INTRODUCTION TO COMPUTER

DEFINITION: A computer is a special electronic mechanical device/machine that is used to *accept* or *input data* in accordance to its *store programmed* of instructions and later *output* it *result.* It operates on special meaningful command and instructions that have been *programmed* and *coded* by the *manufacture* and the *programmer* and stored in a chip called *ROM BIOS.*

The processing operations of a computer are determined by "programs" stored within the computer. A **program** *is a set of instructions that are written in the language of a* computer. A program is used to make the computer perform a specific task, such as calculating interest to be paid to saving account holders or producing a payroll.

A computer may be defined as a device that works under the control of stored programs, automatically, accepting, storing and processing data to produce information that is, the result of that processing.

Input - sending the data and command to the computer.

Processing – work done by the computer with the help of processing hardware and software to produce result.

Storage – A place to save result inside or outside the computer.

Output – The result displayed by the computer.

Data is the term used to describe basic facts about the activities of a business. It is also commonly known as the unrefined facts that are sent to the computer system for processing. Or it is the collection of raw material that needs to be processed.

Information is obtained by assembling items of data into a meaningful form. Or it is the refined facts that have been processed in the computer system.

CHARACTERISTICS OF A COMPUTER SYSTEM

The characteristics of a computer can be summarized under the following:

1. **SPEED** – computers work at a credible speed. Answers to questions can be made available in seconds.

2. **STORAGE** – computers can store and retrieve vast quantities or information.

3. **RELIABILITY** – Computer provide very high speed accompanied by an equality high level for reliability. Thus computers never make mistakes of their own accord.

4. **VERSATILITY** – Versatility is one of the most wonderful things about computer. Multi-processing features of computer makes it quiet versatile in nature. One moment, it is preparing the results of particular examination, the next moment it is busy preparing electricity bills, and in between it may be helping an office secretary to trace an important letter in seconds.

5. **ACCURACY** – Accuracy of a computer is consistently high and the degree of accuracy of a particular computer depends on the instructions and the type of processor. If computers are correctly programmed and used correctly they can perform jobs perfectly and accurately. For example, the computer accurately gives the result of division of any number up to 10 decimal points.

6. **DELIGENCE** – Computers have the ability to carry out monotonous and repetitive work without becoming bored or losing concentration.

USES OF A COMPUTER

1. *It is used to carry out complex calculation*

2. *It is used for the preparation of documents.*

3. *It is used for self-teaching.*

4. *It is used to control and coordinate large businesses.*

5. *It is used for communication purpose like internet, extranet, email etc.*

6. *It is used to control satellite in space*

7. *It is used for designing.*

ADVANTAGES OF A COMPUTER

1. *It has a high speed of operation*

2. *It has a large storage capability*

3. *It is reliable in terms of operations*

4. *It has a high degree of vacancy*

5. *It is versatile in terms of operation i.e. it can perform a wide range of tasks.*

6. *It is accurate*

7. *It is capable of carrying out repetitive work*

DISADVANTAGES OF COMPUTER

1. *It is expensive*

2. *It cannot operate without electricity*

3. *It creates unemployment*

4. *It can only be used by literates*

5. *what you give is what you get*

6. *It causes laziness in offices, colleges, school, Etc*

CATEGORIES OF COMPUTER SYSTEM BY SIZE

1. **Super Computer –** is the fastest, most powerful, largest, and most expensive type of computer currently made. Supercomputers are used to process very large amounts of data very quickly. They are particularly useful for occasions when many calculations need to be performed, for example in weather forecasting. It can perform calculations in one minute which a pc could perform in three weeks.

2. **Mainframe Computers** – the mainframe computers are designed to meet the computing need of hundreds of people in a large business environment. Mainframe computers are large computers in terms of price, power and speed. Typically, they cost over £ 1 million and support several hundred users.

3. **Minicomputer** Originally used to describe computers which were cheaper and less well equipped than mainframes, this term is becoming obsolete.

4. **Micro computer** (Personal Computer) it is smaller in size, conveniently use and much more popular than the Mainframe, Super or Minicomputers. It is less expensive but has limited memory space and relatively slows in processing data.

   Personal Computer (PC), small but powerful computer primary used in an office or home without the need to be connected to a larger computer, Examples Desktop Computer, Laptop, Notebook, Palmtop, etc.

PERIPHERIAL DEVICE

A peripheral device provides input/output (I/O) functions for a computer and serves as an auxiliary computer device without computing-intensive functionality. Peripherals can either be input devices, output devices or Storage devices E.g. Mouse, Keyboard, Monitor, printer, Speaker, etc. are attached to a computer to make it usable.

INPUT DEVICES – These are the tools use to get in/send in/key in data into the Computer System. Examples are Keyboard, Mouse, Scanner, Touch Screen, Light Pen, Camera, Track ball, Bar code reader, Biometric Scanner, etc.

OUTPUT DEVICES – These are the tools use to get out or retrieve information from the Computer System. Examples are Monitor, Printer, Speaker, etc.

STORAGE DEVICE – These are external storage areas such as flash drive/Memory stick, compact disk and floppy disk, etc. It provided permanent storage for data and programs that are input into the computer.

KEYBOARD

Keyboard is the most common input device used to key in data into the Computer System. This medium of communication is to send instruction into the system and can be classified as INPUT device. The keyboard keys are category into five categories of keys:

- ❖ *Normal Typing Keys E.g. A-Z*
- ❖ *Function Keys E.g. F1-F12*
- ❖ *Arrow keys or Movement keys*
- ❖ *Numeric Keys E.g. 0-9*
- ❖ *Special Computer Keys E.g. Enter, backspace, Caps Lock, Esc, Ctrl, etc*

Mouse– is an input device since it can be used to make selections and depending on the selection made, the date chosen is then inputted into the system.

Monitor is the most common output device used to display the result on the screen for the user to see. It is also known as the **Visual Display Unit (VDU)**

Printer is an output device used to produce *hard copy* of a document. Example of a hard copy printed question paper.

WINDOWS

DISTINGUISHING BETWEEEN WINDOWS AND WINDOW

Windows is an operating system program that controls all the part of your computer. It uses a Graphical User Interface (*GUI pronounced "Gooey"*). This kind of interface displays graphical objects called icons, which represent the items you see. *On the other hand, a window is a rectangular section of the screen that is dedicated to a specific activity or application. The window border outlines the windows.*

THE WINDOWS SCREEN

When a program or document or file is open, the name of the file or program or document automatically appears on the Title Bar as well as on the Task Bar.

Title Bar: It is on the Title bar that you can find the Minimize, Maximize & Close Buttons

Task Bar: The task bar is located at the bottom of the screen. It is on the task bar that you can find the start button including date and time.

THE START MENU

Start Menu is the starting point to your computer programs, files, folders, and hardware and software configuration settings. Windows provides the Start Search box (Run) that helps you to search files, folders on your computer. The Start Search box appears in the lower side of the left pane of the Start menu. On the start button you can find the following: *Program/All Programs/All Apps, Document, settings, find Run/search, Control Pane, Computer, Log off, Shutdown, etc.*

How to open a Program/Document/File

➢ *Position the mouse pointer on the icon you want to open and rapidly double click;*

➢ *Position the mouse pointer on the icon you want to open and right click and click open;*

➢ *Click once on the program/file/document and press Enter key on the keyboard*

How to close a Program/Document/File

➢ *Look on the right hand side corner of the open window screen and click on the X (close);*
➢ *Right click on the name of the open window screen on the task bar and click close;*
➢ *Using the keyboard,* **Alt + F4**

An **Icon** *is the smallest graphical unit that represents a program or file being stored in the system of a computer.*

SHUTTING DOWN THE COMPUTER

To shut down the computer,

➢ *Click Start button on the left hand side of the screen*

➢ *Click Turn Off Computer/Shut down, click Turn Off*

OR Alt + F4 and select *Shutdown, click Turn Off*

BOOTING (POWER ON) THE COMPUTER
To boot the computer;

➢ *Press the power on button on the monitor and also on the System Unit*

➢ *Observe the screen if there will be any information like press F1 to continue or F1 to boot orF1 to resume where are time F2 to continue or F2 to resume for the computer to boot proper.*

IDENTIFYING IMPORTANT LOCATIONS ON YOUR COMPUTER

The main locations of your files, folders, and programs are Computer, Control Plane, and Document folder are as follows:

✓ Computer

✓ Control Panel, and

✓ Document folder.

COMPUTER

Computer contains the disk drives and other removable disk (if any) to your computer.

✓ Double Click the Computer (This PC) option in the left panel on the Desktop **OR**

✓ Click START Menu to view the contents inside the Computer window.

✓ Click Computer **OR**

✓ Click This PC

DOCUMENT

Document folder contains letters, reports, notes, and other kinds of documents

✓ Double Click the User's Files (User's Account Name) option in the left panel on the Desktop **OR**

✓ Click START Menu to view the contents inside the Document window.

✓ Click Document **OR**

- ✓ Click This User's Files
- ✓ Click My Document

CONTROL PANEL

Control Panel helps to customize the appearance and functionality of your computer. You can add or remove the programs, set up network connection and the user accounts from the control panel. To access control panel,

- ✓ Click on the start button, go to setting/control panel and click on control panel. Or

- ✓ Type **Control** to *Search programs and files*
- ✓ Press enter key on the Keyboard **OR**

  - ❖ Press **Window Flag + R** and type Control and press Enter.

NOTE

To access any of the things inside control panel, e.g. Date and Time, Display, Mouse, Screen Saver just double click on them.

HOW TO SET THE DATE AND TIME OF A PC

Having access Control Panel

- ➢ Click Date, Time, Language, and Regional Option or Clock, Language, and Regional
- ➢ Click Set the Time and Date
- ➢ Date and Time dialog box appear
- ➢ Click change date and time
- ➢ Date and Time Setting dialog box appear
- ➢ Select the Year, Month and Date of choice for the Calendar
- ➢ Select the Hour and Minute of your choice for the Clock
- ➢ Click Ok on the Date and Time Setting, and
- ➢ Click Ok
  OR
- ➢ Place the mouse pointer on the bottom right hand side on the TIME
- ➢ Click on the TIME and DATE
- ➢ Click Change Date and Time Setting
- ➢ Date and Time dialog box appear
- ➢ Click change date and time
- ➢ Date and Time Setting dialog box appear
- ➢ Select the Year, Month and Date of your choice for the Calendar
- ➢ Select the Hour and Minute of your choice for the Clock
- ➢ Click Ok on the Date and Time Setting, and

> ➤ Click Ok

HOW TO SET DESKTOP BACKGROUND OF A PC

Having access Control Panel

- ➤ Click Change Desktop Background under Appearance and Personalization
- ➤ Click on Picture Location dropdown to select the group Background of your choice
- ➤ Select the background(s) of your choice
- ➤ Click on Change Picture Every dropdown and select the TIME for your background to be change
- ➤ Click Picture Position dropdown and select the position of your choice
- ➤ Click Save Changes

HOW TO CHANGE THE MOUSE SETTING OF A PC

Having access Control Panel

- ➤ Click on the Mouse
- ➤ Click on Switch Primary and Secondary buttons
- ➤ Click on Apply with the button you want to switch into
- ➤ Click ok

HOW TO CHANGE THE MOUSE POINTER

Having access Control Panel

- ➤ Click on the Mouse
- ➤ Click Pointers
- ➤ Click Browser
- ➤ Select the mouse pointer of your choice
- ➤ Click Open
- ➤ Click Apply, Click Ok

USER ACCOUNT

A user account is a collection of information that tells Windows which files and folders you can access, what changes you can make to the computer, and your personal preferences, such as your desktop background or screen saver. User accounts let you share a computer with several people, while having your own files and settings. Each person accesses his or her user account with a user name and password.

There are three types of accounts. Each type gives users a different level of control over the computer:

❖ **_Standard accounts_** are for everyday computing.

❖ **_Administrator accounts_** provide the uttermost control over a computer, and should only be used when necessary. It allows other accounts to be created.

❖ **_Guest accounts_** are intended primarily for people who need temporary use of a computer.

HOW TO CREATE A NEW ACCOUNT

Having access Control Panel

➢ Click Add or Remove user Account under Users Accounts and Family Safety
➢ Click Create a New Account
➢ Type the name of the account
➢ Choose the account type
➢ Click Create Account

HOW TO CREATE USER ACCOUNT PASSWORD

➢ Click on the User Account you want to create password

➢ Click change the password

➢ Type the password you wish to assigned to your account to the New Password

➢ Retype the password again to confirm

➢ Type the password Hint if necessary

➢ Click create password

WHAT IS A FOLDER?

A folder is likened to a cupboard or filing cabinet where document are kept. There are three (3) areas where you can create a folder in your PC. The Desktop, My Document and a Drive

HOW TO CREATE A NEW FOLDER
You can create a folder either on the Desktop, My Document or a Drive.

Creating a folder on the Desktop

➢ Position the mouse pointer on any empty area on Desktop
➢ Select New, go to Folder and click
➢ Type the name of the folder and press enter

Creating a folder in My Document or a Drive

Having open My Document or a Drive

> ➢ Position the mouse pointer on any empty area in My Document/Drive
> ➢ Select New, go to Folder and click
> ➢ Type the name of the folder and press enter

COPING FILES INTO A FOLDER

Files can be copied in the following ways i.e. Single, or Group

COPYING A SINGLE FILE

STEPS:

> ➢ *Open a folder to display the content of files E.g. Muscom folder, Select a file/document of your choice. Go to edit menu and click on copy command. Open your targeted folder or newly created folder. Go back to edit and click on paste.* **OR**
>
> ➢ *Right click on the file/document you wish to copy and click copy. Go to the targeted folder where you want to paste in and right click and click paste.*

COPYING GROUP OF FILES

Having selected a group of files by clicking on the first file, press on Ctrl Key whiles selecting the remaining files

Open a folder to display the content of files E.g. Sam folder, Select the files/documents of your choice. Go to edit menu and click on copy command. Open your targeted or newly created folder. Go back to edit and click on paste. **OR**

> ➢ *Right click on the selected files/documents you wish to copy and click copy. Go to the targeted folder where you want to paste in and right click and click paste.*

WORDPAD

How to Access WordPad

> ➢ *To go into word pad you click on the start button, go to programs/All Programs, Accessories and click on WordPad.* **OR**
> ➢ *Press* **Window Flag + R**, *run dialog box appear on screen, type* **WordPad** *and press enter*

UNDERSTANDING WORDPAD WINDOW SCREEN

WordPad has the following bars:

Title Bar, Menu Bar, Tool Bar, Format Bar, Ruler Bar, Status Bar and Task Bar

NOTE

Some of these bars can be found under toolbars in view menu. To make them inactive click in the check box in view menu under toolbars and remove the correct signs.

HOW TO FORMAT A DOCUMENT IN WORD PAD

It is on the format bar that you can find the *Front Style, Front Size, Bold, Italics, Underline Colour, Left Center and Right Alignments, and then Bullet.*

WORKING WITH DOCUMENTS IN WINDOWS
EXERCISE:

a) *Type a short paragraph about yourself.*

b) *Center the heading, increase the font size to 18 pts*

c) *Make the first paragraph into blue coloration.*

d) *Increase the font size of the second paragraph to 14 pts and give it the style* **Lucida calligraphy**.

HOW TO SAVE A DOCUMENT FOR THE FIRST TIME

a) *Click on the* **file** *menu*
b) *Click on* **Saves As**
c) *Save as dialog box will then appear on the screen*

d) *Type a name of your choice in the* **file Name box**

e) *Click on* **Save**.

SHOWING OR HIDING ALL DESKTOP ICONS

You can show or hide all the icons from the Desktop according to your requirements.

➢ Right click on any empty area on the Desktop
➢ Select view
➢ Click Show Desktop Icons

PIN OR UNPIN ICONS ON THE START MENU AND TASKBAR

Having identify the icon you wish to display on either the Start Menu or Taskbar

➢ Right click on the program you wish to pin
➢ Click Pin

To unpin the program

> ➢ Right click on the program you wish to unpin
> ➢ Click Unpin this program from e.g. taskbar

MICROSOFT WORD 2007/2010/2013/2016/2019

When you use a computer program to create, edit, and produce text document, is called **word processing** in computer terminology. Microsoft Office Word 2007/2010/2013/2016/2019 is one of the most user-friendly and commonly word processing programs available today. With Word 2007/2010/2013/2016/2019, it is easier than ever to efficiently create a wide range of business and personal documents from simple letter to most complex report. Word includes many desktop publishing features that you can use to enhance the appearance of documents so that they are appealing and easy to read. This word processing program has been completely redesigned to access commands and options in mush easier way than previous versions. As a result, even novice users will be able to work productively in word after only a brief introduction of this program.

STARTING WORD 2007/2010/2013/2016/2019
> ➢ Click *Start button*
> ➢ Select *Programs/All Programs/All Apps*
> ➢ Select *Microsoft Office*
> ➢ Select *Microsoft Office Word 2007/2010/2013/2016/2019*

USING THE KEYBOARD TO OPEN MICROSOFT WORD
> ➢ **Press *Window Flag + R***
> ➢ Type **winword** and Press Enter

Immediately, the Microsoft Word application window appears on your screen. Let's learn about various components of the Word 2007/2010/2013/2016 window.

MS WORD HAS THE FOLLOWING MENUS:
> ➢ Home
> ➢ Insert
> ➢ Page Layout
> ➢ References
> ➢ Mailing

> ➢ Review
> ➢ View
> ➢ Format
> ➢ Design
> ➢ Layout

DOCUMENT DEVELOPMENT

Like most tools, the computer is multipurpose. It is designed to improve your efficiency, accuracy and help you solve problems. Because it can run many different types of software programs, it is a tool that can create a wide variety of product and solve many kinds of problems.

As you can see, many of the features in the Word Window are the same as other window application. You can move and size word window, select commands, use help, and switch between files and programs, just as you can in windows. It seems as all application windows are the same, as I understood that all areas divided into three main areas, namely, the control Panel, Work Areas, and the Status Bar.

The development of a document follows several steps, such as Planning, Creating, Naming, Editing, Formatting and Printing.

The Microsoft Office Button

In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

The Quick Access Toolbar
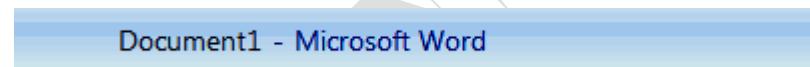
Next to the _Microsoft Office_ button is the **Quick Access toolbar**. The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save to save your file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

The Title Bar

Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first **new document** you open Document1. As you open additional new documents, Word names them sequentially. When you save your document, you assign the document a new name.

The Ruler

The ruler is found below the Ribbon.

You can use the ruler to change the format of your document quickly. If your ruler is not visible, follow the steps listed here:

THE TEXT AREA

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point.

As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.

CREATE SAMPLE DATA AND SELECT TEXT

Type a paragraph in your Word document that contains two or more lines. When you type in Microsoft Word, you do not need to press a key to move to a new line, but to start a new paragraph, press the Enter key. You can select these texts by using the Arrow keys or by clicking and dragging. When using the Arrow keys, use the up arrow to move up, the down arrow to move down, the left arrow to move left, and the right arrow to move right. When using the mouse, press the left mouse button and then drag in the direction you want to move.

Select with the Shift and Arrow Keys

1. Place your cursor before the first word in the paragraph.
2. Press and hold down the Shift key, which serves as an **"anchor"** showing where text you wish to select begins or ends.
3. Press the right arrow key until the first line of text is highlighted.
4. Press the down arrow key until the first paragraph is highlighted.
5. Press any of the arrow keys to remove the highlighting.

Select with the Mouse

1. Place your cursor before the first or last word in your paragraph.
2. Press and hold down the left mouse button.
3. Drag the mouse until you have highlighted the paragraph.
4. Click anywhere outside the highlighted area to remove the highlighting.

COPY AND PASTE

In Microsoft Word, you can copy information from one area of a document and place the information you copied anywhere in the same or another document. In other words, after you type information into

a document, if you want to place the same information somewhere else, you do not have to retype the information. You simple copy it and then paste it in the new location. As with cut data, Word stores copied data on the Clipboard.

1. Type the following:
   My name is Christiana. I am content where I am.
2. Select "My name is Christiana."
3. Choose the Home tab.
4. Click the Copy button in the Clipboard group. Word copies the data you selected to the Clipboard.

Alternate Method—Copy with Keys

1. Type the following:
   My name is Christiana. I am content where I am
2. Select "My name is Christiana."
3. Press **Ctrl + C**. Word copies the information you selected to the Clipboard.

Alternate Method—Paste with Keys

1. Place the cursor after the period in the sentence "I am content where I am."
2. Press the spacebar to leave a space.
3. Press **Ctrl + V**.

1. Your text should now read:
   "*My name is Christiana. I am content where I am. My name is Christiana.*"

CUT AND PASTE

You can use Word's Cut feature to remove information from a document. You can use the Paste feature to place the information you cut anywhere in the same or another document. In other words, you can move information from one place in a document to another place in the same or different document by using the Cut and Paste features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

1. Type the following:
   My name is Christiana. I am content where I am.
2. Select "My name is Christiana."
3. Choose the Home tab.

4. Click the Cut button ▨ in the Clipboard group. Word cuts the text you selected and places it on the Clipboard. Your text should now read:
   "I am content where I am."

ALTERNATE METHOD—CUT WITH KEYS

1. Type the following:
   My name is Christiana. I am content where I am.
2. Select "My name is Christiana."
3. Press **Ctrl + X.**
4. Your text should now read:
   "I am content where I am."

ALTERNATE METHOD—PASTE WITH KEYS

1. Place the cursor after the period in the sentence: "I am content where I am."
2. Press the spacebar to leave a space.
3. Press **Ctrl + V**.
4. Your text should now read:
   "*I am content where I am. My name is Christiana.*"

HOW TO SAVE A DOCUMENT FOR THE FIRST TIME/CHANGING THE NAME OF A DOCUMENT/FILE

a) *Click on the **File/Office Button** on the top left hand corn of the window screen*
b) *Click on **Saves As**.*
c) *Save as dialog box will then appear on the screen.*
d) *Type a name of your choice in the **file Name box***
e) *Determine where you want to save this document either **Desktop/My Document/A Drive***
f) *Click on **Save or** Press **Enter.***

HOW TO CHECK THE SPELLINGS OF A DOCUMENT

Having typed a particular document,
➢ Click Review Menu
➢ Click on Spelling and Grammar
➢ Spelling and Grammar dialog box appear
➢ Select from the suggestion if necessary
➢ Click change

NOTE

Spelling and grammar dialog box will then appear on the screen where you can change or ignore a word of your choice. Continue the process until the computer instructs you that spell check is complete. Finally you click on the OK button.

FIND AND REPLACE

If you need to find a particular word or phrase in your document, you can use the Find command. This command is especially useful when you are working with large files. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, select that area and then execute the Find command.

After you find the word or phrase you are searching for, you can replace it with new text by executing the Replace command.

EXERCISE

Use Find with the Ribbon

1. Type the following:
   Foday is from Easton. He lives on the east side of town. His son attends Eastern High School.
2. Select: "Foday is from Easton. He lives on the east side of town. His son attends Eastern High School."
3. Choose the Home tab.
4. Click Find in the Editing group. A menu appears.
5. Click the Find option on the menu. The Find and Replace dialog box appears.
6. Type **east** in the Find What field.
7. Click Find Next.
   Note that the "*East*" in Easton is highlighted.
8. Click Find Next again.
   Note that "east" is highlighted.
9. Click Find Next again.
   Note that the "East" in Eastern is highlighted.
10. Click Find Next. The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
11. Click No.
12. Click Cancel.

CHANGE THE FONT SIZE

A font is a set of characters (text) represented in a single typeface. Each character within a font is created by using the same basic style. In Microsoft Word, you can change the size of your font. The following exercise illustrates changing the font size.

EXERCISE

1. Type the following:
    Foday is from Easton. He lives on the east side of town. His son attends Eastern High School.
2. Select "Foday is from Easton. He lives on the east side of town. His son attends Eastern High School**".**
3. Choose the Home tab.
4. In the Font group, click the down arrow next to the Font Size box. A menu of font sizes appears.
5. Move your cursor over the menu of font sizes. As you do, Word 2007/2010/2013/2016/2019 provides a live preview of the effect of applying each font size.
6. Click 22 to select it as your font size.

Note: If you know the font size you want, you can type it in the Font Size field.

Alternate Method—Change the Font Size with Grow Font and Shrink Font

You can also change the size of your font by clicking the Grow Font and Shrink Font buttons. Selecting text and then clicking the Grow Font button makes your font larger. Selecting text and then clicking the Shrink Font button makes your font smaller.

Grow Font **A** (Increase font size)

Shrink Font A (Decrease font size)

CHANGE THE FONT

In Microsoft Word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

EXERCISE

1. Type the following:
   Foday is from Easton. He lives on the east side of town. His son attends Eastern High School.
2. Select "Foday is from Easton. He lives on the east side of town. His son attends Eastern High School."
3. Choose the Home tab.
4. Click the down arrow next to the Font field. A menu of fonts appears.
5. Move the cursor over the list of fonts. Word 2007/2010/2013/2016/2019 provides a live preview of what the font will look like if you select it.
6. Click the font name to select the font you want, Example Bookman Old Style.

FORMATTING PARAGRAPHS AND WORKING WITH STYLES

When you type information into *Microsoft Word*, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. Styles are a set of formats you can quickly apply to a paragraph. For example, by applying a style, you can set the font, set the font size, and align a paragraph all at once

When you are formatting a paragraph, you do not need to select the entire paragraph. Placing the cursor anywhere in the paragraph enables you to format it. After you format a paragraph, pressing the Enter key creates a new paragraph in the same format.

OPEN A BLANK DOCUMENT

To begin a new Word project, you start by opening a new document. To open a blank document in Microsoft Word

EXERCISE

➢ Open Word 2007/2010/2013/2016/2019.
➢ Click the *Microsoft Office button*. A menu appears.
➢ Click New. *The New Document* dialog box appears.
➢ Click Blank Document.
➢ Click Create. A new blank document opens.
   OR
Ctrl + N (Using the keyboard to open blank document)

CHANGE LINE SPACING

Line spacing sets the amount of space between lines within a paragraph. The spacing for each line is set to accommodate the largest font on that line. If the lines include smaller fonts, there will appear to be extra space between lines where the smaller fonts are located. At 1.5, the line spacing is set to one-and-a-half times the single-space amount. At 2.0, the line spacing is set to two times the single-space amount (double space).

EXERCISE

1. *Place your cursor anywhere in the first paragraph of the sample text you created in Exercise 2.*
2. *Choose the Home tab.*
3. *Click the Line Spacing button   in the Paragraph group. A menu of options appears.*
4. *Click 2.0 to double-space the first paragraph.*

ALIGN PARAGRAPHS

Microsoft Word gives you a choice of several types of alignments. Left-aligned text is flush with the left margin of your document and is the default setting. Right-aligned text is flush with the right margin of your document, centered text is centered between the left and right margins, and justified text is flush with both the left and right margins.

Right-align

➢ *Select the paragraphs you created.*
➢ *Choose the Home tab.*
➢ *Click the Align-right button   in the Paragraph group. Word right-aligns your paragraphs.*

Left-align

➢ *Select the paragraphs you created.*
➢ *Choose the Home tab.*
➢ *Click the Align-left button   in the Paragraph group. Word left-aligns your paragraph.*

Center

➢ *Selected the paragraphs you created.*
➢ *Choose the Home tab.*
➢ *Click the Center button   in the Paragraph group. Word centers your paragraph.*

Justify

➢ *Select the paragraphs you created.*
➢ *Choose the Home tab.*

> ➤ *Click the Justify button* ▣ *in the Paragraph group. Word justifies your paragraph.*

UNDO AND REDO

You can quickly reverse most commands you execute by using Undo. If you then change your mind again, and want to reapply a command, you can use Redo.

Undo and Redo

1. *Type* **Undo example**.
2. *Click the Undo button on the Quick Access menu. The typing disappears.*
3. *Click the Redo button on the Quick Access menu. The typing reappears.*
4. *Select "Undo example."*
5. *Press* **Ctrl + B** *to bold. Word bolds the text.*
6. *Press* **Ctrl + I**. *Word italicizes the text.*
7. *Press* **Ctrl + U** *Word underlines the text.*
8. *Click the down arrow next to the Undo icon. You will see the actions you performed listed. To undo the underline, click Underline; to undo the underline and italic, click Underline Italic; to undo the underline, italic, and bold click Bold etc.*
9. *To redo, click the Redo icon several times.*
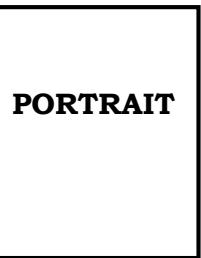
CHANGE CASE

Change all the selected text to UPERCASE, lowercase, or other common capitalizations.

> ➤ *Type a sentence or word(s) or a paragraph*
> ➤ *Select the text you want to change case*
> ➤ *Click change case (i.e.* **Aa***) under the Font group.*
> ➤ *Click on the case of your choice and click out*

SET THE ORIENTATION OF YOUR PAGE

Before you print your document, you may want to change the orientation of your pages. There are two orientations you can use: **PORTRAIT** and **LANDSCAPE**. Paper, such as paper sized $8^{1/2}$ by 11, is longer on one edge than it is on the other. If you print in Portrait, the shortest edge of the paper becomes the top of the page. Portrait is the default option. If you print Landscape, the longest edge of the paper becomes the top of the page.

PORTRAIT

LANDSCAPE

> *Choose the Page Layout tab.*
> *Click Orientation in the Page Setup group. A menu appears.*
> *Click Portrait. Word sets your page orientation to Portrait.*

DIVIDING A DOCUMENT INTO COLUMNS

Select the document that you want to divide
> *Go to **Page Layout menu** and click on **Columns**.*
>
> *Select the number of columns of your choice in the column dialog box e.g. 3*
>
> *Click on **OK***

NOTE

Or you highlight the document; click on Page Layout, click columns, Select the number of columns of your choice e.g.3. You will notice that your document will automatically be divided into 3 columns **of** the page.

HEADERS AND FOOTERS

A header and footer is text or graphics that is usually printed at the top or bottom of every page in a document. A header is printed in the top margin; footer is printed in the bottom margin.

Headers and Footers can be as simple as the document title and a page number, but you can create headers and footers that contain graphics, multiple paragraphs, and fields.

You can type and format text in the header or footer area the same way you do in the main document. After you have created your header or footer click **close** on the **Header and Footer** toolbar to return to the main part of the document. In print layout view (on the view menu, click Print Layout), the headers and footers are visible but appear dimmed.

PROCEDURE FOR HEADER

Select your document or work

- ➢ *Click Insert tab menu*
- ➢ *Click Header drop down under Header and Footer group*
- ➢ *Click Edit Header*
- ➢ *Type the information you want for the header*
- ➢ *Format it if necessary*
- ➢ *Click Close Header and Footer*

PROCEDURE FOR FOOTER

Select your document or work

- ➢ *Click Insert tab menu*
- ➢ *Click Footer drop down under Header and Footer group*
- ➢ *Click Edit Footer*
- ➢ *Type the information you want for the footer*
- ➢ *Format it if necessary*
- ➢ *Click Close Header and Footer*

ADD PAGE NUMBERS

Page numbers help you keep your document organized and enable readers to find information quickly. You can add page numbers to the top, bottom, or margins of your pages and you can choose where the numbers appear. For example, numbers can appear at the top of the page, on the left, right, or center of the page. Word also offers several number styles from which you can choose.

- ➢ *Choose the Insert tab.*
- ➢ *Click the Page Number button in the Header & Footer group. A menu appears.*
- ➢ *Click the down arrow next Page Number button.*
- ➢ *Click Format Page Numbers. The Format Page Number dialog – box appears.*
- ➢ *Click Number Format down arrow and select the number format of your choice*
- ➢ *Click Start at to determine the number you want to start numbering your page*
- ➢ *Click ok*
- ➢ *Click the Page Number button again*
- ➢ *Click the down arrow next Page Number button*
- ➢ *Click Bottom of Page.*
- ➢ *Click the right-side/left-side/center option.*
- ➢ *Click Close Header and Footer on the top right side of the menu*

INSERTING WATERMARK TO A DOCUMENT

Insert ghosted text behind the content on the page
- ➢ *Click Page Layout menu*
- ➢ *Click Watermark drop down*
- ➢ *Click custom Watermark*
- ➢ *Watermark dialog box appears on the screen*
- ➢ *Click Text Watermark*
- ➢ *Click onto the Text space delete unwanted contents and type your desired Watermark text*
- ➢ *Click ok*

EMPHASIZING TEXT WITH DROPPED CAPS

Click on the first character of the text or paragraph that you want to drop

Go to Insert Menu

Click on Drop Cap

NOTE

Drop Cap dialog box will then appear on the screen

Click on Dropped or in Margin and click on OK.

HOW TO INSERT PAGE BORDER
- ➢ *Click on* **Page Layout Menu** *for* **Word 2007** *and* **2010**, *and for* **Word 2013** *you click* **Design Menu**
- ➢ *Click* **Page Borders**
- ➢ *Borders and Shading dialog box will then appear on the screen.*
- ➢ *Select the* **style/Art** *of your choice*
- ➢ *Click* **ok**

ADDING BULLETS AND NUMBERING
BULLETS:

- ➢ Select the text or paragraph that you want to give bullets to.
- ➢ Click on drop down of bullets under Home menu
- ➢ Select a bullet style of your choice and click on OK.

NUMBERING:

➢ Select the text or paragraph.
➢ Click on drop down of bullets under Home menu
➢ Select a number style of your choice and click on OK.

INSERTING SPECIAL CHARACTER

WORDART

You can insert decorative text by using Insert WordArt on the Drawing toolbar. You can create shadowed, skewed, rotated, and stretched text, as well as text that has been fitted to predefined shapes.

To insert a Word art,

➢ *Click the Insert menu tab*
➢ *Click WordArt drop down arrow under Text group*
➢ *Select the WordArt style of your choice. The Edit WordArt dialog – box appear*
➢ *Type the text you want to use in your WordArt*
➢ *Click ok*

NOTE
Any WordArt you insert, the WordArt will appear with the Format menu tab for you to format the WordArt. To format a WordArt, click text wrapping and select the format of your choice.

THE USE OF SHAPES

You can use this feature to create a Birthday Party Invitation, Dinner Invitation, Banners, stars, arrows, Wall Bill, Hand Bill, Graphics, etc. Choose the document where you want to insert the shape, and determine the page orientation of your document.

HOW TO INSERT SHAPES

➢ *Click Insert tab menu*
➢ *Click shapes drop down under Illustrations group*
➢ *Select or click on the shape of your choice*
➢ *The mouse pointer changes to plus sign (+)*
➢ *Click on the blank space in your document and drag to your desire size, and release the mouse*

HOW TO PROTECT A DOCUMENT IN MICROSOFT WORD

After saving the document,

- ➢ *Click Office Button*
- ➢ *Click the Save As, the Save As dialog – box appears*
- ➢ *Click Tools down arrow at the bottom of the Save As dialog – box*
- ➢ *Click General Options. The General Options dialog – box appears*
- ➢ *Type the Password you want to give to your document*
- ➢ *Click ok OR press Enter key. The Confirm Password dialog – box appears*
- ➢ *Type again the same password to confirm*
- ➢ *Click ok OR press Enter key*
- ➢ *Click Save*

MICROSOFT EXCEL 2007/10/13/16/19

Microsoft Excel program is specifically designed to organize data in tables and analyze the tabular data to perform calculations and display results to the user. Microsoft Excel is one of the most versatile and popular spreadsheet programs. It serves as an electrons pad for accountants. It can easily perform simple as well as complex mathematical operations. Excel also provides the facility to convert the spreadsheet data into various charts, such as Bar, Pie, and 2D & 3D, for better understanding. Microsoft Excel is an extremely powerful spreadsheet program, a spreadsheet program that is used to Display documents that are laid out in column and rows and consist primarily of numbers that are used to perform calculations.

SPREADSHEET

Spreadsheet is a simple worksheet consisting of rows and columns in which any data can be entered. Spreadsheet is used to do various tasks, such as performing calculations, recalculating results, creating financial reports, and comparing reports.

Starting Microsoft Excel 2007/10/13/16/19

- ➢ Click Start button
- ➢ Select All Programs/Programs/All Apps
- ➢ Select Microsoft Office
- ➢ Select Microsoft Office Excel 2007/10/13/16/19

Immediately, the Microsoft Excel application window appears on your screen. Let's learn about various components of the Excel 2007/10/13/16/19 window.

MS EXCEL HAS THE FOLLOWING MENUS:

- Home
- Insert
- Page Layout
- Formulas
- Data

- Review
- View
- Format
- Design
- Layout

COMPONENTS OF THE EXCEL WINDOW (THE EXCEL SCREEN)

CELL: A Cell is the insertion/Combination of a Column and a Row. Each cell is defined by the cell address or cell reference and this is the column letter and the row number example, Al, A4, B3, and C3 etc.

COLUMN: Is a vertical line design with letter across the top of document window. Label from A to XFD.
NOTE. There are 16384 Columns in a worksheet.
ROW: is a horizontal line design with letter number on the left part of the document window. Label form number 1 to 1048576 rows in a single worksheet.

ACTIVE CELL: Data can be entering into the active cell. A tick heavy border surrounding a cell can recognized each active cell. The mouse, tab key, centers key and the combination of the four arrow keys can move the active cell around the worksheet.

WORK BOOK: A Microsoft Excel Workbook is the File in which you work and store your data/information. Each workbook contains worksheet(s). But, you can add or delete work sheets and you can organize various kinds of related information in a single file or workbook.

WORKSPACE: Comprise of Row, Column Cell and Cell Pointer
There are 1048576 Rows and 16384 Columns, giving 1.7 billion cells. **Cell** is the smallest unit of the worksheet

WORK BOOK: Is an excel file that stores the information you enter using the program **Workspace**; comprise of **Rows, Column**, and **Cell Pointer**.

DOCUMENTS – This is the created or finished materials that has been entered into the worksheet and saved under a particular name.

Any data that is entered into must fit within the cell. If you enter a particular data that is too long for the cell, you need to adjust in order to fit in the cell.

These are the steps you need to follow:

1. After inputting your data that is too long for the cell, you click out and click again on the data
2. Click on Format drop down on the right hand side under Home Menu
3. Select AutoFit Column width **OR**

Position the mouse pointer over the borderline between column B and column C for example. The mouse pointer changes shape from a cross to a black vertical line split by a horizontal double-headed arrow, click hold down the mouse button and drag the mouse pointer to the right to increase the width.

RANGE OF CELLS IN WORKBOOK

You need to select a cell (activate the cell) before you place information in it. Besides that, if you want to execute a command onto several cells, you may need to select all the cells before you run the command.

A group of selected cells is called a **range**. A range can contain a block of cells, a complete column, a complete row or a non-adjacent range.
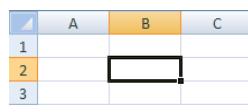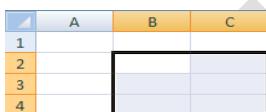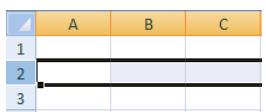
A cell	**A block of cells**	**A complete column**	**A complete row**

TABLE: A table is a collection of data that is organized in Columns (Fields) and Rows (Records)

Example of a Table or List

FIRST NAME	LAST NAME	GENDER	COURSE	INSTITUTE	SCORED
Saffie	Kamara	Feminine	Software	IBSA	83%
Amish	Conteh	Feminine	Hardware	COMTEC	70%
Michaella	Jah	Feminine	Accounting & Finance	IBSA	85%
Peter	Kargbo	Masculine	Software	MUSCOM	65%

FIELD NAME: A field is the smallest unit of information about a record; it must be descriptive of the data stored in the table/list. Examples of field names are **First Name**, **Last Name**, **Sex**, **Count** etc.

RECORDS: A collection of related fields store under each field name in a row. Example (Field Record in the table)

Michaella	Jah	Feminine	Accounting & Finance	IBSA	85%

WORKSHEET TAB

The names of the worksheets (Sheets) appear on the bottom of the workbook window.

The name of the active or current sheet always **BOLD**.

To move from one worksheet to another just

Click the sheet tab/button

FORMULA BAR: This is located below the **Tool Bar** were **Text, Values** and **Formula** are display as they were entered and edited.

DOCUMENT WINDOW: This **is the portion where information is entered directly. Excel allows more** than **one document to be open simultaneously**

Type and complete the table below:

TABLE 1
ADDITION

ITEMS	JAN	FEB	MAR	APR	TOTAL
Desktop Computers	700,000	500,000	220,000	250,000	
Laptop Computers	140,000	100,000	350,000	300,000	
Canon Printers	460,000	180,000	600,000	190,000	
External Hard Drive	45,0000	350,000	800,000	250,000	
TOTAL					

HOW TO INSERT A ROW

To insert a row in a table

Before you insert a row in a table, first identify where you want your new row(s). To insert a row(s) above e.g. Row 1, you click on any cell in row 1 and insert your new row(s).

1. Click ***insert drop down*** on the right hand side under Home Menu
2. Click ***insert Sheet rows***

HOW TO INSERT A COLUMN

To insert a column in a table

Before you insert a column in a table, first identify where you want your new column(s). To insert a column(s) e.g. Between Column C and Column D, you click on Column D.

1. Click **insert drop down** on the right hand side under Home Menu
2. Click **insert Sheet Columns**

HOW TO DELETE A COLUMN/ROW

1. Click on the Column/Row you want to delete
2. Click Delete drop down on the right hand side under Home Menu
3. Click Delete Sheet Columns/Delete Sheet Rows

Table 2
Multiplication

ITEMS	QUANTITY	UNIT PRICE	AMOUNT
Monitor	15	250,000	
32GB Pen Drive	18	100,000	
DVD-ROM Drive	14	200,000	
Keyboard	10	60,000	
Laser Pro 200 Printer	2	2,000,000	

Table 3
SUBTRACTION

ITEMS	SELLING PRICE	COST PRICE	PROFIT/LOSS
Samsung Galaxy Note 9	2,800,000	2,550,000	
Itel S40	1,130,000	1,250,000	
Tecno CX M	1,100,000	1,200,000	
Nokia 3310	220,000	220,000	

HOW TO MERGE CELLS

Having type the data you want to use as header (E.g. **SUPER SAM SALES PROJECTIONS)**

➢ Select the cells you wish to merge
➢ Home menu under Alignment group, click merge and centre
➢ Format the data you have typed

Table 4

TYPE AND COMPLETE THE TABLE BETOW

SALES PROJECTIONS					© Your Name		
Summary							
	Jan –19	**Feb –19**	**Mar –19**	**Apr –19**	**May –19**	**Jun –19**	**Total**
Widgets	100	115	132	152	175	201	
Gedgets	75	86	99	114	131	151	
Grapples	40	46	53	61	70	80	
Total							

Questions

1. Save the Sales Projections worksheet in my document
2. Calculate the total sales for each individual product and also calculate total sales for each month.
3. Merge cells A1, B1, C1 and D1 and Increase the font size of Sales Projections to 24 pts
4. Merge cells A2 to G2 and increase the font size to 18pts and also bold the text
5. Set all Monetary values to two (2) decimals place
6. Remove the gridlines from the worksheet so that you can get a full appreciation of fonts and borders for more accurate view of the worksheet when printed.
7. Italicize all text in cells B3, C3, D3, E3, F3, G3 and H3, also right align it text
8. Add a thick outline border to cell range from A3 to H3 and also apply a red color to the cells' background to the same cells
9. Insert $ sign currency to all columns totals
10. Apply yellow color to all cells' background in roll 4 to roll 9 and column A to column G
11. Apply gray color to the cells' background in roll totals
12. Apply bottom border line to cells B8 to H8 and also Apply double bottom border line to cells B9 to H9

Table 5

INCOME STATEMENT			*Your name*			
	Jan	**Feb**	**Mar**	**Total**		
GROSS RECEIPTS	3200	1554	1980			
EXPENSES						
Accounting	213	101	321			
Advertising	132	223	46.76			
Telephone	250	301.5	199			
Travel	144.51	78.54	101.3			
TOTAL EXPENSES						
NET INCOME						

Required

a) Insert one row between each of the following:
- ➤ The INCOME STATEMENT line and the month headings
- ➤ The month headings and the GROSS RECEIPTS line
- ➤ The GROSS RECEIPTS line and the EXPENSES line
- ➤ The last expense (Travel) line and the TOTAL EXPENSES
- ➤ The TOTAL EXPENSES line and the NET INCOME line

b) Set column A's width to 20 characters

c) Set column B through E to 16 characters wide

d) Center the month headings, cells B3 to E3, and then make them bold and italic

e) Center the row headings in cells A5 to A14

f) Italicize the row headings and all text in cells A5 to A15

g) Make the title in cell A1 bold and assign a font of 16 points in size

h) Enter the SUM function in cell E5 to sum the GROSS RECEIPTS, and also replicate your answer for cells E8, E9, E10, E11, E13 and E15

i) Calculate the Total Expenses for each month

j) Enter a formula in cell B15 to show the NET INCOME for each month

Table 6

TYPE AND COMPLETE THE TABLE BETOW

Pay Roll No	Employees Names	Over Time	Basic Salary	Medical	Rent Allowance
F001	Rugiatu A. Bangura	20	250,000	40,000	50,000
	Mohamed Jalloh	19	300,000	40,000	50,000
	Sidique Dumbuya	22	190,000	40,000	50,000
	Fatmata Kamara	30	350,000	40,000	50,000
	Amish Kamara	18	200,000	40,000	50,000
	Jinnah Kallon	20	500,000	40,000	50,000
	Sheku Koroma	19	320,000	40,000	50,000
	Sia S. Kamara	17	490,000	40,000	50,000
	Aberta M. Bendu	20	380,000	40,000	50,000
	Fatu Kargbo	24	300,000	40,000	50,000

Questions

1. Bonus is 20% Of Basic Salary
2. Where Over Time is Le 10,000 per hour
3. Calculate NASSIT 15% of Basic Salary
4. Calculate the Gross Salary for all Personnel
5. Calculate the Net Salary for Personnel

SOLUTION FOR BONUS

1. Create a new column called Bonus just after Rent Allowance
2. Click underneath bonus
3. Press the Equal to Sign (=) on the keyboard
4. Click on the first figure under Basic Salary
   Note: Excel will only understand the cell address and not the figure. The D2 stands for Basic Salary. Upon use the fill handle to copy for the rest, as the 15% for all of them.
5. Press the multiplication sign (*) on the keyboard
6. Type the given percent (20%)
7. Press the Enter key on the keyboard. Pressing the enter key, the answer will automatically appear for you.
8. Click on the answer, position the cursor on the fill handle and generate to the last figure

SOLUTION FOR OVER TIME PAY

1. Create a new column called Over Time Pay just after Bonus
2. Click underneath Over Time Pay
3. Press the Equal to Sign (=) on the keyboard
4. Click on the first figure under Over Time
5. Press the multiplication sign (*) on the keyboard
6. Type 10,000 from the question
7. Press the Enter key on the keyboard. Pressing the enter key, the answer will automatically appear for you.
8. Click on the answer, position the cursor on the fill handle and generate to the last figure

SOLUTION FOR NASSIT

1. Create a new column called NASSIT just after Over Time Pay
2. Click underneath NASSIT
3. Press the Equal to Sign (=) on the keyboard
4. Click on the first figure under Basic Salary
5. Press the multiplication sign (*) on the keyboard
6. Type the given percent (15%)
7. Press the Enter key on the keyboard. Pressing the enter key, the answer will automatically appear for you.
8. Click on the answer, position the cursor on the fill handle and generate to the last figure

SOLUTION FOR GROSS SALARY

1. Create a new column called Gross Salary just after NASSIT
2. Click underneath Gross Salary
3. Press the Equal to Sign (=) on the keyboard
4. Click on the first figure under Basic Salary (D2), plus Medical (E2) plus Rent Allowance (F2) plus Bonus (G2), plus Over Time Pay (H2)

Gross Salary = Basic Salary + Medical + Rent Allowance + Bonus + Over Time Pay

5. Press the Enter key on the keyboard. Pressing the enter key, the answer will automatically appear for you.
6. Click on the answer, position the cursor on the fill handle and generate to the last figure

SOLUTION FOR NET SALARY

1. Create a new column called Net Salary just after Total Deduction
2. Click underneath Net Salary
3. Press the Equal to Sign (=) on the keyboard
4. Click on the first figure under Gross Salary (L2) minus NASSIT (I2)

Net Salary = Gross Salary – NASSIT

5. Press the Enter key on the keyboard. Pressing the enter key, the answer will automatically appear for you.
6. Click on the answer, position the cursor on the fill handle and generate to the last figure

MICROSOFT ACCESS 2007/10/13/16/19

A ***database*** is a collection of information that you organize and access according to the Logical structure of that information. Before computers, most data were kept on papers. Paper records organized in a filing cabinet by names or departmental area database. A school record of teachers, classes and students are database.

With computers, the same type of information can be entered and stored electronically using a Database Application Program. The big difference is that an electronic Database can manipulate, i.e. sort, analyze, and display the data quickly and efficiently, what takes an hour or time to pull from the paper file can be extracted in a matter of seconds using computerized database.

Starting Microsoft Access 2007/10/13/16/19

➢ Click Start button
➢ Select All Programs/Programs/All Apps
➢ Select Microsoft Office
➢ Select Microsoft Office Access 2007/10/13/16/19

Immediately, the Microsoft Access application window appears on your screen. Let's learn about various components of the Access 2007/10/13/16/19 window.

MS ACCESS HAS THE FOLLOWING MENUS:

➢ Home
➢ Create
➢ External Data
➢ Database Tools
➢ Datasheet
➢ Data
➢ Design
➢ Layout
➢ Arrange
➢ Page Setup

FIELD A field is the smallest unit of information about a record. Field Name is used to identify the data stored in the field. A field name should be descriptive of the contents of the data to be entered in the field.

HOW TO CREATE A TABLE

1. Click Create Menu
2. Click Table Design
3. The Design table opens to a menu called Design.
   NOTE: The table displays three (3) columns namely: Field Name, Data Type and Description
   Field Name Column – represents the heads/captions you want to use in your particular table, examples First Name, Last Name, Date of Birth, Address, etc
   Data Type Column – represents the kind of data you have to enter to a particular field example: Text, Date/Time, Currency, number, etc
   Description – Brief details of the chosen field
4. Type your desired Fields Name and select their correct Date Type
5. Close the table **not** the Database File, by clicking the X on the right hand side of the table.
6. Click **Yes** to Save the table
7. Type the name of the table
8. Click **ok**
9. Choose whether you want to insert **_primary key_** in your table

DATA TYPES

- _Text_
- _Menu_
- _Number_
- _Date/Time_
- _Currency_

- _Auto Number_
- _Yes/No_
- _Hyper Link_
- _Look up wizard_

DATA TYPE AND THEIR FUNCTION

- **TEXT** – Text is the default data type. Text entries (words, combination of words and number that are not used in calculation). Name and Address are examples of text field entries
- **MENU** – A menu is a text that is variable in length and usually too long to store in a text field
- **NUMBER** – This digit only. Number fields are used when you want to perform calculation on the values in the field. Number of unit ordered is an example of a number field entry
- **DATE/TIME** – This is any valid date. Access allows date from January 1st – Dec 31st 1999. Access correctly handles leap years and checks all date are validity.

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- ➢ **CURRENCY** – Exactly like number field, but formatted to display decimal place and a currency symbol
- ➢ **AUTO NUMBER** – This is a unique sequential number that is automatically increased by one whenever a new record is added to a table.
- ➢ **LOGICAL YES/NO** – This accepts only yes/no, true/false, on/off entries.
- ➢ **HYPER LINK -** This accepts hyper link that are apathy to an object, document, web page, or other destinations. Hyper link is a connection to another document that when clicked jump to the reference location.
- ➢ **LOOK UP WIZARD** – This display a list of options you choose from another table in the database. Choosing this data type starts the lookup wizards.

WHAT IS A PRIMARY KEY?

The Primary key of a relational table uniquely identifies each record in the table. Or A **Primary key** is a field (or group of fields in some cases) that uniquely describes each record. Every database table should have one or more columns designated as the primary key. It can either be a normal attribute that is guaranteed to be unique (such as Social Security Number in a table with no more than one record per person) or it can be generated by the DBMS. The value this key holds should be unique for each record in the database.

Examples:
Imagine we have a Students table that contains a record for each student at IBSA COLLEGE. The Student's unique Student ID number would be a good choice for a Primary key in the Students Table. The Student's first name and last name would not be a good choice, as there is always the chance that more than one student might have the same name.

EXAMPLE 1
As a database specialist, you are asked to compute the under mentioned tables and its requirement

Club Table

CLUB ID	CLUB NAME	DATE ESTABLISHED	SUBSCRIPTION FEE	ADDRESS	CITY
CL001	Arsenal	01/3/88	405,000	1 Johnson Street	London
CL002	Juventus	06/9/08	950,000	3 Juvay Street	Turin
CL003	Valencia	08/10/10	350,000	14 Andrew Street	Madrid
CL004	Chelsea	02/9/91	400,000	3 Main Street	London
CL005	Read Madrid	03/06/93	900,000	2 Kormas Street	Madrid
CL006	Bayern Munich	06/9/00	700,000	8 Aberdeen Road	Berlin
CL007	PSG	07/02/86	800,000	2 Caulker Lane	Paris

Member Table

CLUB ID	FAMILY NAME	GIVEN NAME	SEX	DATE OF BIRTH	DATE JOINED
CL001	Kamara	Adacious	F	3/7/86	2/4/96
CL002	Anderson	Victoria	F	4/6/92	3/12/05
CL003	Samura	Abu Bakarr	M	5/5/89	15/6/06
CL004	Dumbuya	Noah	M	8/10/80	6/12/90
CL005	Kamara	Saffie	F	9/7/95	7/7/04
CL006	Taylor	Regina	F	1/10/86	24/12/03
CL007	Mansaray	Mariama	F	23/8/85	12/6/09

Required

1) Design Ms Database any **Club/Organisation** to hold and analyze the requested data
2) Design one or more queries to provide the following information
   a) Find age of club and members save as **Club Age** and **Members Age** respectively.
   b) Find clubs with Subscription Fee less AND more than 500,000 save as **less** and **more**
   c) List all club with female and male members. Save as **female** and **male** members
3) How many years did each member spend in the club? Save it as **Years Spent**
4) Compute bonus to club 20% of monthly contribution. Save as Bonus and also find the tax club by 15%. Save as Tax

WHAT IS A QUERY?

A query is to ask question of the data contained in your database, which then displays only those records meeting specified conditions. We use queries to view data in different ways and to analyze the data.

HOW TO CREATE A QUERY (AGE QUERY)

Before you create a query, you must first understand the question so that you will address the query to the correct record (i.e. Table), and you should know the type of query you wish to create. You can also use a query records to find other query.

➢ *Click Create menu tab;*
➢ *Click Query Design under Others group;*
➢ *Query appear with a show table for you to select the records (.i.e. table) that you want to use to create this query;*
➢ *Click/select the table or query you want to use to create this query;*
➢ *Click Add on the show table*
➢ *Field List table appears*
➢ *Click Close on the show table*
➢ *Highlight the field list items you want to use in this query*

➢ *Position the mouse pointer on the highlighted fields*

➢ *Click and drag down to the table below i.e. on the first cell of column A (Field row)*

➢ *Each field on the Field List appears on each cell of a column*

➢ *press the TAB KEY or* Click in the column immediately after the last Field

➢ Click Expression builder on Design menu tab under Query setup group

➢ type the formula: **AGE:(DATE()-[DATE OF BIRTH])/365**

➢ Click Ok, and Click Run under Results group

➢ *Click close Query i.e. the small x, not the database close button (X)*

➢ *Dialog-box appears if for you to save the changes, click* **Yes** *if you did not want to save the changes,*

➢ *Another dialog-box appears to type the name of the query if you have selected yes*

➢ *Click ok or press Enter key*

HOW TO FIND BONUS

Procedures*:* Create a query using Club Table

➢ *Click Create menu tab;*

➢ *Click Query Design under Others group;*

➢ *Query appear with a show table for you to select the records (.i.e. table or query) that you want to use to create this query;*

➢ *Click/select the table or query you want to use to create this query;*

➢ *Click Add on the show table*

➢ *Field List table appears*

➢ *Click Close on the show table*

➢ *Highlight the field list items you want to use in this query*

➢ *Position the mouse pointer on the highlighted fields*

➢ *Click and drag down to the table below i.e. on the first cell of column A (Field row)*

➢ *Each field on the Field List appears on each cell of a column*

➢ Click in the column immediately after the last Field

➢ Click Expression builder on Design menu tab under Query setup group

➢ type the formula: **Bonus: [Subscription Fee]* 20/100**

➢ Click Ok, and Click Run under Results group

➢ Click close AND Click yes

➢ Type the query name as *Bonus* AND Click OK

EXAMPLE 2
CLUB TABLE

CLUB ID	CLUB NAME	DATE FORMED	MONTHLY CONTRIBUTION	ADDRESS	LOCATION
C001	Luv Unit	08/10/88	870,000	14G Sumaila Town	Freetown
C002	Tranga Ace	03/06/93	750,000	8 Sumaila City	Freetown
C003	Baron Klub	04/07/95	300,000	1 Leicester Street	Kambia
C004	Screwlers Club	02/12/87	850,000	1 Murray Town	Freetown
C005	Hefty Ladies	03/11/99	550,000	23 Mount Street	Makeni
C006	Royal Clef	20/05/01	400,000	10 Berry Street	Bo
C007	Action Boys	24/03/04	450,000	30 Lumley Road	Kambia

Required:

1. Design a Club Database called **your name** to hold and analyze the requested data
2. Design queries to provide the following information:
   (a) Find age of the clubs and Save as **Age**.
   (b) Find Monthly contribution less than 600,000. Save as **Less**.
   (c) Find Club who stays at Kambia. Save as *M*
3. Compute bonus to club 30% of monthly contribution. Save as **Bonus**
4. Find the tax club by 25%. Save as **Tax**

MICROSOFT POWERPOINT 2007/10/13/16/19

INTRODUCTION TO MICROSOFT POWERPOINT

Microsoft PowerPoint is a program that helps you to prepare a presentation. Preparing a presentation includes adding, modifying, and managing text, graphics, and animations.

Microsoft PowerPoint enables you to perform the following operations for designing and creating a presentation:

1. The outline tab in the Microsoft PowerPoint helps you to easily insert the require text for the presentation. In the title placeholder, you can type the title of the topic and in other place holder the other content related to the topic.
2. You can select a slide design and layouts for your slide such as slide colour, background graphics and the text format for all slides, According to the text presentation .you can text the desired layout for your slide.
3. In the Microsoft PowerPoint presentation, you can add charts, table and pictures. You can also insert sounds and movies clips to make your presentation attractive.
4. Using the master slides, you can add content that you want to display in a particular location on every slide .this prevent you from adding repetitive contentment, such as an office logo, on each slide. Generally the master slides provide a complete layout structure for slides in a presentation. Besides providing the layout structure, master slide also provides a set of formatting features,

which can be used uniformly across all slides .For example ,the master slide provide a style to type the title for each style, bulleted list in each style ,the style to type general information, etc.

5. You can also change the format of the text in each slide .You can change the font size, font color, make the font bold italic.

6. After completing the presentation, if required, you can also re-arrange the order the slides.

FIRST VIEW OF MICROSOFT POWERPOINT

When you start Microsoft PowerPoint from the start menu, the Microsoft PowerPoint window opens with a blank presentation. You can add your content to the blank presentation to create and design your presentation. Let's perform the following steps to open a blank presentation in Microsoft PowerPoint:

1. *Click the Start button in the windows desktop,*
2. *The Start Menu appears.*
3. *Click the All Programs/All Apps*
4. *A list of programs installed on your computer*
5. *Click the Microsoft Office folder.*
6. *Click the Microsoft Office PowerPoint 2007/10/13/16/19*

Menu in PowerPoint 2007/10/13/16/19

Microsoft PowerPoint offers the following menus that you can use to create and design your own presentations:

➢ Home
➢ Insert
➢ Design
➢ Animation
➢ Slide Show
➢ Review
➢ View

WORKING AREA

Working area refers to the center area in the Microsoft PowerPoint window. You can create and modify your slide content in working area. You can add and manipulate various slide elements such As graphic objects text and animations

SCROLL BAR

The scroll bar appears on the right side of as working area. The scroll bar would only appear if you have More than one slide. The scroll bar has two parts; up-arrow button and down-arrow button. On clicking the up-arrow button, the sliders move in an upward direction and on clicking the down-arrow button, the slides move in downward direction.

PREPARING A PRESENTATION

We use slides in Microsoft PowerPoint to create a presentation. In Microsoft PowerPoint program, slide refers to the area where you place text, images, graphics, and bind animation to them. The slides of the presentation maintain a hierarchical structure of different types such as title slides, title with content slide, and other content slides. All the text in a slide is placed inside a text placeholder. Depending upon the use, the placeholder finds its own name. For example, if the placeholder is used for typing the title of the presentation then it is treated as a presentation title placeholder. Similarly, if a placeholder where you are used to assign the title of a slide, then it is treated as a title placeholder. Besides assigning titles and sub-titles, placeholder are also used to store and display general text appearing under a heading or title, such as presenters name, date, or company's name, in the title slide.

In a Microsoft PowerPoint presentation, the title with content slide is frequently used to assign titles to different slides in a presentation. The title with content slide layout generally contains a title to placeholder where you can write some important key points or text about the title. Key points or information must be illustrated in such a way that the viewer automatically understands their importance. One such way to demonstrate key or important points is use of bulleted list.

You can also add various kinds of content in your presentation, for example, adding other types of slide layouts such as, section header, two content, comparison, content with caption, picture with caption, and blank slide layout. You can also include text, tables, charts, clip art, picture, and media clips into the slides. You can divide your presentation into groups and further divide these groups into sections. The Title Only layout slide can be applied at the beginning of every group and sections.

WORKING WITH TEXT

Microsoft PowerPoint offers you two ways to insert text into the presentation- Inserting text through a placeholder and inserting text by using a text by using a text box. Once you learn to add text in slides, you can format the text as per your requirements. PowerPoint offers many options to format text. In the following sections, you learn to use the placeholder and textbox to insert text in the slide. Next, the sections provide information on applying formatting to the text, such as, changing the direction of the text, aligning the text, formatting the text, applying bullet list to the text and performing the spelling and grammar check operation.

ADDING TEXT USING THE PLACEHOLDER

Every time you add a new slide to the presentation, the new will contain placeholders for adding text. The placeholders are of three types:

- ➢ **Title Placeholder**: Used to place the presentation.
- ➢ **Subtitle Placeholder**: Used to place the text which briefly defines the purpose of the present slide and content or information put into the slide.

➢ **Content Placeholder**: Used to add text. This placeholder is usually used to add elaborate text or information in the slide.

Perform the following steps to add text through placeholders:

1. Click the Home tab located on the Ribbon
2. Click the upper part of the new slide button. The slide with placeholders appears
3. Click the placeholder and start writing your text

ADDING TEXT USING A TEXT BOX

By default, two placeholders appear in a slide. In case the placeholders given with the slide in the presentation are insufficient for the text, then you can use empty text boxes to write the text. You can place the empty text boxes at any location in the slide and there is no count over their usage. You can place as many as text boxes as required in the slide.

Perform the following steps to add text through a text box:

a) Click the Insert tab
b) Click the Text Box button, in the Text group
   A cross hair pointer appears.
c) Drag the cross hair pointer on the slide to create the text box of the desired size and release the mouse- button
d) Click inside the text box and start typing

ALIGNING THE TEXT

Alignment means to change the position of the line in the text or paragraph, such as, aligning the text either to the left, to the right, or in the center. This is the most important part of a presentation and gives the presentation a professional look. Let's perform the following steps t align text:

1. Select the text from your presentation that you want to align. Click the Home tab.
2. Click the Align Text button, in the Paragraph group
   A drop down list appears
3. Click the desired alignment for your text. In our case, we have selected the Right alignment

FORMATTING THE TEXT

You can format the text in your presentation to make it more readable and attractive. You can use text styles such as, bold and shadow to add emphasis and colors to text.

In the following sections, you learn to change the color, apply a font style, and change the font and size of the text.

FORMATTING THE TEXT COLOR

Formatting the text color means changing the default color (black) of the text to another color. In all application of MS Office suite, including PowerPoint, there is built-in color scheme of colors which can be used to change the color of the text in order to make it more attractive and eye catching.

Perform the following steps to format the color of the text:

1. Select text you want to format
2. Click the Home tab
3. In the **Font** group, click the **Dialog Box Launcher** (….) button
   A **Font** dialog box appears
4. Click the **Font color** combo box. A **Theme Colors** drop-down list appears
5. Select a color from the **Theme Color** drop-down list. In our case, we have selected Red color
6. Click the **ok** button

CHANGING THE FONT

PowerPoint offers a variety of fonts which you can apply on your text to make the text more presentable and easy to read. Perform the following steps to change the font of the text:

1. Select the text to change the font
2. Click the **Home** tab,
3. In the **Font** group, click the **Dialog Box Launcher** (…) button
   A **Font** dialog box appears
4. Click the **Latin text font** combo box. A drop-down list appears
5. Select the desired font name. In our case, we have selected the **Arabic Typesetting**
6. Click the **Ok** button

ADDING NEW SLIDES

At the time of creating your Microsoft PowerPoint presentation, the user might want to use a new slide ton continue to input his/her text data, and then him/her choose to add new slide.

Perform the following steps to add new slide:

1. Click Home menu tab
2. Click New Slides
3. New Slide options appear
4. Click on the slide of your choice
5. The New Slides appear

DELETING THE SLIDES

When you delete an unwanted slide, then it is permanently removed from the presentation and there is no other way to bring it back except for pressing the Ctrl+Z keys (Undo) (when you haven't saved the presentation).

Perform the following steps to delete slide:

1. Click the slide you want to delete
2. Click the Home Menu tab
3. In the Slide group, click the **Delete** button
4. The selected slide gets deleted from the Microsoft PowerPoint presentation
   OR
     1. Right click on the slide you want to delete
     2. Click on **Delete Slide**
     3. The deleted slide disappear

SAVING A PRESENTATION

After completing your presentation and adding all the contents to the presentation, you should save the presentation. The saving processing of a PowerPoint is similar to the saving of other Microsoft Office files. To save a new presentation,

1. Click on Office Button/File
2. Click Save As button
3. Save As dialog box appear
4. Type the name of the document
5. Choose where you want to save this file e.g. Desktop or Document
6. Click Save

APPLYING DESIGN/BACKGROUND

1. Click on Design Menu tab
2. Select the design/background of your choice
3. The design appear on all the slides

APPLYING DATE & TIME, SLIDE NUMBER AND FOOTER ON SLIDES

The Date & Time, Slide Number and Footer always appear on the bottom of a slide if necessary for a particular presentation. To insert these features follow these steps:

1. Click on Insert menu tab
2. Click on either Header & Footer or Date & Time or Slide Number under Text group
3. The Header and Footer dialog box appear
4. Click Date and Time to insert Date or time
5. Click dropdown arrow under update automatically and select your date of choice
6. Click Slide number to insert Slide Number on slide(s)
7. Click Footer and type the footer you wish to display on a Slide
8. Click Apply to a single slide and Apply to All to show the entire information on all used slides of a particular presentation

WORKING WITH ANIMATIONS IN SLIDES

PowerPoint offers the animation features to animate the objects in your PowerPoint presentation. By adding animation in the PowerPoint presentation, your can provide movement to the objects in the slide show. Animation helps to make the presentation visually appealing and attractive. You can add custom animation to your presentation, which allows greater control over the animated objects. You can also apply transitions between slide changes in the presentation. Slide transitions are visual movements as one slide changes to another slide. PowerPoint also allows you to add sound effects during transition and set the speed for slide transition. PowerPoint also provides an interesting feature known as action. You can use this feature to jump from one slide to another, play music, videos, or open a Web page.

ADDING ANIMATION

In PowerPoint you can make your eye-catching by adding animations. In simple terms, an animation can be considered as sequential movement of any object over a specified time. PowerPoint offers different types of animations that can be applied on a slide as a whole or on selected components within the slide, such as pictures, placeholders, and SmartArts.

Perform the following steps to add animation in a PowerPoint presentation:

1. Click inside where you want to add the animation
2. Click on Animation Menu tab
3. In the Animations group, click the Animate combo box
4. Select the desired animation option from the drop-down list. In our case, we have selected the **Fade** option
5. The selected animation is applied to your slide. You can view your presentation in the Slide Show view and watch the animation effect.

WORKING WITH TRANSITION EFFECTS

Slide transitions are visual movements as one slide changes to another. Microsoft PowerPoint has several slide transition option that you can use to enhance your slide show. You can control the speed of each transition slide also add sound effects during slide transition.

In the following section, you learn to add transition effect between slides, add sound between slide transition, and set transition speed.

Perform the following steps to add transition in a PowerPoint presentation:

1. In the Microsoft PowerPoint presentation, select the slide in which you want to add transition effect.
2. Select the **Animations** tab
3. Click the **more** button in the **Transition to this Slide** group
4. Select the desired transition effect for your slide. In our case, we have selected the Wipes Down slide transition effect. The selected transition effect is applied to the slide.

APPLYING SLIDE SHOW

Slide Show is the menu where you do or start your presentation. After developing your presentation document for a particular presentation, you will rehearse to know the time you will spend in presenting the presentation you have developed. You can also restrict slide(s) you do not wish to show in your presentation.

To start a presentation, you follow these steps:

1. Having access your presentation you want to present
2. Click **Slide Show** tab
3. Click **From Beginning**
4. The presentation start
5. You will control the movement of slide by using either the **Mouse** or **directional keys (Arrow Keys)**

END OF TRAINING