

Creating a New File

Office programs work with data, in order to create one, you must create a file in which to store it. If the file you want to create is a Word document, an Excel workbook, an Access database, a PowerPoint presentation, or a Publisher publication, you create a new file using the Getting Started screen. When you do, you are given the option of creating a blank file or basing the file on an existing template.

Create a New File

Create a New Word, Excel, PowerPoint, Access, or Publisher File

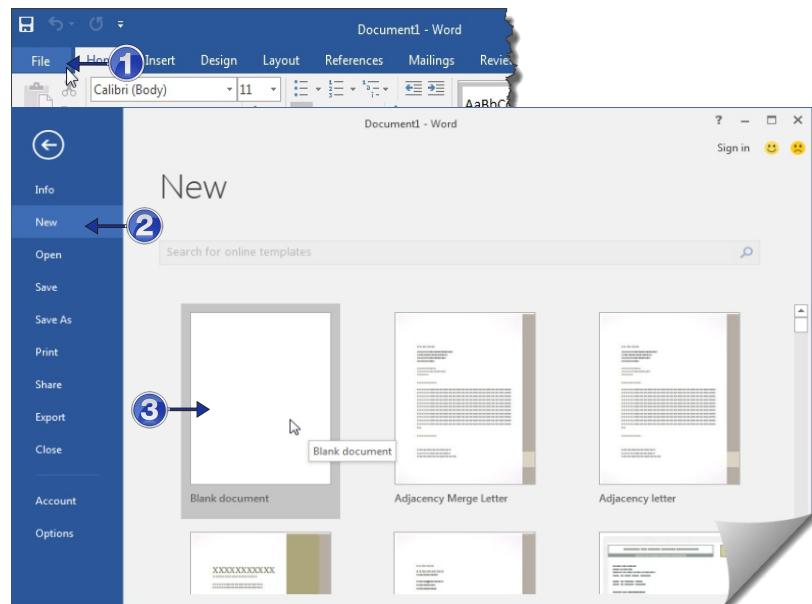
- ① Click the File tab.
- ② Click New.

The New screen will appear.

- ③ Click the type of file that you want to create..

The new file opens.

Note: Another way to create a new file is to press **Ctrl + N**. Office creates a new file using the default settings.



Saving a File

Saving a file allows you to store data for a period of time. When your data are stored you can access all the information stored in it. You should save the data that you are working frequently to prevent data loss during power failure or computer crash. You can give a unique filename of your file and store it in the folder or drive of your choice when you are saving your document. You can change the type of the data and open it later after saving.

Save a File

- ① Click the File tab.

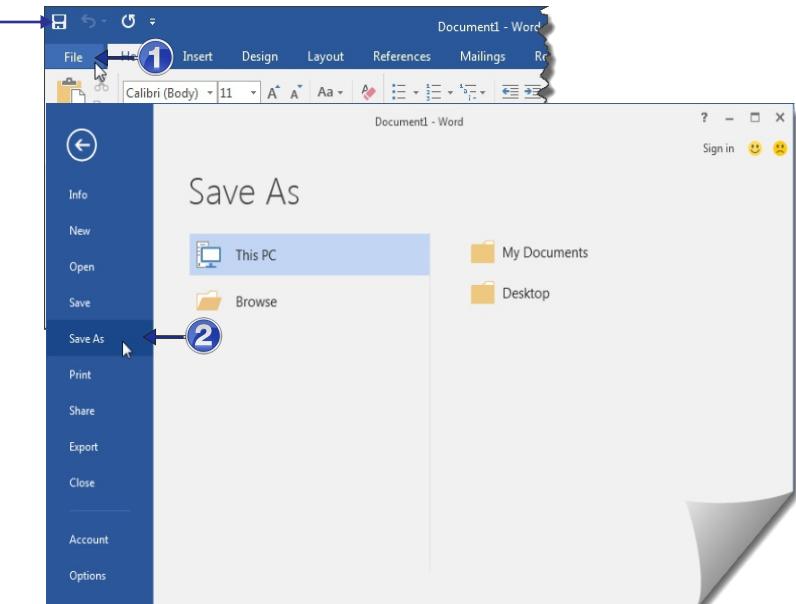
For subsequent saves, you can click the Save button on the Quick Access toolbar to quickly save the file.

The document's Info screen appears.

- ② Click Save or Save As.

The Save As dialog box appears.

Note: Another way to save a file is to press **Ctrl + S**. If this is the first time the file has been saved, Office launches the Save As dialog box.

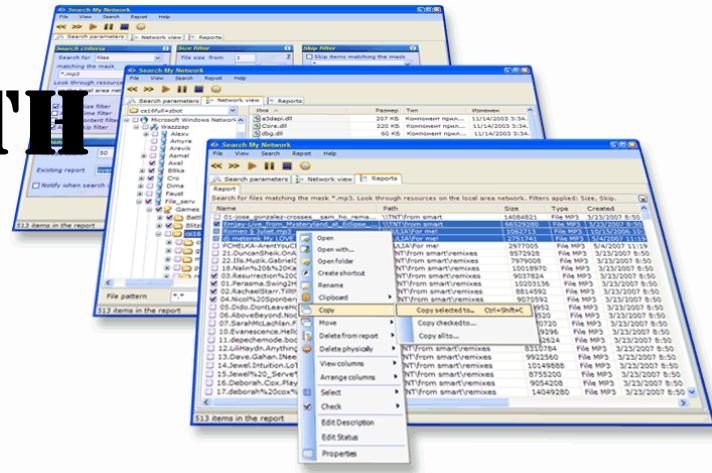


Chapter 2

Word Watch

- File
- Data
- Print
- Dialog Box
- Select
- Cut
- Copy
- Paste

WORKING WITH OFFICE FILES



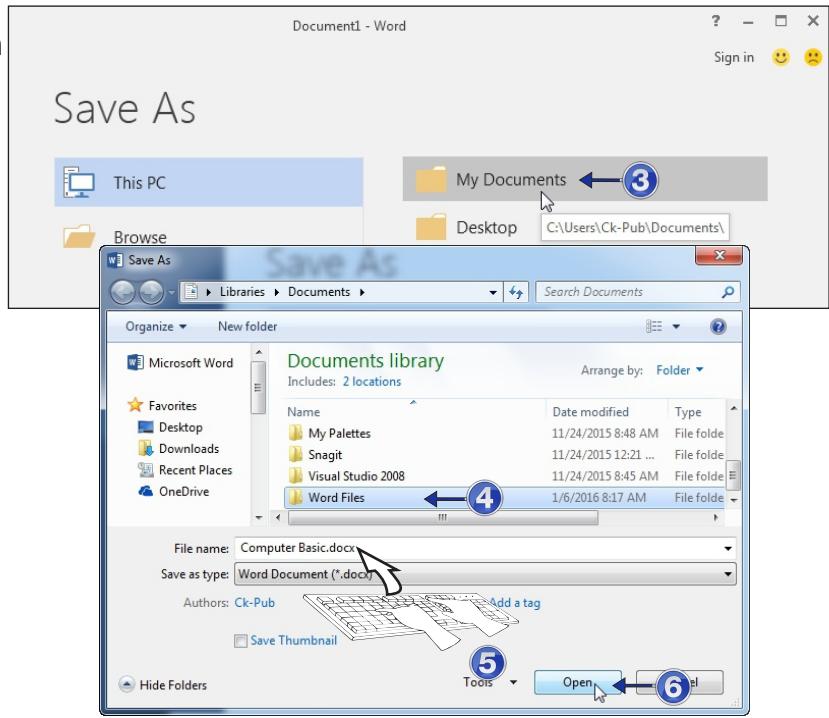
Learning Objectives

After completing this chapter, you should be able to:

- create a New File;
- open a File;
- print a File;
- select Data;
- cut, copy, and paste data; and
- view multiple files

- 3 Click the My Documents folder in which you want to save the file.
- 4 In the file list, navigate to the folder in which you want to save the file.
- 5 Type a name for the file in the File name field.
- 6 Click Save.

The Office program saves the file and the new filename appears on the program window's title bar.

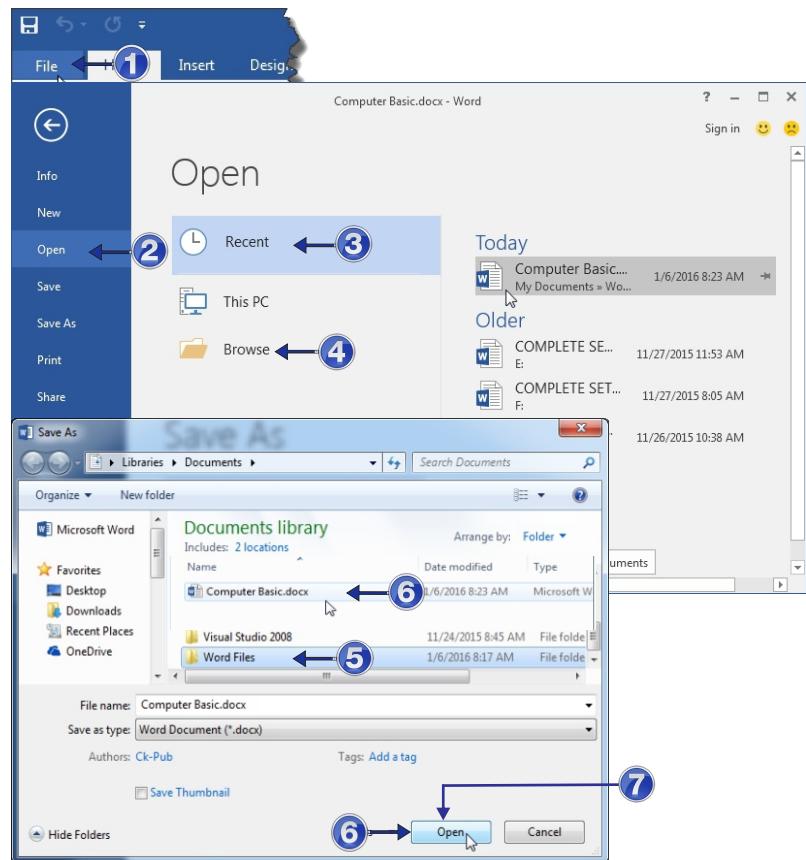


Opening a File

In addition to creating new files, you can open files that you have created and saved previously in order to continue adding data or to edit existing data. Regardless of whether you store a file in a folder of your computer's hard drive, or on a CD, you can easily access files using the Open dialog box. If you're not sure where you saved a file, you can use the Open dialog box's Search function to locate it. When you finished using a file, you should close it, because the unnecessary files and programs free up processing power of your computer.

Open a File

- 1 Click the File tab.
- 2 Click Open.
- 3 If the file you want to open is listed under Recent, you can click it so that it will open. You can click directly if the file is save Today or Older. See the figure.
- 4 The other way is click the Browse folder in which the file you want to open has been saved (in the illustration, it is saved in documents).
- 5 In the file list, locate and click the folder in which the file you want to open that has been saved.
- 6 Click Open. Click the name of the file that you want to open.
- 7 Click Open. The file opens in the program window.



Printing a File

Printing any file definitely needs a printer and it should be connected to your computer. If a printer is connected to your computer, you can print your Office files. For example, you will distribute printouts of a file as handouts in a meeting. When you print a file, you have two options. You can send a file directly to the printer using the default settings or you can open the Office application's Print screen to change these settings. For example, you might opt to print just a portion of the file, print using a different printer, print multiple copies of a file, collate the printouts, and so on.

Print a File

- 1 Click the File tab.

- 2 Click Print. The Print screen appears.

Note: Another way to open the Print screen is to press **Ctrl** + **P**.

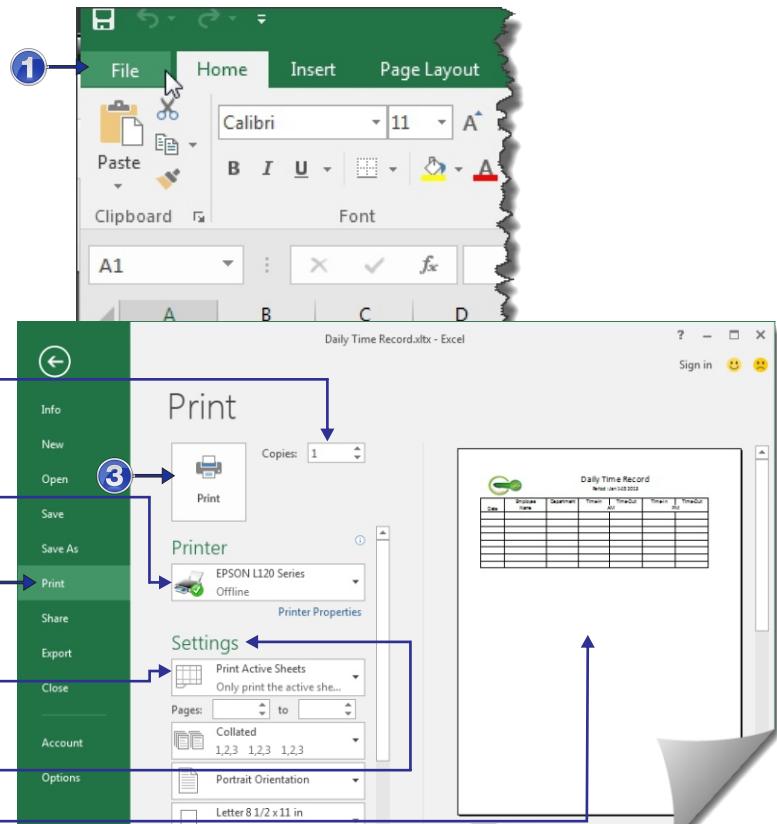
You can specify the number of copies to print using the Copies spin box.

You can choose a printer from the Printer drop-down list.

You can choose to print as election from the file or specific pages using the available Settings list.

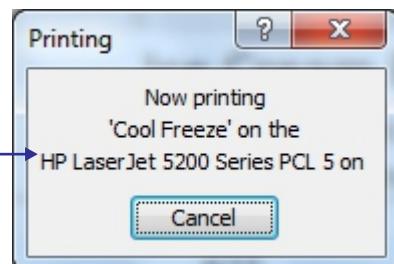
You can access additional print options under Settings.

View a preview of the printed file here.



- 3 Click Print.

The Office program sends the file to the printer for printing.



Selecting Data

Performing different operations on data, such as deleting it, changing its font or alignment, applying a border around it, formatting it as a list, or copying and pasting it elsewhere in a file or in a different file altogether, you must select the data. The selected data appears highlighted. Depending on what program you are using, Office offers several techniques for selecting data.

Select Data

Click and Drag to Select Data

- ① Click to one side of the word or character that you want to select.
- ② Drag the cursor across the text that you want to select. Word selects any characters that you drag across. You can use this technique to select characters, words, sentences, and paragraphs. To deselect a selected text, simply click anywhere outside the text or press any arrow key on your keyboard.

Note: This technique also works for selecting images in your Office files. In addition, you can select images by simply clicking them.

Select Text with a Mouse

- ① Double-click the word that you want to select. Word selects the text. You can triple-click a paragraph to select it.

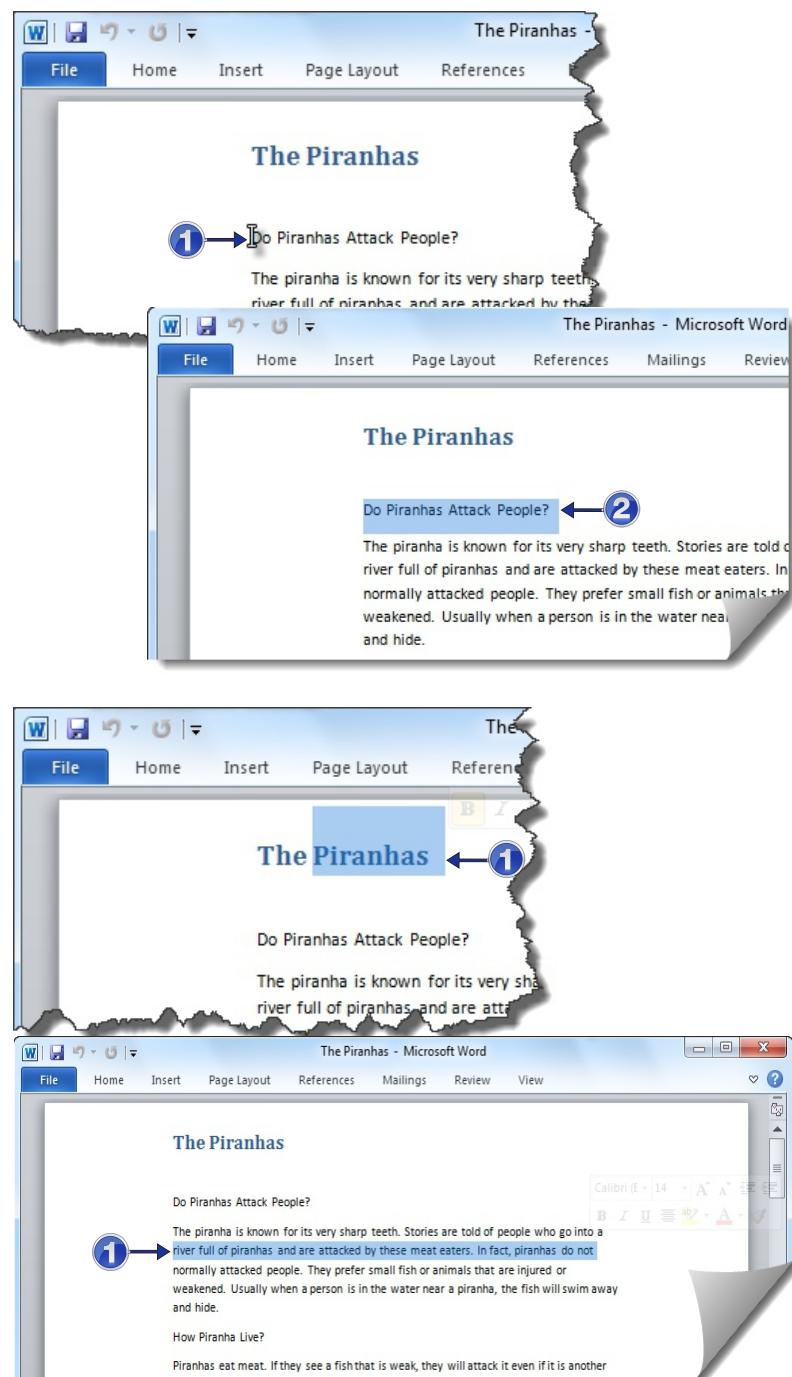
Note: To select data in Excel, click the cell that contains the data. To select a range of cells, click in the upper left corner of the range and drag down and to the right. To select cells that are not part of a continuous series, press **Ctrl** as you click each cell.

Select Text from the Margin

Note: This technique works only in Word.

- ① Click in the left margin. Word selects the entire line of text next to where you clicked. You can double-click inside the left margin to select a paragraph. You can triple-click inside the left margin to select all the text in the document.

Work File: The Piranhas.docx



Cutting, Copying, and Pasting Data

Use the Cut, Copy, and Paste commands to move or copy data. For example, you will cut or copy a picture from a Word document and paste it elsewhere in the same Word document, in another Word document, or in a PowerPoint slide or a Publisher file. When you cut data, it is removed from its original location; when you copy data, Office makes a duplicate of the selected data, leaving it in its original location. Another alternative method is to use the drag-and-drop method, this also moves data.

Cut, Copy, and Paste Data

Drag and Drop Data

- 1 Select the data that you want to cut or copy.
- 2 Click and drag the data to a new location.
The changes to copy the data as you drag it, you can press **Ctrl** and hold .
- 3 Release the mouse to drop the data in place. The data appears in the new location.

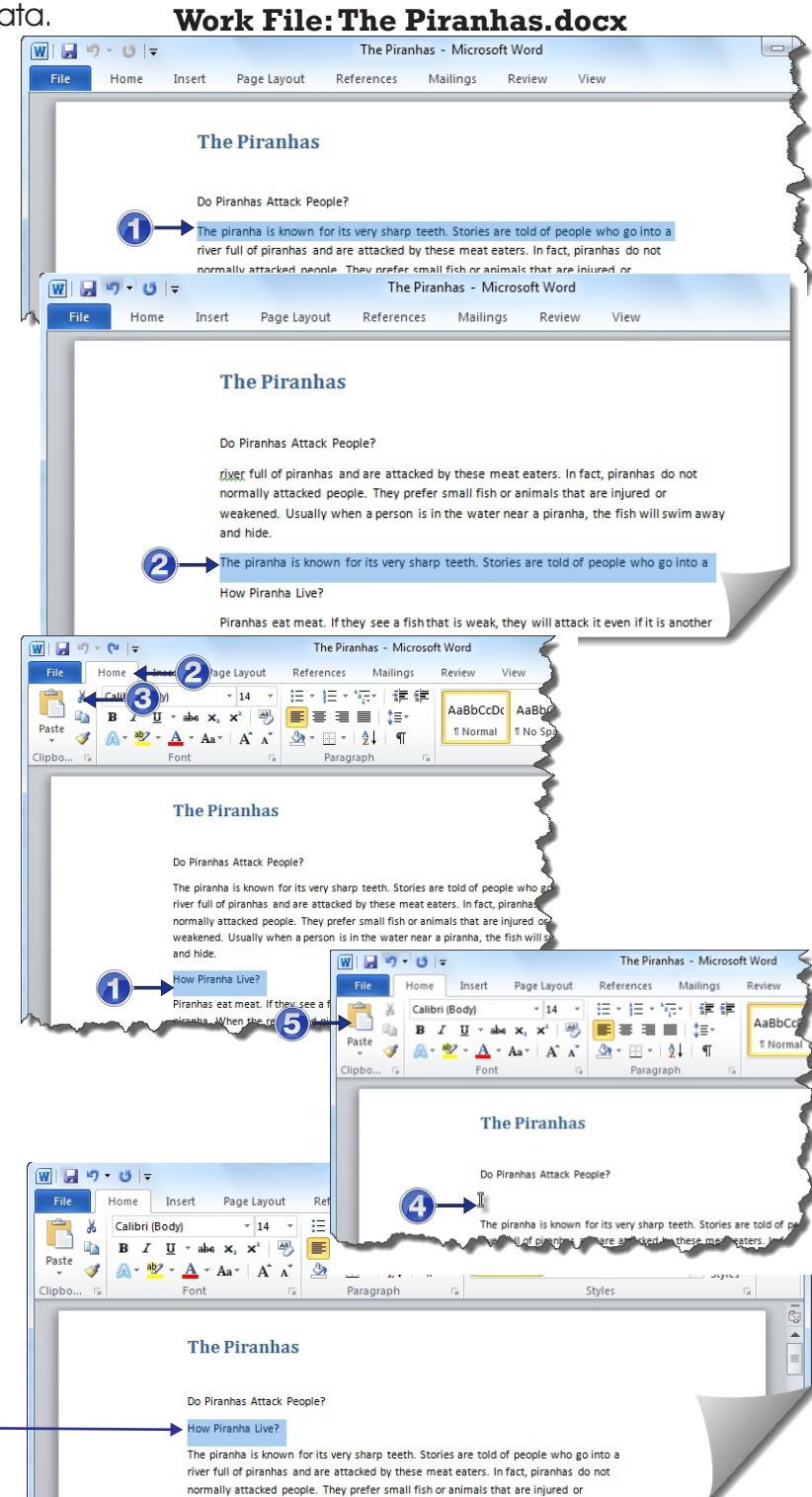
Cut and Copy Data

- 1 Select the data that you want to cut or copy.
- 2 Click the Home tab.
- 3 Click the Cut button () to move data or the Copy button() to copy data.
Note: You can also press **(Ctrl)+(X)** to cut data or **(Ctrl)+(C)** to copy data.
- 4 The data is stored in the Windows Clipboard.
- 5 Click the point where you want to insert the cut or copied data. You can open another file where you can paste the data.

Note: You can press **(Ctrl)+(V)** to paste data.

The data appears in the new location.

Note: You can click the Paste Options smart tag () that appears when you paste, cut, or copy data to view various paste-related options.



Viewing Multiple Files

Displaying different views of a file or viewing multiple files at once is one useful feature in Office applications. For example, you want to view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time. In addition to viewing multiple files at once, you can split a long file into two scrollable panes to view different portions of it. For example, you will split a document to compare how portions of it are formatted.

View Multiple Files

- ① Open two or more files.
- ② Click the View tab.
- ③ Click the Arrange All.

Note: In Excel, the Arrange Windows dialog box opens, and you can select how you want to display multiple files.

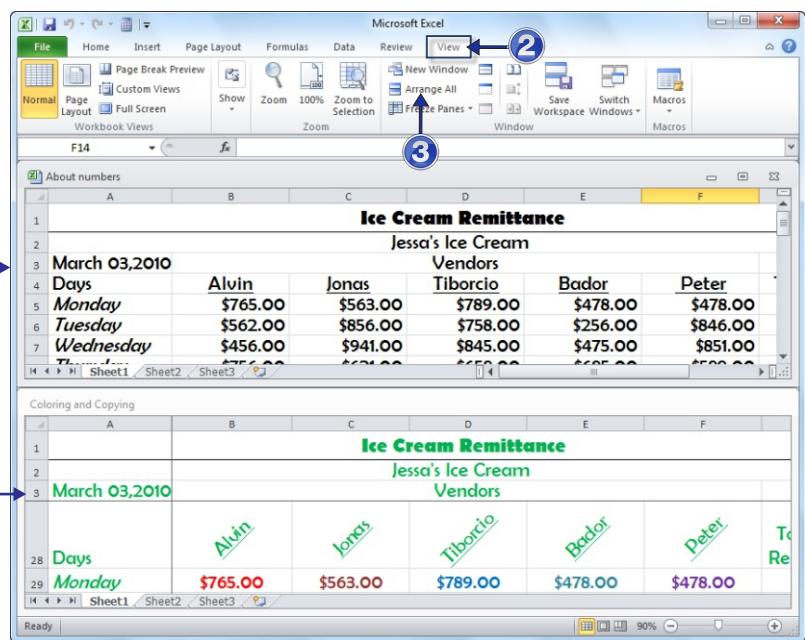
Both files will appear on-screen.

- ④ Click the View Side by Side button (□) on the View menu to switch between viewing the open files side by side and stacked one on top of the other.

You can click the Synchronous Scrolling button (□) to scroll both files at the same time.

The files will appear side by side.

**Work Files: About numbers.xlsx
Coloring and Copying.xlsx**



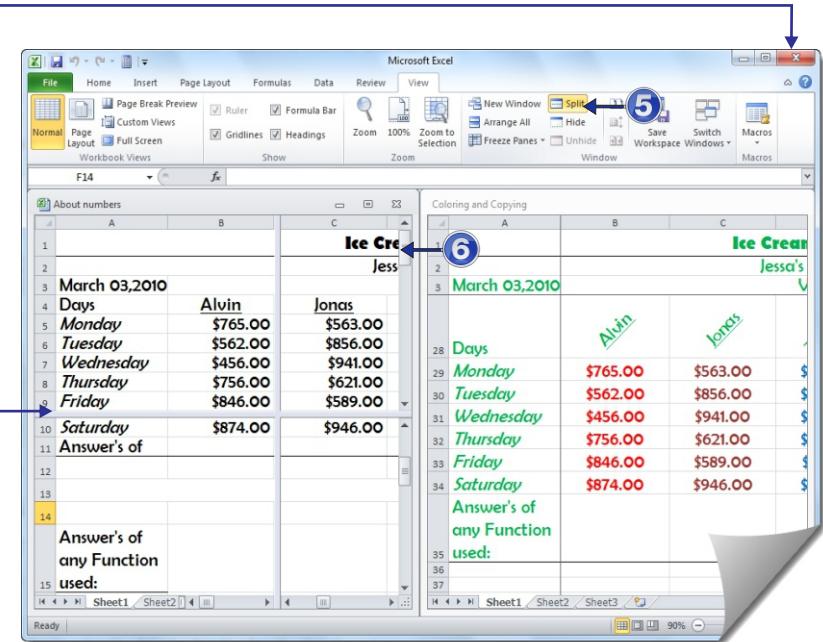
You can click the Close button (X) to close a file.

- 5 To split a single file into scrollable panes, click the Split button.

A horizontal bar will appear over the file.

- 6 Drag the bar up or down to resize the panes, and click to set the bar in place when the panes are in desired size.

Note: To return the page to a full document again, click the Split button again.



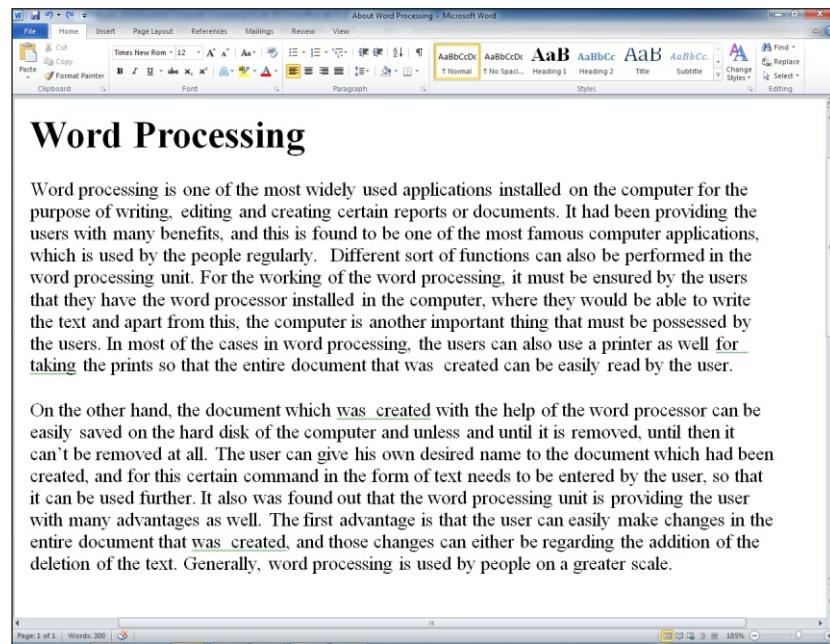
Preview:

Directions:

1. Launch Word and create a new document.
2. Type the paragraphs on your right.

Note: When typing paragraphs, you don't need to press the Enter key after each sentence unless you start with a new paragraph.

3. Save the activity as **All About Word Processing**.



Word Processing

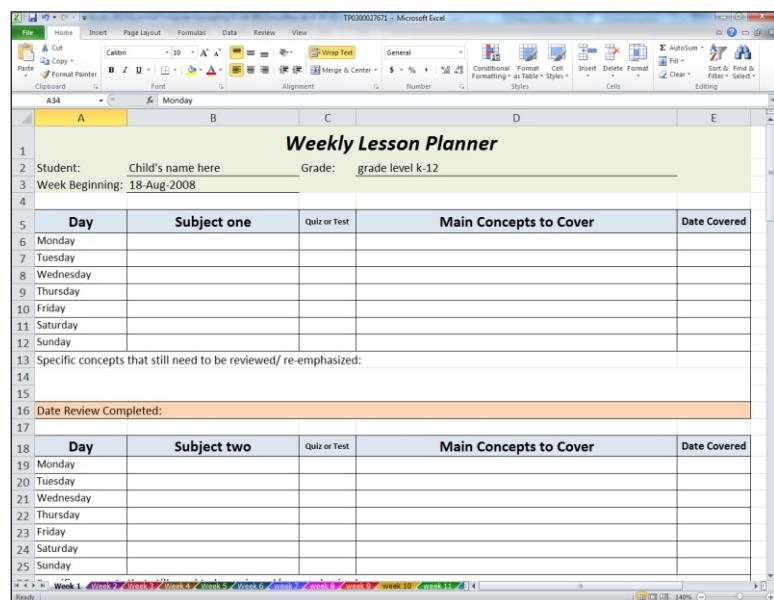
Word processing is one of the most widely used applications installed on the computer for the purpose of writing, editing and creating certain reports or documents. It had been providing the users with many benefits, and this is found to be one of the most famous computer applications, which is used by the people regularly. Different sort of functions can also be performed in the word processing unit. For the working of the word processing, it must be ensured by the users that they have the word processor installed in the computer, where they would be able to write the text and apart from this, the computer is another important thing that must be possessed by the users. In most of the cases in word processing, the users can also use a printer as well for taking the prints so that the entire document that was created can be easily read by the user.

On the other hand, the document which was created with the help of the word processor can be easily saved on the hard disk of the computer and unless and until it is removed, until then it can't be removed at all. The user can give his own desired name to the document which had been created, and for this certain command in the form of text needs to be entered by the user, so that it can be used further. It also was found out that the word processing unit is providing the user with many advantages as well. The first advantage is that the user can easily make changes in the entire document that was created, and those changes can either be regarding the addition of the deletion of the text. Generally, word processing is used by people on a greater scale.

Preview:

Directions:

1. Launch Excel and create a new workbook.
2. Type and follow the format of the preview in your right. Just ignore advance formatting.
3. Fill in at least two (2) days of your lesson plan.
4. Save the activity workbook as **Easy Excel**.



Weekly Lesson Planner				
Day	Subject one	Quiz or Test	Main Concepts to Cover	Date Covered
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Specific concepts that still need to be reviewed/ re-emphasized:				
14				
15				
Date Review Completed:				
Day	Subject two	Quiz or Test	Main Concepts to Cover	Date Covered
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Preview:

Directions:

1. Launch PowerPoint and create a new presentation.
2. Type the slides on your right. Ignore the designs for now but you can make or insert pictures to add life to your presentation.
3. Save the activity presentation as **Training**.



Directions:

1. Launch Publisher and create a new newsletter publication.
2. Make your own publication. Type and follow the format of the publication on your right. Use Text Box to type the text and insert pictures of your choice.

Note: Refer to your Worktext on pages 199 and 204 for more information in completing the activity.



3. Save the activity as **Peoples Daily**.

Chapter 2 Working with Office Files

Exercise 11 Earth Savers

Directions:

1. Launch Word and open the **Earth Savers** activity document file.
2. Add the following commandments on top, after the fourth and before the last commandment of the current document.

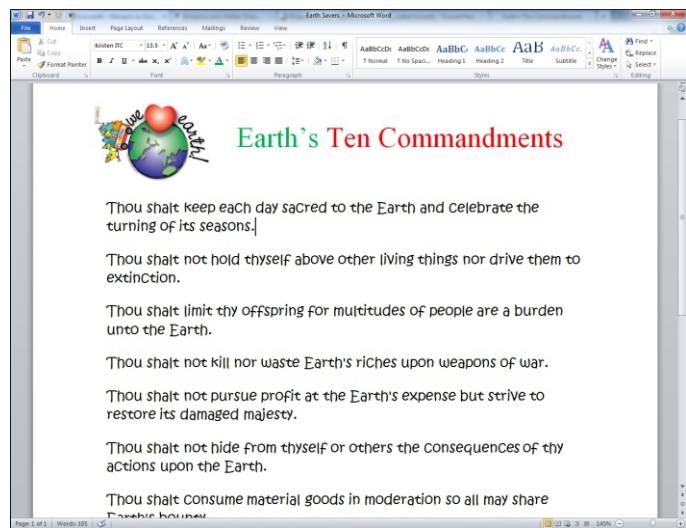
Thou shalt love and honor the Earth for it blesses thy life and governs thy survival.

Thou shalt give thanks for thy food to the creatures and plants that nourish thee.

Thou shalt not steal from future generations by impoverishing or poisoning the Earth.

3. Save the activity with a new filename as **Earth Savers Commandments**.

Preview:



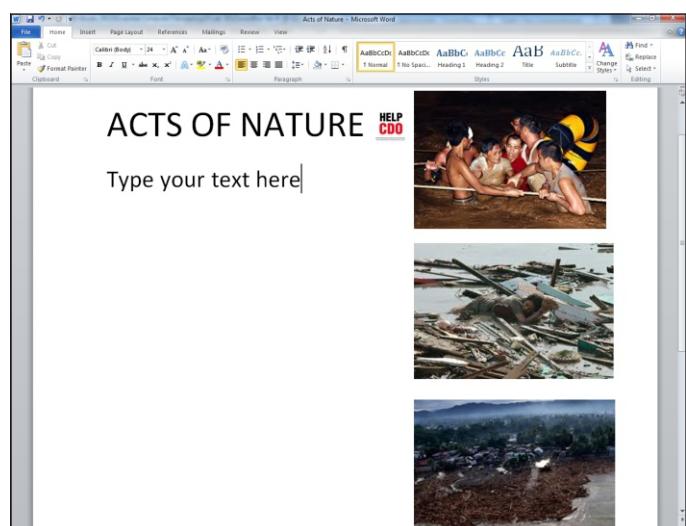
Chapter 2 Working with Office Files

Exercise 12 Acts of Nature

Directions:

1. Launch Word and open the **Acts of Nature** activity document file.
2. Describe the pictures in the current document and compose at least one-paragraph article that best fits the topic and pictures.
3. Save the activity workbook as **Acts of Man**.

Preview:



Chapter 2 Working with Office Files

Exercise 13 Expenses

Directions:

1. Launch Excel and open the **Weekly Expenses** activity workbook file.
2. Add your expenses for the week. Be sure to fill in the columns and add rows.
3. Save the activity workbook with a new filename as **My Weekly Expenses**.

Preview:

The screenshot shows a Microsoft Excel spreadsheet titled "Weekly Expenses". The title is in bold black font at the top center. Below it, there's a small graphic of money bills. The first row contains the text "Month: 06-2013" and "Week: 1". The second row has three columns: "DATE", "PARTICULARS", and "AMOUNT". Rows 5 through 12 are empty for input. Row 13 is a summary row with "Total Expenses:" and "0". The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The status bar at the bottom shows "Week 1 / Week 2 / Week 3".

WEEKLY EXPENSES		
1	Month: 06-2013	Week: 1
2	DATE	PARTICULARS
5		
6		
7		
8		
9		
10		
11		
12		
13	Total Expenses:	0
14		

Chapter 2 Working with Office Files

Exercise 14 DTR

Directions:

1. Launch Excel and open the **Daily Time Record** activity workbook file.
2. Add employees name and enter time in and out. Insert additional rows if necessary.
3. Save the activity workbook with a new filename as **SeLS DTR**.

Preview:

The screenshot shows a Microsoft Excel spreadsheet titled "Daily Time Record". The title is in bold black font at the top center. Below it, there's a small graphic of a key. The text "Period : Jan 1-15 2013" is displayed. The spreadsheet has columns for Date, Employee Name, Department, Time-In AM, Time-Out PM, and No. of Hours Worked. Rows 5 through 13 are empty for input. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The status bar at the bottom shows "Sheet1 / Sheet2 / Sheet3".

Daily Time Record						
Period : Jan 1-15 2013						
Date	Employee Name	Department	Time-In AM	Time-Out PM	Time-In PM	Time-Out PM
6						0.00
7						0.00
8						0.00
9						0.00
10						0.00
11						0.00
12						0.00
13						0.00

Chapter 2 Working with Office Files

Exercise 15 Extended Training

Preview:

Directions:

1. Launch PowerPoint and open the **Training** activity presentation.
2. Add the following slides on your right to the current presentation.
3. Save the activity workbook with a new filename as **Training Extended**.

Doing Your Best Work

- Working from home
- Working offsite
- Technology requirements

Case Study

- Jeremy
 - His first day
 - Mistakes made
 - Successes achieved
 - The moral of the story

Discussion

- What we can learn from Jeremy
- Best practices
- Take-aways

Summary

- Define your challenges
 - Technological as well as personal
- Set realistic expectation
 - Mastery is not achieved overnight
- Keep your eye on the goal
 - Mentorship programs

Chapter 2 Working with Office Files

Exercise 16 The SeLS Quiz Show

Directions:

1. Launch PowerPoint and open the **The SeLS Quiz Show** activity presentation.
2. Click the **Slide Show tab**. Then click from the **Beginning button** to see the sample quiz.
3. Add at least three (3) questions slides.
4. Save the activity presentation with a new filename as **The SeLS Quiz Show Completed**.

Preview:

SeLS Quiz Show

The Most Awaited National ICT Inter-school Competition
Be Updated!!!!!!

Click to add notes

Slide 1 of 4 | Quiz Show | 3 | 79%

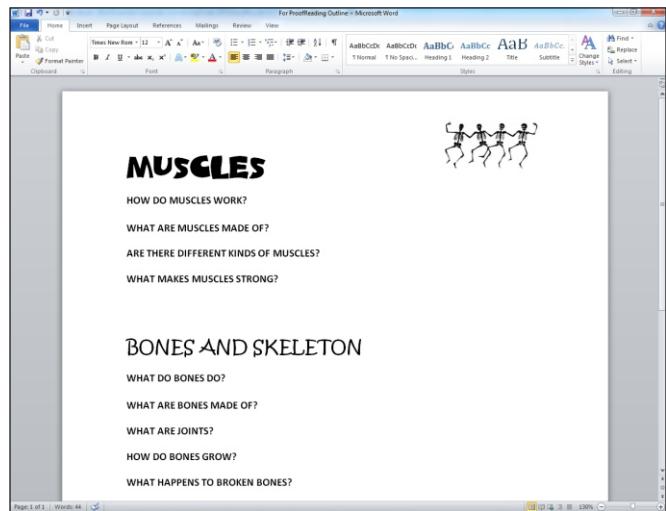
Chapter 2 Working with Office Files

Directions:

1. Launch Word and open the **For Proofreading** activity document file.
2. Arrange the paragraphs according to the sequence summary on your right. Use the cut, copy, paste and mouse manipulation to arrange the document.
3. Be sure not to mix up the pictures to its paragraph.
4. Save the activity document with a new filename as **Proofreading Done**.

Exercise 17 Proof Read

Preview:



Chapter 2 Working with Office Files

Directions:

1. Launch Excel and open the activity workbook file **Payroll**.
2. Complete the payroll by copying and pasting the formula of the blank columns. Use the copy and paste methods to do the task.
3. Save the activity document with a new filename as **Payroll Computed**.

Exercise 18 Payroll

Preview:

Payroll DataSheet												
Period : Jan 1-15 2013												
Employee	Name	Department	Rate per Day	No. of Days Worked	Grosspay	Deductions						
						Tardiness	Cash Advance	PhilHealth	ISS	Pag-Iloig	Tax	Total Ded
8	Artho, Ronald	Printing Press	450	12	5,400.00	-	500.00	432.00	270.00	162.00	162.00	3,977.00
9	Delfin, Bernadette	Accounting	350	11	3,850.00	2	300.00	-	-	-	-	3,423.00
10	Madeilo, Cecelio	Technical	350	10	3,500.00	1	1,000.00	-	-	-	-	2,500.00
11	Caangay, Prescilla	Accounting	500	12	6,000.00	3	3,000.00	-	-	-	-	3,000.00
12	Oyan, Ruben	Printing Press	400	12	4,800.00	1	200.00	-	-	-	-	4,400.00
13	Oyan, Ruth	Printing Press	300	12	-	-	150.00	-	-	-	-	1,150.00
14	Caangay, Alfedet	Printing Press	300	12	-	-	-	-	-	-	-	0.00
15	Taperla, Alma	Marketing	600	8	4,800.00	3	3,500.00	-	-	-	-	0.00
16	Verdida, Ricky	Marketing	600	9	5,400.00	2	-	-	-	-	-	4,800.00
17	Pinatil, Rex	Research	800	12	9,600.00	-	-	-	-	-	-	9,600.00
18	Yu, Presly	Marketing	600	7	4,200.00	1	800.00	-	-	-	-	3,400.00
19	Tu, Shem	Marketing	650	9	5,850.00	1	1,200.00	-	-	-	-	4,650.00

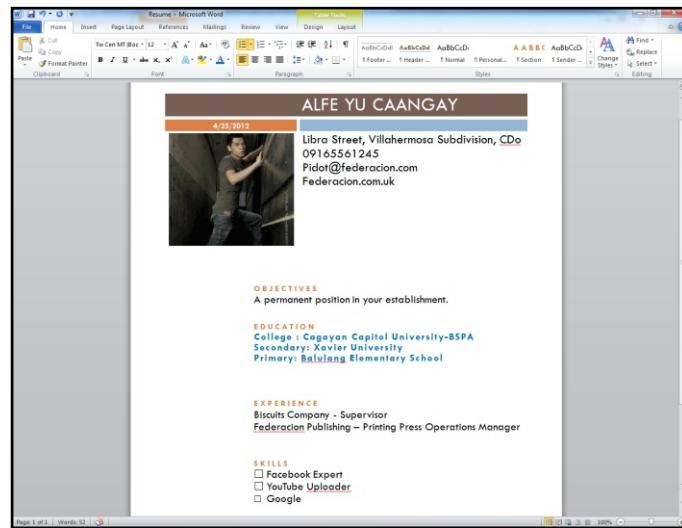
Chapter 2 Working with Office Files

Exercise 19 Resume

Directions:

1. Launch Word and create a new document from a template.
2. Click **File > New > Sample Templates**.
3. Look for the **Median Resume** template and click it then click the **Create** button to load it to the work area.
4. Fill in the fields to make your own resume.
5. Save the activity document with a new filename as **Resume**.

Preview:



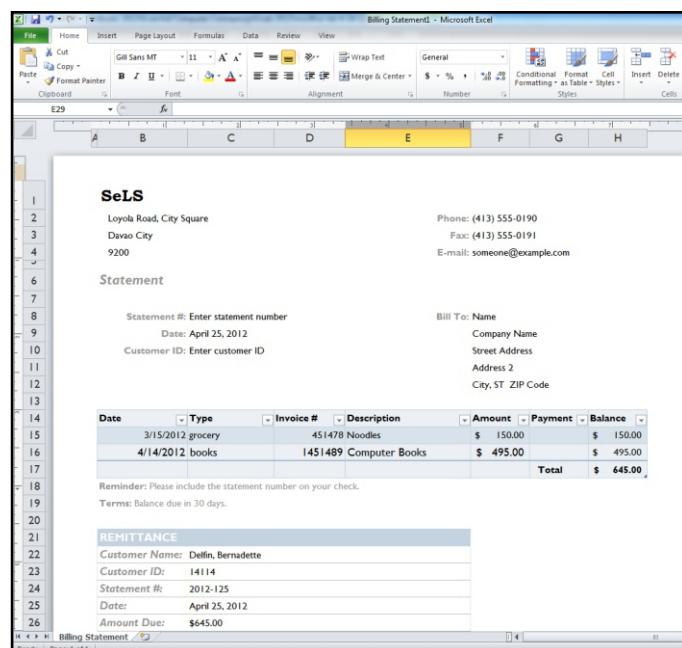
Chapter 2 Working with Office Files

Exercise 20 Billing

Directions:

1. Launch Excel and create a new workbook from a template.
2. Click **File > New > Sample Templates**. Choose **Billing Statement**.
3. Fill in the fields with your own data.
4. Save the activity workbook with a new filename as **Billing**.

Preview:



Chapter 2 Working with Office Files

Directions:

1. Launch Excel and open the **Weekly Expenses** activity workbook file.
2. Copy the whole form into the succeeding worksheets to create at least two-month weekly expense worksheets.

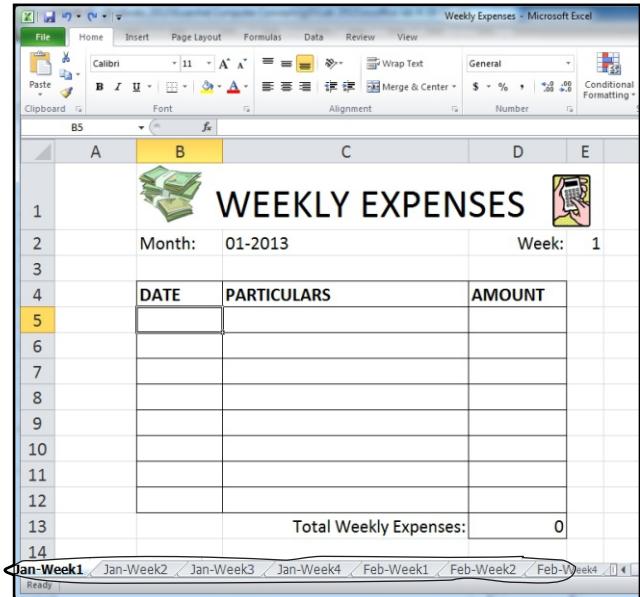
Then, label the worksheets with Jan-Week1, Jan-Week2, Jan-Week3 and so on up to Feb-Week4. See illustration on your right.

Use the copy and paste keyboard method.

3. Save the activity workbook with a new filename as **Jan-Feb Expenses**.

Exercise 21 Expensive Expenses

Preview:



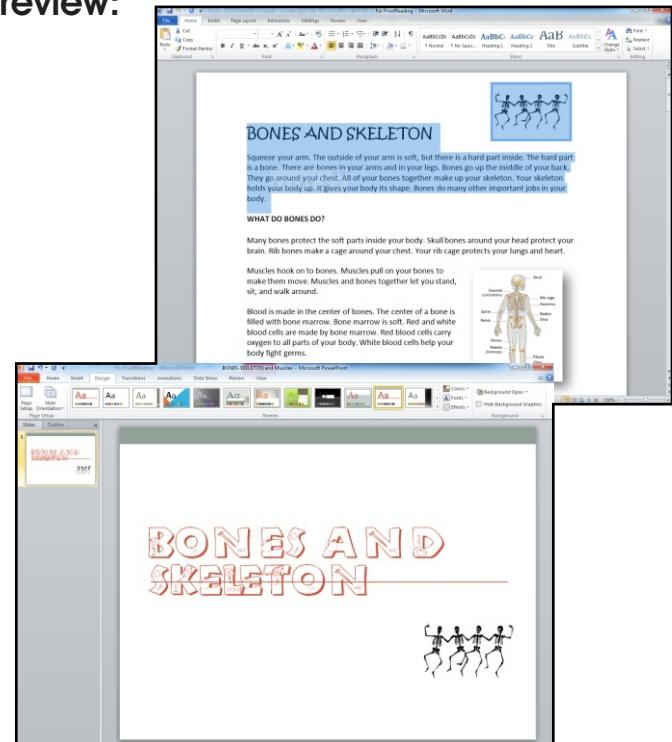
Chapter 2 Working with Office Files

Directions:

1. Launch PowerPoint and open the **Bones-Skeleton and Muscles** activity presentation file.
2. Launch and open the **Proof Reading Done** activity document file. If you don't have the activity file, be sure to perform it from the previous activity.
3. Make a presentation out of the topics and subtopics of this document (Proof Reading Done.docx). Instead of typing the paragraphs, use the copy and paste command to do the task faster. You have to switch between the two applications running.
4. Copy and paste also the pictures in each topic to make your presentation attractive.
5. Save the activity presentation file with a new filename as **Presenting Bones-Skeleton and Muscles**.

Exercise 22 Switching, Copying & Pasting

Preview:



Chapter 2 Working with Office Files

Directions:

1. Launch Word and open the **SeLS Packing Slip** activity document file.
2. Launch Excel and open the **Purchase Order** activity workbook file.
3. Create a packing slip of the three (3) schools for delivery in Word based or from the Purchase Order workbook file in Excel.

Use the copy and paste command to do the task. See the sample preview on your right.

4. Save the activity document with a new filename as **Packing Slip Done**.

Exercise 23 Packing Slip

Preview:

The screenshot displays three Microsoft Office applications. The top-left window is a Word document titled "Packing Slip" for "Sysbase eLearning Systems". It includes sections for "Order Date", "Customer Contact", and "Purchase Order". The top-right window is another Word document showing a "Purchase Order" for "Creation Christian College". The bottom window is an Excel spreadsheet titled "Purchase Order SY 2012-13" with a table of items and their quantities.

Chapter 2 Working with Office Files

Directions:

1. Launch Word and open the **Benjamin Franklin, Thomas Edison** and **Health Tips** activity documents.
2. Launch Publisher and open the publication **SeLS Daily Publication Special**. Move to page 2 and complete the publication by copying and pasting the articles from the three document files in Word that you have opened.

Be sure to include the pictures embedded in each article.

3. Save the activity publication with a new filename as **SeLS Publication Special Edition**.

Exercise 24 Special Edition

Preview:

The screenshot shows three Microsoft Word documents. The top-left document is about Benjamin Franklin, featuring a portrait and text about his life. The top-right document is about Thomas Edison and the phonograph, also featuring a portrait and text. The bottom document is a Microsoft Publisher publication titled "SeLS Daily Publication Special". It includes a "Health Tips" section with text and images of people exercising.

Chapter 2 Working with Office Files

Directions:

1. Launch Word and open the activities or documents that you have made.
2. View all these files in horizontal and vertical arrangement.

Refer to your work text for the steps in doing this task.

3. Show it to your teacher that you have accomplished the activity.

Chapter 2 Working with Office Files

Directions:

1. Launch Excel and open all the workbooks that you have made.
2. View all these files in cascade or tiled manner.

Refer to your worktext for the steps in doing this tasks.

3. Show it to your teacher that you have accomplished the activity.

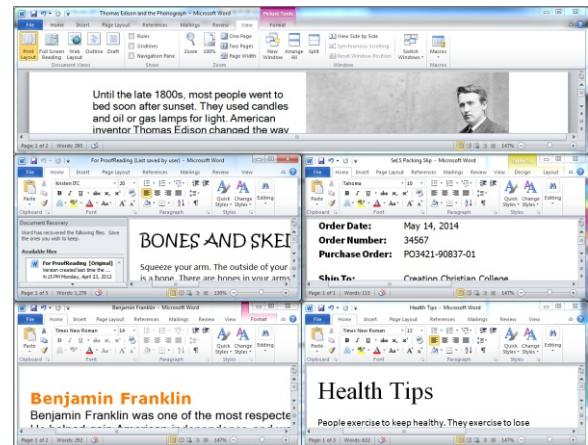
Chapter 2 Working with Office Files

Directions:

1. Launch PowerPoint and open all the presentation files that you have made.
 2. View all these files in tiled manner.
- Refer to your worktext for the steps in doing this task.
3. Show it to your teacher that you have accomplished the activity.

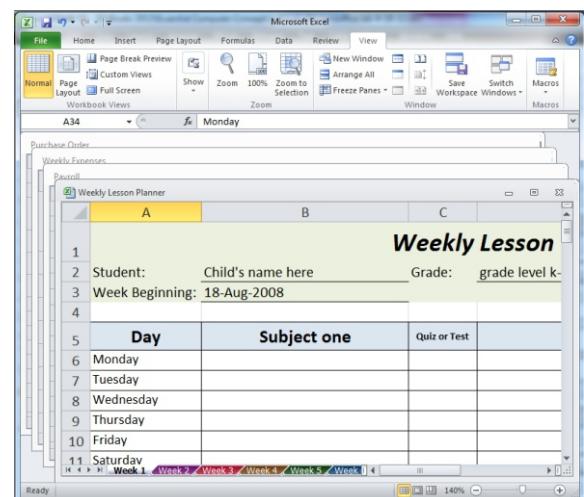
Exercise 25 View All Docs

Preview:



Exercise 26 Sheets View

Preview:



Exercise 27 Presentations View

Preview:

