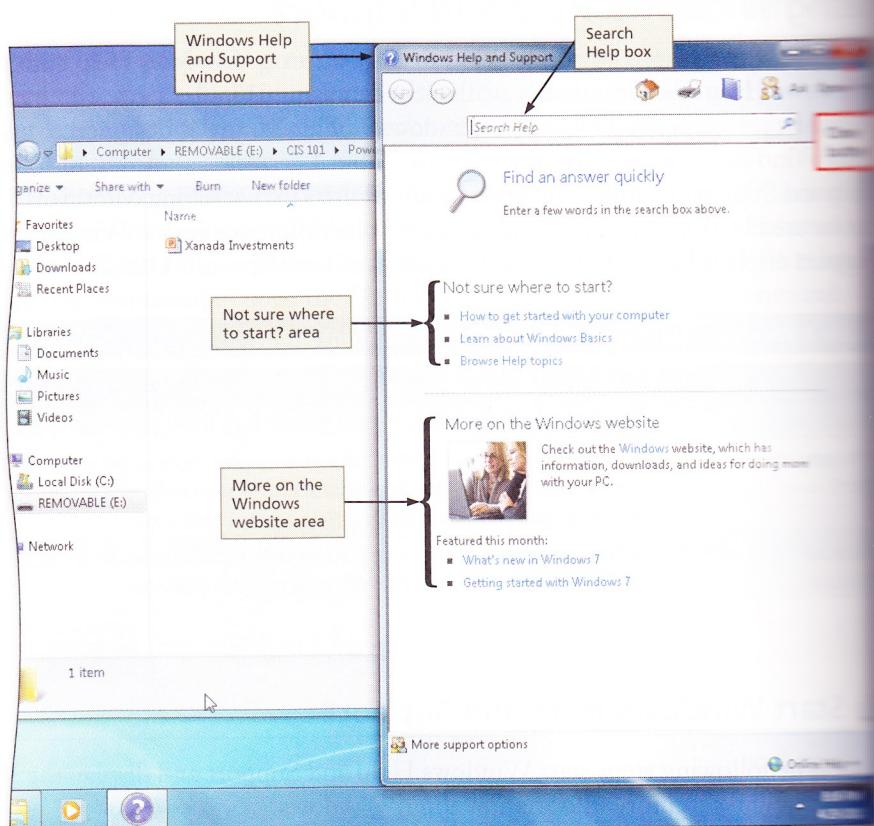


2

- Click Help and Support on the Start menu to open the Windows Help and Support window (Figure 105).
- After reviewing the Windows Help and Support window, click the Close button to quit Windows Help and Support.

**Figure 105****Other Ways**

- Press CTRL+ESC, press RIGHT ARROW, press UP ARROW, press ENTER
- Press WINDOWS+F1

Chapter Summary

In this chapter, you learned about the Windows 7 interface. You started Windows 7, were introduced to the components of the desktop, and learned several mouse operations. You opened, closed, moved, resized, minimized, maximized, and scrolled a window. You used folder windows to expand and collapse drives and folders, display drive and folder contents, create folders, and rename and then delete a file.

You also learned some basic features of some Microsoft Office 2010 programs, including Word, PowerPoint, Excel, and Access. As part of this learning process, you discovered the common elements that exist among these different Office programs. You now can save basic document, presentation, spreadsheet, and database files. Additional Office programs, including Outlook, Publisher, and OneNote also were discussed.

Microsoft Office Help was demonstrated, and you learned how to use the Office Help window. You were introduced to the Windows 7 Help and Support Center and learned how to use it to obtain more information about Windows 7.

The items listed below include all of the new Windows 7 and Office 2010 skills you have learned in this chapter.

- Log On to the Computer (OFF 6)
- Start a Program Using the Start Menu (OFF 10)
- Maximize a Window (OFF 12)
- Display a Different Tab on the Ribbon (OFF 16)
- Minimize, Display, and Restore the Ribbon (OFF 17)
- Display and Use a Shortcut Menu (OFF 18)
- Customize the Quick Access Toolbar (OFF 19)
- Enter Text in a Document (OFF 20)
- Create a Folder (OFF 22)
- Create a Folder within a Folder (OFF 24)
- Expand a Folder, Scroll through Folder Contents, and Collapse a Folder (OFF 26)
- Switch from One Program to Another (OFF 28)
- Save a File in a Folder (OFF 27)
- Minimize and Restore a Window (OFF 30)
- Change the Screen Resolution (OFF 33)

- 26. Quit an Office Program with One Document Open (OFF 35)
- 27. Start a Program Using the Search Box (OFF 37)
- 28. Enter Content in a Title Slide (OFF 40)
- 29. Create a New Office Document from the Backstage View (OFF 41)
- 30. Close an Office File Using the Backstage View (OFF 44)
- 31. Open a Recent Office File Using the Backstage View (OFF 45)
- 32. Create a New Blank Office Document from Windows Explorer (OFF 47)
- 33. Start a Program from Windows Explorer and Open a File (OFF 48)
- 34. Enter a Worksheet Title (OFF 50)
- 35. Save an Existing Document with the Same File Name (OFF 51)
- 26. Create an Access Database (OFF 55)
- 27. Open an Existing Office File (OFF 57)
- 28. Rename a File (OFF 63)
- 29. Move a File (OFF 64)
- 30. Delete a File (OFF 64)
- 31. Open the Help Window in an Office Program (OFF 66)
- 32. Move a Window by Dragging (OFF 66)
- 33. Resize a Window by Dragging (OFF 67)
- 34. Obtain Help Using the ‘Type words to search for’ Text Box (OFF 68)
- 35. Obtain Help Using the Help Links (OFF 70)
- 36. Obtain Help Using the Help Table of Contents (OFF 71)
- 37. Start Windows Help and Support (OFF 73)



If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.

Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address **scsite.com/office2010/learn**. When the Office 2010 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Creating a Folder and a Document

Instructions: You will create a Word folder and then create a Word document and save it in the folder.

Perform the following tasks:

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Click the New folder button on the toolbar to display a new folder icon and text box for the folder name.
3. Type **word** in the text box to name the folder. Press the **ENTER** key to create the folder on the USB flash drive.
4. Start Word.
5. Enter the text shown in Figure 106.
6. Click the Save button on the Quick Access Toolbar. Navigate to the Word folder on the USB flash drive and then save the document using the file name, Apply 1 Class List.
7. If your Quick Access Toolbar does not show the Quick Print button, add the Quick Print button to the Quick Access Toolbar. Print the document using the Quick Print button on the Quick Access Toolbar. When you are finished printing, remove the Quick Print button from the Quick Access Toolbar.
8. Submit the printout to your instructor.
9. Quit Word.

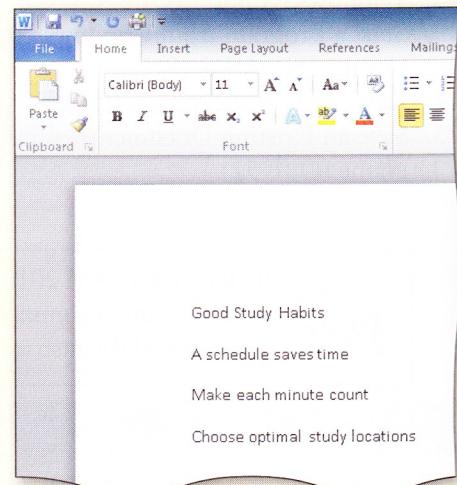


Figure 106

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You will use Help to complete the assignment.

Using Help

Instructions: Use Office Help to perform the following tasks.

Perform the following tasks:

1. Start Word.
2. Click the Microsoft Word Help button to open the Word Help window (Figure 107).
3. Search Word Help to answer the following questions.
 - a. What are the steps to add a new group to the Ribbon?
 - b. What are Quick Parts?
4. With the Word program still running, start PowerPoint.

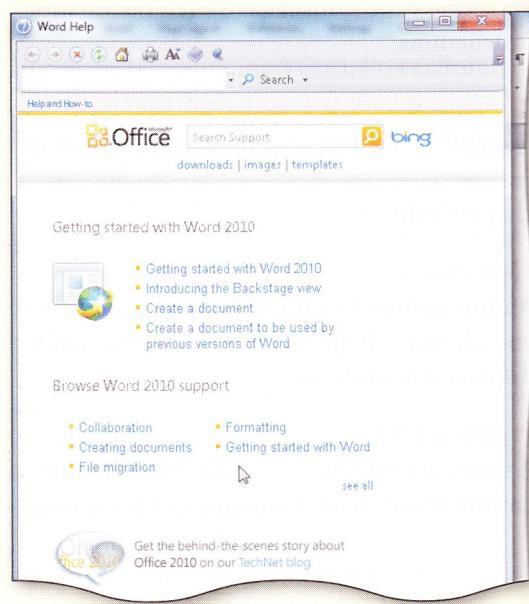


Figure 107

5. Click the Microsoft PowerPoint Help button on the title bar to open the PowerPoint Help window.
6. Search PowerPoint Help to answer the following questions.
 - a. What is a slide master?
 - b. How do you copy slides from another presentation into the existing presentation?
7. Quit PowerPoint.
8. Start Excel.
9. Click the Microsoft Excel Help button to open the Excel Help window.
10. Search Excel Help to answer the following questions.
 - a. What are three different functions available in Excel?
 - b. What are sparklines?
11. Quit Excel.
12. Start Access.
13. Click the Microsoft Access Help button to open the Access Help window.
14. Search Access Help to answer the following questions.
 - a. What is SQL?
 - b. What is a data macro?
15. Quit Access.
16. Type the answers from your searches in the Word document. Save the document with a new file name and then submit it in the format specified by your instructor.
17. Quit Word.

Make It Right

Analyze a file structure and correct all errors and/or improve the design.

Organizing Vacation Photos

Instructions: See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information on accessing the required files.

Traditionally, you have stored photos from past vacations together in one folder. The photos are becoming difficult to manage, and you now want to store them in appropriate folders. You will create the folder structure shown in Figure 108. You then will move the photos to the folders so that they will be organized properly.

1. Connect a USB flash drive to an available USB port to open the USB flash drive window.
2. Using the techniques presented in the chapter, create the hierarchical folder structure shown in Figure 108.
3. Using the techniques presented in the chapter, move the vacation photos to their appropriate folders.
4. Submit your work in the format specified by your instructor.

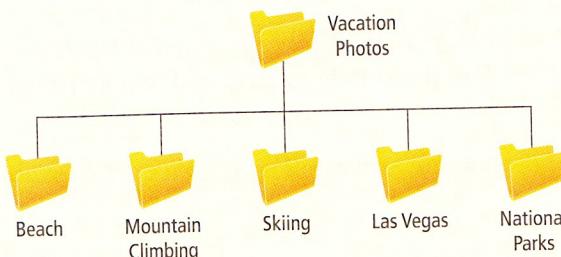


Figure 108



In the Lab

Use the guidelines, concepts, and skills presented in this chapter to increase your knowledge of Windows 7 and Office 2010. Labs are listed in order of increasing difficulty.

Lab 1: Using Windows Help and Support

Problem: You have a few questions about using Windows 7 and would like to answer these questions using Windows Help and Support.

Instructions: Use Windows Help and Support to perform the following tasks:

1. Display the Start menu and then click Help and Support to start Windows Help and Support.
2. Use the Help and Support Content page to answer the following questions.
 - a. How do you reduce computer screen flicker?
 - b. Which dialog box do you use to change the appearance of the mouse pointer?
 - c. How do you minimize all windows?
 - d. What is a VPN?
3. Use the Search Help text box in Windows Help and Support to answer the following questions.
 - a. How can you minimize all open windows on the desktop?
 - b. How do you start a program using the Run command?
 - c. What are the steps to add a toolbar to the taskbar?
 - d. What wizard do you use to remove unwanted desktop icons?
4. The tools to solve a problem while using Windows 7 are called **troubleshooters**. Use Windows Help and Support to find the list of troubleshooters (Figure 109), and answer the following questions.
 - a. What problems does the HomeGroup troubleshooter allow you to resolve?
 - b. List five Windows 7 troubleshooters that are not listed in Figure 109.
5. Use Windows Help and Support to obtain information about software licensing and product activation, and answer the following questions.
 - a. What is genuine Windows?
 - b. What is activation?
 - c. What steps are required to activate Windows?
 - d. What steps are required to read the Microsoft Software License Terms?
 - e. Can you legally make a second copy of Windows 7 for use at home, work, or on a mobile computer or device?
 - f. What is registration?
6. Close the Windows Help and Support window.

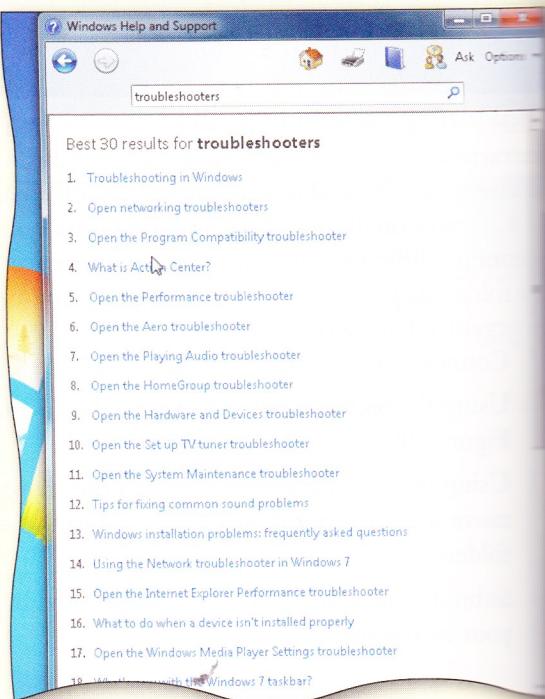


Figure 109

In the Lab

Lab 2: Creating Folders for a Pet Supply Store

Problem: Your friend works for Pete's Pet Supplies. He would like to organize his files in relation to the types of pets available in the store. He has five main categories: dogs, cats, fish, birds, and exotic. You are to create a folder structure similar to Figure 110.

Instructions: Perform the following tasks:

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Create the main folder for Pete's Pet Supplies.
3. Navigate to the Pete's Pet Supplies folder.
4. Within the Pete's Pet Supplies folder, create a folder for each of the following: Dogs, Cats, Fish, Birds, and Exotic.
5. Within the Exotic folder, create two additional folders, one for Primates and the second for Reptiles.
6. Submit the assignment in the format specified by your instructor.

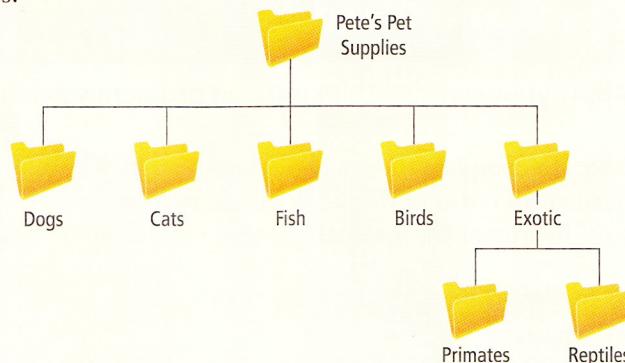


Figure 110

In the Lab

Lab 3: Creating Office Documents

Problem: You are taking a class that requires you to create a Word, PowerPoint, Excel, and Access file. You will save these files to folders named for four different Office programs (Figure 111).

Instructions: Create the folders shown in Figure 111. Then, using the respective Office program, create a small file to save in each folder (i.e., create a Word document to save in the Word folder, a PowerPoint presentation to save in the PowerPoint folder, and so on).

1. Connect a USB flash drive to an available USB port and then open the USB flash drive window.
2. Create the folder structure shown in Figure 111.
3. Navigate to the Word folder.
4. Create a Word document containing the text, My First Word Document, and then save it in the Word folder.
5. Navigate to the PowerPoint folder.
6. Create a PowerPoint presentation containing the title text, My First PowerPoint Presentation, and then save it in the PowerPoint folder.
7. Navigate to the Excel folder.

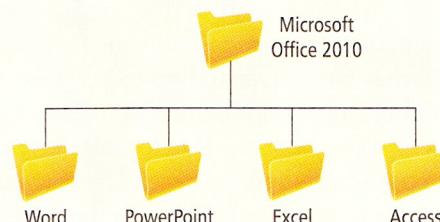


Figure 111

In the Lab *continued*

8. Create an Excel spreadsheet containing the text, My First Excel Spreadsheet, in cell A1 and then save it in the Excel folder.
9. Navigate to the Access folder.
10. Save an Access database named, My First Database, in the Access folder.
11. Close all open Office programs.
12. Submit the assignment in the format specified by your instructor.

Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

1: Creating Beginning Files for Classes

Academic

You are taking the following classes: Introduction to Engineering, Beginning Psychology, Introduction to Biology, and Accounting. Create folders for each of the classes. Use the following folder names: Engineering, Psychology, Biology, and Accounting, when creating the folder structure. In the Engineering folder, use Word to create a Word document with the name of the class and the class meeting location and time (MW 10:30 – 11:45, Room 317). In the Psychology folder, use PowerPoint to create your first lab presentation. It should begin with a title slide containing the text, Behavioral Observations. In the Biology folder, save a database named Research in the Biology folder. In the Accounting folder, create an Excel spreadsheet with the text, Tax Information, in cell A1. Use the concepts and techniques presented in this chapter to create the folders and files.

2: Using Help

Personal

Your parents enjoy working and playing games on their home computers. Your mother uses a notebook computer downstairs, and your father uses a desktop computer upstairs. They expressed interest in sharing files between their computers and sharing a single printer, so you offered to research various home networking options. Start Windows Help and Support, and search Help using the keywords, *home networking*. Use the link for installing a printer on a home network. Start Word and then type the *main steps* for installing a printer. Use the link for setting up a HomeGroup and then type the *main steps* for creating a HomeGroup in the Word document. Use the concepts and techniques presented in *this chapter* to use Help and create the Word document.

3: Creating Folders

Professional

Your boss at the bookstore where you work part-time has asked for help with organizing her files. After looking through the files, you decided upon a file structure for her to use, including the following folders: books, magazines, tapes, DVDs, and general merchandise. Within the books folder, create *folders* for hardback and paperback books. Within magazines, create *folders* for special issues and periodicals. In the tapes folder, create *folders* for celebrity and major release. In the DVDs folder, create a *folder* from book to DVD. In the general merchandise folder, create *folders* for novelties, posters, and games. Use the concepts and techniques presented in this chapter to create the folders.