

Windows and Office

## Agenda

### **Windows Basics, Word, PowerPoint, and Excel**

8:00-8:10-----Introduction, goal setting

8:10-8 :20-----Saving Grace, or, Where did that file go?

8:20- 8:30-----Getting the “Word” Out : Planning a Classroom Poster

8:30 -10:00 --- Word Basics – Formatting, Page Setup, Drawing Objects, Spell  
Check (The Sampler)

10:00-10:15 --Break

10:15-11:00 - A Picture is Worth a Thousand Words - Graphics

11:00-11:45---Tabs

11:45 -12:00--Fixing those annoying things that Word does

12:00 -1:00 ---Lunch

1:00 -2:00 ----PowerPoint Basics: Project: Welcome Back PowerPoint  
Inserting New Slides, Pictures, Movies, Hyperlinks  
Changing the layout and background  
Adding Transitions

2:00-2:15-----Break

2:15 -3:00-----Adding Sounds, Options for Saving, Options for Custom Shows, and

3:00 – 3:30----Strutting your Stuff

8:00- 8:30 ----Excel – and what it can do for you (classroom ideas)

8:30 – 9:30 ---Dressing up a worksheet—margins, borders, cell merge

9:30 – 10:00 --Formulas and Sorting

10:00-10:15---Break

10:15-11:00 – Building a class list to sort

11:00-11:30 -Chart Wizard

11:30-12:00 - Evaluation and Reflection

**STUDY GUIDE**  
**EDUC 611 PROFICIENCY EXAMINATION**  
**KERSHAW COUNTY SCHOOL DISTRICT**

**The teaching professional who demonstrates competency in the Windows operating system will be able to...**

1. create and name folders and sub-folders on any drive specified
2. save files appropriately within folders and sub-folders on any drive specified
3. move files between folders and sub-folders on any drive specified

**The teaching professional who demonstrates competency in Microsoft Word will be able to....**

1. format a document including top, bottom, left and right margins, set tabs for paragraph indentions, set paragraph line spacing, page orientation and columns of text as specified
2. insert and format clip art and Word Art into text
3. insert a table consisting of multiple columns and rows of information as specified
4. format text including all capitals, font style, font size, bold, italics, and underline to entire documents or selected portions of text as specified
5. align text left, center, right and/or justified as specified
6. utilize spelling and grammar checker features
7. preview and print a document
8. save a document to any drive specified

**The teaching professional who demonstrates competency in Microsoft PowerPoint will be able to...**

1. create a slide show presentation consisting of a title slide and content slides as specified
2. incorporate a variety of slide layout designs within the presentation
3. insert and format clip art and Word Art into the presentation
4. select and/or change color of text and/or Word Art
5. select and apply a background design template to one or all slides
6. insert transitions between slides
7. apply custom animation and sound effect to a graphic on a slide

**The teaching professional who demonstrates competency in Microsoft Excel will be able to...**

1. create and format a worksheet including top, bottom, left and right margins, and page orientation

2. size cell width and row height to specified and/or desired size
3. format all or only selected cells for type of data (number) contained in the cell as well as text alignment and wrapping text within a cell as specified
4. alphabetize data in a worksheet
5. merge cells to create column headings over multiple columns of data
6. create and insert a chart of specified type into a worksheet
7. utilize formulas and functions to manipulate data in cells as specified
8. set and/or clear print areas, preview, and print worksheet
9. save worksheet file to any drive specified

**The teaching professional who demonstrates competency in utilizing the Internet/World Wide Web will be able to...**

1. use effectively a web browser to access Internet/World Wide Web resources
2. use search engines and/or search directories to locate appropriate information applicable in public school classroom instruction and/or for teacher reference or utility purposes
3. locate, review, and select appropriate online activities for public school classroom instruction
4. locate, review, and select age-appropriate, credible web sites for student use in public school classroom instruction and/or at home activities
5. download text and images from Internet/World Wide Web resources within copyright restrictions and save downloaded files to any drive specified
6. communicate via e-mail, including sending attachments of text and/or graphics

## Saving Grace, or, where did that file go?

1. Create and name a folder with your name. Save it on the specified drive.
2. Inside this folder, create three folders: Word, PowerPoint, Excel
3. Move the folder to a new drive.
4. Create a Word file with four major goals for your classes this year. Save it inside the "Word" folder.
5. Add two more goals for your classes.
6. From the file menu, click "save as." Change the name of the file and save it to a different location.
7. Close all windows. (Red "x")
8. Find one document by using "My Computer."
9. Right Click on the document and send it to the desktop.
10. Use "Search" (Start, Search) to find the other document. Open it.

Vocabulary: Write your definition of the term in the blank:

File \_\_\_\_\_

Folder \_\_\_\_\_

Drive \_\_\_\_\_

Save \_\_\_\_\_

Save As \_\_\_\_\_

Send to: \_\_\_\_\_

Right-Click - \_\_\_\_\_

The Short Version of Jim's Top Ten Tips:

1. Double Click on My Computer to see all the drives and devices on your system.
2. The My Pictures and My Music folders have task panes that are customized for music and picture files.
3. You can display your files by lists, icons, tiled, or with details.
4. The fastest way to copy a file is to right-click the file and select Send To from the pop-up menu.
5. All files you delete are sent to the Recycle Bin folder. Until the Recycle Bin is filled up, you can restore any file you've recently deleted.

See <http://www.peachpit.com/articles/article.asp?p=24588&seqNum=5> for more XP management tips.

Great information to keep in mind if you want to find your files again:

Files are stored on your disk in folders. A folder can contain both files and additional folders. (A folder within a folder is called a subfolder.)

The exact location of a file is called its path and contains all the folders leading to the file. For example, a file named filename.doc that exists in the system folder that is contained in the windows folder on your c:\ drive has a path that looks like this:

c:\windows\system\filename.doc

# Pictures in Word

## Ways to get pictures:

1. Clips Online—Insert, Picture, ClipArt. ClipsOnline, follow instructions
2. Print Screen Instructions:

### To copy the window or screen contents :

To copy an image of the window that is currently active, press ALT+PRINT SCREEN.

To copy an image of the entire screen, press PRINT SCREEN.

Note:

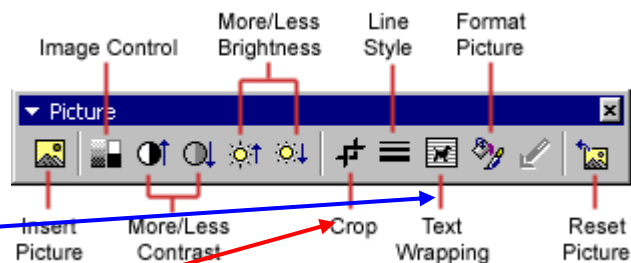
To paste the image into a document, on the Edit menu in the document window, click Paste

### c. From Disks

### d. from a scanner

## Ways to manipulate pictures:

On View, choose  
Toolbars, then Picture.



1. **TextWrap** Button – Choose and click a layout choice to pick up and move your picture.
2. Cropping – Choose **Crop** Button. Move changed cursor over side, or top, hold down mouse button, and drag.)

(Note that as you move your mouse over each button, Word tells you what each one does)

## Drop Caps

A drop cap is a large letter that begins a paragraph and drops through several lines of text as shown below.

Add a drop cap to a paragraph by following these steps:

Place the cursor within the paragraph whose first letter will be dropped.

Select Format|Drop Cap from the menu bar.

The Drop Cap dialog box allows you to select the position of the drop cap, the font, the number of lines to drop, and the distance from the body text.

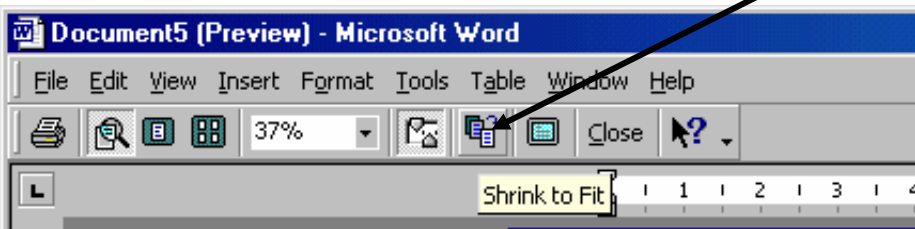
Click OK when all selections have been made.

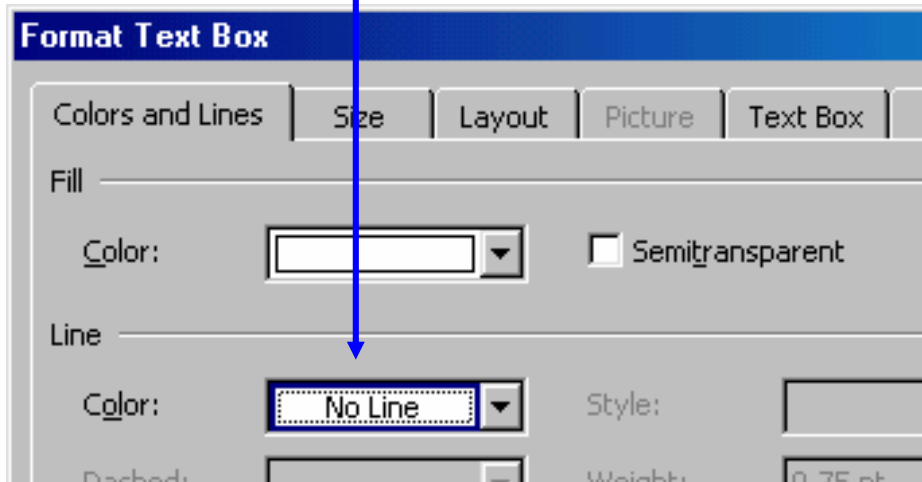
**T**o modify a drop cap, select Format|Drop Cap again to change the attributes, or click on the letter and use the handle.

# More Great Tips to Make Word Work for You:

Even faster: <http://search.officeupdate.microsoft.com/TemplateGallery/ct149.asp>  
(Search Google for Microsoft Word Templates)

Click on Edit in Word, then do a save as Template if you will use it again (default save is in Template folder), put in your information, then save as regular document.

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- The screenshot shows the Microsoft Word interface with the 'Shrink to Fit' button highlighted in the status bar. A black arrow points from the text box in the yellow box above to this button. The status bar also shows a ruler with markings for 1, 2, and 3 inches.
- Text I**
1. choose Text BOX.
  2. Position the the TextBox by dragging; add format features like fill, line color, border or no border.
  3. If you don't want the border to show, right click the textbox; choose Format Textbox, then choose "no line" for border.

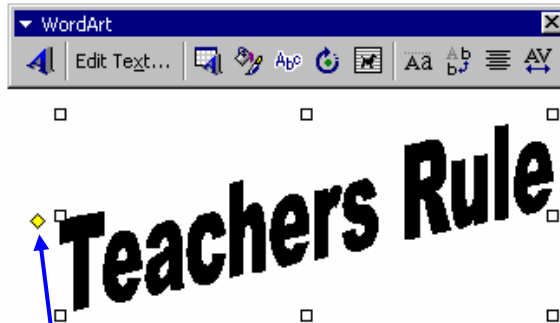




## Glitter and Glitz

Word Art instructions:

Click on the WordArt Button on the draw toolbar, or on the View menu select toolbar then WordArt.



If you choose the toolbar, click the “A”, write your text. Click on each of the buttons in turn to see what happens. To free rotate, make sure the circular arrow is centered around the green circle, click and hold, then move your art. The WordArt toolbar will appear if you click once on any WordArt.

Also, click on the **yellow diamond** and see what happens.

Callout Objects:

Callout Objects can be lots of fun.

Click AutoShapes, then Callouts, then click on the shape you want.

Click and drag a callout shape.

To move the speech balloon in the right direction, click and hold the **yellow diamond**.

The Callout is a special textbox and allows you to write what you want on the inside.

A speech bubble callout with a black border and a white background, containing the text "My dog has fleas." The bubble is connected to the text above by a thin black line.

## Format Painter

If you don't want to take the time to format a section but want it to be the same as another, click in the paragraph you want, then click the Format Painter from the top menu buttons (paint brush) and drag it over the text you want to change. Double click the Format Painter button to keep it active for more than one selection.

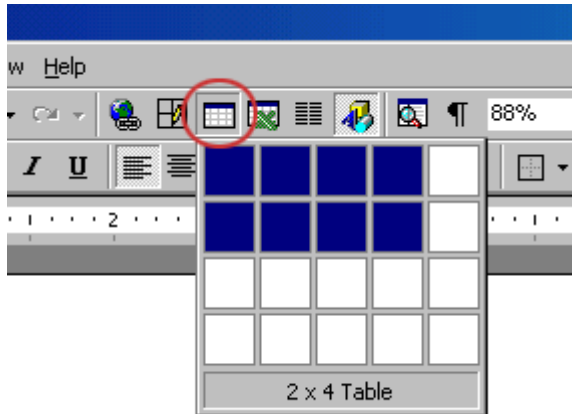
## Special Characters

Need a degree sign? Or perhaps an umlaut? Use Insert, Symbols, and find the character. If you use it often, assign it a shortcut key or an autocorrect key.

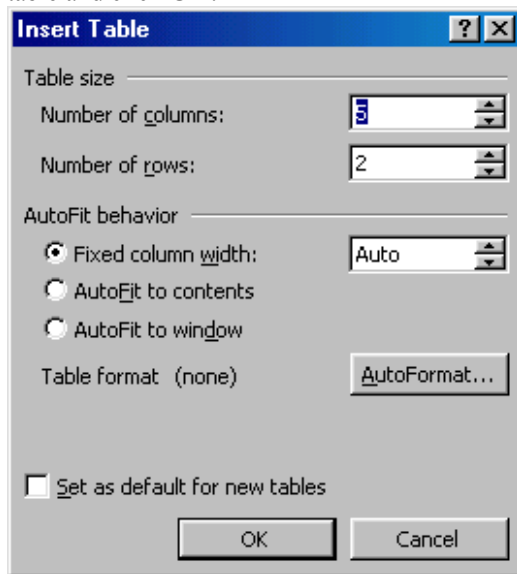
# Insert a Table

There are two ways to add a table to the document using the Insert feature:

- Click the **Insert Table** button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table. If the button isn't there, check the double arrows for more buttons.




- Or, select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click **OK**.



## Draw a Table

- Draw the table by selecting **Table|Draw Table** from the menu bar. The cursor is now the image of a pencil and the **Tables and Borders** toolbar has appeared. Unclick the pencil when finished.



- Draw the cells of the table with the mouse. If you make a mistake, click the **Eraser** button  and drag the mouse over the area to be deleted.

## Inserting Rows and Columns

Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table|Insert|Rows Above** or **Rows Below**. Or, select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu.

## Using Fill, Color, and Merge and Selecting Cells, Rows, or Columns

**Selecting:** Cursor changes to a white arrow: Selects contents of one row.  
Cursor changes to a black arrow: One click selects contents of cell, two clicks selects row.  
Move cursor to the top of the column you want to select; changes to black arrow pointing down; selects contents of column.  
Clicking on the cross arrow once selects contents of the whole table.

**Deleting:** To delete a table, use select it, then choose Table Menu, Delete, Table.  
Using the delete key deletes the contents but not the table.

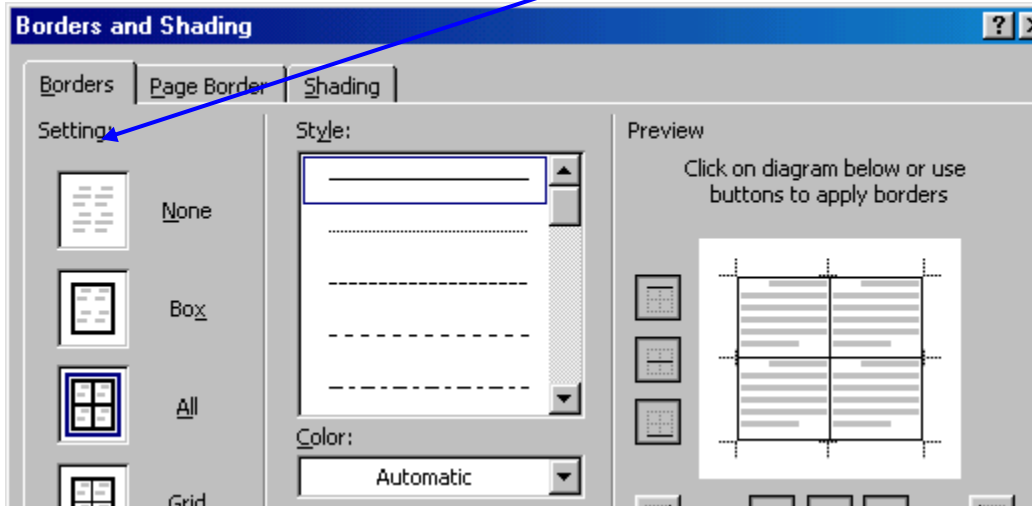
**Moving:** Use the tab to move from cell to cell. “Enter” enlarges the cell. Use the down or up arrow to move one cell up or down.

**Filling:** Select the cell, row or column you wish to have filled with color, then click the paint bucket icon.  
Click the paint bucket or pull down the menu to choose a different color.

Or, right click the table and use the borders and shading dialog box for more choices.

**Text Alignment:** Note that you can use right click for formatting options as well as the Tables and Borders dialog box for Text Alignment, sorting, and changing the borders.

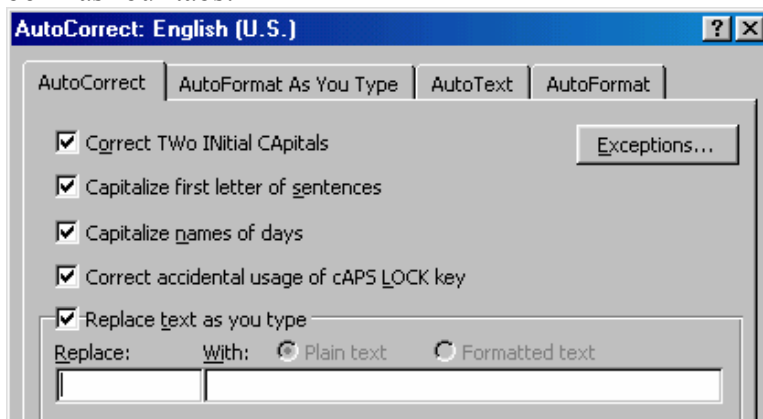
**Tip:** Use tables to align pictures easily, especially if you want to use the document as a Web page. The pictures won't move all over the page. To remove the table borders, right click the table, use the borders and shading button, and on the Borders tab, select "none" for the border line.



# Things that ‘bug’ you in Word:

## Autocorrect and auto format

Turn it off by using the Tools Menu. “AutoCorrect”. The AutoCorrect dialog box has four tabs:

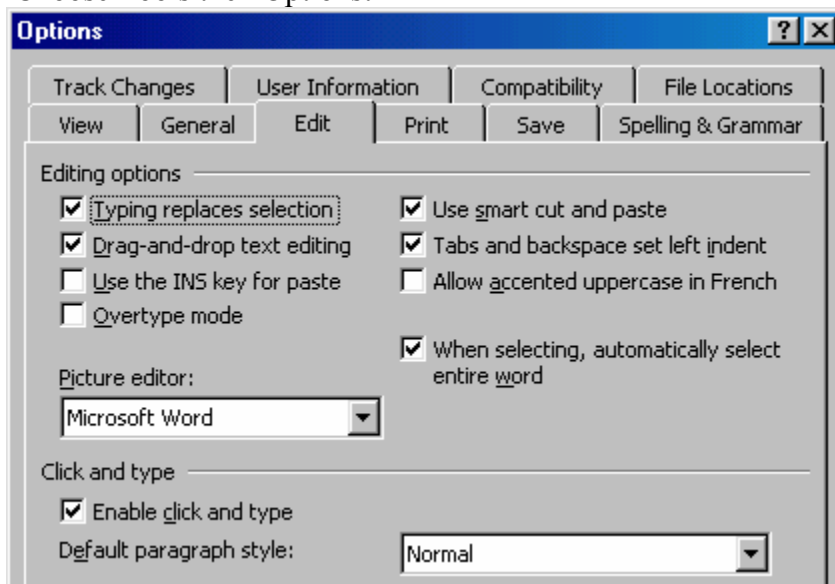


Uncheck any boxes to make Word quit typing for you.

AutoFormat as you Type has the infamous “automatic numbered lists” checkbox.

## To turn off editing options or Spelling & Grammar options:

Choose Tools then Options:



## Overtyping mode:

If the OVR button at the bottom of the status bar is black, you’re in overtyping mode. Doubleclick it to return your sanity. You have probably accidentally hit the “insert” key above the “delete” key, which is the keyboard shortcut for Overtyping mode.

# Quick Starts

# PowerPoint XP

## To add a new slide:

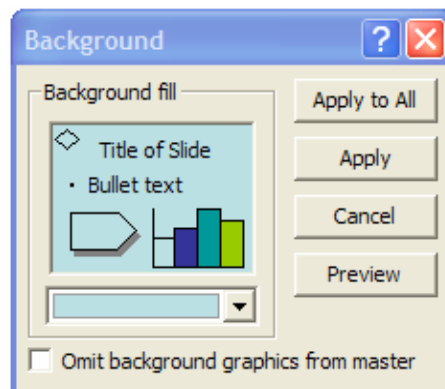
1. Insert>New Slide
2. Click the thumbnail slide (in the left pane) and click 'Enter'
3. Control +M (Control + N gives you a whole new presentation)

## To use Microsoft's pre-designed templates:

1. Format>Slide Design
2. Click on choice from slide design pane, right side of screen

## To change the background color:

1. Format > Background
2. Pull down arrow lets you choose many fills
3. Choose "Apply to All" to add this background to all slides
4. Choose "Apply" to add this background only to the current slide



## To add a picture:

1. Insert>picture
2. Choose "clip art" to find a graphic from Microsoft's collection
  - a. On the right pane, enter a search term; or
  - b. Choose "clips online" for lots of choices
3. Choose "file" to use a picture you have on your computer or have on your camera

## To add a text box:

1. Insert>text box
2. Choose horizontal or vertical
3. Draw the text box
4. Rotate by grabbing the green circle
5. Position by clicking and holding the border area and dragging

**To add animations:**

1. Slide Show>Animation Schemes
  - a. This choice lets you apply animations to one or more slides
  - b. The right task pane gives you the choices
  - c. Use this for quick and easy glitz
  - d. You can also use the pull-down window in the right task pane to choose this command
  - e. Use the Play command to preview
2. Slide Show> Custom Animation
  - a. Use this choice when you want to design your own slide happenings
  - b. The right task pane gives you choices and choices and more choices
  - c. Note that custom animations apply only to the slide you are working on
  - d. You can apply custom animations to text, pictures or any other object

**To add slide transitions:**

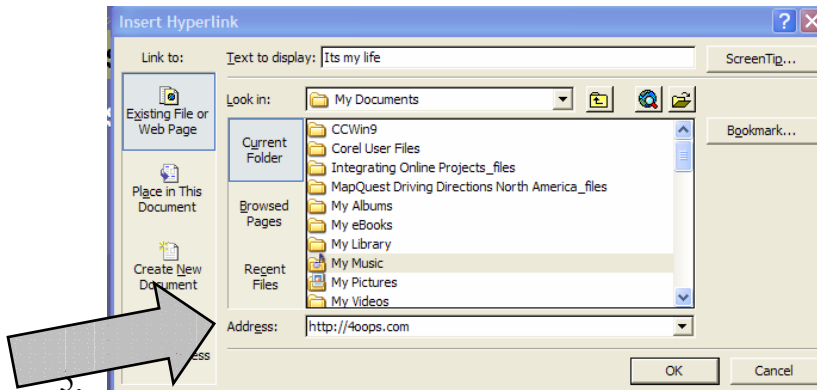
1. Slide Show>Slide Transitions
2. The right task pane gives you the choices
3. Be sure to click “apply” or “apply to all”

**To work in outline view**

1. Click the “Outline” tab in the left task pane
2. Type your outline: remember not to put too much text on one slide
3. Decide on a template and apply
4. Voila! Your PowerPoint is ready to go.
5. Be sure to check each slide before you use it; some of the text may move around when you change templates.

**To add a hyperlink:**

1. Type a web address (<http://4oops.com>) in a text box. Touch “enter” to make it “hot”
2. Or, select text or a picture. (Drag across text; click on a picture once.)
3. Choose Insert>hyperlink
4. Type the web address in the address box.



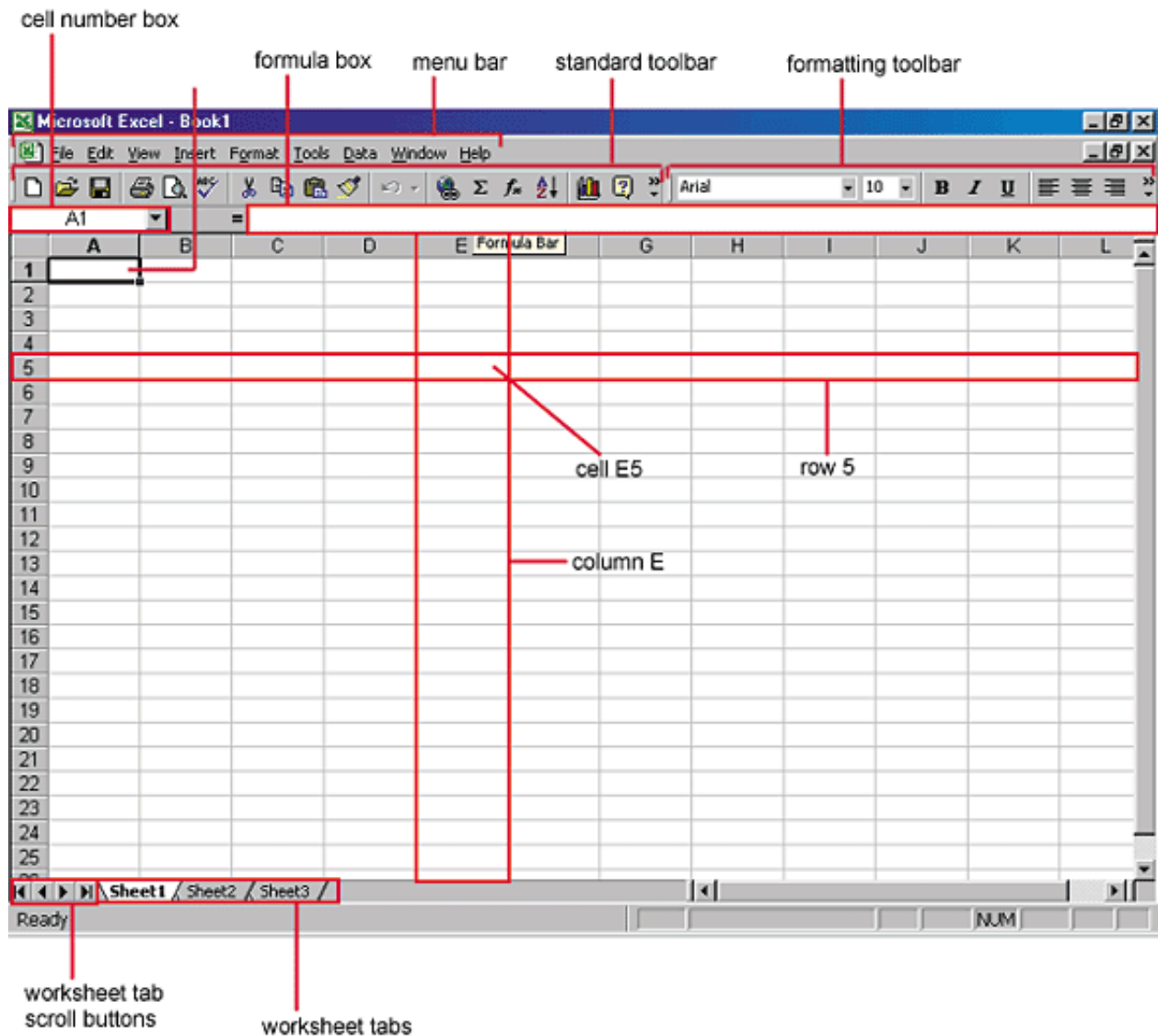
## Great Internet Links For More PowerPoint POWER

1. ActDen <http://www.actden.com/pp/index.htm> This site is a free, easy-to-use, basic tutorial for PowerPoint and other Office Applications
2. Microsoft Education Powerpoint Lessons <http://www.microsoft.com/Education/Flowcharts.aspx> This site has many ways to use PowerPoint in your classroom
3. Templates <http://office.microsoft.com/en-us/templates/CT011323751033.aspx> This site has more templates if you want to see others
4. Backgrounds for Teachers <http://www.brainybetty.com/educators2.htm> or <http://www.brainybetty.com/educators1.htm> This site lets you download neat backgrounds. (It won't work in Windows 98 unless you have WinZip)
5. Also check out Brainy Betty's homepage: <http://www.brainybetty.com/MENUEducators.htm> since there are lots of other useful links here
6. OOPS' MS Office links for Terrific Teachers: <http://www.oops.bizland.com/msofficelinks.htm> Many great PowerPoint links when you want a little more pizzazz in your presentation



# Excel Basics

## Microsoft Excel Screen Elements



## Formulas

Formulas are entered in the worksheet cell and must begin with an equal sign "=". The formula then includes the addresses of the cells whose values will be manipulated with appropriate operands placed in between. After the formula is typed into the cell, the calculation executes immediately and the formula itself is visible in the formula bar. See

the example below to view the formula for calculating the sub total for a number of textbooks. The formula multiplies the quantity and price of each textbook and adds the subtotal for each book.

## Relative, Absolute, and Mixed Referencing

Calling cells by just their column and row labels (such as "A1") is called relative referencing. When a formula contains relative referencing and it is copied from one cell to another, Excel does not create an exact copy of the formula. It will change cell addresses relative to the row and column they are moved to. For example, if a simple addition formula in cell C1 " $=A1+B1$ " is copied to cell C2, the formula would change to " $=A2+B2$ " to reflect the new row. To prevent this change, cells must be called by absolute referencing and this is accomplished by placing dollar signs "\$" within the cell addresses in the formula.

## Autofill

The Autofill feature allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text.

- Type the beginning number or date of an incrementing series or the text that will be repeated into a cell.
- Select the handle at the bottom, right corner of the cell with the left mouse button and drag it down as many cells as you want to fill.
- Release the mouse button.

If you want to autofill a column with cells displaying the same number or date you must enter identical data to two adjacent cells in a column. Highlight the two cells and drag the handle of the selection with the mouse.

## Basic Sorts

To execute a basic descending or ascending sort based on one column, highlight the cells that will be sorted and click the Sort Ascending (A-Z) button or Sort Descending (Z-A) button on the standard toolbar.

Charts allow you to present data entered into the worksheet in a visual format using a variety of graph types. Before you can make a chart you must first enter data into a worksheet. This page explains how you can create simple charts from the data.

## Chart Wizard

The Chart Wizard brings you through the process of creating a chart by displaying a series of dialog boxes.

Enter the data into the worksheet and highlight all the cells that will be included in the chart including headers.

	A	B	C
1		Students	
2	English	34	
3	Biology	32	
4	Calculus	26	
5	Physics	28	
6	History	39	
7			

Chart Type - Choose the Chart type and the Chart subtype if necessary. Click Next. Click the Chart Wizard button on the standard toolbar to view the first

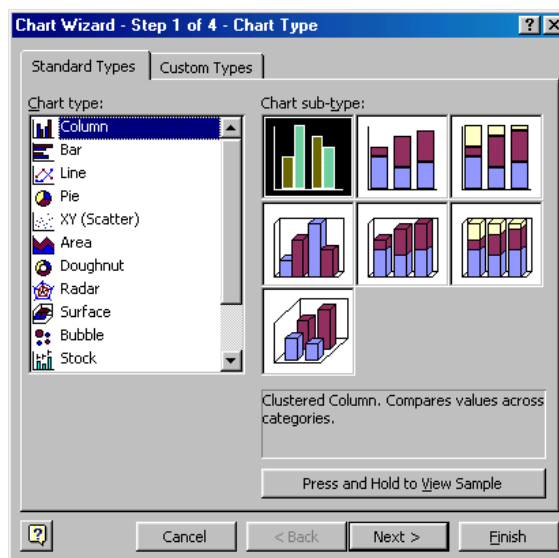
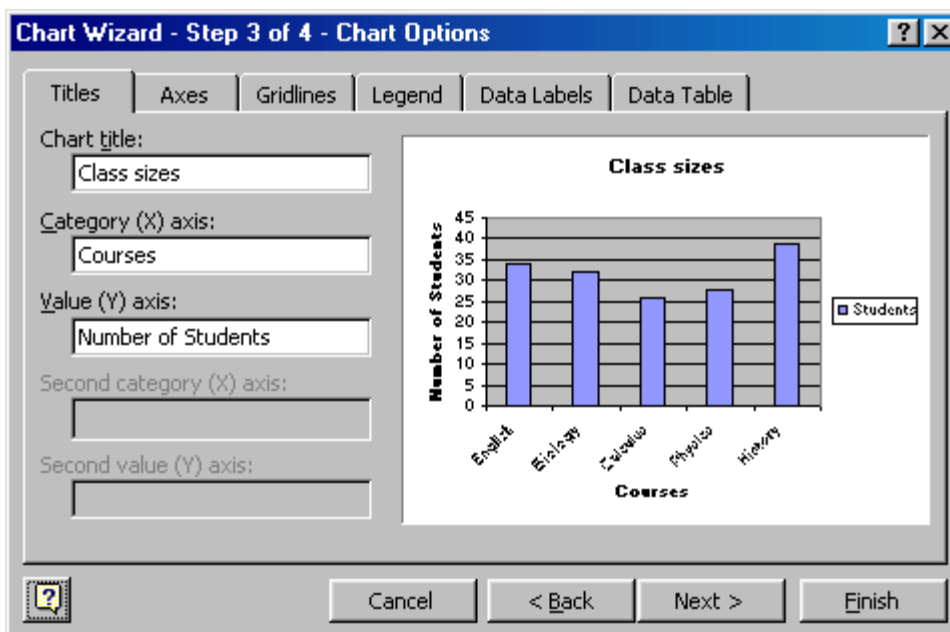


Chart Wizard dialog box.

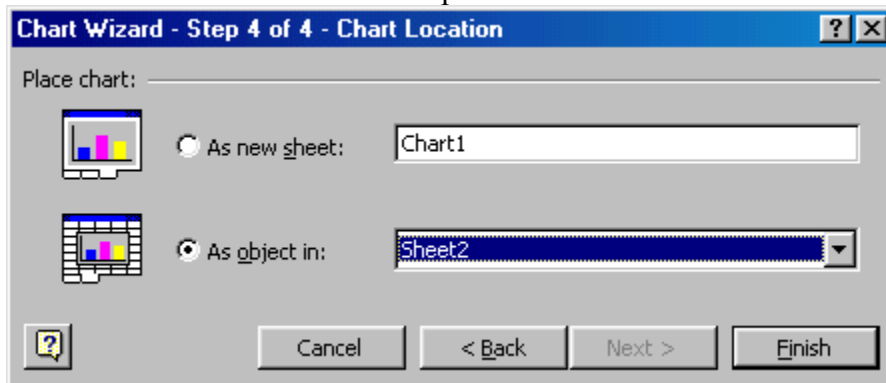
Chart Source Data - Select the data range (if different from the area highlighted in step 1) and click Next.

Chart Options - Enter the name of the chart and titles for the X- and Y-axes. Other options for the axes, grid lines, legend, data labels, and data table can be changed by



clicking on the tabs. Press Next to move to the next set of options.

Chart Location - Click As new sheet if the chart should be placed on a new, blank worksheet or select As object in if the chart should be embedded in an existing sheet and select the worksheet from the drop-down menu.



Click Finish to create the chart.

### Resizing the Chart

To resize the chart, click on its border and drag any of the nine black handles to change the size. Handles on the corners will resize the chart proportionally while handles along the lines will stretch the chart.

### Moving the Chart

Select the border of the chart, hold down the left mouse button, and drag the chart to a new location. Elements within the chart such as the title and labels may also be moved within the chart. Click on the element to activate it, and use the mouse to drag the element to move it.

### Chart Formatting Toolbar

