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UNIT 1

INTRODUCTION TO COMPUTERS

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UNIT GOALS:

By the end of this unit, you should be able to:

- Explain what a computer is;
- Distinguish between data and information
- Classify computers
- Explain the components of the computer system
- Turn on the computer

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SESSION 1:

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INTRODUCTION AND DEFINITION OF COMPUTERS

1.0 INTRODUCTION

For beginning computer users, the computer aisles at an electronics store can be quite a mystery, not to mention overwhelming. However, computers really aren't that mysterious. All types of computers consist of two basic parts – **hardware** and **software.** Computer is a machine that performs tasks, such as calculations or electronic communication, under the control of a set of instructions called a program. Programs usually reside within the computer and are retrieved and processed by the computer's electronics. The program results are stored or routed to output devices, such as video display monitors or printers. Computers perform a wide variety of activities reliably, accurately, and quickly.

1.1   DEFINITION OF COMPUTERS

Computer is an electronic device that is programmed to accept data (input), process it into useful information (output), and store it for future use (storage). The processing function is under the control of a set of instructions (**software**)**;** we will explore this later.

A computer can also be defined a machine or an electronic device that accepts input, processes it according to specified rules, and produces output. A computer accepts data from an input device and processes (**act of converting data from raw state to meaningful state**) it into useful information. Actually, a computer is a collection of hardware and software components that help you accomplish many different tasks.

Data: raw or unprocessed facts. Data in its natural form is meaningless. Data could be in the form of text or string, number, sounds etc. which when processed can give information.

Information: (the outcome of the processed data). There are two types of information; softcopy and hard copy. **Softcopy** is the information from the computer that cannot be touched. Example is the sound from the computer, information on the screen. **Hardcopy** information is the information from the computer that can be touched. Typical example is the information from the computer printed on a paper.

Review Questions

1. _____ is the information from the computer that cannot be touched.

2. Computer is an electronic device that is programmed to_____, process it into useful _____, and store it for future use _____.

3. Data can be defined as _____

4. The results from programs run on a computer are stored on or routed to _____ devices such as _____.

5. _____ is the information from the computer that can be touched.

Total Marks: 10

CLASSIFICATION OF COMPUTERS

1.2 CLASSIFICATION OF COMPUTERS

There are several ways of classifying computers. Computers are classified according to how they process information and also by purpose, size and processing capacity.

Computers can be either **digital** or **analog**. Virtually all modern computers are digital. Digital refers to the processes in computers that manipulate binary numbers (0s or 1s), which represent switches that are turned on or off by electrical current. A bit can have the value 0 or the value 1, but nothing in between 0 and 1. Analog refers to circuits or numerical values that have a continuous range. Both 0 and 1 can be represented by analog computers, but so can 0.5, 1.5, or a number like 3.15.

In classifying computers by size and capacity the following types can be cited. The size of computers varies widely from tiny to huge and is usually dictated by computing requirements.

Mainframe computers

Mainframe computers are very large, often filling an entire room. They can store enormous of information, can perform many tasks at the same time, can communicate with many users at the same time, and are very expensive. . The price of a mainframe computer frequently runs into the millions of dollars. Mainframe computers usually have many terminals connected to them. These terminals look like small computers but they are only devices used to send and receive information from the actual computer using wires. Terminals can be located in the same room with the mainframe computer, but they can also be in different rooms, buildings, or cities. Large businesses, government agencies, and universities usually use this type of computer.

Supercomputers

They are huge computers installed in space centers, nuclear power stations etc. They are used for performing complex mathematical calculations. They

are having huge memories & tremendous processing speed. They are used for weather forecasting, animation graphics etc. They also used by large businesses, scientific institutions, and the military use them.

Minicomputer

Minicomputers are much smaller than mainframe computers and they are also much less expensive. The cost of these computers can vary from a few thousand dollars to several hundred thousand dollars. They possess most of the features found on mainframe computers, but on a more limited scale. They can still have many terminals, but not as many as the mainframes. They can store a tremendous amount of information, but again usually not as much as the mainframe. Medium and small businesses typically use these computers.

Microcomputers

Microcomputers can be divided into two groups, **Personal Computers** and **Workstations**.

Workstations are specialized computers that approach the speed of mainframes. They are similar to PCs but with more memory and a high speed processor .They are intended to support network operating systems and network applications. They are used in architectural design, video editing, animations etc.

Often microcomputers are connected to networks of other computers. The price of a microcomputer varies greatly from less than $1000 to several thousand dollars, depending on the capacity and features of the computer. Microcomputers make up the vast majority of computers.

The **Personal Computer** is the computer mostly preferred by the home users. These computers are lesser in cost than the computers given above and also, small in size; they are also called PCs in short for Personal computers.

Examples of the personal computer are; desktops, Towers, notebook or laptops, palmtops and Personal digital assistants (PDA).

Laptop/Notebook

Desktop PC

Notebook - A notebook computer can fit into a briefcase and weigh fewer than two pounds. A larger, heavier version is called a **laptop** computer.

The smallest computer is the handheld computer called a **personal digital assistant** or a **PDA**. PDAs are used to track appointments and shipments as well as names and addresses. PDAs are called pen-based computers because they utilize a pen-like stylus that accepts hand-written input directly on a touch-sensitive screen.

The Two Principal Characteristics of a Computer are:

- It responds to a specific set of instructions in a well-defined manner.
- It can execute a prerecorded list of instructions (a program).

Review Questions

1. Computers are classified according to _____how and also by_____, _____ and_____.

2. Computers can be either _____ or _____

3. _____Process complex and time-consuming calculations such as those used to create weather predictions.

4. Microcomputers can be divided into two groups, _____ and _____.

5. The smallest computer is the handheld computer called a _____**.**

Total Marks: 10

THE COMPUTER SYSTEM

1.3   THE COMPUTER SYSTEM

The main computer system is made up of the hardware, software and user. The hardware consists of the physical components that can be seen and touched. The software which lies in the middle, consist of the unseen aspects of the computer that acts as a link between the hardware and the user.

1.3.1   Hardware:

Hardware (computer), equipment involved in the function of a computer. Computer hardware consists of the component that can be physically handled (tangible). When a computer is asked to do a job, it handles the task in a very special way.

1. It accepts the information from the user. This is called input.
2. It stored the information until it is ready for use. The computer has memory chips, which are designed to hold information until it is needed.
3. It processes the information. The computer has an electronic brain called the Central Processing Unit, which is responsible for processing all data and instructions given to the computer.
4. It then returns the processed information to the user. This is called output.
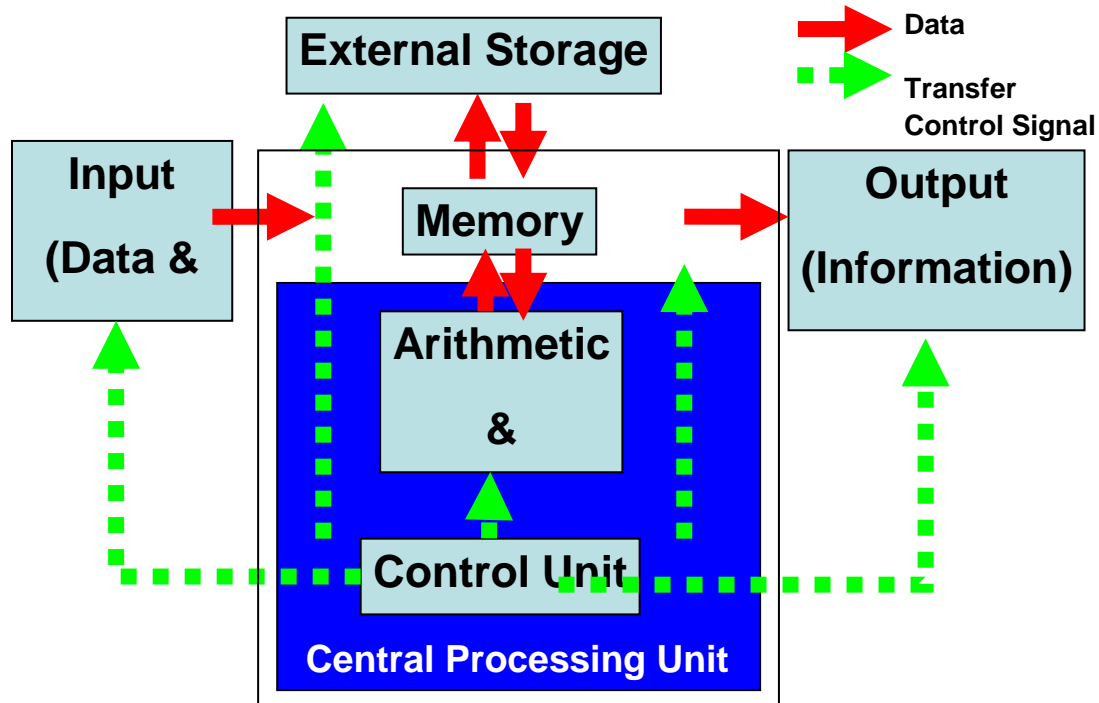
From our earlier definition of a computer, we defined a computer as an electronic device that is programmed to accept data (input), process it into useful information (output), and store it for future use (storage). The processing function is under the control of a set of instructions (**software**); the four primary components of a computer system are:

Keyboard

i.   Input Devices

Input is the process of sending data and instruction into the central processing unit. A computer would be useless without some way for you to interact with it because the machine must be able to receive your instructions and deliver the results of these instructions to you. Input devices accept instructions and data from you the user. Most commonly used ones include keyboard and mouse.   Others include Touch sensitive screen, (Microphone) Voice input device, Optical mark recognition (OMR) for the reading of bar codes, Image processors –scanner, Magnetic card readers

i.   Output Devices:

Output is the process of getting information out of the computer. The most common output devices are monitors and printers. There are basically two forms of monitors: cathode ray tube (CRT) and liquid crystal display (LCD). A CRT-based screen, or monitor, looks similar to a television set. An LCD-based screen displays visual information on a flatter and smaller screen than a CRT-

based video monitor. LCDs are frequently used in laptop computers. Monitor's output is called **softcopy**. The printer displays output in a permanent media, mostly on paper; it is called **hardcopy**. Other types of output devices include voice output and music output devices (multimedia speaker). Plotter is also an example of output device.

i.   Processing Devices

Processing is simply the act of converting the data into information. Operations performed on data to provide useful information to users is termed as **Data processing.**

The input device feeds **data**, raw or unprocessed facts, to the processing unit. The role of the processing unit or central processing unit is to use a stored program to manipulate the input data into the information required. In looking at the computer system above, the Central Processing Unit, CPU is not exactly visible. The CPU is found inside the system unit.
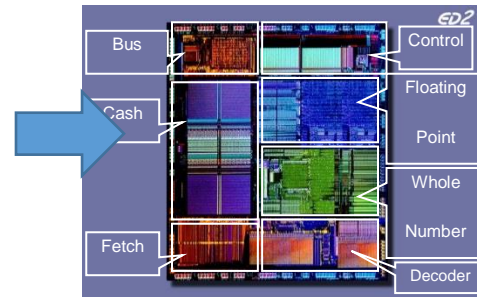
The Processor Die
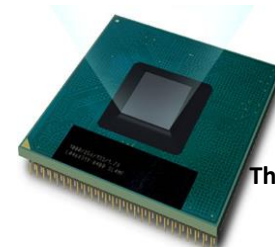
The Processor

The CPU is **the** brain of the computer. The **CPU** consists of electronic circuits that interpret and execute instructions; it communicates with the input, output, and storage devices. The CPU, with the help of memory, executes instructions in the repetition of machine cycles. A **machine cycle** consists of four steps:

1. **The control unit** fetches an instruction and data associated with it from memory.
2. **The control unit** decodes the instruction.
3. **The arithmetic/logic unit** executes the instruction.
4. **The arithmetic/logic** unit stores the result in memory.

The first two instructions are called **instruction time, I-time**. Steps 3 and 4 are called **execution time, E-time**. The speed of computer is measured in **megahertz, MHz**

MEMORY

Memory, or primary storage, works with the CPU to hold instructions and data in order to be **processed**. Memory keeps the instructions and data for whatever programs you happen to be using at the moment. Memory is the first place data and instructions are placed after being input; processed information is placed in memory to be returned to an output device. It is very important to know that memory can hold data only **temporarily** because it requires a continuous flow of electrical current. **If current is interrupted or light goes off**, data in the memory is lost. Memory is in the form of a semiconductor or silicon chip and is contained inside the computer.

TYPES OF MEMORY

There are two types of memory: **ROM and RAM**. **ROM** is read only memory. It contains programs and data that are permanently hardwired into the computer. When the computer is manufactured. It is read and used by the processor, but cannot be altered or edited by the user.

RAM is random **access** memory. The user can access data in RAM memory randomly. RAM can be erased or written over at will by the computer program or the computer user. The amount of RAM has increased dramatically in recent years.

Memory is **measured** in **bytes**. A **byte** is usually made up of 8 bits and represents one character—a letter, digit, or symbol. Bytes are usually measured in groups of kilobytes, megabytes, gigabytes, and terabytes. The following chart defines each term. The RAM is also a regarded as primary storage device. It stores data temporally when processing is taking place. The data it holds is lost when power is gone.

Kilobyte	KB	Roughly 1,000 bytes
Megabyte	MB	Roughly 1,000,000 bytes
Gigabyte	GB	Roughly 1,000,000,000 bytes
Terabyte	TB	Roughly 1,000,000,000,000 bytes

STORAGE

Since we have said that memory is in the form of chips and must maintain a constant flow of electricity, there must be a more permanent form of storage that does not depend on a constant flow of electricity. That form of storage is called **secondary** or **auxiliary storage**. The benefits of secondary storage are large space capacity, reliability, convenience and economy.

a. Floppy disk (Diskette)

Magnetic **disk** storage is a very popular type of secondary storage—the floppy disk drive is an external disk drive. The floppy disk drive is usually a 3 ½" drive and uses a diskette made of flexible Mylar and coated with iron oxide, a substance that can be magnetized. A diskette records data as magnetized spots on the tracks of its surface. A floppy disk can hold 1.44 MBs, or a 'Zip' drive can hold 100 MBs.

b. Hard disk

A **hard disk**, an **internal** disk, is a metal platter coated with magnetic oxide that can be magnetized to represent data. Hard disks come in a variety of sizes and can be assembled into a disk pack. A hard disk is capable of holding a great deal more than floppy disks. Hard disks for personal computers are measured in gigabytes. (Remember, a gigabyte is roughly a thousand megabytes or a thousand floppy disks.)

While the size or data capacity of a hard drive is very important, the speed of accessing that data is equally as important. Files on hard drives can be accessed significantly faster and more conveniently than floppy drives. Below is an example of hard disk.

Hard Drive

Included in the list are the other types of storage devices CD-ROM or DVD-ROM. The CD-ROM, **compact disk** read-only memory can hold up to 700, DVD-ROM, Digital Versatile Disk. The DVD has a 4.7 GB capacity, which is about seven times that of the CD-ROM, the flash drive or the pen drive is also one of the storage devices.

In order to **protect** the data on your hard drive, you should have a backup system. A **backup system** is way of storing data in more than one location. Magnetic tape is usually used for this purpose. Magnetic tape is an inexpensive type of storage; it looks like the tape used in audiocassettes.

In order to **function** properly, a computer system must have all four types of hardware: input, processing, output, and storage.
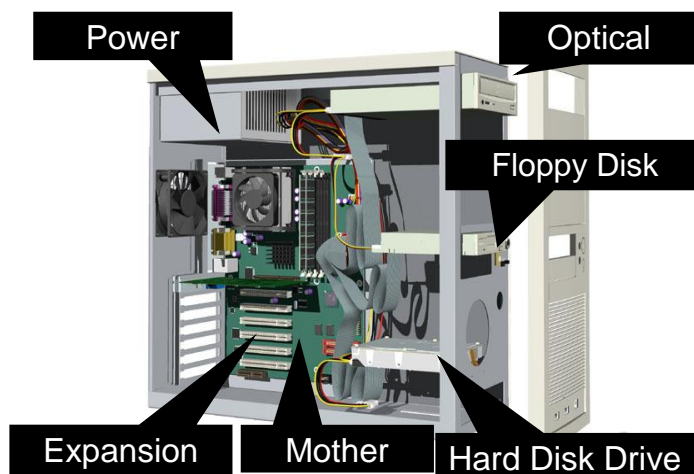
Diagram of a Computer

SPEAKERS   MONITOR   CD/DVD DRIVE   SYSTEM UNIT   PRINTER

MICROPHONE
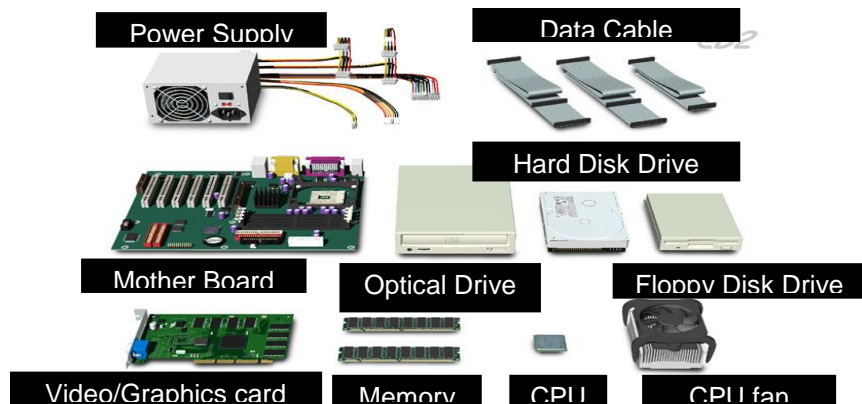
HARD DRIVE

KEYBOARD   CD/DVD DISCS   MOUSE

In this example, the mouse and keyboard are the input devices and the monitor and speakers are output devices. The processor is contained inside the system unit and the storage devices are the hard drive, CD-ROM drive and the diskette drive. Your lecturer will tell you more about some of the input and output devices and how they function.

Inside The System Unit

Power

Optical

Floppy Disk

Expansion   Mother   Hard Disk Drive

Components in the System Unit

Power Supply   Data Cable

Hard Disk Drive

Mother Board   Optical Drive   Floppy Disk Drive

Video/Graphics card   Memory   CPU   CPU fan

Review Questions

1. In order to function properly, a computer system must have all four types of hardware: _____, _____, _____, and _____.

2. The DVD has a 4.7 GB capacity, which is about seven times that of the
_____.

3. Label the parts of the Computer System Unit below
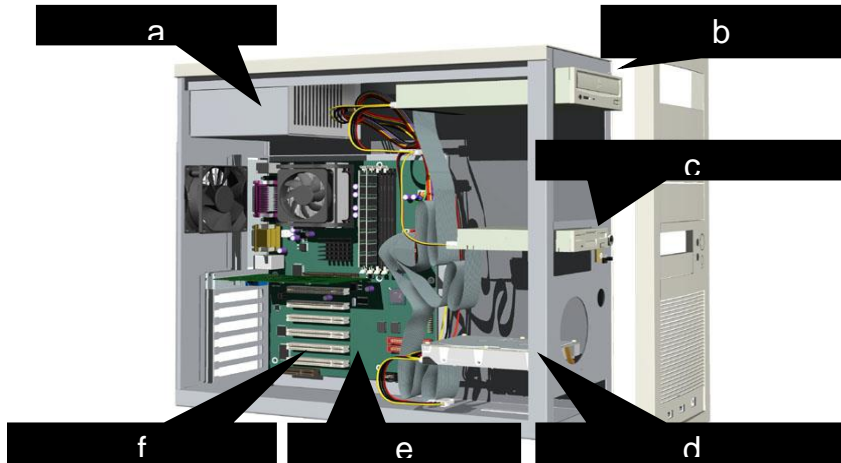
a_____ b_____

c_____ d_____

e_____ f_____

   2. The benefits of secondary storage are _____,
      _____

SOFTWARE

1.4 SOFTWARE

As important as hardware devices may be, they are useless without the instructions that control them. These instructions used to control the hardware and accomplish tasks are called software. A **Software, therefore, refers to parts of the computer which does not have a material form (intangible), such as programs, data, protocols, etc. with a set of instructions which tells the computer what to do**. When software is stored in hardware that cannot easily be modified (such as BIOS ROM in an IBM PC compatible), it is sometimes called **"firmware"** to indicate that it falls into an uncertain area somewhere between hardware and software. Software can be categorized into two (2), **system** and **application software** respectively.

1.4.1 Systems Software:

It is the set of programs that lies between applications software and the hardware devices. All computers, regardless of size, require the operating systems software. As soon as your personal computer is turned on, the operating systems software is loaded into the memory (RAM) in order to use your computer devices and other software. **Operating Systems software** is a typical example of the system software.

A few years ago, personal computers used an operating system called **DOS,** (**Disk Operating System)**. This was a command-driven program in which you needed to know and memorized command names and syntax before you can use.

The need for more user-friendly software brought about **Microsoft Windows operating systems software**. Icons or pictures, requiring little or no knowledge of spelling or syntax was the hallmark of Windows operating system. Windows is a **GUI, graphical user interface**. A GUI uses graphic symbols, icons, in its interface. Further, Windows allows **multitasking**, which means that you may use more than one program at the same time. The newest version of Windows is Windows 7. Some of the most important application software categories included:

Operating system	Unix and BSD	UNIX System V, IBM AIX, HP-UX, Solaris (SunOS), IRIX, List of BSD operating systems
	GNU/Linux	List of Linux distributions, Comparison of Linux distributions
	Microsoft Windows	Windows 95, Windows 98, Windows NT, Windows 2000, Windows XP, Windows Vista, Windows 7, Windows CE
	DOS	86-DOS (QDOS), PC-DOS, MS-DOS, DR-DOS, FreeDOS
	Mac OS	Mac OS classic, Mac OS X
	Embedded and	iPhone OS Inferno, Palm OS Symbian OS, Windows CE, Embedded

	real-time	Linux
	Experimental	Amoeba, Oberon/Bluebottle, Plan 9 from Bell Labs

1.4.2 Applications Software

This allows you to perform a particular task or solve a specific problem. Word-processing, spreadsheet, database are one of the most widely used examples of application software. Other examples include games, tax preparation programs, typing tutor, etc. Some of the most important application software categories included:

Application	Office suite	Word processing, Desktop publishing, Presentation program, Database management system, Scheduling & Time management, Spreadsheet, Accounting software
	Internet Access	Browser, E-mail client, Web server, Mail transfer agent, Instant messaging
	Design and manufacturing	Computer-aided design, Computer-aided manufacturing, Plant management, Robotic manufacturing, Supply chain management
	Graphics	Raster graphics editor, Vector graphics editor, 3D modeler, Animation editor, 3D computer graphics, Video editing, Image processing
	Audio	Digital audio editor, Audio playback, Mixing, Audio synthesis, Computer music
	Software engineering	Compiler, Assembler, Interpreter, Debugger, Text editor, Integrated development environment, Software performance analysis, Revision control, Software configuration management
	Educational	Edutainment, Educational game, Serious game, Flight simulator, etc.
	Games	Strategy, Arcade, Puzzle, Simulation, First-person shooter, Platform, Massively multiplayer, Interactive fiction
	Misc.	Artificial intelligence, Antivirus software, Malware scanner, Installer/Package management systems, File manager

Challenge:
- **Think about the** activities you perform **or want to perform using a computer (email, online shopping, etc.).**

- **Think about all the computers that are** necessary **for you to complete your normal activities.**

    Is it a computer that controls the stoplights so you can drive to work?

    How did the cashier scan and calculate the items you bought from the grocery store?

    Does the coffee store you visit use a computer to order their inventory?

    How does the department store manage their merchandise?

REVIEW QUESTIONS: (2 marks each)

1. The term "Multitasking "in Microsoft windows simply means _____
_____

2. A software is _____

_____

3. Explain briefly the difference between GUI and DOS _____

_____

4. Which software manages the files and folders on your computer's hard disk drive and why?

_____
_____

5. An application software is

_____

_____

UNIT 2

INTRODUCTION TO MICROSOFT WINDOWS (EXPERIENCE)

UNIT GOALS:

- Understand MS Windows and the versions of MS Windows

- Use and understand the mouse
- Understand the desktop and its components
- Shutdown and restart the computer
- Explore the parts of a window

<p style="text-align:center">SESSION 1:</p>

INTRODUCTION, VERSIONS OF MS-WINDOWS AND THE MOUSE

2.0 INTRODUCTION

Windows is an operating system with a Graphical User Interface (GUI). The range was first introduced by Microsoft in 1985 and eventually has come to dominate the world's personal computer market.

2.1 VERSIONS OF WINDOWS

Windows 3x, Windows 9x, Windows 2000, ME, Windows XP, Windows Vista Microsoft Windows 7, Windows 8, Windows 8.1. The current Microsoft operating system on the on the market is **Microsoft Windows 10.** Unlike the DOS and some of the other operating systems, Microsoft Windows is a mouse friendly as well as user friendly.

2.2 MOUSE

The mouse is a handheld device. It allows the user to send instructions to the computer. At the front view of the mouse; a tail, left and the right buttons, at the back view; the belly and the track ball or the sensor. The latest versions have laser instead of the ball.
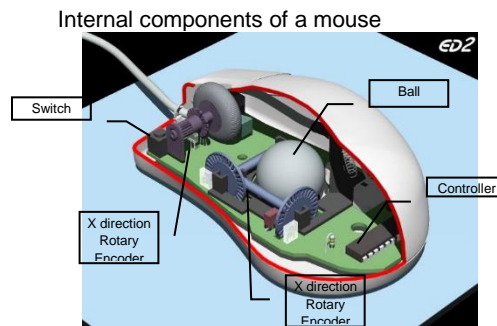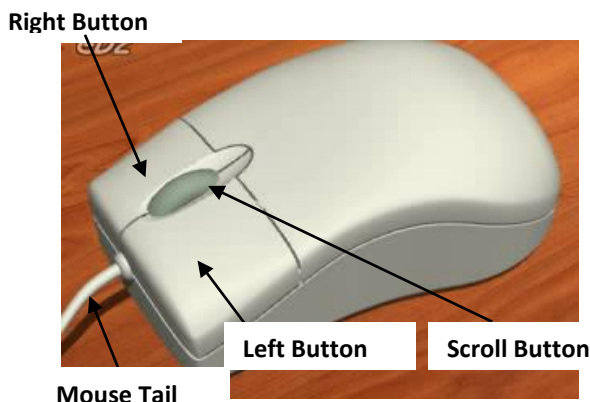
The mouse can be used to click (selecting), double clicking and dragging.

"Select/ Clicking"

While using Windows when you want to do something you have to tell Windows what you intend to edit or manipulate. With selecting or clicking, you move the mouse pointer to the object and press the left button of the mouse once, to get the object selected.

Double Clicking

Double clicking is done by positioning the mouse pointer on the object and pressing the left button of the mouse twice in quick repetitive succession.

As an example of double clicking, double click on the **Computer** icon located on your Windows desktop.
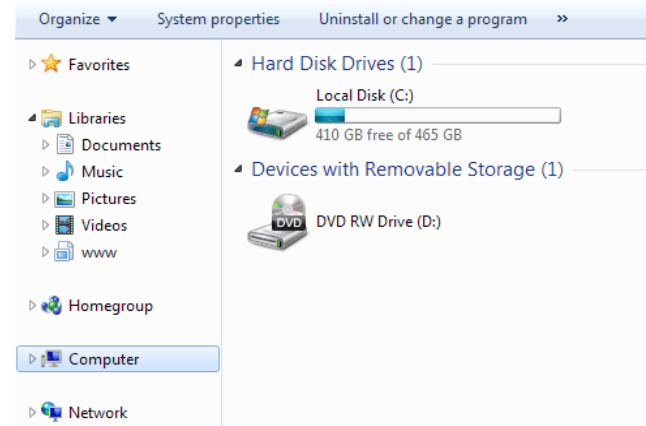
"Drag"

"Dragging" is done by clicking and holding the left mouse and moving the mouse at the same time. This help move the object from one location to the other. Drag and Drop can help you copy or move (cut) an object to different location depending on the situation

Right Clicking

Right clicking displays popup menus that can help the user manipulate the selected item. Right clicking is a quick step to access some commands in windows.
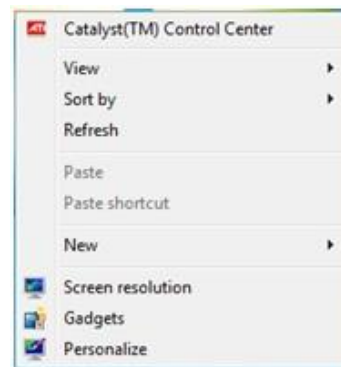
SESSION 2:

INTRODUCTION TO PERSONAL COMPUTERS AND DESKTOP

2.3   INTRODUCING THE DESKTOP

Desktop is the screen background in most Graphical User Interfaces (GUIs) on which window, icons, and dialog boxes appear. It is a virtual desk of your office desk. On the desktop of the

computer you can locate the Icons **(picture representation of files, folders and programs e.g. folder icon, document icon, program icon, shortcut icon)**.

Taskbar – the taskbar is the horizontal bar at the very foot of the desktop. All executed task are displayed on the taskbar. It can be relocated to either the left, right or the top of the desk top. At the far left end of the task bar is displayed the current time, the antivirus in use and more. The taskbar also contain the Start Button. The start Button is the main entry point to access programs or applications and utilities in your computer. You can move further into the various sub-categories by positioning the mouse over the category you are interested in to automatically open the next sub-category.

The Windows 7 Taskbar

The taskbar is the thin strip that runs across the bottom of your screen. It is split into a number of different areas: a round Start button, Quick Launch icons, a notification area, and a clock. All other areas are the Taskbar itself. The image below shows where the different areas are:
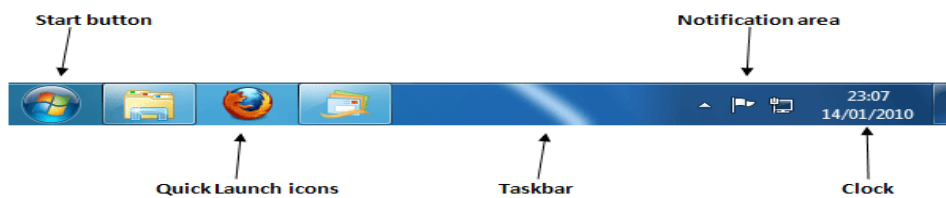
The Start button is explained in a section all of its own, as it's probably the most important area of the Taskbar.

The Windows 7 Start Button

Arguably, the most important part of the Taskbar is the Start button. The Start button is where a lot of the action takes place in Windows 7. The Start button can be found in the bottom left of your screen, and looks like this:

Click the Start button once with your left mouse button and you'll see a menu appear:

In this lesson we will cover the basics of Windows 7. We will start with the Start menu, desktop and screen saver then move through the control panel and explore the topics of user accounts, Appearance and Themes, printers, mouse, folder options and sound. We will then move onto file structure.

Lets' get started with learning about the start menu and desktop. The Windows start menu is where you will find and access all of your programs and settings. Click on the Windows icon in the lower left corner of your working screen. The Windows 7 Start Menu will look like this.

The left hand column is a list of recently used programs and will change as you use your computer. The right hand column is where you will see the standard menu including the control panel, device and devices and printers and help and support.

Below the left hand column is a search box. In this box you can type a file name, folder name, program, or extension and search for the location on the computer. If you do not press enter after your search, your list of matching items will appear above the search box in the start menu. By clicking the magnifying glass or pressing enter a window will open with a list of the matching items.

Below the right hand column of the start menu options is the shut down button. Clicking the button will shut down the computer properly. If you would like more options click the arrow on the button to get a list of options.

The first option is to switch users. This will keep the current user logged into the computer and bring you back to the sign in window to log into another account.

> ➢ Log off will log the user off closing all programs and return you to the sign in menu.
> ➢ Lock will lock the computer so a password will have to be entered before being able to log back on. Any open programs will remain open until the closed by the user or the computer is shut down.
> ➢ Restart will log off all users shut down the computer and reboot it to the log in menu.
> ➢ Sleep will keep all programs running but shut down the monitor and non essential components of the computer. It will keep any programs open but will only use minimum resources to keep the computer running.
> ➢ Hibernate is used primarily for laptops. It uses even less power than sleep mode by placing your open work on your hard drive and turning your computer off with the ability to recover any open work when the computer is turned back on.

The Windows 7 Desktop

You can arrange the icons on the electronic desktop just as you can arrange real objects on a real desktop -- moving them around, putting one on top of another, reshuffling them, and throwing
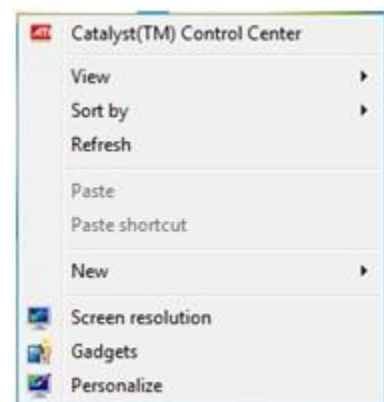
them away. Many users put files and shortcuts to programs on their desktop so they can find them easily.

Right click anywhere on the desk top you can access the features menu. These features allow you to move, change the view, and sort icons on your desktop. It will also open windows for you to make changes to the appearance of your desktop.

Put your mouse over **View**.

> ➢ This will bring up another menu you can use to change the size of your icons by selecting, Large Icons, Medium Icons, or Small Icons.
> ➢ You can also automatically arrange your icons with Auto Arrange. This feature if checked will automatically organize your icons on your desktop when new items are deleted. Align icons to grid will keep all icons in a line and won't let you place them out of line on your desktop.
> ➢ Show desktop icons if checked will show all icons placed on your desktop. If unchecked no icons will show up on your desktop.

Another desktop tool in this menu is Sort By.

Right click again anywhere on your desktop and put your mouse over **Sort By** to make a sub Menu appear.

> ✓ The sort by option will sort your icons by name, size, item type, or date modified.
> ✓ The Name option will alphabetize the icons.
> ✓ Size will sort by the size of the file.
> ✓ Item type will group all excel icons, .pdf files, folders, etc.
> ✓ Date modified will organize them according to the date they were placed on your desktop.
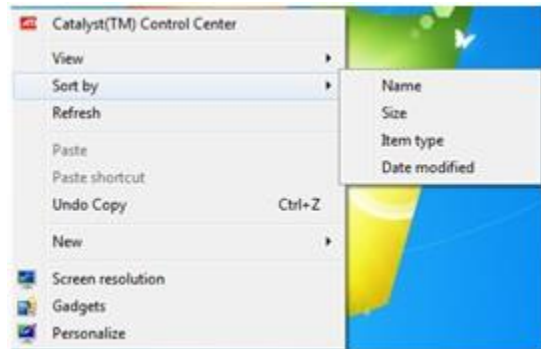
The Refresh option in the menu will refresh any gadgets on the desktop along with the icons that might change.

The Paste and Paste shortcut options will be grayed out until you have copied something you would like to place on the desktop.

Undo Copy is used to undo copying a file to the desktop. In Windows XP if a file was copied from the C drive to the desktop and you realized that you copied the wrong file you would have to **manually** move it back. In Windows 7 you can use the Undo Copy button to make that change.

✓ Right clicking on the desktop and selecting **New** will bring up a sub menu with options to create new folders, files or short cuts on your desktop. This list will change from computer to computer based on the **programs** you have installed.

✓ If you select Folder a new folder will be place on your desktop with the folder name highlighted for you to change.

✓ The Shortcut option will **open** a window for you to browse to the file you would like to create the shortcut to.

✓ Any other selection will place a file associated with the selected program on your desktop for you to name.

➢ The next option is Screen resolution, clicking on this option will **open** a window.
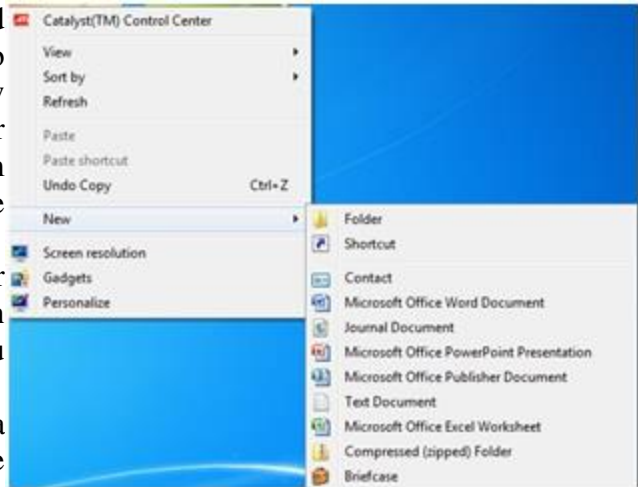
Screen resolution refers to the clarity of the text and images on your monitor. The higher the resolution the clearer the images and text appear on the monitor. Things may also appear smaller with the higher resolution.

The detect button will search the computer for multiple monitors. Identify will flash a number on the screen telling you which display is being used.

Click the drop down arrow for display. This will list all of the options to change the display method used for the monitor you selected. Resolution option has a slide bar tool to click and drag up and down to change the resolution of the monitor. It will be set automatically to the default resolution. Click the Apply button to preview what it will look like. The change will not take effect until you click OK. Click the down arrow for the orientation option. There are four options; landscape, portrait, landscape (flipped), and portrait (flipped) try each option to see the change made by making the selection and clicking the apply button. After a few seconds it will return to the default selection.

Now click on the advanced link to the bottom right of the orientation option. This will open the properties window. There are several options for changing appearance of your display. The Adapter refers to the graphics card installed in the computer, Monitor had more options for the monitor resolution and display. Troubleshoot gives you a wizard button to troubleshoot any display problems you are having. Colour management tab gives you a button to open the colour management window where you will have three additional tabs to make changes to the way different images, text, photography, etc colour is handled when viewed on your display.
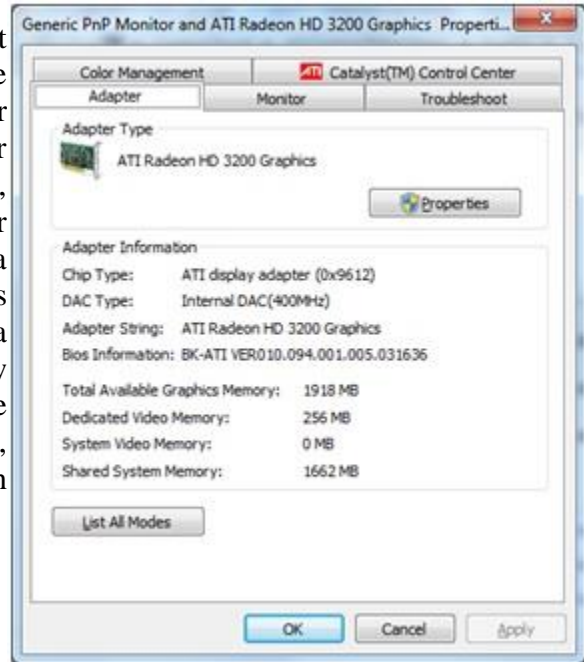
The connect to a projector link will open a small pane for you to choose the settings for displaying your computer screen on the projector.
Make you selection by clicking on it and it will change the display and return you to the screen resolution window.

The next link is make text and other items larger
or smaller. Click on this link to open another window.
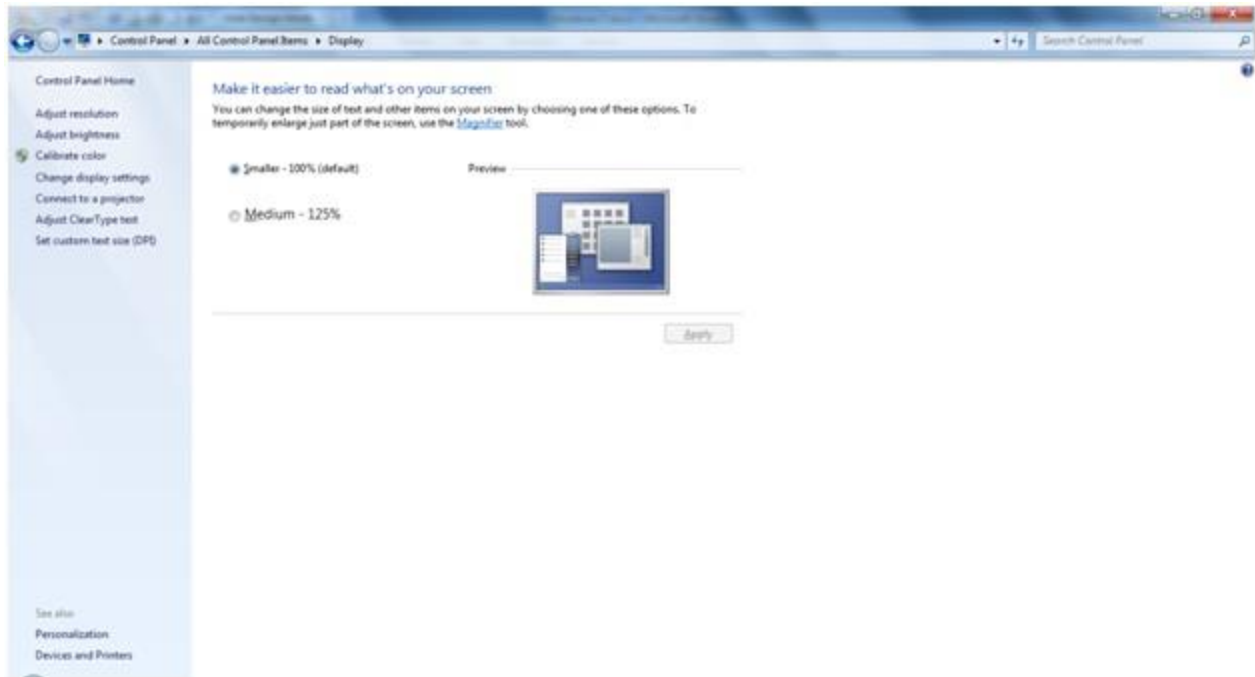
In this window there is a link for a magnifier tool. Click on this link. It will open a small window that can be used just like a magnifying glass on paper. You can adjust the percentage you would like to magnify with the plus and minus buttons. Then there is an icon that looks like a magnifying glass that you can move around your screen to make things easier to see. You can also make this window pinned to your desktop so you don't have to go through the Display properties each time if you use the feature often. To do this click on the Views down arrow and click docked. To exit the magnifiers click the x in the upper right corner.

There are two other options in the make text and other items larger or smaller. The radio buttons allow you to make everything on the screen smaller or Medium. Click the button that is not selected and click apply to see how it affects your display. Click the back arrow at the top of the window to return to the display screen.

The last option in this window is what display setting I should choose.

- ❖ Click on this link to see the help window with more detailed information about your monitor and what settings will work best for your configuration.
- ❖ Click OK to exit the window and apply the changes you made.
- ❖ Return to your desktop and right click.
- ❖ Select Gadgets from the menu. This will open the Gadget window

In this window is a list of gadgets that you can select to place on your desktop. To place a gadget on your desktop double click on the icon you would like or click and drag it to the desktop. You can search for more gadgets online by clicking the link at the bottom right corner titled **Get more gadgets online.** Click this link to go online now to view the other gadgets available.

Personalizing the Desktop

Right click on the desktop and select Personalize.

The Personalize Window is where you can change the look and feel of your desktop. When you open the personalization window it will take you to the default themes section. This is a group of selections that you can choose
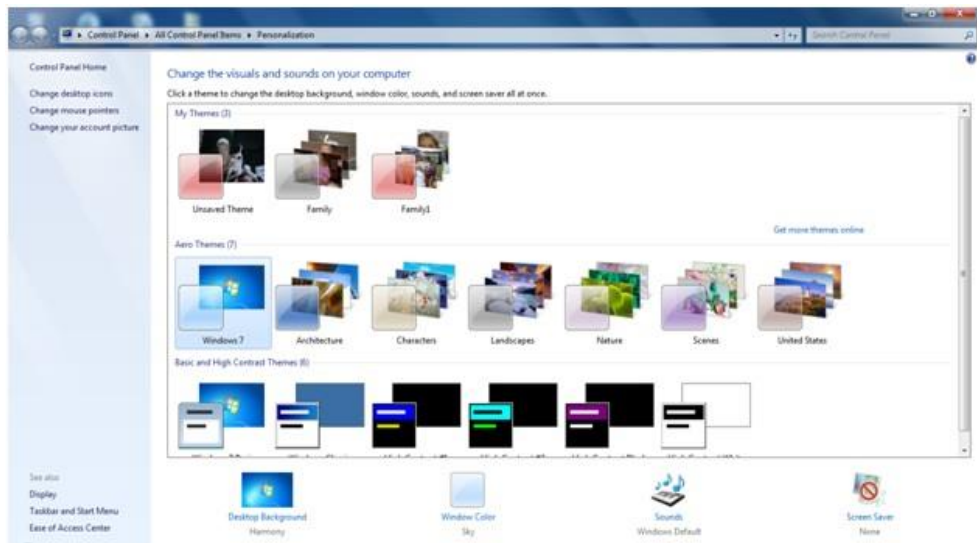
from to change everything included in the look and feel of your computer. To change the theme just click on the one you would like and close the window.

Most people would like to have pictures of their loved ones on their desktop. To do this:

Click on the Desktop Background link at the bottom of the
window.
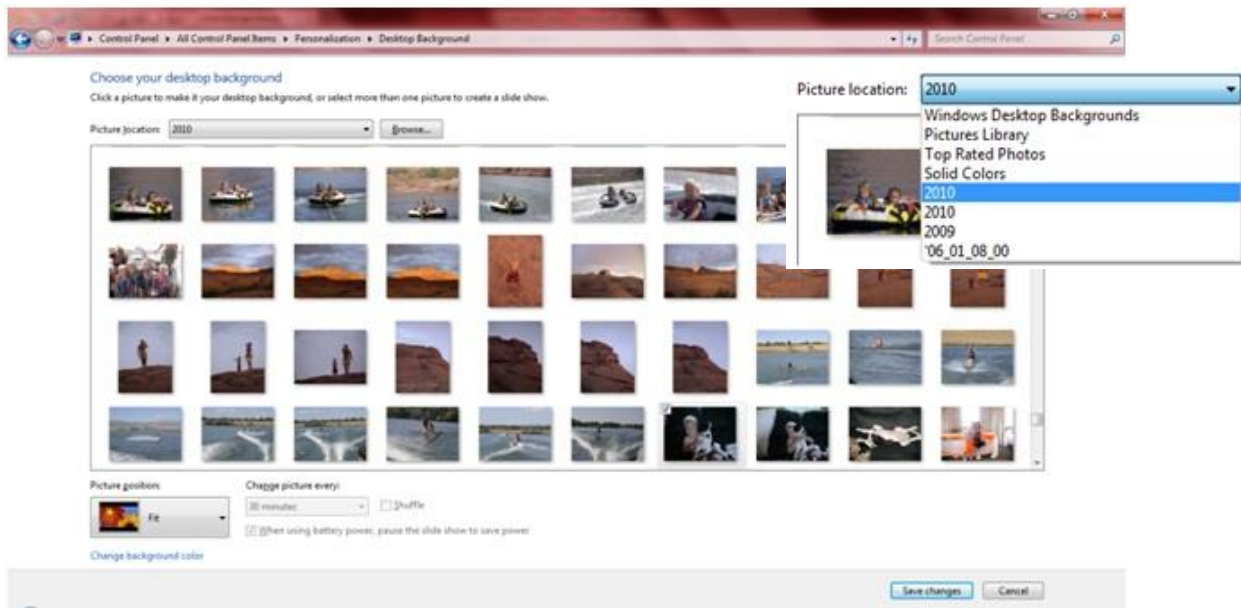
- Click the drop down arrow next to **Picture Location** and choose from Windows Desktop Backgrounds Pictures Library, or Solid Colours; then scroll through the default items in the section below.
- Click on a picture or colour you think you might like and it will let you preview it on your desktop.

Below the picture preview is a button to select the position of the picture on the desktop. Click the down arrow to view the options.

- Click each option to see how it affects the image you selected.

If you have more than one image selected the change picture options will be available for you to select how often you would like the picture changed, if you want them shuffled, and battery power options if you are working on a laptop.

Once you have made your entire selections, **click save changes** to return to the personalization window.
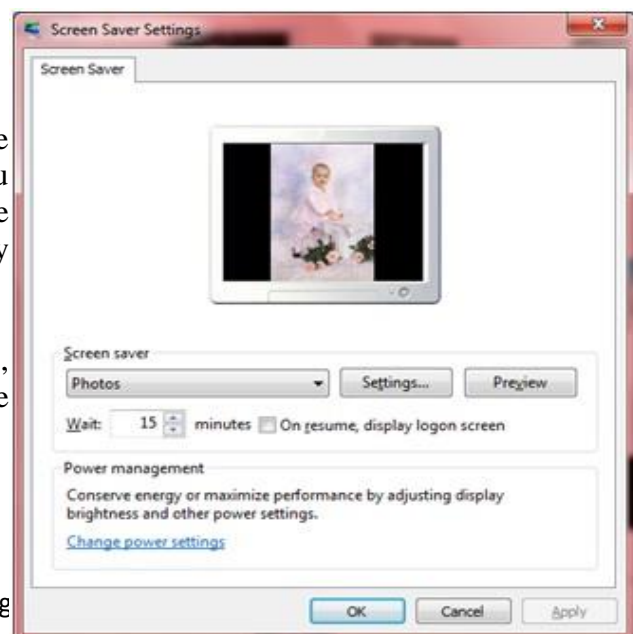
Now that you have your favorite picture on your desktop let's move onto Screen Savers.

A screen saver is a program which displays either a completely black image or a constantly changing image on a computer monitor to prevent a stationary image. Screen savers usually start automatically after the computer has had no user input for a preset time.

If you do not currently have the Personalization Window open, open it by right clicking anywhere on the desktop and selecting personalization.

When the personalization window opens select the screen saver link in the lower right corner.

You can see the many options for screen savers by clicking the drop down menu in the screen saver section. Once you have made your selection click on it and click the Preview button.

Your screen saver will appear on your screen until you move your mouse or type a button.

The last thing I want to cover before moving onto the Window Colour and Appearance Link is the timing before your screen saver comes on. You can change this where it says Wait under the screen saver drop down menu. You can change this by clicking on the up and down arrows.

You don't want the time to be too long because that defeats the purpose of the screen saver. Set the Wait time between 1 and 15 minutes. Click OK to return to the personalization window.

Let's move onto the Window Colour Link in the Personalization Window. The Windows Colour and Appearance Link is used to customize the colour of your windows.

Click on a few of the colours so you can preview what they will look like.

Select your favorite colour and click OK to return to the Personalization Window.

Once you are back at the Personalization window click on Mouse Pointers.

The Mouse Pointers link is a great tool if you have trouble seeing the cursor, are left handed or if you just want to have a little fun with your cursors.

- In the Scheme section click the drop down arrow and you can choose a style for your cursor.

If you have trouble seeing select one that has extra large in parentheses. In the customize section you can change each individual cursor by clicking on it and clicking browse.

- Now click the Buttons Tab.

If you are left handed you can click the left handed radio button in the Button Configuration section of the Button Tab. This will reverse the function of the left and right buttons on your mouse so you can put your mouse on the left side of your computer.
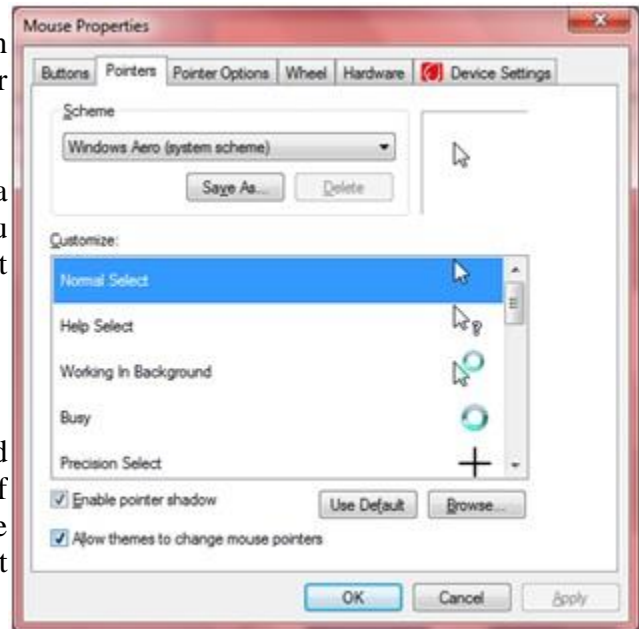
If you have trouble with double clicking play with the slider in the **Double Click** Speed section of the **Button Tab**. Move the slider either faster or slower and then try double clicking on the folder to the right of the slider until you feel comfortable with the speed.

If you have trouble holding the mouse button down due to carpal tunnel or arthritis the Click Lock section will help you. Click lock allows you to highlight or drag objects without having to hold the mouse button down. If you would like to use this option check the box then click settings.

The Settings window lets you choose how long you need to hold the mouse button down before locking the cursor in place so you can highlight. When you have made your selection **click OK** to return to the Mouse Properties Button Tab.

❖ To use the Click Lock function place your cursor or pointer over the object and hold the mouse button down just a little longer than a regular click. This will lock the pointer in that location and the pointer will move with the motion of your mouse without having to hold the mouse button down.

❖ If you made any changes click Apply then Click the Pointer Options Tab. If no changes were made simply click the Pointer Options Tab.

❖ The first section is Motion. If you find that the mouse pointer moves to fast and you have trouble getting it to stop where you want drag the slider toward slow to slow the mouse down. Play with the slider for a minute to see how it affects your mouse pointer.

❖ In the last section of the Pointer Options tab, Visibility you will see check boxes, the first check box puts a tail on your mouse pointer that will trail behind the pointer as you move it across the screen. The next check box will hide the mouse pointer when you are typing. Some people like this and some don't. If your pointer gets in the way of you reading while you are typing check this box. If not I would leave it unchecked.

❖ The last option is useful if you are a person that has trouble finding the mouse pointer. When this button is checked you can press the CTRL key on your keyboard and a bulls eye will appear around your pointer to make it easier to find.

❖ Click the OK button to return to the Personalization Window then close the Window.
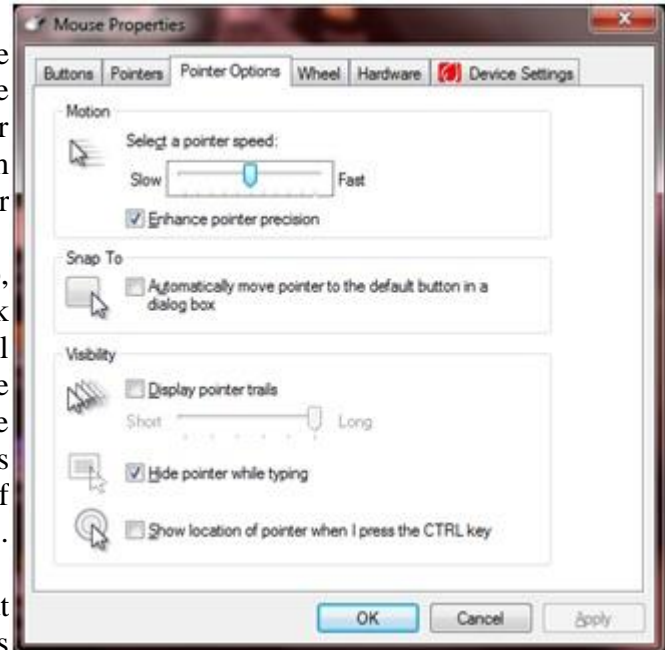
The Date and Time in Windows 7

The default clock shows you the date as well as the time:

You can change how Windows 7 displays these. You can even add clocks for other time zones.

Click on the clock to see a new popup window:

As you can see, as well as a clock you get a calendar. Click the arrows to display new months:

To change the settings for the clock, the date, and the time, click on "Change date and time settings". You should see the following dialogue box appear:
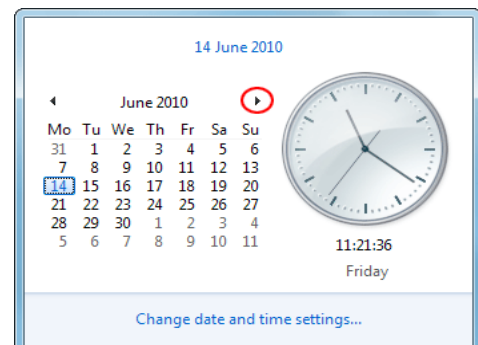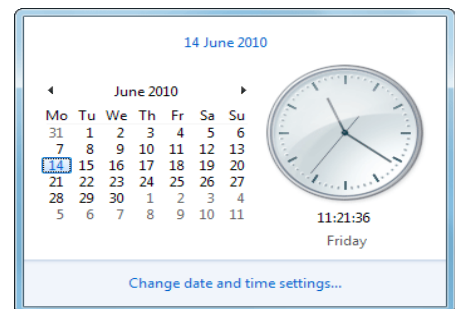
If your clock is showing the wrong time, or the wrong date, click the button "Change date and time ..." When you do, you'll see the following dialogue box appear:

To change the date, click the black left and right arrows to move to the correct month. Then select the date you want. To change the time, click the up and down arrows below the clock. Click OK when the date and time are correct.

If you want to play around with the way Windows 7 displays the Date and Time, click on "Change calendar settings" then play around with the settings. You may need to restart before the changes take effect.

If you want more than one time zone to appear, click the" Additional Clocks" tab at the top of the Date and Time dialogue box:

Click the box to the left of "Show this clock" and the drop down list will become available. Select a time zone from the list. Type a name for you clock in the box below the heading "Enter display name". Then click OK. Click OK again to get rid of the Date and Time dialogue box. Now click the clock area again in the bottom right of the taskbar. You should see your new clock appear:
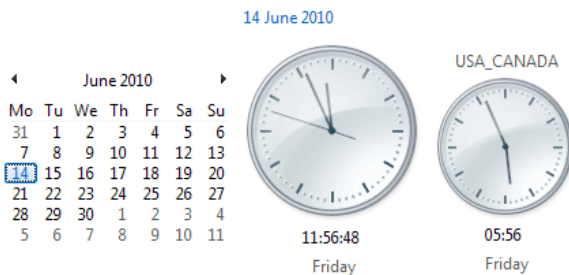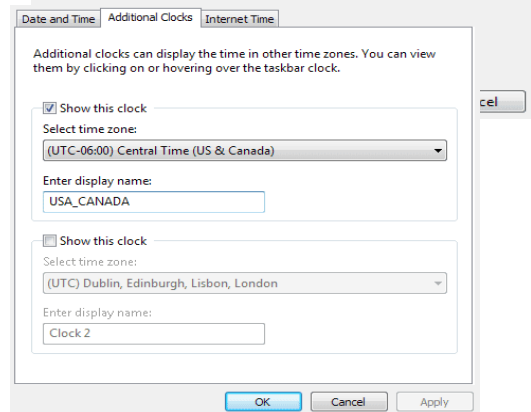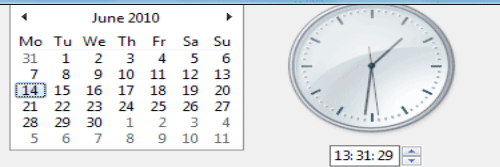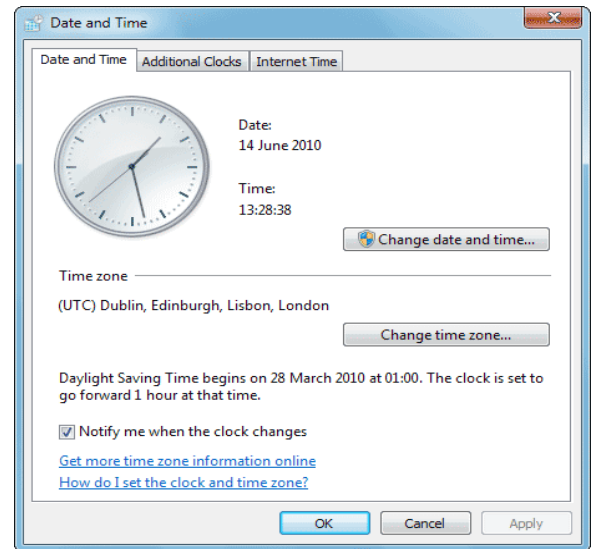
The Windows 7 Control Panel

 The Control panel is full of tools to change the way Windows looks and behaves.

We will cover the topics of User Accounts and Family Safety, appearance and Personalization, and printers and Keyboard.

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We are going to start with User Accounts. To **open** the Control Panel Click on the windows logo in the lower left corner then click Control Panel in the right hand column. This will open the control panel window.

User Accounts is a place where you can add or delete users, change a password or password protect your user account, Change the picture by your name when you log on or change the way you log on and off, or set parental controls

User Accounts is a beneficial tool because it allows each user of the computer to have their own look and feel for the Windows Desktop, customize their own favorites on the web and have their own My Documents Folder. This is also great for Parents to monitor their children's computer usage.

All of the link options in the control panel are alphabetized. Click on the User Account link and we will **get started**.
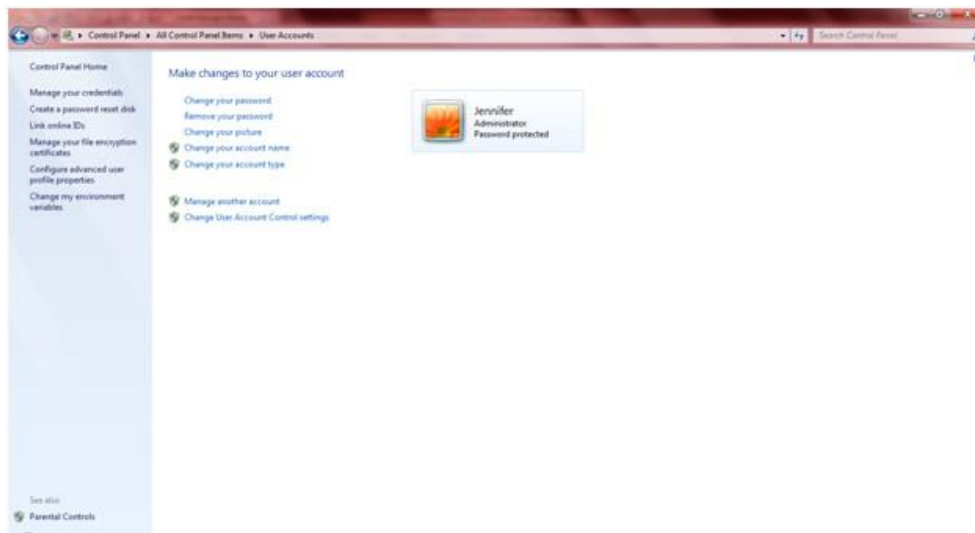
When the user Account Window **opens** you will see the three options.

We will start by having a little fun with the picture that appears by our name when we log on. Click on **Change your picture** link to change your picture.

In this window you can change the picture that appears next to your name in the **Start Menu** and when you log on.

❖ Browse through the pictures and pick your favorite one then click on it. If you have a favorite picture that does not appear in the list of default pictures click on the **Browse** for more pictures link and a window will open for you to choose one of your personal pictures.

❖ If you made any changes click on the **Change Picture button**. If no changes were made click on **Cancel** and it will take you to the user account window.

To Change the password

❖ Click on Change your password

❖ If your account is currently password protected and you would like to change the password you would enter the information in each text box and the Change Password button at the bottom. Click Cancel if you have not made any changes and you will return to the Make changes to your user account window.

To Remove the password

❖ Click on the Remove your password link.

❖ If your computer is currently password protected you can type your current password into the text box and click the Remove Password button and you will no longer need a password to log into your computer. Click Cancel if you did not make and changes to return to the Make changes to your user account window.

To Change the Account Name

❖ Click on the Change your account name link

❖ If you have a grandchild or child that no longer uses your computer or you purchased a used computer from someone you can put your name here or type the name of someone else that would use that account. If you did not make any Changes click cancel to return to the User Accounts Window.

❖ Next click on the Change your account type link.

If you are doing this tutorial with your account you are probably set up as the administrator. As the administrator you can access all programs and files and install programs on the computer. If you are set up as a Standard User you might not be able to install certain programs. You will still be able to change your own password, picture and desktop settings.

You cannot change an account to a Standard user if they are set up as an administrator and there is only one administrator account. You would need to create another administrator account before changing an administrator to a Standard user.

If you made any changes click the cancel button to return to the user accounts window.

To switch to another account on the computer and make the same changes or create a new account you would **click the Manage Another Account link.**

Click on the Create new account link. Enter the User's name and select what type of user you would like them to be then clicks Create New Account.

If you did not create a new account click cancel to return to the Manage Accounts Window.

Now we will move onto Parental Controls. Having 2 small children this is one of my favorite features of Windows 7. Parental Controls helps you to manage your children's computer usage, set limits on access to the web, the hours they can log on to the computer, and which games they can play.

❖ Click on the setup Parental controls link at the bottom of the window.
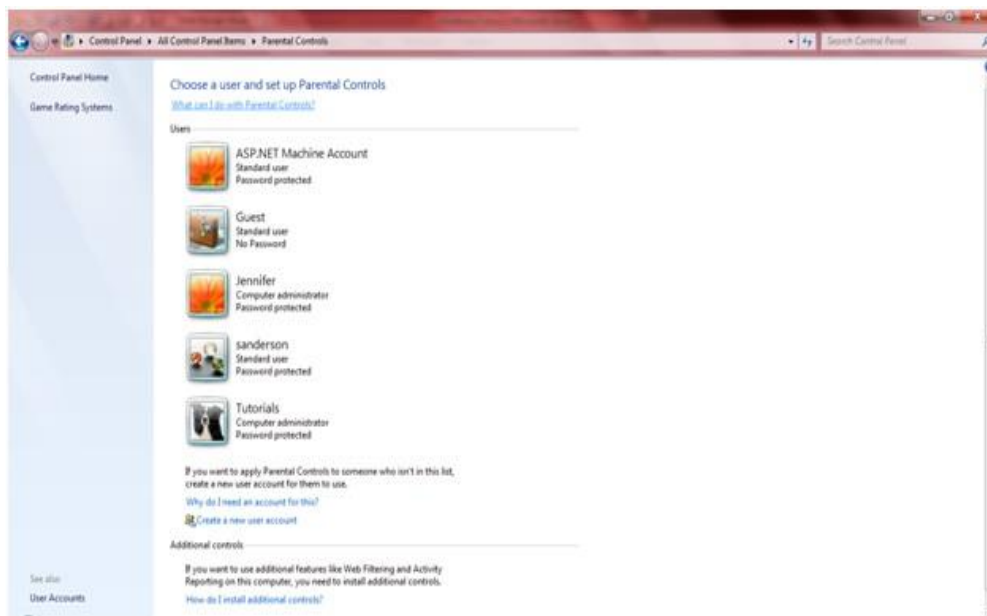
❖ Click on a user that is not an administrator.

Set up how sanderson will use the computer

Parental Controls:

- ◉ On, enforce current settings
- ○ Off

Windows Settings:

Time limits
Control when sanderson uses the computer

Games
Control games by rating, content, or title

Allow and block specific programs
Allow and block any programs on your computer

Current Settings:

sanderson
Standard user
Password protected

Time Limits:	Off
Game Ratings:	Off
Program Limits:	Off

❖ In the Parental Control Setup Window, **Click On** enforce current settings under Parental Controls. This will allow changes to be made to the three options under Window Settings.

❖ The links that are currently off in the sample will take you to the same location at the Windows Setting links. They are just to let you know what controls have been set.

❖ Click on Time limits. In the time limit window click on blocks of time in the grid to block the selected user from logging onto the computer during the set times.

❖ Click OK to save the changes or cancel to discard and return to the parental control window.

Control when sanderson will use the computer

Click and drag the hours you want to block or allow.

	Midnight (AM)												Noon (PM)											
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

☐ Allowed
☐ Blocked

Control which types of games sanderson can play

Can sanderson play games?

- ◉ Yes
- ○ No

Block (or allow) games by rating and content types

Set game ratings

Maximum allowed rating: ADULTS ONLY, including unrated games
Game descriptors blocked: None

Block (or allow) any game on your computer by name

Block or Allow specific games

Always blocked: None
Always allowed: None

❖ Under Windows Settings click Games. Click the Set game ratings link.

The Windows 7 Games window allows the parent to either allow or block any games from being played, block games with a specific rating, and block games by a specific name.

To block any games from being played,

❖ Click the no button under Can (user Name) play games?

❖ If the user is allowed to play games but you want to control the rating click Set

games ratings under Block (or allow) games by rating or content.

The first selection you can make is to allow or block games that do not have a rating.

- ❖ Click either Allow games with no rating or Block games with no rating. Then read each rating under which ratings are ok for (user name) to play? Then choose the types of games the user will be allowed to play. The selection you choose and everything above it will be allowed. If the Rating is below what you selected that game will be blocked from play.

- ❖ Use the scroll bar to move down the window to see more options to block games containing certain content. Scroll down through the list and place a check mark on any content you would like to block. Any game containing a marked content will be blocked regardless of the rating.

- ❖ Click OK if you made any changes or Cancel to return to the Parental Control Game settings and OK again to return to the main Parental Control window.

- ❖ The last option is allow and block specific programs. Click on Block or Allow specific programs link.

When the Block or Allow specific programs window opens,

- ❖ Click on (user name) can only use the programs I allow button. It will take a minute for all the programs to load in the box below.
- ❖ When the program list is populated scroll through the list with the down arrow on the right of the box and check the box next to each program the user will be allowed to use. After you have finished
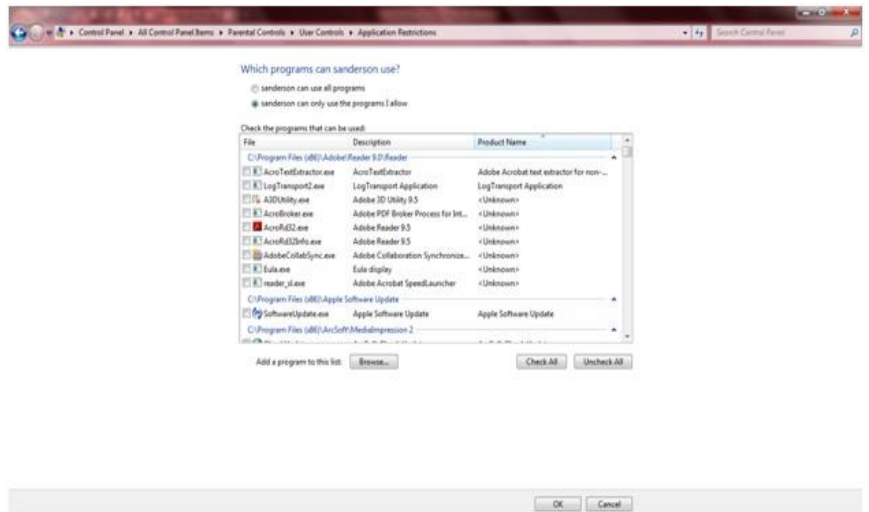
checking the programs click OK to return to Parental Controls or if no changes were made click cancel.

❖ Now reopen the control panel. Click on the Personalization link.

When you are finished exploring the Personalization window click the back arrow in the upper left corner to return to the control panel.

Click on the devices and printers link in the main control panel window. Printers have never been one of my favorite topics. There are so many different brands and types of printers, and they all install and work differently. The best advice is to follow the instructions that came with your printer for easy installation.
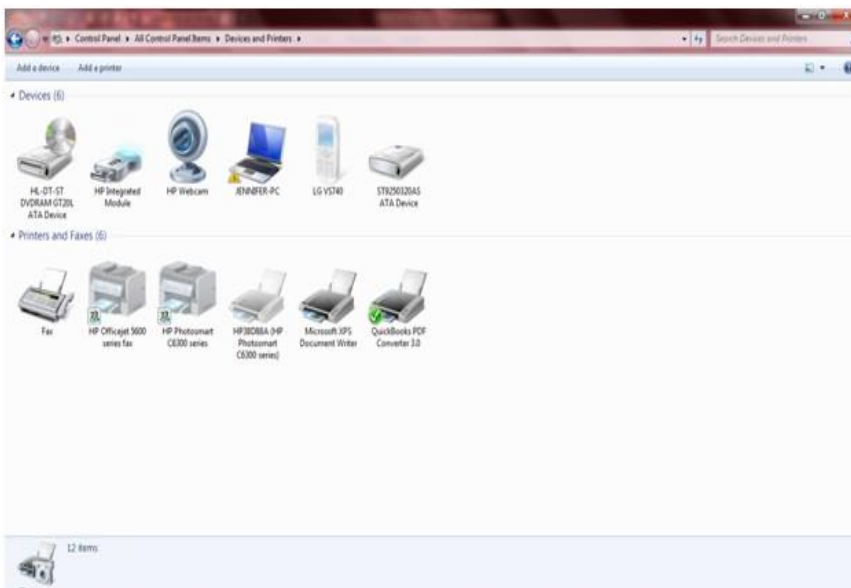
The Printers Window will open. This window gives you all the information you need to know about the printers and devices you currently have installed on your computer. This window will provide a list of each device or printer. To get more information on any item in the list double click to open the properties window for that item.

The Printers Window will tell you the name of your printer. When you place your mouse over a printer if there is any number other than 0 in the documents column or under the printer name there are print jobs that are either in the process of being printed or are stuck in the print queue.

Double click on one of your printers to view the window with the list of print jobs and options to change print settings.

If you are having printer trouble this is the window you need to be in to see what is going on. Most of the time you have a print job stuck in the queue and it needs to be deleted before you can print another document or re-print the current document.

To delete a document out of the print queue click on **see what is printing** then **click the print job** to select it and press the delete key on your keyboard. Sometimes you are able to restart the print job to make it work. To restart a print job you select the print job you want and click document in the top tool bar. Then click restart.

Close that window to return to the Printers window.

Windows 7 File Structure

In the Windows 7 File Structure shows you how to view files in different ways, organizing and moving files, and creating new folders.

Click on the Windows icon in the lower left corner then select Computer. When the Computer Window **opens** click on the Organize menu at the top of the window and select Folder and Search Options.

The Folder Options window will **open**.

In the general tab under the **Browse Folders** section make sure the **Open** each folder in the same window is selected. If you choose to **open** each folder in another window things can get cluttered very quickly.

In the next section, **Click items** as follows, you can select to single or double click to open your folders and files. If you have trouble with double clicking this is a
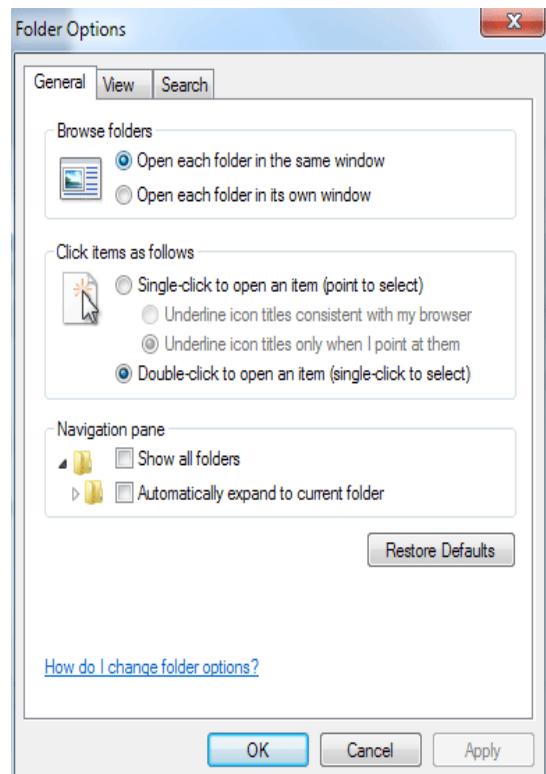
great option to allow you to open your folders with a single click.

The last section is **Navigation pane**. This is a new feature to Windows 7. Place a check mark next to the options you would like for the folders that appear in the left hand column of your folder browser windows.

Click on the View tab.

In the View tab click the check box next to Display the full path in the address bar. Then click **Apply** to all folders.

This will display every folder in the address bar that you had to browse through to get to the location of the file you are looking for.

When you are finished click **OK** to close the window.

To view the change click on My Documents then click on any folder in your My documents folder. Notice in the address bar you have the full path name of the folder you selected. It will look something like this. C:\Documents and Settings\Jennifer\My Documents\My Music. The full path name may also be displayed with an arrow to each folder.
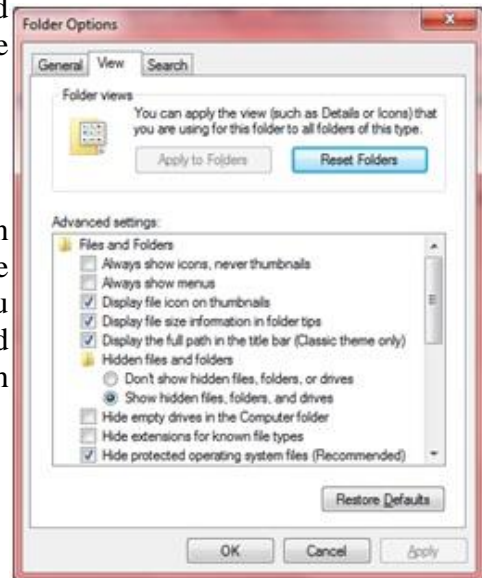
Views

Many times when you are looking at pictures you would like to see a little preview before you **open** the picture. Click on the folder you keep your photos in. Then click on the Change your View icon. You will see a drop down menu with your options. Extra Large Icons is a great option if you want to see a large preview of your pictures or if you have poor vision. Large Icons is a little smaller and Medium Icons and Small icons smaller yet. List is just that a list of the folders and files. Details gives you the Name of the folder, size of the file, type of file, and the date the file was modified.
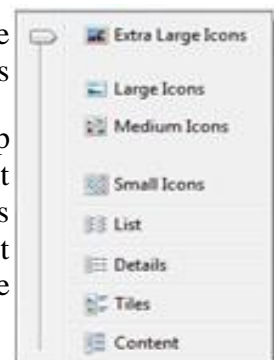
Usually with a picture file I like to use either the Large or Medium Icon option. All of my other folders I use the list option.

Creating Folders

1. In your Documents Window click on File New Folder from the menu options at the top of the window.

A new folder will appear in the window with "New Folder" highlighted for you to type a new name for the folder. Once you have typed a new name press enter.

2. Right click anywhere in your open window and click on New then click folder.

Your folder will appear at the bottom of your file list for you to rename.

Your folder will appear at the bottom of your file list for you to rename.

Copy and Paste Pictures to a New Folder

In this lesson, you will learn how to copy and paste pictures to a new folder. Once you've done that, you will learn how to add information to each image, so that they can be located and referenced more easily. Let's start by creating a new folder.

Start the Windows 7 Explorer by clicking its icon to the right of the Start button:

When Windows Explorer starts, click on **Pictures** in the **Libraries** section of the Navigation pane (If you can't see the Navigation pane, click the **Organize** button at the top. Then select **Layout > Navigation pane**):

On the right, you'll see folders that are in this library. Windows 7 has some Sample Pictures in this library. But you can add your own, and create folders for them.
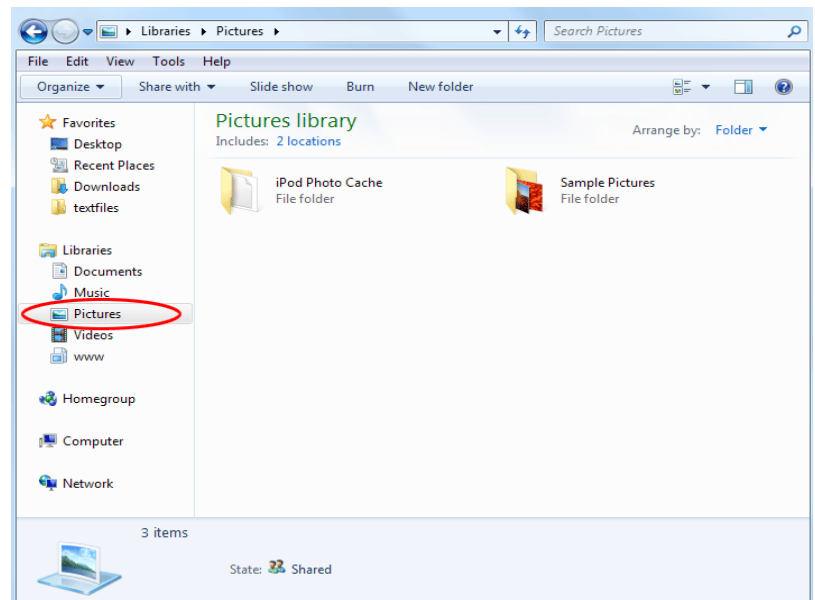
- ✓ Create a folder by clicking the New Folder button at the top:
- ✓ The new folder appears, with blue highlighted text:
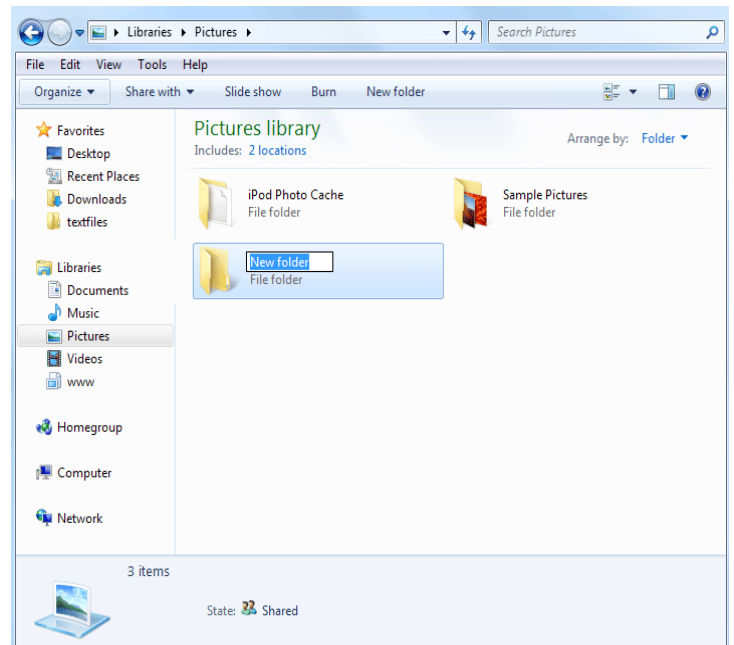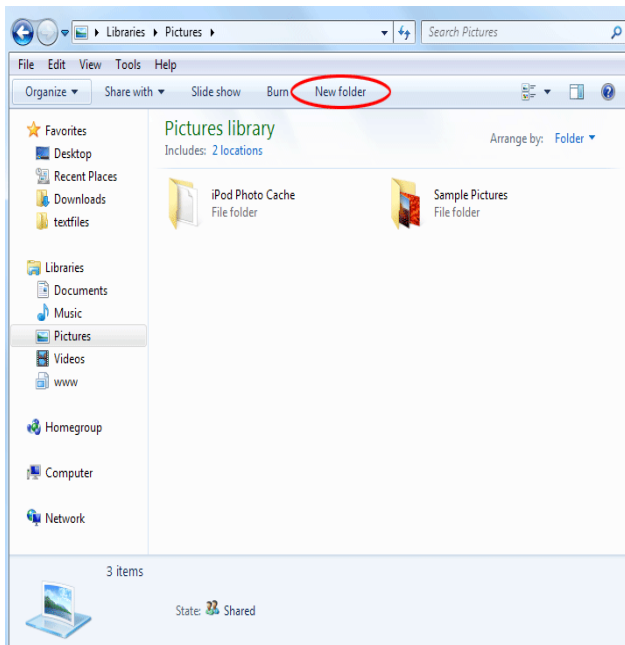
The blue highlight means that you can go ahead and type a new name for that folder. In the image below, we've changed the name to York:

A

B
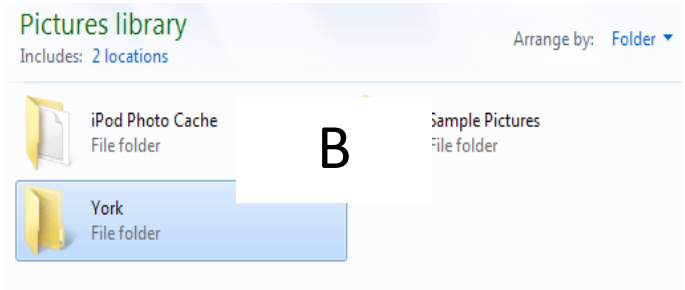
If you've clicked away from the new folder, click back on to it once with your left mouse button. Pause for a second or two and then click again with your left mouse button. It should turn blue again. If it doesn't, right click the new folder and select "Rename" from the menu that appears.

Now that you have a new folder, you need to add some images to it.

Use the Navigation pane on the left to navigate to a location on your computer where you have some image. In the image below, we've found some images on our Network drive. (If you have an images on a USB stick or data card, insert it and then click **Computer**.

If you're not sure where you have any images, look inside of your Downloads folder, or your Documents folder:
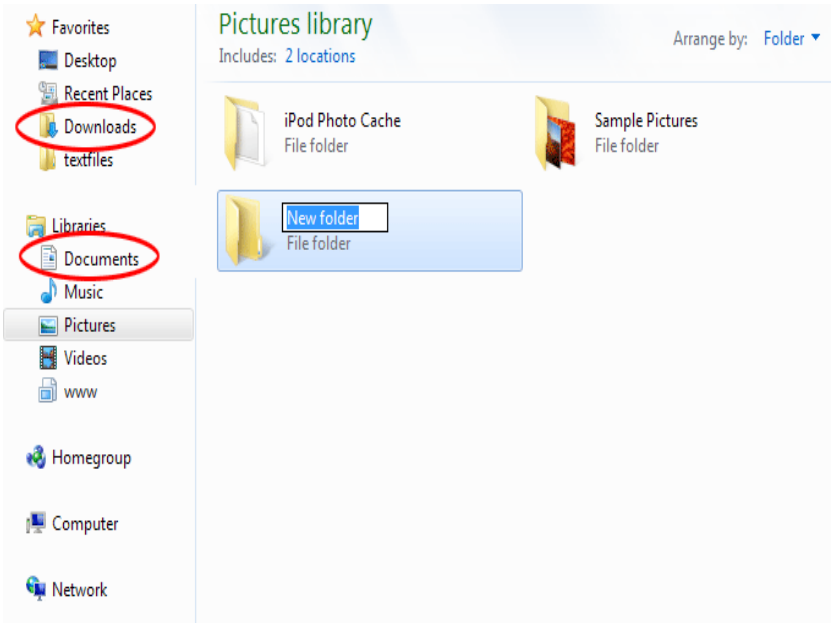
Once you've found some images, select the ones you want to add to your new folder. To select one image, simply click it with your left mouse button. To select more than one image, hold down the left **CTRL** key on your keyboard. With the **CTRL** key held down, click each file you want to add. If you've made a mistake, click the file again to deselect it.
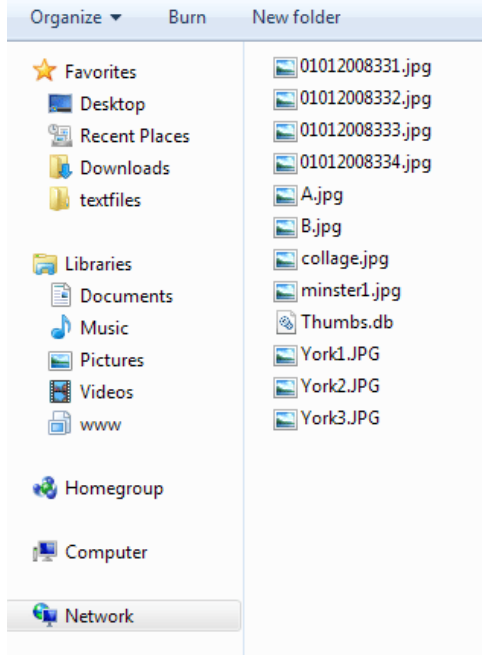
Once you have selected your images, right click on any of them. From the menu that appears select Copy:

Now navigate back to the new folder you've just created in the **Pictures** library. Double click the new folder to move inside of it. You should see a message on the right saying "this folder is empty". Right click anywhere inside of the big white area, and right-click again. From the menu, select **Paste**:
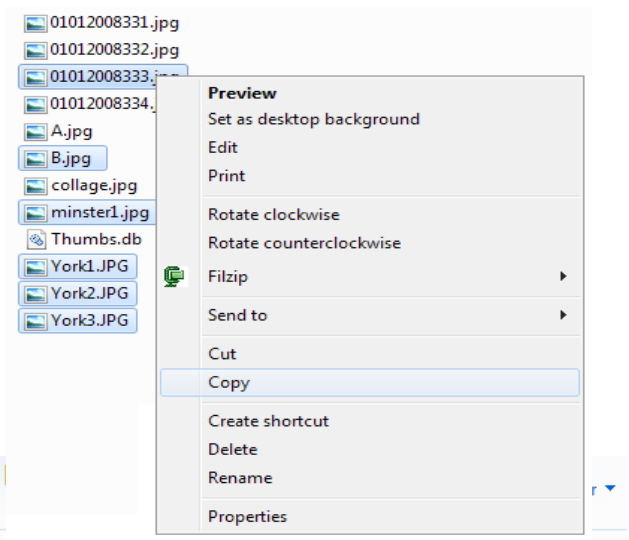
The images will be copied and pasted over to the new folder as shown below.
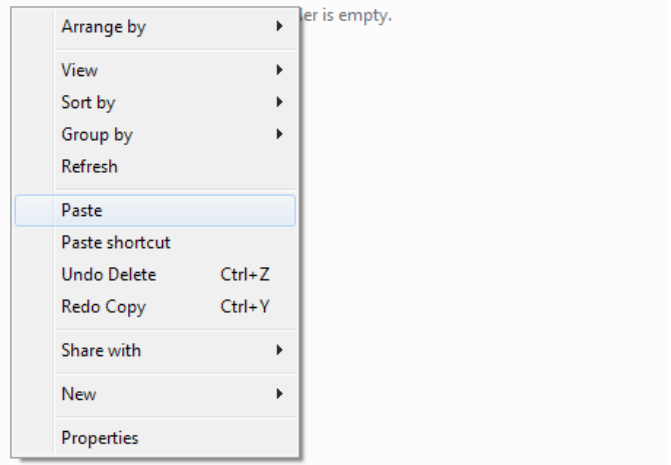
If your pictures are not showing as thumbnails like ours, click the icon and arrow circled in red below:
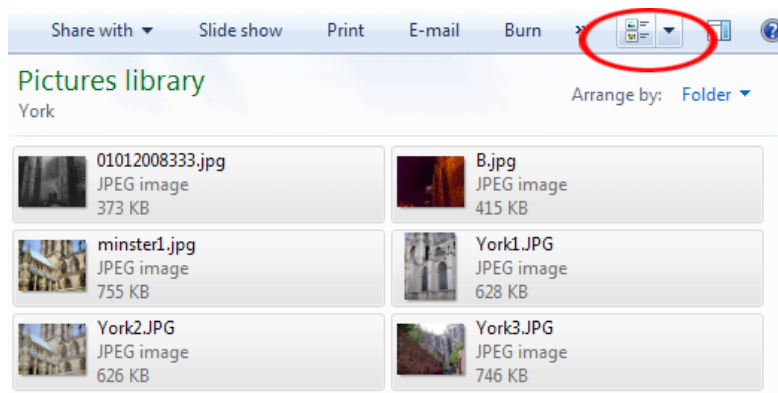
From the menu, select Tiles. (But click each one in turn to see what they do):
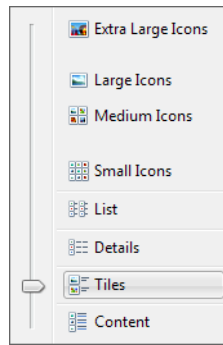
Now that you have some images in the folder, you can add some information to them. We'll do that in the next section.

UNIT 3

INTERNET AND WORLD WIDE WEB

UNIT GOALS:

Students will learn about
- Evolution of the internet
- connecting to the Internet
- How Data and Information Travel the Internet
- Internet Addresses
- The World Wide Web (*WWW*)
- Browsing the Web and Navigating Web Pages
- Web Addresses
- Searching the Web

- E-mailing

SESSION 1:

INTRODUCTION, EVOLUTION OF THE INTERNET, CONNECTING TO THE INTERNET, INTERNET ADDRESSES

Introduction

One of the major reasons business, home, and other users purchase computers is for Internet access. The Internet is a widely used research tool, providing society with access to global information and instant communications. Further, access to the Internet can occur anytime from a computer anywhere: at home, at work, at school, in a restaurant, on an airplane, and at a park. The **Internet**, also called the *Net*, is a worldwide collection of networks that links millions of businesses, government agencies, educational institutions, and individuals. Each of the network on the Internet provides resources that add to the abundance of goods, services, and information accessible via the Internet. Today, more than one billion home and business users around the world access a variety of services on the Internet. The World Wide Web, or simply the Web, and e-mail are two of the more widely used Internet services. Other services include chat rooms, instant messaging, and VoIP (Voice over Internet Protocol).

Evolution of the Internet

The Internet has its roots in a networking project started by the Pentagon's Advanced Research Projects Agency (*ARPA*), an agency of the U.S. Department of Defense. ARPA's goal was to build a network that (1) allowed scientists at different physical locations to share information and work together on military and scientific projects and (2) could function even if part of the network were disabled or destroyed by a disaster such as a nuclear attack. That network, called *ARPANET*, became functional in September 1969, linking scientific and academic researchers across the United States. The original ARPANET consisted of four main computers, one each located at the University of California at Los Angeles, the University of California at Santa Barbara, the Stanford Research Institute, and the University of Utah. Each of these computers served as a host on the

network. A *host,* more commonly known today as a server, is any computer that provides services and connections to other computers on a network. Hosts often use high-speed communications to transfer data and messages over a network. Today, the Internet consists of many local, regional, national, and international networks. Numerous corporations, commercial firms, and other companies such as IBM provide networks to handle Internet traffic. Both public and private organizations own networks on the Internet. These networks, along with telephone companies such as Verizon and AT&T, cable and satellite companies, and the government, all contribute toward the internal structure of the Internet. Each organization on the Internet is responsible only for maintaining its own network. No single person, company, institution, or government agency controls or owns the Internet. The World Wide Web Consortium (*W3C*), however, oversees research and sets standards and guidelines for many areas of the Internet. The mission of the W3C is to contribute to the growth of the Web. More than 350 organizations from around the world are members of the W3C, advising, defining standards, and addressing other issues

Internet 2

Internet 2 is a not-for-profit research and development project that connects more than 200 universities and 115 companies via a high-speed private network. Founded in 1996, the goal of Internet2 is to develop and test advanced network technologies that will benefit Internet users in the short-term future. These technologies require an extremely high-speed network that exceeds the capabilities of today's Internet and networks. Examples of previous Internet2 projects that are now mainstream include telemedicine, digital libraries (online books, magazines, music, movies, speeches, etc.), and faster Internet services. Current Internet2 projects include interactive high-definition video and enhanced detection and resolution of network problems.

Connecting to the Internet

Many home and small business users connect to the Internet via high-speed broadband Internet service. With broadband Internet service, your computer or mobile device usually is connected to the Internet the entire time it is powered on. Examples of broadband Internet service include cable, DSL, fiber, radio signals, and satellite.

How Data and Information Travel the Internet

Computers connected to the Internet work together to transfer data and information around the

world using servers and clients and various wired and wireless transmission media. On the Internet, your computer is a client that can access data, information, and services on a variety of servers. The inner structure of the Internet works much like a transportation system. Just as interstate highways connect major cities and carry the bulk of the automotive traffic across the country, several main transmission media carry the heaviest amount of traffic on the Internet. These major carriers of network traffic are known collectively as the *Internet backbone.*

Internet Address

The Internet relies on an addressing system much like the postal service to send data and information to a computer at a specific destination. An **IP address**, short for Internet Protocol address, is a number that uniquely identifies each computer or device connected to the Internet. The IP address usually consists of four groups of numbers, each separated by a period. The number in each group is between 0 and 255. For example, the numbers 192.168.1.4 are an IP address. In general, the first portion of each IP address identifies the network and the last portion identifies the specific computer. These all-numeric IP addresses are difficult to remember and use. Thus, the Internet supports the use of a text name that represents one or more IP addresses. A **domain name** is the text version of an IP address. The figure below is an IP address and its associated domain name. As with an IP address, the components of a domain name are separated by periods. The text in the domain name up to the first period identifies the type of Internet server. In figure, for example, the www indicates a Web server.

IP address ⟶ 72.14.207.99
Domain name ⟶ www.google.com
top-level domain ⟶

Figure 4.1: The IP address and domain name for the Google Web site

The **domain name system** (DNS) is the method that the Internet uses to store domain names and their corresponding IP addresses. When you specify a domain name, a **DNS server** translates the

domain name to its associated IP address so that data and information can be routed to the correct computer. A DNS server is an Internet server that usually is associated with an Internet access provider. The growth of the Internet has led to a shortage of IP addresses. Thus, a new IP addressing scheme, called *IPv6,* may increase the number of available IP addresses.

<p style="text-align:center;">**SESSION 2:**</p>

The World Wide Web (*WWW*), Browsing the Web, Web Addresses, Navigating Web Pages, Searching the Web

Introduction

Although many people use the terms *World Wide Web* and *Internet* interchangeably, the World Wide Web actually is a service of the Internet. While the Internet was developed in the late 1960s, the World Wide Web emerged in the early 1990s.Since then, it has grown to become one of the more widely used Internet services. The **World Wide Web** (*WWW*), or **Web**, consists of a worldwide collection of electronic documents. Each electronic document on the Web is called a **Web page**, which can contain text, graphics, animation, audio, and video. Additionally, Web pages usually have built-in connections to other documents. Some Web pages are static (fixed); others are dynamic (changing). Visitors to a *static Web page* all see the same content. With a *dynamic Web page*, by contrast, visitors can customize some or all of the viewed content such as desired stock quotes, weather for a region, or ticket availability for flights. A **Web site** is a collection of related Web pages and associated items, such as documents and pictures, stored on a Web server. A **Web server** is a computer that delivers requested Web pages to your computer. The same Web server can store multiple Web sites. Some industry experts use the term **Web 2.0** to refer to Web sites that provide a means for users to

share personal information (such as social networking Web sites), allow users to modify Web site content (such as wikis), and have application software built into the site for visitors to use (such as e-mail and word processing programs).

Browsing the Web

A **Web browser**, or **browser**, is application software that allows users to access and view Web pages or access Web 2.0 programs. To browse the Web, you need a computer or mobile device that is connected to the Internet and has a Web browser. The more widely used Web browsers for personal computers are Internet Explorer, Firefox, Opera, Safari, and Google Chrome. With an Internet connection established, you start a Web browser. The browser retrieves and displays a starting Web page, sometimes called the browser's home page. The initial home page that is displayed is one selected by your Web browser. You can change your browser's home page at any time. Another use of the term, **home page**, refers to the first page that a Web site displays. Similar to a book cover or a table of contents for a Web site, the home page provides information about the Web site's purpose and content. Many Web sites, such as iGoogle, allow you to personalize the home page so that it contains areas of interest to you. The home page usually contains links to other documents, Web pages, or Web sites. A **link**, short for *hyperlink*, is a built-in connection to another related Web page or part of a Web page. Internet-enabled mobile devices such as smart phones use a special type of browser, called a *micro browser*, which is designed for their small screens and limited computing power. For a computer or mobile device to display a Web page, the page must be downloaded. **Downloading** is the process of a computer or device receiving information, such as a Web page, from a server on the Internet.

Web Addresses

A Web page has a unique address, called a **URL** (*Uniform Resource Locator*) or **Web address**. For example, the home page for Koforidua Polytechnic Web site has http://www.koforiduapoly.edu.gh as its Web address. A Web browser retrieves a Web page using its Web address. If you know the Web address of a Web page, you can type it in the Address bar at the top of the browser window. A Web address consists of a protocol, domain name, and sometimes the path to a specific Web page or location on a Web page. Many Web page addresses begin with http://. The *http*, which stands for *Hypertext Transfer Protocol*, is a set of rules that defines how pages transfer on the Internet. To help minimize errors, many browsers and Web sites do not require you enter the http:// and www portions of the Web address in the Address bar. If you enter an incorrect Web address, the browser may display a list of similar addresses or related Web sites from which you can select.

protocol	domain name		path		Web page name

http://www.nps.gov/grsm/planyourvisit/wildlifeviewing.htm
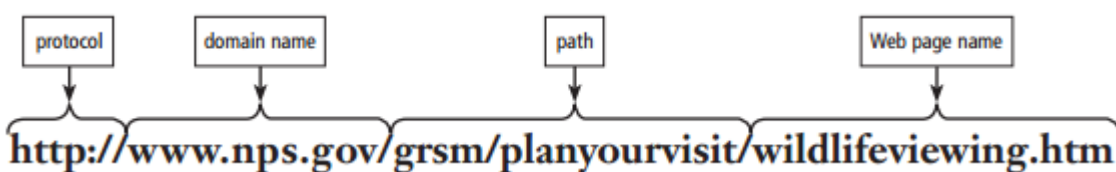
Figure: structure of a typical web address

Navigating Web Pages

Most Web pages contain hypertext or hypermedia links. *Hypertext* refers to links in text-based documents, whereas *hypermedia* combines text-based links with graphic, audio, and video links. Links allow you to obtain information in a nonlinear way. That is, instead of accessing topics in a specified order, you move directly to a topic of interest. Branching from one related topic to another in a nonlinear fashion is what makes links so powerful. Some people use the phrase, **surfing the Web**, to refer to the activity of using links to explore the Web.

Searching the Web

The Web is a worldwide resource of information. A primary reason that people use the Web is to search for specific information, including text, pictures, music, and video. The first step in successful searching is to identify the main idea or concept in the topic about which you are seeking information. Determine any synonyms, alternate spellings, or variant word forms for the topic. Then, use a search tool to locate the information. Two types of search tools are search engines and subject directories. A **search engine** is a program that finds Web sites, Web pages, images, videos, news, maps, and other information related to a specific topic. A **subject directory** classifies Web pages in an organized set of categories, such as sports or shopping, and related subcategories.

Search Engines: A search engine is helpful in locating information for which you do not know an exact Web address or are not seeking a particular Web site. Thousands of search engines are available. Some search through Web pages for all types of information. Other search engines can restrict their searches to a specific type of information. Search engines require that you enter a word or phrase, called **search text** or *search query* that describes the item you want to find. Each word in the search text is known as a *keyword*. Search engines often respond with thousands of results, whose content varies depending on the type of information you are seeking. Some results are links to Web pages or articles; other results are media, such as images or videos. You may find that many items that appear in the search results have little or no bearing on the item you are seeking. You can eliminate the superfluous items in your search results by carefully crafting search text that limits the search. If you misspell search text, many search engines identify alternative search text. Some also provide suggested keywords, links, and/or images as you begin typing your search text.

Widely Used Search Tools

Search Tool	Web Address	Search Engine	Subject Directory
A9	a9.com	X	
AlltheWeb	alltheweb.com	X	
AltaVista	altavista.com	X	
AOL Search	search.aol.com	X	
Ask	ask.com	X	
Bing	bing.com	X	
Cuil (pronounced cool)	cuil.com	X	
Dogpile	dogpile.com	X	
Excite	excite.com	X	X
Gigablast	gigablast.com	X	X
Google	google.com	X	X
Lycos	lycos.com	X	
MSN	msn.com	X	X
Open Directory Project	dmoz.org	X	X
WebCrawler	webcrawler.com	X	
Yahoo!	yahoo.com	X	X

Figure Popular search engines and subject directories.

Subject Directories: A subject directory provides categorized lists of links arranged by subject .Using this search tool, you locate a particular topic by clicking links through different levels, moving from the general to the specific. Each time you click a category link, the subject directory displays a list of subcategory links, from which you again choose. You continue in this fashion until the search tool displays a list of Web pages about the desired topic.

The major disadvantage with a subject directory is that users have difficulty deciding which categories to choose as they work through the menus of links presented.

Types of Web Sites: Thirteen types of Websites would be discussed briefly in this book, namely: portal, news, informational, business/marketing, blog, wiki, online social network, educational, entertainment, advocacy, and Web application, content **a**ggregator, and personal. Web sites fall in more than one of these categories.

Portal: A portal is a Web site that offers a variety of Internet services from a single, convenient location. Most portals offer these free services: search engine; news; sports and weather; Web publishing; reference tools such as yellow pages, stock quotes, and maps; other communications shopping; and e-mail and services. Many portals have online communities.

An online community is a Web site that joins a specific group of people with similar interests or relationships. These communities may offer online photo albums, chat rooms, and other services to facilitate communications among members.

Popular portals include AltaVista, AOL, Excite, GO.com, iGoogle, Lycos, MSN, and Yahoo. A wireless portal is a portal designed for Internet-enabled mobile devices.

 News: A news Web site contains newsworthy material including stories and articles relating to current events, life, money, sports, and the weather. Many magazines and newspapers sponsor

Web sites that provide summaries of printed articles, as well as articles not included in the printed versions. Newspapers and television and radio stations are some of the media that maintain news Web sites.

Informational: An informational Web site contains factual information. Many government agencies have informational Web sites providing information such as census data, tax codes, and the national budget. Other organizations provide information such as public transportation schedules and published research findings.

Business/Marketing: A business/marketing Web site contains content that promotes or sells products or services. Nearly every enterprise has a business/marketing Web site. Many of these enterprises also allow you to purchase their products or services online.

 Blog: A blog, short for Weblog, is an informal Website consisting of time-stamped articles, or posts, in a diary or journal format, usually listed in reverse chronological order. A blog that contains video clips is called a video blog, or vlog. A microblog allows users to publish short messages, usually between 100 and 200 characters, for others to read. Twitter is a popular microblog.

Wiki: A wiki is a collaborative Web site that allows users to create, add to, modify, or delete the Web site content via their Web browser. Many wikis are open to modification by the general

public. Wikis usually collect recent edits on a Web page so that someone can review them for accuracy. The difference between a wiki and a blog is that users cannot modify original posts made by the blogger. A popular wiki is Wikipedia, a free Web encyclopedia.

Online Social Network: An online social network, also called a social networking Web site, is a Web site that encourages members in its online community to share their interests, ideas, stories, photos, music, and videos with other registered users. Most include chat rooms, newsgroups, and other communications services. Popular social networking Web sites include Myspace and Facebook.

Educational: An educational Web site offers exciting, challenging avenues for formal and informal teaching and learning. On the Web, you can learn how airplanes fly or how to cook a meal. For a more structured learning experience, companies provide online training to employees; and colleges offer online classes and degrees. Instructors often use the Web to enhance classroom teaching by publishing course materials, grades, and other pertinent class information**.**

Entertainment: An entertainment Web site offers an interactive and engaging environment. Popular entertainment Web sites offer music, videos, sports, games, ongoing Web episodes, sweepstakes, chat rooms, and more. Sophisticated entertainment Web sites often partner with other technologies. For example, you can cast your vote about a topic on a television show.

Advocacy: An advocacy Web site contains content that describes a cause, opinion, or idea. These Web sites usually present views of a particular group or association.

Web Application: A Web application, or Web app, is a Web site that allows users to access and interact with software through a Web browser on any computer or device that is connected to the Internet. Some Web applications provide free access to their software. Others offer part of their software free and charge for access to more comprehensive features or when a particular action is requested. Examples of Web applications include GoogleDocs (word processing, spreadsheets, presentations), TurboTax Online (tax preparation), and Windows Live Hotmail (e-mail).

Content Aggregator: A content aggregator is a business that gathers and organizes Web content and then distributes, or feeds, the content to subscribers for free or a fee. Examples of distributed content include news, music, video, and pictures. Subscribers select content in which they are

interested. Whenever the selected content changes, it is downloaded automatically (pushed) to the subscriber's computer or mobile device.

Personal: A private individual or family not usually associated with any organization may maintain a personal Web site or just a single Web page. People publish personal Web pages for a variety of reasons. Some are job hunting. Others simply want to share life experiences with the world.

<p style="text-align:center">**SESSION 3:**</p>

E-mailing, E-mail addressing, How to Attach a File to an E-Mail Message, Mailing Lists, Netiquette.

Introduction

E-mail (short for *electronic mail)* is the transmission of messages and files via a computer network. E-mail was one of the original services on the Internet, enabling scientists and researchers working on government-sponsored projects to communicate with colleagues at other locations. Today, e-mail is a primary communications method for both personal and business use. You use an **e-mail program** to create, send, receive, forward, store, print, and delete e-mail messages. Outlook and Windows Live Mail are two popular desktop e-mail programs; Gmail and Windows Live Hotmail are two popular free e-mail Web applications.

How to Send an E-Mail Message

Step 1
Start an e-mail program and point to the New Mail Message button.

New Mail Message button

Step 2
Click the New Mail Message button to display the Message window.

Step 3
Enter the recipient's e-mail address, the subject, and the message in the Message window.

Step 4
Click the Attach File button on the Message tab to attach a JPEG file containing a photo to the message. Click the Send button to send the message.

Attach File button

icon for JPEG file attached to message

This figure shows how to send an e-mail message.

The message can be simple text or can include an attachment such as a word processing document, a graphic, an audio clip, or a video clip. Your lecturer will lead you to learn more about how to attach a file to an e-mail message. Just as you address a letter when using the postal system, you address an e-mail message with the e-mail address of your intended recipient. Likewise, when someone sends you a message, he or she must have your e-mail address. An e-mail address is a combination of a user name and a domain name that identifies a user so that he or she can receive Internet e-mail.

A user name is a unique combination of characters, such as letters of the alphabet and/or numbers that identifies a specific user. Your user name must be different from the other user names in the same domain. Sometimes, organizations decide user names for new users. In many cases, however, users select their own user names, often selecting nickname or any other combination of characters for their user name. Many users select a combination of their first and last names so that others can remember it easily. In an Internet e-mail address, an @ (pronounced at) symbol separates the user name from the domain name. Your service provider supplies the domain name. A possible e-mail address for Alhaji Mustapha would be alhajimustafi@gmail.com, which would be read as follows: *alhaji mustafi at g mail dot com.*

Most e-mail programs allow you to create an address book, or contacts folder, which contains a list of names and e-mail addresses.

How to Attach a File to an E-Mail Message

When you send an e-mail message, it is sometimes necessary to attach a file to supplement the body of the e-mail message. Most e-mail programs allow you to attach a file to your e-mail messages easily, but many do not allow you to attach files exceeding a specified size limit (which varies by your e-mail service). You can attach a file to an e-mail message by completing the following steps:
1. Start your e-mail program and compose a new e-mail message to your recipient. Make sure that you have a descriptive subject and that you explain in the e-mail message that you are attaching a file.
2. To attach a file, locate and click the Attach File button or link. If you are unable to locate this button, you may find an icon with a picture of a paperclip or a menu command to attach a file. Some e-mail programs also may have a text box in the new message window with an adjacent Browse button. In this case, click the Browse button.
3. Locate and click the file you wish to attach and then click the Open (or Insert or Select) button.

4. Verify that your e-mail message contains the attachment and then click the Send button. When the recipient opens the e-mail message, he or she also will be able to open the attachment.

 Mailing Lists

A mailing list, also called an e-mail list or distribution list, is a group of e-mail names and addresses given a single name. When a message is sent to a mailing list, every person on the list receives a copy of the message in his or her mailbox. For example, your credit card company may add you to its mailing list in order to send you special offers. To add your e-mail name and address to a mailing list, you subscribe to it. To remove your name, you unsubscribe from the mailing list.

Netiquette
Netiquette, which is short for Internet etiquette, is the code of acceptable behaviors users should follow while on the Internet; that is, it is the conduct expected of individuals while online. Netiquette includes rules for all aspects of the Internet, including the World Wide Web, e-mail,

instant messaging, chat rooms, newsgroups and message boards. Below are some of the rules of netiquette

1. In e-mail, chat rooms, and newsgroups:

• Keep messages brief. Use proper grammar, spelling, and punctuation.

• Be careful when using sarcasm and humor, as it might be misinterpreted.

• Be polite. Avoid offensive language.

• Read the message before you send it.

• Use meaningful subject lines.

• Avoid sending or posting flames, which are abusive or insulting messages. Do not participate in flame wars, which are exchanges of flames.

• Avoid sending spam, which is the Internet's version of junk mail. Spam is an unsolicited e-mail message or newsgroup posting sent to many recipients or newsgroups at once.

• Do not use all capital letters, which is the equivalent of SHOUTING!

2. Do not assume material is accurate or up-to-date. Be forgiving of other's mistakes.

3. Never read someone's private e-mail.

Review Questions

1. How is a static Web page different from a dynamic Web page? -----------------------------------

2. What are three types of specifications used by content aggregators to distribute content?

     1) --------------------------------2) --------------------------------3-----------------------------

3. What is the purpose of an IP Address, and What is its

relationship to a Domain Name?--

Lab exercise

Start your e-mail program. Compose a new e-mail message to your lecturer, and attach a file containing your current course schedule.

Verify that your message has been received and then close your e-mail program.

UNIT 4

MICROSOFT WORD

UNIT GOALS:

- Students will be able to identify the different versions of Microsoft Word
- Launch and exit from Microsoft Word
- Identify Word window elements
- Navigate around in Microsoft Word
- Perform different formatting functions in Microsoft Word
- Create a numbered list or bullet points

SESSION 1:

INTRODUCTION

Microsoft Word 2013 is a product that builds upon previous versions to provide a powerful set of tools to meet all your word-processing needs. It is very relevant to note the differences between the old and new versions after migrating or upgrading to Word 2013.

When you start Word without opening a specific document, a program starting screen appears, from which you can create a new document or open an existing one. Either way, when you're working with a document, it is displayed in a program window that contains all the tools you need to add and format content.

COMPATIBILITY MODE

The Compatibility Mode for MS Word 2013 enables you to view documents from versions going back to Word 1997. However, Word 2013 doesn't specify which version of MS Word the document was originally created in. Sometimes, you might require knowing the version. Currently Microsoft Word 2013 offers compatibility in four modes:

Word 2013

Word 2010 Compatibility Mode

Word 2007 Compatibility Mode

Word 97 - 2003 Compatibility Mode

COMMON FEATURES OF MICROSOFT WORD

Title bar

At the top of the program window, this bar displays the name of the active document and provides tools for managing the program and the program window.

The title bar of a program window

At the left end of the title bar is the program icon, which you click to display commands to restore, move, size, minimize, maximize, and close the program window.

To the right of the program icon is the Quick Access Toolbar, which by default displays the Save, Undo, and Redo buttons. You can customize the Quick Access Toolbar to display any commands you want.

At the right end of the title bar are five buttons: the Microsoft Word Help button that opens the Word Help window; the Ribbon Display Options button that allows you to entirely hide the ribbon, display only the ribbon tabs, or display the ribbon tabs and commands; and the familiar Minimize, Maximize/Restore Down, and Close buttons.

Ribbon:

All the commands below the title bar that aid in working with a Word document are gathered together in this central location to enhance efficiency while working with the word program.
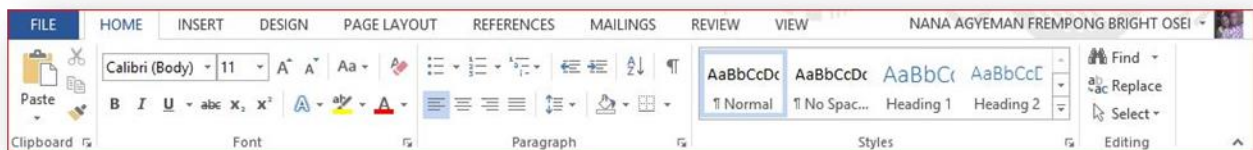
New Feature of Word 2013 Ribbon

Microsoft Word 2013 has come up with its new feature in Design tab. This enables users to choose themes, formatting features, and design styles easily, while understanding their connection with one another. Though it is an advanced feature of Word 2013, you have the freedom to customize it according to your editing needs. To do this, you can create new tabs and file them with the most usable commands. You can customize these Ribbon commands, by doing the following:

Click File > Options >Customize Ribbon.

Rulers:

Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to gauge the vertical position of elements on the page.

Toolbars and Tabs

The new Microsoft Word uses one main toolbar to allow you to modify your document. Within this toolbar, you can switch between tabs to determine what you would like to do. You'll notice that this new version also comprises of some common commands and tools as in earlier versions.

The Main Toolbar contains all the options available to you in Microsoft Word. The file tab allows you to Save, Save As, Save as Adobe PDF, Open, Close, Export, and Share. In addition, you can also click on this File to save these documents to the internet. The file tab also provides an option to print and preview you documents using the Print command.

The Home Tab

The Home Tab is Microsoft Words standard / default view. This is the view most widely used and allows you to format text by Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing, and Font Colour. This will enable you to format your document.
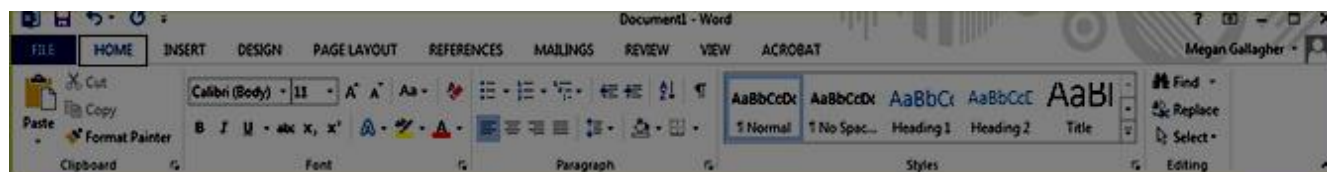
Home Tab

The Insert Tab

The Insert Tab contains any additives you want to place in your document, including: Tables, Picture/Clip Art (saved both on your computer as well as over the internet), tables, smart art, page numbers, hyperlinks, Headers, and Footers. These icons are convenient and will bring up a dialogue box to give you further options when clicked. Some new features include: online

pictures, apps for office and online video. You can insert an online video into your document by clicking:

 Insert > Online Video > Youtube

Insert Tab

The Design Tab

The Design tab contains different styles of page formatting (templates). When you type, your layout will automatically match the selected template /format. It also allows you to change the page background, colour scheme, watermark, and paragraph spacing of the document.

Design Tab

The Page Layout Tab

The Page Layout Tab enables you to use the following; page setup, page break and paragraph actions, such as Margin, Orientation, Size and Columns to format specific documents like newsletters and business reports.
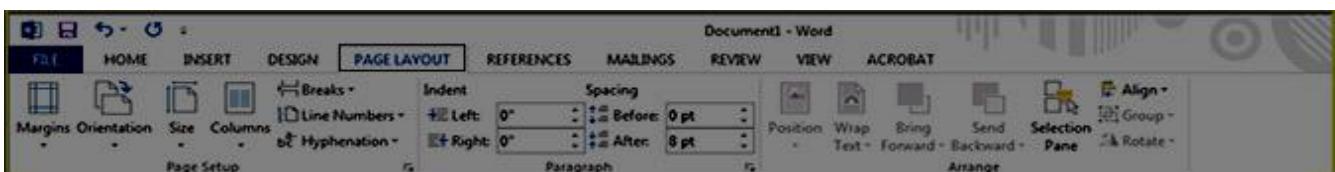
Page Layout Tab.

The References Tab

The References Tab makes it especially simple to add Table of Contents, Footnotes, Bibliographic Information, Indexes and Citations. It is especially helpful when creating annual reports.
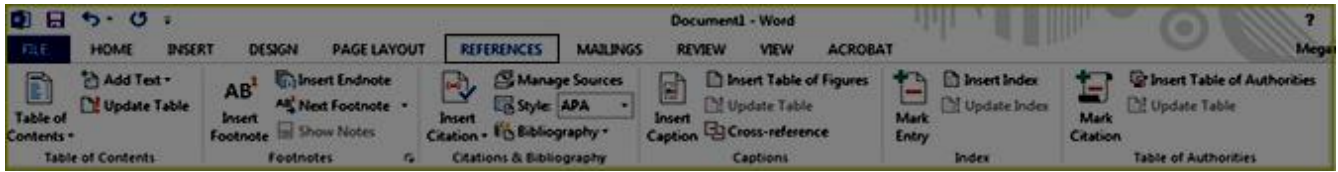
References Tab.

The Mailings Tab

The Mailings Tab is for post-office related uses. If you wanted to create custom Envelopes or Labels, and use mail merge.

Mailings Tab.

The Review Tab

The Review Tab is where one can find Spelling & Grammar, the built in Thesaurus and Dictionary, you can Track Changes, Check Word Count, and Show/Add Comments.

Review Tab.

The View Tab

The View tab provides you various forms to view of your document such as print layout, full screen reading and window.
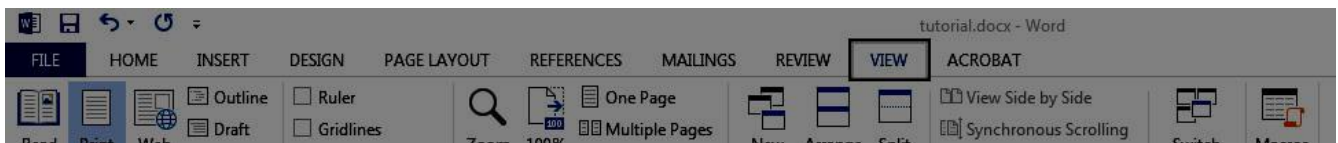
View Tab.

The Acrobat Tab

The Acrobat Tab is the final tab. It allows users to format their word documents to Adobe PDFs.

Documents can be created and attached to email, become embedded Flash Player videos, and run actions such as optimization and web publication.

Acrobat Tab

DOCUMENT NAVIGATION

While Word is running, from the Start page, select an existing document in the **Recent pane**, create a new document from a template, or click Open Other Documents to display the Backstage view. rom the New page of the Backstage view, create a blank document or a document based on a template, or click the Open page tab, select a location from the Places pane, and navigate to and select a file to open.

VIEWS

It is possible to display a document in a variety of views, each suited to a specific purpose. A view is switched by clicking the buttons in the Views group on the View tab, or those on the View Shortcuts toolbar in the lower-right corner of the program window.

Label these buttons
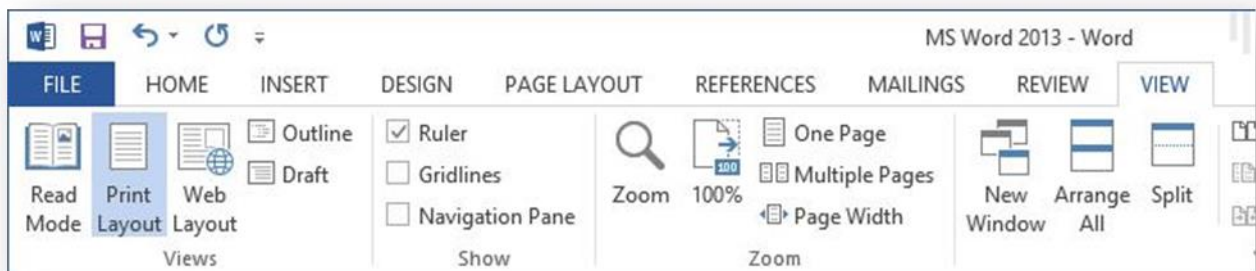
Print Layout view: This view displays a document on the screen the way it will look when printed. You can review elements such as margins, page breaks, headers and footers, and watermarks.

Read Mode view: This view displays as much document content as will fit on the screen at a size that is comfortable for reading. In this view, the ribbon is replaced by one toolbar at the top of the screen with buttons for searching and navigating in the document. You can view comments, but you can't edit the document in this view.

Web Layout view: This view displays the document the way it will look when viewed in a web browser. You can review backgrounds and other effects. You can also review how text wraps to fit the window and how graphics are positioned.

Outline view: This view displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing the hierarchy.

Draft view: This view displays the content of a document with a simplified layout so that you can quickly enter and edit text. You cannot view layout elements such as headers and footers.

The view could also be toggled using the view buttons located on the status bar. The image below shows the three view buttons on the status bar.

<center>**SESSION 3**</center>

CREATING NEW WORD DOCUMENTS

On the windows desktop, right-click on an empty space, go to new and choose word document. Double click on this new file to open your newly created word document in MS Word 2013.

Focusing on the layout of a document will require you to display rulers and gridlines to help you position and align elements. Simply select the corresponding check boxes in the Show group on the View tab. You can also adjust the magnification of the document by using the tools available in the Zoom group on the View tab or the Zoom Level button or Zoom Slider at the right end of the status bar. Clicking either the Zoom button or the Zoom Level button displays a dialog box in which you can select or type a percentage; or you can drag the Zoom Slider to the left or right or click the Zoom Out or Zoom In button on either side of the slider to change the percentage incrementally.

OPENING A DOCUMENT

If you open a document that is too long to fit entirely on the screen, you can bring off-screen content into view without changing the location of the cursor by using the vertical scroll bar that appears when you move the pointer.

1. Click the scroll arrows to move up or down by one line.
2. Click above or below the scroll box to move up or down one windowful.
3. Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box. For example, dragging the scroll box to the middle of the scroll bar displays the middle of the document.
4. Right-click the scroll bar and then click Scroll Here, Top, Bottom, Page Up, Page Down, Scroll Up, or Scroll Down.

You can also move around in a document by moving the cursor. To place the cursor in a specific location, you simply click there. You can also press keyboard shortcuts to move the cursor. For example, pressing the Home key moves the cursor to the left end of a line, and pressing Ctrl+Home moves it to the beginning of the document.

The following table lists ways to use your keyboard to move the cursor.

Cursor movement	Key or keyboard shortcut
Left one character	Left Arrow
Right one character	Right Arrow

Up one line	Up Arrow
Down one line	Down Arrow
Up one paragraph	Ctrl+Up Arrow
Down one paragraph	Ctrl+Down Arrow
Left one word	Ctrl+Left Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	Ctrl+Home
To the end of the document	Ctrl+End
To the top of the window	Alt+Ctrl+Page Up
To the bottom of the window	Alt+Ctrl+Page Down
Up one screen	Page Up
Down one screen	Page Down
To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down
To a previous revision	Shift+F5
Immediately after opening, to where you were working when you last closed	Shift+F5

In a long document, you might want to move quickly among elements of a certain type; for example, from graphic to graphic. From the Go To page of the **Find and Replace** dialog box, you can select from a variety of browsing elements, including page, section, line, bookmark, comment, footnote, endnote, field, table, graphic, equation, object, and heading. You can also display the Navigation pane and move from heading to heading, from page to page, or to the next search result.

It is possible to easily switch between open documents, and display more than one program window simultaneously. If you want to work with different parts of the same document, you can open the active document in a second window and display both, or you can split a single window into two panes and scroll through the content in each pane independently.

CLOSING THE WORD DOCUMENT

If more than one document is open, you can close the active document without exiting Word by clicking the Close button at the right end of the title bar. If only one document is open, clicking the Close button closes the document and also exits Word. To close the only open document but leave Word running, click Close in the **Backstage view**.

EDITING TEXT

Text formatting can make a big difference in the readability of a document. By making certain text larger, boldface, or a different font, you can call attention to it and add interest for your readers. You can apply each type of character formatting individually, or you can use style sets or themes to apply multiple types of formatting at once.

CHOOSING TEXT FONT, SIZE, AND COLOR

The text in the document appears using a certain style of lettering, dubbed a font or typeface. Word comes with dozens of fonts, so you're sure to find one that meets the needs of whatever project you create.

Each font is available in a wide variety of sizes measured in points, with each point being 1⁄72 of an inch on a printout. (The size that appears onscreen depends on the display zoom.) Text sizes vary from very small (6 points) to very large (100 points or more). An average document uses body text that's between 10 and 12 points, and headings between 12 and 18 points.

You can also color each font by using either a standard color, which doesn't change when you change document themes, or a theme color, which does change. You can apply **fonts**, **sizes**, and **colors** either from the Home tab of the Ribbon or from the Mini Toolbar.

Before effecting any editing to any text, the targeted text must first be selected first. There are different ways by which a text could be selected.

Selecting Text

Selecting single word

1. double clicking on the word (selected text now have a temporal highlight colour)

Selecting several words or phrase

1. Move the cursor to the beginning or the end of the targeted phrase or word
2. Drag the mouse across it (selected text now have a temporal highlight colour)

Selecting entire line

1. Move the cursor to the extreme left side of the particular line (the cursor turns into a mirrored mouse pointer
2. Click once to select the entire line (selected text now have a temporal highlight colour)

Selecting continuous lines

1. Move the cursor to the extreme left side of the first line of the targeted lines of text (the cursor turns into a mirrored mouse pointer)
2. Click and drag to the end line (selected text now have a temporal highlight colour)

Selecting an entire paragraph

1. Move the cursor to the extreme left side of the first line of the targeted lines of text (the cursor turns into a mirrored mouse pointer)
2. Double click on the line (selected text now have a temporal highlight colour)

OR

1. Triple click on any word in the targeted paragraph

Selecting the whole document

1. Triple click anywhere in the document (selected text now have a temporal highlight colour)

Choosing Text Font

1. Select the text
2. From the Home Tab on the ribbon, move to the Font group
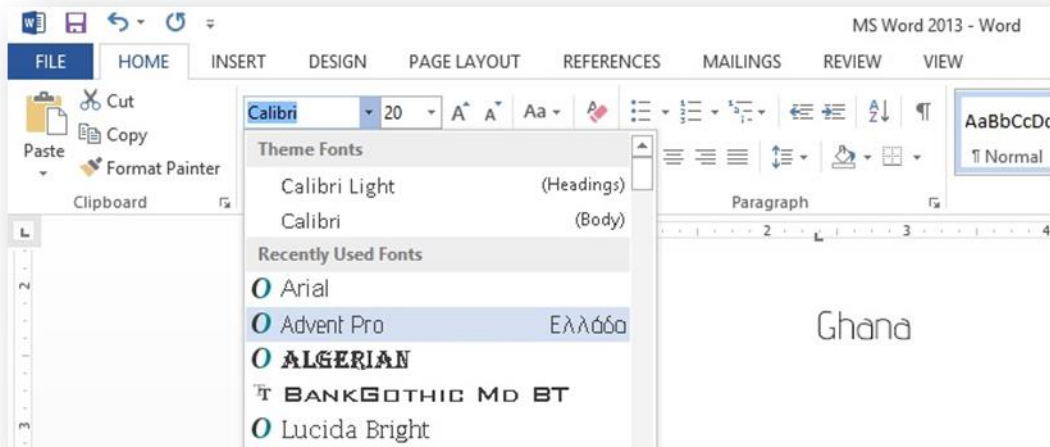
3. Choose a desired font from the font dropdown list

Choosing Text Font

1. Select the text
2. From the Home Tab on the ribbon, move to the Font group
3. Choose a desired font from the font dropdown list
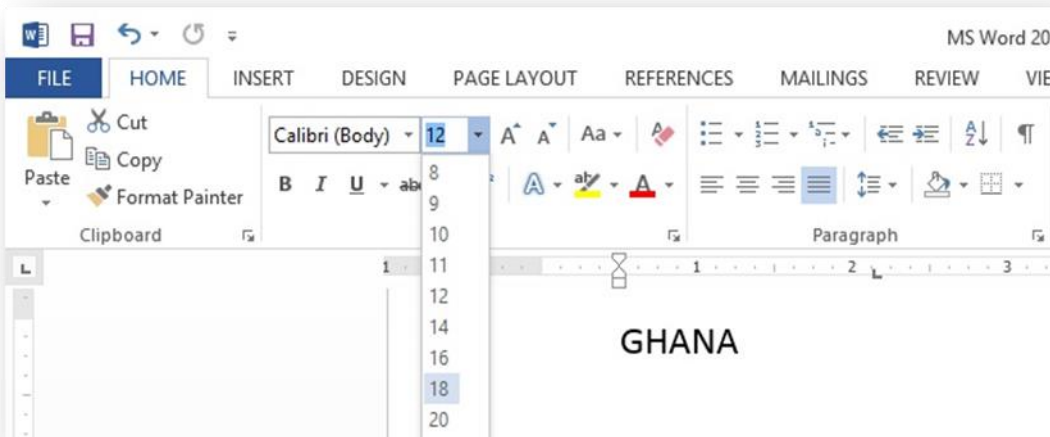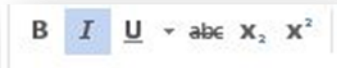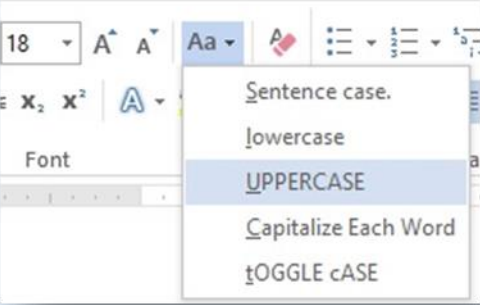
Choosing Font Color

1. Select the text
2. From the Home Tab on the ribbon, move to the Font group
3. Choose a desired color from the Font color dropdown list
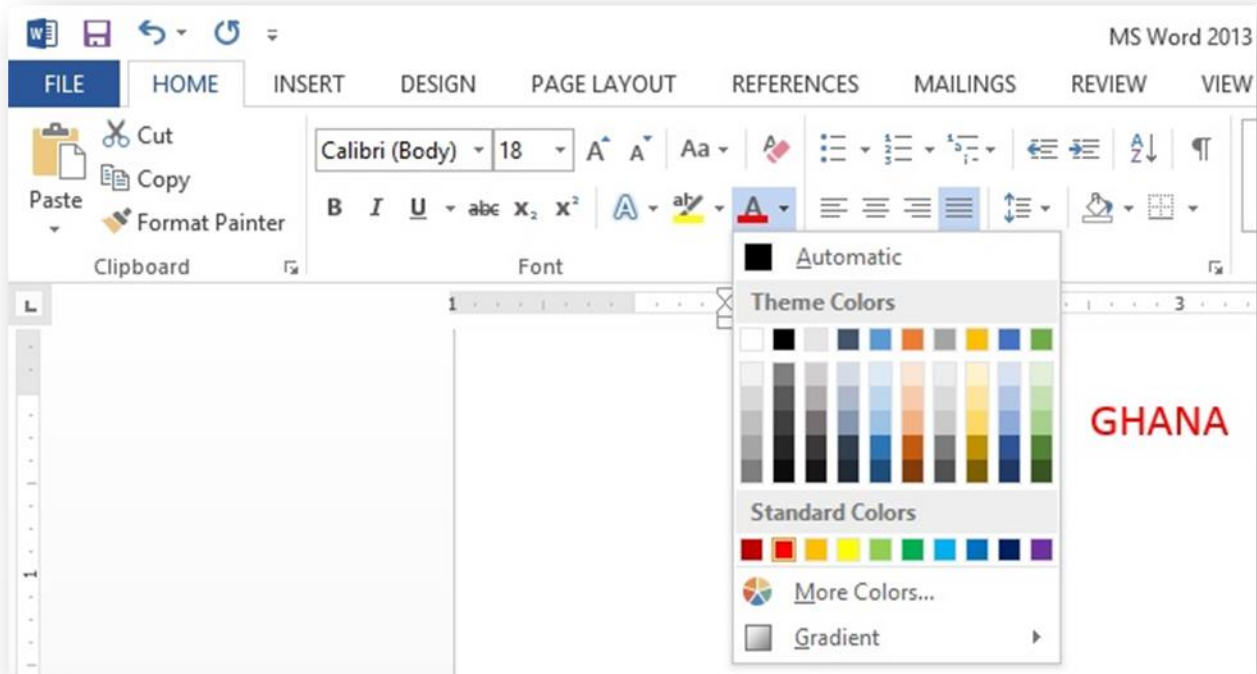
Some other commands related to Text editing

Command	Function	Button
Bold	makes the text bold and much revealing	
Italics	italicize or slants the text	
Underline	underlines the text	
~~Strikethrough~~	crosses a text out by drawing a line through it	

Subscript$_a$	types very small letters just below a text	B I U ▾ abc x_2 x^2
Superscript^x	types very small letters above a text	B I U ▾ abc x_2 x^2
Increase Font size	increases the selected text to the next font size	Calibri (Body) ▾ 14 ▾ $A^{\blacktriangle}$ $A^{\blacktriangledown}$ Aa ▾
Decrease Font size	decreases the selected text to the next font size	Calibri (Body) ▾ 14 ▾ $A^{\blacktriangle}$ $A^{\blacktriangledown}$ Aa ▾
CASE	changes the selected text to uppercase, lowercase and other capitalizations	18 ▾ $A^{\blacktriangle}$ $A^{\blacktriangledown}$ Aa ▾ x_2 x^2 Font Sentence case. lowercase UPPERCASE Capitalize Each Word tOGGLE cASE
Text effect and typography	adds some flair to text by applying some effects like glow and shadow to the text	
Text highlight color	makes text pop by highlighting it with a bright color	x_2 x^2 A ▾ ab ▾ A ▾

WORKING WITH TEXT

The Undo command

The Undo command undoes anything you do in Word 2013, which includes formatting text, moving blocks, typing and deleting text, formatting — the whole enchilada. You have two handy ways to unleash the Undo command:

Press Ctrl+Z or

Click the Undo command button on the Quick Access Toolbar.

You can use the **Ctrl+Z** key combination, but an advantage of the Undo command button is that it sports a drop-down menu that helps you review the past several things you've done, or that can be undone.

The Undo command

If you undo something you didn't mean to, you must use the Redo command to set things back to the way they were. For example, you may type some text and then use Undo to "**untype**" the text. You can use the Redo command to restore the typing. You have two choices:

Press Ctrl+Y or

Click the Redo command button on the Quick Access Toolbar.

The Redo command does exactly the opposite of whatever the Undo command does. So, if you type text, Undo **untypes** the text and Redo recovers the text. If you use Undo to recover deleted text, Redo deletes the text again.

Copying and Moving Text

Word allows you to copy text that is already in your document and paste it to other areas of the document, which can save you time. If there is text that you wish to move from one area of the document to another, you can cut and paste or drag and drop the text.

To Copy and Paste Text:

Copying text creates a duplicate of the text.

1. Select the text you wish to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.
3. Place the insertion point where you wish the text to appear.
4. Click the Paste command on the Home tab.

To Cut and Paste Text:

1. Select the **text** you wish to cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.
3. Place your insertion point where you wish the text to appear.
4. Click the Paste command on the Home tab. The text will appear.
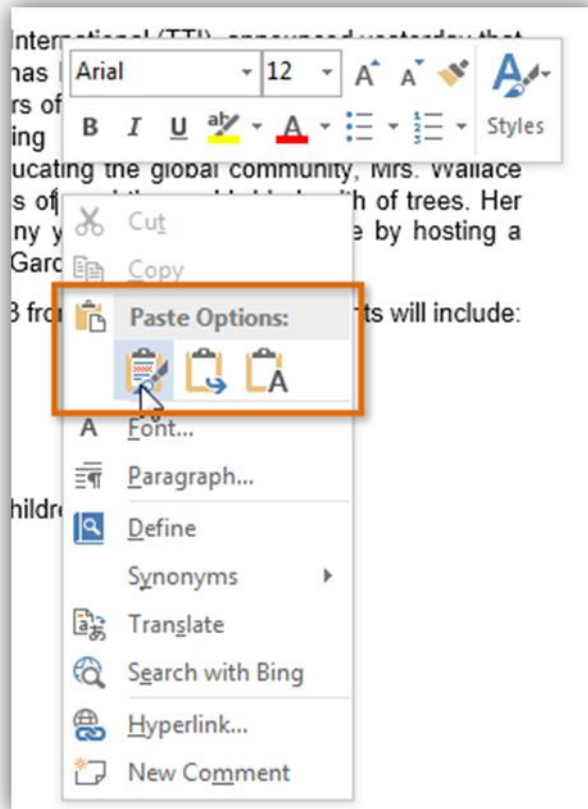
To Drag and Drop Text:

Dragging and dropping text allows you to use the mouse to move text.

1. Select the text you wish to move.
2. Click and drag the text to the location where you want it to appear. The cursor will have a rectangle under it to indicate that you are moving text.
3. Release the mouse button, and the text will appear.

Find and Replace

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

To Find Text:

In our example, we've written an academic paper and will use the Find command to locate all
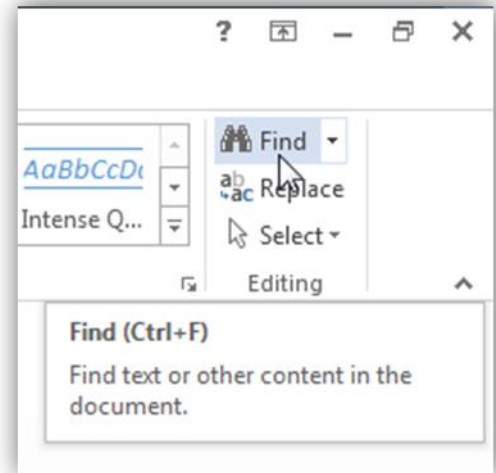
references to a particular author's last name.

1. From the Home tab, click the Find command.
2. The Navigation pane will appear on the left side of the screen.
3. Type the text you wish to find in the field at the top of the Navigation pane. In our example, we'll type an author's last name.
4. If the text is found in the document, it will be highlighted in yellow, and a preview of the results will appear in the Navigation pane.

If the text appears more than once, choose a review option to review each instance. When an instance of the text is selected, it will highlight in gray:

- **Arrows**: Use the arrows to move through the results one at a time.
- **Results Previews**: Select a result preview to jump directly to the location of a specific result in your document.

Select a result preview to jump directly to the location of a result

When selected, the result will highlight in grey
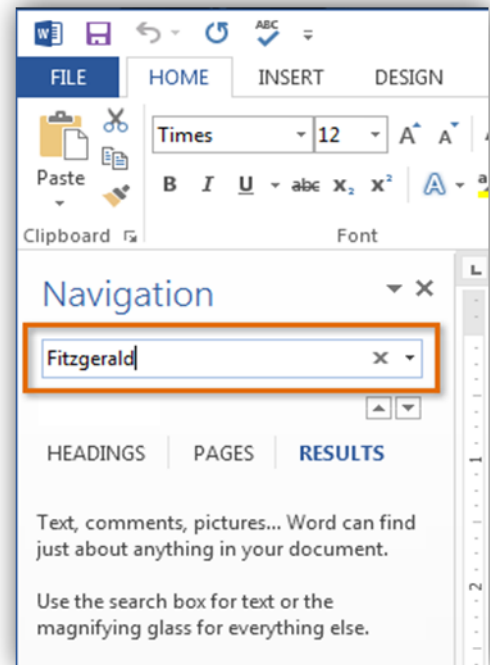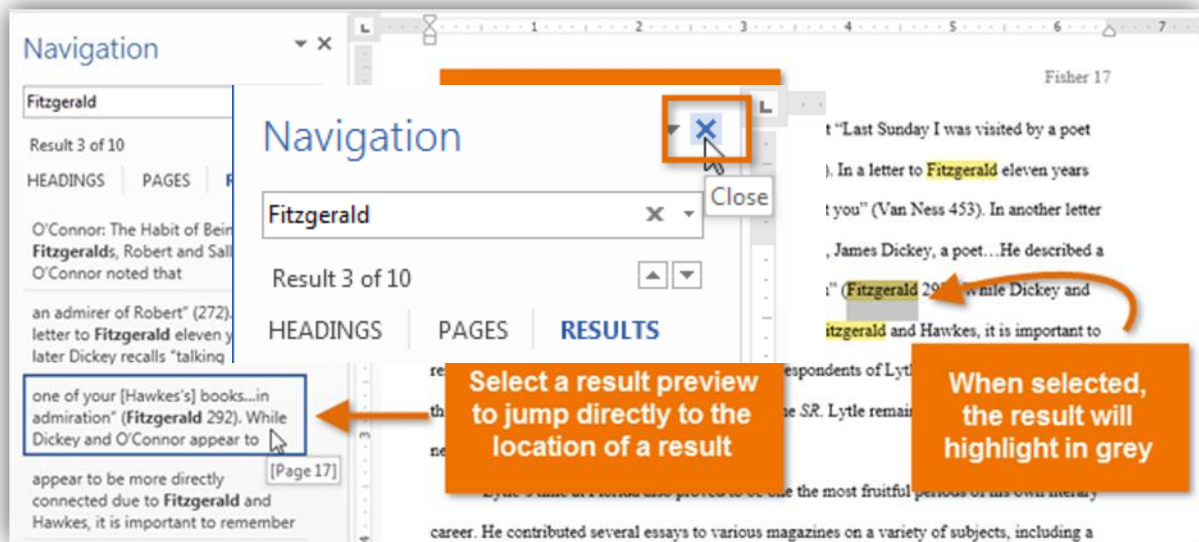
1. When you are finished, click the X to close the Navigation pane. The highlighting will disappear.

To Replace Text:

At times, you may discover that you've made a mistake repeatedly throughout your document (such as misspelling a person's name), or that you need to exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

1. From the Home tab, click the
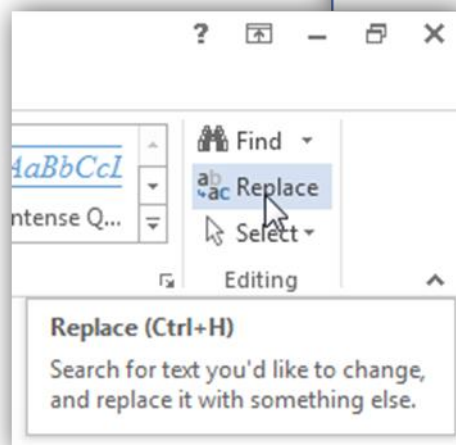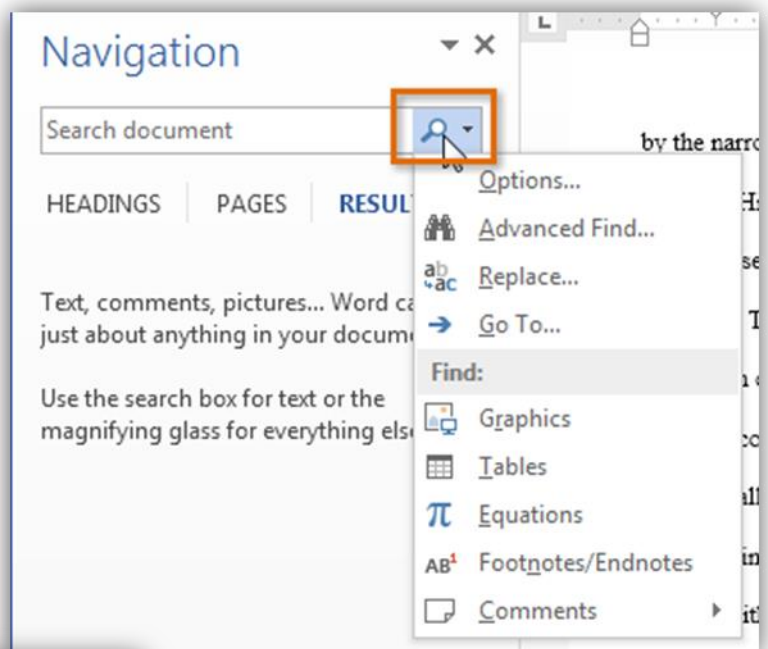
Replace command

2. The Find and Replace dialog box will appear.
3. Type the text you wish to find in the Find what: field.
4. Type the text you wish to replace it with in the Replace with: field. Then click Find Next.
5. Word will find the first instance of the text and highlight it in grey.
6. Review the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click Find Next again.
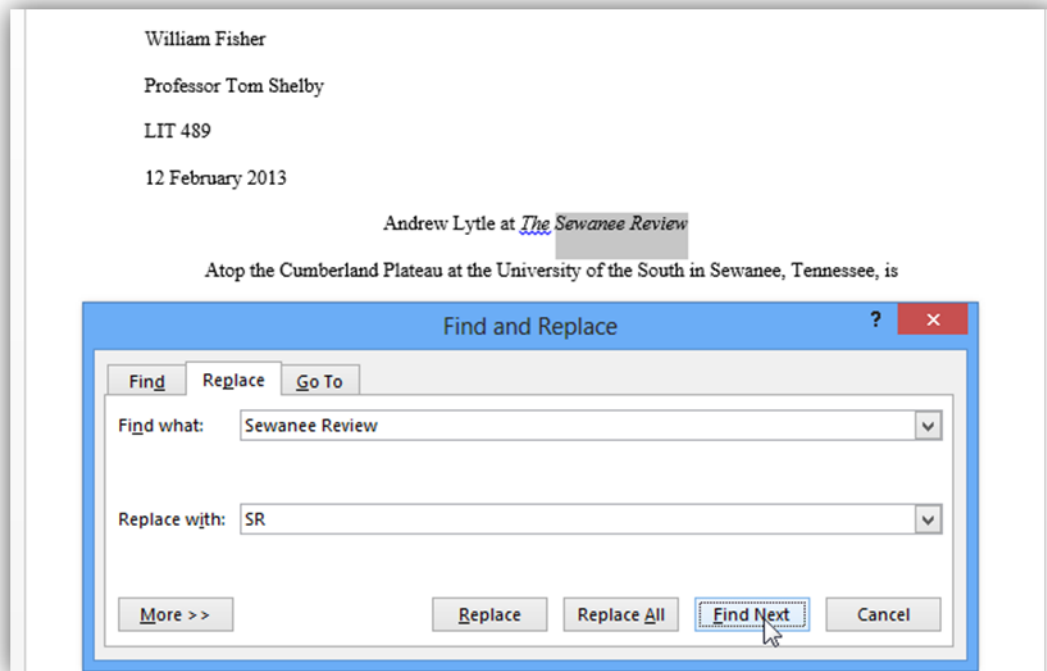
7. Word will jump to the next instance of the text. If you wish to replace it, select one of the replace options:
   - Replace will replace individual instances of text. In our example, we'll choose this option.
   - Replace All will replace every instance of the text throughout the document.
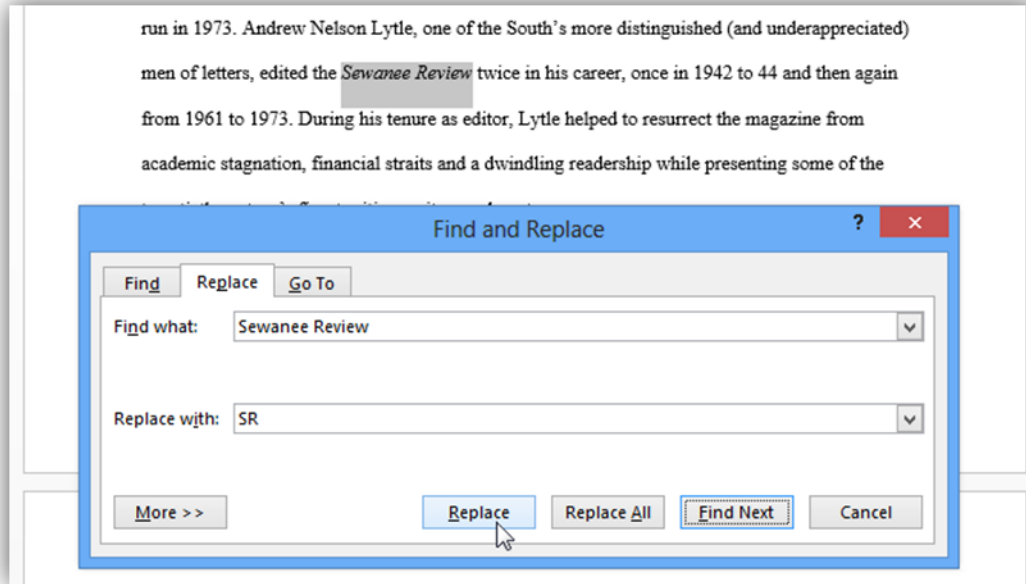
8. The selected text will be replaced.
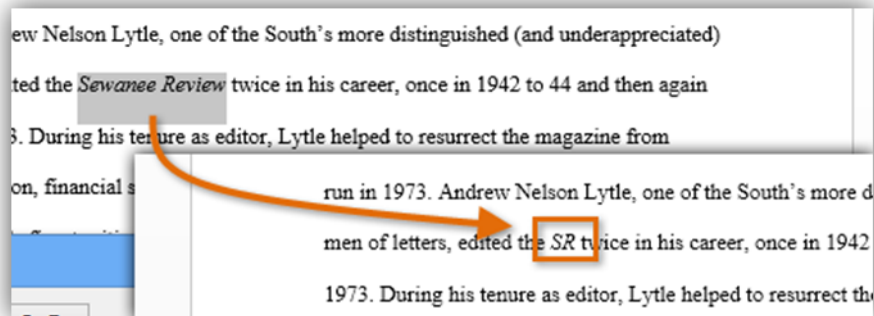
9. When you're done, click X to close the dialog box.

SESSION 4

FORMATTING DOCUMENT

Character Formatting

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have many options for adjusting the font of your text, including size, color, and inserting special symbols. You can also adjust the alignment of the text to change how it is displayed on the page.

To Change the Font:

By default, the font of each new document is set to Calibri. However, Word 2013 provides a variety of other fonts you can use to customize text and titles.

1. Select the text you wish to modify.
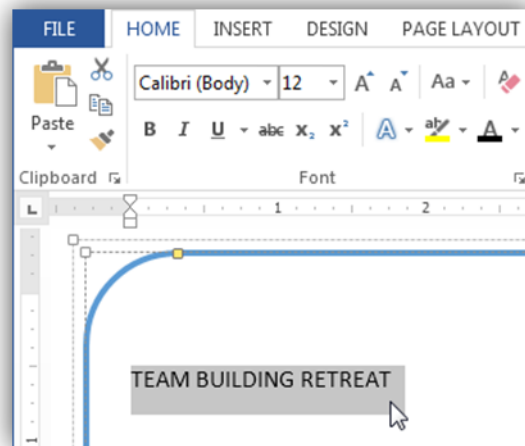
2. On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you wish to use.
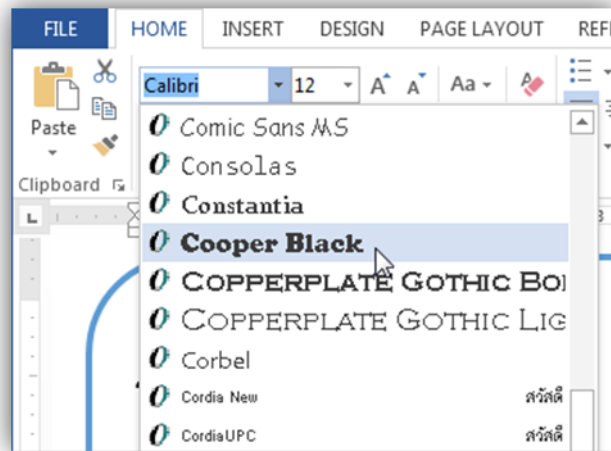
4. The font will change in the document.

To Change the Font Size:

1. Select the text you wish to modify.

2. Select the desired font size formatting option:
   - **Font size drop-down arrow**: On the Home tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.
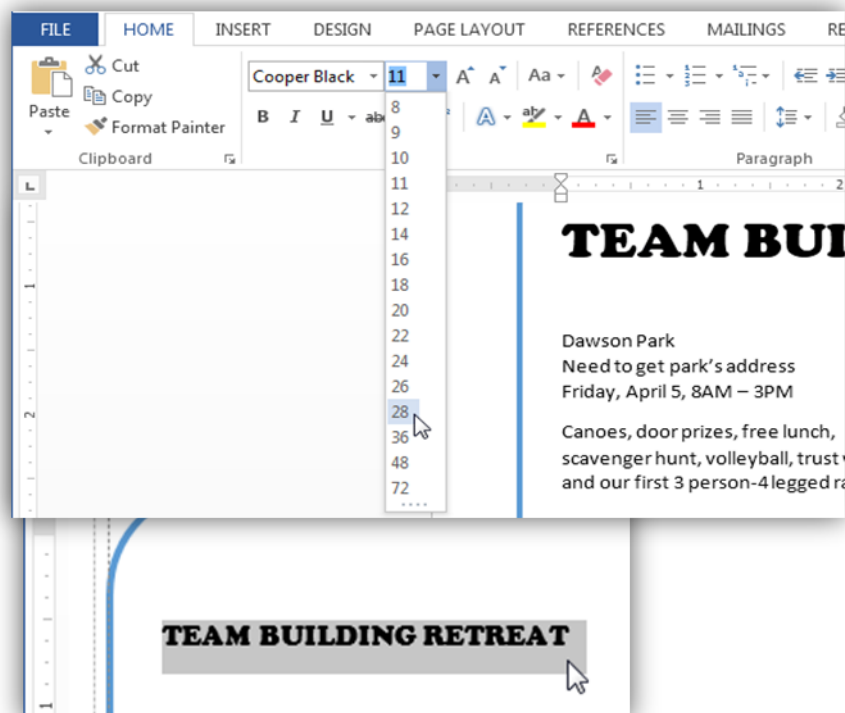
- Font size box: When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and type the desired font size. Then press Enter.
- Grow and shrink font commands:
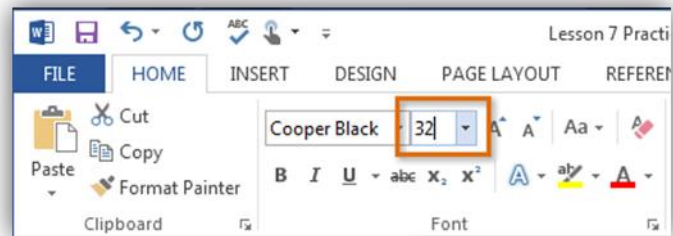
- Click the Grow Font or Shrink Font commands to change the font size.
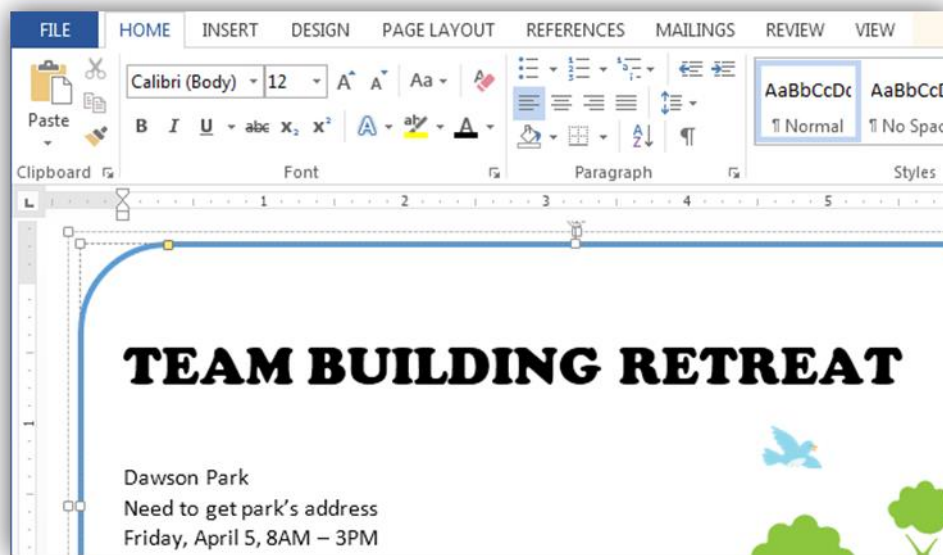
3. The font size will change in the document.

To Change the Font Colour:

1. Select the text you wish to modify.
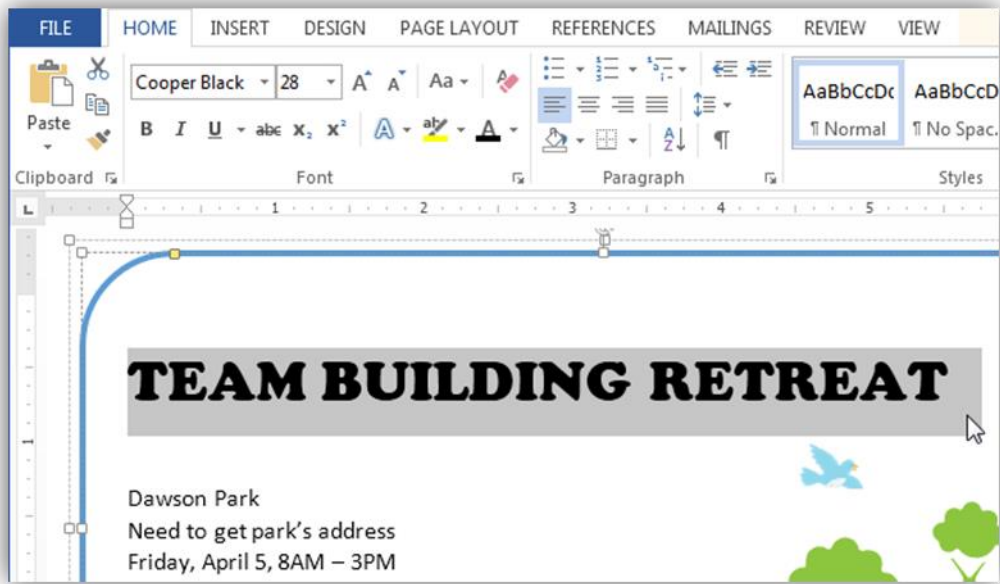
2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.

3. Move the mouse over the various font colors. A live preview of the color will appear in the document.
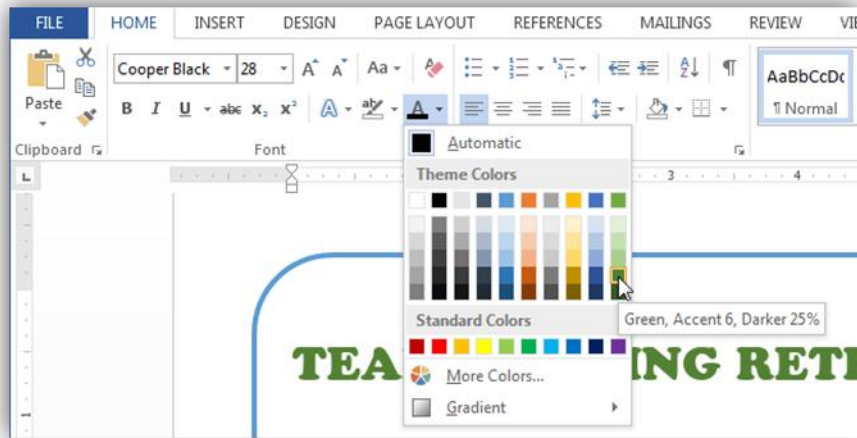
4. Select the font color you wish to use. The font color will change in the document.
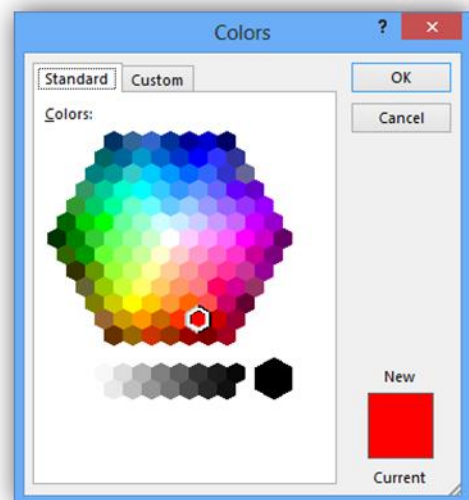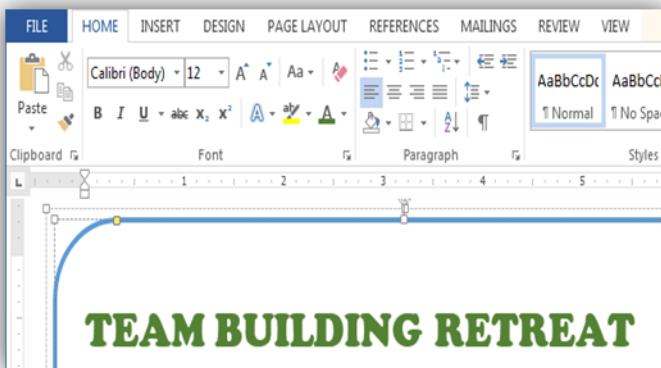
To Highlight Text:

Highlighting can be a useful tool for marking important text in your document.

1. Select the text you wish to highlight.
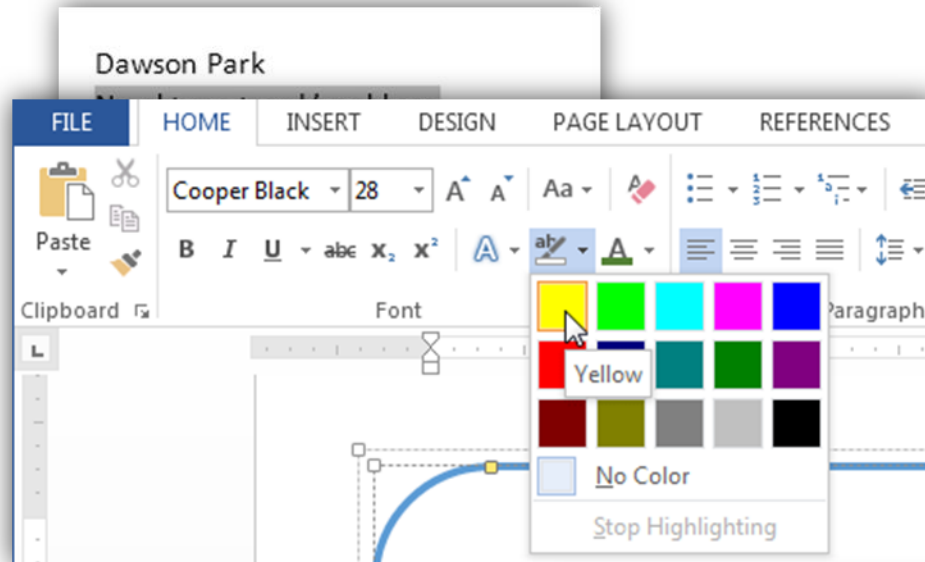
2. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.

•   Select the desired highlight color. The selected text will then be highlighted in the document.
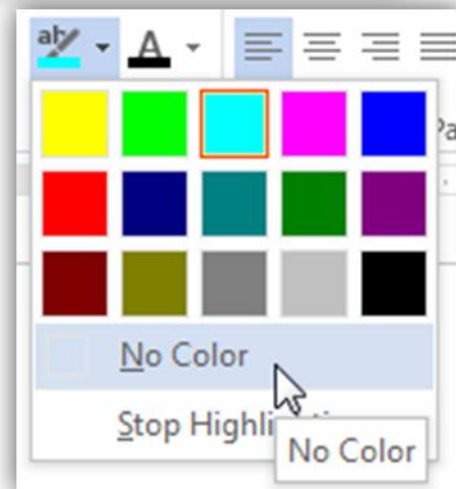
Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or

1. Select the text you wish to modify.
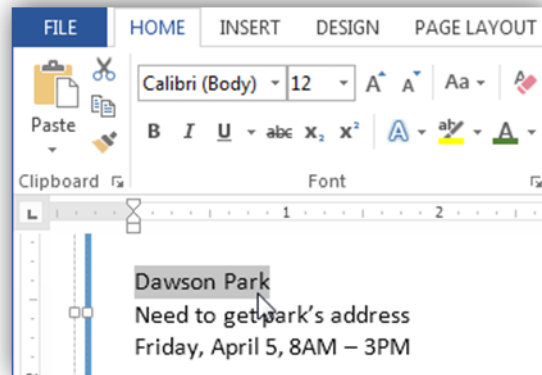
phrases.
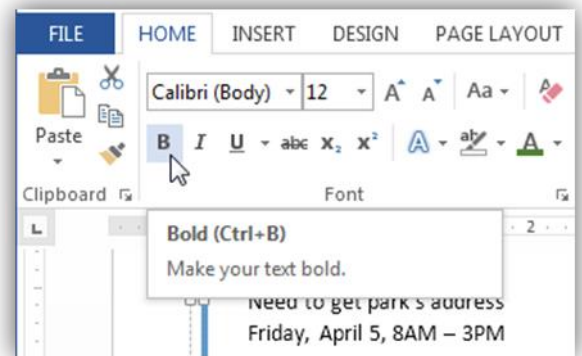
3. On the **Home** tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.

To Change the Text Case:
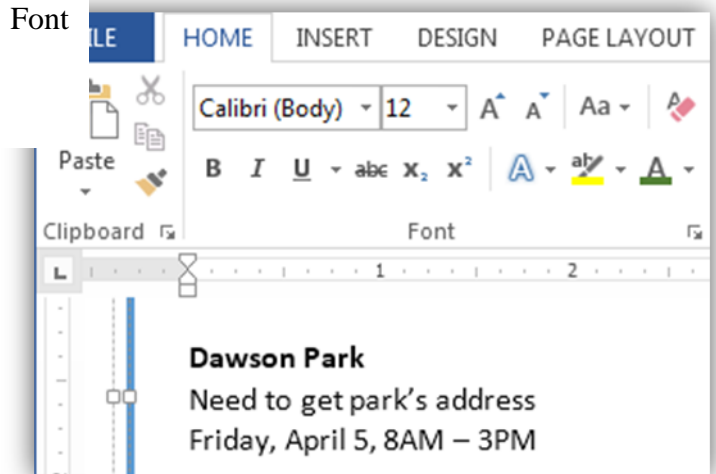
2. The selected text will be modified in the document.

When you need to quickly change text case, you can use the Change Case command instead of deleting and retyping text.

1. Select the text you wish to modify.
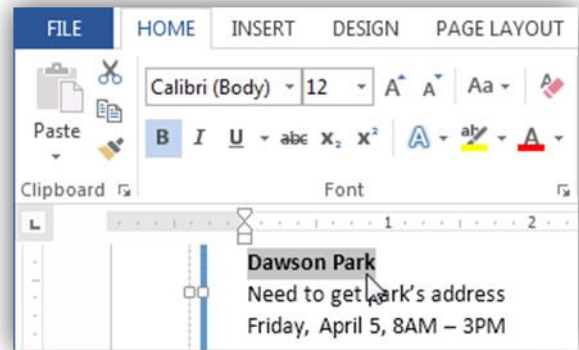
2. On the Home tab, click the Change Case command in the Font group.
3. A drop-down menu will appear. Select the desired case option from the menu.
4. The text case will be changed in the document.
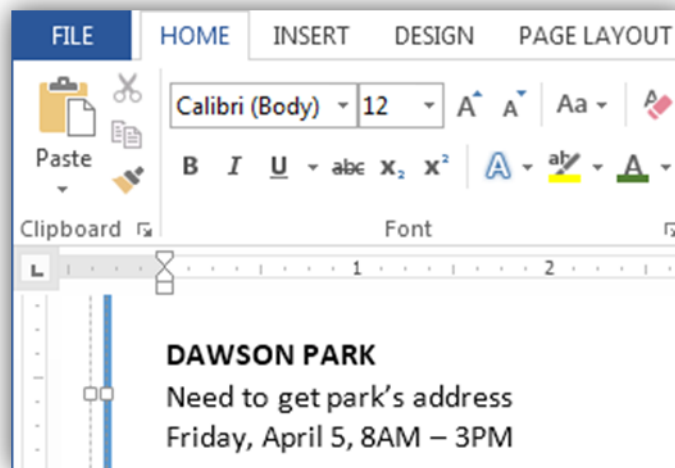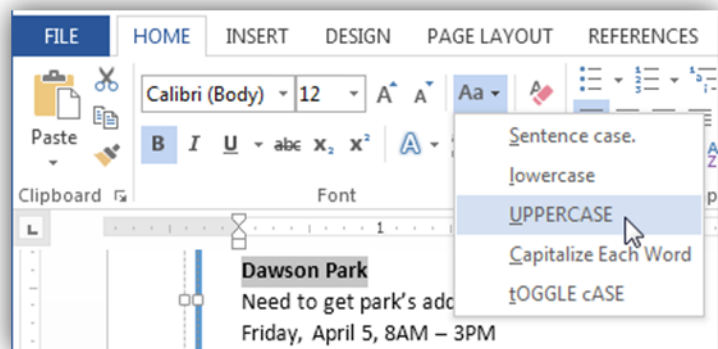
To Change Text Alignment:

By default, Word aligns text to the left margin in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you wish to modify.

2. On the Home tab, select one of the four alignment options from the Paragraph group.
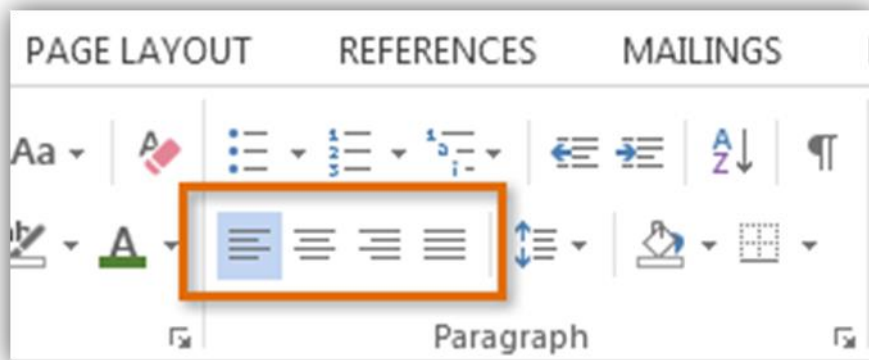
Different Text Alignments

Align Text Left: Aligns all selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

Center: Aligns text an equal distance from the left and right margins

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital expenditures in the marketing department have decreased since the 3rd quarter.

During the 4th quarter, Westbrook-Parker showed continued growth and exceeded profit expectations. The New Year is starting strong with January proving to be a profitable month.

Database software sales are up by 13%, subscriptions to our online database management applications are up by 21%, and capital exp department have decre

Symbols

So met ime s

Align Text Right: Aligns all selected text to the right margin
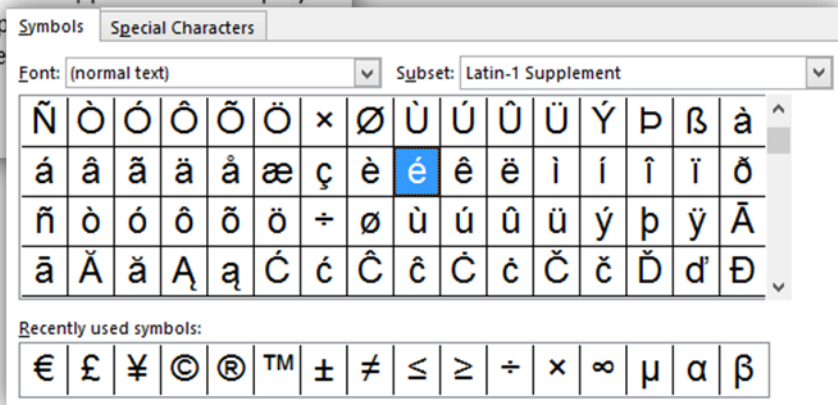
you may find that you need to add a symbol to your text, such as the Copyright symbol, ©. Word offers a large collection of symbols for currency, languages, mathematics, and more.

To Insert a Symbol:

1. Place the insertion point in the location where you want to insert a symbol.

2. On the Insert tab, click the Symbol drop-down arrow. A menu of symbols will appear.
3. Select the desired symbol.
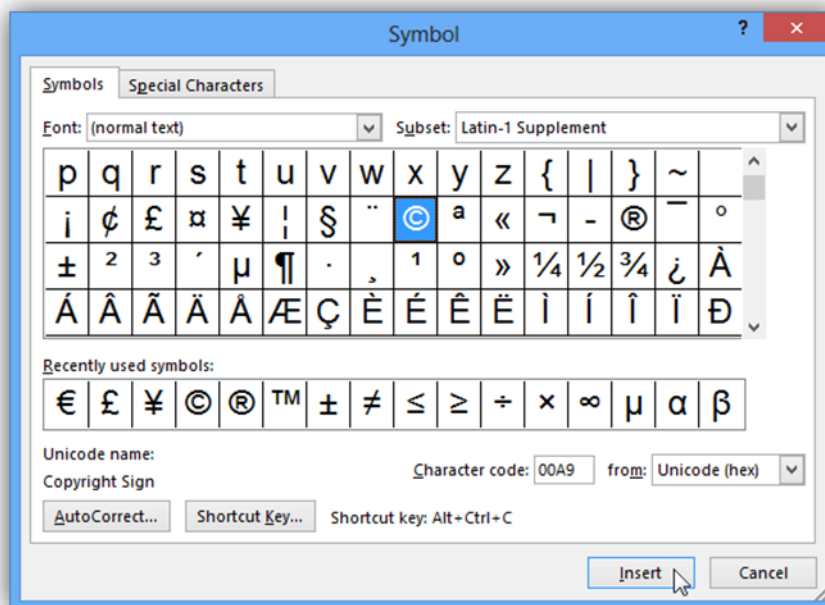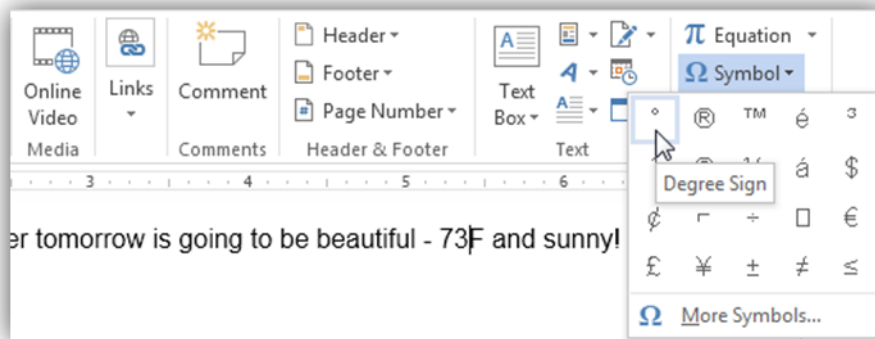
4. The symbol will appear in your document.

Paragraph Formatting

As you design your document and make formatting decisions, you will need to consider line and paragraph spacing. You can increase spacing to improve readability or reduce it to fit more text on the page.

Line spacing is the space between each line in a paragraph. Microsoft Word allows you to customize the line spacing to be single-spaced (one line high), double-spaced (two lines high), or any other amount you want. The default spacing in Word 2013 is 1.08 lines, which is slightly larger than single-spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show the default line spacing, single spacing, and double spacing.
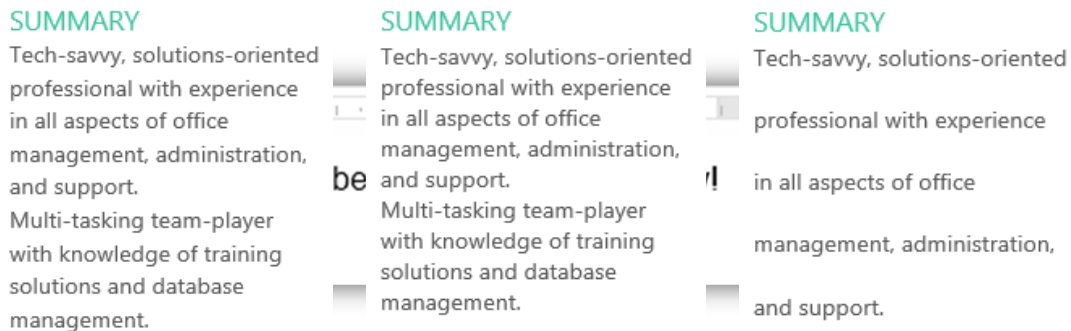
To Format Line Spacing:
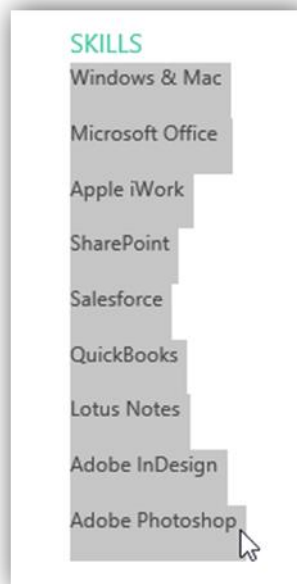
1. Select the text you wish to format.

2. On the Home tab, click the Line and Paragraph Spacing command. A drop-down menu will appear.

3. Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you wish to use.
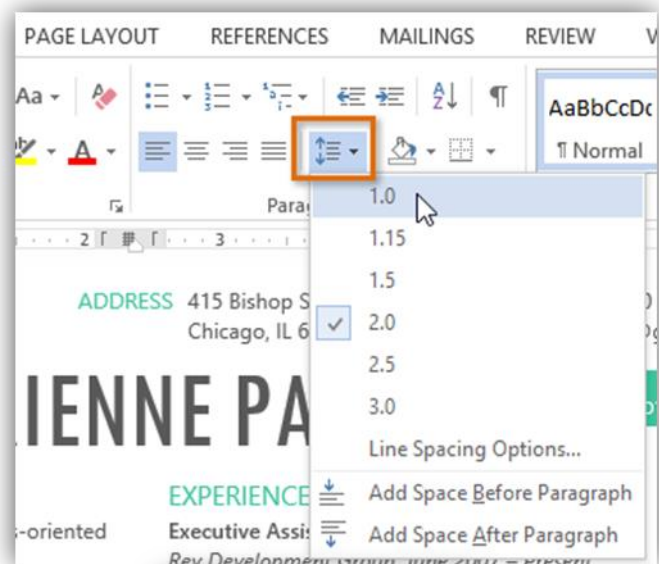
4. The line spacing will change in the document.

Fine-Tuning Line Spacing

Your line spacing options aren't limited to the ones in the Line and Paragraph Spacing menu. To adjust the spacing with more precision, select Line Spacing Options from the menu to access the

Paragraph dialog box. You'll then have a few additional options you can use to customize the spacing:

Exactly:

When you choose this option, the line spacing is measured in points, just like font sizes. Generally, the spacing should be slightly larger than the font size. For example, if you're using 12-point text, you could use 15-point spacing.

At Least:

Like the **Exactly** option, this option lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.

Multiple:

This option lets you type in the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to 1.2 will make the text a little more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value like 0.9.
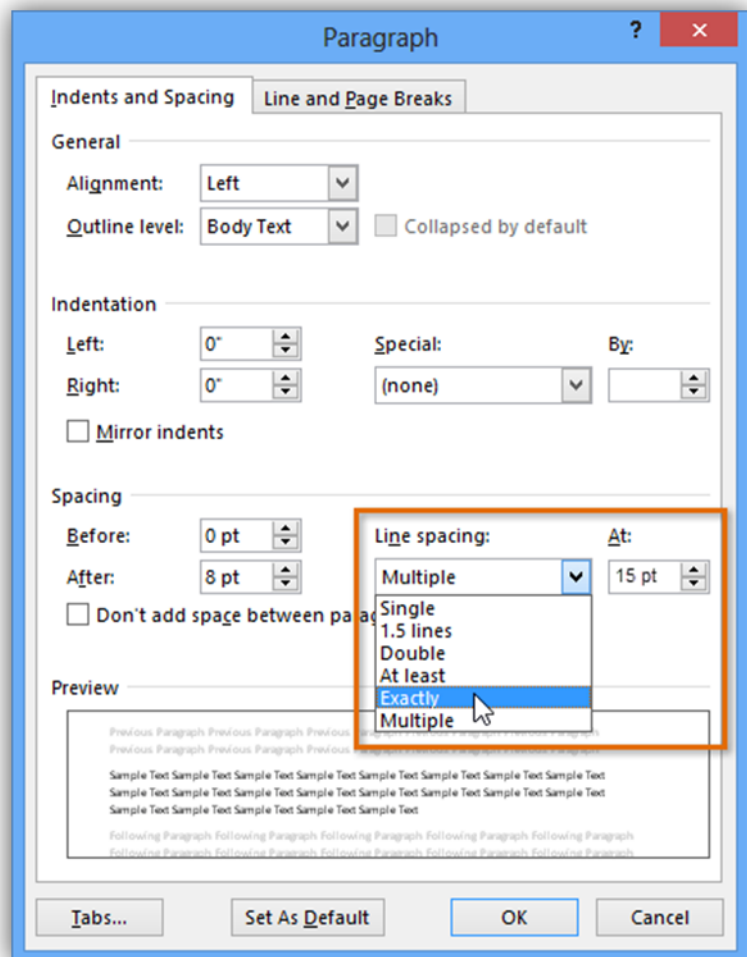
Paragraph spacing

By default, when you press the Enter key Word 2013 moves the insertion point down a little farther than one line on the page. This automatically creates space between paragraphs. Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

To Format Paragraph Spacing:

In our example, we'll increase the space before a paragraph to separate it from a heading. This will make our document easier to read.

Select the paragraph or paragraphs you wish to format.

1. On the Home tab, click the Line and Paragraph Spacing command. Hover the mouse over **Add Space before** Paragraph or **Remove Space after Paragraph** from the drop-down menu. A live preview of the paragraph spacing will appear in the document.

2. Select the paragraph spacing you wish to use. In our example, we'll select **Add Space before Paragraph**.
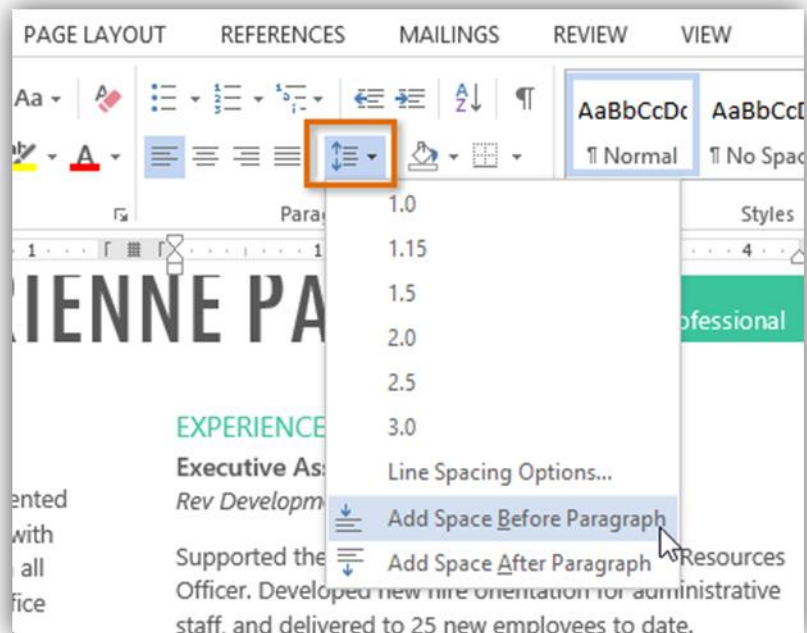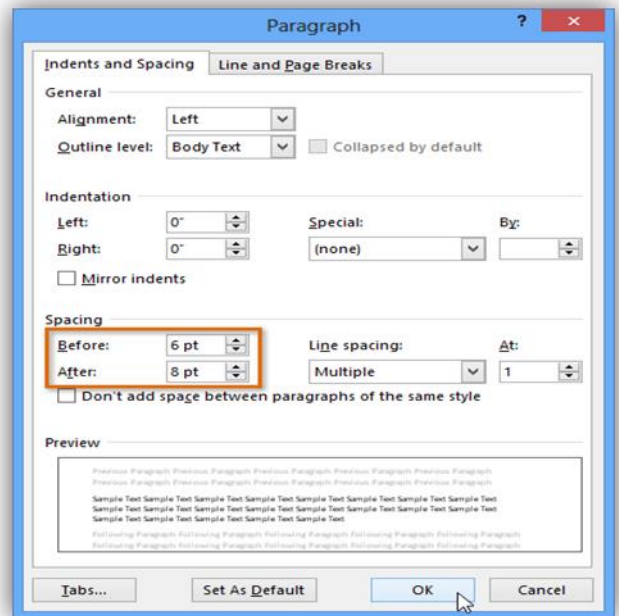
3. The paragraph spacing will change in the document.

Indents

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or an entire paragraph, you can use the tab selector and the horizontal ruler to set tabs and indents.

Indenting text

In many types of documents, you may wish to indent only the first line of each paragraph. This helps to visually separate paragraphs from one another. It's also possible to indent every line except for the first line, which is known as a hanging indent.
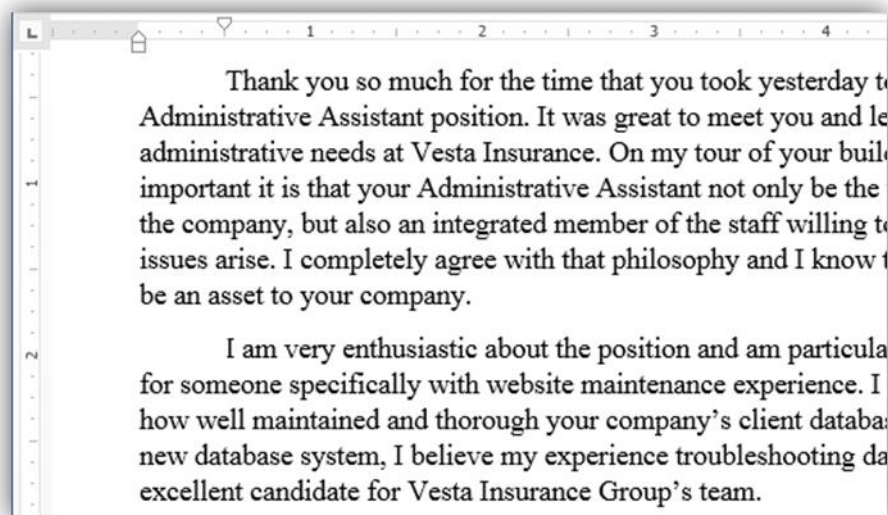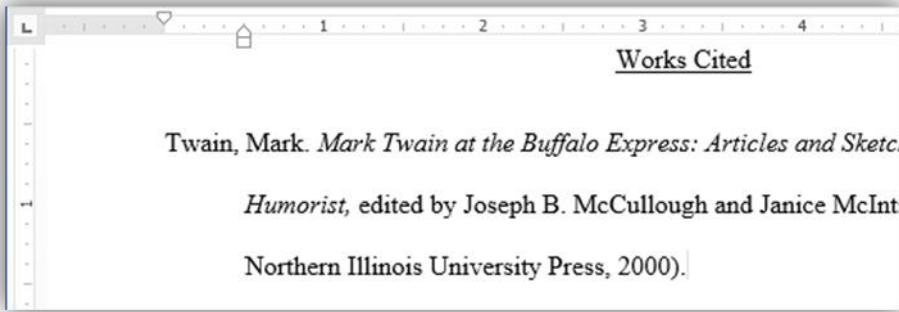
To Indent Using the Tab Key:

A quick way to indent is to use the Tab key. This will create a first line indent of 1/2 inch.

1. Place the insertion point at the very beginning of the paragraph you wish to indent.
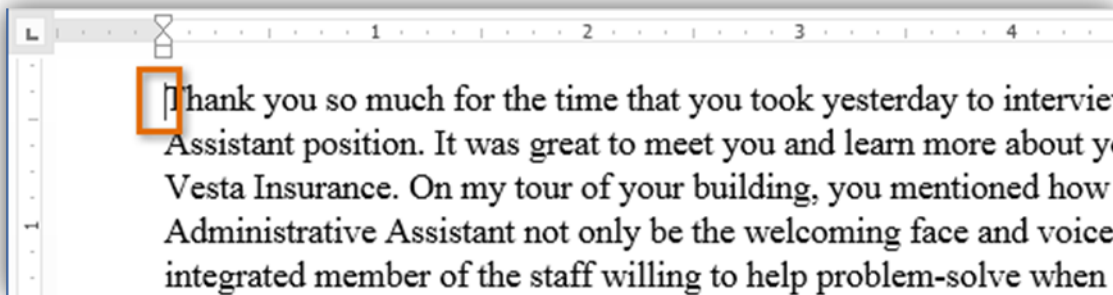
2. Press the Tab key. On the ruler, you should see the first-line indent marker move to the right by 1/2 inch.
3. The   first   line   of   the
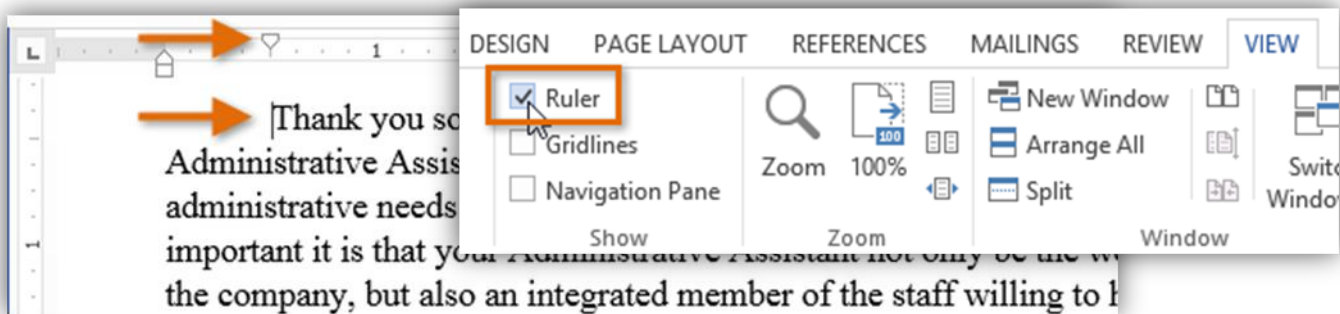
paragraph will be indented.

Indent Markers

In some cases, you may wish to have more control over indents. Word provides indent markers that allow you to indent paragraphs to the location you desire. The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- **First-line indent marker Bar Tab Icon** ▽ : Adjusts the first-line indent
- **Hanging indent marker Bar Tab Icon** △ : Adjusts the hanging indent
- **Left indent marker Bar Tab Icon** ▢ : Moves both the first line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)
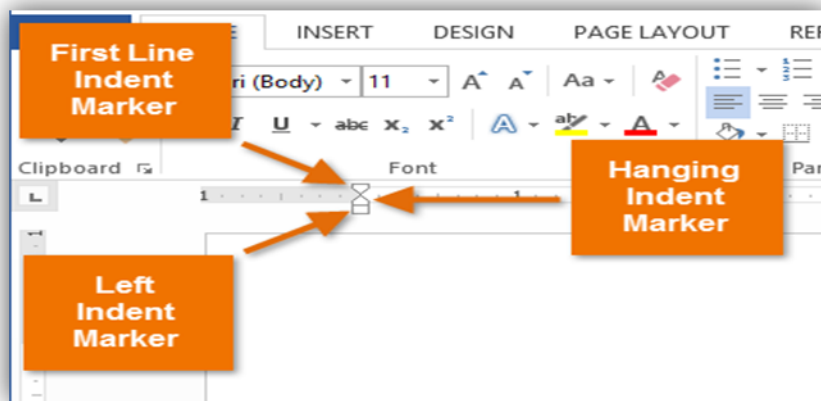
To Indent using the indent markers:

1. Place the insertion point anywhere in the paragraph you wish to indent, or select one or more paragraphs.
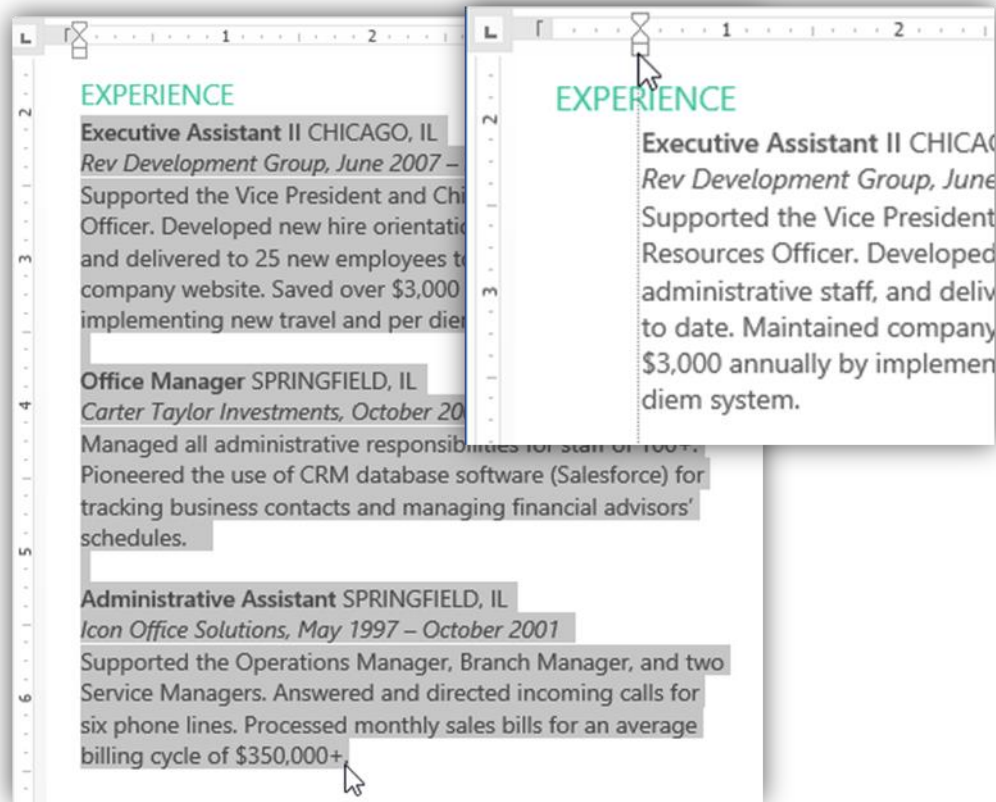
2. Click, hold, and drag the desired indent marker. In our example, we'll click, hold, and drag the left indent marker. A live preview of the indent will appear in the document.

3. Release the mouse. The paragraphs will be indented.

To Indent Using the Indent Commands:

If you want to indent multiple lines of text or all lines of a paragraph, you can use the Indent commands.

1. Select the text you wish to indent.
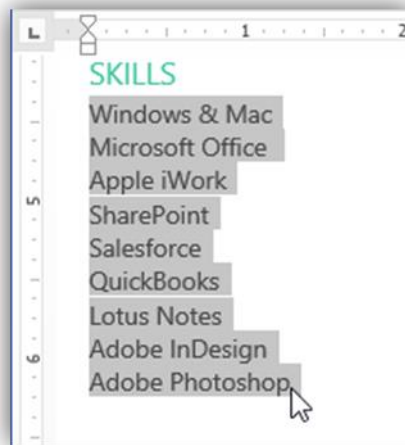
2. On the Home tab, click the desired Indent command:
   - Increase Indent: Increases the indent by increments of 1/2 inch. In our example, we'll increase the indent.
   - Decrease Indent: Decreases the indent by increments of 1/2 inch.
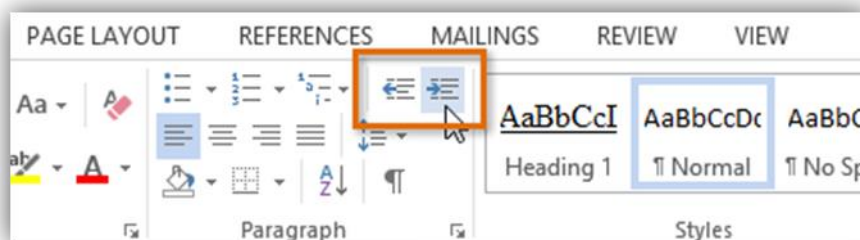
3. The text will indent.

Tabs

Using Tabs gives you more control over the placement of text. By default, every time you press the Tab key, the insertion point will move 1/2 inch to the right. Adding tab stops to the ruler allows you to change the size of the tabs, and Word even allows you to apply more than one tab stop to a single line. For example, on a resume you could Left Align the beginning of a line and Right Align the end
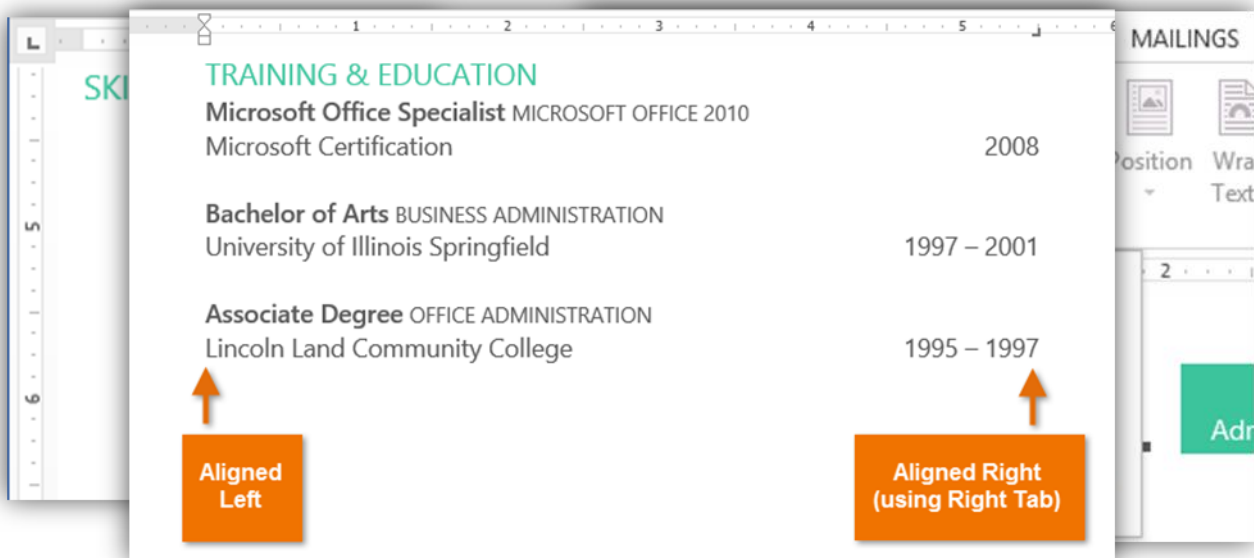
of the line by adding a Right Tab.

The Tab Selector

The tab selector is located above the vertical ruler on the left. Hover the mouse over the tab selector to see the name of the active tab stop.
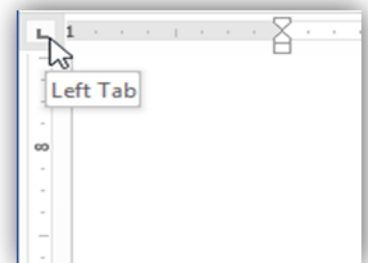
Types of Tab Stops Include:

- **Left Tab Left Tab Icon** ⌞ : Left-aligns the text at the tab stop
- **Center Tab Center Tab Icon** ⊥ : Centers the text around the tab stop
- **Right Tab Right Tab Icon** ⌟ : Right-aligns the text at the tab stop
- **Decimal Tab Decimal Tab Icon** ⊥ : Aligns decimal numbers using the decimal point
- **Bar Tab Bar Tab Icon** | : Draws a vertical line on the document

- **First Line Indent Bar Tab Icon** ▽ : Inserts the indent marker on the ruler, and indents the first line of text in a paragraph
- **Hanging Indent Bar Tab Icon** △ : Inserts the hanging indent marker, and indents all lines other than the first line

To Add Tab Stops:

1. Select the paragraph or paragraphs you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the current paragraph and any new paragraphs you type below it.
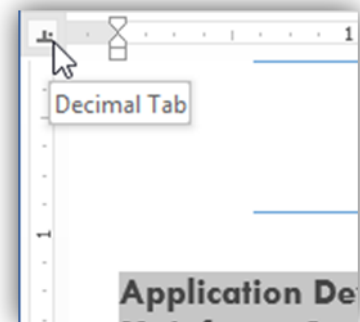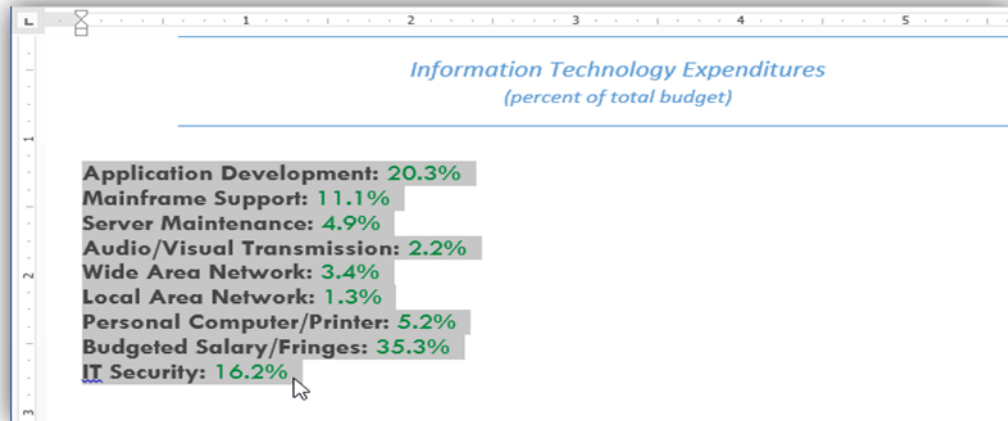
2. Click the tab selector until the tab stop you wish to use appears. In our example, we'll select the Decimal Tab.

3. Click the location on the horizontal ruler where you want your text to appear (it helps to click on
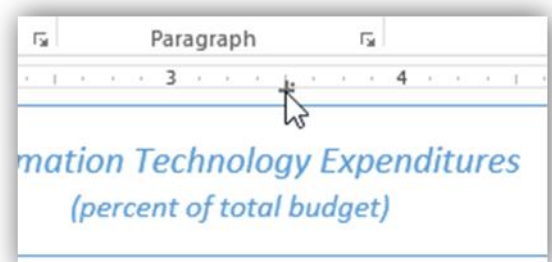
the bottom edge of the ruler). You can add as many tab stops as you want.

4. Place the insertion point in front of the text you wish to tab, then press the Tab key. The text will jump to the next tab stop.

Information Technology Expenditures
(percent of total budget)

Application Development:	20.3%
Mainframe Support:	11.1%
Server Maintenance:	4.9%
Audio/Visual Transmission:	2.2%
Wide Area Network: 3.4%	
Local Area Network: 1.3%	
Personal Computer/Printer: 5.2%	
Budgeted Salary/Fringes: 35.3%	
IT Security: 16.2%	

Place the insertion point in front of the text you wish to tab, then press the Tab key

Removing tab stops

It's a good idea to remove any tab stops that you aren't using, so they don't get in the way. To remove
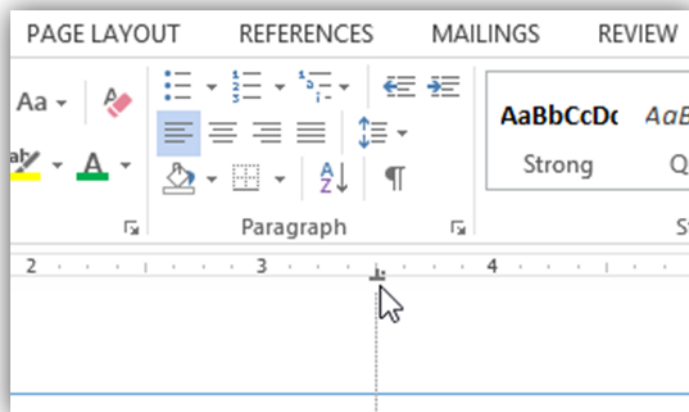
a tab stop, click and drag it off of the ruler.
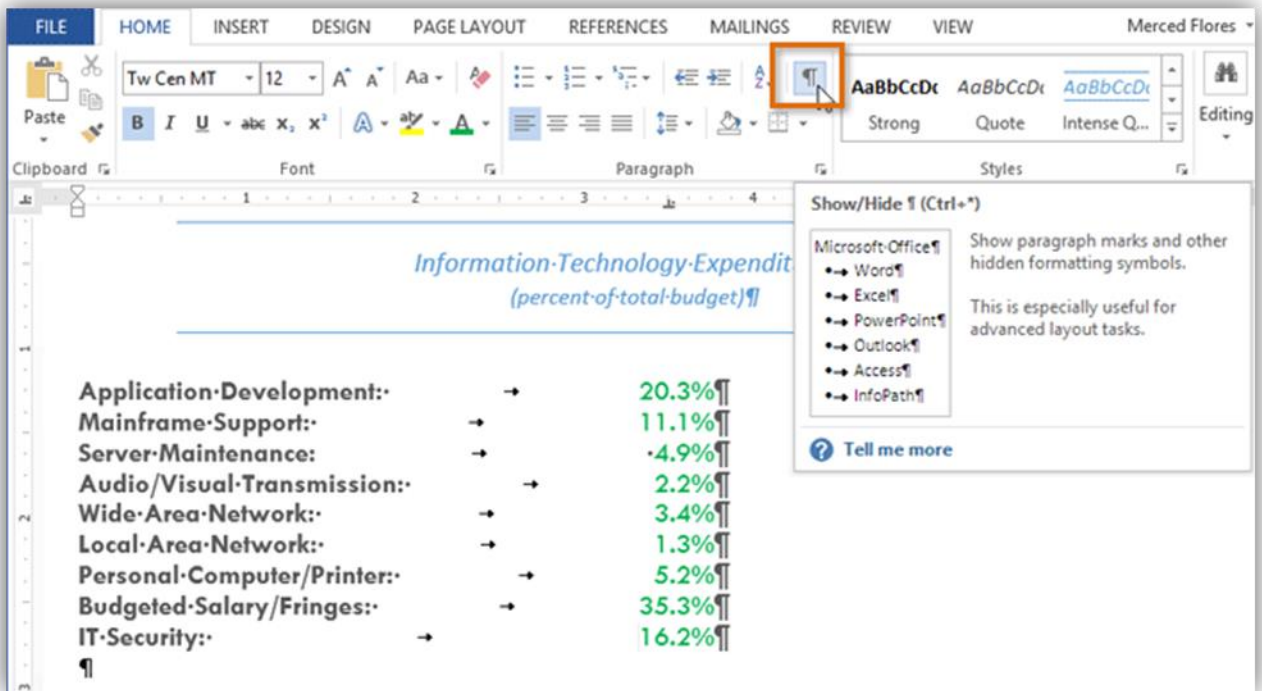
Tables

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. In Word, you can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables.
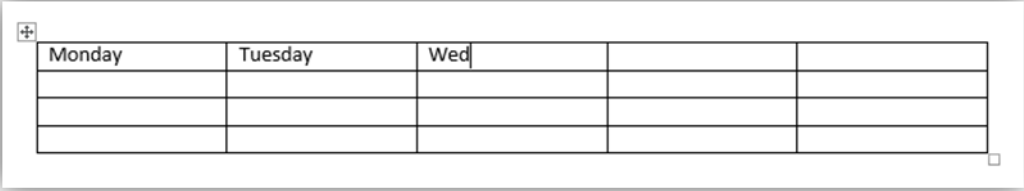
To Insert a Blank Table:

1. Place your insertion point where you want the table to appear, then select the Insert tab.
2. Click the Table command.
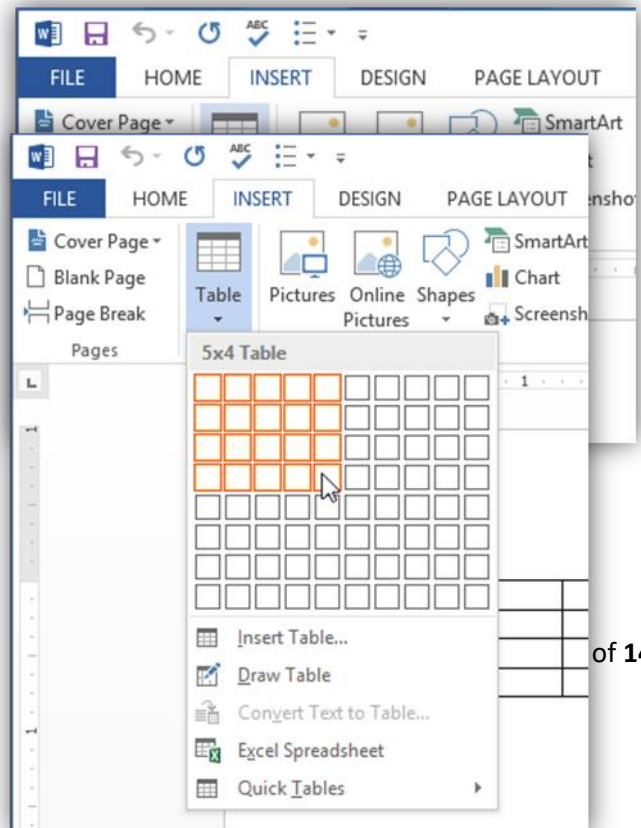
3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of columns and rows in the table.

4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.
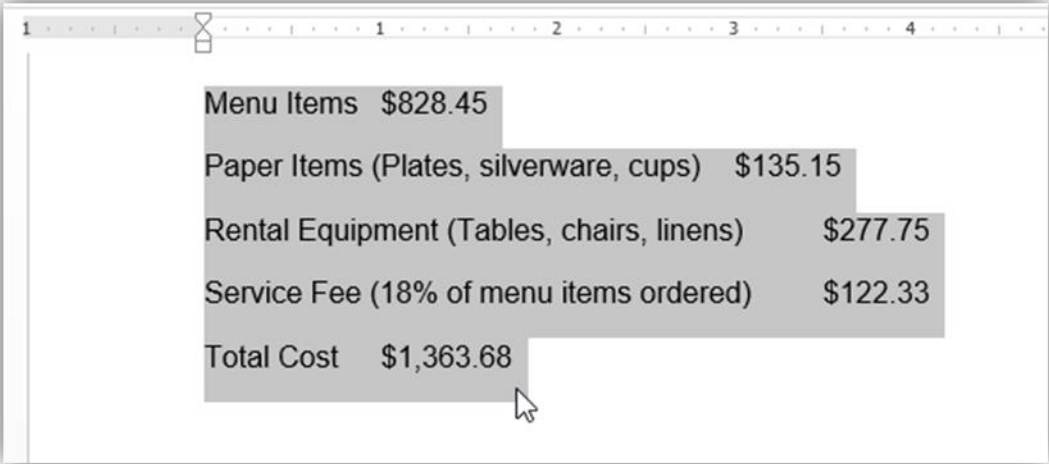
Monday	Tuesday	Wed		

To convert existing text to a table:

In this example, each row of information contains an item name and price, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

1. Select the text you wish to convert.

2. From the Inse

Menu Items $828.45

Paper Items (Plates, silverware, cups) $135.15

Rental Equipment (Tables, chairs, linens) $277.75

Service Fee (18% of menu items ordered) $122.33

Total Cost $1,363.68

rt tab, click the Table command.

3. Select Table drop-down menu.
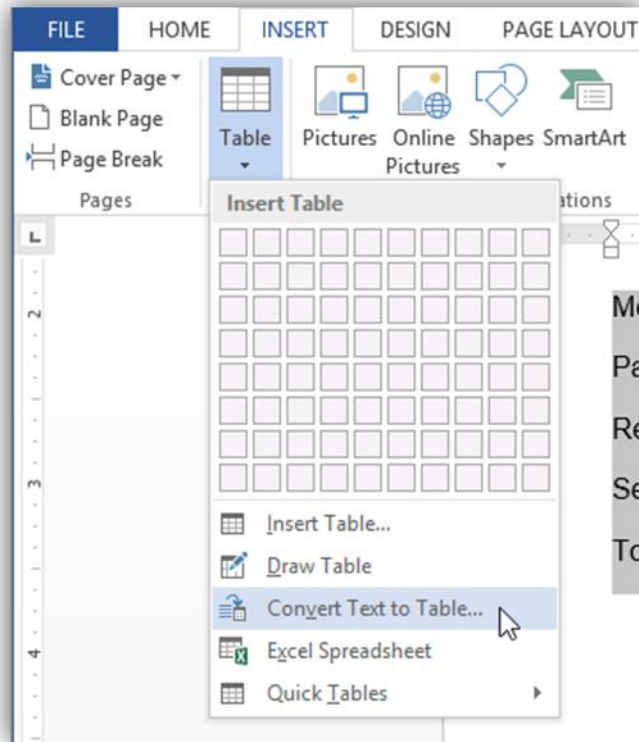
Convert Text to from the drop-

4. A dialog box will appear. Choose one of the options in the Separate text at: section. This is
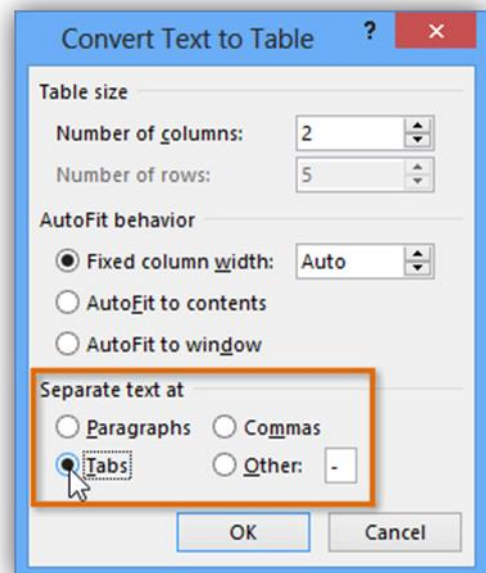
how Word knows what text to put in each column.

5. Click OK. The text appears in a table.

Menu Items	$828.45
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total Cost	$1,363.68

Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes many different options for customizing a table, including adding rows or columns, changing the table style, and more.

To add a row or column:

1. Hover the mouse near the location where you wish to add a row or column and click the plus sign that appears.

Menu Items	
Paper Items (Plates, silverware, cups)	
Rental Equipment (Tables, chairs, linens)	
Service Fee (18% of menu items ordered)	

Arial 12 A A

B I

Insert Delete

Paper Items (Plates, silverware, cups)

Tables, chairs, linens)

f menu items ordered)

- Cut
- Copy
- Paste Options:
- Define
- Synonyms ▶
- Translate
- Search with Bing
- Insert ▶
  - Insert Columns to the Left
  - Insert Columns to the Right
  - Insert Rows Above
  - Insert Rows Below
  - Insert Cells...
- Delete Cells...
- Split Cells...
- Border Styles ▶
- Text Direction...
- Table Properties...
- Hyperlink...
- New Comment

2. A new row or column will appear in the table.

Menu Items	
Paper Items (Plates, silverware, cups)	
Rental Equipment (Tables, chairs, linens)	
Service Fee (18% of menu items ordered)	

To Delete a Row or Column

1. Place the insertion point in the row or column you want to delete.

2. Right-click the mouse, then select Delete Cells... from the menu that appears.
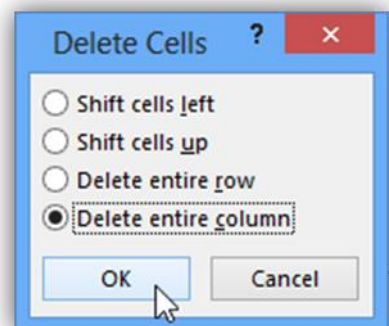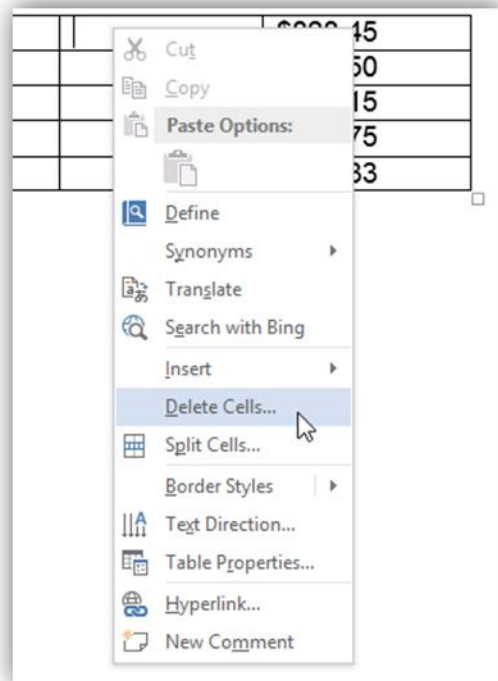
3. A dialog box will appear. Select Delete entire row or Delete entire column, then click OK.

4. The column or row will be deleted.

To Apply a Table Style:
1. Click anywhere on the table, then click the Design tab on the right side of the Ribbon.
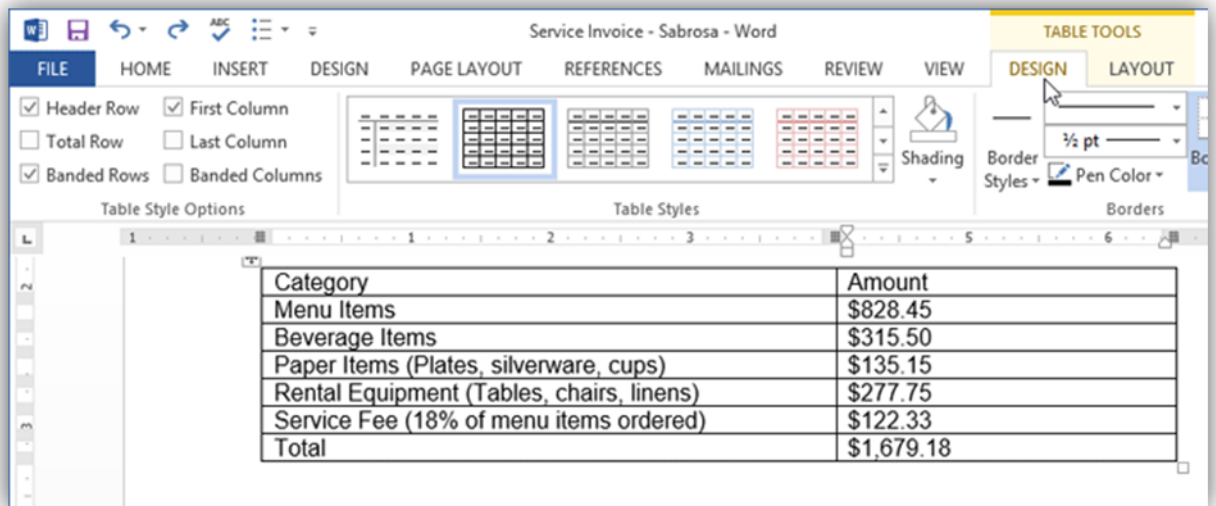
2. Locate the Table Styles group, then click the **More drop-down arrow** to see all available table styles.

3. Select the desired style.
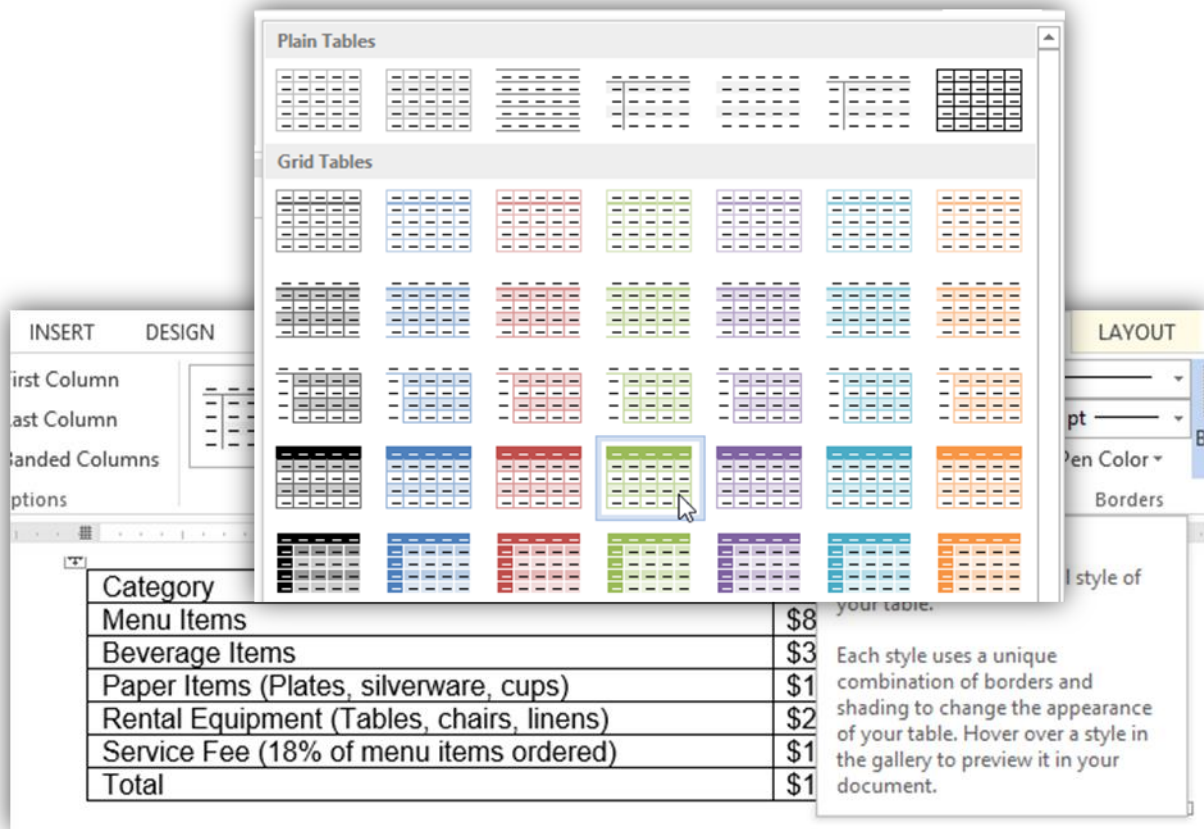
4. The selected table style will appear.

To modify table style options:

Once you've chosen a table style, you can turn various options on or off to change the appearance of the table. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column,

Category	Amount
Menu Items	$828.45
Beverage Items	$315.50
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total	$1,679.18

and Banded Columns.

1. Click anywhere on the table.

2. Click the Design tab on the right side of the Ribbon, then check or uncheck the desired options in the Table Style Options group.

3. The table style will be modified.

To Add Borders to a Table:

1. Select the cells you wish to add a border to.

2. From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
3. Click the Borders drop-down arrow.
4. Select the desired border type from the menu that appears.
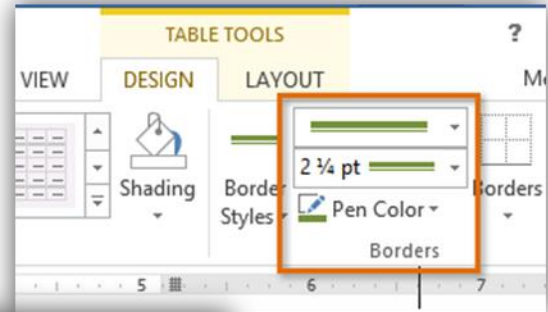
Category	Amount
Menu Items	$828.45
Beverage Items	$315.50
Paper Items (Plates, silverware, cups)	$135.15
Rental Equipment (Tables, chairs, linens)	$277.75
Service Fee (18% of menu items ordered)	$122.33
Total	$1,679.18

Amount
$828.45
$315.50
$135.15
$277.75
$122.33
$1,679.18

- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

5. The border will appear around the selected cells.

Modifying a Table Using the Layout Tab

When you select a table in Word 2013, the Layout tab appears under Table Tools on the Ribbon. From the Layout tab, you can make a variety of modifications to the table.
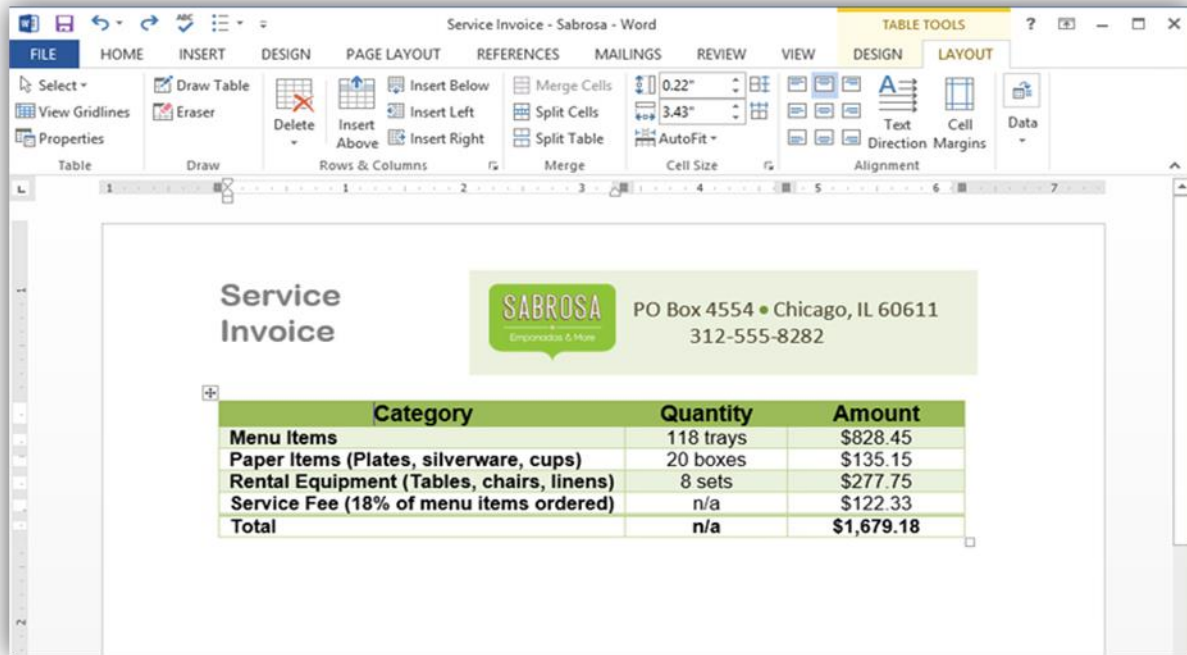
Add Rows and Columns

You can insert or delete rows and columns in your table. This can be especially useful if you need to

add something to the middle of your table.

Merge and Split Cells

Some tables require a layout that doesn't conform to the standard grid. In those cases, you may need

to merge or split cells.

Change Cell Size

You can type in a desired row height or column width for your cells. If you prefer, you can click

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Breakdown service	FREE	
Total	n/a	$1,679.18

AutoFit, and it will automatically adjust the column widths based on the text inside them.

Distribute Rows/Columns

To keep your table looking neat and organized, you may want to distribute the rows or columns equally, which makes them all the same size. You can distribute the rows or columns for the entire

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Total	n/a	$1,679.18

table, or just a portion of it.

Align Cell Text

By changing the alignment of a cell, you can control exactly where the text is located. In the

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Total	n/a	$1,679.18

example below, the cell text is aligned to the right.

Change Text Direction

Making the text vertical can add style to your table, and it allows you to fit more columns in your

Category	Quantity	Amount
Menu Items	118 trays	$828.45
Paper Items (Plates, silverware, cups)	20 boxes	$135.15
Beverages	400 cans	$315.50
Rental Equipment (Tables, chairs, linens)	8 sets	$277.75
Service Fee (18% of menu items ordered)	n/a	$122.33
Total	n/a	$1,679.18

table.

Page Layout

One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the layout of the page. The page layout affects how content appears and includes the page's orientation, margins, and size.

Page Orientation

Word offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented **horizontally**, while portrait means the page is oriented **vertically**. Compare our example

Landscape   Portrait
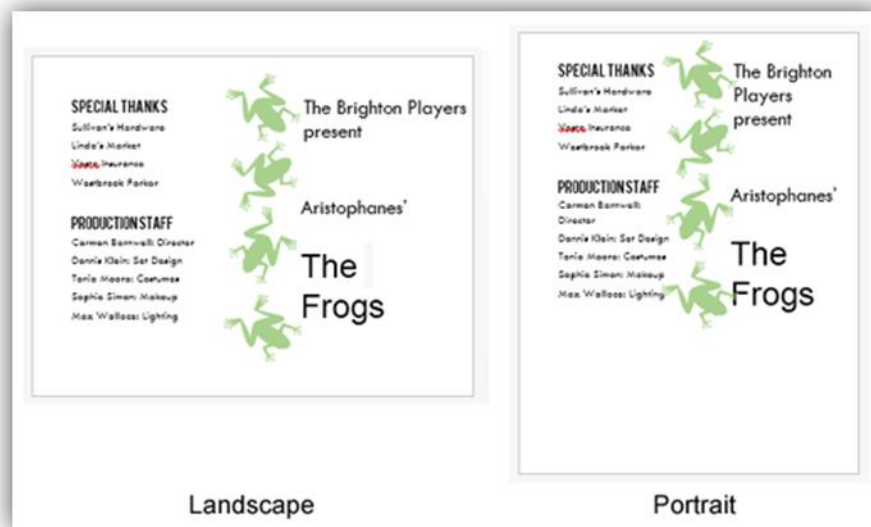
below to see how orientation can affect the appearance and spacing of text and images.

To Change Page Orientation:
1. Select the Page Layout tab.
2. Click the Orientation command in the Page Setup group.
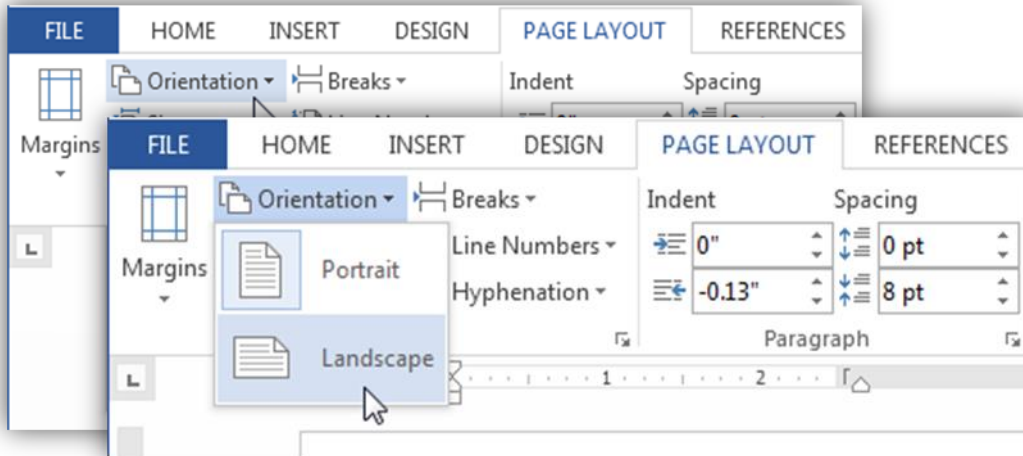
3. A drop-down menu will appear. Click either Portrait or Landscape to change the page orientation.
4. The page orientation of the document will be changed.

Page Margins

A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To Format Page Margins: Word has a variety of predefined margin sizes to choose from.

1. Select the Page Layout tab, then click the Margins command.
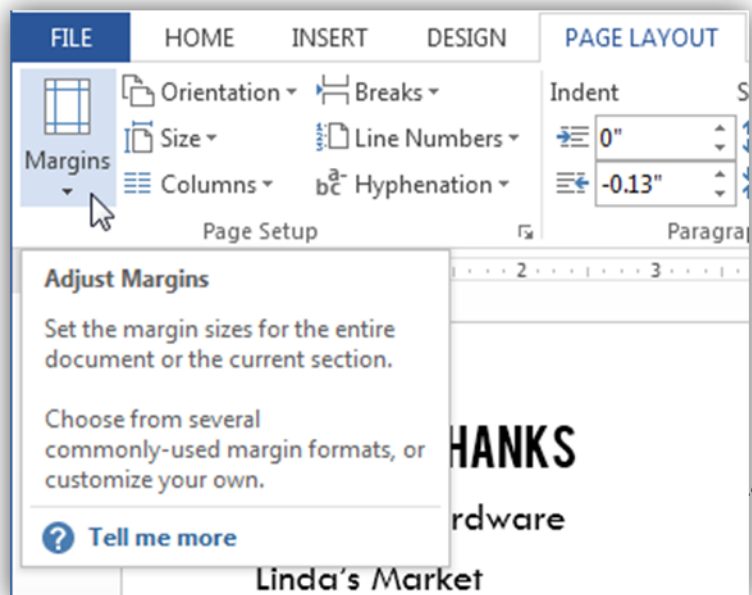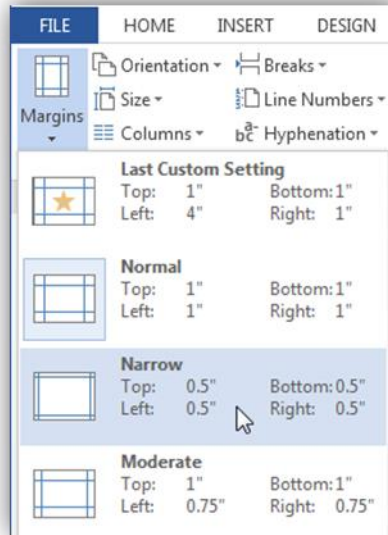
2. A drop-down menu will appear. Click the predefined margin size you desire.

3. The margins of the document will be changed.

To use Custom Margins:

Word also allows you to customize the size of your margins in the Page Setup dialog box.

1. From the Page Layout tab, click Margins. Select Custom Margins... from the drop-down menu.
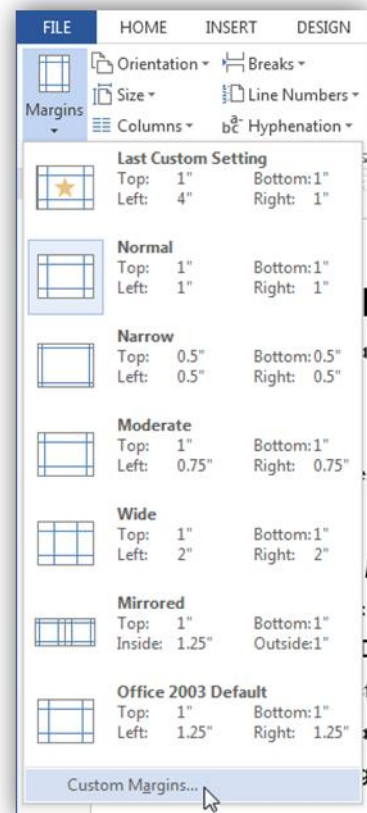
2. The Page Setup dialog box will appear.
3. Adjust the values for each margin, then click OK.

4. The margins of the document will be changed.
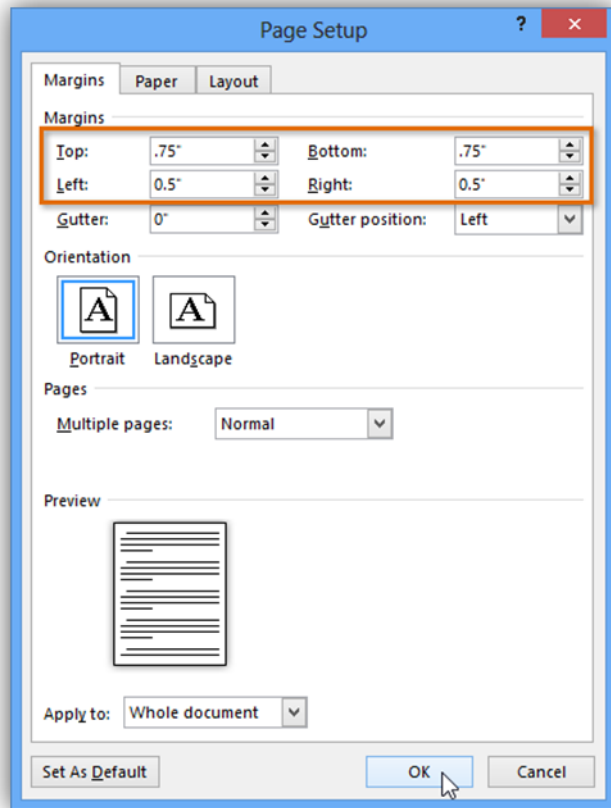
Page Size

By default, the page size of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

To Change the Page Size:

Word has a variety of predefined page sizes to choose from.

1. Select the Page Layout tab, then click the Size command.
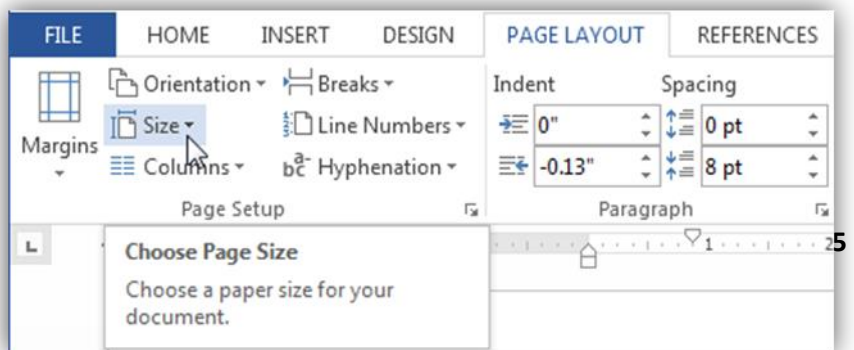
2. A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size.

3. The page size of the document will be changed.
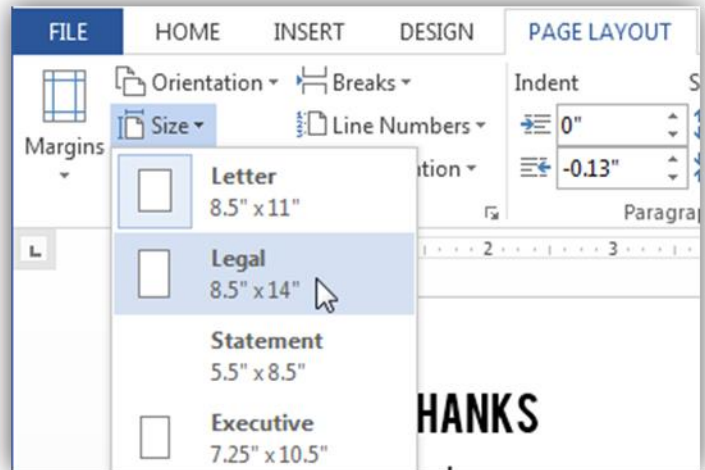
To Use a Custom Page Size:

Word also allows you to customize the page size in the Page Setup dialog box.

1. From the Page Layout tab, click Size. Select **More Paper Sizes...** from the drop-down menu.
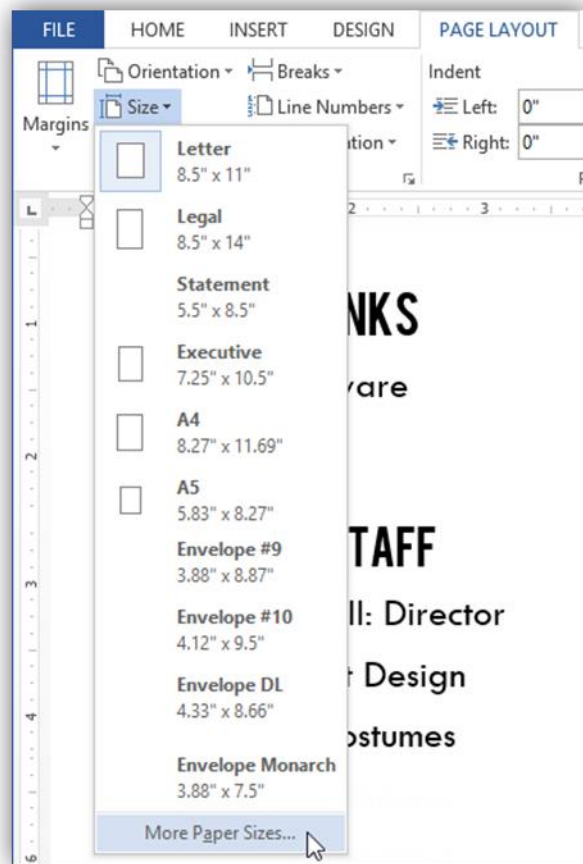
2. The Page Setup dialog box will appear.
3. Adjust the values for Width and Height, then click OK.

4. The page size of the document will be changed.
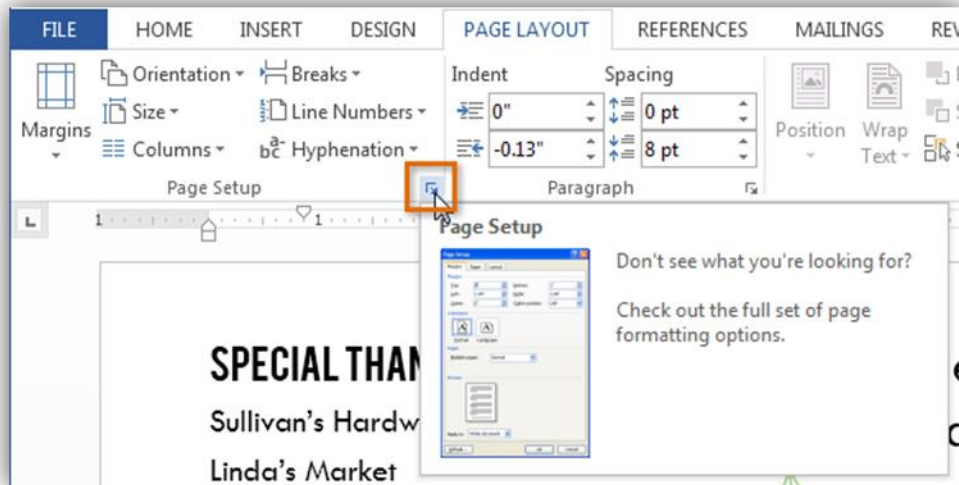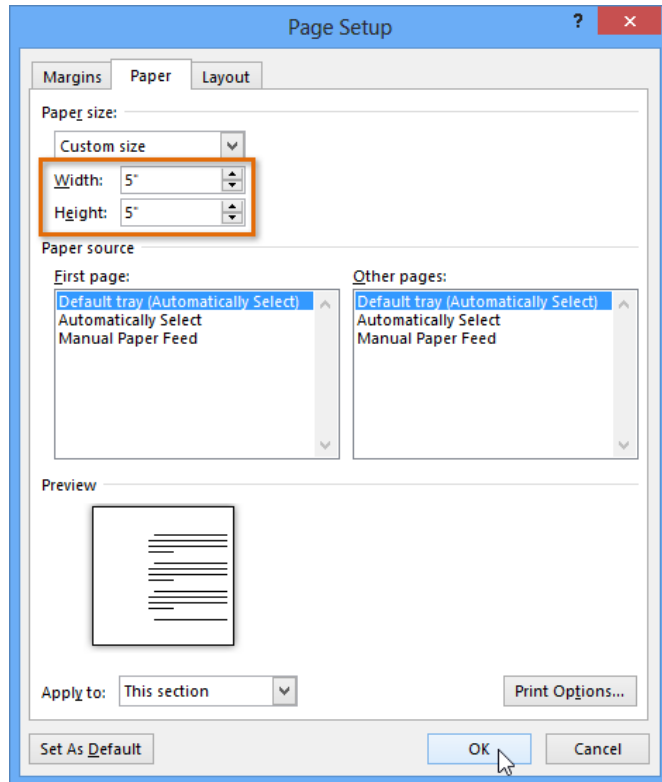
Headers, Footers, and Page Numbers

The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin. Headers and footers generally contain additional information such as page numbers, dates, an author's name, and footnotes, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

To Create a Header or Footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

1. Double-click anywhere on the top or bottom margin of your document. In our example, we'll double-click on the top margin.
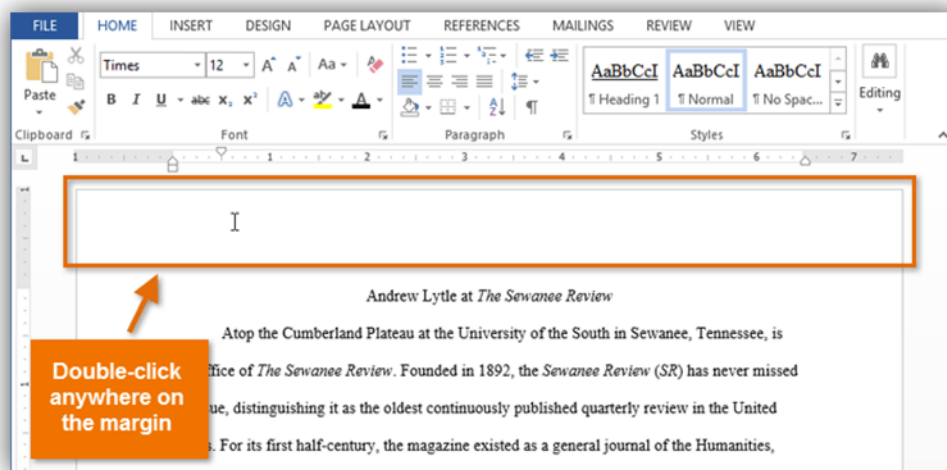
2. The header or footer will open, and a Design tab will appear on the right side of the Ribbon. The insertion point will appear in the header or footer.
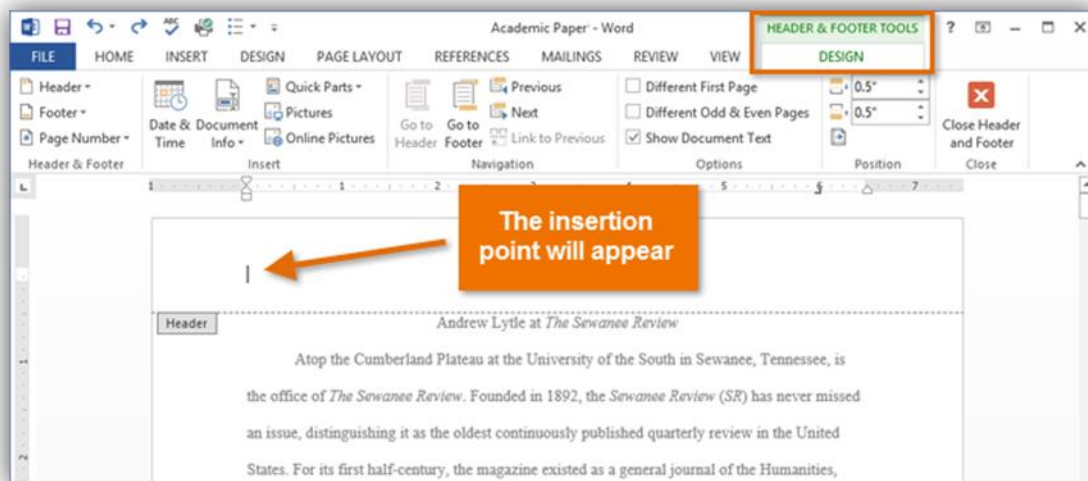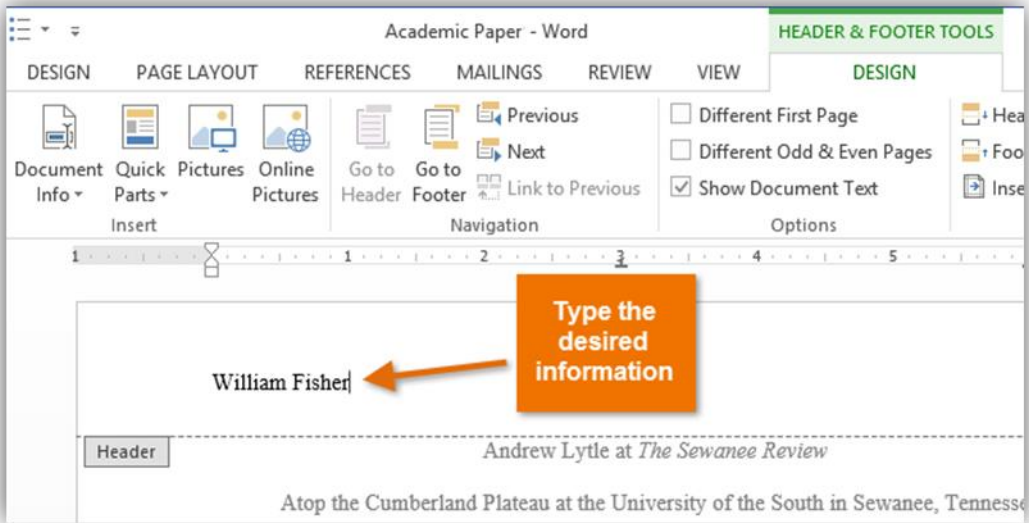
3. Type the desired information into the header or footer. In our example, we'll type the author's name.

4. When you're finished, click Close Header and Footer. Alternatively, you can press the Esc key.
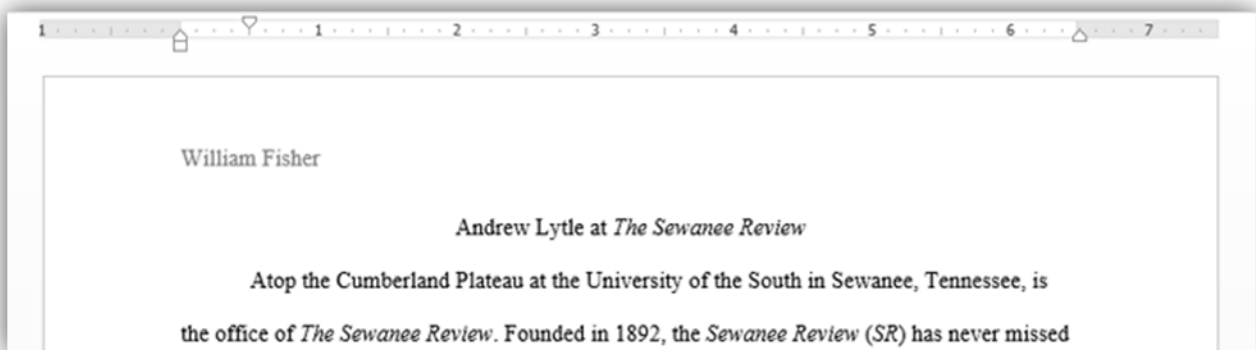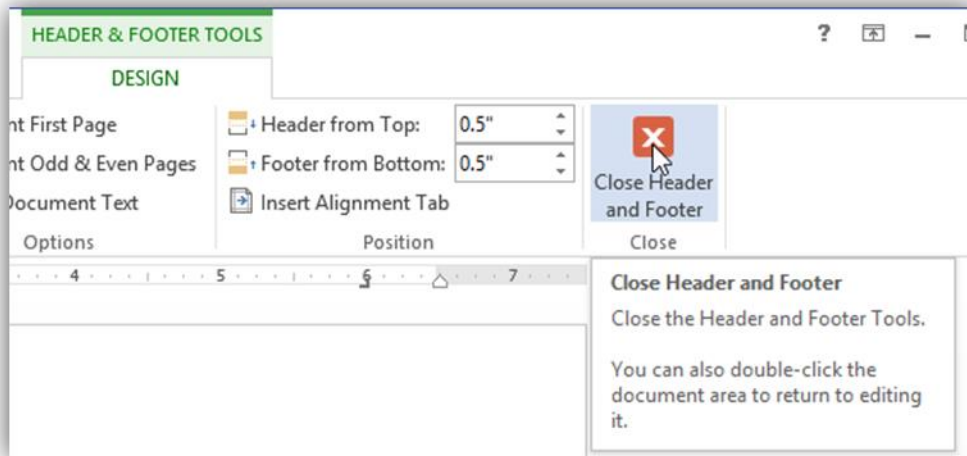
5. The header or footer text will appear.

To Insert a Preset Header or Footer:

Word has a variety of preset headers and footers you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

1. Select the Insert tab, then click the Header or Footer command. In our example, we'll click the Header command.
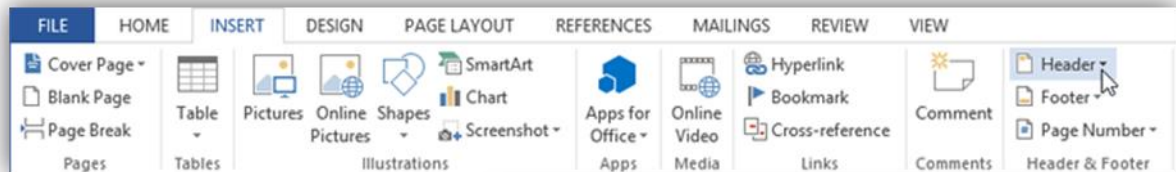
2. In the menu that appears, select the desired preset header or footer. In our example, we'll select a header.
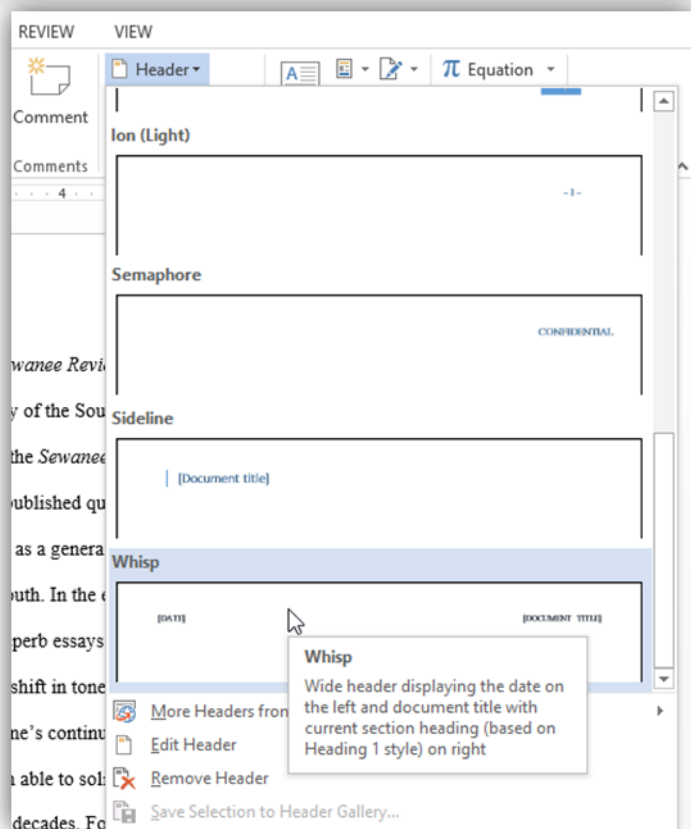
3. The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date, and these are known as Content Control fields.
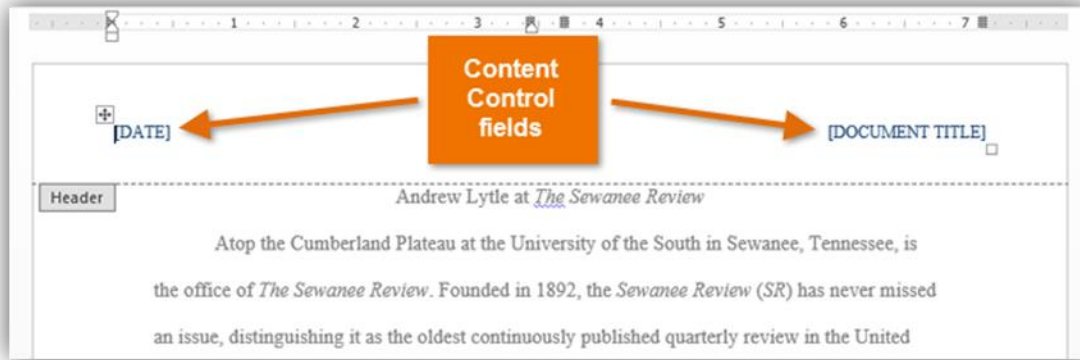
4. To edit a Content Control field, click it and type the desired information.
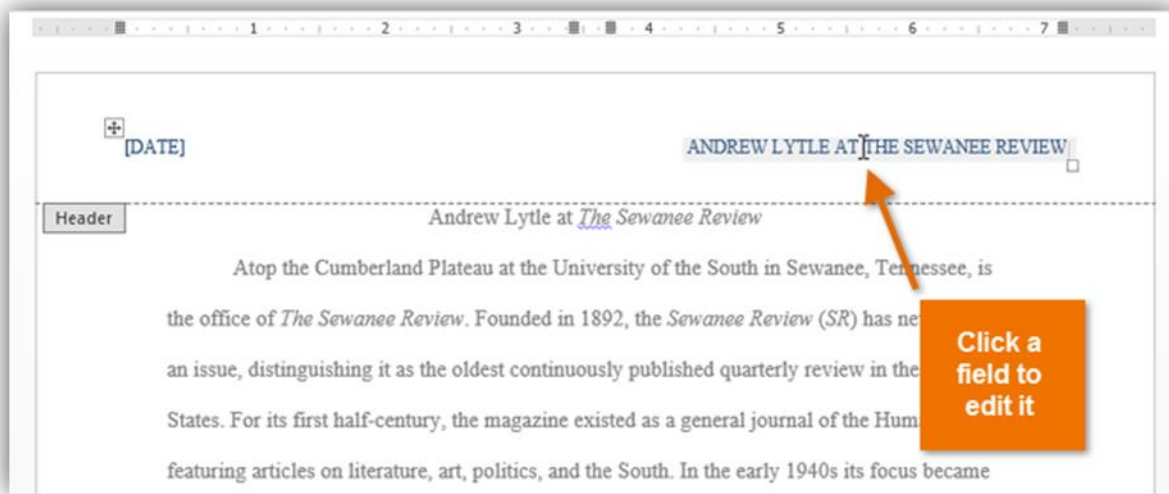
5. When you're finished, click Close Header and Footer. Alternatively, you can press the Esc
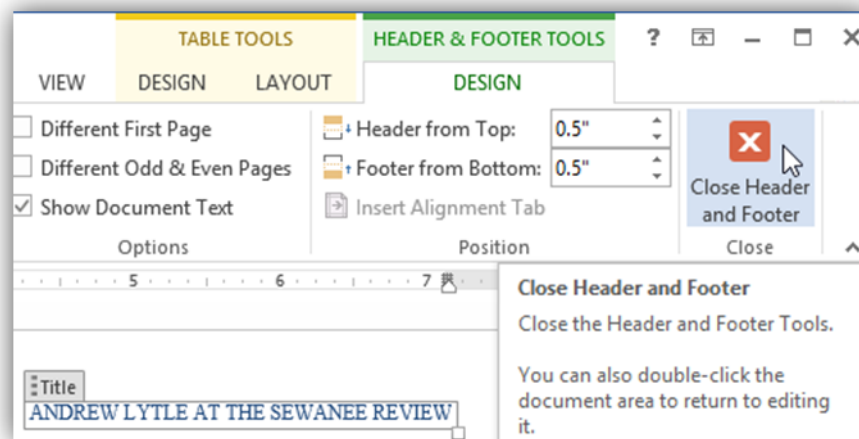
key.

Editing Headers and Footers

After you close the header or footer, it will still be visible, but it will be locked. Simply double-click a header or footer to unlock it, which will allow you to edit its content.
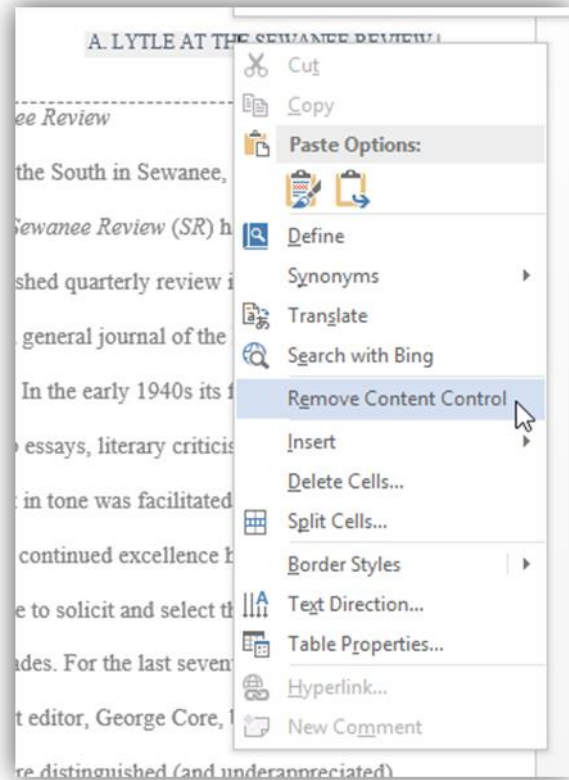
Design Tab Options

When your document's header and footer are unlocked, the Design tab will appear on the right side of the Ribbon, giving you various editing options:

- **Hide the first page header and footer**: For some documents, you may not want the
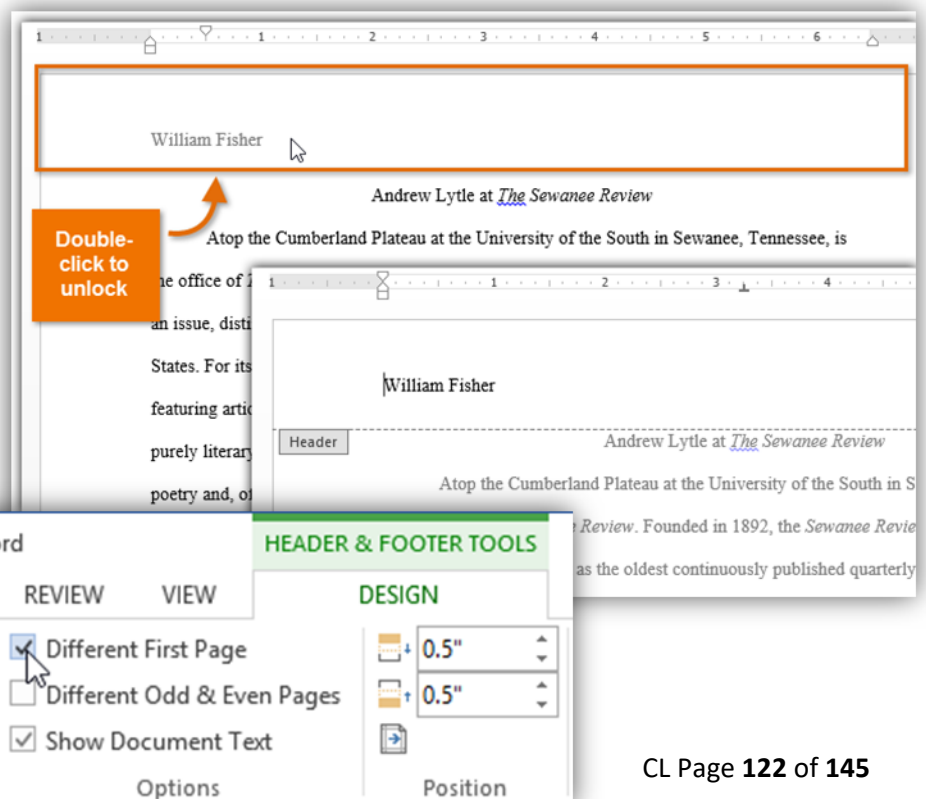
first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first page header and footer, check the box next to Different First Page.

- **Remove the Header**: If you want to remove all information contained in the header, click the Header command and select Remove Header from the menu that appears.
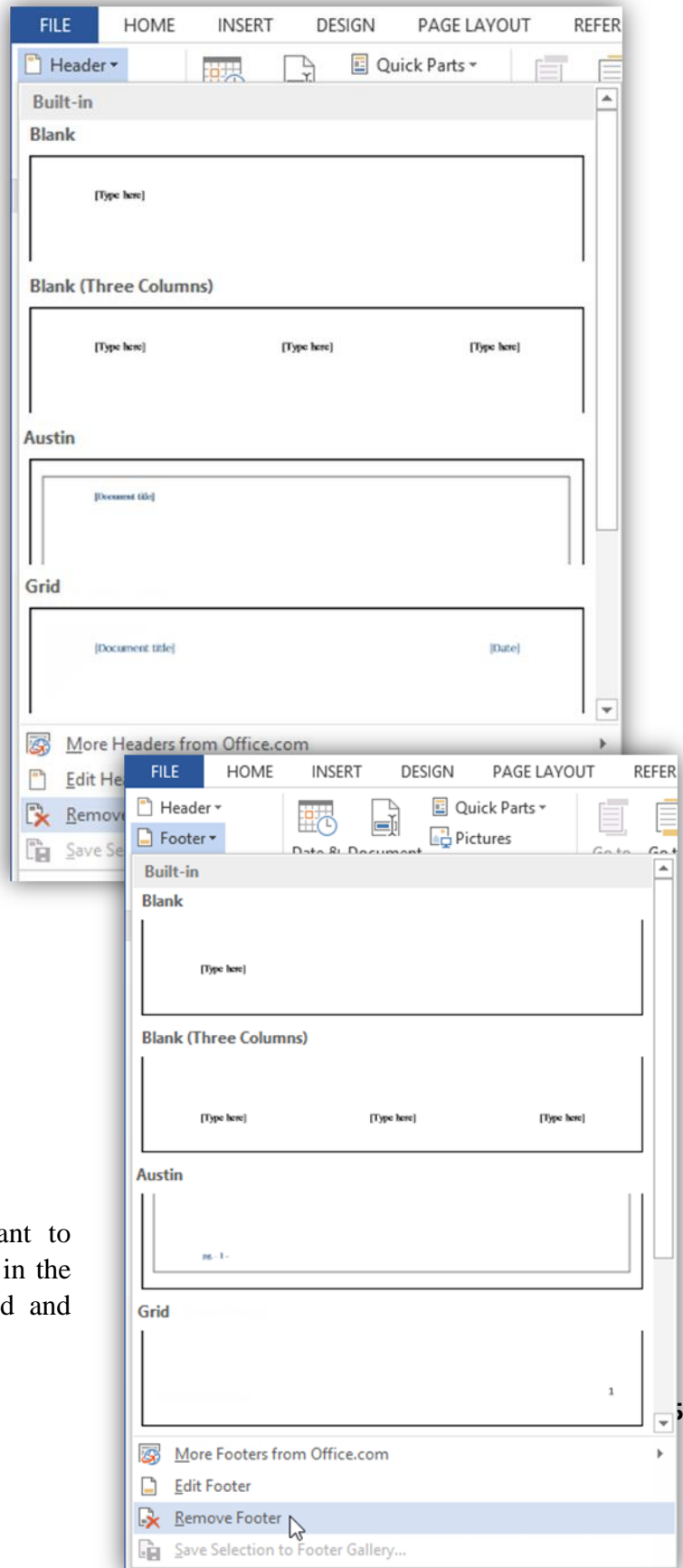
- **Remove the Footer**: If you want to remove all information contained in the footer, click the Footer command and

select Remove Footer from the menu that appears.

Additional Options: With the Page Number command and the commands available in the Insert group, you can add page numbers, the date and time, pictures, and more to your header or footer.
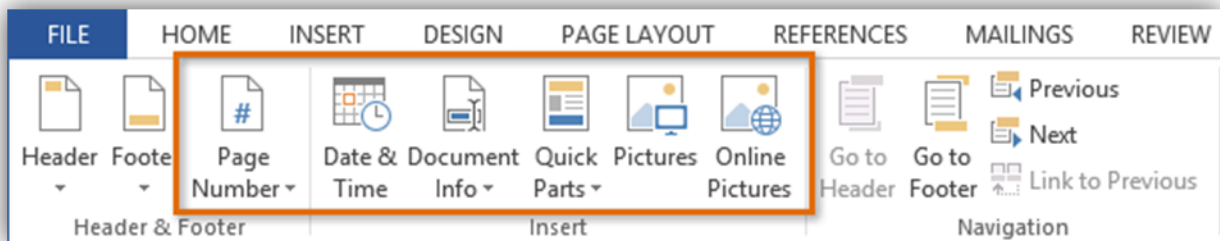
To Insert the Date or Time into a Header or Footer:

Sometimes it's helpful to include the date or time in the header or footer. For example, you may want your document to show the date when it was created.

On the other hand, you may want to show the date when it was printed, which you can do by setting it to update automatically. This is useful if you frequently update and print a document, since you'll always be able to tell which version is the most recent.

1. Double-click anywhere on the header or footer to unlock it. Place the insertion point where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.
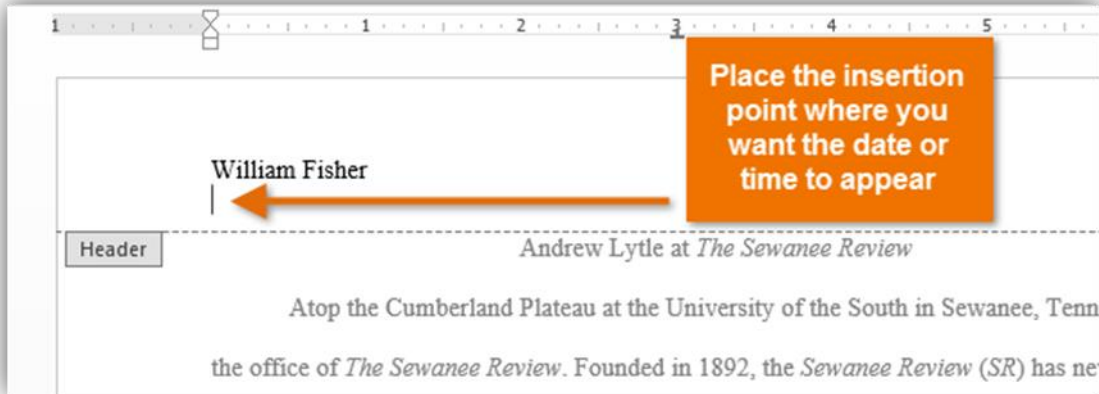
2. The Design tab will appear. Click the Date & Time command.
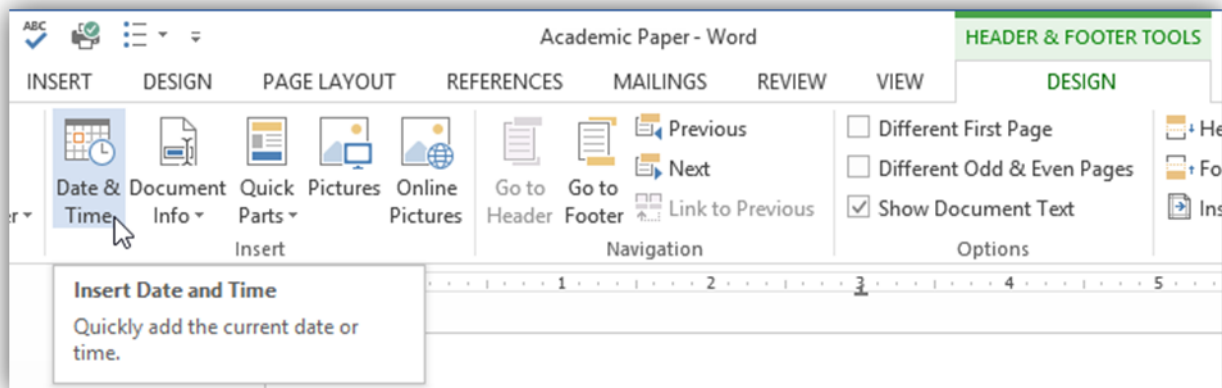
3. The Date and Time dialog box will appear. Select the desired date or time format.
4. Check the box next to Update Automatically if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
5. Click OK.
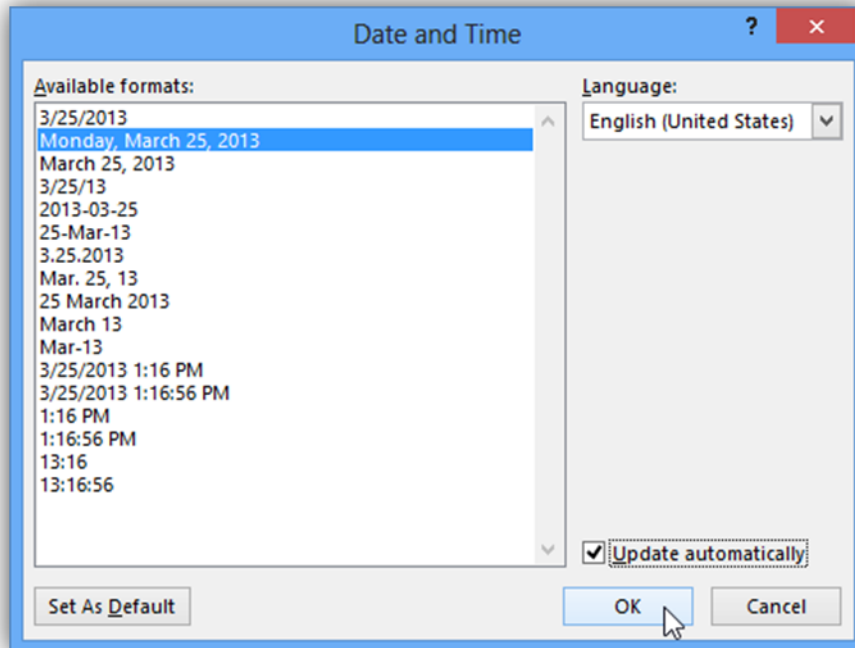
6. The date will appear in the header.
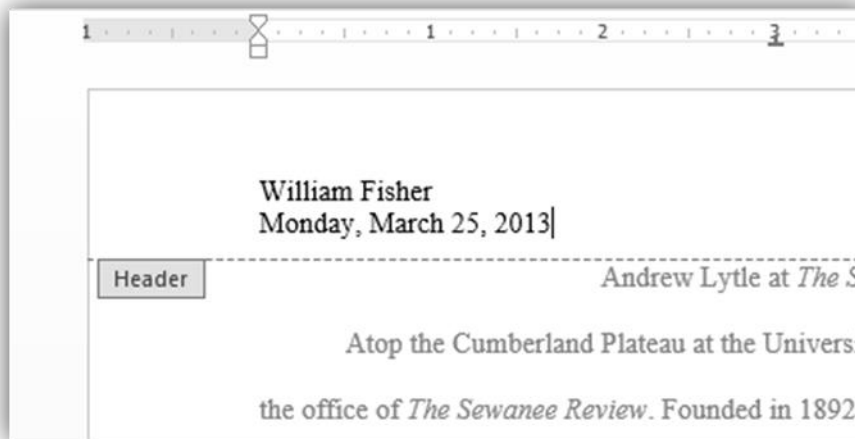
Adding Page Numbers

Word can automatically label each page with a page number and place it in a header, a footer, or in the side margin. When you need to number some pages differently, Word allows you to restart page numbering.

To Add Page Numbers to a Document:

In our example, we'll add page numbering to our document's footer.

1. Double-click anywhere on the header or footer to unlock it. If you don't already have a header or footer, you can double-click near the top or bottom of the page. The Design tab will appear on the right side of the Ribbon.
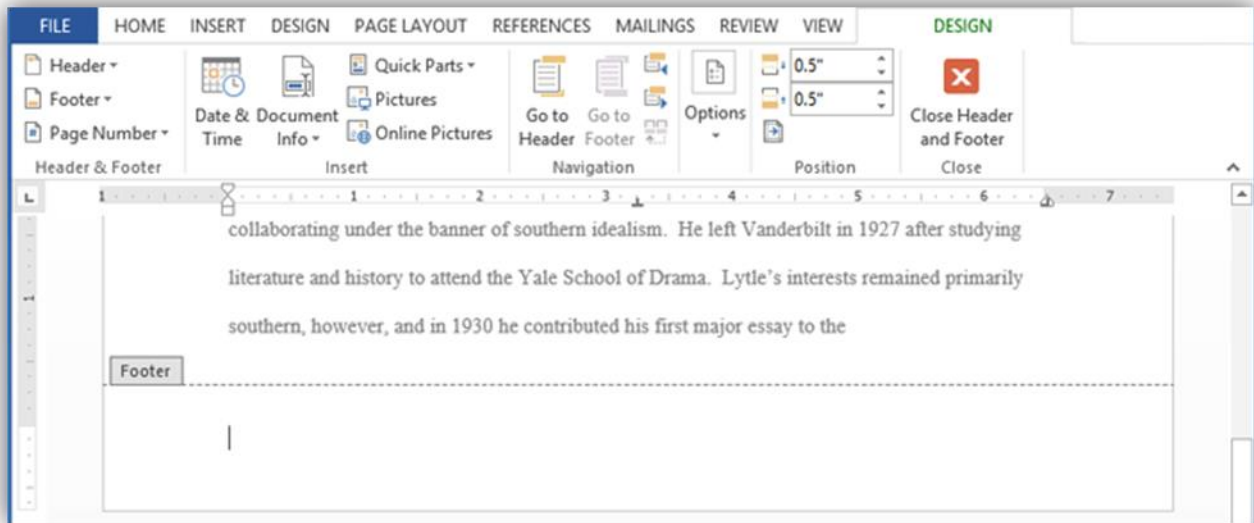
2. Click the Page Number command. In the menu that appears, hover the mouse over Current Position and select the desired page numbering style.
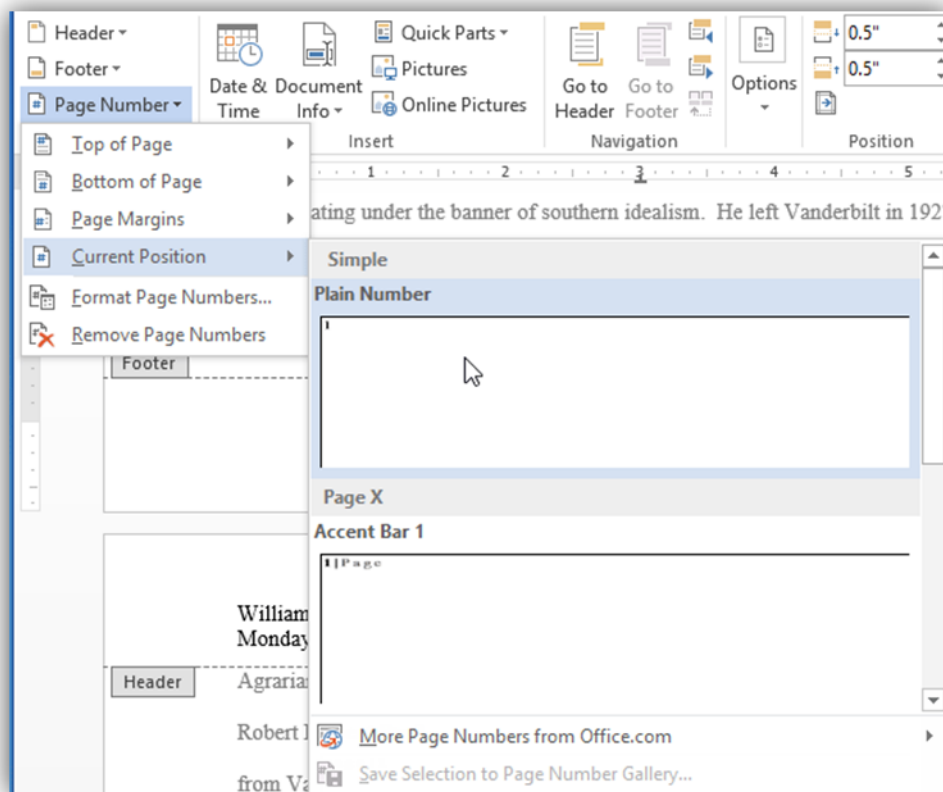
3. Page numbering will appear.
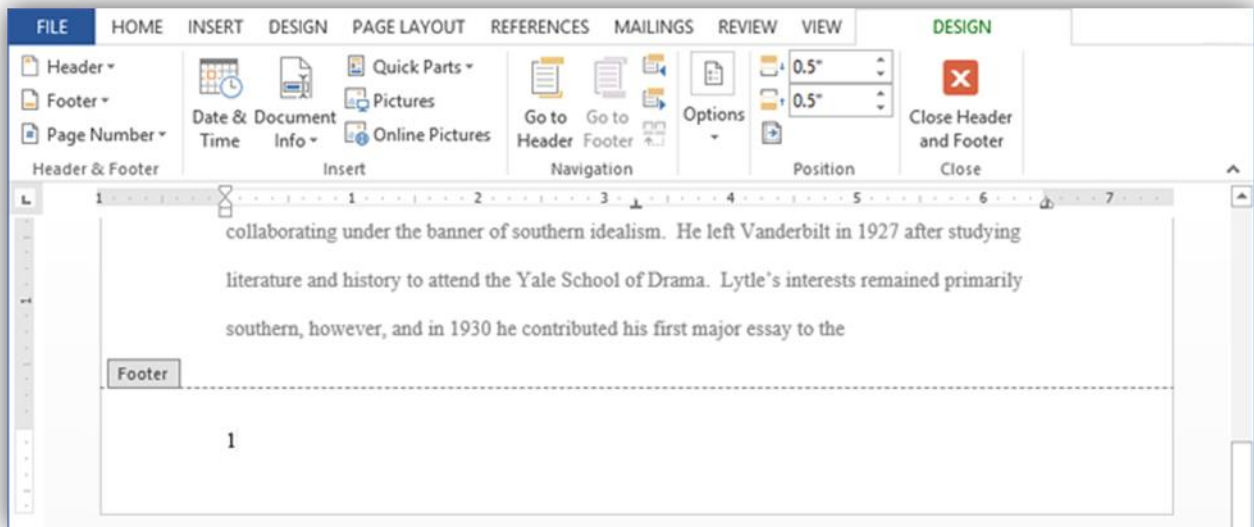
4. To edit the font, font size, and alignment of the page numbers, select a page number and click the Home tab. Word's text formatting options will appear.
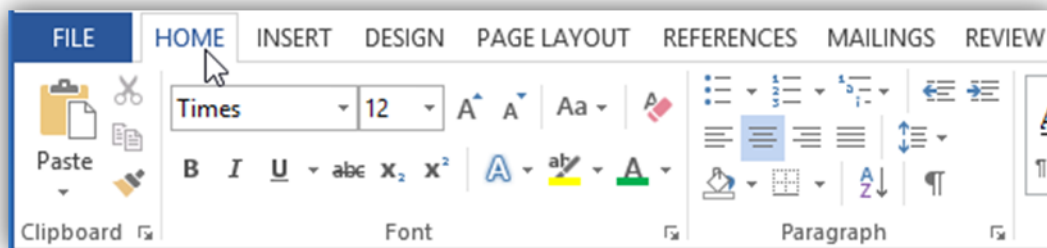
5. When you're finished, press the Esc key. The page numbering will be formatted.
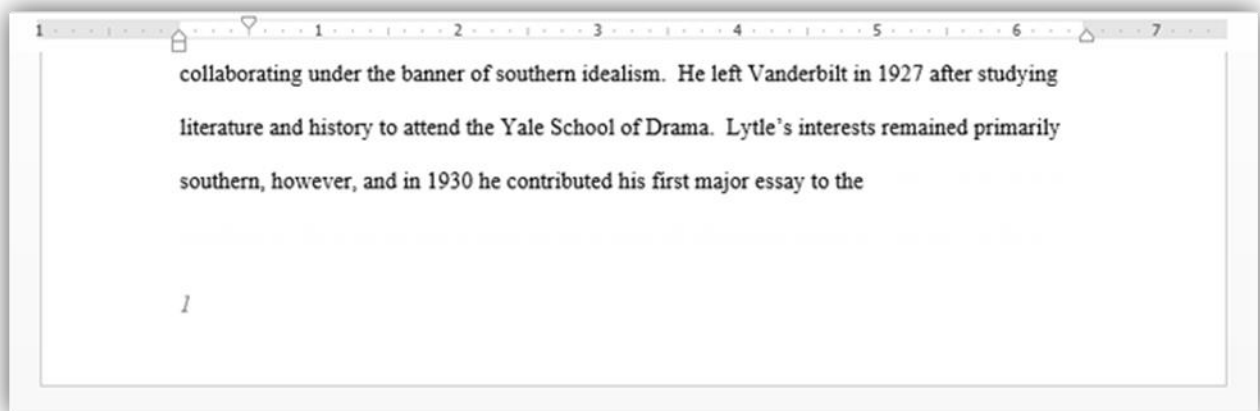
To Restart Page Numbering:

Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and then selecting the number you'd like to restart the numbering with. In our example, we'll restart the page numbering for our document's "Works Cited" section.

1. Place the insertion point at the top of the page you want to restart page numbering for. If there is text on the page, place the insertion point at the beginning of the text.
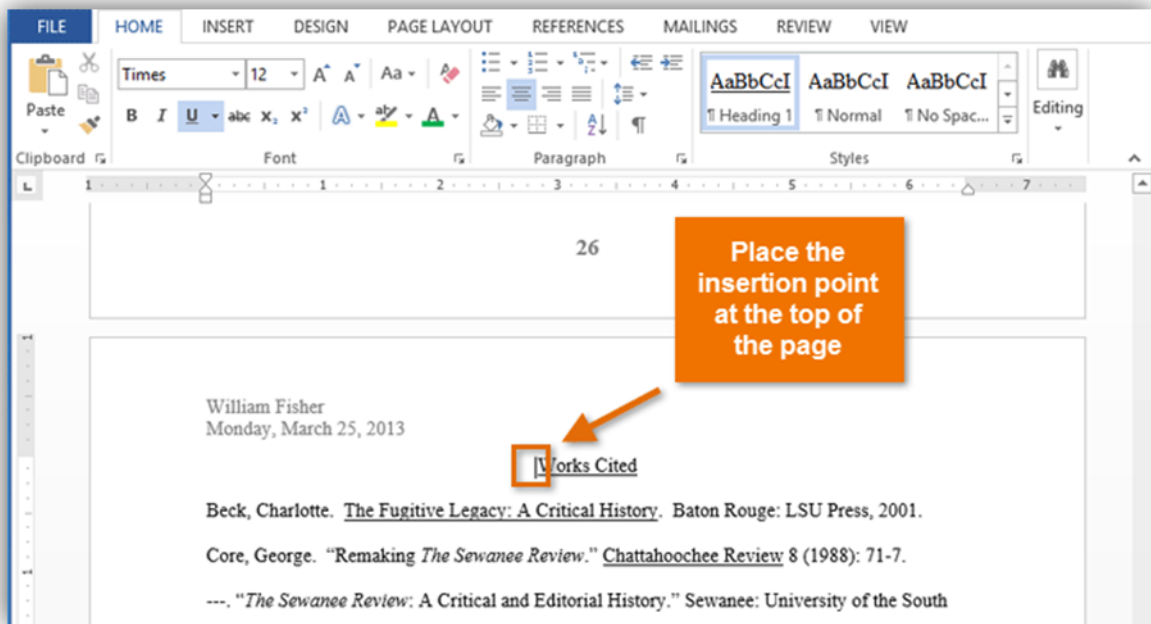
2. Select the Page Layout tab, then click the Breaks command. Select Next Page from the drop-down menu that appears.
3. A section break will be added to the document.

4. Double-click the header or footer that contains the page number you want to restart.
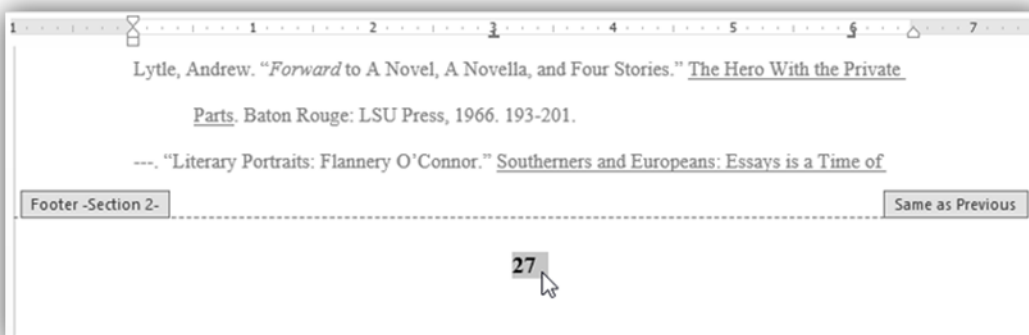
5. Click the Page Number command. In the menu that appears, select Format Page Numbers.
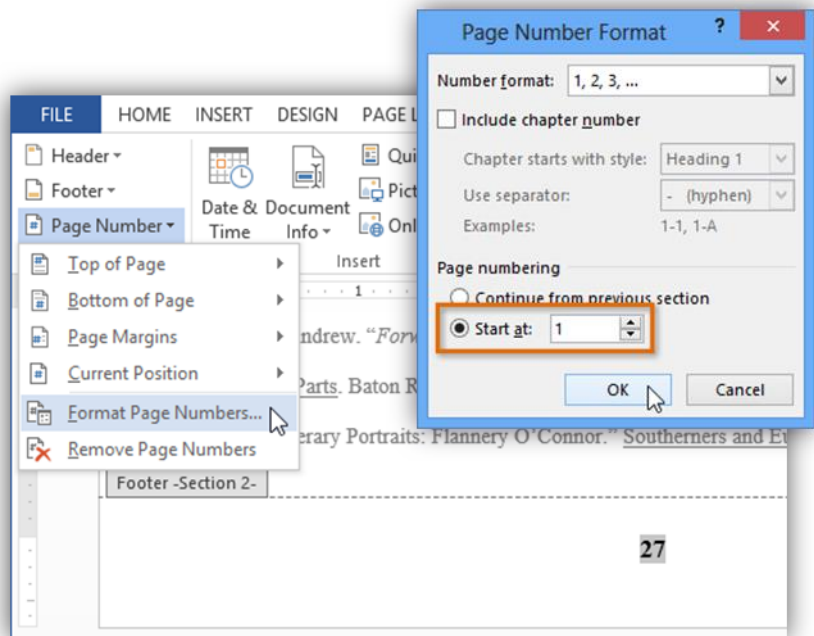
6. A dialog box will appear. Click the Start at: button. By default, it will start at 1. If desired, you can change the number.
7. Click OK.

Lytle, Andrew. "*Forward* to A Novel, A Novella, and Four Stories." The Hero With the Private

Parts. Baton Rouge: LSU Press, 1966. 193-201.

---. "Literary Portraits: Flannery O'Connor." Southerners and Europeans: Essays is a Time of

Footer -Section 2-   Same as Previous

1
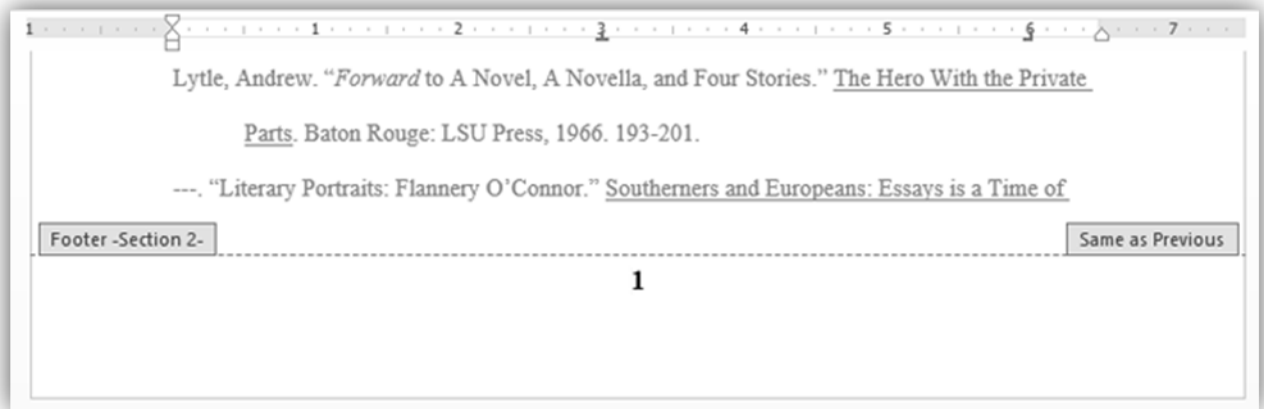
8. The page numbering will restart.

Graphics

Adding pictures to your document can be a great way to illustrate important information or add decorative accents to existing text. Used in moderation, pictures can improve the overall appearance of your document.

To Insert a Picture from a File:

If you have a specific image in mind, you can insert a picture from a file. In our example, we'll insert a picture saved locally on our computer.

1. Place the insertion point where you want the image to appear.

2. Select the Insert tab on the Ribbon, then click the Pictures command.

3. The Insert Picture dialog box will appear. Select the desired image file, then click Insert.

4. The image will appear in the document.
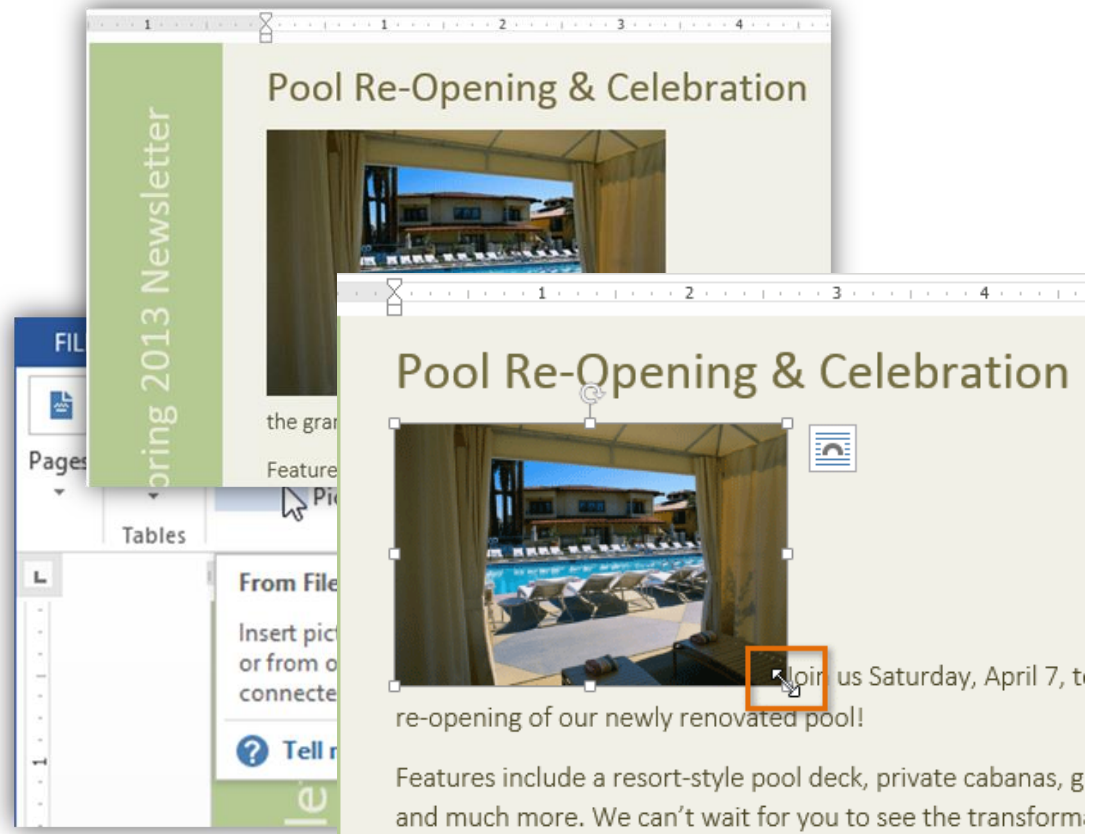
## Proofing, Printing, and Exporting

Worried about making mistakes when you type? Don't be. Word provides you with several proofing features—including the Spelling and Grammar tool—that can help you produce professional, error-free documents.
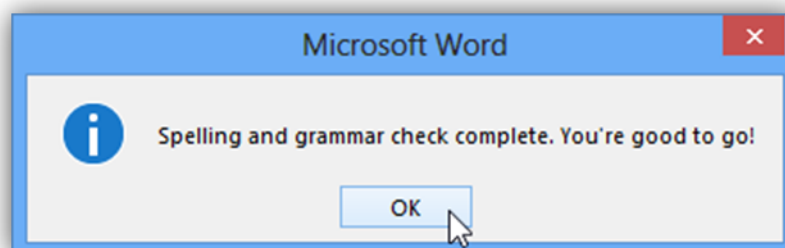
To Run a Spelling and Grammar Check:

1. From the Review tab, click the Spelling & Grammar command.
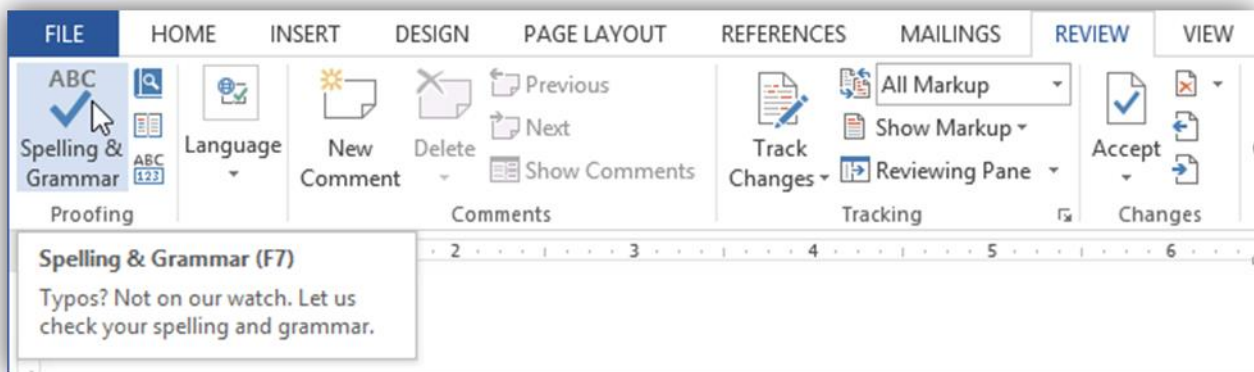
2. The Spelling and Grammar pane will appear. For each error in your document, Word will try to offer one or more suggestions. You can select a suggestion and click Change to correct the error.
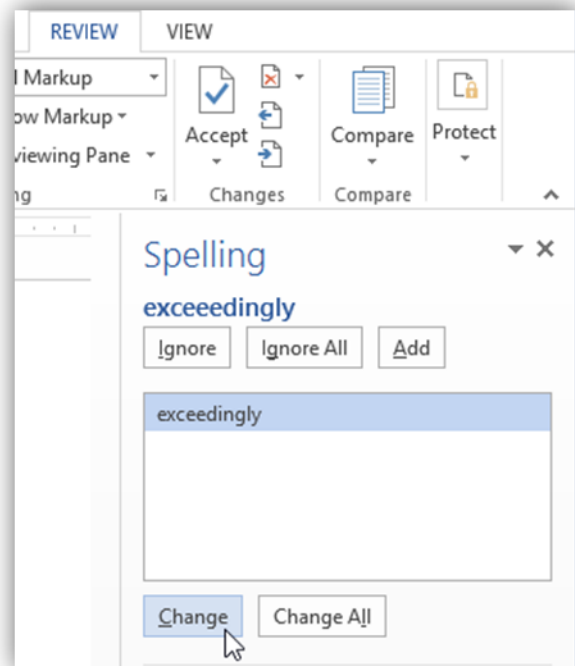
3. Word will move through each error until you have reviewed them all. After the last error has

been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click OK.

Ignoring "Errors"

The spelling and grammar check is not always correct. Particularly with grammar, there are many errors Word will not notice. There are also times when the spelling and grammar check will say something's an error when it's actually not. This often happens with people's names, which may not be in the dictionary.

If Word says something is an error, you can choose not to change it. Depending on whether it's a spelling or grammatical error, you can choose from several options:

For Spelling "Errors":

Ignore: This will skip the word without changing it.

Ignore All: This will skip the word without changing it, and it will also skip all other instances of the word in the document.

Add: This adds the word to the dictionary so it will never come up as an error. Make sure the word is spelled correctly before choosing this option.
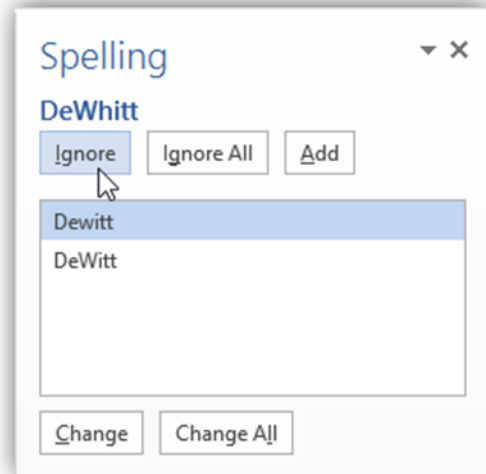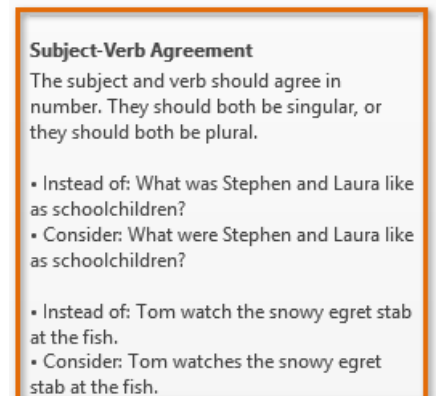
For Grammar "Errors":
**Ignore**: This will skip the word or phrase without changing it.
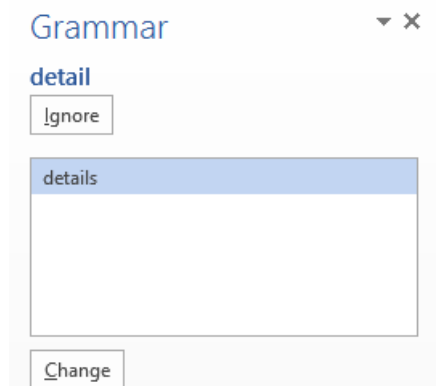
Automatic Spelling and Grammar Checking

By default, Word automatically checks your document for spelling and grammar errors, so you may not even need to run a separate check. These errors are indicated by colored, wavy lines.
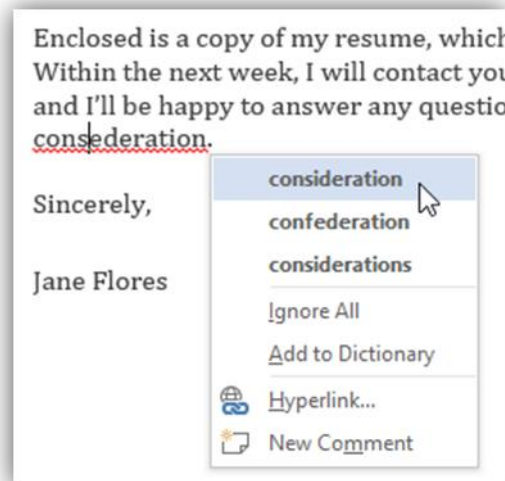
- The red line indicates a misspelled word.
- The blue line indicates a grammatical error, including misused
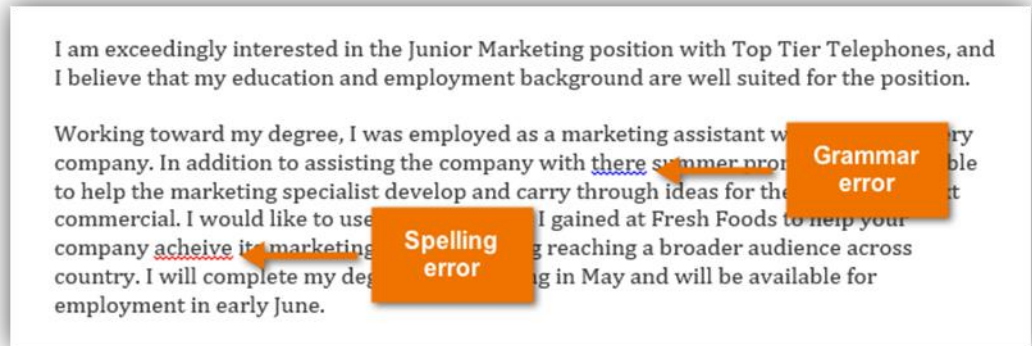
words.

To Correct Spelling Errors:

1. Right-click the underlined word. A menu will appear.
2. Select the correct spelling from the list of suggestions.

3. The corrected word will appear in the document.

You can also choose to Ignore All instances of an underlined word or add it to the dictionary.
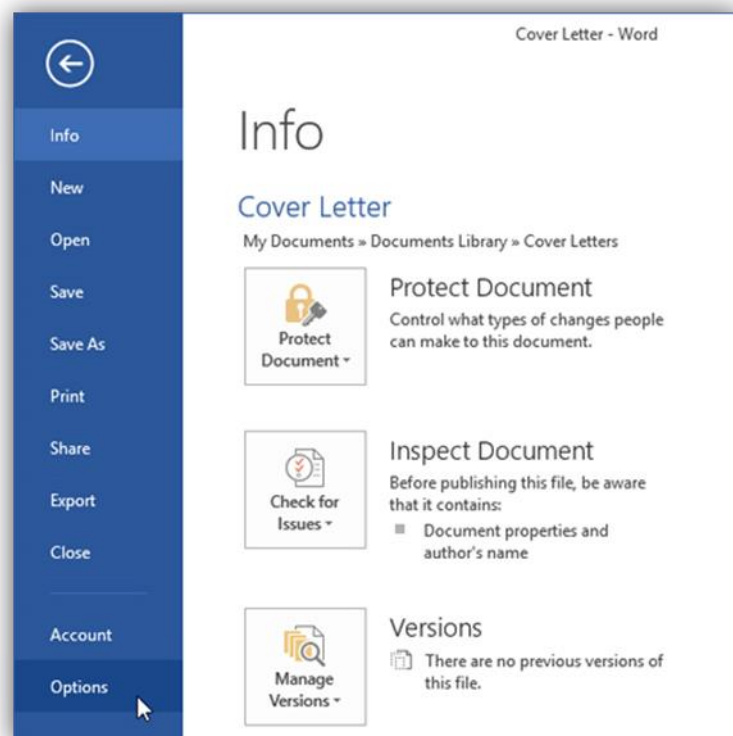
To Correct Grammar Errors:

1. Right-click the underlined word or phrase. A menu will appear.
2. Select the correct spelling or phrase from the list of suggestions.
3. The corrected phrase will appear in the document.
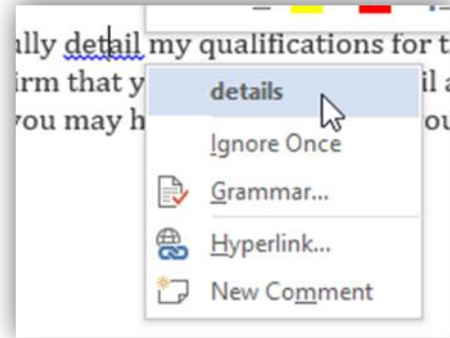
**To Change the Automatic Spelling and Grammar Check Settings:**

1. Click the File tab to go to Backstage view, then click Options.

A dialog box will appear. On the left side of the dialog box, select Proofing. The dialog box gives you several options to choose from:

- If you don't want Word to automatically check spelling, uncheck Check spelling as you type.
- If you don't want grammar errors to be marked, uncheck Mark grammar errors as you type.
- If you don't want Word to check for contextual errors, uncheck Frequently confused words.
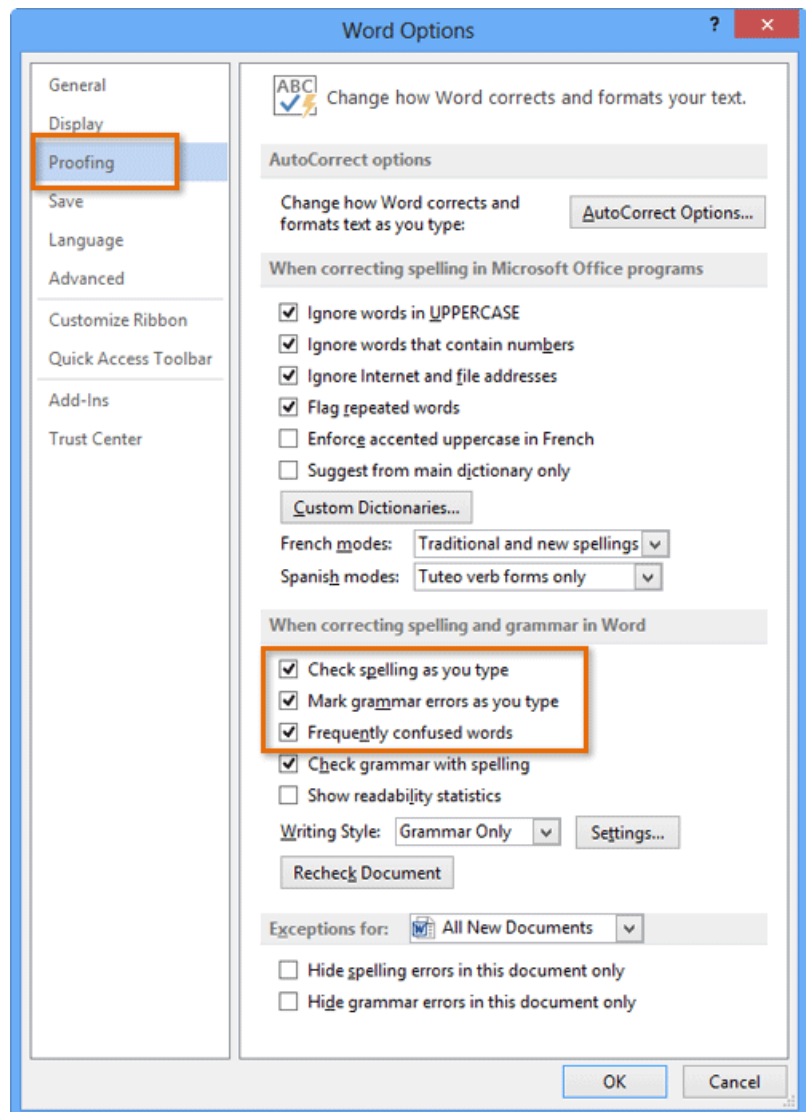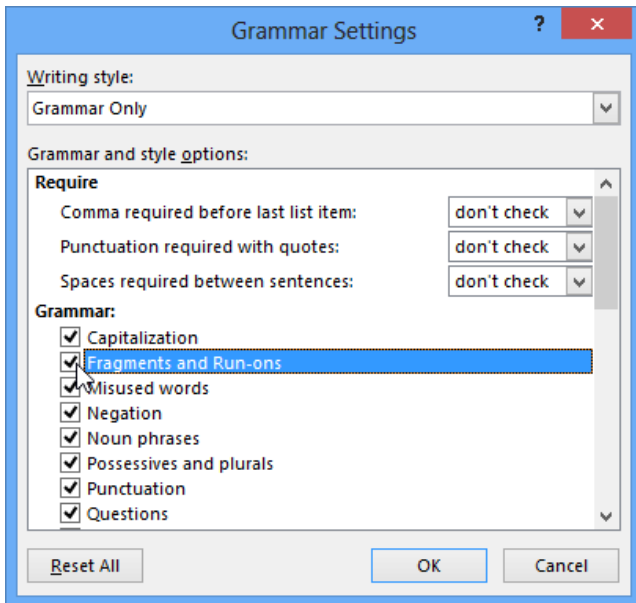
- By default, Word does not check for sentence fragments (incomplete sentences) and run-on sentences. To turn on this feature, click Settings in the dialog box, then check the box next to Fragments and Run-ons.
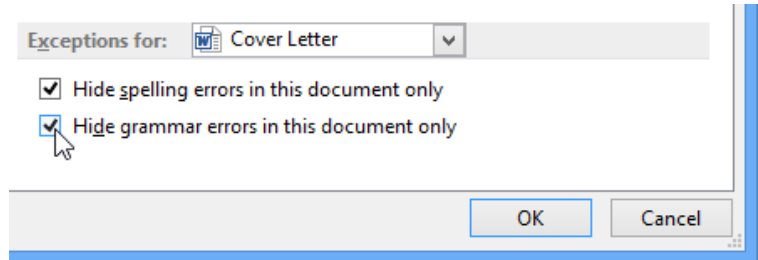
To Hide Spelling and Grammar Errors in a Document:

If you're sharing a document like a resume with someone, you might not want that person to see the red and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Fortunately, Word allows you to hide spelling and grammar errors so the lines will not show up on any computer.

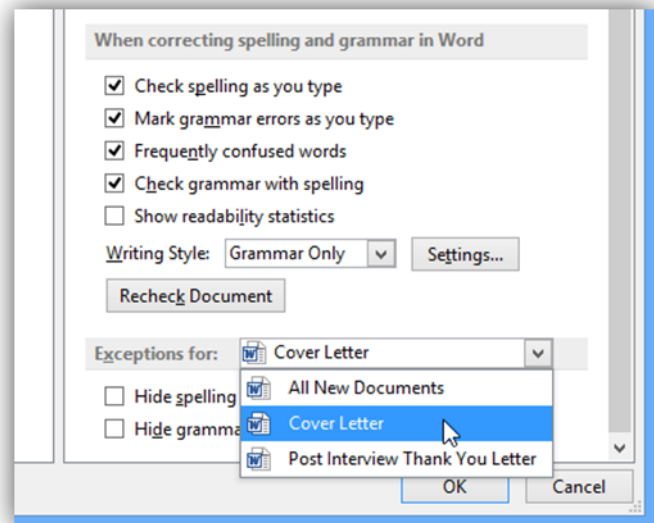1. Click the File tab to go to Backstage view, then click Options.
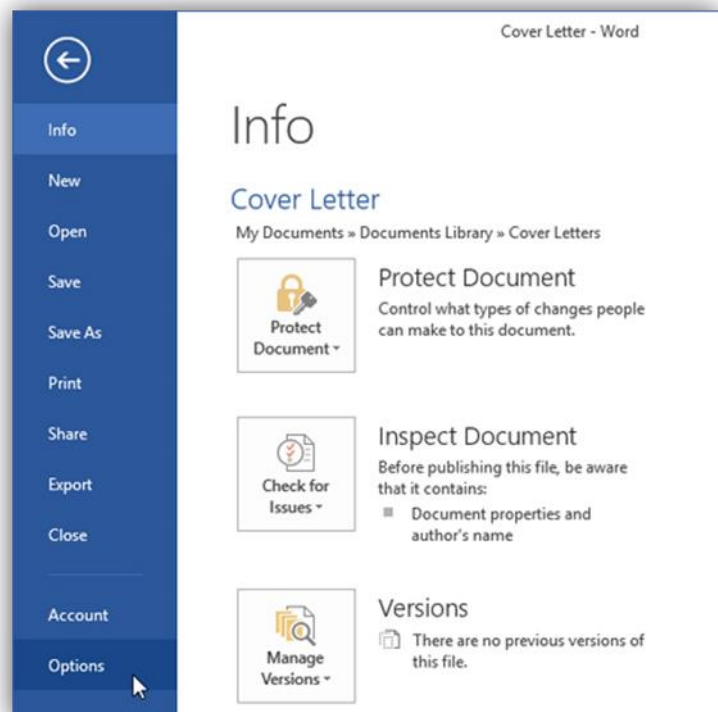
2. A dialog box will appear. On the left side of the dialog box, select Proofing.

Exceptions for: [W] Cover Letter [v]

☑ Hide spelling errors in this document only
☑ Hide grammar errors in this document only

OK   Cancel

3. Check the box next to Hide spelling errors in this document only and Hide grammar errors in this document only, then click OK.

4. The lines in the document will be hidden.

When correcting spelling and grammar in Word

☑ Check spelling as you type
☑ Mark grammar errors as you type
☑ Frequently confused words
☑ Check grammar with spelling
☐ Show readability statistics
Writing Style: Grammar Only [v] Settings...
Recheck Document

Exceptions for: [W] Cover Letter [v]

☐ Hide spelling   [W] All New Documents
☐ Hide gramma   [W] Cover Letter
                  [W] Post Interview Thank You Letter
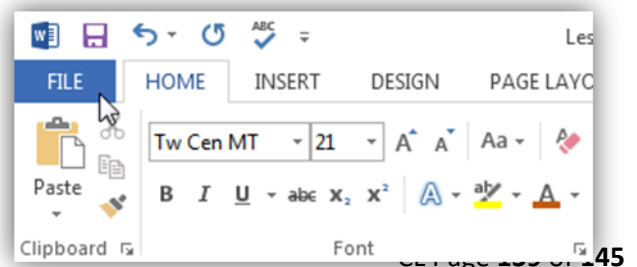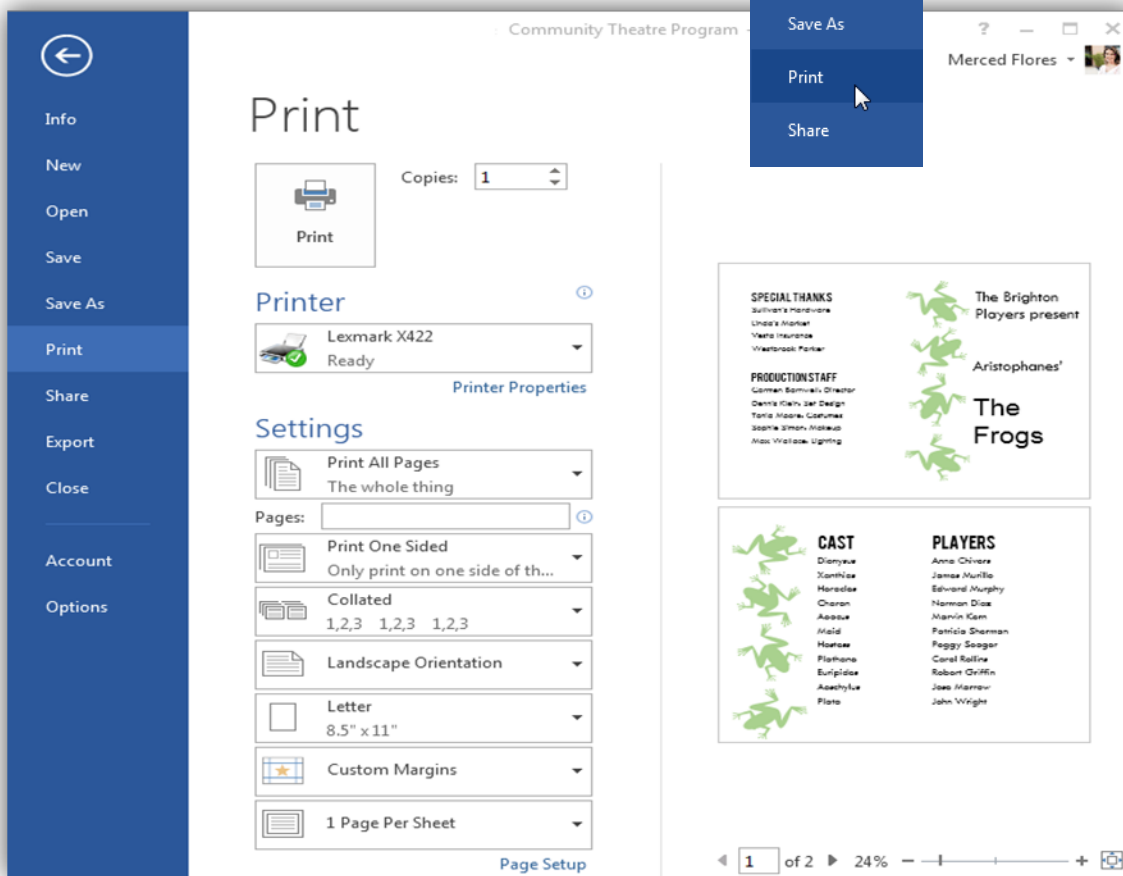   OK   Cancel

Printing Documents

Once you've created your document, you may want to print it to view and share your work offline. It's easy to preview and print a document in Word using the Print pane.

To Access the Print Pane:

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

[W] [save] ↶ ↻ ✓ ⤋   Les
FILE   HOME   INSERT   DESIGN   PAGE LAYO
Paste   Tw Cen MT ▾ 21 ▾ A˄ A˅ Aa ▾ ⬥
        B I U ▾ abc x₂ x² A ▾ ab ▾ A ▾
Clipboard ⌐   Font   ⌐

2. Select Print. The Print pane will appear.

Copies
Here you can choose how many copies you wish to print of the document.
If you're planning to print multiple copies, it's a good idea to print a test copy first.

Print
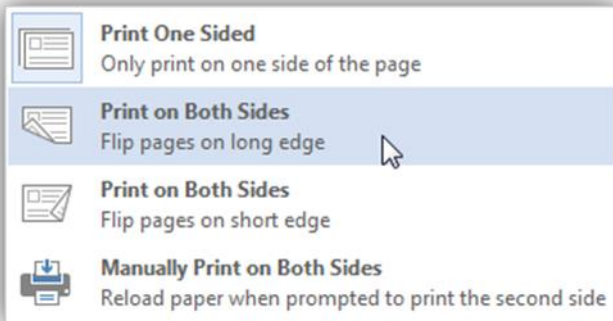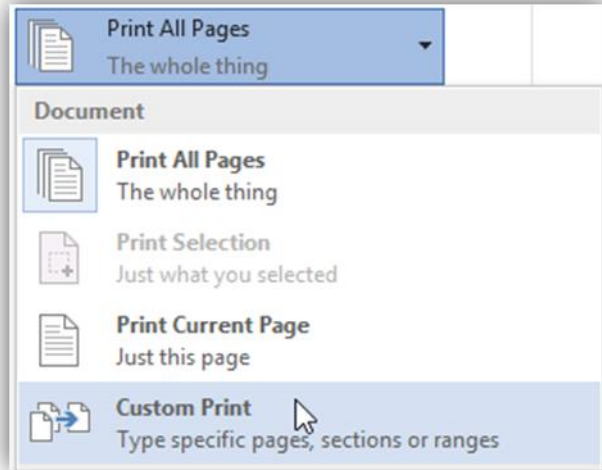When you are ready to print your document, click the Print button.

Printer
You may need to select the printer you want to use if your computer is connected to multiple printers.
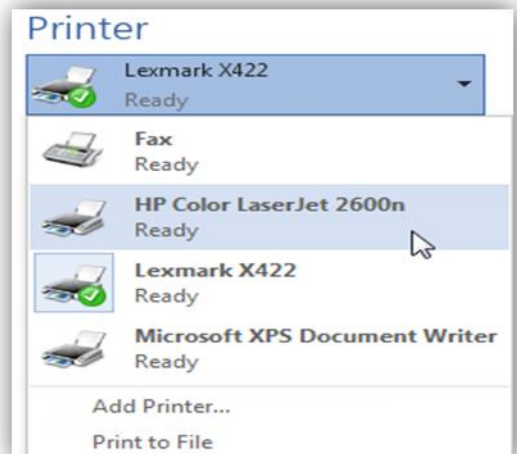
Print Range/Document Info

From here you can choose to print the whole document, just the current page, or custom print to print specific pages.
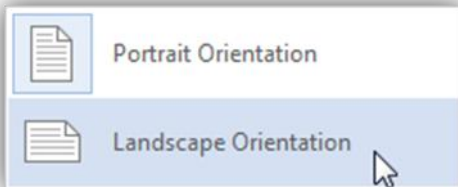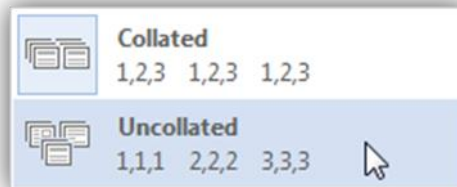
Single and Double-Sided Printing

Choose whether to print on one side or both sides of the paper.

Collation Settings

If you are printing multiple copies, you can choose whether you want the copies collated or uncollated.
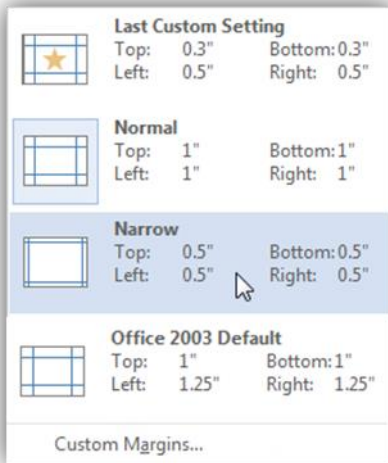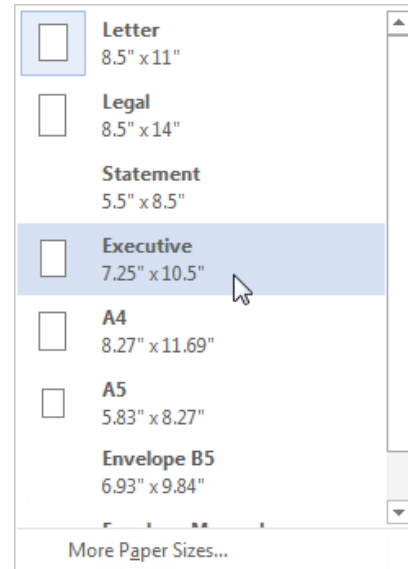
Orientation

Here you can choose Portrait or Landscape orientation.
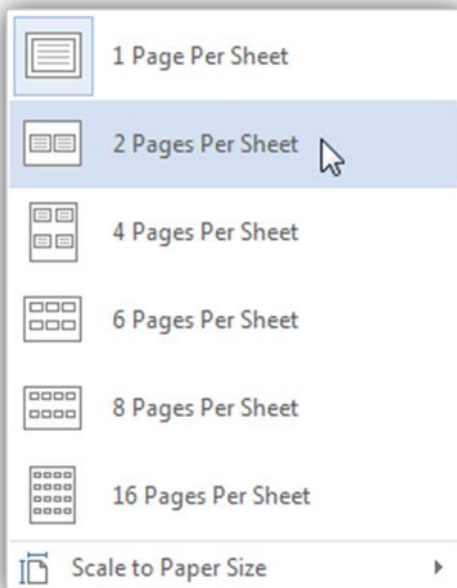
Paper Size

If your printer uses different paper sizes, you can choose the paper size you wish to use.

Margins

Here you can adjust the page margins, which can help your information fit more comfortably on the page.

Pages Per Sheet

Word allows you to print more than one page on a single sheet.

While condensing pages onto one sheet can sometimes be helpful, note that the text will become more difficult to read as more pages are selected.

Preview Pane

Here you can see a preview of how your document will look when printed.

Page Selection

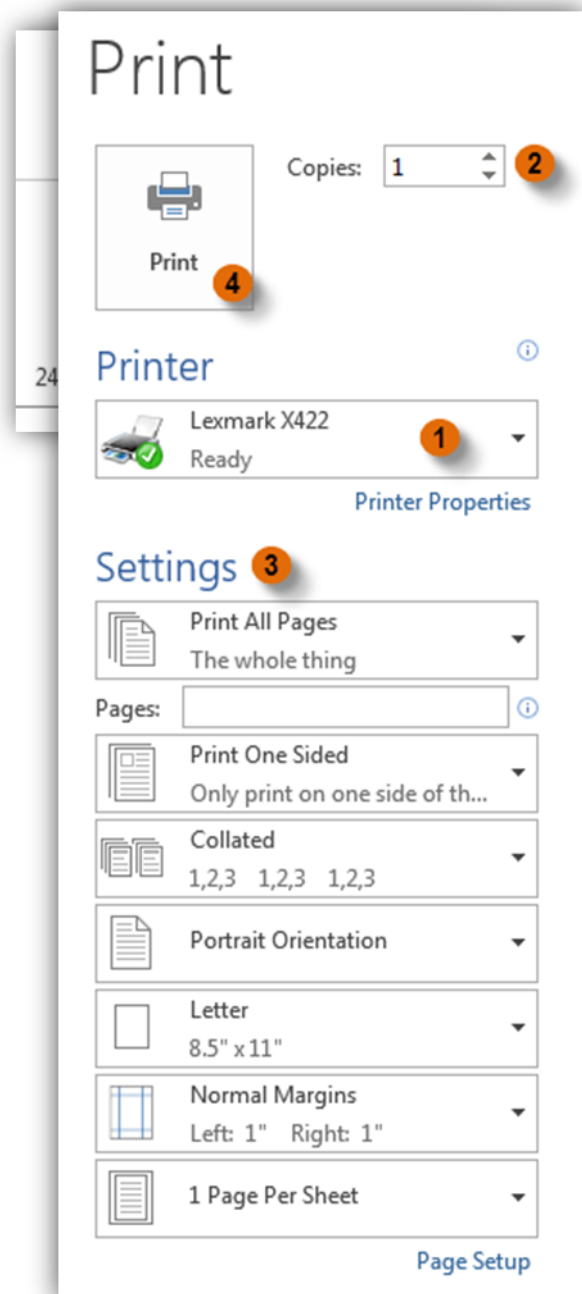You can click the arrows to view a different page in the Print Preview.

Zoom Control/Zoom to Page

You can click the Zoom to Page button on the right to zoom in and out of the Preview pane.

Click, hold and drag the slider to use the Zoom control. The number to the left of the slider bar reflects the zoom percentage.

To Print a Document:

1. Navigate to the Print pane and select the desired printer.

2. Enter the number of copies you wish to print.

Print

Copies: 1 **2**

Print **4**

Printer ⓘ

Lexmark X422 **1**
Ready

Printer Properties

Settings **3**

Print All Pages
The whole thing

Pages: ⓘ

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

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

3. Select any additional settings if needed (see above interactive).

4. Click Print.

Custom Printing

Sometimes you may find it unnecessary to print your entire document, in which case custom printing may be more suited for your needs. Whether you're printing several individual pages or a range of pages, Word allows you to specify exactly which pages you'd like to print.

REVIEW QUESTIONS

- What is the procedure for protecting documents with passwords in Microsoft Word?
  _____
  _____
  What is the function of the mail merge in Microsoft Word?
  _____
  _____
  Outline the procedure for performing the following activities in Microsoft Word
    ▪ Insert pictures_____
    ▪ Insert date and time _____

- - Add a text box or word art_____
  - Add page numbering to your work _____
- How is the drawing toolbar displayed on the screen in Microsoft Word?_____

  _____

  _____

- What is the importance of adding headers or footers to your work in Microsoft Word?

  _____
  _____
  _____
  _____

  How is a paper of size "A5" with margins of 1 inch across edges, set up for use in Microsoft
  Word?_____

  _____
  _____

  With reference to the above Question, how will you print this paper size?_____

  _____
  _____