TABLE OF CONTENTS

OBJECTIVE

This course provides an overview of computing & computer science. Including such topic as the history of computers application, and basic understanding of various hardware components. Hands-on experience in installation & configuration is included. How software interacts with and controls the computer's hardware element.

COURSE CONTENT

- Introduction to information technology
- introduction to computer
- Hardware & software
- Storage devices
- Software design & algorithm

WHAT IS INFORMATION TECHNOLOGY?

INFORMATION TECHNOLOGY IS A COMBINATION OF COMPUTER BASED SYSTEMS WITH HIGH SPEED OF TELECOMMUNICATION LINES.

Computer Based System + Telecommunication =   IT

EXAMPLE OF IT

Radio, TV, internet, mobile communication etc….

WHAT IS DATA & INFORMATION?

DATA

The collocation of raw facts & figure is called data.
EXAMPLE;
Abacus, College, book, etc….

TYPES OF DATA;

There are three basic types of data in computer system.

- NUMERIC
- ALPHABETICS
- ALPHANUMERIC

The Meaningful Form Of Data Is Called Information. Or
Organized form of data is called information.
Example;   I am a student of abacuses college Haripur.

TECHNOLOGY:

Technology is the usage and knowledge of tools techniques, crafts, systems, or methods of organization.

INTRODUCTION TO COMPUTER?
Computer is an electronic machine that reeve input (data), performs processing & produces output
TYPES OF COMPUTER ACCORDING TO FUNCATION;
- DIGITAL COMPUTERS
- ANALOGUGE COMPUTERS
- HYBRID COMPUTER;

CLASSIFACATION OF COMPUTER W.R.T SIZE:

- MICRO COMPUTERS
- MINICOMPUTERS
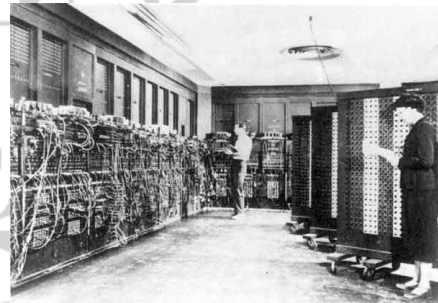- MAIN FRAME COMPUTERS
- SUPER COMPUTERS
- NOTEBOOK COMPUTERS

1. History of Computing
2. What is a Computer?
3. Software
4. Hardware
5. Multimedia
6. Looking After Your Computer

Counting Sheep

Abacus

ENIAC

History of Computing

IBM XT PC

Calculator

PDA

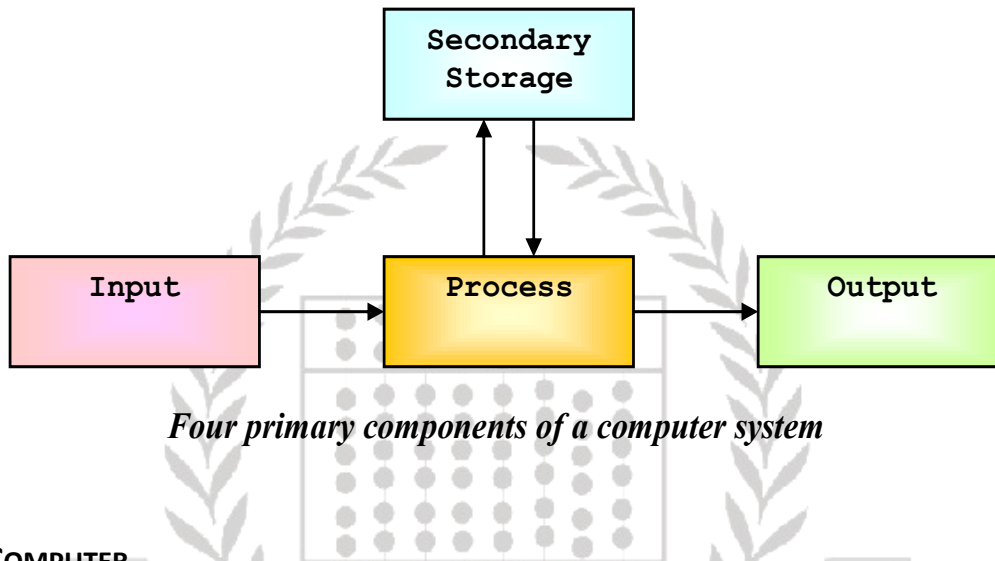|	
When:	Approximately 3000 BC
By Whom:	Chinese
Name:	Abacus

WHAT IS A COMPUTER?

- A general purpose, programmable device capable of calculating & storing results
- An Electronic Device Which takes input, process it and gives us output.

INPUT → PROCESS → OUTPUT

Four primary components of a computer system

TYPES OF COMPUTER

Mainframes – big computers used by major organisations with huge processing needs. They have the most storage, reliability & power

Minicomputer – smaller industrial computers with more power than a PC but less than a mainframe

PC's – the computers we have at home and school

Laptops – portable computers

PDAs – tiny hand sized computers

COMPONENTS OF A COMPUTER:
1. Software
2. Hardware

SOFTWARE:

Computer Programs with documentation is called software, like MS word, Excel, PowerPoint, Windows etc.

HARDWARE:

Physical components of computer are categorized as hardware. Like keyboard, mouse, monitor, speaker and printer etc.

TYPES OF SOFTWARE:

SYSTEM SOFTWARE

Controls the hardware of a computer

Typically we refer to an Operating System such as Windows, Mac OS or Linux.

1. Operating Systems
2. Device Drivers
3. Language Translators
4. Utilities

APPLICATION SOFTWARE

It performs specific tasks and solves different user related tasks, like Word is used for documentation; media player is used to play movies.

1. Business Software
2. Financial Software
3. Database Software

HARDWARE:

Modem

Printer

Hard disk

Screen

Memory

Mouse

Processor

Keyboard

System Unit

Diskette
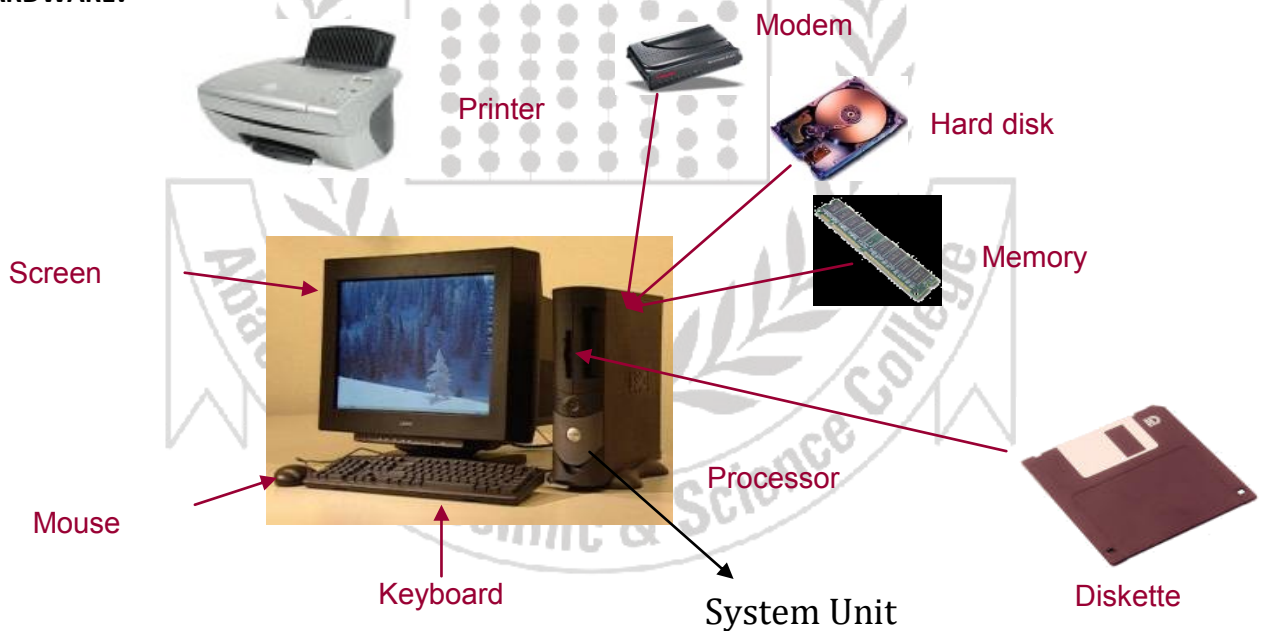
Processor – unit which does the calculations. Known as a Central Processing Unit or **CPU**

- **Memory** – chips inside the computer which can store information
  - **RAM** – **Random Access Memory**, the working memory of the computer. Erased when power is switched off. More is better!!
  - **ROM** – **Read Only Memory** – memory which cannot be altered, used to store the low level programs which make the computer work

STORAGE MEDIA:

- Floppy Diskettes
- CD's
- DVD's
- Memory sticks

- Compact Flash Cards
- Zip Disks

Input Devices:

- Text input devices
    - Keyboard - a device, to input text and characters by depressing buttons (referred to as keys), similar to a typewriter. The most common English-language key layout is the QWERTY layout.
- Pointing devices
    - Mouse - a pointing device that detects two dimensional motion relative to its supporting surface.
    - Trackball - a pointing device consisting of an exposed protruding ball housed in a socket that detects rotation about two axes.
- Gaming devices
    - Joystick - a general control device that consists of a handheld stick that pivots around one end, to detect angles in two or three dimensions.
    - Gamepad - a general game controller held in the hand that relies on the digits (especially thumbs) to provide input.
    - Game controller - a specific type of controller specialized for certain gaming purposes.
- Image, Video input devices
    - Image scanner - a device that provides input by analyzing images, printed text, handwriting, or an object.
    - Webcam - a low resolution video camera used to provide visual input that can be easily transferred over the.
- Audio input devices
    - Microphone - an acoustic sensor that provides input by converting sound into an electrical signal

OUTPUT DEVICES

- Image, Video output devices
    - Printer - a peripheral device that produces a hard (usually paper) copy of a document.
    - Plotters- Large printers produce high quality graphics and banners.
    - Monitor - device that displays a video signal, similar to a television, to provide the user with information and an interface with which to interact.
- Audio output devices
    - Speakers - a device that converts analog audio signals into the equivalent air vibrations in order to make audible sound.
    - Headset - a device similar in functionality to computer speakers used mainly to not disturb others nearby.

REMOVABLE MEDIA DEVICES:

- CD - the most common type of removable media, inexpensive but has a short life-span.
    - CD-ROM Drive - a device used for reading data from a CD.
    - CD Writer - a device used for both reading and writing data to and from a CD.

- DVD - a popular type of removable media that is the same dimensions as a CD but stores up to 6 times as much information. It is the most common way of transferring digital video.
    - o DVD-ROM Drive - a device used for reading data from a DVD.
    - o DVD Writer - a device used for both reading and writing data to and from a DVD.
    - o DVD-RAM Drive - a device used for rapid writing and reading of data from a special type of DVD.
- Blue-ray - a high-density optical disc format for the storage of digital information, including high-definition video. Currently a rival of HD DVD.
    - o BD-ROM Drive - a device used for reading data from a Blue-ray disc.
    - o BD Writer - a device used for both reading and writing data to and from a Blue-ray disc.
- HD DVD - a high-density optical disc format and successor to the standard DVD. Currently a rival of Blue-ray
- Floppy disk - an outdated storage device consisting of a thin disk of a flexible magnetic storage medium.
- Zip drive - an outdated medium-capacity removable disk storage system, first introduced by Iomega in 1994.
- USB flash drive - a flash memory data storage device integrated with a USB interface, typically small, lightweight, removable and rewritable.
- Tape drive - a device that reads and writes data on a magnetic tape, usually used for long term storage.

PRINTERS:

- **Laser printers**
    - – Business printers. Fast, economical, works like a photocopier
- **Inkjet printers**
    - – Home user printers. Tiny drops of ink are squeezed out onto the paper to form the images required
- **Impact Printers**
    - – Used for receipts, printing on multi-part forms etc. Used to be popular, but now becoming rare.

- Choosing a Printer - consider
    - – Speed of output
    - – Colour or Black & White
    - – Cost of Consumables

MODEM

- A modem connects your computer via the telephone network to other computers.
- Mainly now used to connect to the Internet
- Modems also allow you to use the computer as a Fax Machine

Internal modem card for a PC

External modem for a PC Connects via a cable

MULTIMEDIA

- Scanner
- Digital Camera
- Loudspeakers
- Sound Card
- Microphone

Looking After Your Hardware

- **Room to Breath** – good air flow to the computer and screen helps it keep cool
- **Computers HATE the wet**! Keep your coffee away from the computer!
- **Crumbs** clog up keyboards.
- **Dust** also clogs up the computer, so clean the vents and use anti-static wipes on the screen

REVISION QUESTIONS:
- Define hardware and software
- List 6 types of hardware
- Describe 3 different types of printer, and the typical use of each type
- What is a modem and what does it do?
- Write names of 5 input devices.
- Write names of 3 output devices.
- What is modem? What are the types of modem?
- What elements make up a Central Processing Unit and what are their functions?
- Describe basic methods to look after your computer and why they are important

TERMINOLOGY FOR HARDWARE & SOFTWARE
1. **Hardware**: The physical things that make up the computer and the equipment that works with it.
2. **Software**: The programs or sets of instructions that direct the computer to do something.
3. **Computer console:** The main cabinet that contains some of the computer's most important parts. It houses the CPU, main memory, hard disk drive, and floppy disk drive.
4. **Central Processing Unit (CPU):** The part of the computer that processes data into information. The "brains" of the computer.
5. **Computer chip**: A small, black package containing important electronic circuits.
6. **Main memory**: The memory that the computer use to store data, programs, and information. It is inside the computer's console.
7. **Hard disk:** Permanent memory device. Hard disks are usually installed inside the computer console.

8. **Floppy disk:** A removable, permanent memory device. A floppy disk is inserted into a disk drive when it is in use. It may be removed when it is not in use.

9. **Floppy disk drive:** A mechanical device that holds a floppy disk and that can store data and programs on it and can read them back later.

10. **Input devices:** A piece of computer equipment that is used to give input to the computer.

11. **Computer Keyboard:** An input device that resembles a typewriter keyboard. A person uses it to type input into the computer.

12. **Mouse:** A hand-sized input device that rolls around a desktop on a roller ball. The position of the mouse and or not a button is pushed can give the computer data and commands.

13. **Output Device**: A piece of computer equipment that shows output to the person using the computer.

14. **Monitor**: A screen, similar to a TV that displays output for the user to see.

15. **Printer:** An output device that prints letters, numbers, and pictures on paper.

16. **Operating System:** A program that tells a computer how to be a computer.

17. **Booting:** A process that a computer goes through when you turn it on. It gets itself ready for you to use.
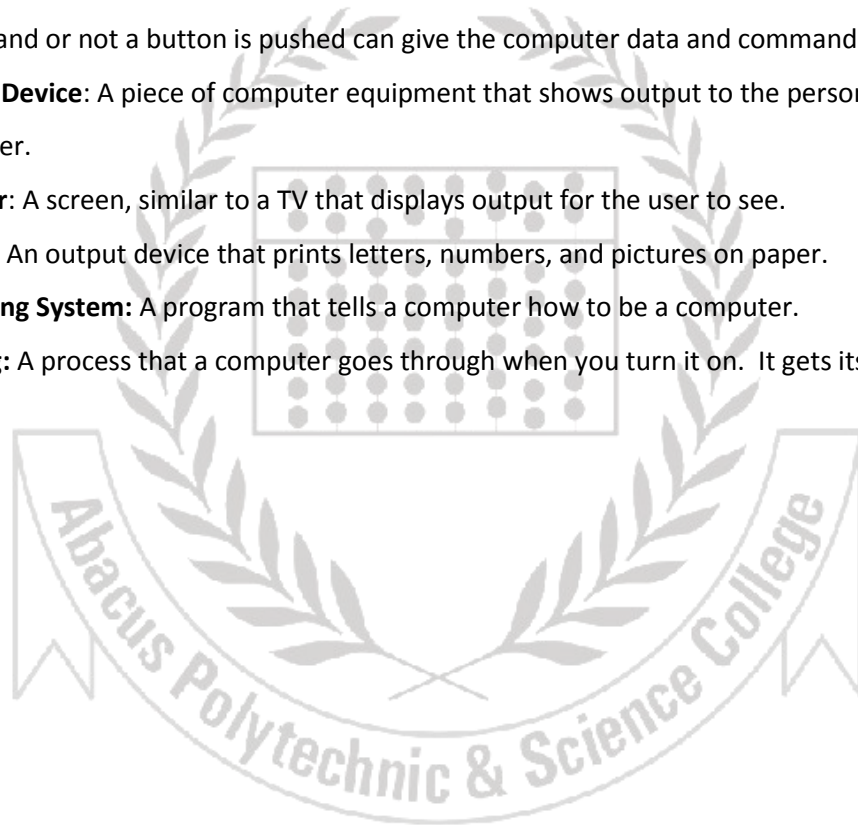
WORD PROCESSING

MS-WORD, WORD PROCESSING, MANUAL & ELECTRONIC WORD PROCESSING is used for the following purposes:

1. Letters
2. Applications
3. Forms
4. Reports
5. Books
6. All sorts of office documentation

SCREEN LAYOUTS

- Menus
- Shortcut Toolbars
- Customization Of Toolbars
- Title Bar, Scroll, Status Bar,
- Bars & Rulers.
- Working With Files
- Create. Open. Save. Rename. & Close A Documents
- Working On Multiple Documents.
- Cut Copy. Paste, Special Undo & Redo Operations. Find & Replace, Go To Comments & Commands
- Text ,Paragraph & Page Formatting
- Header & Footer
- Date & Time
- Bullitt & Numbering
- Column And Drop Capes
- Table And Margined
- Comment & Footnotes
- Insert A Picture & Its Formatting
- Use of Spelling & Grammar Check. Auto Correct Synonyms Thesauri.
- Page Break Section Background Printing
- Table Of Content Glossary
- Hyperlink & Bookmark
- Insert & Delete Table ,Cell & Add Rows And Cell
- Merge & Split Cells

WHAT'S NEW IN MICROSOFT OFFICE WORD 2007?

Microsoft Office Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues

2007 Microsoft Office system provides improved tools for recovering your work in the event of a problem in Office Word 2007. Office Word 2007 has improved capabilities to help avoid losing work when the program closes abnormally... For example, you are working on several files at the same

time. Each file is open in a different window with specific data visible in each window. Word crashes.

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, places, or events is intended or should be inferred.

- Character and paragraph formatting
- Edit and move text and graphics
- Navigating the Ribbon user interface
- Microsoft Office basics
- Quick reference for Microsoft Office Word
- Working with documents and Web pages
- Insert and edit objects
- Mail merge and fields
- Language bar
- Function key reference

Title bar
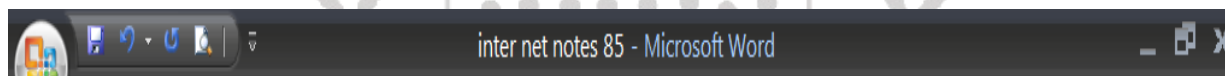
Manu bar
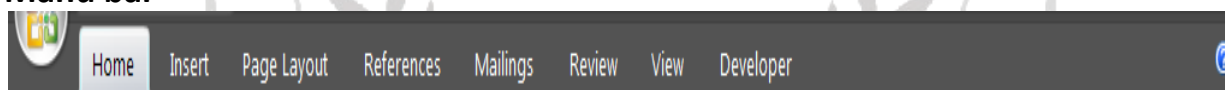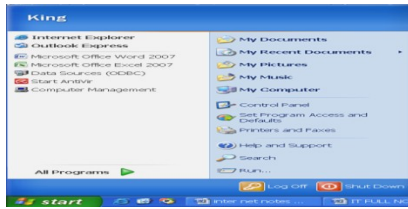

Accessories bar
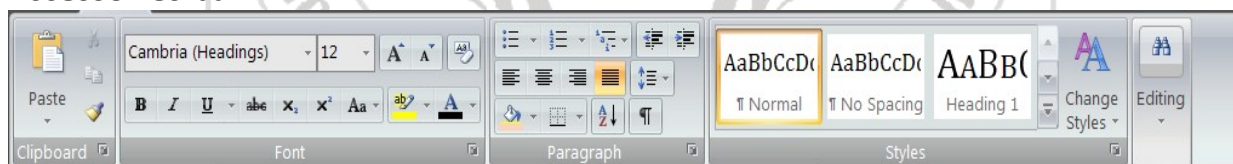
Screen layout
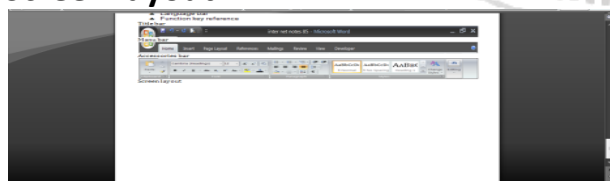
Places Bar

Task bar

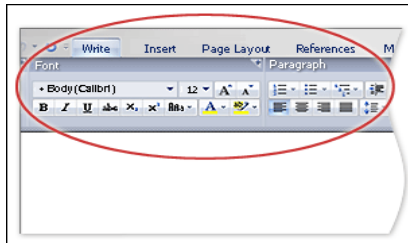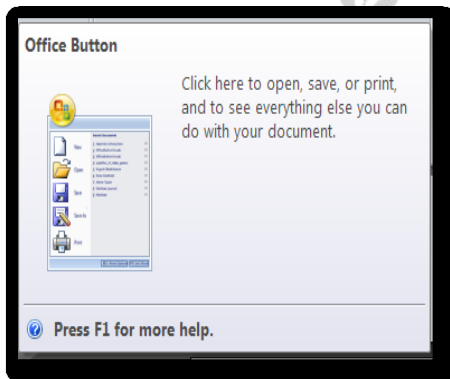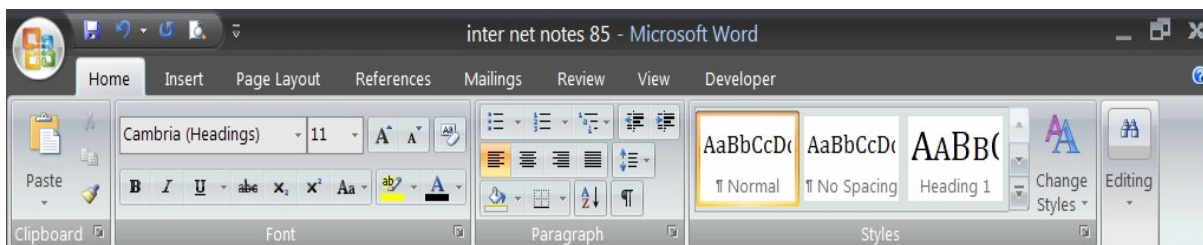**Start Manu**

Ribbon bar


Tool bar

OFFICE BUTTON

Microsoft Office Button replaces the File menu and is located in the upper-left corner of these Microsoft Office programs.

More commands are now available, such as Finish and Publish. For example, in Word, Excel, and PowerPoint by pointing to Finish, and then clicking Inspect Document,

1. HOME

❖ **Clipboard** =it appear lift side of the screen for quick access. we can close & resize it
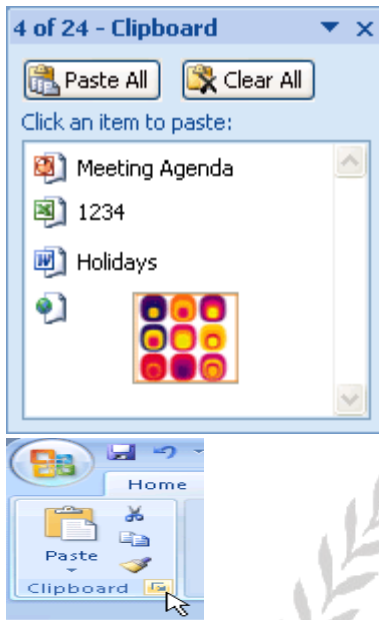
1. **Copy** =Open the file that you want to copy & select it first & now paste it where you want. Key board short cut CRT+ C=copy
2. **Cut=** select the paragraph & object & whatever you want to cut it from your documentation and the click on backspace button or either on edit menu click cut. . Key board short cut CRT +Z= cut
3. **Format painter** =copy from one place & apply it to another place. Double click, formatting will apply. . Key board short cut CRT +shift +C=format painter

Other Tabs/Ribbons –

When you move to the other Tabs/Ribbons, you'll notice that they contain their own Groups – associated with that Tab. The **Insert Tab/Ribbon (**below) has logical "things" that you would insert into a document – Shapes, Pages, Tables, Illustrations, Links, Headers/Footers, Text and Symbols. Again, depending on your choices, many selections allow you to "preview" what you've highlighted – similar to the two illustrations above.
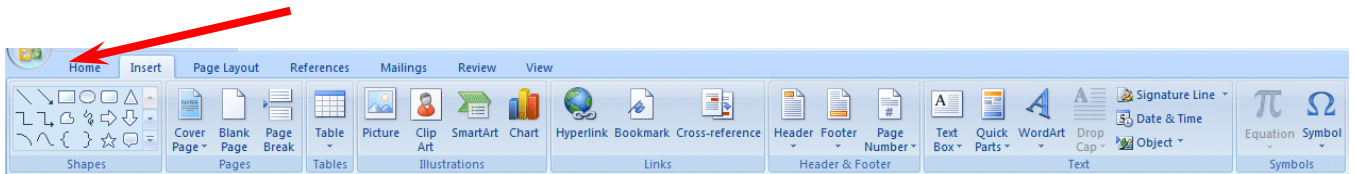

It is **suggested** that you **click** the **Tabs/Ribbons** in **each application** you'll be using to get a "feel" for them.

The **Page Layout Tab/Ribbon** also has logical selections – Themes, Page Setup, Page Background, Paragraph and Arrange.
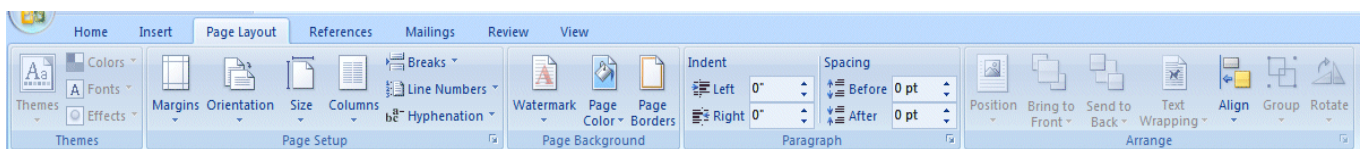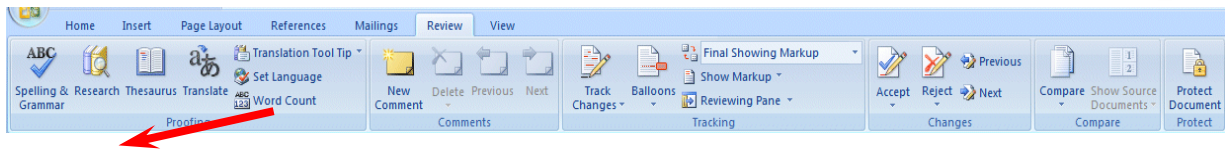
The **References Tab/Ribbon** will really come in **handy** for those publishing **long documents, articles** or **books** – Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.
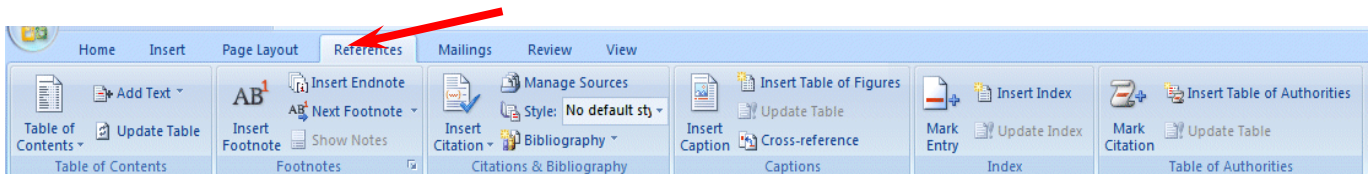

The **Mailings Tab/Ribbon** lets you work with Envelops, Labels, Mail Merge, Fields and Preview. It includes Create, Start Mail Merge, Write and Insert Fields, Preview Results and Finish.
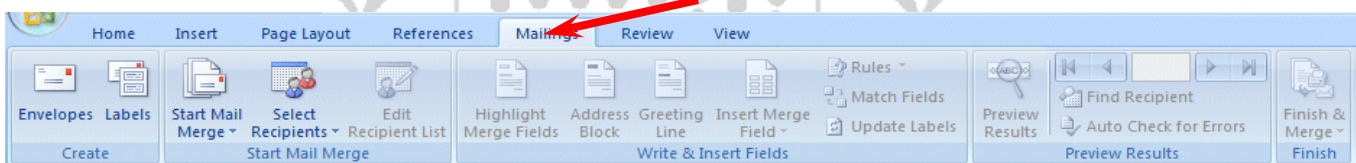
The **Review Tab/Ribbon** has the Proofing Tools, Comments, Tracking, and Changes, Compare and Protect features.
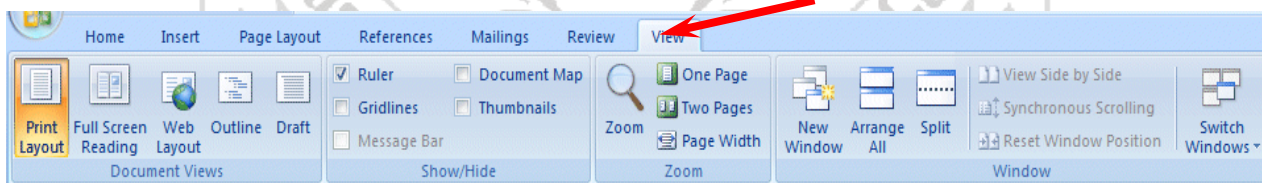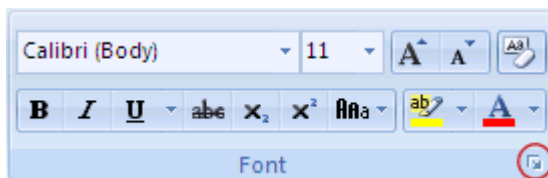

The **View Tab/Ribbon** allows you to change the document Views, do Show/Hide, Zoom and arrange your Windows.
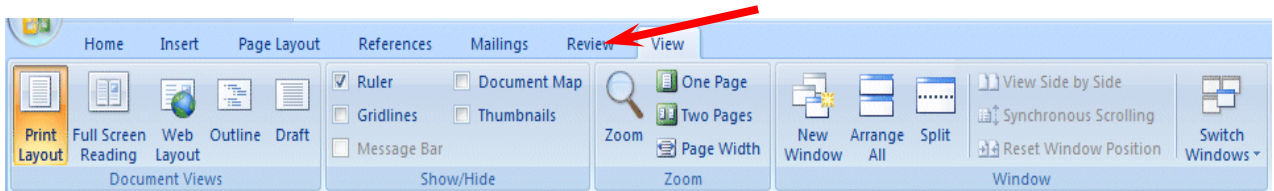
This gives you a "feel" for how the Tabs/Ribbons work in **Word 2007**. Again, **it would be prudent to look at the other 2007 Office applications you will be using - to get a similar sense for these new featur**es

FONT

1. **FONT**= Chang the Font Size. CRT +SHFT +F= FONT
2. **FONT SIZE**= Chang the Font Size. Crt=SHFT +P = FONT SIZE
3. **BOLD**=Make the Selected Txt Bold. CRT+SHFT+B= BOLD
4. **ITALIC**=Italicize the Selected Text. CRT +I= ITALIC
5. **UNDERLINE=**Underline the Selected Text. CRT+U= UNDERLINE
6. **STRIKETHROUGH**=Draw the Line through the Middle of the Selected Text. STRIKETHROUGH
7. **SUBSCRIPT**=create small text CRT + +=. SUBSCRIPT
8. **SUPERSCRIPT**=Create Small Text above the Line. CRT+SHIFT + += SUPERSCRIPT
9. **CHANGE CASE**=change text into lower case, upper case, sentence case, or other capitalization case.
10. **FONT COLOR**=change the font color
11. **TEXT HIGHLIGHT COLOR**=make a text highlight.

BULLET OR NUMBERING FORMAT
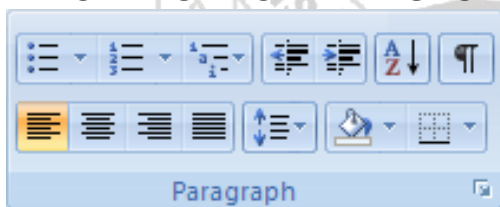
1. On the Home tab, under Paragraph, click the arrow next to Bullets or Numbering Click the bullet or numbering list format that you want in the Bullet Library or the Numbering Library
2. **MULTILEVEL LIST**= On the Home tab, in the Paragraph group, click the arrow next to Multilevel List... Press the TAB key or SHIFT+TAB to change levels.
3. **INCREASE & DECREASE INDENT**=decrease or increase indent level of paragraph here from use this item.
4. **ALIGNMENT OF TEXT**=align text to left, CRT +L=LEFT
5. **CENTER TEXT** =CRT+E=CENTER
6. **ALIGNMENT OF TEXT RIGHT**=CRT+R=RIGHT
7. **LINE SPACING**=change the spacing b\w line & paragraph.

8. **SHADING& BORDER**=color the behind the selected text or paragraph customizing the border of the selected text or paragraph.

9. **SORT**=alphabetize the selected text or sort numerical data.

10.Heading
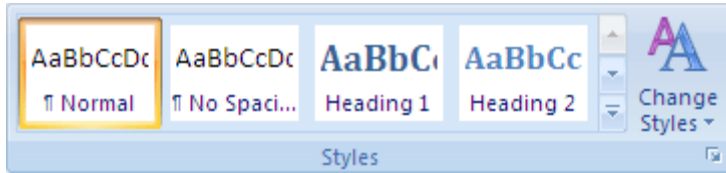
11. **Format the style** using this gallery & we can also change the different style.

12. **Editing**=In the Find what box, type the text that you want to search for. In the Replace with box, type the replacement text

2. INSERT

Add a cover page=insert a fully formatted cover page
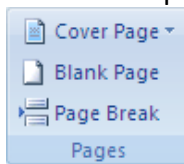
We can also take a Blank page & from there we can also start a next page at the current position.

Table

Insert & draw table in the document
PICTURE, CLIP ART, SHAPES, SMART ART, CHART

Insert a Picture from the File Clip Art into the document using moves drawing sounds or stock photography t illustrate specific concept.

❖ **Creating charts in Excel**

To create a basic chart in Excel that you can modify and format later, you start by entering the data for the chart on a worksheet. Then you simply select that data and choose the chart type that you want to use on the Ribbon (Insert tab, Charts group).
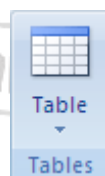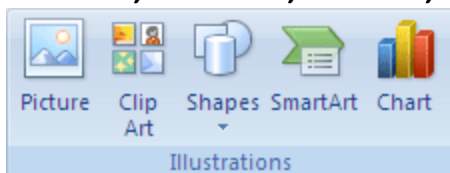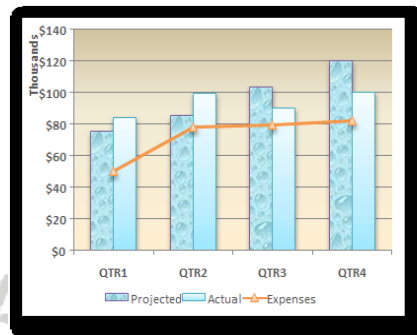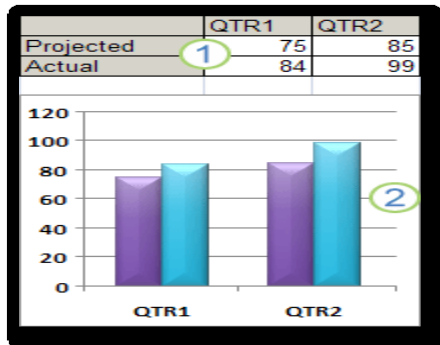

❖ **Worksheet data**

Chart created from worksheet data Excel supports numerous types of charts to help you display data in ways that are meaningful to your audience. When you create a chart or change an existing chart, you can choose from a wide range of chart types (such as a column chart or a pie chart) and their subtypes (such as a stacked column chart or a pie in 3-D chart).
Select a predefined chart style
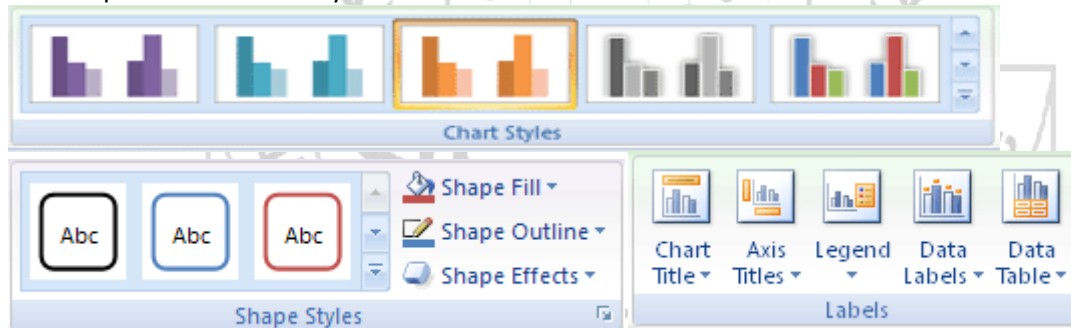
Smart Art graphic combinations to all of the shapes in your entire Smart Art graphic simultaneously, or you can change the color of an individual shape or shape border SmartArt Tools, on the Design tab, in the Smart Art Styles group, click Change Colors, and then click the thumbnail that you want SmartArt graphic the look of the example in the Choose a Smart Art Graphic gallery, apply Colorful - Accent Colors (click Change Colors),
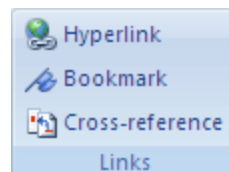
Hyperlink=Create link from web pages, picture, &files or any program also.

Bookmark=Create & assign bookmark a name to specific point in a document. We can change & delete it.

Cross reference=such as heading figure & table by inserting across reference such as to see the page 6 below (or turn to page 8)
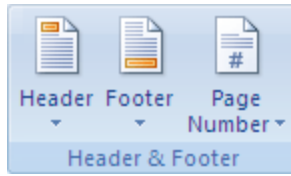
Headers or footers

In your document and easily change the header and footer designs. Or you can create your own header or footer with a company logo and custom look, and save the new header or footer to the gallery
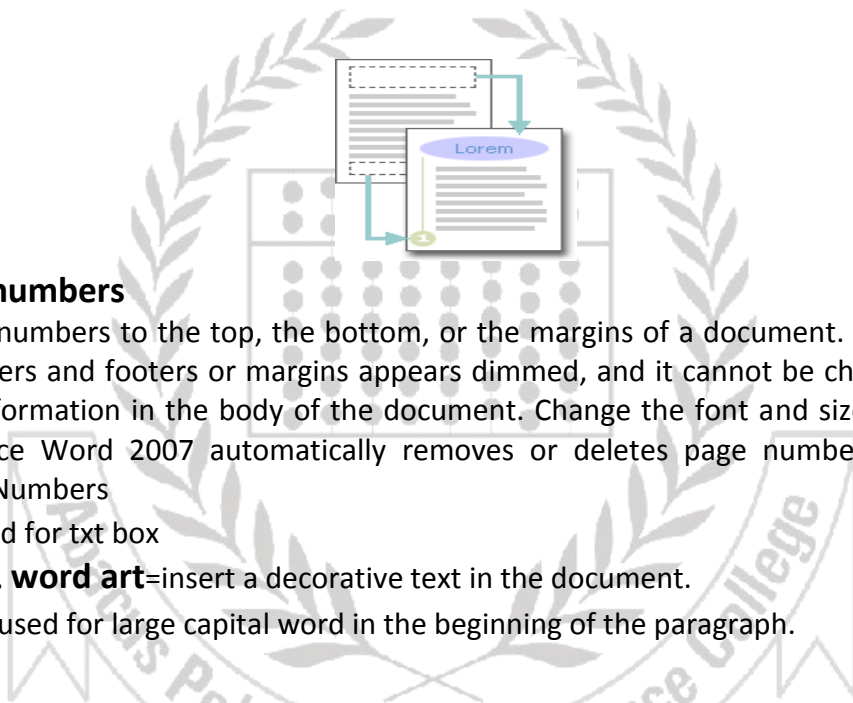
Insert page numbers

Can add page numbers to the top, the bottom, or the margins of a document. Information that is stored in headers and footers or margins appears dimmed, and it cannot be changed at the same time as the information in the body of the document. Change the font and size of page numbers Microsoft Office Word 2007 automatically removes or deletes page numbers when you click Remove Page Numbers

Text box=used for txt box

Quick part & word art=insert a decorative text in the document.

Drop cap =is used for large capital word in the beginning of the paragraph.
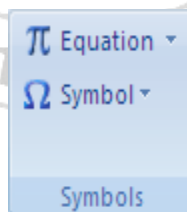
Equation =you can use Unicode character codes and Math AutoCorrect entries to replace text with symbols. For more information, see Insert a symbol or special character.

Symbol=that are not in our keyboard such as copyright, trademark & paragraph symbol we can add from there.

3. PAGE LAYOUT
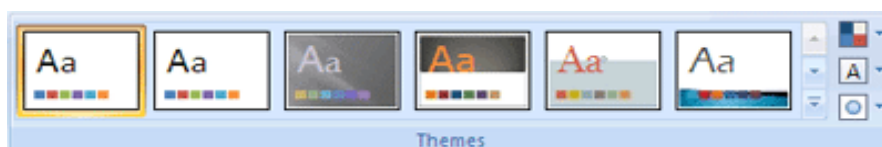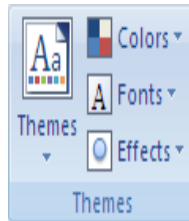
Theme effect you can change the document theme that is applied by default in Office programs, such as Word, Excel, and PowerPoint, we can edit font size, color and customize & also remove it.
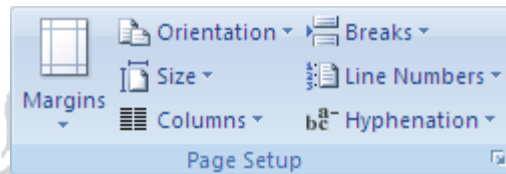
❖ **PAGE MARGINS**
   Margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area between the margins

❖ **PAGE ORIENTATION**
   You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.

❖ **COLUMN split**
   Text into two or more column. We can also

❖ **LINE NUMBER**
   In the document and paragraph.

❖ **HYPENATION**,
   Which allow word break line b\w the syllabus of words?
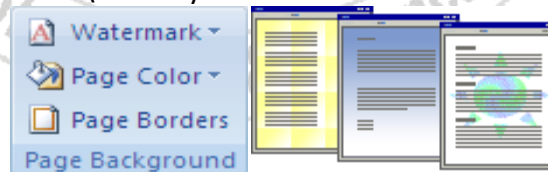
❖ **WATERMARK PAGE COLUR, PAGE BORDER**

 Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a Draft Change a watermark & Remove a watermark or a background. We can change page color
Background .and also changes around the border of the page.
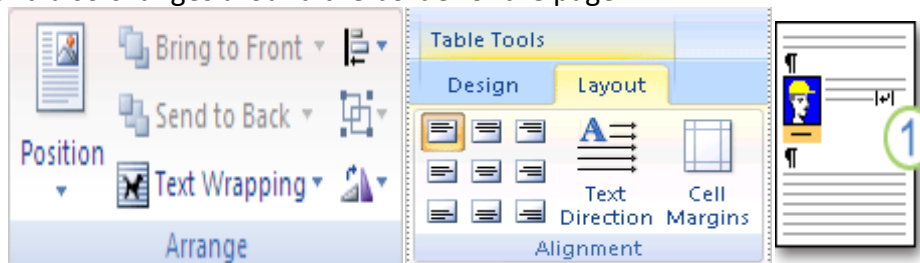
If the picture or object is on the select the canvas. If the picture or object is not on a drawing canvas, select the picture or object click Position If you don't see Position, click Arrange, and then click Position.

Click the wrapping position that you want to apply.

4. REFERENCES
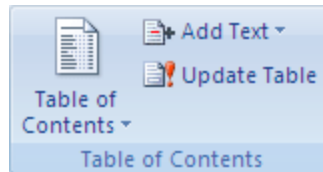
Table of content table of contents by choosing the heading styles — for example, heading 1, heading 2, and heading 3 — that you want to include in the table of contents. Microsoft office word searches for headings that match the style that you chose formats and indents the entry text according to the heading style, and then inserts the table of contents into the document. In the table of contents group, click table of contents, and then click the table of contents style that you want.
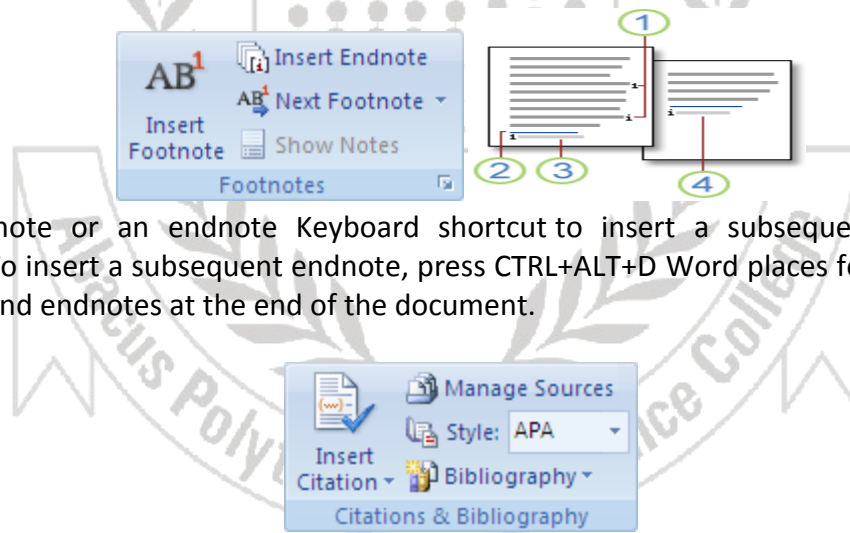
Insert a footnote or an endnote Keyboard shortcut to insert a subsequent footnote, press CTRL+ALT+F. To insert a subsequent endnote, press CTRL+ALT+D Word places footnotes at the end of each page and endnotes at the end of the document.

Citation & bibliography

A bibliography is a list of sources, usually placed at the end of a document, that you consulted or cited in creating the document   For example, you can search a library database for every match of a particular topic in that library's collection. Then, with a single click, you can insert the citation in the document, or you can add the source information to the current list of sources for later use.

INSERT A CAPTION & Picture In An Object.

Mark index entries and create an index Edit or format an index entry

To create an index, you mark the entries, select a design and then build the index quickly find the next XE field, press CTRL+F, click Special, and then click Field. To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab.

5. MAILING
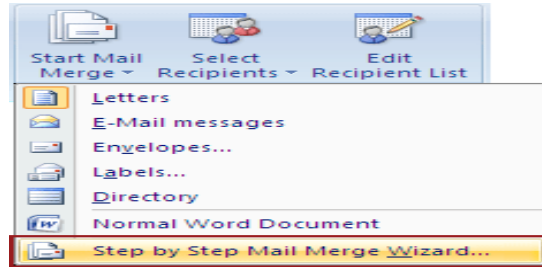
MAIL MERGE

We can send one e mail in a time to multiple recipients. When you want to send personalized e-mail to recipients in your address list, you can use mail merge to create the e-mail messages. Each message has the same kind of information, yet the content of each message is unique. For example, in e-mail to your customers, each message can be personalized to address each customer by name. The unique information in each message comes from entries in a data file. Merge information into your e-mail message main document, you must connect the document to your address list, also known as a data source, or data file. Refine the list of recipients or items the placeholders, such as address and greeting, are called "mail merge" fields. Fields in Word correspond to the column headings in the data file that you select.

6. REVIEW

Microsoft Office program provides tools that can help you correct these mistakes faster. You can just check your document when you are ready to finish it.

    Check spelling and grammar automatically (wavy red, blue, and green lines)
How automatic spelling checking works

When you check spelling automatically while you type, you can be more confident that you won't have to correct a lot of spelling mistakes when you are ready to deliver your document. Your Microsoft Office program can flag misspelled words while you work so that you can easily spot them, as in the following example.
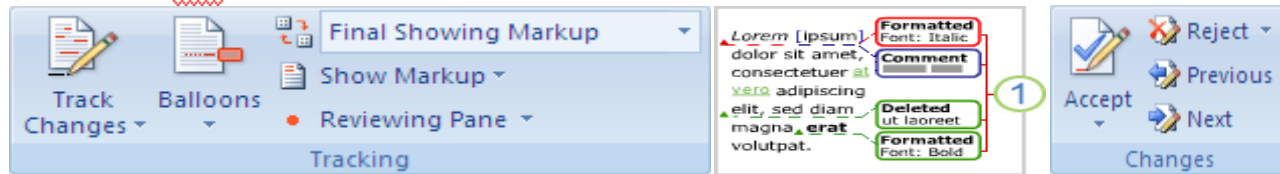
COMMENT & TRACK CHANGES

Navigate the next comment in the text. You can easily make and view tracked changes and comments while you work in a document. By default, Microsoft Office Word 2007 uses balloons to display deletions, comments, formatting changes, and content that has moved

Review tab, in the Changes group, click Next or Previous. Accept or reject changes and delete comments until there are no more tracked changes or comments in your document.

PROTECT A WORD DOCUMENT
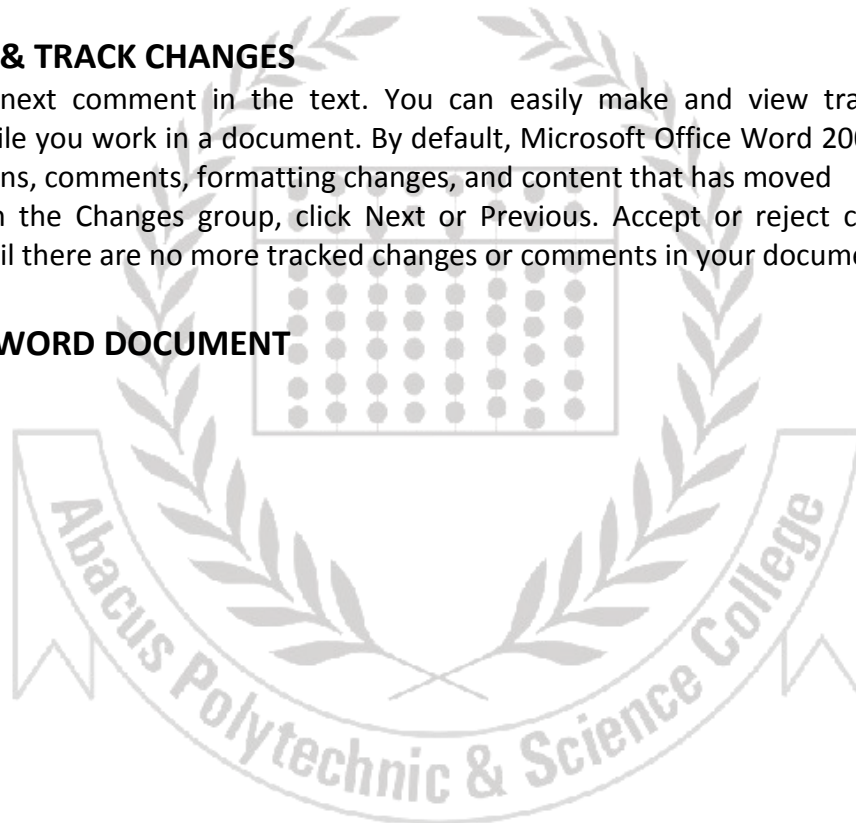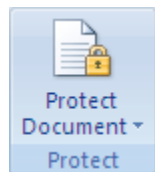
WHAT IS MS EXCEL?

Getting started with Excel 2007 WE will notice that there are many similar features to previous versions. WE will also notice that there are many new features that we'll be able to utilize. There are three features that WE should remember as WE work within Excel 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.
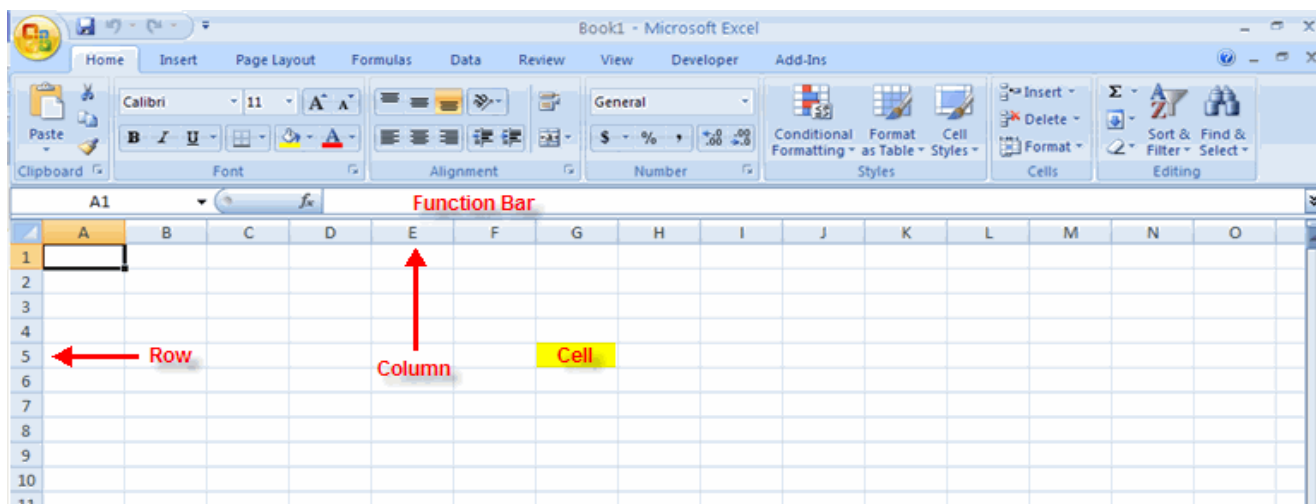
SPREADSHEET:

A spreadsheet is an electronic document that stores various types of data. There are vertical columns and horizontal rows. A cell is where the column and row intersect. A cell can contain data and can be used in calculations of data within the spreadsheet. An Excel spreadsheet can contain workbooks and worksheets. The workbook is the holder for related worksheets.

- Page Layout:
- Themes, Page Setup,
- Scale To Fit, Sheet Options,
- Arrange
  Formulas: Function Library,
- Defined Names,
- Formula
- Auditing,
- Calculation
  Data: Get External Data, Connections,
- Sort & Filter,
- Data Tools,
- Outline Review:
- Proofing,
- Comments,
- Changes View:
- Workbook Views,

- Show/Hide, Zoom,
- Window,
- Macros
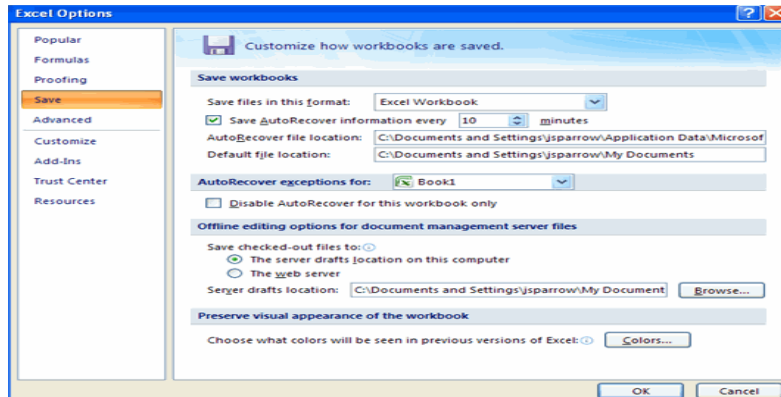
ADVANCED?

This feature allows US to specify options for editing, copying, pasting, printing, displaying, formulas, calculations, and other general settings.
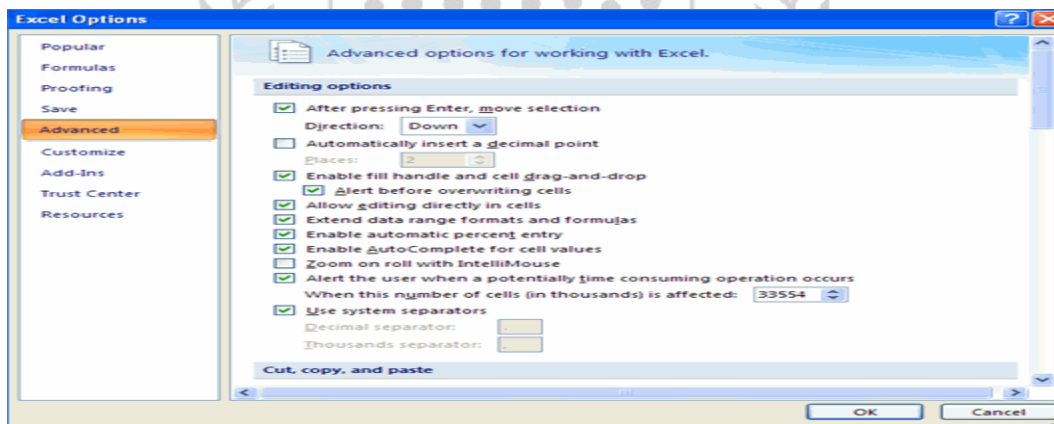
Customize

Customize allows WE to add features to the Quick Access Toolbar. If there are tools that WE are utilizing frequently, WE may want to add these to the Quick Access Toolbar.
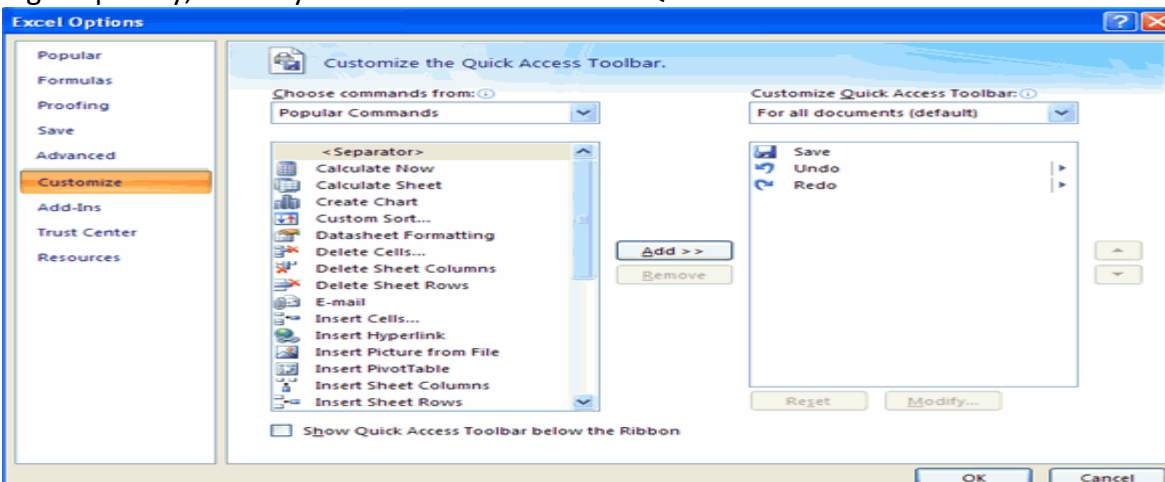
Workbook

1. Create a Workbook
   To create a new Workbook:
2. Click the Microsoft Office Toolbar
3. Click New
4. Choose Blank Document
5. If we want to create a new document from a template, explore the templates and choose one that fits we needs.

ENTERING DATA?

There Are Different Ways To Enter Data In Excel: In An Active Cell Or In The Formula Bar.
To Enter Data In An Active Cell:

- Click in the cell where WE want the data
- Begin typing
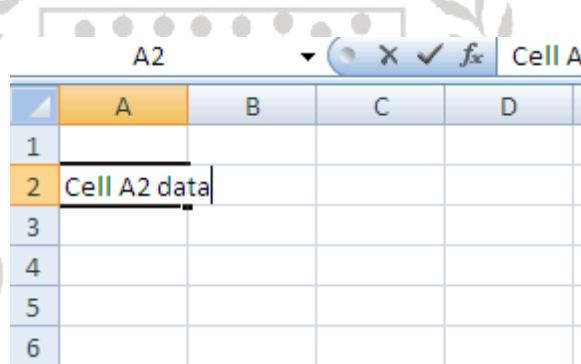
To enter data into the formula bar

- Click the cell where WE would like the data
- Place the cursor in the Formula Bar
- Type in the data
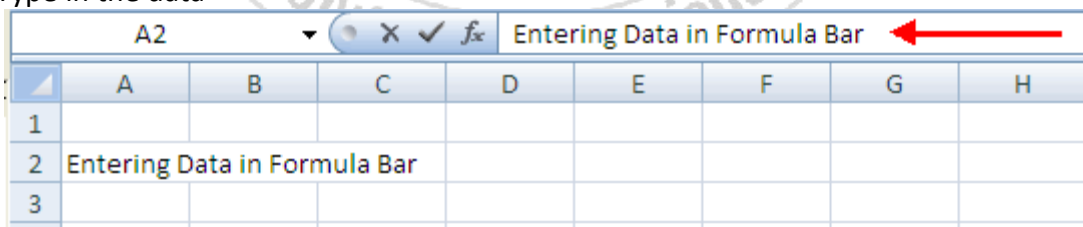
DATA:

« Working with a Workbook Data	Modifying a Worksheet »

- Excel allows US to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.
- Select   Data
  To select a cell or data to be copied or cut:
- Click the cell

- Click and drag the cursor to select many cells in a range

- Select a Row or Column
  to select a row or column click on the row or column header.

- AutoFill
  The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If WE want the same data copied into the other cells, WE only need to complete one cell. If WE want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:
- Click the Fill Handle
- Drag the Fill Handle to complete the cells

MODIFYING A WORKSHEET

- **Insert**
- **cells,**
- **Rows,**
- **Columns**

To insert cells, rows, and columns in Excel:

1. Place the cursor in the row below where WE want the new row, or in the column to the left of where WE want the new column
2. Click the Insert button on the Cells group of the Home tab
3. Click the appropriate choice: Cell, Row, or Column
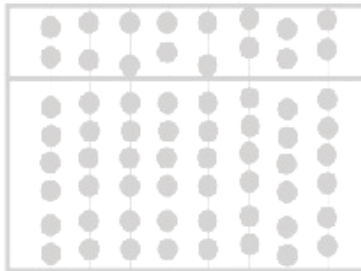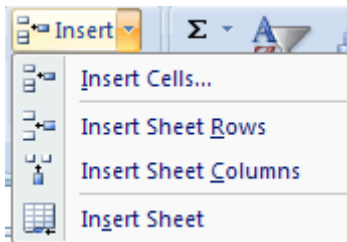
Delete Cells,

1. **Rows and Columns**

   To delete cells, rows, and columns:
2. Place the cursor in the cell, row, or column that WE want to delete
3. Click the Delete button on the Cells group of the Home tab
4. Click the appropriate choice: Cell, Row, or Column
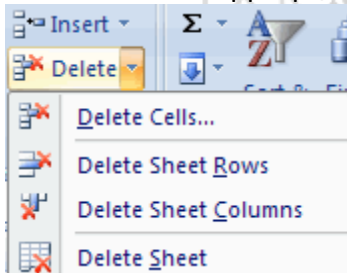
Find and Replace

To find data or find and replace data:

1. Click the Find & Select button on the Editing group of the Home tab
2. Choose Find or Replace
3. Complete the Find What text box
4. Click on Options for more search options

GO TO COMMAND?

The Go to command takes WE to a specific cell either by cell reference (the Column Letter and the Row Number) or cell name.

1. Click the Find & Select button on the Editing group of the Home tab
2. Click Go To
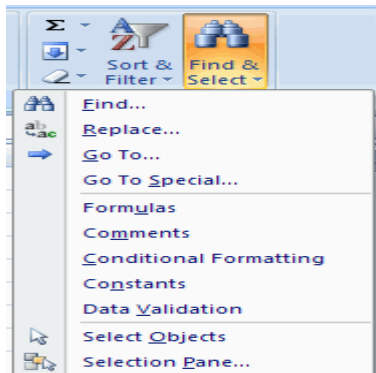
3. Spell-check
   To check the spelling:
4. On the Review tab click the Spelling button
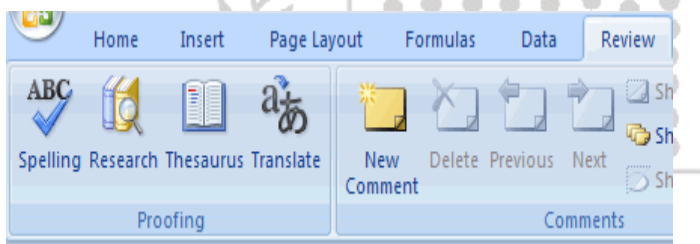
5. Calculations

EXCEL FORMULAS?

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formals are started in the formula box with an = sign.
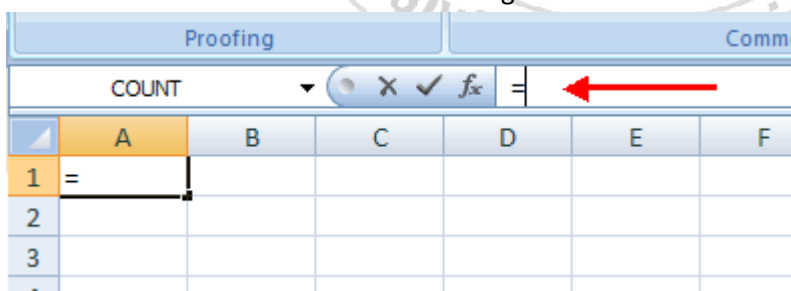
1. There are many elements to and excel formula.
2. References: The cell or range of cells that WE want to use in calculation
   Operators: Symbols (+, -, *, /, etc.) that specify the calculation to be performed
   Constants: Numbers or text values that do not change
   Functions: Predefined formulas in Excel
3. To create a basic formula in Excel:
4. Select the cell for the formula
5. Type = (the equal sign) and the formula
6. Click Enter

SOME FORMULAS:

COUNT					$=(f1:f3)$
A	B	C	D	E	F
1 =					
2 =(f1:f3)					
3					
4					
5					
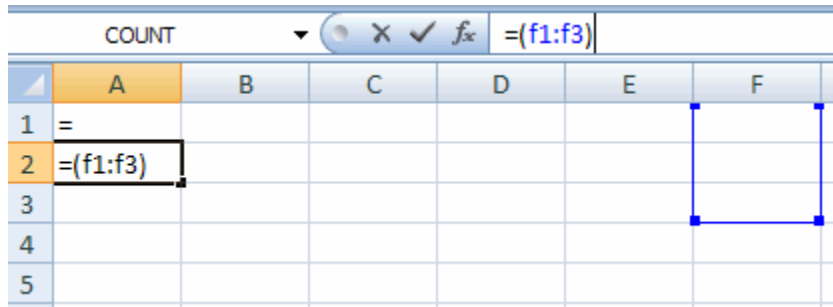
Calculate with Functions

a function is a built in formula in Excel. A function has a name and arguments (the mathematical function) in parentheses. Common functions in Excel:

1. Sum: Adds all cells in the argument
    Average: Calculates the average of the cells in the argument
    Min: Finds the minimum value
    Max: Finds the maximum value
    Count: Finds the number of cells that contain a numerical value within a range of the argument
2. To calculate a function:
3. Click the cell where WE want the function applied
4. Click the Insert Function button
5. Choose the function
6. Click OK

Home	Insert	Page Layout	Formulas	Data	Re

fx Insert Function | Σ AutoSum ▾ | Logical ▾ | Lookup & Reference ▾
Recently Used ▾ | Text ▾ | Math & Trig ▾
Financial ▾ | Date & Time ▾ | More Functions ▾

Function Library

A2			fx		
A	B	C	D	E	F
1 =					
2					
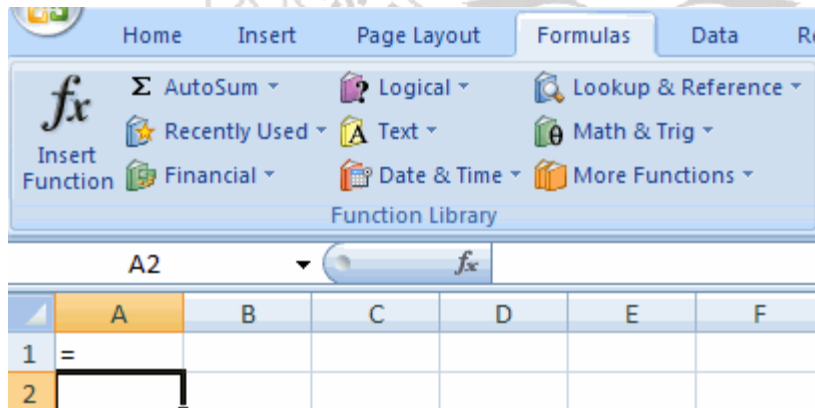
Complete the Number 1 box with the first cell in the range that WE want calculated
Complete the Number 2 box with the last cell in the range that WE want calculated
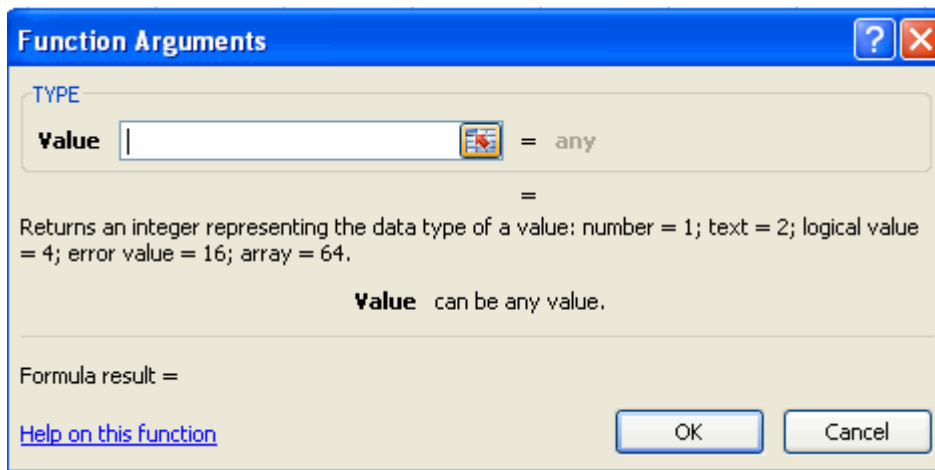
Function library

The function library is a large group of functions on the Formula Tab of the Ribbon. These functions include:

1. AutoSum: Easily calculates the sum of a range
   Recently Used: All recently used functions
   Financial: Accrued interest, cash flow return rates and additional financial functions
   Logical: And, If, True, False, etc.
   Text: Text based functions
   Date & Time: Functions calculated on date and time
   Math & Trig: Mathematical Functions

2. Relative, Absolute and Mixed References
3. Calling cells by just their column and row labels (such as "A1") is called relative referencing. When a formula contains relative referencing and it is copied from one cell to another, Excel does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell C1 "= (A1+B1)" is copied to cell C2, the formula would change to Linking Worksheets WE may want to use the value from a cell in another worksheet within the same workbook in a formula. For example, the value of cell A1 in the current worksheet and cell A2 in the second worksheet can be added using the format "". Macros
4. Macros are advanced features that can speed up editing or formatting WE may perform often in an Excel worksheet. They record sequences of menu selections that WE choose so that a series of actions can be completed in one step.

EXCEL FORMULAS:
Adding Numbers

Next we want to learn how to add numbers. There are several ways to do this. Each method has its advantages and disadvantages.

Begin by **moving** your cursor to cell **C9,** and **clicking**-on cell C9.

Always move to the cell where you want the answer
To be located.

TYPE-IN METHOD

We want to **add** the three numbers in cells **C6, C7** and **C8**. To use this method **type-in** (**using the keys on the keyboard**) the following formula in cell **C9**:

= C6 + C7 + C8

Your spreadsheet should look like the image to the right as you are typing in this equation. **Note**: you **don't have to use capital (upper case) letters** – we only did this because they are easier to "see" in the notes.

4			
5	INCOME		
6		Parents	300
7		Job	50
8		Investments	150
9		Total	=C6+C7+C8
10			

Now – **tap** the **Enter** key. Then, **click** on cell **C9** again. The **total** of these cells will now **appear** in **C9**.

4			
5	INCOME		
6		Parents	300
7		Job	50
8		Investments	150
9		Total	500
10			

f_x	=C6+C7+C8
C	**D**

Abacus college
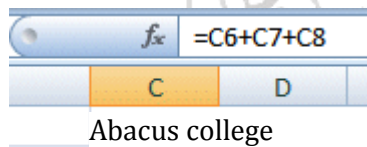
When you have completed typing your equation, you will **see** this **formula** in the area **below the menu bar**.

Functions

There are a number of **formulas built into Excel**, like **Sum**. These formulas are called **Functions**.

Another new feature of Excel 2007 – Tabs/Ribbons. Look at the **top** of your **Excel screen** and **click** on the **Formulas Tab**. The Formulas Ribbon will display.

On the left of the **Formulas Tab/Ribbon** is an **Insert Function button. Click** the **Insert Function button**.
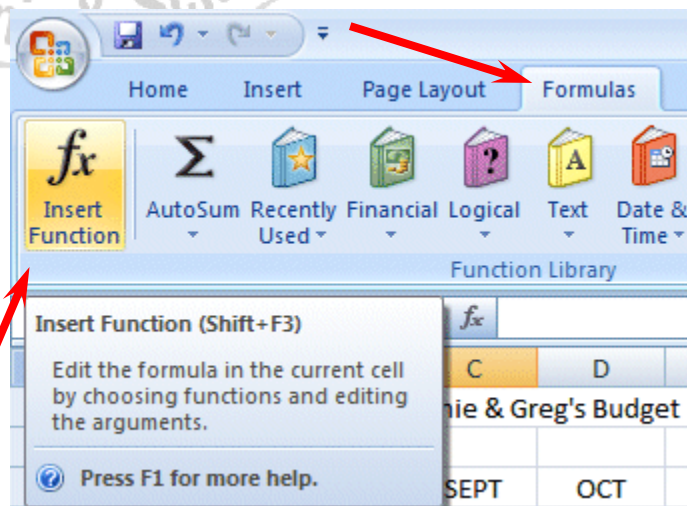
The **Insert Function menu screen** will **appear** (**image at right**).
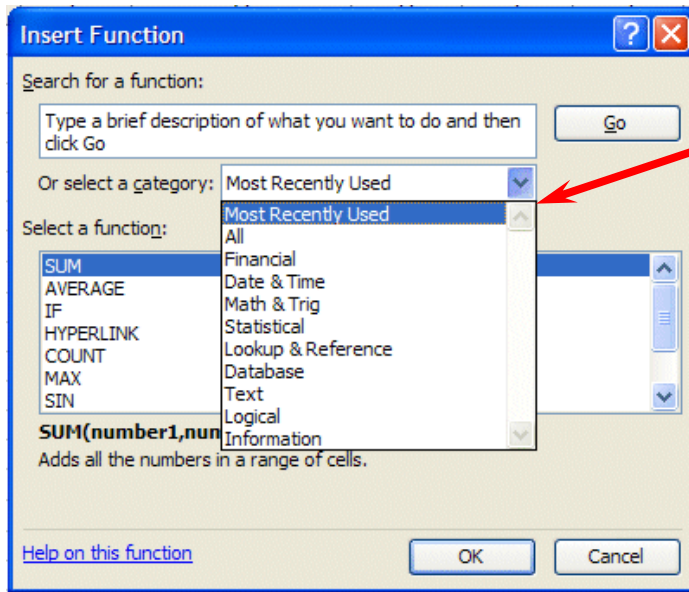
Let's work with the **Insert Function** menu screen. **Click** the **small down arrow** to the **right** of **or select a category:** (see **arrow** at **left**).

In the drop down menu that appears you can see that there are all kinds of formulas (functions) that come with Excel spreadsheet (e.g. statistical, mathematical, financial, etc.). Instead of having to go to math, financial, or statistical tables in a book, you can enter data from your spreadsheet into the formulas and receive answers.

This is a really great, timesaving feature. We'll now show you how to use the **Help features** of Excel 2007 to work with, and understand, these functions.
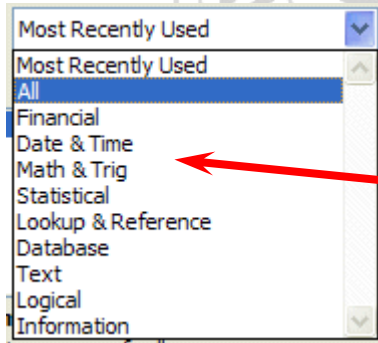
Click All in the **drop down menu**.

The **Select a function menu** will look like the **image below**.
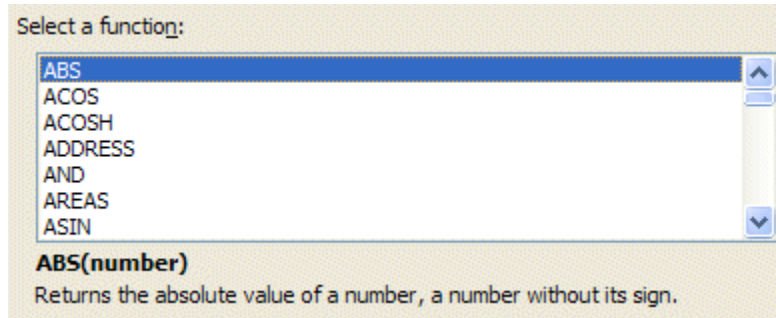
Look at all the functions (formulas)! We'll just go through how to use the addition formula (SUM) in these notes. If you need these formulas in the future, you'll know they're here.

Use the **elevator bar** on the **right** side of the Select a function menu screen to **move down** the list until you see **SUM**. **Click SUM**.
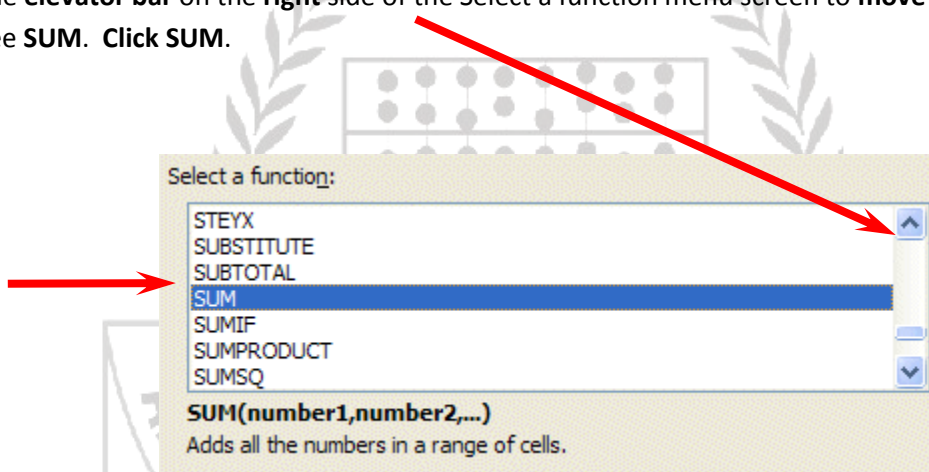
Then **click OK**.

Remember, you **clicked**-on Cell **C9** – which was "**empty**" because you deleted the formula in that cell.
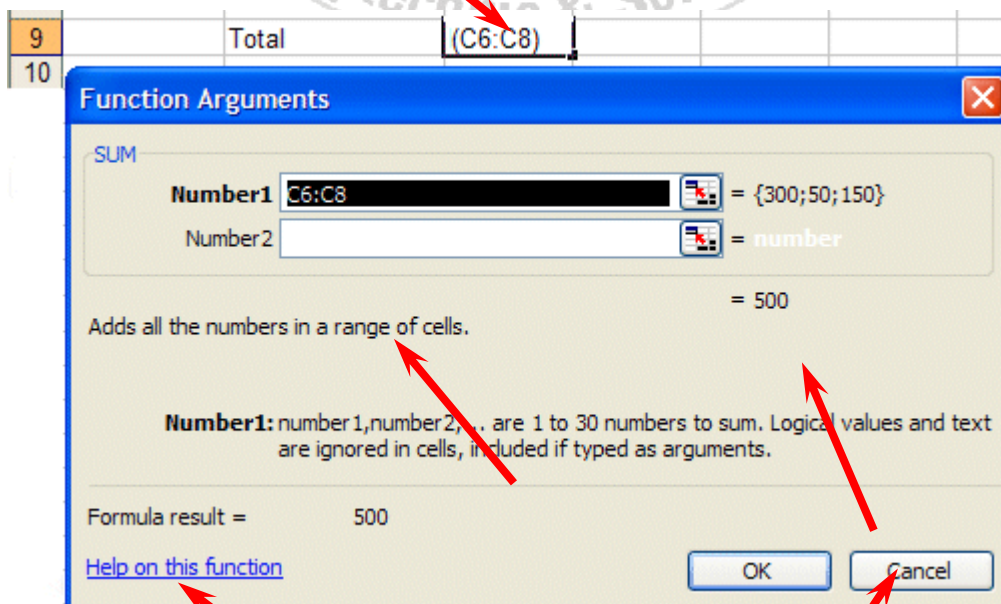
When you **clicked OK**, the **Function Arguments** menu screen (**above**) **appeared**. If you **look** at the **top of the screen** in the **SUM area**, you'll **see** that Excel 2007 has "**guessed**" that you desire to **add** the **numbers above cell C9** – where you clicked in your spreadsheet. Smart Excel! **Notice** that it indicates that **cells C6:C8** will be added (sum cells C6 through C8 – the colon (:) means "through." It also indicates the numbers in cells C6, C7 and C8 and gives you the sum   {300; 50; 150} = 500 (right arrow above).

But it's a little unclear how Excel did this. The **Help on this Excel Function** is excellent. So, to see how this SUM equation works, we'll go to Help. To do this, **click Help on this function** in the lower left corner of the screen (**see lower left arrow above**).
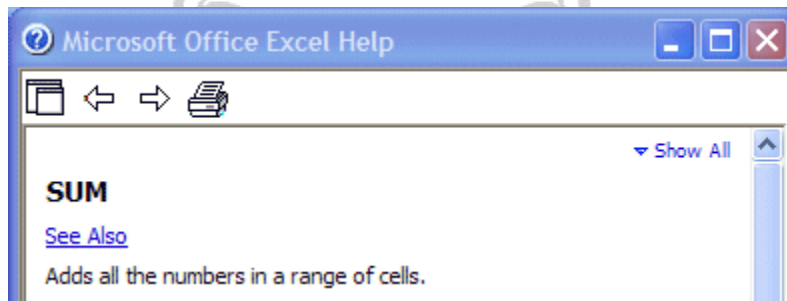
You will **see** a **Microsoft Office Excel Help window** appear (**similar** to the one **above**) that will show you **how to use** this **SUM function** (or any function).

One of the really **neat** things about these Help windows is that there are **examples** for each function. We **moved down** the **SUM help screen** using the **elevator bar** on the **right** of the **help screen**. The **bottom** of the screen **looks like** the **image below**. Spend a few minutes looking at the SUM Help window and notice all of the features.

The **bottom** of the **SUM help screen looks like** the **image** on the **left**. **Notice** that it gives you **examples** from **a small spreadsheet** that has data in cells A1 through A6. It uses these numbers in the examples at the bottom of the help screen.

When you have reviewed all of the help you care to see, **carefully click** the **X** at the **upper right corner** of the **Microsoft Office Excel Help blue bar** to **close** the Microsoft Excel **Help window. If you accidentally close the spreadsheet, simply reply yes to Save, and then re-open the spreadsheet as you did on Page 13.**

The **Function Arguments** menu screen will still be on the screen.
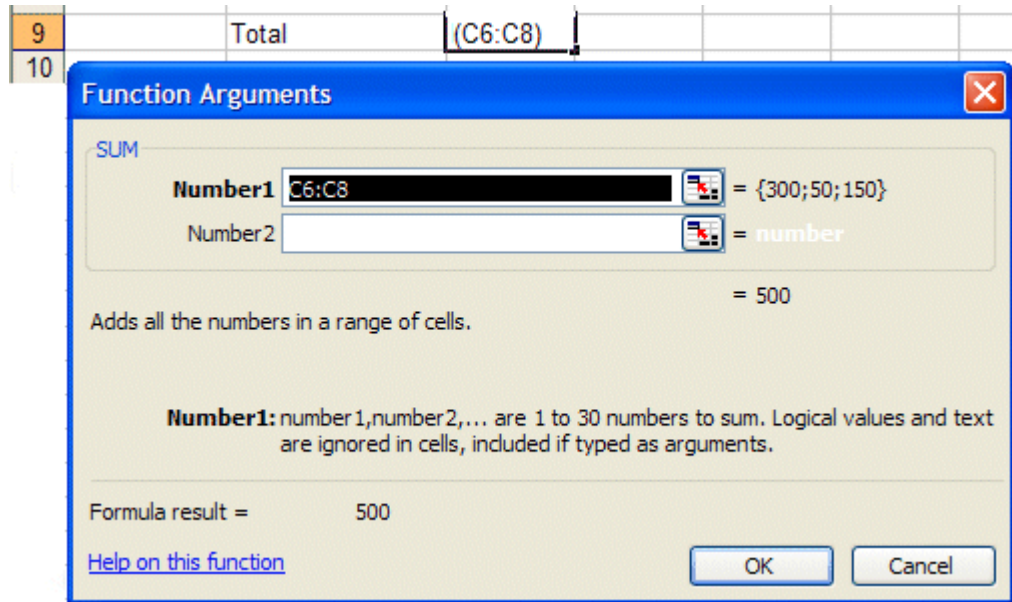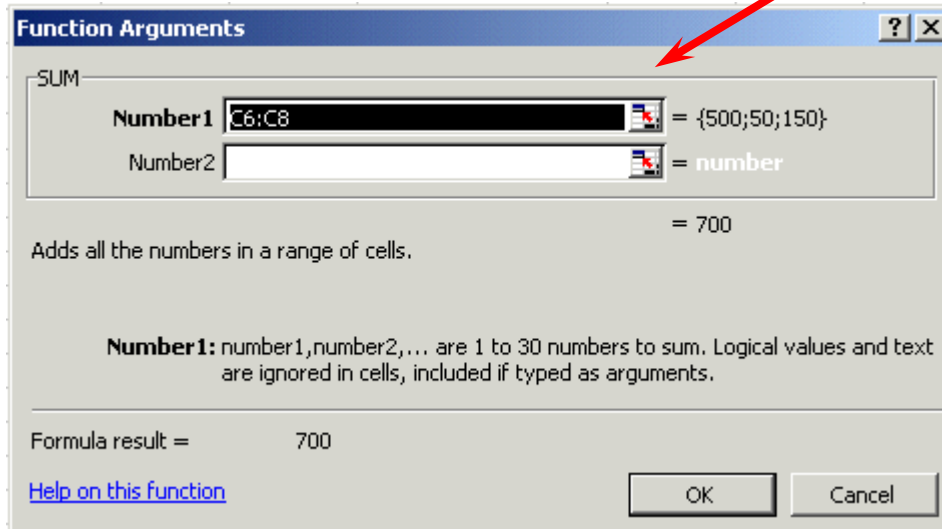
As you can see, in the area to the right of **Number 1**, the "Wizard" has **"guessed"** that you want to add the numbers in the range **C6 to C8 - (C6:C8)**. Now that you are becoming skilled with Excel, we'll try something special. **Carefully**, **point** to some **"plain part,"** in the **gray area** above. **Click** and **hold down** the **left** mouse button, and **drag** the above **SUM box "away"** so that you can **see** your **numbers** in **C column cells**. When you have done this, release the mouse button. Now **click**-on the "**small box**" on the **right edge** of the **Number 1 area (see arrow above)**. It has a little **red arrow** in it.

The **below Function Arguments** window will **appear**.

Highlight cells **C6 to C8** in the spreadsheet (**click-on C6, hold down the left mouse button, and drag until the three cells are highlighted**). A **"marquee"** will begin to **flash** around the cells, indicating they are highlighted (**left arrow above**). The **Function Arguments area will appear as above**. Now **click** the **small button** on the **right** of the **cell** (**see right arrow above**). The **numbers** will **show** in the area to the **right** of **Number 1**. **Click OK** at the **bottom of the Function Arguments menu screen**. You'll **see** that the **SUM formula [=SUM (C6:C8)] shows in the formula area at the top of the screen**. This is a really handy method to highlight a "group" of numbers you want to add.

AutoSum METHOD - ∑

Since we add numbers more than any other operation in spreadsheets, Excel spreadsheet has an additional feature - **Auto Sum**. Move to cell **C9 again** and tap the **Delete** key to **erase** your last formula.

You should still be on the **Formulas Tab/Ribbon**. **Notice ∑ Auto Sum button. Click the AutoSum button.**
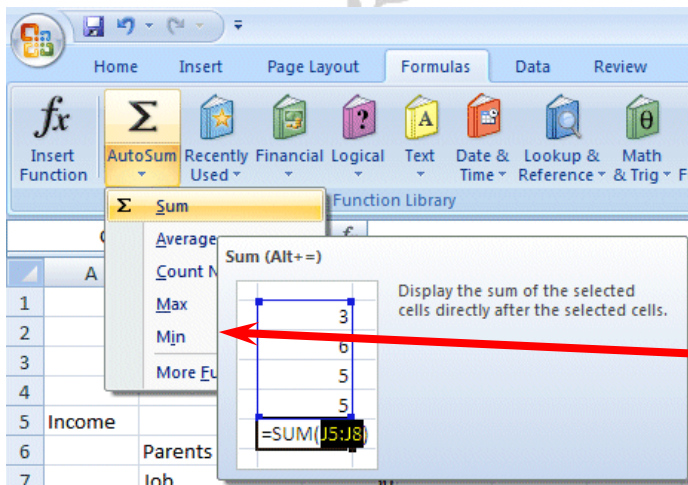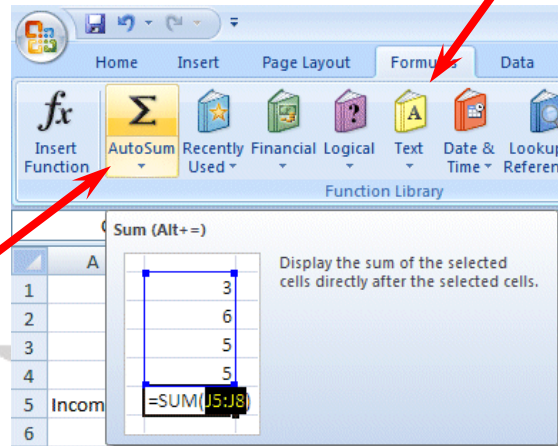
An image similar to the one on the left will appear.

Click ∑ Sum.

WOW !! Automatic addition!! Notice that the **cells**, you'd logically desire to add, have a **marquee around them** and that the **SUM** function is displayed in cell **C9**. You'll need to **confirm** that this is the **correct** formula. So, **tap** the **Enter key,** and the SUM function will now be set in cell **C9**. Any time you want to add using this method just click-on the cell where you desire the total to be and click **∑ Sum.**
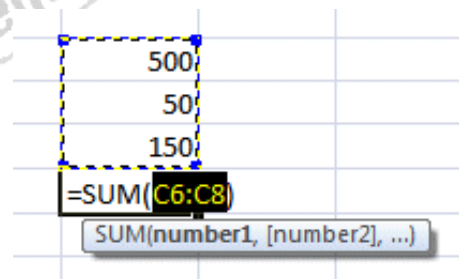
Now move to cell C17 and add the total Expenses in cells C13 to C16 - using <u>each</u> of the four methods.

While you are **in** cell **C17**, go ahead and **place a line at the top of cell C17** using the format cells – border **method** that you learned on **Page 5**.

Subtraction

In cell **A19 type-in Net Income**. Next, **adjust the width of column A** (Page 6).

Click-on cell C19.

In cell **C19** we want to **subtract (-)** the amount in for **Expenses** in cell **C17** from the amount for **Income** in cell **C9**. This can be accomplished by using either the **Type-In** Method or **Point Method**. Go ahead and do this. Don't forget to **tap** the **Enter** key to **confirm** your **formula**.

The formula should look like =C9-C17

More Cell Formatting
We want our **numbers** to **look better**. To do this we'll include **dollar signs** and **decimal points** in our **numbers**. This is done by **using the mouse. Point** to cell **C6**, **hold down the left mouse button** and **drag (move) down slowly to highlight cells C6 through C19**. Your **screen** should **look like** the image **below**.

4			
5	INCOME		
6		Parents	500
7		Job	50
8		Investments	150
9		Total	700
10			
11			
12	EXPENSES		
13		Food	30
14		Beverages	50
15		Parties	150
16		Miscellaneous	70
17		Total	300
18			
19	Net Income		400
20			

Now **point anywhere** in the **highlighted area** and **click** the **RIGHT mouse button**. A pop-up menu will appear. **Click**-on **Format Cells** (like you have done before).

- Clear Contents
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
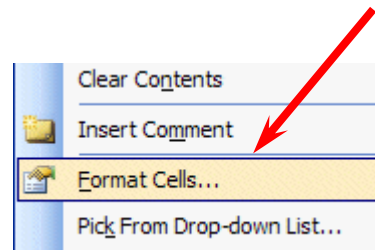
Your Format Cells menu screen will appear – similar to the image at the top of the next page.

Click-on the **Number** "**Tab**" at the top of the **Format Cells menu screen**. Point to **Currency** and **click**-on **Currency.**
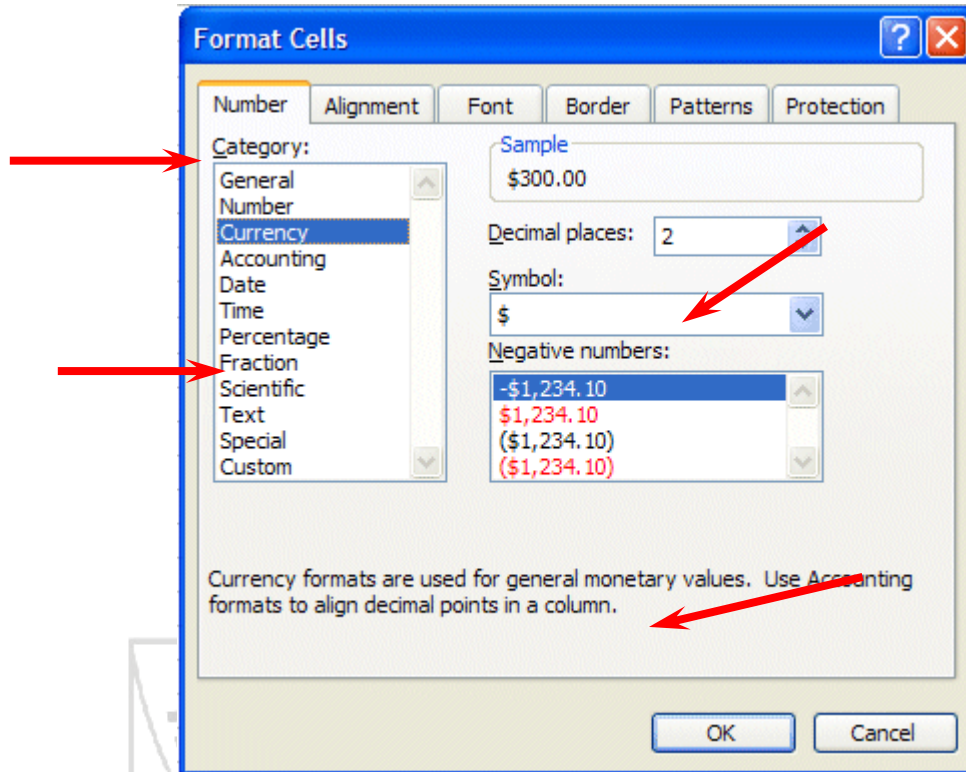
Notice **several things**. The **right side** shows the **number of decimal places. The 2** is the default for cents. **We'll use 2**. **Notice above** the **Decimal Places** that there is a **sample** of what our **number will look like**. At the lower right it **shows how negative numbers can appear,** depending on **your choice**. When a negative number is calculated, it will appear with your choice. Now **click**-on **OK**. All the numbers now have $. If you have large numbers that are **"too wide" for** the current **column** width **you will see** some **######## in** the **cells** where these numbers are located. If this occurs in your spreadsheet, go ahead and **widen** the columns as you did previously (**Page 6**).

4			
5	INCOME		
6		Parents	$500.00
7		Job	$50.00
8		Investments	$150.00
9		Total	$700.00
10			
11			
12	EXPENSES		
13		Food	$30.00
14		Beverages	$50.00
15		Parties	$150.00
16		Miscellaneous	$70.00
17		Total	$300.00
18			
19	Net Income		$400.00
20			

Your spreadsheet numbers should now look like the one on the left.

Division

Now move to cell **A21** and type in the word **Percent.** We're going to calculate a fun percentage to show you how division works and give you some more practice with numbers.

Now move to cell **C21.** Using either the <u>Type-In Method</u> or the <u>Point Method,</u> divide (**/**) the amount for **Income** in cell **C9** by the amount for **Expenses** in cell **C17**.

[The formula should look like =C9/C17]

This will give you a horrid number so why not put a **percent symbol** with it. Now we'll **repeat** what we did **above to format our $$$$ (Currency).**

Percentages

Point to cell **C21** and click the **RIGHT** mouse button. **Point** to **Format Cells,** then **click** the **Number tab,** then **click-on Percentage. Select zero (O) Decimal Places. Click OK.**

A **%**.

Your **spreadsheet** should **look similar** to the **image below**.

Copying

	A	B	C
1			Janie's & Gr
2			
3			SEPT C
4			
5	INCOME		
6		Parents	$500.00
7		Job	$50.00
8		Investments	$150.00
9		Total	$700.00
10			
11			
12	EXPENSES		
13		Food	$30.00
14		Beverages	$50.00
15		Parties	$150.00
16		Miscellaneous	$70.00
17		Total	$300.00
18			
19	Net Income		$400.00
20			
21	Percent		233%

We could repeat what we did to this point and fill in the Income and Expenses for each of the remaining columns (months). There is a **simpler way** to do this. **Assuming** our income and expense **amounts** are about the **same,** throughout the months, we want to **copy** the **amounts** in **Column C** to **Columns D, E and F.** This will **require TWO "steps."**

First: Move your cursor to cell **C6**. We'll **highlight what we want to copy; second,** we'll tell the spreadsheet where we want to place what we've copied. So, point to **C6, hold down the left mouse button and drag (move) down the column until cells C6 through C21** are high-lighted. Your

highlighted area should **look like** the one on the **left**.
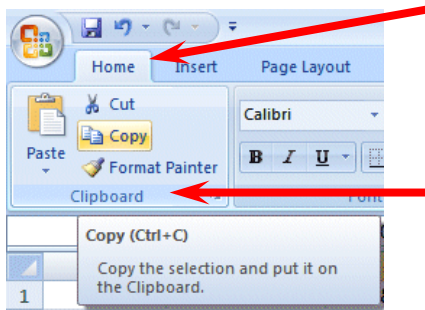
Click the **Home Tab** then **click** the **Copy** button.

You will **notice** that once again, when you **highlight** an area, a **marquee** of running lights moves **around** the **copy area**. So, you'll know you highlighted the correct area (**image** on **right**).

Now we'll tell Excel **where to copy** the data. Point to cell **D6, click and hold down the left mouse button and drag down and to the right to cell F21** (This will **highlight three columns** -- OCT, NOV, DEC -- to copy to.). When you have finished your highlighting, your screen should **look like** the **image below**.

	A	B	C	D	E	F	
1			Janie's & Greg's Budget				
2							
3			SEPT	OCT	NOV	DEC	M
4							
5	INCOME						
6		Parents	$500.00				
7		Job	$50.00				
8		Investments	$150.00				
9		Total	$700.00				
10							
11							
12	EXPENSES						
13		Food	$30.00				
14		Beverages	$50.00				
15		Parties	$150.00				
16		Miscellaneous	$70.00				
17		Total	$300.00				
18							
19	Net Income		$400.00				
20							
21	Percent		233%				
22							

Make sure you are still on the **Home Tab** and **click** the **Paste button**.
Wow !' All those numbers and dollar signs and formulas - <u>EVERYTHING</u> - was copied in a flash!! That sure saved us a lot of time.

INCOME					
	Parents	$500.00	$500.00	$500.00	$500.00
	Job	$50.00	$50.00	$50.00	$50.00
	Investments	$150.00	$150.00	$150.00	$150.00
	Total	$700.00	$700.00	$700.00	$700.00
EXPENSES					
	Food	$30.00	$30.00	$30.00	$30.00
	Beverages	$50.00	$50.00	$50.00	$50.00
	Parties	$150.00	$150.00	$150.00	$150.00
	Miscellaneous	$70.00	$70.00	$70.00	$70.00
	Total	$300.00	$300.00	$300.00	$300.00
Net Income		$400.00	$400.00	$400.00	$400.00
Percent		233%	233%	233%	233%

Your spreadsheet should look similar to the image on the right.

Click on a **cell away from the area** where the **numbers are located. This will "turn-off"** the **highlight.**

Tap the **Esc key** and the **marquee** will also **disappear.**
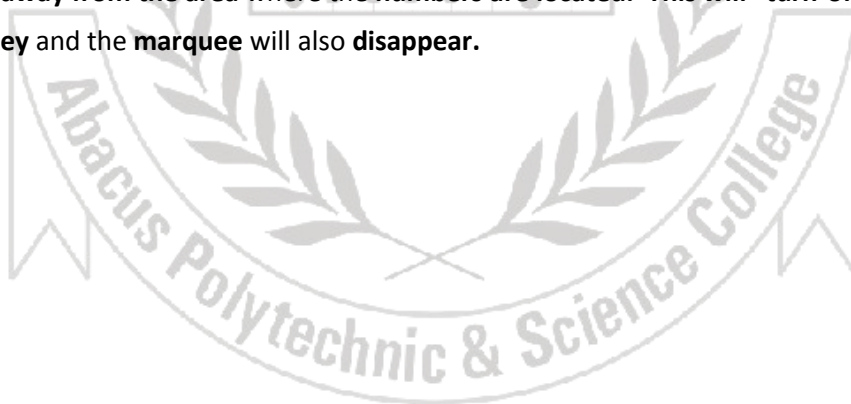
Change a **few numbers** in **each** of the **months** in **both** the **income** and **expense** areas to see **how the spreadsheet works**.

Notice how all of the formulas, totals, and percentages change – AUTOMATICALLY!!!   This is the POWER of a spreadsheet!!!!

(This will make the graphs we'll create more realistic when we create them later in the notes.)

Our spreadsheet now looks like the image on the right.

	A	B	C	D	E	F
1			Janie & Greg's Budget			
2						
3			SEPT	OCT	NOV	DEC
4						
5	Income					
6		Parents	$500.00	$500.00	$500.00	$1,000.00
7		Job	$50.00	$50.00	$50.00	$200.00
8		Investments	$150.00	$20.00	$150.00	$150.00
9		Total	$700.00	$570.00	$700.00	$1,350.00
10						
11						
12	Expenses					
13		Food	$30.00	$100.00	$30.00	$200.00
14		Beverages	$50.00	$100.00	$50.00	$200.00
15		Parties	$150.00	$150.00	$150.00	$500.00
16		Miscellaneous	$70.00	$70.00	$70.00	$70.00
17		Total	$300.00	$420.00	$300.00	$970.00
18						
19	Net Income		$400.00	$150.00	$400.00	$380.00
20						
21	Percent		233%	136%	233%	139%

Entering formulas in the Monthly Totals Column

Click cell **G6** (under the title **Monthly Totals**). **Choose one of the formulas you learned earlier to add the four monthly amounts** in the **Parents** row. **Use any of the four methods you desire**. Your spreadsheet should look similar to the image below:

	A	B	C	D	E	F	G	H
3			SEPT	OCT	NOV	DEC	MONTHLY TOTALS	
4								
5	Income							
6		Parents	$500.00	$500.00	$500.00	$1,000.00	=SUM(C6:F6)	
7		Job	$50.00	$50.00	$50.00	$200.00	SUM(number1, [number2], ...)	

After you have **added** the four **columns** in **cell G6**, you'll copy the formula in **cell G6** to cells **G7 through G19**. **Click** on cell **G6** and follow the **Copy process** you did on **Page 26**.

Next, **click** on **cell G7**, **hold down the left mouse button**, and **drag down through cell G19**. Your spreadsheet should look like the one to the right.

Now follow the **Paste process** you used **on Page 26** to paste the formula from cell G6 to cells G7 through G19.

F	G
DEC	MONTHLY TOTALS
$300.00	$1,200.00
$50.00	
$150.00	
$500.00	
$30.00	
$50.00	
$150.00	
$70.00	
$300.00	
$200.00	

MONTHLY TOTALS
$1,200.00
$200.00
$600.00
$2,000.00
$0.00
$0.00
$0.00
$120.00
$200.00
$600.00
$280.00
$1,200.00
$0.00
$800.00

After you Paste your formula, you will see some **"stuff (zeroes)"** in cells **G10, 11, 12, and 18**. This is because there was "**nothing there**" to add. So, go in and "**clean-up**" these cells by **deleting** the **zeros** in these cells.

Go to cells **G9** and **G17** and **underline** like you did on **Page 5**.

Copying the Percentage Formula

Notice that **we didn't copy** the **percentage** formula when we did the last copying process. If we had copied a SUM formula, it would have <u>added the four percentages</u>. We don't want the sum of the percentages. We **want a percentage** of **only applies to the overall Monthly Totals**. So, we need to **copy the percentage formula separately**. **Click** on **cell F21**, **copy** the **percentag**e formula in cell **F21** to cell **G21**. This is the average percentage that Income is greater than Expenses.

Now put a **$** in cells **G6 through G19** (like you did on Pages 23 and 24), and a **%** in **G21** (Page 25). Your **spreadsheet column G** should **look something like** the image on the **right**

This would be a great time to save again.

MONTHLY TOTALS
$1,500.00
$200.00
$750.00
$2,450.00
$380.00
$200.00
$655.00
$310.00
$1,545.00
$905.00
159%

(and multiplication)

There are times, when we are working with a spreadsheet, that we **do not want** a cell to **"roll"** to **the next column** when we **use** the **copy** feature of the spreadsheet – like it did in our last copying exercise. To **stop** the **cells** from "**rolling**" we utilize something called **absoluting**.

Go to cell **A23** and type-in **Number**. Go to cell **A25** and type-in **Result**.

Go to cell **C23** and type in the number 2 – then **tap** the **Enter key**.

We'll now **create a formula** to multiply our **number** times **Net Income**. You may use either the **Type-in** or **Point** method. Go to cell **C25,** and type-in a formula to **multiply cell C23 times cell C19**.

The formula should look like: =C23*C19

The result in **C25** should be **two times the net income in cell C19**.

Now **copy** the formula in cell **C25** to cells **D25, E25, F25 and G25**. Your row 25 should look similar to

23	Number		2			
24						
25	Result		$800.00	$0.00	$0.00	$0.00	$0.00

the one below.

Uh Oh!!! Where did all of those "0's" come from?

Point to each of the cells **D25, E25, F25 and G25**. **Notice, as you click on each cell, and look at the screen, how C23** (the cell with the 2) **"rolled" and became <u>D</u>23, <u>E</u>23, <u>F</u>23 and <u>G</u>23** (<u>which are blank</u> - this caused the **"0's"**). Blank times a number is a "0."**We want the 2 to be in each formula and not to "roll".**

To do this we utilize something called **Absoluting** or **Anchoring**.

Go back to cell C25. Now we'll **enter the formula again**, but a **little differently**   (**to anchor the 2**).

Type-in a **=C23** (or you could type = and point to C23).   **NOW, tap the F4 function key**.

Notice, in cell **C25** and the **Edit bar** at the **top of the screen**, that the **=C23 changes to: $C$23**. (This tells you that cell **C23** is **absoluted** or **anchored**. The **"$'s" indicate** the **absoluting**.) Now **finish the formula** by typing in or pointing *C17 as before. Tap **Enter**.

The formula in cell C25 should look like: =$C$23*C19

Now **copy** the **formula** in cell **C25** to cells **D25, E25, F25 and G25** again. Your row 25 should look similar to the image below.

23	Number		2				
24							
25	Result		$800.00	$0.00	$0.00	$0.00	$0.00

The numbers should now be **correct**. Point to cells **D25, E25, F25 and G25** (like you did before). You will notice the **"$'s"** have **copied** the **=$C$23** to **each cell (absoluting)** and the **Net Income** figures (**Cells D19, E19, F19 and G19** have "**rolled**" as they should. Absoluting is something you should know and understand.

> **Pause and reflect -**- Look at all you have accomplished. If you want go in and change some more numbers or change the income and expense titles to something you feel is more fun or appropriate, please do so.

The next important lesson is to learn how to **print.** This done with a few easy steps.

Printing

First, **click cell A1**.

All of the Windows **spreadsheets try to figure out what you want to print**. Sometimes they're **right**,

Sometimes they're **wrong**. So........

The most important thing with printing is to tell the printer what to print.

Unlike a word processor, you **may need** to **highlight** what you want to print. For the moment, we'll assume that Excel 2007 will "guess" correctly, and that you have not "clicked" somewhere that will cause a problem. If you do have problems, which we'll know in a second, we'll show you how to take care of the problem - a bit later.

It's usually a good idea to **see** what our **printout will look like – before you print it**. First, we'll use a **Print Preview** to "**see**" what our spreadsheet looks like.
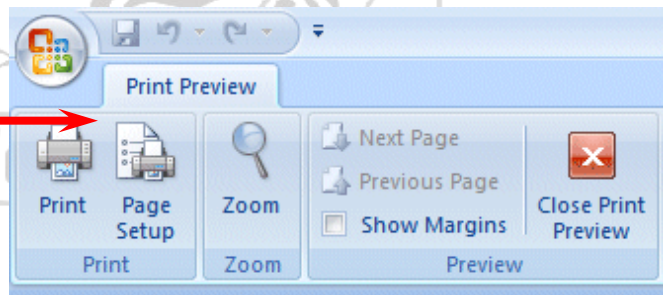
Click the **Microsoft Office Button**.

When the menu screen appears, **move** your **cursor** over **Print** and then **click** the **Print Preview** choice.
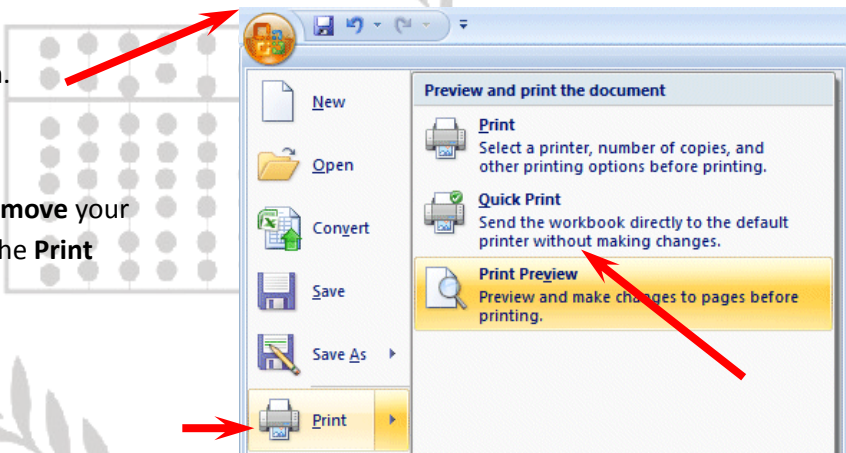
At the **top** of the **Print Preview screen** you will **see** the **Print Preview Tab**.

We'll these buttons to assist us with our printing.

Notice: the **Next** and **Previous** buttons are **not highlighted** – they are just gray. This **means** that the buttons are **not "active."** This **indicates** that we are **OK** with our spreadsheet – it is **all on one page**. If we saw that the Next button was active, this would mean that there are other pages to our spreadsheet. If you'll **look** at the **lower left corner** of the **Print Preview screen** you'll **see: Preview: Page 1 of 1.** This **confirms** that our spreadsheet is **on one page**. **If you <u>do</u> not see this "combination," we'll show you how to take care of it later.**
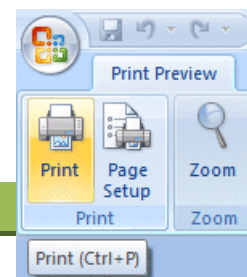
If you do see this combination, **click** the **Print button**. Then, **Click**-on **OK** in the **Print menu screen** that appears.

Label (write on**) this printout**: **Default Spreadsheet Printout**.

A **picture,** of what the **printout will look like**, **appears below**.

Janie & Greg's Budget

	SEPT	OCT	NOV	DEC	MONTHLY TOTALS
Income					
Parents	$500.00	$500.00	$500.00	$1,000.00	$2,500.00
Job	$50.00	$50.00	$50.00	$200.00	$350.00
Investments	$150.00	$20.00	$150.00	$150.00	$470.00
Total	$700.00	$570.00	$700.00	$1,350.00	$3,320.00
Expenses					
Food	$30.00	$100.00	$30.00	$200.00	$360.00
Beverages	$50.00	$100.00	$50.00	$200.00	$400.00
Parties	$150.00	$150.00	$150.00	$500.00	$950.00
Miscellaneous	$70.00	$70.00	$70.00	$70.00	$280.00
Total	$300.00	$420.00	$300.00	$970.00	$1,990.00
Net Income	$400.00	$150.00	$400.00	$380.00	$1,330.00
Percent	233%	136%	233%	139%	167%
Number	2				
Result	$800.00	$300.00	$800.00	$760.00	$2,660.00

The "**image**" **above** should also look similar to **your spreadsheet.**

If you **move your cursor over the spreadsheet**, you'll **notice** that the **cursor changes** from an **arrow** to a **tiny magnifying glass**. If you **click** the **left mouse button**, your **magnifying glass will "zoom-in" on the exact spot where the magnifying glass is located**. If you **click-again**, it will **zoom-out**. Try this couple of time. It is a really handy feature.
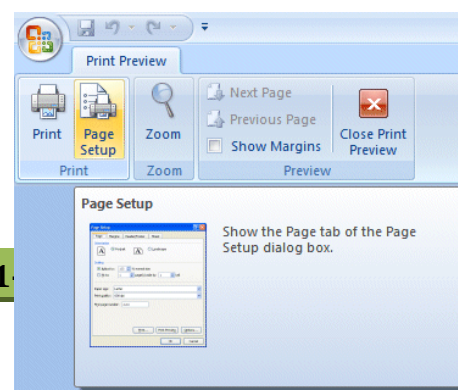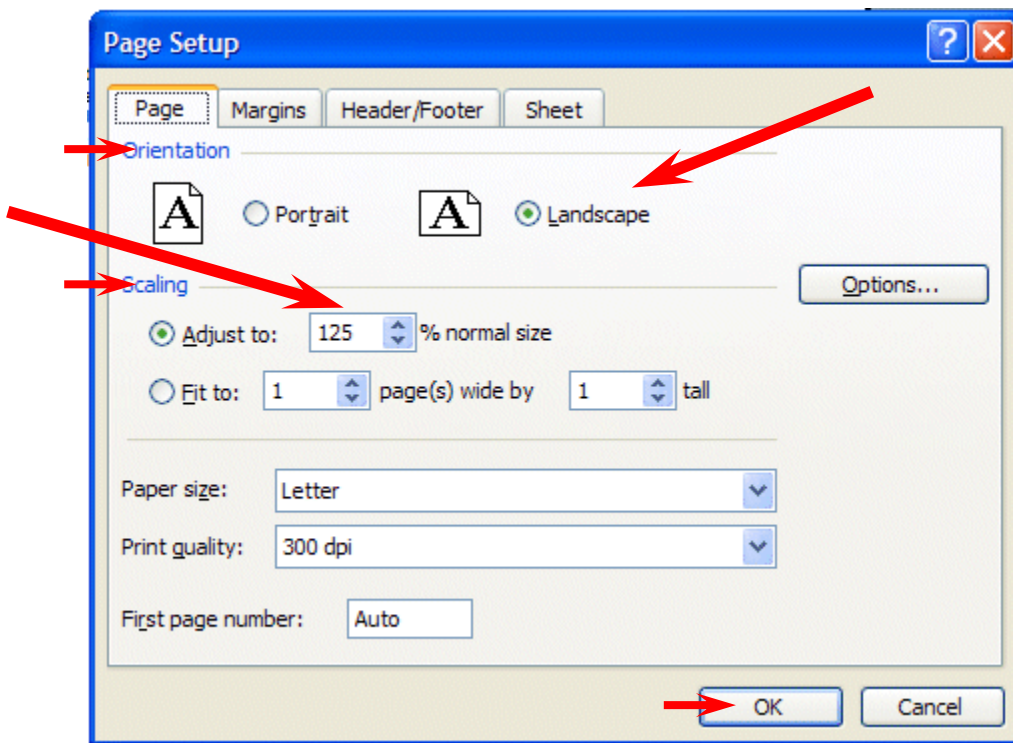
Now **click** the **Page Setup button** on the **Print Preview Tab**.

The **Page Setup menu screen** at the **top** of the **next page** will **appear**.

Notice that the **Page Setup** menu screen **indicates** that you are in **Portrait** view. Now we'll **enhance** the spreadsheet to make it a bit more presentable. In the **Orientation** area **click**-in the **small circle** to the left of **Landscape (see arrow above)**. The spreadsheet will now print on the page as indicated. Next, in the **Scaling** area, **click**-in **the box to the left of % normal size**. Using either the "**up/down" arrows**, or **by typing** in the information, change the size to **125**. Then click **OK**.
Your spreadsheet will now be larger and fill the paper more appropriately. **Click**-on **Print** and when this spreadsheet comes out of the printer label it: **Landscape – enlarged to 125 %**.

Go ahead and **adjust** the "size" of your spreadsheet so that it becomes **too large** to fit on a single page. Set the **Scaling** to **200** and **click OK**. When you **return** to the **Preview** screen, the **Next** and **Previous** buttons at the top left will now be **active**, and you'll see **1 of 3 or 4 pages** in the **lower left corner** of the screen. Go ahead and **click** the **Next** and **Previous buttons** to get a "feel" for the "size" of your spreadsheet. If you click-on Print (please don't do it), you'll get these 3 or 4 pages. If you made a mistake when you created the spreadsheet, you might see that you have 58 (or some big number of) pages in your spreadsheet!

Now, **click**-in the **small circle** to the **left** of **Fit to 1 page(s) wide by 1 tall** in the **Scaling** area and make sure that **1 page** is set. Excel 2007 will now **return** your spreadsheet to **one** page. Try other things here. Work with the **Margins, Header/ Footer, and Sheet** tabs at the top of the Page Setup menu screen. Any time you desire to print, go ahead and do so. This will give you a feel for how the spreadsheets will print. When you are finished, simply click **OK** or **Cancel** and you will return to your spreadsheet.

Many people ask how to **center a spreadsheet on the page**. This feature is located on the Margins **Tab** at the **bottom left** of the **Margins screen**.

Many users also ask how to place **gridlines** and **show the row and column headings** (A, B, C and 1, 2, 3) in their spreadsheet printouts. This feature is located on the **Sheet tab** in the Page Setup menu screen.

When you are **finished** working with Print Preview, **click** the **Close Print Preview button**. When you return to your spreadsheet you will see "dashed lines" around your data. Print Preview added these to assist you in knowing where the "edges" of your printed data will be on paper. We'll show you a nice new feature that assists even more in a minute.

SUM function

This article describes the formula syntax and usage of the SUM function in Microsoft Office Excel.

Description

The SUM function adds all the numbers that you specify as arguments. Each argument can be a range, a cell reference, an array, a constant, a formula, or the result from another function. For example, SUM (A1:A5) adds all the numbers that are contained in cells A1 through A5. For another example, SUM (A1, A3, and A5) adds the numbers that are contained in cells A1, A3, and A5.

Syntax

SUM (number1, [number2], [number3], [number4],)

The SUM function syntax has the following arguments:

Number1   Required. The first item that you want to add.

number2, number3, number4,   Optional. The remaining items that you want to add, up to a total of 255 items.

Example

	A	B	C
1	Data		
2	-5		
3	15		
4	30		
5	'5		
6	TRUE		
7	**Formula**	**Description**	**Result**
8	=SUM(3, 2)	Adds 3 and 2.	5
	=SUM("5", 15, TRUE)	Adds 5, 15 and 1. The text value "5" is first translated into a number, and the logical value TRUE is first translated into the number 1.	21
9	=SUM (A2:A4)	Adds the values in cells A2 through A4.	40
10	=SUM (A2:A4, 15)	Adds the values in cells A2 through A4, and then adds 15 to that result.	55
11	=SUM (A5,A6, 2)	Adds the values in cells A5 and A6, and then adds 2 to that result. Because non-numeric values in references are not translated — the value in cell A5 ('5) and the value in cell A6 (TRUE) are both treated as text — the values in those cells are ignored.	2

The example may be easier to understand if you copy it to a blank worksheet.

TODAY function

This article describes the formula syntax and usage of the TODAY function in Microsoft Office Excel.

Description

Returns the serial number of the current date. The serial number is the date-time code used by Excel for date and time calculations. If the cell format was General before the function was entered, Excel changes the cell format to Date. If you want to view the serial number, you must change the cell format to General or Number.

The TODAY function is useful when you need to have the current date displayed on a worksheet, regardless of when you open the workbook. It is also useful for calculating intervals. For example, if you know that someone was born in 1963, you might use the following formula to find that person's age as of this year's birthday:

Syntax

TODAY ( )

The TODAY function syntax has no arguments.

 Note   Excel stores dates as sequential serial numbers so they can be used in calculations. By default, January 1, 1900 is serial number 1, and January 1, 2008 is serial number 39448 because it is 39,447

days after January 1, 1900. Microsoft Excel for the Macintosh uses a different date system as its default.

For more information, see Change the date system, format, or two-digit year interpretation.

Example

	A	B
1	Formula	Description
2	=TODAY()	Returns the current date.
3	=TODAY()+5	Returns the current date plus 5 days. For example, if the current date is 1/1/2008, this formula returns 1/6/2008.
	=DATEVALUE ("1/1/2030")-TODAY()	Returns the number of days between the current date and 1/1/2030. Note that cell A4 must be formatted as **General** or **Number** for the result to display correctly.
4	=DAY(TODAY())	Returns the current day of the month (1 - 31).
5	=MONTH(TODAY())	Returns the current month of the year (1 - 12). For example, if the current month is May, this formula returns **5**.
6		

MONTH function

Returns the month of a date represented by a serial number. The month is given as an integer, ranging from 1 (January) to 12 (December).

Syntax

MONTH (serial number)

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A
1	Date
2	15-Apr-2008

Formula	Description (Result)
=MONTH(A2)	Month of the date above (4)

AND function

This article describes the formula syntax and usage of the AND function in Microsoft Office Excel.

Description

Returns TRUE if all its arguments evaluate to TRUE; returns FALSE if one or more arguments evaluate to FALSE.

One common use for the AND function is to expand the usefulness of other functions that perform logical tests. For example, the IF function performs a logical test and then returns one value if the test evaluates to TRUE and another value if the test evaluates to FALSE. By using the AND function as the logical test argument of the IF function, you can test many different conditions instead of just one.

Syntax

AND (logical1, [logical2], ...)

The AND function syntax has the following arguments:

Logical1 Required. The first condition that you want to test that can evaluate to either TRUE or FALSE.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B	C
1	Formula	Description	Result
2	=AND(TRUE, TRUE)	All arguments are TRUE	TRUE
3	=AND(TRUE, FALSE)	One argument is FALSE	FALSE
4	=AND(2+2=4, 2+3=5)	All arguments evaluate to TRUE	TRUE

AVERAGE function

This article describes the formula syntax and usage of the AVERAGE function in Microsoft Office Excel.

Description

Returns the average (arithmetic mean) of the arguments. For example, if the range A1:A20 contains numbers, the formula =AVERAGE(A1:A20) returns the average of those numbers.

Syntax

AVERAGE(number1, [number2],...)

The AVERAGE function syntax has the following arguments:

Number1   Required. The first number, cell reference, or range for which you want the average.

Number2   Optional. Additional numbers, cell references or ranges for which you want the average, up to a maximum of 255.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B	C
1	Data		
2	10	15	32
3	7		
4	9		
5	27		
6	2		
7	Formula	Description	Result
8	=AVERAGE(A2:A6)	Average of the numbers in cells A2 through A6.	11
	=AVERAGE(A2:A6, 5)	Average of the numbers in cells A2 through A6 and the number 5.	10
9	=AVERAGE(A2:C2)	Average of the numbers in cells A2 through C2.	19
10			

COUNT function

This article describes the formula syntax and usage of the COUNT function in Microsoft Office Excel.

Description

The COUNT function counts the number of cells that contain numbers, and counts numbers within the list of arguments. Use the COUNT function to get the number of entries in a

number field that is in a range or array of numbers. For example, you can enter the following formula to count the numbers in the range A1:A20:

=COUNT (A1:A20)

In this example, if five of the cells in the range contain numbers, the result is 5.

Example

The example may be easier to understand if you copy it to a blank worksheet

	A	B	C
1	**Data**		
2	Sales		
3	12/8/2008		
4			
5	19		
6	22.24		
7	TRUE		
8	#DIV/0!		
9	**Formula**	**Description**	**Result**
10	=COUNT(A2:A8)	Counts the number of cells that contain numbers in cells A2 through A8.	3
11	=COUNT(A5:A8)	Counts the number of cells that contain numbers in cells A5 through A8.	2
12	=COUNT (A2:A8,2)	Counts the number of cells that contain numbers in cells A2 through A8, and the value 2	4

Factorial

Let's say you have six bells, each with a different tone, and you want to find the number of unique sequences in which each bell can be rung once. In this example, you are calculating the factorial of six. In general, use a factorial to count the number of ways in which a group of distinct items can be arranged (also called permutations). To calculate the factorial of a number, use the FACT function.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A
1	Data
2	6

Formula	Description (Result)
=FACT(A2)	Factorial of 6, or 6*5*4*3*2*1 (720)
=FACT(3)	Factorial of 3, or 3*2*1 (6)
=FACT(A2+4)	Factorial of 10 (3628800)

MIN function

This article describes the formula syntax and usage of the MIN function in Microsoft Excel.

Description

Returns the smallest number in a set of values.

Syntax

MIN(number1, [number2], ...)

The MIN function syntax has the following arguments:

Number1, number2, ...   Number1 is optional, subsequent numbers are optional. 1 to 255 numbers for which you want to find the minimum value.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B
1	Data	
2	10	
3	7	
4	9	
5	27	
6	2	
7	Formula	Description (Result)
8	=MIN(A2:A6)	Smallest of the numbers above (2)
9	=MIN(A2:A6,0)	Smallest of the numbers above and 0 (0)

1MAX function

This article describes the formula syntax and usage of the MAX function in Microsoft Excel.

Description

Returns the largest value in a set of values.

Syntax

MAX(number1, [number2], ...)

The MAX function syntax has the following arguments:

Number1, number2, ...   Number1 is required, subsequent numbers are optional. 1 to 255 numbers for which you want to find the maximum value.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B
1	Data	
2	10	
3	7	
4	9	
5	27	
6	2	
7	Formula	Description (Result)
8	=MAX(A2:A6)	Largest of the numbers above (27)
9	=MAX(A2:A6, 30)	Largest of the numbers above and 30 (30)

IF function

This article describes the formula syntax and usage of the IF functions in Microsoft Office Excel.

Description

The IF function returns one value if a condition you specify evaluates to TRUE, and another value if that condition evaluates to FALSE. For example, the formula =IF(A1>10,"Over 10","10 or less") returns "Over 10" if A1 is greater than 10, and "10 or less" if A1 is less than or equal to 10.

Syntax

IF(logical_test, value_if_true, [value_if_false])

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B	C
1	Score		
2	45		
3	90		
4	78		
5	Formula	Description	Result
6	=IF(A2>89,"A",IF(A2>79,"B", IF(A2>69,"C",IF(A2>59,"D","F"))))	Assigns a letter grade to the score in cell A2	F
7	=IF(A3>89,"A",IF(A3>79,"B", IF(A3>69,"C",IF(A3>59,"D","F"))))	Assigns a letter grade to the score in cell A3	A
8	=IF(A4>89,"A",IF(A4>79,"B", IF(A4>69,"C",IF(A4>59,"D","F"))))	Assigns a letter grade to the score in cell A4	C

COUNTIFS function

This article describes the formula syntax and usage of the COUNTIFS function in Microsoft Office Excel.

Description

Applies criteria to cells across multiple ranges and counts the number of times all criteria are met.

Syntax

COUNTIFS(criteria_range1, criteria1, [criteria_range2, criteria2]…)

The COUNTIFS function syntax has the following arguments:

criteria_range1   Required. The first range in which to evaluate the associated criteria.

Criteria1   Required. The criteria in the form of a number, expression, cell reference, or text that define which cells will be counted. For example, criteria can be expressed as 32, ">32", B4, "apples", or "32".

criteria_range2, criteria2,   Optional. Additional ranges and their associated criteria. Up to 127 range/criteria pairs are allowed.

 Im**portant**   Each additional range must have the same number of rows and columns as the criteria_range1 argument. The ranges do not have to be adjacent to each other.

Example 1

The example may be easier to understand if you copy it to a blank worksheet.

Formula	Description	Result
=COUNTIFS(B2:D2,"=Yes")	Counts how many times Davidoski exceeded a sales quota for Widgets, Gadgets, and Doodads.	1
=COUNTIFS (B2:B5,"=Yes",C2:C5,"=Yes")	Counts how many sales people exceeded both their Widgets and Gadgets Quota.	2
=COUNTIFS (B5:D5,"=Yes",B3:D3,"=Yes")	Counts how many times Levitan and Burke exceeded the same quota for Widgets, Gadgets, and Doodads.	1

TODAY function

This article describes the formula syntax and usage of the TODAY function in Microsoft Office Excel.

Description

Returns the serial number of the current date. The serial number is the date-time code used by Excel for date and time calculations. If the cell format was General before the function was entered, Excel changes the cell format to Date. If you want to view the serial number, you must change the cell format to General or Number.

The TODAY function is useful when you need to have the current date displayed on a worksheet, regardless of when you open the workbook. It is also useful for calculating intervals. For example, if you know that someone was born in 1963, you might use the following formula to find that person's age as of this year's birthday:

Syntax

TODAY( )

The TODAY function syntax has no arguments.

For more information, see Change the date system, format, or two-digit year interpretation.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B
1	**Formula**	**Description**
2	=TODAY()	Returns the current date.
3	=TODAY()+5	Returns the current date plus 5 days. For example, if the current date is 1/1/2008, this formula returns 1/6/2008.
	=DATEVALUE ("1/1/2030")-TODAY()	Returns the number of days between the current date and 1/1/2030. Note that cell A4 must be formatted as **General** or **Number** for the result to display correctly.
4	=DAY(TODAY())	Returns the current day of the month (1 - 31).
5	=MONTH(TODAY())	Returns the current month of the year (1 - 12). For example, if the current month is May, this formula returns **5**.

UPPER function

This article describes the formula syntax and usage of the UPPER function in Microsoft Excel.

Description

Converts text to uppercase.

Syntax

UPPER (text)

The UPPER function syntax has the following arguments:

Text   Required. The text you want converted to uppercase. Text can be a reference or text string.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B
1	**Data**	
2	total	
3	Yield	
4	**Formula**	**Description (Result)**
5	=UPPER(A2)	Upper case of first string (TOTAL)
6	=UPPER(A3)	Upper case of second string (YIELD)

LOWER function

This article describes the formula syntax and usage of the LOWER function in Microsoft Excel.

Description

Converts all uppercase letters in a text string to lowercase.

Syntax

LOWER(text)

The LOWER function syntax has the following arguments:

Text   Required. The text you want to convert to lowercase. LOWER does not change characters in text that are not letters.

Example

The example may be easier to understand if you copy it to a blank worksheet.

	A	B
1	Data	
2	E. E. Cummings	
3	Apt. 2B	
4	Formula	Description (Result)
5	=LOWER(A2)	Lower case of first string (e. e. cummings)
6	=LOWER(A3)	Lower case of last string (apt. 2b)

GRAPHICS? ADDINGAPICTURETO ADD A PICTURE:

1. click the insert tab
2. click the picture button
3. browse to the picture from we files
4. click the name of the picture
5. click insert
6. to move the graphic, click it and drag it to where we want it
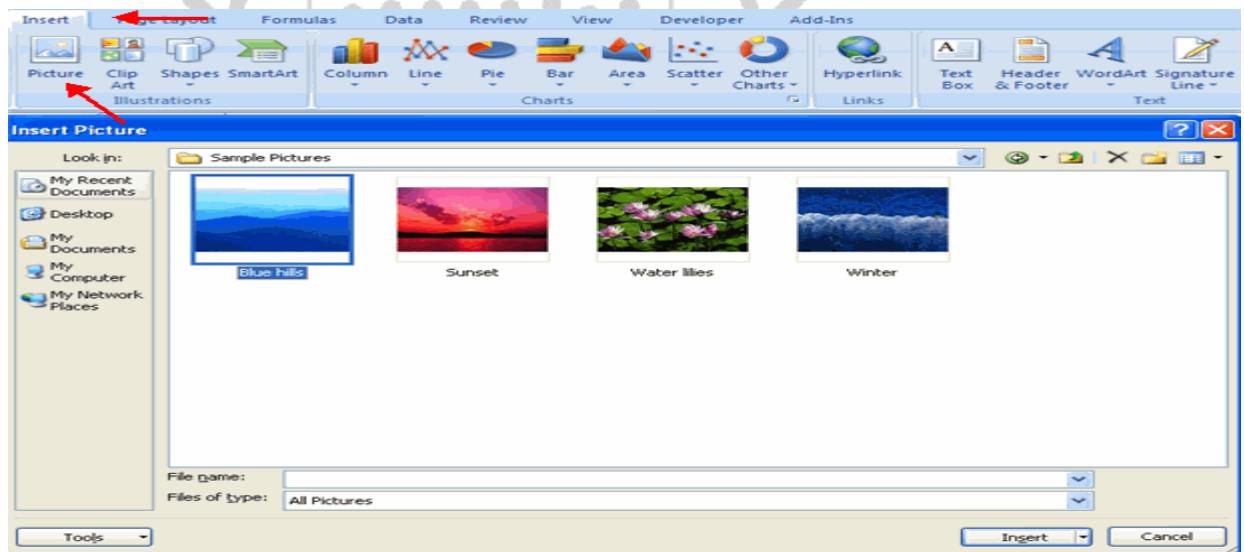
1. Adding Clipart
   To add Clip Art:
2. Click the Insert tab
3. Click the Clip Art button
4. Search for the clip art using the search Clip Art dialog box

ADDING SMART ART?

Smart Art is a feature in Office 2007 that allows US to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add Smart Art:

1. Click the Insert tab
2. Click the Smart Art button
3. Click the Smart Art WE choose
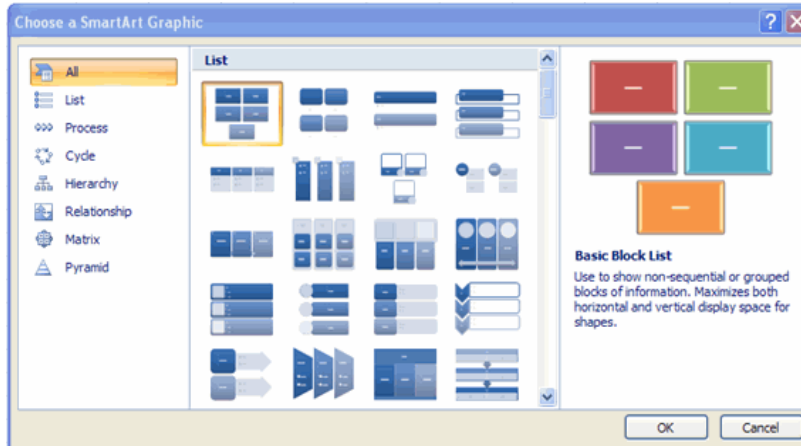
Select the Smart Art

1. Drag it to the desired location in the worksheet
2. To format the SmartArt:
3. Select the SmartArt
4. Click either the Design or the Format tab
5. Click the SmartArt to add text and pictures.
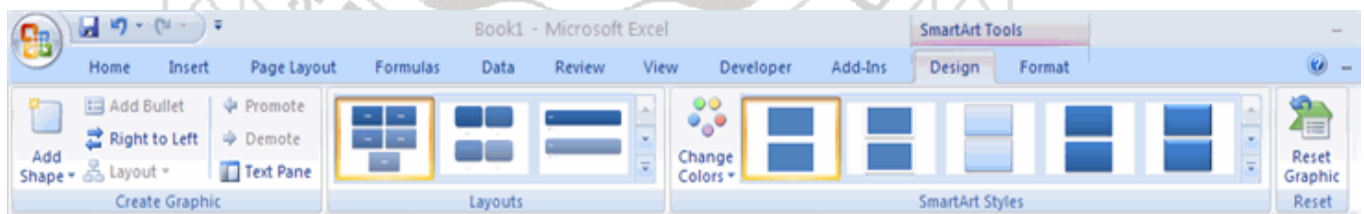
CHARTS?

Charts allow WE to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

CREATE A CHART?

To create a chart:

1. Select the cells that contain the data WE want to use in the chart
2. Click the Insert tab on the Ribbon
3. Click the type of Chart WE want to create
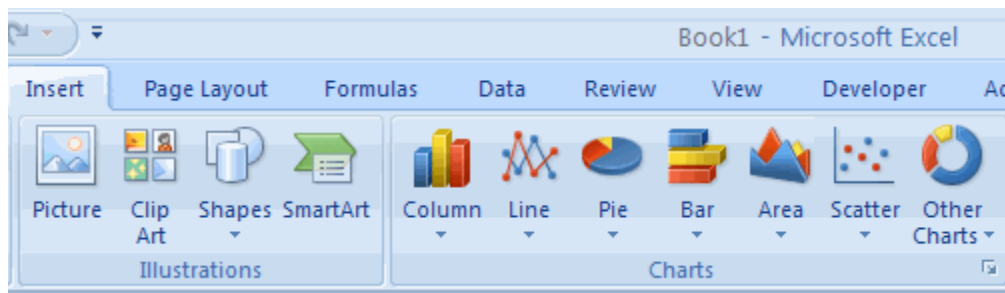
Modify a Chart

Once WE have created a chart WE can do several things to modify the chart.

1. To move the chart:
2. Click the Chart and Drag it another location on the same worksheet, or
3. Click the Move Chart button on the Design tab
4. Choose the desired location (either a new sheet or a current sheet in the workbook)
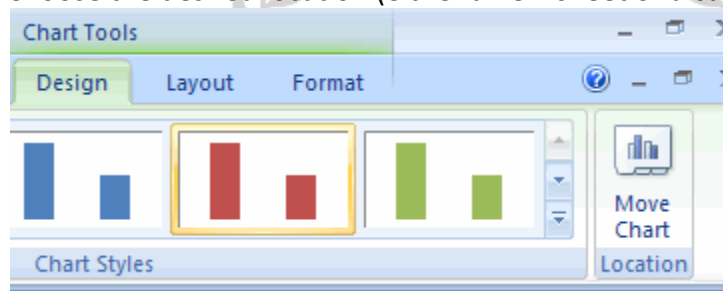
5. To change the data included in the chart:
6. Click the Chart
7. Click the Select Data button on the Design tab
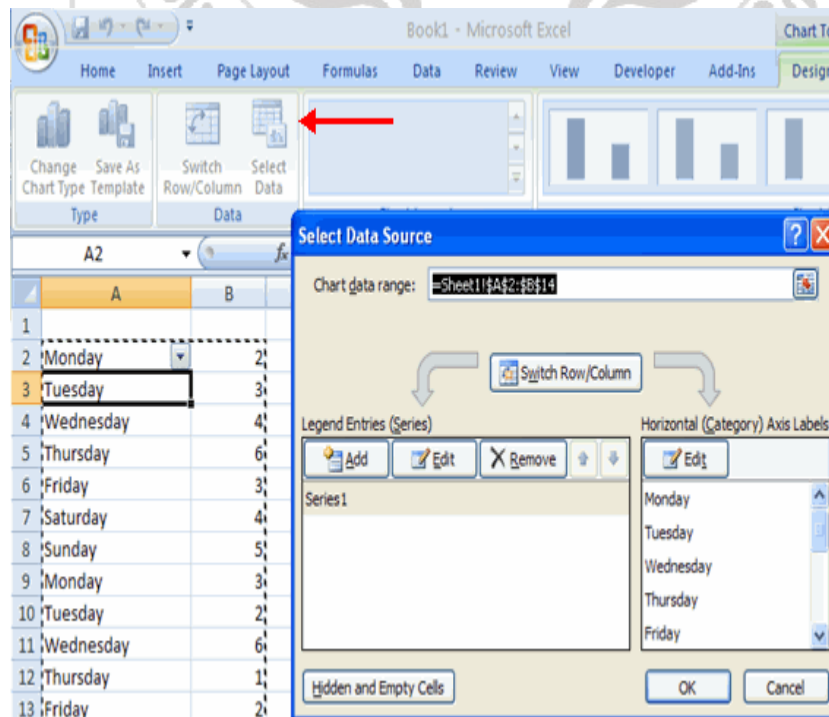
8. To reverse which data are displayed in the rows and columns:
9. Click the Chart
10. Click the Switch Row/Column button on the Design tab

11. To modify the labels and titles:
12. Click the Chart
13. On the tab, click the Chart Title or the Data Labels button
14. Change the Title and click Enter
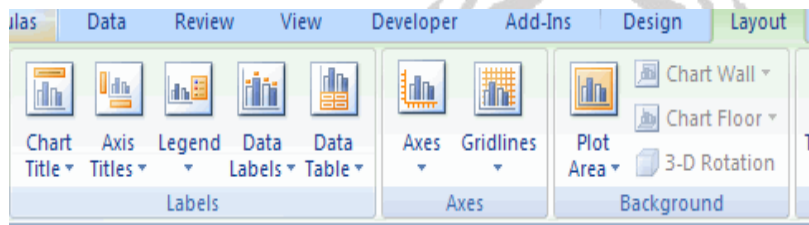
Chart Tools

The Chart Tools appear on the Ribbon when WE click on the chart. The tools are located on three tabs: Design, and Format.

Within the Design tab WE can control the chart type, styles, and location.
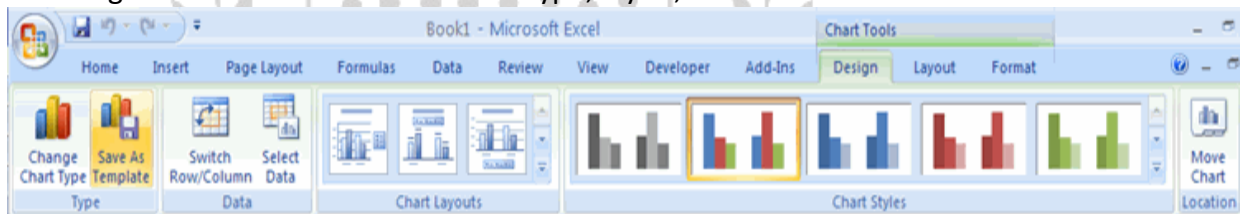
Within the LaWEt tab WE can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.

1. Within the Format tab WE can modify shape styles, word styles and size of the chart.

FORMAT WORKSHEET?

Convert Text to Columns
Sometimes WE will want to split data in one cell into two or more cells. WE can do this easily by utilizing the Convert Text to Columns Wizard.
Highlight the column in which WE wish to split the data
Click the Text to Columns button on the Data tab
Click Delimited if WE have a comma or tab separating the data, or click fixed widths to set the data separation at a specific size.
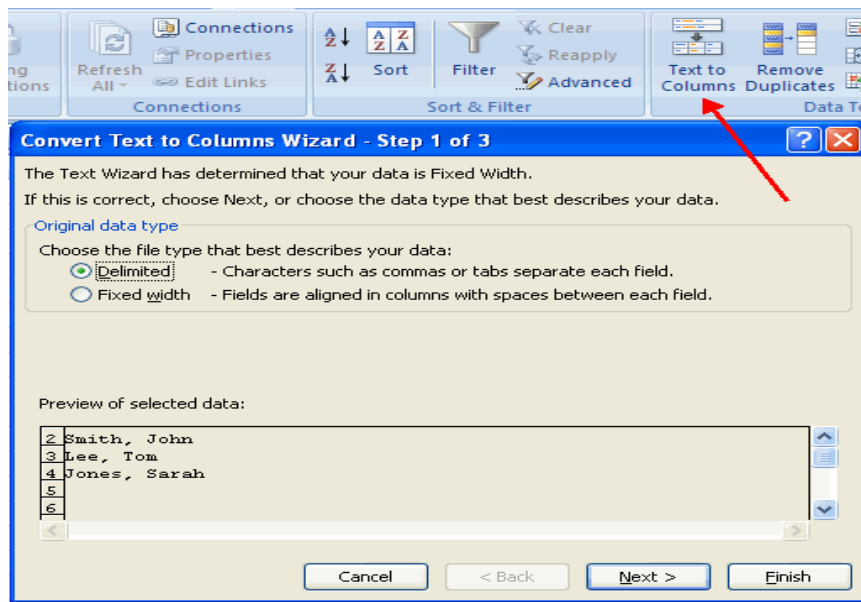
There are several tabs on this dialog box that allow US to modify properties of the cell or cells.

Number: Allows for the display of different number types and decimal places

Alignment: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.

Font: Allows for control of font, font style, size, color, and additional features

Border: Border styles and colors

Fill: Cell fills colors and styles

Add Borders and Colors to Cells

Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

Click the Borders drop down menu on the Font group of the Home tab

Choose the appropriate border
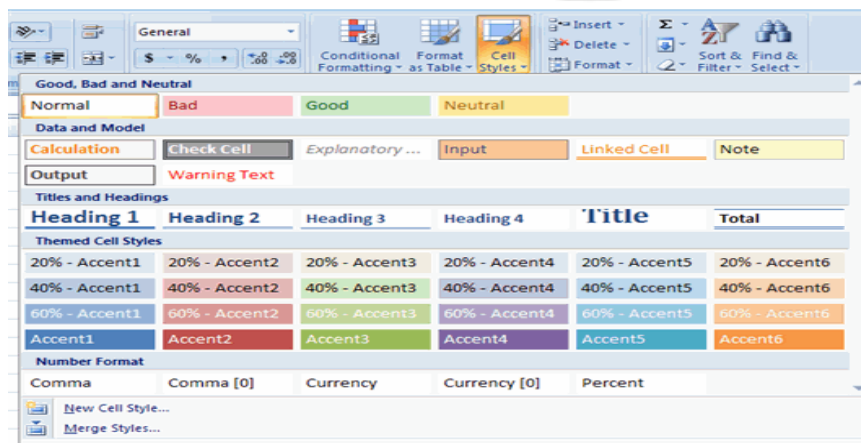
Change Column Width and Row Height

To change the width of a column or the height of a row:

Click the Format button on the Cells group of the Home tab

Manually adjust the height and width by clicking Row Height or Column Width

To use AutoFit click AutoFit Row Height or AutoFit Column Width
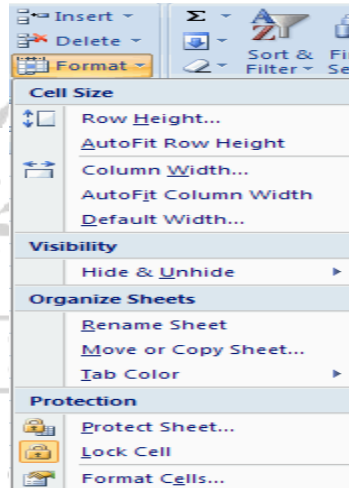
Hide or Unhide Rows or Columns

To hide or unhide rows or columns:

Select the row or column WE wish to hide or unhide

Click the Format button on the Cells group of the Home tab

Click Hide & Unhide
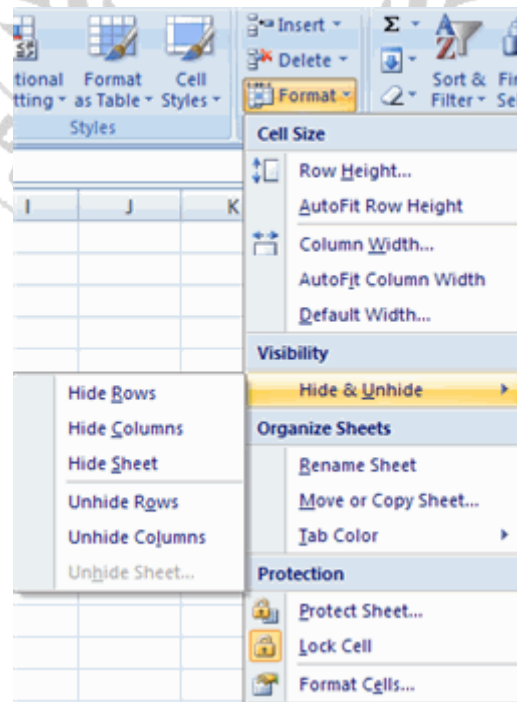
MERGE CELLS?

To merge cells select the cells WE want to merge and click the Merge & Center

button on the Alignment group of the Home tab. The four choices for merging cells are:

1. Merge & Center: Combines the cells and centers the contents in the new, larger cell
   Merge Across: Combines the cells across columns without centering data
   Merge Cells: Combines the cells in a range without centering
   Unmerge Cells: Splits the cell that has been merged
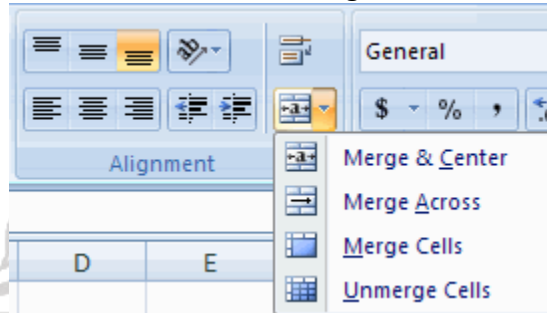
2. Align Cell Contents
   To align cell contents, click the cell or cells WE want to align and click on the options within the Alignment group on the Home tab. There are several options for alignment of cell contents:

3. Top Align: Aligns text to the top of the cell
   Middle Align: Aligns text between the top and bottom of the cell
   Bottom Align: Aligns text to the bottom of the cell
   Align Text Left: Aligns text to the left of the cell
   Center: Centers the text from left to right in the cell
   Align Text Right: Aligns text to the right of the cell
   Decrease Indent: Decreases the indent between the left border and the text
   Increase Indent: Increase the indent between the left border and the text
   Orientation: Rotate the text diagonally or vertically
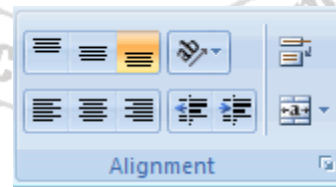
DEVELOPING A WORKBOOK FORMAT WORKSHEET TAB?

1. Open the sheet to be renamed
2. Click the Format button on the Home tab
3. Click Rename sheet
4. Type in a new name
5. Press Enter

6. To change the color of a worksheet tab:
7. Open the sheet to be renamed
8. Click the Format button on the Home tab
9. Click Tab Color
10. Click the color

11. Reposition Worksheets in a Workbook
    To move worksheets in a workbook:
12. Open the workbook that contains the sheets WE want to rearrange
13. Click and hold the worksheet tab that will be moved until an arrow appears in the left corner of the sheet
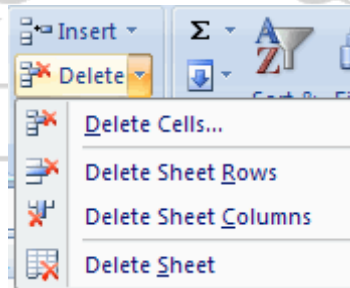14. Drag the worksheet to the desired location
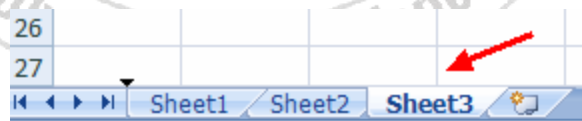
INSERT AND DELETE WORKSHEETS?

To insert a worksheet
1. Open the workbook
2. Click the Insert button on the Cells group of the Home tab
3. Click Insert Sheet
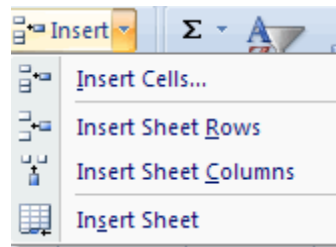
4. To delete a worksheet
5. Open the workbook
6. Click the Delete button on the Cells group of the Home tab
7. Click Delete Sheet

Copy and Paste Worksheets:

To copy and paste a worksheet:

1. Click the tab of the worksheet to be copied
2. Right click and choose Move or Copy
3. Choose the desired position of the sheet
4. Click the check box next to Create a Copy
5. Click OK
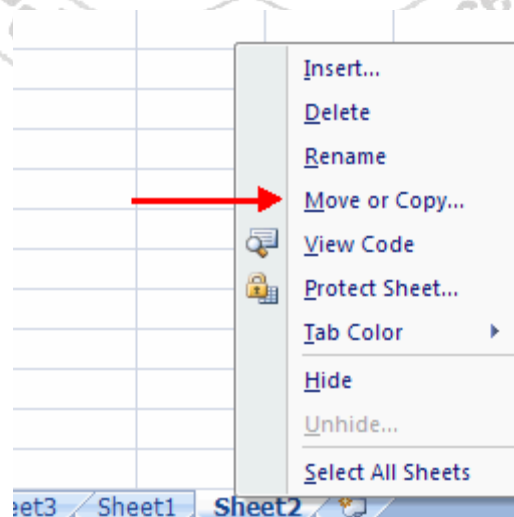
Page Properties and Printing

Set Print Titles

the print titles function allows WE to repeat the column and row headings at the beginning

of each new page to make reading a multiple page sheet easier to read when printed. To Print Titles:
Click the Page Lowest tab on the Ribbon
Click the Print Titles button
In the Print Titles section, click the box to select the rows/columns to be repeated
Select the row or column
Click the Select Row/Column Button

FREEZE ROWS AND COLUMNS?

WE can select a particular portion of a worksheet to stay static while WE work on other parts of the sheet. This is accomplished through the Freeze Rows and Columns Function. To Freeze a row or column:
Click the Freeze Panes button on the View tab
Either select a section to be frozen or click the defaults of top row or left column
To unfreeze, click the Freeze Panes button
Click Unfreeze
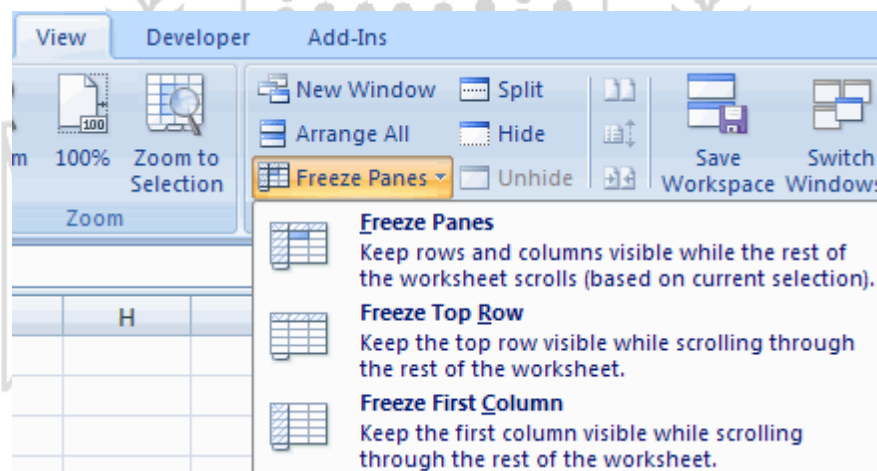
Hide Worksheets

To hide a worksheet:
1. Select the tab of the sheet WE wish to hide
2. Right-click on the tab
3. Click Hide
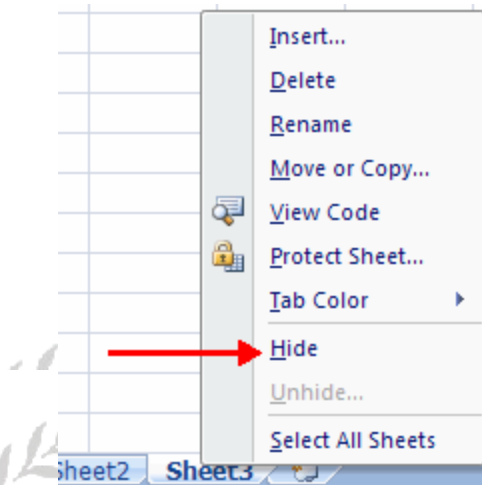
4. To unhide a worksheet:
5. Right-click on any worksheet tab
6. Click Unhide
7. Choose the worksheet to unhide

STARTING PUBLISHER 2007

Microsoft Publisher 2007 is a really neat program that allows you to create professional quality newsletters, brochures, flyers, postcards, calendars, award certificates, calling cards, paper airplanes, origami – and a whole lot more great "things."

These notes will proceed from what we think is the easiest publication to the most complex. First we'll create a flyer using Microsoft Publisher 2007. Then, we'll create a brochure, and finally a newsletter. Each skill we learn in the flyer will be of use in the brochure. The flyer and brochure techniques will also be used in the newsletter. Your abilities will grow from publication to publication. You may save your publications on a formatted 3 ½ inch diskette, a USB key, or on your hard drive.

To load the **Microsoft Publisher 2007** program, **Double click** on the **Publisher 2007 icon** on the **main Windows screen**, or **click**-on **Start** in the **lower left corner** of the screen, then **click**-on **Programs,** and then **click** on **Microsoft Publisher 2007.**

You should now be in the Microsoft Publisher 2007 main screen.

On the center of your screen you should see the view below.
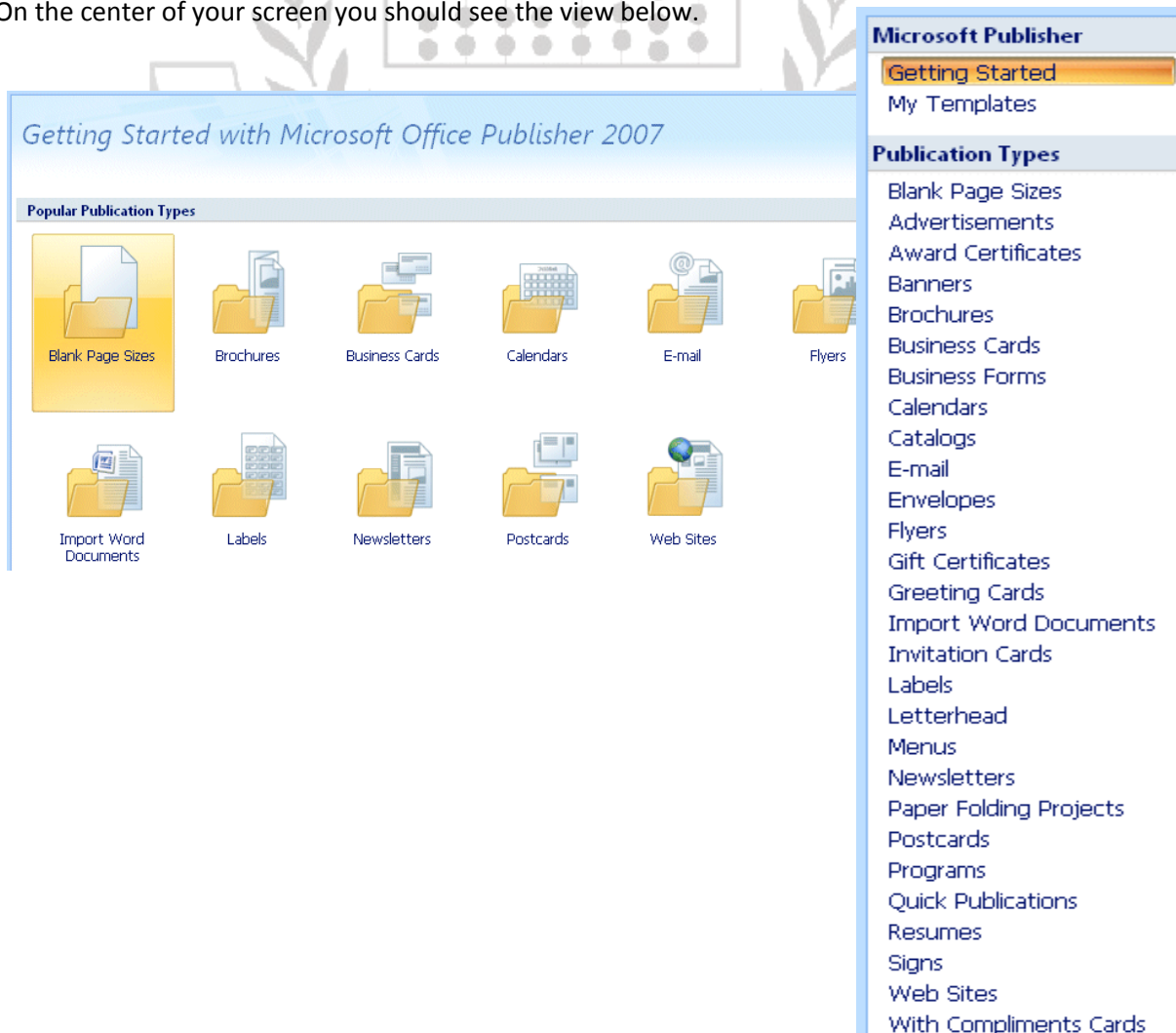
On the **left side** of the **screen** you will **see** the **Microsoft Publisher Task Pane** (like the image on the **right**). We'll use the **Publications from Print** area to initially begin each publication.

For "old" Publisher users, the **Task Pane** is something **new in Publisher XP/2002-2007**. It **replaces** the **Microsoft Publisher Catalog** that was a part of the initial Publisher 2000 screen.
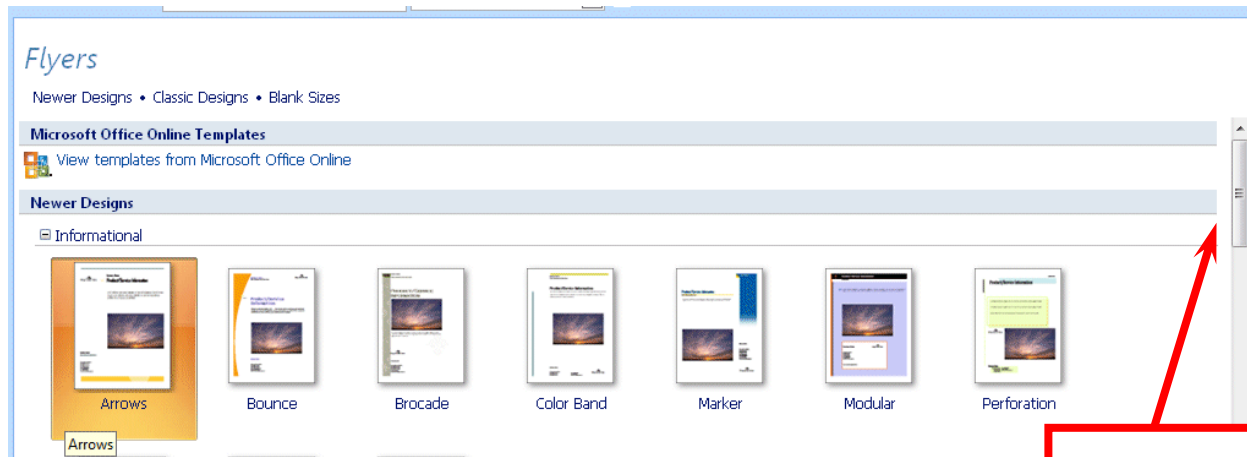
In the Microsoft Publisher Task Pane, you'll see all of the different Publications you can create.

On the **right side** of the **screen** you will **see** the **Recent Publications Task Pane** (like the **image below**). This is really handy if you want to return to a publication and make some changes. All you have to do is click the publication and it will open.

Recent Publications

From File…

Flyer 2003.pub
8/25/2006
132 KB

Flyer 2003.pub
11/14/2003
114 KB

Using the Microsoft Publisher Task Pane

Click-on **Flyers** in **Microsoft Publisher Task Pane** (on the left side of your screen). On the **right** side of the screen you will now **see Flyer** template design styles for a number of different Flyers (Accent Box, Arcs, etc.).

Microsoft Publisher

Getting Started
My Templates

Publication Types

Blank Page Sizes
Advertisements
Award Certificates
Banners
Brochures
Business Cards
Business Forms
Calendars
Catalogs
E-mail
Envelopes
Flyers
Gift Certificates
Greeting Cards

Flyers

Flyers

Newer Designs • Classic Designs • Blank Sizes

Microsoft Office Online Templates

View templates from Microsoft Office Online

Newer Designs

Informational

| Arrows | Bounce | Brocade | Color Band | Marker | Modular | Perforation |

Arrows

ELEVATOR BAR

Use the "**elevator bar**" on the **right** side of the **Flyers** area to **move up and down** to **see** the various Flyer design templates. Also **notice** that as you come to a new style that it will be **highlighted** in **orange**. Notice, as you view the various types of Flyers, that you can have those "**little tear off things**" with your phone number on the **bottom**. We'll show you how to do this.

Next, **click**-on **Brochures** in the **Microsoft Publisher Task Pane**. **Notice**, when you **click**, a number of different types of **brochures** appear below the brochure selection (Informational, Price List, Event, etc). Use the **elevator bar** on the **right** of the **Brochures** area, which now appears, to view the various types of brochures. While you are doing this, notice the **differences** between the various types of brochures.

Microsoft Publisher

Getting Started
My Templates

Publication Types

Blank Page Sizes
Advertisements
Award Certificates
Banners
Brochures

Microsoft Publisher

Getting Started
My Templates

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Blank Page Sizes
Advertisements
Award Certificates
Banners
Brochures
Business Cards
Business Forms
Calendars
Catalogs
E-mail
Envelopes
Flyers
Gift Certificates
Greeting Cards
Import Word Documents
Invitation Cards
Labels
Letterhead
Menus
Newsletters

When you have viewed brochures, to your satisfaction, **click-**on **Newsletters** in the **Microsoft Publisher Task Pane** (as you did for Brochures and Flyers). **Notice** again, there are **several different types** of **Newsletters**. Use the **elevator bar** on the **right** of **Newsletters** to **move down** the various **Newsletter styles**.
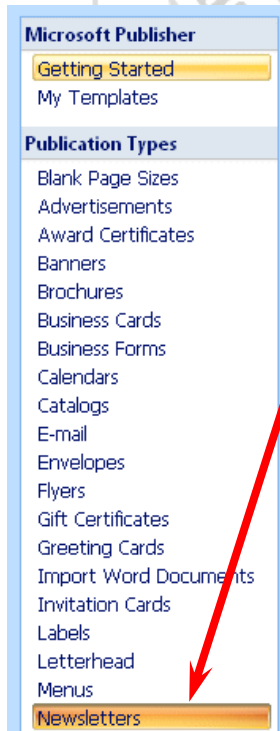
Now, proceed down the **Publication Types** list and **click-on any** of the **publications** in which **you are interested** – Postcards, Business Cards, Calendars, Award Certificates, Paper Airplanes – whatever you want to look at.

Creating a Flyer

We think the **Flyer** is the **easiest** publication on which to begin. So, **click** on the **Flyers** category under **Publication Types** (on the left of the screen). Use the Elevator Bar and move down until you can see the **Classic Designs Category**. Your screen should look like the image **below**.

We'll use "**Arcs**"
for **all**

the style

Publisher publications. It is the one **above** on the **right (arrow)**. Point to the **Arcs Informational Flyer** and **click-on it**. A preview will **appear,** on the right side of your screen. You will see Arcs "**highlighted by an orange border around the selection (like the one above)**". This indicates that you have **selected** the Arcs flyer. To work with the Arcs flyer, **double click twice quickly on Arcs**. The screen will change and you will see the Arc Flyer enlarged on the right side of the screen (**image** at the **top** of the **next page**).

Notice that the **Arcs flyer** has a "**default**" Business Name, some **phone numbers**, and **other data**. Since this is the **first time that you have used Publisher 2007**, you will need to **change** the **default** information to **your information**.
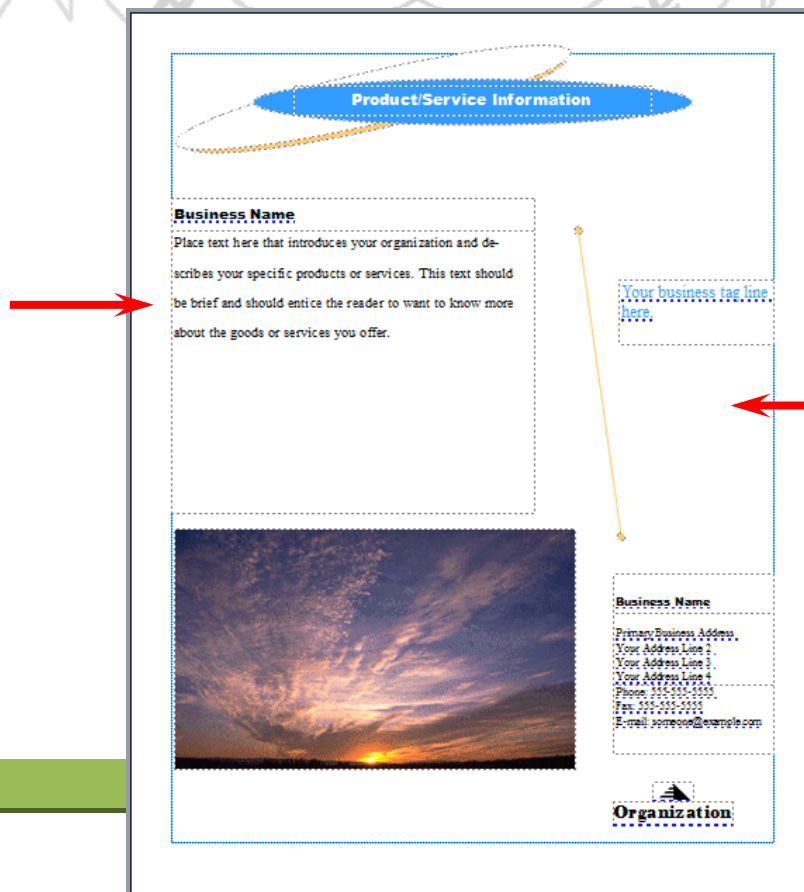
As shown in the **image** on the **right**, **click** the **Edit Tab** in the **Menu Bar** and a drop down menu will appear. **Notice**, at the **bottom of the menu**, a Business Information choice. **Click Business Information…**
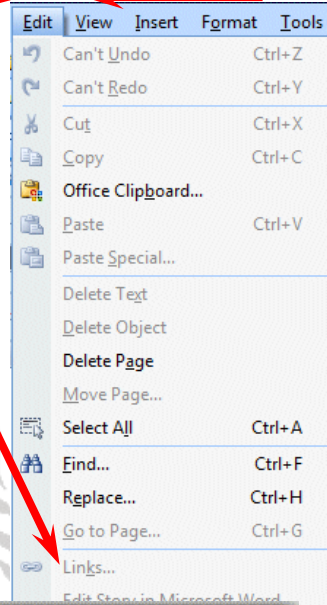
The **Business Information Menu Screen** (**image** at **top of next page**) will **appear**.

If you have used previous versions of Publisher you will notice that the Personal Information Menu screen has been replaced by the Business Information Menu below. Now you can **create "unlimited" addresses**! The **default** information is called **Custom 1** – it's what you see in the Flyer on the last page. We'll change this to our information and give it a new name. To get started, **click** the **Edit button**.
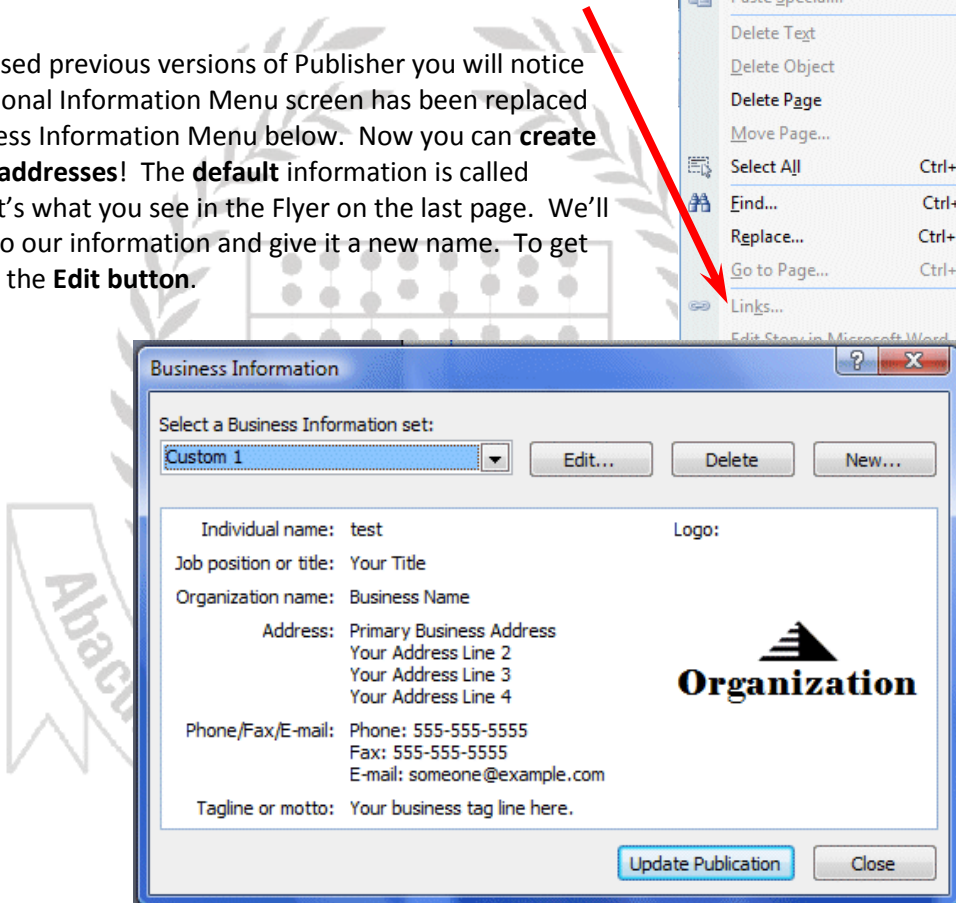
When the **Edit Business Information Set Menu Screen appeared** we **replaced** the **default** information **with "our" business information**. Go ahead and enter your information, or some fun information, if you desire – **you can come back and edit or remove information later – as need be**. **Notice** we **changed** the **Business Information set name** from **Custom 1** to something more logical for us. When you have **finished** entering your information, **click** the **Save button**.
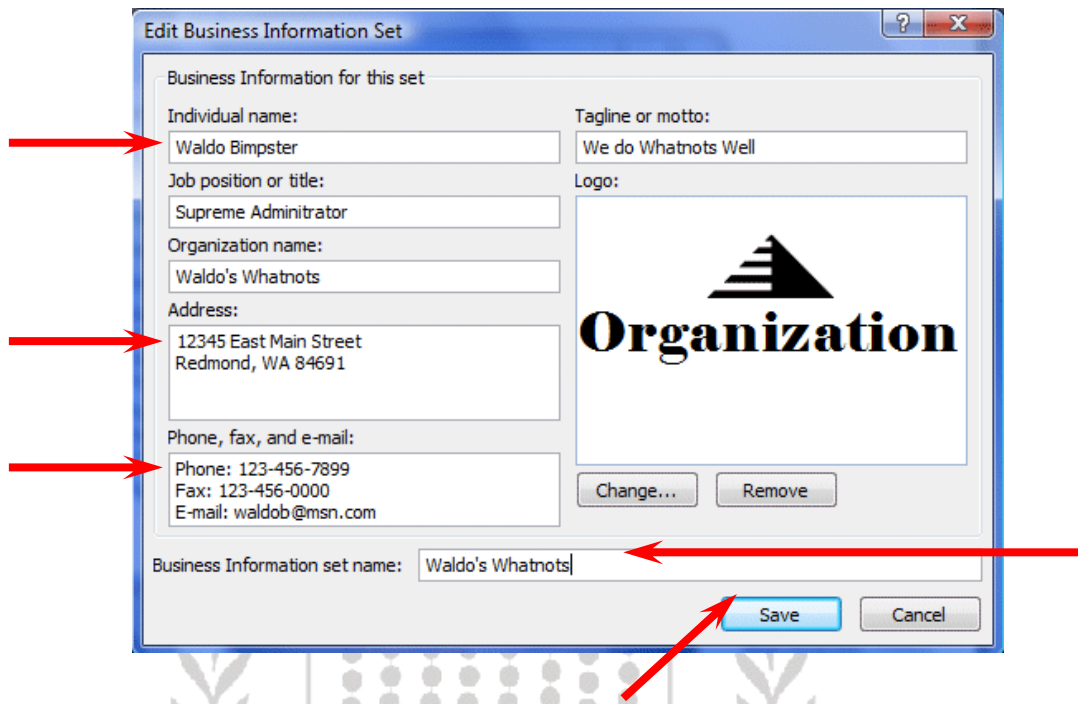
Your updated Business Information menu screen should look similar to the image below. If you see any **mistakes**, **click the Edit button**. If everything is OK, **click** the **Update Publication button**. Notice that the menu screen closes and all of the information you entered is now shown in the Flyer!
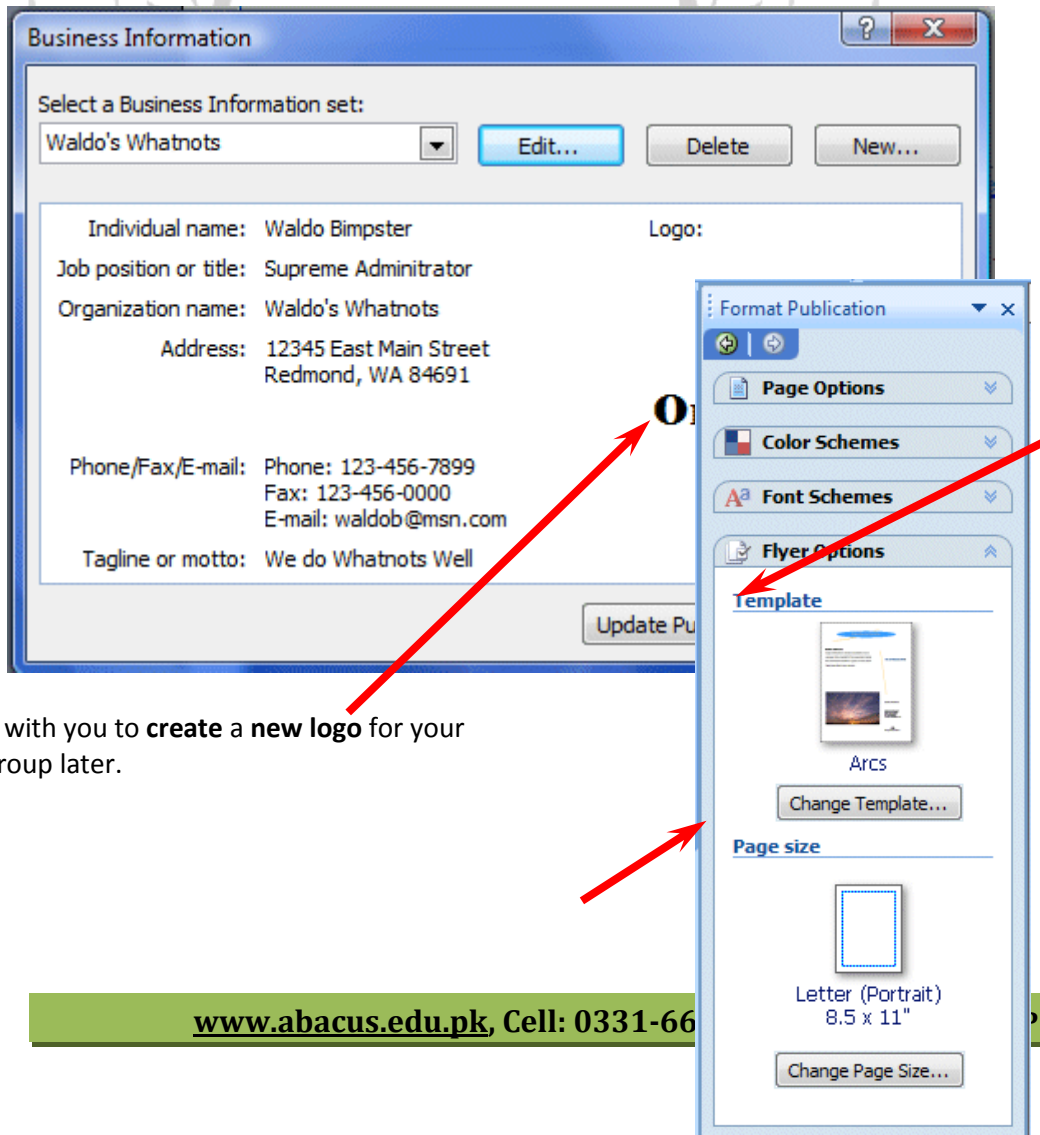
We'll work with you to **create** a **new logo** for your business/group later.

Now we'll **use** the **Format Publication Task Pane** to **enhance** our **Flyer**.

Notice that the **Flyer Options** selection **indicates** that we have chosen **Arcs**– since that is the Flyer Design we selected.

If you desire to **choose a different Template**, you can **click** the **Change Template button**.

Also notice, that you can **change the Page size** on with Flyer Options as well.

Next **click**-on the **Page Options** selection. This Task Pane let's you **add** various "**objects**" to your Flyer. Notice, on our Flyer, we already have a Logo like the one on the right.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Suggested Objects area**. As you move, **click several** of the **objects**. As you select the different Objects, you will **notice** that the Flyer **template,** on the **right, changes** as the **Objects you selected** are "**dropped**" in the **middle of your Flyer**.

Don't worry about this – we'll show you how to remove them in a minute.

Later, as you become more accomplished with Publisher, you'll be able to "drag" these objects to other places on your publications.

A BIG BUTTON!
If you "goof-up" it's **easy** to **get back to where you were**. In the **Button Bar, below** the **Menu Bar,** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last "click." Try this,** if you desire, **by clicking** the **circular, blue undo arrow**. You'll probably need this several times as we proceed through this.

Go ahead and remove all of the objects you placed in the middle of your Flyer.

Next we'll **choose** a **Color Scheme** for our Flyer. **Click** the **Color Schemes** choice in the Format Publication Task Pane.

Use the **elevator bar** (on the right side of the Task Pane) to move **up** and **down** the **Apply a color scheme area**. As you move, **click**-on **several** of **the color schemes**. As you select the different Color Schemes, you will **notice** that the Flyer **template** on the **right changes** its **Color Scheme** to the one you selected in Apply a color scheme on the left.
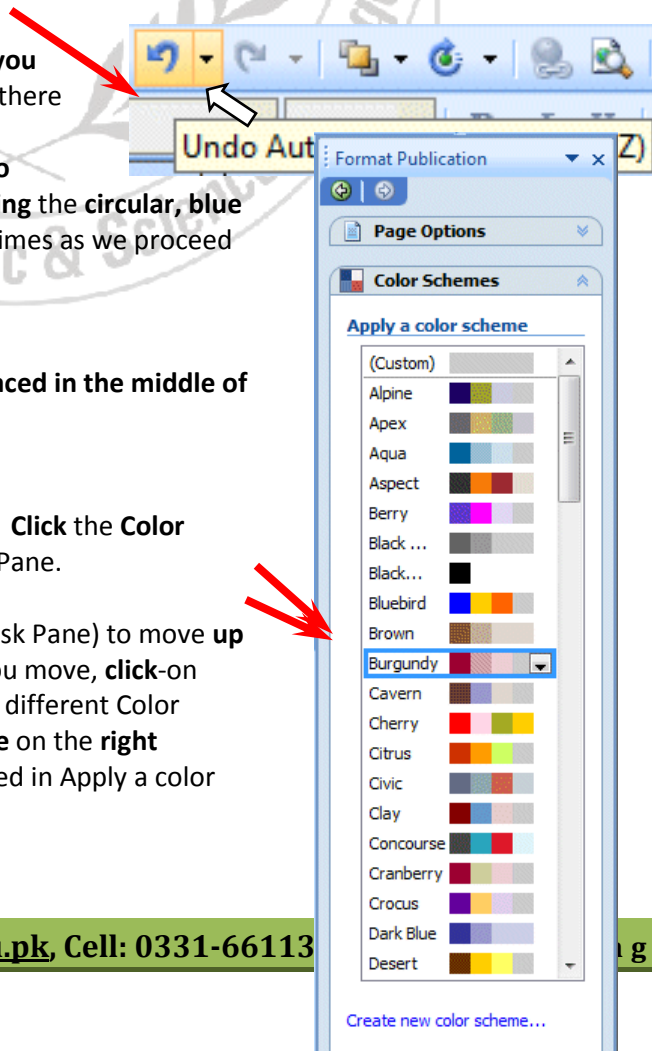
We'll choose the **Burgundy** Color Scheme since these reflect our college colors.

You **choose a Color Scheme** that **you like**. You can come back and change it any time you desire.

Next, **click**-on **Font Schemes**. The **Font Schemes Task Pane** at the **left** will **appear**. The **default (original) settings for this Flyer's fonts are Arial and Times New Roman**.

Use the **elevator bar** on the **right** of the **Font Schemes** area to **select** a **font** that **you like**.

We'll stay with the default – Arial and Times New Roman.

Now **return** to the **Flyer Options Task Pane**

Any time that you desire to change anything we've covered so far, simply click-on that selection in the Format Publications Task Pane. It's just that simple!

We're now ready to work more "precisely" with our Flyer, but first it would be a good idea to save our Flyer.

Saving your Flyer and other Microsoft Publications

You can **either click**-on **File** in the **Menu Bar** and then on **Save** or **Save As**, or you can **click**-on the **little Save diskette** in the **button bar**. Either method will bring you to the **Save As screen below**.
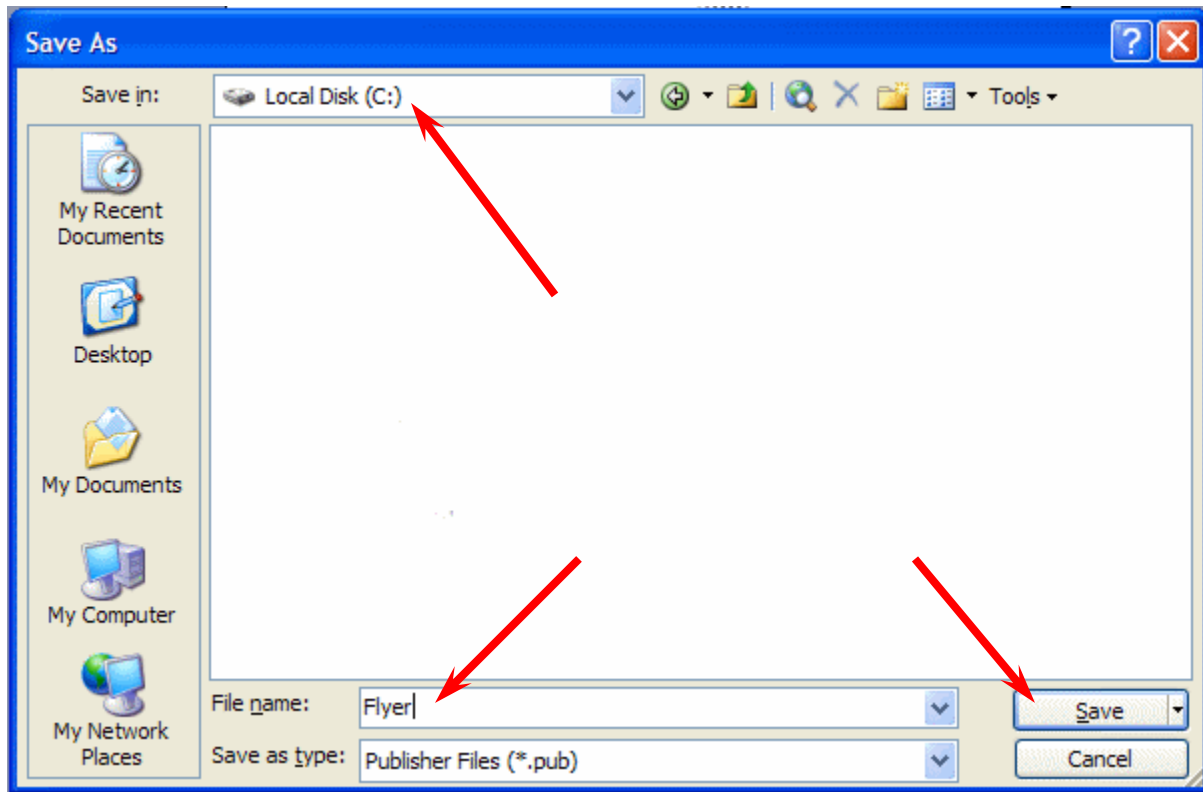
Notice that we are **saving** on our **Local Disk (C:) hard drive** and that we have used the **File name Flyer**. When you decide on a drive (on which to save), name your file and **click**-on **Save**.

You can close the Flyer Options Task Pane – and make it appear again any time you desire.

If you want to "**close**" the **Format Publication Task Pane** simply **point** to the **small "X" in the upper right corner** of the **Task Pane** and **click-on it**.
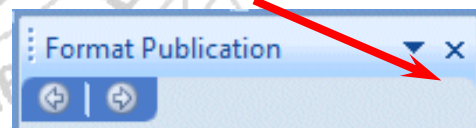
If you, at a later time desire to re-open the Format Publication Task Pane and revise some of your choices, simply **click View** in the **Menu Bar** and then **click Task Pane**. Your Format Publication Task Pane will again appear on the left. You can close and open this pane anytime.
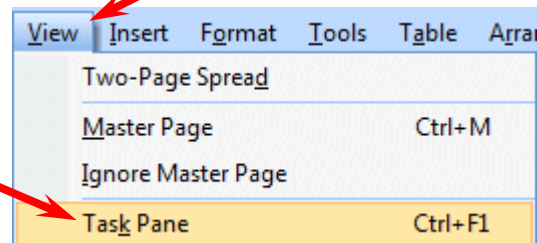
Editing the Flyer

Take few minutes and **look at** the Flyer. At the current time you are able to **view** the **entire** flyer. At the **top** of the screen, **under**
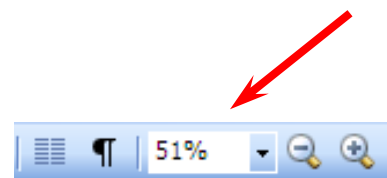
the **Menu Bar**, you will notice an area that indicates **something** % (this depends on your screen resolution). This tells you the **size** of the **Flyer** you are viewing. You'll find, as we continue through this in Microsoft Publisher 2007, that it will really be **helpful** to view **entire Pages** in the Flyer, Brochure and Newsletter. **Other times**, while we are **editing** a **portion** of each of these publications, it will be **great** if we can "**zoom-in**" on a **specific object** or **area** of the publication to enlarge it for editing. If we can look at some text, an object or picture in a **larger view**, we will be able to **edit** the "thing" **more easily**.

Editing Titles

Notice the **title** area at the **top**. We'll **start** our **editing** here. **Move your cursor over the title object** and **click**-the **left** mouse button on the **title** object.
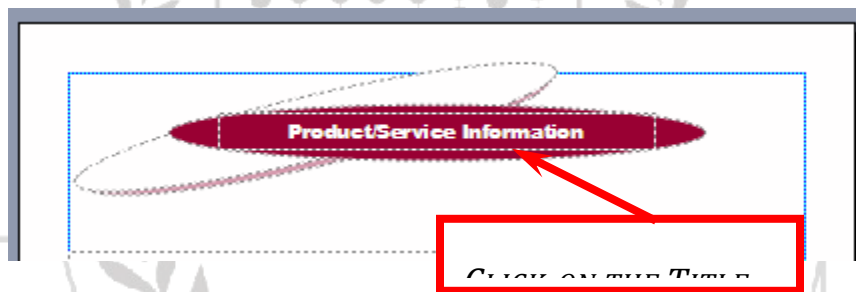
CLICK ON THE TITLE

Note: whenever we indicate that you are to click-on an object in a publication, this means to click-the left mouse button.

Zoom-in and Zoom-out

You will **notice,** when you **click-on** the **title**, **small circles appear** on the **four corners** and **four sides o**f the Title area. We call these "**grabbers**." We'll work with these in a few moments. To make this task much **easier,** it would be really **neat** if we could **ZOOM-IN** on the **title** – so we'll have a **BIGGER** object on which to work. Whenever you want to **zoom-in or out**, simply **tap** the **F9 Function** key at the **top** of the **keyboard**! Since we clicked-on the **title**, we will **zoom-in on the title** when we tap **F9**. **Tap F9 now**.

You will **zoom-in** on your title and your title should look similar to the **image below**.

GRABBERSS

Product/Service Information

GROUP OBJECT PIECES
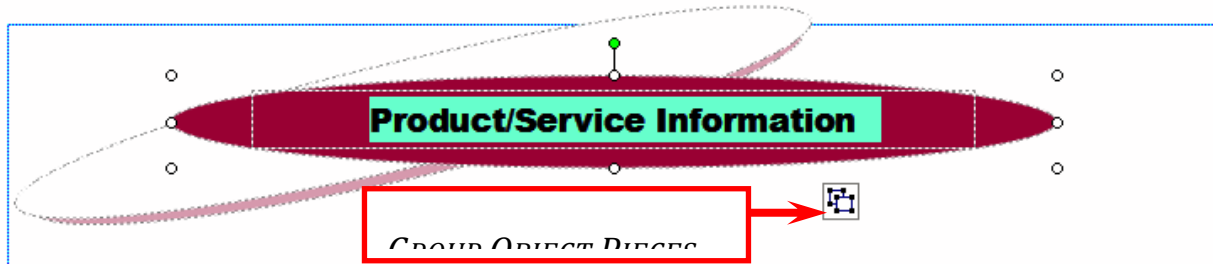
Notice that the zoom percentage now indicates **100%**. It will be a lot easier to work with this larger title.

First we'll **edit** the title **text**. Point the cursor **arrow just to the left of the P** in **Product** in the title and **click** the **left** mouse button. You should see a **vertical light-green flashing cursor**. If you don't see the cursor - try again. When you see the cursor, you will be in a "**word processor edit mode**." **Tap** the **Del (Delete) key** until you have **erased Product/Service Information**. When you have done this, you will **only** see the **light-green flashing cursor** in the center of the title. Now **type-in** a **title** you would like for your flyer. We'll use **Abacus College**.

When you have done this, **look at** the **title** and see if you still have the "**grabbers**" on the sides and corners. If you do - fine. If you don't, click-on the title again. Once you have the grabbers **slowly move your mouse over the title area – do not click**. You'll notice that as your mouse **moves** over this area a number of different "**assistants**" **appear** and **disappear**. These assistants indicate when you can **move** and **re-size** the title. The **little crossed arrows** indicate that if you **click and hold down the left mouse button** and then **move** the **mouse** (**drag the mouse**); you will see the "**whole**" title **move**. **Try this**. If you place the cursor over one of the **grabbers**, you will see a **little box with two arrows**. If you now **click** and **hold down the left mouse button**, and **move (drag) the mouse** a bit you will **notice** that the title gets a bit **larger** or **smaller**.

If you "**goof-up**" it's **easy** to **get back to where you were**. In the **Button Bar below** the **Menu Bar** there is a **little, blue circular arrow**. This is the **undo button**. If you **click-on** this **button** you will **undo** your **last "click**." **Try this,** if you desire, by clicking-on the circular, blue undo arrow.
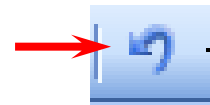
Make sure that you can still see the **grabbers**. If you can't – **click**-on the **title**. You may have noticed that **just below the title** there is a **little box** that looks like it has **two small boxes** in it (see the **arrow** on the **right**). If you move the cursor arrow over these "boxes" and pause you will notice that a text help indicates "**Ungroup Objects**." When you **moved** the **title** – **everything moved** – a **group** of **objects**. This is great if you desire to keep all of the objects together.
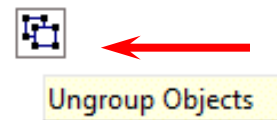
If you want to move the **individual objects** that make up the **group** – then **click-on** the **boxes**. They will **move apart** – or **ungroup** (see image at right). You can now **click** and **move** the **individual objects** as you want. Try this or don't try this – your choice. If you do move the elliptical, colored background, or the text, you'll notice that the Object Box disappears. When you're **finished**, if you **desire** to **re-group** the **Text Block objects**, all you have to do is **click-on** the **Undo arrow until you have your title back the way you want it**. You'll notice at some point that the Object Box reappears and then groups the objects as one object. The Object Box will look like the upper box on the right when the title is regrouped. The Grouped and Ungrouped Object boxes don't look that much different. So, be careful as you "click" the Undo button.
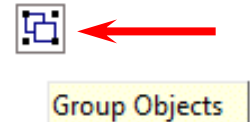
If you "goof" – don't forget the undo arrow.

Changing Title and Title Text Colors

We'll now do some RIGHT **mouse button clicking**. If you **place** the **cursor arrow over** any **object** in a **Microsoft product** and **click** the RIGHT mouse button, a "**tailored**" **drop down menu appears** with **features "tailored" to the area/object** on which you **clicked**. This is really neat. Many folks use this lot – others are just discovering this feature. So**, point the cursor arrow to the middle of you title text** (make sure the text is **highlighted**) and **click** the RIGHT mouse button. A **drop down menu** (like the one **below**) will appear. Notice, that at **exact** place where you **clicked** in the **title**, a **corner** of the menu box **appears**. This indicates **exactly** "**where**" you clicked. We'll use this drop down menu to **change** the **text color**.

After you have **right-clicked** on the text, a **menu box will remain on the screen** until you either click somewhere else, or click-on one of the menu choices. **Move** your mouse **cursor** down the menu box until it is **over Change Text** (see **right arrow**). A **group** of **choices** for changing text **appears** (like the **picture** on the **right**). Now **move** the **cursor** from Change Text over **Font**. **Click**-on **Font**.
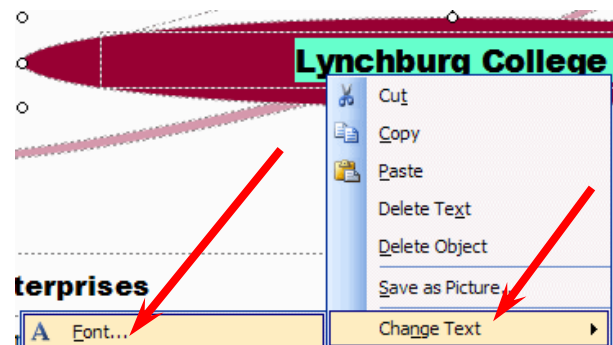
The **Font menu below** will **appear**.
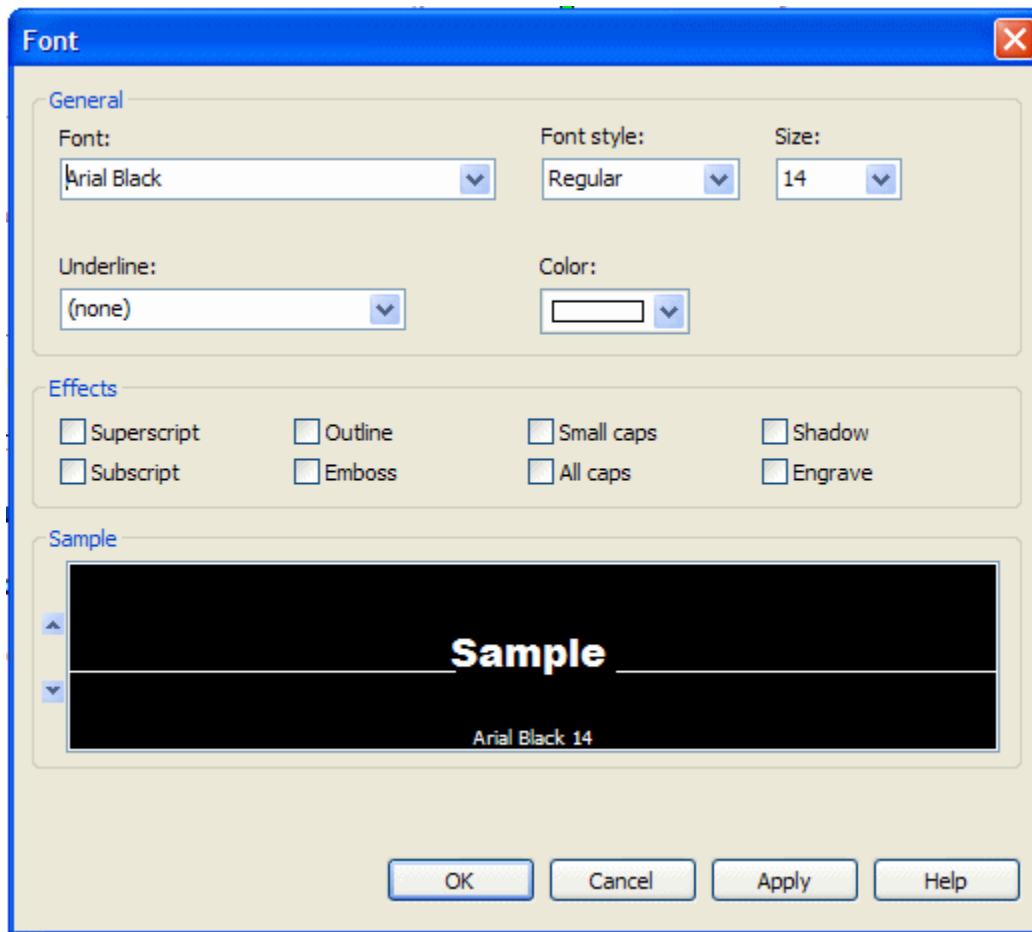
You **should be competent in a word processing program**. So, we will **not spend a lot of time** on **editing** and **enhancing text** in these notes. You can see from the Font menu above that the default font in this title is Ariel Black, font size 14. If you desire, you can change the font, font size, font color and add effects. To do this, simply click-on the small down arrows to the right of each effect and select the font changes you desire.

Don't forget, just like when you are using the word processor, you have to **highlight** the **text** you **desire to change**. If you have not done this, simply return to the text box, highlight the text, click-right on the text, and return to the Font menu as you did a few moments ago.

Notice, if you change the color, that the **color scheme** you **selected** is **available** to **maintain uniformity** throughout your Flyer. You may choose other colors if you desire.

Don't forget - if you make a mistake you can always click-on the blue undo arrow and try again.

Changing the Color of the Text Background Box

You may also change the **background colors** in the **AutoShape (the colored oval around your text),** if you desire. First – Ungroup the two objects.   **Carefully point** to the **edge of the colored oval** and **click** the **right** mouse button. The **drop down menu box** to the **right** will **appear**. This right click has to be precise. You must see the menu to the right and **choose Format AutoShape**. If, after several "right clicks" you do not see this menu, ungroup the objects (like we did on Page 13). Then, right click on the oval and the menu at the right will appear. When you select Format AutoShape the menu below will appear.
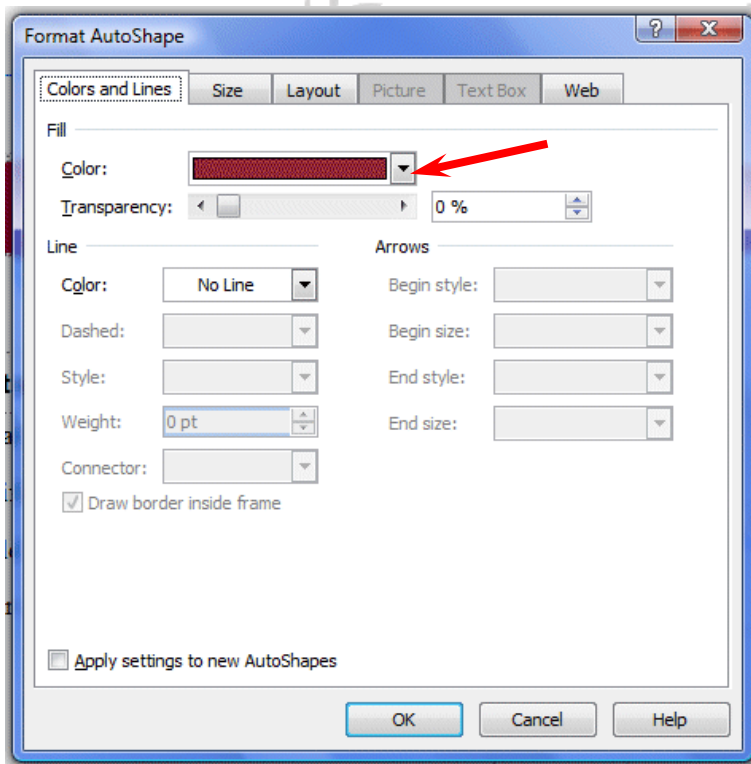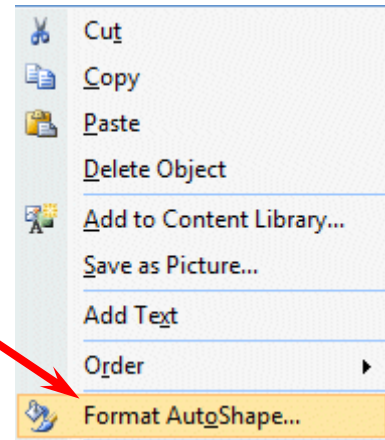
When the **Format AutoShape** menu at the left appears, you may change the Colors and Lines, Size, Layout, etc., as you desire.

In **the Format AutoShape** menu **above**, if you choose to **change the background color** of the **oval**, you have a number of choices. If you **click**-on the **down arrow** to the **right** of **Color** in the **Fill area**, and then **choose Fill Effects** you will be given a number of additional choices. Experiment with these if you desire.
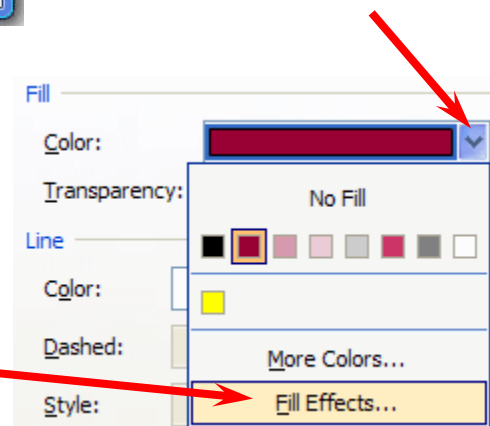
Grouping and Ungrouping Groups of Objects

After you have **made** your text and background **changes** you may choose to **ungroup** the various objects that make up the title object group. We **talked about** this at the **top** of **Page 13**. One **nice** thing - if you **ungroup** the objects, and move them, it makes **editing, coloring** and **sizing** the individual objects **easier**. After you have made any changes you desire, you can **re-group** the **objects** in any **pattern** you desire. Once you have done this you may again **click** on the **group objects button**.
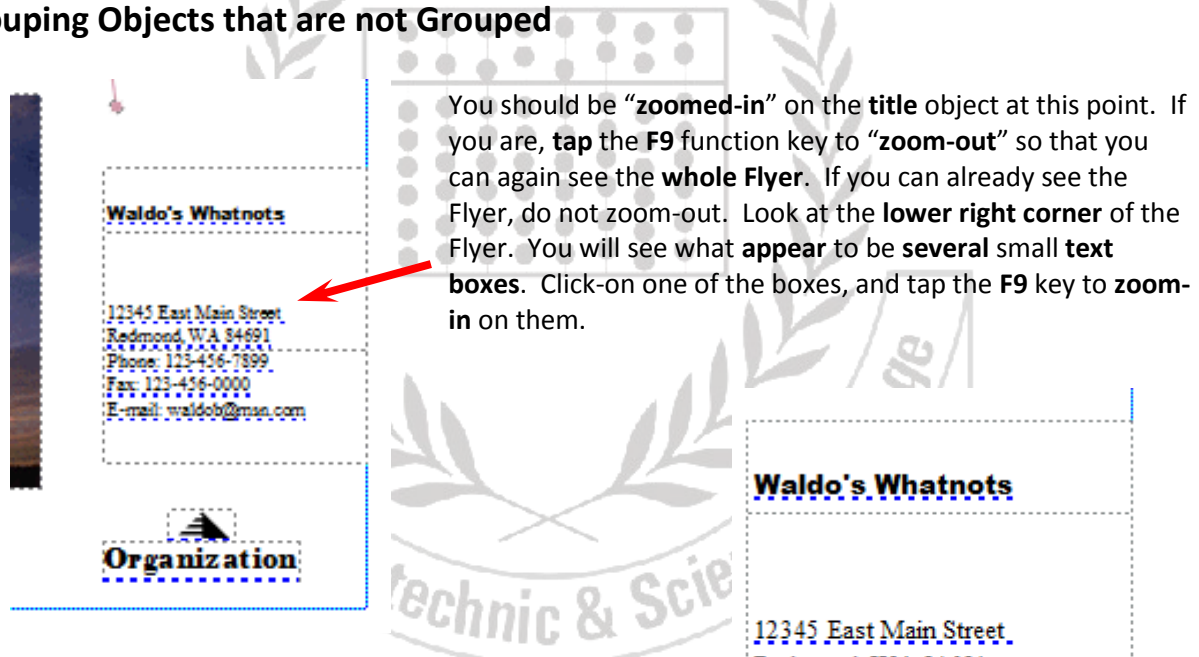
When you do, you will see the **objects re-group**. This new group will now move as a **single group**.

If you do not see the object buttons (above to the right), we'll now explain how to group objects that are not grouped.

Grouping Objects that are not Grouped

You should be "**zoomed-in**" on the **title** object at this point. If you are, **tap** the **F9** function key to "**zoom-out**" so that you can again see the **whole Flyer**. If you can already see the Flyer, do not zoom-out. Look at the **lower right corner** of the Flyer. You will see what **appear** to be **several** small **text boxes**. Click-on one of the boxes, and tap the **F9** key to **zoom-in** on them.

You should now **see** an **image** similar to the one on the **right**. The information you view was created by the data you entered in your **Business Information** at the beginning of the tutorial. If you did not enter your changes to the default information, you will see the default information that was displayed in the **Business Information** "box." If you now desire to enter or **change** information in the **Business Information** menu screen, click-on **Edit** in the **Menu Bar**, and then **click**-on **Business Information.** Edit as you desire then click-on **Update**. This will change your information **in this and future Publications**. **Neat**! If you desire to **change** the **information** in **this Flyer** you may also do so in **each text box**. **Notice** that the information appears to be in **three** separate **text boxes**. **Click-on each** of these **boxes**. As you do, you will see **sizing grabbers** appear on each box. The **top** box has a **title**, the **middle** box has **named** and **addresses** information and the **bottom** box contains **phone** and **e-mail** information.

When you click on the **top** box, you will see a **title**. This title **normally "fits"** in the box and is OK. Some folks enter long titles and you may **see** a **little box with and three periods** along the **bottom edge** of the text box. This did not occur in our top box.
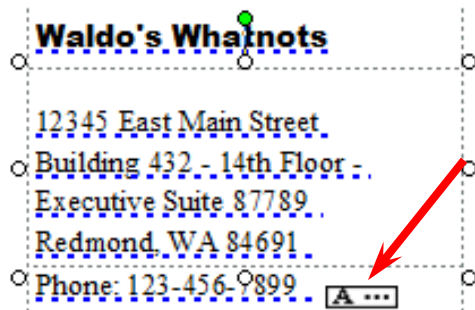
However, when we clicked–on **our middle** box, the little box with an **A and three periods appeared**. This little box indicates a "**text overflow**," which simply means that the box is **too small** for our **address text**. To fix this, we'll have to **enlarge** our **middle** box. If you decide to make the middle box **larger**, you'll have to **be careful**. If you **enlarge** it **into** either the **top** or **bottom boxes**, you may "**cover the text**" in these boxes. So, it's normally best to "**drag**" the top **box up** a bit, by **clicking on it**, letting the "**crossed arrows**" appear, then **holding down** the **left** mouse button, and **dragging** it **up** a bit. You can then drag it down when you are

finished. Notice, in our box, that we don't have the last part of our address. So, we'll **enlarge** the box and **complete** the **address**.
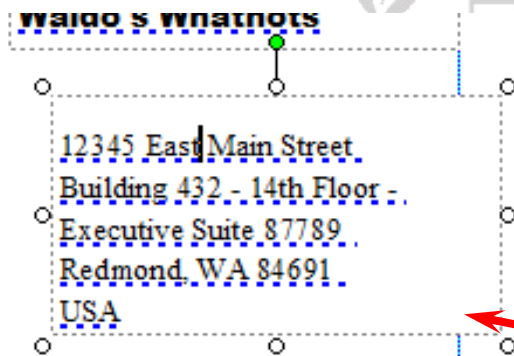
We noticed, in the above image, that our address "**wrapped**" some of the "**lines**" of the Address (**USA** in the **bottom** line). So, after completing the address, we "**widened**" the **text box** so that the lines would not wrap. The image at the left is the enlarged image with the entire text showing.

When we did this we noticed that our **text box** "**crossed over**" the **thin blue line** that goes around the **border** on all **four sides** of the Flyer Page. This **blue line** represents the **default borders (margins)** that Microsoft Publisher places on **each** of its **publications** as a **guide**. Since we are a **bit outside** these lines, we might get an **error** message when we print this Flyer indicating that we are outside the borders. This **is no big deal**, as the Flyer will **print fine**. However, just to be safe we move our text box a bit to the left so all three boxes were inside the blue line.

Note: you may see some spell check errors in each of the three text boxes. This is simply Publisher (through Microsoft Word) telling you that these words are not in the Word Dictionary. You will see a "wavy red underline" under each word that the dictionary does not recognize. As with Microsoft Word, you can simply right click-on the underlined word and see if the spell checker has the word in the dictionary. If it does, click-on the word. If not, you can choose to ignore the error or add the word to the dictionary.

Now **click**-on **each box** and **drag** it **until** the three boxes are **aligned** the **way you want them**.

Grouping Ungrouped Text Boxes

When you are satisfied that **everything** is **OK (all the boxes are "lined-up" like the image on the left)**, then you're ready to **group** them. To **create** a **single group** from these **three boxes** (so that when you click-on any of the boxes the **whole group will move)**, do the following.

Make sure you **can see** all **three boxes (like the image on the left)**. If you can't, use the elevator bars on the right and bottom of the screen until **all three boxes are visible**. Again **make sure** that the **boxes** are **aligned** <u>exactly</u> **like you want them**. Then **click the left mouse button lightly**-on the **first box**. You will **see** the **grabbers**. Now – this is important – <u>**HOLD DOWN**</u> one of the **Ctrl** keys (**next to the space bar** on the keyboard). **With the Ctrl key held down**, **move** the **cursor over** the **middle box** and **click** the **left** mouse button again. You **should** now **see both** the **top** and **middle boxes with grabbers around them**. You **should also see** the **little box** with the **two object pieces** at the **bottom right corner** of the **middle box**. The **object pieces** should be **apart** indicating that the **top** and **middle boxes** are **not grouped**. **Don't do anything yet** – we'll **come back** to the **object pieces** after we have added the bottom box. **Hold down** the **Ctrl key again** and **click**-on the **bottom** box. Now **all three boxes** should have **grabbers** around the sides.
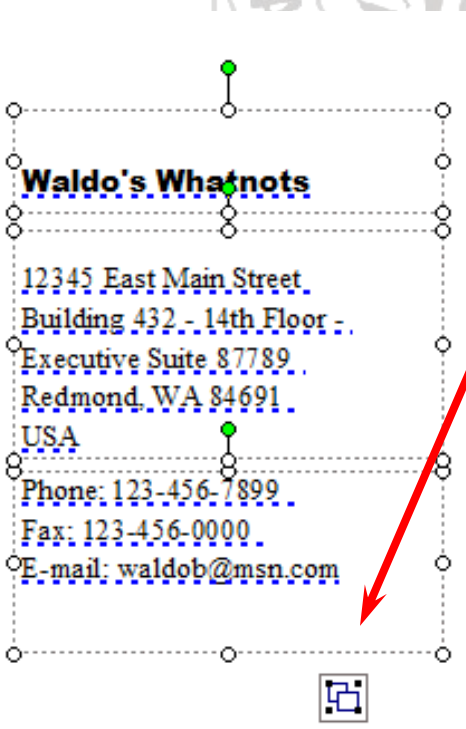
If they **do not**, **repeat** the above **instructions** until they do. You should now see the **ungrouped object pieces box** at the **bottom right corner** of the **bottom text box**.

Click left the **ungrouped object pieces box**. The objects should now **join** into a **single object.** The object grouping box, at the bottom of the boxes, should now look like the image on the **right**. You will now **see grabbers** around the "**entire**" **three text boxes**. This indicates that when you **move** the single **box**, **all three smaller text boxes** will **move together**. Pretty neat. Microsoft Publisher was thinking ahead of you when it saw you "Ctrl click" each text box. It assumed you wanted to join them.

PowerPoint 2007

Double click quickly on the **PowerPoint 2007** icon on the **Windows desktop** (see **image** on **right**), or **click** the **Start** button in the **lower left corner** of the screen, and then **click All Programs,** next move your cursor over **Microsoft Office,** then click **Microsoft PowerPoint 2007**.

In this tutorial, whenever we indicate that you need to **click** a **mouse button**, it will mean to **click** the **left mouse button** – unless we indicate that you should click the right mouse button. So, always move the cursor over the "place" we indicate and "click left" unless we tell you otherwise.

If you have been using PowerPoint 97, 2000, XP/2002 or 2007 this will be a wonderful journey. You will find many exciting new features and enhancements. Almost everything is "graphical." When PowerPoint opens, the appearance of the screen will be very different. Once you get used to the new 2007 features, we think you'll find it much easier to use as you create and edit your PowerPoint slides.

In the image below you'll immediately see that the **Menu Bar** has been **replaced** by **Tabs** and **Ribbons**. The **Tabs** and **Ribbons** are then **divided into Groups**. We'll be working with these new features in detail as we move through.
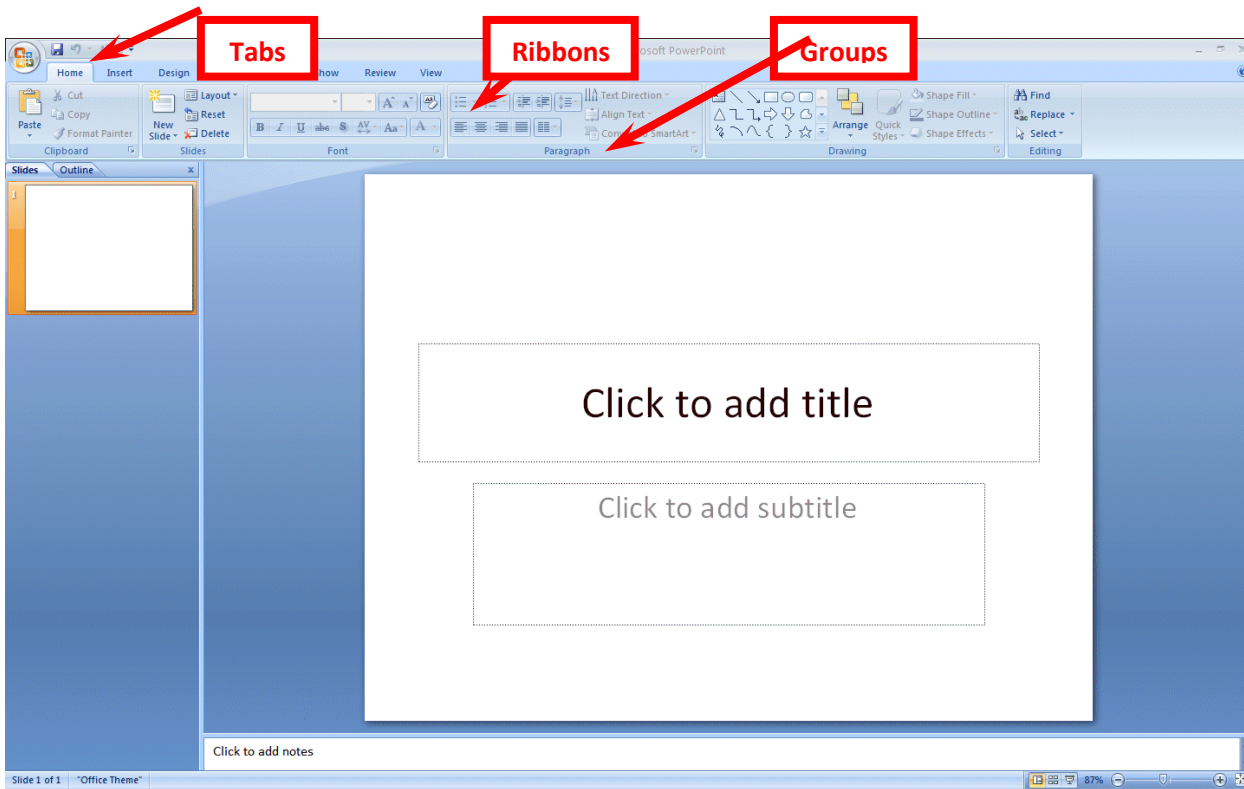
Notice, in **the image** on the **last page,** that the **screen** is "sort of" **divided** into **three sections**.

Across the top are the **Microsoft Office Button**, the **Quick Access Toolbar** and the Tabs, Ribbons and Groups (indicated on the last page).

Microsoft Office Button

Microsoft Office Button

Quick Access Toolbar
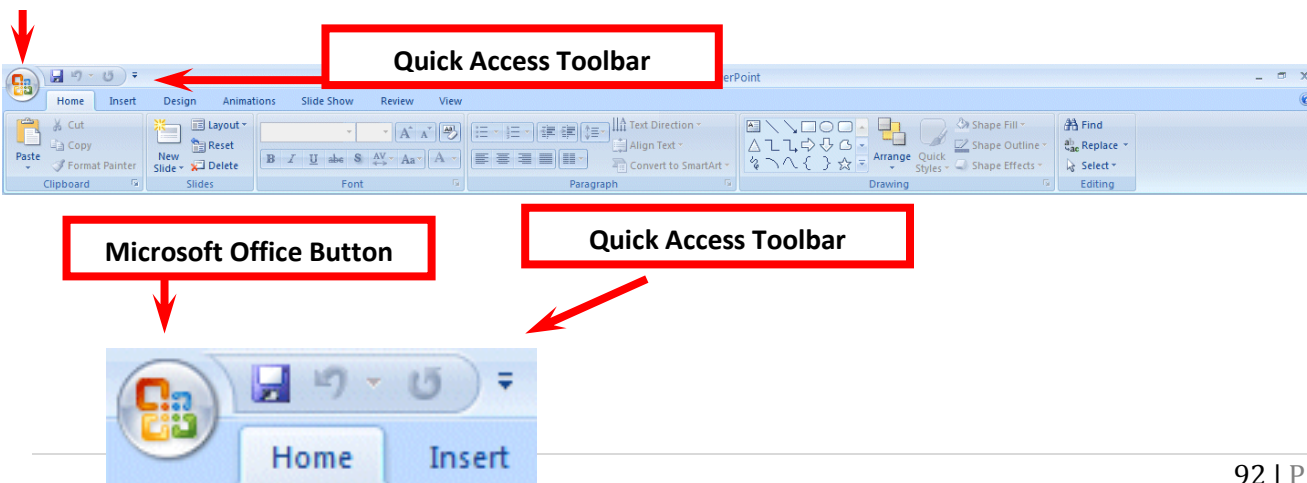
If you **refer** to the **Introduction to Microsoft 2007 introduction** you'll find a **detailed explanation** of how to use these new features.
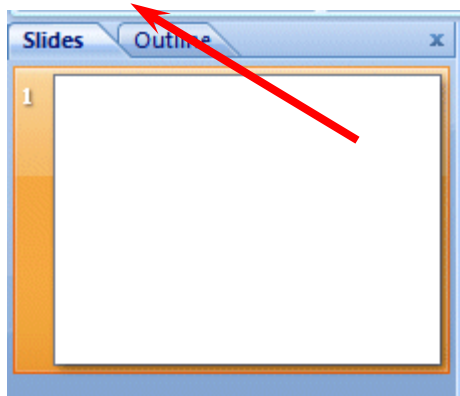
On the **left side** of the PowerPoint screen you'll see an **area** that indicates **Outline** and **Slides** at the **top**. When you first open PowerPoint 2007 you'll **notice** that the **Slides Tab** is "**white**." This means that you'll be able to **see a small version of each slide** as we create it.

To the **lower right-center** of the screen, you'll **see** a **PowerPoint Design Template**. We'll be using these templates to create slide show. We'll come back to in more detail later in the tutorial.
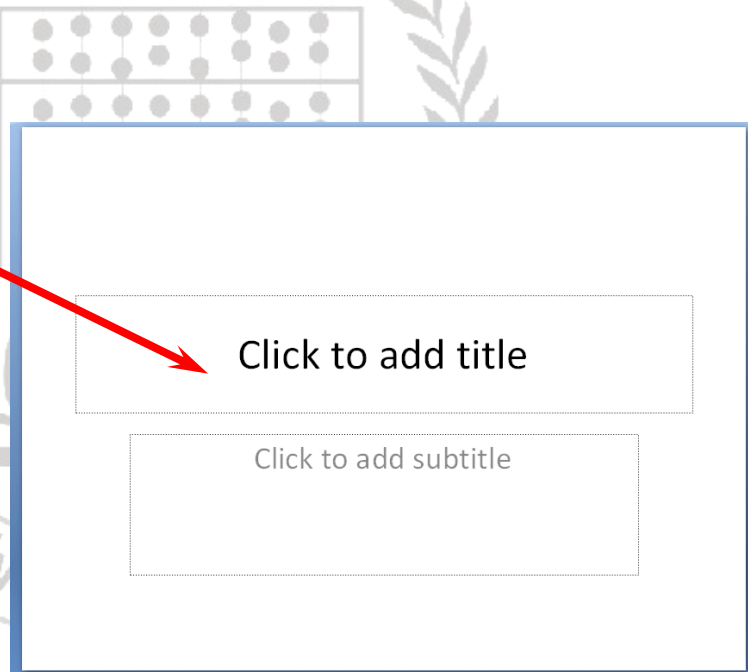
our

this

Beginning the presentation

Slide 1

In PowerPoint 2007 a **Slide Layout** named **Title Slide always appears first**. PowerPoint "thinks" that you want to start your presentation with a title. So, logically, the Title Slide appears in the main section of the screen.

After you understand PowerPoint a bit more, you can choose any of the layouts you desire. We'll show you how to do this as we proceed through the tutorial.

You will notice, in the **lower left corner of the screen, Slide 1 of 1** is indicated.
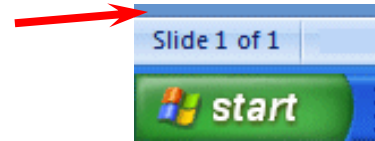
You will also see that your **screen looks like** the **image below**.
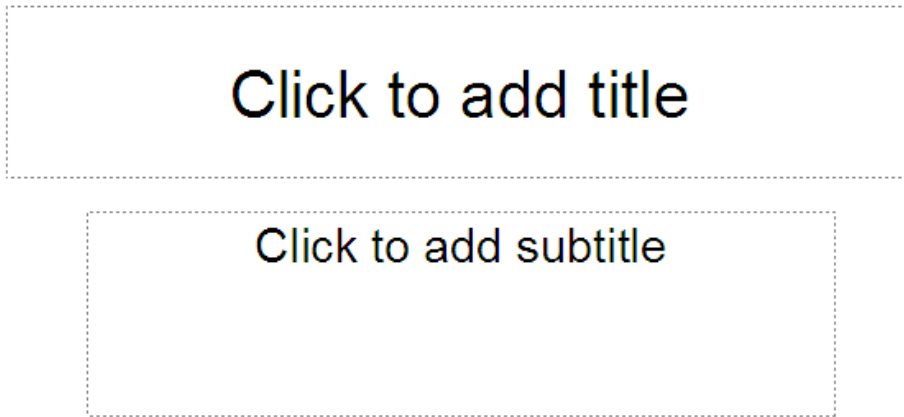
Now we'll have some fun and create a PowerPoint 2007 presentation on how to make a Peanut Butter and Jelly sandwich.

Place your cursor in the "**Click to add title**" box and **Click the** left mouse button. Your text box, after you click, will look similar to the one below.

To insert the text in this formatted text box, we simply enter (**type-in**) the title: **How to Make a Great PBJ –** go ahead and type this text in the box**.**

Now**, Click** in the second box "**Click to add sub-title"** and **type**:

A Gourmet Recipe (tap the **Enter** key**)**

P a g e
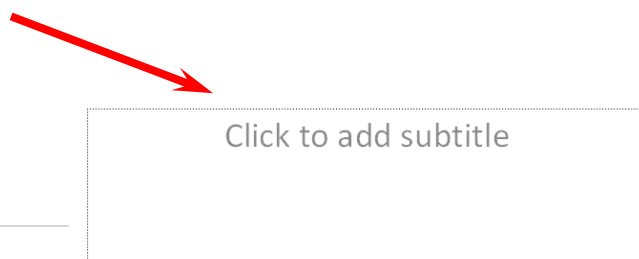
From (tap the Enter key)

Your Name (type in your name like Naveed Rehman or Ahmed Ali)

New Slide Button

Now it's time to create the next slide in your presentation. To do this, we'll need to **find** the **New Slide** button.

At the top left of the screen, in the **Home Tab** you will see a **New Slide "button"** which looks like the **image** on the **right.**
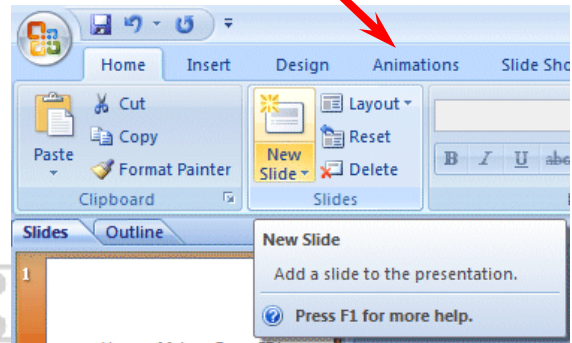
When you **move** your **cursor arrow over** the button you will **see** a **Microsoft Help Text box** appear that says

New Slide.

 Now this is a **bit tricky**…..   **Look** carefully at the **lower right**   **corner** of the **New Slide button** and you will see a **down arrow**.

Click-on the down arrow to create your **next** slide.

If you **accidentally click** the **button**, and a new slide appears, **don't worry**, we'll show you how to change to the slide format you desire later in the tutorial.

When you **click** the **arrow** an **image** similar to the one   on the **right** will appear.   We'll use the **Title and Content**   slide for our second slide. **Click** this choice.
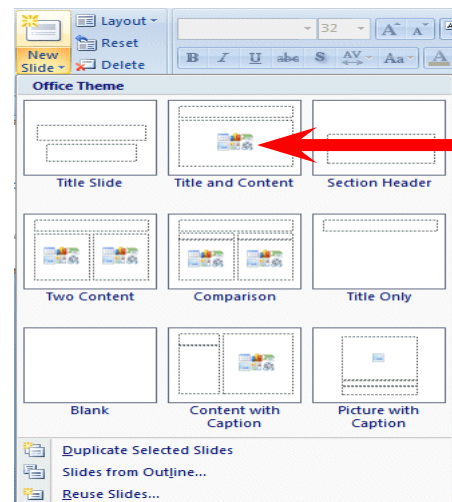
SLIDE 2

Your new **Slide 2** should look like the **image below – even if you did not click the arrow**. For those who are familiar with previous

versions of PowerPoint, will notice that several different Slide Layouts have been combined into this smaller number of choices. All of the Layouts are available, but in new "combinations."

Click to add title

• Click to add text
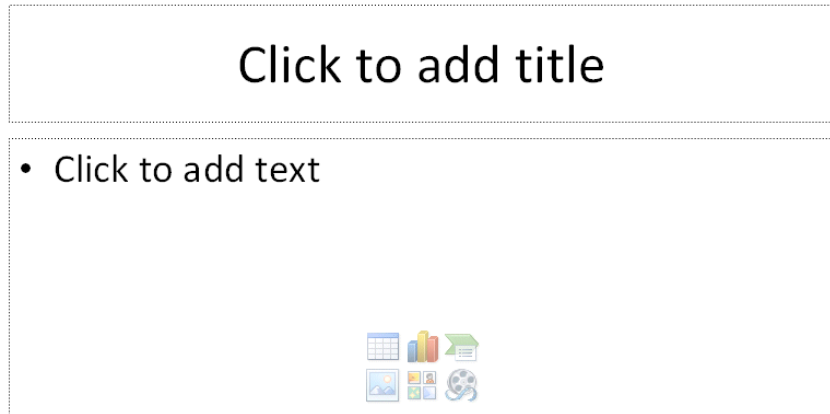
The **Title and Content** slide (on the **right**) combines several of the Text and Content Layouts. We can choose to use the Bulleted List, or the Content choices. For Slide 2 we'll use the Bulleted List. We'll use the Content choices later.

Click in the **Click to add title** box and type: **Ingredients.**

Click in the • **Click to add text** box and type:

1. **Crunchy peanut butter** (tap **Enter**)
2. **Homemade strawberry jam** (tap **Enter**)
3. **Two slices of white bread** (tap **Enter**)
4. **Milk**

Ingredients

• Crunchy peanut butter
• Homemade strawberry jam
• Two slices of white bread
• Milk
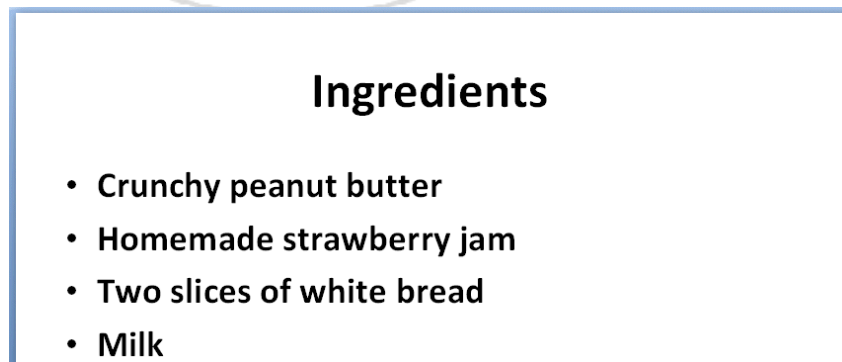
Your Slide 2 should look like the image on the right.

Notice how each line appears with a "bullet" (●) in front of it.

As soon as you began typing "Crunchy peanut butter," you probably noticed that PowerPoint guessed that you wanted to use this Layout as a Bulleted list – so it took away the Content choices. This is a new feature in PowerPoint 2007.

OVERVIEW OF POWERPOINT VIEWS
PowerPoint has four main views:

Normal view, Slide Sorter view, Notes Page view, and Slide Show view?

Add text to a slide
You can add text to the following areas in a slide:
- Placeholder
- Shape
- Text box

- Text in placeholders
- Text box used as a caption
- Text in an arrow shape

- ⬇Add body or title text in a placeholder
- ⬇Add text to a shape
- ⬇Add text to a text box

Add body or title text in a placeholder
1. Slide layouts contain text and object placeholders in a variety of combinations. You can type titles, subtitles, and body text into text and object placeholders.
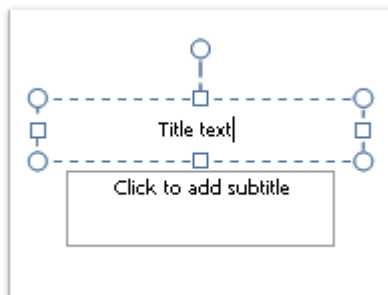
2. The dotted border represents the placeholder that contains the title text for the slide.
3. To add body or title text in a placeholder on a slide, do the following:

98 | P a g e

4. Click inside a text placeholder and then type or paste the text.
5. What was known as the View menu in earlier versions of PowerPoint is now the View tab in Microsoft Office PowerPoint 2007. The View tab is located on the Ribbon menu.
6. Normal view
7. Normal view is the main editing view, where you write and design your presentation. This view has four working areas:
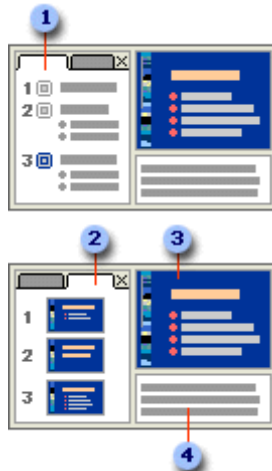
Outline tab   This is a great place to start writing your content — to capture your ideas, plan how you want to present them, and move slides and text around. The Outline tab shows your slide text in outline form.

Slides tab   This is a great place to view the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here.

Slide pane in the upper-right section of the PowerPoint window, the Slide pane displays a large view of the current slide. With the current slide shown in this view, you can add text and insert, tables, Smart Art graphics, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.

Notes pane In the Notes pane below the Slide pane, you can type notes that apply to the current slide. Later, you can print your notes and refer to them when you give your presentation. You can also print notes to hand out to your audience or include the notes in a presentation that you send to the audience or post on a Web page.

Slide Sorter view

Slide Sorter view is a view of your slides in thumbnail form.

Notes Page view

You can type your notes in the Notes pane, which is located just below the Slide pane in Normal view. However, if you want to view and work with your notes in full page format, on the View tab, in the Presentation Views group, click Notes Page.

Slide Show view

Slide Show view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, and transition effects will look during the actual presentation.

For information about delivering a presentation while viewing your notes (but hiding your notes from your audience), see Deliver a presentation on two monitors by using Presenter view.

Set a view as the default

When you change the default view to one that makes sense for your work, PowerPoint will always open in that view. Among the views that are available to set as the default are Slide Sorter view, Outline Only view, Notes view, and variations on Normal view.

ADD TEXT TO A TEXT BOX?

Use text boxes to place text anywhere on a slide, such as outside a text placeholder. For example, you can add a caption to a picture by creating a text box and positioning it near the picture. Also, a text box is handy if you want to add text to a shape, but you don't want the text to attach to the shape. You can add a border, fill, shadow, or three-dimensional (3-D) effect to text in a text box

CHANGE ALL SLIDES IN A PRESENTATION TO PORTRAIT PAGE ORIENTATION?

By default, Microsoft Office PowerPoint 2007 slide layouts are presented in landscape page orientation, or you can change your slide layouts to portrait page orientation.
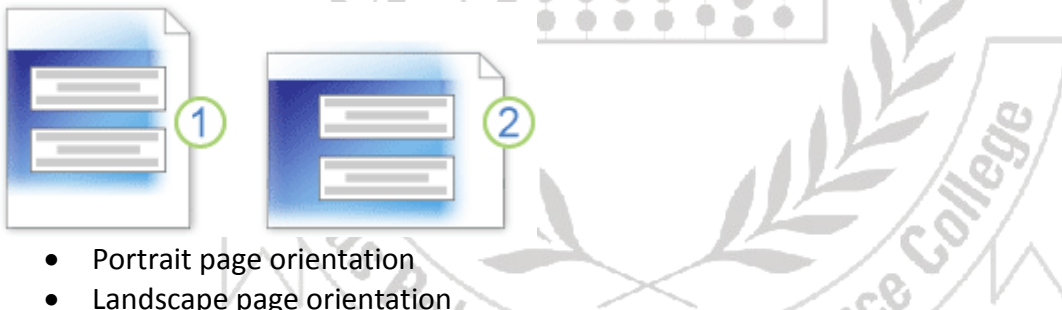
- Portrait page orientation
- Landscape page orientation

ADD SOUND TO SLIDE TRANSITIONS?

1. In the pane that contains the Outline and Slides tabs, click the Slides tab.
2. On the Home tab, click a slide thumbnail.
3. On the Animations tab, in the Transition To This Slide group, click the arrow next to Transition Sound, and then do one of the following:
4. To add a sound from the list, select the sound that you want.
5. To add a sound not found on the list, select Other Sound, locate the sound file that you want to add, and then click OK.

DEFAULT, IN NORMAL VIEW, POWERPOINT DISPLAYS THE PANE THAT CONTAINS THE SLIDES AND OUTLINE TABS?

When you make changes to the size of panes in the view or to the view itself, the changes are saved and redisplayed with the presentation in which they are made. However, those customizations are not saved outside that presentation.

   To make the default view apply every time you open PowerPoint, see Change the   default view
On the Insert tab, in the Text group, click Object.
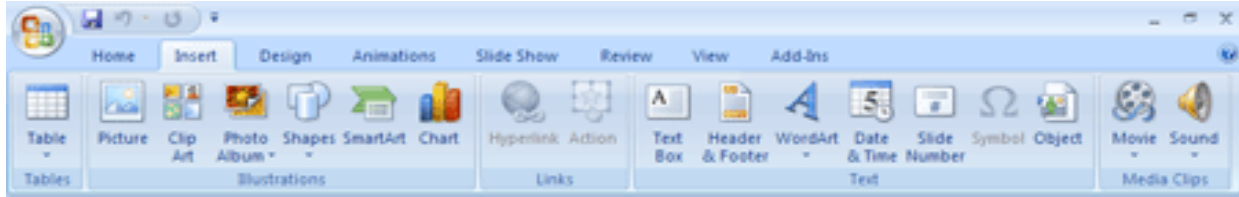
In the Object type list, click Create from file, and then enter the name of the movie file or click Browse.
A word about well-formed data?
You may hear someone from your IT department mention "well-formed" XML. A well-formed XML file conforms to a set of very strict rules that govern XML. If a file doesn't conform to those rules, XML stops working. For example, in the previous code sample, every opening tag has a closing tag,
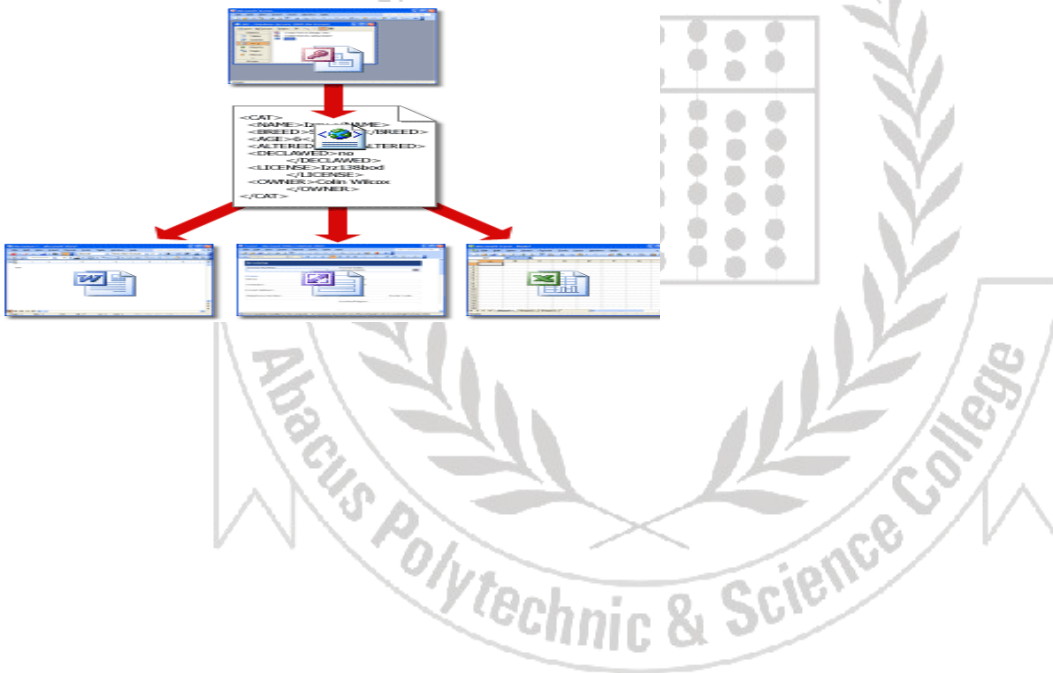
SLIDES FONTS . PARAGRAPH . DRAWING . EDITING
CHANGE THE FONT, FONT SIZE, OR FONT COLOR?
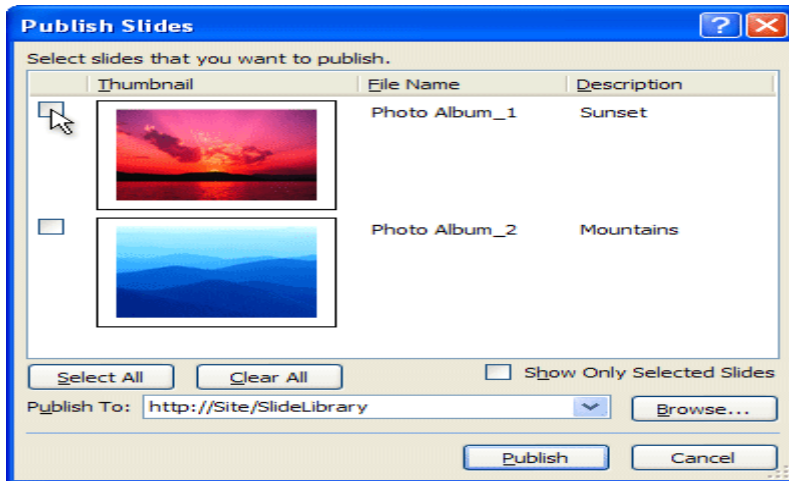
Change the font
1. Do the following in these 2007 Microsoft Office system programs:
2. Outlook or PowerPoint
3. Select the text that you want to format.
4. On the Home tab, in the Font group, type or click a font in the Font box.
5. Keyboard shortcut to change the font; press CTRL+SHIFT+F.

6. InfoPath, OneNote, Project, or Publisher
7. Select the text that you want to format.
8. On the Formatting toolbar, type or click a font in the Font box.
9. Keyboard shortcut to change the font; press CTRL+SHIFT+F.
10. Change the font size
11. Do the following in these 2007 Microsoft Office system programs:
12. Outlook or PowerPoint
13. Select the text that you want to format.
14. On the Home tab, in the Font group, type or click a font size in the Font Size box.
15. Keyboard shortcut to change the font size; press CTRL+SHIFT+P.

16. InfoPath, OneNote, Project, or Publisher
17. Select the text that you want to format.

INSERT ADD A TABLE?
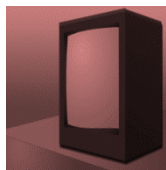
Table, (insert a –draw a table from the file)
Picture (insert a picture from the file)
Clipart (insert document picture into the movie sound or stock photography)

New album photography (create a picture presentation based on set of picture)
SHAPES, INSERT SMART ART GRAPHICS, CHARTS

1. Select the slide that you want to add a table to.
2. On the Insert tab, in the Tables group, click Table.
3. Move the pointer to select the number of rows and columns that you want, and then click.
4. Click Insert Table, and then enter a number in the Number of columns and Number of rows lists.
5. To add text to the table cells, click a cell, and then enter your text.
6. After you enter your text, click outside the table.
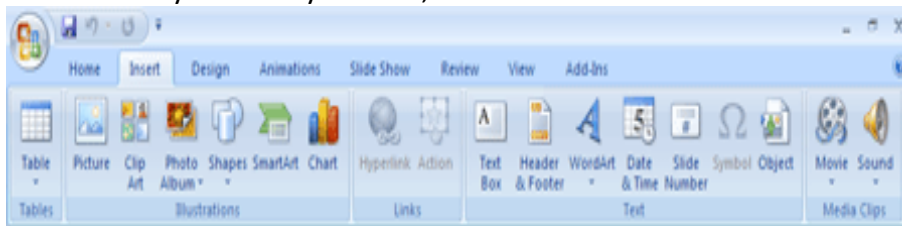
Draw a table
Select the slide that you want to add a table to.
On the Insert tab, in the Tables group, click Table, and then click Draw Table.
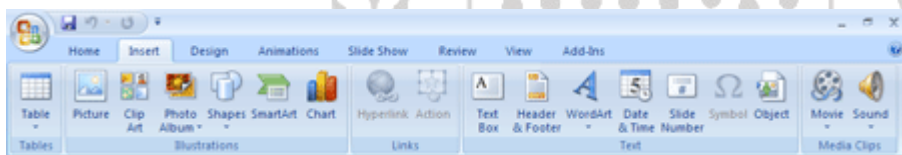
The pointer changes to a pencil .
To define the outer table boundaries, drag diagonally to the size that you want, and then drag to create the column and row boundaries.
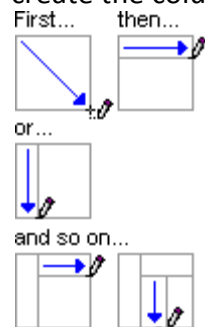
To erase a line from a cell, row, or column, under Table Tools, on the Design tab, in the Draw Borders group, click Eraser, or press and hold SHIFT.
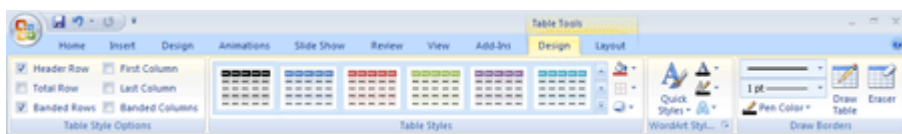
The pointer changes to an eraser .
Click the line that you want to erase.
When you finish drawing the table, click a cell, and then enter your text.

ADD A PICTURE FILL TO A SHAPE?
1. Click the shape in the Smart Art graphic that you want to add a picture fill to.

2. To add the same fill to multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
3. Under Smart Art Tools, on the Format tab, in the Shape Styles group, click the arrow next to Shape Fill.
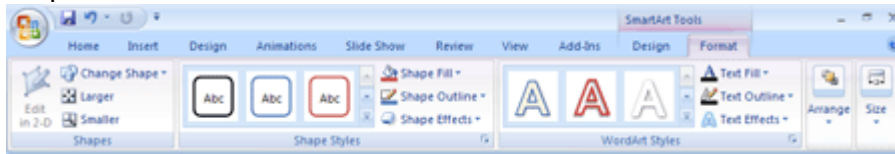
4. Click Picture, locate the folder that contains the picture that you want to use, click the picture file, and then click Insert.

ADD A BACKGROUND PICTURE TO YOUR SMART ART GRAPHIC?
5. Right-click the border of the Smart Art graphic that you want to add a background picture to, and then click Format Object on the shortcut menu.
6. Click Fill, and then click Picture or texture fill.
7. Under Insert from, click one of the following:
8. To insert a picture from a file, click File, locate the folder that contains the picture that you want to use, click the picture file, and then click Insert.
9. To insert a picture that you copied to the Clipboard, click Clipboard.
10. To use clip art as the background image, click ClipArt, search for the file that you want to use, and then click OK.
11. In the Format Shape dialog box, click Close.

PIE CHARTS?
Data that is arranged in one column or row only on a worksheet can be plotted in a pie chart. Pie charts show the size of items in one data series (data series: Related data points that are plotted in a chart. Each data series in a chart has a unique color or pattern and is represented in the chart legend. You can plot one or more data series in a chart. Pie charts have only one data series.), proportional to the sum of the items. The data points (data points: Individual values plotted in a chart and represented by bars, columns, lines, pie or doughnut slices, dots, and various other shapes called data markers. Data markers of the same color constitute a data series.) In a pie chart are displayed as a percentage of the whole pie.
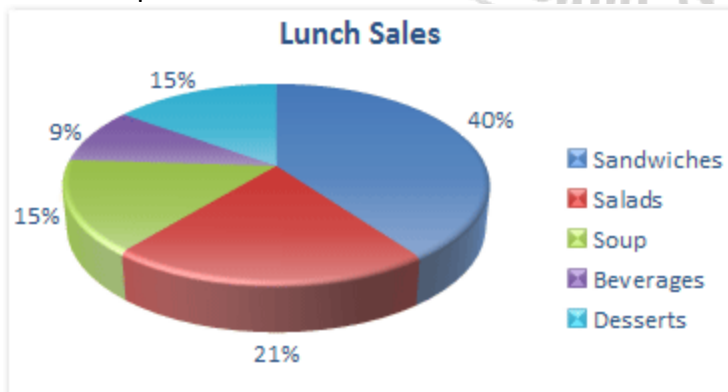
Consider using a pie chart when:
You only have one data series that you want to plot.
None of the values that you want to plot are negative.
Almost none of the values that you want to plot are zero values.
You don't have more than seven categories.
The categories represent parts of the whole

PLAY SOUND AND MOTION CLIPS?

To play sound and motion clips (clip: A single media file, including art, sound, animation, or movies.) In Microsoft Clip Organizer or in your documents, you must have the Microsoft DirectShow or Microsoft Windows Media Player on your computer. Media players are typically installed with your operating system, your browser, or with other software.
Click the clip you want to play.
Click the arrow to the right of the clip.

ADD OR DELETE WORDART?
WordArt is a gallery of text styles that you can add to your 2007 Microsoft Office system documents to create decorative effects, such as shadowed or mirrored (reflected) text. In Microsoft Office PowerPoint 2007, you can also convert existing text into WordArt.

DESIGN?
PAGE SETUP, SLIDE ORINATION, THEME BACKGROUND

Change all slides in a presentation to portrait page orientation
By default, Microsoft Office PowerPoint 2007 slide layouts are presented in landscape page orientation, or you can change your slide layouts to portrait page orientation.

1 Portrait page orientation
2 Landscape page orientation

On the Quick Access Toolbar, click Page Setup ⬜ •.
1. In the Page Setup dialog box, under Slides, click Portrait, and then click OK.
2. Apply a document theme
3. You can change the document theme that is applied by default in Office programs, such as Word, Excel, and PowerPoint, by selecting another predefined document theme or a custom document theme. Document themes that you apply immediately affect the styles (style: A combination of formatting characteristics, such as font, font size, and indentation, that you name and store as a set.
4. In Word or Excel: On the Page Layout tab, in the Themes group, click Themes.
5. Or
6. In PowerPoint: On the Design tab, in the Themes group, click the document theme that you want, or click more ⬇ to see all available document themes.
7.
8. Format Background (Fill pane) can simultaneously undo multiple changes that you made to one dialog box option, as long as you did not make changes to another dialog box option in between.
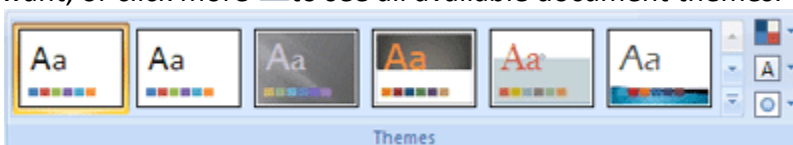
9. No fill To make a slide background transparent or colorless, or to remove fill from a slide background,

10. Solid fill To add color and transparency to a slide background,

11. Gradient fill to add a gradient (gradient: A gradual progression of colors and shades, usually from one color to another color, or from one shade to another shade of the same color.) fill to a slide background, c

12. Picture or texture fill To use a picture as fill for a slide background or to add texture to a slide background,

13. Apply to All To make the changes to all the slides, and not just the selected slides,

14. Reset Background To remove the customizations that you have made from the background and restore the default settings.

15. Solid fill

16. Hide background objects to make your presentation handouts easier to read, hide non-placeholder objects (object: A table, chart, graphic, equation, or other form of information. Objects created in one application, for example spreadsheets, and linked or embedded in another application are OLE objects.), such as shapes, images, charts, or Smart Art graphics, by selecting this check box.

17. Color To choose a color for the slide background, click Color , and then click the color that you want.

ANIMATION?

Preview Animation, Transition to the Slide
Preview an animation in Slide Show view

1. On the View tab, in the Presentation Views group, click Slide Show or press F5.
2. To exit the slide show and return to Normal view, press ESC.
3. Add transitions between slides
4. Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.
5. Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:

- No transition
- Blinds Horizontal
- Blinds Vertical
- Box In
- Box Out
- Checkerboard Across
- Checkerboard Down
- Comb Horizontal
- Comb Vertical

To see more transition effects, in the Quick Styles list, click the more button![more button icon], as shown in the diagram above

Remove some of the slide transitions from your presentation

In the pane that contains the Outline and Slides tabs, click the Slides tab.

On the Home tab, click the thumbnail of the slide that you want to remove the slide transition from.

On the Animations tab, in the Transition to This Slide group, click No Transition.

To remove a slide transition from another slide in your presentation, repeat steps 2 through 4

SLIDE SHOW?

1. Slide Show Beginning, Content Slide, Custom Slide ,Set Up .Monitor
2. , Set Up Slide Show
3. Use The Options In The Show Type Section To Specify How You Want To Show Your Presentation To Your Audience.
4. To Deliver Your Presentation Before A Live Audience, Click Presented By A Speaker (Full Screen).

5. Show Slides
6. Use The Options In The Show Slides Section To Specify Which Slides Are Available In A Presentation Or To Create A Custom Show (Custom Show: A Presentation Within A Presentation In Which You Group Slides In An Existing Presentation So That You Can Show That Section Of The Presentation To A Particular Audience.).

7. Show Options
8. Use The Options In The Show Options Section To Specify How You Want Sound Files, Narrations, Or Animations To Run In Your Presentation.
9. To Play A Sound File Or Animation Continuously, Select The Loop Continuously Until 'Esc' Check Box.
10. Advance Slides
11. Use The Options In The Advance Slides Section To Specify How To Move From One Slide To Another.
12. To Advance To Each Slide Manually During Your Presentation, Click Manually.
13. Multiple Monitors
14. For More Information About Using Multiple Monitors In Presenter View,
15. Performance
16. Use The Options In The Performance Section To Specify The Level Of Visual Clarity Of Your Presentation.
17. To Speed Up The Drawing Of Graphics In Your Presentation, Select Use Hardware Graphics Acceleration.

REVIEW?

1. Profiling Show Markup, New Comments, Protect Presentation
2. What happened to the Send for Review command?
3. The Send for Review command is not available in Microsoft Office PowerPoint 2007. In earlier versions of PowerPoint, by using the Send for Review command with Microsoft Office Outlook or another e-mail program, you could request feedback about a draft of your presentation from reviewers, such as your colleagues and partners
4. you or your reviewers can do the following:
5. Show or hide revisions
6. Add new comments

7. Edit existing comments
8. Delete comments
9. Go to a previous comment
10. Go to the next comment
11. Show markup and review comments
12. To read comments that reviewers have added to your presentation, do the following:
13. On the Review tab, in the Comments group, click Show Markup.
14. Use the Previous and Next buttons to move between comments.
15. Proofing Tools
16. The following are some new features of the spelling checker:
17. The spelling checker has been made more consistent across the 2007 Microsoft Office system programs. Examples of this change include the following:

VIEW?

Presentation View, Show or Hide Slide, Zoom, Color/Grayscale, Window, Macros.

The spelling or grammar checker isn't checking words in another language correctly

If you and your colleagues normally work in only one language, having the text identified with the wrong language is probably not the problem. However, if you work in more than one language, and some text that appears to be correct is being flagged with grammar or spelling errors, there are some things you can do to investigate if the problem is related to language-specific features in Microsoft Office.

Make sure you have enabled the language

Make sure the text is identified with the correct language
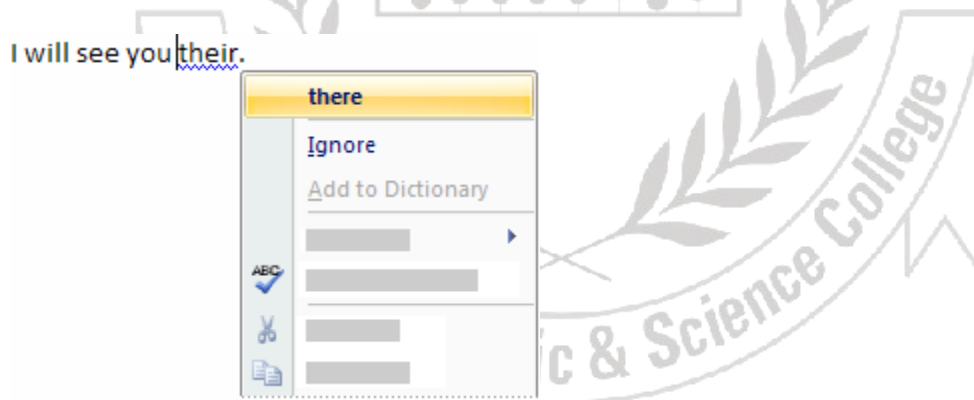
WHAT IS WINDOW OPERATING SYSTEM?

A portion of a screen where program & process can be run. You can open several at the same time. For example, you can open your e-mail, work on the beget, in the spread sheet another. Down local picture from your digital camera in another window, and order your weekly groceries on the web another window. Window can be closed, resized, moved, minimized the button on the task bar, or maximize d to take up the whole screen over view.

TASKBAR?
The bar that contains the start Manu button & appear by default at the button of the desktop .you can click desktop. You can click the taskbar button to save to switch between   program menus
When many document and program windows are open, taskbar grouping creates more available space on the taskbar. For example, if you have 10 windows open and three of them are WordPad documents, the three WordPad."

TITLE BAR?
The horizontal bar at the top of a window that contain the name of the window, on my window, that titlbar also contain the program icons, the minimize , maximize & close the button .& the optional 7 button for contextual- sensitive help.

TASK BUTTON?
 That's appearing on the task bar the correspondence the running program.

DESKTOP?

The on screen work area on witch window icons, menues & dialog box appears.

DRAG?
Horizontally double headed arrow that is called drag. To change the width, point to the left or right window border. When the pointer changes into a horizontal double-headed arrow, drag the border to the right or left.

Welcome to Windows XP Professional. Among the new features available in Windows XP, there are new security tools that you can use to help keep your computer more secure, and new technologies that run in the background, making your computer run more efficiently and reliably.

WHAT'S NEW FOR SECURITY?

1, the Security Center
Use the Security Center to check your security settings and learn more about how to improve the security of your computer with Windows Firewall, Automatic Updates, and antivirus software.
2, Windows Firewall
Windows Firewall is on by default and helps protect your computer against viruses and other security threats, such as intruders who might try to access your computer over the Internet.
3, Automatic Updates
With Automatic Updates, Windows can routinely check for the latest important updates for your computer and install them automatically.

4, Internet Explorer

Enhanced security settings warn you about viruses and other security threats that can spread over the Internet. Internet Explorer can block certain Web site features and give you a warning, so that you can decide whether it's safe to proceed.

5, the pop-up blocker in Internet Explorer

The Internet Explorer Pop-up Blocker lets you stop most browser windows that Web sites pop up without your permission, giving you more control over your Web browsing experience.

6, Outlook Express

Enhanced security settings help you identify and delete potentially harmful e-mail attachments, which can contain viruses.

7, Data Execution Prevention

Data Execution Prevention works with your computer's processor to help prevent viruses and other unauthorized programs from running on your computer.

ACCESSORIES?

Using Calculator

You can use Calculator in Standard view to do simple calculations, or in scientific view to do advanced scientific and statistical calculations...
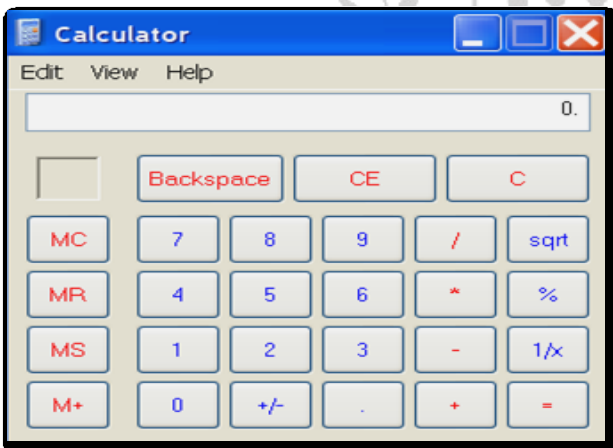
Using Character Map

You can use Character Map to copy and paste special characters into your documents, such as the trademark symbol, special mathematical characters, or a character from the character set of another language.
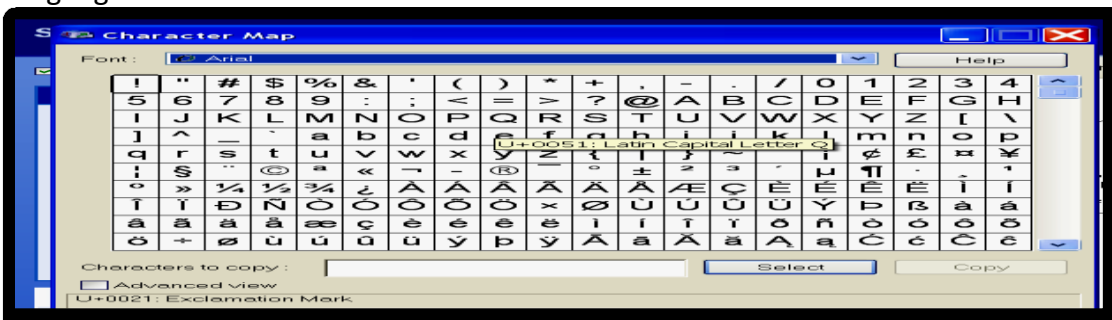
Using Notepad

Notepad is a basic text editor you can use for simple documents or for creating Web pages. To create or edit files that requires formatting, use WordPad.
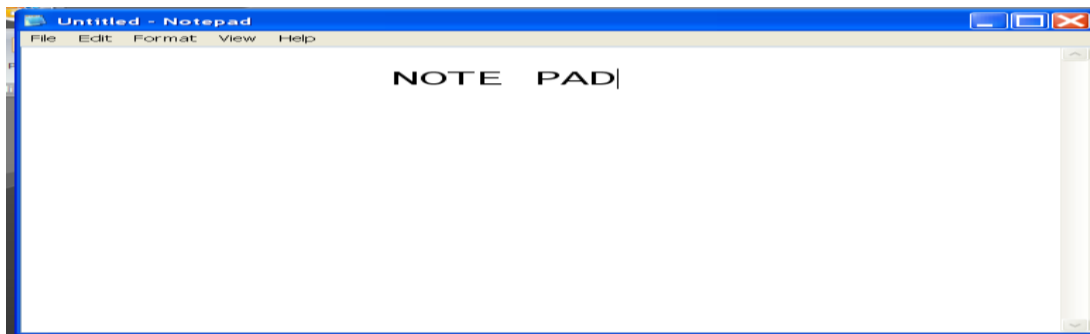
Using WordPad

You might need to be logged on as an administrator or a member of the Administrators group in order to perform some tasks.

You can use WordPad to create or edit text files that contain formatting or graphics. Use Notepad for basic text editing or for creating Web pages.
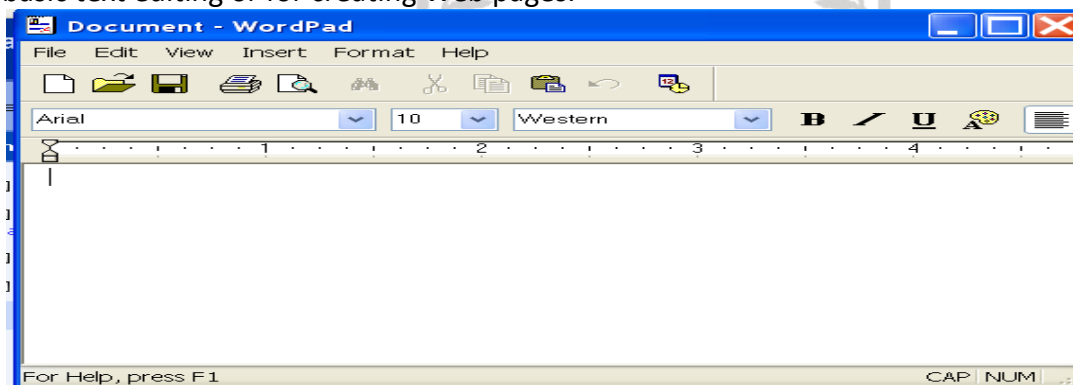
Using Outlook Express

Outlook Express is an e-mail program that lets you exchange mail with friends and colleagues, and join newsgroups to trade ideas and information. You can manage multiple mail and news accounts, keep your mail on a server so you can view it from more than one computer, and add stationery or a personal signature to your

.
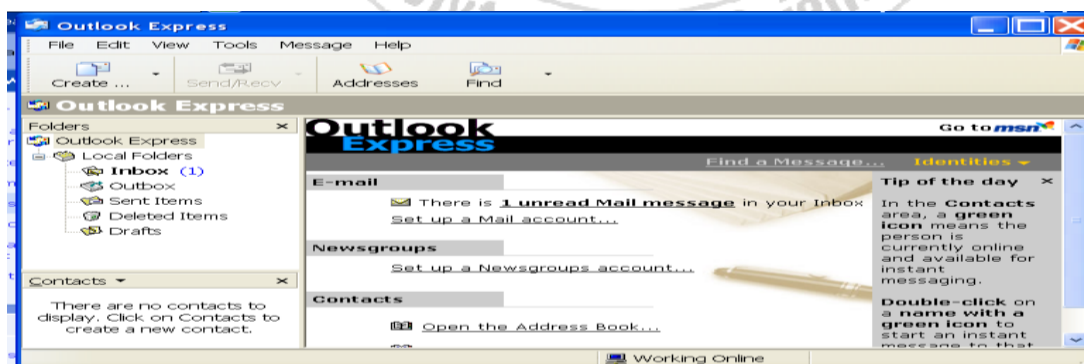
Using Paint

Paint is a drawing tool you can use to create black-and-white or color drawings that you can save as bitmap (.bmp) files. You can also use Paint to send your drawing in e-mail, set the image as a desktop background, and save image files using different file formats.
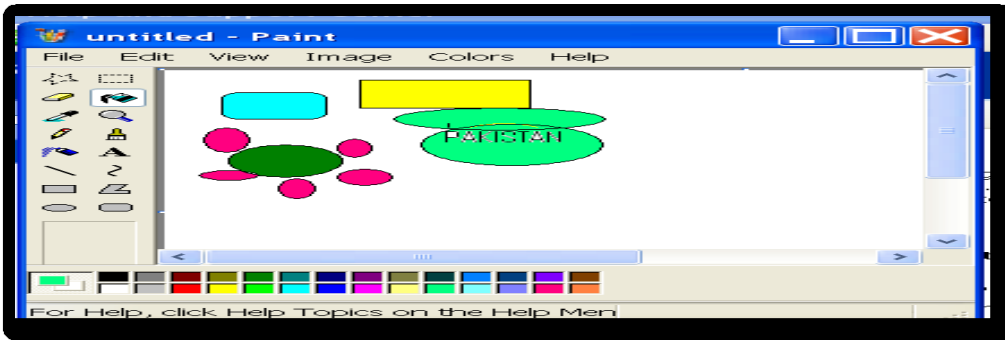
Using Windows Media Player

You can play many types of audio and video files by using Windows Media Player. You can also play and make copies of your CDs, play DVDs (if you have DVD hardware), listen to Internet radio stations, play clips from a movie, or view a music video on a Web site. You can also use Windows Media Player to make your own music CDs.

Communication &Entertainment

Using Volume Control

You can use Volume Control to adjust the volume, balance, bass, and treble settings for sounds played on your computer or by multimedia applications. You can also use Volume Control to adjust the level of system sounds, microphones, CD audio, line-in, synthesizer, and wave output.
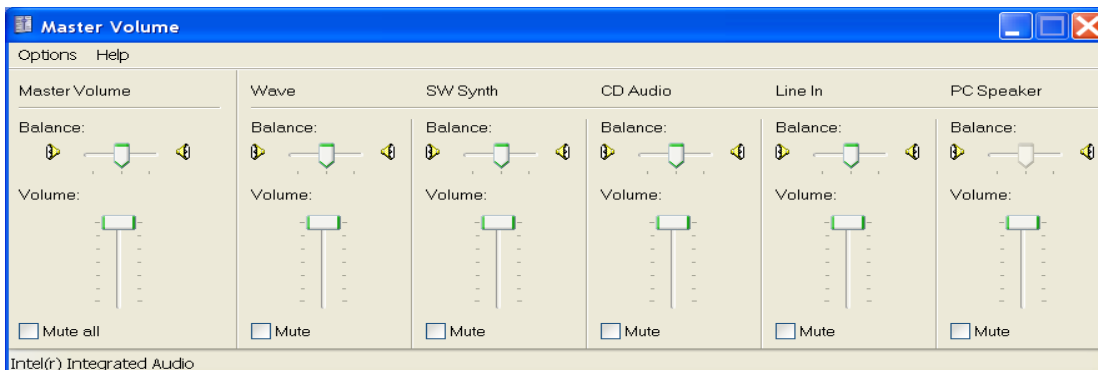
Using Sound Recorder

You can use Sound Recorder to record, mix, play, and edit sounds. You can also link sounds to or insert sounds into a document.

Using Windows Movie Maker
With Windows Movie Maker, you can transfer recorded video and audio from a source, such as an analog camcorder or digital video camera, to your computer.
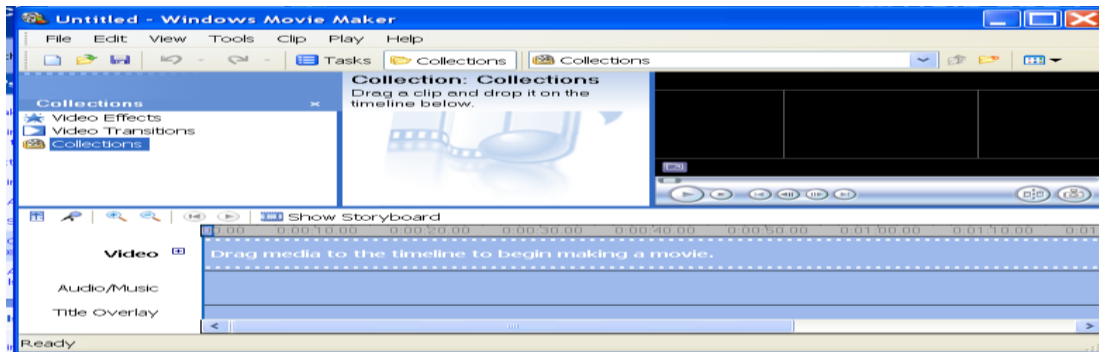
On-Screen Keyboard overview

On-Screen Keyboard is a utility that displays a virtual keyboard on the screen and allows users with mobility impairments to type data using a pointing device or joystick. On-Screen Keyboard is intended to provide a minimum level of functionality for users with mobility impairments.

WHAT'S NEW FOR USER ACCOUNTS AND STARTUP?

Windows XP Professional makes it easy to set up and manage computer accounts for everyone who uses your computer.

Forgot your password?

If you forget your password, you can recover your settings and user account with the Forgotten Password Wizard. The wizard lets you create a Password Reset Disk to help you open your account and create a new password. The Password Reset Wizard also enables you to change your password.

What's new on your desktop?

Windows XP combines a bright, fresh new look with a simple-to-use design. The desktop and taskbar are less cluttered. The Start menu provides easier access to your programs. And there are more options for customizing your desktop environment.

THEMES?

You have no doubt already noticed the new look of the taskbar, Start button, dialog boxes, and other desktop elements. This new look is part of a theme, which is intended to both unify and clear up your desktop. You can switch themes, customize a theme, or revert to the Windows Classic look.

Control Panel	Tab	Item
Display	Desktop	Background, Position, and Color
Display	Desktop	Desktop icons (click Customize Desktop to change icons)
Display	Screen Saver	Screen saver
Display	Appearance	Windows and buttons, Color scheme, and Font size
Display	Appearance	All features on the Advanced Appearance dialog box (click Advanced)
Mouse	Pointers	Scheme or individual pointers
Sounds and Audio Devices	Sounds	Sound scheme and Program event

START MENU?

The new Start menu is smarter and provides you with more customization options. It shows you who is logged on. It automatically adds the most frequently used programs to the top-level menu. It enables you to move any programs you want to the Start menu. Items such as the My Pictures and My Documents folders and Control.

CONTROL PANEL?

Control Panel includes a new view — Category view — that groups together similar items. Classic view continues to display all of the items individually. Choose the view — Category view or Classic view — that works best for you.

Keep your desktop clean

Use the Desktop Cleanup Wizard to remove shortcuts that you don't use from your desktop. The wizard automatically runs every 60 days, or you can start it yourself whenever you want.
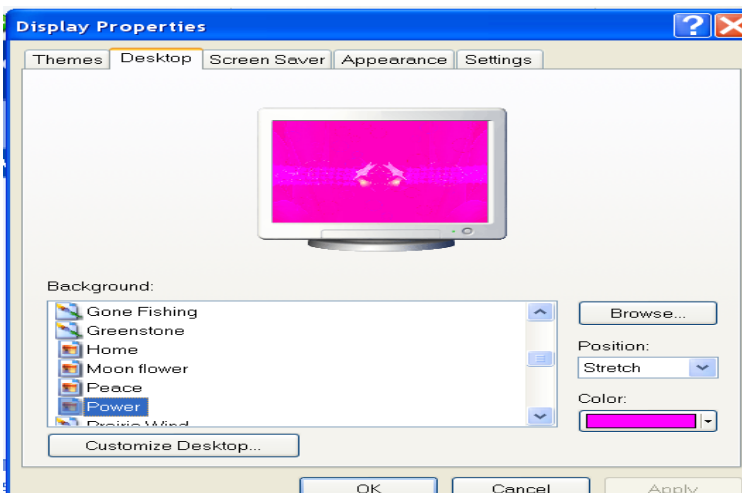
TO CHANGE THE START MENU STYLE?

1. Right-click the Start button, and then click Properties.
2. On the Start Menu tab, click one of the following options:
3. To select the default Start menu, click Start menu.
4. To select the style from an earlier version of Windows, click Classic Start menu.
5. To open a file or folder
6. Open ■My Documents
7. If the file or folder you want to open is not located in My Documents or its subfolders, use Search to find it. To open Search, click Start, and then click Search.
8. Double-click the file or folder you want to open.

TO SAVE A FILE?

1. On the File menu of the program you are working in, click Save.
2. If you haven't saved your file before, type a name for the file in File name

TO RENAME A SERIES OF FILES?

1. Open ■My Documents.
2. If the series of files you want to rename is not located in My Documents or its subfolders, use Search to find it. To open Search, click Start, and then click Search.
3. Select the files you want to rename.
4. On the File menu, click Rename.
5. Type the new name, and then press ENTER

TO CHANGE THE NAME OF A FILE OR FOLDER?

1. Open ■My Documents.
2. If the file or folder you want to rename is not located in My Documents or its subfolders, use Search to find it. To open Search, click Start, and then click Search.
3. Click the file or folder you want to rename.
4. Under File and Folder Tasks, click Rename this file or Rename this folder.
5. Type the new name, and then press ENTER.
6. To copy a file or folder to a floppy disk

INSERT THE FLOPPY DISK INTO THE DISK DRIVE. ?

1. Open ■My Documents.
2. If the file or folder you want to copy is not located in My Documents or its subfolders, use Search to find it. To open Search, click Start, and then click Search.
3. Click the file or folder you want to copy.
4. Under File and Folder Tasks, click Copy this file or Copy this folder.
5. In Copy Items, click 3 1/2 Floppy (A:), and then click Copy

TO CREATE A NEW FOLDER?

1. Open ▪My Documents.
2. Under File and Folder Tasks, click Make a new folder.
3. A new folder is displayed with the default name, New Folder, selected.
4. Type a name for the new folder, and then press ENTER.

FILES AND FOLDERS OVERVIEW?

1. Most Windows tasks involve working with files and folders. Windows uses folders to provide a storage system for the files on your computer,.
2. Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy and move files from other locations, such as another folder, computer, or the Internet, to folders you create.
3. To locate lost files
4. Check these locations to locate lost files:
5. The My Documents folder
6. Click Start, and then click My Documents.
7. The default save location of the program you used to open or create the file
8. On the File menu, click Save As.
9. This opens the program's default save location where the file was likely saved.
10. Perform a search
11. Click Start, click Search, and then do one of the following:
12. To search for a document, click Documents (Word, Excel, etc.).
13. To search for another file type, click other files or folders.
14. The Documents and Settings\user name folder
15. Click Start, and then click My Computer.
16. Double-click the Documents and Settings folder, and then double-click the folder that corresponds to your user name.
17. Depending on how Windows was installed on your computer, the Documents and Settings folder may not be present.
18. The system root\Windows\system32 folder
19. Click Start, and then click My Computer.
20. Double-click the system root folder, and then double-click system32. .
21. The root directory
22. Click Start, and then click My Computer.
23. Double-click the hard disk icon to display the contents of the root directory. For example, C:\ or D:\.
24. The folders of the program you used to open or create the file
25. Click Start, and then click My Computer.
26. Double-click the Program Files folder, and then double-click the file or folder you want to open.

WINDOWS 7 & 8:

Windows 7 is an operating system launched by Microsoft in 2009 as an upgrade from XP or Vista.

Features of windows 7

Windows 7 is one of the successful operating system that is released after the windows XP and is being used now. As everyone know the windows vista did not sell well in the market and it had lots of advancements to that of the windows XP but along with that it had lots of drawbacks also. The rectified version was the Windows 7. Windows 7 has lots of graphical components implemented and it can also be said as the most attractive operating system of the Microsoft. Even thought the windows 7 is not a open source operating system people always prefer the windows 7 because of the reliability factor.

The Graphical User Interface (GUI) components are good in the Windows 7. The start up and the shut down features are extremely fast. The operating system copies very fast to the Random access memory (RAM) during the start up. The window 7 is proved to be great in the latest motherboard and the processors. There are also various themes that are available along with the operating system and various themes can also be created and implemented by the user. The drivers for all the hardware comes along with the operating system. There is no necessity for the external driver components for the operating system.

Difference between Windows XP and Windows 7

There are lots of difference between the windows XP and the Windows 7. Here are some of the differences listed below

• The shutdown and the start up is very fast in Windows 7 when compared to the Windows XP

• There are not much graphical components present in the windows XP but Windows 7 provides good Graphical User Interface (GUI).

• In windows 7 there is no necessity for the drivers to be installed but in Windows XP it is necessary to install drivers.

• The Kernel of windows 7 is very good when compared to the Windows XP.

• User defined themes can be implemented in Windows 7 but in Windows XP themes cannot be created by the user.

• The windows defender in Windows 7 provides maximum security to the operating system but in Windows XP this feature is not available.

- Parental Control is available in windows 7 but not in win xp.
- Other new features of Windows 7 include multi-touch capability for all supported hardware, improved transparent Aero Peek, and an enhanced Media Center. Windows 7's multi-touch capability is what's going to define the OS from previous Windows operating systems while the enhanced Media Center will feature Internet TV that is capable of telecasting MSN channels by default.

Minimum installation requirements for windows 7

Processor: Pentium 3, 665 MHz

Celeron, 1 GHz

Pentium 4 / Core 2 Duo, 2 GHz

RAM: 512 MB (This much is required to even get the installer running)

1 GB, maybe 1.5 GB

2 GB or more

Graphics card: Onboard graphics card, 8 MB of memory

Onboard graphics card, 64 MB of memory,

at least WDDM 1.0 (Vista) drivers, DirectX 9 capable.

Dedicated graphics card, 128 or 256 MB of memory,

WDDM 1.1 (Windows 7) drivers, DirectX 9 and 10 capable.

Hard drive: IDE HDD, 10 GB

Please post what size Hard Drive you have got win7 running on!

IDE or SATA HDD, 16 GB (32-bit) or 20 GB (64-bit) free space

SATA HDD, at least 25 GB free space
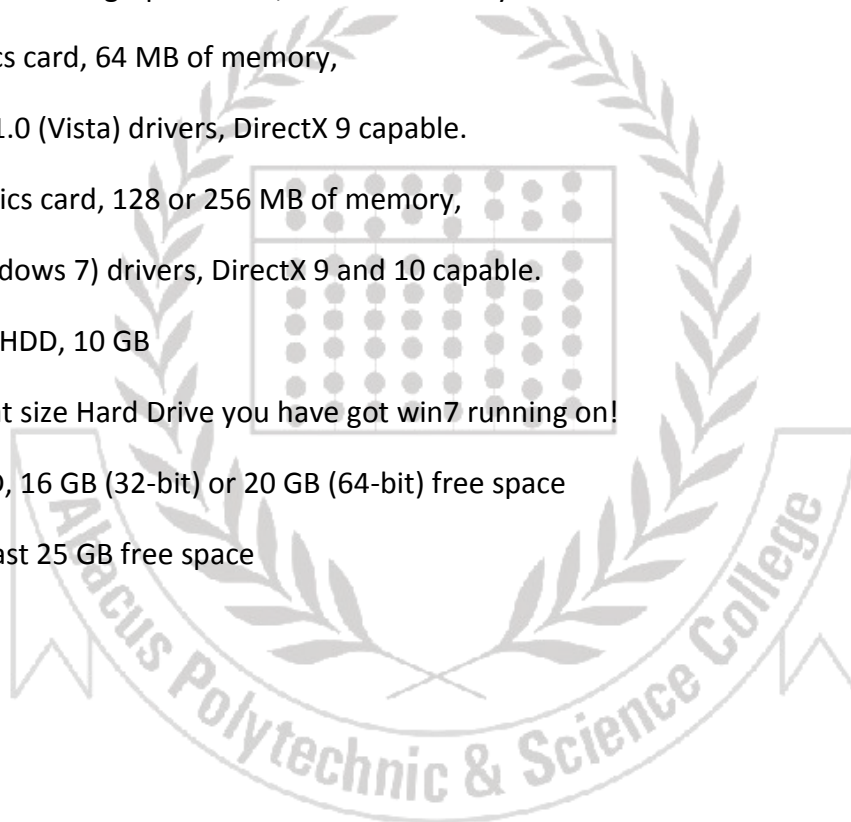
MS Access

What is a database?

A database is a tool for collecting and organizing information. Databases can store information about people, products, orders, or anything else. Many databases start as a list in a word-processing program or spreadsheet. As the list grows bigger, redundancies and inconsistencies begin to appear in the data. The data becomes hard to understand in list form, and there are limited ways of searching or pulling subsets of data out for review. Once these problems start to appear, it's a good idea to transfer the data to a database created by a database management system (DBMS), such as Office Access 2007.

Using Access, you can:

- Add new data to a database, such as a new item in an inventory
- Edit existing data in the database, such as changing the current location of an item
- Delete information, perhaps if an item is sold or discarded
- Organize and view the data in different ways
- Share the data with others via reports, e-mail messages, an intranet, or the Internet

What is data, database (DB), DBMS and DBS?

In computer science, data is anything in a form suitable for use with a computer. Data is often distinguished from programs. A program is a set of instructions that detail a task for the computer to perform. In this sense, data is thus everything that is not program code.

A database is a collection of information that is organized so that it can easily be accessed, managed, and updated. In one view, databases can be classified according to types of content: bibliographic, full-text, numeric, and images.

Database - Advantages & Disadvantages

Advantages

1. Reduced data redundancy
2. Reduced updating errors and increased consistency
3. Greater data integrity and independence from applications programs
4. Improved data access to users through use of host and query languages
5. Improved data security
6. Reduced data entry, storage, and retrieval costs
7. Facilitated development of new applications program

Disadvantages

1. Database systems are complex, difficult, and time-consuming to design
2. Substantial hardware and software start-up costs

3. Damage to database affects virtually all applications programs
4. Extensive conversion costs in moving form a file-based system to a database system
5. Initial training required for all programmers and users

ACCESS OBJECTS

1. To view or hide the objects on the Navigation pane:
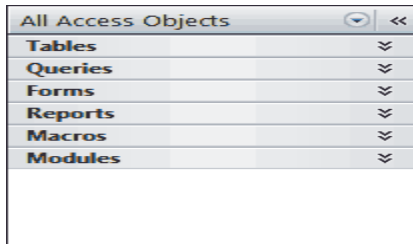
2. We click the double down-arrows ⤫ to view objects. The double down-arrows change to double up-arrows ⤢.
3. We click the double up-arrows ⤢ to hide objects. The double up-arrows change to double down-arrows ⤫.
4. As stated earlier, the Navigation pane stores the objects in wer database: tables, queries, forms, reports, macros, and modules. Objects always display with an icon to the right. The icon tells we the object type: ⊞ table, 🗐 query, 🗐 form, 📗 report, 📜 macro, and ⁂ module.

Objects	
Tables	In Access, data is stored in tables. A table is a set of columns and rows, with each column referred to as a field. Each value in a field represents a single type of data. Each row of a table is referred to as a record.
Queries	We use queries to retrieve specific data from wer database and to answer questions about wer data. For example, we can use a query to find the names of the employees in wer database who live in a particular state.
Forms	Forms give us the ability to choose the format and arrangement of fields. We can use a form to enter, edit, and display data.
Reports	Reports organize or summarize wer data so we can print it or view it onscreen. We often use reports when we want to analyze wer data or present wer data to others.
Macros	Macros give we the ability to automate tasks. We can use a macro to add functionality to a form, report, or control.

Modules	Like macros, modules give we the ability to automate tasks and add functionality to a form, report, or control. Macros are created by choosing from a list of macro actions, whereas modules are written in Visual Basic for Applications.

Create Table in Access

1) Select **Blank Database**
2) In the File Name field enter a name for the database
3) Click **Create**

Microsoft Access automatically creates a new table in the database called **Table1**. This is a temporary name until the table is saved.
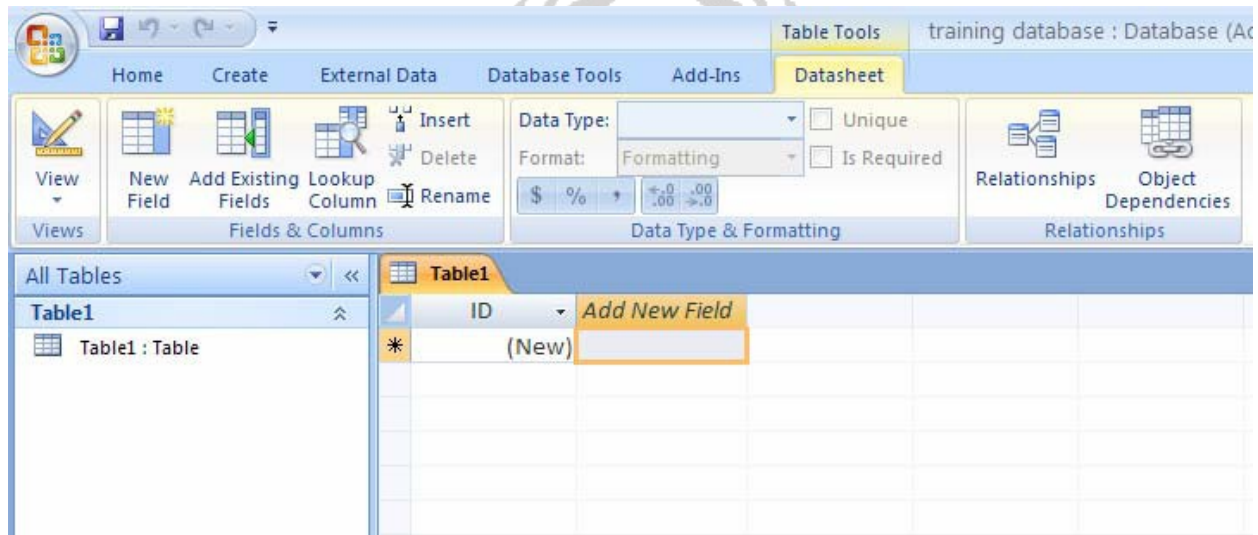
DATA TYPES IN ACCESS

Data Type	Description	Size
Text (most common data type)	Alphanumeric data	Up to 255 characters
Memo	Alphanumeric data; sentences and paragraphs	Up to 64,000 characters
Number	Numeric data	1,2,4, or 8 bytes.
Date/ Time	Dates and times	8 bytes
Currency	Currency data, stored with 4 decimal places	8 bytes
Auto-Number	Unique value generated by Access for each new record	4 bytes
Yes/No	Boolean (true/false) data	1 bit
OLE Object	Pictures, graphs, or other ActiveX objects from another Windows-based application	Up to about 1 gigabyte
Hyperlink	A link "address" to a document or file on the Web, local network, or on your computer	Up to 2048 characters

To Enter Fields in a Table:

1) Type a name for the first field in the table
2) Press **Enter**
3) Select a data type
4) Press **Enter**
5) Type a description for the field
6) Press **Enter**

Continue this until all necessary fields have been entered into the table.

Note: The order that you enter the field names is the order the fields will appear in the table and on a form.
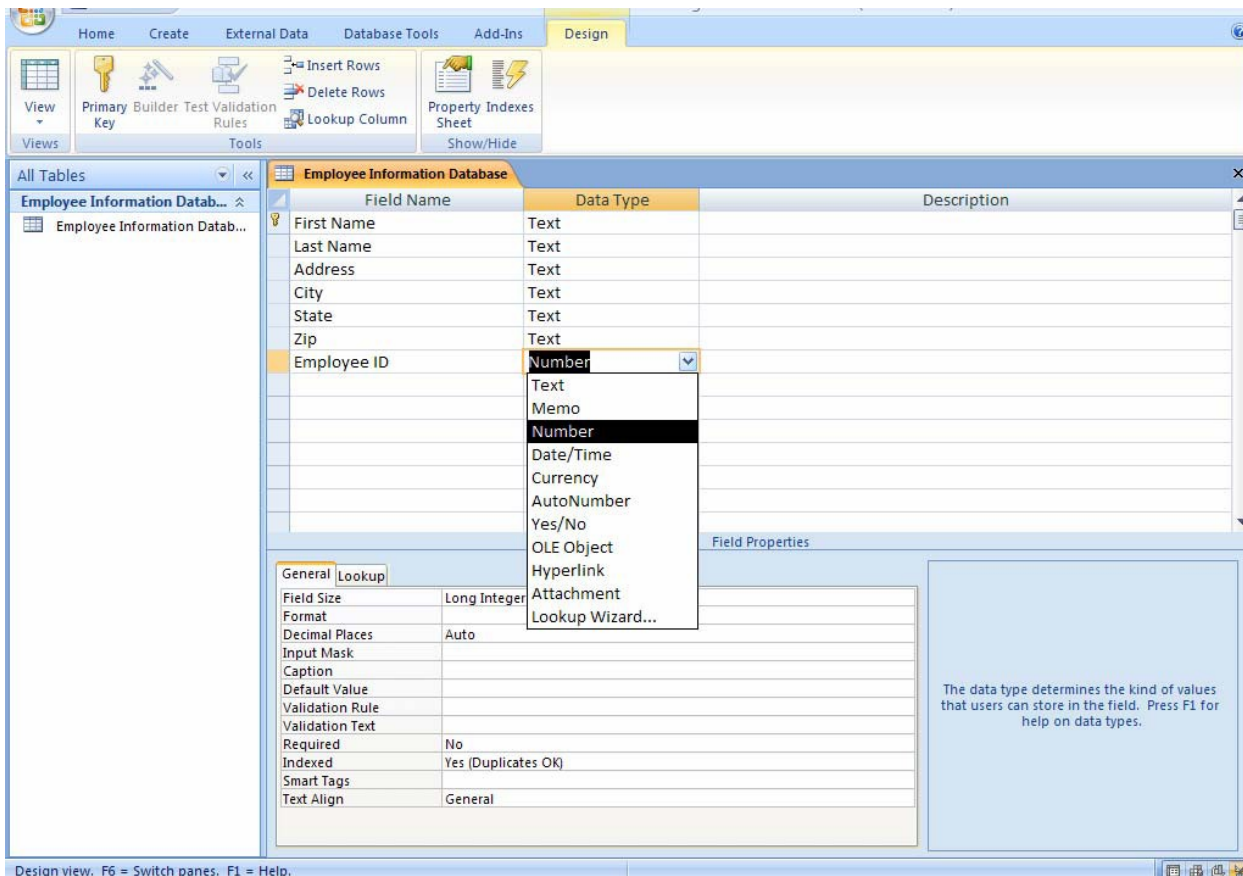
To View the Datasheet:

Click the **View** button on the Ribbon

Setting a Primary Key

The **Primary Key** is the unique identifier for each record in a table. Access will not allow duplicate entries in a Primary Key field. By default, Access sets the first field in the table as the Primary Key field. An example of a Primary Key would be your Social Security Number. This is something unique about you and should not be duplicated.

To Set a Primary Key:

1) Switch to **Design View**
2) Position your cursor in the field you wish to set as the Primary Key

3) Click the **Primary Key** button on the Ribbon
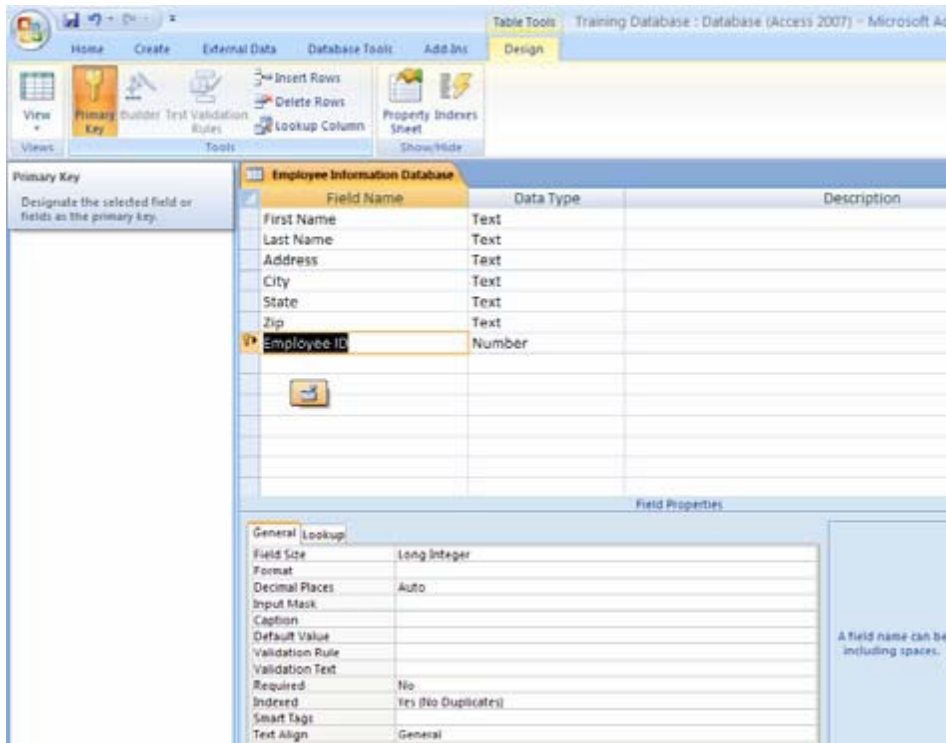
To Switch Back to Datasheet View to Enter your Records:

1. Click the **View** button on the Ribbon.
2. **Entering Data in a Table**
3. Once you have entered the fields and set the data types it is now time to enter the records in a table.

To Enter Data in a Table:
1) Make sure you are in **Datasheet View**
2) Enter the data into the table by pressing the tab key to move from one cell
to another
4) When you have completed the record (row), press **Enter**
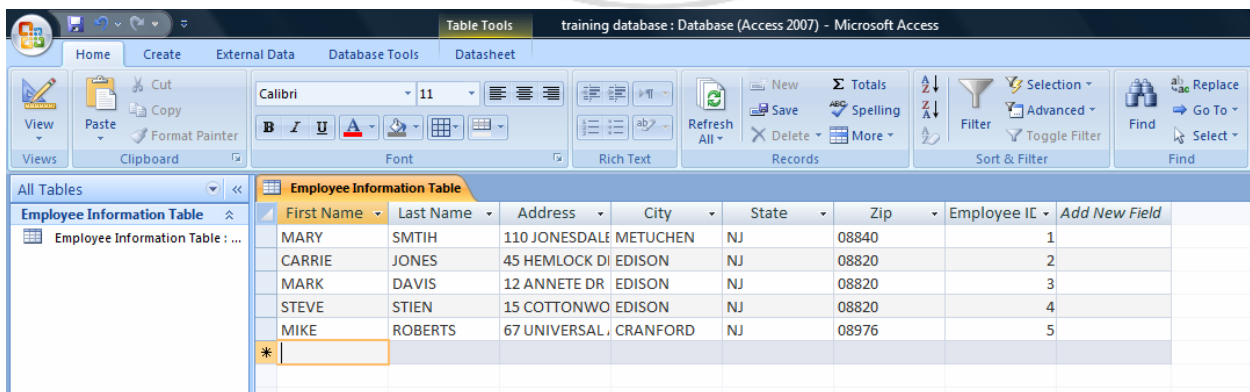
When inputting data into the table, Access automatically saves the data after each new record.

Input Masks

An **Input Mask** is used to pre-format a field to "look/act" a certain way when a user inputs data.

Navigating Records

1. Use the arrows at the bottom of the table to navigate among records.
2. You are able to navigate from the first record, previous record, next record, last record, and create a new record (as shown in the picture below).
3. Notice that the total number of records in the table is shown at the right end of the navigation arrows.
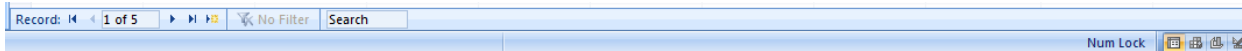
Sorting Records in a Table

By sorting your records in a table, you are easily able to view/locate records in your table.

To Sort Records in a Table:

1) Position your cursor in the field that you wish to sort by, by clicking on any record in that field.
5) Click either the **Sort Ascending** or **Sort Descending** icon
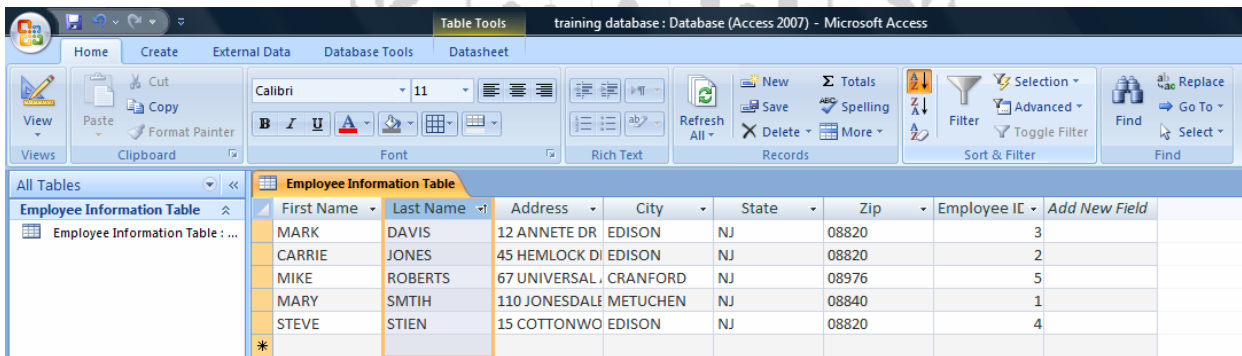
Notice, the table above has been sorted by the Last Name field in ascending order.

Queries
You use Queries to view, change, and analyze data in different ways. You can also use them as a source of records for forms and reports.

To Create a Query:

1) Click the **Create** tab on the Ribbon
2) Click **Query Design** icon
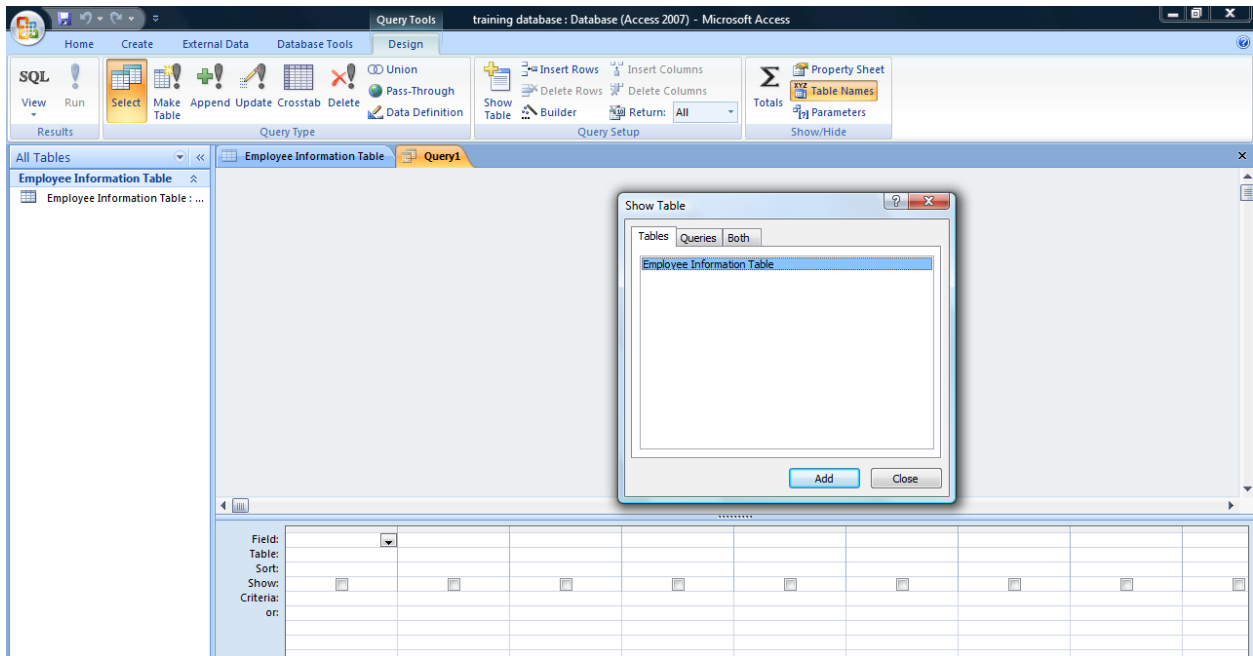
3) Double-click **Create Query** in Design View
4) Select the table that you would like to base your Query on
5) Click **Add**
6) Close the **Show Table** window

The table(s) will now be displayed in the upper part of the Query Design Screen by boxes containing the tables' fields.
7) Double click on the field names in the field list window which you would
like to include in the Query

Defining Criteria in the Query
In order to control which records are displayed, you must define criteria in a Query. The most common type of Query is the **Select Records Query** which will be discussed below.

To Define Criteria for your Query:
1) Position your cursor in the criteria row in the field for which you wish to define the criteria for
2) Enter the criteria

Example: To find all people it the table who live in Edison:

• Position your cursor in the **criteria row** of the City field
• Type **Edison**
• Click the **Run Query** button
        Below is a picture of the results of the above query:
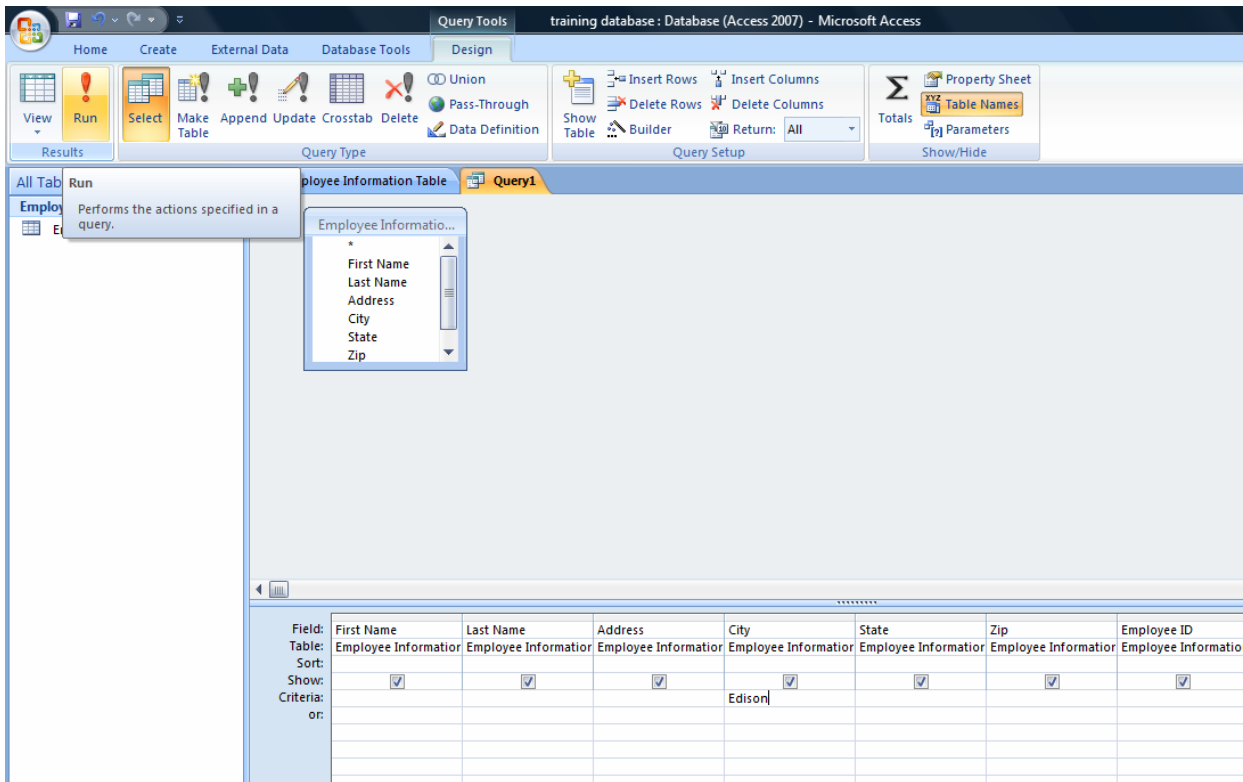
The result of a query is called a **recordset**. A recordset can be sorted, printed or filtered in the same manner as a table.

To Save the Query:

1) Click the **Save** Icon
2) Enter a name for the Query
      3) Click **OK**
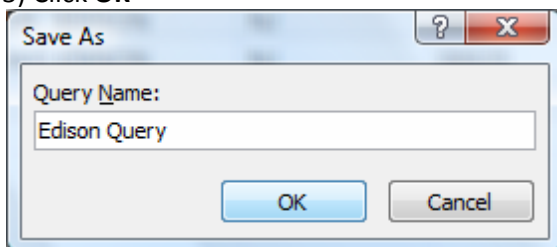
Note: When saving a select Query, you are saving the question that you are asking, not the results that you see when you run the Query.
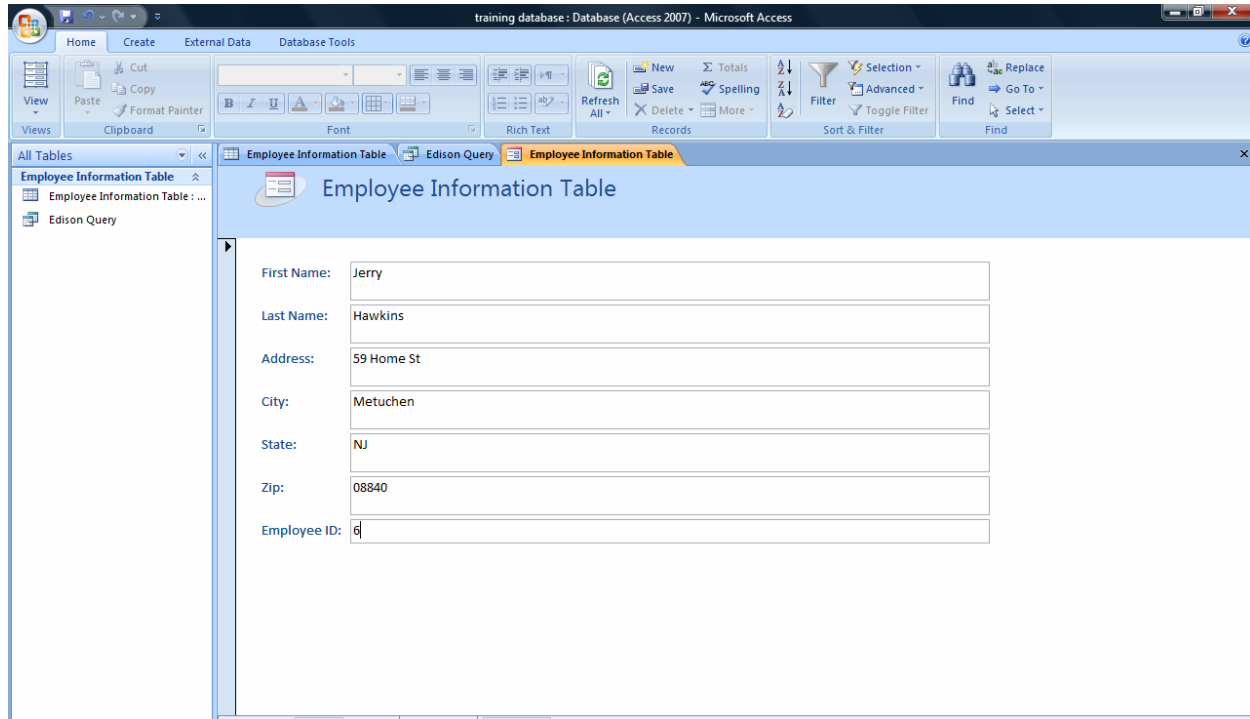
Creating a Form Using the Forms Wizard

A form is a database object that is used to enter or display data in a database.

To Create a Form Using the Wizard:
1) Navigate to the table you want to base the form on
2) Click **Create** on the Ribbon
3) Click **Forms**
You are able to navigate using the navigation arrows at the bottom of the form.

Note: The form feeds the table. If you edit a record on the form, or create a
New record that data will be passed to the table it is associated with.

To Enter a Record on the Form:

1) Click the **View** button on the Ribbon to switch from Layout View to Form View
2) Enter the data for each field in the record, pressing the **Enter** key to move
to the next field

3) Press **Enter** after you have entered data for the last field
This will send the record to the table.

Reports

Reports can be based on tables or queries and can be made with the Report Wizard.

To Create a Report Using the Report Wizard:

1) Click the **Create** tab on the Ribbon
2) Click the **Report Wizard** icon
3) Select the table or query upon which the report will be based
4) Select the fields that you want to include on the report by double clicking on them
5) Click **Next**
6) If you would like to add grouping to your report, select the field you wish to group by double clicking on it
(*Example: City*)
7) Click **Next**
8) Select a style for the report

9) Click **Next**
10) Type a title for the report
11) Click **Finish**
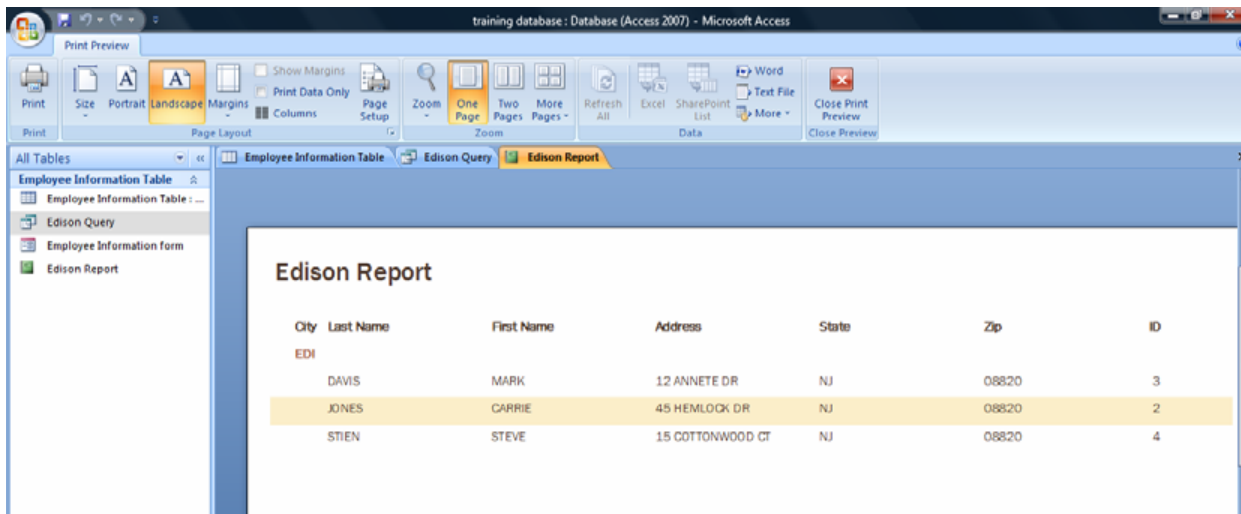
To Print a Report

1) Open the report by double clicking on the object in the **Navigation Pane**
2) By default, the report opens in Print Preview.

To Adjust the Orientation:

Click the portrait or landscape icon on the Print Preview Ribbon

To Adjust the Margins

1) Click them **Margins** icon on the Print Preview Ribbon
2) Select a margin size

To Print the Report

1) Click the **Print** Icon on the Print Preview Ribbon
2) Select the **Printer**
3) Click **OK**

Resize Columns

You can resize your Access columns by dragging. Dragging is quicker method of resize your column size

Freeze and unfreeze columns in a datasheet

You can freeze one or more of the columns (fields) on a datasheet so that they become the leftmost columns and are visible at all times no matter where you scroll.

1. Open a table, query, form, view, or stored procedure in Datasheet view.
2. Select the columns you want to freeze.
3. To select one column, click the field selector for that column.
4. To select more than one column, click the column field selector and then, without releasing the mouse button, drag to extend the selection.
5. Do one of the following:

6. To freeze the selected columns, click Freeze Columns on the Format menu.
7. To unfreeze all columns, click Unfreeze All Columns on the Format menu.

Show or hide columns in a datasheet

Open a table, query, form, view, or stored procedure in Datasheet view.

Do one of the following:

Hide a column or columns

1. Select the columns you want to hide.
2. To select one column, click the field selector for that column.
3. To select adjacent columns, click a column field selector and then, without releasing the mouse button, drag to extend the selection.
4. On the Format menu, click Hide Columns.

Show a hidden column or columns

1. On the Format menu, click Unhide Columns.
2. In the Unhide Columns dialog box, select the names of the columns that you want to show.

Types of query in ms access

1. Create Query in design view
2. Create Query by wizard

How to Create All Types of Relationships in One Place in Microsoft Access

You can join data sources together with relationships.

Creating relationships in your Microsoft Access database prevents duplicate information, limits confusion and speeds up processes. Access contains several different relationship types and each depends on the kind of information listed in your sources. Two common relationship types include one-to-one and one-to-many. Access automatically defines relationships when you create a lookup field or combine tables in a query. You can make changes to these relationships, create your own or review the entire scheme in one unified location.

1. Click the "Database Tools" tab on the ribbon at the top of the page and select "Relationships." This opens the relationships window, which allows you to view, add and remove relationships between fields. Because forms and reports don't hold any records themselves, you won't see them listed here.
2. Click the "Show Table" button if you don't see a certain table or query to place it on the relationships grid. To create a relationship between two sources, drag the field from the first table to the related field of the second table. Then click on the "Edit Relationships" button on the ribbon to change the type of relationship.
3. Click the "Join Type" button to define the type of relationship between the two sources. Choose the first option to display a one-to-one join with the most restrictions. You will only be able to connect a single field in the first table to a single field in the second table.
4. Select the second option to define a one-to-many type of join. Your first table can use as many of the fields from the second table as you want, but the second table will only have one related record. Select the third join option to choose the reverse table assignment.

INTERNET & E MAIL

INTRODUCTION OF INTERNET?

The internet supplements the traditional tools you use to gather information, data, graphic, news & corresponds with other people. the internet links are computer networks all over the world so that user can share the recourses& communication with each other .the internet employ a set of standardize protocol witch allow for the sharing of recourse among different kind of computers that communicate with each other. The internet is also what we call a distributed system. There are no central archives. Technically no one can run the internet. Rather the internet is made of thousands of smaller network.

HISTORY?

The internet was originally conceived by the department of defense as a way to protect government communication system in the event of military strike. The original network ARPANET (for the advanced research project agency that developed it)
In the 1980 the national science foundation, who's NSFNet, linked several high speed computer.

INTERNET?

An internet national computer network providing email & information from computers in educational intuitions, government agencies & industry, are sensible to the general public via modem link. a global network connecting millions of computers. More then 100 countries are linked into exchanges of data, news and opinion.

THE EVOLUTION OF THE INTERNET?

The internet are formed by the global interconnection of the hundred of the thousands of others independent computers, communication entities and information systems. The processing which compart communicate with

each other are called protocol. The initially used by internet are called the **TCP/IP PROTOCOL**. After the two protocol that formed the principal basic for intent operation.

Protocol?
The processing whic comport communicate with each other are called protocol.

DIFFERENCE BETWEEN WWW & INTERNET?

The internet is a massive network of networks, a networking infrastructure. It connect million of computer together in which computer can communicate with other computer. Information can travel over the internet does so via a variety of language known as protocols.

WHAT IS WWW?
The w.w.w or simply web is a way of accessing information over the medium of the internet. It is an information sharing model that is based on the top f the internet the **FTTP PROTOCLE**. Only one of the languages spoken over the internet. To submit the data, the web also utilize the browser such as internet explorer or FIREFOX to access the web document, called web pages."**WEB PAGES** "that is a program we are using now, that are stored on the computer around the world and are connected to one another.**WEB BROWSER**" is used to explore the internet. There are many web browser programmers available including **Netscape Navigator**, **Internet Explorer & Opera** .internet explorer is already installed when your window is running. a group of web pages that follow the same theme and are connected to l hyperlink is called **WEB SITE** web site & web pages are written in code language that makes it possible to add picture, sound & interactivity to the plan old text, making people reading experience more exciting..

WHAT IS INTERNET USED FOR MOST?
1. Sharing & exchanging information.
2. Personal communication
3. Ecommerce (selling thing on a web site)
4. Electronic mail
5. World wide web
6. Threaded conference
7. Online chat room
8. Multi –user dummies
9. Streaming broadcast
10. Internet telephone & video telephone
11. Publishing
12. Online Business and Internet Banking

WEB ADDRESSES?
Web pages have an address describing where it can be describing where it can be found. on the web. These addresses are called URLS. Each URL has several parts which can be demonstrated using the address: http://www.abacus.edu.pk/services/index.htm

http://
These parts of the address indicate that it is a web page.

Www
This indicates World Wide Web. Many web sites do not use www but are still part of the web.

Abacus.edu.pk

This part of the address is the domain name & indicates the unique address of a website.

/services/

The "/"symbol indicate you have moved into a specific directory in the web site.

Index.htm

A word with "htm"or "html' following the name of the specific page in the web site.

THREE PRINCIPLE USES OF THE INTERNET?

1. **Electronic mail**. Or email lets you electronically mail message to users .who have internet e mail address. Delivery times various but it's possible to send mail across the globe & get a response in a minutes. The exchange of information between large numbers of people.

2. **USENET newsgroups.** Use net is a system of special interest discussion group called newsgroup to witch reader can send or post message which are then distributed together computers in the network. For example **alt.education.reserch**

3. **Information files.** Government agencies, school & universities commercial firm interest group & private individual places a variety of information line.

   #### How do i explorer the internet?

   To access the internet you'll need a personal computer, a modem or a direct link to a network. Telecommunication software, a telephone line & a internet account.

CONNECT TO INTERNET?

1. You must first open your browser
2. Look for the following internet explorer will begin to run.
3. If you are not already connected to the internet the following screen will appear asking you to connect.
4. Connect using DSL , any wireless source or through mobile phone.
5. When a set of computer appear on the right side of the taskbar you will have successfully connected to the internet & can begin to use the internet browser to explore the internet**.**

FOUR MAIN PARTS OF WEB BROWSER?

MANU BAR

1. Navigation bar
2. Location bar
3. Display window

   #### Menu bar

   File Edit, View, Favorite, Tools, and Help.

   #### Navigation bar

   Back, favorite, stop, refresh, home, search, format, history, mail, mail point

   #### Location bar

   Address line, drop down arrow, favorite, to create bookmark.

E-MAIL (ELECTRONIC MAIL)

Topics

1. E-mail address

2. Setting & an e-mail account
3. Sending & receiving e-mail
4. Sending an e-mail
5. Receiving e-mail
6. Replying & forwarding ,deleting e-mail
7. E-mail attachment

❖ Email address

Similar to web pages all e-mail account have unique address indicating .witch computer to send mail to for mail an address usually two parts.(under id)usually your name. & identity of your e-mail service & these two parts are called separated by the symbol @ for example

abacushrp@gmail.com

abacushrp

This is called your id & is used when your sign in e-mail service.

@ This an at sign gmail.com

This indicates which e-mail service you are using & its location on the web.

❖ Setting up an e-mail account

This page will guide you through the set up of a hotmail; account. Hotmail is totally tree e-mail service. The service run through the hot email webpage which can be found at the web address listed in at the step 2 below

Step 1= print this page for use as a guide.

Step 2= go to **http"//www.hotmail.com**..This is the page you will use to sign in ever time you check your e-mail

Step3= click on the word **sign up**

Step4= fill the registration form .remember to write down the user name & password you pick .submit the form

Step5=+there will be a web page that congratulate you on your new account somewhere on the web pages there will be an image that looks like a button with the word "continue" on it .click it.

Step 6=you are taken to a screen with hotmail term of use .read through & scroll to the button of the page where there will be button accept or decline the term.

Accept   Decline

Click on Accept

Step 7= subscribe if you wish, then press the "**continue** "button

Step8= hotmail working area then appear**.**

Sending & receiving e-mail

In hot mail sending a message is done through the compose & message that have been sent to you are stored in your **"inbox"**

Sending an e-mail

Click on **"compose"** in the hotmail menu bar. & send an e-mail.

❖ Receiving e-mail

Click on inbox in the hotmail menu bars. This will bring up a screen with the following on the it. When you have finished reading the message you can click on the inbox table see other new message?

❖ Replying & forwarding

When you have read a message number of opinion hotmail give you to make communicating move efficient.

Reply   **Reply All**   **Delete**

Click on any one option which you want.

❖ E-Mail Attachment.

1. E-mail gives you the ability to send or attach any kind of file to a message**.**
2. Press the add/edit attachment button as shown above
3. Type an e-mail message
4. A new hotmail screen will appear
5. Select your file using the browser button on the screen
6. Select the attach button to the right of the browser button
7. Select done .your file is now attached to your message
8. Send your message.

Welcome to the Microsoft InfoPath

Microsoft InfoPath, one of the newest additions to the Microsoft Office suite, is a simple but effective application designed to allow non-developers to create XML forms for use in a shared workspace.

Virtually anyone can design a form template, even one that's connected to a database, an XML Schema or a Web service provided by IT personnel, and then publish it to users across the workplace—either to a shared network drive, a SharePoint Portal, or a Web service. Users, provided they have InfoPath installed on their computers, can then fill out and save, submit, or print the form. Any user can collect and merge the data from multiple forms into one, making it easy to review and analyze data from a variety of sources.

Section 1: The InfoPath Interface

Section 2: Creating Forms

Section 3: Using InfoPath

Section 4: Distributing Forms

Section 5: Customizing Form Layout

Section 6: Managing Controls

Section 7: Managing Views

Section 8: Working with a Database

What is InfoPath?

InfoPath, one of the newest additions to the Microsoft Office suite, is a simple but effective application designed to allow non-developers to create XML forms for use in a shared workspace. Virtually anyone can design a form template, even one that's connected to a database, an XML Schema or a Web service provided by IT personnel, and then publish it to users across the workplace—either to a shared network drive, a SharePoint Portal, or a Web service. Users, provided they have InfoPath installed on

their computers, can then fill out and save, submit, or print the form. Any user can collect and merge the data from multiple forms into one, making it easy to review and analyze data from a variety of sources.

- Microsoft InfoPath Tutorial: Section 1 Overview
- In this section, you will learn about:
- Exploring the InfoPath application interface
- Customizing toolbars
- Exploring the Infopath Application Interface

InfoPath boasts a relatively simple interface, which makes it extremely easy to use. As with all Microsoft applications, there's a standard menu bar and toolbars along the top of the window, a main area for working with forms, and a task pane on the right side of the window:
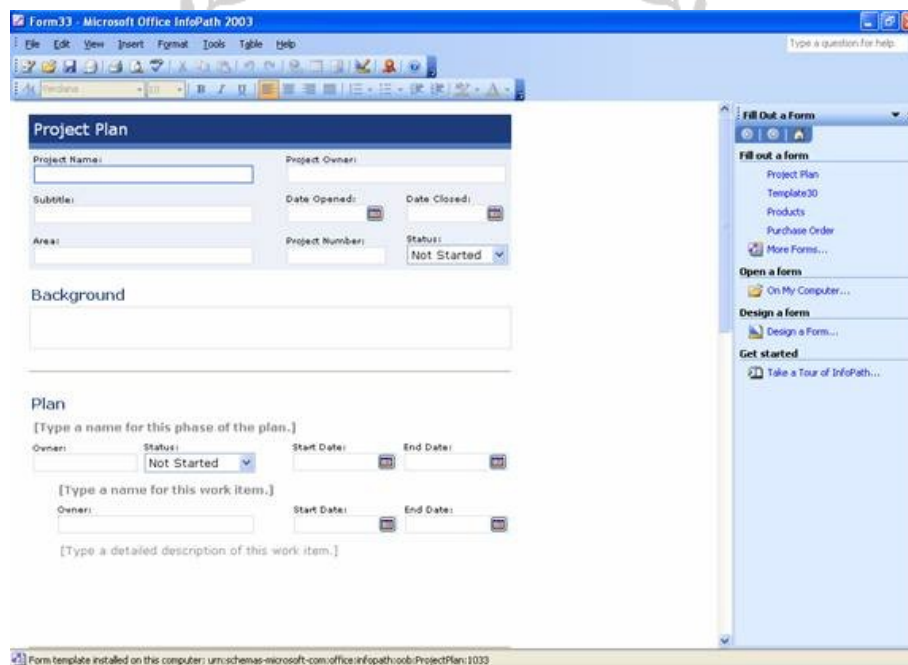
There are only two toolbars that you'll frequently use: the Standard toolbar and the Formatting toolbar. The Standard toolbar contains shortcuts to commands for working with your form files, including New, Open, Save, and Print, as well as Cut, Copy, and Paste. The Preview Form button lets you preview and test your form in a new window.

The Formatting toolbar contains shortcuts to commands for formatting the elements of your form, with menus and buttons for changing the font, size, attributes, and alignment, as well as inserting bulleted and numbered lists.

All of these commands are available in the InfoPath menu bar.
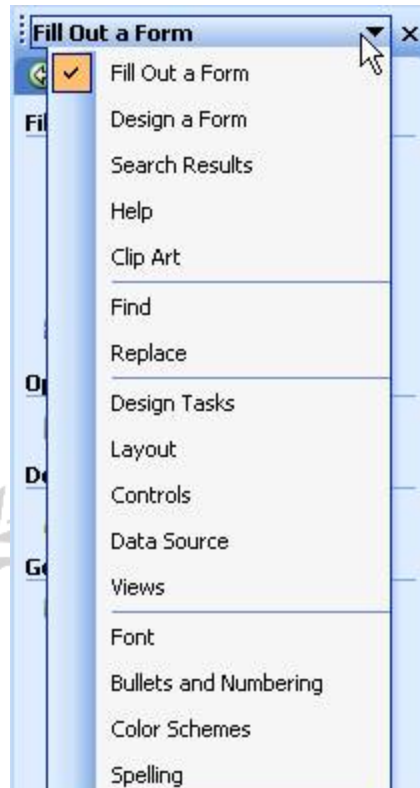
The majority of commands you'll use, especially when designing form templates, are available from various task panes. To show the task pane, open the View menu and select Task Pane.

All the available task panes are listed in a menu that you can access from the task pane's title bar:

Microsoft InfoPath Tutorial: Section 2 Overview

In this section, you will learn about:

- Creating a new form from a template
- Creating a new form from a blank page
- Laying out a form
- Adding controls to the form
- Setting security zones
- Testing a form
- Saving a form template
- Deleting a form
- Printing a form
- Protecting forms
- Creating Forms
- Creating a New Form from a Template

InfoPath includes a number of pre-designed forms that you can modify to create your own form templates. Sample forms are a good place to start, since many of them include not only professional formatting but also a number of scripts and formulas for performing calculations in the fields.

To modify a sample form:

1. From the File menu, select Design a Form. This opens the Design a Form task pane on the right side of the InfoPath window:
2. Under Design a new form, click Customize a Sample.
3. In the Customize a Sample dialog, select a sample form to open.

1. Click OK.

The form opens in design mode, allowing you to modify it.

Create a New Form from a Blank Page

To create a form from scratch:

1. From the File menu, select Design a Form. If the task pane is open, you can also select Design a Form from the task pane menu.

The Design a Form task pane opens.

1. Under Design a new form, click New Blank Form.

This opens a blank form in design mode—note that (Design) appears in the title bar. The Design Tasks task pane also opens on the right side of the window. Use the task pane to guide you through the process of laying out your form, adding controls, working with the data source, creating views, and publishing your form.

Laying Out a Form

The first task in designing a form from scratch is to create the layout. It's best to do this using layout tables, which control the size and placement of the elements you'll add, such as text and controls.

To get started, click Layout on the Design Tasks task pane. This opens the Layout task pane:
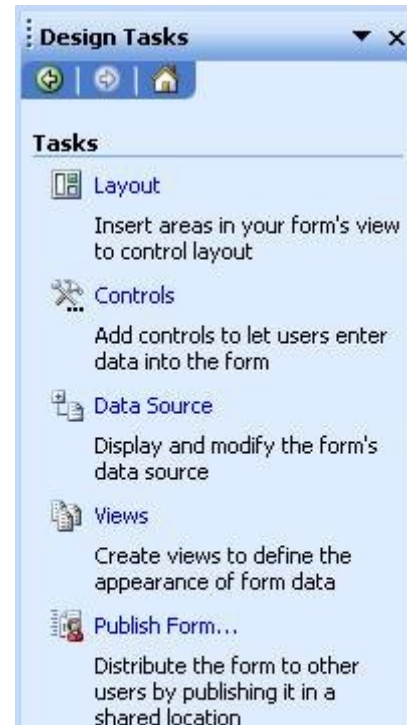
Using the task pane, lay out your form by adding the tables you'll need:

1. First, consider all the information you want to collect from the form. How should it be organized? How many different sections will you need? You should plan to add a layout table for each section.

If you plan for some of the sections to be optional, or you want users to be able to insert more sections or table rows as needed, leave these out for now; these require repeating or optional sections, which we'll cover later.

1. On the Layout task pane, scroll through the table designs shown in the Insert layout tables list. To add a table, click on it in the list.

The table is added to the form:
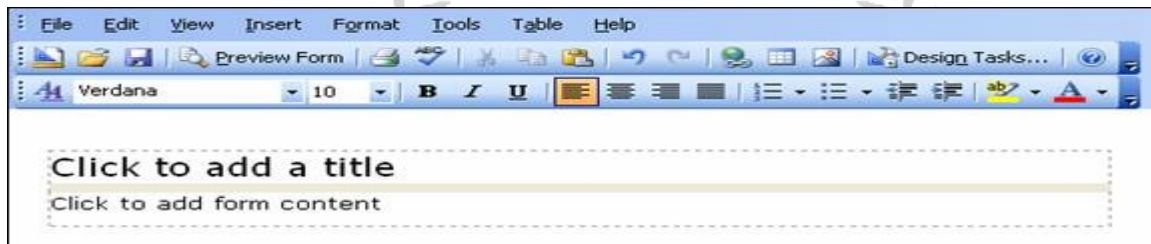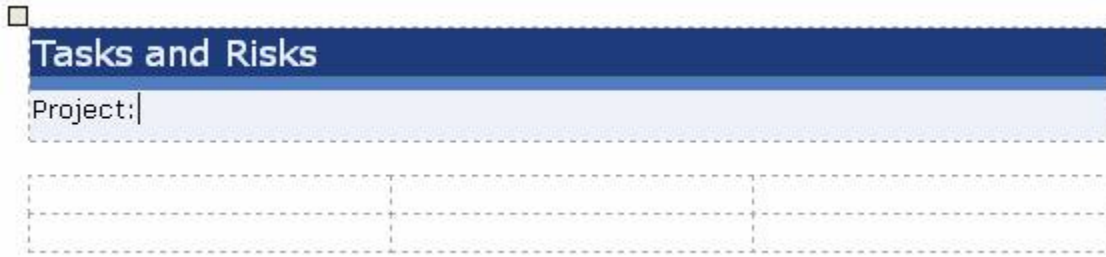
1. Add more tables as necessary to accommodate the sections you need. To add space between the tables, position the cursor outside a table and press Enter.
2. To add a custom table, click Custom Table.
3. In the Insert Table dialog, enter the number of columns and rows you want the table to have and click OK.
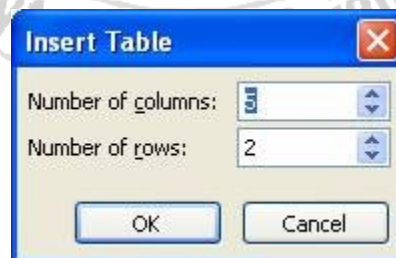
The new table is inserted into the form:
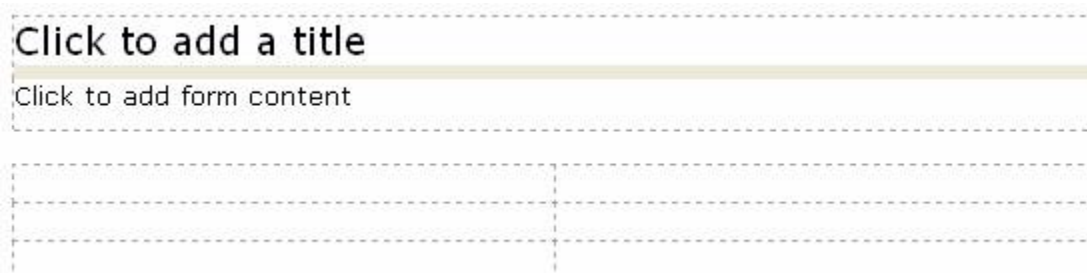
To add text to the form, click inside a table cell where you want the text to appear, and then begin typing.
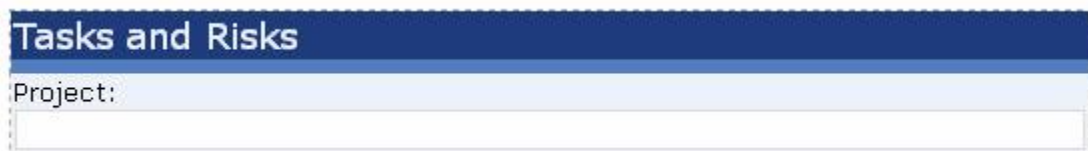
Adding Controls to the Form

Controls are the objects that add functionality to your form, such as text boxes, list boxes, and buttons, among many other choices available in InfoPath. Once you've added your layout tables, add controls to your form using the Controls task pane:

1. On the Layout task pane, click Controls. This option is also available on the Design Tasks task pane.

The Controls task pane opens, displaying a list of the controls you can add to your form:

For each control you want to add, position your cursor in the cell in the layout table where you want the control, and then click the control in the list. The control appears on the form:

To change the label of a control, just type over the default text. For example, when you add option buttons, InfoPath inserts default labels that use the names of the fields that have been created:

Backspace over the label and type the options you want your users to see:

Once you've added your controls, your form might look something like this:

Testing a Form

Use the Preview Form button on the Standard toolbar to preview and test your form as you design it:

Clicking Preview Form opens a new window containing the form as it will appear and behave to end users. This means you can enter and view data, submit the data to a database or Web service, and test the general functionality of the form.

To return to the design window, click Close Form on the Standard toolbar.

Protecting Forms

To prevent users from modifying your form's design, you can protect it:

From the Tools menu, select Form Options.

Note:

2. You must be in design mode for this option to be available.
3. In the Form Options dialog, make sure the General tab is selected.
4. Under Protection, select Enable protection:
5. ok
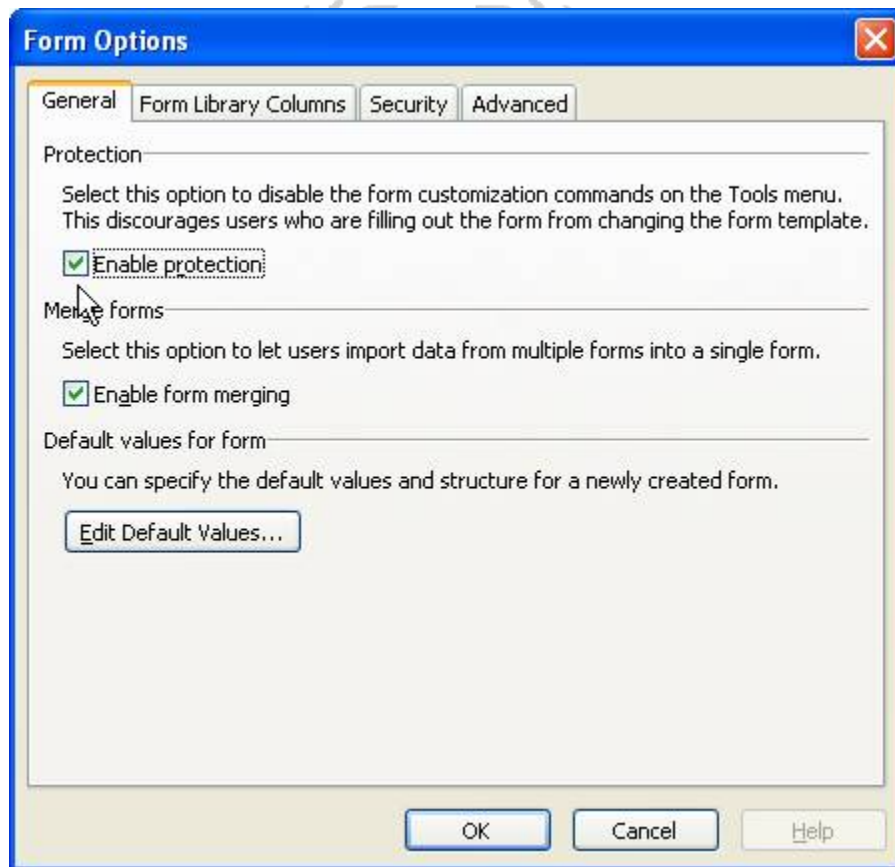
Introduction to Microsoft OneNote 2007

This document provides a basic overview of the features in Microsoft OneNote 2007.

What is OneNote?

In its simplest form, OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information. Unlike the traditional document page format, OneNote offers a free-form canvas where you can type, write, or draw notes in the form of text, graphics, and images wherever and however you want them.

OneNote is designed as a tool for notetaking, information gathering, and multi-user collaboration. OneNote also adds modern features such as drawings, pictures, audio, video, and ink as well as multi-user sharing of notes.

There is no right or wrong way to use it – develop your notetaking style as you go! Don't worry about making "mistakes" — the beauty of OneNote is that nothing is ever set in stone!

The OneNote Environment
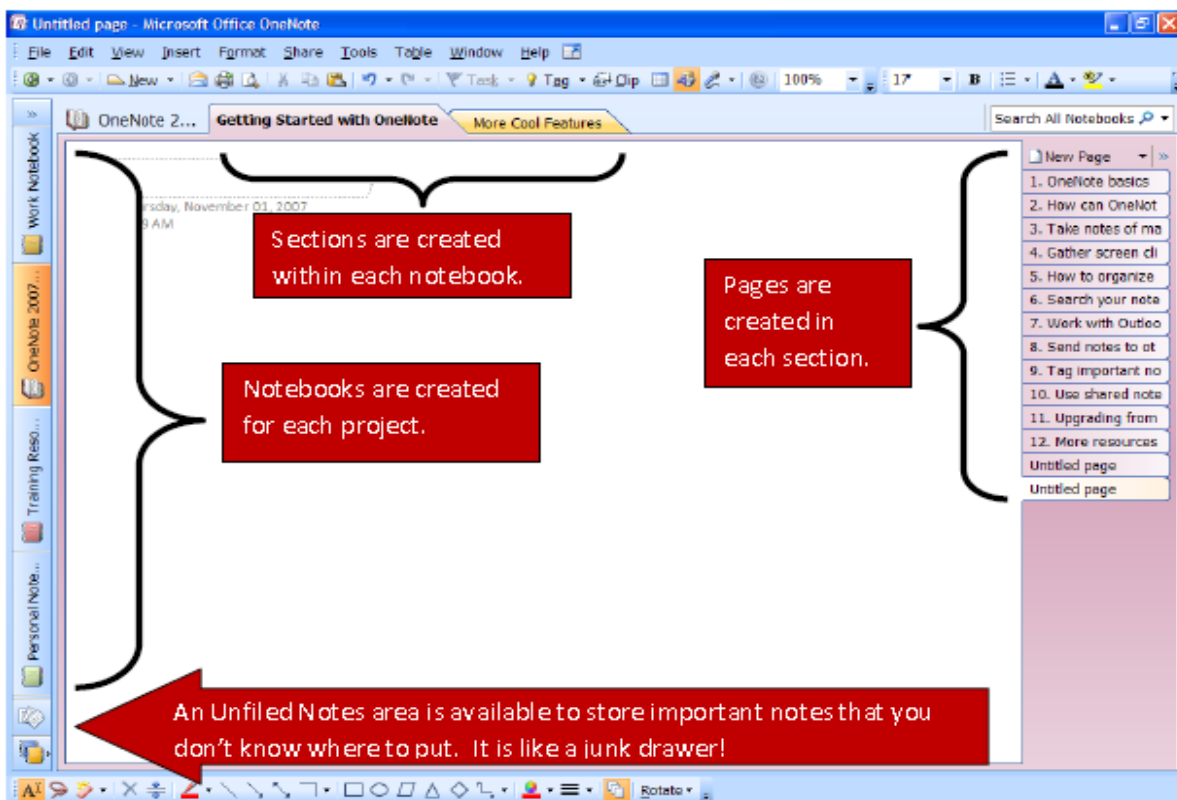
What Kind of Notes Can I Keep?

The answer to this question is practically limitless! OneNote uses note containers – and they can contain:

- Typed notes – just click and start typing
- Lists (bulleted or numbered)
- Images (clip art, digital photos, etc)
- Information copied and pasted from the Internet
- Information copied and pasted from other programs on your computer
- Tables
- Ink notes (for use with Tablet PCs)
- Diagrams (a Drawing Toolbar is available)
- Screen clippings (screenshots from the Internet or other programs on your computer)
- File attachments

Now That I Have Notes, What do I do with Them?

Notes can be moved around OneNote simply by clicking and dragging. Press SHIFT while dragging if you want to merge note containers. Containers can be moved to different pages. Pages can be moved to different sections. Sections can be moved to different notebooks. Sections can also be grouped together to create a multi-level hierarchy.

If you run out of space on a page, you can click the Insert Extra Writing Space button to extend the page.

1. Click the **Insert or Remove Extra Writing Space** button in the **Drawing** toolbar.
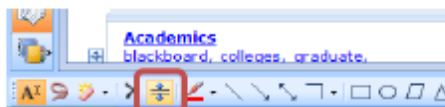
2. Then click and drag down on the page where you would like to have additional space.
3. To remove the extra writing space, click and drag up on the page.

Notes are also searchable – OneNote can quickly find typed text, handwritten notes on a Tablet PC, and even text inside pictures.

1. Simply enter the keyword(s) in the **Search** box in the upper right corner.
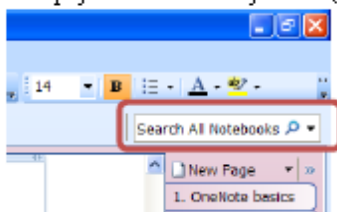
2. Click the dropdown arrow next to the Search box to select the search location.
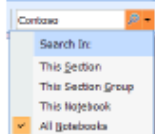
3. The keywords will be highlighted.
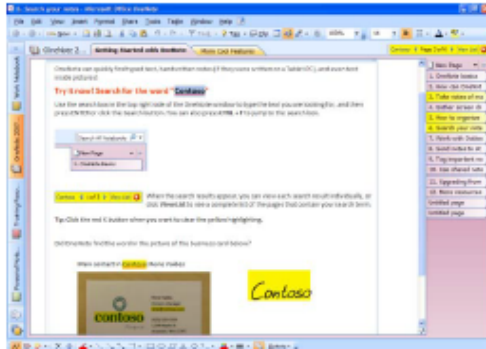
4. Click the **View List** button to see a complete list of the pages that contain the keyword(s).

You can also apply page templates to enhance the look of your pages and help you avoid retyping common information on multiple pages. You can use any of the designs included in OneNote or you can design your own templates.

1. From the **Format** menu, choose **Templates**.
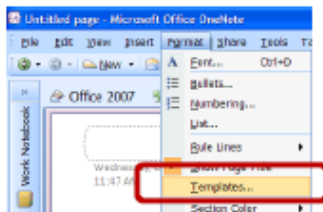
2. Select a template from the **Templates** pane.
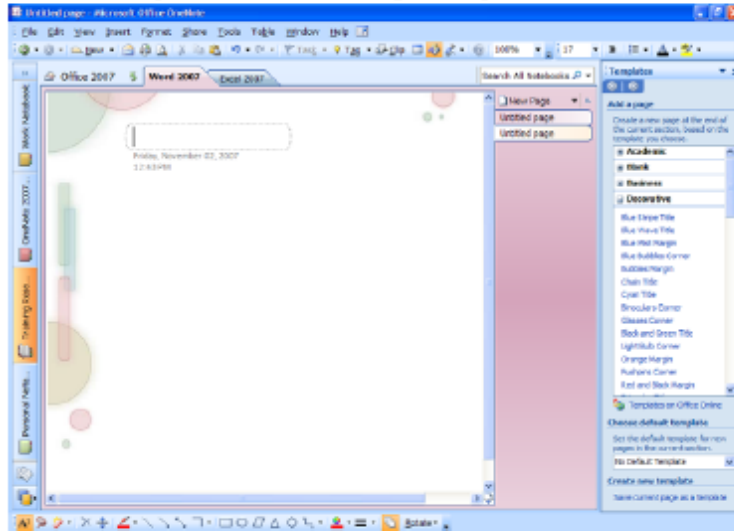
3. To create your own template, make a new page, and add graphics, text, etc as desired. Click **Save current page as a template** in the **Templates** pane. Enter a name and click **OK**.

Tagging Notes

As you can imagine, it may not take long for your notes to pile up. You can use Tags to easily flag and find important information.

1. Click in a note.
2. Select the appropriate tag from the **Tag** button.
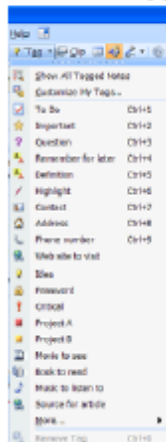
3. To see all tagged notes, from the **Tag** button, choose **Show All Tagged Notes.** A **Tags Summary** pane will open on the right side of the screen.
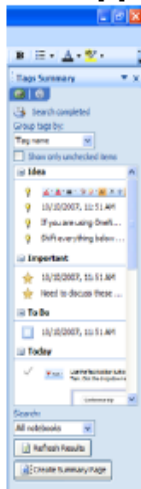
4. Tags can be added, deleted, modified, and moved in the tag list. Click on the **Tag** button and choose **Customize My Tags.**
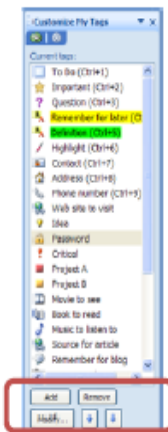
5. To remove a tag, click the **Tag** button and choose **Remove Tag.**

OneNote with Other Applications

OneNote has built-in features to aid in collaboration with other applications.

1. When working in Internet Explorer, click the **Send to OneNote** button to send some or all of a page to OneNote. To send part of a page, select the part you want and then click the **Send to OneNote** button. These notes will appear in the Unfiled Notes section.
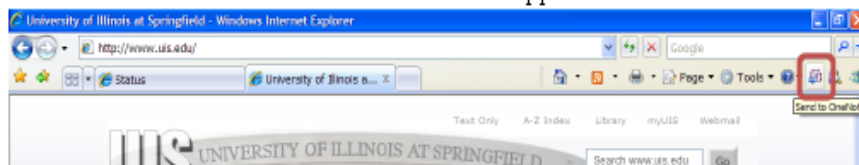
2. Files created in other applications can be inserted as attachments in OneNote. This can be a valuable tool if trying to keep all files and notes associated with a project in one place. From the **Insert** menu, choose **Files**. Then browse for the files. Double click the file icon to open the attachment.

Double click to open
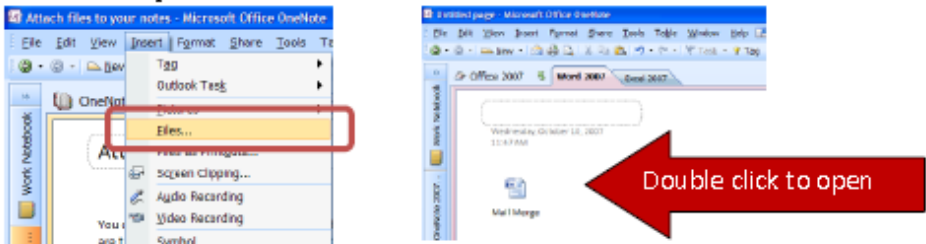
3. Any file type that your computer can print can also be inserted as full-color, searchable printouts. You can then **type, draw, or handwrite on top of the printout picture** in OneNote. This can be a useful tool for editing papers, adding notes on a PowerPoint slide, etc. There are two ways to insert a printout in OneNote:

Add notes, suggest revisions, etc.
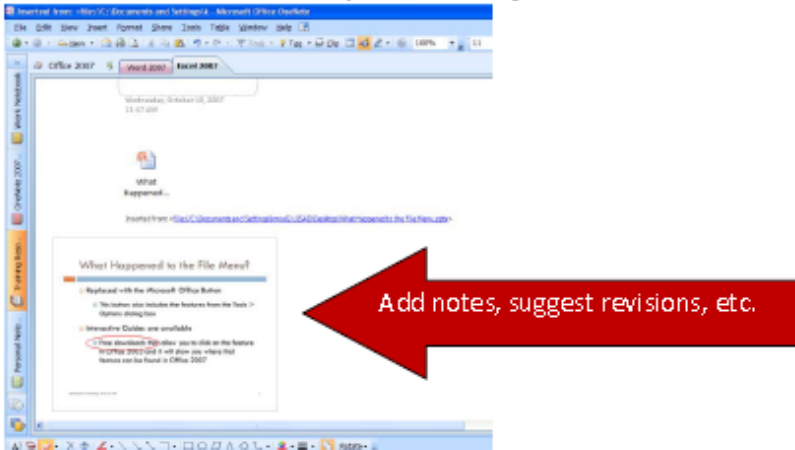
   a. From the **Insert** menu, choose **Files as Printouts**. Then browse for the file.
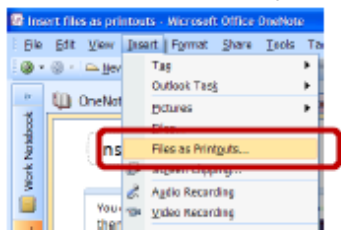
   b. While in another program, from the **File** menu, choose **Print**. Select **Send to OneNote 2007** as your printer.
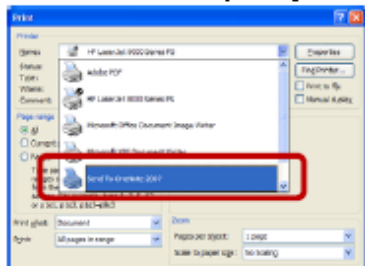
Sharing Notes with Others

You can send any note page as an e-mail message. Recipients do not need to have OneNote to view the notes.

1. Click the **E-mail** button on the toolbar.
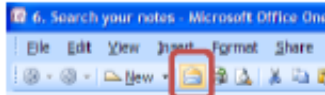
2. Your e-mail program will open. OneNote works best with Outlook 2007, but will also work with most other e-mail programs.

You can save the notes as a PDF file (once you have installed the free add-in).

1. From the **File** menu, choose **Publish as PDF or XPS**.
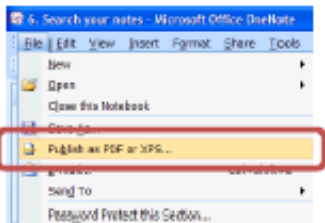
2. Select a name and location for the file. Also select whether to publish the selected page(s), section, or notebook.
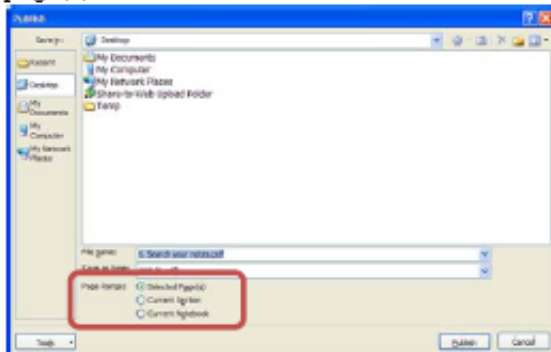
Notes can also be sent directly to Microsoft Word 2003 or 2007.

1. From the **File** menu, choose **Send To**. Then choose **Microsoft Office Word**.
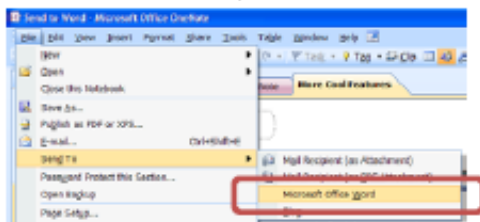
2. Word will open and your notes will appear in a new blank document.

Sharing Notebooks

Shared notebooks allow multiple people to edit at the same time. Changes are merged automatically. In addition, the notebook is available offline for each person.

A notebook can be shared simply by storing it in a shared location.

You can also setup a live sharing session. All you need for a live sharing session is an Internet connection. To setup a live sharing session,

1. From the **Share** menu, choose **Live Sharing Session**, then choose **Start Sharing Current Section.**
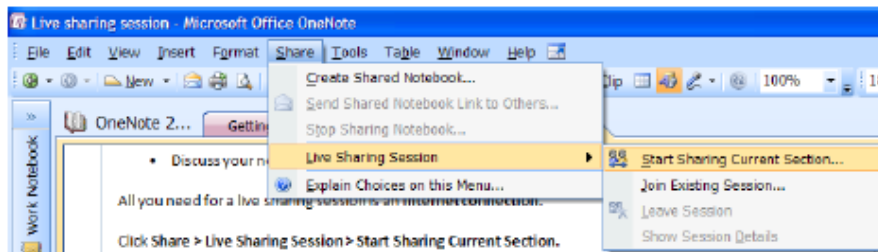
2. A password can be set to restrict access. Then click **Start Live Sharing Session.**
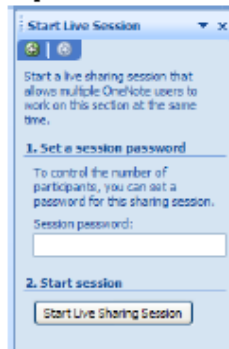
3. The **Invite Participants** button will start an e-mail message including the necessary information for the participants to join the session.
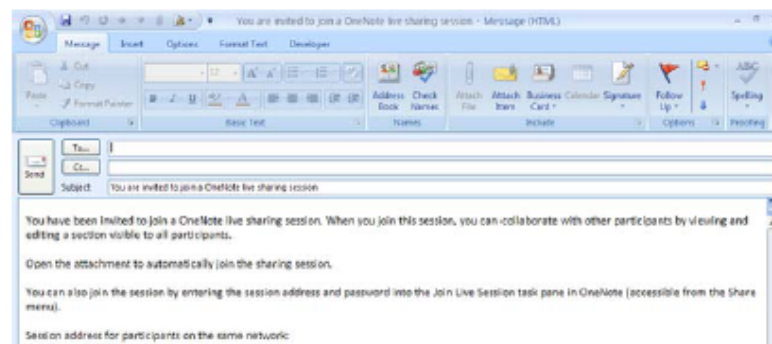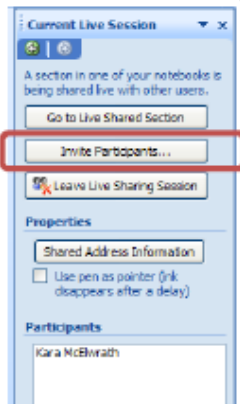
Microsoft Outlook 2007 Mail

STARTING OUTLOOK 2007

In this Microsoft Outlook 2007 tutorial, we'll discuss a number of the basic procedures used in creating, editing, sending and receiving Outlook 2007 mail messages. In addition, we'll also introduce other features essential to managing Outlook 2007 mail messages.

INBOX

When Outlook 2007 appears, you will be in the **Inbox** where the mail you receive is located. Your
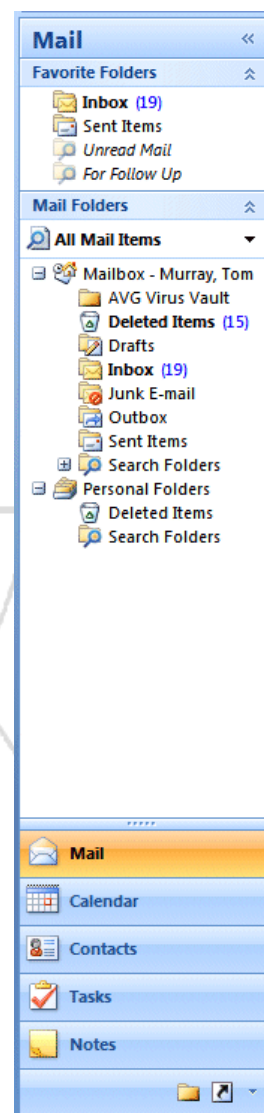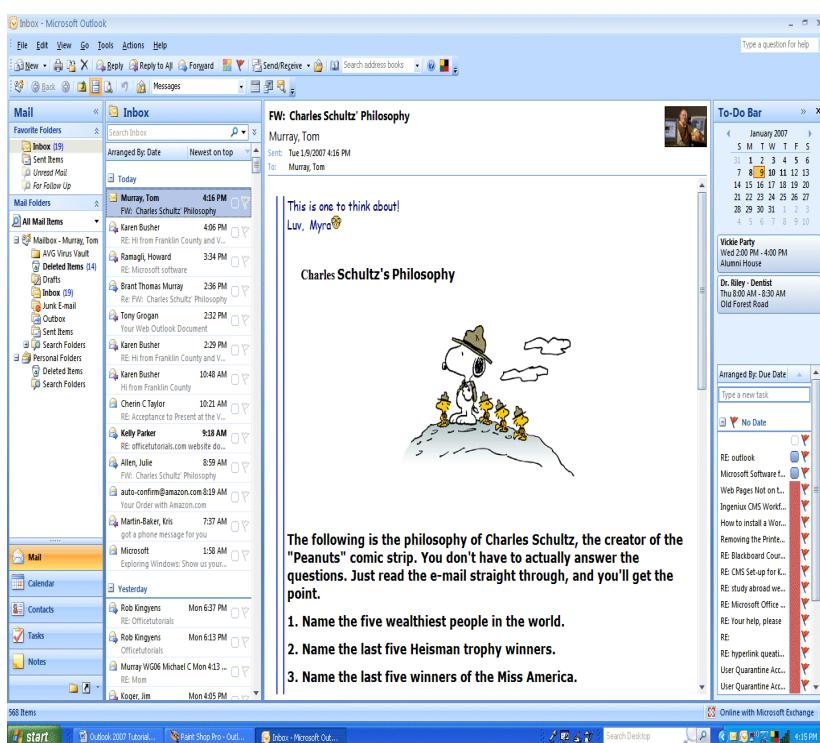
Inbox screen should look similar to the image at the top of the next page.

The **mail messages** that you receive will be **listed** in **chronological order**.

DIFFERENT VIEWS IN OUTLOOK 2007 NAVIGATION PANE

When you first open Outlook 2007 your screen will normally look like the **image above**. As indicated earlier, this is much different than previous versions of Outlook. We'll start with the **left side of the screen** and work to the right. On the left side of the screen you'll see an **image similar** to the one on the **right**. This is called the **Navigation Pane**. You'll notice in the **top area** that it indicates **Mail**. Below Mail there is an area called **Mail Folders**. We'll show you how to change things around in these areas, if you desire, in a little while

Below the **Mail** area you'll **see** a series of **Buttons**: **Mail, Calendar, Contacts, Tasks** and **Notes**. **Notice** that the **Mail button** is **orange**. This means that this button has been selected (when you opened Outlook Mail).

If you **click** the **left mouse button** on **Calendar**, the **Calendar** will **appear** on the right side of the screen and the Calendar button will turn orange. The same thing will happened when you click-on Contacts, Tasks and Notes.
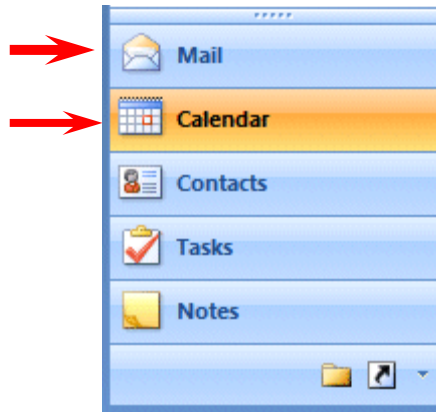
Give this a try. When you are finished, **click**-on **Mail** once again.

A logical question is **how to change** this **Navigation Pane** so that it looks like you want it to. The secret is in the **lower right corner of the Navigation Pane**. **You'll** see a **small yellow folder,** an **arrow** and a **down arrow**. When you **move** your **cursor** over the **down arrow** your screen will look like the **image** on the **above right**. **Click** the **down arrow**

When you click the down arrow, a drop down **menu** will appear to the **right** of the **Task Pane**. You'll **notice** the **choices**: **Show More Buttons, Show Fewer Buttons, Navigation Pane Options**, and **Add or Remove Buttons**.
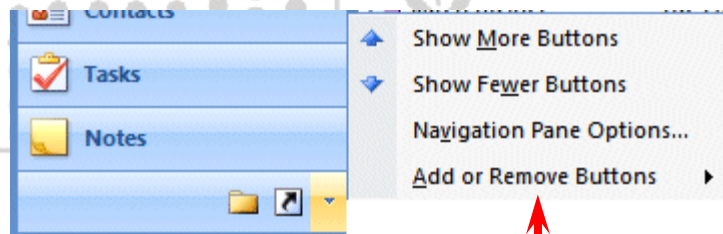
First, if you **don't want as many buttons to appear**, **click**-on **Show Fewer Buttons**. Watch what happens. You'll **notice** your **buttons "leave" from the bottom of the Navigation Pane**. **You'll have to click-on the down arrow each time you desire to open this menu again.** To **add,** or **bring the buttons back** to the Navigation Pane, **click**-on **Show More Buttons**. Give this a try and set your Navigation Pane as you desire.
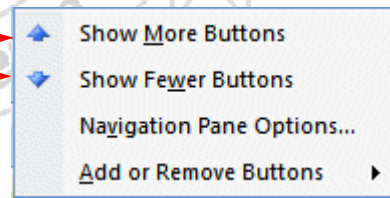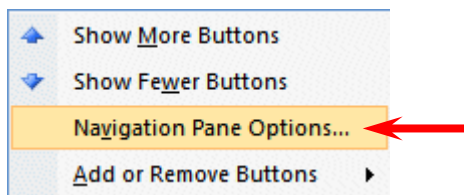
Now we'll see what occurs when we click-on **Navigation Pane Options**… **Click**-on **Navigation Pane Options** and the Navigation Pane Options menu screen will appear (**image** at **top** of **next page**).
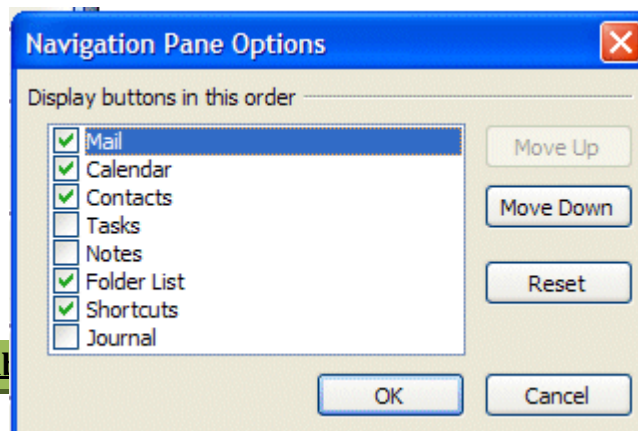
There are a number of choices with this screen. First, **notice** that there are **little green "check marks"** in some of the boxes. These are the **buttons that currently appear** in your Navigation Pane**. If you don't want a box to appear, click the check mark -** and it will disappear – and the box won't show.

If you want to **change the order** of the buttons, notice the **Move Down** and **Move Up choices** on the **right side** of this menu screen. If you click-on one of the buttons (like Mail above –which is blue), and click the Move Down button, you will see Mail move down your button list.

Give both of these options a try and set your buttons as you desire. Most folks who use the Show Fewer Buttons and Navigation Pane Options like the Navigation Pane Options better, as it allows you to set your buttons just like you wish.

Now we'll choose the last option in the Configure Buttons list – **Add or Remove Buttons**. **Click**-on the **Add or Remove Buttons** choice and you will see a pop-up menu appear to the right of the choice. Here again, you can click on a button (like Mail) and it will disappear, or appear when you click. This is called "toggling." It's like a light switch – On or Off. Each time you click, the button appears or disappears.
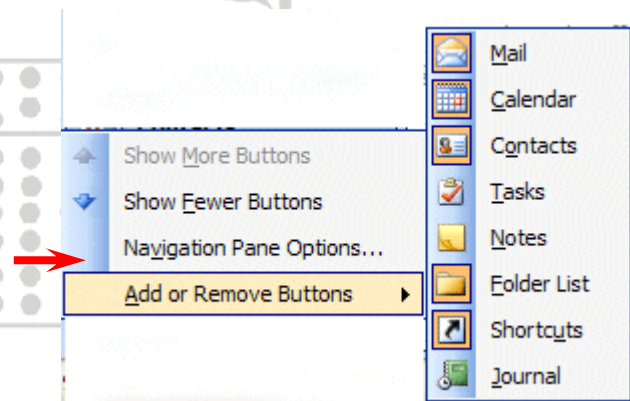
You have a lot of choices on how to show/add, hide/remove buttons from your Navigation Pane. You choose the method you like best from the ones we have just shown you.

Now we'll concentrate on viewing you e-mail messages.
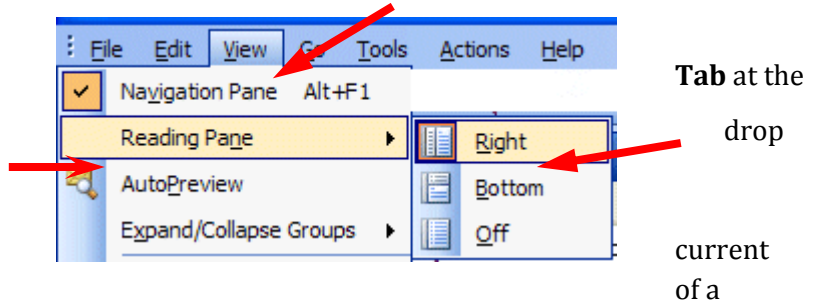
Different Views in Outlook 2007

Mail Views

You will **notice** that you can **see a small portion of your incoming e-mail** in the **middle portion of the screen** and a **greater portion** in the **right side** area of the screen. This is the default view – depending on how you set up your Outlook 2007. There are several different "ways" to set-up a "view" that you like best. The image you see at the top of Page 2 on this tutorial is the one that someone at Microsoft thought you'd like best. It is a combination of two things - **Preview Pane** (the name for the middle portion of the screen), and Reading Pane (the name for the right side of your screen).
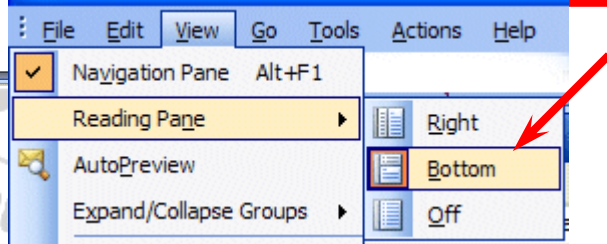
We'll show you how to set several different views and you can choose the one you like best. **Outlook 2007 has various combinations of Auto Preview and Reading Pane.**

First, we'll work with the **Reading Pane**. To **view** the **Reading Pane selections**, **click**-on **View** in the **Menu Bar** and then **click Reading Pane**. You will **see three suggestions** to the **right** of Reading Pane – **Right, Bottom, and Off**. Normally, Right is the default. The choice for your Outlook mail will be highlighted a bit – you can see in our **image (below)** that Right has a little square around it.

We'll **start** with **Right**. **Click** the **View**   **Tab** at the

top of the **Outlook Screen**. You will see a   drop
down menu like the image on the right
appear. Move your cursor over the
Reading Pane selection. If Right is not the   current
choice, click Right. You will see the **text**   of a
message **displayed** on the **right side** of your screen like the image at the **top of the next page**.

Message on Left

Text on Right
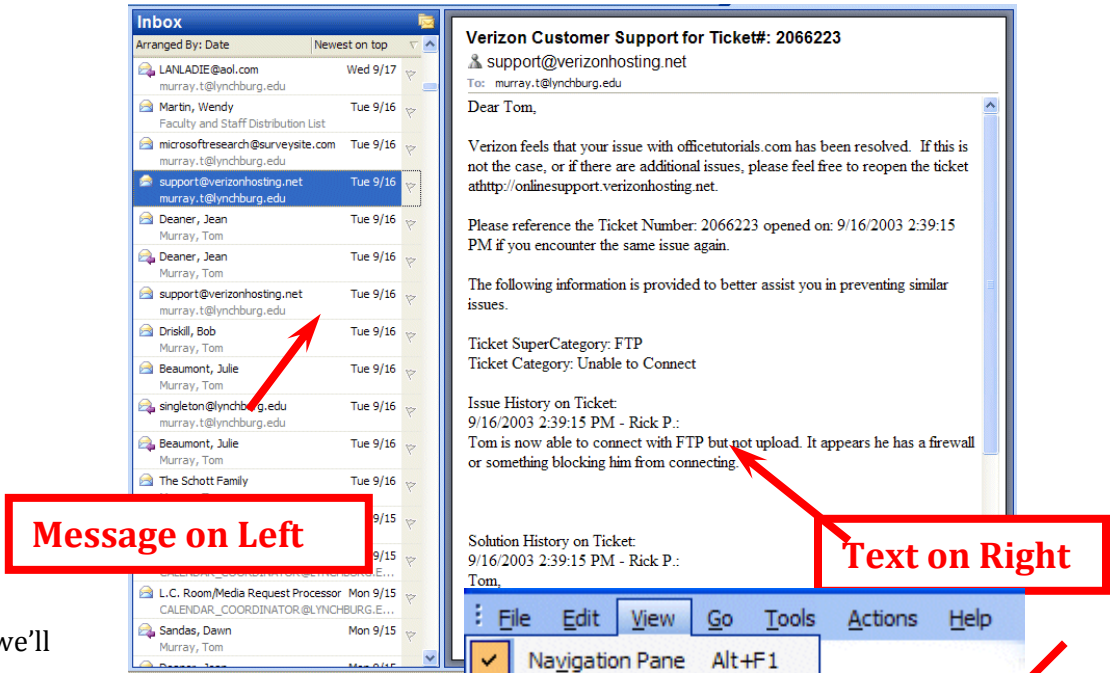
Now we'll
repeat
what we did on the last page, but
place the reading page on the
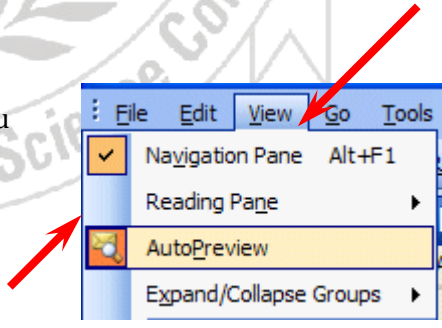
**Botto
m**.

154 | P a g e

Now for the last choice. Repeat what you did on the last two pages, but choose Off.
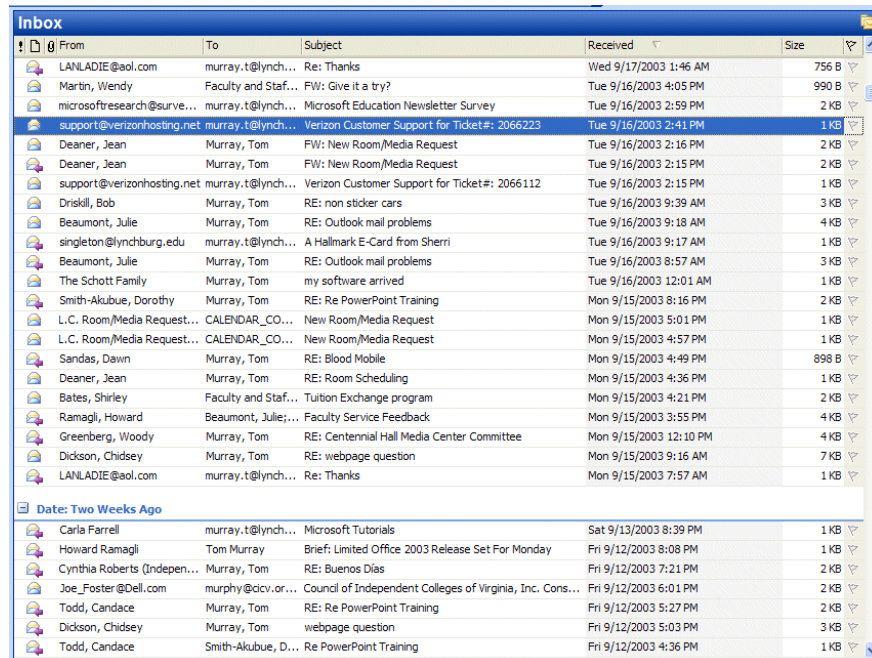
You choose the Reading Pane view that you like the best.

Next, we'll work with the **Auto Preview**. To do this you'll need to **click**-on **View** in the **Menu Bar**. When the drop down menu appears you'll **see** a selection called **Auto Preview**. This is called a "**toggle**" button as **it can either be "on"** or **"off**.**" Click**-on the **Auto Preview** button. When you do, Auto Preview will appear or disappear from your screen.

On the next page we'll show you examples of Auto Preview working with Reading Pane – Right, Bottom and of views.

The below image has **Auto Preview on** the left and **Reading Pane on the right**. You can **see a few lines of the message in "Auto Preview," below the incoming message data**.
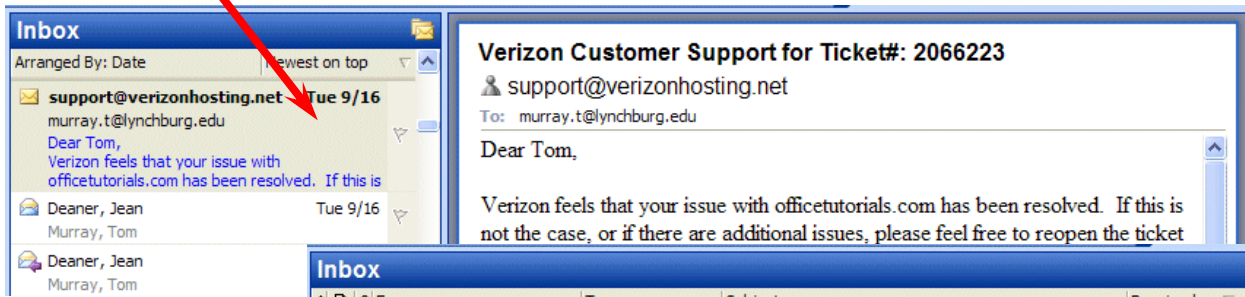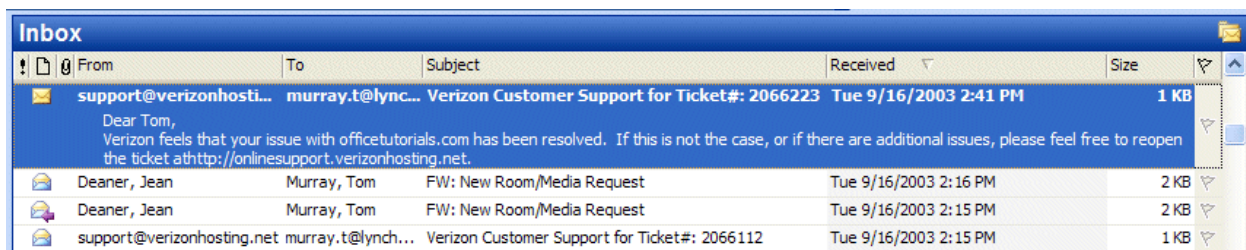

The below image has **Auto Preview on** the top and **Reading Pane below the message**. You can **see a few lines of the message in "Auto Preview," below the incoming message data**.
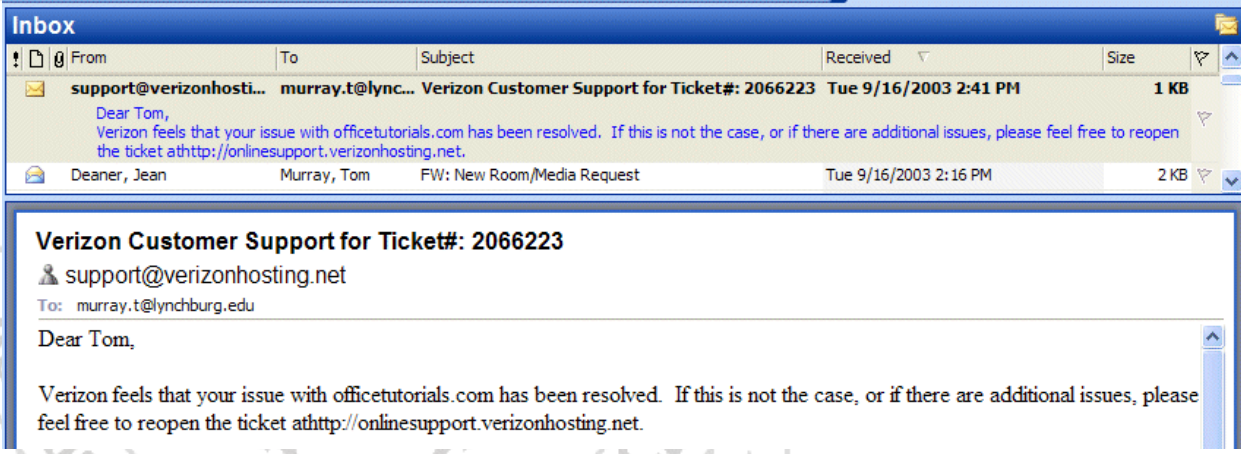
The below image has **Auto Preview ONLY – no Reading pane**. You can **see a few lines of the message in "Auto Preview," below the incoming message data**.

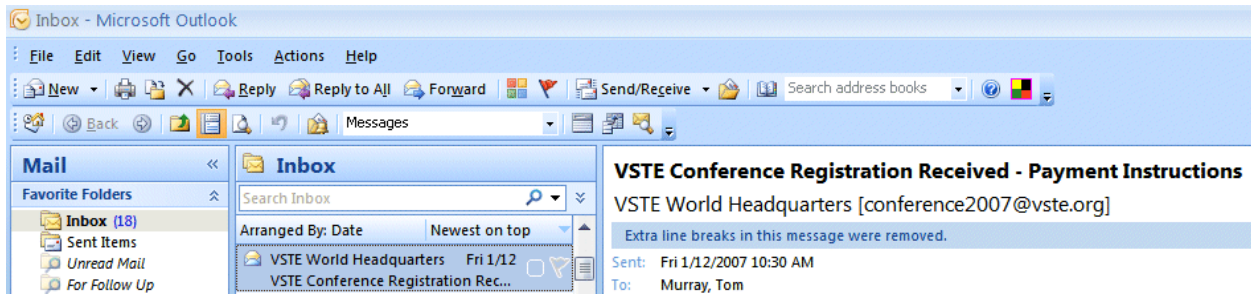As you can see, there are a great number of combinations for reviewing your messages using the Reading Pane and Auto Preview together. Experiment and choose the combination you like the best.

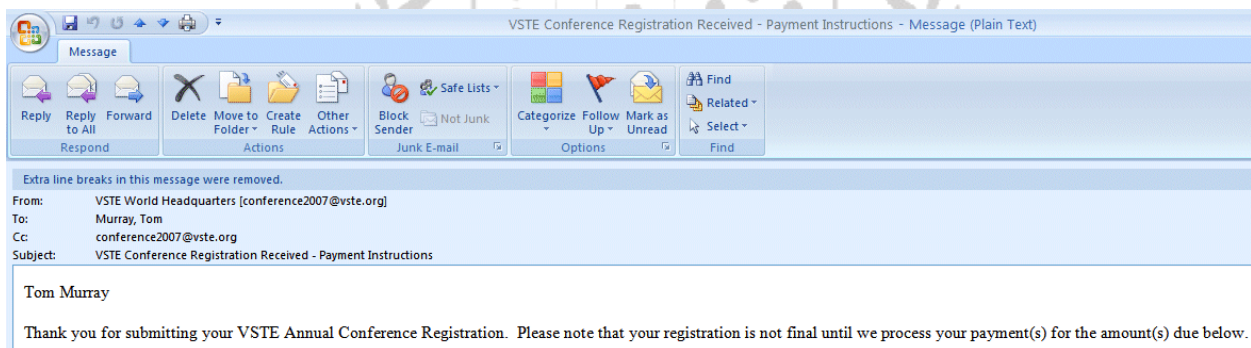## REVIEWING MESSAGES IN THE INBOX

To view a message, simply **double-click quickly** on the message.

You could **also click-once** on a **message** and then **click File** (in the **Menu bar**), then **click Open**, then **click Selected Items**.
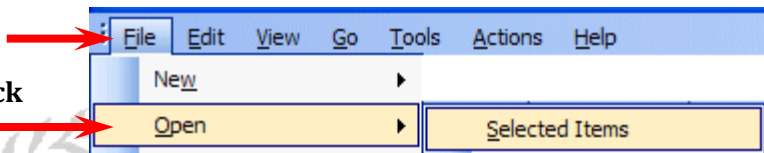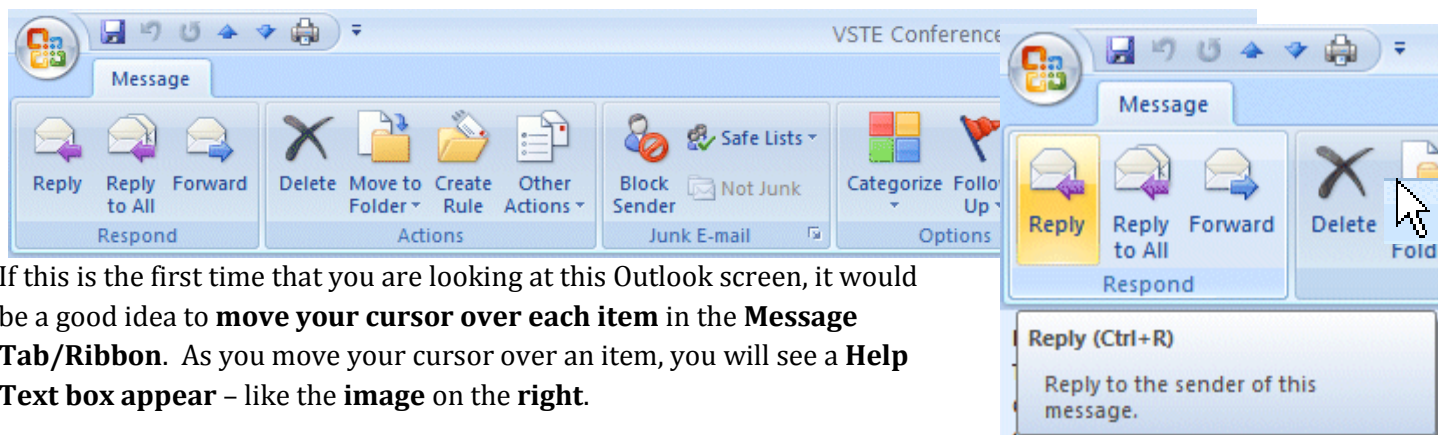

You will now see a screen similar to the one below.

This screen is designed to **review** and **respond** to mail messages **received**.

For those of you that have used **past versions** of Outlook, you will **quickly notice** that **Outlook 2007** uses the **Tabs/Ribbons of 2007 Office** when you are viewing messages and responding to them. The 2007 Message Tab/Ribbon is enlarged below.


If this is the first time that you are looking at this Outlook screen, it would be a good idea to **move your cursor over each item** in the **Message Tab/Ribbon**. As you move your cursor over an item, you will see a **Help Text box appear** – like the **image** on the **right**.
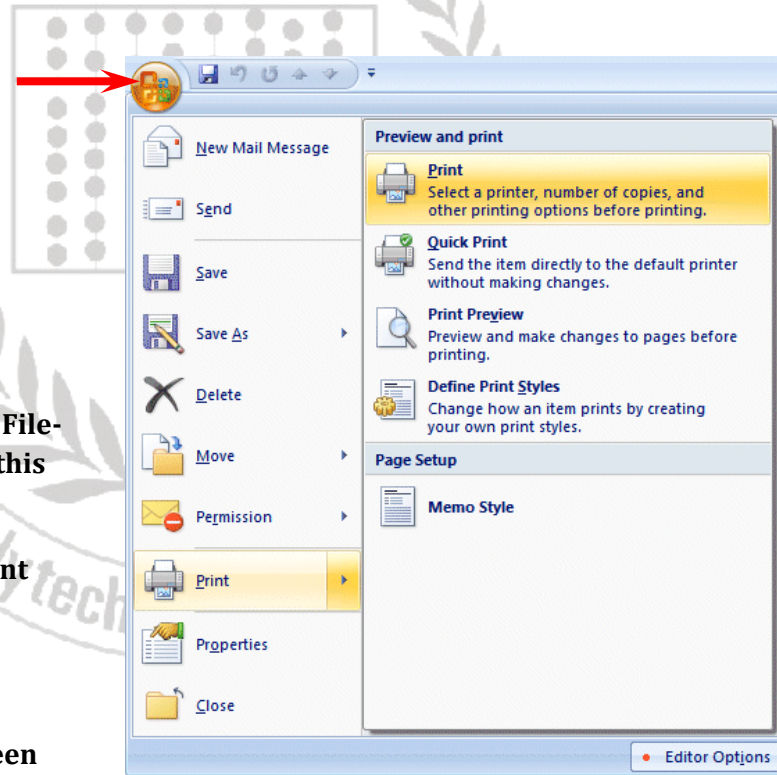
Microsoft Office

Button

The **Microsoft Office Button** has **replaced File** in the Menu Bar. In **upper left corner** of your Outlook 2007 screen you will **see** button similar to the **image** on **right**. This is the **Microsoft Office Button**.
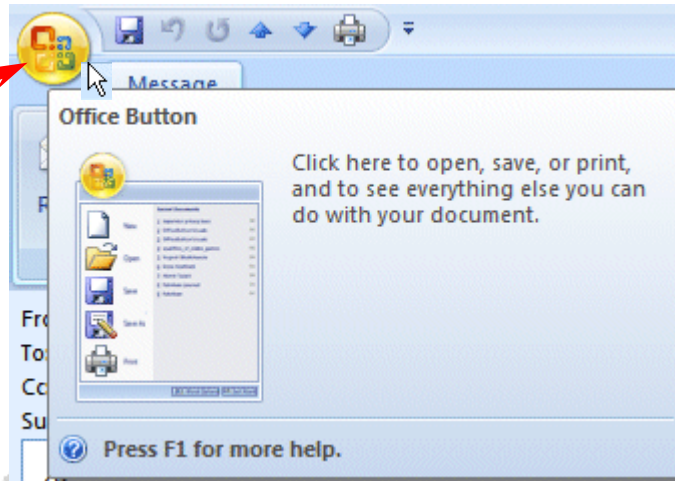
Move your cursor over the Microsoft Office Button and a Office Button Help screen will appear.

Click the **Microsoft Office Button**.

You will now see the Outlook 2007 Microsoft Office Button selections.

First, **notice** that **many of the "old" File-Menu Bar choices** are **included in this menu**.

When we **move** our **cursor** over **Print** an expanded menu of **Preview and Print choices** appear on the **right**.

In the **lower right corner** of the **Microsoft Office Button menu screen** you will see an **Editor Options** button.

Click the **Editor Options button**.
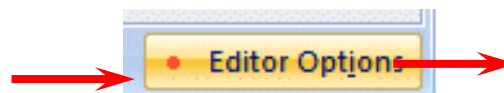
THE EDITOR OPTIONS MENU SCREEN (BELOW WILL APPEAR). TAKE A FEW MINUTES AND CLICK THE CHOICES ON THE LEFT SIDE OF THE SCREEN – POPULAR, DISPLAY, PROOFING, ADVANCED AND CUSTOMIZE.
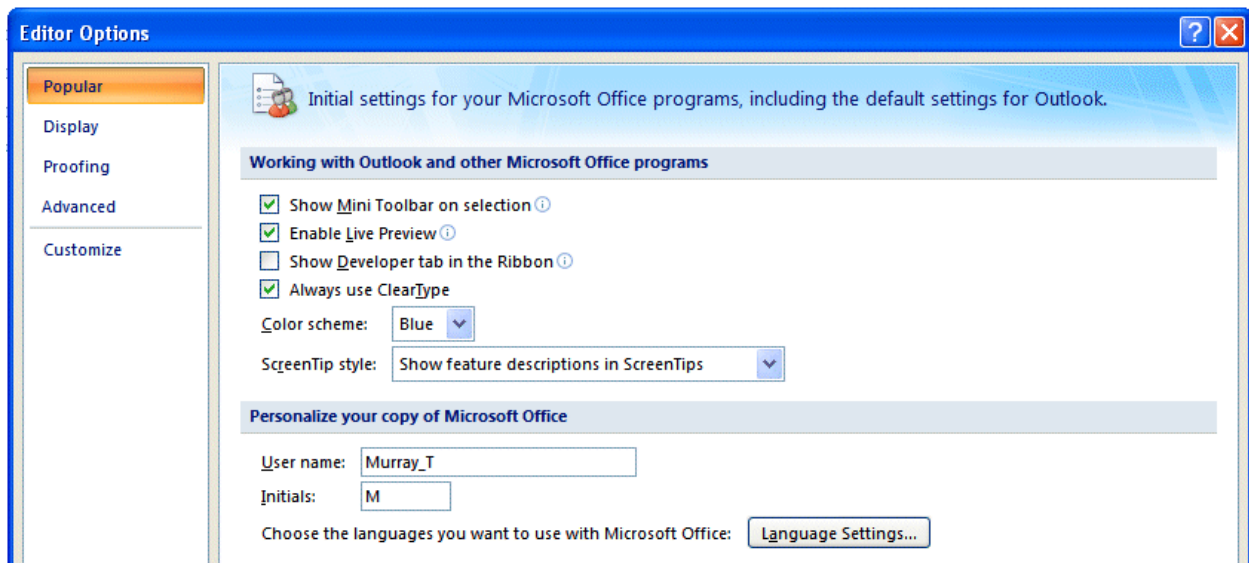
YOU'LL KNOW WHERE THEY ARE AS YOU BECOME MORE ACCOMPLISHED WITH OUTLOOK MAIL 2007.

REPLYING TO A MESSAGE

Look at the button bar at the top left of the screen (it will **look like** the **image** on the **right**). **Notice** that you can **click**-on **Reply,** and, **automatically reply** to the **person** who sent the message, or **Reply to All** (everyone included in the To:
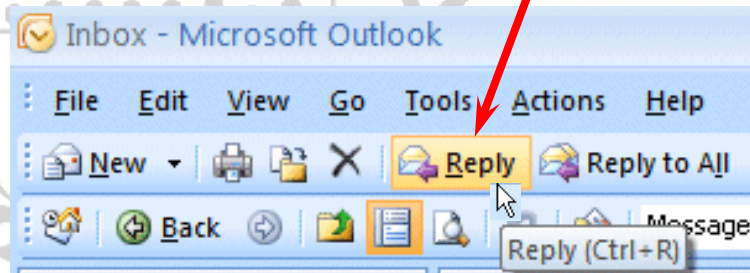
or Cc:). When you **click**-on **Reply** and **Reply to All**, you will notice that Outlook 2007 "**automatically**" **completes** the **To:** and/or **Cc:** in your outgoing message.

You then **click**-in the "**white**" message area below the To, Cc, Bcc and Subject, and **add your reply/comments to** the original message to which you are replying.
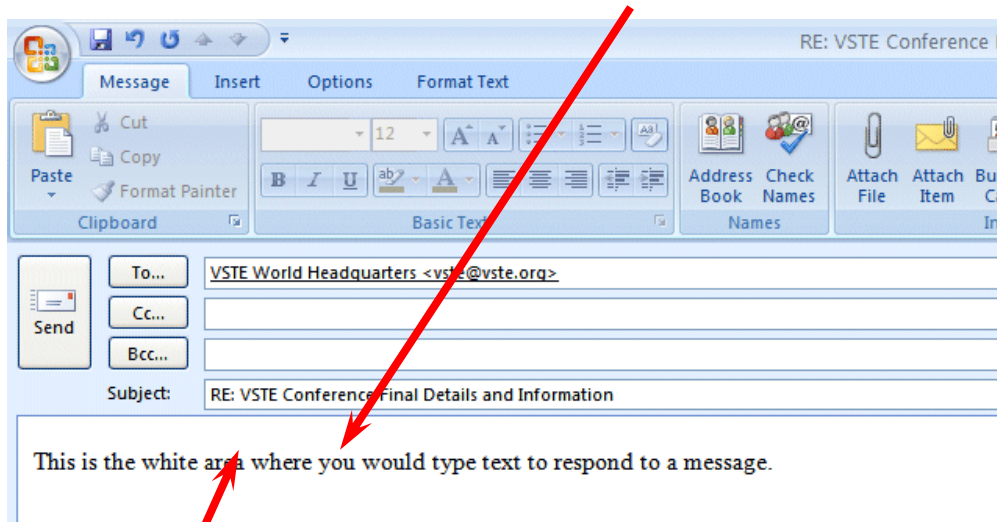
After you have made any comments, you can **click**-on the small "**Send**" button and your Reply will be "mailed."

FORWARDING A MESSAGE

If you desire to **forward** a message to someone, **click**-on the **Forward button** (next to the Reply and Reply to All buttons), then **click-in** the **To:** or **Cc: areas**. We will be covering Address Books later in this "tutorial." At this point, **type-in** the e-mail **address** or **addresses** of those to whom you want to forward the mail message. If you have **more than one address**, **separate them with a semi-colon (;)**. You can move down to the Address Book section if you desire (Page 15).

Envelopes

Now that you have the "feel" for looking at messages in your Inbox, replying to   and forwarding them, please take a moment to look at the "little envelops" next to   each message. When a message first arrives in your Inbox, and has not been read,   you'll notice that the envelope is closed.

Once you have read the message, but not replied, the envelope will appear opened.

When you **reply to** or **forward** a message in Outlook 2007, you will notice, when   you view the message again in **Inbox**, or **Sent Items**, it will now have a **small arrow** attached to the message. These **arrows indicate** that the message has been **forwarded** or **replied** to. A **purple arrow pointing to the left** indicates you   have **replied** to a message, a **blue arrow pointing to the right** indicates that you **forwarded** that message. The arrows will be the same as on the Reply, Reply to   All, and Forward buttons.

## DELETING UNWANTED MESSAGES
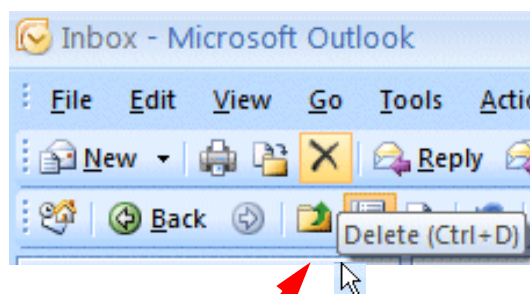
If you do not want to keep the message,   you can **click**-on the "**X**" button**, in the button bar**, to send the message to a "**Delete folder.**"

MOVING FROM MESSAGE TO MESSAGE IN THE INBOX

Notice the **blue Up** and **Down** arrows in the **Quick Access Toolbar** at the top left of the Outlook 2007 screen. **They are only visible when you are "in a message."** These allow you to move **forward** and **backward** (**Previous Item** and **Next Item**) between messages in the **Inbox**. Click-on these arrows to see how they work.
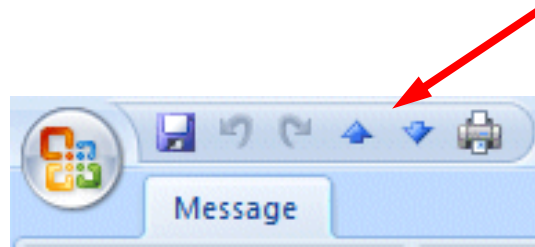
PRINTING A MESSAGE

If you desire a "**printed copy**" of the message you can **click**-on the **Printer** in the **Quick Access Toolbar**.
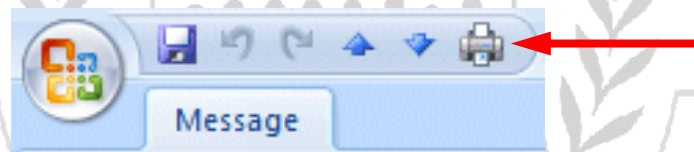
A Print Menu Screen will appear where you can select the printer on which you would like to print your message and the number of copies.
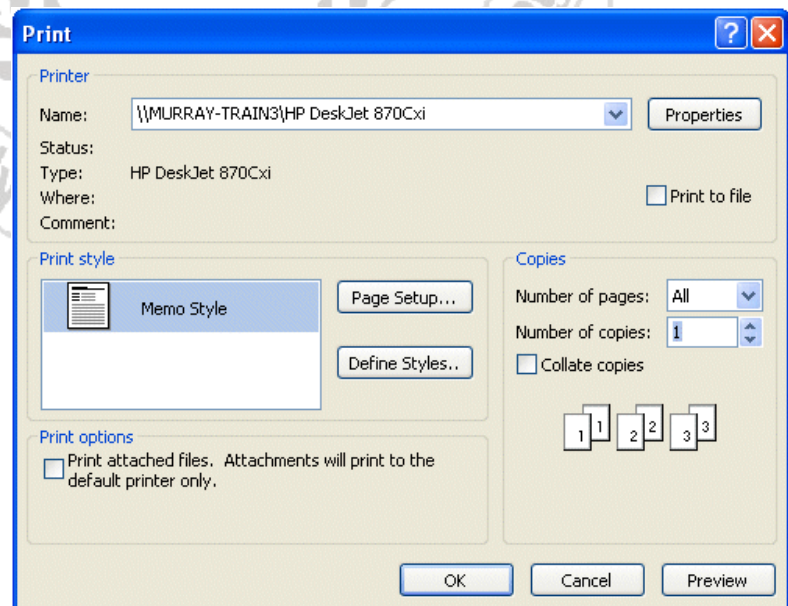
Creating and sending a new e-mail message

If you are in the **Inbox** and desire to send a **new e-mail message** to a person or group of persons **click**-on the **New Mail Message** button in the button bar.

If you are in some other part of Outlook 2007 and **do not see** the New Mail Message button, you can always (in the Inbox as well) **click**-on **File** in the **Menu Bar**, then **click**-on **New**, and then **click**-on **Mail Message**.

In both cases, the below screen should appear.

First, **click**-in the **area** to the **right** of **To**: (see **arrow** at the **bottom** of the **last page**). For now, **type-in** the **e-mail address** of 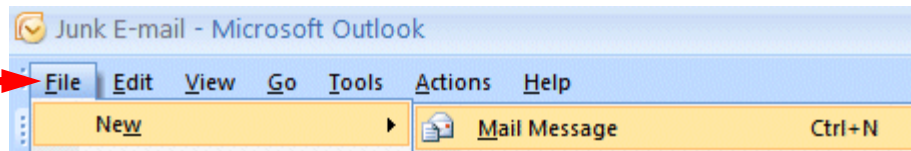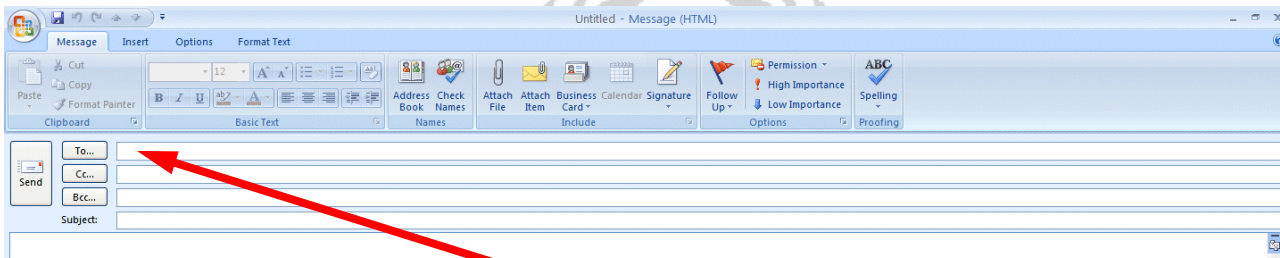the person, or persons, to whom you desire to send this e-mail message. Next, **click**-in the area to the **right** of **Cc**:. Again, **type-in** the **name or names** of others whom you would like to receive copies of this message. If you type-in **more than one** e-mail address, **separate the addresses with a semi-colon (;)**. If you desire to use the **Address Book,** move down to the Address Book section (Page 15).

Now **click**-in the area to the **right** of **Subject**:, and **type-in** a **subject** for your e-mail.

This is really important as many SPAM blocking programs automatically reject messages that do not have a subject.

Finally, **click**-in the **white area below Subject**:, and **type-in** your **e-mail message** as you would any memo to someone. You may move around, edit and change your message just like you would do if you were in a word processor. Later in this "tutorial," we will show you how you may use Microsoft Word as your "e-mail editor," with all the Microsoft Word features, if you choose to do so.

Your screen should now look similar to the image on right.

When you have completed your e-mail message, **click**-on the **Send** button in the **upper left corner of the screen**.
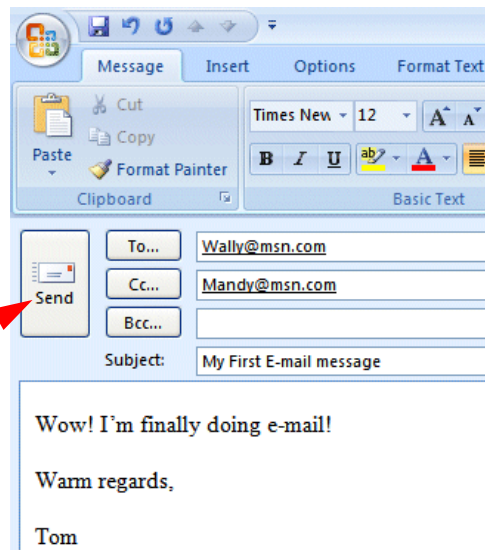
Quick note on folders

This is simply a **quick note** to tell you what happens when you **send** an e-mail message. When a message is **sent**, a **copy** of your e-mail is **automatically placed in your Sent Items folder**. So, you can **access** your sent message (by **clicking**-on the **Sent Items** folder – then opening your message), edit it, and forward it, etc., until you decide to delete it later on. If you desire to **keep** the e-mail you will be able to **move** it **to another** folder if you desire. We'll go into detail on all of this later. For now, just be aware that **you have not "lost" your message**. **You do not need to "copy yourself" in Outlook unless you want to get an additional copy of your e-mail in your Inbox**.

Address Books

When you have clicked-on **Reply, Reply to All,** or **Forward** as indicated on **Pages 10** and **11** or **created a new e-mail message**, **Page 13**, you will see a screen similar to the one below:

If you are **Replying** or **Replying to All** on an e-mail message in your **Inbox**, then the addresses from that e-mail will automatically appear in the **To, Cc** and **Bcc** areas. If you **don't want to send** the e-mail to some of these addresses, you can **simply click-on them** and **tap** the **Delete** key. If you are **Forwarding** a message from the **Inbox** or **Sending** a **new** e-mail message, then you can **either type-in** the address in the **To**, **Cc** or **Bcc** areas, or use the **Global Address List** or **Contacts Address Book**.
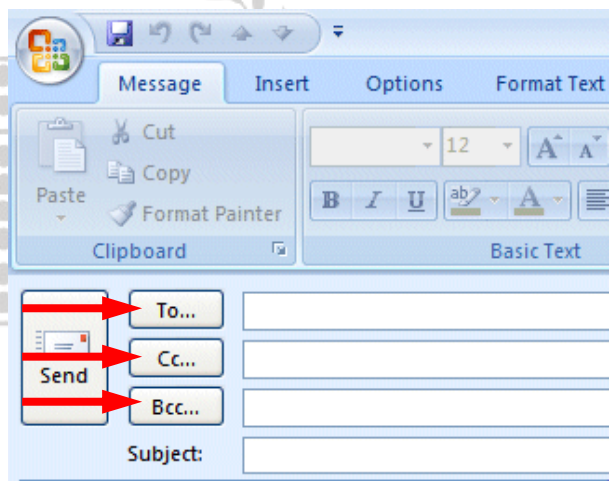
There are **several Address Books** in Outlook 2007 that you can utilize to **send** and **respond** to e-mail messages. In addition, there are a **number of options** for entering e-mail addresses into an Address Book. You will, in all probability, use two address books: **Global Address List** and **Contacts Address Book**.

To **access** these **address books/lists click**-on the **To:** or **Cc:** "**buttons**" (**see arrows on the picture above**). The **Global Address List** menu box will **appear**.
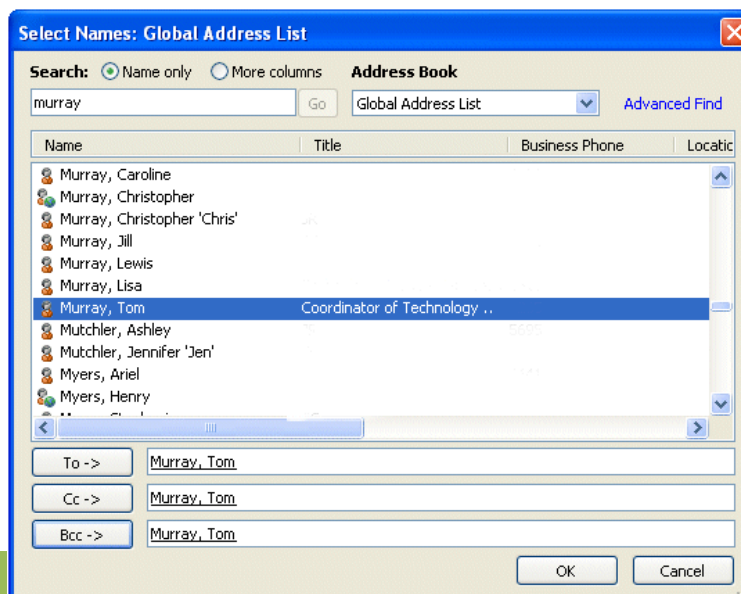
Global Address List

We'll look at several Address Lists and explain how each is utilized. First, we'll look at the **Global Address List**. **When you click-on either the To:, Cc: or Bcc: buttons the below Select names: Global Address List screen will appear:**
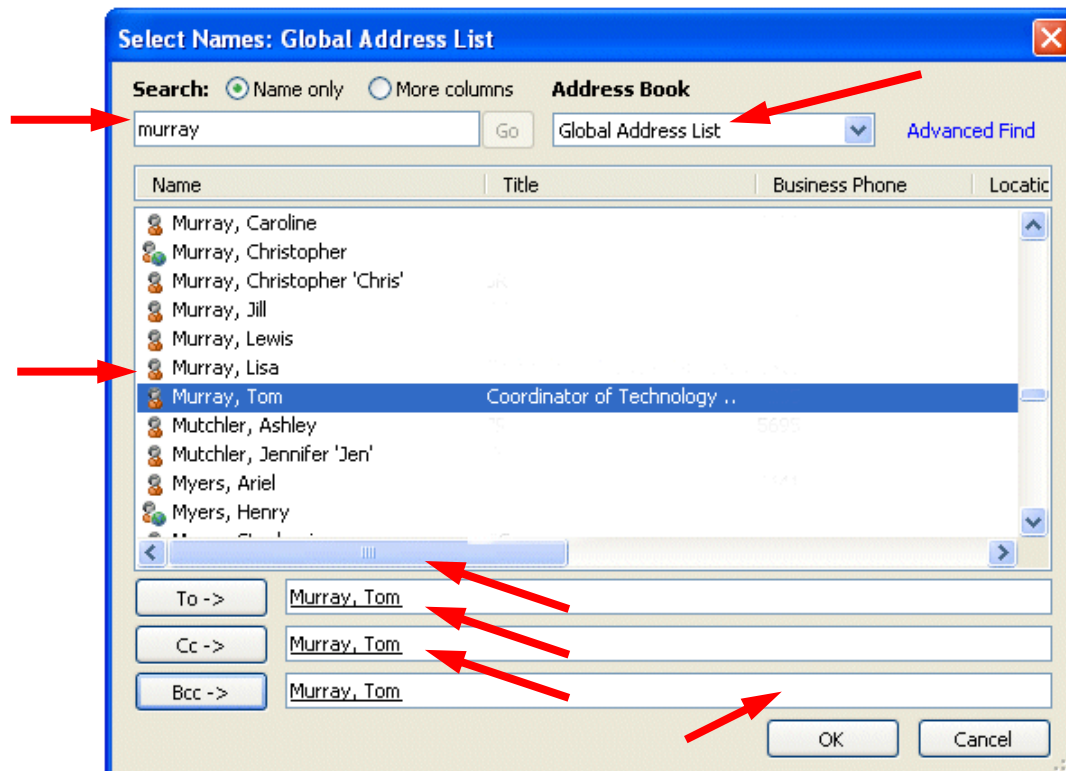
When you are in the **Reply, Reply to All, Forward** or **create** a **New** e-mail message screen, and need to **add additional e-mail addresses**, you can still **type-in** the addresses or use a **Global Address List** like the one above.

The **Global Addresses List** that you see **above** is created, and updated, when a person at the institution/business selects to use Outlook mail. The Information Technology Staff places the new user in the Global Address List. Thus, this address list is a current list of **all Outlook mail users** (and it may also include other users who are not on Outlook – depending on your on campus/business).

Contents (in older versions of Outlook **– Personal Address Book)**

How can you **create your own "automatic" address list** for someone who is **not** on the campus/business Outlook 2007 mail system (especially off campus/business addresses)? There is a feature called **Contacts** to take care of this. A contact is just what it indicates. **You create your own Contacts** (like a personal address book). First we'll show you how to get to **Contacts** and then how to **add** and **delete** addresses.

When you **click**-on the **To:, Cc:** or **Bcc: buttons** (Page 16) the **Names Global Address List appears**. In **the upper right corner** of this menu screen, **under Address Book** you will area that **indicates** that this is the **Global Address List**. To right of the title is a small **down arrow**, **click-on the down** and a menu screen similar to the one at the **right** appears.
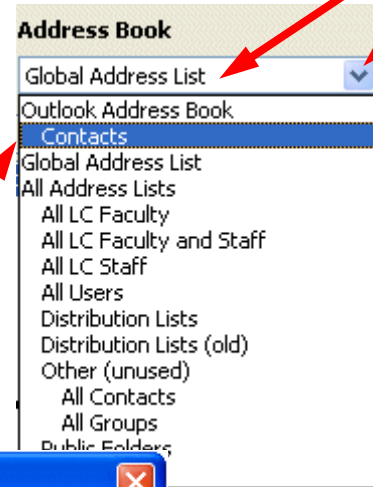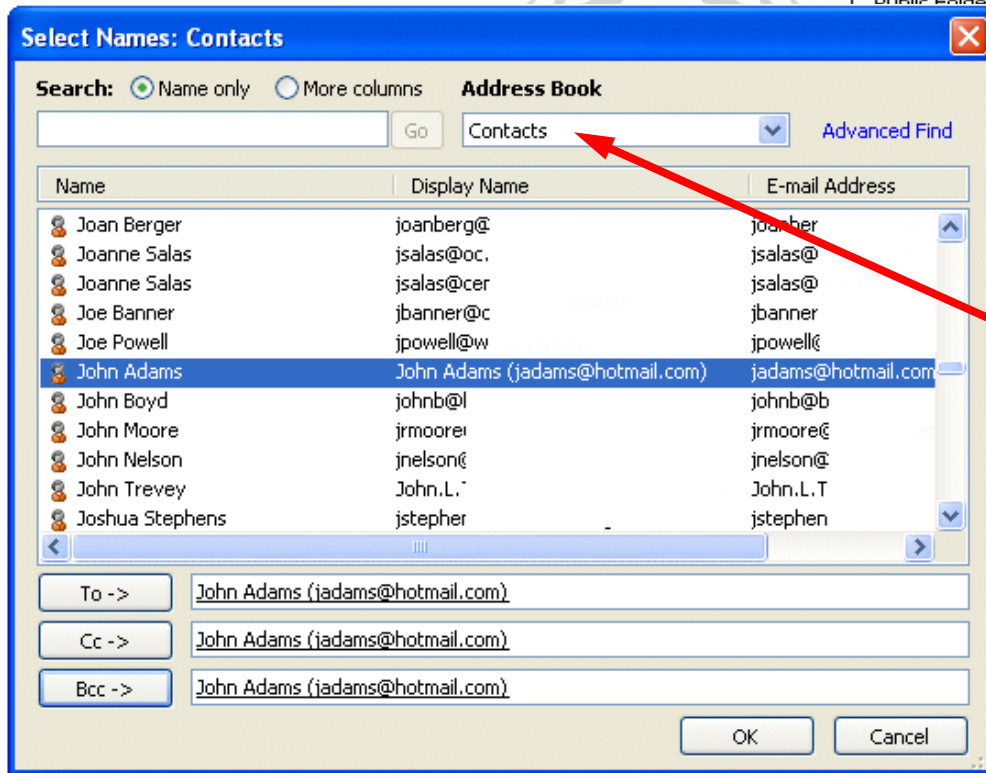
Select

see an
the
arrow

Now, **click**-on **Contacts,** and the screen below appears, contains the addresses that **YOU** have already placed in **old Personal Address Book** – **if you had one.**

which
your

Notice, the **Select Names: Contacts** menu screen (**left** image**)** now indicates **Contacts** in the **upper right corner**. Also, notice the **e-mail addresses** on the menu screen. These are e-mail addresses that **you** would add to your Contacts list.

To **add** the addresses in **Contacts,** to an e-mail message, simply **repeat** the **procedure** outlined in the **Global Address List**. **Click**-on the **name,** to whom

you desire send the e-mail (on the left side), then click-on the **To:, Cc:** or **Bcc:** buttons to add that name to these areas. Again, you can add as many names as you wish. When you have finished, click **OK** and you will be taken back to the e-mail that you want to send. You can then continue to creating a new e-mail or editing the contents of one that you are working with.

Adding Names to Contacts (like Personal Address Book in older versions)

There are many ways to **add** names to **Contacts**. We'll show you several of the more popular procedures. You will also discover other methods, as you become more familiar with Outlook 2007.

Adding names as you type the e-mail addresses in the To or Cc areas of the message

If a person's e-mail address is **not** currently in your **Global Address List** or **Contacts,** you can **add it**

while you are in the process of sending them a message. In the area to the **right** of **To** or **Cc**, <u>TYPE-IN</u> the **e-mail address** for the person or persons you wish to receive your e-mail. If you type-in **several** addresses, **separate them with a semi-colon (;)**. **Click away (somewhere else on the screen) from the address you typed**. You will notice that, in a few moments, the addresses will become <u>underlined</u>.
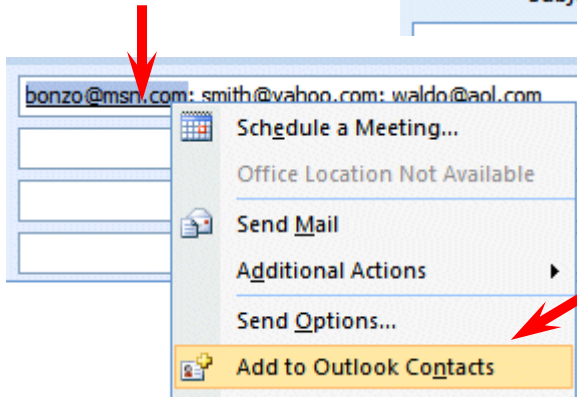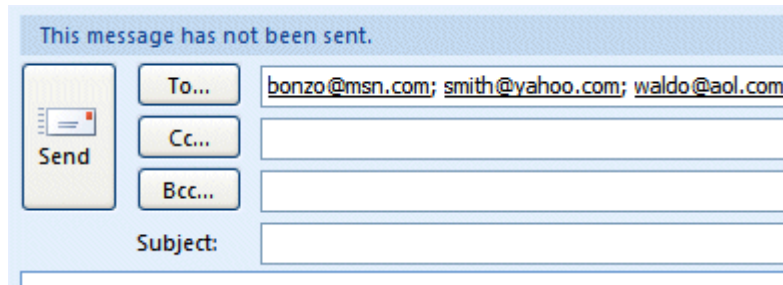
To **add** an address to your **Contacts**, simply *RIGHT-CLICK* on **a name**, **that you typed**, and a **menu box** will appear (image at **left**).

Click-on **Add to Outlook Contacts** and the **Contacts entry menu screen will appear** (image at top of **next page**).

The Contact entry menu screen appears below.
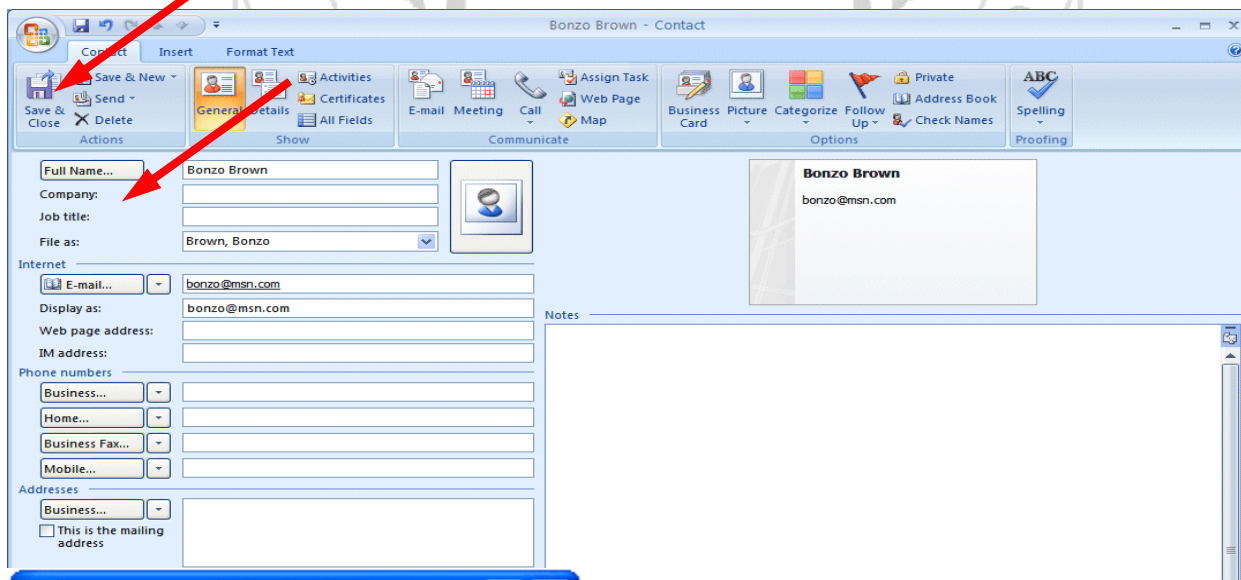
Norm ally, the **first part of the e-mail addr ess you**

enter ed befor e the "@" symbol will **appear** in the **full name box**. **To change this** to a logical full name **click**-on the **Full Name... button** (as **indicated** by the **arrow above**).

When the **Check Full Name** box appears (**image** on **left**) you can then fill in the entire name by filling in the appropriate areas (First:, Middle:, Last:, etc.)

When you are finished, **click**-on **OK**.

You can
mailing

on

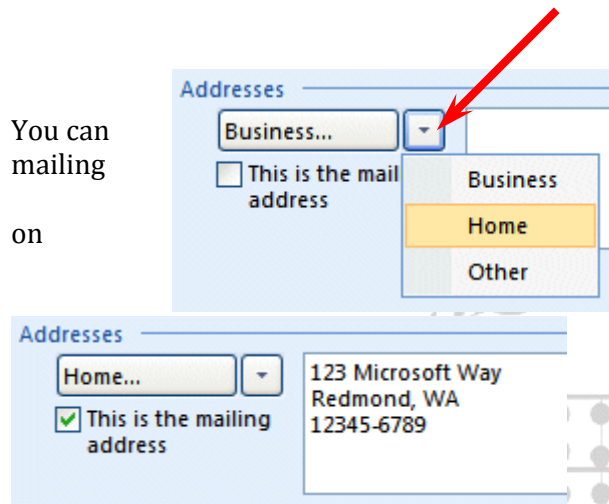now **fill in** the **applicable areas** for the person's **address**, if you desire. To do this **click**-on the **Address down triangle** (see **arrow at right**). Click-Business, Home or Other.

You will **notice** that your **Address area changes to your selection** (we chose Home…). After you make your selection (Business, Home, Other), **type the address in the small box to the right of your selection.**

When you have **completed everything**, you can **click-**on the **Save and Close button**.

You will now return to your message. To add additional names to your Contacts Address Book repeat the above process again.

When you are in the Contact screen (at the top of the last page) – notice that there are a lot of other tabs and areas which you may also use to enter information about a person.
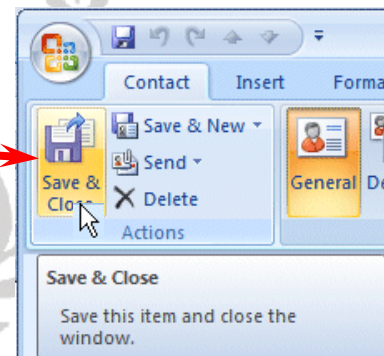
To **observe** that the **contact** you entered **has been added** to your Contacts, **click**-on either the **To, Cc** or **Bcc** buttons in your message screen. When you have clicked one of the buttons, you will go to **the Global Address List** screen again. **Click**-on the **down arrow** in the **upper right corner**, and **move down** the menu and **click**-on **Contacts (Page 18)**. You will **see** the address you **added**. When you have a lot of addresses, you will have to **use the up and down elevator bar to view your addresses**. Outlook **automatically alphabetizes** the names as you enter them.

Your Contacts screen should look something like this:
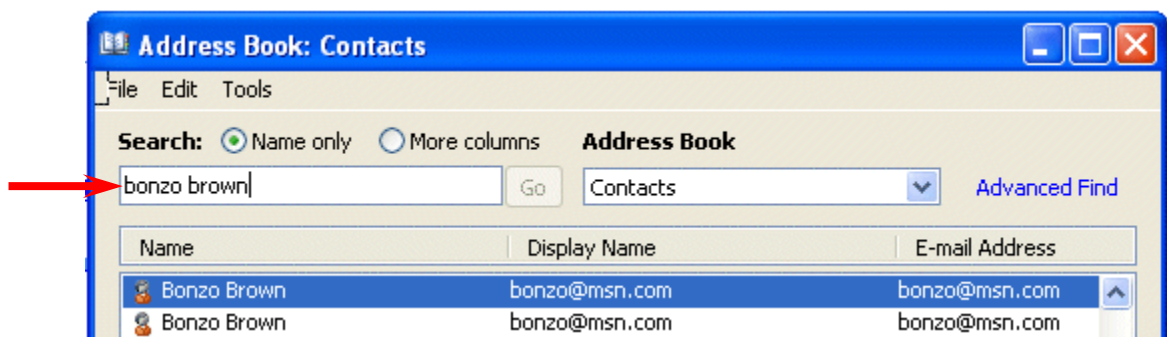
Adding Names to your Contacts as you receive e-mail in your Inbox

Big Note: **Right-clicking on an e-mail address** also works when you **receive a message** from someone! If you know that an address is not in your Contacts, **RIGHT-CLICK on the address** and **add** it as you did above. This really saves a lot of time. You know it's a good address, because you received their message!
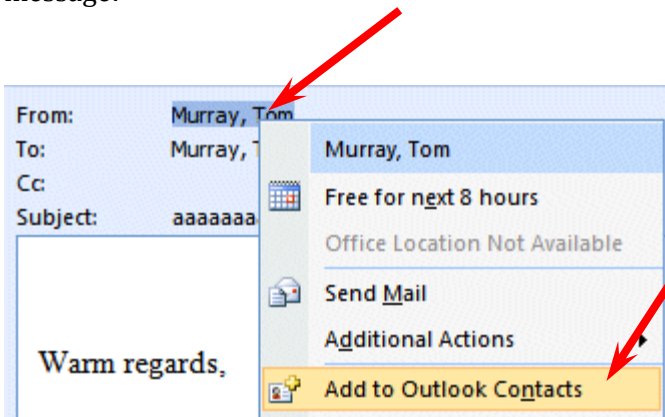
To the **left** is an **image** of the **address area** of an e-mail in the **Inbox**. We simply **RIGHT clicked-on the person** and then **moved down** the pop-up menu to **Add to Outlook Contacts** – just like we did when we typed-in and address in our New Mail To: area.

Once you have clicked-on Add to Contacts you will go back to the same process that is outlined above on pages 20 and 21.

Manually adding e-mail address to your Contacts

Many times, friends will write you (the old fashioned way) or call you on the phone   and furnish their e-mail address. So, there is still **another way** to **add** their **e-mail address** to **your Contacts**. In the **button bar, below the Menu bar,** you will notice   a "**small book**" (**like** the one on the **right**). When you run your cursor over the book   it will indicate: **Address Book**. You can **click**-on it and **add** names to your **Contacts**. **Click**-on the "**book**" and the following screen will appear.
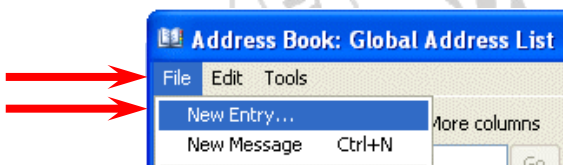
Click-on **File** in the **Menu Bar** and then **click** on **New Entry**.

A **New Entry** screen will appear.

It should **look similar** to the **image** on the **right**. **Make sure** that **New Contact** is **highlighted** in **blue** in the **Select the entry type:** in the top portion of the screen.

And, also **make sure that Contacts** is **selected**   in the **Put this entry** area in the **lower part** of the menu screen. If Contacts is not the choice, click   the down arrow on the right side of Put this entry   and select Contacts from the choices that appear. When everything looks like the screen above, **click** the **OK** button.
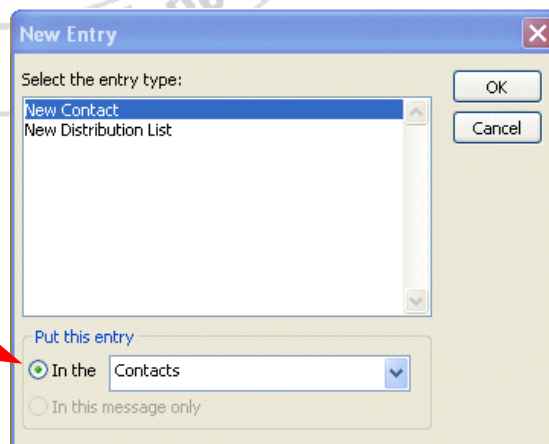
An **Untitled – Contact** screen **like the one below will appear**.

Notice that the **Untitled - Contact screen** is **similar** to the one you used to enter e-mail **addresses as you typed them** into messages, or used when you **copied addresses from you Inbox** again appears – with a **notable exception** – there is **no name in Full Name…** or **E-mail address in E-mail**.

So, **fill in the name of the person** in **Full Name…** and **enter their e-mail address** in the **E-mail area**. You can enter other information as you did previously, as you desire.

When you have entered the information, your **screen should look similar** to the **image** on the **left**. When you have ent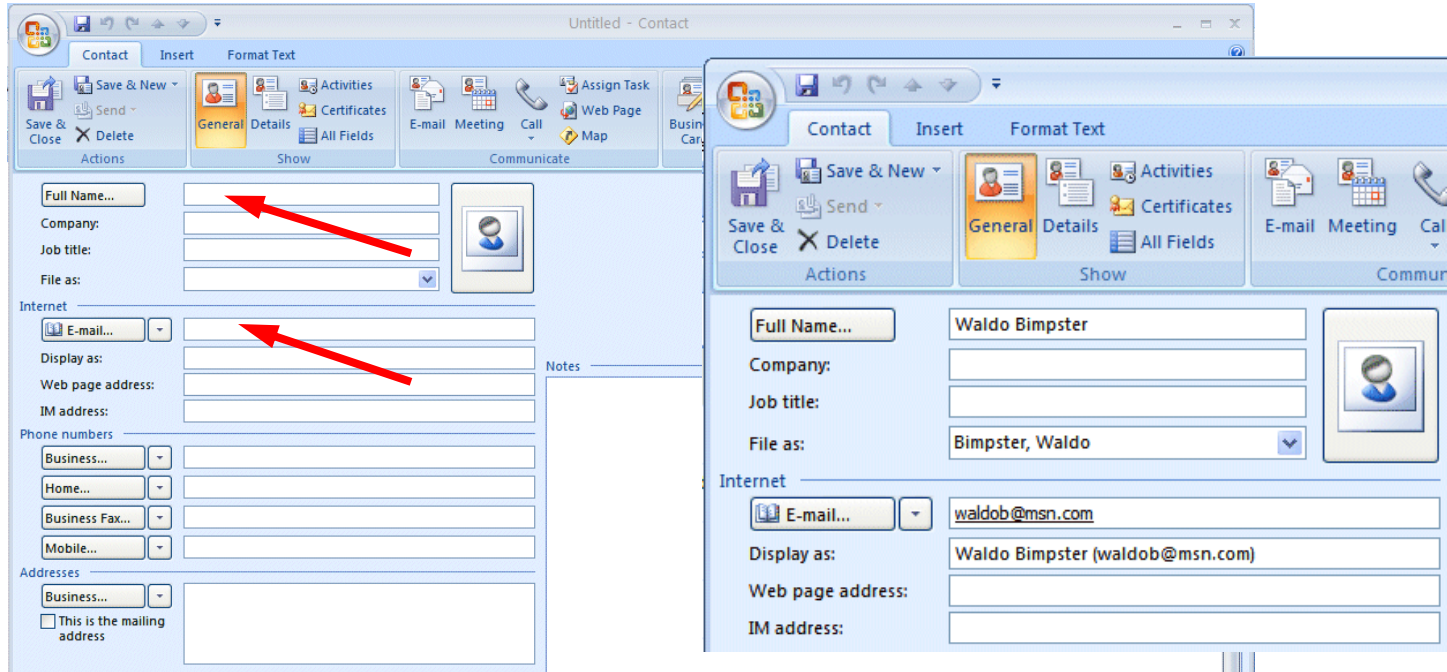ered the information you desire, in the appropriate areas, **click Save and Close** to **add** this **person** to your **Contacts** list.

Note on viewing e-mail addresses

Once you begin using Outlook 2007 Mail **you can check** on a **person's "information"** by *right-clicking the mouse* **on their name** in the **To, Cc** or **Bcc** areas. In the **pop-up menu** that **appears, click**-on **Properties**. If they are in your Global Address Book you will "see" how the system administrator entered the information. If they are in your Contacts list, you will see the Contacts screen similar to the one on the last page. This is very handy if you desire "quick" information about a person in your system.
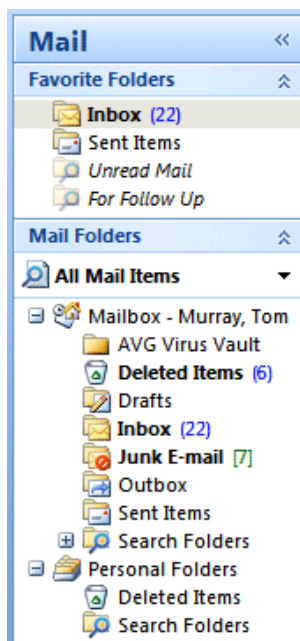
Sending Messages using your Distribution List

To send a message to everyone on your Distribution Lists, use the same steps that you used for sending a message to a single person. Either type in the name of the Distribution List in the To:, Cc:, or Bcc: areas of your message (e.g. Lunch Bunch), or use the Select Names box, like you did on pages 16 to 18, but select your Distribution List like you would select a name.

Folders

When you first opened Outlook 2007, the **area** to the **left** of the **screen looked something like the image to the left**. The icons you see take you to different features of Outlook (Calendar, etc.) or contain e-mail.

The **icons** we are **concerned with** in this tutorial are the **ones that pertain to e-mail** and hold messages (e.g. Inbox, Sent Items, Deleted Items).

When your Technical Support staff set-up your Outlook 2007 account, they created limits for the amount of mail messages you can have in your Inbox, Sent Items, and Deleted Items folders. When you get near this limit, you will receive a cautionary message, indicating that you need to delete messages that are no longer needed. Frequently, you have certain messages that are related to a topic or group, and you would like to retain them for some period of time, and **not have them "count" against your size limit**. The next area of this tutorial will address this situation
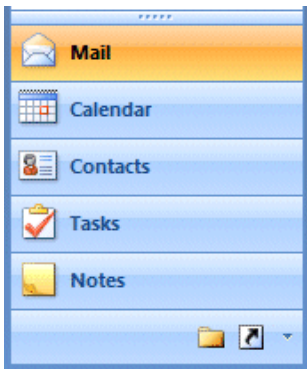
You can **create** special folders called **Personal Folders** for various "**groups**" of e-mail (some of these on the right are – Microsoft, Dell, Tutorials, etc). As you receive or send e-mail related to a "group" you can **move** the e-mail to that folder so that you can find the items easily, without having to search all of your mail. You **can still delete these items when they no longer apply** and **delete the folder when you are finished with it**.
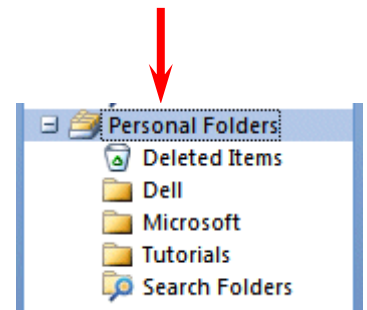
Creating Personal Folders

To create a **Personal Folder,** do the following:

Click-on **File** in the **Menu Bar**, then **click-**on **New** in the drop down menu, and then **click**-on **Folder…**
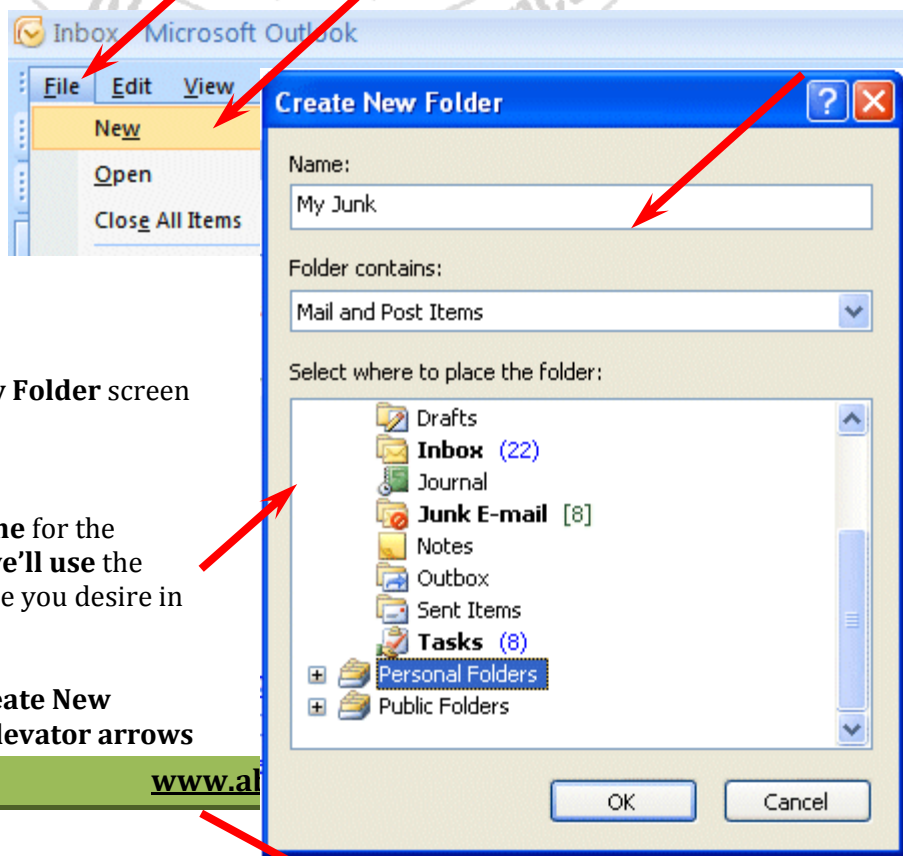
The following **Create New Folder** screen will appear:

First, **select** a **logical name** for the **folder**. For this tutorial **we'll use** the title "**My Junk**." **Type** the name you desire in the **Name**: area.

Next, **move down** the **Create New Folder screen** with **the elevator arrows** **(**on

the **right** of the menu screen) until you see: "**Personal Folders.**" **Click-**on **Personal Folders**.

Now, **click**-on **OK**.

This will **place** the created **folder** in your **Personal Folders** area.

Notice that a new Personal Folder (**My Junk)** has been **added**   to
your **Personal folder area**.

Placing e-mail messages in your Personal Folders

Moving a single message

You will **notice**, in the Preview Pane – Mail
Folders area, that when you **click**-on **Inbox,**
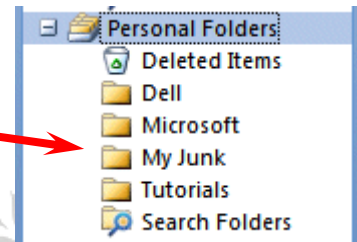**Items**, **or Deleted Items,** that the **Personal**
Folders you created **can still be seen** in the
Preview Pane on the left side of the
screen.
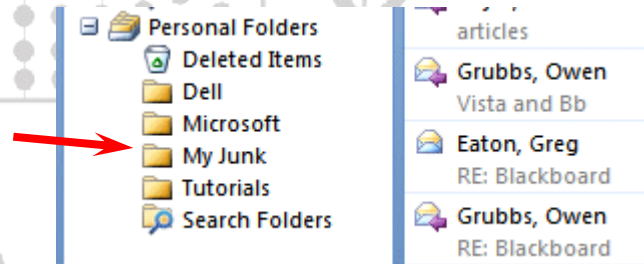
To "**move**" a single **e-mail message from one folder (Inbox, etc.) to another folder (Personal Folder)**,
you simply **click-on the e-mail** message, you want to move, **hold down the left mouse button**, and **drag**
the message **to the Personal Folder**.
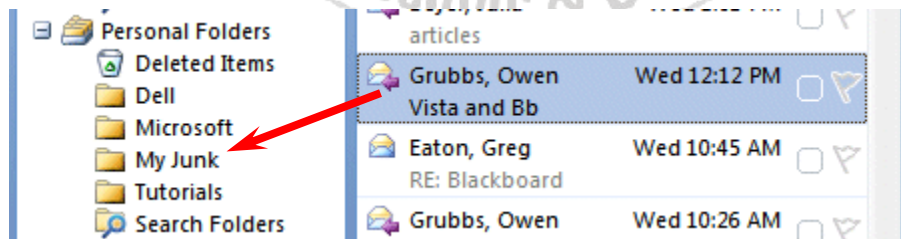
In the **image above** we **clicked**-on the **highlighted message**, **held down the left mouse button**, and
dragged the message **from the Inbox to the My Junk folder**. You will **notice**, **as you are "dragging"** your
e-mail message, a **small box appears "attached" to the cursor arrow.** The **cursor changes** to a **circle**
with a line through it (when you are over an area where you can't drop your message), and then **changes**
again to **the box with the arrow** when you have the cursor over a **Personal Folder** icon. When you have
the **box symbol over** your **Personal Folder**, **release** the **left** mouse button. This will move the message
from one folder to another. Try this with one of the messages in your Inbox.

Moving Several Messages
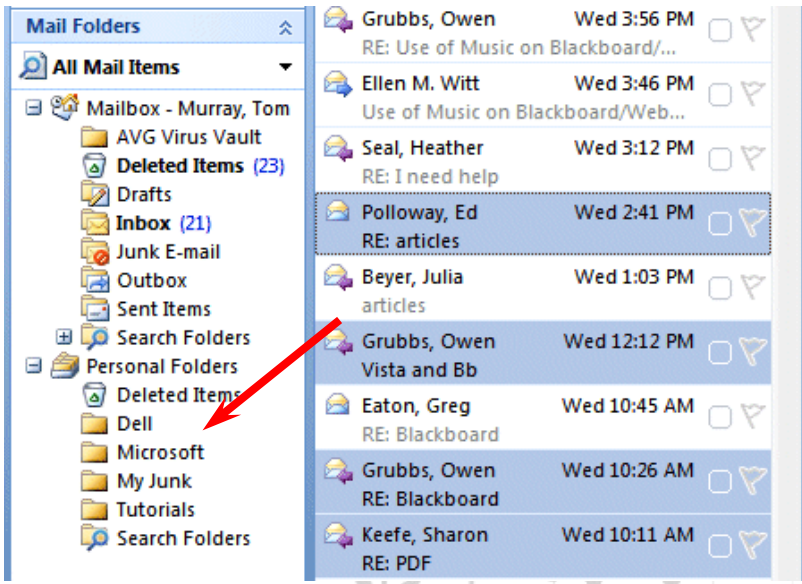
You can also **move several messages** with this drag technique.

To **highlight several messages** you need to learn a new skill. If you **hold down one of the Ctrl keys** (at the bottom of the keyboard – one either side of the Space Bar) and then **click**-on **several messages**, you'll **notice** that **as you click each message it is highlighted** (like image on left).

When you are **ready to move** the group of messages you highlighted, simply **click**-on **any of the highlighted messages**, and *immediately* **hold down** the **left mouse button**, and then **drag** all the messages to the **folder** where you want the messages. If you click-on one of the messages and don't drag the cursor immediately, this will "turn-off" the multiple message selections and you'll have to start again. It's kind of tricky. So the first time that you try this, if it doesn't work – try again.

If you ever desire to "turn-off" the multiple highlights, you simply click-on any message and that will remove the highlights and select the message on which you clicked.

You can still delete the messages when you no longer desire to retain them.

Moving, Deleting, and Recovering Mail Messages

You should now have a "feel" for Outlook 2007. Having just completed folders, you can see that we can move a message <u>from any folder</u> <u>to any folder simply</u> by clicking-on it and dragging the message to another folder. You could **also** click-on a message and, either using **Edit** (in the Menu Bar)**,** then **Copy** or **Cut** in the **Menu bar,** and then **Paste**, to move or copy a message in this manner. You can also use the **Cut, Copy** and **Paste buttons** in the button bar.

"Really" Deleting Messages

To "**really**" delete an e-mail message in the **Deleted Items Folder**, you can **click**-on the **message** and **click**-on the "**X**" button, or tap the **Delete key**. Outlook 2007 will ask you if you "**really**" want to delete the message. When you say "**yes**," it's **gone**. To delete **several individual messages at once**, click-on the **first** message, then **hold down** the **Ctrl** key, and **while holding down Ctrl**, **click-on the other items**. You will see that they turn "**blue**," indicating that you are "**marking**" them (just like we covered before). Now click the "**X**" button or tap the **Delete** key. If you want to delete **ALL** of the **items** in the **Delete Items** trash can, **click**-on **Edit** in the **Menu bar** and then **Select All**. Then, click-on the "**X**" button or tap the **Delete** key.

A **message box will appear** asking   if you **really want to delete all the items**. If you do, click-on Yes.
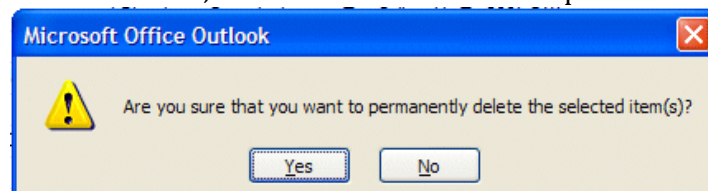
Adding, Sending, Receiving, Viewing, and Saving Attachments

There are many times when you want to **send** a **Word document, Excel spreadsheet, PowerPoint presentation, picture,** or **file** of some type to someone, or be able to receive one. Outlook 2007 makes this relatively simple. The items indicated above are sent as "**attachments**" to your e-mail.

When you are sending an e-mail message and want to "**include**" an **attachment** it's relatively easy. When you are in the **Untitled-Message**, the **Forward** or **Reply** screens, you will notice a "**paperclip**"
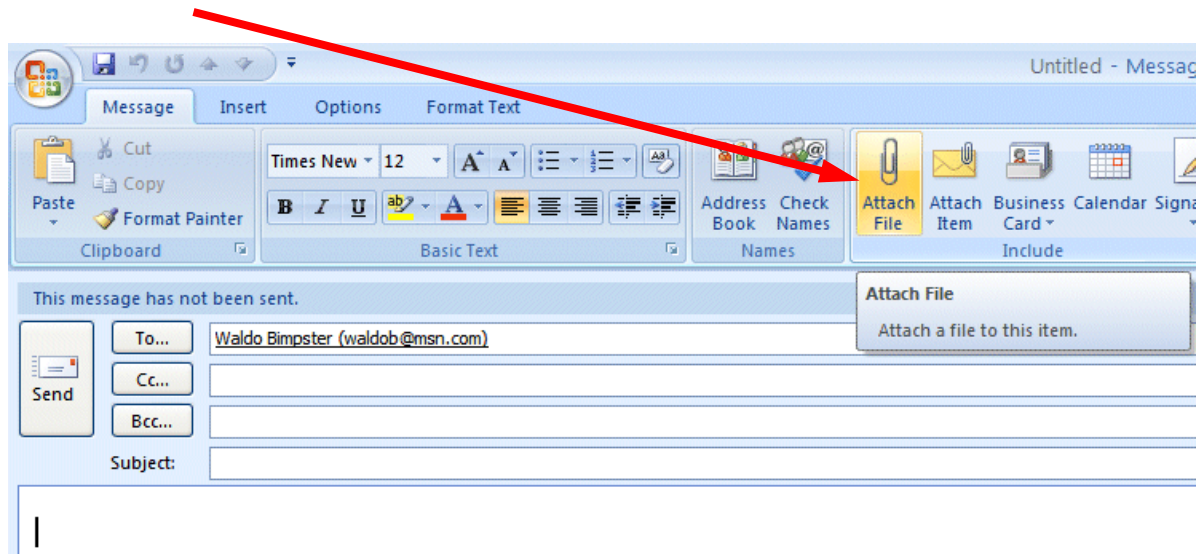
 Attach File in the **Message Tab/Ribbon**.
This **paperclip (Attach File)** is the **button** that **allows** you to **insert** an **attachment in your e-mail message**. *Click-on the paperclip*. The following **Insert File menu screen will appear**.
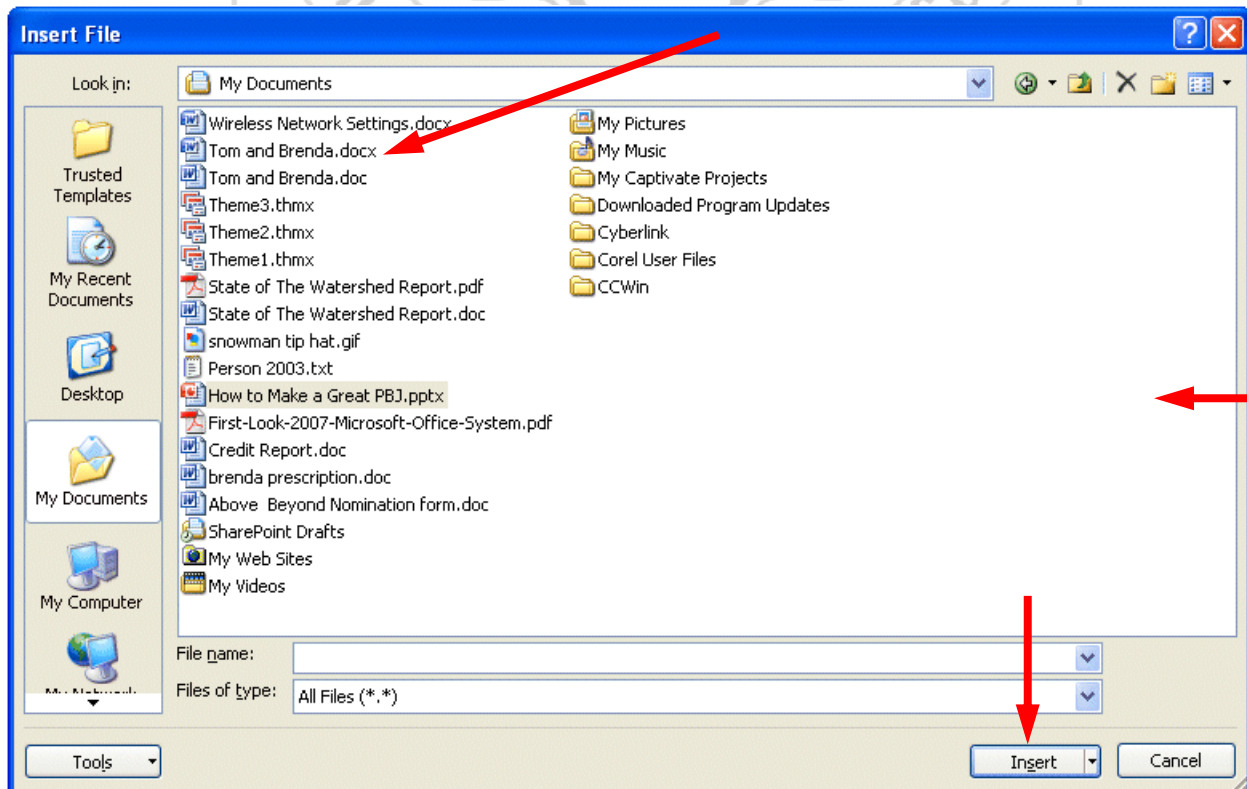
When this **Insert File screen appears**, **choose** the **location** of your **file** (**attachment)** on your computer (A or C drives, etc., or on a network drive) by using the **Look in: area** (**see the arrow above – we have chosen My Documents** on the **C: disk drive**). Then **choose the file** by **clicking-on it (we chose** a **PowerPoint** file called **How to make a great PBJ** for our attachment)**. Click-on **Insert**. Your e-mail message, with attachment, will **look similar** to the image on the right.

This message has not been sent.

Send

To... Waldo Bimpster (waldob@msn.com)

Cc...

Bcc...

Subject: PowerPoint Tutorial

Attached: How to Make a Great PBJ.pptx (566 KB)
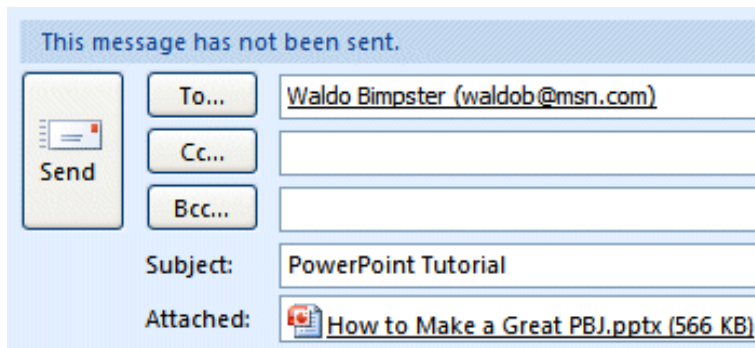
I have included a 2007 PowerPoint Presentation as an attachment to this message.

When you or, another person, receives this attachment, all you/they have to do is **double-click** on the **attachment** and it will load into the proper program! Or, you **can right click on the attachment,** and a **menu** will **appear** that you can use. Once you have the document in its normal "environment," you can save it, etc. Pretty neat!

Calendar

There is a **personal calendar** you can **use** that is included with Outlook 2007. You can access the calendar by **clicking-on** the **calendar icon** in **Outlook Shortcuts** area on the left of your Outlook screen. You can **learn how to use** this calendar by **clicking-on Help**.

Mail

Calendar

Contacts
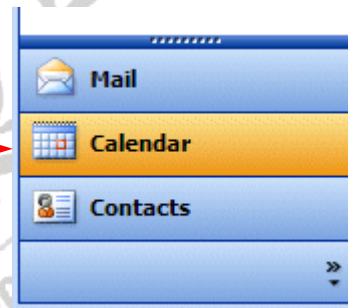
Important Word Shortcuts

CTRL+SHIFT+A	All Caps
ALT+CTRL+M	Annotation
ALT+CTRL+K	Auto Format
F3 or ALT+CTRL+V	Auto Text
CTRL+B or CTRL+SHIFT+B	Bold
CTRL+SHIFT+F5	Bookmark
CTRL+C or CTRL+INSERT	Copy
CTRL+SHIFT+C	Copy Format
SHIFT+F2	Copy Text
ALT+F3	Create Auto Text
ALT+SHIFT+D	Date Field
CTRL+BACKSPACE	Delete Back Word
CTRL+DELETE	Delete Word
ALT+SHIFT+F7	Dictionary
ALT+SHIFT+F9	Do Field Click
CTRL+F10	Doc Maximize
CTRL+F7	Doc Move
CTRL+F5	Doc Restore
CTRL+F8	Doc Size
CTRL+SHIFT+.	Grow Font
CTRL+]	Grow Font One Point
CTRL+T	Hanging Indent
ALT+SHIFT+R	Header Footer Link
F1	Help

CTRL+SHIFT+H	Hidden
CTRL+K	Hyperlink
CTRL+M	Indent
CTRL+I or CTRL+SHIFT+I	Italic
CTRL+J	Justify Para
CTRL+L	Left Para
SHIFT+UP	Line Up Extend
ALT+CTRL+L	List Num Field
ALT+CTRL+O	Outline
ALT+SHIFT+- or ALT+SHIFT+NUM -	Outline Collapse
ALT+SHIFT+RIGHT	Outline Demote
ALT+SHIFT+=	Outline Expand
ALT+SHIFT+NUM +	Outline Expand
ALT+SHIFT+DOWN	Outline Move Down
ALT+SHIFT+UP	Outline Move Up
ALT+SHIFT+LEFT	Outline Promote
ALT+SHIFT+L	Outline Show First Line
CTRL+3 or CTRL+F11	Lock Fields
ALT+LEFT	Web Go Back
ALT+RIGHT	Web Go Forward
CTRL+LEFT	Word Left
CTRL+SHIFT+LEFT	Word Left Extend
CTRL+RIGHT	Word Right

Excel Time saving Shortcuts

Tab	Move to next cell in row
Shift + Tab	Move to previous cell in row

Page Up	Up one screen
Page Down	Down one screen
Ctrl + Page Down	Move to next worksheet
Ctrl + Page Up	Move to previous worksheet
Ctrl + Home	Go to first cell in data region
Ctrl + End	Go to last cell in data region
Ctrl + B	Bold toggle for selection
Ctrl + I	Italic toggle for selection
Ctrl + U	Underline toggle for selection
Ctrl + 5	Strikethrough for selection
Ctrl + Shift + F	Change the font
Ctrl + Shift + P	Change the font size
Ctrl + Shift + 7	Apply outline borders
Ctrl + Shift + Underline	Remove all borders
Alt + Enter	Wrap text in same cell
Ctrl + 1	Format cells
Ctrl + Shift + F	Select font
Ctrl + Shift + P	Select point size
Ctrl + Shift + 4	Format as currency
Ctrl + Shift + # (hash sign)	Format as general
Ctrl + Shift + 5	Format as percentage
Ctrl + Shift + 1	Format as number
Alt + Equals Sign	Autosum a range of cells
Ctrl + ; (semi-colon)	Insert the date
Ctrl + Shift + ; (semi-colon)	Insert the time
Ctrl + Shift + + (plus sign)	Insert columns/rows

Shift + F11	Insert a new worksheet
Alt + Shift + 1	Read Monitor Cell One
Alt + Shift + 2	Read Monitor Cell Two
Alt + Shift + 3	Read Monitor Cell Three
Alt + Shift + 4	Read Monitor Cell Four
Ctrl + Shift + D	List Visible Cells With Data
Ctrl + Shift + C	Lists Data In Current Column
Ctrl + Shift + R	List Data In Current Row
Ctrl + Shift + H	Select Hyperlink
Ctrl + Shift + S	Move To Worksheet Listbox
Ctrl + Shift + M	Move To Monitor Cell
Ctrl + Shift + O	Select Worksheet Objects
Ctrl + Shift + B	List Cells At Page Breaks
Insert + V	Options Listbox

Easy move through PowerPoint

CTRL+EQUAL SIGN (=)	Apply subscript formatting -
CTRL+PLUS SIGN (+)	Apply superscript formatting -
CTRL+BACKSPACE	Delete a word -
ALT+SHIFT+RIGHT ARROW	Demote a paragraph -
CTRL+D	Make a duplicate of the current slide -
CTRL+T	Open the Font dialog box
ALT+SHIFT+LEFT ARROW	Promote a paragraph -
F4 or CTRL+Y	Repeat your last action -
F5	Start a slide show -

F6	Switch to the next pane (clockwise) -
SHIFT+F6	Switch to the previous pane -
CTRL+G	View guides -

Microsoft Windows Natural Keyboard:

Win + L:	Log off Windows.
Win + P:	Open Print Manager.
Win + C:	Open control panel.
Win + V:	Open clipboard.
Win + K:	Open keyboard properties.
Win + I:	Open mouse properties.
Win + A:	Open Accessibility properties.
Win + Space:	Displays the list of Microsoft IntelliType shortcut keys.
Win + S:	Toggle Caps Lock on and off.