

Using Microsoft Windows

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What is Microsoft Windows?

- Widely used operating system
 - Windows is a program (such as Word)
 - Allows you to communicate with your computer using a keyboard and mouse to tell it what to do
 - Allows you to run more than one program at a time
- Example:** Think of Windows as an orchestra conductor. Just as an orchestra conductor makes sure all instruments work together to create music, Windows makes sure all parts of the computer (hardware and software) work together.
- Opens each program in a separate window
 - Learning to manage the different windows will allow you to work with several different programs at once
 - The components of a window are consistent, so you can apply what you learn in this workshop to any program that you run in Windows
 - Flexibility – there is more than one correct way to perform a task
 - Users can customize Windows, making it easy to get to frequently used applications and files easier
 - Desktops are customizable and will look different from computer to computer
 - Versions of **Windows** include: 95, 98, Me, NT, 2000, XP

What is Software and Hardware?

Software and hardware work together to allow you to communicate with your computer, make choices, respond to messages, and request info stored on your computer.

Software

- AKA: Application Programs
- Examples include: Programs like the Microsoft Office suite; Word, Excel, PowerPoint, and Access
- Software is loaded into the computer's memory, accessed when the program is opened, and is displayed on the monitor
- A program allows the user to perform different tasks on the computer
- Programs are used to create files for the user
- Versions of **Office** include: Office 95, Office 97, Office 2000, Office XP

Hardware (Input / Output devices)

Hardware consists of items that you can touch:

- Monitor – display unit that lets you see what you are inputting
- Keyboard – input device with 101 keys used to type data into the computer
- Mouse – point and click input device
- Memory – storage area for software and files
- 2 types:
 - Hard drive – Permanent storage for all the info available on your computer
 - RAM – Random Access Memory is temporary storage. Software is installed on the hard drive and when a program is accessed is loaded into temporary storage for use. When a program is closed it is taken out of RAM, but still remains on the hard drive.

Folders

- Folders are storage areas created by the computer or the user
- Folders contain a group of documents that are related by topic
- Folders are useful when managing files
- Folders can be created, named, renamed, and deleted by the user
- Note: Folders created by the computer should not be tampered with, they contain files that the computer needs to run the computer or access programs.

Files

- A file is a collection of information that a computer uses in a particular format
Example: If you create a Microsoft Word document, the file is saved so that Microsoft Word can read and open it
- Files are made up of two parts: the file name and the extension, separated by a period (filename.ext)

1) File Name – The file name is the first part of the file. The file name can be up to 255 characters long in Windows 95, 98, 2000 or XP. Files created by the user are named by the user. When naming a file, keep the name short and descriptive. The name should describe what the particular file is about.

2) Extension - The extension is the second part of the file. It is usually three characters long. The extension tells the computer which program to associate the file with.

Example: If you create a document in Microsoft Word, the computer automatically assigns that file the extension .doc. That information tells the computer that it is an MS Word document, and should be opened using Word.

Program	File Extension
Word	.doc
Excel	.xls
PowerPoint	.ppt
Access	.mdb

Document

- A document is a file that contains information that the user can view or hear
Examples: a word processed letter, memo, or budget spreadsheet.
- Documents are usually created and edited using programs such as Word

Text

- Text is data that is typed into a document via the keyboard
- Text is comprised of letters, numbers, and symbols
- Text can be moved, edited, formatted, or deleted

Microsoft Windows Operating System

Turning on Your Computer

Press two buttons:

1. **Monitor** – green light displays when monitor is on
2. **CPU** – larger button with light in the center (green when the CPU is on)

Launching Windows 2000

When you turn on a computer with Windows installed, the Windows operating system loads. You will see a screen telling you what version of Windows you are running. Once Windows is fully loaded, you will see a screen called the **desktop**. Each window you open sits on this desktop. Sometimes windows are so large you can't see the desktop behind them, but it's always there. The desktop is just like your own desk, you can keep it as orderly or as messy as you like. We will learn how to customize your desktop later in the workshop. Windows gives you a tool that makes it easier to keep things tidy as you move from task to task, the **taskbar**, located at the bottom of the window.

Parts of the Desktop

Taskbar – The bar along the bottom of your desktop screen that organizes all the windows that you open in one place. The taskbar contains the Start menu, quick launch buttons, taskbar button area, and the tray status area.

Start Menu – Click once on Start to access the menu that lets you begin running a program, shut the computer down, search for files, access help, or make changes to your computer settings.

Quick launch buttons – Customize this area to include programs that you use frequently. Click once on these icons to easily launch programs that are often used.

Taskbar button area – This area displays a separate button for each program that's open.

Tray status area – This area contains the date/time and any programs that are running in the background (such as anti-virus and Novell NetWare Services).

Mouse pointer – A mouse controlled arrow that appears up on the desktop. The mouse pointer allows you to point anywhere on the desktop or in a window.

Icon – A graphic (or picture) with a title that represents a program, folder, or file. When you double click on the icon it will open the program, folder, or file.

Object – An item on the desktop such as an icon

Properties – Each object has unique attributes that effects what can be done to the object or what the object does.

To see what properties the object has: right click on the object / Properties

Icons Frequently seen on the Desktop

Note: Double clicking on an icon will open a program, folder, or file.

My Computer – Double click the icon to view all the contents of your computer.

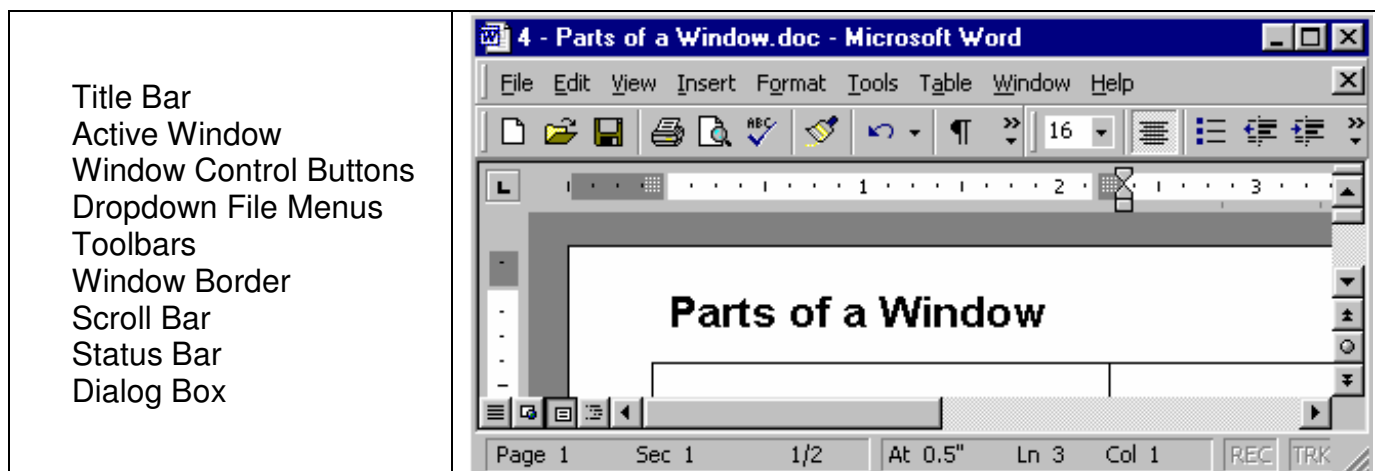
My Documents – Double click the icon to access the My Documents folder. The My Documents folder is a good place to save personal files.

Network Neighborhood – Double click the icon to see all the computers in your network.

Recycle Bin – Double click the icon to see what items have been deleted.

Shortcuts – Create shortcuts on your desktop to access frequently used programs, folders, or files quickly.

Parts of a Window



Title Bar



The Title Bar is the blue bar across the top of the window that tells you what program you are using and title of the file that is open. It also includes the windows control buttons.

Active Window

The title bar on the active window is usually blue. Title bars on inactive windows are gray. Only attempt to access menu items on the active window. The active window has a recessed button on the taskbar.

Window Control Buttons

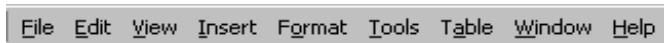
Windows allows you to have multiple windows open at the same time. You can easily switch between creating a course syllabus in Word, surfing the Web, or checking your email. Use the control buttons at the top right corner of the window to close, minimize, or change the size of the window.

Minimize Button	Click this button to close the current window, but keep the application open. To see the window again, click the button on the Windows taskbar, usually found at the bottom of your screen.	
Restore Button	This button only appears when a window is maximized. Click it to make the window smaller.	
Maximize Button	Click this button to enlarge the window to fill the entire screen.	
Close Button	This button closes the current window. Before closing a window, check the title bar to be sure you're closing the right one. If you try to close a document that you have not saved, Word asks if you want to save changes first. This is a safeguard against losing work.	

When you are in an application such as Word, you will see 2 sets of control buttons:

	The set on the blue task bar (top) controls the <u>program</u> window. The set below (on the gray bar) controls the active <u>document</u> .
--	---

Menus



Under the program's title bar, you'll see the menu bar, which begins with the **File menu**. Open a menu by left clicking on its name. Each menu offers options for use in the program. Most menu options have an icon on the toolbar. Accessible commands are in black type while dimmed commands are grayed out and aren't available at that time.

Toolbars



Most programs have several toolbars. Toolbars are comprised of icons that represent specific commands.

Tip: Point your mouse to the toolbar icon to find out what a button on a toolbar does. A yellow box pops up with the name of the button.

Tip: Add and Remove toolbars by going to the View menu and selecting Toolbars. Place a check by the toolbars that you want to add by clicking on the name of the toolbar. Uncheck the toolbars that you want to remove by clicking on the name of the toolbar with a check by it.

Window Border

The window border is the line that surrounds the window. The window can easily be resized or moved by **dragging**.

Move an object by dragging

Point to an item, hold down the left mouse button, move the item to the desired location, and release the left mouse button.

Resize a window by dragging

Drag the border of the window to change the size of the window.

Position the mouse pointer over the border until it becomes a two-pointed arrow, click, move your mouse in or out to size the window as you want it.

Scroll Bar



A scroll bar is a bar that displays at the right side and/or bottom of a window when the window contents are not completely visible. The size of the scroll box depends on the amount of window that is hidden.

The scroll bar consists of three parts:

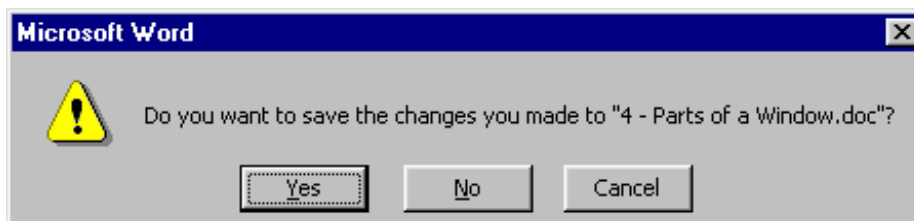
1. Scroll arrows
2. Scroll bar
3. Scroll box

Note: Scroll the window by clicking and dragging on any of the three parts.

Status Bar

The status bar at the bottom of the window provides information about your document.

Dialog Box



A dialog box displays whenever Windows needs to supply you with information to you or requires you to enter information or select among several options. This is like having a conversation with your computer.

Examples include: Prompting you to save changes to a file before closing the program or showing the status of copying a file from folder to folder.

Mouse Operations

A mouse is an input device connected to the computer that's used for pointing and clicking to help you navigate around the screen.

IntelliMouse has three buttons:

- Primary mouse button (most often used) – left click, single click
Left click when you want to select buttons, menus, and commands. Also left click when you want to open a shortcut, program, folder, or file by double clicking on the icon or title.
- Secondary mouse button – right click when you want to see shortcut menus
Allows you quick access to some of the options that are hidden in the menus
- Wheel button (optional) – middle rolling button
Allows you to scroll through text or web pages quickly

Mouse

Point	Move the mouse across a flat surface (typically a mouse pad).
Click	Press the left mouse button and release.
Left click/Single click	The left mouse button is used most often. Click <u>once</u> on the left mouse button to move the blinking cursor to a menu, select items from toolbars, select or highlight, close or minimize windows.
Right click	Click <u>once</u> on the right mouse button to quickly access shortcut menus (object menus).
Double-click	Click <u>twice fast</u> on an icon with the left mouse button to open a program, folder, or file. (it's best to click on <i>icon</i> itself, rather than on icon's title)
Click and drag	Click and hold, move the mouse, then release. Use to move something or copy a file from one place to another.
Right drag	Good for moving files or text, click hold down and choose copy here.
Left Handed Options	<p>If you are a lefty, you can configure your mouse to work the opposite way. To do this go to:</p> <p>Start menu / Settings / Control Panel / Double click on Mouse / Buttons tab / Button configuration / Left handed</p> <p>Left click/Single click - Click <u>once</u> on the left mouse button to quickly access shortcut menus (object menus).</p> <p>Right click – The left mouse button is used most often. Click <u>once</u> on the left mouse button to move the blinking cursor to a menu, select items from toolbars, select or highlight, close or minimize windows.</p>

Keyboard Operations



Keyboard Key	Function
Escape	Same as cancel – gets you out of almost anything.
Function keys	The F1 through F12 keys are function keys. Example: pressing F1 will bring up the help menu.
Second Row:	
Numbers 0 through 9	To type numbers, press the number key.
Symbols ! @ # \$ % ^ & * ()	To type symbols, press and hold down the Shift key while pressing a number key.
Special Characters:	
Tilde ~	Tilde is used in the addresses of some Web pages.
Dash, Underline, Plus, Equals - _ + =	
Special Button:	
Backspace	When typing, Backspace moves the blinking cursor to the left, deleting text.
Third Row:	
Contains mostly letters	<ul style="list-style-type: none"> To type lower-case letters, press the letter key To type capital letters, press and hold down the Shift key while pressing a letter key
Special Button:	
Tab	The tab key moves you from field to field in a form or dialog box.
Special Characters:	
Brackets and Parenthesis { [] } and \	

Fourth Row:	
Contains mostly letters	
Special Buttons:	
Caps Lock	When Caps Lock is on all typed text is UPPER CASE. Using the Shift key while Caps Lock is on will produce lower case text.
Enter	Enter or Return acts like the carriage return on an electric typewriter. Press Enter to create a new line or adjust line spacing.
Special Characters:	
: ; “ ‘	
Fifth Row:	
Contains mostly letters	
Shift	To type a capital letter, press and hold down the Shift key while pressing a letter key. Shift is also used when typing symbols located on the number keys.
Special Characters:	
< , > . ? /	
Sixth Row:	
Windows key (or Ctrl-Esc)	Same as clicking on Start button.
Space bar	Pressing the space bar moves the blinking cursor one space to the left. This puts spaces between words.
Ctrl	Many programs use Alt and Ctrl keys along with letter keys to do useful functions such as keyboard shortcuts
Alt	
Print Screen	
Scroll Lock	
Pause / Break	

Six Middle Keys:

Insert	Allows you to insert text over text, replaces the text that's there.
Delete	Pressing the delete key will delete text. Place the blinking cursor in front of the text that you want to delete, then press delete.
Home	Takes you to the beginning of a line of text.
End	Takes you to the end of a line of text.
Page Up	Moves text up one screen.
Page Down	Moves text down one screen.
Arrow keys	Moves the blinking cursor left, right, up, or down.
Num Lock	<p>When Num Lock is on, the number pad keys produce numbers.</p> <p>When the Num Lock is off, the number pad keys have secondary functions:</p> <p>Home, Page Up, End, Page Down, Insert, Delete, Enter, Arrows</p> <p>The symbols of the keypad are:</p> <ul style="list-style-type: none">• + for addition. Ex: "2 plus 3 equals" is typed: 2 + 3 <Enter>• - for subtraction. Ex: "5 minus 1 equals" is typed: 5 - 1 <Enter>• / for division. Ex: "12 divided by 2 equals" is typed: 12 / 2<Enter>• * for multiplication. Ex: "12 times 15 equals" is typed: 12 * 15 <Enter>• Enter calculates the answer.

Keyboard Shortcuts

There are two types of keyboard shortcuts:

Single Key Shortcuts	Pressing just one key will cause an action to happen. Examples: Pressing a function key such as F1 will open the help menu or pressing the Windows key will open the start menu
Multiple Key Shortcuts	Press and hold down one key then press a second or third key
<ul style="list-style-type: none">• Alt + <i>letter</i> (ex: Alt + F to see File menu)	Opens a menu listing (inside an application)
<ul style="list-style-type: none">• Ctrl + <i>letter</i> (ex: Ctrl + S to save)	Shortcut way of executing an item on a menu

Keyboard Key or Key Combination	Action
F1	Opens the Help menu for any program that is in the active window
Tab	Moves you from field to field in a form or dialog box
Shift + Tab	Moves you backwards from field to field in a form or dialog box
Ctrl + Home	Moves you to the beginning of the page
Shift + Arrow	Highlights text
Ctrl + Alt + Delete	Ends a hung program Caution: Pressing Ctrl + Alt + Delete two times will shut your computer down
ALT + TAB	Switch between open programs
ALT + F4	Quit program
SHIFT + DELETE	Caution: This will delete an item permanently
SHIFT + F10	Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
SHIFT	Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
ALT + SPACE	Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
ALT+ <i>underlined letter in menu</i>	Opens the menu inside the program
ALT + F4	Closes the current window
ALT + F6	Switch between multiple windows in the same program (for example, use this shortcut to switch between several Word documents that are open at once)
Windows Logo + M	Minimize all
SHIFT + Windows Logo + M	Undo minimize all
Windows Logo + F1	Windows Help
Windows Logo + E	Windows Explorer
Windows Logo + F	Find files or folders
Windows Logo + D	Minimizes all open windows and displays the desktop
Windows Logo + TAB	Cycle through taskbar buttons
Windows Logo + R	Opens Run dialog box
Windows Program Key Combinations	
For a selected object:	
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + Z	Undo
CTRL + B	Bold
CTRL + U	Underline
CTRL + I	Italic
F2	Rename object
F3	Find all files
ALT + ENTER	Open the properties for the selected object
Dialog Box Keyboard Commands	
SPACEBAR	If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option
ENTER	Equivalent to clicking the selected button (the button with the outline)
ESC	Equivalent to clicking the Cancel button
ALT + <i>underlined letter in dialog box item</i>	Move to the corresponding item

Time Savers / Customizing Your Desktop

Creating Shortcuts

Use shortcuts to quickly access files, folders, programs, or printers that you use often. Shortcuts can be put on the desktop, in folders, in the Start menu, or on the Program menu.

To put a shortcut on the desktop

- Right click on My Computer
- Choose Explore
- In the right pane of Windows Explorer right click the item for which you want to create a shortcut
- Right click and choose Send To >
- Choose Desktop (create shortcut)

Tip:

- To change any settings for the shortcut right-click the shortcut, and then click **Properties**
- To delete a shortcut, drag it to the **Recycle Bin**. Don't worry! The original item will still exist on the hard drive

Creating Quick Launch Buttons on the Windows Taskbar

To create a quick launch button for Word:

- Follow the directions for putting a shortcut on the desktop (above)
- Single left click on the shortcut, hold down and drag the icon to the quick launch button area of the taskbar (right of the Start menu)
- Drop the icon when you see a black vertical bar
- The quick launch button will now be displayed on the taskbar
- Click once on the icon to access the program, folder, or file that you created the quick launch button for





Finding Files

Quickly search your computer for a specific file or folder by clicking on the Start menu and choosing Find. Click on Files or Folders... Type in the name of the file or any part of the name of the file. Choose the appropriate drive. Click Find Now. The computer will search for files or folders based on the criteria that you give it.

Help!

Press the F1 key to get help with any program that is in your active window. To get help with Windows, make sure you are on the Desktop and press the F1 key.

Moving Text and Files

Copy and Paste  	Cut and Paste  
<ul style="list-style-type: none">• Select a block of text or file that you want to <u>copy</u> to another location• Go to the Edit menu select Copy• The original text remains in the document and a copy goes onto the clipboard• Move your cursor to the new location and then go to Edit / Paste• For a shortcut use the Standard toolbar's Copy and Paste buttons• Or use the keyboard shortcuts: Ctrl + C then Ctrl + V	<ul style="list-style-type: none">• Select the text or file that you want to <u>move</u> from one location to another• Go to the Edit menu and select Cut• The text will disappear from the document. (the text is temporarily stored in your computer's clipboard)• Move your cursor to the new location and then go to Edit / Paste• For a shortcut use the Standard toolbar's Cut and Paste buttons• Or use the keyboard shortcuts: Ctrl + X then Ctrl + V

File Management

Creating Files

Creating a new file in Microsoft Office is easy! Simply open the program that you want to use.

Open a Program by:

- Go to the **Start** menu and *click* once
- Go up to **Programs**
- Go over to the **Program** you want to open
- *Click* on it!
- A new file is automatically created for you
- Once you are in a Program create new files by going to **File / New**

Saving Files

Note: If you are saving files to a floppy, make sure there is a floppy disk in the A: drive

- 1) Create a document that you want to save
- 2) To Save a File for the First Time:
 - Go to the **File** menu and select **Save**
 - The **Save As** window appears
 - The **Save In** box at the top of the window shows the location where you are about to save your file
 - Select the location where you want to save your file by *clicking* on the drop down arrow and selecting the drive AND folder where you would like to store the document
 - *** Keep in mind that the A Drive is the floppy drive ***
 - Type the file name in the **File Name** box
(The file name can be up to 255 characters long and may contain spaces)
 - Finish saving the file by *clicking* **Save**
- 3) Saving Changes to an Existing Document:
After editing your document you will want to save changes.
 - Go to the **File** menu and select **Save**
- 4) Save Often!!!

Note: Make it a point of saving your document before trying something unfamiliar, before printing, before switching to another application, and before leaving your computer.

If you forget to save a file before closing the program a Dialog Box will pop up and prompt you to save changes.

Copying Files to a Floppy Disk

A quick and easy way to copy a file (or folder) to diskette:

- 1) Right-click on the file you want to copy to diskette
- 2) From the context menu, choose Send to, then choose 3 ½ floppy (A)

To copy multiple files (or folders) to diskette easily:

- 1) Select the files you want to copy (by Shift-clicking, Ctrl-clicking, or Select all)
- 2) Right-click anywhere on the selection
- 3) From the context menu, choose Send to, then choose 3 ½ floppy (A)

Opening Existing Documents

To open a saved document:

- Go to the **File** menu and select **Open**
- The **Open** window appears
- Use the drop down arrow to find the drive AND folder where the document is saved.

Once you find the file you have two options for opening it:


- *Double-click* it
- OR Select the file by single *clicking* on it and then *click* **Open**

Save vs. Save As...

Use **Save** when you are

- 1) saving a file for the first time
- 2) OR when you want to save changes to a file

To Access Save:

- Use the drop down menu: File / Save
- OR use the Toolbar Icon 

Use **Save As...** when you want to make a second copy of the file using a different name.

For example: Save As... is useful when you have a file that is updated each semester. Use Save As... to make a copy of the file with a new name, make necessary changes, and then save the file (under the new name).

File Organization

There are two ways to see the files or folders on your computer:

- **My Computer**

Double-click on the My Computer icon to see all your drives (plus a couple of extra folders). Double-click on any drive to see its contents.

- **Windows Explorer** (right click My Computer / Explore)

Windows Explorer is a Program in Windows that allows you to view the contents of the computer, hierarchy of the folders, and files and folders in each folder. It helps you organize folders and files.


- Work with folders and folders
- Select, copy, and move files between folders and drives
- Create, rename, and delete folders or files

Windows Explorer Basics


To start Windows Explorer:

- Right click on My Computer / Explore

Windows Explorer is divided into two panes:




- Left pane – Shows the Folder/Drive hierarchy on your computer.
Each folder or drive has an icon and a folder name
 Click on the folder or drive in the left pane and its contents will be displayed in the right pane
- Right pane – Shows the contents of the selected Folder/Drive

Subfolders (folders within folders)

- Collapsing the folder (click – sign)
- Expanding the folder (click + sign)
 Click on the +/- to expand/collapse the folder

Example:

Think of Windows Explorer as a file cabinet in your office.

-  Drive = file drawer
-  Folders = file folders
-  File = document or letter to go in the file folder

Change the List View of Folders

Go to the View Menu to see four different views of the contents in the right pane

- Large Icons – Large picture with name
- Small Icons – Small picture with name
- List – Small picture with name in an ABC list
- Details – More info: Small picture with name, size, file type, and date modified

Creating a Filing System

Create Folders

The first thing you want to do is to set up a filing system by creating folders to hold your files and documents. The idea here is for you to have a plan that works for **you** and follow it. You can choose any type of scheme that fits the way that you work. You may want to create folders for the various types of documents that you generate or receive. Create some generic folders like: *Budget*, *Financial Records*, *Requisitions*, *Staff Meetings*, *Committees*, and *Course Titles*. Folder names should be short, but descriptive.

Create Subfolders

Subfolders can be used to break a broad category down into more specific parts.

Example:

You might be on more than one committee. Organize your committee files by:

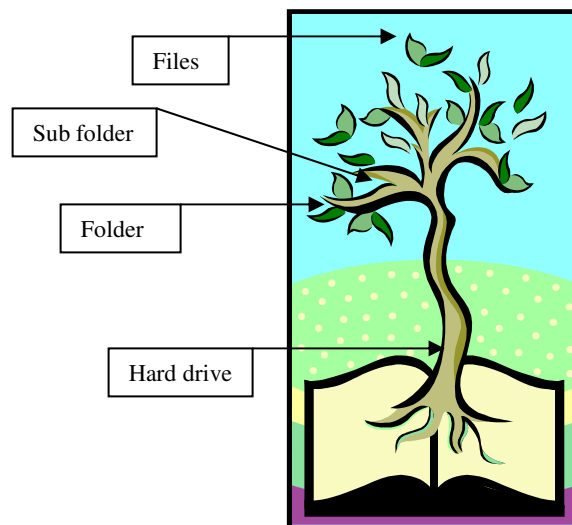
1. Creating a Folder called *Committees*
2. Creating two subfolders called *Budget Review* and *Professional Development*
3. Saving documents related to the same topic in folders / subfolders together

Create and Save Files

Create a file and give it a name that is both short and descriptive. File names should be something that you can remember. Since short file names are easier to work with, try to keep your file names to 20-30 characters. Remember to save files in folders and subfolders with documents of similar content.

Think of a filing system like a tree with many branches:

- Trunk = hard drive
- Large branches = folders
- Small branches extending from the large branches = subfolders
- Leaves = files/documents



Using Windows Explorer

Before saving a file to your computer or a floppy, you will want to create some folders to help you get organized.

Creating Folders

- *Click* once on the appropriate **drive** in the left pane to highlight it
- Go to the **File** menu and select **New / Folder**
- The **New Folder** will appear in the right pane
Make sure **New Folder** is highlighted, then type in a name for the folder.
The title **New Folder** will be replaced with the name you give the folder.

Rename Folders or Files

- Find the folder or file that you want to rename by navigating through Windows Explorer
- *Click* once on the folder or file you want to rename (this can be in the left or right pane)
- Go to the **File** menu and select **Rename**
- With the folder or file highlighted, type in a new name for the folder or file

Delete Folders or Files

- Find the folder or file that you want to delete by navigating through Windows Explorer
- *Click* once on the folder or file you want to delete (this can be in the left or right pane)
- Go to the **File** menu and select **Delete**
- The file will be deleted from its current location and placed in the Recycle Bin

Retrieving Folders or Files from the Recycle Bin

- Double click on the Recycle Bin icon on your Desktop to display contents of the Recycle Bin
- Move deleted items out of the Recycle Bin by single clicking on the item and dragging it out of the Recycle Bin
- You might want to drag the file from the Recycle Bin to your Desktop

Selecting Files

Before moving, copying or deleting files they must be selected in the right pane.

- One file – single click
- Select a continuous group of files – Click on the first file in the group / Hold down the Shift Button / Click on the last file in the group (all files in between are highlighted)
- Select a group of non-successive files – Click on the first file / Hold down the Control Button / Click on other files (just the files you click on will be highlighted)

Moving or Copying Files from Folder to Folder

- Left pane – Choose the correct drive and folder where the file is stored
- Right pane – Find the file(s) and select
- With the file selected, drag (click the mouse and hold down) the file or folder from the right pane to the destination folder in the left pane (until the destination folder in the left pane is highlighted)
- Drop (take your finger off the mouse)
- Click on the folder in the left pane to make sure the file or folder was moved to the correct place (contents of the folder will be displayed in the right pane)

Note: When you drag a file from one place to another *within a drive* → it *moves*.
When you drag files *from one drive to another* (ex: from C to A) → it is *copied*.

Closing Windows Explorer

- Click the X control button in the top right hand corner of the window

Microsoft Office Professional

- Word
- Excel
- PowerPoint
- Access

To see what Programs (software) are loaded on your computer or to open a Program:

- Go to the **Start** menu and *click* once
- Go up to **Programs**
- Go over to the **Program** you want to open
- *Click* on it!

Features of Microsoft Word



- Word processing program that allows you to type, format, and edit text
- Word's pull-down menus, toolbars, and buttons make learning and using Word easy
- Helps you produce professional-looking documents
- Allows you to insert graphics into Word text documents
- Allows you to create tables
- Allows you to create mail merges

The Page

Word presents documents as blank pages of paper. The blinking vertical bar is the cursor. Begin typing at the blinking cursor. Anything you type appears to the left of this insertion point. A mouse-activated, movable vertical bar (I-beam) allows you to place the cursor on the page. The insertion point and bar do not print.

Selecting a Block of Text to Be Formatted

Before you can change a block of text - for example: move; bold underline; change the font or font size; or copy it - you have to select it. When you move your arrow pointer over the document page, it changes shape to what is called an **I-beam**.

- Place the **I-beam** at the start of the text you want to change
- Press and hold the mouse left button
- Drag the **I-beam** over the text
- Release the mouse button when the text is highlighted or selected

Tip: Select one word at a time by double clicking on the word

Deleting text

- **Backspace** - back up over one character at a time
- **Delete** - erase one character to the right of the cursor

Word Wrap

Text automatically wraps to the next line as you reach the right margin. If you are used to using a typewriter, you need to break the habit of pressing **Enter** at the end of every line. Unnecessary returns can cause problems later if you change your text's formatting. Use the **Enter** key only when you want to create a new paragraph.

Tip: Create a blank line in your document by pressing **Enter** twice.

Features of Microsoft Excel



- Spreadsheet program that allows you to organize data
- Enter and calculate data
- Use Chart Wizard to put data in picture format
- Use as a database – once data is entered Excel can sort, search, and select data that meets specific criteria
- Web Support – save workbooks or sheets in HTML

Parts of Excel

- **Workbook** – Comprised of worksheets
 - Column heading
 - Column (vertical)
 - Row heading
 - Rows (horizontal)
- **Worksheet** – Single sheet in the workbook
- **Sheet tabs**
- **Cells**
 - intersection of a column and a row
 - place where data is entered
- **Cell reference** - Unique address comprised of a column and a row
- **Active cell** – A cell that's selected
 - Border around cell
 - Address listed in name box
 - Column and Row headings are bolded
- **Gridlines** – Horizontal and vertical lines in worksheet, makes data easier to read
- **Mouse pointer** – Block plus sign when pointed over cells in worksheet
- **Block arrow** – When mouse is pointed outside the worksheet

Entering data in a cell

- Select the cell by clicking in a cell - a black border will appear around the cell
- Enter text – type, left aligned
- Use arrow keys (or tab key) to navigate through the worksheet

Features of PowerPoint



- Presentation graphics program
- Produce professional looking presentations in a slide show format
- Add tables, chart, pictures, video, sound, and animation
- Word processing capability
- Outline information for a concise presentation
- Create handouts

Various ways to present a slide show

- Project your slide show by using a projection device and a computer
- Make transparencies
- Create presentations for the web
- Easily create handouts to go along with slides

PowerPoint Basics

- The basic unit of a presentation is a slide
- Slides contain objects such as title, text, graphics, tables, charts
- PowerPoint allows you to use default settings or create your own. Defaults include placement of objects, color schemes, design templates, and slide transition.
- Objects have attributes or properties such as underlining, bold, text color font size, and font style.

Features of Access



- Database program that allows you to work with a collection of data in an organized manner
- Users can access, retrieve, sort, and use data
- Database is a collection of tables

Allows you to create

- Queries – find specific information in a database
- Forms – easy to use for viewing, adding, and updating data
- Reports – professional looking way to display information
- Web Support – save as HTML to put up on the web

Tables consists of two parts

- Records – rows that contain all the information about one record
- Field – columns that contains specific information about a record (example name, office number, phone number)

The Structure of a Table

- Field Names – must be unique
- Data type – what kind of data will the field have? Numbers? Letters?
 - Text – any characters (numbers or letters)
 - Numbers – only numbers (positive or negative)
 - Currency – only dollar amounts (displayed with \$, commas, decimal points, and 2 numbers after decimal point)
- Description of the field (optional)

Shutting Down the Computer

Before shutting down the computer, you should close all open windows by clicking the **X** in the top right hand corner of each window. Be sure to save any changes that you've made to files before closing the program.

Shut down the computer by clicking on the Start menu and choosing Shut Down. It takes a moment for the computer to shut down, so be patient. Turn the monitor off by pressing the power button on the monitor.