



Ethiopian TVET-System



INFORMATION TECHNOLOGY SUPPORT SERVICE

Level I

Based on May 2011 Occupational Standards

October, 2019



Module Title: Operating Personal Computer

TTLM Code: ICT ITS1 TTLM09 0919 v1

This module includes the following Learning Guides

LG24: Access basic information system

LG Code: ICT ITS1M07L02-LG-24

LG25: Navigate and Manipulate Desktop Environment

LG Code: ICT ITS1 M07 L03-LG-25

LG26: Organize Basic Directory/ Folder Structure and File

LG Code: ICT ITS1 M07 L04-LG-26

LG27: Organize files for users and/or Organization Requirements

LG Code: ICT ITS1 M07 L05-LG-27

LG28: Print Information

LG Code: ICT ITS1 M07 L06-LG-28

LG29: Operate Application Software

LG Code: ICT ITS1 M07 L07-LG-29

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Instruction Sheet

G24: Access basic information system

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Inserting user name and password to access computer desktop environment
- Navigating operating system to access system information
- Using On-line get help functions

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to: -

- Insert user name and password as prompted and noted access, privacy, security and related conditions of use displayed on introductory screens
- Navigate **operating system** to access **system information** to identify system configuration and application versions in operation
- Use **on-line help functions** as required

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
 2. Follow the instructions described below 3 to 6.
 3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3” in **page -3, 8 and 16** respectively.
 4. Accomplish the “Self-check 1, Self-check t 2 and Self-check 3” in **page -7, 15 and 19** respectively.
 5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 2 and Operation Sheet 3” in **page -20 and 22** respectively.
 6. Do the “LAP test” in **page – 23** (if you are ready).
- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



Information Sheet 1

Inserting user name and password to access computer desktop environment

1.1. Getting familiar with the desktop environment

1.1.1. Using the mouse

One of the most useful tools for working on a computer is the mouse. The mouse is used to move a pointer or cursor around the screen, in order to select a button or icon to perform a particular task, or to access, move or copy data. When you create your own files using application software (like a word processor) you'll use the mouse to help you write and edit text or other data.

So before you start to navigate around the computer, make sure you are comfortable with using the mouse. It may take some time and practice to get this.



Mouse pointer: On the screen, the mouse usually appears as a small white or black arrow. When you move your mouse on a flat surface, the arrow will match the movement on the screen.

To move the mouse pointer, move the mouse across the mouse pad and watch the pointer on the screen move in the same direction. Practice moving the mouse now.

Doing tasks with the mouse

There are a variety of mice available. Apple computers have a single button, while PCs can have either two buttons (a left and a right button) or three buttons (left, middle, right). The left and right mouse buttons, however, are commonly used by PC operating systems.

Some common ways that you can use a mouse with two buttons include:

- **Left-click:** One click of the left mouse button allows you to choose something on the screen.
- **Right-click:** One click of the right mouse button will often open up a shortcut menu.
- **Double-click:** Quickly clicking the left button twice allows you to open a selected file or folder.
- **Click-drag:** Left-click on an item, such as a file icon, and keep holding the mouse button down, then drag the item to move it to a new location. Another common function that click-drag performs is with text. For example, when you are inside a



word document, left-click at the start of a sentence and drag to the end of the sentence to select that sentence.



Figure 1: A mouse with two buttons and a scroll wheel

A mouse may also have the additional feature—a scroll wheel—that enables you to use the mouse to scroll up and down a window instead of using the window’s **scroll bars**.

1.1.2. Desktop windows

The desktop is the background screen that appears as soon as the computer has finished starting up. The desktop is part of the operating system software, so its appearance is controlled by system settings. There are several useful items on the desktop including:



Icons: An icon is a small picture that may appear on your desktop. Double left-clicking on an icon is an easy way to open a program, files or other items (such as storage drives). Icons allow you quick access to all of these items.

It is very important to become familiar with how to work with **windows** on the computer. A window is an area on the screen that displays programs or information. For example, windows are a device the operating system uses to display a list of the contents of a folder. A window can be moved, resized, opened and closed. Many operating systems allow you to have several windows open at any time, so you can easily move around between areas.

Windows are also used in application programs to display a document when it is open.

There are several features of windows including:

- **Title bar:** This is a bar that appears at the top of the window. It often includes the name of the program or folder.
- **Minimize:** This option shrinks the window to its smallest size. It will now only appear as an option on the task bar. The program is still open; left-clicking on it in the taskbar will restore it to its regular size.

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- **Maximize:** This options makes the window expand to its largest size.
- **Close:** This will close the window. If you need to save your work, a program will usually ask you to save before closing.
- **Scroll bar:** This is a slider on the right-hand side of the window that allows you to move down the contents of the window, in the same way you might have scrolled down a website page. Left-click and drag the slider, or left-click on the down and up arrows in order to move up or down the window contents.



Minimize



Maximize



Close

Figure 2: Buttons that appear in Microsoft Windows operating system windows—to minimise, maximize and close a window. These buttons sit at the top right-hand corner of every window.

1.1.3. The task bar

The **Task bar** is a horizontal bar at the very bottom of the desktop. It shows any applications or windows that are open. If there is more than one document open in an application, it will show the name of the application and the number of files open. It also shows the time and short cuts for any other items open on the desktop.

1.1.4. The Start menu

You can left-click the **Start** button on the Task bar to see the **Start menu**. This menu allows you to:

- access information about the computer system you are using
- access controls for changing the way that information is displayed
- access application programs that are installed on the computer.



Next we'll look at the settings you can access in the **Control Panel**. The Control Panel can be selected in the **Start menu**.



Figure 3: The Start menu where you can access system information and change display settings (in the Control Panel), and open the application programs

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. An ____ is a small picture that may appear on your desktop.
A. Scroll bar
B. Title bar
C. Task bar
D. Icons
E. Minimize:
2. This is a bar that appears at the top of the window
A. Scroll bar
B. Title bar
C. Task bar
D. Icons
E. Minimize
3. This option shrinks the window to its smallest size.
A. Scroll bar:
B. Title bar
C. Task bar
D. Icons
E. Minimize
4. This is a slider on the right-hand side of the window that allows you to move down the contents of the window
A. Horizontal Scroll bar
B. Title bar
C. Task bar
D. Vertical Scroll bar
E. Minimize
5. The _____ is a horizontal bar at the very bottom of the desktop. It shows any applications or windows that are open.
A. Scroll bar:
B. Title bar
C. Task bar
D. Icons
E. Minimize:

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Information Sheet 2	Navigating operating system to access system information
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2.1. Accessing system information and settings

2.1.1. The Control Panel

The **Control Panel** enables you to view and change settings to things like:

- The display—screen savers, patterns, appearance, wallpapers.
- Date and time
- The system—resources that the system has available such as devices listed in the hardware tab.
- Printers and faxes—shows printers and faxes and their settings. There are other options that you could use once you are more confident.

The **Control Panel** window contains many icons that represent different controls, players or information about the computer system. You can access any of these by double left-clicking on an icon.

Look at **Figure 4** on the next page. Find the icons for:

- 1 Date and time
- 2 Display
- 3 Folder options
- 4 Printers and Faxes.

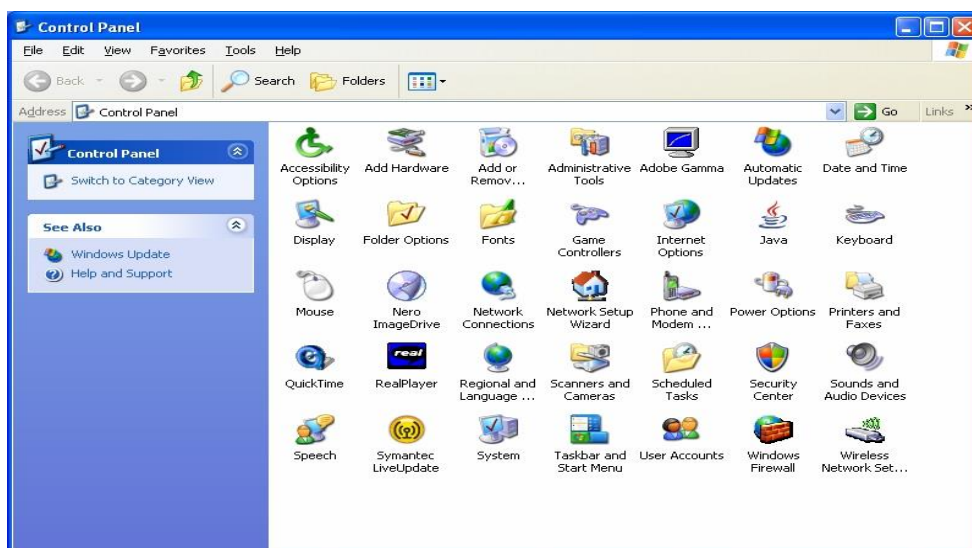


Figure 4: The Control Panel window where you can access information and system settings by double-clicking on the icons

1.



2.1.2. Customize the desktop

It is possible to **customize** your desktop, for example, to change the background pattern and the style of the text displayed by the operating system. You do this through the **Control Panel** through the **Display** icon.

Now, on your own computer, follow the steps below to customize the desktop on your computer.

- 1 Left-click on **Start** on **Task bar**.
- 2 Left-click on **Control Panel**.
- 3 Double left-click on the **Display** icon.

The **Display Properties** box will appear.



Figure 5: The Display Properties box (in Windows XP)

Notice the tabs across the top of the box—these provide options for changing display properties:

- Themes
- Desktop
- Screen Saver
- Appearance
- Settings. Click on each tab to see the different options.



2.1.3. Appearance

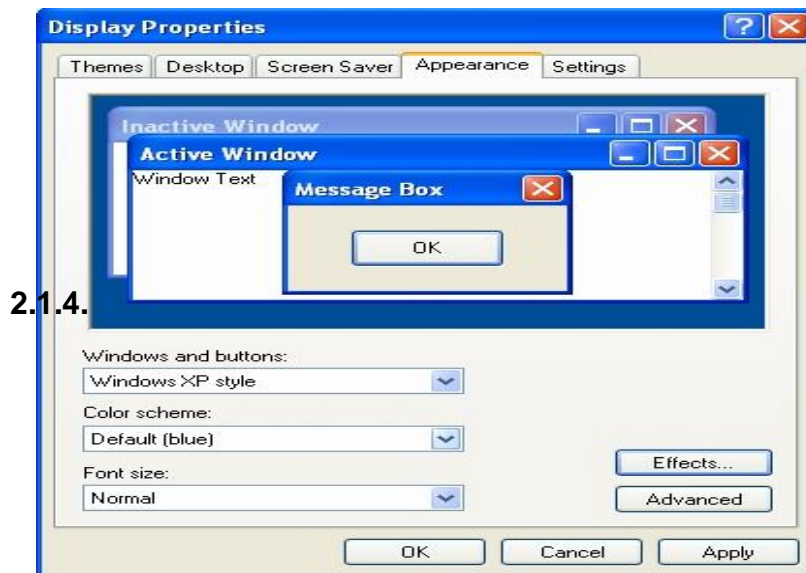
Figure 6. below show the options under the **Appearance** tab.

Change the color scheme and font size

Note: From now on the word 'click' refers to the left mouse button.

- 1 Select 'Windows style' from the **Windows and Buttons** option. To do this, click on the arrow to see a drop-down menu which lists the options. Then move the mouse pointer down the list to select the option you want.
- 2 Select a **Colour scheme** in the same way you changed the **Windows and Buttons** option. Notice how the colour scheme changes on your desktop as you choose different options.
- 3 Now change the font size, for example, try 'Large'.
- 4 Click on **OK** to save the changes you have made OR click on **Cancel** if you don't want to save the changes.

Figure 6: Options under the Appearance tab





2.1.4. Change the date and time

Follow these steps to change the date and time on your computer clock.

1. Click on **Start** on the **Task bar**.
2. Click on **Control Panel**.
3. Double-click on the **Date and Time** icon.

The tabs here give you options for how the time and date is displayed and allow you to set the correct time on the computer's clock if necessary. Check the following options are set on your computer:

1. Click on the **Time Zone** tab.
2. Select 'Aus Eastern Standard Time' from the drop-down menu.
3. Click on the **Date & Time** tab.
4. Click on the drop-down menu and select the correct month.
5. Use the up and down arrows to select the year.
6. Click on the date in the calendar to select the day.
7. Under the clock, use the up and down arrows to select the correct time.
8. Click on **OK** to save the changes you made OR click on **Cancel** if you don't want to save the changes.

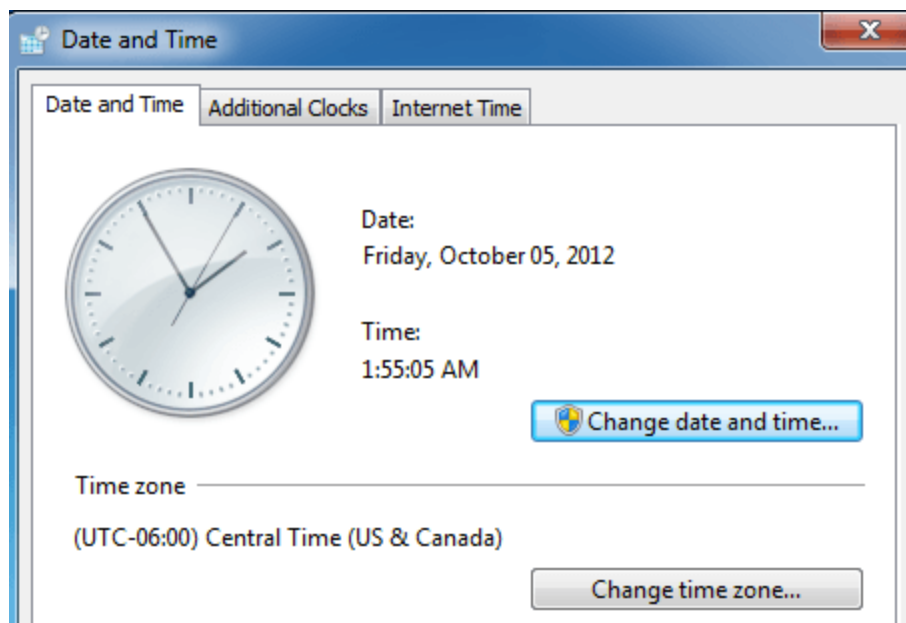


Figure 7: Date and Time properties box (in Windows 7)

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2.1.5. Check printers and faxes

Now we'll look at how to check the settings for the printers that are connected to your computer.

1. Open the **Control Panel**.
2. Double-click the **Printers and Faxes** icon.

Figure 9: Printers and Faxes options (in Windows 7)

1. Click on a printer to see the corresponding list of **Printer Tasks** listed to the left. To perform any of these tasks, click on the task name in the list.
2. Right-click on the printer icon to see a drop-down menu with additional options. (See **Figure 9** below. Note you may have different printer names on your computer.)

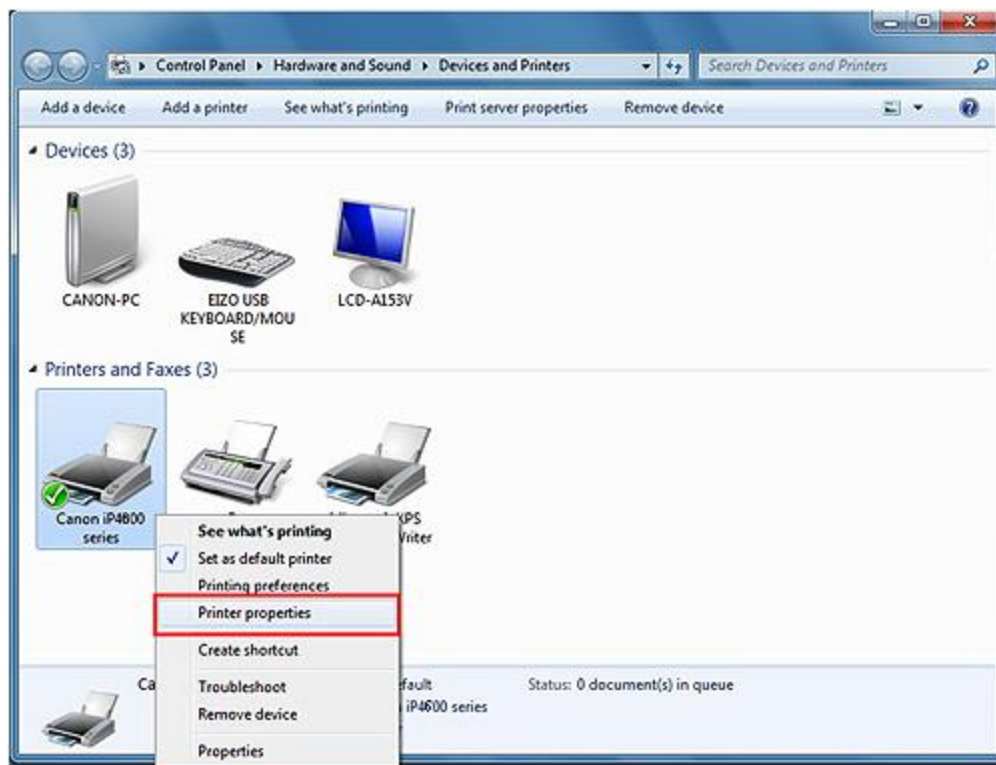


Figure 9: A drop-down menu appears when you right-click on a printer icon

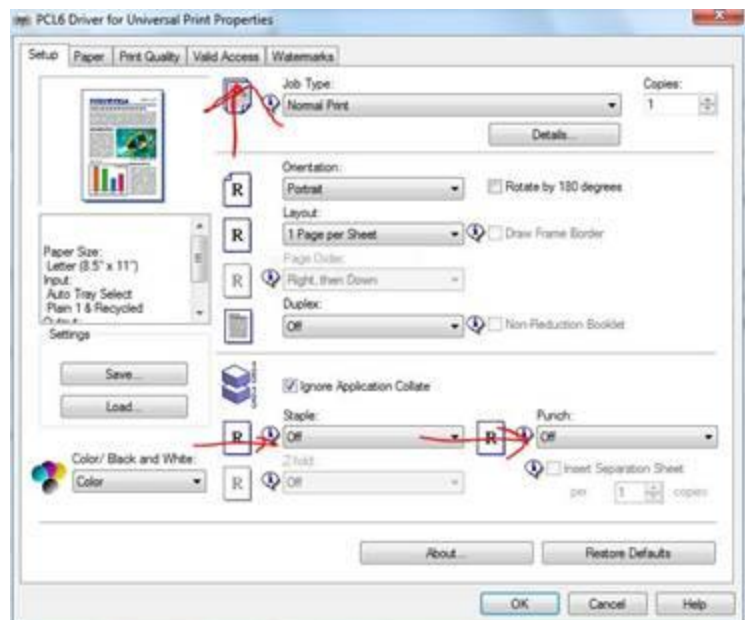
2.1.6. Change printer preferences



Follow these steps to see the options available for your printer.

- 1 Right-click on a printer icon and select (with a left-click) **Printing Preferences** from the drop-down list.
- 2 In the Preferences box, click on each of the tabs and notice the options that are available. You can change the paper size or paper orientation under the **Page Setup** tab (see

Figure 10 below). Features that your printer does not have will be greyed out (faded) and you won't be able to use these options.



3. Click on **Cancel** to close the preferences box without saving any changes.
4. Click on the **Close** button to close the **Control Panel**.

Figure 10: Printer preferences box for printer



2.1.7. Open and close an application program

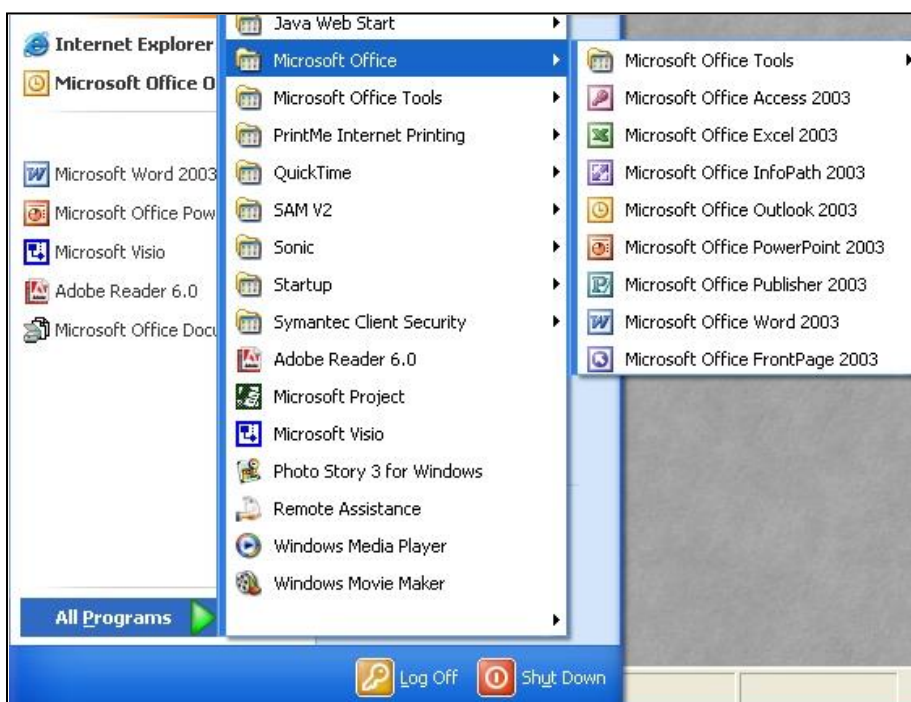
Follow these steps to see what programs are installed on your computer and to open one of the programs.

1. In the **Start menu**, click on **All Programs** to see a list of all the application programs on the computer.
2. Move the mouse across to the list of programs and then up or down the list to the program you want to use. Click on the name of the program to open it.
3. Note that if a name has a small arrow next to it, a sub-menu appears when you click on the name. See **Figure 11**.
4. If your computer has *Microsoft Office* listed under **All Programs**, click on *Microsoft Office*. Then move the mouse across to the sub-menu and click on *Microsoft Office Word*.
5. The program will take a few moments to open. A new blank document will be displayed in the Microsoft Word window.

Figure 11: Click on Microsoft Office then move the mouse across to the sub-menu and click on Microsoft Word

Close the program

To close the program click on the Close button  at the top right of the window.



**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. The _____ enables you to view and change settings
 - A. Date and time
 - B. Printers
 - C. Folder options
 - D. Control Panel
2. One is deferent from others
 - A. Themes
 - B. Desktop
 - C. Screen Saver
 - D. Appearance
 - E. Fax
3. In the **Start menu**, click on **All Programs** to see a list of all the application programs on the computer. **(True/False)**

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Information Sheet 3**Using On-line get help functions**



3.1. Getting online help

Online help is a facility provided with most application programs and operating systems. It gives you assistance with all of the functions and features of the product you are using. If you are using later versions of the software you can also connect directly to the software website for further tutorials, definitions and assistance.

Using online help in Windows 7

Follow these steps to use online help in Windows 7 Professional.

1. Under the **Start menu**, select **Help and Support**.



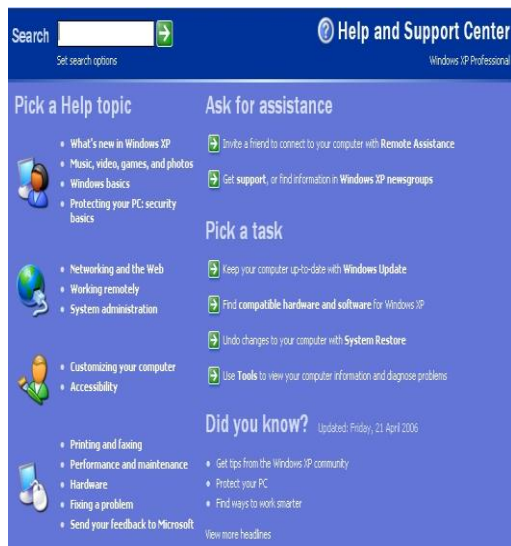
Figure 12: Help and Support in Windows 7 can be accessed under the Start menu

2. At the Help and Support Centre there are Help topics you can browse through, or you can use the Search field to enter a keyword and find help.
3. Figure 13: Help and Support Centre in Windows 7
4. In the Search field, type in the word 'printers' and click on the green arrow. Look at the tasks and topics in the search results. If you want to get help for any task or topic, click on the item in the list.
5. To try another search, click inside the search box and press the Delete key on your keyboard to delete the word 'printers'. Then type in a new word or phrase.

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To go back to the **Help and Support Centre** home screen, click on the **Back button** at the top left-hand side of the window.



Getting online help in an application

All the popular programs also have an inbuilt help facility. This facility might include tutorials for learning the program.

For example, there are two ways you can access the Help options in *Microsoft Word*:

6. Click on the **Help menu** to see the

Help-related items, including the

Microsoft Office website. OR

Press the **F1** key on your keyboard. This is the first

'F' key on the very top row of the keyboard. Click on

some of the choices and look at the help that is available. Get help for printing a document

You can use the **Word Help** to search for help topics or browse topics under the



Table of Contents.

Figure 14: Microsoft Office Word Help



3.2. To search for help to print a document:

1. Under the Help menu click on Microsoft Office Word Help OR press the F1 key to open Help.
2. Type the word 'printing' in the Search for: box.
3. Click on the green arrow. The computer will search the Microsoft Help site and provide a list of tasks and topics that might be useful. Click on any item to get the help information.
4. Scroll down the list of items and click on any you think may be useful.

3.3. To browse for help to print a document:

1. Click on **Table of Contents** (directly under the **Search for:** box).
2. Click on **Printing**. A sub-list of topics for 'printing' appears.
3. Click on any of the topics that may be helpful.

To close the Help facility click on the **Close** button .

Type a question for help

In Microsoft Word, you can also type a question for help on the main menu bar. At the top right-hand corner of the window (on the menu bar) there is a box where you can type a question for help.



Figure 15: In Microsoft Word you can type a question for help on the main menu bar

1. Click inside the box (where it says 'Type a question for help').
2. Type in your question. For example, try 'How do I save a document?' Look at the items that appear in the results. Click on one that sounds most relevant to your question. Now try your own question.



Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ is a facility provided with most application programs and operating systems?
2. Write the procedure to search printer installation process from w7 ?

Note: Satisfactory rating - 3 points Unsatisfactory - below 3 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

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Operation Sheet 2	Navigating operating system to access system information
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Task1: steps below to customize the desktop on your computer.

- 1 Left-click on **Start** on **Task bar**.
- 2 Left-click on **Control Panel**.
- 3 Double left-click on the **Display** icon.

Task2: Change the color scheme and font size

- 1 Select 'Windows style' from the **Windows and Buttons** option.
- 2 Select a **Colour scheme** in the same way you changed the **Windows and Buttons** option.
- 3 Now change the font size, for example, try 'Large'.
- 4 Click on **OK** to save the changes you have made OR click on **Cancel** if you don't want to save the changes.

Task3: steps to change the date and time on your computer clock.

1. Click on **Start** on the **Task bar**.
2. Click on **Control Panel**.
3. Double-click on the **Date and Time** icon.

OR

options are set on your computer:

1. Click on the **Time Zone** tab.
2. Select 'Aus Eastern Standard Time' from the drop-down menu.
3. Click on the **Date & Time** tab.
4. Click on the drop-down menu and select the correct month.
5. Use the up and down arrows to select the year.
6. Click on the date in the calendar to select the day.
7. Under the clock, use the up and down arrows to select the correct time.
8. Click on **OK** to save the changes you made OR click on **Cancel** if you don't want to save the changes.

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Task4: **Check printers and faxes**

1. Open the **Control Panel**.
2. Double-click the **Printers and Faxes** icon.

OR

1. Click on a printer to see the corresponding list of **Printer Tasks** listed to the left. To perform any of these tasks, click on the task name in the list.
2. Right-click on the printer icon to see a drop-down menu with additional options.

Task5: Steps to see what programs are installed on your computer and to open one of the programs.

1. In the **Start menu**, click on **All Programs** to see a list of all the application programs on the computer.
2. Move the mouse across to the list of programs and then up or down the list to the program you want to use. Click on the name of the program to open it.
3. Note that if a name has a small arrow next to it, a sub-menu appears when you click on the name.
4. If your computer has *Microsoft Office* listed under **All Programs**, click on *Microsoft Office*. Then move the mouse across to the sub-menu and click on *Microsoft Office Word*.
5. The program will take a few moments to open. A new blank document will be displayed in the Microsoft Word window.



Operation Sheet 3

Using On-line get help functions

Task1: Follow these steps to use online help in Windows 7 Professional.

1. Under the **Start menu**, select **Help and Support**.
2. At the Help and Support Centre there are Help topics you can browse through, or you can use the Search field to enter a keyword and find help.
3. In the Search field, type in the word 'printers' and click on the green arrow. Look at the tasks and topics in the search results. If you want to get help for any task or topic, click on the item in the list.
4. To try another search, click inside the search box and press the Delete key on your keyboard to delete the word 'printers'. Then type in a new word or phrase.

Task2: To browse for help to print a document:

1. Click on **Table of Contents** (directly under the **Search for:** box).
2. Click on **Printing**. A sub-list of topics for 'printing' appears.
3. Click on any of the topics that may be helpful.

Task3: Microsoft Word you can type a question for help on the main menu bar

1. Click inside the box (where it says 'Type a question for help').
2. Type in your question. For example, try 'How do I save a document?' Look at the items that appear in the results. Click on one that sounds most relevant to your question. Now try your own question.



Lap Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Task 1: Change display settings

From the Control Panel, make the following changes to your Display settings.

- **Desktop**
Change the desktop pattern to “Ripple”
- **Screen saver**
Change the screen saver setting to “Marquee”.
Select the slowest speed
- **Text style (Settings)**
Change the Font to “Courier”.
Set the font size to 48
Set the font color to Aqua

Task 2: Add a printer

Task 3: Copy your computer Basic system information

Task 4: Access online help and application software.

- Show how to get windows online help
- Show to get application online help
- MS Word

➤ *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*

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Instruction Sheet	LG25: Navigate and Manipulate Desktop Environment
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Creating and Customizing Desktop icons
- Selecting, Opening and Closing desktop icons to access *application programs*
- Manipulating Application windows to return original conditions

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Create and customize desktop icons
- Select, open and close desktop icons to access ***application programs***
- Manipulate application windows and return desktop to original conditions

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
 2. Follow the instructions described below 3 to 6.
 3. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3” in **page -3, 11 and 13** respectively.
 4. Accomplish the “Self-check 1, Self-check t 2 and Self-check 3” in **page -10, 12 and 14** respectively.
 5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in **page -15,17,18** respectively.
 6. Do the “LAP test” in **page – 19** (if you are ready).
- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.

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Information Sheet 1	Creating and Customizing Desktop icons
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1.1. Desktop Overview

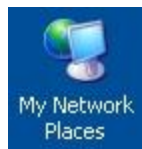
A **computer desktop** provides you with an easy way of identifying, organising and accessing stored data and programs on your computer.

A computer desktop can display shortcuts to get to application programs and storage devices (such as the **hard drive**). You can also create your own shortcuts to places on a hard drive or **network**, so that you can open particular websites or **files** and **folders** quickly.

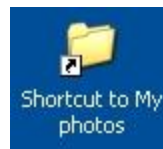
All these shortcuts are displayed on the desktop as **icons**. There are different styles of icons depending on what they represent (although later you find out how you can change an icon graphic to suit your preference). To go to the shortcut, you double-click on the icon.



Icon for Internet Explorer. Double-click this icon to open the program



Icon for accessing shared files on a network. Double-click this icon to go to the network



Icon for a shortcut to a folder that is on the computer's hard drive. Double-click this icon to go to open the folder



Icon for a shortcut to a website. Double-click this icon to go to the website

Figure 1: Different styles of icons you might find on the desktop

The desktop loads after you start up a computer that is running a windows-based operating system like Microsoft *Windows 7* or Other OS.

If you are using a Microsoft Windows operating system you will see the **Start** button (to get to the Start menu) on the bottom left and some desktop icons.

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1.2. Create desktop icons/shortcuts

Now try customising your own icons/shortcuts on your desktop. For the following examples, the operating system *Windows* is used. We will practice two ways of creating a desktop icon:

1. Click and drag an item from a menu.
2. Use the **Create shortcut** command in a window's **File** menu.

Create a desktop icon to open the Control Panel

Follow these steps using your own computer.

1. Click on **Start** on the **Task Bar**.
2. Click on the menu item **Control Panel** but keep the mouse button held down and drag the mouse pointer from the **Control Panel** to the Desktop.
3. The following icon will now be on your desktop:



You have now created a desktop item which will allow you to open the **Control Panel** from the desktop instead of going through the **Start** menu.

Create a desktop icon to open a program

1. Click on **Start** on the **Task Bar**.
2. Click on **All Programs**.
3. Under **All Programs**, click on **Accessories**.
4. Under **Accessories**, click on *Paint* and drag this item to the desktop. (If you don't have *Paint* on your computer then select a different program.)
5. You should now have an icon/shortcut to the program on your desktop.



1.3. Create a desktop icon to open the DVD/CD drive

You can also place shortcuts to storage media drives on the desktop. You would do this if you are regularly using these items.



1. Double-click on **My Computer** (on the desktop).
2. Click **DVD/CD Drive** and drag this item to the Desktop.
3. The following icon will now be on your desktop:

1.4. Create a desktop icon to open a folder

When you have a lot of folders stored on the computer, shortcuts to folders you regularly use are very handy.

1. Double-click on My computer (on the desktop).
2. Double-click on one of the drives listed under **Hard Disk Drives**. You will now see a list or group of folders that are stored on that drive.
3. Click once on one of the folders stored on the drive. The name of the folder will now be highlighted (which means it is selected).
4. Click on the **File** menu at the top of the window and move down the menu and click on

Create Shortcut. (See Figure 2.)

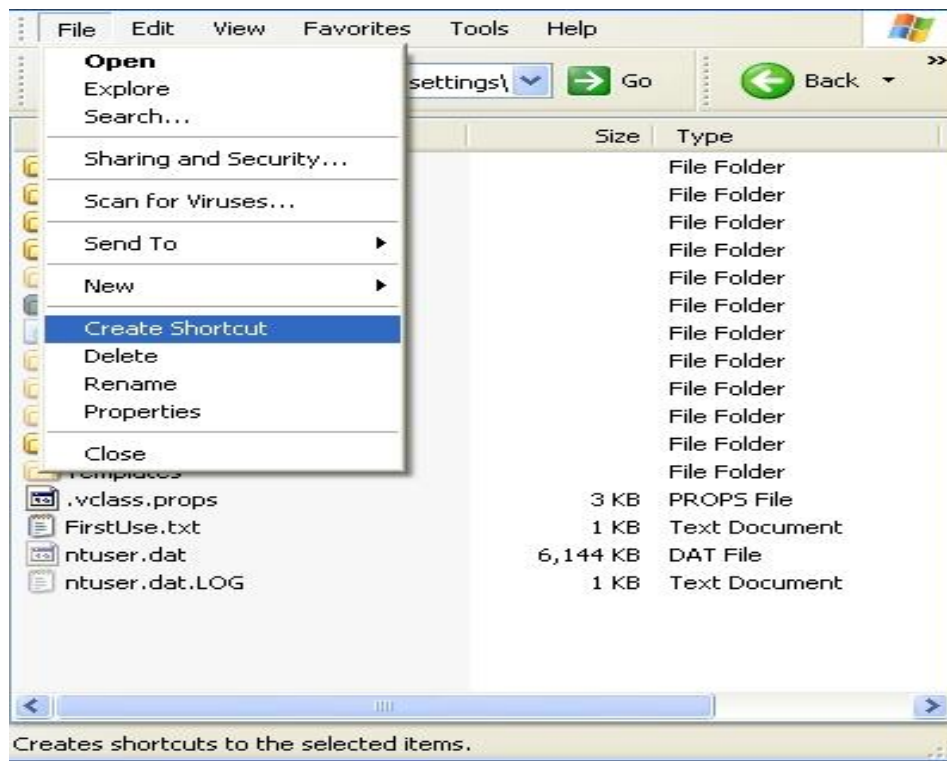
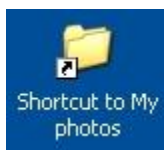




Figure 2: Create Shortcut under the File menu

5. A new folder called 'Shortcut to... (the name of the folder)' appears in the window. Click and drag this shortcut item to the desktop.
6. The following icon will now be on your desktop (but with a different folder name):



1.5. Customize the appearance of icons

Rename an icon

You can rename any icons on the desktop such as a shortcut to a folder.

1. Right-click on the icon you want to rename so that a menu appears.
2. Move the mouse down the menu and select **Rename**. The name of the icon is now highlighted (which means it is selected).

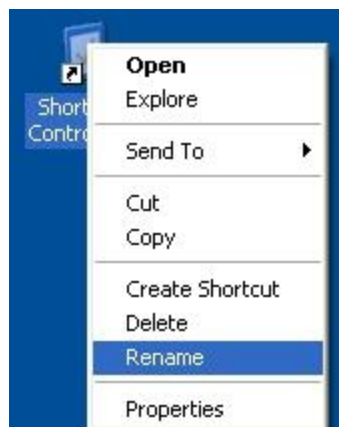


Figure 1: Right-click on an icon to rename or delete an icon

1. Use the keyboard to type the new name for the icon. The text that you type will replace the highlighted text.
2. Press **Enter** on the keyboard OR click anywhere on the desktop to save the new name.

Delete a shortcut/icon

You can delete a shortcut when you no longer need it. Note that if an icon is actually the file to open a program, and not just a shortcut to it, then you probably don't want to delete this!



Delete the shortcut to the DVD/CD drive:

1. Right-click on the DVD/CD icon/shortcut so that a menu appears.
2. Click on **Delete**.
3. Click on **Yes** to confirm you want to delete this icon.

The desktop icon/shortcut for the DVD/CD drive will be deleted but you will still be able to access the drive through **My Computer**. Only the shortcut has been deleted.

Change the picture for a shortcut/icon

You can change the picture for a shortcut/icon by selecting from a range of icons provided by the operating system.

1. Right-click the shortcut/icon you want to change so that a menu appears.
2. Click on **Properties**.
3. Under the **Shortcut** tab, click on **Change Icon**. (See **Figure 4**.)





Figure 2: Changing the picture for an icon

4. Click on the icon picture you want then click the **OK** button. (See **Figure 5.**)



Figure 3: The globe icon is selected for My photos shortcut



Change the size of icons

You can change the size of icons and the text related to the icons.

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Properties**. A **Properties** box appears.
3. In the **Properties** box click on the **Appearance** tab.
4. Click on the **Advanced** button.
5. Select 'Icon' from the **Item** drop-down box (See **Figure 3**.)
6. Change the size of all icons by clicking on the down or up arrows under **Size**: (for **Item**:).
7. Change the size of the text related to icons by clicking on the Font size arrows.
8. Click **OK** to make the changes OR **Cancel** to return to the desktop without making changes. If you want to make the changes, note the original settings (so that you can return and put the sizes back to their original settings).

Figure 4: Changing the size of an icon (Item) and the size of the icon text (Font).



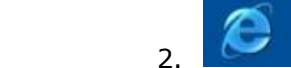
**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Matching Type. Match Column **A** with Column **B**. (1 point each)

Column A

_____ 1. Icons

**Column B**

A. Icon for a shortcut to a website

B. Icon for Computer Networks

C. Icon for a shortcut to a folder that is on the Computer's hard drive

D. Shortcuts are displayed in the desktop as

E. Icon for Internet Explorer

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 2	Selecting, Opening and Closing desktop icons to access <i>application programs</i>
----------------------------	---

2.1. Arrange icons on the desktop

When you have a lot of icons or shortcuts on the desktop you may want to organise them according to either:

- Their **name** (alphabetical order)
- Their **size** (the amount of data that the icon points to)
- Their **type** (group icons for files made with the same program)
- When they were **modified** (group the icons according to when they were last customised).

When you arrange the icons according to any of the above preferences they will regroup on the desktop and be laid out in rows (if **Align to Grid** is also selected).

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Arrange Icons by**, then from the sub-menu choose your preference. (See **Figure 1**.)

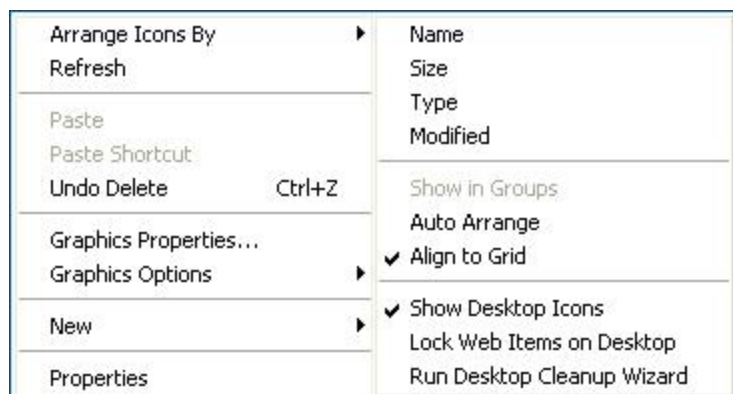



Figure 1: Arrange Icons by sub-menu showing preferences for how icons can be arranged on the desktop (with Align to Grid selected)

2.2. Select, open and close desktop icons to access application programs

You can now open an application program from the desktop icon. Click on the icon/shortcut for *Paint* (or another program you have made a shortcut to) to open the application.  To close this application, click on the **Close** button at the top right of the window.

Try opening some other items on the desktop. Remember to close them when you have finished.

Notice that any items you open; it will appear on the **Task bar** at the bottom of the screen. You will need to close all of these items before you shut down the computer.

Self-Check -2	Written Test
----------------------	---------------------

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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

MATCHING TYPE: Match Column A with Column B. Write the letter of the correct answer on the space provided before the number.

COLUMN A

- _____ 1. Input
- _____ 2. Computer desktop
- _____ 3. Directory
- _____ 4. Word Processor
- _____ 5. sub-directory
- _____ 6. Empty Recycle Bin
- _____ 7. Restore Files
- _____ 8. Copy and Paste
- _____ 9. Cut and Paste
- _____ 10. Mouse Pointer

COLUMN B

- A. Deleting files from the recycle bin
- B. Displays icons and shortcuts
- C. Retrieving files from the recycle bin
- D. Another name for Folder
- E. Creating another copy of a file to another location
- F. A folder inside the main folder
- G. Application Software
- H. data that is entered into the computer.
- I. A small white or black arrow
- J. Moving a file to another location

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 3

Manipulating Application windows to return original conditions

All programs that are loaded on the computer can be accessed from the Programs option on the Start menu. The Start menu is found at the bottom left-hand corner of the screen.

A menu is a list of choices. Sometimes the menu leads to a sub-menu, which contains another list of choices.

Opening an Application from the Start menu

Follow these instructions to open a program from the **Start** menu:

- 1 Using the mouse click the **Start** button in the left-hand corner of the screen.
- 2 Slide the mouse up to **Programs**.
- 3 Slide across and click on a program, e.g. Microsoft Word.

Exiting a file

To exit a file, follow these instructions:

1. Click on File in the top menu bar.
2. Select **Close**.
3. A dialog box will appear on the screen asking if you want to save changes you made to your file. Select **Yes**. A blank screen will appear.

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Go to the Start menu and follow the instructions previously given.

a) List three programs that appear from the **Start** menu.

- _____
- _____
- _____

(b) List three programs that have a sub-menu (shown by an arrow).

- _____
- _____
- _____

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Operation Sheet 1

Creating and Customizing Desktop icons

Task 1: Create desktop icons/shortcuts

1. Click and drag an item from a menu.
2. Use the **Create shortcut** command in a window's **File** menu.

Task 2: Create a desktop icon to open the Control Panel

Follow these steps using your own computer.

1. Click on **Start** on the **Task Bar**.
2. Click on the menu item **Control Panel** but keep the mouse button held down and drag the mouse pointer from the **Control Panel** to the Desktop.
3. The following icon will now be on your desktop:

Task 3: Create a desktop icon to open a program

1. Click on **Start** on the **Task Bar**.
2. Click on **All Programs**.
3. Under **All Programs**, click on **Accessories**.
4. Under **Accessories**, click on *Paint* and drag this item to the desktop. (If you don't have *Paint* on your computer then select a different program.)
5. You should now have an icon/shortcut to the program on your desktop.

Task 4: Create a desktop icon to open a folder

1. Double-click on My computer (on the desktop).
2. Double-click on one of the drives listed under **Hard Disk Drives**. You will now see a list or group of folders that are stored on that drive.
3. Click once on one of the folders stored on the drive. The name of the folder will now be highlighted (which means it is selected).
4. Click on the **File** menu at the top of the window and move down the menu and click on
5. A new folder called 'Shortcut to... (the name of the folder)' appears in the window. Click and drag this shortcut item to the desktop.
6. The following icon will now be on your desktop (but with a different folder name):



Task 5: **Delete the shortcut to the DVD/CD drive:**

1. Right-click on the DVD/CD icon/shortcut so that a menu appears.
2. Click on **Delete**.
3. Click on **Yes** to confirm you want to delete this icon.

Task 6: **Change the size of icons**

You can change the size of icons and the text related to the icons.

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Properties**. A **Properties box** appears.
3. In the **Properties box** click on the **Appearance** tab.
4. Click on the **Advanced** button.
5. Select 'Icon' from the **Item** drop-down box (See **Figure 3**.)
6. Change the size of all icons by clicking on the down or up arrows under **Size:** (for **Item:**).
7. Change the size of the text related to icons by clicking on the Font size arrows.
8. Click **OK** to make the changes OR **Cancel** to return to the desktop without making changes. If you want to make the changes, note the original settings (so that you can return and put the sizes back to their original settings).

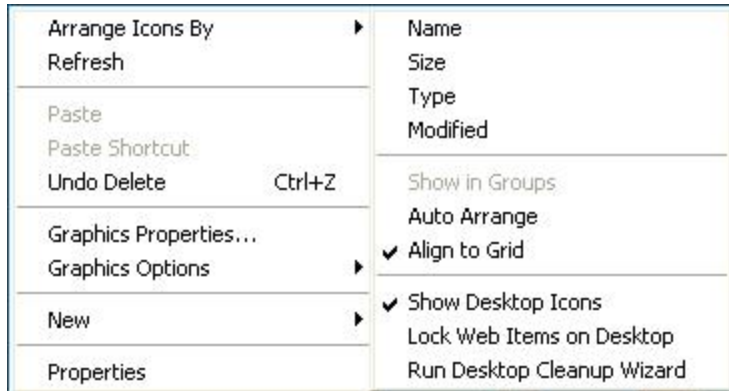


Operation Sheet 2

Selecting, Opening and Closing desktop icons to access *application programs*

Task 1: Steps to **Arrange Icons**

1. Right-click on an empty area of the desktop—not on an icon. A menu appears.
2. Click on **Arrange Icons by**, then from the sub-menu choose your





Operation Sheet 3

Manipulating Application windows to return original conditions

Task 1: Follow these instructions to open a program from the **Start** menu:

- 1 Using the mouse click the **Start** button in the left-hand corner of the screen.
- 2 Slide the mouse up to **Programs**.
- 3 Slide across and click on a program, e.g. Microsoft Word.

Task 1: To exit a file, follow these instructions:

1. Click on File in the top menu bar.
2. Select **Close**.
3. A dialog box will appear on the screen asking if you want to save changes you made to your file. Select **Yes**. A blank screen will appear.



Lap Test	Practical Demonstration
-----------------	--------------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Perform the following:	Remarks
1. Arrange the icons	
2. Create Desktop Icon of Drive C:	
3. Create Desktop Icon on one of the items in control Panel	
4. Change the picture of one icon	
5. Create a desktop icon to open a program	
6. Change the icon size and font size of one icon in the desktop	

- *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*



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Instruction Sheet

LG26: Organize Basic Directory/ Folder Structure and File

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Creating and Naming Directories and subdirectories
- Identifying *Attributes* of directories
- moving Subdirectories between directories
- Renaming Directories
- Accessing Directories and subdirectories via different paths

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Create and name directories and subdirectories
- Identify **attributes** of directories
- Move subdirectories between directories
- Rename directories as required
- Access directories and subdirectories via different paths

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
 2. Follow the instructions described below 3 to 6.
 3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5” in **page -3, 8, 12,18 and 18** respectively.
 4. Accomplish the “Self-check 1, Self-check 2, Self-check 3, Self-check 4 and Self-check 5” in **page -7, 11, 14,17 and 21** respectively.
 5. If you earned a satisfactory evaluation from the “Self-check” proceed to Operation “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in **page -22,23,24 and 25** respectively.
 6. Do the “LAP test” in **page – 26** (if you are ready).
- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



Information Sheet 1

Creating and Naming Directories and subdirectories

1.1. How data is typically stored on a computer

Data files such as word documents can be kept on a computer for future uses such as editing and printing. To find documents you will need to store them in an organised fashion—in the same way you might file documents like lesson notes, bills, letters and bank statements at home.

Just as you might use folders to organise your personal or business documents, you also store your computer documents in **folders**. A folder is only a device for grouping files in the same location, not a data file.

Folders and files can be stored on a computer's desktop or on a storage device which will be able to store hundreds or thousands of documents.

Folders can be created or moved so that they sit within another folder, and so on. Other terms for describing this structure of files and folders grouped within folders are **directory** and **sub-directory**.

You will need to decide where you want to save files. There are several types of **storage devices** that may be an option for you, depending on your computer setup.

1.2. Storage devices

➤ Hard disk drive (HDD)

Your computer will have a hard disk drive. The hard disk drive is in the system unit. The hard drive is where the operating system and application programs are kept. If you are using a *Microsoft Windows* operating system, there is also a location called **My Documents** on the hard drive for storing your data files. You can also have a removable hard disk drive which has the advantage of being able to store a large amount of data and be transported and connected to other computers.

➤ Floppy disk drive (FDD)

A floppy disk is the least expensive storage media. They don't hold a lot of data but they are easily transportable. They can be damaged by smoke, heat, magnets and liquid.

➤ Memory stick/flash drive/thumb drive/pen drive/USB drive



All these terms refer to a small drive that you plug into a USB port (an input connection on the system unit). They are small (about the size of a disposable lighter) and can be carried easily. They hold more data than a floppy disk.

- **CDs (compact disk)**
- **CD-R:** (compact disk read-only) are read-only format which means you can read the data but you can't write (add) data to the CD. They often have application programs or music stored on them.
- **CD-RW:** (compact disk read-write) another form of CD that you can read and write to. This means you can add or copy data to this type of CD. You will need a CD burner to do this.

1.3. Arranging icons

- The icons on the desktop can be arranged so it is easy to find them. This is a good way to group programs together that you use a lot.
- The long way to do this is to drag each icon with the mouse to a place on the desktop. A quicker way to arrange icons is to let the computer do it for you.
- **Arranging icons on the desktop**

Follow these steps to arrange the icons on the desktop:

- 1 Go to the desktop.
 - 2 Right click an empty space on the desktop. A shortcut menu will appear.
 - 3 Select **Arrange Icons** from the shortcut menu.
 - 4 Click on **by Name**.
 - 5 The icons will arrange themselves neatly in alphabetical (A-Z) order. You can also arrange them by type, size or date.
- Icons such as **My Computer** and the **Recycle Bin** never change their position when you choose this command. You can only move them around by dragging them with the mouse.

1.4. Using desktop shortcuts

- Some of the icons are automatically placed on the desktop when Windows is installed. You can also create shortcuts. Shortcuts are icons that represent files, folders or programs. They are really only a link to the real file or program. In other words, they are like a nickname that stands for a person's real name.
- All shortcuts have a little arrow in the lower-left corner of the icon. This indicates that the icon is a shortcut.
- Any file, folder or program on your computer can be a shortcut. They do not use up much room on your hard disk.

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- It is a good idea only to make useful shortcuts. They should be used for the files or programs that you regularly use.

Drive contains three folders under My Documents:

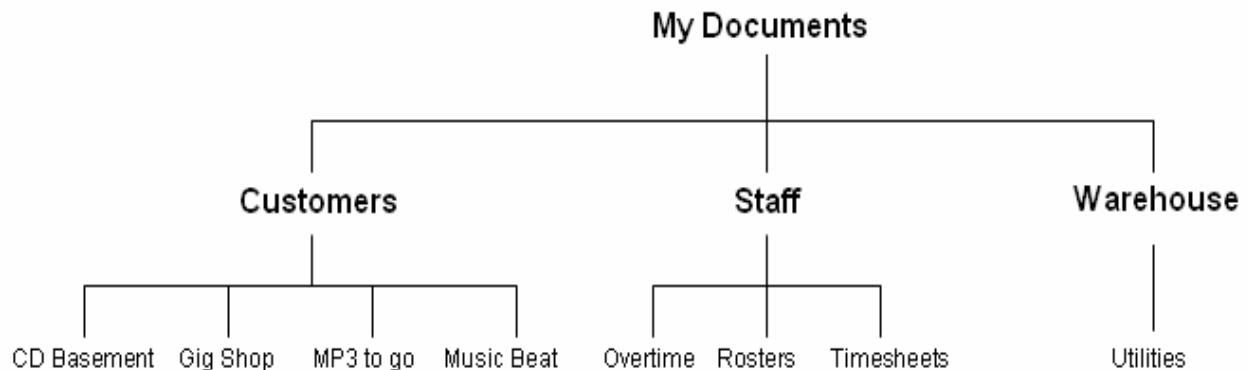
1. Customers
2. Staff
3. Warehouse.

The Customers folder has four sub-folders:

1. CD Basement
2. Gig Shop
3. MP3 to go
4. Music Beat.

You can set up your own directory and sub-directories by creating new folders within a hierarchical structure, depending on a logical or business system for organising the directory.

In our earlier example (**Figures 1 and 2**) the directory on the floppy disk has this hierarchical structure:





1.5. Creating a new folder:

1. Locate the directory or folder in which you want to create a new sub-directory/folder.
2. Double-click on this folder to open it.
3. In the folder window click on the **File** menu and select **New** then **Folder**. This creates a new (empty) folder inside the folder you have opened.
4. Type in the name of the new folder (to replace the default text 'New Folder'.)

To create more folders *at the same level* as this, keep selecting **New Folder** until you have all the folders you need. To create one or more folders *inside* one of the new folders, repeat the above steps.

In this way you can create a hierarchy of folders according to a hierarchical structure. The new directory will be set up and ready to save or copy any documents into. In other ways You can create folders from:

- the desktop (**right click the mouse, choose new, then folder**)
- My Documents or
- Microsoft Word

In **My Documents** the main heading is called a directory. The sub-folders are called sub-directories.

Follow these steps to create a new folder:

1. Open **My Documents**
2. Click on **File** in the top toolbar
3. Scroll down to **New** on the menu
4. Click on **Folder** from the sub-menu
5. Give the folder a name



Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

- All refers to a drive that you plug into USB port **except** for one.
A. flash drive C. Pen drive
B. CD drive D. Hard drive
- The type of CD that has read-only format which means you can read the data but you can't write (Add) data to the CD.
A. CD-RW C. CD-W
B. CD-WR D. CD-R
- The type of CD that you can read and write to, which means that you can add or copy data to this type of CD.
A. CD-RW C. CD-W
B. CD-WR D. CD-R

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Information Sheet 2

Identifying Attributes of Directories

2.1. Attributes of Directories

Sometimes you will need to check the attributes of a file or folder to ensure you use it appropriately. Or you may wish to set attributes to read-only so that data is not lost or changed by someone.

Attributes define the type of file or directory which could be:

- read-only
- hidden
- archive
- system.

2.1.1. To check or change the attributes of a file:

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.

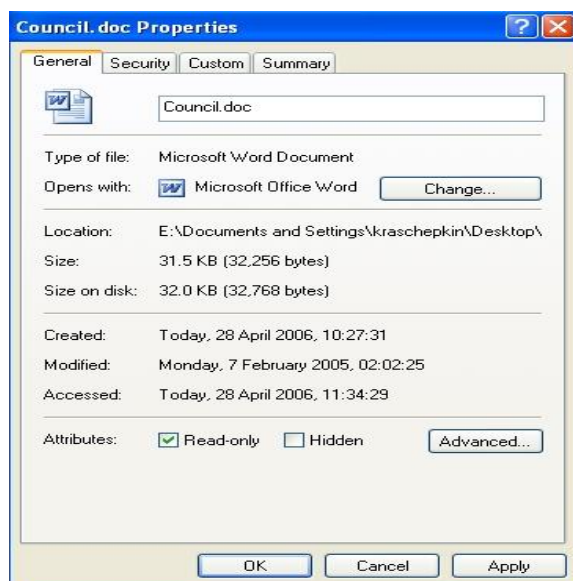


Figure 4: The Properties box for this file shows that the file is Read-only.

Under the **General** tab of the **Properties** box you can check or uncheck the boxes for read-only or hidden. More attributes are under the **Advanced** button.

Click **OK** to save any change to the attributes and close the **Properties** box.



2.2. The folder view

There are many different ways you can display your electronic `filing cabinet' to view your files and folders. Some people prefer to see their folders and files listed while others prefer to have them displayed as icons.

Changing the folder view

Follow these steps to change the folder view.

1. Open **Windows Explorer**
2. Select **View** from the toolbar
3. Select how you want your files and folders displayed, e.g. **Details**

You can display files or folders as:

- ♦ icons
- ♦ titles
- ♦ lists
- ♦ details

2.3. Icons

The **Icons** view shows each folder and file as a large icon with its name underneath. If you have a lot of folders and files it is difficult to see them all at one time in this view because the large icons take up a lot of space.

List

The **List** view is where the files and folders are arranged in columns. You need to use the bottom scroll bar or left and right **Arrow** keys to see all of them.

Details

The **Details** view presents the file system as a list with details about the files and folders. These details include the name of file in alphabetical order (A-Z), the size of file, the type of file (i.e. Word document, spreadsheet, graphic document) and date and time when it was modified, that is, created and/or changed.

2.4. Changing the view of all folders

The view options you select only apply to the open folder. If you want to change the view of all folders, you must use the **Folder Options** dialog box.

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Follow these steps to change the display of all folders and files in the same way:

1. Open **My Documents**
2. Click on **Tools** on the top toolbar
3. Click on **Folder Options**. A dialog box will appear like the one below
4. Select **View**
5. Select the settings you want
6. Click on “**Apply to all Folders**”
7. Click on **OK**

2.5. Folder properties

A folder's 'properties' refers to information about:

- its type
- its location
- its size
- the number of files and other folders it contains
- when it was created

Information about the size of a folder is useful if you need to save the folder on to a floppy disk and want to know if it will fit.



Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

The _____ view shows each folder and file as a large icon with its name underneath.

- A. Icons
- B. List
- C. Details
- D. All

The _____ view is where the files and folders are arranged in columns.

- A. Icons
- B. List
- C. Details
- D. All

The _____ view presents the file system as a list with details about the files and folders.

- A. Icons
- B. List
- C. Details
- D. All

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Information Sheet 3	Renaming Directories
----------------------------	-----------------------------

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3.1. Working with folders

Folders are a way of organizing your files so that it is easy to find them. This is similar to a paper filing system. In a paper filing system documents are organized into folders that describe what is in them. For instance, a folder called Power Bills will include gas and electricity bills and payments. A folder called Stationery would contain stationery orders, bills and catalogues. It is important to give files and folders names that you and other members of staff can easily recognize.

3.2. Renaming folders

You will notice that there is a '+' (plus) or '-' (minus) sign next to the main folders or directories. The '+' sign indicates there are sub-folders (sub-directories) within this folder. When the folder has a minus sign beside it, it means that all the sub-folders within the folder are on view.

You can rename a folder in the same way that you rename a file.

Follow these steps to rename a folder:

1. Open **My Documents**
2. Find the folder you want to rename and right click on it
3. Select **Rename** from the shortcut menu that appears
4. Type the new name on top of the old name. As you type, the old name will

3.3. Deleting folders

The steps for deleting a folder are the same as for renaming a folder but you select **Delete** rather than **Rename** from the shortcut menu above.

Follow these steps to delete a folder:

1. Open **My Documents**
2. Find the folder you want to delete and right click on it
3. Select **Delete** from the shortcut menu that appears



Rename directories

You can rename your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1 Which way do you find easier to view the folders and files? Why?

2 Right click on a folder in My Documents and select Properties. List three bits of information that comes up.

3 Why is there a '+' (plus) symbol next to some folders?

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 4

Moving Subdirectories between directories

4.1. Move subdirectories between directories

Sometimes it is necessary to move a folder to another location or folder. Here are two ways you can do this. (Note that you can move a file in the same ways.)

4.1.1. Use 'Move to Folder'

1. In window view, click once on the folder you want to move (so that it is selected).
2. In the window's **Toolbar** click on the **Edit** menu and select **Move to Folder**.
3. Select the folder you want to move the selected folder *to*. To do this, scroll up or down the list to find the target folder. You may also need to expand folders to find the folder you want. To select the target folder, click on the folder name so that it is highlighted.
4. Click on the **Move** button.

Follow these steps to move a folder:

1. Open **My Documents**
2. Right click on the folder you want to move
3. Click on **Cut** in the shortcut menu that appears
4. Find the new folder you want to move your new folder into
5. Right click on an empty space in the new folder
6. Click on **Paste** from the shortcut menu that appears. The moved folder then becomes a sub-folder of the new folder.

You can also move folders using the mouse. To do this put the mouse on a folder name, left click the mouse button and keep it pressed down while moving the folder to a new spot. You release the mouse when you are in the right spot.



4.1.2. Drag the folder to the new location

Another way to move a folder is to drag the folder to the new location:

- Click on the folder icon and keep the mouse button down as you drag the folder over the top of the target folder. Release the mouse button when the target folder is highlighted. OR
- Click-drag the folder into the window area of an open folder or drive window.

Follow these steps to drag a file to a new folder:

1. Go to My **Documents**
2. Find the correct folder and click on it to open it
3. Find the file you want and click on it
4. Attach the mouse pointer to the file
5. Use the left mouse button to drag and drop the file into the new folder



Self-Check -4	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Fill the Blank space

1. Make the structure of files and folders grouped within folders. _____
2. It is a device for grouping files in the same location, not a data file. _____
3. It is where the operating system and application programs are kept? _____

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 5

Accessing Directories and subdirectories via different paths

1.1. Access directories on your computer

You can view folders on a drive and the contents of the folders through windows. Double-clicking on a drive icon or a folder icon opens a window which shows you its contents.

Access directories and sub-directories

Figure 1 shows a view of the directories and sub-directories (folders) that are stored on a floppy disk.

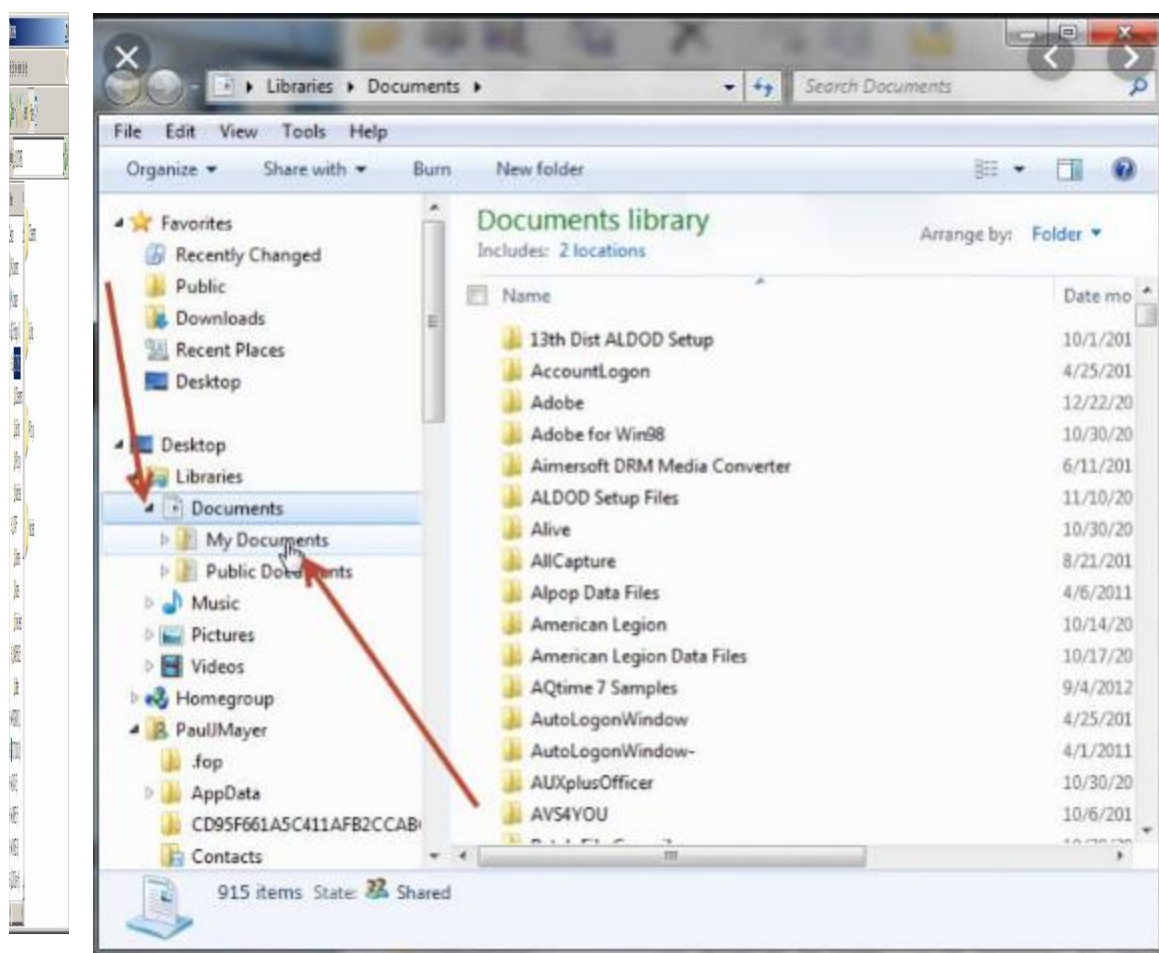


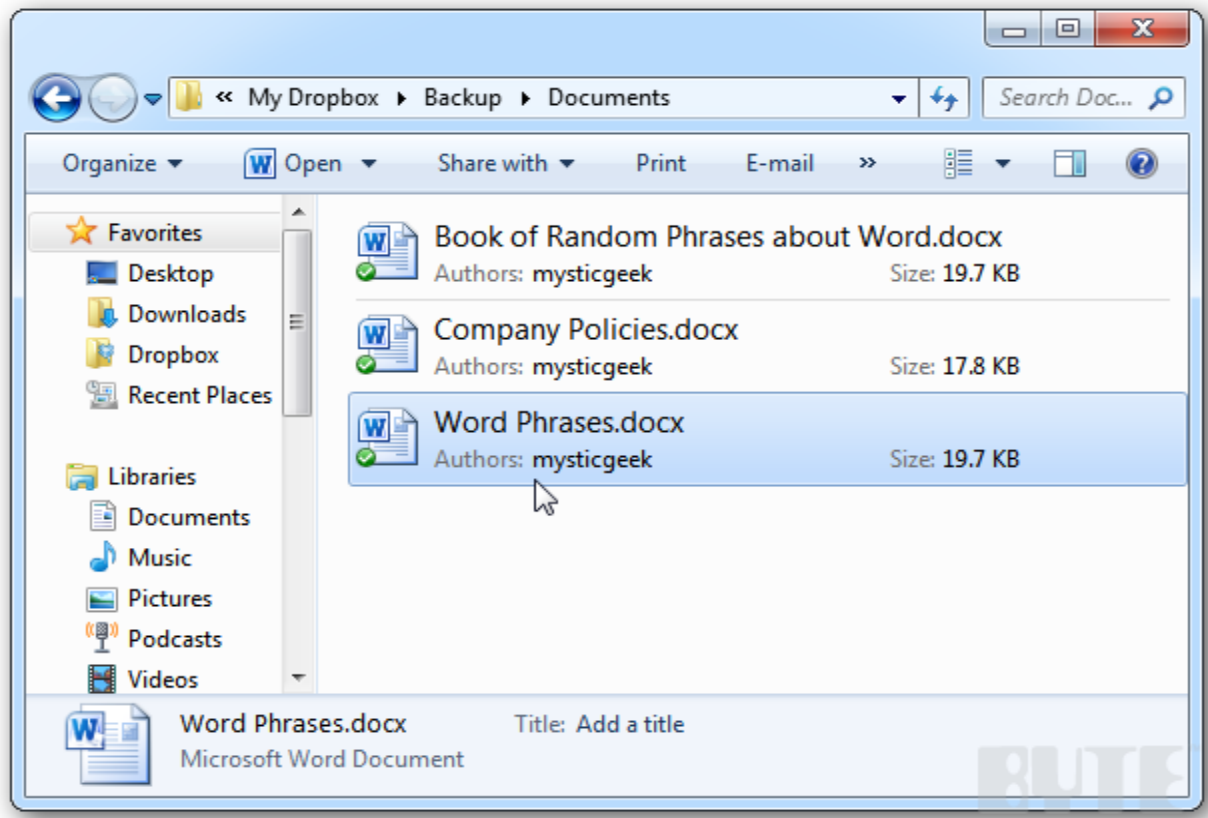
Figure 1: When the Customers folder is selected in the left frame its sub-folders are listed in the right frame



Figure 2: One folder and three files are contained in this folder

1.2. Change the view of a folder's contents

You can choose a different view (appearance) of the contents of a folder depending on what is useful for you.



1. Click on the **View** menu of a window.
2. Select a view from the menu (Thumbnails, Icons, List, Details).

Try each of these to see the different views.



1.3. View a directory tree structure

Files and folders can be enclosed by any number of folders which creates a hierarchy or tree structure. You can change the view of a folder window to see the directory tree structure. This allows you to see the whole directory structure as well as the contents of any folder in one view.

An easy way to view the directory tree is to click on the **Folders** button on a window **Toolbar** (see the window Toolbar in **Figure 2**). If you can't see the **Folders** button on the Toolbar, click-drag the right edge of the window to expand the size of the window and its Toolbar.

When you click on the **Folders** button the directory tree will appear in the frame on the left. When you click on a folder its contents are listed in the right frame (see **Figure 1** and **Figure 3**).

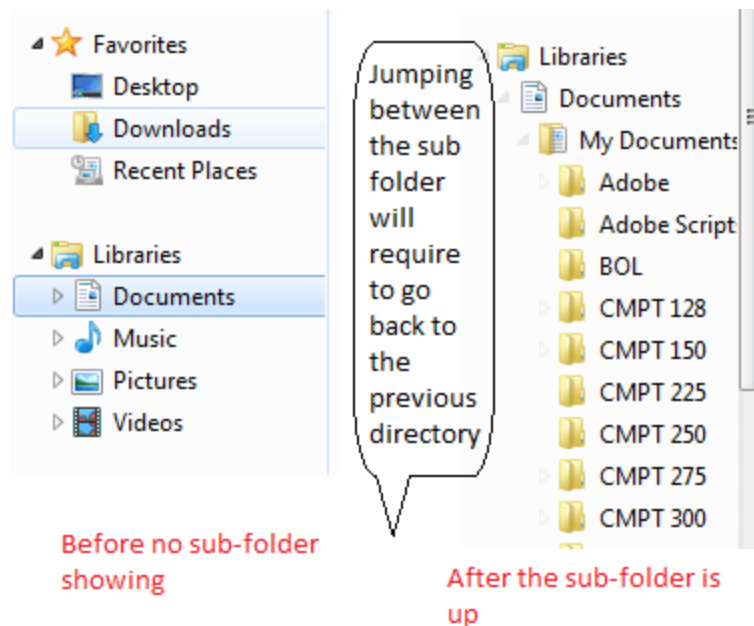


Figure 3: The folder CD Basement is selected in the left frame so that its contents can be viewed in the right frame

In the left frame you can click on the **arrow** sign next to a folder to expand the folder—this will also show you the contents of the folder (listed in the left frame) under the folder. Click on the - sign next to a folder to contract the folder (to hide the contents of the folder).

To change the window view back to the original view, click on the **Folders** button again.



Self-Check -5	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Say true if the statement is correct, else False

- _____ are the structure of files and folders grouped within folders.
A. Directories
B. Folder
C. Files and folders
D. All
- _____ is a device for grouping files in the same location, not a data file.
A. Directories
B. Folder
C. Files and folders
D. All
- _____ can be enclosed by any number of folders which creates a hierarchy or tree structure.
A. Directories
B. Folder
C. Files and folders
D. All

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Operation Sheet 1	Creating and Naming Directories and subdirectories
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Task 1: Follow these steps to arrange the icons on the desktop:

1. Go to the desktop.
2. Right click an empty space on the desktop. A shortcut menu will appear.
3. Select **Arrange Icons** from the shortcut menu.
4. Click on **by Name**.
5. The icons will arrange themselves neatly in alphabetical (A-Z) order. You can also arrange them by type, size or date.

Task 2: Follow these steps to create a new folder:

1. Open **My Documents**
2. Click on **File** in the top toolbar
3. Scroll down to **New** on the menu
4. Click on **Folder** from the sub-menu
5. Give the folder a name

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Operation Sheet 2	Identifying Attributes of Directories
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Task 1: To **check or change the attributes of a file:**

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.

Task 2: Follow these steps to change the folder view.

1. Open **Windows Explorer**
2. Select **View** from the toolbar
3. Select how you want your files and folders displayed, e.g. **Details**

Task 3: Follow these steps to change the display of all folders and files in the same way:

1. Open **My Documents**
2. Click on **Tools** on the top toolbar
3. Click on **Folder Options**. A dialog box will appear like the one below
4. Select **View**
8. Select the settings you want
9. Click on **“Apply to all Folders”**
10. Click on **OK**
11. Open **My Documents**
12. Find the folder you want to rename and right click on it
13. Select **Rename** from the shortcut menu that appears
14. Type the new name on top of the old name. As you type, the old name will

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Information Sheet 3	Renaming Directories
----------------------------	-----------------------------

Task 1: Follow these steps to delete a folder:

1. Open **My Documents**
2. Find the folder you want to delete and right click on it
3. Select **Delete** from the shortcut menu that appears

Task 2: Rename directories

You can rename your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.

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Information Sheet 4	Moving Subdirectories between directories
----------------------------	--

Task 1: Follow these steps to move a folder:

1. Open **My Documents**
2. Right click on the folder you want to move
3. Click on **Cut** in the shortcut menu that appears
4. Find the new folder you want to move your new folder into
5. Right click on an empty space in the new folder
6. Click on **Paste** from the shortcut menu that appears. The moved folder then becomes a sub-folder of the new folder.

Task 2: Follow these steps to drag a file to a new folder:

1. Go to **My Documents**
2. Find the correct folder and click on it to open it
3. Find the file you want and click on it
4. Attach the mouse pointer to the file
5. Use the left mouse button to drag and drop the file into the new folder

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Lap Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Task 1: Create and name directories and subdirectories

1. Create the following three directories in a folder called 'My Documents':

1. Customers
2. Staff
3. Warehouse

2. Create the following four sub-directories within the Customers sub-directory:

1. CD Basement
2. Gig Shop
3. MP3 to go
4. Music Beat

3. Create the following three sub-directories within the Staff sub-directory:

4. Overtime
5. Rosters
6. Timesheets

4. Create one sub-directory within the Warehouse sub-directory:

1. Utilities

- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.

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Instruction Sheet

LG27: Organize files for users and/or Organization Requirements

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Using System browser to search drives
- Accessing Most common types of files in the directories
- Selecting, Opening and Renaming Groups of Files
- Moving Files Between Directories
- Copying Files to *Disks*
- Restoring Deleted files
- Erasing and formatting Disks

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Use **system browser** to search drives for specific files
- Access most commonly used types of files in the directories
- Select, open and rename groups of files as required
- move files between directories
- Copy files to **disks**
- Restore deleted files as necessary
- Erase and format disks as necessary

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information Sheet “1, 2, 3, 4, 5, 6 and 7” in **page -3, 7, 10,13,15,18 and 21** respectively.
4. Accomplish the Self-check” 1, 2,3 ,4, 5,6 and 7” in **page -6, 9, 12,14,17,20 and 24** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to Operation Sheet “1, 2,3,4,5 and 7” in **page -25,26,27,28,30 and 31** respectively.
6. Do the “LAP test” in **page – 33** (if you are ready). Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



Information Sheet 1	Using System browser to search derives
---------------------	--

1.1. Use the search tool to find specific files

Sometimes files are saved or moved to locations that you can't remember or just don't know. There may be thousands of folders in a hard drive which would be impossible to browse in order to find a lost file.

Luckily there is search tool that is part of a computer's operating system. This tool runs an automatic search on a drive or within a specific directory (using keywords or the file name) to find a file or folder.

OS Search -- that can help you find anything on your computer, including pictures. Windows Search accepts various parameters so that you can customize your search and find only files of a specific type.

You can open the **Search Companion** (the search tool in *Microsoft Windows*) in a number of different ways—here are three ways to do this.

1.1.1. Right-click on a folder or drive icon

1. Right-click on a folder or drive icon and select **Search** from the menu. This will search on the folder or drive you clicked on, **e.g.** My documents.
2. Type in either *part* or *all* of the file name OR a word or phrase contained in the document you are searching for.

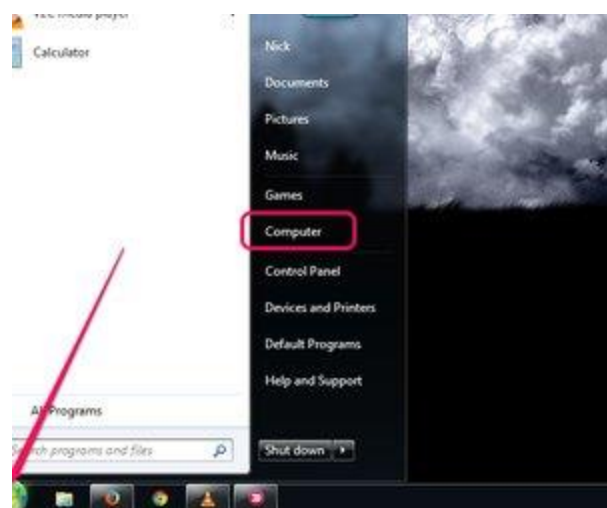


Figure 1: Microsoft Windows Search Companion

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2. Click on the **Search** button.
3. The results of the search are listed in the window. There may be more than one result for your search. Double-click the correct file to open it, or move the file to another location.

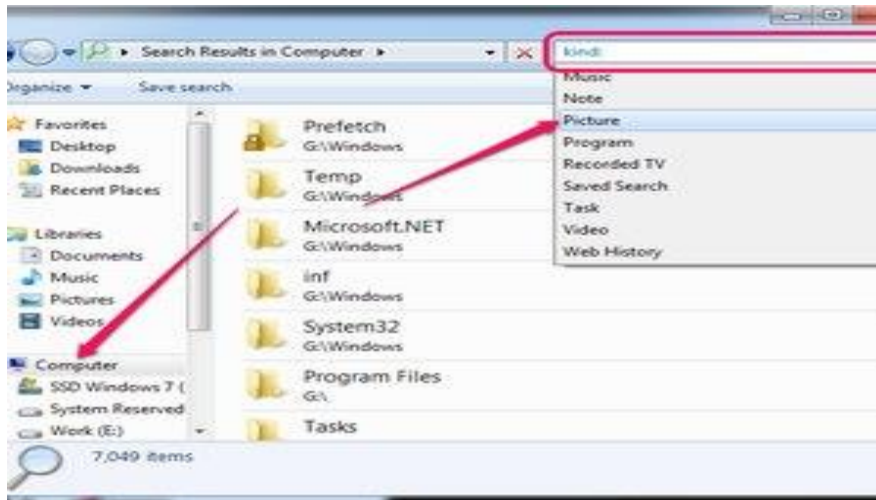


Figure 2: Results of a search

1.1.2. Press the F3 Key

Alternatively, from the desktop press the **F3** key on the top row of your keyboard. You may need to select the specific folder or drive you want to search on.

1.1.3. Go through the Start menu

Another way to access the Search Companion is to click on **Start** and select **Search** from the Start menu. Click on the **Files and Folders** link to go to the same search box as shown above. You may need to select the specific folder or drive you want to search on.

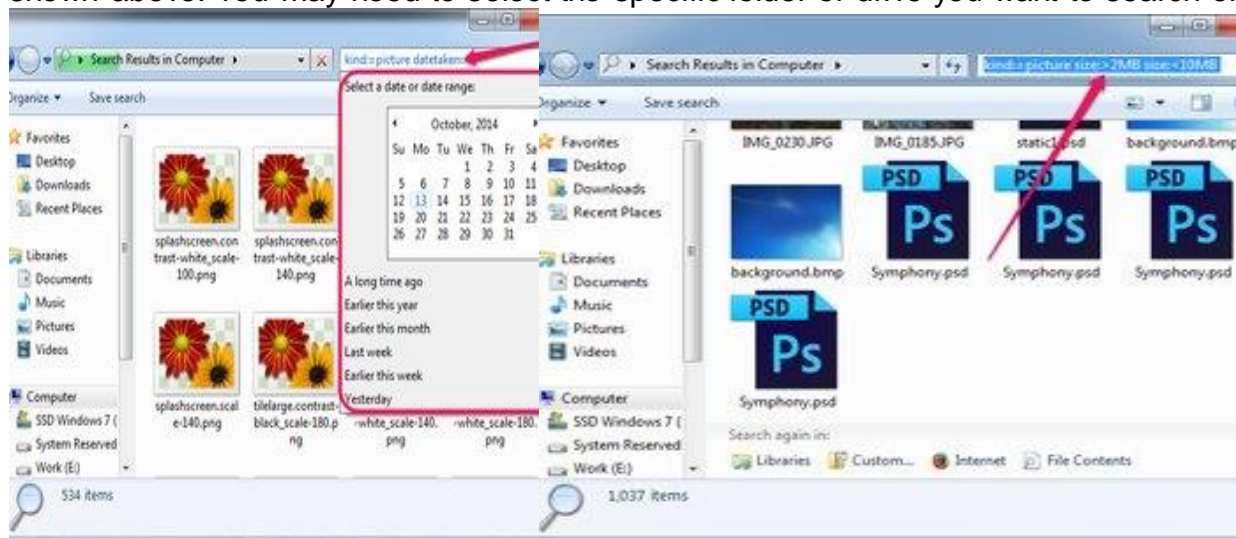


Figure 3: Results of a search



1.1.4. Search a different directory

The search will be done on whatever folder is selected in the **Look in:** field. To search a different directory, click on the arrow next to the **Look in:** field to get a menu of all the drives you have access to. Scroll down to the very end of this list and select **Browse**. Then you can search the directory tree to find a specific folder to search. Click on the name of the folder you want to search and then click **OK**.

1.1.5. Advanced searches

You can do an advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.

1. Click on **More Advanced Options**
2. Select the appropriate setting for your search.
3. Click on **Search**.



Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ that can help you find anything on your computer, including pictures.
 - A. F3
 - B. OS Search
 - C. F10
 - D. Escape

2. _____ key on the top row of your keyboard. You may need to select the specific folder or drive you want to search on
 - A. F3
 - B. OS Search
 - C. F10
 - D. Escape

2. Which one of the following is advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.
 - A. Click on **More Advanced Options**
 - B. Select the appropriate setting for your search.
 - C. Click on **Search**
 - D. **All**

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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2.1. Accessing files Regularly

There may be files that you regularly need to access, for example, to update a database or use a document template.

In Microsoft Windows you can create shortcuts to files so that you can quickly access them under the Favourites menu. To do this:

1. Use any of the above methods to find the file you regularly use.
2. Click on the file name to select it.
3. On the window Toolbar click on the Favourites menu.
4. Click on Add.

You can now access the file from the Favourites menu (on any window's Toolbar) by clicking on Favourites and selecting the file.

2.2. Finding files

There might be times when you cannot remember where you have stored a file or what you have named it. There are two ways to find files. One way is to scroll (with the mouse) through all your documents either in Microsoft Word or My Documents. Luckily, there's also a quicker way.

Follow these steps if you need to find a file:

1. Go to the desktop
2. Click on Start in the bottom-left corner
3. Click on Find from the sub-menu
4. Select Files or Folders. A dialog box will appear

If you cannot remember the file name, you can search for key words in the text. Type the words in the 'Containing text' box in the dialog box.

2.3. Copy, cut and paste files across directories

Cut, Copy and **Paste** are tasks you can do in all application programs and windows such as a folder or drive window. You need to make a selection first so that you can cut or copy the selection and then paste it in another location.



With cut, copy and paste you can remove or move a folder or a file as follows:

- **Cut:** Remove file from current location.
- **Copy:** Make a copy of the file.
- **Paste:** Place a copied or cut file into another location.

Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

2.4. Restoring files

There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason. Sometimes you might not have kept a copy on file and so need to restore it (get it back).

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

- 1 Double click on the Recycle Bin icon on the desktop to open it
- 2 Right click on the file you would like to restore
- 3 Click on Restore from the shortcut menu that appears

The file is restored in its original location.

If you have only just sent the file to the Recycle Bin and immediately want it back, then simply click on the Undo button on the tool bar. (You can also right click an empty area of the screen and choose Undo Delete from the shortcut menu that appears.)

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Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason.
A. Cut:
B. Copy:
C. Paste
D. restore
2. Remove file from current location.
A. Cut:
B. Copy:
C. Paste
D. restore
3. Make a copy of the file.
A. Cut:
B. Copy:
C. Paste
D. restore
4. Place a copied or cut file into another location.
A. Cut:
B. Copy:
C. Paste
D. restore

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Information Sheet 3

Selecting, Opening and Renaming Groups of Files

3.1. Select, open and rename groups of files

Sometimes you may wish to select, open or rename more than one file at a time.

Select and open more than one file: -

1. Hold down the **Control key** (CTRL) and click on each file you want to select.

Don't release the Control key until all the files are selected.

2. Right-click on one of the selected files and select **Open** from the menu.

3.2. Naming and renaming files

You name a file at the same time that you create it. File names can contain up to 255 characters (any keystroke on a keyboard). They can have spaces, commas, and semicolons and can be in upper and lower case. However, files cannot contain the following characters:

You can rename files at any time. This is useful if you decide the name is not easy for other people to identify. To rename more than one file

1. Select the files to be renamed as you did in step 1 above.
2. Right-click on one of the selected files and select **Rename** from the menu.
3. Type in the new file name.

Follow these steps to rename a file:

- 1 Open **My Documents**
- 2 Find the file you want to rename and right click on it
- 3 Click on **Rename** from the shortcut menu that appears
- 4 Type the new name on top of the old name. As you type the old name will disappear
- 5 Press **Enter** or click outside the file name

3.3. Deleting files

It is important to know how to delete files that you no longer need. When there are a lot of files stored on the computer, it becomes slower to operate. It is also harder to find files.

Sometimes you can delete files once you have printed out a copy of the file and placed it correctly in the paper filing system. At other times you will need to keep the file on your computer so you can make changes to it in the future or update the information in it. Often memos or quick messages can be deleted. When you are not sure if you should delete a file, ask your supervisor. There are usually rules about what to keep and what to delete. It is up to

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you to make sure that you regularly tidy your computer filing system.

Follow these steps to **delete** a file:

- 1 Open **My Documents**
- 2 Right click on the file you want to delete
- 3 Click on **Delete** from the shortcut menu that appears

If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

3.4. Restoring files

There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason. Sometimes you might not have kept a copy on file and so need to restore it (get it back).

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

1. Double click on the **Recycle Bin** icon on the desktop to open it
2. Right click on the file you would like to restore
3. Click on **Restore** from the shortcut menu that appears

The file is restored in its original location.

If you have only just sent the file to the Recycle Bin and immediately want it back, then simply click on the **Undo** button on the tool bar. (You can also right click an empty area of the screen and choose **Undo Delete** from the shortcut menu that appears.)



Self-Check -3	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. write steps to rename a file?

-
-

2 When you delete the file, where does it go?

-

3. How to empty the recycle bin?

-
-

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Information Sheet 4

Moving Files Between Directories

4.1. Moving and copying files

On the computer, you can copy or move a file (or a folder) in a number of ways. This helps to keep files organized.

4.1.1. Moving a file

Follow these steps to move a file:

- 1 Open **My Documents**
- 2 Find the file you want to move.
- 3 Right click on the file
- 4 Select **Cut** from the shortcut menu that appears
- 5 Open the folder where you want to place it (make sure this is created first)
- 6 Right click on an empty space on the screen
- 7 Click on **File**
- 8 Click on **Paste** from the menu

4.1.2. Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on **File**
8. Click on **Paste** from the menu

4.1.3. Dragging a file to a new location

Follow these steps to drag a file to a new folder:

- 1 Go to **My Documents**
- 2 Find the correct folder and click on it to open it
- 3 Find the file you want and click on it
- 4 Attach the mouse pointer to the file
- 5 Use the left mouse button to drag and drop the file into the new folder



Self-Check -4	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

If the statement is correct Say **True** and if the statement is incorrect say **False**:

- 1 Use the right mouse button to drag and drop the file into the new folder
- 2 On your computer, you can copy or move a file (or a folder) in a number of ways.
- 3 Moving the file means just deleting the file.

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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3.1. Copy files to a disk

Copying files means that you can leave the files in their current location and place copies in another location. For example, you can copy a file from the hard disk and save it on a floppy disk or flash drive.

Here are the ways you can do this.

➤ **Copy and Paste a file**

1. Locate the file you want to copy.
2. Right-click on the file. Click on **Copy** in the menu.
3. Right-click in a new location. Click on **Paste** in the menu.

➤ **Drag a file from one disk to another**

When you drag a file or folder from one disk or storage media (such as a hard disk) to another (such as a flash drive), a copy of the file or folder is automatically made at the new location.

When you do this, make sure you have the destination folder or drive in view—in a window or on the desktop.

1. Click and hold down the mouse button on the file you want to copy.
2. Drag the file to the destination. If you drag the file on top of a closed folder and release the mouse button, then the file will be copied inside that folder.

➤ **Using Keyboard**

Open the USB drive in File Explorer, locate the pictures or the folder containing the pictures, and press **Ctrl+C**. Then, in File Explorer, go to the location you want to copy the pictures (**e.g.**, Pictures on the left to open your Pictures folder), and paste them by pressing **Ctrl+V**.

➤ **Windows command prompt**

The following examples use the Windows command prompt to copy files from one drive to another. For general information about using the command line, see our Windows command line guide.



Using the copy command

You can use the **copy** command from the command line to copy files.

```
copy c:\myfile.txt d:
```

The above command would copy the file "myfile.txt" on the **C:** drive to the **D:** drive.

```
copy *.txt e:
```

The above command uses a wildcard to copy all text files in the current directory to the **E:** drive.

```
copy f:\example.xls
```

The above command would copy the file "**example.xls**" on the **F:** drive to the current directory. Notice that we did not specify a destination; if the destination is not specified, the current directory is used by default.

For example, if your command prompt says **C:\>**, you are in the root of the **C:** drive, so the above command would copy **F:\example.xls** to the destination **C:\example.xls**.

**Self-Check -5****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Here are the ways you can to copy the file in to disk
 - A. Using Keyboard
 - B. Windows command prompt
 - C. Drag a file
 - D. All

2. Copying the file from given location in to new drive using keyboard is
 - A. Ctrl +V
 - B. Ctrl +Alt +Shift
 - C. Ctrl +C
 - D. Ctrl +Alt +Shift + Delete

3. Click and hold down the mouse button on the file you want to copy
 - A. Using Keyboard
 - B. Windows command prompt
 - C. Drag a file
 - D. All

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 6

Restoring Deleted files

6.1. Delete and restore files

You may need to delete files or folders, for example, when you no longer need them or when they are copied to another disk.

Here are two ways you can delete a file (a folder can be deleted in the same ways).

1. Right-click on the file you want to delete

- Right-click on a file.
- Left-click on **Delete** in the menu.

The file is now moved to the **Recycle Bin** which sits on the desktop.

2. Drag the file to the Recycle Bin

Another way to delete a file is to drag it to the **Recycle Bin** on the desktop:

- Click on the file and hold the mouse button down as you drag it to the **Recycle Bin**.
- When the file is directly on top of the **Recycle Bin** the bin will be highlighted. At this point release the mouse button and the file will be moved into the bin.

Figure 6: Icon for the Recycle Bin in Windows





6.2. Restore deleted files

If you have deleted files or folders but not emptied the **Recycle Bin** you can still get the deleted files back. This is called **restoring** a file. To do this you need to access the **Recycle Bin** from the desktop:

1. Double-click on the **Recycle Bin** to open it. Inside this window you can see the files that have been deleted.
2. Right-click on the file you want to restore.
3. Click on **Restore** in the menu. The file will be returned to the place it was previously deleted from.

6.3. Empty the Recycle Bin

Deleted files and folders stay in the **Recycle Bin** until you empty the bin. If you empty, the **Recycle Bin** anything in it will be permanently deleted (unable to be restored from the desktop). It is a good idea to empty the **Recycle Bin** on a regularly basis, as deleted files take up storage space on the computer.

To empty the **Recycle Bin**:

1. Right-click on the **Recycle Bin** icon.
2. Select **Empty Recycle Bin** from the menu. (If there are no files in the bin then this option will be faded.)

The files that were previously deleted (transferred to the bin) are now permanently deleted.



Self-Check -6	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to empty the recycle bin?
2. 3 ways to restore a deleted file.
3. To **Delete** a file?
 - A. Right-click on the file you want to delete
 - B. Right-click on a file and Left-click on **Delete** in the menu.
 - C. A and B
 - D. All

Note: Satisfactory rating - 3 points Unsatisfactory - below 3 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

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Information Sheet 7

Erasing and formatting Disks

7.1. Erase and format Disk Drive

You can format a disk if you want to erase the contents of the disk. You might want to do this because you no longer need the data that was stored and you want to reuse the disk. You might also want to format the disk if it has a virus.

7.1.1. To format an external drive in Windows:

1. Plug your drive into the computer and, if necessary, into a wall outlet.
2. Open Windows Explorer, click the "Computer" section in the sidebar, and find your drive.
3. Right-click on the drive and choose "Format."
4. Under "File System," choose the file system you want to use. See the above section for more details on which one to pick.
5. Give your drive a name under "Volume Label," and check the "Quick Format" box.
6. Click "Start" to format the drive. You'll get a notification when it's done (it should only take a few seconds).

When you're done, open up the drive in Windows Explorer and you can begin dragging files to it, or backing up your computer.

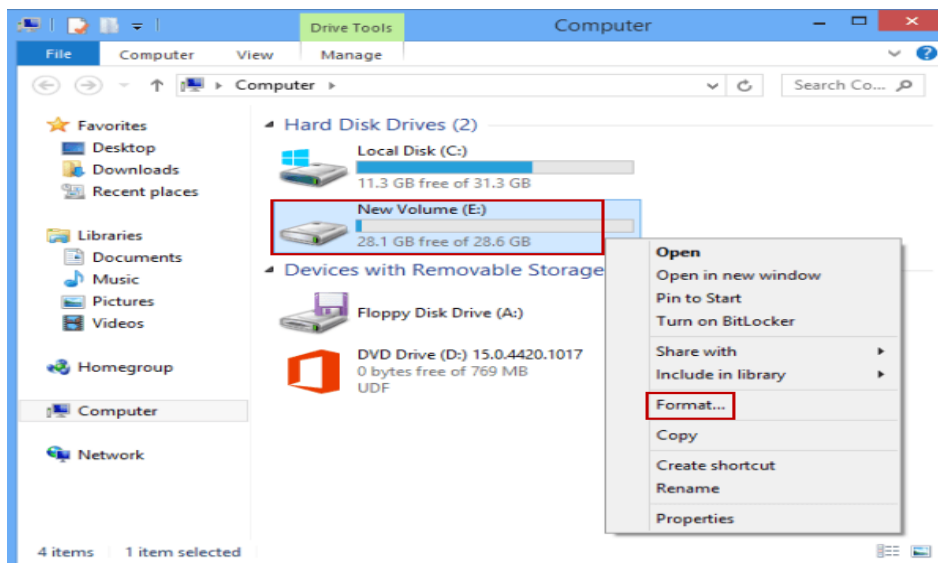


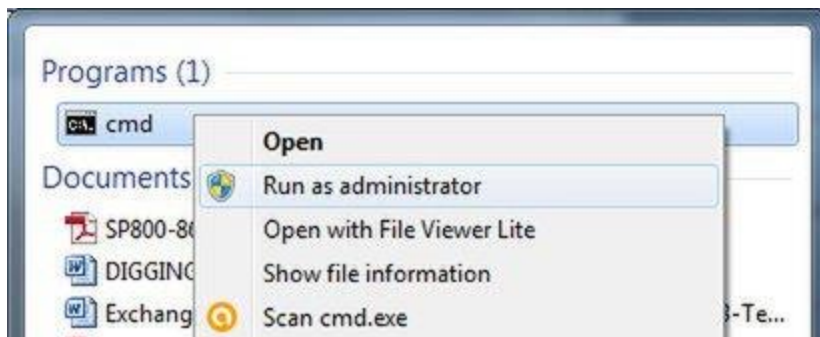
Figure 9: Formatting a disk



7.1.2. Format a hard drive using the command prompt

How you can format a hard drive using the command prompt. Before proceeding further, make sure your backup all available data to prevent data loss. Follow the steps below to format a drive:

STEP 1: Open Command Prompt as Administrator



Search for command prompt, right click and run as Administrator.

STEP 2: Use Diskpart

Once command line is open, type '**diskpart**' and press Enter.

STEP 3: Type List Disk

The above command will open a **Diskpart** window. In this window, type '**list disk**' and press Enter. It will list all the available drives.

STEP 4: Select the Drive to Format

Now type '**select disk (disk number)**' as shown above. Specify the drive number which needs to be formatted.

STEP 5: Clean the Disk

In this step, type '**clean**'. This command will permanent delete all files and folders, and successfully clean up the disk.

STEP 6: Create Partition Primary

To make the drive again accessible, type '**create partition primary**'.

STEP 7: Format the Drive

Now format the drive with FAT or NTFS file system. Type '**format fs=ntfs**' and press Enter.

STEP 8: Assign a Drive Letter

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```
Administrator: Command Prompt - diskpart
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>diskpart

Microsoft DiskPart version 10.0.14393.0

Copyright (C) 1999-2013 Microsoft Corporation.
On computer: DESKTOP-7U4JSEM

DISKPART> list disk

   Disk ###  Status              Size               Free              Dyn  Gpt
   -----  -
   Disk 0      Online              1863 GB            6144 KB              *
   Disk 1      Online               931 GB              0 B                  *
   Disk 2      Online              7401 MB              0 B

DISKPART> select disk 2

Disk 2 is now the selected disk.

DISKPART> clean

DiskPart succeeded in cleaning the disk.

DISKPART> create partition primary

DiskPart succeeded in creating the specified partition.

DISKPART> format fs=ntfs quick label=MyDisk

    100 percent completed

DiskPart successfully formatted the volume.

DISKPART>
```



Self-Check -7	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

4. What are the 2 ways to delete a file?
5. When you delete the file, where does it go?

Note: Satisfactory rating - 3 points Unsatisfactory - below 3 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Operation Sheet 1

Using System browser to search derives

You can open the **Search Companion** (the search tool in *Microsoft Windows*) in a number of different ways—here are three ways to do this.

1. **Right-click on a folder or drive icon**
2. Right-click on a folder or drive icon and select **Search** from the menu. This will search on the folder or drive you clicked on, **e.g.** My documents.
3. Type in either *part* or *all* of the file name OR a word or phrase contained in the document you are searching for.
4. Click on the **Search** button

Advanced searches

You can do an advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.

1. Click on **More Advanced Options**
2. Select the appropriate setting for your search.
3. Click on **Search**.



Operation Sheet 2

Accessing Most common types of files in the directories

you can create shortcuts to files so that you can quickly access them under the Favourites menu. To do this:

1. Use any of the above methods to find the file you regularly use.
2. Click on the file name to select it.
3. On the window Toolbar click on the Favourites menu.
4. Click on Add.

Follow these steps if you need to find a file:

1. Go to the desktop
2. Click on Start in the bottom-left corner
3. Click on Find from the sub-menu
4. Select Files or Folders. A dialog box will appear

Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

Follow these steps to restore a file that is in the Recycle Bin:

1. Double click on the Recycle Bin icon on the desktop to open it
2. Right click on the file you would like to restore
3. Click on Restore from the shortcut menu that appears



Operation Sheet 3	Selecting, Opening and Renaming Groups of Files
--------------------------	--

Select and open more than one file: -

1. Hold down the **Control key** (CTRL) and click on each file you want to select.
Don't release the Control key until all the files are selected.
2. Right-click on one of the selected files and select **Open** from the menu.

You can rename files at any time. This is useful if you decide the name is not easy for other people to identify. To rename more than one file

4. Select the files to be renamed as you did in step 1 above.
5. Right-click on one of the selected files and select **Rename** from the menu.
6. Type in the new file name.

Follow these steps to rename a file:

- 6 Open **My Documents**
- 7 Find the file you want to rename and right click on it
- 8 Click on **Rename** from the shortcut menu that appears
- 9 Type the new name on top of the old name. As you type the old name will disappear
- 10 Press **Enter** or click outside the file name
- 11 Follow these steps to **delete** a file:
- 12 1 Open **My Documents**
- 13 2 Right click on the file you want to delete
- 14 3 Click on **Delete** from the shortcut menu that appears
- 15 If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

4. Double click on the **Recycle Bin** icon on the desktop to open it
5. Right click on the file you would like to restore
6. Click on **Restore** from the shortcut menu that appears

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Operation Sheet 4

Moving Files Between Directories

4.1.4. Moving a file

Follow these steps to move a file:

- 9 Open **My Documents**
- 10 Find the file you want to move.
- 11 Right click on the file
- 12 Select **Cut** from the shortcut menu that appears
- 13 Open the folder where you want to place it (make sure this is created first)
- 14 Right click on an empty space on the screen
- 15 Click on **File**
- 16 Click on **Paste** from the menu

4.1.5. Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

9. Open **My Documents**
10. Find the file you want to move
11. Right click on the file
12. Select **Copy** from the shortcut menu that appears
13. Open the folder where you want to place it (make sure this is created first)
14. Right click on an empty space on the screen
15. Click on File
16. Click on **Paste** from the menu



4.1.6. Dragging a file to a new location

Follow these steps to drag a file to a new folder:

- 4 Go to My **Documents**
- 5 Find the correct folder and click on it to open it
- 6 Find the file you want and click on it
- 7 Attach the mouse pointer to the file
- 8 Use the left mouse button to drag and drop the file into the new folder



Operation Sheet 5

Coping Files to *Disks*

➤ **Copy and Paste a file**

1. Locate the file you want to copy.
2. Right-click on the file. Click on **Copy** in the menu.
3. Right-click in a new location. Click on **Paste** in the menu.

To empty the **Recycle Bin**:

3. Right-click on the **Recycle Bin** icon.
4. Select **Empty Recycle Bin** from the menu. (If there are no files in the bin then this option will be faded.)



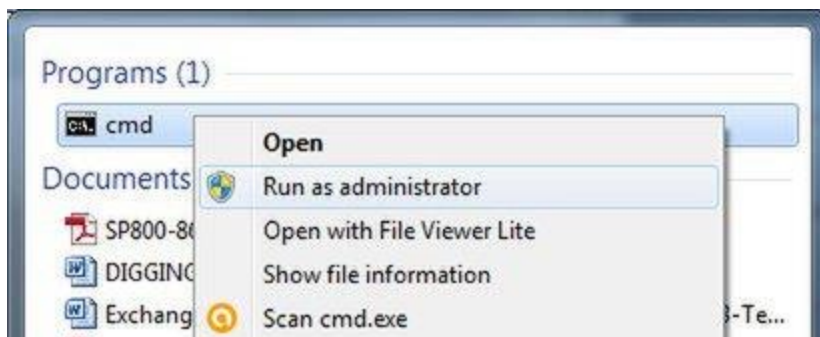
Operation Sheet 7	Erasing and formatting Disks
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7.1.3. To format an external drive in Windows:

7. Plug your drive into the computer and, if necessary, into a wall outlet.
8. Open Windows Explorer, click the "Computer" section in the sidebar, and find your drive.
9. Right-click on the drive and choose "Format."
10. Under "File System," choose the file system you want to use. See the above section for more details on which one to pick.
11. Give your drive a name under "Volume Label," and check the "Quick Format" box.
12. Click "Start" to format the drive. You'll get a notification when it's done (it should only take a few seconds).

7.1.4. Format a hard drive using the command prompt

STEP 1: Open Command Prompt as Administrator



Search for command prompt, right click and run as Administrator.

STEP 2: Use Diskpart

Once command line is open, type '**diskpart**' and press Enter.

STEP 3: Type List Disk

The above command will open a **Diskpart** window. In this window, type '**list disk**' and press Enter. It will list all the available drives.

STEP 4: Select the Drive to Format

Now type '**select disk (disk number)**' as shown above. Specify the drive number which needs to be formatted.

STEP 5: Clean the Disk

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In this step, type '**clean**'. This command will permanent delete all files and folders, and successfully clean up the disk.

STEP 6: Create Partition Primary

To make the drive again accessible, type '**create partition primary**'.

STEP 7: Format the Drive

Now format the drive with FAT or NTFS file system. Type '**format fs=ntfs**' and press Enter.

STEP 8: Assign a Drive Letter

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Lap Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Tasks:

1. Format the Flash Drive then change the name of Drive to your name.
2. Search a file “Serial Number”
3. Copy the “Serial Number” to the Flash Drive

➤ *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*

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Instruction Sheet

LG28: Print Information

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Adding Printers and ensuring correct *printer setting*
- Changing Default printer
- Printing Information

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Add printers if required and ensured to have correct ***printer settings***
- Change default printer if appropriate
- Print information from an installed printer

Learning Instructions:

7. Read the specific objectives of this Learning Guide.
 8. Follow the instructions described below 3 to 6.
 9. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3” in **page -3, 8 and 12** respectively.
 10. Accomplish the “Self-check 1, Self-check t 2 and Self-check 3” in **page -7, 11 and 14** respectively.
 11. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in **page -15, 17 and 18**.
 12. Do the “LAP test” in **page – 19** (if you are ready).
- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



Information Sheet 1

Adding Printers and ensuring correct *printer setting*

1.1. Basic Printer Concepts

A printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper. Printers vary in size, speed, sophistication, and cost. In general, more expensive printers are used for higher-resolution color printing.

The four printer qualities of most interest to most users are:

- **Color:** Color is important for users who need to print pages for presentations or maps and other pages where color is part of the information.
- **Resolution:** Printer resolution (the sharpness of text and images on paper) is usually measured in dots per inch (**dpi**).
- **Speed:** If you do much printing, the speed of the printer becomes important. Inexpensive printers print only about 3 to 6 sheets per minute.
- **Memory:** Most printers come with a small amount of memory (for example, one megabyte) that can be expanded by the user.

Some Examples of Computer printers:

- Inkjet Pinter.
- Laser Printer.
- Plotters Printer.
- Dot-matrix Printer and.
- Thermal Printer.
- Inkjet Printer: - Inkjet printers one of the user friendly computer printers. ...
- Laser Printer:

1.1.1. Selecting the default printer

Printers that you can access from your computer may be directly connected to your PC or you may have access to printers over a network. A **network printer** could serve many computers, so you may not be the only person sending jobs to a printer. In this case it is particularly useful to be able to view the progress of your print jobs as they may be sitting in a queue waiting to be printed. You can also cancel a print job after you have sent it to the printer.



1.1.2. Check printers you can access

If printing over a network, there may be more than one printer you can access. To check the printers that you have access to:

1. Click on **Start** and then select the **Control Panel**.
2. Double-click on **Printers and Faxes** to open this item.
3. In **Printers and Faxes**, you see the names of the computer/s that you should be able to access.

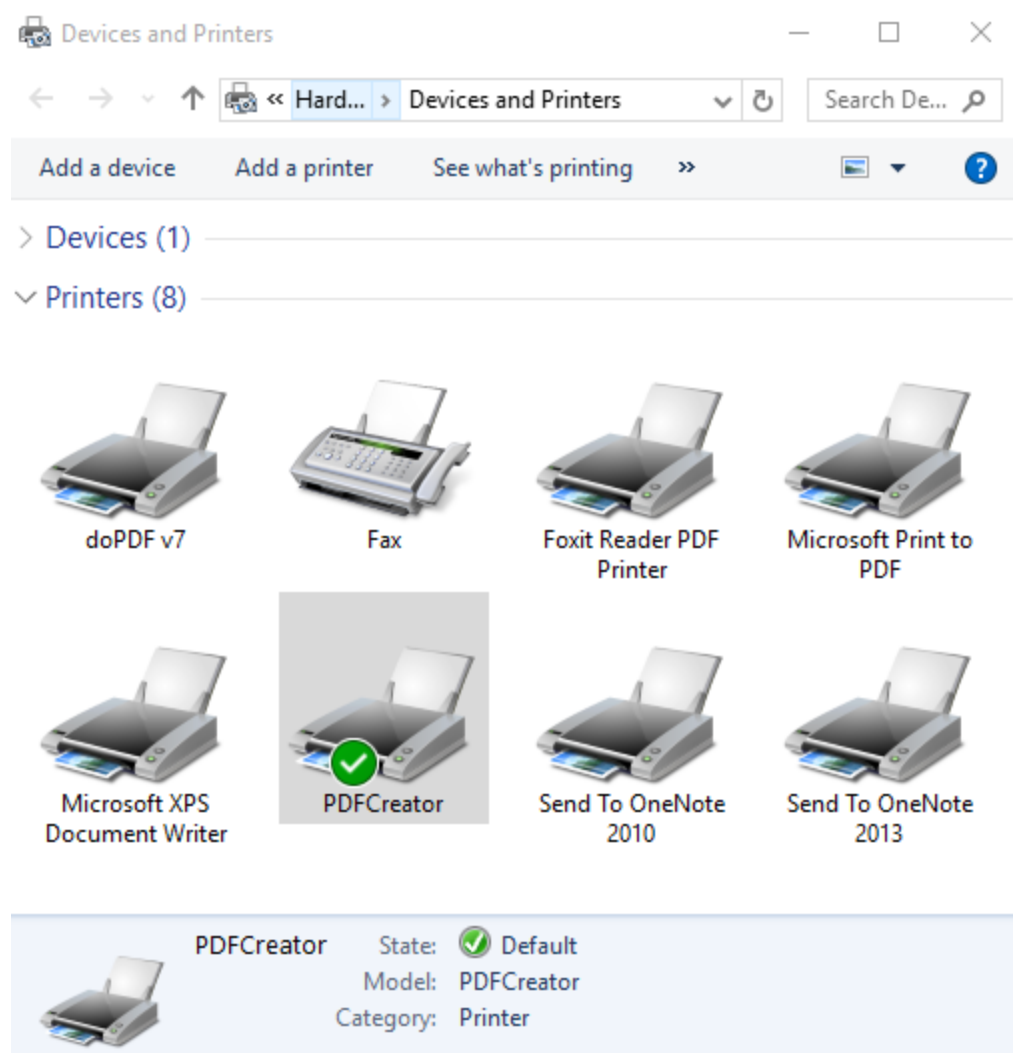


Figure 1: Printers and Faxes (under the Control Panel) where you can see the printer/s you have to access. Check printing preferences for a printer

Printing preferences include options for printing such as:

- the size of the paper you are printing to
- whether the document you are printing has a horizontal (landscape) or vertical (portrait) layout
- whether you want to print on both sides or only one side of the paper
- how many copies of the document you want to print?

You can change these options every time you send a document to the printer but you can also set **default** options so that your preferred options are the default until you change them.

To check or change the default printing preferences for your printer: -

1. In the **Printers and Faxes** window right-click on the name or icon of the printer.
(See **Figure 2**)
2. Select **Printing Preferences** from the menu.

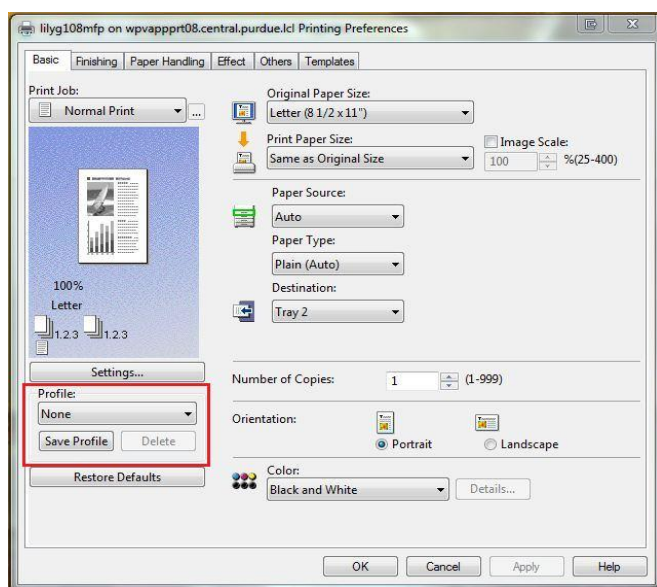


Figure 3: The Printing Preferences for Microsoft Office Document Image Writer



3. To change the paper size, you want to print on, click on the arrow next to the box
4. under Page size. Select a different paper size from the popup menu.
5. To change the orientation of your document page, click in the button next to either
6. Portrait or Landscape.
7. Click OK to save any changes or Cancel to keep the same settings.

The preferences box for a printer will have different options depending on the model of the printer, but the basic options shown in **Figure 3** should be available for all printers. You can select more printing preferences in a **program's Print box** at the time of printing.



Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What printer could serve many computers so you may not be the only person sending jobs to a printer.
2. ____ printer is automatically selected when you send a job to print.
3. Give the four (4) Printing preferences options for printing.
4. In changing printing preference, what are the 2 orientation of the document?
5. Where you can select more printing preference?

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Information Sheet 2	Changing Default Printer
---------------------	--------------------------

2.1. Default Printer

If you have access to more than one printer, then one of those printers will be the **default printer**. This means it is automatically selected when you send a job to print. In **Figure 1** you can see that the default printer has a tick on it.

To set a printer as the default printer:

1. In the **Printers and Faxes** window right-click on the name or icon of the printer.
2. Select **Set as Default Printer** from the menu.

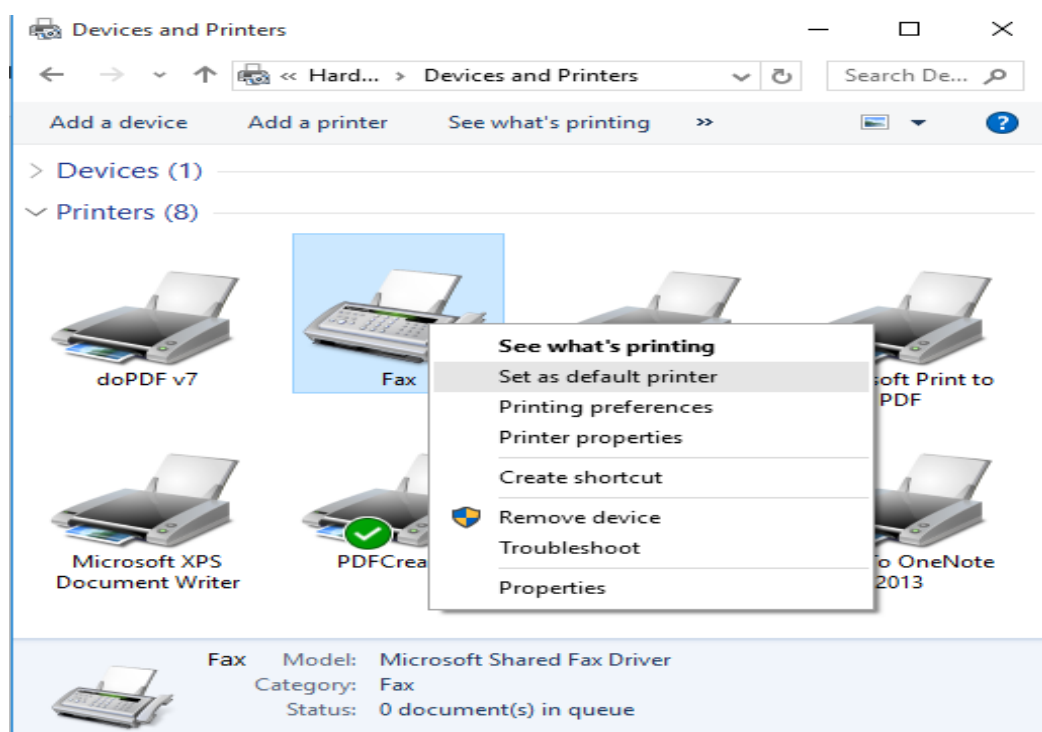


Figure 2: Right-click on a printer to select Set as Default Printer—to make this printer the default. If you only have one printer available, then you will not need to set a default printer.



2.2. Print documents

You can send a document to the printer from the desktop *or* from within the application program that created the document.

Print one or more documents from the desktop: To print one or more documents from the desktop:

1. Open a folder that contains one or more documents.
2. Click on the name of the file you want to print.
3. To print more than one file, hold down the **Control** (Ctrl) Key on your keyboard and keep clicking on files to add them to the selection.
4. When all the files are selected, right-click on one of the selected files. Select **Print** from the menu.

All the files you selected will be sent to the printer.

Print a web page

To practice printing a document from within an application program, try printing a page from a website. Your computer needs to be connected to the Internet and have a web browser such as Internet Explorer.

- Double-click on the Internet Explorer icon on the desktop to open the program. (If your web browser is not on the desktop you may need to open the program from **Start** then the **All Programs** menu.) When the browser program is open you will see the Internet Explorer menus at the top of the window.
- Click on the **File** menu then select **Print** from this menu.

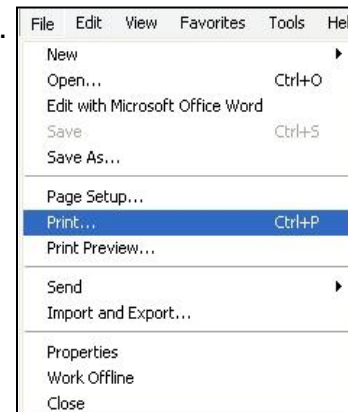




Figure 4: The Print command is under the File menu

The **Print** box allows you to change the printer and change the printing preferences for the job. (Note that any changes here do not permanently override the default settings)

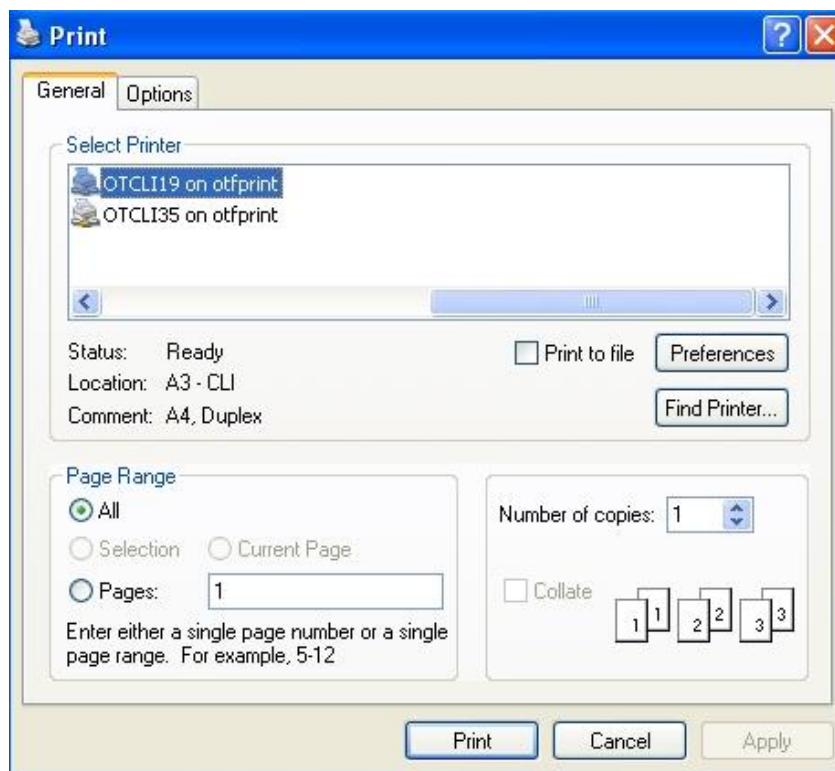


Figure 5: The Print box allows you to change print settings and to print from within an application

When you have made any changes to the print options click on **Print** to send the page to the printer or click on **Cancel** if you don't want to print the page. You can print a document from within any application program in the same way. That is:

1. Open the document you want to print (Double-click on the filename if it is not already open.)
2. Click on the **File** menu then select **Print**.
3. In the **Print** box check the printing preferences for your job.
4. Click on **Print**.



Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. You have to access more than one printer, one can be selected automatically, then one of those printers will be the ____
 - A. Default printer
 - B. Network Printer
 - C. Local Printer
 - D. Normal printer
2. List the steps of default printer:

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Information Sheet 3

Printing Information

3.1. View the progress of print jobs

If a document is taking a long time to print or the printer is busy with other people's print jobs, you can check all the jobs that have been sent to a printer and see where your job is in the queue.

From the queue you can also delete a print job if you decide you want to cancel it. To view the progress of a print job:

1. Open **Printers and Faxes** in the **Control Panel**.
2. Double-click the printer icon to open the print monitor where you can see the jobs currently in the queue for that printer.

Document Name	Status	Owner	Pages	Size	Submitted	Port
Microsoft Word - Sept...	Printing	Janet	1	1008 byte...	6:08:08 PM	28... LPT1:
Microsoft Word - Mont...	Waiting	Janet	1	2.50 KB	6:08:17 PM	28...
Microsoft Word - New ...	Waiting	Janet	1	2.51 KB	6:08:22 PM	28...
Microsoft Word - Utiliti...	Waiting	Janet	1	2.49 KB	6:08:31 PM	28...

Figure 6: Close up of a print queue

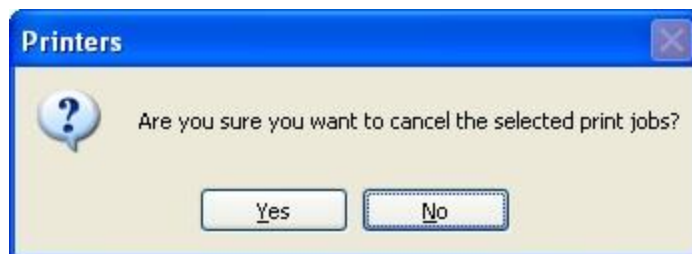
3. The print monitor lists the files that have been sent to the printer which are either in progress or waiting to be printed. The order of files in the list is the order they will be printed. Check the **Status** column (next to **Document Name**) to see the name of the file that is currently printing. Once a job has printed it will disappear from the queue.



3.2. Delete a Print Job

To delete a job from the print queue:

1. In the print monitor window (**Figure 6**) click on the name of the document you want to delete.
2. Press the **Delete** key on your keyboard.
3. The following box appears:



4. Click on **Yes** to delete the print job. Click on **No** if you do not want to delete it.
5. The word **Deleting** will appear in the **Status** column.

Note: If you are working over a network, you cannot usually delete the print jobs that some else has sent (as you would not have the permission to do this).

3.3. Shortcuts to the Print Monitor

If you are not quick enough the document may start to print before you get a chance to delete it. So you may like to use a shortcut to access the print monitor quickly. There may be a shortcut to the print monitor on the **Task Bar** of your desktop. Otherwise, you can create a shortcut to a print monitor:

1. Open **Printers and Faxes** in the **Control Panel**.
2. Click on the printer icon you want to access. Hold down the mouse button and drag the icon to the desktop.
3. A shortcut to the print monitor is now on the desktop.

You can double-click this icon anytime to check the print jobs sent to this printer and to delete the jobs you have sent.



Self-Check -3	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page: If the statement is correct say **True** Else **False**

1. If you are working over a network, you cannot usually delete the print jobs that some else has sent (as you would not have the permission to do this).
2. Check the **Status** column (next to **Document Name**) to see the name of the file that is currently printing. Once a job has printed it will disappear from the queue.
3. You **cannot** check all the jobs that have been sent to a printer and see where your job is in the queue.

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

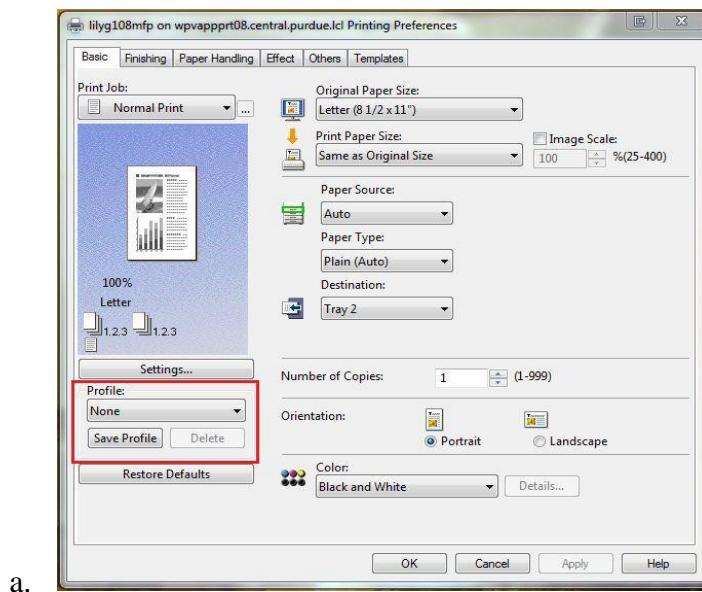
Operation Sheet 1	Adding Printers and ensuring correct printer setting
--------------------------	---

To check the printers that you have access to:

1. Click on **Start** and then select the **Control Panel**.
2. Double-click on **Printers and Faxes** to open this item.
3. In **Printers and Faxes**, you see the names of the computer/s that you should be able to access.

To check or change the default printing preferences for your printer: -

1. In the **Printers and Faxes** window right-click on the name or icon of the printer.
(See **Figure 2**)
2. Select **Printing Preferences** from the menu.



3. **Figure 3:** The Printing Preferences for Microsoft Office Document Image Writer



4. To change the paper size, you want to print on, click on the arrow next to the box
5. under Page size. Select a different paper size from the popup menu.
6. To change the orientation of your document page, click in the button next to either
7. Portrait or Landscape.
8. Click OK to save any changes or Cancel to keep the same settings.



Operation Sheet 2

Changing Default Printer

To set a printer as the default printer:

1. In the **Printers and Faxes** window right-click on the name or icon of the printer.
2. Select **Set as Default Printer** from the menu.

Print one or more documents from the desktop: To print one or more documents from the desktop:

1. Open a folder that contains one or more documents.
2. Click on the name of the file you want to print.
3. To print more than one file, hold down the **Control** (Ctrl) Key on your keyboard and keep clicking on files to add them to the selection.

When all the files are selected, right-click on one of the selected files. Select **Print** from the menu

You can print a document from within any application program in the same way. That is:

1. Open the document you want to print (Double-click on the filename if it is not already open.)
2. Click on the **File** menu then select **Print**.
3. In the **Print** box check the printing preferences for your job.
4. Click on **Print**.



Operation Sheet 3

Printing Information

To view the progress of a print job:

1. Open **Printers and Faxes** in the **Control Panel**.
2. Double-click the printer icon to open the print monitor where you can see the jobs currently in the queue for that printer.
3. The print monitor lists the files that have been sent to the printer which are either in progress or waiting to be printed.

To delete a job from the print queue:

1. In the print monitor window (**Figure 6**) click on the name of the document you want to delete.
2. Press the **Delete** key on your keyboard.
3. The following box appears:
4. Click on **Yes** to delete the print job. Click on **No** if you do not want to delete it.
5. The word **Deleting** will appear in the **Status** column.

you can create a shortcut to a print monitor:

1. Open **Printers and Faxes** in the **Control Panel**.
2. Click on the printer icon you want to access. Hold down the mouse button and drag the icon to the desktop.
3. A shortcut to the print monitor is now on the desktop.

You can double-click this icon anytime to check the print jobs sent to this printer and to delete the jobs you have sent.



Lap Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Tasks 1: Print this document

Tasks 2: Viewing the progress of the print job

Tasks 3: Deleting a print job

- *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*

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Instruction Sheet

LG29: Operate Application Software

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Creating Documents and customizing basic settings
- Formatting document and creating tables
- Adding Images and using mail merge
- Selecting basic print settings and printing documents

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Create documents and customize basic settings to meet page layout conventions
- Format document and create tables
- Add images and use mail merge
- Select basic print settings and print documents

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in **page -3, 11, 25 and 37** respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” in **page - 10, 24, 36 and 39** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to Operation Sheet “1, 2 ,3 and 4” in **page -40,24,36 and 50** respectively.
6. Do the “LAP test” in **page – 51** (if you are ready).

- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



Information Sheet 1

Creating Documents and Customizing basic settings

1.1. Introduction

Application software utilizes the capacities of a computer directly for a dedicated task. Application software is able to manipulate text, numbers and graphics. It can be in the form of software focused on a certain single task like word processing, spreadsheet or playing of audio and video files. Here we look at the application software types along with some examples of application software of each type.

A **word processor** is an example of an application software used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.

Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common. To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

There are a number of word processing packages (software). Among these are WordPerfect, AmiPro, Microsoft Word 2003, 2007 and 2010 versions. Some of them run under MS-DOS and others under MS-Windows Operating System environment.

1.1.1. Files

Most computers at work or at home will have a number of files on them. These might be documents you have created in Microsoft Word, Excel, Access or PowerPoint programs. They will all have different names.

To use a computer effectively you need to know how to create, move, copy, rename and delete files. You also need to know how to identify the type of file and information about the file. A file is often referred to as a document.

1.1.2. Organizing Files

On a home computer you can choose your own way of organizing your files. If you are the only one using it you only need to worry that it is clear to you. In an office, however, people often share files. It is important that you use a system that everyone understands. If you are unsure where to put a file always check with your supervisor. So you can find files easily it is



important to organize your files in a way that is logical and clear. One way of organizing files is to put them in different folders.

1.1.3. Opening a Files

- **You can open a file:**
 - ✓ from My Documents
 - ✓ from within a program, e.g. Microsoft Word
 - ✓ from the **Start** menu
- Opening a file in Microsoft Word. Follow these steps to open a file in Microsoft Word:
 - 1 Open Microsoft Word
 - 2 Select **File** from the top toolbar
 - 3 Select **Open** from the menu
 - 4 Find the folder that the file is in and double click on it to open it
 - 5 Find the file you need and double click on its name to open it. Another way to open a file that was recently created is through the **Start** menu and then Documents. Point to the file you need with the mouse and click on it to open it.

1.2. Creating Documents

- There are several ways of creating a file. You can create a file from:
 - ✓ My Documents
 - ✓ the desktop
 - ✓ Microsoft Word or any other program you are in.
- Creating a file in My Documents. Follow these steps to create a file in My Documents:
 - 1 Open **My Documents**
 - 2 Click on **File** on the top menu bar
 - 3 Scroll down the menu and click on **New**
 - 4 Select the type of document you would like, e.g. Microsoft Word Document, from the sub-menu. A dialog box 'New Microsoft Word Document' will appear. Type in the name of the new document.
- Creating a file from the desktop, you can create a new file from the desktop by selecting a 'type' of file from the shortcut menu. Follow these steps to create a file from the desktop:
 - 1 Go to your desktop
 - 2 Right click on the desktop

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- 3 Select **New** from the shortcut menu that appears
 - 4 Select the type of file you want and the correct program will open
- Creating a new file in Microsoft Word. Follow these steps to create a file in Microsoft Word:
 - 1 Open Microsoft Word
 - 2 Click on **File** on the top toolbar
 - 3 Select **New** from the menu
 - 4 Select **Blank Document** and a new Word document will open


1.3. File types

There are different types of files. You will notice that in Microsoft Word the file always comes up with the ending '.doc', for example 'Job Application.doc'. This is called a 'file extension'. Regardless of how the file is created or saved, Microsoft Windows always gives it an extension. This identifies the 'type' of document. For example, if you create a spreadsheet in Microsoft Excel, the extension is '.xls'. Some common extensions are outlined below. These identify the type of file or program in which the file was created.

Table 1: Example of file extension

Program/File	Extension
Microsoft Word	.doc, docx
Paint	Bmp
PowerPoint	.ppt, pptx
Microsoft Excel	Xls,, xlsx
Microsoft Access	.mdb, ACCDB

1.4. Saving Documents

After Naming and Saving a File Once: Click the **Save button**  on the Standard toolbar.

OR Go to the File menu and choose **Save**. Follow these steps to perform a Save As

- 1 Click **File** from the menu bar.
- 2 Select **Save As**. The **Save As Dialog Box** appears.
- 3 Type a new name for your file in the **File name: box**.
- 4 Click **Save**.

1.5. MS Word

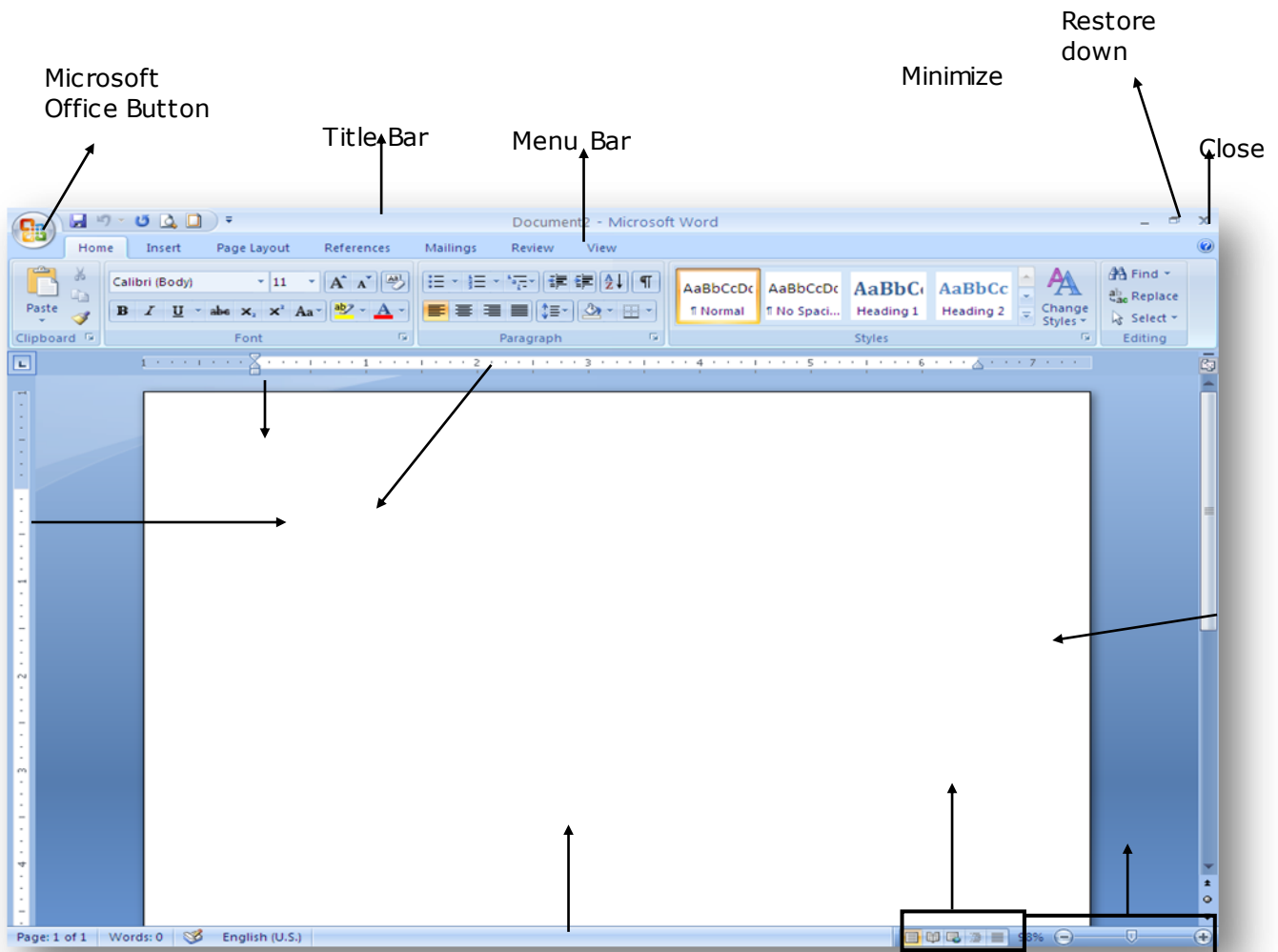
- Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common.
- To perform word processing, you need a computer, a special program called a *word processor*, and a printer.
- A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.



- There are a number of word processing packages (software). Among these are WordPerfect, AmiPro, Microsoft Word 2007 and 2010 versions. Some of them run under MS-DOS and others under MS-Windows Operating System environment.

1.6. Customizing basic settings

When you start Word, you see the Application window, named **Document 1-Microsoft Word**. This is a blank document window, named Document 1. Usually, the window is maximized and fills the whole screen.



Finger 1: Microsoft Word Windows Environment

When the window is maximized, three buttons namely: minimize, restore and close buttons are displayed in the upper-right corner of the screen

- **Title bar:** -It is Upper bar and contains the name of application windows, document name, different buttons like (save button, undo buttons, Redo button and etc.) and control buttons like minimize, maximize/restore and close button used to control the window.



windows.

- **Microsoft Office Button:** - The File menu of word 2003 has been replaced with the Microsoft Office Button. We can gate new, open, save, and etc. commands on the Microsoft office button.
- **Menu bar:** - Contains seven menus. Menu bare contains menus lake Home, Insert, page layout, References, Mailings, Review and View. Each menu contains different buttons.
- **Ruler:** - shows you where your margins are (i.e. left margin, right margin, top margin bottom margin, tabs and indents) and it lets you set them.
- **View Ruler:** - To show or hide the horizontal and vertical rulers, click View Ruler at the top of the vertical scroll bar.
- **Typing area** - is the blank area in the document window where you can type your text.
- **Insertion point:** - Also known as the cursor shows you where the next characters you type will appear.
- **View buttons:** - There are five view buttons located in the lower-Right corner of the document window, used to change the way your document is displayed on screen. By default, **Word** uses Print Layout view.
- **Zoom slider:** - You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size. You can also save a particular zoom setting with a document or template.
- **Scroll bar:** - There are two scroll bars, Vertical and Horizontal. Used to navigating inside windows.
- **Status bar:** - Tells you what page you're on, the total number of pages, and where your insertion point is on the page. As you use **Word**, the status bar sometimes displays other information as well.

1.7. Start Word 2007

First Click on **Start** button→ Click on All program→Click on Microsoft office→ click on Microsoft office word 2007 **OR**

First Click on **Start** button→Click on Run→ Write WinWord→Ok.

1.7.1. Creating New Document

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Sometimes you need to create a new document when you are in the middle of typing another one. You can create a new document even if you have not saved and closed the document you are currently working on.

Click the **Microsoft Office Button**→**New** → Under **Templates**, you see options you can use to create (A blank document, installed, template and etc.) select one of your option→**Create**. Or Press **Ctrl +N** key.

1.7.2. Entering Text

- The flashing insertion point shows you where the new character you type will appear.
- You can move the insertion point to a new location by using the four arrow keys found on the keyboard.
- You can also point a new location with your mouse, and then click once to move the insertion point.

1.7.3. Saving Document

- When you save a file, you can save it to a folder on your hard disk drive, a network location, disk, CD, the desktop, or another storage location.
- You need to identify the target location in the Save in list.
- **To save Document**
Click the **Microsoft Office Button**→**Save as** → Word document→type file name on **File name** box→ In the **Save as type** list, click the file format that you want to save the file in→ **Save**.
- **To save using keyboard**
Press **Ctrl+ S** key for your keyboard



1.7.4. Close Document

To close your document you have to options using close command and close button form title bar.

- **To close using close Command**
Click the **Microsoft Office Button → Close.**
- **To close using close button**
Click on **Close** button from title bar.
- **To close using keyboard**
Press Alt+ F4 Key.

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

4. Where do the deleted files go?
 - a. Trash Box
 - b. Trash Can
 - c. Recycle Box
 - d. Recycle Bin
5. How can you retrieve and back the deleted files?
 - a. Delete
 - b. Rename
 - c. Restore
 - d. Empty Bin
6. It is an area on the screen that displays programs or information.
 - a. Window
 - b. Desktop
 - c. Print Box
 - d. Icons
7. This options makes the window expand to its largest size.
 - a. Scrollbar
 - b. Taskbar
 - c. Maximize
 - d. Minimize
8. All shortcuts that have been displayed in the desktop are called what?
 - a. Icons
 - b. Files
 - c. Directories
 - d. Sub-directories

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 2	Formatting document and creating tables
---------------------	---

2.1. Formatting a Document

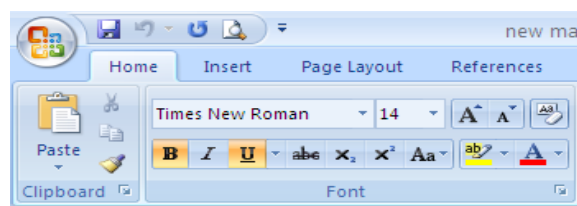
Formatting refers to all the techniques that enhance the appearance of your document. In **Word**, you can roughly divide formatting techniques into three categories: **Character**, **Paragraph**, and **Page formatting**. **Character** formatting includes all the features that affect individual characters; and the primary character formatting features are boldface, italic, font and font size. Features that fall in **paragraph** formatting include line spacing, indents, alignment, tabs, and so on.

- **To make the text bold**

- ✓ The Mini toolbar appears automatically when you select text. It also appears with the menu when you select text and then right-click.
- ✓ Select the text that you want to make bold → Select Home tab → From Font Group select bold button.

- **To make the text bold using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.
- ✓ Select the text that you want to make bold → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → Select bold form font style box.



Show font button

- **To make the text Italic**

- ✓ Select the text that you want to make italic → Select Home tab → From Font Group select Italic button.

- **To make the text italic using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.
- ✓ Select the text that you want to make italic → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → Select italic

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form font style box.

- **To make the text Underline**

- ✓ Select the text that you want to make italic → Select Home tab → From Font Group select underline button.

- **To make the text underline using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.
- ✓ Select the text that you want to make underline → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → Select underline form font style box.

2.1.1. Changing text font

- **To change font using change font face options**

- ✓ Select the text that you want to change font face → Select Home tab → From Font Group select Show font face dropdown option → choose one of them.

- **To change font using Font dialog box**

- ✓ Select the text that you want to change font face → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → choose one of them form font box.

2.1.2. Changing text size

- **To change font size using change font size options**

- ✓ Select the text that you want to change font size → Select Home tab → From Font Group click on Show font size dropdown option → choose one of them.

2.1.3. To change font size using Font dialog box

- ✓ Select the text that you want to change font size → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → choose one of them form size box.

2.1.4. Changing font colors

- **To change font color using change font color options**

- ✓ Select the text that you want to change font color → Select Home tab → From Font Group click on Show font color dropdown option → choose one of them.

- **To change font color using Font dialog box**

- ✓ Select the text that you want to change font color → Select Home tab → From



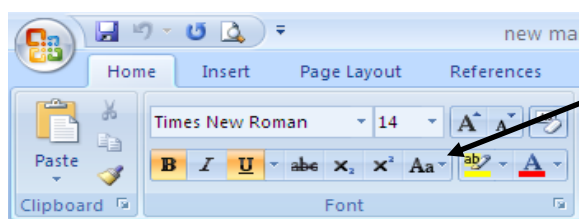
Font Group select Show font dialog box button→Click on font tab→ choose one of them form font color box.

2.1.5. Subscript or superscript

- **To change subscript using subscript button**
 - ✓ Select the text that you want to make subscript →Select Home tab→From Font Group select subscript button.
- **To change subscript using Font dialog box**
 - ✓ Select the text that you want to make subscript →Select Home tab→From Font Group select Show font dialog box button→Click on font tab→ check the check box of subscript.
- **To change superscript using superscript button**
 - ✓ Select the text that you want to make superscript →Select Home tab→From Font Group select superscript button.
- **To change Superscript using Font dialog box**
 - ✓ Select the text that you want to make Superscript →Select Home tab→From Font Group select Show font dialog box button→Click on font tab→ check the check box of superscript.

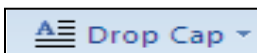
2.1.6. Changing the Case of Text

- **To change capitalization of a text:**
 - ✓ Select **Home tab**→ Click on **change Case** button form font group→ **select (UPPER CASE, lowercase, Sentence case, toggle case, Capitalized Each Word).**



Change case button

2.1.7. Creating a Drop cap



- **To create Drop cap**
 - ✓ Click in the paragraph that you want to begin with a drop cap→Click on Insert tab→In the text group→ select Drooped or In margin.
- **To Remove Drop cap**

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- ✓ Click in the paragraph that you want to begin with a drop cap → Click on Insert tab → In the text group → select Drooped or In margin.

2.1.8. Paragraph formatting

- **To change line spacing using line spacing button**

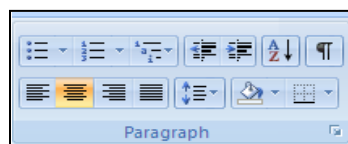
- ✓ Click in the paragraph that you want to change line spacing → Click on home tab → from paragraph group click on Show line spacing dropdown button → select one of them.



(Line spacing button)

- **To change line spacing using paragraph dialog box**

- ✓ Click in the paragraph that you want to change line spacing → Click on home tab → from paragraph group click on Show paragraph button → select one of them from line spacing box.



Show paragraph button

2.1.9. Indenting a Paragraph

- **To change Indent using indent box**

- ✓ Select the paragraph that you want to indent → Click on page layout tab → ender paragraph group click the arrows next to **Indent Left** or **Indent Right** to increase or decrease the left indentation of the paragraph.

- **To change Indent using paragraph dialog box**

- ✓ Click in the paragraph that you want to indent → Click on home tab → from paragraph group click on Show paragraph button → ender paragraph group click the arrows next to **Indent Left** or **Indent Right** to increase or decrease the left indentation of the paragraph.

- **To indent first line**

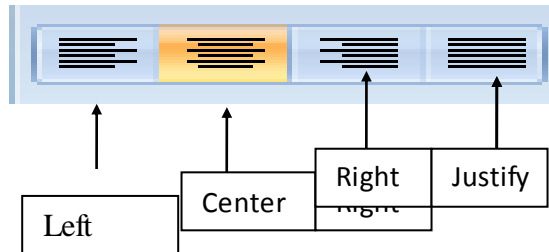
- ✓ Click in the paragraph that first line indent → Click on home tab → from paragraph group click on Show paragraph button → select first line indent form special box.

2.1.10. Paragraph Alignment

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- **To change paragraph alignment using alignment button**
 - ✓ Click in the paragraph that you want to align → Click on home tab → from paragraph group click on align left or align right or align center or also align justify button.



- **To change paragraph alignment using paragraph dialog box**
 - ✓ Click in the paragraph that you want to align → Click on home tab → from paragraph group click on Show paragraph button → select alignment form alignment box.

2.1.11. Tab formatting

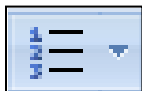
- **To set custom tabs:**
 - ✓ First set tab stop positions → Click on home tab → from paragraph group click on Show paragraph button → click on Tabs button → Select tab stops position and select leader and alignment → ok.
- **To delete a custom tab:**
 - ✓ **To delete single tab stop position;** (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → Select tab stop position and use **clear** button)
- **To delete all tab, stop position;**
 - ✓ (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → **clear all**)

2.1.12. Bullet and numbering list

- **To create a numbered list automatically:**
 - ✓ Type 1, followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)
- **To create a numbered list using numbering button**
 - ✓ Click on home tab → from paragraph group select number format from numbering button → Type the text for the first item and press **Enter**. And use



Enter to continue.



(Numbering button)

- **To create a bulleted list:**

- ✓ Type (*) followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)

To create a bulleted list using bullet button

- ✓ Click on home tab → from paragraph group select bullet format from bullet button → Type the text for the first item and press **Enter**. And use **Enter** to continue.

If you want to change the numbers to bullets (or vice versa):

- ✓ Select the entire list → Click on the **Bullets** or **Numbering** button from home tab on the paragraph group.

2.1.13. **Border and shading**

- **To add border**

- ✓ Select the picture, table, or text that you want to apply a border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → from **style** select Line Style and select line **Color** from Color box → **Ok**

- **To remove border**

- ✓ Select the picture, table or text that you want to remove border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → click on none box → **Ok**

- **To add shading**

- ✓ Select table or text that you want to shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select shading color → **Ok**

- **To remove shading**

- ✓ Select table or text that you want to remove shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select no color → **Ok**

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2.1.14. Page formatting

- **To add page border**
 - ✓ Select **Page Layout** tab→form the **Page Background** group select page boarders button→click on page boarder tab→ specify the Type of border you Want→ from Apply to specify in which page you the border apply →**Ok**
- **To remove page border**
 - ✓ select **Page Layout** tab→form the **Page Background** group select page boarders button→click on page boarder tab→click on none box→ **Ok**.







2.1.15. Header and footer

- **To create header and footer:**
 - ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click the header or footer design that you want.
- **To remove header and footer:**
 - ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click on remove header and remove footer button.

2.1.16. Changing Page Margins

- **To insert page margins**
 - ✓ Select **Page Layout** tab→ in the **Page Setup** group→ click on **page setup** button→ Click on **Margins** tab → Type a new setting (or use the **Up** and **Down** arrows next the text box) →**Ok**.
- **To change Orientation**
 - ✓ Select **Page Layout** tab→ in the **Page Setup** group→ from **orientation** button select **preterit** or **landscape**.

Table 2: Function of commonly used buttons

	Select the style to apply to paragraphs		Changes the font of the selected text
	Changes the size of selected text and numbers		Makes selected text and numbers bold
	Makes selected text and		Underlines selected text and



numbers italic

numbers



Aligns to the left with a ragged right margin



Centers the selected text



Aligns to the right with a ragged left margin



Aligns the selected text to both the left and right margins



Makes a numbered list or reverts back to normal



Add, or remove, bullets in a selected paragraph



Decreases the indent to the previous tab stop



Indents the selected paragraph to the next tab stop



Adds or removes a border around selected text or objects



Marks text so that it is highlighted and stands out



Formats the selected text with the color you click

Carefully review the function of each of the buttons above. When you think that you are familiar with each of the buttons take the short quiz below. (The Formatting toolbar has been included as a reference)



Column

- **To create Column**

- ✓ Place the insertion point where you want the page to break → Select **Page Layout** tab → in the **Page Setup** group → from **Columns** button select **more column** button → Enter number of columns in the **Number of Columns** text box. If you want to insert line between columns, mark the **Line Between** check box → select applied location from apply to box → **Ok**

2.1.17. Page break

- **To create page break**

- ✓ Place the insertion point where you want the page to break → Select **Insert** tab → in the **Pages** group click on Page break button. **Or**

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- ✓ Place the insertion point where you want the page to break and Press **Ctrl + Enter** key.

- **To remove page break**

- ✓ Place the insertion point on the break in Normal view → Press the **Delete** key

2.2. Editing a Document

- **To Open an existing file/document:**

- ✓ Click the Microsoft Office Button → Open command (ctrl + O).
- ✓ In the Look in list, click the folder, drive, or Internet location that contains the file that you want to open.
- ✓ the folder list, locate and open the folder that contains the file
- ✓ Select the file that you want to open → Open button.

2.2.1. Selecting, deleting and move or copy text

- **To Selecting Text:**

- ✓ Select text means to highlight it in preparation for performing such as deleting it, moving it, and formatting it.
- ✓ In Microsoft Office Word 2007, you can select text or items in a table by using the mouse or the keyboard.
- ✓ You can also select text or items that are in different places.

- **To select any length of text using mouse and keyboard:**

- ✓ Position the mouse pointer at one end of the block of text you want to select.
- ✓ Holding down the **left mouse button**, **drag** the mouse toward the other end of the block.

- **To select a word:**

- ✓ Move the mouse pointer anywhere over the word and **double-click**.
- ✓ Place the insertion point at the **beginning of the word** and press **Ctrl + Shift + Left Arrow** keys.

- **To select a line:**

- ✓ Move the mouse pointer to the left of the line, the pointer changes its shape and become a white arrow pointer then click once.
- ✓ Place the mouse pointer to the left of the line then Press Shift + Down arrow key.

- **To select a sentence:**

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- ✓ Move the mouse pointer **anywhere over the sentence** then holding down the **Ctrl** key **click the mouse button**, then release the **Ctrl** key.
- **To select a paragraph:**
 - ✓ Move the mouse pointer to the **left of the paragraph** the **Double-click**.
- **To select the entire document:**
 - ✓ **Ctrl + A**
- **Select text in different places:**
 - ✓ Select some text → Hold down CTRL while you select any additional text or item in a table that you want

2.2.2. Delete Text

You can delete one character at a time or delete a large block of text by selecting it first: the remaining text shifts over to fill the vacated space, and line breaks adjust automatically

- **To delete text character by character:**
 - ✓ If the insertion point is just before the text to be deleted, press the **Delete** key. The **Delete** key deletes the character to the **right of the insertion point**.
 - ✓ If the insertion point is just after the text to be deleted, press the **Backspace** key. The Backspace key deletes the character to the **left of the insertion point**.

2.2.3. Move and copy text

- ✓ **Cut (move):** text is removed from the active document and is placed in the temporary storage known as clipboard
- ✓ **Copy: copy** command of Word is the same as the **cut** command, except original text remains in the active document.
- ✓ **Paste:** The command for placing the texts that was cut or copied to a new location.

2.2.4. To Copy or Move a text using the copy, cut and paste tools:

- **To move:**
 - ✓ Select the text you want to move.
 - ✓ Select **Home** tab → Click on **Cut** Button then point where you want to move the text. Then Select **Home** tab → Click on **paste** Button.
- **To copy:**

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- ✓ Select the text you want to copy.
- ✓ Select Home tab → Click on Copy Button then point where you want to Copy the text. Then
- ✓ Select Home tab → Click on paste Button.

2.2.5. Find and Replace

- ✓ Word find is faster and more accurate than we humans could ever hope to be. Sometimes you not only need to find text; you also have to replace it with some other text.
- ✓ You can also find and replace noun or adjective forms or verb tenses.
- **To Find Text:**
 - ✓ On the **Home** tab, in the Editing group select **Find** button → Type the text you want to find in the **Find what** text box → **Find Next** button. Use this button again and again. → **Close**
- **To Replace Text:**
 - ✓ On the **Home** tab, in the Editing group select **Replace** button → Type the text you want to find in the **Find what** text box. In the **Replace with** text box, type the text that will replace the Find What text. Click on the **Find Next** button. To replace the word, click the **Replace** button (If you don't want to replace this word, click **Find Next** again to find the next matching word.)

2.2.6. Check spelling and grammar

Word 2007 offers improved spelling and grammar checker. The spelling checker recognizes a much broader range of names for people, organizations and companies, cities and countries Internet and file addresses, and more.

- **To correct the spelling of a word marked with a red wavy underline:**
 - ✓ **Right-click** on the word → Click on the **correct spelling** from the list
- **To fix the grammar of a word or phrase marked with a green wavy line:**
 - ✓ **Right-click** on the word → Click on the desired correction
- **To disable automatic spell and grammar checking in any document:**
 - ✓ Click the **Microsoft Office Button** → **Word Options** → select **proofing** tab → Clear the check boxes labeled **Check Spelling as You Type** and **Check Grammar as You Type.** → **Ok**

2.2.7. Inserting page number

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If your document has multiple pages, you can display the page number on each page. In most documents, page numbers appear in either the header or the footer of each page. Microsoft Office Word 2007 has many preformatted page number designs so that you can quickly insert headers or footers that display the page number.

- **To Inserting Page Number:**

- ✓ Click on the **Insert** tab→ in the **Header & Footer** group, click **Page Number**→ Click **Top of Page** or **Bottom of Page**, depending on where you want page numbers to appear in your document.

- **Place the page number in the side margin of the page:**

- ✓ Click on the **Insert** tab→ in the **Header & Footer** group; click **Page Number**→ Click on **Page Margins**→ Choose a page number design from the gallery of designs.

- **Formatting page number:**

- ✓ Click on the **Insert** tab→ in the **Header & Footer** group; click **Page Number**→ Click on **Format page number**→ Select page format and edit starting page number.

- **Remove page number**

- ✓ Click on the **Insert** tab→ in the **Header & Footer** group; click **Page Number**→ Click on **Remove page number**.

2.2.8. Undo and Redo

Word lets you undo most actions, including typing, deleting, moving and copying, and formatting text. In addition, it lets you undo multiple actions, not just your most recent one. However, Word cannot undo certain actions, such as opening, saving, or printing a document.

- **To undo you're most recent action:**

- ✓ Click on **Undo** button from Title bar.

Or

- ✓ Press **Ctrl + Z** key form the keyboard

- **To reverse all your actions back to a certain point:**

- ✓ Click on **Redo** button from Title bar.

Or

- ✓ Press **Ctrl + Y** key form the keyboard

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





















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Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

	A	B	C	D	
1					You wish to call attention to a statement in your document by making the text bold. Which button do you select?
2					A flyer is to be prepared inviting parents to a performance. You want the headline to be centered on the page. Which button do you select?
3					You want to make sure that your instructions are clear and plan to place them in a bulleted list. Which button do you select?
4					To call attention to a block of text, you want place a block of color behind the text to highlight it. Which button do you select?
5					Another way to call attention to a block of text is to place a border around it. Which button do you select?
6					A quoted block of text has been indented. You wish to continue the document but you need to undo the indent. Which button do you select?
7					You have made a birthday certificate and you want the student's name to be displayed in color. Which button do you select?

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

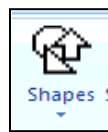
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3.1. Adding Graphics to a Document

3.1.1. Add an AutoShape

- **To insert auto shape**
 - ✓ Select area you want to insert auto shape → On the **Insert** tab → in the **Illustrations** group click on **Shapes** → Click the shape that you want, and then drag to place the shape.



(Auto shape button)

- **To resize auto shape:**
 - ✓ Select the drawing → to resize the drawing, drag one of its selection handles when it changes to **double arrows**.
- **To move auto shape:**
 - ✓ Select the drawing → to move the drawing, drag the mouse when the mouse pointer changes to **four black arrows**.
- **To add text on auto shape:**
 - ✓ Select the drawing → Right-click on the auto shape → select add text options.

3.1.2. Insert a picture

- **To insert picture using Clip art**
 - ✓ On the **Insert** tab → in the **Illustrations** group, click on **Clip Art** button → In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.
- **To narrow your search, do one or both of the following:**
 - ✓ To limit the search results to a specific collection of clip art, in the **Search in** box, click the arrow and select the collection you want to search.
 - ✓ To limit the search results to clip art, click the arrow in the **Results should be** box and select the check box next to **Clip Art**.



- ✓ In the **Clip Art** task pane, you can also search for photographs, movies, and sounds. To include any of those media types, select the check boxes next to them.
- ✓ Click **Go**.
- ✓ In the list of results, click the clip art to insert it.

- **To insert picture using Clip art**

- ✓ Click where you want to insert the picture → click On the **Insert** tab → in the **Illustrations** group, click **Picture**. → Locate the picture that you want to insert → Double-click the picture that you want to insert.



- **To resize picture:**

- ✓ Select the picture → to resize the picture, drag one of its selection handles when it changes to **double arrows**.

- **To move auto shape:**

- ✓ Select the picture → to move the picture, drag the mouse when the mouse pointer changes to **four black arrows**.

3.1.3. WordArt

- **To insert WordArt**

- ✓ On the **Insert** tab → click on the **Text** group then click **WordArt** button → and then click the WordArt style that you want → Type your text in the **Text** box → Ok.



WordArt button

- **To resize WordArt**

- ✓ Select the WordArt → to resize the WordArt, drag one of its selection handles when it changes to **double arrows**.

- **To move WordArt**

- ✓ Select the WordArt → to move the WordArt, drag the mouse when the mouse pointer changes to **four black arrows**.

3.2. Selecting Parts of a table

3.2.1. Creating Table

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- **To insert table**
 - ✓ Click where you want to insert a table → On the **Insert** tab, in the **Tables** group click **Table** and then click **Insert Table** command → insert number of columns and Rows.
- **To select a cell:**
 - ✓ Point at the left side within the cell → Click once.
- **To select group of cells:**
 - ✓ Click in the first cell of the group → pressing the **Shift** key, click the last cell of the group and release the **Shift** key.
- **To select a row:**
 - ✓ Point at the left side of the row outside the table → Click once.
- **To select a column:**
 - ✓ Point just above the column you want to select → Click once.
- **To select multiple contiguous rows/columns:**
 - ✓ Select the first row or column → pressing the **Shift** key select the last row or column.
- **To insert a new row at the bottom of the table:**
 - ✓ If you want to insert a row at the bottom of the table, just click in the last cell of the table (the lower-right cell) and press the **Tab** or **Enter** key.
- **To insert a new row in the middle of the table:**
 - ✓ Select the row where you want to insert the new one → Click on **Table tools** tab, Click **layout** tab, → Under **Row & column** click on **Insert Above** or **Below** button.
- **To insert a new column in the middle of the table:**
 - ✓ Select the column where you want to insert the new one → Click on **Table tools** tab, Click **layout** tab, → Under **Row & column** group click on **Insert Left** or **Right** button.

To delete a Row or Column:

- ✓ First select the Row or Column → Click on **Table tools** tab, Click **layout** tab → Under **Row & column** group click on **Delete Row** or **Column** button.



- **To delete an entire Table:**

- ✓ Select the entire table → Click on **Table tools** tab, Click **layout** tab → Under **Row & column** group click on **Delete table** button.

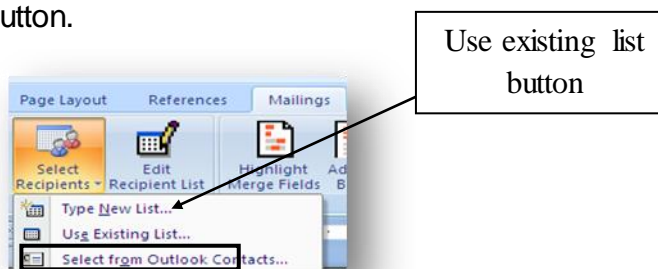
3.2.2. Merging Cells:

- ✓ Select the Cells to merge → Click on **Table tools** tab, Click **layout** tab → Under **Merge** group click on **Merge cells** button.

3.3. Mail Merge

- **To create the mail merge**

1. Write your main document and save it and close it.
2. Open new document and create your data source using tables then save the table and close it.
3. Open your main document and click on **mailings** tab;
4. Open your data source; form mailings tab; form **select recipients** button click on **use existing list** button.



5. Insert your fields using **insert merged field** Button from Mailings tab under write & Insert fields group. Insert you're filed one by one.



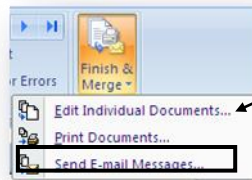
6. View your merged data using **preview Results** Button Form Mailings tab under Preview Results button.



7. View the user data using **next** and **previous** button form Mailings tab under preview results group.



8. Edit personal data using **Edit personal documents** button form mailings tab under finish & merge button under finish group.



Edit personal documents

9. Finally save the Edit personal documents.



3.4. Starting Excel 2007

- ✓ Start → all program → Microsoft office → Microsoft excel 2007

Exiting Excel 2007

- ✓ When you finish working with **Excel**, you need to exit by closing its windows.

Click the **Close** button in the upper right corner of the **Excel** Window

Or

Choose **Microsoft button**, click on **Close** command

3.4.1. Creating a New Workbook

- ✓ Click on **Microsoft button** → **New** → in the **New Workbook** dialog box clicks on **Blank workbook** → **Create** bottom.

- **Moving around a Worksheet**

- ✓ To move the sheet, **click** and **hold** the mouse button on the sheet tab and drag the sheet. We can also insert new worksheet **Insert** → **new** worksheet and you can rename the worksheet by right click on worksheet tab and **rename**.

3.4.2. Saving a Workbook

To save a new/existing document as a new document: To save new work book:

Click on **Microsoft button** → **save as** → write workbook name → **save**.

- **To save exiting work book:**

- ✓ Click on **Microsoft button** → **save**.

3.4.3. Entering Data

- **To enter data in a cell:**

- ✓ Click the **cell** → Type the data

3.4.4. Opening an Existing Workbook

- ✓ Click on **Microsoft button** → **Open** → Select the document you want to open → **open**



3.4.5. Selecting Cells

- **To select range of cells:**

- ✓ Click one of the cells and drag it down, up, right or left.

3.4.6. Moving Data

- **To move and replace cells with the cut and paste commands:**

- ✓ Select the **cell** or **cells** you want to move → select **Home** tab → click on **Cut** command → select new location → from home tab click on **past**.

3.4.7. Copying Data

- ✓ Select the **cells** you want to copy → Select Home tab → click on **Copy** button → select new Cell → Select Home tab → from past button click on **Paste Special** command → Click one option under **Paste** → **Ok**.

3.4.8. Insert or delete cells, rows, and columns

- ✓ Select the same number of cells as you want to insert → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Cells** → in the Insert dialog box, click the direction in which you want to shift the surrounding cells.

- **Insert blank Rows on a worksheet**

- ✓ **Select** the same number of rows as you want to insert → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Sheet Rows**.

- **Insert blank Column on a worksheet**

- ✓ **Select** the same number of columns as you want to insert → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Sheet column**.

3.4.9. Delete cells on a worksheet

- ✓ Select number of cells as you want to delete → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Cells**

Delete Rows on a worksheet

- ✓ Select number of Rows as you want to delete → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Sheet Rows**.

Delete columns on a worksheet

- ✓ Select number of Columns as you want to delete → On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Sheet columns**.

3.5. Freezing Worksheet Titles

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- **To Freezing Rows**

- ✓ Select the row below where you want the split to appear → On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **Freeze panes**.

- **To Freezing Column**

- ✓ Select the column to the right of where you want the split to appear → On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **Freeze panes**.

To unfreeze rows or column

- ✓ On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **unfreeze panes**.

3.5.1. Formatting worksheets

To change the format of data using font group:

- ✓ Select the cell or range of cells you want to format → To format cell entries as **bold** or *italic*, click the Bold or Italic tools on the font group under home tab and you can also change font, size, and color.

To change the format of data using format dialog box:

- ✓ Select the cell or range of cells you want to format → on the home tab from font group click on show format dialog → select font tab and then you can change font, size, font style and color.

3.5.2. Formatting Data with Number Formats

To assign a number, date or time format:

- ✓ Select the cells you want to format → on the home tab from font group click on show format dialog → Select **Number** tab → In the **Category** box, select the type of entry you want → set the Decimal places, 1000 separator, Negative numbers, Symbol, Type and Location if they are present based on the entry you selected → **Ok**

To format numbers using Number group:

- ✓ Select the cells you want to format → on the home tab from Number group select corresponds to the type of format you want.



3.5.3. Aligning Data with Cells

To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

3.5.4. Formatting Cells with Borders and Shade

To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.
- ✓

To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

3.5.5. Series

To create a series by dragging:

- ✓ Select a range of two cells and enter the first two values → drag the **Fill handle** to the right or down → Release the mouse button at the end of the series.

To create a series with the series command:

- ✓ Enter a starting value and Select the cells → Select **home** tab → formula Editing group click on **Fill** button → **Series** → If you want the series to be in a row, select the **Rows**; if you want in **column** select Column → Select series **Type** → Enter **Step** value and **Stop** value → **Ok**.

3.5.6. Entering Formula

To enter formulas

- ✓ **First click on the cell → press (=) sign from keyboard → enter your formula**
- **To insert function on worksheet:**
- ✓ Select the cell into which you want to enter the formula → select formula tab → click on insert function button → **Select a category** list box and select your function category → Select the worksheet function name → **Ok** → Select arrange of cells to be calculated → **Ok**.

3.5.7. Filtering

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- **Filtering data using Auto filter:**

- ✓ Select any cell in the database → Select **data** tab → click on **Filter** button → on the table Drop-down controls are displayed → Click a drop-down control of the field that you want to apply a filter to → Choose one of the items (categories) in the list.

- **To set custom auto filters:**

- ✓ Select any cell in the database → Select data tab → click on Filter button → Click a drop – down control of the field you want to apply a filter to → click on Custom form number filter → Specify the operator in the first drop down → Specify the field value (select or type in) for comparison in the next drop down → Click one of the And/or operator buttons and specify the second comparison criteria if you want → Ok.

3.5.8. Filtering using advanced filters

- ✓ Create a criteria range → Select your database → select **Data tab** → click on **Advanced filter** button → Select database range on **List range box**; Select criteria range on **Criteria range** → Select the **Copy to another location** and select location for answerer → Ok.

3.5.9. Pivot table

- **To create a pivot table:**

- ✓ Select your database → select **Insert** tab → click on **Pivot table** button → choose **PivotTable** → chose worksheet (**New worksheet or Existing worksheet**) → ok → Drag field buttons at the right side of the dialog box to the **Row filter**, **Column labile**, **values** and **report filter** areas.

3.6. Chart

- **To create chart:**

1. On the worksheet, arrange the data that you want to plot in a chart.
2. On the **Insert** tab, in the **Charts** group, do one of the following:
3. Click the chart type, and then click a chart subtype that you want to use.
4. To see all available chart types, click a chart type, and then click **All Chart Types** to display the **Insert Chart** dialog box, click the arrows to scroll through all available chart types and chart subtypes, and then click the ones that you want to use.
5. The chart is placed on the worksheet as an [embedded chart](#) if you want to place the chart in a separate [chart sheet](#).



6. Click the embedded chart or the chart sheet to select it and to display the chart tools.
7. On the Design tab, in the Location group, click Move Chart button.
8. Under Choose where you want the chart to be placed, do one of the following:
9. To display the chart in a chart sheet, click new sheet.

3.6.1. Printing worksheet

- **To changing sheet orientation**

- ✓ Select the worksheets for which you want to change the orientation→
On the Page Layout tab, in the Page Setup group, click Orientation,
and then click Portrait or Landscape.

- **To preview worksheet**

- ✓ Select the worksheets for which you want to preview → Click on
Microsoft office button→ print→ printer preview.

3.6.2. Print

- a. Open and activate the workbook that contains the information you want to print.
- b. Select your work sheet or your database you want to print.
- c. Choose Microsoft office button→ Print. The Print dialog box appears.
- d. If you want to change any aspect of the page layout, click the Properties button
- e. In the Copies box, enter the number of copies if your and more than one.
- f. In the Print range group, click Page(s) and enter a range of page number in the from and to boxes if you want to print less than the entire document.
- g. Click Ok to begin printing.

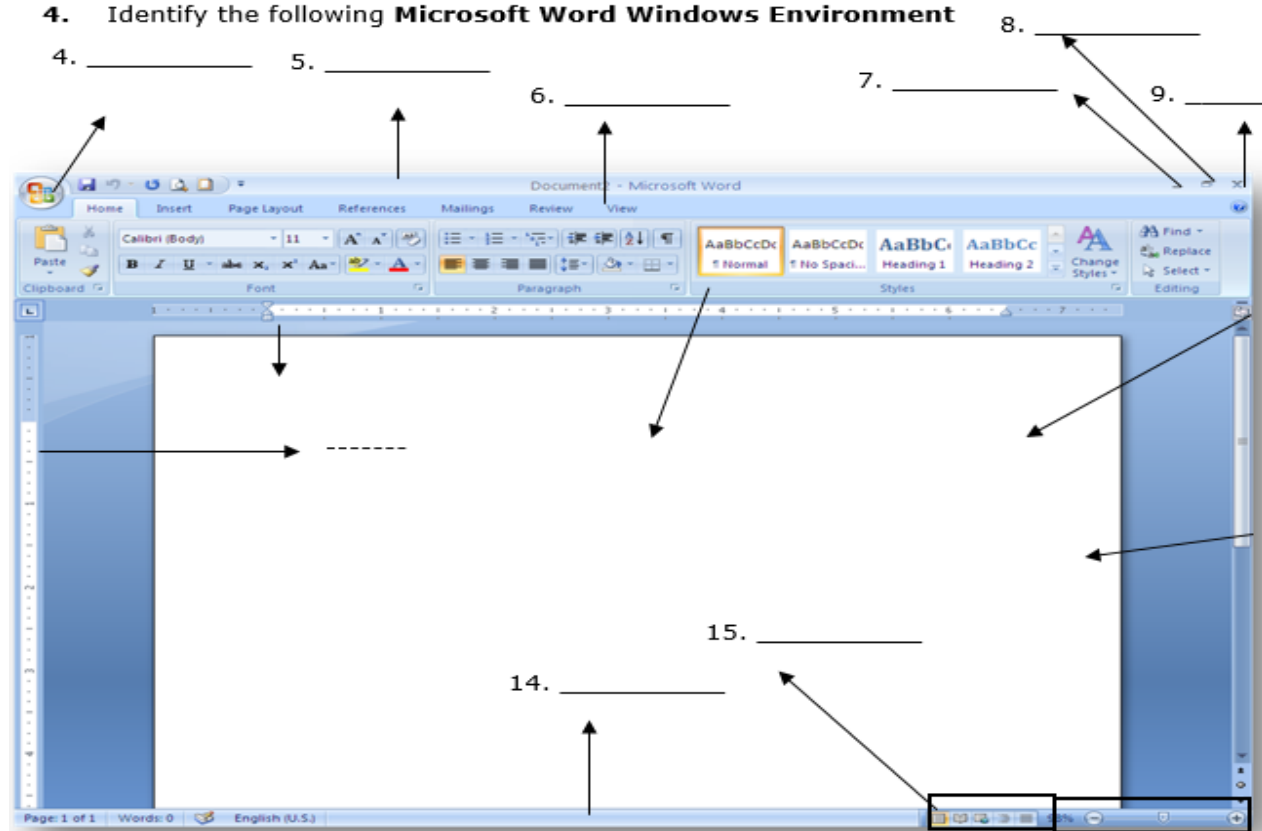


Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. It is an example of an application software used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.
2. It can able to manipulate text, numbers and graphics.
3. Give at least three (3) word processing packages (software).

4. Identify the following **Microsoft Word Windows Environment**



Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

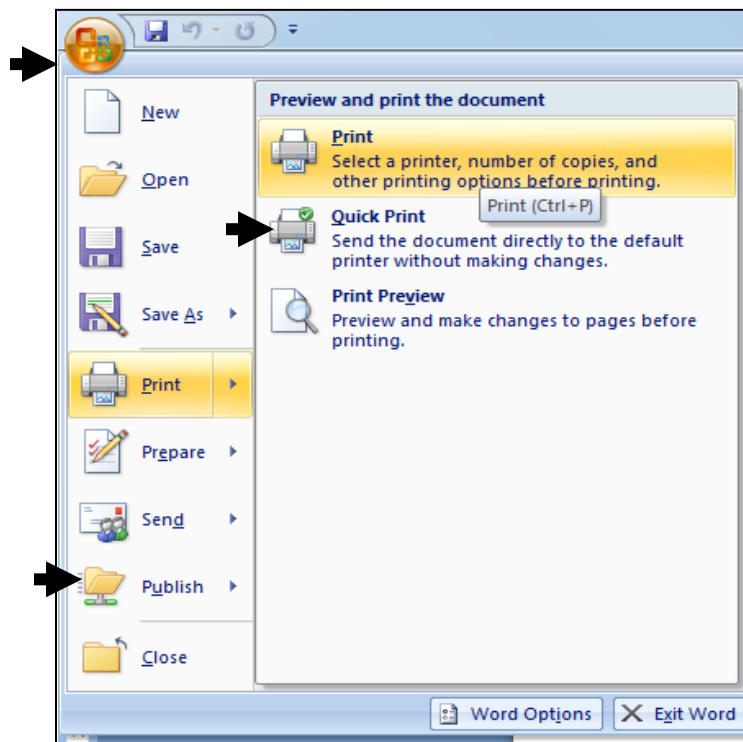
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Information Sheet 4	Printing a document
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4.1. Print a Document

1. Make sure that a printer was attached to your computer or to the network.
2. Make sure also that the driver for that printer was already installed in your computer.
3. Click on **Ctrl + P** or click on the Office button then click Print



4. After that, a print window will pop-up. Here are the basic things you should know when printing a document:

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If you have many printers installed in your computer, choose the printer you want to use here.

Print

Printer

Name: \\AKAL-PC\HP LaserJet 4100 Series PCL6 (Copy 3) Properties

Status: Idle Find Printer...

Type: HP LaserJet 4100 Series PCL6

Where: LPT1: ☐ Print to file

Comment: ☐ Manual duplex

Page range

☒ All

☐ Current page

☐ Selection

Pages:

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5-12 or p1s1, p1s2, p1s3-p8s3

Copies

Number of copies:

☒ Collate

Print what: Document

Print: All pages in range

Options...

Zoom

Pages per sheet: 1 page

Scale to paper size: No Scaling

OK Cancel

Print all pages

Print the current page displayed on your screen

Print specific page/s only

Ex. 1-4 – prints pages 1-4

1,3-4 – prints page 1 and 3 to 4

1,5 – prints pages 1 & 5

Indicates the number of copies to be printed

5. When you're done, click OK button to print the document.



Self-Check -4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Which one is correct print the document using keyboard?
 - A. **Ctrl + P**
 - B. **Ctrl + V**
 - C. **Ctrl + R**
 - D. **Ctrl + C**
2. **From the printing document procedure which one is the first step?**
 - A. Make sure that the driver for that printer was already installed in your computer.
 - B. Make sure that a printer was attached to your computer or to the network.
 - C. a print window will pop-up
 - D. click OK button to print the document

Note: Satisfactory rating - 2 points Unsatisfactory - below 2 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

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Operation Sheet 1

Creating Documents and customizing basic settings

1.8. Creating Documents

- There are several ways of creating a file. You can create a file from:
 - ✓ My Documents
 - ✓ the desktop
 - ✓ Microsoft Word or any other program you are in.
- Creating a file in My Documents. Follow these steps to create a file in My Documents:
 - 5 Open **My Documents**
 - 6 Click on **File** on the top menu bar
 - 7 Scroll down the menu and click on **New**
 - 8 Select the type of document you would like, e.g. Microsoft Word Document, from the sub-menu. A dialog box 'New Microsoft Word Document' will appear. Type in the name of the new document.
- Creating a file from the desktop, you can create a new file from the desktop by selecting a 'type' of file from the shortcut menu. Follow these steps to create a file from the desktop:
 - 5 Go to your desktop
 - 6 Right click on the desktop
 - 7 Select **New** from the shortcut menu that appears
 - 8 Select the type of file you want and the correct program will open
- Creating a new file in Microsoft Word. Follow these steps to create a file in Microsoft Word:
 - 5 Open Microsoft Word
 - 6 Click on **File** on the top toolbar
 - 7 Select **New** from the menu
 - 8 Select **Blank Document** and a new Word document will open

1.9. Saving Documents

After Naming and Saving a File Once: Click the **Save button**  on the Standard toolbar.
OR Go to the File menu and choose **Save**. Follow these steps to perform a Save As



- 5 Click **File** from the menu bar.
- 6 Select **Save As**. The **Save As Dialog Box** appears.
- 7 Type a new name for your file in the **File name: box**.
- 8 Click **Save**.



Operation Sheet 2

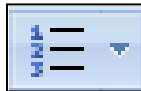
Formatting document and creating tables

2.2.9. MS Word Formatting

- **To set custom tabs:**
 - ✓ First set tab stop positions → Click on home tab → from paragraph group click on Show paragraph button → click on Tabs button → Select tab stop position and select leader and alignment → ok.
- **To delete a custom tab:**
 - ✓ **To delete single tab stop position;** (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → Select tab stop position and use **clear** button)
- **To delete all tab, stop position;**
 - ✓ (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → **clear all**)

2.2.10. Bullet and numbering list

- **To create a numbered list automatically:**
 - ✓ Type 1, followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)
- **To create a numbered list using numbering button**
 - ✓ Click on home tab → from paragraph group select number format from numbering button → Type the text for the first item and press **Enter**. And use **Enter** to continue.



(Numbering button)

- **To create a bulleted list:**
 - ✓ Type (*) followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)

To create a bulleted list using bullet button

- ✓ Click on home tab → from paragraph group select bullet format from bullet button → Type the text for the first item and press **Enter**. And use **Enter** to



continue.

If you want to change the numbers to bullets (or vice versa):

- ✓ Select the entire list → Click on the **Bullets** or **Numbering** button from home tab on the paragraph group.

2.2.11. Border and shading

- **To add border**

- ✓ Select the picture, table, or text that you want to apply a border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → from **style** select Line Style and select line **Color** from Color box → **Ok**

- **To remove border**

- ✓ Select the picture, table or text that you want to remove border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → click on none box → **Ok**

- **To add shading**

- ✓ Select table or text that you want to shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select shading color → **Ok**

- **To remove shading**

- ✓ Select table or text that you want to remove shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select no color → **Ok**

2.2.12. Page formatting

- **To add page border**

- ✓ Select **Page Layout** tab → from the **Page Background** group select page borders button → click on page boarder tab → specify the Type of border you Want → from Apply to specify in which page you the border apply → **Ok**

- **To remove page border**

- ✓ select **Page Layout** tab → from the **Page Background** group select page borders button → click on page boarder tab → click on none box → **Ok**.

2.2.13. Header and footer

- **To create header and footer:**

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- ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click the header or footer design that you want.
- **To remove header and footer:**
 - ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click on remove header and remove footer button.

2.2.14. Changing Page Margins

- **To insert page margins**
 - ✓ Select **Page Layout** tab→ in the **Page Setup** group→ click on **page setup** button→ Click on **Margins** tab → Type a new setting (or use the **Up** and **Down** arrows next the text box) →**Ok**.
- **To change Orientation**
 - ✓ Select **Page Layout** tab→ in the **Page Setup** group→ from **orientation** button select **preterit** or **landscape**.

3.6.3. Formatting worksheets

To change the format of data using font group:

- ✓ Select the cell or range of cells you want to format → To format cell entries as **bold** or *italic*, click the Bold or Italic tools on the form font group under home tab and you can also change font, size, and color.

To change the format of data using format dialog box:

- ✓ Select the cell or range of cells you want to format →on the home tab from font group click on show format dialog→ select font tab and the you can change font, size, font style and color.

3.6.4. Formatting Data with Number Formats

To assign a number, date or time format:

- ✓ Select the cells you want to format → on the home tab from font group click on show format dialog → Select **Number** tab → In the **Category** box, select the type of

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entry you want → set the Decimal places, 1000 separator, Negative numbers, Symbol, Type and Location if they are present based on the entry you selected → **Ok**

To format numbers using Number group:

- ✓ Select the cells you want to format → on the home tab from Number group select corresponds to the type of format you want.

3.6.5. Aligning Data with Cells

To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

3.6.6. Formatting Cells with Borders and Shade

To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

3.6.7. Series

To create a series by dragging:

- ✓ Select a range of two cells and enter the first two values → drag the **Fill handle** to the right or down → Release the mouse button at the end of the series.

To create a series with the series command:

- ✓ Enter a starting value and Select the cells → Select **home** tab → formula Editing group click on **Fill** button → **Series** → If you want the series to be in a row, select the **Rows**; if you want in **column** select Column → Select series **Type** → Enter **Step** value and **Stop** value → **Ok**.

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3.6.8. Entering Formula

To enter formulas

- ✓ **First click on the cell → press (=) sign from keyboard → enter your formula**
- **To insert function on worksheet:**
- ✓ Select the cell into which you want to enter the formula → select formula tab → click on insert function button → **Select a category** list box and select your function category → Select the worksheet function name → **Ok** → Select range of cells to be calculated → **Ok**.

3.6.9. Filtering

- **Filtering data using Auto filter:**
- ✓ Select any cell in the database → Select **data** tab → click on **Filter** button → on the table Drop-down controls are displayed → Click a drop-down control of the field that you want to apply a filter to → Choose one of the items (categories) in the list.
- **To set custom auto filters:**
- ✓ Select any cell in the database → Select data tab → click on Filter button → Click a drop – down control of the field you want to apply a filter to → click on Custom filter → Specify the operator in the first drop down → Specify the field value (select or type in) for comparison in the next drop down → Click one of the And/or operator buttons and specify the second comparison criteria if you want → **Ok**.

3.6.10. Filtering using advanced filters

- ✓ Create a criteria range → Select your database → select **Data** tab → click on **Advanced filter** button → Select database range on **List range box**; Select criteria range on **Criteria range** → Select the **Copy to another location** and select location for answer → **Ok**.

3.6.11. Pivot table

- **To create a pivot table:**
Select your database → select **Insert** tab → click on **Pivot table** button → choose **PivotTable** → choose worksheet (**New worksheet** or **Existing**



worksheet)→ok → Drag field buttons at the right side of the dialog box to the **Row filter, Column labile, values** and **report filter** areas.



Operation Sheet 3

Adding Images and using mail merge

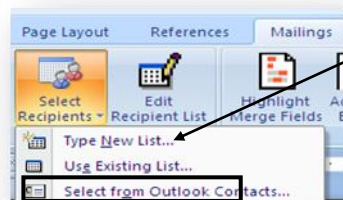
1. Steps for create chart:

10. On the worksheet, arrange the data that you want to plot in a chart.
11. On the **Insert** tab, in the **Charts** group, do one of the following:
12. Click the chart type, and then click a chart subtype that you want to use.
13. To see all available chart types, click a chart type, and then click **All Chart Types** to display the **Insert Chart** dialog box, click the arrows to scroll through all available chart types and chart subtypes, and then click the ones that you want to use.
14. The chart is placed on the worksheet as an [embedded chart](#) if you want to place the chart in a separate [chart sheet](#).
15. Click the embedded chart or the chart sheet to select it and to display the chart tools.
16. On the Design tab, in the Location group, click Move Chart button.
17. Under Choose where you want the chart to be placed, do one of the following:
18. To display the chart in a chart sheet, click new sheet.

2. Steps for Mail Merge

- **To create the mail merge**

10. Write your main document and save it and close it.
11. Open new document and create your data source using tables then save the table and close it.
12. Open your main document and click on **mailings** tab;
13. Open your data source; form mailings tab; form **select recipients** button click on **use existing list** button.



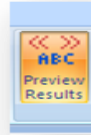
Use existing list
button

14. Insert your fields using **insert merged field** Button from Mailings tab under write & Insert fields group. Insert you're filed one by one.



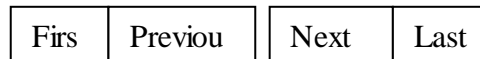
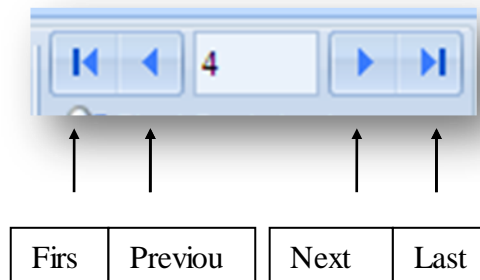
(Insert Merge Field Button)

15. View your merged data using **preview Results** Button Form Mailings tab under Preview Results button.

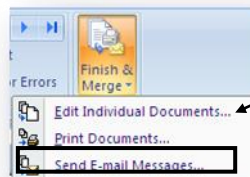


(Preview Results)

16. View the user data using **next** and **previous** button form Mailings tab under preview results group.



17. Edit personal data using **Edit personal documents** button form mailings tab under finish & merge button under finish group.



Edit personal documents

18. Finally save the Edit personal documents.



Operation Sheet 4

Selecting basic print settings and printing documents

• To changing sheet orientation

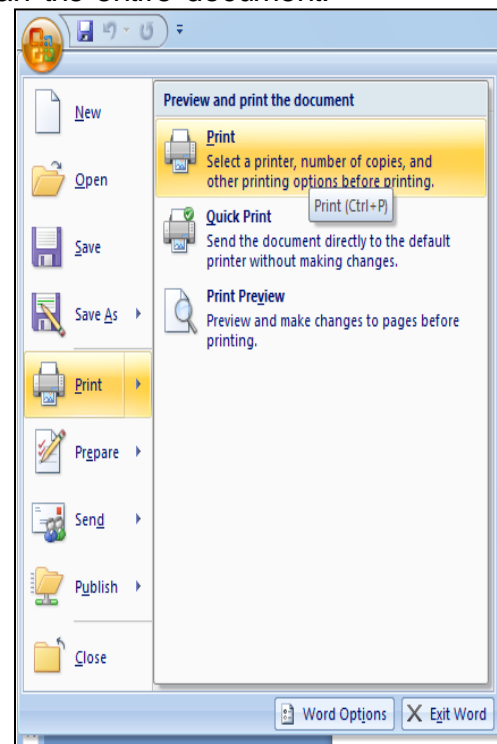
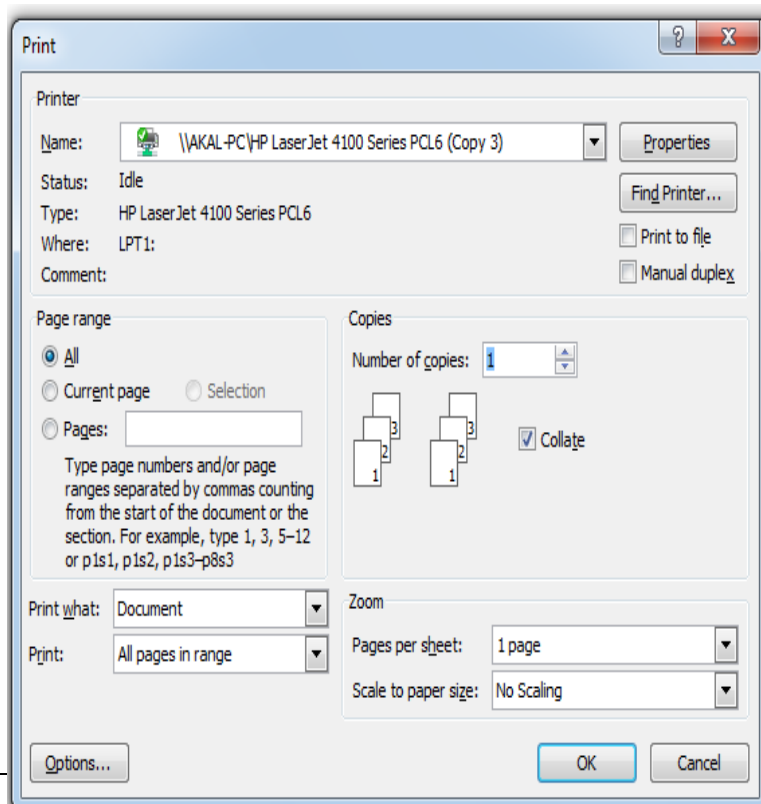
- ✓ Select the worksheets for which you want to change the orientation → On the Page Layout tab, in the Page Setup group, click Orientation, and then click Portrait or Landscape.

• To preview worksheet

- ✓ Select the worksheets for which you want to preview → Click on Microsoft office button → print → printer preview.

Print

1. Open and activate the workbook that contains the information you want to print.
2. Select your work sheet or your database you want to print.
3. Choose **Microsoft office button → Print**. The *Print dialog box* appears.
4. If you want to change any aspect of the page layout, click the **Properties** button
5. In the **Copies** box, enter the number of copies if your and more than one.
6. In the **Print range** group, click **Page(s)** and enter a range of page number in the **form** and **to** boxes if you want to print less than the entire document.
7. Click **Ok** to begin printing.





Lap Test 1	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Create New document and save it by the file name of Word exam under D:\Yourname
2. Create 10 page breaks.
3. Type the following text on first page
Using a computer to **create**, **edit**, and **print** documents. Of all computer applications, word processing is the most common.
 - a) Create three copy of the above paragraphs on black page
 - b) Insert **page Number** at the top of the page in right alignment.
 - c) Insert **page header** **Word Exam**, **page footer** **your name**.
 - d) Replace the word **printer** to **save**.
4. Create the following list on new page
 1. Computer
 - 1.1. Hardware
 - 1.1.1. Hard disk
 - 1.1.2. Mouse
 - 1.1.3. Printer
 - 1.1.4. Scanner
 - 1.2. Software
 - 1.2.1. Application
 - 1.2.1.1. Ms-Word
 - 1.2.1.2. Ms-Access
 - 1.2.1.3. Ms-Excel

5. Create the following tap on the new page

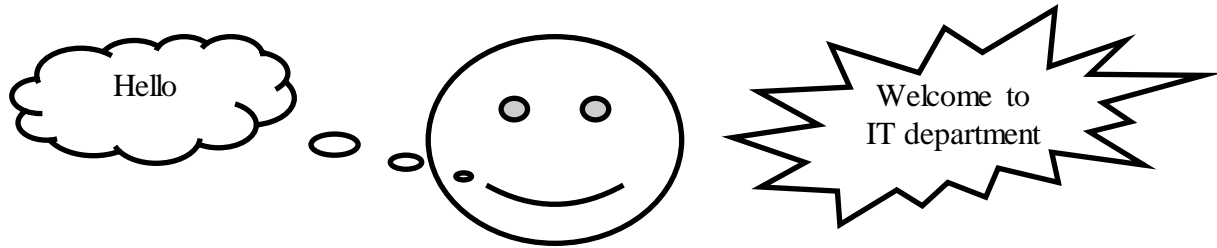
Name	age	Tell	Salary
Solomon.....	25 -----	0911895623 _____	2500.00
Yilma	27 -----	0111892389 _____	3350.00
Girma.....	18 -----	0911897845 _____	1500.00

6. Insert page boarder for first page only

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7. Insert the following auto shapes on new page



8. Create the following Table on new page

Student name List			
z	Name	Competence	Hours
1	Solomon Zegeye	Operating personal computer	200
		Connecting hardware peripheral	48
Total			248

9. Create the following column on new page

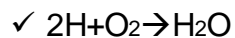
Menu bar contains seven menus. Menu bar contains menus like Home, Insert, page layout, References, Mailings, Review and View. Each menu contains different buttons.



uler shows you where your margins are (i.e. left margin, right margin, top margin Rbottom margin, tabs and indents) and it lets you set them.

10. Create the following on new page

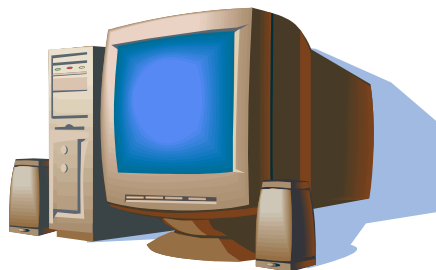
$$\checkmark X^2+Y^3+X \rightarrow 2X^2Y^3$$



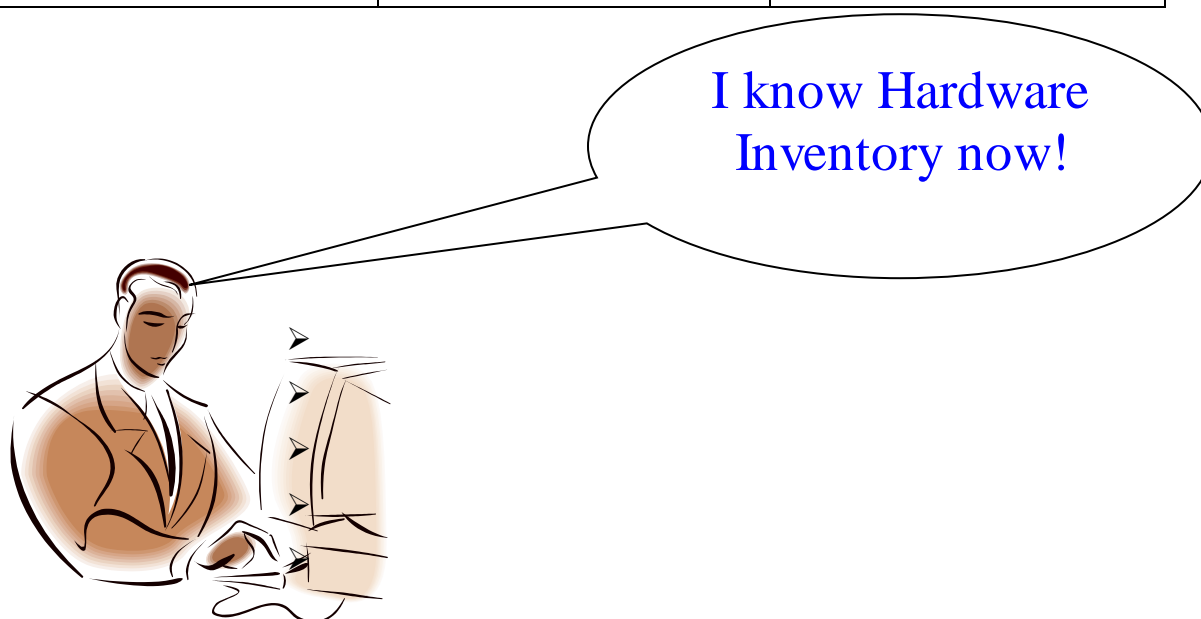
-  Computer
-  Keyboard
-  Mouse
-  Telephone

11. Write the following style including watermark

An IT organization or department will accumulate many technical papers, records and books. Some documents and manuals may be easy to find, while others can be misplaced, lost or damaged. To avoid the latter, methods similar to the inventory of hardware and software can be applied to documentation.



Hardware Name	Quantity	Manufacturer
Mouse	10	Dell
Keyboard	8	Dell
Monitor	7	Dell



12. Save it in My document and close it.

- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advise you on additional work. But if satisfactory, you can proceed to the next topic.



List of Reference Materials

1. http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf
2. <https://www.slideshare.net/catherinelvillanueva1/ict-83930037>
3. Microsoft Office step by step guide
4. Fundamentals of Computing
5. Introduction to computer
6. TTLM or modules and journal of ICT
7. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha
8. Good Practice in Occupational Health Services by WHO



Experts

The development of this Learning Guide for the TVET Program Information technology support service Level I.

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