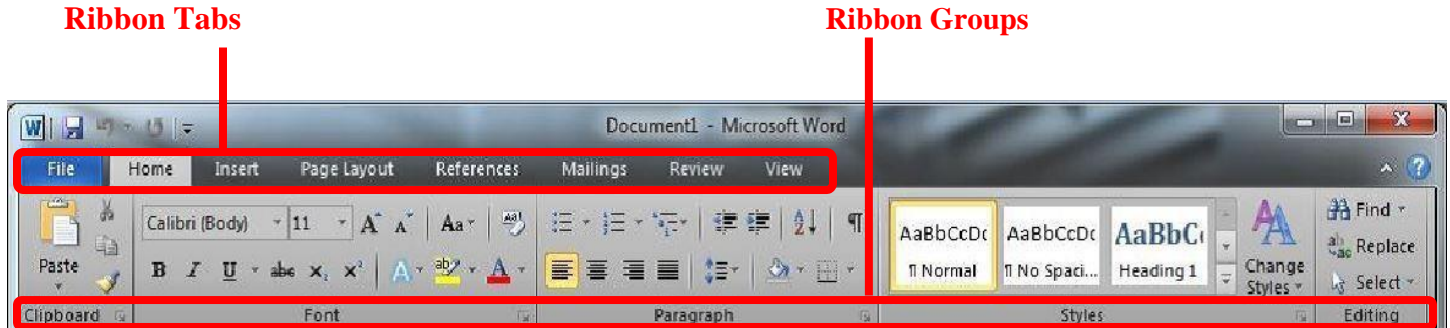


Lecture 2 contain:

➤ Introduction of MS-Word 2010

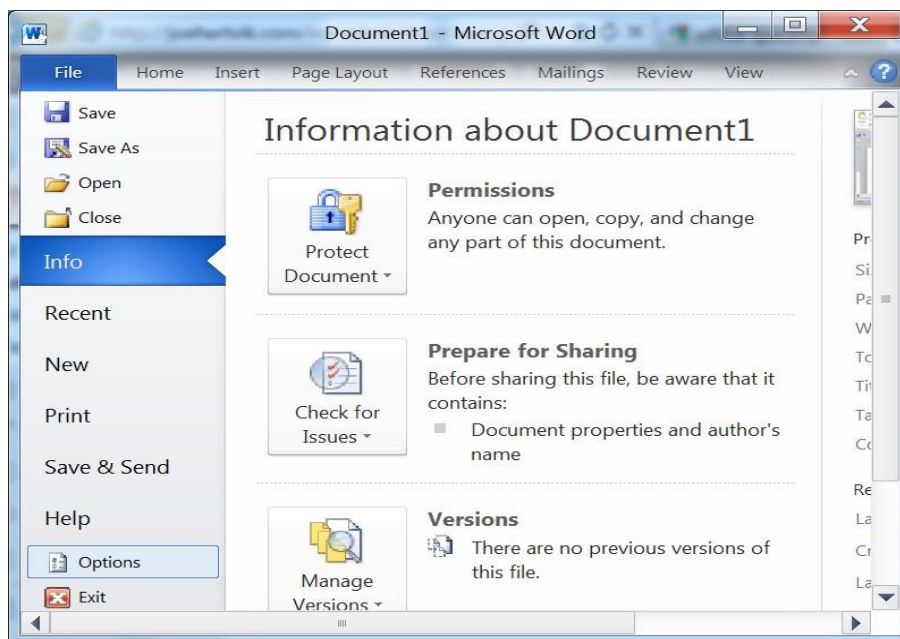
1.4 Tabs & Ribbon



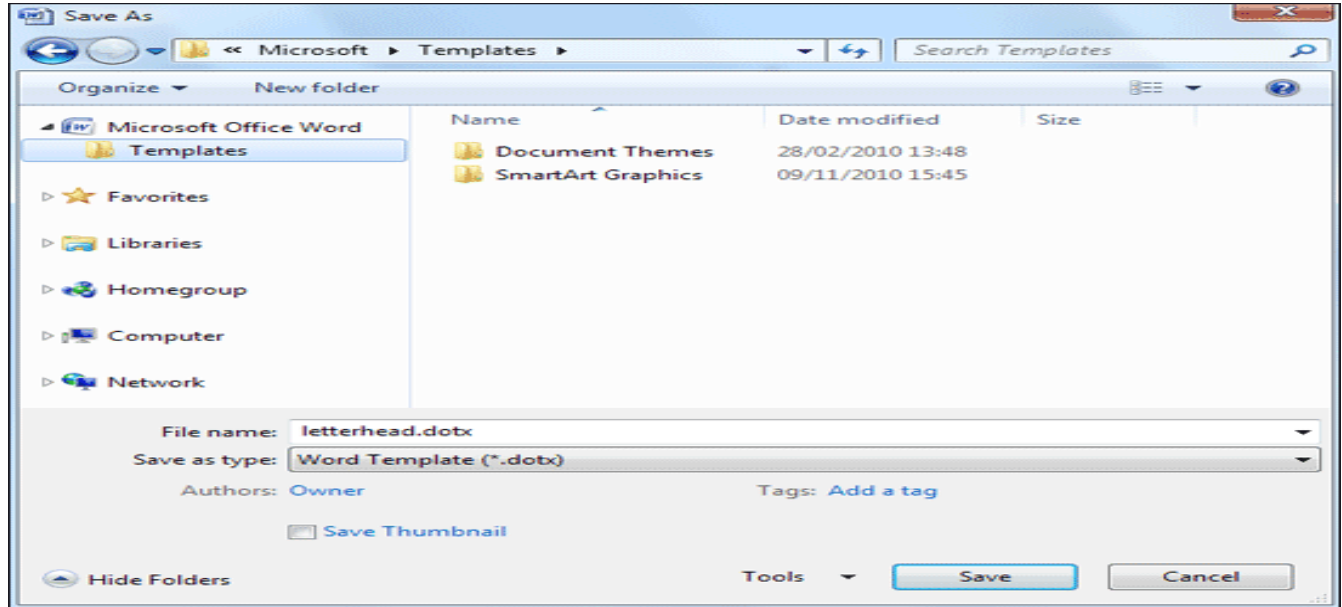
All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.

Each ribbon tab contains groups, and each group contains a set of related tools. Here, the **Paragraph** group on the **Home** tab contains tools for how text should be aligned within the document.

1.4.1 File Tab



- **Save:** Used to save changes to the current document.
- **Save as:** this command enable you to save your current document into several kinds of files.



**File formats that are supported in Word.**

The following table describes the file formats that are supported in Word, alphabetized by extension.

Extension	Name of file format	Description
.doc	Word 97-2003 Document	The binary file format for Word 97-Word 2003.
.docx	Word Document	The default XML-based file format for Word 2019, Word 2016, Word 2013, Word 2010, and Office Word 2007.
.pdf	PDF	Portable Document Format (PDF), a PostScript-based electronic file format that was developed by Adobe Systems. It preserves document formatting and enables file sharing. Files that use the PDF file format can be saved and opened by using Word 2019, Word 2016, and Word 2013.

**File formats that are supported in Excel.**

The following tables describe the file formats that are supported in Excel.

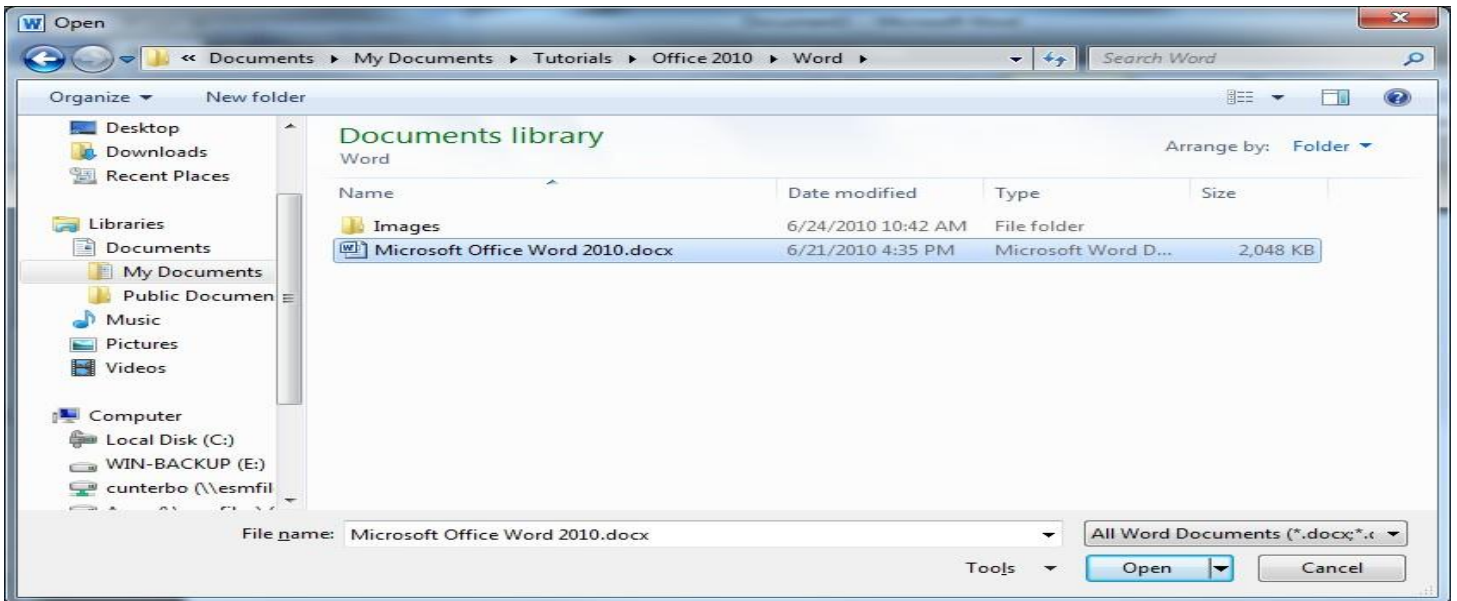
<b>Extension</b>	<b>Name of file format</b>	<b>Description</b>
.csv	CSV (Comma delimited)	Saves a workbook as a comma-delimited text file for use on another Windows operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.xls	Excel 97-Excel 2003 Workbook	The Excel 97-Excel 2003 Binary file format.
.xlsx	Excel Workbook	The default XML-based file format for Excel 2019, Excel 2016, Excel 2013, Excel 2010, and Office Excel 2007. Can't store VBA macro code or Microsoft Excel 4.0 macro sheets (.xlm).

**File formats that are supported in PowerPoint.**

The following tables describe the file formats that are supported in PowerPoint.

<b>Extension</b>	<b>Name of file format</b>	<b>Description</b>
.gif	GIF Graphics Interchange Format	A slide that is saved as a graphic for use on web pages.
.jpg	JPEG File Interchange Format	A slide that is saved as a graphic for use on web pages.
.mp4	MPEG-4 Video	A presentation that is saved as a video.
.pdf	PDF	Portable Document Format, a PostScript-based electronic file format that was developed by Adobe Systems. It preserves document formatting and enables file sharing.
.ppsx	PowerPoint Show	A presentation that always opens in Slide Show view instead of in Normal view.
.ppt	PowerPoint 97-2003 Presentation	The default PowerPoint 97 to Office PowerPoint 2003 format.
.pptx	PowerPoint Presentation	The default PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, and Office PowerPoint 2007 XML-based file format.

- **Open:** Used to open Microsoft Word documents stored in versions 2003,2007,2010



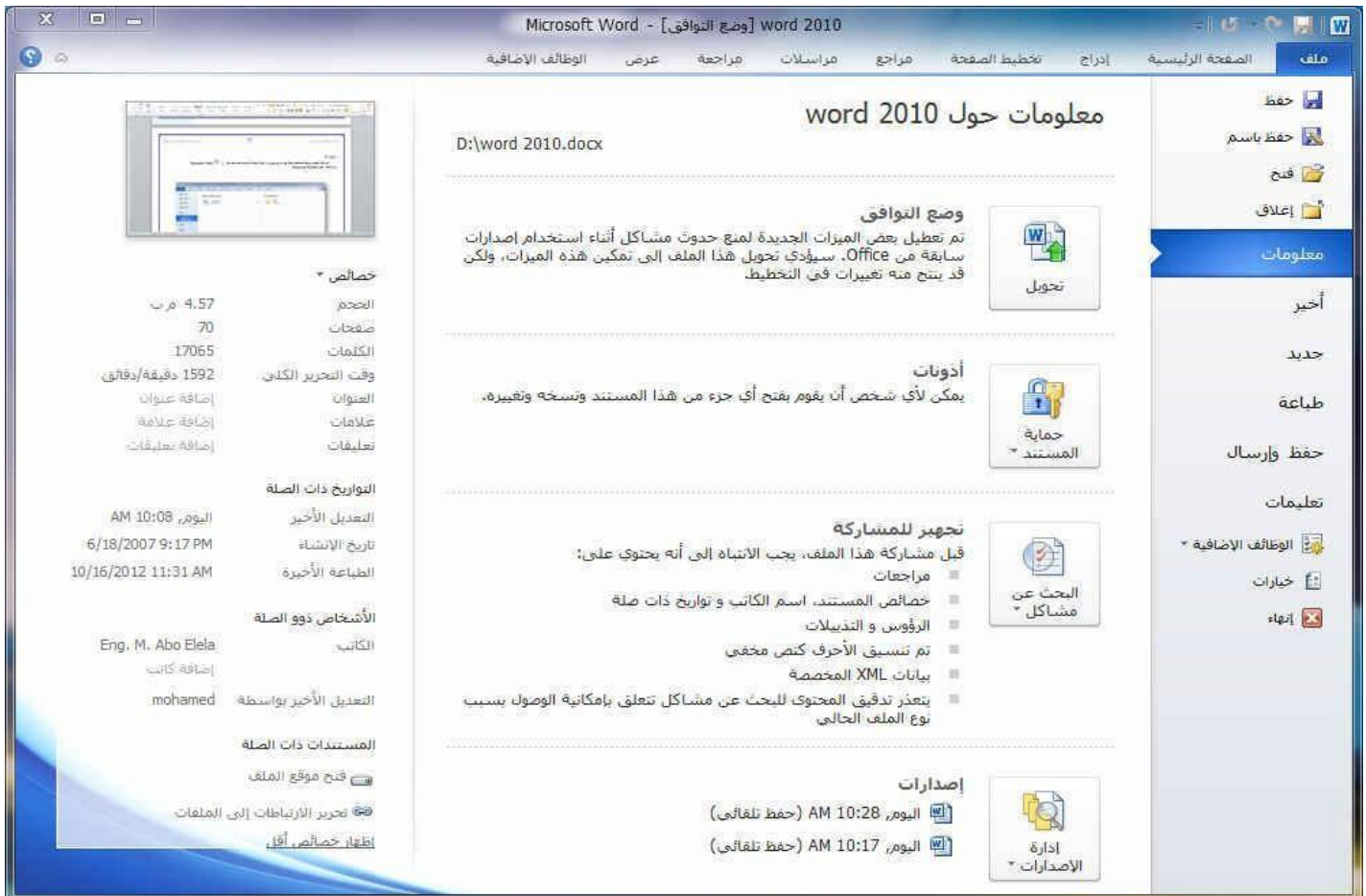
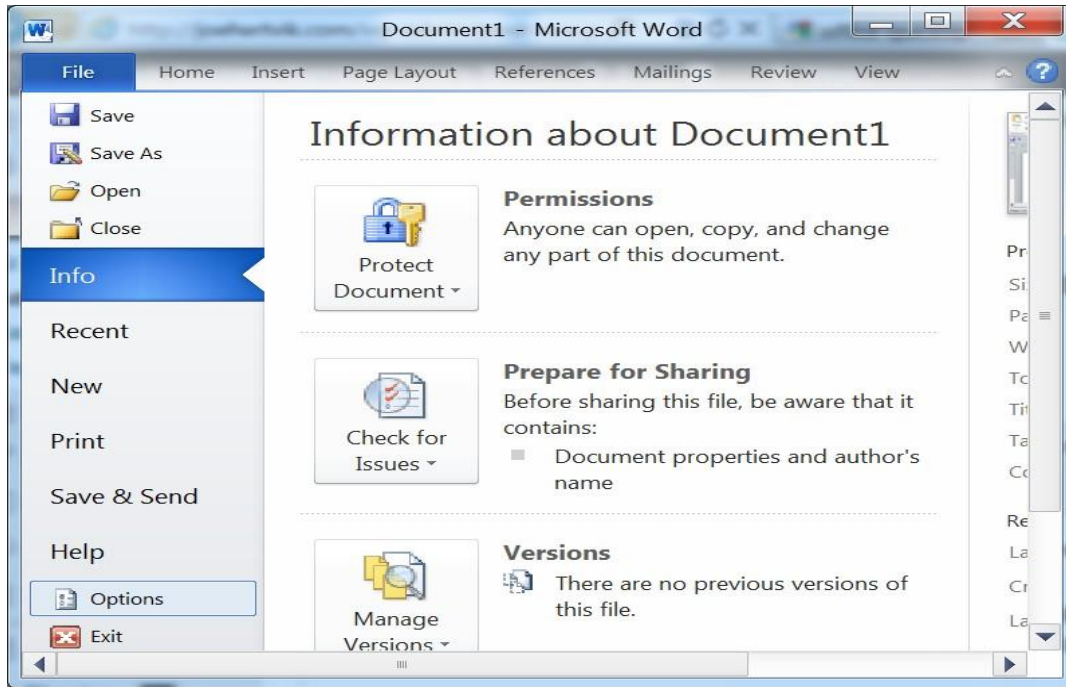
- **Close**

The exit of program is mean close and exit it, (save or not to save the changes) and the way to close it is the same way that the user used it when closing any program open in the Windows system, you can close MS-Word using one of the following methods:

- 1- Double click on the icon W In the top corner of MS-Word Home page.
- 2- From File Tab click on the close button or click (Ctrl + W).  
Step (1), (2) will close the document without close the MS-Word program.
- 3- Click on the button on the title bar or click (Alt + F4).
- 4- From File Tab click (Exit).  
Step (3), (4) will close the document and close the MS-Word program.

- **Information**

Contains information or properties about the current document (number of pages & words, name, size, date of last update and creation date) and consists of a set of options: activating the product, displaying document properties, setting a password to open the document (document protection) ,,,



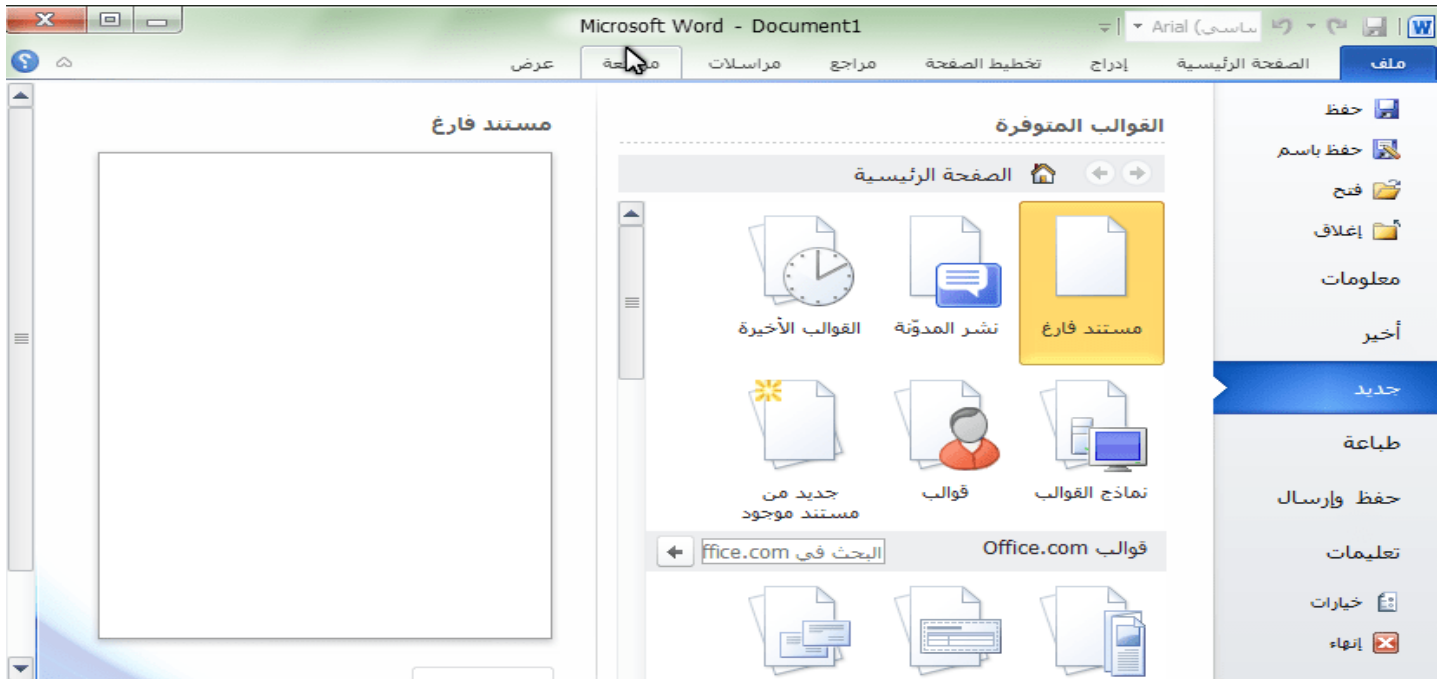
➤ **Recent**

Ability to view or open recently opened documents by clicking on them and the possibility of knowing where to save them through the path that write under the document name.



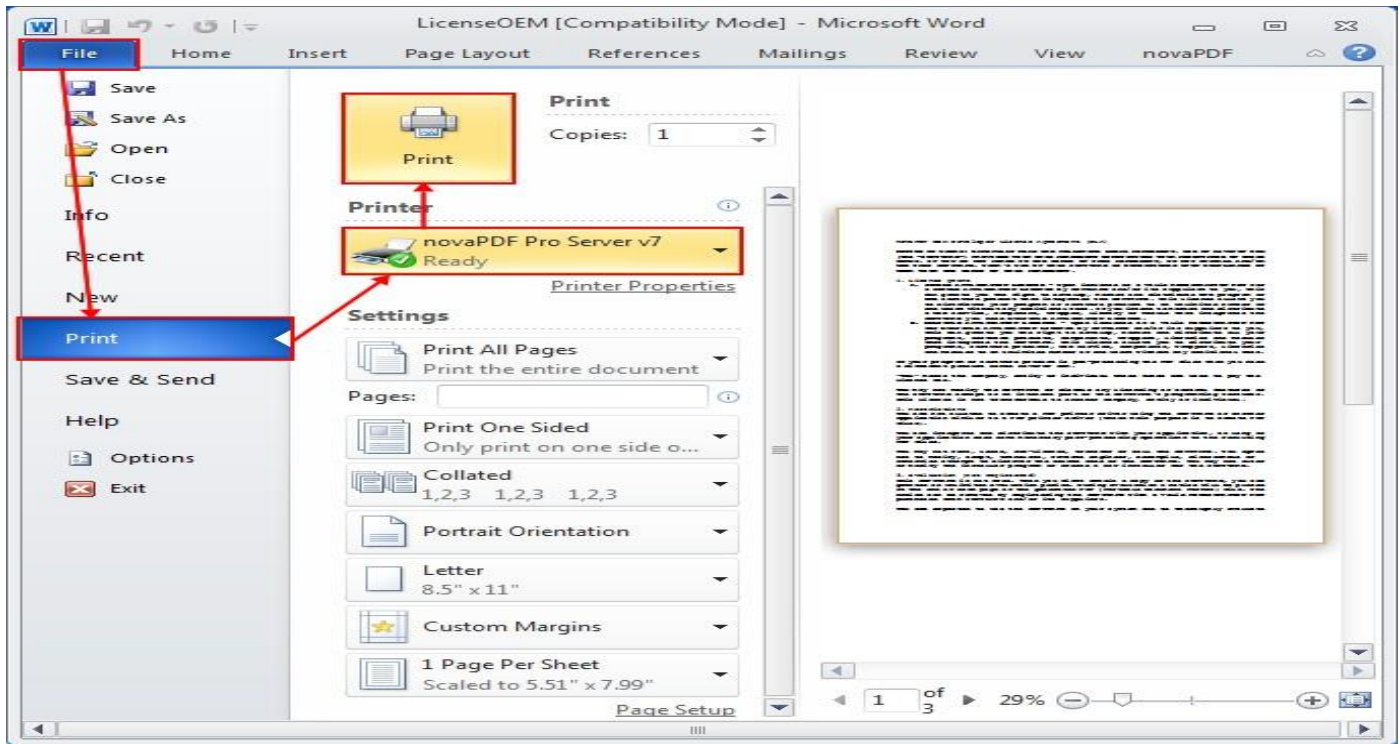
➤ **New**

It is used to open a new document and you can choose a **Blank** document or **Templates** according to the type of work that the user wants to do or through the **Internet** from the site (Office.com).

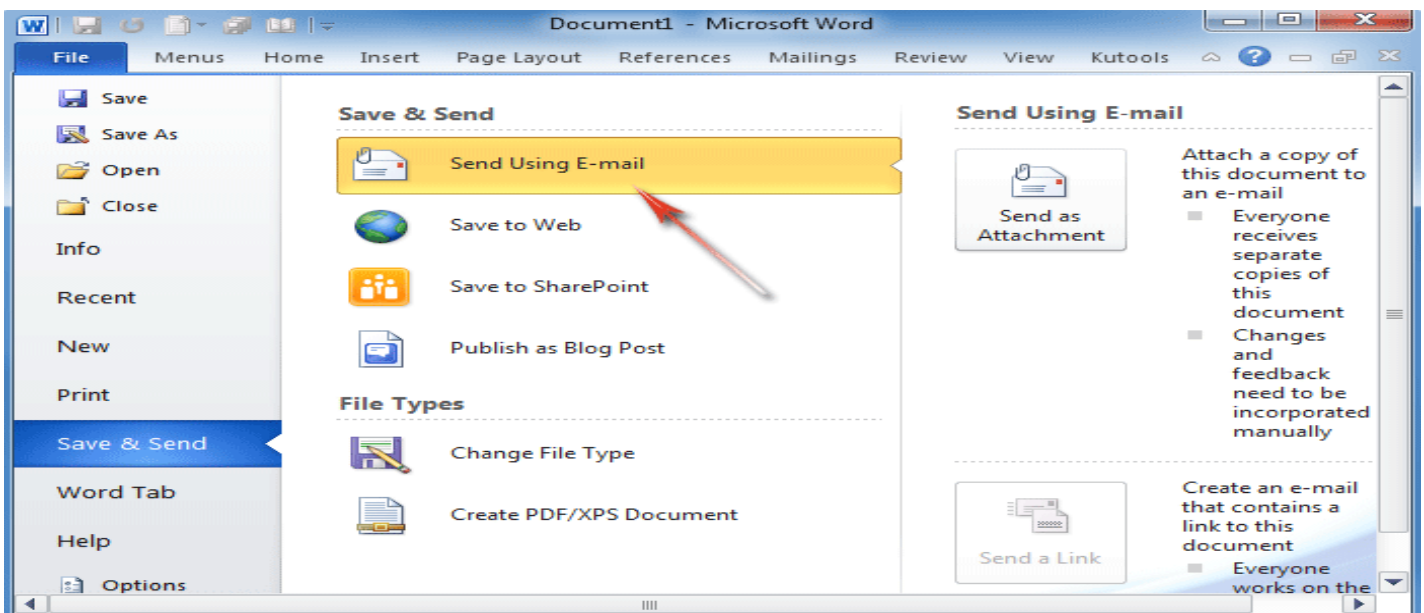


➤ **Print**

Print document pages on a sheet, and user can change the printer type, page settings, and the number of paper.

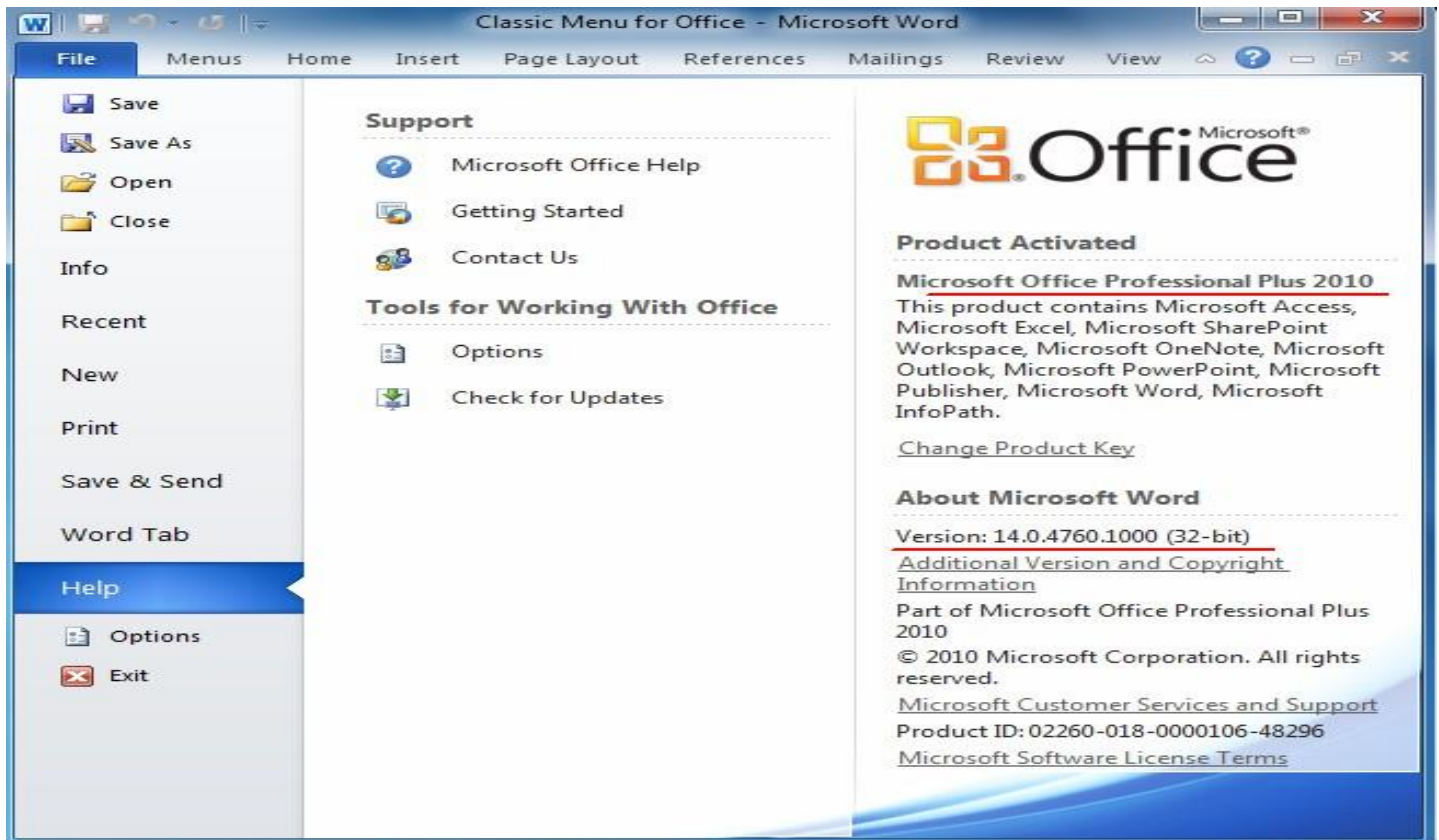


**Save and send:** The Save & Send page displays all the commands related to making the current document available to other people.





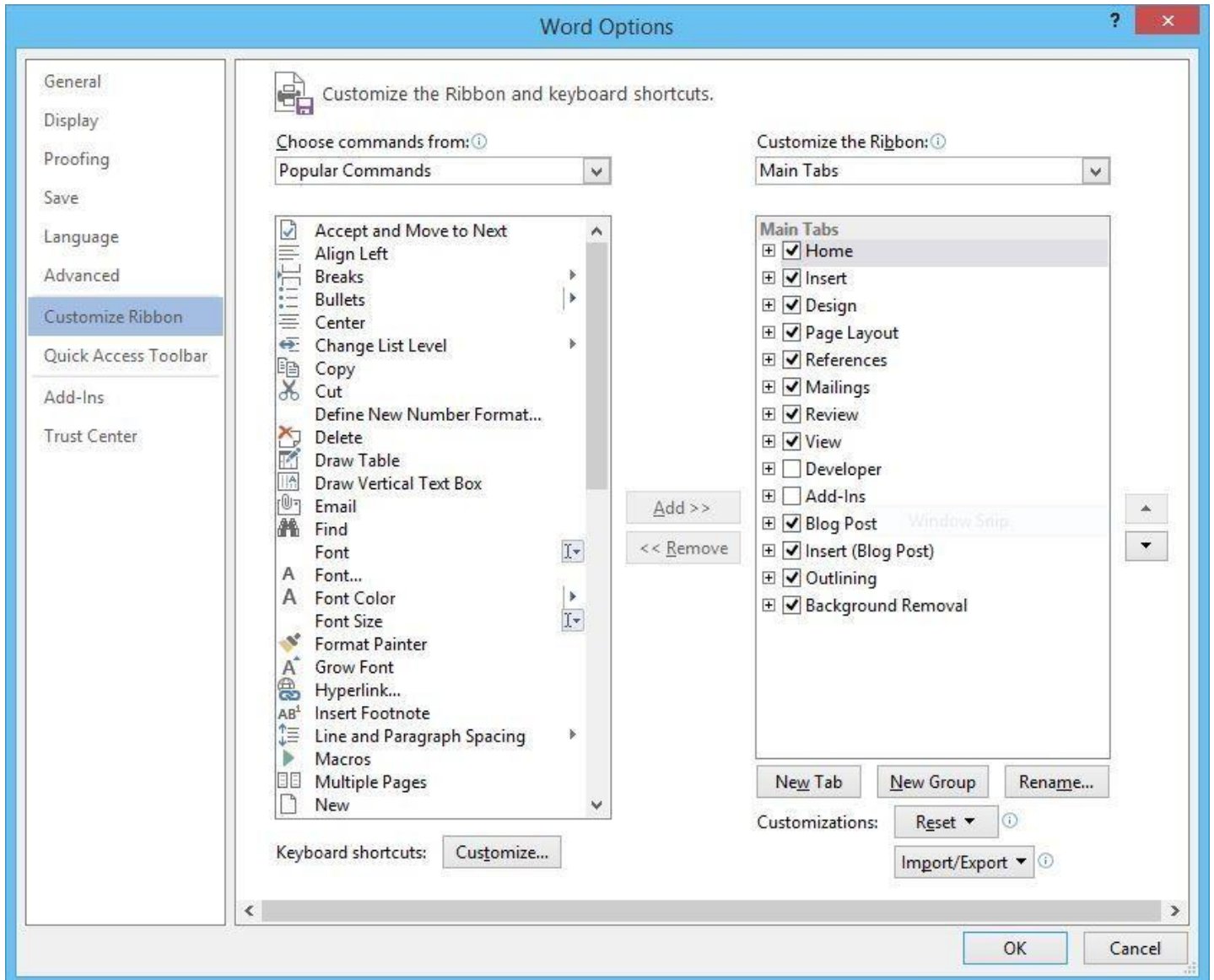
➤ **Help**



Lec. Tamara A. Anai

➤ Options

It includes a set of options that can control the properties of the document, such as program interface control, default font type, spell check control, language control (add or delete language), dictionary setup, The format of the file in which the document is stored ( MS-Word 2003,2010,pdf, ...) the status of the printed numbers (Arabic, English), customize Quick Access bar ....



**Lecture 1 contain:**

➤ **Introduction of MS-Word 2010**

**1.4 MS-Word 2010 Ribbon and Tabs**

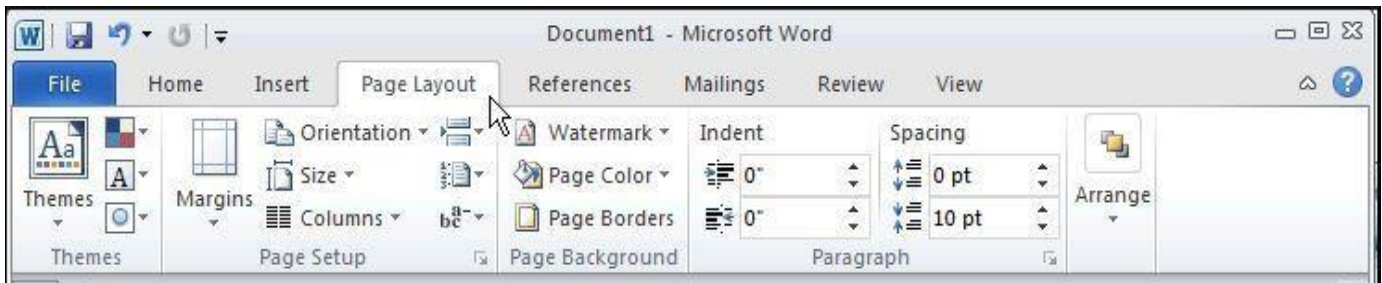
**1.4.1 File Tab**

**1.4.2 Home Tab**

**1.4.3 Page Layout Tab**

**1.4 MS-Word 2010 Ribbon and Tabs**

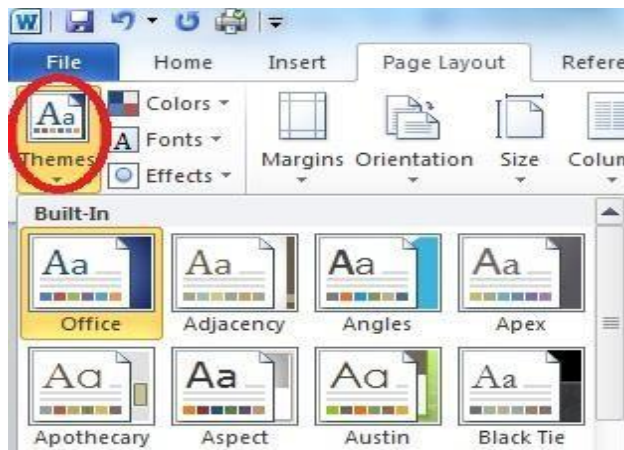
**1.4.3 Page Layout Tab**



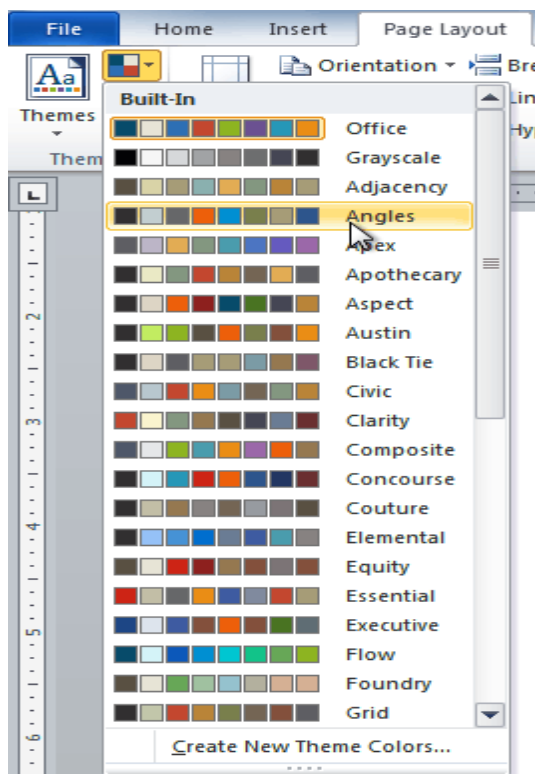
This tab can be used to set and control the appearance of your document. The page layout tab contains five group:

1) **Themes group:** contain four options

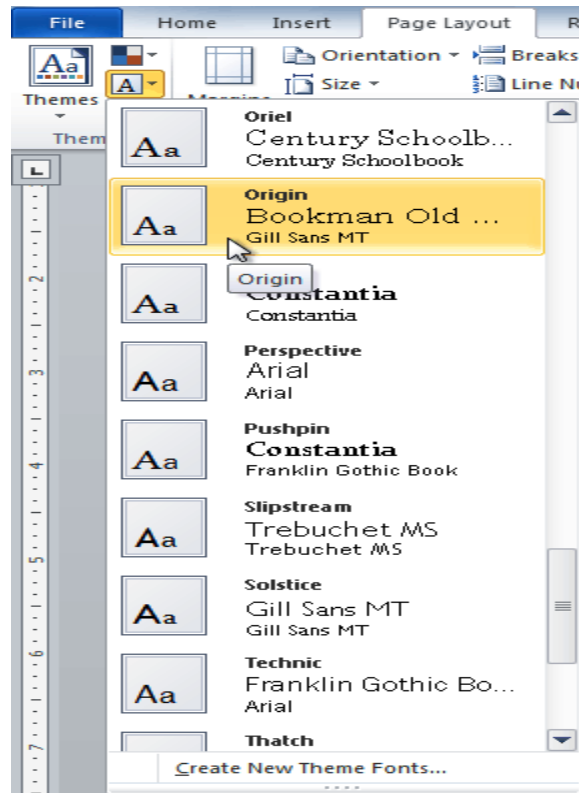
- Themes, This changes the overall design of the entire document, including colors, fonts, and effects.



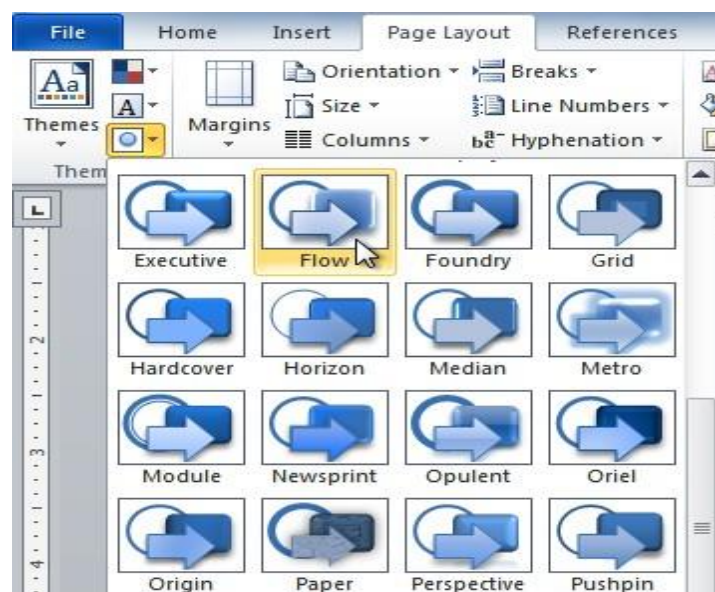
- Colors, this command changes the colors for the current theme.



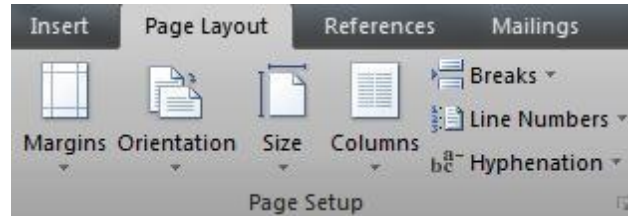
- Font, Fonts for the current theme are enabled for change using this command.



- Effects, The current theme effects are available for change using this command.



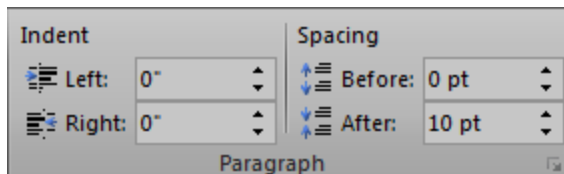
- 2) **Page setup:** The Page Setup group contains the options to specify the layout of a page, such as margins, orientation, and page size.



- **Margins**, to set the margin for your document.
- **Orientation**, to change the page orientation (Portrait or Landscape) of your document.
- **Size**, to change the paper size.
- **Columns**, to create columns within your document.

3) **Page background**

- 4) **Paragraph:** The Paragraph group will allow you to set indentations and line spacing for your document.



- 5) **Arrange:** This area allows you to quickly arrange how graphic elements (such as pictures and shapes) appear on your page: its contain the options below:
- **Position:** Quickly choose a basic location on the page for a graphic. This feature will automatically arrange for Text Wrapping.
  - **Bring to Front / Send to Back:** Quickly arrange the layers of overlapping graphics.
  - **Text Wrapping:** when you insert a graphic, usually only one line of text will appear to the left or right, leaving a large empty area on each side of the graphic. Text Wrapping allows text to fill in those empty spaces, and "wrap" around an image. There are various ways you can have the text wrap.
  - **Align:** Automatically takes several different graphics and lines them up according to pre-set rules.
  - **Group:** Same as in PowerPoint--allows multiple graphics to be temporarily joined, so they behave like one object.
  - **Rotate:** Rotate or flip graphics. You can also rotate using the green "Rotate" handle on the object placeholder, again like in PowerPoint.

# What is Google Classroom?

Google Classroom is available to schools with a Google Apps for Education (GAFE) domain.

Classroom is a way to get all your students in one place and allows you to easily assign work and for students to turn it in.

Helps teachers create and collect assignments paperless

- Includes time-saving features

- (i.e., make a copy of a Google Document for each student).

- Creates Drive folders for each assignment & student

- Students can keep track of what's due on the Assignments page and begin working with just a click.



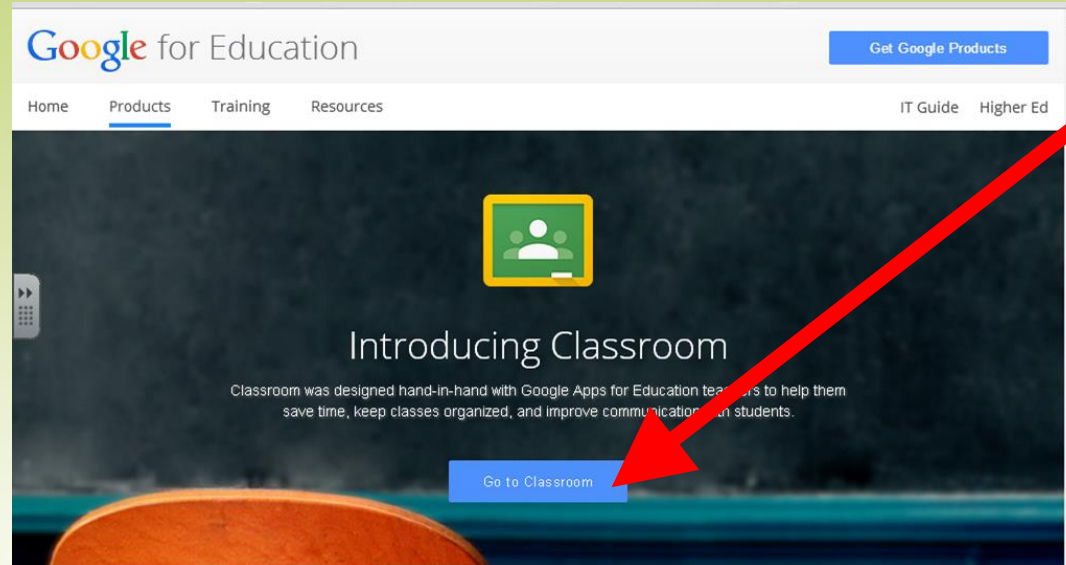
- Teachers can quickly see who has or hasn't completed the work, and provide direct,

- real-time feedback and marks from within Classroom.



# How to Create Your Own Class

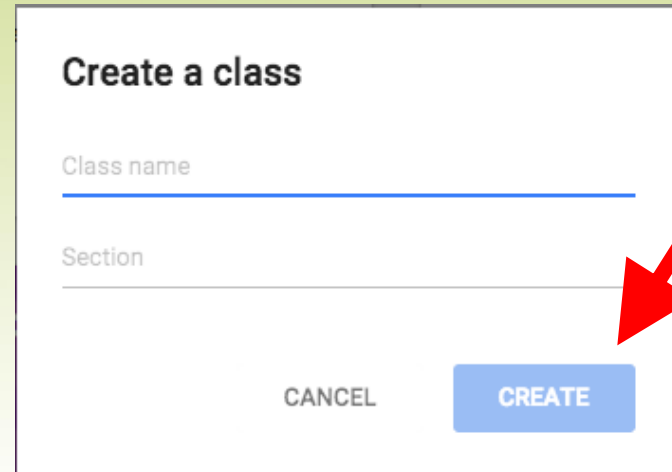
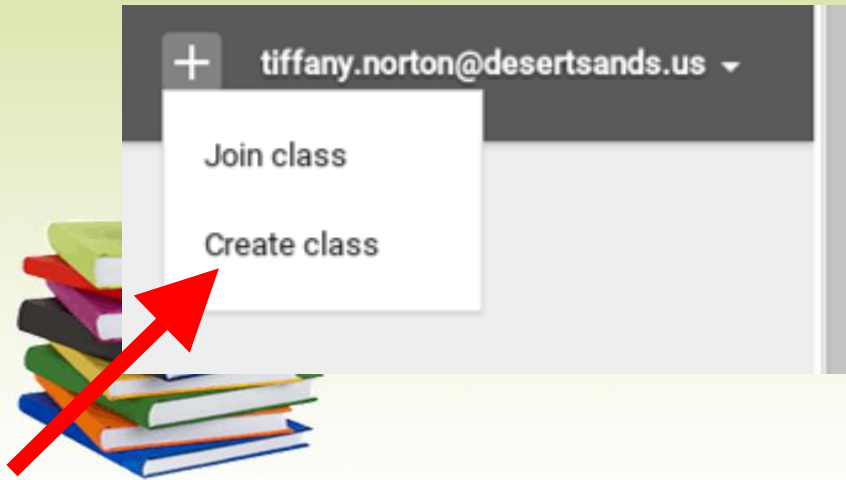
Click to go to [Google classroom](#)! Click go to classroom.





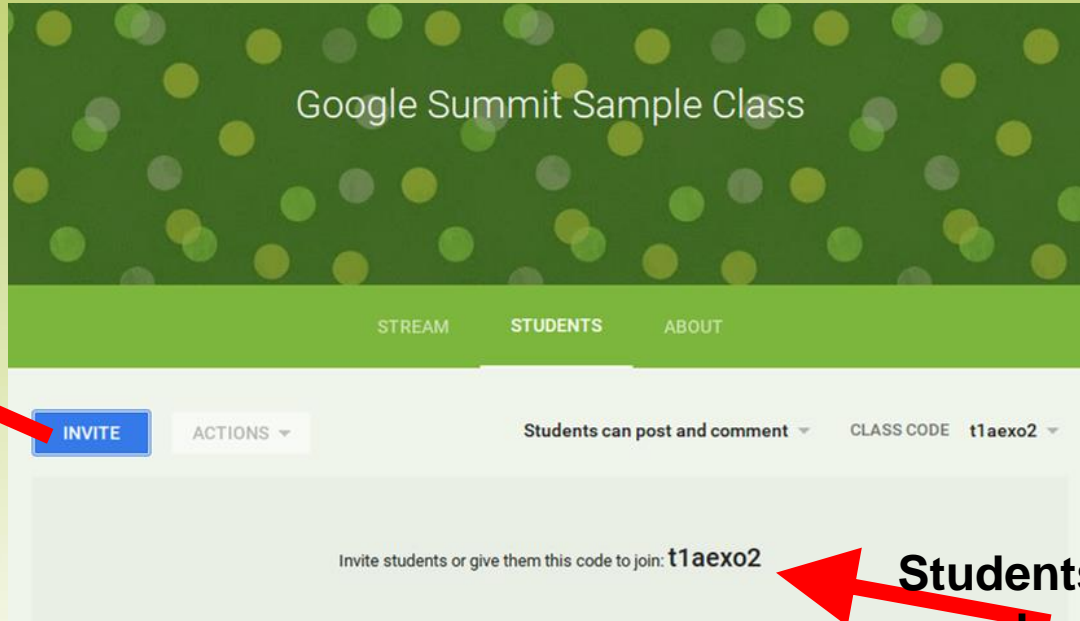
# How to Create Your Own Class

Click on the Plus sign by your name and click create class. Type in your class name and section. Then click create.

A screenshot of a 'Create a class' form. The form has a white background and a thin grey border. At the top, it says 'Create a class'. Below that are two input fields: 'Class name' and 'Section'. At the bottom, there are two buttons: 'CANCEL' and 'CREATE'. A red arrow points from the right side towards the 'CREATE' button.

# Two Ways to Have Students Join

Invite students via e-mail to join your class. They'll get a link to click on.

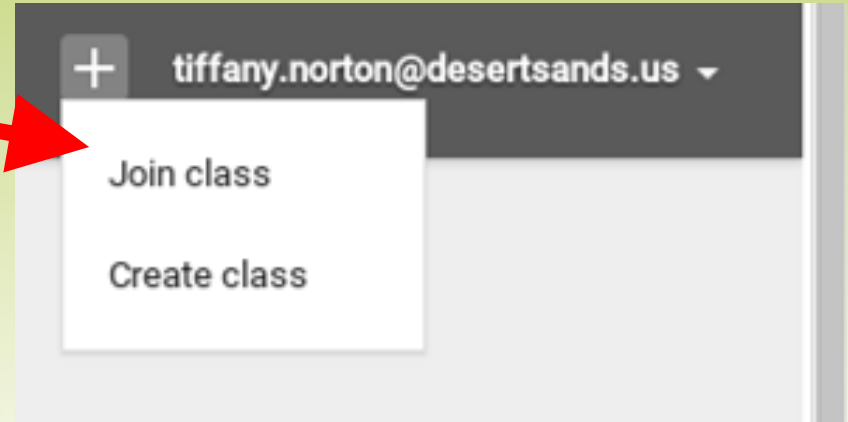


Students can go to google classroom and type in the code for your classroom.



# Using the Classroom Code to join:

1. Go to Google Classroom.
2. Click on the plus sign in the right-hand corner.
3. Click join class.
4. Then type in the classroom code and click join.



# Classroom Homepage

The screenshot shows a web browser window with the URL `classroom.google.com/u/0/c/NDMxNzU3NDQ4MjY5`. The page header includes navigation links for 'العلامات', 'الأشخاص', 'الواجب الدراسي', and 'ساحة المشاركات'. The main header displays 'College of Dentistry - Computer class - 1st stage' and 'حاسبات - المرحلة الاولى 2022-2021'. A large blue banner features the text 'College of Dentistry - Computer class - 1st stage' and 'حاسبات - المرحلة الاولى 2022-2021'. A red arrow points to a 'تخصيص' (Customize) button with a pencil icon. A text box on the left explains that this button is used to change the classroom theme or add a photo. Another red arrow points to the 'إنشاء رابط' (Create link) button under the 'Hangouts Meet' section. A text box on the right explains that this button is used to create a link for students to join the classroom. The page also shows a user profile for 'Tamara Afif' and a PDF document titled 'حاسبات الفصل الدراسي الثاني-المرحلة...'.

Change your classroom theme or add your own photo at the top of your Google Classroom.

Code that you give your students to join the classroom. You can also change the class code whenever you want to as the teacher.

# Classroom Homepage

classroom.google.com/u/0/w/NDM...34DC...43.../... | Gmail | YouTube | Maps | Translate | Lip prints database... | Open Images Datas... | Kaggle: Your Machi... | Dataset Search

College of Dentistry - Computer class - 1st stage | حسابات - المرحلة الأولى

العلامات | الأشخاص | الواجب الدراسي | ساحة المشاركات

مجلد Drive للصف | Google تكويم

إشاء +

تاريخ النشر: 11 مايو

اسئلة الامتحان الفصلي

تاريخ النشر: 28 فبراير

درجات الفصل الاول

:

## HW-Second semester

موعد التسليم 25 مايو

HW-4

تاريخ النشر: 18 مايو

Quiz 3

موعد التسليم 26 مايو

HW-2

موعد التسليم 20 أبريل

HW-1-Second Semester

جميع المواضيع

HW-Second semester

عنى الفصل الدراسي الثاني

محاضرات الفصل الدراسي ا...

فيديو

الواجبات

جدول الدروس الاسبوعي

رابط المحاضرات على eet...

المحاضرات



# Classroom Homepage

The screenshot shows a web browser window with the URL `classroom.google.com/u/0/r/NDMxNzU3NDQ4MjY5/sort-first-name`. The browser's address bar and search engines (Gmail, YouTube, Maps, Translate, etc.) are visible. The page title is "College of Dentistry - Computer class - 1st stage" with a subtitle "حاسبات - المرحلة الأولى 2022-2021". The navigation menu includes "العلامات", "الأشخاص", "الواجب الدراسي", and "ساحة المشاركات". The main content area displays a list of students under the heading "الطلاب" (Students). The list includes a header row with "عدد الطلاب: 121" and a dropdown menu for "الإجراءات" (Actions). Below are several student entries, each with a vertical ellipsis menu, a name, a profile picture, and a checkbox.

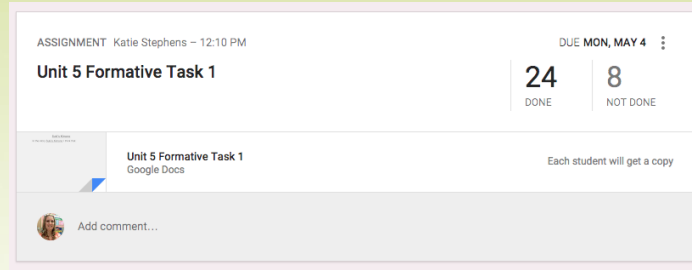
الإجراءات	الطلاب
⋮	Tamara Afif
+8	عدد الطلاب: 121
Az	
⋮	amna waad
⋮	Ayman Sa
⋮	black hat
⋮	Duaa Amjad
⋮	fadak 970
⋮	Hafsa Subhi

The student's page is a list of all the students enrolled in your classroom.

Can change the students' abilities to post and comment in your classroom.

# What is an assignment?

Using Google Docs, you no longer need to collect and pass out paper. Google Classroom eliminates sharing issues by placing the document in the teacher and the students Google Drive immediately. Students simply need to press the “turn in” button within Google Classroom to let the teacher know they are ready to have their work assessed.



ASSIGNMENT Katie Stephens - 12:10 PM

**Unit 5 Formative Task 1**

DUE MON, MAY 4

24	8
DONE	NOT DONE

Unit 5 Formative Task 1  
Google Docs

Each student will get a copy

Add comment...



# Attachment Options for Assignments

- Attach a document from your computer
- Attach directly from your Google Drive
- Attach a YouTube Video
- Attach a Link



Students can:

-attach photos to assignments and posts

-attach images, PDFs, and web pages from other apps to their assignments



***The mobile app allows students to do their work on any device.***



# Tracking your student's progress

ASSIGNMENT 25 Feb DUE 27 FEB

**Sample Performance Task (Research Questions)**

Use your article and video notes to respond to the three research questions in the attached assignment.


26	13
DONE	NOT DONE

Good Luck! :)

#havefun

**Research Questions (Sample SBAC PT)** Each student will get a copy

Google Docs

 Add comment...







Easily see the number of students who've completed and have yet to complete the given assignment.



The Wettest Place on Earth TDQs DUE FRI, MAR 6

RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are done or returned. CLEAR

<input type="checkbox"/>	Students	Status	Grade	Points	100
<input type="checkbox"/>	 Adrian Mederos <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Alyssa Aguiar <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Amy Bracamontes <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Anahi Lopez-Aldaz <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Benjamin MoraJimenez <small>Send a note</small>	DONE	No grade		
<input type="checkbox"/>	 Brandon Torres <small>Send a note</small>	DONE	No grade		

The detailed list of students who have completed their work.









The detailed list of students who have not completed their work.

The Wettest Place on Earth TDQs DUE FRI, MAR 6

RETURN EMAIL FOLDER DOWNLOAD

Showing assignments that are not done. CLEAR

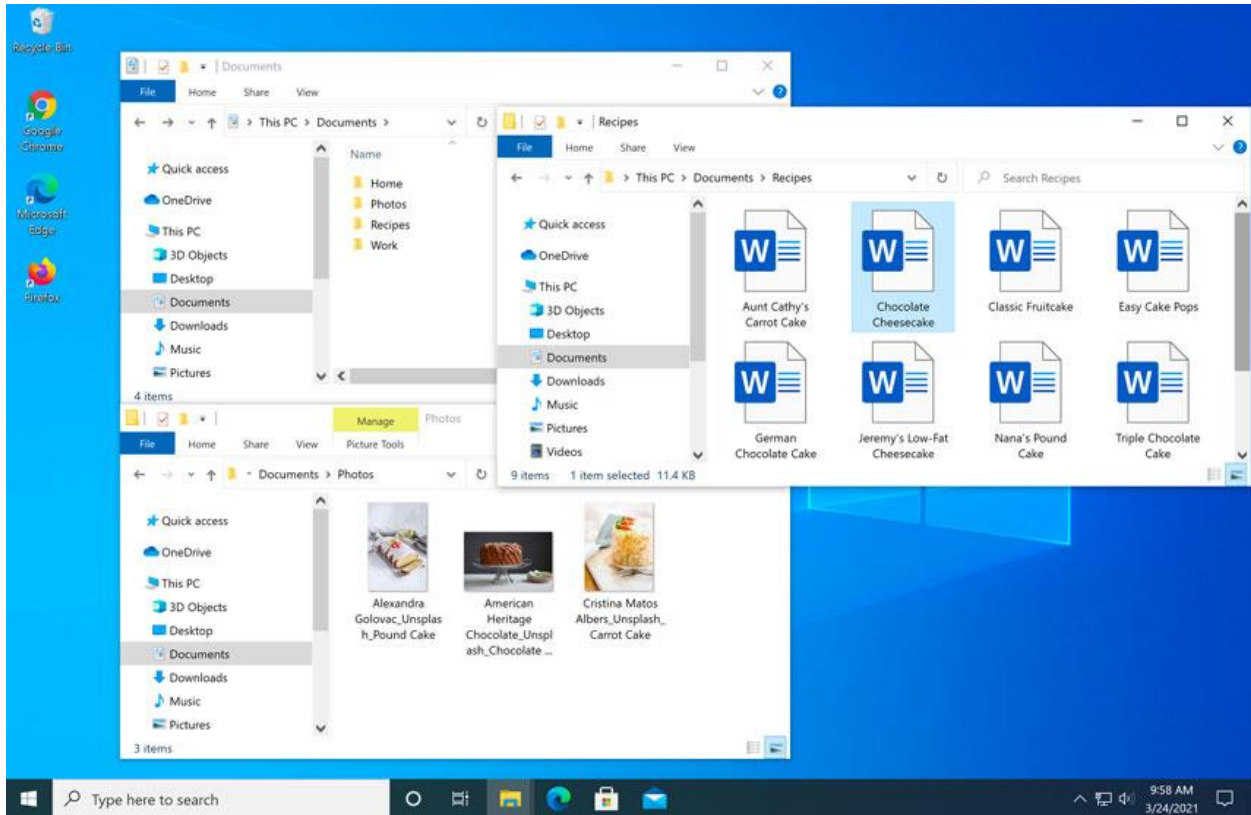
<input type="checkbox"/>	Students	Status	Grade	Points	100
<input type="checkbox"/>	 Anthony Vargas1 <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Ashley Orozco <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Ashley OrozcoMorales <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Clayton Hill <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Deirdre Murphey <small>Send a note</small>	NOT DONE	No grade		
<input type="checkbox"/>	 Eric Vasquez <small>Send a note</small>	NOT DONE	No grade		

# Intro to Windows 10

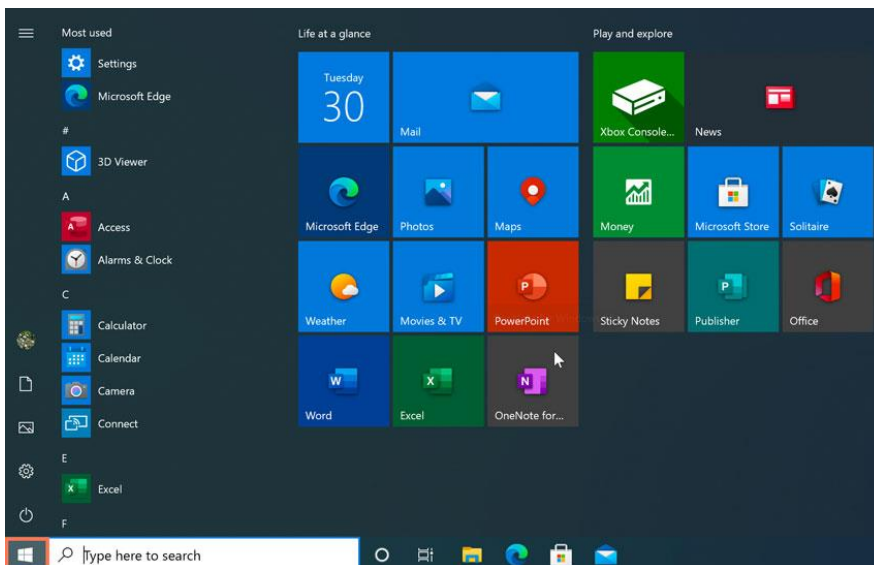
## Navigating the desktop



Desktop is the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and much more.



## Opening applications

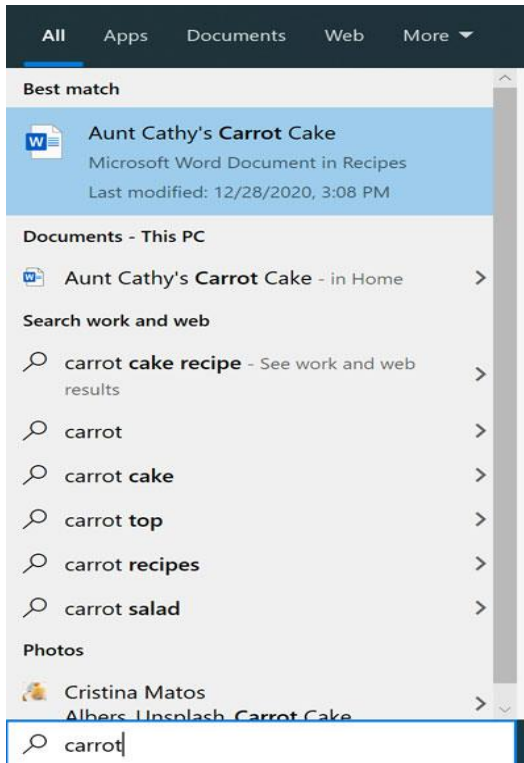


You'll use the **Start menu** to open programs on your computer. To do this, click the **Start** button in the bottom-left corner, then choose the desired application.

## Intro to Windows 10

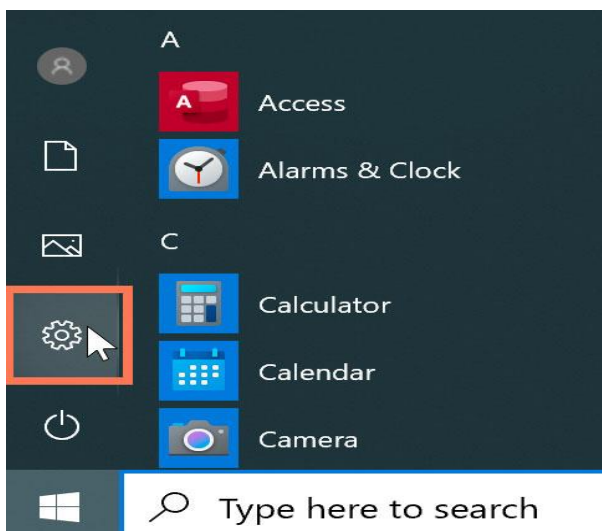
### Searching for files and apps

To search for something on your computer—like a specific file or application—click the **Search Box**, then start typing. In the example below, we're searching for a Microsoft Word document.



### Adjusting your settings

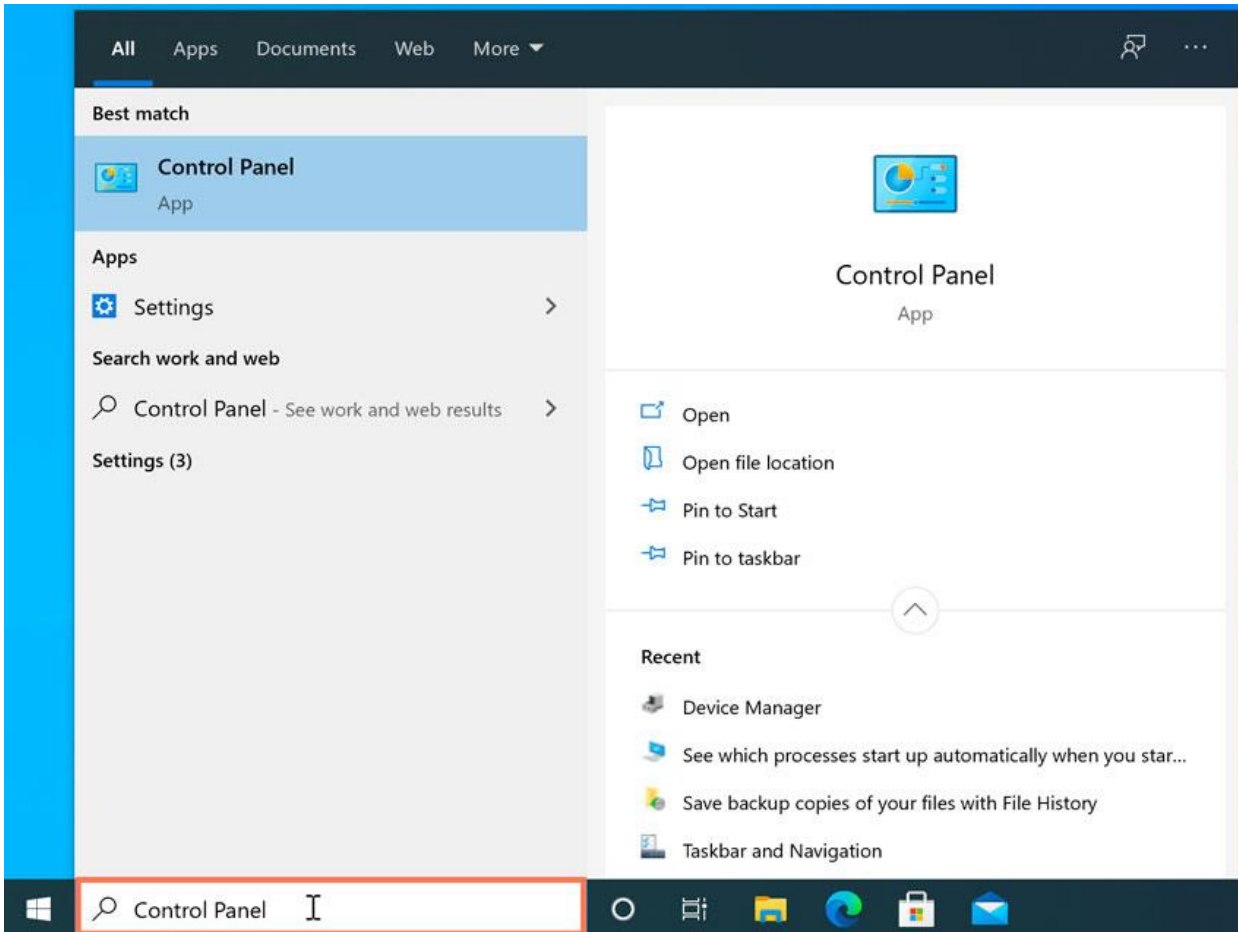
You'll use the Settings app to change the most important settings on your computer, like your network and display options. To open the app, click the Start menu, then select **Settings**.



## Intro to Windows 10



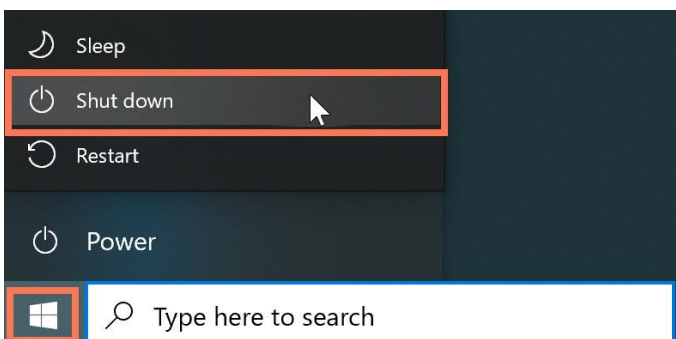
You can also use the **Control Panel** to adjust your settings, just like in earlier versions of Windows. However, there are some options that can only be accessed from the Settings app, like adding a new user. Because of this, you'll probably use the Settings app more often.



## Shutting down your computer



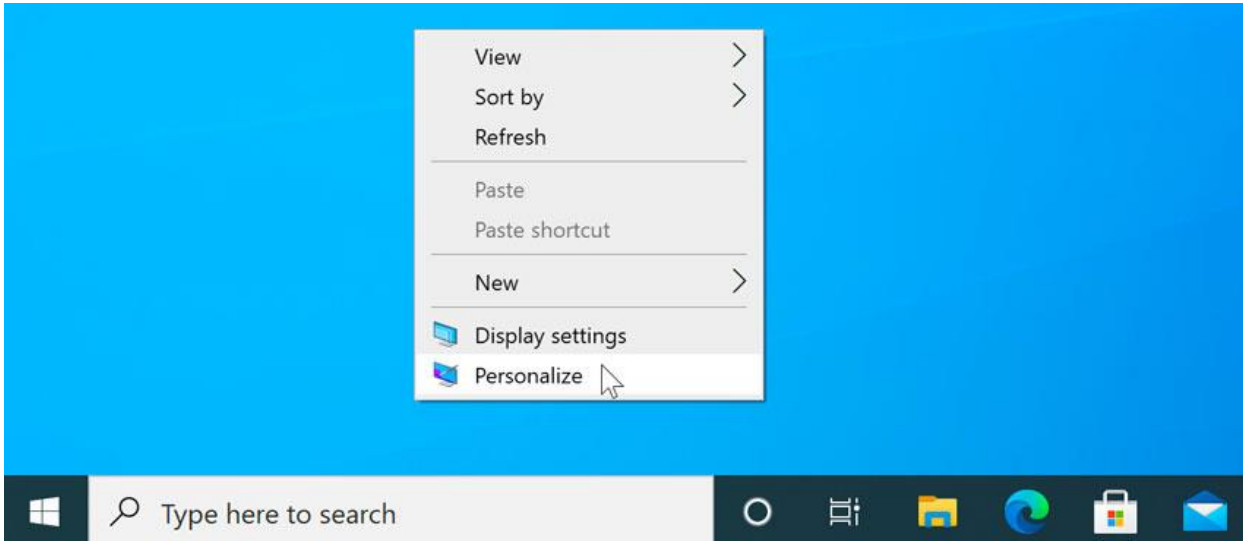
When you're done using your computer, it's important to **shut it down properly**. To do this, click the **Start** button, then choose **Power > Shut Down**.



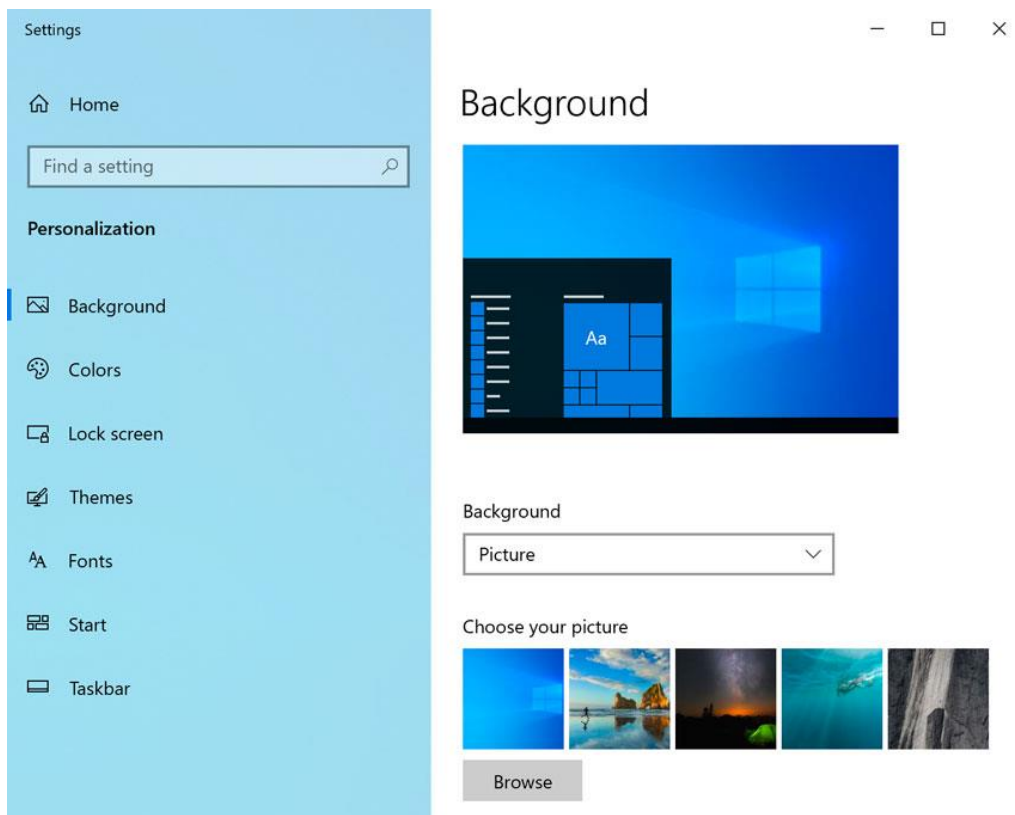
## Intro to Windows 10

### Personalizing your desktop

Windows 10 makes it easy to customize the look and feel of your desktop. To access the **Personalization settings**, right-click anywhere on the desktop, then select **Personalize** from the drop-down menu. The Personalization settings will appear.



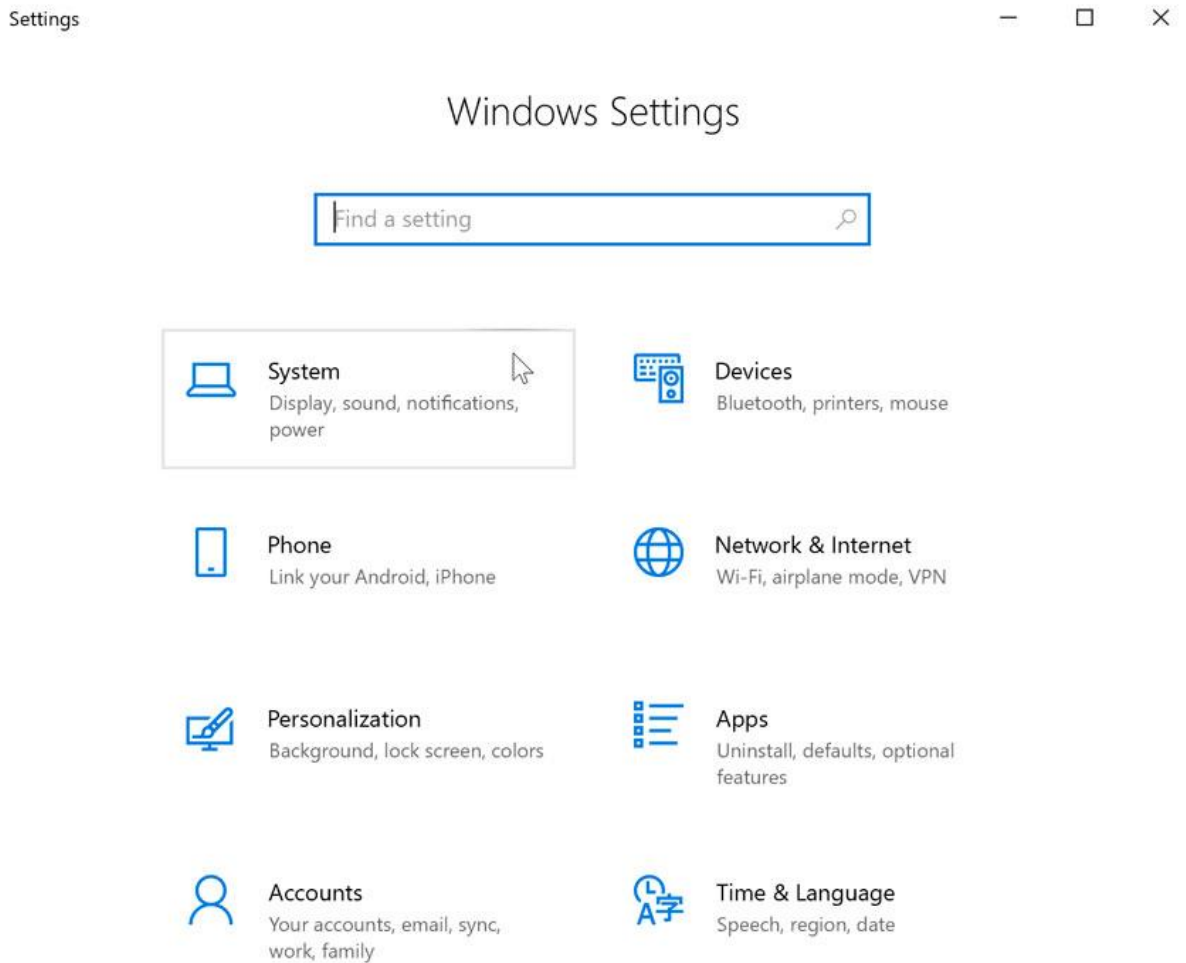
Click the buttons in the interactive below to learn more about using the Personalization settings.



## To change the font size:

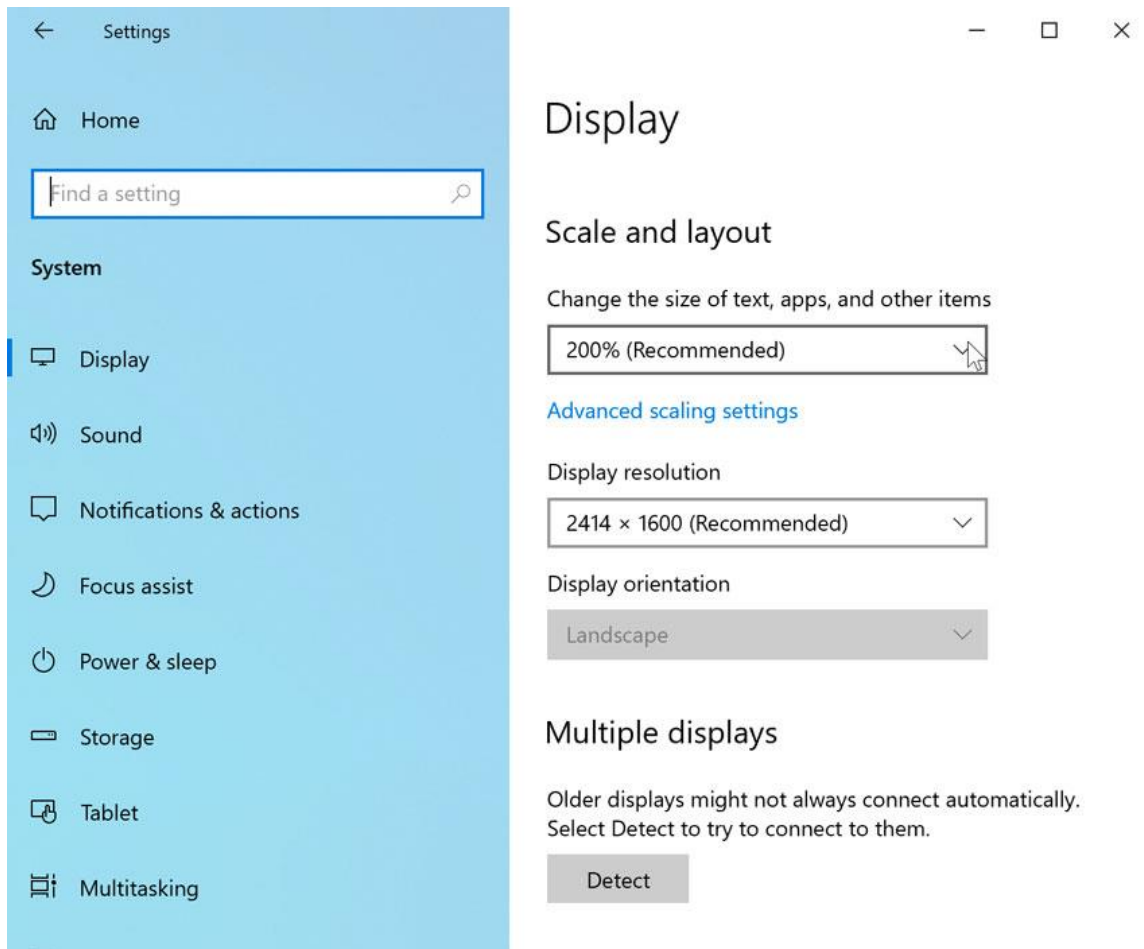
If you have difficulty seeing the text on your computer, you can increase the **font size**. Increasing the font size will also increase the size of icons and other items on your desktop.

1. Open the **Settings** app, then select **System**.



2. The **Display** options will appear. Use the drop-down arrow to scale up or down the size. Note that a larger size may interfere with the way some items appear on the screen.

## Intro to Windows 10



3. Once you've made your selection, the changes will take effect.

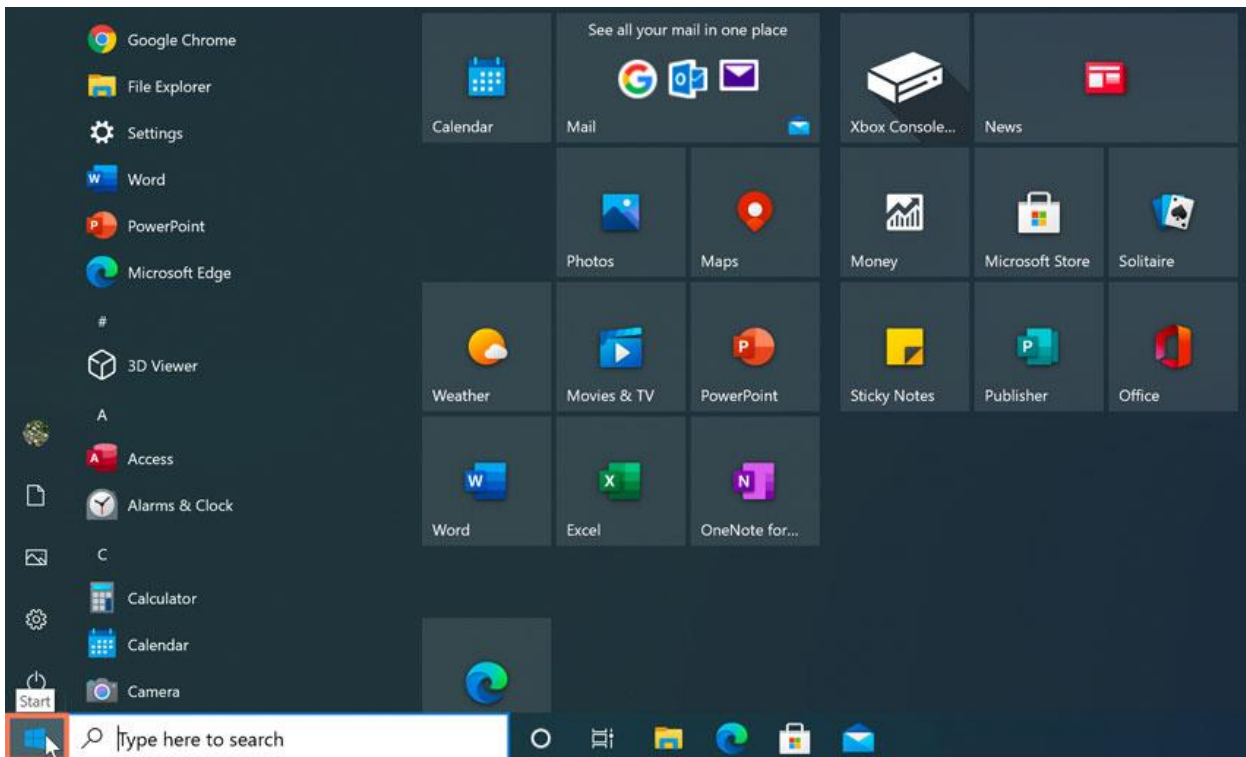
## Pinning and unpinning tiles

If you want to add a tile to the Start menu, you can pin it. You can also unpin tiles you don't use very often.

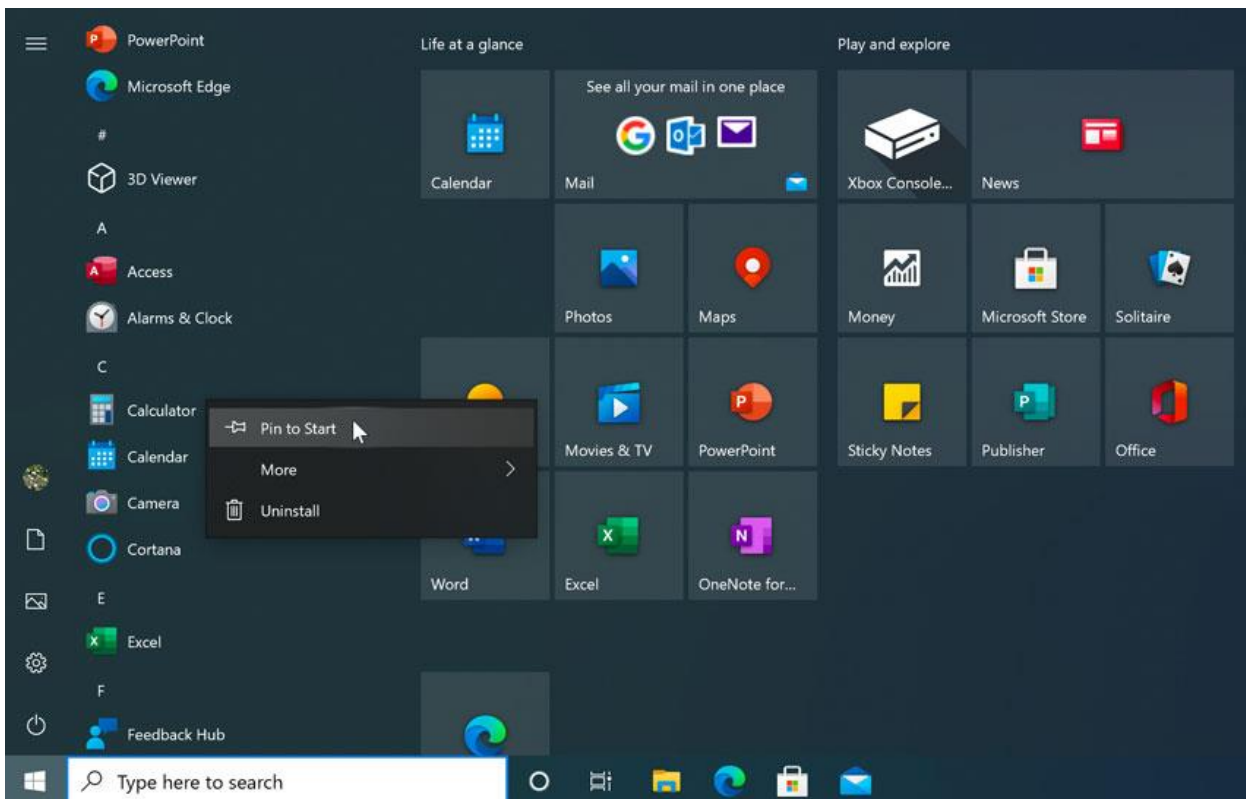
1. Click the Start button, then find the desired app from the list.



## Intro to Windows 10

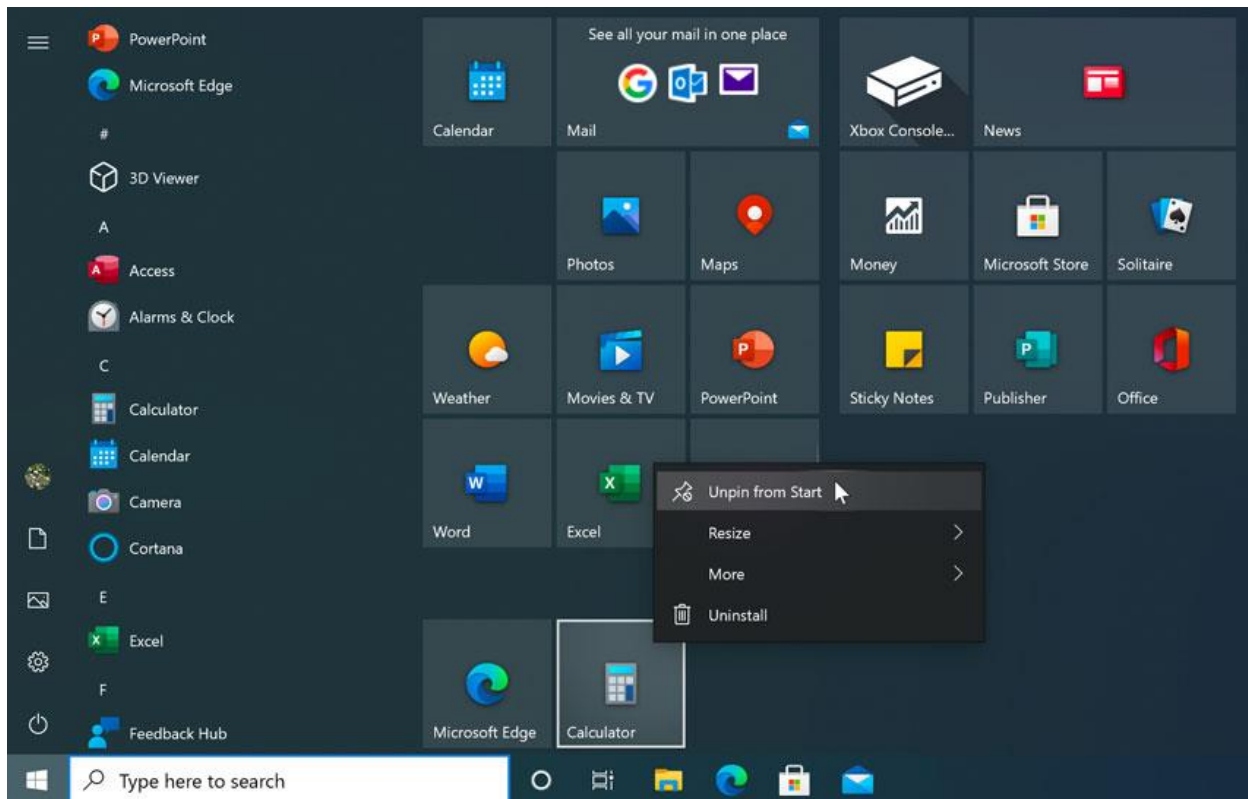


2. Right-click the app, then select **Pin to Start**. In this example, we'll pin the **Calculator** app.



3. The app will be pinned to the Start menu. You can remove any tile by right-clicking, then selecting **Unpin from Start**.

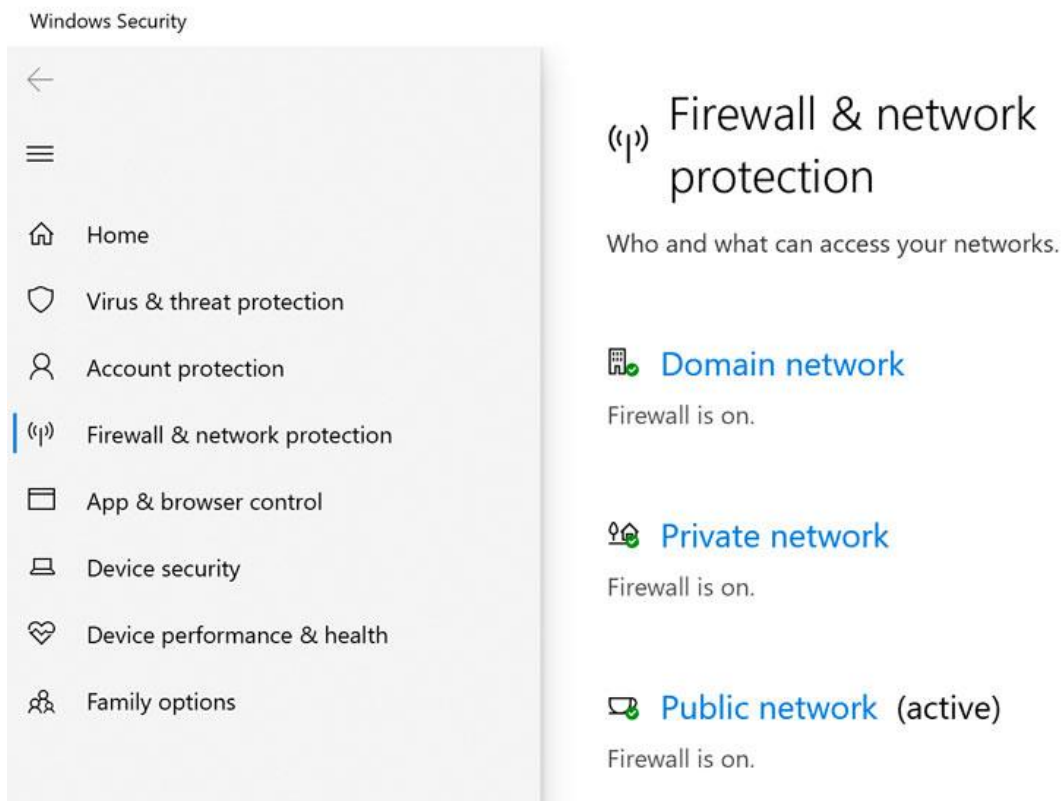
## Intro to Windows 10



## Windows Firewall ✓

By default, Windows will protect your **Internet connection** with Windows Firewall. A **firewall** prevents unauthorized access from external connections and helps protect your network from threats that could harm your computer.

## Intro to Windows 10



### Working with files ✓

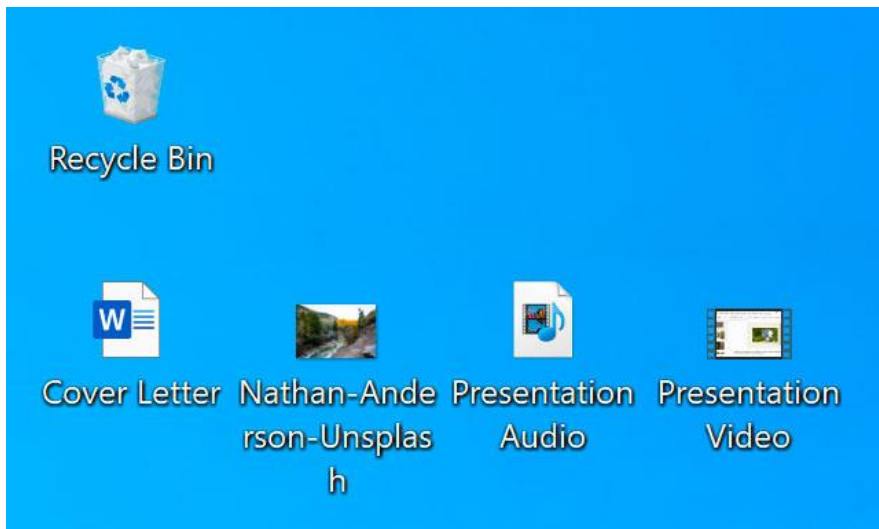
Understanding how to work with **files and folders** is an important part of using your computer. Once you understand how files and folders work, you'll use them all the time. In this lesson, we'll show you the **absolute basics of working with files**, including how to **open files**, **move your files into folders**, and **delete files**.

### What is a file? ✓

There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a **digital version** of a real-world thing you can interact with on your computer. When you use different applications, you'll often be **viewing**, **creating**, or **editing files**.

Files are usually represented by an **icon**. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.

## Intro to Windows 10



### What is a folder? ✓

Windows uses **folders** to help you organize files. You can put files **inside a folder**, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.

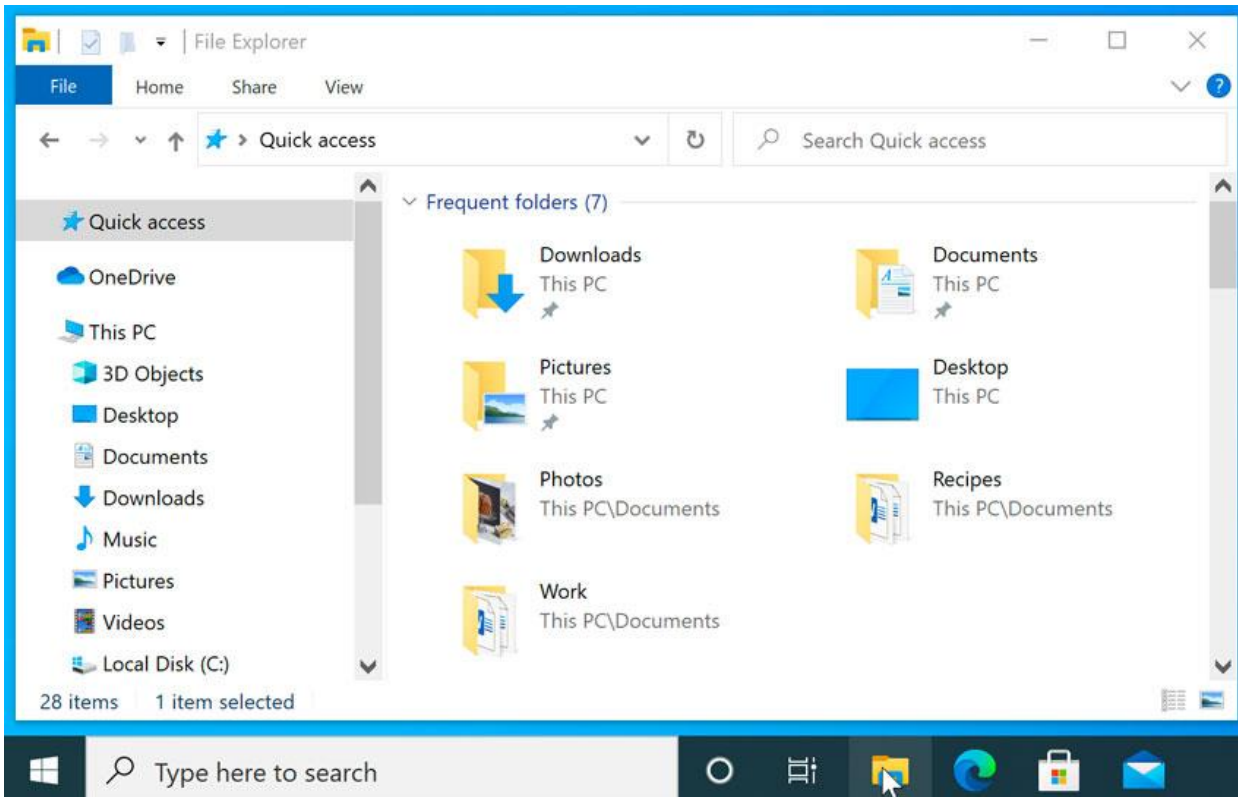


### File Explorer

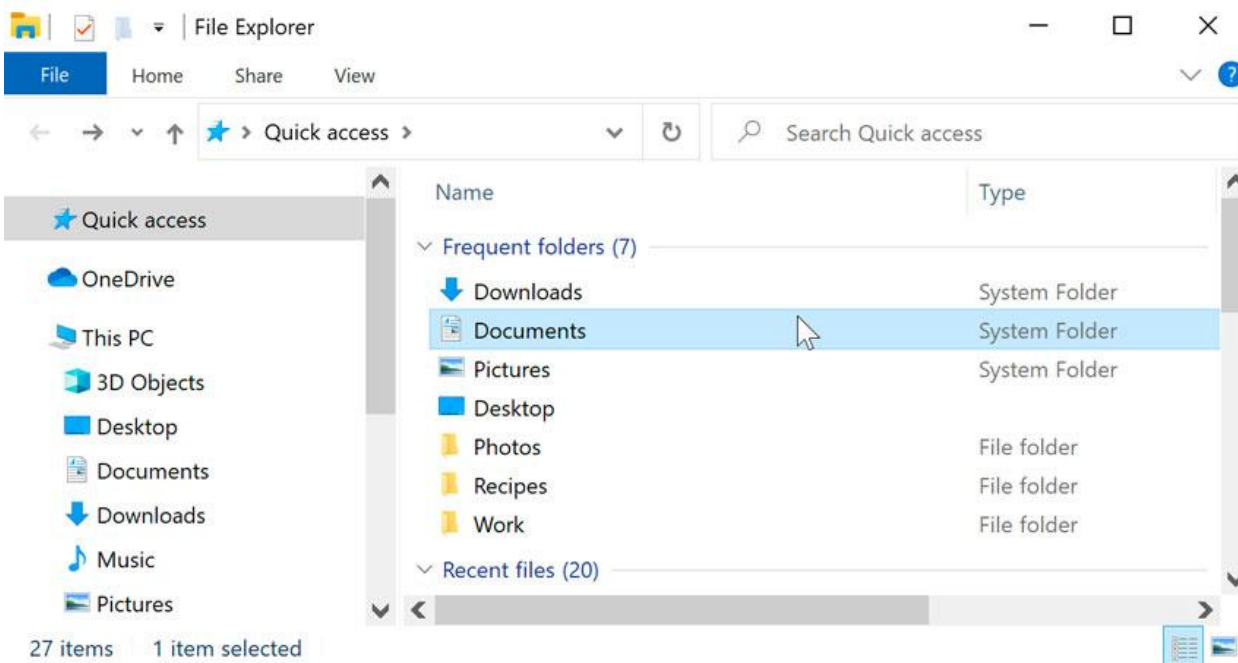
You can view and organize files and folders using a built-in application known as **File Explorer** (called **Windows Explorer** in Windows 7 and earlier versions).

To open File Explorer, click the **File Explorer** icon on the taskbar, or double-click any folder on your desktop. A new File Explorer window will appear. Now you're ready to start working with your files and folders.

## Intro to Windows 10

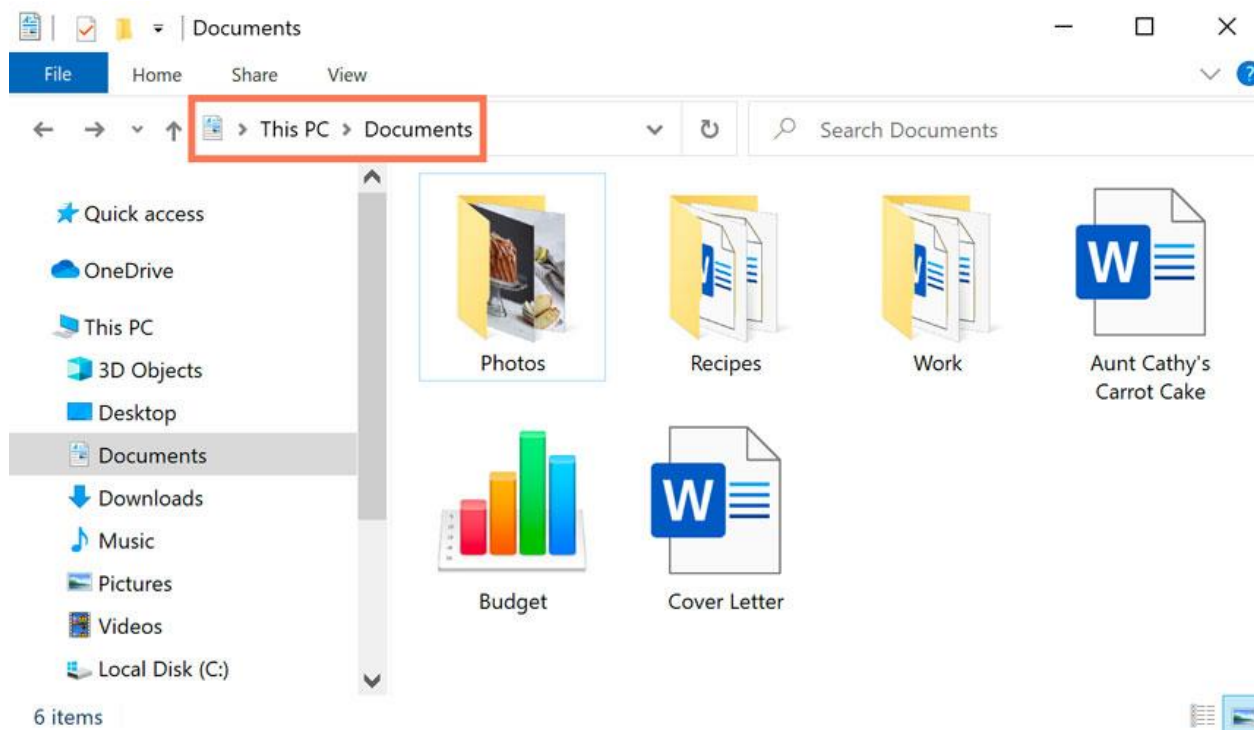


From File Explorer, **double-click a folder to open it**. You can then see all of the files stored in that folder.



Notice that you can also see the **location** of a folder in the **address bar** near the top of the window.

## Intro to Windows 10

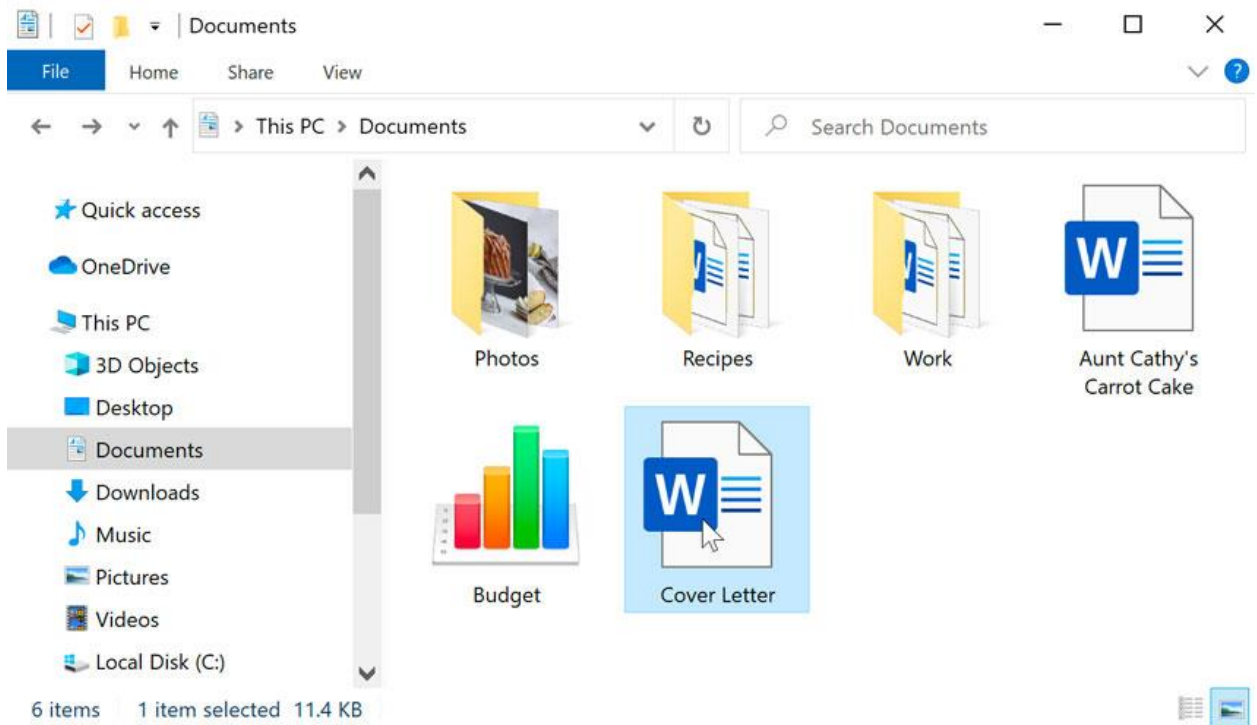


### To open a file:

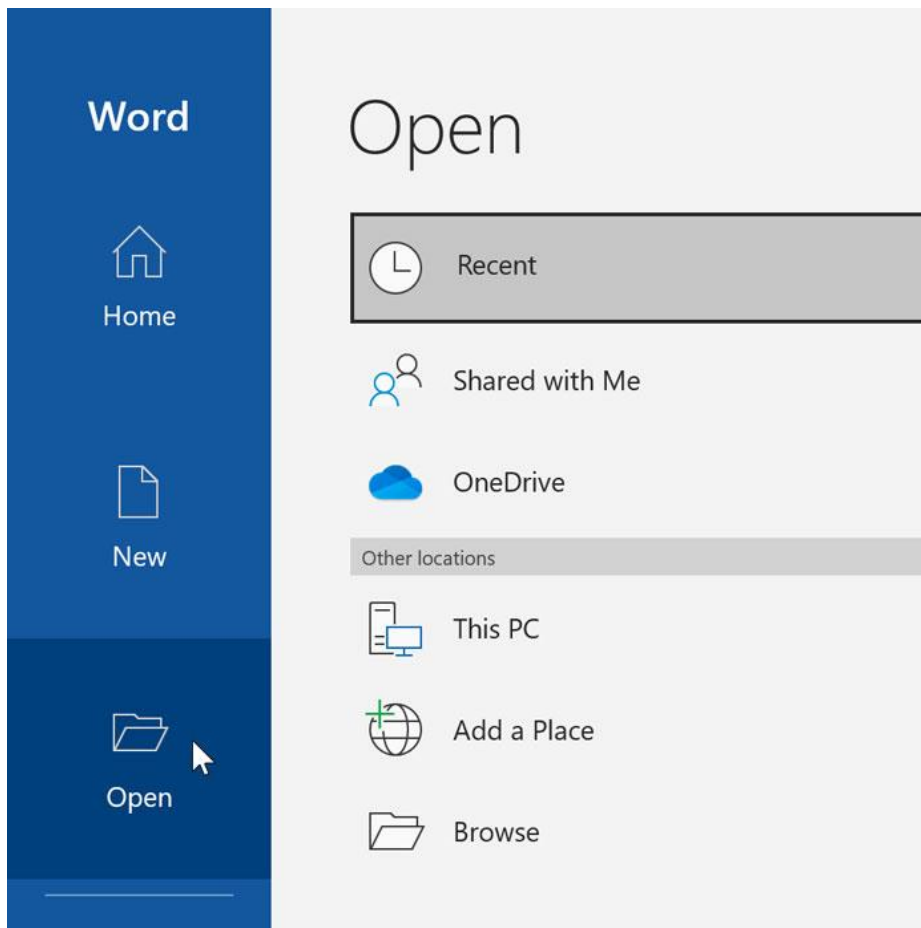
There are two main ways to open a file:

- **Find the file on your computer and double-click it.** This will open the file in its **default application**. In our example, we'll open a Microsoft Word document (**Cover Letter.docx**), which will open in **Microsoft Word**.

## Intro to Windows 10



- **Open the application, then use the application to open the file.** Once the application is open, you can go to the **File** menu at the top of the window and select **Open**.



## Intro to Windows 10

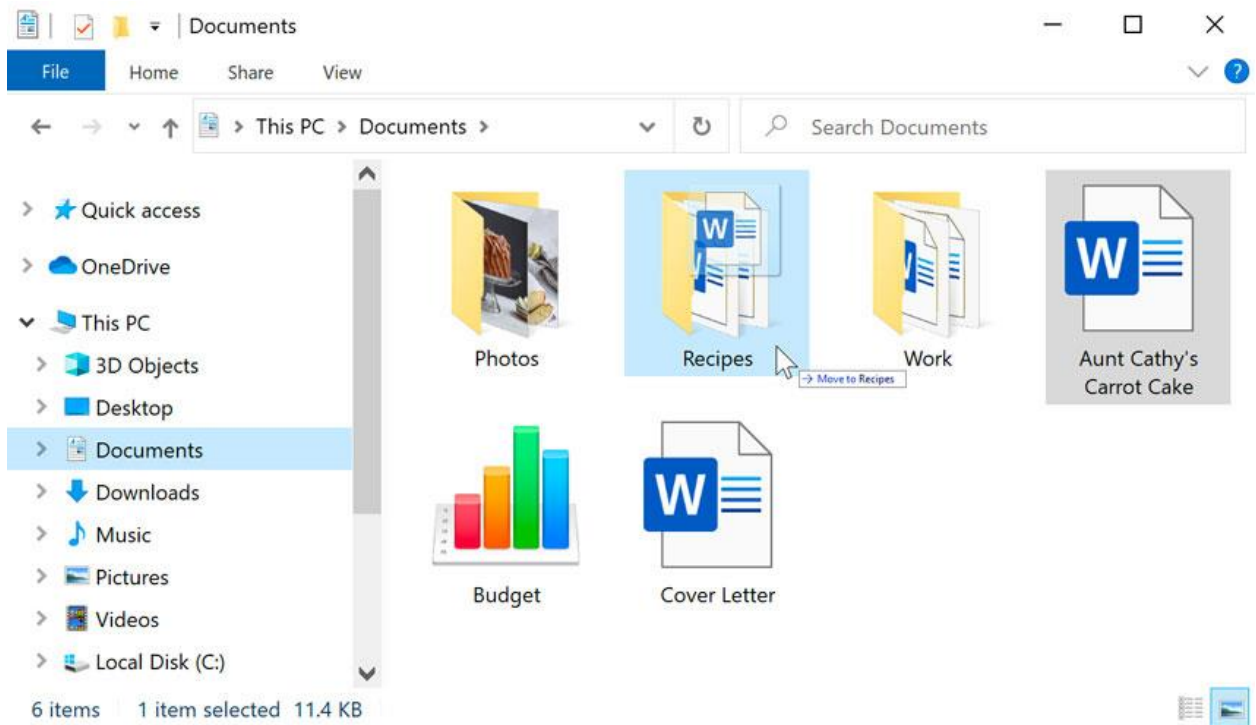
### Moving and deleting files ✓

As you begin using your computer, you will start to collect more and more files, which can make it more difficult to find the files you need. Fortunately, Windows allows you to **move files** to different folders and **delete files** you no longer use.

To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the **desktop** that you want to move to your **Documents** folder.

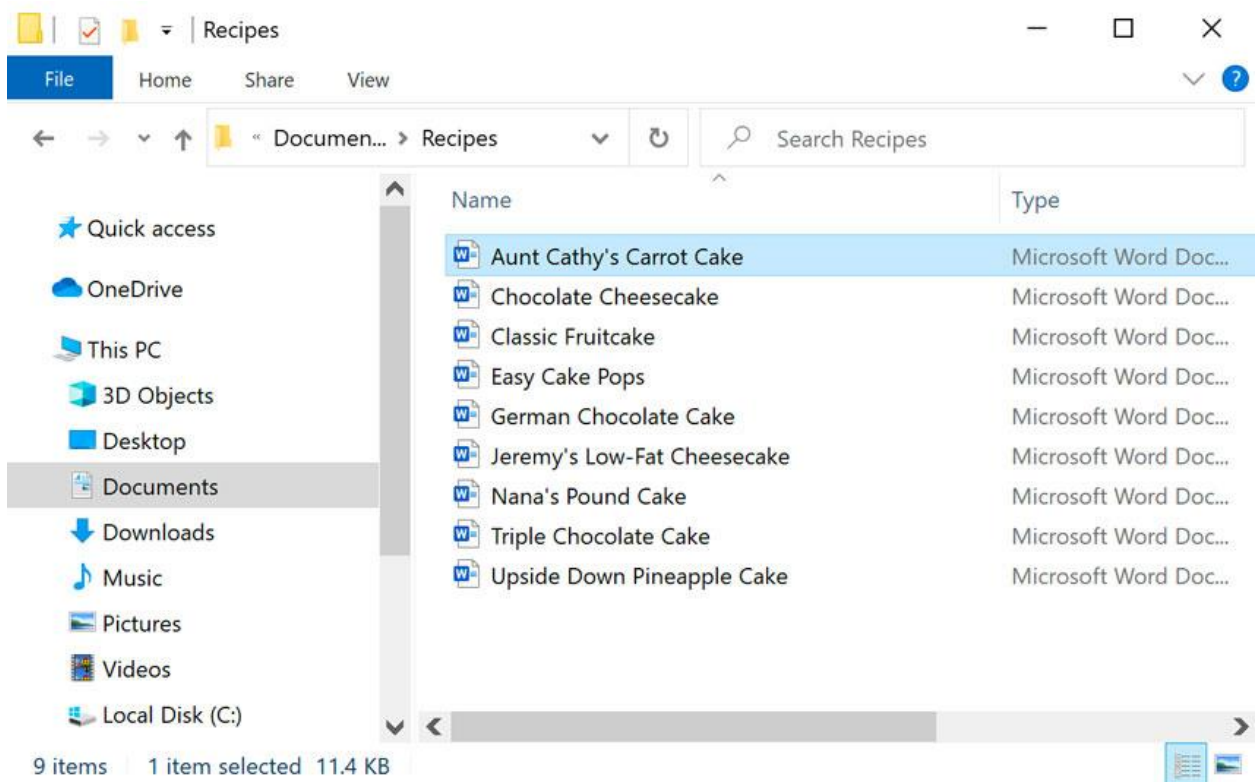
1. Click and drag the file to the desired location.



2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.



## Intro to Windows 10

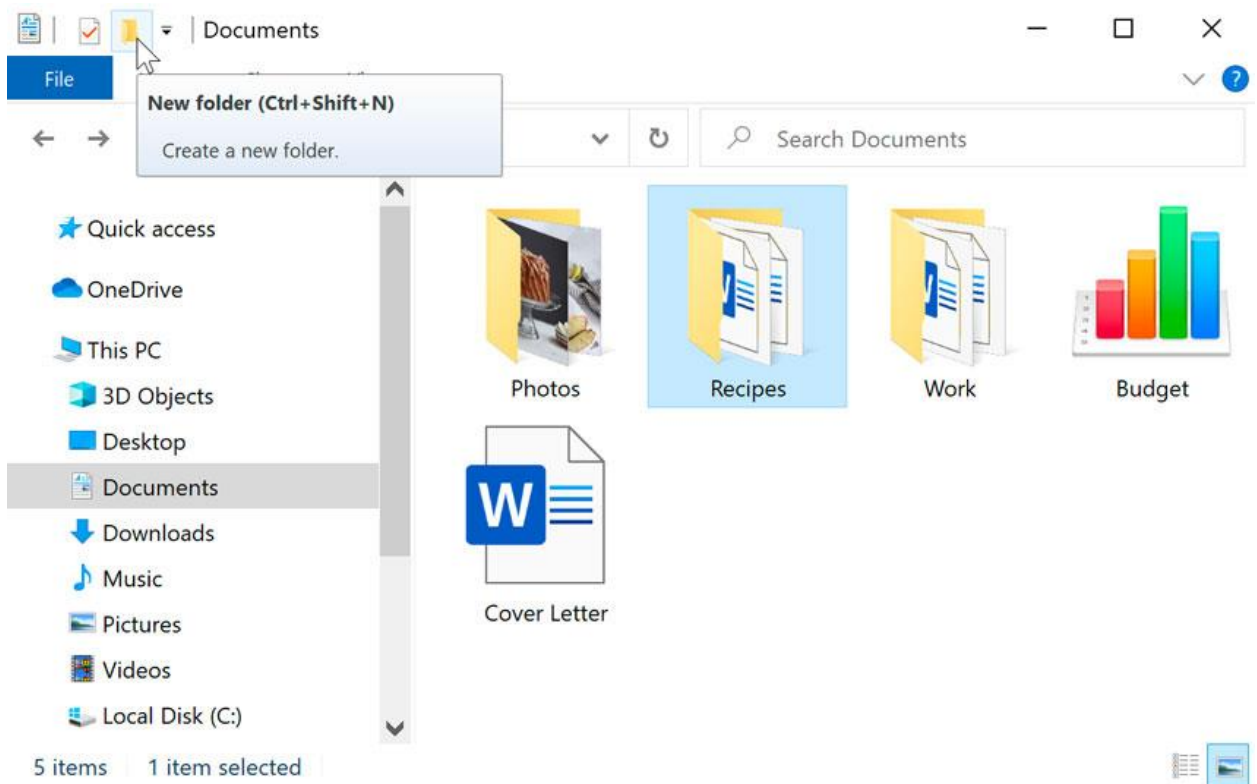


You can use this same technique to **move an entire folder**. Note that moving a folder will also move all of the files within that folder.

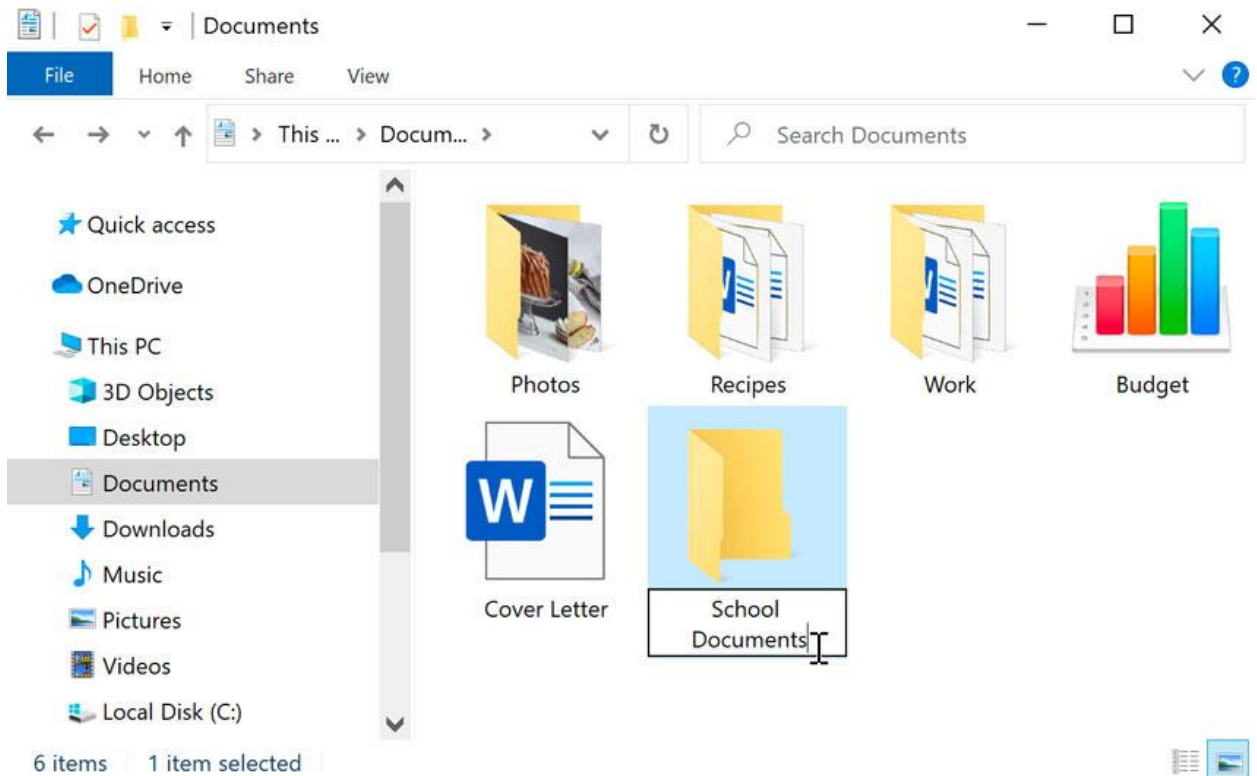
### To create a new folder:

1. Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.

## Intro to Windows 10



2. The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.



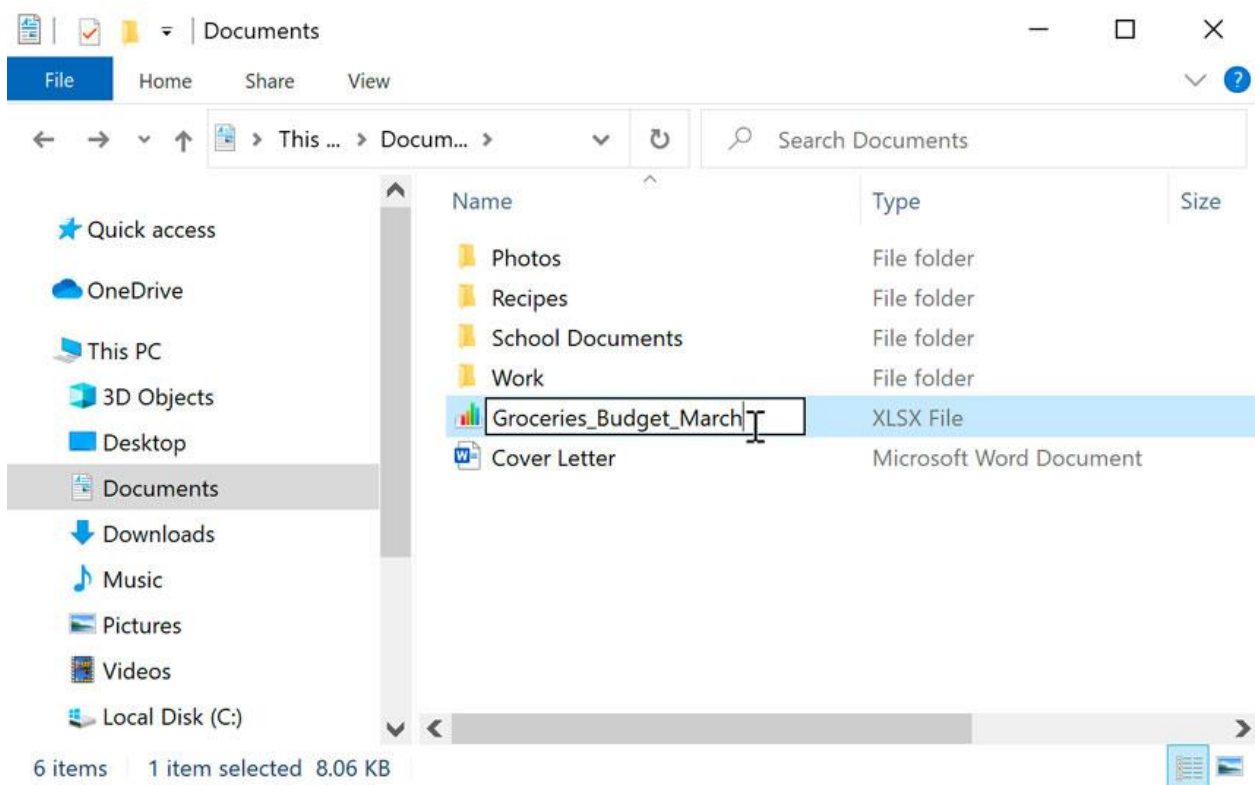
3. The new folder will be created. You can now move files into this folder.

## Intro to Windows 10

### To rename a file or folder:

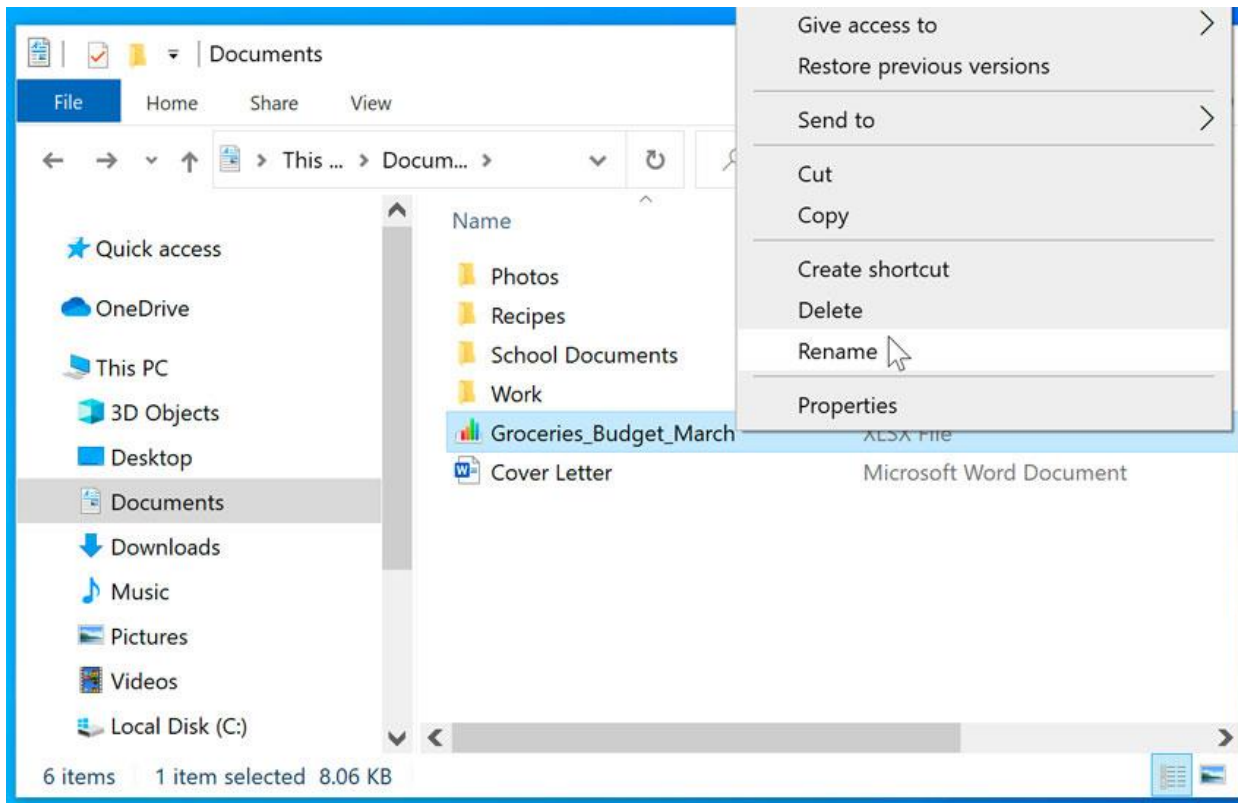
You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

1. Click the file or folder, **wait about one second**, and click again. An editable text field will appear.
2. Type the desired name on your keyboard and press **Enter**. The name will be changed.



You can also **right-click** the folder and select **Rename** from the menu that appears.

## Intro to Windows 10

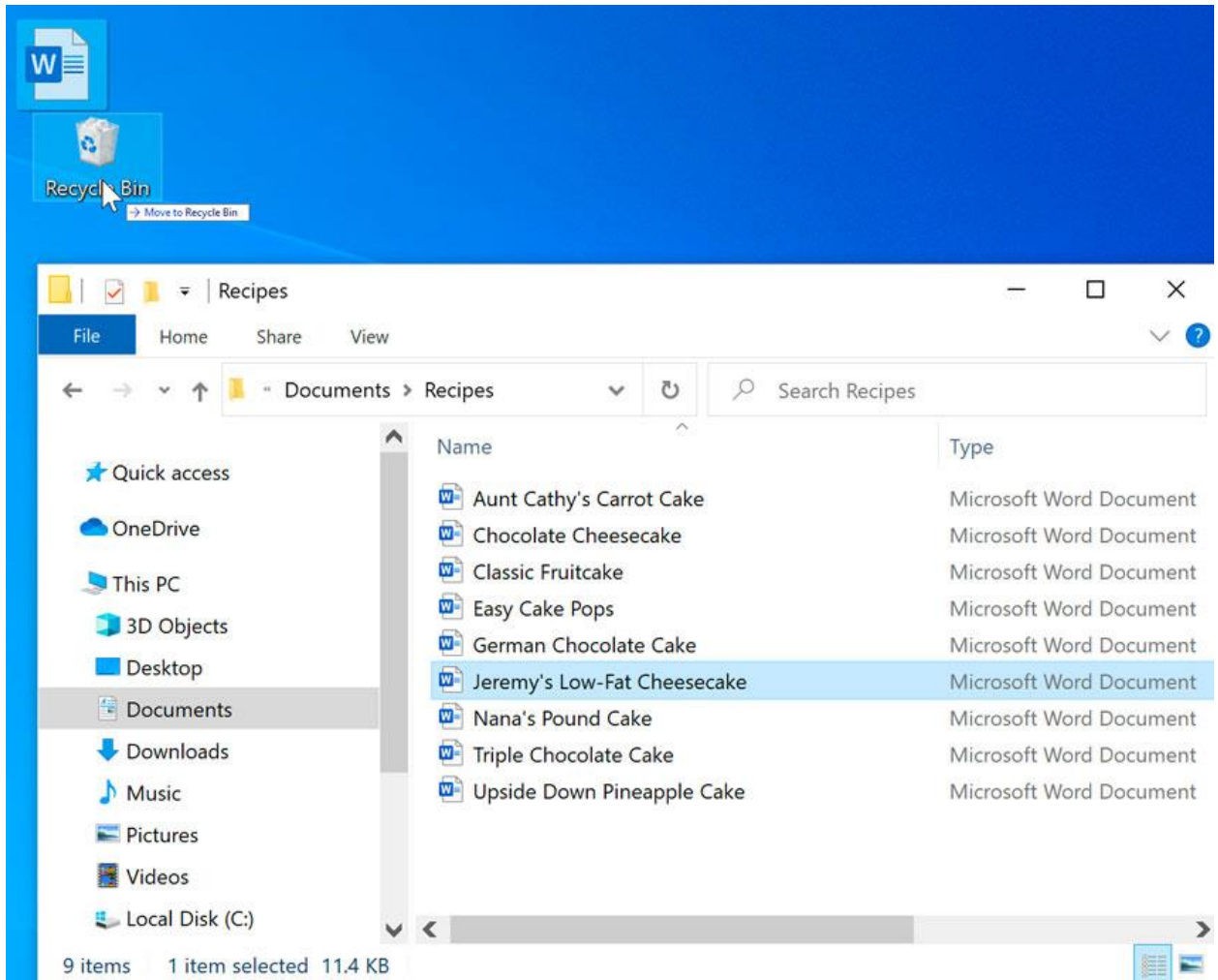


### To delete a file or folder: ✓

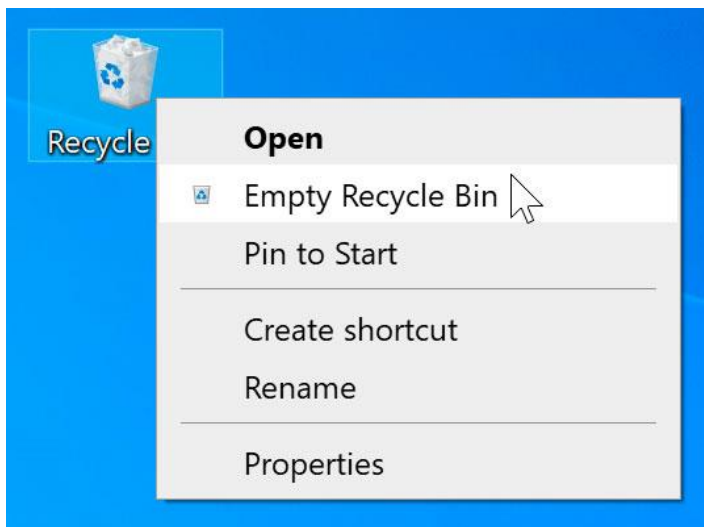
If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the **Recycle Bin**. If you change your mind, you can move the file from the Recycle Bin back to its original location. If you're sure you want to permanently delete the file, you will need to **empty the Recycle Bin**.

1. Click and drag the file to the **Recycle Bin** icon on the **desktop**. You can also click the file to select it and press the **Delete** key on your keyboard.

## Intro to Windows 10



2. To permanently delete the file, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**. All files in the Recycle Bin will be permanently deleted.



Note that deleting a folder will also delete all of the files within that folder.

## Intro to Windows 10

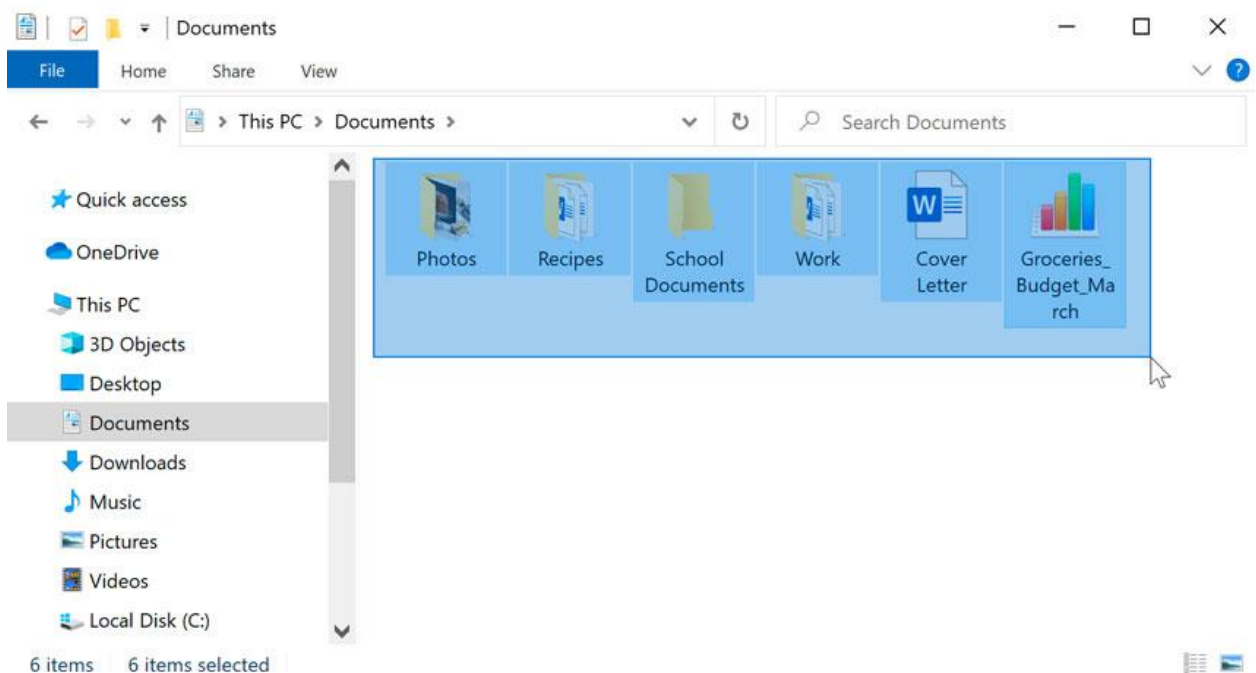
### Selecting multiple files ✓

Now that you know the basics, here are a few tips to help you move your files even faster.

Selecting more than one file

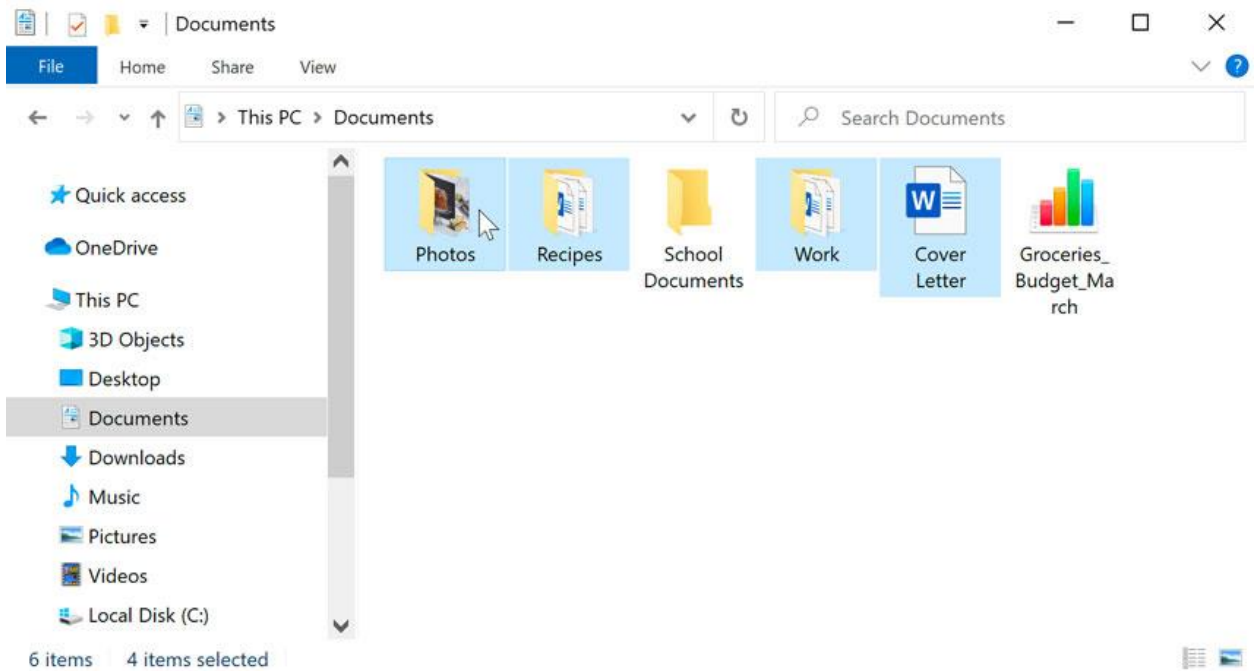
There are a few ways to select **more than one file at a time**:

- If you're viewing your files as icons, you can **click and drag the mouse to draw a box** around the files you want to select. When you're done, release the mouse; the files will be selected. You can now move, copy, or delete all of these files at the same time.

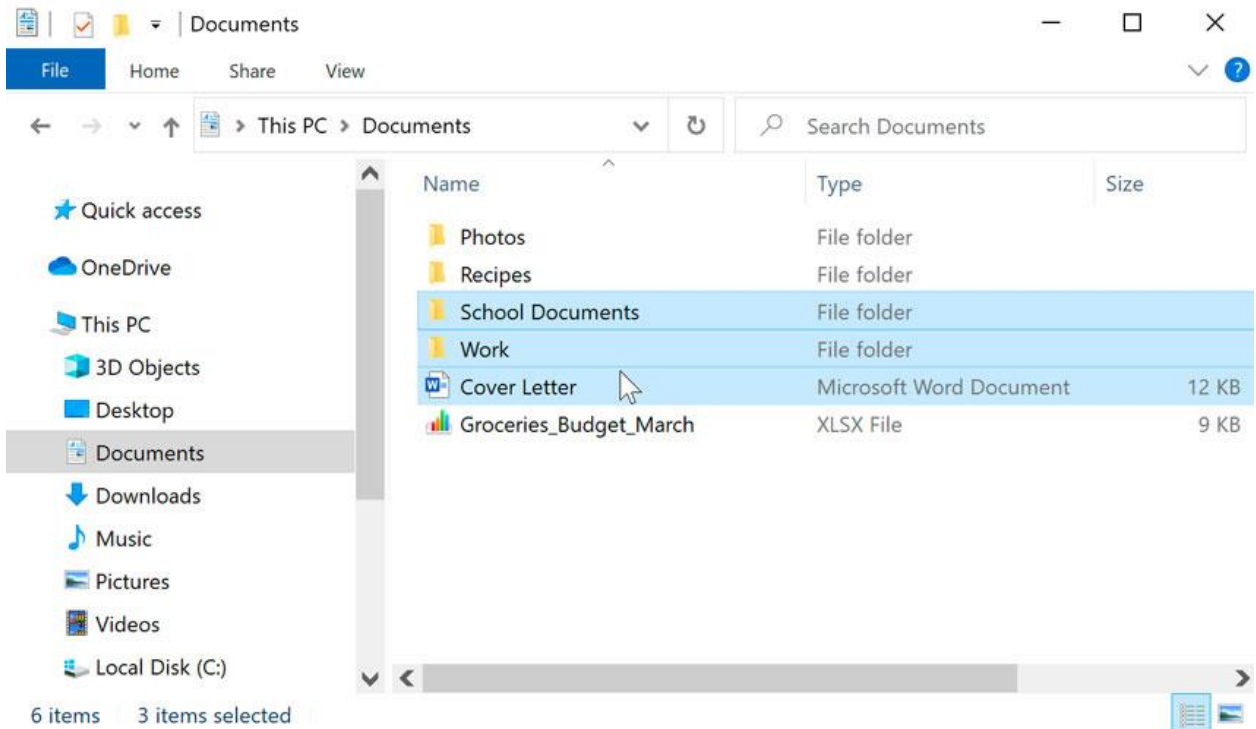


- To select **specific files** from a folder, press and hold the **Control** key on your keyboard, then click the files you want to select.

## Intro to Windows 10



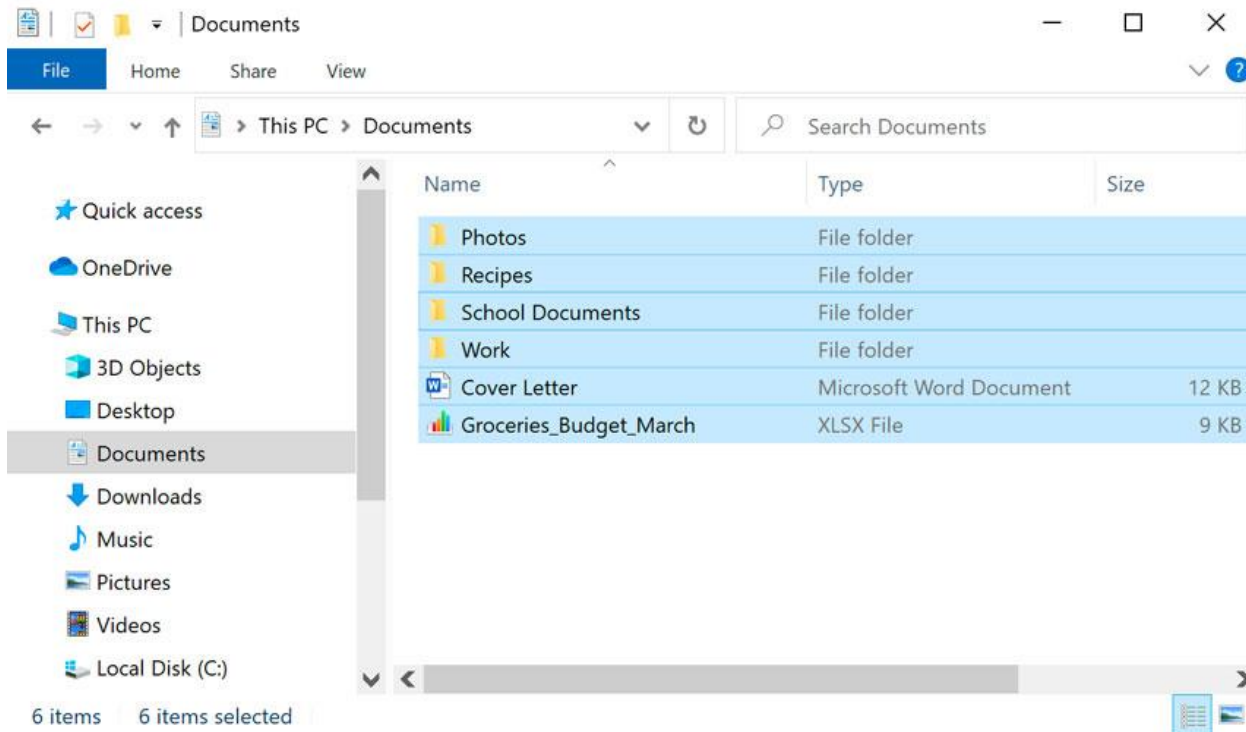
- To select a **group of files** from a folder, click the first file, press and hold the **Shift** key on your keyboard, then click the last file. All of the files between the first and last ones will be selected.



## Intro to Windows 10

### Selecting all files ✓

If you want to select **all files in a folder** at the same time, open the folder in File Explorer and press **Ctrl+A** (press and hold the **Control** key on your keyboard, then press **A**). All of the files in the folder will be selected.



Ctrl+A is an example of a **keyboard shortcut**. We'll talk more about these in our lesson on [Keyboard Shortcuts in Windows](#).

### Shortcuts ✓

If you have a file or folder you use frequently, you can save time by creating a **shortcut** on the desktop. Instead of navigating to the file or folder each time you want to use it, you can simply double-click the shortcut to open it. A shortcut will have a small arrow in the lower-left corner of the icon.

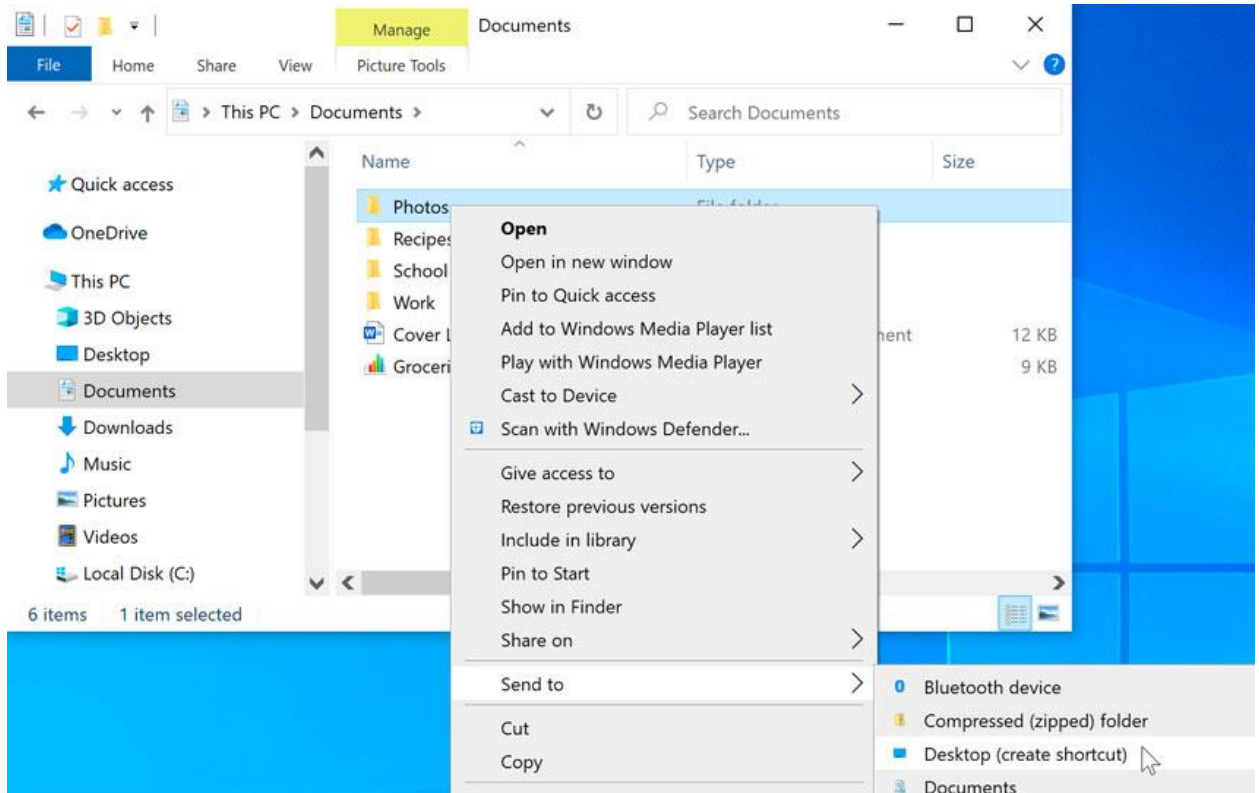
Note that creating a shortcut does **not** create a duplicate copy of the folder; it's simply a way to access the folder more quickly. If you delete a shortcut, it will not delete the actual folder or the files it contains. Also note that copying a shortcut onto a flash drive will not work; if you want to bring a file with you, you'll need to navigate to the actual location of the file and copy it to the flash drive.



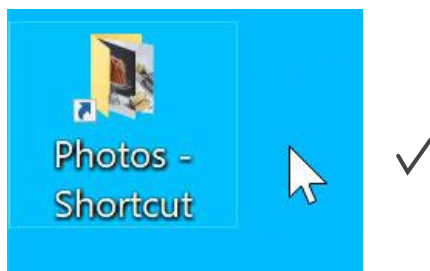
## Intro to Windows 10

### To create a shortcut: ✓

1. Locate and right-click the desired folder, then select **Send to Desktop (create shortcut)**.



2. A shortcut to the folder will appear on the desktop. Notice the arrow in the lower-left corner of the icon. You can now double-click the shortcut to open the folder at any time.



## The Menu bar

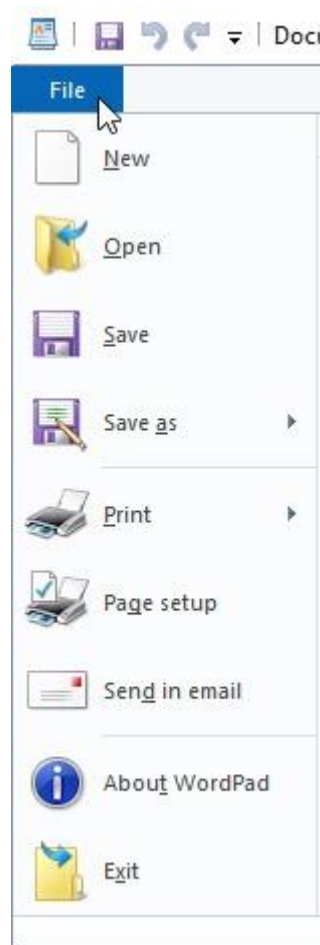
Most applications have a **Menu bar** at the top of the window. Each menu has a set of **commands** that will perform a specific action within the program. While each application is different, there are some common commands that **work the same way**, no matter which application you're using. Whenever you open a program for the first time, try clicking these menus to see the various options available.

## Intro to Windows 10



### File menu commands

You'll find the **File** menu on the leftmost side of the Menu bar in almost every application. The File menu will usually have the same type of commands. For example, you can create a **new** file, **open** an existing file, and **save** the current file, among other functions.



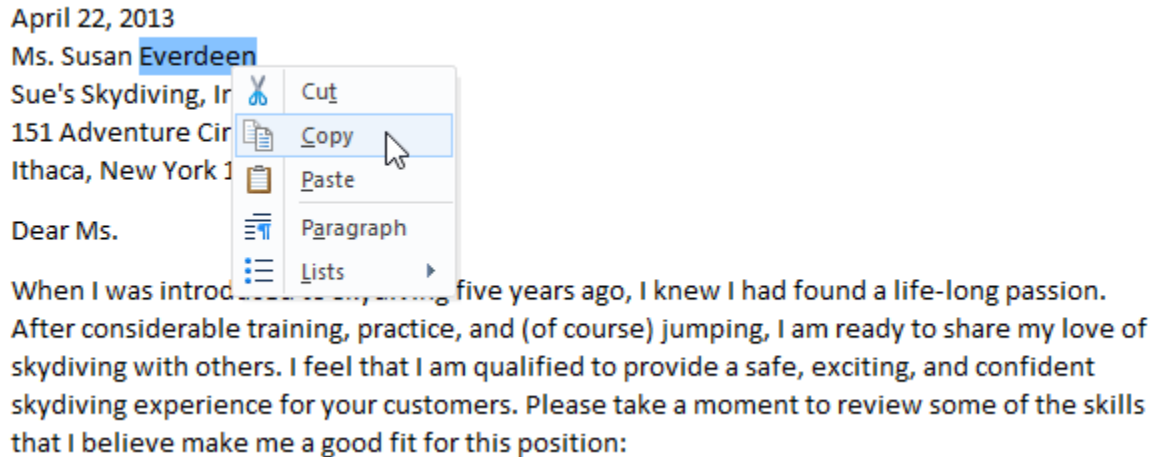
### Cut, copy, and paste ✓

Many applications allow you to **copy** items from one place and then **paste** them to another. For example, if you're working with a word processor, you might copy and paste text to avoid typing the same thing over and over. If there's something you want to move from one place to another, you can **cut and paste** instead.

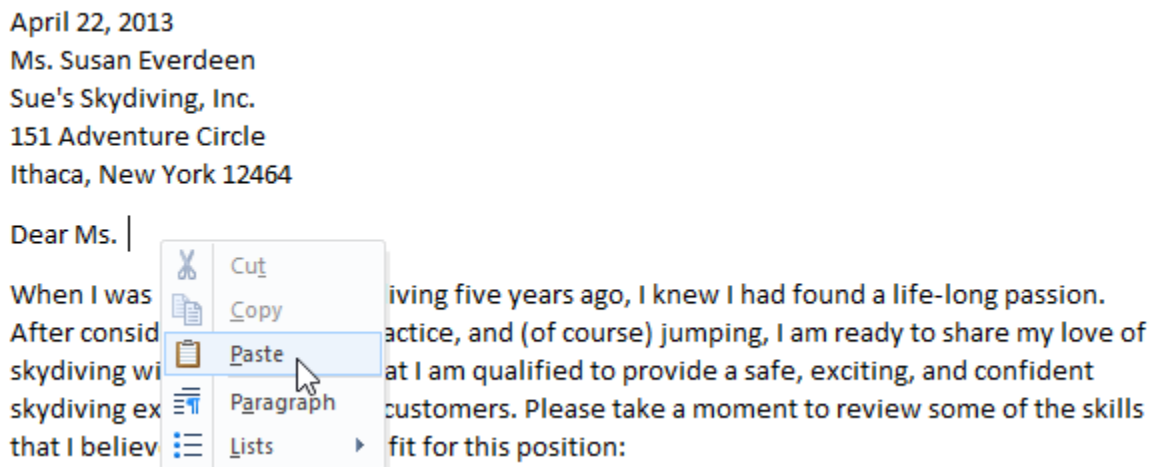
## Intro to Windows 10

### To copy and paste: ✓

1. Select the item you want to copy. In our example, we'll select a word in a document.
2. Right-click the mouse and select **C**opy from the menu that appears. You can also press **C**trl+**C** on your keyboard.



3. Locate and right-click the desired location for the item, then select **P**aste. You can also press **C**trl+**V** on your keyboard.



4. The item will be copied to the new location. Notice how the original text that was copied has not been moved or changed.

## Intro to Windows 10

April 22, 2013  
Ms. Susan Everdeen  
Sue's Skydiving, Inc.  
151 Adventure Circle  
Ithaca, New York 12464

Dear Ms. Everdeen

When I was introduced to skydiving five years ago, I knew I had found a life-long passion. After considerable training, practice, and (of course) jumping, I am ready to share my love of skydiving with others. I feel that I am qualified to provide a safe, exciting, and confident skydiving experience for your customers. Please take a moment to review some of the skills that I believe make me a good fit for this position:

### To cut and paste: ✓

1. Select the item you want to cut. In our example, we'll select a paragraph of text in a document.
2. Right-click the mouse and select **Cut** from the menu that appears. You can also press **Ctrl+X** on your keyboard.

April 22, 2013  
Ms. Susan Everdeen  
Sue's Skydiving, Inc.  
151 Adventure Circle  
Ithaca, New York 12464

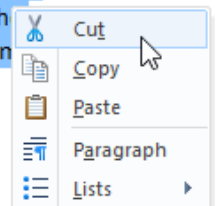
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I am writing to express my interest in the recently posted Skydiving Instructor position. As a frequent customer, I am quite familiar with Sue's Skydiving. I was always impressed by the professionalism of your pilots and instructors and your commitment to sharing the excitement of skydiving with others.

Certifications

USPA Member (United States Parachuting Association) 2008-2013



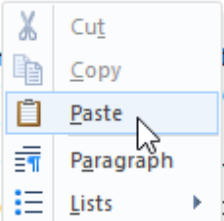
3. Locate and right-click the desired location for the item, then select **Paste**. You can also press **Ctrl+V** on your keyboard.

## Intro to Windows 10

April 22, 2013  
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A screenshot of a Windows context menu. The menu is open, showing options: Cut, Copy, Paste, Paragraph, and Lists. The 'Paste' option is highlighted with a mouse cursor. The background text is partially obscured by the menu.

Certifications

USPA Member (United States Parachuting Association) 2008-2013

Class A, B, and C Parachuting License 2012-2013

4. The item will be pasted, or moved, to the new location. In our example, we used the cut and paste commands to move the second paragraph above the first paragraph.

April 22, 2013  
Ms. Susan Everdeen  
Sue's Skydiving, Inc.  
151 Adventure Circle  
Ithaca, New York 12464

Dear Ms. Everdeen,

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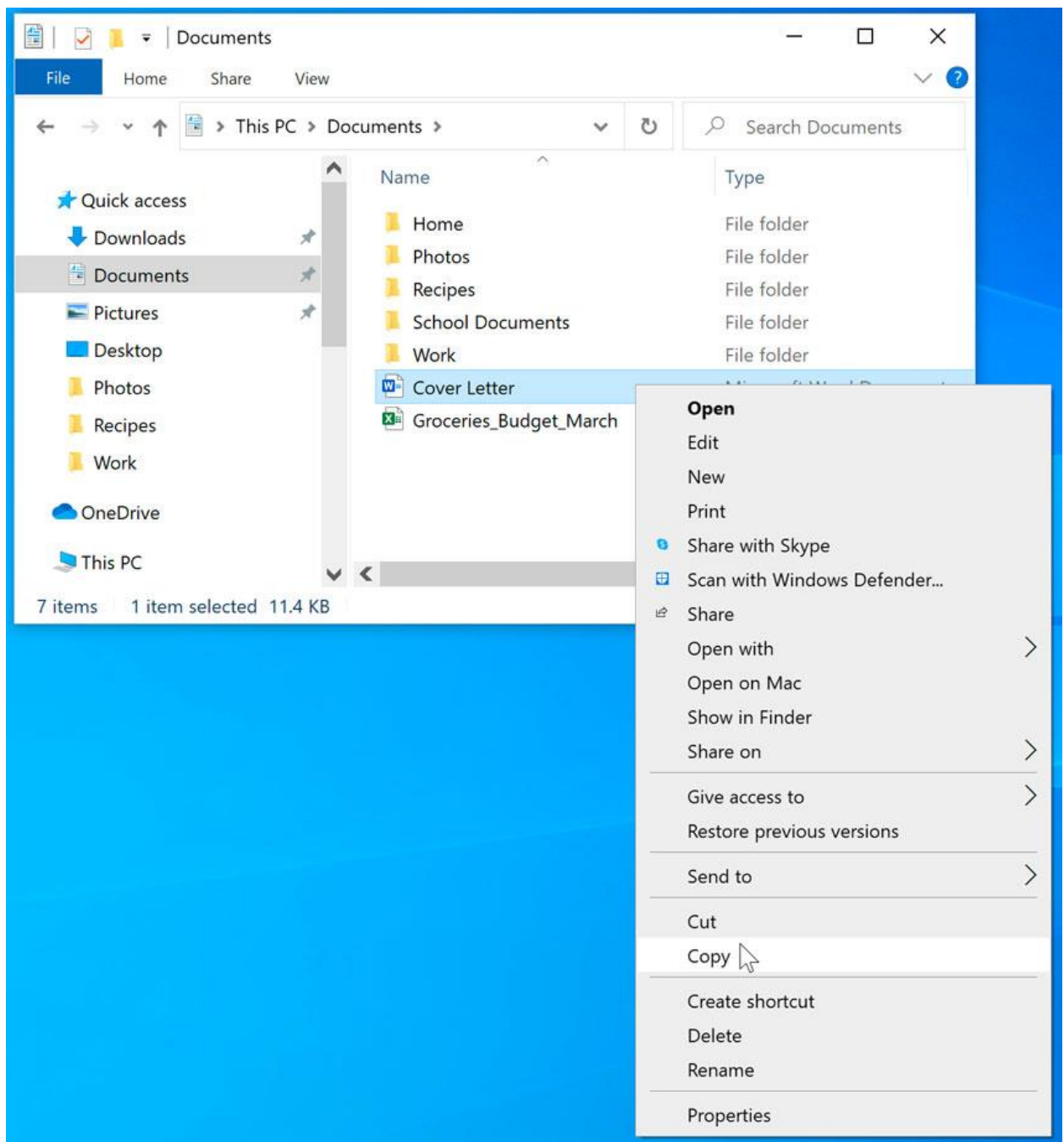
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**To copy and paste files:** ✓

You can use the cut, copy, and paste commands for a variety of tasks on your computer. For example, if you wanted to create a **duplicate** copy of a file, you could **copy it** from one folder to another.

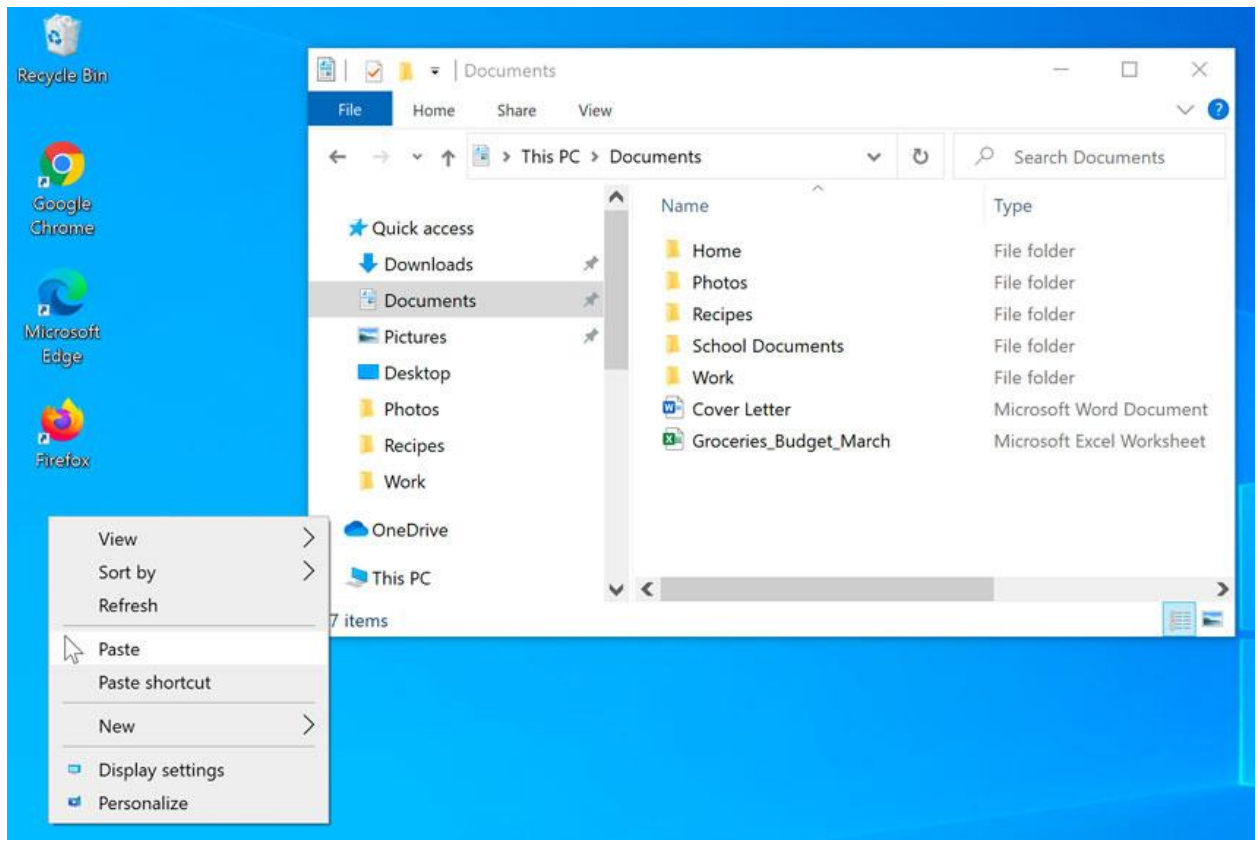
## Intro to Windows 10

1. Right-click the file and select **Copy** from the menu that appears. You can also press **Ctrl+C** on your keyboard.



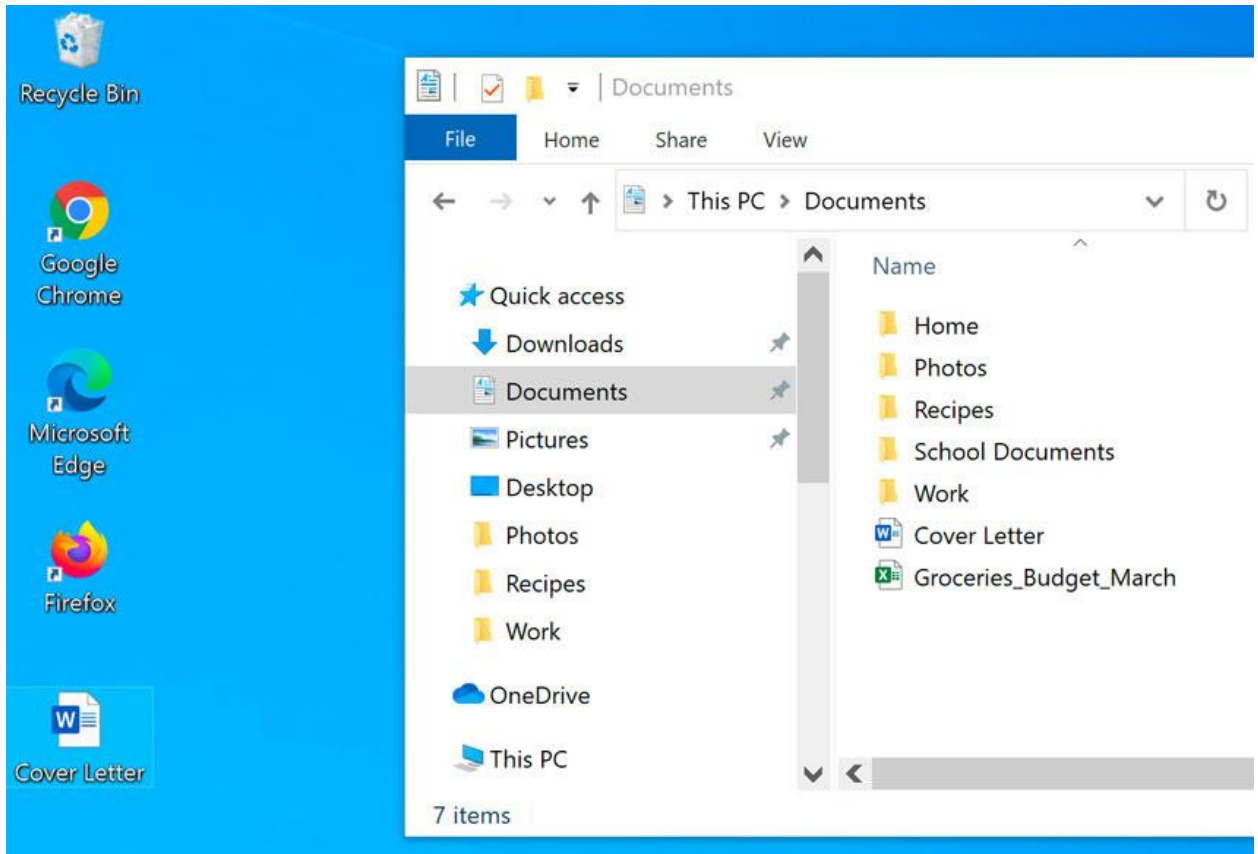
2. Locate and right-click the new location, then select **Paste**. You can also press **Ctrl+V** on your keyboard. In our example, we'll paste the file to the **desktop**.

## Intro to Windows 10



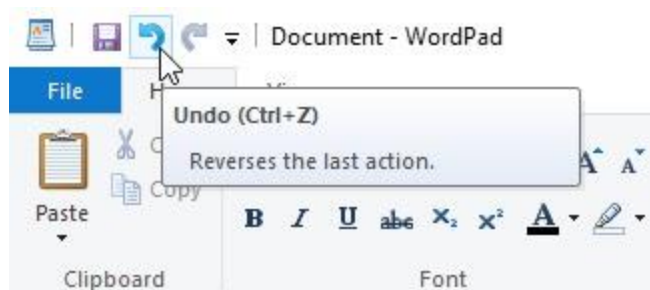
3. The duplicate file will appear. Notice how the original file has not been moved or changed. Also, note that if you make a change to the original file, it will **not** update any copies of that file.

## Intro to Windows 10



## Undoing changes

Let's say you're working on a text document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Most applications allow you to **undo your most recent action** when you make a mistake like this. Just locate and select the **Undo** command, which is usually in the upper-left corner of the window near the Menu bar. You can also press **Ctrl+Z** on your keyboard. You can continue using this command to undo multiple changes in a row.





## Intro to Windows 10

### Keyboard shortcuts in Windows ✓

Keyboard shortcuts are **keys or a combination of keys** you can press on your keyboard to perform a variety of tasks. Using keyboard shortcuts is often **faster than using a mouse** because you can keep both hands on the keyboard.

#### Using shortcuts

Many keyboard shortcuts require you to **press two or more keys in a specific order**. For example, to perform the shortcut **Ctrl+X**, you would press and hold the **Ctrl** key, then press the **X** key, then release.

You'll use the **Ctrl (Control)** or **Alt** key to perform most keyboard shortcuts. You'll find these keys near the bottom-left corner of your keyboard.



#### Working with text

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, like **copying and pasting** text.

- **Ctrl+X**: Cut the selected text.
- **Ctrl+C**: Copy the selected text.
- **Ctrl+V**: Paste the copied or cut text.
- **Ctrl+A**: Select all of the text on the page or in the active window.

## Intro to Windows 10

**Lake Stone Montessori**

**Art Club**

Dear Parents and Students,

Welcome to another year at Lake Stone Montessori! Our names are Olenna Mason and Tim Dragic, and we're excited to be running the Art Club for the fifth year in a row. The Art Club offers students aged 8-14 the chance to learn and practice art techniques in mediums that aren't covered in regular art class. This year, we plan to focus on oil painting, basic printmaking, and installation art. Every year, our students come up with work that surprises and impresses all of us here and we're looking forward to seeing what your children can do this year.

The club meets from 2:30-4:00 on Mondays and Wednesdays. We also take approximately four afternoon or Saturday morning field trips a year. Past trips have included the North Carolina Museum of Art, the Ackland Museum of Art, and several local artists' studios and galleries. While attendance at club meetings and field trips isn't mandatory, it is strongly encouraged, and we do expect that families plan for their students to make it to the majority of after school sessions. If your child cannot attend a function, please let us know as soon as possible.

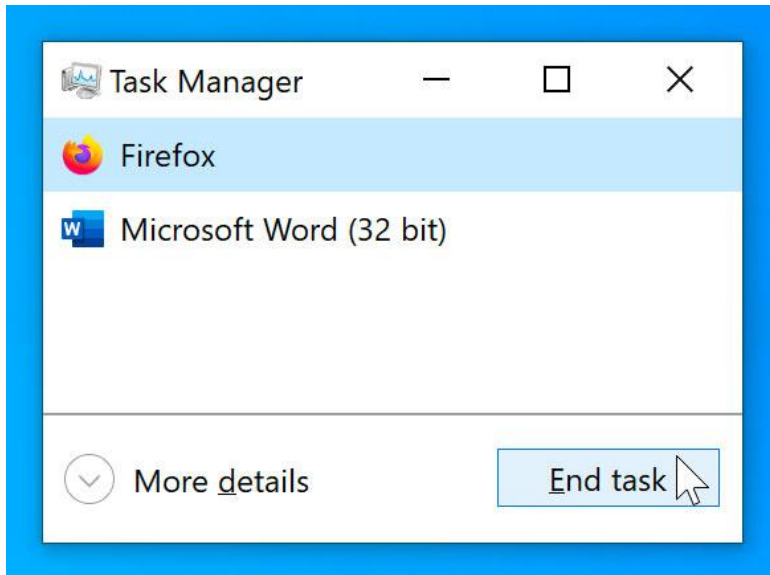
- **Ctrl+B**: Bold the selected text.
- **Ctrl+I**: Italicize the selected text.
- **Ctrl+U**: Underline the selected text.

### Working with files and applications

You can use keyboard shortcuts to **open**, **close**, and **switch** applications. When working with a file, like a Microsoft Word document, shortcuts can be used to **create new files**, **find words**, and **print**.

- **Ctrl+Alt+Delete**: Force an unresponsive or frozen program to quit. This keyboard shortcut opens the **Task Manager**. You can then select the unresponsive application and close it.

## Intro to Windows 10



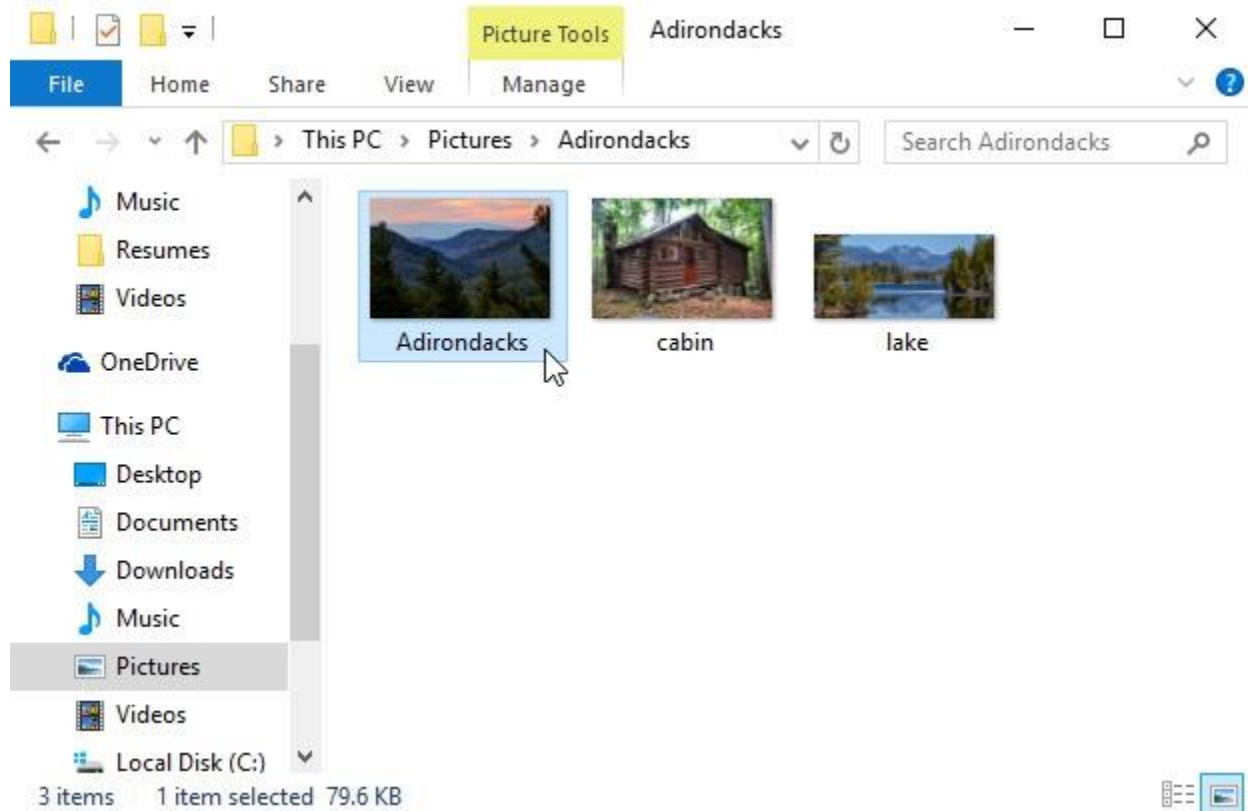
- **Delete:** Send a selected file or files to the **Recycle Bin**.
- **Shift + Del:** delete file from recycle bin and computer
- **Enter:** Open a selected application or file.
- **Ctrl+N:** Create a new file.
- **Ctrl+O:** Open an existing file.
- **Ctrl+S:** Save the current file.
- **Ctrl+Z:** Undo the previous action. If you want to redo the action, press **Ctrl+Y**.
- **Windows key:** Open the Start menu (or the Start screen in Windows 8).



## Intro to Windows 10

### Opening a file in the default application

As you learned in our lesson on [Working with Files](#), you can locate and **double-click** a file to open it. It will open in the **default application** for that type of file.

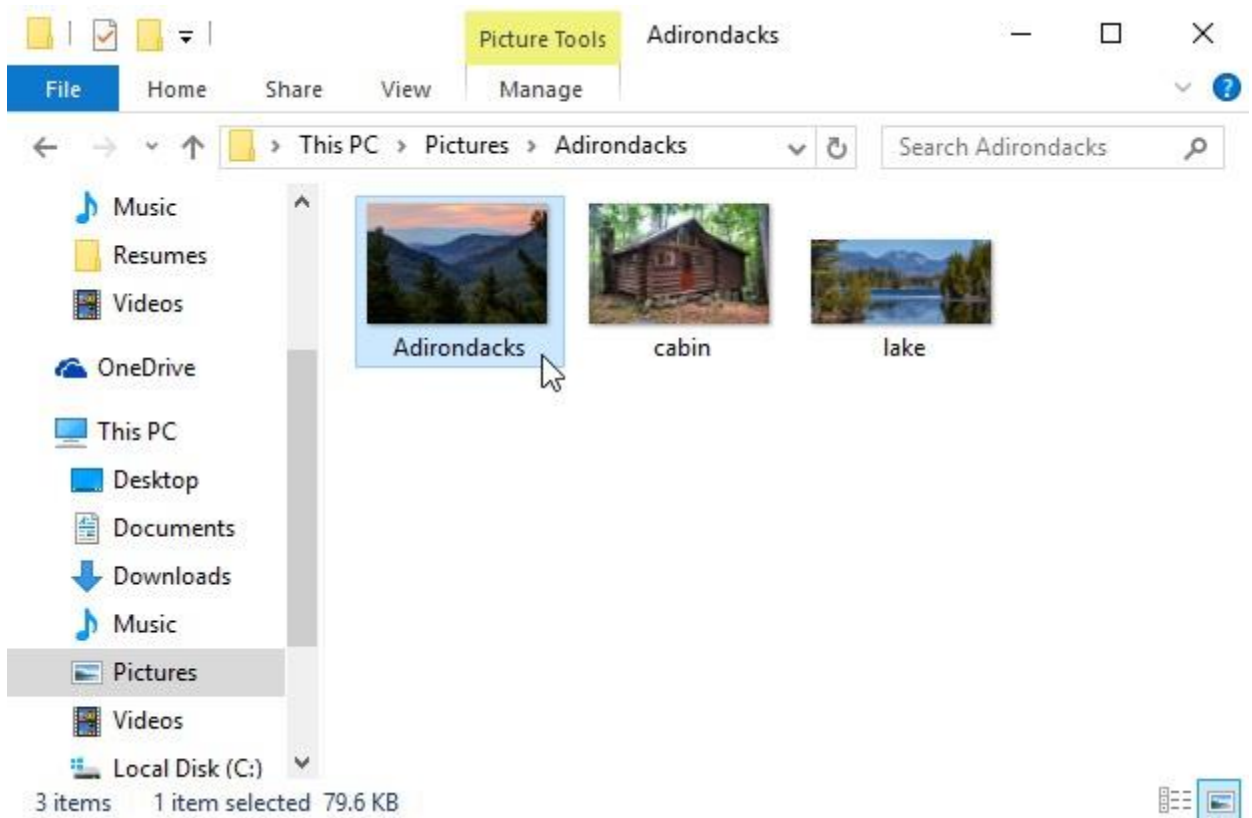


To open a file in a different application:

Sometimes you may want to open a file in a different application **without changing the default**. For example, you may want to open a photo with **Microsoft Paint** to crop or resize it.

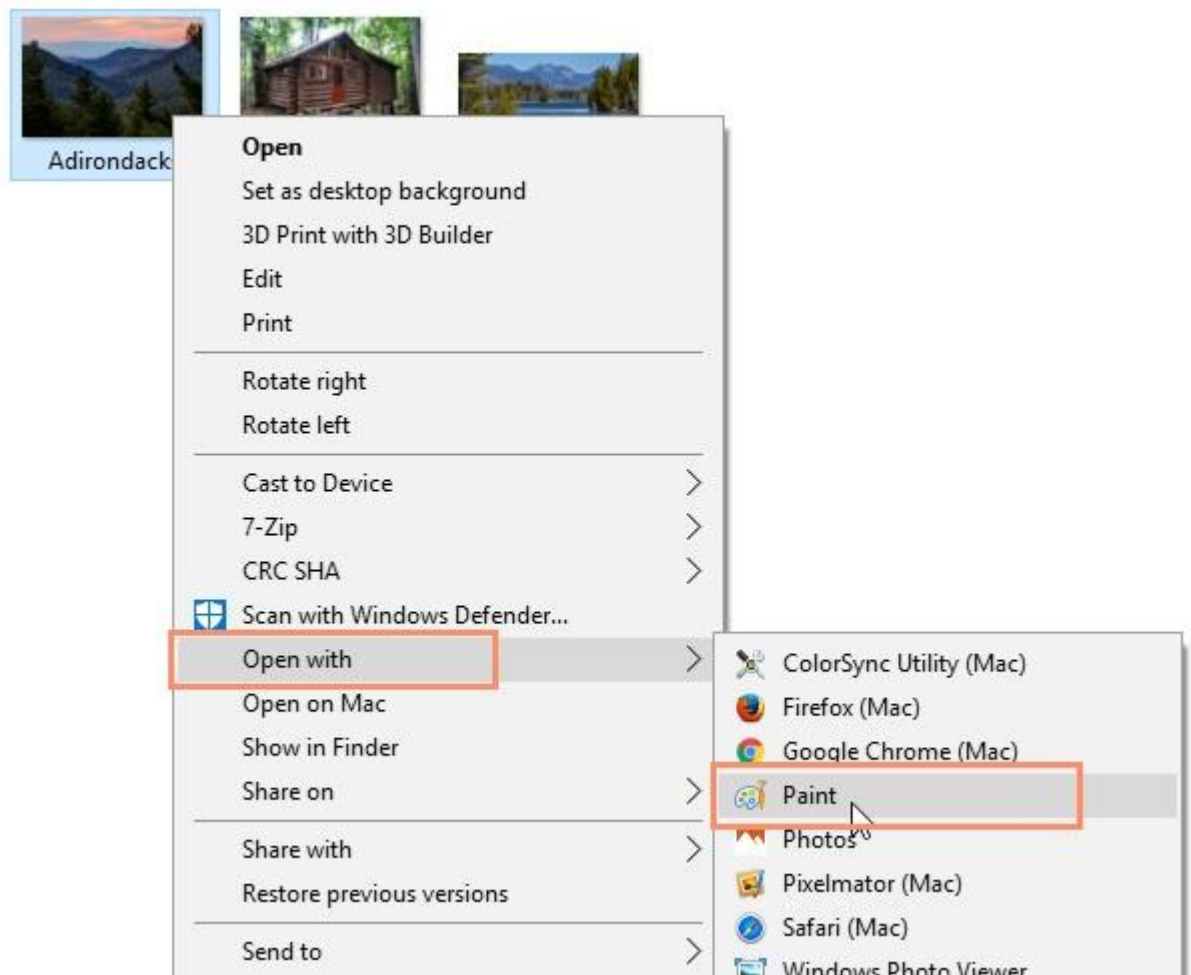
1. From the desktop, **right-click** the desired file.

## Intro to Windows 10

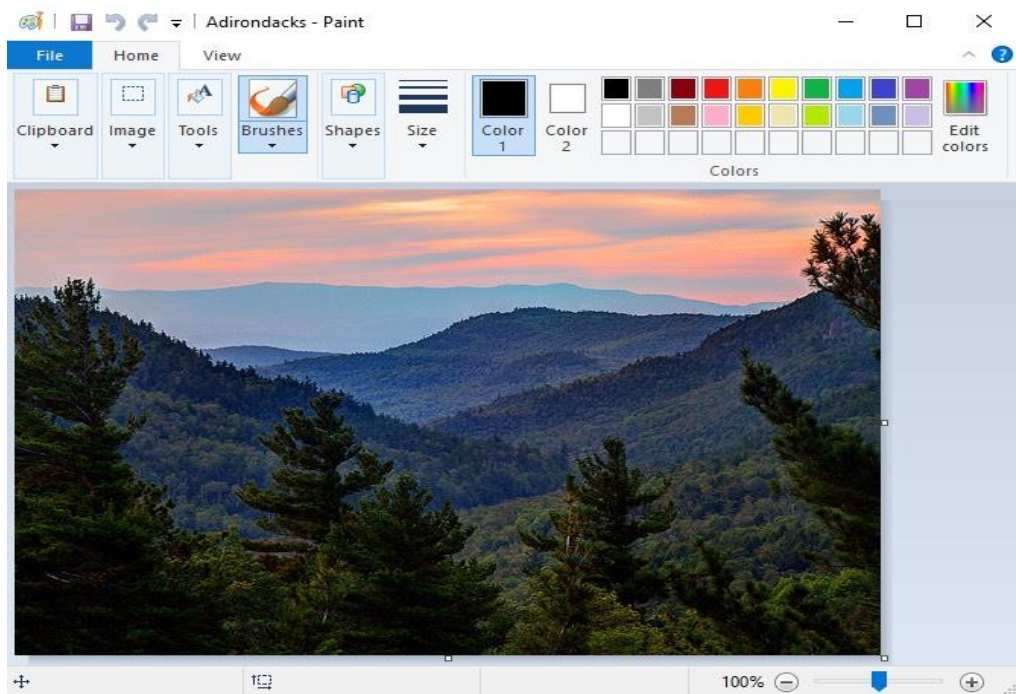


2. From the drop-down menu, click **Open with**, then select the desired **application**. In this example, we'll select **Paint**.

## Intro to Windows 10

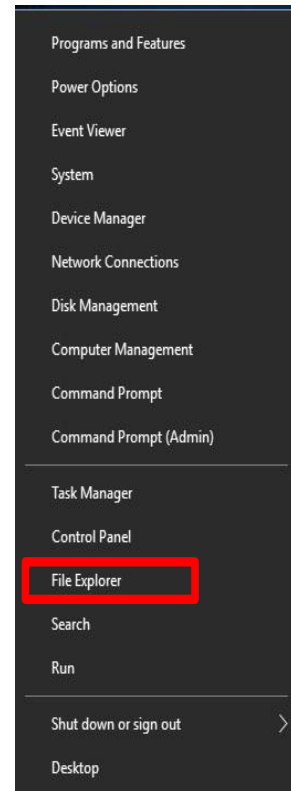
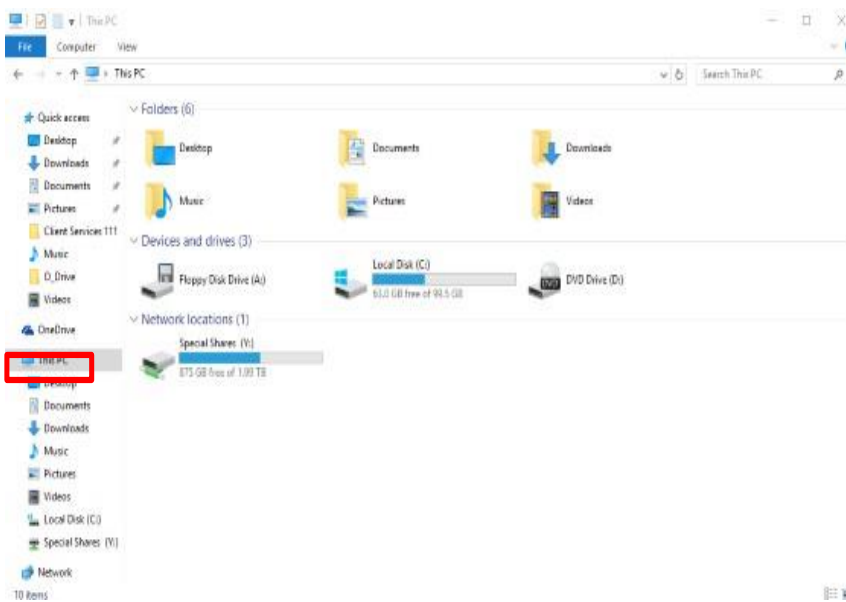


3. The file will open in the selected application.



# WHERE IS “MY COMPUTER”?

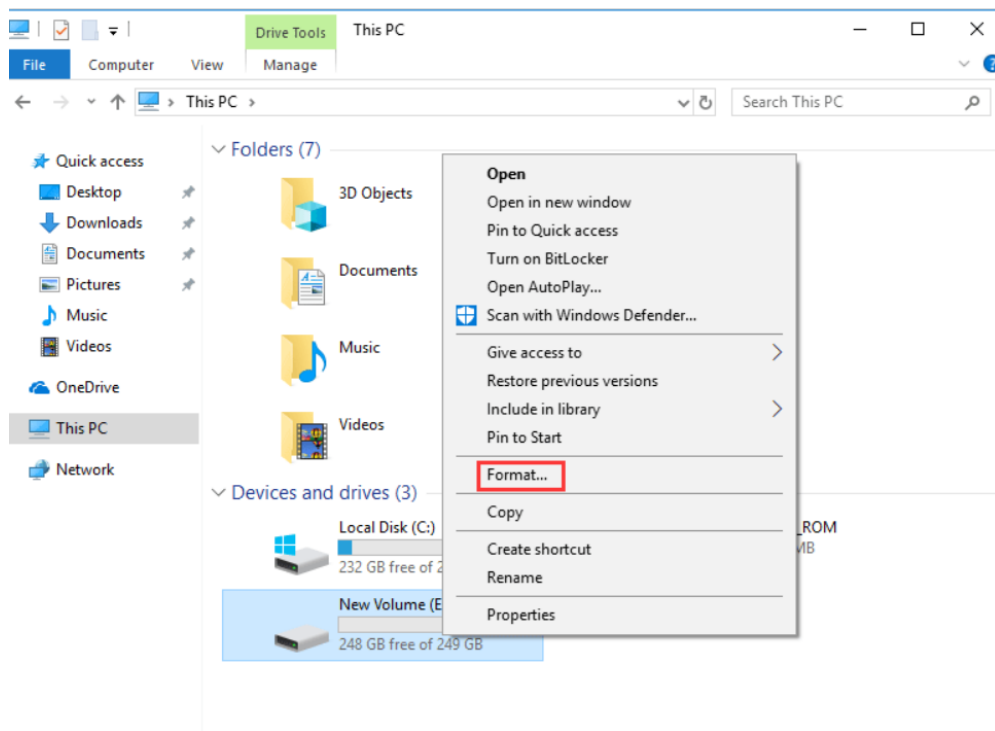
- Right-click the start button > Select File Explorer
  - Click “This PC” to get to your drives.



## Intro Windows 10

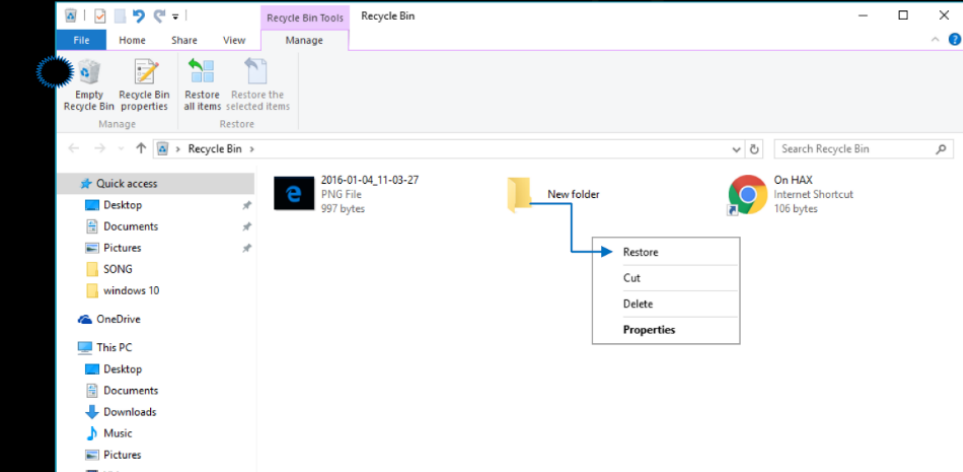
### What does format mean?

Formatting is the process of erasing all information on a disk and you may need to format a new hard drive before installing Windows on it. The process of formatting creates a new files system format





• لاستعادة او حذف ملف واحد نهائياً  
انقر فوقه لظهور القائمة ثم اضغط فوق Restore لاستعادة الملف الى جهازك او بالضغط على Delete لحذفه نهائياً من جهازك وبعد ذلك انقر فوق موافق OK



• لحذف كافة الملفات  
في شريط الأدوات انقر فوق إفراغ سلة المحذوفات Empty Recycle Bin ثم انقر فوق موافق Ok

ملحوظة  
يمكنك إفراغ سلة المحذوفات بدون فتحها عن طريق النقر بزر الماوس الأيمن فوقها ثم النقر فوق إفراغ سلة المحذوفات Empty Recycle Bin



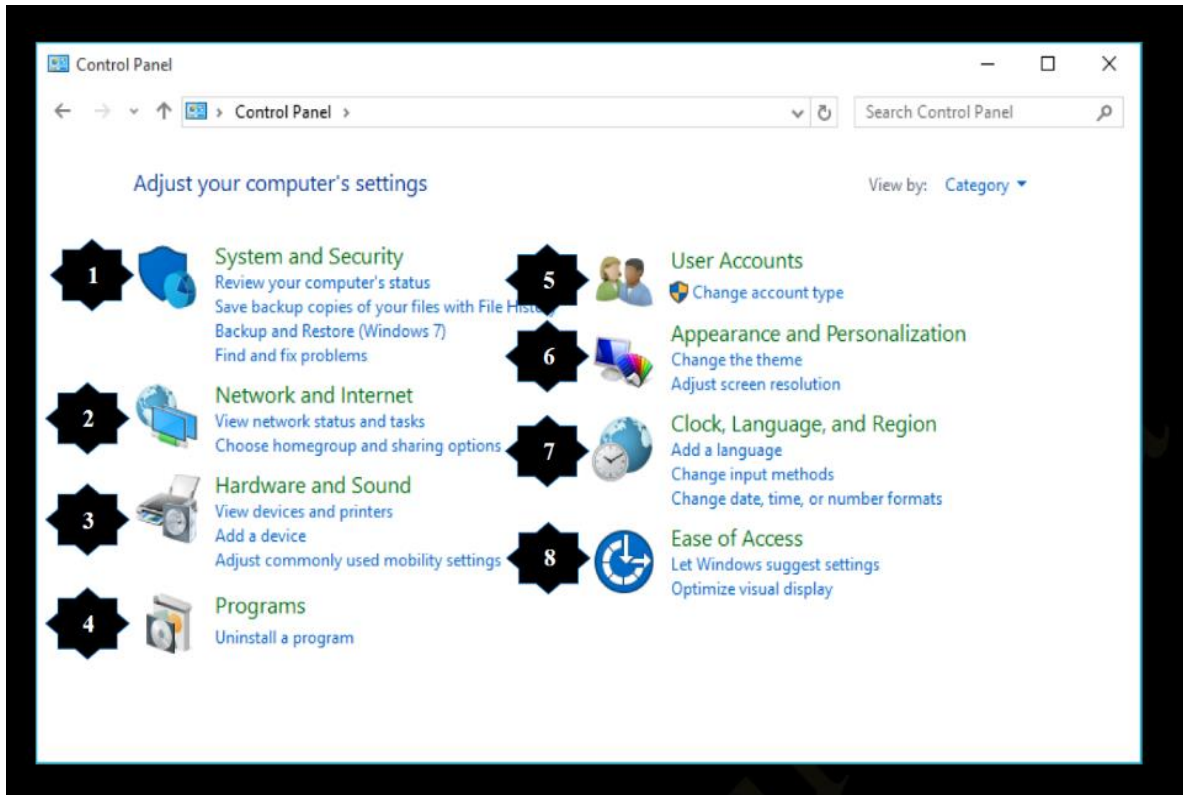
لوحة التحكم Control Panel >

يمكنك استخدام "لوحة التحكم" لتغيير الإعدادات للويندوز فمن خلالها يمكنك أن تتحكم في كل إعدادات الويندوز تقريباً وفي كل شيء متعلق بمظهر الويندوز ووظيفته وتثبيت البرامج وإزالتها وإعداد اتصالات الشبكة وإدارة حسابات المستخدم وغيرها من الإعدادات الذي سوف نتعرف عليها معا وهم مقسمين الى 8 فئات وكل فئة تحتوى على مجموعة من البرامج التي تساعدك على التحكم الكامل في الإعدادات الخاصة بجهازك وهما كالتالي



Control Panel

1. النظام والأمان System and Security
2. الانترنت والشبكات Network and Internet
3. الصوت والمكونات الأخرى Hardwar and Sound
4. البرامج Programs
5. حسابات المستخدم ونظم حماية العائلة User Accounts and Family Safety
6. تخصيص المظهر Appearance and Personalization
7. التوقيت واللغة والمنطقة الزمنية Clock , Language ,and Region
8. الوصول السهل Ease Of Access



لحذف برنامج:

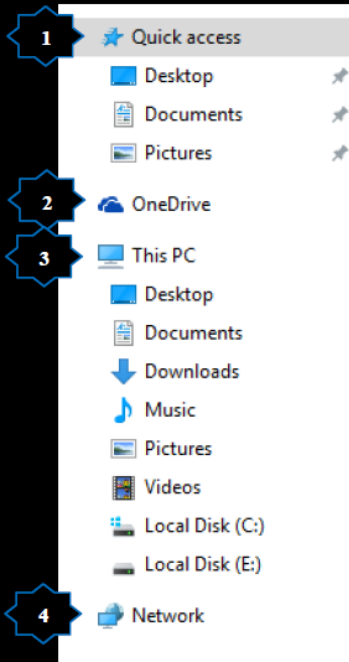
Control Panel → Programs → Add or remove Program

تغيير الوقت والتاريخ

Control Panel → Clock and Region → Date and Time

#### 4. جزء التنقل Navigation Pane

يستخدم جزء التنقل للوصول السريع إلى المكاتب والمجلدات وعمليات البحث المحفوظة وحتى كافة الأقراص الثابتة واستعراض المجلدات والمجلدات الفرعية ويمكنك من خلاله إجراء التالي



##### 1. الوصول السريع Quick access

يتم من خلالها استعراض المجلدات الأكثر استخداما و يتم استعراض محتويات المجلدات من خلال النقر عليه

##### 2. التخزين السحابي OneDrive

ومنها يتم استعراض كل من المستندات وملفات الموسيقى والفيديو والصور الموجودة مساحتك التخزينية على الانترنت

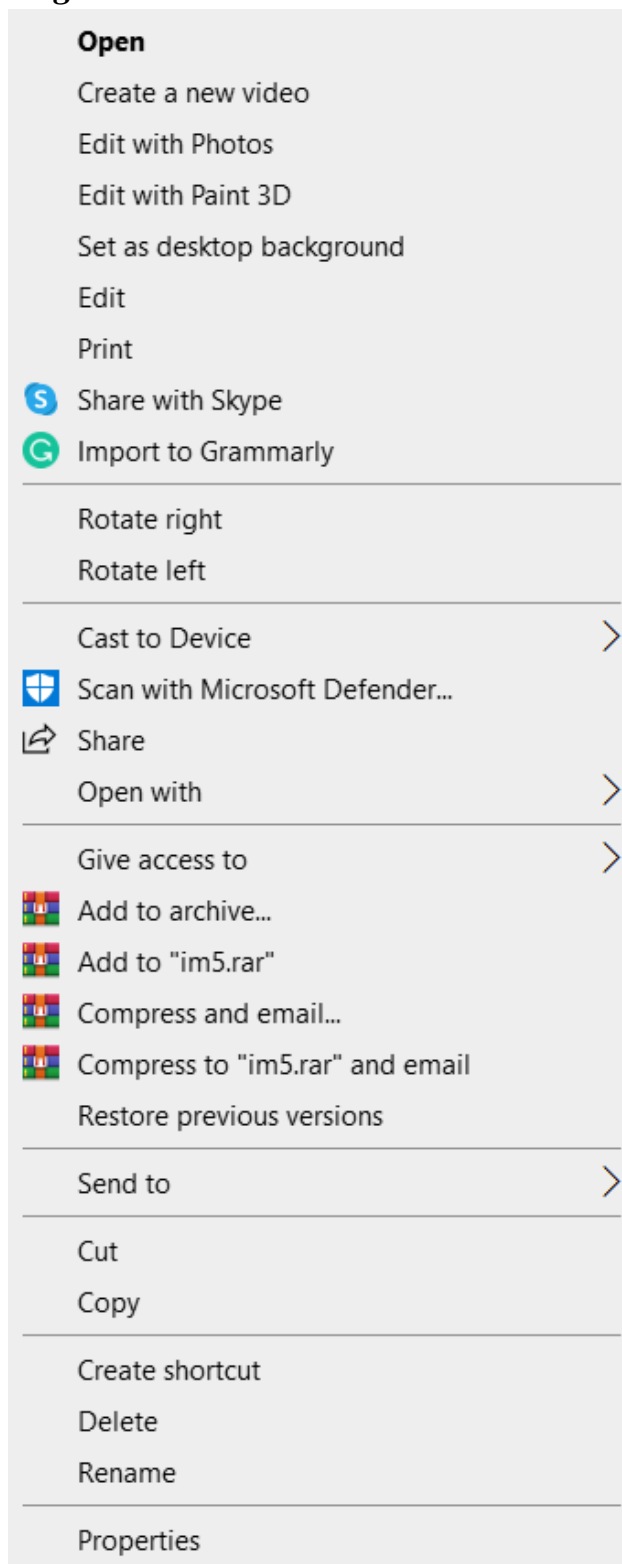
##### 3. كمبيوتر This PC

ومنها يمكنك استعراض المستندات Documents و محتويات الاقراص الصلبة المكونة للجهاز واستعراض المجلدات الفرعية الموجودة بها

##### 4. الشبكات Network

ومنها تتمكن من استعراض الاجهزة المتصلة معك على الشبكة المحلية واستعراض الملفات التي يتم مشاركتها مع الغير

## Right Click



### Open:

لفتح الملف او البرنامج او فولدر

### Print:

لطباعة الملف

### Open with:

اختيار برنامج لفتح الملف

### Send To:

ارسال الملف او الفولدر الى فلاش ميموري او مشغلات اخرى

### (Copy, Cut, and Paste), (Create Shortcut)

[شرحت في محاضرة وندوز الاولى](Delete)

### Rename:

تغير اسم الفايل او الفولدر

### Properties:

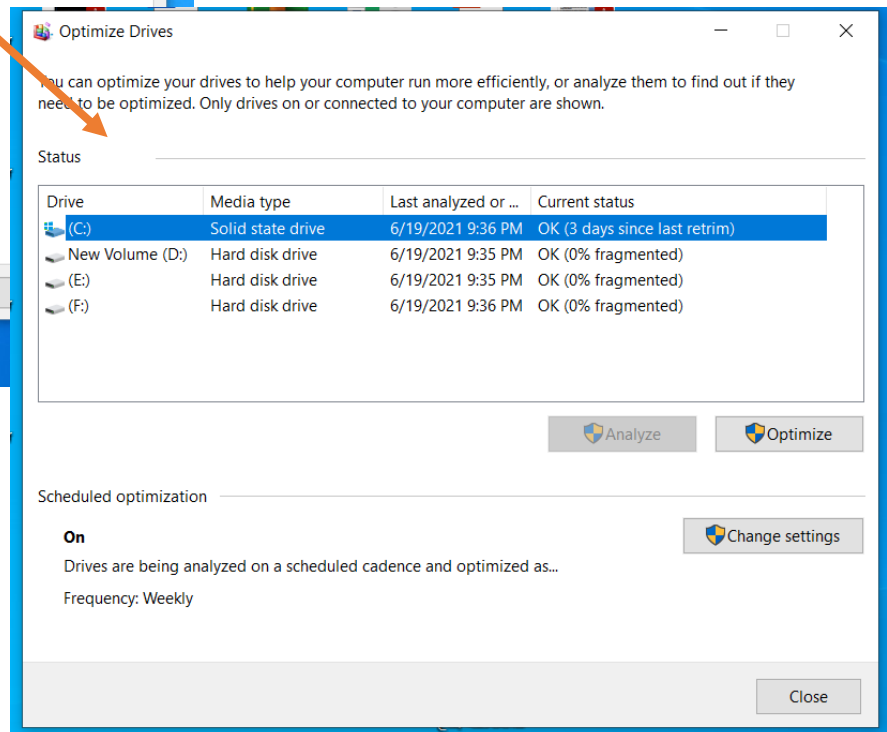
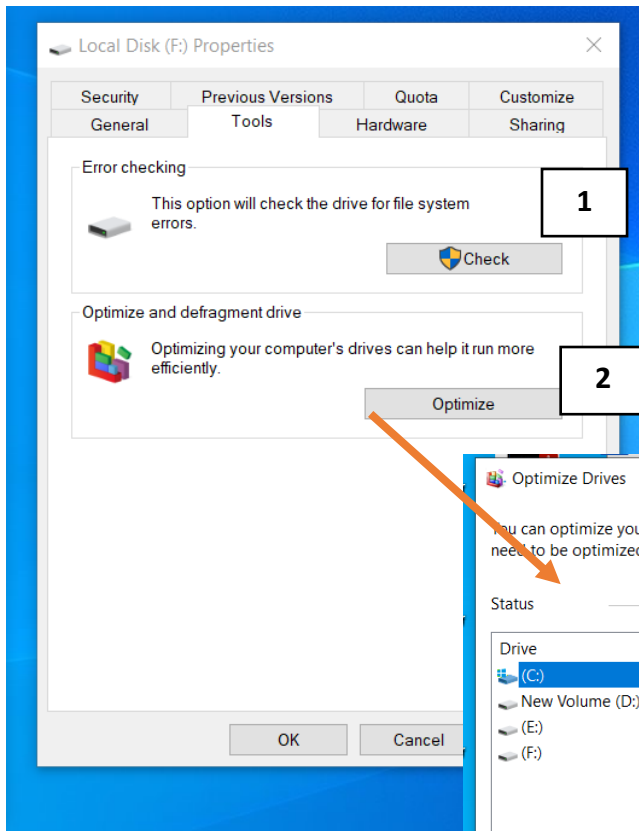
معرفة معلومات وخواص الملف او الفايل او المشغل او البرنامج

تحسين أداء الأقراص الصلبة Defragment and optimize Drivers  
يمكنك من خلالها أن تقوم بإصلاح بعض العيوب الموجودة بالقرص الصلب إليك وترتيب البيانات عليه مما يؤدي إلى سهولة الحصول عليها وسرعة الأداء فيما بعد

1

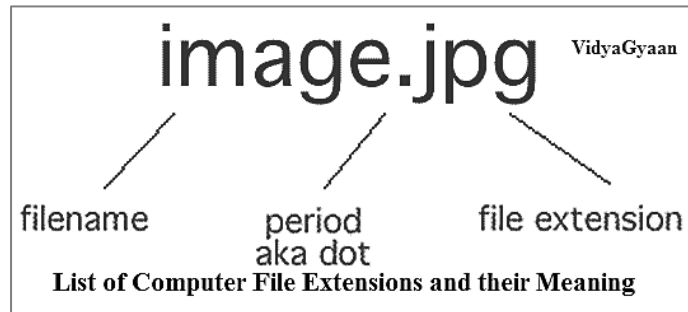
تنظيف القرص الصلب Disk cleanup  
يمكنك من خلاله أن تقوم بعملية تنظيف القرص الصلب من البيانات المهملة والذي ليس لها أي قيمة بالجهاز ولكنها قد تؤثر بشكل أو بآخر على مساحة القرص الصلب لديك

2



## What is File?

- A file contains data; every file has a filename.
- Most filename end with an extension (after the dot)



## What is the file extension?

The last three characters in the filename indicate the extension and the extensions are divided into several groups such as:

### ➤ System files

These are files that the Windows operating system reads and returns to immediately. They are on different extensions, either to be in the form of files by extension **.sys** or drivers with **.DRV** extensions and these files work in a hidden way.

### ➤ Office Applications

Files that have the extension such as

- .doc** Microsoft Word
- .xls** Microsoft Excel
- .ppt** Microsoft PowerPoint  
Presentation

### ➤ Video files

**.mp4** (Works with Media Player)

### ➤ Some other audio files:

**wav, mp3** (Works with Media Player)

➤ **Image files**

**It is one of the most files, but most of the most important ones that are under these extensions:**

**.gif, .jpg, .jpeg**

**.gif (Used to save animation pictures)**

➤ **.jpg, .jpeg (The most common types of images, used for fixed images, high quality, and relatively small size)**

➤ **Others (Documents read by popular program)**

**.pdf (Works in program Adobe Acrobat Reader)**

**Example 1:**

**Dent.mp4**

File name      Video file running in media players



**Example 2:**

**Tikrit.pdf**

File name      Documents reading in Adobe Acrobat Reader program



**Save: Used to save change to current document.**

**Save as: This command enables you to save your current document into several kinds of files or name after modifying documents.**

*Lec. Tamara A. Anai*

**Semester 1 contain:**

**1) MS – Word 2010**

- **Introduction of MS-Word 2010**
- **Insert Objects in MS-Word 2010**
- **More Option in MS-Word 2010**

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**Lecture 1 contain:**

- **Introduction of MS-Word 2010**

**1.1 Definition of MS-Word 2010**

**1.2 How to open MS-Word 2010?**

**1.3 Appearance of MS-Word 2010 (Home Page)**

**1.3.1 Title bar**

**1.3.2 Quick Access Toolbar**

**1.3.3 Status bar**

**1.4 MS-Word 2010 Ribbon and Tabs**

**1.4.1 File Tab**

**1.4.2 Home Tab**

**1.4.3 Page Layout Tab**

**1.1 Definition of MS-Word 2010**

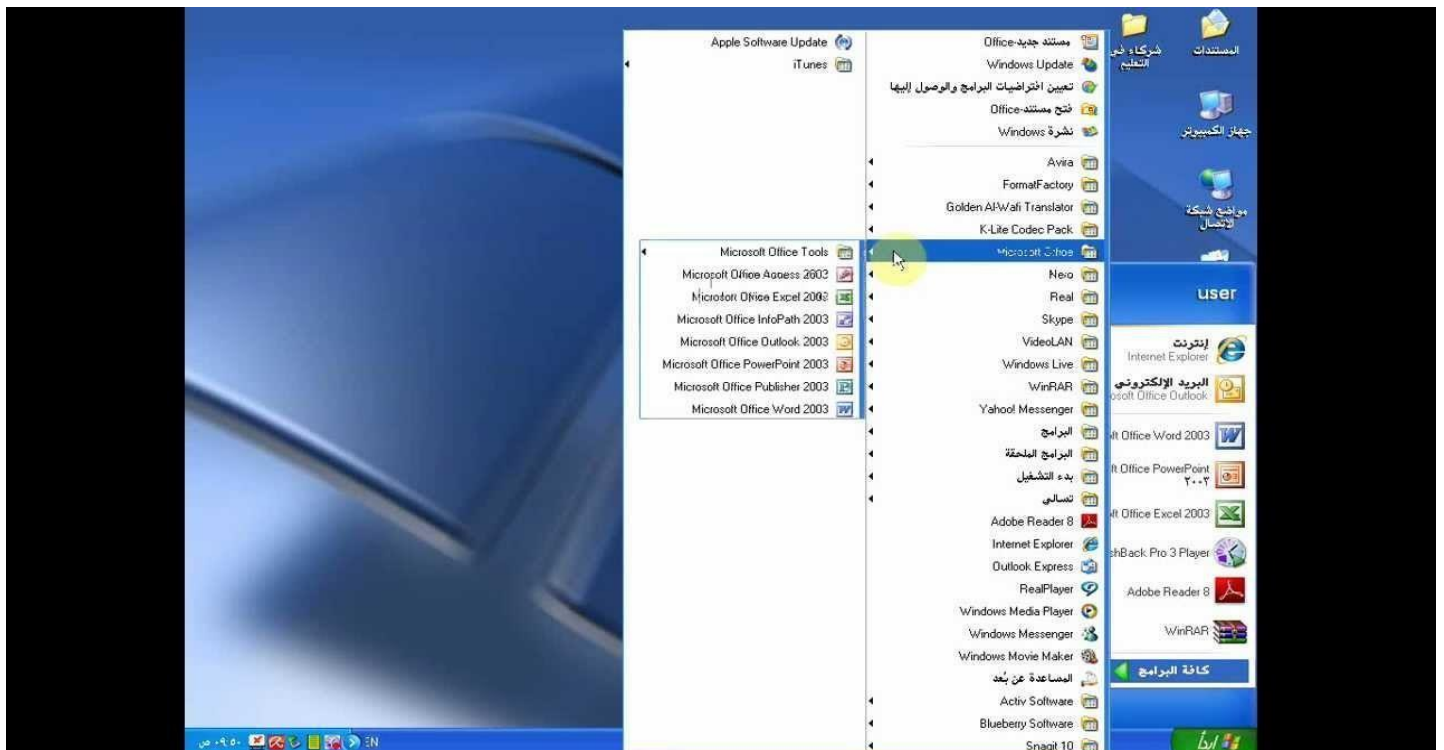
**Microsoft Word 2010:** is a word processing program that helps you quickly and efficiently author and format all the business and personal documents you are ever likely to need. It is used primarily to enter, edit, format, save, retrieve and print documents.



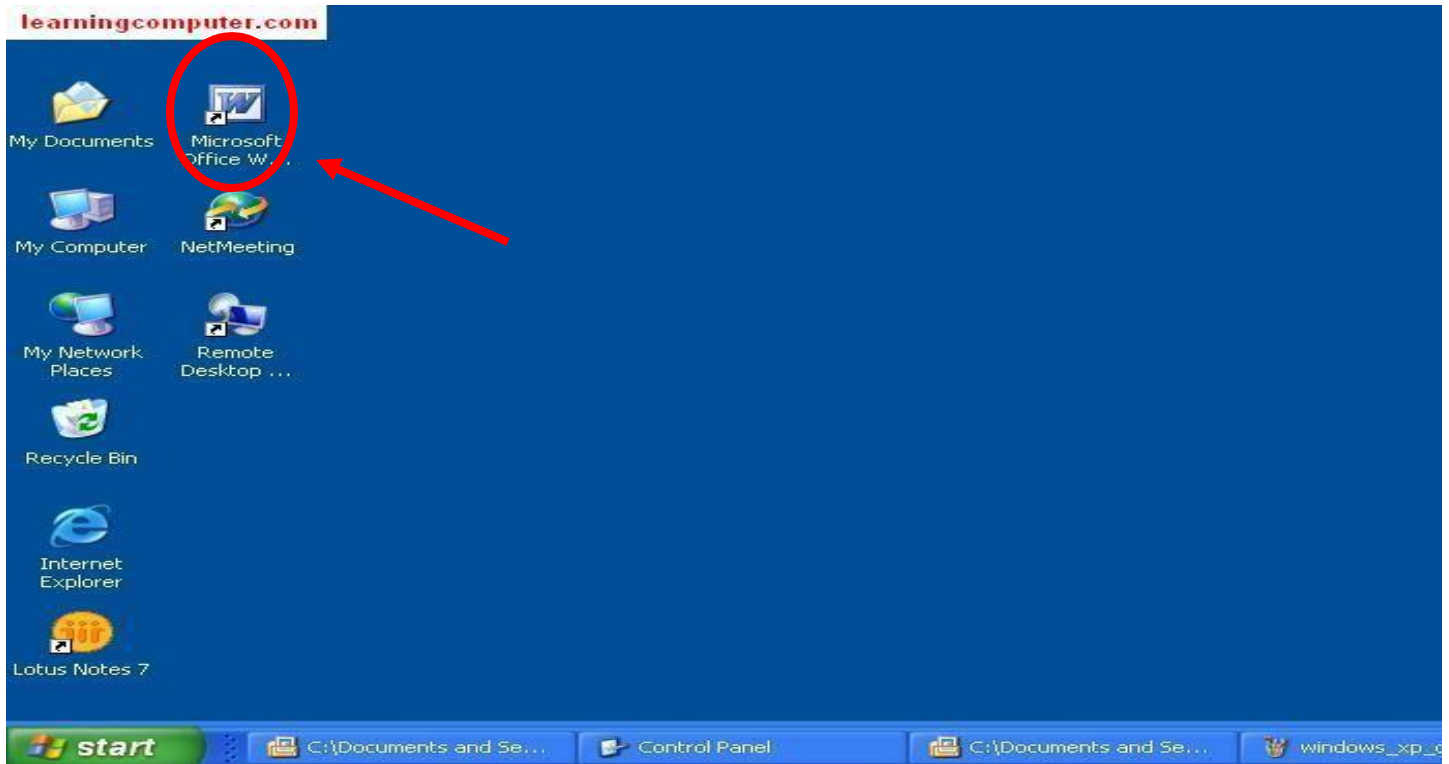
### 1.2 How to open MS-Word 2010?

A. From start menu

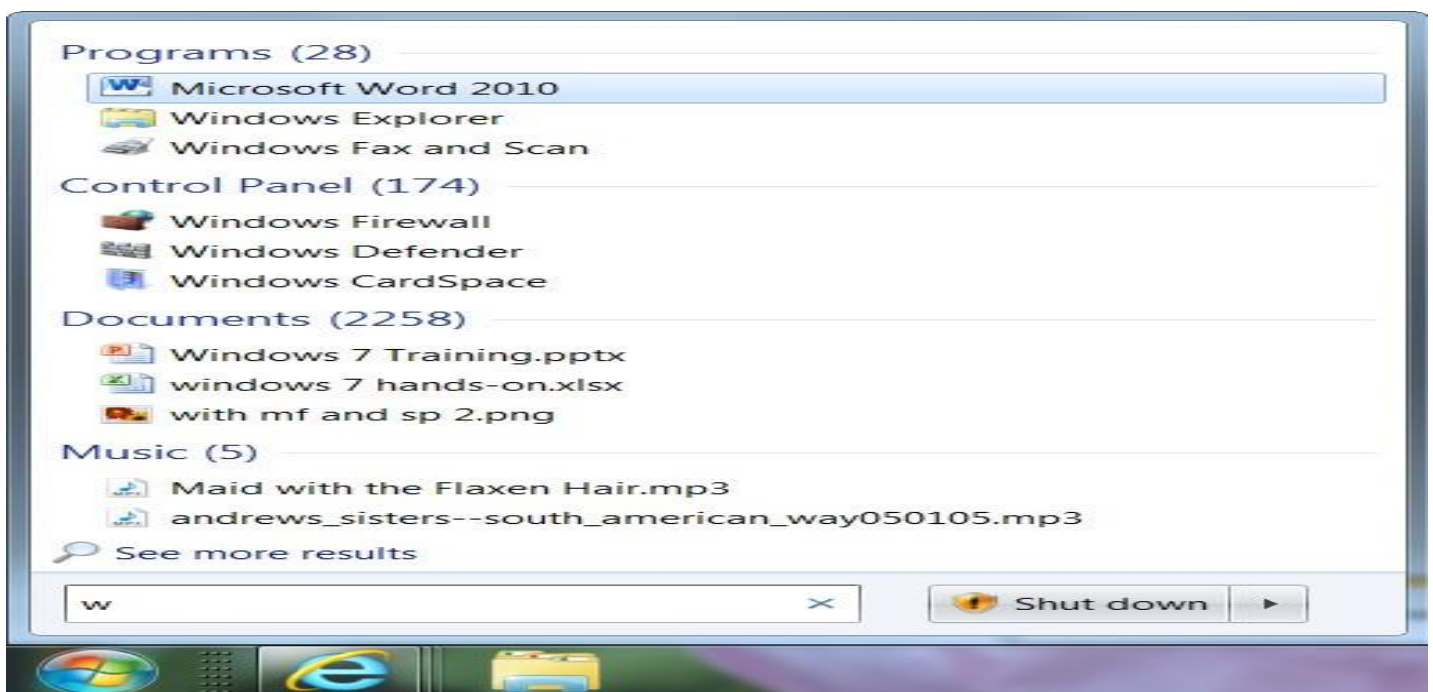
Start → All programs → Microsoft Office → Microsoft Office Word 2010



B. From shortcut icon in desktop



C. From write **Microsoft Word** in start menu search





### 1.3 Appearance of Microsoft Word (Home page)

Microsoft word 2010 appearance containing:

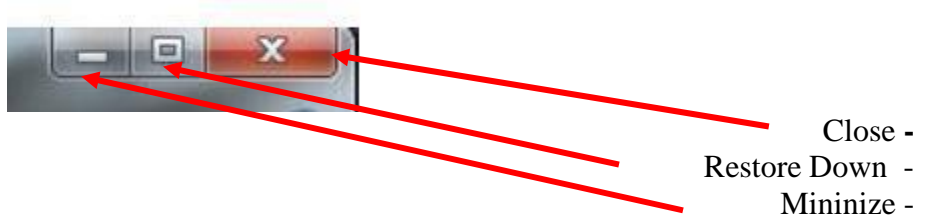
#### 1.3.1 Title bar



usually was at the top, it's displays the name of the active document, This file is not saved so the name is given (document 1), Files created for the first time are often referred to by this name, and file extension (doc,docx).

*Its location usually at the top of the window, in the right of title bar there are:*

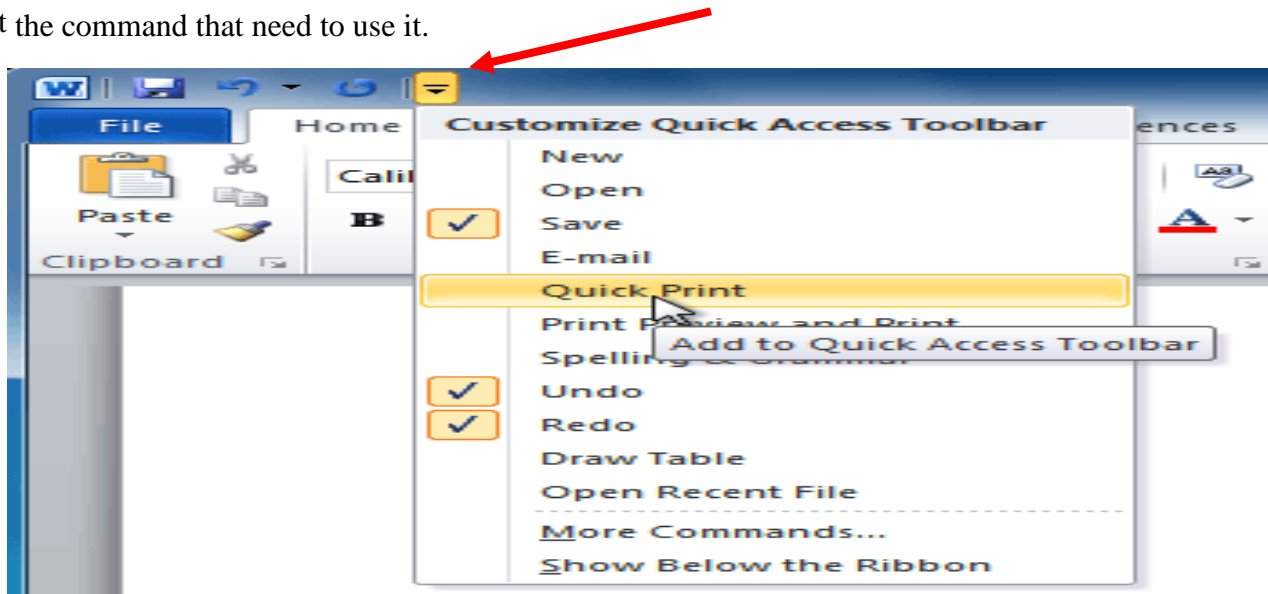
- Three buttons



#### 1.3.2 Quick Access Toolbar



This bar is to the left of the title bar and contains a set of commands Save, Redo, Undo. It can be customized with the addition of commands that frequently used by the user. Clicking on this arrow will show a list can add from it the command that need to use it.



### 1.3.3 Status bar

Its location usually at the bottom of the window, it is contains:



- Page number in document
- Number of words in document
- Language
- View buttons
- Zoom control

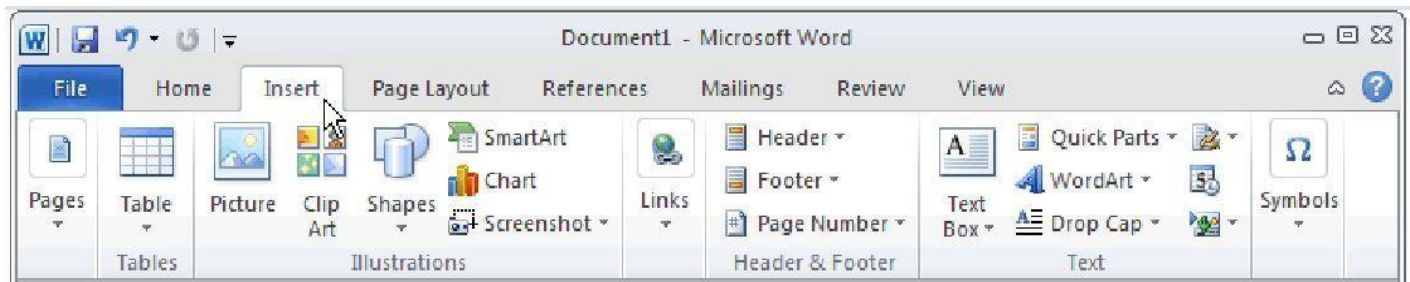
## Lecture 7 contain:

### ➤ Insert Objects in MS-Word 2010 (Insert Tab)

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## 1.4.5 Insert Tab

This tab has a lot of useful features that will let you insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.



It's including seven groups:

- 1) pages
- 2) tables
- 3) **illustrations**
- 4) links
- 5) headers & footers
- 6) text
- 7) symbols

### 3) **illustrations**

The Illustrations group includes six commands that will allow you to use images in your documents to help you communicate information that must be represented visually.

- Picture
- Clip Art
- Shapes
- SmartArt
- Chart
- Screenshot

- **Pictures:** allows you to insert pictures stored on your computer into your documents.

1. From the **Insert** tab's **Illustrations** group, click the **Picture** button.

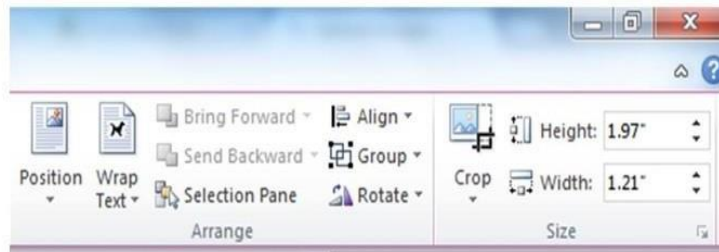
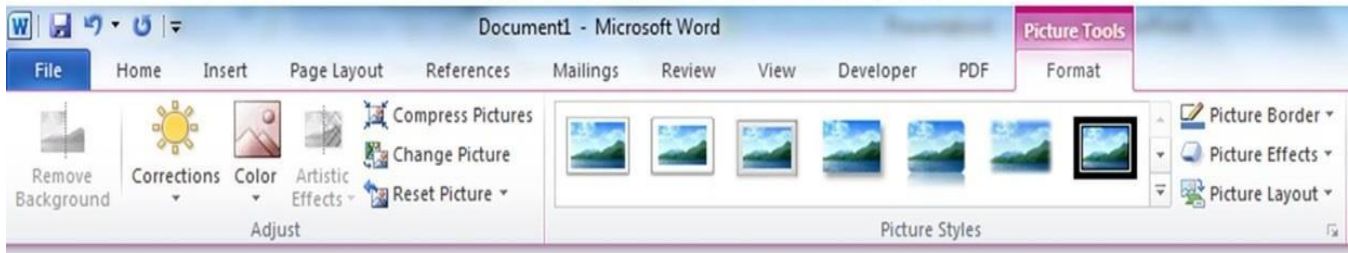


2. Use the dialog box controls to browse for the image you want.
3. Click to select the image.
4. Click the **Insert** button.

**The image is insert into your document. After you insert a picture, the Picture Tools Format tab appears on the Ribbon.**

You can make a variety of formatting changes to the picture, including changing the shape, adding a border, modifying effects, and applying a predefined style. From one location you can now switch, compress, and modify the image settings.

## Picture Tools Format Tab



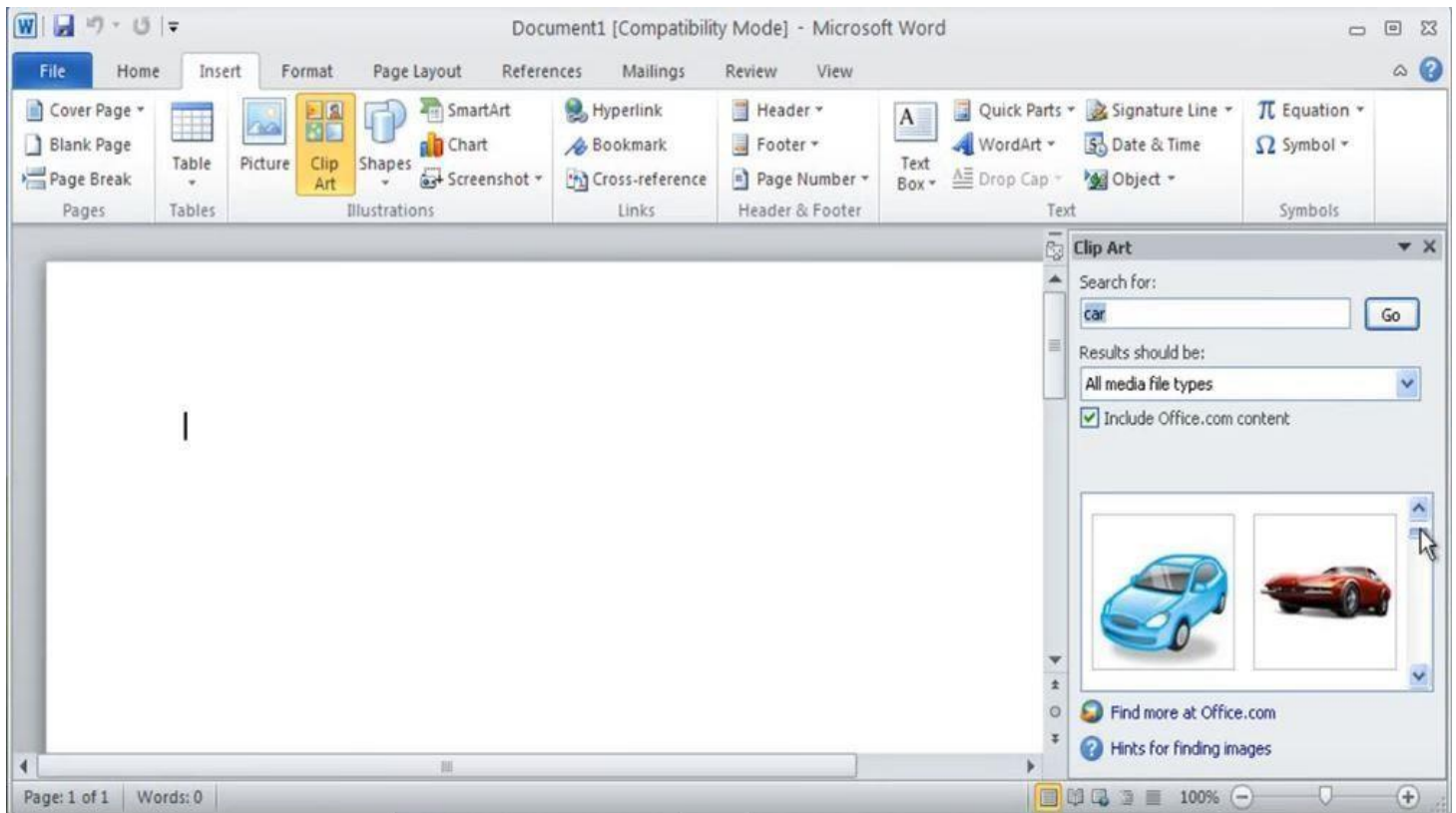
- **Clip art:** is a picture or graphic that can be inserted into a word processed document. Clip art comes in a wide variety of formats and styles, from a simple cartoon to a photographic image. Microsoft Word comes with its own clip art collection that you can use.

1. On the **Insert tab**, in the **Illustrations group**, click the **Clip Art** button. The Clip Art task pane appears.





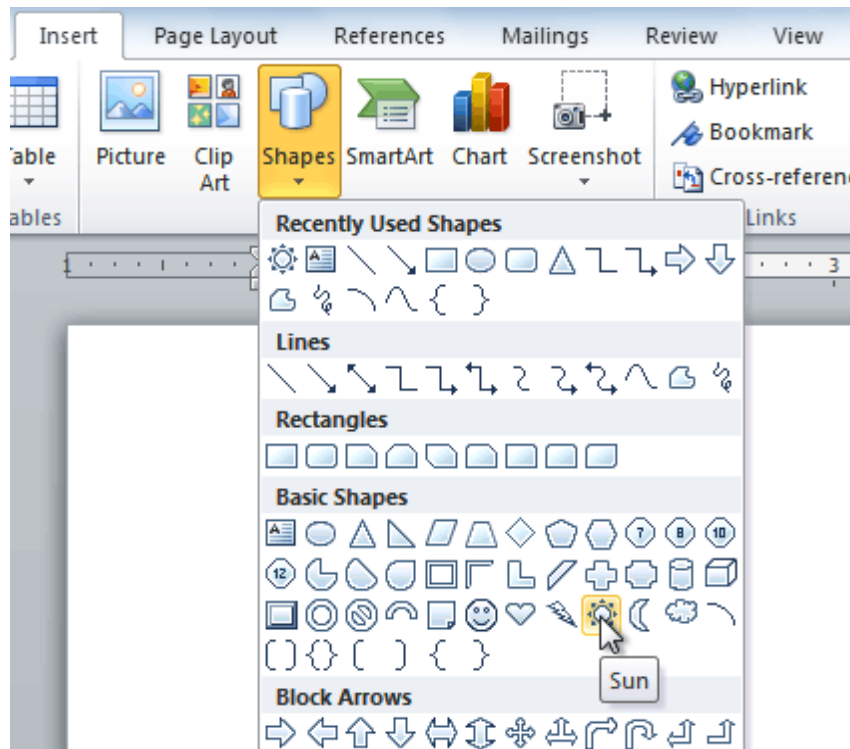
2. In the **Search for** box, type a description of what you want.  
For example, a picture of a car. Type **car** in the box.
3. Click the **Go** button.



The results are displayed in the task pane. Peruse the results and note that you may have to scroll a bit to see all of them. If you don't find what you want, go back to Step 2 and refine your search.

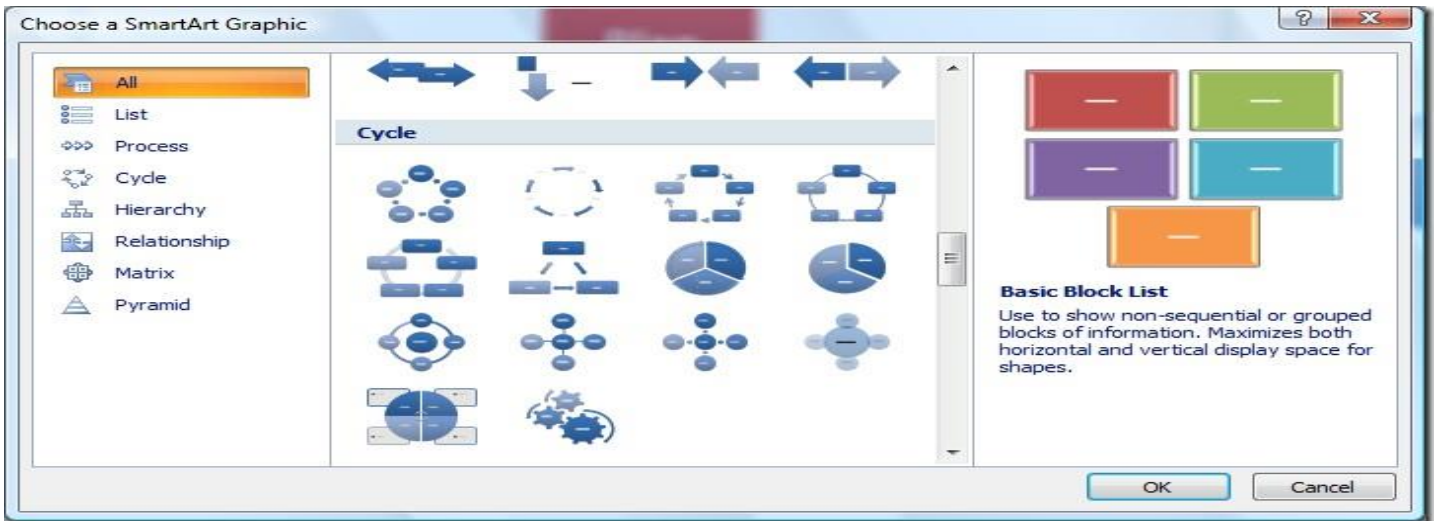
4. Click the **image** you want. The image is plopped into your document.
5. Close the **Clip Art task pane** by clicking the **X** in its upper-right corner.

- **Shapes:** Word comes with a library of common shapes lines, arrows, squares, and much more ready to insert into your document.
  1. Choose a predefined shape from the **Shapes** button menu, found in the **Illustrations group** on the **Insert tab**.



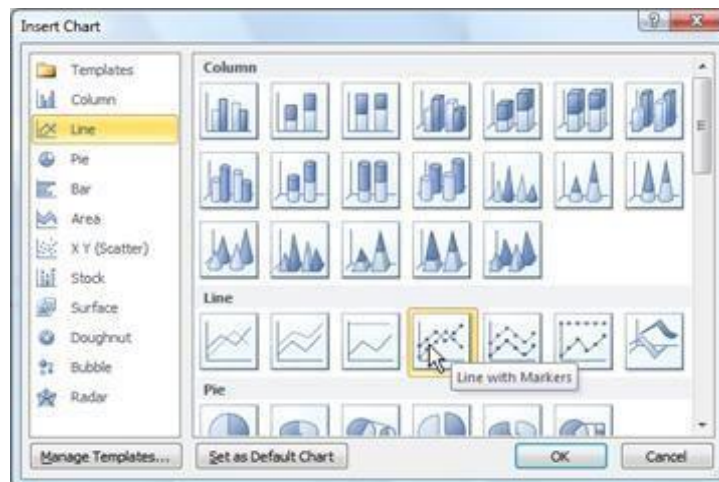
2. Drag the **mouse** in the document where you want the shape to appear, then **Drag down**, from the **upper-left corner** of the shape to the **lower-right corner**. The shape appears at the location where you **draw** it, as a size determined by how you **drag the mouse**.
- **SmartArt:** in the SmartArt feature you can easily create business diagrams such as process, radial, and organization charts; hierarchy diagrams; and lists that display textual information in an easy-to-read format. SmartArt illustrations represent the information in a visual format and add shape, to your text. With SmartArt illustrations, you can easily try different styles. Live Preview displays how the diagram will appear before you choose one, which allows you to see your options in your document.
    1. Clicking the **SmartArt** button in the **Illustrations group** on the **Insert tab**.

2. The **Choose a SmartArt Graphic** dialog box will appear. You can use that dialog box to quickly arrange a layout of graphics in your document.
3. After chosen a layout, you type captions.



- **Charts:** Charts are a great way to present numerical data in an easy-to-read format, and with the Word 2010 Chart command organizing and displaying your information is simple. You can insert many kinds of data charts and graphs, such as column charts, line graphs, bar charts, area graphs, surface charts, bubble graphs, and radar graphs.

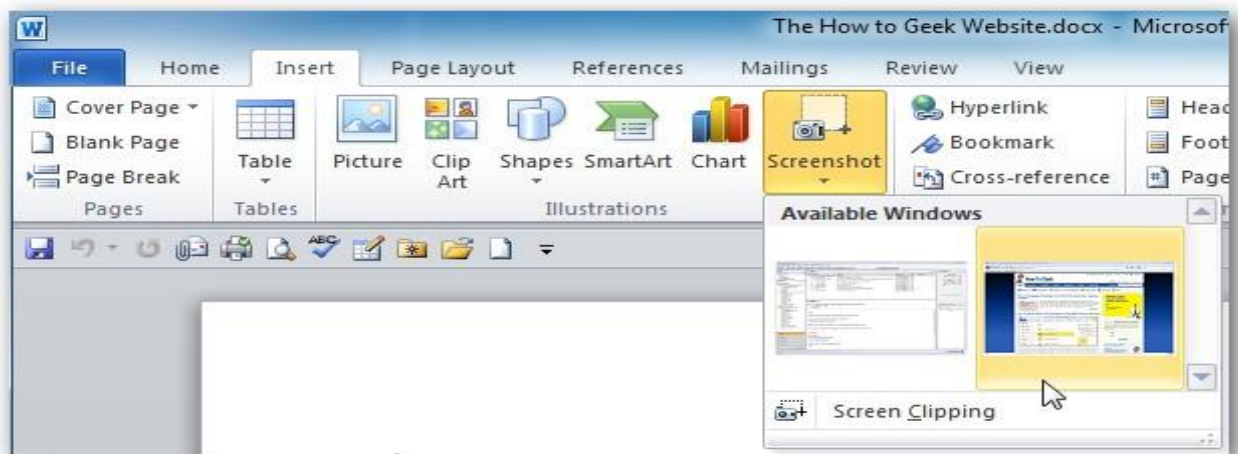
1. On the **Insert tab**, in the **Illustrations group**, click **Chart**.



2. In the **Insert Chart** dialog box, click the **arrows** to scroll through the chart types.
3. **Select** the type of **chart** that you want and then click **OK**.

\*\*\* When you rest the **mouse pointer** over any **chart type**, a **ScreenTip** displays its name.

- **Screenshot:** When the image you need is on the computer screen, either in another program window or the other program window itself, you can use Word's Screenshot command to capture that image and stick it into your document:
  1. **Set up** the **program window** that you want to appear in your Word document.
  2. **Switch** to the program and position everything for picture-taking.
  3. **Switch** back to Word.
  4. Click the **Screenshot** button, found in the **Illustrations** group on the **Insert** tab.



A little menu appears. It lists any other program windows that are open and not minimized.

5. Choose a program window to select it and paste into your document.  
The image is insert into your text just like any other picture.

**Lecture 3 contain:**

➤ **Introduction of MS-Word 2010**

**1.4 MS-Word 2010 Ribbon and Tabs**

**1.4.1 File Tab**

**1.4.2 Home Tab**

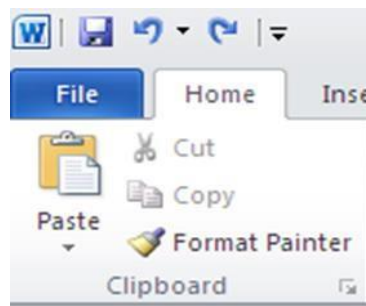
**1.4.2 Home Tab**



The Home Tab is about the basics of how text looks when it is printed or displayed. It gives access to both direct and Style-based formatting. It's containing five groups:

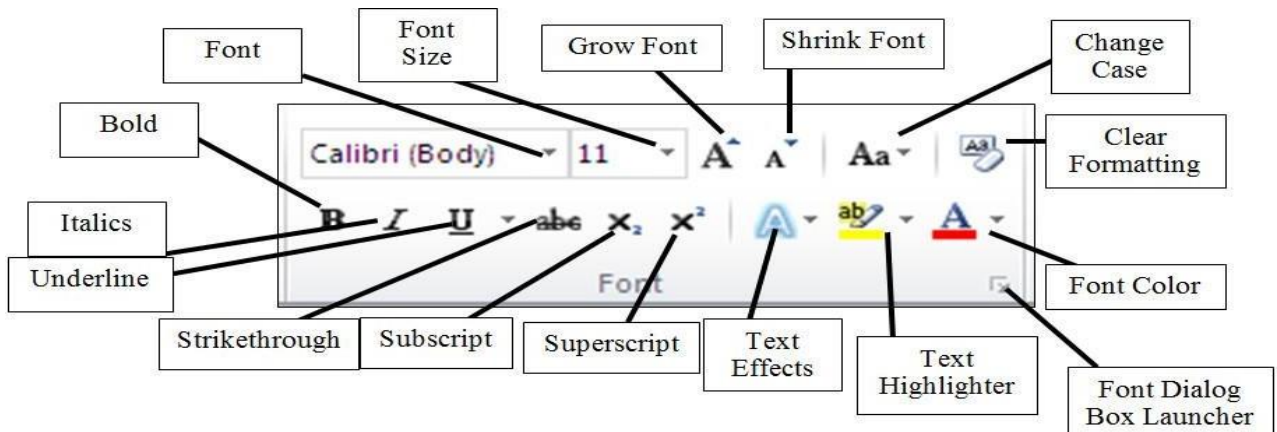
1) Clipboard group

The Clipboard is on the far left of the Home Tab, it's the place where information is temporarily stored when you are cutting or copying. Its contain some commands like: paste, cut, copy and format painter.



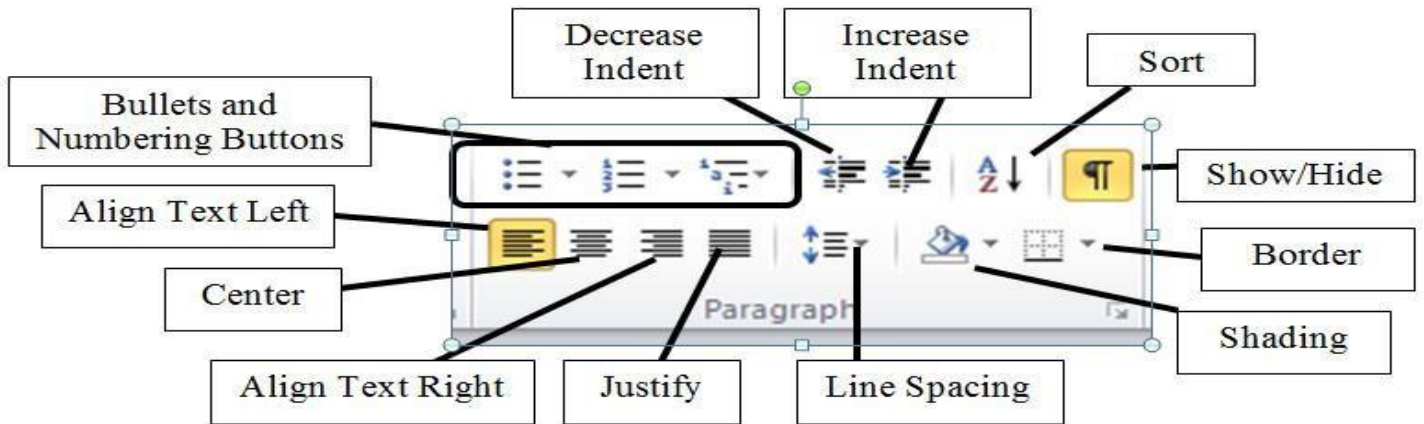
2) Font group

The font group has to do with how characters look. It is distinguished from the paragraph group where the formatting handles the entire paragraph.



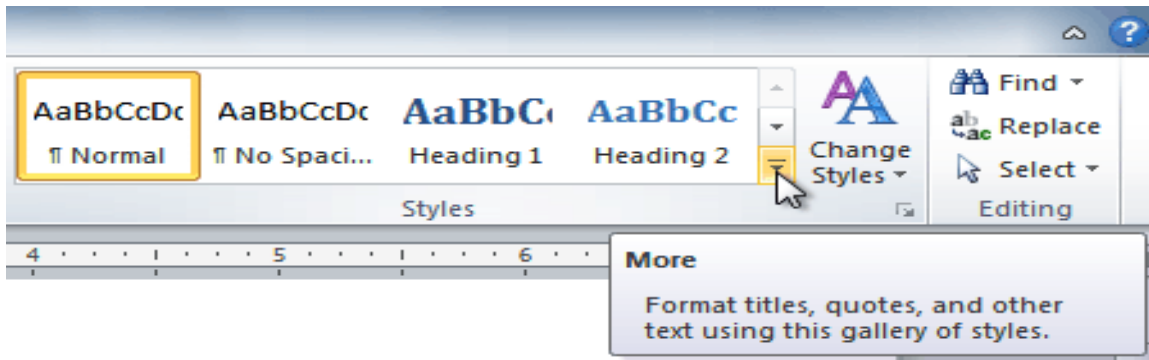
3) Paragraph group

Paragraph group lets you control the appearance if individual paragraphs.

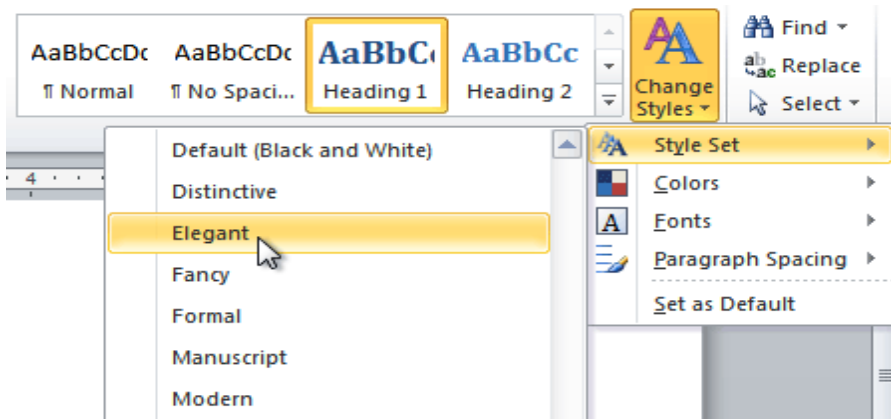


4) Styles group

Styles allow you to quickly format major elements in your document, such as headings, titles, and subtitles.

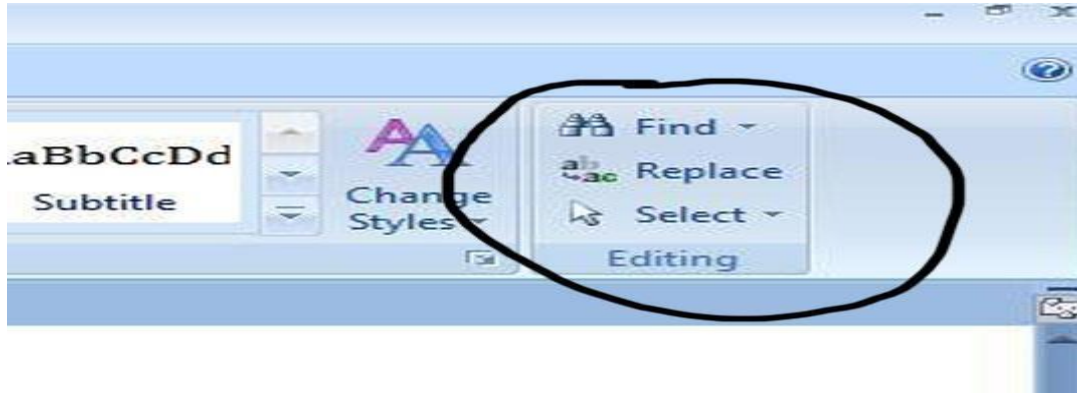


Additionally, you can customize the pre-defined style by clicking a Style and then clicking Change Styles from the Styles group.



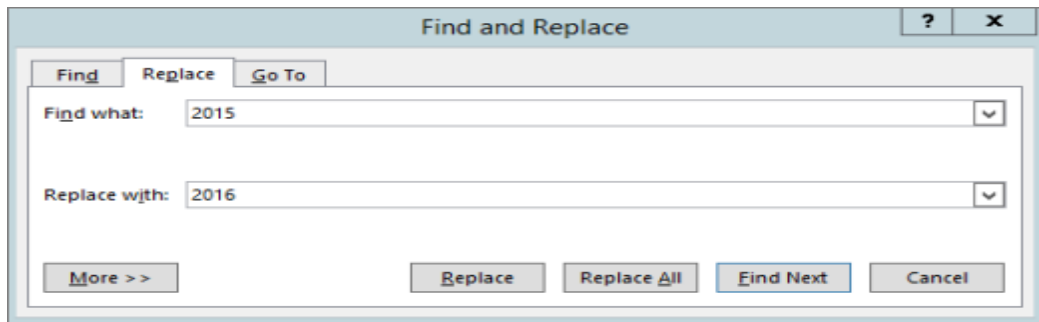
5) Editing group

This group is the last group of home tab. That contains three options. Such as find, replace, and select. There are three options which can help you how to change or remove some similar and opposite words immediately in your document. If you want to remove any word and put a new word in the state of that you can use this option. Through the replace option we have an option which helps you to go on the particular word or page which you have written.

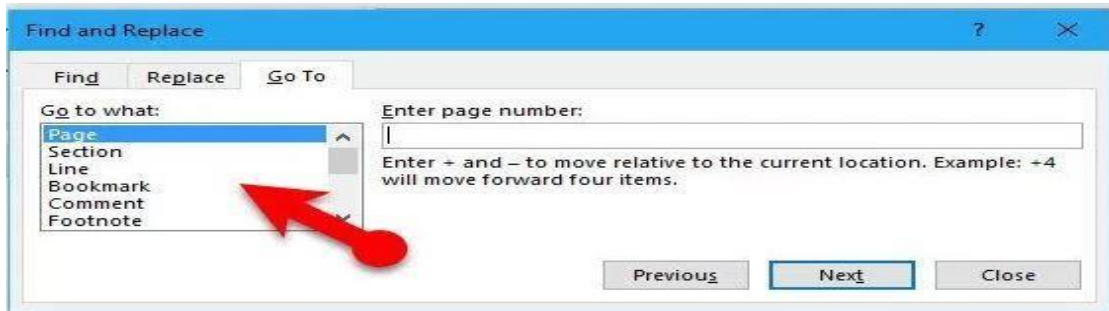


This group includes three options, but the first option contains again three options. These three options have different specifications that you want from your document

- Find: A word or phrase can be found within your document by using the Find command.
- Replace: A word or phrase can be replaced with another using the Replace command.




- Go to: When you opened advanced find you have one more option which is **Go to**. Through to this option you can go where that you want. Here you have some options such as page, section, lines, and some other options, You select one of them and click next, and if you want to come back click previous and come back.





- Select:



- To select all of the text in the document, click **Select All**.
- To select objects that are hidden, stacked, or behind text, click **Select Objects**. To select an object, click when your pointer becomes a selection arrow  as it moves over an object. To select multiple objects, press and hold Ctrl while you click the objects that you want.
- To select text with similar formatting, click **Select All Text with Similar Formatting**.

## Lecture 5 contain:

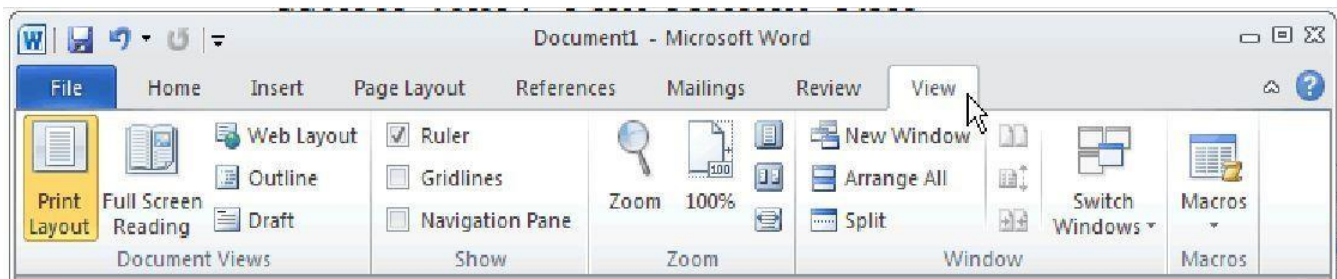
### ➤ Introduction of MS-Word 2010

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## 1.4 MS-Word 2010 Ribbon and Tabs

### 1.4.4 View Tab

This tab is used to view *Word* documents in a variety of ways.

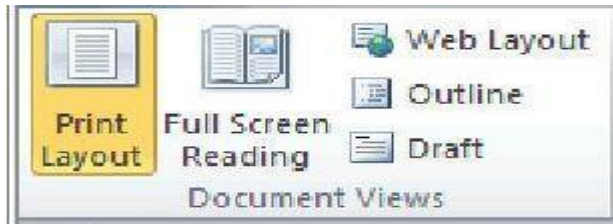


**View Tab contain five group:**

- 1) **Document Views group**
- 2) **Show group**
- 3) **Zoom group**
- 4) **Window**
- 5) **Macros**

1) **Document Views group**, The default view in Microsoft Word 2010 is *Print Layout*, displaying the document as it would be printed. The document view can be changed by selecting one of the other Layout options from the *Document Views* group.

- Print Layout
- Full Screen Reading
- Web Layout
- Outline
- Draft

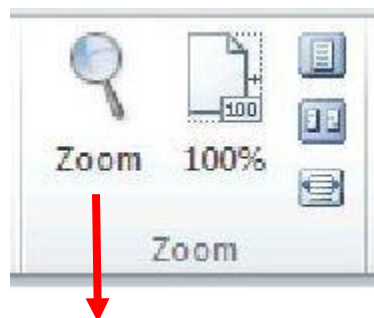


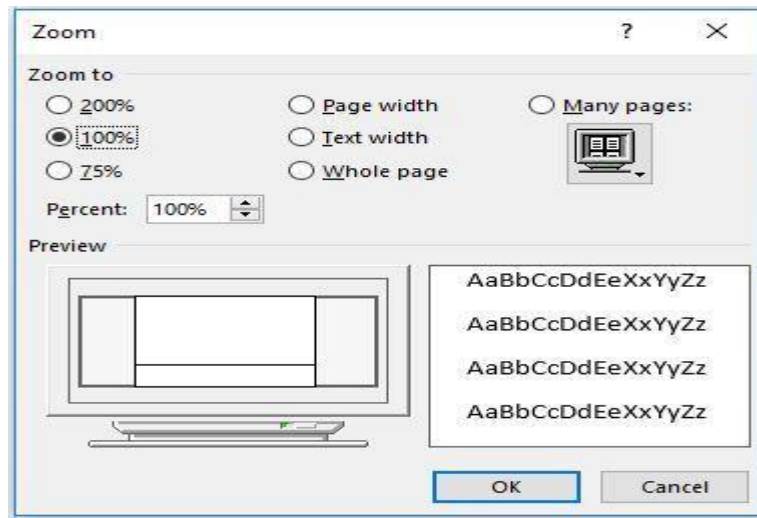
2) **Show group**, The Show/Hide group allows different components of Word to be displayed, including:

- ruler,
- gridlines,
- Navigation pane (document map).



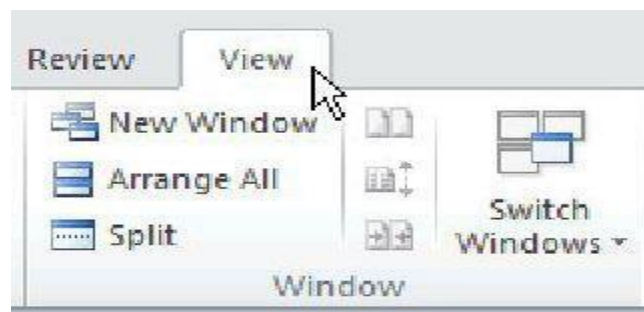
3) **Zoom**, the Zoom group, lets us increase or decrease size of view without changing the size of the fonts or rest of document.



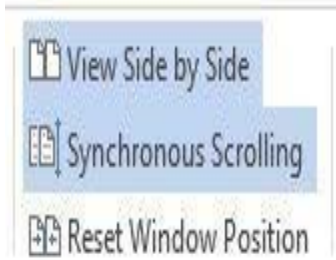


- One page: zoom the document so you can see the entire page in the window.
- Multiple Pages: zoom the document so you can see the multiple page in the window.
- Page width: zoom the document so that the width of the page matches the width of the window.

4) **Window**, This group essentially lets you work on the same document utilizing different views and windows its contain the option bellow :



- **New Window**, This opens new window that shows document we are currently working in, allowing us to view two parts of the same document at once.
- **Arrange All**, This arranges multiple windows so we can view them at the same time.
- **Split**, this does same thing as New Window, but it fits two views of our document into one window.



- **View Side by Side:** This arranges two windows next to each other.
- **Synchronous Scrolling:** This is used in the case when we scroll in one window in side-by side view, the other window scrolls the same amount, making it easy to compare two documents.
- **Reset Window Position:** This resets the position of the current window in use.

- **Switch Windows:** It is used to switch between different windows.

*Lec. Tamara A. Anai*

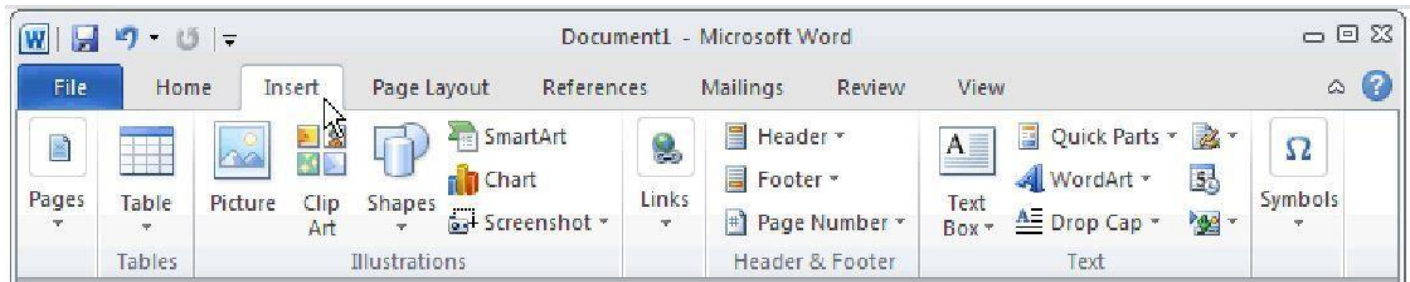
**Lecture 6 contain:**

➤ **Insert Objects in MS-Word 2010 (Insert Tab)**

.....

**1.4.5 Insert Tab**

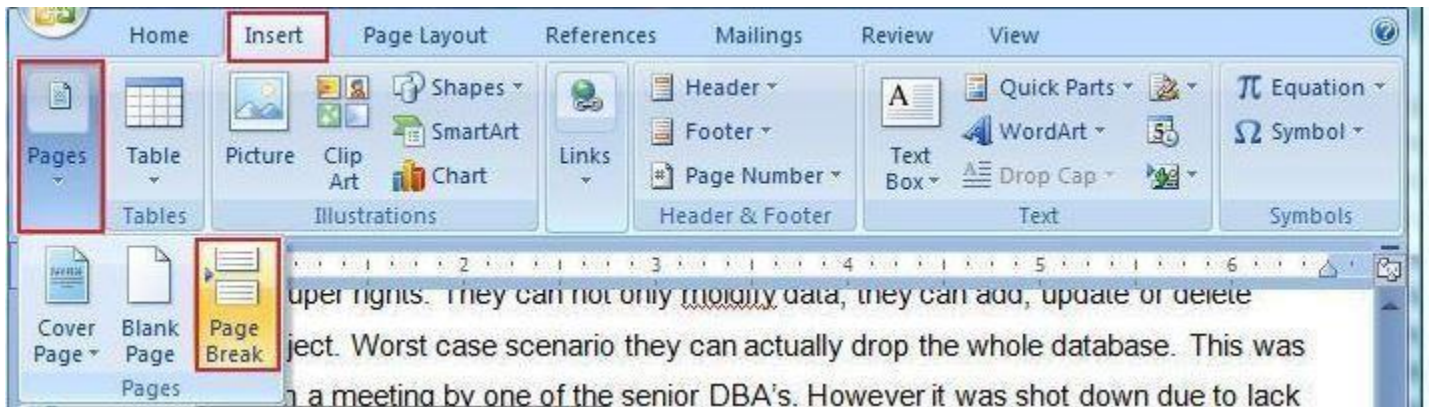
This tab has a lot of useful features that will let you insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.



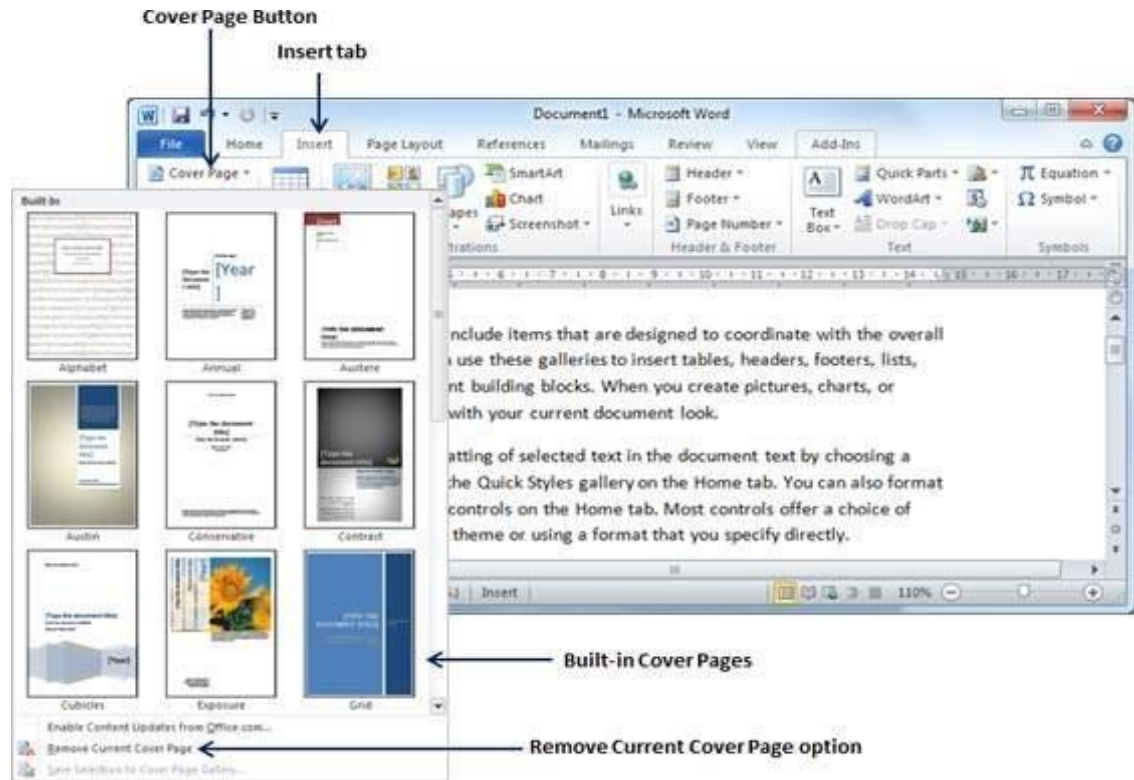
It's including seven groups:

- 1) **pages**
  - 2) **tables**
  - 3) illustrations
  - 4) links
  - 5) headers & footers
  - 6) text
  - 7) symbols
- 
- 1) **pages**, this group use to insert things to current page and its contain three options

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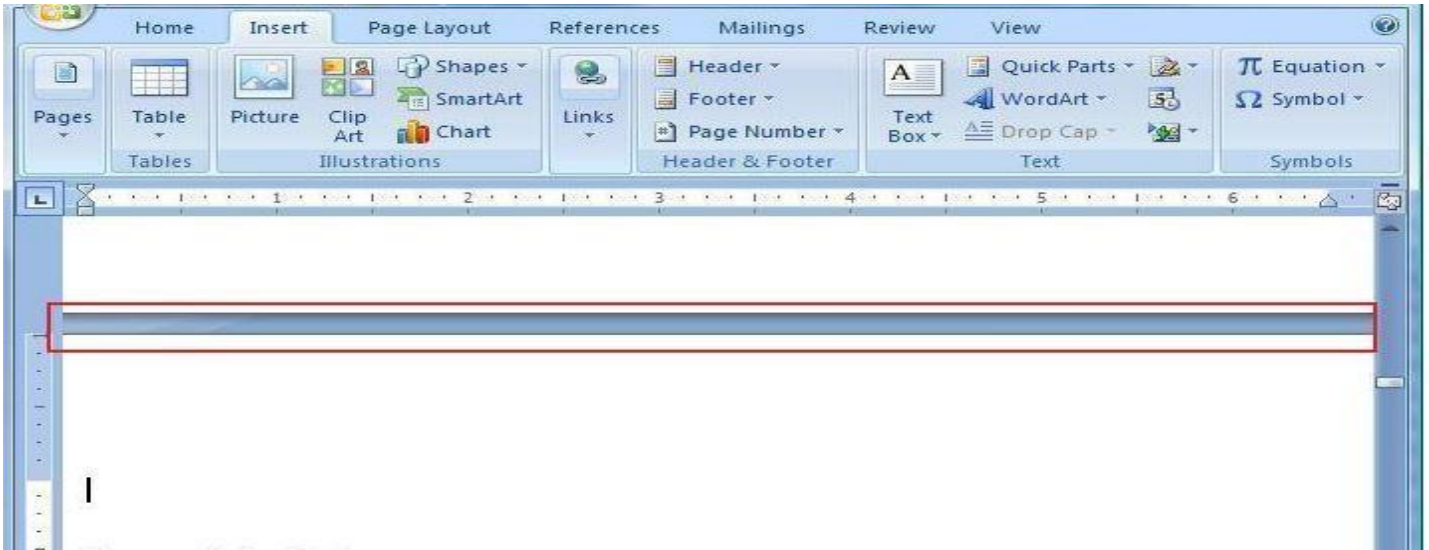


- **Cover page**, which help user to choose cover from list of different cover page style.

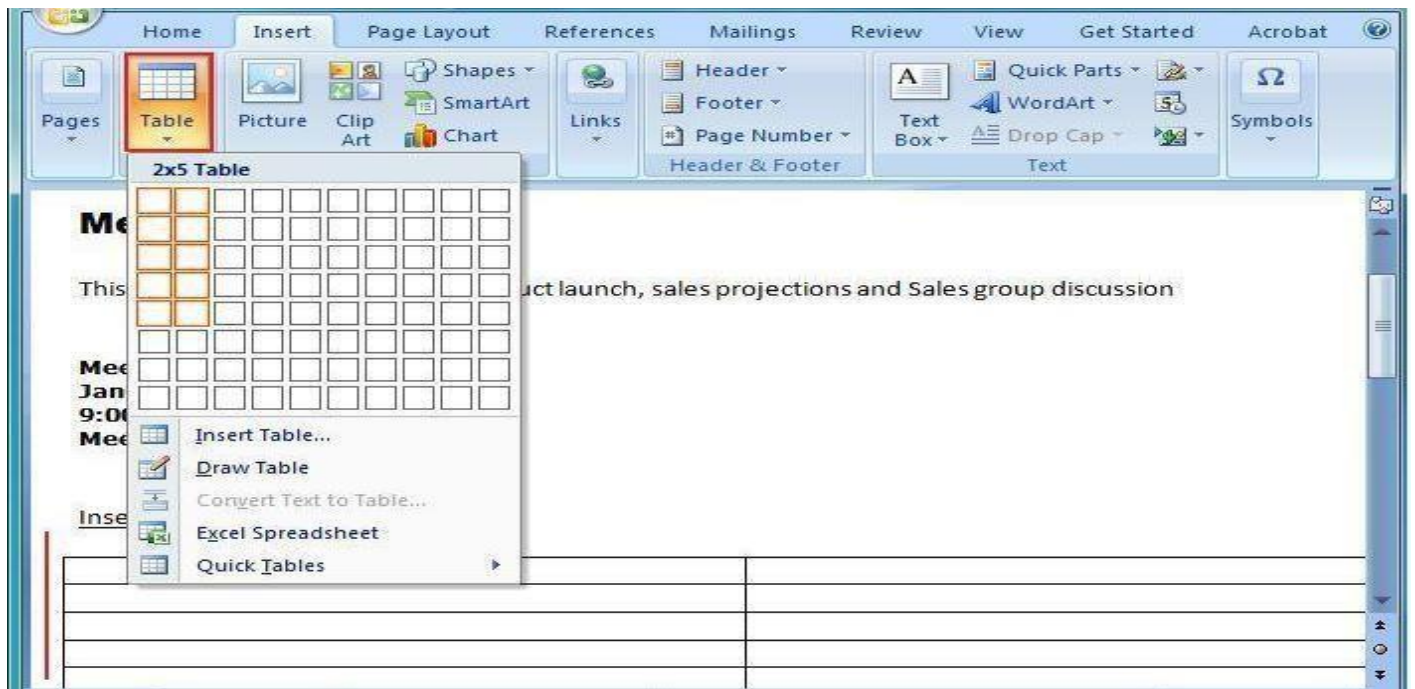


- **Blank page**, help user to insert blank page after current page
- **Page Break**, use this option to end current page and move to next page.

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2) **Tables**, this group help user to create and built table by using some option

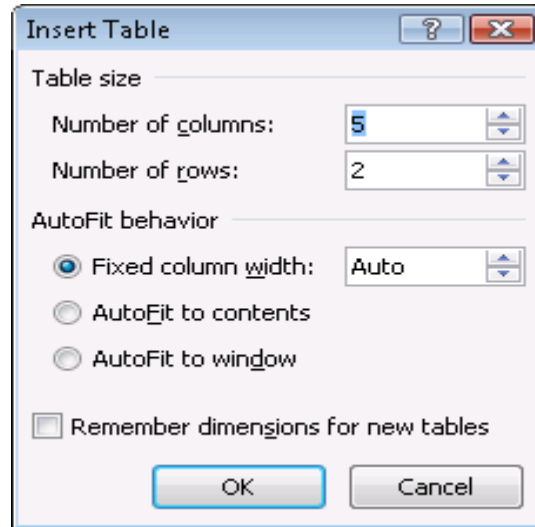


- **Insert table**, if user click the **Table** icon from the Tables group and then select the number of cells you want. The example above has a table that is 2 cells wide by 5 cells high.

If a user need a table that is larger than 10 cells wide by 8 cells high, click **Insert Table** that mentioned above, then user can customize the table as need from the window below:

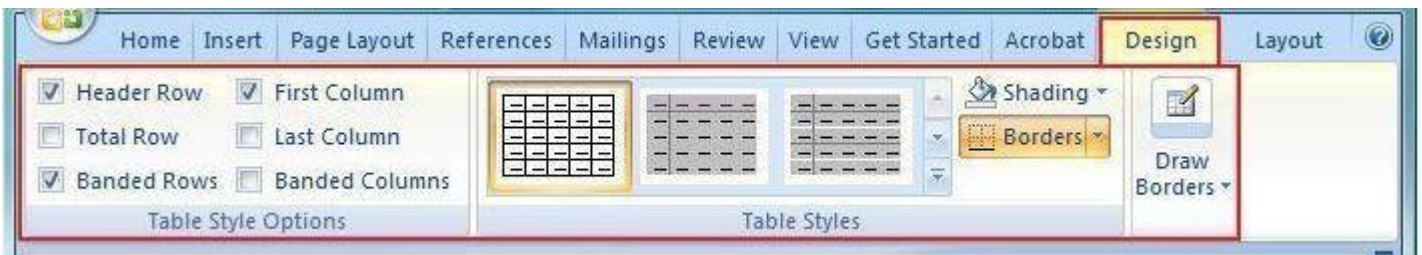


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Before we go ahead, we need to talk about Contextual tabs. These are special tabs that appear only when certain objects are being used such as a table or a picture. The idea is to keep them hidden until the object is active,

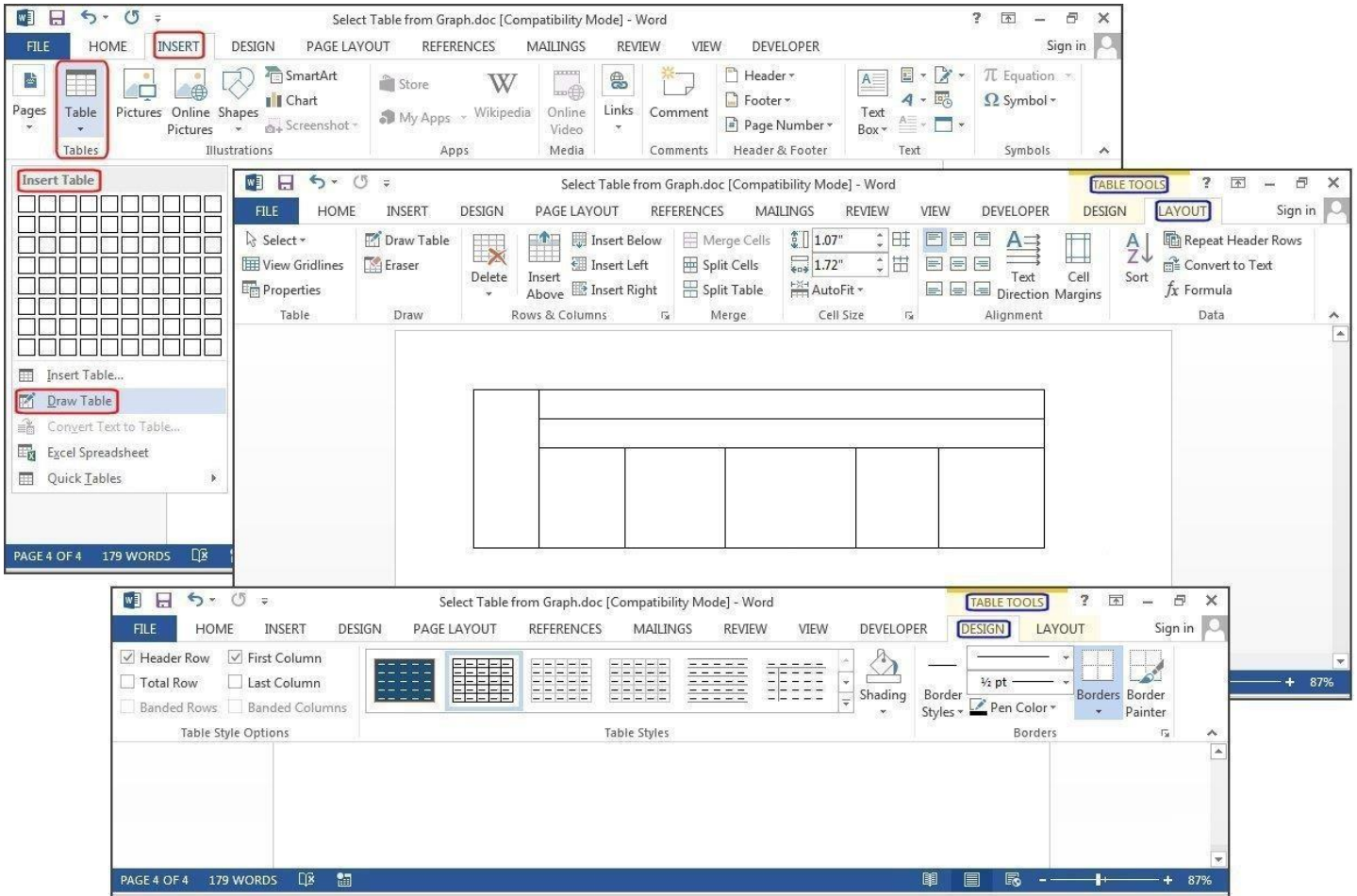
The Table object has two such contextual tabs: design and layout. The design lets you control things like table styles, borders and shading.



The next contextual tab related to Tables is the layout tab. This tab will actually let you modify the structure of the table including rows and columns plus alignment and cell size.

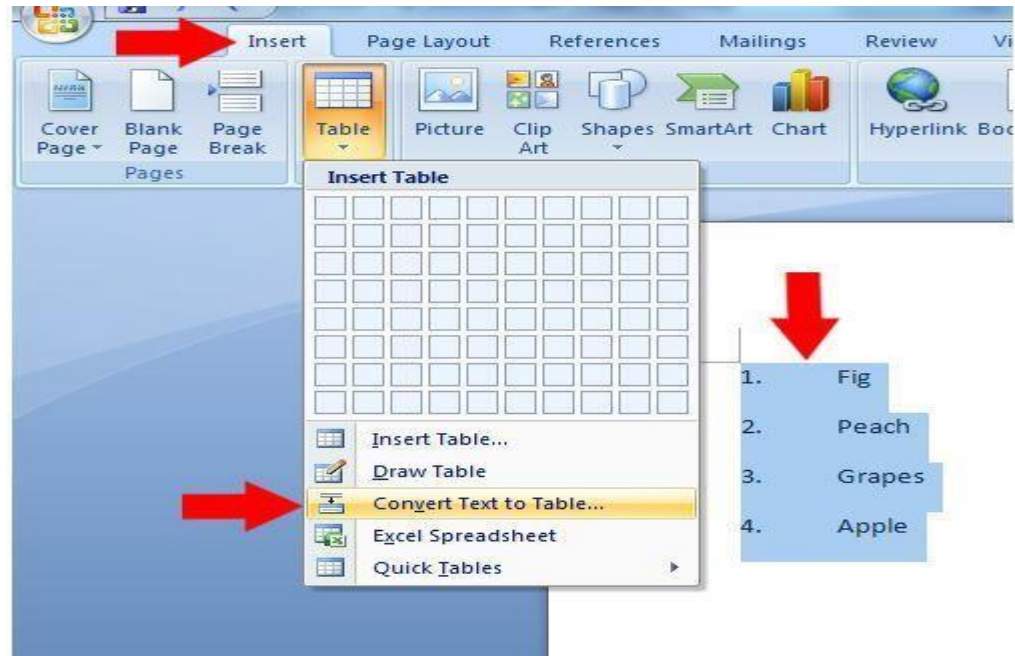
- **Draw Table**, This option allows the user to draw a table in any shape that user need.

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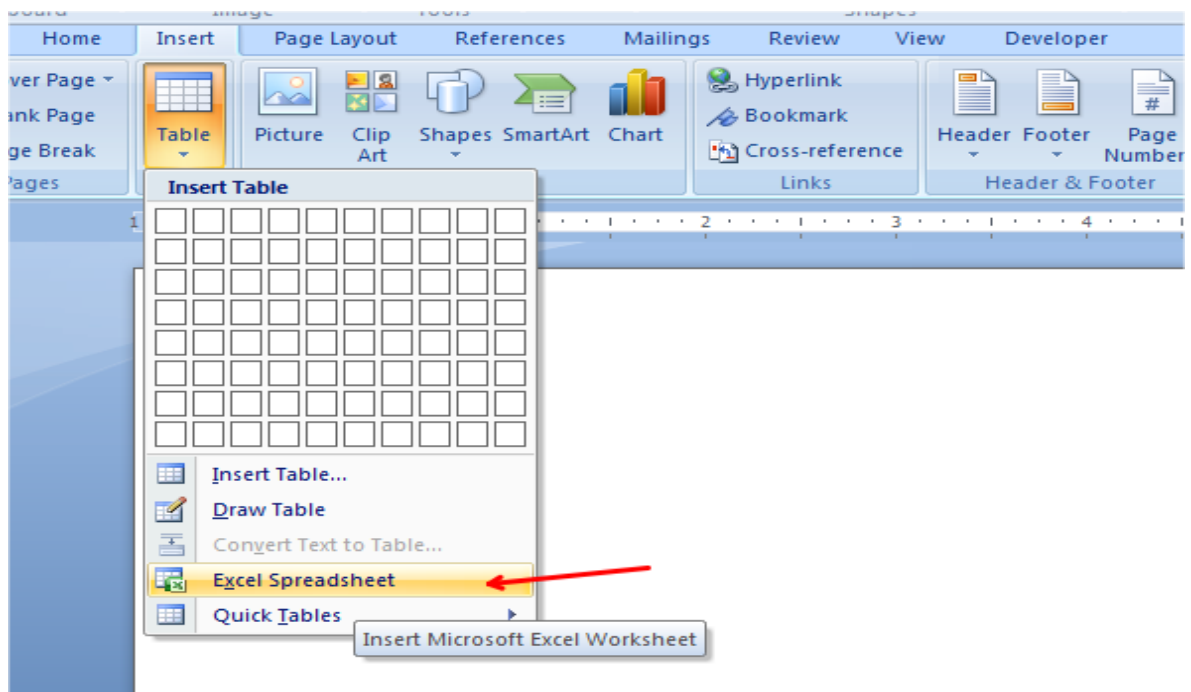


**Convert Text to Table**, if the data you want to present in a table already exists in the document, either as regular text or as a tabbed list, you can convert the text to a table by selecting it and then clicking Convert Text To Table.

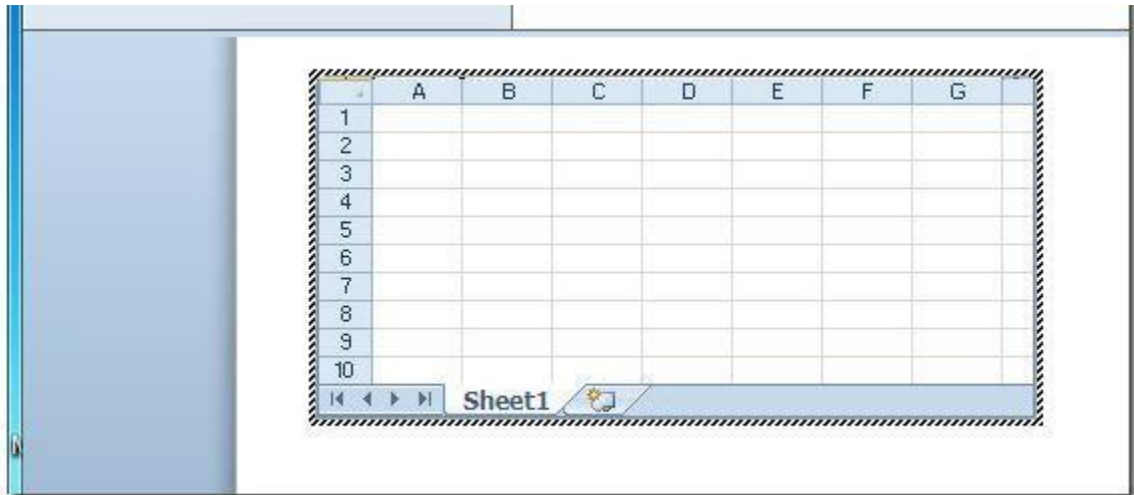
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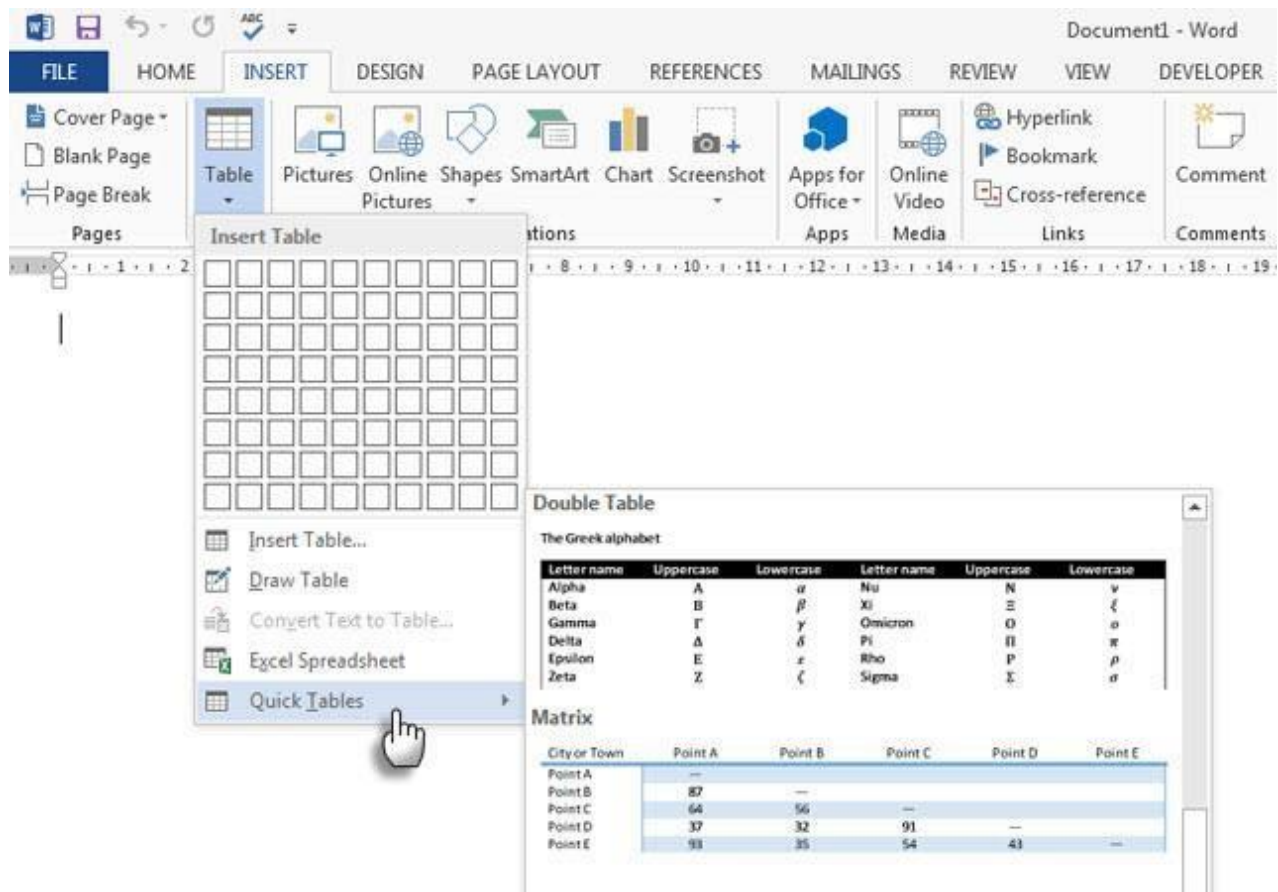
- **Excel spreadsheet**, this option allows the user to quickly insert an Excel sheet into Word document.



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- **Quick Table**, this option allows user to create table from multi types of templates.



**Lecture 9 contain:**

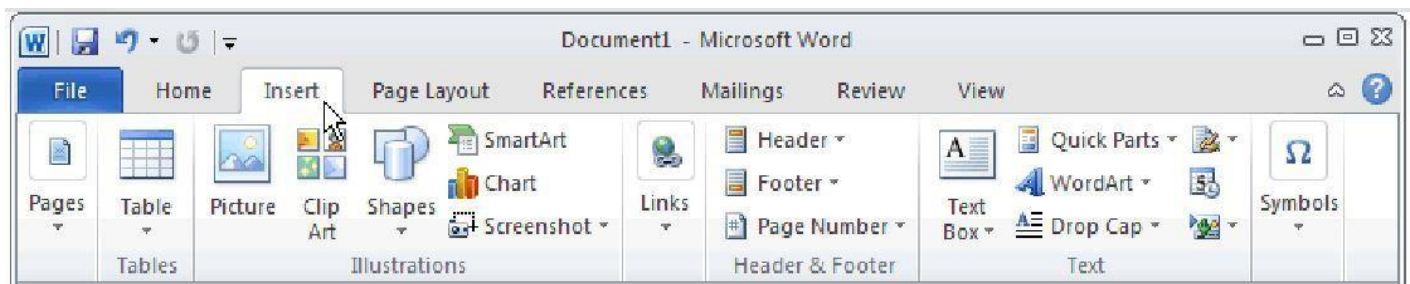
➤ **Insert Objects in MS-Word 2010 ( Insert Tab)**

.....

**1.4 MS-Word 2010 Ribbon and Tabs**

**1.4.5 Insert Tab**

This tab has a lot of useful features that will let you insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.

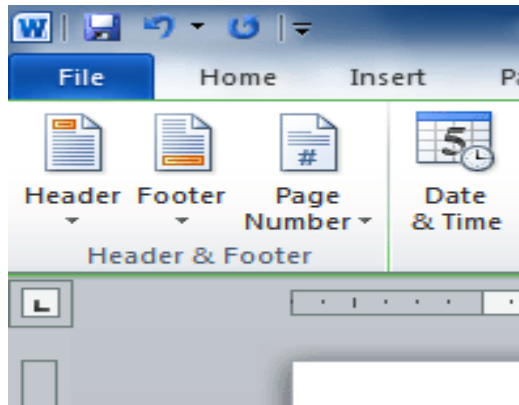


It's including seven groups:

- 1) pages
- 2) tables
- 3) illustrations
- 4) links
- 5) **headers & footers**
- 6) text
- 7) symbols

### 5) Headers & footers

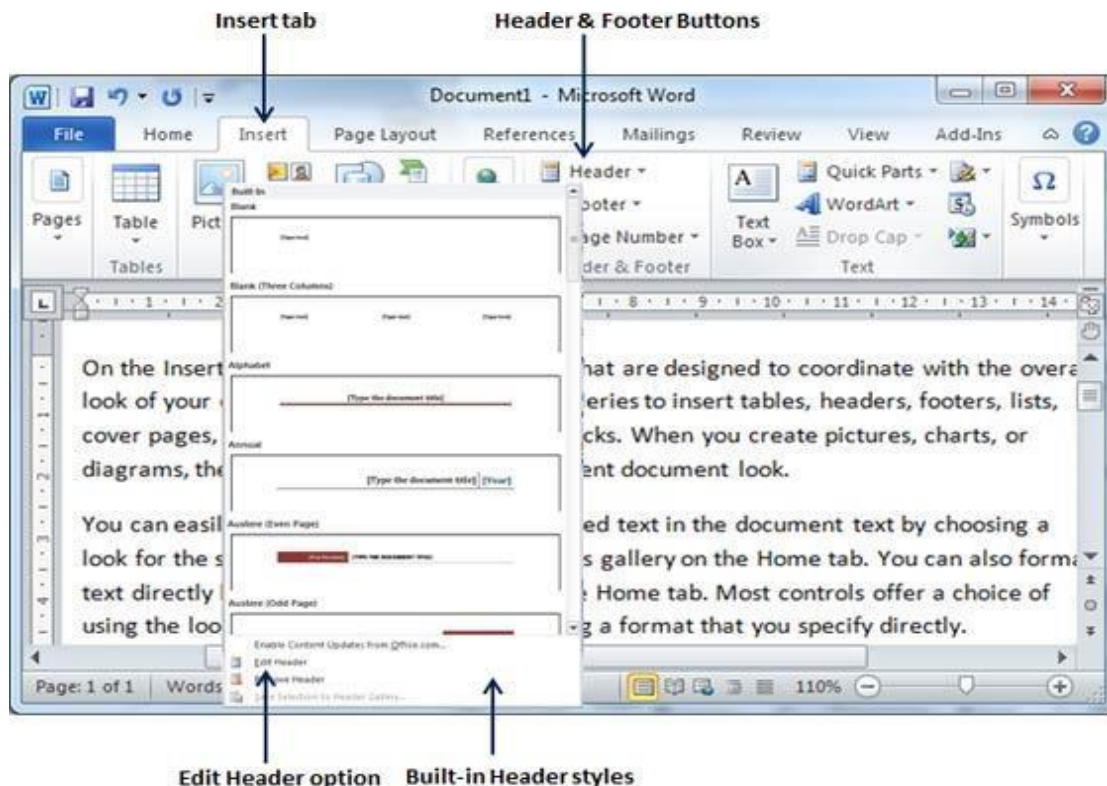
Headers and footers are important items they are areas in the top and bottom margins of each page in a document. You can add, edit, or delete headers and footers. They are contain three options:



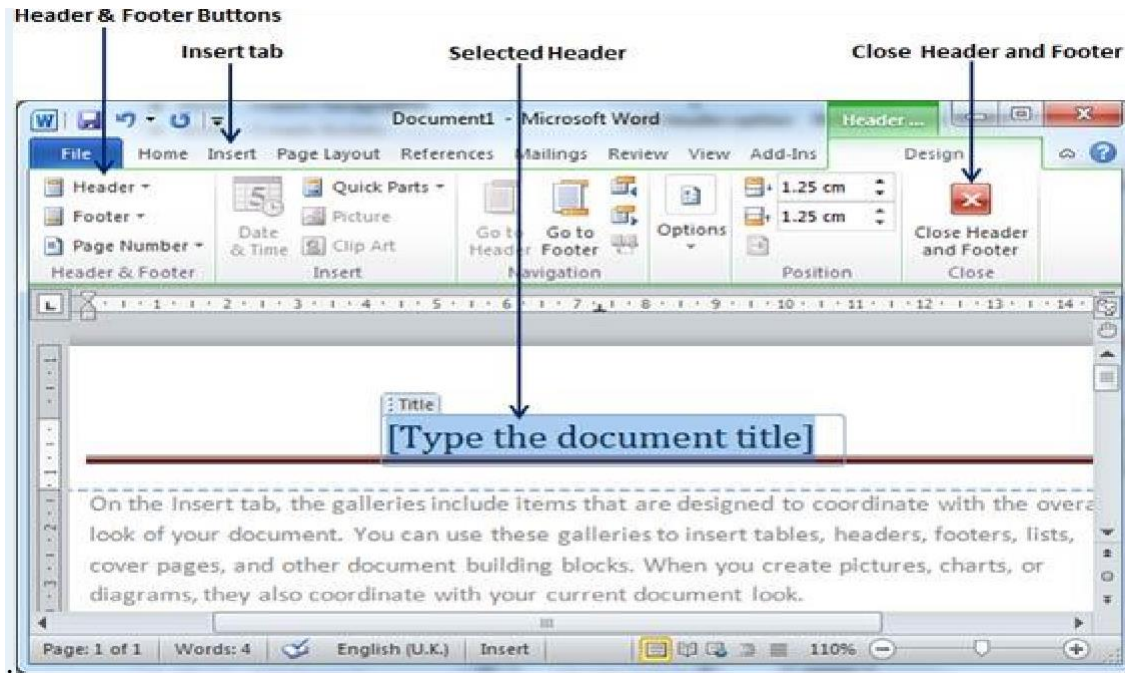
#### 1) Headers

To insert text that appears at the top of each page of the document,

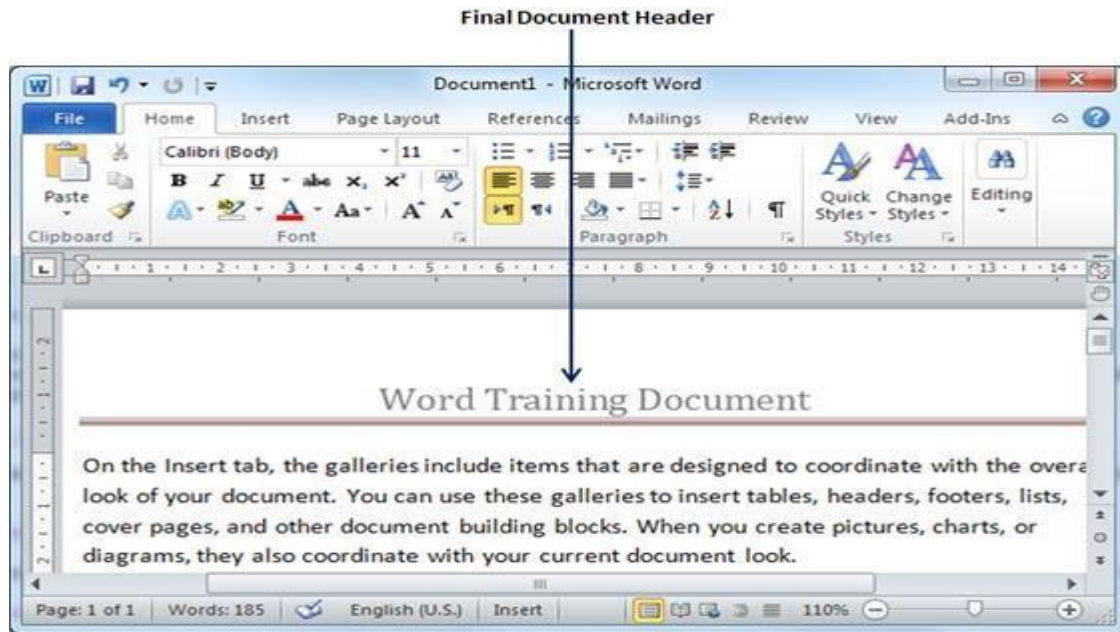
1. Click this button. A gallery of header styles and formats will appear.
2. Click the heading style that is to be applied to insert it into the document.



3. Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed, Header and Footer buttons appear on the Ribbon and a Close Header and Footer button will also appear at the top-right corner.



4. Finally you can type your information whatever you want to have in your document header and once you are done, click Close Header and Footer to come out of header insertion mode. You will see final result as follows.



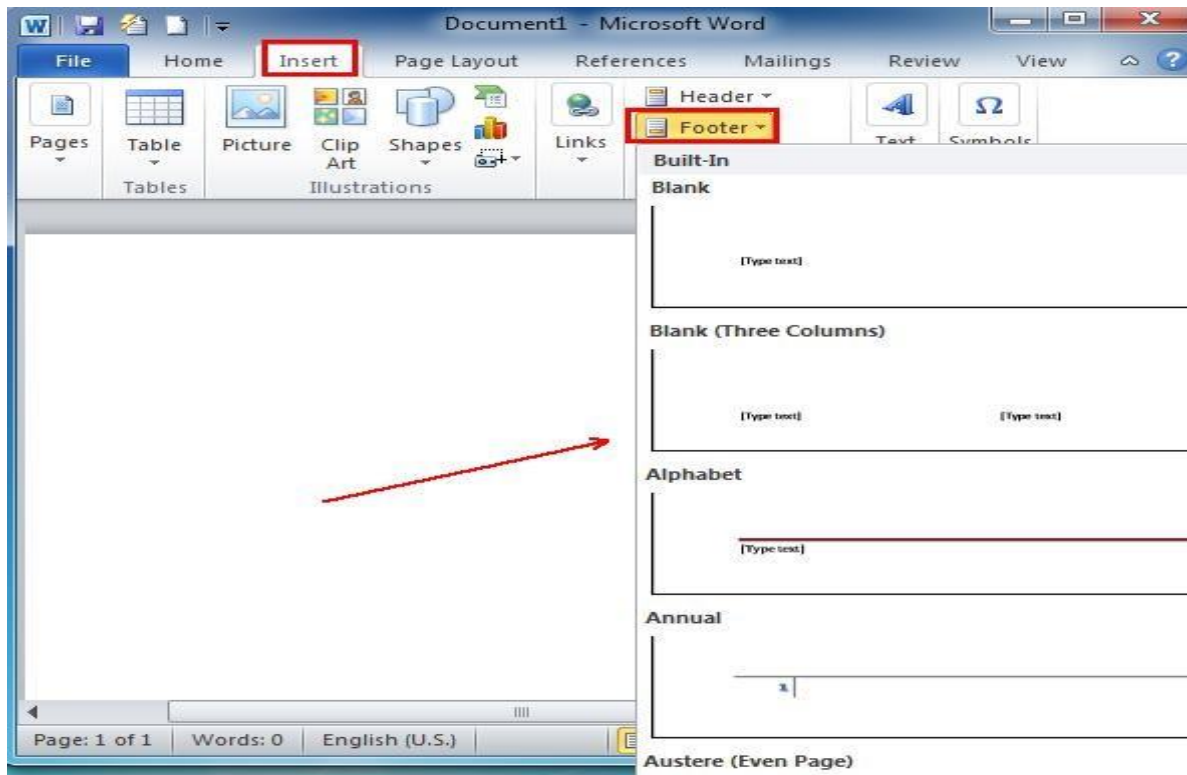
**You can follow a similar procedure to add footer in your document.**

## 2) Footers

This button is used to insert text that appears at the bottom of each page of the document.

1. After chosen a footers button a gallery of footer styles and formats will appear.
2. Click the footer style that is displayed to insert it into the document.

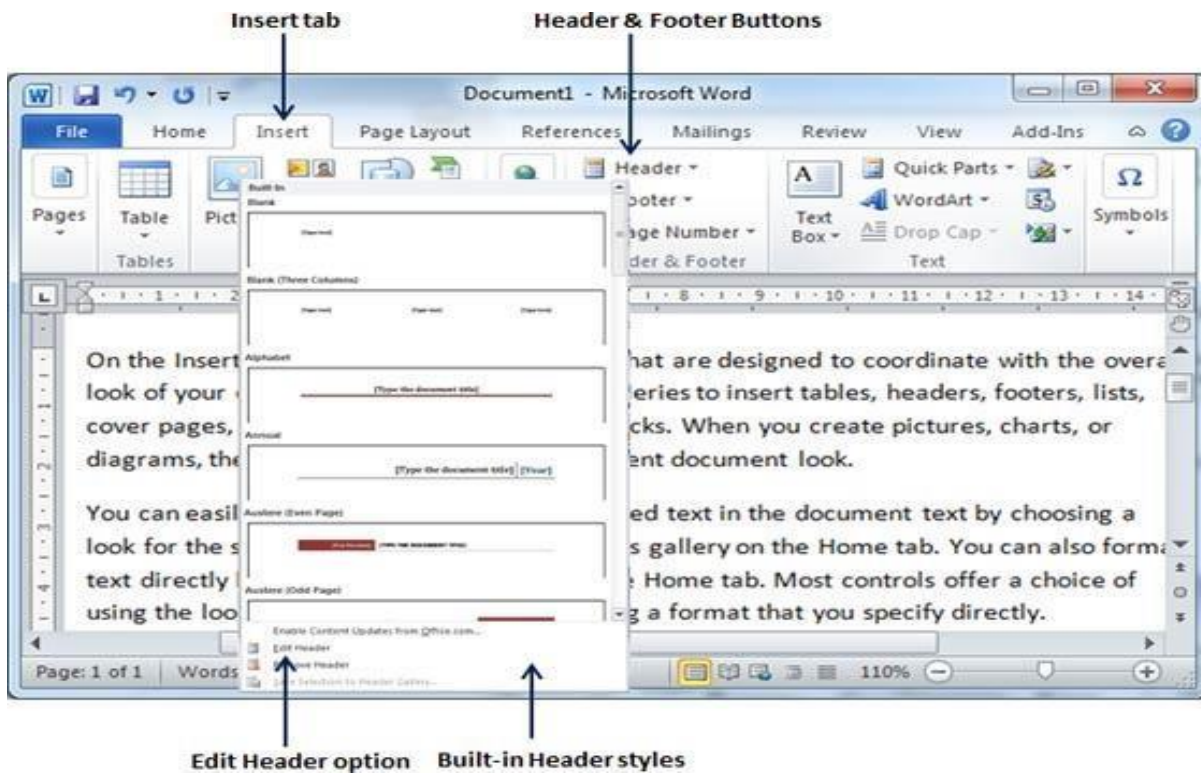




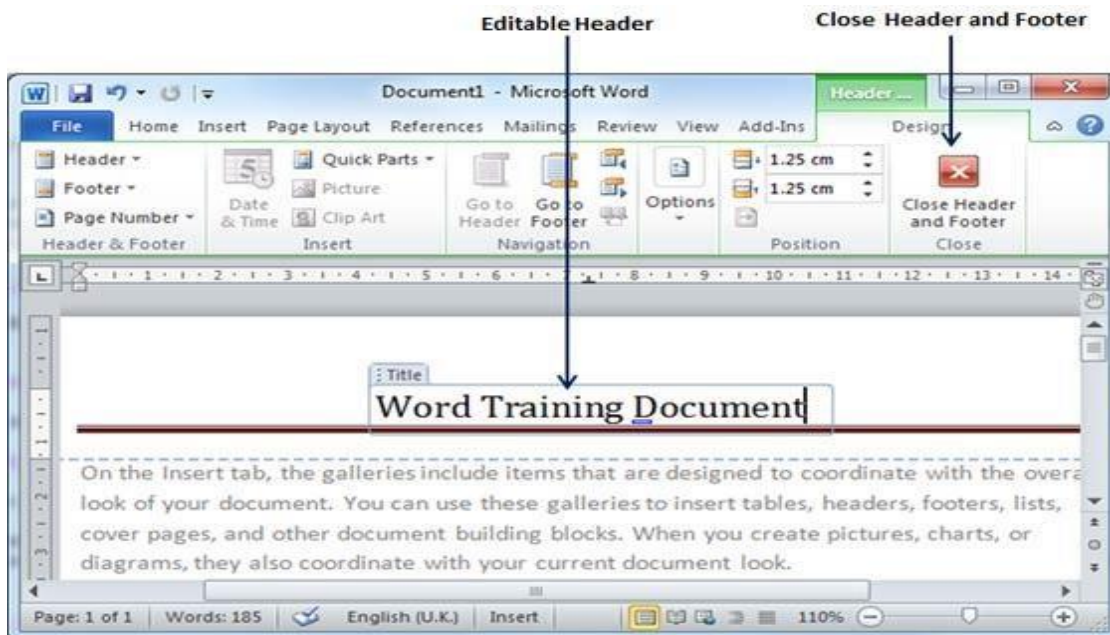
### Edit Header and Footer:

Follow the following simple steps in case you want to edit existing header or footer of your document.

**Step (1):** Click the **Insert tab**, and click either **Header** button or **Footer** button whatever you want to edit. Assume you are going to edit Header, so when you click Header button it will display a list of options including Edit Header option.



**Step (2):** Just click on it and word will display editable header for you as shown below.



**Step (3):** Now you can edit your document header and once you are done, click Close Header and Footer to come out of header edit mode.

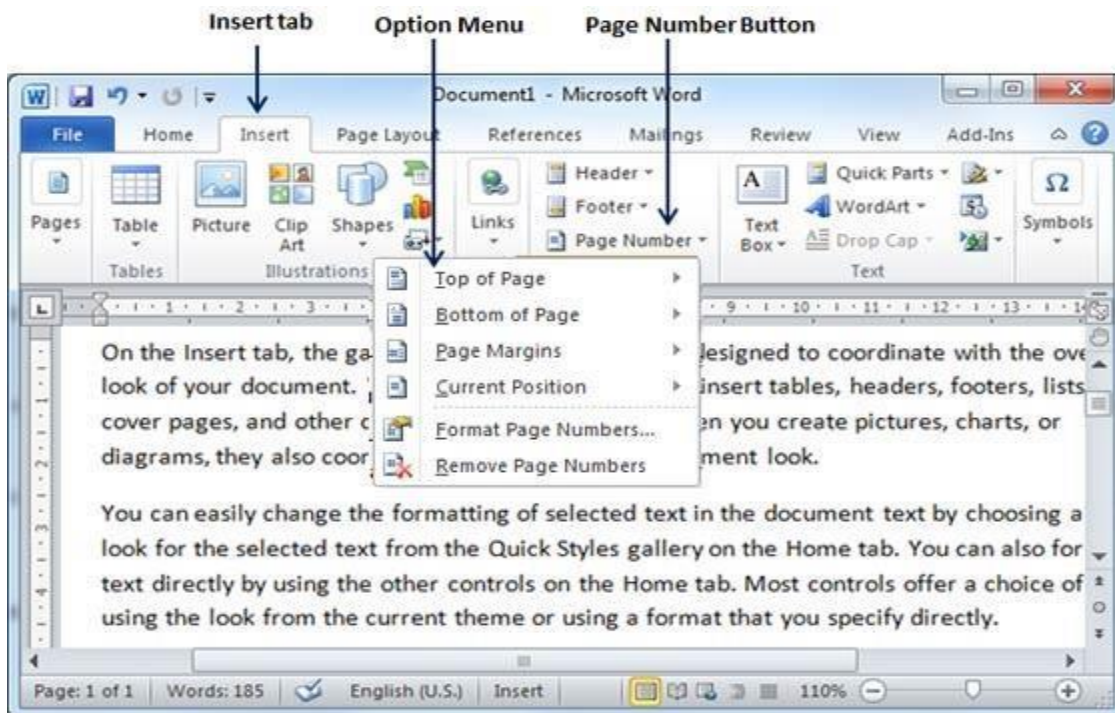
You can follow a similar procedure to edit footer in your document.

### 3) Page Number

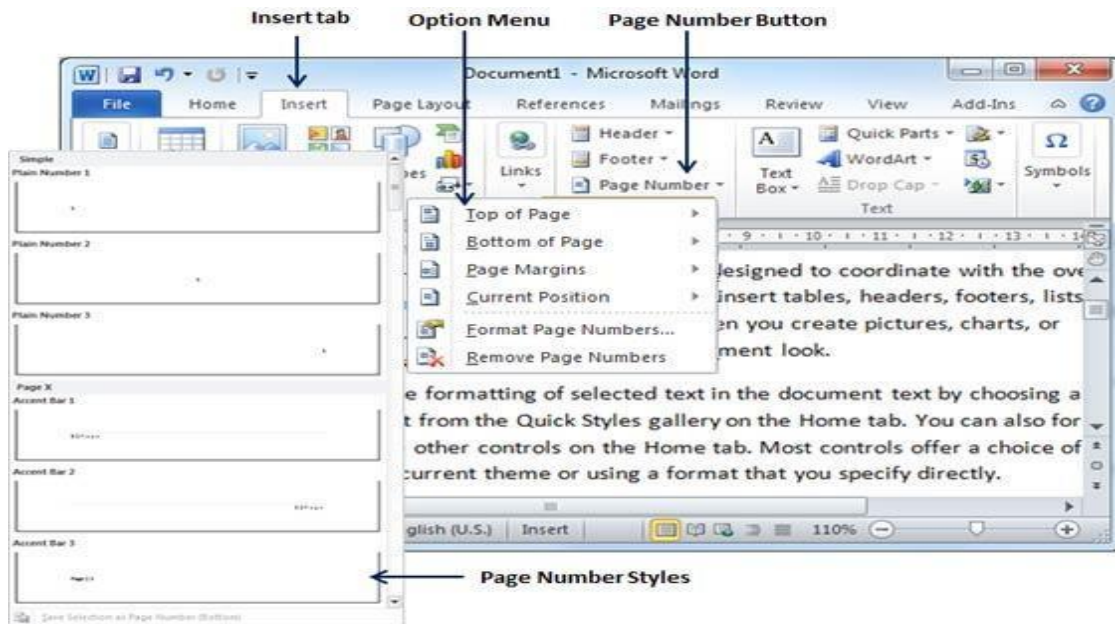
Microsoft Word automatically insert page numbers on the pages of your document. Typically, page numbers are printed either in header or footer but you have option also can display the page number in the left or right margins at the top or the bottom of a page.

Following are the simple steps to add page numbers in a word document.

**Step (1):** Click the **Insert tab**, and click **Page Number** button available in header and footer section. This will display a list of options to display page number at the top, bottom, current position etc.

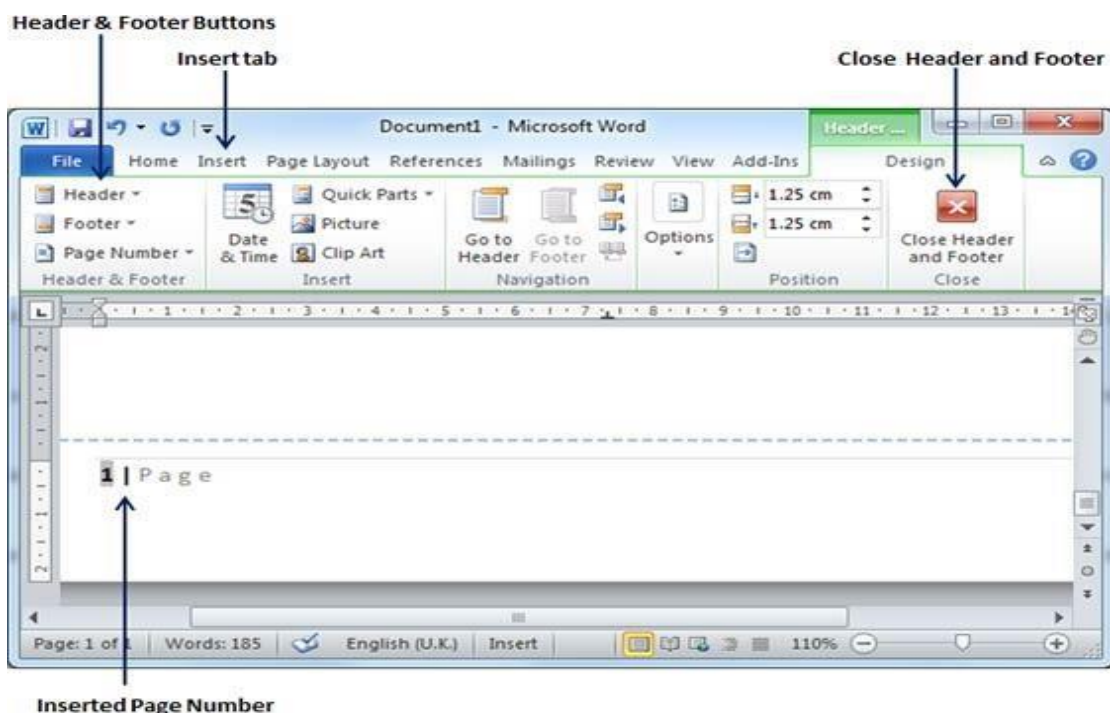


**Step (2):** When you move your mouse pointer over the available options, it displays further styles of page numbers to be displayed. For example when I take mouse pointer at Bottom of Page option it displays following list of styles.



**Step (3):** Finally select of the page number styles which you like most. I selected Accent Bar 1 style by clicking over it. After this step you will enter in Page Footer modification mode, so you would have to click Close Header and Footer button to come out of footer edit mode.

**You can format your page numbers using Format Page Numbers option available under the listed options.**



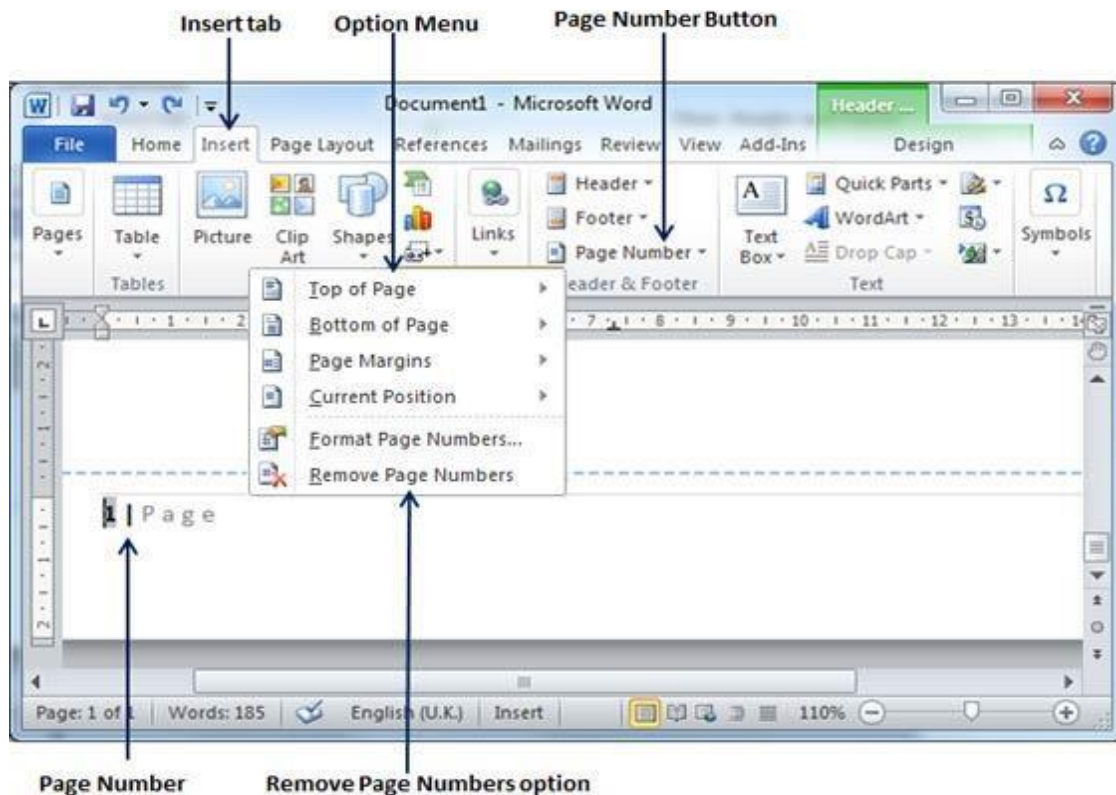
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**Remove Page Numbers:**

Following are the simple steps to remove page numbering from a word document.

Step (1): Click the Insert tab, and click Page Number button available in header and footer section. This will display a list of options to display page number at the top, bottom, current position etc., and at the bottom you will have Remove Page Numbers option.

Step (2): click this option and it will delete your all the page numbers set in your document.



Tikrit University / College of Dentistry  
Computer Science

The First Stage – First Semester – 2022- 2023

Ass. Lec. Shms Aldeen Saad



جامعة تكريت

# Content:

- What is a software?
- What is an operating system?
- Example of Operating System.
- Application Software.
- User Interface Mechanism.
- Introduction to Disk Operating System (DOS).
- Files and Directory
- What is a Command?
- Types of DOS Commands.

# What is a Software

- Computer System = Hardware + Software
- Software = Application Software + System Software(OS)
- Software is the programs and applications that tell the computer what to do and how to look.
- Two Types of Software

- ✓ Application Software



- ✓ Operating System Software





# What is an Operating System (OS)

An Operating System is a system Software that acts as an intermediary/interface between a **user** of a computer and the **computer hardware**.

Operating system goals:

- Execute user programs and make solving user problems easier
- Make the computer system convenient to use
- Use the computer hardware in an efficient manner

# Example of Operating System

Operating System directs all the activities and sets all the rules for how the hardware and software will work together.

Examples would be:

DOS, Windows 95, 98, ME, XP, Vista, Windows 7, Windows 10

Unix, Linux,

MAC system OS 6,7,8,9,10

# Application Software

- Programs that work with operating system software to help the computer to do specific types of work.

# User Interface Mechanism

- A **user interface (UI)** controls how you enter data and instructions and how information is displayed on the screen
- There are two types of user interfaces
  1. Command Line Interface
  2. Graphical user Interface

# 1. Command-line interface

- In a command-line interface, a user types commands represented by short keywords or abbreviations or presses special keys on the keyboard to enter data and instructions



A terminal window showing a series of commands and their outputs. The prompt is 'bash-2.05b\$'. The first command is 'date', which outputs 'Wed May 25 11:36:56 PDT'. The second command is 'lsmod', which outputs a table of loaded kernel modules. Annotations with arrows point to the prompt and the user-entered commands.

```
bash-2.05b$ date
Wed May 25 11:36:56 PDT
bash-2.05b$ lsmod
Module                Size  Used by
joydev                 8256  0
ipw2200               175112  0
ieee80211              44228  1 ipw2200
ieee80211_crypt        4872  2 ipw2200, ieee80211
e1000                  84468  0
bash-2.05b$
```

Annotations:

- command prompt (points to 'bash-2.05b\$')
- command entered by user (points to 'date' and 'lsmod')
- command prompt (points to 'bash-2.05b\$' at the bottom)

## 2. Graphical User Interface

- With a graphical user interface (GUI), you interact with menus and visual images



# Introduction to Disk Operating System (DOS)

- MS-DOS is an acronym for MicroSoft Disk Operating System
- It is a CUI based operating system.
- It provides user with a command prompt (generally called as C:\) where various command could be typed.
- When one operates in the DOS environment, one interacts with the command interpreter, which interprets the commands given by user.
- It provides an environment for execution of various application programs like MS-Word, MODBANKER, ISBS etc.

# Files and Directory

- **File** is group of organized data (records) which are assembled for one particular purpose and considered as one unit
- Stored in permanent storage like hard disk, floppy disk (diskettes), etc.
- Files can broadly be categorized into two types:
  - ✓ Executable Files
  - ✓ Non-Executable Files (Data Files)



# Files and Directory

## ➤ **Exe Files:**

- ✓ Program files that run or execute themselves
- ✓ Have either COM or EXE or BAT as extension

## ➤ **Data Files**

- ✓ Non- executable files that contain only the data that we produce
- ✓ Cannot execute themselves
- ✓ Need application program to run

# Files and Directory

- **A directory** is a list of file which is itself a file stored in the computer's memory so that users can reference it as it is required
- Also called a catalog of files.
- A directory can be categorized into :
  - ✓ Root Directory
  - ✓ Current / Parent Directory

# Files and Directory

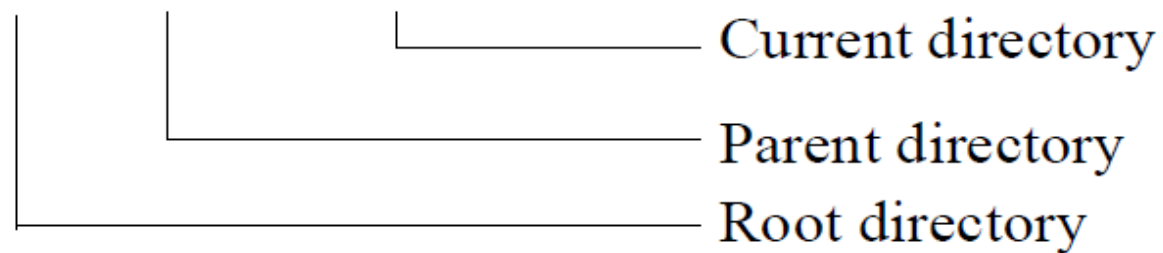
## ➤ Root Directory

- ✓ The Root directory is that directory that is automatically created when the disk is formatted
- ✓ It is the current drive that we have been working
  - ❖ E.g. A:\, B:\ (for Floppy Disk Drive)
  - ❖ C:\,D:\ etc. (for Hard Disk Drive)

# Files and Directory

## ➤ Current / Parent Directory

- ✓ Current directory is that directory in which you are currently working
- ✓ Parent directory is that directory which is one level up of the current directory
  - ❖ ◦E.g. C:\Ram\Hari>



# What is a Command

- A command is a set of instructions used to perform a specific work
- Interpreted by the OS interpreter to a machine language
  - ❖ E.g. <md Ram>,<cd Ram>,etc.

# Types of DOS Commands

## ➤ Types of DOS Commands

- ❖ Internal
- ❖ External

# Types of DOS Commands

## ➤ Internal Command

- ❖ Those commands which are already loaded in the Command.COM file while switching to the MS DOS
- ❖ E.g. CLS, VER, DEL, etc.

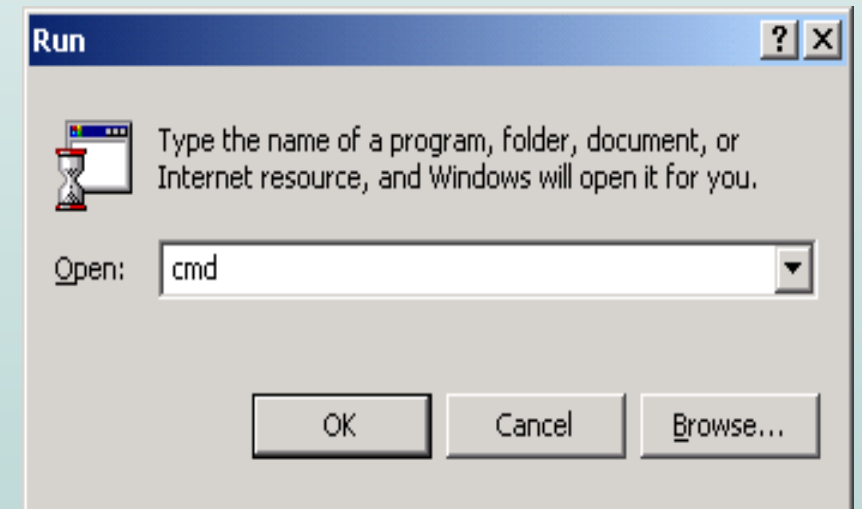
## ➤ External Command

- ❖ Those commands which are not loaded when loading the Program but are available in the Disk and can be invoked whenever necessary
- ❖ E.g. FORMAT, TREE, XCOPY, etc.

# Types of DOS Commands

## ➤ Getting into MS DOS

- To start MS DOS, click on the search ribbon beside Start button and write Run
- In the Run dialog box, type CMD or COMMAND which is the EXE file for MS DOS
- Click on the OK button





# Types of DOS Commands

## ➤ Some Internal Commands

➤ For listing the Sub-directories and Files within a directory, we use the DIR command

➤ Syntax :

❖ DIR/ [Directory\_name]

❖ E.g. C:\>DIR/ NCIT

➤ Displays all the directories/files within the directory NCIT

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Listing the Directories and Files in MS DOS

➤ For listing the Sub-directories and Files within a directory, we use the DIR command

❖ Syntax :

✓ DIR/ [Directory\_name]

✓ E.g. C:\>DIR/ NCIT

❖ Displays all the directories/files within the directory NCIT

# Types of DOS Commands

## ➤ Some Internal Commands

1. Dir/ah :-Display all hidden files and directories.
  2. Dir/a-d : - Display only files.
  3. Dir/ad :- Display only Directories.
  4. Dir/a/s:-Display all directory and file with subdirectory.
  5. Dir/a :- Display All Hidden And Non hidden file and directories.
  6. Dir n\*.\* :Display all file and directory starting with ' n '
- alphabet.

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Creating a Directory in MS DOS

➤ For creating the Directory in MS DOS, we use the MD (Make Directory) command

➤ Syntax:

❖ C:\> MD NCIT

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Changing a Directory in MS DOS

➤ For changing the directory in MS DOS, we use the CD (Change Directory) command

❖ Syntax:

✓ C:\>CD NCIT

❖ Now it appears as:

✓ C:\NCIT>

# Types of DOS Commands

## ➤ Some Internal Commands

## ➤ Creating Files in MS DOS

➤ For creating the files in DOS, the command COPY CON  
is used

❖ Syntax:

✓ COPY CON filename

➤ Note: File name should not exceed eight characters  
excluding three characters for extension

❖ E.g. College1.txt

❖ To save the file press Ctrl+z then Enter

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Reading Files in MS DOS

➤ For reading the Pre-created files in MS DOS, we use the TYPE command. It displays all the contents that are in the file.

❖ Syntax :

✓ TYPE Filename

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Renaming Files

➤ For renaming the files in MS DOS we use the REN Command

❖ Syntax:

✓ REN oldfilename newfilename



# Types of DOS Commands

## ➤ Some Internal Commands

## ➤ Deleting Files in MS DOS

➤ For deleting files in MS DOS we use the DEL command

❖ Syntax :

✓ DEL Filename

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Deleting directories in MSDOS

➤ For deleting the directories in MS DOS we use the RD command

❖ Syntax :

✓ RD Directoryname

➤ Note : For removing the directory first the directory should be empty

# Types of DOS Commands

## ➤ Some Internal Commands

### ➤ Checking the Date/Time

- For checking the date from the system in MS DOS, we use the DATE command. It returns the current system date.
- Similarly, the TIME command returns the current time from the system.
  - Syntax :
    - ✓ C:\>DATE
    - ✓ E.g. C:\>DATE

# Types of DOS Commands

## ➤ Some External Commands

- Those commands which are not loaded when loading the Program but are available in the Disk and can be invoked whenever necessary
  - ❖ E.g. FORMAT, TREE, XCOPY, etc.

# Types of DOS Commands

## ➤ Some External Commands

### ➤ The FORMAT Command

➤ The FORMAT command prepares a new disk for use by organizing the disk into magnetic tracks and sectors

❖ Syntax :

✓ A:\>FORMAT [Drive\_name]

❖ E.g.

✓ C:\>FORMAT A:

# Types of DOS Commands

## ➤ Some External Commands

### ➤ The TREE Command

➤ The TREE command is used to display all directory pathnames on the specified disk

❖ Syntax :

✓ C:\>TREE [disk\_name]

❖ E.g.

✓ C:\>TREE A:

# Types of DOS Commands

## ➤ Some External Commands

### ➤ The EDIT Command

➤ The EDIT command in MS DOS is used to edit the files. It provides a different full screen Editor window with a few menu options.

❖ Syntax :

✓ C:\>EDIT [filename]

❖ E.g.

✓ C:\>EDIT file1

# Types of DOS Commands

## ➤ Some External Commands

### ➤ The PRINT Command

➤ The PRINT Command in MS DOS is used to print the text files

❖ Syntax :

✓ PRINT Filename

❖ E.g.

✓ PRINT File1.txt



**Computer Science – College of Dentistry  
 Frist Class – Second Term  
 Microsoft Excel  
 Lec. Tamara A. Anai**



Microsoft Excel is the spreadsheet component of Microsoft Office Suite. It is used primarily to enter, edit, format, sort, perform mathematical computations, save, retrieve, and print numeric data.

Excel is a **spreadsheet program** that allows you to store, organize, and analyze information.

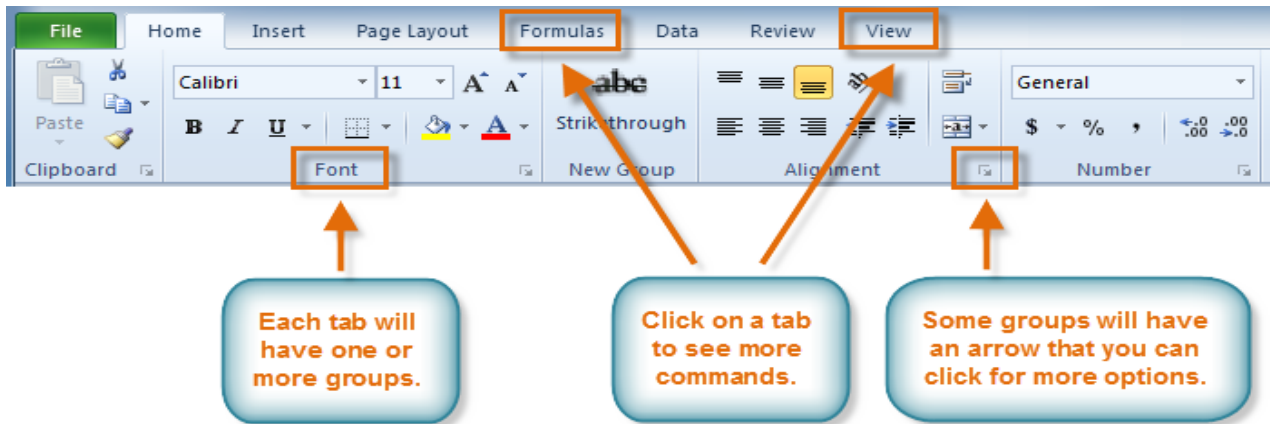
**Open Excel 2010**

Click the buttons start in desktop select All Programs → Microsoft Office→Excel 2010

**The Excel interfaces.**

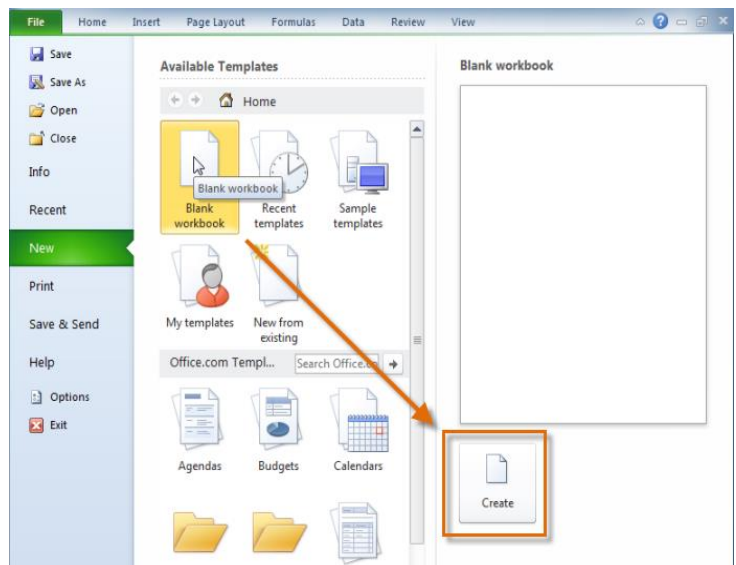
**The Ribbon**

The Ribbon contains multiple **tabs**, each with several **groups** of commands. You can add your own tabs that contain your favorite commands.



**To create a new blank workbook:**

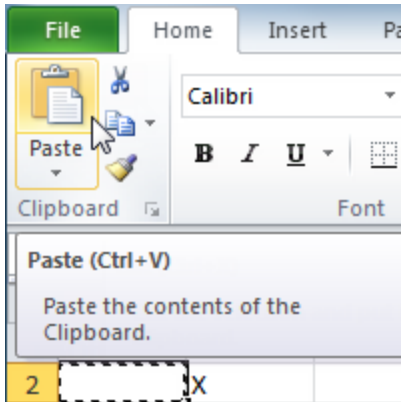
1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank workbook** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new blank workbook appears in the Excel window.





Cell Basics

Introduction

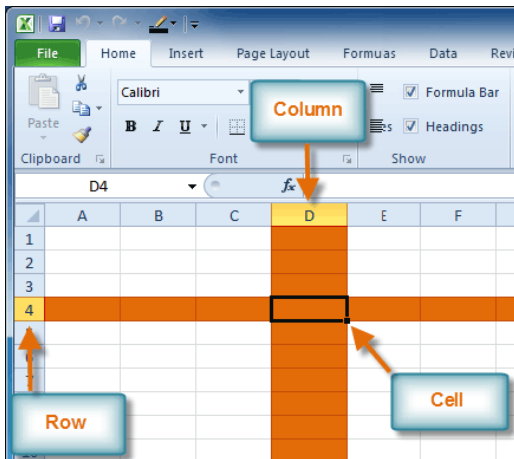


You will need to know the basic ways you can work with cells and cell content in Excel to be able to use it to calculate, analyze, and organize data. In this lesson, you will learn how to **select cells**, **insert content**, and **delete cells and cell content**. You will also learn how to **cut**, **copy**, and **paste cells**; **drag and drop cells**; and **fill cells** using the fill handle.

Introduction to cells and cell content

Cells are the basic building blocks of a worksheet. They can contain a variety of content such as **text**, **formatting attributes**, **formulas**, and **functions**. To work with cells, you'll need to know how to **select them**, **insert content**, and **delete cells and cell content**.

The cell




Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.

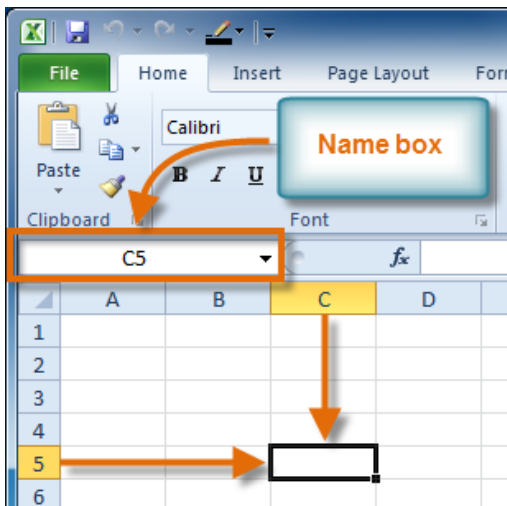
Each cell has a name, or a **cell address** based on which **column** and **row** it intersects. The **cell address** of a selected cell appears in the **name box**. Here, you can see that **C5** is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as **A1:A5**.

To select a cell:

1. **Click a cell** to select it. When a cell is selected, you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.
2. Release your mouse. The cell will stay selected until you click another cell in the worksheet.

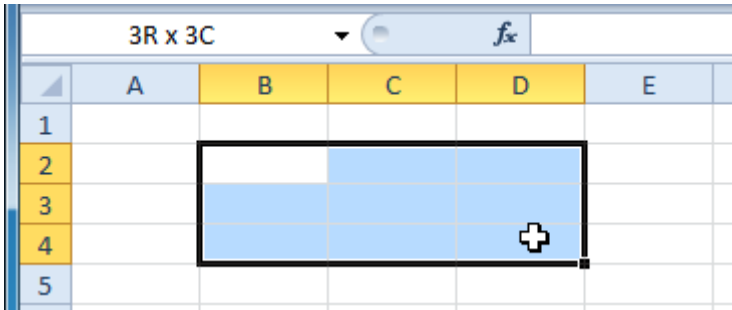
You can also navigate your worksheet and select a cell by using the **arrow keys** on your keyboard.



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**Frist Class – Second Term**  
**Microsoft Excel**  
**Lec. Tamara A. Anai**

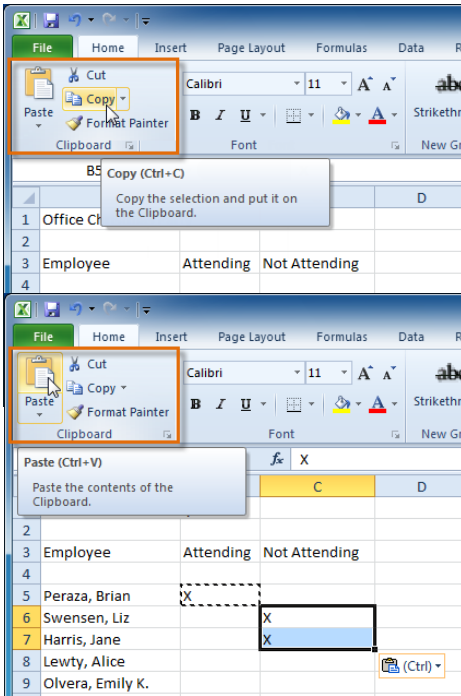


**To select multiple cells:**



1. **Click and drag your mouse** until all of the adjoining cells you want are highlighted.
2. Release your mouse. The cells will stay selected until you click another cell in the worksheet.

**To copy and paste cell content:**

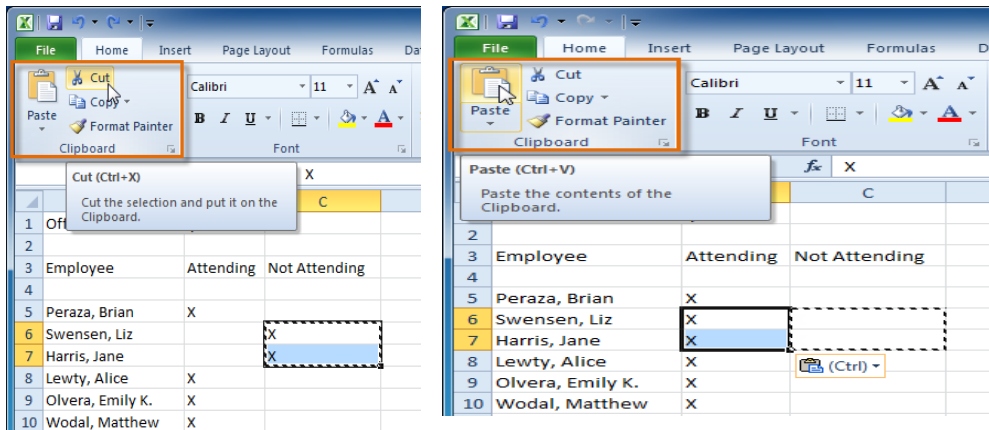


1. Select the cells you want to copy.
2. Click the **Copy** command. The border of the selected cells will change appearance.
3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.

**To cut and paste cell content:**

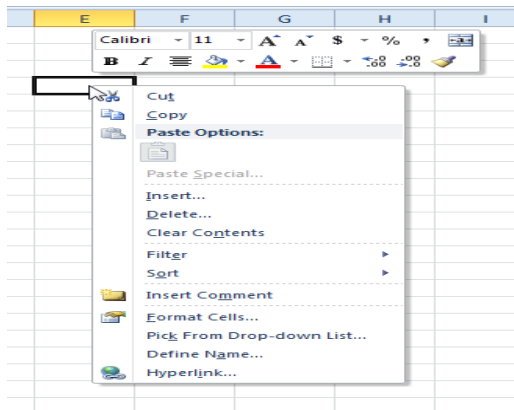
1. Select the cells you want to cut.
2. Click the **Cut** command. The border of the selected cells will change appearance.

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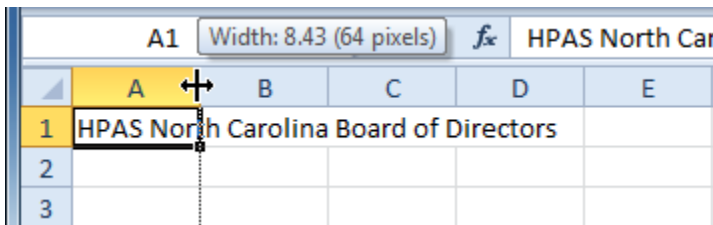
3. Select the cells where you want to paste the content.
4. Click the **Paste** command. The cut content will be removed from the original cells and entered into the highlighted cells.

**To access formatting commands by right-clicking:**

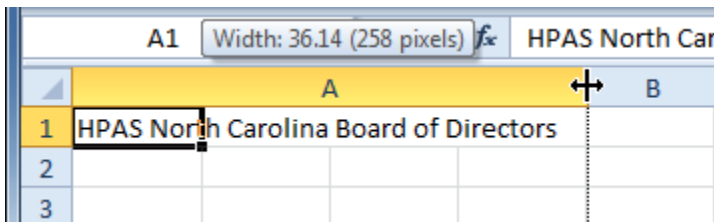


1. Select the cells you want to format.
2. **Right-click** the selected cells. A **dialog box** will appear where you can easily access many commands on the Ribbon.

**To modify column width:**



1. Position your mouse over the **column line** in the **column heading** so the **white cross** becomes a **double arrow**.



2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.
3. Release the mouse. The column width will be changed in your spreadsheet.

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A1	
A	B
1	HPAS North Carolina Board of Directors
2	
3	


If you see **pound signs** (#####) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

**To insert rows:**

A7			
A	B	C	
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Eberhardt, Elizabeth	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>
4	Everett, Carol	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>
5	Hepburn, Katie H.	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>
6	Lovlace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
7	McBride, Rebecca	828-357-0072	<a href="mailto:mcbriider@hpasnc.org">mcbriider@hpasnc.org</a>
8	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
9	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>

1. Select the row **below** where you want the new row to appear.
2. Click the **Insert** command on the **Home** tab.
3. The new row appears in your worksheet.

When inserting new rows, columns, or cells, you will see the **Insert Options** button  by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your mouse over the Insert Options button and click the drop-down arrow that appears.

A7			
A	B	C	
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Eberhardt, Elizabeth	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>
4	Everett, Carol	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>
5	Hepburn, Katie H.	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>
6	Lovlace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
7			
8	 Bride, Rebecca	828-357-0072	<a href="mailto:mcbriider@hpasnc.org">mcbriider@hpasnc.org</a>
9	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
10	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>

**To insert columns:**

1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.

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	A	B	C
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Eberhardt, Elizabeth	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>
4	Everett, Carol	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>
5	Hepburn, Katie H.	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>
6	Lovelace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
7	Manning, Christopher L.	919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>
8	McBride, Rebecca	828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>
9	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
10	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>

2. Click the **Insert** command on the **Home** tab.
3. The new column appears in your worksheet.

	A	B	C	D
1	Ashberry, Jane		919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett		919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Eberhardt, Elizabeth		252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>
4	Everett, Carol		919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>
5	Hepburn, Katie H.		704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>
6	Lovelace, Deb		919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
7	Manning, Christopher L.		919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>
8	McBride, Rebecca		828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>
9	Mixon, Daniel		919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
10	Stevens, Kevin		919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>

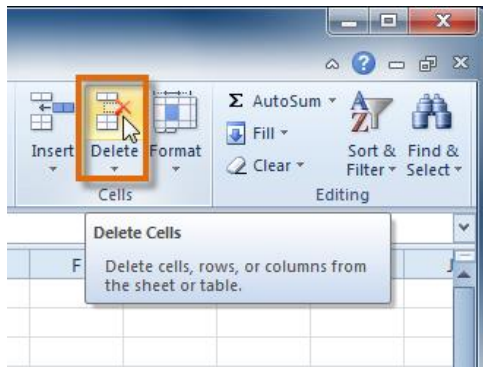
**To delete rows:**

1. Select the rows you want to delete.

	A	B	C
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Eberhardt, Elizabeth	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>
4	Everett, Carol	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>
5	Hepburn, Katie H.	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>
6	Lovelace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
7	Manning, Christopher L.	919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>
8	McBride, Rebecca	828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>
9	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
10	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>

2. Click the **Delete** command on the **Home** tab.

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3. The rows are deleted from your worksheet.

	A	B	C
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
3	Lovelace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>
4	Manning, Christopher L.	919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>
5	McBride, Rebecca	828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>
6	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>
7	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>
8			
9			
10			

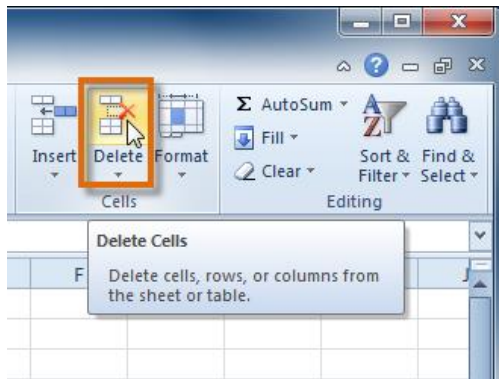
**To delete columns:**

1. Select the columns you want to delete.

	A	B	C	D	E	F	G
1	Ashberry, Jane	Raleigh 27589	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>			
2	Davis, Garrett	Raleigh 27576	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>			
3	Eberhardt, Elizabeth	Louisberg 27079	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>			
4	Everett, Carol	Chapel Hill 27051	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>			
5	Hepburn, Katie H.	Cary 27057	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>			
6	Lovelace, Deb	Newbern 24484	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>			
7	Manning, Christopher L.	Raleigh 27587	919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>			
8	McBride, Rebecca	Cary 27054	828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>			
9	Mixon, Daniel	Raleigh 27086	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>			
10	Stevens, Kevin	Durham 27054	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>			

2. Click the **Delete** command on the **Home** tab.

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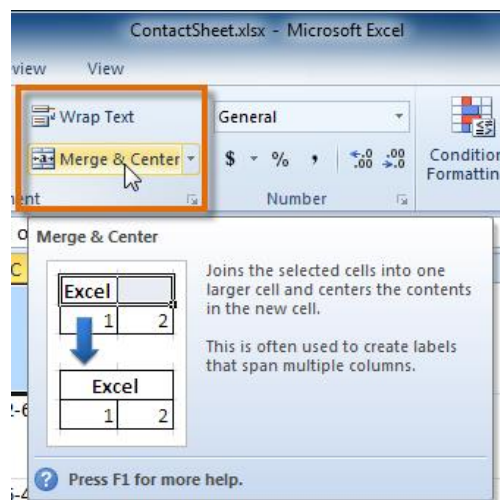
3. The columns are deleted from your worksheet.

	A	B	C	D	E	F	G
1	Ashberry, Jane	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>				
2	Davis, Garrett	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>				
3	Eberhardt, Elizabeth	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>				
4	Everett, Carol	919-503-9560	<a href="mailto:everettc@hpasnc.org">everettc@hpasnc.org</a>				
5	Hepburn, Katie H.	704-882-5559	<a href="mailto:hepburnk@hpasnc.org">hepburnk@hpasnc.org</a>				
6	Lovelace, Deb	919-785-9656	<a href="mailto:lovelaced@hpasnc.org">lovelaced@hpasnc.org</a>				
7	Manning, Christopher L.	919-976-7569	<a href="mailto:manningc@hpasnc.org">manningc@hpasnc.org</a>				
8	McBride, Rebecca	828-357-0072	<a href="mailto:mcbrider@hpasnc.org">mcbrider@hpasnc.org</a>				
9	Mixon, Daniel	919-821-7425	<a href="mailto:mixond@hpasnc.org">mixond@hpasnc.org</a>				
10	Stevens, Kevin	919-783-8564	<a href="mailto:stevensk@hpasnc.org">stevensk@hpasnc.org</a>				

**To merge cells using the Merge & Center command:**

	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	<a href="mailto:ashberryj@hpasnc.org">ashberryj@hpasnc.org</a>
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	<a href="mailto:davisg@hpasnc.org">davisg@hpasnc.org</a>
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	<a href="mailto:eberhardte@hpasnc.org">eberhardte@hpasnc.org</a>

1. Select the cells you want to merge.
2. Select the **Merge & Center** command on the **Home** tab.



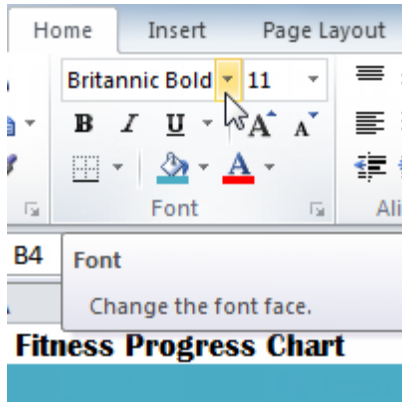
3. The selected cells will be merged, and the text will be centered.





Formatting Cells

Introduction



Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand.

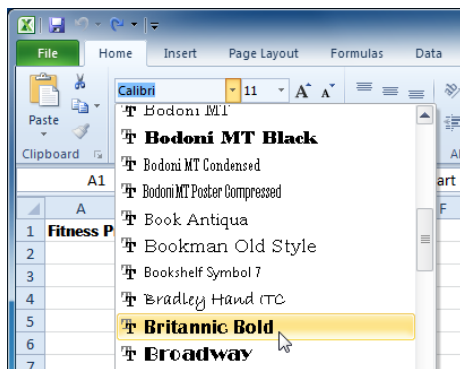
In Excel, there are many tools you can use to format text and cells. In this lesson, you will learn how to change the **color** and **style** of **text** and **cells**, **align text**, and apply special formatting to **numbers** and **dates**.

Formatting text

Many of the commands you will use to format text can be found in the Font, Alignment, and Number groups on the Ribbon. **Font** commands let you change the style, size, and color of text. You can also use them to add borders and fill colors to cells. **Alignment** commands let you format how text is displayed across cells both horizontally and vertically. **Number** commands let you change how selected cells display numbers and dates.

To change the font:

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Font** command on the Home tab. The font drop-down menu appears.
3. Move your mouse over the various fonts. A live preview of the font will appear in the worksheet.



4. Select the font you want to use.

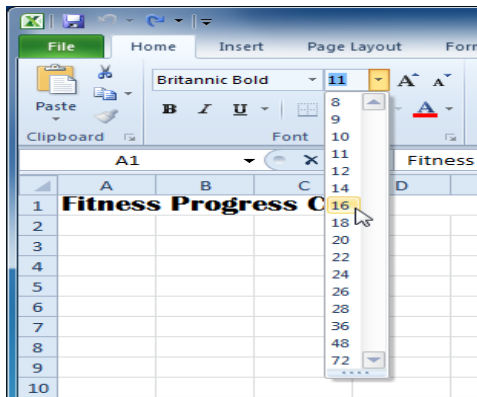
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**Microsoft Excel**  
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**To change the font size:**

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **font size** command on the Home tab. The font size drop-down menu appears.
3. Move your mouse over the various font sizes. A live preview of the font size will appear in the worksheet.



4. Select the font size you want to use.

You can also use the **Grow Font** and **Shrink Font** commands to change the size.



**To use the bold, italic, and underline commands:**

1. Select the cells you want to modify.
2. Click the **Bold**, *Italic*, or Underline command on the Home tab.

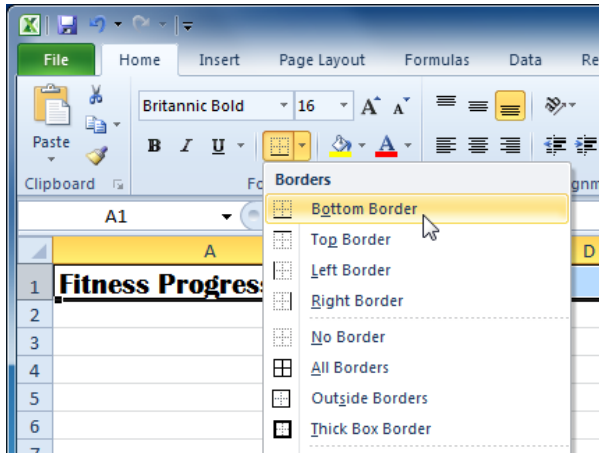


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**To add a border:**

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **Borders** command on the Home tab. The border drop-down menu appears.

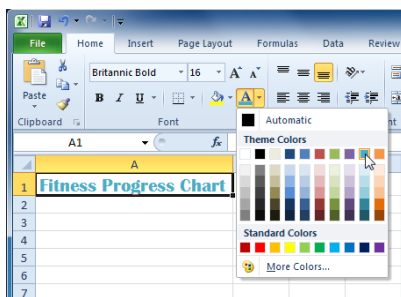


3. Select the border style you want to use.

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.

**To change font color:**

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **font color** command on the Home tab. The **color** menu appears.
3. Move your mouse over the various font colors. A live preview of the color will appear in the worksheet.



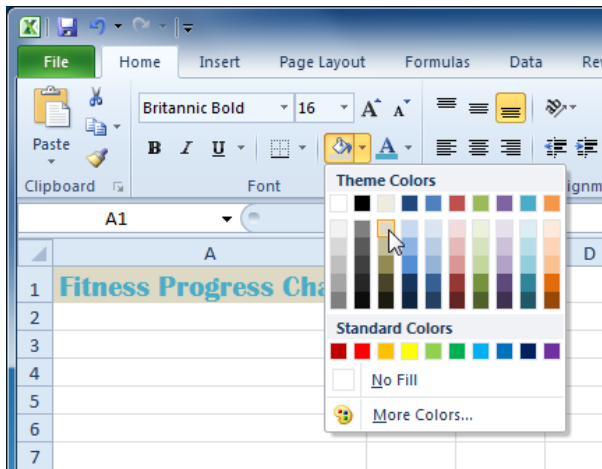
4. Select the font color you want to use.

Your color choices are not limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access additional color options.

**To add a fill color:**

1. Select the cells you want to modify.
2. Click the **drop-down arrow** next to the **fill color** command on the Home tab. The **color** menu appears.
3. Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet.

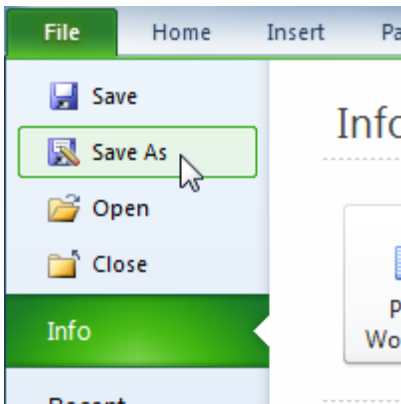
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4. Select the fill color you want to use.

## Saving

### Introduction



Are you saving a workbook for the first time? Saving it as another name? Sharing it with someone who doesn't have Excel 2010? There are many ways you **share** and **receive workbooks**, which will affect how you need to save the file.

### Saving workbooks

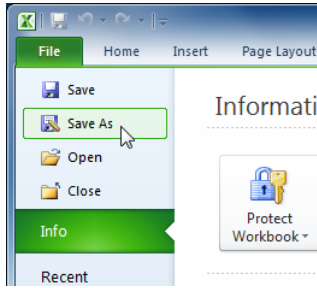
When you create a new workbook in Excel, you'll need to know how to **save** it to access and edit it later. Excel allows you to save your documents in several ways.

#### To use the **Save As** command:

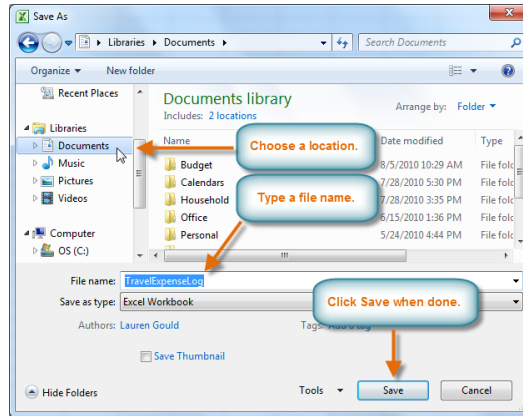
**Save As** allows you to choose a name and location for your workbook. Use it if you are saving a workbook for the first time or if you want to save a different version of a workbook while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.

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3. The **Save As** dialog box will appear. Select the location where you want to save the workbook.
4. Enter a name for the workbook, then click **Save**.



**To use the Save command:**

1. Click the **Save** command on the **Quick Access toolbar**.



2. The workbook will be saved in its current location with the same file name.

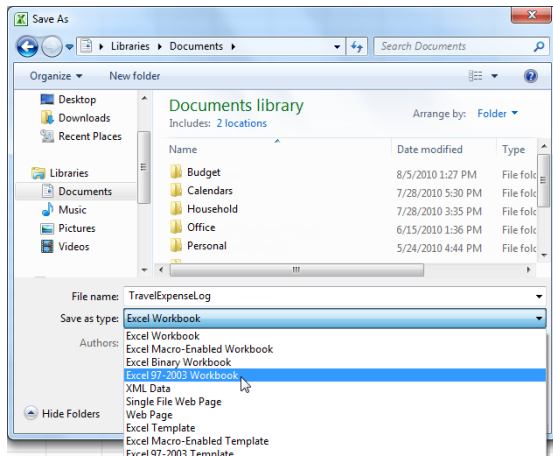
If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

**To save as an Excel 97-2003 workbook:**

You can share your workbooks with anyone using **Excel 2010 or 2007** because they use the same **file format**. However, earlier versions of Excel use a different file format, so if you want to share your workbook with someone using an earlier version of Excel you will need to save it as an **Excel 97-2003 workbook**.

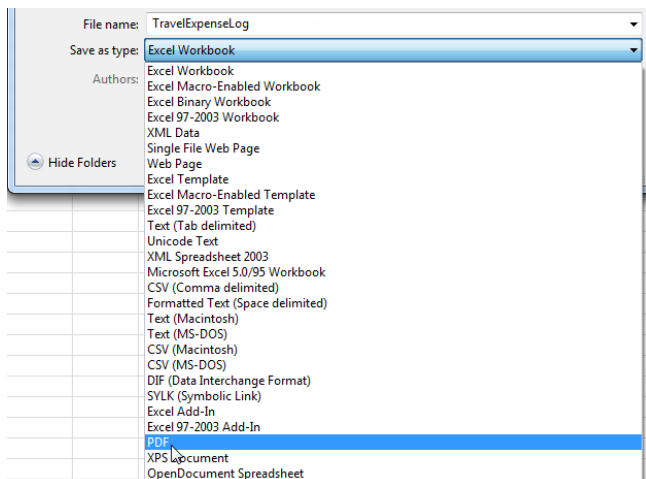
1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Excel 97-2003 Workbook**.

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4. Select the location where you want to save the file.
5. Enter a name for the file, then click **Save**.

**To save as a PDF:**



Saving your workbook as an **Adobe Acrobat Document**—which is called a **PDF file**—can be especially useful when your recipients do not have Excel. A PDF will make it possible for recipients to view the content from your workbook, but they will not be able to edit anything. Click the **File** tab.

1. Select **Save As**.
2. In the **Save as type** drop-down menu, select **PDF**.
3. Select the location where you want to save the file.
4. Enter a name for the file, then click **Save**.

**Creating simple formulas**

Excel uses standard operators for equations, such as a **plus sign** for addition (+), **minus sign** for subtraction (-), **asterisk** for multiplication (\*), **forward slash** for division (/), and **caret** (^) for exponents.

The key thing to remember when writing formulas for Excel is that all formulas must begin with an **equals sign** (=). This is because the cell contains—or is equal to—the formula and its value.

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Addition	+	=5+5
Subtraction	-	=5-5
Multiplication	*	=5*5
Division	/	=5/5
Exponents	^	=5^5

To create a simple formula in Excel:

1. Select the cell where the answer will appear (**B4**, for example).

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft		
5			

2. Type the **equals sign (=)**.
3. Type in the formula you want Excel to calculate (**75/250**, for example).

	A	B	C
1	Estimated painting cost per square foot		
2	Total cost	\$75.00	
3	Square Feet	250	
4	Total/Sq Ft	=75/250	
5			

4. Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

If the result of a formula is too large to be displayed in a cell, it may appear as **pound signs (#####)** instead of a value. This means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

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**Lec. Tamara A. Anai**

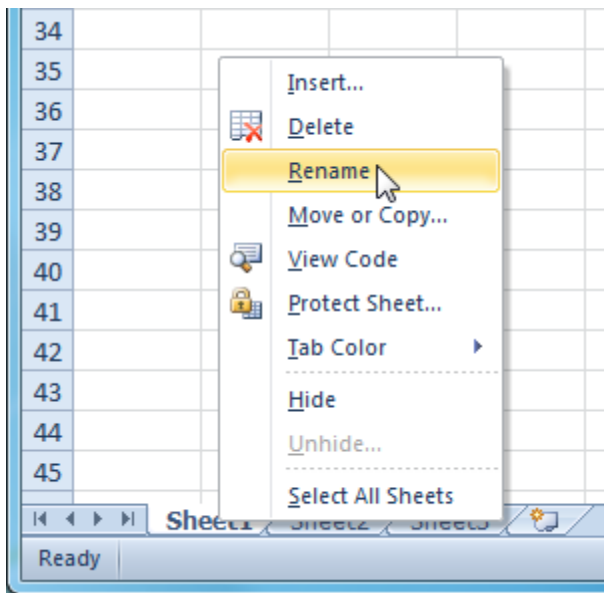


**Introduction to worksheets**

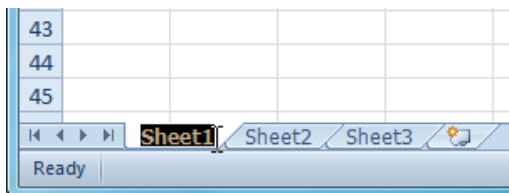
When you open an Excel workbook, there are **three worksheets** by default. The default names on the worksheet tabs are **Sheet1**, **Sheet2**, and **Sheet3**. To organize your workbook and make it easier to navigate, you can rename and even color code the worksheet tabs. Additionally, you can insert, delete, move, and copy worksheets.

**To rename worksheets:**

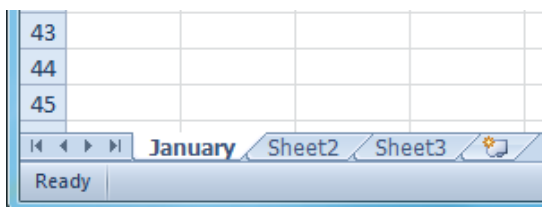
1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
2. Select **Rename**.



3. The text is now highlighted by a black box. Type the name of your worksheet.



4. Click anywhere outside the tab. The worksheet is renamed.





# Computer Science – College of Dentistry

## Frist Class – Second Term

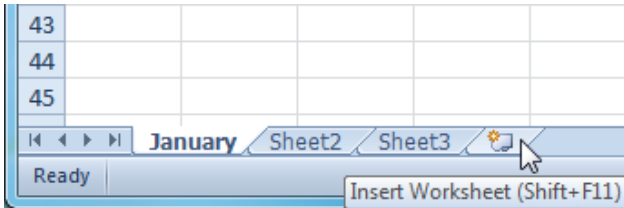
### Microsoft Excel

#### Lec. Tamara A. Anai



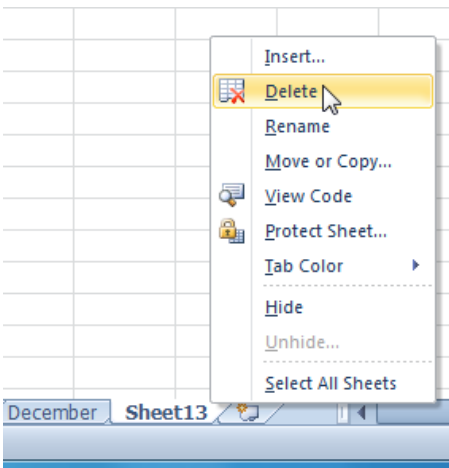
#### To insert new worksheets:

Click the **Insert Worksheet** icon. A new worksheet will appear.



You can change the setting for the default number of worksheets that appear in Excel workbooks. To access this setting, go into **Backstage view** and click **Options**.

#### To delete worksheets:



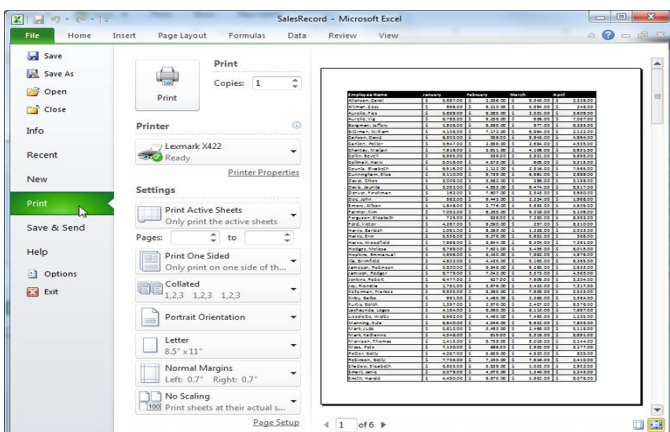
Worksheets can be deleted from a workbook, including those containing data.

1. Select the worksheets you want to delete.
2. Right-click one of the selected worksheets. The **worksheet** menu appears.
3. Select **Delete**. The selected worksheets will be deleted from your workbook.

## Printing

### Introduction

There are many choices you can make when printing an Excel workbook. You can choose what parts of a workbook to print and how the data fits on the page.



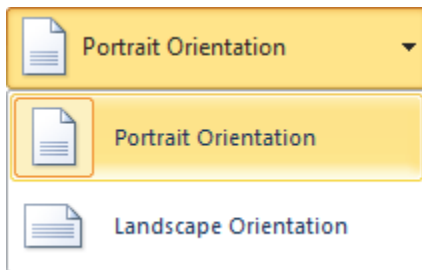
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**Frist Class – Second Term**  
**Microsoft Excel**  
**Lec. Tamara A. Anai**



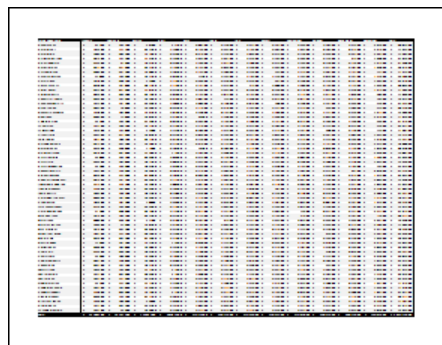
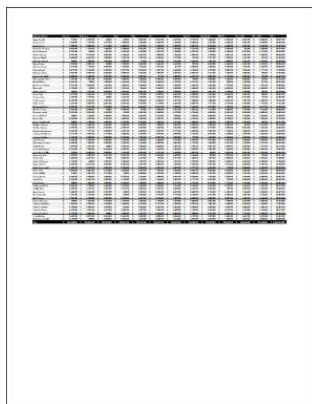
**To change page orientation:**

Change the page orientation to **portrait** to orient the page vertically and **landscape** to orient the page horizontally. Portrait is useful for worksheets needing to fit **more rows** on one page, while landscape is useful for worksheets needing to fit **more columns** on one page.

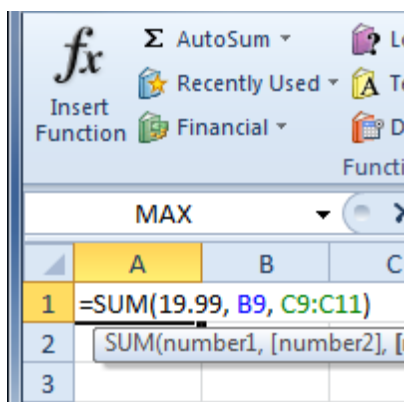
1. Click the **File** tab.
2. Select **Print** to access the **Print** pane.
3. Select either **Portrait Orientation** or **Landscape Orientation** from the **orientation** drop-down menu.



4. Your page orientation is changed.



**Working with basic functions**

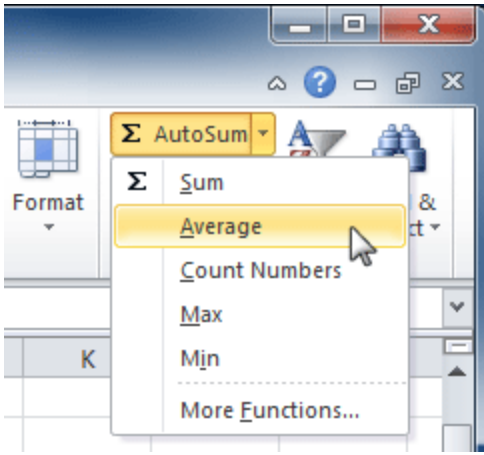


Figuring out formulas for calculations you want to make in Excel can be tedious and complicated. Fortunately, Excel has an entire library of **functions**—or **predefined formulas**—you can take advantage of. You may be familiar with common functions like **sum**, **average**, **product**, and **count**, but there are hundreds of functions in Excel, even for things like formatting text, referencing cells, calculating financial rates, and analyzing statistics.

In this lesson, you'll learn the basics of inserting common functions into your worksheet by utilizing the **AutoSum** and **Insert Functions** commands. You will also become familiar with how to **search** and **find various functions**, including exploring Excel's



Functions Library.



Using AutoSum to select common functions

The **AutoSum** command allows you to automatically return the results for a range of cells for common functions like SUM and AVERAGE.

1. Select the cell where the answer will appear (**E24**, for example).
2. Click the **Home** tab.
3. In the **Editing** group, click the **AutoSum** drop-down arrow and select the function you want (**Average**, for example).
4. A formula will appear in **E24**, the selected cell. If logically placed, AutoSum will select your cells for you. Otherwise, you will need to click the cells to choose the argument you want.
5. Press **Enter**, and the result will appear.

Unit Price	Subtotal	Date Ordered	Date Received
\$12.03	\$36.09	18-Sep	26-Sep
\$15.95	\$31.90	18-Sep	26-Sep
\$5.87	\$58.70	8-Aug	14-Aug
\$8.83	\$88.30	8-Aug	14-Aug
\$13.54	\$27.08	22-Jul	29-Jul
=AVERAGE(E19:E23)			
Subtotal			

Sorting Data

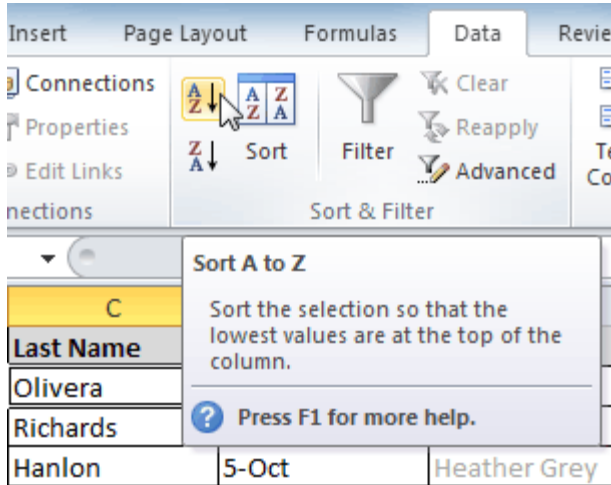
**Sorting** is a common task that allows you to change or customize the order of your spreadsheet data. For example, you could organize an office birthday list by employee, birthdate, or department, making it easier to find what you're looking for. Custom sorting takes it a step further, giving you the ability to sort multiple levels—such as department first, then birthdate—to group birthdates by department.

To sort in alphabetical order:

	C	D	E
1	Last Name	Payment	T-Shirt Color
2	Olivera	1-Oct	White
3	Richards	4-Oct	Dark Red
4	Hanlon	5-Oct	Heather Grey
5	Means	5-Oct	Dark Red

1. Select a cell in the column you want to sort by. In this example, we'll sort by **Last Name**.
2. Select the **Data** tab, then locate the **Sort and Filter** group.
3. Click the ascending command to **Sort A to Z** or the descending command to **Sort Z to A**.

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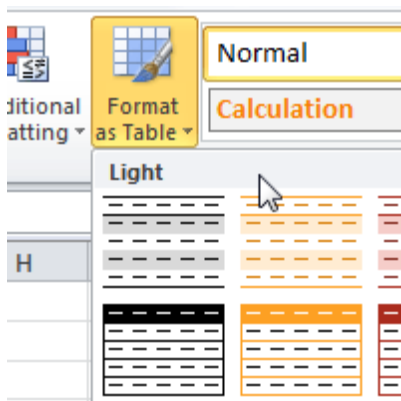


4. The data in the spreadsheet will be organized alphabetically.

	C	D	E
1	<b>Last Name</b>	<b>Payment</b>	<b>T-Shirt Color</b>
2	Ackerman	1-Oct	Heather Grey
3	Albee	13-Oct	Heather Grey
4	Bell	11-Oct	Dark Red
5	Benson	11-Oct	White
6	Chen	5-Oct	Dark Red
7	Del Toro	13-Oct	White
8	Ellison	Pending	Dark Red
9	Flores	6-Oct	White
10	Hanlon	5-Oct	Heather Grey
11	Kelly	11-Oct	Dark Red
12	Kelly	11-Oct	Heather Grey
13	Lazar	14-Oct	White
14	MacDonald	Pending	Dark Red
15	Means	5-Oct	Dark Red
16	Naser	14-Oct	Dark Red
17	Nichols	6-Oct	Dark Red

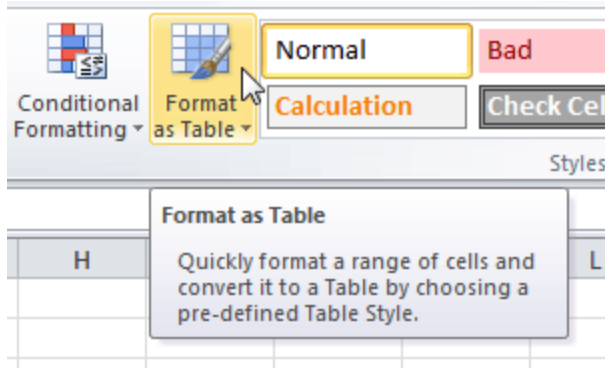
**Formatting Tables**

**Introduction**

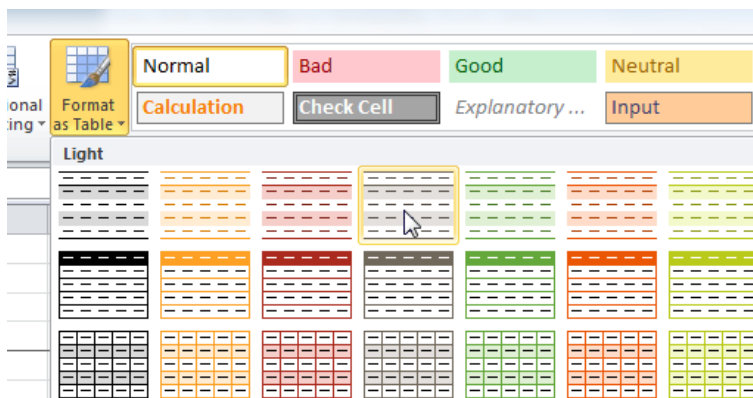


**To format information as a table:**

1. Select the cells you want to format as a table. In this example, an invoice, we'll format the cells containing the column headers and order details.
2. Click the **Format as Table** command in the **Styles** group on the Home tab.



3. A list of predefined **table styles** will appear. Click a table style to select it.



## Working with Charts

### Introduction

A **chart** is a tool you can use in Excel to **communicate data graphically**. Charts allow your audience to see the **meaning behind the numbers**, and they make showing **comparisons** and **trends** much easier. In this lesson, you'll learn how to **insert** charts and **modify** them so they communicate information effectively.

### Charts

Excel workbooks can contain **a lot of data**, and this data can often be difficult to interpret. For example, where are the highest and lowest values? Are the numbers increasing or decreasing?

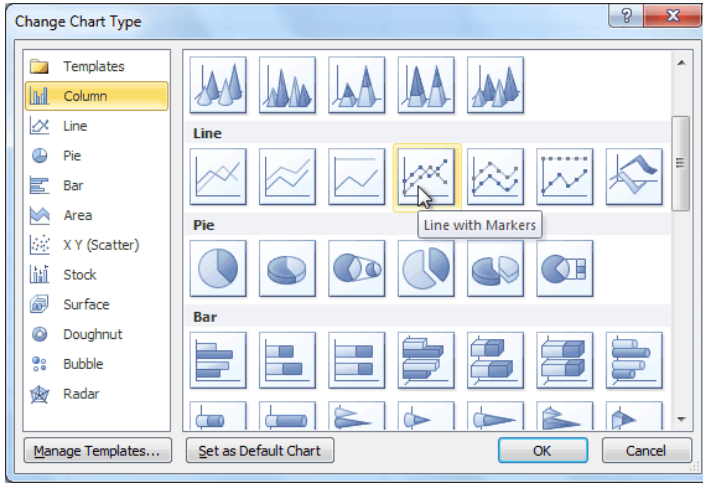
The answers to questions like these can become much clearer when data is represented as a **chart**. Excel has various types of charts, so you can choose one that most effectively represents your data.

### Types of charts

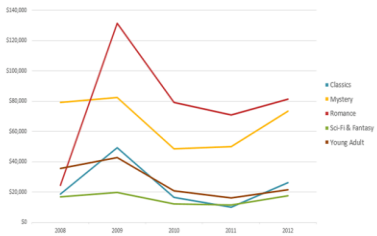
Click the arrows in the slideshow below to view examples of some of the types of charts available in Excel.

Excel has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Excel.

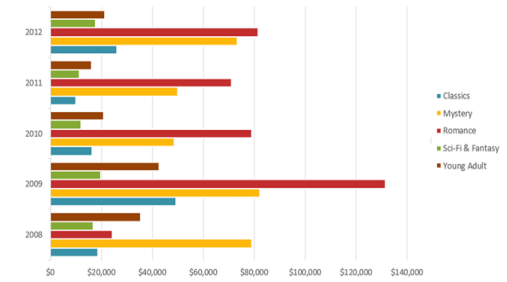
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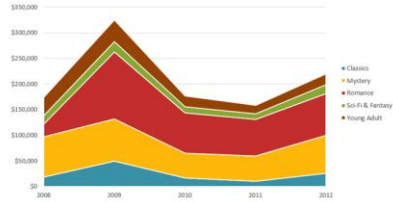
**Line**



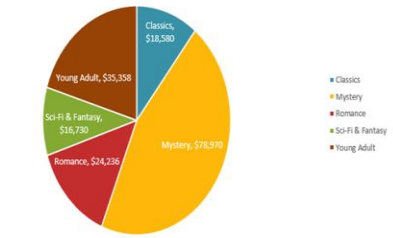
**Bar**



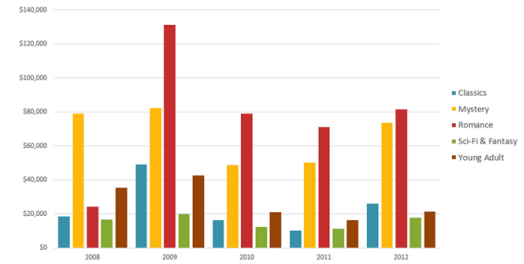
**Area**



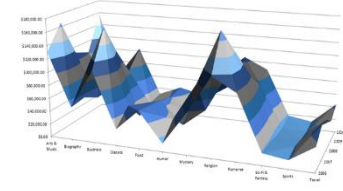
**Pie**



**Column**



**Surface**

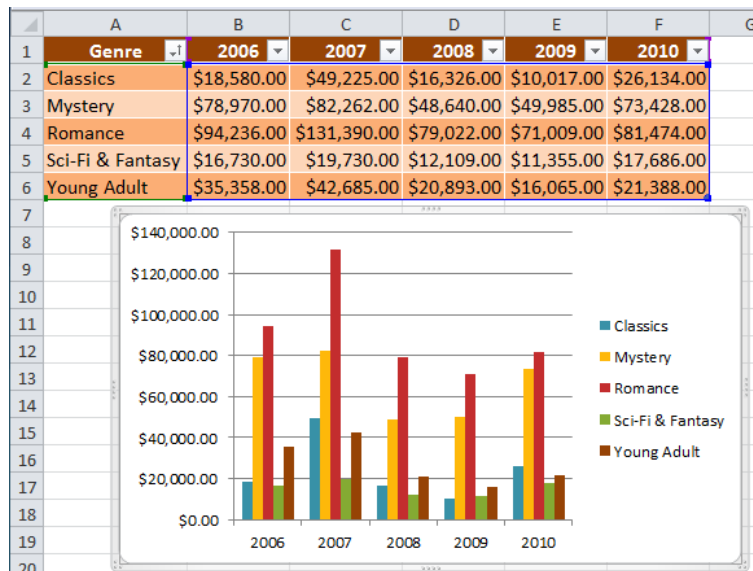
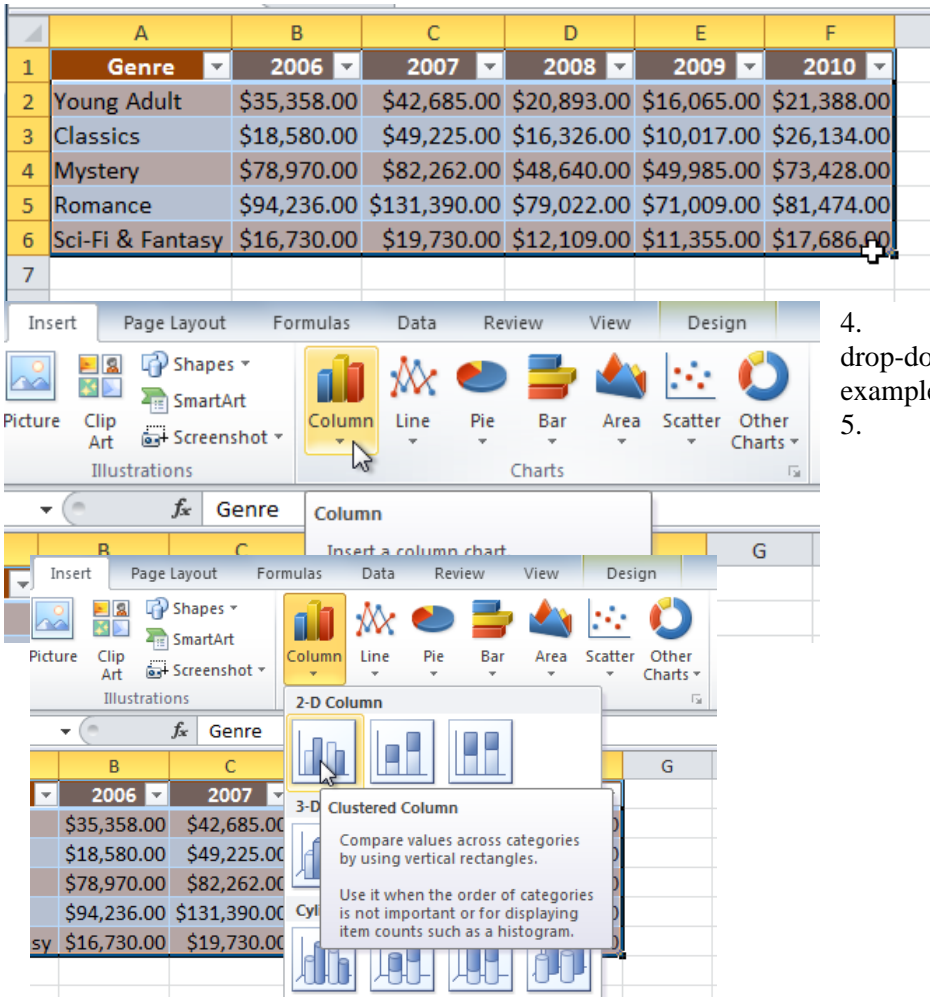


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To create a chart:

1. Select the **cells** you want to chart, including the **column titles** and **row labels**. These cells will be the **source data** for the chart.
2. Click the **Insert** tab.
3. In the **Charts** group, select the desired **chart category** (**Column**, for example).
4. Select the desired **chart type** from the drop-down menu (**Clustered Column**, for example).
5. The chart will appear in the worksheet.



## What is Windows 10?

Windows 10 is a Microsoft operating system for personal computers, tablets, embedded devices and internet of things devices.

### The Windows 10 Interface

Upon logging into your computer, you will be taken to the computer's *Desktop*. The Desktop layout is as follows:

1. **Desktop Shortcuts** – Shortcuts to files, folders, and the Recycle Bin.
2. **The Taskbar** – Like in previous versions of Windows, the *taskbar* provides access to the *Start Menu*, shortcuts to programs, as well as volume and date/time control.
3. **The Start Button** – Found on the bottom left of your screen, the **Start** button allows you to access computer programs and configuration options such as *Windows Settings*
4. **Windows Search** – Allows you to search for programs, folders, and files.
5. **Task View** – A new feature in Windows 10 that gives you access to a *task switcher* tool as well as a *Virtual Desktop*.
6. **File Explorer** – Formerly known as *Windows Explorer*, File Explorer is a file manager application that allows you to access files and folders on the computer.
7. **Taskbar Programs** – Provides quick access to open or pinned programs.
8. **Volume Adjustment** – Allows you to adjust the computer's volume (
9. **Date/Time** – Access the *Date/Time* options.





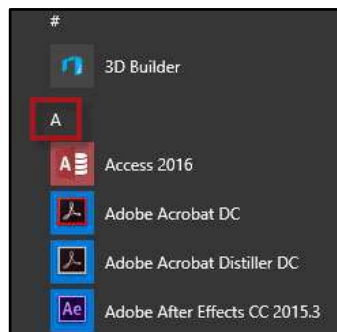
## Opening Programs

The following explains how to open a program such as **Microsoft Word** in Windows 10:

1. Click the **Start** button.



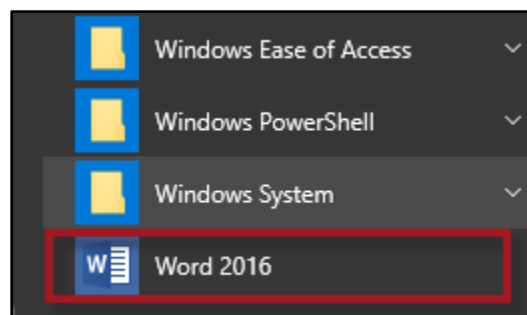
2. Click the letter **A**, located on the program list.



3. A list of letters will appear. Click **W** to be taken to those programs that begin with the letter 'W'.



4. Click **Word 2016**.



## Searching for Programs

Alternatively, you can search for a program by typing the program name after clicking the *Start* button. The following explains how to search for a program in Windows 10:

1. Click the **Start** button.



2. Begin to type the name of the program that you wish to open. For example, "Word 2016."
3. A list of programs will appear. Click **Word 2016**.



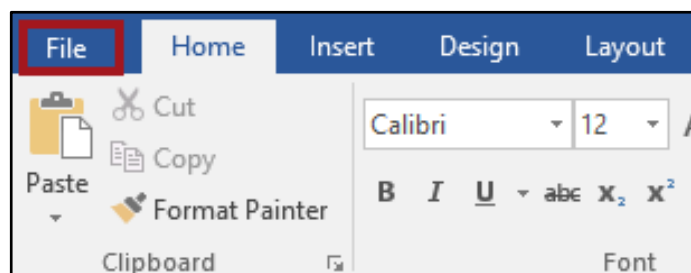
## Saving Documents

When you are working with a document in a program, such as *Microsoft Word*, you should save frequently as to avoid losing data unexpectedly due to power failure or other problems. You can save your documents to either the computer's local hard drive or an external USB drive.

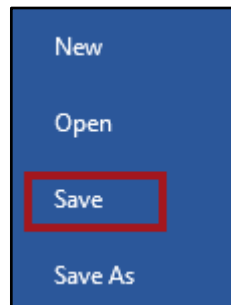
### Saving to the Hard Drive

The following explains how to save to your hard drive:

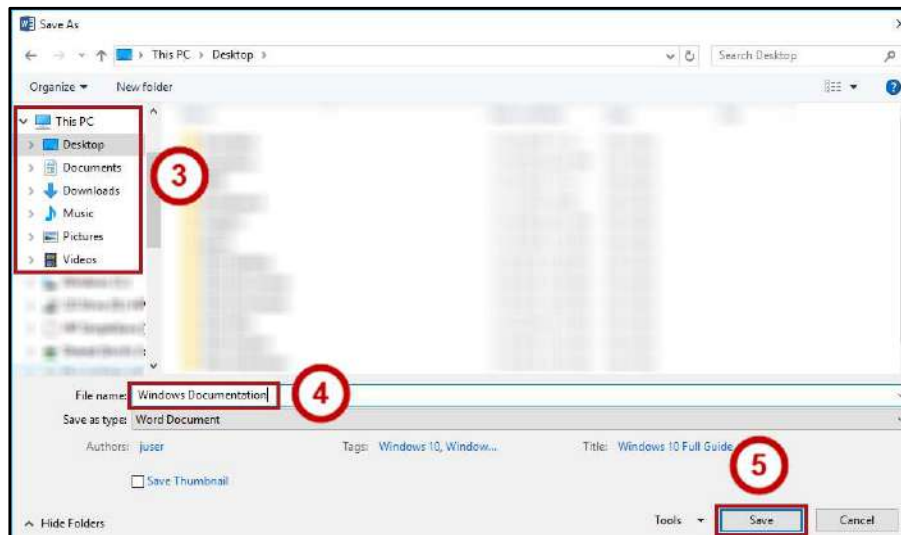
1. In *Microsoft Word*, click the **File** tab.



2. Click **Save**.



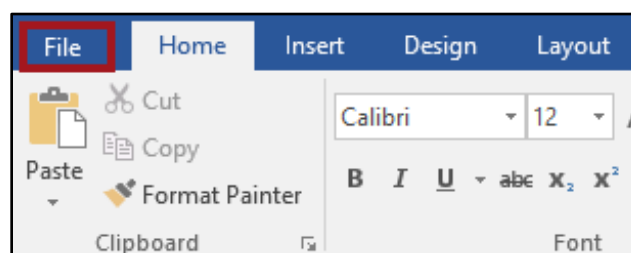
3. The *Save As* dialog box appears. Select the **location** to save the file to.
4. In the *File Name* field, type the **name of your document**.
5. Click **Save**.



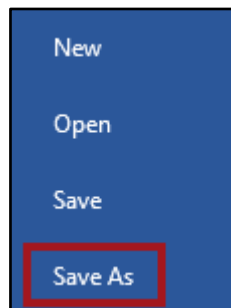
## Saving to an External Drive

The following explains how to save a document to an external drive:

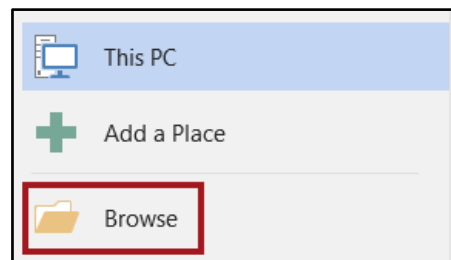
1. Locate the *USB Port* on your computer and connect your **USB Storage Device**.
2. In *Microsoft Word*, click the **File** tab.



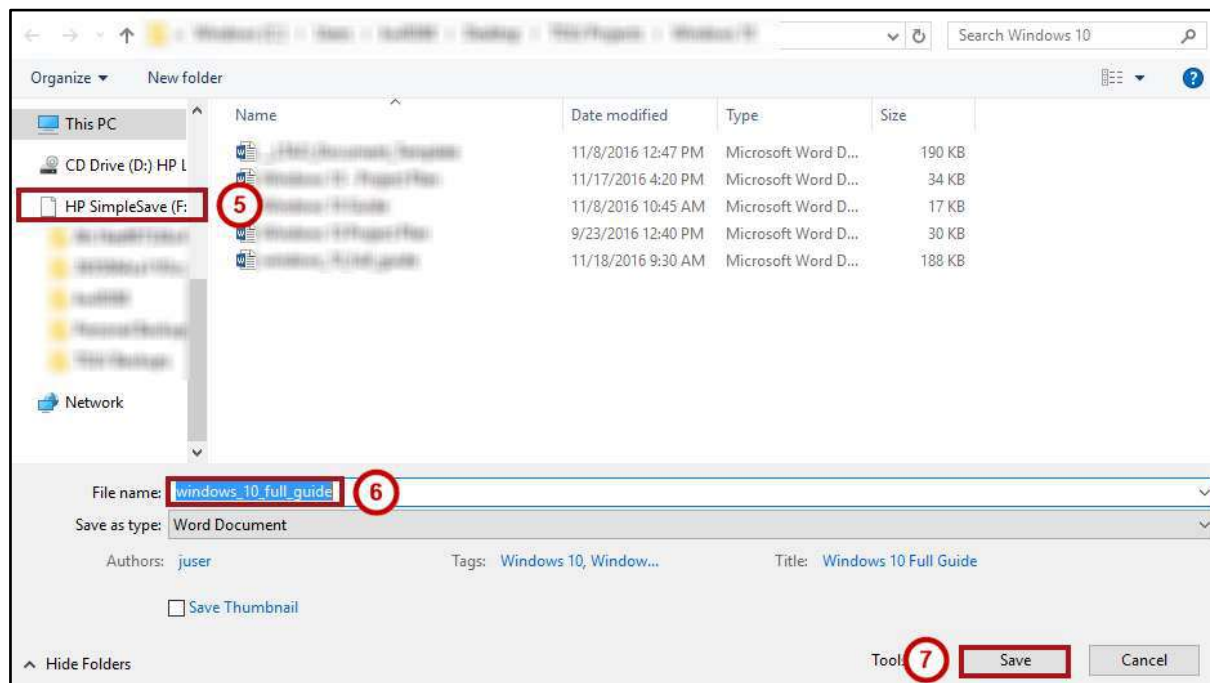
3. Click **Save As**.



4. The *Save As* screen appears. Click **Browse**.



5. The *Save As* window appears. Click the **external drive** that you wish to save to.
6. In the *file name* field, type the name of your document.
7. Click **Save**.



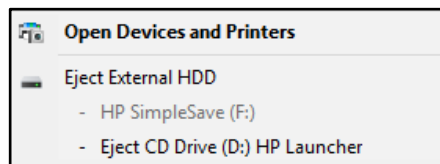
## Removing External Drives

When using a USB device, it is important to disconnect the device properly to avoid the loss of data. Before unplugging a storage device, such as a USB flash drive or external hard drive, make sure that the computer has completed saving, any files saved on the device or closed, and if the device(s) has an activity light, wait a few seconds after the light has finished flashing before unplugging it.

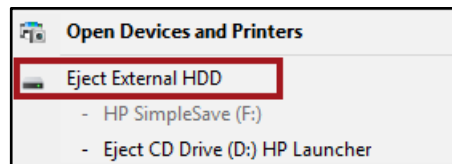
1. Locate the **USB icon** located on the right side of the taskbar.



2. Click the **USB icon**. The *Eject Device* window will be displayed.



3. Click the **Eject** option located next to the USB device you wish to disconnect.

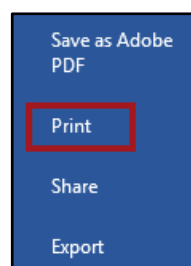


4. Your device will be disconnected. Remove your USB device from the computer.

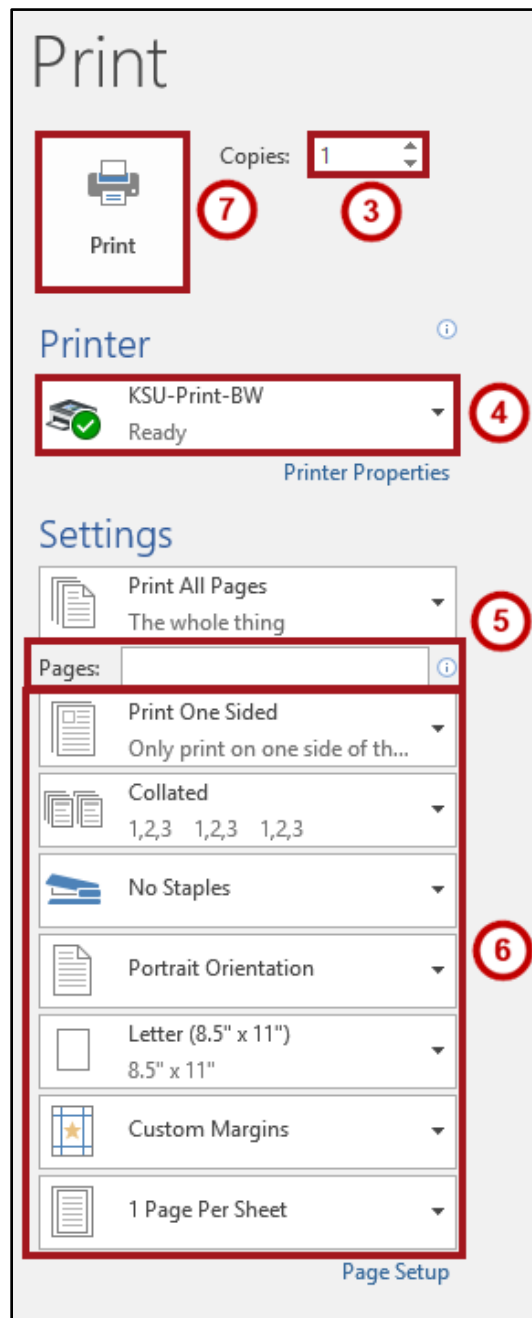
## Printing

The following explains how to print a document from Microsoft Word:

1. Click the **File** tab.
2. Click **Print**.



3. The *Print Options* and *Print Preview* screen appears. In the *Copies* field, set the number of **copies** you wish to print.
4. Select your **preferred printer** under the *Printer* field
5. To select a specific **page range** to print, use the *Pages* field (S
6. You may also set additional print options such as the number of sides, orientation, paper type, margins, etc.
7. Click **Print**. Your document will be printed.



## The Windows Taskbar

The Taskbar is located along the bottom frame of your monitor. With it, you can access the **Start** button, view running programs, and view the date/time and volume adjustment features.

## Organizing the Taskbar

The following explains how to rearrange buttons on the taskbar:

1. Click and hold the **program** that you wish to move.



2. Drag the **program** to a different location on the taskbar.



3. Drop the **program** by releasing the mouse.



## Pinning a Program to the Taskbar

You may pin programs to the taskbar. In doing so, these programs will remain on the taskbar even when they are not open. The following explains how to pin programs to the taskbar:

1. Click the **Start** button.
2. Navigate to the **program** that you wish to pin to the taskbar.
3. Right-click the **program** that you wish to pin to the taskbar.
4. Click the **More** button.
5. Click **Pin to Taskbar**.



## Removing a Program from the Taskbar

You may also remove programs from the taskbar if so desired. The following explains how to do so:

1. Click the **Start** button.
2. Right-click the **program** that you wish to remove from the taskbar.
3. Click **Unpin from Taskbar** .



## Date Time

You may also access the Date/Time tool on the taskbar as you would in Windows 7. Here, you can quickly view a calendar as well as adjust the date/time.

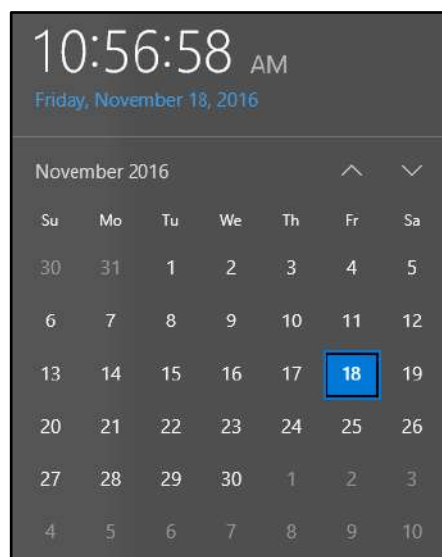
### Viewing the Date/Time

The following explains how to access Date/Time on the *Windows Taskbar*:

1. Click **Date/Time**, located on the bottom right corner of the taskbar.



2. The **Date/Time** window will appear.

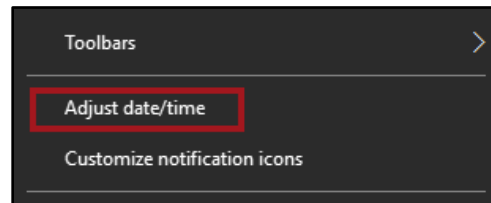




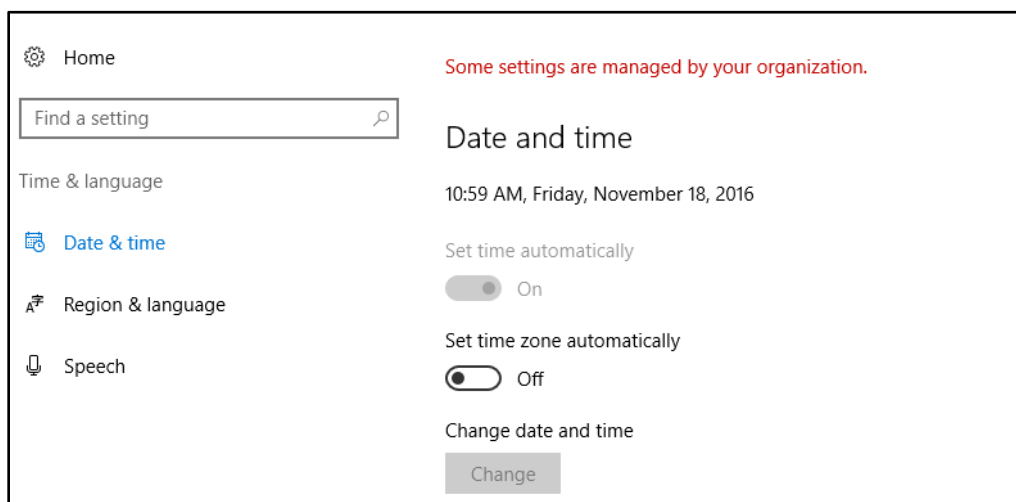
## Adjusting Date/Time

Though your computer should automatically be synced so that the date/time is accurate, you do have the ability to adjust certain date/time features. The following explains how adjust the date/time:

1. Right-click the **Date/Time**, located on the bottom right corner of the taskbar.
2. Click **Adjust Date/Time**.



3. The *Date/Time* window will open.



**Note:** Some Date/Time settings are managed by the system administrator.

## Adjusting Volume

The **Volume Adjustment** icon is located on the bottom right corner of the *taskbar*. By clicking on the icon, you will have the ability to adjust the computer's volume by dragging the lever to the left or right.



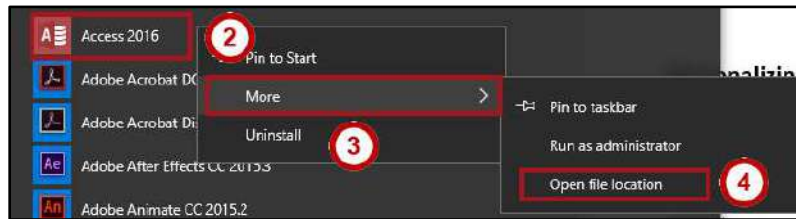
## Personalizing the Desktop

You have the ability to customize your desktop. For example, you can add shortcuts, create folders, change your desktop background, and change your screensaver if so desired.

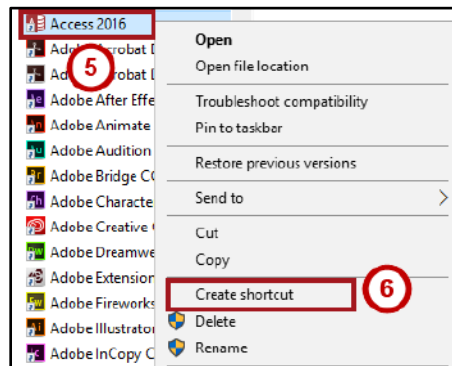
### Adding Shortcuts

The following explains how to create desktop shortcuts:

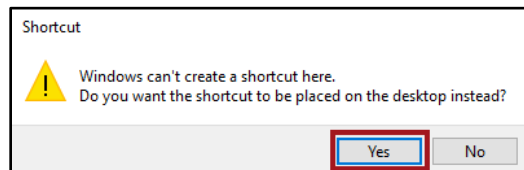
1. Click the **Start** button.
2. Navigate to and right-click the **program** that you wish to create a shortcut for.
3. Click **More** .
4. Click **Open File Location** .



5. The *file location* window will appear. Right-click the **program icon**.
6. Click **Create Shortcut**.



7. The *Shortcut* pop-up will appear, asking if you wish to place the shortcut on the desktop. Click **Yes**.

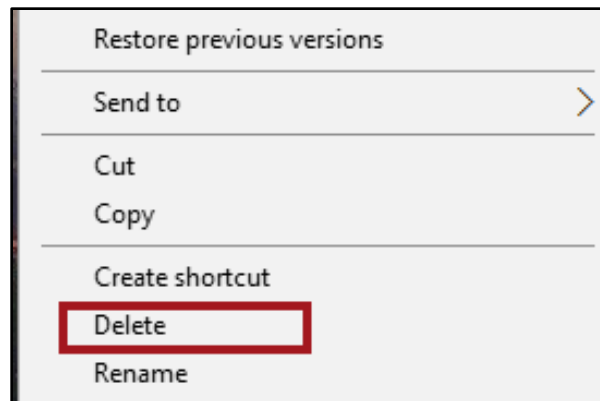


8. Your shortcut will be added to the desktop.

## Deleting Shortcuts

The following explains how to delete shortcuts from the desktop:

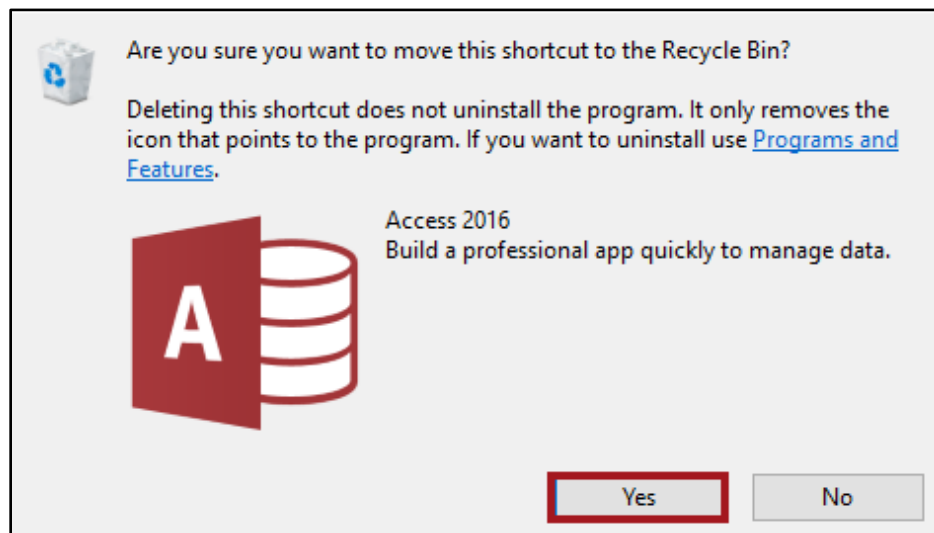
1. On the *desktop*, right-click the **shortcut** that you wish to remove.
2. Click **Delete**.



3. If you are deleting a shortcut for a program that originally came on the desktop, you will be prompted to provide administrator permission to delete the file. Click **Continue**.



4. The *Delete Shortcut* window will appear. Click **Yes** to confirm deletion of the shortcut.

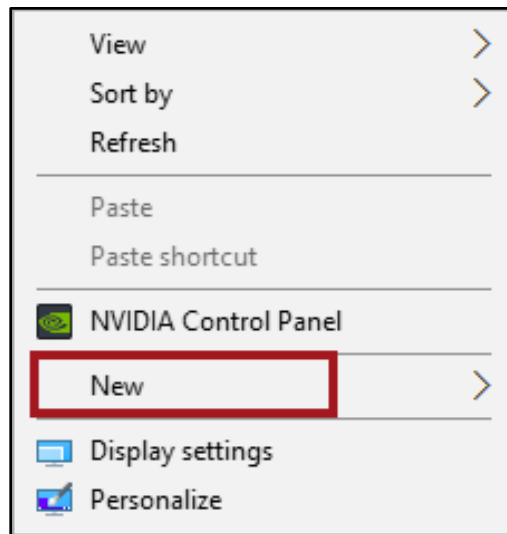


5. Your shortcut will be removed.

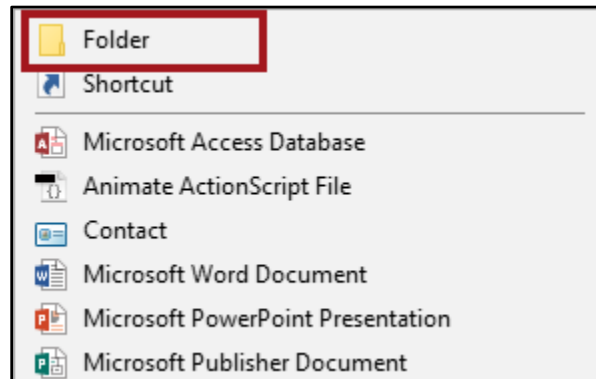
## Creating Folders on the Desktop

The following explains how to create folders on the desktop:

1. Right-click the **desktop**.
2. Select the **New** icon.



3. Click **Folder**.



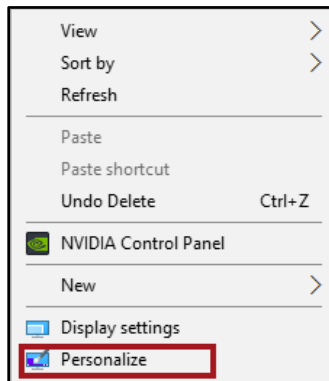
4. A new folder will appear on the desktop. Enter your preferred name for the folder and press the **Enter** key.



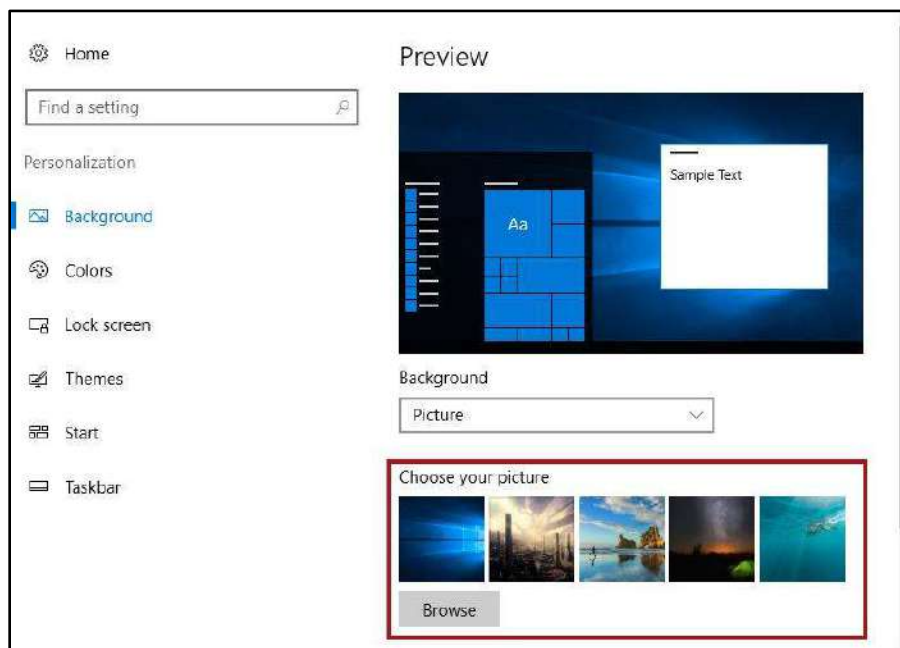
## Change the Desktop Background

The following explains how to change the desktop background (a.k.a wallpaper) in Windows 10:

1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.



3. You will be taken to the *Personalize Desktop* window. Here, you may toggle the type of desktop background in the **Background** drop-down. If you wish to select a different picture, you can choose from the *Choose your picture* fields.



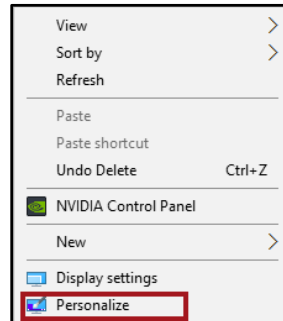
4. Your desktop background will be changed. Click **X** to close the window.



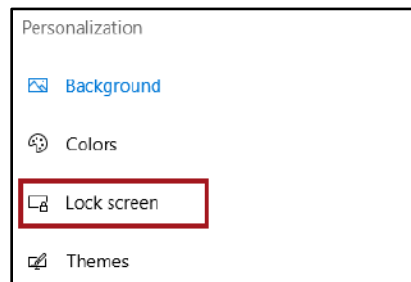
## Changing Your Screen Saver

Windows comes with several screen savers. These screen savers may appear when your computer goes idle. The following explains how to change your screensaver in Windows 10:

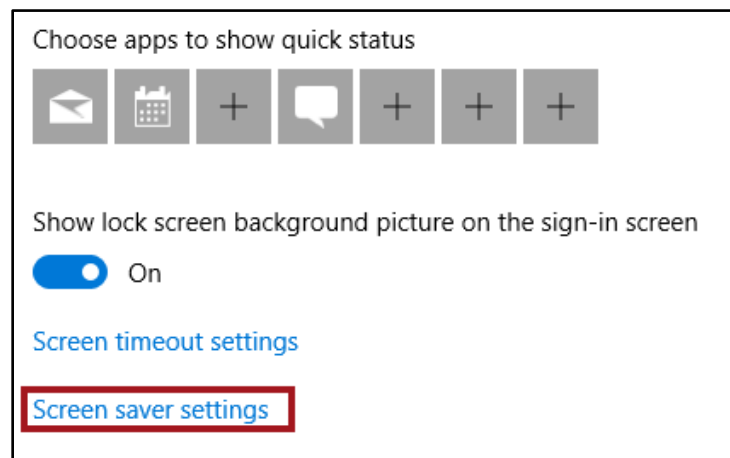
1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.



3. In the *Settings* window, click **Lock Screen**.



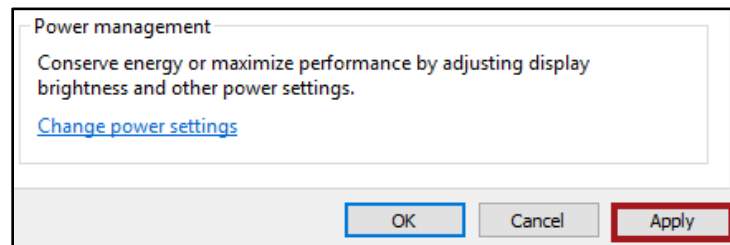
4. Click **Screen saver** settings, located at the bottom of the window.



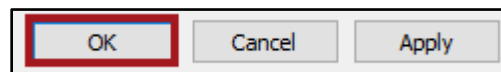
5. The *Screen Saver Settings* window appears. From here, you may select your preferred screen saver and set the amount of time that your screen saver appears after being idle.



6. Click **Apply** to apply your settings.



7. Click **OK**.



8. Click the **Close** button to close the window.

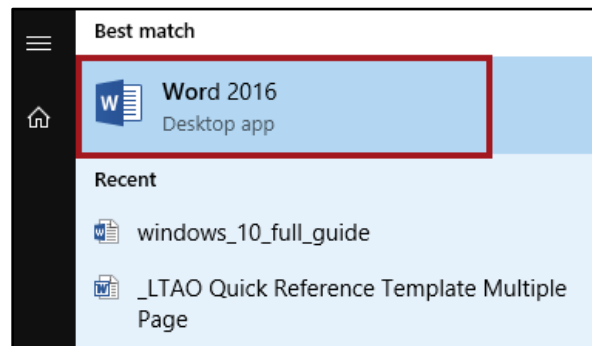
## Managing Files and Folders

Windows 10 provides a variety of options when working with files and folders. The following sections provides insight on working with and managing files and folders in Windows 10:

### Searching for Programs and Files from the Start Menu

You may quickly access programs, files and/or folders from your *Start Menu*. The following explains how to do so:

1. Click the **Start** button.
2. Begin typing the **name of the program, file, or folder** that you wish to open.
3. Your search results will appear. Click the **program, file, or folder** that you wish to open.



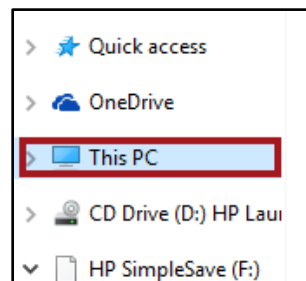
### Searching for files from Windows Explorer

You may also search for files and folders from Windows Explorer. The following explains how to do so:

1. Click the **Windows Explorer** icon, located on the *Windows Taskbar*.



2. The *File Explorer* will appear. Click **This PC** to search for files located on your PC.

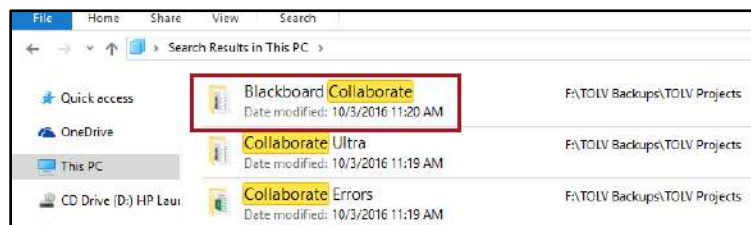




3. In *Search This PC*, type the **name of the file** or **folder** that you wish to find.



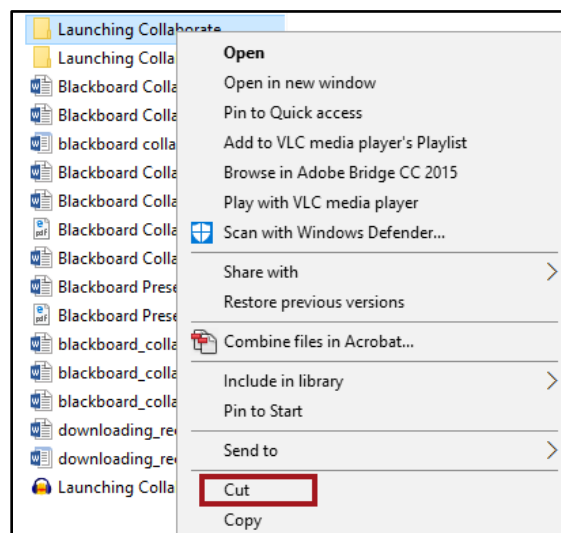
4. A list of files and folders matching your search terms will appear. Double-click the **file** or **folder** that you would like to open.



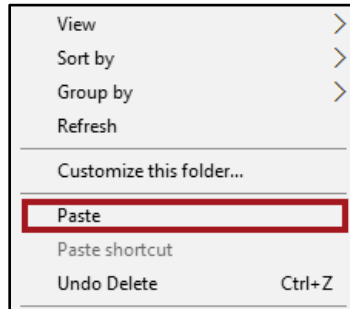
## Moving Files and Folders

Windows 10 allows you to move your files and folders from one location to another. The following explains how to do so:

1. Navigate to the **file** or **folder** that you wish to move.
2. Right-click the **file** or **folder** you wish to move.
3. Click **Cut**.



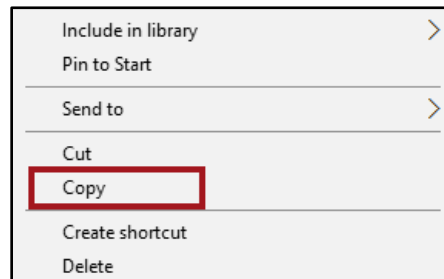
4. Navigate to the **folder location** that you wish to move your file or folder to.
5. Right-click inside the folder and click **Paste**.



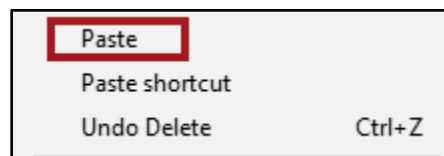
### Copying Files and Folders

Windows 10 allows you to copy your files and folders from one location to another. The following explains how to do so:

1. Navigate to the **file** or **folder** that you wish to move.
2. Right-click the **file** or **folder** you wish to move.
3. Click **Copy**.



4. Navigate to the folder location that you wish to move your file or folder to.
5. Right-click inside the folder and click **Paste**.

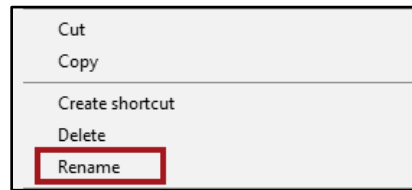


### Renaming Files and Folders

There may be times in which you will need to rename your files and folders. For example, you may require multiple versions of a file or folder and need to differentiate between the versions:

1. Navigate to the **file** or **folder** that you wish to rename.

2. Right-click the **file** or **folder** that you wish to rename.
3. Click **Rename**.



4. Type the new name of the file or folder.
5. Press **Enter** on your keyboard when you are done.

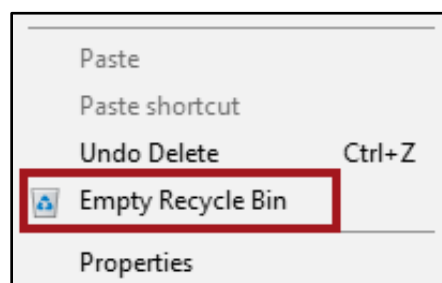
## Deleting Files or Folders

The following explains how to delete files or folders from your computer:

1. Navigate to and click the **file** or **folder** that you wish to delete.
2. Press the **Delete** key on your keyboard.
3. On your *Desktop*, double-click the **Recycle Bin**.



4. Right-click anywhere in the **Recycle Bin**.
5. Click **Empty Recycle Bin** to completely delete the file or folder from your computer.



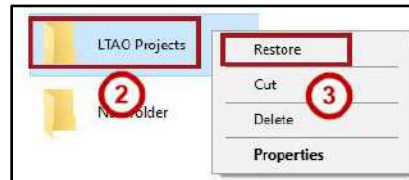
## Restoring Deleted Files or Folders

If you have not emptied your Recycle Bin, you may restore your deleted files to their original file location. The following explains how to do so:

1. Double-click to open the **Recycle Bin**.



2. Right-click the **file** or **folder** that you wish to restore.
3. Click **Restore**. Your file will be restored to its original location.



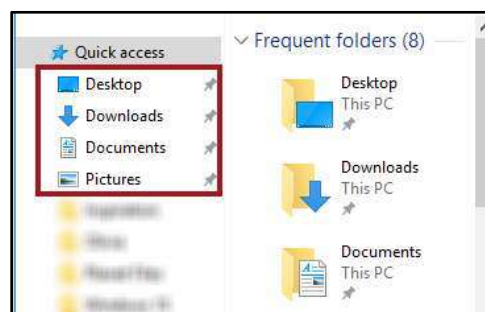
## Libraries

Libraries are user-defined collections of folders that are logical representations of user content. By including folders in Libraries, you are telling Windows where important data is located. Furthermore, these libraries provide a quick and easy way to organize your important data. To access libraries:

1. From the *Taskbar*, click the **Windows Explorer** button.



2. The *File Explorer* window will appear. Your libraries will appear on the left-hand menu and include the *Desktop*, *Downloads*, *Documents*, and *Pictures*.



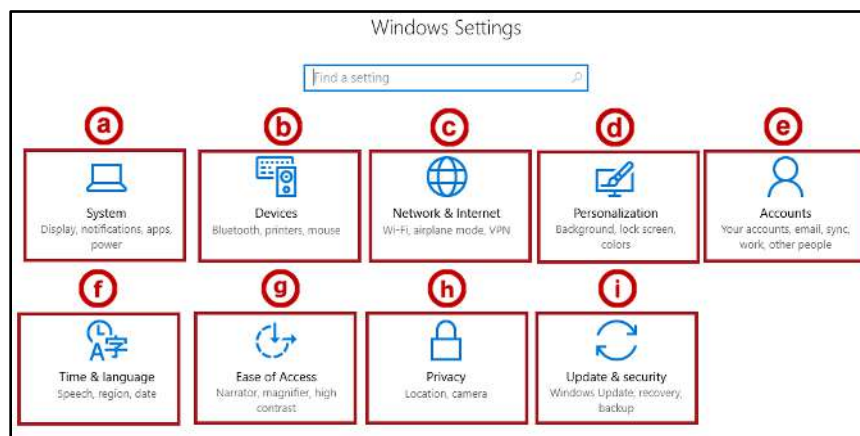
## Windows Settings

The Windows *Settings* application is a new feature that allows you to view and make changes to computer settings such as uninstalling applications, setting power options, viewing hard drive space, and accessing Ease of Access/Accessibility options. To access the *Windows Settings* page:

1. Click the **Start** button.
2. Click the **Settings** icon.



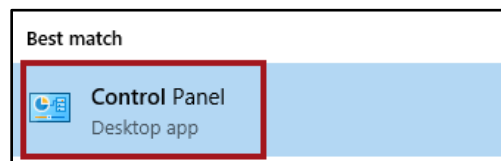
3. You will be taken to the *Windows Settings* application. The layout for *Windows Settings* is as follows:
  - a. **System** – Access system settings.
  - b. **Devices** – Add and manage external devices such as printers.
  - c. **Network & Internet** – Manage network and internet settings.
  - d. **Personalization** – Personalize your desktop by changing your desktop appearance, apply themes, change the lock screen, etc.
  - e. **Accounts** – View information about your user account on the computer.
  - f. **Time & language** – View/manage your timezone and language options.
  - g. **Ease of Access** – View and manage computer accessibility options.
  - h. **Privacy** – View computer privacy options.
  - i. **Update & security** – View windows update status and backup/recovery options. It is important to note that Windows Updates for University machines are managed by UITs.



## Accessing the Control Panel

If you prefer to utilize the Windows 7 style *Control Panel*, you have the ability to do so. The following explains how to access the **Control Panel**:

1. Click the **Start** button.
2. Type **Control Panel** on your keyboard.
3. *Control Panel* will appear in the *search results*. Click **Control Panel**.



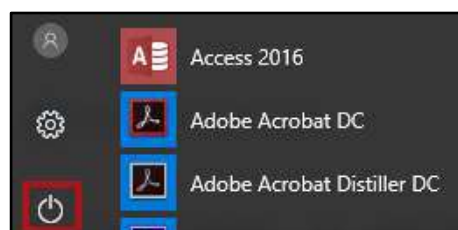
4. The *Control Panel* will appear.



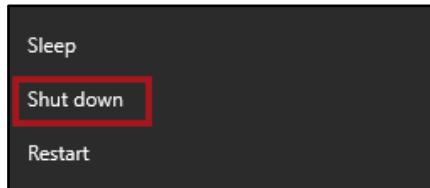
## Shutting Down the Computer

To shut down the computer:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.



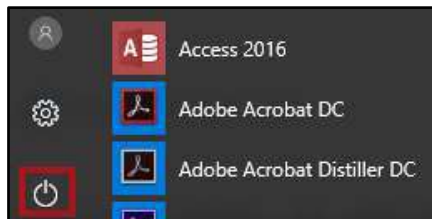
3. Click **Shut down**.



## Placing Your Computer into Sleep Mode

If you are going home for the evening, you may place your computer to sleep as opposed to completely shutting it down. The following explains how to place your computer to sleep:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.



3. Click **Sleep**.



## What is PowerPoint?

### Lesson 1:

- Introduction in PowerPoint
- Opening PowerPoint
- Working with PowerPoint environment
- Exploring the Ribbon
- The quick access toolbar
- Creating and opening presentations
- Save and save as presentations

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### Introduction in PowerPoint

- PowerPoint is a slideshow presentation program that's part of Microsoft Office. PowerPoint makes it easy to create, collaborate, and present your ideas in dynamic, visually compelling ways.
- The file extension of PowerPoint, PPT, and PPTX. When You Open PowerPoint menu and toolbars are just like the other Office applications

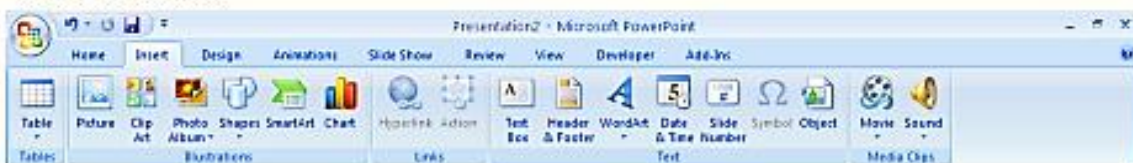
## When You Open Power Point

Power Point menu and toolbars are just like the other Office applications

Home Toolbar :



Insert Toolbar :



Design Toolbar :

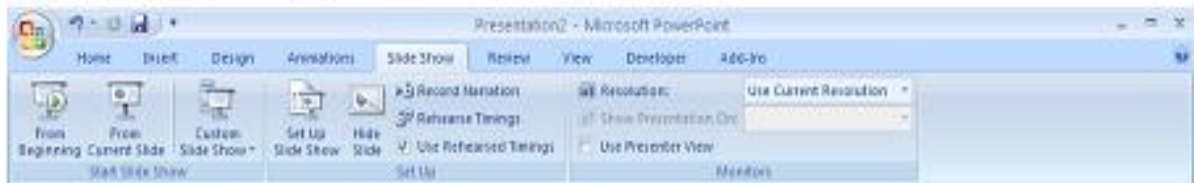




**Animations Toolbar :**



**Slide Show Toolbar :**



**Review Toolbar :**



**View Toolbar :**



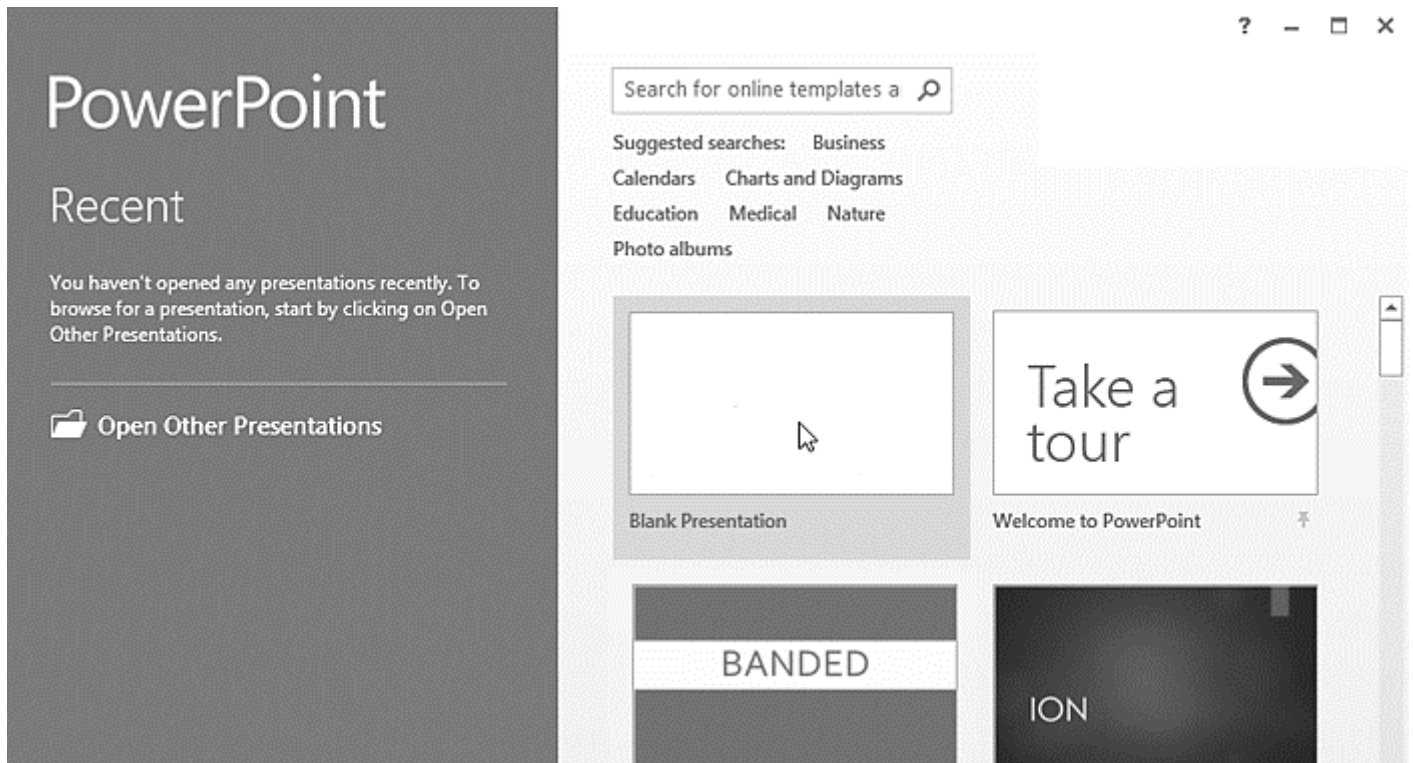
**Developer Toolbar :**



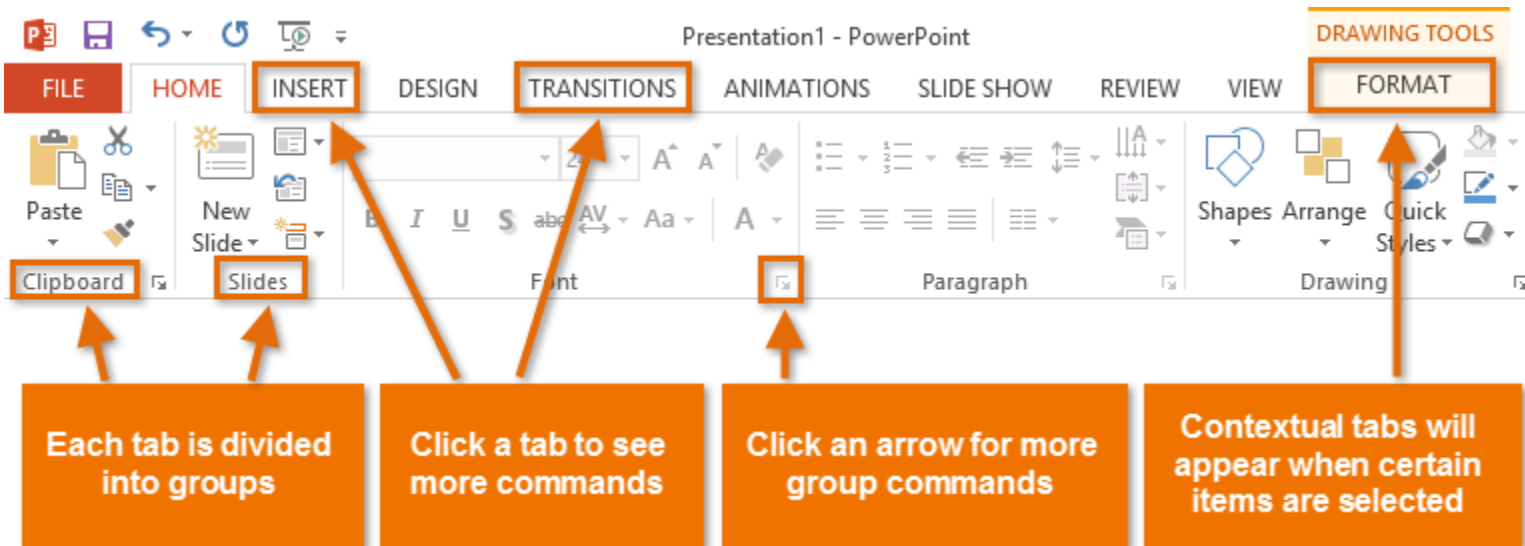
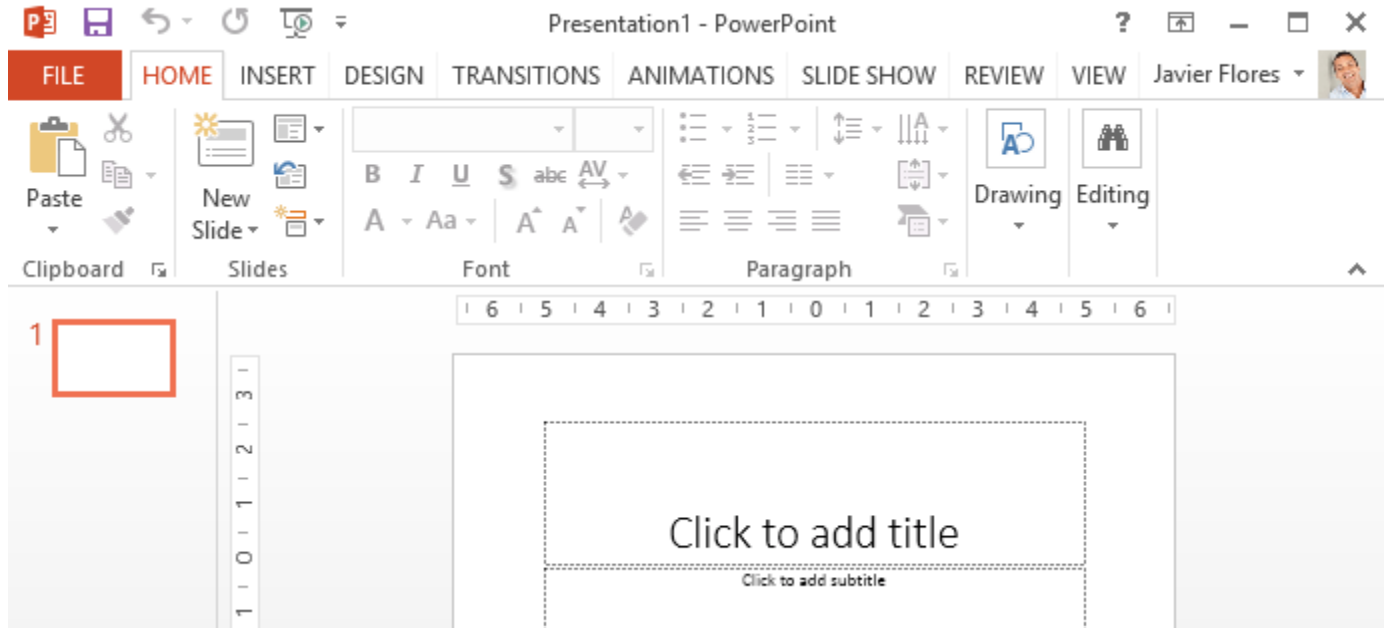
## **Opening PowerPoint**

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you will be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**.

1. From the **Start Screen**, locate and select **Blank Presentation**.
2. A **new presentation** will appear.



## Working with the PowerPoint environment

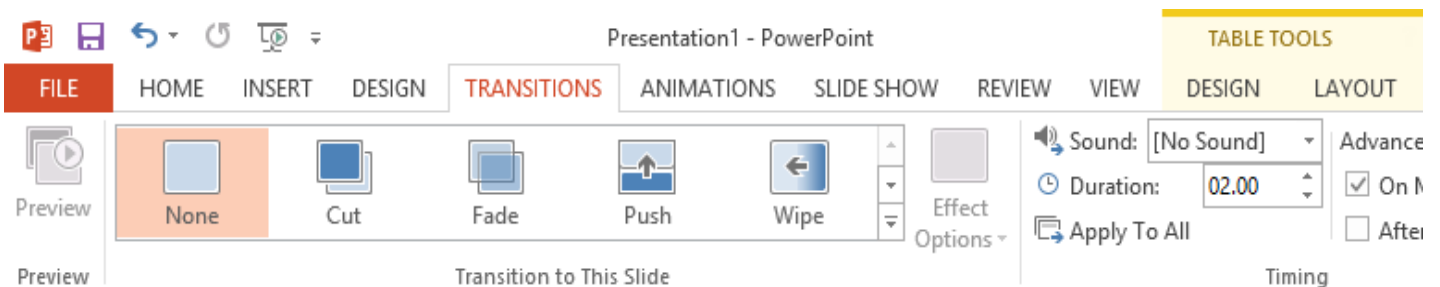
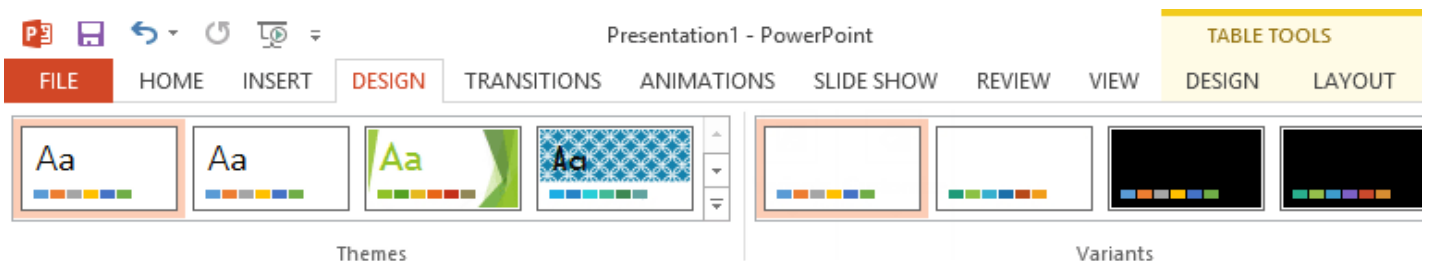
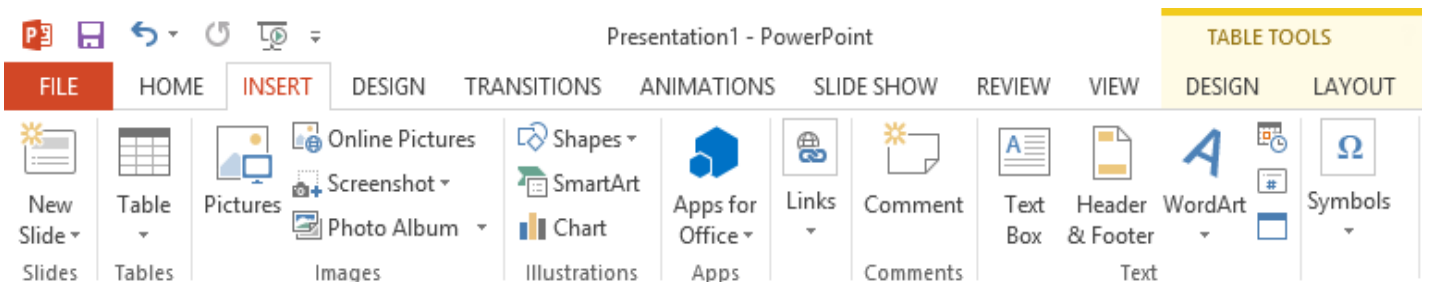
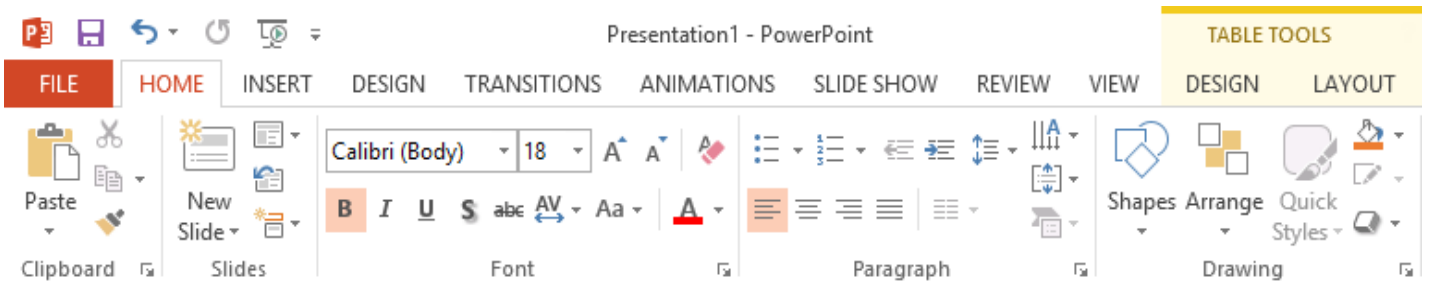


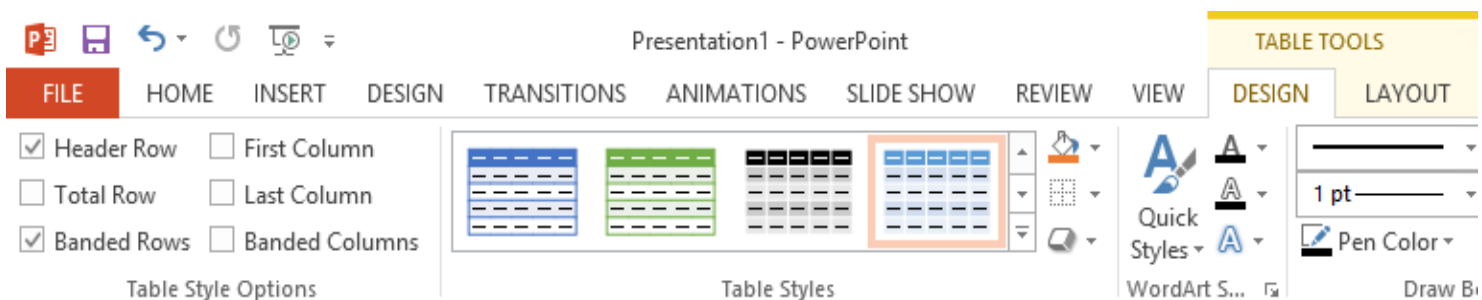
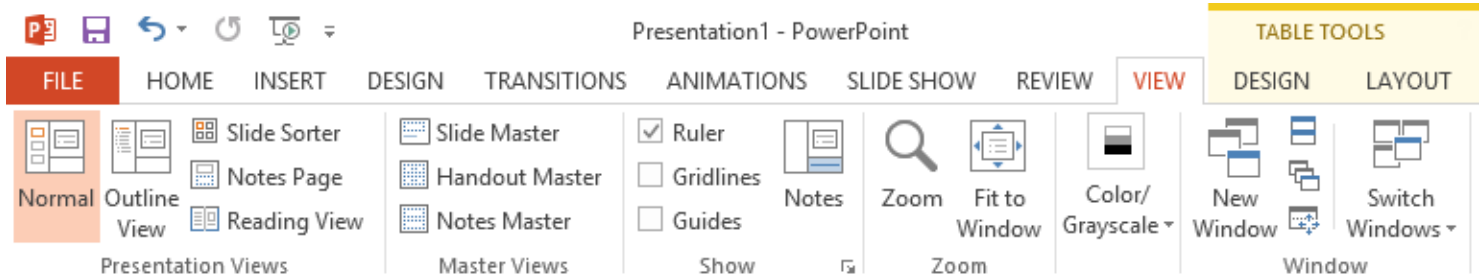
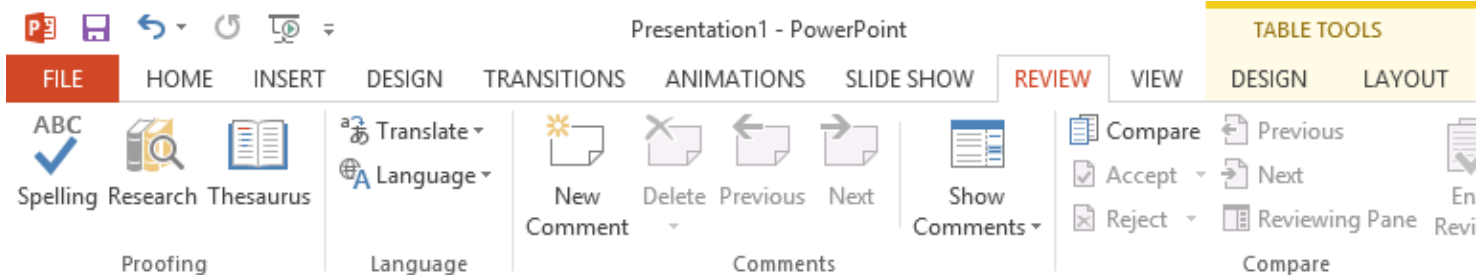
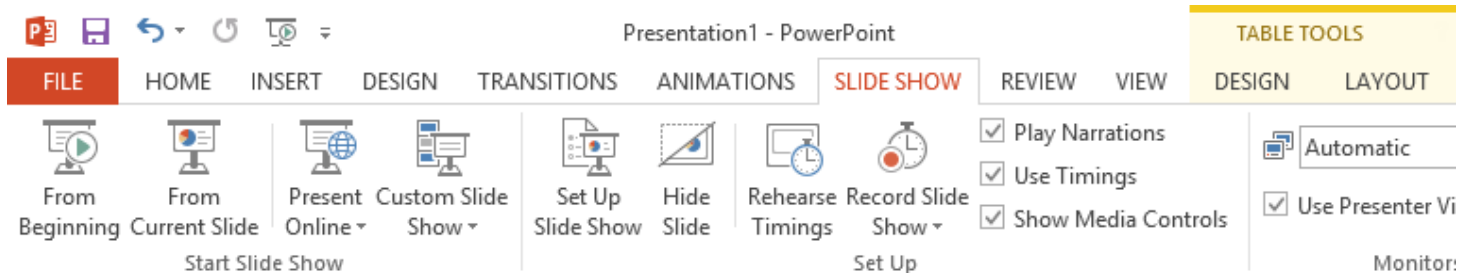
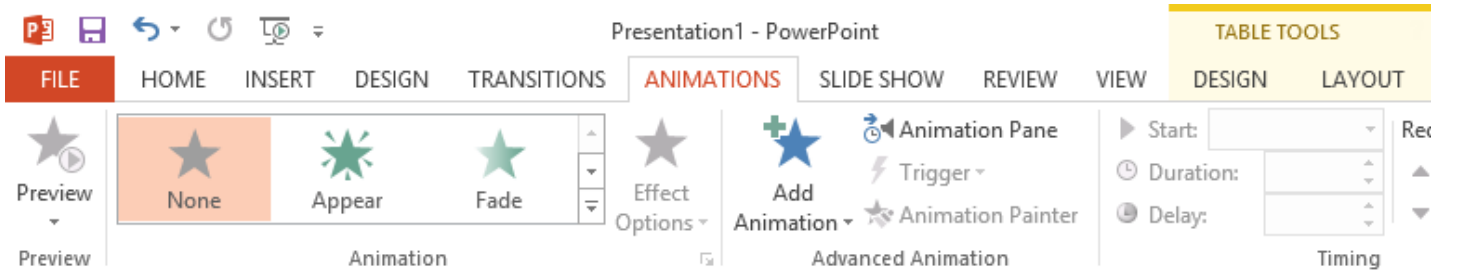
The Ribbon contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in PowerPoint.

## Exploring the Ribbon

You will need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use.

The **Home** tab gives you access to the most used commands, including **copy and paste**, **formatting**, and the **New Slide** command. The Home tab is selected by default whenever you open PowerPoint.



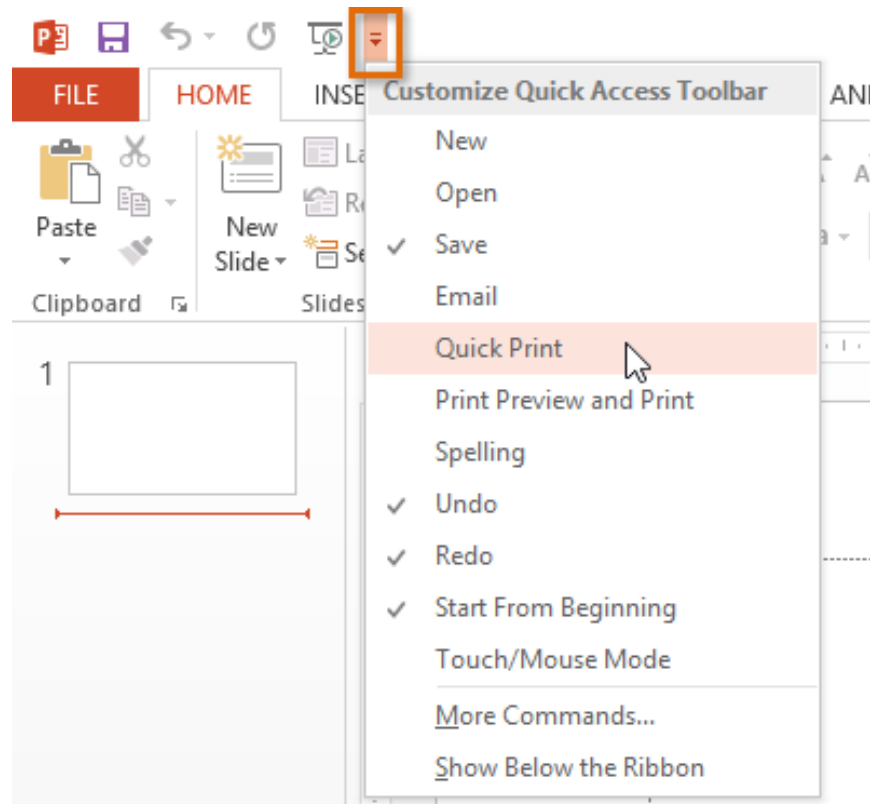


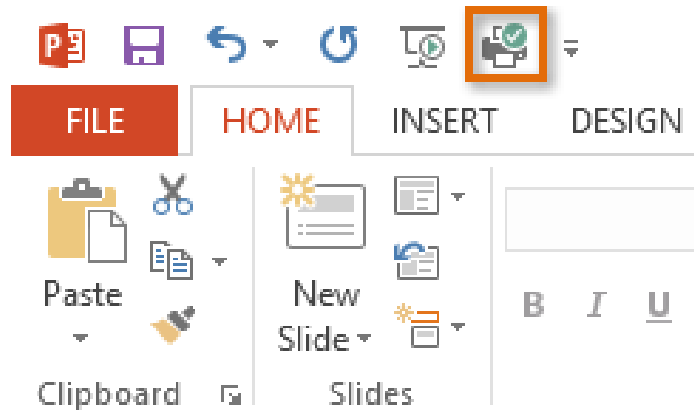
## The Quick Access toolbar

Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save, Undo, Repeat,** and **Start Presentation** commands. You can add other commands depending on your preference.

### To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.
3. The command will be added to the Quick Access toolbar.





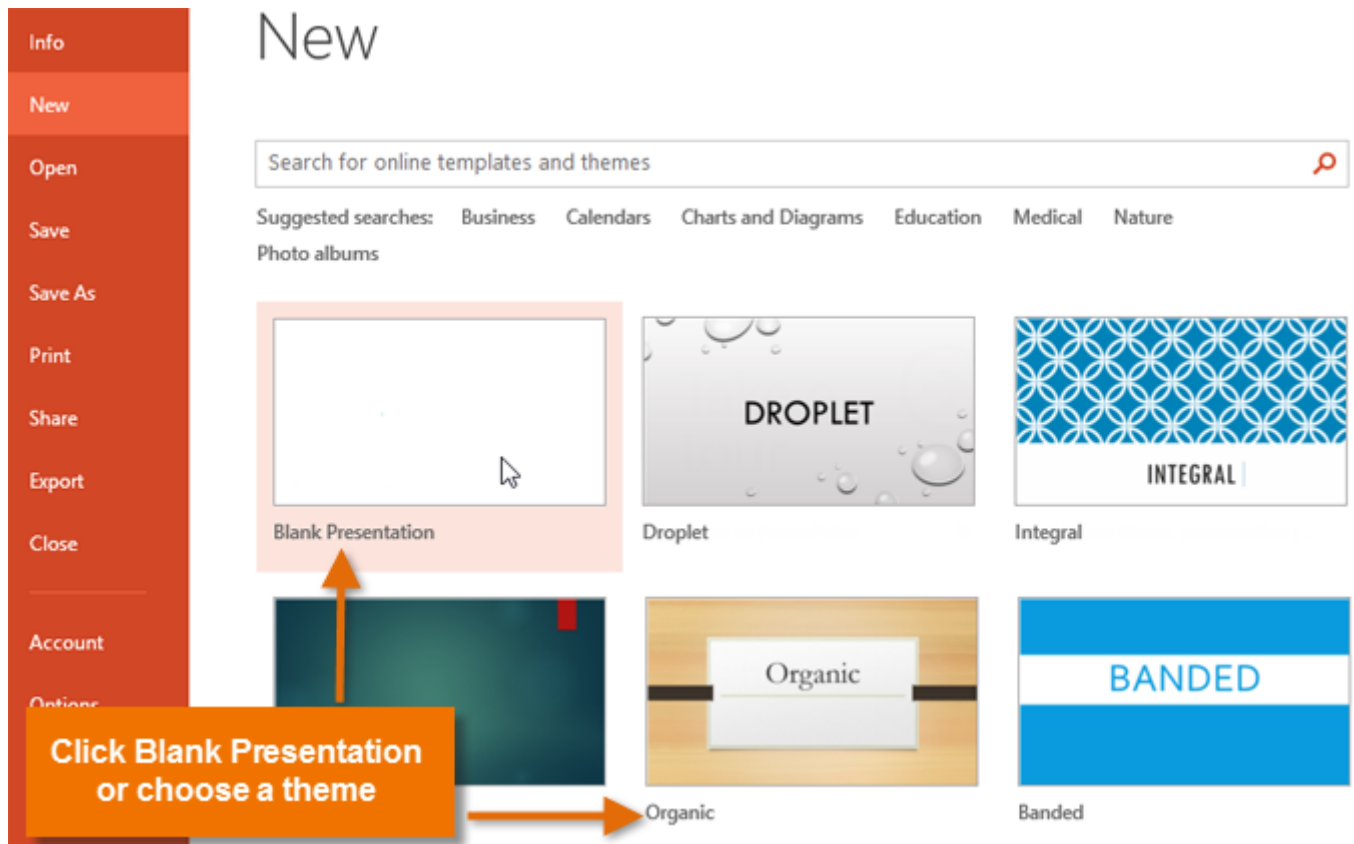
## Creating and Opening Presentations

### Introduction

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to create a new **presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

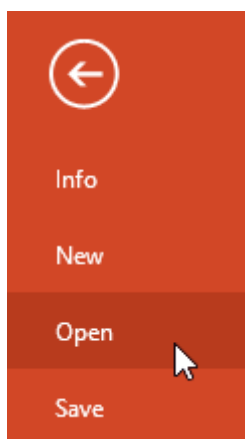
### To create a new presentation:

1. Select the **File** tab to go to **Backstage view**.
2. Select **New** on the left side of the window, then click **Blank Presentation** or choose a **theme**.
3. A new presentation will appear.



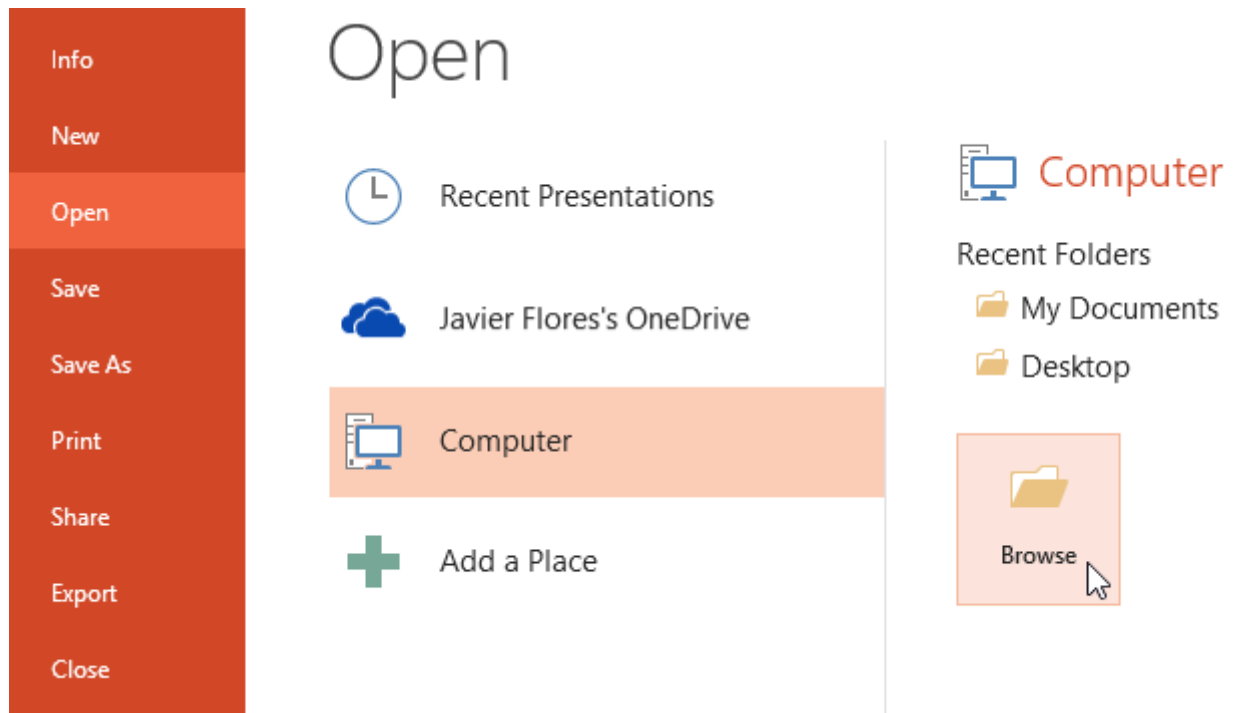
**To open an existing presentation:**

1. Select the **File** tab to go to **Backstage view**.
2. Select **Open**.





3. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.



4. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

## Save and Save As

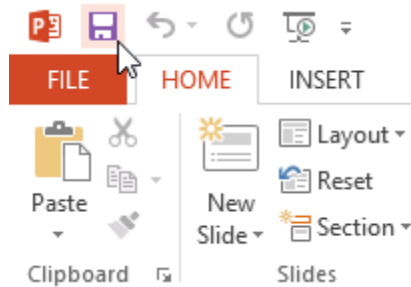
PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

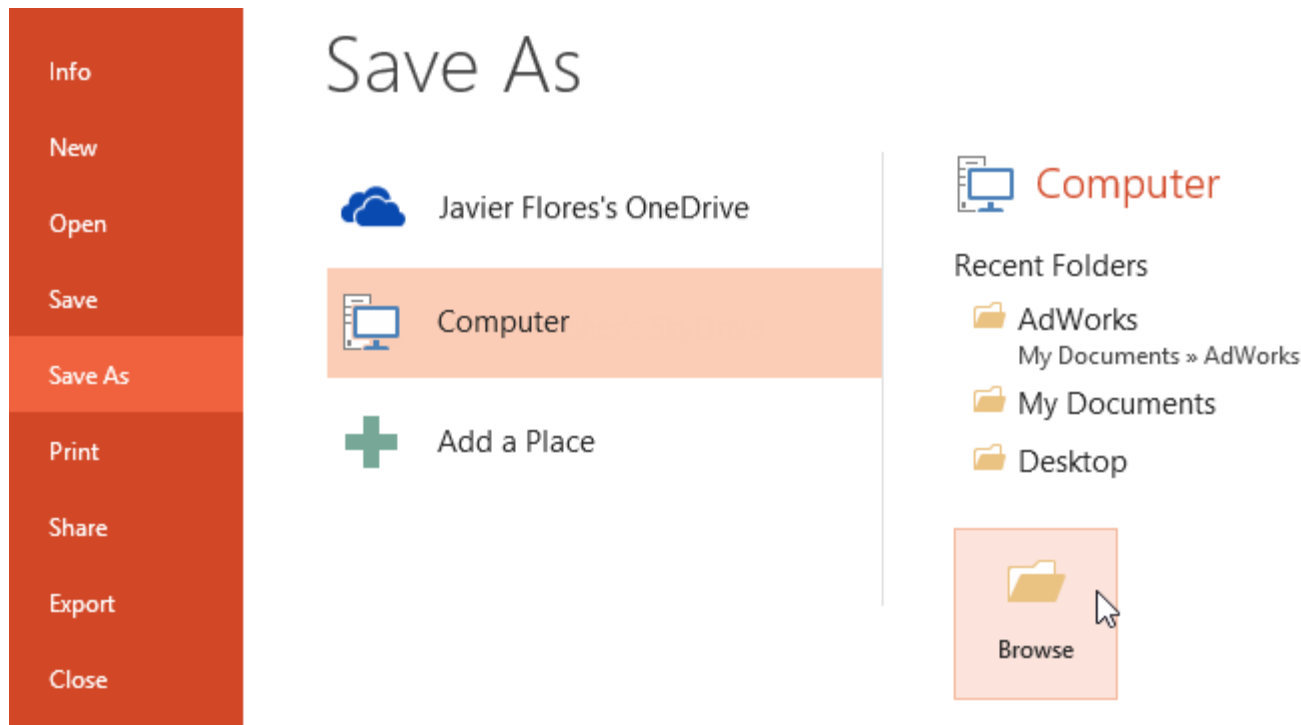
### To save a presentation:

It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the presentation so it will be easy to find later.

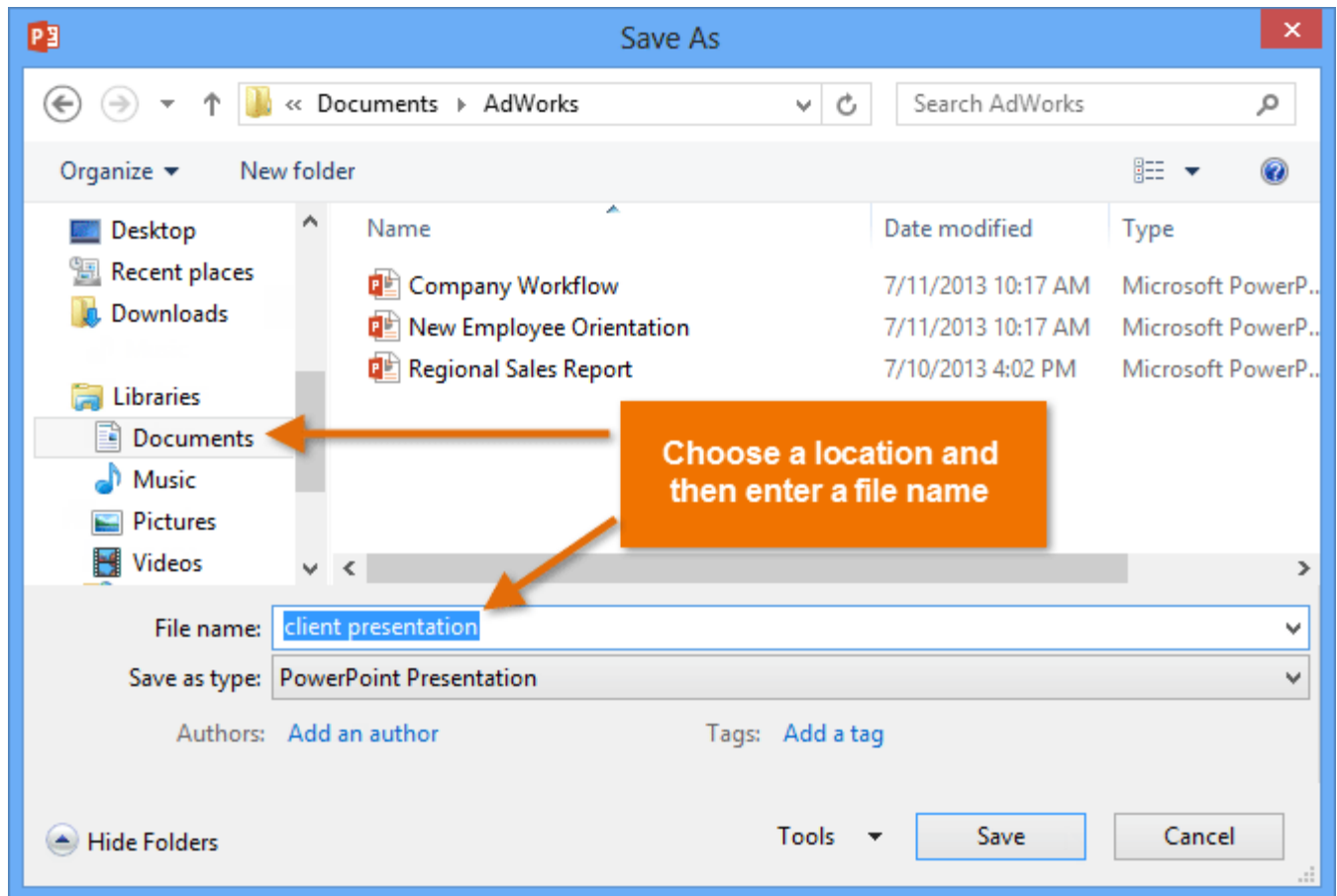
1. Locate and select the **Save** command on the **Quick Access toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the presentation to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation.
5. Enter a **file name** for the presentation, then click **Save**.



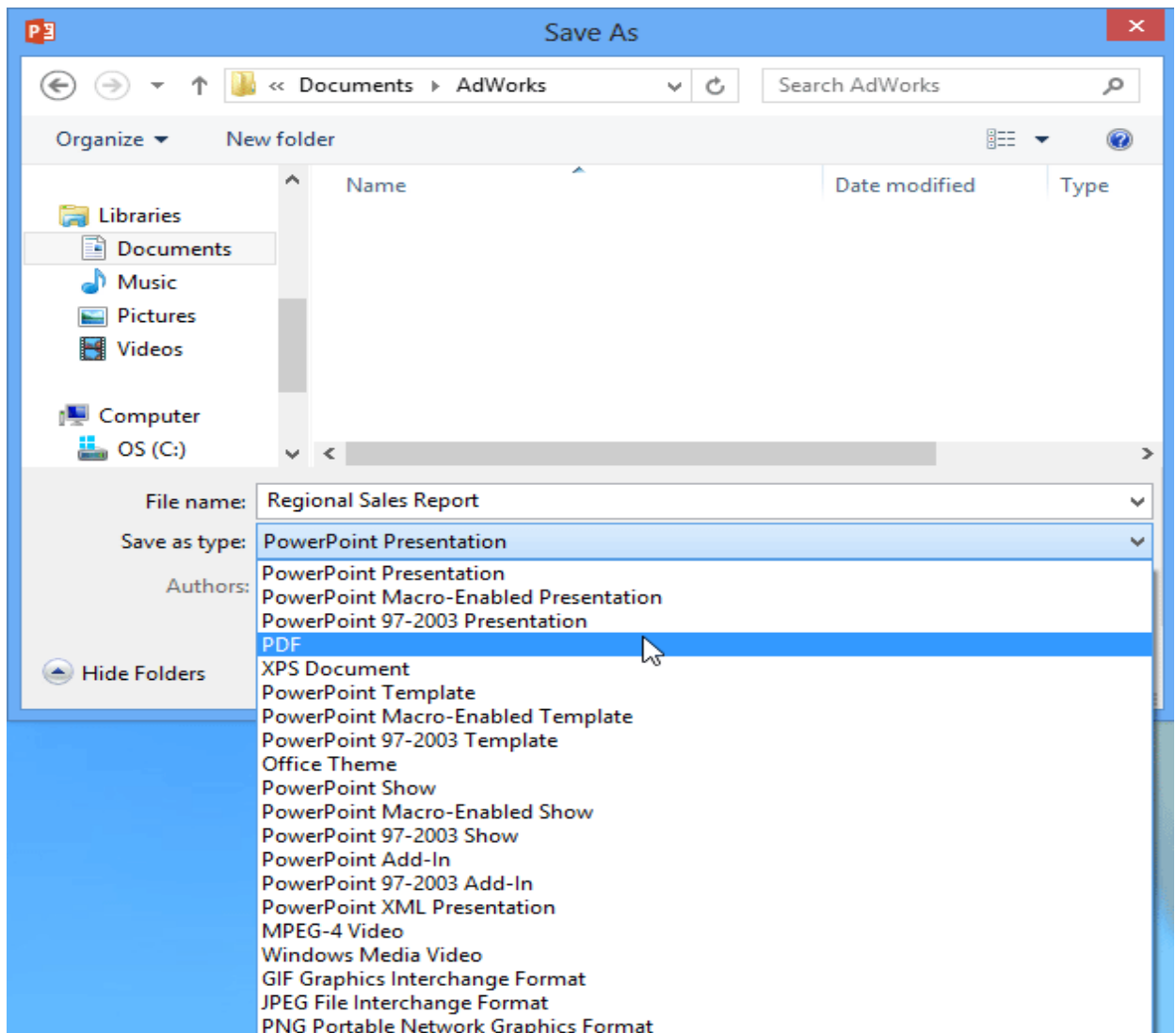
6. The presentation will be **saved**. You can click the **Save** command again to save your changes as you modify the presentation.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

## Exporting presentations

By default, PowerPoint presentations are saved in the **.pptx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **PowerPoint 97-2003 presentation**. It's easy to **export** your presentation from PowerPoint in a variety of file types:

- **PDF:** Saves the presentation as a **PDF document** instead of a PowerPoint file
- **Video:** Saves the presentation as a video
- **Package for CD:** Saves the presentation in a folder along with the Microsoft PowerPoint Viewer, a special slide show player anyone can download
- **Handouts:** Prints a handout version of your slides
- **Other file type:** Saves in other file types, including **PNG** and **PowerPoint 97-2003**



## Lesson 2:

- Slide Basics
- Slide master
- Organizing slides
- Working with slide
- Customizing slides
- Using find and replace

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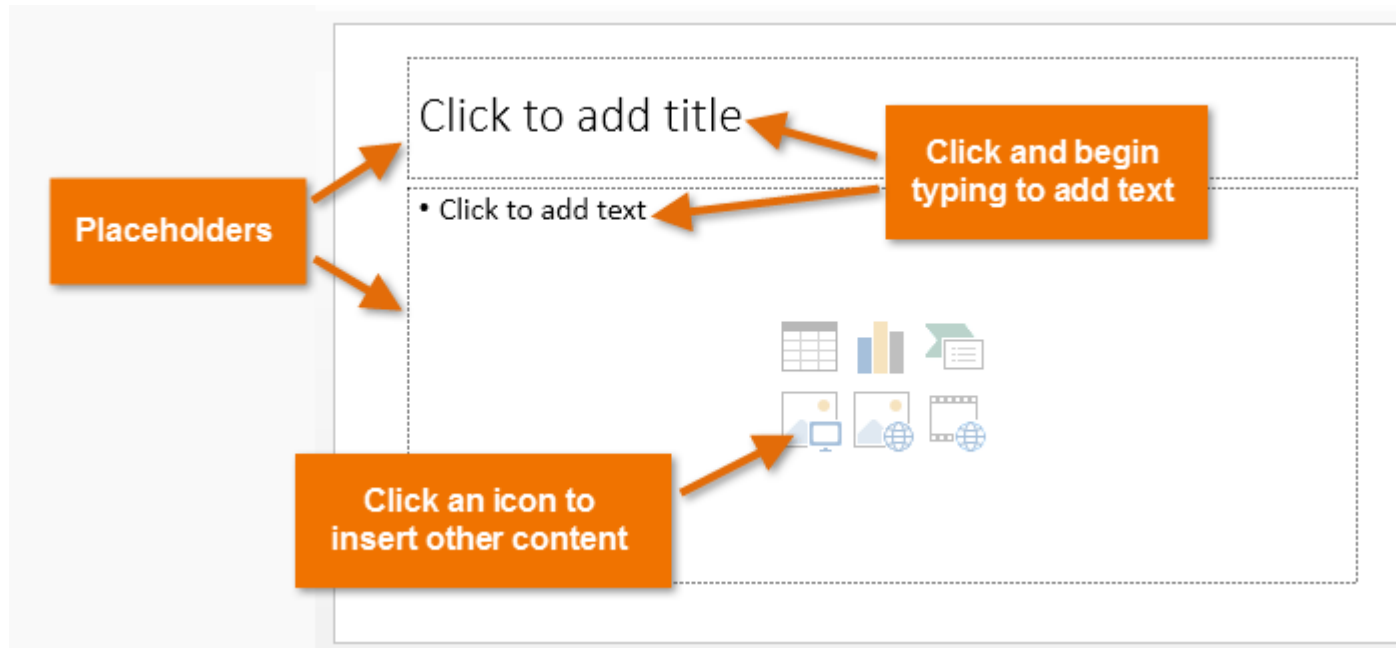
## Slide Basics

### Introduction

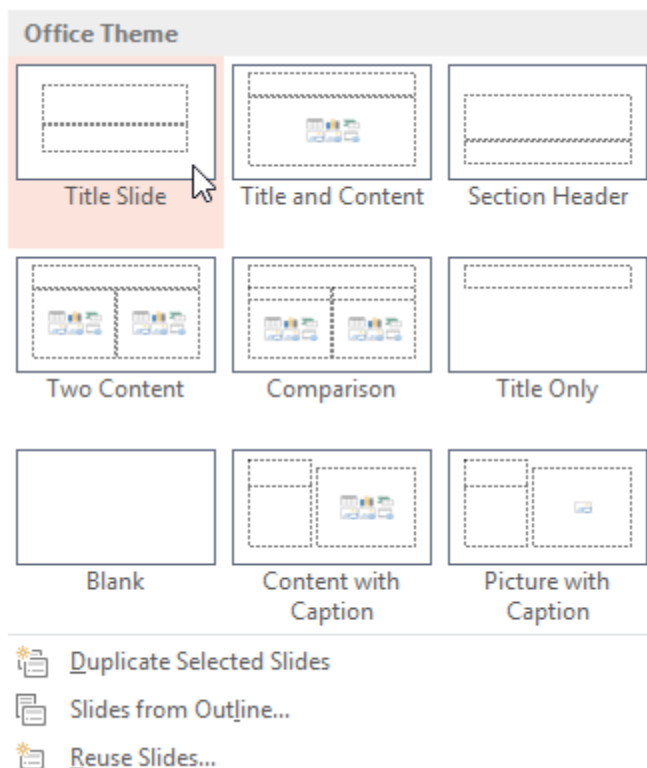
PowerPoint presentations are made up of a series of **slides**. Slides contain the information you will present to your audience. This might include **text**, **pictures**, and **charts**. Before you start creating presentations, you'll need to know the basics of working with **slides** and **slide layouts**.

### Understanding slides and slide layouts

When you insert a **new slide**, it will usually have **placeholders**. Placeholders can contain different types of content, including **text** and **images**. Some placeholders have **placeholder text**, which you can replace with your own text. Others have **thumbnail icons** that allow you to insert pictures, charts, and videos.



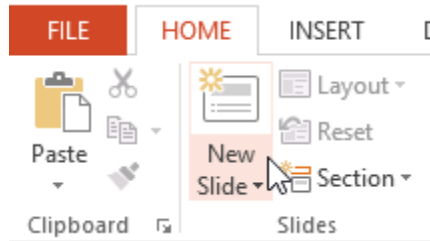
Slides have different **layouts** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.



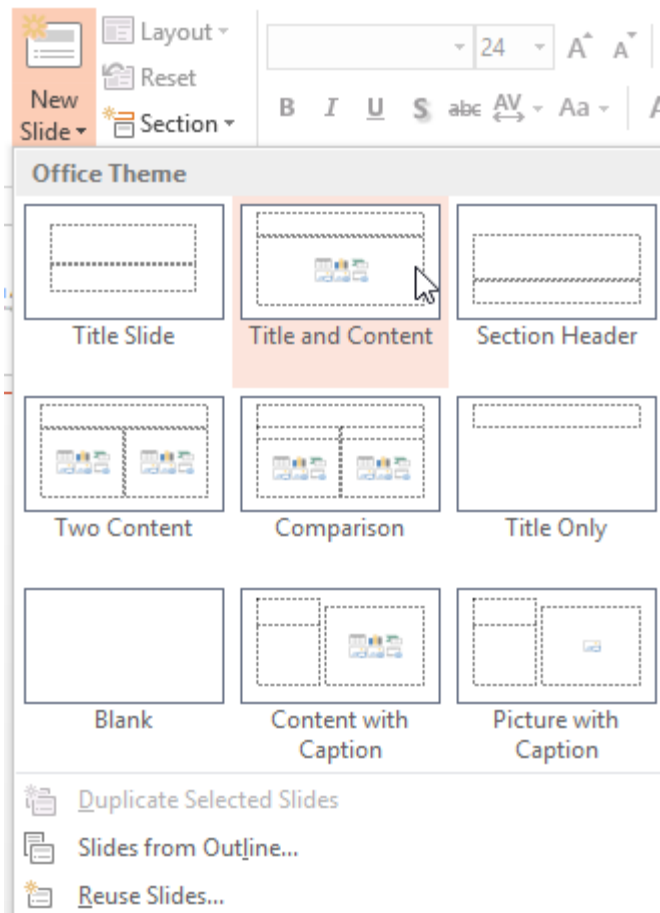
**To insert a new slide:**

Whenever you start a new presentation, it will contain **one slide** with the **Title Slide** layout. You can insert as many slides as you need from a variety of layouts.

1. From the **Home** tab, click the **bottom half** of the **New Slide** command.

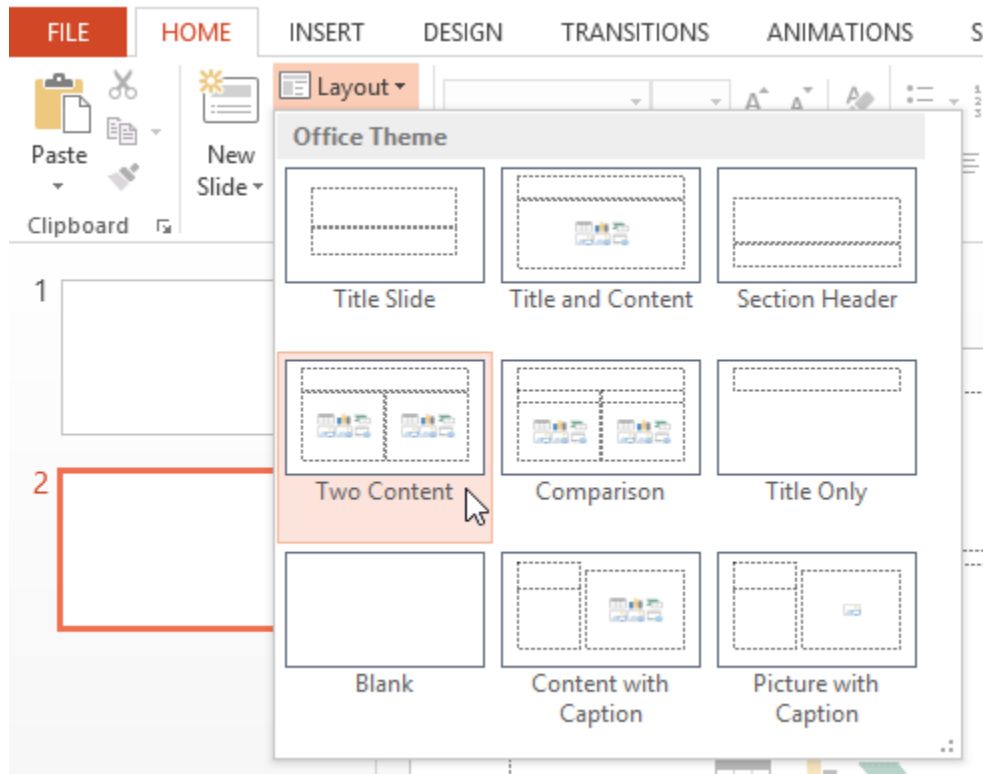


2. Choose the desired **slide layout** from the menu that appears.



3. The new slide will appear. Click any **placeholder** and begin typing to add text. You can also click an **icon** to add other types of content, such as a **picture** or a **chart**.

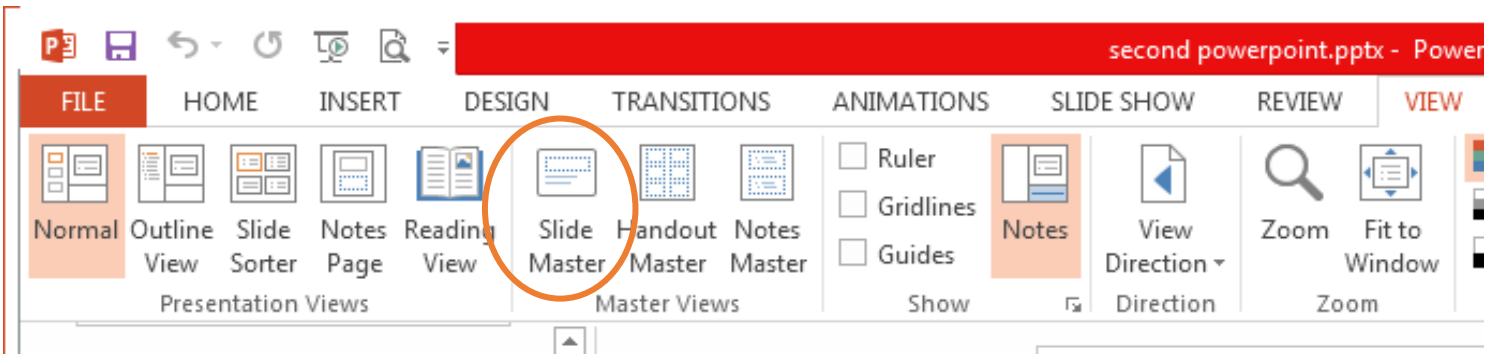
To change the layout of an existing slide, click the **Layout** command, then choose the desired layout.



## Slide Master

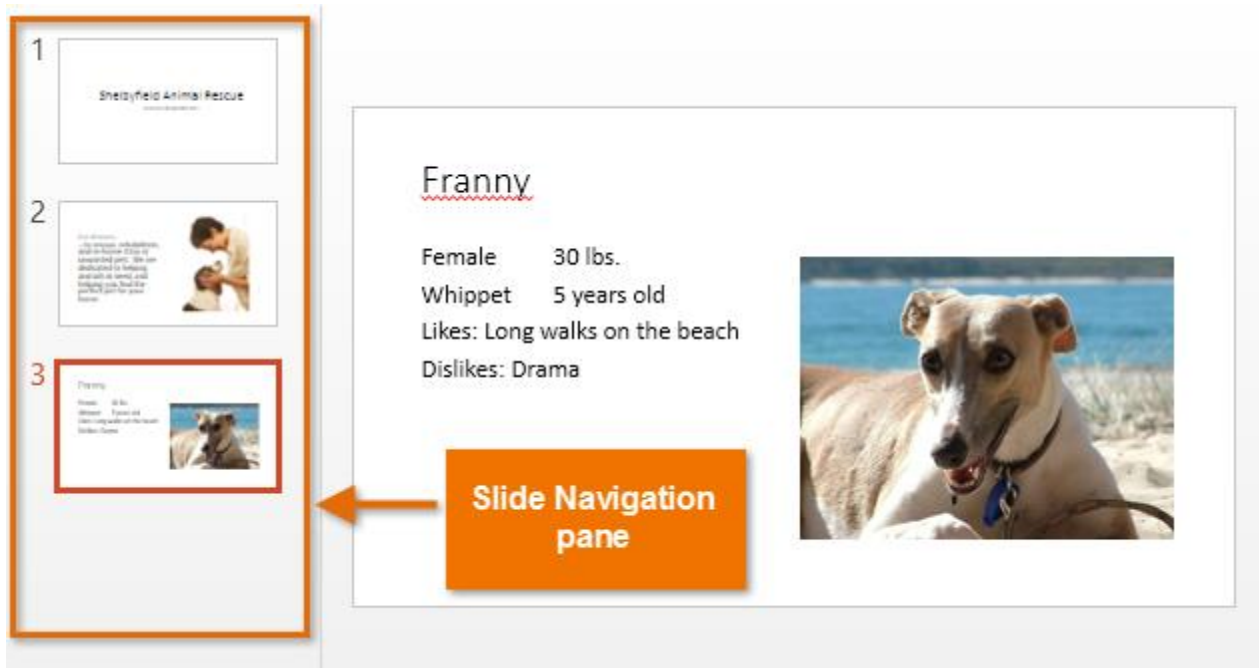
- A master is a slide that contains the text and other objects that appear on all slides of the same type.
- PowerPoint presentations have two types of masters:
  - The Title Master contains objects that appear on the title slide
  - The Slide Master contains objects that appear on all slides except the title slide
- You will use the masters to make design changes that you want to appear on every slide:
  - If you want your company logo to appear on the bottom right of every page, you will add it to the Slide Master
  - If you want a picture of your office on a single slide, you add the picture to only that slide





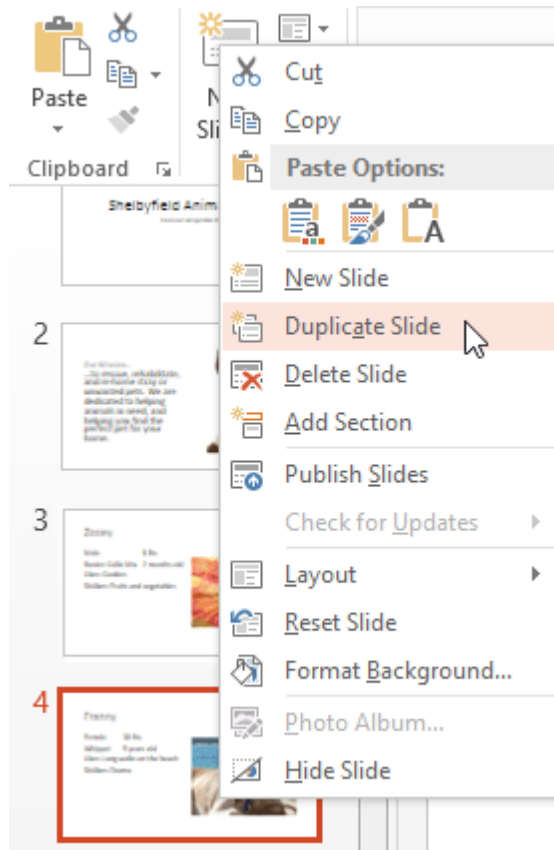
## Organizing slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.



### Working with slides

- **Duplicate slides:** If you want to copy and paste a slide quickly, you can **duplicate** it. To duplicate slides, select the slide you want to **duplicate**, right-click the mouse, and choose **Duplicate Slide** from the menu that appears. You can also duplicate **multiple slides** at once by selecting them first.



- **Move slides:** It's easy to change the **order** of your slides. Just click, hold, and drag the **desired slide** in the Slide Navigation pane to the desired position.



- **Delete slides:** If you want to remove a slide from your presentation, you can **delete** it. Simply select the slide you want to delete, then press the **Delete** or **Backspace** key on your keyboard.

### **To copy and paste slides:**

If you want to create several slides with the same layout, you may find it easier to **copy and paste** a slide you've already created instead of starting with an empty slide.

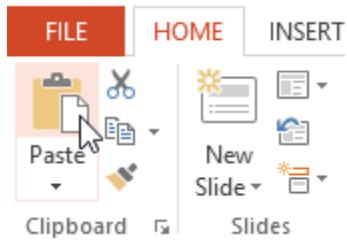
1. Select the **slide** you want to copy in the Slide Navigation pane, then click the **Copy** command on the **Home** tab.



2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A **horizontal insertion point** will appear.



3. Click the **Paste** command on the **Home** tab.



4. The slide will appear in the selected location.

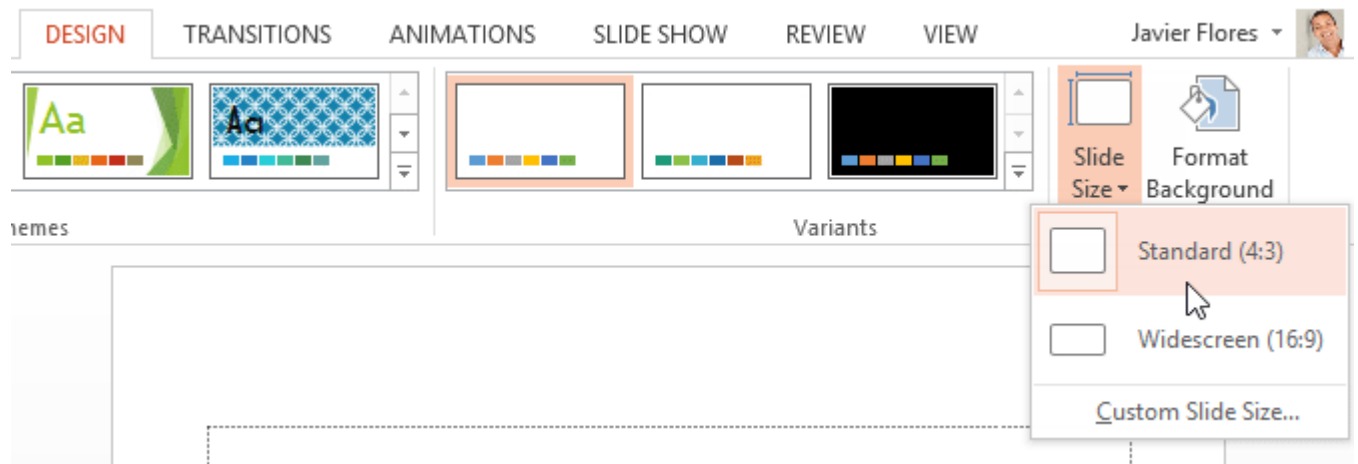


## Customizing slides

### To change the slide size:

By default, all slides in PowerPoint use a **16 by 9**—or **widescreen**—aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a standard **4-by-3** screen, it's easy to change the slide size to fit.

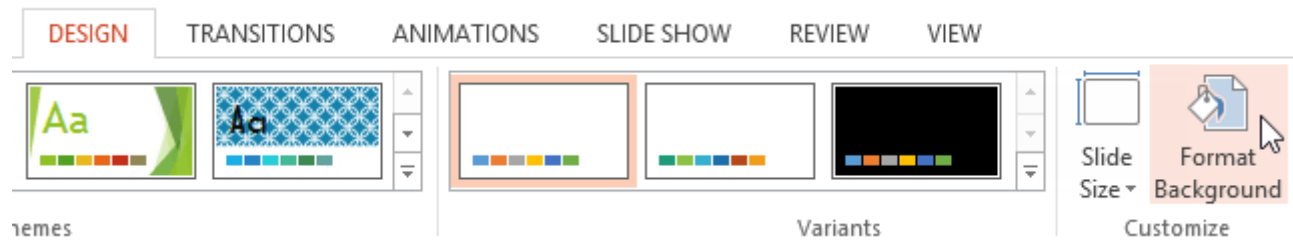
- To change the slide size, select the **Design** tab, then click the **Slide Size** command. Choose the desired slide size from the menu that appears or click **Custom Slide Size...** for more options.



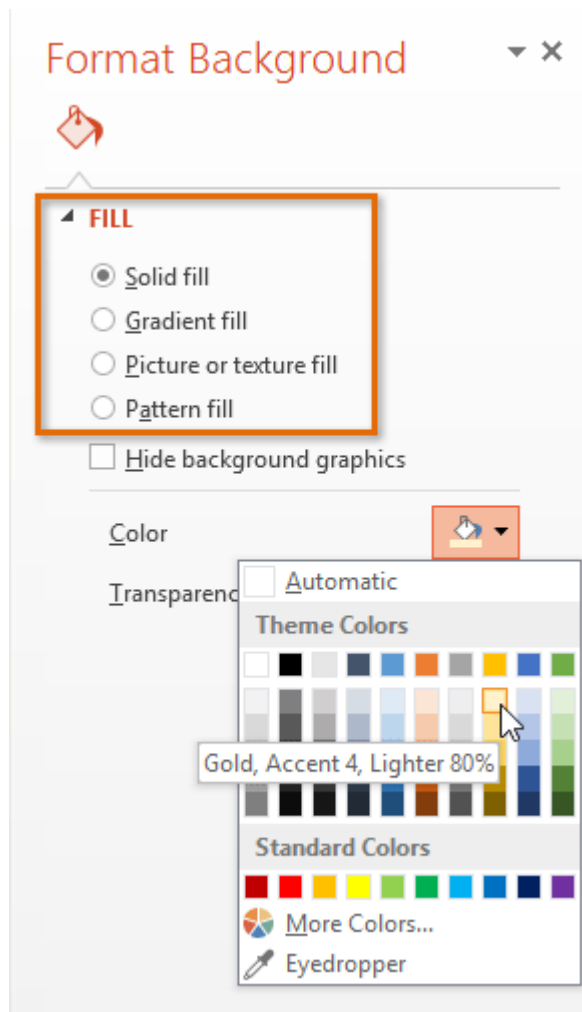
### To format the slide background:

By default, all slides in your presentation use a **white background**. It's easy to change the background style for some or all of your slides. Backgrounds can have a **solid**, **gradient**, **pattern**, or **picture** fill.

1. Select the **Design** tab, then click the **Format Background** command.



2. The **Format Background** pane will appear on the right. Select the desired fill options. In our example, we'll use a **Solid fill** with a **light gold** color.

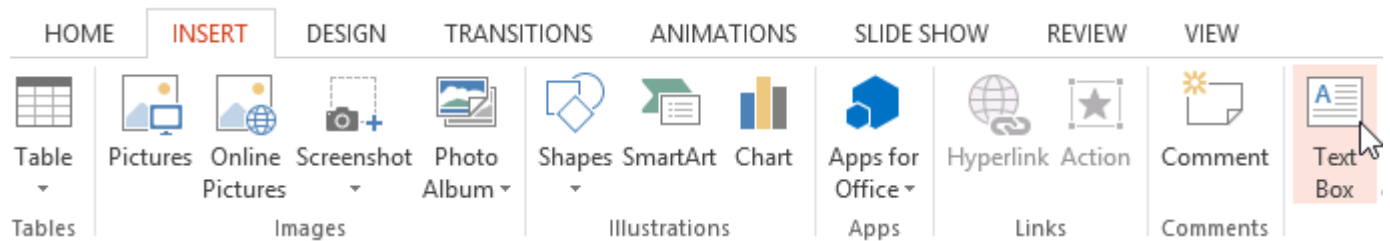


3. The background style of the selected slide will update.
4. If you want, you can click **Apply to All** to apply the same background style to all slides in your presentation.

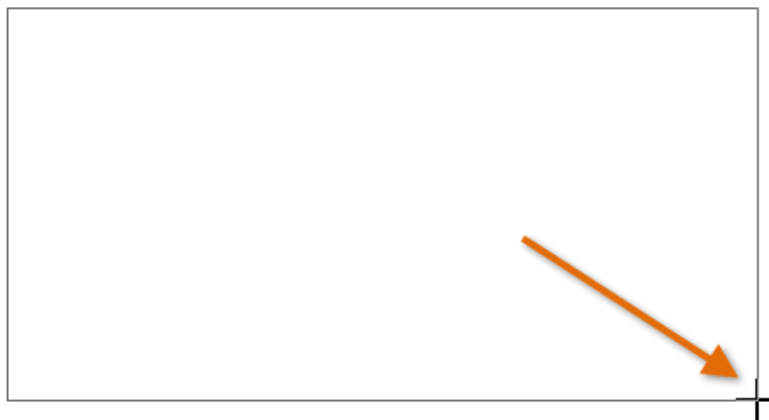
**To add a text box:**

Text can be inserted into both **placeholders** and **text boxes**. Inserting **text boxes** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the **Insert** tab, select the **Text Box** command.

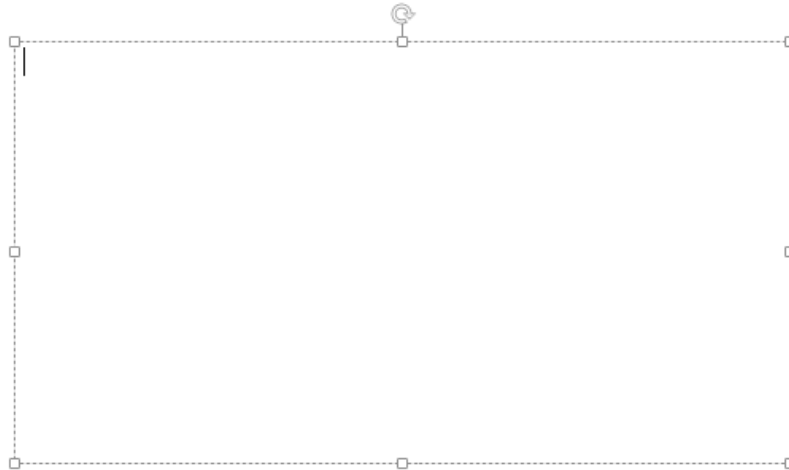


2. Click, hold, and drag to draw the text box on the slide.



3. The text box will appear. To add text, simply click the text box and begin typing.

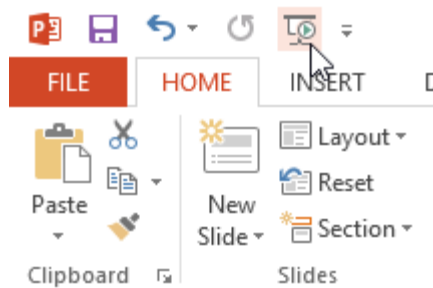




### To play the presentation:

Once you've arranged your slides, you may want to **play** your presentation. This is how you will present your slide show to an audience.

1. Click the **Start from Beginning** command on the Quick Access toolbar to see your presentation.



2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by **clicking your mouse** or pressing the **spacebar** on your keyboard. Alternatively, you can use the **arrow keys** on your keyboard to move forward or backward through the presentation.
4. Press the **Esc** key to exit presentation mode.

You can also press the **F5** key at the top of your keyboard to start a presentation.

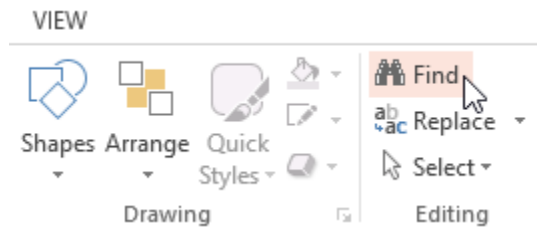
## Using Find and Replace

When you're working with longer presentations, it can be difficult and time-consuming to locate a specific word or phrase. PowerPoint can automatically search your presentation using the **Find** feature, and it allows you to quickly change words or phrases using the **Replace** feature.

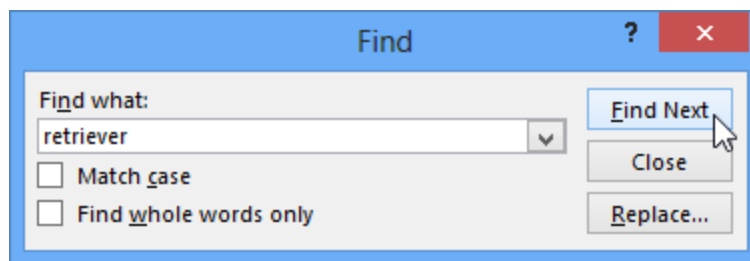
### To find text:

In our example, we'll use the **Find** feature to look for specific dog breeds in our presentation.

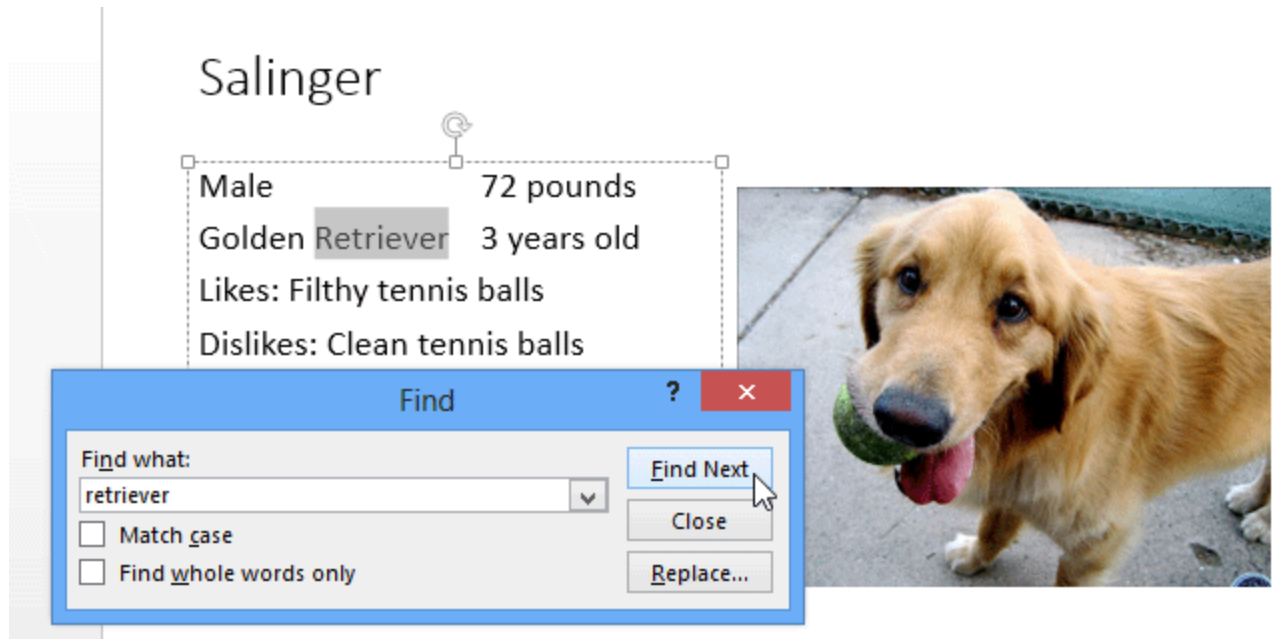
1. From the **Home** tab, click the **Find** command.



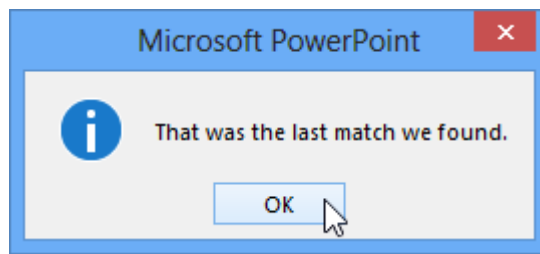
2. A dialog box will appear. Enter the **text** you want to find in the **Find what:** field, then click **Find Next**.



3. If the text is found, it will be selected.



4. Click **Find Next** to find further instances. If none are found, a dialog box will appear. Click **OK**.



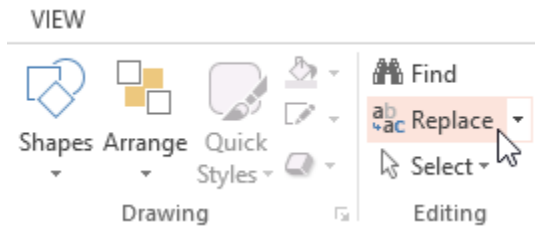
5. When you are finished, click **Close** to exit the dialog box.

You can also access the Find command by pressing **Ctrl+F** on your keyboard.

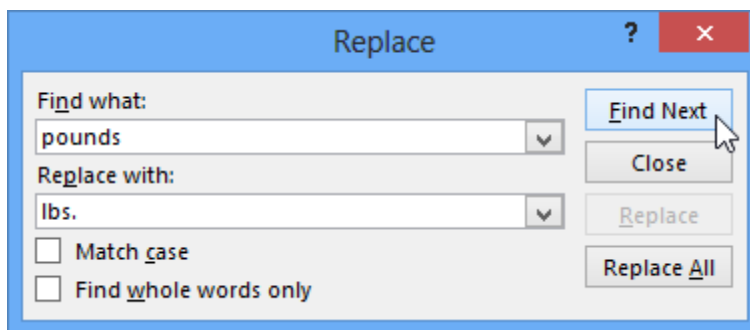
### To replace text:

At times, you may discover that you've repeatedly made a mistake throughout your presentation—such as misspelling someone's name—or that you need to exchange a particular word or phrase for another. You can use the **Replace** feature to make quick revisions. In our example, we'll replace with word **pounds** with the abbreviation **lbs**.

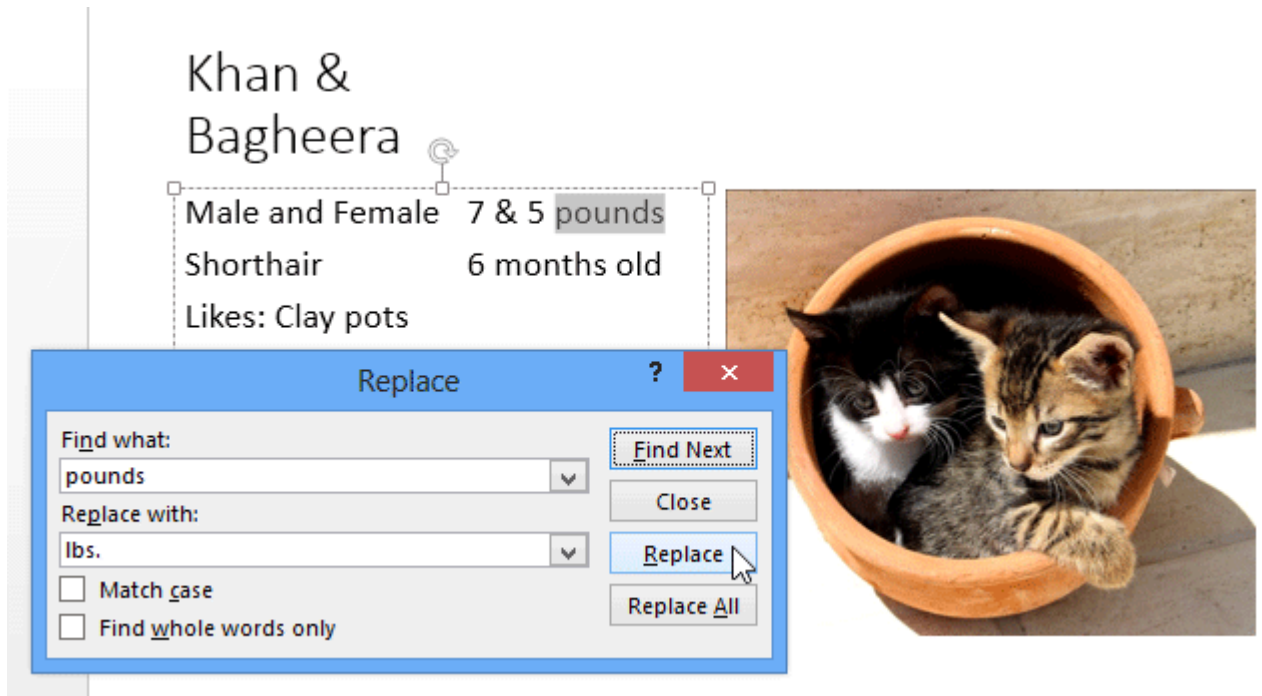
1. From the **Home** tab, click the **Replace** command.



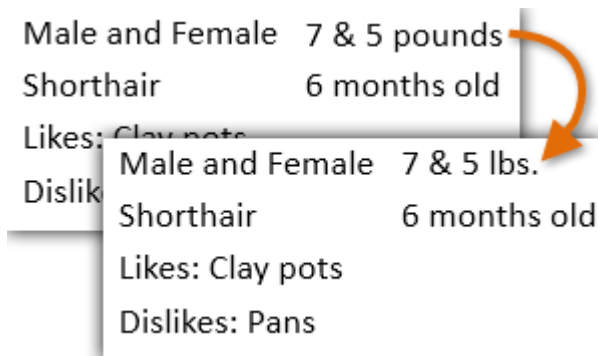
2. A dialog box will appear. Type the text you want to find in the **Find what:** field.
3. Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.



4. If the text is found, it will be selected. Review the text to make sure you want to replace it.
5. If you want to replace it, select one of the **replace** options. **Replace** will replace individual instances and **Replace All** will replace every instance. In our example, we'll use the **Replace** option.



- The selected text will be **replaced**.



- PowerPoint will move to the next instance of the text in the presentation. When you are finished replacing text, click **Close** to exit the dialog box.

### Lesson 3:

- Design
- Applying Transitions
- Printing

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## Design in PowerPoint

### Themes

1. Select the **Design** tab.
2. Select one of the **Themes**.
3. Select one of the **Variants**.



### Use PowerPoint Designer

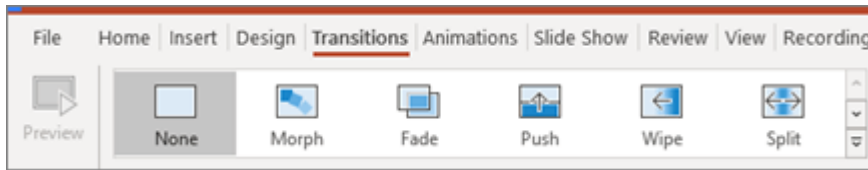
1. Insert one or more pictures, a list of items, or a list of dates.
2. The **Designer** panel will open. Select the design you want.

### Transitions

To add a special effect, to transition from one slide to another:

1. Select the slide you want to add a transition to.
2. On the **Transitions** tab, select the effect you want.
3. Select **Effect Options** to change how the transition happens: **From Right, From Left, ...**

To undo a transition, select **None**.



## Applying Transitions

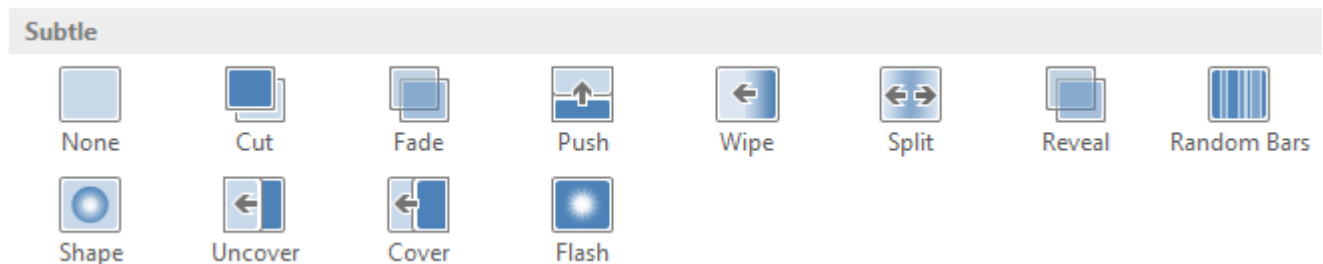
### Introduction

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen **slide transitions**. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look

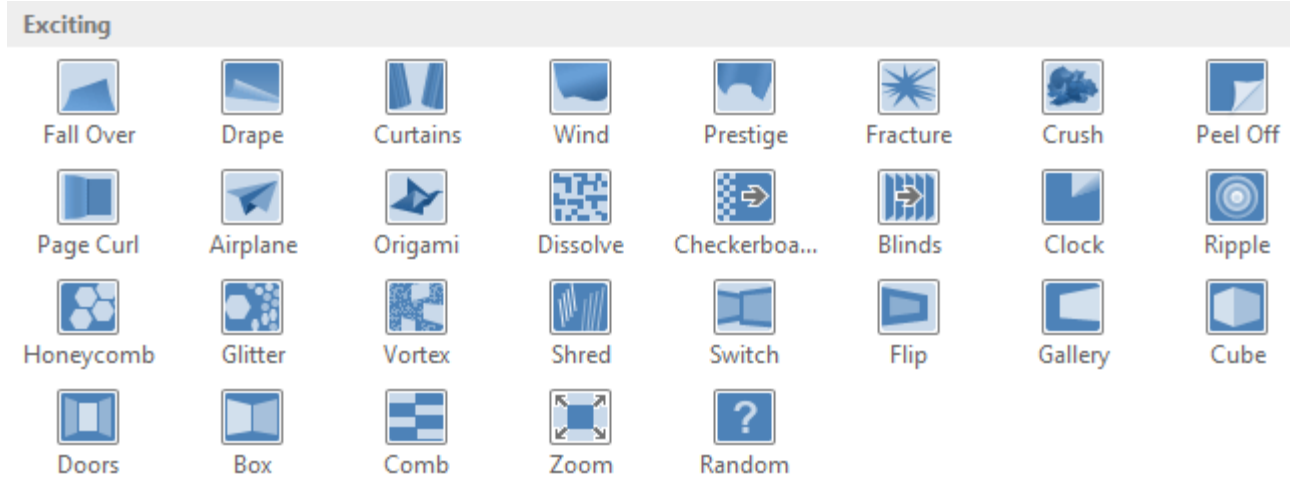
### About transitions

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

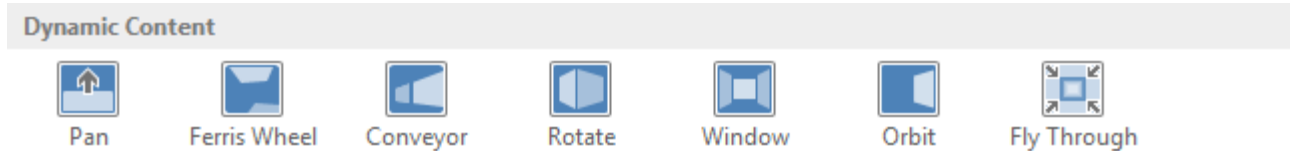
- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.



- **Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.



- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.



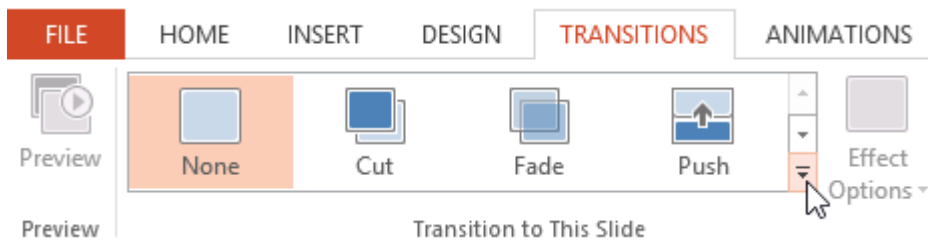
**To apply a transition:**

1. Select the **desired slide** from the **Slide Navigation** pane. This is the slide that will appear **after** the transition.

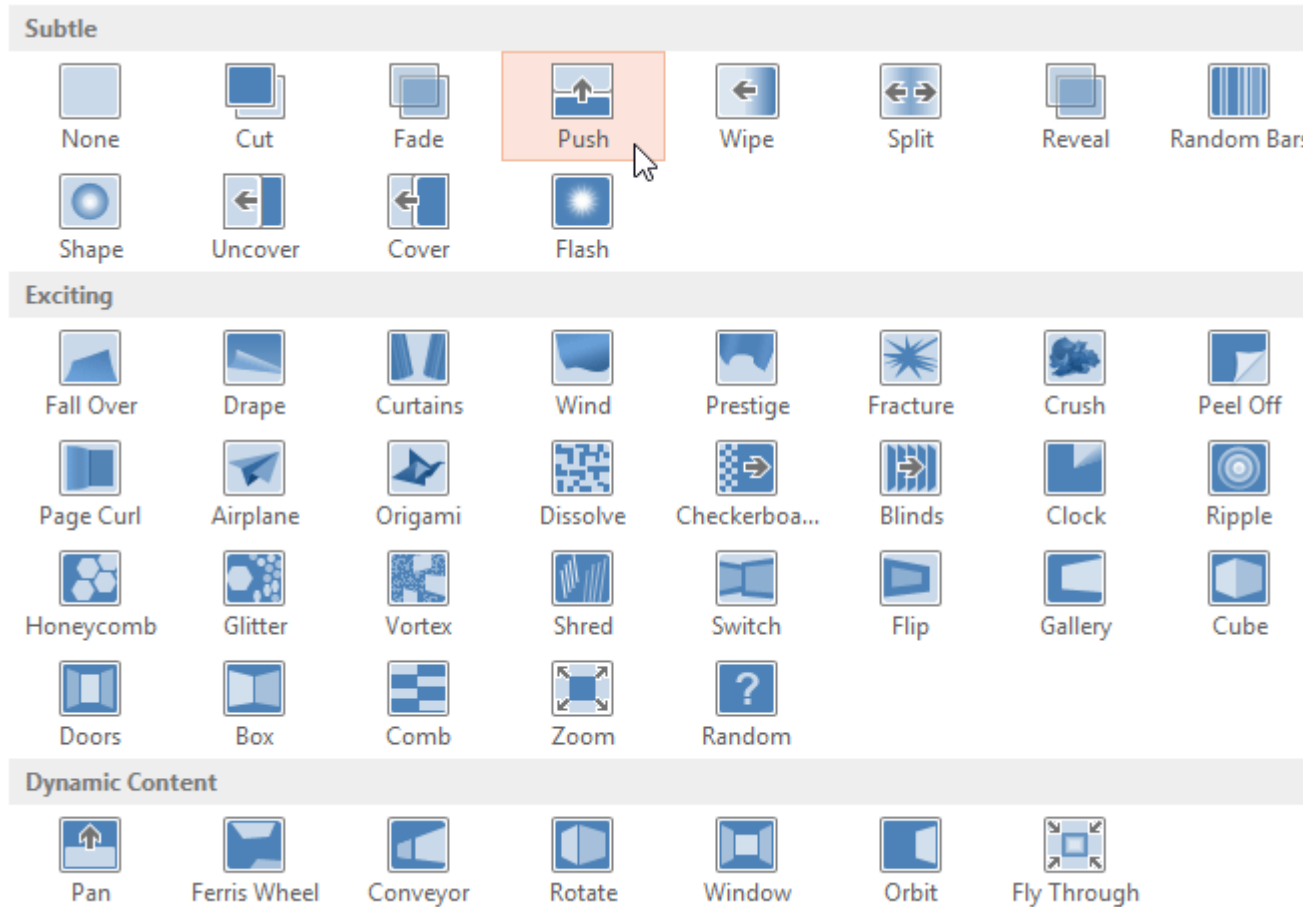




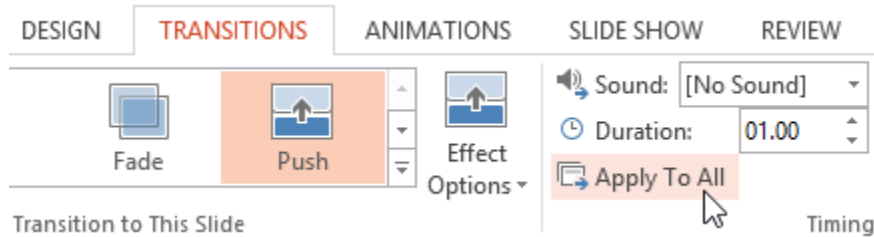
2. Click the **Transitions** tab, then locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
3. Click the **More** drop-down arrow to display all transitions.



4. Click a **transition** to apply it to the selected slide. This will automatically preview the transition.

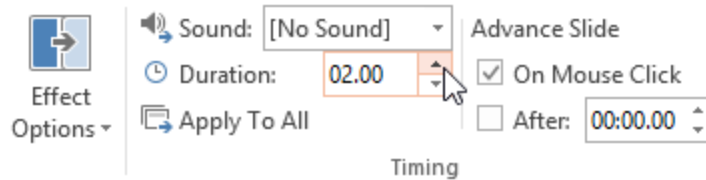


You can use the **Apply To All** command in the **Timing** group to apply the same transition to all slides in your presentation. Keep in mind that this will modify any other transitions you've applied.



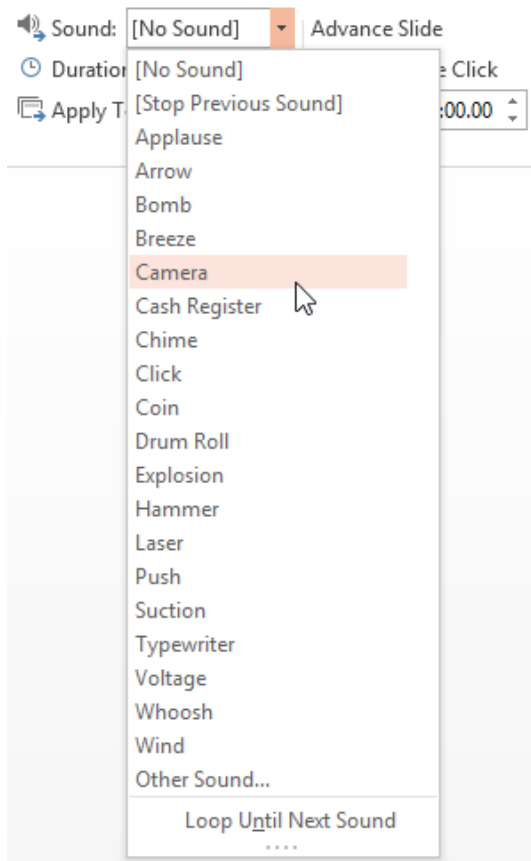
**To modify the transition duration:**

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll increase the time to two seconds—or 02.00—to make the transition **slower**.



**To add sound:**

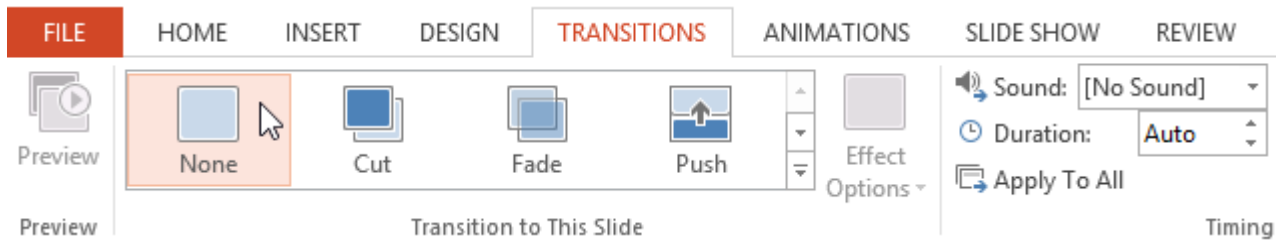
1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.



Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

**To remove a transition:**

1. Select the **slide** with the transition you want to remove.
2. Choose **None** from the **Transition to This Slide** group. The transition will be removed.



To remove transitions from **all slides**, apply the **None** transition to a slide, then click the **Apply to All** command.

## Printing

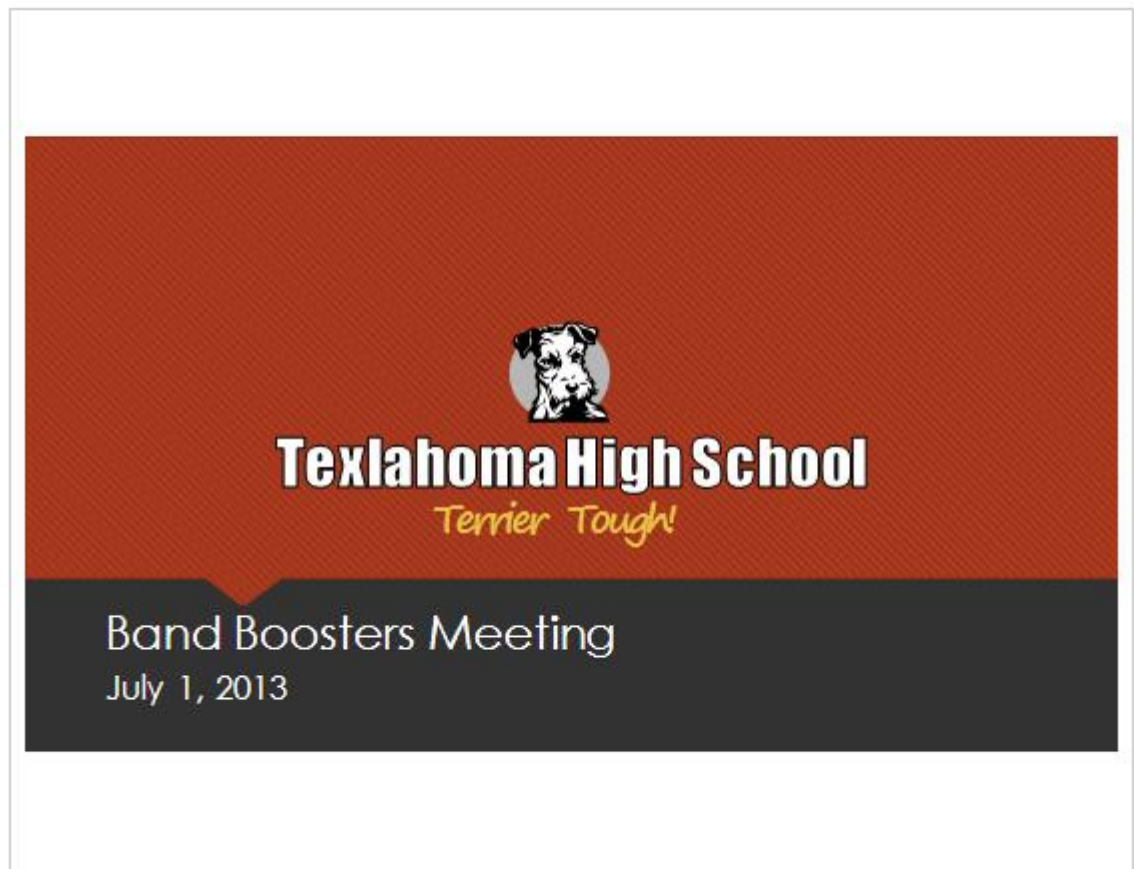
### Introduction

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to **print** them. You can even print custom versions of a presentation, which can be especially helpful when **presenting** your slide show. The **Print** pane makes it easy to preview and print your presentation.

### Print layouts

PowerPoint includes several **layouts** when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four different print layouts:

- **Full-page slides:** This prints a full page for **each slide** in your presentation. This layout would be most useful if you needed to **review** or **edit** a printed copy of your presentation.



- **Notes:** This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.

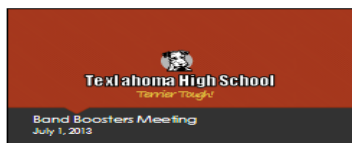


### Meeting Goals:

- Thank previous year's officers
  - Introduce new officers
  - Discuss yearly fundraising goals
  - Plan for next meeting
- 
- **Outline:** This prints an overall **outline** of the slide show. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

- 1  Band Boosters Meeting  
July 1, 2013
  
- 2  **Agenda**
  - New Officers
    - ❖ Elections and Thank You
    - ❖ Announce New Officers
    - ❖ Distribute Officer Contact Info
  - Fundraising
    - ❖ Past and Present Ideas
    - ❖ Review Yearly Results
  
- 3  **New Officer Announcement**  
2013-2014 School Year
  
- 4  **Elections and Appreciation**
  
- 5  **New 2013-14 Band Booster Officers**
  
- 6  **Fundraising**  
Past and Future
  
- 7  **Possible Fundraising Projects**

- **Handouts:** This prints **thumbnail versions** of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take notes** on each slide.



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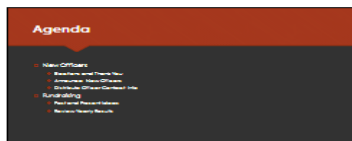
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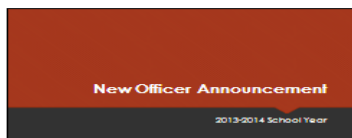
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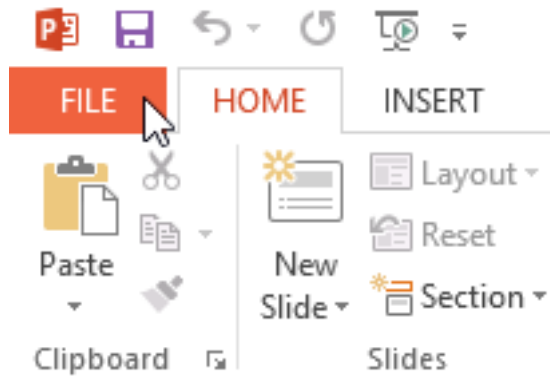
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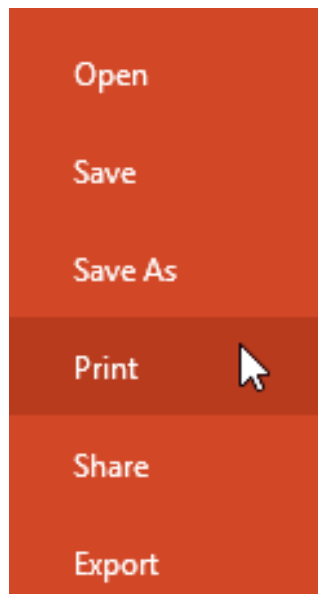
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To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.



# Print



Copies: 1

## Printer

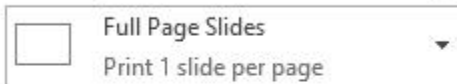


Printer Properties

## Settings



Slides:



Find more print settings

Edit Header & Footer



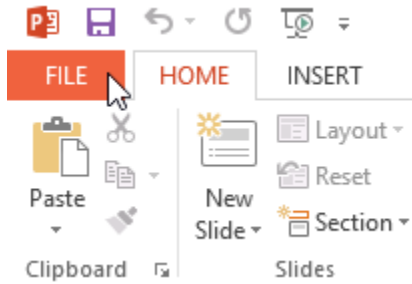
1 of 11

37%

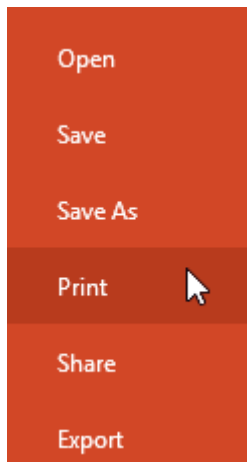
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

**To print a presentation:**

1. Select the **File** tab. **Backstage view** will appear.




2. Select **Print**. The **Print** pane will appear.




3. Choose the desired **printer** and **print range**.
4. Choose the desired **print layout** and **color** settings.

**Printer** ⓘ


 Lexmark X422 (MS) ▼  
Ready


[Printer Properties](#)


**Settings**


 **Print All Slides** ▼  
Print entire presentation


Slides:  ⓘ

 **3 Slides** ▼  
Handouts (3 slides per page)

 **Print One Sided** ▼  
Only print on one side of th...

 **Collated** ▼  
1,2,3 1,2,3 1,2,3


 **Portrait Orientation** ▼

 **Color** ▼

[Edit Header & Footer](#)

5. When you're done modifying the settings, click **Print**.

**Print**

 **Print**

Copies:

## Lesson 4:

- **Presenting Your Slide Show**
- **Lists**
- **Line spacing**

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## Presenting Your Slide Show

### Introduction

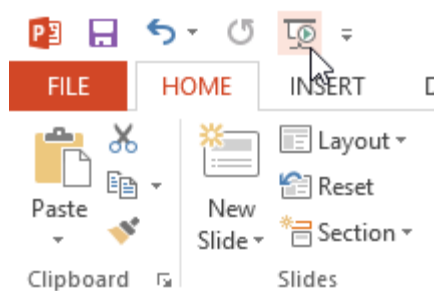
Once your slide show is complete, you'll need to learn how to **present it** to an audience. PowerPoint offers several tools and features to help make your presentation smooth, engaging, and professional.

### Presenting a slide show

Before you present your slide show, you'll need to think about the type of **equipment** that will be available for your presentation. Many presenters use **projectors** during presentations, so you might want to consider using one as well. This allows you to control and preview slides on one monitor while presenting them to an audience on another screen.

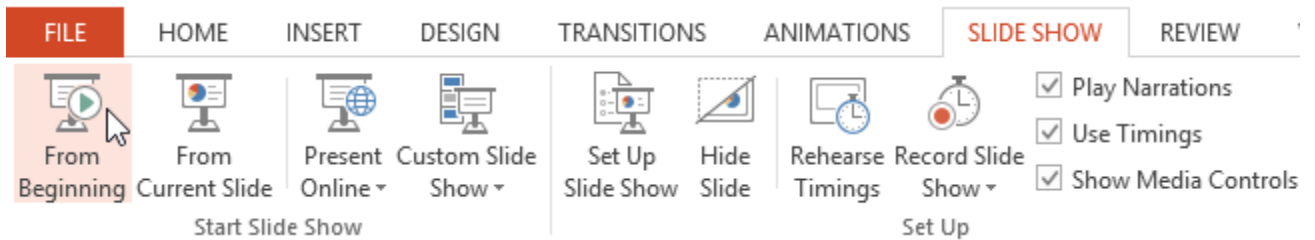
### To start a slide show:

- Click the **Start From Beginning** command on the Quick Access toolbar, or press the **F5** key at the top of your keyboard. The presentation will appear in full-screen mode.



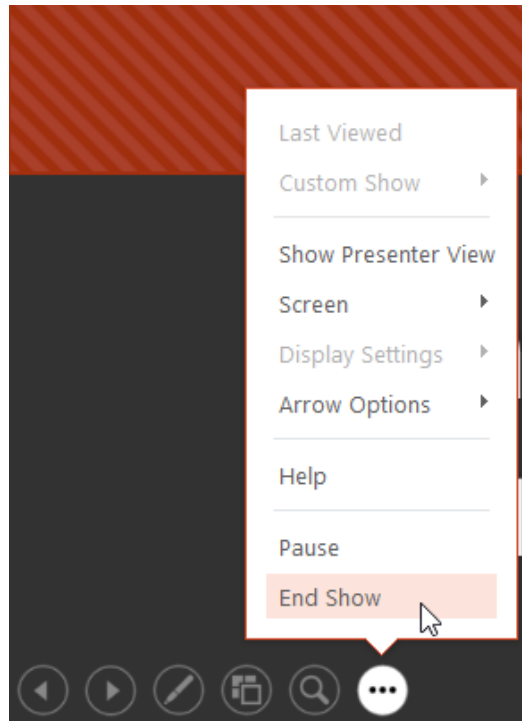


Click the **Slide Show** tab on the Ribbon to access even more options. From here, you can start the presentation **from the current slide** and access **advanced presentation options**.



**To stop a slide show:**

- You can exit presentation mode by clicking the **Esc** key on your keyboard. Alternatively, you can click the **Slide Show Options** button in the bottom-left and select **End Show**.



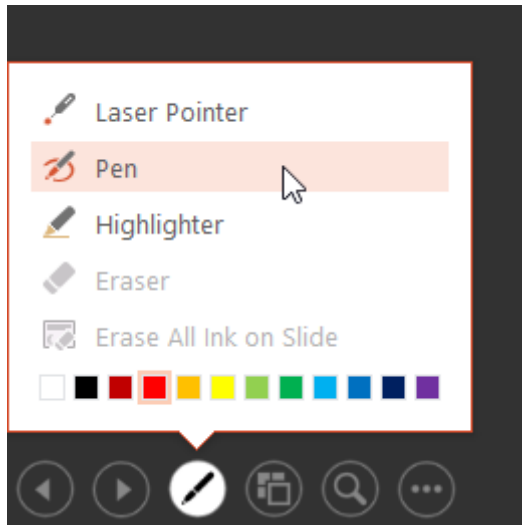
## **Presentation tools and features**

PowerPoint provides convenient tools you can use while presenting your slide show. For example, you can change your mouse pointer to a **pen** or **highlighter** to draw attention to items in your slides. In addition, you can **jump around** to slides in your presentation or access other programs from your **taskbar** if needed.

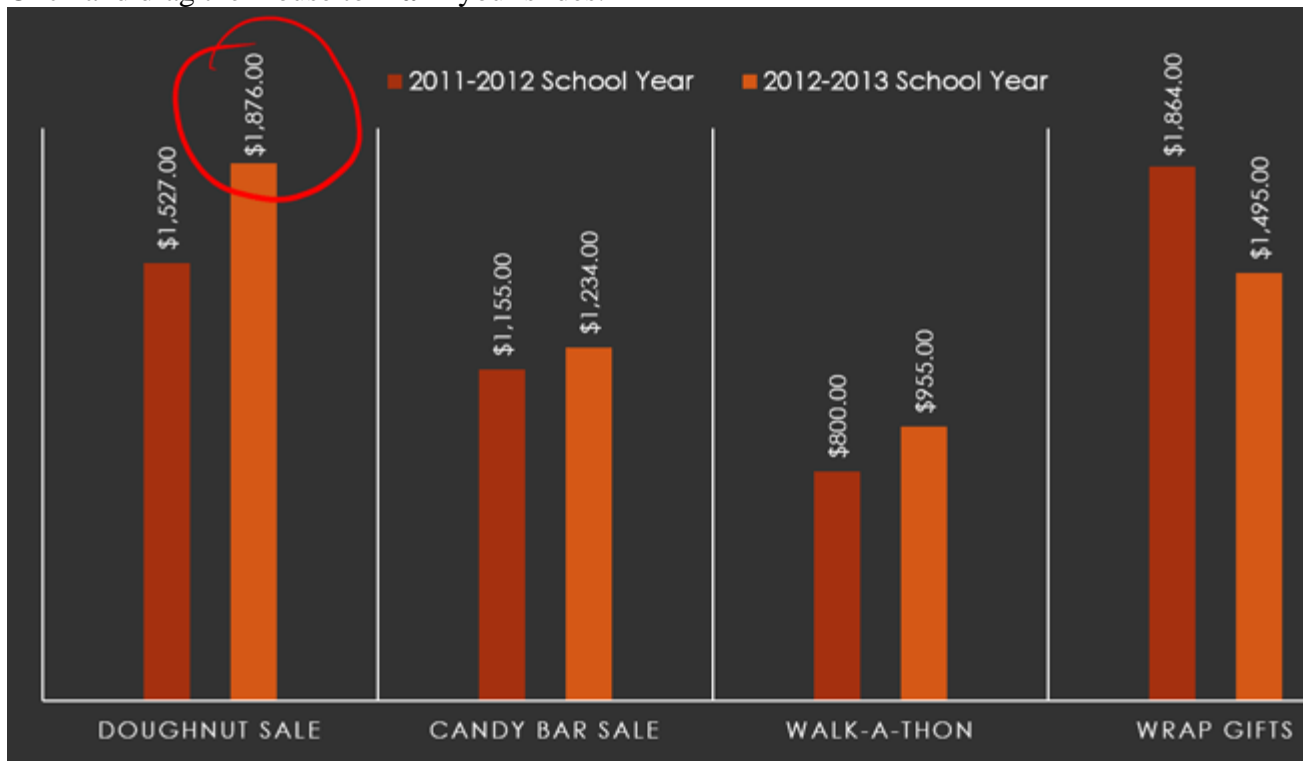
### **To access drawing tools:**

Your mouse pointer can act as **pen** or **highlighter** to draw attention to items in your slides.

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Pen** or **Highlighter** based on your preference.

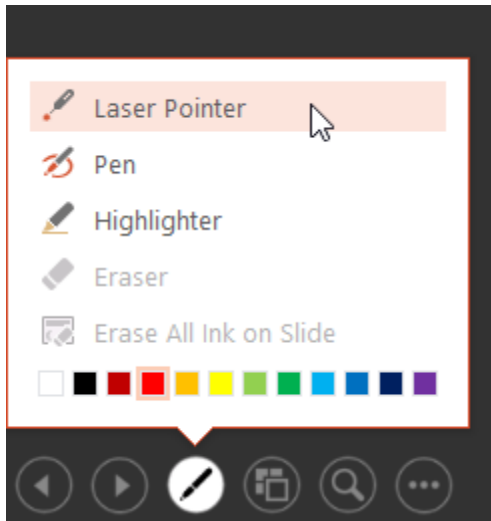


3. Click and drag the mouse to **mark** your slides.



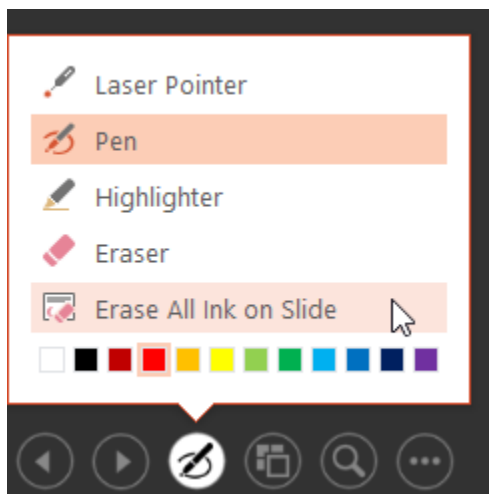
- 4.

You can also use the **laser pointer** feature to draw attention to certain parts of your slide. Unlike the pen and highlighter, the laser pointer will not leave markings on your slides.



**To erase ink markings:**

1. Locate and select the **Pen Tools** button in the bottom-left corner.
2. Select **Eraser** to erase individual ink markings, or select **Erase All Ink on Slide** to erase all markings.





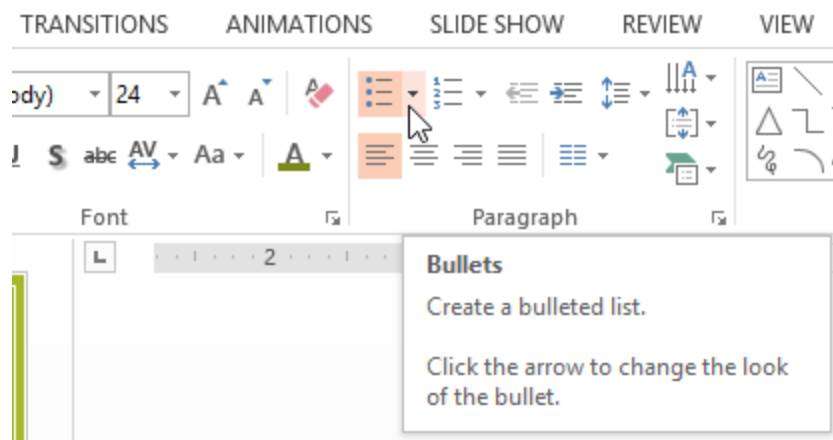
## Lists

### Introduction

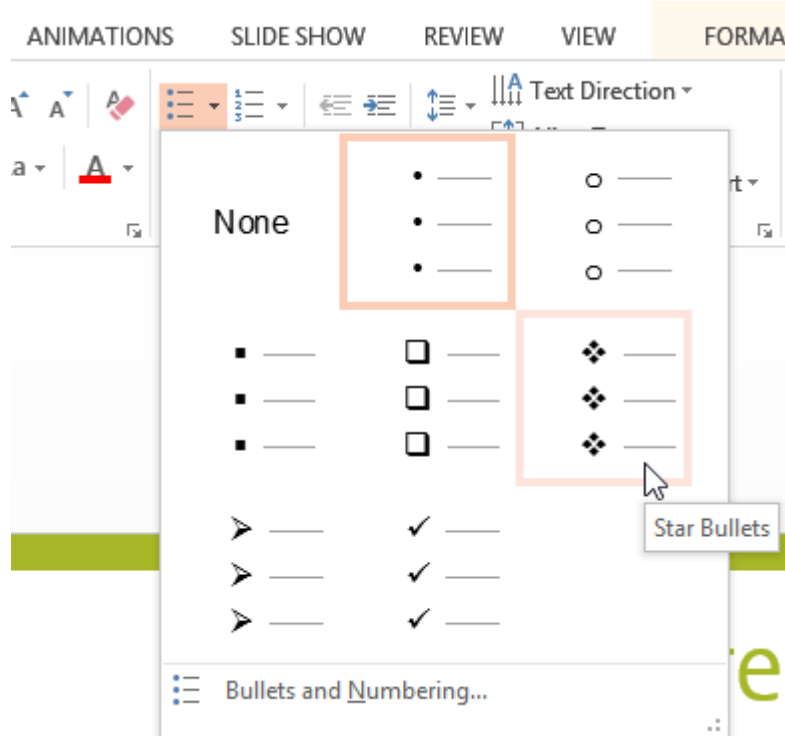
To create effective PowerPoint presentations, it's important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph—automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.

### To modify the bullet style:

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



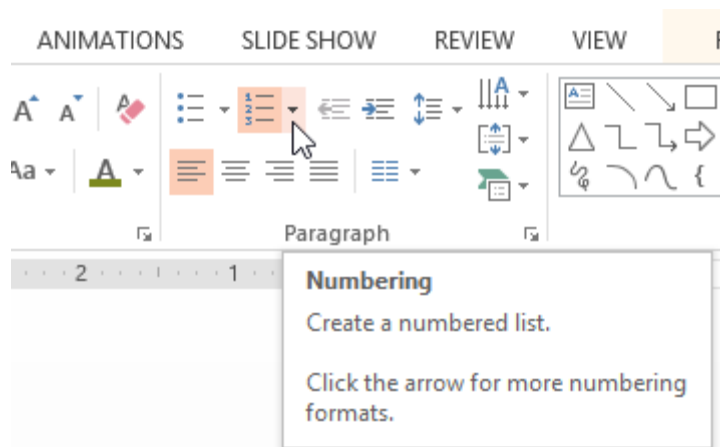
3. Select the desired **bullet style** from the menu that appears.



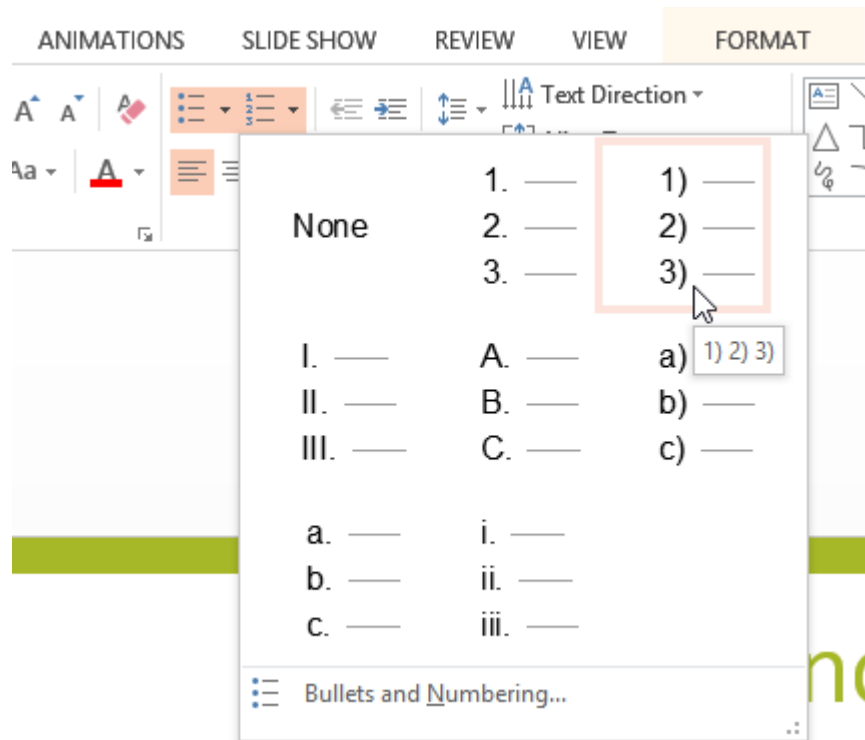
4. The bullet style will appear in the list.

**To modify a numbered list:**

1. Select an existing list you want to format.
2. On the **Home** tab, click the **Numbering** drop-down arrow.



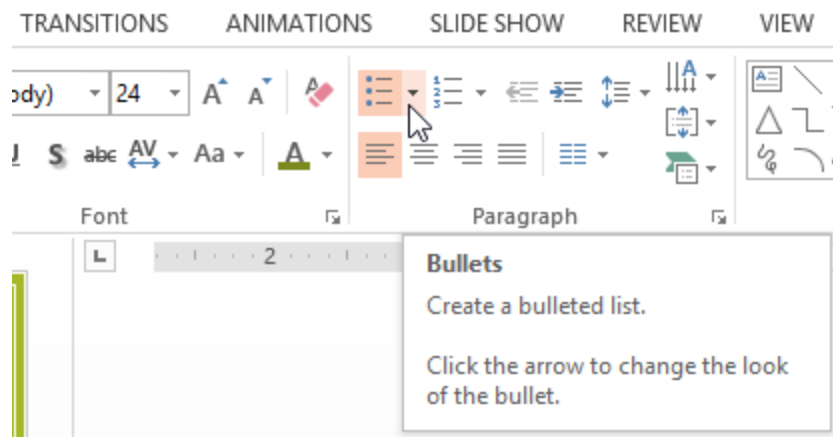
3. Select the desired **numbering option** from the menu that appears.



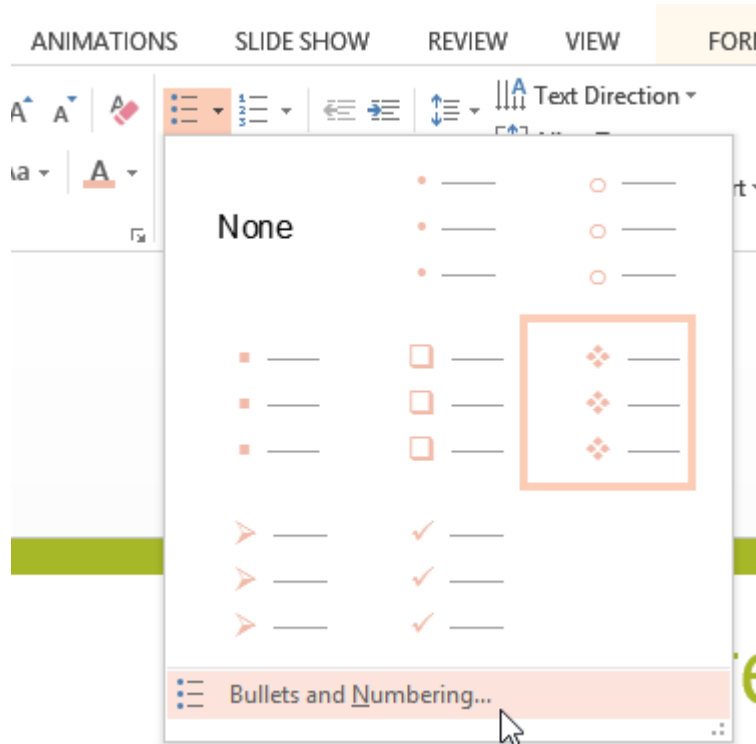
4. The numbering option will appear in the list.

**To use a symbol as a bullet:**

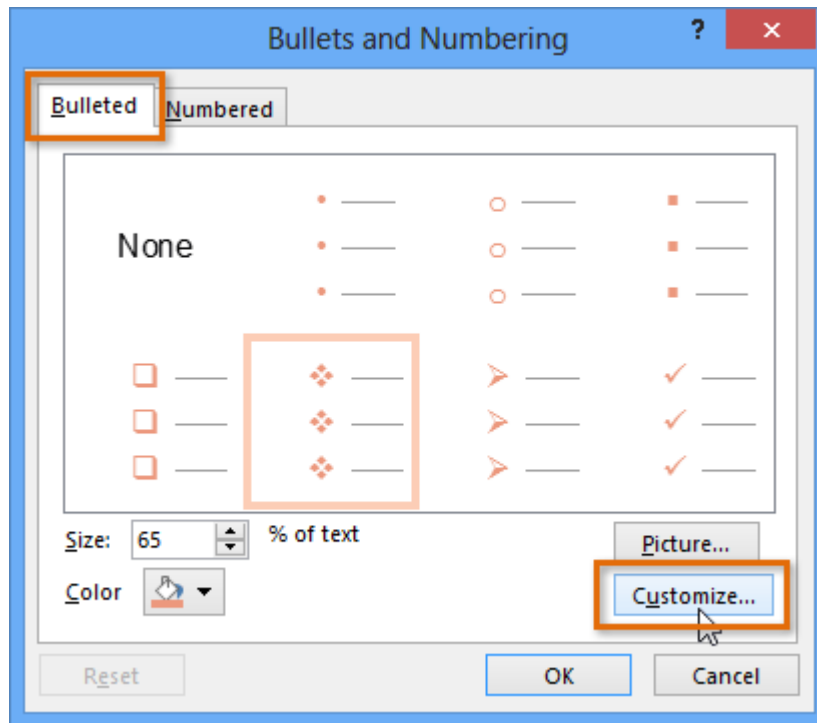
1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



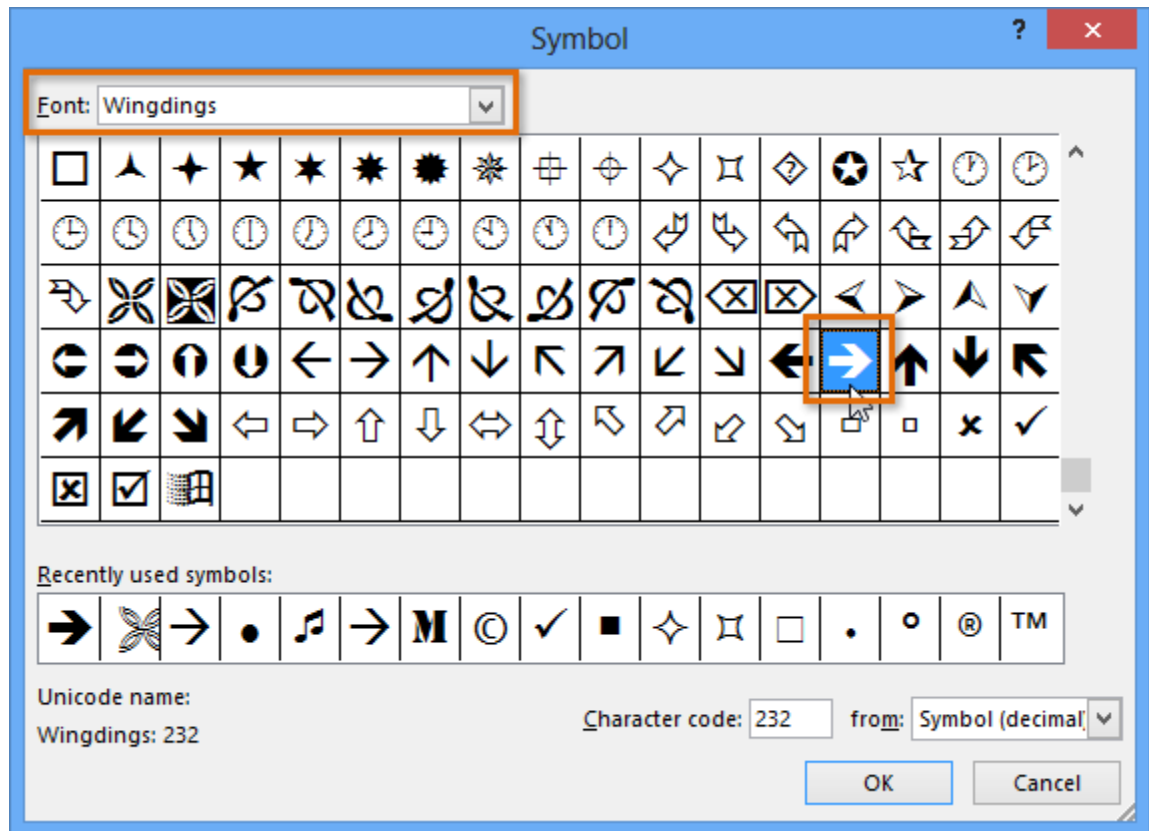
3. Select **Bullets and Numbering** from the menu that appears.



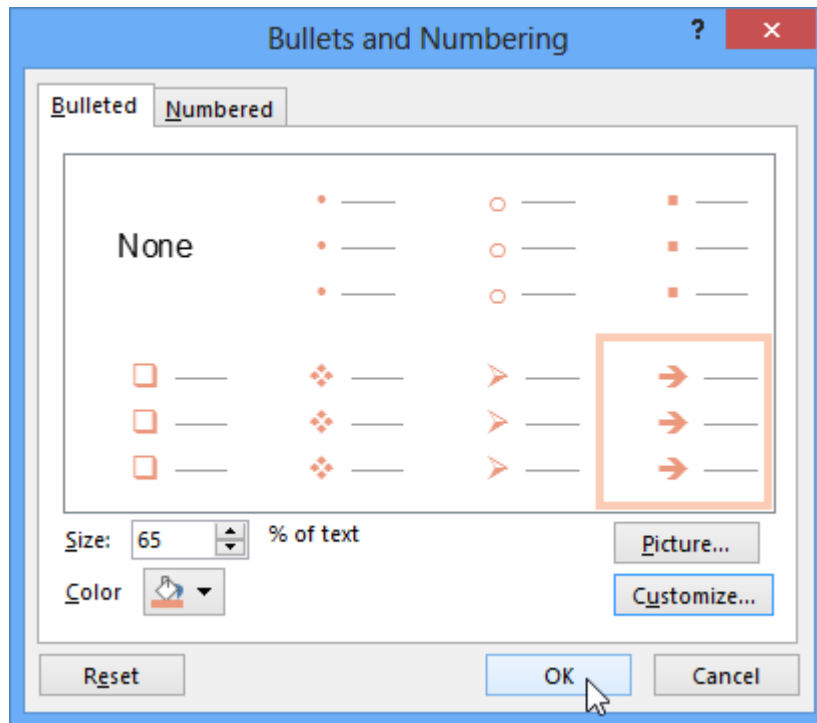
4. A dialog box will appear. On the Bulleted tab, click **Customize**.



5. The **Symbol** dialog box will appear.
6. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have a lot of useful symbols.
7. Select the desired symbol.



8. Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.



9. Click **OK** again to apply the symbol to the list in the document.

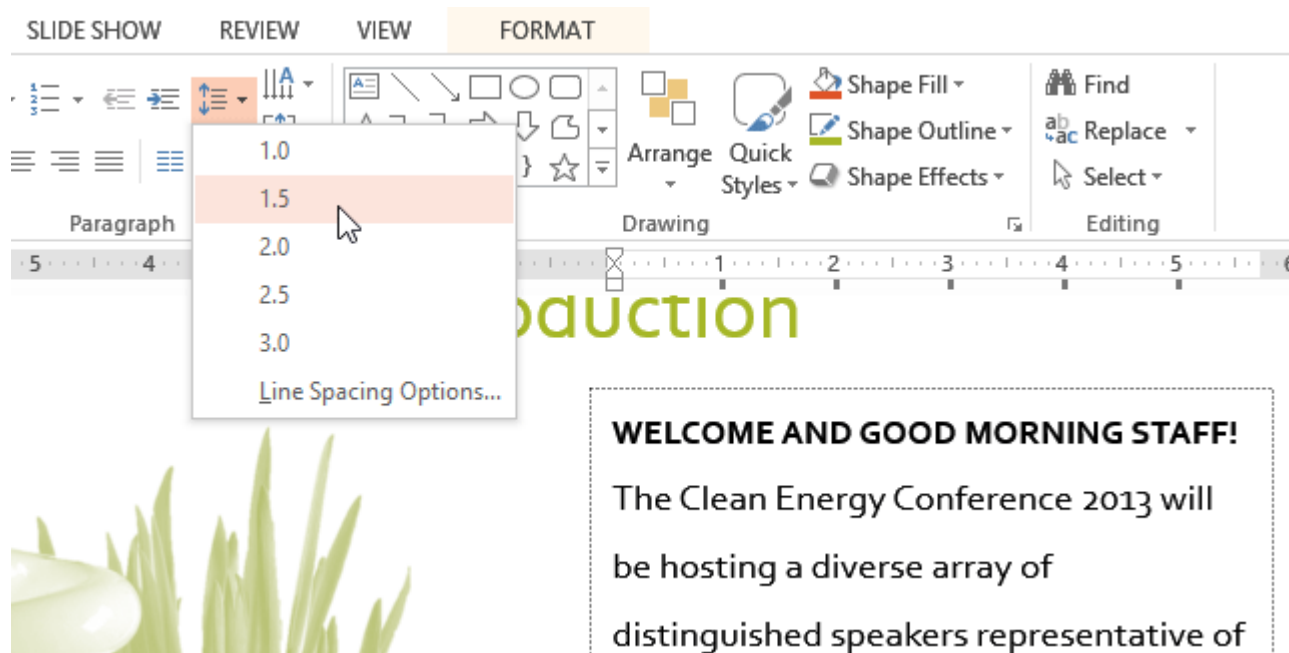
- Global Biofuel Initiatives
- Renewable Fuels for Aircraft and Spacecraft
- Emerging Technologies
- Algae-based Fuels

## Line spacing

PowerPoint allows you to adjust the amount of space between each line in a list or paragraph. You can **reduce** the line spacing to fit more lines on a slide, or you can **increase** it to improve readability. In some instances, PowerPoint may automatically change the font size when you adjust the line spacing, so increasing the line spacing too much may cause the text to be too small.

### To format line spacing:

1. **Select** the text you want to format.
2. On the **Home** tab, locate the **Paragraph** group, then click the **Line Spacing** command.
3. Select the desired **line spacing** from the menu that appears.





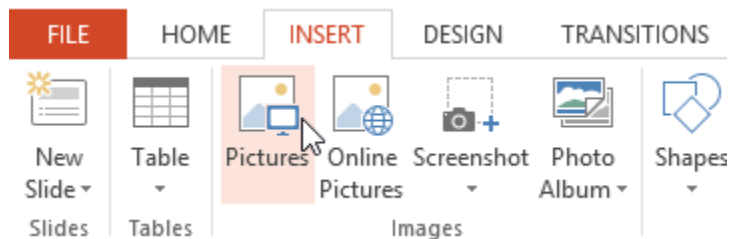
## Lesson 5: Inserting Pictures

### Introduction

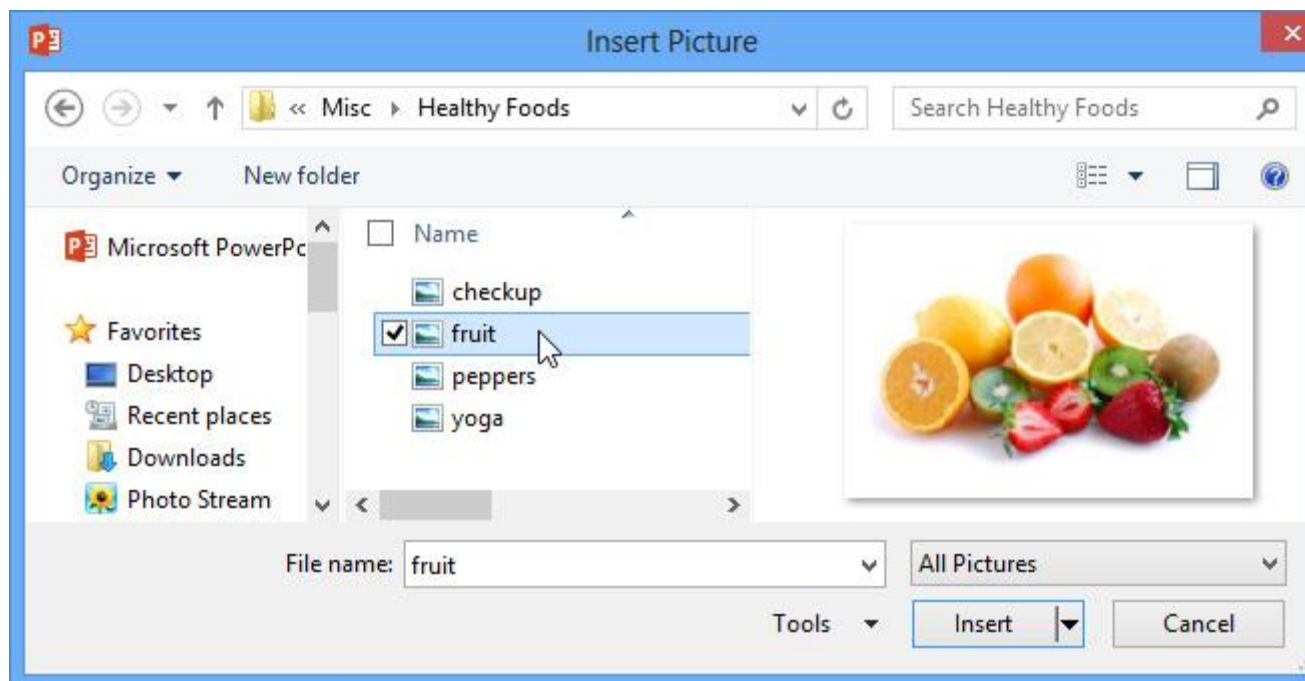
Adding **pictures** can make your presentations more interesting and engaging. You can insert a **picture from a file** on your computer onto any slide. PowerPoint even includes tools for finding **online pictures** and adding **screenshots** to your presentation

**To insert a picture from a file:**

1. Select the **Insert** tab, then click the **Pictures** command in the **Images** group.



2. A dialog box will appear. Locate and select the **desired image file**, then click **Insert**.



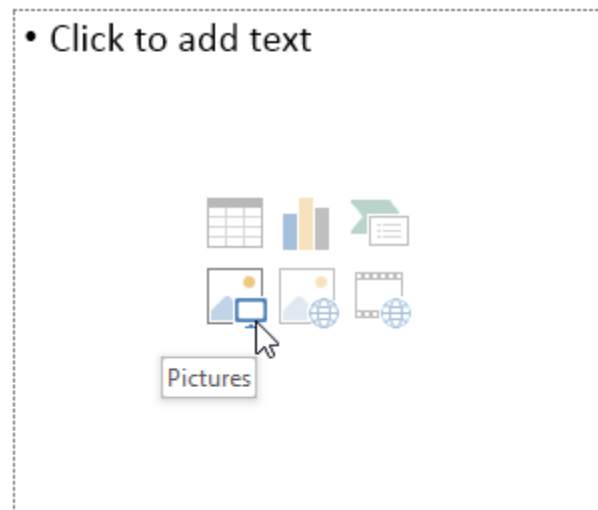
3. The picture will appear on the currently selected slide.

## New Wellness Program

- ▶ Geb BioFuels will be implementing its new Wellness Program in January.
- ▶ The program will provide resources and opportunities for employees to improve their overall health.

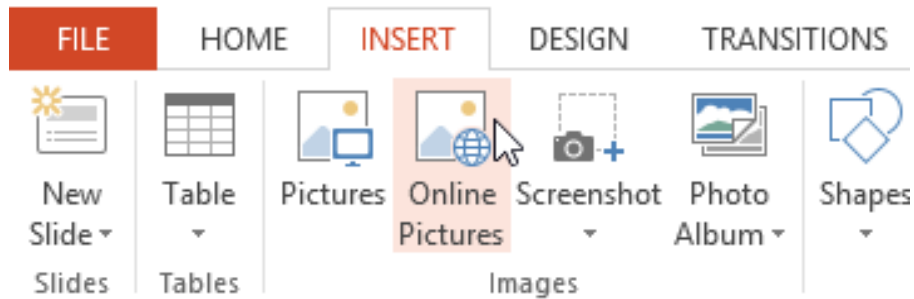


You can also click the **Pictures** command in a **placeholder** to insert images.

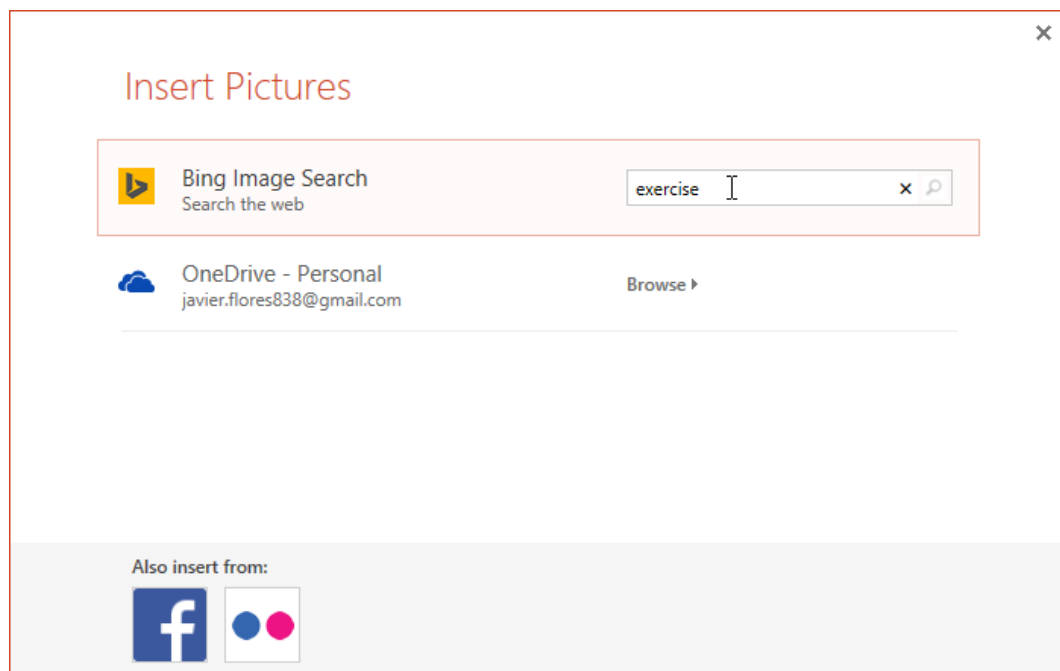


**To insert an online picture:**

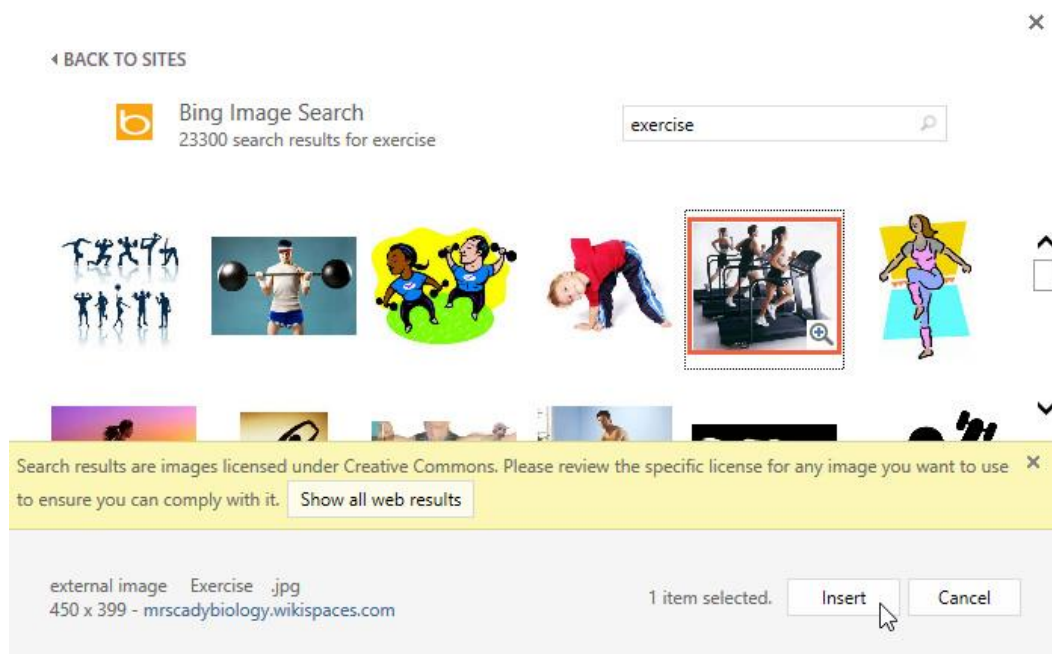
1. Select the **Insert** tab, then click the **Online Pictures** command.



2. The **Insert Pictures** dialog box will appear.
3. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.



4. Press the **Enter** key. Your search results will appear in the dialog box.
5. Select the desired image, then click **Insert**.



6. The image will appear on the currently selected slide.



### Moving and resizing pictures

Once you've inserted a picture, you may want to move it to a **different location** on the slide or change its **size**. PowerPoint makes it easy to **arrange** pictures in your presentation.

**To select a picture:**

Before you can modify a picture, you'll need to **select** it.

- Simply click to select a picture. A **solid line** will appear around a selected picture.



**To resize a picture:**

- Click and drag the **corner sizing handles** until the picture is the desired size.



The corner sizing handles will resize a picture while preserving its **original aspect ratio**. If you use the side sizing handles, the image will become **distorted**.

**To rotate a picture:**

- Click and drag the arrow above an image to **rotate** it right or left.



Hold the **Shift** key on your keyboard when rotating an image to limit the rotation angle.

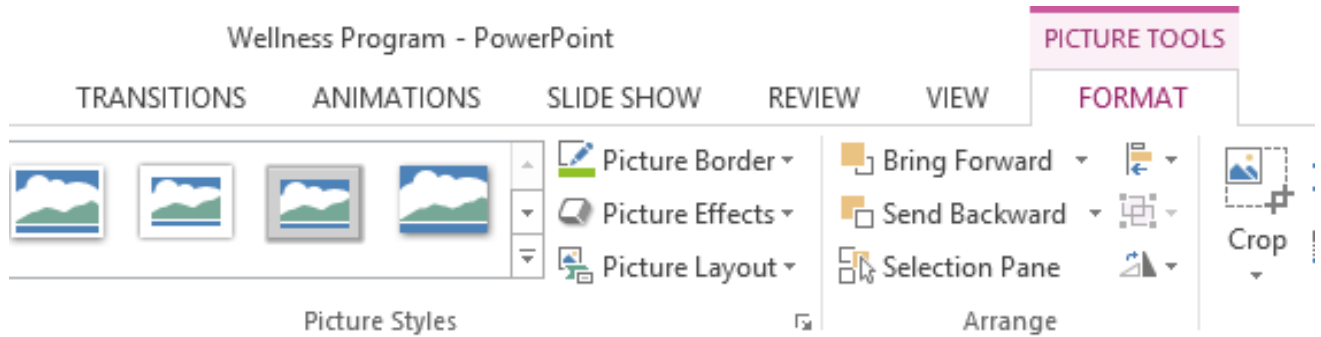
**To move a picture:**

- Click and drag to **move** a picture to a new location on a slide.



### To delete a picture:

- Select the picture you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

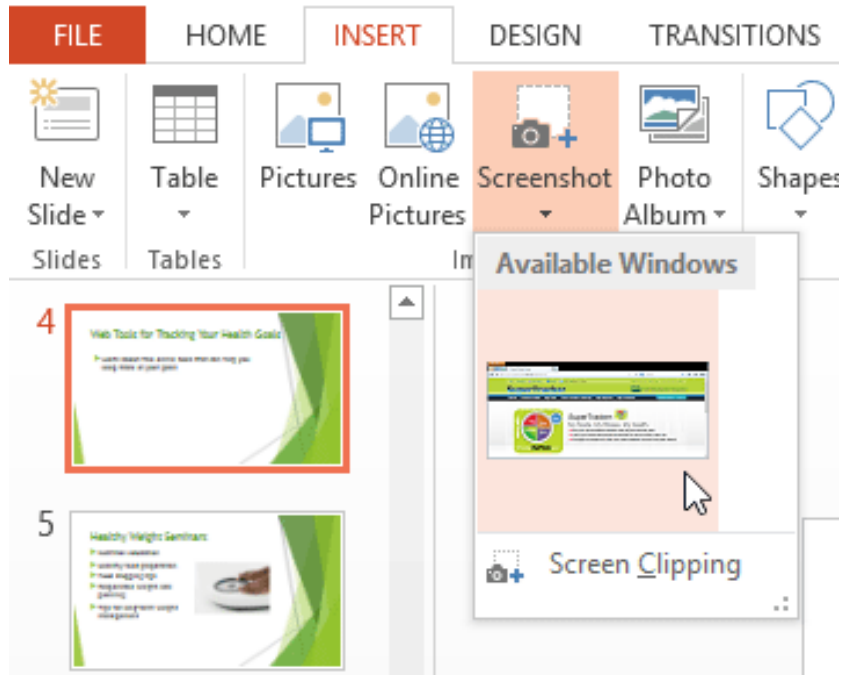


### Inserting screenshots

**Screenshots** are basically snapshots of your computer screen. You can take a screenshot of almost any program, website, or open window. PowerPoint makes it easy to insert a screenshot of an **entire window** or a **screen clipping** of part of a window in your presentation.

### To insert screenshots of a window:

1. Select the **Insert** tab, then click the **Screenshot** command in the **Images** group.
2. The **Available Windows** from your desktop will appear. Select the **window** you want to capture as a screenshot.



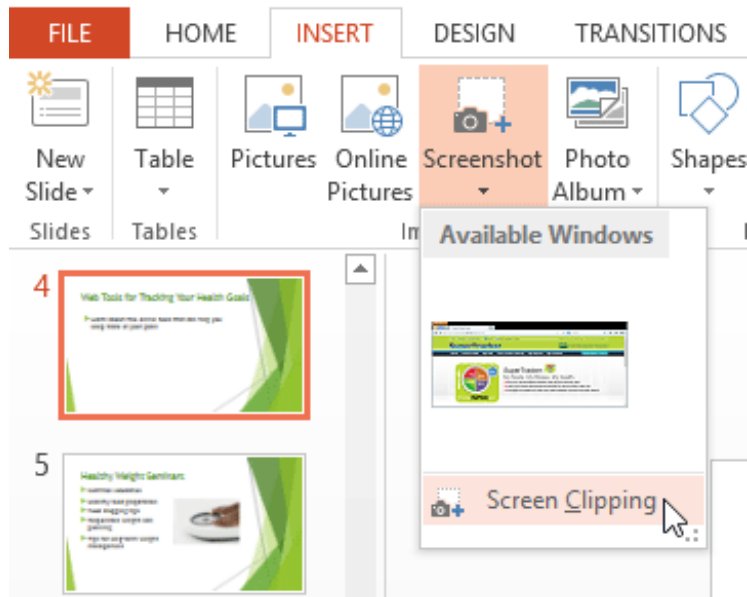
3. The screenshot will appear on the currently selected slide.





**To insert a screen clipping:**

1. Select the **Insert** tab, click the **Screenshot** command, then select **Screen Clipping**.



2. A faded view of your desktop will appear. Click and drag to draw the area you want to capture as a screen clipping.



3. The screen clipping will appear on the currently selected slide.

## Web Tools for Tracking Your Health Goals

- ▶ Learn about free online tools that can help you keep track of your goals



**MyPlate.gov**

**SuperTracker:** My foods. My fitness. My health.

- Get your personalized nutrition and physical activity plan.
- Track your foods and physical activities to see how they stack up.
- Get tips and support to help you make healthier choices and plan ahead.

## Lesson 6: Formatting Pictures

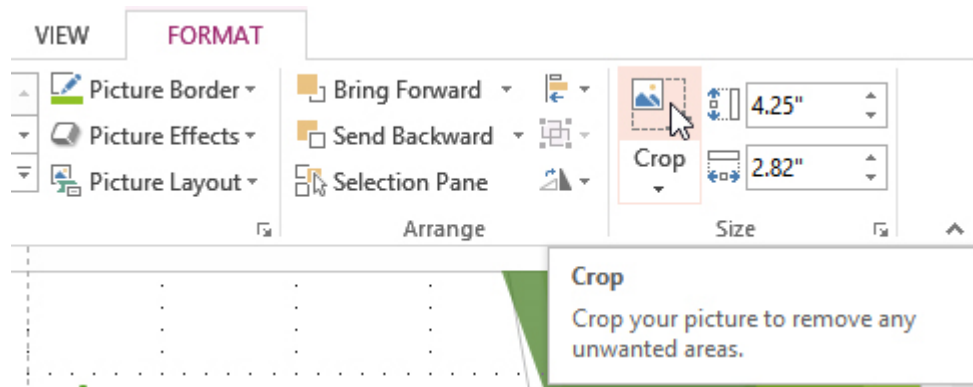
### Introduction

There are a variety of ways to **format** the pictures in your slide show. The **picture tools** in PowerPoint make it easy to **personalize** and **modify** the images in interesting ways. PowerPoint allows you to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.

### To crop an image:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

1. Select the image you want to crop. The **Format** tab appears.
2. On the Format tab, click the **Crop** command.



3. **Cropping handles** will appear around the image. Click, hold, and drag a **handle** to crop the image.

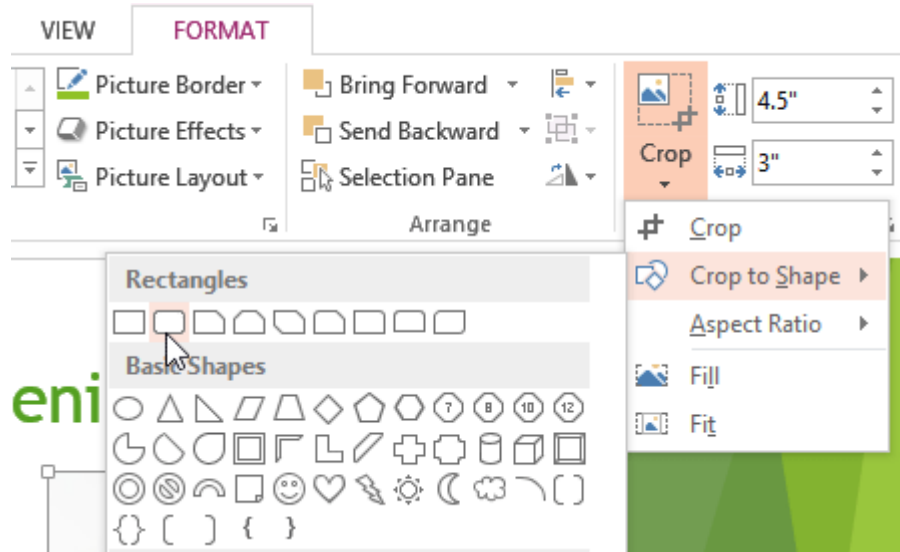


4. Click the **Crop** command again. The image will be cropped.

The corner handles are useful for simultaneously cropping the image horizontally and vertically.

**To crop an image to a shape:**

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover the mouse over **Crop to Shape**, then select the desired **shape** from the drop-down menu that appears.



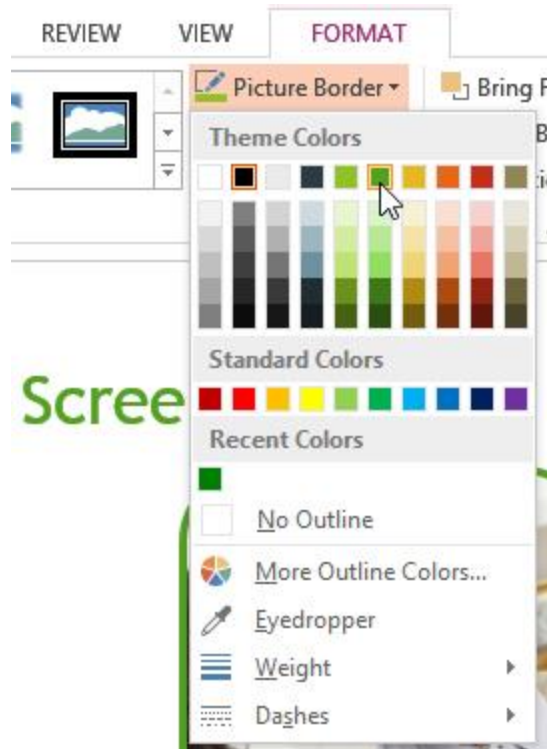
3. The image will appear formatted as the shape.



You may want to crop the image to the desired size before cropping it to a shape.

**To add a border to an image:**

1. Select the image you want to add border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether or not the line is **dashed**.

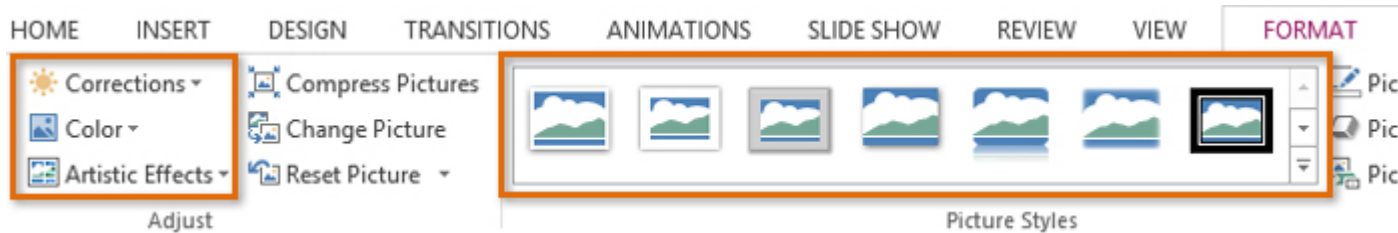


4. The border will appear around the image.



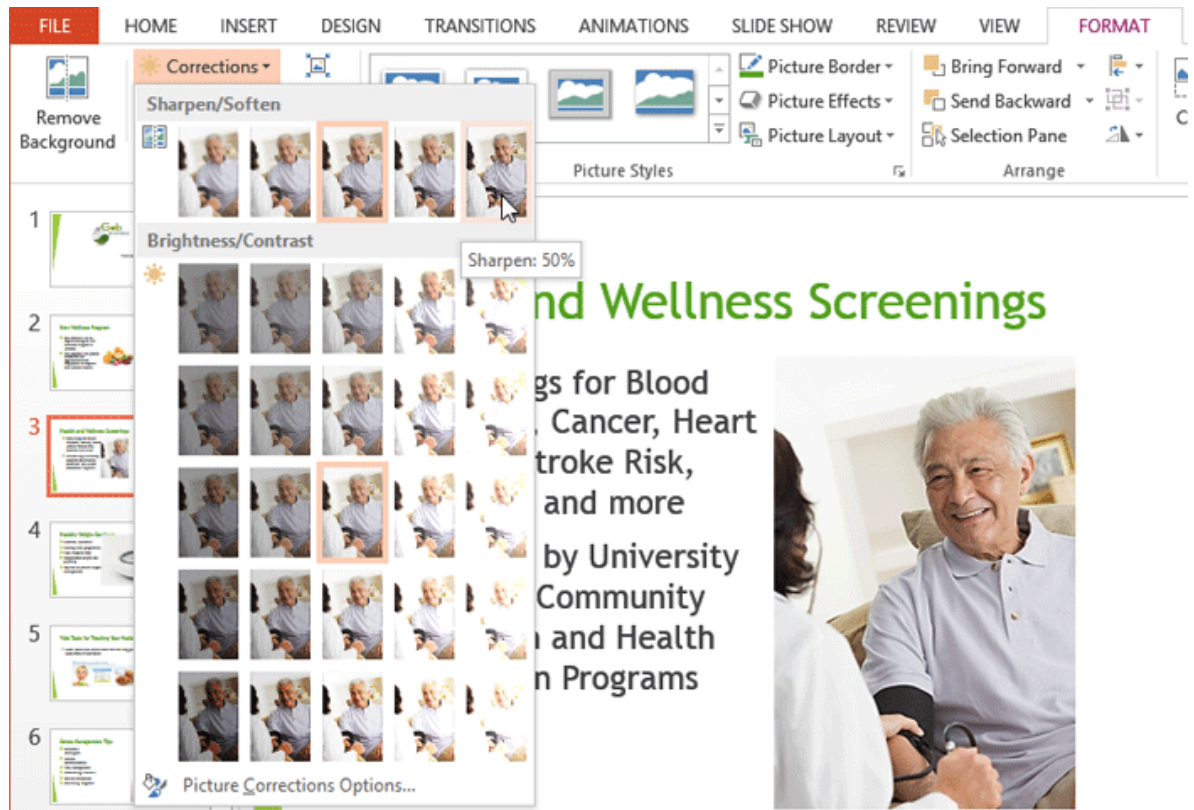
### Image adjustments

PowerPoint offers several options for changing the way images appear in your slide show. For example, you can add a **frame**, make image **corrections**, change the image's **color** or **brightness**, and even add some stylish **artistic effects**. These options are located in the **Adjust** and **Picture Styles** groups on the **Format** tab.



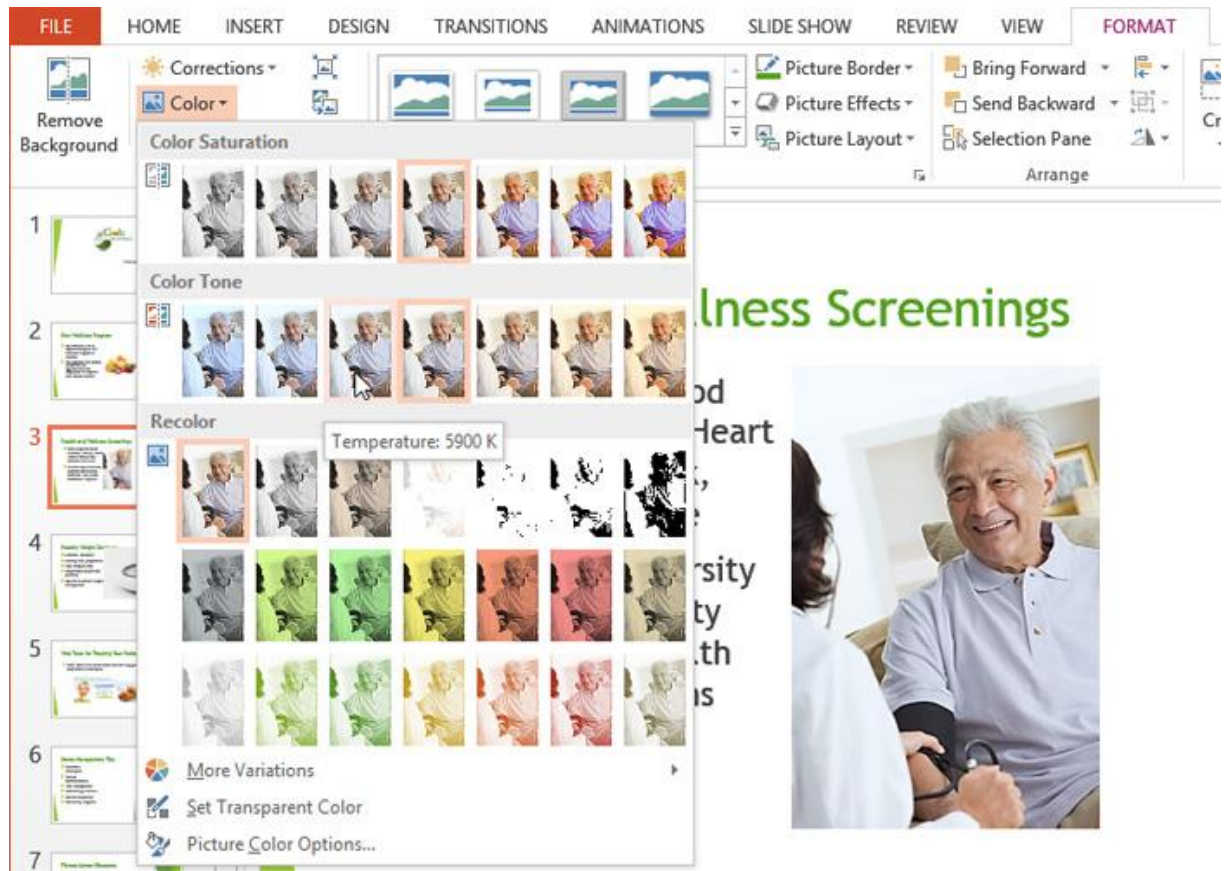
When you're ready to make adjustments or experiment with the look of an image, select the picture and choose one of these options from the Format tab:

- **Corrections:** This command is located in the **Adjust** group. From here, you can **sharpen** or **soften** the image to adjust how blurry or clear it appears. You can also adjust the **brightness** and **contrast**, which controls how light or dark the picture appears.

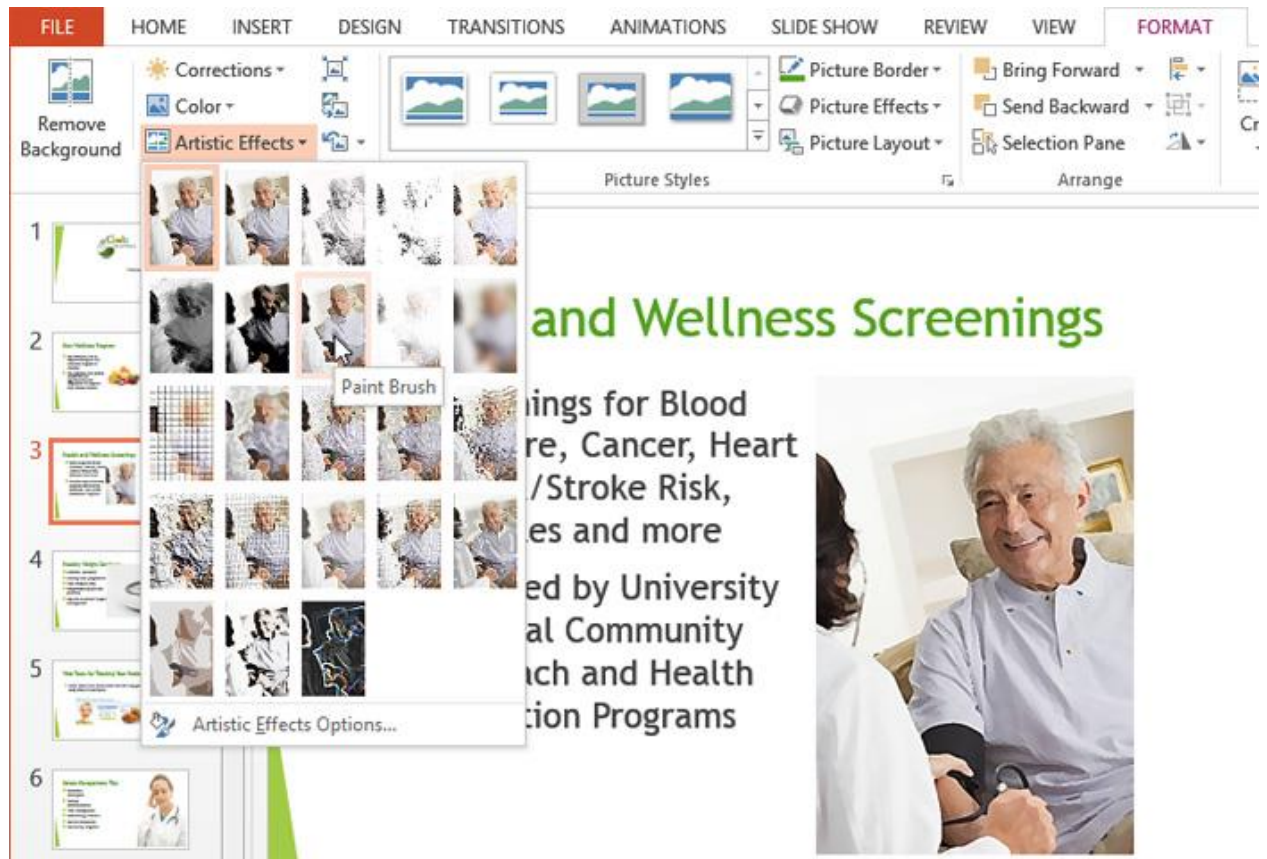


- **Color:** This command is located in the **Adjust** group. From here, you can adjust the image's **saturation** (how vivid the colors are), **tone** (the temperature of the image, from cool to warm), and **coloring** (changing the overall color of the image).

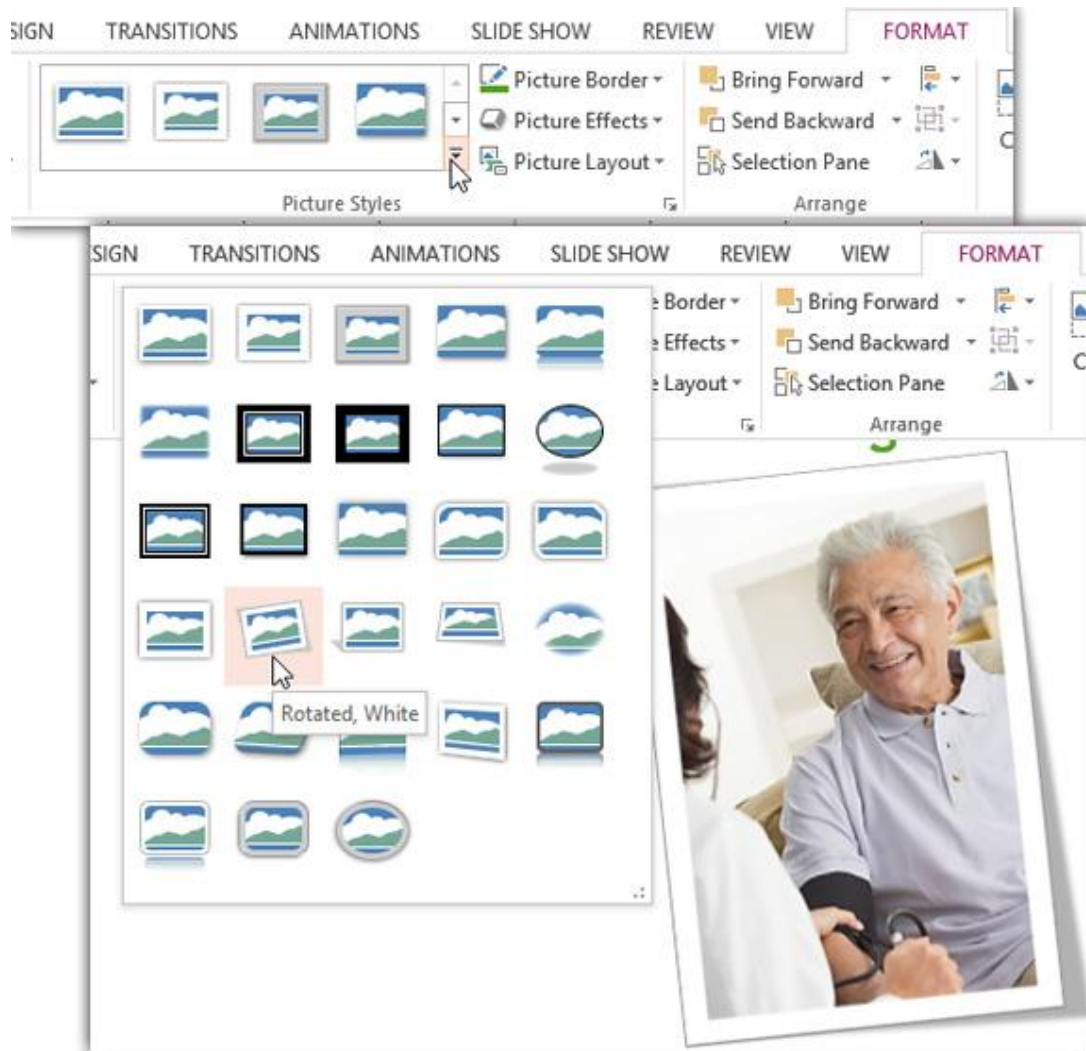




- **Artistic Effects:** This command is located in the **Adjust** group. From here, you can add artistic effects such as pastels, watercolors, and glowing edges.



- **Picture Styles Group:** This group contains a variety of styles you can apply to your picture, such as frames, borders, and soft edges.

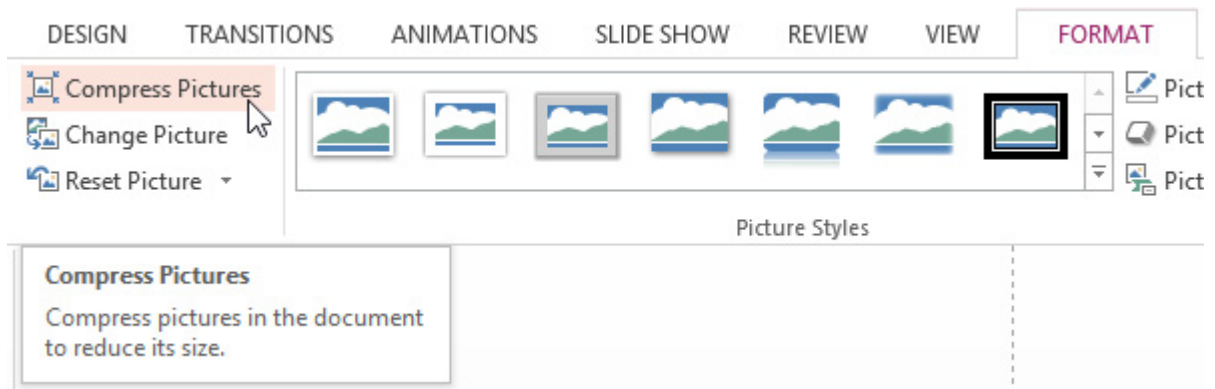


## Compressing pictures

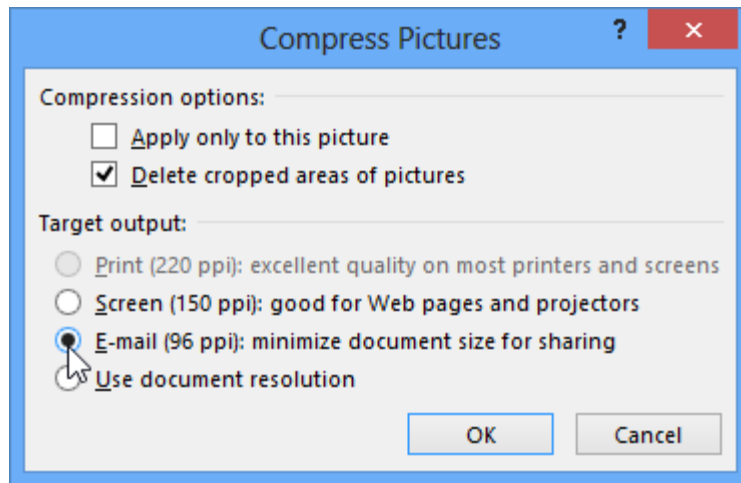
If you want to email a presentation that contains pictures, you'll need to monitor its **file size**. Large high-resolution pictures can quickly cause your presentation to become very large, which may make it difficult or impossible to attach to an email. Additionally, **cropped areas** of pictures are saved with the presentation by default, which can add to the file size. PowerPoint can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

### To compress a picture:

1. Select the picture you want to compress, then click the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Place a check mark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the presentation.
4. Choose a **Target output**. If you are emailing your presentation, you may want to select **Email**, which produces the smallest file size. When you are done, click **OK**.



### **Removing the background from an image**

With **Background Removal**, PowerPoint uses special algorithms to determine which parts of the image are the background and then removes these areas from the image. This can give your images a cleaner appearance and will allow the slide background (or other objects) to show through

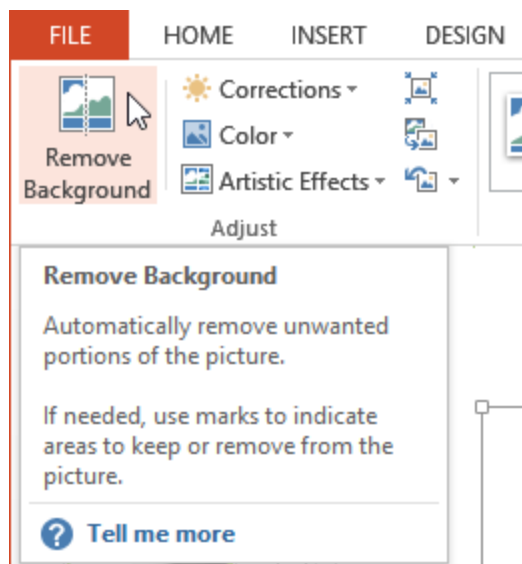
Some images do not work as well with Background Removal, and they may require extra time and effort to get good results. Generally, it's more difficult if the image has a complex background or if the foreground and background blend together.





**To remove the background from an image:**

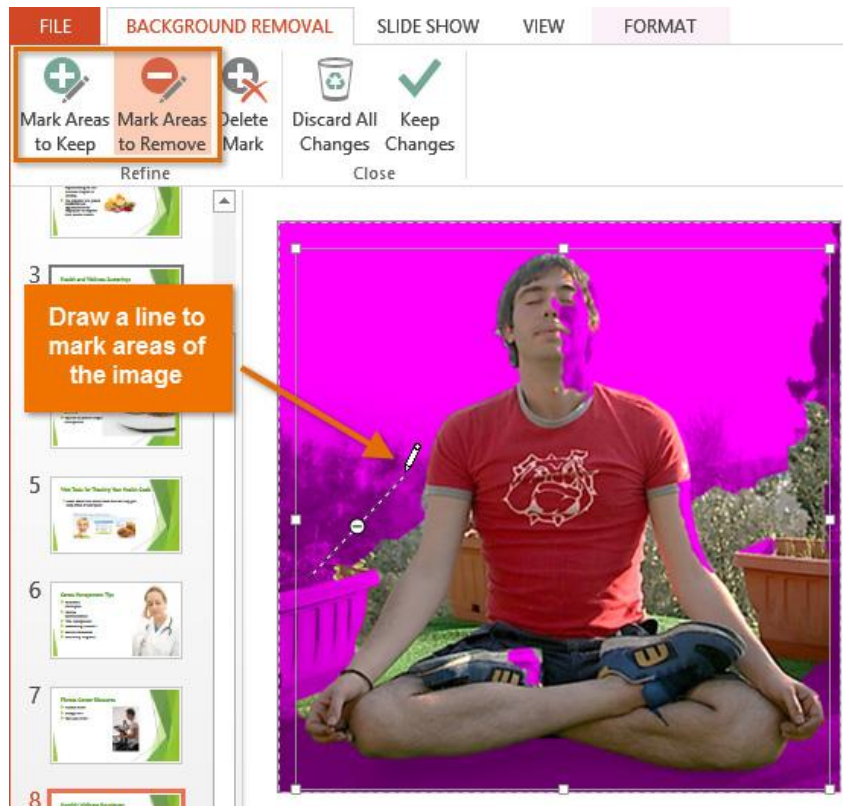
1. Select the desired image, then click the **Format** tab.
2. Click the **Remove Background** command.



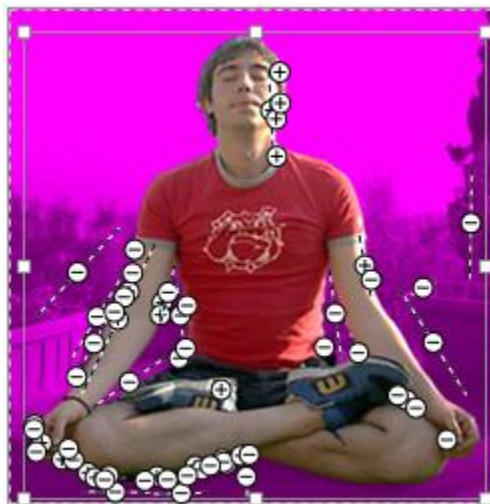
3. PowerPoint will try to guess which part of the image is the background, and it will mark this area with a **magenta** fill. It will also place a box around the image with selection handles.



4. Drag the selection handles until all of the foreground is inside the box. After you do this, PowerPoint may readjust the background.
5. At this point, you may need to help PowerPoint decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands:
  - If PowerPoint has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.
  - If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.

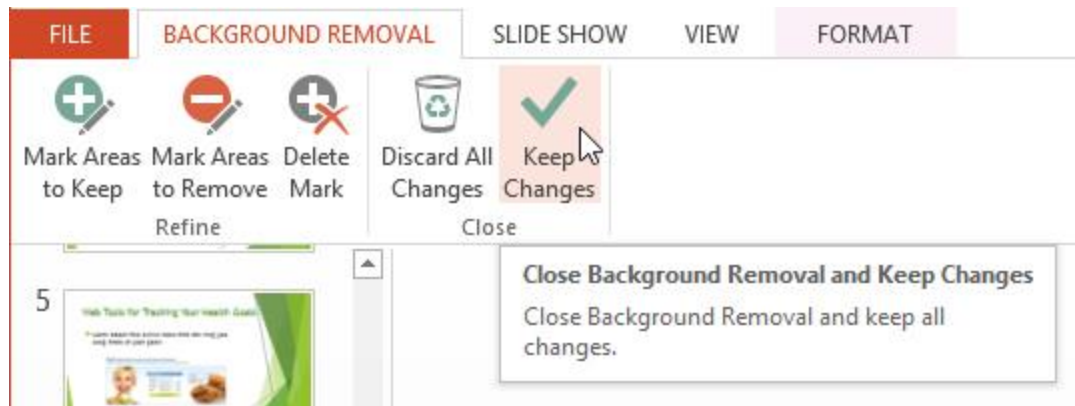


6. After you add your marks, PowerPoint will readjust the image.



7. When you're satisfied with the image, click **Keep Changes**.





8. The background will be removed. You can adjust the image at any time by clicking the Remove Background command again.



## Lesson 7:

- Shapes and WordArt
- Insert videos
- Insert audio
- Reviewing presentation
- Hyperlinks

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## Shapes and WordArt

### Introduction

There are many features and commands you can use in PowerPoint to create visually appealing slides. Two of these features are **WordArt** and **shapes**. **WordArt** allows you to create **stylized text** with effects such as textures, shadows, and outlines. You can also insert and modify a **variety of shapes** like rectangles, circles, lines, arrows, callouts, and stars.

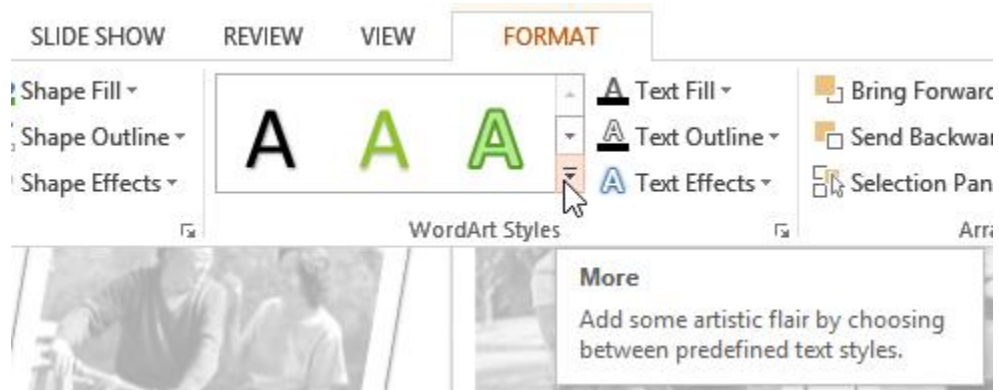
### About WordArt

PowerPoint allows you to add effects to the **text inside of a text box**, which is known as **WordArt**. For the most part, the types of effects you can add are the same as the ones you can add to shapes and text boxes (shadow, bevel, etc.). However, with WordArt, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

### To apply a WordArt style to text:

A **WordArt Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select a text box, or select some text inside of the text box.
2. On the **Format** tab, click the **More** drop-down arrow in the **WordArt Styles** group.



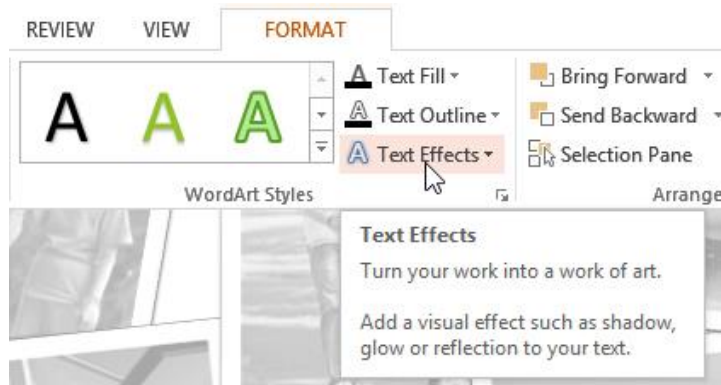
3. A drop-down menu of WordArt Styles will appear. Select the **style** you want to use.



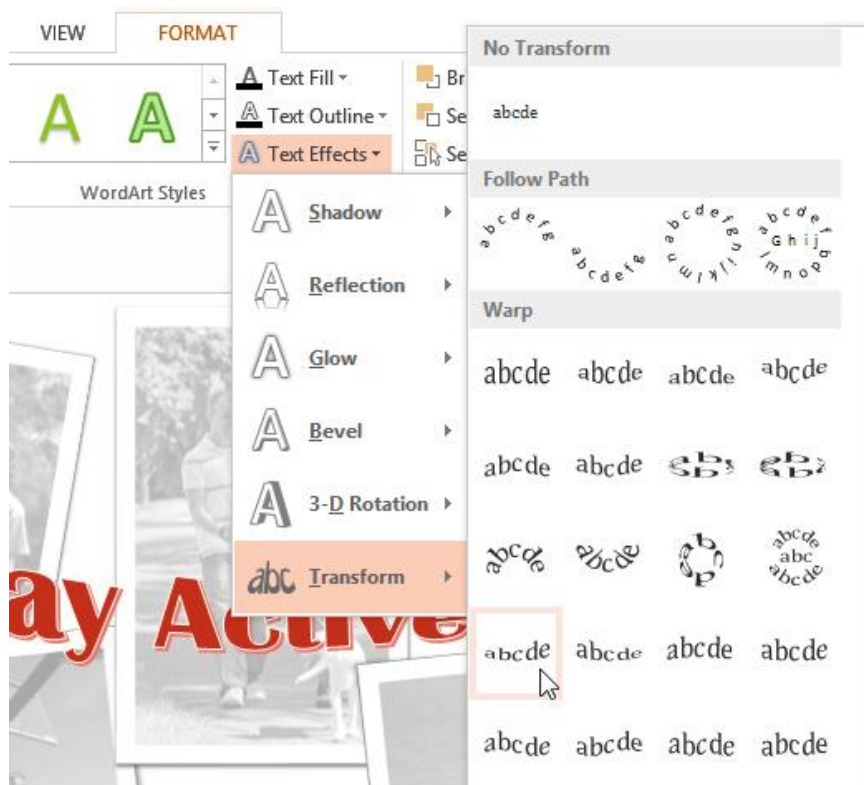
4. The text will appear in the selected style. If desired, you can change the font or font color from the **Home** tab.

**To add or modify text effects:**

1. Select a text box, or select some text inside of the text box. The **Format** tab will appear.
2. On the **Format** tab, click the **Text Effects** command in the **WordArt Styles** group.



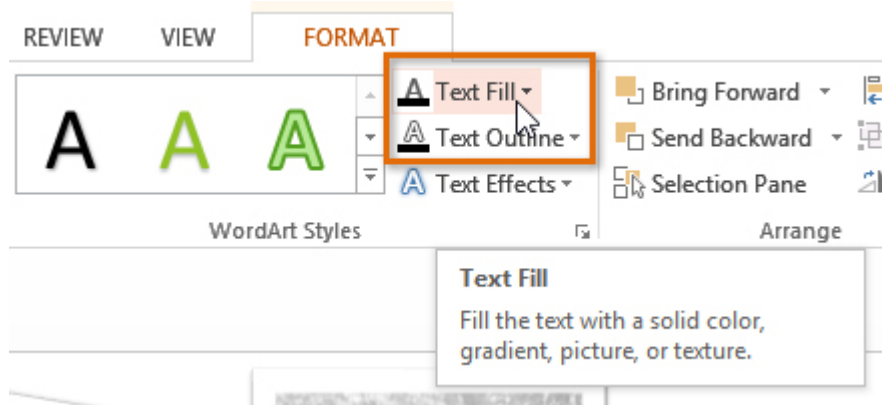
3. A drop-down menu will appear showing the different effect categories. Hover the mouse over an effect category, then select the desired **effect** from the menu that appears.



4. The effect will be applied to your text. If you want, you can combine several different effects.



In the WordArt Styles group, you can also use the **Text Fill** and **Text Outline** drop-down boxes to modify the **fill** and **outline** color.

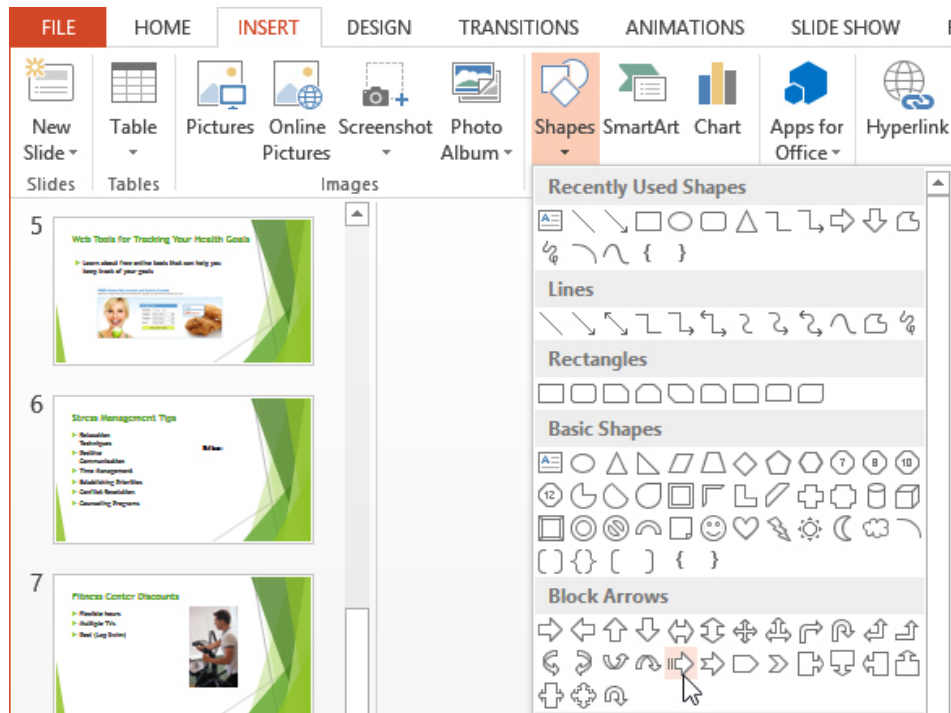


### Working with shapes and text boxes

PowerPoint's large shape collection allows you to organize and design the image you want. While you may not need shapes in every presentation you create, they can add visual appeal.

#### To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click, hold, and drag in the desired location to add the shape to the slide.



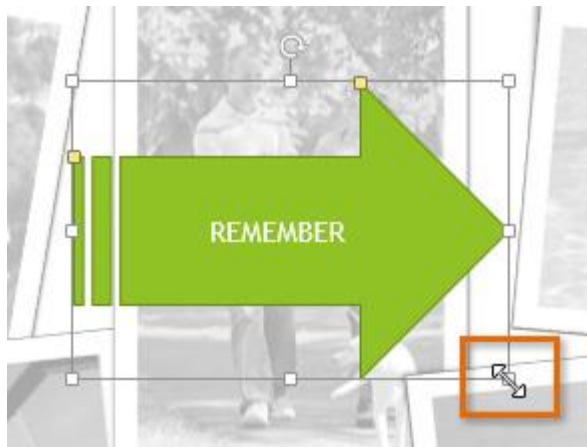
If desired, you can enter text in a shape. When the shape appears in your document, you can simply begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



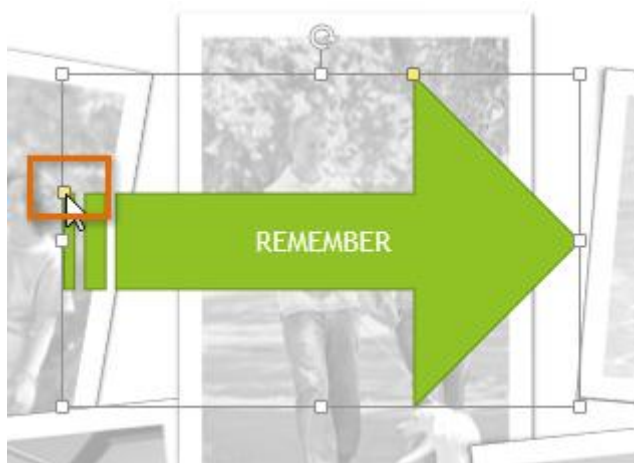
### Modifying a shape or text box

When you click a shape or text box, **handles** will appear that let you manipulate the shape. There are several types of handles:

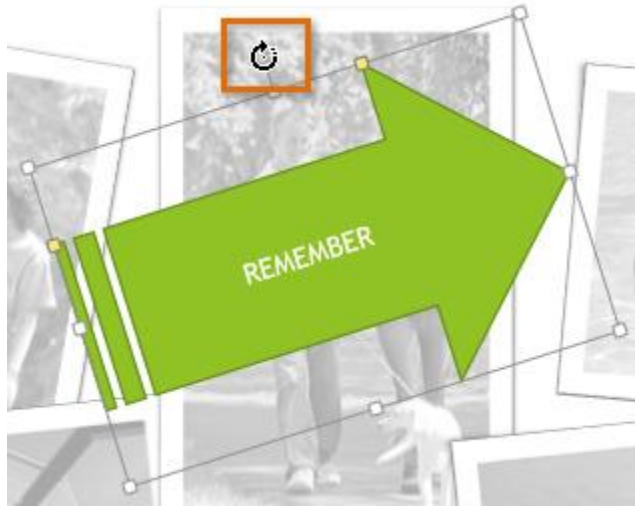
- **Sizing handles:** Click, hold, and drag the **sizing handles** until the shape or text box is the desired size. You can use the corner sizing handles to change the **height** and **width** at the same time.



- **Yellow handles:** Some shapes have one or more **yellow handles** that can be used to customize the shape. For example, with arrow shapes you can adjust the width of the line and arrow tip.



- **Rotation handle:** Click, hold, and drag the **rotation** handle to rotate the shape.

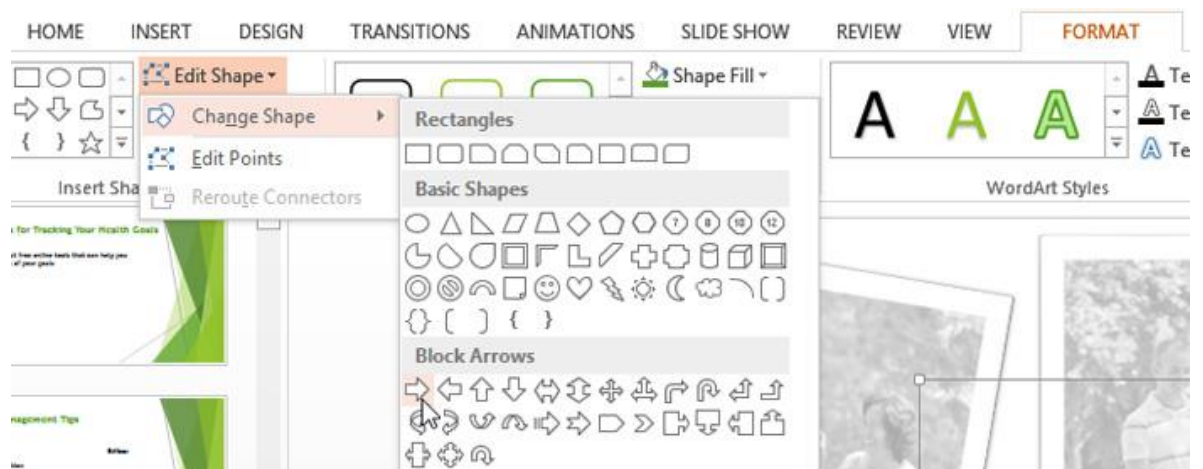


### Formatting shapes and text boxes

PowerPoint allows you to modify shapes and text boxes in a variety of ways so you can tailor them to your projects. You can **change** shapes and text boxes into **different shapes**, **format their style and color**, and add **shadow effects**.

#### To change to a different shape:

1. Select the shape or text box you want to change. The **Format** tab will appear.
2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape** and select the desired **shape**.



3. The new shape will appear.

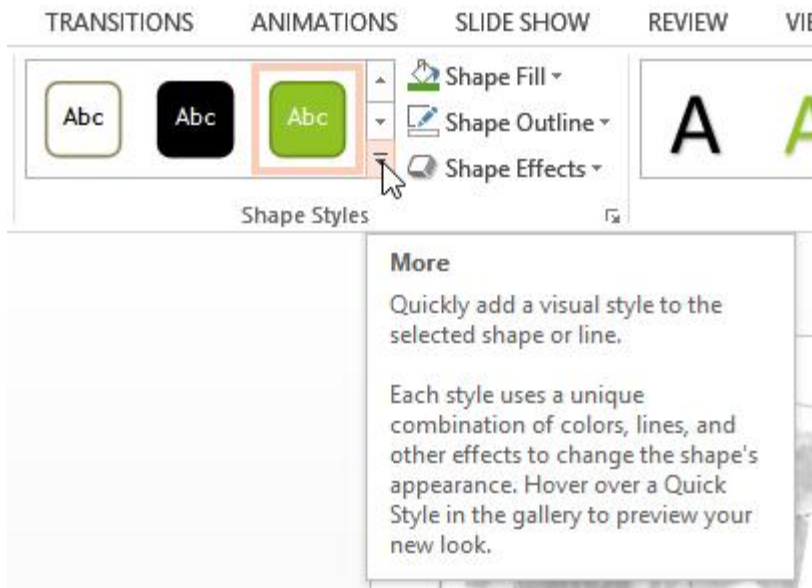




### To change the shape style:

Choosing a **Shape Style** allows you to apply preset colors and effects to quickly change the appearance of your shape or text box.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.

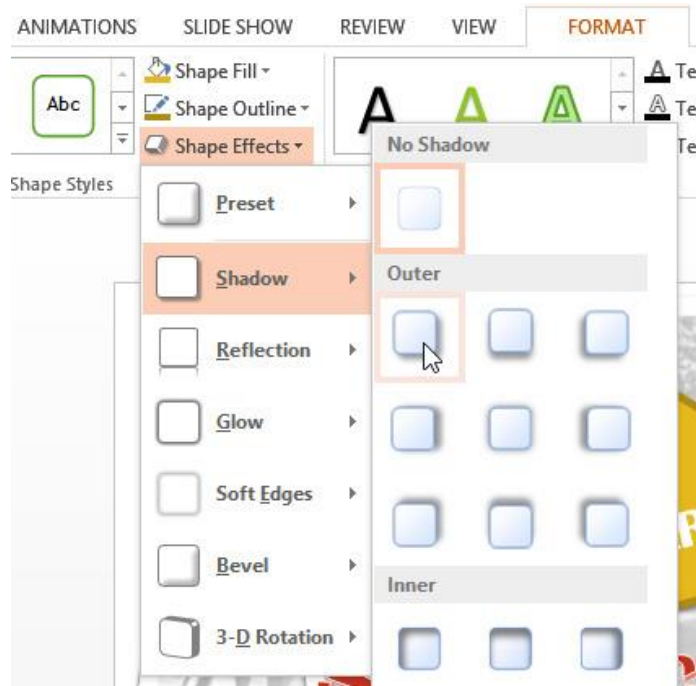


4. The shape or text box will appear in the selected style.

#### **To change shadow effects:**

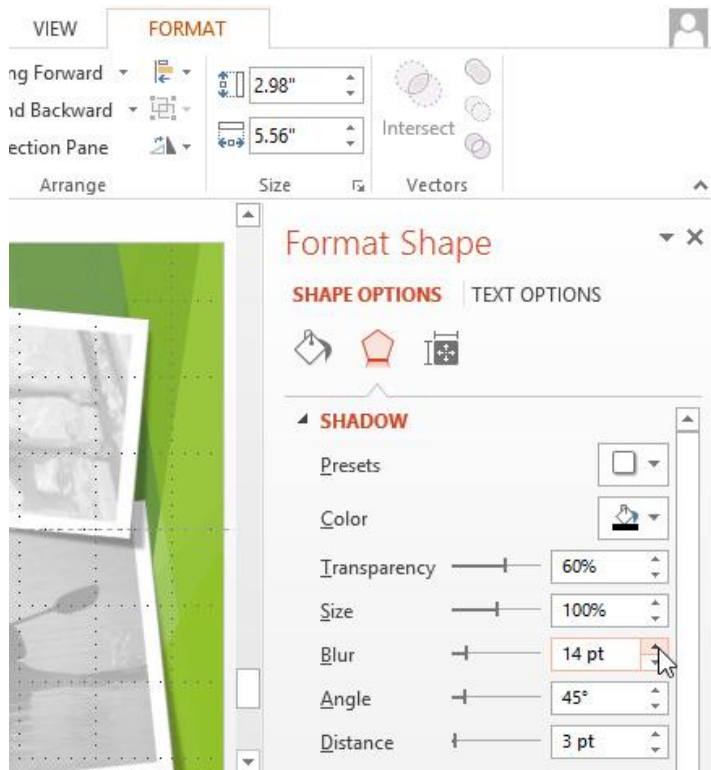
Adding a shadow to a shape can make it appear as though it is floating above the page, and it can help to add contrast between the shape and the background.

1. Select the shape or text box you want to change.
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over **Shadow** and select the shadow you want to use.



3. The shape will appear with the selected shadow.

To adjust the shadow color, size, and distance, select **Shadow Options** from the drop-down menu. The **Format Shape** pane will appear on the right side of the PowerPoint window, allowing you to customize the shadow.

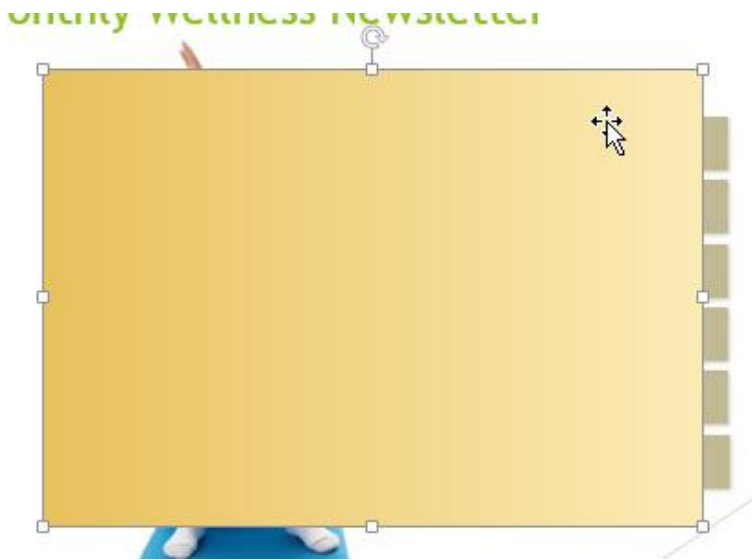


## Ordering objects

In addition to aligning objects, PowerPoint gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it will determine which objects are in the **front** or the **back**.

## Understanding levels

When objects are inserted into a slide, they are placed on **levels** according to the **order** in which they were inserted into the slide. In the image below, the rectangle is on the top level, but we can **change the level** to put it behind the other objects.

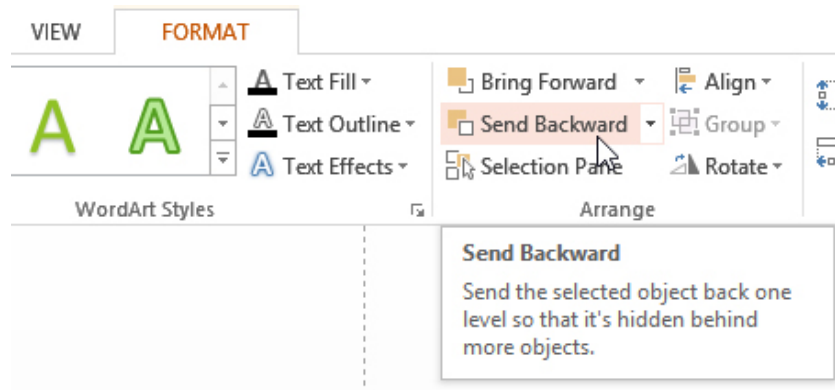


**To change the ordering by one level:**

1. Select an object. The **Format** tab will appear.



2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. If there are multiple objects on the slide, you may need to click the command **several times** to achieve the desired ordering.



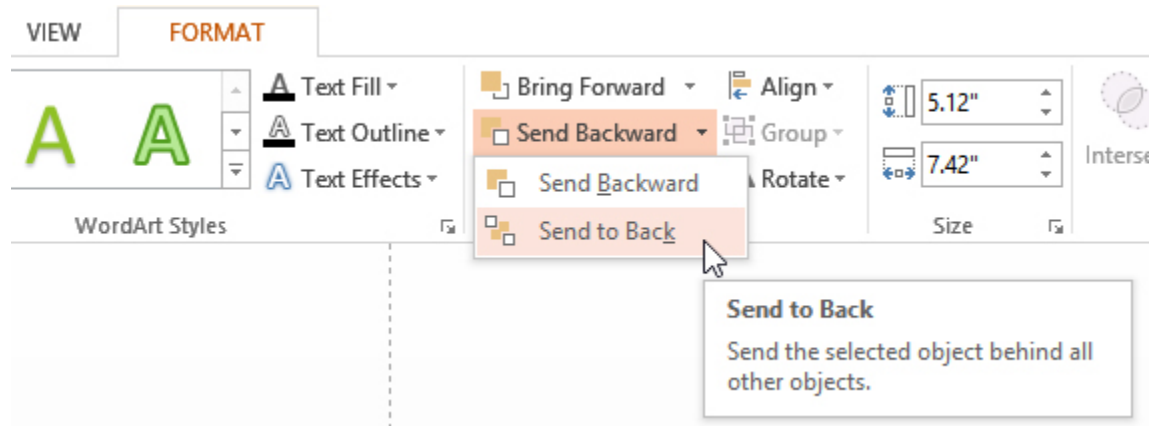
3. The objects will reorder.



### To bring an object to the front or back:

If you want to move an object behind or in front of several objects, it's usually faster to **bring it to front** or **send it to back** instead of clicking the ordering commands multiple times.

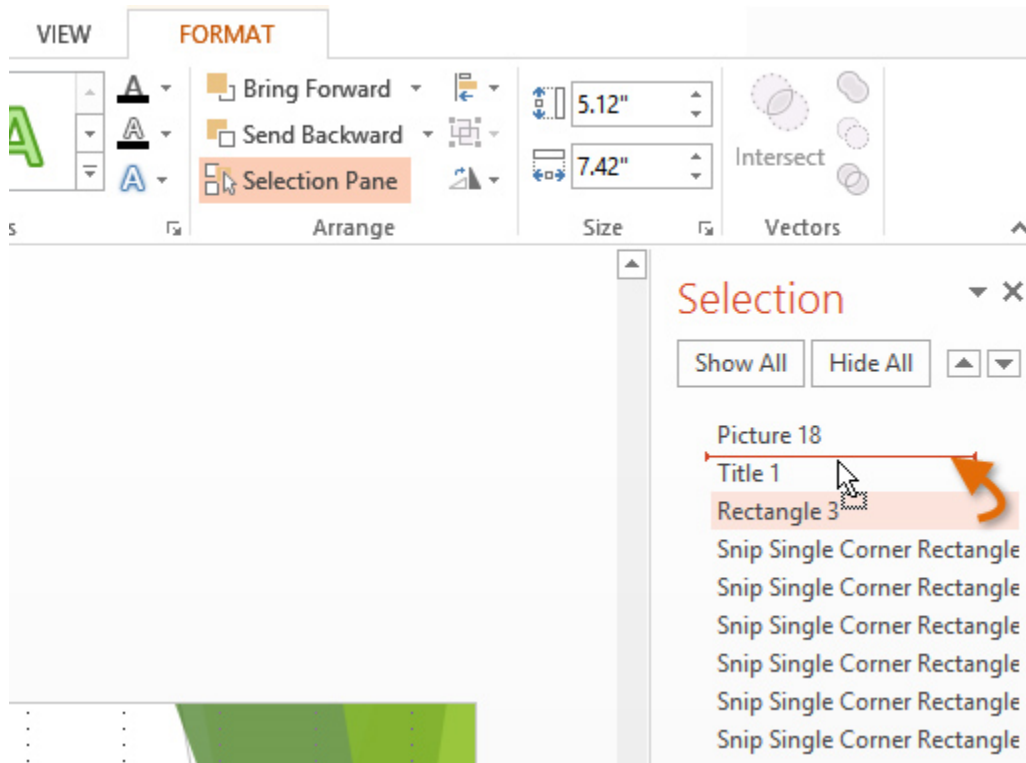
1. Select an object.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** drop-down box.
3. From the drop-down menu, select **Bring to Front** or **Send to Back**.



4. The objects will reorder.



If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a new location. To access the Selection pane, click **Selection Pane** on the **Format** Tab.

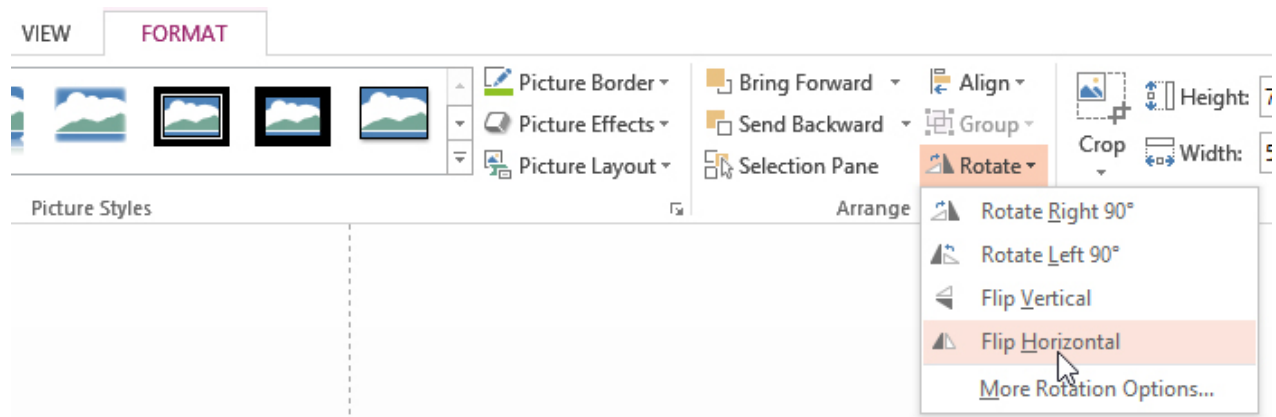


### Rotating objects

If you need to turn an object so it faces a different direction, you can **rotate it to the left or right** or **flip it horizontally or vertically**.

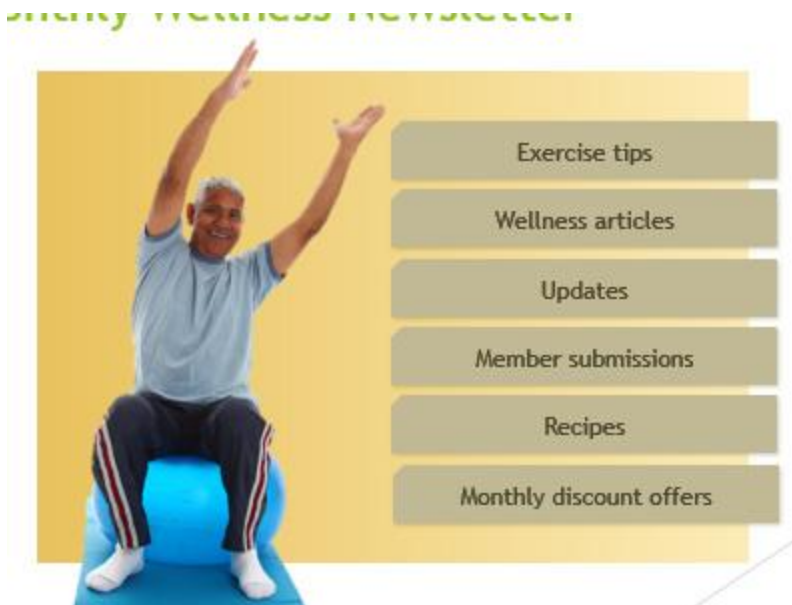
#### To rotate an object:

1. Select an object. The Format tab will appear.
2. From the **Format** tab, click the **Rotate** command. A drop-down menu will appear.
3. Select the desired **rotation option**.





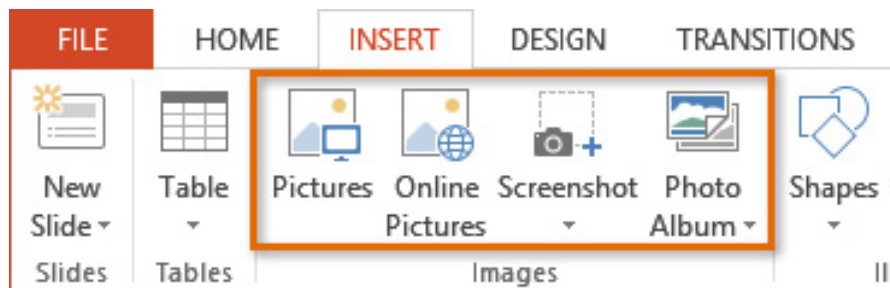
4. The object will rotate.



### Grouping objects

You may want to **group** multiple objects into **one object** so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them.

Pictures, shapes, clip art, and text boxes can all be grouped together; however, **placeholders** cannot be grouped. If you will be grouping pictures, use one of the commands in the **Images** group on the **Insert** tab to insert pictures instead of the picture icon inside the placeholder.

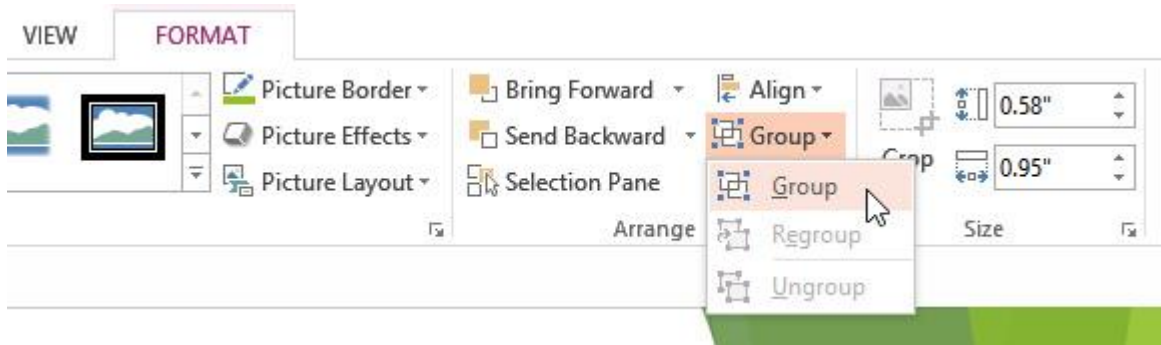


### To group objects:

1. Click and drag your mouse to form a **selection box** around the objects you want to group. The **Format** tab will appear.



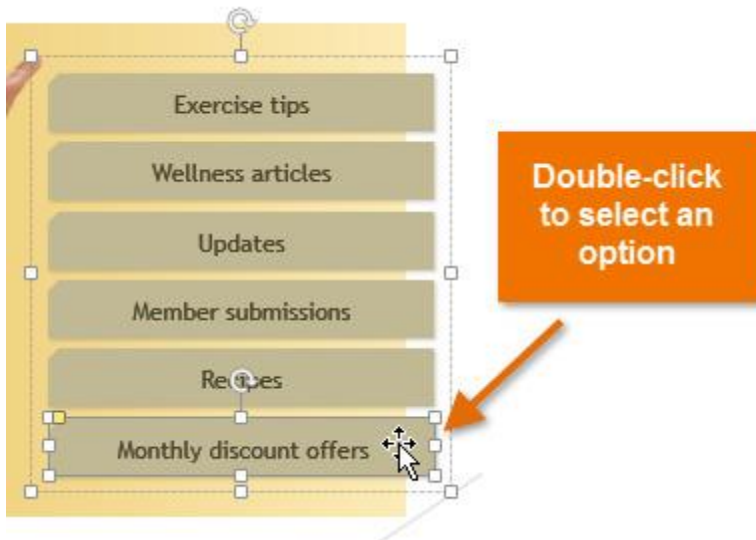
2. From the **Format** tab, click the **Group** command, then select **Group**.



3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group to show that they are one group. You can now move or resize all of the objects at once.



If you want to edit or move one of the objects in the group, double-click to select the object. You can then edit it or move it to the desired location.

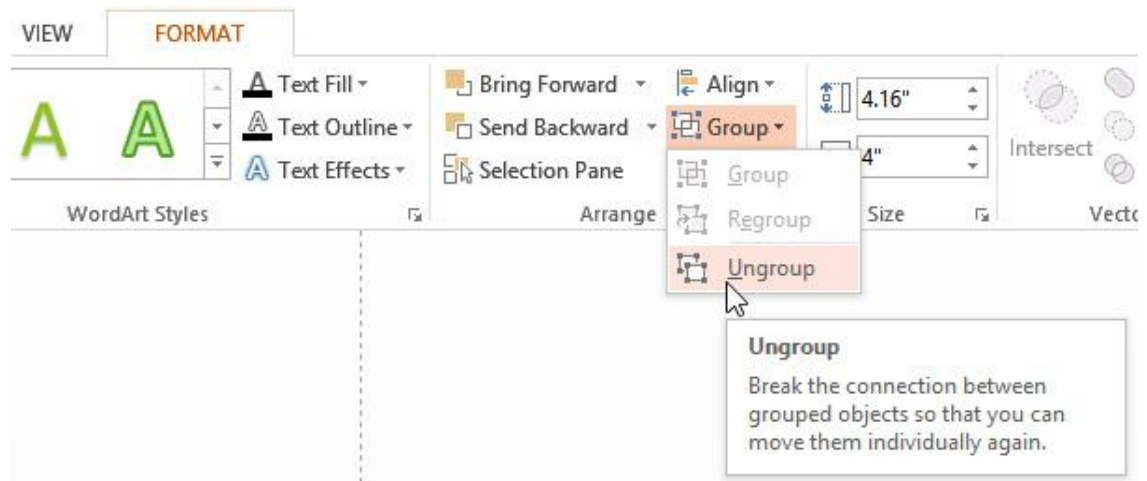


If you select the objects and the **Group** command is disabled, it may be because one of the objects is inside a **placeholder**. If this happens, try **reinserting** the images by using the **Pictures** command on the **Insert** tab.



**To ungroup objects:**

1. Select the grouped object you want to ungroup.
2. From the **Format** tab, click the **Group** command, then select **Ungroup**.



3. The objects will be ungrouped.



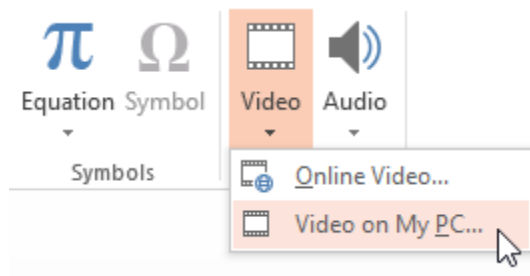
## Inserting Videos

### Introduction

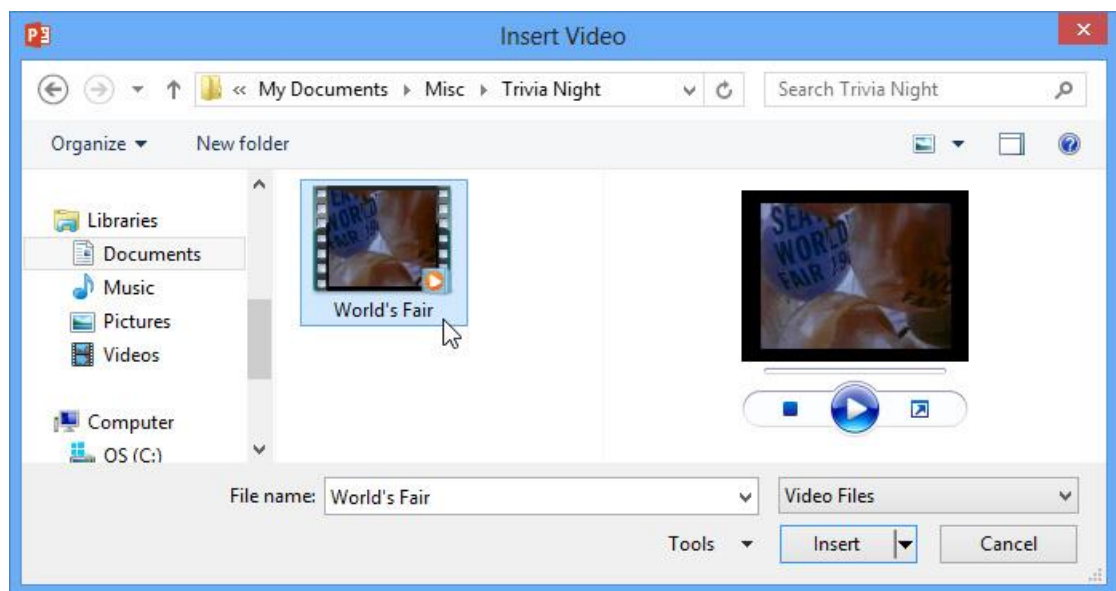
PowerPoint allows you to **insert a video** onto a slide and play it during your presentation. This is a great way to make your presentation more engaging for your audience. You can even **edit** the video within PowerPoint and customize its appearance. For example, you can **trim** the video's length, add a **fade in**, and much more.

### To insert a video from a file:

1. From the **Insert** tab, click the **Video** drop-down arrow, then select **Video on My PC**.



2. Locate and select the desired video file, then click **Insert**.

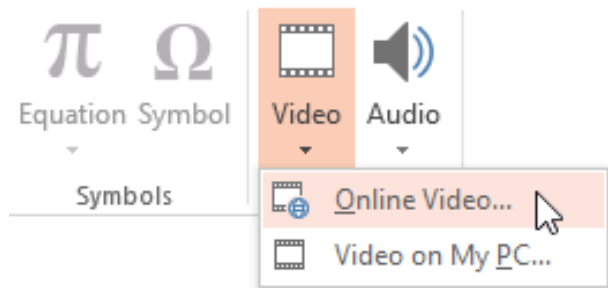


3. The video will be added to the slide.



**To insert an online video:**

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you'll also need to be connected to the Internet for the video to play.



## Inserting Audio

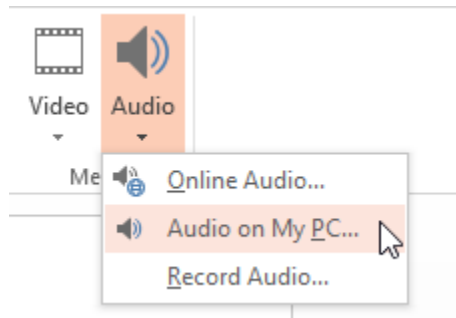
### Introduction

PowerPoint allows you to add **audio** to your presentation. For example, you could add **background music** to one slide, a **sound effect** to another, and even record your own **narration** or **commentary**. You can then **edit** the audio to customize it for your presentation.

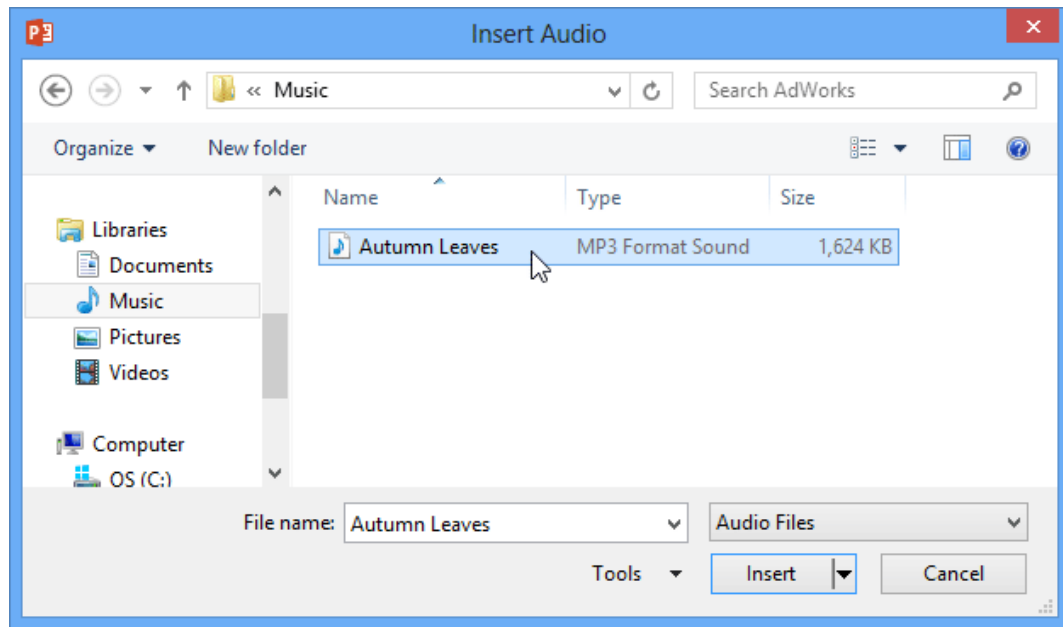
Previously, you also had the option to add clip art audio from Office.com, but this service has been discontinued.

### To insert audio from a file:

1. From the **Insert** tab, click the **Audio** drop-down arrow, then select **Audio on My PC**.



2. Locate and select the desired audio file, then click **Insert**.



3. The audio file will be added to the slide.

## Reviewing Presentations

### Introduction

Before presenting your PowerPoint, you might decide to ask someone else to look over it. The two of you might even collaborate on a presentation. If you were revising a hard copy of a report, you might add **comments** in the margins or **compare** your rough and final drafts side by side. You can also do these things in PowerPoint using the Comments and Compare features

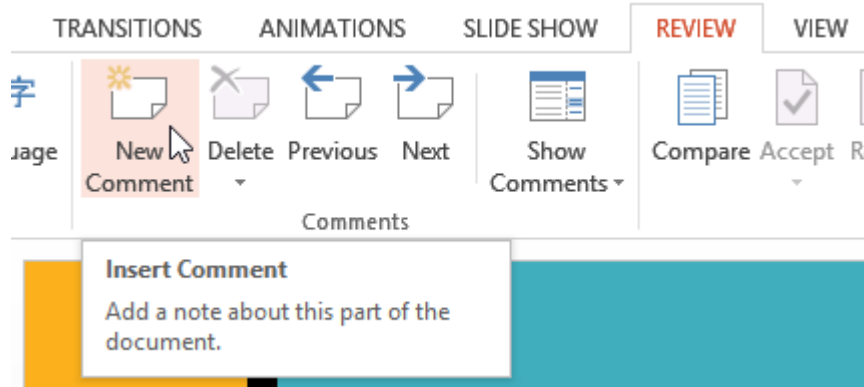
### Commenting on presentations

When you are revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing anything on the slide. Using **comments** allows you to take note of anything on a slide without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

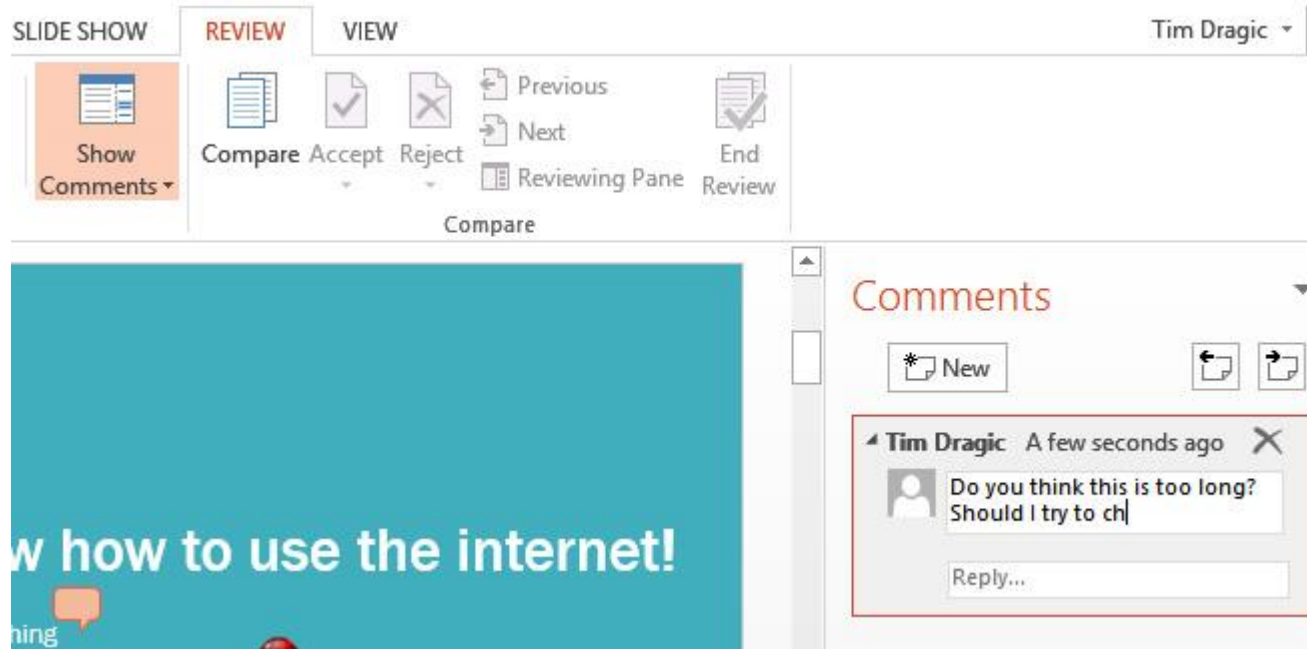


**To add a comment:**

1. **Select the text** or **click on the area** of the slide where you want the comment to appear.
2. Select the **Review** tab, then locate the **Comments** group.
3. Click the **New Comment** command.



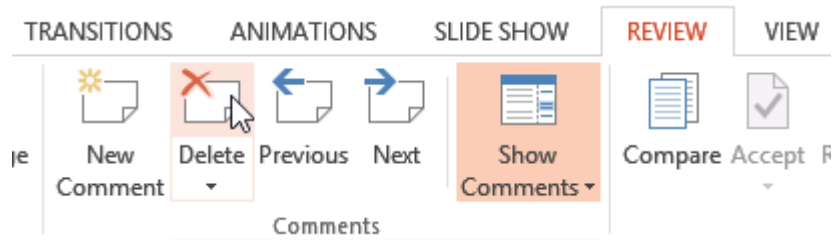
4. The **Comments** pane will appear on the right side of the window. Type your comment.



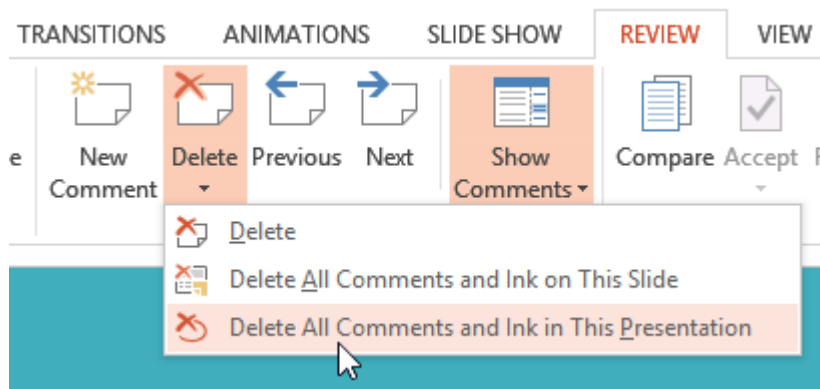
5. Press **Enter** or click anywhere on the slide to return to your presentation.

**To delete a comment:**

1. Select the comment you want to delete.
2. From the **Review** tab, click the **Delete** command.



To delete multiple comments, click the **Delete** drop-down arrow and select **Delete All Comments and Ink on This Slide** or **Delete All Comments and Ink in This Presentation**.



## Hyperlinks

### Introduction

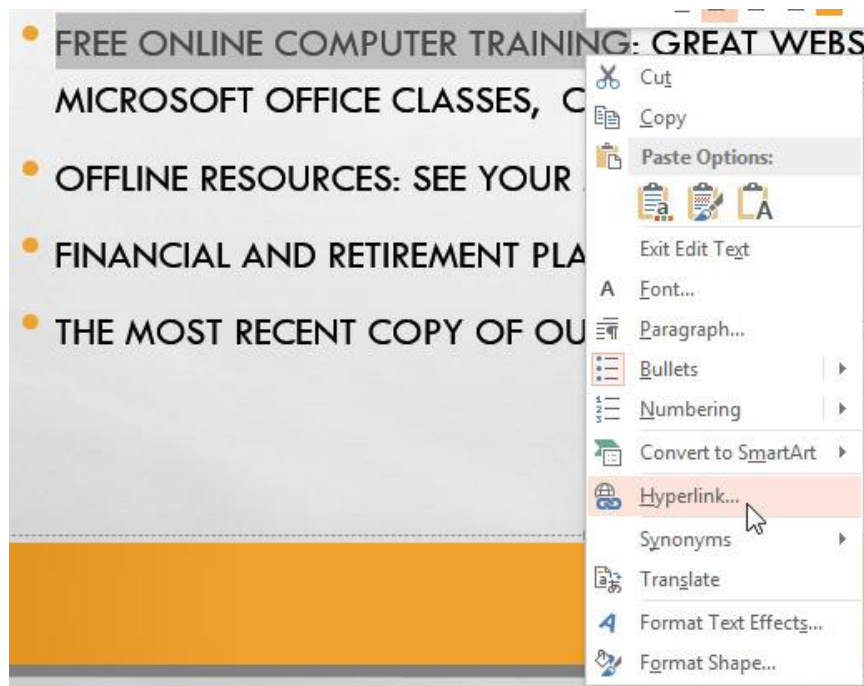
Whenever you use the Internet, you use **hyperlinks** to navigate from one webpage to another. If you want to include a **web address** or **email address** in your PowerPoint presentation, you can choose to format it as a hyperlink so a person can easily click it. It's also possible to link to files and other slides within a presentation. It's easy to do all of this using two tools: hyperlinks and action buttons

### About hyperlinks

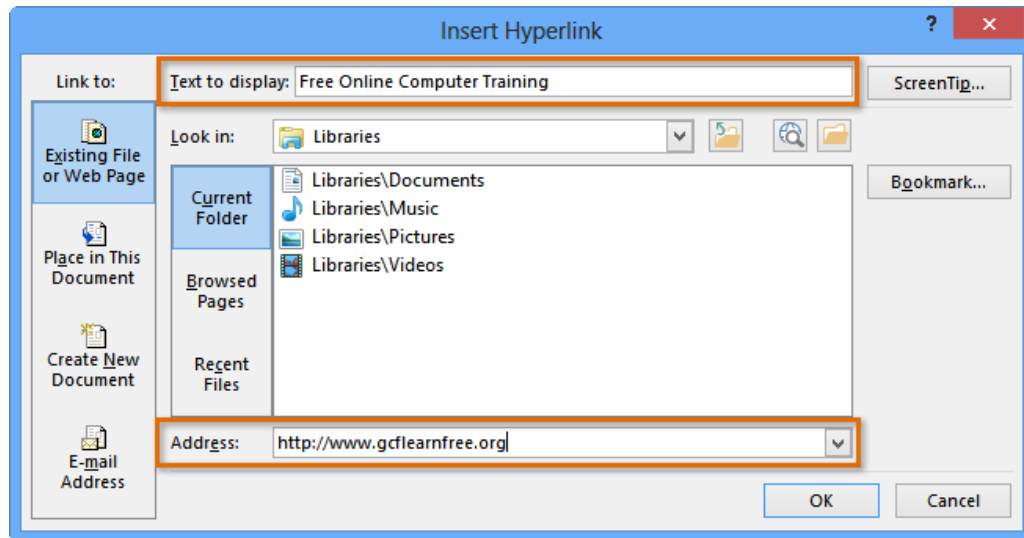
Hyperlinks have **two basic parts**: the **address** of the webpage, email address, or other location they are linking to, and the **display text** (which can also be a picture or shape). For example, the address could be <https://www.youtube.com>, and **YouTube** could be the display text. In some cases, the display text might be the same as the address. When you're creating a hyperlink in PowerPoint, you'll be able to choose both the address and the display text or image.

### To insert a hyperlink:

1. Select the image or text you want to make a hyperlink.
2. Right-click the selected text or image, then click **Hyperlink**.



3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert** tab by clicking **Hyperlink**.



4. If you selected text, the words will appear in the **Text to display** field at the top. You can change this text if you want.
5. Type the address you want to link to in the **Address** field.
6. Click **OK**. The text or image you selected will now be a hyperlink to the web address.

## Lesson 8:

- **Animating Text and Objects**
  - **Table**
  - **Chart**
  - **SmartArt Graphics**
- 

## **Animations**

To animate text or objects on a slide:

1. Select the text or object you want to animate.
2. On the **Animations** tab, select **Add Animation**, and select the animation you want from the drop-down.

To animate one line of text at a time, select one line of text, select an animation, select the next line of text, select an animation, ...

3. For **Start**, select **When Clicked**, **With Previous**, or **After Previous**.

## **Animating Text and Objects**

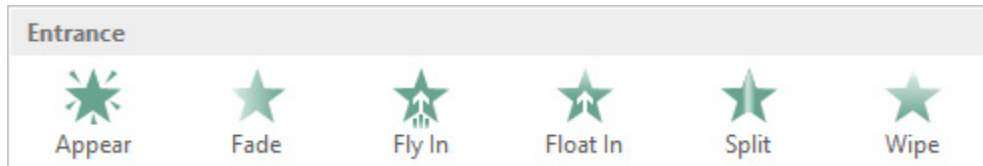
### **Introduction**

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw the audience's attention** to specific content or to make the slide easier to read.

### **The four types of animations**

There are several animation effects you can choose from, and they are organized into four types:

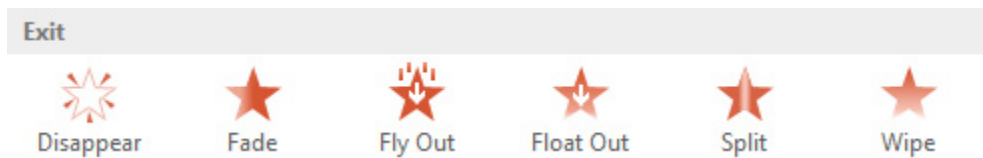
- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.



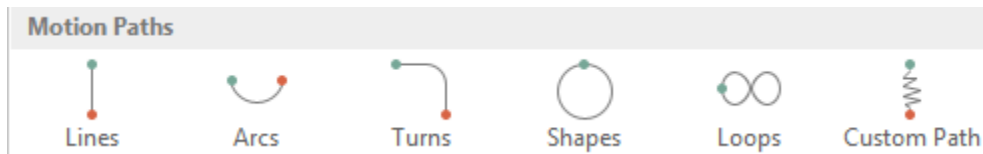
- **Emphasis:** These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.



- **Exit:** These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.

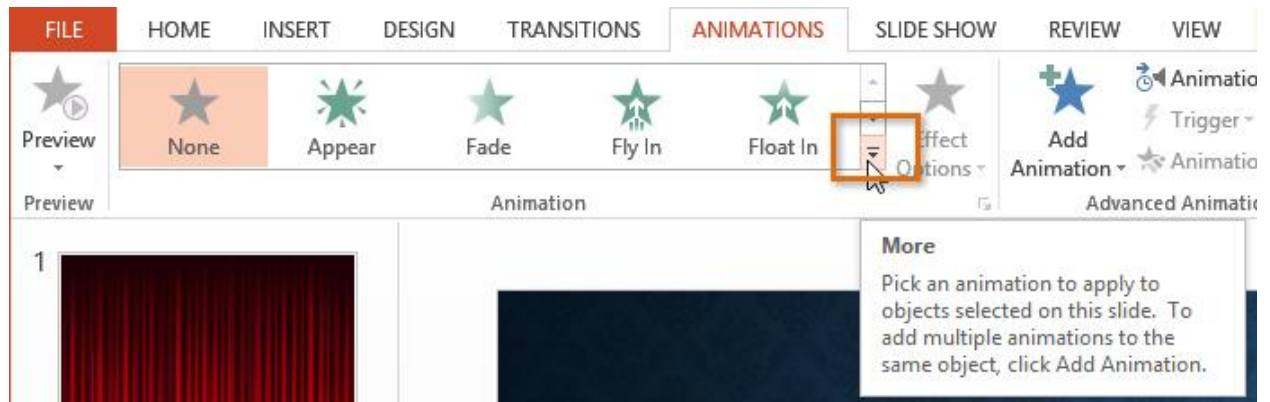


- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.

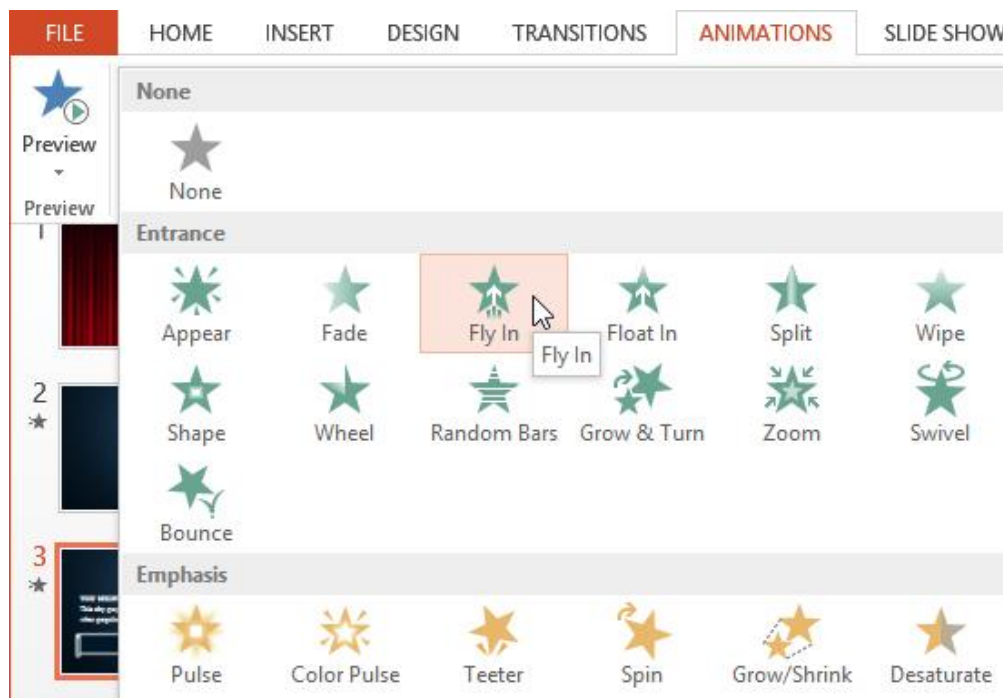


**To apply an animation to an object:**

1. Select the object you want to animate.
2. On the **Animations** tab, click the More drop-down arrow in the **Animation** group.



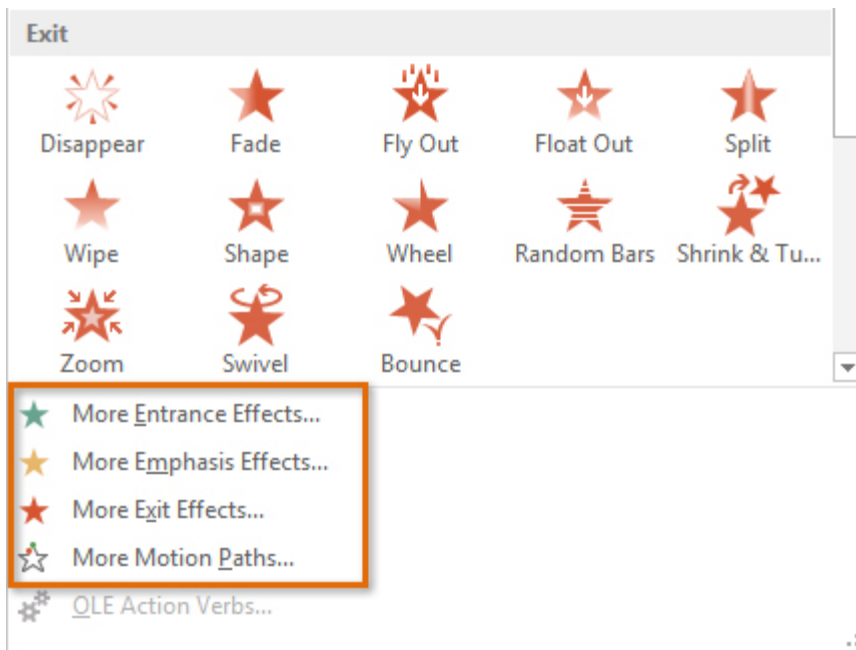
3. A drop-down menu of animation effects will appear. Select the desired effect.



4. The effect will apply to the object. The object will have a small **number** next to it to show that it has an animation. In the Slide pane, a **star** symbol also will appear next to the slide.



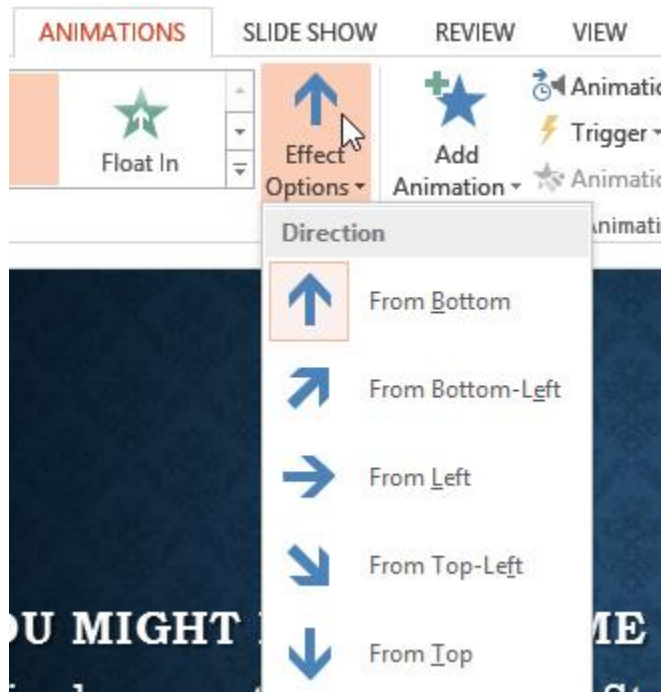
At the bottom of the menu, you can access even more effects.



### Effect options

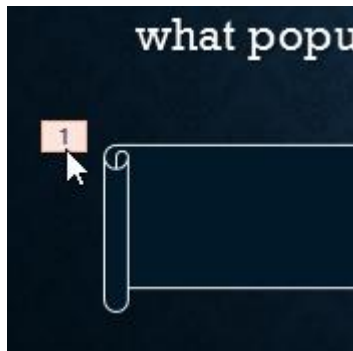
Some effects will have **options** you can change. For example, with the **Fly In** effect you can control **which direction** the object comes from. These options can be accessed from the **Effect Options** command in the Animation group.





### To remove an animation

1. Select the small **number** located next to the animated object.



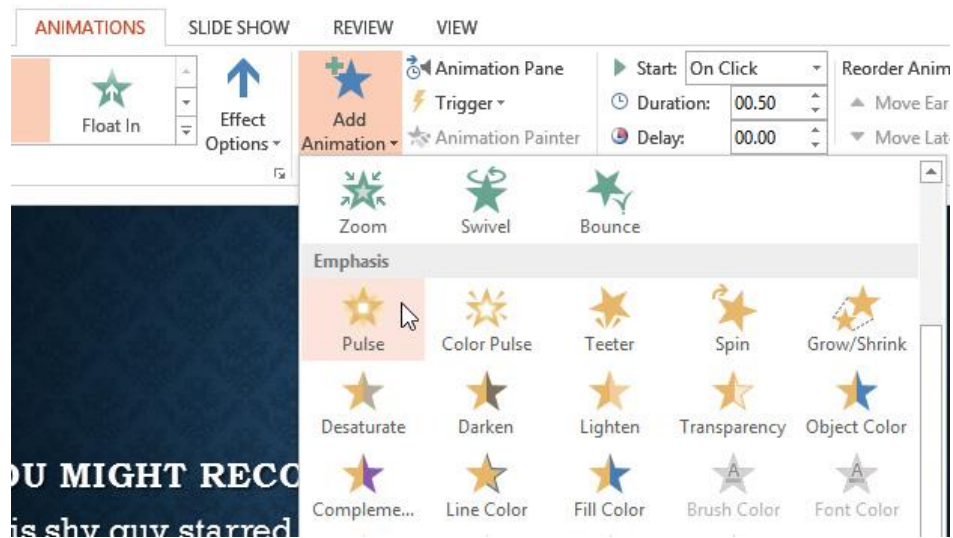
2. Press the **Delete** key. The animation will be deleted.

### Working with animations

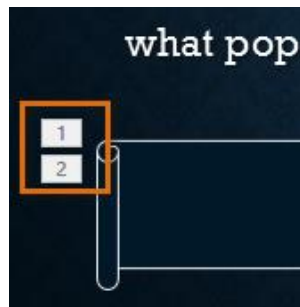
To add multiple animations to an object:

If you select a new animation from the the menu in the Animation group, it will **replace the object's current animation**. However, you'll sometimes want to place **more than one animation** on an object, like an **Entrance** and an **Exit** effect. To do this, you'll need to use the **Add Animation** command, which will allow you to keep your current animations while adding new ones.

1. Select an object.
2. Click the **Animations** tab.
3. In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
4. Select the desired animation effect.



5. If the object has more than one effect, it will have a different **number** for each effect. The numbers indicate the **order** in which the effects will occur.



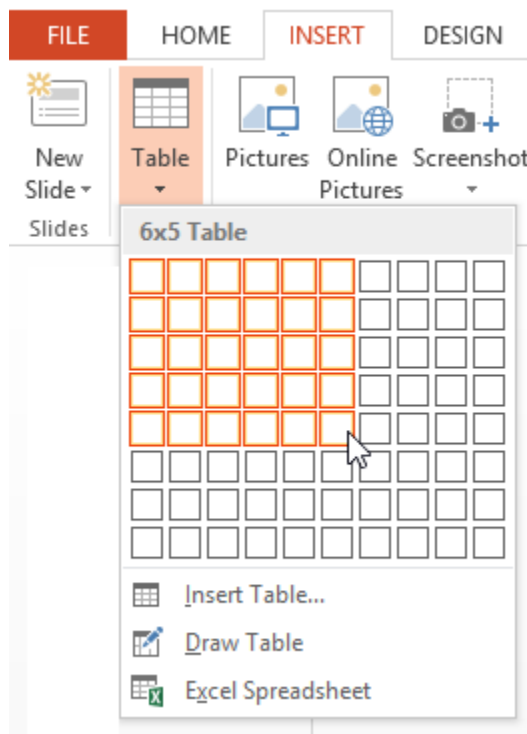
## Tables

### Introduction

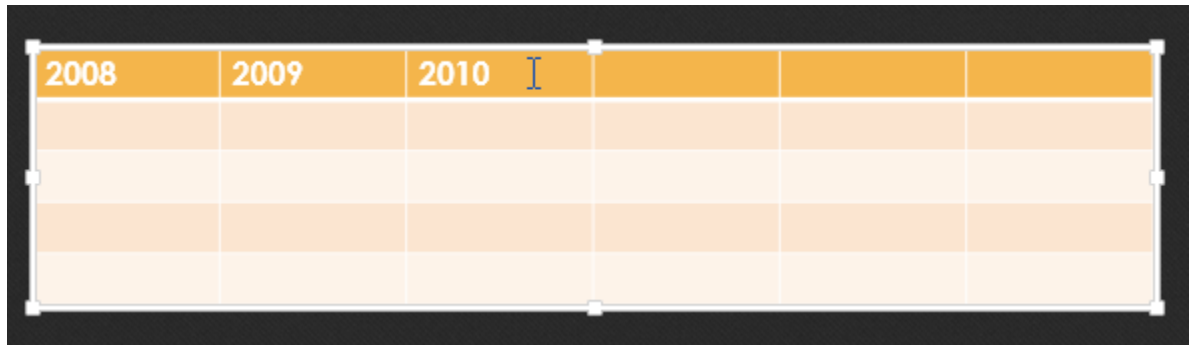
**Tables** are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks, such as presenting text information and numerical data. You can even **customize** tables to fit your presentation.

### To insert a table:

1. From the **Insert** tab, click the **Table** command.
2. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.

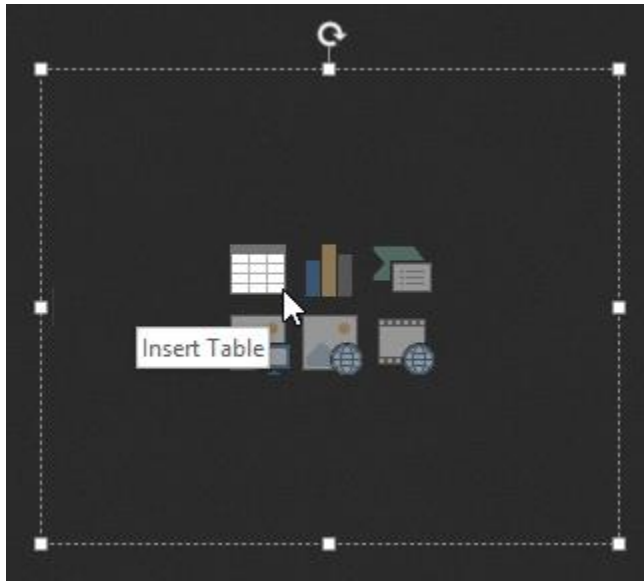


3. Click the slide where you want to place the table. The table will appear.
4. Click anywhere in the table, and begin typing to add text.



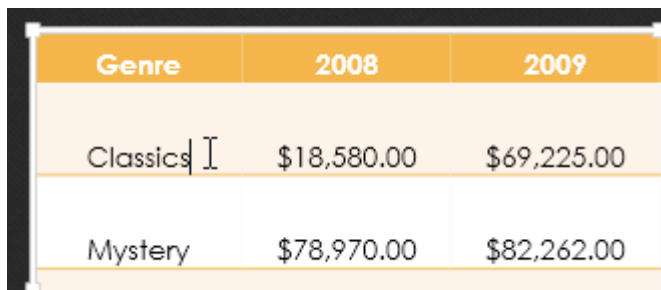
2008	2009	2010			

You can also insert a table by clicking the **Insert Table** command in a **placeholder**.



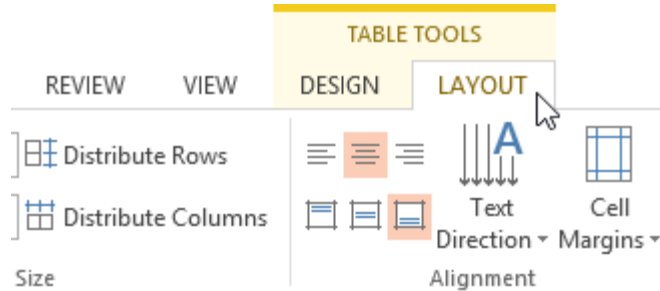
**To add a row or column:**

1. Click a cell **adjacent to** the location where you want to add a row or column.

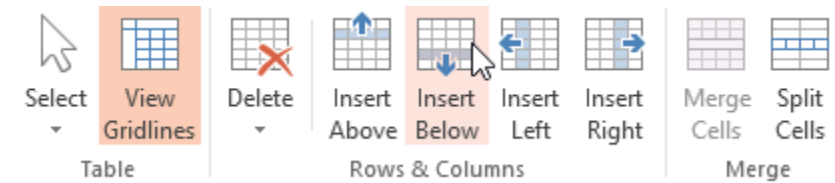


Genre	2008	2009
Classics	\$18,580.00	\$69,225.00
Mystery	\$78,970.00	\$82,262.00

2. Click the **Layout** tab on the right side of the Ribbon.



3. Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.

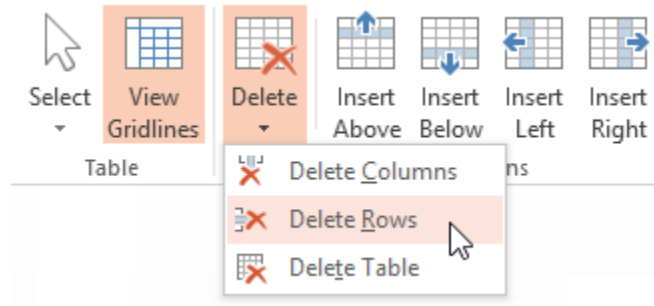


4. The new row or column will appear.

Genre	2008	2009	2010	2011	2012
Classics	\$18,580.00	\$69,225.00	\$16,326.00	\$10,017.00	\$26,134.00
Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00	\$73,428.00
Romance	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00	\$81,474.00
Sci-Fi & Fantasy	\$16,730.00	\$19,730.00	\$12,109.00	\$11,355.00	\$17,686.00
Young Adult	\$35,358.00	\$42,685.00	\$20,893.00	\$16,065.00	\$21,388.00

**To delete a row or column:**

1. Select the desired row or column by clicking any cell in that row or column, then select the **Layout** tab.
2. In the **Rows & Columns** group, click the **Delete** command, then select **Delete Rows** or **Delete Columns** from the menu that appears.

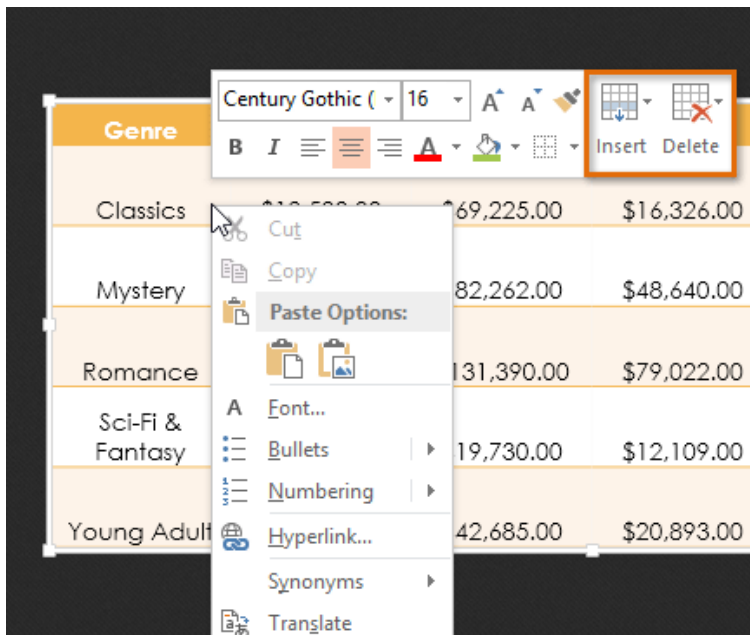


3. The selected row or column will be deleted.

**To delete a table:**

- Select the table you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

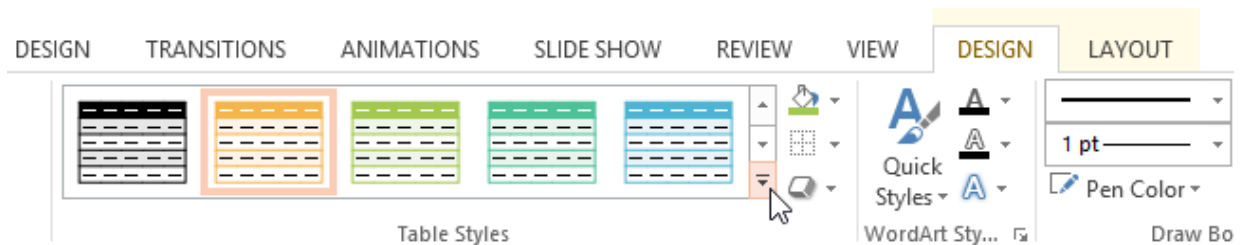
You can also access the **Insert** and **Delete** commands by right-clicking a table.



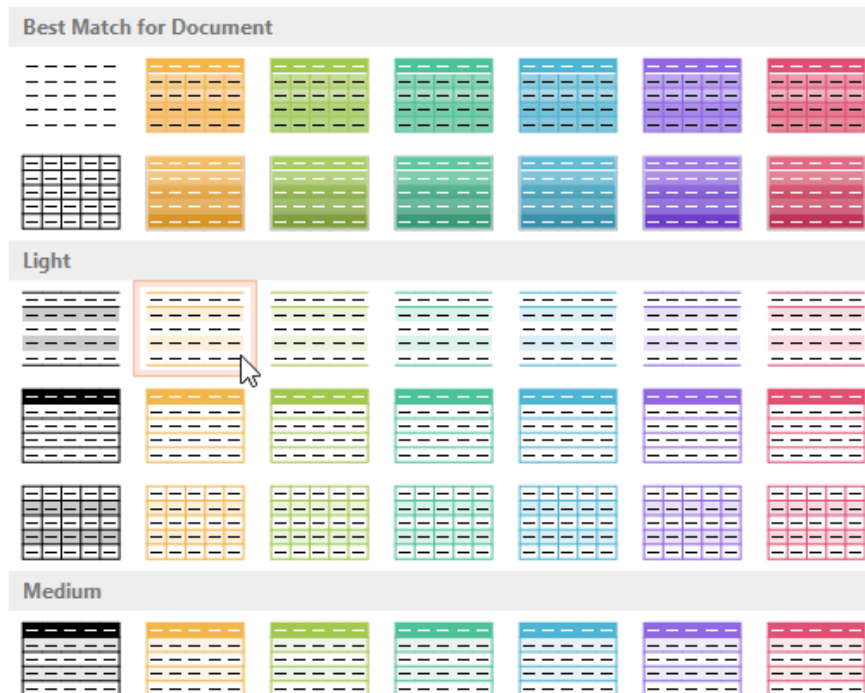
## Customizing tables

### To apply a table style:

1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.
2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.



3. Select the desired style.



## Charts

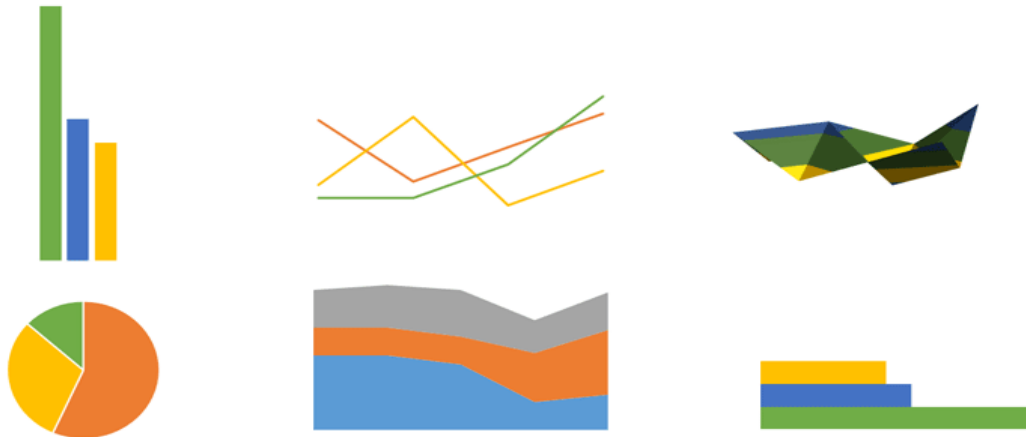
### Introduction

A **chart** is a tool you can use to **communicate data graphically**. Including a chart in a presentation allows your audience to see the **meaning behind the numbers**, which makes it easy to visualize **comparisons** and **trends**.

### Types of charts

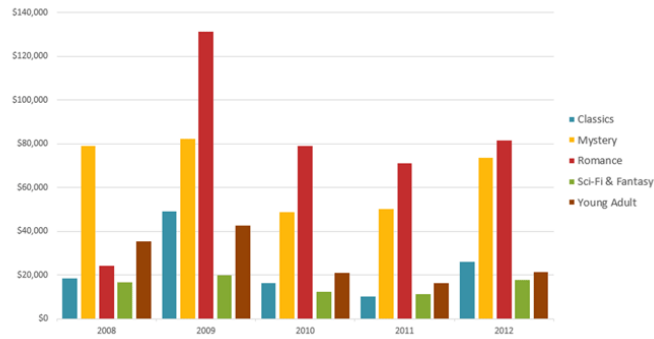
PowerPoint has many different types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

## Types of Charts

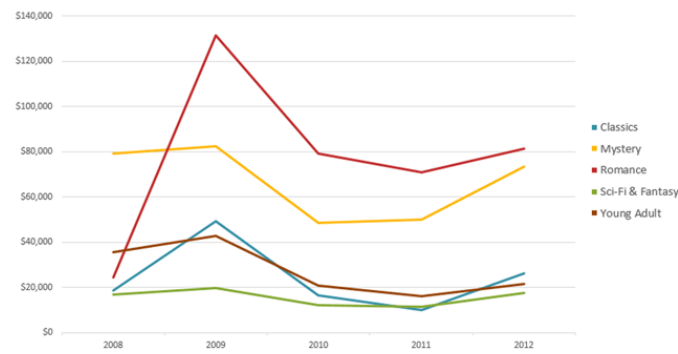




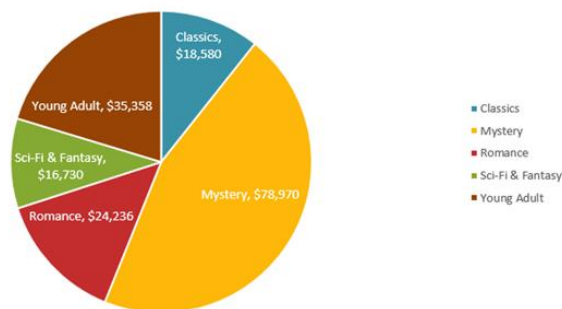
## Column



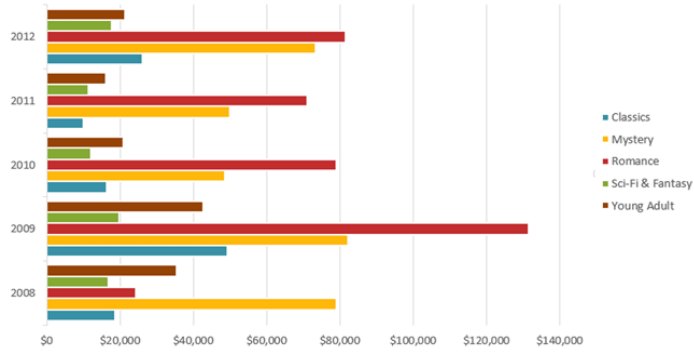
## Line



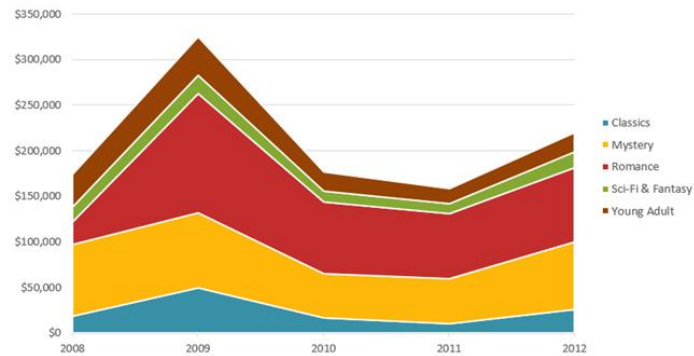
## Pie



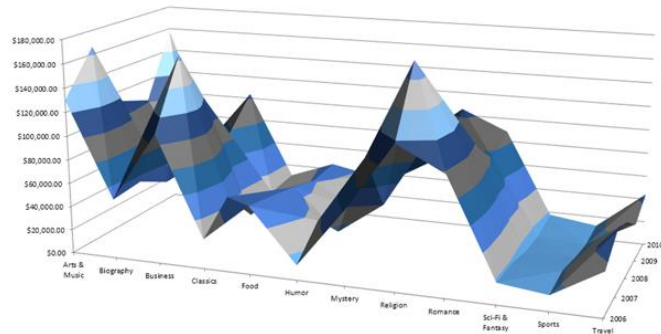
## Bar



## Area



## Surface

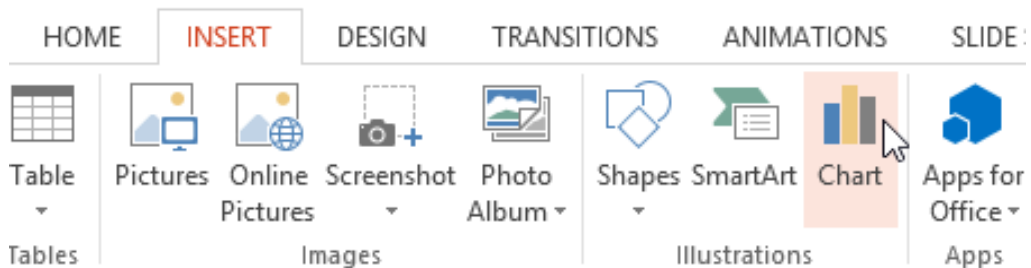


## Inserting charts

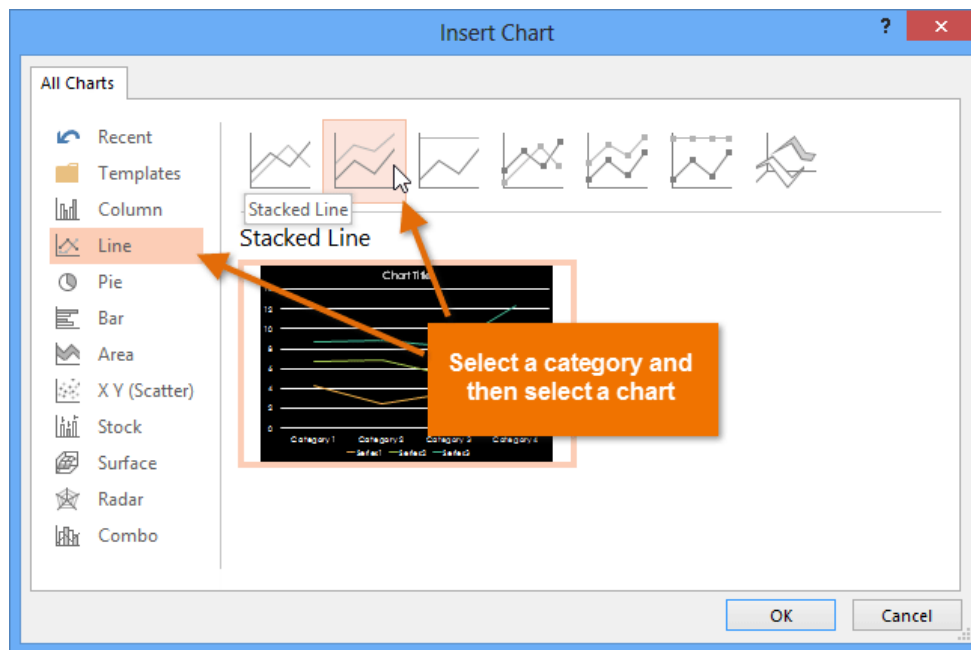
PowerPoint uses a **spreadsheet** as a placeholder for entering chart data, much like **Excel**.

### To insert a chart:

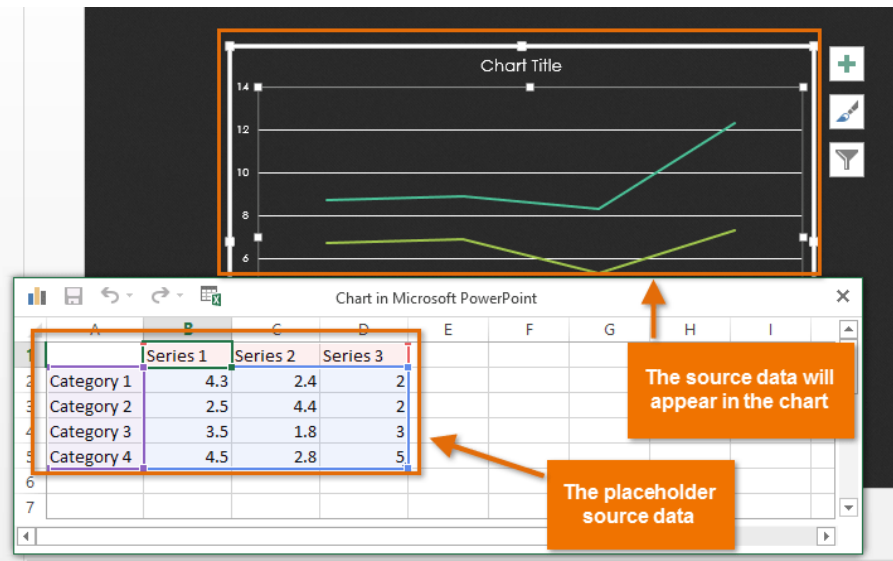
1. Select the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



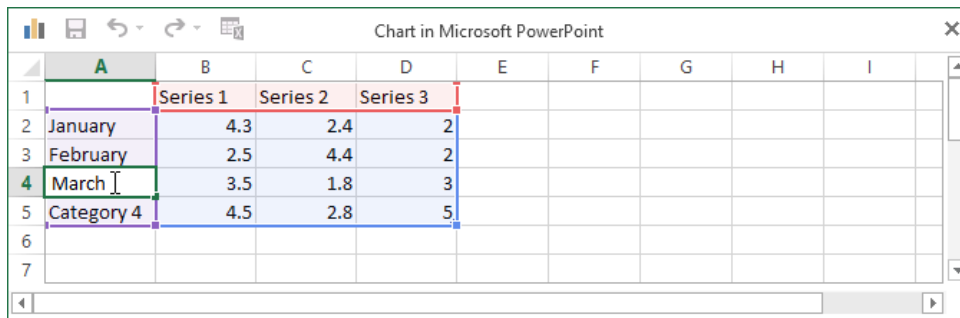
2. A dialog box will appear. Select a **category** from the left pane, and review the **charts** that appear in the right pane.
3. Select the desired **chart**, then click **OK**.



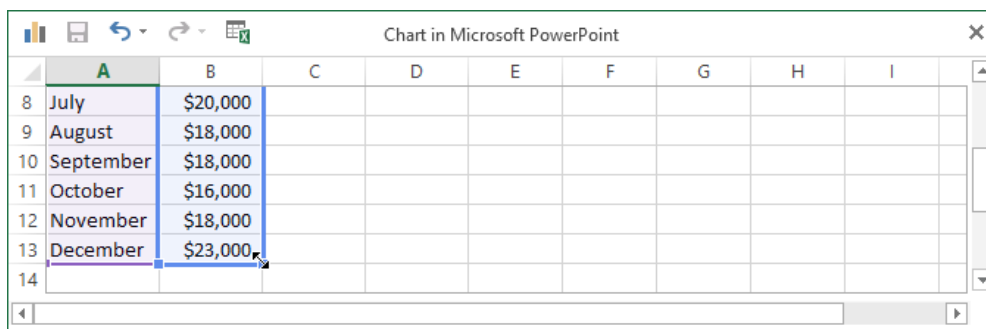
4. A chart and a spreadsheet will appear. The data that appears in the spreadsheet is **placeholder source data** you will replace with your own information. The source data is used to create the chart.



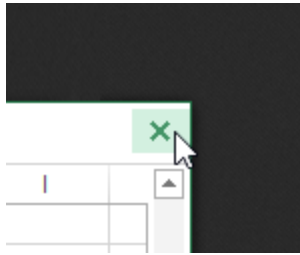
5. Enter **data** into the worksheet.



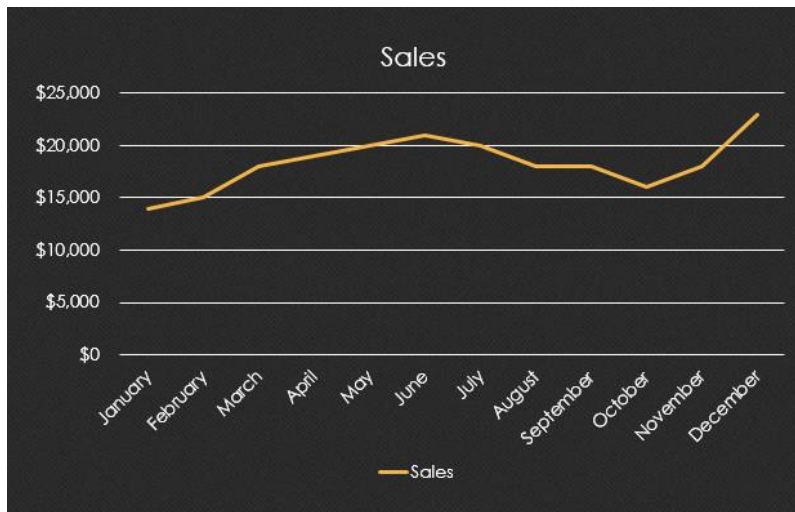
6. If necessary, click and drag the **lower-right corner** of the **blue line** to increase or decrease the **data range** for rows and columns. Only the data enclosed by the blue lines will appear in the chart.



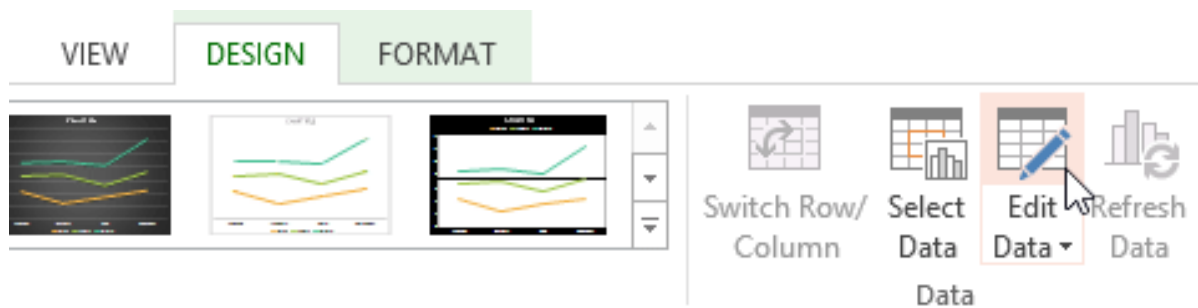
7. When you're done, click the **X** to close the spreadsheet.



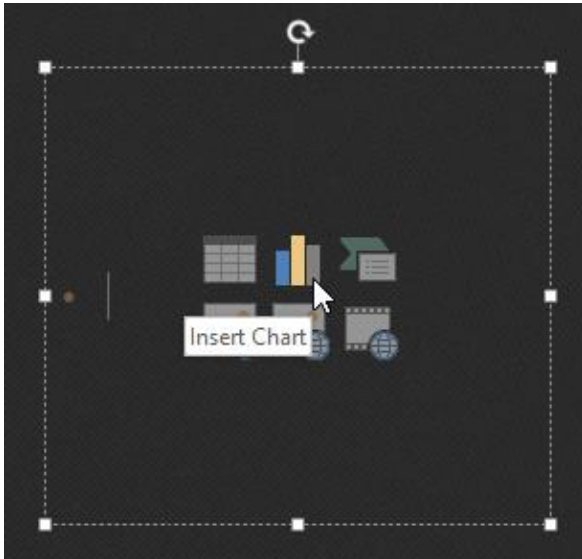
8. The chart will be completed.



You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command on the **Design** tab.



You can also click the **Insert Chart** command in a placeholder to insert a new chart.



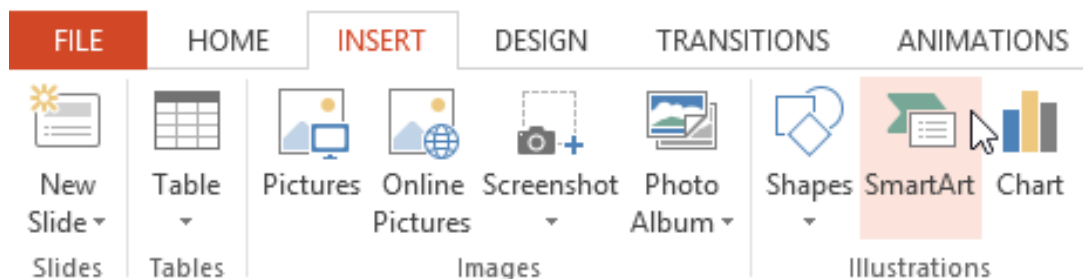
## SmartArt Graphics

### Introduction

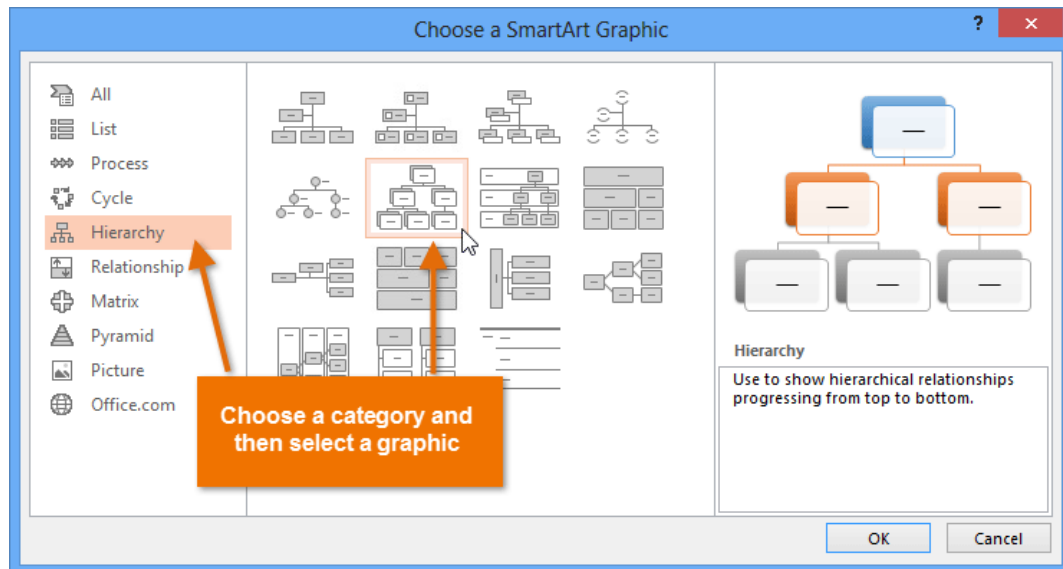
SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas

### To insert a SmartArt graphic:

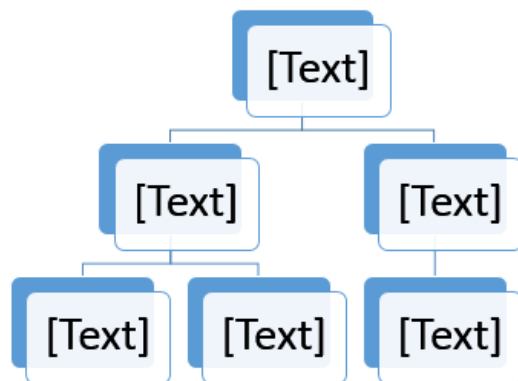
1. Select the slide where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



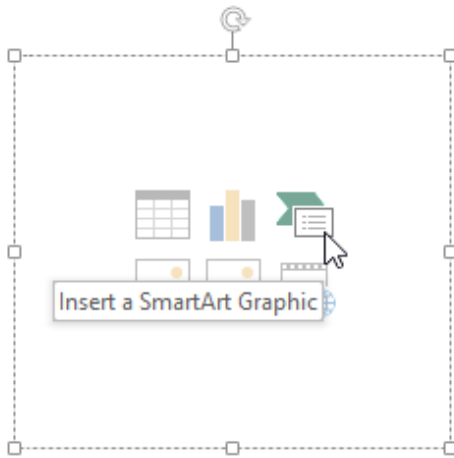
3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, and click **OK**.



4. The SmartArt graphic will appear on the current slide.



You can also click the **Insert a SmartArt Graphic** command in a **placeholder** to add SmartArt.



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## **Picture Format Tab**

### **Introduction**



Once you have added pictures to your documents, you can format them in various ways. The **picture tools** in MS-Word make it easy to incorporate images into your documents and **modify these images** in interesting ways.

In this lesson, you will learn how to change the **picture style** and **shape**, add a **border**, **crop**, and **compress** pictures, and add **artistic effects**.

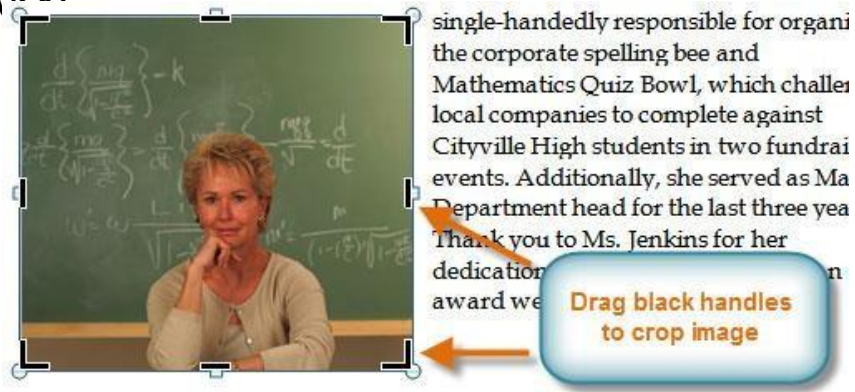
### **Basic image formatting**

Have you inserted a picture into your document that you want to trim or make appear smaller on the page? Perhaps you'd like to add an artistic effect or a border to the image to make it stand out. You can use Word's **picture tools** to help you modify the **picture style** and **shape**, add a **border**, **crop**, add **artistic effects**, and even **compress** pictures.

To crop an image:

1. Select an image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** command. Black cropping handles appear.

Lec. Tamara A. A.:

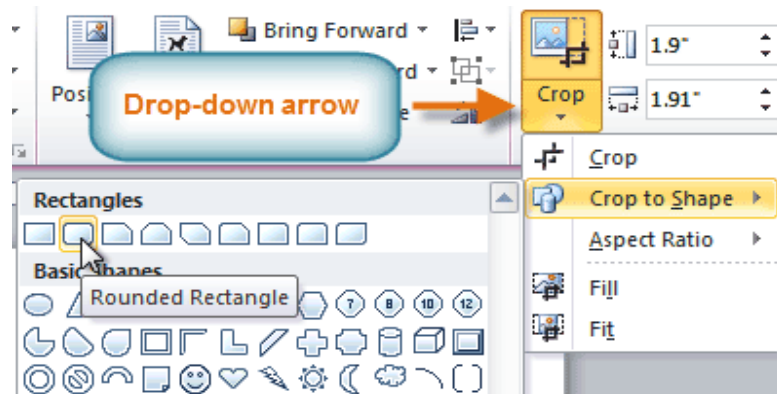


4. Click and drag a **handle** to crop an image.
5. Click the **Crop** command to deselect the crop tool.

Corner handles will allow you to simultaneously crop the image horizontally and vertically.

To crop an image to a shape:

1. Select the image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** drop-down arrow (below the Crop command). A drop-down menu will appear.



4. Select a shape from the drop-down menu.
5. The image will take the shape you have selected.

Lec. Tamara A. Anai

## Mary Jenkins Named Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for

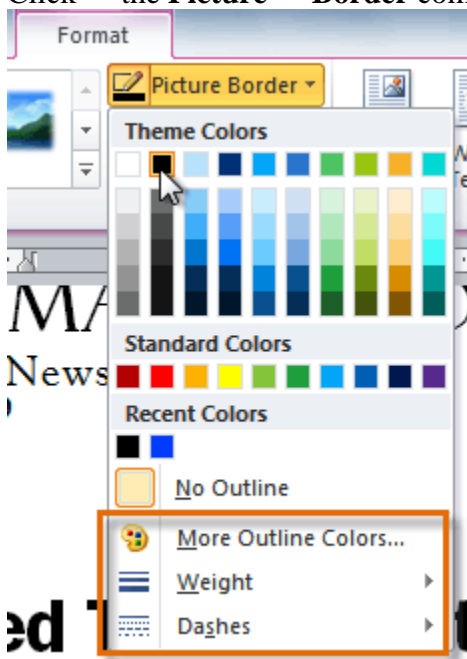


organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

You may want to crop the image to the desired size before cropping it to a shape.

To add a border to a picture:

1. Select the picture.
2. Select the **Format** tab.
3. Click the **Picture Border** command. A drop-down menu will appear.



4. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.

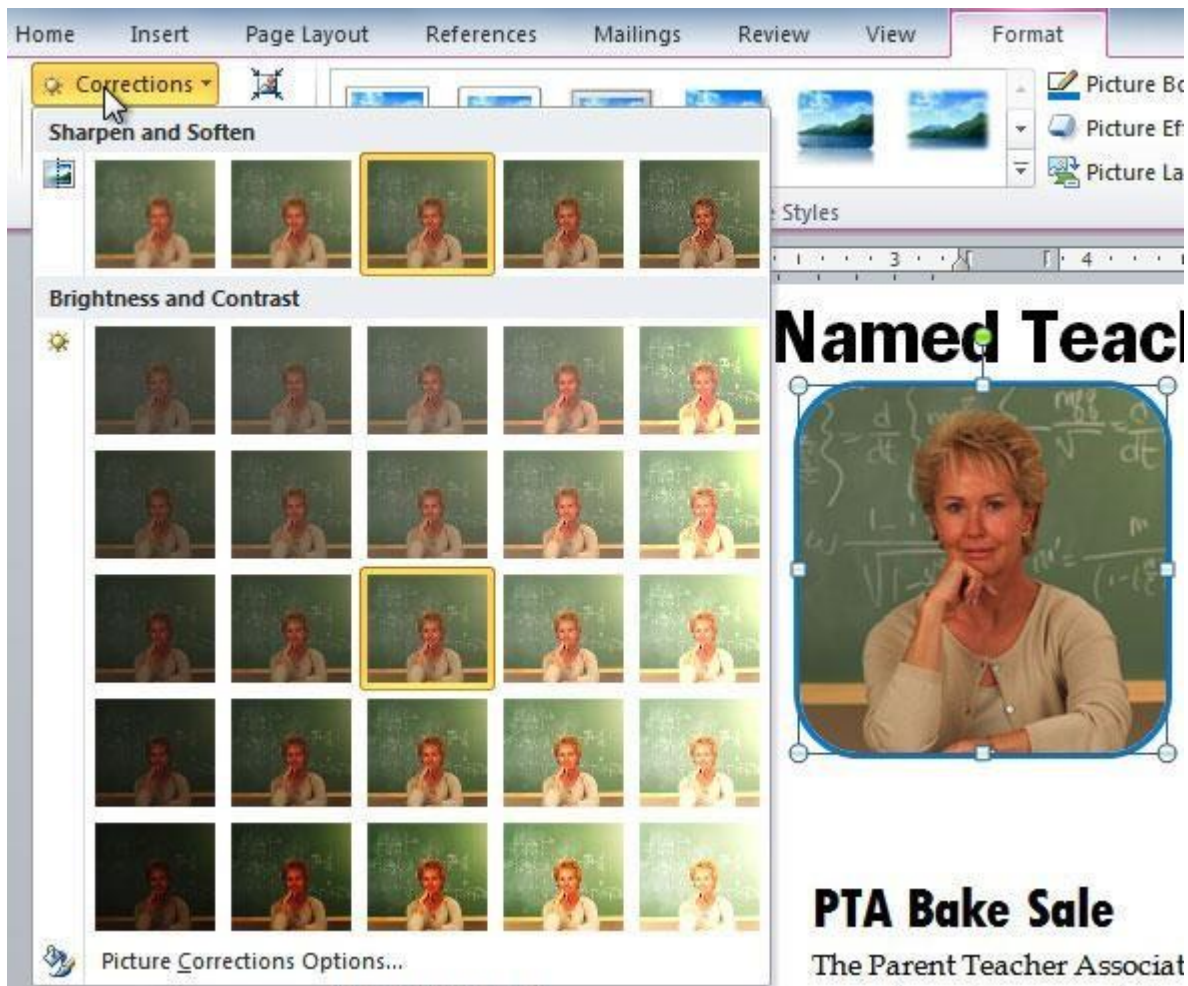
*Lec. Tamara A. Anai*



### Image adjustments

To make image corrections:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Corrections** command. A drop-down menu will appear.



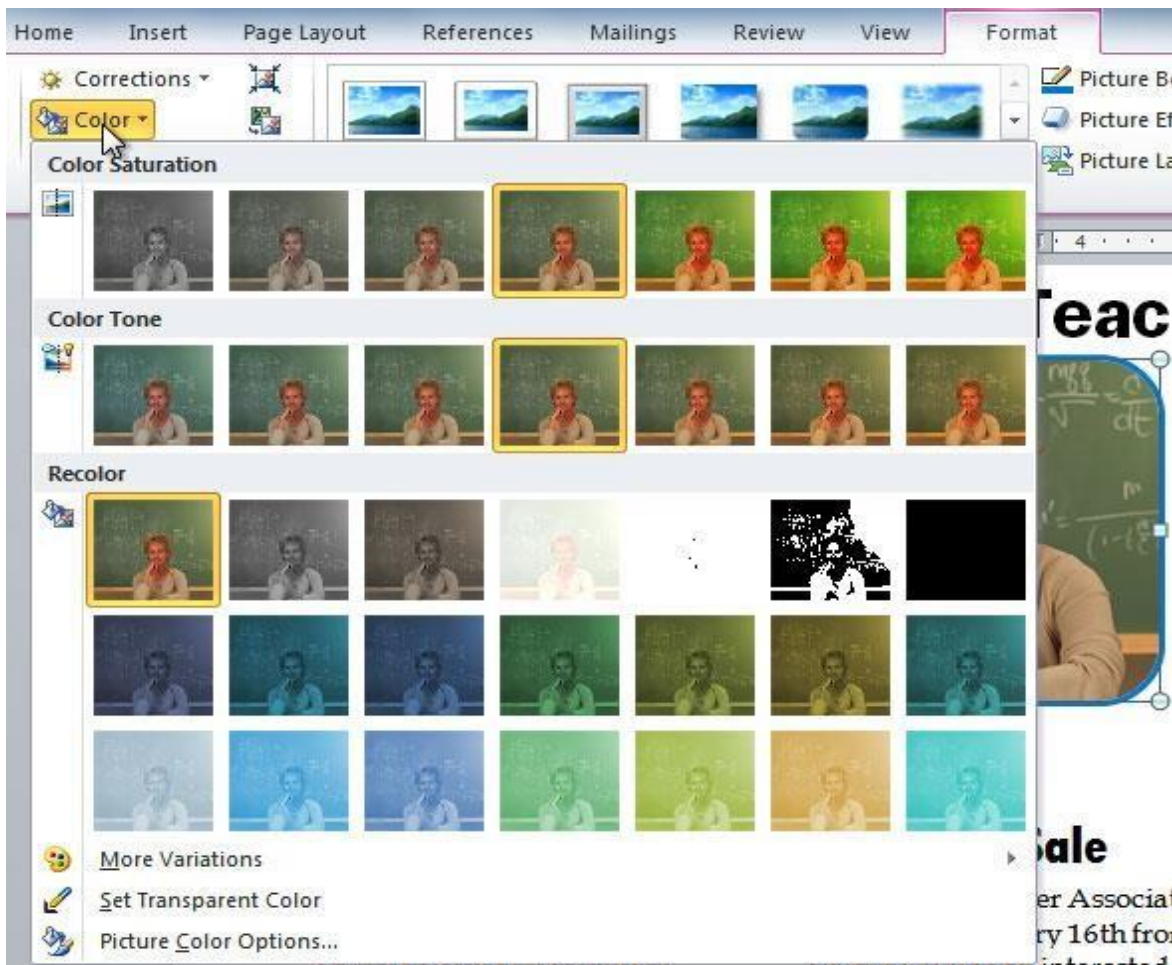
*Lec. Tamara A. Anai*

4. To sharpen or soften the image, hover over the **Sharpen and Soften** presets. You'll see a live preview of the preset in the document.
5. When you've found a preset you like, click it to select it.
6. Click the **Corrections** command again.
7. Hover over the **Brightness and Contrast** presets to see a live preview.
8. When you've found one you like, click it to select it.

You can also select **Picture Corrections Options** from the drop-down menu to refine the settings.

To adjust the color in an image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Color** command. A drop-down menu will appear.



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4. From the drop-down menu, you can choose a preset from each of the following three categories:

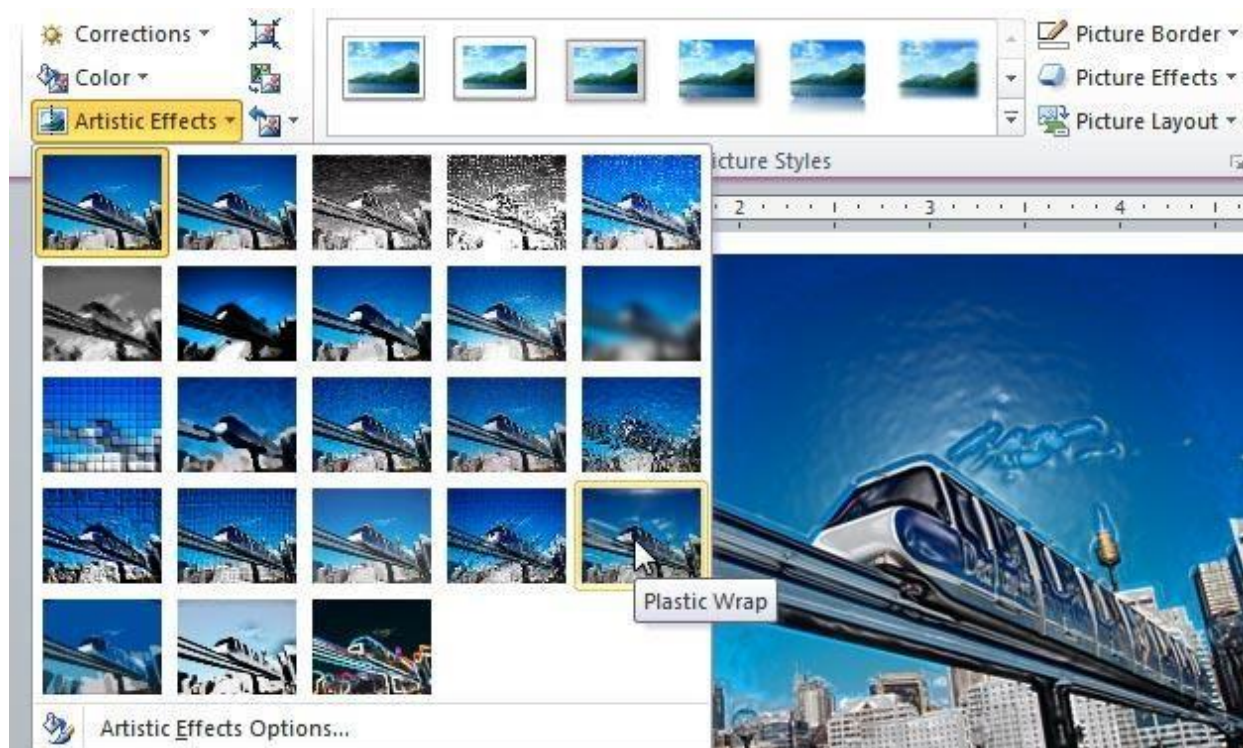
- **Color Saturation:** This controls how vivid the colors are in the image.
- **Color Tone:** This controls the temperature of the color, from **cool** to **warm**.
- **Recolor:** This controls the overall color of the image. Use this option to make the image **black and white** or **grayscale**, or to **colorize** it with a different color.

You can also select **Picture Color Options** from the drop-down menu to refine the settings.

Artistic effects and styles

To apply an artistic effect:

1. Select the picture. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Artistic Effects** command. A drop-down menu will appear.



4. Hover over the different presets to see a live preview of each one.
5. When you've found a preset you like, click it to select it.

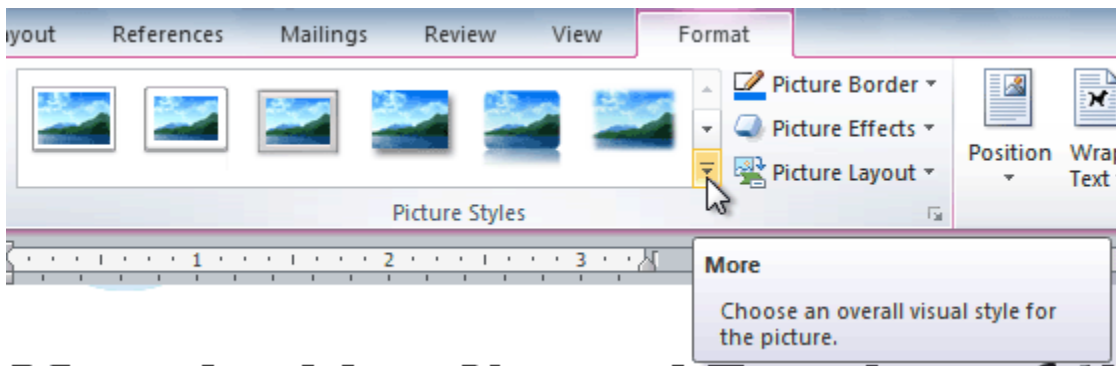
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6. To adjust the settings for the effect, click **Artistic Effects** again, then select **Artistic Effect Options**.

Many **clip art** images do not allow you apply artistic effects. Generally speaking, the ones that look hand-drawn or painted do not work, while photographs do.

To apply a picture style:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow to display all of the picture styles.



4. Hover over a picture style to display a live preview of the style in the document.

5. Select the desired style.



6. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu. You may remember that the Effects menu was covered in our **Working with Shapes** lesson, which you can review for more information.

Lec. Tamara A. Alami



### Removing the background from an image

Removing the background from an image can give your images a cleaner appearance. If you're printing your document, it can also save ink.

#### *About Background Removal*

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes these areas from the image.

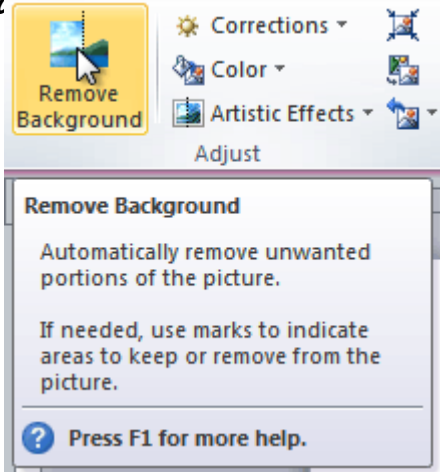




To remove the background from an image:

1. Click the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Remove Background** command.

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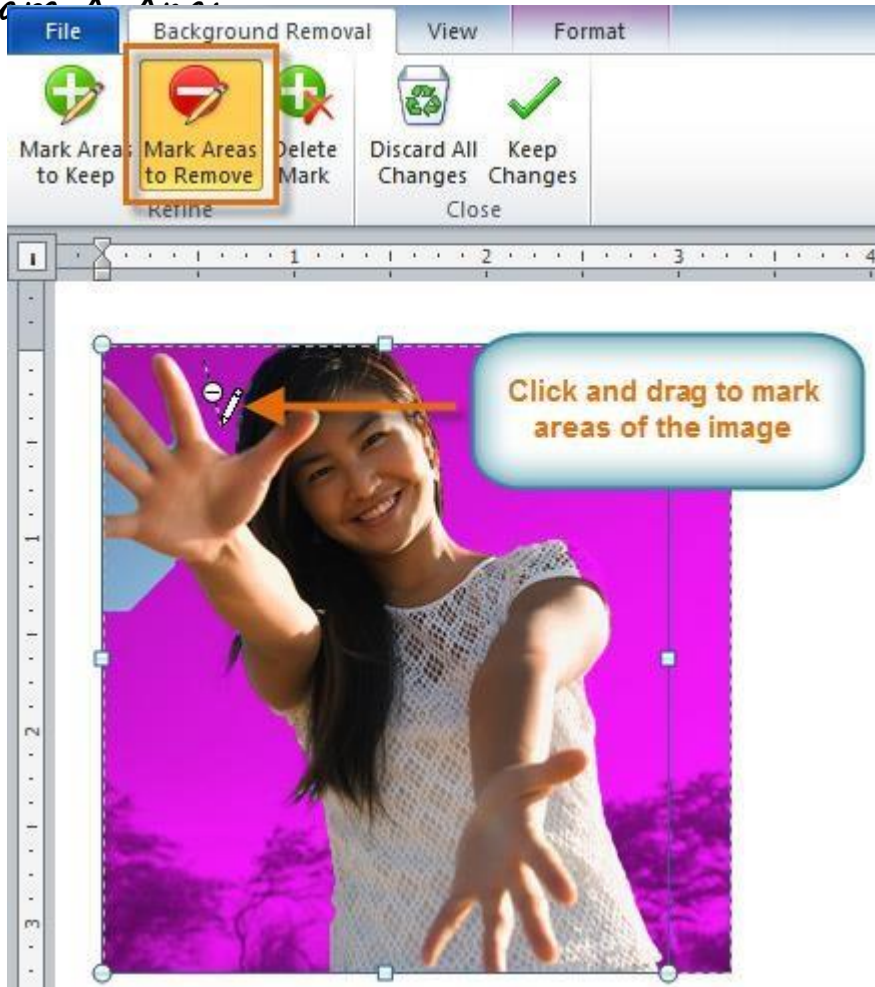


4. Word will try to guess which part of the image is the background, and it will mark the area with a **magenta** fill. It will also place a box around the image with selection handles.



5. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may readjust the background.
6. At this point, you may need to help Word decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands.
  - If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.
  - If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.

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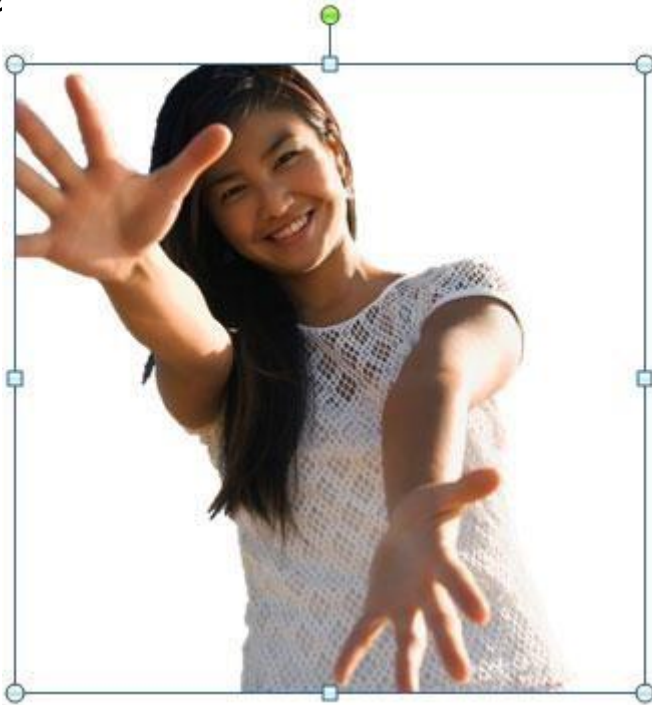


7. After you add your marks, Word will readjust the image.



8. When you're satisfied with the image, click **Keep Changes**. All of the magenta areas will be removed from the image.

Lec. Tamara A. Al-Sayid



9. You can adjust the image at any time by clicking the **Remove Background** command again.

As with **artistic effects**, Background Removal will not work with some **clip art** images.

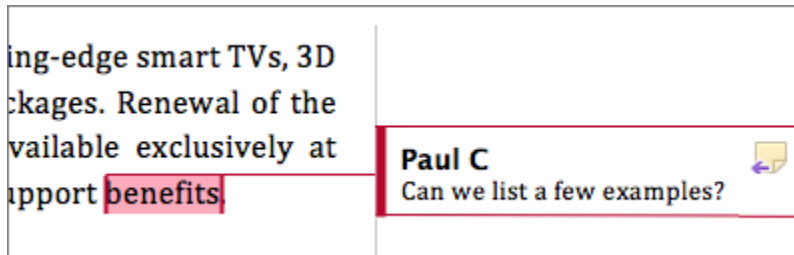
**Challenge!**

1. Create a **new** document.
2. Insert an **image from a file**.
3. **Resize** the image.
4. **Crop** the image.
5. **Remove the background** from the image.
6. Experiment with different **image corrections** and **color settings**.
7. Add an **artistic effect** to the image.
8. **Compress** the image.
9. **Save** the document.

*Lec Tamara A. Anai*  
Continue to the insert tab

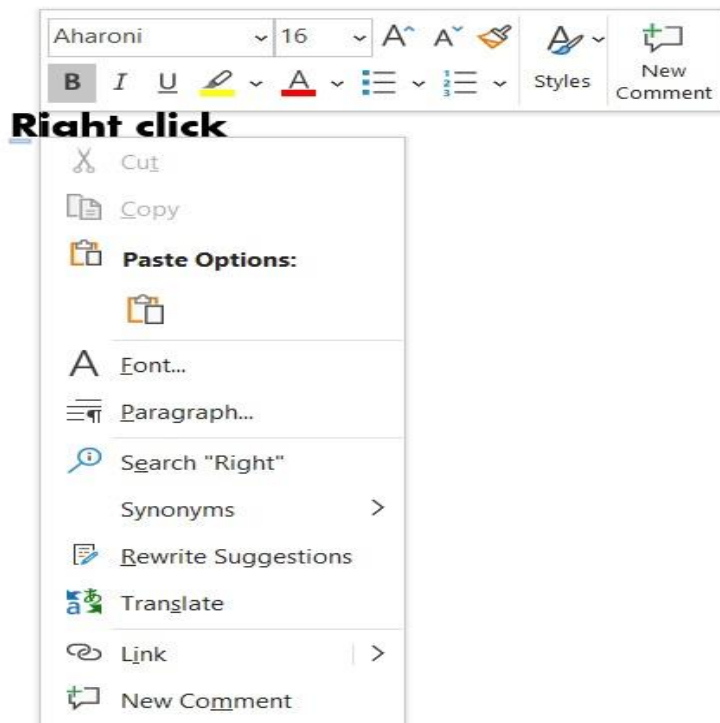
**Insert comment:** (Add a note about this part of the document).

1. Select the text you want to comment on.
2. On the **Insert** tab, click **New Comment**.



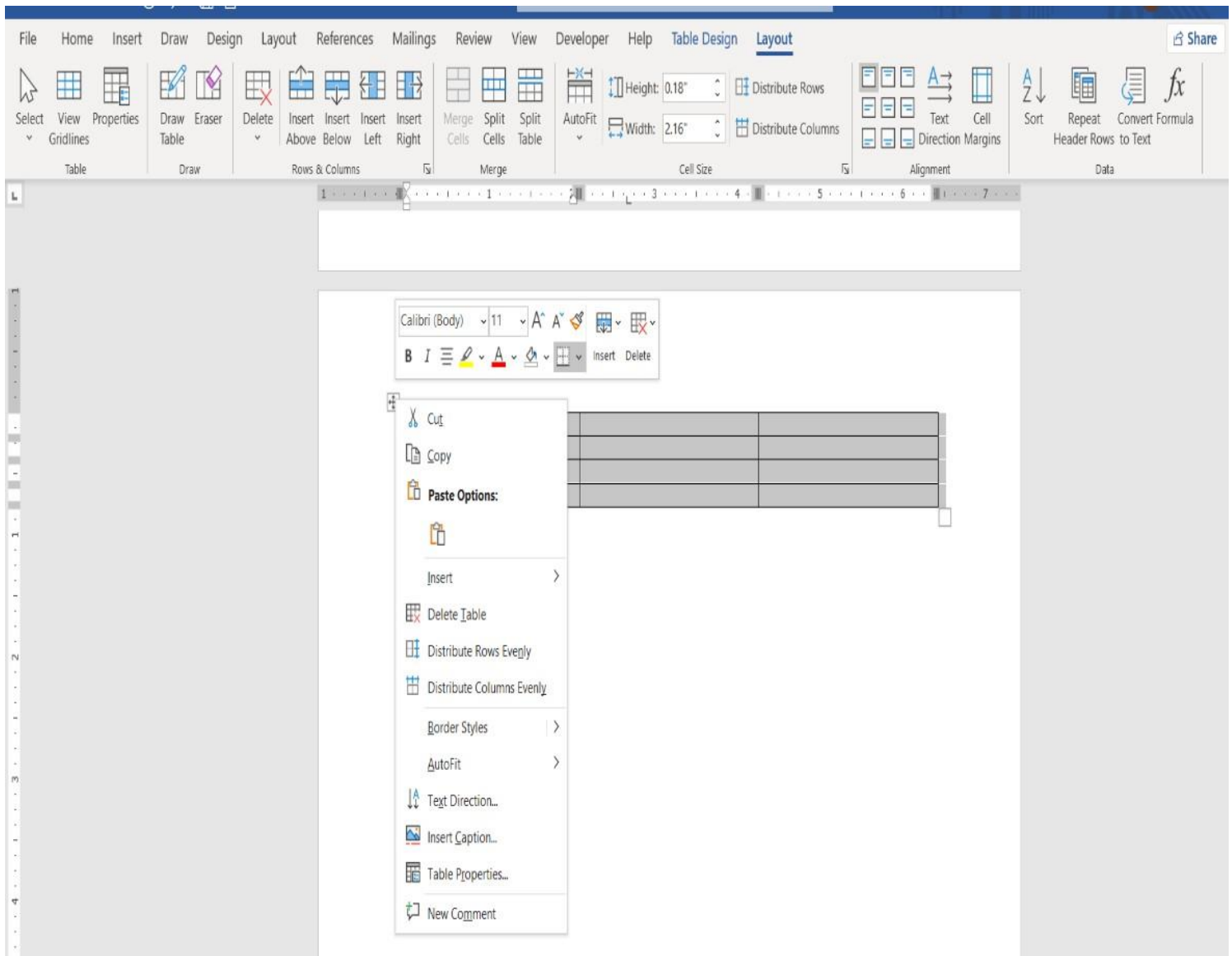
You can insert a comment by click on the text right-click and choose comment or remove the comment if you want to remove it.

**Right Click:**



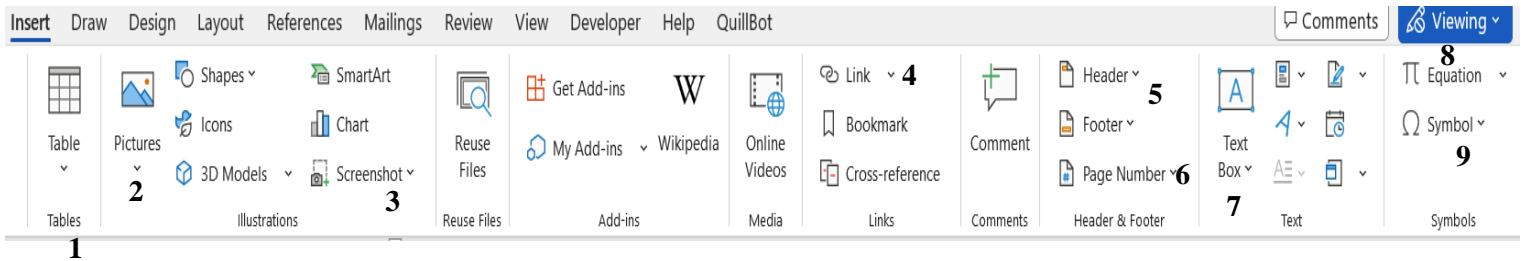
*Lec. Tamara A. Anai*

**Tables options (right-click on table or layout tab):**



## Lec. Tamara A. Anai

### In Insert Tab



1- Insert Table.

2- Insert Pictures

3- Insert a screenshot or screen clipping.

Without leaving the app that you are working in; you can add a snapshot of the screen to your Office file to enhance readability or capture information. This feature is available in Excel, Outlook, PowerPoint, and Word.

4- Create or edit a hyperlink: The fastest way to create a basic hyperlink in a Microsoft 365 document is to press ENTER or the SPACEBAR after you type the address of an existing webpage, such as <http://www.contoso.com>. Microsoft 365 automatically converts the address into a link. In addition to webpages, you can create links to existing or new files on your computer, to email addresses, and to specific locations in a document. You can also edit the address, display text, and font style or color of a hyperlink.

5- Insert a header and footer:

Choose the header/footer style you want to use. To create your own, choose Blank and then edit it.

Select Edit Header/footer to open the foot on the page you've selected. If you haven't selected a page, it'll open the first header. Choose Remove Header/footer to delete all headers/ footers.

6- Insert or remove page numbers

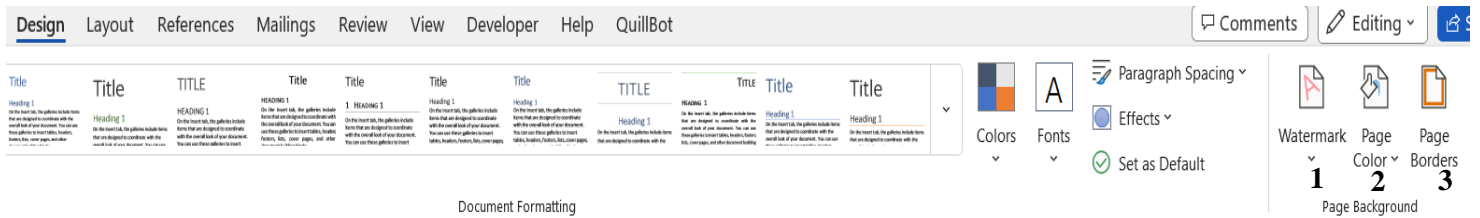
6- Add text box.

8- Write an equation or formula

9- Add symbols that are not on your keyboard.

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### In Design Tab



- 1-Add ghost text
- 2-Change the color of the page
- 3-Add or change the borders on the page.



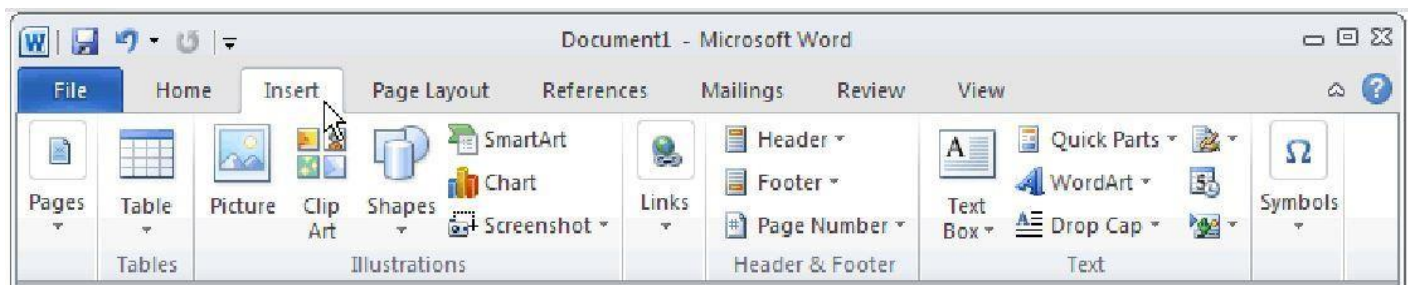
## Lecture 10 contain:

### ➤ Insert Objects in MS-Word 2010 ( Insert Tab)

.....

#### 1.4.5 Insert Tab

This tab has a lot of useful features that will let you insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.



It's including seven groups:

- 1) pages
- 2) tables
- 3) illustrations
- 4) links
- 5) headers & footers
- 6) text**
- 7) symbols

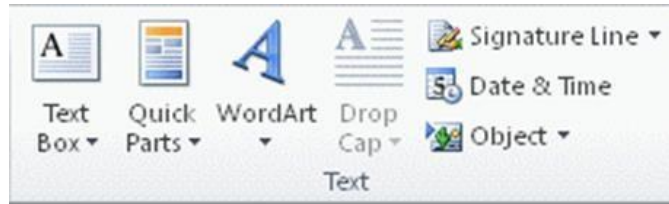
#### **6) Text**

This group contain option below:

- *text box*
- *Quick Parts*
- *WordArt*
- *Drop Cap*
- *Signature Line*
- *Date & Time*

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- Object



- **Text box**

There are two ways you can insert a text into a Word document

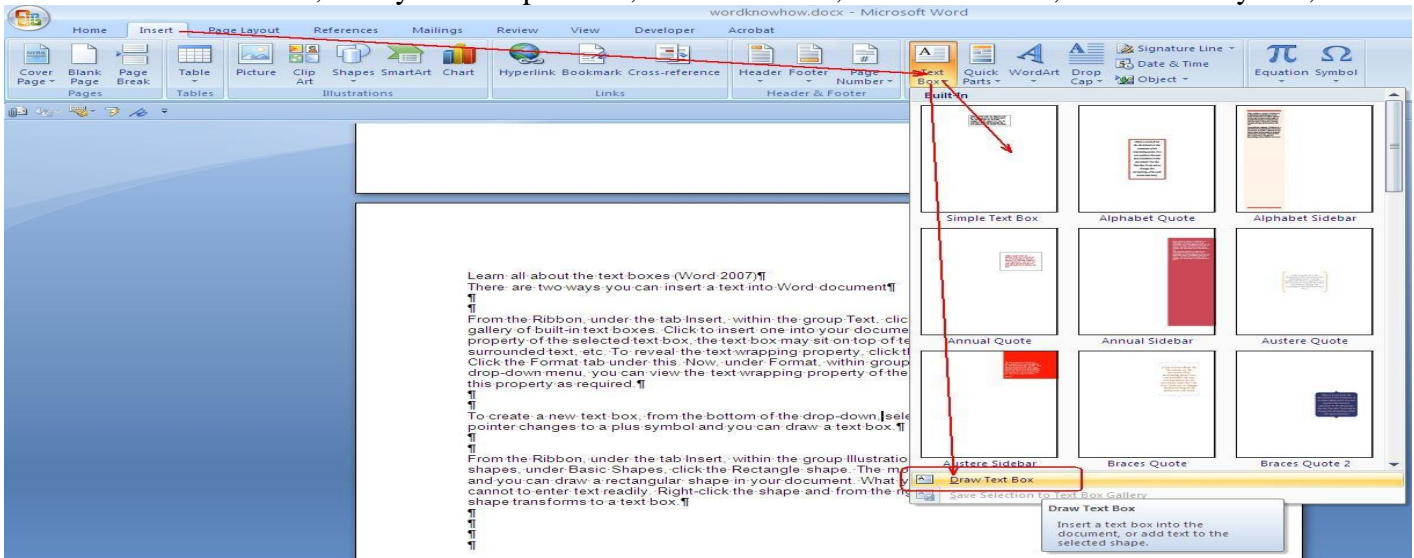
*First method:*

From the Ribbon, under the tab Insert, within the group Illustrations, click Shapes. From the gallery of Shapes, under Basic Shapes, we already explain in previous lecture.

*Second method:*

From the **Ribbon**, under the tab **Insert**, within the group **Text**, click the **Text Box** icon. You can view a gallery of built-in text boxes in a drop-down list.

- Click to insert one of these into your document. Depending on the **Text Wrapping** property of the selected text box, it may sit on top of text, behind the text, in line with text, surrounded by text, etc.

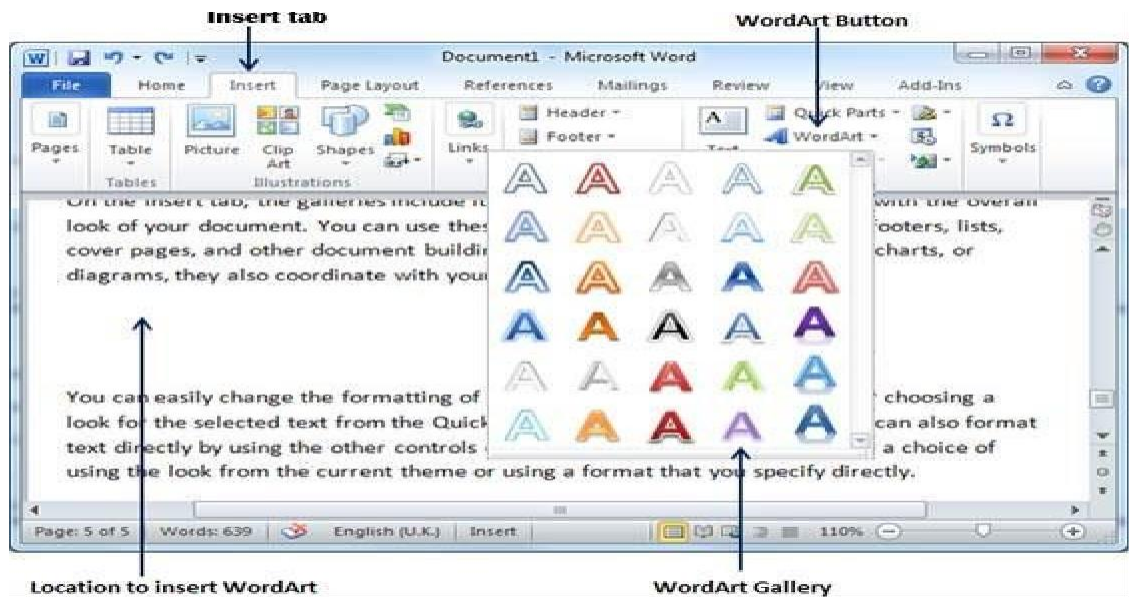


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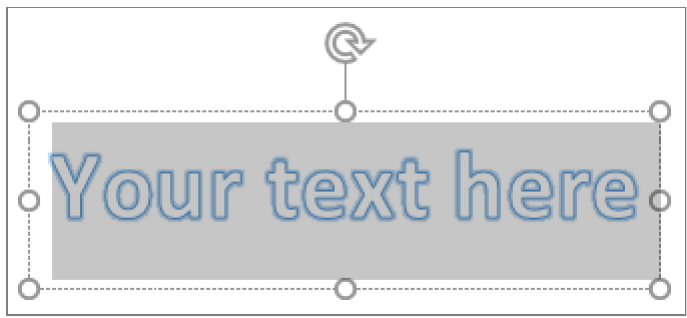
- **WordArt**

WordArt is a quick way to make text view with special effects.

- Click **Insert** tab within the group Text, click **WordArt**, and pick the WordArt style you want.



- The placeholder text "Your text here" appears, with the text highlighted.



Enter your own text to replace the placeholder text.



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- **Drop Cap**

A drop cap (dropped capital) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines. Use drop caps to give your Word document a dramatic and polished look.

**L**orem ipsum dolor sit amet, at mea vidisse philosophia. Mel latine patrioque id, accusam complectitur an per. Ne autem percipit recusabo nec. Utamur vulputate usu eu. Mei blandit electram et. Postea laoreet vix ei.

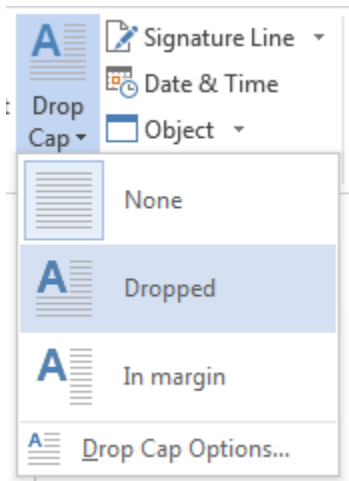
1. Select the first character of a paragraph.

**L**orem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2. On the **INSERT** tab, in the **Text** group, select **Drop Cap**.

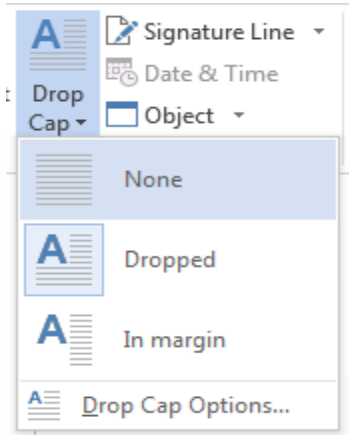


3. Select the drop cap option you want.



### Remove a drop cap

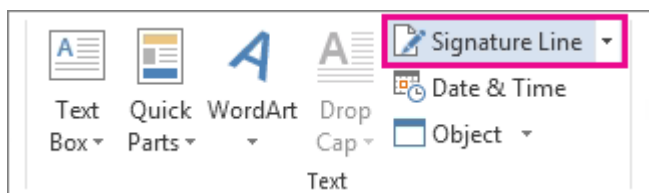
1. Highlight the large drop cap letter.
2. On the **INSERT** tab, in the **Text** group, click **Drop Cap** then choose **None**.



### - Signature Line

Use the **Signature Line** command to insert a signature line with an X by it to show where to sign a document.

1. Click where you want the line.
2. On the **INSERT** tab, in the **Text** group, select **Signature Line**.



3. Click **Microsoft Office Signature Line**.
4. In the **Signature Setup** box, you can type a name in the **Suggested signer** box. You can also add a title in the **Suggested signer's title** box.



5. Click **OK**. The signature line appears in your document.

X

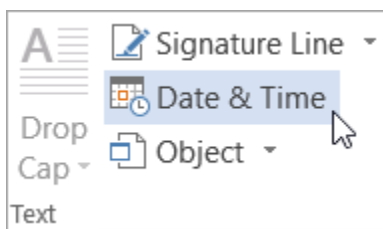
---

Kim Abercrombie  
Manager

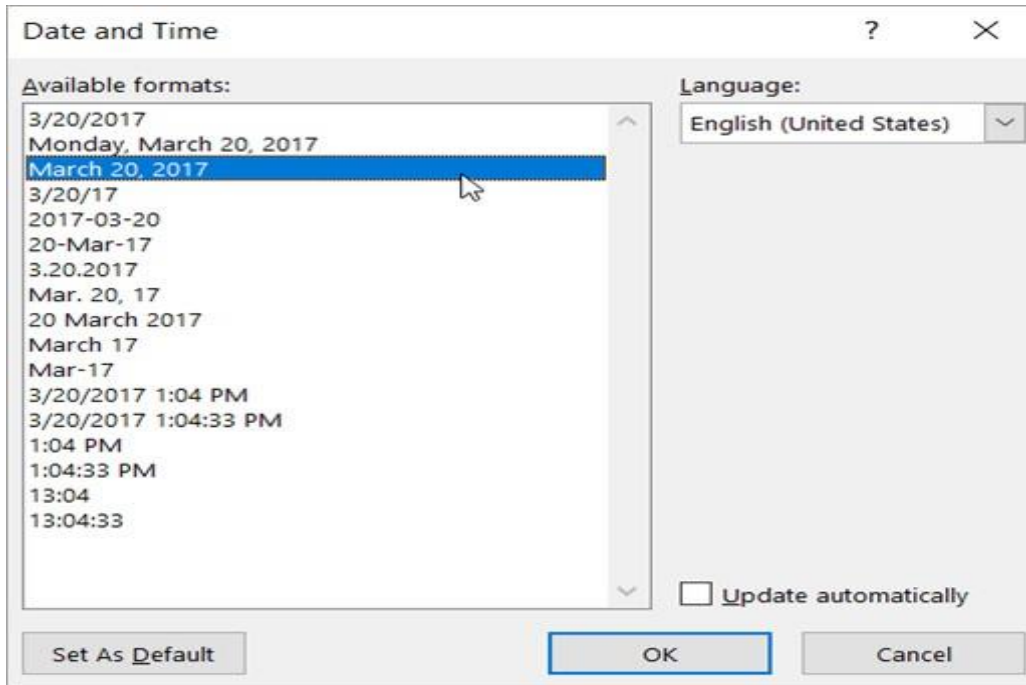
- **Date & Time**

If you don't need the date to update automatically, you can insert the current date as text.

1. On the **Insert** tab, in the **Text** group, click **Date & Time**.



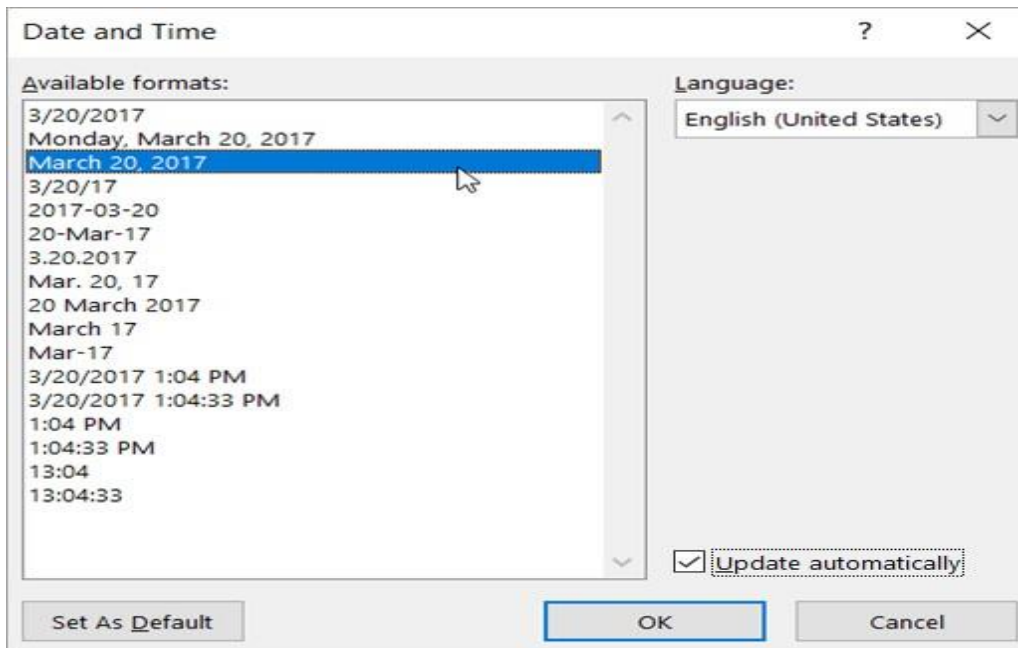
2. In the **Date and time** dialog box, select the format you want and click **OK**.



The date is inserted as text.

If you'd like the date to be updated every time someone opens the document, you can insert the date as a field.

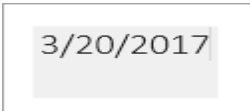
1. Select the **Update automatically** check box.



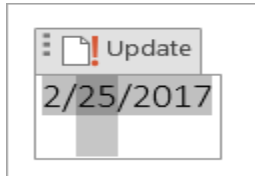
The date is inserted as a field and will update automatically.

### Edit or update a date field

If you selected **Update automatically** when inserting the date, you'll see a faint gray box when you rest your mouse pointer over the date. This means you've inserted a field that you can change or update.



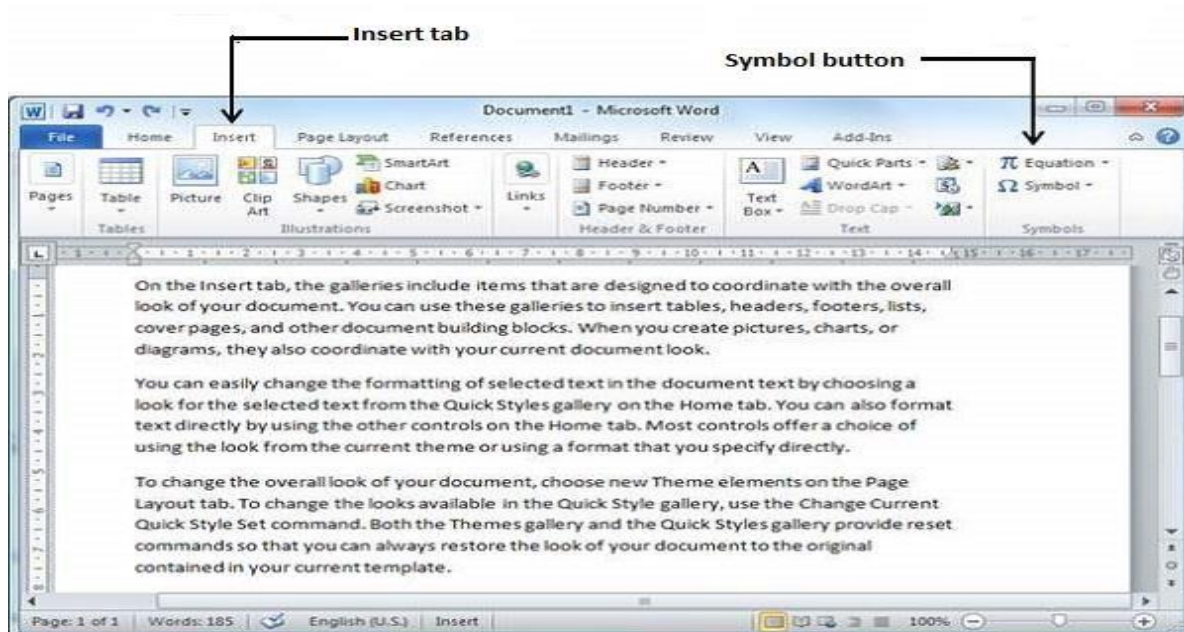
- To edit the date, click the gray box, type a new date, and then click outside the box.
- To change the date back to the current date, click the date field and click **Update**.



### 7) symbols

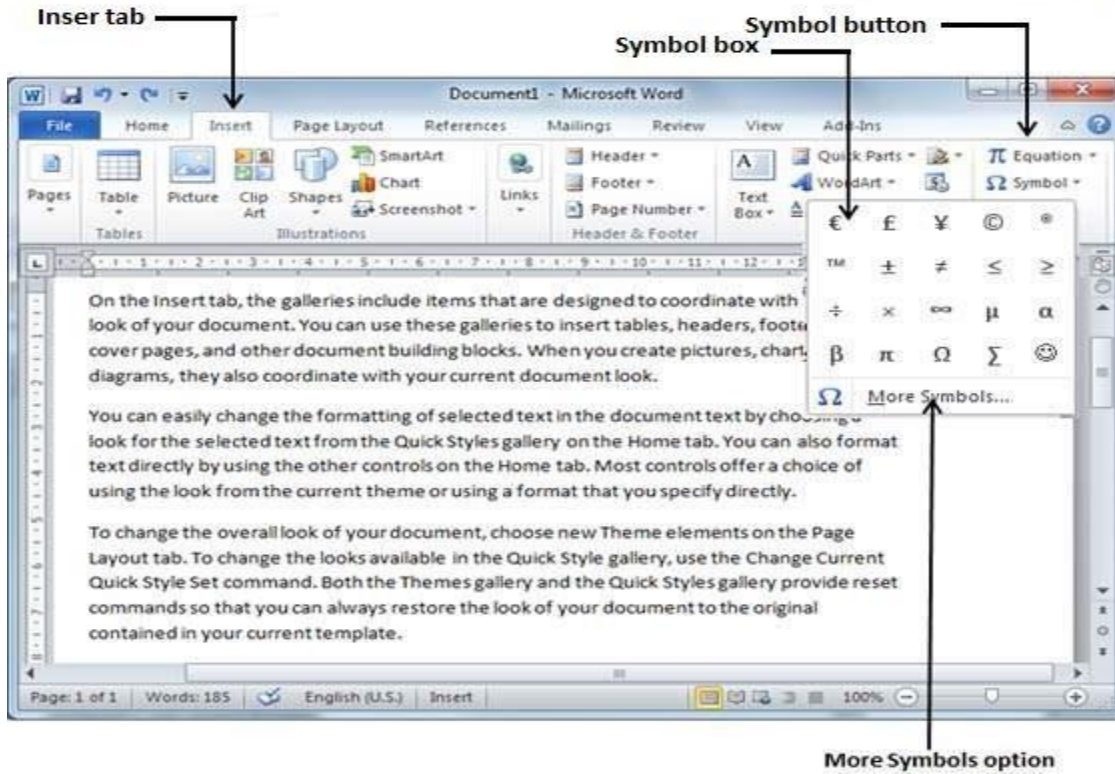
This group help user to insert different symbol and mathematical equations that usually not found in your keyboard.

- Go on **insert tab**, bring your cursor at the (a) **Equation** & (b) **Symbols**. Click one of these two options based on your requirement.





- When you choose Symbol button, a small list of symbols box will appear as shown below.



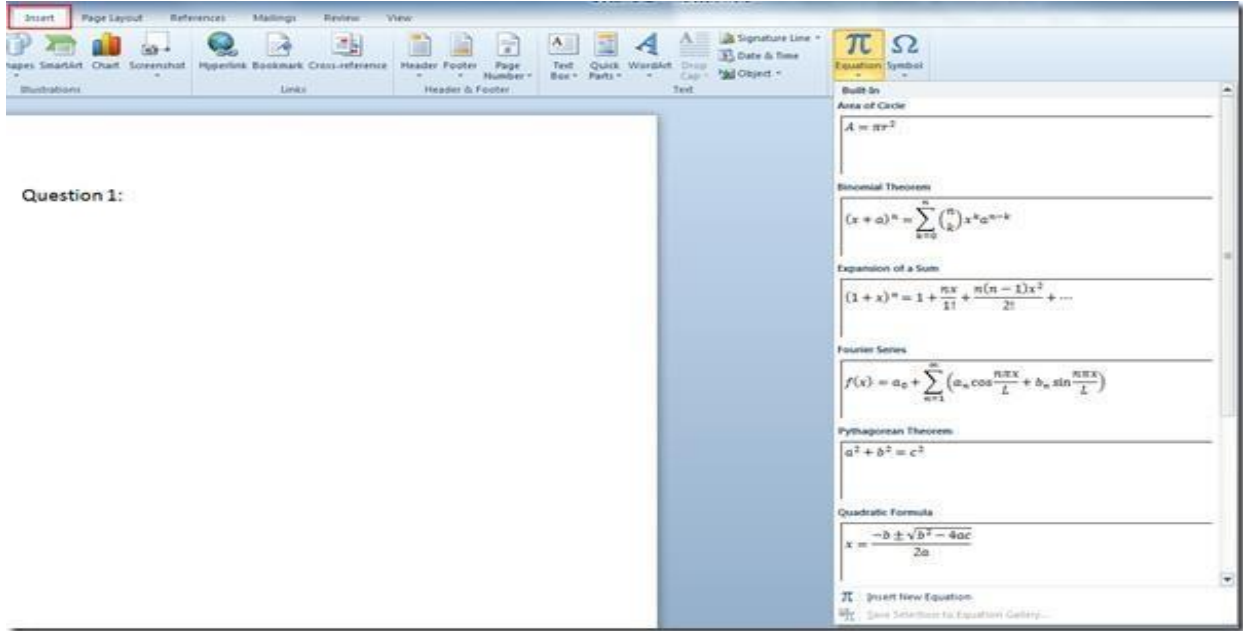
- If you do not find the symbol that you need in this small box, then you can click on the More Symbols option to have a wide range of symbols as shown below in the Symbol dialog box.



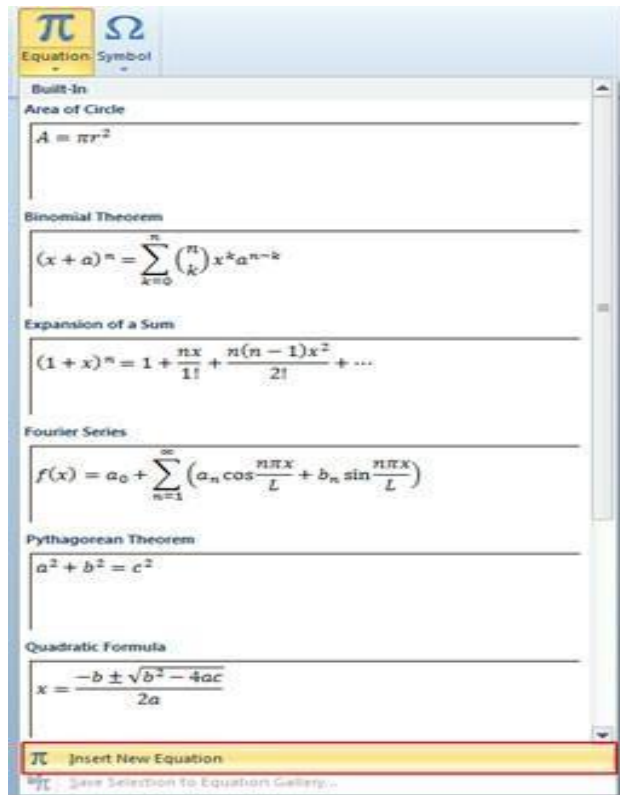
- You can select the symbol by clicking on Insert button to insert the symbol which you want to select.

Lec. Tamara A. Anai

- When you choose Equation button, a small list of symbols box will appear as shown below.



- if you want to include another equation which is not present in the list, from *Equation* options, click *Insert New Equation*.



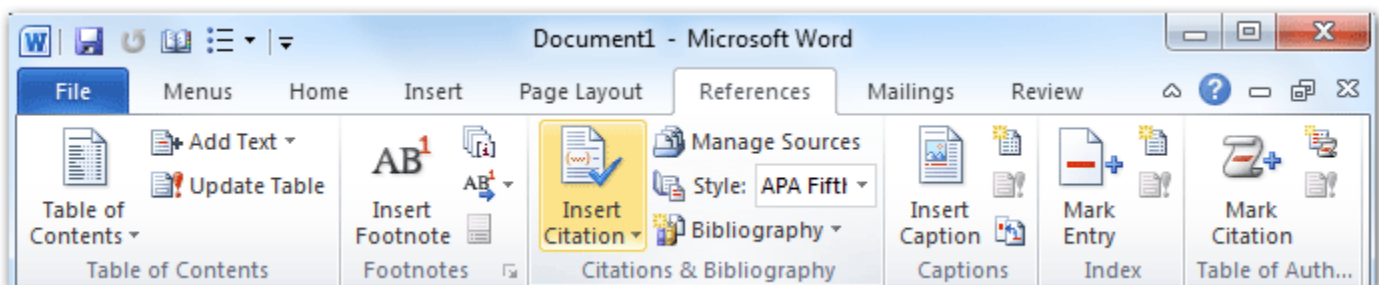
## Lecture 11 contain:

### ➤ References in MS-Word 2010 ( References Tab)

#### 1.4.6 References Tab

If you need to write a research paper, chances are you'll also be required to include a bibliography. Or you might be asked to include a works cited page or a list of references. These are all just different names for the same thing: a list of sources—such as books, articles, or even websites—that you used to research and write your paper.

Adding citations and references is essential for students for their academic projects. Failing to add relevant references can not only lead to a deduction of marks but might even result in the project being rejected by the teacher. Furthermore, it can be difficult to keep up with different types of referencing styles to meet the criteria set by your teachers. Fortunately, Microsoft Word makes it quite easy to add citations and references to your Word documents.



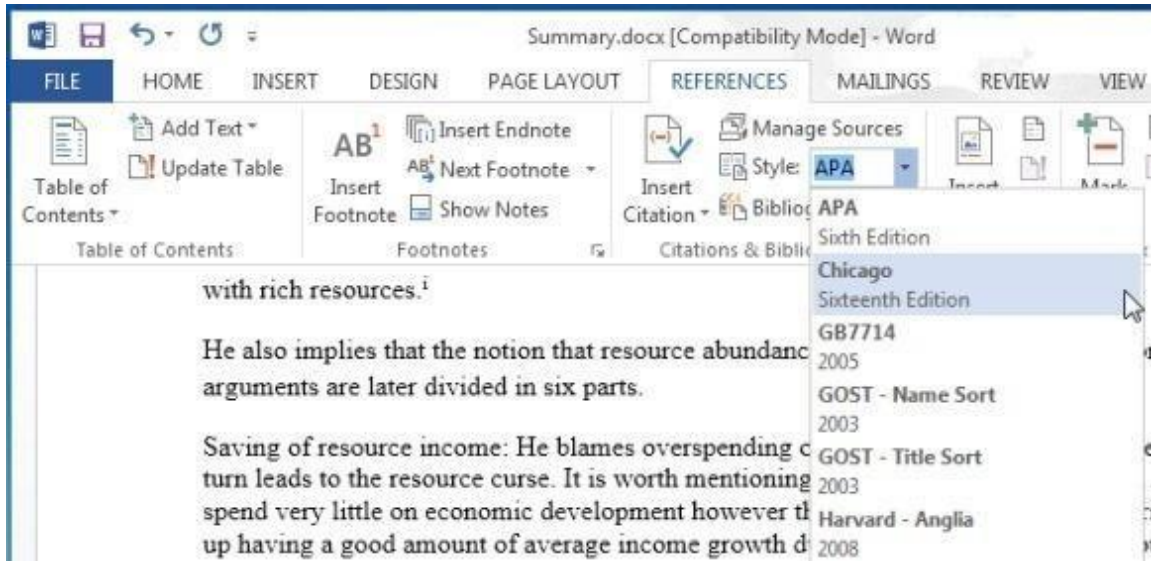
It's including six groups:

- 1) Table of Contents
- 2) Footnotes
- 3) Citations & Bibliography
- 4) Captions
- 5) Index
- 6) Table of Authorities

To create a references you can follow the steps below:

#### **Step 1: Choose a reference style**

To create a reference, head over to the References tab in MS Word and select a referencing style. By default Microsoft Word provides a variety of referencing styles, including the most commonly used styles like the Chicago and Harvard style of referencing. To do this, click the References tab, then select the desired style in the Citations & Bibliography group.

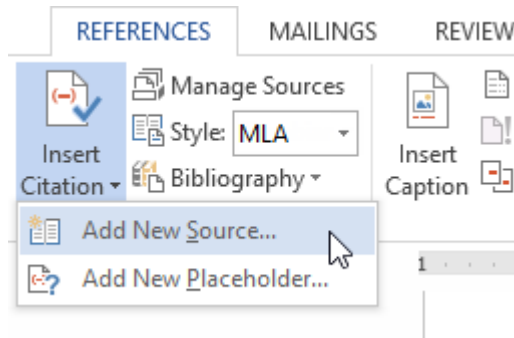


You can use this same method to change the reference style at any time.

### Step 2: Add citations and sources

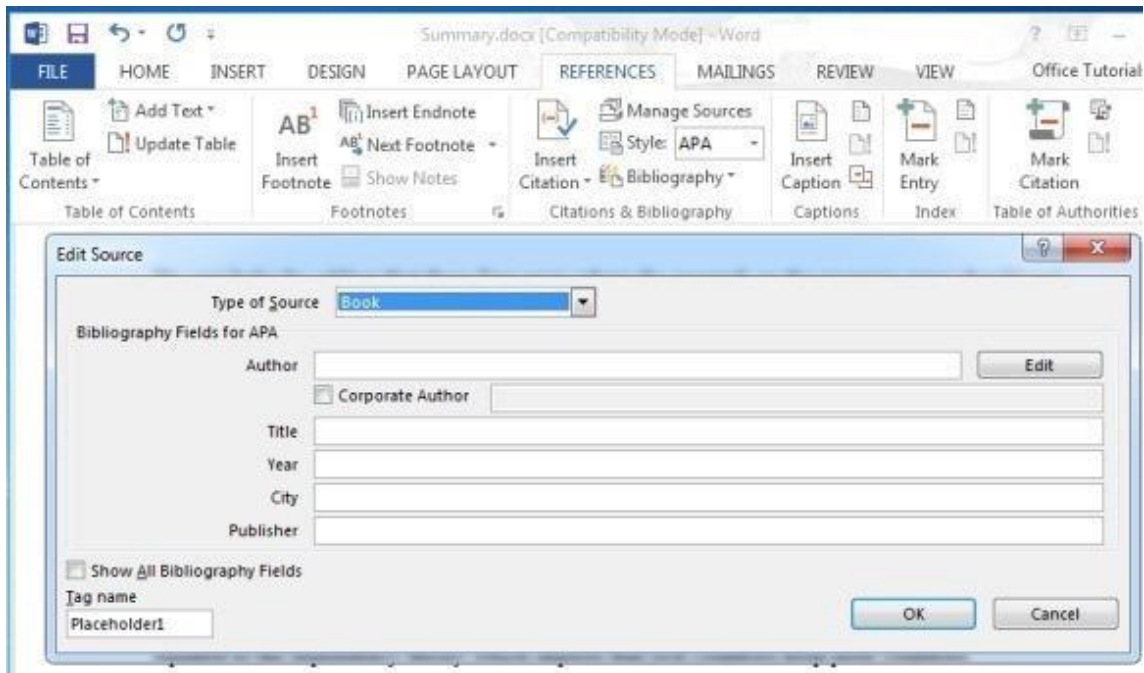
Whenever you use information from one of your sources, you'll need to give credit—or cite them. This is known as making a citation. You'll include citations whenever you use information from a source or when you quote a source directly.

To add a citation click Insert Citation and select Add New Source.

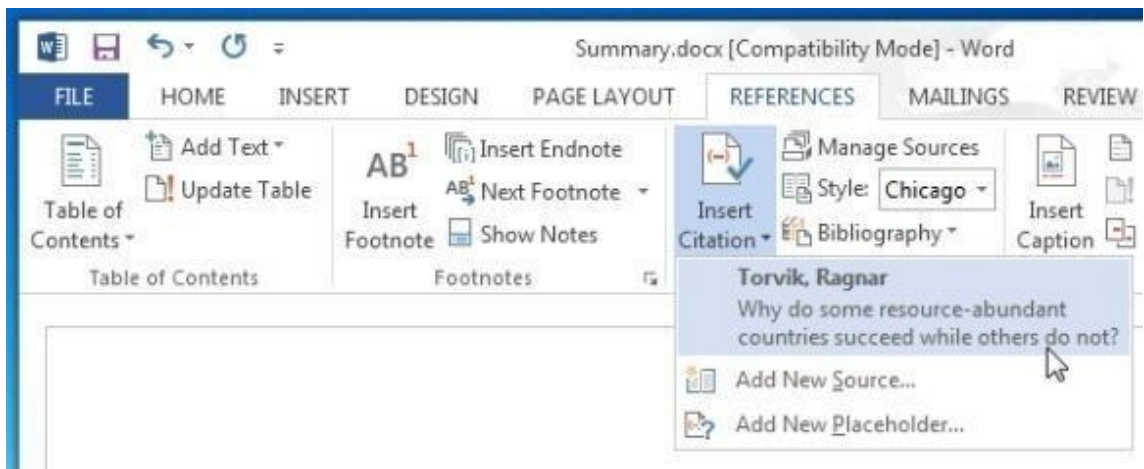


### Step 3:

This will open a dialog box where you can select a source type and add relevant details. The available source types include Book, Book Section, Journal Article, Article in a Periodical, Conference Proceedings, and Report.



**Step 4:** Once your reference has been created, go to Insert Citation and select it to add it as an online reference.



## What is 'E-learning'

**E-learning** refers to a learning system that we can obtain through the internet using an electronic device. We also call it online learning or online education. The 'E' in E-learning stands for 'Electronic.' Hence, the original term 'electronic learning.'

- The word 'online,' in this context, means with an Internet connection or via the Internet.
- The term may also refer to a network that can provide knowledge and skills to one or more individuals. These networks are created by E-Learning website builders (who are in charge of helping create personal teaching platforms for people without tech knowledge)
- The network can provide knowledge or skills either to everyone simultaneously or individually.
- "E-learning is training provided via a computer or other digital device, allowing technology to facilitate learning anytime, anywhere."
- E-learning initial resistance, when the Internet first started, people were skeptical about this type of education. However, as technology and learning systems improved, studying online became more popular. Today, millions of people study online all over the world.
- Goodbye paper – hello devices
- Subsequently, schools have replaced physical books with digital content that students can easily access on their electronic devices.
- Ideal for many people, E-learning can be useful for people who work full-time jobs. They are also great for full-time caregivers (UK: careers) and others who cannot physically get to school regularly. Also, instead of paying for a whole degree, you can access just the course you require.



**E-Learning**

**ONLINE LEARNING**

**ONLINE EDUCATION**

**Learning utilizing electronic technologies to access educational material, i.e., studying online.**

**Online Course**  
Study with your laptop or tablet!

**“Online programmes are of equal value to on-campus programmes.”**  
(University of Edinburgh)

The graphic features a central laptop displaying a cartoon professor. To the right, a rolled-up diploma and a graduation cap are shown. The text is arranged in a structured layout with a dark blue header, a yellow background for the main definition, and a white background for the quote and course information.

### **E-learning platforms:**

People can do an online course via a wide variety of different platforms, such as:

- ✓ MOOCs (Massive Online Open Courses), e.g., Coursera or Future learn.  
MOOCs stand for Massive Online Open Courses. They are free online programs that several colleges offer. Even some of the world's most famous and prestigious universities use them. Some programs allow you to pay for the certification of the course. These courses can count as college credits, while others have value in the job market.
- ✓ Virtual learning environments (VLE), such as Learn or Blackboard.
- ✓ Video streaming services, such as YouTube.
- ✓ Virtual instructor-led training (VILT), e.g., webinars.

### **Types of E-Learning:**

1. Computer Managed Learning (CML)
2. Computer-Assisted Instruction (CAI)
3. Synchronous Online Learning
4. Asynchronous Online Learning
5. Fixed E-Learning
6. Adaptive E-Learning
7. Linear E-Learning
8. Interactive Online Learning
9. Individual Online Learning
10. Collaborative Online Learning

### **3. Synchronous Online Learning**

Synchronous online learning enables groups of students to participate in a learning activity together at the same time, from any place in the world. Real-time synchronous online learning often involves online chats and videoconferencing, as these tools allow training participants and instructors to ask and answer questions instantly while being able to communicate with the other participants.

## Examples of synchronous learning

SYNCHRONOUS LEARNING
Telephone
Screen Sharing
Chat
Desktop Conferencing
Online seminar

### 4. Asynchronous Online Learning

In the case of asynchronous online learning, groups of students study independently at different times and locations from each other, without real-time communication taking place. Asynchronous e-learning methods are often considered to be more student-centered than their synchronous counterparts, as they give students more flexibility.

## Examples of Asynchronous learning

ASYNCHRONOUS LEARNING
Fax
E-mail
Newsgroups



## Google Drive

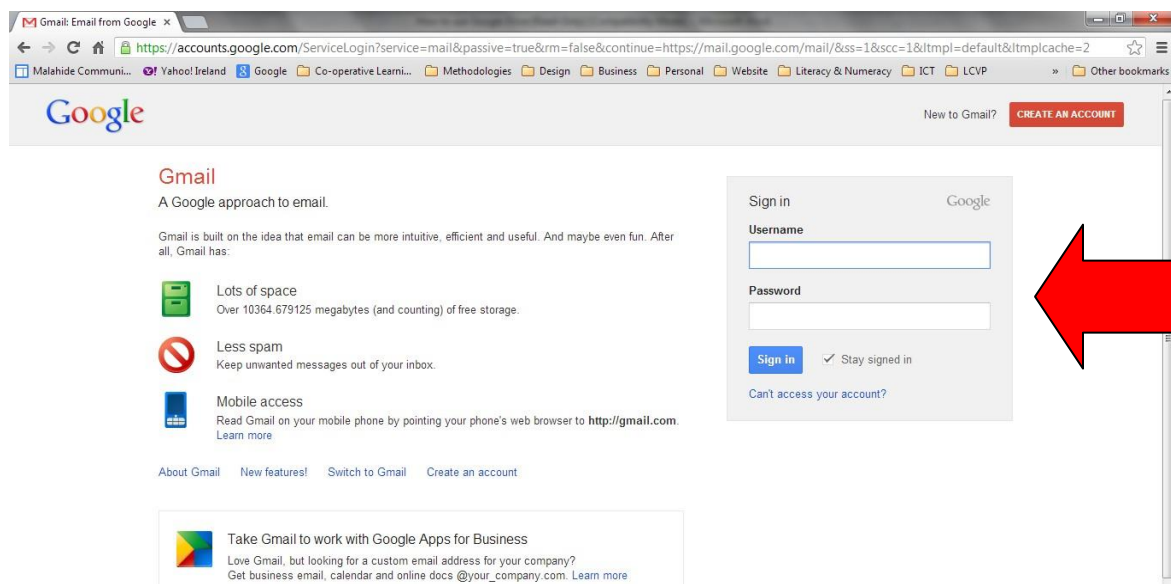


Google Drive is a free, web-based office suite and data storage service offered by Google. It enables users to create online documents and edit them collaboratively. As well as word processing, spreadsheets, and presentations, Google Drive offers a "forms" option that can be used to generate online surveys, collate them, and present the results.

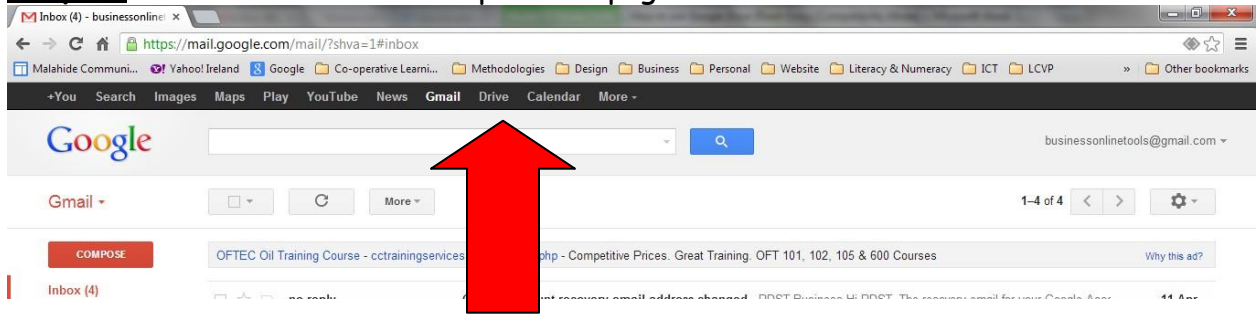
"Google Apps for Education" is a package of free online tools, including Google Drive compiled specifically for schools and colleges. It allows schools to set up email accounts for their teachers and students, facilitates shared calendars, shared documents, and even the creation of websites that can become class or project websites. It gives the administrator control to limit access to emails and sites.

For the purposes of using Google Drive, regular Gmail accounts will suffice.

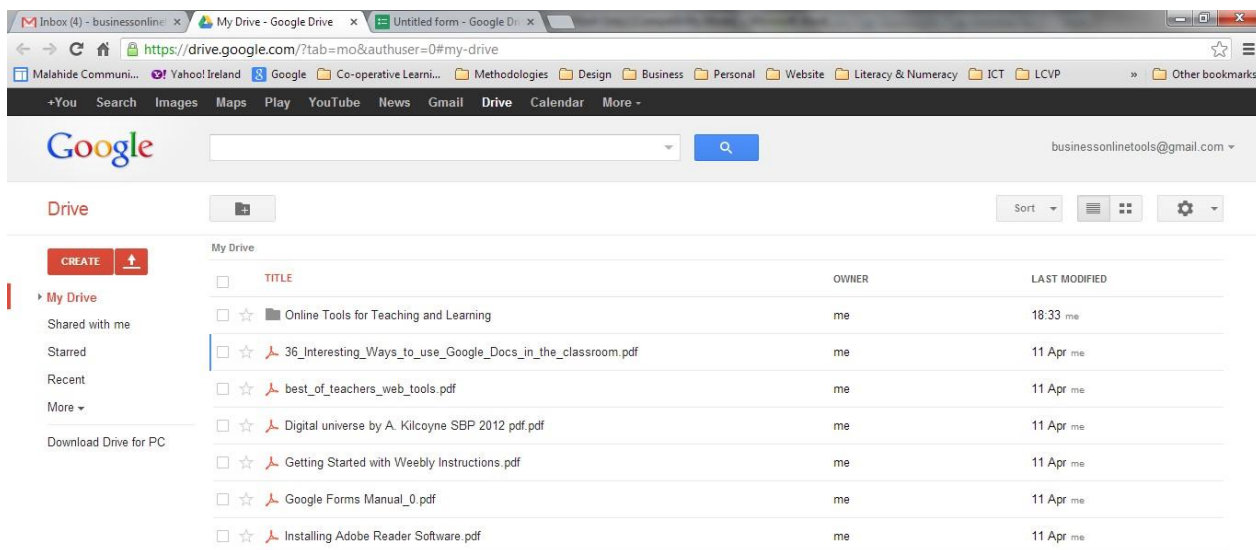
### Step 1: Log into your email as normal



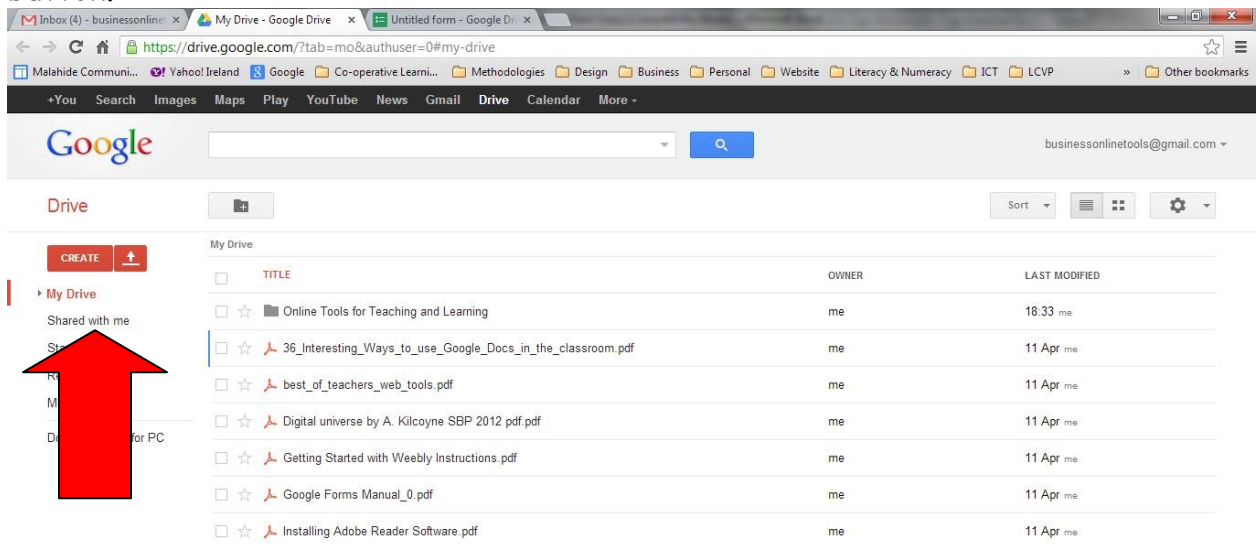
**Step 2:** click on Drive at the top of the page.



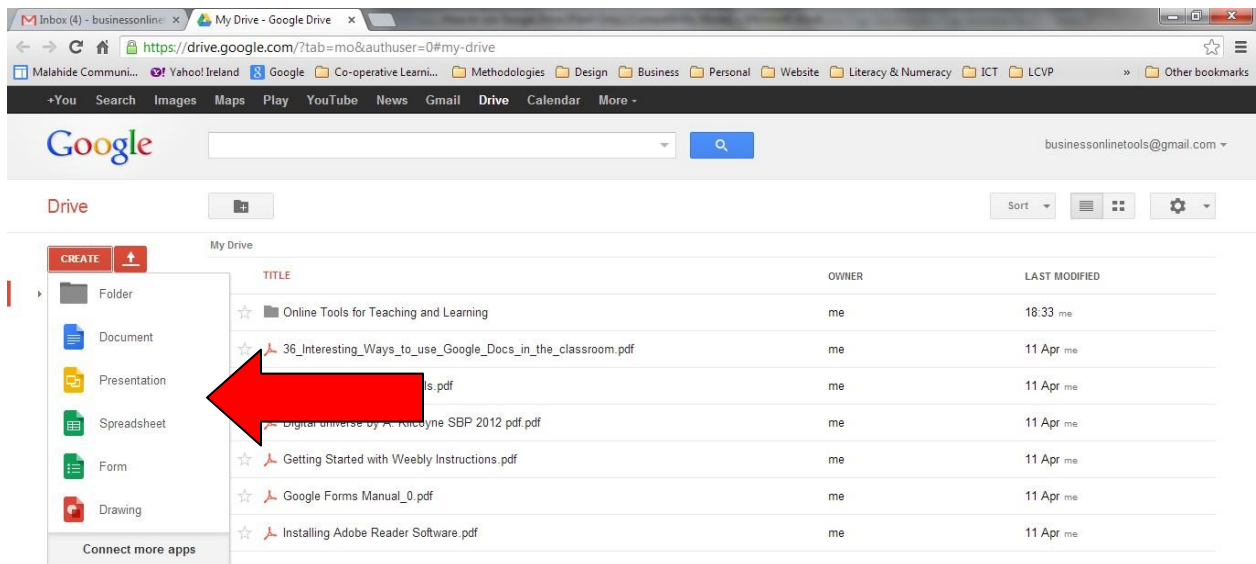
**Step 3:** You are now into the Google Drive dashboard.



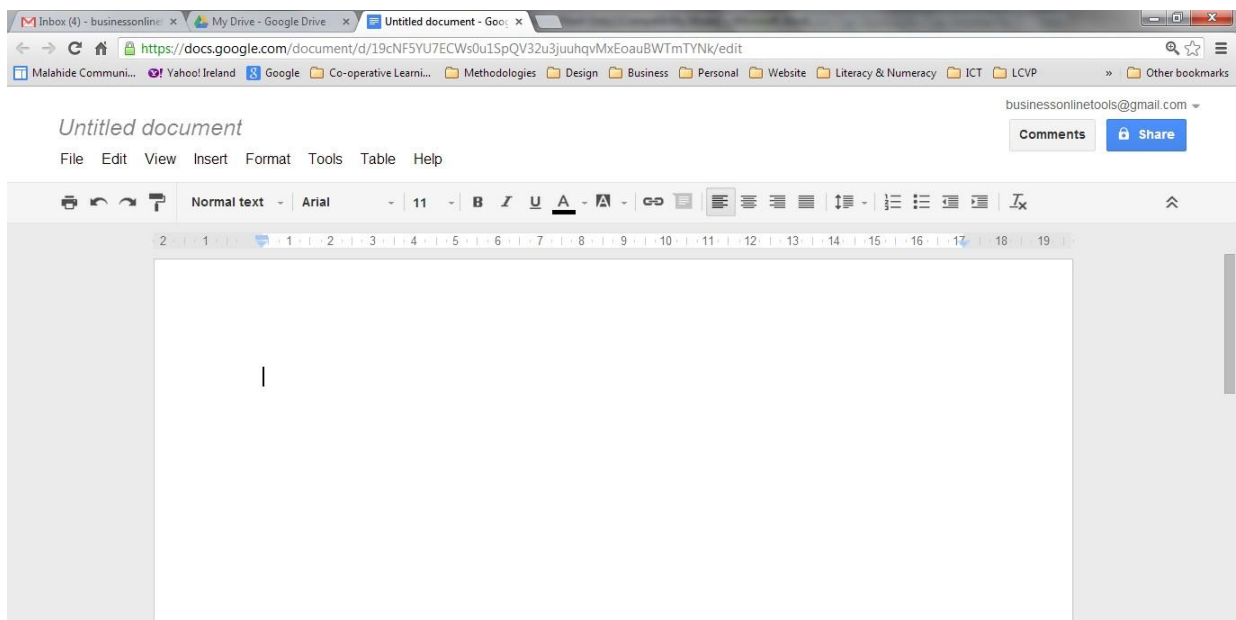
**Step 4:** Creating a document from scratch is very simple. Click the create button.



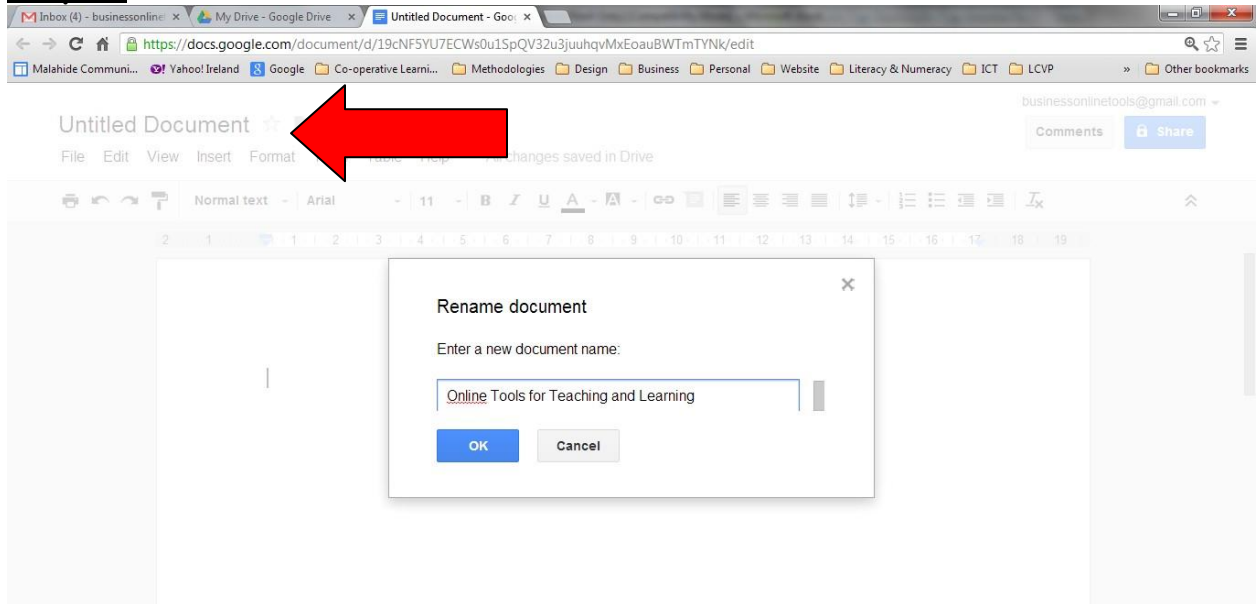
**Step 5:** You can create a document (like Microsoft Word), spreadsheet (similar to Microsoft Excel), presentation (similar to Microsoft PowerPoint), form (useful for creating tests, evaluations, surveys), etc.



**Step 6:** Select Document (the steps that follow also apply for creating a presentation or spreadsheet).

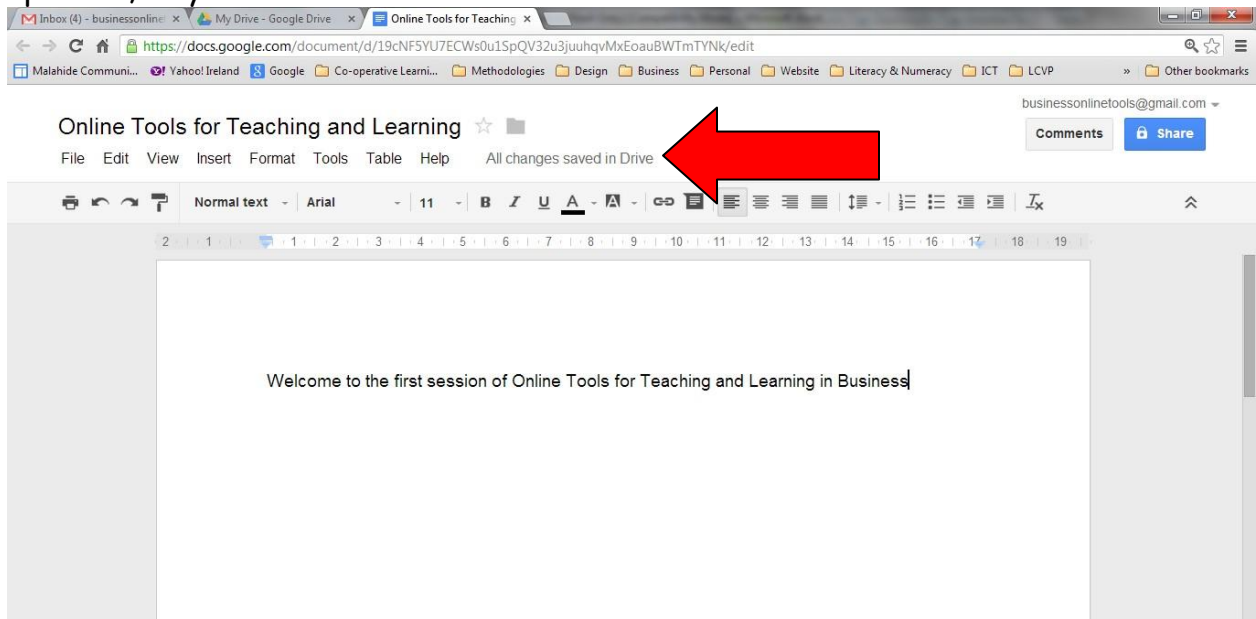


**Step 7:** To name the document click on Untitled document

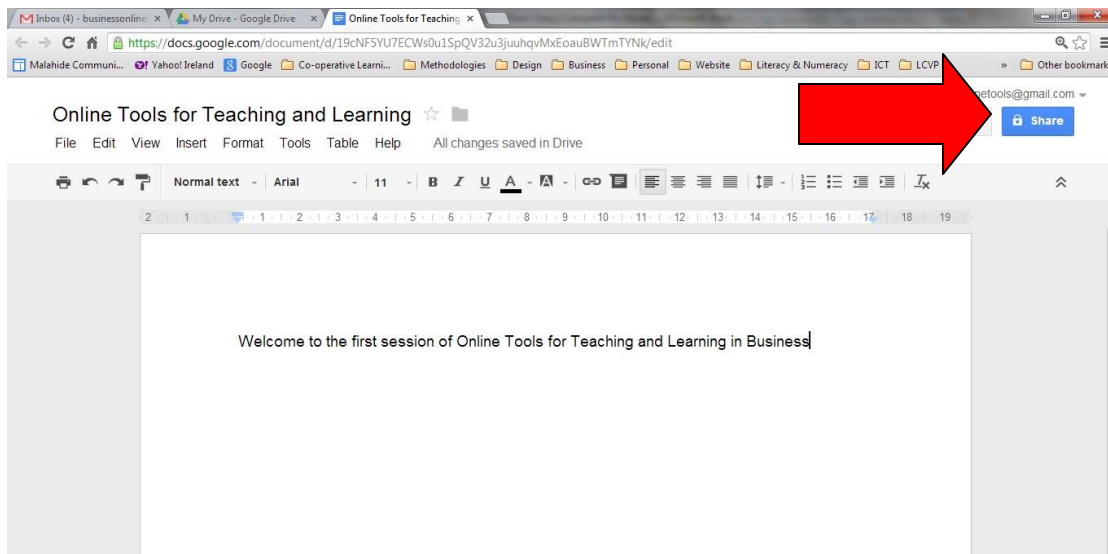


**Step 8:** Saving your document.

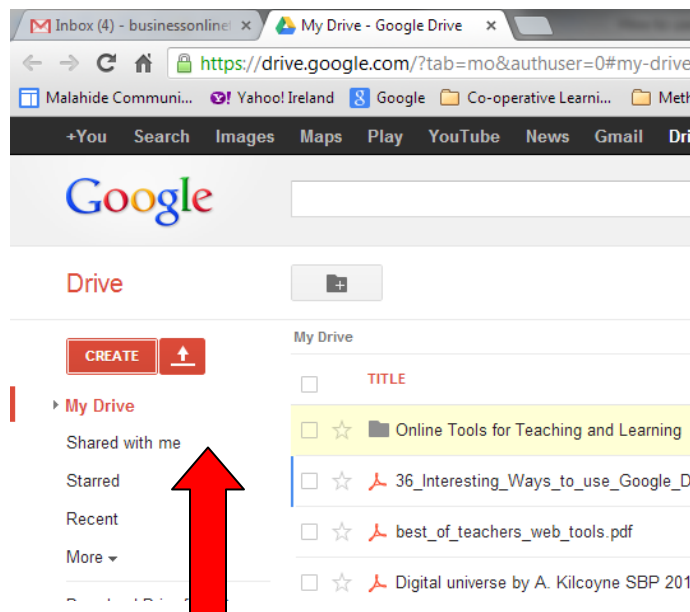
There is no save button in Google Drive. All changes made are automatically updated, so your work will never be lost.



**Step 9:** Once the document has been completed, it will be privately owned by you. If you want to share it with your students or other members of staff just click the "Share" button on the top right-hand corner.

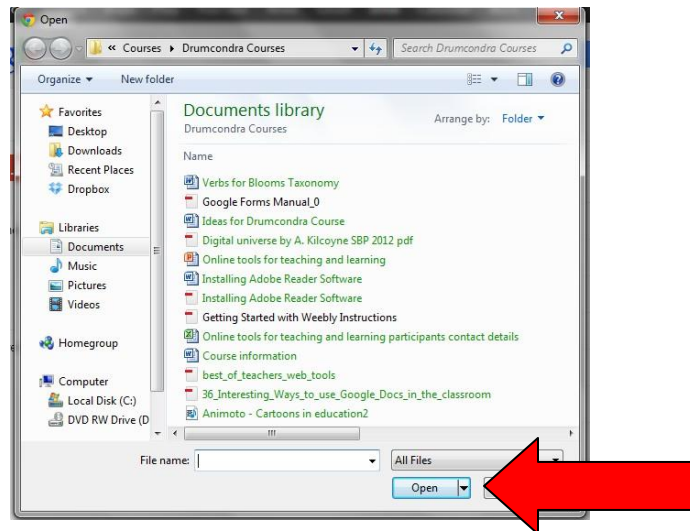


**Step 10:** You can also upload your existing word document/spreadsheets/PowerPoint Presentations that you have already created to Google Drive from your computer or laptop

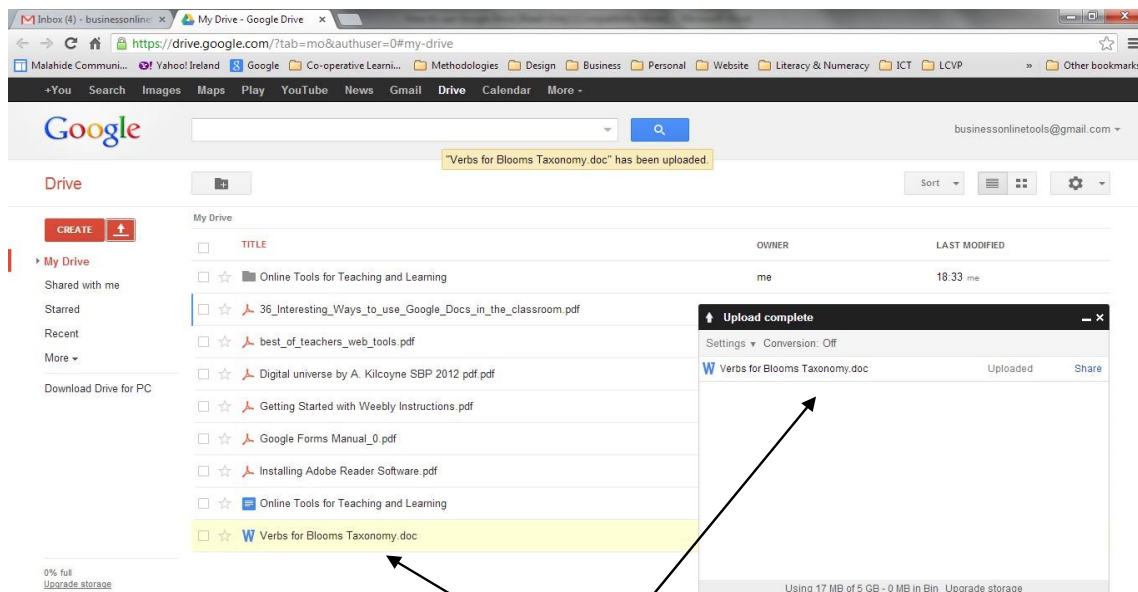


Click on the upload icon and select either file or folder from the drop down menu, depending on what you want to upload

**Step 11:** Select the file or folder you want to upload, then click on "Open" to attach it.



**Step 12:**



Documents can be easily shared with students and/or worked on collaboratively. Students can follow the same process to share their homework/projects which you as the teacher can then comment on.

# Use & Application of Google Forms



**What ?**

Google Forms is a survey administration software included as part of the **free, web-based Google Docs Editors suite** offered by Google

2/11/2021

Bhardwaj, School of E  
N.Dell

**Three ways for  
Accessing Google Form**



Using Link -  
<https://forms.google.com/>

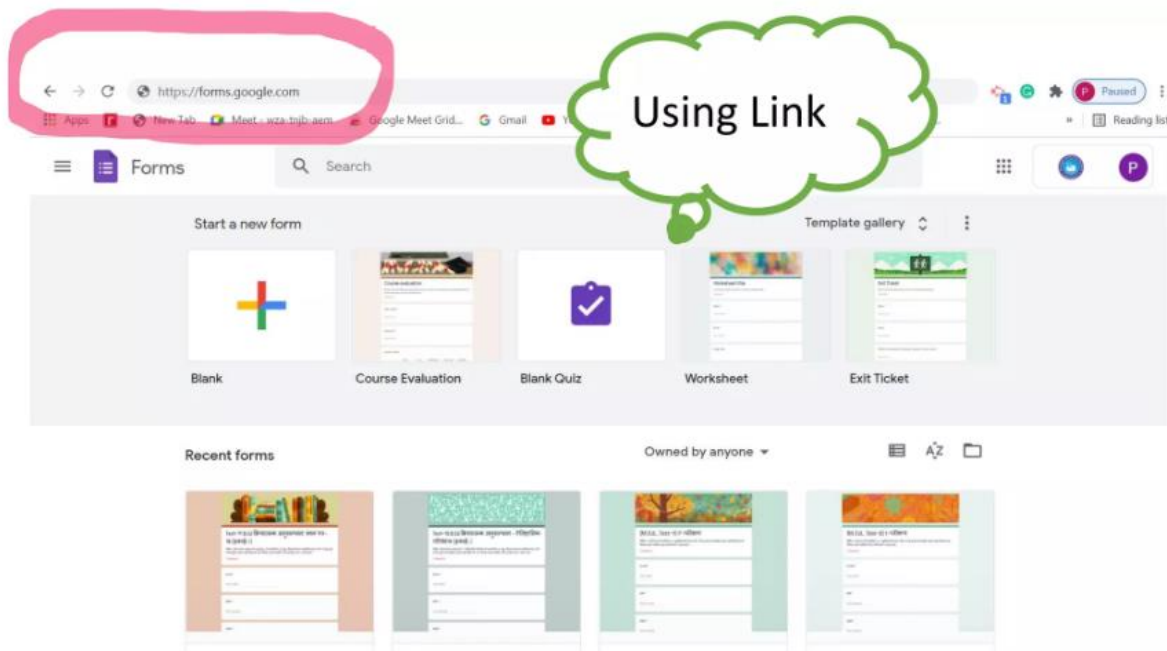
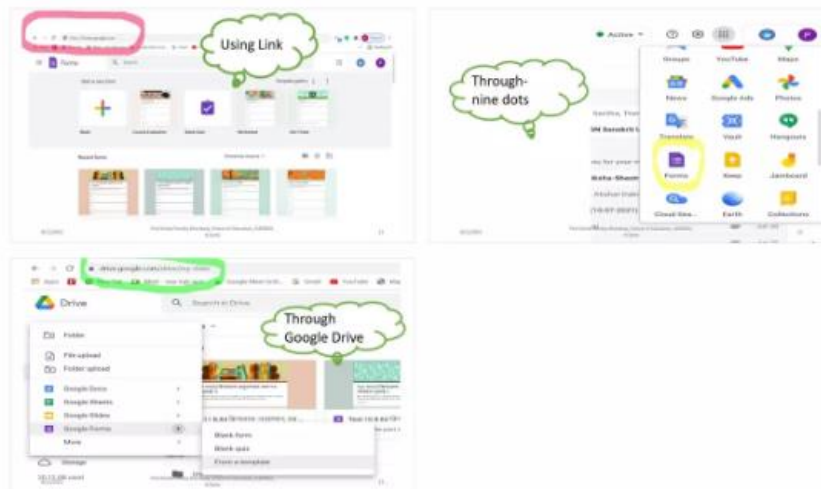


Through  
Google Drive

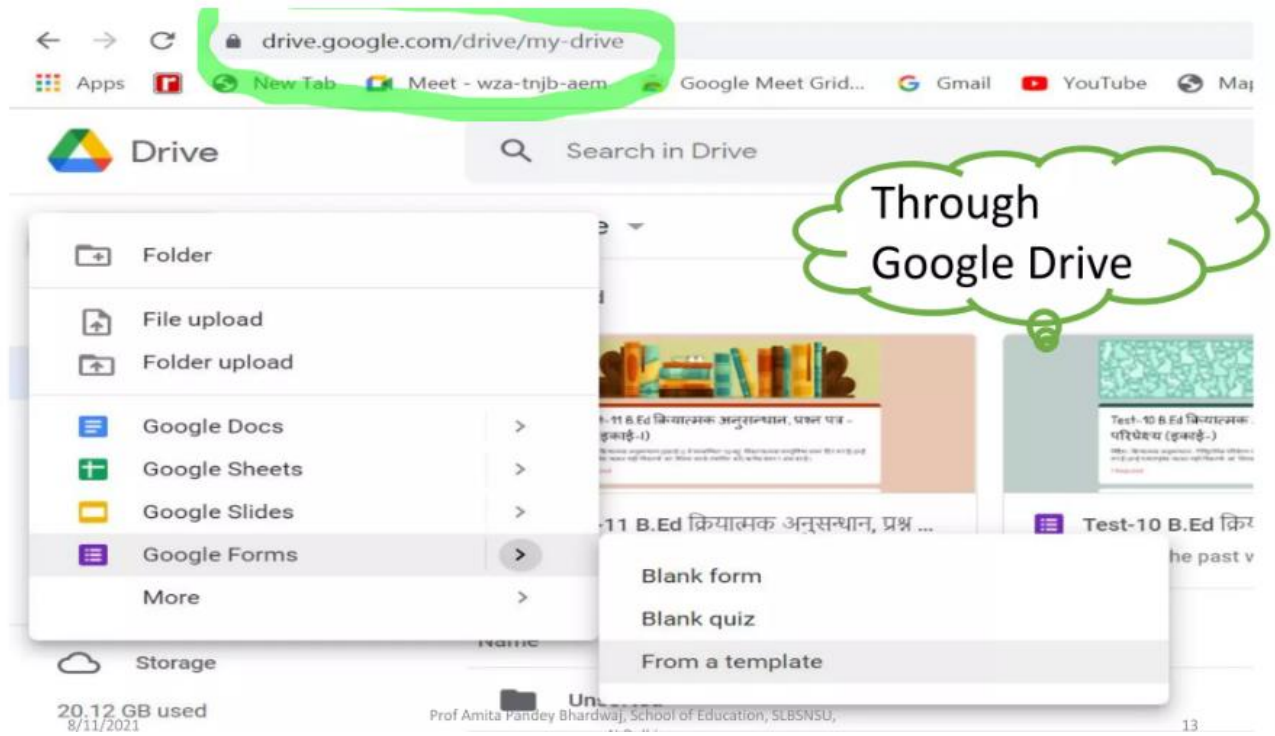
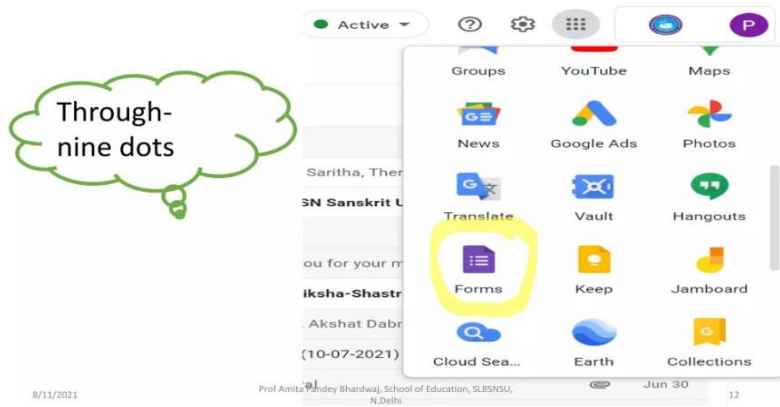


Through Gmail  
- nine dots

## Three ways for Accessing Google Form







- Free online tool.
- Allows to collect information easily and efficiently.
- Create surveys, quizzes, tests etc very quickly.
- Easy to use interface.
- Simple to use.
- Easy to design.
- Provides analysis
- Unlimited questions and answers at no cost



Google Forms



Google Forms



1. Create new form either from blank or a template.
2. Starting from the top, you can add a title and description.
3. In the box below, you can add questions.
4. To add more questions hit the + icon from the toolbar on the right.
5. Other settings found in the floating toolbar includes importing questions from other forms, adding a subtitle and description, adding a photo, adding video and creating a separate section in your form.
6. To see how your form looks when others open it, hit the Preview icon present at the top right next to Settings.

8/11/2021

Prof Amita Pandey Bhardwaj, School of Education, SLBSNSU,

14



Google Forms

## Steps for designing Google Form

1. Hit the **Customize Theme** icon, right next to the **Preview** icon, to open theme options.

2. You can then choose a **preloaded image as the header** or you can even choose a personal photo as well.

3. Choose **theme colour** of the header image

4. Choose **font styles**.



Google Forms

## How to choose questions in Google Forms

1. Choose **Short answer** for giving a one line answer

2. Choose **Paragraph** for a multiple line or detailed answer.

3. Choose **Multiple choice, checkboxes or dropdown** for multiple options.

4. Select **Linear** for scaled answers. (from lower to higher)

5. If you want more columns and rows in multiple choice questions then select **Multiple Choice grid or Checkbox grid**.

6. Answer in the form of **uploading files** viz. photos, videos, documents etc. (set the max. no. of files as well as the max. file size limit)

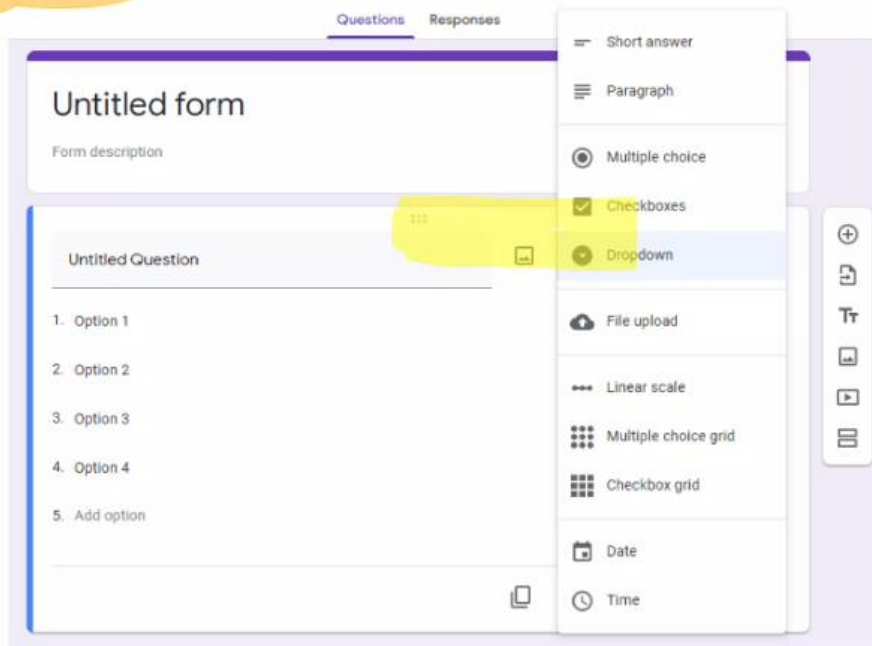
7. **Duplicate** question by hitting **Duplicate** at the bottom & **remove** a particular question by hitting **Delete**.

8/11/2021

Prof. Anita Pandey Bhardwaj, School of Education, SLBSNSU,

16

## Drop Down



## Grid Questions

*Combines several question types together into a one table.*



## Multiple Choice Grid

I like quiz questions about

Multiple choice grid

Rows		Columns	
1. 1st Choice	X	<input type="radio"/> Animals	X
2. 2nd Choice	X	<input type="radio"/> Places	X
3. 3rd Choice	X	<input type="radio"/> Music	X
4. Add row		<input type="radio"/> Science	X
		<input type="radio"/> GK	X
		<input type="radio"/> Add column	

Require a response in each row

I like quiz questions about \*

	Animals	Places	Music	Science	GK
1st Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2nd Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3rd Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I like quiz questions about \*

	Animals	Places	Music	Science	GK
1st Choice	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2nd Choice	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3rd Choice	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Checkbox Grid

I like quiz questions about

Checkbox grid

Rows		Columns	
1. 1st Choice	X	<input type="checkbox"/> Animals	X
2. 2nd Choice	X	<input type="checkbox"/> Places	X
3. 3rd Choice	X	<input type="checkbox"/> Music	X
4. Add row		<input type="checkbox"/> Science	X
		<input type="checkbox"/> GK	X
		<input type="checkbox"/> Add column	

Require a response in each row

I like quiz questions about \*

	Animals	Places	Music	Science	GK
1st Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I like quiz questions about \*

	Animals	Places	Music	Science	GK
1st Choice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2nd Choice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3rd Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Linear Scale

The image shows two screenshots of the Google Forms 'Linear scale' widget. The top screenshot is the configuration interface, where the title is 'Rating', the scale is set from 1 to 5, and the labels are 'Excellent' for 1 and 'Unsatisfactory' for 5. A 'Required' toggle is turned on. The bottom screenshot shows the rendered form with five radio buttons labeled 1 through 5, with 'Excellent' on the left and 'Unsatisfactory' on the right.

## File Upload

The image shows two screenshots of the Google Forms 'File Upload' widget. The top screenshot is the configuration interface, showing the title 'Let respondents upload files to Drive' and a description: 'Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Make sure to only share this form with people you trust.' The bottom screenshot shows the rendered form with checkboxes for file types (Document, Spreadsheet, PDF, Video, Presentation, Drawing, Image, Audio), a maximum number of files set to 1, and a maximum file size of 10 MB.

The image shows two screenshots of the Google Forms 'File Upload' widget. The top screenshot is the configuration interface, showing the title 'Upload Files' and a description: 'This form can accept up to 1 GB of files.' The bottom screenshot shows the rendered form with a dropdown menu open for 'Maximum file size', displaying options: 1 MB, 10 MB, 100 MB, 1 GB, and 10 GB.

اختر السنة حاسبات المرحلي الاول(2) 2022-2021

إجمالي النقاط: 50

الإعدادات الردود الأسئلة

قسم 1 من 4

Republic of Iraq  
Ministry of Higher Education  
Tikrit University  
College of Dentistry / Final  
Examination

2021-2022

Subject: computer

Time:3 H  
class: 1st

هذا النموذج يجمع عناوين البريد الإلكتروني تلقائياً لمستخدمي Tikrit University (جامعة تكريت). تغيير الإعدادات

اختر السنة حاسبات المرحلي الاول(2) 2022-2021

إجمالي النقاط: 50

الإعدادات الردود الأسئلة

هذا النموذج يجمع عناوين البريد الإلكتروني تلقائياً لمستخدمي Tikrit University (جامعة تكريت). تغيير الإعدادات

الاسم الرباعي:

نص الإجابة القصير

مطلوب (ليس هدائه نقاط)

بعد القسم 1 المتابعة إلى القسم التالي

قسم 2 من 4

?Choose the correct answer  
(degree 20)

Choose the correct answer

(degree 20)

السؤال رقم 20 \* refers to the software which uses proprietary and closely guarded code. Only the original authors of software can

CSS

OSS

DOS

OS

السؤال رقم 21 \* ?Which of them is not an ideal way of spreading the virus

Official Antivirus CDs

Emails

USBs

Infected website



## Online Conference?

An online conference takes place on the Internet. It is an interactive website, where participants log on and read papers, enter discussions with other delegates and presenters, have a live chat, and can pose questions and interact with people from all over the world. It has a similar structure to a physical conference, except that the workshops last longer, and discussions are far more extensive and focused.

Also, traditional conferences mean participants must travel and stay in a place. This takes time and is expensive. But because an online conference is on the Internet, participants can access the conference from anywhere in the world and can do this at any time, using standard browser software. Participants can log on as little or as much as they wish - before, after, or during office hours. They are given a password to access the various conference workshops. Anyone with access to the Internet can participate.

We're not saying an online conference is better than a normal, face-to-face conference, but it is different and has lots of advantages:

- cheaper - because no travel, no accommodation required.
- more convenient - you can access it at any time you want, from anywhere with an internet connection.
- high level of participation - typically, more people will actively participate in an online conference than in a face-to-face conference, and the standard of the discussions is often higher.
- wider spread online conferences had spread after COVID-19.

## Lesson 9:

- **MS Access – Overview**
- **MS Access — Objects**
- **MS Access — Create Database**

---

### MS Access – Overview

Microsoft Access is a Database Management System (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the professional and higher editions.

- It stores data in its own format based on the Access Jet Database Engine.
- Like relational databases, Microsoft Access also allows you to link related information easily. For example, customer and order data. However, Access 2013 also complements other database products because it has several powerful connectivity features.
- It can also import or link directly to data stored in other applications and databases.
- You can export data to and import data from word processing files, spreadsheets, or database files directly.

Microsoft Access stores information which is called a database. To use MS Access, you will need to follow these four steps:

- Database Creation** - Create your Microsoft Access database and specify what kind of data you will be storing.
  - Data Input** - After your database is created, the data of every business day can be entered into the Access database.
  - Query** - This is a fancy term to basically describe the process of retrieving information from the database.
  - Report** (optional) - Information from the database is organized in a nice presentation that can be printed in an Access Report.
- Before MS Access 2007, the file extension was \*.mdb, but in MS Access 2007 the extension has been changed to \*.accdb extension.
  - Early versions of Access cannot read accdb extensions but MS Access 2007 and later versions can read and change earlier versions of Access.
  - An Access desktop database (.accdb or .mdb) is a fully functional RDBMS.

## **MS Access — Objects**

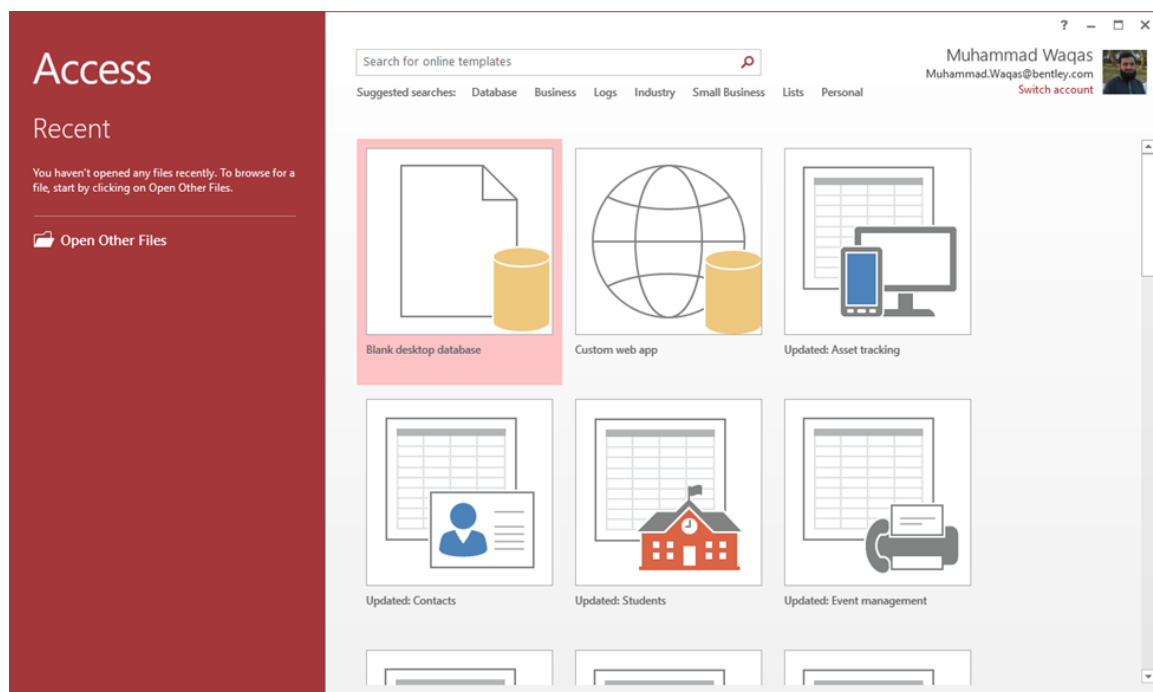
MS Access uses “objects” to help the user list and organize information, as well as prepare specially designed reports. When you create a database, Access offers you Tables, Queries, Forms, Reports, Macros, and Modules. Databases in Access are composed of many objects but the following are the major objects:

- Tables
- Queries
- Forms
- Reports

Together, these objects allow you to enter, store, analyze, and compile your data.

## **MS Access — Create Database**

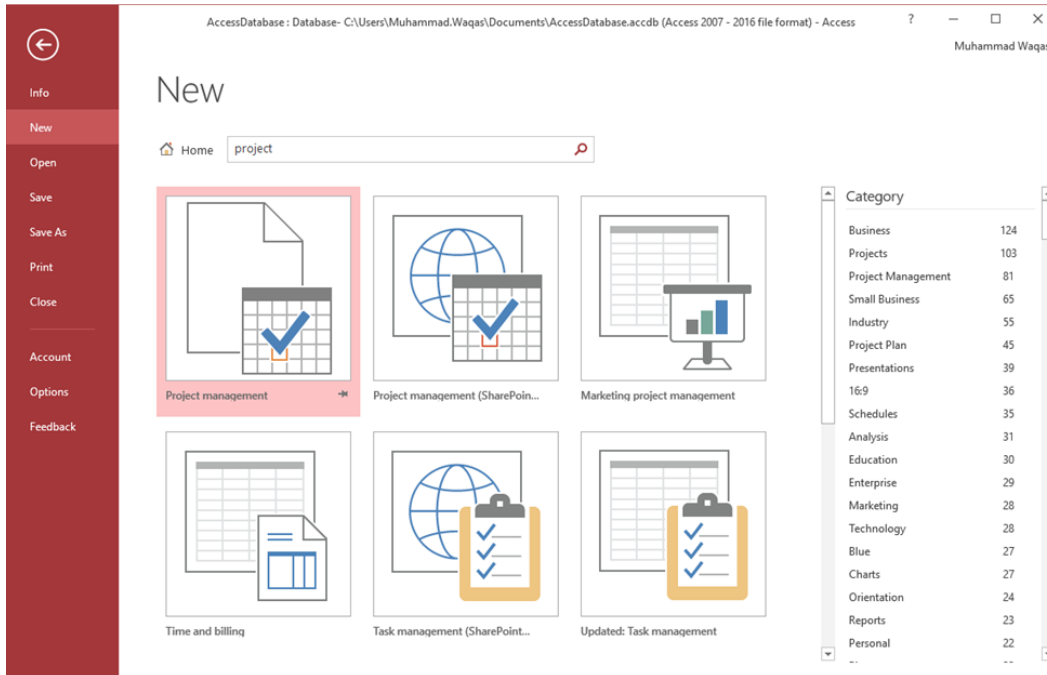
To create a database from a template, we first need to open MS Access and you will see the following screen in which different Access database templates are displayed.



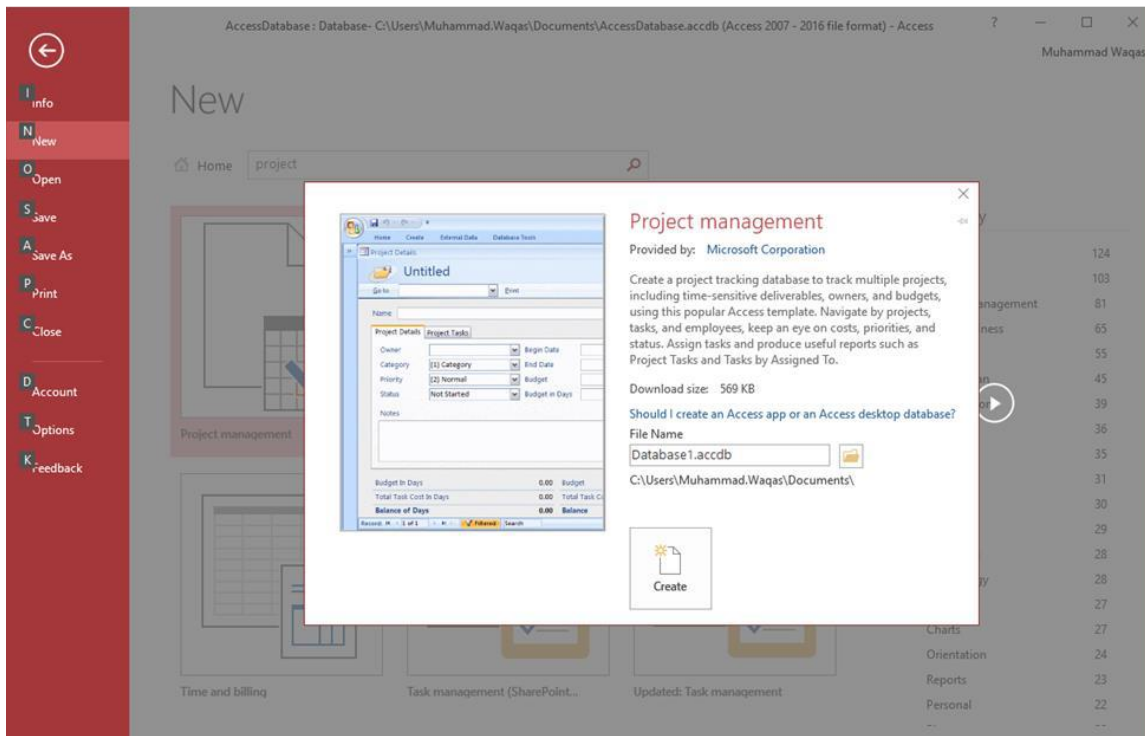
To view all the possible databases, you can scroll down or you can also use the search box.

Ass. Lec. Shms Aldeen Saad

Let us enter project in the search box and press Enter. You will see the database templates related to project management.

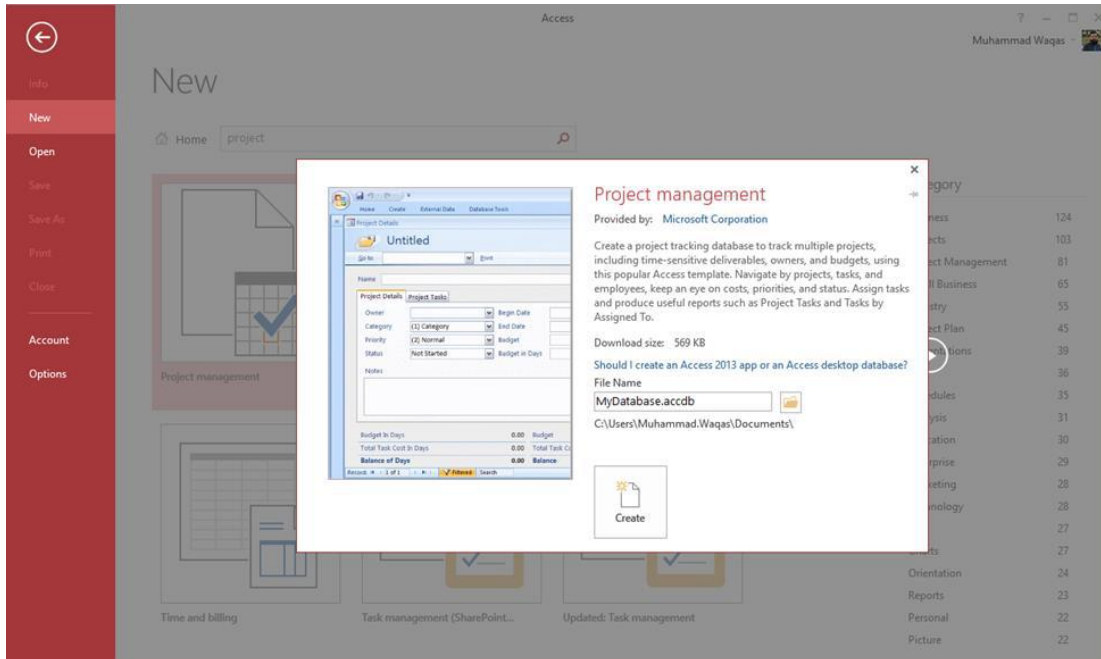


Select the first template. You will see more information related to this template.

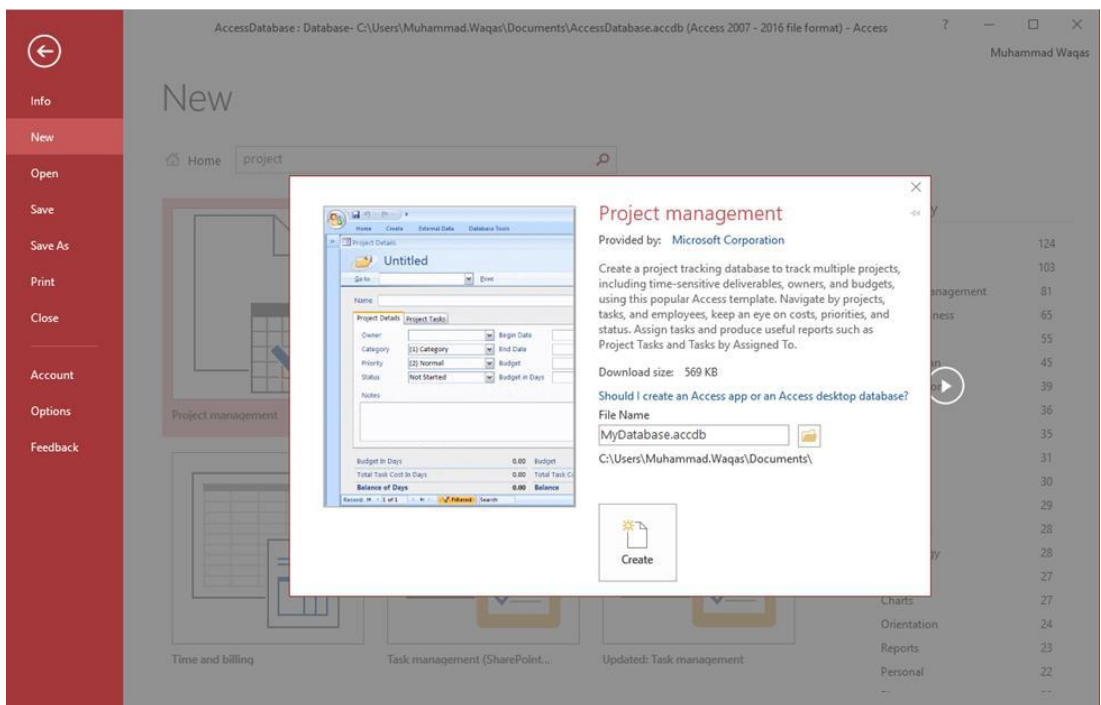


Ass. Lec. Shms Aldeen Saad

After selecting a template related to your requirements, enter a name in the **File name** field and you can also specify another location for your file if you want.

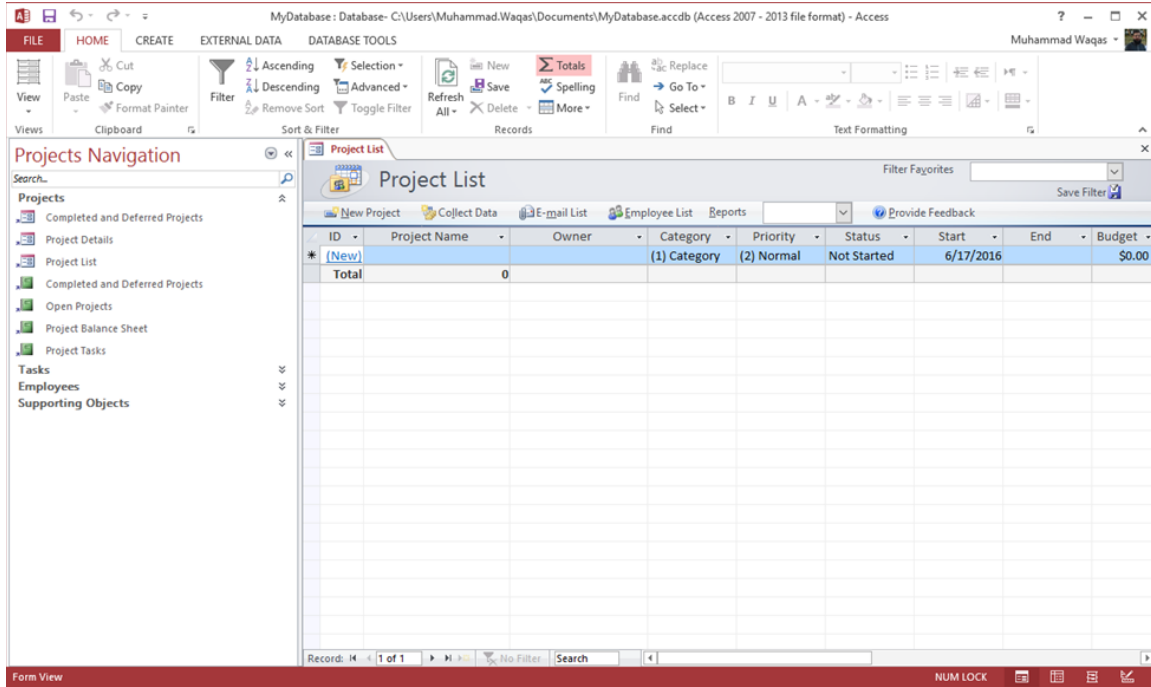


Now, press the Create option. Access will download that database template and open a new blank database as shown in the following screenshot.

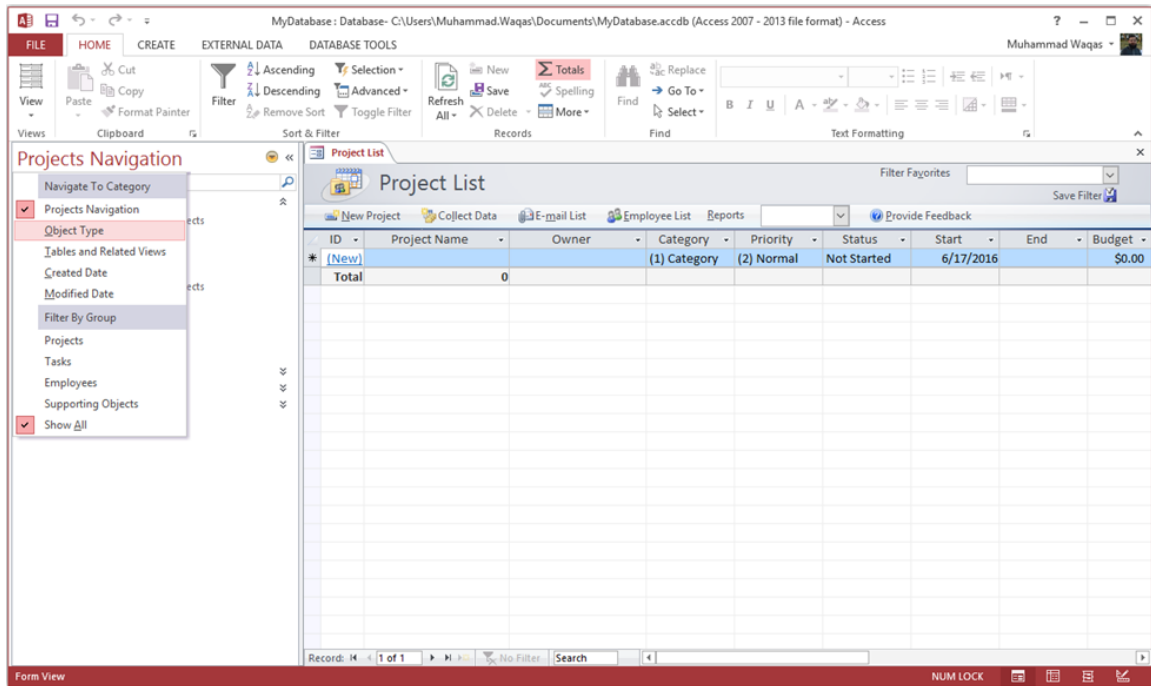


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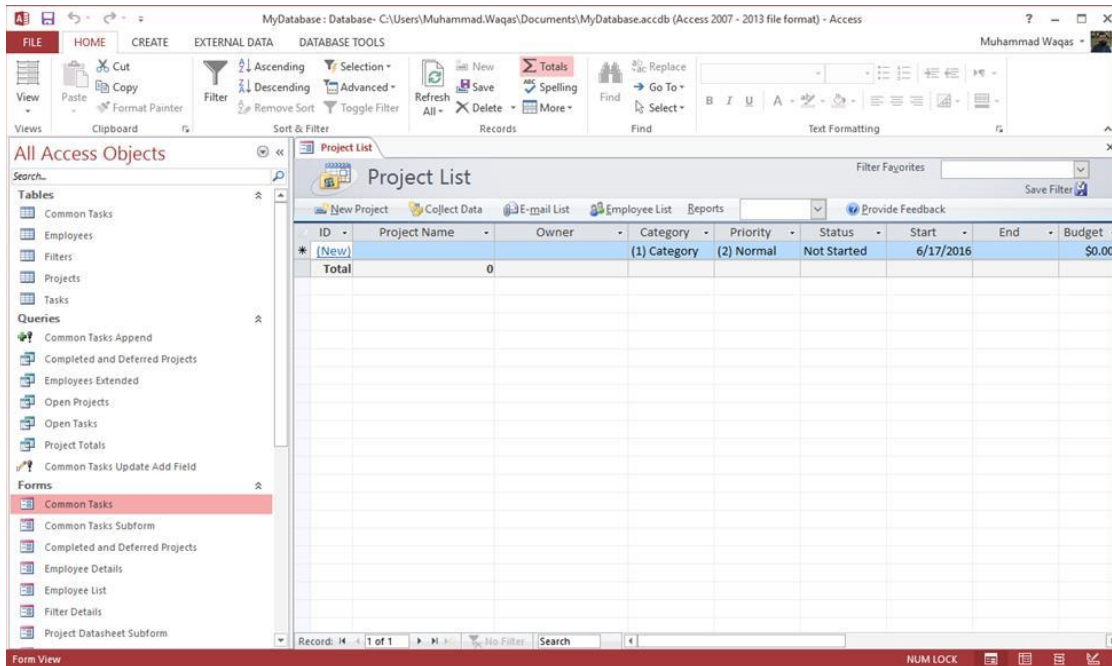
Now, click the Navigation pane on the left side and you will see all the other objects that come with this database.



Click the Projects Navigation and select the Object Type in the menu.



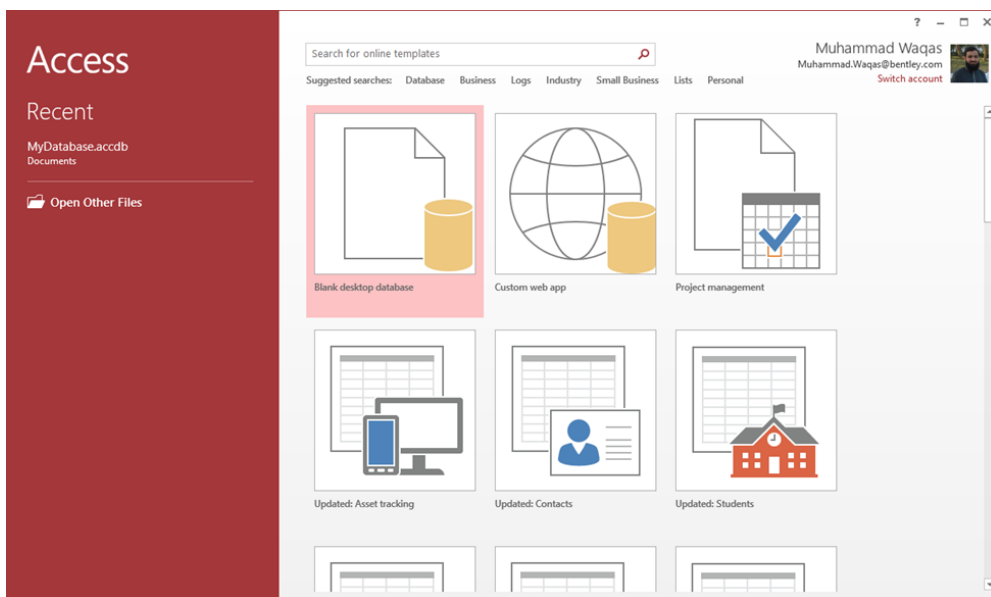
You will now see all the object types — tables, queries, etc.



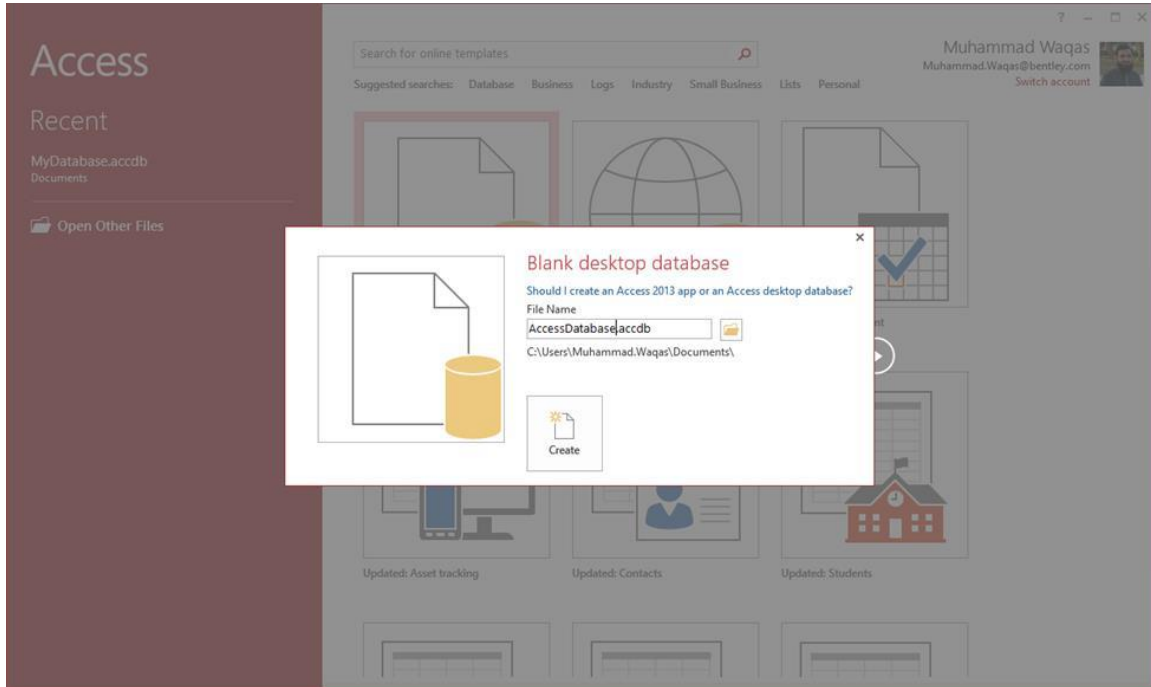
## Create Blank Database

Sometimes database requirements can be so specific that using and modifying the existing templates requires more work than just creating a database from scratch. In such case, we make use of blank database.

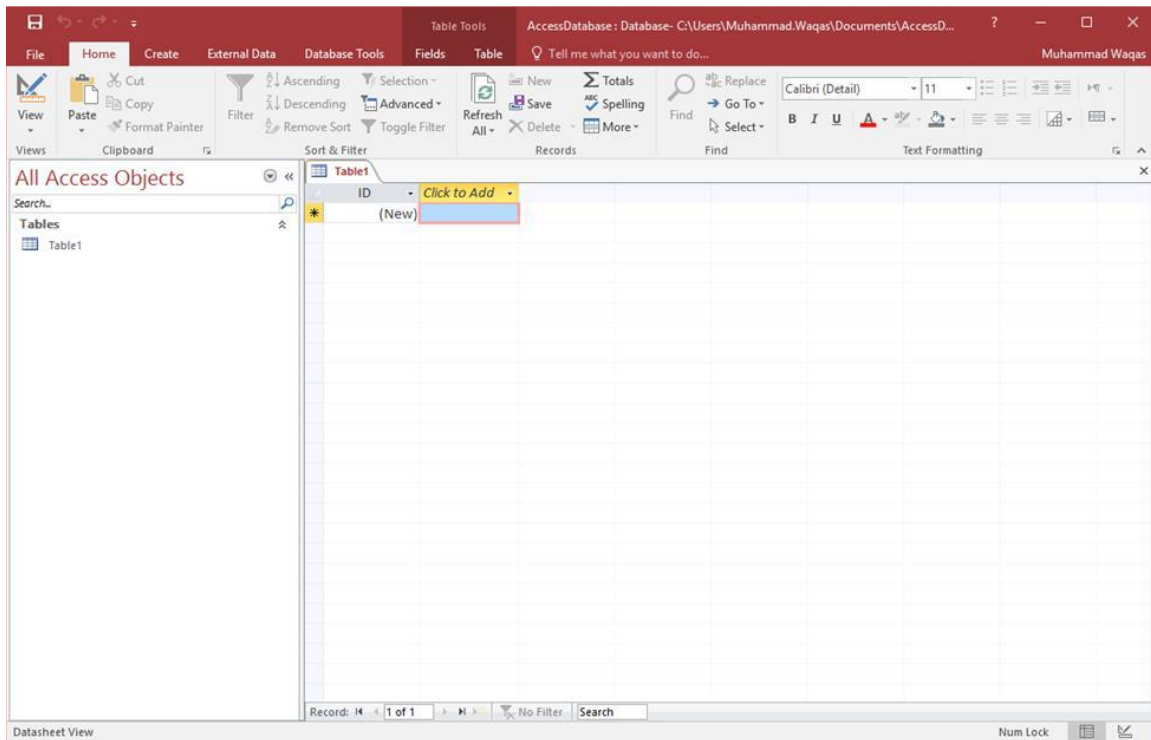
**Step 1:** Let us now start by opening MS Access.



**Step 2:** Select Blank desktop database. Enter the name and click the Create button.



**Step 3:** Access will create a new blank database and will open up the table which is also completely blank.





## MS Access — Data Types

The data type determines the kind of values that users can store in any given field. Each field can store data consisting of only a single data type.

Here are some of the most common data types you will find used in a typical Microsoft Access database.

Type of Data	Description	Size
<b>Short Text</b>	Text or combinations of text and numbers, including numbers that do not require calculating (e.g. phone numbers).	Up to 255 characters.
<b>Long Text</b>	Lengthy text or combinations of text and numbers.	Up to 63, 999 characters.
<b>Number</b>	Numeric data used in mathematical calculations.	1, 2, 4, or 8 bytes (16 bytes if set to Replication ID).
<b>Date/Time</b>	Date and time values for the years 100 through 9999.	8 bytes.
<b>Currency</b>	Currency values and numeric data used in mathematical calculations involving data with one to four decimal places.	8 bytes.
<b>AutoNumber</b>	A unique sequential (incremented by 1) number or random number assigned by Microsoft Access whenever a new record is added to a table.	4 bytes (16 bytes if set to Replication ID).
<b>Yes/No</b>	Yes and No values and fields that contain only one of two values (Yes/No, True/False, or On/Off).	1 bit.

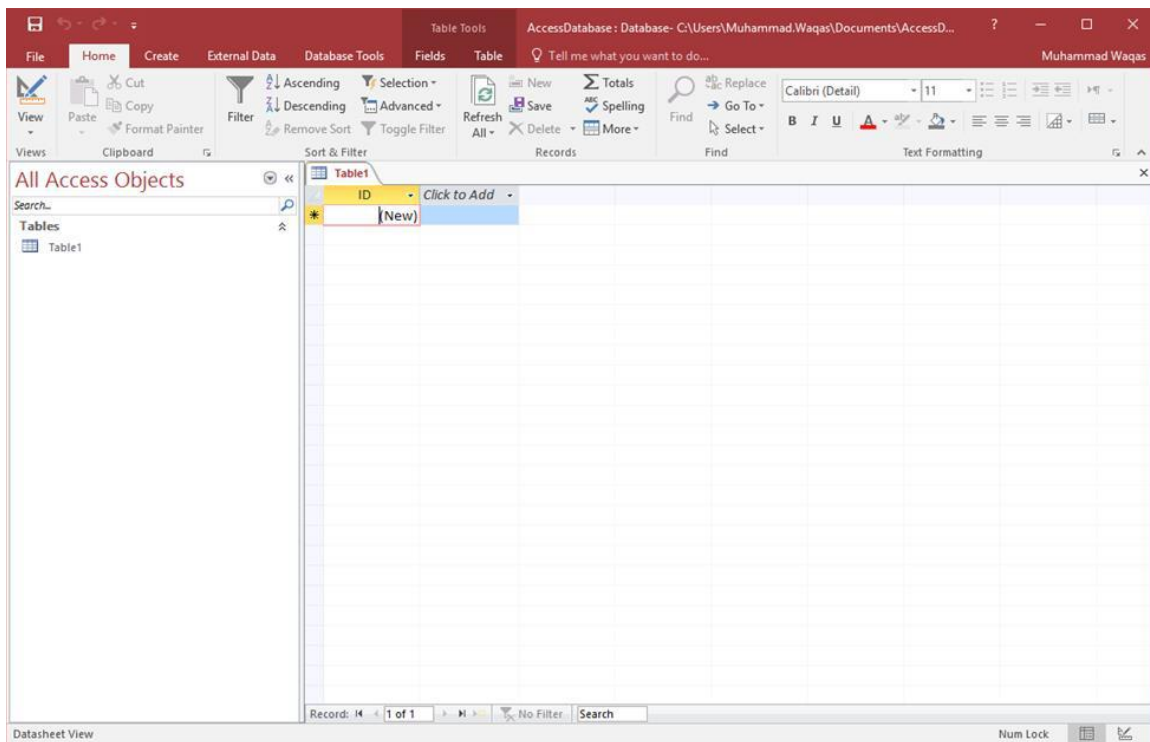
## MS Access — Create Tables

When you create a database, you store your data in tables. Because other database objects depend so heavily on tables, you should always start your design of a database by creating all of its tables and then creating any other object. Before you create tables, carefully consider your requirements and determine all the tables that you need.

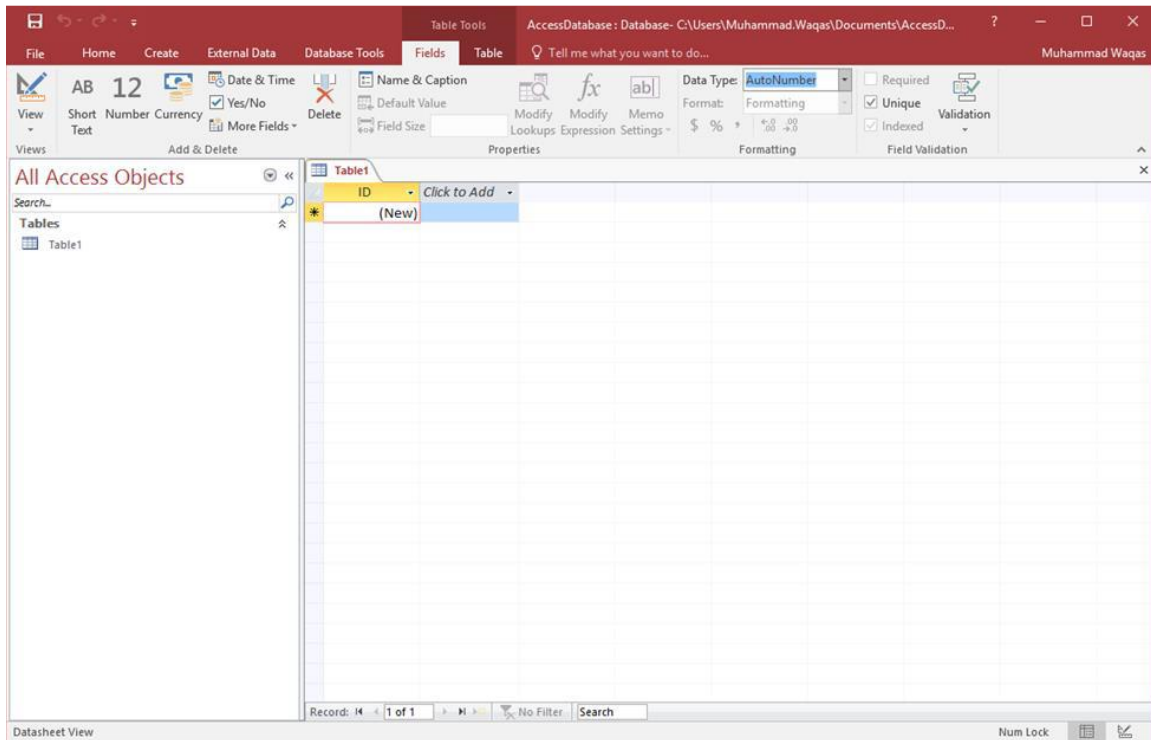
Let us try and create the first table that will store the basic contact information concerning the employees as shown in the following table:

Field Name	Data Type
<b>EmployeeID</b>	AutoNumber
<b>FirstName</b>	Short Text
<b>LastName</b>	Short Text
<b>Address1</b>	Short Text
<b>Address2</b>	Short Text
<b>City</b>	Short Text
<b>State</b>	Short Text
<b>Zip</b>	Short Text
<b>Phone</b>	Short Text
<b>PhoneType</b>	Short Text

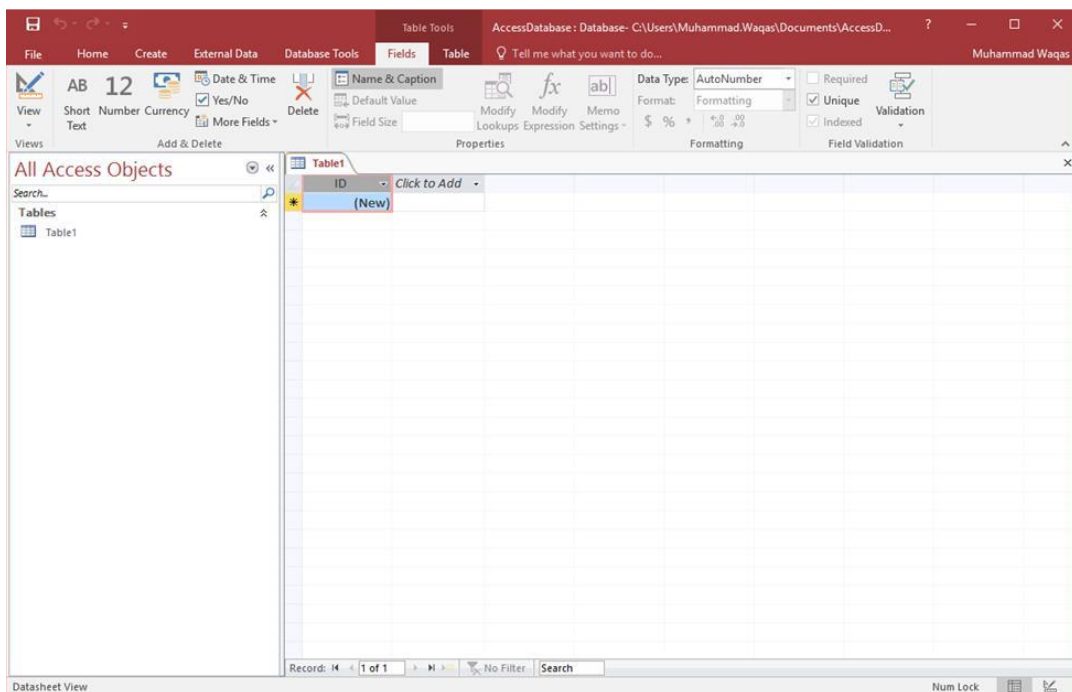
Let us now have short text as the data type for all these fields and open a blank database in Access.



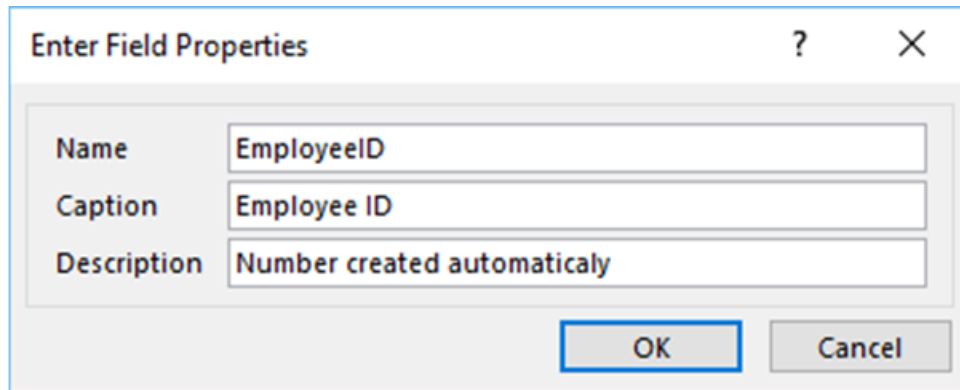
This is where we left things off. We created the database and then Access automatically opened up this table-one-datasheet view for a table.



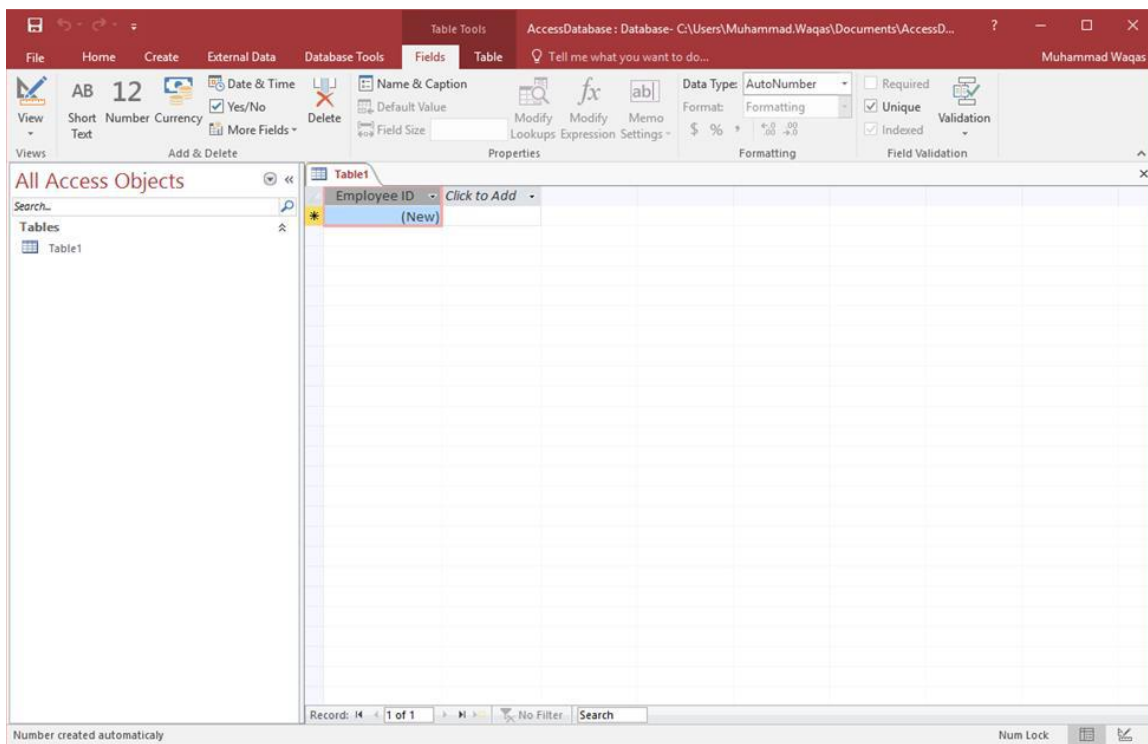
Let us now go to the Field tab and you will see that it is also automatically created. The ID which is an AutoNumber field acts as our unique identifier and is the primary key for this table. The ID field has already been created and we now want to rename it to suit our conditions. This is an Employee table and this will be the unique identifier for our employees.



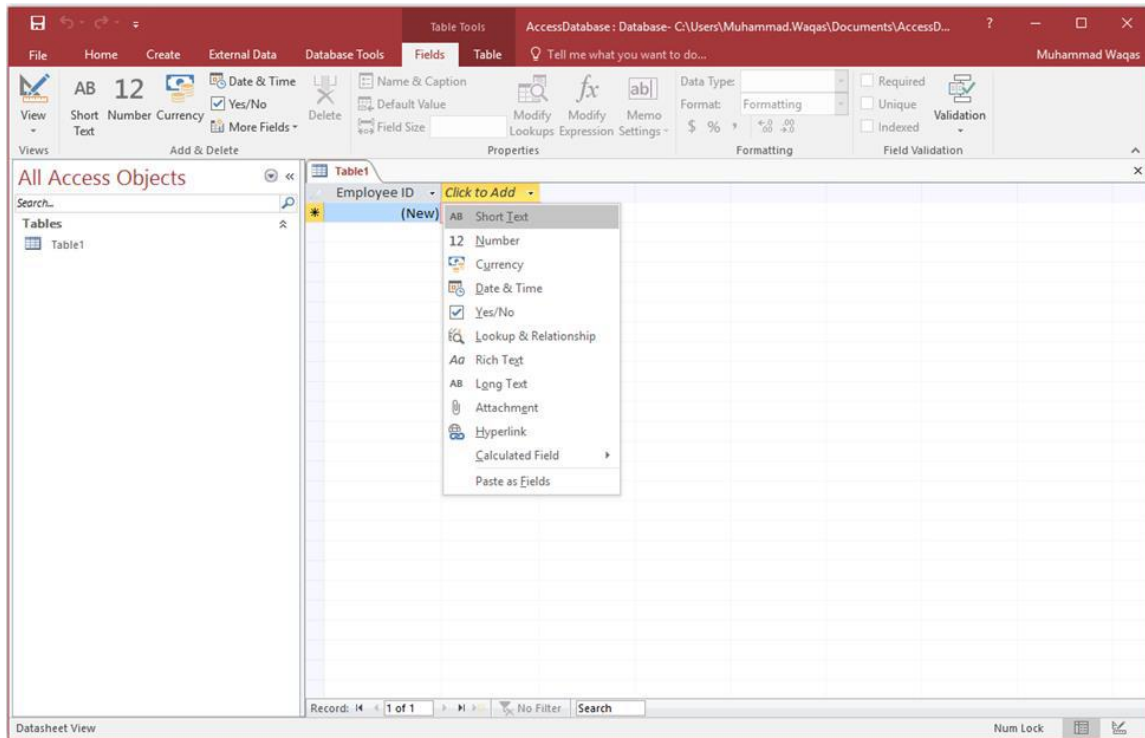
Click on the **Name & Caption** option in the Ribbon and you will see the following dialog box.



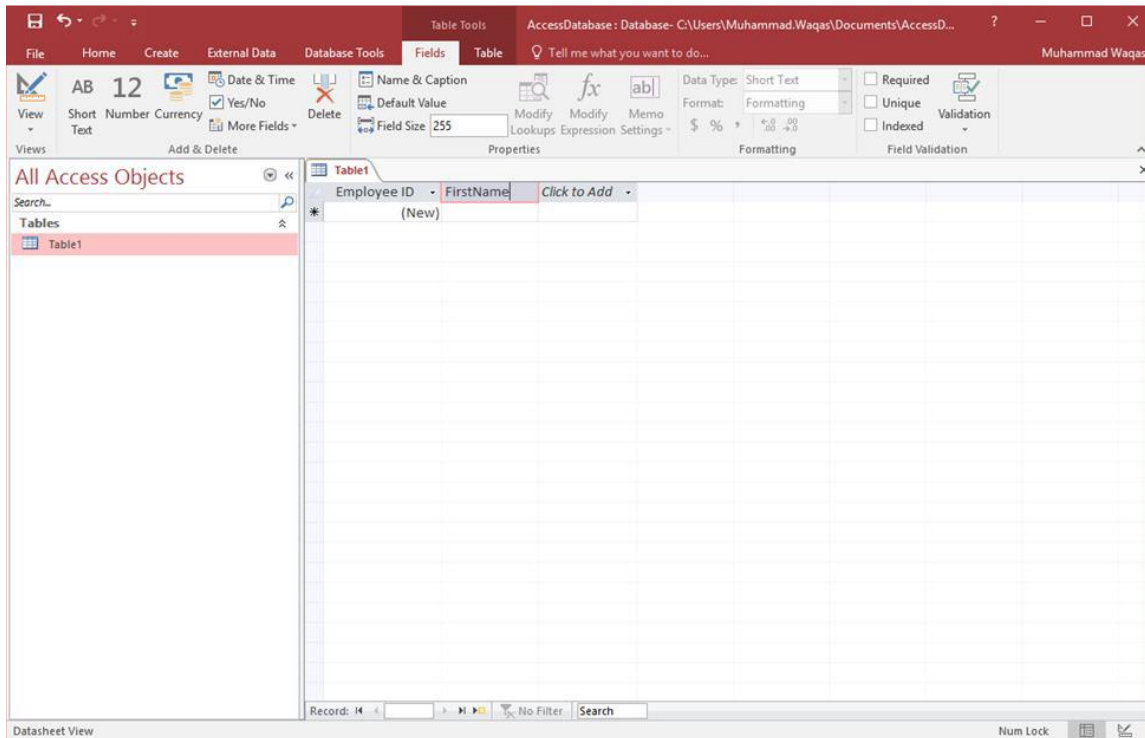
Change the name of this field to **EmployeeID** to make it more specific to this table. Enter the other optional information if you want and click Ok.



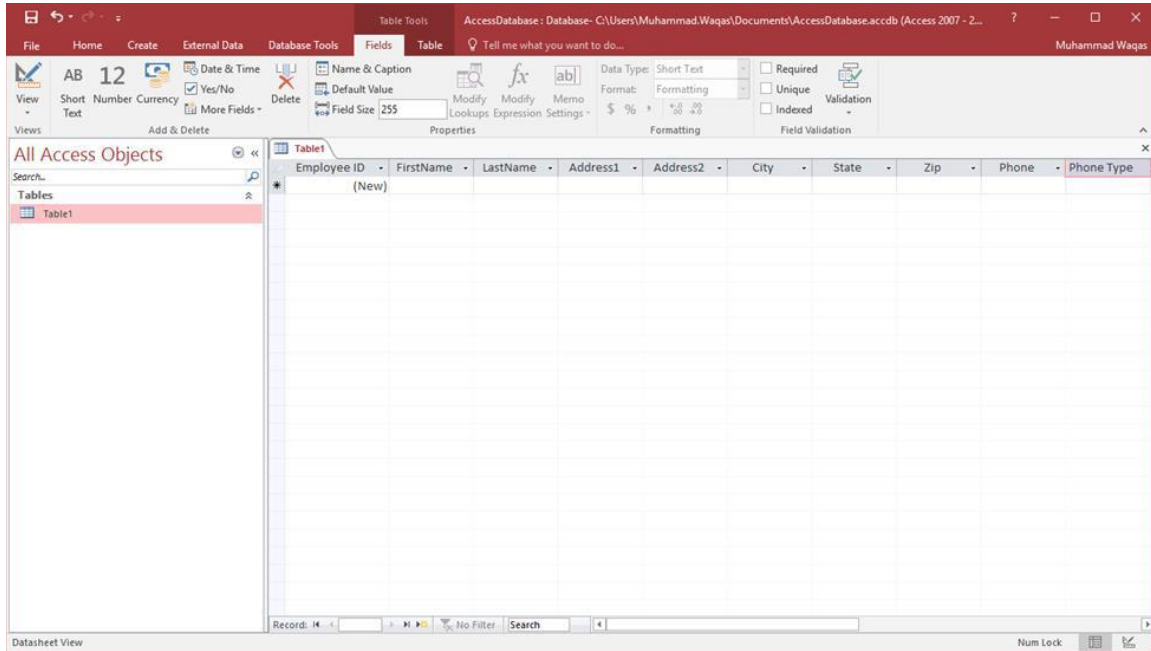
We now have our employee ID field with the caption Employee ID. This is automatically set to auto number so we don't really need to change the data type. Let us now add some more fields by clicking on **click to add**.



Choose **Short Text** as the field. When you choose short text, Access will then highlight that field name automatically and all you have to do is type the field name.

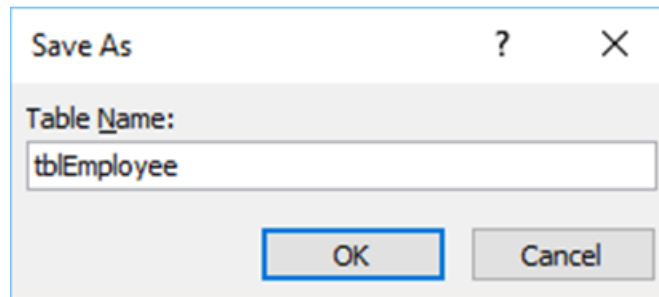


Type **FirstName** as the field name. Similarly, add all the required fields as shown in the following screenshot.

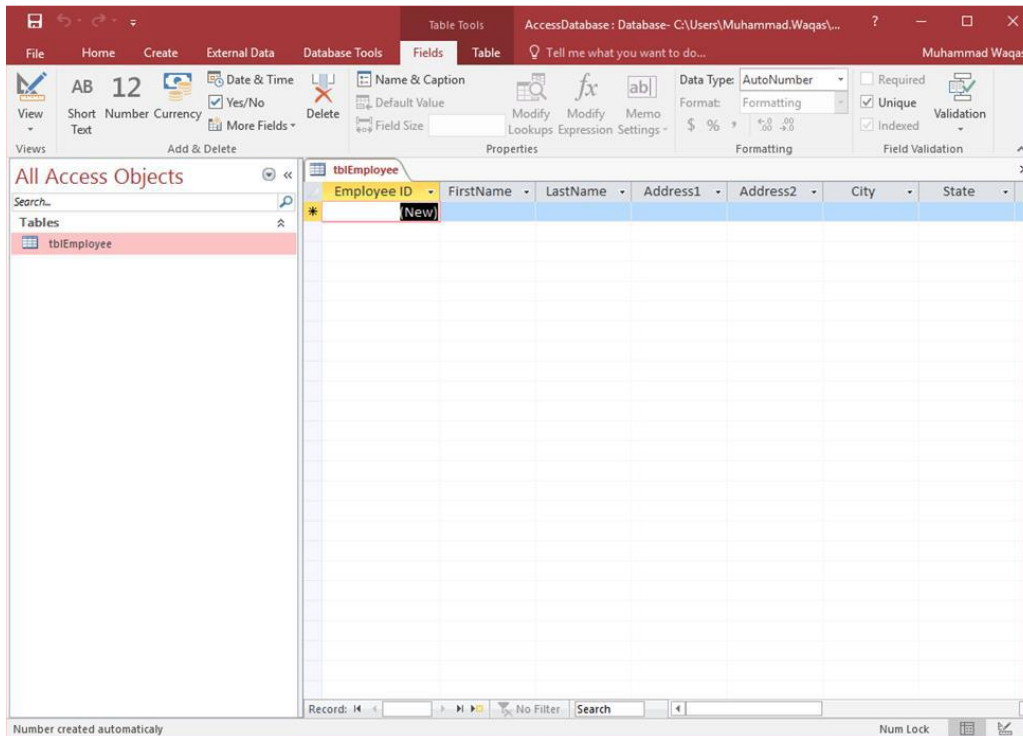


Once all the fields are added, click the **Save** icon.

You will now see the **Save As** dialog box, where you can enter a table name for the table.

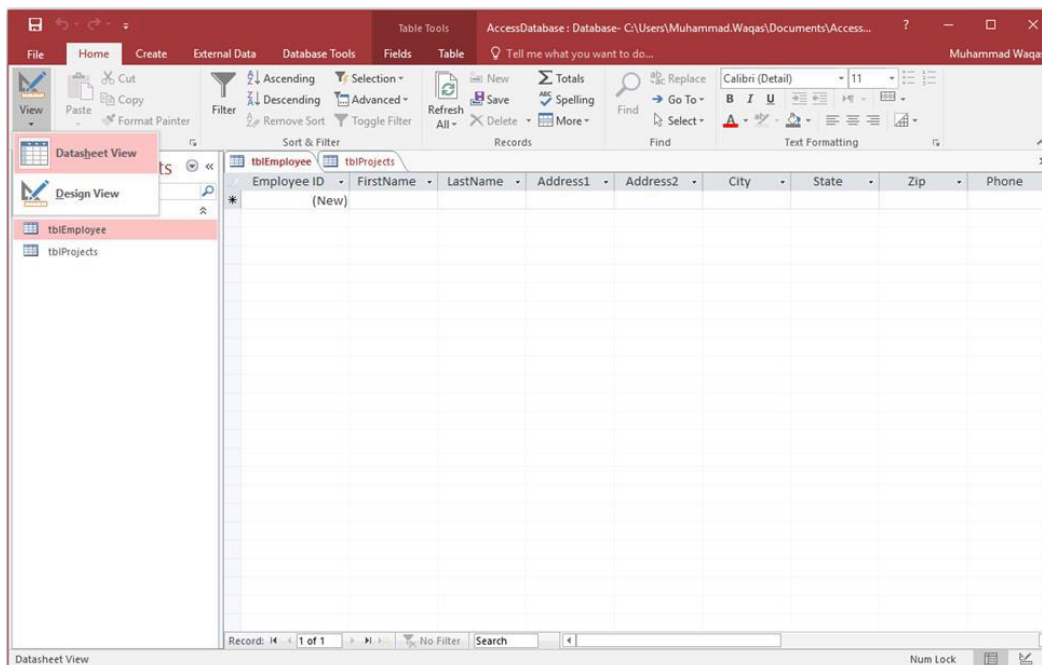


Enter the name of your table in the Table Name field. Here the **tbl** prefix stands for table. Let us click Ok and you will see your table in the navigation pane.

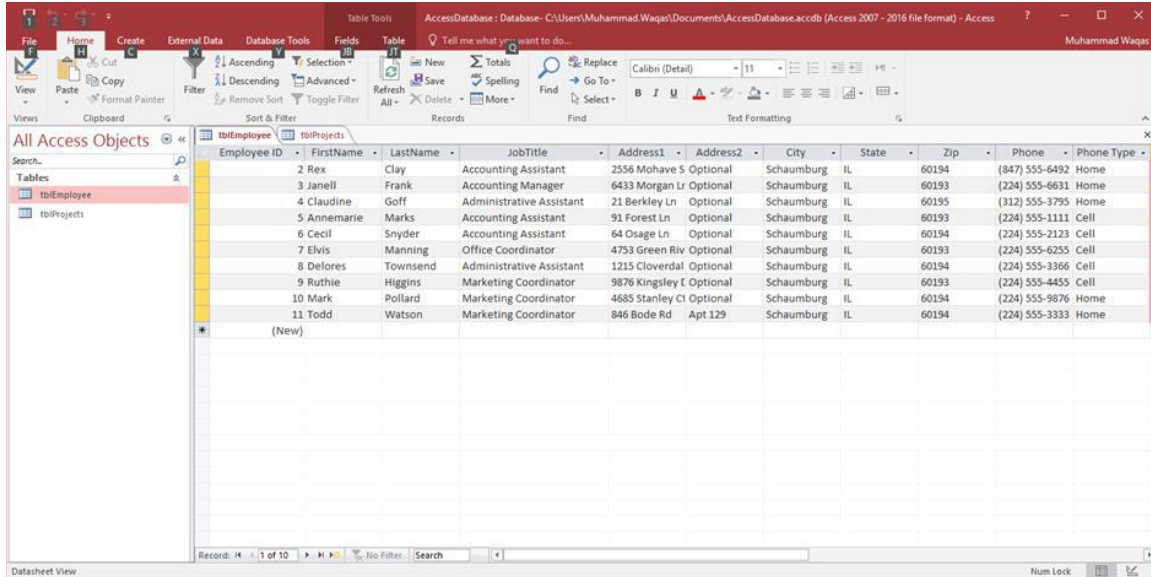


## MS Access – Adding Data

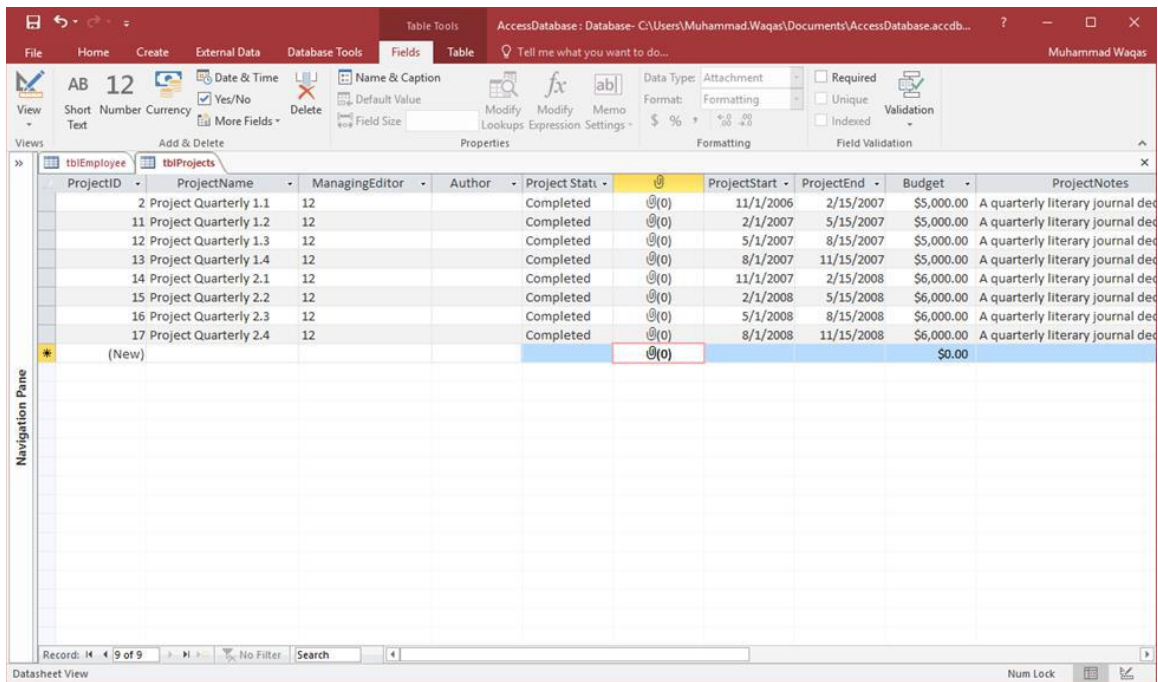
Let us add some data to your tables by opening the Access database we have created.



Select the **Views > Datasheet View** option in the ribbon and add some data as shown in the following screenshot.



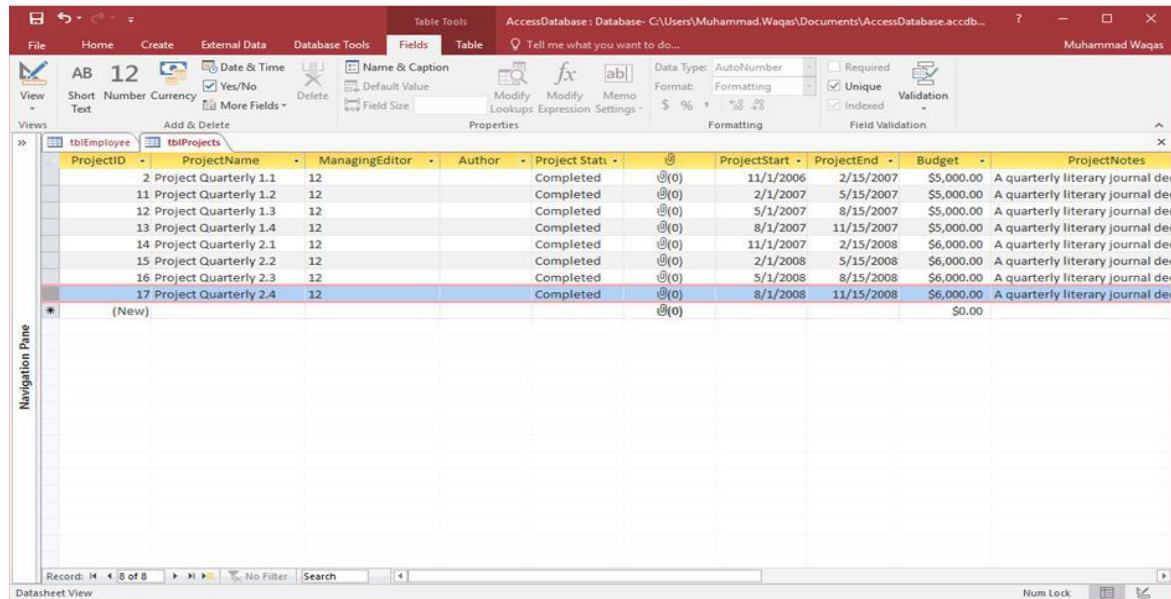
Similarly, add some data in the second table as well as shown in the following screenshot.



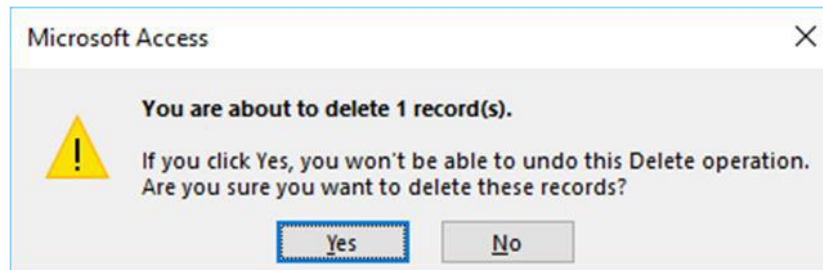
You can now see that inserting a new data and updating the existing data is very simple in Datasheet View as working in spreadsheet. But if you want to delete any data you need to select the entire row first as shown in the following screenshot.



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Now press the delete button. This will display the confirmation message.



Click **Yes** and you will see that the selected record is deleted now.

