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COMPUTER LITERACY

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I. INTRODUCTION TO COMPUTER

1.1 What is a Computer?

A **computer** is an electronic device that manipulates information, or "data."

The computer has the ability to **store**, **retrieve**, and **process** data. You can use a computer to type documents, send email, and browse the internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and more.

1.2 Types of computers

Computers range in size and capability. At one end of the scale are supercomputers, very large computers with thousands of linked microprocessors that perform extremely complex calculations. At the other end are tiny computers embedded in cars, TVs, stereo systems, calculators. These computers are built to perform a limited number of tasks.

Super Computer



The Columbia Supercomputer - once one of the fastest.

Supercomputers are the fastest and the most expensive computers. These huge computers are used to solve very complex science and engineering problems. Supercomputers get their processing power by taking advantage of *parallel processing*; they use lots of CPUs at the same time on one problem. A typical supercomputer can do up to ten trillion individual calculations every second.

Example Supercomputers:

- K Computer
- Columbia
- Jaguar

Server Computer



Inside of a Rack unit Server

Servers are a step under supercomputers, because they don't focus on trying to solve one very complex problem, but try to solve many similar smaller ones. An example of a server would be the computers that Wikipedia stores its encyclopedia on. Those computers have to go and find the page you're looking for and send it to you. In itself it's not a big task, but it becomes a job for a server when the computers have to go and find lots of pages for a lot of people and send them to the right place.

A server is a central computer that contains collections of data and programs. Also called a network server, this system allows all connected users to share and store electronic data and applications. Two important types of servers are file servers and application servers.

Workstation Computer



Sun SPARCstation

Workstations are high-end, expensive computers that are made for more complex procedures and are intended for one user at a time. Some of the complex procedures consist of science, math and engineering calculations and are useful for computer design and manufacturing. Workstations are sometimes improperly named for marketing reasons. Real workstations are not usually sold in retail, but this is starting to change; Apple's Mac Pro would be considered a workstation.

Personal Computer or PC



A personal computer (PC)

PC is an abbreviation for a Personal Computer, it is also known as a Microcomputer. Its physical characteristics and low cost are appealing and useful for its users. The capabilities of a personal computer have changed greatly since the introduction of electronic computers.

The personal computer, or PC, is designed to be used by one person at a time. This section describes the various kinds of personal computers: desktops, laptops, handheld computers, and Tablet PCs.

1.1.1. Desktop computers

Desktop computers are designed for use at a desk or table. They are typically larger and more powerful than other types of personal computers. Desktop computers are made up of separate components. The main component, called the system unit, is usually a rectangular case that sits on or underneath a desk. Other components, such as the monitor, mouse, and keyboard, connect to the system unit.

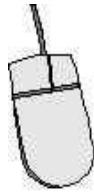


Desktop computer

1.1.1.1. Computer peripherals

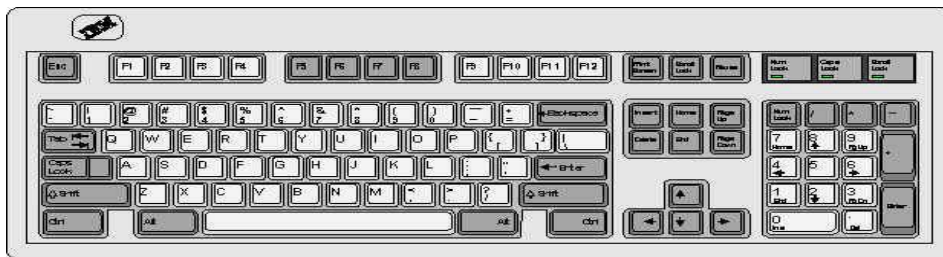
1.1.1.1.1. Computer Input Devices

Mouse



Mouse device is used primarily to move the on-screen cursor, allowing the user to click confirmation boxes, access icons on the screen and select groups of text for cutting, pasting or other duties.

Keyboard



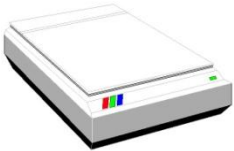
The keyboard allows the user to input text which can be used to instruct the computer to complete any number of tasks. English-language keyboards come complete with the full alphabet and number set, with special characters available to those who might need to add accents or other features to their text. Modern keyboards also come equipped with special buttons located outside the normal keys that control email function, volume and the computer's main media player. Like mouse devices, keyboards are connected either through a hard wire or via a USB adapter.

Webcam



Webcams allow users to take pictures or videos of themselves and transmit them onto their computers. Webcams have the ability to broadcast live to other users through online video sites or chat rooms. Webcams connect through a hard wire or through a wireless connection via a USB adapter.

Scanner: A piece of equipment that copies pictures so that you can use it in your computer projects.



Microphone



A microphone allows you to add voice input to your Dell computer.

1.1.1.1.2. Computer Output Devices

Monitor



The monitor is the most important piece of equipment necessary for a user to operate the machine. The monitor is used to display the results of the computer

Printer: A machine that puts things from the computer onto paper.



Speakers:

Speaker: The part of computer that lets you hearing the sounds from the programs.

1.1.2. Laptop computers

Laptop computers are lightweight mobile PCs with a thin screen. They are often called notebook computers because of their small size. Laptops can operate on batteries, so you can take them anywhere. Unlike desktops, laptops combine the CPU, screen, and keyboard in a single case. The screen folds down onto the keyboard when not in use.



Laptop computer

1.1.3. Handheld computers

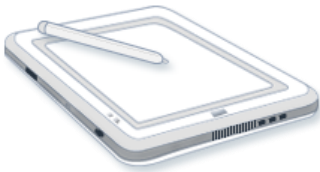
Handheld computers, also called personal digital assistants (PDAs), are battery-powered computers small enough to carry almost anywhere. Although not as powerful as desktops or laptops, handhelds are useful for scheduling appointments, storing addresses and phone numbers, and playing games. Some have more advanced capabilities, such as making telephone calls or accessing the Internet. Instead of keyboards, handhelds have touch screens that you use with your finger or a stylus (a pen-shaped pointing tool).



Handheld computer

1.1.4. Tablet PCs

Tablet PCs are mobile PCs that combine features of laptops and handhelds. Like laptops, they're powerful and have a built-in screen. Like handhelds, they allow you to write notes or draw pictures on the screen, usually with a tablet pen instead of a stylus. They can also convert your handwriting into typed text. Some Tablet PCs are “convertibles” with a screen that swivels and unfolds to reveal a keyboard underneath.



Tablet PC

All types of computers consist of two basic parts:

- **Hardware** is any part of your computer that has a **physical structure**, such as the computer monitor or keyboard.
- **Software** is any **set of instructions** that tells the hardware what to do. It is what guides the hardware and tells it how to accomplish each task. Some examples of software are web browsers, games, and word processors such as Microsoft Word.

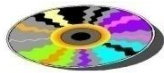
1.3 Parts of a computer hardware



Disk: a disk is a piece of plastic that holds information for or from your computer.



C.D.: A round circle holds information for or from your computer.



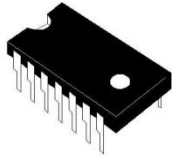
Hard Drive: Hard drives are machine that have a lot of memory to save your work and carries a C.D. Rom and a floppy disk



Modem:

A part of the computer that connects to the phone lines so that you can go on the Internet.

Chip



Chip: A small piece inside the computer that helps your computer work. Chips have to be programmed by people or they won't work. There are many chips in a computer.



Motherboard: A main board of the computer that has many chips on it. The motherboard makes the computer work. It also is where the memory and the processing are found.



CPU (Central Processing Unit): A chip that is the "brains" of your computer that processes the information.

MEMORY:

There are two general categories of memory: primary and secondary.

Secondary memory consists of the various devices that are able to store data and programs even when the power is off. This includes devices such as hard drives, floppy drives, tape drives, CD drives and DVD drives.

Primary memory is the memory that is intimately associated with the actual working of the computer. This includes memory that holds the start-up routines as well as the current program and data it is working with. There are various forms of primary memory: RAM and ROM.

RAM or **Random Access Memory** holds the current running program and its associated data.



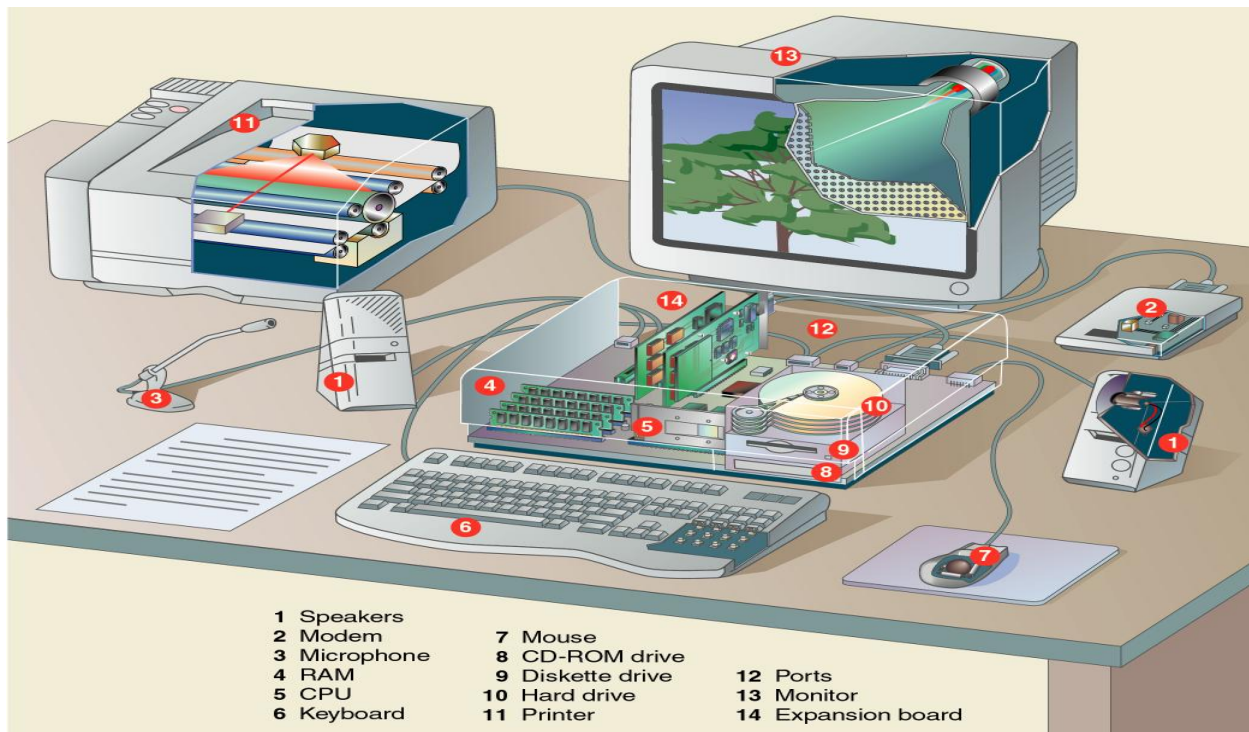
ROM or **Read Only Memory** contains certain key routines (small programs). One example is the set of start-up routines. These take control of the computer when you switch on and ensure that the computer **boots-up**. Booting-up is the process of starting the computer up so that it is able to load and run computer programs.

	RAM	ROM
Function	Store the currently active programs and their data.	Stores certain fixed routines such as the boot-up routines.
Volatility	RAM is volatile: When the computer is switched off, the contents are lost.	ROM is non-volatile: When the computer is switched off, the contents are not lost.
Changeable	The contents of RAM can be changed or deleted.	The contents of ROM cannot be changed or deleted.

How Memory is measured

- The smallest usable unit of measure for memory is the byte – the amount of memory required to hold one character, like the letter A or the numeral 2.

Unit	Approx. Value (bytes)	Actual Value (bytes)
Kilobyte (KB)	1,000	1,024
Megabyte (MB)	1,000,000	1,048,576
Gigabyte (GB)	1,000,000,000	1,073,741,824
Terabyte (TB)	1,000,000,000,000	1,099,511,627,776



What can you do with computers?

In the workplace, many people use computers to keep records, analyze data, do research, and manage projects. At home, you can use computers to find information, store pictures and music, track finances, play games, and communicate with others—and those are just a few of the possibilities.

You can also use your computer to connect to the Internet, a network that links computers around the world. Internet access is available for a monthly fee in most urban areas, and increasingly, in less populated areas. With Internet access, you can communicate with people all over the world and find a vast amount of information.

Data is a collection of basic facts (symbols that represent facts, objects, and ideas) e.g. name, age, salary, etc.

Information is the data, which is processed into meaningful form

1.4 How to run a Computer Program on a Windows Machine?

A **program** is a set of instructions which are written in a computer language to perform certain tasks.

Learning how to start your installed programs is one of the most fundamental tasks that every computer user should know, allowing them to begin down the road towards manipulating the machine at will to accomplish all manner of tasks.

- **Step 1**

Click on the "Start" button.

- **Step 2**

Place your mouse over the "All Programs" list.

- **Step 3**

Place your mouse over the program folder for the program you wish to run.

- **Step 4**

Click on the program file to open and run the program.

Example:

⌘ New Word Document

Step 1

Click "Start" in Windows and open "All Programs" (or click on the Word icon if you have created a shortcut to Word on your desktop).

Step 2

Click on the folder "Microsoft Office" and then "Microsoft Word" to launch the program.

Step 3

Press "Ctrl-N" to create a new Word document.

1.5 Binary numbers and how to measure a memory

The basic terminologies in computers are:

- **Bit** – The smallest unit of data in a computer. A bit can take the value of either one or zero. A bit is the binary format in which data is processed by computers.
- **Byte** – A unit of measure that is used to describe the size of a data file, the amount of space on a disk or other storage medium, or the amount of data being sent over a network. One byte consists of eight bits of data.
- **Nibble** – Half a byte or four bits.
- **Kilobyte (KB)** – 1024, or approximately 1000, bytes.
- **Kilobytes per second (kBps)** – A measurement of the amount of data that is transferred over a connection such as a network connection. kBps is a data transfer rate of approximately 1,000 bytes per second.
- **Kilobit (Kb)** – 1024, or approximately 1000, bits.

Kilobits per second (kbps) – A measurement of the amount of data transferred over a connection such as a network connection. Kbps is a data transfer rate of approximately 1,000 bits per second.

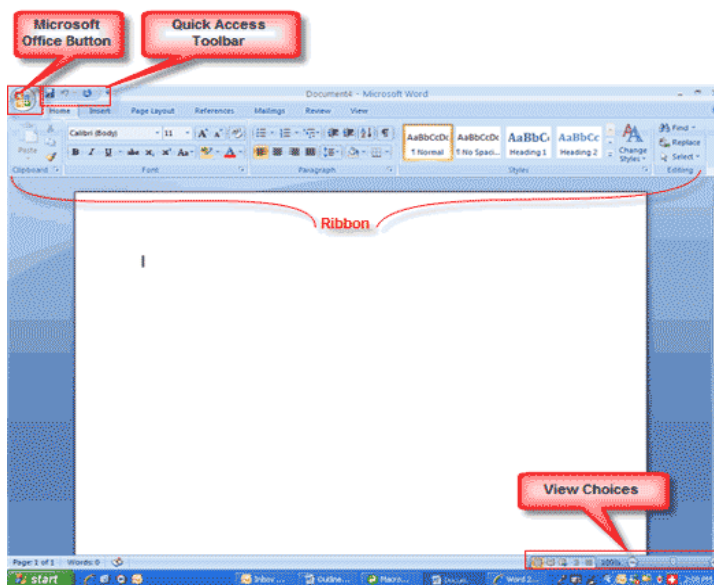
- **Megabyte (MB)** – 1,048,576 bytes or approximately 1,000,000 bytes.
- **Megabytes per second (MBps)** – A common measurement of the amount of data transferred over a connection such as a network connection. MBps is a data transfer rate of approximately 1,000,000 bytes or 106 kilobytes per second.
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II. MICROSOFT OFFICE WORD



Getting started

Screen Layout

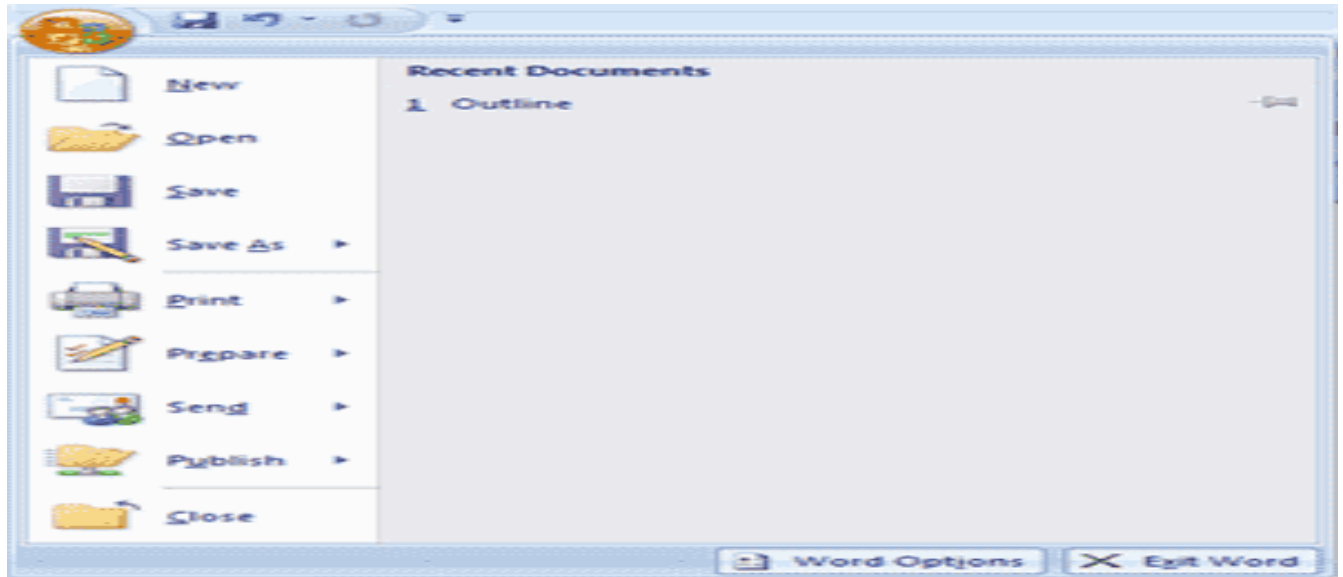


Menus

When you begin to explore Word 2007 you will notice a new look to the menu bar. There are three features that you should remember as you work within Word 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. These three features contain many of the functions that were in

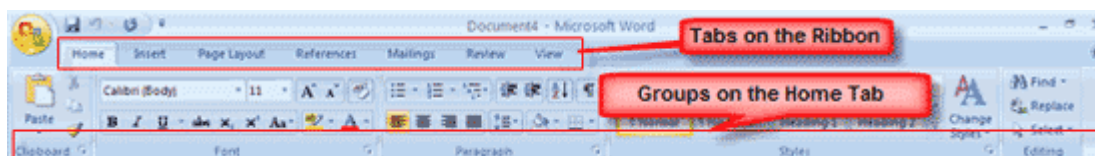
the menu of previous versions of Word. The functions of these three features will be more fully explored below.

The Microsoft Office Button

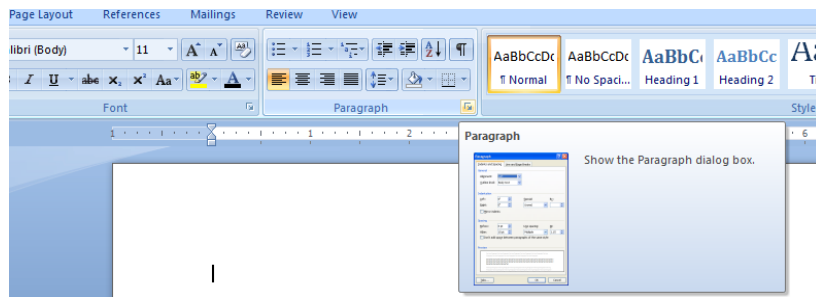


The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close.

The Ribbon



The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.



Each of the tabs contains the following tools:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

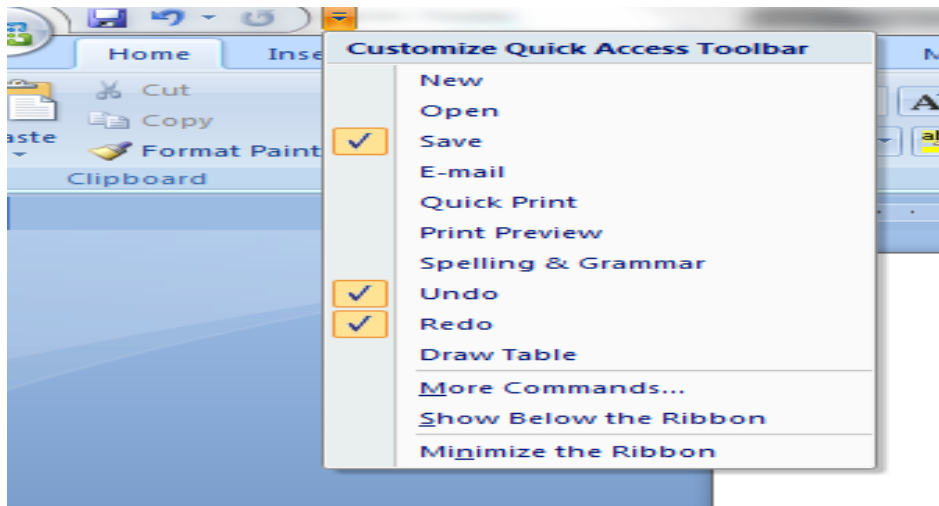
Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

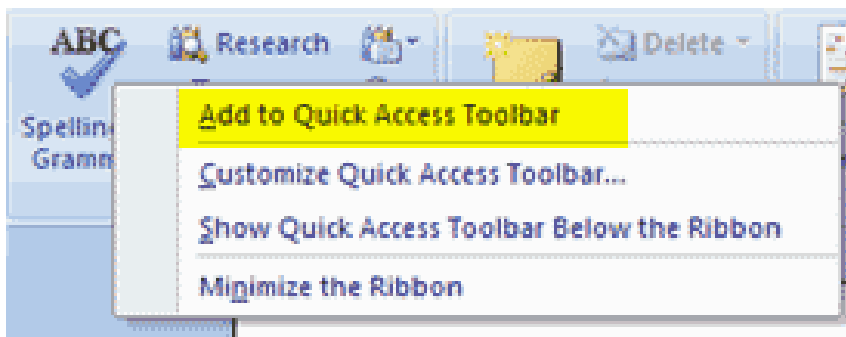
Quick Access Toolbar



The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



WORKING WITH DOCUMENTS

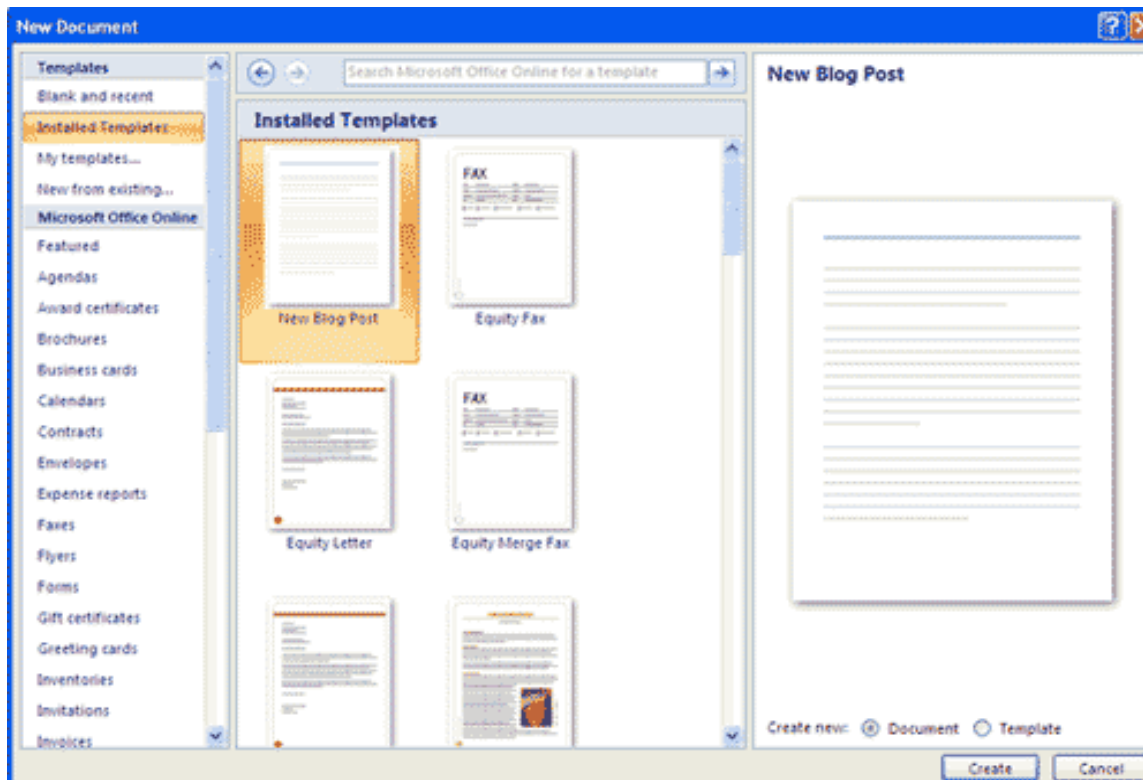
Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

- Click the **Microsoft Office** Button and **Click New** or
- Press **CTRL+N** (Depress the CTRL key while pressing the “N”) on the keyboard

You will notice that when you click on the Microsoft Office Button and Click New, you have many choices about the types of documents you can create. If you wish to start from a blank document, click

Blank. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.



Opening an Existing Document

- Click the **Microsoft Office** Button and **Click Open**, or
- Press **CTRL+O** (Depress the CTRL key while pressing the “O”) on the keyboard, or
- If you have recently used the document you can click the Microsoft Office Button and click the name of the document in the Recent Documents section of the window Insert picture of recent docs

Saving a Document

- Click the **Microsoft Office** Button and **Click Save** or **Save As** (remember, if you’re sending the document to someone who does not have Office 2007, you will need to **click the Office** Button, click **Save As**, and **Click Word 97-2003 Document**), or
- Press **CTRL+S** (Depress the CTRL key while pressing the “S”) on the keyboard, or
- Click the **File icon** on the Quick Access Toolbar

Renaming Documents

To rename a Word document while using the program:

- Click the **Office** Button and **find the file** you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.

Document Views

There are many ways to view a document in Word.

Print Layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.

Full Screen Reading: This is a full view length view of a document. Good for viewing two pages at a time.

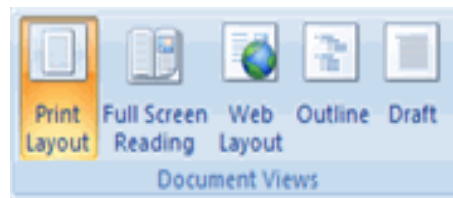
Web Layout: This is a view of the document as it would appear in a web browser.

Outline: This is an outline form of the document in the form of bullets.

Draft: This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen or:

- Click the **View Tab** on the Ribbon
- Click on the **appropriate document view**.



Close a Document

To close a document:

- Click the **Office Button**
- Click **Close**

CUSTOMIZE THE WORD ENVIRONMENT

Typing and inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text.

The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word double	click within the word
Whole paragraph triple	click within the paragraph
-Several words or Lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document choose	Editing Select Select All from the Ribbon, or press CTRL+A
Deselect the text	By clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

Type Text: Put your cursor where you want to add the text and begin typing
Copy and Paste Text: Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.

Cut and Paste Text: Highlight the text you wish to copy and right click and click Cut, put your cursor where you want the text in the document and right click and click Paste.

Drag Text: Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

Deleting Blocks of Text

Use the BACKSPACE and DELETE keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

Search and Replace Text

To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To **find** and **replace** a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.



Undo Changes

To undo changes:

- Click the **Undo** Button on the **Quick Access Toolbar**



FORMATTING TEXT

Styles

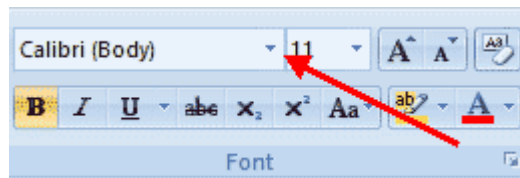
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.



Change Font Typeface and Size

To change the font typeface:

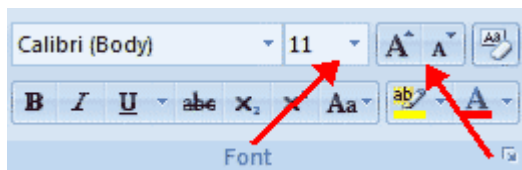
- Click the **arrow next to the font name and choose a font.**



- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

To change the font size:

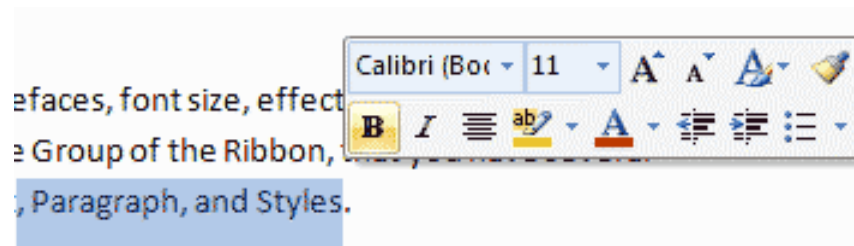
- Click the **arrow next to the font size** and choose the **appropriate size**, or
- Click the **increase** or **decrease** font size buttons.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

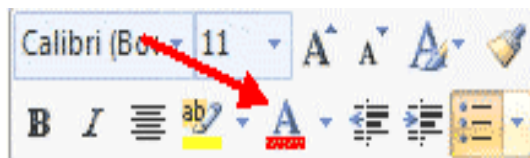
- Select the text and click the **Font Styles** included on the **Font Group** of the Ribbon, or
- Select the **text** and **right click to display the font tools**



Change Text Color

To change the text color:

- Select the text and **click the Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and **right click** and **choose the colors** tool.
- Select the **color by clicking the down arrow** next to the **font color** button.



Highlight Text

- Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:



- Select the text
- Click the Highlight Button on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter, click on down arrow next to the highlight button

Copy Formatting

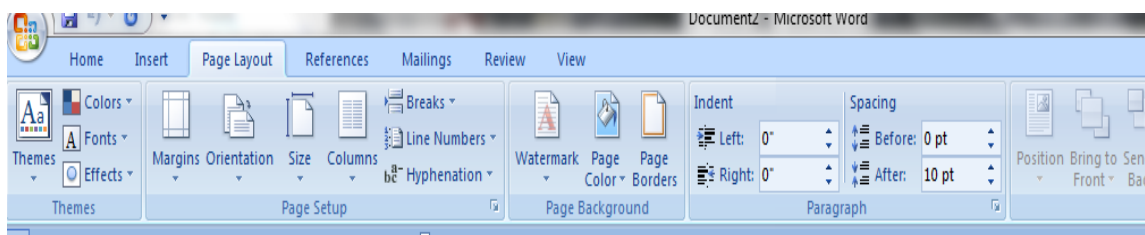
If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select **the text with the formatting** you want to copy.
- Copy the format of the text selected by **clicking the Format Painter button on the Clipboard Group of the Home Tab**
- Apply the copied format by selecting the text and clicking on it



2.5. FORMATTING PARAGRAPHS

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the Page Layout Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.



Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

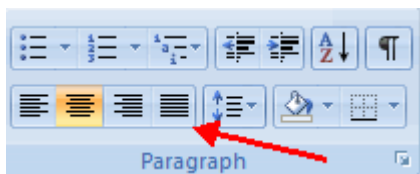
- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.

Align Left: the text is aligned with your left margin

Center: The text is centered within your margins

Align Right: Aligns text with the right margin

Justify: Aligns text to both the left and right margins.



Indent Paragraphs

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

First Line: Controls the left boundary for the first line of a paragraph

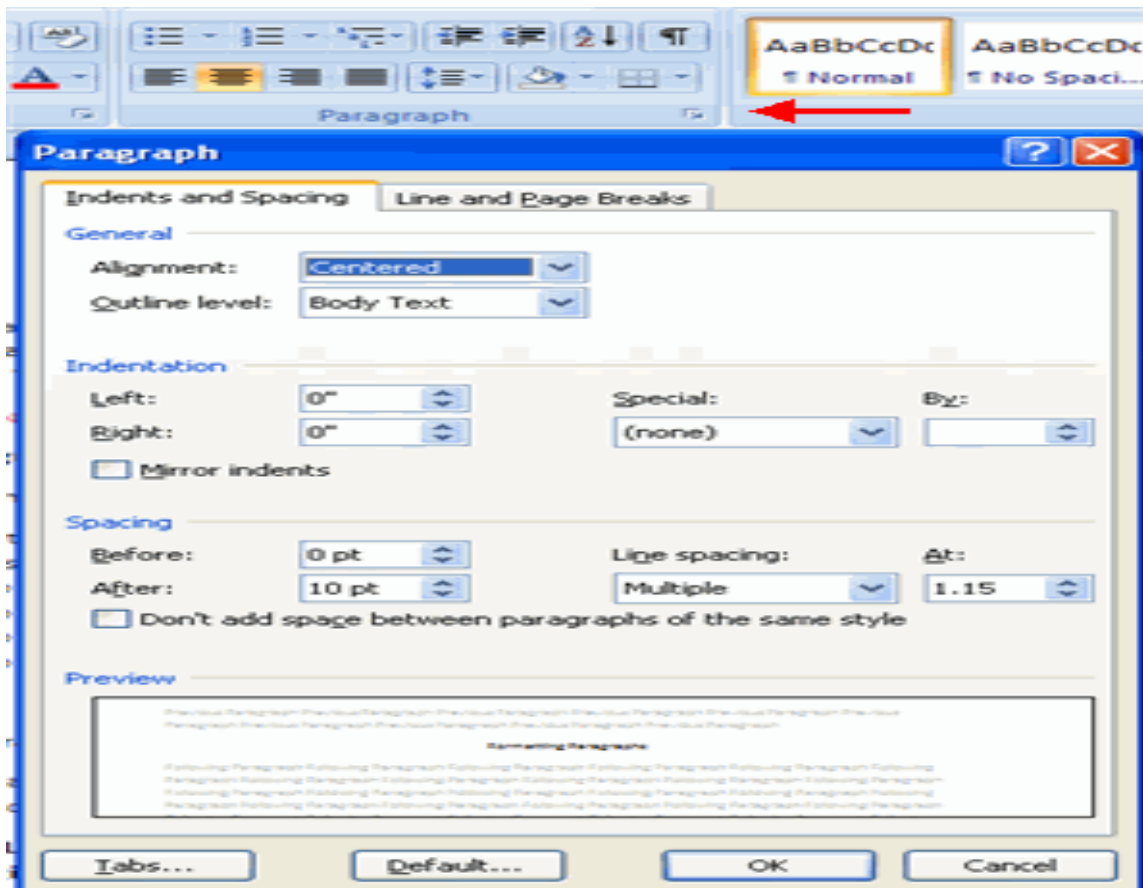
Hanging: Controls the left boundary of every line in a paragraph except the first one

Left: Controls the left boundary for every line in a paragraph

Right: Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

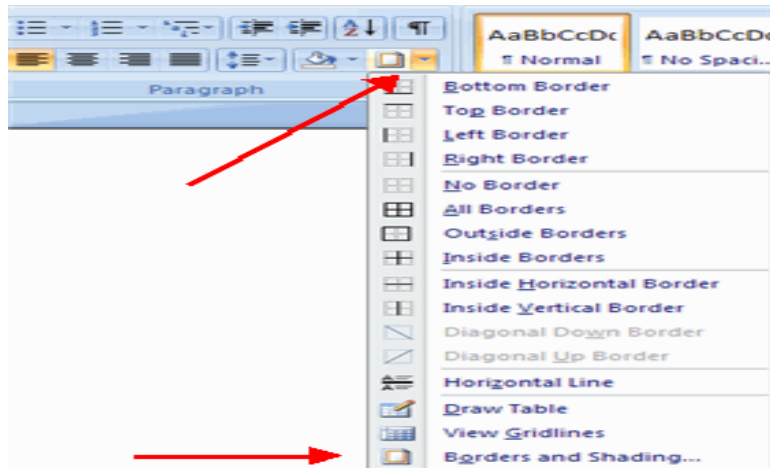
- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.
- Click the **dialog box** of the Paragraph Group
- Click the **Indents** and **Spacing** Tab
- Select your **indents**



Add Borders and Shading

You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

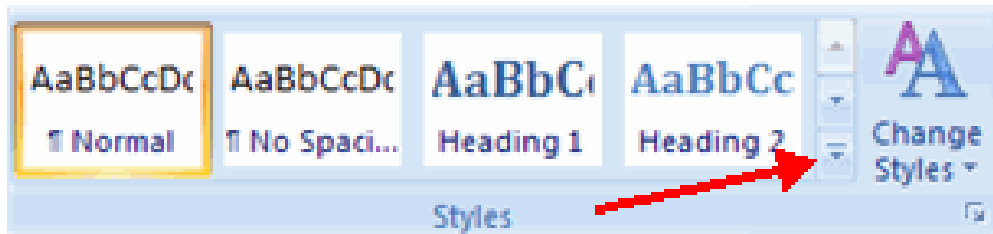
- Select the area of text where you want the border or shading.
- Click the Borders Button on the Paragraph Group on the Home Tab
- Choose the Border and Shading
- Choose the appropriate options



Apply Styles

Styles are a present collection of formatting that you can apply to text. To utilize Quick Styles:

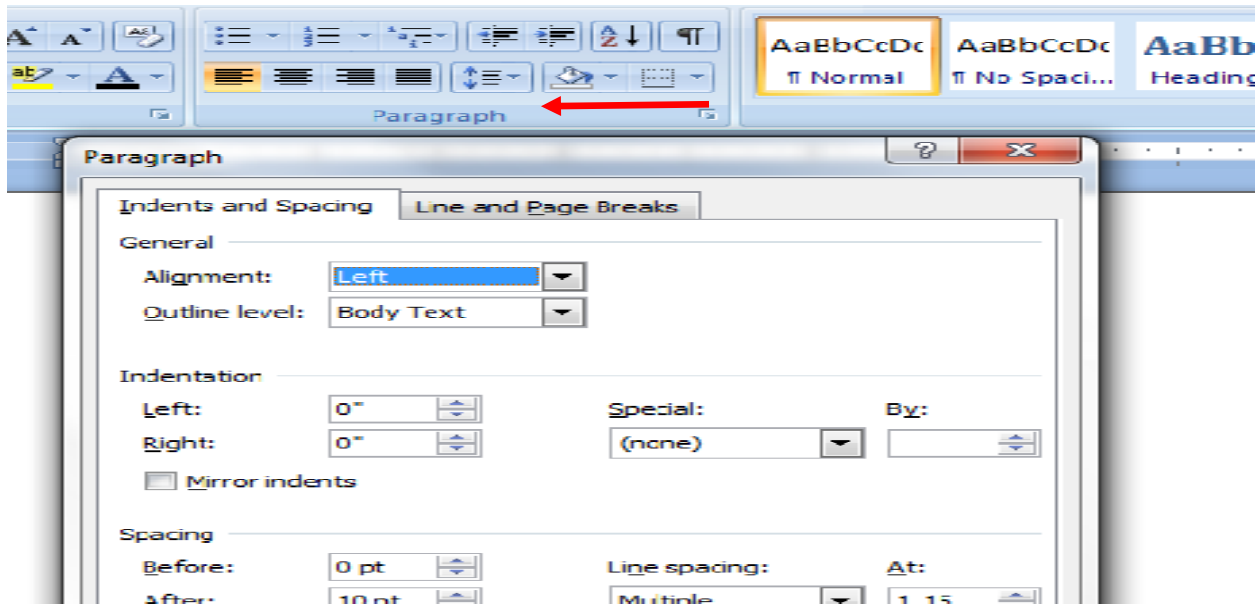
- Select the **text you wish to format**.
- Click the **dialog box** next to the **Styles Group on the Home Tab**.
- Click the **style** you wish to apply



Change Spacing Between Paragraphs and Lines

You can change the space between lines and paragraphs by doing the following:

- Select the **paragraph** or **paragraphs** you wish to change.
- On the **Home Tab**, Click the **Paragraph Dialog Box**
- Click the **Indents and Spacing** Tab
- In the Spacing section, adjust your spacing accordingly



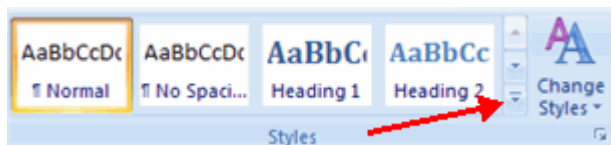
STYLES

The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply Styles

There are many styles that are already in Word ready for you to use. To view the available styles click the Styles dialog box on the Styles Group in the Home Tab. To apply a style:

- Select **the text**
- Click the **Styles Dialog Box**
- Click the **Style** you choose



ADDING TABLES

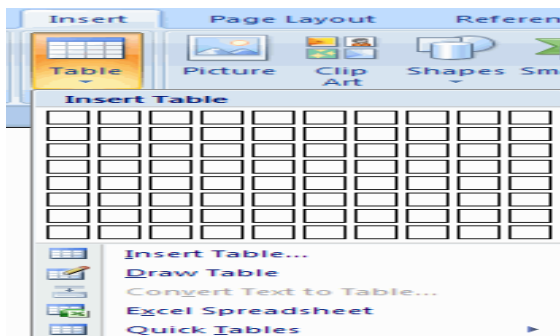
Tables are used to display data in a table format.

Create a Table

To create a table:

- Place the **cursor** on the page where you want the new table
- Click the **Insert Table** of the Ribbon
- Click the **Tables Button** on the Tables Group. You can create a table one of four ways:

1. Highlight the number of row and columns
2. Click Insert Table and enter the number of rows and columns
3. Click the Draw Table; create your table by clicking and entering the rows and columns
4. Click Quick Tables and choose a table



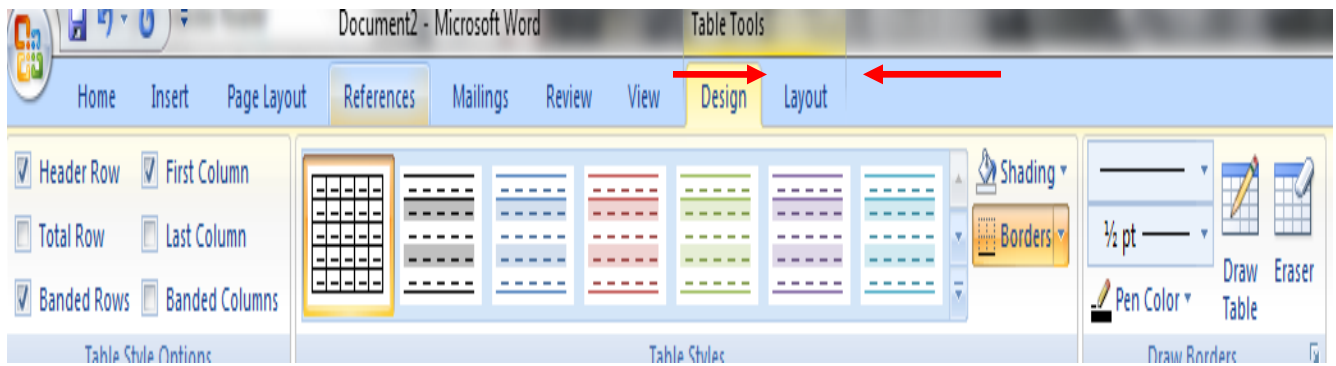
Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout.

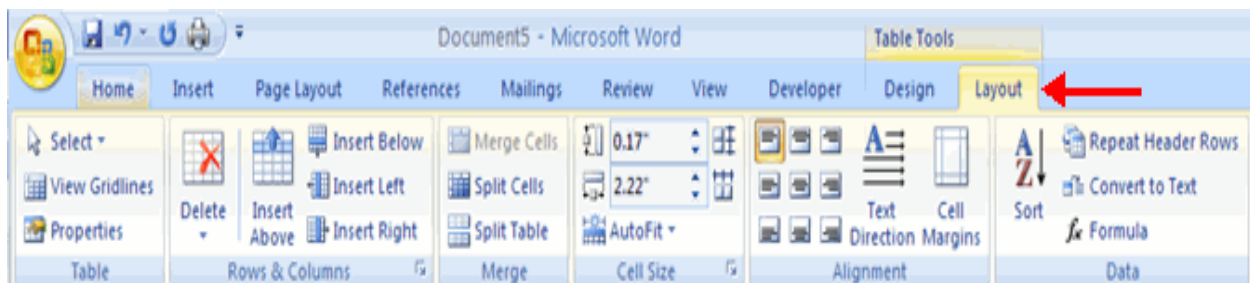


On the Design Tab, you can choose:

- Table **Style Options**
- Table **Styles**
- Draw **Borders**

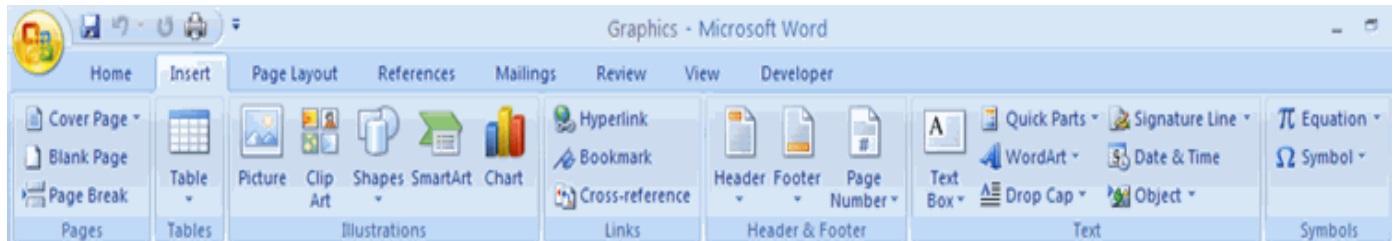
To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

- View **Gridlines** and **Properties** (from the Table Group)
- Insert **Rows** and **Columns** (from the Rows & Columns Group)
- Delete the **Table**, **Rows** and/or **Columns** (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)
- Increase and Decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)



GRAPHICS

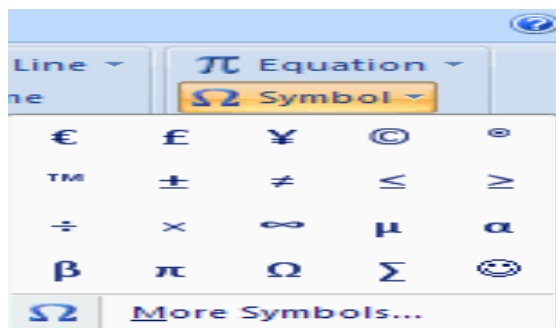
Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

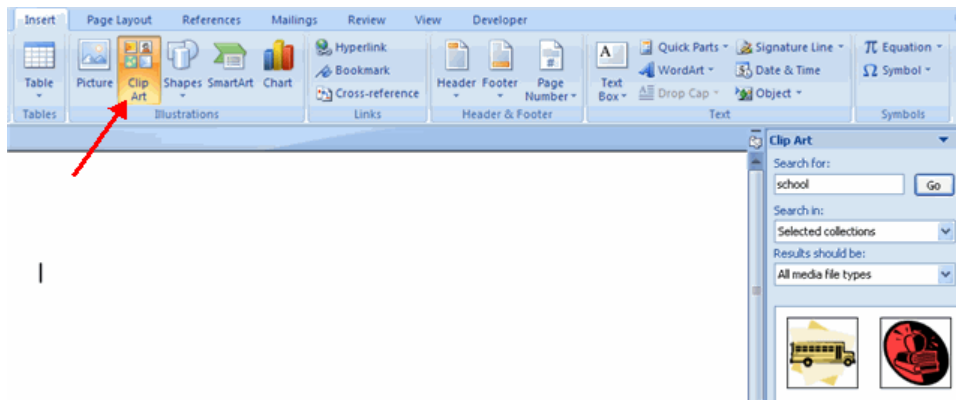
- Place your **cursor** in the document where you want the symbol
- Click the **Insert Tab** on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the **appropriate symbol**.



Illustrations, Pictures, and SmartArt

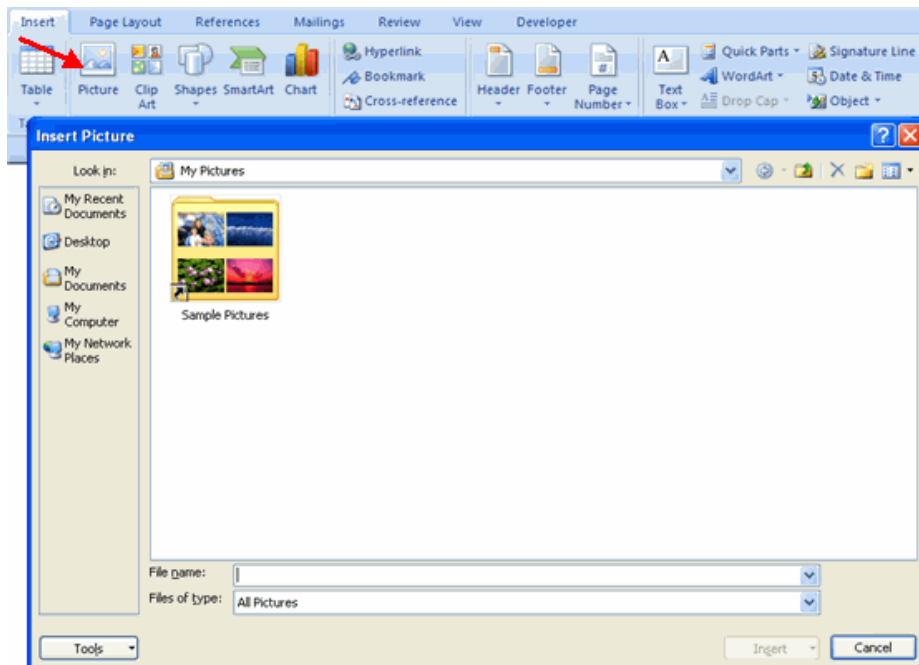
Word 2007 allows you to insert illustrations and pictures into a document. To insert illustrations:

- Place your **cursor** in the document where you want the illustration/picture
- Click the **Insert Tab** on the Ribbon
- Click the **Clip Art** Button
- The **dialog box** will open on the screen and you can search for clip art.
- Choose the illustration you wish to include



To insert a picture:

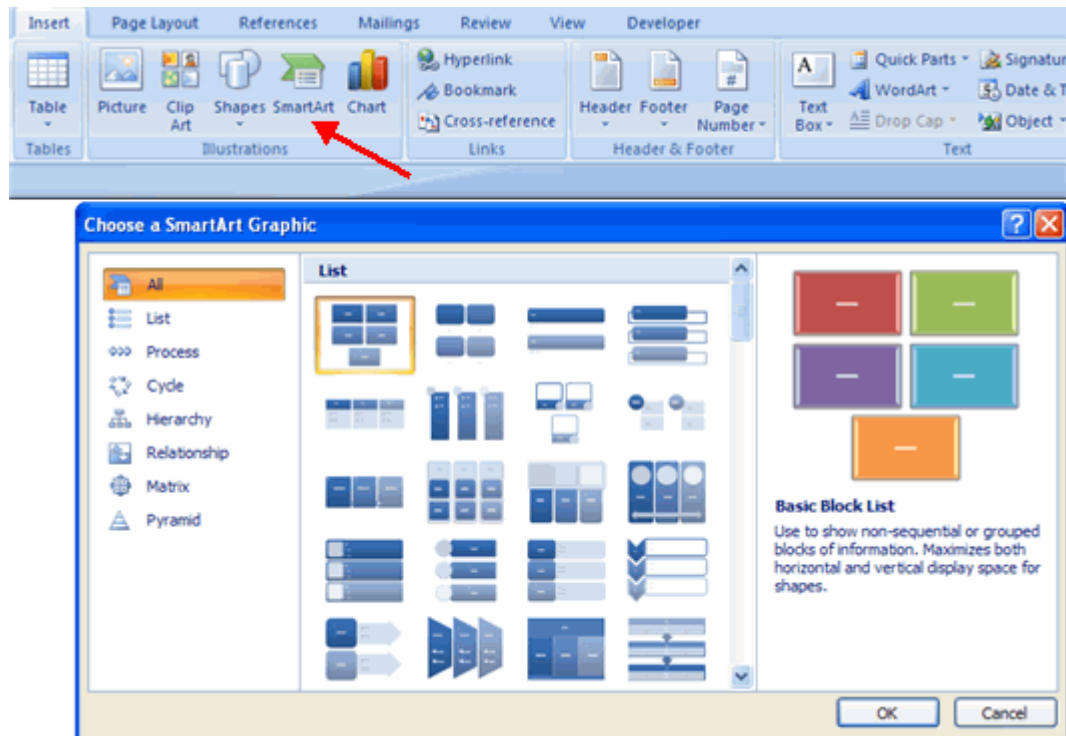
- Place your **cursor** in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- **Browse** to the **picture** you wish to include
- Click the **Picture**
- Click **Insert**



Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

- Place your **cursor** in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon

- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to **insert text or type the text in the graphic.**



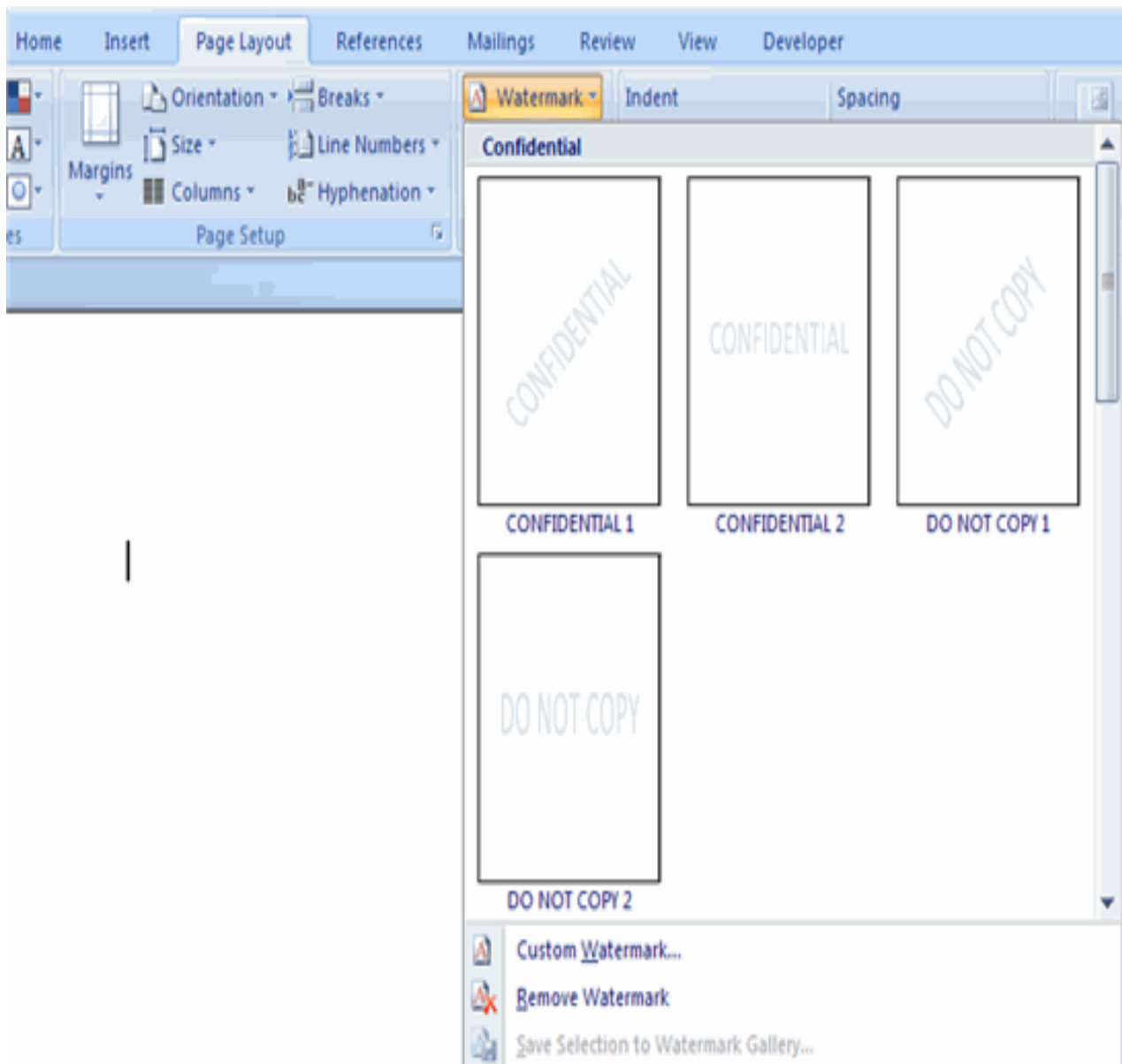
Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.

Watermarks

A watermark is a translucent image that appears behind the primary text in a document. To insert a watermark:

- Click the Page Layout Tab in the Ribbon
- Click the Watermark Button in the Page Background Group
- Click the Watermark you want for the document or click Custom Watermark and create your own watermark
- To remove a watermark, follow the steps above, but click Remove Watermark



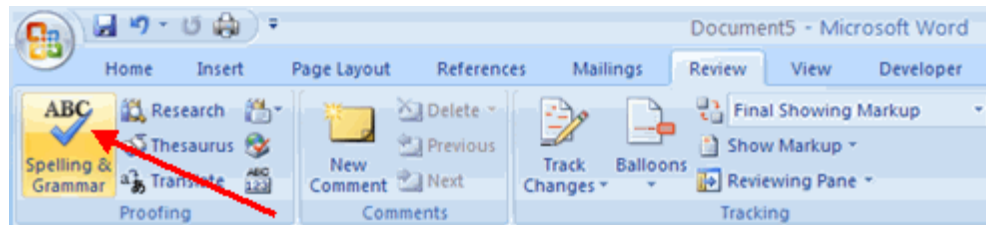
PROOFREADING A DOCUMENT

There are many features to help you proofread your document. These include: Spelling and Grammar, Thesaurus, AutoCorrect, Default Dictionary, and Word Count.

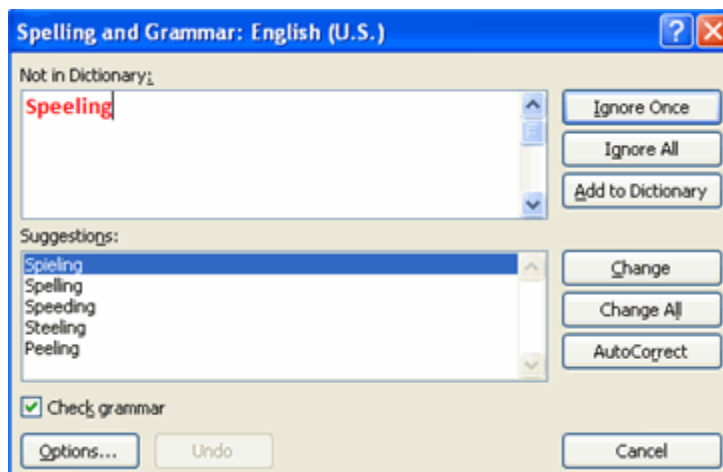
Spelling and Grammar

To check the spelling and grammar of a document

- Place the **cursor** at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.

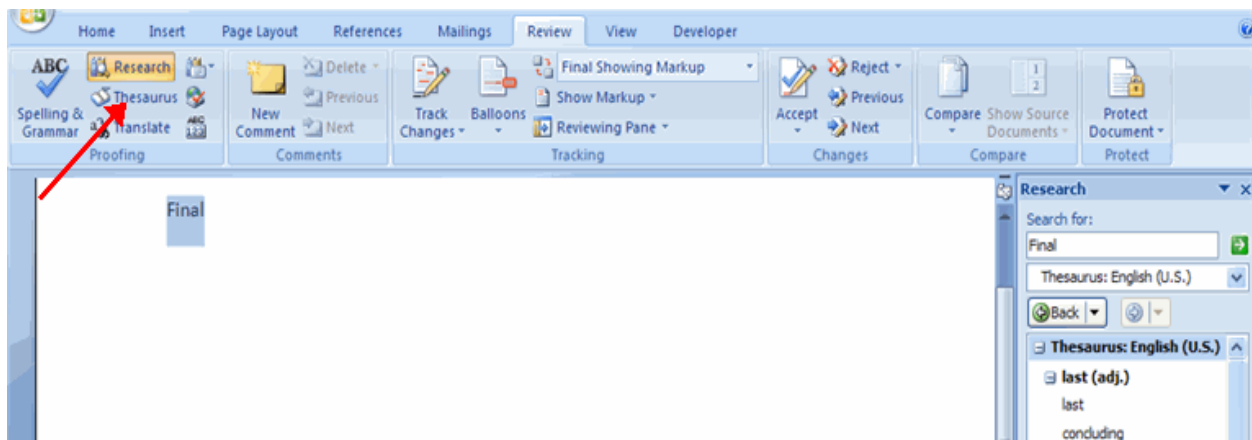


If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.

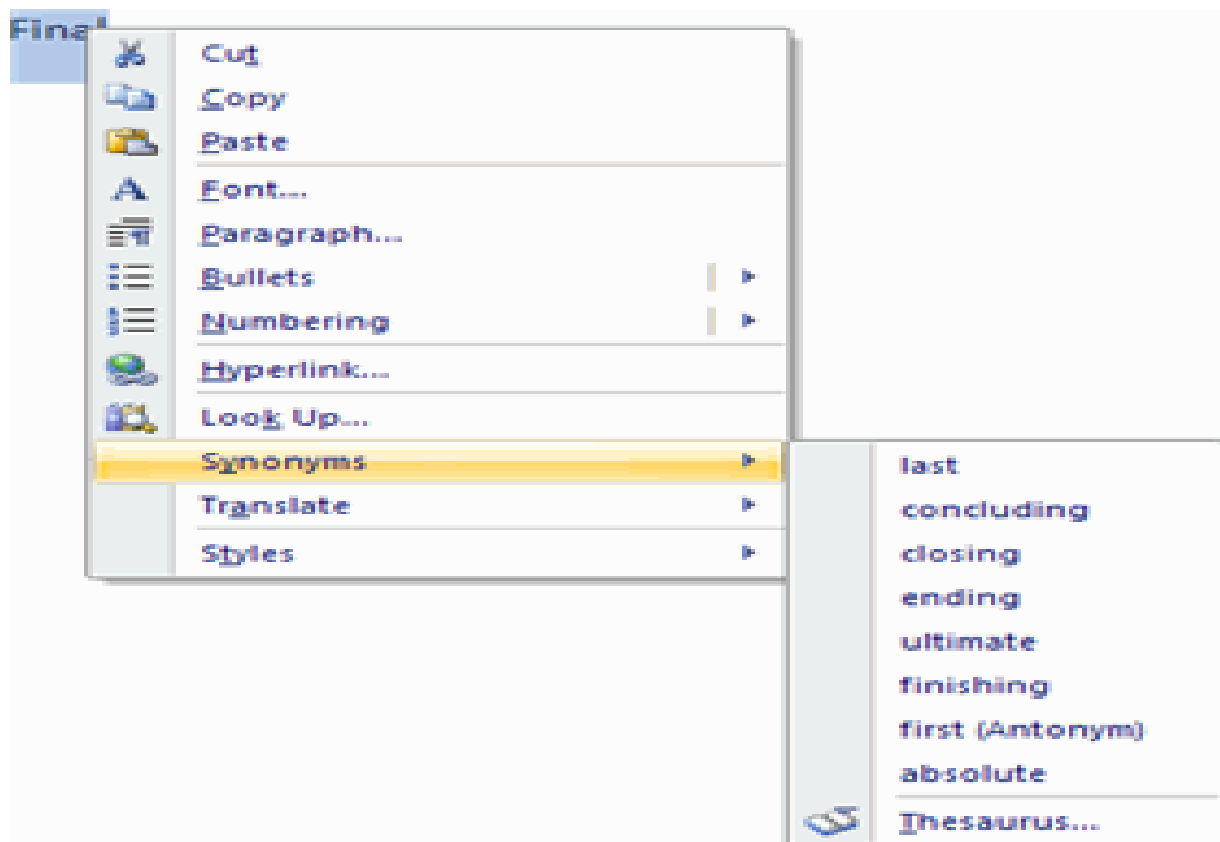
Thesaurus

The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the Review Tab of the Ribbon
- Click the Thesaurus Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.



You can also access the thesaurus by right-clicking any word and choosing Synonyms on the menu.

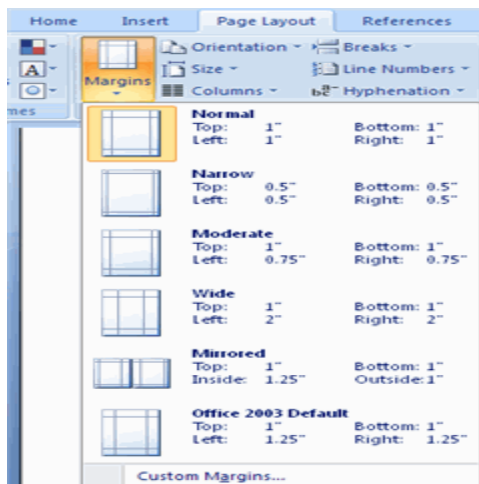


PAGE FORMATTING

Modify Page Margins and Orientations

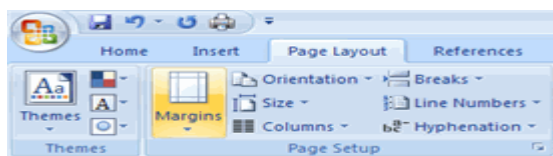
The page margins can be modified through the following steps:

- Click the **Page Layout Tab** on the Ribbon
- On the **Page Setup Group**, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.



To change the Orientation, Size of the Page, or Columns:

- Click the **Page Layout Tab** on the Ribbon
- On the **Page Setup Group**, Click the **Orientation, Size, or Columns** drop down menus
- Click the **appropriate choice**

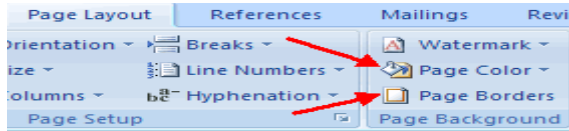


Apply a Page Border and Color

To apply a page border or color:

- Click the **Page Layout Tab** on the Ribbon

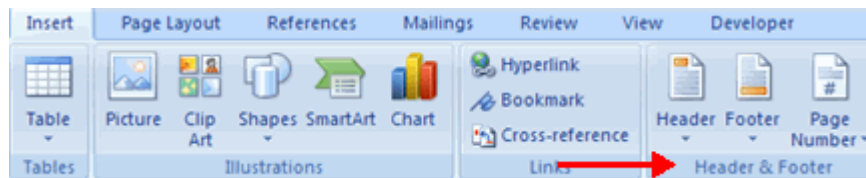
- On the Page Background Group, click the Page Colors or Page Borders drop down menus



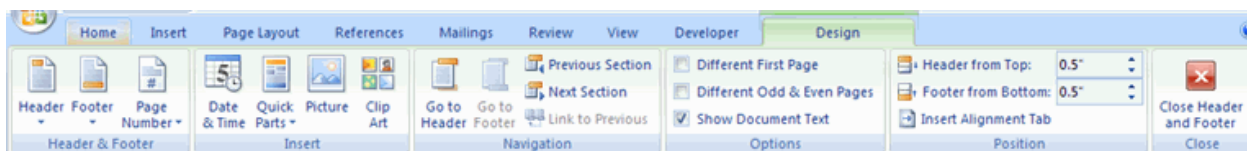
Insert Common Header and Footer Information

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert Tab** on the Ribbon
- Click **Header or Footer**
- Choose a **style**



- The **Header/Footer Design Tab** will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer



Create a Page Break

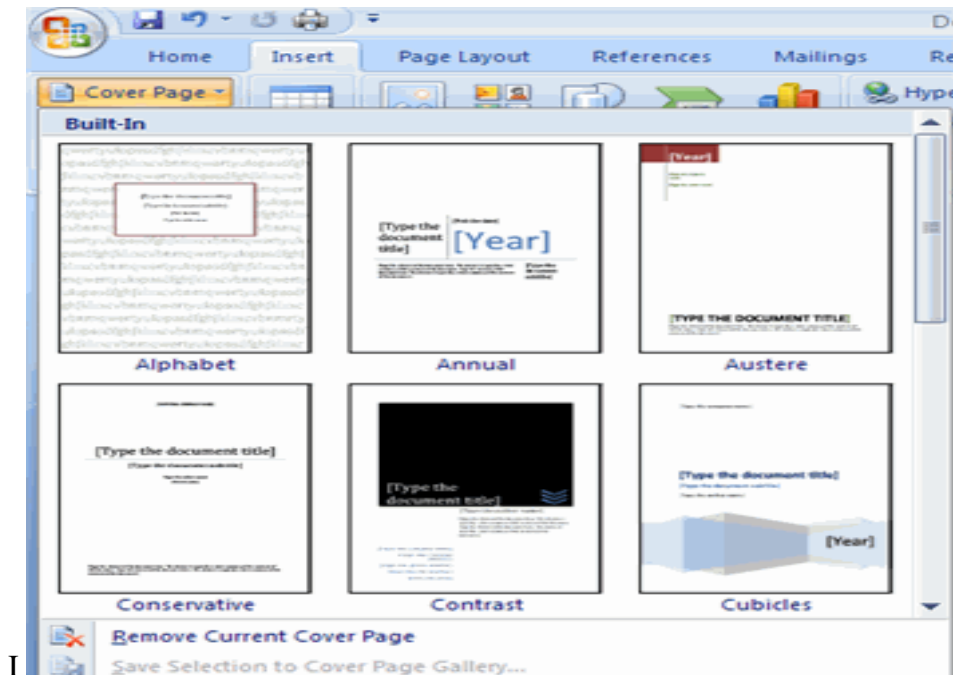
To insert a page break:

- Click the **Page Layout Tab** on the Ribbon
- On the **Page Setup Group**, click the **Breaks Drop Down Menu**
- Click **Page Break**

Insert a Cover Page

To insert a cover page:

- Click the **Insert Tab** on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a **style** for the cover page



Insert a Blank Page

To insert a blank page:

- Click the **Insert Tab** on the Ribbon
- Click the **Blank Page** Button on the Page Group

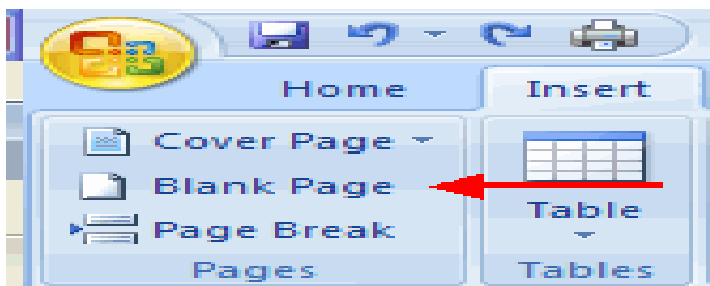
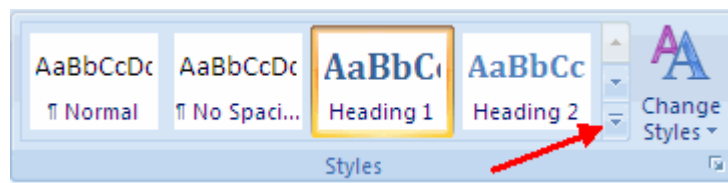


TABLE OF CONTENT

The easiest way to create a Table of Contents is to utilize the Heading Styles that you want to include in the Table of Contents. For example: Heading 1, Heading 2, etc. based on the content of your document. When you add or delete headings from your document, Word updates your Table of Contents. Word also updates the page number in the table of contents when information in the document is added or deleted. When you create a Table of Contents, the first thing you want to do is mark the entries in your document. The Table of Contents is formatted based on levels of headings. Level 1 will include any text identified with the style Heading 1.



Mark Table of Contents Entries

You can mark the Table of Contents entries in one of two ways: by using built-in heading styles or by marking individual text entries.

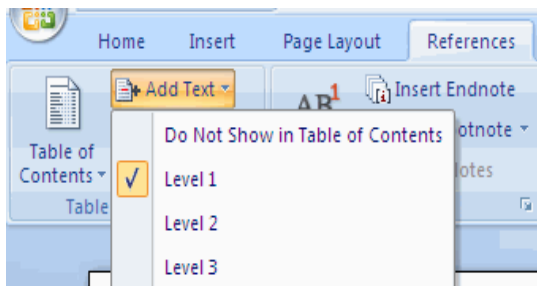
To Use Built-In Heading Styles

- Select the **text** that you wish to be the heading
- Click the **Home Tab**
- In the **Styles Group**, click **Heading 1** (or the appropriate heading)
- If you don't see the style you want, click the arrow to expand the **Quick Styles Gallery**
- If the style you want does not appear click **Save Selection as New Quick Style**



To Mark Individual Entries:

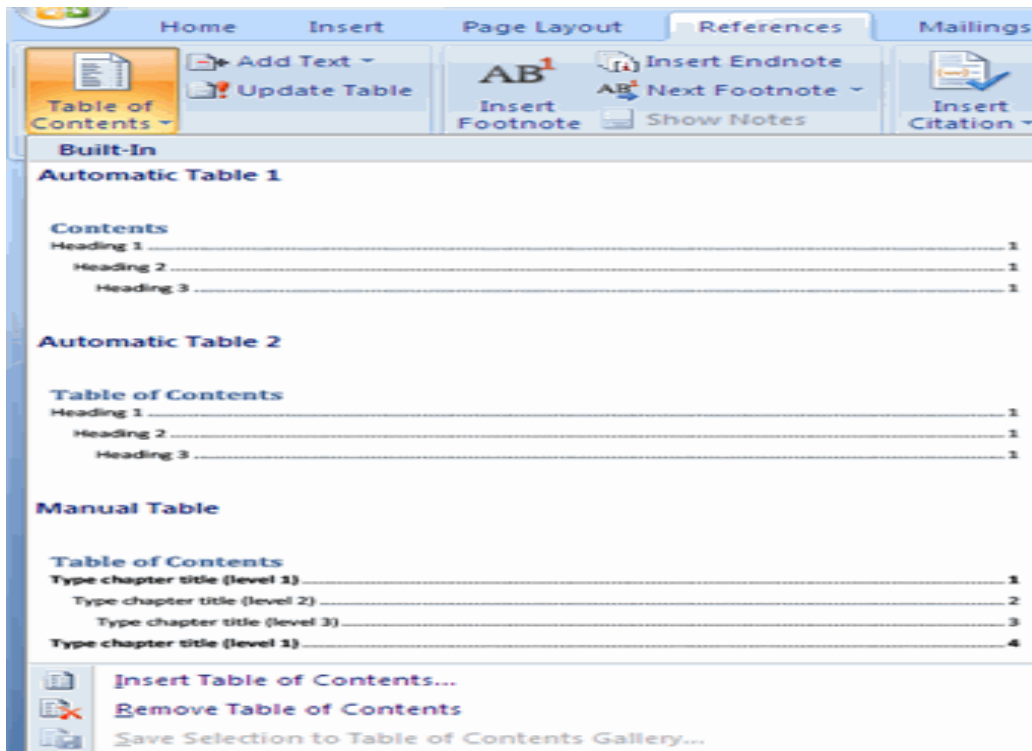
- Select the text you wish to make a heading
- Click the References Tab
- Click Add Text in the Table of Contents Group
- Click the Level that you want to label your selection



Create a Table of Contents

To create the table of contents:

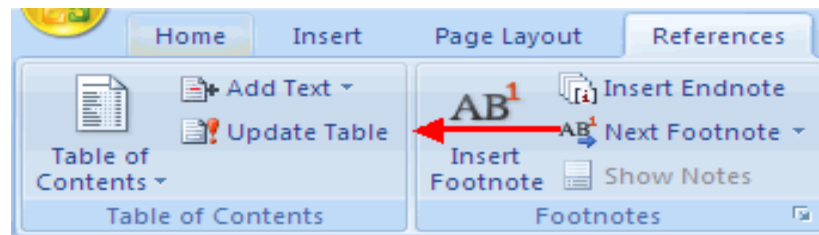
- Put your **cursor** in the document where you want the **Table of Contents**
- Click the **References Tab**
- Click the **Table of Contents** button



Update Table of Contents

If you have added or removed headings or other table of contents entries you can update by:

- **Apply headings** or **mark individual entries** as directed above
- Click the **References Tab** in the Ribbon
- Click **Update Table**

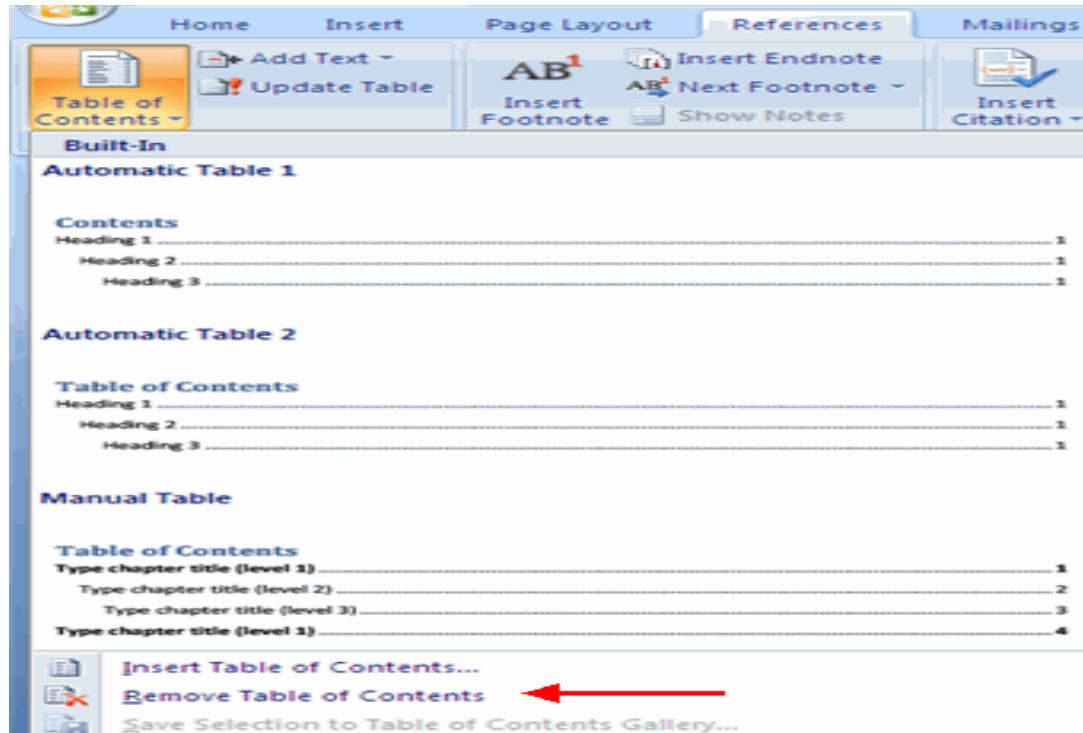


Delete Table of Contents

To delete a table of contents:

- Click the **References Tab** on the Ribbon
- Click **Table of Contents**

- Click **Remove Table of Contents**



LISTS

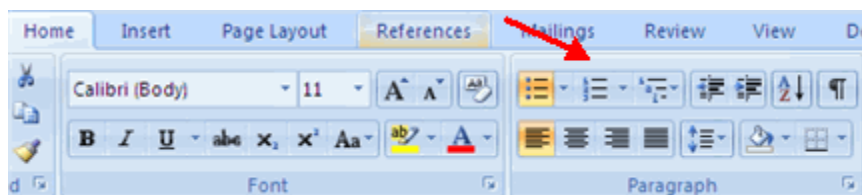
Lists allow you to format and organize text with numbers, bullets, or in an outline.

Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the Bulleted or Numbered Lists Button



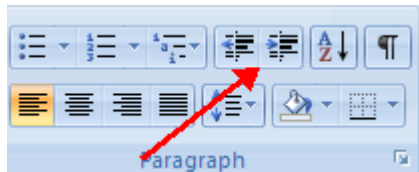
To create a new list:

- Place your **cursor** where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin **typing**

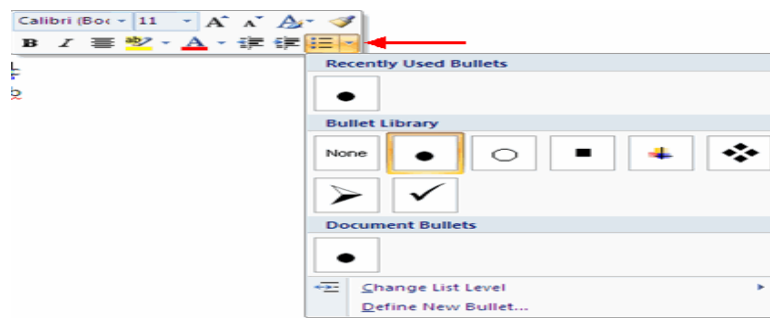
Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the **directions above**
- Click the **Increase** or **Decrease Indent** button



Formatting Lists



The bullet image and numbering format can be changed by using the Bullets or Numbering dialog box.

- Select the **entire list** to change all the bullets or numbers, or
- Place the **cursor** on one line within the list to change a **single bullet**
- Right **click**
- Click the **arrow next to the bulleted or numbered list and choose a bullet or numbering style.**

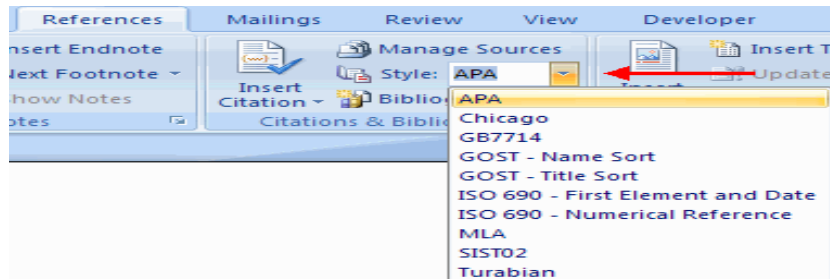
REFERENCES

Word 2007 offers great tools for citing sources, creating a bibliography, and managing the sources. The first step to creating a reference list and citations in a document is to choose the appropriate style that you will be using for formatting the citations and references.

Style

To choose a publishing style:

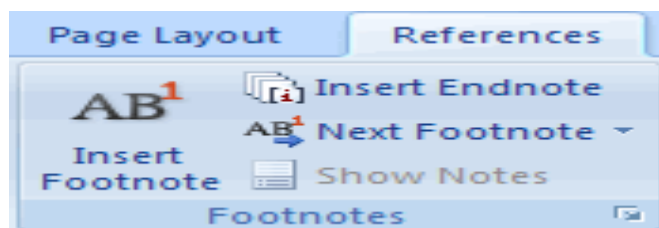
- Click the **References Tab** on the Ribbon
- Click the drop down box next to Style in the **Citations & Bibliography Group**
- Choose the **appropriate style**.



Insert Footnote

Some types of academic writing utilize footnotes. To insert a footnote:

- Click the **References Tab** on the Ribbon
- Click **Insert Footnote** (or Insert Endnote depending on your needs)
- Begin **typing the footnote**



Document Views

There are four ways to view a document after you have tracked changes:

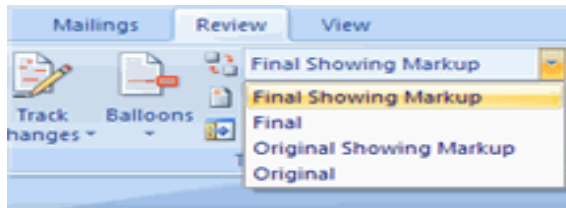
Final Showing Markup: This shows the document with the changes displayed

Final: This shows the changed document, without the changes displayed

Original Showing Markup: The original document with the changes displayed

Original: The original document without any changes.

To change the view, click the appropriate choice in the Tracking Group of the Review Tab on the Ribbon.



The Show Markup feature allows you to view different items (comments, formatting, etc.) and choose to view different authors' comments.

Comments

The New Comments icon also lets you add comments to the document. To add a new comment, put your cursor where you would like to add the comment and click on New Comment.

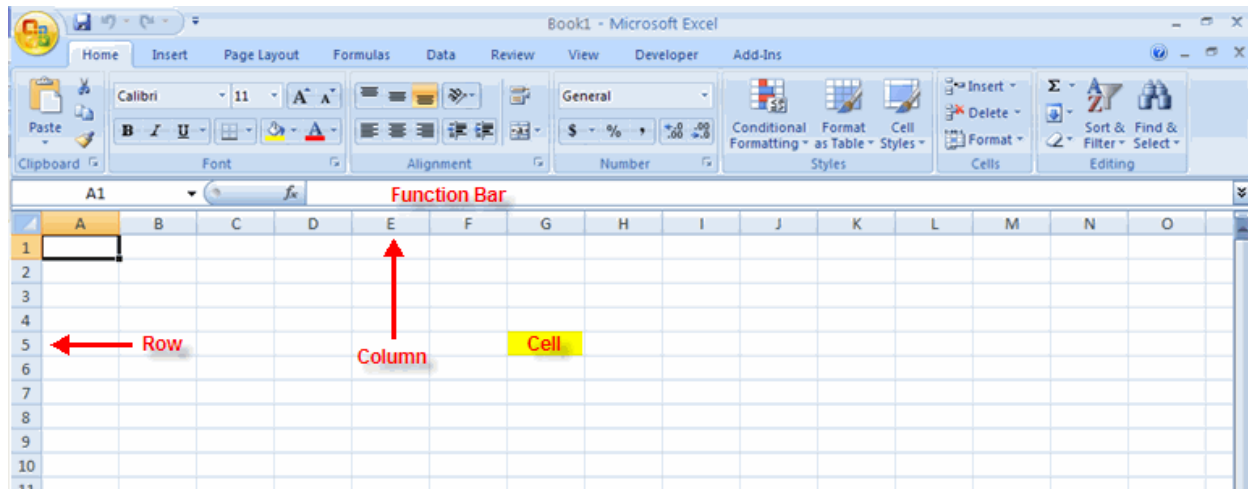


III. MICROSOFT OFFICE EXCEL



GETTING STARTED

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

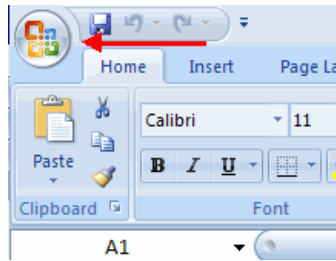


Spreadsheets

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

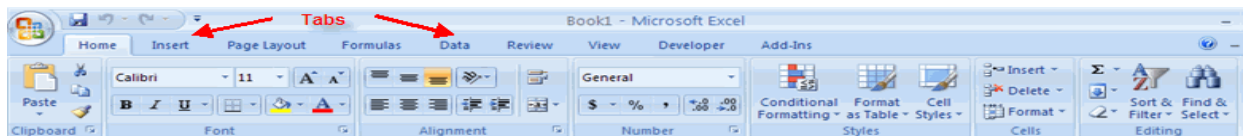
Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Excel. This button allows you to create a new workbook, Open an existing workbook, save and save as, print, send, or close.

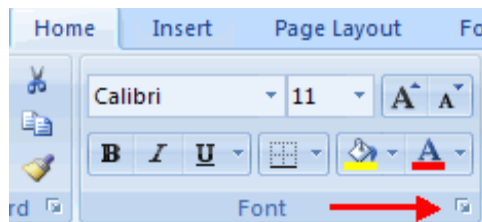


Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layouts, Formulas, Data, Review, and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



Home: Clipboard, Fonts, Alignment, Number, Styles, Cells, Editing

Insert: Tables, Illustrations, Charts, Links, Text

Page Layouts: Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Formulas: Function Library, Defined Names, Formula Auditing, Calculation

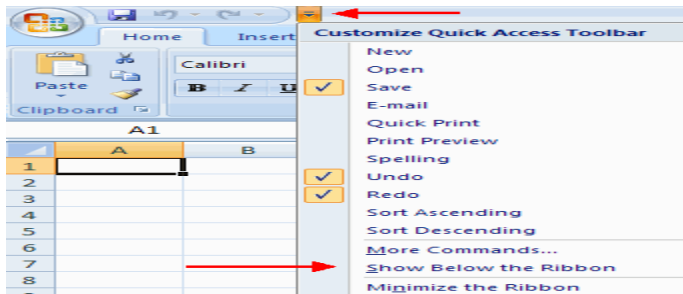
Data: Get External Data, Connections, Sort & Filter, Data Tools, Outline

Review: Proofing, Comments, Changes

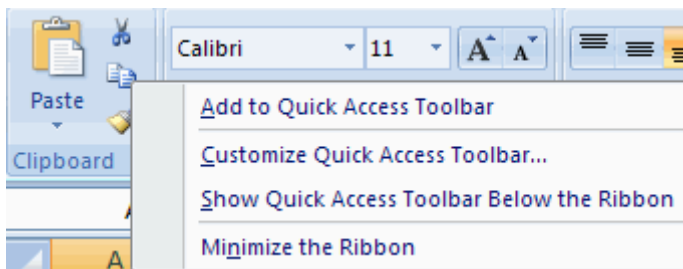
View: Workbook Views, Show/Hide, Zoom, Window, Macros

Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click Show below the Ribbon.

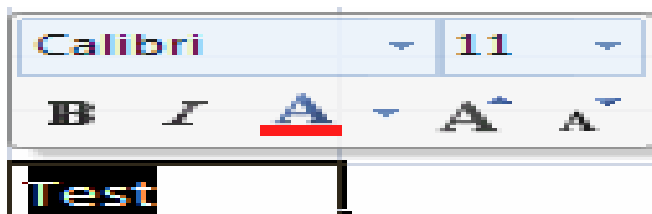


You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



Mini Toolbar

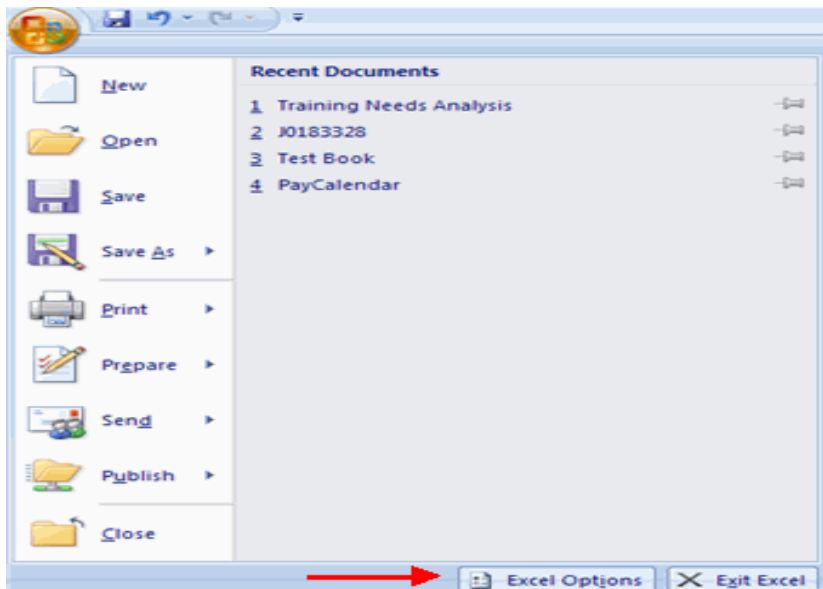
A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



CUSTOMIZE EXCEL

Excel 2007 offers a wide range of customizable options that allow you to make Excel work the best for you. To access these customizable options:

- Click the **Office Button**
- Click **Excel Options**

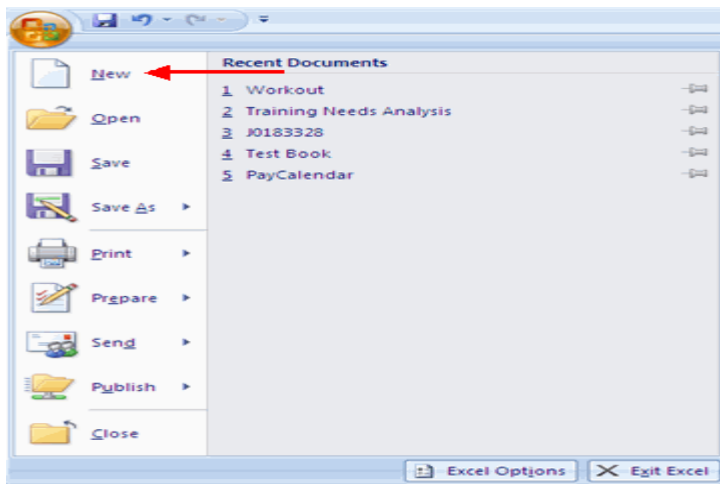


3.3. WORKING WITH A WORKBOOK

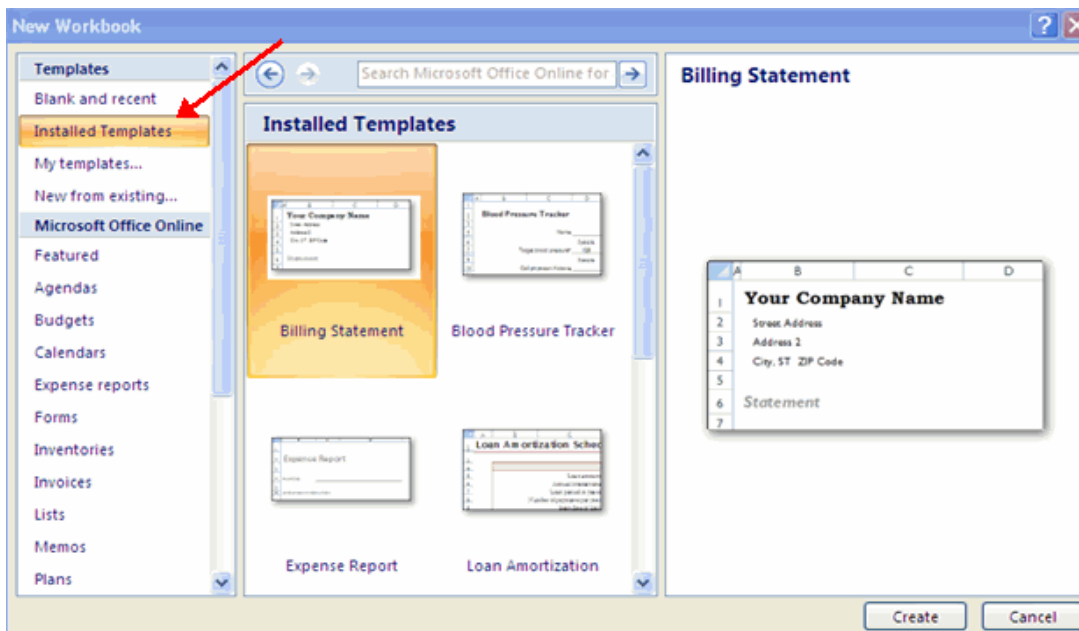
Create a Workbook

To create a new Workbook:

- Click the **Microsoft Office Toolbar**
- Click **New**
- Choose **Blank Document**



If you want to create a new document from a template, explore the templates and choose one that fits your needs.

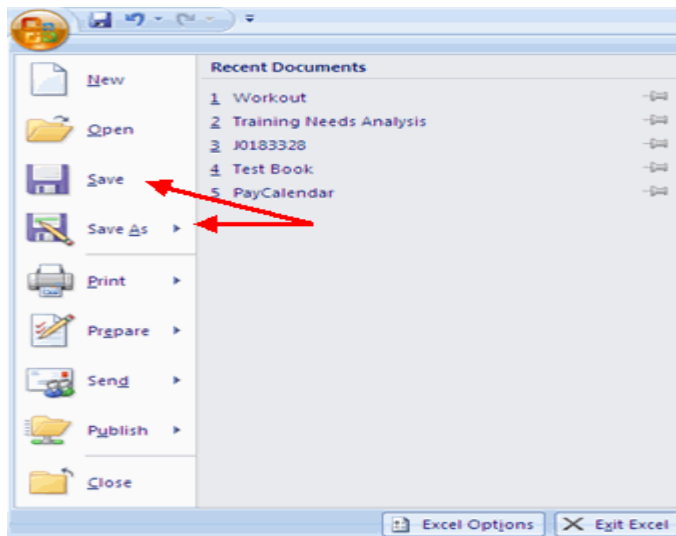


Save a Workbook

When you save a workbook, you have two choices: Save or Save As.

To save a document:

- Click the **Microsoft Office Button**
- Click **Save**

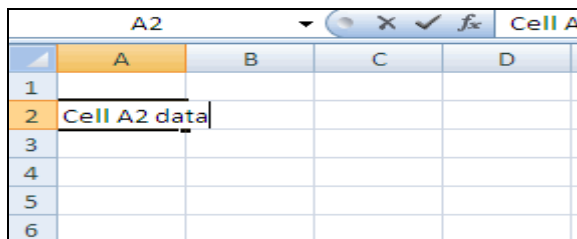


Entering Data

There are different ways to enter data in Excel: in an active cell or in the formula bar.

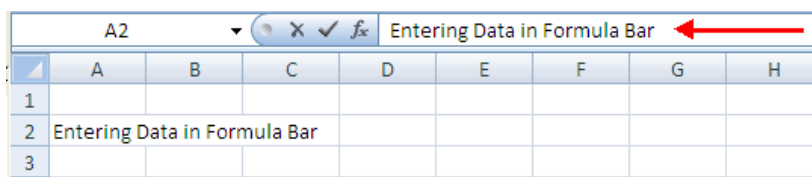
To enter data in an active cell:

- Click in the **cell** where you want the data
- Begin typing



To enter data into the formula bar

- Click the **cell** where you would like the data
- Place the cursor in the **Formula Bar**
- Type in the data



MANIPULATING DATA

Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.

Select Data

To select a cell or data to be copied or cut:

- Click the cell

	A	B	C
1			
2	2-Jun		
3	4-Jun		
4	6-Jun		
5			
6			
7			

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

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						
6						
7						

Select a Row or Column

To select a row or column click on the row or column header.

	A	B	C	D	E	F
1		Widgets	Customers	Sales	Price	
2	2-Jun					
3	4-Jun	2	4	2	5	
4	6-Jun					
5						

Copy and Paste

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the Clipboard group of the Home tab, click Copy



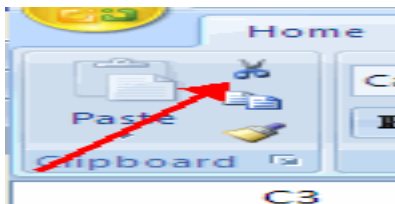
- Select the cell(s) where you would like to copy the data
- On the Clipboard group of the Home tab, click **Paste**



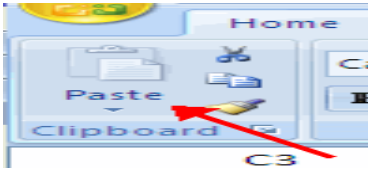
Cut and Paste

To cut and paste data:

- Select the cell(s) that you wish to **copy**
- On the Clipboard group of the Home tab, click **Cut**



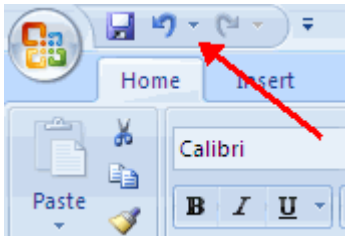
- Select the cell(s) where you would like to **copy** the data
- On the Clipboard group of the Home tab, click **Paste**



Undo and Redo

To undo or redo your most recent actions:

- On the Quick Access Toolbar
- Click **Undo** or **Redo**



Auto Fill

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

- Click the Fill Handle
- Drag the Fill Handle to complete the cells

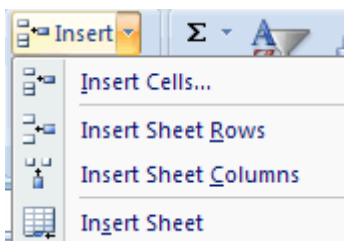
	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2		4
4	6-Jun			
5				

MODIFYING A WORKSHEET

Insert Cells, Rows, and Columns

To insert cells, rows, and columns in Excel:

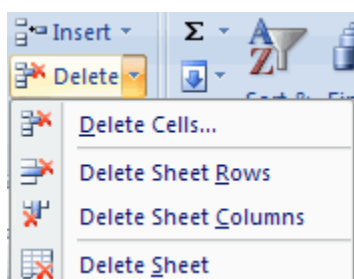
- Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column
- Click the Insert button on the Cells group of the Home tab
- Click the appropriate choice: Cell, Row, or Column



Delete Cells, Rows and Columns

To delete cells, rows, and columns:

- Place the cursor in the cell, row, or column that you want to delete
- Click the Delete button on the Cells group of the Home tab
- Click the appropriate choice: Cell, Row, or Column

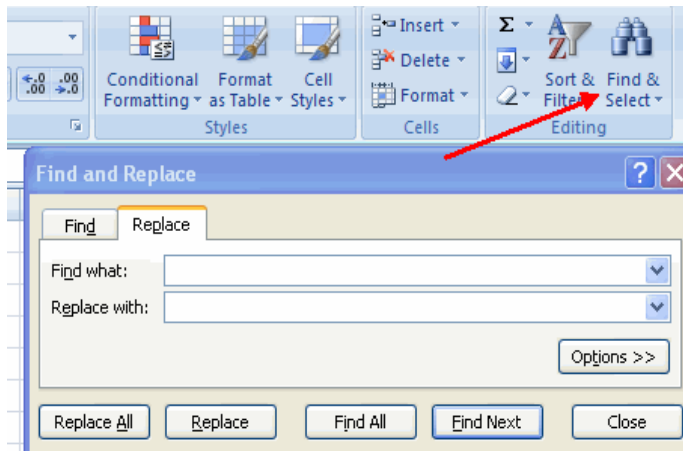


Find and Replace

To find data or find and replace data:

- Click the **Find** & Select button on the Editing group of the **Home** tab

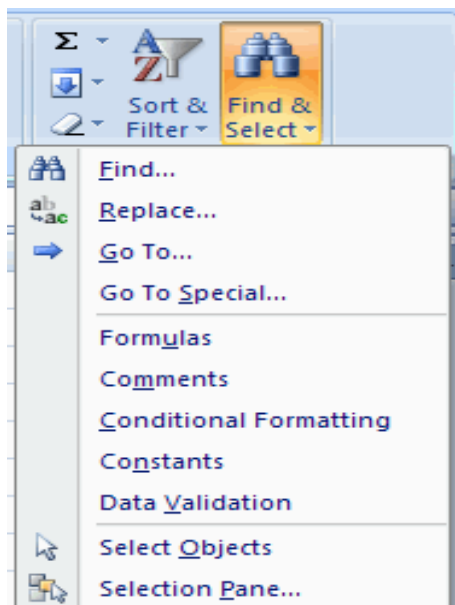
- Choose **Find** or **Replace**
- Complete the Find What text box
- Click on Options for more search options



Go To Command

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

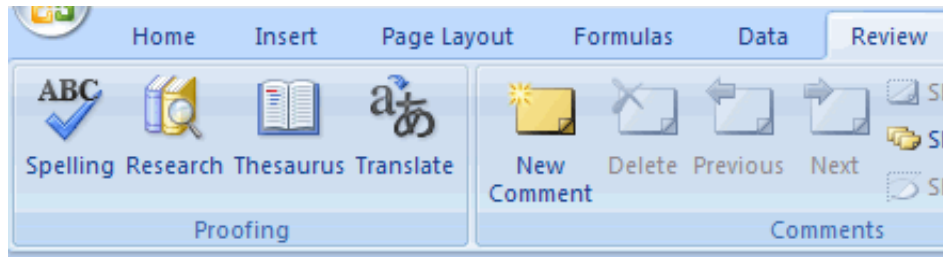
- Click the Find & Select button on the Editing group of the Home tab
- Click Go To



Spell Check

To check the spelling:

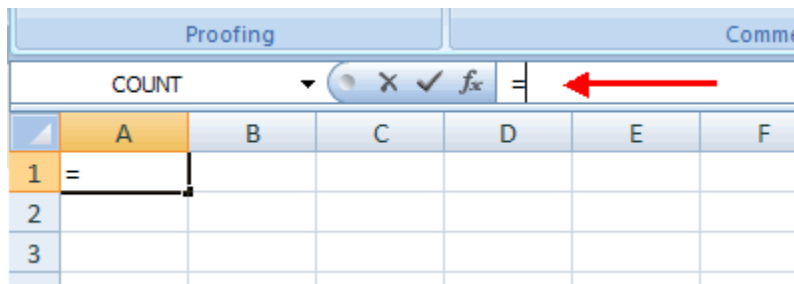
- On the Review tab click the Spelling button



PERFORMING CALCULATIONS

Excel Formulas

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formulas are started in the formula box with an = sign.



There are many elements to and excel formula.

References: The cell or range of cells that you want to use in your calculation

Operators: Symbols (+, -, *, /, etc.) that specify the calculation to be performed

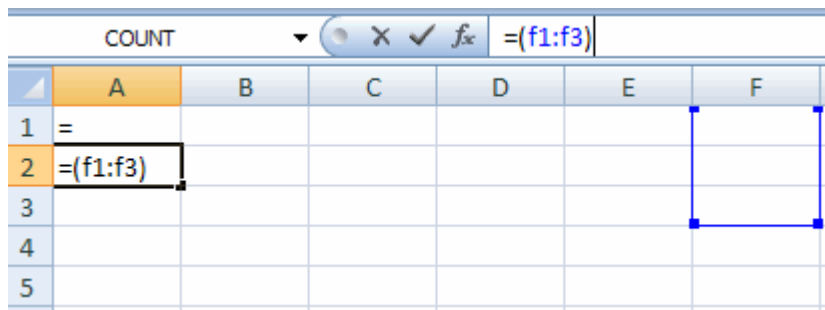
Constants: Numbers or text values that do not change

Functions: Predefined formulas in Excel

To create a basic formula in Excel:

- Select the cell for the **formula**

- Type = (the equal sign) and the **formula**
- Click **Enter**



Calculate with Functions

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

Sum: Adds all cells in the argument

Average: Calculates the average of the cells in the argument

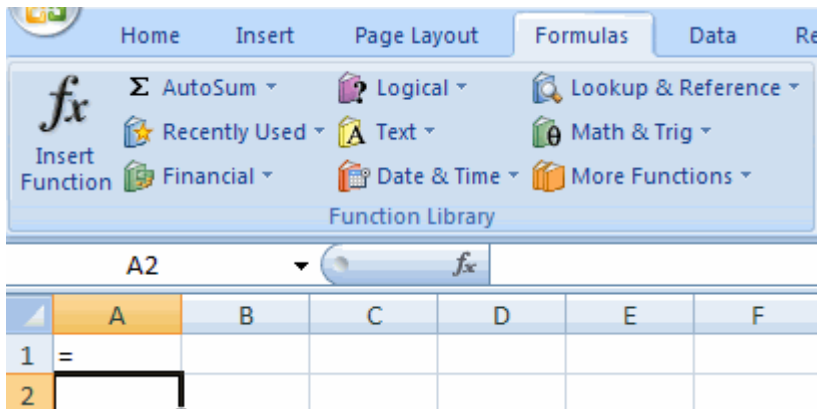
Min: Finds the minimum value

Max: Finds the maximum value

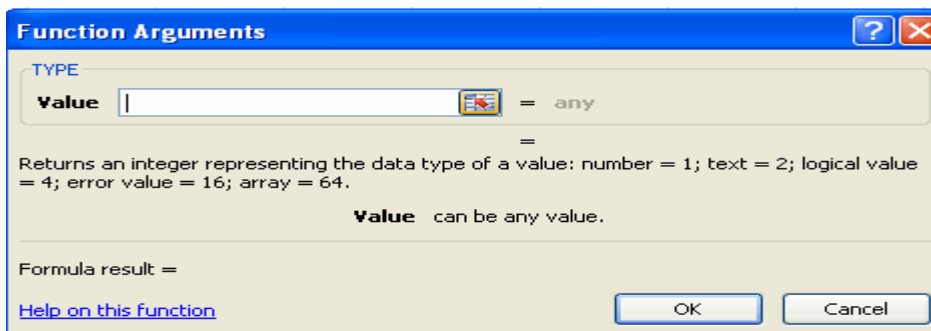
Count: Finds the number of cells that contain a numerical value within a range of the argument

To calculate a function:

- Click the cell where you want the **function applied**
- Click the Insert **Function** button
- Choose the **function**
- Click **OK**



- Complete the Number 1 box with the first cell in the range that you want calculated
- Complete the Number 2 box with the last cell in the range that you want calculated



Function Library

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

AutoSum: Easily calculates the sum of a range

Recently Used: All recently used functions

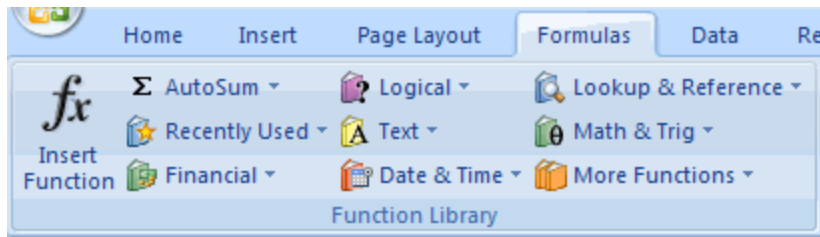
Financial: Accrued interest, cash flow return rates and additional financial functions

Logical: And, If, True, False, etc.

Text: Text based functions

Date & Time: Functions calculated on date and time

Math & Trig: Mathematical Functions



Relative, Absolute and Mixed References

Calling cells by just their column and row labels (such as "A1") is called relative referencing. When a formula contains relative referencing and it is copied from one cell to another, Excel does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell C1 "= (A1+B1)" is copied to cell C2, the formula would change to "= (A2+B2)" to reflect the new row. To prevent this change, cells must be called by absolute referencing and this is accomplished by placing dollar signs "\$" within the cell addresses in the formula. Continuing the previous example, the formula in cell C1 would read "= (\$A\$1+\$B\$1)" if the value of cell C2 should be the sum of cells A1 and B1. Both the column and row of both cells are absolute and will not change when copied. Mixed referencing can also be used where only the row OR column fixed. For example, in the formula "= (A\$1+\$B2)", the row of cell A1 is fixed and the column of cell B2 is fixed.

Linking Worksheets

You may want to use the value from a cell in another worksheet within the same workbook in a formula. For example, the value of cell A1 in the current worksheet and cell A2 in the second worksheet can be added using the format "sheetname!celladdress". The formula for this example would be "=A1+Sheet2!A2" where the value of cell A1 in the current worksheet is added to the value of cell A2 in the worksheet named "Sheet2".

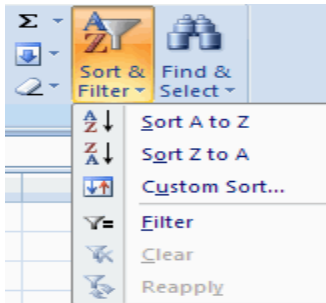
SORT AND FILTER

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

Basic Sorts

To execute a basic descending or ascending sort based on one column:

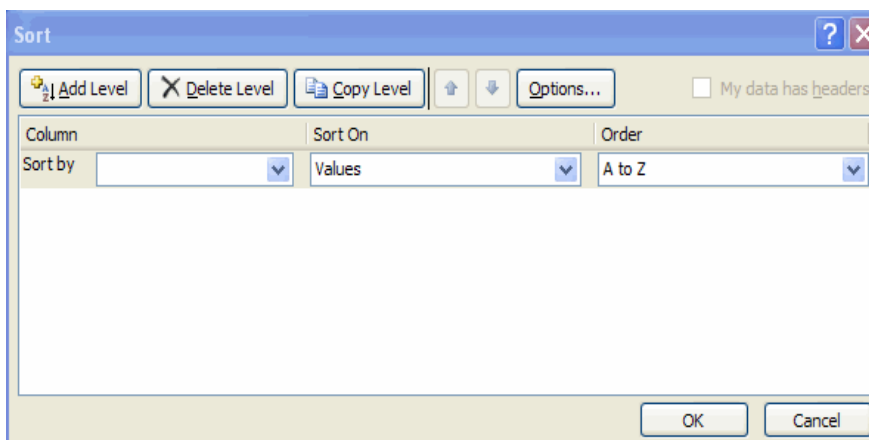
- Highlight the cells that will be sorted
- Click the Sort & Filter button on the Home tab
- Click the Sort Ascending (A-Z) button or Sort Descending (Z-A) button



Custom Sorts

To sort on the basis of more than one column:

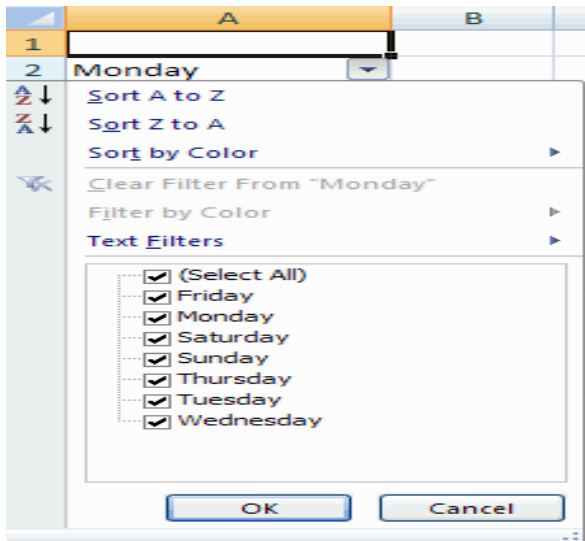
- Click the Sort & Filter button on the **Home tab**
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**



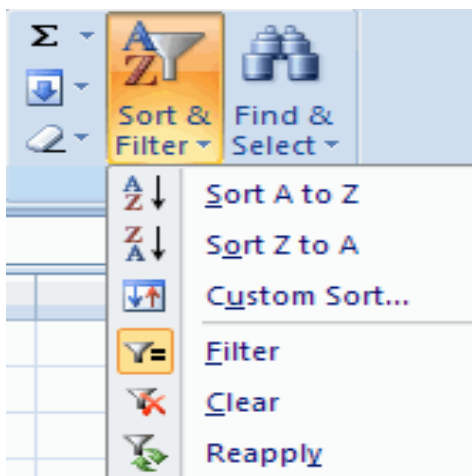
Filtering

Filtering allows you to display only data that meets certain criteria. To filter:

- Click the column or columns that contain the data you wish to filter
- On the Home tab, click on **Sort & Filter**
- Click **Filter** button
- Click the Arrow at the bottom of the first cell
- Click the **Text Filter**
- Click the Words you wish to **Filter**



- To clear the filter click the **Sort & Filter** button
- Click **Clear**

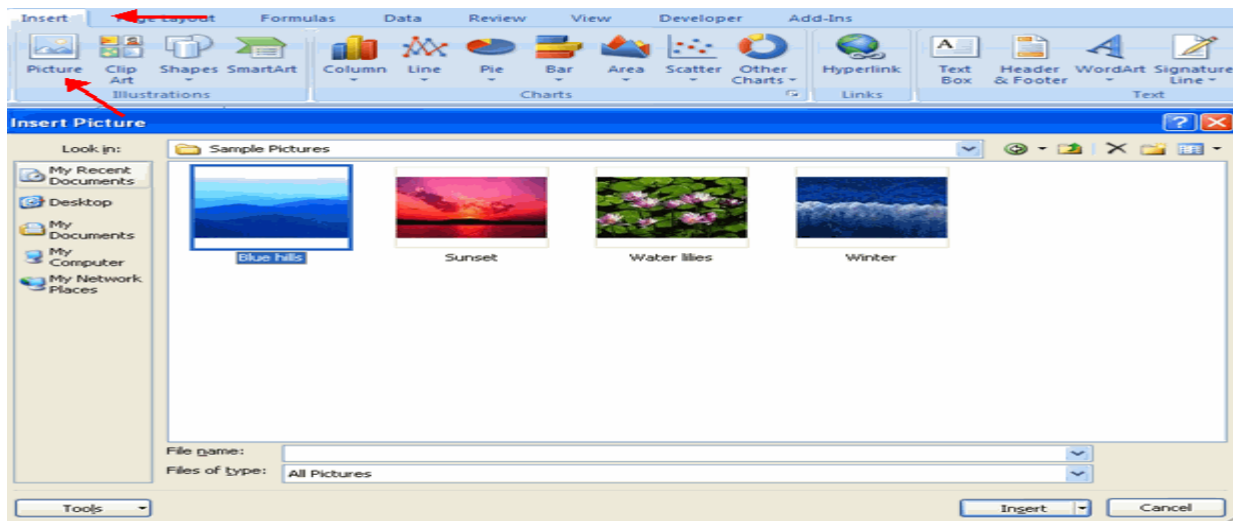


GRAPHICS

Adding a Picture

To add a picture:

- Click the **Insert** tab
- Click the **Picture** button
- Browse to the **picture** from your files
- Click the **name** of the picture
- Click **Insert**
- To move the graphic, **click it** and **drag it** to where you want it



Editing Pictures and Clip Art

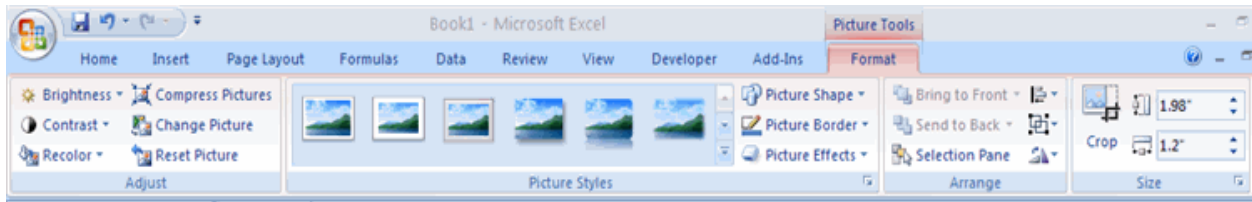
When you add a graphic to the worksheet, an additional tab appears on the Ribbon. The Format tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

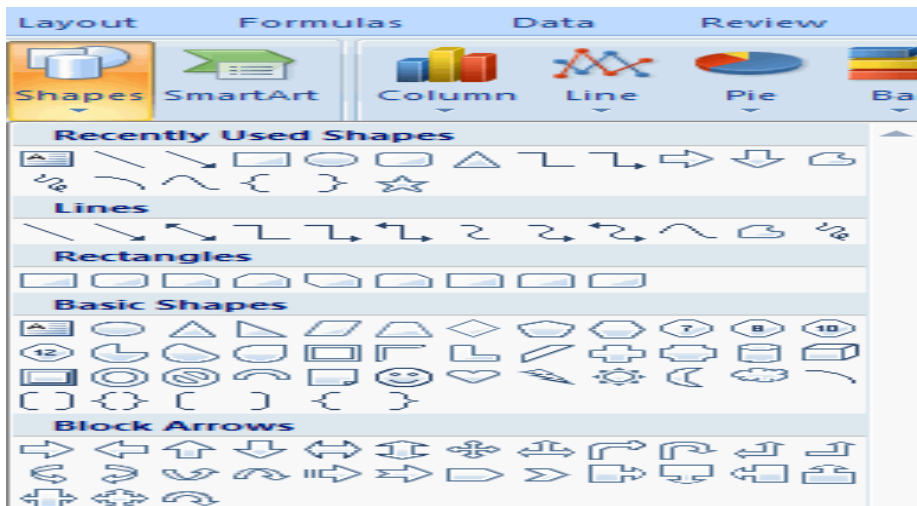
Size: Cropping and size of graphic



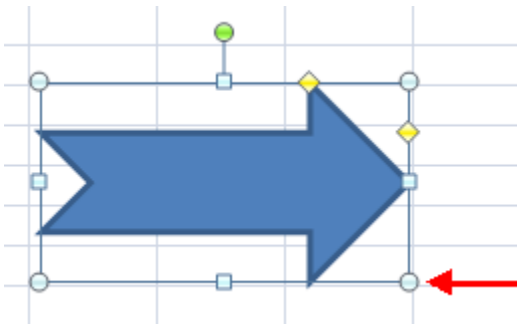
Adding Shapes

To add Shape:

- Click the **Insert** tab
- Click the **Shapes** button
- Click the **shape** you choose

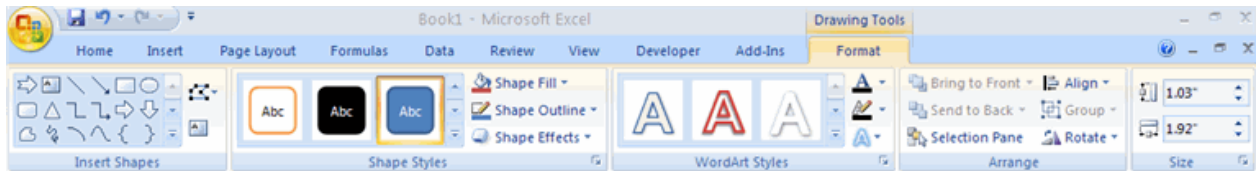


- Click the Worksheet
- Drag the cursor to expand the Shape



To format the shapes:

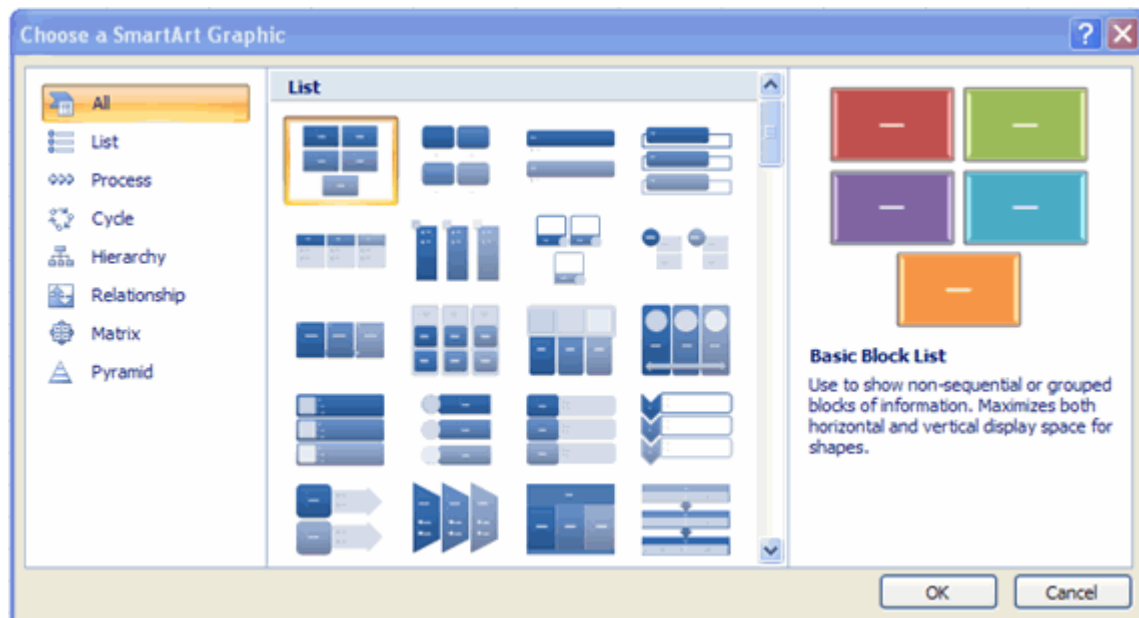
- Click the **Shape**
- Click the **Format** tab



Adding Smart Art

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

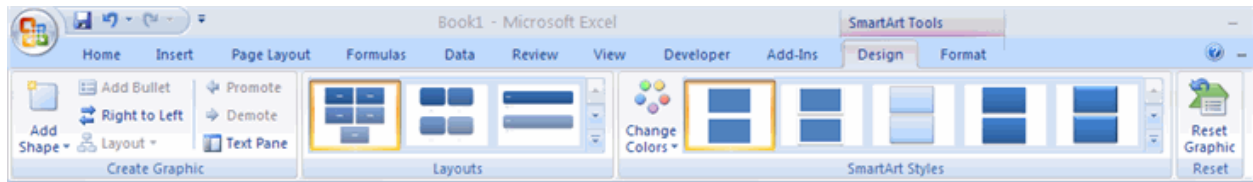
- Click the **Insert** tab
- Click the **SmartArt** button
- Click the **SmartArt** you choose



- Select the Smart Art
- Drag it to the desired location in the worksheet

To format the **SmartArt**:

- Select the SmartArt
- Click either the Design or the Format tab
- Click the SmartArt to add text and pictures.



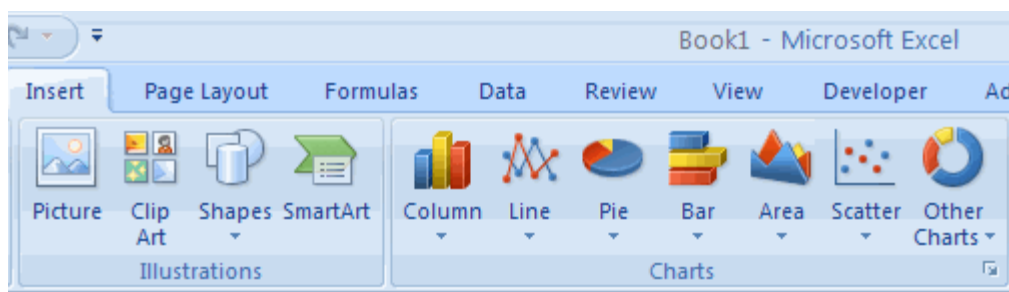
CHARTS

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

Create a Chart

To create a chart:

- Select the cells that contain the data you want to use in the chart
- Click the Insert tab on the Ribbon
- Click the type of Chart you want to create



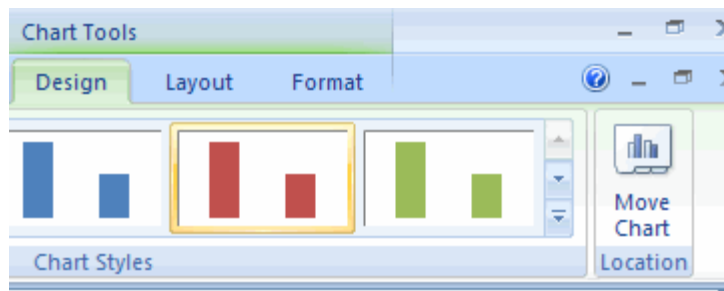
Modify a Chart

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

To move the chart:

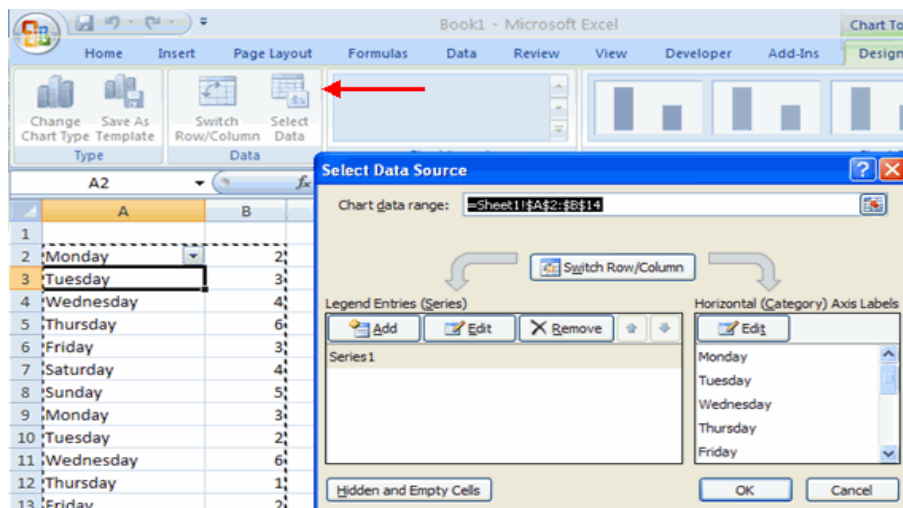
- Click the **Chart** and **Drag it** another location on the same worksheet, or

- Click the **Move Chart** button on the Design tab
- Choose the **desired location** (either a new sheet or a current sheet in the workbook)



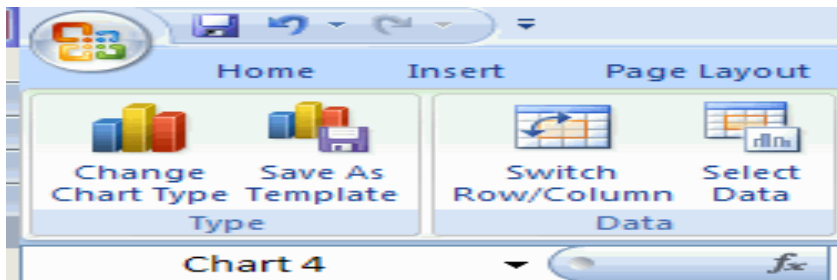
To change the data included in the chart:

- Click the Chart
- Click the Select Data button on the Design tab



To reverse which data are displayed in the rows and columns:

- Click the Chart
- Click the Switch Row/Column button on the Design tab



To modify the labels and titles:

- Click the Chart
- On the Layout tab, click the Chart Title or the Data Labels button
- Change the Title and click Enter

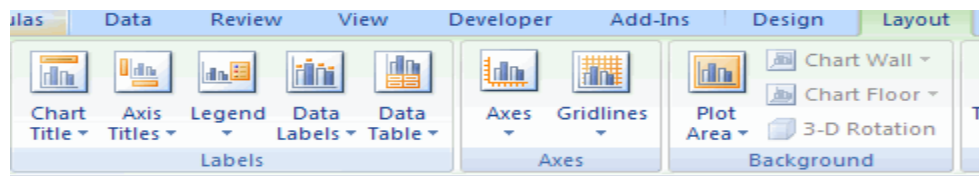
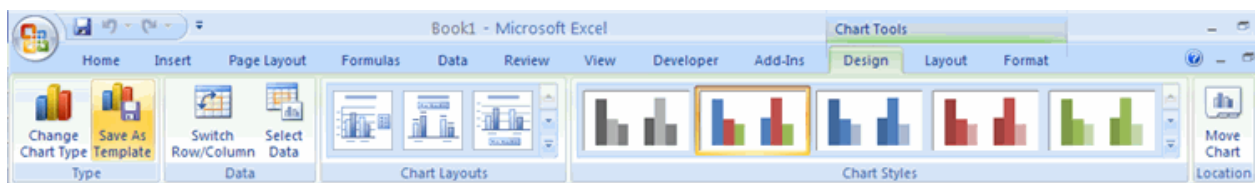


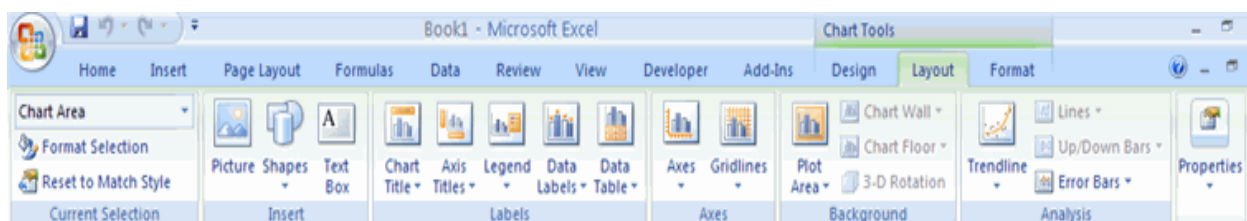
Chart Tools

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

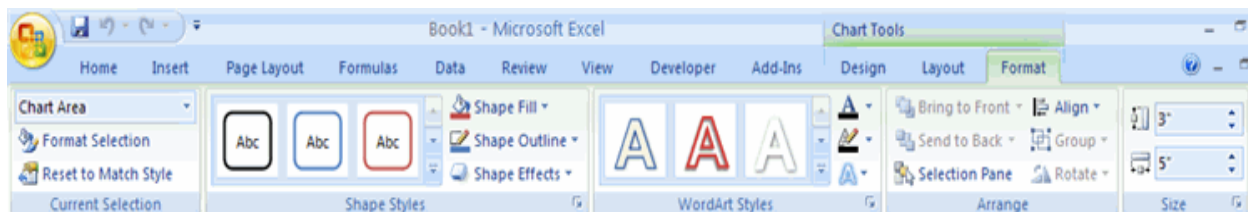
Within the Design tab you can control the chart type, layout, styles, and location.



Within the Layout tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis



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



Copy a Chart to Word

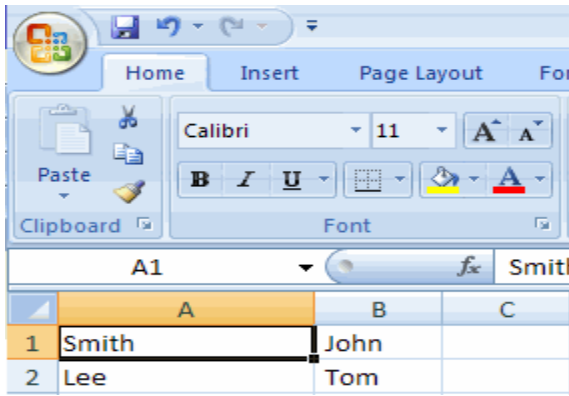
- Select the chart
- Click Copy on the Home tab
- Go to the Word document where you want the chart located
- Click Paste on the Home tab



Modify Fonts

Modifying fonts in Excel will allow you to emphasize titles and headings. To modify a font:

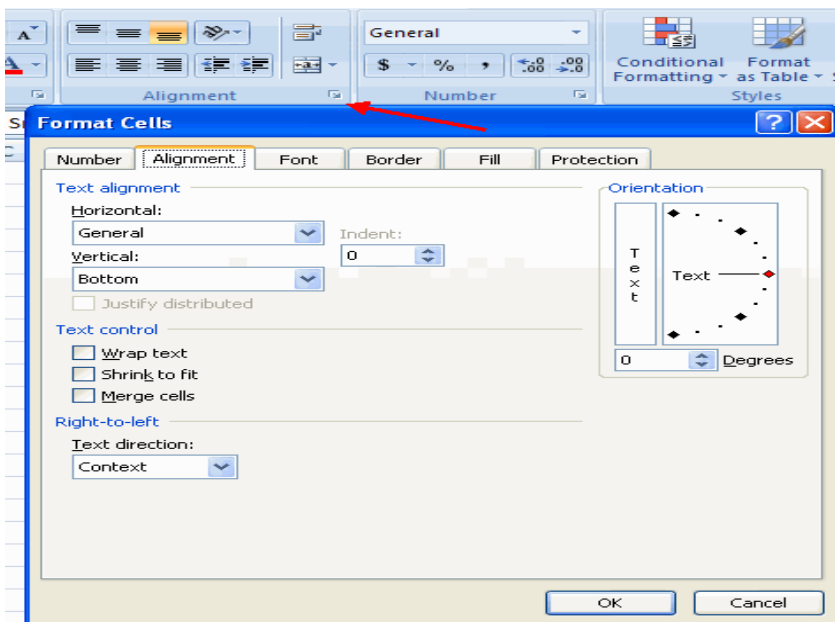
- Select the cell or cells that you would like the font applied
- On the Font group on the Home tab, choose the font type, size, bold, italics, underline, or Color



Format Cells Dialog Box

In Excel, you can also apply specific formatting to a cell. To apply formatting to a cell or group of cells:

- Select the cell or cells that will have the formatting
- Click the Dialog Box arrow on the Alignment group of the Home tab



There are several tabs on this dialog box that allow you to modify properties of the cell or cells.

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

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

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

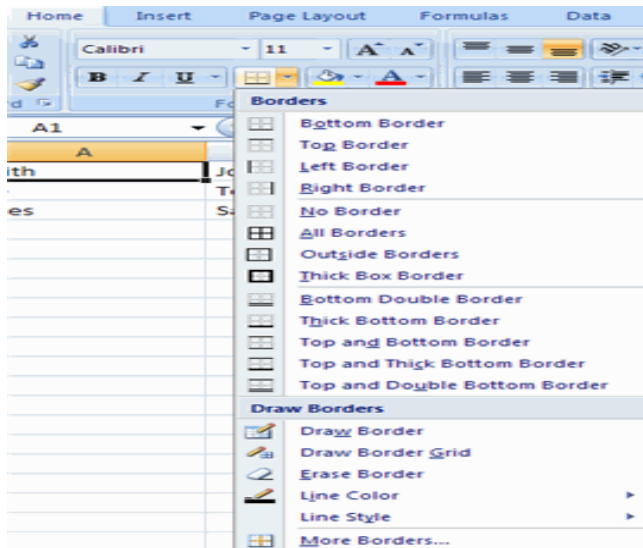
Border: Border styles and colors

Fill: Cell fill colors and styles

Add Borders and Colors to Cells

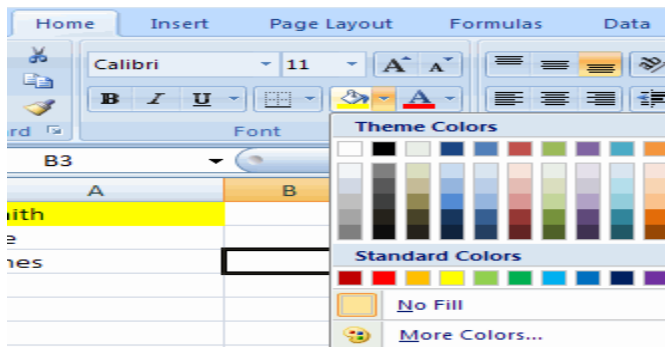
Borders and colors can be added to cells manually or through the use of styles. To add borders manually:

- Click the Borders drop down menu on the Font group of the Home tab
- Choose the appropriate border



To apply colors manually:

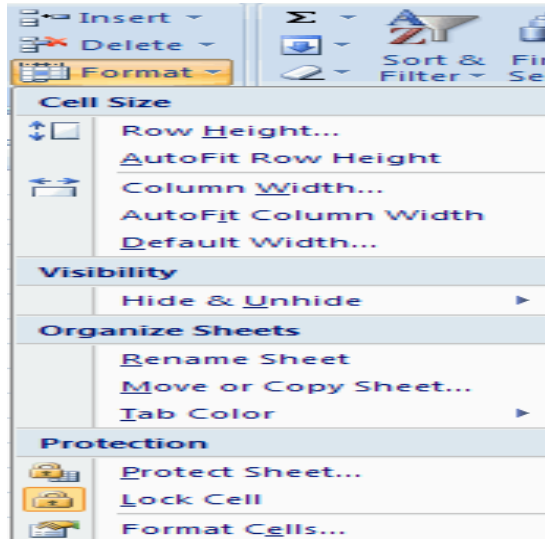
- Click the Fill drop down menu on the Font group of the Home tab
- Choose the appropriate color



Change Column Width and Row Height

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

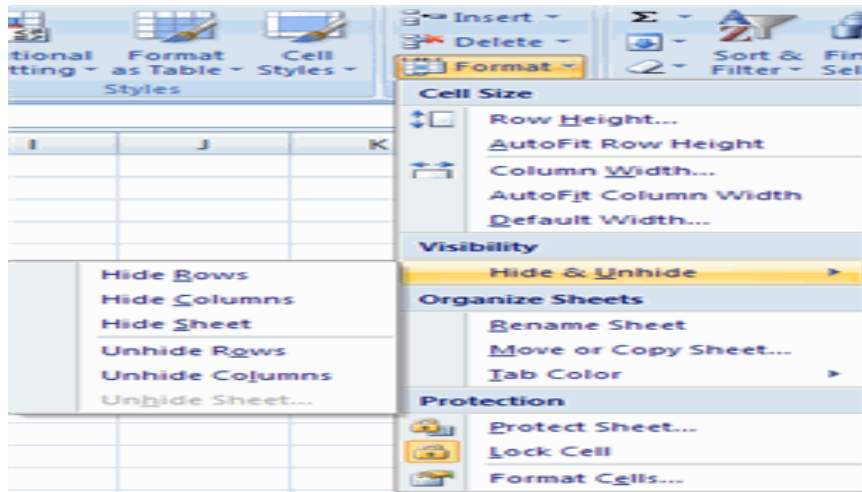
- Click the Format button on the Cells group of the Home tab
- Manually adjust the height and width by clicking Row Height or Column Width
- To use AutoFit click AutoFit Row Height or AutoFit Column Width



Hide or Unhide Rows or Columns

To hide or unhide rows or columns:

- Select the **row** or **column** you wish to hide or unhide
- Click the **Format** button on the Cells group of the Home tab
- Click **Hide & Unhide**



Merge Cells

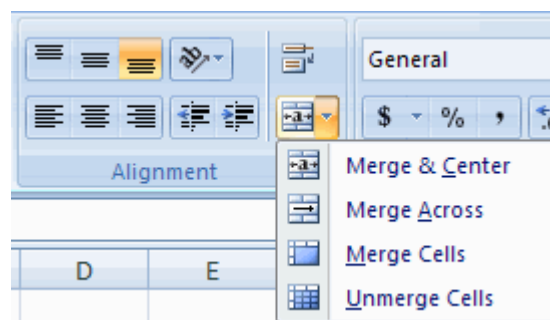
To merge cells select the cells you want to merge and click the Merge & Center button on the Alignment group of the Home tab. The four choices for merging cells are:

Merge & Center: Combines the cells and centers the contents in the new, larger cell

Merge Across: Combines the cells across columns without centering data

Merge Cells: Combines the cells in a range without centering

Unmerge Cells: Splits the cell that has been merged



Align Cell Contents

To align cell contents, click the cell or cells you want to align and click on the options within the Alignment group on the Home tab. There are several options for alignment of cell contents:

Top Align: Aligns text to the top of the cell

Middle Align: Aligns text between the top and bottom of the cell

Bottom Align: Aligns text to the bottom of the cell

Align Text Left: Aligns text to the left of the cell

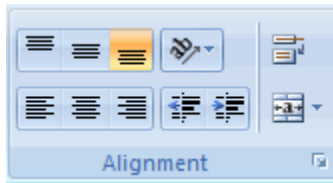
Center: Centers the text from left to right in the cell

Align Text Right: Aligns text to the right of the cell

Decrease Indent: Decreases the indent between the left border and the text

Increase Indent: Increase the indent between the left border and the text

Orientation: Rotate the text diagonally or vertically



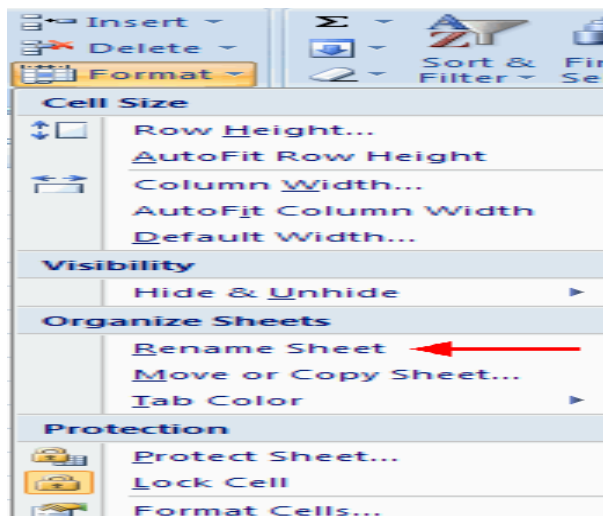
DEVELOPPING A WORKBOOK

Format Worksheet Tab

You can rename a worksheet or change the color of the tabs to meet your needs.

To rename a worksheet:

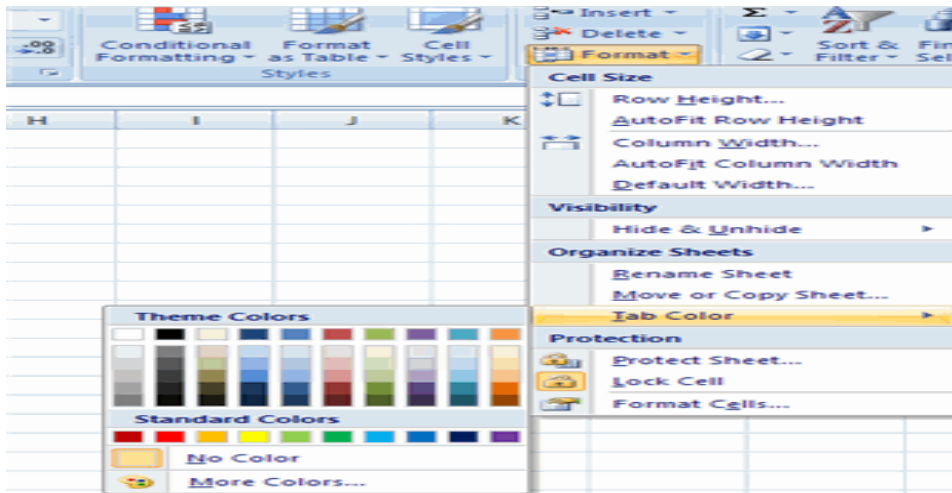
- Open the **sheet** to be renamed
- Click the **Format** button on the Home tab
- Click **Rename sheet**
- Type in a **new name**
- Press **Enter**



To change the color of a worksheet tab:

- Open the **sheet** to be renamed

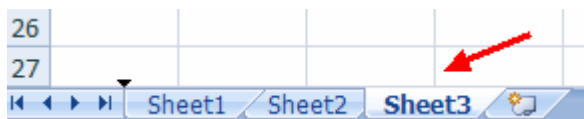
- Click the **Format** button on the Home tab
- Click **Tab Color**
- Click the **color**



Reposition Worksheets in a Workbook

To move worksheets in a workbook:

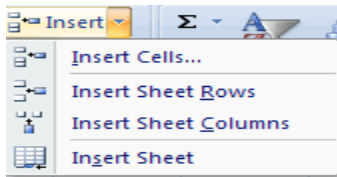
- Open the workbook that contains the sheets you want to rearrange
- Click and hold the worksheet tab that will be moved until an arrow appears in the left corner of the sheet
- Drag the worksheet to the desired location



Insert and Delete Worksheets

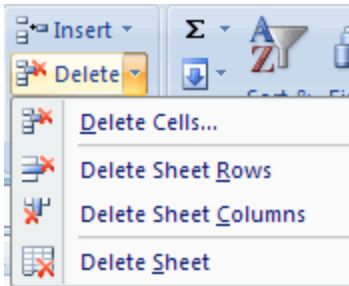
To insert a worksheet

- Open the **workbook**
- Click the **Insert** button on the Cells group of the Home tab
- Click **Insert Sheet**



To delete a worksheet

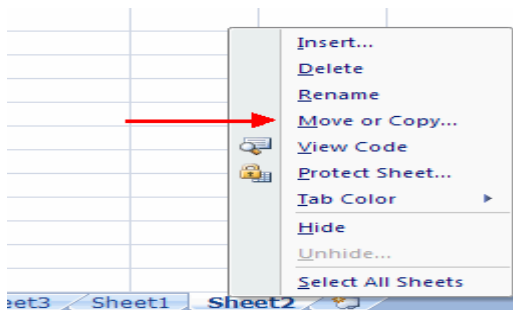
- Open the **workbook**
- Click the **Delete** button on the Cells group of the Home tab
- Click **Delete Sheet**



Copy and Paste Worksheets

To copy and paste a worksheet:

- Click the **tab** of the worksheet to be copied
- Right click and choose **Move** or **Copy**
- Choose the **desired position** of the sheet
- Click the **check box** next to Create a Copy
- Click **OK**

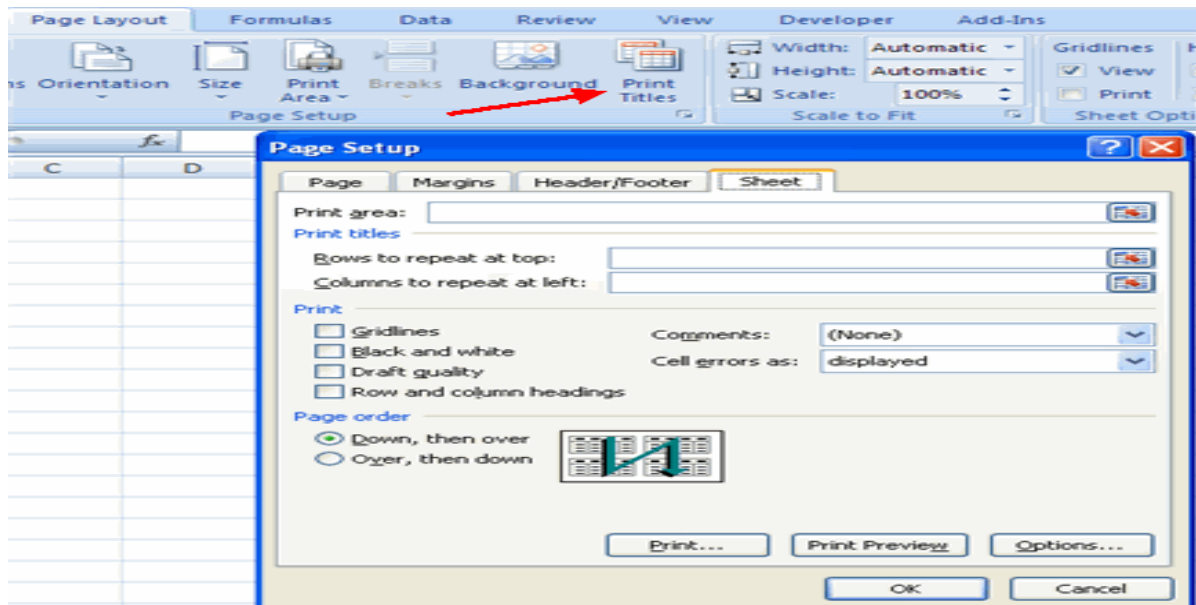


PAGE PROPERTIES AND PRINTING

Set Print Titles

The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed. To Print Titles:

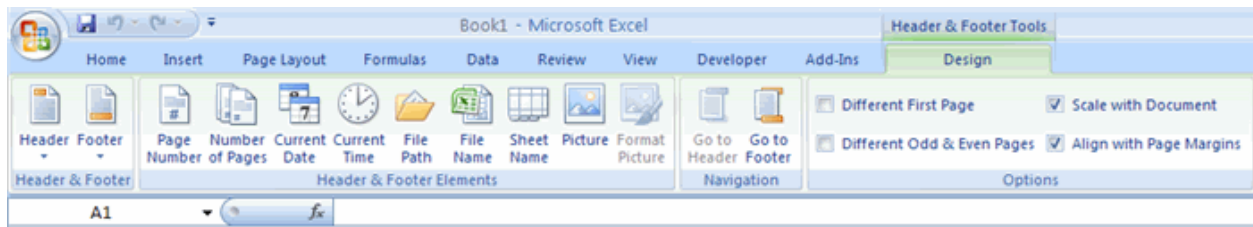
- Click the **Page Layout** tab on the Ribbon
- Click the **Print Titles** button
- In the Print Titles section, click the **box** to select the rows/columns to be repeated
- Select the **row** or **column**
- Click the Select **Row/Column** Button
- Click **OK**



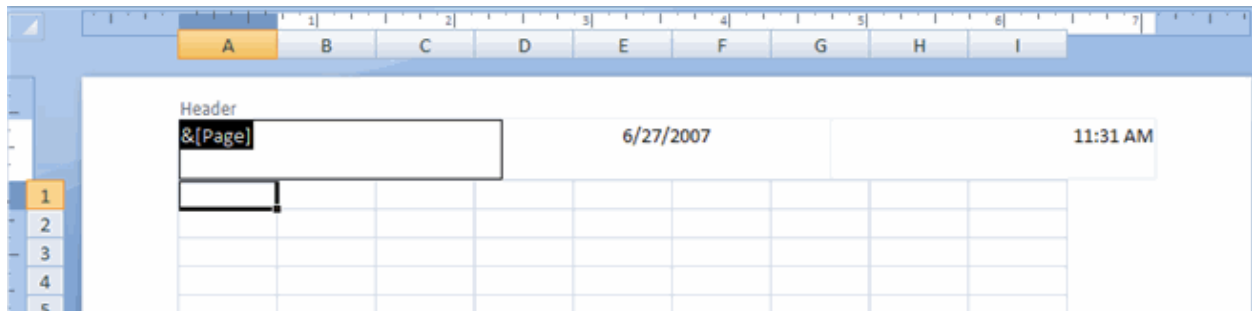
Create a Header or Footer

To create a header or footer:

- Click the **Header & Footer** button on the **Insert** tab
- This will display the **Header & Footer** Design Tools Tab
- To switch between the Header and Footer, click the Go to Header or Go to Footer button



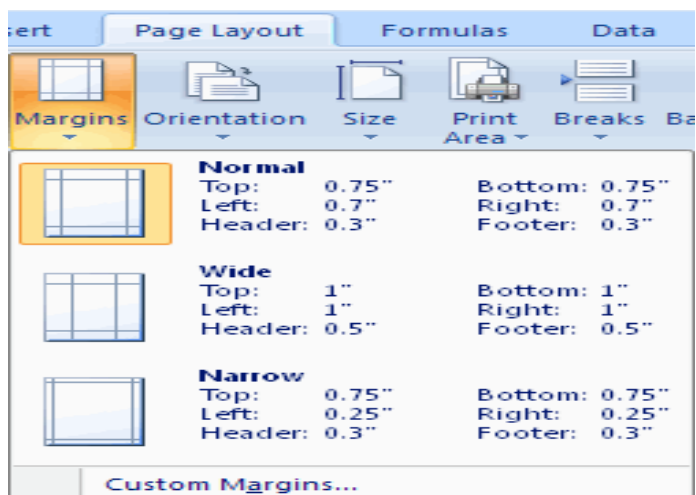
- To insert text; enter the text in the header or footer
- To enter preprogrammed data such as page numbers, date, time, file name or sheet name, click the appropriate button
- To change the location of data, click the desired cell



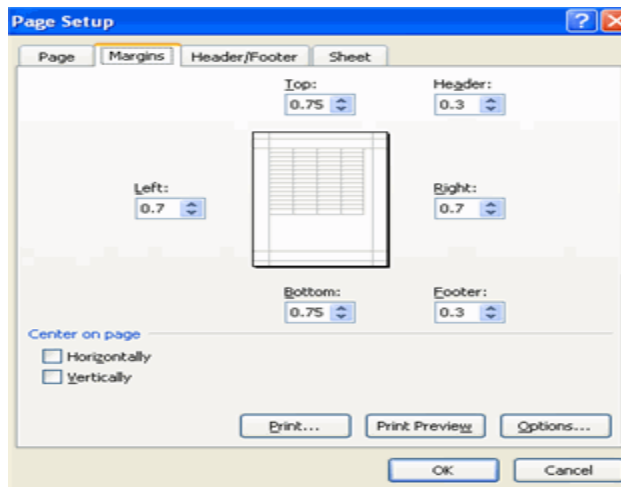
Set Page Margins

To set the page margins:

- Click the Margins button on the Page Layout tab
- Select one of the give choices, or



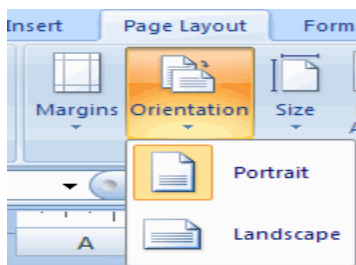
- Click Custom Margins
- Complete the boxes to set margins
- Click Ok



Change Page Orientation

To change the page orientation from portrait to landscape:

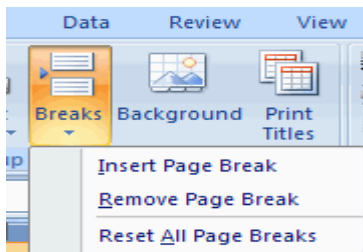
- Click the Orientation button on the Page Layout tab
- Choose Portrait or Landscape.



Set Page Breaks

You can manually set up page breaks in a worksheet for ease of reading when the sheet is printed. To set a page break:

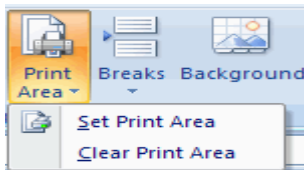
- Click the **Breaks** button on the **Page Layout** tab
- Click **Insert Page Break**



Print a Range

There may be times when you only want to print a portion of a worksheet. This is easily done through the Print Range function. To print a range:

- Select the **area** to be printed
- Click the **Print Area** button on the **Page Layout** tab
- Click Select **Print Area**

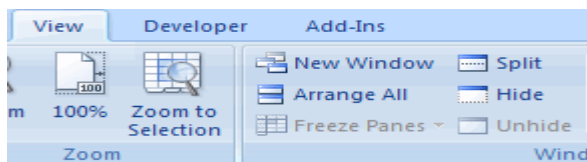


CUSTOMIZE THE LAYOUT

Split a Worksheet

You can split a worksheet into multiple resizable panes for easier viewing of parts of a worksheet. To split a worksheet:

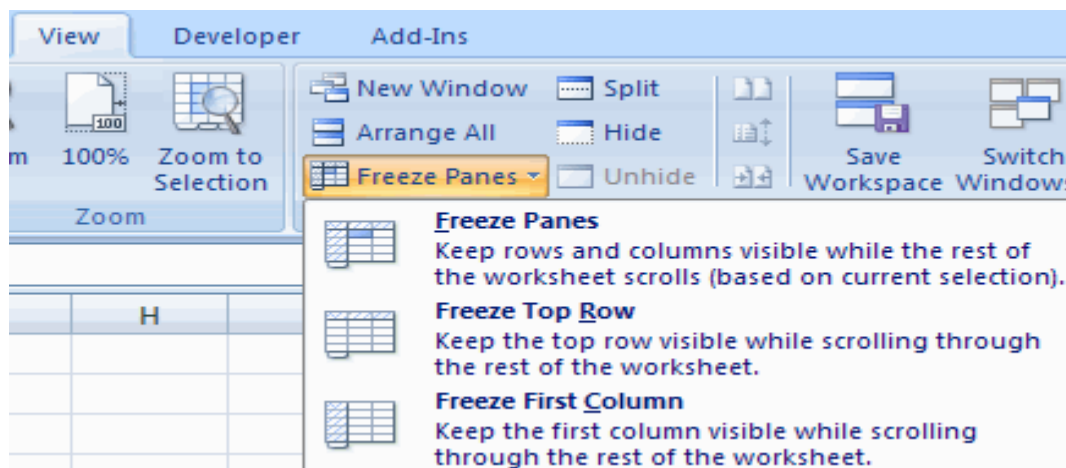
- Select any cell in center of the worksheet you want to split
- Click the Split button on the View tab
- Notice the split in the screen, you can manipulate each part separately



Freeze Rows and Columns

You can select a particular portion of a worksheet to stay static while you work on other parts of the sheet. This is accomplished through the Freeze Rows and Columns Function. To Freeze a row or column:

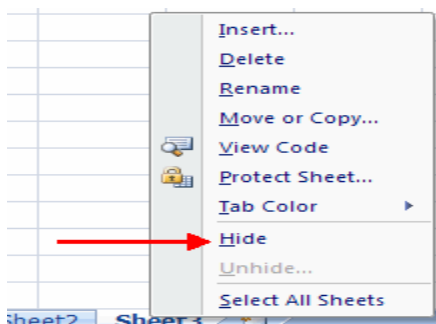
- Click the **Freeze Panes** button on the **View** tab
- Either select a section to be frozen or click the defaults of top row or left column
- To unfreeze, click the **Freeze Panes** button
- Click **Unfreeze**



Hide and unhide Worksheets

To hide a worksheet:

- Select the tab of the sheet you wish to hide
- **Right-click** on the tab
- Click **Hide**



To unhide a worksheet:

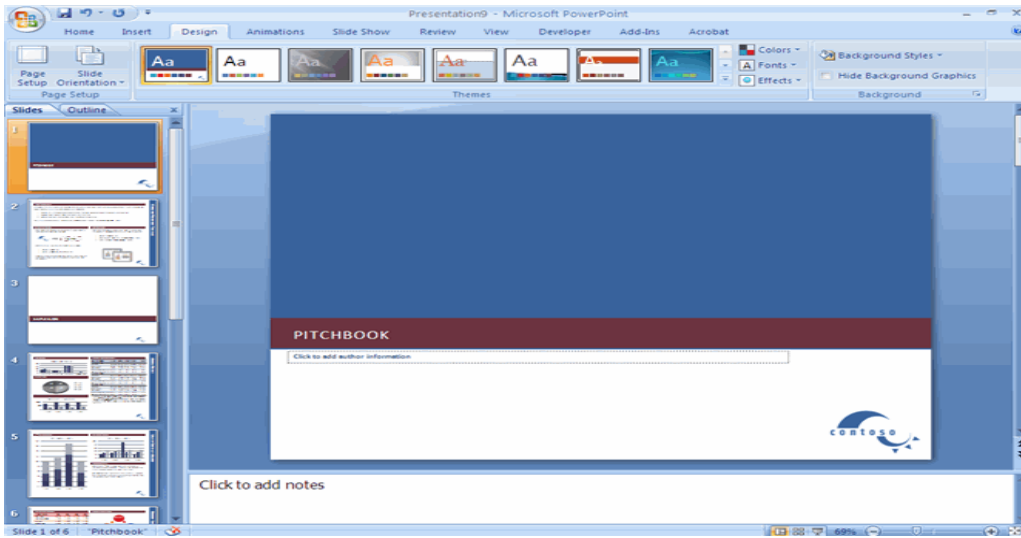
- Right-click on any worksheet tab
- Click **Unhide**
- Choose the worksheet to **unhide**

IV. MICROSOFT OFFICE POWERPOINT



4.1. GETTING STARTED

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



Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

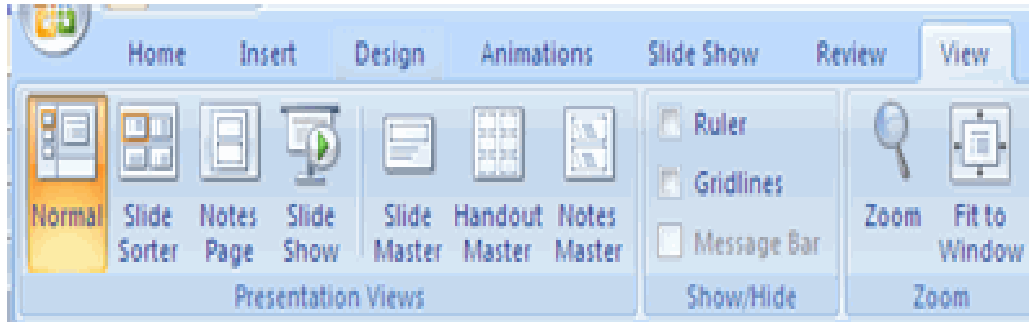
Navigation

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



Slide Views

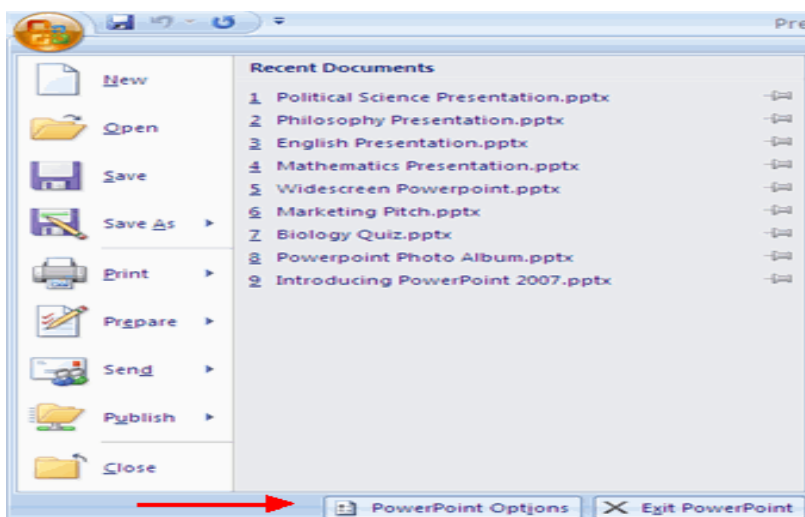
Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.



4.2. CUSTOMIZE POWERPOINT

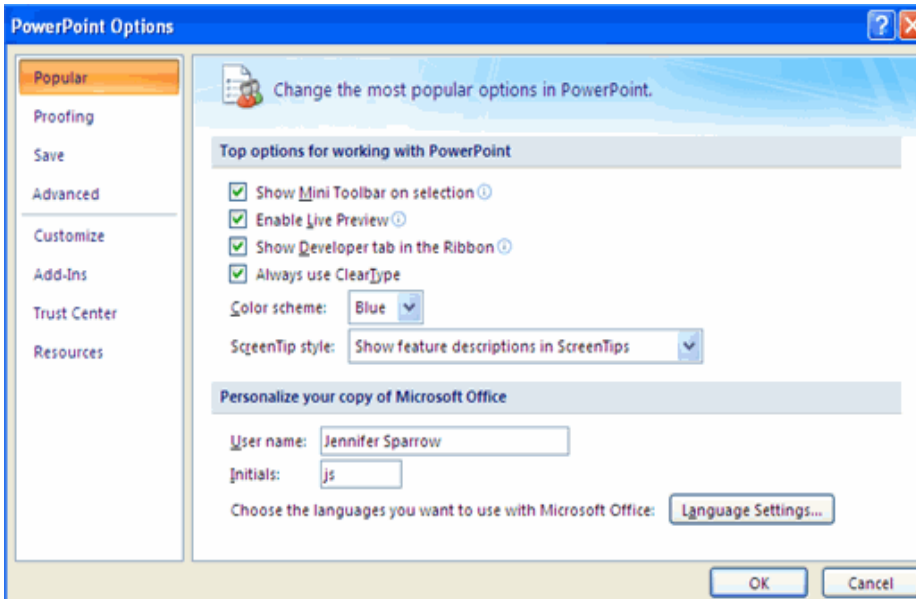
PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

- Click the Office Button
- Click PowerPoint Options include picture of OB menu.



Popular

These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.

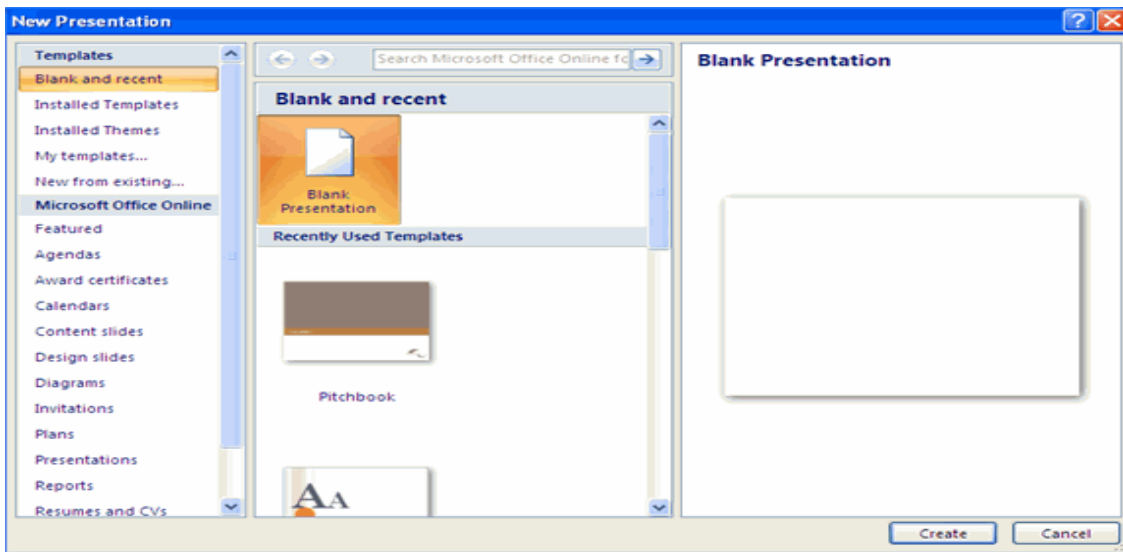


4.3. CREATING PRESENTATION

New Presentation

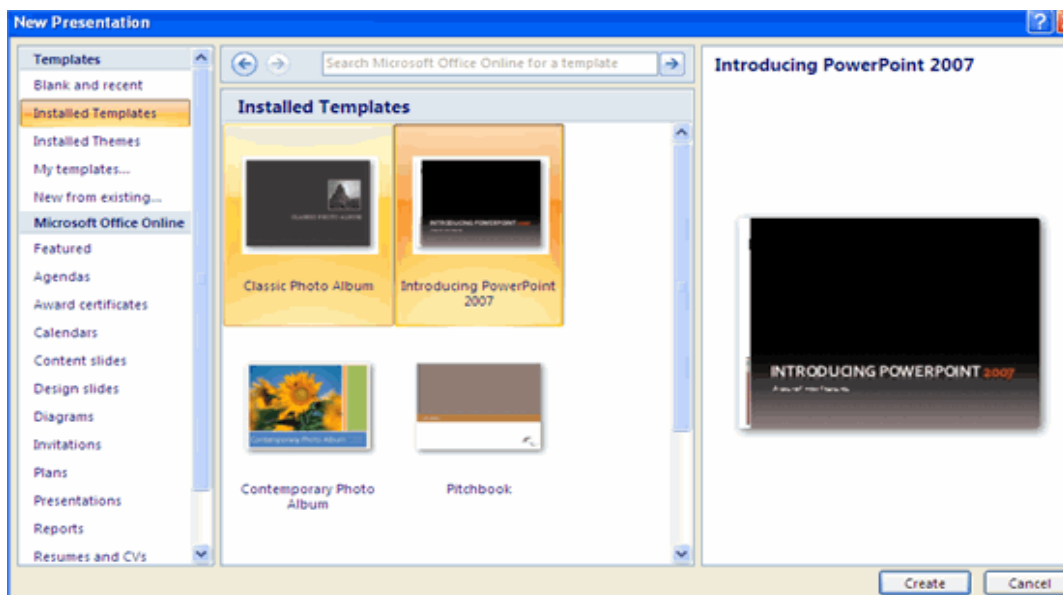
You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the Microsoft Office Button
- Click New
- Click Blank Presentation



To create a new presentation from a template:

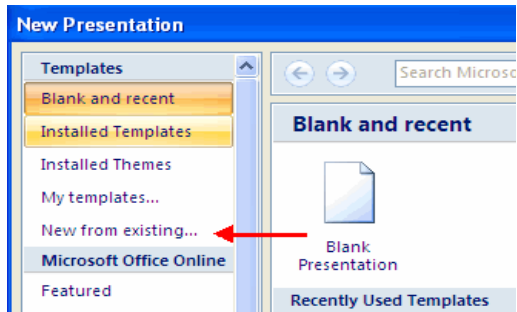
- Click the Microsoft Office Button
- Click New
- Click Installed Templates or Browse through Microsoft Office Online Templates
- Click the template you choose



To create a new presentation from an existing presentation:

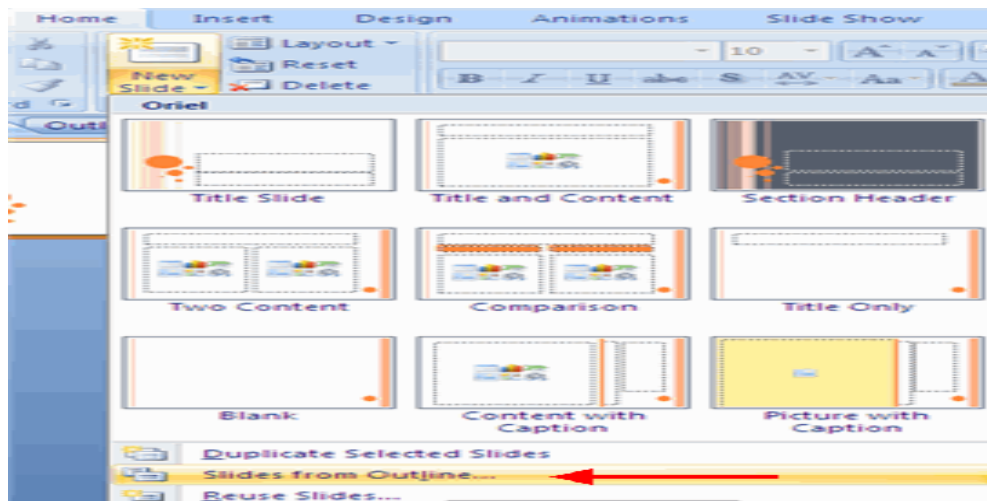
- Click the Microsoft Office Button
- Click New
- Click New from Existing

- Browse to and click the presentation



To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click New Slide on the Home tab
- Click Slides from Outline
- Browse and click the Word Document that contains the outline



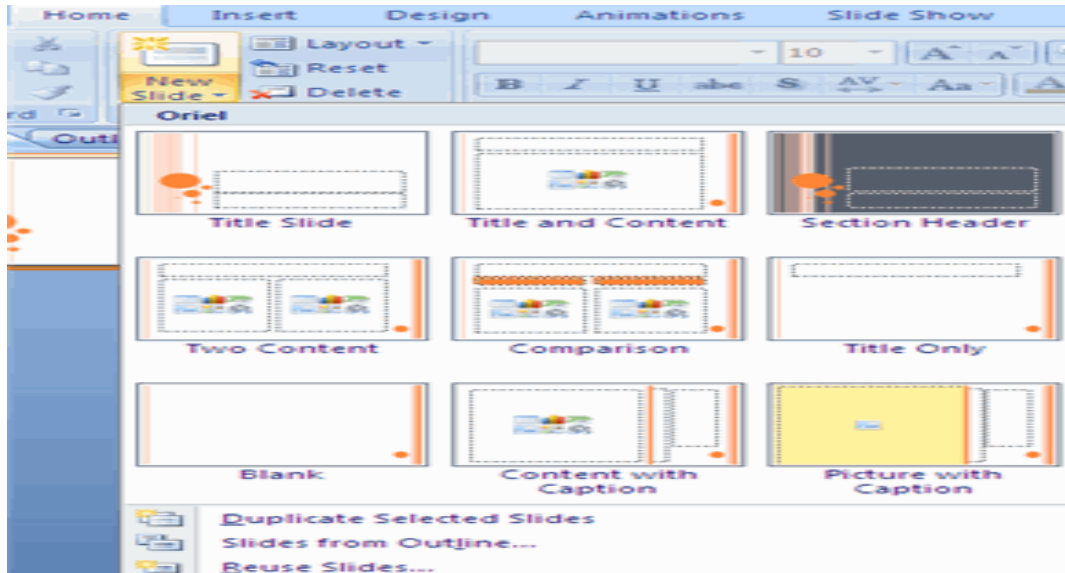
Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

To create a new slide from Office Themes:

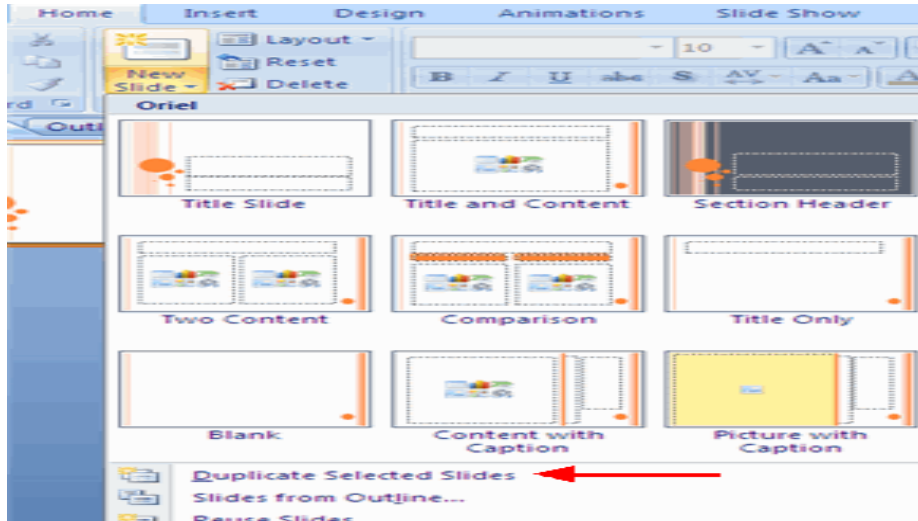
- Select the slide immediately BEFORE where you want the new slide
- Click the New Slide button on the Home tab

- Click the slide choice that fits your material



To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the New Slide button on the Home tab
- Click Duplicate Selected Slides

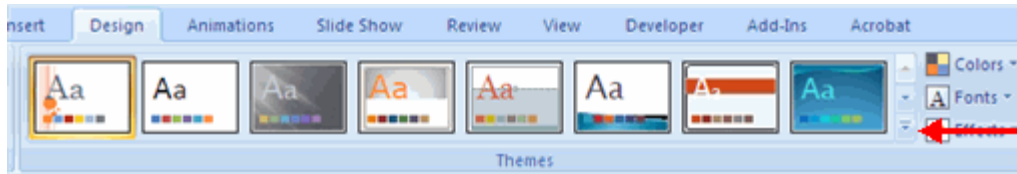


Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

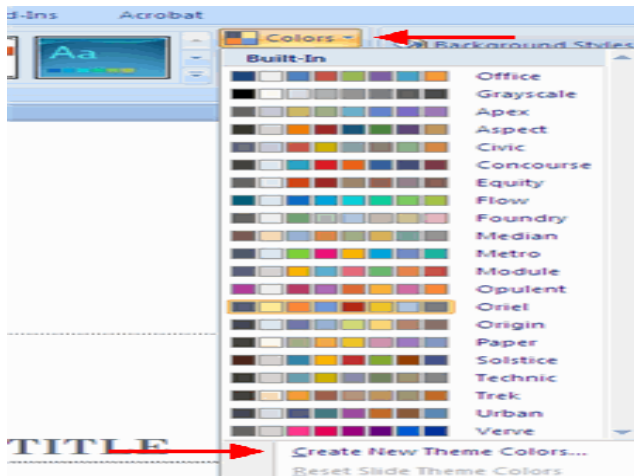
- Click the Design tab

- Choose one of the displayed Themes or click the Galleries button



To apply new colors to a theme:

- Click the Colors drop down arrow
- Choose a color set or click Create New Theme Colors



To change the background style of a theme

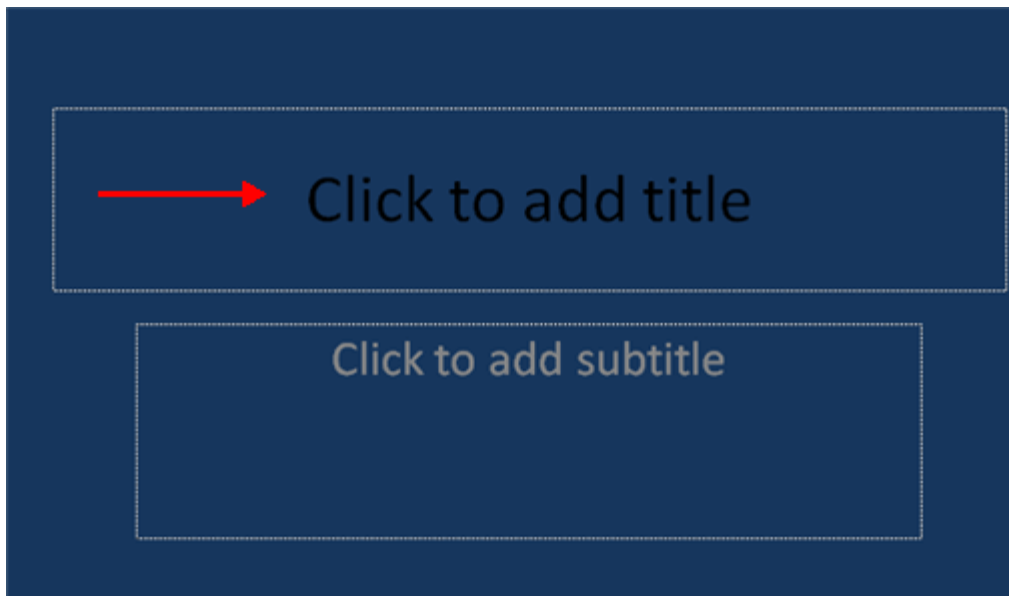
- Click the Background Styles button on the Design tab

4.4. WORKING WITH CONTENT

Enter Text

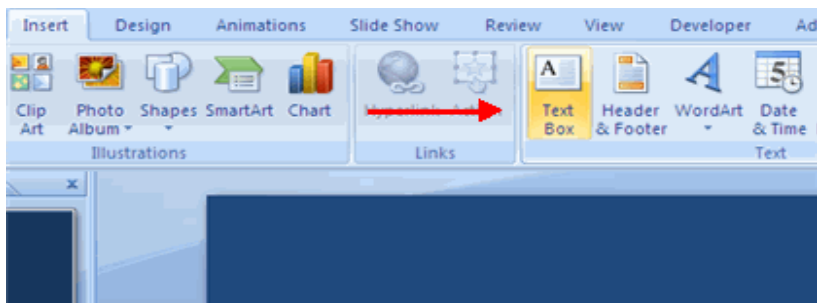
To enter text:

- Select the slide where you want the text
- Click in a Textbox to add text



To add a text box:

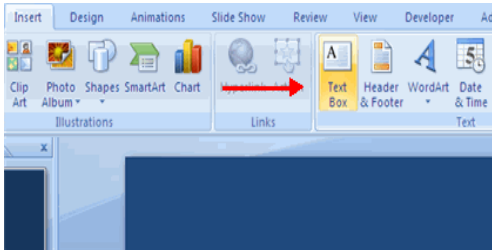
- Select the slide where you want to place the text box
- On the Insert tab, click Text Box
- Click on the slide and drag the cursor to expand the text box
- Type in the text



Select Text

To select the text:

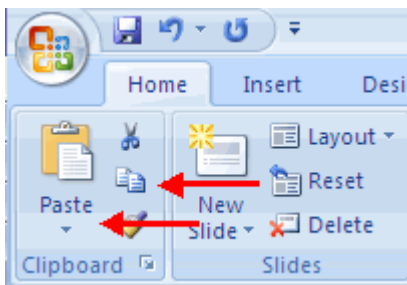
- Highlight the text



Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the Clipboard Group of the Home Tab, click Copy
- Select the item(s) where you would like to copy the data
- On the Clipboard Group of the Home Tab, click Paste



Cut and Paste

To cut and paste data:

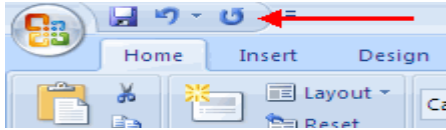
- Select the item(s) that you wish to **copy**
- On the Clipboard Group of the Home Tab, **click Cut**
- Select the items(s) where you would like to copy the data
- On the Clipboard Group of the Home Tab, **click Paste**



Undo and Redo

To undo or redo your most recent actions:

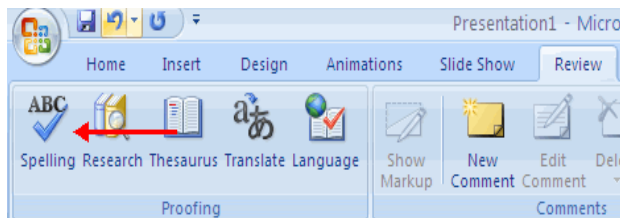
- On the Quick Access Toolbar
- Click **Undo** or **Redo**



Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

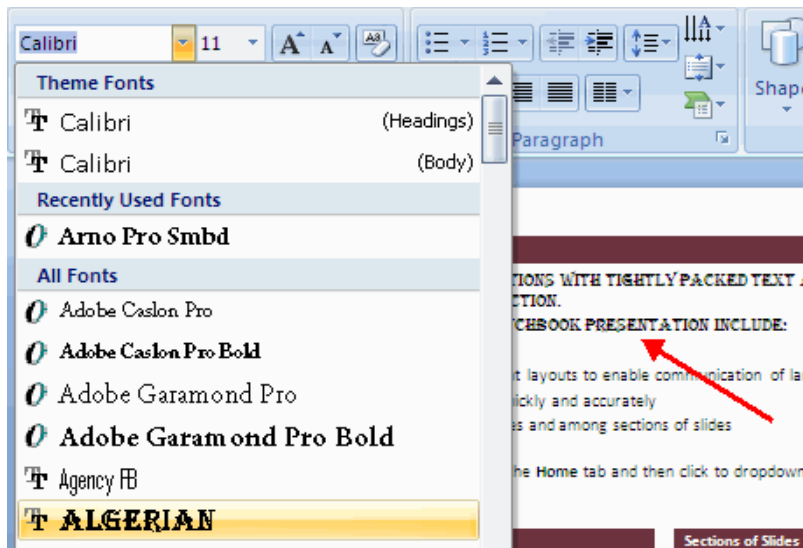


4.5. FORMATTING TEXT

Change Font Typeface and Size

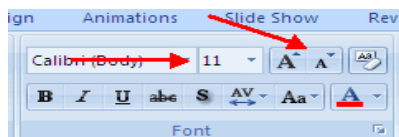
To change the font typeface:

- Click the arrow next to the font name and choose a **font**.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the **new font typeface**.



To change the font size:

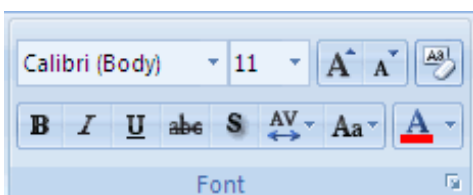
- Click the arrow next to the **font size** and choose the **appropriate size**, or
- Click the increase or decrease **font size buttons**.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

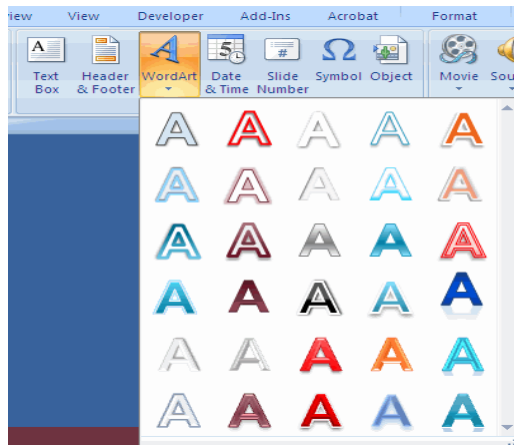
- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to **display the font tools**



WordArt

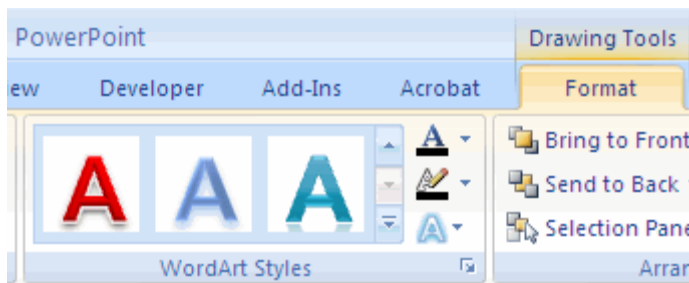
WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the **text**
- Click the **Insert tab**
- Click the **WordArt button**
- Choose the **WordArt**



To modify the styles of WordArt

- Select the **WordArt**
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the Text Effects button



Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

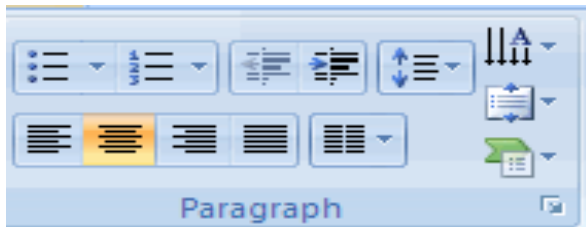
- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group

Align Left: the text is aligned with your left margin

Center: The text is centered within your margins

Align Right: Aligns text with the right margin

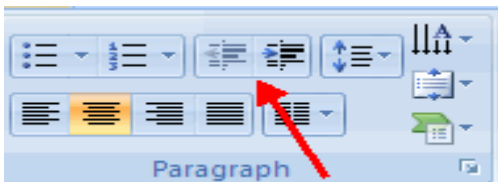
Justify: Aligns text to both the left and right margins.



Indent Paragraphs

To indent paragraphs, you can do the following:

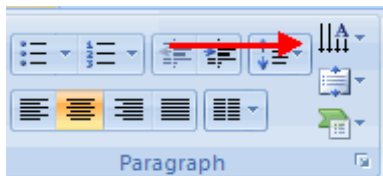
- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.



Text Direction

To change the text direction:

- Select **the text**
- Click the Text Direction button on the **Home tab**
- Click **the selection**

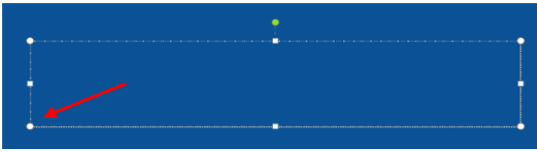


4.6. ADDING CONTENT

Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the **desired size**

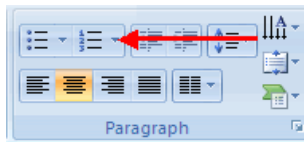


Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select **the text** you wish to make a list
- Click the **Bulleted or Numbered Lists** button



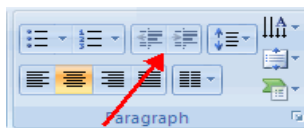
To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted** or **Numbered Lists** button
- Begin typing

Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase** or **Decrease Indent** button

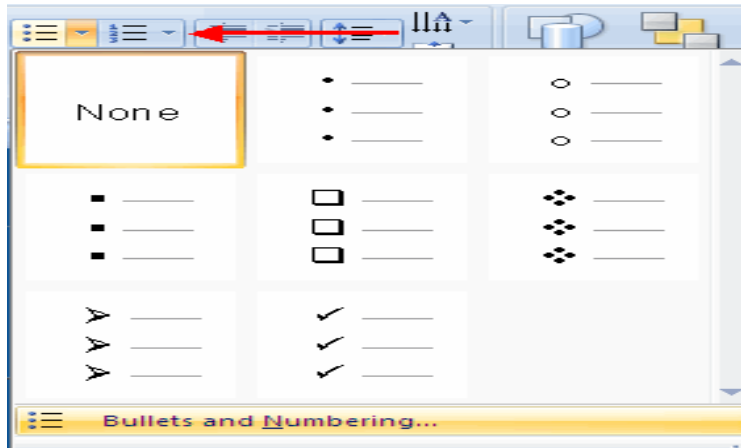


Formatting Lists

The bullet image and numbering format can be changed by using the Bullets or Numbering dialog box.

- Select the entire list to change all the **bullets or numbers**, or
Place the cursor on one line within the list to change a single bullet.

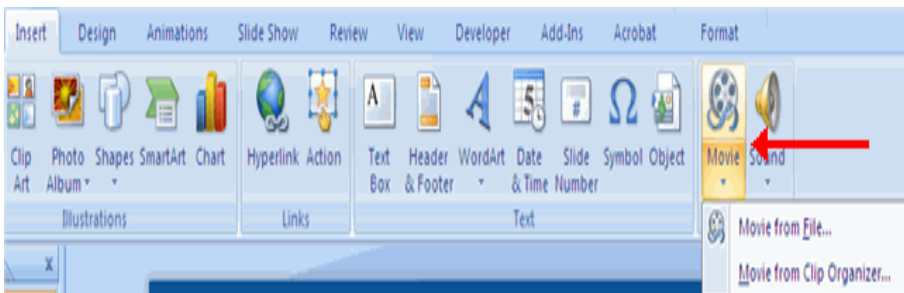
- Click the arrow next to the bulleted or numbered list and choose a **bullet** or **numbering style**.



Adding Video

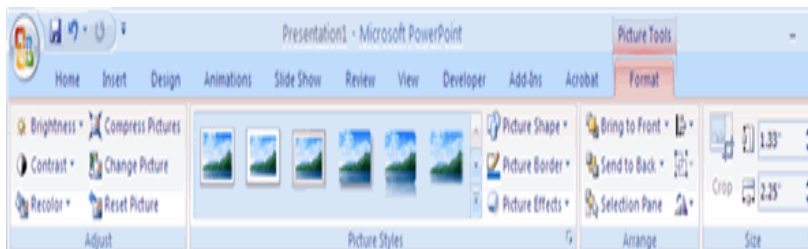
Video clips can be added to the presentation. To add a video clip:

- Click the **Movie** button on the **Insert** tab
- Choose **Movie from File** or **Movie from Clip Organizer**



To edit the video options:

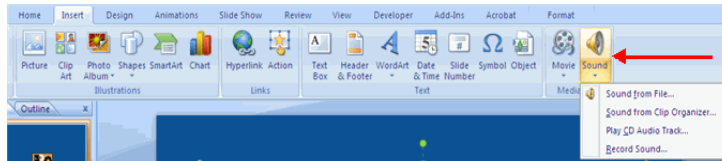
- Click the **movie icon**
- Click the **Format** tab



Adding Audio

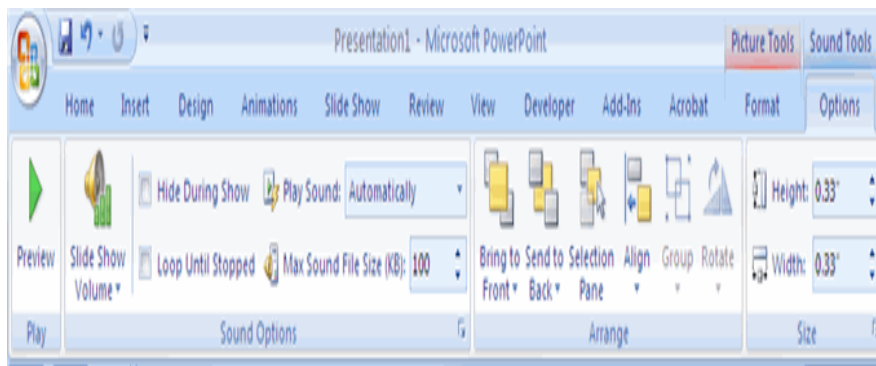
Audio clips can be added to the presentation. To add an audio clip:

- Click the Audio button on the **Insert tab**
- Choose **Sound** from **File**, Sound from Clip Organizer, Play CD Audio Track, or Record Sound



To edit the audio options:

- Click the **audio icon**
- Click the **Format tab**



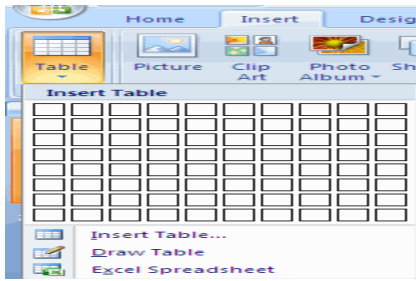
4.7. TABLES

Tables are used to display data in a table format.

Create a Table

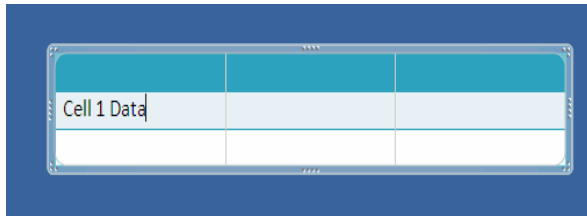
To create a table:

- Place the **cursor** on the page where you want the new table
- Click the **Insert Tab** of the Ribbon
- Click the Tables Button on the Tables Group. You can create a table one of four ways:
- Highlight the number of row and columns
- Click Insert Table and enter the number of rows and columns
- Click the Draw Table, create your table by clicking and entering the rows and columns
- Click Excel Spreadsheet and enter data



Enter Data in a Table

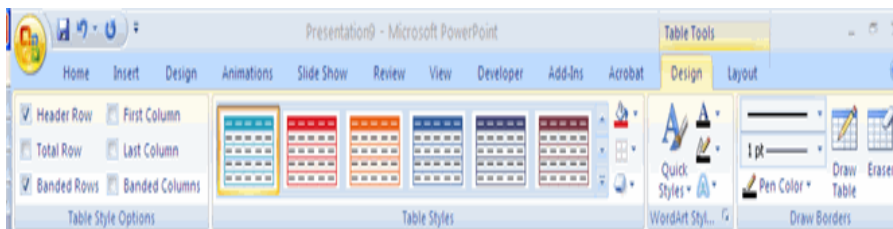
Place the cursor in the cell where you wish to enter the information. Begin typing.



Modify the Table Structure and Format a Table

To modify the structure of a table:

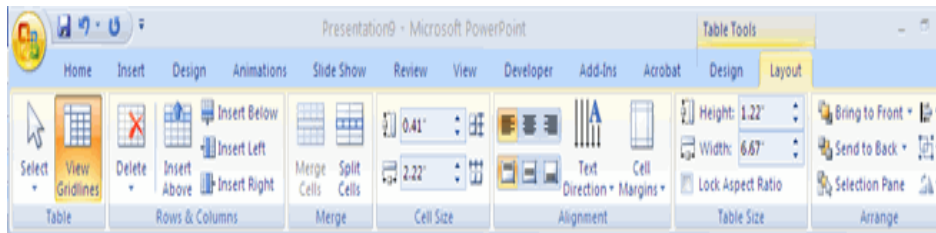
- Click the **table** and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout. On the Design Tab, you can choose:
 - Table **Style** Options
 - Table **Styles**
 - Draw **Borders**



To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties (from the Table Group)
- Insert Rows and Columns (from the Rows & Columns Group)
- Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)

- Increase and decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)



Insert a Table from Word or Excel

- Open the **Word document** or **Excel worksheet**
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the PowerPoint document **where you want the chart located**
- Click **Paste** on the Home tab

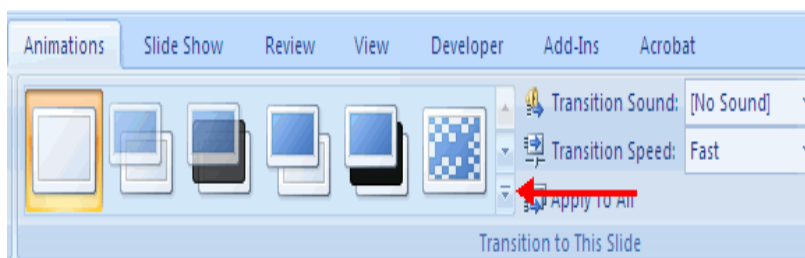


4.8. SLIDE EFFECTS

Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the **slide** that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box



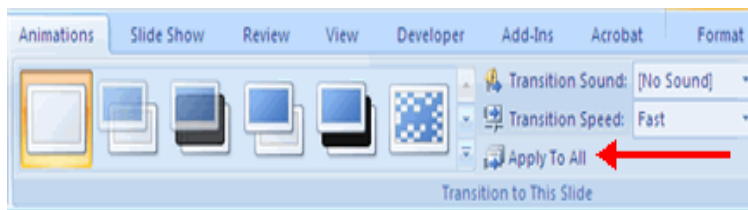
To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**
- Modify the transition speed by clicking the arrow next to **Transition Speed**



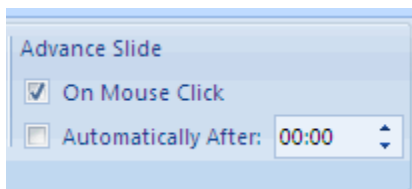
To apply the transition to all slides:

- Click the **Apply** to All button on the Animations tab



To select how to advance a slide:

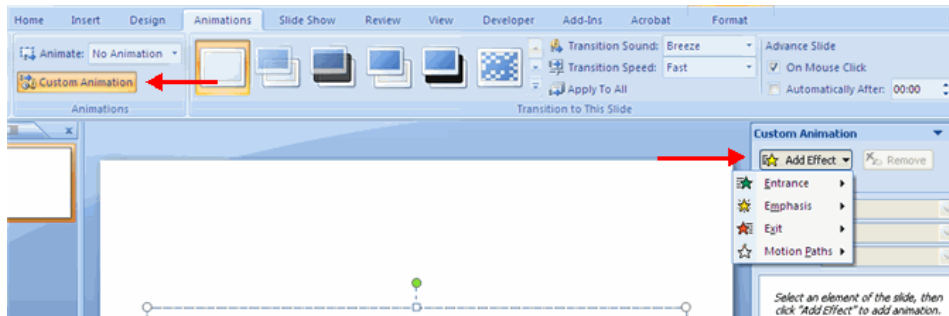
- Choose to **Advance** on Mouse Click, or
- Automatically after a **set number of seconds**



Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

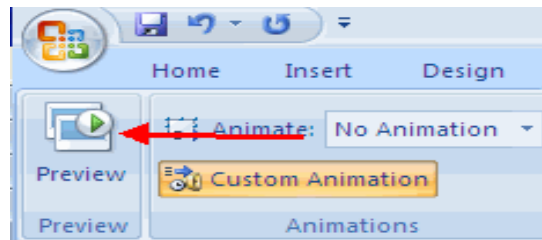
- Select the **object**
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the **appropriate effect**



Animation Preview

To preview the animation on a slide:

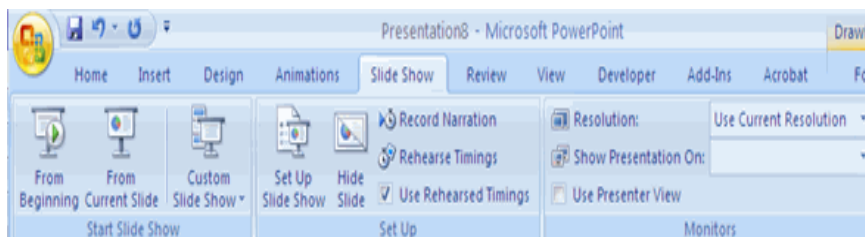
- Click the Preview button on the **Animations tab**



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

- **Preview** the slide show from the beginning
- **Preview** the slide show from the current slide
- Set up **Slide Show**



Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options

- Monitor resolutions

PowerPoint Tips

Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

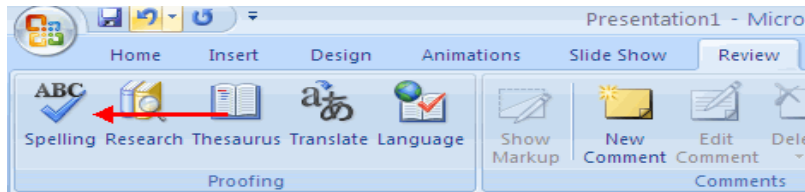
Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click Slide Show on the Presentation Views group on the View tab
- Use the arrow keys to move forward or backward in a presentation
- Press the Escape (Esc) key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press CTRL+P or click the right mouse button at any time and a popup window will appear. Choose Pen and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the E key to erase all pen strokes. Press CTRL+A to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the B or W keys, or select Screen/Black Screen from the popup menu and the screen will turn black. Press B or W again or choose Next from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the A key.
- Be sure to preview the slide show using a projector if one will be used during presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Spell Check

To check the spelling throughout a presentation:

- Click the Spelling button in the Proofing group on the Review tab



Note: A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
--------	-----------

Action	Keystroke
--------	-----------

Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H

Text Style	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K

Go To	CTRL+G
-------	--------

Cursor movement	
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of line	HOME
Go to end of line	END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End

Miscellaneous	
Copyright symbol - ©	ALT+CTRL+C
Date field	ALT+SHIFT+D
Go to footnotes	ALT+CTRL+F
Show/Hide ¶	CTRL+SHIFT+8
Thesaurus	SHIFT+F7

Tables	
Go to next cell	Tab
Go to previous cell	SHIFT+Tab
Go to beginning of column	ALT+PageUp
Highlight to beginning of column	ALT+SHIFT+PageUp
Go to end of column	ALT+PageDown
Highlight to end of column	ALT+SHIFT+PageDown
Go to beginning of row	ALT+Home
Highlight to beginning of row	ALT+SHIFT+Home
Go to end of row	ALT+End
Highlight to end of row	ALT+SHIFT+End
Column break	CTRL+SHIFT+Enter

Formatting	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

V. INTERNET

5.1.1. What is a Network?

A network consists of two or more computers that are linked in order to share resources (such as printers and CDs), exchange files, or allow electronic communications. The computers on a network may be linked through cables, telephone lines, radio waves, satellites, or infrared light beams.

A **computer network**, or simply a **network**, is a collection of computers and other hardware interconnected by communication channels that allow sharing of resources and information.

5.1.2. What is an Internet?

The **Internet** (or internetwork) is a global system of interconnected computer networks.

It is a *network of networks* that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies.

5.1.2. Webpage

A **webpage** or **web page** is a document commonly written in Hypertext Markup Language (HTML) that is accessible through the Internet or other network using a browser. A web page is accessed by entering a URL addresses and may contain text, graphics, and hyperlinks to other web pages and files.

When was the first webpage created?

The first webpage was created at CERN by Tim Berners-Lee and put online August 6, 1991.

5.1.3. What is a Web browser?

Browser, short **for** *web browser*, is a software application used to enable computers users to locate and access web pages. Browsers translates the basic HTML (Hypertext Mark Up Language) code that allows us to see images, text videos and listen to audios on websites, along with hyperlinks that let us travel to different web pages. The browser gets in contact with the web server and requests for information. The web server receives the information and displays it on the computer.

There are several types of browsers but the one thing they have in common is that they carry out the same function; they transfer hypertext. Here are some familiar common web browsers:

- Mozilla Firefox
- Netscape Navigator
- Microsoft Internet Explorer
- Google Chrome

Every browser features a toolbar that allows you to perform various functions like:

- Go back to the first page you started on the internet which is called Home.
- Book your favorite websites
- Print content you find interesting on web pages
- Check your web history, like the websites you visited in the past
- You can go forward and backwards to see the previous sites you viewed

There are two basic ways that you can navigate through the browser:

- You can click on links on different web pages. Those links will lead you to other web pages.
- If you know the URL or the address of the website you can type it in write in the browser's box all the way at the top. There's no need to type in the: http:// part when inserting the address because the browser automatically places it in. Then you have to click enter.

Once you click enter you have to wait for the page to load. While it's loading you will see the browser icon. Usually a little box will appear at the bottom with bars. It's called a status bar. When all the bars are filled you will know that the page has finished loading.

So every time you click or a link or enter a URL your browser will request the information from the web server. If your browser returns to the page with an error message the address you typed in could be wrong on you may not be connected to the internet.

Why Should You Get Online?

The Internet provides a fast, easy way to exchange information. You can correspond with friends, family, colleagues, and others without worrying about how the other person will access your message. Unlike the telephone, there is no answering machine or busy signal. Your message arrives, and the other person reads it when checking his or her mail. Through the Internet, you can access a growing number of newspapers, magazines, and books. A huge amount of government information is available. You can do research on almost any topic you can think of right in your home or office. You can generate information on topics you would like to share with a wide or targeted audience.

E-mail

E-mail is the most basic of Internet services. It allows anyone with an account on an Internet host or a commercial service to send and receive messages or computer files. Each user has a unique address. User IDs are often combinations of your initials or portions of your name.

5.1.4. How to Create an Email Account with Gmail

77iyu is web mail offered by Google that has many beneficial features for all of its users. Gmail offers less spam, a ton of space and even mobile Gmail. You can access your email from your phone at any given time and with the large space.

Here are the steps to creating an email account with Gmail so you can experience it first-hand.

Instructions:

1. ***Go to Gmail's homepage*** (link at bottom): On the right side of the page, underneath the user sign-in you will see "Sign Up For Gmail". Click on that.
2. ***Now it's time to create your account:*** You will be asked to fill in the required information in order to create your account. Start with your first and last name.
3. ***Choose your desired login name*** (email address): and click on "Check Availability" to see if that name is already chosen.

When a name you choose is not available, you will be given similar names to choose from that are available. You can either choose one of those suggested or keep trying your own until you create one that is not taken.

4. ***Choose your password:*** When you key the password you want, you will be shown how strong your chosen password is. Try to get it as strong as you can so you do not have to worry about someone trying to get into your account.
5. ***Choose a security question:*** The security question will be asked when you forget your password. This keeps other people from trying to access your account so make sure you choose an answer to the question you pick, that only you know.
6. Read the "Terms of Service"
Then click on "***I Accept, Create My Account***" if you do accept the terms.

At this point, you have successfully created your account with Gmail and can get started right away.

5.1.5. Sending messages

Here's a guide to sending messages in Gmail:

The essentials

- Click the **Compose** button on the left side of your Gmail page.
- Type your recipient's email address in the 'To:' field.

We suggest using the *carbon copy* feature when you'd like to include additional recipients whose responses are welcome but not required. Display this field by clicking **Add Cc**. The *blind carbon copy* field (click **Add Bcc** to display) lets you hide recipients' addresses and names from one another.

- Enter a subject for your message in the 'Subject:' field.
- Write your message! Just click in the large field below and type away.
- When you're done composing, click the **Send** button (located just above the 'To:' field). You'll see a confirmation at the top of the window that your message was sent.

Extras

- You can change the formatting, font, and color of your message text using the tools located above the compose window. You can also attach files.
- When you begin to type an address in the 'To:,' 'Cc:,' or 'Bcc:' fields, Gmail will suggest complete addresses from your Contacts list.
- To help you from making two mistakes--forgetting to include someone on an email, or sending an email to the wrong person with a similar name to the person you mean to email--Gmail may also suggest recipients to include in your email. These suggestions will appear under the 'To:' field. Simply click the names you want to include, and they'll be added.
- As you compose a message, we'll automatically save drafts every few minutes so you can leave your message and come back to it later before sending it out. You can also click the **Save Now** button at any time to save what you've written.

5.1.6. Adding attachments

To attach a file to a message you're composing, follow these steps:

1. Click **Attach a file** under the subject field.
2. Browse through your files and click the name of the file you'd like to attach.
3. Click **Open**.

To attach multiple files, hold the **command** (Mac) or **Ctrl** (PC) key while selecting your files, or click Attach another file.

5.1.6.1. To attach a file or more to an email you send from Gmail:

- Click *Attach a file* while composing a message in Gmail. (If you do not see *Attach a file*, continue with clicking *Browse* or *Choose File* below.)
- If a file selection dialog pops up:
 - Highlight all the files you want to send.
 - Click *Select*.
- If you do not get an instant file selector:
 - Click *Browse...* or *Choose File*.
 - Locate the desired document and double-click it.
- Click *Attach another file* or *Attach More Files* to add another document to your email.

To add a file to a Gmail email message as an attachment using dragging and dropping:

- Start with a new message.
- Locate the file or files you want to upload in your file browser (Windows Explorer, e.g., or Finder).
- Click the file or files with the left mouse button and, keeping the button pressed, drag over the browser window with the email you are composing.
- Drag the file or files to the area that lights up with the message *Drop files here*.
 - If you do not see such an area, your browser does not support drag-and-drop attachments. See above for attaching files in Gmail.
- Release the mouse button.

5.1.6.2. Remove a File from a Message You Are Sending

To cancel an attachment you have added to a message: Click *remove* next to the undesired file or Make sure the box preceding it is not checked (if the file has already been uploaded).

World Wide Web

The World Wide Web is a collection of documents called "home pages" or "websites." Individuals and groups create their own homepages and place them on the World Wide Web for public viewing. The World Wide Web allows users to jump from one document to another through the use of hypertext

links. When users press enter or click on a "link" within a document, they are presented with a related document. The task of finding the second document is done behind the scenes, thanks to Universal (or Uniform) Resource Locators (URLs). URLs list the exact location of any Internet resource.

Most users access the Web through the use of a *browser*, an integrated tool that can provide access to hypertext documents, newsgroups, and FTP archives.