Ethiopian TVET-System

Irrigation & Drainage Construction

Level II

Based on, March 2017G.C. Occupational Standard

Module Title: operating application software packages

TTLM Code: EIS IDC2 TTLM 0920v2

This module includes the following Learning Guides

LG 38: Use appropriate word-processing software

LG Code: EIS IDC2 M10 LO1-LG-38

LG39: Customize basic settings and format documents to meet page layout conventions

LG Code: EIS IDC2 M10 LO2-LG-39

LG40: Create tables and add images to word document

LG Code: EIS IDC2 M10 LO3-LG-40

LG 41: Use appropriate spreadsheet software

LG Code: EIS IDC2 M10 LO4-LG-41

LG 42: Incorporate object and chart in spreadsheet

LG Code: EIS IDC2 M10 LO5-LG-42

LG 43: Create database

LG Code: EIS IDC2 M10 LO6-LG-43

LG 44: Create reports and forms

LG Code: EIS IDC2 M10 LO7-LG-44

LG 45: Retrieve information

LG Code: EIS IDC2 M10 LO8-LG-45

LG 46: Print documents

LG Code: EIS IDC2 M10 LO9-LG-46

Instruction Sheet	Learning Guide 38: Use appropriate word-processing software

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Selecting appropriate word-processing software
- Open word-processing application, create document and add data
- Identifying document purpose and requirement
- Identifying organisational requirements for text-based business document.
- Designing document structure and layout

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Select appropriate word-processing software
- Open word-processing application, create document and add data
- Identify document purpose and requirement
- Identify organisational requirements for text-based business document.
- Design document structure and layout

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below
3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.
4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).
6. If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.
7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information Sheet-1	Selecting appropriate word-processing software

1.1. Word Processing software

Word processing software is used to manipulate a text document, such as a resume or a report. You typically enter text by typing, and the software provides tools for copying, deleting and various types of formatting. Some of the functions of word processing software include:

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Word processing includes a number of tools to format your pages. For example, you can organize your text into columns, add page numbers, insert illustrations, etc. However, word processing does not give you complete control over the look and feel of your document. When design becomes important, you may need to use desktop publishing software to give you more control over the layout of your pages. Word processing software typically also contains features tomake it easier for you to perform repetitive tasks.

1.2. Types of word-processing software

There are a number of different word processing applications. One of the most widely used ones is Word, which is part of Microsoft Office. Another widely used one is WordPerfect by the Corel Corporation.

- **Apple iWork is an** applications created by Apple Inc. for its mac OS and iOS operating systems, and also available cross-platform through the I Cloud websites a collection of bundled productivity software (a software suite) intended to be used by knowledge workers. The components are generally distributed together, have a consistent user interface and usually can interact with each other, sometimes in ways that the operating system would not normally allow.

- **Microsoft Word** One of the most well-known and widely used word processing applications on the market is Microsoft Word. Word can be purchased as part of the Microsoft Office suite of programs, which include Excel, PowerPoint, Outlook and Publisher. Word can be used to format text and build layout documents.

- **OpenOffice** is open source and can be downloaded and used free of charge which is part of OpenOffice by Apache.

1.3. Computer software

As you know, the hardware devices need user instructions to function. A set of instructions that achieve a single outcome are called program or procedure. Many programs functioning together to does a task make software.For example, a word-processing software enables the user to create, edit and save documents. A web browser enables the user to view and share web pages and multimedia files. There are two categories of software −

- System Software
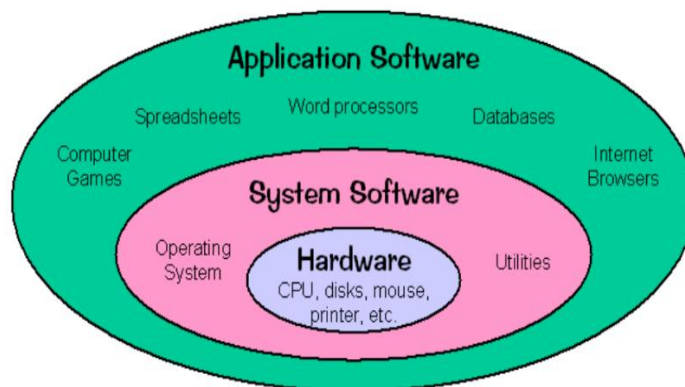- Application Software
- Utility Software

Figure-1: System software

Application software: -software that performs a single task and nothing else is called application software. Application software are very specialized in their function and approach to solving a problem. So spreadsheet software can only do operations with numbers and nothing else. Hospital management software will manage hospital activities and nothing else. Here are some commonly used application software

- Word processing
- Spreadsheet
- Presentation
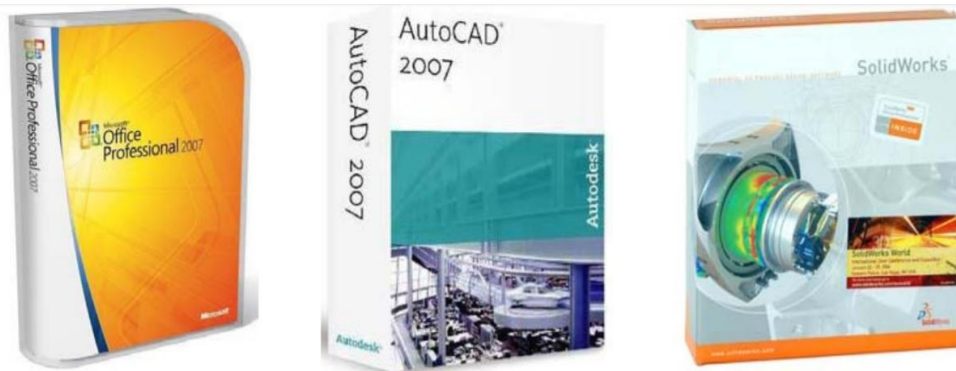- Database management
- Multimedia tools

Figure-2: Application system software

System software: - which is software for managing computer hardware behavior, as to provide basic functionalities that are required by users, or for other software to run properly, if at all. System software is also designed for providing a platform for running application software.

1.4. Operating systems

which are essential collections of software that manage resources and provides common services for other software that runs "on top" of them. Supervisory programs, boot loaders, shells and window systems are core parts of operating systems. In practice, an operating system comes bundled with additional software (including application software) so that a user can potentially do some work with a computer that only has one operating system.

Figure-3: operating system

1.4.2. Device drivers

which operate or control a particular type of device that is attached to a computer. Each device needs at least one corresponding device driver; because a computer typically has at minimum at least one input device and at least one output device, a computer typically needs more than one device driver.

1.4.3.Printer

A printer is a device which is used for printing documents. Some print in black and white, others color.
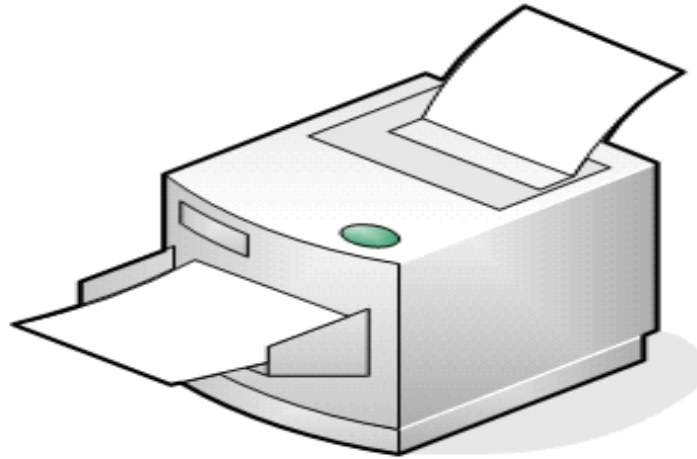

Figure-4: Printer

1.4.4. Scanner

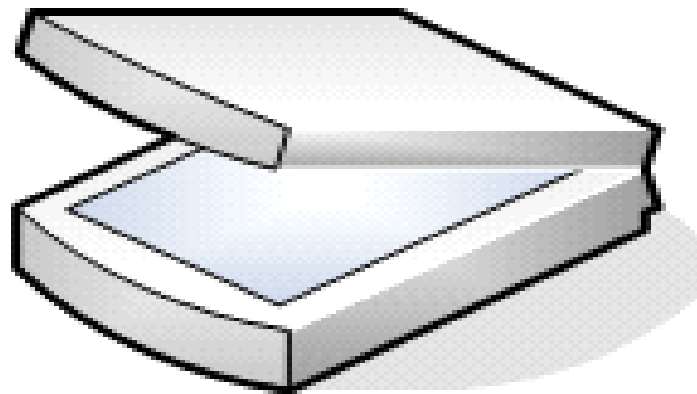A scanner is a device that lets you take a copy of a document or image.

Figure-5:.scanner

1.5.Utilities software:

Application software that assist system software in doing their work is called utility software. Utility programs perform maintenance tasks on the computer system. This includes file management programs, uninstall programs, disk scanners and defragmenters, backup utilities, antivirus etc. These can be included in the OS or purchased separately Thus utility software is actually a cross between system software and application software. Examples of utility software include −

- Antivirus software
- Disk management tools

- File management tools

- Compression tools

- Backup tools

Figure-6:. Utility software

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter. **(2 points each)**

1. One of the following is system software?

   A. Operating System C. Water Cad

   B. Language Processor D. Auto Cad

2. Which of the following is word processing software?

   A. Apple iWork C. Open Office

   B. Microsoft Word D. All of the above

3. Which of the following is utility software?

A. Antivirus software   C. Compression tools

B. Disk management tools   D. All of the above

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

1. _____

2. _____

3. _____

Information Sheet-2	Opening word process application& information requirement

2.1. Introduction to opening word-processing application

Once you've created some Word documents, this method is fastest of all, since you don't have to start Word as a separate step. Just open an existing Word document, and Word starts itself.

- **Creating, Opening, and Saving Documents**

  It shows you all the different ways to create a new Word document like starting from an existing document or adding text to a predesigned template and how to choose the best one for your particular project.

  You'll also learn how to work faster and smarter by changing your view of your document. If you want, you can use Word's Outline view when you're brainstorming, and then switch to print view when you're ready for hard copy.

- **Beginning Word**

  The first time you launch Word after installation, the program asks you to confirm your name and initials. Word uses this information to identify documents that you create and modify.

- **Start menu**. The Start button in the lower-left corner of your screen gives you access to all programs on your PC Word included:-

- **Quick Launch toolbar**. Is at the bottom of your screen (just to the right of the Start menu) is a great place to start programs you use frequently.

- **Creating a New Document**

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start another new document. Word gives you three ways to do so:

2.2. Creating a document from an existing document

To start your document in any of the above ways, click the Windows logo in the upper-left corner of the screen. That's Office 2007's new Office button. Click it, and a drop-down menu opens, revealing commands for creating, opening, and saving documents. Next to these commands, you see a list of your Word documents. This list includes documents that are open, as well as those that you've recently opened.

Say you want a new blank document, just like the one Word shows you when you start the program. No problem here are the steps:

Figure-7:. Open the New Document box

Name and save your document shortly after you first create it. You'll see the followingto do so later in this section At the bottom of the Save As dialog box, type a name in the File name box. **Click Save**.

Word does the rest. All you need to do is remember where you saved your work.

Figure-8: The Save As dialog box

2.3. Types of information requirement

Some of the major components of a business information requirement can be Agendas, letters, memos, minutes

2.3.1. Notice of a Meeting

When a meeting is to be convened, a notice is required to be sent to all who are to attend it. It should satisfy these conditions:

    a) It should be under proper authority

    b) should state the name of the organization

    c) It should state the day, date, time, and place. Also, sometimes, how to reach the place.

d) It should be well in advance. Some require seven days' notice, some 48 hours'

e) It should state the purpose and, if possible, the agenda

f) It should carry the date of circulation and convener's/secretary's signature

g) It should go to all persons required at the meet

2.3.2. Agenda

It is the list of items to be considered at a meeting. It is also called business or order of business. It comes from the Latin word agendum (singular) which means 'a thing to be done.'It is the route map of the meeting. The specimen notices above already contain a hint of how it is written. The agenda may be a part of the notice or may be attached as an annexure. The convener/secretary prepares it in consultation with the chairperson and gets his approval.The items of agenda should cover all that is necessary to be considered at that time. Meetings take time and effort to arrange; hence the agenda has to be well thought out.

The items may be devised from:

- Previous minutes

- Suggestions received

- Actions and events since last meeting

- Correspondence of the organization.

Here are some guidelines for listing the items:

- Apologies from absent members (need not be written previously)

- Condolences if any (may or may not be written previously)

- Reading and approval of minutes of the last meet

- Matters arising out of previous meet's minutes (this need not always be mentioned)

- Urgent and uncontroversial items

- Matters requiring closer discussion and debates

- Any new, on-the-spot items with the approval of the chairman

- Date of the next meet.

- The last item in a meeting is a vote of thanks to the chairman but this need to be mentioned.

2.4. Minutes of the Meeting

The minutes of a meeting are the record of the discussions/decisions therein. They have an official status; they are useful in law, and in some cases required by law to be written. Minutes are final when they are approved by the members of the group to which they relate, generally in the next meeting, and signed by the chairperson. Even if there are emotional moments in a

meet, the minutes are written in an unemotional manner, are cool, factual, impersonal, and impartial.

2.5. Requirements

- The motions and amendments
- The proposer and seconded of motions
- The details of voting, if any
- Recommendations
- Decisions/ resolutions
- Tasks assigned to individuals

Self-Check -2	Written Test

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter. (2points each).

1. Whichis trueabout precondition for notice?

   A. It should be under proper authority   C.Should state the name of the organization

   B. It should state the day, date, time, and place. D.ALL

2._____is a consumable commodity used by human beings to support specific actions and/or decisions of the business.

A. wisdom C. Information

B. Data   D. knowledge

3.The major components of a business information requirement can be

   A. agendaC. memos

   B. LettersD. All

Note: **Satisfactory rating – 3 and above points   Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

       1_____

       2_____

       3_____

3.1. Identification of Purposes of documents

Documents should be created for purposes or goals that both the writer and the reader would readily agree on. Although there are many explicit purposes for creating a scientific or technical document, there are four general categories: to provide information, to give instructions, to persuade the reader, and to enact (or prohibit) something.

3.2. Examples of Explicit Document Purposes

- To provide information this document will discuss the genetic basis of muscular differentiation of the Mediterranean fruit fly.
- To give instructions this document outlines a procedure for isolating the mechanisms of muscular differentiation in the Mediterranean fruit fly.
- To persuade the reader this document proposes a study of the mechanisms for blocking muscular differentiation in the Mediterranean fruit fly.

3.3.Identification of document includes:-

- Captions
- Different odd and even page
- Hyperlinks
- Document protection
- Linked and embedded objects
- Mail-merge data document
- MS Word Art

3.3.1.Captions

The "Caption" options in Microsoft Word allow you to label images, diagrams, charts, illustrations and figures so your reader can quickly identify what they mean, as well as enabling use of the "dynamic" list functions offered by Microsoft Word.

3.3.2. Different odd and even pages

When adding the headers and footers in a Word document, they are the same on each page by default. If you are working on a regular report, you may not need to create different headers and footers on different pages.

3.3.3. Document protection

This wiki how teaches you how to lock a Microsoft word document with a password. You can do this on both windows and mac versions of Microsoft word, though you cannot password-protect a document from within one drive.

3.3.4. Hyperlinks

There are times when content in a document will require an external source to buttress a point or provide further information. This often comes in form of link to a web page. Therefore if you want to know what is hyper linking MS word, look no further than those links embedded in a text in a word document.

3.3.5. Linked and embedded objects

Is inserting another object to word document such as adobe acrobats document, bitmap image or excel chart. Object Linking & Embedding (OLE) is a proprietary technology developed by Microsoft that allows embedding and linking to documents and other objects.

3.3.6. MS WordArt

Is adding same artistic flair to your document using the ward art Word Art is a text modifying feature. In Microsoft applications, including Excel, PowerPoint, and Word, users can add WordArt to their spreadsheet, slide, or document. WordArt is a more stylish type of text, allowing users to make the text more noticeable and more flashy.

There are multiple varieties of text styles with WordArt, including embossed text, bordered text, and shadowed text. Users can add WordArt that uses two different colors, one color being the text border and the other color being the fill color of the text. After adding WordArt to a document, it can be moved to almost anywhere, and the size of the WordArt text can be adjusted as well.

Self-Check -3	Written Test

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter.**(2 points each)**

1. What is the function of explicitly document?

A. To provide information C. To persuade the reader

B. gives instructionsD. To enact (or prohibit) something

2. _____ is a proprietary technology developed by Microsoft that allows embedding and linking to documents and other objects.

A. Object Linking & Embedding   C. Hyperlink

B. word art   D. caption

3. What is the basic function of caption?

A. Position the cursor where you want the list to appear.

B. Go to the "References" tab and select "Insert Table of Figures".

C. Choose the caption label type (e.g., Figure, Table, NoneIf you're using more than one caption style, you can even create separate lists for different label types.

D. all are correct answers

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

1_____

2_____

3_____

Information Sheet-4	Identifying organisational requirements

4.1. Introduction to organisational requirements

The type and number of documents produced will depend on the nature of your organisation's business. Documents produced could include: spreadsheets and databases a range of business letters and forms email, memos and faxes web pages flyers, brochures, newsletters and business cards reports tenders booklets , certificates or awards. Know current and future requirements.

To establish future needs, your first reference should be the organisational business plan. By referring to the business plan, you can identify whether there will be new business areas emerging. Secondly, consult with senior and other departmental managers to determine if the organisation is capable of producing such documents and whether it would be financially viable or cheaper to outsource this role.

4.2. Types of Organisational requirements

4.2.1. Company colour scheme

- **Warm colors.** Red, yellow and orange evoke a warm feeling because they remind us of things like the sun or fire.
- **Cool colures**. Blue, green and purple evoke cool feelings because they remind us of cool things like water or grass. Now that we've gotten these terms out of the way, we can take a look at the emotional impact of color:
- **Red**: One of the primary colures, red is typically associated with strong or passionate emotions like love, confidence, excitement and passion and has been known to make people hungry. On the flip side, it's also associated with anger and danger.
- **Yellow**: A cheerful and warm color, yellow is the most eye-catching of colures and is associated with optimism, self-esteem, extraversion, and friendliness. Yellow can conversely induce feelings of frustration and anger.

4.2.2. Company logo

Choosing the right logo colors can highlight your business' strengths and help you attract the right customers. And, as you might guess, the wrong combination can have the reverse effect.Everyone has heard of color psychology, which tells us that colors impact our emotions and behaviors. Yellow is cheerful (because the sun is bright and yellow!) and green is calming (like laying in the grass and looking up at a bunch of leaves is peaceful).

4.2.3. Consistent corporate image

Corporate visual identity helps establish and maintain a company's corporate image, of which the color and design of a company's logo is central. This study examines the triadic relationship between color, design and the evoked meanings of logos to understand how these contribute to building a consistent corporate image.

4.2.4. House styles

Corporate house style is an essential component of branding a company in the minds of potential customers. Key elements of house style are colour, font and typography, logo and tone of language. Different colours have unique psychological effects on people. For example, orange is energetic and attention-grabbing, while blue evokes trust and stability. A corporation must pay considerable attention to the colours it uses in its internal and external communications. The logo is another key element of a firm's house style.

4.2.5. Observing copyright legislation

Copyright protection rules are fairly similar worldwide, due to several international copyright treaties, the most important of which is the Berne Convention. Under this treaty, all member countries and there are more than 100, including virtually all industrialized nations must afford copyright protection to authors who are nationals of any member country. This protection must last for at least the life of the author plus 50 years and must be automatic without the need for the author to take any legal steps to preserve the copyright

Self-Check -4	Written Test

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter.**(2 points each)**

1. What is organizational color?

    A. red   C. warm color

    B. yellow   D.All

2. Which of the following is requirement in organization?

    A. company logo   C. house style

    B. corporate image   D. All

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

    1_____

    2_____

Information Sheet-5	Design document structure and layout

5.1.Introduction to document structure and layout

A document image is composed of a variety of physical entities or regions such as text blocks, lines, words, figures, tables, and background. We could also assign functional or logical labels such as sentences, titles, captions, author names, and addresses to some of these regions. The process of document structure and layout analysis tries to decompose a given document image into its component regions and understand their functional roles and relationships. The processing is carried out in multiple steps, such as pre- processing, page decomposition, structure understanding, etc. We will look into each of these steps in detail in the following sections.

Document images are often generated from physical documents by digitization us- ing scanners or digital cameras. Many documents, such as newspapers, magazines and brochures, contain very complex layout due to the placement of figures, titles, and cap-tions, complex backgrounds, artistic text formatting, etc. A human reader uses a variety of additional cues such as context, conventions and information about language/script, along with a complex reasoning process to decipher the contents of a document. Automatic analysis of an arbitrary document with complex layout is an extremely difficult task and is beyond the capabilities of the state-of-the-art document structure and layout analysis systems. This is interesting since documents are designed to be effective and clear to human interpretation unlike natural image A document image is composed of a variety of physical entities or regions such as text blocks, lines, words, figures, tables, and background. We could also assign functional or logical labels such as sentences, titles, captions, author names, and addresses to some of these regions.

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5.2. Types of document structure and layout

- **Page border:-**Microsoft Word gives you hundreds of page border options that allows you to surround a page with a clean or fancy border.
- **Boxes: - This** opens a dropdown menu with a selection of predefined text box styles. There are a variety of styles and formatting to choose from, including text boxes with borders, shading, font colours and other attributes. Click one to insert it into your document.
- **Bullet or number lists:-**This page should answer any of the questions you may have about creating different bulleted and numbered lists in Microsoft Word including any advanced lists.
- **Color:-**This won't save custom colors. I believe to do that you must create your own color theme and save that as a default template for use every time.
- **Cropping:-**Every image editing software has a crop tool that allows you to trim or eliminate the edges of an image. Cropping tools in Word allow you to hide portions of pictures that you do not want to be displayed in the final result.
- **Footnotes and cross-references:-**Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **Endnotes:-**An endnote is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the

information or words quoted or mentioned in the paper. When using endnotes, your quoted or paraphrased sentence.

- **Graphics:**- Graphic design is also applied to layout and formatting of educational material to make the information more accessible and more readily understandable. Graphic design is applied in the entertainment industry in decoration, scenery, and visual story telling.

- **Headings:-**it is process which incorporates the extruding and upsetting processes Headline, text at the top of a newspaper.

- **Layout**: Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.

- **Headers, footers, and page numbering:-**Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page.

- **Font size, style, and type: -** This style decision must be applied consistently throughout the text. The font size of tables and figures can be smaller than the standard text if in accordance with the student's style guide and advisory committee. All document text with the exception of items embedded in figures must be black. Font size should be 11 or 12 point.Font size and font type must be consistent throughout the text.

- **Spacing:** The document must be double spaced.Spacing around titles, headings, and subheadings should be consistent and match the student's chosen style guide. The only exceptions are: captions; foot-notes; long quotations; bibliographic references; table titles and descriptions; figure titles and descriptions; inserted materials such as tables, images, diagrams, graphs, etc.; and the author's curriculum vitae.

- Extended direct quotations must be handled according to the rules of your chosen style guide and the direction of your advisory committee. Paragraphs should be indented the same number of spaces throughout the document, and spacing between paragraphs should be consistent.

Self-Check -5	**Written Test**

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter.**(2 points each)**

1. _____is also applied to layout and formatting of educational material to make the information more accessible and more readily understandable

   A. Graphic design   C. Page layout

   B. Heeding   D. Foot note

2. Every image editing software has a crop tool that allows you to trim or eliminate the edges of an image.

   A. Cropping   C. layout

   B. Cross- reference   D. indentation

3. Corporate visual identity helps establish and maintain a company's corporate image, of which the color and design of a company's logo is central.

   A. logo   C. Corporate name

   B. consistent corporate image   D.ALL

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

     1_____

     2_____

     3_____

Operation sheet-1	Open Microsoft office word new document

OPERATIONTITLE: Open Microsoft office word new document

PURPOSE: To open and create a document

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

Step1: To start Word, choose Start → All Programs → Microsoft Office → Microsoft Office Word.

Step 2: Open Microsoft office word existing document

Choose Office button → Open (Alt+F, O). In the Open window navigate to the folder and file you want to open.

Step 3: Crate data

Start →all program →Microsoft office →Microsoft word →wright the document with keyboard.

Step 4: Save data

Start →all program →Microsoft office →Microsoft word →wright the document with keyboard → 	File → save as → file location to save → desktop/document and save → click →ok

Step 5:Open existing document

Choose Office button → New (Alt+F, N) to open the New Document window. Then click "New from existing…" (It sits directly below the "Blank document" button).

Precaution: use computer safety accessories

Quality criteria: Open and create document properly

Operation sheet 2	Create Header and footer

OPERATIONTITLE: Create Header and footer

PURPOSE: To create Header and footer

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step1.Double-click the header or footer

Step 2.Select Different Odd & Even Pages.
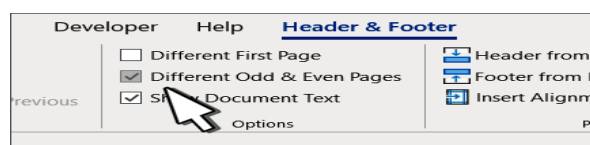
Step 3.On one of the odd pages, select the header or footer area you want to change.

Step4.Type the document title, and then press Tab twice.

Step 5.Select **Page Number** > **Current Position** and choose a style.

Step 6.Select an even page.

Step 7.Select **Page Number** > **Current Position** and choose a style.

Step 8.Press Tab twice and type the document title.

Step 9.Select **Close Header and Footer** or press Esc to exit.
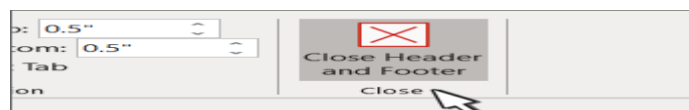
Precaution: use computer safety accessories.

Quality criteria: create header and footer properly

Operation sheet 3	Arranging document style

OPERATIONTITLE: Arranging document style

PURPOSE: To Arranging document style

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1. Modifying the Normal Style: Located at the lower, right-hand corner of the Style section (in the Home's tab) is a little diagonal arrow. To display the Styles menu, you must click on this arrow. You can also hit Alt+Ctrl+Shift+S.

Step 2. In the Styles box, find Normal. Click the arrow (paragraph scroll) located to the right of the word (Do not click the word 'Normal').
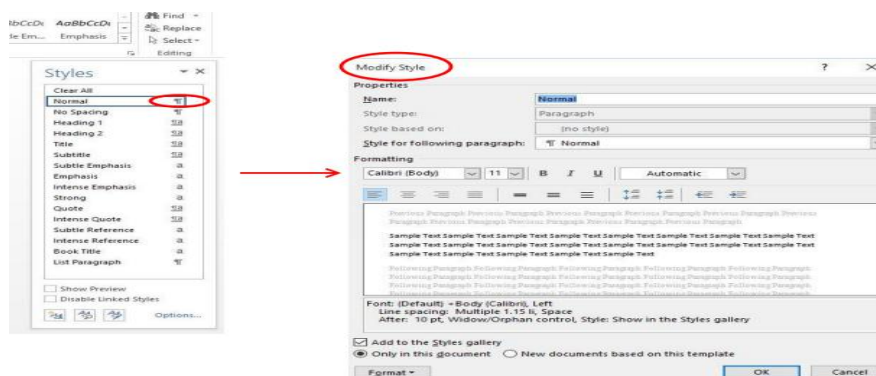
Step 3. This will bring up a drop down menu. Select Modify. This will bring up menu called Modify Style.

Precaution: use computer safety accessories

Quality criteria: arrange document style properly

Operation sheet 4	Insert a border

OPERATIONTITLE: Insert border

PURPOSE: To Insert border

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.Open Microsoft Word.

Step 2.Click on the **Page Layout** tab. In Word 2013 and 2016, click on the **Design** tab instead.

Step3.In the Page Background group, click the **Page Borders** option.

Step4.In the Borders and Shading window (shown below), click the **Page Border** tab.

Step 5.Select **Box** if you want a square border around your page.

Step 6.Select the **Style** of border you want on the page, which can be solid, dotted, or dashed.

Step 7.Select the **Color** and **Width** of the border. If you want to select artwork to use as the border, click the down arrow for the **Art** drop-down list. In the example below, we're using the hearts art as a border.
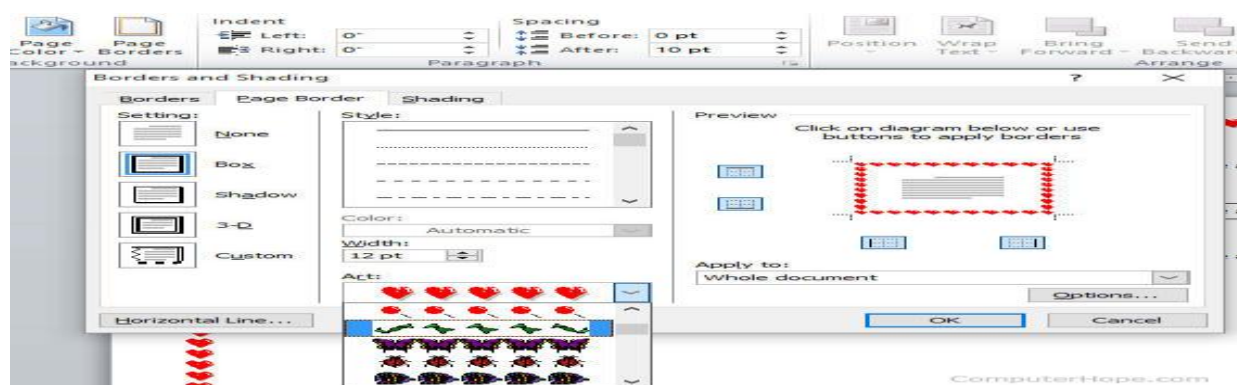
Step 8.Once you've selected all the border options you want to use in your document, click the **OK** button to apply the border.\

Precaution: use computer safety accessories.

Quality criteria: Insert border properly

LAP-Test	Practical Demonstration

Project Title: **Using appropriate word-processing software**

Name: _____   **Date**: _____

Time started: _____   **Time finished**: _____

Instructions: Perform the following task properly within 3 hour.

    Task 1: Open Microsoft office word.

    Task 2. Create Header and footer

    Task 3. Arrange document style

    Task 4. Insert border

Instruction Sheet	Learning Guide 39: Customize basic settings and format documents to meet page layout conventions.

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Adjusting page layout to meet information requirements
- Opening and viewing different toolbars
- Changing font format /font settings
- Changing alignment and line spacing, and modify margins of the document
- Aligning information in a selected cell
- Opening and switching between several word documents
- Using formatting features and styles to customize basic settings
- Formatting cell or documents, creating table and adding images
- Using technical functions, other data and formatting tools within the spreadsheet
- Highlight and copy text from different areas
- Inserting headers and footers
- Saving document in spreadsheet and close document and spreadsheet to a storage device

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Adjust page layout to meet information requirements
- Open and view different toolbars
- Change font format /font settings
- Change alignment and line spacing, and modify margins of the document
- Align information in a selected cell
- Open and switch between several word documents
- Use formatting features and styles to customize basic settings
- Format cell or documents, creating table and adding images
- Use technical functions, other data and formatting tools within the spreadsheet
- Highlight and copy text from different areas
- Insert headers and footers
- Save document in spreadsheet and close document and spreadsheet to a storage device

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks 1,2,3,4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information Sheet-1	Adjusting page layout to meet information requirements

2.1. Adjust page layout to meet information requirements

Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs. The act or an instance of laying out. An arrangement or plan, especially the schematic arrangement of parts or areas: the layout of a factory; the layout of a printed circuit, Printing, The art or process of arranging printed or graphic matter on a page, The overall design of a page, spread, or book, including elements such as page and type size, typeface, and the arrangement of titles and page numbers, A page or set of pages marked to indicate this design, Sports The straight position.

2.1.1. Page Orientation

Page Layout and orientation of the page can be (Landscape or Portrait) is important to change document orientation of the page layout and the reverse. The default page orientation for Microsoft Word documents is portrait.

2.1.2. Changing Paper Size

The paper size in Microsoft Word documents can be set for the whole document and for individual sections of documents.

2.1.3.Setting Paper Orientation

Most business documents, school papers, and letters use a portrait page orientation, meaning the page is taller than it is wide. But sometimes you want a short, wide page landscape page orientation to accommodate a table, chart, or photo, or just for artistic effect.

2.2. Layout for special needs

2.2.1. Customizing paper size and source

If you can't find the paper size you need on the Size menu, then you need to customize Your paper size, which you do in the Page Setup dialog box's Paper tab.

2.2.2. Setting Document Margins

Page margins are more than just empty space. The right page margins make your document more readable. Generous page margins make text look inviting and give reviewers room for notes and comments. With narrower margins, you can squeeze more words on the page; however, having too many words per line makes your document difficult to read.

Self-Check -1	Written Test

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each)**

1. Which one of the following is page layout?

    A/ portrait and land scape   C/ margin and view

    B/ page and size   D/ shape and margin

2. _____is a small fastener, now most commonly made of plastic, but also frequently made of metal, wood or seashell, which joins two pieces of fabric together

    A/Buttons   C/ Buttons and Start menu

    B/Start menu   D/ALL

3. you use most often, programs that you want to display always when you start clicked, you access all your programs and gives you links to some things that you use all the time, :

    A. The start menu   C.Power Button

    B. Button   D.Key bored

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

        1_____

        2_____

        3_____

Information Sheet-2	Opening and viewing different toolbars

2.1. Opening and viewing different toolbars

Next to the Start button Windows shows a range of buttons. These buttons access a range of different programs. To load the program, you would click on the button. It is called the Quick Launch toolbar. Below is a typical Quick Launch toolbar.

2.1.1. Types of Tool bars

Buttons is a small fastener, now most commonly made of plastic, but also frequently made Of metal, wood or seashell, which joins two pieces of fabric together. In archaeology, a button Can be a significant artefact. In the applied arts and in craft, a button can be an example Of folk art, studio craft, or even a miniature work of art.

2.2.2. Customising the Start menu

The start menu shows the programs you use most often, programs that you want to display always When the Start button is clicked, lets you access all your programs and gives you links to some things that you use all the time, such as my computer and my documents.
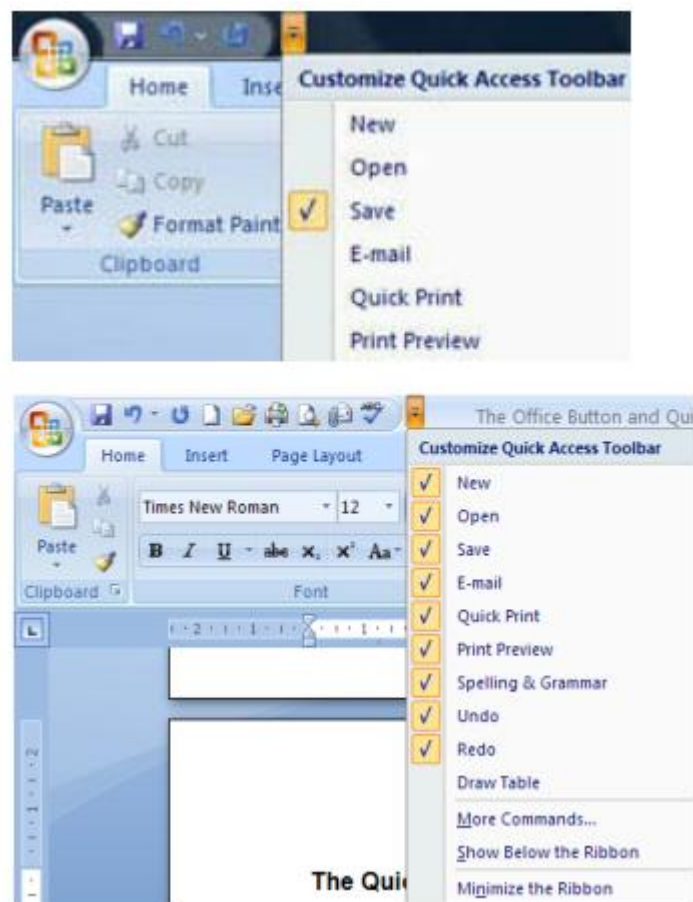
Figure-18: i=.tool bars

Self-Check -2	Written Test

Direction I: Multiple choice item

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each)**

1. Which one of the following is page layout?

    A/ portrait and land scape   C/ margin and view

    B/ page and size   D/ shape and margin

2. _____is a small fastener, now most commonly made of plastic, but also frequently made of metal, wood or seashell, which joins two pieces of fabric together

    A/Buttons   C/ Buttons and Start menu

    B/Start menu   D/ALL

3. You use most often, programs that you want to display always when you start clicked, you access all your programs and gives you links to some things that you use all the time, :

    A. The start menu   C. Power Button

    B. Button   D. Key bored

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

        1_____

        2_____

        3_____

3.1.Introduction to font format

Format Requirements for Font Size, Style, and Type and Spacing

Combination of typeface and other attributes **:(** Pitch, Size and Spacing character symbol)the font must be a standard style that is clear and readable. Script, cursive, and pictorial fonts are prohibited.All document text with the exception of items embedded in figures must be black. Font size should be 11 or 12 point.

Font format is formatting document and spread sheet with formatting tools such as:

- Insert a shape. On the Format tab, in the Insert Shapes group, click a shape, and then click somewhere in the document.

- Change a shape. Click the shape you want to change. On the Format tab, in the Insert Shapes group, click Edit Shape, point to Change Shape, and then choose a different shape.

- Add text to a shape. Click the shape you where you want text, and then type.

- Group selected shapes. Select several shapes at a time by pressing CTRL on your keyboard and clicking each shape you want to include in the group.

- Adjust the size of the shapes. Select the shape or shapes you want to resize.

- Apply a style to a shape. In the Shape Styles group, rest your pointer over a style to se What your shape will look like when you apply that style.

- Click the style to apply it. Or, click Shape Fill or Shape Outline and select the options That you want.
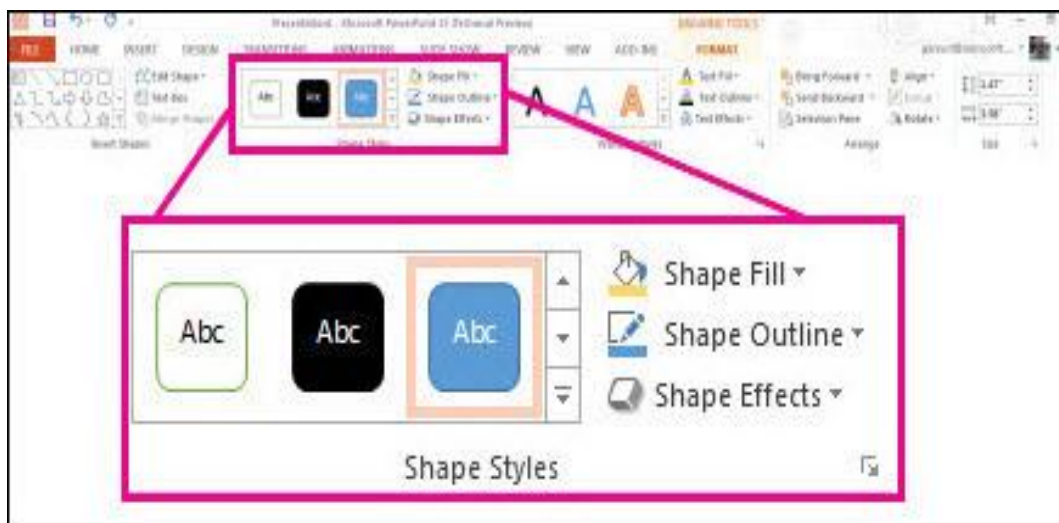
Figure -19: Font shape styles

- Add flow charts with connectors. Before you create a flow chart, add a drawing canvas by clicking the Insert tab, clicking Shapes in the Illustrations group, and then clicking New Drawing Canvas.

- On the Format tab, in the Insert Shapes group, click a Flow chart shape. Under Lines, choose a connector line such as the Curved Arrow Connector.

- Align the objects on the canvas. To align the objects, press and hold CTRL while you select the objects that you want to align. On the Format tab, in the Arrange group, click Align to choose from an assortment of alignment commands.
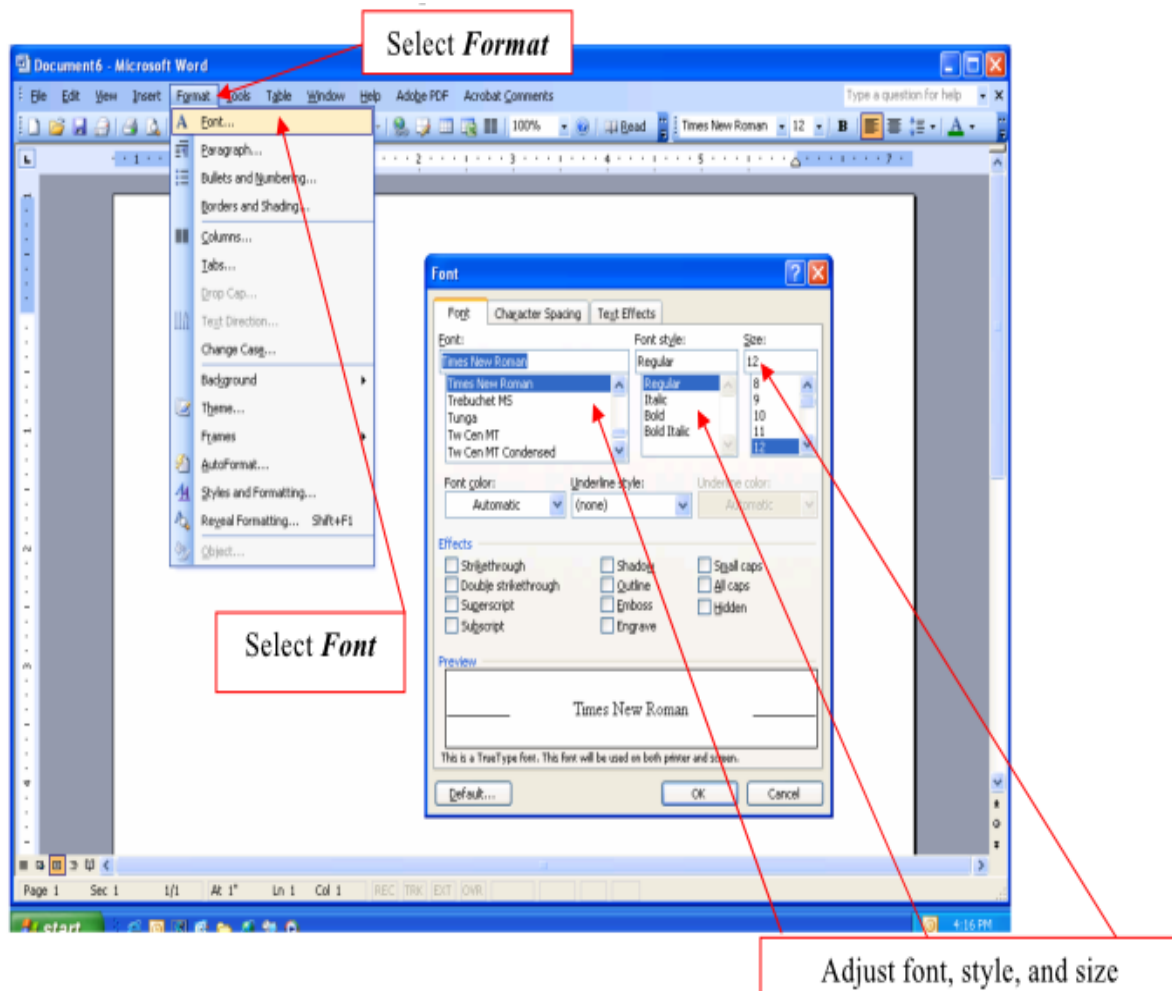
Figure -20: Font size

3.2. Change the document theme or theme colour

If you used a color under theme Colors to apply shading in your document, you can change the color of the shading and other colors in your document by applying a new theme or theme color to the document.

Self-Check -3	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each)**

1. Which is true about Font formatting?

   A. Insert a shape   C. Add text to a shape

   B. Change a shape   . D. Group selected shapes

2. _____is to apply shading in your document, you can change the color of the shading and other colors in your document by applying a new theme or theme color to the document.

     A. Theme Colors   .C. drawing

     B. Painting   D. Word art

3. To align the objects, press and hold CTRL while you select the objects that you want to align.

   A. Drawing   C. Painting

   B. Align the objects on the canva   D. Word art

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

       1_____

       2_____

       3._____

Information Sheet-4	Changing alignment and line spacing, and modify margins

4.1. Introduction to alignment and line spacing

Alignment:-To change the horizontal placement of text, in the Alignment box, choose Left, Center, Right, justified, or Distributed. Justified spacing between words so that the lines of text touch both the left and right margins, except for the last line of the paragraph, which uses normal word spacing.

 Distributed is similar to Justified, but even the last line touches both the left and right margins, with space added between words and letters, as necessary.Line spacing (single-space, double-space, and so on) and vertical alignment (top, bottom, or middle) are available from menu buttons on the Home tab of the Ribbon, in the Paragraph group.

Spacing:-To change the spacing above or below a paragraph, type or click the arrows next to before or after. This number can be any whole number or a decimal, such as 6.5.To change the spacing above and within a paragraph, use the Line Spacing options: Single, 1.5 Lines, or Double.

Note: If you keep adding lines until you run out of room in a placeholder, AutoFit adjusts line spacing and font size to fit all list items in the placeholder. When this happens, the AutoFit Options control appears. To turn off AutoFit, click AutoFit Options, and then click Stop Fitting Text to This Placeholder.

4.2. Types Alignment

Centred is to centre your content on the page alignment gives documents a formal appearance and is often used for cover pages, quotes, and something Justified distribute your text evenly between the margins. Justified text gives your document clean, crisp edges so it looks more polished. Left Align your content with the left margin. Right Align your content with the right margin.

4.3.Page Setup and Margin Formatting

The screenshot below displays the menu path to change the margins in a paper. According to APA, all margins are set at 1 inch.
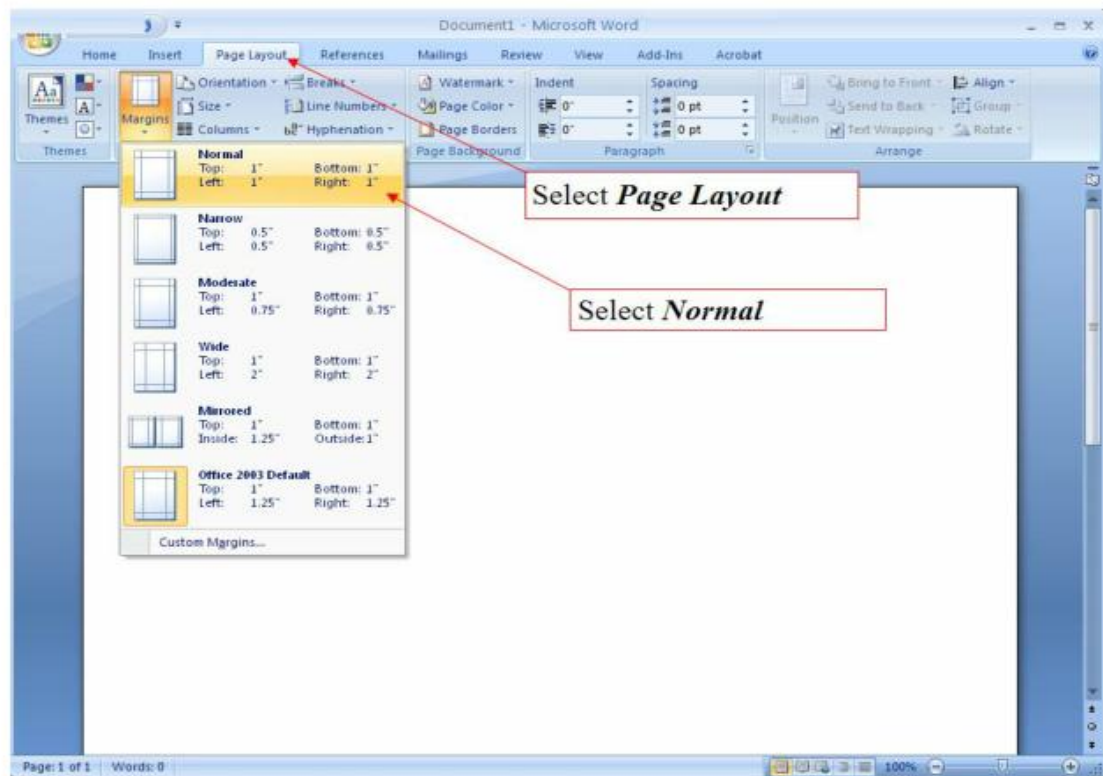
Figure -21: Page set up and margin formatting

Self-Check -4	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. To add indentation or change the amount of indentation before text, select or type a number in the before text box.

    A. Indentation   C. Spacing

    B. Line spacing   D. Alignment

2. _____is to centre your content on the page alignment gives documents a formal appearance and is often used for cover pages, quotes, and something?

A. Centred   C. Left

B. Justified   D.Right.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**

points

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

       1____

       2____

Information Sheet-5	Aligning information in a selected cell

5.1. Introduction to aligning information

Alignment: To change the horizontal placement of text, in the Alignment box, choose Left, Center, Right, Justified, or Distributed. Justified add spacing between words so that the lines of text touch both the left and right margins, except for the last line of the paragraph, which uses normal word spacing. Distributed is similar to Justified, but even the last line touches both the left and right margins, with space added between words and letters, as necessary.

Horizontal Alignment − you can set horizontal alignment to Left, Centre, Right, etc.

- Left − Aligns the cell contents to the left side of the cell.
- Center − Centers the cell contents in the cell.
- Right − Aligns the cell contents to the right side of the cell.
- Fill − Repeats the contents of the cell until the cell's width is filled.
- Justify − Justifies the text to the left and right of the cell. This option is applicable only if the cell is formatted as wrapped text and uses more than one line.

Vertical Alignment − you can set Vertical alignment to top, Middle, bottom, etc.

- Top Aligns the cell contents to the top of the cell.
- Center Centers the cell contents vertically in the cell.
- Bottom Aligns the cell contents to the bottom of the cell.
- Justify Justifies the text vertically in the cell; this option is applicable only if the cell is formatted as wrapped text and uses more than one line.

Self-Check -5	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. Which one of the following is important for Vertical Alignment?

   A Top C. Bottom

   B. RightD. Justify

2. _____isrepeats the contents of the cell until the cell's width is filled

A. Left C. Right

B. Center D. Fill

3. A tool used to check the quality of constructed or installed works is:

   A. Fill   C. Center

   B. Drawings   D. Alignment Tab

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2**

points

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

        1____

        2____

        3.____

Information Sheet-6	Opening and switching between several word documents

6.1. Opening word document.

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

Create a New Document

New Document button on the menu bar. Choose File New from the menu bar.

Press CTRL+N (depress the CTRL key while pressing "N") on the keyboard.

Open an Existing Document

Open File button on the menu bar. Choose File| Open from the menu bar. Press CTRL+O on the keyboard. Each method will show the Open dialog box. Choose the file and click the Open button.
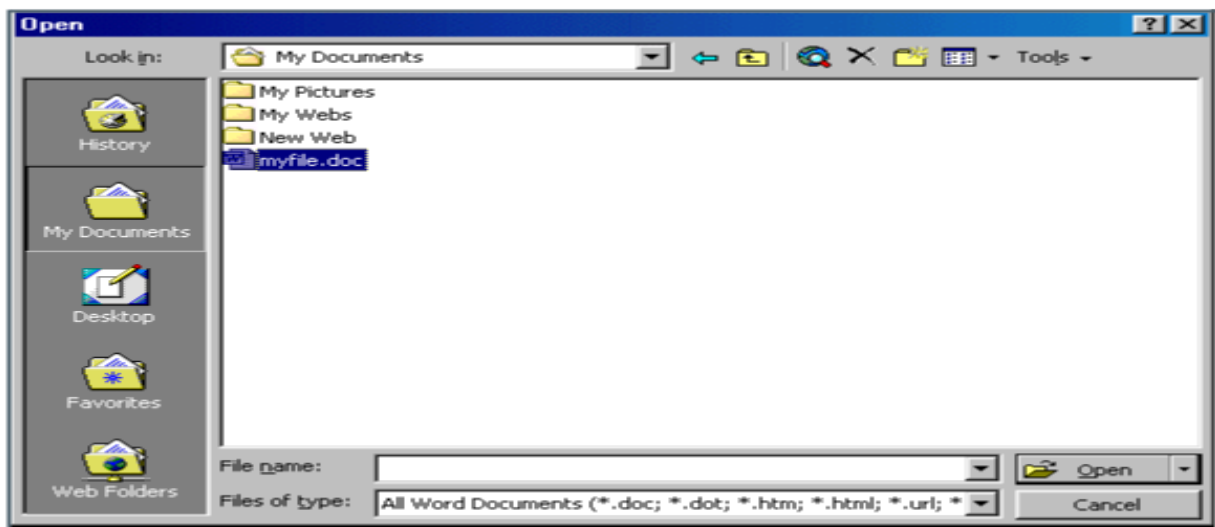
Figure -22:.Openeing document

Open Documents

To rename a Word document while using the program, select File/ Open and find the file you want to rename. Right-click on the document name with the mouse and select Rename from the shortcut menu. Type the new name for the file and press the ENTER key.
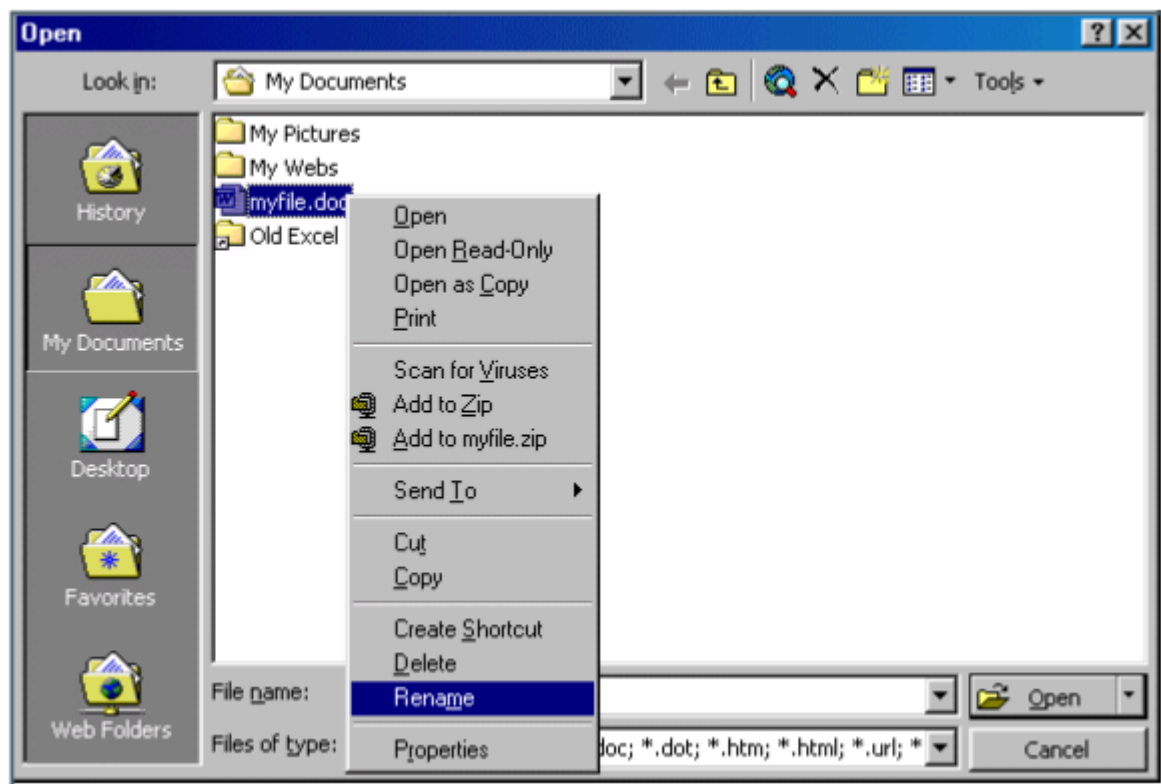
Figure -23: Rename a file

Close a Document:-Close the current document by selecting File| Close or click the Close icon if it's visible on the Standard Toolbar.

Self-Check -6	True/False

Direction I: True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each).

1. When you open a document you click on format.

2. To save a document you click on insert tool.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2____

Information Sheet-7	Using formatting features and styles to customize basic settings.

7.1. Introduction to formatting features

- **Types of formatting features**

    - ✓ Bold is making your text bold
    - ✓ Italics is italicize the text
    - ✓ Underline to underline the text
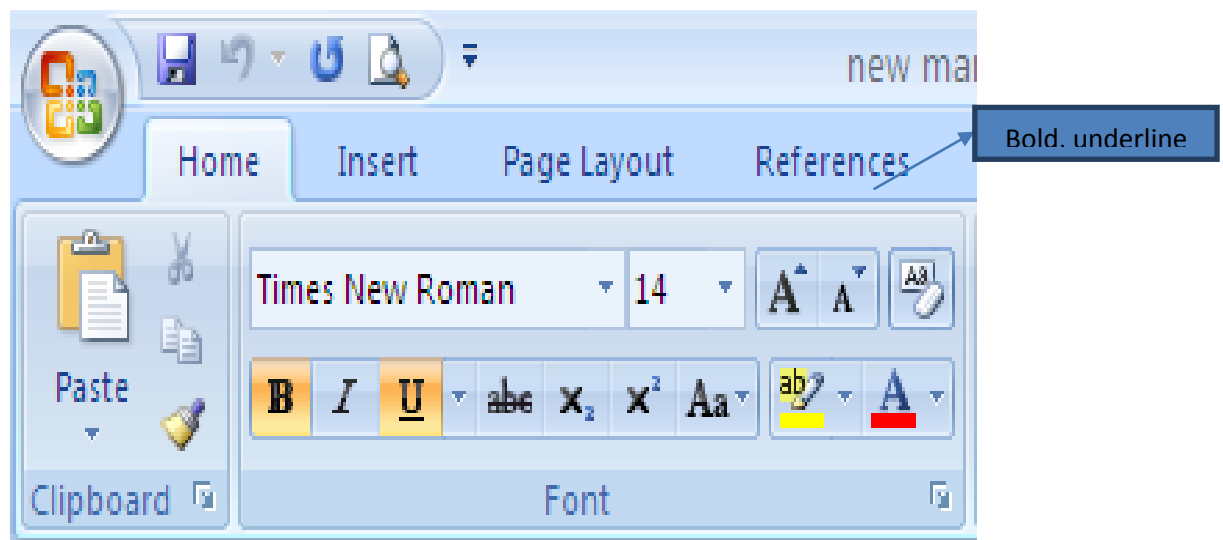
Figure -22: Formating Features

7.3. Format cell or documents, create table and add images

7.3.1.Formatting Tables

A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data. In this lesson, you will learn how to convert text to a table, apply table styles, format tables, and create blank tables.

Self-Check -7	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. Which one of the following is formatting features?

   A .bold   C. underline

   B. italic   D. ALL

2._____ is a grid of cells arranged in rows and columns.

   A .graph   C. table

   B. chart   D. row

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

   1____

   2_____

Information Sheet-8	Use technical functions, other data and formatting tools to complete document.

8.1. Formatting Tools

Toolbars Many toolbars displaying shortcut buttons are also available to make editing and formatting quicker and easier. Select View Toolbars from the menu bar to select the toolbars. The toolbars that are already displayed on the screen are checked. Add a toolbar simply by clicking on the name.

The Formatting tab in the TXLF Editor includes formatting tools that can be used to edit the target content format.

As with most Microsoft Word features, this command too factors special formatting needs and can be used to replace a text with its format across a document. For instance, you can use this feature to consistently replace the word 'bold' with '**bold**' all through the document.

The formatting toolbar is the easiest way to change many attributes of text. If the toolbar as shown below isn't displayed on the screen, select View Toolbars and choose
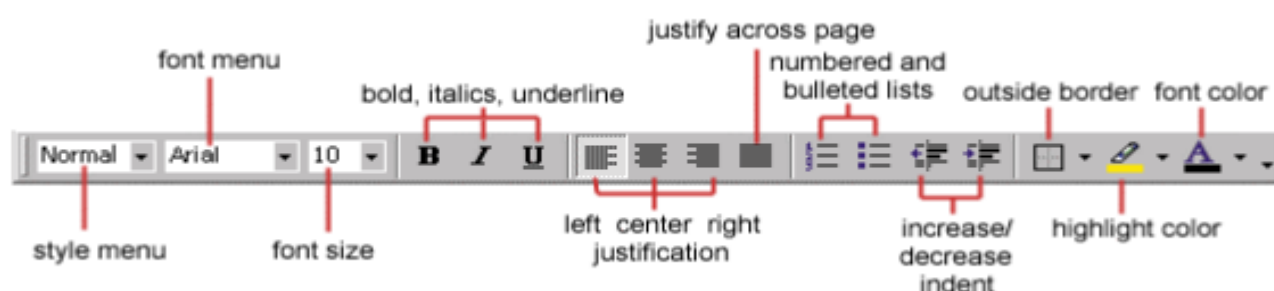
Style Menu - Styles are explained in detail later in this tutorial. ƒ Font Face - Click the arrowhead to the right of the font name box to view the list of fonts available. Scroll down to the font you want and select it by clicking on the name once with the mouse. A serif font (one with "feet" circled in the illustration below) is recommended for paragraphs of text that will be printed on paper as they are most readable.

- Click on the white part of the font size box to enter a value for the font size or click the arrowhead to the right of the box to view a list of font sizes available. Select a size by clicking on it once. A font size of 10 or 12 is best for paragraphs of text. ƒ Font Style - Use these buttons to bold, italicize, and underline text. ƒ Alignment - Text can be aligned to the left, center, or right side of the page or it can be justified across the page. ƒ Numbered and Bulleted Lists - Lists are explained in detail later in this tutorial. ƒ Increase/Decrease Indent - Change the indentation of a paragraph in relation to the side of the page. ƒ Outside Border -

Add a border around a text selection. ƒ Highlight Color - Use this option to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button. ƒ Text Color - This option changes the color of the text. The color shown on the button is the last color chosen. Click the arrowhead next to the button image to select another color.
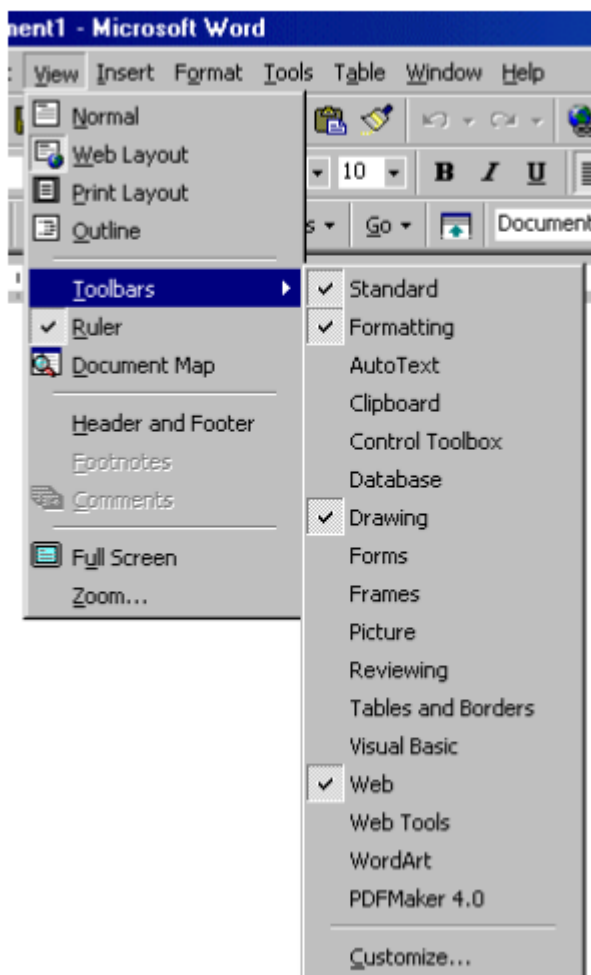
Figure -23: Tool bars

8.2. Formatting functions

If you haven't guessed already, the most *loved* aspect of Word is the wide variety of formatting features it provides. We've explored just a few. But to uncover all the gems available, you need to become intimately familiar with the Home Tab View.
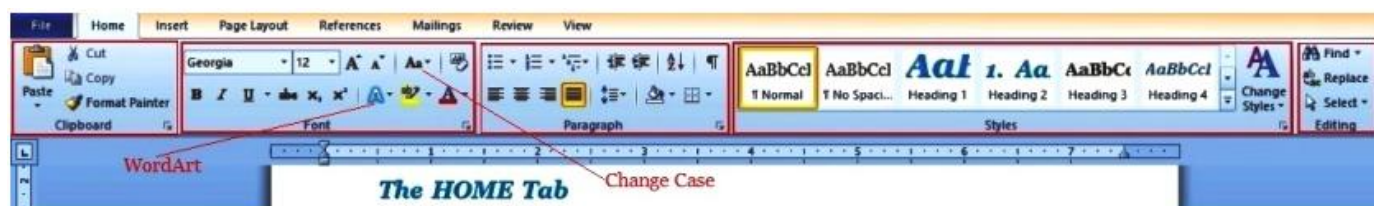
Figure -24: Formatting tables

The Home tab contains 5 command groups for better formatting: Clipboard, Font, Paragraph, Styles and Editing.

Clipboard: This contains the cut-copy-paste commands explained above.

Paragraph: This contains commands to control the alignment and spacing between lines in a paragraph. Special commands include the *Shading* command (Alt + H) and the *Border* command (Alt + B) that allow you to color text cells and border them (as if they were in a table), respectively

Styles: This is explained in detail below.

Editing: This group captures the standard find-replace features explained above.

And this brings us to Word's most popular command group: *Font!*

Font: This is the group you will use most to format your text.

The **font menu** is your one-stop point for exploring all available font-editing features in Microsoft Word. You can invoke it by a right-click and choose the "Font…" option, or use the keyboard shortcut (Control + D). And it looks like this:

8.3. Open type features

Use this to edit the ligature of your font. (This determines how characters look when combined together.) For instance, here's what happens to the numeric characters with Georgia font, when you set the "number forms" feature to "lining": they get neatly aligned.

8.4. Word styles

Word uses **Styles** to create a pre-defined "way" of (consistently) formatting font and paragraphs, across a single Word document. Take a moment now to look at the Styles command group on the Home Tab. It looks a bit like this:
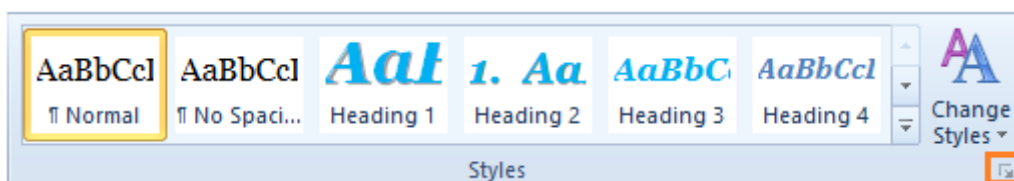
Figure -25: Formatting styles

8.5. Technical functions

- animations
- arranging slides
- charts
- customising masters
- illustrations
- linking content
- sharing
- SmartArt

Self-Check -8	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. Which one of the following is technical function?

    A. animations   C.charts

    B.illustrations   D. all

2._____ contains commands to control the alignment and spacing between lines.

    A. paragraph   C.charts

    B.illustrations   D. all

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

    1_____

    2_____

Information Sheet-9	Highlight and copy text from different areas

9.1. Highlight and copy text

Right-click the selected text and select Copy. Click Edit from the top File menu in the program

And then click Copy. Highlight the text and use the shortcut key Ctrl+C or Ctrl+Insert on

A PC or Cmd+C on an Apple Mac. You must highlight or select something before it can be copied.

Copying Text To copy text, choose Edit|Copy, click the Copy button on the standard toolbar, or press

CTRL+C to copy the text to the clipboard. Paste Text To paste cut or copied text, move the cursor

to the location you want to move the text to and select Edit|Paste from the menu bar, click the Paste

button on the standard toolbar, or press CTRL+V.

9.2. Highlighting

Under normal circumstances, screen readers do not convey any information about highlighting to blind

users. Here are a couple of ideas of ways to draw attention to text in Word for blind users: • Write the

word "important" (or similar): The most reliable way in Word to "highlight" text for blind users is to write

some text in the document that draws attention to the content. You could put the word "Important" (or

"Warning" or "Attention," etc.) before the important content, for example.

Figure -26:.Highliting

9.3. Hidden text

If you don't want to add any visual words to the document, you could add some hidden text just for

screen reader users. In HTML, and there are multiple techniques (add the text via aria-label, hide the

text with the CSS clipping technique, hide the text off-screen, etc.). Though there are not as many

techniques in Word, it is possible to hide content.

Self-Check -9	**True/False**

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Under normal circumstances, screen readers do not convey any information about highlighting to blind users.
2. If you don't want to add any visual words to the document, you could add some hidden text just for screen reader users.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information Sheet-10	Insert headers and footers

10.1 Insert header and footer

It can make your document look professional and polished by utilizing the header and footer sections. 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 information such as the page number, date, and document name. In this lesson, you will learn how to insert and edit headers and footers**.**

Headers and footers 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.Headers are help you to repeat content at the top of every page. They are useful for show casing information, like title, author, and page number.Footers are help you to repeat content at the bottom of every page.
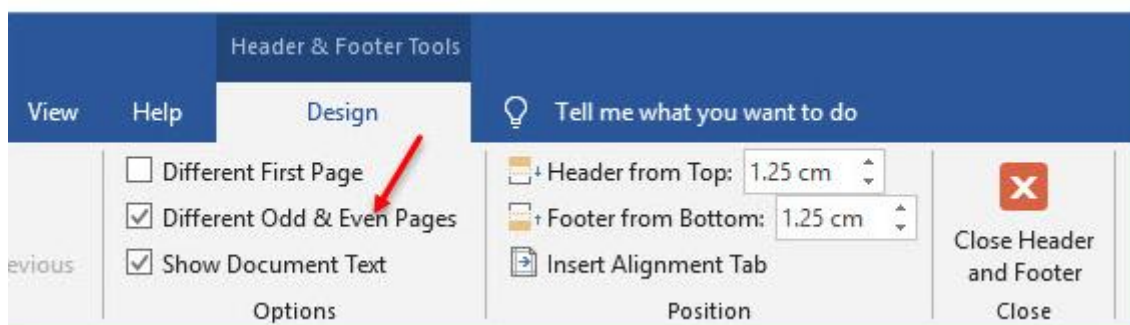
Figure -27: Header & Footer

Self-Check -10	True/False

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. The header is a section of the document that appears in the top margin

2.Headers and footers can help keep longer documents organized and make them easier to read.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

11.1. Introduction of Saving Document:

It is the Microsoft Way to give you multiple ways to save document /spared sheet. Whether that's because the company's programmers believe in giving you lots of choices, or because they can't make up their minds about the best way to do something is a question best left to the philosophers. But the point is, you do have a choice. You don't have to memorize every keystroke, button, and command. Especially with saving, the important thing is to find a way you like and stick with it, so file can be saved different file formats such as: CSV files, doc files, HTML pages, PDF files, SXW (star office) files, RTF files, text files.
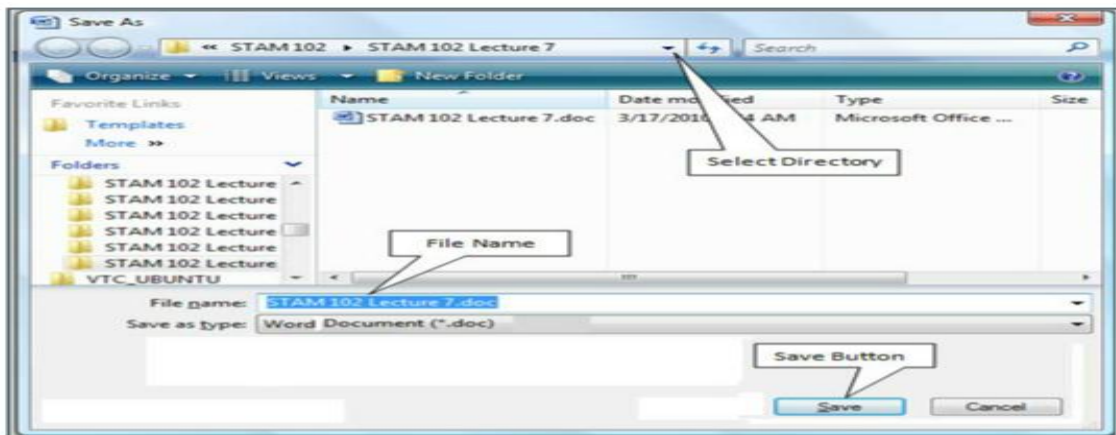
Figure -28:.Save document

11.2 Type of File format

- CSV files
- doc files
- HTML pages
- PDF files
- SXW (star office) files
- RTF files
- Text files.

Self-Check -11	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. CSV files a type of file format
2. You don't have to memorize every keystroke, button, and command

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2____

Information Sheet-12	close document and spreadsheet to a storage device

12.1. Close document

12.2. Types of storage device

DiskCompact Disk (CD), Digital Versatile Disk (DVD), and magnetic tape. Commonly used secondary storage devices can be grouped as magnetic or optical. Magnetic devices use magnetic technology to write and read data from the storage surface. This category includes hard disk, floppy disk, and magnetic tape. On the other hand, optical storage devices use laser technology. CD and DVD fall under this second category.

12.2.1.CD(Compact Disc)

CD-ROM, CD-R, and CD-RW: CD-ROM (Compact Disc – Read Only Memory): is a version of the CD that allows the information to be stored so that the user can only read from the disks. Once data is recorded on a CD-ROM, new data cannot be stored and the disc cannot be erased. Although CD-ROMs look like music discs, they can only be used with a computer equipped with a CD-ROM drive.

12.2.2.CD-R (Compact Disc

CD-R (Compact Disc - Recordable): refers to compact disks that can be recorded only once, but read many times. If the recorded content is no longer wanted, additional material can be recorded only on the remaining space on the disk. The disks themselves are constructed differently from ordinary CDs.

CD-RW (Compact Disc - Rewritable): Is an extension of CD-R whereby you can rewrite data or audio to the same CD many times? Not all CD drives can read CDRWs.

DVD)Digital Versatile Disc

DVD is an optical disc storage media that can be used for storing data, including movies with high video and sound quality. DVDs resemble CD: their physical dimensions are the same – 12 cm or the mini 8cm - but they are encoded in a different format. This enables DVDs to store more data than that of CDs. A typical DVD can often hold more data than 6 CDs. DVDs can store an entire movies.

11.4. Common Types of DVDs

DVD-ROM: These DVDs are read-only disks. They are accessed using a special DVD drive attached to a personal computer. They are often used for movies (which are more specifically referred to as DVD-Video) and computer games.

DVD-R: It offers a write-once, read-many time's storage format similar to CDR, but can hold more information than a CD-R.

11.4.1. DVD-RW: A recordable DVD format similar to CD-RW.

External hard drive, including universal serial bus (USB) flash drive:

A hard disk contains both the disk and the drive (the slot) that is used to read and write data on the disk. A hard disk uses rigid turning disks to store data and programs. They have read/write heads which can read data from the hard disk and write data to the hard disk.

Internal Hard Disk:A hard disk contains both the disk and the drive (the slot) that is used to read and write data on the disk. A hard disk uses rigid turning disks to store data and programs. They have read/write heads which can read data from the hard disk and write data to the hard disk. The hard disk drive is sealed.

This protects the hard disk drive internals from dust, condensation, and other sources of contamination. Hard disks can store much more data than floppy disks, and access and transmit it faster. Currently an average hard disk can store 60 to 80 GB of data.

web storage

Can store much more data than other types of storage such as floppy disks, hard disk and also safe for mechanical as well as vires attack of data and stored for long time example of web storage is email, internet.

Self-Check -12	Written Test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. Which of the following is a type of storage devices?
   A. DVD**-**RW   C.DVD-ROM
   B. DVD-RD.ALL

2. Digital Versatile Disk is_____.
   A.DVD**-**RW   C.DVD-ROM
   B.DVD-R   D**.**ALL

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**
points

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

     1_____

     2_____

Operation sheet 1	Page Layout

OPERATIONTITLE:Page layout

PURPOSE: To lay the page

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.On the Layout tab (PAGE LAYOUT in previous versions of Word), in the Page Setup group, click
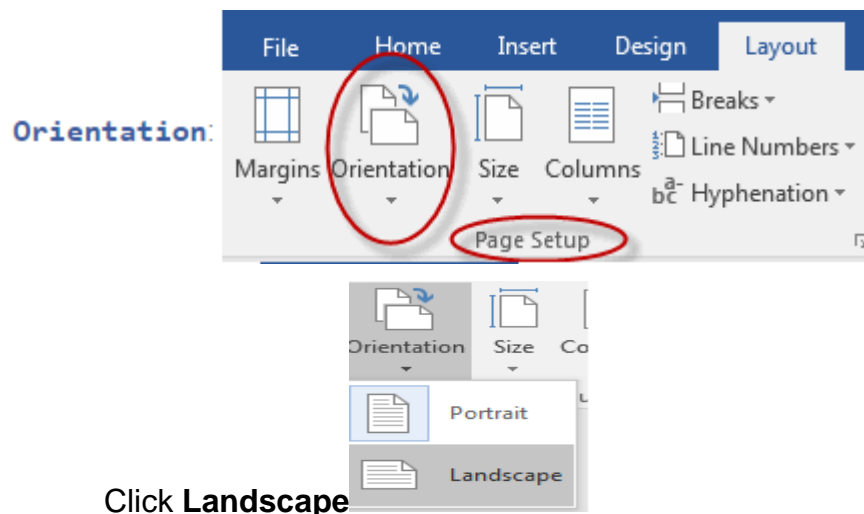
Click **Landscape**

Step2: select the paper size of your choice
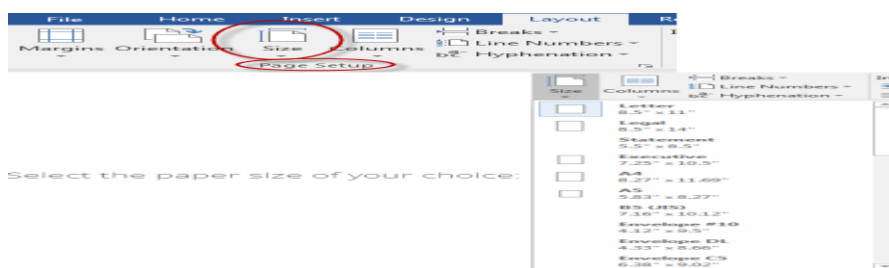
OPERATIONTITLE:Change the paper size for document

PURPOSE: TO Change the paper size for document

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.On the Layout tab, in the Page Setup group, click Size
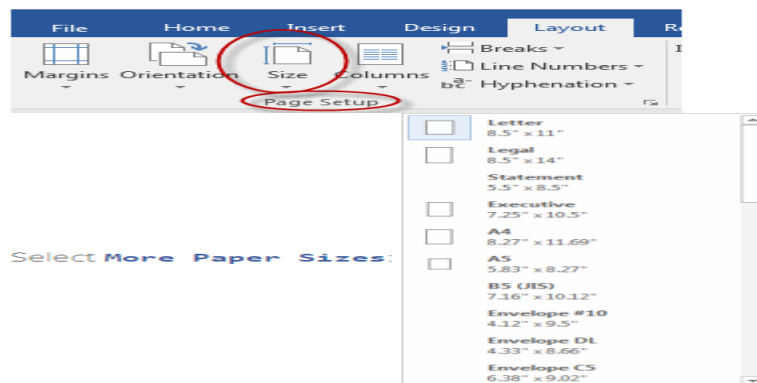
Step 2.Select More Paper Sizes:

Step 3.In the Page Setup dialog box, choose a paper size and for Apply to, select Whole document:
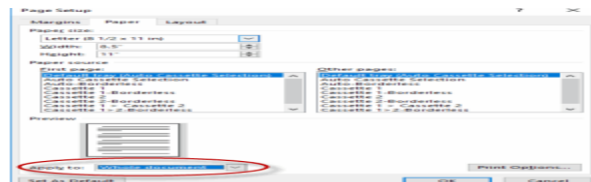
Step4 .Click OK.

Precaution: use computer safety accessories.

Quality criteria:change paper size accurately

OPERATIONTITLE: Format font size

PURPOSE: TO format font size

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:

Step 1.Left-click the **drop-down arrow** next to the **font size box** on the Home tab. The font size drop-down menu appears.

Step 2.Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.

Step 3.Left-click the font size you wish to use. The font size will change in the document.
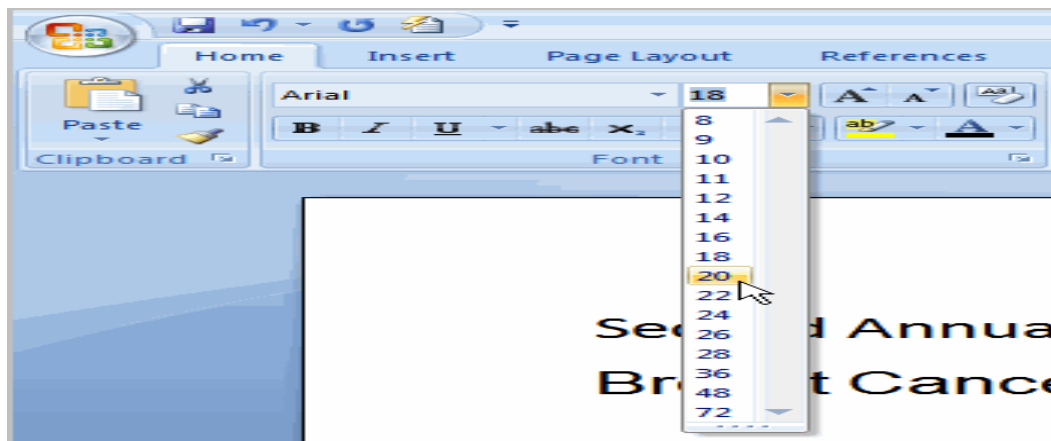
Precaution: use computer safety accessories.

Quality criteria: create font size accurately

OPERATIONTITLE: Format font style

PURPOSE: TO format font style

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:

Step 1.Select the text you wish to modify.

Step 2.Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.

Step 3.Move your cursor over the various font styles. A live preview of the font will appear in the document.
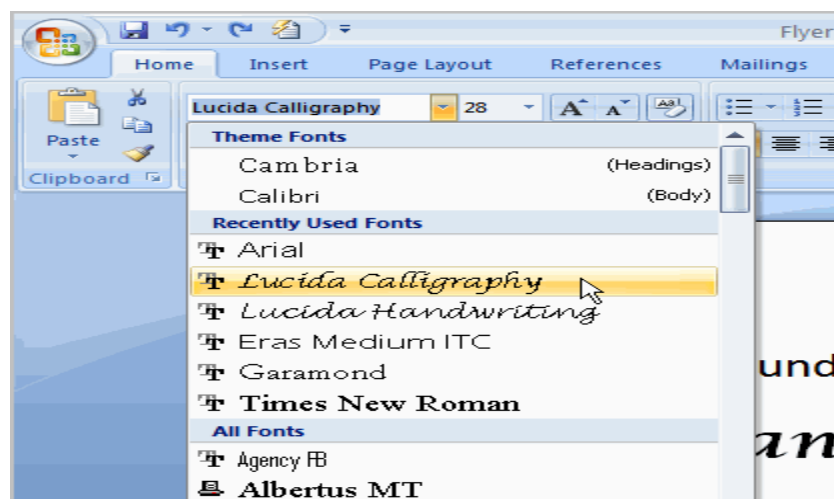
Step4.Left-click the font style you wish to use.

Precaution: use computer safety accessories.

Quality criteria: create font style accurately

Operation sheet 4	Format Font colour

OPE

RATIONTITLE:Format font color

PURPOSE: TO format font color

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:

> **Step 1**.Select the text you wish to modify.
>
> **Step 2.**Left-click the drop-down arrow next to the **font color box** on the Home tab. The font color menu appears.
>
> **Step3.**Move your cursor over the various font colors. A live preview of the color will appear in the document.
>
> **Step 4**.Left-click the font color you wish to use.
>
> **Step 5**.click OK.

Precaution: use computer safety accessories.

Quality criteria: create font color accurately

LAP-Test	Practical Demonstration

Project Title:Customize basic settings and format documents to meet page layout conventions

Name: _____ **Date**: _____

Timestarted: _____ **Timefinished**: _____

Instructions: Perform the following task properly within 2 hour.

Task 1:Create Page layout

Task 2: Format font size

Task 3.Format font style

Task 4. Format font color

Instruction sheet	Learning Guide 40: Create tables and add images to word document

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Inserting standard table into document
- Changing cells (insert and delete columns and rows)
- Inserting appropriate images into document and customize
- Positioning and resizing images to meet document
- Naming and storing/ saving documents in appropriate directories or folders
- Printing documents

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Insert standard table into document
- Chang cells (insert and delete columns and rows)
- Insert appropriate images into document
- Position and resize images to meet document
- Name and store/ savedocuments in appropriate directories or folders
- Print documents

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below
3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.
4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).
6. 6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

InformationSheet1	Insert standard table into document

1.1. Standard table

A table is an arrangement of information in rows and columns containing cells that make comparing and contrasting information easier

A table is a grid of rows and columns that intersect to form cells. It's often easier to read or present information in table format than in paragraph format. Using word's table feature, you can create a table and insert text, pictures, or another table into the table's cells.

Microsoft Word tables are a versatile tool that can help you present information in an organized way. Tables are easy to insert and modify. A couple of clicks enable you to create a simple table.Use MS Word tables to place information into rows and columns. Alternatively, you can use tables as a way to position images that would otherwise be hard to place in the overall layout of a document.

Word tables are the perfect easy way to display complex visual information in a page easily. You can also use tables in templates to simplify a complex layout. Table styles in Microsoft Word allow you to change the format of a table at any time and still maintain a cohesive, professional-looking document. A table style provides a consistent look to borders, shading, alignment, and fonts in tables.

The insert command is used for inserting one or more rows into a database table with specified table column values.

1.2. How to Make a Table on Microsoft Word

Tables help you present information in a clear and organized way. There are three ways to add tables to your documents in Microsoft Word, each taking only a few easy steps. These instructions are based on Microsoft Word 2003, but the process is very similar in other versions of Word.

Here's how to make a table from the tables and borders toolbar:

- Place the cursor where you want to place the table.

- Click the Insert Table icon on the Tables and Borders toolbar at the top of the window.
- Drag the corner of the table until you have the desired number of columns and rows.
- Click the mouse to insert the table.

1.2. Inserting standard tables

A good table in your document can help make your data stand out to your readers, and adding a table in word is a snap. You have a variety of options for customizing your table's look at functionality, and you can even choose from existing templates to make inserting tables completely painless.
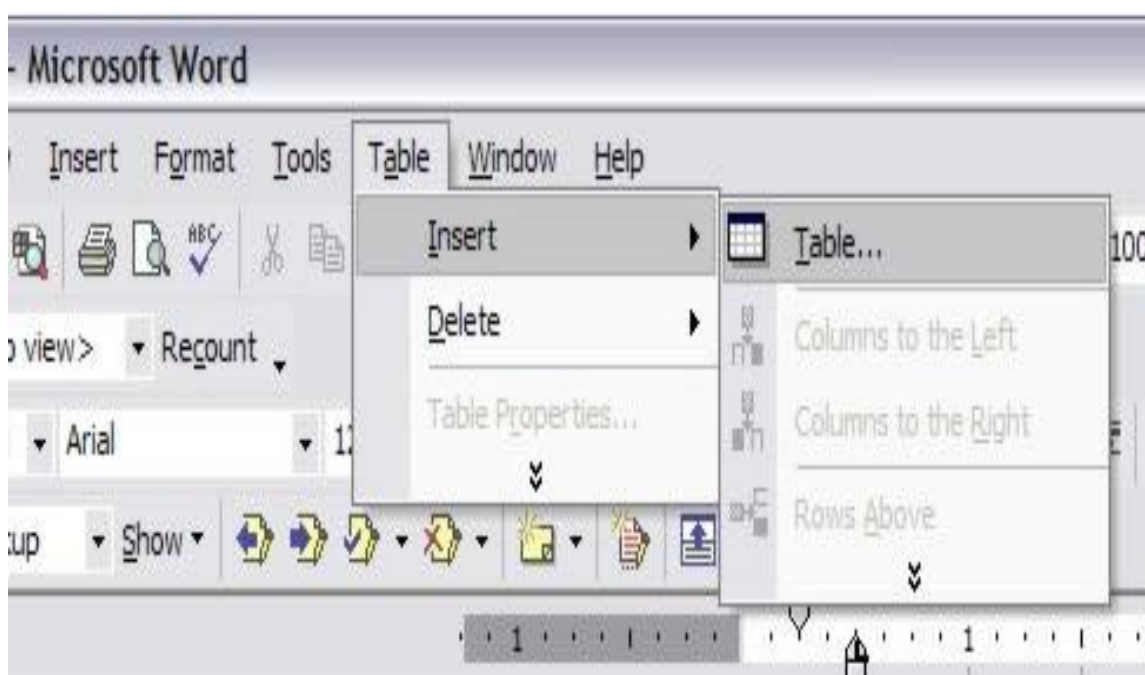
Figure -29. Inserting a table.

Self-Check -1	True/False

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. A table is an arrangement of information in rows and columns containing cells.
2. Word tables are the perfect easy way to display complex visual information in a page easily.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

InformationSheet2	Change cells to meet information requirements

2.1. Cells

A table is made up of rows and columns. The intersection of a row and column is called a cell. Tables are often used to organize and present information, but they have a variety of other uses as well.

2.2. Insert and delete columns and rows

Columns and rows

A table is a structure of vertical columns and horizontal rows with a cell at every intersection. A Word table can contain as many as 63 columns but the number of rows is unlimited.

- On a display screen in character mode, a column is a vertical line of characters extending from the top to the bottom of the screen. The size of a text display is usually measured in rows and columns.

- In spreadsheets, a column is a vertical row of cells. Spreadsheet columns are usually identified by letters.

A row is identified by the number that is on left side of the row, from where the row originates.

Columns run vertically downward across the worksheet and ranges from A to XFD - 1 to 16384. A column is identified by a column header that is on the top of the column, from where the column originates.

2.3. Add a row or column

In your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).
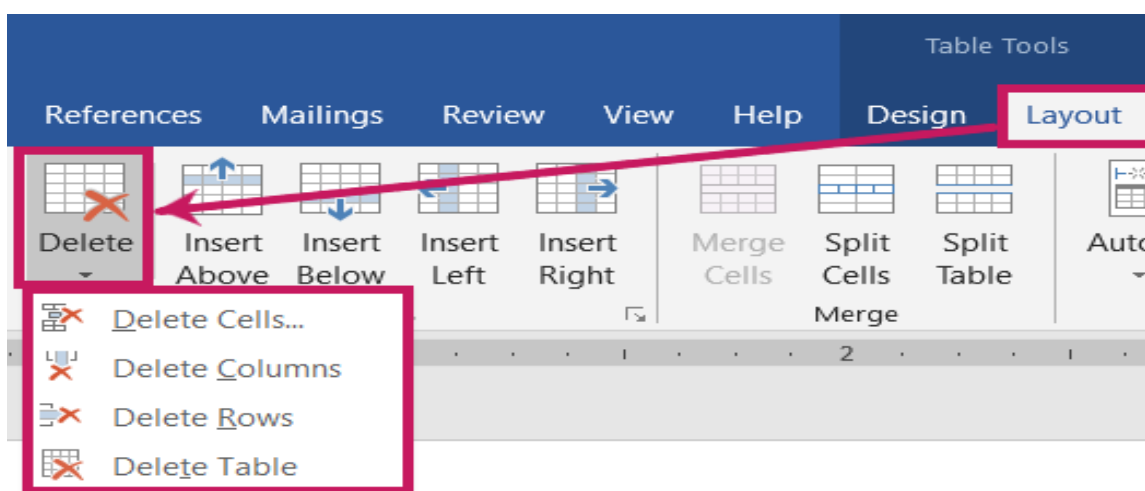
Figure -30.. Delete table

Direction I: True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. A table is a structure of vertical columns and horizontal rows with a cell at every intersection

2. A row is identified by the number that is on left side of the row, from where the row originates.

3. Tables are often used to organize and present information.

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3_____

3.1. Clip art

Clip art refers to a graphic or a picture that you can insert in your document. It comes in different formats and styles. It is used to enhance the appearance of a document.

Clip art refers to a graphic or a picture that you can insert in your document. It comes in different formats and styles. It is used to enhance the appearance of a document.
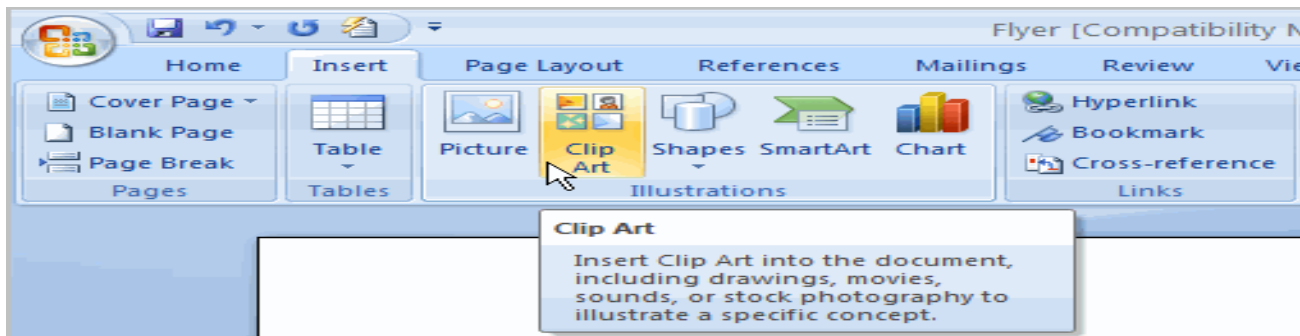
Figure -31. Clip Art

3.2. Graphics

The term also refers to the images themselves. For example, certain word processors support graphics because they let you draw or import pictures.

A graphics monitor is a display monitor that can display pictures. A graphics board *(or* graphics card*)* is a printed circuit board that, when installed in a computer, permits the computer to display pictures.

3.3. Pictures

Word allows you to insert pictures into your document such as logos of companies, photos and other pictures to give more interest or a more professional speed (look) to your document.
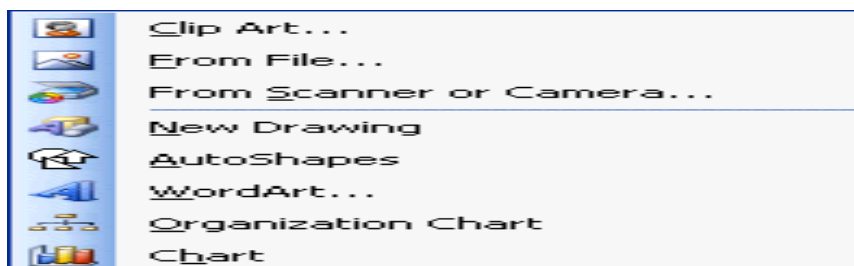
Figure -32. Autoshape
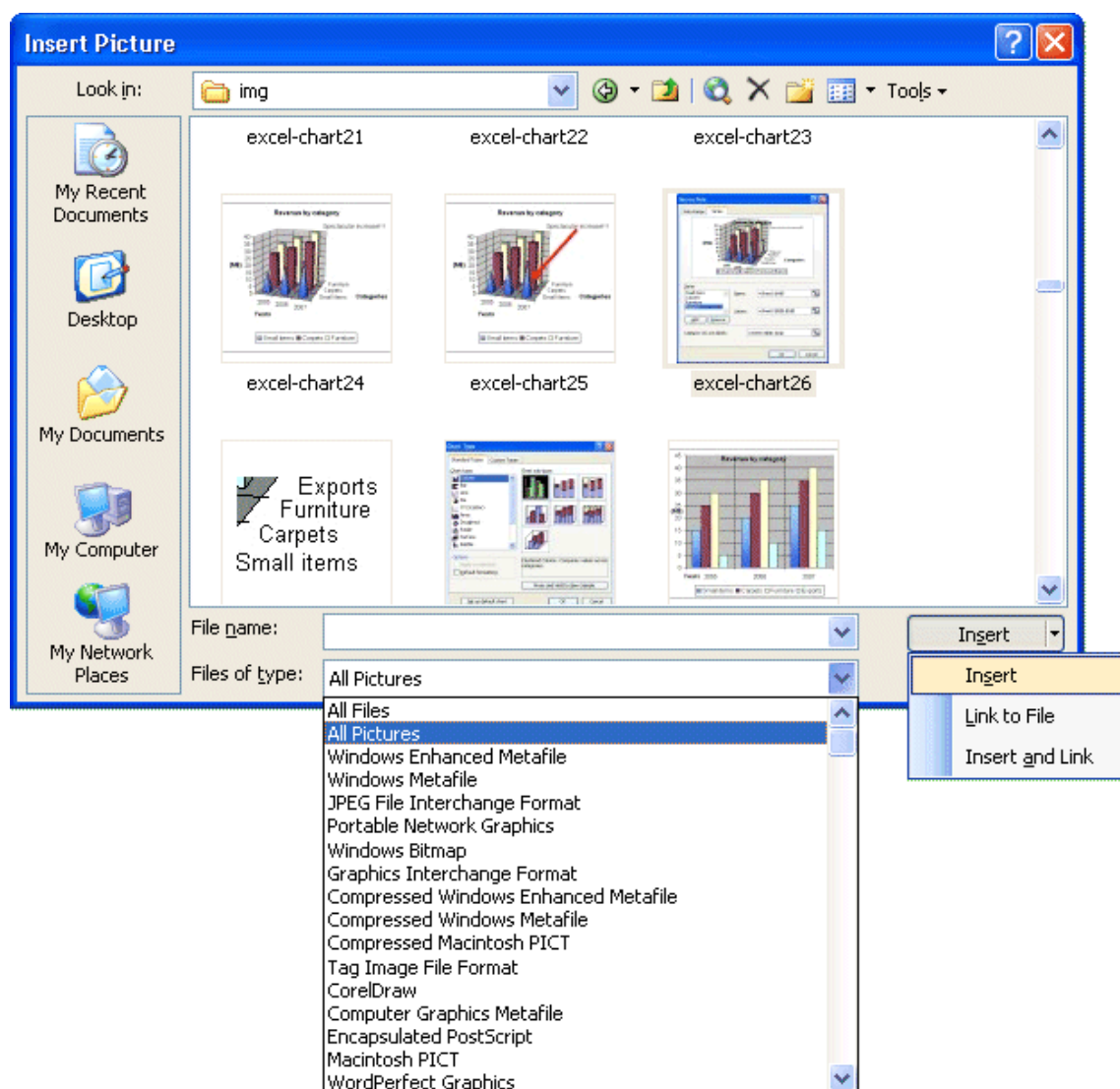
Figure -32. Insert picture

Self-Check -3	True/False

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Clip art refers to a graphic or a picture that you can insert in your document
2. A graphics monitor is a display monitor that can display pictures

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**

points

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information Sheet 4	Customizing images

4.1. Position and resize images to meet document formatting needs

Positioning a picture and other objects (Shape, SmartArt, Icons, 3D Models, etc.) means placing them in the exact position in the document wherever you want. Whether it is on the top left, top center, top right, middle left, middle center, and middle right, bottom left, bottom center, or bottom right. When you position an object, the text wraps around it. Follow the steps below on positioning a Picture and other Objects in MS-Word.

4.1.1. Document formatting

How to Edit a Picture's Size in Word

Ideally, you should format your picture in a photo editing program, but you can also use Microsoft Word to do some simple editing. To resize a photo in Word, click it once and then drag a corner box in or out to make the picture smaller or larger.

Word provides a variety of options for changing the layout of your pictures. For example, you can have the text wrap around the photo or you can insert the picture in line with the document text.

4.1.2. Positioning and resizing image

If you want to use Word to edit photos, or if you frequently include images in your Word document, you should familiarize yourself with the compression options. Compressing Word photos will help you limit the file size of documents that contain images.

Self-Check -4	**True/False**

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Positioning a picture and other objects (Shape, Smart Art, Icons, 3D Models, etc.) means placing them in the exact position.

2. Ideally, you should format your picture in a photo editing program, but you can also use Microsoft Word to do some simple editing.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

    1____

    2_____

Information Sheet 5	Naming and saving of documents in appropriate directories or folders

5.1. Directories and folders

A directory is defined as an organizational unit, or container, used to organize folders and files into a hierarchical structure. You can think of a directory as a file cabinet that contains folders that contain files.

The main difference is that a folder is a logical concept that does not necessarily map to a physical directory. A directory is a file system object. A folder is a GUI object. The term directory refers to the way a structured list of document files and folders is stored on the computer. A file is a collection of data that is stored on disk and that can be manipulated as a single unit by its name. A directory is a file that acts as a folder for other files.

5.2. Naming files and folders

Naming conventions are rules which enable the titling of electronic and physical folders, documents and records in a consistent and logical way. This ensures that the correct records can be located, identified and retrieved from a filing system in a timely fashion, and that they are stored in an appropriate secure location. Ideally, the best time to think how to name and structure the documents and directories you create is at the start of a project.

The principles of naming conventions can equally be applied to electronic and physical files/folders/material.

5.3. Benefits of naming conventions

Naming records consistently, logically and in a predictable way will distinguish similar records from one another at a glance, and by doing so will facilitate the storage and retrieval of data. Through consistency and the application of logical standards we benefit from secure storage, and the ability to locate and access information.

Suggested file and folder naming conventions

- Keep file and folder names short, but meaningful.
- Avoid unnecessary repetition and redundant words in file names and file paths.
- Use capital letters to delimit words, not spaces.

When including a number in a file name always give it as a two-digit number rather than one, i.e. 01, 02 … 99, unless it is a year or another number with more than two digits.

- When including a personal name in a file name give the family name first followed by the initials.

- Avoid using common words such as 'draft' or 'letter' at the start of file names, unless doing so will make it easier to retrieve the record.
- Order the elements in a file name in the most appropriate way to retrieve the record.

5.4. Saving at different storage locations

If you frequently save your documents in a different place on your hard drive rather than the My Documents folder, it can get tiresome navigating through the folders on your hard drive in the Save dialog box. Fortunately, the default location where Word saves your files can be easily changed.

5.5. Creating, Opening, and Saving Documents

It can start by creating a document, and you end by saving your work. Sounds simple, but to manage your Word documents effectively, you need to know these basics and beyond. This session shows you all the different ways to create a new Word document like starting from an existing document or adding text to a predesigned template and how to choose the best one for your particular project.
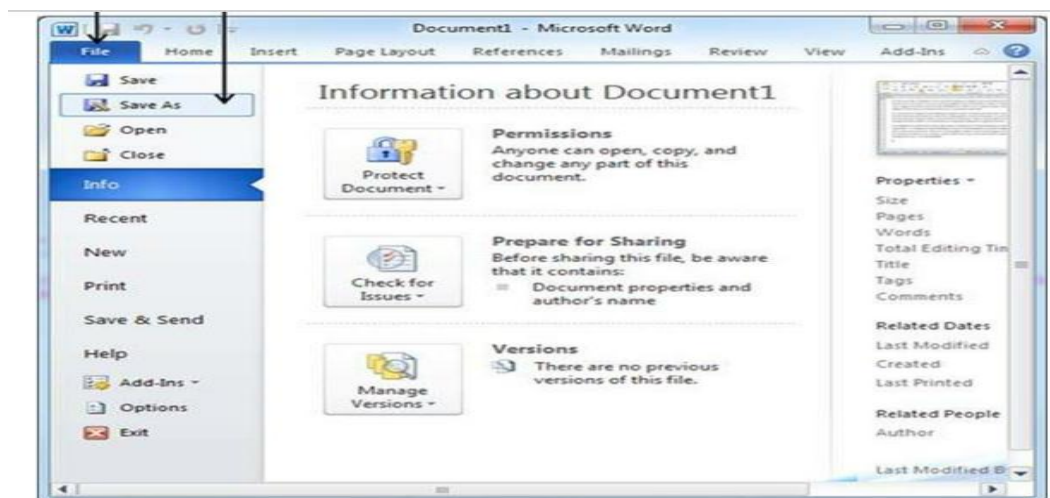
Figure -33.saving a document

Self-Check -5	True/False

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. A directory is defined as an organizational unit, or container, used to organize folders and files into a hierarchical structure.
2. The main difference is that a folder is a logical concept that does not necessarily map to a physical directory.
3. Through consistency and the application of logical standards we benefit from secure storage, and the ability to locate and access information.

Note: **Satisfactory rating – 3 and above points   Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3._____

Information Sheet 6	Printing of document

6.1. Introduction to printing document

In a traditional sense, printing means producing your document on paper. The printing process on the computer, however, is much more flexible than this. In Microsoft Word the printing commands allow you to control how the document will be printed, where it will be printed and what will be printed.

Printing, in its simplest form, means producing a paper copy of a document that you have created on the computer. Early forms of printing required typesetting, printing presses and ink. These days, printing only requires a printer that converts the electronic form of the document into letters and other graphics on a page.

Figure -34: Printing document.

If you want to print more than one page but not the entire document, you can specify a range of determine this by previewing the pages and checking the page numbers below the preview. You then use a special format to specify individual pages or a series of consecutive pages (range). pages. To do this, you need to know the page numbers of the pages you want to print.
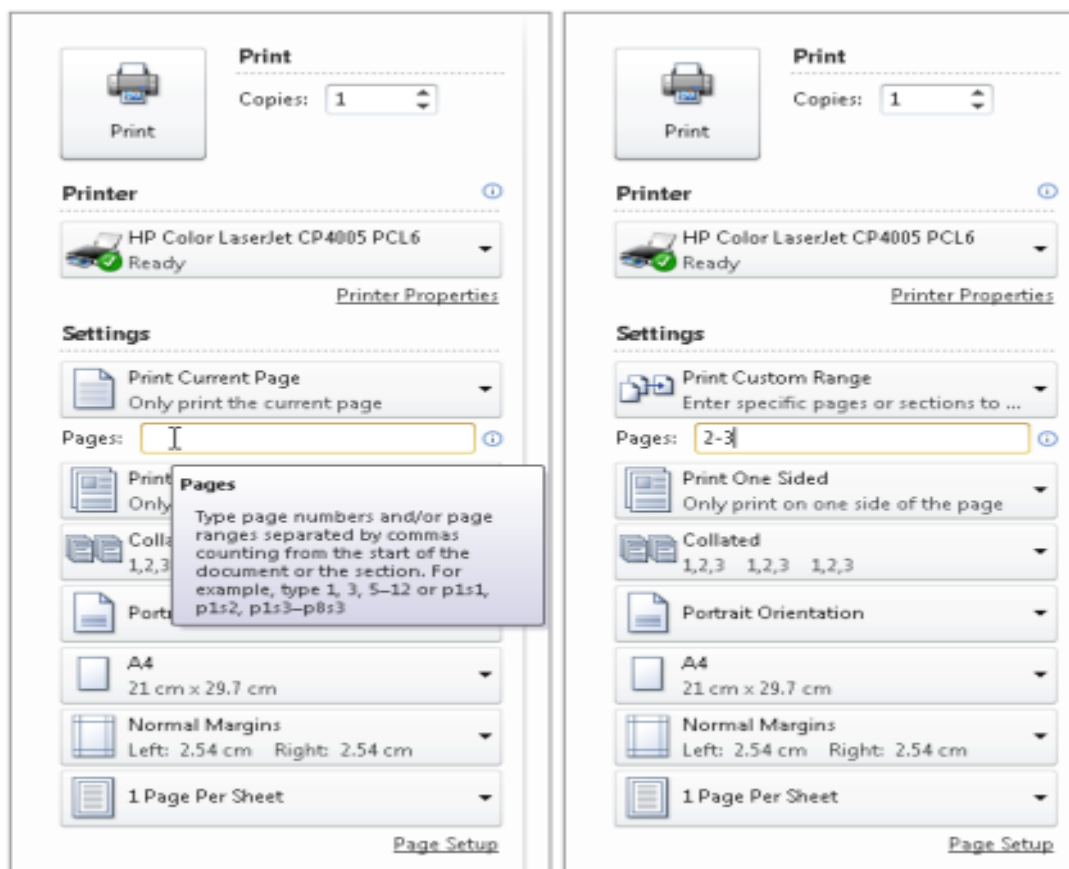
Figure -34: Printing by page

Self-Check -6	True/False

Direction I: True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. In a traditional sense, printing means producing your document on paper

2. Early forms of printing required typesetting, printing presses and ink.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**
points

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Operation sheet 1	create a table

OPERATIONTITLE: creating a table

PURPOSE: To create a table

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1. Insert a table by using the Insert Table dialog box or the Insert Table button on the Standard Toolbar.
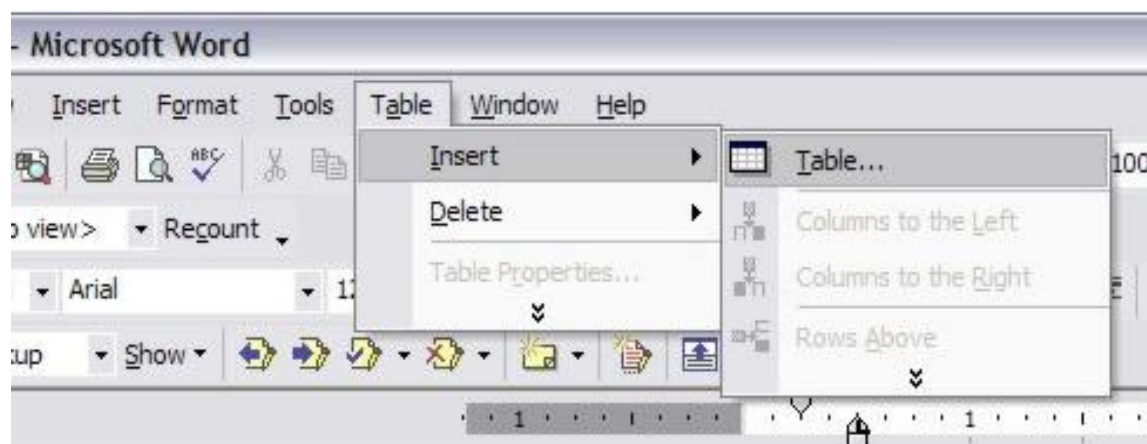
Step 2. Draw a table by using the Tables and Borders Toolbar.
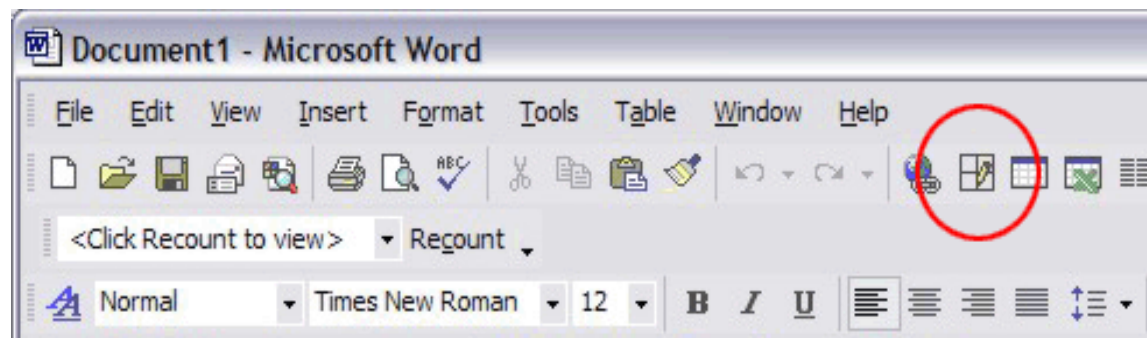
Columns, Rows and Cells in a Table

Precaution: use computer safety accessories.

Quality criteria: create a table properly

Operation sheet 2	Locate clip art

OPERATIONTITLE: Locating clip art

PURPOSE: **To locate clip art**

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1. Select the **Insert** tab.

Step 2.Click the **Clip Art** command in the **Illustrations** group.
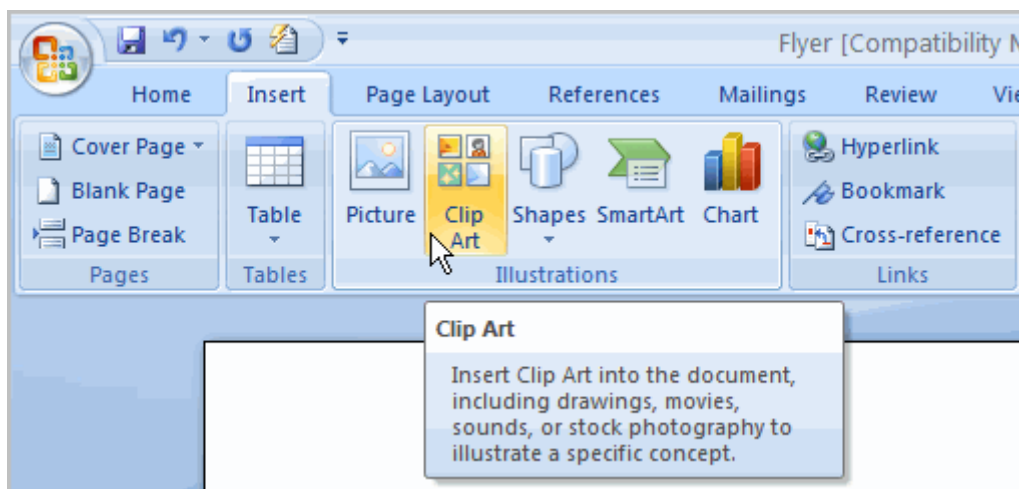
Step 3. The clip art options appear in the **task pane** on the right.

Step 4. Enter keywords in the **Search for:** field that are related to the image you want to insert.

Step 5.Click the drop-down arrow next to the Search

Precaution: use computer safety accessories.

Quality criteria: locate clip art properly

| Operation sheet 3 | Inserting and deleting columns and rows |

OPERATIONTITLE: Inserting and deleting columns and rows

PURPOSE: To Insert and delete columns and rows

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.Add a cell, row, or column

Step 2. Add a cell

Step 3.Click in a cell that is located just to the right of or above where you want to insert a cell.

Step 4.Under Table Tools, on the Layout tab, click the Rows & Columns Dialog Box Launcher.

Precaution: use computer safety accessories.

Quality criteria: Insert and delete columns and rows properly

Operation sheet 4	Creating a folder

OPERATIONTITLE: creating a folder

PURPOSE: To create a folder

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.With your document open, click **File** > **Save As**.

Step 2.Under **Save As**, select where you want to create your new folder. You might need to click **Browse** or **Computer**, and navigate to the location for your new folder.

Step 3.In the **Save As** dialog box that opens, click **New Folder**.
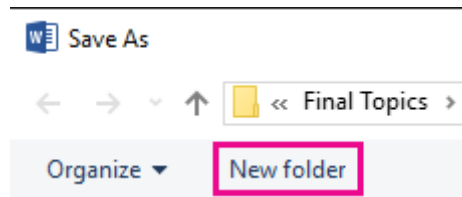
Step4. Type the name of your new folder, and press Enter.
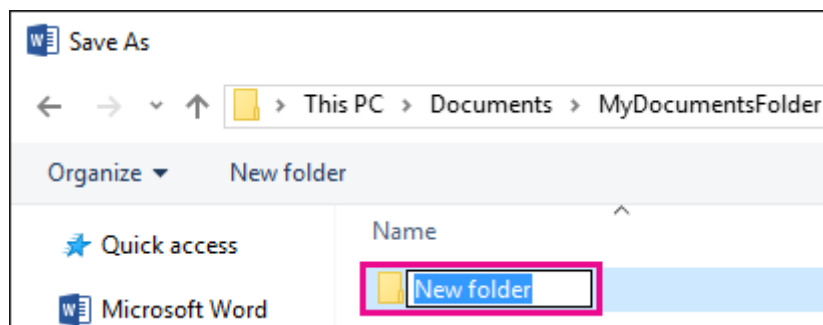
Note: You can't use slashes, colons, semicolons, dashes, or periods in your folder name.

Step 5.Click **Save**. Your document is saved to the new folder.

Precaution: use computer safety accessories.

Quality criteria: Insert and delete columns and rows properly

LAP-Test	Practical Demonstration

Project Title: **Create tables and add images to word document**

Name: _____   **Date**: _____

Time started: _____   **Time finished**: _____

Instructions: Perform the following task properly within 2 hour.

Task 1: Create table

Task 2.Locate clip art

Task 3.Insert and delete column and row

Task 4.Create a folder

Instruction sheet	Learning Guide 41: Use appropriate spreadsheet software

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Selecting spreadsheet software
- Identifying document purpose, audience and presentation requirements
- Opening the spreadsheet application, create spreadsheet files
- Entering simple formulas and functions
- Using a range of common tools in spreadsheet development
- Editing columns and rows within the spreadsheet
- Using the auto fill function to increment data
- Naming and storing documents in appropriate directories or folders

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Select spreadsheet software
- Identify document purpose, audience and presentation requirements
- Open the spreadsheet application, create spreadsheet files
- Enter simple formulas and functions
- Use a range of common tools in spreadsheet development
- Edit columns and rows within the spreadsheet
- Use the auto fill function to increment data
- Name and store documents in appropriate directories or folders

Learning Instructions:

    1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information Sheet 1	Selecting spreadsheet software

1.1. Spreadsheet software

Spreadsheet software is a software application capable of organizing, storing and analyzing data in tabular form. The application can provide digital simulation of paper accounting worksheets. Spreadsheet software is also known as a spreadsheet program or spreadsheet application. A spreadsheet or worksheet is a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data. What makes a spread sheet software program unique is its ability to calculate values using mathematical formulas and the data in cells. A good example of how a spreadsheet may be utilized is creating an overview of your bank's balance.

Spreadsheets were developed to store, analyses and manipulate data. They are now commonly used for working with sets of data containing both text and numbers.

- Every spreadsheet consists of a large grid of cells to store data which can then be manipulated using formula.
- Each cell has an address which consists of the column letter and row number
- Many spreadsheet documents contain several individual sheets that can reference values in other sheets in the file
- Spreadsheets can also produce graphs and other data visualizations

1.2. Types of spread sheet software

1.2.1.Microsoft Excel

Most good spreadsheets have very similar capabilities, but the syntax of the commands differs slightly. I will use the keyboard command and mouse syntax of Excel® by Microsoft for this example. I am assuming you have a mouse. In what follows, what you enter on the keyboard will be in bold. Special keys, like the key labelled "Enter" will be written as: <Enter>, and menu options will be bold-italic. Let's suppose you have a number of data points such as data on a series of cylinders.

You want to perform some statistical analysis, perhaps to find the sum, mean and standard deviation of the various data sets. The first step is to set up the organization of the rows and/or columns.
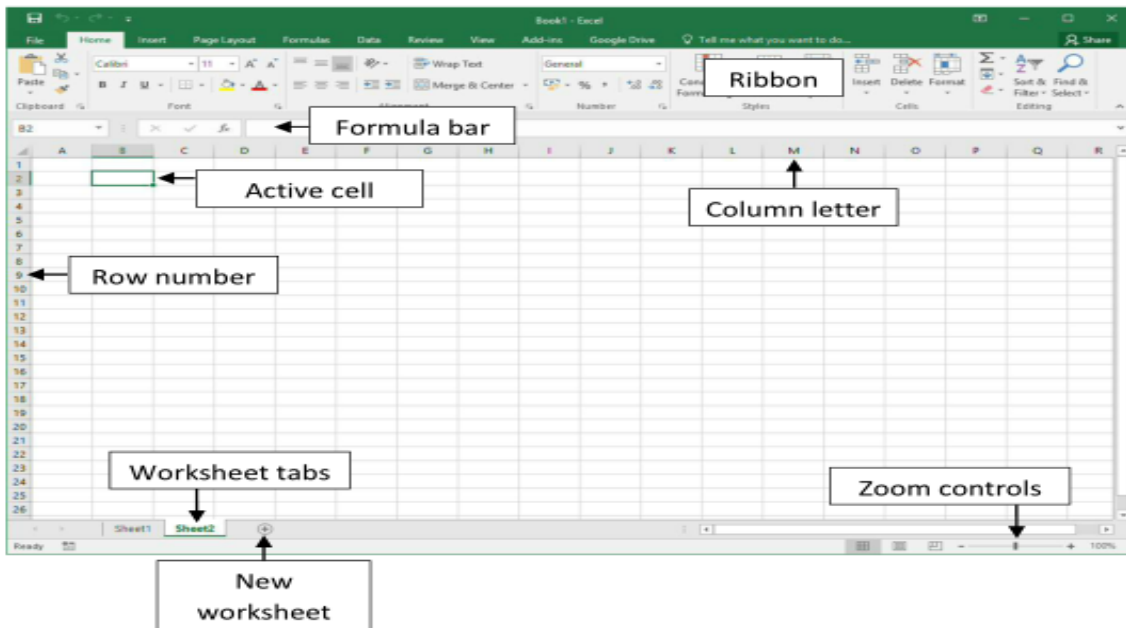
Figure -33.microsoft excel work space

Gnumeric (Web, IOS, Android): Best spreadsheet software for collaboration. Google Sheets gives Excel a run for its money in terms of name recognition. And all you need to use it is a free Google account, which you already have if you use Gmail. It's tightly integrated with all of the other Google apps you use including Google Analytics, Google Data Studio, and Google Forms.

Open office:-Best spreadsheet software for a free, native solution. In practice, Libre Office Calc feels like an old version of Excel. Libre Office is a completely free and open source productivity suite, which began life as a fork of Open Office. The result is a basic spreadsheet app that contains all the functionality you'd expect from a native modern spreadsheet app on a budget.

Apple iWork's:-is an applications created by Apple Inc. for its mac OS and iOS operating systems, and also available cross-platform through the I Cloud websites a collection of bundled productivity software (a software suite) intended to be used by knowledge workers.

Self-Check -1	True/False

Direction I: True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Spreadsheet software is a software application capable of organizing, storing and analysing data in tabular form.
2. Spreadsheets were developed to store, analyses and manipulate data
3. Open office best spreadsheet software for a free, native solution
4. Each cell has an address which consists of the column letter and row number

Note: **Satisfactory rating – 4 and above points**   **Unsatisfactory - below 4 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3._____

4._____

InformationSheet2	Identify document purpose, audience and presentation requirements.

2.1. Identifying Purposes spread sheet

Spreadsheets can do practically anything. They can host your to-do list, help you reach your goals, and lead you to make better decisions. There's almost nothing you can't track using spreadsheet software.

Finance: Spreadsheets are ideal for financial data, such as your checking account information, budgets, taxes, transactions, billing, invoices, receipts, forecasts, and any payment system.

Forms: Form templates can be created to handle inventory, evaluations, performance reviews, quizzes, time sheets, patient information, and surveys.

School and grades: Teachers can use spreadsheets to track students, calculate grades, and identify relevant data, such as high and low scores, missing tests, and students who are struggling.

Lists: Managing a list in a spreadsheet is a great example of data that does not contain numbers, but still can be used in a spreadsheet. Great examples of spreadsheet lists include telephone, to-do, and grocery lists.

Sports: Spreadsheets can keep track of your favorite player stats or stats on the whole team. With the collected data, you can also find averages, high scores, and statistical data. Spreadsheets can even be used to create tournament brackets

Self-Check -2	True/False

Direction I:True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Spreadsheets can do practically anything.
2. Spreadsheets can keep track of your favourite player stats or stats on the whole team.
3. Managing a list in a spreadsheet is a great example of data that does not contain numbers, but still can be used in a spreadsheet.

Note: **Satisfactory rating – 3 and above points points**   **Unsatisfactory - below 3**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3_____

Information Sheet 3	Open the spreadsheet application create spreadsheet files

3.1. Application of spread sheet

In spreadsheet software appeared on mainframe computers, spreadsheets have evolved from simple tables and calculators to powerful tools for manipulating massive data sets.

The software has been chosen for displaying a sense of value, regardless of which price point it targets. There is no expectation that free products will stand shoulder-to-shoulder with pricey subscription models.

Finally, if you're going to be spending a lot of time in a spreadsheet, it's important that it's easy to use and pleasant to look at. User interface design and overall user experience have been taken into account while reviewing this software.

- Applications that track, analyze, and chart numeric information,
- Used for business, industry, education, and individuals to make financial decision
- Microsoft Excel is an electronic spreadsheet program

3.2. Create spread sheet files

To create a spreadsheet, you must either have a spreadsheet program installed on your computer capable of creating a spreadsheet or use an online service capable of creating a spreadsheet.
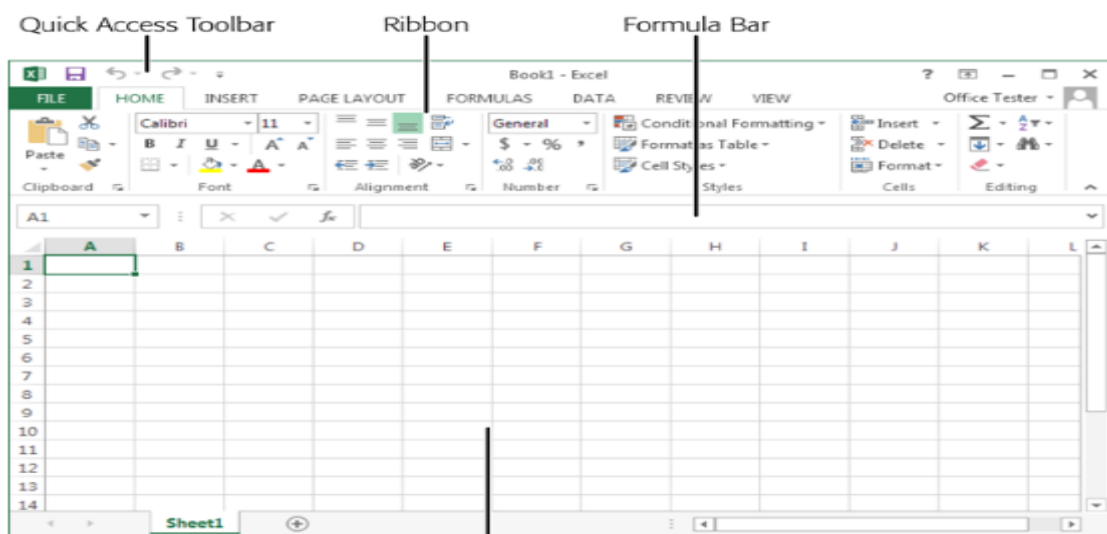
Figure -35: create spread sheet
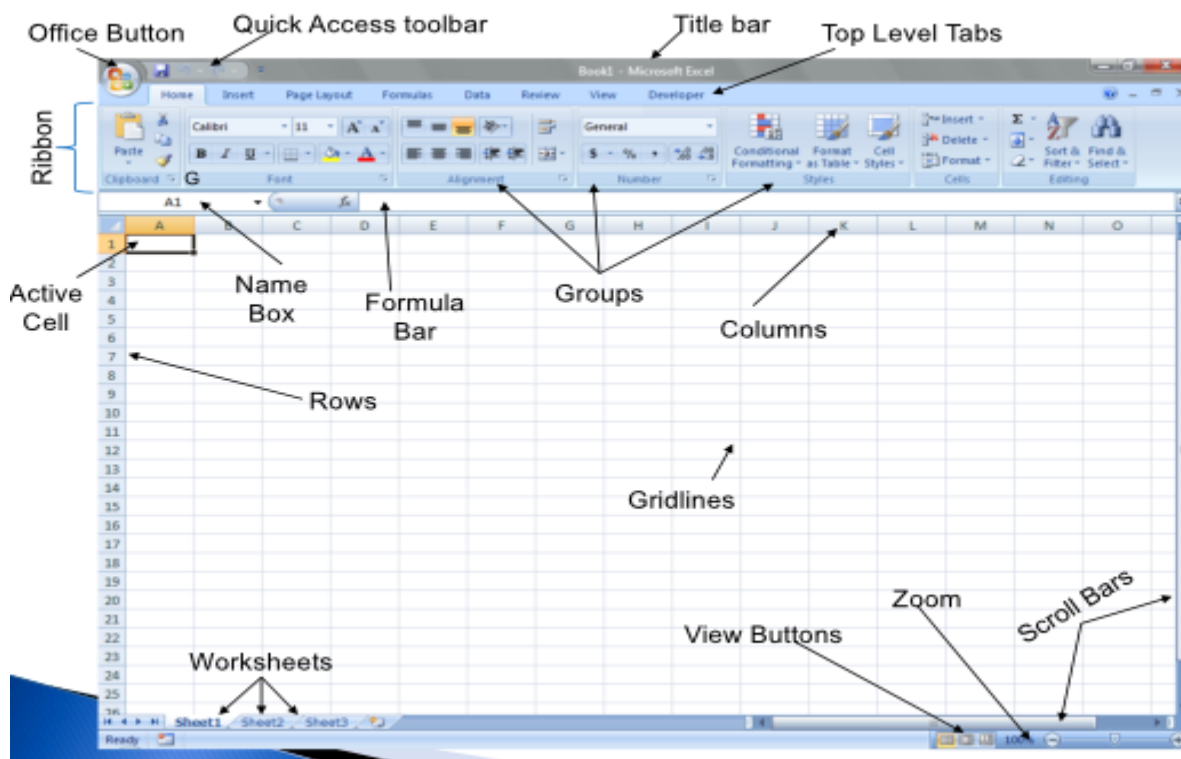
Figure -36: Spread sheet format

Self-Check -3	True/False

Direction I: True/False

Instruction: Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. In spreadsheet software appeared on mainframe computers, spreadsheets have evolved from simple tables and calculators to powerful tools for manipulating massive data sets.

2. User interface design and overall user experience have been taken into account while reviewing this software.

3. The software has been chosen for displaying a sense of value, regardless of which price point it targets.

Note: **Satisfactory rating – 3 and above points points**   **Unsatisfactory - below 3**

Score = _____
Rating: _____

Answer Sheet

Name: _____   Date: _____

True/False

1____

2_____

3._____

4.1. Enter Simple Formula in spread sheet

Creating formulas

You can enter formulas in two ways, either directly into the cell itself, or at the input line. Either way, you need to start a formula with one of the following symbols: =, + or -. Starting with anything else causes the formula to be treated as if it were text.

Operators in formulas

Each cell on the worksheet can be used as a data holder or a place for data calculations. Entering data is accomplished simply by typing in the cell and moving to the next cell or pressing Enter. With formulas, the equals sign indicates that the cell will be used for a calculation. A mathematical calculation like 15 + 46 can be accomplished as shown below.

Table 4.1 cell formula

While the calculation on the left was accomplished in only one cell, the real power is shown on the right where the data is placed in cells and the calculation is performed using references back to the cells. In this case, cells B3 and B4 were the data holders with B5 the cell where the calculation was performed. Note that the formula was shown as =B3 + B4. The plus sign

Indicates that the contents of cells B3 and B4 are to be added together and then have the result in the cell holding the formula.

Text operators

It is common for users to place text in spreadsheets. To provide for variability in what and how this type of data is displayed, text can be joined together in pieces coming from different places on the spreadsheet. Below is an example.

Table 4.2.text operators

Text Concatenation

In this example, specific pieces of the text were found in three different cells. To join these segments together, the formula also adds required spaces and punctuation housed within quotation marks resulting in a formula of =B6 & " " & C6 & ", " D6. The result is the concatenation into a date formatted in a particular sequence.
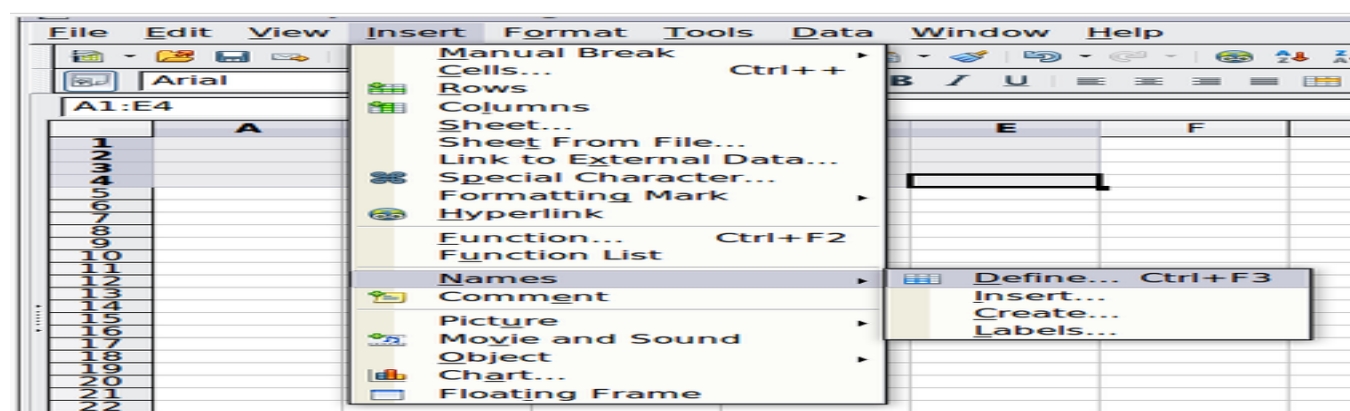
Table 4.3.text concatenation

Self-Check -4	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. You can enter formulas in two ways, either directly into the cell itself, or at the input line.

2. Each cell on the worksheet can be used as a data holder or a place for data calculations.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**
points

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____
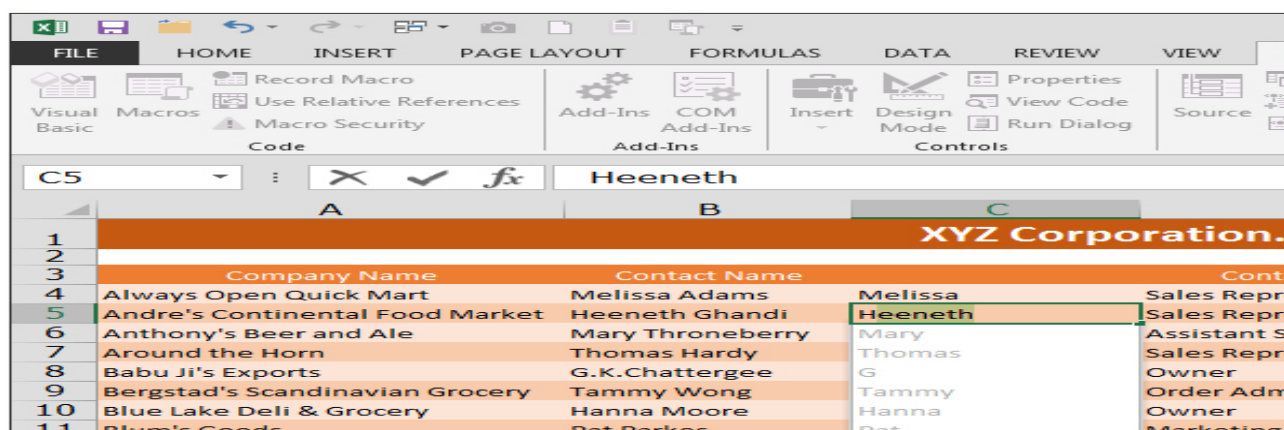
Information Sheet 5	Using a range of common tools in spreadsheet development

5.1. Tools in spread sheet development

Excel's Flash Fill feature makes it easy to fill data in an Excel worksheet based on adjacent data patterns. Flash Fill looks at the surrounding data, and then it fills a range based on what it finds. You might, for example, use Flash Fill to separate names (or to join them together) when you have a column or columns of name data in the wrong format.
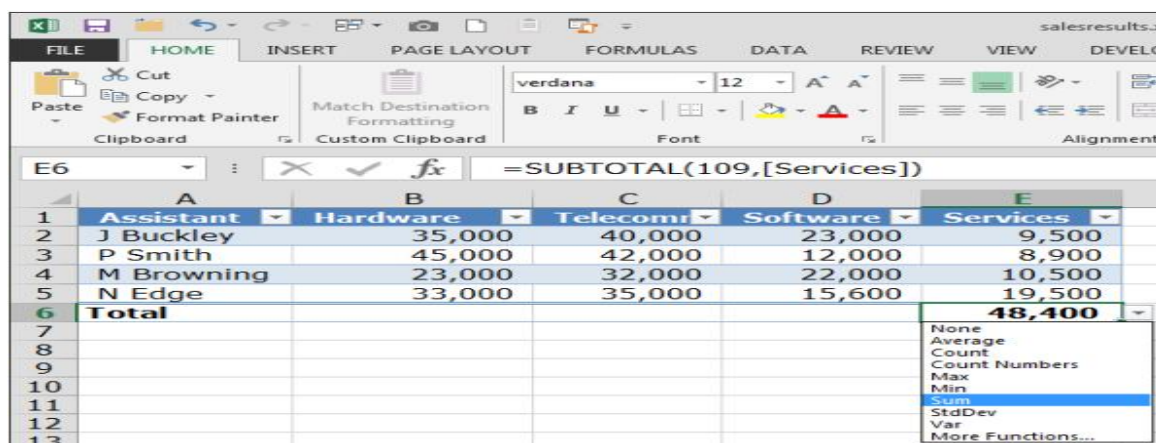
Table 5.1.flash fill

- **Filter and Calculate with Tables**

When you're working with lists of data in Excel, the **Format-as-Table** option (in the **Styles** area of the **Home** tab) does a lot more than simply format your data. When you click in a list of data and apply a table format to the data using this tool, Excel also adds a filter to each column.

Table 5.2.filter table

Most formulae need to reference cells or ranges. An alternative to the usual reference style (e.g. A1) is to assign nameswhich are used in place of the cell or range address.For example, =A1*B1might become =Cost*Quantity.

They help reduce errors by: making spreadsheet formulae more meaningful avoiding the need for 'dollar' referencesyou can name: a single cell, a whole columnor row, or a rectangular rangeof cells.

5.2. Creating named ranges

The methods are different in Excel and Google Sheets, but you should always first select the cell or range to be named. If you are working with listed values and the number of rows in use may Using named ranges. The names may now be used anywhere in a formula or function wherea cell reference or range would normally be used. Below is an example using named columns and a named cell.Cell B1 is named 'VATrate', making this an implied absolute reference (only one cell has that name). Columns B, C, D and E are named as shown: change, select entire columns rather than just the rows currently in use.

Table 5.3.creating ranges of cost

Self-Check -5	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. The methods are different in Excel and Google Sheets, but you should always first select the cell or range to be named.

2. Flash Fill looks at the surrounding data, and then it fills a range based on what it finds.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

```
Score = _____

Rating: _____
```

Name: _____   Date: _____

True/False

1_____

2_____

6.1 Adding columns and rows

When adding a new cell, you move (shift) the data around that cell down or to the right depending on how you choose to shift the data. If there is data in adjacent cells that line up with the selected cell, it will become unaligned. In some situations, it may be better to add a new column or add a new row instead of a new cell.

6.2. Removing a Columns and rows

When removing a cell, you move (shift) the data around that cell up or to the left depending on how you choose to shift the data. If there is data in adjacent cells that line up with the selected cell, it will become unaligned.

A spreadsheet consists of cells arranged in rows and columns. Each cell can hold text, a number, or a mathematical formula. A cell is referred to by column and row, e.g., the upper left cell is cell A1. The cell right below that is A2, etc.

Entering data before carrying out most commands, you must first select the part of the worksheet you want to work with. You may select a single cell or a range of cells, but a formula will only be applied to one cell at a time. When you
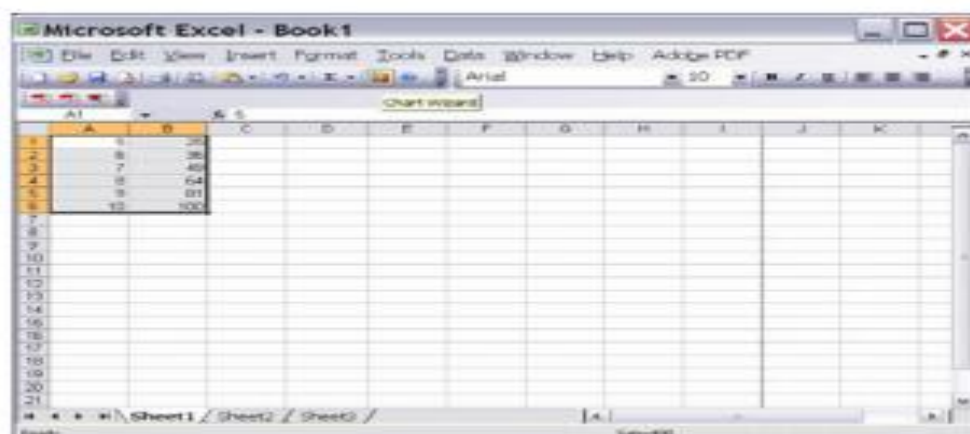
Table 6.1.adding no in column

Self-Check -6	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. When adding a new cell, you move (shift) the data around that cell down or to the right depending on how you choose to shift the data.

2. When removing a cell, you move (shift) the data around that cell up or to the left depending on how you choose to shift the data.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

    1_____

    2_____

Information sheet-7	Use auto fill function to increment data

7.1. Autofill Using More Than One Starting Cell Value

If you want Excel to recognize a series that is not a simple increment by 1, this can be done by typing the first two values of your series into the first and second cells of a range. Select both of these cells and again, drag the fill handle across the range to be filled. Excel will automatically recognize the pattern from the two initial cells and continue this across the selected range.

Create a Linear Series with the Fill Handle

Table 7.1.create linear series

7.2. Fill Handle Right-Click Menu

Enter the first number in the top cell. Hover until you see the Fill Handle and with the right mouse button, drag the Fill Handle until you have selected the cells to auto fill.

Table 7.2.fill handle menu

Self-Check -7	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. If you want Excel to recognize a series that is not a simple increment by 1, this can be done by typing the first two values of your series into the first and second cells of a range.

2. Excel will automatically recognize the pattern from the two initial cells and continue this across the selected range.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

    1_____

    2_____

Information sheet-8	Naming and storing documents in appropriate directories or folders

8.1. Naming and storing documents

Choose this to store your spreadsheet somewhere on your computer's hard drive. This is the most common option. When you click Computer, Excel lists the folders where you recently saved or opened files. To save a file to one of these locations, select the folder. Or, click the big Browse button at the bottom to find a new location. Either way, Excel opens the familiar Save As window, where you type in a name for your file.
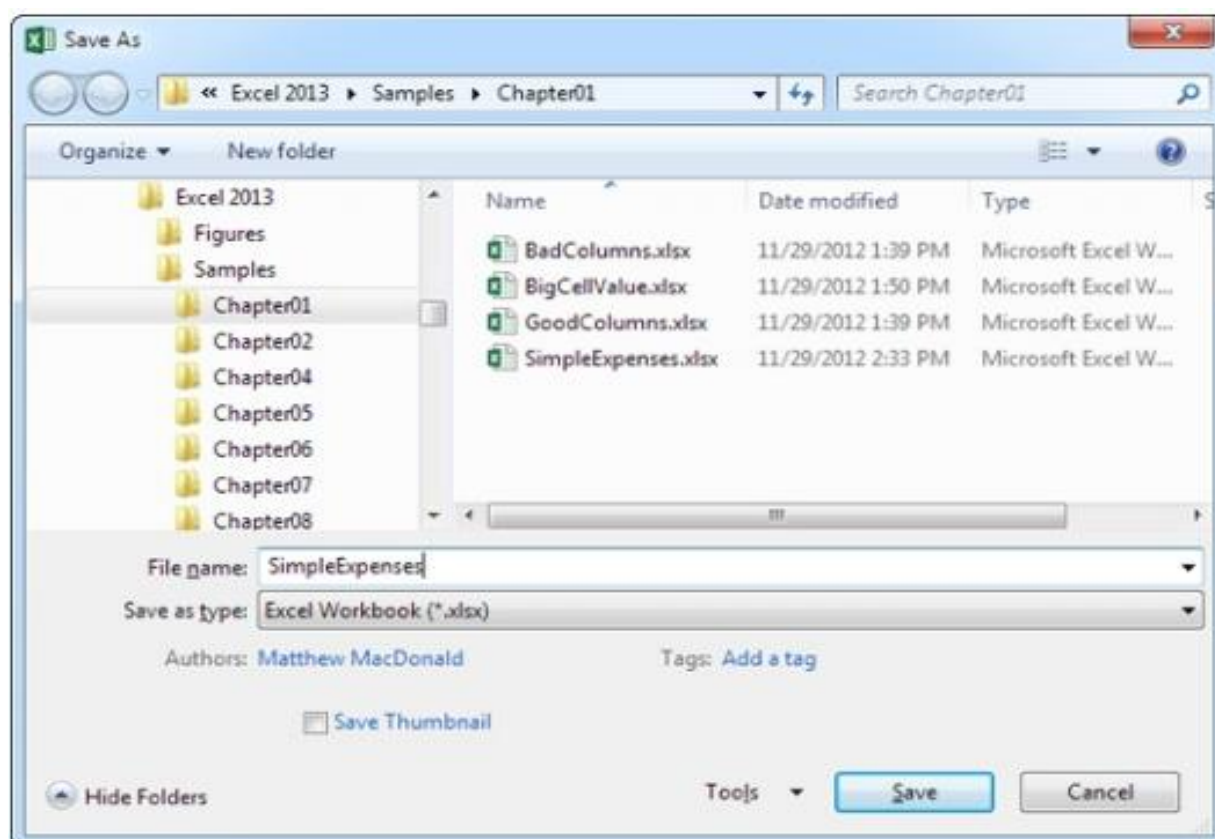
Table 8.1 naming a folder

8.2. Storing files

As everyone who's been alive for at least three days knows, you should save your work early and often. Excel is no exception.

To save a file for the first time, choose. Either way, you end up at the Save As page in backstage view.
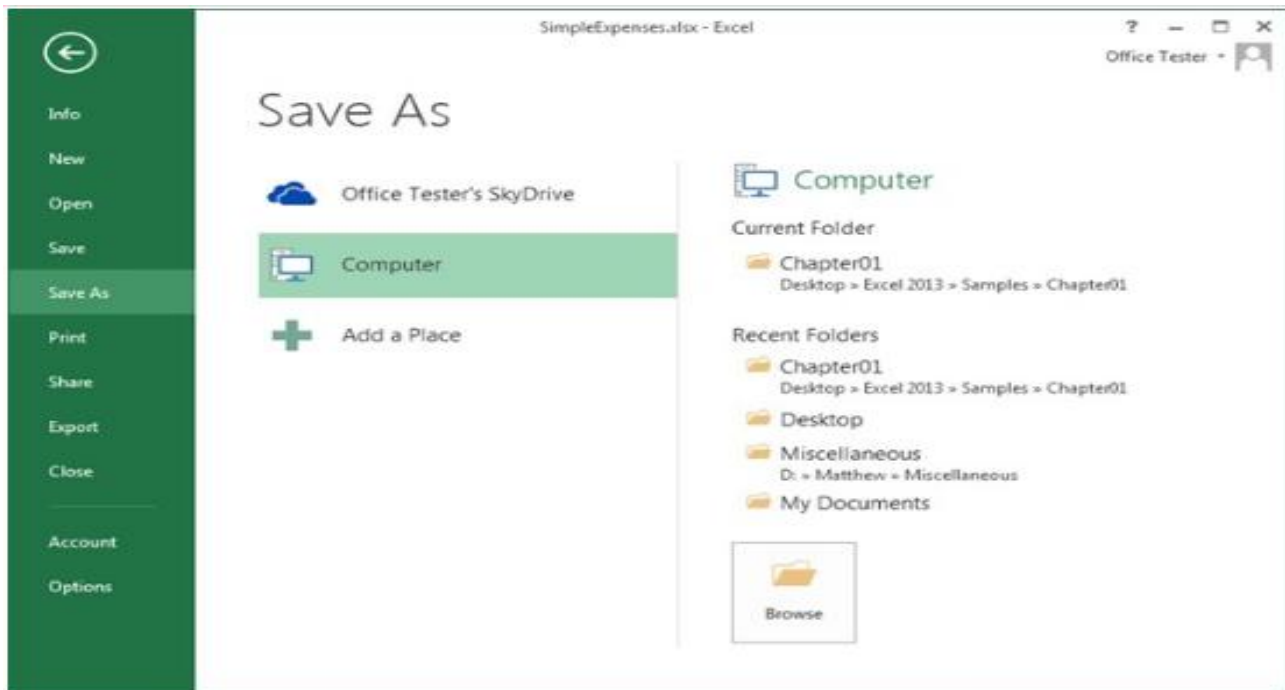
Table 8.2.storing files

Self-Check -8	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. File is saved in view tool bar.
2. Saving a file is important to remember.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2**
points

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

    1____

    2_____

Operation sheet 1	Creating cell

OPERATIONTITLE:creating cell

PURPOSE: To create cell

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1.Click the cell in which you want to enter the formula.

Step 2.In the formula bar f_x , type **=** (equal sign).

Step 3.Do one of the following, select the cell that contains the value you want or type its cell reference

Step 4.When selecting a range of cells, you can drag the border of the cell selection to move the selection, or drag the corner of the border to expand the selection.
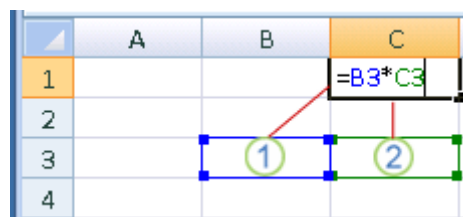
Step 5.The first cell reference is B3, the color is blue, and the cell range has a blue border with square corners.

Step 6.The second cell reference is C3, the color is green, and the cell range has a green border with square corners.

Step 7. Press Enter

Precaution: use computer safety accessories.

Quality criteria: creating cell properly

Operation sheet 2	Creating formula using cell references

OPERATIONTITLE:Creating formula using cell references

PURPOSE: To create formula using cell references

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

    Step 1.Select the cell where the answer will appear (**B3,** for example).

Step2.Type the **equals sign (=)**.

Step 3.Type the cell address that contains the first number in the equation (**B1,** for example).

Step 4. Type the operator you need for your formula. For example, type the **addition sign (+)**.

Step 5.Type the cell address that contains the second number in the equation (**B2,** for example).

Step 6.Press **Enter**. The formula will be calculated, and the value will be displayed in the cell.

Step 7. If you change a value in either B1 or B2, the total will automatically recalculate.

	A	B	C	D	E	F	G
1	Budget for June	$ 400.00					
2	Budget for July	$ 200.00					
3	Total Budget	$ 600.00					

Formula bar: B3 — =B1+B2

Callout: Changed B2 value from $300.00 to $200.00

Callout: Since B3 contains the formula =B1+B2, the value in B3 is automatically recalculated to equal $600.00

Step 8.enter

Precaution: use computer safety accessories.

Quality criteria: creating formula using cell references properly

LAP-Test	Practical Demonstration

Project Title: **Using appropriate spreadsheet software**

Name: _____   **Date**: _____

Timestarted: _____   **Timefinished**: _____

Instructions: Perform the following task properly within 2 hour.

    Task 1:Create cell

    Task 2.Create formula using cell references

Instruction sheet	Learning Guide 42: Incorporate object and chart in spreadsheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Importing an object into an active spreadsheet
- Manipulating imported object by using formatting features
- Creating a chart using selected data in the spreadsheet
- Displaying selected data in a different chart
- Modifying chart using formatting features

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Importan object into an active spreadsheet
- Manipulate imported object by using formatting features
- Create a chart using selected data in the spreadsheet
- Display selected data in a different chart
- Modify chart using formatting features

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information sheet-1	Importing an object into an active spreadsheet

If you don't need to make a data visualization, you can also create a table in Excel using preexisting data. There are two ways to format a data set as a table:

Manually: In this example, we manually added data and formatted as a table by including column and row names (products and years).

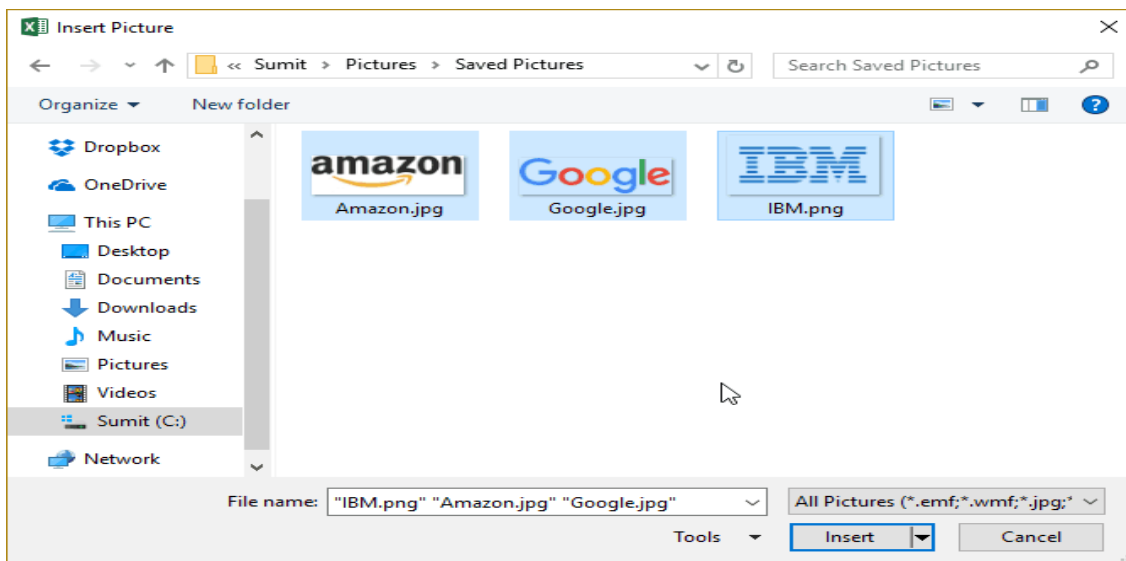Use Excel's Format as Table Preset: You can also input raw data (numbers without any column and row names).

Table 1.1.Import an object

Self-Check -1	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. If you don't need to make a data visualization, you can also create a table in Excel using pre-existing data.

2. You can also input raw data (numbers without any column and row names).

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

     1_____

     2_____

Information sheet-2	Manipulating imported object by using formatting features

2.1Import a file by formatting features

You can get the best possible results for text in your PDF documents by choosing to import the text as text or as curves. The following pointers will help you make the right choice: When text is imported as text, the font and text are preserved, and the text is fully editable as artistic or paragraph text. However, some effects and formatting may be lost. This option is recommended if you have a PDF file that contains large blocks of text, such as a newsletter, and you want to reformat the text or add text content.

When text is imported as curves, the appearance of the text, including all effects applied to it, are preserved, and each letter is converted to a curve object. With this option, the text formatting features can no longer be used to edit the text. If you have a PDF file that contains a small amount of text that does not require editing, or if you do not have the fonts used in the PDF file, you should import the text as curves.

Text: - lets you edit and reformat the text from the PDF file. If any of the fonts used in the PDF file are missing, choose the settings you want in the Font substitution for missing fonts.

Curves - converts text to curves, letting you maintain the appearance of the original text
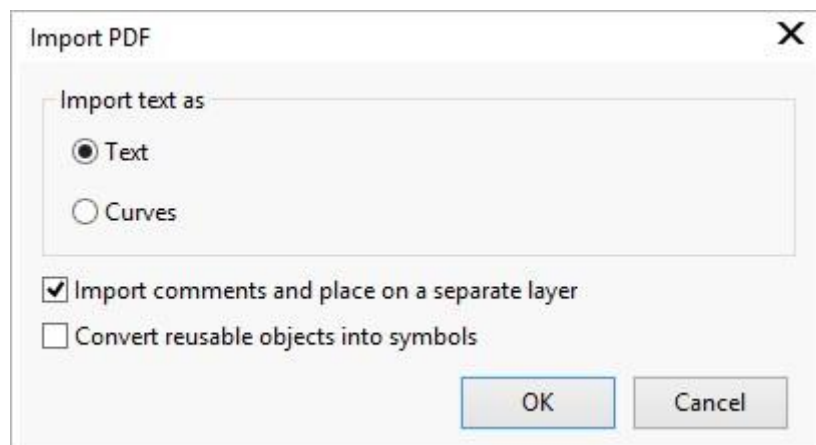

Table2.1 Import dialog box

Self-Check -2	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. You can get the best possible results for text in your PDF documents by choosing to import the text as text or as curves.

2. When text is imported as curves, the appearance of the text, including all effects applied to it, are preserved, and each letter is converted to a curve object.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3.1. Creating chart in spread sheet

In general, a chart is a graphical representation of data. Charts allow users to see what the results of data to better understand and predict current and future data. The picture below contains an example of a column chart displaying the number of unique visitors Computer Hope has received between the years of 2000 and 2006. In this example, you'll notice a gentle increase of users without reading any data.
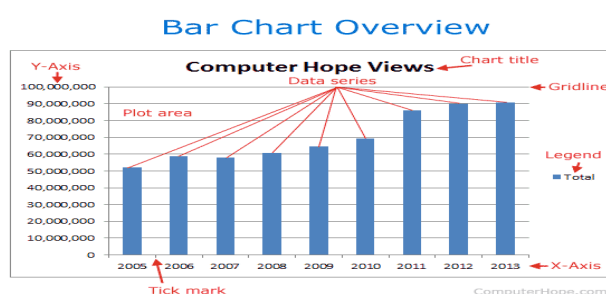

Table 3.1.create chart

Types of charts: there are a wide variety of charts available to display data. The list below contains those that are most popular and supported by many programs. Bar chart, Column chart, Excel Sparkline, Flow chart, Gantt chart, Graph, Line chart, Pie chart Point chart, Create chart or graph directly in Microsoft.

3.2. Formulate chart in spread sheet: -Chart data series names Excel also uses column or row headings in the worksheet data for series names. Series names appear in the chart legend. In the example above, the row headings Projected and Actual appear as series names. You can change whether Excel uses column or row headings for series names or create different names.

Line charts are usually set up to go across a period of time, think Time Line. For this chart I've used the Switch Row Column tool so we can see the trend of the sales through the year. In this case our first column titles appear in the legend, and the first row of titles appears in our category axis.

Pie charts are usually created to display the breakdown of the total values within the whole. Pie charts can only be based on one set of data. When you try to create one with the above dataset, you will only see the first value set appear within the chart. If you want to go to an extreme and have all four quarters show, try using a Doughnut chart.
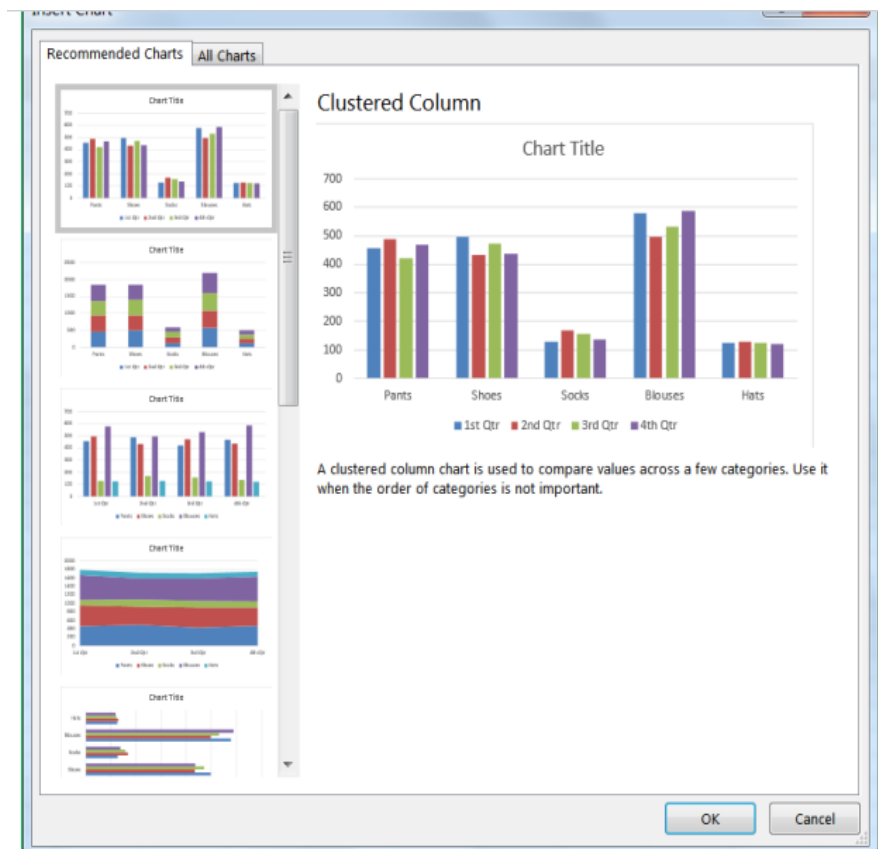

Table3.2.formulate chart

Self-Check -3	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Chart is a graphical representation of data.
2. Series names appear in the chart legend.
3. Pie charts are usually created to display the breakdown of the total values within the whole.
4. Line charts are usually set up to go across a period of time, think Time Line

Note: **Satisfactory rating – 4 and above points   Unsatisfactory - below 4 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

Information sheet-4	Displaying selected data in a different chart

4.1. How to create a chart or graph in Excel or Sheets

Charts and graphs can help illustrate important information needing to be conveyed to other people. Common examples of data displayed in a chart are sales information for a month or year or showing trends in the stock market.

4.2. Create chart or graph in Microsoft Excel and copy to Microsoft Word

Microsoft Excel provides more functionality and data manipulation capabilities than Microsoft Word provides when creating a chart or graph. If you need the increased capabilities of Excel to create a chart or graph, and then put it in a Microsoft Word document, follow the steps below.
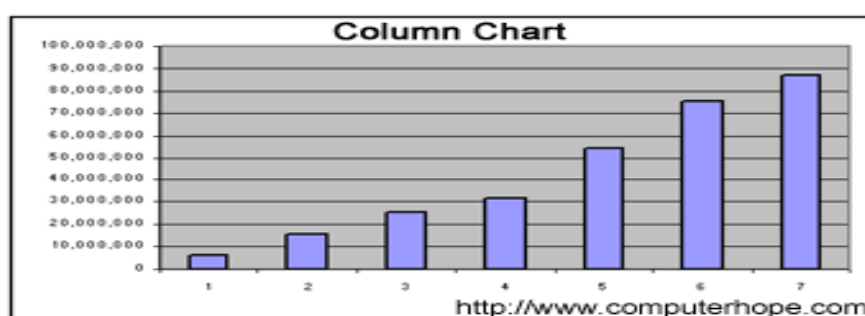
Table4.1.column chart

4.3. Edit an existing chart

If a chart already exists in the document you are editing, you can change any of the chart's properties by double-clicking on the portion of the chart you want to edit. For example, double-clicking a chart allows you to customize the colors, lines, and background values of the chart. Like in Microsoft Excel, Microsoft Word provides

4.4. Displaying data to a different Chart

As we have discussed above there are different types of chart we can display data as different form. Once you input your data and select the cell range, you're ready to choose your chart type to display your data. In this example, we'll create a clustered column chart from the data we used in the previous section.

4.5. Making in Graph in Excel/spreadsheet

Although graphs and charts are distinct, Excel groups all graphs under the charts categories listed in the previous sections. To create a graph or another chart type, follow the steps below and select the appropriate graph type.

4.6. Manipulating Chart

Once your data is highlighted in the Workbook, click the Insert tab on the top banner. About halfway across the toolbar is a section with several chart options. Excel provides Recommended Charts based on popularity, but you can click any of the dropdown menus to

select a different template there are two tabs on the toolbar that you will use to make adjustments to your chart: Excel automatically applies design, layout, and format presets to charts and graphs, but you can add customization by exploring the tabs.

Table 4.2 Chart

Self-Check -4	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Charts and graphs can help illustrate important information needing to be conveyed to other people

2. Microsoft Excel provides more functionality and data manipulation capabilities than Microsoft Word provides when creating a chart or graph.

3. Once you input your data and select the cell range, you're ready to choose your chart type to display your data.

4. If a chart already exists in the document you are editing, you can change any of the chart's properties by double-clicking on the portion of the chart you want to edit.

Note: **Satisfactory rating – 4 and above points**   **Unsatisfactory - below 4 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

      1_____

      2_____

      3._____

      4._____

Information sheet-5	Modifying chart using formatting features

5.1. Modifying chart

Modify chart helps you display your data into a graphical representation. There are many types of charts, but in this class we'll focus on simple column, line, and pie charts. There are examples of other charts near the end of this handouts. The first thing to know is the data has to be organized so Excel can understand what you are trying to chart. Excel will chart your data selection or your connected data range. As long as there are no blank columns and no blank rows within your dataset, you can skip selecting the cells.
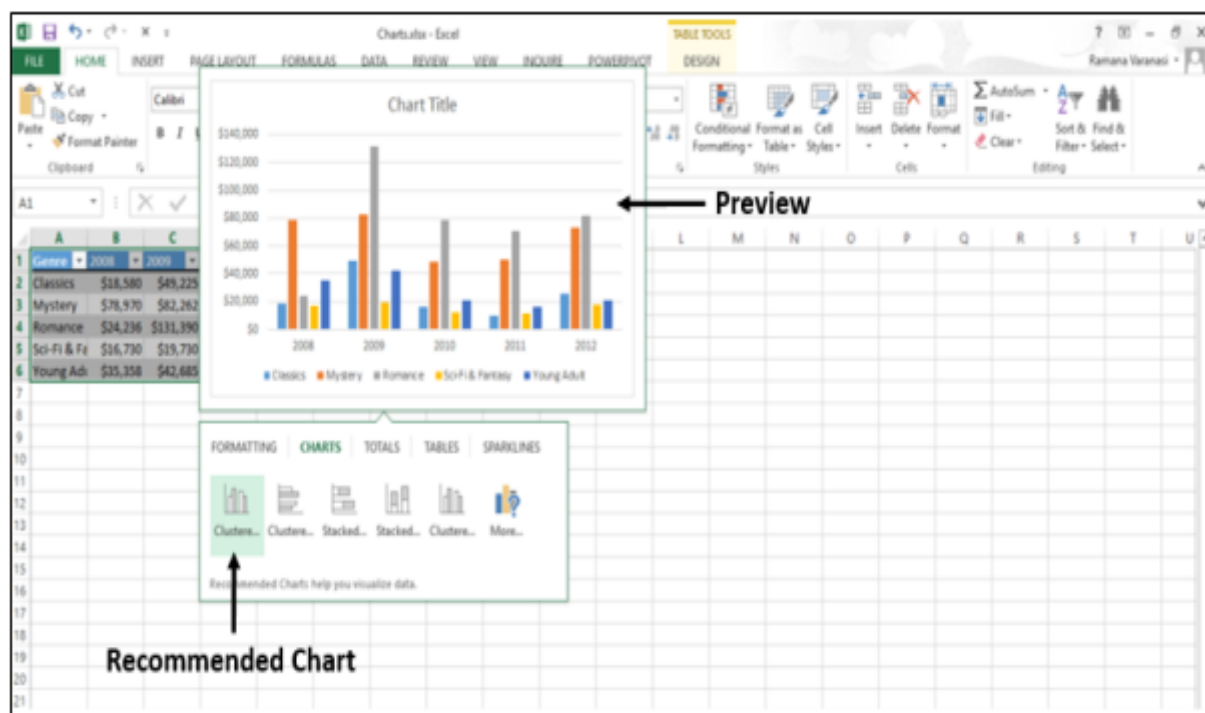
Table 5.1 Modify chart

Excel provides you different types of charts that suit your purpose. Based on the type of data, you can create a chart. You can also change the chart type later. Excel offers the following major chart types-

Line charts can show continuous data over time on an evenly scaled Axis. Therefore, they are ideal for showing trends in data at equal intervals, such as months, quarters or years. In a Line chart- Category data is distributed evenly along the horizontal axis. ☐ Value data is distributed evenly along the vertical axis.

Self-Check -5	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Modify chart helps you display your data into a graphical representation.
2. Excel will chart your data selection or your connected data range.
3. As long as there are no blank columns and no blank rows within your dataset, you can skip selecting the cells.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3._____

Operation sheet 1	setting document in spread sheet

OPERATIONTITLE:setting document in spread sheet

PURPOSE: To set document in spread sheet

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:-

Step 1. To format data as a table, click and drag your mouse across the cells with the data range, click the *Home* tab, and click the *Format as Table* drop-down menu on the toolbar.
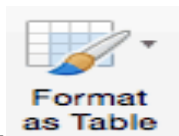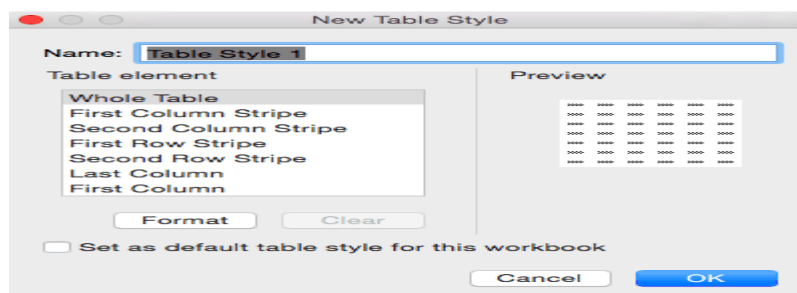

Step 2. Click New Table Style… (You will also see an option to use PivotTables. This feature is outside the scope of this how-to, but the concept is explained in the following section).

Step 3.A dialogue box opens and you can choose which aspects of the selected range to include in your formatted table. Click the blue *OK* button.

Precaution: use computer safety accessories.

Quality criteria: setting document properly.

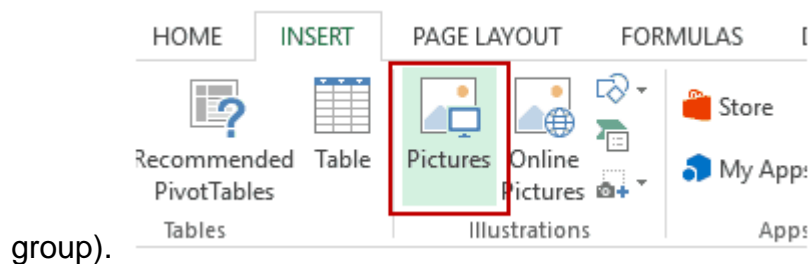| Operation sheet 2	Inserting a picture into cell

OPERATIONTITLE:Insert a picture into a cell

PURPOSE: To insert a picture into a cell

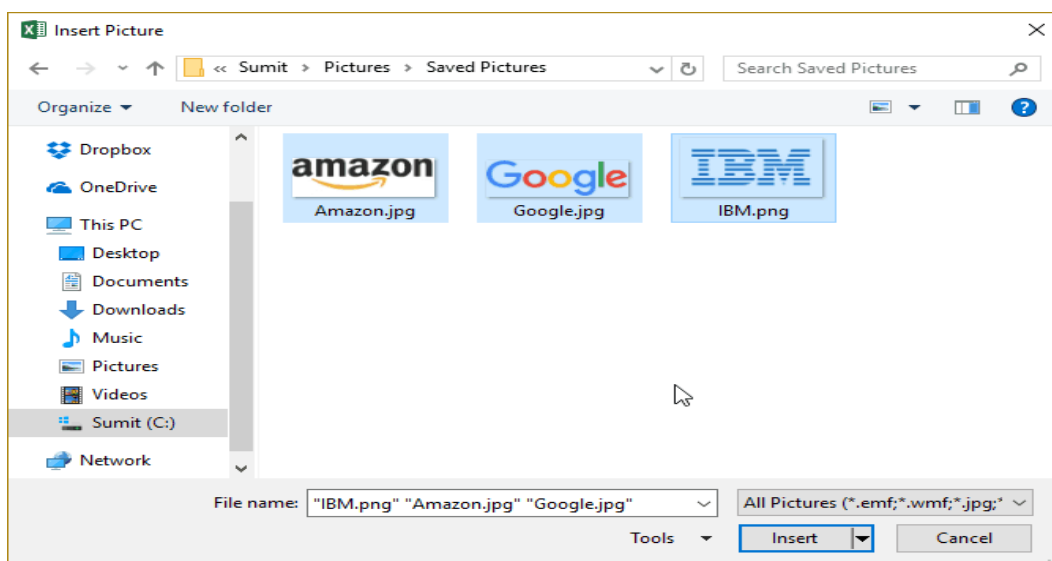**EQUIPMENT TOOLS AND MATERIALS**:-Glove, desktop computer, mouse, monitor, keyboard.

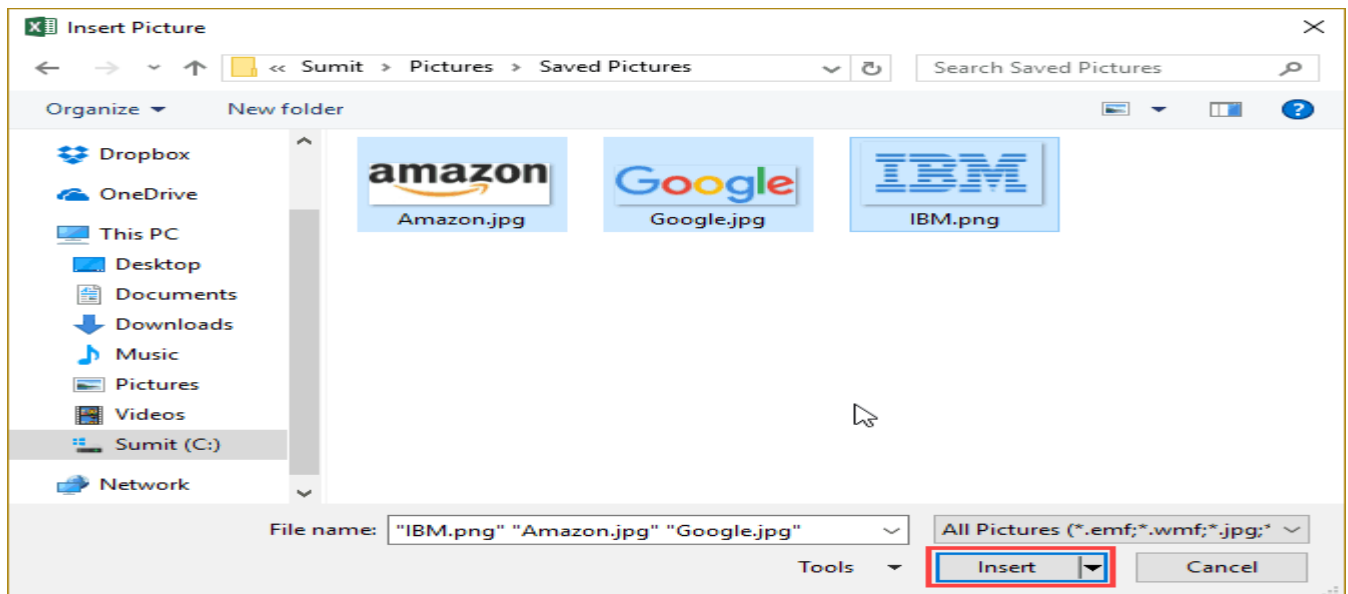**PROCEDURES:**

Step 1. Go to the Insert tab.

Step 2. Click on the Pictures option (it's in the illustrations
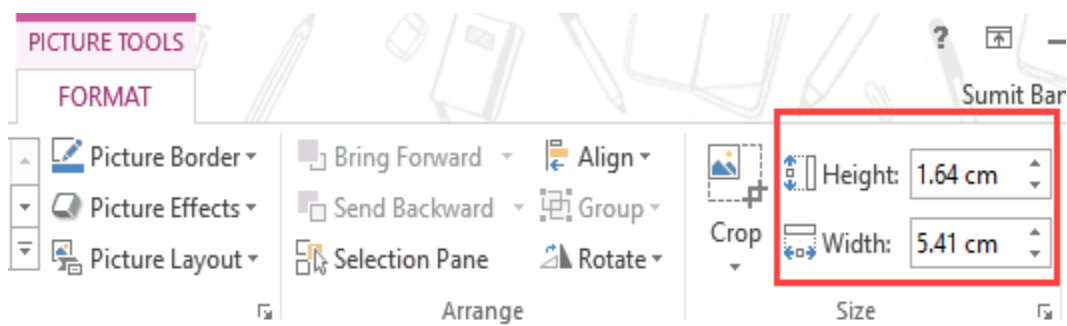

group).

Step 3. In the 'Insert Picture' dialog box, locate the pictures that you want to insert into a cell in cell.

Step 4.Click on the Insert

button.

Step 5. Re-size the picture/image so that it can fit perfectly to cell

Precaution: use computer safety accessories.

Quality criteria: Inserting a picture into cell properly.

Operation sheet 3	Create chart or graph in Microsoft excel.

OPERATIONTITLE:Creating chart or graph in Microsoft excel

PURPOSE: Tocreatechart or graph in Microsoft excel

EQUIPMENT TOOLS AND MATERIALS:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:

Step1.Create the chart or graph in Microsoft Excel.

Step2.After the chart or graph is created and ready to be placed in the Word document, select the **entire chart** in Excel.

Step3.Right-click on the chart or graph and select the Copy option. You can also press Ctrl+C on your keyboard to copy the chart or graph.

Step 4.In the Word document, place your mouse cursor where you want to add the chart or graph.

Step5.Right-click and select the Paste option to place the chart or graph in the document.

Step6.You can also press Ctrl+V on your keyboard to paste the chart or graph.

Precaution: use computer safety accessories.

Quality criteria:creating chart or graph in Microsoft excelproperly.

| Operation sheet 4	Selecting range to create graph

PERATIONTITLE:Selecting range to create graph

PURPOSE: ToSelect range to create graph

**EQUIPMENT TOOLS AND MATERIALS**:-Glove, desktop computer, mouse, monitor, keyboard.

PROCEDURES:

Step 1.Highlight the cells that contain the data you want to use in your graph by clicking and dragging your mouse across the cells.

Step 2. Your cell range will now be highlighted in

gray.
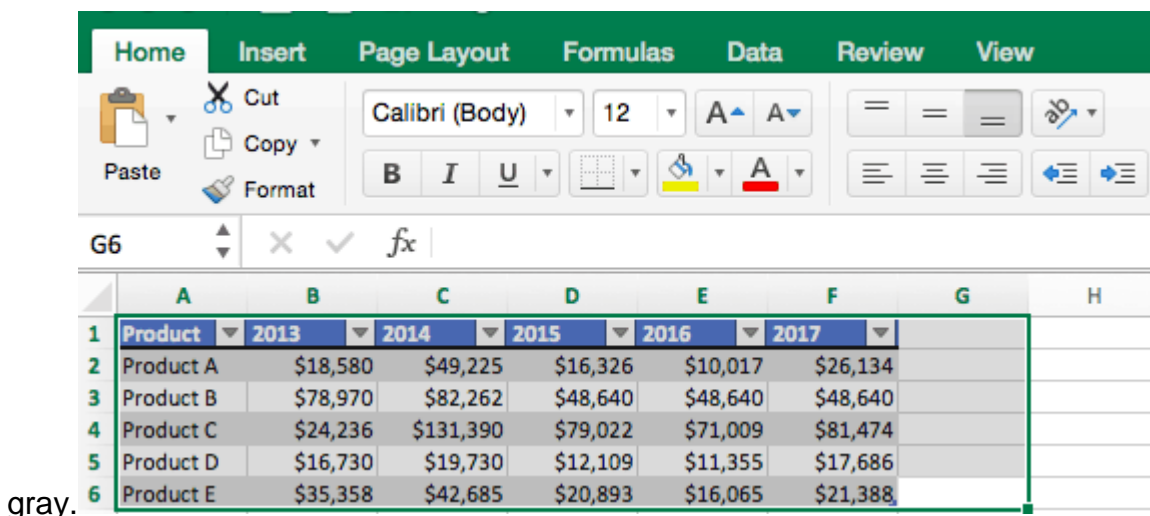
Step3.Once the text is highlighted you can select a graph (which Excel refers to as chart). Click the *Insert* tab and click *Recommended Charts* on the toolbar. Then click the type of graph you wish to use.
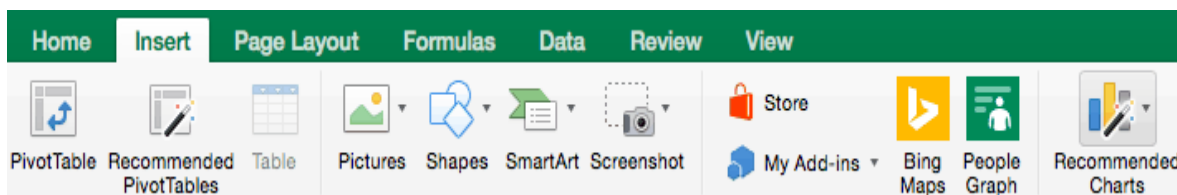
Precaution: use computer safety accessories.

Quality criteria:selecting range to create a graphproperly.

LAP-Test	Practical Demonstration

Project Title: **Incorporate object and chart in spreadsheet**

Name: _____ **Date**: _____

Timestarted: _____ **Timefinished**: _____

Instructions: Perform the following task properly within 2 hour.

Task 1: Set document in spread sheet

Task 2.Insert a picture into a cell

Task 3.Create chart or graph in Microsoft excel

Task 4. Select range to create graph

Instruction sheet	Learning Guide 43: Create database

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Opening a database application and design Principles
- Developing a table with fields and attributes
- Creating a primary key and establish an index for each table
- Modifying table layout and field attributes
- Creating a relationship between two tables
- Adding and modifying data in a table
- Adding and deleting records
- Saving and closing down database to storage area

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Open a database application and design Principles
- Develop a table with fields and attributes
- Creating a primary key and establish an index for each table
- Modify table layout and field attributes
- Create a relationship between two tables
- Adding and modify data in a table
- Add and delete records
- Save and close down database to storage area

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information sheet-1	Opening a database application and design Principles

1.1. Database its Application

A database is a gathering of information, here called data, stored on a server. The data is organized in a way it can easily be retrieved, managed and edited in significant ways by the end-user. The data could be something very simple such as personal information about clients or customers. It could also be inventory, sales, calls or anything anyone needs to track.

A database is a collection of related data which represents some aspect of the real world. A database system is designed to be built and populated with data for a certain task. A database application is a computer program whose primary purpose is entering and retrieving information from a computerized database.

Database applications allow users to gain access to the data they need. More importantly, they filter out any unnecessary data, permitting users to only have access to the records that they need.Database Management System (also known as DBMS) is a software for storing and retrieving users' data by considering appropriate security measures.

1.2. Characteristics of Database Management System

- Provides security and removes redundancy
- Self-describing nature of a database system
- Insulation between programs and data abstraction
- Support of multiple views of the data
- Sharing of data and multiuser transaction processing
- DBMS allows entities and relations among them to form tables.

1.3. Database Design Principles

There are six main objectives which must be fulfilled effectively by a good database.

- Usability
- Extensibility
- Data Integrity
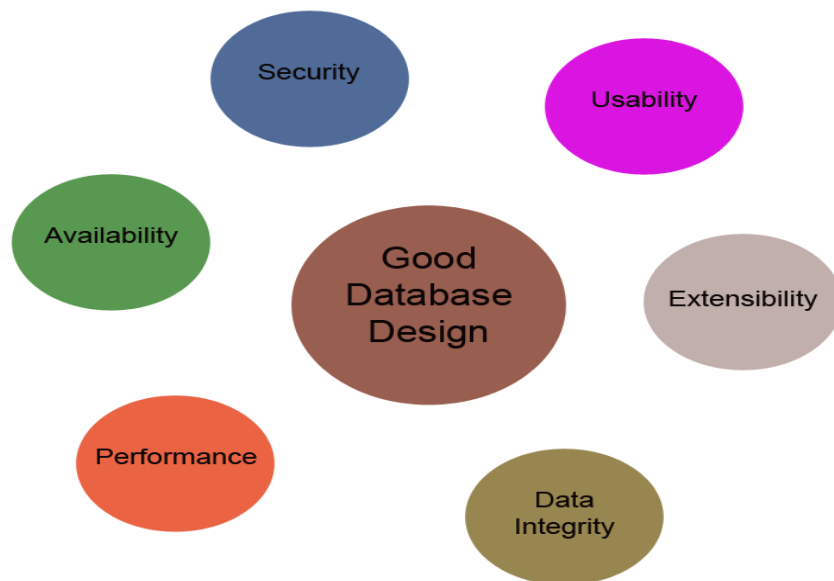- Performance
- Availability
- Security

Figure 1.1 Data base design principles

Usability: Following are few points to consider while going to start an architecture.

- Properly get details about requirements.
- See how information can be fit with requirement.
- Trace requirement matrix to capture mapping of information architecture and requirements.
- Organize it simple.
- Decide upon format of data so that could be easily converted to meaningful representation.

Extensibility: Following are few points to consider when thinking of extensibility.

- Normalization and correct handling of optional data.
- Generalization of entities when designing the schema.

Entity Integrity:Involves the structure (primary key and its attributes) of the entity. If the primary key is unique and all attributes are scalar and fully dependent on the primary key, then the integrity of the entity is good. In the physical schema, the table's primary key enforces entity integrity.

Referential Integrity: This defines if any entity is dependent on another one then parent entity should be there in the system and should be uniquely identifiable. We can do this by implementing foreign keys.

Transactional Integrity: This defines that transaction should have its ACID properties. Any transaction should be atomic, consistent, durable and isolated.

User defined integrity: There are few business rules which we cannot validate just by primary keys, foreign keys etc. There has to be some mechanism so that we can validate complex rules for integrity. We can implement these rules in following ways:

- Check Constraints
- Triggers & Stored Procedures

Performance: Following could be few strategies which we can implement when there is need as data increases.

- A well-designed schema with normalization and generalization
- A sound indexing strategy, including careful selection of clustered and non-clustered
- Tight, fast transactions that reduce locking and blocking
- Partitioning, which is useful for advanced scalability

Security: For any organizational asset, the level of security must be secured depending on its value and sensitivity. Sometime organizations has suffered a lot because of data leaks which results in loss of faith and tends to business risk. So security is one of the most important aspect of good database design.

Self-Check -1	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. A database is a gathering of information, here called data, stored on a server.
2. A database is a collection of related data which represents some aspect of the real world.
3. Transactional Integrity defines that transaction should have its ACID properties.
4. Referential Integrity defines if any entity is dependent on another one then parent entity should be there in the system and should be uniquely identifiable.

Note: **Satisfactory rating – 4 and above points**   **Unsatisfactory - below 4**
points

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

3.____

4._____

Information sheet-2	Developing a table with fields and attributes

2.1. Fields

Fields are the components that provide structure for a table. In fact, you can't have a table without fields. For instance, you can create an empty table that has fields defined but no rows (records).In databases, fields are also used to maintain relationships between tables. This is done by having matching fields in two or more tables. For example, if you stored a table called toy store in a database and you also stored a staff table to track the employees in each store, you would create a common field between the two tables that would be populated with, for instance, a store ID.

EMPLOYEE_NAME	HIRE_DATE	TITLE	STATUS	employee number	STORE_ID
Gertrude Umbran	5/22/1995	Manager	active	6	48
Dansa Ot	9/1/1999	Clerk	inactive	21	48
Frederico Zalto	12/1/2003	Clerk	active	50	48

Table2.1.Employee table linked to store table with ID

2.1.1. Field names

Field names are the names you give to the columns in a table. The names should give an indication of what data is contained in that particular column. For example, when you create a new feature class in Arc Catalog, the table is already populated with an Object ID field and a shape field. The Object ID field contains the unique ID number for each object in the feature class.

Table 2.2.create field names

2.2. Attribute

A database consists of tables. Each table has columns and rows. Each row (called a tuple) is a data set that applies to a single item. Each column (attribute) contains describing characteristics of the rows. A database attribute is a column name and the content of the fields under it in a table in a database.

If you sell products and enter them into a table with columns for Product Name, Price, and Product ID, each of those headings is an attribute. In each field under those headings, you'll enter the product names, prices, and product IDs, respectively. Each one of the field entries is also an attribute. An attribute is a single piece of data in the tuple to which it belongs. Each tuple is a data set that applies to one item. This makes sense when you think of it, given that the nontechnical definition of an attribute is that it defines a characteristic or quality of something.

2.3. Table

Tables are very useful tools in creating and formatting documents. For example, with a table you can: Align Text, Numbers, and Graphics: Tables make it easy to align text, numbers, and graphics in columns and rows. Many users prefer using tables to align text instead of tab stops, because text can wrap to multiple lines in a table. Create a Form: You can use tables to store lists of telephone numbers, clients, and employee rosters. Share Information: You can use tables to share information between programs.

Self-Check -2	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Fields are the components that provide structure for a table
2. A database attribute is a column name and the content of the fields under it in a table in a database.
3. Field names are the names you give to the columns in a table.

Note: **Satisfactory rating – 3 and above points   Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

3._____

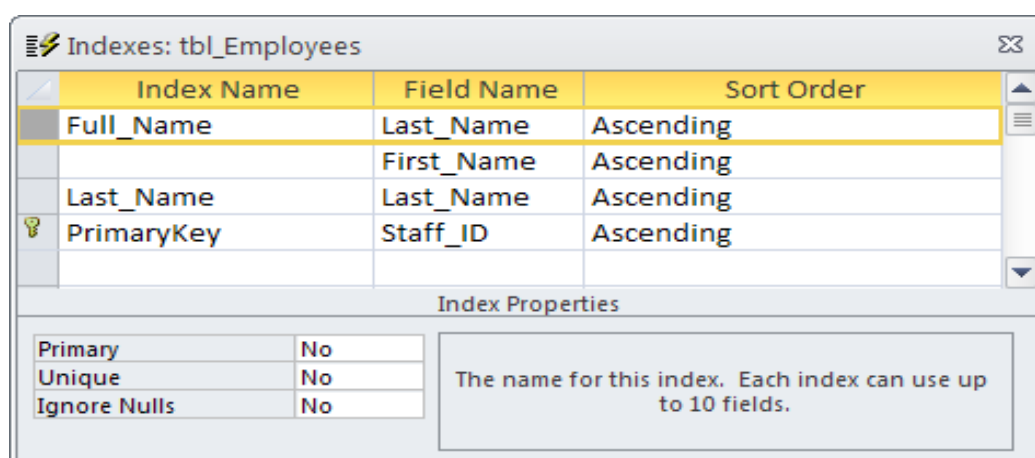| Information sheet-3	Creating a primary key and establish an index for each table

3.1. The primary key

Aprimarykeyisasinglefield or combination of fieldsin atablethat uniquelyidentifieseach record in that table. No two records can havethe same valuein theprimary keyfield orcombination of fields. It isadvisableto create theprimary keybefore entering data in atablebecauseAccesswill prevent duplicate values beingcreated in the designatedfield.

It isparticularly important to set aprimary key whencreatingrelationships betweentablesasAccessuses it to linktablestogether.

3.2. Indexes of a table

Indexing afield speeds updata accesswhen runningqueries, sorting, and grouping. Ifyou regularly sort orsearch on certainfields it isagood ideato create anindexforthis field. However,indexes can slowdown some processing activities such asadding or deletingrecordsastheIndexes formanyfields need to beupdatedwhileperforming these operations. Forthis reason,indexing should belimited to a fewimportant fields.

Indexing can also be used to prevent duplicateentries in afield.

Table 3.1.Multiple index

Self-Check -3	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Aprimarykeyisasinglefield or combination of fieldsin atablethat uniquelyidentifieseach record in that table.

2. Indexing afield speeds updata accesswhen runningqueries, sorting, and grouping.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

Information sheet-4	Customizing images

4.1. Modifying table design

It ispossible to modify the design ofyourtable andfieldsat anytime bygoing todesignview and making the required changes. However, any changes madeafter datahasbeen addedto thetablemaycause lossofdata. Changestofieldnames,datatypesandproperties may also impact onotherobjects which are linked to or based on thetable.

4.2.Addingandremovingfields

You can modify the structure of your tableby adding and removingfieldsin designview. Note, however, that using thecut, paste ordelete functions will removethefield and any datainthatfield.

4.3. Changing fieldsize

Ifyou convert a largefieldsize setting to asmaller one in afield that alreadycontainsdata, you might lose data in thefield. Forexample,if youchange thefield size setting foratext datatype field from 255 to 50, data beyondthe 50characterswill be discarded.Ifthe data in anumber datatype field doesn't fit in anewfield size setting, fractional numbersmaybe rounded or you might get anull value.

Self-Check -4	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. It ispossible to modify the design ofyourtable andfieldsat anytime bygoing todesignview and making the required changes.

2. You can modify the structure of your tableby adding and removingfieldsin designview.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information sheet-5	Create a relationship between two tables

5.1. Create, edit or delete a relationship

A relationship in Access helps you combine data from two different tables. Each relationship consists of fields in two tables with corresponding data. For example, you might have a ProductID field in a Products table and in an OrderDetails table. Each record in the OrderDetails table has a ProductID that corresponds to a record in the Products table with the same ProductID.

When you use related tables in a query, the relationship lets Access determine which records from each table to combine in the result set.

A relationship can also help prevent missing data, by keeping deleted data from getting out of synch, and this is called referential integrity.

Before you work with relationships, make sure you understand the background concepts. For more information, see Guide to table relationships and get started with table relationships.In an Access database, you create a table relationship using one of the following methods:

- In the Relationships window, add the tables that you want to relate, and then drag the field to relate them from one table to the other table.

- Drag a field on to a table datasheet from the Field List pane.

When you create a relationship between tables, the common fields are not required to have the same names, although it is often the case that they do. The common fields must have the same data type. If the primary key field is an AutoNumber field, however, the foreign key field can also be a Number field if the **Field Size** property of both fields is the same.
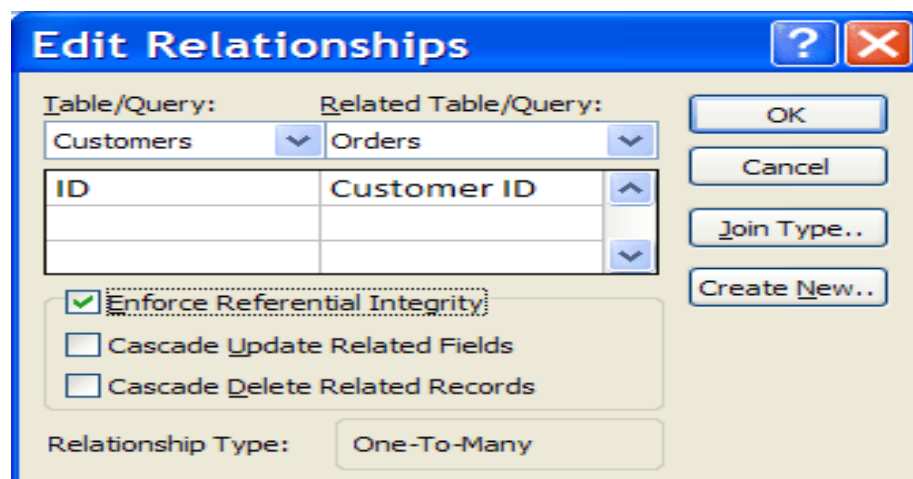

Figure 5.1.Edit relationship

Self-Check -5	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. A relationship in Access helps you combine data from two different tables

2. When you create a relationship between tables, the common fields are not required to have the same names, although it is often the case that they do.

3. A relationship can also help prevent missing data, by keeping deleted data from getting out of synch, and this is called referential integrity.

Note: **Satisfactory rating – 3 and above points   Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

3._____

| Information sheet-6	Adding and modify data in a table

6.1. Modifying the Data Design of a Table

To modify any changestothe design ofatable, youneed toopen therelevanttable and click on the Designbutton. In Design view you can add new fields, change theproperties ofexisting fieldsand delete fieldsthat are no longer required. Ifyou make changes to their

propertiesoffileswhich alreadycontain data, up will to consider whether he existing datameetsthesettings.

Accesswill display warning messagesto indicate that your data could be changed withthenew properties.With changes to the fieldinformation, whither data types orproperties, ensurethat you save your updates. Ifyou havemade changes to certain fields, forexample changing or adding avalidation rule, you will seethe followingmessageswhen you havesaved your changes.
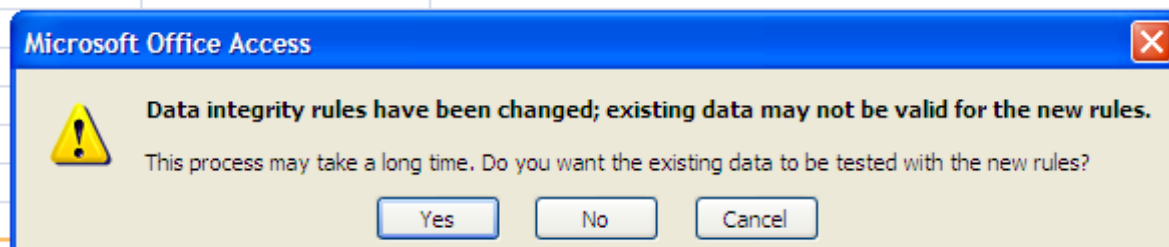
Ifyou click**yes**, then Accesswill checkif any existing recordsdo not meet yourvalidation rule criteria. It will not tell you whichones orhow many.
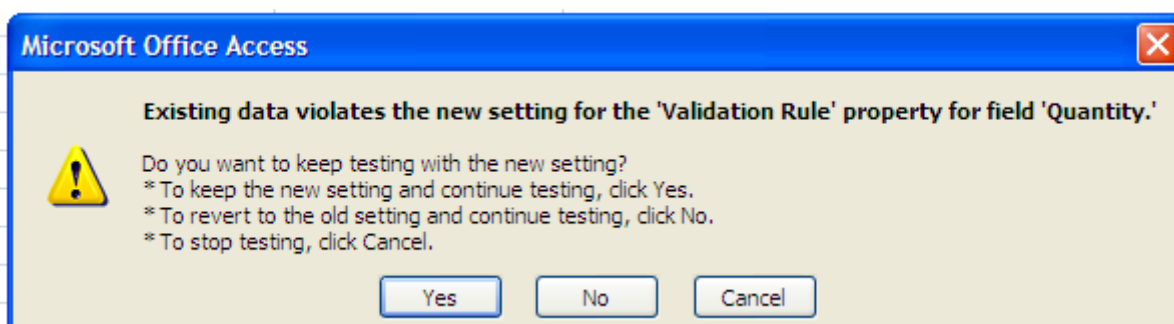
You will see theabovemessageif anyofyour recordsdonot meet the criteriaspecified in your validation rule.

1. Ifit is **Yes**thenAccesswill keep your newsetting and continue testing
2. Ifit is Nothen the new setting will not be kept
3. if you Click**Cancel**, to keep thenew setting,but stop testing

Self-Check -6	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. To modify any changestothe design ofatable, youneed toopen therelevanttable and click on the Designbutton.
2. Accesswill display warning messagesto indicate that your data could be changed withthenew properties.

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

> Score = _____
>
> Rating: _____

Name: _____   Date: _____

True/False

    1_____

    2_____

Information Sheet 7	Add and delete records in a database

7.1. Adding and deleting records

Often, you'll need to add information to the database by creating new records, or you may need to change or delete an existing record.

7.2. Copying a record

Often, the most efficient way to create a new database record is to copy an existing one and modify it as necessary. There are two ways to do this: with the Copy Record command, or by dragging and dropping an item from a data list.With either method, Manager copies the data from the existing record to the new one; you can then edit fields as necessary and save.

Note that certain types of records cannot be deleted, for example:

- Customers with any associated transactions that resulted in sales

- Sales transactions that are closed

- Selections within sales transactions

- Inventory that is used in a package or a transaction

- Packages of type 'Empty' or 'Full' (requires Administrator privileges)

Self-Check -7	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Often, the most efficient way to create a new database record is to copy an existing one and modify it as necessary.
2. Often, you'll need to add information to the database by creating new records, or you may need to change or delete an existing record.

Note: **Satisfactory rating – 2 and above points points**   **Unsatisfactory - below 2**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information Sheet 8	Save and close down database to storage area

8.1. Introduction

In persistent databases, they're stored in carefully formatted Computer files in structures that are installation-dependent. SQL databases usually use "row-structured" storage, meaning each row in a table is stored in a contiguous block of memory.

8.2. Disks(CD and DVD)

CD: Compact disk is portable disk having data storage capacity between 650-700 MB. It can hold large amount of information such as music, full-motion videos, and text etc. CDs can be either read only or read write type.

Digital Video Disk (DVD): is similar to a CD but has larger storage capacity and enormous clarity. Depending upon the disk type it can store several Gigabytes of data. DVDs are primarily used to store music or movies and can be played back on your television or the computer too. These are not rewritable.

Primary Storage: Also known as main memory. Main memory is directly or indirectly connected to the central processing unit via a memory bus. The CPU continuously reads instructions stored there and executes them as required. Example: RAM, ROM, and Cache

Secondary Storage: It is not directly accessible by the CPU. Computer usually uses its input/output channels to access secondary storage and transfers the desired data using intermediate area in primary storage. Example: Hard disk

Tertiary Storage: Typically it involves a robotic mechanism which will mount (insert) and dismount removable mass storage media into a storage device. It is a comprehensive computer storage system that is usually very slow, so it is usually used to archive data that is not accessed frequently. This is primarily useful for extraordinarily large data stores, accessed without human operators.

Examples: Magnetic Tape and Optical Disc

8.3. External hard drive and USB flash drive

A thumb drive, also called a USB drive or flash drive, is a small solid-state drive that connects to a device through a USB port. Because USB technology has become such a standard protocol, users can transfer files to and from most personal computers easily with these small, portable drives.

The Zip drive is a removable floppy disk storage system that was introduced by Iomega in late 1994. Considered medium-to-high-capacity at the time of its release, Zip disks were originally launched with capacities of 100 MB, then 250 MB, and then 750 MB.

Figure 8.1.Exeternal hard disk

8.4. Portable Hard Disk

These are the same disks that are fixed in the computer, but these ones are the portable model. The larger disks have their own power supply and they can be connected via the USB and allow transfer speeds similar to those fixed in the computer

Figure 8.2.Portable hard disk

Memory Card: An electronic flash memory storage disk commonly used in consumer electronic devices such as digital cameras, MP3 players, mobile phones, and other small portable devices. Memory cards are usually read by connecting the device containing the card to your computer, or by using a USB card reader.
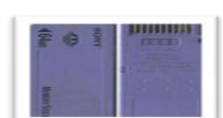

Figure 8.3.Off-line Storage

Also known as disconnected storage. Is a computer data storage on a medium or a device that is not under the control of a processing unit. It must be inserted or connected by a human operator before a computer can access it again.

Examples: Floppy Disk, Zip diskette, USB Flash drive, Memory card

8.5. Internal hard drive

Drive: On Windows computers, most of the files you work on are saved to the C: drive, which is the default drive. If you want to save to another drive such as a flash drive, you would need to know the drive letter and specify that drive letter when saving the file.

Desktop: On Windows computers, you can save files to your Desktop, which can give you quick access to files you may frequently use. In fact desktop is a part of local hard drive of the computer.

My Documents: On Windows computers, all document related files (e.g., word processor spreadsheet files) default to save in the My Documents folder automatically. We recommend keeping all documents in this folder to make it easier to backup all your important files. This is also a part of local hard drive of the computer.

8.6. Save on database

Network drives: These are storage drives that are connected to other computers in a network. Users on the network can save their files onto the drive. This approach is often used where alluserssave their files to a common location and this is backed up. It is much simpler tocopy the files from one common place instead of copying the files from individual computers.

8.7. Close on data base

The Music Dept. Inventory Database should be closed using the "Exit" button on the main menu. The red "X" in the upper right corner has been disabled so that the database doesn't close improperly. Please do not use the "File/Close Database" option as that will close the database without allowing it to close the forms and tables correctly.
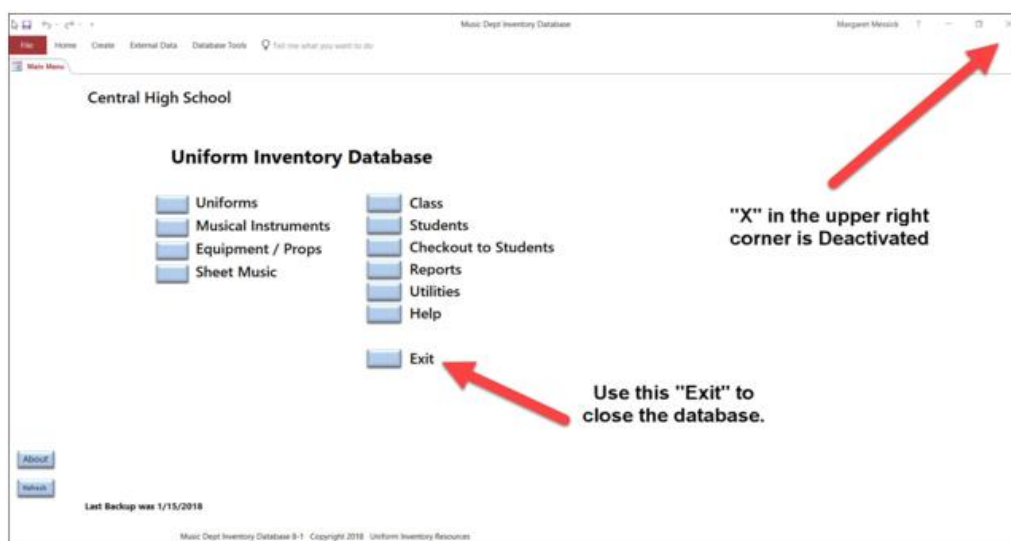
Figure 8.4.Close database

If you shut down the computer before the "Compact" is finished (and MS Access has completely closed) or your workstation loses contact with the network you can corrupt the database - which means that it might not open again the next time you try. Corrupted databases can sometimes be repaired and the data rescued but not always. It is always a good idea to frequently do a back-up of the database to the hard disk or an external drive to be sure to have a recent copy.

Self-Check -8	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Main memory is directly or indirectly connected to the central processing unit via a memory bus.
2. Secondary Storageis not directly accessible by the CPU.
3. Compact disk is portable disk having data storage capacity between 650-700 MB.

Note: **Satisfactory rating – 3 and above points   Unsatisfactory - below 3 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

3._____

Operation sheet-1	Creating new fields

OPERATIONTITLE:Creating new fields

PURPOSE: to create new fields

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, hard disk, printer, cable, HDMI cable, CPU...

PROCEDURE:

Step 1. In the firstrow oftheFieldName column, typethename of your firstfield, following the naming conventionslisted above.
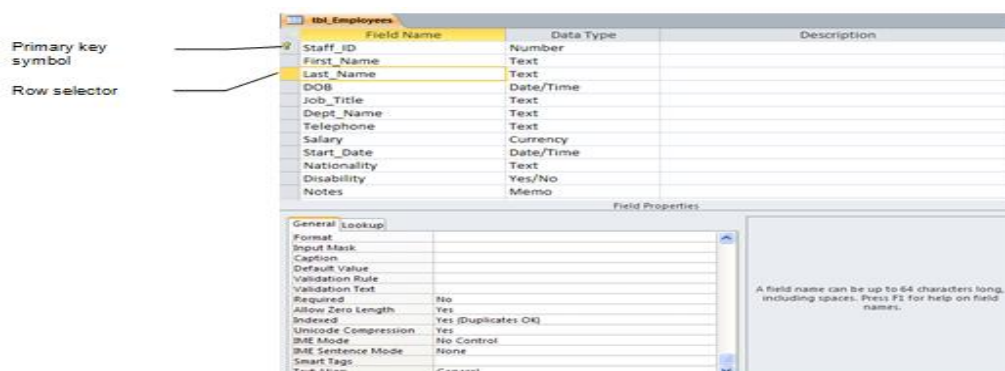
Step 2.Pressthe **Tab** key to take you to theDataType field.

Step 3.Click on thedrop-down arrow that appearsin the box to display alist of datatypes (seebelow) and select the appropriateone.

Step 4. Press**Tab** to take you to theDescriptionfield. Typein ashortmessagedescribing the currentfield.

Step 5. Pressthe **Tab** key to take you to the next row and backto the*FieldName*column.

Step 6. Continue asaboveuntilyou have enteredall yourfieldsas shown below

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Creating new fields properly.

Operation sheet-2	Creating new record

OPERATIONTITLE: Creating a new record

PURPOSE: to create a new record

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1. On the data access bar, click the icon for the table where you want to add the new record. Manager opens a data list containing the results of the last search you made in this table.

Step 2. On the data list windows tool bar, click the New Record icon (or choose Create NewRecord from the Edit menu or the right-click menu; keyboard shortcut Ctrl-N).

Step 3. In the blank data dialog box, enter all available information for the new entry. Use the Tab key to move from field to field..

Step 4. When finished, click Save**,** or the diskette icon on the data dialog's tool bar.To save the record and create another new one immediately, click Save and New Record (Ctrl-Enter).

Step 5. To close the dialog, click Close**,** or the Close button in the top right corner, or press esc.If you click close without first clicking Save**,** Manager will not save the record and your changes will be lost.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Creating new record properly.

Operation sheet-3	Database Design Process

OPERATIONTITLE:Database Design Process

PURPOSE: To DesignDatabase Process

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1: Define the Purpose of the Database

Step 2: Gather Data, Organize in tables and Specify the Primary Keys

Step 3: Create Relationships among Tables

Step 4: Refine & Normalize the Design.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Design data base properly.

LAP-Test	Practical Demonstration

Project Title: Creating database

Name: _____   **Date**: _____

Timestarted: _____   **Timefinished**: _____

Instructions: Perform the following task in 2 hour recommended time.

Task 1: Create new fields

Task 2:Create a new record

Task 3.DesignDatabase Process

Instruction sheet	Learning guide 44:-Create reports and forms

Thislearningguideisdevelopedtoprovideyouthenecessaryinformationregardingthefollowing contentcoverage andtopics–

- Designing reports to present data in a logical sequence
- Modifying reports to include or exclude additional requirements
- Distributing reports to appropriate person in a suitable format
- Using a wizard to create a simple form
- Opening existing database and modify records
- Re arranging objects within the form

Thisguidewillalsoassistyoutoattainthelearningoutcomestatedinthecoverpage.Specifically,　　upon completion of thisLearningGuide, you will be able to

- Design reports to present data in a logical sequence
- Modify reports to include or exclude additional requirements
- Distribute reports to appropriate person in a suitable format
- Use a wizard to create a simple form
- Open existing database and modify records
- Rearrange objects within the form

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Irrigation and drainage construction
Level -II

Information Sheet 1	Designing reports to present data in a logical sequence

1.1. Design reports to present data in a logical sequence

- **Logical sequence**

In more general terms, logical sequence refers to any order of events or things that makes sense. For a very basic example, the logical sequence for getting dressed is to first put on the underclothes, then pants, shirt, socks, and shoes. Access provides you with a number of tools that help you to quickly build attractive, easy-to-read reports that present the data in a way that best suits the needs of its users.

You can use the Report Wizard to create a more complicated report, or you can create a report by adding all the data and formatting elements yourself. Whichever method that you choose, you will probably make at least a few changes to the design of the report to make it display the data the way that you want.

- **Decide how to lay out your report**

When you design a report, you must first consider how you want the data arranged on the page and how the data is stored in the database. During the design process, you might even discover that the arrangement of data in the tables will not allow you to create the report that you want. This can be anindication that the tables are not normalized — this means that the data is not stored in the most efficient manner.

- **Decide which data to put in each report section**

Each report has one or more report sections. The one section that is present in every report is the Detail section. This section repeats once for each record in the table or query that the report is based on. Other sections are optional and repeat less often and are usually used to display information that is common to a group of records, a page of the report, or the entire report.

Self-Check -1	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. In more general terms, logical sequence refers to any order of events or things that makes sense.
2. Each report has one or more report sections.
3. When you design a report, you must first consider how you want the data arranged on the page and how the data is stored in the database.

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

Information Sheet 2	Modifying reports to include or exclude additional requirements

2.1. Customize and organize reports

Analyze data in Dynamics 365 Customer Engagement (on-premises) by using reports. Dynamics 365 Customer Engagement (on-premises) includes default reports for many common business needs. However, most organizations customize the default reports and add custom reports for specific needs.

2.2. Report ownership

System reports are available to all users. Individuals who own reports can share them with specific colleagues or teams, or can make the reports available to the organization, so that all users can use them.

2.3. Report types

Dynamics 365 Customer Engagement (on-premises) supports two types of reports:

- **SQL Server Reporting Services reports.** These reports use SQL queries and filtered views to retrieve report data. Filtered views restrict the data to what is available to the security role of the person running the report. All the default reports included with Dynamics 365 Customer Engagement (on-premises) are SQL-based reports.

  You cannot access filtered views in Dynamics 365 for Customer Engagement apps because access to the SQL database is not supported. If you have a Dynamics 365 for Customer Engagement apps subscription, use Fetch-based reports for custom reporting.

- **Fetch-based Reporting Services reports.** These reports use FetchXML queries that are proprietary to Dynamics 365 Customer Engagement (on-premises) instead of filtered views to retrieve data for reports. Reports that you create by using the Report Wizard in Dynamics 365 Customer Engagement (on-premises) are Fetch-based reports.

The other reports can be:

- Links to webpages
- Static files
- Dynamic Office Excel files that read data from the Dynamics 365 for Customer Engagement database

For each report, you can edit the following properties:

- File name or URL
- Display name
- Description
- Information about where the report displays in the user interface

Security of data in reports

All reports read Dynamics 365 Customer Engagement (on-premises) data from filtered views

That filter the data based on the user's security role. Reports only display data that the person

Running the report has permission to view.

Options for creating new reports

To create a new report, users with appropriate permissions can:

- Add a file or a link to a webpage as a report.
- Run the Report Wizard to create a new Reporting Services report. The Report Wizard can
  Create table and chart reports, including drill-through reports and top N reports.
- Write a new Fetch-based Reporting Services report.

2.4. Options for modifying existing reports

For existing reports, users with appropriate permissions can:

- Organize reports into categories to control which views in the reports area display for each
  report.
- Determine where a report is visible in the user interface, and edit other report properties.
- Edit a report created with the Report Wizard.
- Edit a default report. For example, if you customize Dynamics 365 Customer Engagement
  (on-premises), you might need to modify labels or add or remove fields in default reports.
  More information: Report writing environment using SQL Server Data Tools.
- Edit the default filter for a default report, a report created with the Report Wizard, or
  Other Reporting Services reports.
- Create a one-time snapshot for a Reporting Services report or schedule a Reporting
  Services report to run at set intervals. Note that the Report Scheduling feature is currently o
  available with on-premises versions of Dynamics 365 Customer Engagement.

- Share a personal report with other users, or make it available to everyone in your Organization.
- Publish a report so that it is available for use with external applications, such as SharePoint or custom programs.

Self-Check -2	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Determine where a report is visible in the user interface, and edit other report properties.
2. Edit a report created with the Report Wizard.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information Sheet 3	Distributing reports to appropriate person in a suitable format

3.1.Overview of Distributing Reports

Distributing reports automates the process of delivering updated content to report users. You can distribute reports once or at recurring intervals, such as daily, multiple times daily, weekly, or monthly.

If you have the Distribute Reports capability, then you can distribute reports using the designer. Distributing reports automates the process of delivering updated content to report users. You can distribute reports once or at recurring intervals, such as daily, multiple times daily, weekly, or monthly. In addition, distributing reports gives you the ability to create a time event to generate reports during non-peak hours.

Figure 3.1.Personal report

Self-Check -3	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Distributing reports automates the process of delivering updated content to report users.
2. If you have the Distribute Reports capability, then you can distribute reports using the designer.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

4.1. Creating wizard

Access provides several quick-create form tools on the Create tab, each of which lets you create a form with a single click. However, if you want to be more selective about what fields appear on the form, you can use the Form Wizard instead. The wizard also lets you define how the data is grouped and sorted, and you can use fields from more than one table or query (provided that you specified the relationships between the tables and queries beforehand).

You can create new forms quickly with the Form Wizard. You can use a new form immediately after creating it or choose to edit the form using the Form editor.

The Form Wizard has two screens. The Basic screen lets you create new forms with a few simple operations. The Advanced screen lets you customize the form before you build it.
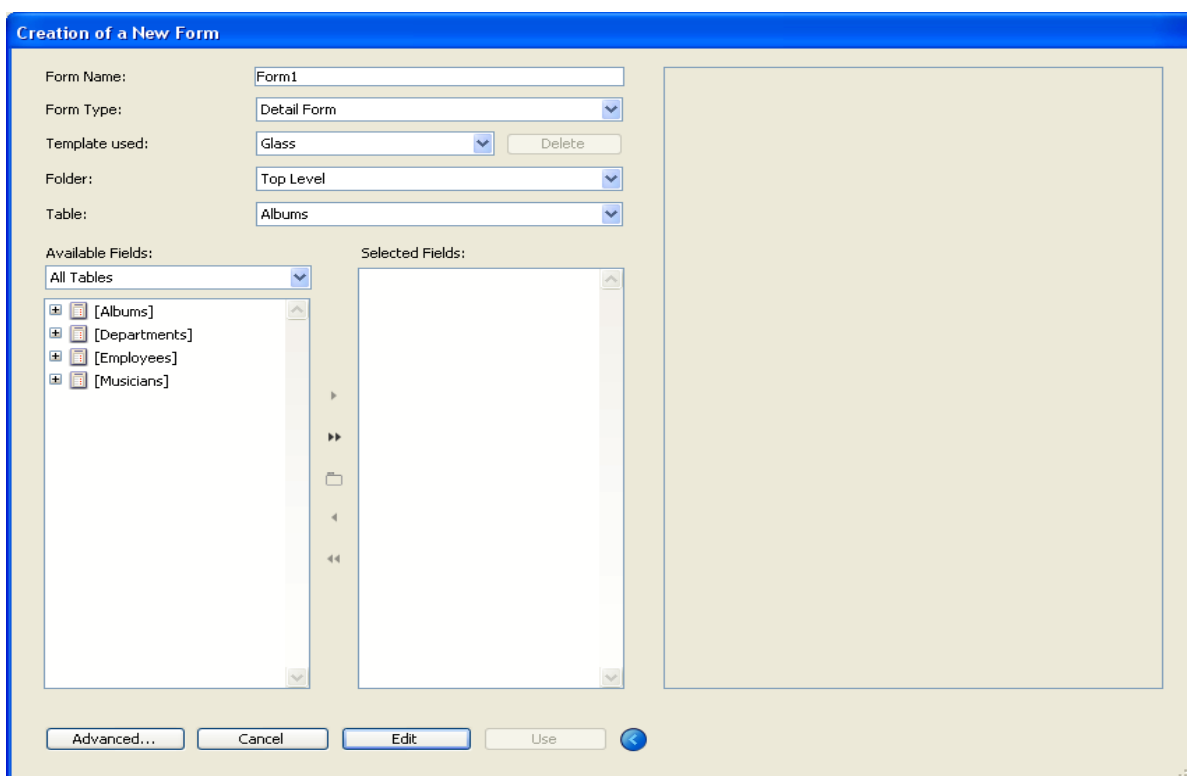

Table 4.1.creating new form

Self-Check -4	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. Access provides several quick-create form tools on the Create tab, each of which lets you create a form with a single click.
2. You can create new forms quickly with the Form Wizard**.**

Note: **Satisfactory rating – 2 and above points   Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

Information Sheet 5	Opening existing database and modify records

5.1. Opening data base

An Access database consists of one or more tables that contain related information. Once you've created such an empty database, you could work your way through all of the tables to fill them with information.

However, this could become tedious and confusing. It's hard to follow relationships between data in tables while you're trying to enter in data. Access input forms are a valuable tool for this. You can design input forms so you can enter data in a logical format.

5.2.Modifyrecords

This lesson will address the **benefits of using forms** in a database. You will review examples of different forms and form components. Finally, you will learn how to **use forms** to **enter** new records and **view** and **edit** existing ones.

Forms are so popular because they're useful to the person asking for the information and to the person providing it. They are a way of requiring information in a specific format, which means the person filling out the form knows exactly which information to include and where to put it.

ID	Order ID	Menu Item ID	Quantity
7	5	179	1
8	5	33	2
9	6	6	1
10	7	19	2

Table 5.1.Record of table

The you can't learn much just by glancing at these records because the ID numbers don't tell you much about the data they relate to. Plus, because you have to look at two tables just to view one order, you might have a difficult time even finding the right data. It's easy to see how viewing or entering many records this way could become a difficult and tedious task.

Table 5.Different types of records

Modifying the record also would be easier because you wouldn't have to know any ID numbers to enter new data. When you're using a form, you don't have to worry about entering data into the right tables or in the right format—the form can handle these things itself. There's no need to go back and forth between tables because forms bring all of the information you need together in one place**.**

Not only do forms make the data entry process easier for the user, but they also keep the database itself working smoothly. With forms, database designers can control exactly how users are able to interact with the database. They can even set restrictions on individual form components to ensure all of the needed data is entered and that it's all entered in a valid format. This is useful because keeping data consistent and organized is essential for an accurate and powerful database.

Self-Check -5	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. An Access database consists of one or more tables that contain related information.
2. Modifying the record also would be easier because you wouldn't have to know any ID numbers to enter new data.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

Information Sheet 6	Rearrange objects within the form

6.1. Align or arrange objects

In Microsoft Office programs, you can quickly align objects (such as pictures, shapes, text boxes, SmartArt graphics, and WordArt.

6.2. Aligning objects

When you move objects in PowerPoint, alignment guides and spacing guides will appear around the objects to help you align them. However, if you have many different objects on a slide, it may be difficult and time consuming to get them perfectly aligned. Luckily, PowerPoint provides you with several alignment commands that allow you to easily arrange and position objects.

6.3. Grouping objects

You may want to group multiple objects into one object so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them. Pictures, shapes, clip art, and text boxes can all be grouped together; however, placeholders cannot be grouped. If you will be grouping pictures, use one of the commands in the Images group on the Insert tab to insert pictures instead of the picture icon inside the placeholder.
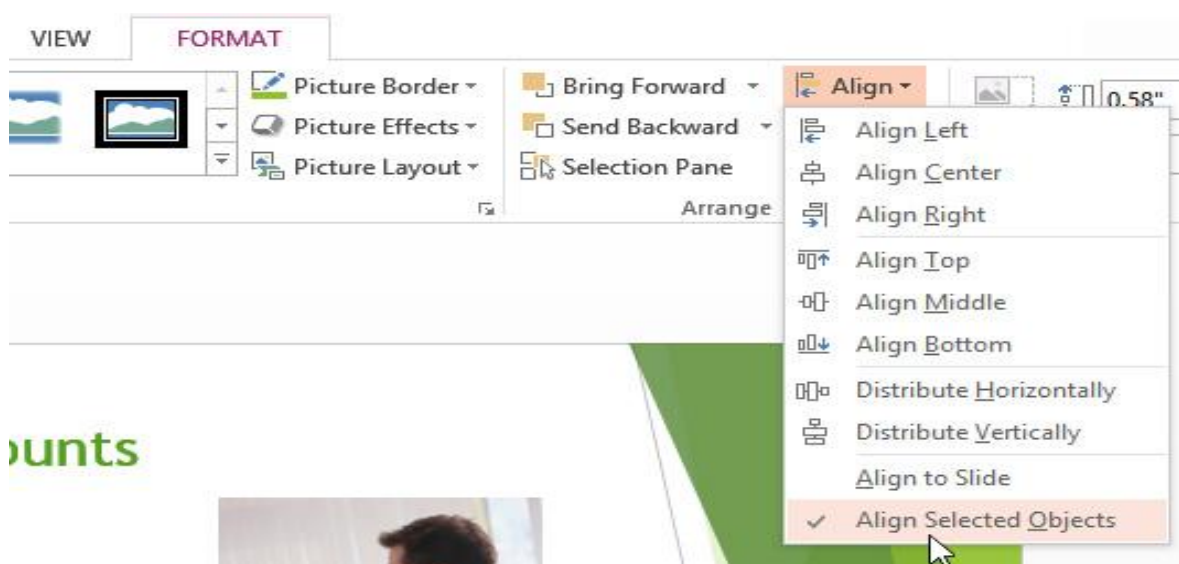

Table 6.1.Align object

Self-Check -6	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. When you move objects in PowerPoint, alignment guides and spacing guides will appear around the objects to help you align them.

2. You may want to group multiple objects into one object so they will stay together if they are moved or resized.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

    1_____

    2_____

Operation sheet-1	Create a Report Distribution

OPERATIONTITLE:Creating a Report Distribution
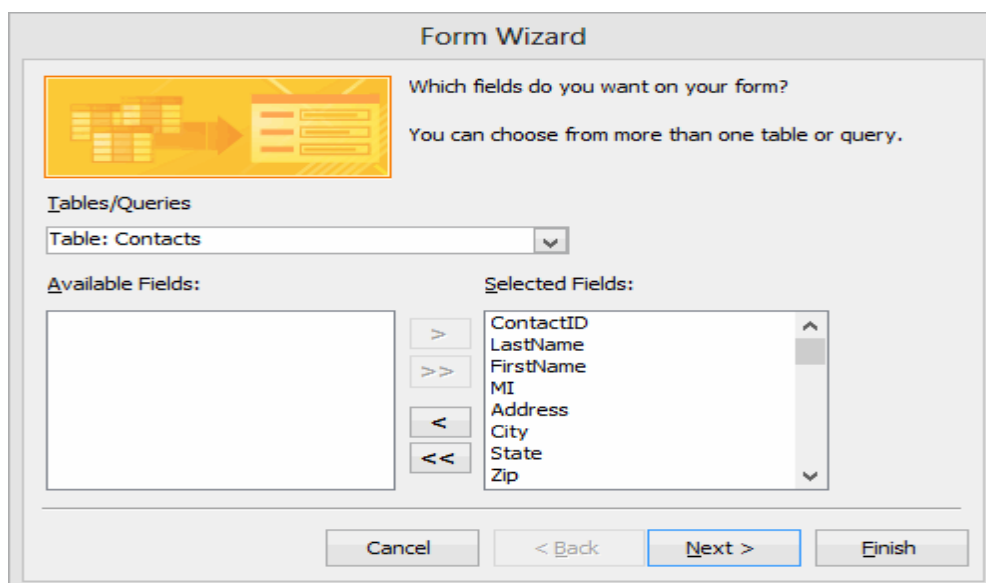
PURPOSE: To Create a Report Distribution

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1: Select Distributions in the left pane of the Distribute Reports window.

Step 2.Select a report job, and click Schedule. The Schedule window is displayed.

Step3. Click New to create a time event. The Specify Schedule Details window is displayed.

Step 4.Specify whether the distribution should happen one time only or More than once.

Step 5.If you select one time only, then select an Hour and a Minute for the distribution.

Step 6.If you select More than once, then specify the details about when the distribution should occur.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Create report distributionproperly.

Operation sheet-2	Creating form wizard

OPERATIONTITLE:Creating form wizard

PURPOSE:to Create form wizard

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**
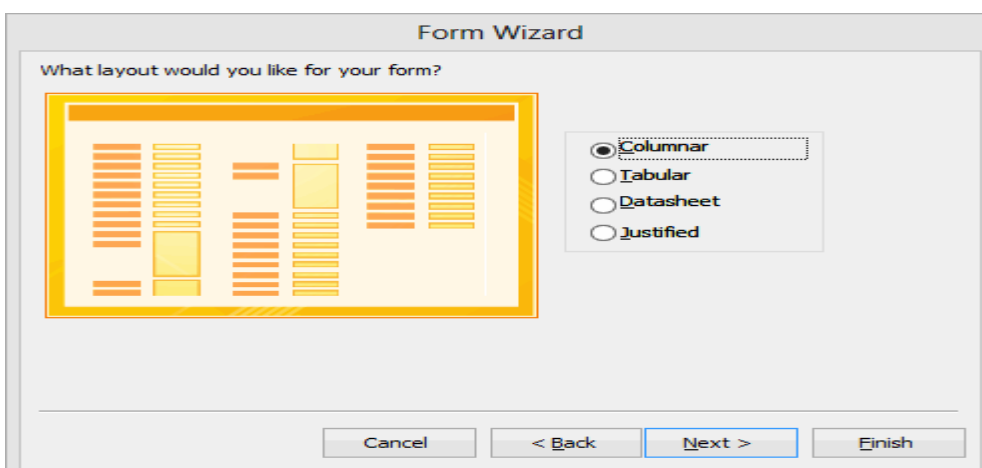
PROCEDURES:-

Step 1.On the **Create** tab in the Forms group, click Form Wizard. The wizard starts.

Step 2.From the Tables/Queries drop-down list, select the table (or query) to base the form on. The fields for the selected table load in the Available Fields list box.

Step 3.Move the fields to include on the form from the Available Fields list box to the Selected **Fields** list box. To do so, double-click a field name to move it or highlight the field name and click **>**. To move all fields at once, click **>>**.
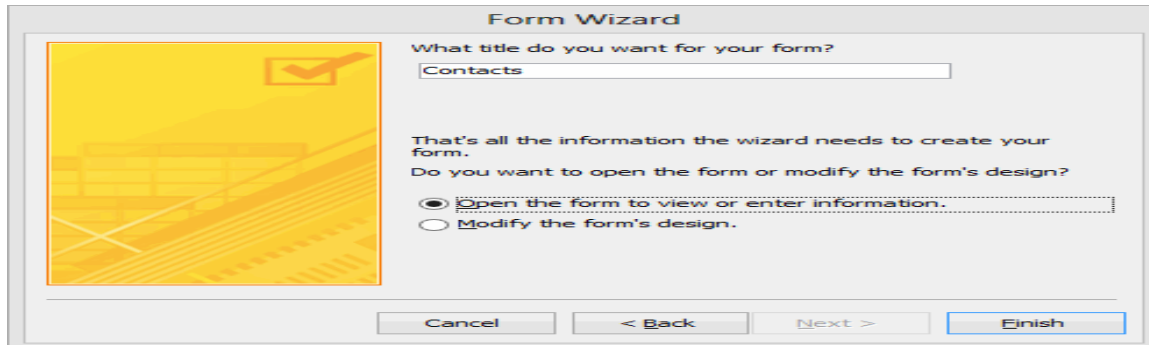

Step 4.Click **Next >**.

Step 5.Select the layout for the form. Your options are "Columnar", "Tabular", "Datasheet", and "Justified".

Step 6.Click **Next >**.

Step 7.Enter a title for the form.

Step 8.Select an option for the view you want to open the form in. Your options are:

Step 9.Open the form to view or enter information (opens in Form view).

Step 10.Modify the form's design (opens in Design view).

Step 11.Click Finish.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Create form wizard properly.

Operation sheet-3	Opening existing form

OPERATIONTITLE:Opening existing form

PURPOSE:To openexisting form

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1.Open your database, and locate the Navigation pane**.**

Step 2.In the Navigation pane, locate the form you want to open.

Step 3.Double-click the desired form.

Step 4.It will open and appear as a tab in the Document Tabs bar**.**

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Open form properly.

Operation sheet-4	Aligning two or more objects

OPERATIONTITLE:Aligning two or more objects

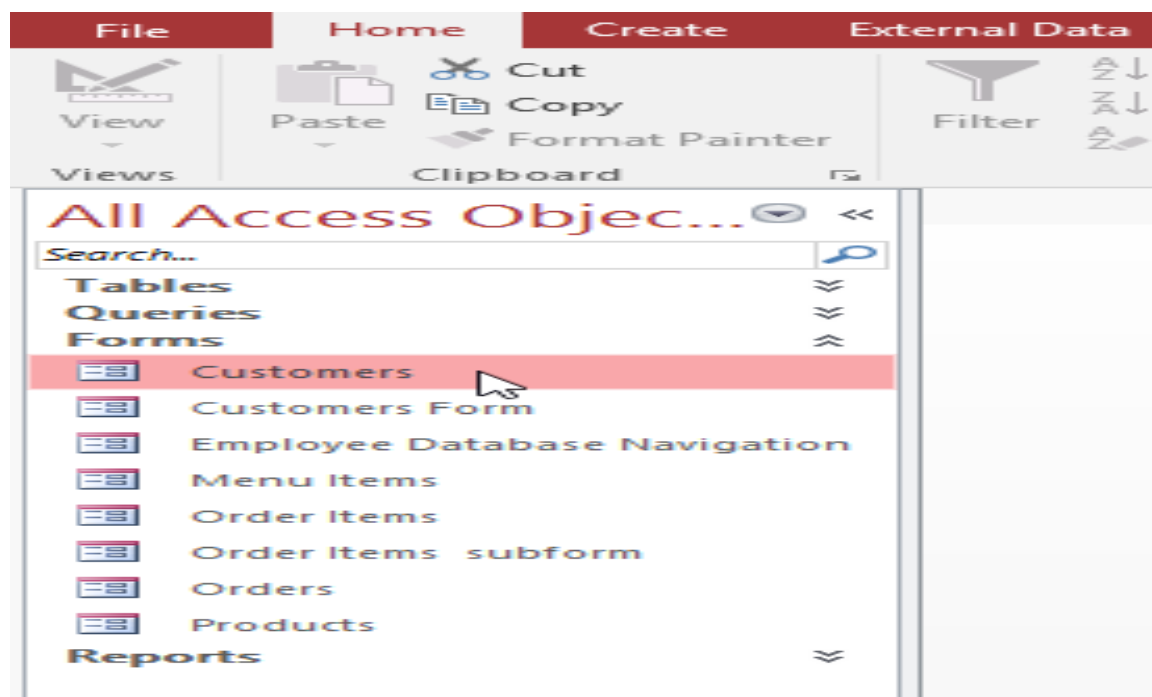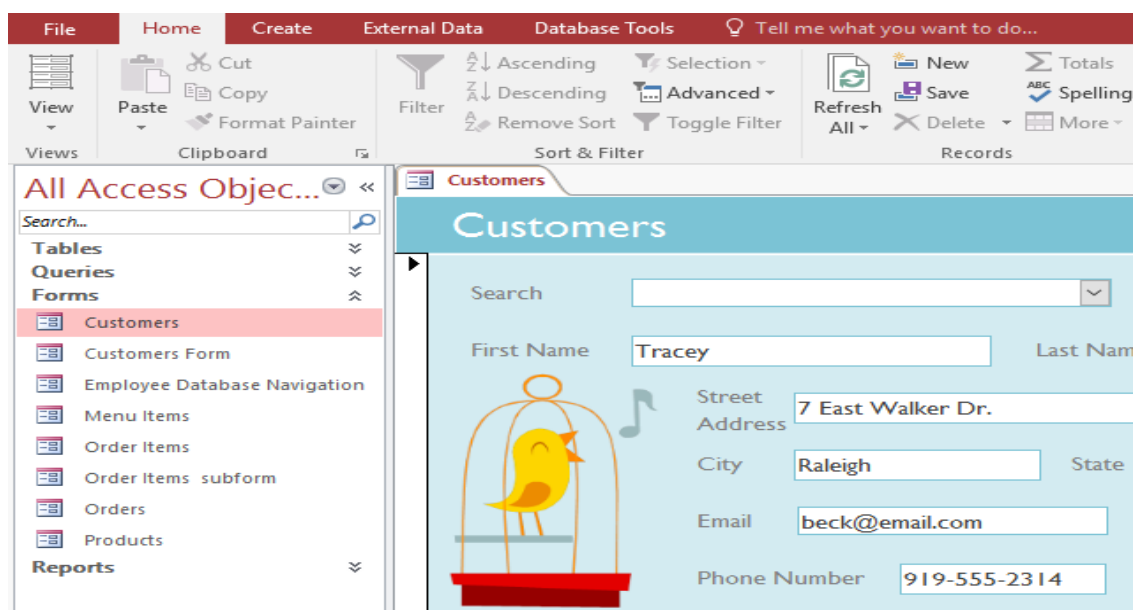**PURPOSE:To Aligntwo or more objects**

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

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

Step 2.From the **Format** tab, click the **Align** command, then select **Align Selected Objects**.
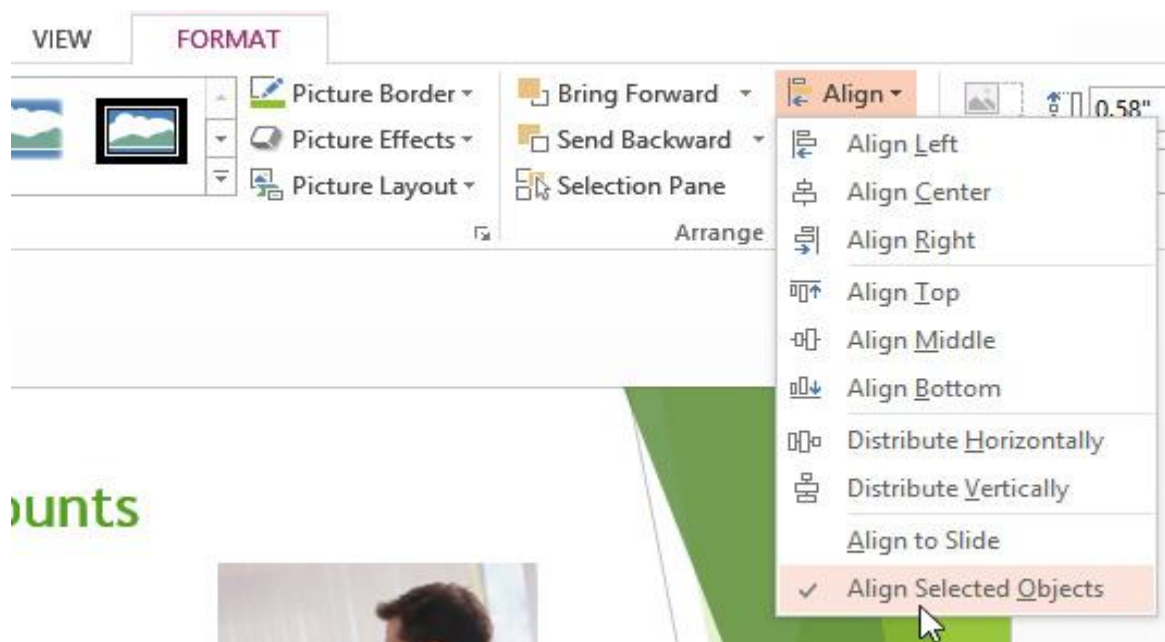
Step 3. Click the **Align** command again, then select one of the six **alignment options**.
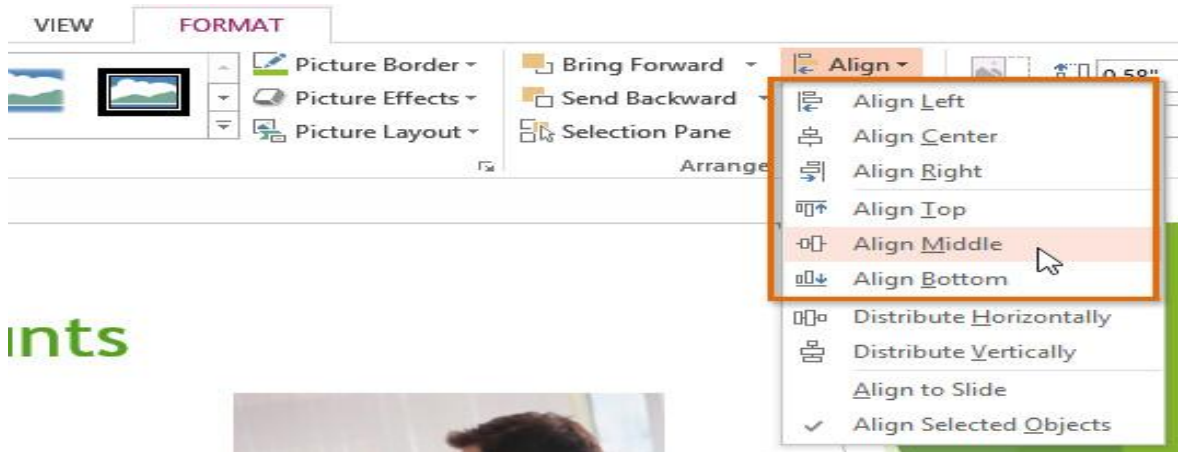
Step 4. The objects will align based on the option you selected.
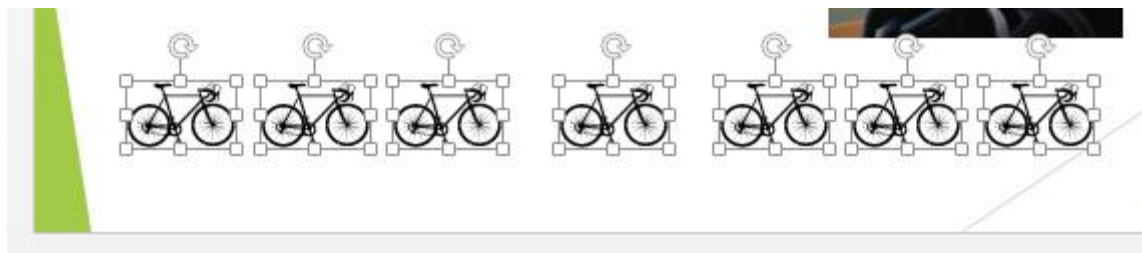
PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Aligning two or more objects properly.

LAP-Test	Practical Demonstration

Project Title: Creating reports and forms

Name: _____   **Date**: _____

Timestarted: _____   **Timefinished**: _____

Instructions: Perform the following task in 2 hour recommended time.

Task 1: Create a Report Distribution

Task 2:Create form wizard

Task 3.Open existing form

Task 4.Align two or more objects

Instruction Sheet	Learning Guide 45: Retrieve information

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Accessing existing database and locate required records
- Creating simple query and retrieve required information
- Developing query with multiple criteria and retrieve required information
- Selecting data and display appropriately

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Access existing database and locate required records
- Create simple query and retrieve required information
- Develop query with multiple criteria and retrieve required information
- Select data and display appropriately

Learning Instructions:

8. Read the specific objectives of this Learning Guide.
9. Follow the instructions described below
10. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.
11. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.
12. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).
13. If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.
14. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

Information Sheet 1	Accessing existing database and locate required records

1.1. What is a database?

Simply put a database is a structured body of related information. The software used to manage and manipulate that structured information is called a DBMS (Database Management System). A database is one component of a DBMS. You can think of a database simply as a list of information. A fine example is the white pages of the phone book. The each listing in the white pages contains several items of information – name, address and phone number – about each phone subscriber in a particular region (information).

All subscriber information shares the saEntities and Relationships The very basics of what we are trying to model are entities and relationships. Entities are the things in the real world that we will store information about in the database. For example, we might choose to store information about employees and the departments they work for. In this case, an employee would be one entity and a department would be another.

The works-for relationship is usually a many-to-one relationship in this example. That is, many employees work for a single department, but each employee works for only one department.

1.2. Relationship of data base

Relationships are the links between these entities. For example, an employee works for a department. Relationships come in different degrees. They can be one-to-one, one-to-many (or many-to-one depending on the direction you are looking at it from), or many-to-many. A one-to-one relationship connects exactly two entities. If employees in this organization had a cubicle each, this would be a one-to-one relationship.
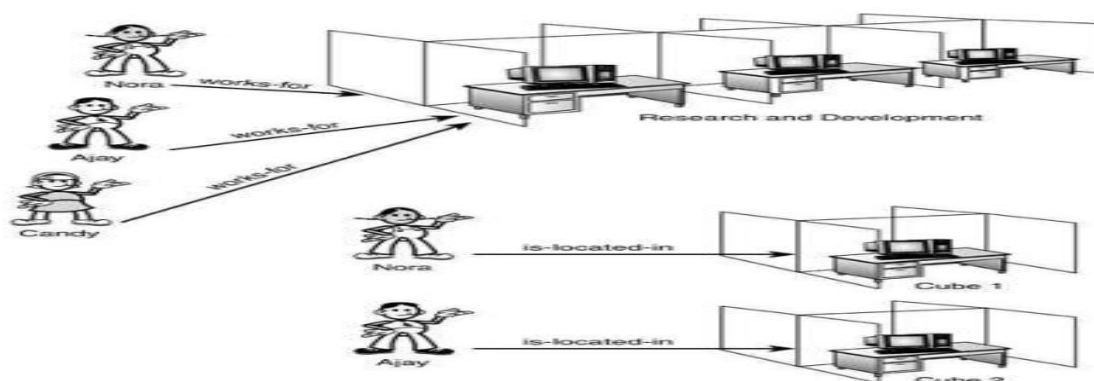

Figure 1.1.Relationship of data base

1.3 Locate and record of column database

Database tables, each column or attribute describes some piece of data that each record in the table has. The terms column and attribute are used fairly interchangeably, but a column is

really part of a table, whereas an attribute relates to the real-world entity that the table is modeling. In Figure 2 you can see that each employee has an employee, a name, a job, and a departmental. These are the columns of the employee table, sometimes also called the attributes of the employee table.

Each row in the table represents a single employee record. You may hear these called rows, records, or tuples. Each row in the table consists of a value for each column in the table.

This employee table stores employee IDs, names, jobs, and the department each employee works for.

1.4. Locate specific records in a database

As your database grows, locating specific records will involve more than a quick glance at a datasheet. In this article, learn five ways to locate specific records based on your needs. Browse through all records you can browse through records by using the TAB key when you want to move through one record at a time, in order, to locate a specific record. You can also browse through records in a table in Datasheet view using the record navigation buttons. The record navigation buttons are available at the bottom of the table or form.

The techniques that you can use to search and filter records are very useful for finding specific records for the case at hand. However, you might want to perform the same search or filter operation regularly. Instead of reproducing a set of search and filter steps every time, you can create a query.A query is a powerful and flexible way to locate specific records because it lets you perform customized searches, apply customized filters, and sort records. You can build your own queries to help you focus on specific records and to answer specific questions. Once created, a query can be saved and reused, and can also be used in building forms and reports.

Figure 1.2.locate and record data base

Self-Check -1	Written test

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. You can browse through records by using _____ key.

A. TAB   C. Delete

B. ALT   D. None

2. The -----buttons are available at the bottom of the table or form.

 A. Record navigation C. A&B

 B. Save button   D. All

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

   1_____

   2_____

Information Sheet 2	Creating simple query and retrieve required information

A query is a request for data results, for action on data, or for both. You can use a query to answer a simple question, to perform calculations, to combine data from different tables, or even to add, change, or delete table data .A query is a derived item in the database meant to answer specific questions that relate to the information in the database. It is the means to

r**2.1Types of Queries**

A.Select Query

- The select query is the simplest type of query and because of that, it is also the most commonly used one in Microsoft Access databases.

- A select query is the most common type of query.

- It retrieves data from one or more tables and displays the results in a datasheet where you can update the records (with some restrictions).

- You can also use a select query to group records and calculate sums, counts, averages, and other types of totals.

- It can be used to select and display data from either one table or a series of them depending on what is needed.

- In the end, it is the user-determined criteria that tell the database what the selection is to be based on.

- After the select query is called, it creates a "virtual" table where the data can be changed, but at no more than one record at a time.

B.Action Query

Action queries are very popular in data management because they allow for many records to be changed at one time instead of only single records like in a select query.

- When the action query is called, the database undergoes a specific action depending on what was specified in the query itself.

- This can include such things as creating new tables, deleting rows from existing ones and updating records or creating entirely new ones.

Four kinds of action queries are:

C.Append Query

- An append query adds a group of records from one or more tables to the end of one or more tables. For example, suppose that you acquire some new customers and a database containing a table of information on those customers.

- To avoid typing all this information into your own database, you'd like to append it to your Customers table.

D. Delete Query

- A delete query deletes a group of records from one or more tables. For example, you could use a delete query to remove products that are discontinued or for which there are no orders. With delete queries, you always delete entire records, not just selected fields within records

E. Make Table Query

- As the name suggests, it creates a table based on the set results of a query. A make-table query creates a new table from all or part of the data in one or more tables. Make-table queries are helpful for creating a table to export to other Microsoft Access databases or a history table that contains old records.

F. Update Query

- Allows for one or more field in your table to be updated. Ø An update query makes global changes to a group of records in one or more tables. Ø For example, you can raise prices by 10 percent for all dairy products, or you can raise salaries by 5 percent for the people within a certain job category. With an update query, you can change data in existing tables.

Parameter Query

- In Microsoft Access, a parameter query works with other types of queries to get whatever results you are after.
- This is because, when using this type of query, you are able to pass a parameter to a different query, such as an action or a select query.
- It can either be a value or a condition and will essentially tell the other query specifically what you want it to do.
- It is often chosen because it allows for a dialog box where the end user can enter whatever parameter value they wish each time the query is run. The parameter query is just a modified select query.
- A parameter query is a query that when run displays its own dialog box prompting you for information, such as criteria for retrieving records or a value you want to insert in a field.
- You can design the query to prompt you for more than one piece of information; for example, you can design it to prompt you for two dates.
- Access can then retrieve all records that fall between those two dates.

- Parameter queries are also handy when used as the basis for forms, reports, and data access pages.

Self-Check 2	Multiple choices

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each).**

1. _____ is a request for data results, for action on data, or for both

  A. A query   C. Form

  B. Table   D. None

2._____deletes a group of records from one or more tables

A. A delete query C. Parameter query

B. Append Query   D.ALL

3. Allows for one or more field in your table to be updated.

 A. Update Query C. Select query

B. Parameter query   D.ALL

Note: **Satisfactory rating – 3 and above points**   **Unsatisfactory - below 3 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Choose

     1_____

2____

3.___

3.1. Introduction to query criteria

A criterion is similar to a formula — it is a string that may consist of field references, operators, and constants. Query criteria are also referred to as expressions in Access. The following tables show some sample criteria and explains how they work.

Criteria Description >25 and <50 this criterion applies to a Number field, such as Price or UnitsinStock. It includes only those records where the Price or UnitsinStock field contains a value greater than 25 and less than 50. DateDiff ("yyyy", [BirthDate], Date ()) > 30 this criterion applies to a Date/Time field, such as BirthDate. Only records where the number of years between a person's birthdate and today's date is greater than 30 are included in the query result. Is Null this criterion can be applied to any type of field to show records where the field value is null.

As you can see, criteria can look very different from each other, depending on the data type of the field to which they apply and your specific requirements. Some criteria are simple, and use basic operators and constants. Others are complex, and use functions, special operators, and include field references.

This topic lists several commonly used criteria by data type. If the examples given in this topic do not address your specific needs, you might need to write your own criteria. To do that, you must first familiarize yourself with the full list of functions, operators, special characters, and the syntax for expressions referring to fields and literals.

Here, you will see where and how you add the criteria. To add criteria to a query, you must open the query in Design view. You then identify the fields for which you want to specify criteria. If the field is not already in the design grid, you add it by either dragging it from the query design window to the field grid, or by double-clicking the field (Double-clicking the field automatically adds it to the next empty column in the field grid.). Finally, you type the criteria in the Criteria row.

Criteria that you specify for different fields in the Criteria row are combined by using the AND operator. In other words, the criteria specified in the City and BirthDate fields are interpreted like this:

The City and Birth Date fields include criteria.

- Only records where the value of the City field is Chicago will satisfy this criterion.

- Only records of those who are at least 40 years old will satisfy this criterion.

- Only records that meet both criteria will be included in the result.

What if you want only one of these conditions to be met? In other words, if you have alternate criteria, how do you enter them? If you have alternate criteria, or two sets of independent criteria where it is sufficient to satisfy one set, you use both the Criteria and the or rows in the design grid.

Self-Check 3	Multiple choices

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each**

1 - A criterion is similar to_____

   A. formula   C. A&B

   B. String   D .ALL

2._____is a string that may consist of field references, operators, and constants

A. Criterion   B. Value

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

     1_____

     2_____

Information Sheet 4	Select data and display appropriately

1.1. Selection of data

Data files such as word documents can be kept on a computer for future uses such as editing and printing. To find documents you will need to store them in an organised fashion—in the same way you might file documents like lesson notes, bills, and letters and bank statements at home.

Just as you might use folders to organise your personal or business documents, you also store your computer documents in folders. A folder is only a device for grouping files in the same location, not a data file.

Folders and files can be stored on a computer's desktop or on a storage device which will be able to store hundreds or thousands of documents. Folders can be created or moved so that they sit within another folder, and so on.

1.2. Data selection

It is defined as the process of determining the appropriate data type and source, as well as suitable instruments to collect data. The primary objective of data selection is the determination of appropriate data type, source, and instrument(s) that allow investigators to adequately answer research questions.

a. The function of displaying data

Displaying data in research is the last step of the research process. It is important to display data accurately because it helps in presenting the findings of the research effectively to the reader. To make the findings more visible and make comparisons easy.

Self-Check 4	Multiple choices

Direction I: Multiple choice items

Instruction: Choose the best answer for the following questions and write the letter of your answer on the answer sheet provided in the next page. Use bold letter**. (2 points each**

1. _____is defined as the process of determining the appropriate data type and Source

A. Data selection   C. A&B

B. Data processes   D.ALL

2._____ in research is the last step of the research process.

A. Data selection   C. Displaying data

B. Data processes   D.ALL

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Choose

1_____

2_____

Operation sheet-1	Accessing &Locating Records

OPERATIONTITLE:Accessing &Locating Records

PURPOSE: To Access &Locate Records

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

You can browse through records by using the TAB key when you want to move through one record at a time, in order, to locate a specific record. You can also browse through records in a table in Datasheet view using the record navigation buttons. The record navigation buttons are available at the bottom of the table or form.

Step 1.Go to the first record

Step 2. Go to the previous record

Step 3. Current Record box

Step 4. Go to the next record

Step 5. Go to the last record

Step 6. Open a new (blank) record

Step 7. Filter indicator

Step 8. Search box

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Accessing &Locating Recordsproperly.

OPERATIONTITLE: Creating Simple Query to Retrieve Information

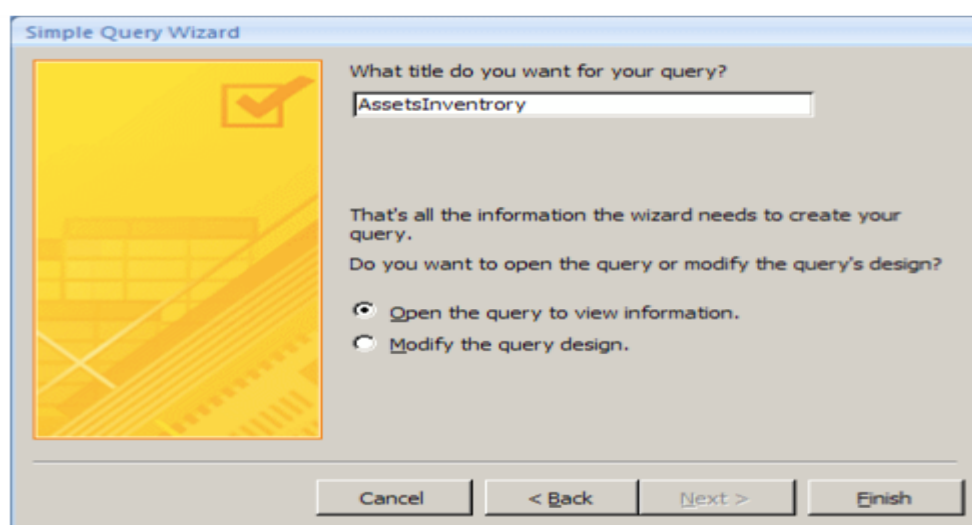**PURPOSE:**To Create Simple Query & Retrieve Information

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step1. On the Ribbon, you can click the Create tab and, in the Other section, click Query Wizard. This would display the New Query dialog box:

Step 2. On the New Query dialog box, you can click Simple Query Wizard and click OK. The first page of the Simple Query Wizard expects you to choose the origin of the query as a table or an already created query. After selecting the table or query, the second page of the wizard would present the fields of that list and you can select those you want:

The next page of the wizard allows you to specify the name of the query:

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Creating Simple Query to Retrieve Information properly.

Operation sheet-3	Creating Query in Design view

**OPERATIONTITLE:Creating Query in Design view**

PURPOSE:To Create Query in Design view

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1.To display a query in Design View, from the Navigation Pane, you can right-click a query and click Design View

Step 2.To start designing a new query, in the other section of the Create tab of the Ribbon, click Query Design This would display the Show Table dialog box that allows you to specify the table or query that holds the fields you want to use in the intended query.
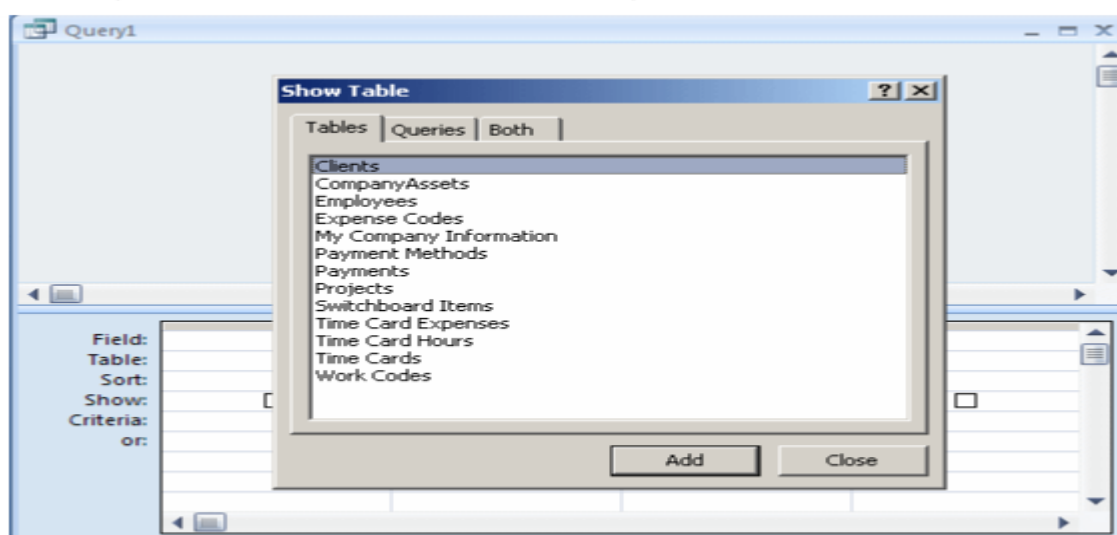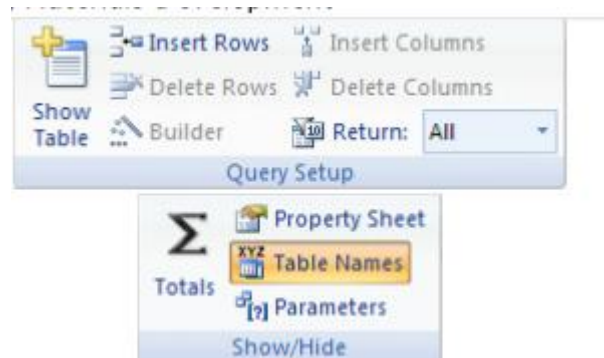

Step 3.If the Show Tables dialog box is closed or for any reason you want to display it: ☐ In the Query Setup section of the Design tab of the Ribbon, you can click the Show Table.
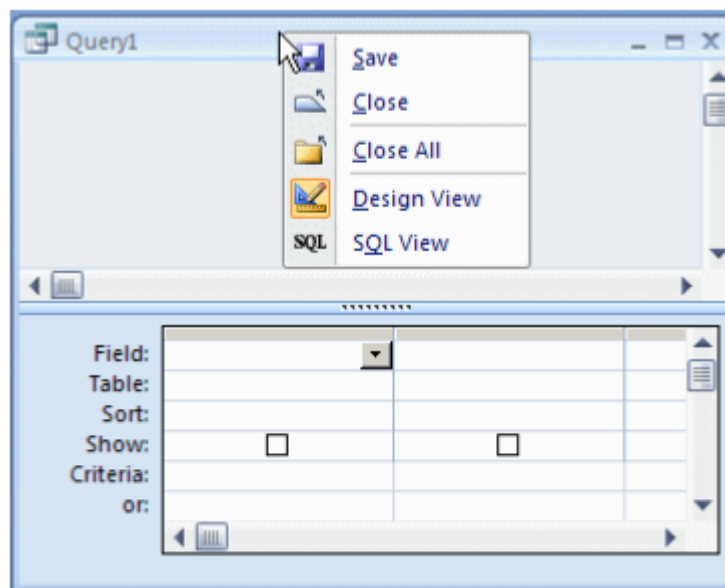

Step 4.You can right-click anywhere on the query window and click Show Table...

Step 5.When a query is displaying in Design View, the Design tab of the Ribbon displays the buttons used for a query:

Step 6.The Query window allows you to design and manage various aspects of a query. You can right-click the title bar of the Query window to access a menu:

Step 7.One of the operations you can perform on the Query window consists of resizing its top and bottom sections by dragging the splitter bar up or down:
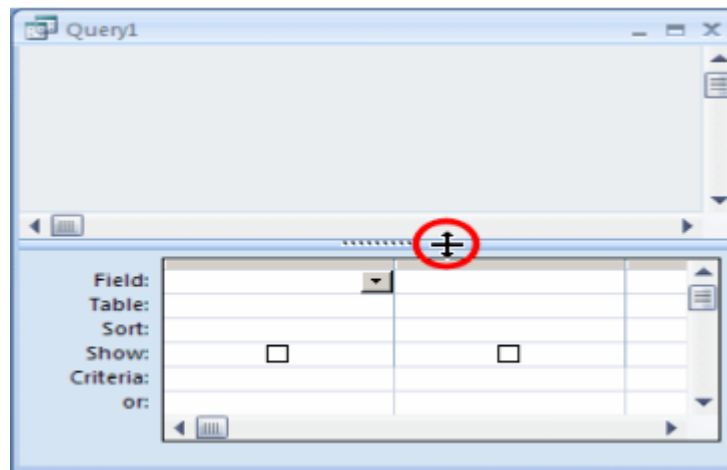
PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Creating Query in Design view properly.

LAP-Test	Practical Demonstration

Project Title: Retrieving information

Name: _____   **Date**: _____

Timestarted: _____   **Timefinished**: _____

Instructions: Perform the following task in 2 hour recommended time.

      Task 1: Access &LocateRecords

      Task 2: Create Simple Query & Retrieve Information

      Task 3.Create Query in Design view

Instruction sheet	Learning guide 46:Printing documents

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Previewing document/ spreadsheet in print preview
- Selecting basic print settings/ options
- Printing word and spreadsheet documents
- Submitting the spreadsheet to appropriate person

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Preview document/ spreadsheet in print preview mode
- Select basic print settings/ options
- Print word and spreadsheet documents
- Submit the spreadsheet to appropriate person for approval or feedback

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below

3. Read the information written in the "Information Sheets 1- 6". Try to understand what are being discussed.

4. Accomplish the "Self-checks1, 2, 3, 4, 5 and 6" in each information sheets on pages 4, 11,14,19,23 and 26.

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6.If you earned a satisfactory evaluation proceed to "Operation sheets 1, 2 and 3 on pages 28,29 and 30.and do the LAP Test on page 31". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.

7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result; then proceed to the next LG.

1.1. Print a document or file

The quickest way to print a document or file is to print using Windows. You don't have to open any programs or change any settings. Right-click the file you want to print, and then click Print. Windows will launch the program that created the file and send it to your default printer.

Once your document or photo has started to print, you can pause or cancel it via the print queue.The print queue shows you what's printing or waiting to print. It also displays handy information such as job status, who's printing what, and how many unprinted pages remain.
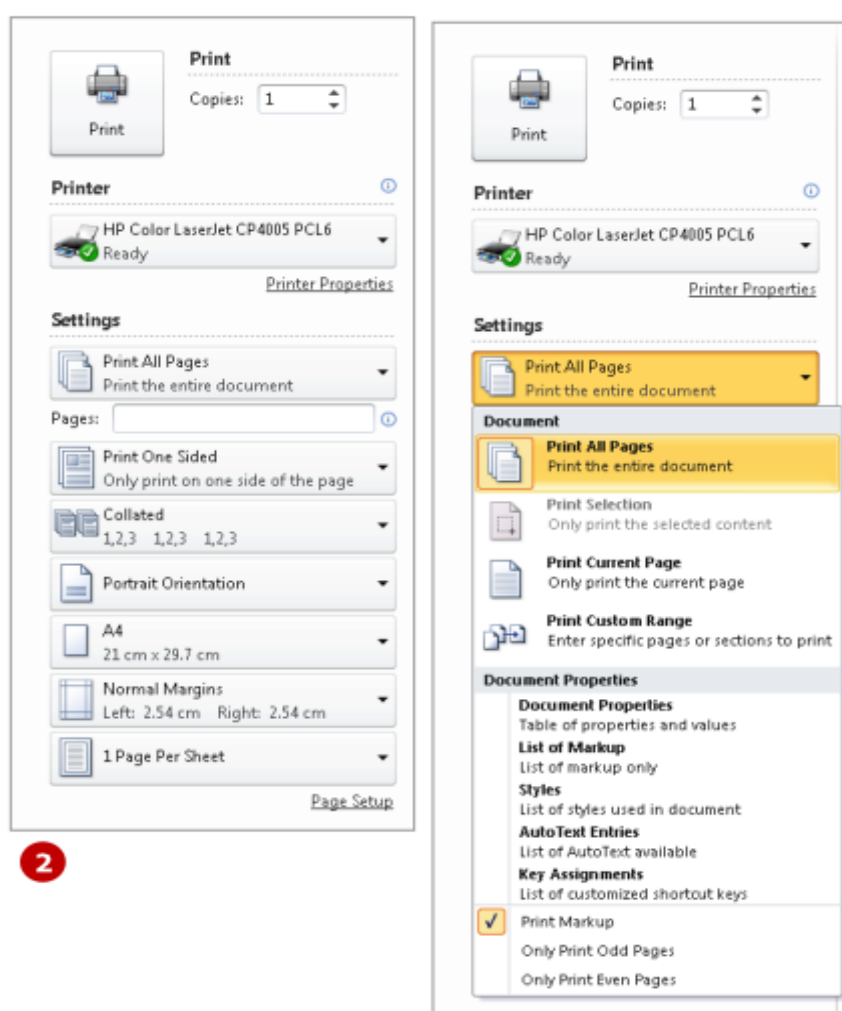

Table 9.1.print file

Self-Check -1	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. The quickest way to print a document or file is to print using Windows.
2. The print queue shows you what's printing or waiting to print.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1_____

2_____

Information Sheet 2	Selecting basic print settings/ options

2.1. Change your default printer

If you regularly use multiple printers, you can pick one as your default printer. Windows and other programs then automatically use that device whenever you print.

A default printer doesn't have to be an actual physical device. Depending on your computer, you might have the option to send documents as faxes, or to save them as PDF or XPS files when you print. You can change your default printer setting at any time.

It is likely that there are several printers that you have access to, especially in a work environment. You may want to select a printer other than the default printer because it provides different functionality –.g. borderless, color laser, because it has different stock loaded (paper, envelopes, labels), or simply because your default printer is currently out of action.
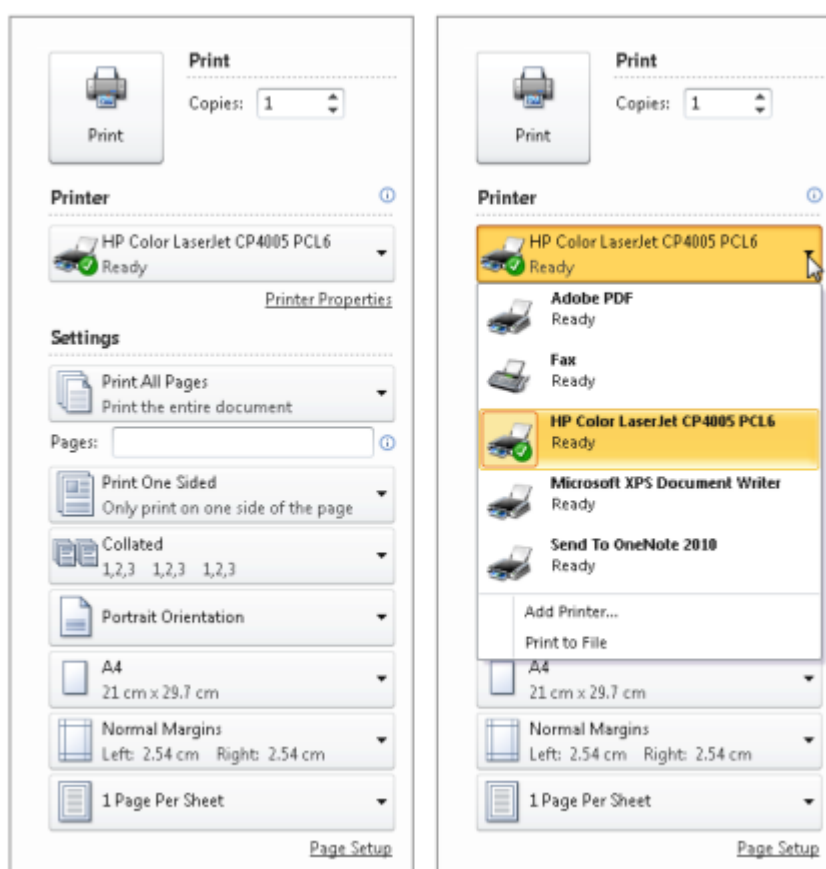

Figure 2.1.printer options

Self-Check -2	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. If you regularly use multiple printers, you can pick one as your default printer.
2. A default printer doesn't have to be an actual physical device.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

True/False

1____

2_____

3.1. Printing from Word

There is a preview of the current page shown on the right. The 'copies' box allows you to specify the number of copies. The printer allows you to change the printer as a business may have different printers for different situations.
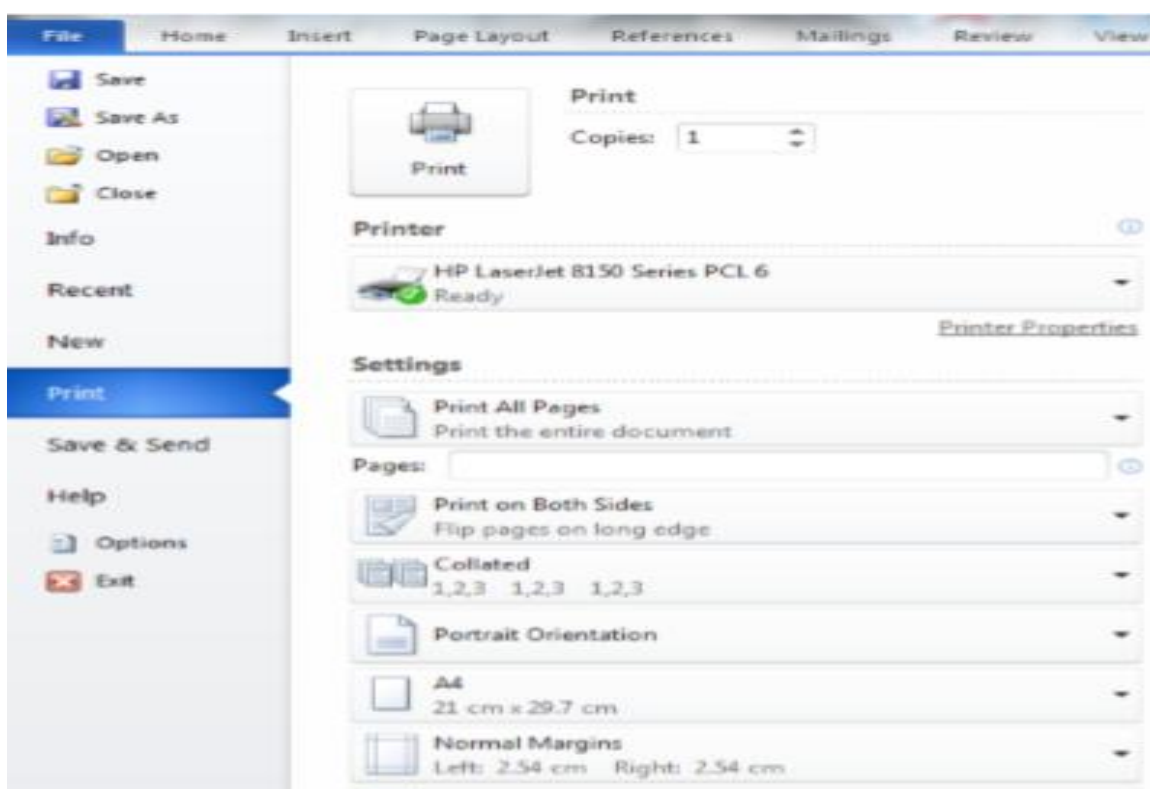

Table 3.1.printing from a word.

Settings allow you to print all pages, the current page as shown on the right, or a custom range of pages, or the document properties. By clicking on the arrows on the lower right side the current page can be changed for the "Print current page" option. If the selected printer has the capabilities, there will be an option to allow double-sided or duplex printing.

'Collated' applies when there is more than one copy to print and the copy has more than one page. Assume that four copies of a document that has 3 pages and double-sided printing has been selected, which means there will be two pieces of paper with printing on three sides.

Collated will print the entire document four times. Uncollected will print four copies of the first page and second page on one piece of paper and then four copies of the last page. 'Orientation' (Portrait or Landscape) determines how the page will be laid out.

Portrait has the long edge on the vertical, much like a portrait painting, or this page on the computer screen. Landscape will have the short edge on the vertical and the long edge across, much like a landscape painting. Margins provide the opportunity to set the beginning and ending position of text on the page from the edge of the paper.

3.2. Printing excel

Excel does not paginate a document as Word does until printing. It is therefore important to check the page breaks before sending a document to the printer. To determine the page breaks simply open the print options and then click 'Home' and Excel will show where the page breaks will occur. The print preview in the Print Options will allow you to check that the page breaks are appropriate.

3.3. Printing from Access

Printing from Access has many of the same approaches as the other two Microsoft Products. Open the Customer's database.

'Margins' will allow you to set the page margins. 'Size' will allow you to pick different size paper, and this will change the amount of data that can be printed on the page. Page Setup will allow you to select the printer and the margins. The print button will send the document to the currently selected printer. This will export the table into an Excel format file that can be read and edited within Excel.

Self-Check -3	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. There is a preview of the current page shown on the right.

2. Printing from Access has many of the same approaches as the other two Microsoft Products.

Note: **Satisfactory rating – 2 and above points**　　　**Unsatisfactory - below 2 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____　　　　Date: _____

True/False

　　　1____

　　　2_____

Information Sheet 4	Submit the spreadsheet to appropriate person

4.1. Introduction to spread sheet

This is the ability to use a software application designed to record data in rows and columns, perform calculations with numerical data and present information using charts and graphs. This unit is about the skills and knowledge required by an IT user to select and use a wide range of advanced spreadsheet software tools and techniques to produce, present and check complex and non-routine spreadsheets. Spreadsheet software tools and techniques will be described as advanced because:

 • The range of data entry, manipulation and outputting techniques will be complex and non-routine

 • The tools, formulas and functions needed to analyses and interpret the required information require complex and non-routine knowledge and understanding (for example, data restrictions, data validation using formula, pivot tables, data maps); and

• The user will take full responsibility for setting up and developing the functionality of the spreadsheet.

4.2. Appropriate person participated in submission

- Authorized business representative
- client
- Supervisor.

Self-Check -4	True/False

Direction I:True/False

Instruction:Say True for correct statement and False for wrong statement. (2 points each). (2 points each).

1. The range of data entry, manipulation and outputting techniques will be complex and non-routine.

2. The user will take full responsibility for setting up and developing the functionality of the spreadsheet.

3.The ability to use a software application designed to record data in rows and columns.

Note: **Satisfactory rating – 2 and above points**   **Unsatisfactory - below 2 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

True/False

1____

2____

3.____

Operation sheet-1	Printing document

OPERATIONTITLE:Printing document

PURPOSE: To Print document

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, **hard disk, printer, cable, HDMI cable, CPU...**

PROCEDURES:-

Step 1.Click file

Step 2.Click to open Devices and Printers.

Step 3.Select your printer's icon and then click see what's printing on the command bar.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Print a document properly.

Operation sheet-2	Cancelling print document

OPERATIONTITLE: Cancelling print document
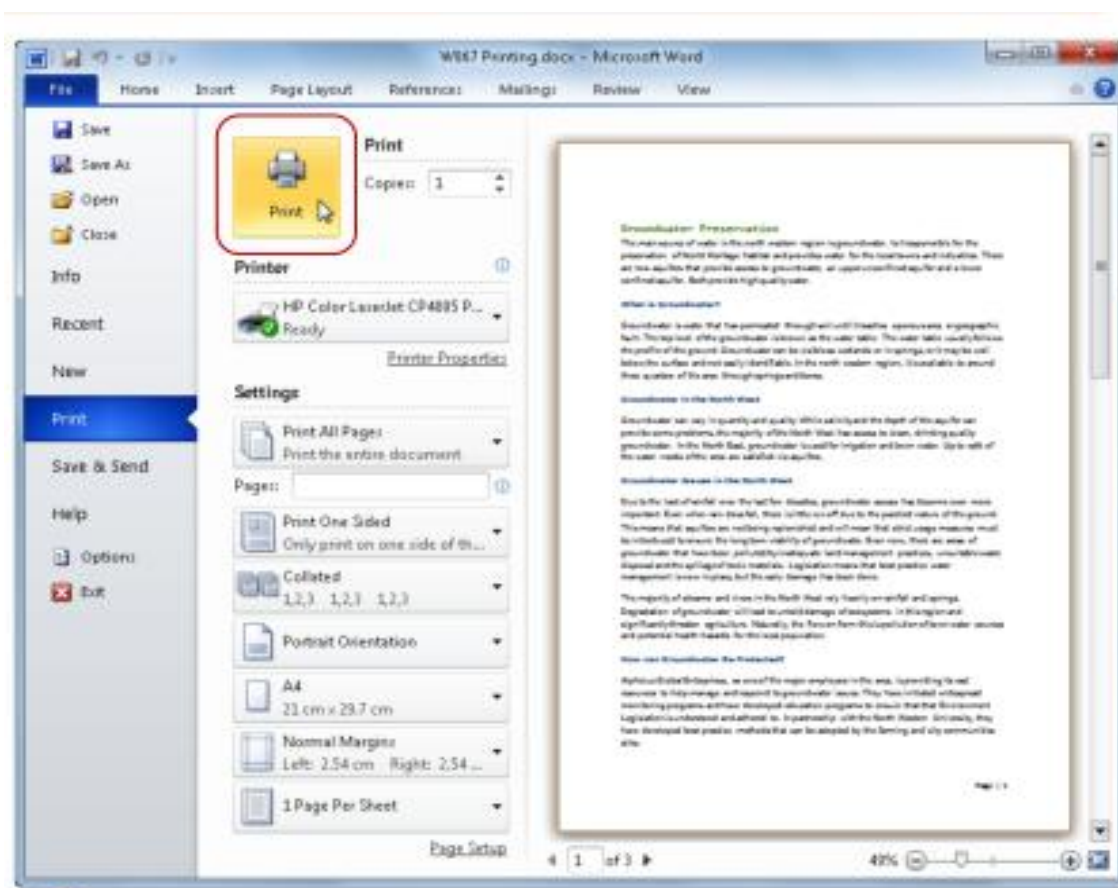
PURPOSE: To Cancel print document

EQUIPMENT TOOLS AND MATERIALS:-Desk top Computer, monitor, keyboard, mouse, hard disk, printer, cable, HDMI cable, CPU...

PROCEDURES:-

To cancel all print jobs for a printer, you must have permission to manage documents on the printer.

Step 1.Click to open Devices and Printers.

Step 2.Open the print queue by selecting your printer's icon and then clicking See what's printing on the command bar.

Step3. Click the Printer menu, click Cancel All Documents, and then click yes to confirm.

PRECAUTION: use computer safety as required.

QUALITY CRITERIA: Cancel print document properly.

LAP-Test	Practical Demonstration

Project Title: Printing documents

Name: _____   **Date**: _____

Time started: _____   **Time finished**: _____

Instructions: Perform the following task in 2 hour recommended time.

      Task 1: Print a document

      Task 2:Cancel print document

LIST OF REFERENCES

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3. http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf
4. https://www.slideshare.net/catherinelvillanueva1/ict-83930037
5. Microsoft Office step by step guide
6. Fundamentals of Computing
7. Introduction to computer
8. TTLM or modules and journal of ICT
9. Computer Fundamentals: Pradeep K. Sinha &Priti Sinha
10.
11.

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4	Muluken Melse					

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