

Horticultural Crops Production

Level-II

Learning Guide-9

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO1-LG-9

TTLM Code: AGR HCP2 TTLM 0120v1

LO1:- Use appropriate word-processing software

Instruction Sheet**Learning Guide #9**

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

- word-processing software
- word-processing application
- Identifying document purpose, audience and presentation
- Identifying organizational requirements
- Matching document with software functions

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 word-processing software appropriate to perform activity
- Open word-processing application, create document and add data according to information requirements
- Identify document purpose, audience and presentation requirements, and clarify with personnel as required
- Identify organizational requirements for text-based business documents, and design document structure and layout to ensure consistency of style and image
- Match document requirements with software functions to provide efficient production of documents

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 5.
3. Read the information written in the information “Sheet 1 to Sheet 5”.
4. Accomplish the “Self-check 1 to Self-check 5” in **page -5, 8, 12, 15 and 419** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “to the next.

Information Sheet-1

word-processing software

1.1 INTRODUCTION TO COMPUTER

Computer is Computer is an electronic device that is designed to work with Information. *The term computer is derived from the Latin term 'computer', this means to calculate or programmable machine. Computer cannot do anything without a Program.* It represents the decimal numbers through a string of binary digits. The Word 'Computer' usually refers to the Center Processor Unit plus Internal memory.

1.2 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.

Below is an example of a blank Microsoft Word window with areas of the window highlighted.

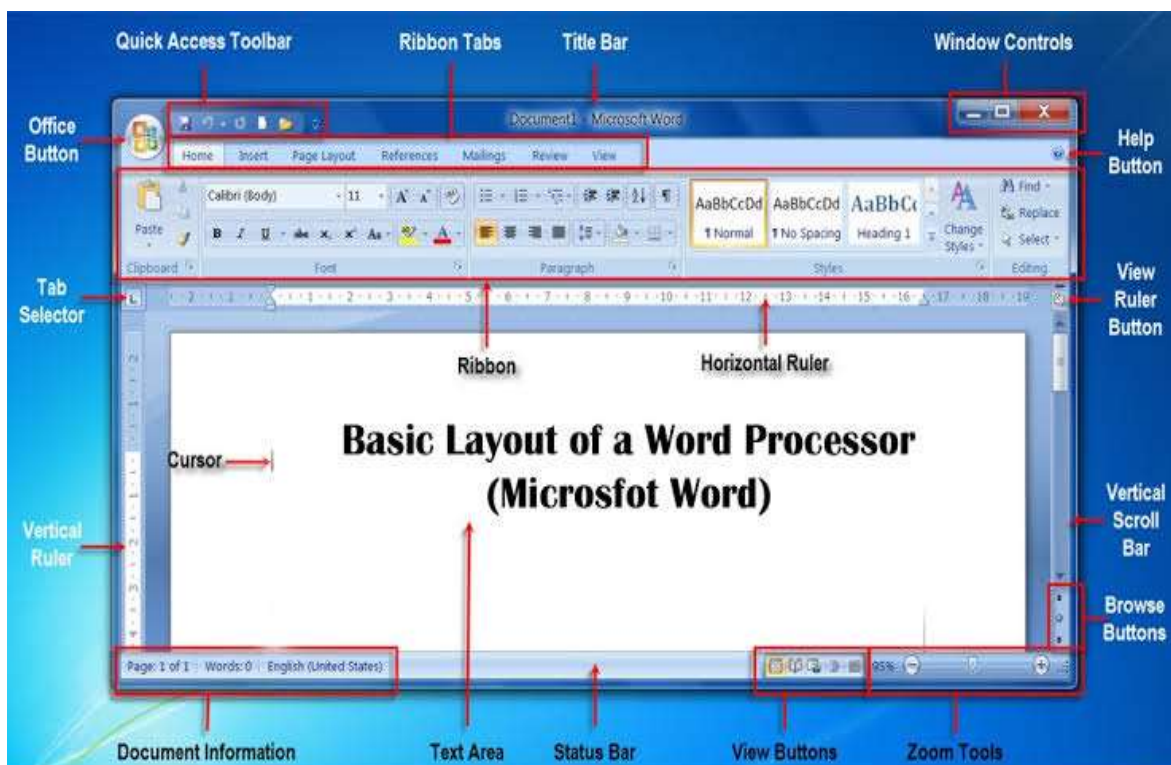


Figure 1. Microsoft Word processor

➤ Examples of word processor programs

Although Microsoft Word is the most popular word processor available, other options are available.

Below is a listing of different word processors in alphabetical order.

- ❖ Abiword.
- ❖ Apple iWork - Pages.
- ❖ Apple Text Edit - Apple macOS included word processor.
- ❖ Corel WordPerfect.
- ❖ Google Docs (online and free).
- ❖ LibreOffice -> Writer (free).
- ❖ Microsoft Office -> Microsoft Word.
- ❖ Microsoft Works (discontinued).
- ❖ OpenOffice -> Writer (free).

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

1. What is word processing software? (4 points)
2. Write the functions of word processing software (6 points)

Note: Satisfactory rating - 10 points Unsatisfactory - below 10points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Information Sheet-2

word-processing application

2.1 Word processing applications

A word processing application, such as Microsoft Word or Corel WordPerfect, is very good at working with basic text. If you want to type fast, check your spelling and grammar, automate repetitive typing tasks, create outlines, track changes to the text, write reports with footnotes, make and organize tables of data, and print to desktop printers, then you should choose a word processor as your application.

2.2 Types of Word Processing Applications

A word processor is an application that allows you to type in, edit, format, save, and print text. The text shows on screen the same or very similar to how it will appear in hard copy format. Word processors are commonly used by students, writers, authors, desktop publishing professionals and layout artists. Before you purchase a word processor, try several out. Some can be downloaded for free, and other can be downloaded for a trial period.



Figure 1. Word processor software application

1. Microsoft Word

One of the most well-known and widely used word processing applications on the market is Microsoft Word. Word has more than 90 percent of the word processing market and more than 450 million users. Microsoft Corp. first released this program to the market in 1989, and since then there have been a number of upgrades to the software.

2. WordPerfect

WordPerfect is a word processing application from Corel Corp... WordPerfect was popular in the early 1990s. It is best for writing simple essays and articles. Though it isn't used as much today, WordPerfect is compatible with Microsoft Word, meaning that you can open and edit WordPerfect files in the Word program, then save them as WordPerfect files again. WordPerfect also can be used for formatting and laying out documents.

3. Lotus Word Pro

If you use Lotus Notes or Lotus 1-2-3--common in corporate environments--Lotus Word Pro is an ideal program for your word processing needs. This program works in concert with Lotus applications to allow you to create and distribute formatted text documents.

4. IWork Pages

Pages is a word processing program offered by Apple Incorporated, so if you own a Mac computer this might be the ideal option for your needs. It is a part of Apple's iWork suite of programs. Pages allows you to perform basic word processing functions--writing and formatting--as well as more complex graphical layout actions. You can open and save Pages files in Microsoft Word.



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

1. List the types of Word Processing Applications. (8 points)

Note: Satisfactory rating - 8 points Unsatisfactory - below 8 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Information Sheet-3

Identifying document purpose, audience and presentation

3.1 Documentation

Documentation is a set of documents provided on paper, or online, or on digital or analog media, such as audio tape or CDs. Examples are user guides, white papers, on-line help, and quick-reference guides. Paper or hard-copy documentation has become less common. Documentation is often distributed via websites, software products, and other on-line applications.

3.2 .Prepare to create a presentation

Most organizations need people with skills in designing and producing electronic presentations. This function may be part of an administrative role. To work effectively in this area, you need to prepare your workspace by understanding safe work practices and by knowing how to identify hazards or risks to reduce workplace injury. While a lot of the responsibility for workplace safety lies with the employer, employees must also make an active contribution to ensure their workplace is safe.

3.3 Purpose, Audience and Methods of Presentation

Sharing information is a necessary activity in every workplace. You may have to take part in a staff meeting or read a newsletter, and you will probably present information at some time in your career. Information can be presented in written, graphic or verbal form. You need to be able to communicate in all of these ways.

During this topic you are going to learn how to prepare and produce an electronic presentation.

Before you start you need to determine:

- ❖ the purpose of your presentation
- ❖ who your audience is
- ❖ How you will present the material.

1. Purpose

What is your electronic presentation about? You may have been asked to present information on a specific topic, or you may have decided to present something that you believe will benefit your colleagues. Whatever your purpose, make sure you fully understand what your presentation is about. You should be aware of the intended message; that is, what you want your audience to know.

2. Audience

If you take time to get to know your audience, the electronic presentation you develop will be more successful. Find out who your audience is.

❖ Simple questions will help; for example:

- Is it an internal or an external client?
- Does the group all come from the same unit/site or do the same job?
- What will they need to do after they have seen the presentation; for example, will they need to practice a task or skill as part of your planning?

3. Method of presentation

Whatever presentation method you choose, the way you arrange the information should depend on the situation. It is important the method suits both the purpose of your presentation and the audience.

Table 1. Different ways to give a presentation.

Face to face	Presenting face to face with an audience, such as at a seminar or a staff meeting.
Specialist speaker	Engaging a specialist speaker/demonstrator for certain aspects of the presentation
Self-running	Choosing a 'self-running' mode, such as a looped video that runs continuously on a TV monitor at an exhibition stand
Self-use	Designing a presentation for people to use themselves, such as at a conference or a training session, with activities to assess their understanding of the tasks
Online	Setting up the presentation on the internet.

4. Presentation Requirements

Presentation requirements refer to the many documents and equipment that may be used to prepare for and deliver an electronic presentation within your organisation.

Table 2. Equipment used in presentations

1 Data projector or display monitor	A digital projector can be attached to a computer or tablet to project the computer or tablet display onto a larger screen. A data projector is commonly used for PowerPoint presentations but it can be used to display almost any digital multimedia.
2 Digital pointer or annotation pen	When presenting information you might want to draw attention to an important point within a single screen. A hand-held digital pointer can do this. You can shine it on the display screen to emphasis a certain area.
3 Electronic smart boards	Electronic smart boards are an extension to the concept of data projectors except that they allow the presenter to interact with the display board. For



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

1. What is documentation? 4 points
2. What is presentation? 4 points
3. List the presentation equipments? 6 points

Note: Satisfactory rating - 14 points Unsatisfactory - below 14 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Information Sheet-4

Identifying organizational requirements

4.1. Organizational requirements

When defining requirements, many people become confused when they attempt to differentiate between business requirements, user requirements, and software requirements. All three types of requirements are different and serve different purposes.

1. Business requirements

Describe why the organization is undertaking the project. They state some benefits that the developing organization or its customers expect to receive from the product. Business requirements may be delineated in several documents such as a project charter, business case, or in a project vision and scope statements. Business requirements bring the project owner, stakeholders and the project team on the same song sheet. But you can't build software from such high-level information. In the Enfocus Requirement Suite, TM we consider the following business requirements.

- ❖ Problem Statement
- ❖ Project Vision
- ❖ Project Constraints (Budget, Schedule, and Resources)
- ❖ Project Objectives
- ❖ Project Scope Statements
- ❖ Business Process Analysis
- ❖ Stakeholder Analysis

The results from the business process analysis and stakeholder analysis activities are also considered business requirements. The purpose of the business process analysis is to determine how the business process will work.

2. User requirements

Referred to as user needs, describe what the user does with the system, such as what activities that users must be able to perform.

User requirements are generally documented in a User Requirements Document (URD) using narrative text. User requirements are generally signed off by the user and used as the primary input for creating system requirements.

3. System requirements

The building blocks developers use to build the system. These are the traditional “shall” statements that describe what the system “shall do.” System requirements are classified as either functional or supplemental requirements.

The list below shows various types of supplemental requirements.

- ❖ Accessibility
- ❖ Accuracy
- ❖ Audit, control, and reporting
- ❖ Availability
- ❖ Certification
- ❖ Configuration management
- ❖ Deployment
- ❖ Documentation
- ❖ Efficiency (resource consumption for given load)
- ❖ Effectiveness (resulting performance in relation to effort)
- ❖ Environmental protection

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

1. Describe the following terms. (12 points)

- A. Business requirement
- B. User requirement
- C. System requirement

Note: Satisfactory rating - 12 points Unsatisfactory - below 12 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Information Sheet-5

Matching document with software functions

5.1. Software Documentation

Software documentation is written material, images, or video instructions that come with computer software. As a rule, software documentation explains how to use a program or a service.

However, there may be different types of software documentation, depending on the audience it is created for.

❖ Here are some examples of the software documentation types:

- **Requirements documentation.** Typically created in the beginning of a software development project. Has the goal to clearly and precisely specify the expectations in regards to the software being created. May include functional requirements, limitations, hardware or software requirements, compatibility requirements, and so on.
- **Architecture documentation.** Defines the high-level architecture of the software system being created. May describe the main components of the system, their roles and functions, as well as the data and control flow among those components.
- **Technical documentation** - Documentation of the software code, algorithms, APIs. Written for the technical audience like software developers.
- **End user documentation** - Refer to User Guide.

5.2 Importance of Documentation in Software Development

For a programmer reliable documentation is always a must. The presence of documentation helps keep track of all aspects of an application and it improves on the quality of a software product. Its main focuses are development, maintenance and knowledge transfer to other developers. Successful documentation will make information easily accessible, provide a limited number of user entry points, help new users learn quickly, simplify the product and help cut support costs.

Documentation is usually focused on the following components that make up an application:

- ❖ server environments
- ❖ business rules
- ❖ databases/files
- ❖ troubleshooting

- ❖ application installation
- ❖ Code deployment

1. Server Environments

Detailed documentation about an application and its environments is always a must. This information will help with setting up new environments for your application and it should present the location and function of the systems that run your services. Things that should be specified here are the application name/version, server name, IP, code directory, URL to the application, operating system, user account information and a point of contact.

2. Business Rules

Business rules documentation help new additions to the team adapt faster to the working habits of the company. It provides information on how the product works and why. Business rules documentation can easily be supported with requirements documents if available.

3. Database/Files

Database information is mandatory for porting, reverting, sharing, migrating and so on. It is important to know the type of database, the server information, the version but most importantly to have a data model diagram. Documentation of the database will make bringing additions to the table, modifications to the structure and types.

4. Troubleshooting

The troubleshooting documentation helps when running into production issues. Most technical issues should have error codes that should help with troubleshooting. In this document there should also be included an FAQ section to deal with general or usual problems (such as configuration issues). The errors should be documented split by type of error, module where it comes from, and level of error (exception, warning, critical, etc...).

5. Application Installation

Installation and configuration documents are useful for when developers need to set up new or additional application environments. If possible, the steps should be detailed and easy to follow and can include screenshots if necessary. Anyone should be able to follow the steps and successfully install an application. Having the steps identified will help the installer prevent problems because of missing parts of an application.

6. Code

The code documentation is the backbone of every application. Code documentation can be split in multiple parts. The first one, the most helpful for programmers are the comment blocks. These will be found through every file explaining classes, methods, parameters, possible errors. Then comes the specific file documentations.

5.3 Benefits of Software Requirements

- ❖ Increase the accuracy of cost and time estimates
- ❖ Simplify the transition of software from development to production
- ❖ Act as a single source of truth regarding what to include in the software solution
- ❖ Improve communication with stakeholders and customers by sharing portions of the specifications
- ❖ Reduce costly late stage change
- ❖ Document details for future reference
- ❖ Provide users with a documented list of requirements
- ❖ Reduce development effort and task duplication

Self-Check -5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. what is software documentation.(4 points)
2. list and describe the types of software documentation requirement(10 points)

Note: Satisfactory rating - 14points Unsatisfactory - below 14 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

List of reference and materials

<https://www.smartsheet.com/software-requirements-specification-101>

<https://windowsreport.com/software-compare-documents/>

Horticultural Crops Production

Level-II

Learning Guide-10

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO2-LG-10

TTLM Code: AGR HCP2 TTLM 0120v1

LO2:- Customise basic settings and format documents to meet page layout conventions

Instruction Sheet	Learning Guide #10
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Adjusting page lay out
- Opening and viewing different toolbars
- font formatting /font settings
- alignment and line spacing
- Opening and switching
- formatting features
- data and formatting tools
- Highlight and copy text
- headers and footers
- file formatting
- storing devices

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 or special needs
- Open and view different toolbars
- Change font format /font settings to suit document purpose of the word document/spreadsheets/ database entries
- Change alignment and line spacing, and modify margins of the document (word / spreadsheet/ database/ according to document information requirements
- Align information in a selected cell as required
- Open and switch between several word documents / spreadsheets/ database/
- Use formatting features and styles to customize basic settings and format cell.
- Use technical functions, other data and formatting tools, document templates as required to finalize documents/or within the spreadsheet
- Highlight and copy text from another area in the document or from another active document; or selected formatting features from another cell in the spreadsheet.
- Insert headers and footers to incorporate necessary data using formatting features
- Save document in another file format or spreadsheet as another file type 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 to 6.
3. Read the information written in the information “Sheet 1 to Sheet 11”.
4. Accomplish the “Self-check 1 to Self-check 11” **in page -27, 38, 42, 47, 51, 56, 60, 65, 70, 74 and 77** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 to Operation Sheet 7 ” **in page -28, 39, 48, 52, 56 and 71.**
6. Do the “LAP test” **in page – 78** (if you are ready).

Information Sheet-1	Adjusting page layout
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1.1 page lay out

Page layout refers to the arrangement of text, images, and other objects on a page. The term was initially used in desktop publishing (DTP), but is now commonly used to describe the layout of webpages as well. Page layout techniques are used to customize the appearance of magazines, newspapers, books, websites, and other types of publications.

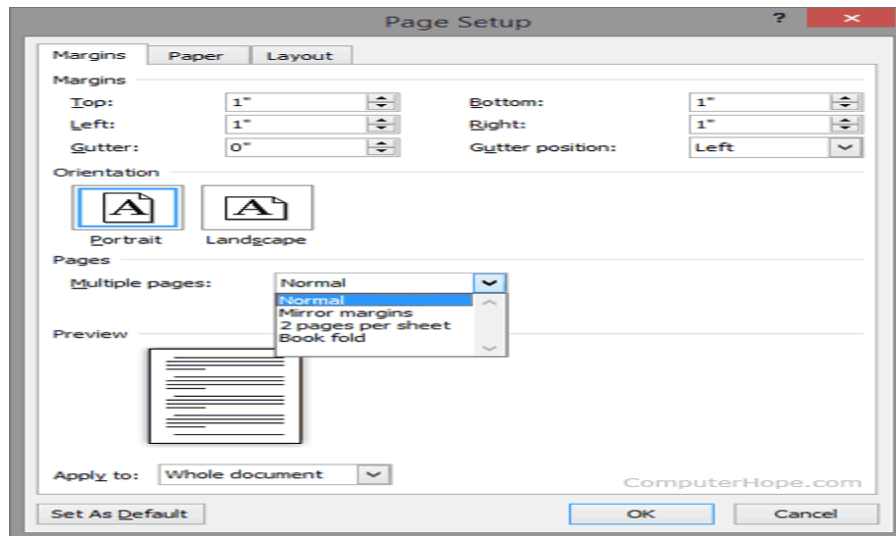


Figure 1. Page Setup in Microsoft Word

1.2 Page Formatting

This section will show you how to change your page margins and page size, how to insert headers and footers, and how to add page numbers.

1.2.1 Page Size and Orientation

By default, the page size is set to Letter, and most people are accustomed to working with this size. However, Word provides many different page sizes that correspond to paper sizes, for example Executive, Tabloid, A3, and A5. To change the size of your page:

Steps of page size and orientation

1. Click the **Page Layout** tab.
2. Click the **Size** button from the **Page Setup** group.
3. A menu will open, showing the available page sizes.
4. Choose the size you want from the menu options.

1.2.2 Headers and Footers

A header is text that is added to the top margin of every page, for example a document title or page number. A footer is text that is added to the bottom margin of every page. Follow these steps to add headers or footers to your document:

Steps of insert headers and footers

1. Click the **Insert** tab.
2. Click either the **Header** or **Footer** button from the **Header & Footer** group.
3. Choose the style of header or footer you like from the menu options.

To remove a header or footer from your document:

Steps of remove headers and footers

1. Click the **Insert** tab.
2. Click either the **Header** or **Footer** button from the **Header & Footer** group.
3. Click **Edit Header** or **Edit Footer**.

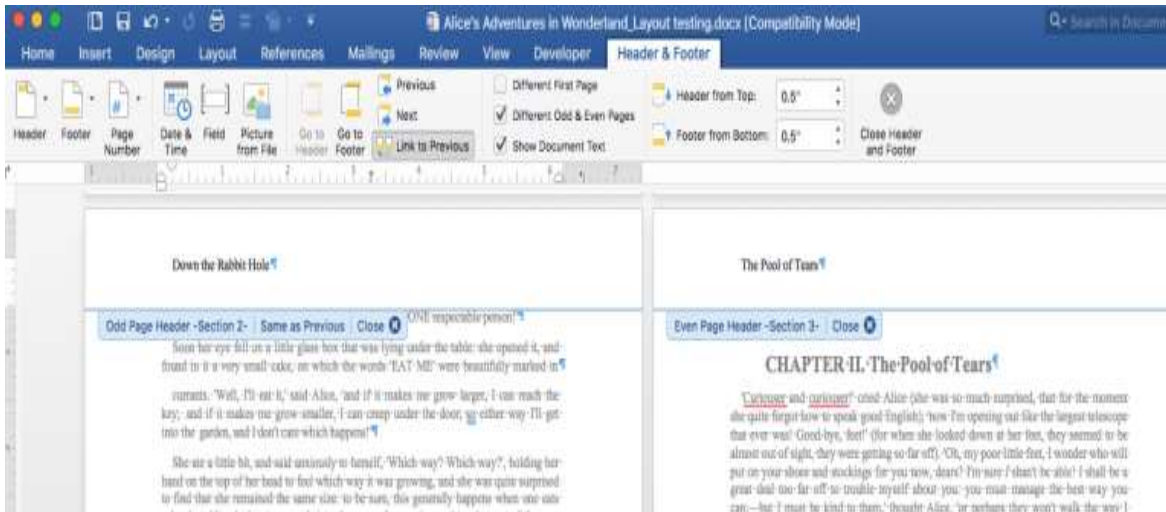


Figure 2. Page header and page footer

1.2.3 Page Numbers

To add page numbers to your document:

Steps of page numbers to your document

1. Click the **Insert** tab.
2. Click the **Page Number** button from the **Header & Footer** group.
3. Choose the location of the page where you want the numbers to appear.

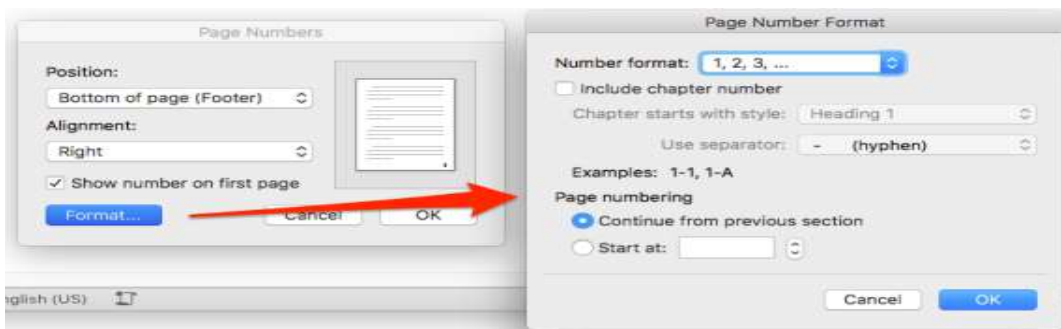


Figure 3. Page numbering

**Self-Check -1****Written Test**

Directions: - Answer all the questions listed below. Use the Answer sheet provided in the next page.

3. What is page lay out? (4 points)
4. List the page formatting.(8 points)

Note: Satisfactory rating - 12 points Unsatisfactory - below 12 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -1**Page formatting****Steps of page size and orientation**

1. Click the page layout tab
2. Click the size button from the page setup group
3. A menu will open, showing the available page size
4. Choose the size you want from menu options

Steps of insert headers and footers

1. Click the insert table
2. Click the header and footer button from the page setup group
3. Choose the style of headers and footers you like from the option

Steps of remove headers and footers

1. Click the insert table
2. Click the header and footer button from the page setup group
3. Click edit header and edit footer

Steps of page number

1. Click the insert table
2. Click the page number button from the header and footer group
3. Choose the location of the page where you want to the number to a paper

Information Sheet-2

Toolbars

2.1 Toolbar

A toolbar is a set of icons or buttons that are part of a software program's interface or an open window. When it is part of a program's interface, the toolbar typically sits directly under the menu bar. For example, Adobe Photoshop includes a toolbar that allows you to adjust settings for each selected tool. If the paintbrush is selected, the toolbar will provide options to change the brush size, opacity, and flow.

❖ Displaying a Toolbar using the View Menu

1. On the **Menu bar**, click **View**. This displays the **View** menu.
2. Then, on the **View** menu, point to **Toolbars** item.
3. Select and click the name of the desired toolbar from the Toolbars sub-menu. The toolbar you selected will then appear on screen.

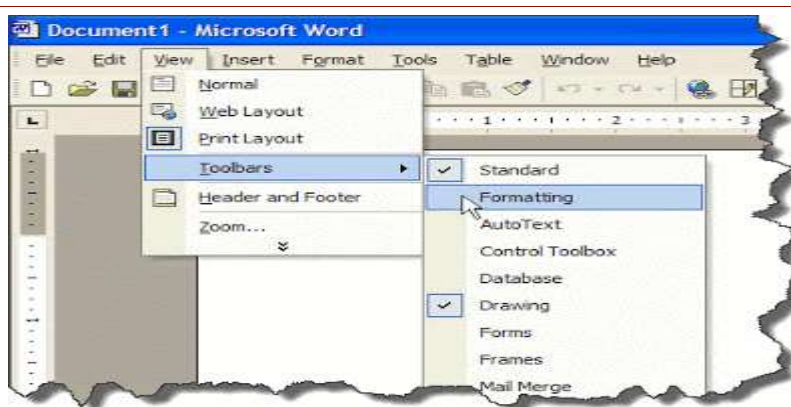


Fig1. Showing or hiding a toolbar using the View menu

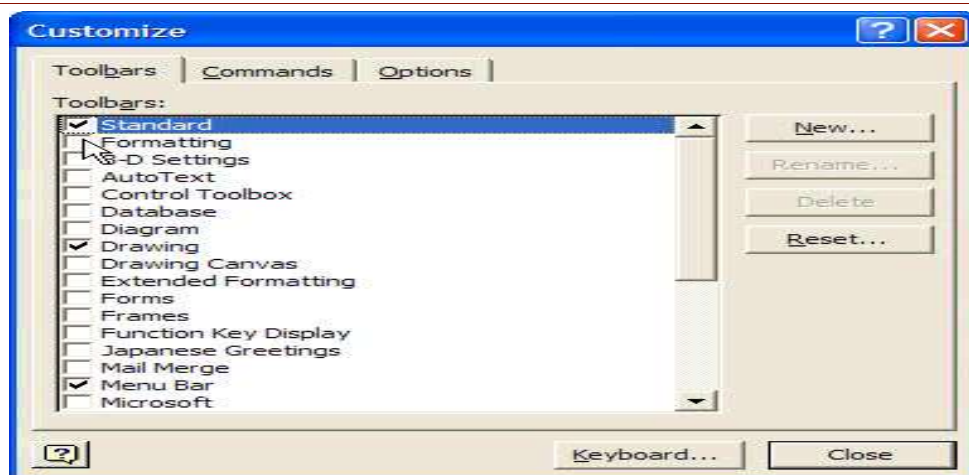


Fig 2: Showing or hiding a toolbar using the Customize dialog box

To Display a Desired Toolbar Using a Shortcut

Simply right-click an empty space on any toolbar, and then click the name of toolbar you want.

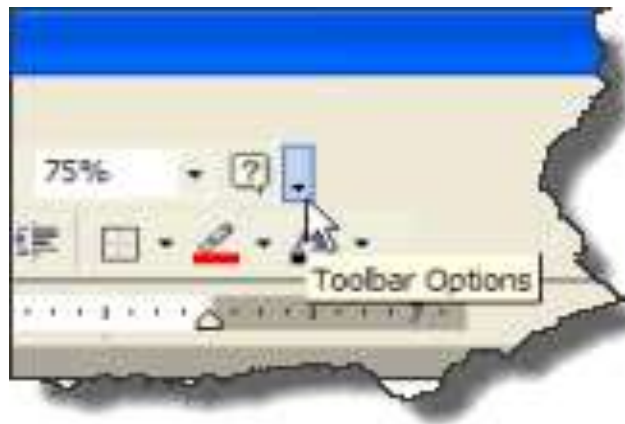























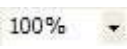
Fig 3: Displaying the Customize dialog box via the Toolbar Options button



1.1.1 Standard Toolbar

You have learned that the Standard toolbar is, by default, docked directly below the Menu bar, and that it contains buttons used for performing tasks similar to the commands available in the Menu bar. Let's now take a moment to identify the name and purpose/use of each of the buttons on the Standard toolbar.

Table 1. Standard toolbar

NAME	ICON	USE
New		Creates a new blank document based on the default or current template.
Open		Opens a document previously created and saved in Word.
Save		Saves new changes to the current document or file, with its filename, location and document format.
E-mail		Sends the content of the current document as the body of an E-mail message.
Search		Finds files, Web pages and Outlook items based on the search criteria you enter.
Print		Prints the active document or selection.
Print Preview		Shows how a document or file will look when you print it.
Spelling		Checks spelling in the active document, file or item.
Cut		Removes the selected item from the active document and places it in the Clipboard.
Copy		Copies selected text or object to the Clipboard.
Paste		Pastes the item you cut or copied into (the position of the insertion point) the document from the Clipboard.
Format Painter		Copies the format from a selected text or object and applies it to the text or object you click.

Undo		Reverses the last action or deletes the last entry you typed. Click the arrow next to this icon to select and reverse multiple actions at a time.
Redo		Reverses the action of the last Undo command. Click the arrow next to this icon to select and reverse multiple Undo command actions.
Insert Hyperlink		Inserts a new hyperlink or edits the selected hyperlink.
Tables and Borders		Displays Tables and Borders toolbar, which offers tools for editing/formatting a table and its content.
Insert Table		Inserts a table in the document. Click and drag to specify the number of rows and columns.
Insert Microsoft Excel Worksheet		Inserts a new Microsoft Excel worksheet at the insertion point. Click and drag to specify the number of rows and columns. Use the Excel tools on the toolbar to edit the table.
Columns		Changes the number of columns in a document or a section of a document.
Drawing		Shows or hides the Drawing toolbar.
Document Map		Used to turn on or off the Document Map. Document Map shows the outline structure of a document so that you can quickly navigate through the document and keep track of your location in it.
Zoom		Used to "zoom in" to get a close-up view of a document or "zoom out" to see more of the page at a reduced size.






Show/Hide		Shows or hides non-printing characters, such as tab characters, paragraph marks and hidden text.
Office Assistant (Microsoft Office Help)		Opens Help or invokes the Office Assistant to provide help topics and tips to help you accomplish your task.







1.1.2 Formatting Toolbar



The Formatting toolbar offers shortcut buttons to help format a document quickly. From the Formatting toolbar, you can quickly apply formatting attributes such as Font; Font Color; Alignment; Line Spacing; Bullets and Numbering, etc, document text, to save time.

The following table provides a list of Formatting toolbar buttons and a brief description of each.

Table 2. Formatting toolbar

NAME	ICON	USE
Style		Opens a Style drop-down list from which you can select one.
Font		Changes the font of the selected text or number. Click the drop-down arrow beside the box and select a font from the list.
Font Size		Changes the size of the selected text or number. Enter a size value in the box, or select an appropriate size from the drop-down list.
Bold		Applies or removes bold formatting to or from a selected text or number.
Italic		Makes selected text or number italic, but





		removes italic from selected text or number if it's already italic.
Underline		Underlines (rules a line) or removes underline formatting from selected text or number.
Align Left		Aligns the selected text, number or inline object to the left with a jagged edge.
Center		Aligns selected text, numbers or inline objects to the center.
Align Right		Aligns the selected text, number or inline objects to the right, with a jagged edge.
Justify		Aligns the selected paragraphs to both the left and right margins or indents.
Numbering		Adds numbers to or removes numbers numbers from selected paragraphs.
Bullets		Adds bullets to or removes bullets from the selected paragraphs.
Decrease Indent		Indents the selected paragraph to the previous tab stop or indents the content of the selected item to the left by one character width of the standard font.
Increase Indent		Indents the selected paragraph to the next tab stop or indents the content of the selected item to the right by one character width of the standard font.
Outside Border		Adds or removes a border around the selected text, paragraphs, cells, pictures or other objects.

Highlight		Marks text so that it is highlighted and stands out from the surrounding text.
Font Color		Formats the selected text with the color you click







1.1.3 Drawing Toolbar

The Drawing toolbar is located at the bottom of the window, between the Horizontal Scroll bar and the Status bar. Like every other toolbar, this also contains smart icons representing shortcuts to Main menu commands in Word.

Table 3. Shows a list of tools offered on the Drawing toolbar, and their functions:

NAME	ICON	USE
Draw		Offers a number of options for defining the relative positions, arrangements, rotation, etc, of drawings in a document. It also offers tools for changing the shape of AutoShapes.
Select Objects		Changes the pointer to a selection arrow so you can click to select objects in the active window.
AutoShapes		Offers a group of ready-made shapes that include basic shapes, such as rectangles and circles, including a variety of lines and connectors, block arrows, flowchart symbols, stars and banners, and callouts.
Line		Allows you to draw a straight line where you click or drag in the active window.

Arrow		Draws or inserts a line with an arrow head where you click or drag in the active window.
Rectangle		Draws a rectangle where you click and drag on the active window. You can also draw a square using this tool by holding SHIFT while you drag.
Oval		Draws an oval where you click and drag in the active document. To draw a (perfect) circle, hold down SHIFT while you drag.
Text Box		Draws a text box with horizontal direction where you click and drag in the active document.
Insert WordArt		Creates decorative text by inserting a Microsoft Office drawing objects.
Insert Diagram		Creates an organizational chart or a circle, radial, pyramid, or Venn or target diagram in your document.
Clip Art		Opens the Clip Gallery where you can select the clip art image you want to insert in your document or update your clip art collection.
Insert Picture		Inserts an existing picture in your active document at the insertion point.
Fill Color		Adds, modifies, or removes the fill color or effects from the selected object.
Line Color		Adds, modifies, or removes the line color from the selected object.

Font Color		Allows you to add, modify, or remove the text color of the selected text.
Line Style		Used to select a thickness for the selected line.
Dash Style		Allows you to control the appearance of the selected line.
Arrow Style		Allows you to select the style of arrowhead.
Shadow Style		Allows you to select the shadow appearance of the selected drawing object.
3-D Style		Allows you to add depth to drawing objects such as lines, AutoShapes, and freeform objects.

Self-Check -2

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is toolbar? (4 points)
2. List and describe at least 5 drawing toolbar? (8 points)
3. List and describe at least 5 formatting toolbar (8 points)

Note: Satisfactory rating - 20 points Unsatisfactory - below 20 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Operation sheet -2

Displaying a Toolbar using the View Menu

Steps to displaying a Toolbar using the View Menu

1. On the **Menu** bar, click **View**. This displays the **View** menu.
2. Then, on the **View** menu, point to **Toolbars** item.
3. Select and click the name of the desired toolbar from the Toolbars sub-menu. The toolbar you selected will then appear on screen.

Information Sheet-3	font format /font settings
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3.1 Font | Text Formatting in MS-Word

Font | Text Formatting means to make the selected text Bold, Italic, Underline, and changing the Font Style, Size, Color and some of these or all of these for changing the look of the title, subtitle, heading, subheading, and other text styles in a word document. The Font group includes various commands such as a Font, Font Size, Grow Font, Shrink Font, Clear Formatting, Bold, Italic, Underline, Strike Through, Subscript, Superscript, Change Case, Text highlight Color and Font Color.

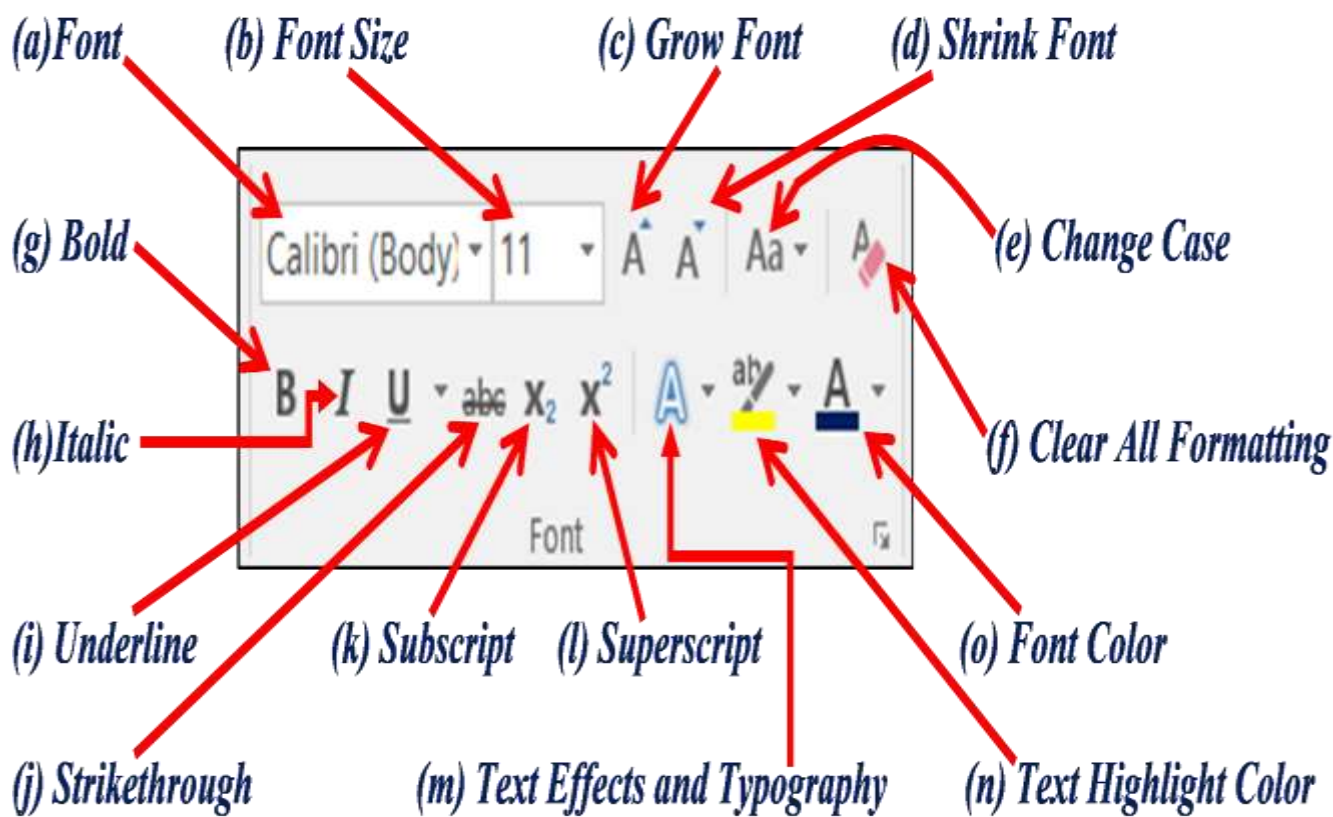


Figure 1. Font | Text Formatting in Microsoft Word



3.2 Changing the Font

The most common way to format text is to change the font. The font defines the uniform style and appearance of letters such as Arial, Arial Black, Courier, Old English, or Stencil.

To change the font, follow these steps:

1. Click the Home tab and then select the text you want to change.
2. Click the Font list box. A list of available fonts on your computer appears.
3. Move the mouse pointer over each font. Word temporarily changes your selected text so you can see how the currently highlighted font will look.
4. Click the font you want to use. Word changes your text to appear in your chosen font.

3.3 Changing the Font Size

The font changes the appearance of text, but the font size defines how big (or small) the text may look.

To change the font size, you have two choices:

- Select a numeric size from the Font Size list box.
- Choose the Grow Font/Shrink Font commands.

To change the font size, follow these steps:

1. Click the Home tab and then select the text you want to change.
2. Choose one of the following:
 - Click the Font Size list box and then click a number, such as 12 or 16.
 - Click the Grow Font or Shrink Font icon.





Self-Check -3

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What formatting? (4 points)
2. List at least 8 font groups? (16 points)

Note: Satisfactory rating - 20 points Unsatisfactory - below 20 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -3

Changing the font

Steps to change the font

1. Click the Home tab and then select the text you want to change.
2. Click the Font list box. A list of available fonts on your computer appears.
3. Move the mouse pointer over each font. Word temporarily changes your selected text so you can see how the currently highlighted font will look.
4. Click the font you want to use. Word changes your text to appear in your chosen font.

Steps the changing the Font Size

1. Click the Home tab and then select the text you want to change.
2. Choose one of the following:
 - Click the Font Size list box and then click a number, such as 12 or 16.
 - Click the Grow Font or Shrink Font icon.

Information Sheet-4	alignment and line spacing
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4.1 Alignment

Alignment refers to where and how the text lines up. Default settings in Microsoft Word will leftalign your text, but there are many other ways to format a document's alignment. This tutorial outlines two ways to modify alignment: using keyboard commands and using the Ruler bar.

Probably the quickest method to adjust alignment is to use keyboard shortcuts:

- ❖ Ctrl + L = Left alignment
- ❖ Ctrl + E = Center alignment
- ❖ Ctrl + R = Right alignment
- ❖ Ctrl + J = Justified alignment

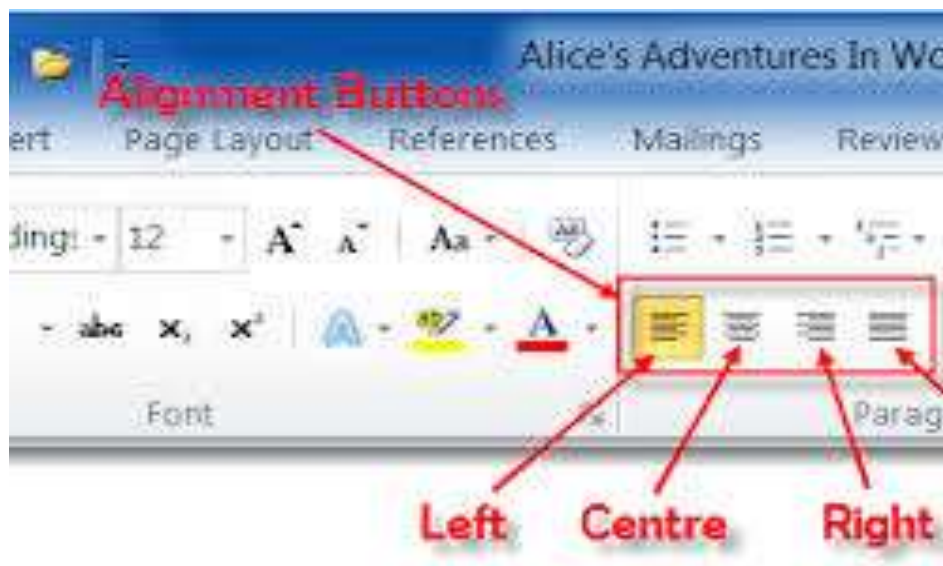


Figure 1. Alignment

4.2 Line spacing

Document text can be formatted to show a number of line-spacing options. The most common spacing options are **single spaced** and **double spaced**.

Line spacing is measured in lines or points. When line spacing is measured in points, it is referred to as **leading** (rhymes with wedding). When you reduce the leading, you automatically bring the lines of text closer together, sometimes making it difficult to read. Increasing the leading will space the lines out, allowing for improved readability. For example, a 10-point font usually uses 12-point leading. This is the **default** and should be used in general.

To format line spacing:

- **Select** the text you want to format.
- Choose **Reveal Formatting** on the **task pane** and click any of the blue links under the paragraph heading.

OR

- Click **Format** on the menu bar.
- Select **Paragraph**. The Paragraph dialog box appears.
- Click the **Indents and Spacing tab**.
- In the line spacing drop-down menu, you can select single, 1.5, or double spacing. The default is single spacing.
- Click **OK**.
- Select an option from the drop-down menu.

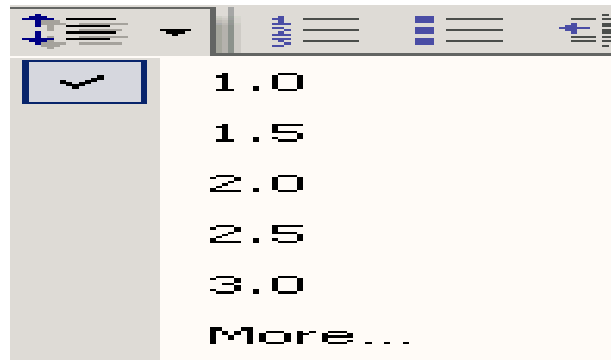


Figure 2 line spacing option

Single-spaced Text

This is text that has been single-spaced. Most documents are either single-spaced or double-spaced. Single-spaced text is usually reserved for body text because of its easy readability.

Double-spaced Text

This is text that has been double-spaced. Most documents are either single-spaced or double-spaced. Double-spaced text is great to use when there is a possibility of someone proofreading your work. The extra space allows more room for comments.

Figure 3. Single and double line spacing



Self-Check -4

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

3. What Alignment? (5points)
4. What is line spacing? (5 points)

Note: Satisfactory rating - 10 points Unsatisfactory - below 10 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -4

Line spacing

Steps of line spacing

1. Click **Format** on the menu bar.
2. Select **Paragraph**. The Paragraph dialog box appears.
3. Click the **Indents and Spacing tab**.
4. In the line spacing drop-down menu, you can select single, 1.5, or double spacing. The default is single spacing.
5. Click **OK**.
6. Select an option from the drop-down menu.

Information Sheet-5	Open and switch
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5.1 Open Microsoft Word

Microsoft Word is a word-processing application that can be part of the Microsoft Office suite. The program can be used to write letters and different types of documents that can include graphics and pictures. This guide explains how to open Microsoft Word and start a new document for Word Office 365 and Windows 10.

It can be found in the 'Start' menu under 'Accessories'. Click on 'All programs' and then scroll to 'Accessories' folder

Follow these step-by-step instructions to start a document in Microsoft Word

Step 1: From the desktop or from your 'Start'  menu, open Microsoft Word.

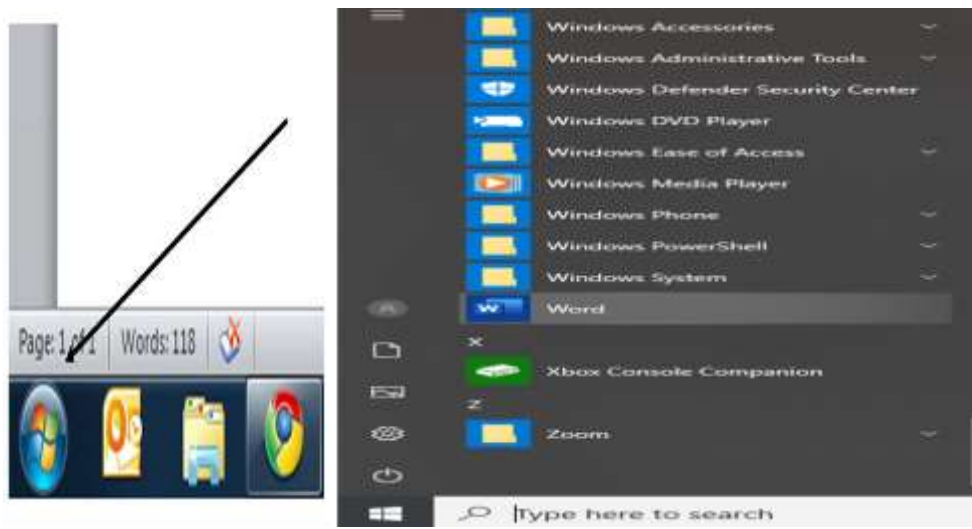


Figure 1. Start

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.



Figure 2. Open MS word

Step 3: If you don't want to use any of the templates on display, click on the blank document.

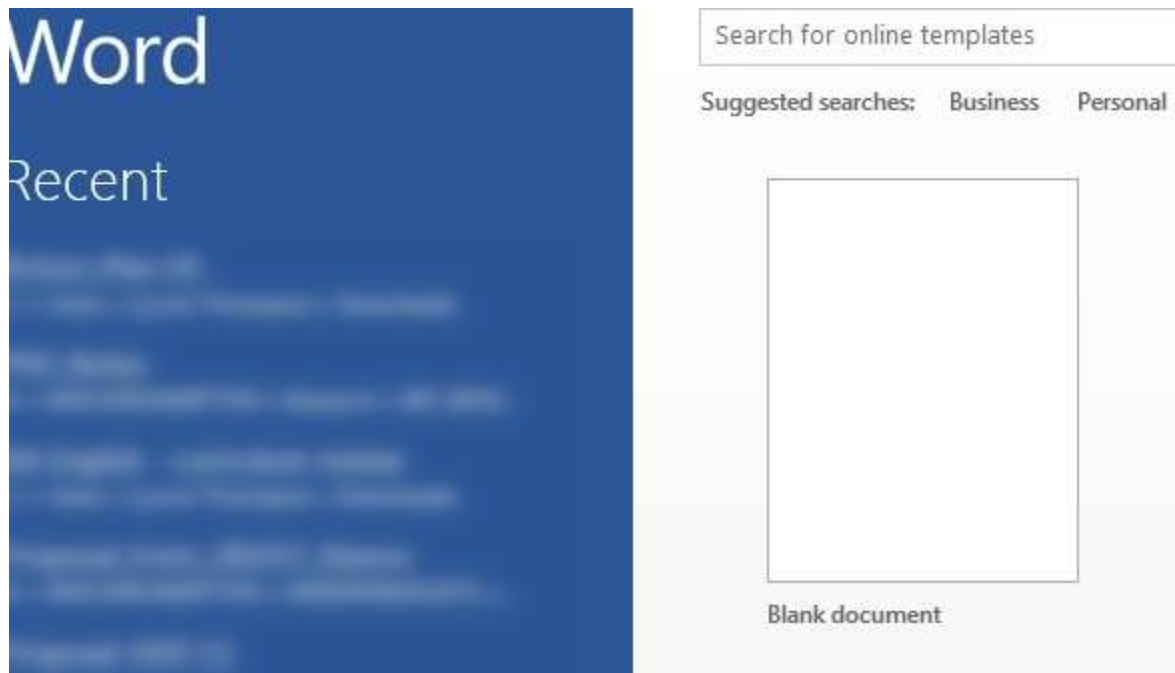


Figure 3. Blank document

Step 4: A new blank document will open up ready for you to start typing



Self-Check -5

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is micro soft word? (5points)

Note: Satisfactory rating - 5 points Unsatisfactory - below 5 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -5

Opening MS word

Step-by-steps instructions to start a document in Microsoft Word

Step 1: From the desktop or from your 'Start' menu, open Microsoft Word.

Step 2: Microsoft Word will open up and present you with an option to select a document template, or a blank document.

Step 3: If you don't want to use any of the templates on display, click on the blank document

Step 4: A new blank document will open up ready for you to start typing

Information Sheet-6

formatting features

6.1 Formatting

Formatting is the fine art of making your documents effective and attractive. Good formatting distinguishes different parts of your text and helps your readers take in your message. You can apply formatting to just about every element of your document, from a single character to entire paragraphs. Body text needs to be readable and easy on the eyes. Headings should be big and bold, and they should also be consistent throughout your document. Important words need to resonate with emphasis. Quotes and references should be set off from the other text.

6.2 Formatting Basics

Word deals with formatting on three levels encompassing small and specific on up to big and broad—through characters, paragraphs, and sections. You apply different types of formatting to each of these parts. Character formatting includes selecting a font, a font size, bold or italics, and so on.

6.3 Important of formatting

For one thing, it improves consistency and readability. Using headers and paragraphs to organize information makes the reader's job easier, which can be a great time-saver for busy professionals. Whether you're writing a proposal, a report, or a simple letter, structure helps to communicate your message clearly.

6.4 Formatting Tips for Word documents

1. Paragraphs

A fundamental element of information organisation, a paragraph is a collection of (usually three to five) related sentences describing a single thought or concept. Use paragraphs to break up long, complex texts into smaller and easily digestible chunks.

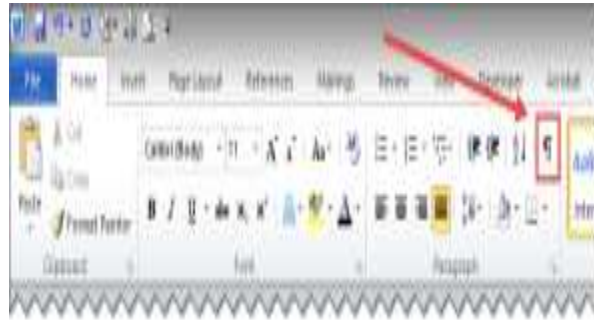


Figure 1. Paragraph

2. Lists

Like paragraphs, lists are an excellent way to present information in an organised, easy to read

Word will apply the default list styles. Format lists by clicking the arrows next to each button to view the Bullet, Numbering, and List libraries.

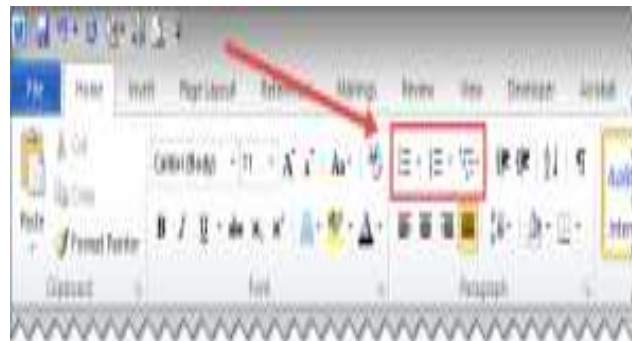


Figure 2. Lists

3. Headers and footers

Give your document that professional edge by adding headers and footers. These can be used to display the document author's name, the date of publication, and even your company logo. When you create a header or footer, Word automatically updates the content on every page of your document.

A third button in the Header & Footer section – Page Number – allows you to insert page numbers.



Figure 3 headers and footers

4. Fonts

Let's face it: fancy fonts aren't very professional. It's also important that business documents, often long and information-heavy, are easy to read. Word offers a number of easily legible fonts such as Calibri (the default), Arial, and Times New Roman.



Figure 4. Fonts

5. Graphics

Add a bit of visual appeal to your document with graphic elements such as images, Smart Art, and screenshots. Word also offers a variety of options in its Shapes library, which can be used to make important information stand out.

Images, shapes, Smart Art, and screenshots can be added from the Illustrations section of the ribbon's Insert tab.

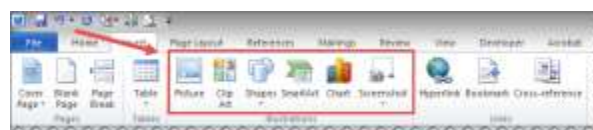


Figure 5. Graphics



Self-Check -6

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is formatting? (3points)
2. List the five tips of formatting(10points)

Note: Satisfactory rating – 13 points Unsatisfactory - below 13 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Information sheet -7	data and formatting tools
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7.1 Data

Computer data is information processed or stored by a computer. This information may be in the form of text documents, images, audio clips, software programs, or other types of data. Computer data may be processed by the computer's CPU and is stored in files and folders on the computer's hard disk. At its most rudimentary level, computer data is a bunch of ones and zeros, known as binary data. Because all computer data is in binary format, it can be created, processed, saved, and stored digitally. This allows data to be transferred from one computer to another using a network connection or various media devices. It also does not deteriorate over time or lose quality after being used multiple times.

7.2 Formatting Tools




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

- ❖ The formatting tools are categorized in three sections:

1. Format



Table 1. The Format options are available only for MS Office source files. The formatting options are:

Button	Keyboard Shortcut	Description
B Bold	Ctrl+B	Format the selected text as bold.
I Italic	Ctrl+I	Format the selected text as italic.
U Underline	Ctrl+U	Format the selected text as underlined.

Button	Keyboard Shortcut	Description
 Subscript	Ctrl+=	Format the selected text as subscript.
 Superscript	Ctrl+Shift+=	Format the selected text as superscript.
 Strike	No shortcut	Format the selected text to display as strikethrough (deleted), without actually deleting the text.

2. tags





Table 2. The tag formatting options are:

Button	Keyboard Shortcut	Description
 Tag Formatting	No shortcut	Display actual formatting associated with tags for the active segment (when supported.)
 Tag Non-Formatting	No shortcut	Display the content of the formatting tags for the active segment.

3. Options

Table 3. The other formatting options are:

Button	Keyboard Shortcut	Description
--------	-------------------	-------------

Button	Keyboard Shortcut	Description
 Non-Breaking Space	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.
 Left To Right Marker	No shortcut	Insert a marker to indicate left-to-right reading direction.
 Right To Left Marker	No shortcut	Insert a marker to indicate right-to-left reading direction.
 Attach / Detach	Ctrl+D	Attach and detach the Formatting toolbar. When attached, the toolbar is displayed as a tab. When detached, the toolbar is displayed as a minimized toolbar that can be moved to any area of the TXLF Editor.



Self-Check -7

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Define data? (3points)
2. List and describe the tree categories of formatting tools (9points)

Note: Satisfactory rating – 12 points Unsatisfactory - below 12 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Information sheet -8

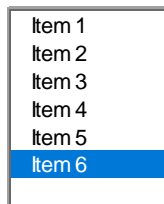
Highlight and copy text

8.1. Highlighting

About the most valuable lessons you can ever learn about your computer is highlighting and copy/cut/paste. If there's nothing else that you take with you, that's the most important thing I could ever teach you. It'll literally save days of your life from repetitive work, and retyping existing information.

Here's two general highlighting techniques: **Object**, and **Text**

Object Highlighting (Files, items in a list-box, and other non-text Objects)



Highlight a Group of Items in a row

- Using the list below, click on "Item 2" in the list.
- Hold down the <Shift> key
- Click on the "Item 4".
- Release the <Shift> key

Alternate:

- With your Mouse, you can click-and-drag on "Item 2" to "Item 4" and then release.

Highlight two, or more things not in a row

- Using the list below, click on the second item in the list.
- Hold down the <Ctrl> key
- Click on the fourth item.
- Release the <Ctrl> key

Highlight a group, then highlight one more thing

- Using the list below, click on "Item 2" in the list.
- Hold down the <Shift> key
- Click on "Item 4".

		<ul style="list-style-type: none"> • Release <Shift> key • Hold down the <Ctrl> key • Click on "Item 6" • Release the <Ctrl> key <p><i>Note: This is just using the first two methods together</i></p>
--	--	--

Text Highlighting

<p>Select this paragraph of text and paste it into a notepad or Word Processor window.</p> <p>Then practice navigating and selecting things to see how to make yourself more efficient.</p>	Mouse	
	<p>Actions (All actions with Left Mouse button):</p> <p><i>Single-click</i> = Set Cursor Position</p> <p><i>Single-click-and-drag</i> = Highlight from beginning position to place where button is released.</p> <p><i>Double-click</i> = Highlight word</p> <p><i>Double-click-and-drag</i> = Highlight word, and all other words between beginning point, and where button is released.</p> <p><i>Triple-click (usually works in word processors and sometimes other locations)</i> = Select Paragraph</p>	
<p>This is going to be one of the hardest things to remember to do, and it will take time and diligence to make a permanent change. But if</p>	Main Key	
	<Shift> Key	<p>Definition: While held down, anything the Cursor passes over will be highlighted.</p> <p>Used with: Anything</p>
	<p>Alternate Keys (Can be used for non-highlighting purposes. Use any combination below with <Shift> to highlight all text between current cursor position and destination of cursor)</p>	
	<Ctrl> Key	<p>Definition: Jumps to the beginning of previous/next word when used in combination with Left/Right Arrow keys.</p>

you change your habit, it will save days, weeks or maybe even months of your life and make you a faster and more efficient computer user.

Combinations (<Ctrl>+) :

<Home> =Move to top of document.

<End> =Move to top of document.

Additional Notes: Microsoft Word, and Corel WordPerfect have:

<Ctrl>+<Down Arrow> =Cursor moves to beginning of previous paragraph.

<Ctrl>+<Up Arrow> =Cursor moves to beginning of next paragraph.

<Home> Key **Definition:** Jumps to the beginning of the line of text.

Combinations: (<Home>+)

<Ctrl> =Moves to the beginning of the text document.

<End> Key **Definition:** Jumps to the end of the line of text.

Combinations: (<End>+)

<Ctrl> =Moves to the end of the text document.

<Page Up> Key **Definition:** Moves cursor up one page of (visible) text.

<Page Down> Key **Definition:** Moves cursor down one page of (visible) text.

Clipboard - Using Cut, Copy, and Paste

Rule: To use Cut, Copy and Paste you must first highlight the item you want to Cut or Copy. See above for highlighting tips.

Table short cut copy past

Action	HotKey
Cut	<Ctrl>+<x>
Copy	<Ctrl>+<c> or <Ctrl>+<Insert>
Paste	<Ctrl>+<v> or <Shift>+<Insert>

8.2. Copy and paste text in a document

Cutting, copying, and pasting are basic file-management commands. You can cut, copy, and paste files and folders (and other things) in Windows Vista.

❖ Follow these steps to Copy and paste text in a document

1. **Select the item to cut or copy: a few words, a file, a Web address, or any other item.**
2. **Right-click your selection and choose Cut or Copy from the menu that appears, depending on your needs.**

Keyboard shortcut: Hold down Ctrl and press X to cut or C to copy.

3. **Right-click the item's destination and choose Paste.**

You can right-click inside a document, folder, or nearly any other place.

Keyboard shortcut: Hold down Ctrl and press V to paste.

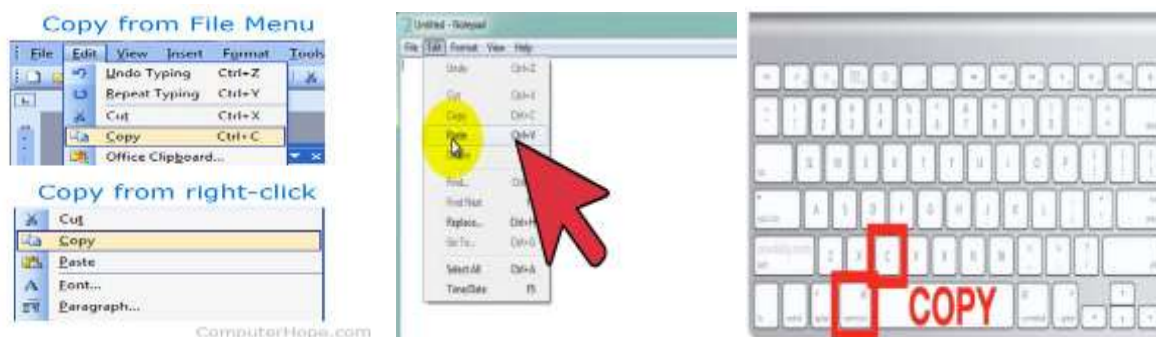


Figure 1. Copy and paste

short cut copy form keyboard



Self-Check -8

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Define highlight. (5points)
2. what are the two highlight techniques (5points)

Note: Satisfactory rating - 10 points Unsatisfactory - below 10 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -8	Cut, Copy and paste in a documents
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Steps to Copy and paste text in a document

1. Select the item to cut or copy: a few words, a file, a Web address, or any other item.
2. Right-click your selection and choose Cut or Copy from the menu that appears, depending on your needs. Keyboard shortcut: Hold down Ctrl and press X to cut or C to copy.
3. Right-click the item's destination and choose Paste.
4. You can right-click inside a document, folder, or nearly any other place.

Keyboard shortcut: Hold down Ctrl and press V to paste.

9.1 Headers and footers

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

9.1.1 Create a header or footer

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

1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.

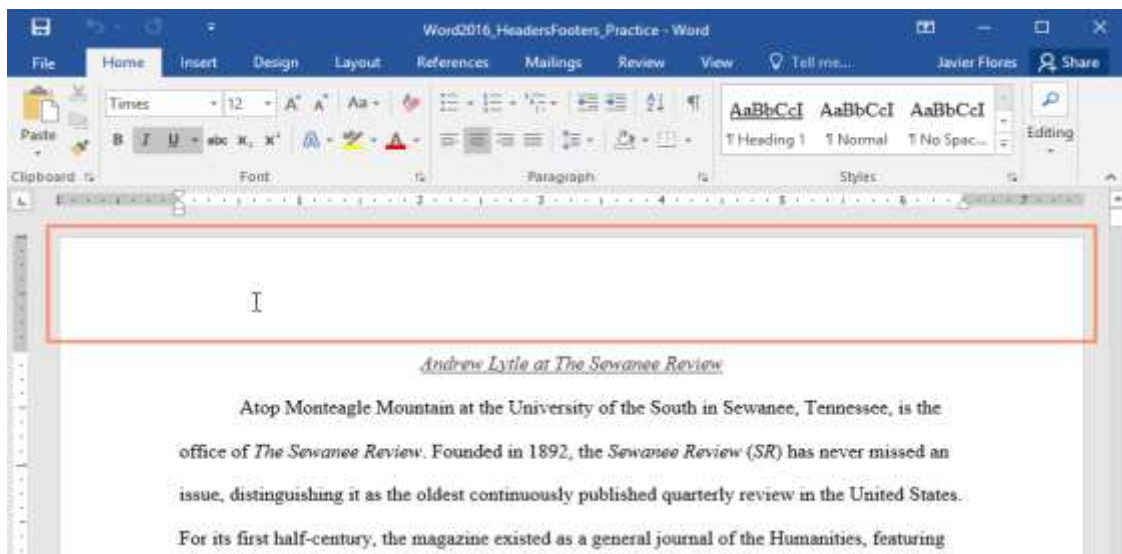


Figure 1. Top or bottom margin

2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.



Figure 2. Open header or footer

3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.

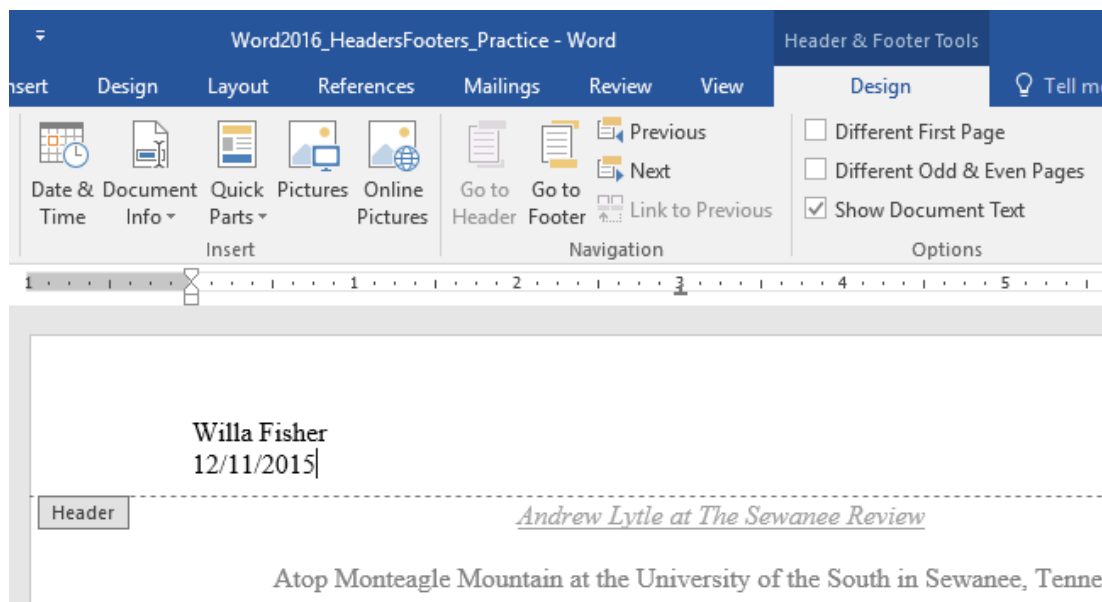


Figure 3. **Desired information** into the header or footer

4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

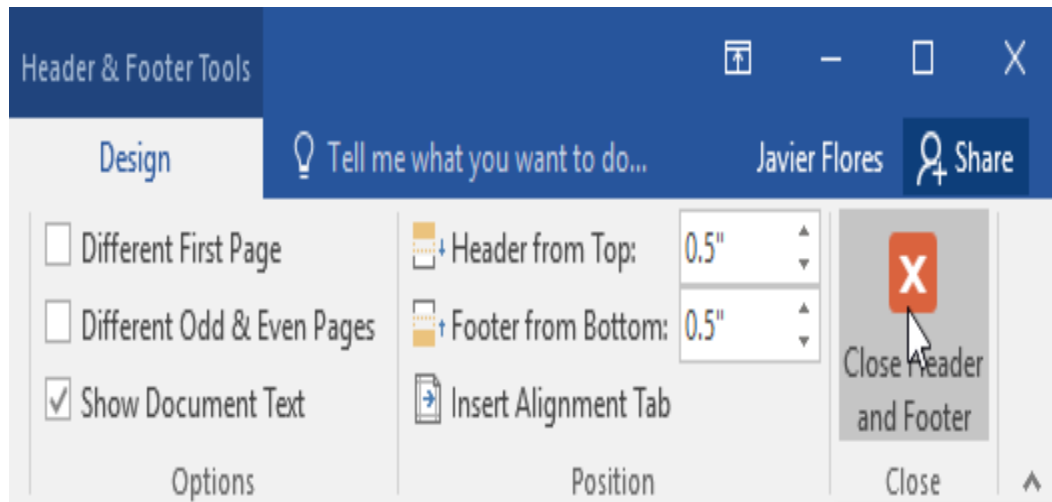


Table 4. Close header and footer

5. The header or footer text will appear.



Self-Check -9

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Define headers and footers. (6 points)
2. What are the two highlight techniques (5 points?)

Note: Satisfactory rating - 6points Unsatisfactory - below 6 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Steps to create headers and footers

1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.
2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.
4. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.
3. The header or footer text will appear.

10.1 File format

A file format is a standard way that information is encoded for storage in a computer file. It specifies how bits are used to encode information in a digital storage medium. File formats may be either proprietary or free and may be either unpublished or open.

Some file formats are designed for very particular types of data: PNG files, for example, store bitmapped images using lossless data compression. Other file formats, however, are designed for storage of several different types of data:

10.1.1 Common file formats

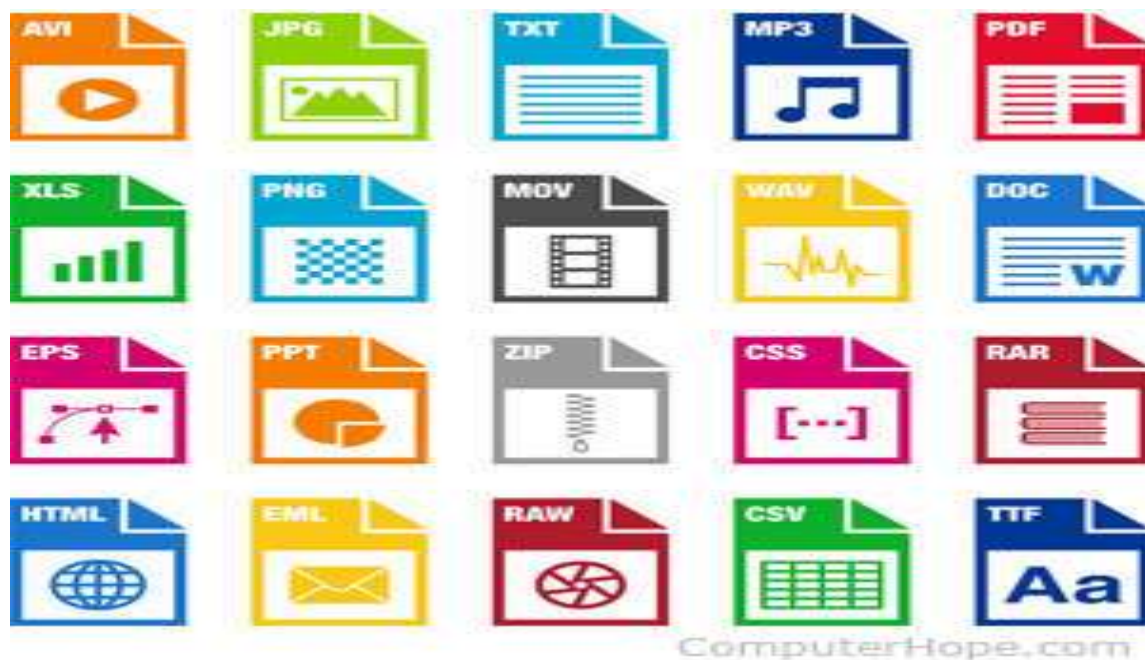


Figure 1. File formats

Table 1. List of common file formats

File type	File extension
<u>Text</u>	<u>.asc</u> <u>.doc</u> <u>.docx</u> <u>.rtf</u> <u>.msg</u> <u>.txt</u> <u>.wpd</u> <u>.wps</u>
<u>Image</u>	<u>.bmp</u> <u>.eps</u> <u>.gif</u> <u>.jpg</u> <u>.pict</u> <u>.png</u> <u>.psd</u> <u>.tif</u>
<u>Sound</u>	<u>.aac</u> <u>.au</u> <u>.mid</u> <u>.mp3</u> <u>.ra</u> <u>.snd</u> <u>.wma</u> <u>.wav</u>
<u>Video</u>	<u>.avi</u> <u>.mp4</u> <u>.mpg</u> <u>.mov</u> <u>.wmv</u>
<u>Program</u>	<u>.bat</u> <u>.com</u> <u>.exe</u>
<u>Compressed</u>	<u>.arc</u> <u>.arj</u> <u>.gz</u> <u>.hqx</u> <u>.rar</u> <u>.sit</u> <u>.tar</u> <u>.z</u> <u>.zip</u>



Self-Check -10

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is file format? (5points)
2. list the common types of file format (10points)

Note: Satisfactory rating – 15 points Unsatisfactory - below 15 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Information sheet -11

storage device

11.1 Storage device

A storage device is a term used for anything in which items or information may be stored. It's a very broad term as well. In your home a storage device can be a closet or a pantry/cabinet; if you have a garage, that's a storage device. In your car, your trunk and glove compartments are storage devices. In a computer, your hard drive is a storage device used to store information.

11.1.1 Types of Storage Devices

1. Primary storage

Which is also referred to as internal memory, is accessed by a computer's central processing unit (CPU). It is usually the fastest and most expensive type of memory in the computer. Primary storage uses random-access memory (RAM), cache memory.

2. Secondary storage

On a computer is provided by *non-volatile* devices such as hard disk drives. Even though a hard drive may be housed within a desktop or laptop, it's not considered to be primary because it's not accessed directly by the CPU. Data stored on hard disk drives and most other types of secondary storage devices is organized according to a file system. This type of storage is slower than primary storage, but it's also cheaper.

Common types of storage devices



1. Hard Disk Drive (HDD)



2. Solid State Drive (SSD)



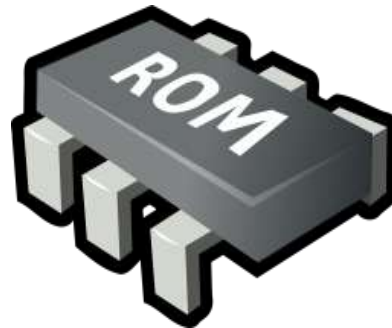
3. Random Access Memory (RAM)



1. CD, DVD and Blu-Ray Discs



2. DVD-RAM



ROM



USB Flash Memory

Figure 1. Storage devices

**Self-Check -11****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Define storage devices. (6points)
2. list the common types of storage devices. (5points)

Note: Satisfactory rating - 6points Unsatisfactory - below 6 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet





LAP Test	Practical Demonstration
-----------------	--------------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 2 hours.

Task 1. Page format

Task 2. Display toolbar using the view menu

Task 3. Change the font

Task 4. Line spacing

Task 5. Open MS word

Task 6. Cut copy and paste in document

Task 7. Create header and footer



List of reference and materials

https://wordribbon.tips.net/C0716_Page_Layout.html

<https://www.dummies.com/computers/operating-systems/windows-xp-vista/cut-copy-and-paste-selected-files-and-folders/>

<https://courses.lumenlearning.com/wm-compapp/chapter/headers-and-footers/>

<https://whatis.techtarget.com/definition/file-format>



Horticultural Crops Production

Level-II

Learning Guide-11

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO3-LG-11

TTLM Code: AGR HCP2 TTLM 0120v1

LO 3: Create Tables and Add Images to Word Documents



Instruction sheet

Learning Guide #11

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 images
- Creating 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
- Change cells (insert and delete columns and rows) to meet information requirements
- Insert appropriate images into document and customise as necessary
- Position and resize images to meet document formatting needs
- Ensure the naming and storing/ saving of documents in appropriate directories or folders and the printing of documents to the required specifications

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 and Sheet 5.
4. Accomplish the “Self-check1 to Self-check 5 **in page -83, 87, 90, 92, and 97** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 to 5 **in page -84, 88, 91, 93, and 99 respectively.**
6. Do the “LAP test” **in page – 99** (if you are ready).

Information sheet -1

Inserting standard table

Tables help your 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.

Creating a table by highlighting rows and columns in Word

To create a table by highlighting rows and columns, follow these steps:

1. Click the Insert tab.
2. Move the cursor where you want to insert a table in your document.
3. Click the Table icon. A pull-down menu appears.

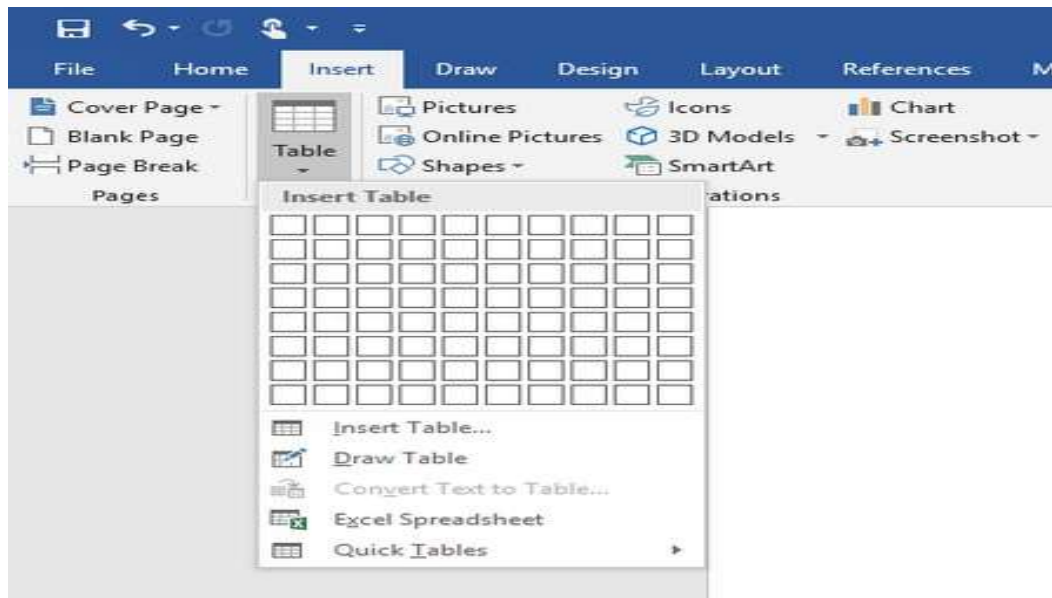


Figure 1. Inserting table

4. The Table pull-down menu displays squares that represent the number of rows and columns for your table.
5. Move the mouse pointer to highlight the number of rows and columns you want to create for your table.
6. When you highlight rows and columns, Word displays your table directly in your document so you can see exactly what your table will look like.
7. **Click the left mouse button when you're happy with the size of your table.**

**Self-check-1****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Write the important of table. (6points)

Note: Satisfactory rating - 6points

Unsatisfactory - below 6 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet sheet -1

Inserting table

Steps to create a table by highlighting rows and columns

1. Click the Insert tab.
2. Move the cursor where you want to insert a table in your document.
3. Click the Table icon
4. The Table pull-down menu displays squares that represent the number of rows and columns for your table.
5. Move the mouse pointer to highlight the number of rows and columns you want to create for your table.
6. When you highlight rows and columns, Word displays your table directly in your document so you can see exactly what your table will look like.
7. Click the left mouse button when you're happy with the size of your table.

Information sheet -2

Changin cells (insert and delete columns and rows)

Row and Column Basics

MS Excel is in tabular format consisting of rows and columns.

- Row runs horizontally while Column runs vertically.
- Each row is identified by row number, which runs vertically at the left side of the sheet.
- Each column is identified by column header, which runs horizontally at the top of the sheet.

Insert or delete rows, and columns

Insert and delete rows and columns to organize your worksheet better.

1. Select any cell within the column, then go to **Home > Insert > Insert Sheet Columns** or **Delete Sheet Columns**.
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

Or

Insert or delete a row

1. Select any cell within the row, then go to **Home > Insert > Insert Sheet Rows** or **Delete Sheet Rows**.
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**.

2.2. Formatting options

When you select a row or column that has formatting applied, that formatting will be transferred to a new row or column that you insert. If you don't want the formatting to be applied, you can select the **Insert Options** button after you insert, and choose from one of the options as follows:

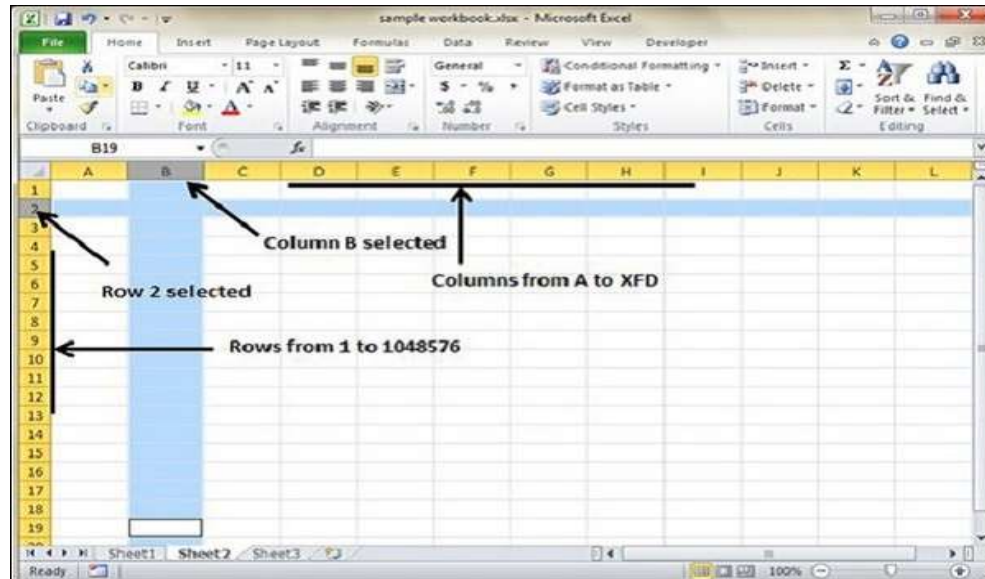


Figure 1: Excel row and column

If the Insert Options button isn't visible, then go to **File > Options > Advanced >** in the **Cut, copy and paste** group, check the **Show Insert Options buttons** option.

**Self-check-2****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Write the basics of row and column. (6points)

Note: Satisfactory rating - 6points

Unsatisfactory - below 6 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -2

Inserting or delete row and column

Steps to insert or delete rows and columns

Insert or delete a columns

1. Select any cell within the column, then go to **Home > Insert > Insert Sheet Columns** or **Delete Sheet Columns**.
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

Or

Insert or delete a row

1. Select any cell within the row, then go to **Home > Insert > Insert Sheet Rows** or **Delete Sheet Rows**.
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**.

Information sheet -3

Inserting appropriate images to documents

Insert image in to document

Although adding pictures to text is often thought of more with desktop publishing programs such as Microsoft Publisher, you can also insert photos into your Microsoft Word documents. Putting photos in a Word document makes it more interesting and highlights points raised in the text, whether it's a news release about a new product or a vacation photo in a Christmas letter. Adding photos to a Word document is an easy process, with the command locations differing only by the version of Word you are using. Following are instructions in how to put photos in a Microsoft Word document for Word 2007 and 2010.

Steps, inserting documents and images

1. Open the Word document that you want to insert a photo
2. Click the place in your document where you want the picture to appear.
3. Access the "Insert Picture" dialog box.
4. Browse to the photo you want to insert.
5. Click the file, then click "Insert.
6. Modify the picture as necessary.



Figure 1. Insert picture into MS words

Self-check-3

Written test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Write the important of adding image in to document. (5points)

Note: Satisfactory rating – 5 points Unsatisfactory - below 5points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Operation sheet -3

Inserting documents and images

Steps, inserting documents and images

1. Open the Word document that you want to insert a photo in
2. Click the place in your document where you want the picture to appear.
3. Access the "Insert Picture" dialog box.
4. Browse to the photo you want to insert.
5. Click the file, then click "Insert."
6. Modify the picture as necessary.

Information Sheet-4 Creating folders

Folder means

In computers, a folder is the virtual location for applications, documents, data or other sub-folders. Folders help in storing and organizing files and data in the computer. The term is most commonly used with graphical user interface operating systems.

To create a new folder in the Documents library:

1. Choose Start Documents.

The Documents library opens.

2. Click the New Folder button in the command bar.

An icon for the new folder appears in the content area, with the name New folder next to it, already selected.

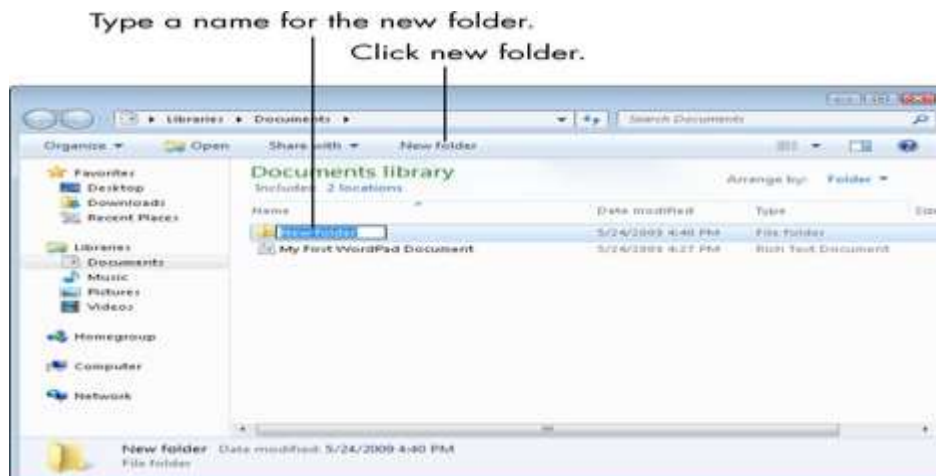


Figure 1. Create new folder

3. Type the name you intend to give to the new folder.

Don't move the cursor or mouse before you start typing. Your new text will replace the highlighted text automatically.

4. Press the Enter key to make the new name stick.

You can open your new folder by double-clicking its icon.



Self-check-4

Written test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is folder? (5points)

Note: Satisfactory rating – 5 points Unsatisfactory - below 5points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -4

Creating folder

Steps to create a new folder in the Documents library:

1. Choose Start Documents.
2. The Documents library opens.
3. Click the New Folder button in the command bar.
4. An icon for the new folder appears in the content area, with the name new folder next to it, already selected.
5. Type the name you intend to give to the new folder.
6. Don't move the cursor or mouse before you start typing. Your new text will replace the highlighted text automatically.
7. Press the Enter key to make the new name stick.
8. You can open your new folder by double-clicking its icon.

5.1 Printer

A printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper. Printers vary in size, speed, sophistication, and cost. In general, more expensive printers are used for higher-resolution color printing.

5.1.1 Printing a documents

To print a document, your computer needs to be connected to a printer. Being able to print is not necessary in order to use Word, but if you want to send a letter in the post or print out a poster, you'll need to have access to a printer.

You'll need:

- A computer with Microsoft Word installed
- A printer set up and connected to your computer (wireless or connected by cable)

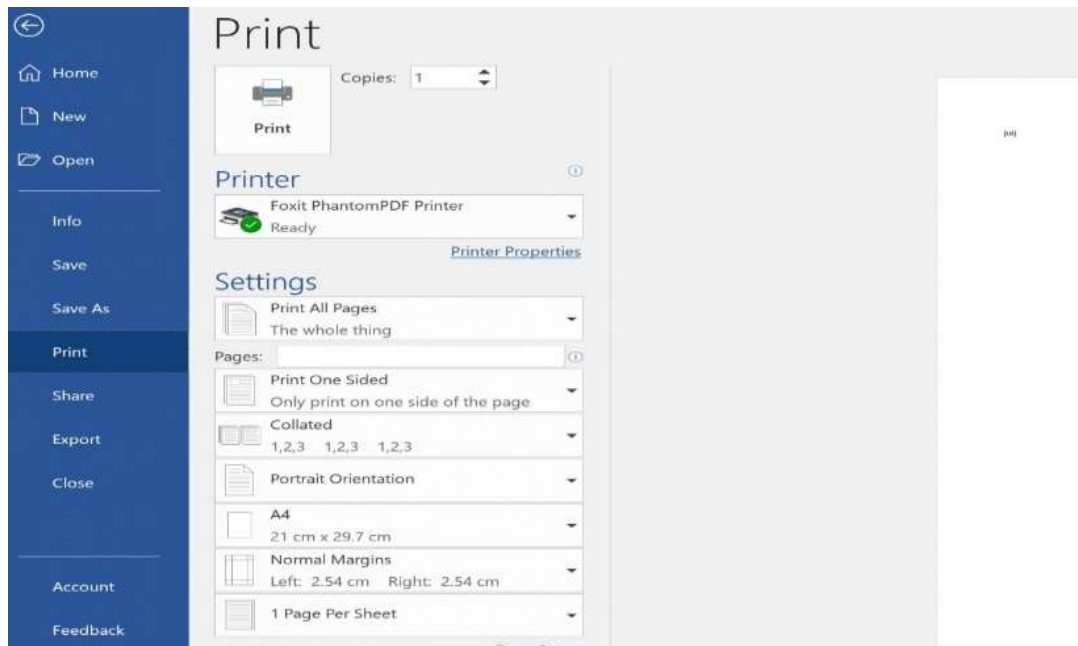
Follow these step-by-step instructions to print a document from Microsoft Office

Step 1: Open an existing Microsoft Word document or start a new document, if you have Windows 10 you can use Cortana to search for it. Before you print, type your text in the blank document or insert an image.

Step 2: When you are ready, click on **File** in the top left-hand corner of your document. Then, click on Print.

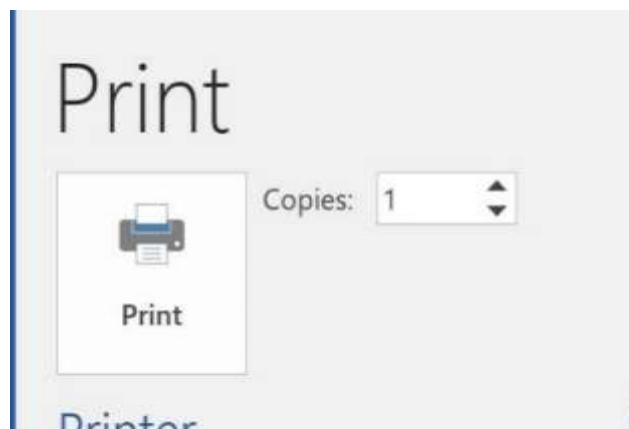


Step 3: For Office 365, click on File then **Print** in the menu, this will bring up the 'Print' dialogue box.



Step 5: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages.

Step 6: When you're happy with your settings, click **Print**. The document will now start printing on your printer.



Print

**Self-check-5****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is printer? (5points)

Note: Satisfactory rating – 5 points Unsatisfactory - below 5points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet -5

Printing documents

Follow these step-by-step instructions to print a document from Microsoft Office

Step 1: Open an existing Microsoft Word document or start a new document

Step 2: When you are ready, click on **File** in the top left-hand corner of your document. Then, click on Print.

Step 3: click on File then **Print** in the menu, this will bring up the 'Print' dialogue

Choose how many copies of your document you need and click on the printer you wish to use. You will have to have your printer already installed on your computer.

Step 5: choose other printing features such as whether you want to print all pages or only certain pages.

Step 6: click **Print**. The document will now start printing on your printer.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 3 hours.

Task 1. Insert table in to MS word

Task 2. Insert and delete row and column

Task 3. Insert documents and images

Task 4. Create folder

Task 5. Print a documents



List of reference and materials

<https://www.wikihow.com/Print-a-Word-Document>

<https://support.office.com/en-us/article/insert-a-table-a138f745-73ef-4879-b99a-2f3d38be612a>

<https://www.webucator.com/how-to/how-create-new-folder-windows-10.cfm>



Horticultural Crops Production

Level-II

Learning Guide-12

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO4-LG-12

TTLM Code: AGR HCP2 TTLM 0120v1

LO 4: Use appropriate spread sheet software



Instruction sheet

Learning Guide #12

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
- spreadsheet application
- Entering simple formulas and functions
- Using a range of common tools
- Editing columns and rows
- Using the auto-fill function
- naming and storing of documents
- printing of 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 –**

- Select spread sheet software appropriate
- Identify document purpose, audience and presentation requirements
- Open the spread sheet application, create and number spread sheet files
- Enter simple formulas and functions using cell referencing
- Use a range of common tools during spread sheet development
- Edit columns and rows in the the spread sheet
- Use the auto-fill function to increment data
- Ensure the naming and storing of documents in appropriate directories

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 to 7.
4. Accomplish the “Self-check1 to Self-check 7 **in page -105, 108, 111,125, 133, and 138** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1to 4 **in page - 112, 126, 134 and respectively.**
6. Do the “LAP test” **in page – 140** (if you are ready)

Information sheet-1

Selecting spread sheet software appropriate

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. They can also have multiple interacting sheets with data represented in text, numeric or in graphic form. With these capabilities, spreadsheet software has replaced many paper-based systems, especially in the business world.

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.

1.1.1 The 8 Best Spreadsheet Apps

- Microsoft Excel for powerful data crunching and large data sets
- Google Sheets for spreadsheet collaboration
- LibreOffice Calc for a free, native spreadsheet app
- Smart sheet for project management and other non-spreadsheet tasks
- Quip for integrating spreadsheets into shared documents
- Zoho Sheet for a free, feature-rich solution
- EtherCalc for creating a collaborative spreadsheet without an account
- Air table for database management.

1.2 Spreadsheet overview

Below is a basic example of what a Microsoft Excel spreadsheet looks like, with all the important features of a spreadsheet highlighted.

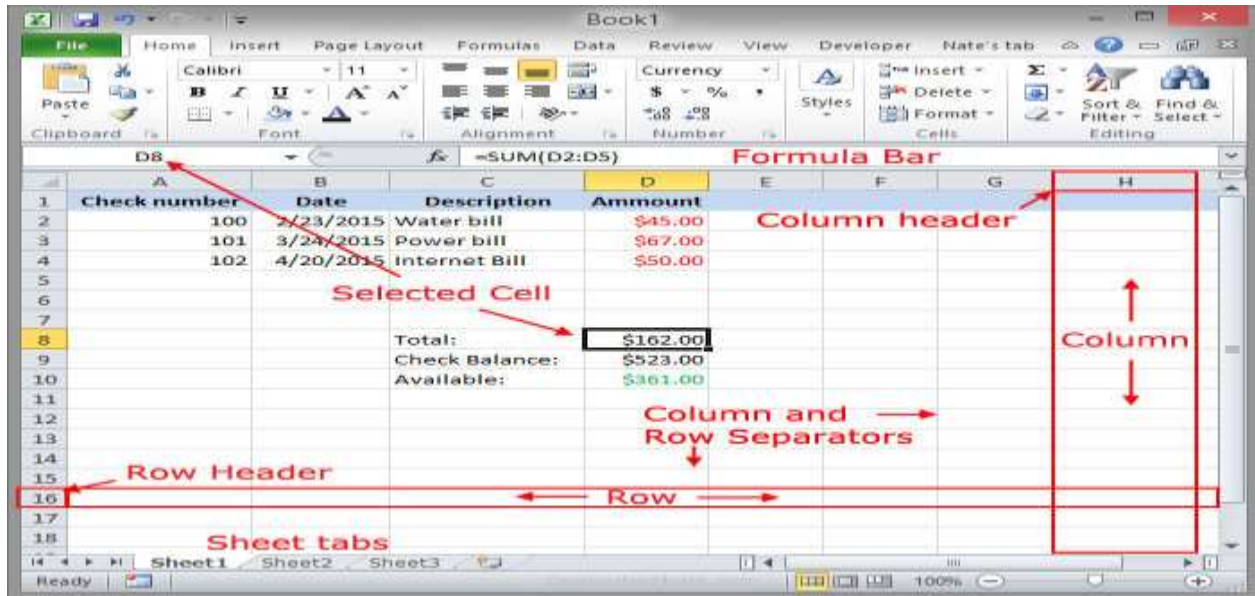


Figure 1. Spreadsheet view

Computer has made our life easier than ever before. Now we can not only record our data precisely, but analysis and working with data is also very easy. Different programs are useful in this regard, but Microsoft excel is the most commonly used program.

1. Work book.

A file, which contain sheet to work on, is called as workbook. If we take the example of Microsoft Excel, a workbook contains three worksheets. Many other programs also have workbooks, which are used for the same purpose. Number of work sheet in work book varies with the program used.

2. Spreadsheet

Spreadsheet is the main working space of any such program. When we open a program like Excel, we load a spreadsheet, which further contains workbooks and worksheets. Hence, spreadsheet is a larger program, as compare to others.

3. Worksheet

The sheet on which data is actually recorded is called as work sheet. Different formulas are applied for the analysis of data on the work sheet. So, we can say that worksheet is the working table of excel. It is the single sheet

**Self-check-1****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

4. What is spreadsheet? (5points)
5. Write the difference b/n spreadsheet and worksheet. (10 points)

Note: Satisfactory rating – 15 points Unsatisfactory - below 15points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Information sheet-2

Spreadsheet Applications

Spreadsheets are frequently used to record information and perform calculations on the results of investigations and experiments. In mathematics, spreadsheets are particularly useful when a number of repetitive calculations need to be performed. The main features of the Microsoft® Excel spreadsheet are described below. Open a new Excel spreadsheet to help you identify the features described.

Rows, columns and cells

- Horizontal rows are labelled 1, 2, 3, 4, ... and vertical columns are labelled A, B, C, D, ...
- The intersection of a row and a column is called a cell.
- The cell at the intersection of column A and row 1 is referred to as A1.
- The highlighted rectangle on the screen is called the **cell pointer** and the cell containing the cell pointer is called the **active cell**.
- Note that Excel contains 256 columns labelled A, B, C, ..., AA, AB, ..., AZ, ..., BA, BB, BC, ..., BZ, CA, CB, CC, ..., CZ, and it contains 65 536 rows labelled from 1 to 65 536.

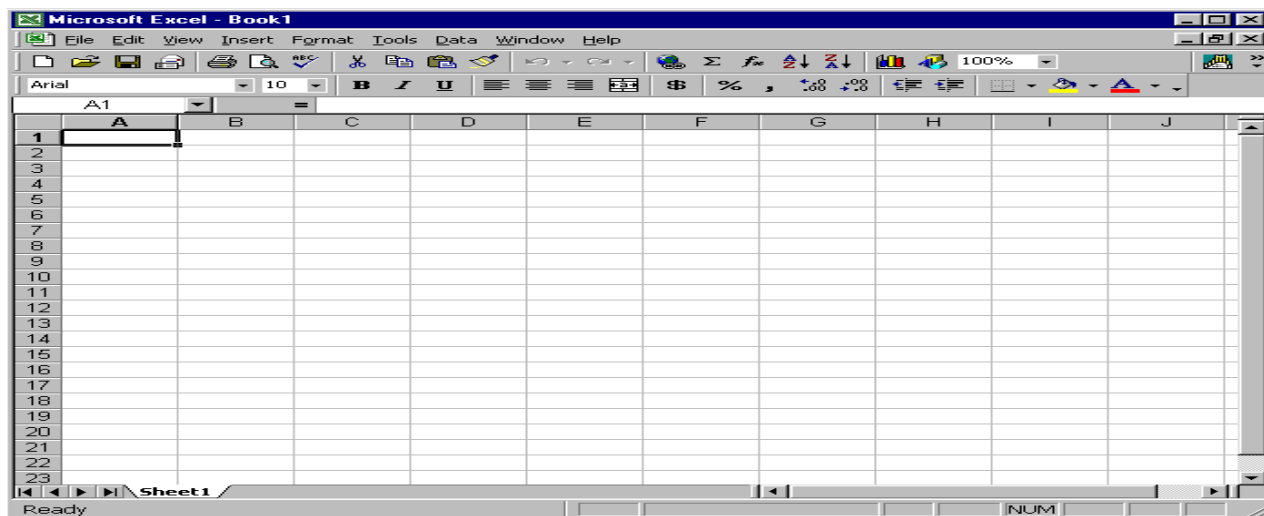


Figure 1. Spreadsheet application

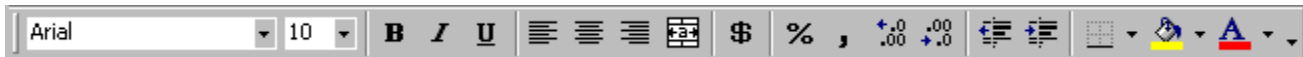
Standard toolbar

The Standard toolbar provides easy access to frequently used functions such as save, cut, copy, paste, etc.



Formatting toolbar

The Formatting toolbar provides easy access to commands such as bold, italics, font, alignment of text, etc.





Self-check-2	Written test
--------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. List the standard toolbar? (5points)
2. List the formatting toolbar. (5 points)

Note: Satisfactory rating – 10 points Unsatisfactory - below 10points

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

Score = _____
Rating= _____

Name: _____

Date: _____

Answer sheet



Information sheet-3

Entering simple formulas and functions

Formulas are the real workhorses of an Excel worksheet. If you set up a formula properly, it computes the correct answer when you enter it into a cell. You can set up a formula from the functions excel provides or create your own custom excel function. From then on, it keeps itself up to date, recalculating the results whenever you change any of the values that the formula uses.

This Mathematical Operator Is Used For
+ (plus, sign)	Addition
– (minus sign or hyphen)	Subtraction
* (asterisk)	Multiplication
/ (slash)	Division
^ (caret)	Raising a number to an exponential power

For example, to create a formula in cell C2 that multiplies a value entered in cell A2 by a value in cell B2, enter the following formula in cell C2: **=A2*B2**

To enter this formula in cell C2, follow these step

1. Select cell C2.
2. Type the entire formula **=A2*B2** in the cell

OR

1. Select cell C2.
2. Type = (equal sign).
3. Select cell A2 in the worksheet by using the mouse or the keyboard
4. Type * (Shift+8 on the top row of the keyboard).
5. Select cell B2 in the worksheet by using the mouse or the keyboard
6. Press Enter.

Excel displays the calculated answer in cell C2 and the formula **=A2*B2** in the Formula bar

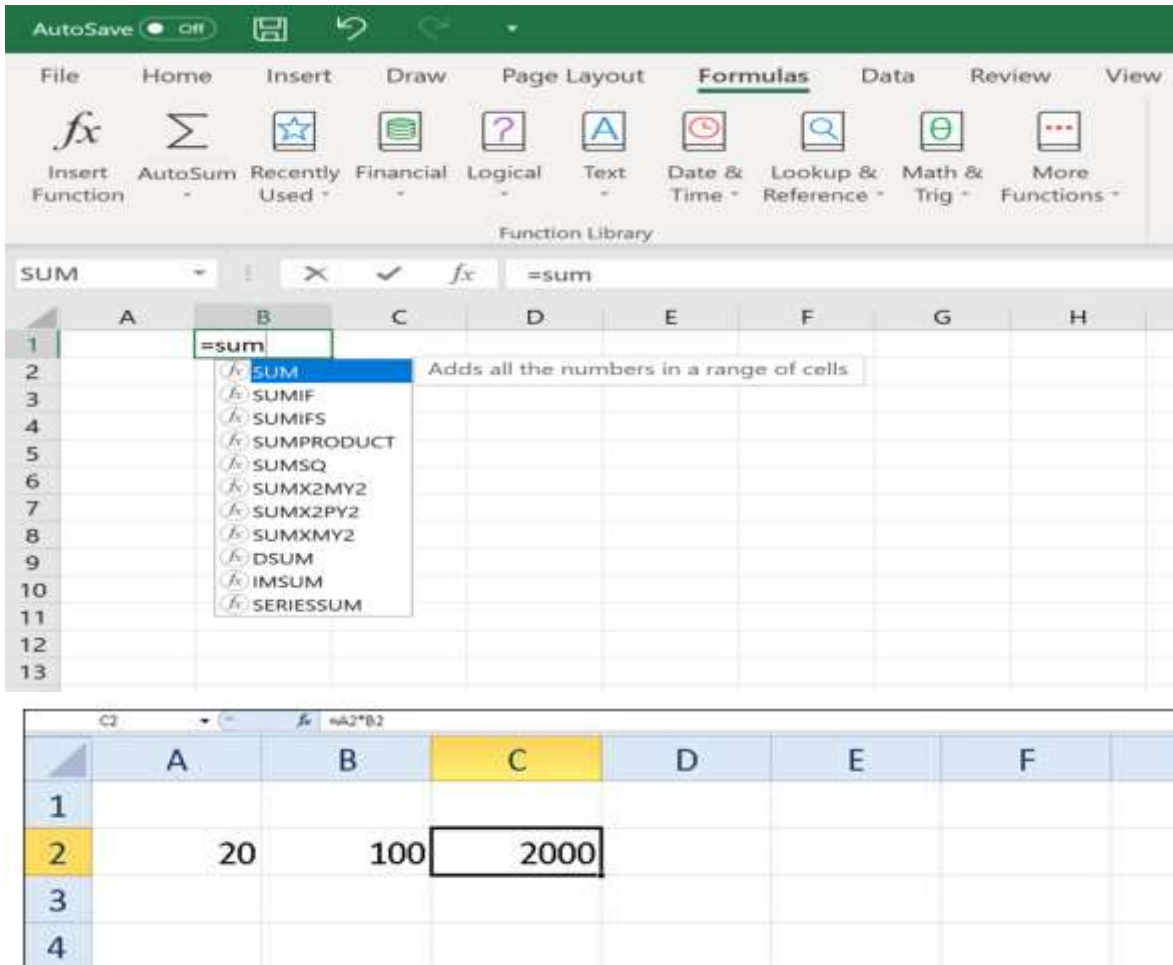


Figure 1: Excel spreadsheet

**Self-check-3****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is formula? (5points)
2. List mathematical operators. (5points)

Note: Satisfactory rating – 10 points Unsatisfactory - below 10 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet-3**Entering the formula in cell C2**

Step to enter the formula in cell C2

1. Select cell C2.
2. Type = (equal sign).
3. Select cell A2 in the worksheet by using the mouse or the keyboard
4. Type * (Shift+8 on the top row of the keyboard).
5. Select cell B2 in the worksheet by using the mouse or the keyboard
6. Press Enter.

Information Sheet-4

Using a range of common tools

4.1. Spreadsheet Tools

While the data management and graphing features of spreadsheet programs are well-known, powerful programs like Microsoft Excel include a large number of additional tools that can be used to great effect in a course.

The details of how to use the following list of tools in Microsoft Excel are described below.

- ❖ Specialized functions
- ❖ Fill data series
- ❖ Generating tables of data
- ❖ Statistical tools
- ❖ Numerically solving simultaneous equations
- ❖ Optimization
- ❖ Matrix algebra operations

1. Specialized functions

Excel provides a wide variety of built-in formulas for completing a number of computations. Aside from a wide array of standard statistical, financial, and mathematical functions, Excel has a number of logical operators, database management tools, and formulas for making time calculations.

2. Fill data series

Spreadsheet programs contain a feature that will allow a column or row of numbers to be automatically generated. In Excel, this command can be used to create data with linear or growth characteristics or may be used to estimate the trend series of existing data.



3. Data tables

Data tables in Excel may be used to automatically create an array of data from three-variable equations. The table is set up so that values for two independent variables are entered on the edges, and the middle of the table contains the data for the dependent variable.

4. Statistical tools

Excel has a number of built-in statistical tools that are useful in a variety of situations. An option in scatter plot charts of data allows a regression (trend) line to be plotted and the equation and R-squared value to be displayed. Basic ordinary least squares linear regressions are straightforward to compute, as are a variety of hypothesis test statistics and analyses of distribution functions.

5. Solving simultaneous equations

Many users have been frustrated by the "cannot resolve circular references" error message Excel returns when two formulas refer to each other. However, an option in Excel allows the user to resolve these circular references by solving the equations through a numerical method.

6. Optimization

The Solver Add-in for Excel allows Excel to find an optimal solution for a system of formulas programmed in a spreadsheet. Specifically, Solver can be directed to find the minimum value, maximum value, or any specific value for a formula cell by changing the value(s) in other specified cells(s).

7. Matrix Algebra

Excel can manipulate data as vectors or matrices and can compute some basic matrix operations. This is sometimes useful when presenting more advanced topics in mathematics or statistics.



Self-check-3

Written test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What function of spreadsheet tool? (5points)
2. List and describe the tools in Microsoft Excel (10 points)

Note: Satisfactory rating – 15 points Unsatisfactory - below 15 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet

Information sheet-5

Editing columns and rows on spread sheet

5.1. Difference columns and rows

Mixing up the definition of rows and columns is easy, but knowing the difference is important when learning how to structure a spreadsheet or when following a tutorial.

Columns run vertically, up and down. Using the image above, we can see that A, B, and C are columns because they're located at the top of the spreadsheet. They're there to align the cells below them. Most spreadsheet programs mark columns headings with letters.

Rows, then, are the opposite of columns and run horizontally. The rows in our image include 1, 2, 3, 4, and 5.



One easy way to remember the difference between columns and rows is to think about real-world scenarios. A column on a building is a large, vertical pillar, while the rows of a corn field are long aisles.

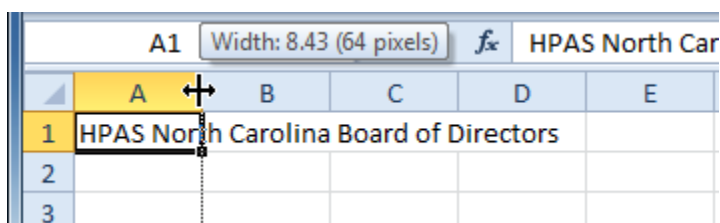
5.2. Working with columns, rows, and cells

By default, every row and column of a new workbook is set to the same **height** and **width**. Excel allows you to modify column width and row height in different ways.

Optional: You can download this **example** for extra practice.

To modify column width:

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



2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.

	A1	Width: 36.14 (258 pixels)	fx	HPAS North Car
	A			B
1	HPAS North Carolina Board of Directors			
2				
3				

3. Release the mouse. The column width will be changed in your spreadsheet.

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

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

To modify row height:

1. Position the **cursor** over the **row line** so the **white cross** becomes a **double arrow**.

	A1	fx	HPAS North Car
	A		B
1	HPAS North Carolina Board of Directors		
2			
3			
4			
5			
6			

2. **Click and drag the row** downward to increase row height or upward to decrease height.

HPAS North Car	
A	B
HPAS North Carolina Board of Directors	

- Release the mouse. The height of each selected row will be changed in your worksheet.

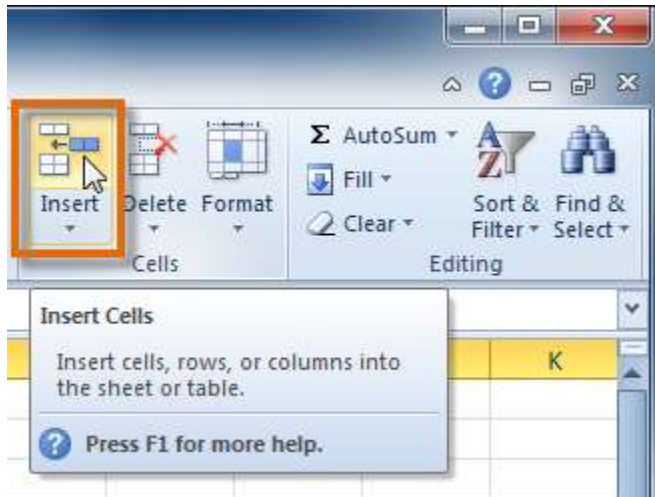
HPAS North Car	
A	B
HPAS North Carolina Board of Directors	

To insert rows:


- Select the row **below** where you want the new row to appear.


McBride, Rebecca			
	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hпасnc.org
2	Davis, Garrett	919-576-4562	davisg@hпасnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardtte@hпасnc.org
4	Everett, Carol	919-503-9560	everettc@hпасnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hпасnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hпасnc.org
7	McBride, Rebecca	828-357-0072	mcbrider@hпасnc.org
8	Mixon, Daniel	919-821-7425	mixond@hпасnc.org
9	Stevens, Kevin	919-783-8564	stevensk@hпасnc.org

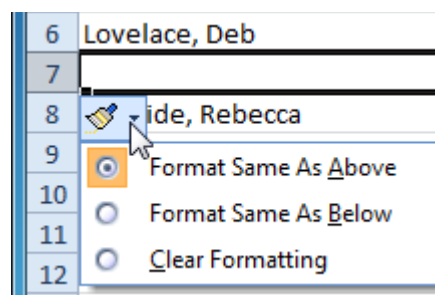
- Click the **Insert** command on the **Home** tab.



3. The new row appears in your worksheet.

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpnsc.org
2	Davis, Garrett	919-576-4562	davisg@hpnsc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardtte@hpnsc.org
4	Everett, Carol	919-503-9560	everettc@hpnsc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpnsc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpnsc.org
7			
8	 Bride, Rebecca	828-357-0072	mcbrider@hpnsc.org
9	Mixon, Daniel	919-821-7425	mixond@hpnsc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpnsc.org

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



To insert columns:

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

	B1		fx	919-882-6561
	A	B		C
1	Ashberry, Jane	919-882-6561		ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562		davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558		eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560		everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559		hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656		lovelaced@hpasnc.org
7	Manning, Christopher L.	919-976-7569		manningc@hpasnc.org
8	McBride, Rebecca	828-357-0072		mcbriider@hpasnc.org
9	Mixon, Daniel	919-821-7425		mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564		stevensk@hpasnc.org

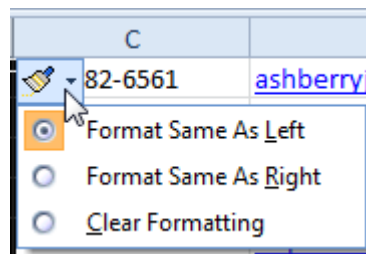
2. Click the **Insert** command on the **Home** tab.



3. The new column appears in your worksheet.

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

By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the **Insert Options** button and click the drop-down arrow that appears.



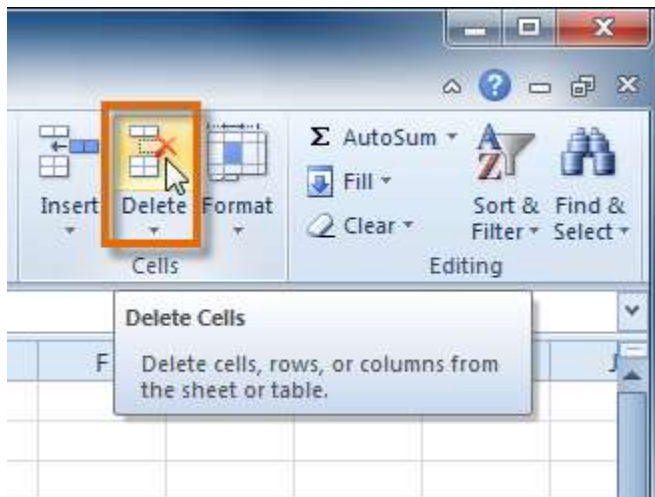
When inserting rows and columns, make sure to select the row or column by clicking its heading so all of the cells in that row or column are selected. If you select just a cell in the row or column, only a new cell will be inserted.

To delete rows:

1. Select the rows you want to delete.

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

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



3. The rows are deleted from your worksheet.

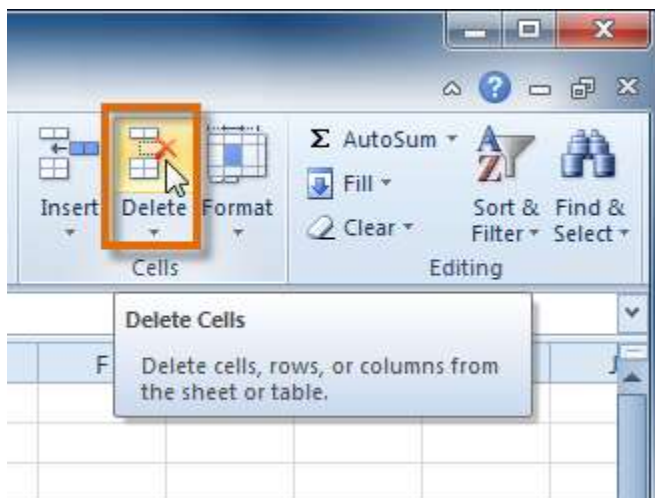
	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
4	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
5	McBride, Rebecca	828-357-0072	mcbriider@hpasnc.org
6	Mixon, Daniel	919-821-7425	mixond@hpasnc.org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

To delete columns:

1. Select the columns you want to delete.

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

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



3. The columns are deleted from your worksheet.

B1		fx 919-882-6561					
	A	B	C	D	E	F	G
1	Ashberry, Jane	919-882-6561	ashberryj@hpnasnc.org				
2	Davis, Garrett	919-576-4562	davisg@hpnasnc.org				
3	Eberhardt, Elizabeth	252-985-3558	eberhardtte@hpnasnc.org				
4	Everett, Carol	919-503-9560	everettc@hpnasnc.org				
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpnasnc.org				
6	Lovelace, Deb	919-785-9656	lovelaced@hpnasnc.org				
7	Manning, Christopher L.	919-976-7569	manningc@hpnasnc.org				
8	McBride, Rebecca	828-357-0072	mcbriider@hpnasnc.org				
9	Mixon, Daniel	919-821-7425	mixond@hpnasnc.org				
10	Stevens, Kevin	919-783-8564	stevensk@hpnasnc.org				

1. **Edit** menu, click **Paste Special**, select **Column Widths**, and then click **OK**



Self-check-5	Written test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Write the difference b/n columns and rows? (6points)

Note: Satisfactory rating – 6points Unsatisfactory - below 6 points

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

Score = _____
Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet-5

Working with columns and rows

Steps to modify column width:

1. Position your mouse over the **column line** in the **column heading** so the **white cross** becomes a **double arrow**.
2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.
3. Release the mouse. The column width will be changed in your spreadsheet.

Steps to modify row height:

8. Position the **cursor** over the **row line** so the **white cross** becomes a **double arrow**.
9. **Click and drag the row** downward to increase row height or upward to decrease height.
10. Release the mouse. The height of each selected row will be changed in your worksheet.

Steps to insert rows:

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

Steps to insert columns:

1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.
2. Click the **Insert** command on the **Home** tab.
3. The new column appears in your worksheet.



Steps to delete rows:

1. Select the rows you want to delete.
2. Click the **Delete** command on the **Home** tab.
3. The rows are deleted from your worksheet.

Steps to delete columns:

1. Select the columns you want to delete.
2. Click the **Delete** command on the **Home** tab.
3. The columns are deleted from your worksheet.



Information sheet-6

Using the auto-fill functions

6.1. AutoFill

AutoFill is a very useful Excel feature. It allows you to create entire columns or rows of data which are based on the values from other cells. In other words, Excel compares the selected data and tries to guess the next values that will be inserted.

Use AutoFill in Excel to automatically fill a series of cells. This page contains many easy to follow AutoFill examples. The sky is the limit!

1. For example, enter the value 10 into cell A1 and the value 20 into cell A2.

	A	B	C	D	E	F	G	H	I
1	10								
2	20								
3									

2. Select cell A1 and cell A2 and drag the fill handle down. The fill handle is the little green box at the lower right of a selected cell or selected range of cells.

	A	B	C	D	E	F	G	H	I
1	10								
2	20								
3	30								
4	40								
5	50								
6	60								
7									
8									

Note: AutoFill automatically fills in the numbers based on the pattern of the first two numbers.

3. Enter Jan into cell A1.

	A	B	C	D	E	F	G	H	I
1	Jan								
2									

4. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the month names.

	A	B	C	D	E	F	G	H	I
1	Jan								
2	Feb								
3	Mar								
4	Apr								
5	May								
6	Jun								
7									
8									

5. Enter Product 1 into cell A1.

	A	B	C	D	E	F	G	H	I
1	Product 1								
2									

6. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the product names.

	A	B	C	D	E	F	G	H	I
1	Product 1								
2	Product 2								
3	Product 3								
4	Product 4								
5	Product 5								
6	Product 6								
7									
8									

7. Enter Friday into cell A1.

	A	B	C	D	E	F	G	H	I
1	Friday								
2									

8. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the day names.

	A	B	C	D	E	F	G	H	I
1	Friday								
2	Saturday								
3	Sunday								
4	Monday								
5	Tuesday								
6									
7									

9. Enter the date 1/14/2019 into cell A1.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2									

10. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the days.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/15/2019								
3	1/16/2019								
4	1/17/2019								
5	1/18/2019								
6	1/19/2019								
7									
8									

11. Instead of filling in days, use the AutoFill options to fill in weekdays (ignoring weekend days), months (see example below) or years.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	2/14/2019								
3	3/14/2019								
4	4/14/2019								
5	5/14/2019								
6	6/14/2019								
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

- ☐ Copy Cells
- ☐ Fill Series
- ☐ Fill Formatting Only
- ☐ Fill Without Formatting
- ☐ Fill Days
- ☐ Fill Weekdays
- ☒ Fill Months
- ☐ Fill Years
- ☐ Flash Fill

Note: also see the options to fill the formatting only and to fill a series without formatting.

12. Enter the date 1/14/2019 into cell A1 and the date 1/21/2019 into cell A2.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/21/2019								
3									

13. Select cell A1 and cell A2 and drag the fill handle down. AutoFill automatically fills in the dates based on the pattern of the first two dates.

	A	B	C	D	E	F	G	H	I
1	1/14/2019								
2	1/21/2019								
3	1/28/2019								
4	2/4/2019								
5	2/11/2019								
6	2/18/2019								
7									
8									

14. Enter the time 6:00 AM into cell A1.

	A	B	C	D	E	F	G	H	I
1	6:00 AM								
2									

15. Select cell A1 and drag the fill handle across. AutoFill automatically fills in the times.

	A	B	C	D	E	F	G	H	I
1	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	
2									
3									



Self-check-6	Written test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. What is auto fill? (6points)

Note: Satisfactory rating – 6points Unsatisfactory - below 6 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet-6

Using auto fill

Steps to use auto fill

1. For example, enter the value 10 into cell A1 and the value 20 into cell A2.
2. Select cell A1 and cell A2 and drag the fill handle down. The fill handle is the little green box at the lower right of a selected cell or selected range of cells.
3. Enter Jan into cell A1.
4. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the month names.
5. Enter Product 1 into cell A1.
6. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the product names.
7. Enter Friday into cell A1.
8. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the day names.
9. Enter the date 1/14/2019 into cell A1.
10. Select cell A1 and drag the fill handle down. AutoFill automatically fills in the days.
11. Instead of filling in days, use the AutoFill options to fill in weekdays (ignoring weekend days), months (see example below) or years.
12. Enter the date 1/14/2019 into cell A1 and the date 1/21/2019 into cell A2.
13. Select cell A1 and cell A2 and drag the fill handle down. AutoFill automatically fills in the dates based on the pattern of the first two dates.
14. Enter the time 6:00 AM into cell A1.
15. Select cell A1 and drag the fill handle across. AutoFill automatically fills in the times.

Information sheet-7

Naming and storing of documents

7.1 File naming

How you organize and name your files will have a big impact on your ability to find those files later and to understand what they contain. You should be consistent and descriptive in naming and organizing files so that it is obvious where to find specific data and what the files contain.

It's a good idea to set up a clear directory structure that includes information like the project title, a date, and some type of unique identifier. Individual directories may be set up by date, researcher, experimental run, or whatever makes sense for you and your research.

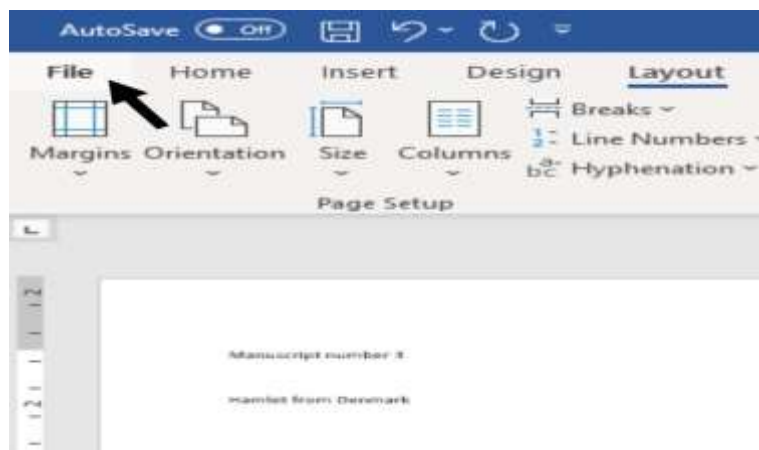
7.2 save a document

If you've written a bestseller or created a newsletter, you'll probably want to save it somewhere so that you can get to it again for printing or sending by email. You may also have started a document but want to finish it off later.

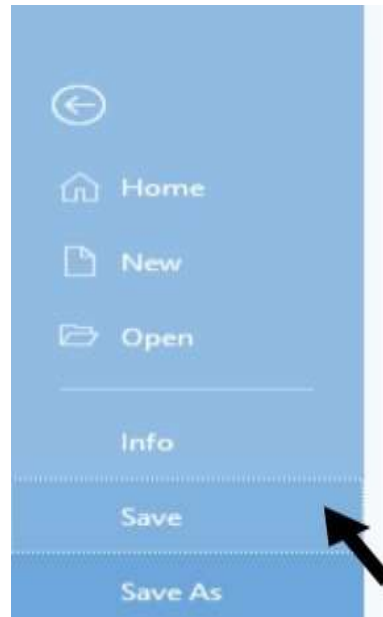
Follow these step-by-step instructions to save a document

Step 1: Start a new document in Word and type your text.

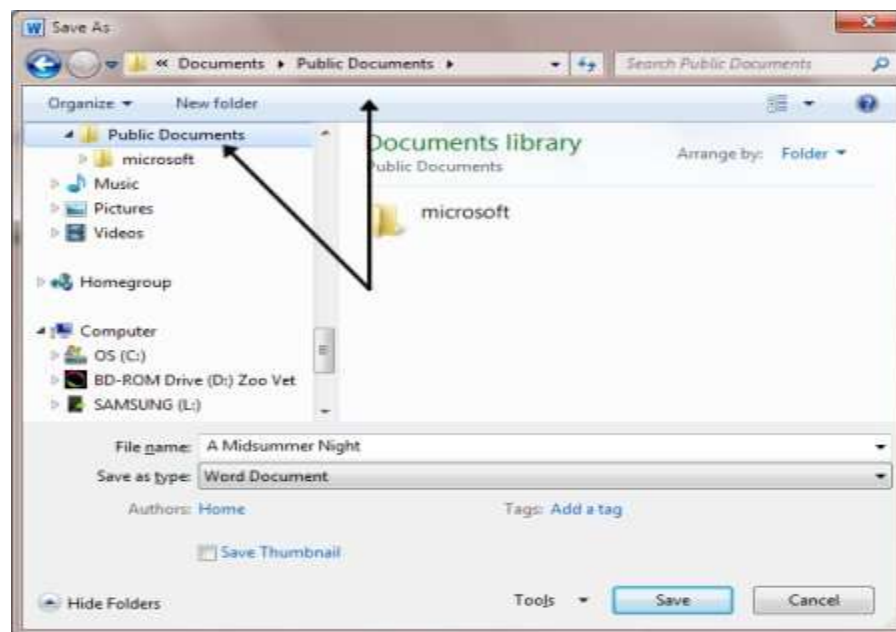
Step 2: Click **File** in the top left-hand corner of the screen.



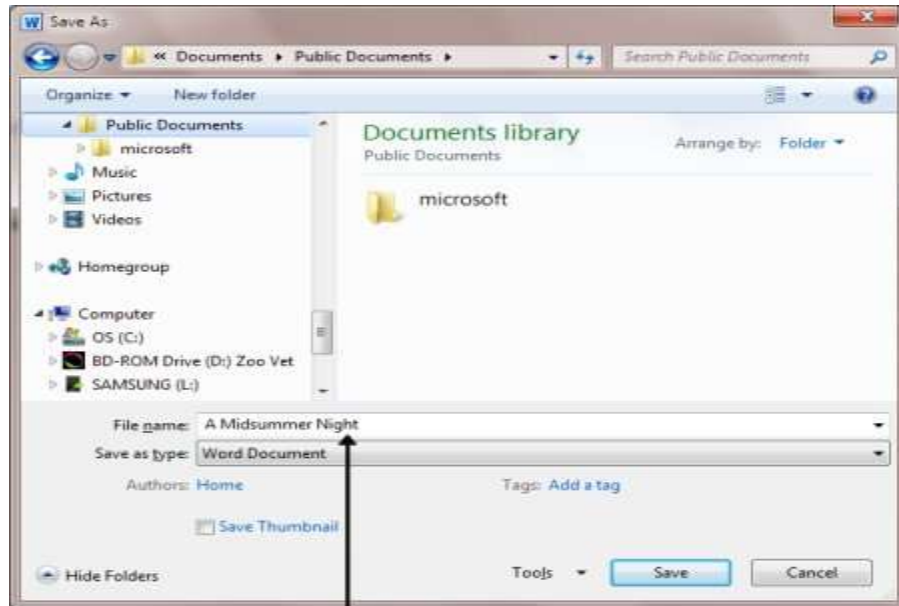
Step 3: From the menu, choose **Save**.



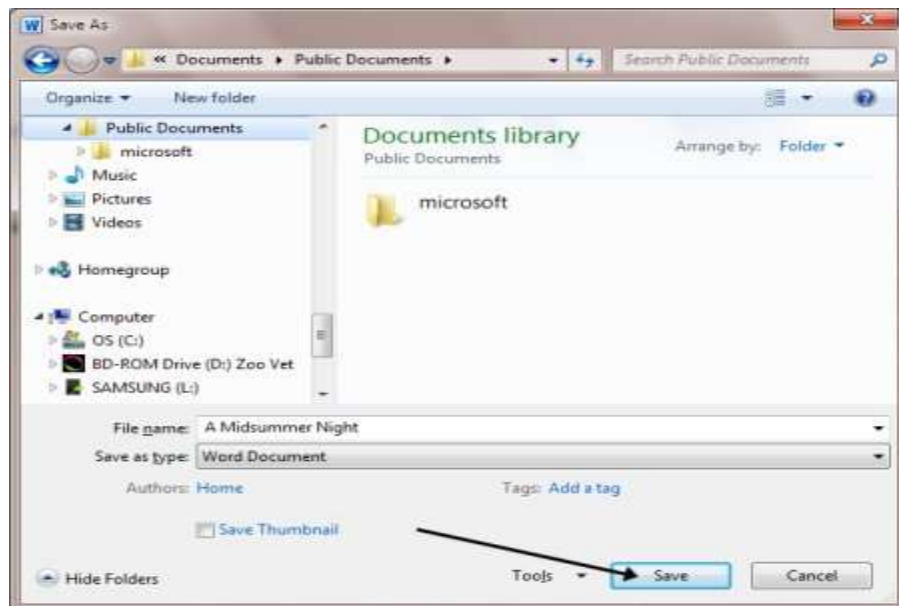
Step 4: A 'Save' dialogue box will come up.



Step 5: Word will automatically give your document a name, based on the first few words of your text. If you don't like the one given, once you have chosen the destination folder, type a name for your document in the 'File name' box.



Step 6: Once you have typed in the name of your document, click **Save**.



Step 7: Your document will now have a name,

Step 8: The 'Save As' menu – the link to which is on the left-hand side of the 'File' dialogue box, beneath 'Save' – is used to save an existing document under another name.

**Self-check-7****Written test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page

1. Define file naming and file saving? (8points)

Note: Satisfactory rating – 8 points Unsatisfactory - below 8 points

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

Score = _____

Rating= _____

Name: _____

Date: _____

Answer sheet



Operation sheet-7

Saving a document

Step-by-step instructions to save a document

Step 1: Start a new document in Word and type your text.

Step 2: Click **File** in the top left-hand corner of the screen.

Step 3: From the menu, choose **Save**.

Step 4: A 'Save' dialogue box will come up.

Step 5: Automatically give your document a name, based on the first few words of your text.

Step 6: Once you have typed in the name of your document, click **Save**.

Step 7: Your document will now have a name,

Step 8: The 'Save As' menu – the link to which is on the left-hand side of the 'File' dialogue box, beneath 'Save' – is used to save an existing document under another name.



LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 2 hours.

Task 1. Enter the formula in cell C2

Task 2. Edit rows and columns

Task 3. Use auto fill

Task 4. Save documents





List of reference and materials

<https://www.dummies.com/software/microsoft-office/excel/how-to-enter-basic-formulas-in-excel-2010/>

<https://blog.nhlearningsolutions.com/blog/how-to-use-autofill-in-microsoft-excel>

<https://www.wikihow.com/Save-a-Microsoft-Word-Document>



Horticultural Crops Production

Level-II

Learning Guide-13

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO5-LG-13

TTLM Code: AGR HCP2 TTLM 0120v1

LO5: Incorporate object and chart in spread sheet



Instruction sheet

Learning Guide #13

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

- Importing an object to active spread sheet
- Manipulating imported object using formatting features
- Creating a chart using selected data
- Displaying selected data in a different chart
- Modifying chart is modified 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 –**

- Import an object into an active spread sheet
- Manipulate imported object by using formatting features
- Create a chart using selected data in the spread sheet
- 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 to 6.
3. Read the information written in the information “Sheet 1 and Sheet 2.
4. Accomplish the “Self-check1 and Self-check 2 **in page -61 and 68** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 **in page -62.**
6. Do the “LAP test” **in page – 69** (if you are ready).

Information sheet-1

Importing an object to active spread sheet

1.1. Defining Template Categories

Follow these steps:

1. In the Setup and Maintenance work area, go to the Manage Common Lookups task.
2. On the Manage Common Lookups page, search for the lookup type **ORA_HRC_DL_TEMPLATE_CATEGORY**.
3. In the search results, select **ORA_HRC_DL_TEMPLATE_CATEGORY** to display its lookup codes.
4. Click the **New** icon to add a row to the lookup codes table.
5. Define the lookup codes for your categories. For example, to create a category for worker templates:
 - a. Enter **WORKER_TEMPLATES** in the **Lookup Code** field.
 - b. Enter **Worker** in the **Meaning** field. This value appears in the list of categories on the Manage Spreadsheet Templates page, for example

1.2. Importing Job Objects to the Spreadsheet

1. Open the **SalesJobs.xlsx** spreadsheet and sign in when prompted.
2. On the Spreadsheet Loader toolbar, click **Import File**.
3. Complete the fields of the **Import from File** dialog box as shown in this table
4. Click **OK**. The data set name is generated automatically.
5. Correct any Import File Errors reported in the **Progress** and **Message** columns of the Spreadsheet Line Status section of the spreadsheet

1.3. Import one file with one object type

Follow these steps when your file contains only one object type (e.g., the file contains only contacts).

- Ensure that your import file is already set up correctly.
- In your HubSpot account, navigate to your contacts, companies, deals, tickets, or products.



- In the upper right, click **Import**.
- Click **Start an import**.
- Select **File from computer**, then click **next**.
- Select **one file**, then click **next**.
- Select **one object**, then click **next**.
- Select the **object type** in your import file.
- Click **choose a file** and in the dialog box, select your **import file**. Select the **checkbox** if you're using the object ID to deduplicate your contacts, companies, deals, tickets, or products. In the bottom right, click **Next**

1.4. Import one file with multiple object types

Follow these steps when your single file contains more than one type of object (e.g., the file contains contacts, deals and notes).

- Ensure that your import file is already set up correctly.
- In your Hub Spot account, navigate to your contacts, companies, deals, tickets, or products.
- In the upper right, click **Import**.
- Click **Start an import**.
- Select **File from computer**, then in the bottom right, click **Next**.
- Select **one file**, and click **next**.
- Select **multiple objects**, and click **next**.
- Select the **types of objects** in your import file. Then, click **next**.
- Click **choose a file**, then select your **import file**. If you're using the object ID to deduplicate your contact, company, deal, or ticket records, select the **Update existing records using "Object ID" exported from HubSpot** checkbox.
- Click **Next**



**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to Import one file with one object type? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer



Information sheet-2	Creating a chart using selected data
---------------------	--------------------------------------

2.1. Graphs and Charts in Excel

Charts and graphs elevate your data by providing an easy-to-understand visualization of numeric values. While the terms are often used interchangeably, they are slightly different. Graphs are the most basic way to represent data visually, and typically display data point values over a duration of time. Charts are a bit more complex, as they allow you to compare pieces of a data set relative to the other data in that set. Charts are also considered more visual than graphs, since they often take a different shape than a generic x- and y-axis.

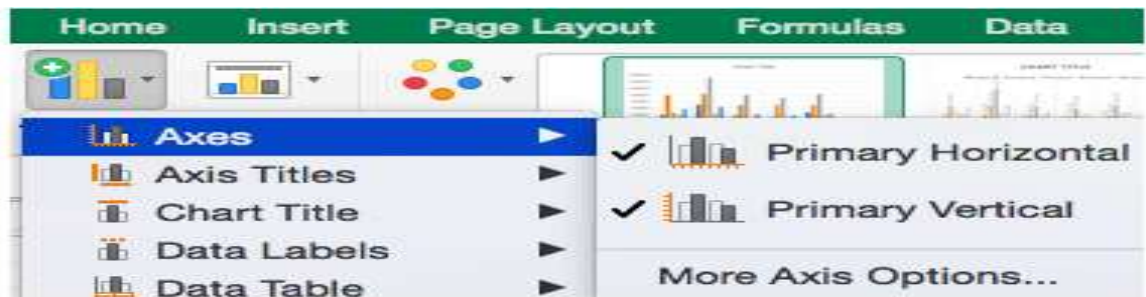
2.2. Make a Chart in Excel

Step 1: Select Chart Type



Step 2: Create Your Chart

Step 3: Add Chart Elements



2.3. Make a Graph in Excel

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

2.4. Select Range to Create a Graph from Workbook Data

1. Highlight the cells that contain the data you want to use in your graph by clicking and dragging your mouse across the cells.
2. Your cell range will now be highlighted in gray
3. 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

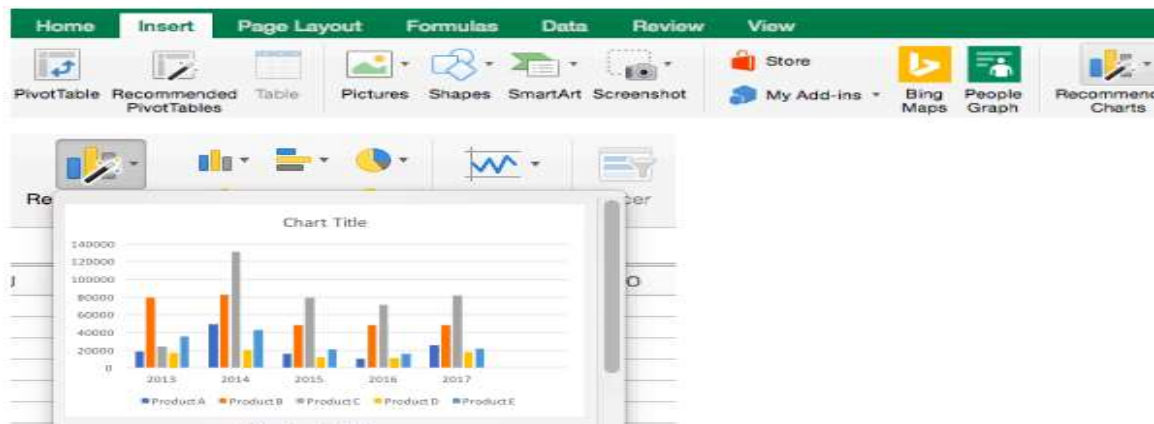


Figure 1. Graph in Excel

**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write difference between graphs and chart in excel? 6points
2. How to Make a Graph in Excel? 6 points

Note: Satisfactory rating – 12 points

Unsatisfactory - below 12 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet



Operation sheet-2	Making a chart in Excel
--------------------------	--------------------------------

Steps to Make a Chart in Excel

Step 1: Select Chart Type

Step 2: Create Your Chart

Step 3: Add Chart Elements

Step 4: Highlight the cells that contain the data you want to use in your graph by clicking and dragging your mouse across the cells.

Step 5: Your cell range will now be highlighted in gray

Step 6: Once the text is highlighted you can select a graph (which Excel refers to as chart).

Step 7: Click the *Insert* tab and click *Recommended Charts* on the toolbar.

Step 8: Then click the type of graph you wish to use

Information sheet-3

Displaying selected data in a different chart

3.1. Arrange data for charts

Excel can recommend charts for you. The charts it suggests depend on how you've arranged the data in your worksheet. You also may have your own charts in mind. Either way, this table lists the best ways to arrange your data for a given chart.

Column, bar, line, area, surface, or radar chart.

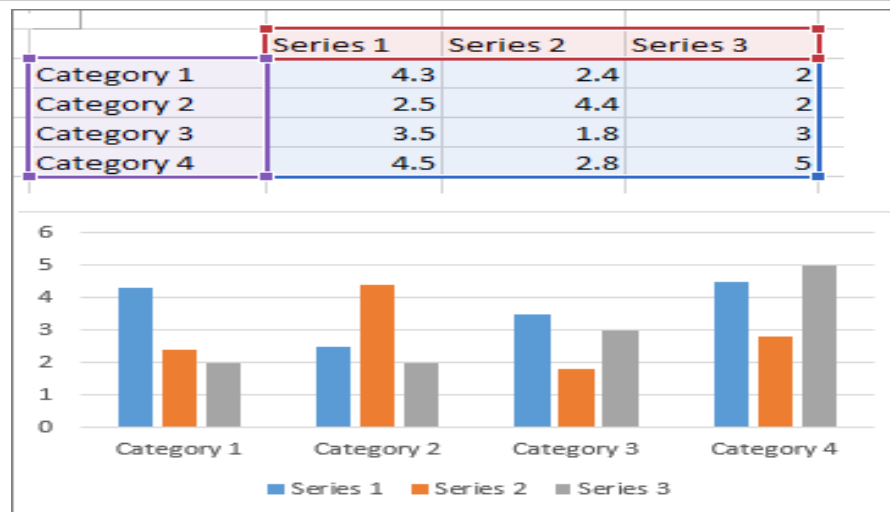


Figure 1: bar chart

In one column or row, and one column or row of labels.

Pie chart

This chart uses one set of values (called a data series).

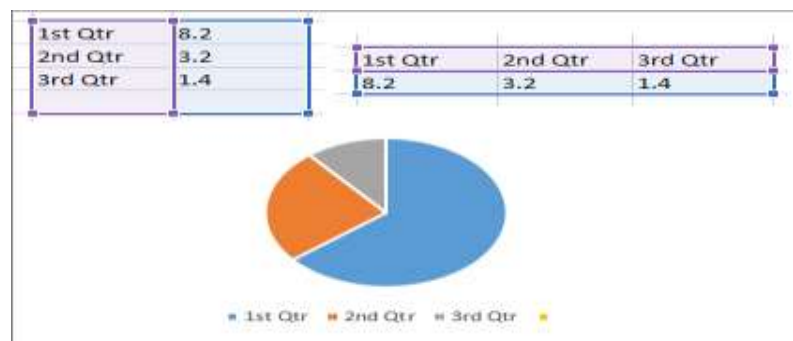


Figure 2: pie chart

In one or multiple columns or rows of data, and one column or row of labels.

Doughnut chart

This chart can use one or more data series.

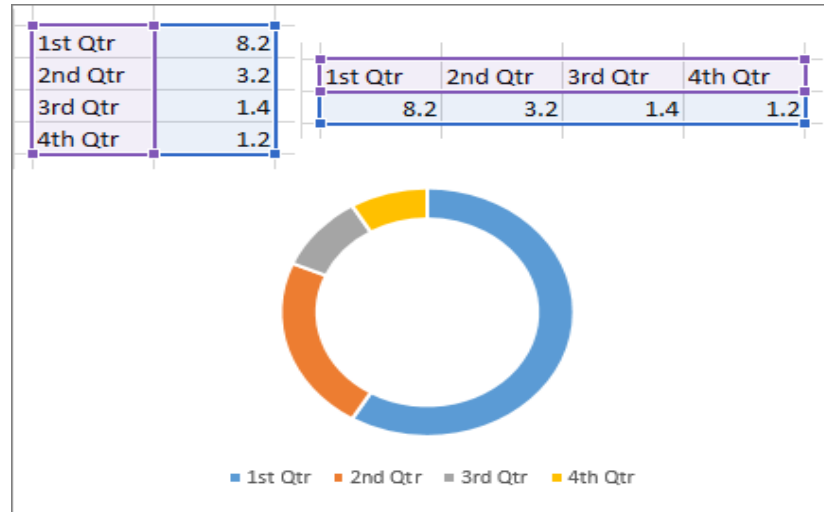


Figure 3: Doughnut chart

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How can displaying your data? 8points

Note: Satisfactory rating – 8 points

Unsatisfactory - below 8 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet

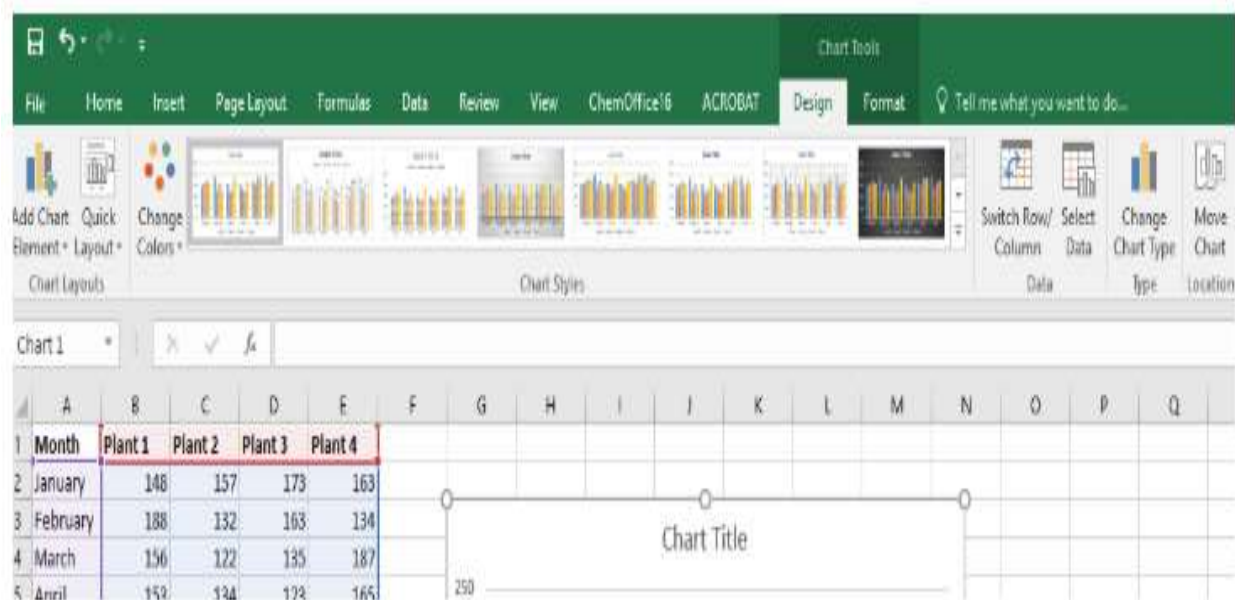


Information sheet-4

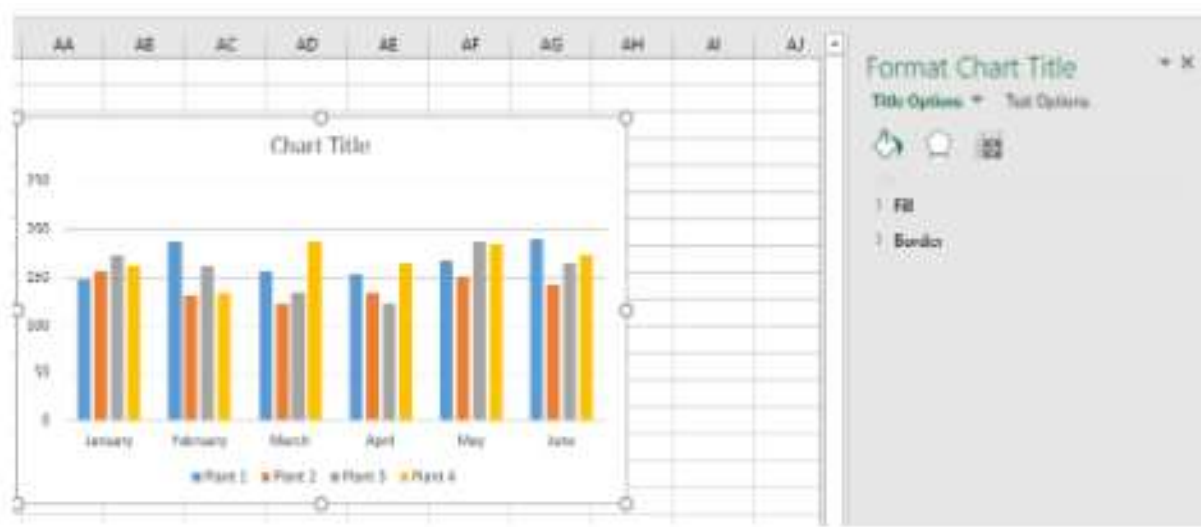
Modifying chart using formatting features

Once your chart appears in Excel, there are many ways to modify the way it looks and its location. A few ways are described below, but explore to find more! In all cases, you have to select the chart first to access Chart Tools.

- To add any labels (for example, the title or axes), under the Design ribbon, click Add Chart Element in the Chart Layouts group and select the desired label.
- To change the chart type, data, or location, use the Chart Tools Design ribbon.



From the Chart Tools Format ribbon, you can select an element on the chart (for example, a series), then choose the Format Selection icon in the Current Selection group. With the Formatting Task pane, you can change the shape, style and color.



Figur1. Modified Chart in Excel



Self-Check -5

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write some formatting feature to modifying charts? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet





LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 30 minutes.

Task 1. Make a chart in Excel



List of reference and materials

www.docs.oracle.com › cloud › saas › applications-common › faihm › imp..

www.knowledge.hubspot.com › contacts › import-object

www.smartsheet.com › how-to-make-charts-in-exce



Horticultural Crops Production

Level-II

Learning Guide-14

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO6-LG-14

TTLM Code: AGR HCP2 TTLM 0120v1

LO6: Create databas



Instruction sheet

Learning Guide #14

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

- designing database application
- Developing table
- Creating a primary key and establish an index
- Modifying table layout and field attributes
- Creating a relationship
- Adding and modifying data in a table
- Adding and deleting records
- Saving and close down database

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 a two-table, simple relational database incorporating basic design principles
- Develop a table with fields and attributes according to database usage
- Create a primary key and establish an index for each table
- Modify table layout and field attributes as required
- Create a relationship between the two tables
- Add and modify data in a table according to information requirements
- Add and delete records as required
- 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 to 6.
3. Read the information written in the information “Sheet 1 to Sheet 6.
4. Accomplish the “Self-check1 to Self-check 6 in **page -168, 171, 173, 176, 179, and 183** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1and 2 in **page -169 and 184 respectively.**
6. Do the “LAP test” in **page – 185** (if you are ready).

Information sheet-1

Designing a database application

1.1 Database

More specifically, a database is an electronic system that allows data to be easily accessed, manipulated and updated. In other words, a database is used by an organization as a method of storing, managing and retrieving information. Modern databases are managed using a database management system (DBMS).

1.2 Creating a database

The steps in which you will be able to create an Excel base database.

Step 1: Entering the data

The columns in a database are called fields. You can add as many may be necessary.

So, the Fields of this database are StdID, StdName, State, Age, Department, and Class Teacher.

B	C	D	E	F	G	H	I
	A Sample Database in Excel						
	StdID	StdName	State	Age	Department	Class Teacher	

You can now enter data into the database easily. Every new input will be added to the first empty row after the Fields.



Say this is the input which has to be inserted in the database:

StdID: 1030456042,

StdName: Jemmy Fox,

State is Oklahoma,

Student age 25,

Department CSE,

And the class teacher is Mr. John.

A Sample Database in Excel					
StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John

So, you see entering data into an Excel database is pretty basic.

Step 2: Entering Data Correctly

When you will enter data into a database, you cannot leave a row empty. This is strictly prohibited.

Say after the last row, I put some data in the 2nd row from it:

StdID is 103457045,

StdName is Jackson,

State is New York,

Age 23,

Department ETE,

And the class teacher is Mr. Balmar.



A Sample Database in Excel					
StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	Mr. Balmer

This is a clear breakdown of this database.

Although it might happen that some of the cells in a row could be empty. Let's say something like this is legal.

A Sample Database in Excel					
StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25		Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright		24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	

On the same lines, another rule is: there will be no completely empty column in a database.

A Sample Database in Excel

StdID	StdName	State	Age	Department	Class Teacher	Bus Route
1030678042	Marissa Khan	California	22	CSE	Mr. John	1
1030679042	William Fox	Texas	25	CSE	Mr. Walton	2
1030680045	John Watson	New York	23	EEE	Mrs. Shetty	1
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar	1
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John	2
103457045	Jackson	New York	23	ETE	Mr. Balmer	3



Step 3: Know that the Rows are called Records

The next thing you have to know is: each individual row in a database is known as records.

All the rows are records. Here I have marked a few for clarity.

A Sample Database in Excel

StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	Mr. Balmer

Step 4: Know that the Columns are called Fields

All these columns are **Fields**. The headings of the columns are known as **Field Names**.

A Sample Database in Excel

StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	Mr. Balmer

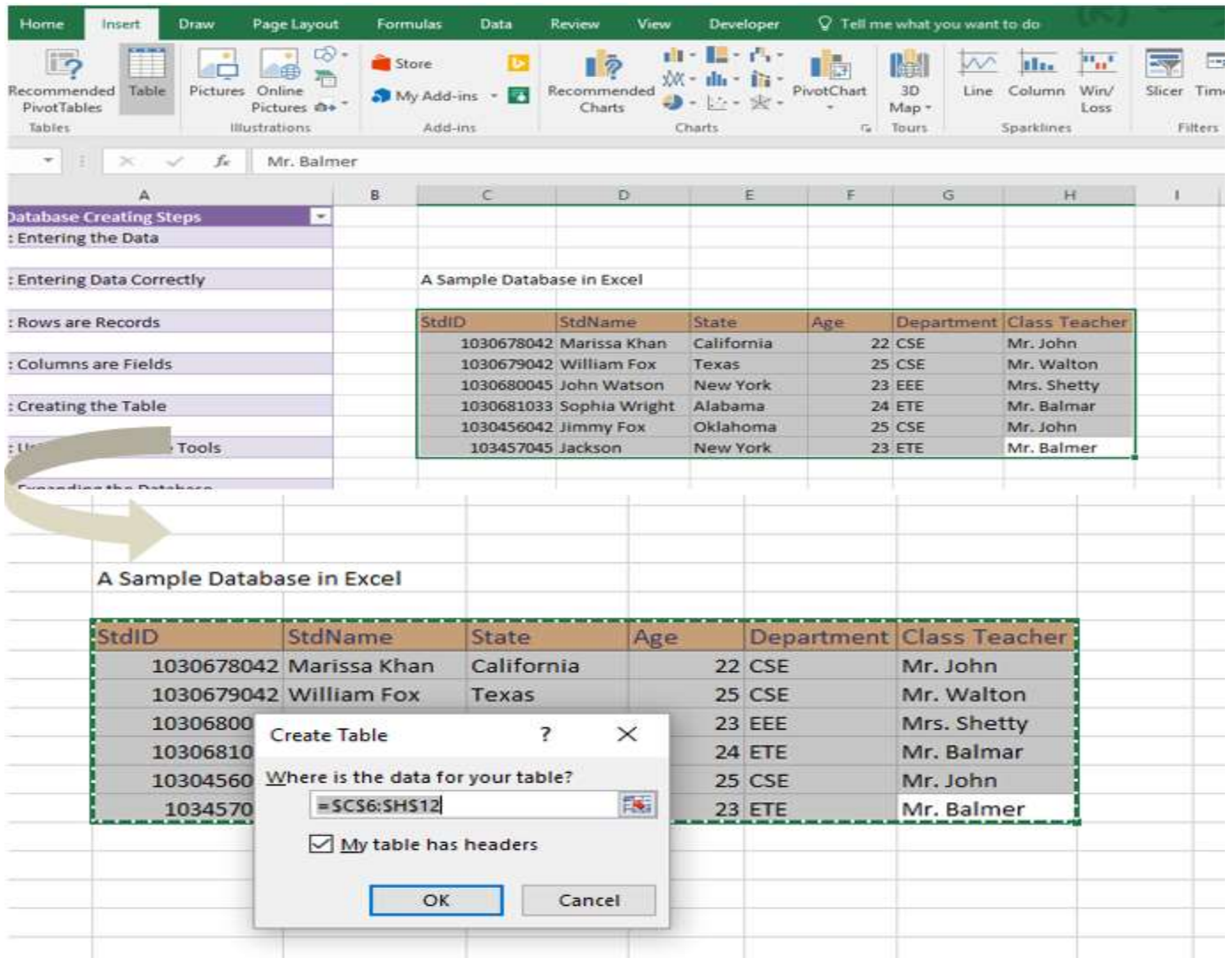
So **StdID**, **StdName**, **State**, **Age**, **Department**, and **Class Teacher** are six **Field Names** of this database.

Note: It is important to format the Field Names differently than the other rows in the database.

These table Field Names are formatted with different styles than other cells in the table.

Step 5: Creating the Table

To create a table: Just select any cell in the data range, **Insert** tab, and click on the **Table** command.



Database Creating Steps

- Entering the Data
- Entering Data Correctly
- Rows are Records
- Columns are Fields
- Creating the Table
- Using Tools
- Expanding the Database

A Sample Database in Excel

StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	Mr. Balmer

Create Table

Where is the data for your table?

= \$C\$6:\$H\$12

☒ My table has headers

OK Cancel

Create Table dialog box appears. I take what Excel suggest. Yes, my table has headers. Click **OK**, and a table is created. Tada!!!

A Sample Database in Excel

StdID	StdName	State	Age	Department	Class Teacher
1030678042	Marissa Khan	California	22	CSE	Mr. John
1030679042	William Fox	Texas	25	CSE	Mr. Walton
1030680045	John Watson	New York	23	EEE	Mrs. Shetty
1030681033	Sophia Wright	Alabama	24	ETE	Mr. Balmar
1030456042	Jimmy Fox	Oklahoma	25	CSE	Mr. John
103457045	Jackson	New York	23	ETE	Mr. Balmer



You can filter data using the drop-down arrows that appear at the headings of each column. If you want to learn table manipulation more go visit the [Table](#) portion here.

Step 6: Using the Database Tools

The database tools can come in handy with your data analysis and interpretation. You can and should learn more about these tools here.

Step 7: Expanding the Database

Now that everything is up and running, you can start adding more fields and records (you see what I did there) to your database. It's as basic as Step 1.

Step 8: Completing the Database Formatting

The last and final step is formatting the database columns. There are so many tools to format the cells in a database. You can work with Cell Styles, you can use the styles under “Format as Table” drop down, and you can work with the commands in the Format Cells dialog box. You can use Custom number format. All these techniques are described in our previous lectures.



**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is database? 5 points

Note: Satisfactory rating – 5 points

Unsatisfactory - below 5 points

You can ask your teacher for the copy of the correct answers

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Operation sheet -1	Creating Excel database
---------------------------	--------------------------------

Steps to create Excel database

Step1. Entering the data

Stape2. Entering data correctly

Step3. Rows are records

Step 4. Columns are fields

Step5. Creating the table

Step6. Using the database tools

Step 7. Expanding the database

Step 8.completing the database formatting

Information sheet-2

developing table in database

2.1. Create a table

A simple database, such as a contact list, might use only a single table. Many databases, however, use several tables. When you create a new database, you create a new file on your computer that acts as a container for all of the objects in your database, including your tables.

You can create a table by creating a new database, by inserting a table into an existing database, or by importing or linking to a table from another data source — such as a Microsoft Excel workbook, a Microsoft Word document, a text file, or another database. When you create a new, blank database, a new, empty table is automatically inserted for you. You can then enter data in the table to start defining your fields.

2.2 Create a new table in a new database

Steps to create a new table in anew database

1. Click **File > New**, and then select **Blank desktop database**.
2. In the **File Name** box, type a file name for the new database.
3. To browse to a different location and save the database, click the folder icon.
4. Click **Create**.
5. A new table is inserted in the database and the table opens in Datasheet view

Self-Check -2**Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write a procedure to create a new table in new database? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

You can ask your teacher for the copy of the correct answers

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet

Information sheet-3

Creating a primary key and an index

When you create a PRIMARY KEY constraint, a unique clustered index on the column or columns is automatically created if a clustered index on the table does not already exist and you do not specify a unique non clustered index. The primary key column cannot allow NULL values.

3.1. To create a clustered index by using Object Explorer

1. In Object Explorer, expand the table on which you want to create a clustered index.
2. Right-click the **Indexes** folder, point to **New Index**, and select **Clustered Index....**
3. In the **New Index** dialog box, on the **General** page, enter the name of the new index in the **Index name** box.
4. Under **Index key columns**, click **Add....**
5. In the **Select Columns from table name** dialog box, select the check box of the table column to be added to the clustered index.
6. Click **OK**.
7. In the **New Index** dialog box, click **OK**.

3.2. To create a clustered index by using the Table Designer

1. In Object Explorer, expand the database on which you want to create a table with a clustered index.
2. Right-click the **Tables** folder and click **New Table....**
3. Create a new table as you normally would.
4. Right-click the new table created above and click **Design**.
5. On the **Table Designer** menu, click **Indexes/Keys**.
6. In the **Indexes/Keys** dialog box, click **Add**.
7. Select the new index in the **Selected Primary/Unique Key or Index** text box.
8. In the grid, select **Create as Clustered**, and choose **Yes** from the drop-down list to the right of the property.
9. Click **Close**.
10. On the **File** menu, click **Save table name**.

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the steps to create a clustered index by using Object Explorer? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

You can ask your teacher for the copy of the correct answers

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Information sheet-4

Creating a relationship between the two tables

4.1. Create a relationship between two tables

I. To create a relationship between two tables in Diagram View (Right-click)

2. In Visual Studio with Analysis Services projects, click the **Model** menu, then click **Model View**, and then click **Diagram View**.
3. Right-click a table heading or column, and then click **Create Relationship**.
4. In the **Create Relationship** dialog box, click the down arrow for **Table**, and select a table from the dropdown list. In a "one-to-many" relationship, this table should be on the "many" side.
5. For **Column**, select the column that contains the data that is related to **Related Lookup Column**. The column is automatically selected if you right-clicked on a column to create the relationship.
6. For **Related Lookup Table**, select a table that has at least one column of data that is related to the table you just selected for **Table**. In a "one-to-many" relationship, this table should be on the "one" side, meaning that the values in the selected column do not contain duplicates. If you attempt to create the relationship in the wrong order (one-to-many instead of many-to-one), an icon will appear next to the **Related Lookup Column** field. Reverse the order to create a valid relationship.
7. For **Related Lookup Column**, select a column that has unique values that match the values in the column you selected for **Column**.
8. Click **Create**.

II. to create a relationship between two tables in Data View

1. In Visual Studio with Analysis Services projects, click the **Table** menu, and then click **Create Relationships**.
2. In the **Create Relationship** dialog box, click the down arrow for **Table**, and select a table from the dropdown list. In a "one-to-many" relationship, this table should be on the "many" sides.
3. For **Column**, select the column that contains the data that is related to **Related Lookup Column**.



4. For **Related Lookup Table**, select a table that has at least one column of data that is related to the table you just selected for **Table**.

In a "one-to-many" relationship, this table should be on the "one" side, meaning that the values in the selected column do not contain duplicates. If you attempt to create the relationship in the wrong order (one-to-many instead of many-to-one), an icon will appear next to the **Related Lookup Column** field. Reverse the order to create a valid relationship.

5. For **Related Lookup Column**, select a column that has unique values that match the values in the column you selected for **Column**.
6. Click **Create**.



Self-Check -4	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the two methods of relationship?

Note: Satisfactory rating – 12 points

Unsatisfactory - below 12 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet

Information sheet-5

Adding and modifying data in a table

It is possible to modify the design of your table and fields at any time by going to design view and making the required changes. However, any changes made after data has been added to the table may cause loss of data. Changes to field names, data types and properties may also impact on other objects which are linked to or based on the table.

5.1. Adding and removing fields

You can modify the structure of your table by adding and removing fields in design view. Note, however, that using the cut, paste or delete functions will remove the field and any data in that field.

I. Selecting fields

To select a field, click on the row selector to the left of the field name. To select multiple fields, click on the row selector and drag the mouse down the selector symbols to select additional fields. The screen capture below shows a table with two fields selected

.

II. Deleting fields

1. Select the field or fields to be deleted using the row selector.
2. Press the **Delete** key on the keyboard, select **Delete Rows** from the **Design tab** or right-click on the row selector and choose **Delete Rows**.

III. Inserting fields

1. Click in the field above which you wish to insert a new row. To insert multiple rows, select the required number of rows using the row selector.
2. Select **Insert Rows** from the **Design tab** or right click and choose **Insert Rows**.

I. Moving fields

1. Select the field or fields to be moved.



2. Click on the selected field(s) and drag the mouse to the new location for the field(s). As you drag, a bold black line will appear indicating where the fields will be moved to if you release the mouse button.
3. Release the mouse button in the appropriate location.

Helpful hint: Don't use cut and paste to move fields if you have data in the table as this will delete the data.



Self-Check -5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the steps how you insert your table? 6 points
2. Write the steps how you move fields? 6 points

Note: Satisfactory rating – 12 points

Unsatisfactory - below 12 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet

Information sheet 6	Adding and deleting records
---------------------	-----------------------------

Adding a new record to a table.

1. Click the on the Record Navigation bar, as shown in Figure.
2. Enter your last name in the Last Name field.
3. Press Tab to move to the next field and enter your first name.
4. Complete the record by entering your own information into each respective field (enter today's date for the hire date). Remember to press Tab to move to the next field.
5. Position the mouse over the left edge of the Title cell in your record (the pointer changes to a) and then click to select the cell.
6. Type inside Sales Coordinator.
7. When you have finished making the change, press Tab.
8. Place the insertion point anywhere in the record you just added.
9. Click yes to confirm the deletion and then close the table.

Helpful Editing Keys

Key(s)	Description
Tab or Enter	Moves to the next field in the table. If you're at the last field or cell in a table, pressing Tab or Enter will save your changes and move to the first field in the next record.
Esc	The is the "Wait, I've changed my mind" key. Press Esc to cancel any changes you've made to a record.
, , , or »	Use the to move between fields and records. If you are editing a field, pressing the left and right arrow keys will move the insertion point one character to the left or right.
Delete	Nothing surprising here. The deletes or erases whatever is selected text, cell contents, even entire records. If you're working with text, the Delete key erases characters to the right of the insertion point.

Key(s)	Description
Backspace	Use the to fix your typing mistakes it erases characters to the left of the insertion point.

To add a new record:

1. Click the new record navigation button.

Or...

Click the new record button on the toolbar.

Or...

Press ctrl + +.

2. Enter the record information for the field, pressing tab to move to the next field and shift + tab to move to the previous field.

To edit a record:

- Click the field you want to edit and make the changes.

To delete a record:

- Place the insertion point anywhere in the record and click the delete record button on the toolbar.

To delete a database field

You can delete a database field only if no datasheets, spreadsheets, or pedigrees are open. If any of these items are open, right-click on the item's tab and click Close Tab. You can then continue with deleting database fields.

1. On the navigation bar, click the Fields button.

- a. The Fields window opens.
2. In the left pane of the window, on the Main tab, select the folder that contains the field that you are deleting.
 - b. A list of the fields that are contained in the folder is displayed in the right pane of the Fields window.
3. Right-click on the field that you are deleting (CTRL-click to select multiple fields), and on the context menu that opens, click Delete Field.
 - c. A message opens asking you if you are sure that you want to delete the selected fields and that the operation will delete the fields and the data.
4. Click OK. The message closes and the field (and the data stored in the field) is deleted from the database.

**Self-Check -6****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. List and describe the helpful editing keys? 10 points
2. Write the steps to adding a new record to a table. 10 points

Note: Satisfactory rating – 20 points

Unsatisfactory - below 20 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Operation sheet-6	Adding a new records to a table
--------------------------	--

Steps to adding a new record to a table.

1. Click the on the Record Navigation bar, as shown in Figure.
2. Enter your last name in the Last Name field.
3. Press Tab to move to the next field and enter your first name.
4. Complete the record by entering your own information into each respective field
5. Position the mouse over the left edge of the Title cell in your record
6. Type inside Sales Coordinator.
7. When you have finished making the change, press Tab.
8. Place the insertion point anywhere in the record you just added.
9. Click yes to confirm the deletion and then close the table.



LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 1 hours.

Task 1. Create Excel database

Task 2. Add a new records to a table

List of reference and materials

<https://www.wikihow.com/Create-a-Database-from-an-Excel-Spreadsheet>

<https://support.office.com/en-us/article/ways-to-add-edit-and-delete-records-5e90a80c-106d-4c55-996e-07d7200980ce>

IT training manuals



Horticultural Crops Production

Level-II

Learning Guide-15

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO7-LG-15

TTLM Code: AGR HCP2 TTLM 0120v1

LO7: Create reports and forms



Instruction sheet	Learning Guide #15
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Designing reports
- Modifying reports
- Distributing reports
- Using a wizard
- modifying records

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 –**

- 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 through a simple form
- Rearrange objects within the form to accommodate information requirements

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 5.
3. Read the information written in the information “Sheet 1 to Sheet 3.
4. Accomplish the “Self-check1 to Self-check 3 **in page -191, 195 and 198** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to the next.

Information sheet-1	Designing and Modifying reports
---------------------	---------------------------------

1.1 Report

Report is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents

1.2 Basic structure of a report

Types of reports can vary greatly; they can range from an experimental report to an environmental impact statement. There is however, a basic structure common to most reports, irrespective of their type.

1.2.1 Major components of a general report

Title Page

Abstract

- In less than 200 words ... what was the problem, how was it investigated, what did you find out and what do your findings mean?

Table of Contents

- A list of the major and minor sections of your report.

Introduction

- Set the scene; give some background information about the topic. State the aim/purpose of the investigation. Outline the body sections.

Main Body

- Organize the sections in a logical sequence: what you investigated, what you found, what interpretations and what judgements you made. Use short informative headings and subheadings.



Conclusion

- What has been achieved and what is the significance of your findings and your discussion?
Have your aims been successful or not?

Recommendations

- What do you recommend as a course of action following your conclusion?

References

- A list of all the sources you used.

Appendices

- Any information (graphs, charts, tables or other data) you used in your report but did not include in the body.

1.3 Modify your report in Layout view

This section describes some of the common report modifications that you can perform in Layout view.

Change column or field width in Layout view

1. Click an item in the column that you want to adjust.

A border is drawn around the item to indicate that the field is selected.

2. Drag the right or left edge of the border until the column is the width you want.

Change row or field height in Layout view

1. Click an item in the row that you want to adjust.

A border is drawn around the item to indicate that the field is selected.

2. Drag the top or bottom edge of the border until the row is the height you want.





Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the basic structures of reports? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

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

Score = _____

Rating: _____

Name _____

Date: _____

Answer sheet



Information sheet-2

Using a wizard for create a simple form

A **wizard** is a piece of software that simplifies complicated tasks, or instructs a user about how to complete a task. As a particular kind of user interface, the software **wizard** could be called a "digital tutorial" or "online (or desktop) guide" that helps users to accomplish their goals

When you create a report, you can either use the Report Wizard to assist you or create the report yourself. To build the form letter report in this example, you can use the Report Wizard. Using the wizard enables you to define the layout for the report, as well as set the data definition.

In the Report Wizard, on the Text page, you will be able to set up your form letter report exactly the way you want it to appear. On this page of the wizard, you can set up your boilerplate text (for example, the body of the letter), and use the fields from your data tables to fill in the variable data (for example, the addressee's name).

2.1. To create a form letter report:

1. Launch Reports Builder (or, if already open, choose **File > New > Report**)
2. In the Welcome or New Report dialog box, select **Use the Report Wizard**, then click **OK**.
3. If the Welcome page displays, click **next**.
4. On the Report Type page, select **Create Paper Layout Only**, then click **next**.
5. On the Style page, type a **Title** for your report, select **Form Letter**, then click **next**.
6. On the Data Source page, click **SQL Query**, then click **next**.
7. On the Data page, enter the following SELECT statement in the **Data Source definition** field:

Note: You can enter this query in any of the following ways:

- Copy and paste the code from the provided text file called formletter_code.txt into the **Data Source definition** field.
 - Click **Query Builder** to build the query without entering any code manually.
 - Type the code in the **Data Source definition** field.
8. Click **Next**.



9. On the Text page, format the letter the way you want it to appear. The steps that follow will show you how to make your form letter report look like this:

Employee: &<FIRST_NAME> &<LAST_NAME>

Emp. #: &<EMPLOYEE_ID>

Dear &<FIRST_NAME> &<LAST_NAME>:

The Human Resources department is updating its records of the company's employees. Currently, our records show your employee number as &<EMPLOYEE_ID>, and that you hold the position of &<JOB_TITLE>. If any of this information is incorrect, please contact the Human Resources department.

10. In the Form Letter Text box, type Employee:
11. Click **Space** four times to enter four spaces.
12. In the **Available Fields** list, click **FIRST_NAME**, then click the right arrow (>) to move this field to the **Form Letter Text** field.
13. In the **Available Fields** list, click **LAST_NAME**, then click the right arrow (>).
14. Click **New Line**.
15. In the **Form Letter Text** field, type Emp. #.
16. Click **Space** four times to enter four spaces.
17. In the **Available Fields** list, click **EMPLOYEE_ID**, then click the right arrow (>).
18. Click **New Line** twice.
19. In the **Form Letter Text** field, type Dear.
20. Click **Space**.
21. In the **Available Fields** list, click **FIRST_NAME**, then click the right arrow (>).
22. In the **Available Fields** list, click **LAST_NAME**, then click the right arrow (>).
23. In the **Form Letter Text** field, type a colon (:) next to LAST_NAME, then click **New Line** twice.
24. Type the body of the letter. For the field names, use the **Available Fields** list to select the appropriate name, then click the right arrow (>) to insert it into the **Form Letter Text** field. The result should look like this:





The Human Resources department is updating its records of the company's employees. Currently, our records show your employee number as &<EMPLOYEE_ID>, and that you hold the position of &<JOB_TITLE>. If any of this information is incorrect, please contact the Human Resources department.

25. Click **Next**.

26. On the Template page, select **Predefined Template** and click **Beige**, then click **Finish** to display your report output in the Paper Design view. It should look something like this:





Self-Check -2	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is wizard? 4 points
2. How you create a form of report letter by using wizard? 8 points

Note: Satisfactory rating – 12 points

Unsatisfactory - below 12 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Information sheet-3

Opening and modifying the existing database and records

The Database Modification is generation of SQL script that leads your database to the current state of your diagram. Please note: Database modification usually causes multiple complex statements for database structure modification. Once you have changed your diagram, it's usually necessary to apply these changes to your database. It's easy to do with the Database Modification tool. The Database Modification is generation of SQL script that leads your database to the current state of your diagram.

3.1. Edit data in a text box or field

Access provides one text control for use with Short Text and Long Text (also called Memo) fields. Typically, you can tell if the underlying field is short or long text by the size of the control, which usually reflects the size needed for the underlying table field. A Short Text field can store up to 255 characters and a Long Text field can store 64,000 characters. By design, you cannot edit data from some types of queries. For example, you cannot edit the data returned by a crosstab query, and you cannot edit or remove calculated fields — values that a formula calculates as you use your database, but that do not reside in a table.

1. Open the table or query in **Datasheet View** or form in **Form View**.
2. Click the field or navigate to the field by using the TAB or arrow keys, and then press F2.
3. Place the cursor where you want to enter information.
4. Enter or update the text that you want to insert. If you make a typing mistake, press BACKSPACE.
5. If a field has an input mask
6. To be more productive, learn the following shortcut keys:
 - To insert a new line in a text field, press Ctrl+Enter.
 - To insert the default value for a field, press Ctrl+Alt+Spacebar.
 - To insert the current date in a field, press CTRL+SEMICOLON.
 - To insert the current time, press CTRL+SHIFT+COLON (').
 - To check spelling, press F7.



- To reuse similar values of a previous record, move to the corresponding field in the previous record, and then press CTRL+' (apostrophe).
 - To explicitly save your changes, press Shift+Enter.
7. To save the data, on the **Home** tab, in the **Records** group, click **Save Record**, or press Shift+Enter.

You don't have to explicitly save your changes. Access commits them to the table when you move the cursor to a new field in the same row, when you move the pointer to another row, or when you close the form or datasheet.





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

1. How you modify your databases? 10 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet





List of reference and materials

<https://www.google.com/search?q=Report&oq=Report&sourceid=chrome&ie=UTF-8>

<https://www.google.com/search?q=modify+your+database&oq=modify+your+database&sourceid=chrome&ie=UTF-8>



Horticultural Crops Production

Level-II

Learning Guide-16

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO8-LG-16

TTLM Code: AGR HCP2 TTLM 0120v1

LO8: Retrieve information



Instruction sheet	Learning Guide #16
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Accessing the existing database and locating records
- Creating simple query
- Developing query with multiple criteria
- retrieving information
- Selecting and displaying data

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 –**

1. Access existing database and locate required records
2. Create simple query and retrieve required information
3. Develop query with multiple criteria and retrieve required information
4. Select data and display appropriately

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 to Sheet 3.
4. Accomplish the “Self-check1 to Self-check 3 **in page -204, 213 and 217** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 and 2 **in page -205 and 214** respectively.
6. Do the “LAP test” **in page – 218** (if you are ready).

Information sheet-1	Locating existing database
---------------------	----------------------------

1.1. Open an existing database

To open an existing database from the Getting Started window, follow these steps:

1. Click More... under the Open options. The Open dialog box appears (see Figure 1.)

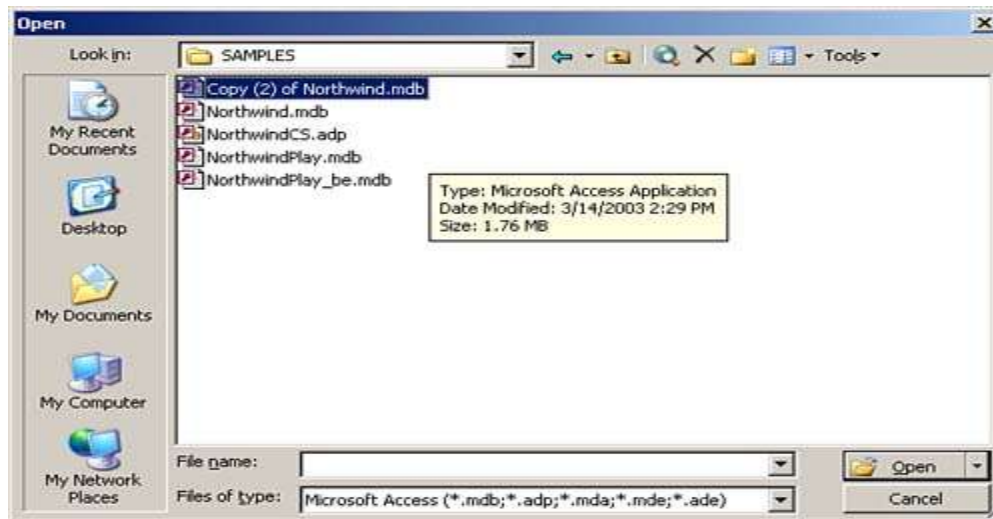


Figure 1: The Open dialog box.

2. If necessary, open the Look In drop-down list box to select another drive or directory.
3. Click to select the filename of the database you want to open.
4. Click Open. Access opens the database.

To open a recently used database from the Getting Started window, follow these steps:

1. Locate the database in the list of files in the Getting Started window.
2. Click the link to the desired database. Access opens the database.

To open an existing database from the File menu, follow these steps:

1. Choose File | Open. The Open dialog box appears (refer to Figure 1).
2. If necessary, open the Look In drop-down list box to select another drive or directory.
3. Click to select the filename of the database you want to open.
4. Click Open. Access opens the database.

To open a recently used database from the File menu, follow these steps:

1. Open the File menu.



2. Locate the desired database in the list of recently used files at the bottom of the File menu.
3. Click to select the desired file. Access opens the database.

1.2. Search for a specific record

You can search for a specific record in a table or form by using the **Find** tab in the **Find and Replace** dialog box. This is an effective choice for locating a specific record when the record that you want to locate satisfies specific criteria, such as search terms, and comparison operators, such as "equals" or "contains"

1. Open the table or form, and then click the field that you want to search.
2. On the **Home** tab, in the **Find** group, click **Find**, or press CTRL+F.

The Find and Replace dialog box appears, with the Find tab selected.

1. In the **Find What** box, type the value for which you want to search.
2. To change the field that you want to search or to search the entire underlying table, click the appropriate option in the **Look In** list.
3. In the **Search** list, select **all**, and then click **Find Next**.

When the item for which you are searching is highlighted, click **Cancel** in the **Find and Replace** dialog box to close the dialog box. Records that match your conditions are highlighted





Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write steps to open existing database? 5 points
2. How to search specific records? 5 points

Note: Satisfactory rating – 10 points

Unsatisfactory - below 10 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Operation sheet-1	Open an existing database
-------------------	---------------------------

To open an existing database from the Getting Started window, follow these steps:

1. Click More... under the Open options. The Open dialog box appears
2. If necessary, open the Look In drop-down list box to select another drive or directory.
3. Click to select the filename of the database you want to open.
4. Click Open. Access opens the database.

Information sheet-2	Creating and requiring simple query
---------------------	-------------------------------------

2.1. A simple query

A simple query is a query that searches using just one parameter. A simple query might use all of the fields in a table and search using just one parameter. or it might use just the necessary fields about which the information is required, but it will still use just one parameter (search criteria)

2.2. Creating a Simple Query in Access 2013

1. **Open Your Database:** If you haven't already installed the North wind sample database, be sure to do so before proceeding. Open that database.
2. **Switch to the Create Tab:** In the Access ribbon, change from the File tab to the Create tab. This will change the icons presented to you in the ribbon. If you're not familiar with using the Access ribbon, read Access 2013 Tour: The User Interface.
3. **Click the Query Wizard Icon:** The query wizard simplifies the creation of new queries. We'll use it in this tutorial to introduce the concept of query creation. The alternative is to use the Query Design view, which facilitates the creation of more sophisticated queries but is more complicated to use.
4. **Select a Query Type.** Access will ask you to choose the type of query you wish to create. For our purposes, we will use the Simple Query Wizard. Select this and click OK to continue.
5. **Select the Appropriate Table from the Pull-Down Menu:** The Simple Query Wizard will open. It includes a pull-down menu that should be defaulted to "Table: Customers". When you select the pull-down menu, you'll be presented with a listing of all the tables and queries currently stored in your Access database. These are the valid data sources for your new query. In this example, we want to first select the Products table which contains information about the products we keep in our inventory.
6. **Choose the Fields You Wish to Appear in the Query Results:** You can do this by either double-clicking on them or by single-clicking first on the field name and then on the ">" icon. As you do this, the fields will move from the Available Fields listing to the Selected Fields listing. Notice that there are three other icons offered. The ">>" icon will select all available fields. The "<" icon allows you to remove the highlighted field from the Selected Fields list while the "<<"



icon removes all selected fields. In this example, we want to select the Product Name, List Price, and Target Level from the Product table.

7. **Repeat Steps 5 and 6 to Add Information from Additional Tables, As Desired:** In our example, we're pulling information from a single table. However, we're not limited to using only one table. That's the power of a query! You can combine information from multiple tables and easily show relationships. All you have to do is select the fields -- Access will line up the fields for you! Note that this works because the North wind database has predefined relationships between tables. If you're creating a new database, you'll need to establish these relationships yourself. Read the article [Creating Relationships in Microsoft Access](#) for more information on this topic.
8. **Click on Next:** When you're finished adding fields to your query, click the Next button to continue.
9. **Choose the Type of Results You Would Like to Produce:** We want to produce a full listing of products and their suppliers, so choose the Detail option here and click the **Next** button to continue.
10. **Give Your Query a Title:** You're almost done! On the next screen, you can give your query a title. Select something descriptive that will help you recognize this query later. We'll call this query "Product Supplier Listing."
11. **Click on Finish:** You'll be presented with the query results shown in the illustration above. It contains a list of our company products, desired target inventory levels, and list prices. Notice that the tab presenting the results contains the name of your query.



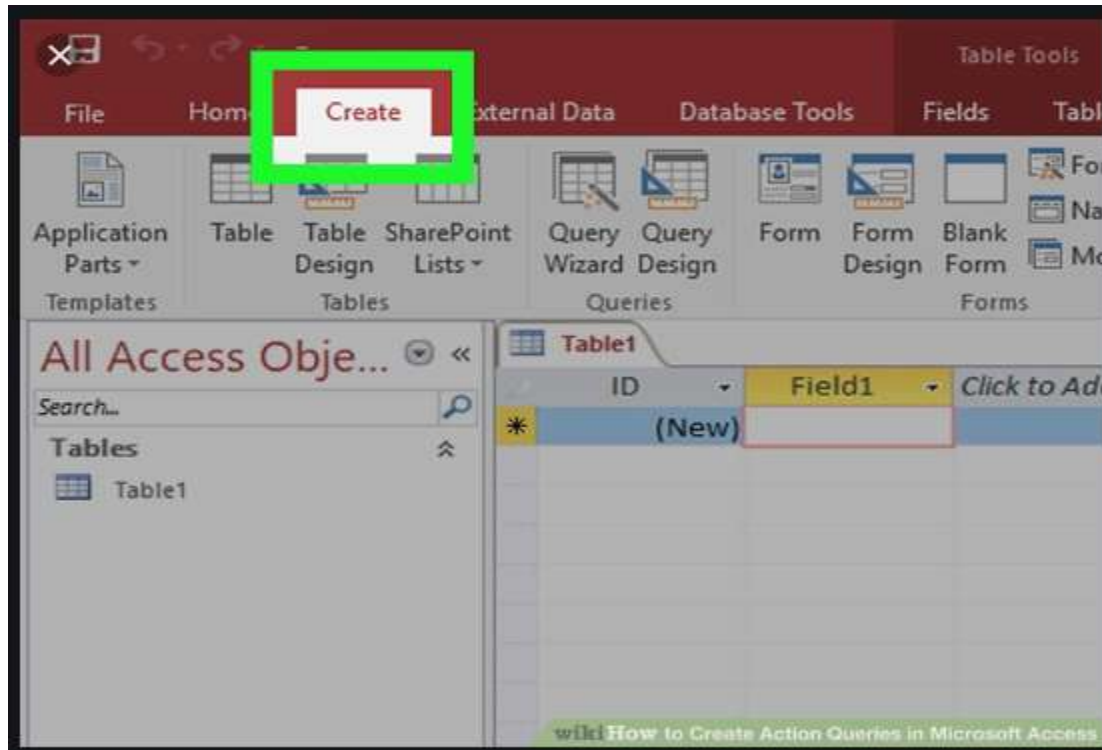


Figure 1: how to create queries

2.3. Information retrieval process

Information retrieval (IR) is the activity of obtaining information system resources that are relevant to an information need from a collection of those resources. Searches can be based on full-text or other content-based indexing. Information retrieval is the science of searching for information in a document, searching for documents themselves, and also searching for the metadata that describes data, and for databases of texts, images or sounds.

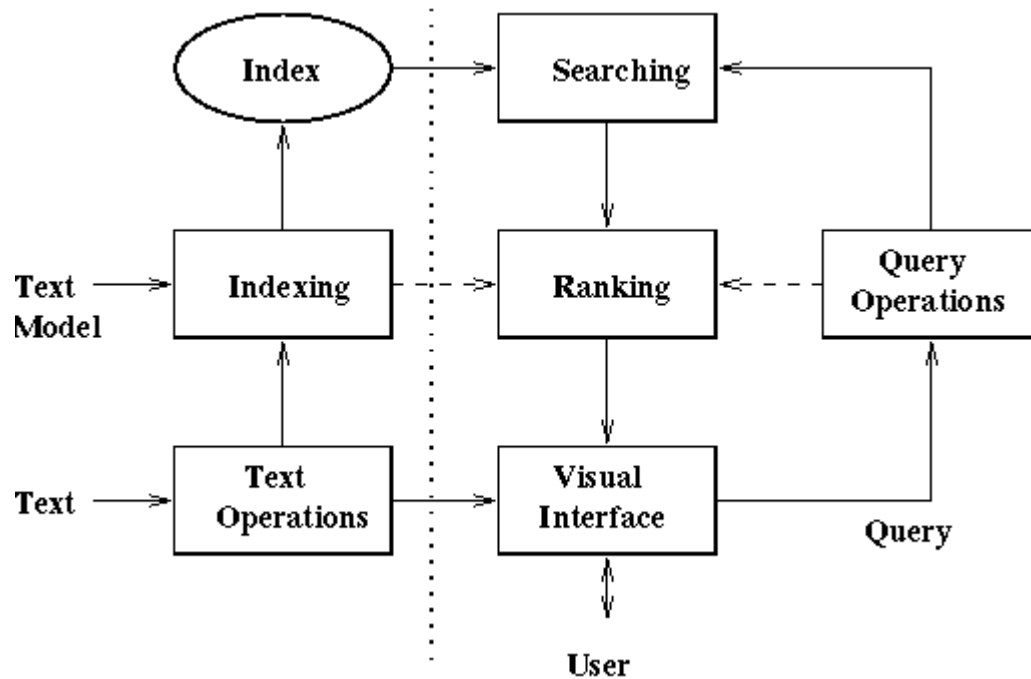


Figure 1. Riverview processes

The **Process of Information Retrieval**. ... The **Process of Information Retrieval** starts when a user creates any query into the system through some graphical interface provided. These user-defined queries are the statements of needed **information**. for example, queries fork by users in search engine

What are two main activities involved in retrieving information? The documents can be books, journals, reports, atlases, or other records of thought, or any parts of such records—articles, chapters, sections, tables, diagrams, or even particular words. The **retrieval** devices can range from a bare list of contents to a **large** digital computer and its accessories.

2.4. Procedure for Retrieving Records

Records stored in the URC remain the property of the department of origin and can be retrieved at your request. This is not the same as records held in the Archives, which have completed a formal transfer of ownership to the Archives and so the process to access them is different.

When you need to retrieve a file or box of records from the URC, you need to:

1. Check your departmental records in order to clearly identify the files you need to retrieve.



2. Contact Records Management and provide complete information about the files you wish to retrieve.
3. Ensure that the files are returned to Records Management when they are no longer needed by the department.

This service is provided to the University community free of charge.

1. Identify the files you want to retrieve

Using the file lists and URC location lists filed in your department, locate the:

- Name, title and/or number of the file to be retrieved;
- unique, identifying box number of the box the file is contained in;
- URC shelf location number.

2.4. Contact Records Management to make your file retrieval request.

Initiate a retrieval request by contacting the Records Centre Clerk and providing the following information:

- Name and position title of the person making the request;
- Name of department;
- Room and telephone number;
- Archival box number;
- Records Center shelf location number;
- File name, title and/or number.

Indicate if you will pick-up the item from the Archives and Records Management Office or if you would like it delivered. Departments may request delivery service during the Records Centre Clerk's shift or may pick records up during office hours.

Regular file retrievals will typically be ready for pick-up or delivery within 48 hours.

The maximum number of boxes that can be retrieved in one shift is four. If you require more than **four** boxes at one time, you may either:

- narrow your request to specific files rather than whole boxes;
- have your boxes delivered over several shifts;
- place a work order with Facilities Management to have the boxes delivered (for a fee).





You will receive a Records Centre File Charge-Out Form with the retrieved files. Keep this form with the files so that they can be returned to the correct location. This form indicates that the named person is responsible for the files and for returning them to Records Management.

2.5 Select data based on multiple criteria

Example question:

I have a table called Candy, with thousands of records, and has 10 columns with information about the candy. I want to pull up the data for 3 records, and I have the following information:

1. Candy 1: Color = Yellow, Type = Soft, Flavor = Lemon
2. Candy 2: Color = Yellow, Type = Hard, Flavor = Lemon
3. Candy 3: Color = Red, Type = Hard, Flavor = Cherry

How do I do this? In Psuedo-CodeEnglish, it would be:

```
Select *  
From Candy  
WHERE (Color = Yellow, Type = Soft, Flavor = Lemon)  
AND (Candy 2: Color = Yellow, Type = Hard, Flavor = Lemon)  
AND (Color = Red, Type = Hard, Flavor = Cherry);
```

But that doesn't work for me. I'm using PL/SQL.

3 Answers

The basic idea is that you want to find any row where any line is true, but all conditions on that line are true. That means you need something that's of the following structure: OR OR where each is itself a list of ands: AND AND :

```
Select *  
From Candy  
WHERE (Color = Yellow and Type = Soft and Flavor = Lemon)  
Or (Color = Yellow and Type = Hard and Flavor = Lemon)  
Or (Color = Red and Type = Hard and Flavor = Cherry);
```

While @Denise's answer is fine, in certain cases there is a better way to solve this type of problem using a relational database. If you are doing a single query using a where statement is fine. But you





might have different requirements. For example, saving queries or storing candy requirements for many different users, etc.

Create a selection table. This table has 3 columns (color, type and flavor) in the same type as your candy table. Also add a unique identifier. Then add the following data to the table:

Id	color	type	flavor
1	Yellow	Soft	Lemon
2	Yellow	Hard	Lemon
3	Red	Hard	Cherry





Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is simple query? 5 points
2. How to create simple query in access 2013? 5 points
3. What is Information retrieval? 5 points
4. Write the processes of Information retrieval. 10 points

Note: Satisfactory rating – 25 points

Unsatisfactory - below 25 points

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

Score = _____

Rating: _____

Name: _____

Date: _____

Answer sheet



Operation sheet-2	Creating and requiring simple query
--------------------------	--

Steps to Creating a Simple Query

1. Open Your Database
2. Switch to the Create Tab
3. Click the Query Wizard Icon
4. Select a Query Type
5. Select the Appropriate Table from the Pull-Down Menu
6. Choose the Fields You Wish to Appear in the Query Results
7. Repeat Steps 5 and 6 to Add Information from Additional Tables, As Desired
8. Click on Next
9. Choose the Type of Results You Would Like to Produce
10. Give Your Query a Title
11. Click on Finish

Information sheet-3

Selecting data and displaying

Select query

Select query is used to retrieve data from a table. It is the most used sql query. We can retrieve complete table data, or partial by specifying conditions using the **where** clause.

Syntax of select query

Select query is used to relieve records from a table. We can specify the names of the columns which we want in the result set.

```
SELECT
    column_name1,
    column_name2,
    column_name3,
    column_nameN
FROM table_name;
```

Time for an Example

Consider the following student table,

s_id	Name	Age	Address
101	Birhanu	15	Adishihu
102	Alex	18	Maichew
103	Selamawit	17	Asosa

Displaying Data

Once your users have submitted some information that has become things, you can have some elements in the page to display them. Some elements in the page can have a thing in their context, that you define in the editor (see below), and then other elements in the page will be able to refer to an element's thing. In other words, you can attach a thing (an object from the database) to an element, and have other elements access this thing to display some values or fields relative to this thing.

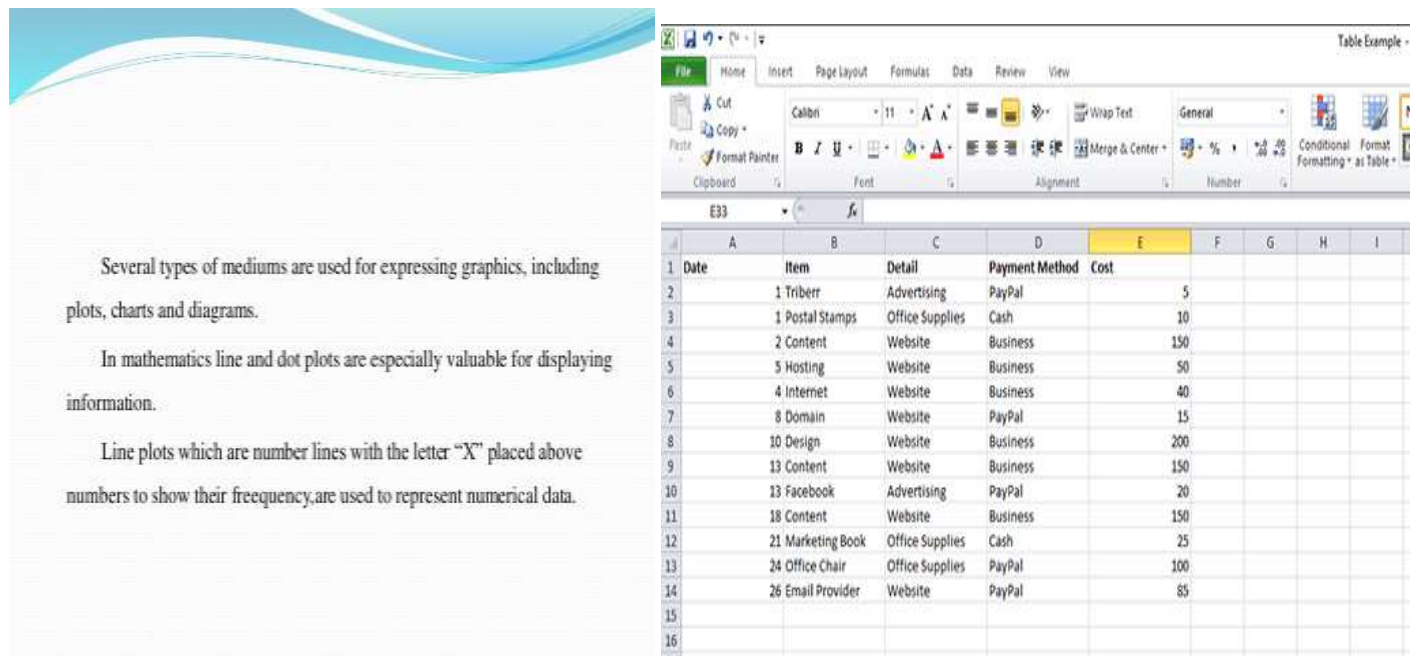


Figure 1. Data displaying in word and Excel



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

1. What is data display? 5 points

Note: Satisfactory rating – 5 points

Unsatisfactory - below 5points

You can ask your teacher for the copy of the correct answers

Score = _____

Rating: _____

Name: _____

Date: _____

Answer Sheet





LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 30 minutes.

Task 1. Create a simple query

Task 2. Open an existing database





List of reference and materials

<https://www.google.com/search?q=Create+a+simple+query&oq=Create+a+simple+query&sourceid=chrome&ie=UTF-8>

<https://www.google.com/search?q=Open+an+existing+database&oq=Open+an+existing+database&sourceid=chrome&ie=UTF-8>



Horticultural Crops Production

Level-II

Learning Guide-17

Unit of Competence: Operate application software packages

Module Title: Operating application software packages

LG Code: AGR HCP1 M03 LO9-LG-17

TTLM Code: AGR HCP2 TTLM 0120v1

LO9: Print documents



Instruction sheet

Learning Guide #01

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

- Previewing documents
- Selecting basic print settings
- Printing document

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/ spread sheet in print preview mode
- Select basic print settings/options
- Print document/spread sheet or part of document/ spread sheet from printer
- Submits the spread sheet 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 to 6.
3. Read the information written in the information “Sheet 1 and Sheet 2.
4. Accomplish the “Self-check1 and Self-check 2 **in page -224 and 227** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 **in page -228.**
6. Do the “LAP test” **in page – 229** (if you are ready).

Information sheet-1	Previewing document/ spread sheet
---------------------	-----------------------------------

Preview worksheet pages before you print

When you select one or more sheets and then click File > Print, you'll see a preview of how the data will appear on the printout.

1. Select the worksheet(s) you want to preview.
2. Click File, and then click Print to display the Preview window and printing options.

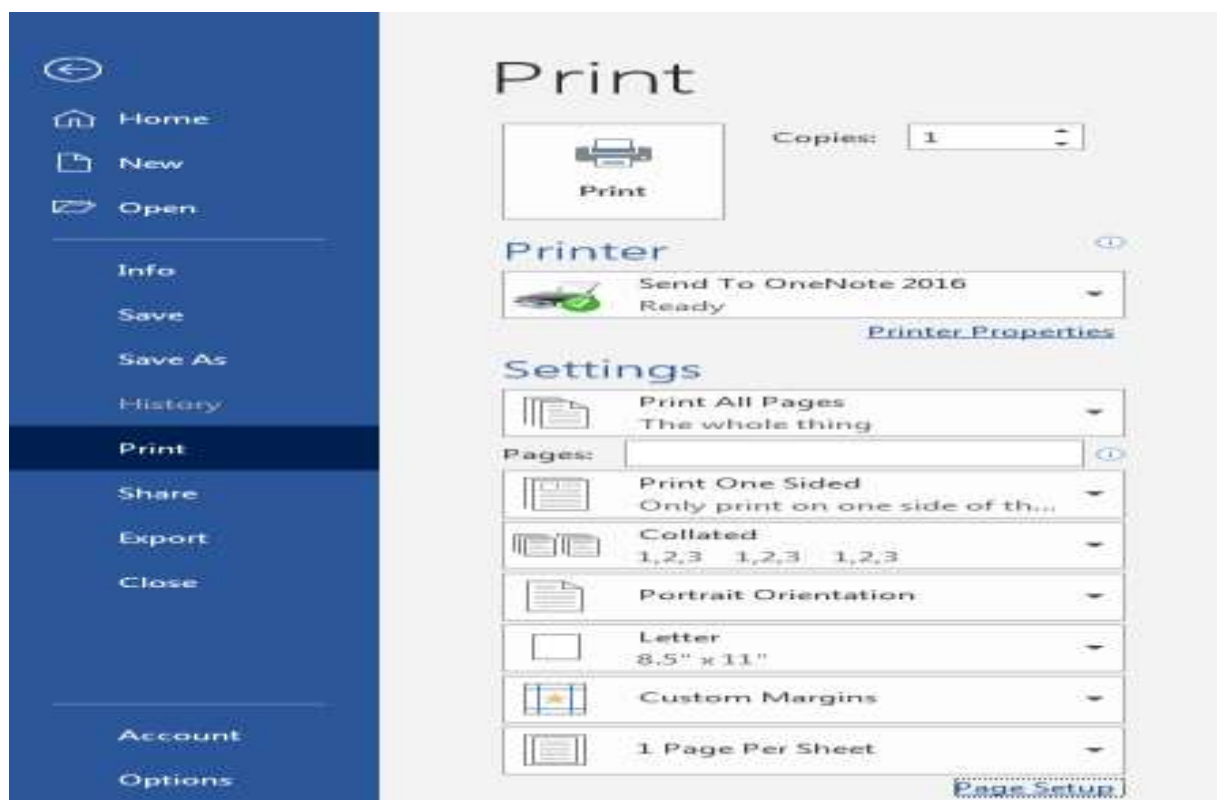
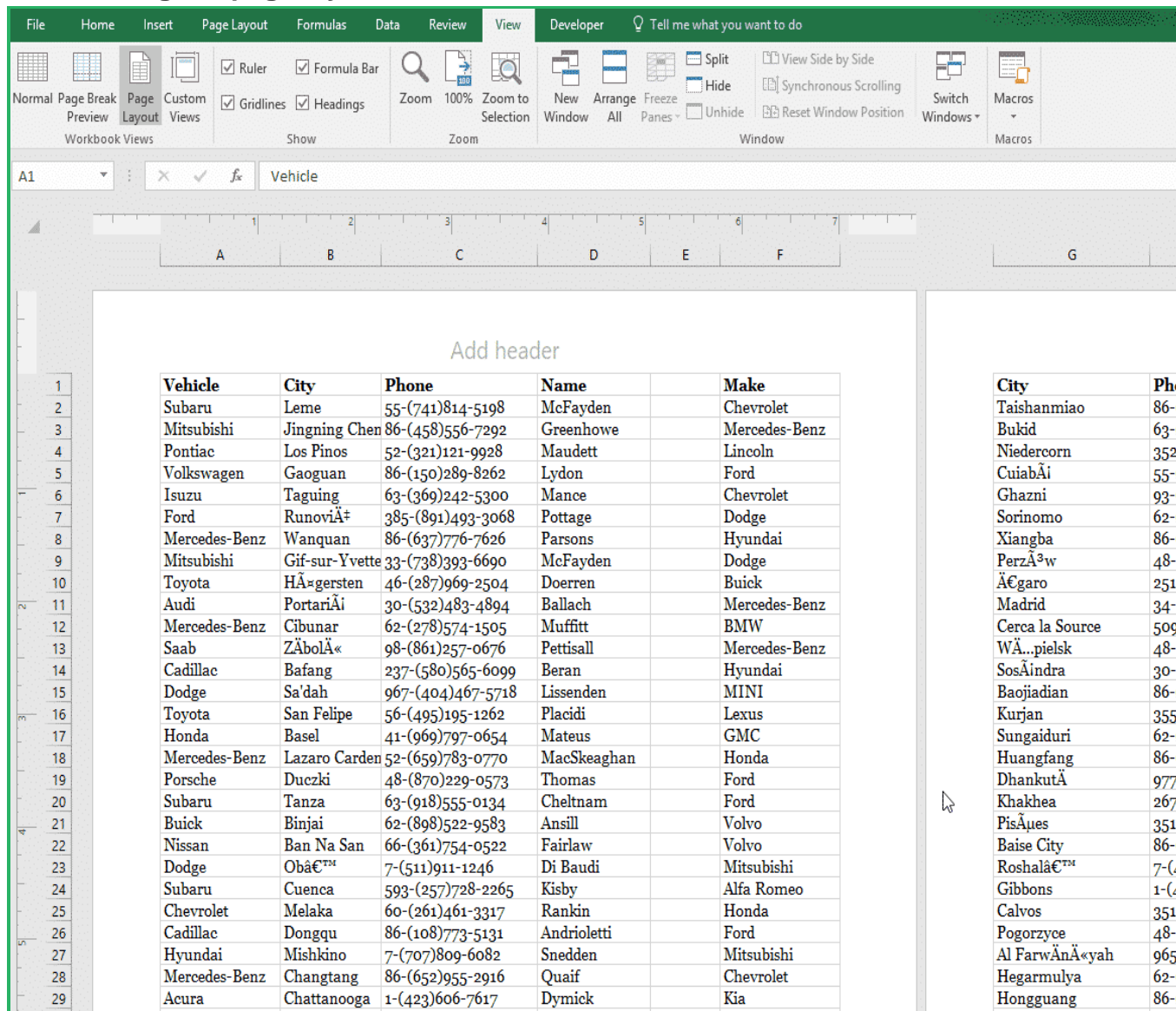


Figure 1: print preview box

Keyboard shortcut you can also press **Ctrl+F2**.

Viewing the page layout



The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Page Layout' tab is active, showing options for Ruler, Formula Bar, Gridlines, and Headings. The spreadsheet displays a table of vehicle data with columns: Vehicle, City, Phone, Name, and Make. The data is organized into two tables, one on the left and one on the right.

Vehicle	City	Phone	Name	Make
Subaru	Leme	55-(741)814-5198	McFayden	Chevrolet
Mitsubishi	Jingning Chen	86-(458)556-7292	Greenhowe	Mercedes-Benz
Pontiac	Los Pinos	52-(321)121-9928	Maudett	Lincoln
Volkswagen	Gaoguan	86-(150)289-8262	Lydon	Ford
Isuzu	Taguing	63-(369)242-5300	Mance	Chevrolet
Ford	RunoviÄ±	385-(891)493-3068	Pottage	Dodge
Mercedes-Benz	Wanquan	86-(637)776-7626	Parsons	Hyundai
Mitsubishi	Gif-sur-Yvette	33-(738)393-6690	McFayden	Dodge
Toyota	HÄ±gersten	46-(287)969-2504	Doerren	Buick
Audi	PortariÄ±	30-(532)483-4894	Ballach	Mercedes-Benz
Mercedes-Benz	Cibunar	62-(278)574-1505	Muffitt	BMW
Saab	ZÄ±bolÄ±	98-(861)257-0676	Pettisall	Mercedes-Benz
Cadillac	Bafang	237-(580)565-6099	Beran	Hyundai
Dodge	Sa'dah	967-(404)467-5718	Lissenden	MINI
Toyota	San Felipe	56-(495)195-1262	Placidi	Lexus
Honda	Basel	41-(969)797-0654	Mateus	GMC
Mercedes-Benz	Lazaro Carden	52-(659)783-0770	MacSkeaghan	Honda
Porsche	Duczki	48-(870)229-0573	Thomas	Ford
Subaru	Tanza	63-(918)555-0134	Cheltnam	Ford
Buick	Binjai	62-(898)522-9583	Ansill	Volvo
Nissan	Ban Na San	66-(361)754-0522	Fairlaw	Volvo
Dodge	ObÄ±Ä±	7-(511)911-1246	Di Baudi	Mitsubishi
Subaru	Cuenca	593-(257)728-2265	Kisby	Alfa Romeo
Chevrolet	Melaka	60-(261)461-3317	Rankin	Honda
Cadillac	Dongqu	86-(108)773-5131	Andrioletti	Ford
Hyundai	Mishkino	7-(707)809-6082	Snedden	Mitsubishi
Mercedes-Benz	Changtang	86-(652)955-2916	Quaif	Chevrolet
Acura	Chattanooga	1-(423)606-7617	Dymick	Kia

City	Phone
Taishanmiao	86-(0)
Bukid	63-(0)
Niedercorn	352-(0)
CuiabÄ±	55-(0)
Ghazni	93-(0)
Sorinomo	62-(0)
Xiangba	86-(0)
PerzÄ±w	48-(0)
Ä±garo	251-(0)
Madrid	34-(0)
Cerca la Source	509-(0)
WÄ±...pielsk	48-(0)
SosÄ±ndra	30-(0)
Baojiadian	86-(0)
Kurjan	355-(0)
Sungaiduri	62-(0)
Huangfang	86-(0)
DhankutÄ±	977-(0)
Khakhea	267-(0)
PisÄ±ques	351-(0)
Baise City	86-(0)
RoshalÄ±Ä±	7-(4)
Gibbons	1-(4)
Calvos	351-(0)
Pogorzycze	48-(0)
Al FarwÄ±Ä±yah	965-(0)
Hegarmulya	62-(0)
Hongguang	86-(0)

Figure 2. View the document/spread sheet/ before print

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

1. Write how to see your document before print?

Note: Satisfactory rating – 8 points Unsatisfactory - below 8 points

You can ask your teacher for the copy of the correct answers

Score = _____
Rating: _____

Name: _____

Date: _____

Answer Sheet

Information sheet-2

Selecting basic print settings/ options

2.1. Printer settings

Access the settings window in Devices and Printers to select settings that apply to all your print jobs.

- Search Windows for 'printers', then click Devices and Printers in the search results.
- Right-click the icon for your printer, then click Printer properties. ...
- Click the Advanced tab, then click Printing Defaults

2.2. Printer Driver Settings Access

The printer driver software can be accessed from the **Print** dialog box of an application, or from **Start**. If accessed from an application, then changes made to driver settings remain in effect until the application ends. If accessed from **Start**, changes are maintained as the default printer settings.

Changing the Default Driver Settings

The **Reset** button is only available when you access **Preferences** or **Properties** from the **Print** dialog box of an application. Default driver settings apply to printing jobs initiated from any application, but they are overridden by setting changes made within each application.

1. Click **Start** and click **Devices and Printers** (Windows 7), or click **Control Panel** And double-click **Printers** (Windows Vista), or **Printers and Faxes** (Windows XP).
2. Right-click on your printing system icon.
3. Click **Printing Preferences**.
4. In the **Printing Preferences** dialog box, select the desired features in all tabs.
5. Click **OK** to save the settings.

2.3. Selecting Basic Print Settings

Select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.
2. Select the print command in your application.
3. Select your product as the **Printer** setting.
4. If necessary, click the arrow next to the Printer setting or the **Show Details** button to expand the print window.

You see the expanded **printer settings** window for your product

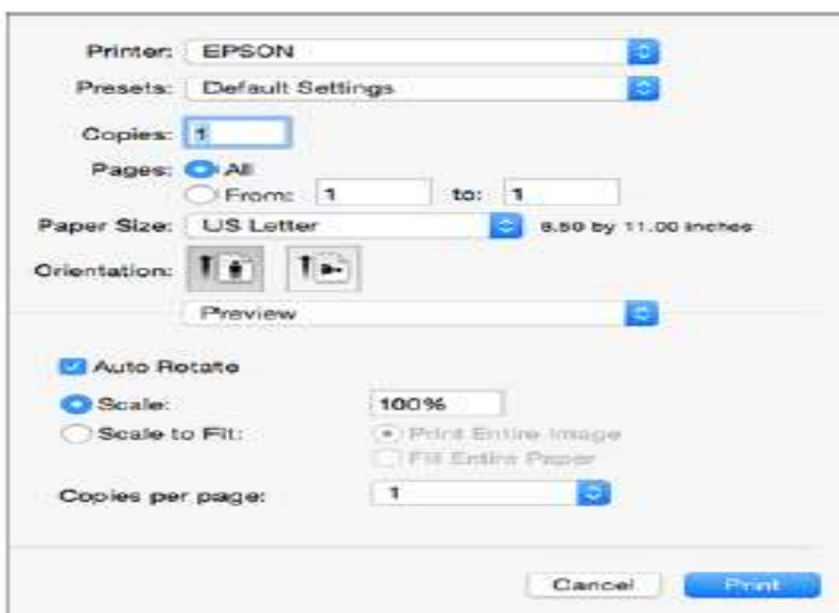


Figure 2: print setting window

5. Select the **Copies** and **Pages** settings as necessary.

Note: If you do not see these settings in the print window, check for them in your application before printing.

6. Select the page setup options: **Paper Size** and **Orientation**.

Note: If you do not see these settings in the print window, check for them in your application before printing. They may be accessible by selecting **Page Setup** from the File menu.

7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.

8. Select **Print Settings** from the pop-up menu.



9. Select the type of paper you loaded as the **Media Type** setting.

Note: The setting may not exactly match the name of your paper. Check the paper type settings list for details.

10. Select the **Print Quality** setting you want to use.

11. Select any of the available print options.



Self-Check -2	Written Test
----------------------	---------------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write a procedure how to set your documents before print?

Note: Satisfactory rating – 6 points Unsatisfactory - below 6 points

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

Score = _____
Rating: _____

Name: _____

Date: _____

Answer sheet



Operation sheet -2

Selecting Basic Print Settings

Steps to select the basic settings for the document or photo you want to print.

1. Open a photo or document for printing.
2. Select the print command in your application.
3. Select your product as the **Printer** setting.
4. If necessary, click the arrow next to the Printer setting
5. Select the **Copies** and **Pages** settings as necessary.
6. Select the page setup options: **Paper Size** and **Orientation**.
7. Select any application-specific settings that appear on the screen, such as those shown in the image above for the Preview application.
8. Select **Print Settings** from the pop-up menu.
9. Select the type of paper you loaded as the **Media Type** setting.
10. Select the **Print Quality** setting you want to use.
11. Select any of the available print options.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instruction: Given necessary templates, tools and materials you are required to perform the following tasks within 30 minutes.

Task 1. Select basic Print Settings

List of reference and materials

<https://www.google.com/search?q=Select+basic+Print+Settings&oq=Select+basic+Print+Settings&sourceid=chrome&ie=UTF-8>

<https://www.google.com/search?q=printing+documents&oq=printing+documents&sourceid=chrome&ie=UTF-8>

IT training manuals



NO	TTLM developer Name	Back ground Qualification	College Address	College Name	Cell Phone	E-mail
1	Deribow Gonfa	Plant science(Bsc)	Oromiya	Fitcha PollyTVET	0912774688	gonfad24@gmail.com
2	Tesfaye Tekola	Agronomy (Msc)	Benishangul Gumuz	Assosa ATVET	0910550651	ttekola@gmail.com
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6	Tadesse Yasin	Horticulture (BSc)	Amhara	Kombolcha PollyTVET	0921626541	tadaseyasin2019@gmail.com
7	Zewde Paulos	Agronomy(Msc)	SNNPR	Sodo ATVET	0921004814	Zedpa2013@gmail.com
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9	Fetene Muluken	Agronomy (Msc)	Amhara	Woreta ATVET	0986911690	Fetenemuluken9@gmail.com
10	Misgana Belay	Agronomy (Msc)	Oromia	Nedjo ATVET	0911983854	Misbel2000@gmail.com
11	Sadik Ebrahim	Agronomy (Msc)	Federal	Agarfa ATVET	0920617776	sadikebra@gmail.com
12	Birhanu reda	Horticulture(BSc)	Tigray	Maichew ATVET	0923452395	birhanureda@gmail.com

Profile of trainers participate on special Horticultural Crops Production TTLM development for level I at Adama 2020

