



# **IT Support Service**

**Level I**

# **Learning guide #29**

**Unit of Competence: Operate Personal Computer**

**Module Title: Operating Personal Computer**

**LG Code: ICT ITS1 M07 L07-LG-29**

**TTLM Code: ICT ITS1 TTLM07 1019v1**

## **LO 7: Operate Application Software**



## Instruction Sheet 1

## Learning Guide #29

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

- Creating Documents and customizing basic settings
- Formatting document and creating tables
- Adding Images and using mail merge
- Selecting basic print settings and 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 –

- Create documents and customize basic settings to meet page layout conventions
- Format document and create tables
- Add images and use mail merge
- Select basic print settings and print documents

### Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in page -3, 11, 25 and 37 respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” in page -10, 24, 36 and 39 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to Operation Sheet “1, 2 ,3 and 4” in page -40,24,36 and 50 respectively.
6. Do the “LAP test” in page – 51 (if you are ready).

- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



## 1.1. Introduction

Application software utilizes the capacities of a computer directly for a dedicated task. Application software is able to manipulate text, numbers and graphics. It can be in the form of software focused on a certain single task like word processing, spreadsheet or playing of audio and video files. Here we look at the application software types along with some examples of application software of each type.

A **word processor** is an example of an application software used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.

Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common. To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

There are a number of word processing packages (software). Among these are WordPerfect, AmiPro, Microsoft Word 2003, 2007 and 2010 versions. Some of them run under MS-DOS and others under MS-Windows Operating System environment.

### 1.1.1. Files

Most computers at work or at home will have a number of files on them. These might be documents you have created in Microsoft Word, Excel, Access or PowerPoint programs. They will all have different names.

To use a computer effectively you need to know how to create, move, copy, rename and delete files. You also need to know how to identify the type of file and information about the file. A file is often referred to as a document.

### 1.1.2. Organizing Files

On a home computer you can choose your own way of organizing your files. If you are the only one using it you only need to worry that it is clear to you. In an office, however, people often share files. It is important that you use a system that everyone understands. If you are



unsure where to put a file always check with your supervisor. So you can find files easily it is important to organize your files in a way that is logical and clear. One way of organizing files is to put them in different folders.

### 1.1.3. Opening a Files

- **You can open a file:**
  - ✓ from My Documents
  - ✓ from within a program, e.g. Microsoft Word
  - ✓ from the **Start** menu
- Opening a file in Microsoft Word. Follow these steps to open a file in Microsoft Word:
  - 1 Open Microsoft Word
  - 2 Select **File** from the top toolbar
  - 3 Select **Open** from the menu
  - 4 Find the folder that the file is in and double click on it to open it
  - 5 Find the file you need and double click on its name to open it. Another way to open a file that was recently created is through the **Start** menu and then Documents. Point to the file you need with the mouse and click on it to open it.

### 1.2. Creating Documents

- There are several ways of creating a file. You can create a file from:
  - ✓ My Documents
  - ✓ the desktop
  - ✓ Microsoft Word or any other program you are in.
- Creating a file in My Documents. Follow these steps to create a file in My Documents:
  - 1 Open **My Documents**
  - 2 Click on **File** on the top menu bar
  - 3 Scroll down the menu and click on **New**
  - 4 Select the type of document you would like, e.g. Microsoft Word Document, from the sub-menu. A dialog box 'New Microsoft Word Document' will appear. Type in the name of the new document.
- Creating a file from the desktop, you can create a new file from the desktop by selecting a 'type' of file from the shortcut menu. Follow these steps to create a file from the desktop:



- 1 Go to your desktop
  - 2 Right click on the desktop
  - 3 Select **New** from the shortcut menu that appears
  - 4 Select the type of file you want and the correct program will open
- Creating a new file in Microsoft Word. Follow these steps to create a file in Microsoft Word:
    - 1 Open Microsoft Word
    - 2 Click on **File** on the top toolbar
    - 3 Select **New** from the menu
    - 4 Select **Blank Document** and a new Word document will open

### 1.3. File types

There are different types of files. You will notice that in Microsoft Word the file always comes up with the ending '.doc', for example 'Job Application.doc'. This is called a 'file extension'. Regardless of how the file is created or saved, Microsoft Windows always gives it an extension. This identifies the 'type' of document. For example, if you create a spreadsheet in Microsoft Excel, the extension is '.xls'. Some common extensions are outlined below. These identify the type of file or program in which the file was created.

**Table 1: Example of file extension**

<b>Program/File</b>	<b>Extension</b>
Microsoft Word	.doc, docx
Paint	Bmp
PowerPoint	.ppt, pptx
Microsoft Excel	Xls,, xlsx
Microsoft Access	.mdb, ACCDB

### 1.4. Saving Documents

After Naming and Saving a File Once: Click the **Save button**  on the Standard toolbar.

**OR** Go to the File menu and choose **Save**. Follow these steps to perform a Save As

- 1 Click **File** from the menu bar.
- 2 Select **Save As**. The **Save As Dialog Box** appears.
- 3 Type a new name for your file in the **File name: box**.
- 4 Click **Save**.

### 1.5. MS Word

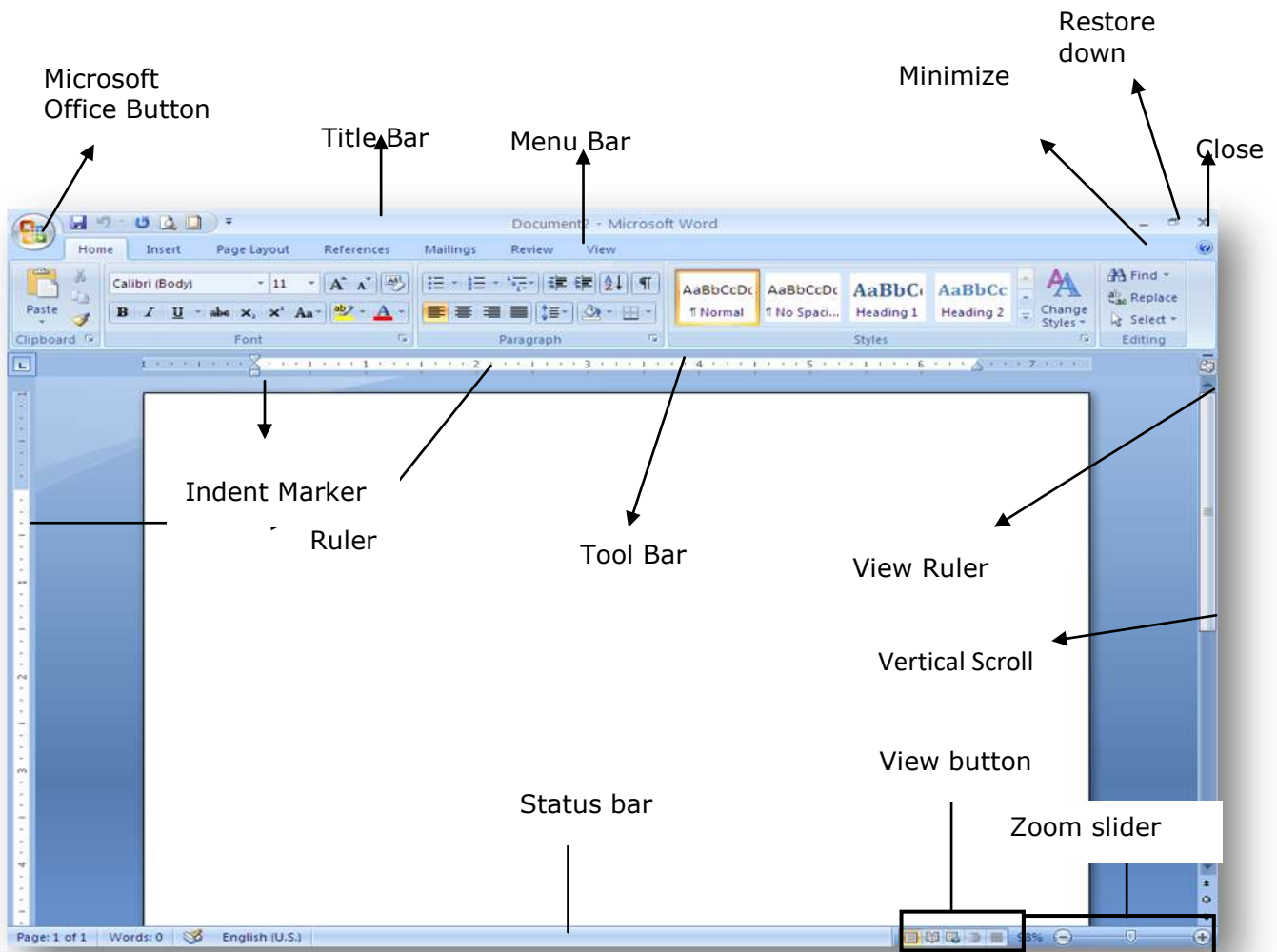
- Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common.



- To perform word processing, you need a computer, a special program called a *word processor*, and a printer.
- A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.
- There are a number of word processing packages (software). Among these are WordPerfect, AmiPro, Microsoft Word 2007 and 2010 versions. Some of them run under MS-DOS and others under MS-Windows Operating System environment.

## 1.6. Customizing basic settings

When you start Word, you see the Application window, named **Document 1-Microsoft Word**. This is a blank document window, named Document 1. Usually, the window is maximized and fills the whole screen.



**Finger 1: Microsoft Word Windows Environment**

When the window is maximized, three buttons namely: minimize, restore and close



buttons are displayed in the upper-right corner of the screen

- **Title bar:** -It is Upper bar and contains the name of application windows, document name, different buttons like (save button, undo buttons, Redo button and etc.) and control menu like minimize, maximize/restore and close button used to control windows.
- **Microsoft Office Button:** - The File menu of word 2003 has been replaced with the Microsoft Office Button. We can gate new, open, save, and etc. commands on the Microsoft office button.
- **Menu bar:** - Contains seven menus. Menu bare contains menus lake Home, Insert, page layout, References, Mailings, Review and View. Each menu contains different buttons.
- **Ruler:** - shows you where your margins are (i.e. left margin, right margin, top margin bottom margin, tabs and indents) and it lets you set them.
- **View Ruler:** - To show or hide the horizontal and vertical rulers, click View Ruler at the top of the vertical scroll bar.
- **Typing area** - is the blank area in the document window where you can type your text.
- **Insertion point:** - Also known as the cursor shows you where the next characters you type will appear.
- **View buttons:** - There are five view buttons located in the lower-Right corner of the document window, used to change the way your document is displayed on screen. By default, **Word** uses Print Layout view.
- **Zoom slider:** - You can zoom in to get a close-up view of your document or zoom out to see more of the page at a reduced size. You can also save a particular zoom setting with a document or template.
- **Scroll bar:** - There are two scroll bars, Vertical and Horizontal. Used to navigating inside windows.
- **Status bar:** - Tells you what page you're on, the total number of pages, and where your insertion point is on the page. As you use **Word**, the status bar sometimes displays other information as well.

## 1.7. Start Word 2007

Page 7   55	<b>Author:</b> Federal TVET Agency(FTA)	IT Support Service Level 1	<b>Date:</b> Oct 2019 Version: 1
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First Click on **Start** button→ Click on All program→Click on Microsoft office→ click on Microsoft office word 2007 **OR**

First Click on **Start** button→Click on Run→ Write WinWord→Ok.

### 1.7.1. Creating New Document

Sometimes you need to create a new document when you are in the middle of typing another one. You can create a new document even if you have not saved and closed the document you are currently working on.

Click the **Microsoft Office Button**→**New** → Under **Templates**, you see options you can use to create (A blank document, installed, template and etc.) select one of your option→ **Create**. **Or** Press **Ctrl +N** key.

### 1.7.2. Entering Text

- The flashing insertion point shows you where the new character you type will appear.
- You can move the insertion point to a new location by using the four arrow keys found on the keyboard.
- You can also point a new location with your mouse, and then click once to move the insertion point.

### 1.7.3. Saving Document

- When you save a file, you can save it to a folder on your hard disk drive, a network location, disk, CD, the desktop, or another storage location.
- You need to identify the target location in the Save in list.
- **To save Document**  
Click the **Microsoft Office Button**→**Save as** → Word document→type file name on **File name** box→ In the **Save as type** list, click the file format that you want to save the file in→ **Save**.
- **To save using keyboard**  
Press **Ctrl+ S** key for your keyboard





#### 1.7.4. Close Document

To close your document you have to options using close command and close button form title bar.

- **To close using close Command**  
Click the **Microsoft Office Button → Close.**
- **To close using close button**  
Click on **Close** button from title bar.
- **To close using keyboard**  
Press Alt+ F4 Key.



<b>Self-Check -1</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

- Where do the deleted files go?
  - Trash Box
  - Trash Can
  - Recycle Box
  - Recycle Bin
- How can you retrieve and back the deleted files?
  - Delete
  - Rename
  - Restore
  - Empty Bin
- It is an area on the screen that displays programs or information.
  - Window
  - Desktop
  - Print Box
  - Icons
- This options makes the window expand to its largest size.
  - Scrollbar
  - Taskbar
  - Maximize
  - Minimize
- All shortcuts that have been displayed in the desktop are called what?
  - Icons
  - Files
  - Directories
  - Sub-directories

**Note: Satisfactory rating - 3 points                      Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## 2.1. Formatting a Document

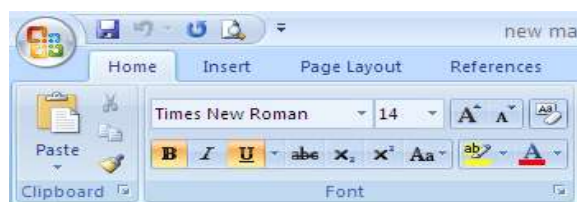
Formatting refers to all the techniques that enhance the appearance of your document. In **Word**, you can roughly divide formatting techniques into three categories: **Character**, **Paragraph**, and **Page formatting**. **Character** formatting includes all the features that affect individual characters; and the primary character formatting features are boldface, italic, font and font size. Features that fall in **paragraph** formatting include line spacing, indents, alignment, tabs, and so on.

- **To make the text bold**

- ✓ The Mini toolbar appears automatically when you select text. It also appears with the menu when you select text and then right-click.
- ✓ Select the text that you want to make bold → Select Home tab → From Font Group select bold button.

- **To make the text bold using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.
- ✓ Select the text that you want to make bold → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → Select bold form font style box.



Show font button

- **To make the text Italic**

- ✓ Select the text that you want to make italic → Select Home tab → From Font Group select Italic button.

- **To make the text italic using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.
- ✓ Select the text that you want to make italic → Select Home tab → From Font



Group select Show font dialog box button→Click on font tab→Select italic form font style box.

- **To make the text Underline**

- ✓ Select the text that you want to make italic→Select Home tab→From Font Group select underline button.

- **To make the text underline using Font dialog box**

- ✓ It is possible to change font style using **Font** dialog box.

- ✓ Select the text that you want to make underline →Select Home tab→From Font Group select Show font dialog box button→Click on font tab→Select underline form font style box.

### 2.1.1. Changing text font

- **To change font using change font face options**

- ✓ Select the text that you want to change font face →Select Home tab→From Font Group select Show font face dropdown option →choose one of them.

- **To change font using Font dialog box**

- ✓ Select the text that you want to change font face →Select Home tab→From Font Group select Show font dialog box button→Click on font tab→ choose one of them form font box.

### 2.1.2. Changing text size

- **To change font size using change font size options**

- ✓ Select the text that you want to change font size →Select Home tab→From Font Group click on Show font size dropdown option →choose one of them.

### 2.1.3. To change font size using Font dialog box

- ✓ Select the text that you want to change font size →Select Home tab→From Font Group select Show font dialog box button→Click on font tab→ choose one of them form size box.

### 2.1.4. Changing font colors

- **To change font color using change font color options**

- ✓ Select the text that you want to change font color →Select Home tab→From Font Group click on Show font color dropdown option →choose one of them.



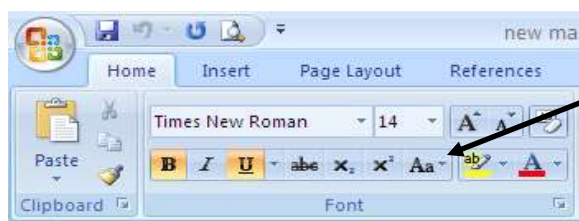
- **To change font color using Font dialog box**
  - ✓ Select the text that you want to change font color → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → choose one of them from font color box.

#### 2.1.5. Subscript or superscript

- **To change subscript using subscript button**
  - ✓ Select the text that you want to make subscript → Select Home tab → From Font Group select subscript button.
- **To change subscript using Font dialog box**
  - ✓ Select the text that you want to make subscript → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → check the check box of subscript.
- **To change superscript using superscript button**
  - ✓ Select the text that you want to make superscript → Select Home tab → From Font Group select superscript button.
- **To change Superscript using Font dialog box**
  - ✓ Select the text that you want to make Superscript → Select Home tab → From Font Group select Show font dialog box button → Click on font tab → check the check box of superscript.

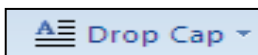
#### 2.1.6. Changing the Case of Text

- **To change capitalization of a text:**
  - ✓ Select **Home tab** → Click on **change Case** button from font group → **select (UPPER CASE, lowercase, Sentence case, toggle case, Capitalized Each Word).**



Change case button

#### 2.1.7. Creating a Drop cap



- **To create Drop cap**



- ✓ Click in the paragraph that you want to begin with a drop cap → Click on Insert tab → In the text group → select Dropped or In margin.
- **To Remove Drop cap**
  - ✓ Click in the paragraph that you want to begin with a drop cap → Click on Insert tab → In the text group → select Dropped or In margin.

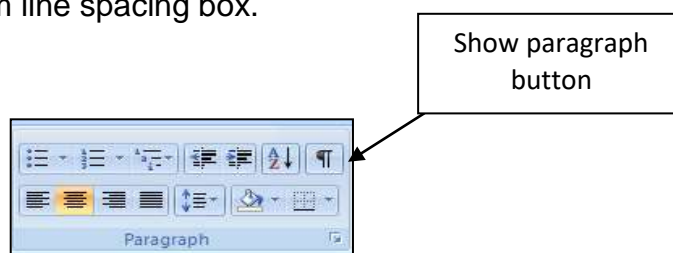
### 2.1.8. Paragraph formatting

- **To change line spacing using line spacing button**
  - ✓ Click in the paragraph that you want to change line spacing → Click on home tab → from paragraph group click on Show line spacing dropdown button → select one of them.



(Line spacing button)

- **To change line spacing using paragraph dialog box**
  - ✓ Click in the paragraph that you want to change line spacing → Click on home tab → from paragraph group click on Show paragraph button → select one of them from line spacing box.



### 2.1.9. Indenting a Paragraph

- **To change Indent using indent box**
  - ✓ Select the paragraph that you want to indent → Click on page layout tab → ender paragraph group click the arrows next to **Indent Left** or **Indent Right** to increase or decrease the left indentation of the paragraph.
- **To change Indent using paragraph dialog box**
  - ✓ Click in the paragraph that you want to indent → Click on home tab → from paragraph group click on Show paragraph button → ender paragraph group click the arrows next to **Indent Left** or **Indent Right** to increase or decrease the left indentation of the paragraph.
- **To indent first line**

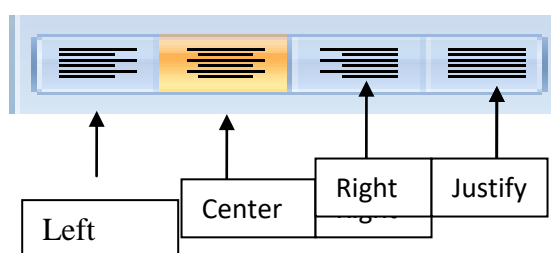


- ✓ Click in the paragraph that first line indent → Click on home tab → from paragraph group click on Show paragraph button → select first line indent form special box.

### 2.1.10. Paragraph Alignment

- **To change paragraph alignment using alignment button**

- ✓ Click in the paragraph that you want to align → Click on home tab → from paragraph group click on align left or align right or align center or also align justify button.



- **To change paragraph alignment using paragraph dialog box**

- ✓ Click in the paragraph that you want to align → Click on home tab → from paragraph group click on Show paragraph button → select alignment form alignment box.

### 2.1.11. Tab formatting

- **To set custom tabs:**

- ✓ First sate tab stop poisons → Click on home tab → from paragraph group click on Show paragraph button → click on Tabs button → Select tab stops position and select leader and alignment → ok.

- **To delete a custom tab:**

- ✓ **To delete single tab stop position;** (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → Select tab stop position and use **clear** button)

- **To delete all tab, stop position;**

- ✓ (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → **clear all**)

### 2.1.12. Bullet and numbering list

- **To create a numbered list automatically:**



- ✓ Type 1, followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)
- **To create a numbered list using numbering button**
  - ✓ Click on home tab → from paragraph group select number format form numbering button → Type the text for the first item and press **Enter**. And use **Enter** to continue.



(Numbering button)

- **To create a bulleted list:**
  - ✓ Type (\*) followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)

#### **To create a bulleted list using bullet button**

- ✓ Click on home tab → from paragraph group select bullet format form bullet button → Type the text for the first item and press **Enter**. And use **Enter** to continue.

#### **If you want to change the numbers to bullets (or vice versa):**

- ✓ Select the entire list → Click on the **Bullets** or **Numbering** button from home tab on the paragraph group.

### **2.1.13. Border and shading**

- **To add border**
  - ✓ Select the picture, table, or text that you want to apply a border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → from **style** select Line Style and select line **Color** form Color box → **Ok**
- **To remove border**
  - ✓ Select the picture, table or text that you want to remove border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → click on none box → **Ok**
- **To add shading**
  - ✓ Select table or text that you want to shading → select **Page Layout**





tab→form the **Page Background** group select page borders button→click on shading tab→select shading color→ **Ok**

- **To remove shading**

- ✓ Select table or text that you want to remove shading→ select **Page Layout** tab→form the **Page Background** group select page borders button→click on shading tab→select no color→ **Ok**

#### 2.1.14. Page formatting

- **To add page border**

- ✓ Select **Page Layout** tab→form the **Page Background** group select page borders button→click on page boarder tab→ specify the Type of border you Want→ from Apply to specify in which page you the border apply →**Ok**

- **To remove page border**

- ✓ select **Page Layout** tab→form the **Page Background** group select page borders button→click on page boarder tab→click on none box→ **Ok**.

#### 2.1.15. Header and footer

- **To create header and footer:**

- ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click the header or footer design that you want.

- **To remove header and footer:**

- ✓ Select **Insert** tab→ in the **Header & Footer** group, click **Header** or **Footer** button→ Click on remove header and remove footer button.

#### 2.1.16. Changing Page Margins

- **To insert page margins**


















- ✓ Select **Page Layout** tab→ in the **Page Setup** group→ click on **page setup** button→ Click on **Margins** tab → Type a new setting (or use the **Up** and **Down** arrows next the text box) →**Ok**.

- **To change Orientation**

- ✓ Select **Page Layout** tab→ in the **Page Setup** group→ from **orientation** button select **preterit** or **landscape**.



**Table 2: Function of commonly used buttons**

	Select the style to apply to paragraphs		Changes the font of the selected text
	Changes the size of selected text and numbers		Makes selected text and numbers bold
	Makes selected text and numbers italic		Underlines selected text and numbers
	Aligns to the left with a ragged right margin		Centers the selected text
	Aligns to the right with a ragged left margin		Aligns the selected text to both the left and right margins
	Makes a numbered list or reverts back to normal		Add, or remove, bullets in a selected paragraph
	Decreases the indent to the previous tab stop		Indents the selected paragraph to the next tab stop
	Adds or removes a border around selected text or objects		Marks text so that it is highlighted and stands out
	Formats the selected text with the color you click		

Carefully review the function of each of the buttons above. When you think that you are familiar with each of the buttons take the short quiz below. (The Formatting toolbar has been included as a reference)



## Column

- **To create Column**
  - ✓ Place the insertion point where you want the page to break → Select **Page Layout** tab → in the **Page Setup** group → from **Columns** button select **more column** button → Enter number of columns in the **Number of Columns** text



box. If you want to insert line between columns, mark the **Line Between** check box →select applied location form apply to box→**Ok**

### 2.1.17. Page break

- **To create page break**
  - ✓ Place the insertion point where you want the page to break →Select **Insert** tab→ in the **Pages** group click on Page break button. **Or**
  - ✓ Place the insertion point where you want the page to break and Press **Ctrl + Enter** key.
- **To remove page break**
  - ✓ Place the insertion point on the break in Normal view→ Press the **Delete** key

## 2.2. Editing a Document

- **To Open an existing file/document:**
  - ✓ Click the Microsoft Office Button → Open command (ctrl + O).
  - ✓ In the Look in list, click the folder, drive, or Internet location that contains the file that you want to open.
  - ✓ the folder list, locate and open the folder that contains the file
  - ✓ Select the file that you want to open →Open button.

### 2.2.1. Selecting, deleting and move or copy text

- **To Selecting Text:**
  - ✓ Select text means to highlight it in preparation for performing such as deleting it, moving it, and formatting it.
  - ✓ In Microsoft Office Word 2007, you can select text or items in a table by using the mouse or the keyboard.
  - ✓ You can also select text or items that are in different places.
- **To select any length of text using mouse and keyboard:**
  - ✓ Position the mouse pointer at one end of the block of text you want to select.
  - ✓ Holding down the **left mouse button**, **drag** the mouse toward the other end of the block.
- **To select a word:**
  - ✓ Move the mouse pointer anywhere over the word and **double-click**.



- ✓ Place the insertion pointer at the **beginning of the word** and press **Ctrl +Shift +Left Arrow** keys.
- **To select a line:**
  - ✓ Move the mouse pointer to the left of the line, the pointer changes its shape and becomes a white arrow pointer then click once.
  - ✓ Place the mouse pointer to the left of the line then Press Shift + Down arrow key.
- **To select a sentence:**
  - ✓ Move the mouse pointer **anywhere over the sentence** then holding down the **Ctrl** key **click the mouse button**, then release the **Ctrl** key.
- **To select a paragraph:**
  - ✓ Move the mouse pointer to the **left of the paragraph** the **Double-click**.
- **To select the entire document:**
  - ✓ **Ctrl + A**
- **Select text in different places:**
  - ✓ Select some text → Hold down CTRL while you select any additional text or item in a table that you want

### 2.2.2. Delete Text

You can delete one character at a time or delete a large block of text by selecting it first: the remaining text shifts over to fill the vacated space, and line breaks adjust automatically

- **To delete text character by character:**
  - ✓ If the insertion point is just before the text to be deleted, press the **Delete** key. The **Delete** key deletes the character to the **right of the insertion point**.
  - ✓ If the insertion point is just after the text to be deleted, press the **Backspace** key. The Backspace key deletes the character to the **left of the insertion point**.

### 2.2.3. Move and copy text

- ✓ **Cut (move):** text is removed from the active document and is placed in the temporary storage known as clipboard



- ✓ **Copy:** **copy** command of Word is the same as the **cut** command, except original text remains in the active document.
- ✓ **Paste:** The command for placing the texts that was cut or copied to a new location.

#### 2.2.4. To Copy or Move a text using the copy, cut and paste tools:

- **To move:**
  - ✓ Select the text you want to move.
  - ✓ Select **Home** tab → Click on **Cut** Button then point where you want to move the text. Then Select **Home** tab → Click on **paste** Button.
- **To copy:**
  - ✓ Select the text you want to copy.
  - ✓ Select **Home** tab → Click on **Copy** Button then point where you want to Copy the text. Then
  - ✓ Select **Home** tab → Click on **paste** Button.

#### 2.2.5. Find and Replace

- ✓ Word find is faster and more accurate than we humans could ever hope to be. Sometimes you not only need to find text; you also have to replace it with some other text.
- ✓ You can also find and replace noun or adjective forms or verb tenses.
- **To Find Text:**
  - ✓ On the **Home** tab, in the Editing group select **Find** button → Type the text you want to find in the **Find what** text box → **Find Next** button. Use this button again and again. → **Close**
- **To Replace Text:**
  - ✓ On the **Home** tab, in the Editing group select **Replace** button → Type the text you want to find in the **Find what** text box. In the **Replace with** text box, type the text that will replace the Find What text. Click on the **Find Next** button. To replace the word, click the **Replace** button (If you don't want to replace this word, click **Find Next** again to find the next matching word.)

#### 2.2.6. Check spelling and grammar



**Word 2007** offers improved spelling and grammar checker. The spelling checker recognizes a much broader range of names for people, organizations and companies, cities and countries Internet and file addresses, and more.

- **To correct the spelling of a word marked with a red wavy underline:**
  - ✓ **Right-click** on the word → Click on the **correct spelling** from the list
- **To fix the grammar of a word or phrase marked with a green wavy line:**
  - ✓ **Right-click** on the word → Click on the desired correction
- **To disable automatic spell and grammar checking in any document:**
  - ✓ Click the **Microsoft Office Button** → **Word Options** → select **proofing** tab → Clear the check boxes labeled **Check Spelling as You Type** and **Check Grammar as You Type.** → **Ok**

### 2.2.7. Inserting page number

If your document has multiple pages, you can display the page number on each page. In most documents, page numbers appear in either the header or the footer of each page. Microsoft Office Word 2007 has many preformatted page number designs so that you can quickly insert headers or footers that display the page number.

- **To Inserting Page Number:**
  - ✓ Click on the **Insert** tab → in the **Header & Footer** group, click **Page Number** → Click **Top of Page** or **Bottom of Page**, depending on where you want page numbers to appear in your document.
- **Place the page number in the side margin of the page:**
  - ✓ Click on the **Insert** tab → in the **Header & Footer** group; click **Page Number** → Click on **Page Margins** → Choose a page number design from the gallery of designs.
- **Formatting page number:**
  - ✓ Click on the **Insert** tab → in the **Header & Footer** group; click **Page Number** → Click on **Format page number** → Select page format and edit starting page number.
- **Remove page number**
  - ✓ Click on the **Insert** tab → in the **Header & Footer** group; click **Page Number** → Click on **Remove page number.**



### 2.2.8. Undo and Redo

**Word** lets you undo most actions, including typing, deleting, moving and copying, and formatting text. In addition, it lets you undo multiple actions, not just your most recent one. However, Word cannot undo certain actions, such as opening, saving, or printing a document.

- **To undo you're most recent action:**
  - ✓ Click on **Undo** button from Title bar.
  - Or
  - ✓ Press **Ctrl + Z** key form the keyboard
- **To reverse all your actions back to a certain point:**
  - ✓ Click on **Redo** button from Title bar.
  - Or
  - ✓ Press **Ctrl + Y** key form the keyboard



<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

	A	B	C	D	
1		<b>B</b>			You wish to call attention to a statement in your document by making the text bold. Which button do you select?
2					A flyer is to be prepared inviting parents to a performance. You want the headline to be centered on the page. Which button do you select?
3					You want to make sure that your instructions are clear and plan to place them in a bulleted list. Which button do you select?
4	<i>I</i>		12		To call attention to a block of text, you want place a block of color behind the text to highlight it. Which button do you select?
5			12		Another way to call attention to a block of text is to place a border around it. Which button do you select?
6					A quoted block of text has been indented. You wish to continue the document but you need to undo the indent. Which button do you select?
7	<b>B</b>				You have made a birthday certificate and you want the student's name to be displayed in color. Which button do you select?

**Note: Satisfactory rating - 3 points**                      **Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

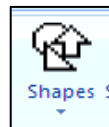




### 3.1. Adding Graphics to a Document

#### 3.1.1. Add an AutoShape

- **To insert auto shape**
  - ✓ Select area you want to insert auto shape → On the **Insert** tab → in the **Illustrations** group click on **Shapes** → Click the shape that you want, and then drag to place the shape.



(Auto shape button)

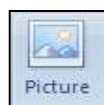
- **To resize auto shape:**
  - ✓ Select the drawing → to resize the drawing, drag one of its selection handles when it changes to **double arrows**.
- **To move auto shape:**
  - ✓ Select the drawing → to move the drawing, drag the mouse when the mouse pointer changes to **four black arrows**.
- **To add text on auto shape:**
  - ✓ Select the drawing → Right-click on the auto shape → select add text options.

#### 3.1.2. Insert a picture

- **To insert picture using Clip art**
  - ✓ On the **Insert** tab → in the **Illustrations** group, click on **Clip Art** button → In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.
- **To narrow your search, do one or both of the following:**
  - ✓ To limit the search results to a specific collection of clip art, in the **Search in** box, click the arrow and select the collection you want to search.



- ✓ To limit the search results to clip art, click the arrow in the **Results should be** box and select the check box next to **Clip Art**.
- ✓ In the **Clip Art** task pane, you can also search for photographs, movies, and sounds. To include any of those media types, select the check boxes next to them.
- ✓ Click **Go**.
- ✓ In the list of results, click the clip art to insert it.
- **To insert picture using Clip art**
  - ✓ Click where you want to insert the picture →click On the **Insert** tab →in the **Illustrations** group, click **Picture**. →Locate the picture that you want to insert→Double-click the picture that you want to insert.



- **To resize picture:**
  - ✓ Select the picture→to resize the picture, drag one of its selection handles when it changes to **double arrows**.
- **To move auto shape:**
  - ✓ Select the picture→ to move the picture, drag the mouse when the mouse pointer changes to **four black arrows**.

### 3.1.3. WordArt

- **To insert WordArt**
  - ✓ On the **Insert** tab →click on the **Text** group then click **WordArt** button →and then click the WordArt style that you want →Type your text in the **Text** box→Ok.



WordArt button

- **To resize WordArt**
  - ✓ Select the WordArt→to resize the WordArt, drag one of its selection handles when it changes to **double arrows**.
- **To move WordArt**



- ✓ Select the WordArt→ to move the WordArt, drag the mouse when the mouse pointer changes to **four black arrows**.

## 3.2. Selecting Parts of a table

### 3.2.1. Creating Table

- **To insert table**

- ✓ Click where you want to insert a table →On the **Insert** tab, in the **Tables** group click **Table** and then click **Insert Table** command→insert number of columns and Rows.

- **To select a cell:**

- ✓ Point at the left side within the cell→ Click once.

- **To select group of cells:**

- ✓ Click in the first cell of the group→ pressing the **Shift** key, click the last cell of the group and release the **Shift** key.

- **To select a row:**

- ✓ Point at the left side of the row outside the table → Click once.

- **To select a column:**

- ✓ Point just above the column you want to select→ Click once.

- **To select multiple contiguous rows/columns:**

- ✓ Select the first row or column →pressing the **Shift** key select the last row or column.

- **To insert a new row at the bottom of the table:**

- ✓ If you want to insert a row at the bottom of the table, just click in the last cell of the table (the lower-right cell) and press the **Tab** or **Enter** key.

- **To insert a new row in the middle of the table:**

- ✓ Select the row where you want to insert the new one →Click on **Table tools** tab, Click **layout** tab, →Under **Row & column** click on **Insert Above** or **Below** button.

- **To insert a new column in the middle of the table:**

- ✓ Select the column where you want to insert the new one →Click on **Table tools** tab, Click **layout** tab, →Under **Row & column** group click on **Insert**



**Left or Right** button.

### To delete a Row or Column:

- ✓ First select the Row or Column → Click on **Table tools** tab, Click **layout** tab → Under **Row & column** group click on **Delete Row** or **Column** button.

### • To delete an entire Table:

- ✓ Select the entire table → Click on **Table tools** tab, Click **layout** tab → Under **Row & column** group click on **Delete table** button.

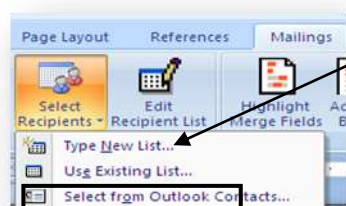
### 3.2.2. Merging Cells:

- ✓ Select the Cells to merge → Click on **Table tools** tab, Click **layout** tab → Under **Merge** group click on **Merge cells** button.

### 3.3. Mail Merge

#### • To create the mail merge

1. Write your main document and save it and close it.
2. Open new document and create your data source using tables then save the table and close it.
3. Open your main document and click on **mailings** tab;
4. Open your data source; from mailings tab; from **select recipients** button click on **use existing list** button.



Use existing list button

5. Insert your fields using **insert merged field** Button from Mailings tab under write & Insert fields group. Insert you're filed one by one.



(Insert Merge Field Button)



6. View your merged data using **preview Results** Button Form Mailings tab under Preview Results button.



(Preview Results)

7. View the user data using **next** and **previous** button form Mailings tab under preview results group.



First	Previous	Next	Last
-------	----------	------	------

8. Edit personal data using **Edit personal documents** button form mailings tab under finish & merge button under finish group.



Edit personal documents

9. Finally save the Edit personal documents.



### 3.4. Starting Excel 2007

- ✓ Start → all program → Microsoft office → Microsoft excel 2007

#### Exiting Excel 2007

- ✓ When you finish working with **Excel**, you need to exit by closing its windows.

Click the **Close** button in the upper right corner of the **Excel** Window

**Or**

Choose **Microsoft button**, click on **Close** command

#### 3.4.1. Creating a New Workbook

- ✓ Click on **Microsoft button** → **New** → in the **New Workbook** dialog box clicks on **Blank workbook** → **Create** bottom.

- **Moving around a Worksheet**

- ✓ To move the sheet, **click** and **hold** the mouse button on the sheet tab and drag the sheet. We can also insert new worksheet **Insert** → **new** worksheet and you can rename the worksheet by right click on worksheet tab and **rename**.

#### 3.4.2. Saving a Workbook

To save a new/existing document as a new document: To save new work book:

Click on **Microsoft button** → **save as** → write workbook name → **save**.

- **To save exiting work book:**

- ✓ Click on **Microsoft button** → **save**.

#### 3.4.3. Entering Data

- **To enter data in a cell:**

- ✓ Click the **cell** → Type the data

#### 3.4.4. Opening an Existing Workbook

- ✓ Click on **Microsoft button** → **Open** → Select the document you want to open → **open**



### 3.4.5. Selecting Cells

- **To select range of cells:**

- ✓ Click one of the cells and drag it down, up, right or left.

### 3.4.6. Moving Data

- **To move and replace cells with the cut and paste commands:**

- ✓ Select the **cell** or **cells** you want to move →select **Home** tab→click on **Cut** command→ select new location→from home tab click on **past**.

### 3.4.7. Copying Data

- ✓ Select the **cells** you want to copy →Select Home tab →click on **Copy** button →select new Cell → Select Home tab → form past button click on **Paste Special** command→ Click one option under **Paste** →**Ok**.

### 3.4.8. Insert or delete cells, rows, and columns

- ✓ Select the same number of cells as you want to insert→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Cells** → in the Insert dialog box, click the direction in which you want to shift the surrounding cells.

- **Insert blank Rows on a worksheet**

- ✓ **Select** the same number of rows as you want to insert→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Sheet Rows**.

- **Insert blank Column on a worksheet**

- ✓ **Select** the same number of columns as you want to insert→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Insert**, and then click **Insert Sheet column**.

### 3.4.9. Delete cells on a worksheet

- ✓ Select number of cells as you want to delete→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Calls**

#### **Delete Rows on a worksheet**

- ✓ Select number of Rows as you want to delete→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Sheet Rows**.

#### **Delete columns on a worksheet**

- ✓ Select number of Columns as you want to delete→ On the **Home** tab, in the **Cells** group, click the **arrow** next to **Delete**, and then click **Delete Sheet columns**.



### 3.5. Freezing Worksheet Titles

- **To Freezing Rows**

✓ Select the row below where you want the split to appear → On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **Freeze panes**.

- **To Freezing Column**

✓ Select the column to the right of where you want the split to appear → On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **Freeze panes**.

#### **To unfreeze rows or column**

✓ On the **View** tab, in the Window group, click **Freeze Panes**, and then click the **unfreeze panes**.

#### **3.5.1. Formatting worksheets**

##### **To change the format of data using font group:**

✓ Select the cell or range of cells you want to format → To format cell entries as **bold** or *italic*, click the Bold or Italic tools on the font group under home tab and you can also change font, size, and color.

##### **To change the format of data using format dialog box:**

✓ Select the cell or range of cells you want to format → on the home tab from font group click on show format dialog → select font tab and then you can change font, size, font style and color.

#### **3.5.2. Formatting Data with Number Formats**

##### **To assign a number, date or time format:**

✓ Select the cells you want to format → on the home tab from font group click on show format dialog → Select **Number** tab → In the **Category** box, select the type of entry you want → set the Decimal places, 1000 separator, Negative numbers, Symbol, Type and Location if they are present based on the entry you selected → **Ok**

##### **To format numbers using Number group:**

✓ Select the cells you want to format → on the home tab from Number group select corresponds to the type of format you want.





### 3.5.3. Aligning Data with Cells

#### To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

#### To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

### 3.5.4. Formatting Cells with Borders and Shade

#### To align text using alignment button:

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.
- ✓

#### To align text using formatting dialog box:

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

### 3.5.5. Series

#### To create a series by dragging:

- ✓ Select a range of two cells and enter the first two values → drag the **Fill handle** to the right or down → Release the mouse button at the end of the series.

#### To create a series with the series command:

- ✓ Enter a starting value and Select the cells → Select **home** tab → formula Editing group click on **Fill** button → **Series** → If you want the series to be in a row, select the **Rows**; if you want in **column** select Column → Select series **Type** → Enter **Step** value and **Stop** value → **Ok**.

### 3.5.6. Entering Formula

#### To enter formulas

- ✓ **First click on the cell → press (=) sign from keyboard → enter your formula**
- **To insert function on worksheet:**
- ✓ Select the cell into which you want to enter the formula → select formula tab → click on insert function button → **Select a category** list box and select your function category → Select the worksheet function name → **Ok** → Select arrange of cells to be calculated → **Ok**.



### 3.5.7. Filtering

- **Filtering data using Auto filter:**

- ✓ Select any cell in the database → Select **data** tab → click on **Filter** button → on the table Drop-down controls are displayed → Click a drop-down control of the field that you want to apply a filter to → Choose one of the items (categories) in the list.

- **To set custom auto filters:**

- ✓ Select any cell in the database → Select data tab → click on Filter button → Click a drop – down control of the field you want to apply a filter to → click on Custom form number filter → Specify the operator in the first drop down → Specify the field value (select or type in) for comparison in the next drop down → Click one of the And/or operator buttons and specify the second comparison criteria if you want → Ok.

### 3.5.8. Filtering using advanced filters

- ✓ Create a criteria range → Select your database → select **Data tab** → click on **Advanced filter** button → Select database range on **List range box**; Select criteria range on **Criteria range** → Select the **Copy to another location** and select location for answerer → Ok.

### 3.5.9. Pivot table

- **To create a pivot table:**

- ✓ Select your database → select **Insert** tab → click on **Pivot table** button → choose **PivotTable** → chose worksheet (**New worksheet or Existing worksheet**) → ok → Drag field buttons at the right side of the dialog box to the **Row filter**, **Column labile**, **values** and **report filter** areas.

## 3.6. Chart

- **To create chart:**

1. On the worksheet, arrange the data that you want to plot in a chart.
2. On the **Insert** tab, in the **Charts** group, do one of the following:
3. Click the chart type, and then click a chart subtype that you want to use.
4. To see all available chart types, click a chart type, and then click **All Chart Types** to display the **Insert Chart** dialog box, click the arrows to scroll through all available chart types and chart subtypes, and then click the ones that you want to use.



5. The chart is placed on the worksheet as an embedded chart if you want to place the chart in a separate chart sheet.
6. Click the embedded chart or the chart sheet to select it and to display the chart tools.
7. On the Design tab, in the Location group, click Move Chart button.
8. Under Choose where you want the chart to be placed, do one of the following:
9. To display the chart in a chart sheet, click new sheet.

### 3.6.1. Printing worksheet

- **To changing sheet orientation**

- ✓ Select the worksheets for which you want to change the orientation → On the Page Layout tab, in the Page Setup group, click Orientation, and then click Portrait or Landscape.

- **To preview worksheet**

- ✓ Select the worksheets for which you want to preview → Click on Microsoft office button → print → printer preview.

### 3.6.2. Print

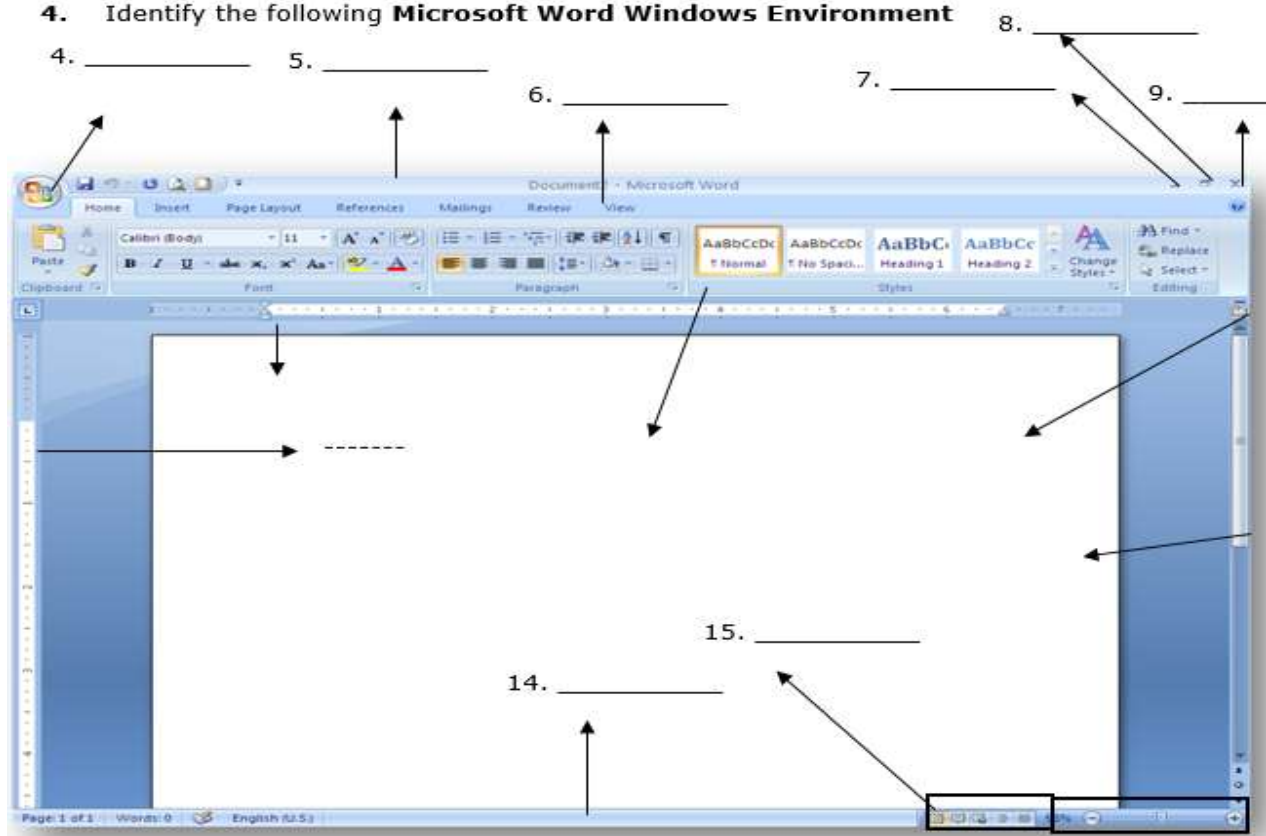
- a. Open and activate the workbook that contains the information you want to print.
- b. Select your work sheet or your database you want to print.
- c. Choose Microsoft office button → Print. The Print dialog box appears.
- d. If you want to change any aspect of the page layout, click the Properties button
- e. In the Copies box, enter the number of copies if your and more than one.
- f. In the Print range group, click Page(s) and enter a range of page number in the from and to boxes if you want to print less than the entire document.
- g. Click Ok to begin printing.



<b>Self-Check -3</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. It is an example of an application software used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.
- 
2. It can able to manipulate text, numbers and graphics.
3. Give at least three (3) word processing packages (software).
- 
4. Identify the following **Microsoft Word Windows Environment**



**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

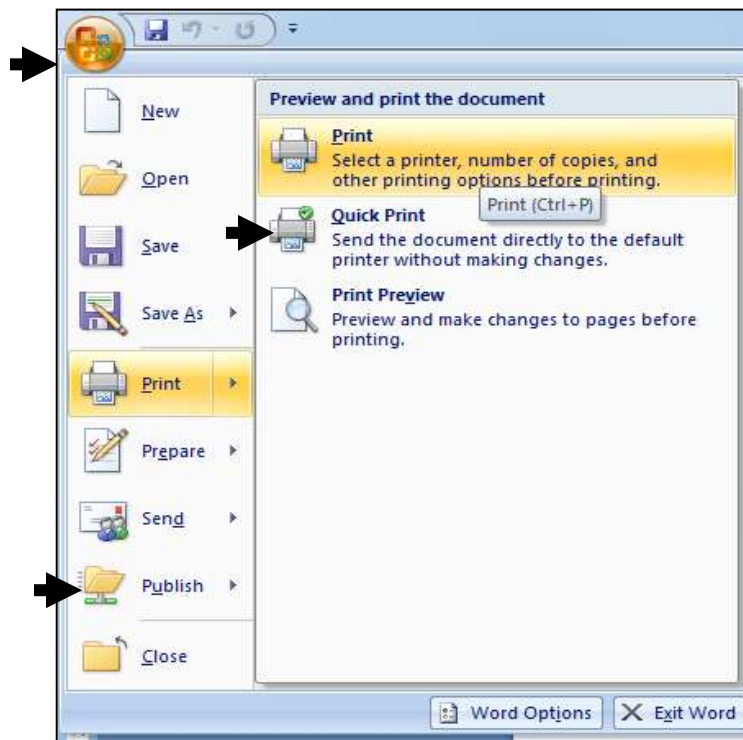
Name: \_\_\_\_\_

Date: \_\_\_\_\_



#### 4.1. Print a Document

1. Make sure that a printer was attached to your computer or to the network.
2. Make sure also that the driver for that printer was already installed in your computer.
3. Click on **Ctrl + P** or click on the Office button then click Print



4. After that, a print window will pop-up. Here are the basic things you should know when printing a document:



If you have many printers installed in your computer, choose the printer you want to use here.

Print all pages

Print the current page displayed on your screen

Print specific page/s only  
Ex. 1-4 – prints pages 1-4  
1,3-4 – prints page 1 and 3 to 4  
1,5 – prints pages 1 & 5

Indicates the number of copies to be printed

5. When you're done, click OK button to print the document.



<b>Self-Check -4</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Which one is correct print the document using keyboard?
  - A. **Ctrl + P**
  - B. **Ctrl + V**
  - C. **Ctrl + R**
  - D. **Ctrl + C**
2. **From the printing document procedure which one is the first step?**
  - A. Make sure that the driver for that printer was already installed in your computer.
  - B. Make sure that a printer was attached to your computer or to the network.
  - C. a print window will pop-up
  - D. click OK button to print the document

**Note: Satisfactory rating - 2 points**                      **Unsatisfactory - below 2 points**  
You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_


Date: \_\_\_\_\_



### 1.8. Creating Documents

- There are several ways of creating a file. You can create a file from:
  - ✓ My Documents
  - ✓ the desktop
  - ✓ Microsoft Word or any other program you are in.
- Creating a file in My Documents. Follow these steps to create a file in My Documents:
  - 5 Open **My Documents**
  - 6 Click on **File** on the top menu bar
  - 7 Scroll down the menu and click on **New**
  - 8 Select the type of document you would like, e.g. Microsoft Word Document, from the sub-menu. A dialog box 'New Microsoft Word Document' will appear. Type in the name of the new document.
- Creating a file from the desktop, you can create a new file from the desktop by selecting a 'type' of file from the shortcut menu. Follow these steps to create a file from the desktop:
  - 5 Go to your desktop
  - 6 Right click on the desktop
  - 7 Select **New** from the shortcut menu that appears
  - 8 Select the type of file you want and the correct program will open
- Creating a new file in Microsoft Word. Follow these steps to create a file in Microsoft Word:
  - 5 Open Microsoft Word
  - 6 Click on **File** on the top toolbar
  - 7 Select **New** from the menu
  - 8 Select **Blank Document** and a new Word document will open

### 1.9. Saving Documents

After Naming and Saving a File Once: Click the **Save button**  on the Standard toolbar.  
**OR** Go to the File menu and choose **Save**. Follow these steps to perform a Save As





- 5 Click **File** from the menu bar.
- 6 Select **Save As**. The **Save As Dialog Box** appears.
- 7 Type a new name for your file in the **File name: box**.
- 8 Click **Save**.

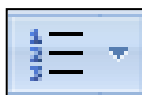


### 2.2.9. MS Word Formatting

- **To set custom tabs:**
  - ✓ First set tab stop positions → Click on home tab → from paragraph group click on Show paragraph button → click on Tabs button → Select tab stop position and select leader and alignment → ok.
- **To delete a custom tab:**
  - ✓ **To delete single tab stop position;** (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → Select tab stop position and use **clear** button)
- **To delete all tab, stop position;**
  - ✓ (Click on home tab → from paragraph group click on Show paragraph button → click on **Tabs** button → **clear all**)

### 2.2.10. Bullet and numbering list

- **To create a numbered list automatically:**
  - ✓ Type 1, followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)
- **To create a numbered list using numbering button**
  - ✓ Click on home tab → from paragraph group select number format from numbering button → Type the text for the first item and press **Enter**. And use **Enter** to continue.



(Numbering button)

- **To create a bulleted list:**
  - ✓ Type (\*) followed by a dot and a space → Type the text for the first item and press **Enter**. And use **Enter** to continue. (To Stop Press **Enter** twice)

#### **To create a bulleted list using bullet button**

- ✓ Click on home tab → from paragraph group select bullet format from bullet



button → Type the text for the first item and press **Enter**. And use **Enter** to continue.

**If you want to change the numbers to bullets (or vice versa):**

- ✓ Select the entire list → Click on the **Bullets** or **Numbering** button from home tab on the paragraph group.

**2.2.11. Border and shading**

- **To add border**

- ✓ Select the picture, table, or text that you want to apply a border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → from **style** select Line Style and select line **Color** from Color box → **Ok**

- **To remove border**

- ✓ Select the picture, table or text that you want to remove border → select **Page Layout** tab → from the **Page Background** group select page borders button → click on border tab → click on none box → **Ok**

- **To add shading**

- ✓ Select table or text that you want to shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select shading color → **Ok**

- **To remove shading**

- ✓ Select table or text that you want to remove shading → select **Page Layout** tab → from the **Page Background** group select page borders button → click on shading tab → select no color → **Ok**

**2.2.12. Page formatting**

- **To add page border**

- ✓ Select **Page Layout** tab → from the **Page Background** group select page borders button → click on page boarder tab → specify the Type of border you Want → from Apply to specify in which page you the border apply → **Ok**

- **To remove page border**

- ✓ select **Page Layout** tab → from the **Page Background** group select page borders button → click on page boarder tab → click on none box → **Ok**.



### 2.2.13. Header and footer

- **To create header and footer:**
  - ✓ Select **Insert** tab → in the **Header & Footer** group, click **Header** or **Footer** button → Click the header or footer design that you want.
- **To remove header and footer:**
  - ✓ Select **Insert** tab → in the **Header & Footer** group, click **Header** or **Footer** button → Click on remove header and remove footer button.

### 2.2.14. Changing Page Margins

- **To insert page margins**
  - ✓ Select **Page Layout** tab → in the **Page Setup** group → click on **page setup** button → Click on **Margins** tab → Type a new setting (or use the **Up** and **Down** arrows next the text box) → **Ok**.
- **To change Orientation**
  - ✓ Select **Page Layout** tab → in the **Page Setup** group → from **orientation** button select **preterit** or **landscape**.

### 3.6.3. Formatting worksheets

#### To change the format of data using font group:

- ✓ Select the cell or range of cells you want to format → To format cell entries as **bold** or *italic*, click the **Bold** or **Italic** tools on the font group under home tab and you can also change font, size, and color.

#### To change the format of data using format dialog box:

- ✓ Select the cell or range of cells you want to format → on the home tab from font group click on show format dialog → select font tab and the you can change font, size, font style and color.

### 3.6.4. Formatting Data with Number Formats

#### To assign a number, date or time format:



- ✓ Select the cells you want to format → on the home tab from font group click on show format dialog → Select **Number** tab → In the **Category** box, select the type of entry you want → set the Decimal places, 1000 separator, Negative numbers, Symbol, Type and Location if they are present based on the entry you selected → **Ok**

#### **To format numbers using Number group:**

- ✓ Select the cells you want to format → on the home tab from Number group select corresponds to the type of format you want.

#### **3.6.5. Aligning Data with Cells**

#### **To align text using alignment button:**

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

#### **To align text using formatting dialog box:**

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

#### **3.6.6. Formatting Cells with Borders and Shade**

#### **To align text using alignment button:**

- ✓ Select the cell or range of cells → Click the **Alignment button** on the Home tab under alignment group for the alignment you want.

#### **To align text using formatting dialog box:**

- ✓ Select the cell or range of cells → on the Home tab under font group click on show format dialog box → Select alignment tab → select the alignment you want.

#### **3.6.7. Series**

#### **To create a series by dragging:**

- ✓ Select a range of two cells and enter the first two values → drag the **Fill handle** to the right or down → Release the mouse button at the end of the series.

#### **To create a series with the series command:**



- ✓ Enter a starting value and Select the cells → Select **home** tab → formula Editing group click on **Fill** button → **Series** → If you want the series to be in a row, select the **Rows**; if you want in **column** select Column → Select series **Type** → Enter **Step** value and **Stop** value → **Ok**.

### 3.6.8. Entering Formula

#### To enter formulas

- ✓ **First click on the cell** → press **(=)** sign from keyboard → enter your formula
- **To insert function on worksheet:**
- ✓ Select the cell into which you want to enter the formula → select formula tab → click on insert function button → **Select a category** list box and select your function category → Select the worksheet function name → **Ok** → Select arrange of cells to be calculated → **Ok**.

### 3.6.9. Filtering

- **Filtering data using Auto filter:**
- ✓ Select any cell in the database → Select **data** tab → click on **Filter** button → on the table Drop-down controls are displayed → Click a drop-down control of the field that you want to apply a filter to → Choose one of the items (categories) in the list.
- **To set custom auto filters:**
- ✓ Select any cell in the database → Select data tab → click on Filter button → Click a drop – down control of the field you want to apply a filter to → click on Custom form number filter → Specify the operator in the first drop down → Specify the field value (select or type in) for comparison in the next drop down → Click one of the And/or operator buttons and specify the second comparison criteria if you want → **Ok**.

### 3.6.10. Filtering using advanced filters

- ✓ Create a criteria range → Select your database → select **Data tab** → click on **Advanced filter** button → Select database range on **List range box**; Select criteria range on **Criteria range** → Select the **Copy to another location** and select location for answerer → **Ok**.

### 3.6.11. Pivot table



- **To create a pivot table:**

Select your database →select **Insert** tab → click on **Pivot table** button→ choose **PivotTable** →chose **worksheet (New worksheet or Existing worksheet)**→ok →Drag field buttons at the right side of the dialog box to the **Row filter, Column labile, values** and **report filter** areas.



## Operation Sheet 3

## Adding Images and using mail merge

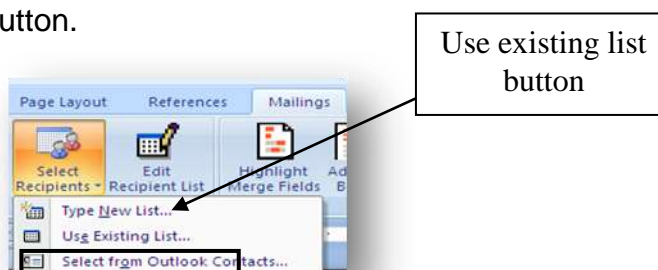
### 1. Steps for create chart:

10. On the worksheet, arrange the data that you want to plot in a chart.
11. On the **Insert** tab, in the **Charts** group, do one of the following:
12. Click the chart type, and then click a chart subtype that you want to use.
13. To see all available chart types, click a chart type, and then click **All Chart Types** to display the **Insert Chart** dialog box, click the arrows to scroll through all available chart types and chart subtypes, and then click the ones that you want to use.
14. The chart is placed on the worksheet as an embedded chart if you want to place the chart in a separate chart sheet.
15. Click the embedded chart or the chart sheet to select it and to display the chart tools.
16. On the Design tab, in the Location group, click Move Chart button.
17. Under Choose where you want the chart to be placed, do one of the following:
18. To display the chart in a chart sheet, click new sheet.

### 2. Steps for Mail Merge

- **To create the mail merge**

10. Write your main document and save it and close it.
11. Open new document and create your data source using tables then save the table and close it.
12. Open your main document and click on **mailings** tab;
13. Open your data source; form mailings tab; form **select recipients** button click on **use existing list** button.







14. Insert your fields using **insert merged field** Button from Mailings tab under write & Insert fields group. Insert you're filed one by one.



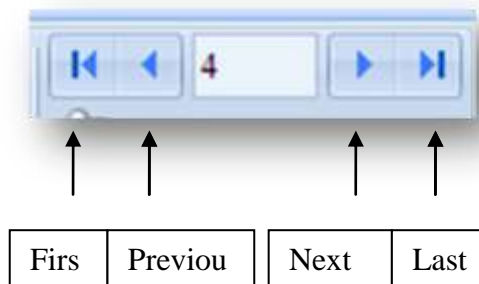
(Insert Merge Field Button)

15. View your merged data using **preview Results** Button Form Mailings tab under Preview Results button.



(Preview Results)

16. View the user data using **next** and **previous** button form Mailings tab under preview results group.



17. Edit personal data using **Edit personal documents** button form mailings tab under finish & merge button under finish group.



Edit personal documents

18. Finally save the Edit personal documents.



## Operation Sheet 4

## Selecting basic print settings and printing documents

### • To changing sheet orientation

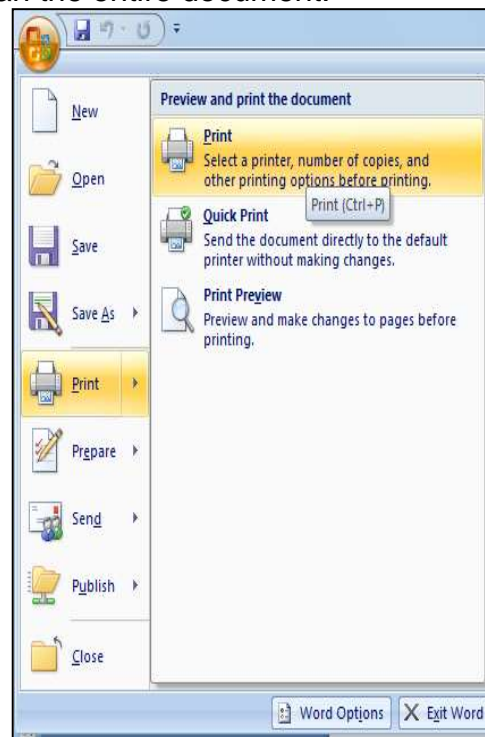
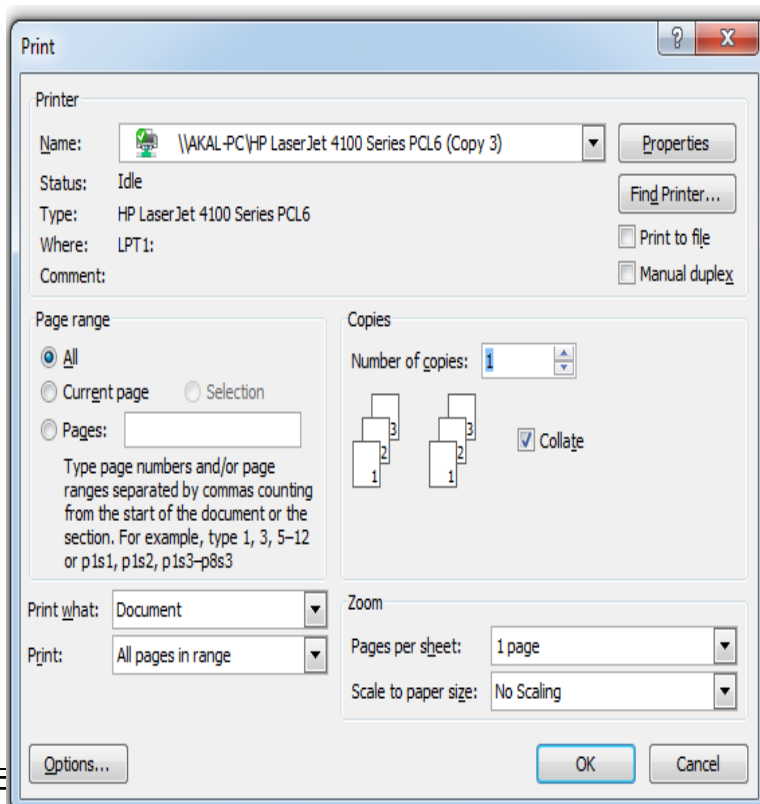
- ✓ Select the worksheets for which you want to change the orientation → On the Page Layout tab, in the Page Setup group, click Orientation, and then click Portrait or Landscape.

### • To preview worksheet

- ✓ Select the worksheets for which you want to preview → Click on Microsoft office button → print → printer preview.

### Print

1. Open and activate the workbook that contains the information you want to print.
2. Select your work sheet or your database you want to print.
3. Choose **Microsoft office button** → **Print**. The *Print dialog box* appears.
4. If you want to change any aspect of the page layout, click the **Properties** button
5. In the **Copies** box, enter the number of copies if your and more than one.
6. In the **Print range** group, click **Page(s)** and enter a range of page number in the **form** and **to** boxes if you want to print less than the entire document.
7. Click **Ok** to begin printing.





<b>Lap Test 1</b>	<b>Practical Demonstration</b>
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**Instructions:** Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

1. Create New document and save it by the file name of Word exam under D:\Yourname
2. Create 10 page breaks.
3. Type the following text on first page  
Using a computer to **create**, **edit**, and **print** documents. Of all computer applications, word processing is the most common.
  - a) Create three copy of the above paragraphs on black page
  - b) Insert **page Number** at the top of the page in right alignment.
  - c) Insert **page header** **Word Exam**, **page footer** **your name**.
  - d) Replace the word **printer** to **save**.
4. Create the following list on new page
  1. Computer
    - 1.1. Hardware
      - 1.1.1. Hard disk
      - 1.1.2. Mouse
      - 1.1.3. Printer
      - 1.1.4. Scanner
    - 1.2. Software
      - 1.2.1. Application
        - 1.2.1.1. Ms-Word
        - 1.2.1.2. Ms-Access
        - 1.2.1.3. Ms-Excel

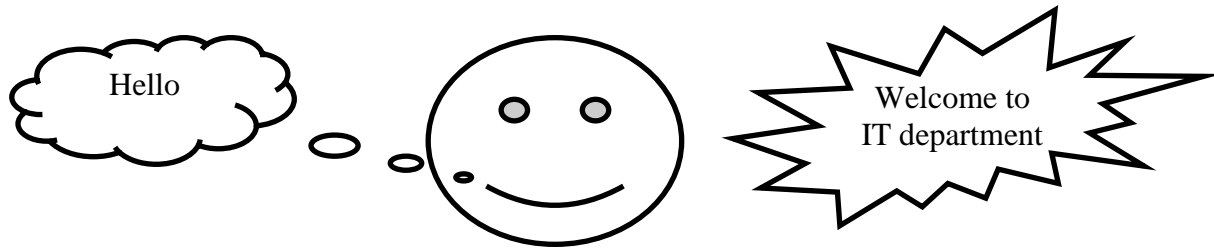
**5. Create the following tap on the new page**

Name	age	Tell	Salary
Solomon .....	25-----	0911895623 _____	2500.00
Yilma .....	27-----	0111892389 _____	3350.00
Girma.....	18-----	0911897845 _____	1500.00

**6. Insert page boarder for first page only**



### 7. Insert the following auto shapes on new page



### 8. Create the following Table on new page

Student name List			
z	Name	Competence	Hours
1	Solomon Zegeye	Operating personal computer	200
		Connecting hardware peripheral	48
<b>Total</b>			<b>248</b>

### 9. Create the following column on new page

Menu bar contains seven menus. Menu bare contains menus lake Home, Insert, page layout, References, Mailings, Review and View. Each menu contains different buttons.



uler shows you where your margins are (i.e. left margin, right margin, top margin Rbottom margin, tabs and indents) and it lets you set them.

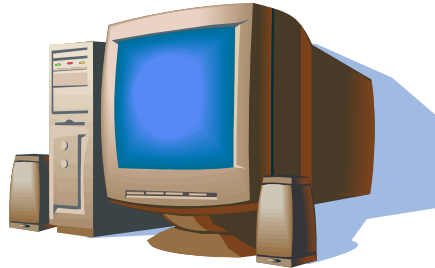
### 10. Create the following on new page

- ✓  $X^2+Y^3+X \rightarrow 2X^2Y^3$
- ✓  $2H+O_2 \rightarrow H_2O$

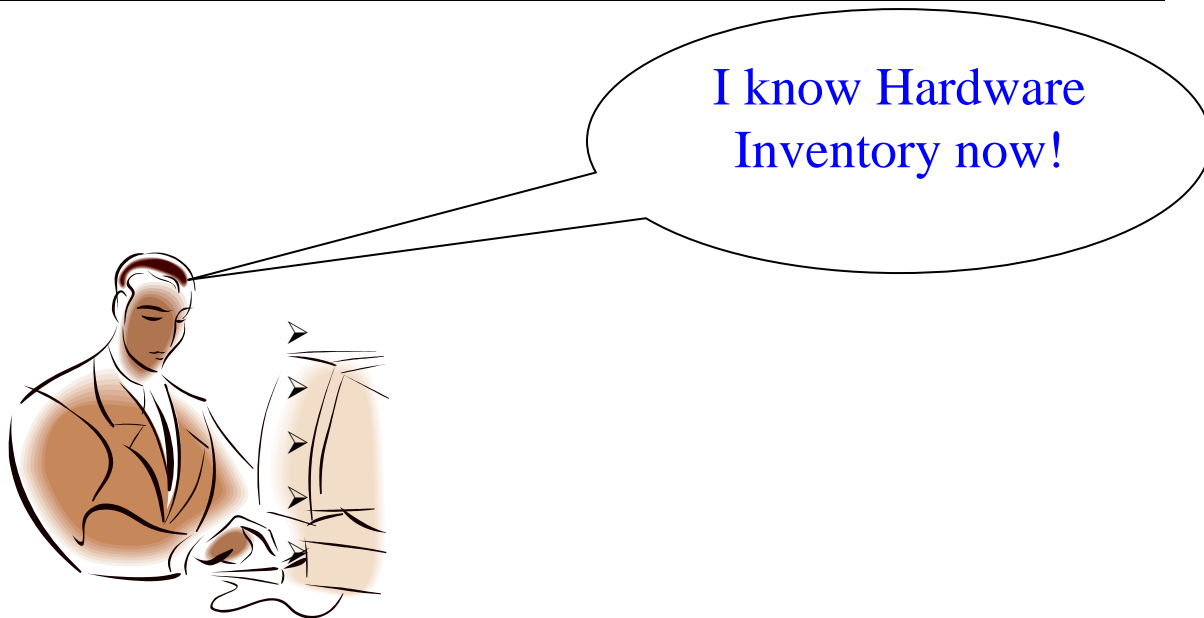
- Computer
- Keyboard
- Mouse
- Telephone

### 11. Write the following style including watermark

An IT organization or department will accumulate many technical papers, records and books. Some documents and manuals may be easy to find, while others can be *misplaced, lost or damaged*. To avoid the latter, methods similar to the inventory of hardware and software can be applied to documentation.



Hardware Name	Quantity	Manufacturer
Mouse	10	Dell
Keyboard	8	Dell
Monitor	7	Dell



### 12. Save it in My document and close it.

- Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.



## List of Reference Materials

1. [http://www.euro.who.int/data/assets/pdf\\_file/0007/115486/E77650.pdf](http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf)
2. <https://www.slideshare.net/catherinelvillanueva1/ict-83930037>
3. Microsoft Office step by step guide
4. Fundamentals of Computing
5. Introduction to computer
6. TTLM or modules and journal of ICT
7. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha
8. Good Practice in Occupational Health Services by WHO



## Experts

The development of this Learning Guide for the TVET Program Information technology support service Level I.

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7	Damelash Yihalem	0911912015	<a href="mailto:demenati@gmail.com">demenati@gmail.com</a>	Harari