Presentation** in the middle pane is selected.

iv. Click **Create** to **open a new PowerPoint presentation.**



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Insert Slide Contents

i. In your new PowerPoint document, make sure that the Home tab is selected. Under the slides group, click the New Slide menu launch button to display various forms of slide sets. Click on Title and Content Slide

ii. In the Click to add title place holder, type MICROSOFT POWERPOINT 2007. Also click to add text place holder, click the insert picture from file button.

iii. The open dialog box opens. Locate the picture that you want to insert in the computer and click open.

NOTE: Follow the same steps for text, Graphic and Pictures.

Animate Contents

Your PowerPoint presentation should be made attractive in order to make the communication to your audience more appealing and memorable.

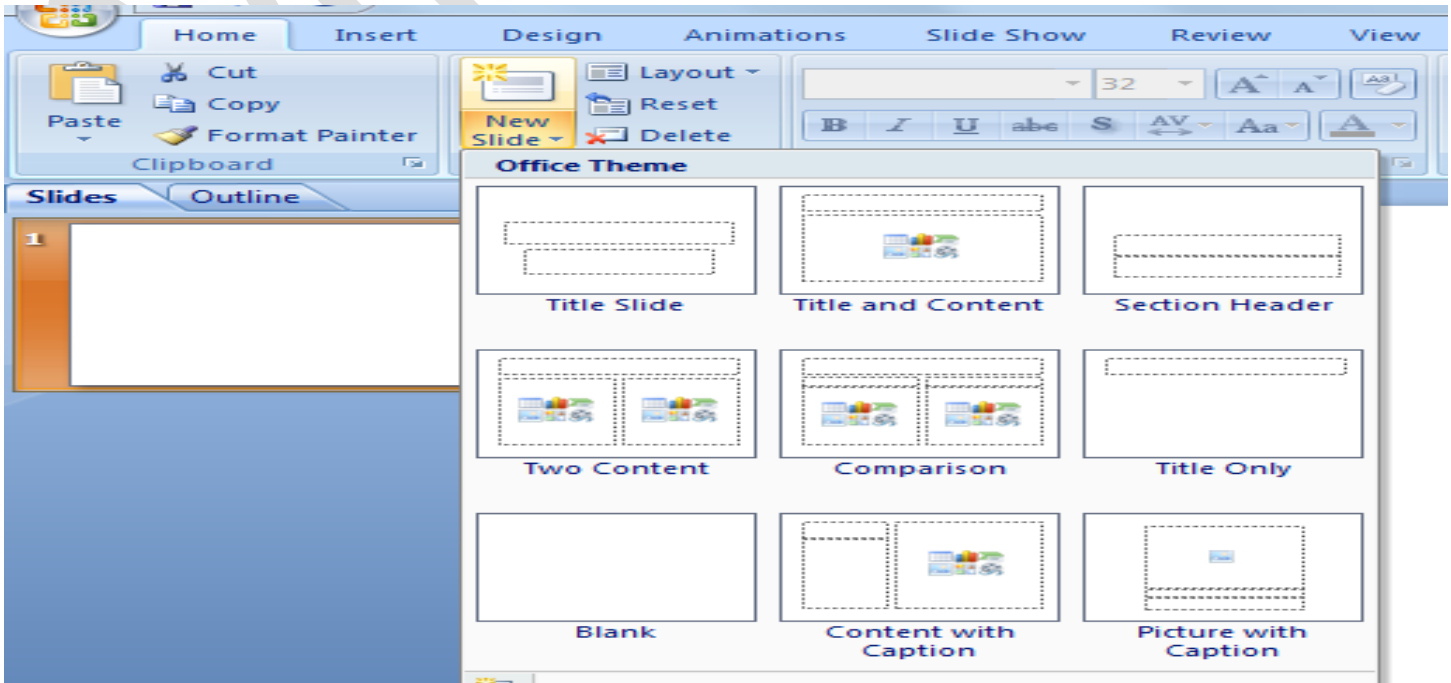
i. In the ribbon, click on the **Animations tab**.

ii. Move your mouse pointer over **the animation options** in the transition to this **slide group**.

iii. Choose any of the **animation style of interest**.

Add New Slide

In your New PowerPoint document, make sure that the Home tab is selected. Under the **slide group** click the **New Slide menu** launch button to display various **forms of slide place sets**. Click on **any type of slide** you would like to use.



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Evaluation

1. Practice the above in your computer

Save Presentation

i. Click the office button

ii. In the displayed menu click Save

iii. In the displayed dialog box, choose where you want to save your file in your computer

iv. Click Save

Run Slide Show

After you have created series of slides for your intended presentation, how do you show the presentation to your audience?

i. Open the slide inside PowerPoint 2007.

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ii. Click the view tab in the Ribbon. In the Presentation Views group click the **slide show button**.

Print a Presentation

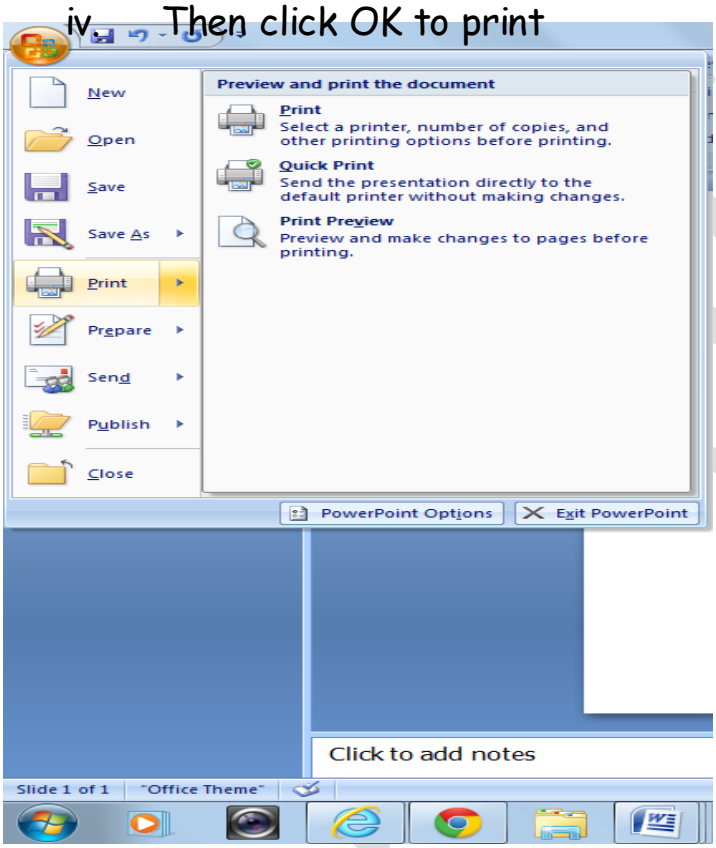
To print your slides follow these:

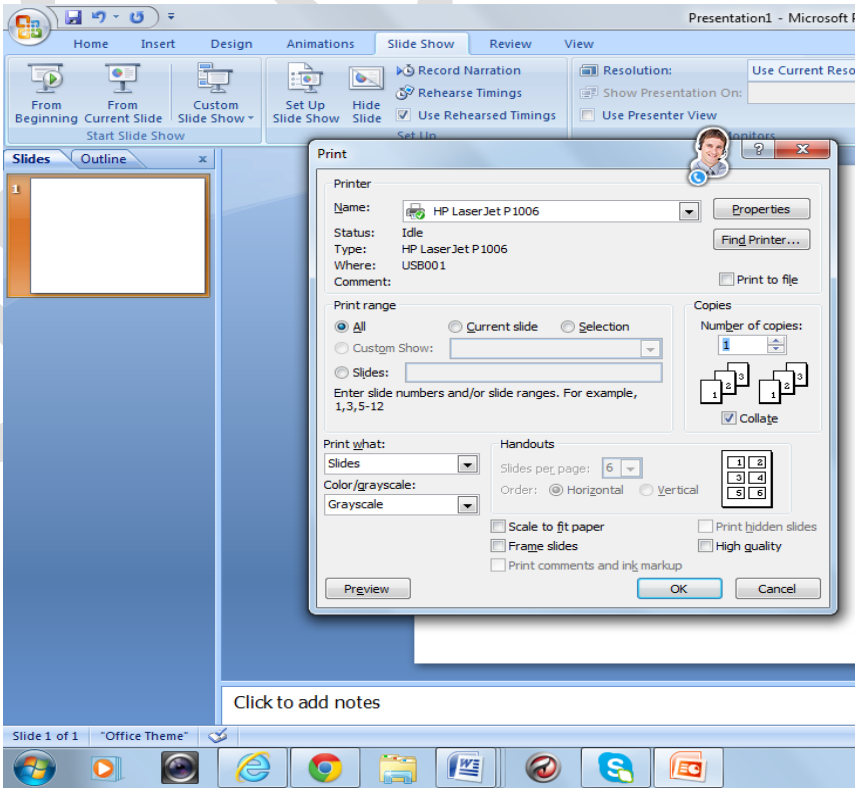
i. Click the office button

ii. In the displayed menu, click Print.

iii. In the Print dialog box that pops up, choose the available printer from the Printer menu text box.

iv. Then click OK to print





Close Presentation

In case you may want to close the present document you are working with, but do not want to close MS-PowerPoint 2007 program, take the following steps:

i. Click the office button

ii. In the displayed menu, choose the last option in the left pane: **CLOSE**

To Close MS – PowerPoint 2007 Application

i. Click the office button

ii. In the displayed menu, at the button right choose **EXIT** PowerPoint.

Evaluation

1. In the ribbon of Microsoft PowerPoint 2007, how many groups are in the Insert tab?

General Evaluation

1. Create a slide show containing your school anthem. Make sure you use the existing graphics in PowerPoint and also add some pictures from your computer to the slides.

Reading Assignment

Revise all the topics for this term and summarize them in your own expression.

WEEKEND ASSIGNMENT

1. Revise your e-note for your forth coming examination.

ACTIVITY

Using the Presentation Package – Microsoft Power Point

The students with the guidance of their teacher are to do the following:

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1. Open the application
2. Create a new presentation
3. Insert slide contents
4. Animate contents
5. Add new slides
6. Save presentation
7. Run slide show
8. Print presentation
9. Close presentation
10. Close application.

END OF THIRD TERM

I AM THE BEST.

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SEE YOU AT THE TOP.

AM THE BEST

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WEEK 11
Revision

WEEK 12
Examination

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