

GOD'S LIBERTY COMPUTECH

📍 4, Obolo Street, Okitipupa, Ondo State, Nigeria.

☎ 08136088266, 08059266674



FULLNAME:

Website: www.libertyworld.com.ng



GOD'S LIBERTY COMPUTER INSTITUTION ANTHEM

Chorus: Eyin Omo Liberty
E wa wo Miracle
Ohun ara ti Jesu yi se fun mi

He open my door
He sugar my tea
He take me to the level
way I never see before
ma jo, ma yo
ma rababa fun Jesu
He gave me so much
so e ki mi ku ori re

Chorus: Omo oba re o, Omo oba

O so mi dolola
O so mi di asegun

Chorus: Omo oba re o, Omo oba

Mo dade protection,
Irunkere promotion

Chorus: Omo oba re o, Omo oba

E bami jo, e bami yo,
e bami dupe oo

Chorus: oba re o, omo oba...

Baba mo le sope e se....

Baba mo le sope e se

..... Pe ori mi o buru o

Baba mo le sope e se

..... Pe enikeni o yo ku o

Baba mo le sope e se...

.... Pe ori mi o daru o

Baba mo le sope e se



INTRODUCTION TO COMPUTER

Computer is electronic devices that perform useful information, process and save Data and finally print out data through Operator/Instructor/Programmer.

WHAT OUR COMPUTER [P.C] COMPRISES

V.D.U:- [Visual display unit]

C.P.U:- [Central processing unit]

KEYBOARD

PRINTER

SCANNER

MOUSE

UPS

FUNCTIONS OF THE COMPONENTS THAT FORM COMPUTER

V.D.U:- It is place where all what we are doing in the C.P.U are being displayed.

C.P.U:- It is place where all our information are been stored; it is in the main computer.

KEYBOARD:- [The Input Device] It is been use to input text into the computer or system

PRINTER:- [The Output Device] It is been used to print out document.

SCANNER:- It is been used to input or scan image or logo into the computer. It can also be refer to as input device.

MOUSE:- It is used to control our cursor While **MOUSE PAD** Allows the mouse to move freely.

UPS:- It help us to store the electricity power for main while, to shut down our system

MASTERING THE KEYBOARD

Keyboard is an input device that is used to type text or enter information into the personal computer [P.C].

NOTE:- The keyboard has between 101 to 107 keys, Depending on the maker or the product you are using

IT DIVIDED INTO FIVE FUNCTIONAL AREAS.

- (1) Typing Keys
- (2) Computer keys
- (3) Functional Keys
- (4) Numerical Keys
- (5) Cursor Keys

FUNCTION OF THE KEYS

1. **TYPING KEYS:-** These keys are work like those in typewriter, and it has 54 keys including the space bar
2. **COMPUTER KEYS:-** This keys are not fund in typewriter, it execute special task, when it is used along or in conjunction with other keys, it has Ten keys, they are Escape keys, power keys,

Sleeping keys, wake up keys, insert keys and Delete keys respectively.

3. **FUNCTIONAL KEYS:-** These perform different task depending on the software been used, pressing F1 in one programmer may display help menu in others, or it may bring a new file on the screen.
4. **NUMERICAL KEYS:-** It will either let you move the cursor or input numerical data, it has 17 keys.
5. **CURSOR KEYS:-** These are used to position our cursor on the screen e. g the home keys, page up keys, page down keys, and the arrow keys, respectively.

TYPES OF PRINTERS

There are many types of printers' e.g Deskjet, Laserjet, Inkjet etc.

- **DESKJET PRINTER** (840C, 845C, 710)
- **LASERJET PRINTER** (11, 111, 4, 5, 6, 1100, 1200, 1300, 1320) etc.

FUNCTIONS OF THE PRINTERS

- (a) **DeskJet printer/inkjet:-**It is been used to print both black and white and color of our document.
- (b) **LaserJet printer:-**It is been used to print only black and white and also Separate colour.

COMPONENTS THAT FORM C.P.U

1. Hard Disk
2. Mother board
3. C.D. Drive
4. Battery
5. Memory
6. Cooling Fan
7. Processor
8. V.G.A Card
9. Internet Card
10. Power Pack
11. Television Card
12. Network Card
13. Floppy Drive
14. Zip Drive.

FUNCTIONS OF THE COMPONENT THAT FORMED C.P.U

1. **HARD DIRSK:-** It is a place where all our information are been stored.
2. **MOTHER BOARD:-**This is where all the component listed are been plugged or connected.
3. **C.D. DRIVES:-**It is used to play sound, game, songs etc. and also use to install programs.
4. **BATTERY:-**It work for time and data inside the computer.
5. **MEMORY:-**This is the brain of the computer.

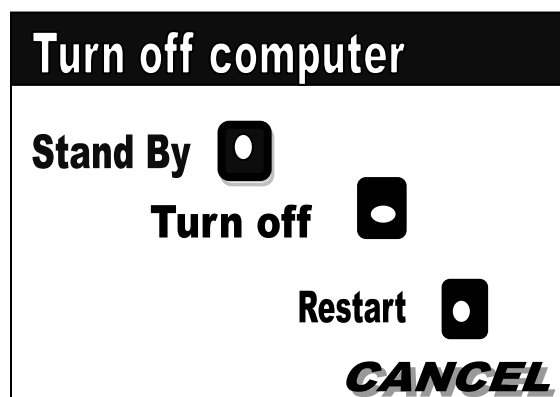
6. **COOLING FAN:** - It is used to cool our processor.
7. **PROCESSOR:** - It is used to process our work or document.
8. **V.G.A CARD:** - This is the connection between the C.P.U and the V.D.U.
9. **INTERNET CARD:** - It is used to send E-mail and also to receive call.
10. **POWER PACK:** - This is the power of the computer that is, it supplies into the computer or system.
11. **TELEVISION CARD:-**It is used to view our charnel e. g. Antenna Booster.
12. **NETWORK:** - This is the connection between two or more system.
13. **FLOPPY DRIVE:** - This is a place where we insert our diskette.
14. **ZIP DRIVE:** - It is a place where we insert our zip.

HOW TO BOOT SYSTEM

Booting system simply means to turn on the computer by pressing the Power Button on the C.P.U and the V.D.U.

HOW TO SHUT DOWN SYSTEM

Click on start button, Then trace Turn off computer with your cursor, after will bring out a dialogue box, where you will see...



Then you click Turn off, after some minute you will see “Window is logging off your computer” After that press the power button on the V.D.U.

HOW TO LOAD PROGRAM

Click on start button, then trace program with our cursor, after that select the program you want to work upon e. g. Microsoft word Adobe page maker, window explorer, Corel draw etc. then click.

HOW TO LOAD PROGRAM WITHOUT USING MOUSE

Press the window key, then trace program with your cursor, After that select the program you want to work upon e. g Microsoft word, Adobe PageMaker Corel draw etc. After all this press enter key in your keyboard.

INTRODUCTION TO MICROSOFT WORD

Microsoft word is a programmer or package mainly used to design letters, memorandum, tabular work, wedding program me , e-mail, fax, projects, Word can also used to design poster, invitation card, greeting card, business card, envelops, handbills, calendars etc. The Author of Microsoft word uses many strategies to arrange its works. Many Graphics have being done automatically in Microsoft word.

BARS ON MICROSOFT SCREEN

Under this Bars on the screen we have:- Title bar, Menu bar, Standard bar, Formatting bar, Ruler bar, Drawing bar, Status bar, Task bar, Scroll bar, Respectively.

- ❖ **TITLE BAR:** - It is used to display file name.
- ❖ **MENU BAR:** -It consists of menu in Microsoft word there are:-file menu, Edit menu, table menu, window menu, help menu.
- ❖ **STANDARD BAR:** - Under this we have:- New, Open, Save, Print, Print preview, Spelling and Grammars, Cut, Copy, Paste, Column, e t c.
- ❖ **FORMATTING BAR:**-Under this we can say it have many command there are:- Normal, Font, Font Size, Bold Italic, Underline, Align Left, Align Right, Align Center, Bullet, and Numbering etc.
- ❖ **RULER BAR:** - This are use to adjust the margin on the screen also to select paper size we want.
- ❖ **SCROLLING BAR:**-This is use to scroll up and down our document.
- ❖ **STATUS BAR:** - This are use to display the page we are in our program me e. g 1 to Infinity.
- ❖ **TASK BAR:**-This is deal with the programmer of the package that is the programmer we are work upon e. g Microsoft Word, Adobe PageMaker, Window Explorer, etc.
- ❖ **DRAWING BAR:**- Under draw bar we have: - Group, ungroup, Regroup, Orders. Align or Distribute, Change Auto shape, Select Object, Line Tool, Rectangle Tool, Oval Tool, Insert Word Art, Font Color, Fill Color, 3-d Infect, etc
- ✓ **Group:** - It is used to group two or more object together.-
- ✓ **Ungroup:**-It is used to ungroup an object that you have grouped.
- ✓ **Regroup:**-It is used to regroup an object that you have ungrouped.

(B) ORDER:-

- **BRING TO FRONT:** - It is used to bring selected text in front of object.
- **SEND TO BACK:**- It is used to send back selected object.

- **BRING FORWARD:-** It is used to bring forward selected object or text.
- **SEND BACKWARD:-** It is used to send backward selected object or text.
- **BRING IN FRONT OF TEXT:-** It is used to bring selected in front of text.
- **SEND BEHIND TEXT:-** It is used to send selected object behind text or bring text in front of object.

(C) NUDGE:-

- **NUDGE UP:-** It is used to nudge selected object up.
- **NUDGE DOWN:-** It is used to nudge selected object down.
- **NUDGE LEFT:-** It is used to nudge selected object left.
- **NUDGE RIGHT:-** It is used to nudge selected object right.

(D) ALIGN OR DISTRIBUTE:-

- **ALIGN LEFT:-** It is used to align selected object left.
- **ALIGN CENTER:-** It is used to align selected object center.
- **ALIGN RIGHT:-** It is used to align selected object right.
- **ALIGN TOP:-** It is used to align selected object top.
- **ALIGN MIDDLE:-** It is used to align selected object middle.

(E) ROTATE & FLIP:-

- **FREE ROTATE:-** It is used to rotate selected object freely.
- **ROTATE LEFT:-** It is used to rotate selected object left.
- **ROTATE RIGHT:-** It is used to rotate selected object right.

(F) CHANGE AUTOSHAPE:-

- **BASIC SHAPE:-** It is used to draw different types of basic shapes. E.g. Rectangle, Oval. Etc.
- **BLACK ARROW:-** It is used to draw different types of block arrow. E. g. Right arrow, down arrow. Etc.
- **SELECTED OBJECT:-** It is used to select all objects that are our page.
- **FREE ROTATE:-** It is used to rotate selected object freely.
- **AUTOSHAPE:-** It is used to draw different types of Auto shapes. E.g. Line, Basic shape, Block arrow. Etc
- **LINE TOOLS:-** It is used to draw a straight line.
- **ARROW TOOLS:-** It is used to draw different types of block arrows.
- **RECTANGLE TOOLS:-** It is used to draw a rectangle.
- **OVAL TOOLS:-** It is used to draw a circle.
- **TEXT BOX:-** It is used to type or input text, so that it can be easily to carry from one place to

another.

- **INSERT WORD ART:-** It is used to insert artistic text, that is been designed Automatically by the author of Microsoft word to our document.
- **FILL COLOUR:-**It is used to fill our selected object with different colures.
- **LINE COLOUR: -** It is used to select different types of color to a selected line or object.
- **FONT COLOUR: -** It is used to give color to a selected text.
- **LINE STYLE: -** It is used to select different types of line style.
- **DASH STYLE: -** It is used to select different types of dash style.
- **ARROW STYLE: -** It is used to select different types of arrow s styles.
- **SHADOW: -** It is used to select types of shadow effect to our selected text or object.
- **3-D STYLE: -** It is used to add 30d effect to our selected object or text.

HOW TO SAVE INTO DISKETTE

Open the document you want to save, Then insert diskette into floppy drive, then click on file, click save as , It will bring out a dialogue box where you we select 3¹/₂ floppy A, then click save and close automatically.

HOW TO PASSWORD DOCUMENT

Open the document you want password, then click file, click save as, click Tools and select security options, It will bring out a dialogue box where you will see password to open and password to modify, type any name or number for your password, and the click ok., It will bring out another confirmed dialogue box where you will re-enter your password again, then click ok. After all these click save and close, and reopen the document again to confirmed the password.

HOW TO PRINT OUT DOCUMENT

Click file, Click print, then select printer name and number of copies needed, after that click properties where you will select paper size e.g., A4 legal etc. then select paper orientation like portrait or landscape then click apply and ok.

FUNCTIONS OF THE MENU

FILE MENU

The commands under file menu are:-

- (1.) **NEW-Ctrl N:** - This is being use to create a new file for document.
- (2.) **OPEN-Ctrl O:** - It is used to open an existing file. Therefore an existing file is a document that has being stored into the hard disk.
- (3.) **CLOSE:** - It is used to close our document, but if the file is not yet saved make sure you save before closing or exe you we loose the file.
- (4.) **SAVE:- It has two function there are:-**
 - (a) It is used to give name to your newly open file so as let it permanent in your hard.

(b) It is used to save our document continuously.

(5.) SAVE AS:- This command has four important function there are:-

- (a) It is used to name file.
 - (b) It is used to rename file.
 - (c) It can also be used to save into diskette or flash drive.
 - (d) It is used to password and unpassword our document (*Therefore password is a means of keeping*)
- (6.) SEARCH:-** It is used to search for any document.
- (7.) PAGE SET UP:-**It is used to set up margin and also used to select paper size, paper orientation and other layout option for the active document.
- (8.) PRINT PREVIEW:-** Show how a file looks like when the document is being print out.
- (9.) PRINT:-** It is used to print out our document.
- (10.) PROPERTIES:-** This displays the property sheet for the active document.
- (11.) EXIT:-** It is used to close our working environment there our working environment is a programmer we specialize upon.

EDIT MENU

The commands under Edit menu are:-

- 1. **UNDO - Ctrl Z:-** It is used to cancel an action that you have perform and you don't want to perform again.
- 2. **REDO - Ctrl Y:-** It is to used to bring back an action that you have cancel.
- 3. **CUT - Ctrl X:-** It is used to cut selected object or text from and place to another.
- 4. **COPY - Ctrl C:-** It is used to double or duplicate selected object or text that you have cut or copy from other program.
- 5. **PASTE - Ctrl V:-** It is used to paste in an insertion point, therefore an insertion point is a place where the cursor is blinking and it can be control by mouse.
- 6. **PASTE SPECIAL:-** It is used to paste exactly as you cut or copy from other program.
- 7. **FIND - Ctrl F:-** It is used search for specific text.
- 8. **FIND AND REPLACE:-Ctrl H:-** It is used to search for special specific text.
- 9. **GO TO - Ctrl G:-** It is used to move from one page to another.
- 10. **SELECTED ALL - Ctrl A:-** It is used to select all our object or text.
- 11. **CLEAR OR DELETE:-** It is used to delete or clear selected text or object that is in your page.

VIEW MENU

The commands under view menu are;

- 1. **NORMAL**
- 2. **UNLINE LAYOUT**
- 3. **PAGE LAYOUT**
- 4. **OUT LINE LAYOUT**
- 5. **MASTER DOCUMENT**

6. **TOOLS BAR** e. g Formatting bar, Standard bar are all deals with the arrange and rearrange of the screen.

INSERT MENU

The commands under insert menu are;

1. **BREAK PAGE:-CTRL SHIT ENTER:-**It is used to break page that is to move from one page to another.
2. **PAGE NUMBER:-**It is used to insert page number automatically by the programmer.
3. **DATE AND TIME:-**It is used to insert date and time automatically by the program.
4. **AUTO TEXT:-**It is used to insert point.
5. **FIELD:-**It is used to insert field and keep document up to date.
6. **SYMBOL:-** It is used to insert symbol to our document.
7. **COMMENT:-**It is used to make comment about person.
8. **FOOT NOTE:-**It is used to keep document up to date.
9. **END NOTE:-**It is used to insert field at an insertion point of page.
10. **TEXT BOX:-**It is used to type so that it will be easily to sort one place to another.
11. **CLIP ART:-**It is used to select clip art image that you want in your document.
12. **OBJECT:-**It is used to insert different type of object you need.

FORMAT MENU

The commands under format menu are;

- (1) **FONT:-** It is used to select different type of font to selected text.
- (2) **PARAGRAPH:-** It is used to give paragraph to a selected text and change the paragraph text.
- (3) **BULLET AND NUMBJNG:-** It is used to insert bullet and number to selected text.
- (4) **BOARDERS AND SHADING:-** It is used to insert boarders and shading to a selected text.
- (5) **COLUMN:-** It is used to divide screen into two or more column depending on the columns you need on the screen.
- (6) **TAB:-** It is used to sent position and alignment of tab stop.
- (7) **DROP CAP:-** It is used to capitalize the first letter of a give sentence or paragraph depending on the number you want to drop.
- (8) **TEXT DIRECTION:-** It is used to show how you want your work to stand either parallel or horizontal.
- (9) **CHANGE CASE:-** It is used to change selected text from capital letter to small letter and vice verse.

TOOLS MENU

The commands under tools menu are:-

- (1) **SPELLING AND GRAMMAR:-** It is used to search or check for document and get the position spelling and grammar with style and display suggested for correction.
- (2) **LANGUAGE:-** It is used to designate the language of selected text in a file that contains more than one language.
- (3) **WORD COUNT:-** It is used to count number of paragraph, page, lines, character with space,

character no space etc. In an action document. Word, character, and character with space, paragraph and line in an active document.

- (4) **AUTO CORRECT:-** It is used to set point, use to correct text automatically as you type document.
- (5) **AUTO SUMMARIZE:-** It is used to summarize the key point in an active document.

TABLE MENU

- 1. **DRAW TABLE:-**It is used to draw table
- 2. **INSERT TABLE:-** It is used to insert number of column, Number of rows
- 3. **DELETE CELL:-** It is used to delete selected cell
- 4. **MERGE CELL:-** It is used to merge selected column or row as you want.
- 5. **SPLIT CELL:-** It is used to split selected column and row into various numbers.
- 6. **SELECT COLUMN:-** It is used to select column on the table.
- 7. **SELECT ROW:-** It is used to select rows on the table
- 8. **SELECT TABLE:-** It is used to select table

WINDOW MENU

It is used to open document or file in case where the document or file are not yet close, then you can open the document or file in window menu.

You can also split your window to divide your screen, while new window will help you to open your file in another window.

HELP MENU

Under help menu we have Office Assistance and what's this. You can use what's this to ask question and you can hide and show the office assistance.

SHORT KEYS IN MICROSOFT WORD.

CTRLA	-	SELECT ALL
CTRLB	-	BOLD
CTRLC	-	COPY
CTRLD	-	FONT
CTELE	-	ALIGN CENTER
CTRLF	-	FIND
CTRLG	-	GOTO
CTRLH	-	FIND AND REPLACE
CTRLI	-	ITALICS
CTRLJ	-	ALIGN JUSTIFIED
CTRLK	-	HYPERLINK
CTRLL	-	ALIGN LEFT
CTRLM	-	INDENT (PARAGRAPH)
CTRLN	-	NEW

CTRLO - OPEN EXISTING FILE
CTRLP - PRINT
CTRLQ - NORMAL
CTRLR - ALIGN RIGHT
CTRLS - SAVE
CTRLT - RULER ADJUST
CTRLU - UNDERLINE
CTRLV - PASTE
CTRLW - CLOSE
CTRLX - CUT
CTRLY - REDO
CTRLZ - UNDO

SHIFT + ANY KEY – CAPITAL LETTER

CTRL[- Decrease in font size

CTRL] - Increase in font size

HOME KEY:- It directs the cursor to the beginning of the text

SHIFT + HOME KEY:- It selects the text to the beginning.

END KEYS:- It directs the cursor to the end of the text.

SHIFT + END KEY:- It selects the text to the end.

SHIFT + F1 : HELP MENU

SHIFT + F3 : CH ANGE CASE

SHEET + F7 : SPELLING AND GRAMMAR

CTRL+ F2 : PRINT PREVIEW

CTRL+ F4 : CLOSE

ALT + F4 : SHUT DOWN

CTRL+ F12 : OPEN

F12 : SAVE AS

ALT + CTRL + DELETE : RESTART

CTRL+ 1 - Single space

CTRL+2 - Double space

CTRL+ 5 - 1.5 Space

CTRL+ SHIFT + P - Font Size

CTRL+SHIFT + Q - Font

SHORT KEYS TO MICROSOFT WORD MENU

ALT F	:	FILE MENU
ALT E	:	EDIT MENU
ALT V	:	VIEW MENU
ALT I	:	INSENT MENU
ALT O	:	FORMAT MENU
ALT T	:	TOOLS MENU
ALT A	:	TABLE MENU
ALT W	:	WINDOW MENU
ALT H	:	HELP MENU

WINDOW EXPLORER

Window explorer is a programmer or package that is use to explore or view all what is inside our personal computer (**P.C**), Also it comprises all folders e.g. My document, My computer, Desktop, Recycle bin etc.

FUNCTION OF WINDOW EXPLORER

- ❖ It is used to open a folders in my computer, my document, recycle bin
- ❖ It is used to format diskette.
- ❖ It is used to save into diskette.
- ❖ It is used to delete file or it also used to delete from diskette.
- ❖ It is used to save from diskette to hard disk and vice versa.
- ❖ It is used to print out document.
- ❖ It is used to open document or file.

THREE WAYS OF COPY FROM HARD DISK TO DISKETTE THROUGH WINDOW EXPLORER.

- By carrying
- By send to
- By copying or cut and paste

HOW TO FORMAT DISKETTE

Load window explorer, insert diskettes into floppy drive, Then select 3¹/₂ floppy A, and right click on 3¹/₂ floppy A, It will bring out a dialogue box, where you will select or click format. Then it will out another dialogue where you will click start, after some minutes it will bring out format result then close.

HOW TO RESTORE DOCUMENT OR DELETE FILE.

Load window explorer, from that folder select recycle bin then right click on the file you want to restore then click restore.

DIFFERENT BETWEEN DELETE AND FORMAT

DELETE: When you delete document or file you can still restore the deleted document or bring back the delete file. **While** if you format you cannot restore or bring back the deleted document or file again that is you cannot see it anymore.

A	MEANS	DISKETTE
B	MEANS	HARD DISK
C	MEANS	C.D. OR COMPACT DISK
D	MEANS	DESKTOP

HOW TO SAVE FROM DISKETTE TO HARD DISK

Open the file you want to save from diskette or load window explorer, from that folder Select 3¹/₂ floppy A, then right click on the file you want to save, on that 3¹/₂ floppy A and click open. Then go back to file click save as, it we bring out a dialogue box where you we my document and close automatically.

HOW TO SAVE FROM HARD DISK TO DISKETTE

Load window explorer from that folders select my document then right click on the file you want to save and click Open, then insert diskette into floppy drive, Go back to file click save as, from that dialogue box select **3¹/₂ floppy A**, then click save and close automatically.

MICROSOFT EXCEL

Microsoft excel allow you to create mathematically formula and execute function otherwise , it is not much more than a large table for displaying text and show you how to create your calculation e.g sum subtraction division multiplication logarithm e.t.c

BAR ON MICROSOFT EXCEL SCREEN

1. TITLE BAR
2. MENU BAR
3. FORMATTING BAR
4. STANDARD BAR
5. FORMULA BAR
6. WORK SHEET
7. SCROL BAR
8. DRAWING BAR
9. STATUS BAR
10. TASK BAR

WORK SHEET

This is a table in range divide in column and row for working environment and schedule of the plans of your document.

FUNCTION OT THE BAR

- ❖ **TITLE BAR:** It is display file name and you can close you active document also minimize and restore down your programmed.
- ❖ **MENU BAR:** It is consist of menu in excel i.e. file menu edit menu view menu
- ❖ **STANDARD BAR:** It is consist of new, open, save, print e.t.c
- ❖ **FORMATTING BAR:** It is consist of font size bold Marge center e.tc
- ❖ **FORMULA BAR:** It is display all the formula used in you document Formula for sum sum (B1:E1) press enter
- ❖ **DRAWING BAR:** It is used to design artistic text that is being design automatically by the author of excel e.g. word art
- ❖ **STATUS BAR:** It is display the page in your document for example it is may be from 1-10 page it also display the language been use for your active document
- ❖ **TASK BAR:** It is display the program or package working upon e.g. excel, Microsoft word adobe PageMaker e.t.c
- ❖ **SCROLL BAR:** It is used to scroll up and down our document.

NOTE: The intersect between column and row is called cell

FORMULA IN MICROSOFT EXCEL

NOTE: Before you start working, press your equal sign with your formula as shown below.

FORMULA FOR SUM

= **SUM(B1:F1)** press enter

= **SUM(B1+D1+E1+F1)** press enter

❖ **SUBTRACTION**

=**(B1-F1)** press enter

❖ **MULTIPLICATION**

=**PRODUCT(B1:F1)** press enter

=**(B1xC1xD1xE1)** press enter

❖ **DIVISION**

=**(B1/C1)** press enter

❖ **MODE:** The currency one the figure that appear more then one time in your frequency

MODE(B1:F1) press enter

❖ **MEDIAN:** Is rearrange of the figure from the lowest to the to the highest, the one the middle

NOTE: If possible two figure is in the middle your plus it together or than divide it by two

=**MEDIAN(B1:F1)** press enter

❖ **AVERAGE:** Is the total submission of the figure divide by the figure or number.

=**AVERAGE(B1:F1)** press enter

❖ **MAXIMUM:** Is the highest figure in your frequency

=**MAX(B1:F1)** press enter

❖ **MINMUM:** Is the lowest figure in your frequency

=**MIN(B1:F1)** press enter

❖ **IF:** Is the formula for finding the less than and greater than (< >) sign in your

Table =IF (C1< B1) TRURE FASLSE) press enter

❖ **COUNT:** It is used to count the total frequency in your table

COUNT (B1:F1) press enter

❖ **LOGARITHM**

1 =**LOG(B1)** Press enter

2 =**LOG(B1,C1)** press enter

CREATING CHART IN EXCEL

Excel enables you to create a chart. After creating a worksheet represent the data graphically by creating a chart

Follow the simple procedure as we shall use the worksheet sample town showing the number of fertilizer record in quarter basis in 15 month.

	A	B	C	D	E	F	G
1	LOCATION	QTR1	QTR2	QTR3	QTR4	QTR5	
2	ODEOMU	2000	1800	2200	1200	1400	
3	GBONGAN	1500	2000	2100	900	1200	
4	IKIRE	1200	1900	2000	700	1000	
5	TOTAL	4700	5700	6300	2800	3600	

Enter the data into your worksheet correctly and do as follows for preliminary view.

Click on Cell A1

Press and hold shift key while you click on cell F4. (This makes you to select the range).

Click on Chart wizard in standard bar

A dialogue box will display, (You can make selection of chart under this command. Depending on the types of chart you need).

Click on Next three times

Click Finish

You may click As New Sheet if you want the chart to displayed on a separate sheet.

	A	B	C	D	E	F	G
1	GOD'S LIBERTY COMPUTER INSTITUTION						
2	NAME	JAN	FEB	MAR	APR	MAY	SALES
3	Suzan	450	300	600	400	550	2300
4	Tope	580	450	650	900	590	3170
5	Seun	500	320	250	640	450	2160
6	Tosin	360	280	500	450	330	1920
7	Joy	470	340	620	560	500	2490
8	Sola	600	420	530	460	430	2440
9	Ahmed	380	410	470	330	470	2060
10	Jeremiah	540	380	450	700	390	2460
11	Simple	300	470	590	800	420	2580
12							
13	TOTAL	4180	3370	4660	5240	4130	21580
14							
15	AVERAGE	464.4	374.4	517.8	582.2	458.9	2397.8

16							
17	MAXIMUM	600	470	650	900	590	3170

Good you know how to work with functions.

- ✓ Click on cell F18
- ✓ Type=MAX)
- ✓ Select the range F4:F12 and press Enter.

You can also use AutoSum to sum up numbers in a row. Let's see.

- ✓ Click on cell G4
- ✓ Click on AutoSum button and press enter.

This gives you the Total sales of Suzan from January to May

Let's now use AutoSum command to calculate at once, the Total sales from January

To may for each company name starting from Isaacson

- ✓ Select range B5:G12
- ✓ Click the AutoSum button.

	A	B	C	D	E	F	G	
1	GOD'S LIBERTY COMPUTER INSTITUTION							
1	MONTHS	SALES	EXPENSES	PROFIT				
2	JAN	400	160	240				
3	FEB	500	120	380				
4	MAR	380	110	270				
5	APR	370	180	190				
6	MAY	450	170	280				
7								
8	AVERAGE	420	148	272				
9	Total	2100	740	1360				

The work sheet sample show the quantity and the unit piece of an item supplied to a company on weekly basis. Enter the data shown into your worksheet and do as stated thereafter.

	A	B	C	D
1	Quantity	Unit price	Cost	
2	50	25		
3	60	20		
4	45	23		
5	65	21		
6	70	22		
7	55	25		

8	50	20		
9	70	20		
10	60	25		
11	75	24		
12				
13				

click on cell C2

- Type the formula = A2*B2 And press enter
- this give you the cost for week 1
- Click on cell C2
- Place your mouse pointer on the right lower corner of cell C2
- Ensure the pointer change to a solid cross without arrow
- Press and drag your mouse down to cell C11
- You can see the automatic display of the remaining value as shown below

	A	B	C
1	Quantity	Unit price	cost
2	50	25	1250
3	60	20	1200
4	435	23	1035
5	65	21	1540
6	70	22	1375
7	55	25	1000
8	50	20	1400
9	70	20	1400
10	60	25	1500
11	75	24	1800

INTERNET

INTERNET: is an international computer network connecting other and computer from companies' university e.t.c

Example

Check something up on the internet you can buy any goods from internet in internet we have some software bee use to browse through computer e.g. Mozilla firefox internet explorer yahoo messenger e.t.c

USE OF MOZILLA FIREFOX

Mozilla Firefox is a software been use to browse and open many site to connect with people and search for any information and any like e.g. News, Image and Map

NOTE: you can open many tab in Mozilla firefox.

HOW TO OPEN TAB

Click on file menu in your Mozilla firefox after that click on new tab to open a new tab and enter your site and press enter key or press CTRL+T in keyboard it will open the tab for you

BAR ON MOZILLA FIREFOX

- ❖ **Title Bar**
- ❖ **Menu Bar**
- ❖ **Navigator Tool Bar**
- ❖ **Status Bar**
- ❖ **Task Bar**

FUNCTION OF THE BAR

Navigator Bar: under navigator bar we have the following Go backwards one page, Reload current page, Stop loading and address etc.

THERE ARE FOUR SITE THAT WILL BE DISCUSE IN MOZILLA FIREFOX

- | | | | |
|----|------------|---|-------------------|
| 1. | Google | - | www.google.com |
| 2. | Yahoo mail | - | www.yahoomail.com |
| 3. | Face book | - | www.facebook.com |
| 4. | G mail | - | www.gmail.com |

These are the full meaning of following abbreviation

www = world wide web

http = hypertext transfer protocol

wap = wireless application protocol e.t.c

FUNCTION OF THE SITE GOOGLE

This is a site that is use to search for the following e.g. News, Images, Website and Map etc.

HOW TO SEARCH IN GOOGLE

Type on a small space that open for you in the Google site, and click Google search or press enter key in your keyboard.

Example

- ❖ NEWS : - What is a biology - press enter
- ❖ MATHS - 2+2 - press enter
- ❖ IMAGE - Dog or Okitipupa local government logo – press enter

NOTE: before you start to search anything select your desire on any of the following news, image or map at the top left side corner of your Google site.

YAHOOMAIL

Yahoomail is a site mainly use to send and receive message through activation you can also select any different type of font size that you like add any effect you like as exactly as in Microsoft word on your mail.

FACEBOOK

Facebook is a site mainly use to search and connect with your child hood friend, you can also send or receive message and chat with your friend that you add to your Facebook account

Note: you can save your picture and any document to your facebook.

What is Adobe Page Maker?

Adobe PageMaker is a programme or packages mainly use to design letters, letter heading wedding programs etc. Also Adobe PageMaker is use to design Text Book, Wedding programs, Hymn Book, Letter Heading, Though upon what 1 say Adobe PageMaker deals with only programme.

TOOLS IN ADOBE PAGEMAKER

1. **PICK TOOLS** :-(i) it is used to select object or text.
(ii) It is used to carry select object or text from one place to another.
2. **TEXT BOX:-** (i) It is used to type or input text into the systems
(ii) It is used to select text.
1. **ROTATETION:-** It is used to rotate selected object or text
2. **ERASER:-** It is used to ease select
3. **LINE TOOLS:-** (i) It is used to draw a straight line.
(ii) It is used to draw vertical and horizontal lines
4. **RECTANGLE:-** It is used to draw rectangle.
5. **RECTANGLE TEXT BOX:-**It is used to type or input text into the systems
6. **CIRCLE:-** It is used to draw a circle
7. **CIRCLE TEXT BOX:-**It is used to input or type text into the system.
8. **POLYGON:-** It is used to draw octagon setting.
9. **POLYGON TEXT BOX:-** It is used to type or input text the system.
10. **PAN TOOLS:-** It is used to dragging the screen.
11. **ZOOM TOOLS:-** It is used for enlargement of our document or screen.

CONTROL PALLETTE

Time New Roman.

- | | | |
|-------------|---|-----------------------------|
| Next | - | Size of font |
| 0.5 | - | Space between. |
| N | - | Stands for Normal |
| B | - | Stands for Bold |
| / | - | Stands for Italic |
| U | - | Stands for Underline |
| R | - | Stands for Revert |

- O** - Stands for strike through
- c** - Small Capital Letter
- C** - Big Capital Letter.
- S** - Superscript
- S** - Subscript.

FILE MENU

The commands under file menu are:

1. **NEW:-** It is used to open a new file for document
2. **OPEN:-** It is used to open an existing file, therefore an existing file is the file that has been store in the hard disk.
3. **RECENT PUBLICATION:-** It is used to open recent document, Opened document.
4. **CLOSE:-** It is used to close our document.
5. **SAVE:-** It has two functions.
 - (a) It is used to name file.
 - (b) It is used to save our document continuously.
6. **SAVE AS:-** It has three functions.
 - (a) It is use to name file.
 - (b) It is use to rename file.
 - (c) It is use to save into diskette.
7. **REVERT:-** It is used to revert to the last saved version.
8. **PLACE:-** It is used to adjust our text to normal page.
9. **ACQUIRE:-**It is used to scan Images, picture
10. **DOCUMENT SET UP:-**It is used to arrange our work in Adobe PageMaker or to set up margin.
11. **PRINT:-**It is used to print our document.
12. **EXIT:-**It is used to close our working environment.

DOCUMENT SET UP

A COMPUTER GUAGE= 10/6.7

B CONSTANTS GUAGE:-

INSIDE	=	0.984
OUTSIDE	=	0.788
TOP	=	0.788
BOTTOM	=	0.788
SPACE BETWEEN	=	<u>0.5</u>

A4 SIZE IN ADOBE PAGEMAKER

Inside	0.684	OR	11.693 and 8.268
Outside	0.488		
Top	0.488		
Bottom	0.488		

HOW COME ABOUT COMPUTER GAUGE

INSIDE + OUTSIDE= XX

$$0.984 + 0.788 = 1.772$$

$$11.693 - 1.772 = 9.921 \quad \text{Approximately to:-}$$
$$\underline{\underline{= 10}}$$

TOP + BOTTOM= XX

$$0.788 + 0.788 = 1.576$$

$$8.268 - 1.576 = 6.692 \quad \text{Approximately to:-}$$
$$\underline{\underline{= 6.7}}$$

WORKING

EXAMPLE 1

$$(A) \frac{2}{4}$$

$$2+2= 4$$

$$4+0.5= 4.5$$

$$4.5-10= 5.5$$

$$\frac{5.5}{2}= 2.75$$

$$\text{Inside} \quad 0.984+2.75= \underline{\underline{3.734}}$$

$$\text{Outside} \quad 0.788+2.75= \underline{\underline{3.538}}$$

$$\frac{6}{7}-4= 2.7$$

$$\frac{2.7}{2}= 1.35$$

$$\text{Top} \quad 0.788+1.35= \underline{\underline{2.138}}$$

$$\text{Bottom} \quad 0.788+1.35= \underline{\underline{2.138}}$$

$$(B) \frac{5}{7}$$

$$5 + 5 = 10$$

$$10 + 0.5 = 10.5$$

$$10.5 - 10 = 0.5$$

$$0.5/2 = 0.25$$

$$\text{Inside} \quad 0.984 - 0.25 = 0.734$$

$$\text{Outside} \quad 0.788 - 0.25 = 0.538$$

$$7 - 6.7 = 0.3$$

$$0.3/2 = 0.15$$

$$\text{Top} \quad 0.788 - 0.15 = 0.638$$

$$\text{Bottom} \quad 0.788 - 0.15 = 0.638$$

EDIT MENU

The commands under Edit menu are:-

1. **UNDO:-** It is used to cancel an action that you have perform and you don't want to perform it again. Then you cancel it.
2. **REDO:-** It is used to bring back an action that you cancelled or undo.
3. **CUT:-** It is used to selected object or text from one place to another.
4. **COPY:-** It is used to duplicate or double selected object or text that you have cut or copy from other programmer.
5. **PASTE:-** It is used to paste In an insertion point therefore an insertion point is a place where the cursor is blinking and it can be controlled by mouse.
6. **CLEAR OR DELETE:-** It is used to delete selected text or object.
7. **SELECT ALL:-** It is used to select to select all object or text in your page.
8. **DESELECT ALL:-** It is used to cancel select object or text in your page.
9. **PASTE MULTIPLE:-** It is used to paste as many as you want in your page.
10. **PASTE SPECIAL:-** It is used to paste exactly as you cut or copy from other program.
11. **INSERT OBJECT:-** It is used to insert different type of object you want.
12. **EDIT STORY:-** It is used to type and it has no page.

LAYOUT MENU

The commands under layout menu are:-

- (1) **GO TO PAGE:-** It is used to move from one page to another.
- (2) **INSERT PAGE:-** It is used to insert page automatically by itself.
- (3) **REMOVE PAGE:-** It is used to remove page or delete page automatically by the program or by itself.
- (4) **SORT PAGE:-** It is used to sort pages.
- (5) **GO BACK/GO FORWARD:-** It is used to move from low page to higher page and vice versa.
- (6) **COLUMN GUIDES:-** It is used to divide the column of a page Also it is used to give space between to our column.
- (7) **AUTO FLOW:-** It is used to insert page automatically by itself.

- (8) **MANUAL:-** It is used to carry our document from one place to another.

TYPE MENU

The commands under type menu are:-

1. **FONT:-** It is used to select different type of font to a selected text e. g Arial Black, Arial etc.
2. **SIZE:-** It is used to select font size to a selected text.
3. **LEADING:-** It is used to tight the space between our work.
4. **TYPE STYLE:-** It is used to different types of type style to a selected text e.g. Normal, Bold, Italic etc
5. **EXPERT KERNING:-** It is used top tight our text.
6. **EXPERT TRACKING:-** It is used to give edit track to a selected text e.g. no track, very loose, loose, etc.
7. **HORIZONTAL SCALE:-** It is used to select different types of size to a selected text e. g 90%, 80%, 70% .Etc
8. **CHARACTER:-** It is used to select front size, leading colour, bold, underline to a selected text.
9. **INDEX TO TAB:-** It is used to position our text e.g. right, left, center
10. **ALIGNMENT:-** It is used to align center, left, etc.

ELEMENT MENU

The commands under element menu are:-

1. **FILL:-** It is used to fill selected object.
2. **STROKE:-** It is used to selected different type of stroke to a selected line.
3. **FILL & STROKE:-** It is used to selected nor choose different types or fill and stroke into our document.
4. **FRAME:-** It is used to change polygon text box.
5. **ARRANGE:-** Under arrange we have:-
 - (a) **BRING TO FRONT:-** It is used to bring selected text to front of object.
 - (b) **SEND BACK:-** It is used to send selected text to back.
 - (c) **SEND BACKWARD:-** It is used to send selected objects backward.
6. **ALIGN OBJECT:-** It is used to align two or more object to center, right, left etc.
7. **TEXT WRAP:-** It is used to insert text wrap to our document.
8. **GROUP:-** It is used to group two or more object together.
9. **UNGROUP:-**It is used to ungroup selected object that you have group
10. **LOCK POSITION:-** It is used to lock selected object or text that is in your page.
11. **UNLOCK:-**It is used to unlock selected object or text that you have lock.
12. **POLYGON SETTING:-** It is used to select different types polygon setting that you wants.

13. **ROUNDED CORNER:-** It is used to curve our object into any length and Also to choose any types of round corner to your selected object.

UTILITY

1. Plug in
2. Find
3. Find next
4. Change
5. Spelling
6. Book
7. Index entry
8. Show index
9. Great index
10. Great Toc

Under these the one we normally base upon are.

(a) PLUG IN:- under plug in we have

i. **BULLET AND NUMBERING:-** It is used to add Bullet and number to a selected text.

(b) CHANGE CASE:- It is used to change selected text from capital letter to small letter and vice versa.

(c) DROP CAP:- It is used to capitalize the first letter of a giving sentences or paragraph in our document depending on the line you want to drop e.g two or more.

VIEW MENU

The commands under view menu are:-

1. Display master term
2. Display about printing item
3. Zoom in
4. Zoom out
5. Actual Size
6. Fit in window.
7. Zoom to e.g. 25%, 50%, 75%, etc.
8. Hide ruler
9. Zero lock
10. Hide Guide
11. Hide Scrollbars.

WINDOW MENU

1. Arrange icon
2. Title
3. Hide Tools
4. Hide control pallet
5. Show colour.

HELP MENU

It is used to ask question.

SHORT KEYS IN ADOBE PAGEMAKER

- | | | | | |
|------|------------|---------|---|-----------------|
| (1) | Ctrl | A | - | Select All |
| (2) | Ctrl Shift | B | - | Bold |
| (3) | Ctrl | C | - | Copy |
| (4) | Ctrl | V | - | Paste |
| (5) | Ctrl | O | - | Open |
| (6) | Ctrl | N | - | New |
| (7) | Ctrl | W | - | Close |
| (8) | Ctrl | S | - | Save |
| (9) | Ctrl | I | - | Index/tab |
| (10) | Ctrl | Shift I | - | Italic/normal |
| (11) | Ctrl | Shift I | - | Align left |
| (12) | Ctrl | Shift R | - | Align Right |
| (13) | Ctrl | Shift C | - | Align Centers |
| (14) | Ctrl | Shift J | - | Align Justify |
| (15) | Ctrl | Shift F | - | Force Justify |
| (16) | Ctrl | Shift M | - | Paragraph |
| (17) | Ctrl | Shift K | - | Preference |
| (18) | Ctrl | Shift U | - | Underline |
| (19) | Ctrl | Shift p | - | Document set up |
| (20) | Ctrl | P | - | Print |
| (21) | F5 | | - | Normal |
| (22) | F6 | | - | Bold |
| (23) | F7 | | - | Italic |
| (24) | F8 | | - | Underline |
| (25) | F9 | | - | Pick Tools |

- (26) F10 - Pan Tools
- (27) Ctrl K - Change from small letter to capital letter and vice versa.

SHORT KEYS IN PAGEMAKER

- ✓ ALT F - File Menu
- ✓ ALT E - Edit Menu
- ✓ ALT L - Layout Menu
- ✓ ALT T - Type Menu
- ✓ ALT M - Element Menu
- ✓ ALT U - Utility
- ✓ ALT W - Window Menu
- ✓ ALT V - View Menu
- ✓ ALT H - Help Menu.

DUMMY

Dummy is the act of strategies of collating two numbers together in an active document. E.g. Church programmers, Wedding programmers, Novel, Text book, Hyme book etc...

COREL DRAW

This is a program or package mainly used for Graphic Design, Letter Heading, Calendar, Invitation Card, Tabular work, Designing Letter, Birthday Program, Greeting Card, Wedding Program. E.g.

COREL DRAW TOOLS

- **PICK TOOLS:** It has three functions

- It is used to select object or text
- It used to rotate selected object or text freely
- It is used to carry selected text or object from one place to another .
- **SHAPE TOOLS:** It is has three function
 - It is used to curve selected object into any length you want.
 - It is used to separate text.
 - It is used to select text
- **KNIFE TOOL:** It is to cut select object to cut selected object
- **ERAZER TOOL:** It is used to erase selected object
- **FREE TRANFORM TOOL:** It is used to rotate selected text or or object
- **ZOOM TOOL:** It is used to enlarge our document
- **HARD TOOL:** It is used to drag the screen.
- **FREE HARD TOOL:** It is used to draw a straight line
- **BEZIAR TOOL:** It is used to crop object into any shape.
- **ARTISTIC MEDIA TOOL:** It used to draw line artistic graphic
- **DIMENSION TOOL:** It is used to draw line
- **INTERACTIVE CONNECTORS TOOL:** It is used to join two or more line together.
- **RECTANGLE:** It is used to draw rectangle object
- **ELIPSE TOOL:** It is used to draw circular object
- **POLYGON TOOLS:** It is used to draw polygon setting
- **SPIRAL TOOLS:** It is used to draw spiral line
- **GRAPH PAPER TOOLS:** It is used to draw graph paper
- **TEXT TOOL:** It is used to input text and to create paragraph text or convert text I order to used tab key
- **INTERACTIVE BLENT TOOL:** It is blend two or more object or text together by together by clicking and dragging between them using this tools.
- **INTERACTIVE CONTOUR TOOL:** It is used to design text
- **INTETACTIVE ENVELOP TOOLS:** It is used design text
- **INTERACTIVE EXTRURE TOOS:** It is used to direct manipulation extrude for single text.
- **SHADOW TOOL:** It is used to give shadow to a selected text or object.
- **INTERACTIVE TRANSPARENCY TOOLS:** It is used to add transparency event to bitmap object.
- **EYE- DROPPEF TOOLS:** It is used to give colour to your text or object
- **OUTLINE TOOL:** It is used to give online pen to a selected text and object or it is used to add outline colour line and shape.
- **FOUNTAIN FILL DOALOGUE TOOL:** It is used for back ground border

- **PETTERN FILL DIALOUGUE TOOL:** It is used for border and bank ground
- **TEXTURE FILL:** It is used for background.
- **POST SCRIPT:** It is used for design text
- **NO FILL:** It is used for to cancel our background fill
- **INTERACTIVE FILL TOOL:** It is used for background or is used for designing text.

FILE MENUS

- ❖ **NEW:** It is used to open a new file.
- ❖ **OPEN:** It is used to open an existing file
- ❖ **CLOSE:** It is used to close our document
- ❖ **SAVE:** It is used to name file and save continuously.
- ❖ **SAVE AS:** It is used to name file rename file and into diskette.
- ❖ **PRINT:** It is used print our document
- ❖ **PRINT PREVIEW:** It is used preview our work before print it out .
- ❖ **EXIT :** It is used tom close our working environment e.g micro soft word, adobe PageMaker, Corel draw e.t.c

EDIT MENU

- ❖ **UNDO:** It is used to cancel an action that we have perform and you don` t to perform it again.
- ❖ **REDO:** It is used to bring back an action that we have undo
- ❖ **CUT:** It is used to cut selected object or text
- ❖ **COPY:** It is used to copy a object or text.
- ❖ **PASTE:** It is used to paste selected text or object as you cut copy .
- ❖ **PASTE SPECIAL:** It is used to paste from one program by cut or copy .
- ❖ **DELETE:** It is used to delete highlight text and object
- ❖ **DUPLICATE:** It is used to double object or text
- ❖ **CLONE:** It is used to doubling object or text
- ❖ **SELCET ALL OBJECT:** Under select object we have
- ❖ **SELECT ALL TEXT:** It is used to select all text that in our page
- ❖ **SELECT ALL OBJECT:** It is used to select object that is in our page
- ❖ **PROPERTIES:** It is used to dressing text and also select background border to an object.

VIEW MENU

- ❖ **FULL SCREEN PREVIEW:** It is used to preview all our work
- ❖ **PREVIEW SELECTED ONLY:** It is used preview selected text and select only
- ❖ **PAGE SORTER VIEW:** It is used to short our page

