

**OPERATE PERSONAL
COMPUTER
TRAINER MODULE**

TRAINER MODULE

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PART ONE
1. INTRODUCTION TO COMPUTER

Course Outline

- ✓ Introduction to Windows 10
- ✓ Working with desktop Computer
- ✓ Identify desktop icons
- ✓ Create folder
- ✓ Save file to folder
- ✓ Creating short cut to desktop
- ✓ Connecting peripheral devices

Objectives

- ✓ Customize the quick access toolbar
- ✓ Show or hide formatting symbols
- ✓ Create a blank document
- ✓ Modify print settings
- ✓ Print all or part of a document

Pre-Required Resource

- ✓ Computer LAB
- ✓ Installed windows 10 operating system
- ✓ Trainer Manual should identify and know about basic of keyboard and how to type it.

1.1.Introduction Computer

- ✓ **Definition -1. A Computer-** is Machine that can be instructed to carry out sequence of arithmetic or logical operation. (Wikipedia). A computer is an electronic device that is designed to work with information.
- ✓ **Definition -2. A Computer** – is device that computes, especially a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.
- ✓ **MS Windows:** - is the name of the operating system. An operating system allows the hardware and the software to communicate. It also provides a platform from which to run programs and manage our documents and files that we save. Windows has been specially designed to allow us to run more than one program at a time. This is called multi-tasking. Each space that a program occupies on the screen is called a Window. We can actually view more than one open program on our screens by resizing these Windows. Alternatively, we can simply go from one open program to another by selecting the program on the taskbar – the bar at the bottom of the screen.
- ✓ Windows 10 is the most recent version of the operating system from Microsoft. Official it was released in 2015 and was initially offered free of charge to legitimate users of windows 7 and windows 8.1. This new version combines features from those two pervious installments to suite the user in a better way for both desktop/Laptop computers as well as mobile devices. The most notable changes in windows 10 is that Microsoft replaced that start screen titles from windows 8, and brought back the start menu. They also removed the vertically toolbars that appeared from the sides of the screen. These changes make this windows version easier to use for users of both desktops/Laptops and mobile devices.

1.2. Starting up Computer

Before starting computer, trainer should have to know how to connecting peripheral devices such as

- ✓ Powers cable
- ✓ Monitor like CRT and LCD
- ✓ System Unit like Tower case and Desktop
- ✓ Mouse (wired and Wireless)
- ✓ Keyboard (Wired and Wireless)
- ✓ USB ports for printer and flash disk.
- ✓ Battery charger for laptops user and Power Supply for Personal Computer

1.3. How to connecting power cable with AC outlet

- ✓ During using power outlet for Computer make sure that the AC power have 220V output from DC current source of electric wall outlet to your Pc
- ✓ When working with laptop and Personal Computer connecting Ac power outlet to charge make sure that all the time to unplugged when better fully and plugged when batter less 20%
- ✓ Do not use your Personal Computer directly to sunlight
- ✓ It is not recommended to use direct power outlet without Voltage regulator.

1.4. Working with desktop Computer

- ✓ **Desktop-** a desktop is commonly used to describe a desktop computer or system units
- ✓ When referring to an operating system or GUI (graphical user interface) the desktop is a system of organizations of icons on screen such as Folders, Icons and file for user. In the class trainer should start how to connected peripheral devices on desktop and start up pc.
- ✓ When you have logged on to the computer, you will see a number of small pictures, called icons, on the screen in front of you. When the screen looks like this, it is called the “Desktop”. Let’s look at a couple of these icons. They are shortcuts to other items.

1.5. Identify Computer Icons

Use of Computer icons

- ✓ **This computer-**To show that hard disk and place were file or other data store
- ✓ **Network-** Network icons is used to connect your devices to internet.
- ✓ **Recline bin** –If you delete something, it will have been removed from its current position, and put into the “Recycle Bin”.
- **My documents** – to store file by default. general computer icon is deleted but Uninstaller from control panel.
- ✓ What is File Management? As you use your computer and create files you may need some help in storing and retrieving those files. File management shows you how to create, move, organize, search for, and delete files on your computer.
- ✓ Right click on desktop
- ✓ Select new
- ✓ Select folder
- ✓ Give your file name and press enter

Create your personal folder

- Right click on desktop
- Select new
- Select folder
- Give your file name and press enter

Rename your file or folder

- Right click on folder or your files
- Select rename from menu display
- Type your new file name and press enter

Copy, Cut and Past Folders and Files

✓ Copy and Past

- Select folder or right click on folders
- Click on copy from display menu
- Click on empty space of your desktop
- Select your location want to past your files.
- Right click on it
- Select past from your display menu

During class lecture Trainer should exercise how to

- Create folder
- Rename folder
- Move folder
- Copy folder
- Paste folder into your specific location

Note:

- ✓ Your local C: on Computer is not the place where your file is saved for long time make your file keep for a long time, trainer should save file in the local D; is recommended else save your file to external devices. In the classes trainer should exercise how to copy and paste file using keyboard or drag file and folders. Rename files and folders using keyboard

Save folder and file to your computer

- ✓ Open notepad
- ✓ Type "Well Come Adama" WELL COME TO ADAMA"
- ✓ Select FILE
- ✓ Select SAVE AS

- ✓ Select the LOCATION, (my desktop, Local C; or Local D;)
- ✓ In the file save as dialog box: Type File name
- ✓ Click on save

1.6. Connecting peripheral devices

- Say to just by bought a new computer and with excitement, you unpack it and set it all up. The first thing you want to do is print out some photographs of the last family party. So, it's time to head back to the store to buy a printer. A printer is known as a **Peripheral device**.
- A computer peripheral is a device that is connected to a computer but is not part of the core computer. Most people use the term peripheral more loosely to refer to a device external to the computer case. You connect the device to the computer to expand the functionality to the system. Eg, consider a printer, once the printer connected to computer, you can print out document. Another way to look at peripheral devices is that they are dependent on the computer system. A printer most of the time not working their own, and they only become functional when connected to a computer system.

1.7. Types of Peripheral Devices

There are many different peripheral devices, but they fall into three general categories

- 1) Input device -----such as mouse and keyboard
- 2) Output devices---such as monitor and printer
- 3) Storage device. ---such as flash disk, hard drive and CD/CVD Derive

NB: In the above note we list the most used types of peripheral devices today and teacher can explain more and demonstrate in the LAB how to connected this device to computer.

1.8. Types of Computer Port and their Functionality

VGA Port-: It's found in many computers, projectors, video cards and high definition TV

- ✓ Its D-Sub connector consisting of 15 pins in 3 rows. it's called as DE15
- ✓ With the Increase in use of digital video, VGA port replace by HDMI and display.
- ✓ Some laptop equipped with on board VGA ports in order to connect with projector.

HDMI: - an abbreviation of High definition media interface. Is a digital interface to connect high definition and ultra-high definition devices like computers monitor, HDTVs, and High Definition Cameras etc.

USB: - Its abbreviated as Universal serial Bus replaced serial ports, parallel ports, PS/2 Connector.

- ✓ Used for power charger for portable devices
- ✓ Used to transfer data, act as in interface for peripherals devices

NB: In the above note we list the most used types of ports today and teacher can explain more about ports and demonstrate in the LAB.

1.9. Mavis Beacon Teaches Typing

- ✓ A Mavis is beacon is an interactive typing keyboard that will be increase type speed character, number and function key in order to perform office Automation and programming Environments. Your select the specific task you want to work on Provides lessons and drills as well as videos and text advice on the proper typing posture. Monitors your progress, focuses on weaknesses, and provides challenging in order to help you continue in your keyboarding skills

How to do this

- ✓ Installing Mavis beacon
- ✓ Practice your typing speed with deferent to Mavis Beacon Teaches Typing game.
- ✓ Identifying keyboard key location
- ✓ Identify function of keyboard
- ✓ Trainer can play various typing games to improve typing skills

1.10. Knowledge Assessment

Project-1. Lab exercises and assignments

1. Write the steps to create folder and save by your file name called 'Galmee'
2. Open the note pad and type three line of character your want and Save the file by case number 232345
3. Open the 'Galmee' folder and put into the file 232345
4. Copy 'Galmee Folder and put in to local D; practice in the lab more ...
5. Connect or Reconnect your computer cable of desktop computer

Project 2: explain the deference between

- Desktop and windows.
- Folder and icons
- Start button and start menu
- Menu and dialog box

Assignments

- ✓ What is computer brightness?
- ✓ What is the graphics?
- ✓ Exercise how to change Display setting brightness and Color?
- ✓ Exercise how to change Display scale and Layout resolution?
- ✓ Write steps to change your computer background

Discuss: -

- ✓ Can you change your computer battery for 24 / 7 days (all days)?
- ✓ If yes explain it?
- ✓ If not explain it
- ✓ What is use of UBS battery? For Desktop computer.
- ✓ What is happened when you Connecting your desktop Computer without UBS.

Project-3: add printer or Remove printer

- ✓ Write Steps to add printer both laptops and Desktop
- ✓ Open note pad
- ✓ Type some word with minimum four line
- ✓ Save with file name called 'Test Page'
- ✓ Add printer if not existing or Remove printer if there (added before)
- ✓ Print documents
- ✓ Save documents under local D:/>

Project- 4: Discuss the difference b/n adding printer using CD and adding printer form windows.

PART TWO

Introduction to Microsoft Word 2016

Lecture outline

- Introduction to word
- Lecture objective
- Starting word
- Using the ribbon
- Crating document
- Saving document
- Printing and Proview document

Course objective

- Customize the quick access toolbar
- Show or hide formatting symbols
- Create a blank document
- Modify print settings
- Print all or part of a document

Pre request lesson

- All trainer must know how use window 10
- How to start computer and use background windows?
- How to create folder in windows?
- How to working with windows file management

Note:

- ✓ The lessons in this book are created using the Windows 10 operating system. If your computer is running on Windows 8.1 or Windows 7 operating system, some screenshots and steps might appear slightly different.
- ✓ Make sure that **your** computer windows installed windows 10 operating system.
- ✓ Make sure that your computer also installed Microsoft Word 2016 , some screenshots and steps might appear slightly different.

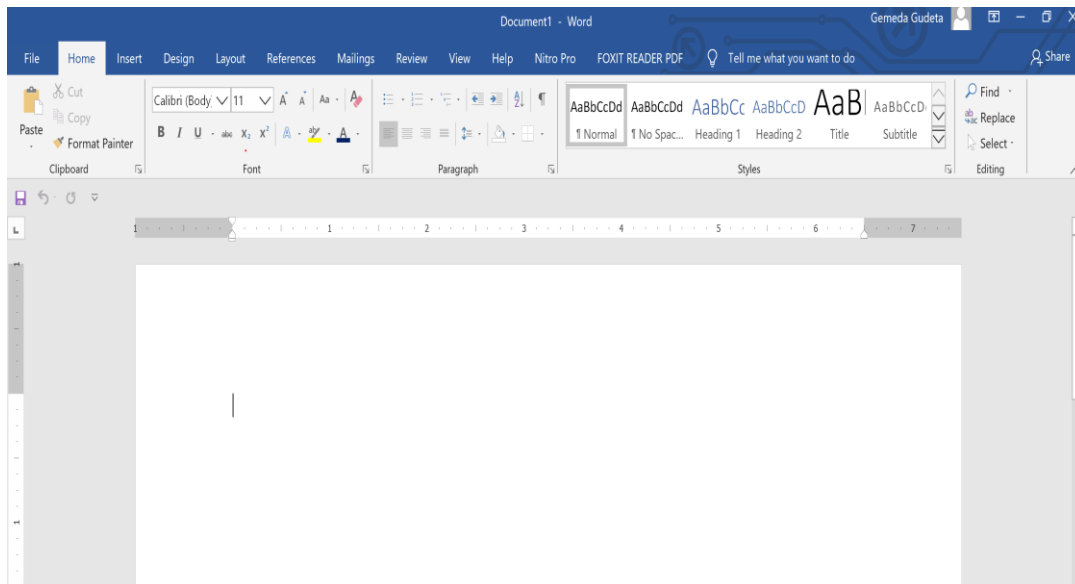
Comment [GG1]:

2. HOW TO USE MICROSOFT WORD 2016?

In this module, Microsoft Word is a word processing tool for creating different types of documents that are used in organizations and school environments. The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced features. It contains a customized Office Background that appears above the Ribbon, live access to your OneDrive account, an option to work in Read Mode, tab text that appears blue when active, a blue background for the status bar, and many more exciting new features. When you first launch Word, it opens with the Recent screen displayed. This screen enables you to create a new blank document or a document from a template. And when you exit a document and return later, Word 2016 resumes where you left off

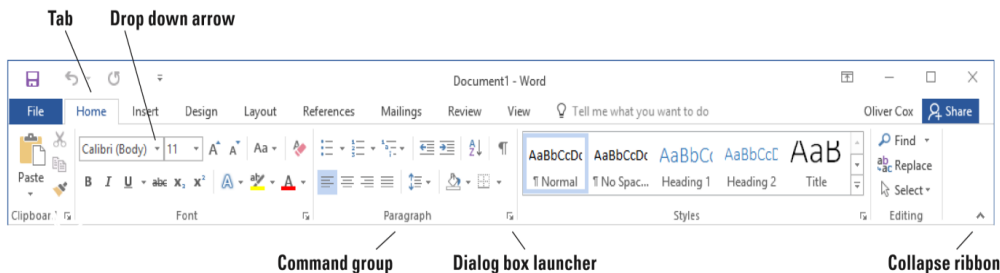
2.1. How to Open Microsoft Word 2016?

- On the Windows 10 desktop, click the Start button.
- Type MS word on search button
- Click on word 2016
- MS word will be displayed

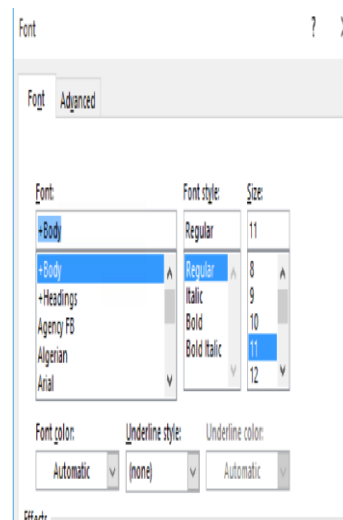
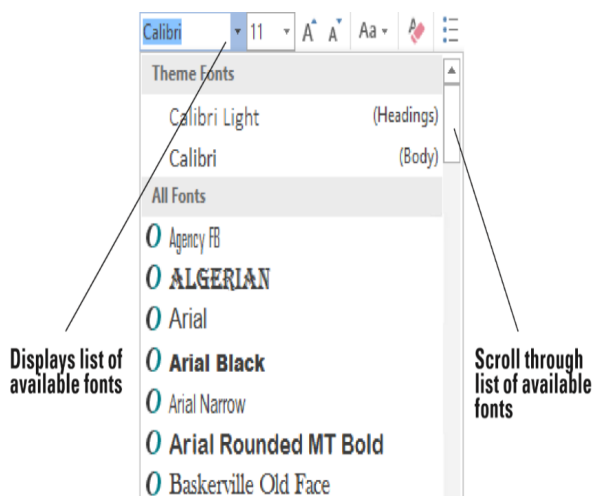


2.2. Use the Ribbon

- ✓ A new blank document will open. From here you can explore the window and the ribbon.
 - **Title Bar** - located at the top of the window and states the file name and the program you currently have open.
 - **Ribbon** - rows of buttons that perform various actions used in creating and editing your document. See more on the Ribbon on page
 - **Ruler** - directly below the ribbon is a ruler. You can use the ruler to set tabs, indents, and margins. If the ribbon is not visible. Click on the View tab. Then click the checkbox next to Ruler to show the ruler.
 - **Scrollbars** - are located on the right side and on the bottom of the screen. By clicking on the arrows at the ends of the scrollbars, you can move up and down or left and right through your document.
 - **File Button (Microsoft Office Button)** – located in the upper left-hand corner. It is the menu button where you will find new, open, print, etc.
- ✓ The “ribbon”, located near the top of the window below the title bar, is the control center in Word and other Office apps. It provides easy central access to the tasks you perform while creating a document. The ribbon consists of tabs, groups and commands. All apps have a HOME tab, which contains the more commonly used commands for working with Word 2016, including copying and pasting, formatting, aligning paragraphs, and choosing document styles. The Home tab is selected by default whenever you open Word.
- Click the Blank document icon to create a new document file. The Ribbon is located at the top of the Word screen. In your newly opened document, the Home tab is the default tab on the Ribbon, as shown in Figure Note how the Ribbon is divided into groups: Clipboard, Font, Paragraph, Styles, and Editing.



- Review the other tabs on the Ribbon and review each group associated with the tab, and identify the arrows that launch a dialog box (if present).
- Click the Layout tab to make it the active tab. Notice that the groups of commands change. The Layout tab contains three groups: **Page Setup, Paragraph, and Arrange**. Notice that in the Page Setup and Paragraph group a small arrow appears in the lower right corner.
- Clicking on the arrow opens the dialog box with more options to select or complete a command.
- Click the Home tab.
- Click the dialog box launcher in the lower-right corner of the Font group. The Font dialog box, as appears. The Font dialog box contains two tabs with the Font tab being the active tab.
- There are many options to select within the Font dialog box. You can click Cancel if you want to close the dialog box. We'll continue without clicking Cancel.
- Click the drop-down arrow on the Font command box in the Font group to produce a menu of available fonts Click the arrow again to close the menu.
- Double-click the Home tab.
- Notice that the command groups are now hidden, to give you more screen space to work on your document.
- Double-click Home again to redisplay the groups.



2.3. Creating Document

You can create a document from a blank page or use a template that is already formatted. When you start typing text at the insertion point in a blank document, you have begun to create a Word document. As you type, Word inserts the text to the left of the insertion point and uses the program's defaults for margins and line spacing. The margin defaults are set to one-inch top, bottom, left, and right margins; the line spacing is set to 1.08; and the spacing after each paragraph is set to 8 points. Word also has a number of tools and automatic features to make creating a document easier, including nonprinting characters, AutoComplete, and Word Wrap

Entering document text is easy in Word. Word sets default margins and line-spacing measurements for newly created documents, and Word Wrap automatically wraps text to the next line as it reaches the right margin. To separate paragraphs and create blank lines, press Enter. In this lesson, you create a letter using the Block Style format with mixed punctuation. Be sure to type the document text exactly as shown in the steps that follow—in a later lesson, you learn to format the document.

When sending professional correspondence to customers, it is good business practice to ensure the document is in an acceptable format and error free. The Block Style letter format has open or mixed punctuation and is common to many business documents. Block Style format aligns text along the left margin, including the date, inside address, salutation, body of the letter, closing, and signature. Open punctuation requires no punctuation after the salutation or the closing, whereas mixed punctuation requires a colon after the salutation and a comma after the closing.

2.4. Saving Document

By default, newly created documents are saved with a specific filename closely related to the content of the document so that you can locate the file quickly. After editing an existing document, you can choose to save that document with a new filename, a different file format, or in another location. When saving a document to the Cloud, such as OneDrive, you have access to your documents on any computer or tablet and can share them with others. In some cases, you might want to save the original and edited documents in the same place but with different filenames. Keeping the original document enables you to reference it at a future date on any computer

When saving a document for the first time, you must specify a filename, the file type, and a place where you can access the document. The filename should help users find and identify the file, and the file location should be convenient for the file's future users. You can save files to portable storage devices such as a network drive (LAN), to your computer's hard drive, to a network location, or to Google Drives.

Note: Your file name is not start with character means character not used for file name

Return to document icon Backstage commands

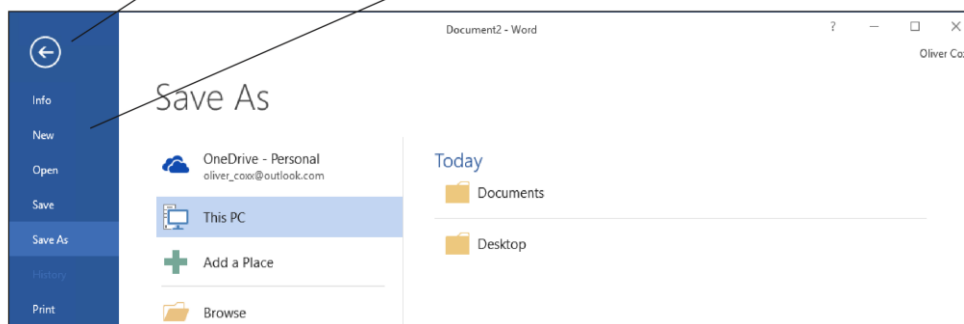
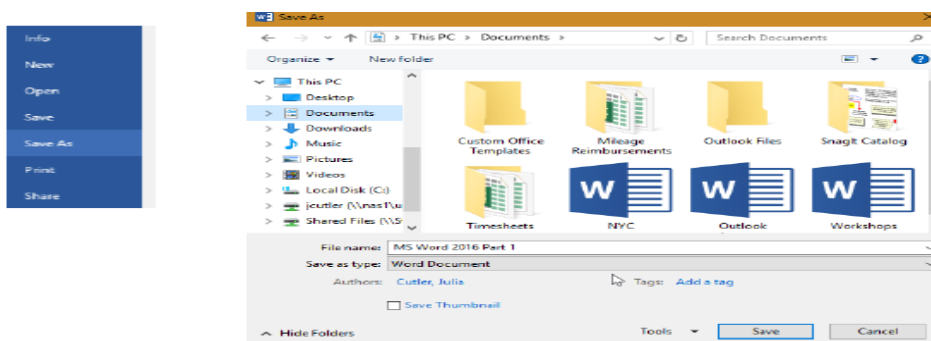


Figure 3. Save document dialog box



Save document dialog box shown Above picture.

2.5. Choose a Different File Format

Working with team and sharing file in the works place is challenge at organizations when Compatibility Mode is not understanding and enables you to work in a document created in an earlier version of Word without saving the file in a different file format. In this section, you learn how to use the Convert command to clear the compatibility options and convert a document to the Word 2016 file format.

Step to flows us

- ✓ Click the File tab, and then click Save As to open the Save As screen.
- ✓ Under Current Folder, click your flash drive. The Save As combo box appears.
- ✓ In the Save as type box, click the drop-down arrow and choose Word 97-2003 Document (*.doc)
- ✓ Type Tech Terrace 97-2003 in the File name box. Click Save. On the title bar, the new file name appears, along with a **Compatibility Mode** designation.

2.6. Previewing and Printing Document

Before going to learn about previewing and printing document trainer should know how to connect printer and computer through usb cable, shared printer or wireless.

The Print command is located on the File tab in Backstage. There you find the printing options, including printer properties and settings. The Preview pane gives you an opportunity to see what your printed document will look like, so you can correct errors before printing.

2.7. Knowledge Assessment

Multiple Choice: - Select the best response for the following statements.

1. The first screen you see when you open Word 2016 is called the:
 - a. Word screen
 - b. Recent screen
 - c. Start screen d. Screen saver
2. Which of the following contains the commands you use most often, such as Save, Undo, and Repeat?
 - a. Quick Access Screen
 - b. Quick toolbar
 - c. Quick Access Toolbar
 - d. Quick command
3. The headings that appear on the Ribbon, such as File, Home, and Insert, are called:
 - a. groups
 - b. tabs
 - c. shortcuts
 - d. menus
4. Which command would you use to save a document for the first time?
 - a. Save

- b. Save As
 - c. Save for the first time
 - d. Either a or b
5. Which of the following options would you use when saving a document with a new filename?
- a. Save
 - b. Save As
 - c. Ctrl+S
 - d. Either a or b

Projects: -1

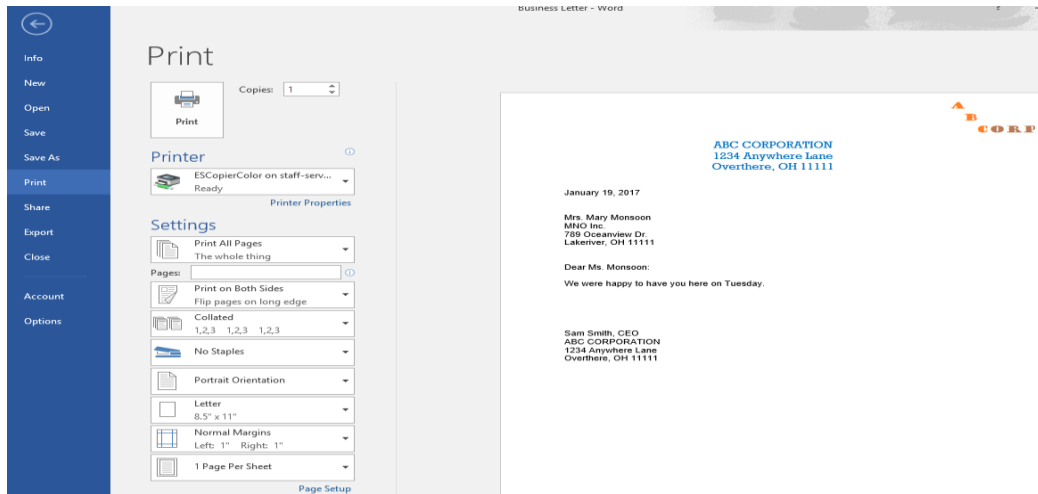
Create Business Letter template or Edit recently document decision/judgement

- When Word 2016 opens, the Recent screen appears.
- Click Single spaced (blank) document.
- Click **Create**.
- Click the **File** tab, and then click Save As.
- In the Save As screen, click This PC, and then click **Browse**. Use the vertical scroll bar to locate your flash drive.
- Create a folder on the flash drive and name it Lesson 1 Projects.
- Double-click to open the folder.
- in the File name box, type **1-1 Quotes**.
- Click **Save**.
- Display the **Show/Hide** nonprinting characters. At the insertion point, type January 10, 20XX.
- Press Enter four times to create blank lines.
- Type the recipient's address as shown:
- Mr. Naol (Press Enter once.) Eastern Oromia Supreme Court (Press Enter once.) 2133 Adama (Press Enter once.) EOSCO, TX 79938 (Press Enter twice.)
- Type the salutation Dear Mr. Naol:
- Press Enter twice.
- Type the body of the letter:
- It was our pleasure meeting with you last week to discuss quotes for the components you requested. As agreed upon, the specifications discussed will be provided to you once we receive final approval from you.
- Press Enter twice.

- Type At EII, org., we appreciate your business.
- Press Enter twice.
- Type the closing Sincerely,
- 16. Press the Enter key four times.
- Proof your document carefully.
- Click the File tab, and then click SAVE. The updated version of the letter will be saved with the same filename in the lesson folder on your flash drive, or D: local
- Print and preview letters
- Print letters

Create new text:

- ✓ Click your mouse at the top of the page and type: TechZone@Main
- ✓ Press the **enter key** and type: Services List.
- ✓ Press the **enter key** three times.
- ✓ Type 3D Printer.
- ✓ Press the **enter key** and type Button Maker.
- ✓ Press the **enter key** and type Laser Engraver
- ✓ Press the **enter key** and type Vinyl Printer.
- ✓ Press the **enter key** and type Sewing Machine
- ✓ You'll then need to choose **where to save** the file and give it a **file name**.
- ✓ To save the document to your computer, select **Computer**, and then click **Browse**.
- ✓ Alternatively, you can click **OneDrive** to save the file there.
- ✓ The **Save As** dialog box will appear.
- ✓ Select the **location** where you wish to save the document.
- ✓ Enter a **file name** for the document, then click **Save**
- ✓ **Print:** From the Print pane, you can change the print settings and print your document. You can also see a preview of your document.
- ✓ To see what your document would look like on a page before it prints, preview your document by going to **File** on the Ribbon and then **Print**.
- ✓ A full-page preview will show up in the right-hand side of the screen



3. BASIC EDITING

Course outline

- Changing and organize document
- Opening existing document
- Using zoom
- Navigate and searching documents
- Finding and replacing document word
- Using autocorrect to replace text
- Cut, Copy and Paste text

Course Objective:- By the end of this lecture trainer, should be able to:

- Change document views. Customize views by using zoom settings. Split the window
- Search for text. Find and replace text. Move to a specific location or object in a document.
- Cut, copy and paste text. Replace text by using AutoCorrect.
- Add document properties. Inspect a document for hidden properties or personal information. Inspect a document for accessibility issues. Inspect a document for compatibility issues.

3.1. Over view of Basic Editing

Word provides options to change a document's onscreen appearance by viewing the document in Read Mode, Print Layout, Web Layout, Outline, and Draft view. You can also change the view by adding horizontal and vertical rulers or gridlines; increasing or decreasing the zoom value of the document view; arranging the document windows; viewing documents side by side; or splitting the document. In addition, the navigation pane provides options for browsing and searching in a document.

3.2. Changing and organize document

Open and Existing Document. Before you begin these steps, be sure to turn on and/or log on to your computer and start Word 2016.

Backstage View: allows you to save, open a file, print, and share your document. Click the **File tab** on the Ribbon. Backstage view will appear. Click on the different options on the left-hand sidebar to perform different commands. To leave the backstage view, click on the arrow in the left corner at the top of the pane to return to your word document

- a) Connect your flash drive to one of the USB ports on your computer.
- b) Click the File tab to open Backstage.
- c) Click Open. The Open screen appears, with locations on the left side and recently opened documents on the right.
- d) Click This PC. Notice the right side of the screen displays the current recent folders.
- e) Click the Browse button. The Open combo box appears.
- f) Use the scroll bar and scroll down and locate the data files for this lesson on your flash drive. Double-click the Lesson02 folder to open it.
- g) Locate and click Star Bright Satellite Proposal once.
- h) Click the Open button. The document appears.

Word has five Document View options:

- o **Read Mode** changes the page layout of the document with a larger font for easier reading. Some tools are available for editing and navigating through the document. To advance to the next page, click the arrow key on the right of the screen or tap if you are using a touch screen.
- o **Print Layout** is the default view. It displays the document as it will look when printed and enables you to use the Ribbon to create and edit your document.
- o **Web Layout view** shows how the document would look as a web page.

- **Outline view** displays the document as an outline and offers an Outlining tab with commands for creating and editing outlines.
- **Draft view** is strictly for editing text. Advanced elements such as charts, graphs, pictures, and other objects are hidden in this view.

3.3. Using Zoom

The zoom group of commands lets you zoom in to get a closer view of a page or zoom out to see more of the document at a smaller size. These commands also enable you to determine how many document pages Word displays on a single screen. Object Zoom in Read Mode enables you to zoom in on objects such as tables, charts, or images while in Read Mode.

Within the Zoom group, the Page Width button expands your document to fit the width of the window. The Zoom button launches the Zoom dialog box, where you have more options for zooming in and out. For instance, you can enter a specific number in the Percent box to modify the view or view multiple pages. Similarly, in the Zoom to section, you can expand the document by clicking a specific zoom amount up to 200%. The preview area shows how the document will appear on screen. You can also use the Zoom slider to zoom in and out; this slider is located in the bottom right of your screen on the status bar. The Zoom slider is also located on the Print screen of Backstage.

Steps to changed zoom setting

- Click the One Page button in the Zoom command group to display one entire page on the screen.
- Click the Multiple Pages button to switch to a display of multiple pages.
- Click the Zoom button. The Zoom dialog box appears.
- Click on zoom above such 100,200 etc
- Click ok to finished

3.4. Navigating and Searching Through Document

As you already learned, the Navigation Pane contains commands for moving and searching through a document. You also can use Find command options, the mouse, scroll bars, and various keystroke and keyboard shortcut commands to navigate through Word documents. In this section, you practice using the Navigation Pane and a number of command group commands to move quickly through a document; search for specific text, graphics, or other document elements; and remove or replace those elements.

Searching within a Document Word's Find command is located on the Results tab on the Navigation Pane. You can open the Navigation Pane by selecting the checkbox in the Show group on the View tab, or by clicking the Find button on the Home tab in the Editing group.

Using the Navigation Pane, you can easily locate specific text, graphics, objects, and equations within a document. When you perform a search, the document displays the results as highlighted text, and the Results tab displays the results in bold. Word places the results in the order they appear in the document. In this exercise, you learn to use the Navigation Pane to search for every occurrence of a specific word within a document.

To highlight every occurrence of a particular word or phrase in your document, you must activate Advanced Find. To do so, click the drop-down arrow by the Search document text box in the Navigation pane and then click Advanced Find. The Find and Replace dialog box opens. In the Find what box, type your desired word or phrase, and then click the drop-down arrow on the Reading Highlight button and select Highlight All. When you close the Find and Replace dialog box, each instance of your desired word or phrase is highlighted in the document.

3.5. Finding and Replacing Text in a Document

Located on the Home tab in the Editing group, the Replace command opens the Find and Replace dialog box. You can use the Replace command to replace one word or phrase with another. You can also use the Find and Replace command to search for and replace formatting—such as a specific font color, bolding, or italics. It is also possible to search for and replace special characters and document elements, such as page breaks and tabs.

3.6. Using Autocorrect to Replace Text

Word's AutoCorrect feature enables you to replace text in your documents automatically, as you write it. By default, AutoCorrect is a feature that replaces symbols, commonly misspelled words, and abbreviations with specific text strings. For instance, to add the Copyright symbol, you type (c) and it automatically inserts the symbol ©. This can save you from having to manually add symbols, spell out abbreviations, and correct words that you frequently mistype or misspell.

The AutoCorrect dialog box is accessible from the Proofing page of the Word Options dialog box. Because AutoCorrect is configurable, you can add your own words to the list of replacements. For example, if you are writing about a person or place with a long name, and you find yourself typing that name over and over, you can add the name to the AutoCorrect list with an abbreviation. Instead of repeatedly typing George Washington, you can configure AutoCorrect to replace GW with George Washington every time you type it.

3.7. Cutting, Copying, and Pasting Text

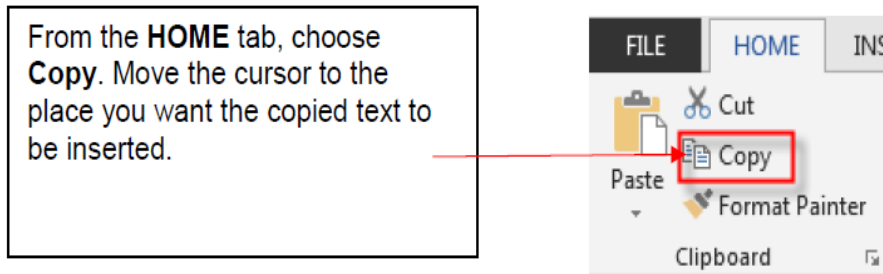
It is often necessary to copy or move text from one location in a document and place it in another. When you use the copy or cut command, the Clipboard stores the items for you to paste in another location of the document or another Office file. When you cut text, Word removes it from the original location and places the text in the Clipboard collection. When you copy text, Word places a duplicate copy in the Clipboard. The Paste command then pastes text from the Clipboard to a new location in either the original document or a new document.

3.8. Copying and Moving Text with Clipboard Commands

The Clipboard enables you to cut or copy multiple items and paste them into any Office document. Collected items stay on the Clipboard until all Office programs are closed or you click the Clear All button in the Clipboard task pane. The Clipboard holds up to 24 items. When you add another item, Word deletes the first item from the Clipboard and places the latest item at the top of the list. Each entry in the Clipboard includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic. By default, when you select text, a message appears on the status bar showing how many words you selected and the total number of words in the document.

Copying Text:

To copy text, use the mouse to select and highlight the words you want to copy.



3.9. Using the Mouse to Copy or Move Text

To move a selection of text, use your mouse to drag and drop the selection to a new location. Hold the Ctrl key while you drag to copy the text. When you are moving text by dragging, the pointer shows a box, and when you are copying text by dragging, the pointer shows a box with a plus sign (+). Text that you cut or copy using the mouse is not stored in the Clipboard collection. Inspecting for Hidden and Personal Information

The Word 2016 Document Inspector is a tool that enables you to scan the currently open document for potentially sensitive information, such as the following:

- Comments and revisions
- Personal information in document properties
- Hidden text
- Invisible content
- Headers, footers, and watermarks
- XML data If the inspector finds any such information, it provides the ability to remove it from the document

3.10. Knowledge Assessment

Select the best response for the following statements.

1. Which of the following terms is used in Word 2016 for reduced-size versions of images?
 - a) Thumb drives
 - b) Thumb documents
 - c) Thumbnails
 - d) Preview panes
2. The Advanced Properties sheet enables you to add which of the following?
 - a) keywords
 - b) category
 - c) author's name
 - d) All of the above
3. When Heading Styles have been applied to a document, the user has the option to navigate through the document using which tab on the Navigation Pane?
 - a) Headings
 - b) Pages
 - c) Results
 - d) None of the above
4. Which of the following wildcards is used to find a single character?
 - a) ?
 - b) *
 - c) **
 - d) ??

5. The Go To command enables you to navigate by page, text, graphics, equations, or tables by doing which of the following?
- F5 shortcut key
 - Find and Replace dialog box
 - Ctrl+G
 - All of the above

Home Work: True/False Circle “T “if the statement is true or “F“if the statement is false.

- The New Window command launches a new window that contains the current document.
- By selecting text, the user has the ability to cut or copy the text to the clipboard.
- Read Mode view displays the document as it will look when printed.

Projects Works-1 (LAB ASSIGNMENTS)

Before Starting the next chapter trainer should submit lab assignments individually or in groups

“The Grand Street Coffee Shop places a sign on the door and near the order counter listing the featured coffees of the day. You need to update today’s sign. “

- Click Open Other Documents from the Recent screen.
- Under the Open screen, click This PC, and then click Browse.
- Click the location of the data files for this lesson.
- Locate and open the Sign document.
- Click the File tab, and then click Save As. In the File name box, type 2-1 New Sign.
- Click Save.
- Position the I-beam before the M in Morning Blend. Drag over the words to select Morning Blend.
- Type Grand Street Blend.
- Click the Home tab. In the Editing group, click Replace.
- Place the insertion point in the Find what text box and type Kona Blend.
- Click in the Replace with text box and type Hawaiian Blend.
- Click the More >> button.
- Click the Format button and select Font.
- In the Font text box, click the scroll bar down arrow and select Comic Sans MS; for the Style, select Bold Italic; for the font size, select 26; and for the font color, select Dark Blue in the Standard Colors.
- Click OK, and then click the << Less button.
- Click Find Next, and then click the Replace button.

17. Click OK, and then click Close.
18. Position the I-beam before the T in Try Me and click to place the insertion point.
19. Type \$2 and press the spacebar.
20. 20. In the next line, double-click the word Mocha to select it.
21. Type White Chocolate.
22. In the Zoom group, click Page Width.
23. Click One Page.
24. Click the Save icon in the Quick Access Toolbar.
25. Click the File tab. Click Print, and then click the Print button. (Check with your instructor before you print this document.)
26. Click the File tab and select Close

Highlight Once you have...paragraph.

- ✓ Copy the text after **3D printer**.
- ✓ Scroll down to page two.
- ✓ Highlight Use the button maker...paragraph.
- ✓ Cut the text and paste it after **Button maker**.
- ✓ Scroll down to page two.

Highlight Use the laser engraver... paragraph.

- ✓ Copy text after **Laser Engraver**.
- ✓ Scroll down to page two again.
- ✓ Highlight Use the vinyl printer... paragraph.
- ✓ Cut the text and paste it after **Printer**.

PROJECT 2- EDITING TEXT (INDIVIDUAL PROJECT)

GET READY. LAUNCH Word if it is not already running.

- 1) Click the **File** tab and choose **Open**.
- 2) Click This PC, and then click **Browse**.
- 3) Navigate to location of the data files for this lesson. Locate and click Job Description one time to select it.
- 4) Click **Open**.
- 5) Click the **File** tab, and then click Save As. In the File name box, type 2-2 Updated Job Description.
- 6) In the second line of the document, position the I-beam before the D in Date and click to place the insertion point.

- 7) Beginning at the D, click and drag down and to the right until Date Posted and the line below it, 5/15/10, is selected.
- 8) Press **Backspace** to delete both lines.
- 9) In the Duties & Responsibilities heading, position the insertion point before the &.
- 10) Press **Shift+Right** arrow to select &.
- 11) Type **and**. The & is replaced with the word **and**.
- 12) Position the mouse pointer in the left margin beside the line in the first bulleted list that reads Define the web site's look and feel. Triple-click to select the line.
- 13) Press the **Delete** key to delete the line.
- 14) In the Education and/or Experience heading, position the I-beam to the right of the letter r in or.
- 15) Press **Backspace** three times to delete the r, o, and /.
- 16) In the first line of the bulleted list that begins College degree required. . ., click to position the insertion point after master's degree.
- 17) Press the **spacebar** and type preferred.
- 18) Click the **View** tab. In the Zoom command group, click Zoom, click 75%, and click OK.
- 19) On the **Zoom** command group, click Page Width, and then click 100%.
- 20) SAVE the document in the lesson folder on your **flash drive** then CLOSE the file.

4. FORMATTING

Course outline

- Formatting Characters Manually
- Using Format Painter
- Formatting Text with Styles
- Formatting Text with WordArt
- Inserting Text
- Formatting Existing Documents in Other File Formats
- Removing Text Formatting

Course Objective

By the end of this lecture trainer, should be able to:

- Apply font formatting
- Apply a text highlight color to text selections.
- Apply formatting by using Format Painter.

- Apply built-in styles to text.
- Change text to WordArt.
- Insert text from a file or external source.
- Clear formatting
- Open a PDF in word for editing.

4.1. Formatting Characters Manually

Formatting characters makes your text more noticeable and eye-catching and can visibly change the look of the document. Selecting the right font for your document is important because you want to make it readable

Changing Fonts and Font Sizes:- A character is any single letter, number, symbol, or punctuation mark. When formatting a character, you use a font to change the text appearance. A font is a typeface that applies a style to characters. Each font has a unique name, such as Times New Roman, Garamond, or Arial. The default font for Word is Calibri. Microsoft Word has a variety of fonts, font sizes, and attributes to help you communicate your intended message in a document. If you want your document to grab attention, select an appropriate font that makes the document readable

Font sizes are measured in points. Point size refers to the height of characters, with one point equaling approximately 1/72 of an inch. Point sizes in Word range from the very small 8-point size to 72 points or higher. Below are a few examples of fonts and sizes

- This is an example of Garamond 10 point.
- This is an example of Arial 14 point.
- This is an example of Comic Sans MS 18 point

The Font group in the Home tab contains drop-down menus for changing both typeface and font size. Selecting text enables you to access the same commands using the Mini toolbar or by right-clicking to display a context menu, which provides access to the Font dialog box. To change typeface or size using any of these tools, you first must select the text.

Another way to change the size of text is to select the text and click the Increase Font Size button to increase the font size or the Decrease Font Size button to decrease the size.

4.2. Applying Character Attributes

In addition to changing the **font** and **font size** of text, you can change the appearance of characters to apply emphasis to text. In this exercise, you learn how to apply character attributes, such as bolding,

italics, underlining, font colors, and effects, to selected text in Word documents.

The **Font** group in the Home tab includes the commands for applying **bold**, **italic**, and **underline** attributes to draw attention to words or phrases in your document. You can use these attributes one at a time, such as Bold, or together, such as Bold Underline. Select the text to apply one or more of the character attributes using the Font command group or the Mini toolbar. To open the Font dialog box, use one of the keyboard shortcuts, such as Ctrl+D, or right-click the selection to access a shortcut menu

Click the Font command group dialog box launcher to open the Font dialog box for more options to format characters. In this dialog box, you can specify a font color, underline style, and a variety of other effects, such as small caps, **strikethrough**, **subscript**, and **superscript**. Class Exercise, check by applying all steps to applying character attributes.

4.3. Setting Character Spacing

Character spacing refers to the spacing in and around each character of text. Character spacing options

in Word include the following:

- 1) **Scale:** This setting makes each individual character wider or narrower. It is described by a percentage, with 100% being normal. A 150% setting makes each character 50% wider than normal; a 50% setting makes each character 50% narrower. This is different than changing the font size, because the height of the characters is not affected.
- 2) **Spacing:** This setting moves characters closer to or farther apart from each other. It does not change the size or shape of the letters. Choose either the Expanded or Condensed setting, and then specify a number of points by which to add or subtract space between characters. For example, selecting Expanded by 1.5 points would add 1.5 points of space between each letter. (Remember that 1 point equals 1/72 of an inch.)
- 3) **Position:** This setting raises or lowers characters in relation to the baseline. It is similar to using subscript and superscript formatting, except that it does not make the affected characters smaller. Choose either the Raised or Lowered setting, and then specify an amount in points. Setting character spacing is not a common practice in everyday documents like letters and reports. Publishing professionals sometimes use character spacing settings to adjust the spacing on a page in subtle ways. For example, you can adjust the character spacing to make text easier to read or to make a page with slightly too much or too little text appear to exactly fit the allotted space.

4.4. Using Format Painter

To format your text so that it has the look and feel you want, you might need to copy existing formatting. Format Painter helps you copy formats to use in other areas of the document without having to repeat the same steps.

Using Format Painter **Format Painter:** - is located in the Clipboard group on the Home tab. You use it to copy attributes and other formatting from one block of text and apply them to other selected text within the document. When you activate Format Painter, the mouse pointer becomes a paintbrush. Clicking once on the Format Painter button enables you to copy and apply the format once; double-clicking allows you to apply the copied format to as many locations as you want. In this exercise, you learn to use Format Painter to copy and apply formatting to selected text

4.5. Formatting Text with Styles

Word provides predefined styles for formatting documents instantly with a number of character and paragraph attributes. You can make modifications to existing styles, or create new styles and place them in the Styles gallery on the Home tab, in the current document, or in a template. In this exercise, you learn to apply a style and to modify an existing style. The Styles pane lists the same styles displayed in the Styles gallery. When you point to a style in the list, a ScreenTip displays the style's properties.

There are two types of styles: paragraph styles and character styles. Styles created for paragraphs are marked in the Styles pane by a paragraph mark to the right of the style name. When you select a paragraph style, the format is applied instantly to all text in the paragraph where the insertion point is located, whether or not that text is selected.

There are two types of styles: **paragraph styles** and **character styles**. Styles created for paragraphs are marked in the Styles pane by a paragraph mark to the right of the style name. When you select a **paragraph style**, the format is applied instantly to all text in the paragraph where the insertion point is located, whether or not that text is selected.

Character styles are applied to individual characters or words that you select. In the Styles pane, character styles have a lowercase letter a beside them.

4.6. Formatting Text with Word art

Word provides attractive and enhancing effects for text. WordArt has special effects that you can apply to your text to make it more noticeable. WordArt is a feature that creates decorative effects

with text. For example, you can apply effects to the text by adding shadow, reflection, glow, soft edges, bevel, or 3-D rotation.

WordArt in Word 2016 has vibrant colors and shapes and a gallery of text styles. As you begin working with WordArt, the Drawing Tools Format tab appears and enables you to format the WordArt by adding special effects. Class Exercise, check by applying all steps to insert WordArt in a document.

4.7. Formatting Existing Documents in Other File Formats

- Word 2016 can edit, format, and save a PDF document. You can also open, edit, and save documents that were saved in another type of file format, such as RTF and TXT. You learned to save a document in other formats, such as PDF. In this exercise, you learn to import a PDF file, apply formatting, and save as a PDF file. Class Exercise, check by applying all steps to install and Foxit reader, or adobe reader, or nitro pro and save word file directly from word document file.
- **Export (Create a PDF):** You can choose to export your document in another format, such as PDF/XPS. A PDF (**P**ortable **D**ocument **F**ile) file is created to be able to be opened on any computer. This comes in handy when you're not sure what program the recipient is using. PDF files are created for opening and viewing rather than allowing the recipient to edit. They are great for situations where you are sending a final version of a document.
- Figure: check it wither you have installed pdf file software or not

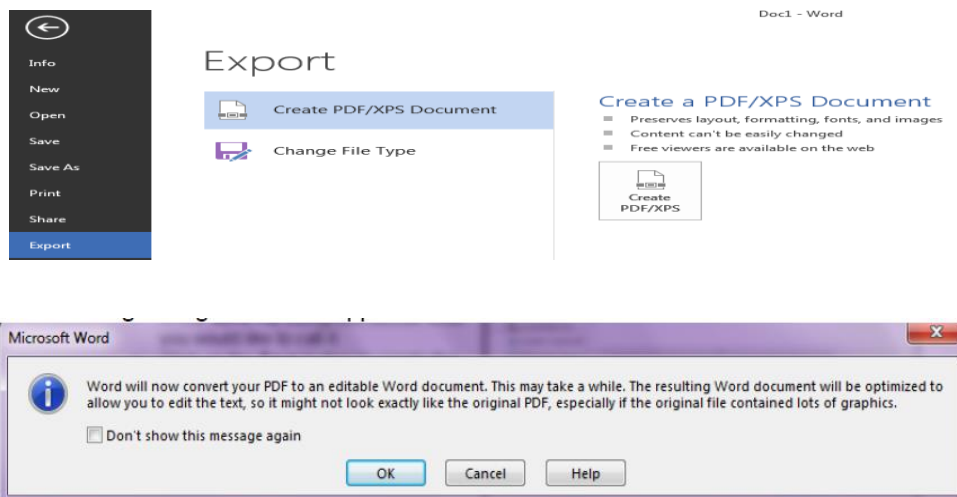
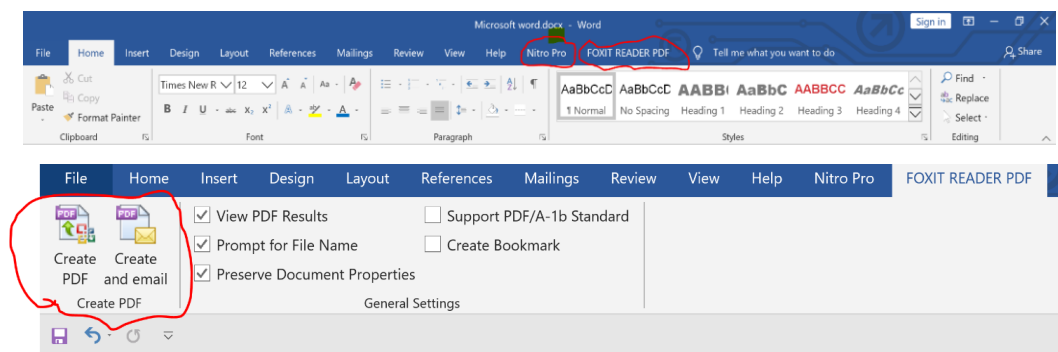


Figure: check it wither you have installed pdf file software or not



4.8. Knowledge Assessment

Multiple Choice Select the best response for the following statements

1. The Underline drop-down menu in the Font group contains options to underline selected text with a:
 - 1.1. thick underline
 - 1.2. double underline
 - 1.3. dotted underline
 - 1.4. All of the above
2. Opening the Modify Style dialog box enables you to:
 - 2.1. change formatting
 - 2.2. change the alignment
 - 2.3. change the line spacing
 - 2.4. All of the above
3. Which of the following features removes all formatting from the selected text?
 - 3.1. All Formatting Cleared
 - 3.2. Erase All Formatting
 - 3.3. Remove All Formatting
 - 3.4. Clear All Formatting
4. Changing the font and font size of selected text can be completed using which of the following?

- 4.1. The Font dialog box.
 - 4.2. The Mini toolbar.
 - 4.3. The Font group of the Home tab.
 - 4.4. All of the above
5. True/False Circle T if the statement is true or F if the statement is false.
- 1) T F 1. Applying a style always changes the formatting of the entire paragraph where the insertion point is located.
 - 2) T F 2. Format Painter is found on the Mini toolbar.
 - 3) T F 3. The Clear Formatting button clears text from one location and lets you apply it in another location.
 - 4) T F 4. PDF files can be edited using Word 2016.
 - 5) T F 5. To apply a style to selected text, click the style in the Styles pane.

Projects- Lab Assignments

Formatting a Letter

“Star Bright Satellite Radio will be sending sales letters to people who have just purchased new vehicles equipped with their radios. Add some finishing formatting touches to this letter”

GET READY. LAUNCH Word if it is not already running.

- A. OPEN the Letter document from the data files for this lesson.
- B. SAVE the document as 3-1 Sales Letter in the lesson folder on your flash drive.
- C. Select the title of the company, STAR BRIGHT SATELLITE RADIO.
- D. Apply the Title style and reduce the font size to 24 pt.
- E. In the second paragraph of the body of the letter, select the first sentence, Star Bright Satellite....
- F. In the Font group on the Home tab, click the Bold button.
- G. In the second paragraph, select the fifth sentence, Star Bright also broadcasts....
- H. In the Font group, click the Italic button.
- I. In the fourth paragraph, select the first sentence, Star Bright is only \$10.95 a month.
- J. On the Mini toolbar, click the Bold button.
- K. In the third sentence of the fourth paragraph, select Subscribe.
- L. In the Font group, click the Change Case drop-down arrow, and then click UPPERCASE.
- M. With the word still selected, click Bold, and then deselect the text.
- N. Change the view of the document to 100%, if necessary.
- O. SAVE the document in the lesson folder on your **flash drive**, then CLOSE the file.

5. FORMATTING PARAGRAPH

Lecture Outline

- Setting Line Spacing in Text and Between Paragraphs
- Creating and Formatting a Bulleted List
- Creating and Formatting a Numbered List

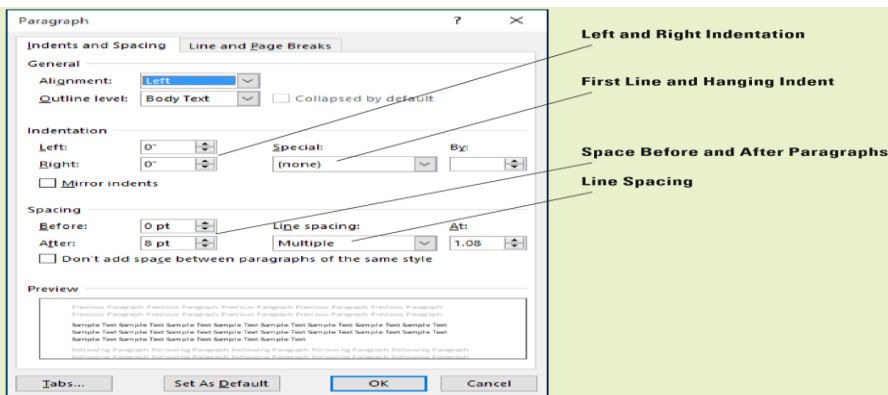
Lecture Objective

- Set line and paragraph spacing and indentation
- Create a numbered or bulleted list
- Change bullet characters or number formats for a list level
- Define a custom bullet character or number format.
- Increase or decrease list levels.
- Restart or continue list numbering.
- Set starting number value.

The Paragraph dialog box contains Word's commands for changing paragraph alignment, indentation, and spacing.

A paragraph is created by entering text and then pressing the Enter key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶). Paragraph marks and other structural characters (such as spaces, line breaks, and tabs) are usually hidden, but you can display them. Sometimes displaying these hidden characters makes it easier to accomplish a task or understand a structural problem.

The Indents and Spacing tab of the Paragraph dialog box is shown in Figure








5.1. Formatting Paragraphs

Paragraph formatting is an essential part of creating effective, professional-looking documents in Word. When a document is formatted properly and the text is attractively spaced and positioned, the reader can focus on the content. Word's paragraph formatting feature enables you to set values for paragraph alignment, indentation, and spacing between paragraphs. Word's formatting features also enable you to remove paragraph formatting altogether.

Setting Indents, you can use indents to set paragraphs off from other text in your documents. Word documents can include first-line indents, hanging indents, and negative indents. The commands for indenting paragraphs are available in the Paragraph command group on the Home tab, as well as in the Paragraph command group of the Layout tab. Both command groups have dialog box launchers that give you access to additional commands. In this exercise, you learn to set indents using the dialog box and the ruler.

An indent is a blank space inserted between text and the left or right margin. A first-line indent inserts blank space between the left margin and the first line of the paragraph (one-half inch is the default setting for this indent). A hanging indent, common in legal documents and bibliography pages, begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are then indented from the left margin. A negative indent extends paragraph text into the left margin. You can indent paragraphs from the left margin, the right margin, or both, and you can set the sizes of indents using Word's paragraph-formatting tools. You can also drag the markers on the ruler to set indents.

Indent Option	Associated Marker on the Ruler
First-line indent	
Hanging indent	
Left indent	
Right indent	
Negative indent	

5.2. Setting Line Spacing in Text and Between Paragraphs

In Word, you can determine how much space separates lines of text, and you also can set the spacing between paragraphs. By default, Word sets line spacing (the space between each line of text) to 1.08. Line spacing is paragraph based and can be customized by specifying a point size. Paragraph spacing, which affects the space above and below paragraphs, is set to 8 points after each paragraph by default. The higher the point size is, the greater the space between paragraphs. In this exercise, you learn to set both line and paragraph spacing.

Setting Line Spacing Line spacing is the amount of space between the lines of text in a paragraph. In this exercise, you learn to set line spacing using a number of Word paragraph formatting tools.

Line spacing options are available on the Home and Layout tabs in the Paragraph group by using the Line and Paragraph Spacing button. You can also access the line spacing options through the Indents and Spacing tab of the Paragraph dialog box. In addition, the Design tab includes Paragraph Spacing settings.

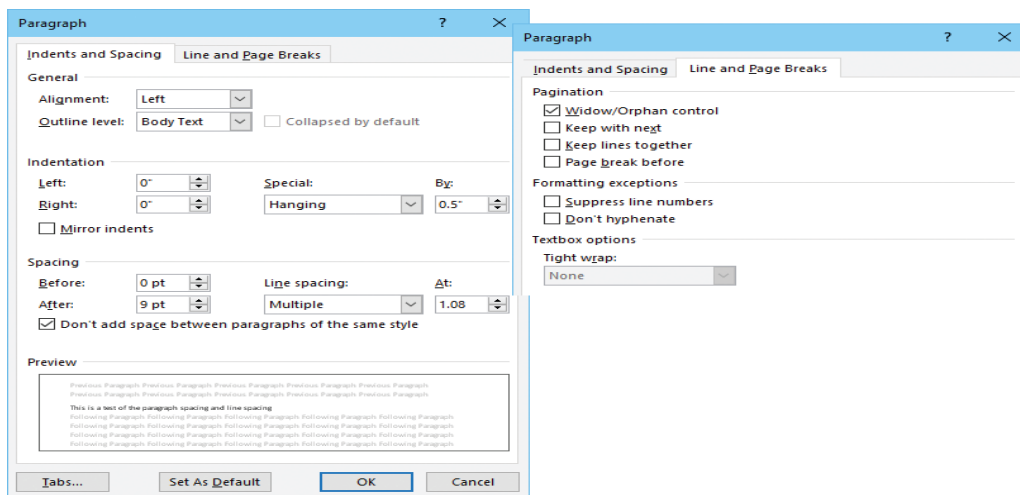


Figure show blow provides additional information regarding line spacing options and descriptions

Option	Keyboard Shortcut	Description
Single	Ctrl+1	Accommodates the largest letter in a line, plus a small amount of extra space.
1.5	Ctrl+5	One-and-one-half times the amount of space used in single spacing.
Double	Ctrl+2	Twice the amount of space used in single spacing.
At least		Sets the spacing at the minimum amount needed to fit the largest font on the line.
Exactly		Sets the spacing at a fixed amount that Word does not adjust.
Multiple		Sets the spacing at an amount that is increased or decreased from single spacing by a percentage that you specify. Setting the line spacing to 1.3, for example, increases the space by 30%.
No Paragraph Spacing		The Built-in Before and After spacing is set to 0 pt. and the line spacing is set to 1.
Compact		The Built-in Before spacing is set to 0 pt., After is set to 4 pt., and the line space is set to 1.
Tight		The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing 1.15.
Open		The Built-in Before spacing is set to 0 pt., After to 10 pt., and line spacing 1.15.
Relaxed		The Built-in Before spacing is set to 0 pt., After to 6 pt., and line spacing to 1.5.
Double		The Built-in Before spacing is set to 0 pt., After 8 pt., and line spacing 2.

5.3. Setting Paragraph Spacing

Paragraphs are usually separated by a blank line in Word documents. When you press the Enter key at the end of a paragraph, Word adds the designated space above or below the paragraph. By default, the spacing after a paragraph is set to 8 points and the spacing before paragraphs is set to zero, but you can change these settings for a single paragraph or for an entire document. In this exercise, you learn to set paragraph spacing.

To increase or decrease paragraph spacing, use the Before and After spin boxes in the Indents and Spacing tab of the Paragraph dialog box. You can also change the paragraph spacing in the Paragraph group on the Home tab by opening the Line and Paragraph Spacing menu and selecting Add Space Before Paragraph or Remove Space After Paragraph.

5.4. Creating and Formatting A Bulleted List

Bulleted lists are an effective way to format lists of items that don't have to appear in any specific order. (Use numbered lists for items in a set order.) Items in a bulleted list are marked by small icons—dots, diamonds, and so on. In Word, you can create bulleted lists from scratch, change existing lines of text into a bulleted list, choose from a number of bullet styles, create levels within a bulleted list, and insert a symbol or picture as a bullet.

Creating a Bulleted List By creating and formatting a bulleted list, you can draw attention to major points in a document. In this exercise, you learn to create, format, and modify such a list.

5.5. Creating and Formatting A Numbered List

You can quickly add numbers to existing lines of text to create a list, or Word can automatically create a numbered list as you type. Creating a Numbered List in the class exercise, you learn how to create and format a numbered list in Word.

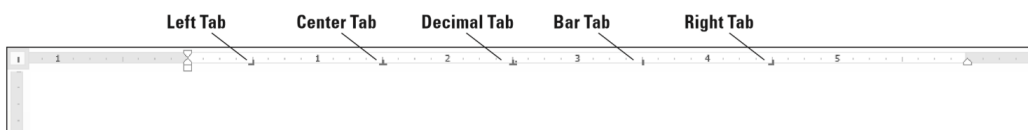
5.6. Setting and Modifying Tabs

Tabs are used to align text or numbers in your document. You can use the ruler to set tabs or, for a more exact setting, use the Tabs dialog box. As you apply custom tabs to selected text, Word applies the tabs to the paragraphs. When you press the Enter key, the tab settings are carried forward into the next paragraph.






Setting Tabs on the Ruler By default, Word sets left-aligned tab stops every half-inch on the ruler. To set a tab at a different position on the ruler, you can click the tab selector at the left end of the ruler and a ScreenTip will appear showing the type of tabs at the tab selector.

Tabs are part of paragraph formatting—the selected text is affected by the setting or modification of a tab. In the class exercise, you learn to set tabs on Word's ruler.

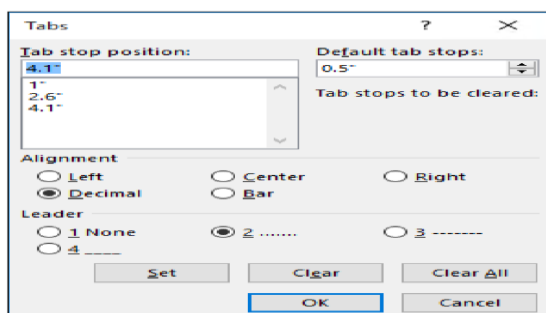
The Figure shows the names of tabs and their descriptions.



Using the Tabs Dialog Box:

Name	Button	Description
Left tab		Left-aligns text at the tab place indicated on the horizontal ruler
Center tab		Centers text at the place indicated on the horizontal ruler
Right tab		Right-aligns text at the place indicated on the horizontal ruler
Decimal tab		Aligns numbers around a decimal point at the place indicated on the horizontal ruler
Bar tab		Inserts a vertical bar line at the place indicated on the horizontal ruler

The Tabs dialog box is useful for setting tabs at precise locations on the ruler, clearing all tabs, and setting tab leaders. Tab leaders are symbols such as dotted, dashed, or solid lines that fill the space before a tab. In this exercise, you practice setting tabs and leaders using the Tabs dialog box.



The alignment settings control the horizontal position of the paragraph text between the page margins. There are four alignment options:

- 1) **Align Left** This is the default paragraph alignment. It sets the left end of each line of the paragraph at the left page margin or left indent. It results in a straight left edge and a ragged right edge.
- 2) **Align Right** This sets the right end of each line of the paragraph at the right page margin or right indent. It results in a straight right edge and a ragged left edge.
- 3) **Align Center** This center each line of the paragraph between the left and right page margins or indents. It results in ragged left and right edges.

- 4) **Justify** This alignment adjusts the spacing between words so that the left end of each line of the paragraph is at the left page margin or indent and the right end of each line of the paragraph (other than the last line) is at the right margin or indent. It results in straight left and right edges.

5.7. Knowledge Assessment

Multiple Choice Select the best response for the following statements.

- 1) Which of the following refers to how text is positioned between the top and bottom margins of the page?
 - a) Horizontal alignment
 - b) Vertical alignment
 - c) Justification
 - d) Line spacing
- 2) Which line spacing command sets the spacing at a fixed amount that Word does not adjust?
 - a) Exactly
 - b) Double
 - c) Multiple
 - d) At least
- 3) Which of the following occurs when you drag a tab off the ruler?
 - a) The tab moves it to another position.
 - b) The tab turns it into a left-aligned tab.
 - c) The tab is cleared.
 - d) The tab is hidden from view.
- 4) Bullets can be defined by adding which of the following?
 - a) A symbol
 - b) A box
 - c) A picture
 - d) d. All of the above
- 5) which of the following settings enables you to move all or part of a paragraph outside the document margins?
 - a) Indent
 - b) First-line indent
 - c) Hanging indent
 - d) Negative indent

6. Explain the following question and prove that it is true or false
- 1) Pressing the Enter key indents the first line of a paragraph.
 - 2) You can use the ruler to set tabs.
 - 3) The Clear Formatting command clears the fonts applied to the selected text only.
 - 4) Horizontal alignment refers to the position of text with regard to the top and bottom margins of a document.
 - 5) Indents can be changed using the markers on the ruler

Project work on lab

- ✓ As a member of judges in Court write a case with list three paragraphs, your folder name is case and your file name is case number.
 - 1) Create a document to show how to write a case with following format
 - a) Open MS Word 2016
 - b) Save document with file case no:323435 in the folder name called Judgment 2012 on your flash drive
 - c) Write case judgment at list 3 paragraphs with following format documents
 - Title: - judgment with font size 14 font times new roman and bold under line
 - Paragraph Font: times new roman with size 12
 - Line space b/n 1.5 inch
 - Align justify
 - Make the title of case upper case
 - d) Close file
 - e) Copy the file folder and put into local D of your computer
 - f) Delete file from your flash disk.
 - g) Copy your case file not only from local D to your flash driver
 - h) Open the file and again change the following point
 - Title: make bold and underline
 - Make Paragraph two: font to cursive
 - Make paragraph three font verdana

- i) Show that how to change all paragraph to times new rooms with format pointer
- j) Select one word and Show that by copy and past word to different paragraph
- k) Select the word and replace by navigation key

6. SETTING PAGE LAYOUT

Course outline

- o Setting Page Layout
- o Working with Breaks
- o Setting Up Columns

Course objectives

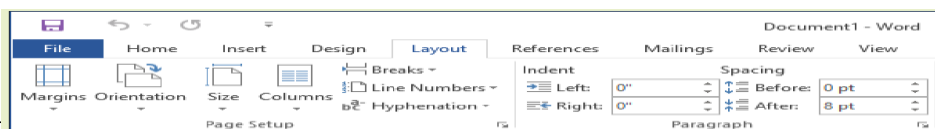
- o Modify page setup.
- o Insert page, section, or column breaks.
- o Change page setup options for a section.
- o Format text in multiple columns.

6.1. Setting Page Layout

The Layout tab contains groups of commands that control the layout of an entire document or sections of a document. Commands in the Page Setup group enable you to set margins, change the document's page orientation, and adjust the paper size. Columns enable you to split a document into two or more columns. Inserting section breaks into a document enables you to change the page setup for part of a document without affecting the rest. The Show Line Numbers commands enable you to reference specific lines in your document. The Hyphenation command provides options to hyphenate words in a document automatically or manually, and the nonbreaking space wraps text to the next line to avoid awkward breaks at the right margin.

In the Paragraph group, Word contains features that control how a paragraph breaks within a document and between pages. You control the pagination in a document by preventing awkward breaks called widows and orphans, keeping text together, keeping lines together, and determining where page breaks will occur.

You can also manage the text flow in the document by creating multiple columns, customizing the column settings, and inserting column breaks in the Page Setup group. Although most of the commands you use to control the layout of a document are found on the Layout tab, there are a few other commands you might find helpful on the Insert tab in the Pages group. See figure below the layout



seeting

6.2. Setting Margins

Margins are the areas of white space that border the top, bottom, and sides of a document. You can change margins from Word's default size of one inch using commands in the Page Setup group on the Layout tab. You can choose preset options from a gallery or set Custom Margins in the Page Setup dialog box. In the Page Setup group, click the Margins menu, and a set of predefined margin settings are available for selection. Click the setting of your choice and the whole document will reflect the changes. Click the Custom Margins command to display the Page Setup dialog box, where you can specify custom margin sizes. In this exercise, you customize a document's margins.

6.3. Selecting a Page Orientation:

A document's orientation determines what direction the text extends across the page. A letter size document in portrait orientation is 8 ½" by 11" and the text extends across the shorter width of the document, whereas a letter size document in landscape orientation is 11" by 8½" and orients the text extending across the longer dimension of the page. As you plan and format a document, you must choose its page orientation. In portrait orientation, which is commonly used for business documents, text extends across the shorter length of the document. Landscape orientation, which is commonly used for brochures, graphics, and tables, orients text across the longer dimension of the page. In this exercise, you change a document's orientation from portrait (the default) to landscape.

6.4. Choosing a Paper Size

Although the standard paper size of 8½" × 11" is the default setting, Word provides options for creating documents in a variety of paper sizes. Word provides preset document sizes or you can customize the paper size by clicking the More Paper Sizes command. For example, invitations, postcards, legal documents, or reports all might require a different paper size. Many printer's provide options for printing on different sizes of paper, and in some cases, you might need to change or customize the paper size in Word as you format your document. Legal documents, for example, often must be formatted to use 8½" × 14" paper. In class trainer should exercise, how to select change the size of paper from the default

6.5. Working with Breaks

Word automatically starts a new page in long documents when the text reaches the bottom of the page. There might be times, however, when you will work with documents that contain various objects or special layouts that require you to control where a page or section breaks. You can insert and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.

Inserting and Removing a Manual Page Break

- A page break is the location in a document where one page ends and a new page begins. You can let Word determine where the break will occur, and you can also decide where to insert a manual page break or set specific options for those page breaks. Manual page breaks display as a single dotted line with the words Page Break in the center when you enable the Show/Hide button/. In Print Layout view, Word displays a document page-by-page, one after the other. In the class trainer should be exercise, you learn to insert and remove a manual page break.

The Breaks menu contains options for inserting three types of breaks:

- **Page** Inserts a manual page break where one page ends and a new page begins.
- **Column** Inserts a manual column break where text will begin in the next column after the column break.
- **Text Wrapping** Separates the text around objects on a web page, such as caption text from body text.

Inserting Section Breaks

A section break is used to create multiple sections in the same document. You can even create different sections on the same page. Each section can have its own layout or formatting. You can use section breaks to create a section in your document that contains a page with margins and orientation that are different from those of the remainder of the document. A section break appears with a dotted double line, labeled Section Break. You can select and delete section breaks just as you can remove page breaks. In this exercise, you insert a continuous section break and then change the margins for that section.

There are four available options for creating Section Breaks in Word, as shown in Table blow

Type	Description
Next Page	Inserts a section break and starts the new section on the next page
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even-numbered page
Odd Page	Inserts a section break and starts the new section on the next odd-numbered page

6.6. Controlling Pagination

- A well-organized and formatted document captures and maintains the reader's attention. Microsoft Word enables you to control how your text flows onto different pages.
- **Controlling Widows and Orphans:** -To maintain an appealing appearance and readable content, you might need to keep the first or last line of a paragraph from appearing alone on the page. Word provides options for keeping text lines together and avoiding single lines of text at the top or bottom of a page. By default, the Widow and Orphan control is enabled. In this exercise, you manage Word's Widow/Orphan control/.

6.7. Setting Up Columns

- Columns are vertical blocks of text in which text flows from the bottom of one column to the top of the next. Newspapers, magazines, and newsletters are formatted in columns to add interest and improve readability. Text formatted into columns produces shorter lines, with a white space between columns. By default, Word documents are formatted using a single column, but you can change that formatting to display multiple columns, including columns of varying widths. When adjusting column formatting, you use column breaks to move text to the next column. You can create many different column configurations within the same document.

Formatting Columns:

- In addition to Word's common column formats, you can customize column formats to fit the text and the purpose of your document. By default, when you click the Columns button and select from the Columns menu options, the whole document is formatted as columns. Using the Columns dialog box, you can apply column formatting to the whole document or a selected part of the document only. You also can change a document formatted in multiple columns back to a single-column document. In this exercise, you learn to format multiple columns in Word. On the

Layout tab, in the Page Setup group, the Columns menu lists these options for creating common column formats:

- One: Formats the text into a single column
- Two: Formats the text into two even columns
- Three: Formats the text into three even columns
- Left: Formats the text into two uneven columns—a narrow one on the left and a wide one on the right
- Right: Formats the text into two uneven columns—a narrow one on the right and a wide one on the left
- More Columns: Contains options for customizing columns Click the Line Between box in the Columns dialog box to insert a vertical line between columns.

6.8. Using Text Boxes for Layout

- By default, Word places the text you type directly onto the page. As you have learned throughout this lesson, you can manage text placement by changing margins, indentations, and column settings. However, there is an alternative way to manage page layout in Word—you can use linked text boxes to flow text exactly where you want it to appear, as you would with a desktop publishing application such as Microsoft Publisher.
- Creating a Text Box Layout, A text box layout provides maximum flexibility because you can make text appear anywhere on the page. Just place a text box where you want it. To help with placement, you may find it useful to turn on the Gridlines feature on the View tab. This places a non-printing grid in the area defined by the document's Margin settings.
- To make text flow from one text box to another, use the Create Link button on the Drawing Tools Format tab. This makes it possible to flow text not only between columns, but between pages.

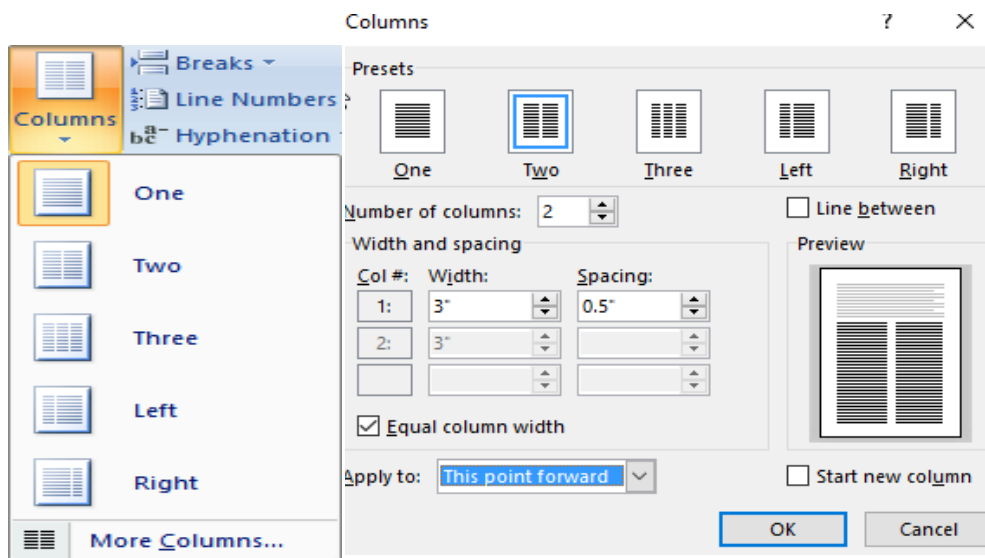
For example, you can continue a story on another non-contiguous page of a publication.

6.9. Split into Columns

Creating a multi-columned page is quite easy with Word 2016. It's an easy way to create a ready-made Newsletter if you are unfamiliar with Microsoft Publisher.

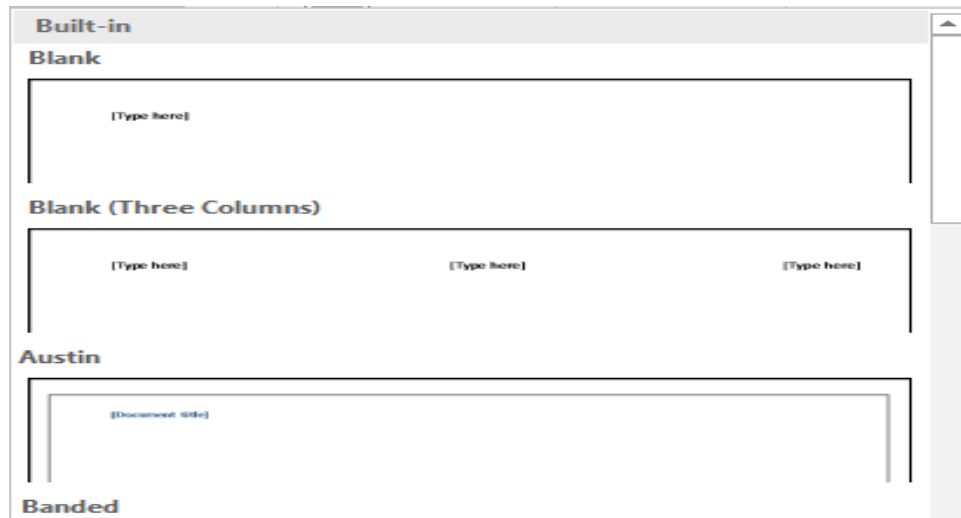
- To divide your document into columns
- click on the **Page Layout** tab.
- Click on the **Columns** button.

- Choose how many columns you would like. If you would prefer more than three columns, click on the **More Columns** item from the bottom of the list.
- The content of your document will automatically be rearranged to fit into the new column format you chose.
- To enter text into the second column, hit the enter key multiple times to move down the page. When you get to the bottom of the first column your cursor will jump up to the top of the next column.



6.10. Headers and Footers

Using the same document above, let's look at headers and footers. If your document has a page number, you already have a header or footer (and can double click on it to open it). If you did not start out with a page number, you will need to create a header or footer this way:



6.11. Knowledge Assessment

1. Multiple Choice

Select the best response for the following statements.

- I. Which of the following is the term for the last line of a paragraph when it is left alone at the top of a page?
 - A. Orphan
 - B. Widow
 - C. Widow/Orphan Control
 - D. Keep Lines Together
- II. Which of the following is the first line of a paragraph that is left alone at the bottom of a page called?
 - A. Widow
 - B. Orphan
 - C. Widow/Orphan Control
 - D. Keep Paragraphs Together
- III. Which of the following is used to create layout or formatting changes in a portion of a document?
 - A. Section break
 - B. Page break
 - C. Next Page break

D. Text wrapping

IV. Which of the following is used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?

A. Column breaks

B. Section breaks

C. Two columns

D. Three columns

V. Which of the following displays the Columns dialog box?

A. The Insert tabs

B. More Columns command

C. Right-click

D. All of the above

2. Projects-1: Lab worksheet

a) Formatting Two-Column Newsletter write at list three paragraph in each of column

1. OPEN Y News from the data files for this lesson.

2. SAVE the document as 5-1 YMCA Newsletter in the lesson folder on your flash drive.

3. Click the Show/Hide button to enable.

4. Position the insertion point before the M in the heading, Mother's Day Out

5. On the Layout tab, in the Page Setup group, click the Breaks button and select Continuous from the menu.

6. In the Page Setup group, click the Columns button and select Two. Notice that all the text under the section break is now in two columns.

7. Position the insertion point before the F in the Fall Soccer . . . heading.

8. Click the Breaks button and select Column. The heading and text move to the next column.

9. Click the Columns button and select More Columns.

10. In the Columns dialog box, click the up arrow on the Width box to change it to 2.8". Click in the Spacing box and notice how it adjusts to .9".

11. Select the Line between checkbox and click OK. The column width is increased and a vertical line is placed between the columns.

12. Place the insertion point on the second paragraph mark under the box at the end of the document and type The Get Movin' Challenge!

13. Select the text, and then click the Columns button from the Page Setup group and select One.

With the text still selected, center, bold, increase the font size to 20 pt, and change the color to dark red. The document should fit on one page.

14. Click the Show/Hide button to turn off.

15. SAVE the document in the lesson folder on your flash drive, and then CLOSE the file

3. Project-1. Lab worksheet on Formatting Section Breaks and Column Breaks

Your supervisor at the Grand Street Coffee Shop asks you to format the information in its coffee menu as a brochure.

3.1. OPEN Coffee Menu from the data files for this lesson.

3.2. SAVE the document as 5-2 Coffee Shop Brochure in the lesson folder on your flash drive.

3.3. Change the page orientation to Landscape.

3.4. Position the insertion point before the M in the Menu heading and insert a Continuous section break.

3.5. Position the insertion point in front of Menu and select text to the end of the document. Create an uneven, two-column format using the Left column setting.

3.6. Position the insertion point before the N in the Nutritional Information heading and insert a Column break.

3.7. Increase the amount of space between columns to.

3.8. The document should fit to one page.

3.9. SAVE the document in the lesson folder on your flash drive, and then CLOSE the file.

7. Table

Course outline

- Creating a Table
- Formatting a Table
- Managing Tables

Course objectives

- Create a table by specifying rows and column
- Apply table styles
- Merge and split cells.
- Configure cell margins and spacing
- Add alternative text to objects for accessibility
- Convert text to tables
- Convert tables to text
- Configure a repeating row header
- Split tables

7.1. Creating Table

- a) A table is an arrangement of data made up of horizontal rows and vertical columns. Cells are the rectangles that are formed when rows and columns intersect. Tables are ideal for organizing

information in an orderly manner. Calendars, invoices, and contact lists are all examples of how tables are used every day. Word provides several options for creating tables, including the dragging method, the Insert Table dialog box, table drawing tools, and the Quick Table method

b) Inserting a Table by Dragging:

Insert Table menu by dragging the mouse pointer to specify the number of rows and columns you need. Using this method, you can create a new, empty table with up to eight rows and ten columns.

c) Using the Insert Table Dialog Box:

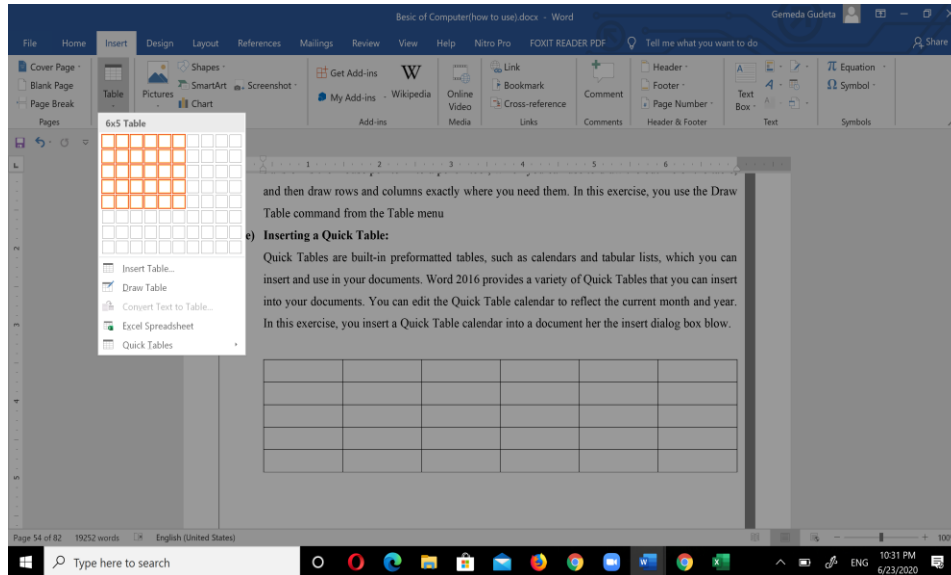
The Insert Table dialog box enables you to create large tables by specifying up to 63 columns and thousands of rows. Note that in the Insert Table dialog box, you can click the spin box arrows or type in the number of columns and rows you need in a table. In this exercise, you use the Insert Table dialog box to create a table.

d) Drawing a Table:

Word 2016 provides the option to draw complex tables using the Draw Table command, which enables you to draw a table as you would with a pencil and paper. The Draw Table command transforms the mouse pointer into a pencil tool, which you can use to draw the outline of the table, and then draw rows and columns exactly where you need them. In this exercise, you use the Draw Table command from the Table menu

e) Inserting a Quick Table:

Quick Tables are built-in preformatted tables, such as calendars and tabular lists, which you can insert and use in your documents. Word 2016 provides a variety of Quick Tables that you can insert into your documents. You can edit the Quick Table calendar to reflect the current month and year. In this exercise, you insert a Quick Table calendar into a document here the insert dialog box blow.



7.2. Formatting Table

- f) Once you have inserted a table into a document, you can apply a preformatted style using the Table Styles gallery. These styles add a professional appearance to the tables in your documents. In the Table Tools - Design tab, in the Borders group, you can manually format a table's borders. The Borders group enables you to draw and apply styles to the table.

g) Applying a Style to a Table:

With Table Styles, it is easy to quickly change a table's formatting. You can apply styles to tables in much the same way you learned to apply styles to text in previous lessons, by positioning the insertion point in a table and selecting a style from the Table Styles gallery. You can preview the style before applying it and change the style as many times as needed. You can modify an existing Table Style or create a New Table Style and add it to the gallery, and then modify or delete it, as appropriate. In this exercise, you apply a Table Style to a table in your Word document

h) Changes to Table Styles

Modifying styles in a table is similar to what you have already learned when modifying styles for text. You can apply changes to a table style in an existing document or as a new document based on a template. You can apply the changes to the whole table or specifically to one of the Table Styles options such as in the banded rows or columns. You can apply formatting changes to the table properties, borders/shading, banding, font, paragraphs, tabs, and text effects. In this exercise, you learn to modify the font in a table style

7.3. Managing Tables:

As with any document that you edit, some adjustments are always necessary when you work with tables. After you create a table, you can resize and move its columns; insert columns and rows; change the alignment or direction of its text; set a header row to repeat on several pages; organize data by sorting the text, number, or date; convert text and tables; merge and split cells; add formulas in a table; and work with the table's properties.

i) Using AutoFit:

The AutoFit command enables you to adjust column widths to fit the size of the table's contents, the size of the window, or a fixed column width. You can AutoFit a column using the mouse or the Ribbon. You can use commands in the Cell Size group on the Table Tools - Layout tab and then select the AutoFit command. In lab trainer exercise and practice using AutoFit in a Word table.

j) Creating a Header Row:

Column headings are usually placed in the header row. A header row is the first row of the table that contains information that helps identify the contents of a particular column. It is usually formatted differently and should be repeated at the beginning of each new page for tables that extend beyond one page. When you specify a header row in the Table Style Options group, the row is distinguished from the entire table. In the lab trainer exercise and practice repeating header rows for lengthy tables.

k) Sorting a Table's Contents:

To sort data means to arrange it alphabetically, numerically, or chronologically. Sorting displays data in order so that users can locate it more quickly. You can sort text, numbers, or dates in ascending or descending order. Ascending order sorts text from beginning to end, such as from A to Z, 1 to 10, or January to December.

Descending order sorts text from the end to the beginning, such as from Z to A, 10 to 1, or December to January. In this exercise, you practice sorting data in a Word table using the Sort dialog box, which you access through the Sort command on the Table Tools - Layout tab in the Data group.

l) Merging and Splitting Table Cells

The ability to merge and split table cells provides flexibility in customizing tables. To merge cells means to combine two or more cells into one. Merging cells is useful for headings that extend over several columns. To split cells means to divide one cell into two or more cells.

You might split cells when you need to place more than one type of data in one cell. The Split Cells dialog box enables you to split a cell into columns or rows. In this lesson, trainer should practice using commands in the Merge group on the Table Tools - Layout tab to merge and split cells

m) Changing Cell Margins:

Word 2016 provides an option to change the cell margins and the spacing between cells—you can set the margins for an individual cell or for selected cells. When you make changes in the cell, the appearance of the cell in the table also changes. In this lesson, you practice changing the cell margins and adding spacing between the cell

n) Splitting a Table:

In some situations, you might want to split an existing table into two or more separate tables. For example, you might want to divide the information in a table based on specific values, such as company divisions or street addresses. Using the Split Table feature, you can take one company personnel table and split it into separate tables for the Sales division, the Research and Development division, and so forth. In class trainer exercise and practice splitting a table based on its data

o) Using Formulas in a Table:

As you learned previously, you can create tables in Word that contain data and numbers. Word 2016 also provides options to use formulas to calculate a total, compute an average, determine the highest/lowest number, and count values. These are simple functions that are used in Microsoft Excel, which you can also use in Word. Just as in Excel, formulas begin with an equal symbol followed by the function that you want to perform, such as SUM, AVERAGE, MAX, MIN, and COUNT. You can also use the math operators to perform addition, subtraction, division, and

multiplication using cell range references. A cell range is identified by two or more cells within the table. The same rules that you learned in your math class also apply here when using formulas in your table. If you want to perform a certain action first, set the order of operation. In class trainer exercise and practice creating formal in table

7.4. Knowledge Assessment

Multiple Choice

3.9.1. Select the best response for the following statements.

1. Using the Sort feature in a table sorts selected content in which of the following orders?
 - a) Ascending
 - b) Descending
 - c) Alphabetical order
 - d) All of the above
2. Combining two or more cells into one cell uses a Word feature called:
 - a) Split Cells
 - b) Merge Cells
 - c) Merge All Cells
 - d) Merge Selected Cells
3. Built-in preformatted tables that can be inserted and used in your documents are called:
 - a) Table Style Options
 - b) Tables
 - c) Quick Tables
 - d) Insert Tables
4. Sorted data can consist of which of the following?
 - a) text b.
 - b) numbers
 - c) dates
 - d) All of the above
5. The first row of a table that is formatted differently than the rest of the table and contains information to identify the data in the column is called

- a) total row
- b) banded column
- c) header column
- d) header row

Projects-1. LAB-Creating and Formatting a Table

1. Ms. Archer, the executive recruiter, asks you to start working on a placements table that will list the candidates that have been placed, the companies that hired them, and the date of hire
 - a) OPEN Placements from the data files for this lesson.
 - b) SAVE the document as 6-1 Placements Table in the lesson folder on your flash drive.
 - c) Place the insertion point in the last column. On the Table Tools - Layout tab, in the Table group, click the Select button and Select Column.
 - d) In the Cell Size group, click the up arrow in the Width box until it reads 1.3”.
 - e) Select the first column in the table.
 - f) On the Layout tab, in the Cell Size group, click the down arrow in the Width box until it reads .9”.
 - g) Select the Company column and change the width to 1.5”.
 - h) On the Table Tools - Design tab, in the Table Style Options group, select the Header Row and Banded Rows check boxes.
 - i) Place your insertion point within the table, and in the Table Styles group, select the Grid Table 4 – Accent 4 style.
 - j) Select the last column in the table.
 - k) On the Table Tools - Layout tab, in the Data group, click the Sort button to open the Sort dialog box.
 - l) Under the My list has section, make sure the Header row option is selected. Click OK. This sorts the column by date.
 - m) With the table selected, on the Table Tools - Layout tab, in the Table group, click the Properties button.
 - n) In the Table Properties sheet, on the Table tab, click Center in the Alignment area.
 - o) Click the Alt Text tab and in the Title box, type Employee Placements. In the Description box, type Employees date of employment. Click OK.
 - p) Select the header row.
 - q) On the Table Tools - Layout tab, in the Alignment group, click Align Center.
 - r) SAVE the document in the lesson folder on your flash drive, and then CLOSE the file

8. Inserting

Course outline

- Inserting and Formatting Pictures in a Document
- Inserting and Formatting Shapes, WordArt, and SmartArt

Course objectives

- Insert pictures.
- Format objects.
- Apply a picture style.
- Create a SmartArt graphic.
- Apply picture effects.
- Apply artistic effects.
- Wrap text around objects.
- Removing picture backgrounds.
- Insert a screen shot or screen clipping
- Insert shapes.
- Create a SmartArt graphic.
- Format a SmartArt graphic.
- Modify SmartArt graphic content.
- Position objects.

8.1. Inserting and Formatting Pictures in Document

Word offers a number of tools to help you capture your readers' attention with illustrations that include pictures, shapes, SmartArt, charts, and screenshots. You can modify images in a number of ways, including: converting them to SmartArt, adding captions, resizing, cropping what you don't need, rotating, applying styles and colors, creating artistic effects, and positioning images within the document.

Inserting Pictures When you insert a picture into a document, Word marks it as an embedded object by default—which means it becomes part of the document and is no longer connected to the original image. Inserting a picture is very similar to opening a document file—you use the Pictures button on the Insert tab in the Illustrations group to open images instead of opening Backstage. In the exercise, you learn how to insert a picture.

8.2. Inserting Screenshots

In addition to inserting images from existing picture files, Word also enables you to capture images of all or part of the current screen display and insert them directly into your documents. When you click the Screenshot button in the Illustrations group on the Insert tab, a menu appears containing thumbnails of the computer's currently open windows. Selecting a thumbnail inserts an image of that window, or you can select Screen Clipping, which enables you to draw a box and capture an image of its contents.

8.3. Formatting Pictures

The Picture Tools - Format tab appears whenever you insert a picture into a document or select an existing picture within the document. This tab provides many options, such as cropping, resizing, scaling, and rotating the selected image. When you crop a picture, you trim the horizontal or vertical edges to remove unwanted areas. Scale increases or decreases the original picture's height and width by a percentage. In this exercise, you will crop, resize, scale, and rotate a picture within a document.

8.4. Changing a Picture to a SmartArt Graphic:

SmartArt graphics have preformatted designs with placeholders that enable you to enter caption text. In this exercise, you learn to apply a picture to a SmartArt graphic with a caption

8.5. Inserting and formatting shapes, word art, and SmartArt

Word provides illustrations to enhance your document with different preset shapes, SmartArt, and WordArt. Shapes are figures such as lines, rectangles, block arrows, equation shapes, flowcharts, stars, banners, and callouts.

You can also insert a drawing canvas that serves as a guide. The Drawing Tools make it possible for you to change the shape, add text, apply styles, fill with theme or standard colors, create gradients, add textures, and apply preset effects.

SmartArt graphics are graphical illustrations available from a list of various categories, including List diagrams, Process diagrams, Cycle diagrams, Hierarchy diagrams, Relationship diagrams, Matrix diagrams, and Pyramid diagrams. The SmartArt Tools enable you to manipulate the SmartArt by adding shapes, bullets, and text; changing the layout and colors; and applying special effects using styles. WordArt is a feature that creates decorative effects with text. The Drawing Tools enable you to format the WordArt by adding special effects to the text or outline, applying preset effects, and transforming the shape using one of the set styles

8.6. Inserting Shapes:

Word provides pre-drawn shapes for you to choose from, such as lines, rectangles, arrows, equation shapes, callouts, stars, banners, and more. Inserting a shape in a document opens the Drawing Tools - Format tab. You can use these tools to apply shape styles, add a shadow or 3-D effect to inserted shapes, arrange the shape on the page, and size it. In this exercise, you learn to insert a shape, add a style from the gallery, and add a 3-D effect to the shape. In class trainer exercise, how to insert shapes in a document

8.7. Formatting Shapes:

The Drawing Tools - Format tab includes a number of options for changing the appearance of shapes and positioning and wrapping text around shapes. In this exercise, you learn to use the shape styles, resize shapes, position shapes, and wrap text around shapes.

8.8. Inserting WordArt

As you learned in Lesson 3, WordArt enhances text with more vibrant colors and shapes. In class trainer exercise, how to insert WordArt in a document

8.9. Using SmartArt Graphics

SmartArt graphics are visual representations of information that can help communicate your message or ideas more effectively. SmartArt graphics and designer-quality illustrations can contribute to eye-catching documents that draw the attention of the target audience. Earlier in this lesson, you learned to

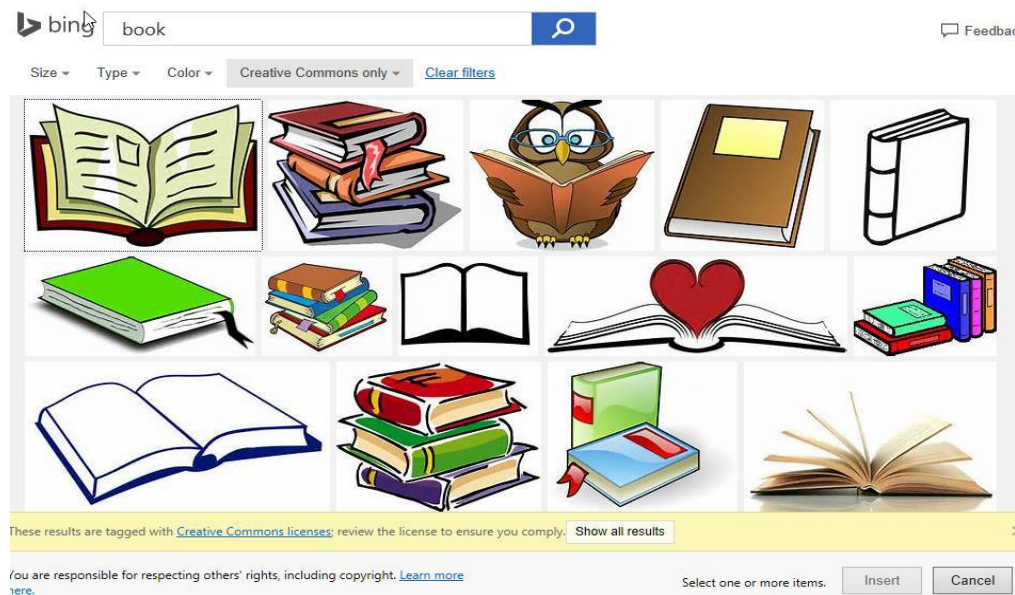
convert pictures to SmartArt with captions. In the class exercise, you learn to insert SmartArt graphics into Word documents and add text to the graphics.

8.10. Online Pictures

On the **Insert Tab** on the Ribbon click on **Online Pictures**. The task pane will open. Type a description of what you are looking for in the **Bing Image Search box**. Hit the enter key to search the web.

The computer will search for images that match that description. You must be connected to the internet for this to work.

To insert an image into your document, click on the place in your document that you would like the image to appear. Then click on the image from the search results. Then click on **Insert**. The image will appear in your document.



Shapes



Shapes consist of various shapes, such as circles, squares, arrows, and callouts that aid in illustrating points in your presentations. To insert a Shape:

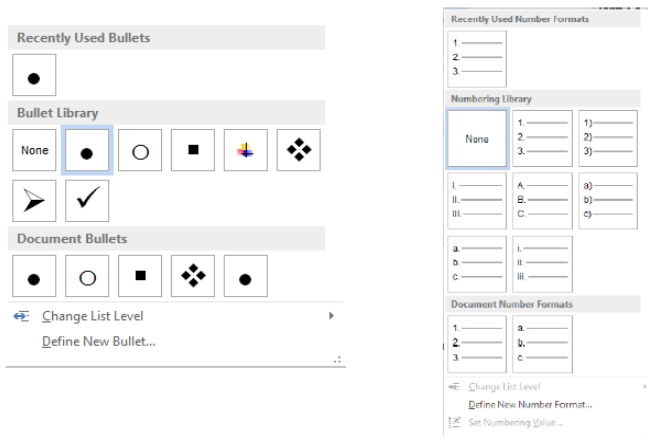
- ✓ Click on the **Insert** tab and then on the **Shapes** button.
- ✓ **Select** the shape you need.
- ✓ The menu will disappear and your cursor will change to a black cross shape when moved into the document area.

- ✓ Click and drag your mouse to tell the computer how large you would like your shape to be. (Remember to drag diagonally across the page!) You can use the resizing circles to change the size of the shape once it has been drawn.



To change the Bullet and Number Style:

- Highlight the current list
- Select the drop down arrow next to either the bullets  or numbering  icons.
- Choose whichever bullet or numbering style you would like to use.



8.11. Knowledge Assessment

Multiple Choice

- I. Select the best response for the following statements.
 - a) WordArt can be accessed by clicking on which of the following buttons?
 - a. Insert
 - b. Drawing Tools
 - c. Picture Tools

- d. Design
- b) Lines, block arrows, stars, and banners are examples of which of the following?
 - a. Diagrams
 - b. Shapes
 - c. Flowcharts
 - d. Quick Styles
- c) Which of the following tools provide options for formatting shapes?
 - a. Drawing
 - b. Picture
 - c. Text
 - d. Effects
- d) Which command enables you to remove unwanted parts from a picture?
 - a. SmartArt
 - b. Contrast
 - c. Rotate
 - d. Crop
- e) The Artistic Effects command is available with which of the following tools?
 - a. Picture Tools
 - b. Drawing Tools
 - c. Recolor
 - d. Corrections

II. Project 1: Inserting and Formatting Pictures

In your position at Tech Terrace Real Estate, you were asked by some new home owners if a picture could be taken of them with their new home. The picture turned out so well that you asked them if Tech Terrace Real Estate could use this picture in a flyer for an advertisement. Your task is to create a new flyer that will be used for marketing.

PART THREE

3.HOW TO USE POWERPOINT 2016

Course Outline

- ✓ Introduction to PowerPoint 2016
- ✓ How to make effective PowerPoint

- ✓ The effective of PowerPoint
- ✓ Seven deadly sins of PowerPoint

Objectives

- ✓ Create a blank PowerPoint
- ✓ Understands how to use PowerPoint
- ✓ Use the different types sliding
- ✓ Modify master slides show and use it
- ✓ Print all or part of a PowerPoint

Pre-Required Resource

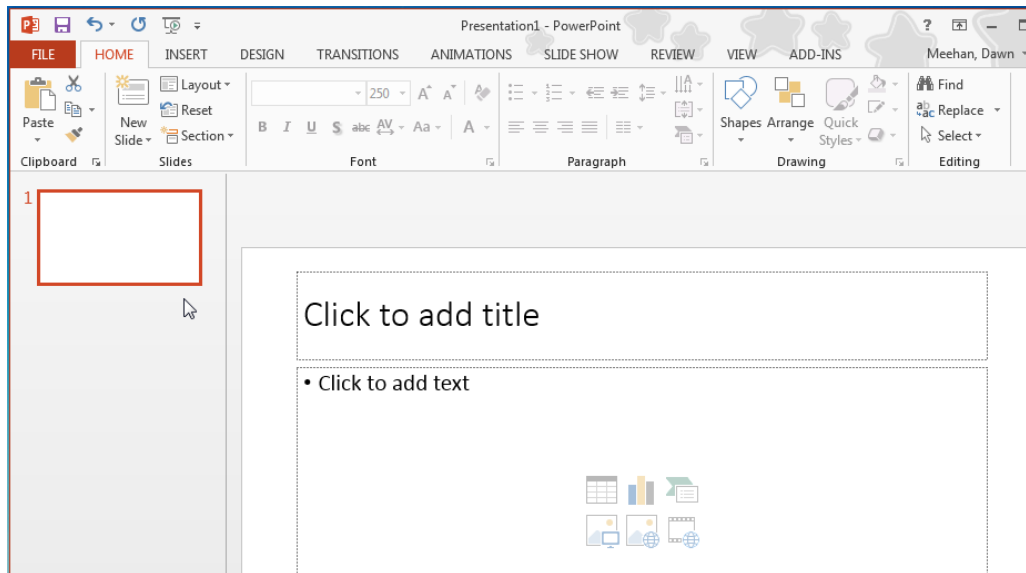
- ✓ Computer LAB
- ✓ Installed Microsoft PowerPoint 210 application

Introduction to PowerPoint

Slideshows are quick to produce, easy to update and effective to inject visual interest into the presentation. However, slideshows can also spell disaster even for experienced presenters. The key to success is to make certain your slideshow is a visual aid and not a visual distraction.

- ✓ When you first open PowerPoint, you will see a list of new presentation themes. You can pick one of these themes to get started or you can click on the Blank Presentation option.

- ✓ If you click a theme from backstage view, a pop-up box will open and you can see what each slide looks like in regards to the theme.
- ✓ You must click on the left and right arrows at the bottom of the main image to see the different slide layouts.



3.1. Making effective PowerPoint Presentations

Use the slide master feature to create a consistent and simple design templates. Its fine to vary the content presentation (bulleted list, 2-column text, text and images) but be consistent with other elements such as font, colors and background.

- ✓ Simplify and limit the number of words on each screen. Use key phrases and include only essential information.
- ✓ Limit punctuation and avoid putting words in all capital letters. Empty space on the slide will enhance readability.
- ✓ Use contrasting colors for text and background. Light text on a dark background is best. Patterned backgrounds can reduce readability of text.
- ✓ Avoid the use of flashy transitions such as text fly-ins. These features may seem impressive at first, but are distracting and get old quickly.
- ✓ Overuse of special effects such as animation and sounds may make your presentation “cutesy” and could negatively impact your credibility.
- ✓ Use good quality images that reinforce and complement your message. Ensure that your image maintains its impact and resolution when projected on a larger screen.
- ✓ If you use builds (lines of text appearing each time you click the mouse), have content appear on the screen in a consistent, simple manner; from the top or left is best. Only “build” screens when necessary to make your point because builds can slow your presentation.
- ✓ Limit the number of slides. Presenters who constantly “flip” to the next slide are likely to lose their audience. A good rule of thumb is one slide per minute.
- ✓ Learn to navigate your presentation in a non-linear fashion. PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides.
- ✓ Know how to and practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again.
- ✓ If possible, view your slides on the screen you’ll be using for your presentation. Make sure slides are readable from the back-row seats. Text and graphical images should be large enough to read, but not so large as to appear “loud.”
- ✓ Have a Plan B in the event of technical difficulties. Remember that transparencies and handouts will not show animation or other special effects.
- ✓ Practice with someone who has never seen your presentation. Ask them for honest feedback about colors, content, and any effects or graphical images you’ve included.
- ✓ Do not read from your slides. The content of your slides is for the audience, not for the presenter.
- ✓ Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.
- ✓ Do not apologize for anything in your presentation. If you believe something will be hard to read or understand, don’t use it.

- ✓ When possible, run your presentation from the hard disk rather than a floppy disk. Running from a floppy disk may slow your presentation.

3.2. The Seven Deadly Sins of PowerPoint Presentations

It's not surprising PowerPoint© slideshows have become the norm for visuals in most business presentations. Slideshows are quick to produce, easy to update and effective to inject visual interest into the presentation. However, slideshows can also spell disaster even for experienced presenters. The key to success is to make certain your slide show is a visual aid and not a visual distraction. For the best results, avoid these common "seven deadly sins" of PowerPoint© presentations.

3.3. Slide Transitions and Sound Effects

Transitions and sound effects can become the focus of attention, which in turn distracts the audience. Worse yet, when a presentation containing several effects and transitions runs on a computer much slower than the one on which it was created, the result is a sluggish, almost comical when viewed. Such gimmicks rarely enhance the message you're trying to communicate. Unless you are presenting at a science fiction convention, leave out the laser-guided text! Leave the fade-ins, fade-outs, wipes, blinds, dissolves, checkerboards, cuts, covers and splits to Hollywood filmmakers. Even "builds" (lines of text appearing each time you click the mouse) can be distracting. Focus on your message, not the technology.



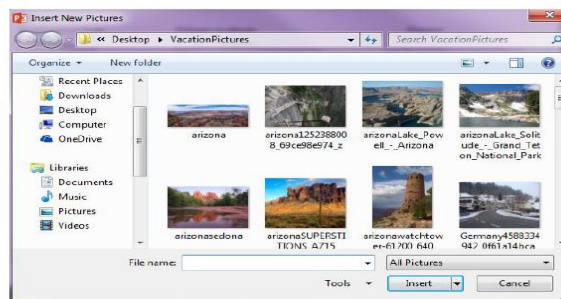
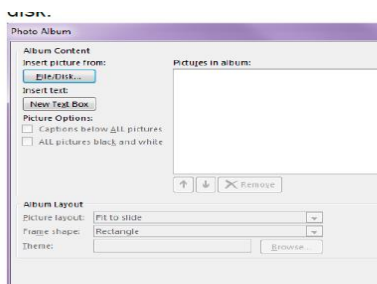
- ✓ PowerPoint presentations are made up of slides. Slides contain the information you will be presenting. This information might be in the form of text, pictures, charts, and more. Before you start creating presentations, you'll need to know the basics of working with slides.
- ✓ Slides are now stretched when you first open PowerPoint whether it is a blank presentation or a theme. These longer slides help with elongated videos, wider computer screens, touch screen modes, etc.

Standard Clipart:

- ✓ Death to screen beans! PowerPoint© is now so widely used the clipart included with it has become a “visual cliché.” It shows a lack of creativity and a tired adherence to a standard form. First, make certain that you need graphical images to enhance your message. If you do, use your own scanned photographs or better-quality graphics from companies such as PhotoDisc (www.photodisc.com) or Hemera’s Photo Objects (www.hemera.com). Screen captures can add realism when presenting information about a Website or computer program. Two popular screen capture programs are Snagit (www.techsmith.com) for Windows and Snapz Pro (www.ambrosiasw.com) for Macintosh. Both are available as shareware.

Photo Album

- ✓ If you want to insert many photos from your computer at a time then you can use the process below.
- ✓ Open a new blank presentation.
- ✓ Click on the **Insert** tab. Click on the *top half* of the **Photo Album** button.



- In the **Insert New Pictures** window that comes up, navigate to the folder on your computer where your pictures are located.
- For class, open the **Documents** folder, the **Power Point Class** folder, and the **Vacation Pictures** folder. Select the pictures you wish to add to your slide show.
 - ✓ In the window that appears, click on the button in the top left corner that says **File/Disk...** You will be choosing from pictures stored on your computer or removable disk.

Presentation Templates:

- ✓ Another visual cliché. Templates force you to fit your original ideas into someone else's pre-packaged mold. The templates often contain distracting backgrounds and poor color combinations. Select a good book on Web graphics and apply the same principles to your slides. Create your own distinctive look or use your company logo in a corner of the screen.

Text-Heavy Slides:

- ✓ Projected slides are a good medium for depicting an idea graphically or providing an overview. Slides are a poor medium for detail and reading. Avoid paragraphs, quotations and even complete sentences. Limit your slides to five lines of text and use words and phrases to make your points. The audience will be able to digest and retain key points more easily. Don't use your slides as speaker's notes or to simply project an outline of your presentation.

The "Me" Paradigm:

- ✓ Presenters often scan a table or graphical image directly from their existing print corporate material and include it in their slide show presentations. The results are almost always sub-optimal. Print visuals are usually meant to be seen from 8-12 inches rather than viewed from several feet. Typically, these images are too small, too detailed and too textual for an effective visual presentation. The same is true for font size; 12-point font is adequate when the text is in front of you. In a slideshow, aim for a minimum of 40-point font.
- ✓ Remember the audience and move the circle from "me" to "we." Make certain all elements of any particular slide are large enough to be seen easily. Size really does matter.

Reading:

- ✓ A verbal presentation should focus on interactive speaking and listening, not reading by the speaker or the audience. The demands of spoken and written language differ significantly. Spoken language is shorter, less formal and more direct. Reading text ruins a presentation. A related point has to do with handouts for the audience. One of your goals as a presenter is to capture and hold the audience's attention. If you distribute materials before your presentation, your audience will be reading the handouts rather than listening to you. Often, parts of an effective presentation depend on creating suspense to engage the audience. If the audience can read everything you're going to say, that element is lost.

Faith in Technology:

- ✓ You never know when an equipment malfunction or incompatible interfaces will force you to give your presentation on another computer. Be prepared by having a back-up of your

presentation on a CD-ROM. Better yet is a compact-flash memory card with an adapter for the PCMCIA slot in your notebook. With it, you can still make last-minute changes. It's also a good idea to prepare a few color transparencies of your key slides. In the worst-case scenario, none of the technology works and you have no visuals to present. You should still be able to give an excellent presentation if you focus on the message. Always familiarize yourself with the presentation, practice it and be ready to engage the audience regardless of the technology that is available. It's almost a lost art.

- ✓ Joseph Sommerville has earned the title “**The Presentation Expert**” for helping professionals design, develop and deliver more effective presentations. He is the principal of Peak Communication Performance, a Houston-based firm working worldwide to help professionals develop skills in strategic communication.

3.4. The Effective PowerPoint Presentations

Fonts- Select a single **sans-serif font** such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino because these fonts are sometimes more difficult to read.

- Use no font size smaller than 24 point.
 - Use the same font for all your headlines.
 - Select a font for body copy and another for headlines.
 - Use bold and different sizes of those fonts for captions and subheadings.
 - Add a fourth font for page numbers or as a secondary body font for sidebars.
 - Don't use more than four fonts in any one publication.
 - Clearly label each screen. Use a larger font (35-45 points) or different color for the title.
 - Use larger fonts to indicate importance.
 - Use different colors, sizes and styles (e.g., bold) for impact.
 - Avoid italicized fonts as these are difficult to read quickly.
 - Avoid long sentences.
 - Avoid abbreviations and acronyms.
 - Limit punctuation marks.
 - No more than 6-8 words per line
 - For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide
 - Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
 - Do not use all caps except for titles.
-

- Put repeating elements (like page numbers) in the same location on each page of a multi-page document. To test the font, stand six feet from the monitor and see if you can read the slide
- Exercise and knowledge assessment

Inserting a Transition

You can configure your presentation to self-run by following the steps below:

- ✓ Click on your first slide.
- ✓ Click on the **Transitions** tab.
- ✓ To the right, check the box next to **After** (uncheck **On mouse click**) and choose an amount of time (in seconds) you wish each slide changed. **For class**, let's pick 5.00.
- ✓ To modify the type of slide transition (fade, dissolve, uncover, blinds, etc.)
- ✓ click on the down arrow to the right of the most popular slide transitions.
- ✓ Click on **one** to select it.



To the right of the **Transition to This Slide**, you will see an effect option button. If you click on it, you can choose different ways for your transition to go.

- For example, if I pick **Shred** under effect options I can choose whether I wanted strips or particles and also a direction in or out.

In the **Timing** group, you will notice the duration spot where you set the amount of time it takes for the transition to complete (in seconds).

Your slide can be altered no matter what transition you pick. You can make them shorter or longer depending on your needs. It is all about making it appealing. If you want the transition to last longer for your audience to fully absorb it then you would change the amount of time to longer.

- You can type the number in or use the spinners. When finished you can click **Apply to All** if you want.

Action Buttons

- ✓ Action buttons are built-in button shapes you can add to a presentation and set to link to another slide, play a sound, or perform some other action. When someone clicks or moves over

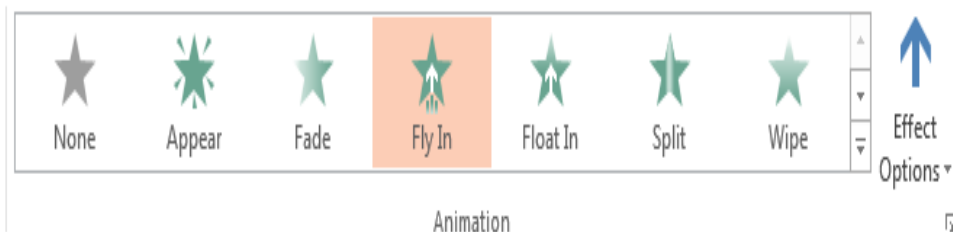
button, the selected action will occur. Action buttons can do many of the same things as hyperlinks. Action Button Exercise

- Click on **Slide 4**.
- Highlight **Media Transfer Station**.
- Click on the **Insert** tab.
- Click on the **Action** button in the **Links** Group.
- The **Action Settings dialog box** will appear.
- There will be two tabs **mouse click** or **mouse over**. They are the exact same thing except how you trigger the action.
- **Mouse Click** is where you have to actually click the word or pictures that you linked.
- **Mouse Over** is where you have to actually mouse over the word or pictures that you linked.
- On the **Mouse Click** tab, click on the circle next to **Hyperlink to:** and select **Slide...** from the list. (Take note of all of the other things that you can link to from this list.)
- A window will pop up asking what slide you want to hyperlink. All of the slides will be listed on the left. Click on the slide you want to link to. In this case, click on Slide 6, Advanced Classes.
- Click OK.
- Click **OK** on the **Action Settings** dialog box.
- Your button will now link you directly to slide 6 the Advanced Classes.
- Add an action to the same for the **Laser Engraver** and **Vinyl Printer** slides.
- You can also use the action buttons to link back to the first slide, click to start the show, etc.

Animation

- Animation is useful for making individual objects (text or pictures) appear on your slide, one at a time. There are three different times animation can be used in a PowerPoint

which is **entrance**, **emphasis** and **exit**. You also have the ability to tell how long to wait between each effect option by using the **delay**. **Duration** will allow you to tell how long the animation



3.5. Knowledge Assessment

Project -1. Create Power document and present your class

Time 10 min only.

- Open power point 2016
- Create at list 10 silds
- On one slide use only four bullets
- Make font size for your title is 34
- Make font size for your bullets is 28
- Make font verdana

Project-2. Exercise for home

1.Adding More Content and Hyperlink to Web Address

- Go to the home tab, then click on bottom half of **New** slide, and choose **Title Only** slide.
- Type “I have some many more questions. What do I need to know?” in the title box.
- Center your title, resize, and/or make any changes as needed.
- Insert a text box and type “Visit The TechZone@Main on the first floor of the Main Library, call 330-643-9145, or click here.”
- Change font size to 32 and center.
- Highlight **Click Here**.
- Click on the **Insert** tab and the click on **Hyperlink**
- Click in the Address area and type **<http://www.akronlibrary.org/locations/main-library/techzone-main>**

- Click **OK**.
- Press F5 to run your show to see if it works.
- Practice adding pictures to slides 2 and 3.
- Continue to add animations to any of the slide for practice.

2.Adding Content Exercise

Type “Things to do at the TechZone@Main” into the title area of the first slide.

Click in subtitle and type By “Your Name”.

Add a second slide by clicking on the **Home** tab.

Click on the lower half of the **New Slide** button.

Choose the **Two Content** layout.

In the title box of this slide, type “Public
Computers”

In the **left** text box, type:

- o “Use Office Products”
- o “Use the Internet”
- o “A limit of two hours a day.”
- o “Get help from staff.”

PART FOUR

4. How to Use Internet and Email?

Course Outline

- ✓ Introduction to Internet
- ✓ Web browser
- ✓ Search Engine
- ✓ Download and upload
- ✓ E-Mail
- ✓ Creating e-Mail
- ✓ Send and receive e- Mail

Objectives

- ✓ Understand how to internet
- ✓ How to use different types of browsers
- ✓ How to use google search Engine
- ✓ How to use E-mail

Pre-Required Resource

- ✓ Computer LAB
- ✓ Internet connection with high-speed

4.1. Uses of internet

- ✓ Communication
- ✓ Research
- ✓ Education
- ✓ Financial Transaction
- ✓ Real Time Updates
- ✓ Leisure
- ✓ Online Booking
- ✓ Job Search
- ✓ Blogging
- ✓ Shopping so more

4.2. What is the Internet?

“A means of connecting a computer to any other computer anywhere in the world via dedicated routers and servers. When two computers are connected over the Internet, they can send and receive all kinds of information such as text, graphics, voice, video, and computer programs”.

Uses for the Internet:

The Internet is used for many things such as e-mail, social networking, job-hunting, getting the latest news, research, listening to music, watching videos, getting driving directions, reading online books and so much more.



4.3.COMMON TERMS YOU MIGHT HEAR AND WHAT THEY MEAN:

BROWSER: -

- Is a free software package or mobile app that lets you view web pages, graphics, and most online content. The most popular web browsers include Chrome, Firefox, Microsoft Edge, and Safari, but there are many others. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

WEBPAGE: -

- Is what you see in your browser when you are on the internet. Think of the webpage as a page in a magazine. You may see text, photos, images, diagrams, links, advertisements and more on any page you view. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

HTTP: -

- Is the protocol used to request and transmit files over the Internet or other computer?

URL:-

- “Uniform Resource Locator”. In other words, the **web address** of internet pages and files. The URL tells the browser exactly where to find the page. For example, www.akronlibrary.org is the URL *or web address* to get to the library’s website.

*.com signifies the part of the **URL** that identifies what exactly that site is part of i.e., institution, government, business, etc.

- **. com:** generally, for commercial businesses
- **. net:** network providers
- **. mil:** military organizations
- **. gov:** government organizations
- **. edu:** educational organizations
- **. org:** non-profit organizations

4.4.GETTING STARTED USING GOOGLE CHROME

What is Google?

Google is the most popular search engine on the Internet. A search engine is a program that searches for items online that correspond to keywords or characters specified by internet users. Google is easy to use, and also more effective than the average search engine, making it easier to find what you are looking for. Google is also home to a variety of features such as Google Maps, Google Drive, Google Docs, Images, Gmail, Calendar, Translate, and much more.

SEARCHING THE WORLD WIDE WEB

To begin searching the World Wide Web (aka the Internet) you must launch a web browser. There are many different web browsers to choose from and it is up to *personal preference* on which one you choose.

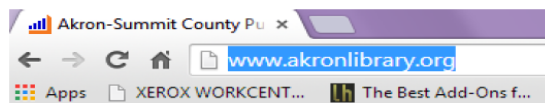
In a recent online article, the top ten web browsers for 2017 are:



TO VISIT A SPECIFIC WEB PAGE:

When you know the URL (or web address) you can type that right into the address bar.

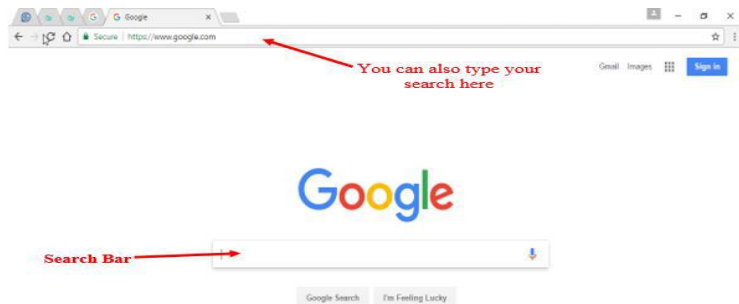
- Click somewhere *on* the address of your current page.
- When the letters are highlighted in blue, type in **the address**.
- For class let's type, **akronlibrary.org**.
- Hit the **Enter** key on your keyboard to go to that page.



4.5.PERFORMING A SEARCH USING GOOGLE CHROME

Let's visit Google:

- Type **google.com** in the address bar.
- in Chrome, type your search terms into the address bar, or go Google.com in your web browser. From there, you can search for anything you would like more information about. Just type your search terms in the search bar, then click the **Google Search** button or press **Enter** on your keyboard.



After you type search terms into search bar, you will see a list of **relevant websites (also called search results)**, that match your search. If you see a site that interests you, simply click the link to open it. Place your mouse pointer over the text (Link) and you will see the mouse pointer turns into a hand icon. Click on it. If the site doesn't have what you need, click on the **Back** button at the top of the browser window to return to the results page to look for more options.

- Click in the search box and type **recipes**.
- A drop box will appear below with suggestions of other search terms. Feel free to click on one if it matches what you're looking for.
- Hit the **Enter** key or click on the **Google Search** button to conduct the search. One-page listing is usually four to five lines long. Some information is provided to give you a small glimpse of what you can find on that page. The words in blue are the page's title and direct link. The two lines of black text under that is a quote from the page in which they found your search term. The green text is the URL (or address) of that page. Notice that your search term is highlighted in bold.

4.6. Web browsers

- ✓ Software programs that access web's rich content
- ✓ www portion of the Internet
- ✓ Popular web browsers
- ✓ Microsoft's Internet Explorer
- ✓ Google chrome
- ✓ Mozilla's Firefox
- ✓ Apple's Safari
- ✓ Opera Software's Opera, etc

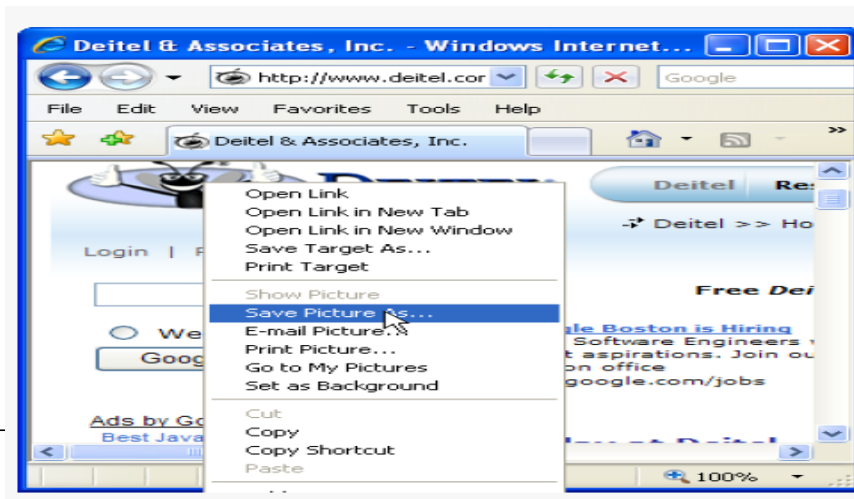


Browsers are the easiest way of finding the information you need. Here you can find a list of the main browsers found today and their characteristics

- ✓ lists the most popular browsers as follow in terms of market share:
- ✓ Google Chrome (61.36 %)
- ✓ Mozilla Firefox (23.6 %)
- ✓ Internet Explorer (8.0%)
- ✓ Safari (3.7 %)
- ✓ Opera (1.6 %)

These were the data known as of December 2014, with Google Chrome as the main browser today, and it shows how statistics have changed throughout the years

Internet Explorer



Saving a picture from a website.

Chrome

- ✓ Launched by Google in 2008, Chrome was meant to rethink browsing completely. It is the most used browser today, and its popularity continues to grow, as it has lived up to the users' expectations. Chrome was the first browser to introduce tab isolation and one box for both addresses and searches, and it started as a faster and cleaner browser

Safari

- ✓ Apple's [Safari](http://www.safari.com) was initially developed for Mac OS, but it was later introduced to Windows (XP, Vista or 7). It is the default browser for Mac, but it doesn't rank very high in number of users.

4.7. Search Engines

Search engines help locate more specific information on a given topic

- ▶ Google (www.google.com)
- ▶ Yahoo! (www.yahoo.com)
- ▶ MSN (www.msn.com)
- ✓ collection of the best in news, sports, entertainment, money, weather, travel, health, and lifestyle, combined with Outlook
- ✓ Search engine which used to sign up and in Hotmail
 - ▶ AltaVista (www.altavista.com)
 - ▶ Ask.com (www.ask.com)
 - ▶ Bing(www.bing.com)

4.8. Downloading and uploading

- ✓ Downloading document with the following format
 - ▶ pdf
 - ▶ ppt
 - ▶ Doc
 - ▶ Save.net etc...
- ✓ Convert pdf document to word doc on line or convert word to pdf doc online. Or download
 - ▶ Quick PDF Converter Suite
 - ▶ Quick Word to Pdf Converter and other converter software
- ✓ Uploading
 - ▶ uploading vidio to google through gmail
 - ▶ uploading picture to google through gmail

4.9. E-Mail

What is E-mail?

- Electronic mail – a message sent from one computer to another. Message typically contains text, but can also contain files, images, or music
- A fast, easy, and typically inexpensive way to communicate with family, friends, and colleagues.

Advantages of e-mail

- There are no postage costs.
- It is typically easy, quick, and reliable.
- You typically don't have to wait long for a response from the recipient. If your mail is not delivered for some reason, you usually receive notification rather quickly. This gives you the opportunity to try to send the message again.

Disadvantages of e-mail

- Junk mail, aka Spam. Unsolicited e-mail messages that are sent in huge numbers and clog your e-mail box.

Tips for creating an e-mail username and password:

- Create something unique, but make sure that you can remember them easily.
- Use a combination of letters and numbers in your username and password. Try to incorporate numbers within a word rather than typing a word or name followed by a string of numbers. This makes it more difficult for hackers and spammers (advertisers) to track down your account information.
- Some e-mail providers require that your username and password be a certain length of characters.
- Be aware of your use of upper/lower case letters and numbers in your password.

Tips: for creating an e-mail username and password

- Create some things unique but make sure that you can remember them easily
- Use a combination of letters and numbers in your username and password
- Try to incorporate numbers within a word rather than typing a word or name followed by a string of numbers. This make it more difficult for hackers and spammers to track down your account information
- Some e- providers require that your username and password be a certain length of characters
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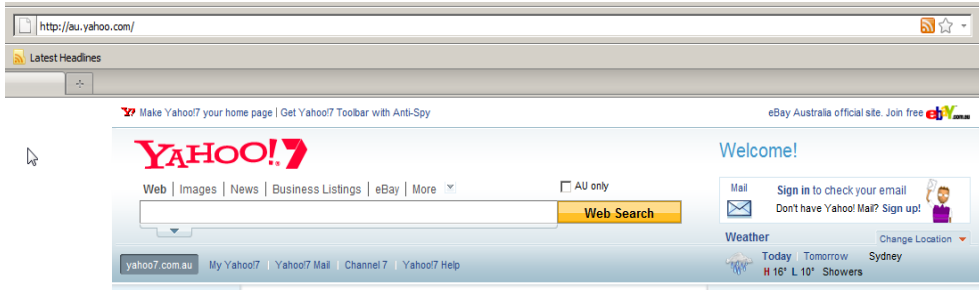
How Do I Get an E-mail Account?

- If you pay for Internet service in your home (e.g. AT&T, RoadRunner, AOL, Juno, MSN) you get an e-mail account(s) when you subscribe.
- If you don't have a computer, you can go to a web site on the Internet that offers free e-mail accounts. (e.g. **Gmail**, **Yahoo! Mail** and **Hotmail**, or see Appendix A for a list of other free e-mail web sites.) This class will demonstrate the **Gmail** service available at **gmail.com**

Yahoo e-Mail

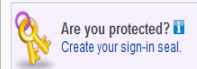
Getting to Yahoo Mail

- Type www.yahoo.com.au into the address bar of your browser. This will take you to the Yahoo site
- Note: the address will appear as <http://au.yahoo.com>



Make sure you have the "Stay signed in" box **UNCHECKED** – especially if you are using a public computer

Sign in to Yahoo!7 with your Yahoo! ID



Are you protected? Create your sign-in seal.

Yahoo! ID

(e.g. free2rhyme@y7mail.com)

Password

☐ Keep me signed in (Uncheck if on a shared computer)

Sign In

[I can't access my account](#) | [Sign-in help](#)

OR

Sign in with:



Facebook



Google

Don't have a Yahoo! ID?

Create New Account

If you have an account, type your ID and password in here and then click the "Sign In" button

If you do NOT have an account, click on the "Create New Account" button

Creating an Account



Get a Yahoo!7 ID and free e-mail to connect to the people and info that you care about.

Name
 Gender
 Birthday
 Country
 Postal Code

Tip: -

1. Use the TAB key on the keyboard to move to the next box – this way you will not miss anything
2. Type in your, in the next box, type your last name: Tip: for security reasons do not use your real

Select an ID and password

Yahoo!7 ID and Email @ Check

It is possible that the name you have chosen may be unavailable

a) choose one of the suggested names by clicking on the name or

Tip: choose carefully because this will be the name of your email address

Here we have tried a few alternatives until we have found the name "petbur15" to be available

4. You will now need to create a password for your account

Tip: try to think of a password that you will easily remember



Get a Yahoo! ID and free e-mail to connect to the people and info that you care about.

Name	<input type="text" value="Peter"/>	<input type="text" value="Bur"/>
Gender	<input type="button" value="Male"/>	
Birthday	<input type="text" value="03"/>	<input type="button" value="November"/>
	<input type="text" value="1982"/>	
Country	<input type="button" value="Australia"/>	
Postal Code	<input type="text" value="3044"/>	

Select an ID and password

Yahoo! ID and Email	<input type="text" value="peterbur15@yahoo.com.au"/>	Change
Password	<input type="password" value="....."/>	<input type="button" value="Strong"/>
Re-type Password	<input type="password" value="....."/>	

In case you forget your ID or password...

Alternative e-mail (optional)	<input type="text"/>
Secret Question 1	<input type="button" value="- Select One -"/>
Your Answer	<input type="text"/>
Secret Question 2	<input type="button" value="- Select One -"/>
Your Answer	<input type="text"/>

You will need to type a password with a minimum of 6 characters, preferably a combination of letters and numbers.

For security purposes, the characters that you type will not be visible
Tip: write down your password straight away so you don't forget it

As you type your password, Google will tell you whether your password is weak or strong

5. You will need to re-type your password to verify that you typed it correctly the first time

Select an ID and password

Yahoo! ID and Email **peterbur15@yahoo.com.au** [Change](#)
Password Strong ■ ■ ■ ■ ■
Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)
Secret Question 1 What is the first name of your favorite uncle?
Your Answer
Secret Question 2 - Select One -
Your Answer

Visual code | [Audio code](#) | [Help](#)



Type the code shown [Try a new code](#)

By clicking the "Create My Account" button below, I certify that I have read:
Yahoo! Terms of Service, Yahoo! Privacy Policy and Communication Terms to receive account related communications from Yahoo! electronically. To do this, I agree to the Service, as product is scan and analyze all email, IM and other communications content.

[Create My Account](#)

6. You will now have to establish two security questions

This is required to recover either your password or account name should you ever forget either of these

You can choose either a suggested Security Question or you can write your own question(s)

Click on the "selector arrow" for the drop down menu to appear

Select an ID and password

Yahoo! ID and Email **peterbur15@yahoo.com.au** [Change](#)
Password Strong ■ ■ ■ ■ ■
Re-type Password

In case you forget your ID or password...

Alternative e-mail (optional)
Secret Question 1 What is the first name of your favorite uncle?
Your Answer
Secret Question 2 - Select One -
Your Answer

Type the code shown

- Select One -
- Where did you spend your honeymoon?
- Where did you meet your spouse?
- What is the first name of your favourite aunt?
- What was your favorite food as a child?
- What was the last name of your first boss?
- What is the first name of your favourite uncle?
- What was the last name of your best childhood friend?
- What was your favourite food as a child?
- What is the name of your favorite sports team?
- What was your first pet's name?
- What is the last name of your best man at your wedding?
- What is the last name of your maid of honor at your wedding?
- What is the name of the street on which you grew up?
- What is the last name of your favorite musician?
- Who is your all-time favorite movie character?
- What was the make of your first car?
- What was the make of your first motorcycle?
- Who is your favorite author?
- Type your question here -

[Create My Account](#)

Select the question you would like to use by putting your mouse pointer over the suggested Security question and then clicking the mouse button

or
Click on the "Type your question here" option and type in your own question

Type the answers to your security questions in each of the "Your Answer" boxes

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

Your Answer

Use 4 characters or more. Not case sensitive.

Click on "Audio code" if you find the writing too hard to understand

Visual code Audio code Help

Type the code shown [Try a new code](#)

By clicking the "Create My Account" button below, I certify that I have read and agree to the [Yahoo! Terms of Service](#), [Yahoo! Privacy Policy](#) and [Yahoo! Communications Policy](#) to receive account related communications from Yahoo! electronically, including relevant advertising and abuse protection. Yahoo! will automatically analyze all email, IM and other communications content.

Create My Account

7. You will need to complete the Verification process

This is required to ensure that you are actually a real person completing the form

This involves typing the distorted characters in the image into the box beneath

Tip: Be careful to type the characters correctly otherwise your submission will be rejected and you may have to fill the entire form again.

8. Finally, when you are sure everything is alright - click the "Create My Account" button

Name

Gender

Birthday

Country

Postal Code This information is required

Select an ID and password

Yahoo! ID and Email [Change](#)

Password Strong

Re-type Password The passwords you entered do not match. Please try again.

In case you forget your ID or password...

Alternative e-mail (optional)

Secret Question 1

Your Answer

Secret Question 2

Your Answer

This information is required

Visual code Audio code Help

Type the code shown [Try a new code](#)

If your application is rejected like this example, don't worry. This often happens on the first attempt. Yahoo will highlight, in red writing, the parts which need to be corrected

The verification characters are sometimes hard to recognise. They are meant to be difficult to recognise for security reasons. Don't worry, just try typing them again.

Note: the verification characters will change upon every re-try.

This page reports back all the information that you have provided

CHECK IT CAREFULLY

and make sure that you have indeed typed what you thought - especially your Yahoo ID

When you are satisfied that everything is correct, click on the "Continue" button

Note: your email address is your_yahoo_id@yahoo.com.au

Uncheck this box if you do not want to receive advertising emails

Check inbox

Click on "Inbox" to view a "list" of emails you have received

This row of options will help you "manage" your emails

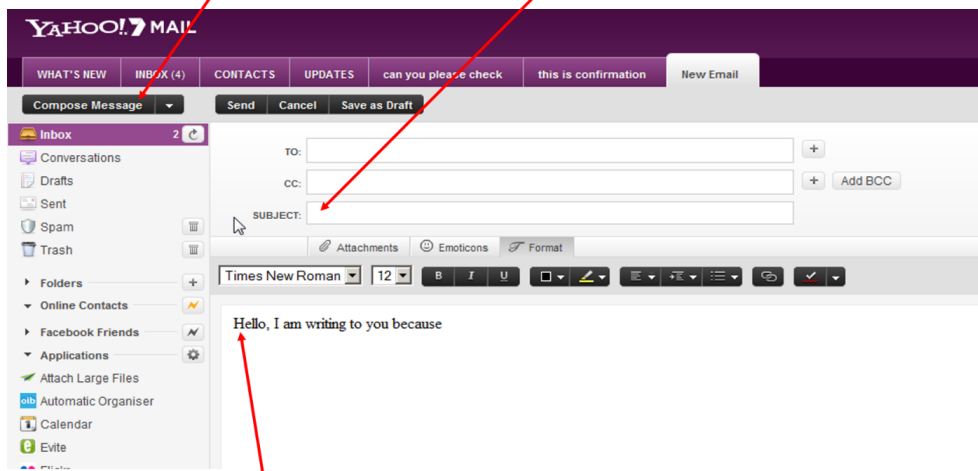
These are the emails you have received. They can be opened by clicking on any of the text

Note: any darkened text indicates that the email has not yet been opened.

4.10. Creating an e-mail

Click on the “Compose Message” button to create a new email

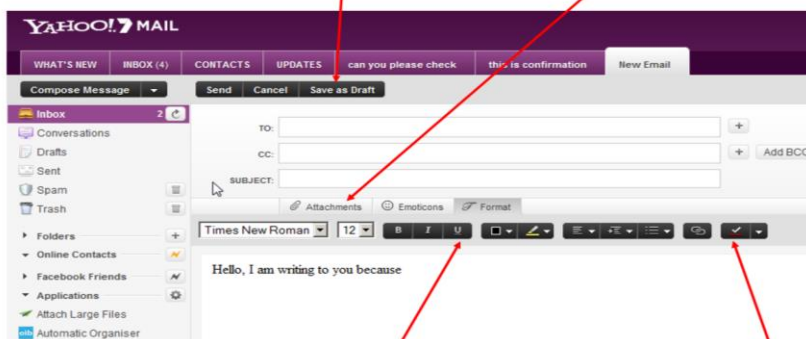
Insert the Subject (or Title) of your email in this space



Start writing your email by clicking in this area

Use the “Save as Draft” button if you need to leave an unfinished email to complete later

Click on “Attachments” to add any documents you wish to send with your email

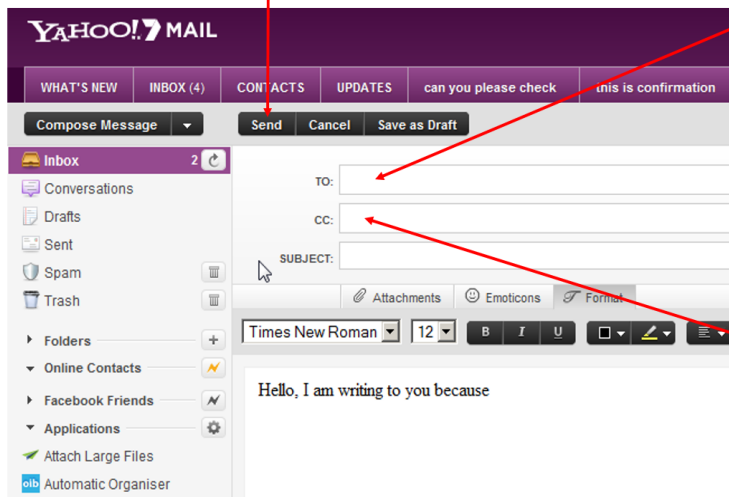


Use these buttons to format your email

Click on “Check Spelling” to word check your email

4.11. Sending an email

Click the “Send” button when you have completed and checked everything



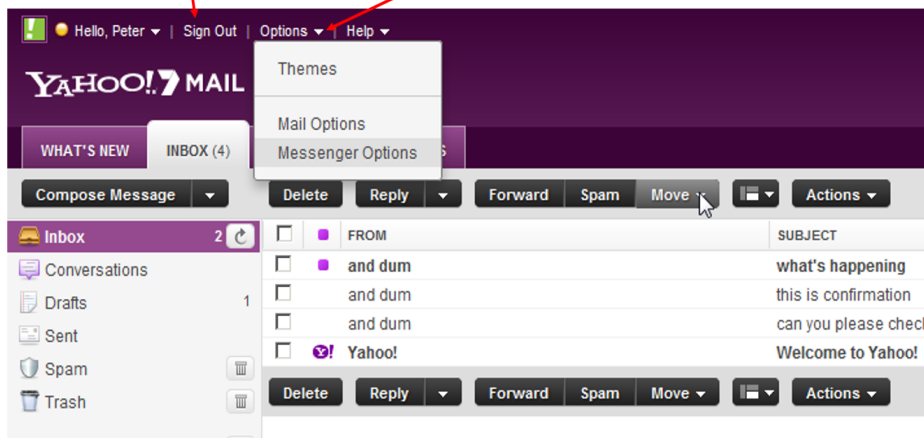
Insert the email address of the person/s you wish to send an email

Tip: Do this at the very end to ensure that you do not accidentally send the email before you have finished

Settings and Sign Out

It is wise to click on the "Sign Out" option when you are certain you are finished, especially if you are on a public computer

Click on the "Options" button to modify your email settings



Let's Sign up for an Account

Log onto any one of the free e-mail services available on the Internet. The examples in this handout will illustrate the **Gmail** Service. You can access this account on any computer that has Internet access by connecting to the web site **gmail.com**

1. Connect to the Internet.
2. Go to gmail.com
3. Look for the button or link that directs you to create a new account.
4. Create a unique username and password for your account. Complete additional registration information as required.

Please make note of your username, password and e-mail address in the space below and bring this information with you to E-mail

Name
 First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

Birthday
 Month Day Year

Gender
 I am...

Mobile phone

Your current email address

Default homepage
☒ Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Location
 United States

[Next step](#)

Gmail (username): _____

Password: _____

My E-mail Address: _____

Sign in to Your Account

1. Make your connection to the Internet as you normally would.
2. Go to the e-mail provider's web site (e.g. gmail.com).
3. Enter your username, or e-mail address on the first screen, and click "Next"
4. Enter your password on the next screen, and then click "Next."

The image shows a screenshot of the Google Sign in page. The page has the Google logo at the top left, followed by the text "Sign in" and "to continue to Gmail". Below this is a text input field labeled "Email or phone". To the right of the input field is a link "Forgot email?". At the bottom left is a link "More options", and at the bottom right is a blue button labeled "NEXT". Two red arrows point from external text boxes to the page: one from the top right box "Enter your Username or E-Mail Address" to the "Email or phone" input field, and another from the bottom right box "Then Click 'Next'" to the "NEXT" button.

NOTE: Some Internet services (like free web e-mail) will offer to “**remember your ID on this computer**” or “**stay signed in**”. Do not select this option if the computer you are using is in a very public place and could potentially be used by several people (e.g. **a public library**). This could make your account more vulnerable to someone trying to gain access to it and your personal information.

4.12. Knowledge Assessment

Project-1. Creating E-mail

- create e-mail using Gmail and yahoo present to class
 - Steps by step how to create
 - How to send and receive message
 - How to send file (attach document)
 - How to CC to your friends
- Project 2 Create group e-mail
 - send and receive file each other.
 - Search file by date

4.13. Appendix:

What you will need to search the Internet:

1. **A computer with an Internet connection.** The connection comes from an ISP or Internet Service Provider. ISPs are usually phone or cable companies that charge you a monthly fee for Internet access. Examples of local ISPs are: Time Warner Cable, Dish Network, Verizon, Earthlink, Comcast.or AT&T.
2. There are several types of connections to choose from. You will need to decide which one is best for you. Each one comes with a different speed and along with that, a different cost. For example, if you are going to be downloading music or streaming videos you will need a fast connection.
3. **DSL (digital subscriber line):** a connection through telephone wires using DSL modem sending digital data. This does not tie up your phone line. Not available in many areas.
4. **Cable:** a connection through a cable modem using cable wires. You do not have to have cable television service.
5. **Satellite:** a connection through a satellite. Can be affected by weather.
6. **Wireless:** the computer connects to a router without using wires. Your computer sends out a radio signal searching for service. Once a signal is found a connection is made. (Note: In order to use the computer's wireless feature you must have an ISP.)
7. **3G and 4G:** devices connect to the internet wirelessly through your provider's network. Used for devices such as smart phones, tablets and laptops when there is not a wireless connection.
8. **Hardware:** The primary piece of hardware that you need besides your computer is a **Modem**. The **modem** is usually provided by your ISP provider and depends on the type of Internet connection that you have chosen. If you have several computers to connect to the same Internet connection you will need a **router**. A **router** can be wireless or hard wired with an Ethernet cable.
9. **Web browser software:** A program that allows your computer to search the Internet. Popular web browsers include Google Chrome, Firefox, Safari, and Internet Explorer
10. **Anti-virus software:** A program that will help defend your computer against harmful viruses that can damage your hard drive. There are many different anti-virus programs some of which are free. You can visit www.download.cnet.com to search for different types of anti-virus software. Be sure to narrow your search results to "Free" to find software for no charge.

5. (Optional) Plug-In software: Plug-in applications are programs that can easily be installed and used as part of your Web browser. You don't need plug-in software to surf the web, but you won't have full functionality. Here are the most common you will need: Java Virtual Machine, Adobe Flash Player, Adobe Shockwave Player, Windows Media Player, Real Audio Player, and Apple Quick Time. These plug-ins allow you to see interactive pictures and menus, watch videos, hear sounds, and play games.

SO MANY THANKS

Practice Again and Again Make Perfect