

INTRODUCTION

The world has greatly been changed by information and communication technologies (ICTs). This change has also necessitated a corresponding change in the way we do things. At home, place of work, school, leisure and everywhere, we have to interact and use systems that are dependent on ICTs. This means that it has become necessary that everyone must be ICT literate. There is already a growing shift in skills requirement that requires all workers to be computer literate. In both national and states level, the government is declaring that computer literacy is a must for those desiring to work in the various civil services. As for the private sector, this has long been a standing requirement. Getting to higher education itself today requires the use of the internet as registration for such examinations as WAEC, NECO and JAMB have all become online. Similarly in most institutions of higher learning, registration of students is carried out online, including payment. All this illustrate the fact that ICT skills are becoming indispensable in the sociality.

Although, the demand for ICT skills is rising, there has not been the same corresponding expansion in terms of opportunities for ICT skills acquisition. While government is unable to provide enough resources, access to training in the private sector has been closed to many people due to high training fees.

It is within this context that the **Centre for Information Technology and Development (CITAD)** established its training programme to provide citizens with non commercial venues to acquire computer literacy. This manual has been produced to enhance this training programme.

This Manual, which is the second in a series, covers six modules that are taught under the Certificate in Information Technology (CIT) Programme of the centre. These modules include Fundamentals of Computer, Windows Operating System, Word Processing, Excel, PowerPoint and Internet Application.

The module on Fundamentals of Computer provides insights on computer appreciation including its history, uses, types, components, and configurations. The Module on Windows Operating System is to enable the user be familiar with the Operating System and be able to configure his or her system to his taste. The module would also allow the user to add and delete software as well hardware to his/her system.

The section on Word Processing provides a hands-on content on the use of Microsoft Word for word processing. The Excel component is to make the trainee competent in the use of computer for spreadsheet applications. We also feel that most users need to use presentation software hence the inclusion of PowerPoint.

ACKNOWLEDGMENT

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Computer is an advanced electronic device that takes raw data as input from the user and processes these data under the control of set of instructions (called program) and gives the result (output) and saves output for the future use. It can process both numerical and non-numerical (arithmetic and logical) calculations.

Computer has four **Input**

functions: accepts
data

processes data

Processing

produces output

Output

stores results

Storage

Input (Data):

Input is the raw information entered into a computer from the input devices. It is the collection of letters, numbers, images etc.

Process:

Process is the operation of data as per given instruction. It is totally internal process of the computer system.

Output:

Output is the processed data given by computer after data processing. Output is also called as Result. We can save these results in the storage devices for the future use.

Computer System

All of the components of a computer system can be summarized with the simple equations.

Input Devices

1. Mouse		2. Keyboard	
3. Scanner		4. Digital Camera	
5. Web Camera		6. Joysticks	
7. Track Ball		8. Touch Pad/Screen	
9. Light Pen		10. Bar Code Reader	
11. Microphone		12. Graphics Tablets	

<p>13. Magnetic Ink Character Reader (Used in Bank)</p>		<p>14. Optical Mark Reader (Used for Answer-Sheet Marking Purpose)</p>	
<p>15. Magnetic Card Reader (Used in Shops, Colleges, Stations etc)</p>		<p>16. Biometric Devices</p>	
<p>17. Bluetooth</p>			

Output Devices

1. Monitor		2. Printer (Dot Matrix)	
3. Projector		InkJet	
4. Plotter		Laser	
5. Speaker			

Storage devices

1. Primary memory (main memory)

A. RAM (Random Access Memory/Read-Write Memory) ROM (Read Only Memory)



2. Secondary memory (storage devices)

- A. Hard Disk (Local Disk)
- B. Optical Disks: CD-R, CD-RW, DVD-R, DVD-RW
- C. Pen Drive
- D. Zip Drive
- E. Floppy Disks
- F. Memory Cards
- G. External Hard Disk



B. Optical disk		C. Pen Drive	
D. Zip Disk (super disk)		E. Floppy Disk	
F. Memory Cards		G. External Hard Disk	

Software

Software, simply are the computer programs. The instructions given to the computer in the form of a program is called Software. Software is the set of programs, which are used for different purposes. All the programs used in computer to perform specific task is called Software.

Types of software

1. System software:

a) Operating System Software

DOS, Windows XP, Windows Vista, Unix/Linux, MAC/OS X etc.

b) Utility Software

Windows Explorer (File/Folder Management), Windows Media Player, Anti-Virus Utilities, Disk Defragmentation, Disk Clean, BackUp, WinZip, WinRAR

2. Application software:

a) Package Software

Ms. Office 2003, Ms. Office 2007, Macromedia (Dreamweaver, Flash, Freehand), Adobe (PageMaker, PhotoShop)

b) Tailored or Custom Software

SAGE (Accounting), Galileo/Worldspan (Travel) etc.

3. Computer Languages & Scripting:

a) Low Level Language

i) Machine Level Language

ii) Assembly Language

Machine language: These language instructions are directly executed by CPU

Assembly language: The endeavor of giving machine language instructions a name structure that means bit strings of instructions of machine language are given name here
High Level Language: The user friendly language ...more natural language than assembly language.

Assembler is needed to convert assembly language into machine language

Compiler is needed to convert high level to machine language

High Level Language

COBOL (COMmon Business Oriented Language), FORTRAN (FORMula TRANslation), BASIC (Beginner's All-purpose Symbolic Instruction Code), C, C++ etc. are the examples of High Level Language.

Types of Computer

On the basis of working principle

a) Analog Computer

An analog computer (spelt analogue in British English) is a form of computer that uses continuous physical phenomena such as electrical, mechanical, or hydraulic quantities to model the problem being solved.

1. Thermometer		2. Speedometer	
3. Petrol Pump Indicator		4. Multimeter	

b) Digital Computer

A computer that performs calculations and logical operations with quantities represented as digits, usually in the binary number system.



c) Hybrid Computer (Analog + Digital)

A combination of computers those are capable of inputting and outputting in both digital and analog signals. A hybrid computer system setup offers a cost effective method of performing complex simulations.



Booting

The process of loading the system files of the operating system from the disk into the computer memory to complete the circuitry requirement of the computer system is called booting. The system files of MS. DOS are:incomplete sentence

Types of Booting:

There are two types of booting:

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



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

How to start the Computer in Ms. Windows mode?

To start the system; ~~here is nothing special you need to start this system. Just,~~

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

How to Shutdown (Turn off) the Computer?

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

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

Then, Computer asks you:

What do you want the Computer to do?

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

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

Choose 2nd option (i.e. Shutdown/Turn Off).

4. Click on OK.

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

5. Then, Switch Off the screen.

6. Switch Off the CPU.

7. At last, Switch Off the power supply.

INTRODUCTION TO WINDOW OPERATING SYSTEM

Microsoft Windows as an Operating system

Operating System is a software that controls the hardware of the computer and interprets the instructions from software to the hardware. For example, the operating system on your computer controls the input from the keyboard and mouse to your computer, the opening and closing of programs, the transfer of information to a printer, the organization of the files on your computer, and the screen display. To function, every computer must have an operating system. It has the ability to run more than one program at a time.

Window also incorporates hyperlinks and web function into the desktop.

Versions of window operating system:

The first version of Window Operating System is 3.1, followed by Window 3.11.

Thereafter, we have had Windows 95, Windows95 plus, windows 98, windows 98plus, windows millennium 2000 and windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10.

Definition of an icon(s)

Icons are pictures that represent programs (the internet, Word for windows, Excel and so on) folders, files, printers etc.

UNDERSTANDING



UNDERSTANDING WINDOWS DESKTOP

After windows starts, you will see various items on the screen. The items you see enable you to open applications, manage files, send and receive mails and perform many tasks. You can think of windows desktop like the top of your own traditional office desk. Just as you can move papers around, hide certain items in drives, add and remove things from your desk. You can manipulate items on your windows desktop.



Feature

Program, folder, and document icons

Program, folder, and document icons do not have an arrow in the lower-left corner. These icons represent the actual objects and provide direct access to the objects.

Taskbar

By default, the taskbar is located on the bottom edge of the desktop. The Start button, active program buttons, icons for quick access to programs, and the notification area are located on the taskbar.

Shortcut icon

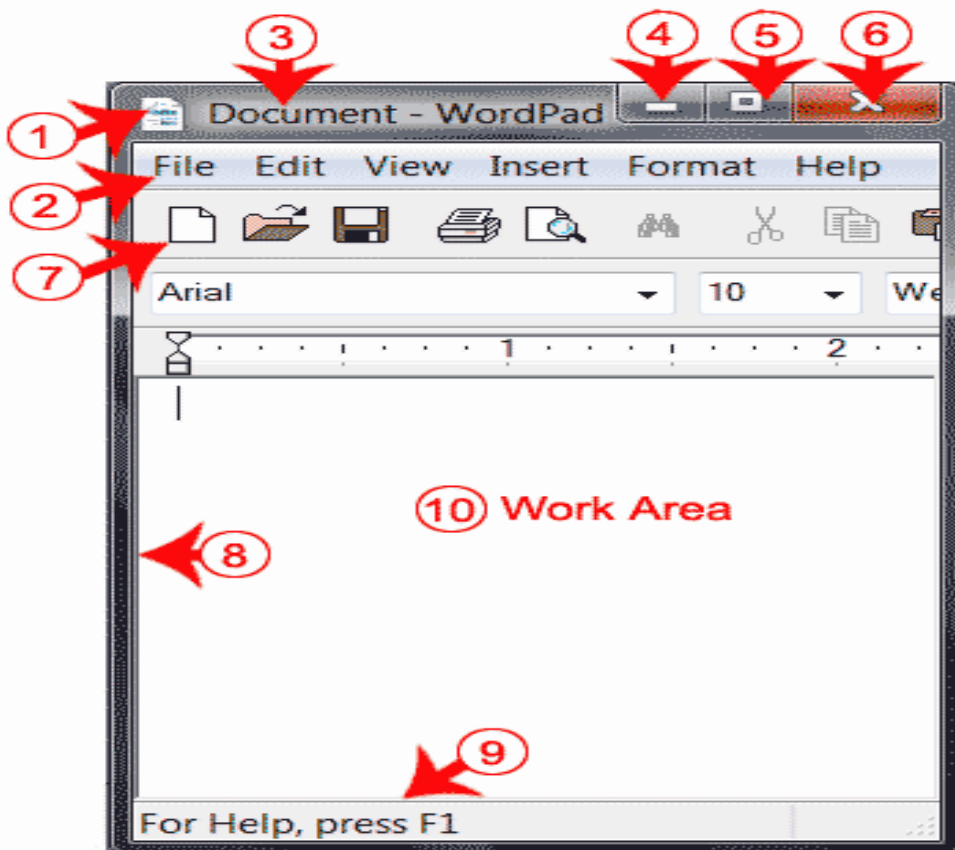
Icons with an arrow in the lower-left corner are shortcut icons. Click the icon for quick access to the object it represents (program, document, printer, and so on).

WINDOWS CONTENT

Windows contain different items when opened, each icon on desktop displays different content files and applications. The following is an example of a set of icons you can open

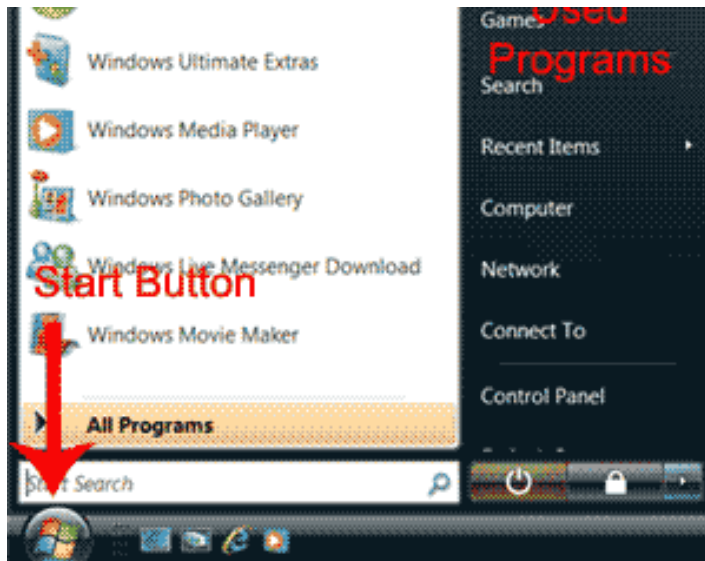
from your desktop: My computer, online services, and my documents, Recycle bin, Internet Explorer, etc.

Feature of windows

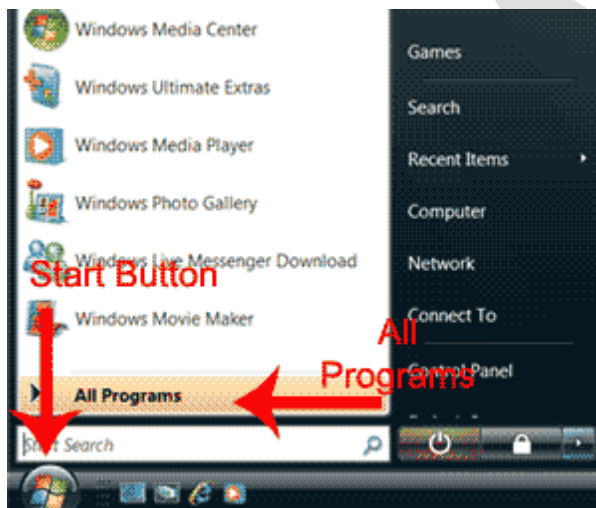


USING THE START BUTTON AND MENU

The Windows start button provides access to programs and documents, the help features, find feature, and many other elements in windows. To start a program, follow these steps:



Menu that lists all my programs?



1. Click the Start button. The Start menu appears.
2. Click **All Programs**. A list of programs and program folders appears.
3. Click a program to open a program, or click a folder to open a folder and then click the program name. Vista starts the program.

Shutting down windows

Before you turn off your computer, you must shut down your windows and restart the computer in windows or ms-dos mode. To shut down you need to follow the steps listed below:

1. Click the **Start** button. The Start menu appears.
2. Click the arrow in the lower-right corner of the start menu. A menu appears.
3. Click Shut Down. Your computer shuts down.

When you need to restart your computer, press your computer's power-on switch.

MANAGING FILES AND FOLDERS USING WINDOWS DOCUMENT

The windows Document explorer is a facility that arranges and displays all file and folders in your computer. To view them, click the document from the start menu and locate the file or folder you want.

What are folders and files?

Folders are used to organize the data stored on your drives. It is a collection of related information.

Explorer windows

You use Document windows to search and manage the files on your computer. You can open your personal folder like Picture, Music, Game and My Computer from the start menu.

To open a file or folder

1. Click on start menu
2. Select your personal folder (like My Document, My Computer, and My Pictures etc.)
3. Locate the file or folder you want and Double click on it

How do I copy a file or folder?

You can make a copy of a file or folder and place the copy in another location.

1. Open your personal folder
2. Select the file or folder to copy and right click on it
3. Select **copy** from shortcut menu
4. Open the folder or disk where you want to put the copy the file to
5. Right-click on the blank space and select **Paste**

To move a file or folder to another location

1. Open your personal folder
2. Select the file or folder to and right click on it
3. Select **Cut** from shortcut menu
4. Open the folder or disk where you want to put the copy the file to
5. Right-click on the blank space and select **Paste**

How do I delete a file or folder?

To delete a file or folder:

1. Open your personal folder

2. Select the file or folder to delete and right click on it
3. Select **Delete** from shortcut menu
4. Windows will ask you to confirm, select **Yes**

How do I rename a file or folder?

1. Right-click the file or folder. A shortcut menu appears.
2. Click **Rename**.
3. Type the new name.
4. Press **Enter**. Vista changes the name of the file or folder.

To create a new folder

1. Open the drive or folder in which you want to create a new folder.
2. Right-click the blank space and select **New**, and then click **Folder**.
3. Type a name for the new folder, and then press **ENTER**.

A file name can contain up to 215 characters, including spaces. However, it is not recommended that you create file names with 215 characters. Most programs cannot interpret extremely long File names. File names cannot contain the following characters:

*\ / : * ? " ' < > |*

*You can also rename a file or folder by right-clicking it and then clicking **Rename**.*

The name of system folders such as Documents and Settings, Winnt, or System32 cannot be changed because they are required for Windows to run properly.

Note:

Deleted files remain in the Recycle Bin until you empty it, unless you press and hold down **SHIFT** while dragging an item to the Recycle Bin. Then, the item is deleted from your computer without being stored in the Recycle Bin.

If you want to retrieve a file you have deleted, double-click Recycle Bin on the desktop, right-click the file you want to retrieve, and then click **Restore**.

To delete or restore files in the Recycle Bin

1. On the desktop, double-click on **Recycle Bin**.
2. To restore an item, right-click on it, and then click **Restore**.
3. To restore all of the items, on the top menu, click **Restore All**
4. To delete an item, right-click it, and then click **Delete**.
5. To delete all of the items, on the Top menu, click **Empty Recycle Bin**.

Note:

Deleting an item from the Recycle Bin permanently removes it from your computer. Items deleted from the Recycle Bin cannot be restored.

Note:

The following items cannot be stored in the Recycle Bin and cannot be restored:

- Items deleted from network locations.
- Items deleted from removable media (such as 3.5-inch disks), Flash disk or external drive.
- Items that is larger than the storage capacity of the Recycle Bin.

To set time follow these steps

1. Click the time display on the system tray and click **Change date and time setting**. A dialog box will appear.
2. Click **Change date and time** button



3. Click in the time text box, enter the correct time or select each of the components (hour, minutes, seconds, am/pm) and use the up and down arrows to select the setting.
4. Use forward and backward arrow to change month and year
5. Select the day of the month
6. Click OK.

COMMANDS FUNCTIONS

PROGRAMS Displays a list of programs you can start **DOCUMENT** Displays a list of documents that you have open previously **SETTINGS** Displays a list of system components from which you can change settings. **FIND** Enables you to find a file, share, computer, and normal message **RUN** starts a program or opens a folder when you type an MS-DOS command **SHUT DOWN** shuts down or restarts your computer or logs you off depending on your computer and the options you have chosen, you may see additional items on your menu. **GENERAL WINDOWS KEYS:** ALT F4: Quitting programme
SHIFT F10: View the shortcut menu for the selected item CTRL ESC Displays the start menu ALT TAB: Switching between windows DEL: Delete CTRL Z: Undo

Microsoft word

Word processing is the use of the computer and software to create, edit, view, store, retrieve and print textual materials (e.g. letters, memos, documents, etc.). The group of software used for word processing ~~and examples~~ includes Microsoft Word, Word Perfect, Multi Mate, Loco script, Professional Writer, Tasword, etc. This Manual is focused on word processing using MS-Word. MS-Word is part of the Microsoft Office before the advent of word processors, typewriters were used to produce textual materials. But they however have many limitations and disadvantages, which Word Processors have come to solve.

ADVANTAGES OF WORD PROCESSORS OVER TYPEWRITER

1. The printout of computer is far better than both the electric typewriter and manual typewriter.
2. Many copies of the printout can be made. Compare this to the use of carbon paper used in typewriters for making more than one copy.
3. All copies of a computer printout are original. That is, there is no any difference between any of the printed copies in terms of quality

The word wrapping facility (automatic return of the cursor to the next line when it reaches the end of a line) in word processors makes typing easier as you will not need to push the carriage return when you get to the end of a line as the case in typewriters.

5. Graphics and pictures can be added to the document.
6. There are special facilities like spell check and grammar checker, automatic table generators, Auto format, etc, which make word processing easier and faster.
7. Editing and updating is easier and faster as you would not need to start all over again (i.e. if you need to edit already typed and saved documents).
8. Colors, fonts' type, styles, and special effects like shadows, strikethrough, etc, make word processing documents more beautiful and fanciful.
9. Word processors can serve as input to others software.

What is Microsoft Office? The term “Microsoft Office” refers Microsoft’s entire suite of office productivity applications. Microsoft Word is one of the many applications that are grouped under of the “Microsoft Office” umbrella.

What is Office 365? Office 365 is a service where you pay a monthly subscription fee (around \$10 a month) to use Microsoft Office programs (as opposed to paying \$100 or more up front, as was traditionally done). One benefit to using Office 365 is that software updates are free (for example, if a new version of Microsoft Word comes out, you can upgrade to that new version for free).

In this manual, we will be using Word 2010. The latest version is Word 2016. Even though we are using an older version, the user interface and feature set of Word 2010 is very similar to that of Word 2016, so the concepts taught in this manual can still be applied to the latest version.

Exploring the Word 2010 Environment

Open Word by using the **Start** menu or by double-clicking on the desktop icon for Microsoft Word 2010.

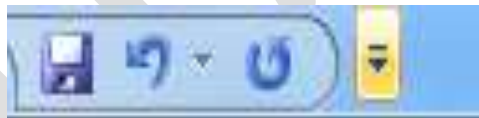
Title Bar

1. **Note** the Title Bar section which has **window controls** at the right end, as in other Windows programs.
2. **Note** that a blank document opens with a default file name of **Document 1**.

Quick Access Toolbar

The Quick Access Toolbar is located all the way to the left on the Title Bar. It contains frequently used commands and can be customized using the drop-down menu.

1. **Point** to each small icon to view its screen tip.
2. **Be aware** that the **Undo** button is not located anywhere else in the application except for on the Quick Access Toolbar.



Ribbon

The Ribbon contains all of the tools that you use to interact with your Microsoft Word file. It is located at the top of the window. All of the programs in the Microsoft Office suite have one.

The Ribbon has a number of tabs, each of which contains buttons, which are organized into groups. Depending on the object you have selected in the document, several contextual tabs may appear, which provide additional formatting options for that object.

Try clicking on other tabs to view their buttons, and then return to Home tab.



Active Tab

By default, Word will open with the Home tab of the Ribbon active. Note the subtle difference in appearance between an Active and an Inactive tab.

Contextual Tab

Contextual tabs are displayed when certain objects, such as an images and textboxes, are selected. They contain additional options for modifying the object. Contextual tabs stand out because they are given different colors. As soon as we start being productive in the program, we will see contextual tabs appear.

Groups and Buttons

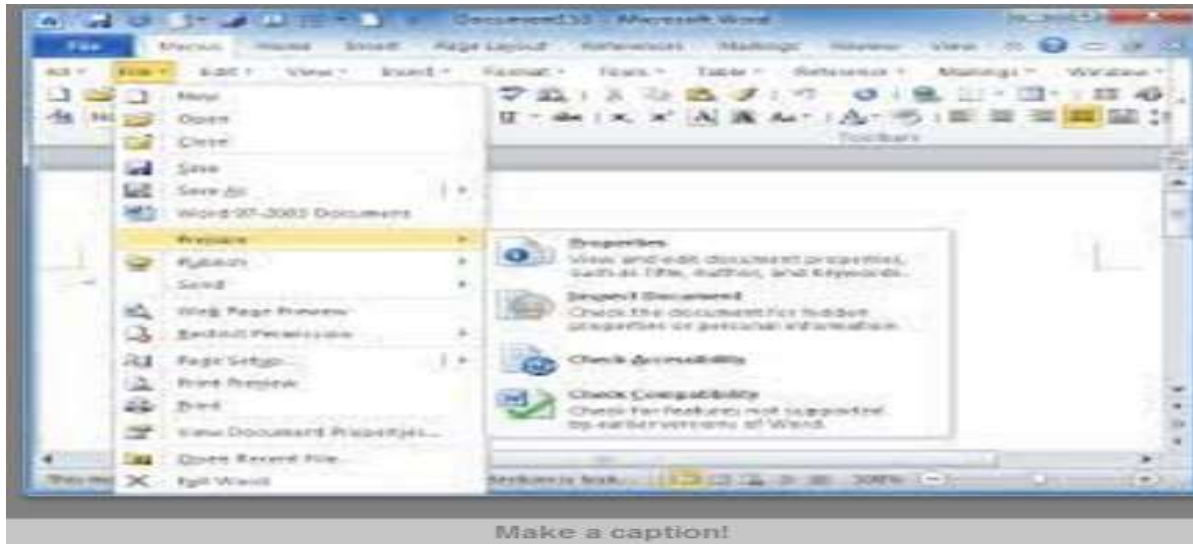
On each Tab, the Buttons (a.k.a. commands or tools) are organized into Groups. The groups have names, but the names are not clickable.

Hover over some active buttons on the Home tab to observe screen tips. The screen tips display the name of the button, along with a short description of what the button does.

File Tab

The File tab provides a **Backstage** view of your document. Backstage view gives you various options for saving, opening a file, printing, or sharing your document. Instead of just a menu, it is a full-page view which makes it easier to work with.

1. **Click** on the **File tab**.



2. **Notice** that the ribbon is no longer in view. **Note** the commands at the top of the menu that you use to perform actions **to** a document rather than **in** a document.

3. Other things you can do in the **Backstage** view are:

a. The **Info** section of the File tab offers an easy to use interface for inspecting documents for hidden properties or personal information (called **metadata**). For example, the “author” of the document is recorded here. It defaults to the name of your Windows profile, but can be changed.

b. **Click** the **Recent** menu option. In the **Recent** pane, you can conveniently access Recent documents and Recent Places (folders and files recently accessed on your computer).

c. **Click** the **New** menu option. In this view you can create a new Blank document, or choose from a large selection of Templates.

d. **Click** the **Options** menu option. In this view you can change various application options. For example, you can adjust the spelling and grammar check settings, AutoRecover settings, and Language preferences.

4. To return to the document from the Backstage view, **click** any other tab.

Workspace

Underneath the Ribbon is the workspace.

1. **Note** the rulers and margin settings.

2. **Note** the scroll bar.

3. **Note** the **blinking cursor** which is where **new input will display** when entered.

4. **Note** the mouse pointer with the I-beam shape, appropriate for a text environment

Status Bar

The status bar is located below the document window area.



Current Information

The **left end** displays various information about the document, such as the page number, how many total words are in the document, and whether there are any spelling errors.

Views

At the **right end** are shortcuts to the different **views** that are available. Each view displays the document in a different way, allowing you to carry out various tasks more efficiently.

Print Layout: Shows what the document looks like when it's printed. This is overall the best view for editing documents. It is selected by default.

Full Screen Reading: Displays the document full-screen, making it easier to read. You cannot edit the document in this view.

Web Layout: Shows what the document would look like if it were saved as a webpage.

Outline: Displays the document as a bulleted outline.

Draft: Very “bare-bones”—meant to be used for making quick edits to a document's text content. Certain page elements are not visible in this view, such as headers, footers, and images.

Zoom Slider

Also at the **right end** of the Status Bar is the **Zoom Slider**. This allows you to adjust how large the document is displayed on the screen. It does not adjust the actual size of the document—just how big or small it is displayed on the screen (like moving a newspaper away from or closer to your eyes).

Creating a Document and Saving It

Creating a document

1. When word opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.
2. **Type** “My first document.”
3. Each document you create is temporary unless you save it as a **file** with a unique name and location.

Saving the File

1. **Click** on the **File Tab**.
2. **Click** on the **Save As** button. We use “Save As” instead of “Save” the **first** time we save a file because we need to tell the computer *where to put* the file (the file doesn't have a “home” yet). “Save” assumes you've saved it before.

3. **Notice** that a smaller window appears in front of our work. This small window is called a **dialog box**. Because the computer needs to know more than just “OK, save,” the dialog box is where we tell it *how* we want to save our work.

4. When it comes to saving, there are two important things to *identify* for the computer:

- The **location** where the file is going to be saved to.
- What **name** you want to give the file.

5. The **location** where it will be saved is displayed for us in the **Address field**.

6. **Notice** other available folders and devices can be seen in the left pane, called the **Navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it.

7. Now we need to name our file. **Notice** that the file name field is towards the bottom of the dialogue box. By default, Word names the file after the first few words that were typed into the document.

8. **Click** into this box and the words will be highlighted. Then **type** the word **first** to name your file ‘first’.

9. Once we have given the computer a **file name** and a **save location**, we are ready to save. To save, you will **click** on the **Save** button.

Opening a File, Making Changes and Saving Strategies

The purpose of saving a file is to bring it back later and that is what we are about to do. Before we attempt to open a saved file, we need to make sure that the storage location for that file is in place.

1. Your file is on the flash drive so **insert** your flash drive.

2. **Open** Word. You should be looking at a new blank document.

3. **Click** on the File tab and **select** “Open”.

4. A **dialog box** that looks like the “Save as” window will now appear. **Notice** in fact, the only visible differences are that the **Title Bar** says **Open** and the **Save button** now says **Open** instead.

5. At first, the computer will be looking for your file in the default location, which is **Libraries > Documents**. But we saved our file on the flash drive. In order to get the computer to look in the flash drive for your file, you need to **click on** the flash drive entry in the **Navigation pane** (which is on the left side of the dialogue box).

6. Now, you can open the file

Tip: Another way to open the file is to **double-click** its **icon**. Do not double-click the file name! If you double-click the file name too slowly, it will think you want to rename the file!

8. **Notice** that Word has opened and you can see your “first” document.

Making Changes in a Document

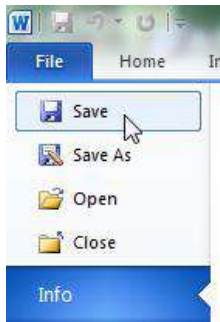
1. **Note** that **cursor** or **insertion point** is blinking at the beginning of the first line.
2. **Press** the End key (which is above the arrow keys on the keyboard) to move the cursor to the end of the line.
3. **Press** the Enter key to move the cursor to the beginning of the next line.
4. **Type** your **phone number**.

Using the Save Button To Save Changes

Now, we want to save the new changes we've made.

1. Because we've already given Word a name and location for the file, we can do one of the following:

☐ **Select “Save”** from the File menu, **OR**



- **Click** on the icon that looks like a **floppy disk** on the Quick Access toolbar.
2. **Note** that the “Save As” dialog box **will not** appear because Word already has a name and location for the file.
 3. Now **close** the file by clicking on **File > Close**.

Creating a New Blank Document When Word is Already Open

At this point, the Word program is open, but there is no document to work in.

1. On the **File tab**, **select** New. This will open a dialogue where you can choose a document type.
2. **Notice how** the **Blank Document** option, which is the option we want, has an orange background. This means it is selected.
3. **Click** the **Create** button on the right to create the new document.

Undo and Redo

Now that we have made several changes to this document, it is a good time to learn how to “undo” changes that you regret making or that you have made by accident.

The buttons for doing this are located on the **Quick Access Toolbar**.

Undo

The Undo button reverts changes that you’ve recently made to the document. The Undo button is a two-part button:

Clicking on the **button proper** will undo one change (action) at a time.

Clicking on the **list arrow** will display the entire history of changes you made to the document.

Clicking on a change will undo all changes that were made **up to and including** the selected change.

Use the **list arrow** to undo all of the changes we’ve made so far to our document.

Redo

Similarly, the **Redo** button **re-applies** any changes that were made with the undo button.

The Redo button **only** appears *after* you click Undo!

Selecting Text

Selecting, also referred to as **highlighting**, is the basic first step to modifying text or to copying or cutting text. There are many ways to select text.

- **Dragging**
- **Double-click**
- **Triple-click**

Moving Text

Drag and Drop

One way to move text is by selecting the text you want to move and dragging and dropping it to the desired destination. This method is effective if the original location and

the destination are both visible on the screen and the distance between the two is relatively small.

1. **Select** the third paragraph (the one in red).
2. With your cursor on the highlighted paragraph, **hold down** the mouse button and **move** the insertion point to the blank space between the first and second paragraphs.
 - a. **Notice** that your cursor changes to an arrow with a small square attached to it.
 - b. Also **notice** the dotted line that looks like an insertion point. This is called the **drop Point**. It is where the text will be inserted when you release the mouse button.
3. **Release** the mouse button

Cut and Paste

When you **cut** something, it is removed from its current location and placed on the clipboard. The **clipboard** is a temporary storage area for data that can be accessed by any program on your computer.

1. **Select** the paragraph.
2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.
3. **Click** the **Cut** button. The paragraph disappears from view, but is saved in the computer's memory.
4. **Move** your insertion point to the space beneath the paragraph.
5. **Locate** the **Paste** button in the clipboard group. **Hover** over it and **notice** it is a two-part button.
6. **Click** the **Paste button proper** (not the list arrow) to move the selection to the new location.

Copy and Paste

When you **copy** something, it remains in its original location, and is also placed on the clipboard.

1. **Select** the third paragraph.
2. In the **Home** tab on the ribbon, **locate** the **Clipboard** group.
3. **Click** the **Copy** button.
4. **Move** your insertion point below the red paragraph.
5. **Click** the **Paste** button proper.
6. **Notice** that the same paragraph now appears in two locations.

Formatting Text

Changing text attributes

1. **Select** the second line in the first paragraph.
 - a. In the **Font** group, **apply** the **Bold**, **Italic** and **Underline** attributes.
 - b. **Notice** how the underline button is a **two-part** button.
 - c. **Notice** how the buttons change colors when they are active. When the buttons are active, it means that these formatting options are applied to the selected text.
 - d. **Deselect** the text to see the changes.
2. **Select** the third paragraph.
 - a. **Use** the **font face** drop-down box to **select** a different font (CurlzMT).
 - i. **Notice** that the font names are in **alphabetical order**.
 - ii. **Notice** that, as you move your mouse over various fonts, Word shows you what your selected text will look like with that font. This is called a **Live Preview**.
 - b. **Use** the **font size** drop-down box to **select** a different font size (20). **Notice** the Live Preview.
3. **Select** the first paragraph.

a. **Change** the **font color** to **blue** by using the **list arrow** next to the **Font Color** button. **Notice** the Live Preview.

b. Also **notice** how **the Font Color button proper** changed from red to blue. The button remembers the last color that was selected

Formatting a Paragraph

Changing alignment

1. **Select** the **first paragraph**.
2. In the **Paragraph** group, **find** the **Align Text** buttons. **Notice** that the Align Text Left button is selected (it has an orange color).
3. **Change** the alignment of the paragraph by **clicking** on the other buttons.
 - a. **Align Text Left:** Lines the text up against the left margin.
 - b. **Center:** Centers the text on the page. This is good for titles.
 - c. **Align Text Right:** Lines the text up against the right margin.
 - d. **Justify:** Lines the text up against the left and right margins, resulting in a cleaner look. It accomplishes this by adding extra space between words as necessary (it doesn't add extra space characters; it just makes the space characters wider). Newspapers use this alignment

Changing line spacing

1. With the first paragraph still selected, in the **Paragraph** group, **use** the **launcher** to access more paragraph formatting options.
2. **Select Double** from the **Line spacing** drop down menu.
3. **Click OK**.

Headers and Footers

A **header** is text that appears at the **top** of every page in your document. Similarly, a **footer** is text that appears at the **bottom** of every page.

1. First, let's insert a **header**.
 - a. **Press** Ctrl + Home to get to the top of the document.
 - b. **Click** on the **Insert** tab. In the **Header & Footer** group, **click** on the **Header** button to open a menu of different header options.
 - c. **Scroll** down the menu to view all the options and **click** on **Blank**.
 - d. **Notice** that a new **Contextual Ribbon** of tools has opened called **Header & Footer Tools**. It has one tab ("**Design**").
 - e. **Also notice** how Word is calling out the header section with a **dotted-line**.
 - f. Since the textbox is already blue, **type** "Internet Policy".
2. **Close** header. This can be done in two ways:
 - a. By **clicking** the "**Close Header and Footer**" button at the right end of the **Contextual ribbon**
 - b. By **double-clicking** anywhere within the body of the document.
3. **Notice** that "Internet Policy" appears at the top of every page.
4. **Also notice** that the font color of the text in the header is gray. This is not the **actual** font color. Microsoft Word makes them gray to show that the header is **not currently active**.
5. **Double-click** on the header to make it active again. **Notice** how the font color has changed to its real color (black) and the document body is now gray. Again, this is to show that the header/footer is **active**, and the document body is **not active**.
6. Next, let's insert a **footer**.
 - a. **Note** that, when the header is active, the footer is active as well. **Scroll down** to the bottom of the current page and notice that there is a **Footer** section called-out with a dotted-line.

b. In the **Design** tab of the **Header & Footer Tools** contextual ribbon, locate the **Header & Footer** group. Click on the **Footer** button to open a menu of different footer options.

c. Again, **scroll down** the menu to view all the options and then **click** on **Blank (Three Columns)**.

d. What we're going to do is, put our name in the left text box, the current date in the center text box, and the page number in the right text box. There are tools on the Header & Footer Tools contextual ribbon to facilitate this.

e. **Click** on the left **Type Text** box and **type** your name. *Do not hit Enter*.

f. Let's make our name bold. How would we do this? Because there is no Bold button visible, we have to switch to another ribbon. **Click** on the **Home** tab, then **click** on the **Bold** button of the **Font** group.

g. **Note** how we have lost our Header & Footer Tools ribbon since we switched to the Home tab. **Notice** that the Design tab of the Header & Footer Tools contextual ribbon is not lit up. This means it is not active. To make it active, **click** on it.

h. **Click** on the middle box. **Locate** the **Insert** group and **click** on the **Date & Time** button. When the dialog box opens, **select** any date format you wish under the **Available Formats** in the left pane.

i. **Note** the checkbox that says "Update automatically". If you want the inserted date to change to the current date every time you open this document, leave this checked.

ii. **Click OK**.

i. **Click** on the right box. In the **Contextual ribbon**, locate the **Header & Footer** group and **click** on the **Page Number** button. A list of options will be shown about where you want to insert the page numbers (see table below)

j. **Move** your cursor to **Current Position** and a menu of options will open. **Scroll down** the menu to the "**Page X of Y**" group and **select Bold Numbers**

Find/replace

1. Press **Ctrl + Home** to move your **insertion point** to the beginning of the document.
2. On the **Home** tab, in the **Editing** group, **click** the **Find** button proper.
3. A Navigation Pane will open on the left. **Click** into the **Search Document** field and **type** “the search word
4. **Notice** how the Navigation Pane displays each match, along with the text surrounding the matched phrase.
5. **Scroll** down the document. **Notice** all instances of the phrase are highlighted in yellow to make them easy to see.
6. **Click** the **Replace** button in the **Editing** group on the ribbon. This opens the **Find and Replace** dialogue.
7. In the **Replace With** field of the dialogue box, type the replacement and **Click** **Replace All** to perform the operation



8. A dialogue box will appear telling you how many words have been replaced. **Click** **OK**.
9. **Close** the **Find and Replace** dialogue.
10. **Close** the **Navigation** pane on the left

Bulleted/Numbered Lists

When you want to present a list of items in a document, you will usually want to put each item on its own line. There are two major types of list:

1. Use **Bulleted Lists** when the **order** of the items **is not important** (for example, a shopping list).

a. **Open** a new blank Word document and **type** “Grocery List”. **Press** Enter to get to a new line.

b. **Click** on the **Bullets** button proper in the **Paragraph** group. This tells Word to create a new list.

c. Let’s populate our list with some items:

i. **Type** “milk”; **press** Enter

ii. **Type** “bread”; **press** Enter

iii. **Type** “eggs”; **press** Enter

d. **Click** the **Bullets** button proper. This will end your list. **Notice** how each word is on a separate line and preceded by a bullet.

2. Use **Numbered Lists** when the **order** of the items **is important** (for example, a recipe).

a. **Type** “Cookie Recipe”, then press Enter to get to a new line.

b. **Click** on the **Numbering** button proper in the **Paragraph** group.

c. Let’s populate our list with some items:

i. **Type** “Preheat oven”; **press** Enter

ii. **Type** “Mix ingredients”; **press** Enter

iii. **Type** “Bake for 1 hour”; **press** Enter

d. **Click** the **Numbering** button to end your list.

Tables

Word allows you to insert **tables** into your document. Tables consist of the following elements:

- ☐ **Row:** Runs horizontally (left to right)
- ☐ **Column:** Runs vertically (up and down, like on a Roman building)
- ☐ **Cell:** The intersection of a row and column. You can type text into each cell.

Inserting a Table

1. **Open a new document** in Word.
2. **Click** on the **Insert** tab and in the **Tables** group, **click** on the **Table** button.
3. **Move** your **Cursor** over the squares in the **Table Pane** to determine the size of your table. **Notice** how the squares change color and the dimensions are given at the top.
4. When you have a **7 column x 5 row** table, **press** the left mouse button.

Your table will be inserted where your insertion point was located.

Moving around a Table

You can move between cells in a number of ways:

1. **Confirm** that your insertion point is inside of the **first cell**.
2. **Press** the Tab key. This moves your insertion point **one cell to the right**. Pressing Tab at the end of a row will move the insertion point to the first cell of the next row.
3. You can also use the **directional arrows** to move from cell to cell. **Try it**.
4. Lastly, you can **click** on a cell to move the insertion point. **Try it**.

5. **Move** the insertion point to the **very last cell** of the table and then **press** Tab. **Notice** how it created a **new row**.

Clip Art, Shapes, Text Boxes, and Pictures

Clip Art

A piece of **clip art** is a picture or photo that you add to your document for **visual effect**. It doesn't have any specific *meaning*; it just makes your document look nicer. Microsoft Word comes with a large library of clip art images that you can add to your Word documents.

Inserting Clip Art

1. On the **Insert** tab, in the **Illustrations** group, **click** the **Clip Art** button. A **Clip Art Pane** will open on the right side.
2. **Enter** the keyword **helmet** in the “**Search for:**” field.
3. **Note** the **Results should be** field. Your search results can be filtered by specific types of files.
4. **Uncheck** “**Include Bing content**”.
5. **Click** the **Go** button

Resizing Clip Art

Clip art objects can be re-sized by using “**handles**” that appear around a selected object.

Creating a Header & Footer

1. **Click** into the first page of the body of our document.
2. On the Insert ribbon, **locate** the **Header & Footer** group and **click** on the **Header** button. **Select** the **Alphabet** style and **note** how our document title is inserted into the header section.

3. On the **Header & Footer Tools** ribbon, find the **Footer** button and click it. Select the **Alphabet** style.

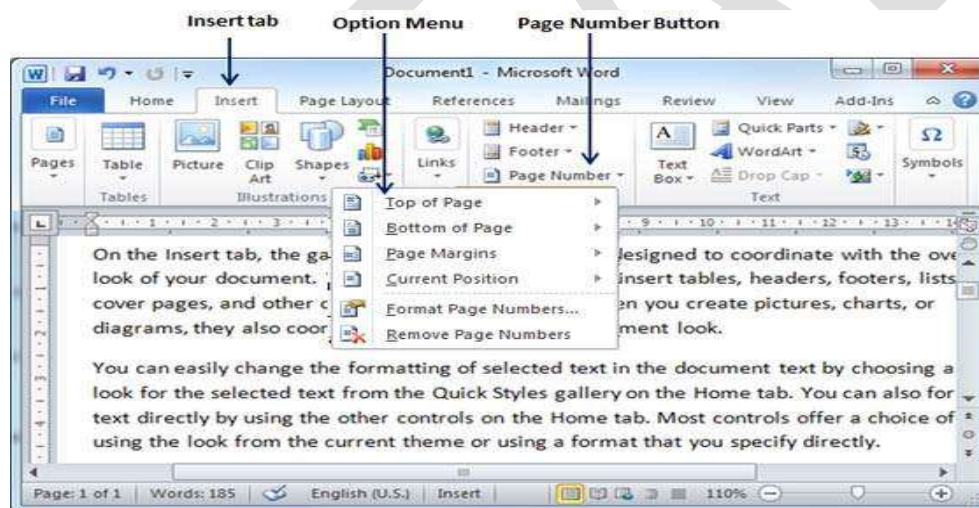
a. Click into the **Type Text** field on the left side of the footer and **type** the current month and year.

b. Close the **Header & Footer** ribbon.

Add Page Numbers

Following are the simple steps to add page numbers in a Word document.

Step 1 – Click the Insert tab, and click the Page Number button available in the header and footer section. This will display a list of options to display the page number at the top, bottom, current position etc.



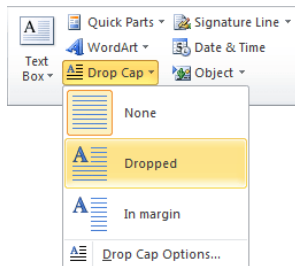
Drop Cap

Drop cap is short for dropped initial capital letter. Typically a drop cap is an oversized, single capital letter designed to stick up above a line of text or to stand out in a block of text

Drop Caps commonly are used at the beginning of chapters or to start a new section in a book.

Using a **Drop Cap** is a great way to add visual appeal to your page. To create a **Drop Cap**, follow these steps:

1. Click in the paragraph to which you want to add a **Drop Cap**.
2. On the **Insert** tab, in the **Text** group, click **Drop Cap**.
3. Choose one of the drop-cap styles: **Dropped** or **In Margin**, or choose **Drop Cap Options...**



Printing a Word Document

Print Preview

Still in Blues Music.docx

Always preview before you print. That way, you won't waste paper or ink printing unwanted pages.

1. **Open** the **File** tab, and **click** on **Print**.
2. **Notice** the **Print Preview** pane on the right. This shows you what your document will look like when printed.
3. **Note** how the page color is not being displayed. This is because printing background colors and images is an option you have to select in the Print Options. By default this option is not checked because printing background colors uses a lot of toner.
4. **Check** the number of pages in your document by **looking** in the lower left of the Print Preview pane
5. **Scroll** down or use the right arrow to **see** page 2.
6. To see both pages of your document side by side, **lower** the zoom using the zoom slider at the bottom right of the Print Preview pane.
7. If you need to amend your document, **click** on the **Home** tab and make all necessary changes.

Adjusting Print Settings

1. **Open** the **File** tab, and **click** on **Print**.

2. In the **center section** are **options** for printing. This is where you can designate a printer and decide many other things about how you would like your document to print.

3. By default, Word prints **all the pages** in the document. However, this is not always what you want. You can use the “**Pages:**” field to choose which specific pages you want to print.

a. **Single page numbers** can be entered if you just want to print 1 page. Example: 2

b. **Non-consecutive page numbers** can be separated by commas. Example: 1, 3

c. A **range of page numbers** can be expressed with the use of a dash between two numbers. Example: 3-6

4. In order to launch the print job, you would click the large print button at the top of the center section.

5. **Also note** that the document’s **blue background** does not show up in the Print Preview. This is because Word will **not** print a document’s background color unless you specifically instruct it to do so (in order to save printer ink).

6. **Close** Word without saving changes to the file.

SOME SHORTCUTS IN MS- WORD

1.	Ctrl+A	Select all contents of the page.
2.	Ctrl+B	<u>Bold</u> highlighted selection.
3.	Ctrl+C	<u>Copy</u> selected text.
4.	Ctrl+D	Open the <u>font</u> preferences window.
5.	Ctrl+E	Aligns the line or selected text to the center of the screen.
6.	Ctrl+F	Open find box.
7.	Ctrl+I	<u>Italic</u> highlighted selection.
8.	Ctrl+J	<u>Aligns</u> the selected text or line to justify the screen.
9.	Ctrl+K	Insert a <u>hyperlink</u> .
10	Ctrl+L	Aligns the line or selected text to the left of the screen.
11	Ctrl+M	Indent the paragraph.
12	Ctrl+N	Opens new, blank document window.
13	Ctrl+O	Opens the dialog box or page for selecting a file to open.
14	Ctrl+P	Open the print window.
15	Ctrl+R	Aligns the line or selected text to the right of the screen.
16	Ctrl+S	Save the open document. Like Shift+F12.
17	Alt+F,	Save the document under a different file name.
18	Ctrl+Shift+A	Sets the selected text to all capital letters.
19	Ctrl+Shift+D	Adds double underline to the selected text.
20	Ctrl+Shift+E	Enable or disable revision tracking.

21	Ctrl+Shift+F	Opens Font window to change the font.
22	Ctrl+Shift+L	Quickly create a bullet point .
23	Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
24	Ctrl+]	Increase selected font +1pts.
25	Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
26	Ctrl+Shift+A	Sets the selected text to all capital letters.
27	Ctrl+Shift+D	Adds double underline to the selected text.
28	Ctrl+Shift+E	Enable or disable revision tracking.
29	Ctrl+Shift+F	Opens Font window to change the font.
30	Ctrl+Shift+L	Quickly create a bullet point .
31	Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
32	Ctrl+[Decrease selected font -1pts.
33	Ctrl+/+C	Insert a cent sign (¢).
34	Ctrl++<char>	Insert a character with an accent (acute) mark, where <char> is the character you want. For example, if you wanted an accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key .
35	Ctrl+Shift+*	View or hide non printing characters.
36	Ctrl+Left arrow	Moves one word to the left.
37	Ctrl+Right arrow	Moves one word to the right.
38	Ctrl+Up arrow	Moves to the beginning of the line or paragraph.
	Ctrl+Down arrow	Moves to the end of the paragraph.
	Ctrl+Del	Deletes word to right of cursor .
	Ctrl+Backspace	Deletes word to left of cursor.

MS EXCEL

What is Excel used for?

Excel is typically used to organize data and perform financial analysis. It is used across all business functions and at companies from small to large.

The main uses of Excel include:

- Data entry
- Data management
- Accounting
- Financial analysis
- Charting and graphing
- Programming
- Time management
- Task management
- Financial modeling
- Customer relationship management (CRM)
- Almost anything that needs to be organized!

Microsoft Excel makes typing easy, it help in modifying numbers and then it also help in calculating accurately result quickly.

A file in MS Excel is called a **WORKBOOK**

- Excel organizes numbers in rows and columns.
- An entire page of rows and columns is called a spreadsheet or a worksheet. (A collection of one or more worksheets is stored in a file called a workbook.)
- Each row is identified by a number such as 1 or 249; and each column is identified by letters, **such as A, G, or BF.**

How to open a workbook

- Click START button
- From fly-out list, click EXCEL from All Apps List

OR

- Click on the EXCEL icon from the Taskbar at the bottom of the screen

To pin Excel icon to your Taskbar

- Click START button
- From fly-out list, right-click EXCEL from All Apps List
- Click on Pin to Taskbar

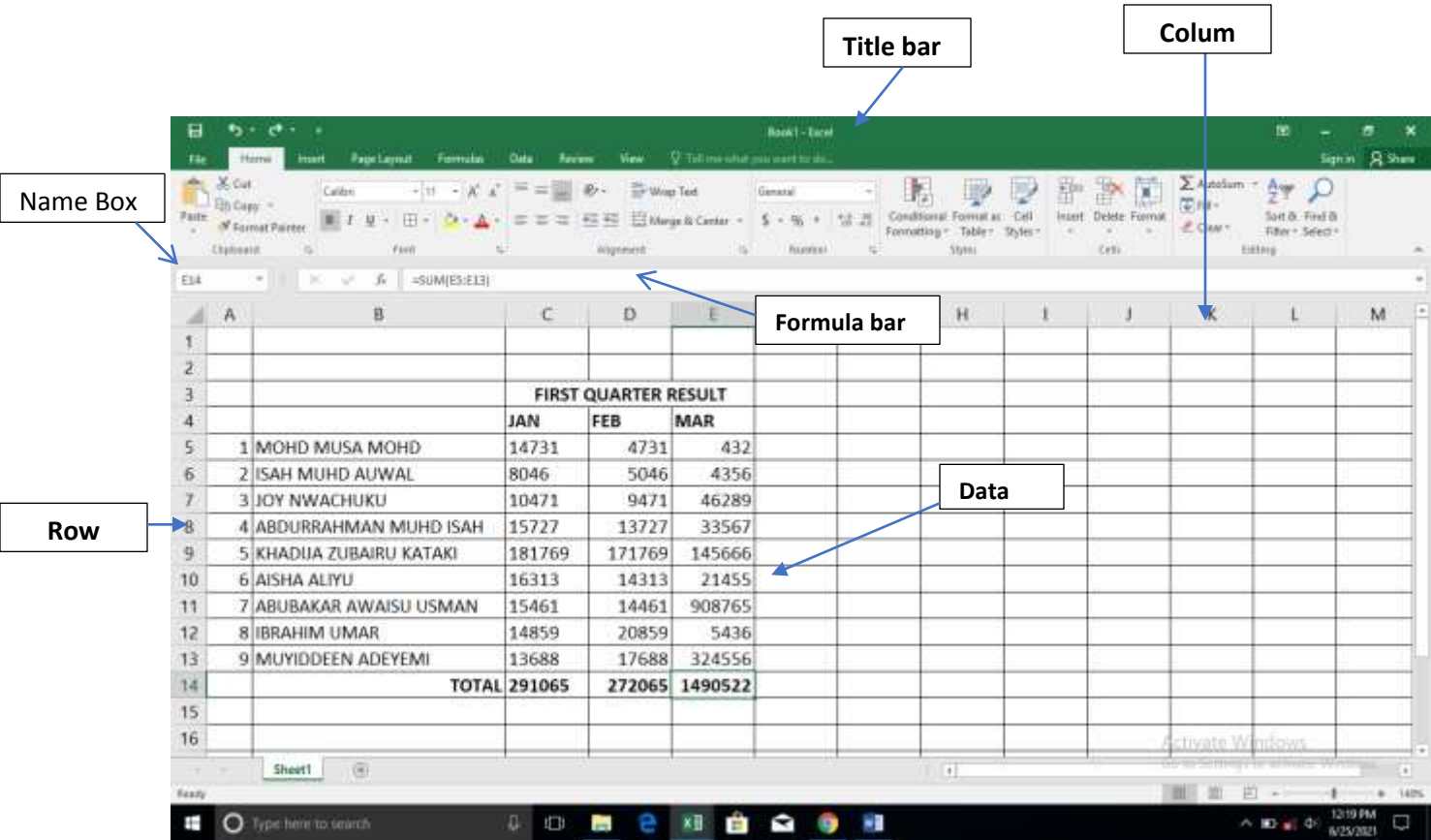
An Excel icon is instantly pinned to your Taskbar

The intersection of each row and column defines a cell, which contains one of three items:

- Numbers: Provides the data
- Text: Labels to identify what numbers represent
- Formulas: Calculates the data

To input data into a cell, you must:

- Select the cell (or cells) by clicking the mouse pointer on it
- Type a number (such as 34.29 or 198), a label (such as Tax Returns), or a formula



Navigating your Spreadsheet After you type data in a cell, you can press one of the following four keystrokes to select a different cell:

- Enter: Selects the cell below in the same column
 - Tab: Selects the cell to the right in the same row
 - Shift+Enter: Selects the cell above in the same column
 - Shift+Tab: Selects the cell to the left in the same row
- ↓ Down Navigation Key: Selects cell below in the same column
- Right Navigation Key: Selects cell to the right in the same row
- ← Left Navigation Key: Selects cell to the left in the same row
- ↑ Up Navigation Key: Selects cell above in the same column

Typing Sequences with Autofill

To type successive numbers, months, days or years in a row or column (such as January, February, March etc.), use **Autofill function**









To use this shortcut, follow these steps:

- Click a cell and type a month (like January or just Jan) or a day (like Monday or just Mon).
- The Fill Handle, a block box, appears in the bottom-right corner of the cell.

- Move the mouse pointer over the Fill Handle until the mouse pointer turns into a black crosshair icon
- Hold down the left mouse button and drag (move) the mouse pointer down a column or across the row. As you drag the mouse, Excel automatically types in the remaining month or day names etc.

The Mouse keeps changing shape

As you progress through the course you will see that the mouse changes shape all the time, depending on what action you are performing. It's really important that before you start to do anything, you check that your mouse looks correct. Use this page as a reference to remind you what the different mouse shapes mean.

	<i>Where does my mouse have to be?</i>	<i>Where would I use this icon?</i>
	Big Plus sign Position your mouse over the middle of a cell	When you are selecting cells
	Small Plus sign Position your mouse over the bottom right hand corner of the active cell	When you are using AutoFill
	Pointer Position your mouse at the border of the active cell	When you are moving or copying cells, clicking on icons or clicking on menus
	I-bar Click into the formula bar, or double-click inside a cell	When you are adding or deleting text from a cell
	Cross-Arrow Position your mouse between two column letters, or between two row numbers	When you are re-sizing a row or column
	Magnifying glass Position your mouse over the spreadsheet in print preview	When you want to zoom in or out of the print preview
	Double-arrow Select a picture or drawn shape and position the mouse around the boxes	When you are re-sizing a picture, chart or drawn shape.
	Egg-timer	The mouse will change to an egg timer when Excel is busy. If you wait for a moment, it will disappear.

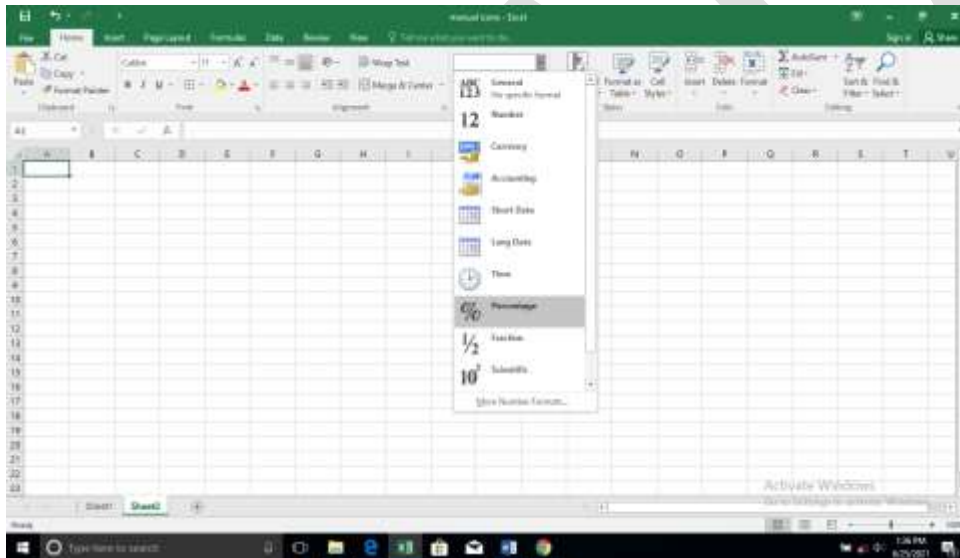
Formatting Numbers and Labels

To make labels visually interesting and numbers appear more descriptive of what they actually represent, you need to format your data after you type it into a spreadsheet

Formatting numbers

To format the appearance of numbers, follow these steps:

- Select one or more cells using the mouse or keyboard. To select multiple cells, drag the mouse or hold the Shift key while pressing the arrow keys.
- Click the Home tab.
- Click the Number Format list box in the Number group. A pull-down menu appears, as shown
- Click a number format style, such as Percentage or Scientific. Excel displays your numbers in your chosen format.

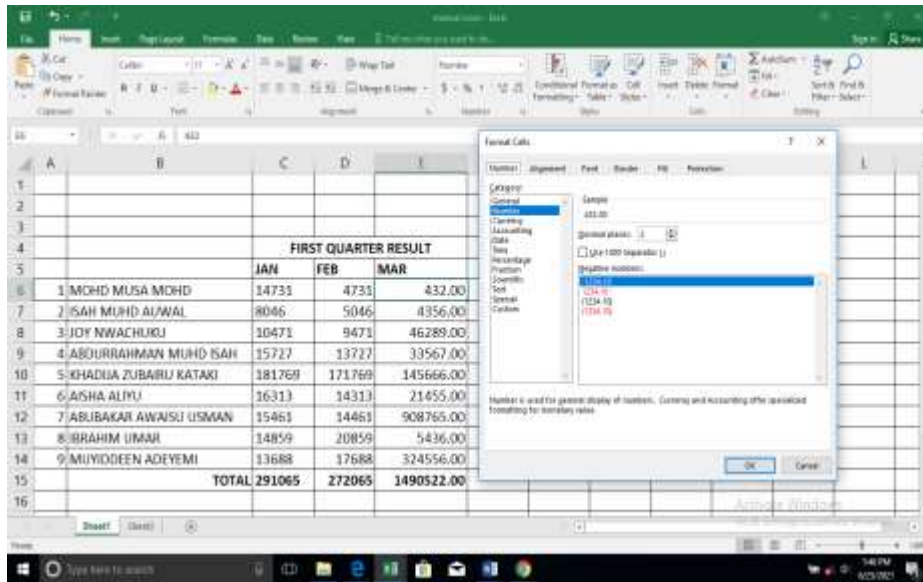


Formatting Decimal Numbers

If you format cells to display numbers with decimal places, such as 23.09 or 23.09185, you can modify how many decimal places appear.

To define the number of decimal places, follow these steps:

- Select the cell or cells that contain the numbers you want to format.
- Click the Home tab.
- Click in the Number Format list box and choose a format that displays decimal places
- You can click the Increase Decimal (increases the number of decimal places displayed) or Decrease Decimal icon (decreases the number of decimal places displayed)



Formatting Cells

To make your data look prettier, Excel can format the appearance of cells to change the font, background color, text color, or font size used to display data in a cell.

Excel provides two ways to format cells: You can use Excel's built-in formatting styles, or you can apply different types of formatting individually. Some of the individual formatting styles you can choose include:

- Font and font size
- Text styles (underlining, italic, and bold)
- Text and background color
- Borders
- Alignment
- Text wrapping and orientation

Using In-built Styles

To format cells with a built-in style, follow these steps:

- Select the cell or cells that you want to format with a built-in style.
- Click the Home tab.
- Click the Cell Styles icon in the Styles group. A pull-down menu appears listing all the different styles you can choose, as shown
- Move the mouse pointer over a style. Excel displays a Live Preview of how your selected cells will look with that particular style.
- Click the style you want. Excel applies your chosen style to the selected cells.

Formatting Font, Font Size and Text Style

To change the Font type

- Select the cell or cells that you want to change the font and font size.
- Click the Home tab.
- Click the Font list box. A pull-down menu of different fonts appears.
- Click the font you want to use. To change the Font size:
- Click the Font Size list box and then choose a font size, such as 12 or 16.
OR Click the Font Size list box and type a value such as 7 or 15.

To change the Text style:

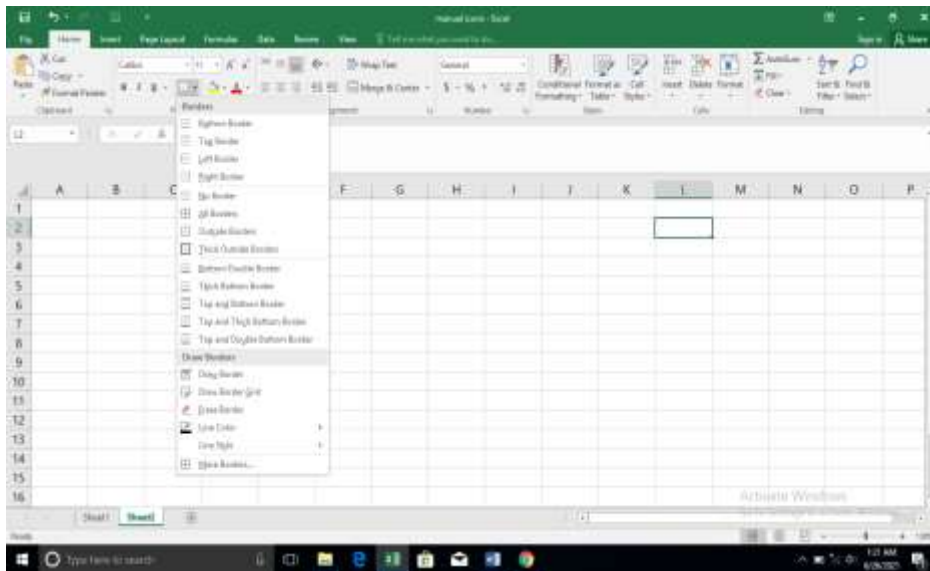
- Click one or more text style icons (Bold, Italic, Underline). Font and Fill Colors To change the Font and Fill colors of cells, follow these steps:
- Select the cell or cells that you want to color.
- Click the Home tab.
- Click the downward-pointing arrow that appears to the right of the Fill Color or Font Color icon. A color palette appears.
- Click the color you want to use for your text. The color you select appears directly on the Fill Color or Font Color icon. The next time you want to apply this same color to a cell, you can click the Fill Color or Font Color icon directly

Adding Borders

Another way to highlight one or more cells is by adding Borders. Borders can surround the entire cell or just the top, bottom, left, or right side of a cell.

To add borders to a cell, follow these steps:

- Select one or more cells.
- Click the Home tab.
- Click the downward-pointing arrow to the right of the Border icon. A pull-down menu appears.
- Click a border style. Excel displays your chosen borders around the cells you selected previously.



Less Editing a Spreadsheet

The two ways to edit a spreadsheet are

- Edit the data itself, such as the labels, numbers, and formulas that make up a spreadsheet.
- Edit the physical layout of the spreadsheet, such as adding or deleting rows and columns, or widening or shrinking the width or heights of rows and columns.

To edit data in a single cell, follow these steps:

- Double-click the cell that contains the data you want to edit. Excel displays a cursor in your selected cell.
- Edit your data by using the Backspace or Delete key, or by typing new data. If you click a cell, Excel displays the contents of that cell in the Formula bar.

You can click and edit data directly in the Formula bar, which can be more convenient for editing large amounts of data.

Editing Physical layout using the mouse can be a quick way to modify the sizes of rows and columns.

To change the height of a row or the width of a column, follow these steps:

- Move the mouse pointer over the bottom line of a row heading, such as the 2 or 18 heading (Or move the mouse pointer over the right line of the column heading, such as A or D). The mouse pointer turns into a two-way pointing arrow.
- Hold down the left mouse button and drag (move) the mouse. Excel resizes your row or column.
- Release the left mouse button when you're happy with the size of your row or column

Adding & Deleting Rows & Columns

To add a row or column, follow these steps:

- Click the Home tab.
- Click the row or column heading where you want to add another row or column.
- Click the Insert icon in the Cells group.
- Inserting a row adds a new row above the selected row
- Inserting a column adds a new column to the left of the selected column.

To delete a row or column, follow these steps:

- Click the Home tab.
- Click the row or column heading that you want to delete.
- Click the Delete icon in the Cells group.
- Deleting a row or column deletes any data stored in that row or column

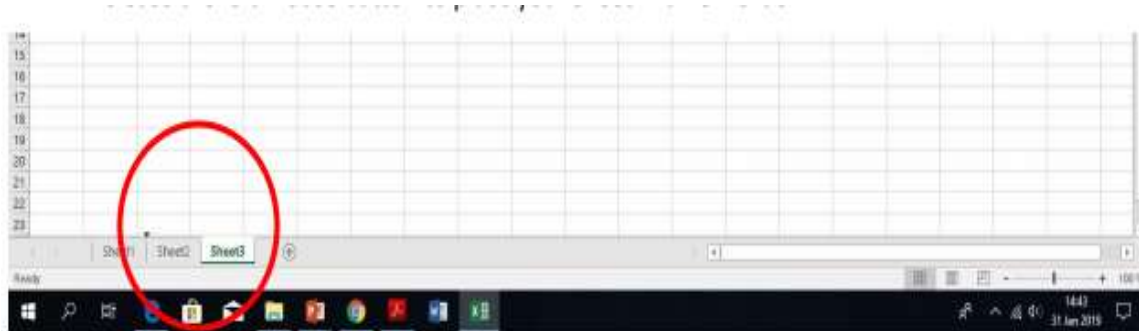
Adding New Sheets When you load Excel 2016, it automatically provides you with one sheet, but you can add more if you need them.

To add a new sheet, choose one of the following:

- Click the Insert Worksheet icon.
- Click the Home tab,
- Click the downward-pointing arrow next to the Insert icon in the Cells group, and then choose Insert Sheet Rearranging Sheets
-

To rearrange a sheet, follow these steps:

- Move the mouse pointer over the sheet tab that you want to move.
- Hold down the left mouse button and drag (move) the mouse.
- The downward-pointing black arrow points where Excel will place your sheet.
- Release the left mouse button to place your sheet in a new order.



Deleting a Sheet To delete a sheet, follow these steps:

- Choose one of the following: Right-click the tab of the sheet you want to delete. When a pop-up menu appears, click Delete. OR
- Click the Home tab,
- Click the downward-pointing arrow that appears to the right of the Delete icon in the Cells group, and choose Delete Sheet. (If your sheet is empty, Excel deletes the sheet right away.)

If your sheet contains data, a dialog box appears to warn you that you'll lose any data stored on that sheet.)

- Click Delete. Excel deletes your sheet along with any data on it. Searching a Spreadsheet you can search for a specific label or number anywhere in your spreadsheet.

To search for text or numbers, follow these steps:

- Click the Home tab.
- Click the Find & Select icon in the Editing group. A pull-down menu appears.
- Click Find. The Find and Replace dialog box appears
- If you click the Replace tab, you can define the text or number to find and new text or numbers to replace it.
- Click in the Find what text box and type the text or number you want to find.
- Click one of the following:

- Find Next: Finds and selects the first cell, starting from the currently selected cell that contains the text you typed earlier
- Find All: Finds and lists all cells that contain the text you typed earlier
- Click Close to make the Find and Replace dialog box go away.

Printing Workbook

To print your workbook or spreadsheets, follow these steps:

- (a) Click the File Tab
- (b) From the File Menu, click Print or Press Ctrl+P

From the Print dialog box that appears, you may adjust the settings of the Print document. The Print Preview shows on the right Settings to be adjusted/selected include:

- Number of Copies
- Orientation
- Page(s) to Print
- Paper Size
- Collation
- Margin Settings
- Pages per Sheet

Creating Formula Excel can manipulate your data by using formulas. Formulas consist of three crucial bits of information:

- ◆ An equal sign (=)
- ◆ One or more cell references
- ◆ The type of calculation to do on the data (addition, subtraction etc.) A cell reference is simply the unique row and column heading that identifies a single cell, such as A4 or D9

Data functions, formulas, and shortcuts

The Excel software program includes many functions, formulas, and shortcuts that can be used to enhance its functionality. We have defined the key functions and formulas above/below in our Excel guide:

Common Mathematical Operators

Operation	What it does	Example
+	Addition	=2+5
-	Subtraction	=7-3
*	Multiplication	=3*3
/	Division	=30/5

=	Equal	= 7=8
>	Greater than	=7>5
<	Less than	=5<9
>=	Greater than or Equal to	=35>=9
<=	Less than or Equal to	=21<=35
%	Percentage	= 40%
^	Exponentiation	=6^4
<>	Not Equal to	=7<>9

To type a formula in a cell, follow these steps:

- ◆ Click in the cell where you want to store the formula.
- ◆ You can also select a cell by pressing the arrow keys. Excel highlights your selected cell.
- ◆ Type the equal sign (=). This tells Excel that you are creating a formula.
- ◆ Type your formula that includes one or more cell references that identify cells that contain data, such as **A3** or **E7**.

For example, if you want to add the numbers stored in cells **A3** and **E7**, you would type **=A3+E7**.

- ◆ **Press Enter.**

Lesson 7: Using Functions Creating simple formulas is easy, but creating complex formulas is hard.

To make complex formulas easier to create, Excel comes with prebuilt formulas called functions.

Function Name	What it does
COUNT	Count how many cells contain numbers instead of label (text)
SUM	Add the values placed in the two or more cells
AVERAGE	Calculate the average value of numbers stored placed in the two or more cells
MAXIMUM	Find the largest number stored in the two or more cells
MINIMUM	Find the smallest number stored in the two or more cells
ROUND	Rounds a decimal number to a specific number of digit
SQRT	Calculate the Square root of a Number

Using the AutoSum Command

The AutoSum command uses the SUM function to add two or more cell references without making you type those cell references yourself. To add a column or row of numbers with the AutoSum:

1. Create a column or row of numbers that you want to add.
2. Click at the bottom of the column or the right of the row.
3. Click the Formulas tab.
4. Click the AutoSum icon in the Function Library group.
5. Excel automatically creates a SUM function in the cell you chose in Step 2 and highlights all the cells where it will retrieve data to add.

(If you accidentally click the downward-pointing arrow under the AutoSum icon, a pull-down menu appears. Just choose Sum.)

1. **Press Enter.** Excel automatically sums all the cell references.

IF CONDITIONAL STATEMENT

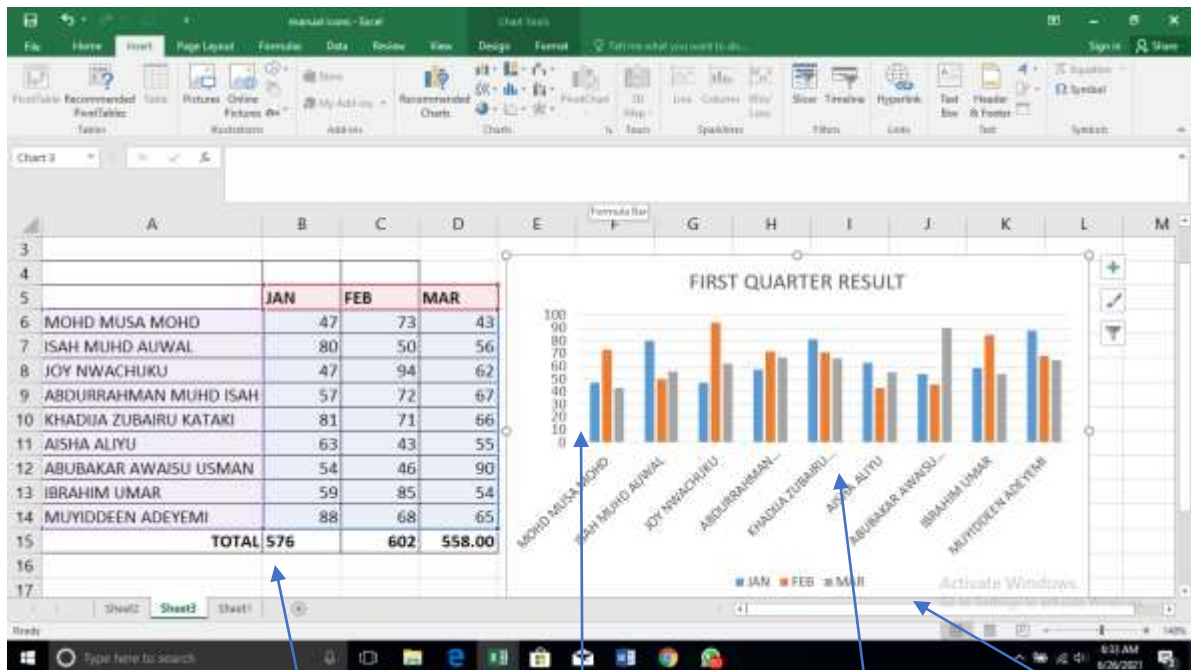
Syntax: =If(Condition, Stm.1,Stm.2).

*This could be explained thus: if condition stated is true, **statement 1** will be executed but if the condition is false, **statement 2** will be executed.*

Charts

Charts typically use two data series to create a graphical representation of the data.

- ◆ To create charts that clarify your data (rather than confuse you even more), you need to understand the parts of a chart and their purpose:
 - Data Series: The numeric data that Excel uses to create the chart
 - X-axis: Defines the width of a chart
 - Y-axis: Defines the height of a chart
 - Legend: Provides text to explain what each visual part of a chart means
 - Chart Title: Explains the purpose of the entire chart



Data Series

Y-Axis

X-Axis

Legend

Creating Charts

Before you create a chart, you need to type in some numbers and identifying labels because Excel will use those labels to identify the parts of your chart. (You can always edit your chart later if you don't want Excel to display certain labels or numbers)

TO Create a chart, follow these steps:

- ◆ Select the numbers and labels that you want to use to create a chart.
- ◆ Click the Insert tab.
- ◆ A list of chart type icons appears in the Charts group
- ◆ Click a Chart icon, such as the Pie or Line icon. The Create Chart gallery appears
- ◆ Click a chart type. Excel creates your chart and displays a Chart

Finding one number as a percentage of the other

E.g. Finding out what percentage of your salary your rent takes up

1. Click on the cell where you require the answer
2. Click on the rent figure the cell should be the figure you are trying to display as a percentage

3. Press the forward slash to indicate division
4. Click on the salary figure the cell should be the figure you are trying to find the percentage of
5. Press enter or click on the green tick
6. Select the cell where you have the answer (the answer will be displayed as a decimal)
7. Click on the percentage icon

Converting a number to a percentage

1. Click on the cell you wish to change
 2. Click on the percentage icon copying formulas you can copy formula using AutoFill and they will automatically adjust to make sense!
 1. Create your first formula
 2. AutoFill this formula across or down to copy to other columns or rows
- The formula will not stay the same, but will adjust to make sense!

Select Chart Title.

1. Click on Chart Title and highlight the words Chart Title.
2. 2. Type **Toy Sales**. Excel adds your title.
3. 3. Select Axis Title. Click on Axis Title and highlight the words Axis Title.
4. 4. Type **Sales**. Excel labels the axis.
5. 5. Click anywhere on the chart to end your entry.

How to switch Data

1. Click your chart. The Chart Tools become available.
 2. Choose the Design tab.
 3. Click the Switch Row/Column button in the Data group. Excel changes the data in your chart. Moving, re-sizing and deleting charts
- This only applies to charts which have been created using the wizard, and are on a sheet as an object.

EXCEL SHORTCUTS

Excel ShortCuts			
CTRL + A	Select All	CTRL + O	Open File
CTRL + C	Copy	CTRL + N	New File
CTRL + V	Paste	CTRL + W	Close File
CTRL + X	Cut	CTRL + L	Create Table
CTRL + B	Bold	CTRL + F	Find
CTRL + I	Italics	CTRL + H	Find & Replace
CTRL + U	Underlined	F12	Save as
CTRL + P	Print	CTRL + K	Insert HyperLink
CTRL + S	Save	SHIFT + F11	New WorkSheet

MS POWER POINT

What is Microsoft PowerPoint?

It is desktop publishing software that can be used for electronic slide show. It has distinct software called animation that differentiates it from other members of the same family. Other members of desktop publishing software include CorelDraw, Photo Point, Photo Shop, Corel Show etc.

Functions of Microsoft PowerPoint

1. It can be used as desktop publishing software
2. It can be used in the media houses as a means of advertisement
3. It can be used to enhance speeches during seminars and conferences
4. It can be used to animate text and graphics to amuse the crowd.

Tools in Microsoft PowerPoint

1. **Pick Tool:** is also called Object pointer or Pointer tool. It can be used to select object and text frame.
2. **Text Box:** this can be used to create text frame where a user can type text.
3. **Line Tool:** it can be used to draw a straight line and slant line.
4. **Line Type:** it is used to change the thickness of outline
5. **Line Colour Tool:** this can be used to apply colour to a line.
6. **Arrow Tool:** this is used to draw arrows.
7. **Rectangle Tool:** is used to draw a rectangle and square.
8. **Oval Tool:** it is used to draw circular shapes
9. **Fill Tool:** is used to fill an object background
10. **WordArt Tool:** this is for creation of a special effect on already typed text.
11. **Clipart Tool:** this is used for inserting picture to enhance a good presentation.
12. **Rotating Tool:** it is used in turning text or object in clockwise or anti-clockwise direction.
13. **Font Colour Tool:** this can be used to change font colour.
14. **Dash Style Tool:** this is used to apply a broken line.
15. **Shadow Tool:** it is used to apply shadow to an object or text.
16. **3-D Tool:** it is used to apply three-dimension to a text created from Word art.

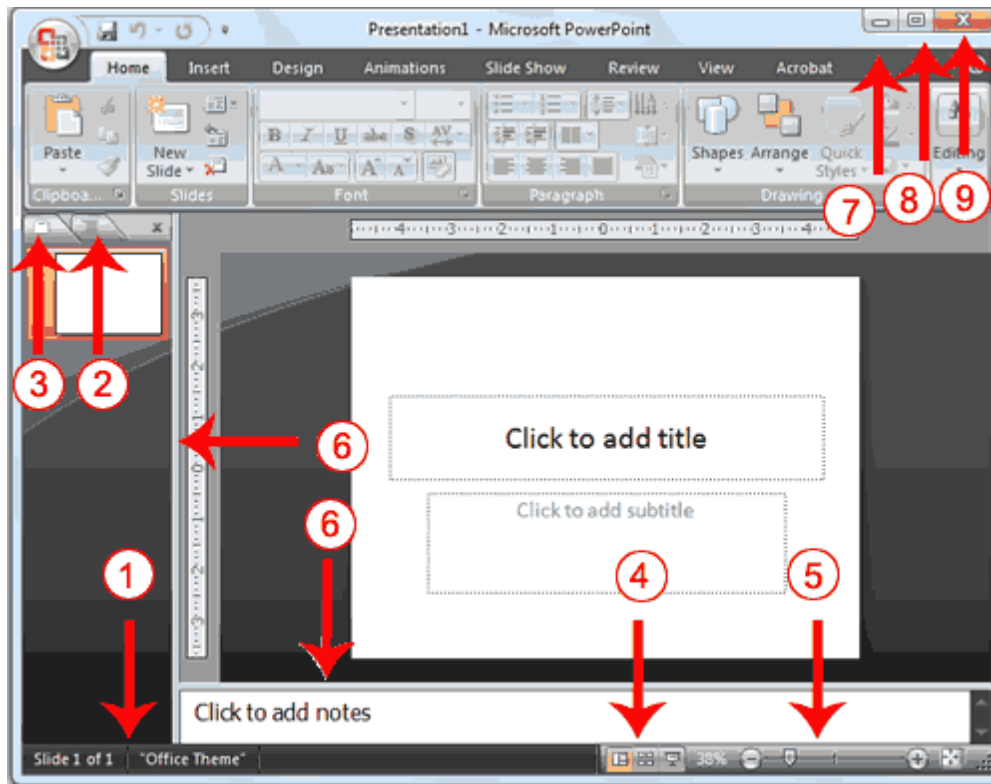
Starting and Exiting PowerPoint

Starting PowerPoint

- i. Click on Start
- ii. Click on All Programs
- iii. Click on Microsoft Office
- iv. Click PowerPoint or if you have a shortcut Double-click the icon on the desktop

Exiting PowerPoint

1. Click on File
2. Click on Exit Or Click the “x” at the top right hand corner of the screen



1	Status Bar	Displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background
2	Outline Tab	Displays the text contained in your presentation.
3	Slides Tab	Displays a thumbnail of all your slides.
4	View Buttons	Change between Normal view, Slider Sorter view, and the Slide Show view
5	Zoom	Increase/decrease the view size
6	Column empty kindly fill in	Vertical & Horizontal Splitter Bars
7	Minimize Button	To minimize the windows
8	Maximize/Restore Button	Maximize and restore windows
9	Close Button	Close the windows

The Ribbon



1. **Tabs**
2. **Command Group**
3. **Command Buttons**
4. **Launcher**

How to Make a PowerPoint Presentation (Step-by-Step)

1. Start a blank presentation.
2. Type text into your title slide.
3. Insert more slides.
4. Add content to slides.
5. Change the design.
6. Add animations & transitions (optional)
7. Save your presentation.
8. Print your presentation.

Choose between a blank presentation and a template. When you start a new PowerPoint file, you can either create a blank presentation or a template. Blank presentations allow you to apply your own style, but this can be a time-consuming process. Templates can give your presentation a uniform style, but they may not suit your exact needs.

- You can edit any aspect of a template, so feel free to choose one that mostly matches your vision and tweak it as you see fit.
- You can apply themes to your project at a later time after you've added content.
- Click the Design tab and select a theme.
- It will be directly applied to your project.
- You can either undo it (Ctrl + Z) or return to a blank theme if you don't like it.
- You can access templates from the File tab.

- Click New and then browse the available templates.
- You can also download additional templates from a variety of resources online.

Add backgrounds.

Plain white is boring. If your presentation is standard text on a plain white background, half of your audience will be asleep before you reach the third slide. Use subtle backgrounds to add a little visual flair to your project.

Add images. Adding pictures, diagrams, and other visual aids can help the audience grasp the ideas of your presentation and drive your point home. Images break up the monotony of text and help keep the audience from tuning out.

UNDERSTANDING THE INTERNET

www.citad.org, www.citad.org.ng, info@citad.org Understanding the Internet & the www.



What is the Internet?

The internet is a world-wide network of computers connected together using telephone lines. You can use the internet to do many things including sending mail and reading web pages. What do I need to get online?

The Internet is a global network of billions of computers and other electronic devices. With the Internet, it's possible to access almost any information, communicate with anyone else in the world, and do much more. You can do all of this by connecting a computer to the Internet, which is also called going online. When someone says a computer is online, it's just another way of saying it's connected to the Internet.

• Computer • Modem/Smart phone • Sim card • Internet Software • Subscription to an ISP



What's a Modem?

Modem means Modularity demodulator, Smart phone with capacity of hotspot or tethering (sharing internet connectivity with other device. Without it, internet is inaccessible. It is a device for transmitting usually digital data over telephone wires/wireless by modulating the data into an audio signal to send and demodulate.



What Internet Software do I need?

The most popular internet software is Microsoft Internet Explorer which is today Microsoft Edge. It has a browser (software to surf the web) as well as email software (to send and receive messages). Other email packages include Pegasus and Eudora. Other web browsers include Netscape, Opera, Mozilla, Google chrome, and Firefox and those customized by various ISPs (like AOL, CompuServe, and Demon Turnpike.) Your ISP should provide you with all the software you need once you sign up with them. Microsoft Internet Explorer/ Microsoft Edge comes preinstalled on most new computers.

What is an **ISP**?

Just like you need a telephone service provider to use the telephone, you need an Internet Service provider to use the Internet, or all services. Nowadays most of telephone service providers were also providing internet service.

TYPES OF INTERNET SERVICE

The type of Internet service you choose will largely depend on which Internet service providers (ISPs) serve your area, along with the types of service they offer. Here are some common types of Internet service.

- **Dial-up:** This is generally the slowest type of Internet connection, and you should probably avoid it unless it is the only service available in your area. Dial-up Internet uses your phone line, so unless you have multiple phone lines you will not be able to use your landline and the Internet at the same time.
- **DSL:** DSL service uses a broadband connection, which makes it much faster than dial-up. DSL connects to the Internet via a phone line but does not require you to have a landline at home. And unlike dial-up, you'll be able to use the Internet and your phone line at the same time.
- **Cable:** Cable service connects to the Internet via cable TV, although you do not necessarily need to have cable TV in order to get it. It uses a broadband connection and can be faster than both dial-up and DSL service; however, it is only available where cable TV is available.
- **Satellite:** A satellite connection uses broadband but does not require cable or phone lines; it connects to the Internet through satellites orbiting the Earth. As a result, it can be used almost anywhere in the world, but the connection may be affected by weather patterns. Satellite connections are also usually slower than DSL or cable.
- **3G, 4G and 5G:** 3G, 4G and 5G service is most commonly used with mobile phones, and it connects wirelessly through your ISP's network. However, these types of connections aren't always as fast as DSL or cable. They will also limit the amount of data you can use each month, which isn't the case with most broadband plans.

How the Worldwide Web Works; once a connection has been established with ISP server the pages can be downloaded/ uploaded. It serves as a linking connectivity with other online computer and share resources. ~~Some of the things you can do on the internet.~~ One of the best features of the Internet is the ability to communicate almost instantly with anyone in the world. Email is one of the oldest and most universal ways to communicate and share information on the Internet, and billions of people use it. Social media allows people to connect in a variety of ways and build communities online. There are many

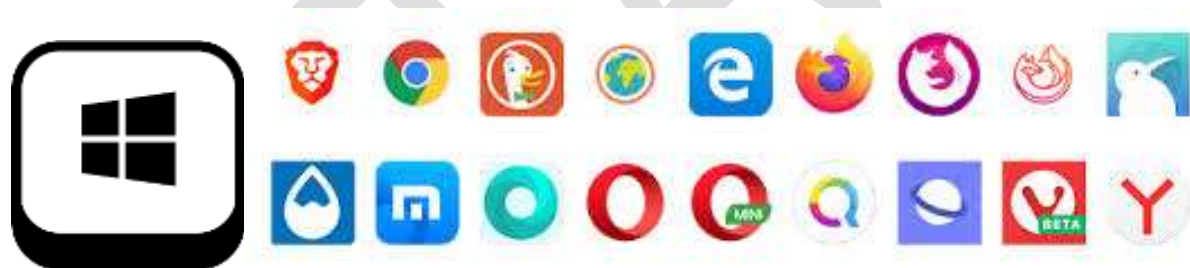
other things you can do on the Internet. *There are thousands of ways to keep up with news or shop for anything online. You can pay your bills, manage your bank accounts, meet new people, watch TV, or learn new skills. You can learn or do almost anything online.*

Web Page; A Web Page is a single element of a web presentation held on a single file. It will have links to other pages kept on other files. It is written in HTML (hypertext mark-up language).

Home Page; the Home Page is also a web page - the first one on a web site. It's a bit like the front page of a magazine - it welcomes readers and lets them know what's inside.

Getting started on the Web Starting & Exiting Explorer Opening Internet Explorer/ Microsoft Edge or any other browser From the Desktop.

To open Internet Explorer/Microsoft Edge from the desktop: Find the browser Icon Double Click or right click starts Opening Internet browser - From the Window Menu To open Internet Explorer from the window button menu:



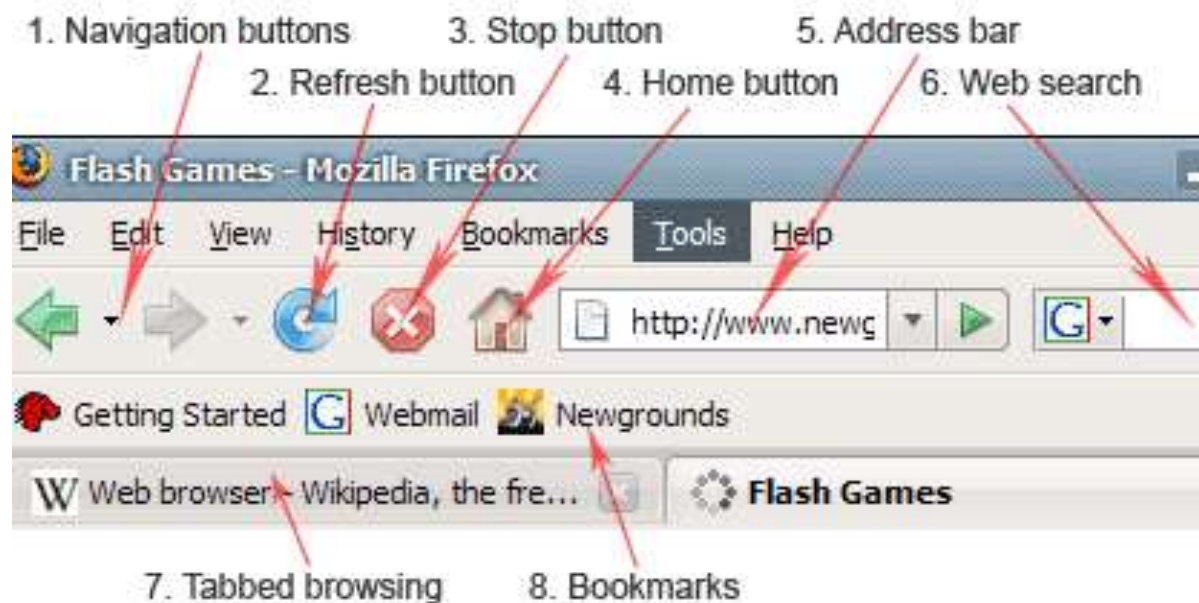
- Click on the Window Button Menu Appears
 - Choose Programmes Program menu appears
 - Choose Internet Explorer/Microsoft Edge for Browser starts Exiting Internet Explorer
- To exit out of Explorer: File menu, Close Explorer closes or Click on the Close button
The Explorer Screen & Toolbar The Explorer Screen The Explorer Toolbar Page View
Move back to previous page Move Forward Reload the page again Lists the previous
pages viewed Go to search engines Cancel page loading Go to the designated home page
Maximises your screen Lists your favourite pages Delivers web sites to your machine ie
BBC news Go to Outlook Express Menu Bar Toolbar Address Bar or Location Bar
Calling Up a Web Page Calling up a Web page - if you know the address If you already
know the address: Click into the Locations Bar Type the address Press enter a comet
appears on the Explorer Icon Page loads into view Watch the Status Bar! Watching the

status bar (bottom Left Hand side of the screen) lets you know what the browser is up to!
- Its especially useful when you are waiting for a page to load. Error Messages You may occasionally get an error message “Server Busy”, this means too many people are trying to access a page at the same time - leave it for a few seconds then try again. Calling up a Web page - if you don’t know the address If you don’t know the address for a website, you will need to use a search engine..

Browsing the World Wide Web Once you have a site on the screen you can move from page to page and site to site by following links that are embedded in the text and images on the page. Hypertext Links - Text that takes you somewhere Hypertext is the way you get around a web site - clicking on it will make you jump to a new page with different information. Identifying Hypertext Hypertext is underlined, when you pass the mouse pointer over hypertext the pointer changes to a hand. It is also often blue in colour. www.abcd.com Hypermedia Links - Pictures that takes you somewhere Hypermedia works in the same way as hypertext, click on the picture and you will jump to a new page with different information. Identifying Hypertext When you pass the mouse pointer over pictures that are links the pointer changes to a hand. Using the Back Button Pressing the back button moves you back through the previous pages you have looked at. Using the Forward Button Pressing the Forward button moves you forward again after pressing the back button. The Home Button The home button takes you back to your designated home site (usually the Microsoft site) to change the home site see Error! Reference source not found. Error! Bookmark not defined.. The Stop Button The stop button cancels an instruction to load a new page.

The Refresh Button The refresh button reloads the current page - try it if the page does not look how you expected it to or if it seems to get stuck while loading. Watch the Status Bar! Watching the status bar (bottom Left Hand side of the screen) lets you know what the browser is up to! - Its especially useful when you are waiting for a page to load. Getting Somewhere on the Web Guessing Web Addresses Accessing a web site when you know the web address is easy - if you don’t know the address you can try guessing it. Structure of a Web address A web address is made up of a few different parts - once you know what all the different parts stand for - you can sometimes guess what an organizations address will be. The Prefix: <http://www>. Http: stands for Hypertext Transfer Protocol almost without exception web addresses will start with <http://www> (one major exception are large software companies who seem to have managed to drop the www). <http://www>. Let’s the browser know you want to view a web site <http://www.abcd>. Is a domain name -it indicates the name of our organization co. Identifies the type of organization .uk Identifies the country the site is registered in <http://www.abcd.co.uk> The Domain Names The domain name identifies the organization that owns a site - the difficulty with guessing the domain name is that you are never quite sure if or how the organization’s name has been abbreviated for example Kamal Computers domain name is

kamal - but we could just as easily have chosen kamalc, kamal_computers or kamalcomputers. Organization type & Location: co.uk On UK sites the domain name is followed by a code that helps people identify what sort of organization the site belongs to, and in which country the site is registered. abbreviations stand for examples co. company commercial, profit making organizations org. non-profit organization charities, trusts, unions, ac. academic institutions universities, colleges & schools gov. government government & parliamentary sites, heritage sites uk sites registered in UK fr sites registered in France de sites registered in Germany Searching the Web A new web site is created every 4 seconds - there are literally millions of sites on line and the number is growing... Unfortunately there is no master directory that lists every site and its contents - however a number of organizations have created search engines which allow you to search for sites by keywords. Search Engines Search engines are ordinary web sites with huge databases tagged on the back. There are hundreds of search engines on the web - some of the most popular are Yahoo, Lycos, Alta Vista, Excite, and Hotbot. Accessing Search Engines To go to a search engine:



- Type the web address of the search engine in the address bar and press enter
- Type your search keyword in the “Search” text box and press enter or click Search button. Wait for a moment Example of sit with search engine www.yahoo.com www.google.com www.ask.com www.excite.com and many more Getting to Search Results Once in the Search engine’s site the results of your search will be listed click on the links to go to any site.

Printing, Saving, & Lifting! You do not have to restrict yourself to just reading pages on screen while you are connected - you can print and save any page to store and read later. Printing to print a page: Click on the File menu Select Print Click here to go to this site, scroll down for other sites containing the keyword Copying Information You can select and copy text in a web page and paste it into any standard word processing program.

Select text to copy by highlighting

Click Edit menu then Copy

Open a document in a word processor Click Edit menu, click Paste Unformatted text appears on the page Email Basics Introduction e-mail stands for electronic mail, a way of sending mails using the internet. Instead of typing and sending a letter in an envelope and posting it, the letter is typed to an electronic address from where the recipient can either read it on the computer or print it on paper.

E-mail has the following advantages compared to postal Faster: Within a click of the mouse, the mail will be delivered to any part of the world irrespective of distance. Cheaper:

You can send as many as thousands of mails within seconds and no cost is charged except of access to the internet. More secured: You can be sure that your mail will not get lost or be stolen on the way.

More convenient: You can send and receive your mail anytime and anywhere provided there is access to the internet. Of course you cannot e-mail parcels or food items via the net. To send e-mails, you must have an e-mail address and the e-mail address of the person to whom you want to send the mail. E-mail addresses are like postal addresses. While the postal services use an address to determine where to send a letter. The internet (e-mail) decides where to send an e-mail message based on e-mail address.

For example: kamal@yahoo.co kamal: Is the user name of the above e-mail address. Usually indicates the person or group the message is going to or from. @-(at) sign: Is the sign that tells you are looking at an e-mail address yohoo.co.uk/com: Refers to the name of the site where that offers the address and is called the Host or Domain.

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