

COMPUTER LINK THE WORLD TODAY

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COMPUTER STUDY PACKAGES

1. INTRODUCTION TO COMPUTERS

Computer – Is an electronic data processing machine/device that is set under instruction to accept input and produce output.

Data – Are raw facts of information ready to be processed.

Information – Is any processed data to be presentable.

Input – Is any details of information entered in a computer.

Output – Is any kind of information processed and produced by the computer.

PARTS OF A COMPUTER

There are only three parts of a computer

Namely,

1. Hardware
2. Software
3. Human ware/Orgware (User/Operator)

HARDWARE

These are physical/touchable/tangible parts of a computer.

They are divided into three

- a. **Input/Peripherals** (Mouse, Keyboard, Scanner, Microphones)
- b. **Output** (Monitor, Speaker, Printer)
- c. **Storage device** (C.P.U – Central Processing Unit)

N/B: There are two types of storage devices;

1. Primary storage device i.e. Hard disk (HDD) It should not be removed from the system.
2. Secondary storage device i.e. Diskette, CD, Flash disk, Card reader. They store information and transfer to another system.

There are only four major hardware parts that form up a full computer set namely;

- a) Mouse
- b) Keyboard
- c) Monitor
- d) C.P.U

MOUSE

Is an input device used to open or pull down in menus.

It has three parts: Namely;

- a) **Left button** – Is used to open directly in windows or issue commands
- b) **Right button** – Is used to create shortcuts
- c) **Scroll ball** – Is used to move the page up and down.

TERMS USED ON A MOUSE

- i. **Click** – Is pressing the left button once

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- ii. **Right click** – Is pressing the right button once
- iii. **Double click** – Is pressing the left button twice consecutively

KEYBOARD

Is an input device used to feed the computer with information.

It also gives a means to access a computer.

A standard keyboard contains 102 keys.

It has the following keys.

- **Typing keys** – Entering the characters in a computer (a,b,c or 1,2,3)
- **Space key** – Space between the words
- **Backspace key** – For deleting a character
- **Shift key** – For inserting keys that are two on one button or selecting a characters
- **Caps lock key** – For changing characters in capital and small letters
- **Tab key** – For making a paragraph
- **Page down & page up keys** – For moving the page up & down.
- **Enter key** – For ok options or starting new line.
- **Shortcut keys** – For commanding (ctrl + s)
- **Service keys** – For maintenance & repair (F1, F2, F8)
- **Scroll keys** – For moving within the document. (arrow keys)

MONITOR

Is an output device used to display the information or programs carried on a computer.

It has three parts namely:

- ❖ **Desktop** –Is the screen on the monitor
- ❖ **Task bar** – Is the lower part of the monitor that shows the program carried or minimized documents. It contains the start button or menu.
- ❖ **Icons** – Are graphical symbol of a presentation. There are four main types of icons;
 - I. **My computer** – Shows the disk drives and hardware connected to the computer e. g. CD Drive, 3 ½ floppy drive (A), Local disk/hard disk (HDD), Scanner, Cameras and flash disk.
 - II. **My documents** – Contains letters, reports, files and other documents stored in a computer.
 - III. **Recycle bin** – Contains deleted files and folders
 - IV. **Internet Explorer** – Finds and displays information and websites on the internet.

N/B: Information is transferred from the C.P.U to the monitor through a cable known as Visual Graphic Array/Adaptor (**V.G.A**)

C.P.U (Central Processing Unit)

Is the centre of storage and processing of information.

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It contains three units namely;

1. **Arithmetic Logic Unit (A.L.U)** – Is the unit that performs mathematical operations. It converts the information into simple units called **bytes**. Examples of bytes;
 - i) Kilo bytes (KB)
 - ii) Mega bytes (MB)
 - iii) Giga bytes (GB)
2. **Control unit (C.U)** – Coordinates other programs and helps in the arrangement inflow of information.
3. **Memory unit (M.U)** – Holds data during the time of processing. Ability of a machine to recall. There are two types of memory units namely,
 - 1) **Random Access Memory (R.A.M)** – Is a semi – permanent kind of memory that stores information on temporary basis.

QUALITIES

- Semi – permanent
 - Volatile
 - Can be changed hence the bigger the R.A.M the faster the machine.
- 2) **Read Only Memory (R.O.M)** – Is a permanent kind of memory that stores information permanently

QUALITIES

- Permanent
- Non – volatile
- Cannot be changed
- Kept for boot process.

BOOTING

Is the process by which the computer loads system files when turned on.

There are two types of booting;

1. Cold booting – Is starting the machine by pressing the power buttons on and off again.
2. Warm booting – Restarting the machine by pressing the Ctrl + Alt + Delete keys on the keyboard. This is done when the machine is on and hanging.

PROCEDURE FOR SHUTDOWN/TURN OFF COMPUTER

- Click on start menu,
- Select shutdown or turn off,
- Click ok if shutdown, click turn off if turns off.
- Or press and hold ALT + F4 and U on the keyboard.

QUALITIES OF A COMPUTER

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- ❖ Automatic – Performs task with minimal human intervention once supplied with data.
- ❖ Storage device – Stores junk information for future use if well managed.
- ❖ Data processor – Processes data to come up with desired information.
- ❖ Electronic device – Performs by means of power/electricity.

ADVANTAGES/MERITS OF USING A COMPUTER

- I. **Speedy** – Performs task very fast and saves on time compared to manual work.
- II. **Efficient** – Produces very neat and beautiful work.
- III. **Confidential** – Keeps information for further reference in future.
- IV. **Accuracy** – Produces the exact information needed by the user.
- V. **Versatile** – Repeats the same task without exhaustion.
- VI. **Secrecy/privacy** – Through the setting of passwords one is able to protect the machine and the files inside.

DISADVANTAGES/DEMERITS

- I. Causes eye problems/fatigue
- II. Loss of information due to failure of the machine or virus infection.
- III. Loss of job opportunities
- IV. Needs experts to run
- V. Maintenance cost is high.

TYPES/KINDS OF COMPUTERS

There are only two types of computers;

1. **Analogue computers** – Are large and powerful computers used to manipulate analog data (continuous and non – countable information). They are used to measure atmospheric pressure e.g. used by air traffic control. They contain a range of input and output devices and sometimes several C.P.U's.
2. **Digital computers** – They are widely used in offices, schools, banks, government and businesses. They are classified into three. Namely:
 - a. **Main frame** – Are large and general purpose computers. They contain a range of input and output devices and sometimes several C.P.U's.
 - b. **Mini** - Are down scale version of main frame computers. They carry up to 3 C.P.U'S and cover a range of input and output devices.
 - c. **Micro** – They are small and widely used in schools, offices, banks e.t.c.
They are named as;
 - **Desktops**
 - **Laptops**
 - **Palmtops**
 - **Note book.**

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VIRUS

Is an ill motive to the system that prevents the machine from proper performance making it to run negatively

SOURCES OF VIRUS

- ❖ Diskettes
- ❖ Technicians
- ❖ Internet sites (Pornographic sites)
- ❖ Free game software.


SYMPTOMS OF A VIRUS

- Program takes too long to load
- Abnormal boot process
- Restarts often
- Appearance of mysterious message on the screen.
- Hanging of the machine.

EFFECTS OF VIRUS

- System crash
- Hanging of machine
- Stops machine running.
- Failure to boot.

ANTIVIRUS

 Is a program installed to detect and protect the machine from virus.

EXAMPLES

- Norton
- A.V.G
- Mac fee
- Spy wave
- Esets
- Antir vir
- Karspersky

PREVENTION/REMEDIES TO VIRUS

- ❖ Install a powerful antivirus to fight and protect the machine from virus.
- ❖ Scan the computer frequently after use.
- ❖ Restrict user viewing internet sites that contain virus.
- ❖ Check the disks before opening in the computer.
- ❖ Educate people on the effects/causes of virus.

SOFTWARE

These are internal or programs used by a computer

Programs are set of instructions that guide a computer in a specific manner.

There are two types of software;

1. **System software**
2. **Application software**

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SYSTEM SOFTWARE

These are programs that enhance proper performance of the computer

They consist of;

1. Operating system: Controls and coordinates all programs in the computer.

It's the graphic user interface

Consist of Windows and MS DOS

Examples of windows are;

Windows 95/98

Windows 2000 (millennium)

Windows XP

2. COMMUNICATION PROGRAMS

They provide proper communication set up on the computer

They are communication ports, sounds and audios and smart cards. E.g. **COM 1** – For drive connections and **COM 2** – For internet connections

3. LANGUAGE TRANSLATORS

They translate the language used by the computer e.g. speech, dictionary

Examples java, C4++, Pascal and visual basic

SERVICE UTILITY PROGRAMS

They are programs connected together with the hardware to carry out the following;

1. Back up- Transferring files from one disk to another for safer recovery when it becomes damaged.
2. Disk cleanup- Removal of old files in local disk for free space for other files
3. Disk defragmenter- Compresses the local disk to create space for other files.
4. Scandisk – Checking of errors in a disk

APPLICATION PROGRAMS

These are programs used to provide certain office solutions

1. **Text editors** – for formatting and editing text, i.e.
 - MS Word
 - word perfect
 - word star
2. **Spread sheet programs** – for mathematical operations e.g. totals, average i.e. MS Excel, Lotus 1, 2, 3, and Super calculator.
3. **Data base management programs** – for sorting, recording, analyzing and reporting of data in fields or company. e.g. Ms Access, D-base Oracle
4. **Presentation programs** – for advertisements or presentation of slides i.e. MS PowerPoint.
5. **Desktop Publication Programs (DPP)** – For creating business cards, wedding cards, letterheads and calendars. i.e.
 - i. Ms Publisher
 - ii. Corel Draw and
 - iii. PageMaker

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6. **Accounting packages** – For business recording and transactions e.g. cheques, bills, receipts and balance sheet. i.e.
- Quick books
 - Sage
 - Pastel/systematic

HUMANWARE/ORGWARE

These are user on the computer. It comprise of 5 groups.

- Operator** – A person that uses a computer for daily operations e.g. printing, internet services, typing e.t.c.
- Programmer** – A person that creates and designs programs used by operators in a computer.
- Technician** – A person that corrects and repairs the computer defaults when not functioning.
- Web designer** – A person that creates and designs websites used by browsers on internet.
- Network technician** – A person that corrects the network settings or defaults on internet configurations.

END

2. MICROSOFT WINDOWS (Operating system)

Is a program that coordinates and controls all the operations in a computer. It is also known as Graphic User Interface (G.U.I); that is the interface between the user and the computer.

It has a feature called WIMP

W – Window (Working area)

I – Icon (Graphic presentations)

M – Mouse (Pointing device)

P – Pull down (Open in menus)

FUNCTIONS OF OPERATING SYSTEM

- Job control** – Loads the program from the main memory and facilitates continuous processing of work.
- Memory management** – Keeps the details of recourses e.g. storage of files, free space and the remaining space for other files.
- Input and output device control** - Controls all the input and output device so that they input instruction and produce the output in a specific manner.
- Detects and reports errors** – Checks the system from any kind of errors and if detected it reports immediately.
- Supports multiprocessing/multitasking** - It schedules running of many and different programs at once.

PARTS OF A WINDOWS (MS WORD/WORD PAD)

- Title bar** – Contains the name or the title of the document/file.
- Menu bar** – Contains sub – menus used to create a file or document.
- Tool bar** – Is the shortcut of the menu bar used to command when creating a document/file. They are two; a) **Standard tool bar** (save, print, open, copy, paste, cut and print preview). b) **Formatting tool bar** (font, size, colour, bold, italic, underline, align left, right or center).
- Working area** – Is where information or text is typed.
- Scroll bar** – Moves the page up and down.

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VI. **Status bar** – Shows the status of a file or document e.g. for help press F1.

VII. **Task bar** – Lower part of the monitor that shows the program being runned.

VIII. **Blinking cursor** – Shows where to start typing.

OPENNING WORDPAD PROGRAM

- Click on start,
- Point to programs,
- Point to Accessories.
- Point to accessibility and click on wordpad.

SAVE AND SAVE AS

Save is the entering of changes on a file or document in the computer while save as is the change of location and file/document name

COPY AND PASTE

Is the transfer of text or file from one location to another keeping the original at its normal position.

CUT AND PASTE

Is the total removal of text or file from one location to another.

DRAG AND DROP

Is the transfer of text or file from position to another by help of the left button of the mouse.

SEARCHING FILE

- Click on start button,
- Point to search,
- Select for files and folders,
- Type the name or part of the file.
- Click search.

COPYING FILES

Can be done on the following locations;

1. Desktop
2. My documents
3. Disk drives.

DESKTOP

- Right click on the file and select copy,
- Open another location and right click or go to edit and select paste.

MY DOCUMENTS

- Open my documents icon,
- Select the file,
- Right click on it or go to edit menu and select copy.
- Open another location right click or go to edit menu and select paste.

DISK DRIVES

- Insert the disk in the required driver,
- Open my computer icon,
- Open the drive containing the disk,
- Select the file,
- Right click on it or go to edit menu and select copy,
- Open another location, right click or go to edit menu and select paste.

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DELETING FILES

Select the file according the location named above,
Right on it or go to file menu and select delete,
Click yes to complete the delete.

RENAMING FILES

- Open the files according to the location
- Right click on it or go to file menu and select rename
- Type a new name

WINDOWS EXPLORER

Is a program that is used to navigate, move or explore within the files and folders.
It has two position;

1. Left position – Contains icons and folders
2. Right position – Contains files and subfolders.

DISCOVERING WINDOWS EXPLORER

- Click on start,
- Point to programs,
- Point to Accessories,
- Select Windows explorer.
- Or right click on the start or my computer, my documents, recycle bin icons and select explore

SCREENSAVER/BACKGROUND

Screensaver is the physical behavioural appearance of text or object in motion that prevents the monitor from mechanical damage. While background is the physical appearance of the screen.

SETTING SCREENSAVER/BACKGROUND

- Click on start point to settings,
- Select control panel
- Double click display
- Click on desktop/screensaver
- Choose the background or screensaver
- Click apply or ok.

OR

- Right click on the empty space of the desktop and select properties
- Choose desktop or screensaver and apply the required background or screensaver.
- Click ok or apply

DATE & TIME

- Click on start
- Point to settings
- Select control panel
- Double click date & time icon
- Set the Month, Year, Date, Hours, Minutes, Seconds, AM & PM.
- Click ok or apply.

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OR

- Click on date & time that appears on the taskbar
- Set the month, year, date, minutes, hours, seconds, am/pm.
- Click ok or apply.

FOLDERS

These are minor computer icons that are created to store, group together and manage files.

They can be created on;

DESKTOP

- Right click on the empty space of the desktop,
- Point to new
- Select folder
- Type the name of the folder

MY DOCUMENT

- Open my documents icon
- Right click on the space or go to file menu
- Point to new
- Select folder
- Type the name of the folder.
- Click on the space

DISK DRIVE

- Insert the disk in the required driver
- Open my computer icon
- Open the driver containing the disk
- Right click on the space or go to file menu
- Point to new
- Select folder
- Type the name of the folder.

DELETE/RENAME FOLDERS

- Select the folder from any location
- Right click on it or go to file menu
- Select delete or rename.
- If delete click yes, if rename type a new name.

SUBFOLDERS

They are extension of the main folders that also store and group together files.

CREATING SUBFOLDERS

- Open the main folder
- Go to file or right click on the space
- Point to new
- Select folder
- Type the name of the folder.

DELETE/RENAME SUBFOLDER

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- Open the main folder
- Go to file menu or right click on it
- Select delete or rename
- If delete click yes, if rename type a new name.

RESTORING FILES/FOLDERS IN THE RECYCLE BIN

- Open the recycle bin icon
- Select the file
- Right click on it or go to file menu
- Select restore
- The file/folder will return to the previous location

START MENU/TASKBAR

Start menu is used to switch the user in programs. While taskbar is the lower part of the monitor that shows minimized or opened programs and it contains the start menu.

There are two kinds of start menu;

1. Classic start menu
2. Start menu itself

Taskbar can be;

- i. Locked
- ii. Auto hide
- iii. Keep on top of other windows
- iv. Show time
- v. Group similar taskbar

SETTING TASKBAR/START MENU

- Click on start button
- Point settings
- Select control panel or taskbar/start menu
- Open taskbar and start menu icon
- Apply the kind of start and the appropriate settings of the taskbar
- Click ok

OR

- Right click on the start button
- Select properties
- Set the start menu and taskbar
- Click ok or apply.

CONTROL PANEL

Is an icon that deals with all the settings in a computer.

e.g. Accessibility, Add/ remove programs, display, date & time, taskbar/start menu, user accounts, sounds and audios, network setup, mouse, keyboard, speech, printers/faxes, scanners/cameras. E.t.c.

There are two types control panel views

1. Classic view – Shows the main icon
2. Category view – Shows the topic to pick and discuss.

PAINT PROGRAM

Is used to edit pictures and scanned documents

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- Click on start
- Point to programs
- Point to accessories
- Select paint
- Draw your picture and save.

Parts of paint program

1. Title bar
2. Menu bar
3. Tool box
4. Colour box
5. Status bar
6. Scroll bar
7. Drawing area
8. Task bar

SETTING USER ACCOUNTS

- Click start
- Point to settings
- Select control panel
- Double click user accounts
- Set the account first
- Choose the account
- Set the password
- Change picture if necessary
- NClose the window restart the machine.

ON SCREEN KEYBOARD

This replaces the table keyboard

- Click on start
- Point to programs
- Point to accessories
- Point to accessibility
- Select on screen keyboard.

SHORTCUT KEYS

1. CTRL + N – New file
2. CTRL + O – Open existing file
3. CTRL + S – Save
4. CTRL + Z – Undo
5. CTRL + C – Copy
6. CTRL + X – Cut
7. CTRL + V – Paste
8. CTRL + A – Select/highlight
9. CTRL + H – Replace
10. CTRL + F – Find
11. CTRL + Y – Redo

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12. CTRL + B – Bold
13. CTRL + U – Underline
14. CTRL + I – Italic
15. ALT + F4 – Close
16. ALT + F4 & U – Turn off/shutdown
17. SHIFT + ARROWS – Select sentence or words
18. F12 – Save as
19. CTRL + G – Go to
20. CTRL + P – Print
21. F1 – Help

END

3. MICROSOFT WORD

Is software application program that deals with text editing and formatting i.e. word processing

OTHER EXAMPLES OF WORD PROCESSOR

1. Word perfect – WordPad
2. Word star – Notepad
3. Word pro – Office word

Editing – Are changes made on a document either by cut, copy, paste, drag & drop or manual typing.

Formatting – Is the change of text appearance either colours, size, style, fonts.

LOADING MS WORD

Click on start
Point to programs
Point to Ms Office
Select Ms Word

OR

Open run
Type the path
“WinWord”
Click ok

FORMATTING TEXT

There are various ways of formatting text

1. FONT

- Select the text
- Go to format menu and click on font
- Apply the colours, size, font type, style, effects, character spacing and text effects.
- Click ok.

2. PARAGRAPH

- Select the text
- Go to format menu and select paragraph
- Apply the alignment, line spacing and indentation
- Click ok.

Alignment – Is the position of text on the page. E.g. Left, right, center & justified.

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Line spacing – Is space between the sentence and another. E.g. single, 1.5 lines, at least, double, multiple and exact.

3. BULLETS/NUMBERING

- Select the text
- Go to format menu and select bullets/numbering.
- Choose either bullets or numbered or outline.
- Apply the style
- Click ok.

4. BORDERS/SHADING

- Select the text
- Go to format menu and click on border/shading
- Select either borders, page border or shading
- Choose style e.g. box, shadow, 3D, colour, style, or art.
- Click ok.

5. COLUMNS

- Go to format menu and select columns
- Choose either 1, 2, 3, left or right columns
- Click ok

6. DROP CAP

- Select the first letter of the paragraph
- Go to format menu and select drop cap
- Apply the kind of drop cap e.g. dropped or in margins.
- Click ok.

7. CHANGE CASE

- Select the text
- Go to format menu and select change case
- Choose either sentence, upper, lower, title, toggle cases
- Click ok.

8. BACKGROUND

- Go to format
- Point to background
- Select the colour.
- Printed watermarks can also be applied by use of background

SPELL AND GRAMMAR

- Go to tools menu
- Click on spell & grammar.
- Revise the document as you change the errors and right grammar until a message comes “spell & grammar is complete.
- Click ok.

OR

- Right click on red or green colour underlined word
- Select the right spell or grammar.

Header& footer – Are text displayed on top and bottom of document pages.

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SETTING HEADER & FOOTER

- Click on view
- Select header/footer
- Type the header, scroll down and type the footer
- Close the header/footer tool bar

INSERTING PAGE NUMBERS

- Click on insert menu
- Select page numbers
- Choose the position either top or bottom
- The alignment either left, right or center.
- Click ok.

DATE/TIME

- Select the position to insert the date or time
- Go to insert menu and select date/time
- Choose the kind of date or time format, update automatically.
- Click ok

PAGE BREAK

- Select the text to break
- Go to insert menu and select break
- Choose the kind of break e.g. page break, column break and click ok.

PAGE SETUP

This command is used to set the margins, paper size, layout and orientation.

It is found under file menu.

Types of margins;

- Left
- Right
- Top
- Bottom

Types of paper size

- A4
- A5
- A6
- B5
- B6

Types of orientation

- Portrait
- Landscape

Types of layouts

- Top
- Bottom
- Center
- Justified

PRINT PREVIEW

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Used to show the document created on the screen before the actual print out

This command is found under file menu.

PRINT

Is used to produce the document on the printer

- Click on file menu
- Select print
- Select printer; document i.e. all document, selection, current document or pages, number of copies.
- Set printer properties/options e.g. colour, full size, half size or photo size.
- Click ok or print.

REPLACE

Is used to change the text in the document with other words or text.

- Click on edit menu or press CTRL + H
- Type the word/text to change replace on find what bar.
- Type the word/text to replace on replace with bar.
- Click replace or replace all if necessary
- Click ok and cancel the dialogue box.

USING INSERT MENU

Is used to insert different kinds of shapes and object e.g.

1. Word art
2. Auto shapes
3. Text box
4. Clip art
5. Diagrams

Word art

These are text in form of pictures used to insert information where not applicable.

- Click on insert menu
- Point to pictures and select word art
- Choose the kind of word art style and click ok
- Type the text on the box and set size, font or style.
- Click ok

Formatting word art

- Click, on the word art inserted
- Go to format menu and select word art
- Choose the size, fill colours, line colours or layouts e.g. square, tight, behind text or in front of text.
- Click ok.

OR

- Click on the word art and use the word art tool bar that appears and apply the applicable settings.

Auto shapes

- Click on insert menu

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- Point to pictures
- Select Auto shapes
- Select the shapes e.g. lines, basic shapes, callouts, stars and banners, flow charts or block arrows.
- Draw on the page.

Formatting auto shapes

- Click on the shape
- Go to format menu and select auto shapes
- Apply the colours, size, and styles and click ok.

OR

- Double click on the shape
- Set the appropriate settings.

Inserting text in an auto shapes

- Right click on the shape
- Select add text
- Type the text.

Text box

- Click on insert menu
- Select text box
- Draw on the page.
- Type text inside if necessary

Formatting text box

- Click on the text box
- Go to format menu
- Select text box
- Apply the colours, styles or size
- Click ok.

Diagrams

These are organizational charts, cycles, radial, and Venn or target diagrams

- Click on insert menu
- Select diagrams
- Choose the diagram
- Click ok.

Formatting diagram

- Click on the diagram
- Go to format menu
- Select diagram or organization chart
- Apply the colours, size, layouts
- Click ok

Formatting shape of diagram

- Click on the first shape
- Press and hold CTRL key as you select others

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- Go to format menu and select auto shapes
- Apply the colours, size, style
- Click ok.

Clip art

This is a combination of different and many shapes in a computer.

- Click on insert menu
- Point to pictures
- Select clip art
- Type the name of the clip art on the dialogue box
- Click go or press enter key on the keyboard.
- Select the picture and edit it.

OR

- Click on organize clips on lower part of the clip art box
- Double click office collection
- Select the clip art e.g. building, animals, academic e.t.c.
- Choose the picture and copy it.
- Close the clip organizer window and select yes.
- Go to edit menu or right click on the space
- Select paste.

Formatting clip art

- Select the picture
- Go to format menu
- Click picture
- Apply colours, size, layouts,
- Click ok.

OR

- Double click on the picture
- Apply the required settings
- Click ok.

SETTING SECURITY

- Click on tools
- Select options
- Click on security
- Type the password to open
- Click ok
- Retype the password again and click ok.

PRINTING ENVELOPES

This is inserting addresses on the envelopes

- Click on tools menu
- Point to letters and mailings
- Select letters and envelopes
- Type the delivery address and return address if necessary
- Click on options to apply the font settings of both address

COMPUTER STUDY PACKAGES

- Click ok
- Click print or add to document.

MAIL MERGE

This duplicates the document to different people

- Click on tools menu
- Point to letters and mailings
- Select mail merge
- Choose either letters, envelopes or directory.
- Click next to start document
- Choose the document e.g. current, existing or template.
- Click next to select recipient
- Select type a new list and click create
- Fill the list as you change unnecessary and add required fields
- Close the list
- Save the list and select all. Click ok
- Click next to write the letter or arrange directory
- Select either address block, greeting lines or more items and apply the required fields.
- Click next to preview the letter or directory.
- Click next to complete the merge by print or edit recipient.

TABLES

This is converting text into columns or rows.

Tables can be drawn or inserted.

Drawing table

- Click on table menu
- Select draw table
- Draw rows and columns respectively on the page.

Inserting tables

- Click on table menu
- Point to insert
- Select table
- Count the number of columns and rows to create
- Click ok.

Delete table

- Select the table or click on any of the cell of a table created
- Go to table menu
- Point to delete and select table

Inserting columns and rows

- Select the cells near the position to insert the row or column
- Go to table menu

COMPUTER STUDY PACKAGES

- Point to insert and select columns left or right or rows above or below.

Deleting columns/rows

- Select the column or row
- Go to table menu
- Point to delete
- Select column or row

Splitting cells

- Select the cell either in column or row
- Go to table menu
- Select split cells
- Increase the number of columns or rows
- Click ok.

Merge cells

This is used to leave rows blank without columns

- Select the row
- Go to table menu
- Select merge cells

Sorting

Is the arrangement of information in a table either ascending or descending

- Select the cells in a table to sort
- Go to table menu and click on sort
- Choose the columns to sort
- Select either ascending or descending
- Click ok

Formula

- Select the cell to insert the formula
- Go to table menu
- Select formula
- Choose the function either sum, average, min or max
- Apply the formula or type manually
- Click ok

Auto format

- Changes the appearance of the table
- Select the whole table
- Go to table menu
- Select table auto format
- Choose the style
- Click ok.

Importance of MS Word

1. Use of word art, clip art or shapes increases the information and beautifies the work
2. Used to produce important documents like CV'S, recommendation or application letters
3. Spell check and grammar can be applied

COMPUTER STUDY PACKAGES

4. Tables help to analyze the information.

END

4. MICROSOFT EXCEL

Is a software application program that deals with spreadsheet presentation i.e. mathematical calculations and evaluations.

It is also classified as lotus 1, 2, 3.

LOADING MS EXCEL

- Click on start
- Point to programs
- Point to MS Office
- Select Ms office excel

OR

- Open run
- Type the path “Excel”
- Click ok.

Spreadsheet

- Is an extension of rows and columns that create excel book

Worksheet

- Contains columns and rows where information or values are typed.

Work book

- Is a combination of many and different worksheets

Columns

- Are vertical partitions identified by alphabetical letters e.g. A, B, C, D

Rows

- Are horizontal partitions identified by numerical e.g. 1, 2, 3 10, 50.

Cell

- Is an intersection between a column and a row.

Value

- Are figures or numbers entered in a cell e.g. 2, 30, 100.

Gridline

- Are imaginary lines running either vertically or horizontally across the sheet.

Range

- Is a selection of values or items in the cells of a row or column of a sheet

Hiding gridlines

- Click on tools menu
- Select options
- Click on the box containing gridlines
- Click ok.

Formula

COMPUTER STUDY PACKAGES

Is a function or method used to give an answer of a calculated value. E.g.

- Total = sum(B2 : F2) or = sum(C2 : C9)
- Average = average(C3 : H2) or = average(B2 : B6)
- Maximum = max(D2 : G2)
- Min = min(B4 : H4)
- Lookup = lookup(C1, B10 : N10, B13 : N13)

N/B

CTRL + HOME – Takes you to the first cell of a worksheet

CTRL + END – Takes you to last cell of the worksheet.

CTRL + ARROW RIGHT – Takes you to last column of the worksheet

CTRL + ARROW DOWN – Takes you to the last row of a worksheet.

WAYS OF FORMATTING A WORKSHEET

1. FONT

- Select the values/text in a worksheet
- Go to format menu and click on cells
- Select font and apply either colour, size, style, effects, underline and font type
- Click ok

2. BORDER

- Select the worksheet
- Go to format menu and click on cells
- Select border
- Choose style and colour
- Apply either on inside or outline border.

3. NUMBER

- Select the values
- Go to format menu and click on cells
- Click number and select either general, number, percentage or decimal place.
- Click ok.

4. ALIGNMENT

- Select the values
- Go to format and click on cells
- Click on alignment
- Choose vertical and horizontal alignment or degree
- Click ok

5. PATTERNS

COMPUTER STUDY PACKAGES

- Select the worksheet
- Go to format menu and click on cells
- Choose patterns
- Apply colour, style
- Click ok.

6. CONDITIONAL FORMAT

- Select the values
- Go to format menu and click on conditional format
- Choose the list e.g. between, less than or greater than
- Type the values
- Click on format button, apply colours, style e.t.c.
- Click ok.

7. AUTOFORMAT

- Select the worksheet
- Go to format menu
- Select auto format
- Apply the style
- Click ok.

Inserting worksheet

- Go to insert menu
- Select worksheet

OR

- Right click on the lower part of the sheet
- Select insert
- Click on worksheet.

Deleting worksheet

- Select the worksheet
- Go to edit menu
- Select delete worksheet

OR

- Right click on the sheet
- Select delete

Renaming worksheet

- Select the sheet
- Go to format menu
- Point to sheet and select rename
- Type the name on the black indicated sheet at the bottom of the sheets.

OR

- Right click/double click on the sheet to rename
- Select rename and type the name

Inserting columns/rows

- Select the next cell near to insert the row or column
- Go to insert menu

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- Select column or row.

Deleting row or column

- Select the row or column
- Go to edit menu
- Select delete
- Choose either entire row or column

Hide/unhide sheet/row/column

- Select the sheet/row/column
- Go to format menu
- Point to sheet/row/column
- Select hide or unhide

Column width/row height

- Select the row/ column
- Go to format menu
- Point to row or column
- Select height or width
- Type the value
- Click ok

Auto fill option

Used to copy formulas to other cells in a worksheet.

- Select the other got
- Point to the lower right corner of the cell until the mouse changes to a black plus sign.
- Press and hold the left button as you move to the required position either right or bottom.

Formula audit

Used to trace the precedents and dependents in a worksheet

- Select the answer
- Go to tools menu
- Point to formula audit
- Choose either trace precedents or dependents

Filter

Used to separate other cells while working with others

- Select the cells to filter
- Go to data menu
- Point to filter
- Select auto filter
- Click on the filtering button that appears on the cell
- Choose the cell you want to work with.

Subtotals

They are used to give the grand totals or product of the cells.

- Select the cell to insert the subtotal

COMPUTER STUDY PACKAGES

- Go to data menu
- Select subtotal
- Choose the item to give the subtotals
- Select the function e.g. sum, product e.t.c.
- Click ok.

Sorting

Used to arrange the cells in ascending or descending manner

- Select the columns to sort
- Go to data menu
- Select sort
- Choose expand the sort or continue with previous
- Click sort
- Select the columns
- Select either ascending or descending
- Click ok

Copying contents of a worksheet

- Select the cells or the whole sheet to copy
- Go to edit menu select copy or press Ctrl + C
- Open another sheet
- Go to edit menu and select paste or press Ctrl + V

Split sheet

Used to divide the worksheet in four portions

- Select the cells in the sheet
- Go to window menu
- Select split

Freeze panes

Used to make some of the cells stagnant while drugging others

- Select the row or column to freeze
- Go to window menu
- Select freeze panes

Cell reference

Used to insert cell address that is meant for change or not change when auto filling.

They are two;

1. Relative cell reference

Used to insert cell address that is meant to change during auto fill.

i.e. = (B2: C3), (C2: C8)

2. Absolute cell reference

Used to insert the cell address that does not change during auto fill

i.e. = (\$F1: K2), (%D2: G3)

Charts

They are used to convert tabulated data

There are different types of charts e.g.

- Column

COMPUTER STUDY PACKAGES

- Bar
- Pie
- Area
- Line
- Pyramid

Importance of charts

1. For good visual impression
2. Used to analyze information
3. Easy movement with data
4. Used to beautify the information

Inserting charts

- Select the cells to convert to chart
- Go to insert menu
- Select chart
- Choose the kind of chart e.g. column, bar pie or line
- Click next
- Click next to apply title and the axes where necessary
- Click next to set an object or a sheet
- Finally click finish

Protecting sheet

- Select the sheet
- Go to tools menu
- Point to protection
- Select protect worksheet
- Type the password
- Retype it again
- Save your worksheet

Security

- Select the sheet
- Go to tools menu
- Select options
- Choose security
- Type the password
- Click ok
- Retype it again
- Click ok
- Save the sheet.

Working with the payroll table

- ♣ Basic salary = x Currency
- ♣ Allowance = x % of Basic Salary
- ♣ N.S.S.F = x % of Basic Salary
- ♣ Gross pay = Basic Salary + Allowance + N.S.S.F
- ♣ Tax = x % Gross Pay

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- ♣ Net Pay = Gross Pay – Tax or deductions

Importance of MS Excel

1. Used for analyzing data
2. Use of charts makes good visual impression
3. Used to create payrolls in companies
4. Used by businessmen to record their daily sales.
5. Used to make work easy as the information is typed in rows and columns.

5. MICROSOFT POWERPOINT

Is a graphic presentation used in advertisement and presentation of slides

It has two windows namely;

- ♣ Application window
- ♣ Presentation window

LOADING MS POWERPOINT

- Click on start
- Point to programs
- Point to Microsoft Office
- Click Microsoft PowerPoint

OR

- Open run
- Type the path 'powerpnt'
- Click ok

Slide – Is a PowerPoint page where information is created

Slide transition – Is the visual display used to introduce the slide on the show

Procedure

- Click on slide show menu
- Select slide transition
- Choose the kind of transition, speed, sound and set automatic

Custom animation – Are basic visual display that appears on text or picture that introduces the slide on the show.

Procedure

- Click on slide show menu
- Select custom animation
- Select the text or object/picture
- Click on add effects
- Point to the effect e.g. Entrance, Exit, Emphasis or Motion path
- Choose the effect

Slide design – Are preset and already designed templates used to modify a slide

Procedure

- Click on format menu
- Select slide design
- Choose the kind of design
- Apply to selected slide

Slide layout – Is a set of arrangement of slide text and picture presentations.

Procedure

COMPUTER STUDY PACKAGES

- Click on format menu
- Select slide layout
- Choose the kind of layout
- Apply to selected slide

Slide sorter – Is the arrangement of slides horizontally on the application window

Procedure

- Click on view menu
- Select slide sorter

Slide numbering & footer

- Select the slide
- Go to insert menu
- Select slide number
- Click on slide number
- Select update automatically
- Type the footer
- Select apply or apply to all

Inserting new slide

- Click on insert menu
- Select new slide
- Or press CTRL+ M

Date and time

- Select the position
- Click on insert menu
- Select date and time
- Choose the kind of date and time format
- Click ok.

Delete slide

- Select the slide
- Click on edit menu
- Select delete slide
- Or select the slide
- Press delete key on the keyboard

Duplicate slide

- Select the slide
- Click on insert or edit menu
- Select duplicate slide
- Or press CTRL + D

View show – Is used to display the slide on the presentation window

- Click on slide show menu or view menu
- Select slide show or view show

Background

- Select the slide
- Click on format menu
- Select background
- Apply the background colour and the fill effects if necessary
- Click apply

COMPUTER STUDY PACKAGES

Animation scheme – These are already set slide transitions and custom animations that appear on the slide during the show.

- Click on slide show menu
- Select animation scheme
- Choose the kind of scheme
- Apply to the slide.

Colour scheme – Are set of colour background used to modify the design of a slide

- Click on slide show menu
- Select animation scheme
- Click on colour scheme
- Choose the kind of scheme apply to selected slides

Slide timings – Is the length of time or duration that a slide takes during the show

This can be achieved through two ways

1. Through slide transition select automatically after and set the minutes
2. Through slide show menu select setup show

Apply loop continuously until esc.

Kinds of presentations

Blank presentation

Design templates

From auto content wizard

From existing templates

Using the auto content wizard

These are design set of presentations in the system that are used to create of the projects

- Click on file menu
- Select new presentation
- Click on from auto content wizard
- Click next to select the project
- Choose the project
- E.g. certificate or training e.t.c
- Click next to apply the titles
- Finally click finish

Other additional information

- Clip arts
- Words arts
- Auto shapes
- Diagrams
- Tables
- Text box

Action buttons

- Click on slide show menu
- Point to action buttons
- Select the button
- Draw on the page

Importance of MS PowerPoint

- Used in marketing to advertise commodities
- Used by artists/musicians to produce the songs and recording
- Used to make proposals of projects to be carried by companies
- Used in business plan

COMPUTER STUDY PACKAGES

6. MICROSOFT ACCESS

Is a software application program used in data base management i.e. sorting, analyzing, recording and reporting of data or information.

Other examples

- D – Base
- OX Pro
- Oracle
- Visual basic

It has two windows

1. Application window
2. Data base window

LOADING MS ACCESS

- Click on start
- Point to programs
- Point to Microsoft office
- Select Microsoft Access

OR

- Open run
- Type the path“ MSACCESS”

DEFINITIONS

1. **Data base** – Is a collection of objects grouped together to form an access file.
2. **Primary key** – Is set on unique fields to prevent duplication.
3. **Record** – A complete detail about an event or information entered in rows & columns of a field.
4. **Field** – A cross of information normally entered columns of a table

Data types – These are field description that determines the kind of data or information to enter in a table.

Examples of data types

1. **Text** – This is a label entry e.g. Names or a place
2. **Number** – This is a value entry e.g. 20, 10
3. **Date & time** – This is a chronological entry
4. **Memo** – For long text entry
5. **Yes or No** – Determines the value true or false
6. **Currency** – For currency or money entry
7. **Automatic Number** – For automatic listings

Creating a data base

- Open Microsoft Access program
- Click on create new file
- Select blank database
- Type the name of the database
- Click create

Creating a table

Can be created in four commands

1. Using new command
2. Using design view
3. Using wizard view
4. By entering data directly.

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Procedure

- On database window
- Select table tab
- Click on either new, using design view, using wizard view or by entering data directly
- Type the fields
- Set the primary key
- Close the table
- And save the table
- Open the table and fill the record.

RENAMING AND DELETING FIELDS

- Open the table created
- Point on top bar containing the fields
- Press the left mouse button
- Right click on the field
- Select rename or delete column

OR

- Select the field
- Go to edit menu
- Select delete column

Deleting the records

- Select the row of the records to be deleted on the table
- Click on edit menu
- Select delete record

Adding/Inserting more fields on a table

- Click on insert menu
- Select insert column
- Drag the field using the left button to the required position

OR

- Open the table created by selecting it first
- Click on design that appears on top of the database window
- Type the fields to add

Deleting/rename database objects created

- Select the table, query, form or reported created
- Right click on it or go to edit menu
- Select delete or rename
- If rename type a new name

Queries

These are electronic questionnaires

Used to update records, selecting and displaying particular records or arranging the records.

Creating queries

- Select the query tab
- Choose either new, design view or wizard view.
- Add the table

COMPUTER STUDY PACKAGES

- Select the required fields
- Apply the criteria options
- Close and save your query

Types of query criteria

< - Less than

> - More than or greater than

<> - Not equal to

*M – displays names that ends with M

M* - Displays the names that begins with M

M - Displays names with M in between

= - Equal to

> = - Greater or equal to

<= - Less or equal to

FORMS

These are database objects used to;

1. Display records
2. Edit records
3. Add new records

Creating forms

- Select the form tab
- Click on new or wizard view or design view
- Select the fields
- Click next to apply the layouts and styles
- Click next to apply the name
- Click finish to display the form

Types of layouts

- Tabular
- Columnar
- Justified
- Datasheet
- Pivot table
- Pivot chart

Types of styles

- Blends
- Expedition
- Industrial
- International
- Compact
- Blue print
- Rice paper
- Sand stone
- Corporate

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- Stone
- Sumi painting
- Bold
- Casual
- Formal
- Soft gray

REPORTS

Are database objects

Used to;

1. Print previewing
2. Reorganizing and grouping of data and records
3. Calculations (analyzing)

Creating reports

- Select the report tab
- Choose either new, design view or wizard view
- Select the fields
- Click next to apply the layout and style
- Click next to apply the name
- Click finish to display the report

Importing table

This is the extraction of a table from an existing database to a current one

- Select the table tab
- Click on new command
- Select import
- Choose the database file to import from
- Click open
- Select the table
- Click ok

Linking tables

Is the sharing of the table contents with another table

- Select the table tab
- Click on new
- Select link table
- Choose the database file to link the table
- Click open
- Select the table
- Click ok

Relationship

Is the sharing of the table information to be same as you fill the other table

Procedure

- Select the table
- Click on tools menu
- Select relationship

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- Add the tables
- Double click on any of the fields
- Select create new
- Choose the left or right tables and the right or left fields or columns
- Click create
- Save the relationship
- Fill the records in the tables

Sorting

Is the arrangement of the records in ascending or descending manner

Setting security

- On file menu
- Select open
- Click on open exclusive on lower right Conner of open command
- Click on tools
- Point to security
- Select set database password
- Type the password
- Click ok.

Importance of sorting

2. Simple working with records
3. For easy analyzing of data
4. Makes records to have an order
5. Easy retrieval of data

Importance of Ms Access

1. Used for business book keeping
2. Used to create order and slupment
3. Used to truck employees records and payrolls
4. Used to link objects from another program through ole object linking

END

8 MICROSOFT INTERNET

Internet was derived from the word **Inter & Net** which means international networks.

Networking is the sharing of computer resources e.g. documents, printers and drivers.

Another name for internet is Cyberspace. Other example of network is Intranets.

Types of network connections

1. **LAN** – Local Area Network Connection: Covers a range of more than 10 kms
2. **WAN** – Wide Area Network connection: Covers unlimited area of network connectivity.
3. **MAN** – Metropolitan Area Network: Covers an area less than 10 kms.
4. **Global** – Covers a network of one computer in the system

Terms

WWW – World Wide Web

HTTP – Hyper Text Transfer Protocol

HTML – Hyper Text Markup Language

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URL – Uniform Resource Locator

E- Mail – Electronic Mail

Protocol – Is a line in which the information is transferred to the internet from the computer.

ISP – Internet Service Provider

WB – Web Browser: Is a location where information is searched on the internet e.g. Yahoo, Hotmail, Gmail, Web2mail or any website.

Registering an Email

- Open internet explorer icon.
- Type the web browser on the address bar e.g. www.yahoomail.com, www.hotmail.com, www.gmail.com.
- Select sign up if you don't have an email.
- Answer the relevant information on the page that will be provided.
- Type the code and select create account.

Reading mails

- Open internet explorer icon
- Type the web browser you registered to.
- After the page opened, type the **ID** & the **password** you used to open the account.
- Select sign in or press **enter** on the keyboard.
- Select the inbox that will be containing the message.
- Search for subject and click the title provided on your message on the inbox.

Sending message or creating new message

- When the inbox is active, select compose or new.
- Type the email of the recipient in full
- Type the title or subject
- Enter your main message and press send.

Attaching file

- When the compose or new window is active,
- Select attach file
- Click browse to search your file where you have saved it.
- After selecting the file click open
- And finally click attach and give it time to process
- Send your message.

Deleting mails

- Select the message from any box e.g. inbox, sent, attachments, draft, and spam to delete your message.
- Click on the small box that appears on your message at the start of your message.
- Click delete and let it process.

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Forwarding message

- This is the transfer of a message from your inbox to someone else.
- Open the inbox, select the message.
- Click forward.
- Type the email of the receiver in full and click send.

Using the draft

- Draft is used to save message you create before sending to them.
- These messages can be open at another time to be sent to different recipients.
- Open the new or compose window on your mail box.
- Type the subject and the main message or attach the files
- Click save to draft.

Sign out the mail inbox

- This takes you out of the mail box to avoid clients reading your mails.
- After reading, composing and saving the messages,
- Click on the sign out command to avoid any other person viewing your details.

Searching contents on the internet

- Open the internet explorer icon
- Type the information you want to search on the address bar.
- Click go or press **enter** on the keyboard

Using Google

- Is a search engine that produces all the information searched on the internet
- All the contents are displayed clearly with Google.
- Open internet explorer
- Type the path www.google.com on the address bar
- Press go or enter on the keyboard.

Types of web domains

Com – Communication

Org – Organization

Net – Networks

END

9. MICROSOFT PUBLISHER

Is a software application program that falls under graphic Design or desktop Publishing Programs (DPP)

Types of documents produced by publisher

- Wedding cards
- Business cards
- Invitation cards
- Letterheads
- Logos

***Compiled And Printed by
Kassim Halfan, 0768616675***

COMPUTER STUDY PACKAGES

- Calendars
- And brochures.

LOADING PUBLISHER

Click on start

Point to programs

Point to Microsoft Office

Select Microsoft Office Publisher

OR

Open run

Type the path

Mspub

Click ok or press enter on the keyboard.

Types of publications

1. Publication for print
2. Web Site and E- mail
3. Design sets
4. Blank print publication
5. Blank Web page
6. Existing publication.

Creating business card using blank print publication

- Open publisher
- On the catalog window
- Select blank print publication
- Set the layouts of the page
- Select a text box from the insert menu
- Draw on the page and enter the text
- Format it to have the required appearance

Arranging layouts

- Click on arrange menu on the menu bar
- Select arrange layouts guides
- Set the size or number of columns and rows. Click ok.

Creating business card using publications for print

- Open publisher program
- Select publications for print on the catalog window
- Select business cards
- Choose the design of the card
- Enter the text that fit the card
- Format it to have the required settings.
- Click on multiple command that appears on the task pane to duplicate the cards.

Creating cards using design sets

- Open publisher program

COMPUTER STUDY PACKAGES

- Select design sets command
- Choose the kind of card
- Enter the required text
- Format it as possible

Using web site & E – mail

- Open publisher program
- Select web site & E – mail publication
- Choose the design
- Enter the required information.

N/B: All or other designs of cards can be creating using the above named publications.

Creating text box

- Click on insert menu
- Select text box
- Draw on the page

Formatting the text box

- Select the text box
- Click on format menu
- Select text box
- Apply the kind of border and colours.
- Click ok.

Inserting pages

- Click on insert menu
- Select pages
- Enter the pages to insert e.g. 1, 2 & 3.
- Click ok.

Creating calendars

- Open publisher program
- Select publication for print
- Choose calendar
- Select the type of calendar design
- Enter the required information e.g. text or pictures
- Format it if necessary.

Creating folded cards

- Open publisher
- Select blank print publication
- Arrange the guides and insert a text box
- Enter the text
- Click on file menu
- Select page setup
- Select either side folded or index card
- Click ok.

Setting background

- Click on format menu

COMPUTER STUDY PACKAGES

- Select background
- Choose the kind of background
- It will automatically change.

Setting your own background

- Open publisher
- Insert a word art or text box
- Format it to required shape and Colour
- Right click on the word art or text box
- Select save as picture
- Give it a name and save.
- Click on format menu
- Select background
- Click more background
- Select texture
- Click other texture
- Choose the saved picture that you created as a background.
- Click insert.

Inserting objects

This comprises the following;

1. Word art
2. Clip art
3. Text box
4. Design gallery
5. Auto shapes
6. Tables
7. Diagrams

N/B: The above objects are inserted from the insert menu

Importing a word document

- Create a document using Microsoft office word
- Save the file
- Click on file menu
- Select import the word document
- Click ok

END