Before you can start the fun of MaxCount, you need to know its basic operations such as creating a new workbook, saving, opening, and closing a workbook.

Creating New Workbook

Clicking the new button allows you to create a blank workbook based on customized templates such as math and chart.

How to create a new workbook

The New feature allows you to create a blank workbook or a workbook based on customized templates such as card, invitation, or letter.

1. Click the **New** button.

    The New dialog box will be displayed.

2. Select a template category (such as Blank Cells).

3. Select the desired template (it will appear with red border).
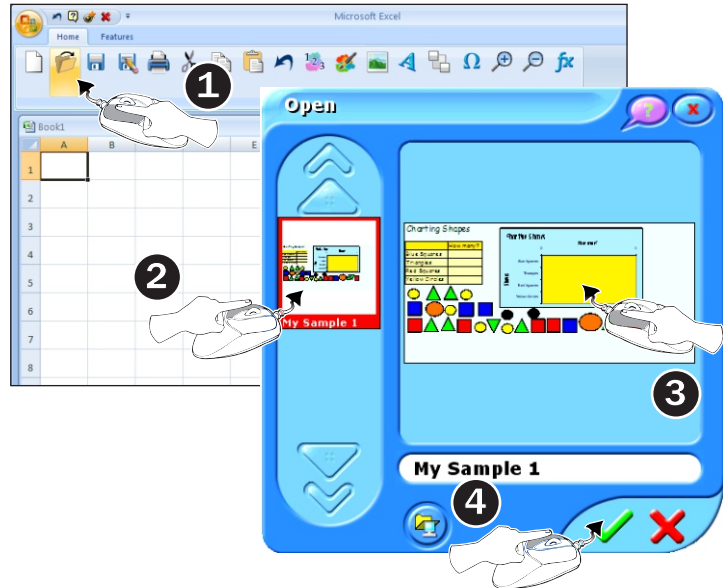
4. Click the **OK** button.

Opening a Workbook

The Open feature allows you to open existing workbooks from your designated folder. You can also open workbooks from a floppy disk or alternate location by using the Office "Open" button.

How to open a workbook

1. Click the **Open** button.

   The Open dialog box will be displayed.

2. Select a workbook category.

3. Select the desired workbook (it will appear with red border).

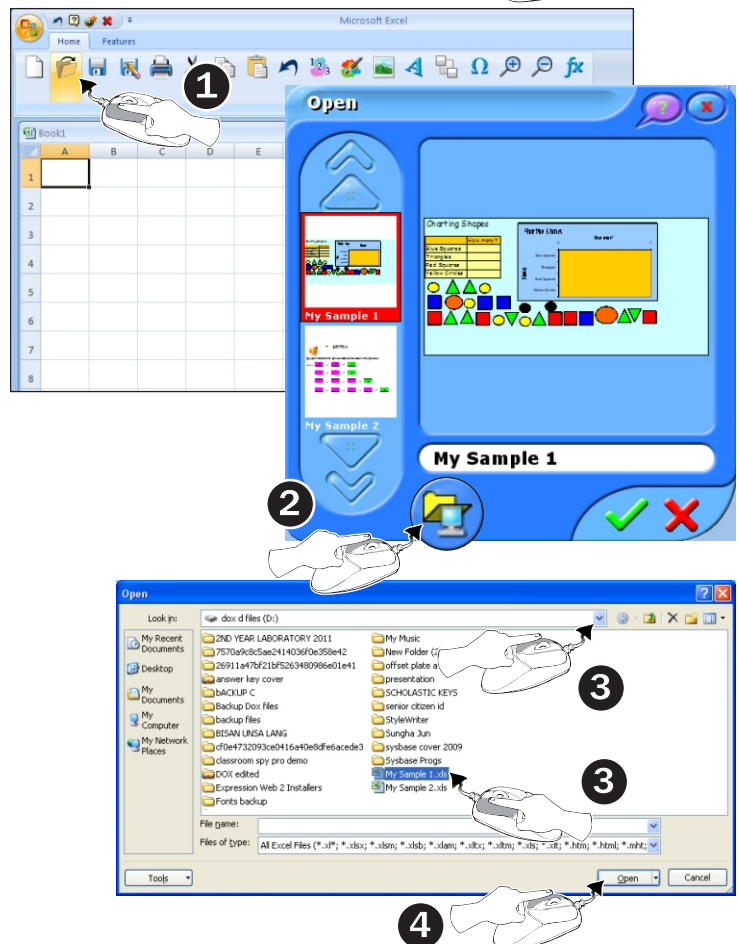4. Click the **OK** button.

How to open a workbook from a floppy disk or alternate location

1. Click the **Open** button.

   The Open dialog box will be displayed.

2. Click the Office "**Open**" button.

   The Open dialog box will be displayed.

3. Change the **Look in** location to the location of the file you wish to open and then select the workbook.

4. Click the **Open** button.

Saving A Workbook

The Save feature will save a new workbook to your designated folder. You can save also your workbooks to a floppy disk or alternate location using the Office "Save As" button.
The Save feature is located on the Home tab.

How to save a newly created workbook:

1. Click the **Save** button.

   The Save As dialog box will be displayed.

2. If you wish to give your workbook a name, type a word in the text box, e.g., **MYFARM**. Giving the workbook a name is optional; if no name is given, a sequential number is given to the workbook. By default, the file is saved to the user's designated folder, which is usually **My Documents /Scholastic Keys 2007/Work.**

3. Click the **OK** button.
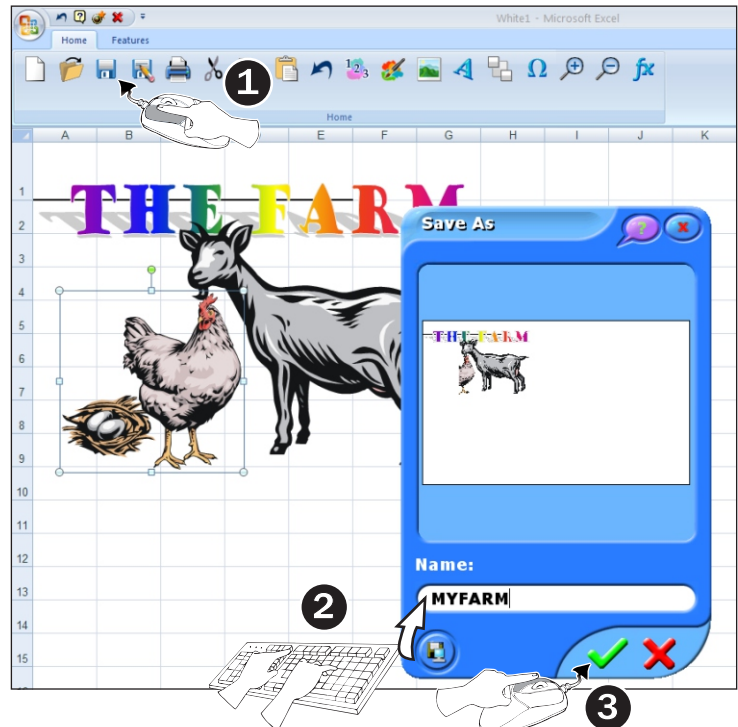
To save a newly created workbook to a floppy disk or alternate location:
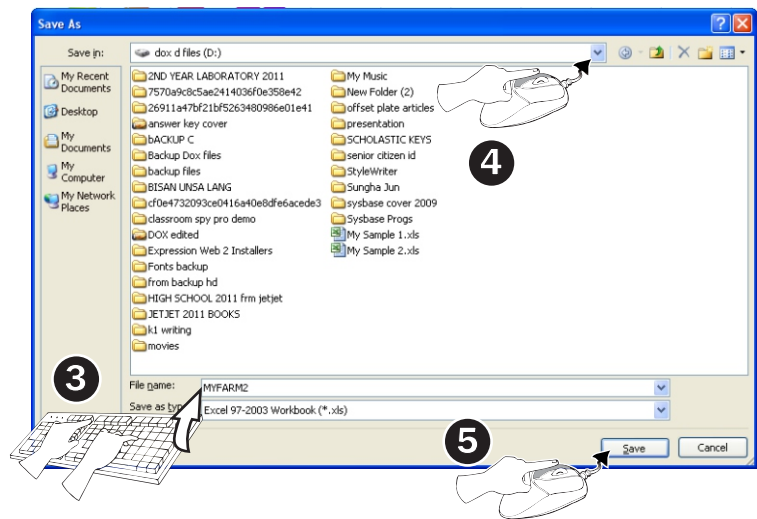
1. Click the **Save** button.

   The Save As dialog box will be displayed.
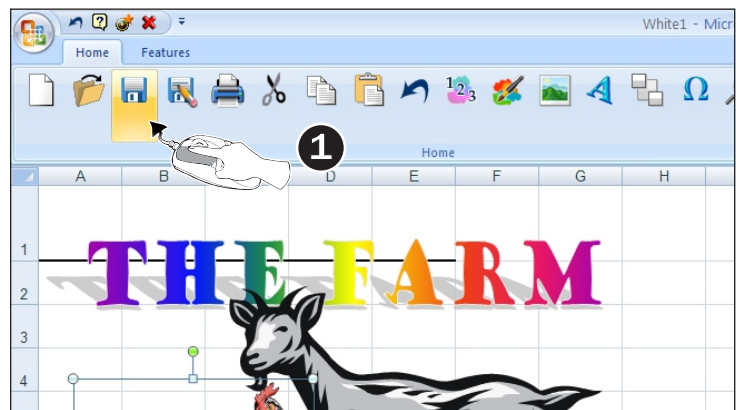
2. Click the Office "**Save As**" button.

The Save As dialog box will be displayed.

3. Give your workbook a name by typing it in the File name text box.

4. Change the **Save in** location to the desired location.

5. Click **Save**.

Saving a workbook that has already been saved

1. Click the **Save** button and your changes will be automatically saved.

Saving an existing workbook with a new name

1. Click the **Save As** button.

   Save As dialog box will be displayed.

2. If you wish to give your workbook a name, type a word in the text box, e.g.,**MYFARM 2**.

3. Click the **OK** button.
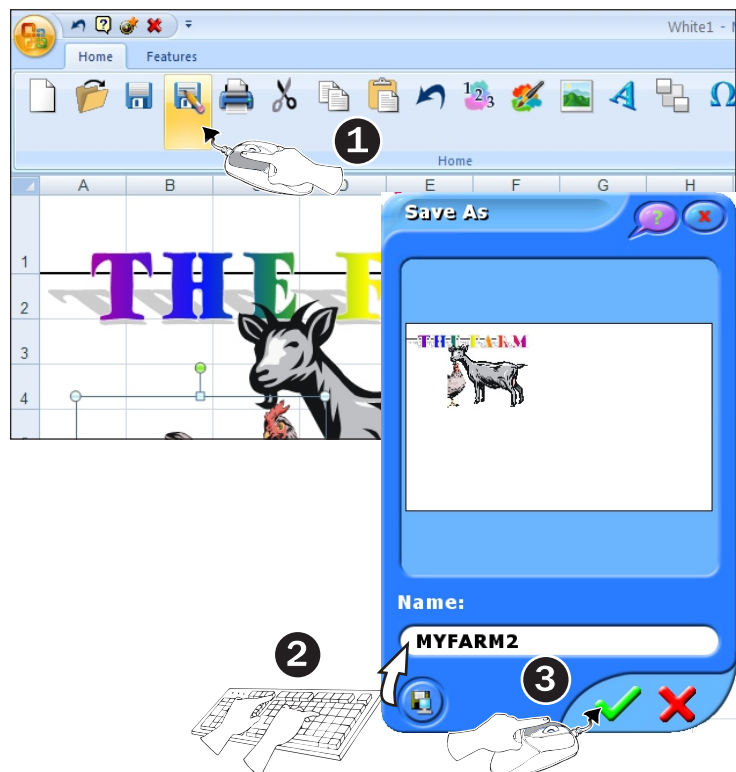
Opening an Activities Workbook

When you click the Activities button, the following dialog boxes will be displayed.

How to Open an Activities Workbook

1. Select a category of activities using the navigation buttons.

2. Select the desired activity (it will appear with border).

3. Click the **OK** button.

   You can add additional activities to the activities folder in C:\Programs Files\Scholastic Keys 2007\Content\Activities.

   Each category of activities must consist of up to 4 of the same type of templates (.xlt, .pot, .dot). Category preview images must be 99 x 99 pixels, named the same as the category folder and in bitmap format i.e., Science – Body.bmp. Each template preview image must be 99 x 99 pixels, named the same as the template with the extension and in bitmap format i.e., Boy Level 1.dot.bmp.

Closing a Workbook

How to Close a Workbook

1. Click the **Close** button. If the workbook has not been saved, a dialog box will be displayed prompting you to save before you close the workbook.

2. Click on **Cancel** to return to the workbook without saving. Click the **OK** (✔)button to save your workbook or click the **NO** (**X**) button to quit the workbook.
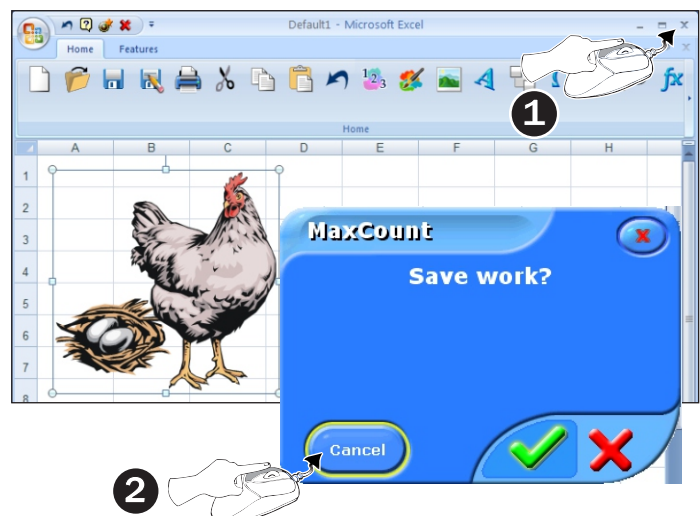
Activity 50

Directions:

1. Launch MaxCount.
2. Follow the steps on how to create a New Workbook. Refer to your Worktext for your guide.
3. Explore the types of Blank cells, and choose Default Blank Cell.
4. Type the following data.

Names	Country	Age	Gender
Jet	France	23	Female
Alvin	Australia	24	Male
Doxie	Holland	26	Male
Naz	New York	22	Male

5. After you typed all the data, follow the steps on how to save a Newly Created Workbook.

6. Save the activity as **I made it**.

   * To open a saved workbook **I made it**, follow the steps in the textbook.

Stored In Other

Activity 51

Score

Directions:

1. Launch MaxCount.

2. Open the document **I made it**.

3. Follow the steps on how to save a newly created document to a floppy disk or alternative location storage. Refer to your Worktext for your guide.

4. Save the file in other storage as **My Own**.

5. Follow the steps on how to save an existing workbook with a new name.

6. Name the workbook as **On My Own**.

How To Look At

Score

Activity 52

Directions:

1. Launch MaxCount.

2. Follow the steps on how to open a workbook from a floppy disk or alternative location. Refer to your Worktext for your guide.

3. Open the workbook that you have saved in your Alternative Location Storage.

4. Follow the steps on how to open an Activity workbook and closing a workbook.

Perform the following:
   a. Open a workbook from a floppy disk or alternative location.
   b. Open an Activity workbook.
   c. Close a workbook.

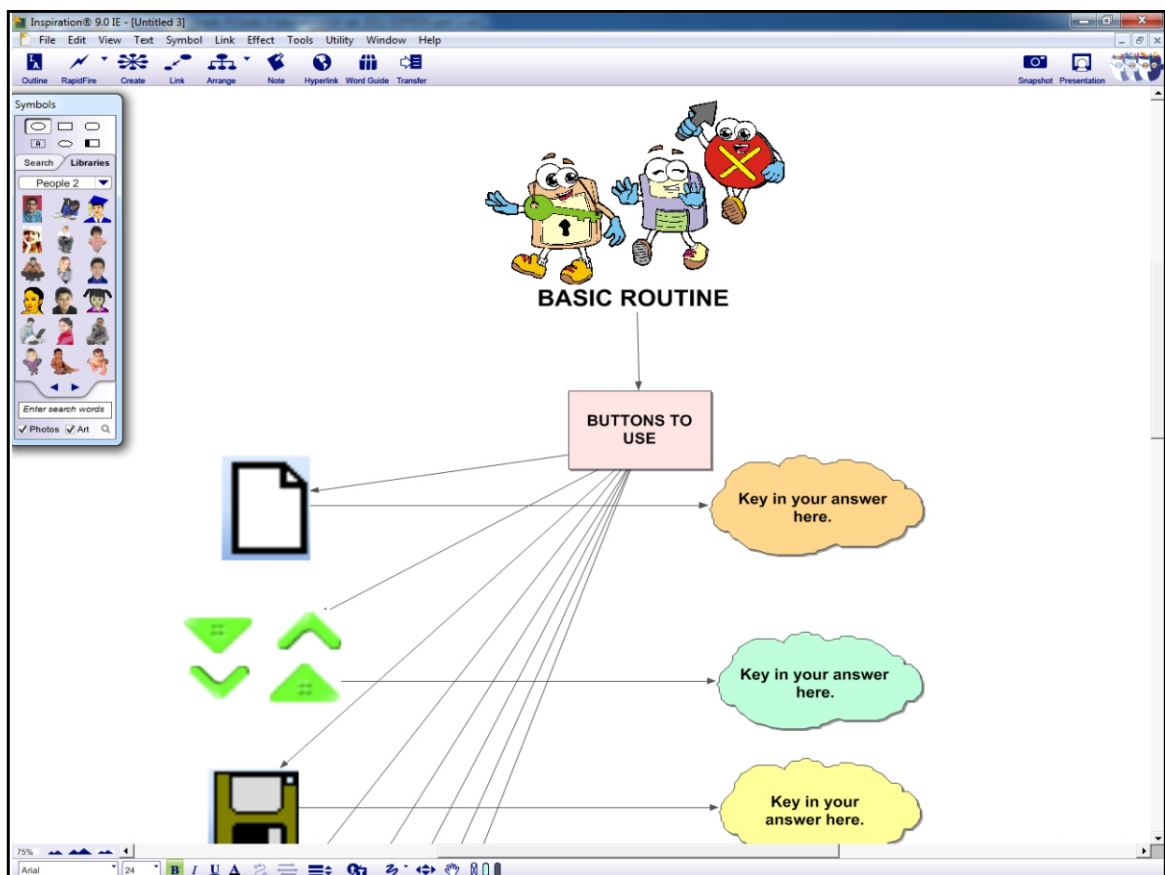5. Get further instruction from your teacher.

Simple Steps

Score

Activity 53

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 18 Activity 53 **Simple Steps**.
3. Name the following buttons which were used in this lesson. Type your answer in the Symbol box provided and answer the question below.

Preview:

4. Save the activity as **Simple Steps**.