



**CCMCL302 ALL
TRADES**

**Apply Computer
Literacy**





2023

Learning Outcomes	Learnin g Hours	Topics
Learning Outcome 1: Apply Computer Basics	10	1.1 Description of the computer basics 1.2 Identification of various connectors and ports 1.3 Description of computer operations 1.4 Usage of desktop's elements
Learning Outcome 2: Use A Current Word Processing Package	5	2.1 Description of MS Word screen elements 2.2 Formatting and editing a text 2.3 Creating and editing a table 2.4 Description of Headers and Footers 2.5 Saving and printing a document
Learning Outcome 3: Use Current Spreadsheet Package	5	3.1 Usage of basic Excel tasks 3.2 Management of sheets in Excel workbook 3.3 Formatting cells and their contents 3.4 Using some functions and performing mathematical operations 3.5 Printing an Excel worksheet
Learning Outcome 4: Use Current Power Point Presentations	5	4.1 Creating a new presentation and managing a slide 4.2 Inserting of graphics

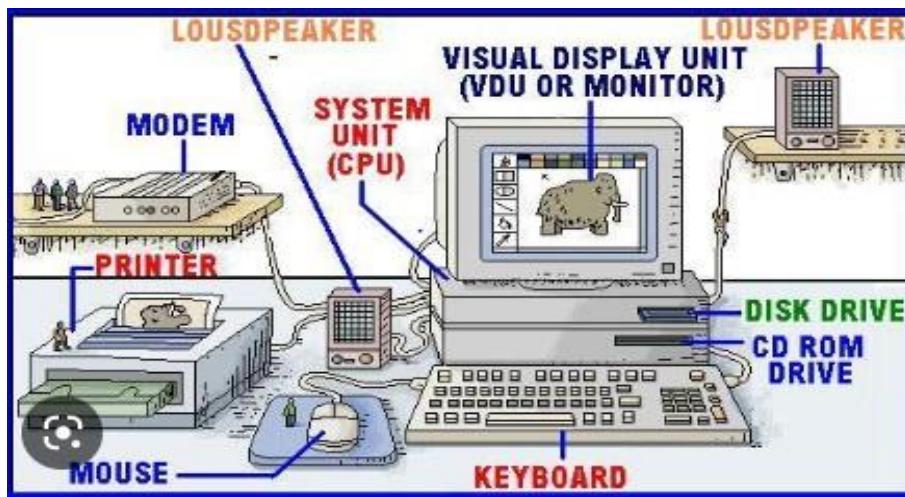
		4.3 Converting word documents to PowerPoint presentation
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		4.5 Using different presentation view
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Learning Outcome 5: Use Internet/Intranet (Outlook)	5	5.1. Description of a website
		5.2. Using search engines
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		5.5. Browsing on internet using the hyperlinks
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Learning Outcome1: Apply computer basics

LO 1.1 Describe the Computer basics



➤ What is a computer?



Computer: Is a programmable electronic device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations.

➤ Identify the components of computer system

A computer system is generally made up of **three main components**, each with sub-parts:

1. Hardware (the physical parts you can touch)

- **Input devices** – allow data to be entered into the computer (e.g., keyboard, mouse, scanner)
- **Output devices** – display or produce the results of processing (e.g., monitor, printer, speakers)
- **Storage devices** – store data and programs
 - **Primary storage**: RAM, ROM
 - **Secondary storage**: hard drive, SSD, USB
- **Central Processing Unit (CPU)** – brain of the computer
 - **Control Unit (CU)**: directs the flow of data
 - **Arithmetic Logic Unit (ALU)**: performs calculations and logic
 - **Registers**: small, fast storage inside the CPU

2. Software (the programs and instructions)

- **System software** – manages hardware and provides a platform for other software (e.g., operating systems like Windows, Linux, macOS)
- **Application software** – programs for specific tasks (e.g., Microsoft Word, web browsers, games)

3. Peopleware / Users

- The people who use, manage, and program the computer (e.g., IT staff, programmers, operators, end-users)

A simple diagram showing how these components connect.



➤ Topic 1: Classification of Computers

Supercomputers are the fastest, largest, most expensive and powerful computers available. They are able to perform many complex operations in a fraction of a second. Supercomputers are mainly used for scientific research, which requires enormous calculations.

Mainframe computers are less powerful and cheaper than supercomputers. While supercomputers may be described as giant computers, mainframes are said to be big in size. They are used for processing data and performing complex mathematical calculations. They have a large storage capacity and

can support a variety of peripherals.

Minicomputers are also known as small-scale mainframes because they were cheaper alternative to mainframes computers. Like mainframes, minicomputers are used in business organizations, laboratories, research institutions, engineering firms and banks.

Microcomputer is the smallest, cheapest and relatively least powerful type of computer. It is called a microcomputer because its CPU is called a microprocessor, which is very small compared to that of minicomputers, mainframes and supercomputers. Microcomputers are commonly used in schools, business enterprises, cybercafé, homes and many other places.

Topic 2: Description of types of personal computer

Desktop Computer: Commonly fits on a desk. A single User PC

Laptop Computer: Compact PC, that usually carriable

Net book: Smaller, lighter, and more portable laptop

Tablet PC: Uses the Touch Screen Technology

A personal digital assistant (PDA): also known as a handheld PC, is a variety mobile device which functions as a personal information manager. Nearly all modern PDAs have the ability to connect to the Internet. A PDA has an electronic visual display, letting it include a web browser



- **Identify the main parts of the computer**
- **List out main part of computer**

- **CPU (Central Processing Unit):**

The CPU (is like brain) is the core of the computer, responsible for processing data and instructions.

- **Motherboard:**

The motherboard is the main circuit board that connects all the other components, allowing them to communicate and work together, according to computer hardware articles.

- **RAM (Random Access Memory):**

RAM is temporary storage for data and instructions that the CPU is actively using, allowing for quick access to information.

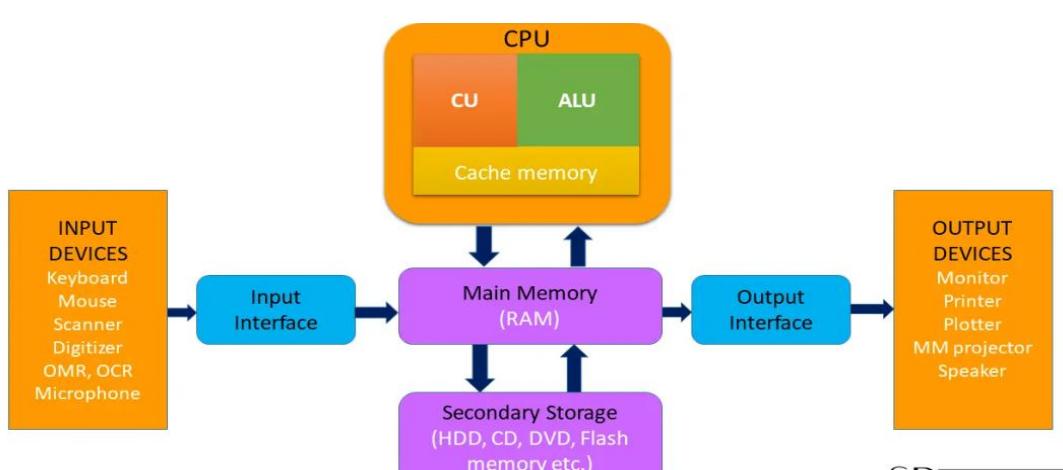
- **Storage Devices:**

Storage devices like hard drives or SSDs store data persistently, even when the computer is turned off.

- **Power Supply:** Provides the necessary electrical power to all components.

- **GPU (Graphics Processing Unit):** Handles graphics processing and display output, notes iD Tech.
- **Input Devices:** Allow users to input data and instructions into the computer, such as the keyboard and mouse.
- **Output Devices:** Allow the computer to display or output information, such as the monitor and speakers.
- **Other essential components:**
Peripherals like the monitor, keyboard, mouse, and speakers are also vital for interacting with and using the computer.

A clear diagram showing these main parts.



➤ Describe the Use of different connectors and ports

A computer port is an interface point between an electronic device such as a laptop computer and another peripheral device or computer. This connection point enables various functionalities such as the transmission of data, power, audio and video.

➤ DIFFERENCE BETWEEN CONNECTORS AND PORTS

- Connector: The **plug or cable end** that physically attaches to a device to transmit data, power, or signals.
Function: Carries the signals or power through its pins/wires to link devices.
Example: USB plug, HDMI plug, Ethernet cable end, VGA connector.
- The **receptacle (socket)** on a computer or device where a connector is inserted.
Function: Provides the interface that allows a connector to establish a connection.
Example: USB port, HDMI port, Ethernet port, VGA port on the computer.

In short:

- A **connector** is the **male** part (the plug/cable) that you hold.
- A **port** is the **female** part (the socket on the device) that receives the connector.

Types of connectors and port:

1. USB (Universal Serial Bus) Ports

- Connects a wide range of devices such as keyboards, mice, flash drives, external hard drives, printers, and cameras.
- Types: USB-A, USB-B, USB-C, Micro USB, Mini USB.
- Advantage: Supports both power and data transfer.

2. HDMI (High-Definition Multimedia Interface)

- Transfers high-definition video and audio from the computer to displays such as monitors, TVs, and projectors.
- Advantage: Supports high-resolution video and multi-channel audio through one cable.

3. Ethernet Port (RJ-45)

- Use: Connects the computer to a wired network (LAN) for internet or file sharing.
- Advantage: Provides faster and more stable internet compared to Wi-Fi.

4. Audio Ports (3.5mm Jack)

- Connects headphones, microphones, and speakers.
- Types:
 - Headphone-out
 - Microphone-in
 - Line-in (for audio input from devices)

5. VGA (Video Graphics Array) Port

- Connects the computer to older monitors or projectors for video output.
- Advantage: Still common in older systems but replaced by HDMI and DisplayPort in modern computers.

6. DisplayPort

- Connects computer to monitors for high-quality video and audio.
- Advantage: Supports higher resolutions and refresh rates than VGA.

7. Power Connector Port

- Connects the computer or laptop to an electrical power source.

8. SD Card Slot

- Reads data from and writes data to SD memory cards (commonly used in cameras, phones, and tablets).

9. Thunderbolt Port (on some modern computers)

- Transfers data at very high speeds, connects displays, and can supply power.
- Advantage: Often uses the USB-C shape but is faster.

Description of Computer Operation

The operation of a computer follows a **step-by-step cycle** that allows it to turn raw data into useful results.

It can be described in these key stages:

1. **Input**

- Data and instructions are entered into the computer using input devices (keyboard, mouse, scanner, etc.).
- Example: typing a document or clicking a command.

2. **Processing**

- The **Central Processing Unit (CPU)** interprets and executes the instructions.
- It performs calculations, comparisons, and logical decisions on the input data.

3. **Storage**

- Information is temporarily held in **memory (RAM)** during processing and can be permanently saved in **storage devices** (hard drive, SSD, etc.) for later use.

4. **Output**

- The processed results are sent to output devices such as a **monitor, printer, or speakers** in a form the user can understand.

➤ **IPO cycle** of computer

A computer operates through an :

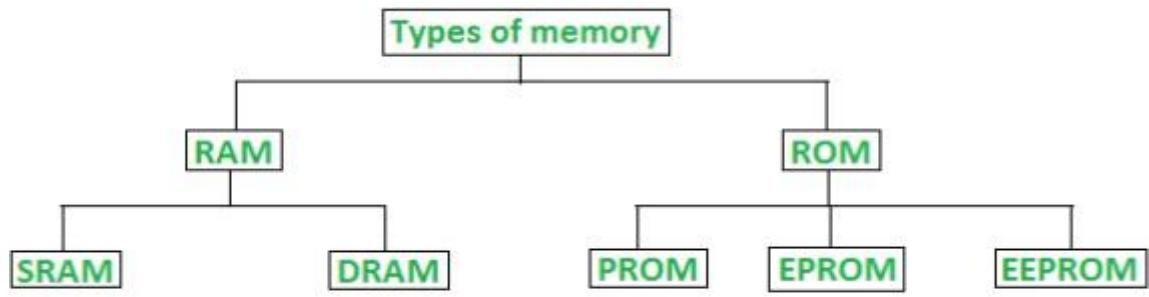
Input → Processing → Storage → Output cycle

➤ Topic 3: Explanation of Computer memory

Memory is the most essential element of a computing system because without it computer can't perform simple tasks.

• **Computer memory is of two basic type:**

- Primary memory (RAM and ROM) and Secondary memory (hard drive, CD, etc.).



Classification of computer memory

The RAM family includes two important memory devices: static RAM (SRAM) and dynamic RAM (DRAM). The primary difference between them is the lifetime of the data they store.

- **SRAM** retains its contents as long as electrical power is applied to the chip. If the power is turned off or lost temporarily, its contents will be lost forever.
- **DRAM**, on the other hand, has an extremely short data lifetime—typically about four milliseconds. This is true even when power is applied constantly.

The ROM family includes:

- **PROM** (Programmable read-only memory) – It can be programmed by user. Once programmed, the data and instructions in it cannot be changed.
- **EPROM** (Erasable Programmable read only memory) – It can be reprogrammed. To erase data from it, expose it to ultra violet light. To reprogram it, erase all the previous data.
- **EEPROM** (Electrically erasable programmable read only memory) – The data can be erased by applying electric field, no need of ultra violet light. We can erase only portions of the chip.

RAM	ROM
1. Temporary Storage.	1. Permanent storage.
2. Store data in MBs.	2. Store data in GBs.
3. Volatile.	3. Non-volatile.
4. Used in normal operations.	4. Used for startup process of computer.
5. Writing data is faster.	5. Writing data is slower.

Difference between RAM and ROM

Secondary storage Alternatively referred to as external memory, secondary memory, and auxiliary storage, a secondary storage device is a non-volatile device that holds data until it is deleted or overwritten. Secondary storage is about two orders of magnitude cheaper than primary storage. Consequently, a hard drive or an additional, slower SSD may use as secondary storage to a primary, faster, PCIe SSD.

Examples of secondary storage

- ✚ Hard drive
- ✚ Solid-state drive
- ✚ USB thumb drive
- ✚ SD card
- ✚ CD
- ✚ DVD
- ✚ Floppy diskette
- ✚ Tape drive

LO 1.2 Identify various computer peripherals

➤ Topic 1: Description of inputs devices

An input device is a piece of hardware used to provide data to a computer used for interaction and control. It allows input of raw data to the computer for processing.

Here's a list of some input devices used in computers and other computing devices:

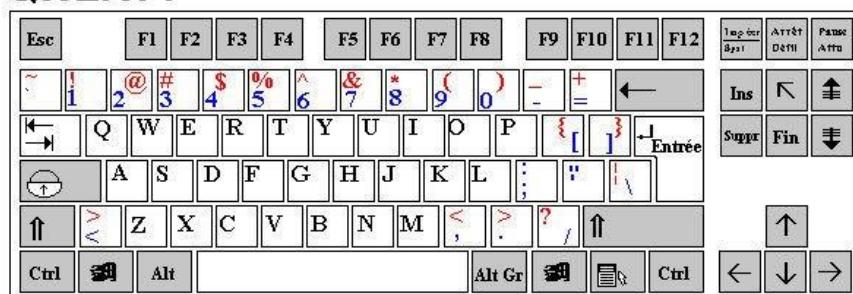
- ✿ **Keyboard** – one of the primary input devices used to input data and commands. It has function keys, control keys, arrow keys, keypad and the keyboard itself with the letters, numbers and commands. Keyboards are connected to the computer through USB or Bluetooth.

- **TYPES OF COMPUTER**

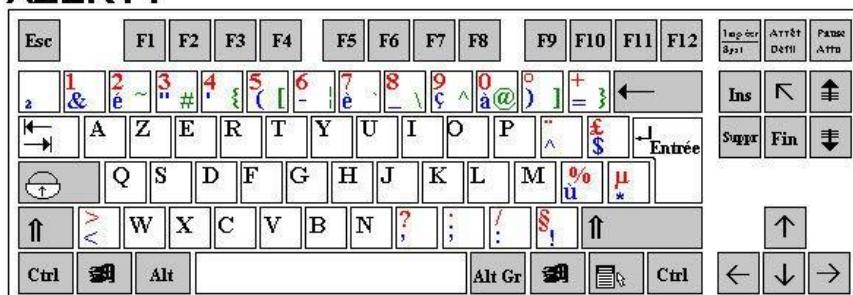
- QWERTY keyboard**: For the French version of the standard
- AZERTY keyboards**: For the English version.

-difference from the **QWERTY keyboard** in that the Q and W keys have been interchanged with the A and Z keys. Another **difference between QWERTY and AZERTY keyboard** is that the M key on an **AZERTY** is to the left of the L key.

QWERTY



AZERTY



- ✿ **Mouse** – an input device used to control the cursor and coordinates. It can be wired or wireless. It allows the user to do the following:

- Move the mouse cursor
- Select
- Scroll
- Open or execute a program
- Drag-and-drop
- Hover

- Perform other functions with the use of additional buttons
- ⊕ **Microphone** – an input device that allows users to input audio into their computers.

Here are some uses of the microphone:

- Audio for video, Computer gaming, Online chatting, Recording musical instruments, Recording voice for dictation, singing and podcasts, Voice recorder, Voice recognition, VoIP – Voice over Internet Protocol

- ⊕ **Digital Camera** – is an input device that takes pictures digitally. Images are stored as data on memory cards.

-The following features:

- LCD screen – allows users to view the photos and videos immediately
- Storage – can store thousands of pictures
- Picture development – allows users to choose and pick which pictures to develop
- Size – takes up less space and can be easily carried

- ⊕ **Scanner** – is an input device that reads an image and converts it into a digital file. A scanner is connected to a computer through USB.

- ⊕ **Touchscreen** – is an input device that allows users to interact with a computer using their fingers. It is used widely in laptop monitors, smartphones, tablets

-Most common functions of touchscreens are as follows:

- Tap, Double-tap, Touch and hold, Drag.

- ⊕ **Barcode Reader** – also known as barcode scanner or point of sale (POS) scanner, is an input device capable of reading barcodes.

- ⊕ **Webcam** – is an input device connected to the computer and the internet that captures still picture or motion video.

- ⊕ **Biometric devices** – is an input device used to input biometric data into a computer.

-Here are the types of biometric devices:

- Face scanner, Hand scanner, Finger scanner, Voice scanner.

- ⊕ **Stylus** – is a pen-shaped input device used to write or draw on the screen of a graphic tablet or device.

➤ Topic 2: Description of output Devices

An output device is a piece of computer hardware that receives data from a computer and then translates that data into another form. That form may be audio, visual, textual, or hard copy such as a printed document.

Examples of Output Devices

- **Monitor** – This is the most common computer output device.

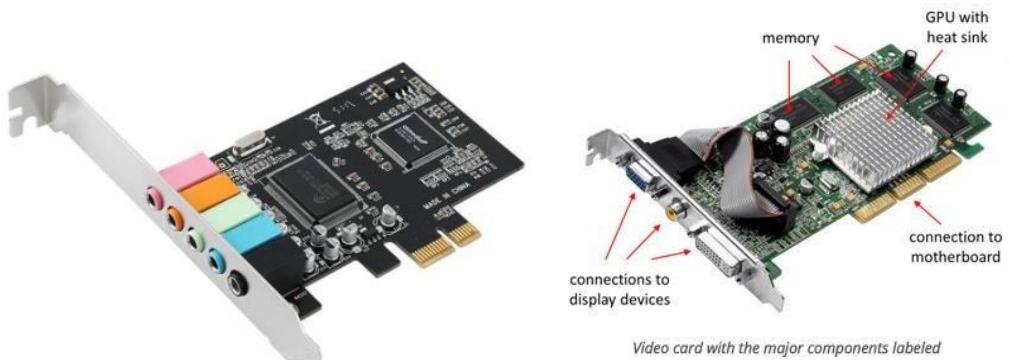
Common Types of Monitors

- **Printer** – this device generates a hard copy version of processed data, like documents and photographs. The computer transmits the image data to the printer, which then physically recreates the image, typically on paper.
- **Speakers** – speakers are attached to computers to facilitate the output of sound; sound cards are required in the computer for speakers to function.
- **Headset** – this is a combination of speakers and microphone
- **Projector** – this is a display device that projects a computer-created image onto another surface: usually some sort of whiteboard or wall.

Examples of Output Devices

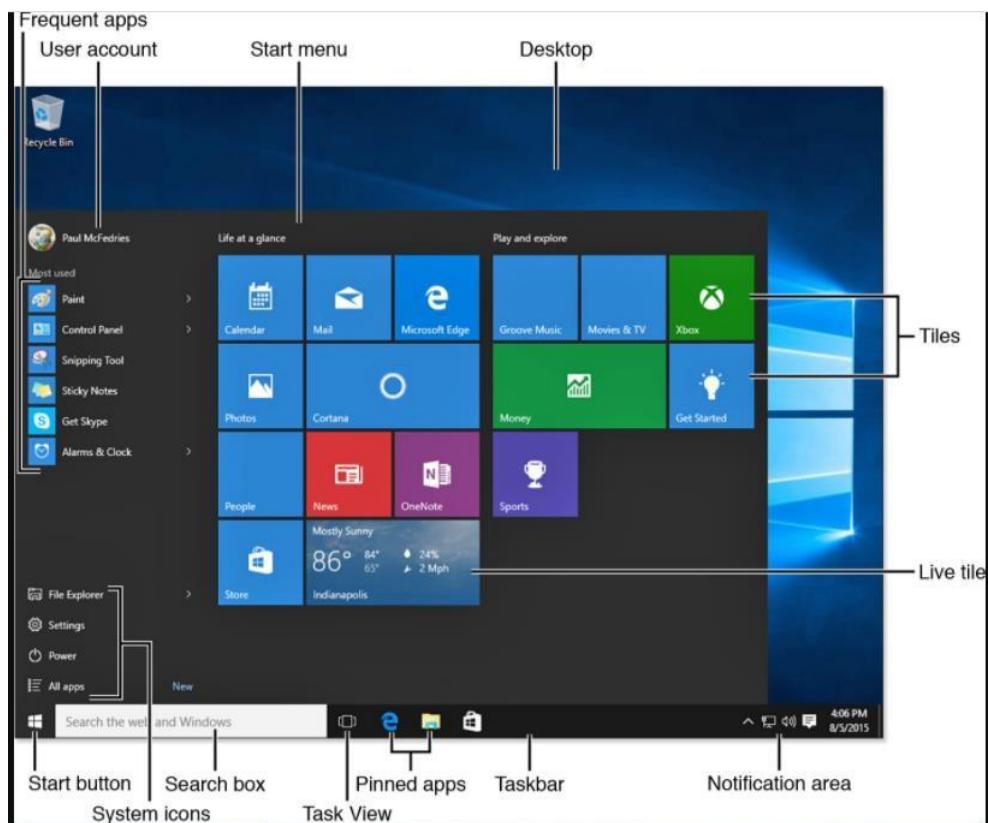
CRT Monitor 	TFT Monitor 	Laser Printer 	Inkjet Printer 
Dot Matrix Printer 	Speakers 		
Plotters 	Multimedia Projectors 		

A device driver is a software program that manages and controls a specific device that is attached to a computer, while a device controller is a hardware unit that makes sense of the incoming and outgoing signals of the CPU.



LO 1.3 Use desktop's elements

➤ Topic 1: Description of windows desktop elements



The Windows 10 screen offers the following main features:

- ✚ **Start button**—It's back! As with Windows 7 and most earlier versions of Windows, the Start button appears in the lower-left corner of the screen, and you click it to display the Start menu.
- ✚ **Start menu**—The new Start menu is divided into two sections. On the left is a navigation section that gives you access to your user account; your most frequently used apps; system features such as File Explorer,
- ✚ **Tiles**—The rectangles you see on the right side of the Start menu each represent an item on your PC—
- ✚ **Live tiles**—Many of the Start menu tiles are “live” in the sense that they display often-updated information instead of the app icon.
- ✚ **All Apps**—Clicking this icon displays a complete list of the apps and desktop programs installed on your PC. Click Back to return to the main Start menu.
- ✚ **User account**—Clicking this icon gives you access to several account-related tasks: accessing the Accounts section of the Settings app, locking your PC, and signing out of your account.

Learning Outcome 2: Use a word processing package

LO 2.1 Format a text

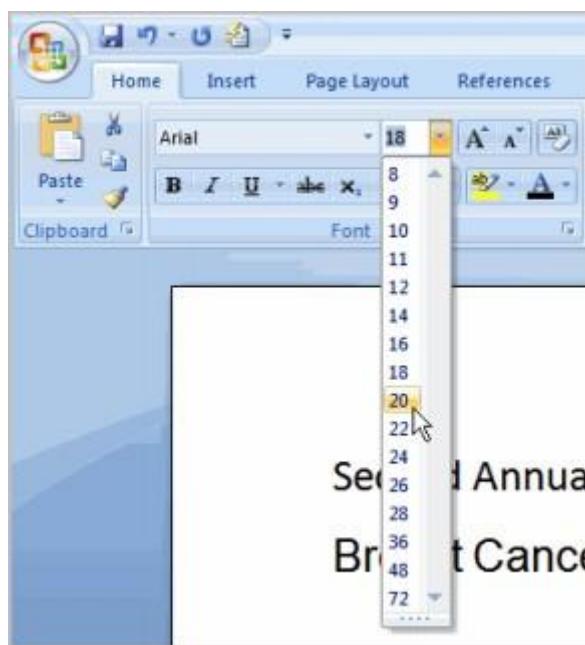
➤ Topic 1: formatting font size, style and colors

This topic shows how to format the font size, style, and color of text, as well as how to use the bold, italic, underline, and change case commands.

- **To format**

font size Steps

- Select the text you want to modify.
- Left-click the drop-down arrow next to the font size box on the Home tab. The font size drop-down menu appears.
 - Move your cursor over the various font sizes. A live preview of the font size will appear in the document.



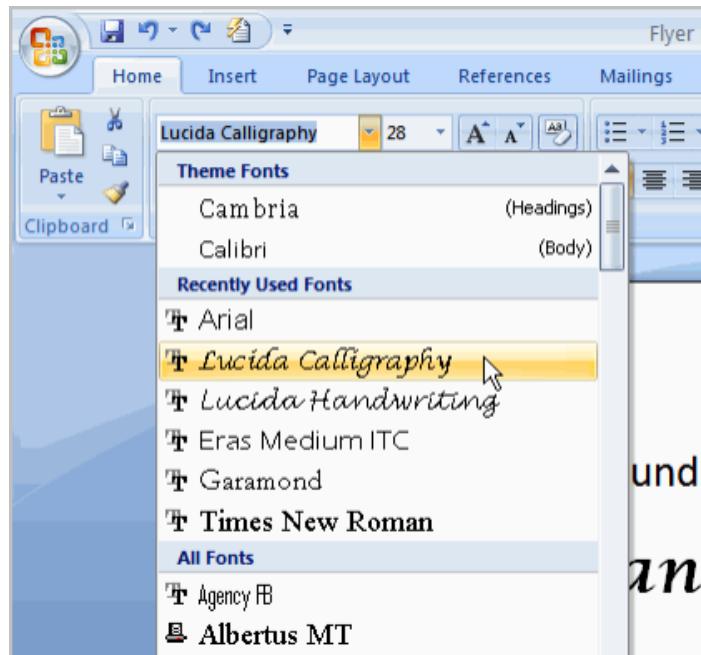
- Left-click the font size you want to use. The font size will change in the document.

To format font style

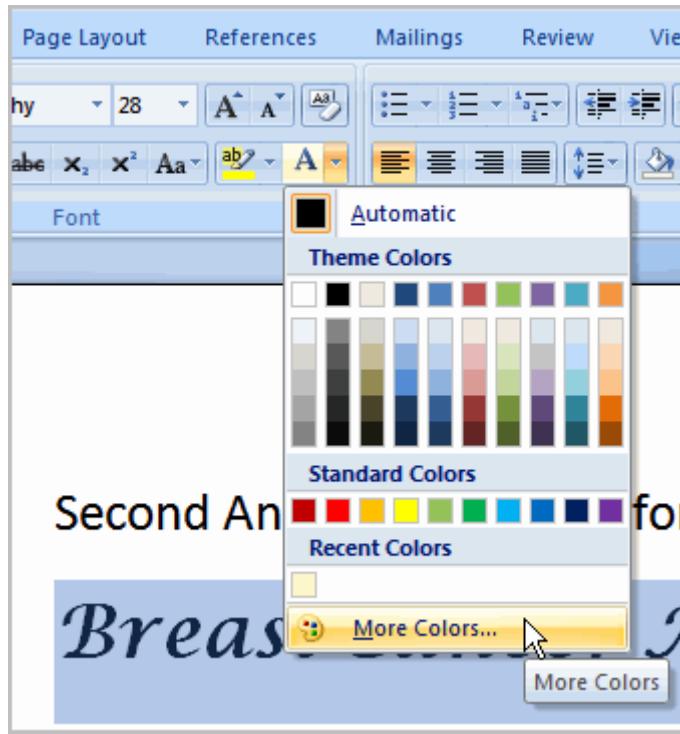
Steps

- Select the text you want to modify.

- Left-click the drop-down arrow next to the font style box on the Home tab. The font style drop-down menu appears.
- Move your cursor over the various font styles. A live preview of the font will appear in the document.



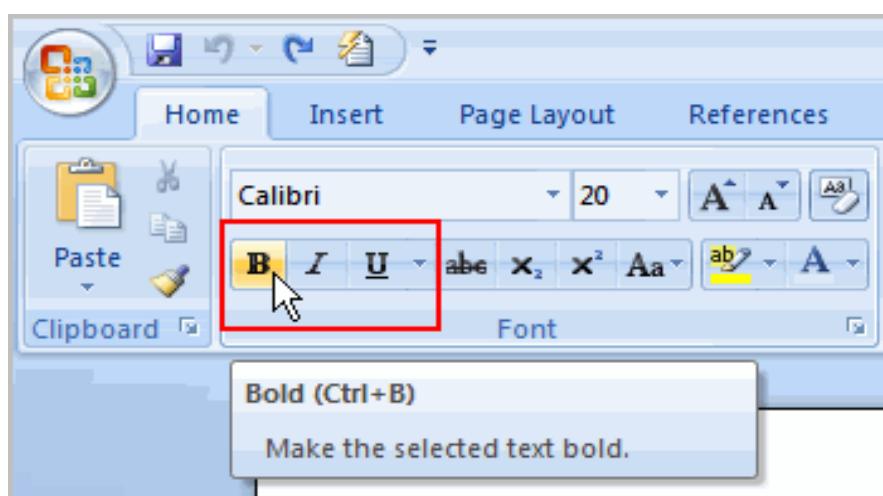
- Left-click the font style you want to use. The font style will change in the document.
- **To format font color**
- Select the text you want to modify.
- Left-click the drop-down arrow next to the font color box on the Home tab. The font color menu appears.
- Move your cursor over the various font colors. A live preview of the color will appear in the document.



- Left-click the font color you want to use. The font color will change in the document.
- Your color choices aren't limited to the drop-down menu that appears. Select More Colors at the bottom of the list to access the Colors dialog box. Choose the color you want, and then click OK.
- **Use the bold, italic, and underline**

commands Steps

- Select the text you want to modify.
- Click the bold, italic, or underline command in the Font group on the Home tab.

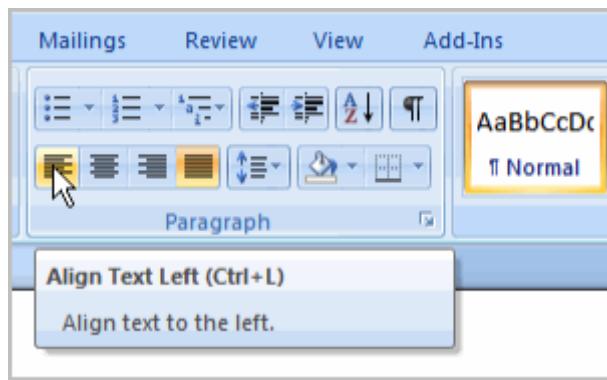


➤ Topic 2: Formatting paragraphs

- **Change text alignment Steps**

- Select the text you want to modify.
- Select one of the four alignment options from the Paragraph group on the Home tab.

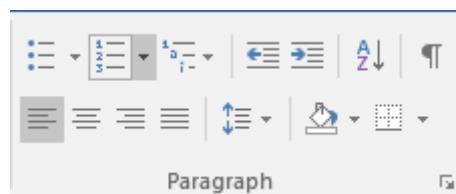
- **Align Text Left:** Aligns all of the selected text to the left margin
- **Center:** Aligns text an equal distance from the left and right margins
- **Align Text Right:** Aligns all of the selected text to the right margin
- **Justify:** Aligns text equally to the right and left margins; used in many books, newsletters, and newspapers



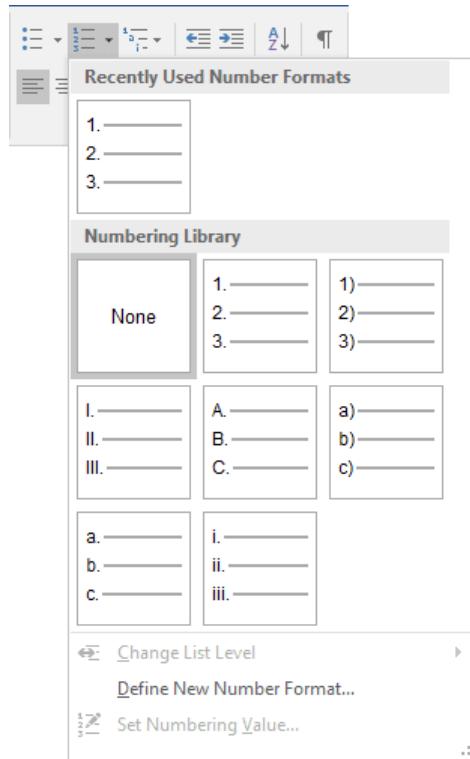
- **Bullets and numbering**

To create numbered lists, follow these steps:

1. Type your list, and then select it.
2. Do one of the following:
 - On the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.

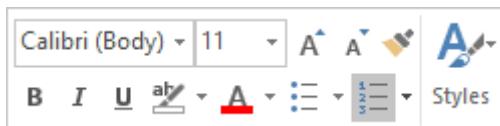


You can find different bullet styles and numbering formats by clicking the arrow next to Bullets or Numbering on the Home tab, in the Paragraph group.



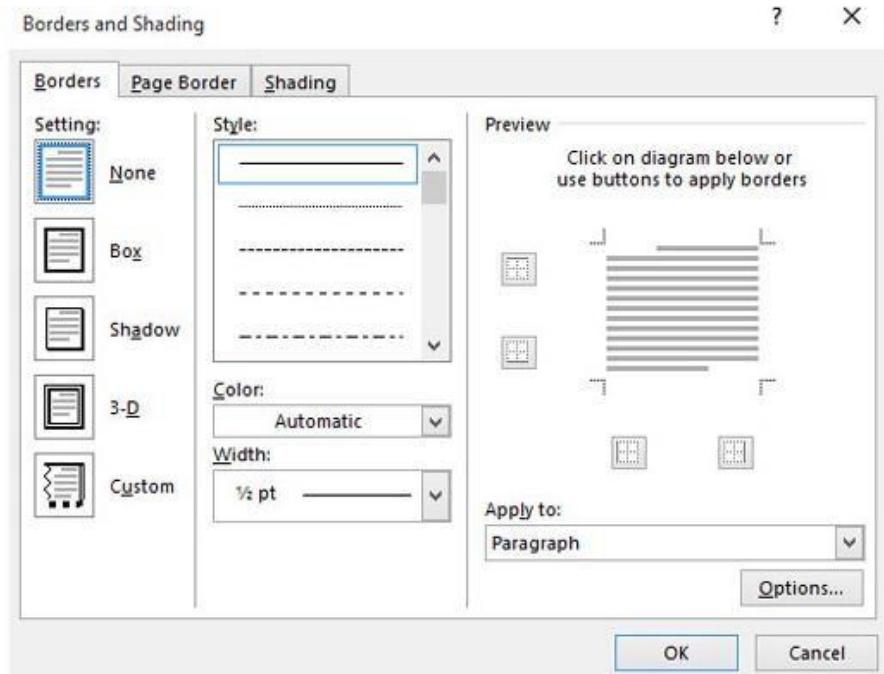
You can move an entire list to the left or the right. Click a bullet or number in the list, and drag it to a new location. The entire list moves as you drag. The numbering levels do not change.

Click the **Numbering** on the popup menu:



- **Borders and shading**
- Click the Home tab.
- In the Paragraph group, click the triangle by the Borders button to display the Borders menu.
- Choose the Borders and Shading command.

- The Borders and Shading dialog box appears, as shown here.



The Borders and Shading dialog box.

LO 2.2 Create and edit a table

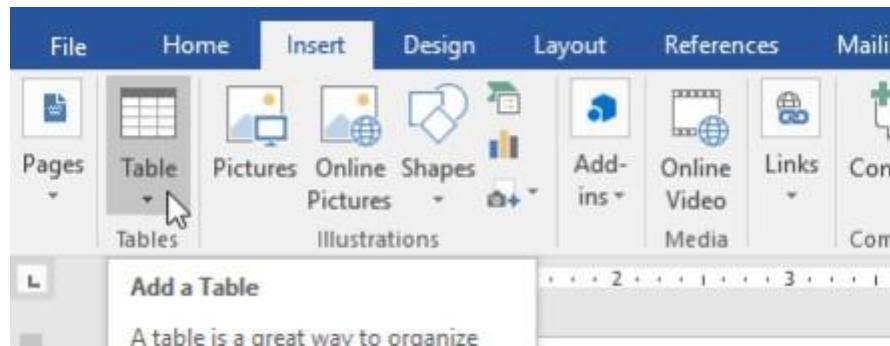
➤ Topic 1: Manipulation of table

A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

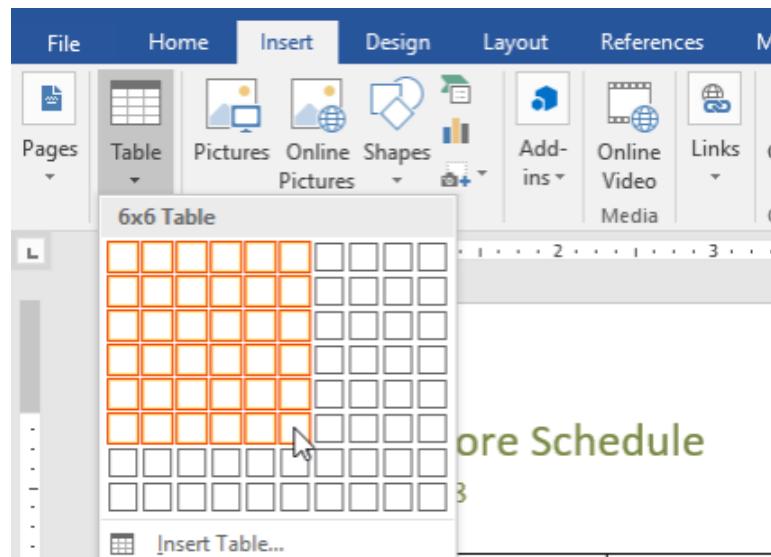
- Insert a blank table**

1. Place the insertion point where you want the table to appear.

2. Navigate to the Insert tab, then click the Table command.



3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of columns and rows you want.



4. Click the grid to confirm your selection, and a table will appear.
5. To enter text, place the insertion point in any cell, then begin typing.

Monday	Tuesday	Wed				

To navigate between cells, use the Tab key or arrow keys on your keyboard. If the insertion point is in the last cell, pressing the Tab key will automatically create a new row.

➤ Topic 2: Modification of table

You can easily change the appearance of your table once you've added one to your document.

To add a row or column

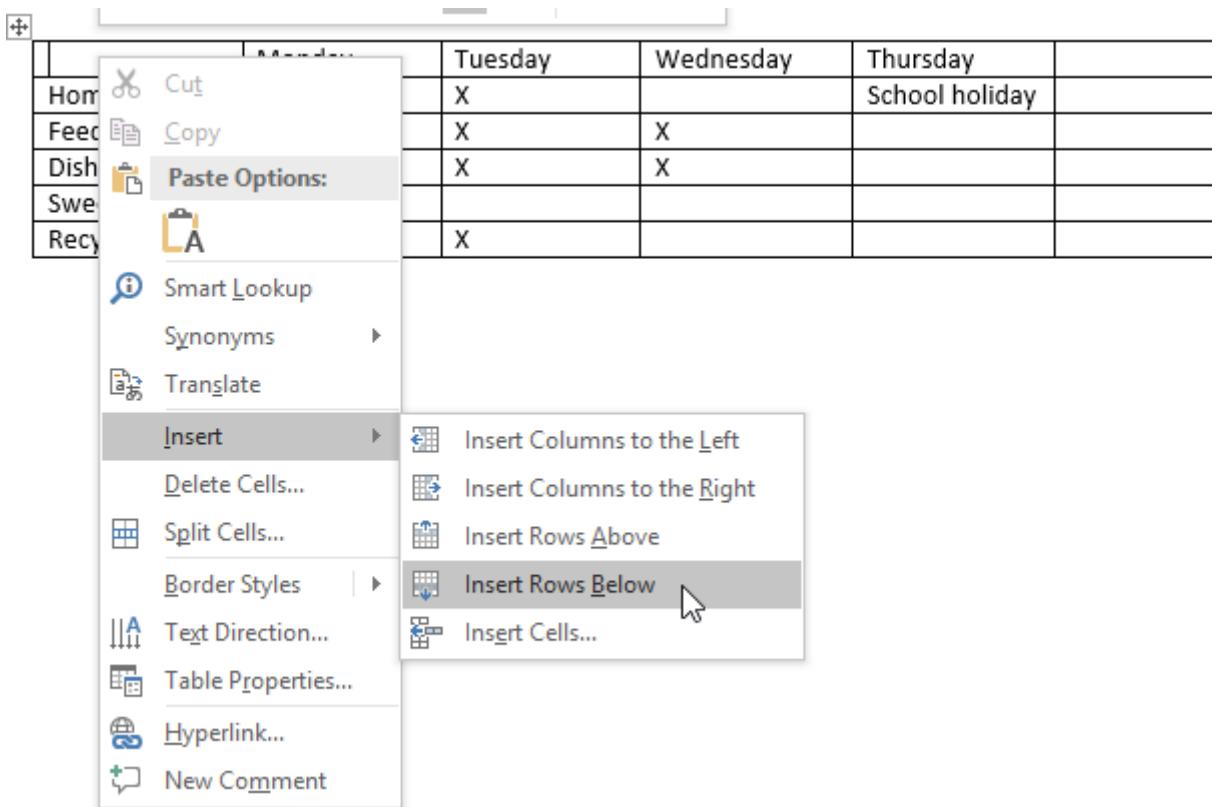
- Hover outside the table where you want to add a row or column. Click the plus sign that appears. (this is possible in office 2013 and later versions)

	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

A new row or column will be added to the table.

	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

Alternatively, you can right-click the table, then hover over Insert to see various row and column options.



- **To delete a row or column**

1. Place the insertion point in the row or column you want to delete.
2. Right-click, then select Delete Cells from the menu.

	Calibri (B 12	A ¹	A ²	Insert	Delete	Thursday	
Homework						School holiday	
Feed fish							
Dishes							
Sweeping							
Recycling							

Cut

Copy

Paste Options:

Smart Lookup

Synonyms

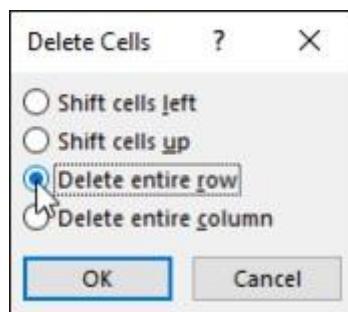
Translate

Insert

Delete Cells...

Split Cells...

- A dialog box will appear. Choose Delete entire row or Delete entire column, then click OK.



- The row or column will be deleted.

• Resize row and column

- If you want the width of a column to change, you must change it yourself.
- The following is an exercise to help you practice resizing table rows and columns:
 1. In a table, hover the mouse pointers over the column divider between the first and second columns. The mouse pointer becomes a double-headed arrow, as shown in the figure.

A screenshot of a table with two columns. The first column is labeled 'Week' and the second is 'Begins'. There are two rows: one with value '1' and '8-23', and another with value '2' and '8-30'. A double-headed arrow cursor is positioned over the vertical line between the two columns, indicating that the column width is being resized.

A screenshot of the same table after the second column width has been resized. The second column is now narrower than the first, and the text 'Begins' is partially cut off at the top.

2. Press **Ctrl +Z** to undo the column width change; while pressing the Shift key, repeat Steps 1-

- **Merge or split cells in a table**

Merge cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge.
2. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

Split cells

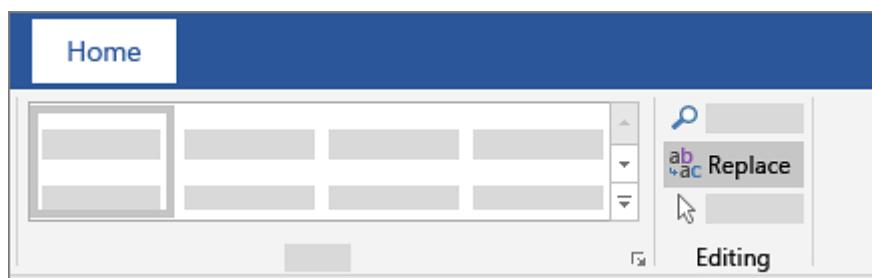
1. Click in a cell, or select multiple cells that you want to split.
2. Under Table Tools, on the Layout tab, in the Merge group, click Split Cells.
3. Enter the number of columns or rows that you want to split the selected cells into.

LO 2.3 Edit document (text)

➤ Topic 1: Editing text

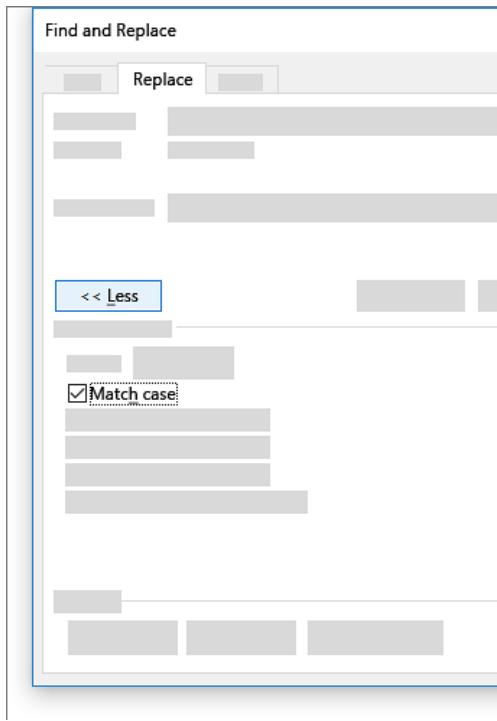
- **Search/Find and replace a text**

1. Go to **Home** > **Replace** or press Ctrl +H.



2. Enter the word or phrase you want to locate in the **Find** box.
3. Enter your new text in the **Replace** box.
4. Select **Find Next** until you come to the word you want to update.
5. Choose **Replace**. To update all instances at once, choose **Replace All**.

To specify only upper or lowercase in your search, select **More** > **Match case**.



- **Delete a range of text**

Suppose you have a document of 50 pages and you want to delete pages 10 to 15. You may wonder if there is a way to delete that range with a single action.

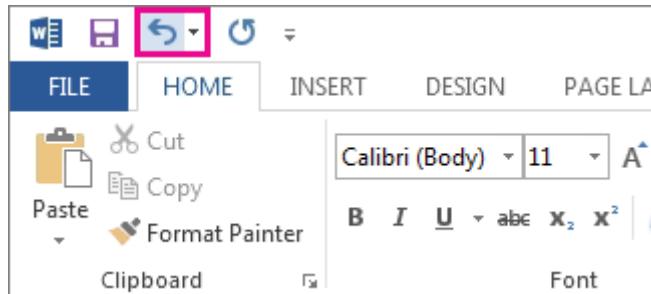
1. Press **F5**. Word displays the Go to tab of the Find and Replace dialog box. The Pages option should be selected, by default, at the left of the dialog box.

2. Type 10 into the Enter a Page Number box and then press **Enter**.
Word jumps to the beginning of page 10.
3. If the Find and Replace dialog box doesn't go away on its own (it will in some versions of Word), press **Esc**.
4. Press **F8**. This turns on Extend mode.
5. Press **F5**. Word again displays the Go to tab of the Find and Replace dialog box.
6. Type 16 into the Enter a Page Number box and then press **Enter**.
Word jumps to the beginning of page 16, but selects everything from the last insertion point location because you are using Extend mode. This means that you now have everything on pages 10 through 15 selected.
7. If the Find and Replace dialog box doesn't go away on its own (it will in some versions of Word), press **Esc**.
8. Press the **Delete** key.

- **Undo Command**

To undo an action press **Ctrl +Z**.

If you prefer your mouse, click Undo on the Quick Access Toolbar. You can press Undo (or **CTRL+Z**) repeatedly if you want to undo multiple steps.



You can't undo some actions, such as clicking commands on the **File** tab or saving a file. If you can't undo an action, the **Undo** command changes to **Can't Undo**.

To undo several actions at the same time, click the arrow next to **Undo**  , select the actions in the list that you want to undo, and then click the list.

LO2.4 Print a document

➤ Topic 1: Description of printing

Once you complete your document, you may want to print it for various reasons. This topic covers the two basic features of printing in Word, including Print Preview and traditional Print.

- **Preview the document before printing**

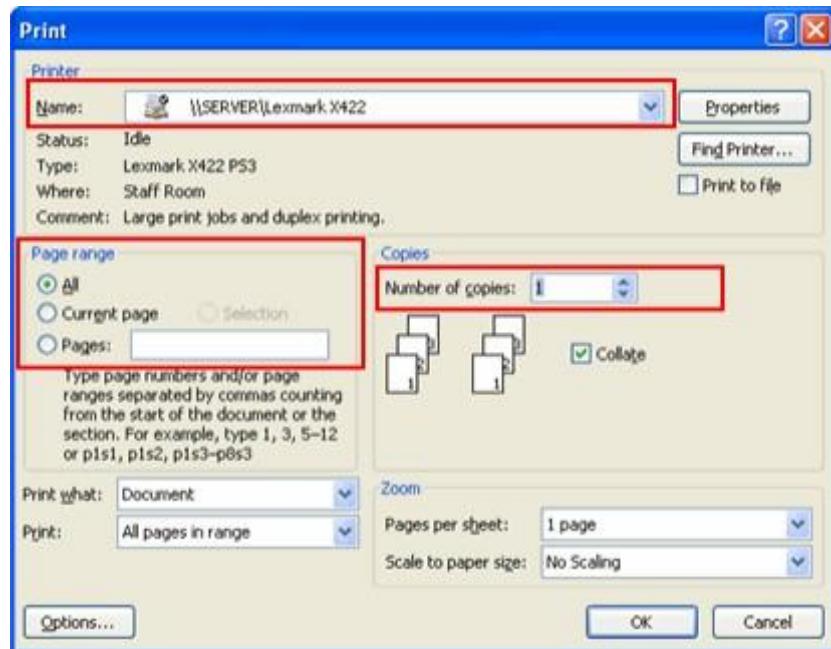
- Click the Microsoft Office button.
- Select Print Preview. The document opens in Print Preview format.
- Click Print to print the document or Close Print Preview to exit the preview format and make changes to the document.
- In Print Preview format, you can perform many tasks, including:
 - Modifying margins
 - Changing page orientation
 - Changing page size
 - Zooming in and out to view various parts of the document
 - Viewing multiple pages
 - Accessing Word Options to change several Word settings

- **To print:**

- Click the Microsoft Office button.
- Select Print. The Print dialog box appears.
- Select the pages you want to print—either all pages or a range of pages.
- Select the number of copies.

Check the Collate box if you are printing multiple copies of a multi-page document.

- Select a printer from the drop-down list.



- Click OK.

LO2.5 Save documents

Topic 1: Description of file management

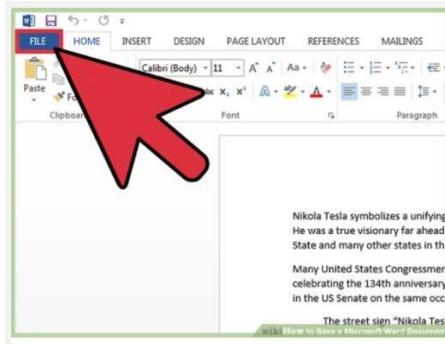
Topic 1: Creation of new file and new folder in file management

1. Click on New **File**.
2. Type the **file** name here.
3. Then click Create New **File**.
 - Let's create a new **folder** now
4. Type the **folder** name here.
5. Please type the path where you want to create this new **folder**. In this case, we will keep it as it is.
6. Click Create New **Folder** to continue.

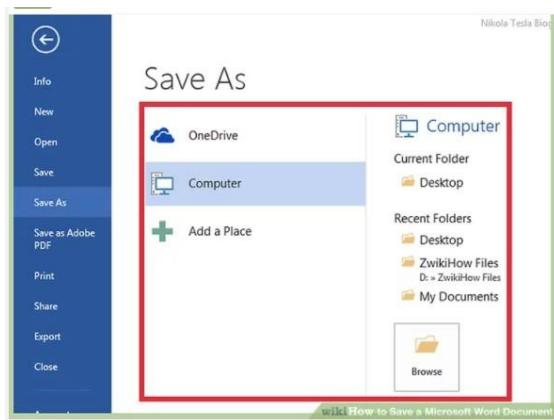
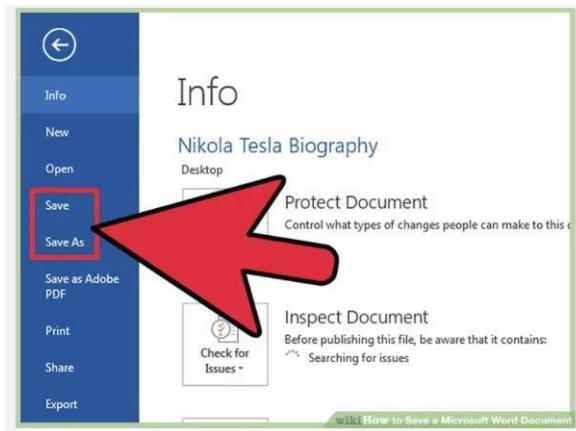
➤ **Steps to save a word documents**

You can save a Microsoft Word document by going into the File menu and clicking "Save". If you have specific publication or printing requirements, you can also use the "Save As" feature to save your document as a file type other than MS Word (e.g., PDF). Saving your work when you complete it is mandatory if you want Word to retain your progress.

1. **Make sure your document is open.** You can open MS Word by double-clicking the Word icon or by double-clicking a Word document.
2. **Find the "File" tab and click on it.** "File" is located in the upper left-hand corner of Microsoft Word's interface.



3. **Click "Save" or "Save As".** If you click "Save" on an unsaved document, you will be redirected to the "Save As" menu. If the document has been previously saved, you won't have to select a save destination (e.g., desktop) or a file name--the existing file will simply be updated.

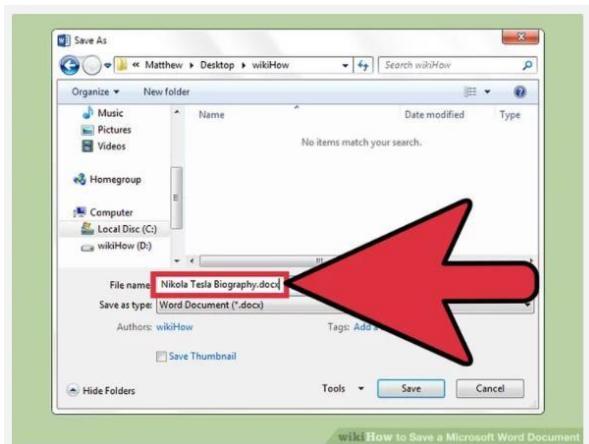


Under "Save As", decide on your save location. Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.

- If you select "This PC", you will have to pick a subfolder--your desktop, for example.



Double-click your save location. This will take you to the file name screen.



In the "File Name" field, type in your preferred file name and Click "Save" to save your file.

LO2.6 Insert header, footer and footnotes

Topic1: Inserting header, footer and footnotes

• Header and Footer

- With your cursor on the first page of your document, go to Insert, select Header or Footer, and then pick a built-in layout and design, or select Edit Header or Edit Footer to create your own.
- Whatever you want repeated on the pages of your document: add it in the header or footer area on the page.
- If you don't want the header or footer on the first page, select Different First Page.
- When you're done, select Close Header and Footer.

• Footnotes

Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document.

- Click where you want to reference to the footnote or endnote.
- On the References tab, select Insert Footnote or Insert Endnote.

- Enter what you want in the footnote or endnote.
- Return to your place in the document by double-clicking the number or symbol at the beginning of the note.
- **Page numbering**

Select Insert > **Page Number**, and then choose the location and style you want. If you don't want a **page number** to appear on the first **page**, select Different First **Page**. If you want **numbering** to start with 1 on the second **page**, go to **Page Number** > Format **Page** Numbers, and set Start at to 0.

Learning Outcome3 : Use current spread sheet package

LO 3.1 Use basic Excel tasks.

➤ Topic 1: Describing basic tasks in Excel

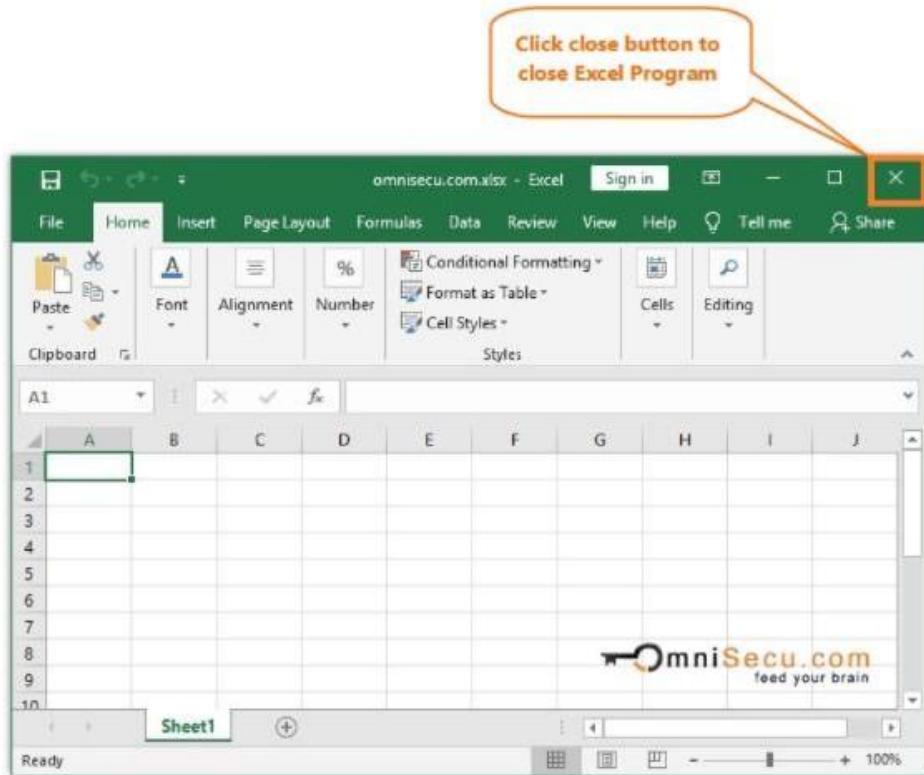
- Open Excel Application**

Type "excel" in the search box right to Windows start button. Click "Excel" from search results.

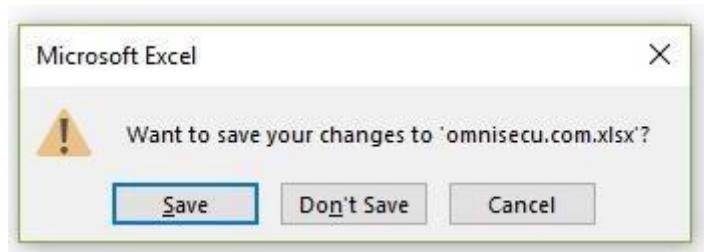


- Close Excel application**

Click the close application button on extreme top right corner to close and quit the Excel application, as shown below.



Excel will prompt you with a dialog box to save any unsaved changes in your Excel Workbook, as shown below.



Alternatively, you may press "Alt" + "F4" keys together to close any active window.

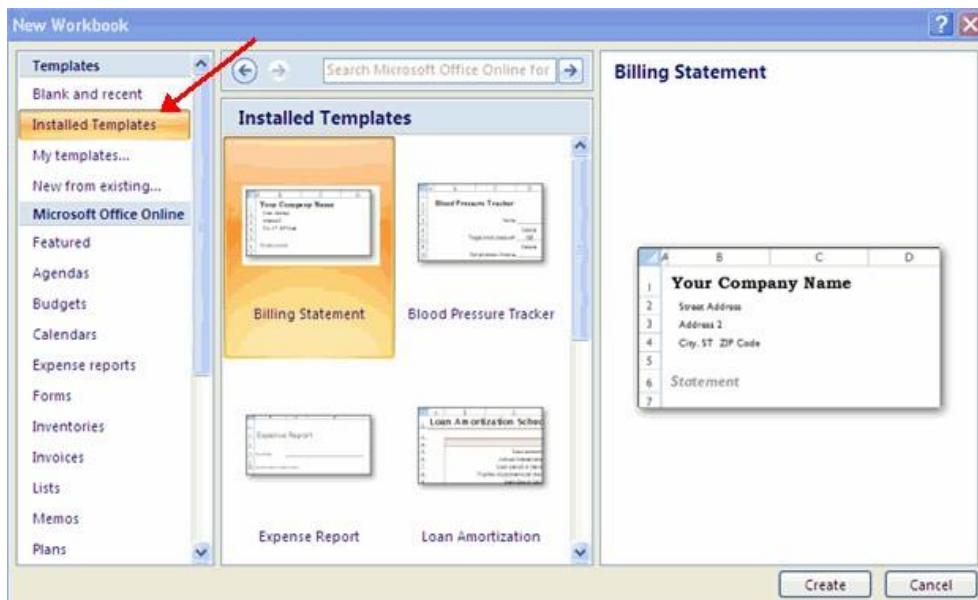
- **Save your workbook**

1. Click File > **Save As**.
2. Under **Save As**, pick the place where you want to **save** your workbook.
3. Click Browse to find the location you want in your Documents folder.
4. In the File name box, enter a name for a new workbook.
5. To **save** your workbook in a different file format
6. Click **Save**.

- **Create a workbook**

steps:

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



- **Open a Workbook and Entering data**

To open an existing workbook:

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

To enter data in an active cell:

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

To enter data into the **formula bar**

- Click the cell where you would like the data

- Place the cursor in the **Formula Bar**
- Type in the data

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

Select Data

- To select a cell or data to be copied or cut:
- Click the **cell**
- Click and drag the cursor to select many cells in a range
- Select a Row or Column to select a row or column
- click on the **row or column header.**

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the **Clipboard group of the Home tab, click Copy**
- Select the cell(s) where you would like to
- copy the data
- On the **Clipboard group of the Home tab, click Paste Cut and Paste**
- Select the cell(s) that you wish to copy
- On the **Clipboard group of the Home tab, click Cut**
- Select the cell(s) where you would like to copy the data
- On the **Clipboard group of the Home tab, click Paste Undo and Redo**
- On the **Quick Access Toolbar**
- Click **Undo or Redo**



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

Insert Cells, Rows, and Columns in Excel:

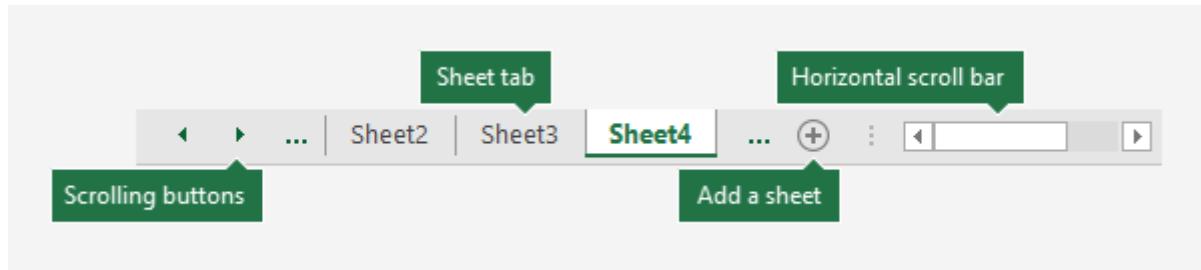
- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the **Insert button on the Cells group of the Home tab**
- Click the appropriate choice: **Cell, Row, or Column**
- Delete Cells, Rows and Columns
 - Place the cursor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

LO 3.2 Manage sheets in Excel workbook

➤ Topic 1: Managing sheet

- **Selecting a sheet**

Click the tab for the sheet you want to edit. The active sheet will be a different color than other sheets. In this case, Sheet4 has been selected.



If you don't see the tab that you want, click the scrolling buttons to locate the tab. You can add a sheet by pressing the **Add Sheet** button to the right of the sheet tabs.

- **Renameing a sheet**

- Double-click the sheet tab, and type the new name.
- Right-click the sheet tab, click **Rename**, and type the new name.
- Use the keyboard shortcut **Alt+ H > O > R**, and type the new name.

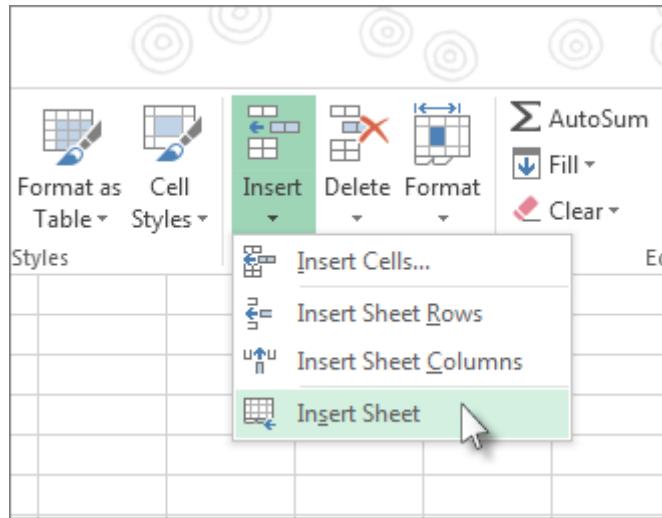
- **Moving a sheet in workbook**

You can move or copy a worksheet in the same workbook to organize your workbook exactly how you want.

Select the worksheet tab, and drag it to where you want it.

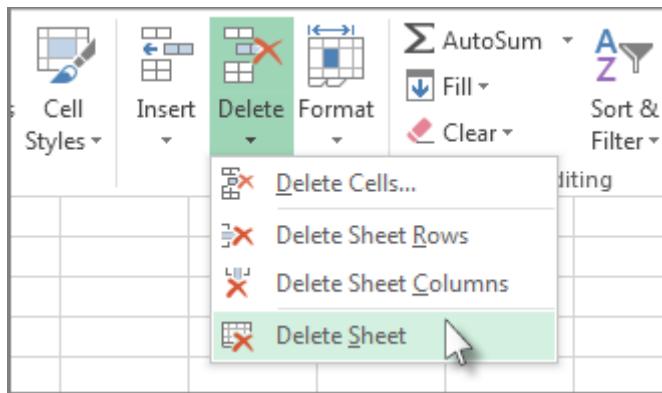
- **Insert a worksheet**

- Select the plus icon at the bottom of the screen.
- Or, select **Home > Insert > Insert Sheet**.



- **Delete a worksheet**

- Right-click the **Sheet** tab and select **Delete**.
- Or, select the sheet, and then select **Home > Delete > Delete Sheet**.



LO 3.3 Format cells and their contents

➤ Topic 1: Formatting text and cells

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

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

- **Number:** Allows for the display of different number types and decimal places
- **Alignment:** Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.
- **Font:** Allows for control of font, font style, size, color, and additional features
- **Border:** Border styles and colors
- **Fill:** Cell fill colors and styles
- **Add Borders and Colors to Cells**

To add borders manually

- Click the **Borders drop down menu on the Font group of the Home tab**
- Choose the appropriate border
- To apply colors manually
 - Click the **Fill drop down menu on the Font group of the Home tab**
 - Choose the appropriate color

To apply borders and colors using styles

- Click **Cell Styles on the Home tab**
- Choose a style or click **New Cell Style**
- **Change Column Width and Row Height**
- Click the **Format button on the Cells group of the Home tab**
- Manually adjust the height and width by clicking **Row Height or Column Width**
- To use **AutoFit, click AutoFit Row Height or AutoFit Column Width Hide or Unhide Rows or Columns**
 - To hide or unhide rows or columns:

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

To merge cells, select the cells you want to merge and click the **Merge & Center button on the Alignment group of the Home tab**.

Merge & Center: Combines the cells and centers the contents in the new, larger cell
Merge Across: Combines the cells across columns without centering data

Merge Cells: Combines the cells in a range without centering

Unmerge Cells: Splits the cell that has been merged

- **Align Cell Contents**

To align cell contents, click the cell or cells you want to align and click on the options within the **Alignment group on the Home tab**.

Top Align: Aligns text to the top of the cell

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

Bottom Align: Aligns text to the bottom of the cell
Align Text Left: Aligns text to the left of the cell
Center: Centers the text from left to right in the cell
Align Text Right:

Aligns text to the right of the cell

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

Increase Indent: Increase the indent between the left border and the text
Orientation:
 Rotate the text diagonally or vertically

LO 3.4 Use functions and mathematical operations.

➤ Topic 2: Excel Formulas

There are many elements of excel formula:

- **References:** The cell or range of cells that you want to use in your calculation
 - **Operators:** Symbols (+, -, *, /, etc.) that specify the calculation to be performed
 - **Constants:** Numbers or text values that do not change
 - **Functions:** Predefined formulas in Excel
- Select the **cell for the formula**
- Type **= (the equal sign) and the formula**
- Click **Enter**

SUM

- The first Excel function you should be familiar with is the one that performs the basic arithmetic operation of addition:
 - **SUM(number1, [number2], ...)**
- In the syntax of all Excel functions, an argument enclosed in [square brackets] is optional, other arguments are required. Meaning, your Sum formula should include at least 1 number, reference to a cell or a range of cells. For example:

=SUM(A2:A6) - adds up values in cells A2 through A6.

=SUM(A2, A6) - adds up values in cells A2 and A6.

=SUM(A2:A6)/5 - adds up values in cells A2 through A6, and then divides the sum by 5.

AutoSum

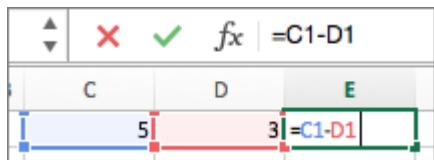
Select a cell next to the numbers you want to **sum**, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, **Excel automatically** enters a formula (that uses the **SUM** function) to **sum** the numbers.

Subtraction

- Type a number in cells C1 and D1.

For example, a **5** and a **3**.

- In cell E1, type an equal sign (=) to start the formula.



C	D	E
5	3	=C1-D1

- After the equal sign, type **C1-D1**.
- Press RETURN .

If you used the example numbers, the result is 2.

Multiplication

You can also multiply two different cells together.

- In a cell, type "="
- Click in the cell that contains the first number you want to multiply.
- Type "*".
- Click the second cell you want to multiply.
- Press Enter.

AVERAGE

- The Excel AVERAGE function does exactly what its name suggests, i.e. finds an average, or arithmetic mean, of numbers. Its syntax is similar to SUM's:
- **AVERAGE (number1, [number2], ...)**
- instead of typing **=SUM(A2:A6)/5**, you can simply put **=AVERAGE(A2:A6)**
- **MAX & MIN**

=MAX (A2:A6)

=MIN (A2:A6)

✚ COUNT & COUNTA

- If you are curious to know how many cells in a given range contain **numeric values (numbers or dates), don't waste your time counting them by hand. The Excel COUNT function will bring you the count in a heartbeat:**
- **COUNT (value1, [value2], ...)**
- While the COUNT function deals only with those cells that contain numbers, the Excel COUNTA function counts all cells that **are not blank, whether they contain** numbers, dates, times, text, logical values of TRUE and FALSE, errors or empty text strings (""):
- **COUNTA (value1, [value2], ...)**

- For example, to find out how many cells in column A contain numbers, use this formula:

=COUNT (A: A)

- To count all non-empty cells in column A, go with this one:

=COUNTA (A: A)

- In both formulas, you use the so-called "whole column reference" (A:A) that refers to all of the cells within column A.

➤ Topic2 Using Functions

✚ IF

- In simple terms, you use an IF formula to ask Excel to test a certain condition and return one value or perform one calculation if the condition is met, and another value or calculation if the condition is not met:
- **IF(logical_test, [value_if_true], [value_if_false])**

- For example, the following IF statement instructs Excel to check the value in A2 and return "OK" if it's greater than or equal to 3, "Not OK" if it's less than 3:

=IF(A2>=3, "OK", "Not OK")

RANK

- If you give the RANK function a number, and a list of numbers, it will tell you the rank of that number in the list, either in ascending or descending order.
- For example, in the screen shot below, there is a list of 10 student test scores, in cells B2:B11.
- To find the rank of the first student's score in cell B2, enter this formula in cell C2:

=RANK (B2, \$B\$2:\$B\$11)

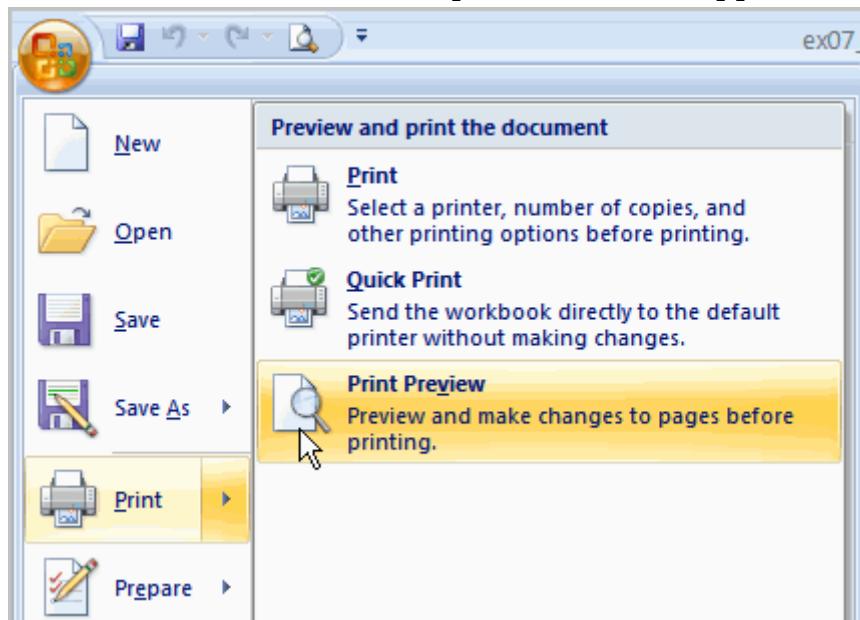
LO3.5 Print an Excel worksheet.

Topic 1: Printing an Excel worksheet

In Excel, there are many things you can do to prepare your workbook for printing.

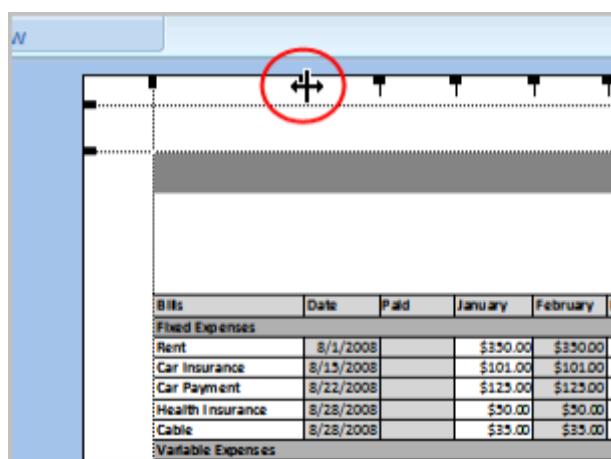
To view the spreadsheet in Print Preview:

- Left-click the Microsoft Office button.
- Select Print.
- Select Print Preview. The spreadsheet will appear in Print Preview view.



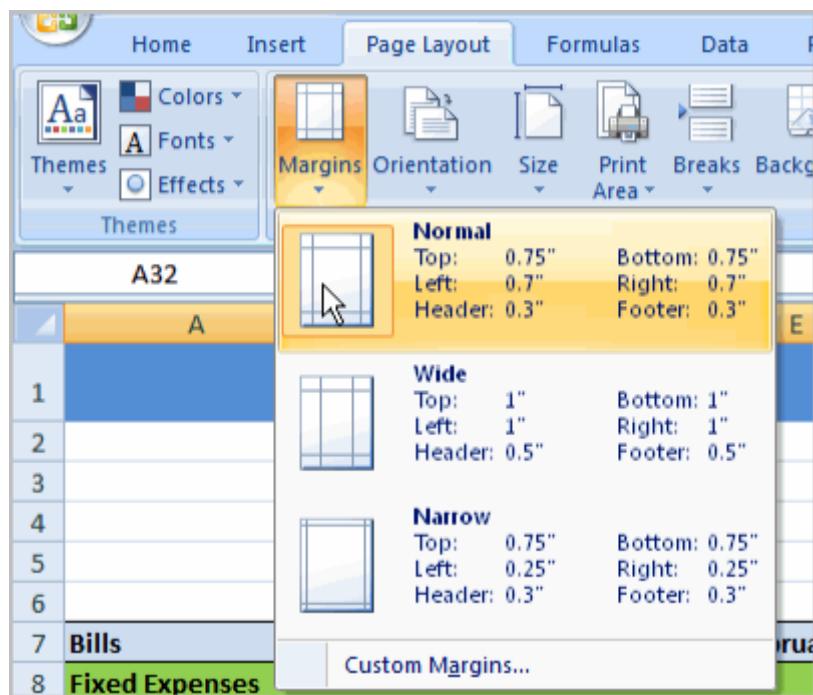
Click the Close Print Preview button to return to the Normal View. To make previewing your spreadsheet easier, add the Print Preview command to the Quick Access toolbar.

- To modify margins, column width, or row height while in Print Preview:
 - Click the Print Preview command on the Quick Access toolbar, or select Print Preview from the Microsoft Office button menu. The spreadsheet opens in Print Preview mode.
 - Hover your cursor over one of the black margin markers until a double arrow appears.



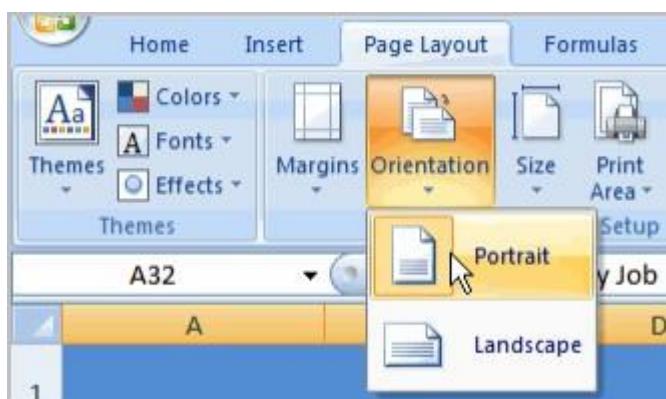
- Left-click and drag the marker to the desired location. The change will be reflected in the spreadsheet. To modify margins:

- Select the Page Layout tab.
- Left-click the Margins command.
- Choose one of the pre-defined settings, or enter custom margins.



To change page orientation:

- Select the Page Layout tab.
- Left-click the Orientation command.
- Select either Portrait or Landscape.



Portrait orients the page vertically, while Landscape orients the page horizontally.

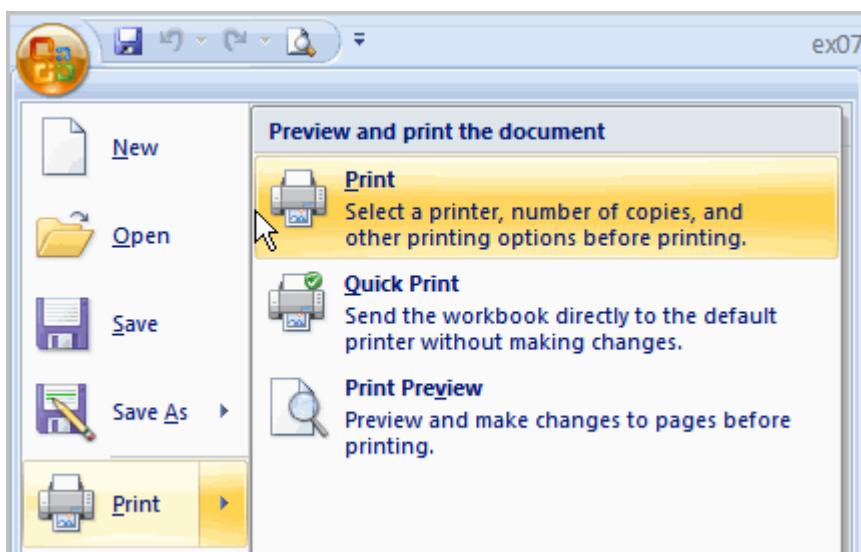
horizontally. To use Scale to Fit:

- Select the Page Layout tab.
- Locate the Scale to Fit group.
- Enter a specific height and width, or use the percentage field to decrease the spreadsheet by a specific percent.

Scale to Fit is a useful feature that can help you format spreadsheets to fit on a page. However, be careful with how small you scale the information—it can become difficult to read!

To change the paper size:

- Select the Page Layout tab.
- Click the Size command.
- Select a size option from the list.



Select a printer if you wish to use a printer other than the default setting.

- Click Properties to change any necessary settings.
- Choose whether you want to print specific pages, all of the worksheet, a selected area, the active sheet, or the entire workbook.
- Select the number of copies you'd like to print.
- Click OK.
- You can select Quick Print to bypass the Print dialog box.

Learning Outcome4 : Use current presentation

LO 4.1 Launch MS Power Point

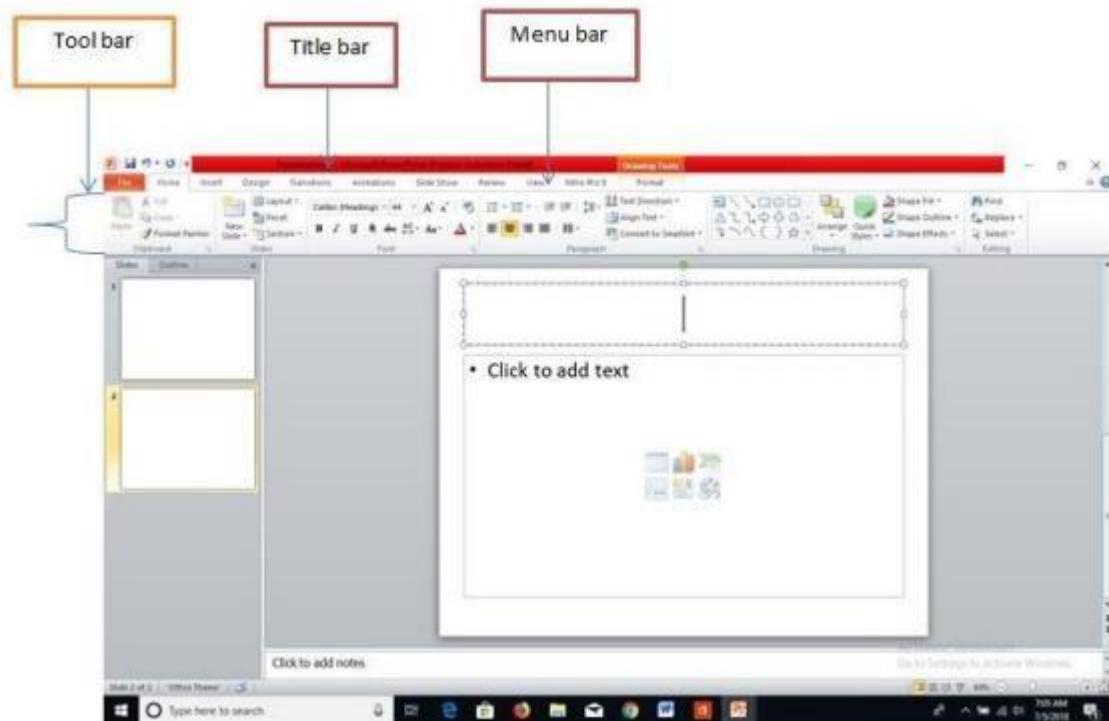
➤ Topic 1: Describing power point

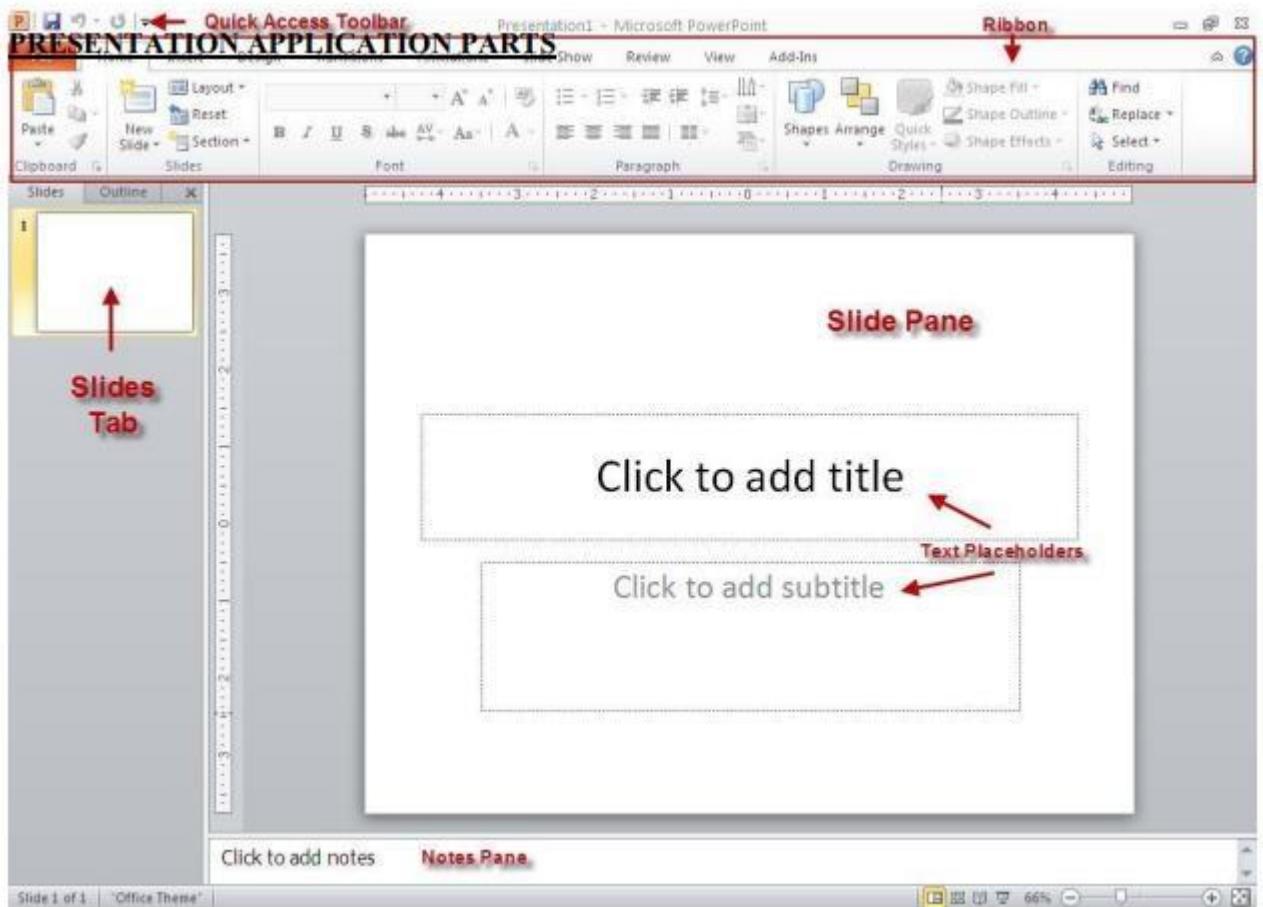
❖ **Definition of power point**

PowerPoint is a **presentation** program developed by Microsoft. **PowerPoint** is often used to create business **presentations**, but can also be used for educational or informal purposes. ... The **presentations** are comprised of **slides**, which may contain text, images, and other media, such as audio clips and movies.

The role of Power Point is to Make your **presentation** more interesting to improve the audience's focus. **PowerPoint** allows you to use images, audio and video to have a greater visual impact.

❖ **Power Point Environment**



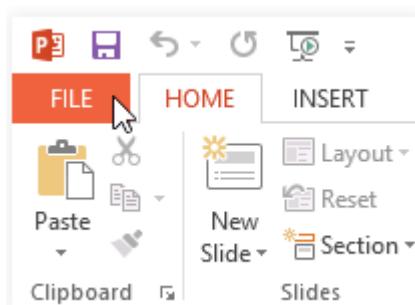


LO 4.1 Create a new presentation.

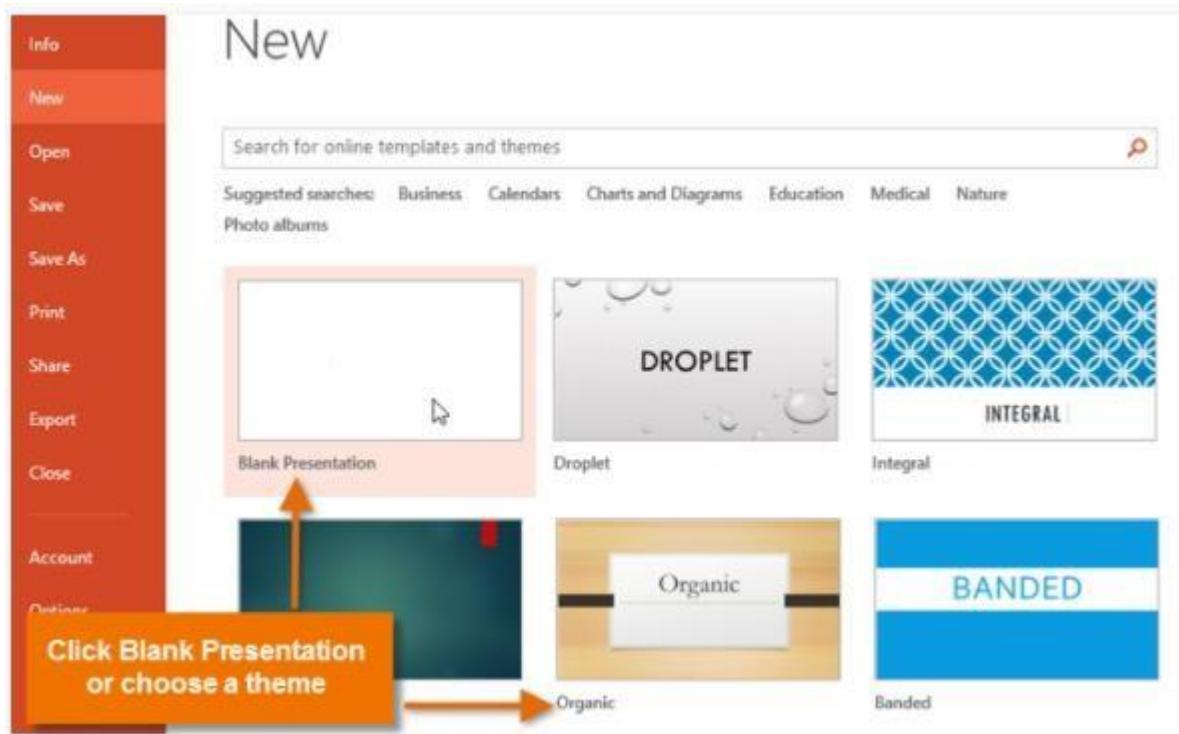
➤ Topic 1 Creating new presentation

✿ To create a new presentation:

1. Select the **File** tab to go to **Backstage view**.



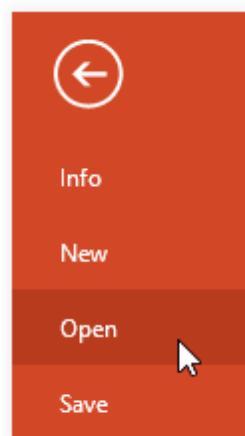
Select **New** on the left side of the window, then click **Blank Presentation** or choose a **theme**.



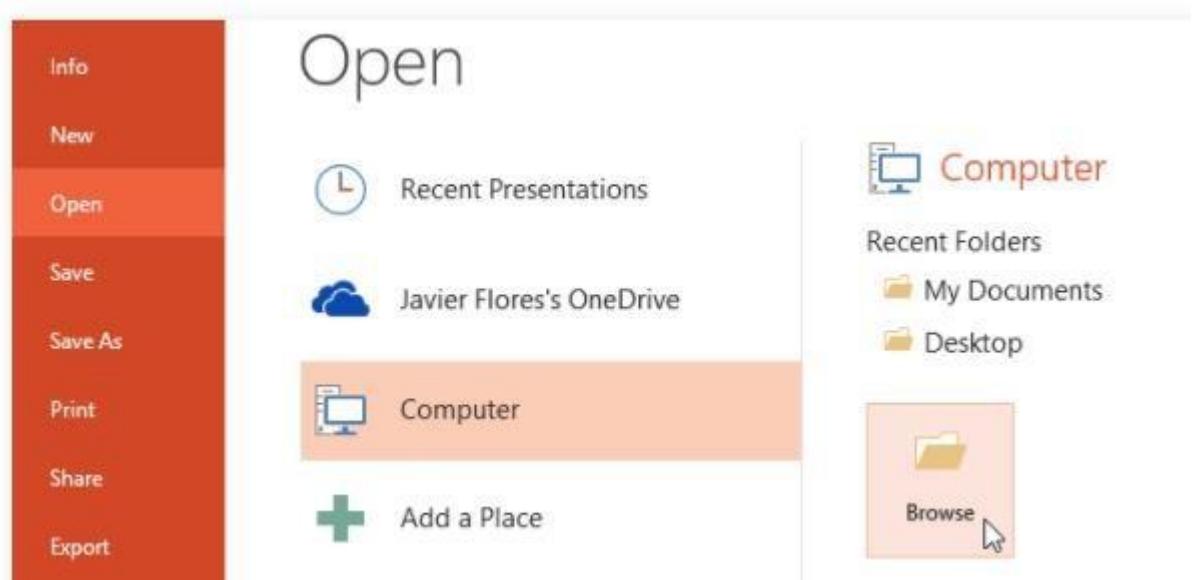
1. A new presentation will appear.

 **To open an existing presentation:**

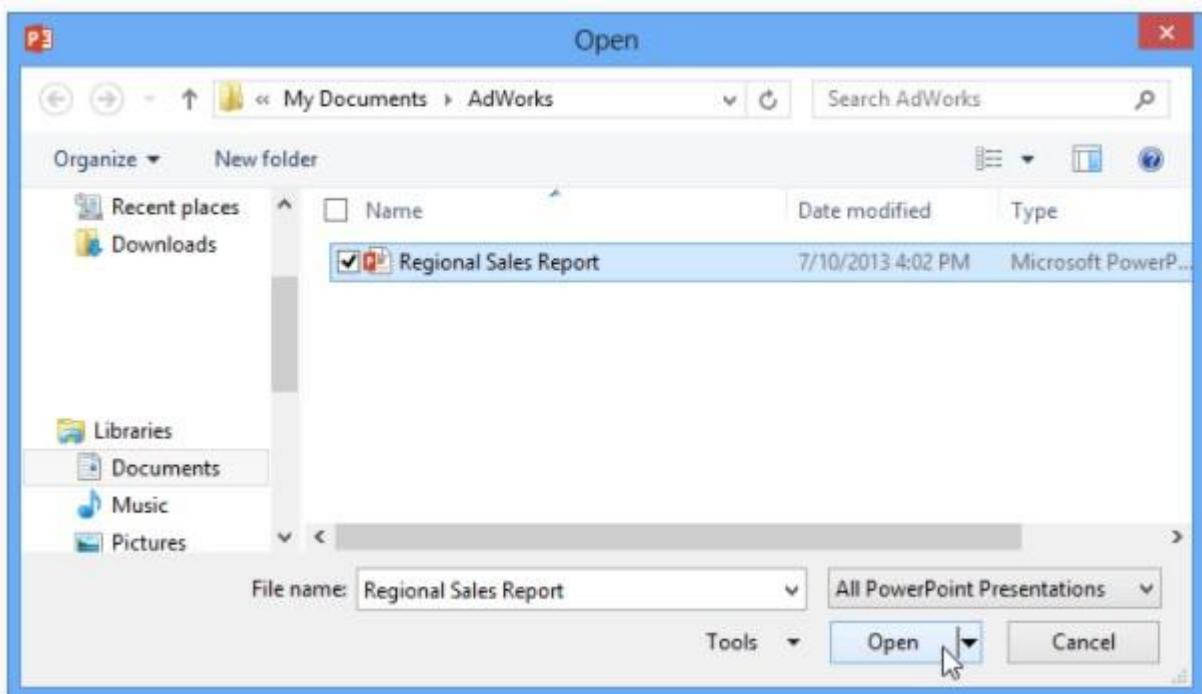
1. Select the **File** tab to go to **Backstage view**.
2. Select **Open**.



3. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.



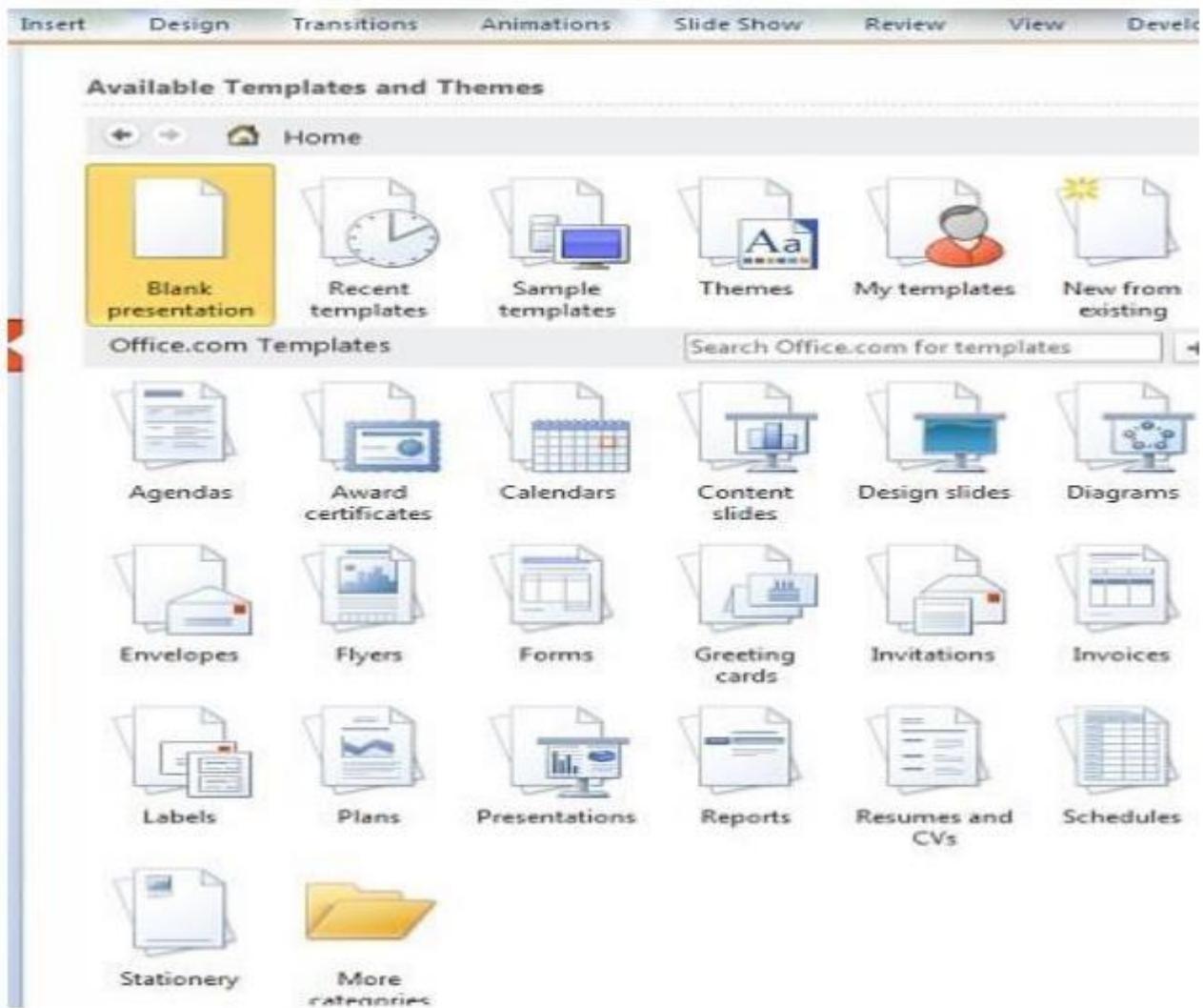
4. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.



➤ Topic 2: Using Template

✿ **Find and apply a template**

- ✓ PowerPoint 2010 allows you to apply built-in templates, to apply your own custom templates, and to search from a variety of templates available on Office.com.
- ✓ To find a template in PowerPoint, do the following:
 - On the File tab, click New.
 - Under Available Templates and Themes, do one of the following:
 - To reuse a template that you've recently used, click Recent Templates, click the template that you want, and then click Create.
 - To use a template that you already have installed, click My Templates, select the template that you want, and then click OK.
 - To use one of the built-in templates installed with PowerPoint, click Sample Templates, click the template that you want, and then click Create.
 - To find a template on Office.com, under Office.com Templates, click a template category, select the template that you want, and then click Download to download the template from Office.com to your computer



- Management of a slide
- Topic :1.Working with slide

Creating a slide

- ✓ In PowerPoint, press Ctrl+N to start a new blank presentation. A single slide appears in it.
- ✓ Choose Home→New Slide.

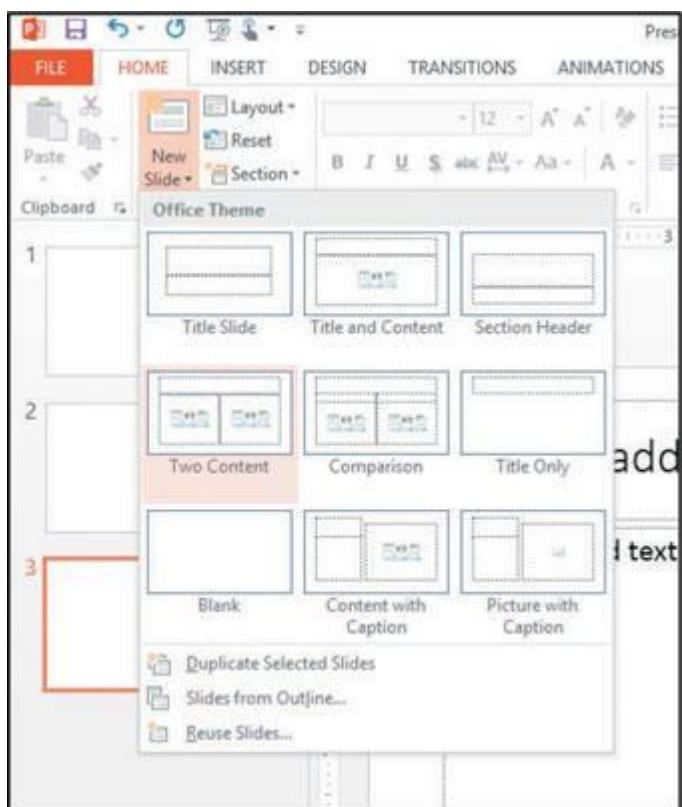
A new slide appears with the Title and Content layout.

- ✓ Press Ctrl+M.

Another new slide appears with the Title and Content layout.

- ✓ Click the arrow below the New Slide button.

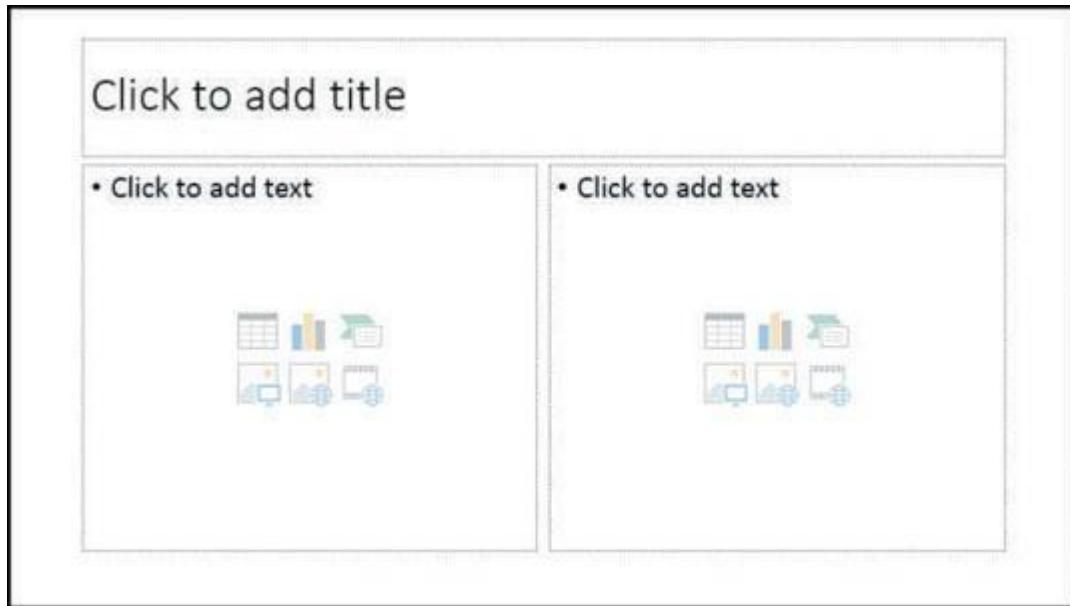
This opens a menu of other layouts, as shown.



- ✓ Click the Two Content layout.

A new slide appears with a title placeholder and two separate content placeholders, as shown.

Notice that none of the slides show any content in the Slides pane. That's because you haven't placed any content into the placeholders on the slides yet.



- ✓ Save and close the presentation.

Close the presentation by choosing File→Close.

Inserting a slide

- **Add slides**

1. Select the slide you want your new slide to follow.
2. Select **Home > New Slide**.
3. Select a layout.
4. Select the text box and type.
 - **Delete slides**
 1. For a single slide: Right-click the slide in the thumbnail pane on the left, and select **Delete Slide**.
 2. For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.

- For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.

- **Duplicate a slide**

In the thumbnail pane on the left, right-click the slide thumbnail that you want to duplicate, and then click **Duplicate Slide**. The duplicate is inserted immediately after the original.

- **Rearrange the order of slides**

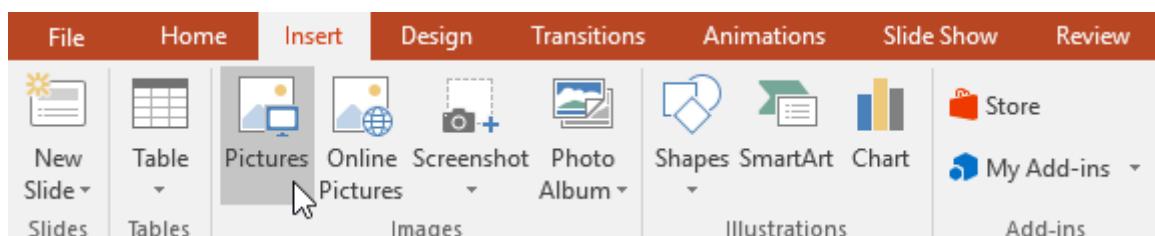
In the pane on the left, click the thumbnail of the slide that you want to move, and then drag it to the new location.

To select multiple slides: Press and hold Ctrl, and in the pane on the left, click each slide that you want to move. Release the Ctrl key, and then drag the selected slides as a group to the new location.

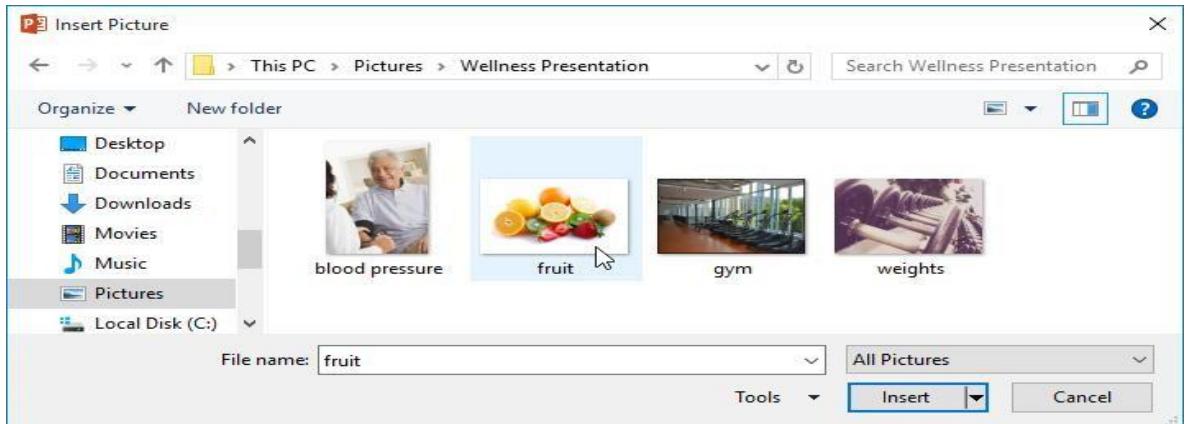
➤ [Topic 2: Inserting graphics](#)

✿ **To insert a picture from a file:**

- Select the **Insert** tab, then click the **Pictures** command in the **Images** group.

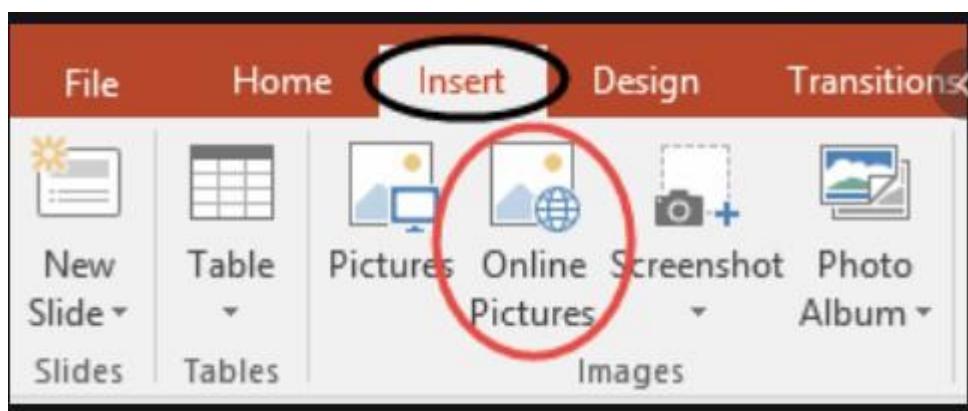


- A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.



The picture will appear on the currently selected slide.

1. Select **Insert** > Online Pictures.
2. Type a word or phrase to describe what you're looking for, then press Enter.
3. Filter the results by Type for **Clipart**.
4. Select a picture.



5. Select **Insert**.

LO4.4 Convert word documents to PowerPoint presentation

Topic1 Copying, Moving and cutting

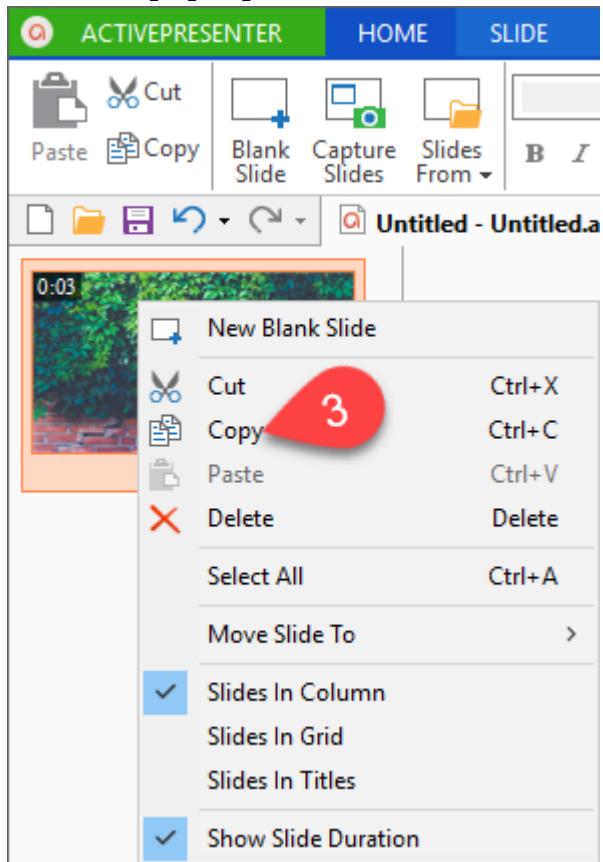
a slide To copy and paste a slide, do steps below:

Step 1: Select the slide(s) that you want to copy. Hold Ctrl/Shift while clicking to select multiple slides.

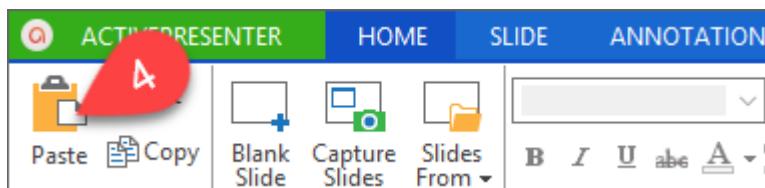
Step 2: Make a copy.

- Press Ctrl and C.
- Go to the **Home** tab (1), click **Copy** (2).

- Or right-click the slide thumbnail in the **Slide Pane** and select **Copy** (3) from the pop-up menu.



Step 3: Press **Ctrl+V** or click **Paste** (4) in the **Home** tab to paste the copied slide.



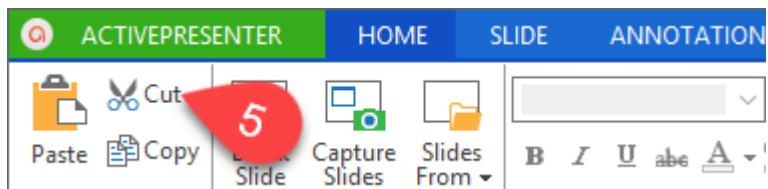
➊ Cutting Slides and Pasting Slides

Different from Delete command, the Cut command cuts the slides and paste them in the clipboard, so if you want to move slides from a place to another, you also can use the **Cut** command.

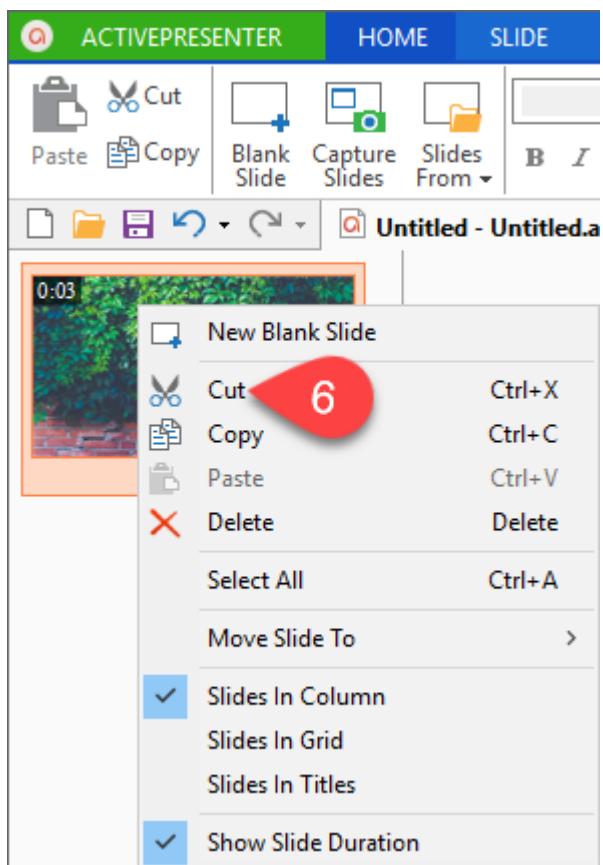
Step 1: Select the slide(s) that you want to cut.

Step 2: Cut the slide.

- Press Ctrl and X
- In the **Home** tab, select **Cut** (5).



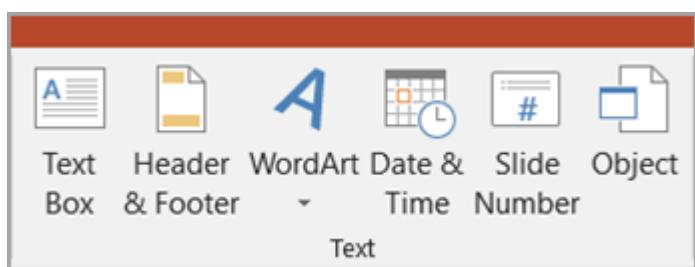
- Or right-click that slide and select **Cut** (6).



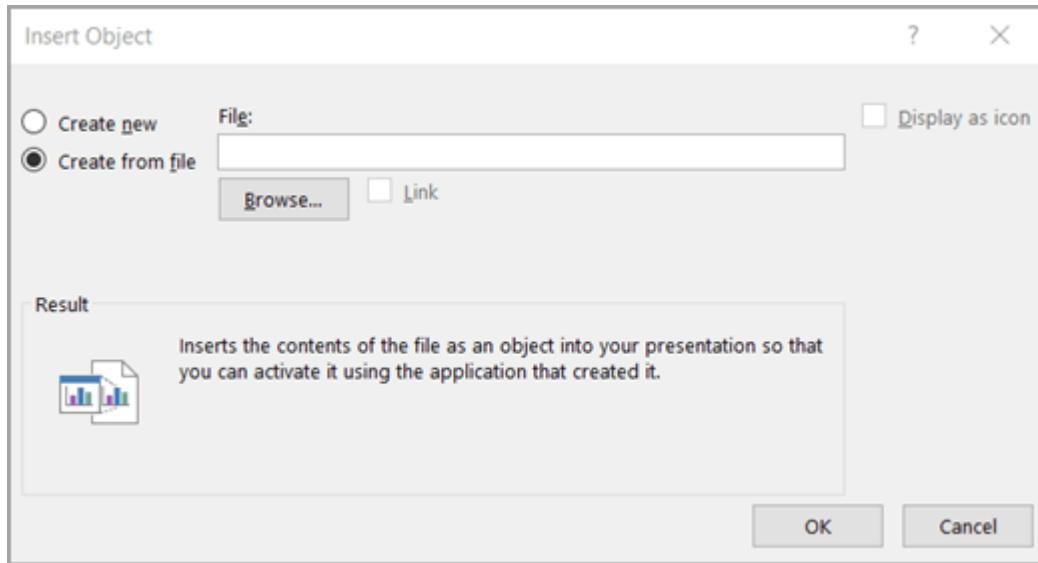
Step 3: Press **Ctrl+V** or click **Paste** (4) in the **Home** tab to paste the slide into another position.

Import file

1. Click in the slide where you want to place the object.
2. On the **Insert** tab, in the **Text** group, click **Object**.



3. Click **Create from File**.



4. In the **File** box, type the name of the file, or click **Browse** to select from a list.
 5. Select the **Link** check box.
 6. Do one of the following:
 - To display the content in your presentation, clear the **Display as icon** check box.
 - To display an icon that is clicked to view the object, select the **Display as icon** check box.
- To change the default icon image or label, click **Change Icon**, and then click the icon that you want from the **Icon** list. If you want, you can type a label in the **Caption** box.

LO4.5 Animate a presentation document

PowerPoint presentation that had special effects between each slide, you've seen slide transitions. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look.

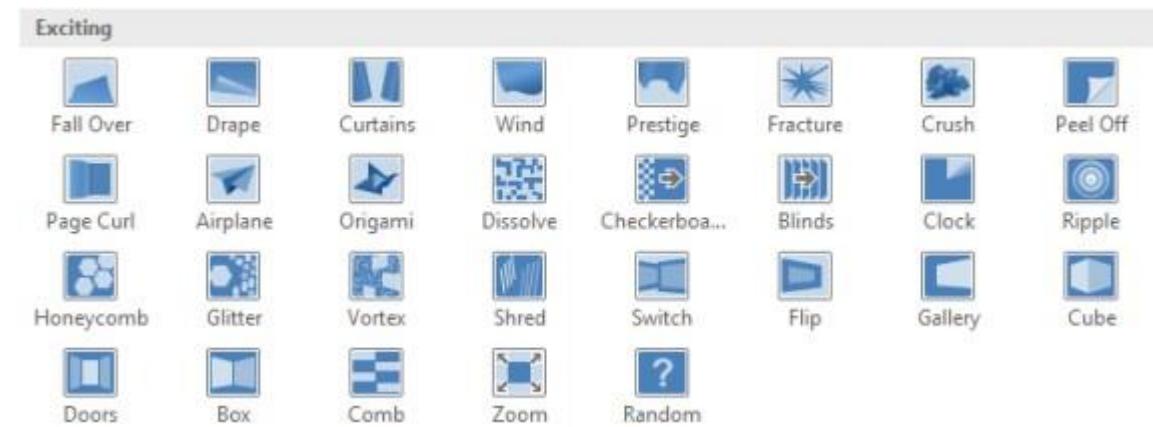
About transition

There are three categories of unique transitions to choose from, all of which can be found on the Transitions tab.

1. **Subtle:** These are the most basic types of transitions. They use simple animations to move between slides.



2. Exciting: These use more complex animations to transition between slides. While they're more visually interesting than Subtle transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



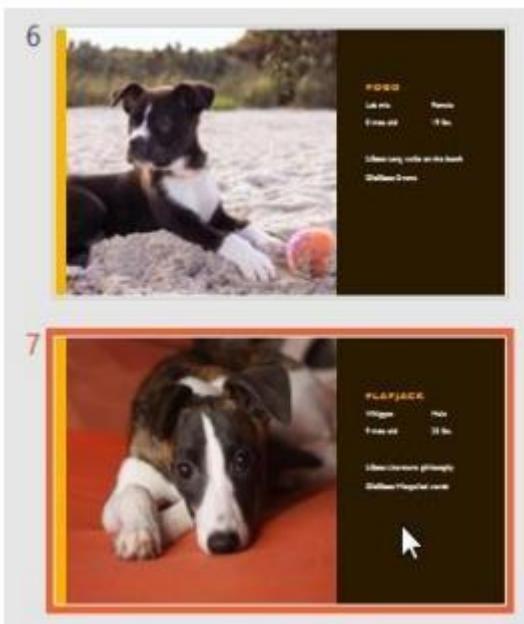
3. Dynamic Content:

If you're transitioning between two slides that use similar slide layouts, dynamic transitions will move only the placeholders, not the slides themselves. When used correctly, dynamic transitions can help unify your slides and add a further level of polish to your presentation.



✿ Apply transition

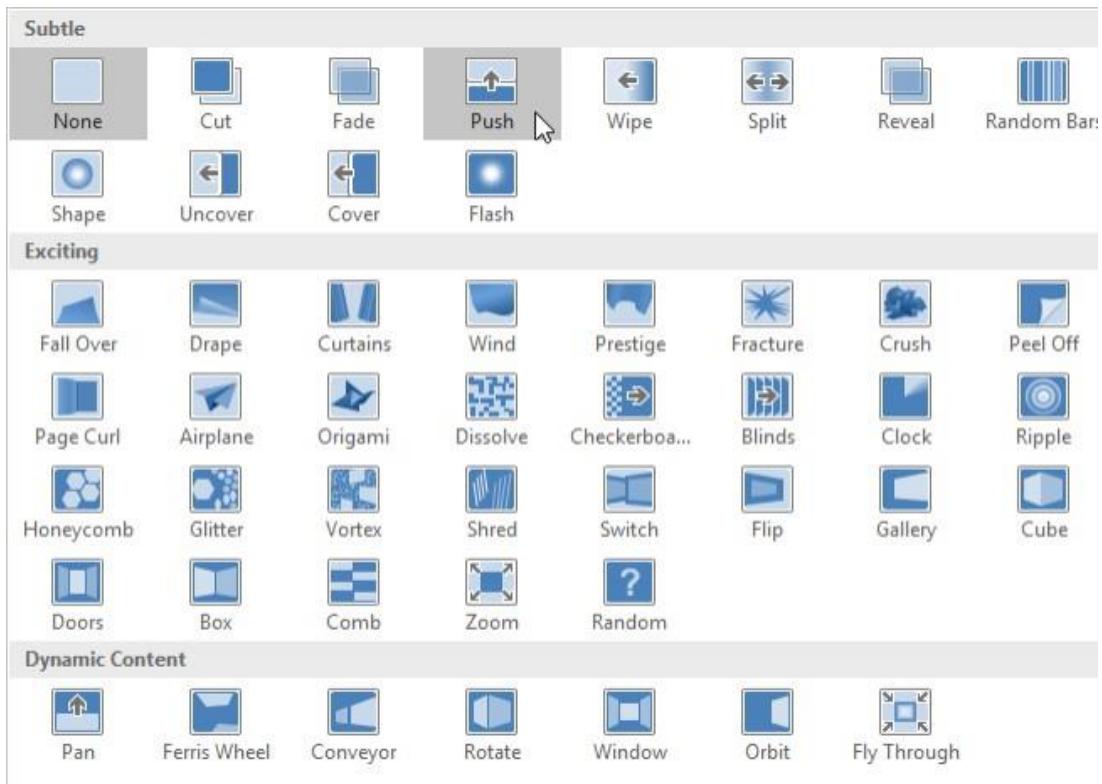
- ✿ Select the desired slide from the Slide Navigation pane. This is the slide that will appear after the transition.



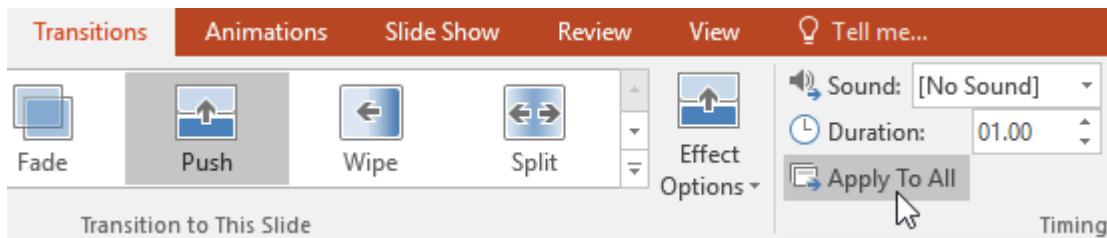
- ➊ Click the Transitions tab, then locate the Transition to This Slide group. By default, none is applied to each slide.
- ➋ Click the More drop-down arrow to display all transitions.



- ➌ Click a transition to apply it to the selected slide. This will automatically preview the transition.



- + You can use the Apply to All command in the Timing group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.

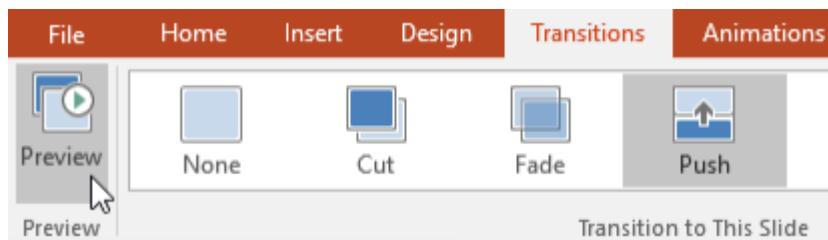


- + Try applying a few different types of transitions to various slides in your presentation. You may find that some transitions work better than others, depending on the content of your slides.

+ To preview a transition

You can preview the transition for a selected slide at any time using either of these two methods:

- Click the Preview command on the Transitions tab.



- Click the Play Animations command in the Slide Navigation pane.

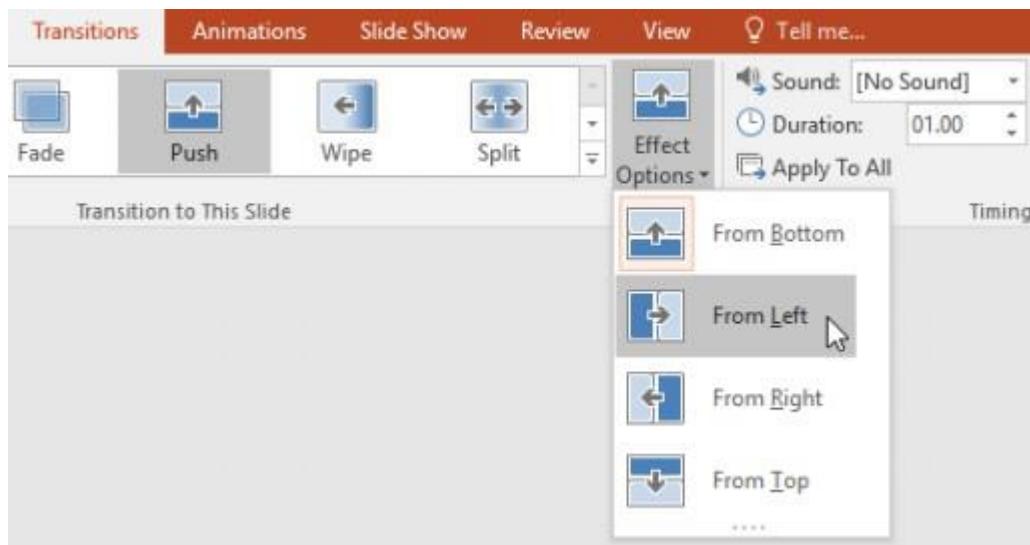


Topic2: Modifying transitions

✿ To modify the transition effect:

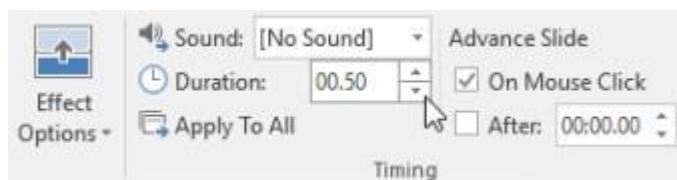
You can quickly customize the look of a transition by changing its direction.

1. Select the slide with the transition you want to modify.
2. Click the Effect Options command and choose the desired option.
These options will vary depending on the selected transition.



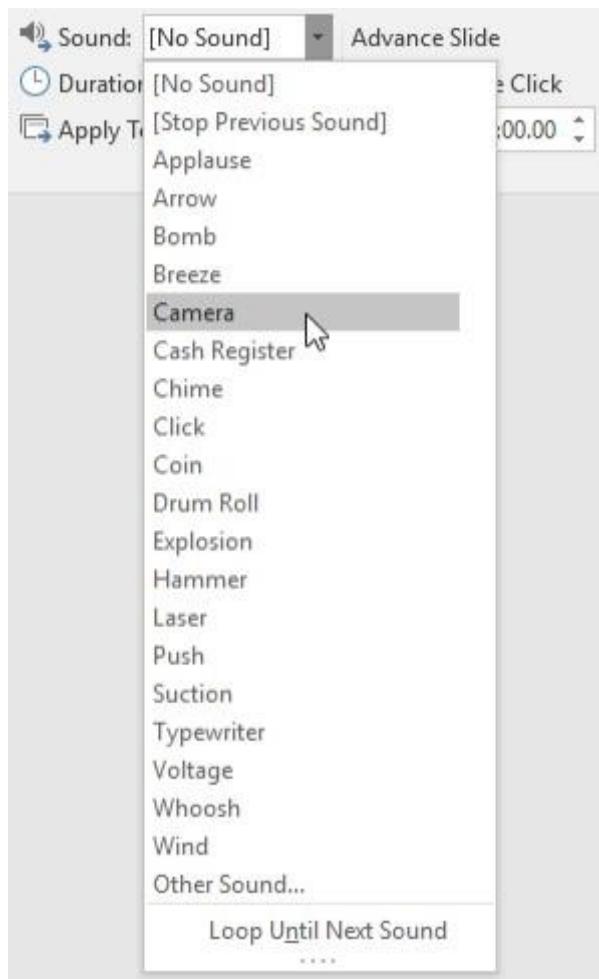
- The transition will be modified, and a preview of the transition will appear. Note: Some transitions do not allow you to modify the direction.

To modify the transition speed 1. Select the slide with the transition you want to modify. 2. In the Duration field in the Timing group, enter the desired time for the transition. In this example, we'll decrease the time to half a second—or 00.50—to make the transition faster.



Add sound

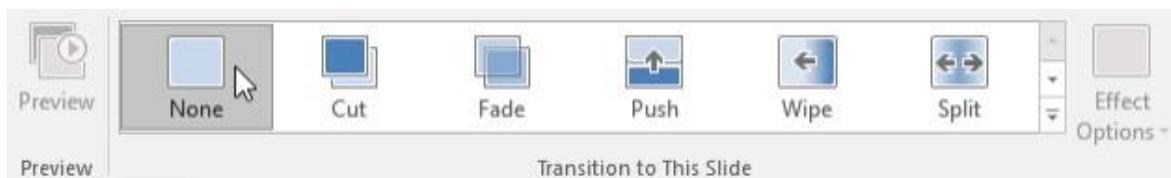
- Select the slide with the transition you want to modify.
- Click the Sound drop-down menu in the Timing group.
- Click a sound to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

To remove a transition

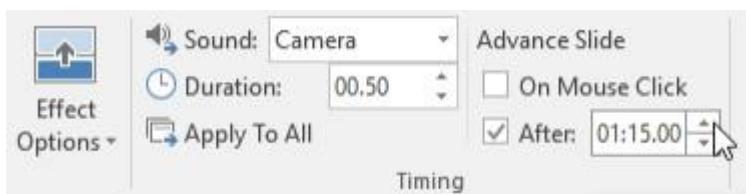
1. Select the slide with the transition you want to remove.
2. Choose None from the Transition to This Slide group. The transition will be removed



To remove transitions from all slides, apply the None transition to a slide, then click the Apply to All command.

Topic 3: To advance slides automatically

1. Select the slide you want to modify.
2. Locate the Timing group on the Transitions tab. Under Advance Slide, uncheck the box next to On Mouse Click.
3. In the After field, enter the amount of time you want to display the slide. In this example, we will advance the slide automatically after 1 minute and 15 seconds, or 01:15:00.



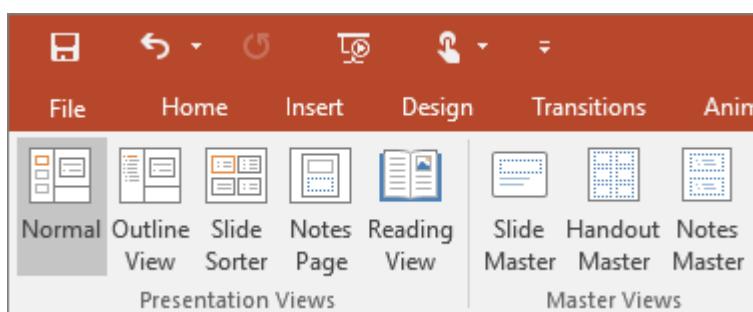
4. Select another slide and repeat the process until all slides have the desired timing. You can also click the Apply to All command to apply the same timing to all slides.
If you need to advance to the next slide before an automatic transition, you can always click the mouse or press the spacebar to advance the slides as normal.

LO4.6 Use different presentation view

Topic 1: Using Presentation view

You can view your PowerPoint file in a variety of ways, depending on the task at hand. Some views are helpful when you're creating your presentation, and some are most helpful for delivering your presentation.

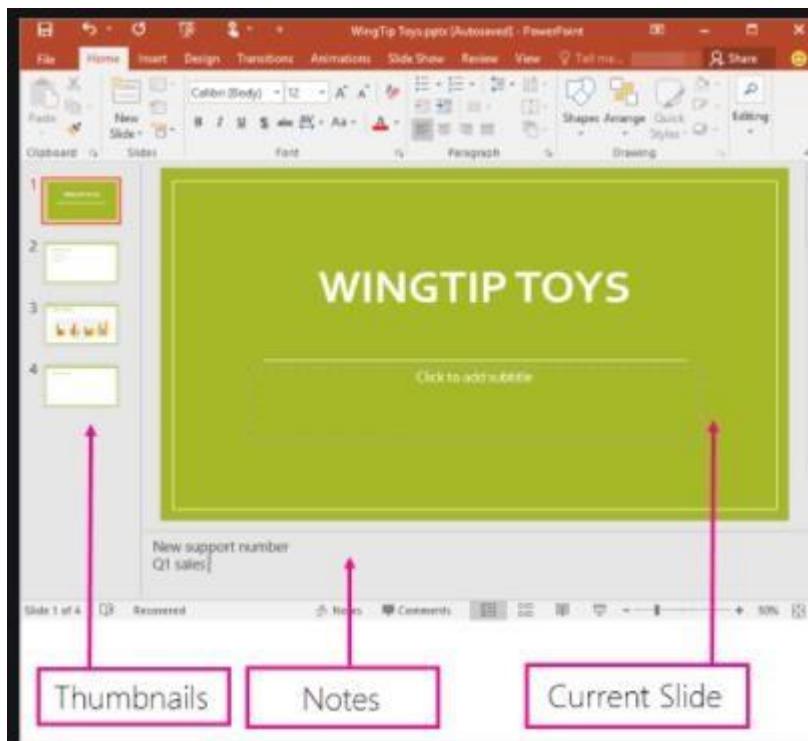
You can find the different PowerPoint view options on the **View** tab, as shown below.



You can also find the most frequently used views on the task bar at the bottom right of the slide window, as shown below.



Normal view is the editing mode where you'll work most frequently to create your **slides**. Below, **Normal view** displays **slide** thumbnails on the left, a large window showing the current **slide**, and a section below the current **slide** where you can type your speaker notes for that **slide**.



Slide Show view occupies the full computer screen, exactly the way your **presentation** will look on a big screen when your audience sees it. You can **see** how your graphics, timings, movies, animated effects, and transition effects will look during the actual **presentation**. To exit **Slide Show view**, press ESC.

To access Slide Show view, you can choose any of these options:

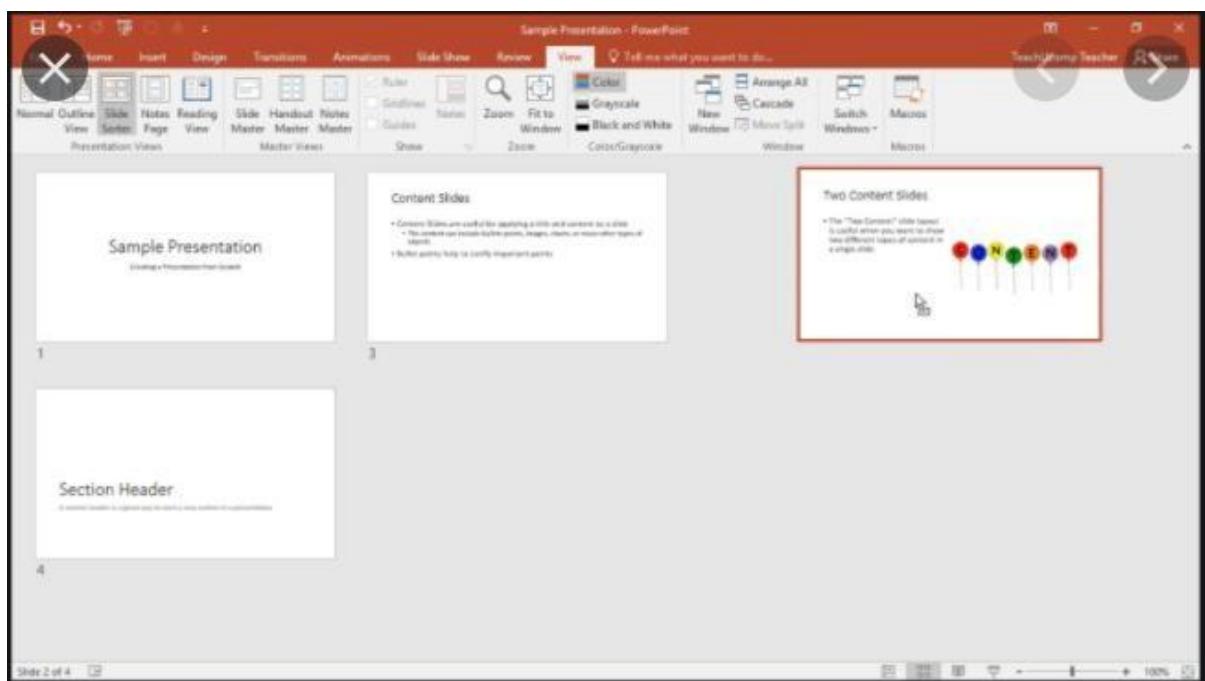
1. Click the **Slide Show** button on the **Status Bar** to play the presentation from the active slide





Slide Sorter view

1. Click the **Slide Sorter view** button in the bottom-left corner of the page.
2. Click the **slide** you want to move.
3. Hold down the left mouse button and drag the **slide** to its new location. A



pointer with a box appears as you drag the **slide**.

Lo4.7 Print a presentation document

Topic 1: Printing a presentation document

Print your presentation

1. Select **File > Print**.
2. For **Printer**, select the printer you want to print to.
3. For **Settings**, select the options you want:
 - **Slides**: From the drop-down, choose to print all slides, selected slides, or the current slide. Or, in the **Slides** box, type which slide numbers to print, separated by a comma.
 - **Print Layout**: Choose to print just the slides, just the speaker notes, an outline, or handouts.

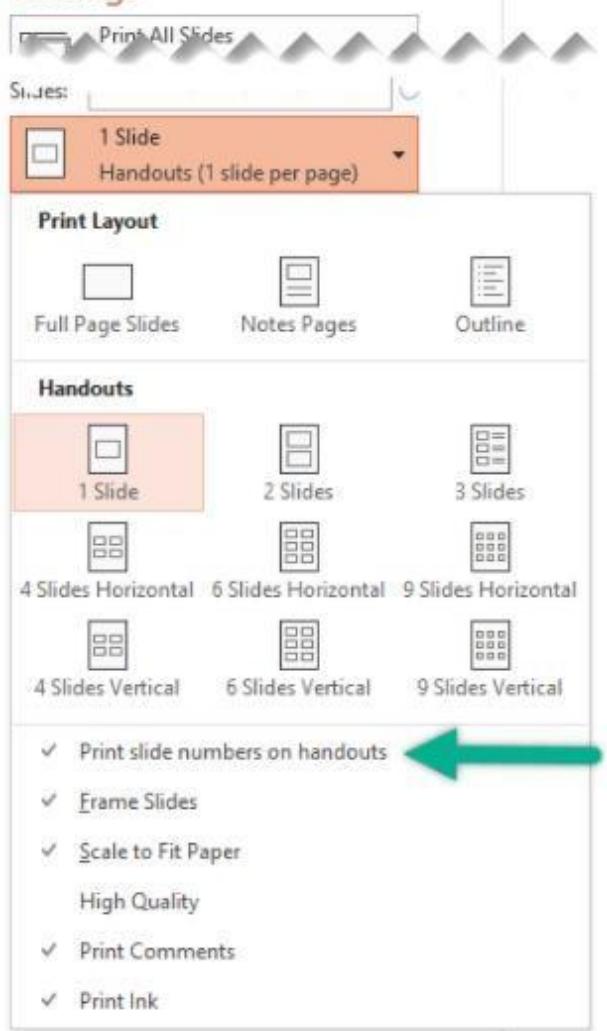
The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for note-taking.

- **Collated**: Choose whether you want the sheets collated or uncollated.
 - **Color**: Choose whether you want color, grayscale, or pure black and white.
 - **Edit Header & Footer**: Select to edit the header and footer before printing.
4. For **Copies**, select how many copies you want to print.
 5. Select **Print**.

By default, in PowerPoint for Microsoft 365 (beginning with version 1810), printed handouts include a slide number below each slide image.

You can turn off this option in the **Print** dialog box on the same menu where you chose to print Handouts. At the bottom of the menu are several toggle options with check marks. Clear the check mark next to **Print slide numbers on handouts**:

Settings



Learning Outcome5: Use Internet/Intranet

LO 5.1 Describe a website.

➤ Topic 1: Describing Internet

Internet is a global communication system that links together thousands of individual networks. It allows exchange of information between two or more computers on a network. Thus internet helps in transfer of messages through mail, chat, video & audio conference, etc

"World Wide Web" or simple "Web" is the name given to all the resources of internet. The special software or application program with which you can access web is called "Web Browser".

Web page is a document which can be displayed in a **web** browser such as Firefox, Google Chrome, Opera, Microsoft **Internet** Explorer or Edge, or Apple's Safari. These are also often called just "**pages**." **Website** is a collection of **web pages** which are grouped together and usually connected together in various ways

LO 5.2 Use instant messaging (chatting)

➤ Topic 1: Creating a chat account (skype account)

It's easy to get started with Skype. All you need to do is:

- Download Skype to your device.
- Create a free account for Skype.
- Sign in to Skype.

How do I create a new account in Skype Lite?

1. On the Sign in screen, tap **Create account**.
2. You will be prompted to create a new account using your phone number.

Note: You may get a message that an account already exists, if there is an account associated with that phone number. You can sign in to Skype Lite with that existing account but you will not be able to create a new one.

3. Enter your phone number and tap **Next**.
4. Enter your first and last name and tap **Next**.

5. You will be sent a one-time password to your phone.
6. Enter your one-time password to sign in and start enjoying Skype Lite.

How do I send an instant message in Skype?

1. From the  **Chats** tab, select the person or group you want to instant message.
2. Type your message in the chat window and select the  **Send** button.

To jump to your most recent message within a chat, select the  **down chevron** button.

How do I make a call in Skype?

Calling Skype contacts on Skype is always free - but to call a mobile phone or landline through Skype requires Skype Credit or a subscription.

1. Find the person you want to call from your  **Contacts** list.
- If you don't have any contacts, then learn how to find a new contact.
2. Select the contact you want to call, and then select the  **audio**  or **video** button. If you want to make a group call, simply add another participant.
3. At the end of a call, select the  **end call** button to hang up.

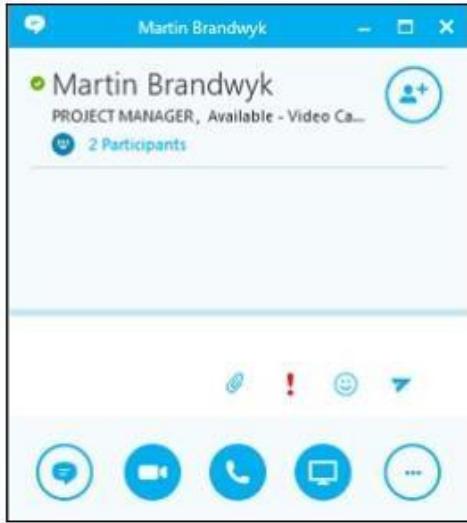
Tip: You can also quickly turn any chat into a call - just select the  **audio**  or **video** button from your chat.

To send a file in an instant message

1. Open **Skype for Business**.
2. Use the search box to search for a contact - hover over their profile photo to reveal the options.
3. Click the **Instant Message** icon on a contact to start an instant message.



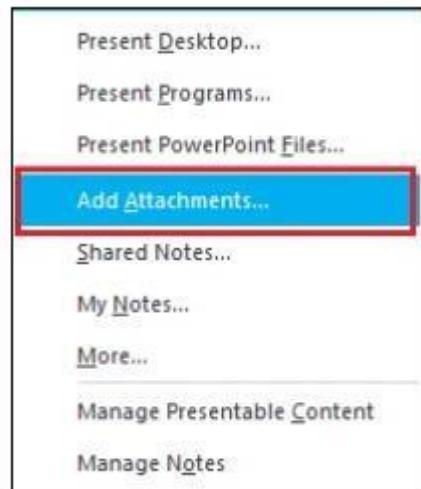
An instant message window opens allowing you to start an instant message conversation with the contact.



To share a file, click the **Share Content** icon.



Select **Add Attachments**.



1. Browse and select the file to transfer then click **Open**.
2. Press **Enter** to send.

The file is sent as an instant message attachment. The recipient will see an option to Open or Save the file attachment.

LO 5.3 Use search engines (example google)

➤ Topic 1: Describing Search engine

A search engine is a web-based tool that enables users to locate information on the World Wide Web. Popular examples of search engines are Google, Yahoo!, and MSN Search. Search engines utilize automated software applications (referred to as robots, bots, or spiders) that travel along the Web, following links from page to page, site to site.

Search engines provide users with search results that lead to relevant information on high-quality websites. The operative word here is "relevant".

List of Top 8 Best Search Engines in The World

1. **Google.** **Google Search Engine** is the best search engine in the world and it is also one of most popular products from **Google**.
2. **Bing.** **Bing** is Microsoft's answer to **Google** and it was launched in 2009.
3. **Yahoo.**
4. **Baidu.**
5. AOL.
6. Ask.com.
7. Excite.
8. DuckDuckGo.

LO 5.4 Manage favorites using internet explorer

➤ Topic 1: Managing Favorites using Internet

Favorites is a type of pinning your **favorite** websites so that it is easy to access that website by a click rather than having to enter the whole website in the address bar. **Internet Explorer** allows you to add and manage **favorites**.

To add a favorite:

1. With the desired website open in your **browser**, select the **Favorites** button, then click Add to **favorites**. You can also press Ctrl +D on your keyboard.
2. A dialog box will appear.

3. Click Add to save the website as a **favorite**.



When you add a website to your Favorites, or create a Favorites folder in Internet Explorer, you give it a particular name. But what if you want to rename a shortcut or a folder after the fact? No problem there, Internet Explorer lets you easily rename bookmark titles and folder names. In this tutorial, we will explain how to perform both renaming operations:

✳ **Rename a Favorite in Internet Explorer**

When you add a website to your Favorites, Internet Explorer will by default use the web page's title as Favorite name (and you have the option to type another name for the bookmark). As we'll see in the next tutorial, you can sort your Favorites by name, which is why we want to first show you how to rename a Favorites' bookmarked page.

Since all versions of Internet Explorer you are likely to use include a **Favorites** menu, let's start by showing you this approach to renaming a Favorite: click on the **Favorites** menu (or press Alt+A if it isn't visible), and locate the bookmark you want to rename. Then, right-click on it, and choose "**Rename**" from the context menu:



Internet Explorer will open the **Rename** dialog, which contains the current name of the Favorites bookmark: rename it by typing a new title under the **New name** textbox, and click **OK** to accept it. If you now check the **Favorites** menu, you will see that Internet Explorer has applied the new name to the bookmarked website / web page.

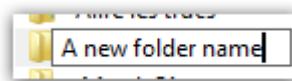
► **Rename a Favorite through the favorites Center**

Internet Explorer 7 and Internet Explorer 8 include a new "*Favorites Center*", which replaces the *Favorites* menu to a great extent; click on the **Favorites** button (shown on screenshot).



Press Alt+C to pull down the Favorites Center.

And same as before: locate the bookmarked page, right-click on it, and choose **Rename!** If you rename the folder through the *Favorites Center*, Internet Explorer will immediately let you type a new name for the folder, without prompt, by making the folder's name editable:



Hit Enter to apply the new folder name.

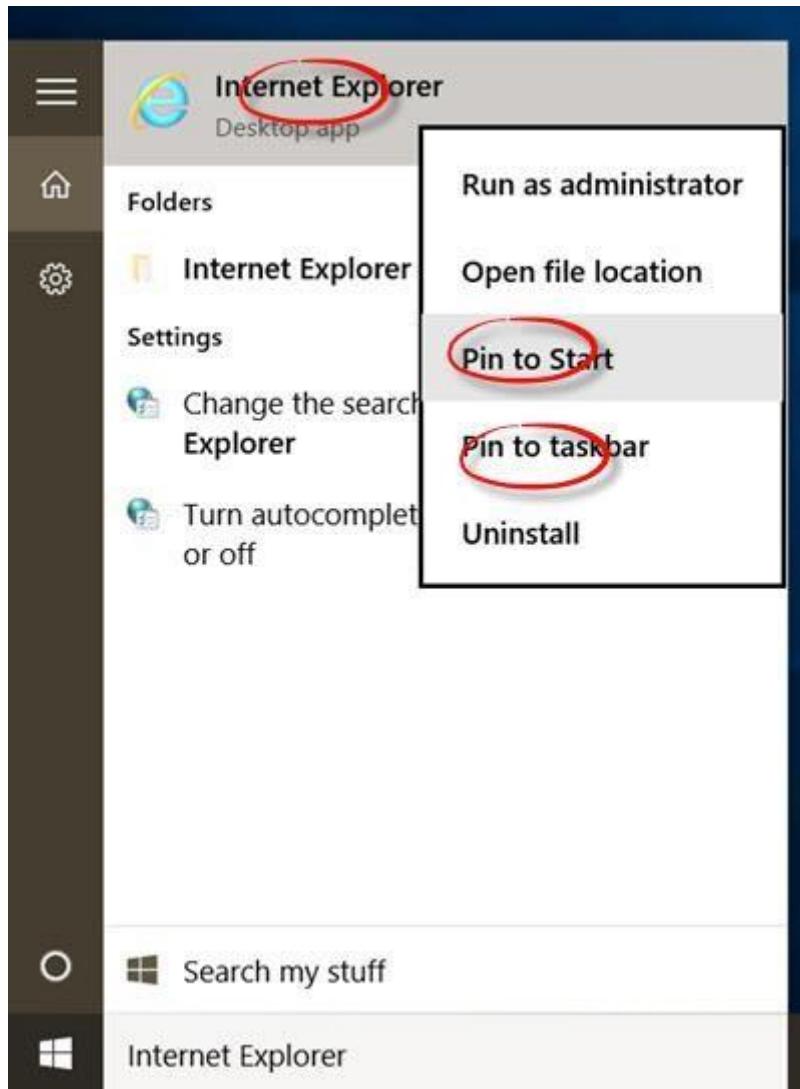
LO5.5 Browse the internet using the hyperlinks

- [Topic 1: Browsing the internet](#)

Step 1: Finding Internet Explorer (search engine) on Windows 10

- To open Internet Explorer, select **Start** and find Internet Explorer in your programs list. Alternatively, you can use Cortana to enter **Internet Explorer** in **Search**.

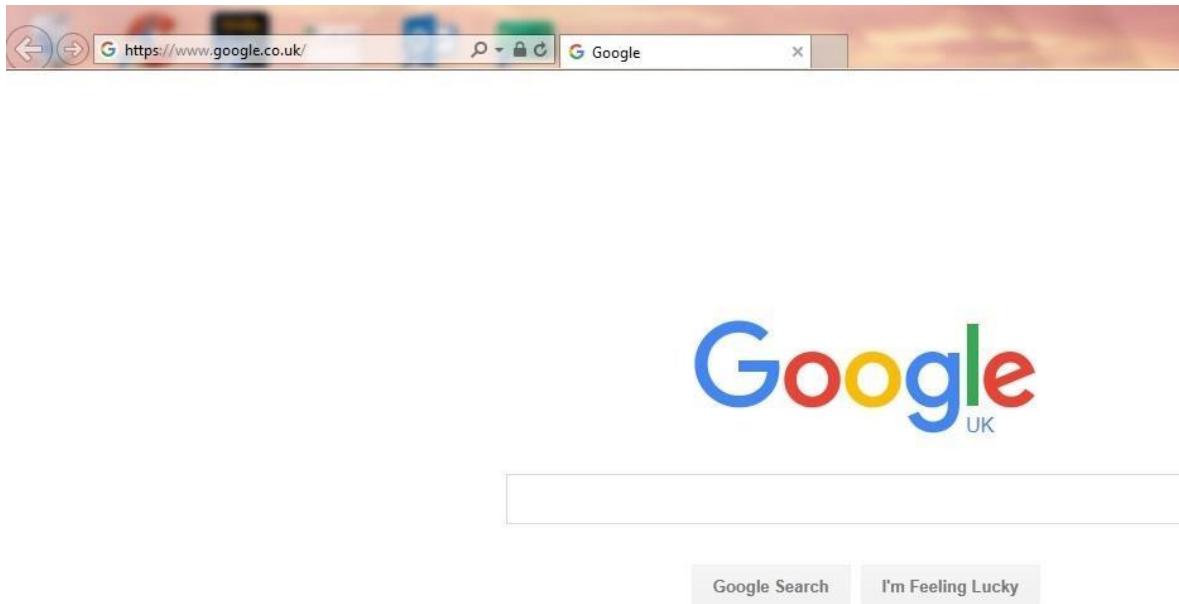
- **Tip:** You can pin your favorite apps to the taskbar. Open the app or program, press and hold (or right-click) the icon on the taskbar, and select **Pin to taskbar**.



Step 2: Using Internet Explorer

- Go to your browser's address bar and type in the address of the search engine website – for instance, <https://www.google.co.uk>
- **Step 3: Using a search engine**
- All you have to do is enter some keywords in the space provided – called the ‘search box’ – and then click **Search**.
- For example, if you put ‘holiday’ and ‘Mauritius’ into the search box and click Search, you’ll come up with page after page of companies offering holidays in Mauritius.
- A search engine can be used to look for products, companies, people, information, images, directions and maps. You’ll never again be frustrated by having

that answer on the tip of your tongue just Google the keywords!



LO 5.6: Download and upload files using internet

Topic 1: Downloading and Uploading files using internet

While exploring the Internet, you've probably encountered the terms downloading and uploading. Downloading means receiving data or a file from the Internet on your computer. Uploading means sending data or a file from your computer to somewhere on the Internet.

➡ Steps to download file

1. Type in the name of an item you wish to **download**. Your item might be a photo, a **document**, or a setup **file** to **install** a program.
 2. Press either ↵ Enter (Windows) or Q Return (Mac).
 3. Click a search result.
 4. Click the **download** link.
 5. Select a **download** folder if prompted.
 6. Open your **downloaded file**.
- ➡ Upload files & folders**

On your computer, you can upload from drive.google.com or your desktop. You can upload files into private or shared folders.

1. On your computer, go to drive.google.com.
2. At the top left, click New ➔ File Upload or Folder Upload.
3. Choose the file or folder you want to upload.

File attachment (Sending email with Gmail account)

1. On your computer, go to Gmail.
2. Click Compose.
3. At the bottom, click Attach .
4. Choose the files you want to upload.
5. Click Open.

Tip: Add an image by dragging it directly into the compose window. Remove an attachment

To the right of the attachment name, click Close . Send attachments with confidential mode

Note: If you're using Gmail with a work or school account, contact your admin to make sure you can use confidential mode.

1. On your computer, go to Gmail.
2. Click Compose.
3. Click Attach .
4. Choose the files you want to upload.
5. In the bottom right of the window, click Turn on confidential mode  .
Tip: If you've already turned on confidential mode for an email, go to the bottom of the email, then click Edit.
6. Set an expiration date and passcode. These settings impact both the message text and any attachments.
 - If you choose "No SMS passcode," recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.
 - If you choose "SMS passcode," recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.
7. Click Save.

END OF MODULE