DAIRY PRODUCTION

LEVEL-II

Learning Guide -15

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M05 LO01-LG15

TTLM Code: AGR DRP2T TLM -v1

LO 01: Use appropriate word-processing software

Information sheet	Learning Guide #01

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

- Selecting word-processing software
- Creating and adding data on word-processing application based on information
- Identifying, and clarifying document purpose, audience and presentation requirements
- Identifying organizational requirements for text-based business documents,
- Designing document structure and layout
- Matching document requirements

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 appropriately to perform activity
- Open word-processing application, add created document and data according information requirements
- Identify and clarify audience and presentation requirements with personnel as required document purpose
- 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

3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1 and proceed other turn by turn”
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1 and do the same on other self-check of information sheet).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet-1	Selecting word-processing software

What Is a Word Processor?

A **word processor** is **software** or a device that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it. Of all computer applications, **word processing** is the most common

When salespeople throw you a sales pitch about how a computer will increase productivity, cure tedium, and generally improve your life, they always mention word processing. Office or home, executive or student, these people claim that just about everyone can use a word processor. In general, they are right; word processing is a big reason why computers found a permanent niche in our homes, offices, and classrooms.

A word processor is made up of two parts, a text editor and a text formatter. A text editor lets you enter and change text on the screen. A text formatter lets you send the text to a peripheral's device, like a printer, exactly as it will appear on the printer page.

The text editor has cursor control, which may be simply the cursor control keys, a more extensive and elaborate set of command codes, or both, to get you from one place to another in the text. Text editors are either screen oriented, which means one character on the screen represents one character in memory and changes or made instantaneously, or line oriented, which means entire lines of text are entered and stored in memory.

A word processor allows you to use your computer in much the same way you would a typewriter, with some important exceptions. With a typewriter, you see your deathless prose on paper immediately after you type it. With a word processor, your writing is stored electronically. Your link is through the monitor, where the words appear on screen, or the disk, where the words are stored for future use.

With a typewriter, altering your writing means retyping the page. Moving paragraphs around becomes an exercise in using scissors and tape to cut and paste. Not so with a word processing program. Since your prose is stored electronically, inserting, deleting, and moving text is as easy as pressing a few keys. Only after you are satisfied with your work do you print out your document on paper.

As a corollary to this, once you do decide to print out the text, you press a few keys and then sit back and watch the printer go--effortlessly, flawlessly, accurately churning out the words as fast as it can pull them out of memory or off the disk.

Finally, setting up special formats--headings or footers for example--on a typewriter is time consuming and must be repeated for each page. With many word processors, you set up these special layouts once and then watch the program automatically duplicate them on each page.

Indeed, a word processor is a versatile tool--far more versatile than a typewriter. Most writing that can be done on a typewriter can be done more efficiently on a word processor.

As you can imagine, anyone who writes--and that includes business people, students, editors, and just about everyone else--can take advantage of the speed and ease of a word processor. In the business world, memos, letters, and reports can be drafted, revised, and printed much faster with a word processor than with a typewriter. On the home front, students find that much of the tedium of revising and retyping term papers is eliminated. All in all, a word processor saves you time and effort and is a practical application for your computer investment. How To Buy A Word Processor?

Word processing is one of the biggest inducements to buying a computer. Without a doubt, manipulating words electronically on a monitor screen before committing them to paper is much easier than wrestling with a typewriter and its reams of paper, rolls of ribbon, and gallons of white-out. If you already use a word processor, you know the advantages of owning one, but you may want or need to consider a second one. If you have never used a word processing program, read on, and we'll show you what to look for. Matchmaker, Matchmaker

The word processors in many integrated packages are not as powerful as stand-alone programs and may not offer all the features you want. For the average user, this may not present a problem, but for those who need a full-featured program and only occasionally import data, a stand-alone word processor connected to an umbrella program that communicates with the various applications programs may be your best bet.

Choosing a word processing package is an art and a science. Charts, while helpful, cannot take into account the most important variable--you. As we said earlier, word processors are very personal. What is right for one person is not right for another. The most expensive word processor may not be the best. The bestselling programs may not be right for you.

So, what final words of wisdom do we have for readers who want to make the best choice and then make the best use of a word processing package? Define your word processing needs; find a program that offers the features you want; and if at all possible, try the program before you buy it.

The more you know about your own needs and the specific way in which a given program will satisfy them, the better will be your chances of choosing the package that is right for you. And once you start using a word processor that is right for you, you will never want to touch a typewriter again.

Self-Check -1	Written Test

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

1. What is word processor?
2. Write two-part word processor

Note: **Satisfactory rating - 18 points** **Unsatisfactory - below 18 points**

Score = ____________

Rating: _____________

Answer Sheet

Name: ___________________________ Date: ________________

Short Answer Questions

1. ____
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2. ____
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Information Sheet-2	Creating and adding data on word-processing application

Before you can use *Word,* you must first open the program. Click on the **Start** button in the lower left corner of the screen, then from the **Programs** submenu select **Microsoft *Word*** (you may need to choose from the **Word Processing** or **Microsoft *Office*** submenu--Fig. 1)

Fig. 1: Open Microsoft *Word* by clicking on the program icon

If you can find Microsoft *Word* for yourself, select the program from the *Office* or word processing submenu. Otherwise get help from a friend, or your instructor, or from the lab supervisor. After you have opened *Word*, you should have a new blank document open on your screen. If this is not the case, then just select **New** from the **File** menu Look at the name of the new file at the top left of the screen (Fig. 2).

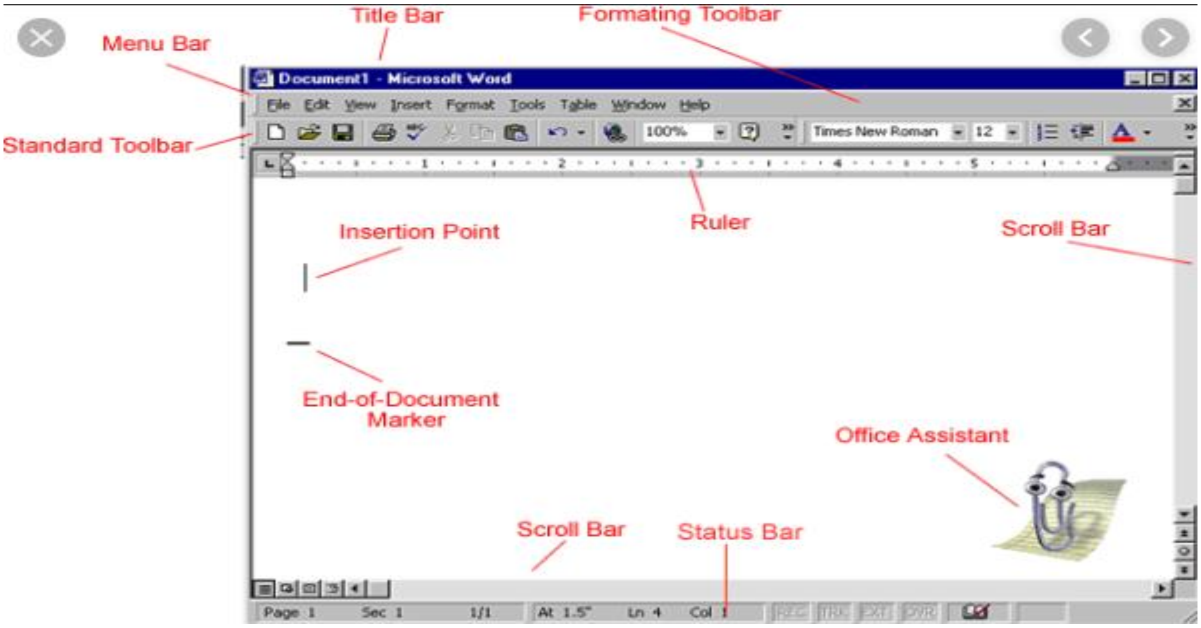

Fig. 2: Window for a new *Word* document

As you can see, the new file is named "**Document1**". The file is so called because you haven't yet given it a name. It's always a good idea to give a new file a name or title of your own immediately and save it on the disk on which you intend to keep it. This is easy enough to do. Here are the steps. Put your **Data** disk in the floppy disk drive (drive A:) and select **Save As** from the **File** menu.

2.1. Entering and Saving A Document

Practice makes perfect

The best way to get the hang of using the word processor is by practice. First of all, you'll need to clear the Seagull quote off the screen. You don't want to save it as part of the Conference Call letter, so here are the steps to get rid of this unwanted text. Choose **Select All** from the **Edit** menu (or drag across the whole paragraph) Press the **Backspace** key once to remove the highlighted text from them Document

It also shows where all the Paragraph marks (?) are. This is to help you remember to hit the Enter key only where necessary, *not* at the end of every line. As you type, *Word* is probably set to automatically warn you of any spelling or grammar errors it finds (by underlining them on your screen). Don’t worry about these warnings for now. You will also notice that *Word* will think that you are writing a letter once you type the first address at the top of the page. Just ignore this, too, and click on **Cancel** when prompted by the *Office* Help icon in the lower right corner of the screen.

Go ahead and type in the complete text of the Conference Call letter

2.2. Saving the document

Save the Conference Call letter as you go along. A momentary loss of power is enough for you to lose all your work. Once the document is saved you should go back and correct any errors you made, and then save it again to replace the previous version. From the **File** menu select **Save** (or press **Ctrl-S**) Remember: when you save a document with the same name as before, you are *replacing* the earlier version. You *won't* be creating a second copy. The quickest way to save your work is to press **Ctrl–S** on the keyboard. The **Ctrl** key is in the lower left corner of the keyboard. It is called the Control key. Locate it now; you'll be using it a lot as you become more familiar with *Word*. It is always used in combination with one or two other keys. **Ctrl–S**, for example, is executed by holding down the **Ctrl** key and simultaneously pressing the **S** key. You'll learn more keyboard commands as you work your way through the tutorials. For ready reference you will find on the inside back cover of this book a list of the most frequently used keyboard commands. You should get used to using the **Ctrl–S** frequently—say once every 15 minutes or so—as a protection against losing your work. Until you have your own Uninterruptible Power Supply (UPS), you should become very conscientious about executing that **Ctrl–S** command which quickly saves your work to the disk on which you originally saved it. The system uses the same name and the same location as before.

Self-Check -2	Written Test

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

1. Write a simple procedure how to open word?
2. Write a simple procedure to save your word documents?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information Sheet-3	Identifying, and clarifying document purpose.

3.1. Document Purpose

Documents should be created for explicit purposes or goals that both the writer and the reader would readily agree on. Although there are many explicit purposes for creating a scientific or technical document, there are four general categories: to provide information, to give instructions, to persuade the reader, and to enact (or prohibit) something. Make the explicit purpose clear at the beginning of your document in an abstract, an executive summary, an introduction, or all of these. Sometimes a formal statement of objective is called for. You may also need to identify the person, the agency, or the contract requiring or authorizing the document or research.

In addition to explicit goals, however, writers almost always write with unstated but still extremely important implicit goals in mind. Among the most common of these goals are to establish a relationship, to create trust and credibility, and to document actions

3.2. Identify and clarify the Benefits to the Reader

Especially for advertising, sales copy, and other documents meant to persuade, identify and emphasize the benefits of a product, service, or policy, for example, rather than just its features.

Be Concise

Write concisely. Busy people in the workforce don’t have time to read any more than they have to. Use short words and sentences rather than long ones when possible, and eliminate unnecessary information. (For more information on this subject, see the article on “Conciseness.”)

However, don't be so brief that you neglect to include necessary information. Make sure that you don't inadvertently leave out any important instructions, deadlines, contact information, statistics or other evidence, or the like.

Substantiate Your Claims

Make sure that your information is complete and accurate. Check your facts before you submit your information, and use statistics, examples, dates, and similar information to back your claims. However, if you use graphs, charts, tables, or other graphical elements, make sure they add meaningful information to your document and are not just needless filler.

Proof read

After you have used a spell checker and grammar checker (though grammar checkers are not completely reliable), take the time to proofread your document. Look for omitted words, misspelled homonyms (*it's* for *its*), and wrong punctuation. Check that sentences are grammatical. Make sure the document is error free, clear, and concise. It may be helpful to have a colleague, co-worker, or even a professional writer or editor review your work before you deliver it. If in proofreading you find omissions or organizational problems, don't be afraid to revise your document substantially if needed. Having a more effective document is usually worth the extra time and effort. If possible, leave enough time (a day or more) to set your document aside and come back to it later to review it one more time with fresh eyes and greater perspective before you submit it.

3.3. How can you make a good presentation even more effective?

This page draws on published advice from expert presenters around the world, which will help to take your presentations from merely 'good' to 'great'. By bringing together advice from a wide range of people, the aim is to cover a whole range of areas. Whether you are an experienced presenter, or just starting out, there should be ideas here to help you to improve.

1. Show your Passion and Connect with your Audience
2. Focus on your Audience's Needs
3. Keep it Simple: Concentrate on your Core Message
4. Smile and Make Eye Contact with your Audience
5. Start Strongly
6. Remember the 10-20-30 Rule for Slideshows
7. Tell Stories

Self-Check -3	Written Test

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

1. What are four purposes for creating a scientific or technical document?
2. List at least four ideas that help you to provide good presentation?

Note: **Satisfactory rating - 18 points** **Unsatisfactory - below 18 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information Sheet-4	Identifying organizational requirements for text-based business documents

All writing requires revision, and usually multiple revisions. To be thorough, go through three steps:

Step One

Critically and objectively read the text, placing yourself in the reader's position. Ask the following questions:

- What am I trying to say?
- Have I said it?
- Is it clear to someone encountering the subject for the first time?

Step Two

Simplify style and make the text more readable and effective. Ask yourself:

- Could I put it more succinctly?
- Is every word necessary?
- What can be deleted without loss of meaning or emphasis?
- Can I replace jargon with plain words?
- Will readers understand the technical vocabulary used?
- Could I use stronger, action verbs?
- Do the passives clarify my meaning or would an active form be better?
- Can I turn negative structures into positive ones?
- Can I shorten and/or vary sentence length?
- Are the leads sharp enough?

Are there too many lists breaking up and complicating the text?

- Could a table or graph be useful?
- Can I reduce cross-references?

Step Three

Do a final reading for spelling and typographical consistency.

NOTE: Microsoft Word TM grammar and spell check function can provide "readability" information. It tells you the average number of sentences per paragraph, the average number of words per sentence and the percentage of passive sentences. Although this tool will not ensure that you write any better than you already do, it can provide interesting information. Nothing, however, is a better test than to submit your document for comment to someone outside your specific field of expertise. It is very important that before you let your document be published or sent out, that you check the document to ensure that all the requirements are met including use of knowledge of enterprise style guide/house style.

Self-Check -4	Written Test

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

1. Discuses to writing requires revision, and usually multiple revisions?

Note: **Satisfactory rating - 18 points** **Unsatisfactory - below 18 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information Sheet-5	Designing document structure and layout

Designing the structure and layout of document the structure and layout of your document should be designed in a way that suits its purpose, audience and information requirements. This may relate to the requirements of your organization too. Although the structure and layout of your documents may vary depending on the type of document you are creating, this chapter will look at some of the best ways to design the structure and layout in a way that suits its purpose, audience and relevant requirements.

Design may include:¬Balance¬Diversity¬Relative positioning of graphics and headings¬Simplicity¬Text flow¬Typography. Balance Within design, balance is the concept of equilibrium within your document.

When elements aren't balanced on the page, this can be quite disturbing and uncomfortable. When considering balance, it's a good idea to imagine an axis. The visual weight should be equal on either side of your imaginary axis. There are two main ways to achieve a balance within your document: through symmetry or asymmetry. Symmetry:¬Is a mirror image¬Repeats a reversed design on opposite side of axis¬Is formal¬Is ordered¬Can often be boring. Asymmetry:¬Achieves balance through contrast ¬Is informal¬Involves different elements that have equal visual weight

Considered more interesting¬Is more dynamic. By ensuring that your design is balanced, you can be sure that your document will be structured in a way that suits its purpose, audience and requirements. Diversity Within your document, aim to demonstrate diversity:¬Use a range of different things ¬Give a variety ¬Be different ¬Strive to be unique¬Don't be like anything else. Relative positioning of graphics, headings and white space the relative positioning of the graphics, headings and white space within your document will ensure that it suits the purpose, audience and requirements of the document.

Self-Check -5	Written Test

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

1. What are items to be consider during design documents?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information Sheet-6	Matching document requirements

6.1. Customize or create new styles

You can use styles to quickly apply a set of formatting choices consistently throughout your document. If you want formatting choices that are not available from the built-in styles and themes available in Word, you can modify an existing style and customize it to suit your needs. You can change the formatting (such as font size, color, and text indentation) in styles applied to titles, headings, paragraphs, lists, and so on. You can also select formatted text in your document to create a new style in the Styles gallery.

The styles covered in this article are located in the Styles gallery, a visual menu located on the **Home** tab. To apply a style, simply select the text you want to format, and then click the style you want in the Styles gallery. To learn more, see Apply a style to text in Word.

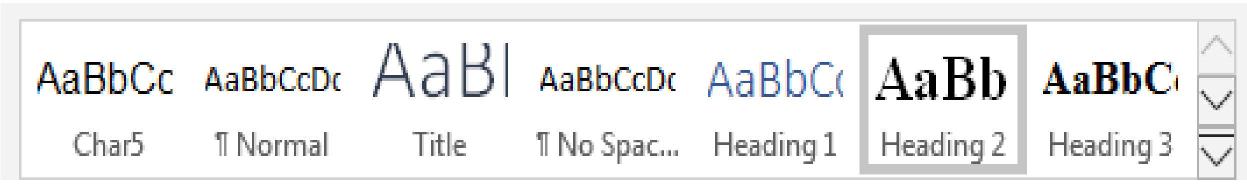


Figure 3: styles bar

6.2. Modify an existing style

You can modify an existing style in the Styles gallery in two ways:

- Modify a style by updating it to match formatting in your document
- Modify a style manually in the Modify Style dialog box

6.3. Modify a style by updating it to match formatting in your document

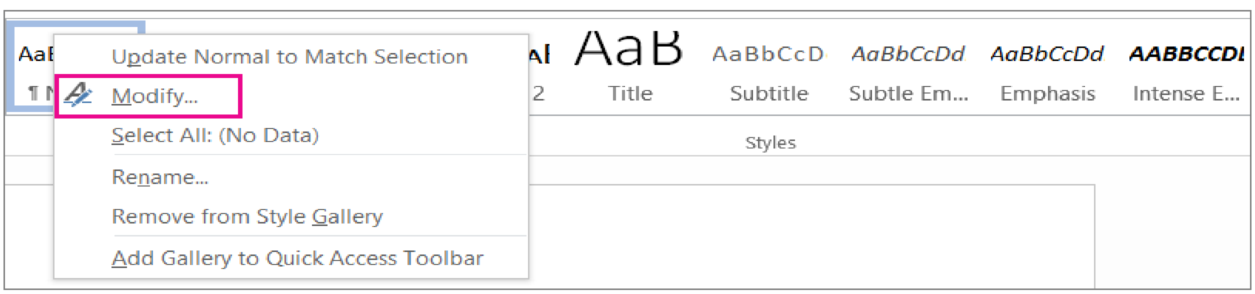
If you have text in your document that already has a style applied, you can change the formatting of that text and apply it to the style in the Styles gallery.

1. Select text in your document that has the style applied, such as Heading 1.
   When you select text that has a style applied, that style is highlighted in the Styles gallery.
2. Format the selected text with the new attributes that you want.
   For example, you might want to change the point size for the Heading 1 style from 16 points to 14 points.
3. On the **Home** tab, in the **Styles** group, right-click the style that you want to change, and then click **Update [Style Name] to Match Selection**.

6.4. Modify a style manually in the Modify Style dialog box

You can modify a style directly in the Styles gallery, without using the text in your document.

1. On the **Home** tab, right-click any style in the Styles gallery and click **Modify**.



2. In the **Formatting** section, make any formatting changes you want, such as font style, size, or color, alignment, line spacing, or indentation.
3. Choose whether the style change applies to the current document or to all future documents.

6.5. Create a new style based on document formatting

You can select formatted text in your document to create a new style that you add to the Styles gallery.

Newer versions Office 2007 - 2010

1. Right-click the text on which you want to base a new style.
2. In the mini toolbar that appears, click **Styles**, and then click **Create a Style**.
3. In the **Create New Style from Formatting** dialog box, give your style a name and click **OK**, your new style will now appear in the Styles gallery.

Self-Check -6	Written Test

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

1. Write two ways that use for modifying styles?
2. How can Modify a style by updating it to match formatting in your document?

Note: **Satisfactory rating - 18 points** **Unsatisfactory - below 18 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Reference

- www.techopedia.com › definition › spreadsheet-software
- www.zapier.com › blog › best-spreadsheet-excel-alternativ
- www.ms-office.wonderhowto.com › how-to › automatically-insert-symbols.
- www.dummies.com › software › microsoft-office › how-to-enter-basi.

DAIRY PRODUCTION

LEVEL-II

Learning Guide -16

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 LO 02-LG16

TTLM Code: AGR DRP2TTLM -v1

LO 02: Customize basic settings and format documents

Information sheet	Learning Guide #01

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

- Adjusting page layout
- Opening and viewing different toolbars
- Changing font format /font settings
- Changing alignment and line spacing
- Modifying the margin of the documents (word / spread sheet/ database/
- Aligning information in a selected cell
- Opening and switching several word documents / spread sheets/ databases/
- Using formatting features and styles to customise basic settings and format cell or documents,
- Using technical functions, other data and formatting tools
- Highlighting and coping text from another area in the document or from another active document
- Selecting formatting features from another cell in the spread sheet or from another active spread sheet
- Inserting headers and footers
- Saving document in another file format or spread sheet

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 *tool bars*
- Change font *format /font settings* to suit document purpose of the word document/spread sheets/ database entries
- Change *alignment* and line spacing, and modify margins of the document (word / spread sheet/ database/ according to document information requirements and formatting features

- Align information in a selected cell as required
- Open and switch several word documents / spread sheets/ databases/are
- Use *formatting features* and styles to customise basic settings and *format* cell or documents, create table and add images as required
- Use *technical functions*, *other data and formatting tools,* document templates as required to finalise documents/or within the spread sheet
- Highlight and copy text from another area in the document or from another active document; or select formatting *features* from another cell in the spread sheet or from another active spread sheet
- Headers and footers are inserted to incorporate necessary data using formatting features
- Save document in another *file format* or spread sheet as another file type and close document and spread sheet to a *storage device*

Learning Instructions:

8. Read the specific objectives of this Learning Guide.
9. Follow the instructions described
10. Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
11. Accomplish the "Self-check 1" and proceed other turn by turn
12. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1 and do the same on rest self-check of information sheet)
13. If you earned a satisfactory evaluation proceed to "Information Sheet 2 and other". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
14. Submit your accomplished Self-check. This will form part of your training portfolio.

Information sheet-1	Adjusting page layout

Page Setup and Margin Formatting

The screenshot below displays the menu path to change the margins in a paper. According to APA, all margins are set at 1 inch.

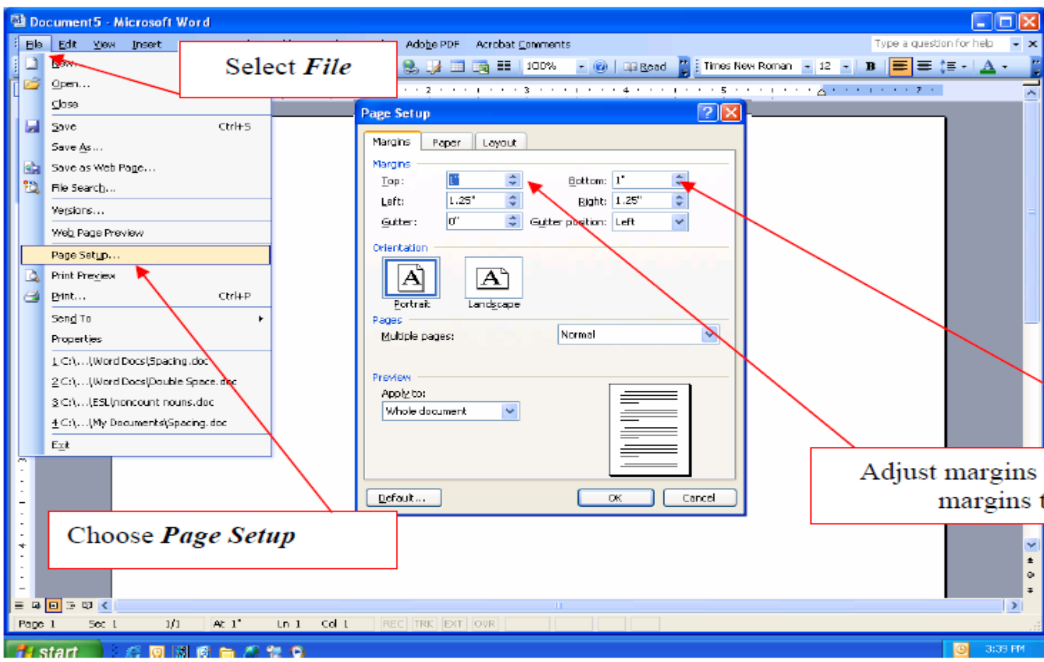

Figure 1: Microsoft word widows

1. Select *File*.
2. From the file dropdown menu, select *Page Setup*.
3. In the *Page Setup* window, the *Margins* tab will allow you to change the margins to the correct format.
4. When you are finished, click *OK* to return to your paper.

Self-Check -1	Written Test

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

1. Write simple procedure to adjusting page layout?

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

Score = ____________
Rating: _____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information Sheet-2	Opening and viewing different toolbars

One of the most convenient features of Microsoft Word is the ability to customize the tools that you work with. This article describes how you can customize and create toolbars and toolbar buttons. You can customize any toolbar by adding, deleting, moving, or grouping toolbar buttons to suit your needs.

Microsoft Word includes several built-in toolbars, including the two default toolbars that are visible when you start Word: The Standard toolbar and the **Formatting** toolbar.

The Standard toolbar includes command buttons with which you can quickly access many of the frequently used commands, such as **Save**, **Open**, **Copy**, and **Paste**. The **Formatting** toolbar provides quick access to text-formatting commands, including **Bold**, **Italic**, **Underline**, **Numbering**, and **Bullets**.

To see a list of available toolbars, point to **Toolbars** on the **View** menu. The available toolbars appear on the **Toolbars** submenu. The toolbars that are currently visible in the Word window are selected (check marks appear next to them). To view and use a toolbar, you must select it on the **Toolbars** submenu. To select it (make it visible on the Word screen), click the toolbar name.

2.1. How to create a new toolbar

1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
2. Click the **Toolbars** tab, and then click **New**.
3. In the **Toolbar Name** box, type a name for your new custom toolbar.
4. In the **Make toolbar available to** box, click the template or open document where you want to store the toolbar.
5. Click **OK**. Then **Customize** dialog box appears.
6. Click the **Commands** tab. Click the category that you want to select your button from. Under **Commands**, drag the button that you want to the new toolbar.
7. Click **Close**.

Self-Check -2	Written Test

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

1. What are two default toolbars that are visible when you start Word?
2. How can we create new tool bar?

***Note:* Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information Sheet-3	Changing font format /font settings

3.1. Formatting Font

The screenshot below displays the menu path to change the font. Use a traditional font such as Times New Roman or Courier in 12-point size.

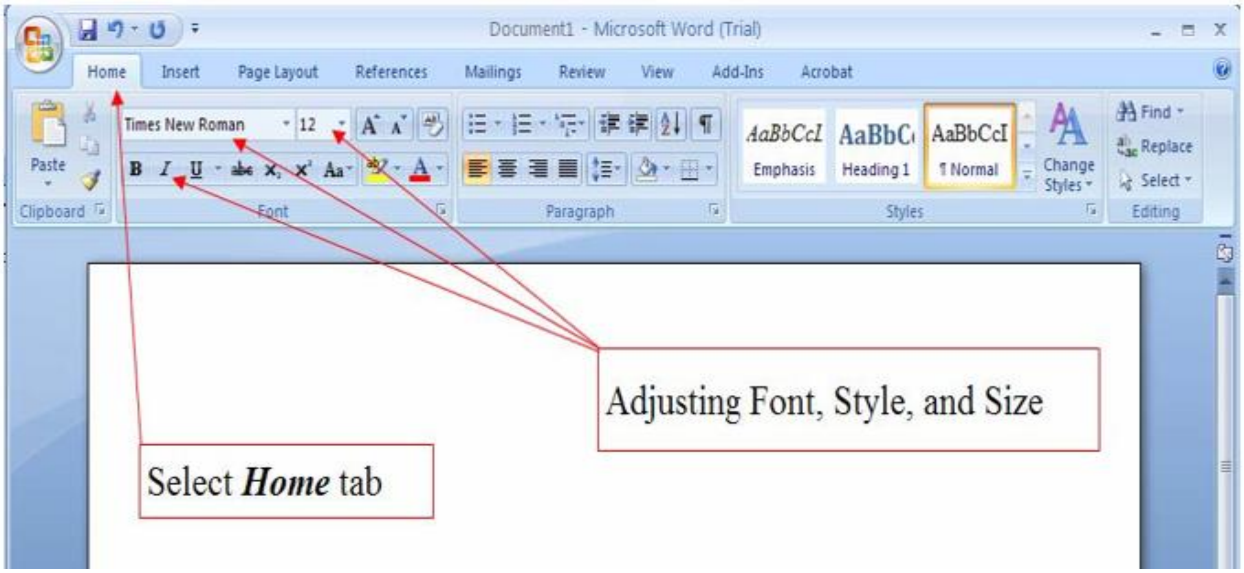

Figure 2: Microsoft word widows

1. Select the *Home* tab.
2. From the *Font* menu, you may adjust the font, style, and size to the correct format.

Self-Check -3	Written Test

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

1. How we can format fonts?

Note: **Satisfactory rating - 18 points** **Unsatisfactory - below 18 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information Sheet-4	Changing alignment and line spacing

4.1. Alignment

What are the four types of alignment?

The four primary types of text alignment include left aligned, right aligned, centered, and justified.

- Left Aligned - This setting is often referred to as "left justified," but is technically called "flush left." ...
- Right Aligned - This setting is also called "right justified," but is technically known as "flush right."

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

To add indentation or change the amount of indentation before text, select or type a number in the **Before text** box. You can use the **Special** options to only indent the first line, or to add a hanging indent. Indentation is measured in inches, and it can be any whole number or decimal, such as 1.2 inches.

4.2. Spacing

To change the spacing above or below a paragraph, type or click the arrows next to **Before** or **After**. This number can be any whole number or a decimal, such as 6.5.

To change the spacing above and within a paragraph, use the **Line Spacing** options: **Single**, **1.5 Lines**, or **Double**. Or select **Exactly** and then add a point value (between 0 and 1584) in the **At** box. (The bigger the point value, the wider the spacing.) Or select **Multiple** and add a value to the **At** box. (Use any number less than or equal to 9.99: A value of 1 would equal single-spacing, while a value of 3 would equal triple-spacing)

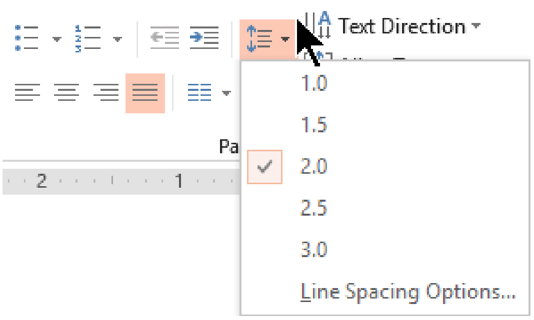

Figure 3: Line spacing

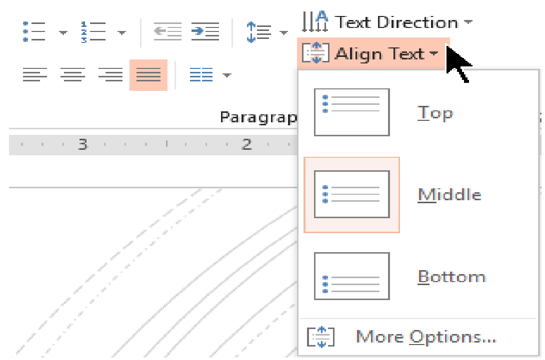

Figure 4: Vertical alignment

Self-Check -4	Written Test

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

1. Write four primary types of text alignment and discuses?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information Sheet-5	Modifying the margin of the documents

What is margin in a document; In typography, a **margin** is the area between the main content of a page and the page edges. The **margin** helps to define where a line of text begins and ends. When a page is justified the text is spread out to be flush with the left and right **margins.**

5.1. Merge Multiple Word Documents

To get started, open the first Word document that you want to use as the master file. Next, go to the position in the document where you want to insert the additional Word file. The nice thing about this method is that you can insert the additional Word files anywhere in the master file. It doesn't always have to be at the end.

5.2. How to changes margins in words

a. **Open a Microsoft Word document.** To do so, double-click the blue app that contains or is shaped like a **W**. Then click **File** at the top of the screen and **Open…**.
b. To create a new document, click **New** in the file menu **Click the Layout tab.** It's at the top of the window
c. **Click Margins.** It's on the left side of the tool bar
d. **Click Custom Margins…**
e. If you prefer, you can also just click one of the predefined margin templates, such as **Normal** (1 inch on all sides) or **Narrow** (.5 inch on all sides), if they meet your needs
f. **Set the margins.** Type numbers indicating the width of your margins in the **Top**, **Bottom**, **Left**, and **Right** fields.
g. Only adjust the **Gutter** margin if you intend to use the document in a bound format, like a book or report, and you need space for the binding. In such a case, type a

number in **Gutter** that will allow enough room for the binding and use the drop-down to indicate whether the binding will be on the top or on the left.

h. **Click the Apply to drop-down menu.**

i. **Select how to apply the margins.**

- Click **Whole document** if you'd like the same margins used throughout the document.
- Click **This point forward** if you'd like the new margins to apply to the pages of the document beyond the cursor's current location.
- Click **Selected sections** after selecting a block of text in the document in order to apply the new margins only to the text you selected.

Self-Check -5	Written Test

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

1. What is margin in a document?
2. How can changes margins in words

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information Sheet-6	Aligning information in a selected cell

What is alignment in a cell; Cell Alignment. ... With MS Excel, **cell alignment** is how your text or numbers are positioned in the **cell**. You can align vertically, meaning towards the top, the middle or the bottom. And you can also align horizontally, meaning to the left, the center or to the right. Excel actually has its own defaults for **alignment**.

6.1. Align text in a cell

If you'd like to realign text in a cell to enhance the visual presentation of your data, here's how you can do it:

1. Select the cells that have the text you want aligned.
2. On the **Home** tab choose one of the following alignment options:
3. To vertically align text, pick **Top Align** , **Middle Align** , or **Bottom Align** .
4. To horizontally align text, pick **Align Text Left** , **Center** , or **Align Text Right** .
5. When you have a long line of text, part of the text might not be visible. To fix this without changing the column width, click **Wrap Text**.
6. To center text spanning several columns or rows, click **Merge & Center**.

Self-Check -6	Written Test

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

1. What is What is alignment in a cell?
2. Shows how we Align text in a cell?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Self-Check -7	Opening and switching several word documents

7.1. Opening several word documents / spread sheets/ databases

There are a number of ways to open a Word file. Use Open from the File menu, tab or Office button, click the Open icon, or even double-click an item in Windows Explorer to launch Word and the file. Then, there are the not-so-intuitive methods such as using the Most Recently Used list or opening a file from the Start menu.

Using Open, you can open several documents with one effort. First, open the Open dialog box by choosing Open from the File menu or tab (2010) or by clicking the Office button (in 2007). Once this dialog box is open, there are two ways to specify multiple files:

- **Adjacent files**: To select contiguous files, click a file, hold down the [Shift] key, and then click a second file. Word will select both of the clicked files and all the files in-between.
- **Nonadjacent files**: To select non-contiguous files, hold down [Ctrl] while clicking each file you want to open.

You can even use a combination of the two selection methods to specify both contiguous and non-contiguous blocks of files at the same time.

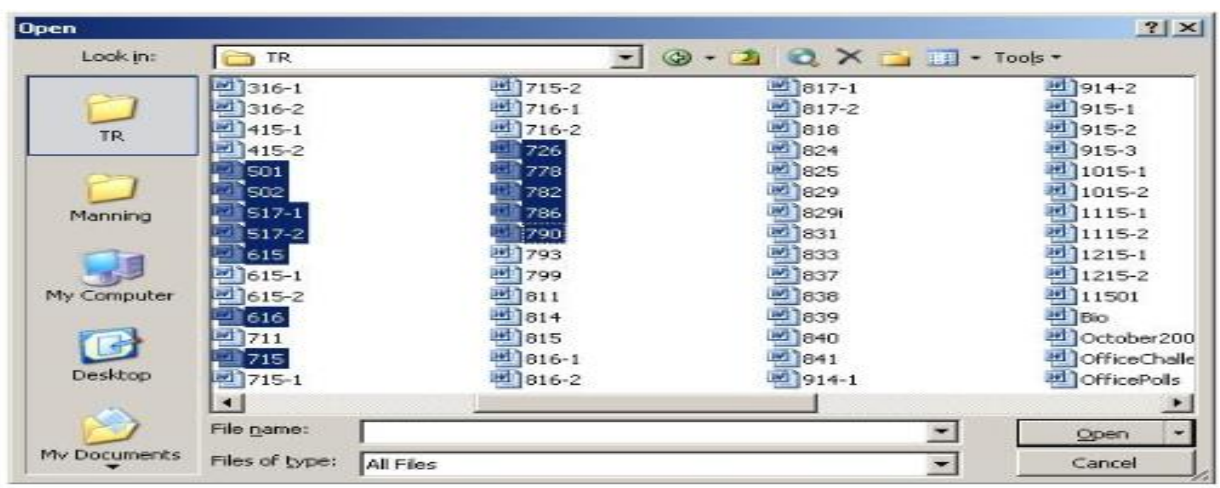

Figure 5: dialog box

7.2. Switch between Open Document Windows

Now and then, it’s quite often to conduct multiple tasks at one time. And when it comes to Word, opening several documents at the same time is not unusual. However, living in an age when time is one of our greatest assets, to do things quick and fast is required everywhere. So, a little time squeezed can mean a lot to us. Now let’s take a look at how we can save time by quickly switching between document windows.

Use Windows Taskbar

Once you hover your cursor over the Word icon on Windows taskbar, you can see all currently open documents displayed in small windows, such as below:

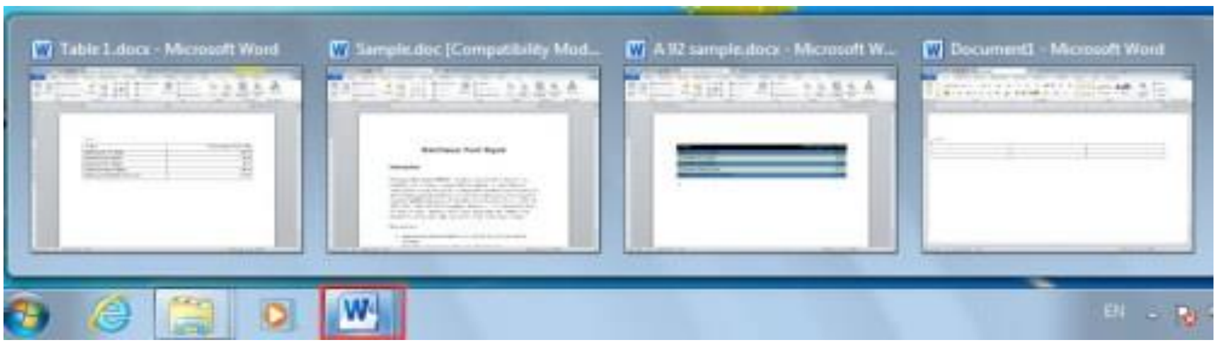

Figure 6: Word icon on Windows taskbar

You just need to click on the target window to have it maximized. This is perhaps the most commonly used way to complete the task. However, this method is based on some preset settings. To make sure all document windows can be shown on the taskbar, here are what you have do first:

- In Word, click “File”, and then “options” to open “Word Options” dialog box.
- Next, click “Advanced”.
- Then scroll down to “Display” page and check the “Show all windows in the Taskbar” box.
- Lastly, click “OK”.

Self-Check -7	Written Test

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

1. Write some multiple ways for opening word files?
2. What are two ways to specify multiple files?

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet -8	Using formatting features and styles to customise documents

What are the features of formatting?

Character **formatting** includes selecting a font, a font size, bold or italics, and so on. At the paragraph level, you apply indents, bullets, and line spacing. The best way to get form into a document is by using so-called structuring elements such as **headings**, **lists**, **tables** etc. These elements are named paragraph styles in Word. If you use them to format your text you can afterwards easily adapt the overall visual appearance of your whole document by changing style options.

The other way of formatting is the direct text formatting. Most sighted people play too much with things such as changing fonts and font sizes, making parts of text bold, italic, underlined etc. Use these techniques rather sparingly! When you use them, try to be consistent using the same visual formatting for one and the same element of contents throughout the whole document. So, if you start using italic font face to emphasize text, use the same font face in the whole document for this task.

8.1. Using Styles

What is a document formatting style?

Each **formatting style** is a set of predefined **formatting** options: (font size, color, line spacing, alignment etc.). The **styles** allow you to quickly **format** different parts of the **document** (headings, subheadings, lists, normal text, quotes) instead of applying several **formatting** options individually each time

A style is a pre-defined or user defined group of formatting options united under one common name which can be applied to a piece of text. Most of the time you use the 'normal' style to format text. In a style, there are stored all formatting options of a paragraph or of a piece of text such as:

Font family: The form of letters

Font face: Additional visual characteristics of letters such as bold, italic, underlined etc.

Font size: The size of letters defined in so-called points (pt). Normal body text has most of the time the size of 10 or 12 pt.

Paragraph margins: The distances to the left and right paper edge, to the previous and next paragraph, between the lines in the paragraph. These are only few of the big amount of formatting options you can choose in Word.

To apply a style to a piece of text:

1. Select the text
2. Use Style option from the Format menu (CONTROL+SHIFT+S)
3. Choose a style from the styles list
4. Press ENTER to push the OK button.

Self-Check -8	Written Test

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

1. What is style?
2. Write stored all formatting options?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet -9	Using technical functions and formatting tools

9.1. Formatting with the Ribbon or the Font Dialog Box

Since character formatting is one of the most often used Word features, Microsoft put the most popular settings right on the Home tab. If you don't see what you're looking for there, then you must open the Font dialog box. The good thing about the dialog box is that it puts all your character formatting options in one place so you can quickly make multiple changes. It's one-stop shopping if you want to change the typeface and the size, and add that pink double-underline.

Here are the steps:

3. **Select a group of characters, as shown in** figure**.**

You can double-click to select a word. Or you can move the mouse cursor to the left side of a paragraph, and then double-click to select the whole paragraph. Of course, if you haven't typed anything yet, you can always go right to the ribbon and make your formatting choices first. Then type away.

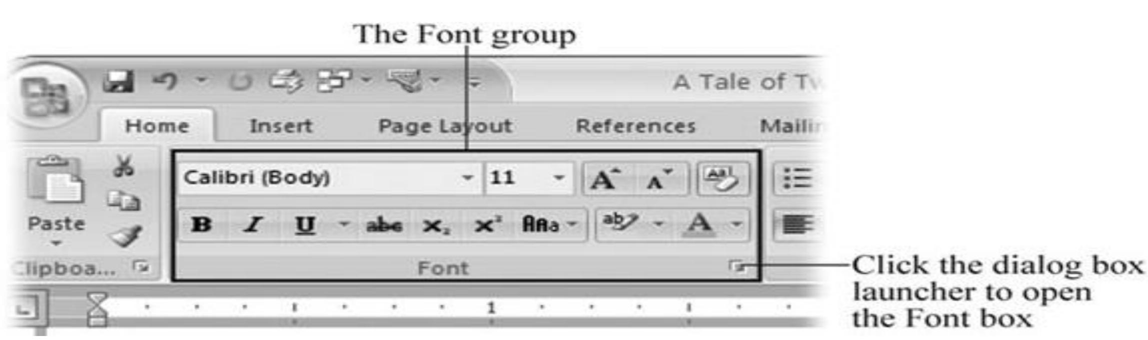

Figure 7: The Font group on the Home tab holds most of the common character formatting commands. Choices you make here apply to text you've selected (like the word

*"sights" in this example). If you don't see the command you need, in the lower-right corner, click the dialog box launcher to open the Font dialog box (*figure 8*).*

Go to Home → Font or the Font dialog box (click the little launcher button shown in figure 7 or press Alt+ H, FN) and make your formatting choices**.**

Many of the buttons in the Font group act like toggles. So, when you select text and click the underline button, Word underlines all the characters in the selection. When you click the underline button again, the underline goes away. If you can't find the command you want on the ribbon, or if you want to make several character formatting changes at once, then open the Font box.

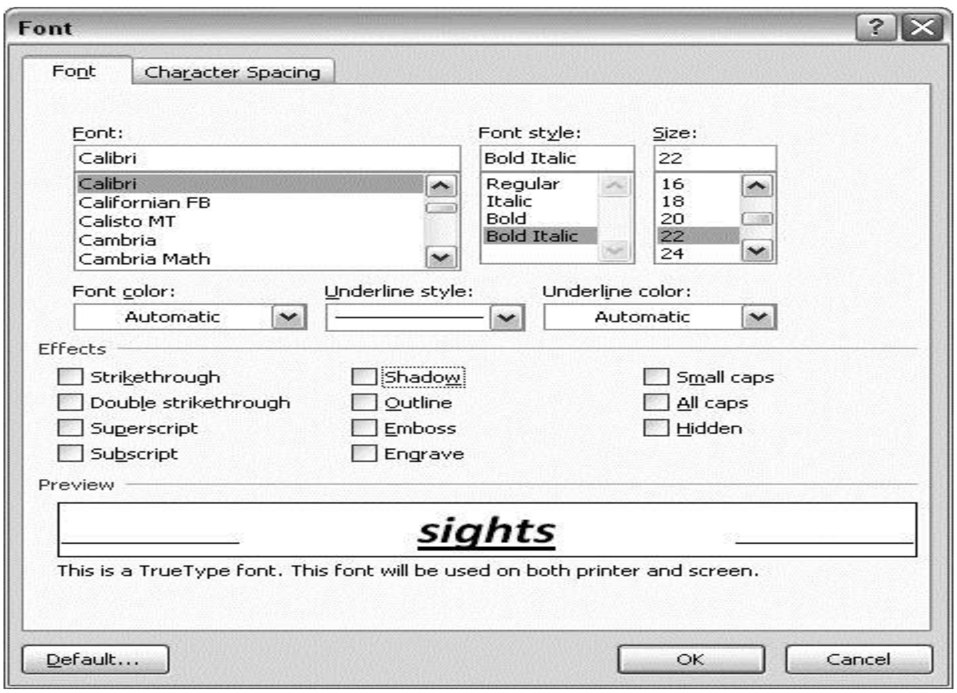

Figure 8: Open the Font box (Alt+H+FN) to change the typeface, style, size, color, and other effects. Like many dialog boxes, the Font box gives you access to more commands than you find on the ribbon.

9.2. Formatting with the Mini Toolbar

Word's Mini Toolbar isn't quite as much fun as your hotel room's mini-bar, but there are times when you'll be glad it's there. A new feature in Word 2007, the Mini Toolbar pops up after you've selected text. It's faint at first, but if you move your mouse toward it, the

Mini Toolbar comes into focus showing commands, most of which are character formatting commands. Just click one of the buttons to format your selection (or move your mouse away from the toolbar if you want it to go away).

9.3. Formatting with Keyboard Shortcuts

When you're typing away and the muses are moving you, it's a lot easier to hit Ctrl+I to italicize a word than it is to take your hands off the keyboard and grab a mouse. Because most formatting commands work like toggles, formatting options like bold, underline, and italics become second nature. For example, to italicize a word, just press Ctrl+I at the beginning, type the word, and then press Ctrl+I at the end.

Figure 9: The mini-toolbar gives you access to the most commonly used commands. It just so happens that most of these commands are character formatting commands.

As a result of Word's evolution, most formatting commands have more than one keyboard shortcut. A new set of keyboard shortcuts is part of the reorganization that came up with Word 2007's new ribbon feature. But if commands like Ctrl+B for bold and Ctrl+U for underline are permanently burned into your brain, don't worry: Those commands from previous versions still work just fine.

Self-Check -9	Written Test

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

1. Write difference and similarity between formatting by using mini too bar and keyboard?

Note: **Satisfactory rating - 9 points** **Unsatisfactory - below 9 points**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -10	Highlighting and coping text from another area

10.1. How to copy and paste text on a desktop or laptop computer

Copying text

Highlight the text you want to copy. For example, you could highlight a word, one line, a paragraph, or all of the text in the document. Once highlighted, do any of the steps below. Right-click the selected text and select **Copy**.- OR Click **Edit** from the top File menu in the program and then click **Copy**. - OR - Highlight the text and use the shortcut key **Ctrl+C** or **Ctrl+Insert** on a PC or **Cmd+C** on an Apple Mac.

Figure 10: copy dialog box

Pasting the text

Once the above steps have been completed, the text is moved into a temporary area known as the <u>clipboard</u>. To paste that text, move the cursor to where you want to paste and do any of the steps below. Right-click where you want to the text to appear and select Paste. - OR - Click Edit from the top File menu in the program and then click Paste. - OR - Press the shortcut key <u>Ctrl+V</u> on a PC or Cmd+V on an Apple Mac.

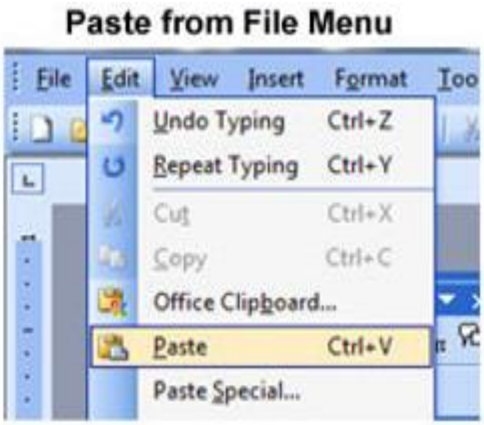

Figure 11. paste dialog box

Self-Check -10	Written Test

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

1. Write simple procedure how to copy and paste word documents?

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

Score = ____________
Rating: _____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -11	Selecting formatting features from another cell in the spread sheet

11.1. About Cell Formats

Each cell in a worksheet can be formatted with many properties. However, we must point out here that the format of a cell does not affect the actual value in the cell. Let us explain. if a cell contains a math formula, especially one containing division, multiplication of decimals, complex calculations, or an Excel function, the actual value that Excel computes may have a large number of decimal places. But if the cell has been formatted to display fewer decimal points - two in the case of currency - that is all that Excel will display. So, depending on the situation, the value you see on the worksheet may not be the actual value for the cell. It may be a rounded value. So, keep this in mind when formatting cells

There are six tabs in the "Format Cells" window, and all formatting options may be found on one of these tabs. Multiple cells can be formatted in one step by first selecting the cells as discussed in the "Selecting Cells" section of our tutorial Excel Made Easy: A Beginners Guide.

The "Format Cells" window can be accessed in all versions of Excel from the right-click menu. Since Microsoft seems to change the user interface so often, we feel it is faster and easier to just right-click to reach the Format Cells window.

However, in Excel 2007 and higher versions, some formatting options are available on the Font, Alignment, and Number groups of the Home tab. To see formatting options not displayed, click the little arrow in the lower right corner of the group and the "Format Cells" window displays.

Self-Check -11	Written Test

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

1. Is each cell in a worksheet can be formatted with many properties, how?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -12	Inserting headers and footers

Header and footer are areas at the top and bottom of the page where you can add additional text or graphics. Adding important information in the header or footer, such as the page number, creation date, document title, or the author's name, is a smart way to ensure that this information is always conveniently located and easy to access to irrespective of how much it is edited.

12.1. Add Header and Footer

To add header and footer into a document, follow the steps below:

Step 1. Click Header and Footer icon in the Insert tab and the header and footer section will open in your document, along with the Header and Footer tab.

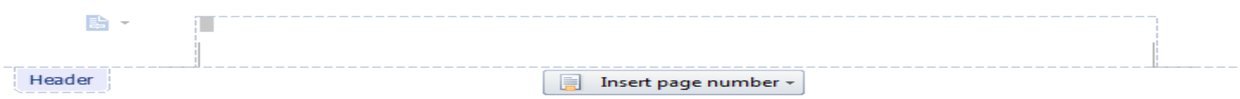

Figure 12: Header Section

Figure 13: footer Section

Step 2. Enter the text that you want into the header and footer section.

Step 3. Click the Setting icon in the Header and Footer tab and choose Page Setup option in the drop-down list. Then the Page Setup dialogue box will open, and select the Layout tab, shown as below:

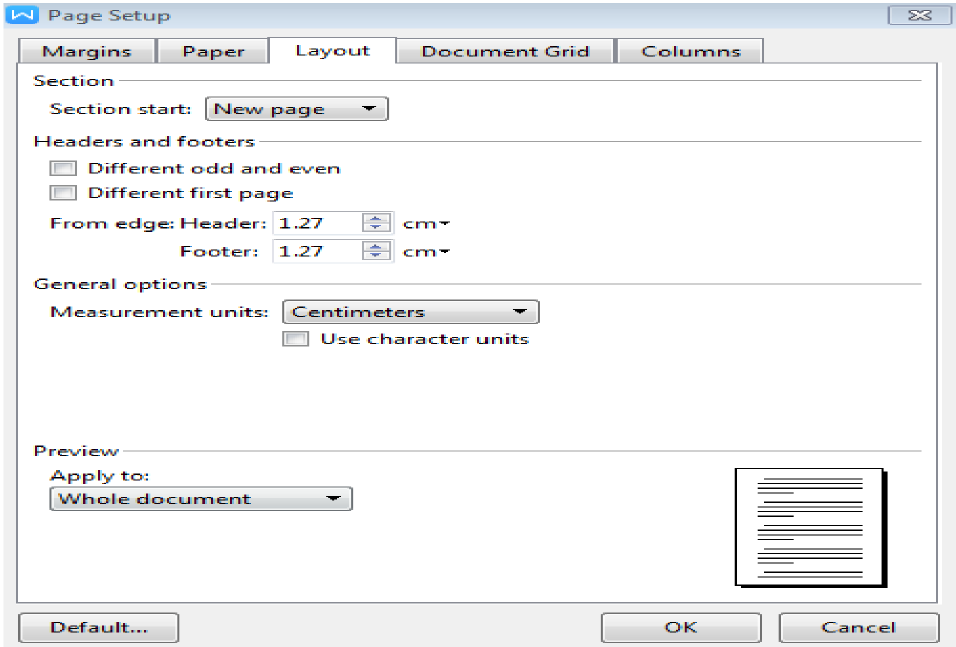

Figure 14: The page layout tab

Section: Choose the Section start position: Continuous, New page, Even page, Odd page.

Header and footer: Choose the Different odd and even or Different first page options. You can also enter the distance in the Header and Footer input box. **Preview:** Choose apply to Whole document.

Step 4. Double click inside the header or footer section or click the Close icon in the Header and Footer tab to close the header and footer.

Note: If you want to open or modify the Header or Footer area, just doule-click inside the header or footer area.

21.1. Delete Header and Footer from document

To remove a header or a footer, simply enter the header and footer editing area and delete the entire contents. Double click the main text to exit and complete the process

Self-Check -12	Written Test

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

1. What is difference between header and footer?
2. What are important data be inserted in header and footer?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet -13	Saving document in another file format or spread sheet

Most of the time, you'll probably want to save your workbooks in the current file format (.xlsx). But sometimes, you might need to save a workbook in another file format, like the file format of an earlier version of Excel, a text file, or a PDF or XPS file. Just keep in mind that whenever you save a workbook in another file format, some of its formatting, data, and features might not be saved

For a list of file formats (also called file types) you can (and can't) open or save in Excel 2013, see File formats that are supported in Excel at the end of this article.

1. Open the workbook you want to save.
2. Click **File** > **Save As**.
3. Under **Places**, pick the place where you want to save the workbook. For example, pick **OneDrive** to save it to your Web location or **Computer** to save it in a local folder like your **Documents**.
4. In the **Save As** dialog box, navigate to the location you want.
5. In the **Save as type** list, click the file format you want. Click the arrows to scroll to file formats that aren't visible in the list.
6. In the **File name** box, accept the suggested name or type a new name for the workbook.

Self-Check -13	Written Test

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

1. List simple and precise steps for saving documents?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Operation Sheet-1	Adjusting page layout

Page Setup and Margin Formatting

1. Select File.
2. From the file dropdown menu, select Page Setup.
3. In the Page Setup window, the Margins tab will allow you to change the margins to the correct format.
4. When you are finished, click OK to return to your paper.

LAP Test	Practical Demonstration

Name: _______________________________ Date: _________________

Time started: _________________________ Time finished: ______________

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

Task 1- page setting and formatting margins

Operation Sheet-2	Opening and viewing different toolbars

Creating new tool bars

1. On the View menu, point to Toolbars, and then click Customize.
2. Click the Toolbars tab, and then click New.
3. In the Toolbar Name box, type a name for your new custom toolbar.
4. In the Make toolbar available to box, click the template or open document where you want to store the toolbar.
5. Click OK. Then Customize dialog box appears.
6. Click the Commands tab. Click the category that you want to select your button from. Under Commands, drag the button that you want to the new toolbar.

LAP Test	Practical Demonstration

Name: _____________________________ Date: ________________

Time started: ________________________ Time finished: _____________

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

Task 1- creating new tool bars

Reference

- 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
- www. ms-office.wonderhowto.com › how-to › automatically-insert-symbols.
- www.dummies.com › software › microsoft-office › how-to-enter-basi.
- www.smallbusiness.chron.com › Accounting & Bookkeeping › Exce
- www.excelfunctions.net › excel-formula-error

DAIRY PRODUCTION

LEVEL-II

Learning Guide -17

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 03-LG17

TTLM Code: AGR DRP2TTL M -v1

LO 03: Create Tables and Images to Word Document

Information sheet	Learning Guide #01

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

- Inserting standard table
- Changin cells (insert and delete columns and rows)
- Inserting appropriate images to documents
- Positioning and resizing images to meet document
- ensuring the naming and storing/ saving of documents
- printing of documents to the required specifications

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
3. Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the "Self-check 1 and do the other turn by turn"

5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1 and proceed to the next self-check of information sheet).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information sheet -1	Inserting standard table

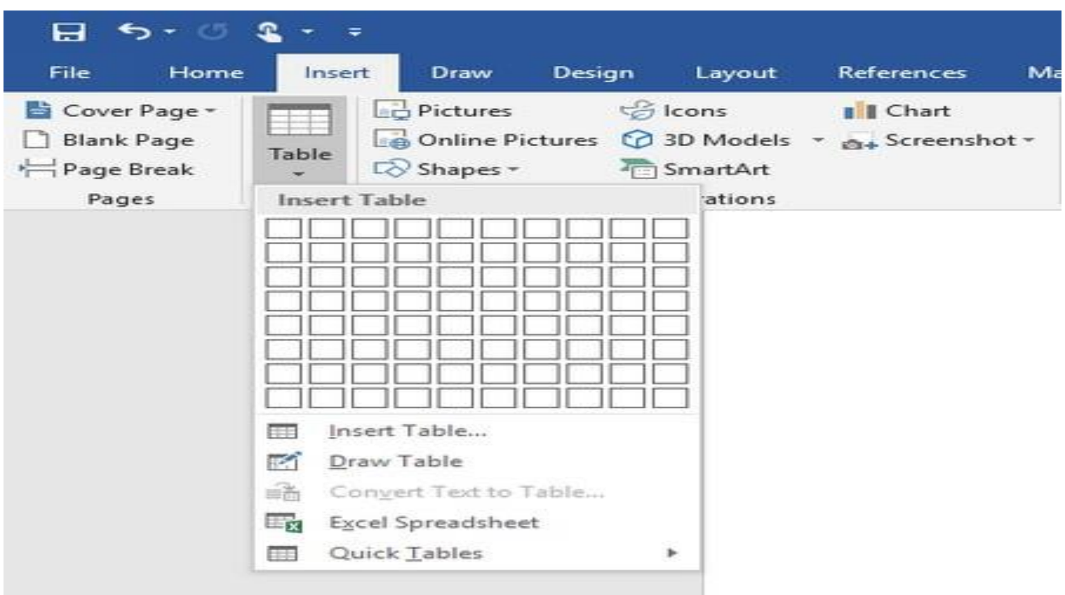
Tables help your present information in a clear and organized way. There are three ways to add tables to your documents in Microsoft Word, each taking only a few easy steps.

1.1. Creating a table by highlighting rows and columns in Word 2019

Creating a table by highlighting rows and columns can be fast, but it limits the size of your table to a maximum of eight rows and ten columns. 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.



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**.**

7. workbook.

Self-Check -1	Written Test

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

1. what are three steps to add tables?
2. Write steps for creating tables?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet -2	Changin cells (insert and delete columns and rows)

2.1. 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

2.2. 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:

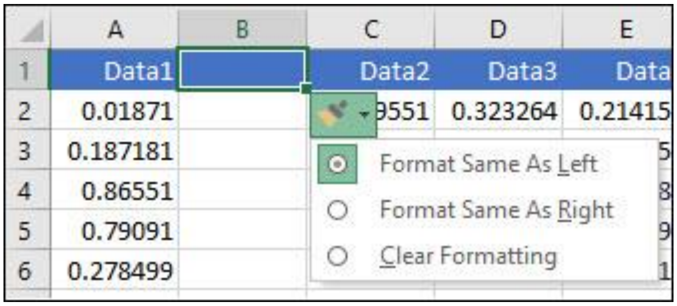

Figure 1: Excel spreadsheet

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 simple procedure to delete or add cell?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -3	Inserting appropriate images to documents

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 in**
2. **Click the place in your document where you want the picture to appear.** Word's insertion cursor, a vertical blinking bar, will appear at this point. When inserted, the picture's bottom left corner will be at this point.
   - If you do not select a point, the picture will be inserted wherever the cursor is currently located
3. **Access the "Insert Picture" dialog box.** The "Insert Picture" dialog is where you will select the photo you wish to insert in your Word document. The method differs in versions of Word that use the older toolbar and menu interface, such as Word 2003, and the newer ribbon interface, such as Word 2007 and 2010.
   - In Word 2003, select "Picture" from the "Insert" menu and then select "From File" from the "Picture" submenu.
   - In Word 2007 and 2010, select "Picture" from the "Illustrations" group in the "Insert" menu ribbon
4. **Browse to the photo you want to insert.**
5. **Click the file, then click "Insert.**

6. **Modify the picture as necessary.** Newer versions of Word offer more options for modifying your photographs than do older versions, bordering on the options available in Microsoft Publisher. The 2 most likely modifications you will want to make to a photo in a Word document are resizing and cropping.
   - To resize a photo, click it to display sizing handle dots. Move your cursor over 1 of the dots, so that it changes to a 2-headed arrow. Drag the handle toward the center of the picture to make it smaller and away from the center to make it larger.
   - To crop a photo, click it to display the sizing handle dots, then select the cropping feature from the "Picture" toolbar in Word 2003 or from the "Size" group in the "Picture Tools Format" ribbon in Word 2007 and 2010. The cropping handles change shape, and your cursor changes shape to a cropping tool. Place the cropping tool over one of the handles and drag the handle inward until the area you wish to crop disappears.

Self-Check -3	Written Test

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

1. Write steps to add documents and image?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -4	Positioning and resizing images to meet document

4.1. Positioning images

One of the biggest problems with images is getting them to stay where you want them. It helps to understand the difference between *inline* and *floating* images. An inline image is treated as a character in a paragraph, and will therefore only move with the paragraph. A floating image can be dragged anywhere and text will wrap around it. However, although it is floating, it is still always tied to an *object anchor*, usually a paragraph. The problem with floating images is that they frequently move out of position as you add and delete text before and after them.

4.2 Positioning inline images

When you insert an image, either from the web or from file, it is positioned as inline by default. If you click on the **Layout Options** button you will see that **In Line with Text** is selected. Unless you have a good reason for wanting text to wrap around an image, it's usually a good idea to leave this setting as it is.

However, the **In Line with Text** setting might not allow you to position the image where you want it. There are some options you can try. Because an inline image is treated as part of the paragraph, you can use the alignment settings in the **Paragraph** group on the **Home** tab to position it to the left, right or center. You can also increase and decrease space above and below it by clicking on the **Paragraph** group dialog box launcher and adjusting the **Before** and **After** settings.

It is possible to drag an inline image to another location. You will see a positioning indicator as you move. However, you can only drag the image into an existing paragraph, i.e. you can't move it to an area that has no paragraph marks.

4.3. Resizing and cropping images

One of the first things you are likely to want to do with an image is change its size. The quick way is to drag one of the handles (the circles and squares on the edges). To resize an image proportionally, move your cursor to one of the corner handles. When it becomes a diagonal double-headed arrow, hold down the mouse button and drag. To make the image taller or wider, drag the handles on the sides.

For exact measurements, you can use the **Shape Height** and **Shape Width** settings in the **Size** group on the **Picture Tools Format** Tab. Entering a figure in one box will automatically resize the image proportionally.

If you don't want to see all of an image, you can exclude part of it. With the image selected, click on **Crop** in the **Size** group, select **Crop**, and then drag the handles. You can also drag the image around inside the crop area so that you see just the part you want. Click away to complete the operation.

- To crop equally on both sides at once, hold down the **[Ctrl]** key and drag a centre handle.
- To crop equally on all four sides, hold down **[Ctrl]** and drag a corner handle.
- To crop to an exact size, right-click on the image and select **Format Picture**. Click on the **Picture** button and on **Crop**. Under **Picture Position**, enter the width and height.

You can even crop an image to a shape. Click on the down arrow at **Crop** and select **Crop to Shape**. Choose from the **Shapes** gallery.

Note that the cropped area is not removed immediately. To redisplay, select **Crop** again and drag the handles.

To remove the cropped area permanently, on the **Picture Tools Format** tab, select **Compress Pictures** in the **Adjust** group. To remove cropped areas for all the images in the document, deselect **Apply only to this picture**. Make sure **Delete cropped areas of pictures** is selected and click **OK**.

Self-Check -4	Written Test

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

1. What is positioning inline images?
2. Why resizing and cropping images?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet -5	ensuring the naming and storing/ saving of documents

The first time you save a document, you name it and choose where to save iton your desktop or in a folder, for example. Thereafter, Pages automatically saves your document as you work. You can rename a document at any time or create a duplicate of it with a different name

5.1. What do we need to consider when creating a file name?

Decide on a file naming convention at the start of your project.
Useful file names are:

- consistent
- meaningful to you and your colleagues
- allow you to find the file easily.

It is useful if your department/project agrees on the following elements of a file name:

- **Vocabulary** – choose a standard vocabulary for file names, so that everyone uses a common language
- **Punctuation** – decide on conventions for if and when to use punctuation symbols, capitals, hyphens and spaces
- **Dates** – agree on a logical use of dates so that they display chronologically i.e. YYYY-MM-DD
- **Order** - confirm which element should go first, so that files on the same theme are listed together and can therefore be found easily
- **Numbers** – specify the number of digits that will be used in numbering so that files are listed numerically e.g. 01, 002, etc

5.2. Save and name a new document

1. Click anywhere in the document window to make it active, then choose File > Save (from the File menu at the top of your screen).
2. Enter a name in the Save As field, then enter one or more tags (optional).

3. To choose where to save the document, click the arrow next to the Where pop-up menu, then choose a location (for example, a folder or your desktop) in the dialog.

   If you want the document to appear on all of your devices set up with iCloud Drive, save the document in the Pages folder in iCloud Drive. (To see this option, iCloud Drive must be set up on your Mac.)

4. Click Save.

Self-Check -5	Written Test

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

1. What do we need to consider when creating a file name?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet -6	printing of documents to the required specifications

6.1. Document Size Specifications

Print-Ready is a term used to describe a file that has all the specifications necessary to produce high-resolution printed output, without requiring any additional alteration or intervention. In other words, a commercial printer can use the file "as submitted" to successfully create the desired print materials

To set up the Bleed: *Microsoft word does not have the ability to create a proper bleed, so you will have to set up a custom page size.*

- Click the Page Layout tab.
- Click Size and choose "More paper sizes..."
- In the Width: and Height: boxes, type in your document size in inches, including bleed.
- The page size including bleed is the size you want, plus .25". For example: a 3.5" x 2" business card MUST be set up as 3.75" x 2.25" Click OK

To set up the Safety Zones: There is no way to set a bleed zone in Word, however you can set margins which can act as a safety zone.

- Click the Page Layout tab.
  Click Martins and choose Custom Margins.
- Type in .125" for each margin box
- Click OK, Word will not allow you to set type or place images outside the margins.

1. Color

Microsoft Word does not support CMYK, and should not be used to create colorful items or photos for print. Microsoft Word only supports RGB imagery, which means they will look fine on the screen, but will not print with the same color. Only use Microsoft Word for printing basic text and simple graphics where color is not a concern.

2. Resolution

Microsoft Word will output a PDF at a barely sufficient resolution for text, but will dramatically reduce the resolution of photos, do not use Microsoft Word to create a document if photo quality is a concern in your project. Word can only output at a maximum of 220dpi, meaning that some graphics can appear pixelated on a commercial press. Only use Microsoft Word for printing basic text and simple graphics where graphical quality is not a concern.

3. Typography

Microsoft Word does not have the ability to outline type, therefore you run the risk of your fonts changing to other fonts. When a font changes, or "defaults" the size of words and items including columns, and pagination can change. This means the results when printed might not be the same as on the screen. Only use Microsoft Word if typography, pagination, word and line spacing are not a concern.

4. Tips for text:

Use 8-point and above for best results. Using fonts other than the basic fonts included on every computer is not recommended when using Microsoft Word, Use included system fonts such as: Arial, Times New Romans, etc...

6.2. Print a document in Word

1. Open or create a Microsoft Word document. To do so, click on the blue app with a white document icon and bold "W," then click on File in the menu bar at the upper-left of the screen. Click on Open... to open an existing document or New... to create a new one.

2. Click on File. It's in the menu bar at the upper-left of the screen or a tab at the upper-left of the window.
3. Click on Print.... The Print dialog box will open
4. Select your printing options. Use the selections in the dialog box to select:
5. Click on Print or OK. The button label will vary based on the version of Word you're using. Your document will print to the printer you selected.

Self-Check -6	Written Test

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

1. why we need to have custom page size**?**

2. Why resizing and cropping images?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Operation Sheet-1	Changing cells

1. Inserting or deleting tables

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

LAP Test	Practical Demonstration

Name: ______________________________ Date: ________________

Time started: ________________________ Time finished: _____________

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

Task 1- Inserting or deleting tables

Reference

- www.jospt.org › page › advertisers › specs_guidelines
- www.selectgp.com › page › Microsoft-word-tutoria

DAIRY PRODUCTION

LEVEL-II

Learning Guide -18

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 04-LG18

TTLM Code: AGR DRP2TTLM -v1

LO 04: Use appropriate spread sheet software

Information sheet	Learning Guide #01

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

- Selecting spread sheet software appropriate
- Opening the spread sheet application,
- Entering text and symbols into cells
- Entering simple formulas and functions
- Enterin and correct using cell referencing
- Using a range of common tools during spread sheet development
- Editing columns and rows on spread sheet
- Using the auto-fill function to increment data
- Ensuring the naming and storing 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 spread sheet
- Use the auto-fill function to increment data
- Ensure the naming and storing of documents in appropriate directories or

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described

3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1” and do the next turn by turn
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1 and proceed the next self-check of information sheet).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7. Submit your accomplished Self-check. This will form part of your training portfolio

Information sheet-1	Selecting spread sheet software appropriate

1.1. What 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.

In the 40 years since spreadsheet software appeared on mainframe computers, spreadsheets have evolved from simple tables and calculators to powerful tools for manipulating massive data sets.

But with so many spreadsheet apps, you want to find the one that's right for the kinds of tasks you'll be tackling. Whether you're looking for an Excel alternative, or just want to know what kind of free spreadsheet software is available, we have you covered. We tested almost 30 of the most popular spreadsheet apps—from the simplest to the most powerful—and here we'll present the eight best.

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
- Smartsheet for project management and other non-spreadsheet tasks
- Quip for integrating spreadsheets into shared documents
- Zoho Sheet for a free, feature-rich solution

- Ether Calc for creating a collaborative spreadsheet without an account
- Air table for database management.

Self-Check -1	Written Test

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

1. what is spreadsheet software?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Information sheet-2	Opening the spread sheet application and interring data to cells

2.1. How to Open Microsoft Excel?

Running Excel is not different from running any other Windows program. If you are running Windows with a GUI like (Windows XP, Vista, and 7) follow the following steps.

- Click on start menu
- Point to all programs
- Point to Microsoft Excel
- Click on Microsoft Excel

Alternatively, you can also open it from the start menu if it has been added there. You can also open it from the desktop shortcut if you have created one. For this tutorial, we will be working with Windows 8.1 and Microsoft Excel 2013. Follow the following steps to run Excel on Windows 8.1

- Click on start menu
- Search for Excel N.B. even before you even typing, all programs starting with what you have typed will be listed.
- Click on Microsoft Excel

The following image shows you how to do this

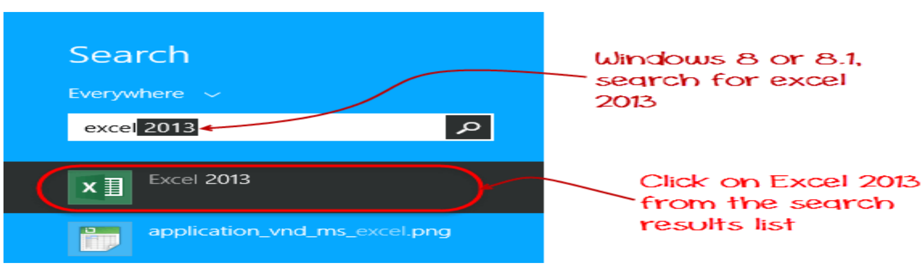

Figure 1: Excel on search result dialog box

2.2. Microsoft Excel - Enter data manually in worksheet cells

You have several options when you want to enter data manually in Excel. You can enter data in one cell, in several cells at the same time, or on more than one worksheet at the same time. The data that you enter can be numbers, text dates, or times. You can format the data in a variety of ways. And, there are several settings that you can adjust to make data entry easier for you.

I. Enter text or a number in a cell

1. On the worksheet, click a cell
2. type the numbers or text that you want to enter, and then press Enter or Tab. To enter data on a new line within a cell, enter a line break by pressing Alt+ Enter

II. Show or Insert Division Symbol by Inserting Symbol

Besides, you can find and insert the ÷ symbol in the Symbol window. Please do as follows.

1. Select the cell you will insert division symbol, then click **Symbol** under the **Insert** tab. See screenshot:

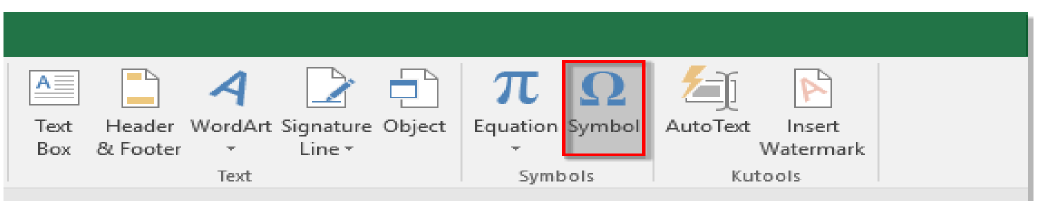

Figure2: Excel toolbars

2. In the **Symbol** window, find the ÷ symbol, and then double click it or click the **Insert** button to insert it into selected cell.

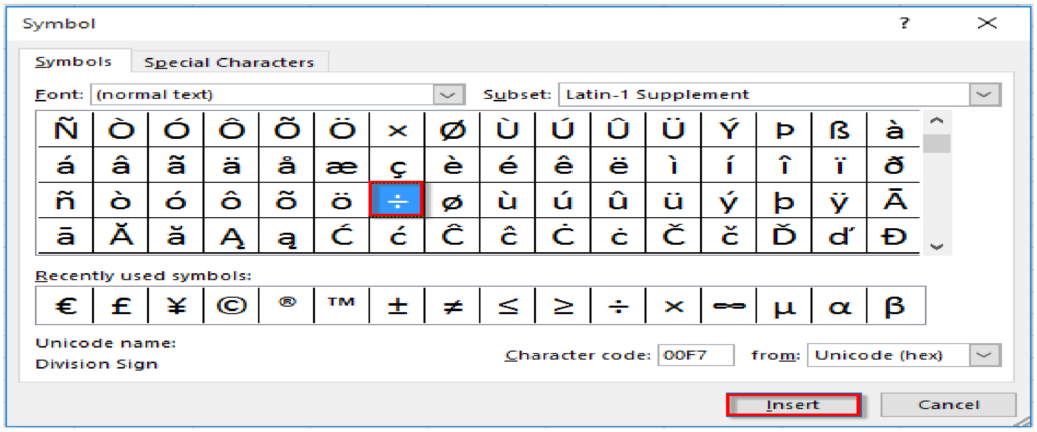

Figure 3: symbol dialog box

3. Close the **Symbol** window.

Self-Check -2	Written Test

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

1. Write steps to running Windows?
2. What steps follow to run Excel on Windows 8.1

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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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

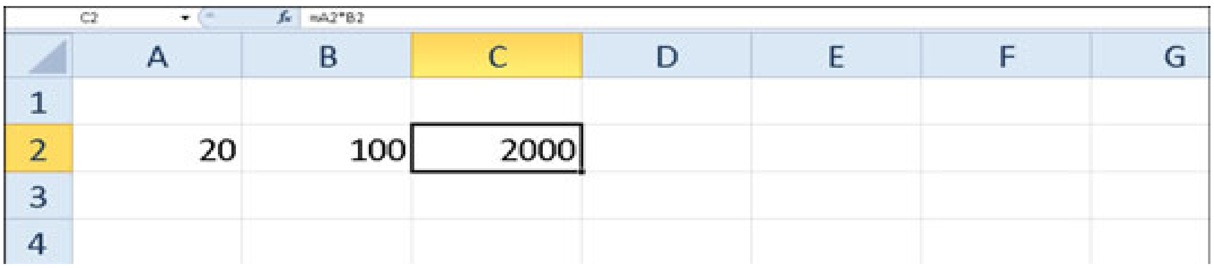


Figure 4: Excel spreadsheet

Self-Check -3	Written Test

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

1. What is mathematical operator and stand for?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

Information sheet-4	Entering and correct using cell referencing

4.1. Show Formulas option on the Excel ribbon

In your **Excel** worksheet, go to the **Formulas** tab > **Formula** Auditing group and click the **Show Formulas** button. Microsoft **Excel displays formulas** in **cells** instead of their results right away. To get the calculated values back, click the **Show Formulas** button again to toggle it off. The IFERROR function is used to look for spelling **errors** in Excel. **If there** are invalid cell reference in a **formula**, the **error value** #REF! **will display** in the cell. **If** a number is divided by zero, the **error value** #DIV/0! **will display** in the cell

4.2. Finding and fixing circular references

To resolve circular references, you'll need to find the cell(s) with incorrect cell references and adjust as needed. However, unlike other errors (#N/A, #VALUE! etc.) circular references don't appear directly in the cell. To find the source of a circular reference error, use the Error Checking menu on the Formulas tab of the ribbon.

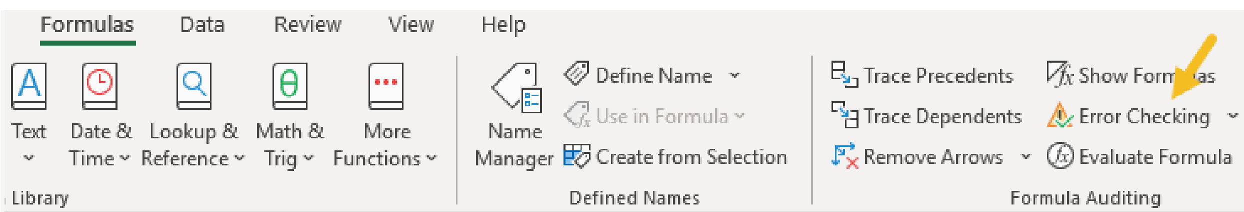


Figure 5: Formulas tab of the ribbon

#NULL!	-	Arises when you refer to an intersection of two ranges that do not intersect.
#DIV/0!	-	Occurs when a formula attempts to divide by zero.

#VALUE!	-	Occurs if one of the variables in your formula is of the wrong type (e.g. text value when a numeric value is expected).
#REF!	-	Arises when a formula contains an invalid cell reference.
#NAME?	-	Occurs if Excel does not recognize a formula name or does not recognize text within a formula.
#NUM!	-	Occurs when Excel encounters an invalid number.
#N/A	-	Indicates that a value is not available to a formula.

4.2. Eliminate Circular Reference in Excel

If a formula refers to its own cell directly, or through a chain of references to other cells ultimately refers back to its own cell, you will receive a circular reference warning from Excel. That's because the formula can't be computed in the usual way, since as it is updated it may impact its own value.

Often this is a sign of a typo or a logic error, and you'll want to find what's creating the circular reference and eliminate it.

1. **Open the Spreadsheet**

Open the Microsoft Excel spreadsheet that contains your circular reference.

2. **Use the Formulas Menu**

Click the "Formulas" tab in the ribbon menu at the top of the Excel window. Click the small arrow next to the "Error Checking" button in that area. Move your mouse over "Circular References" and the last entered circular reference will appear. Click on this reference to jump to that cell on the spreadsheet.

3. **Look for a Circular Reference**

Check the formula, which appears in the formula bar just above the spreadsheet, for any obvious circular references like if the formula is trying to reference the cell it is currently sitting in. On smaller spreadsheets, you can even check each cell reference by hand to see if you can spot the circular reference. If you can't spot it, you will need to trace the references on the spreadsheet.

4. **Trace Precedents with Excel**

Click the "Trace Precedents" button in the "Formula Auditing" area of the ribbon menu's Formula Tab. This will create an arrow on the spreadsheet from each cell mentioned in your specified cell, to the specified cell. Click the "Trace Dependents" button, which will create arrows from your specified cell to every cell that references that specified cell.

5. **Follow the Reference Chain**

Double-click each line that comes out of the cell with your circular reference to jump to the cell at the other end of the line. If the cell you jump to has both the beginning of an arrow in it, which looks like a circle, and the end of an arrow in it, which looks like an arrow head, you have found the circular reference. Alter either this cell, or this cell's reference in your original cell, to correct the circular reference.

6. **Find More Circles as Needed**

Click the drop-down arrow next to "Error Checking" again to see if another circular reference appears. If so, repeat this process to clear it and continue until no more circular references appear.

7. **Excel Iterative Calculation**

In some cases, you may actually want to use circular references to feed the result of a computation back into the computation. This is called iterative calculation in Excel. It's useful for certain formulas and algorithms where you want to iterate until a particular result is found.

To enable iterative calculation in Excel, click the "File" tab, then "Options" and "Formulas." Under "Calculation options," check the "Enable iterative calculation" box. Enter the maximum number of times you want Excel to recalculate the formula in the "Maximum iterations" box and the maximum amount of change you will allow before Excel needs to recalculate again under "Maximum change."

The more iterations you allow, and the smaller the amount of change you allow before requiring a recalculation, the more accurate the results you get will be. Ensure that you actually want to use an iterated formula rather than simply eliminating circular references before going down this path.

Self-Check -4	Written Test

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

1. Write some example of cause and error values?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

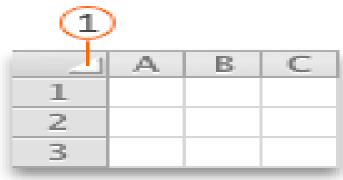
1.____

____

Information sheet-5	Editing columns and rows on spread sheet

6.1. Change the width of all columns on a sheet

1. Select all cells on the sheet by clicking the Select All triangle at the upper-left corner of the sheet grid.

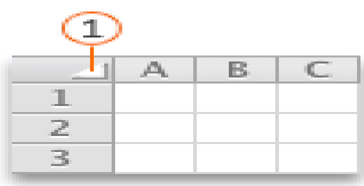


① Triangle

2. Point to the separator on the right side of any selected column heading. The pointer becomes a ✢

6.3. Change the height of all rows on a sheet

1. Select all cells on the sheet by clicking the Select All triangle at the upper-left corner of the sheet grid.



① Triangle

2. Point to the separator underneath any selected row heading. The pointer becomes a ✢

6.4. Copy a column width to other columns

1. Select any cell in the column that has the width that you want to copy.
2. In the **Standard** toolbar, click **Copy**  .
3. Select any cell in the column where you want to copy the width.
4. On the **Edit** menu, click **Paste Special**, select **Column Widths**, and then click **OK**

Self-Check -5	Written Test

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

1. Write simple methods how to changes width and columns?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

Reference

- www.techopedia.com › definition › spreadsheet-software
- www.zapier.com › blog › best-spreadsheet-excel-alternativ
- www. ms-office.wonderhowto.com › how-to › automatically-insert-symbols.
- www.dummies.com › software › microsoft-office › how-to-enter-basi.
- www. smallbusiness.chron.com › Accounting & Bookkeeping › Exce
- www.excelfunctions.net › excel-formula-error

DAIRY PRODUCTION

LEVEL-II

Learning Guide -19

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 05-LG19

TTLM Code: AGR DRP2TTLM -v1

LO 05: Incorporate object and chart in spread sheet

Information sheet	Learning Guide #01

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
3) Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4) Accomplish the "Self-check 1" and do the next turn by turn.

5) Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check-1 and proceed to the next self-check)
6) If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7) Submit your accomplished Self-check. This will form part of your training portfolio

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 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 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?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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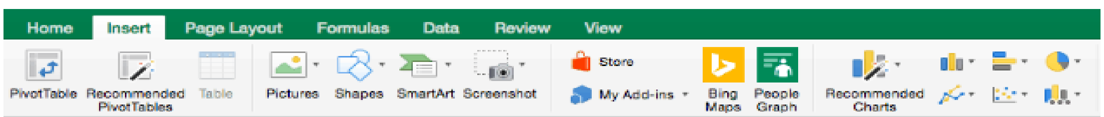
Information sheet-2	Creating a chart using selected data

2.1. What Are 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.

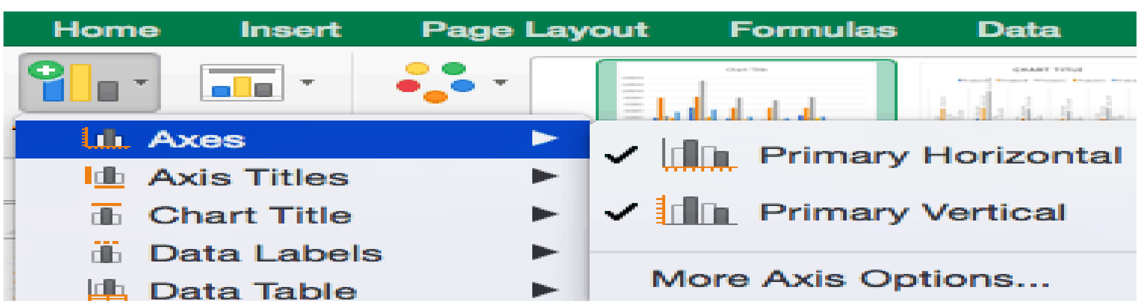
2.2. How to Make a Chart in Excel

Step 1: Select Chart Type



Step 2: Create Your Chart

Step 3: Add Chart Elements

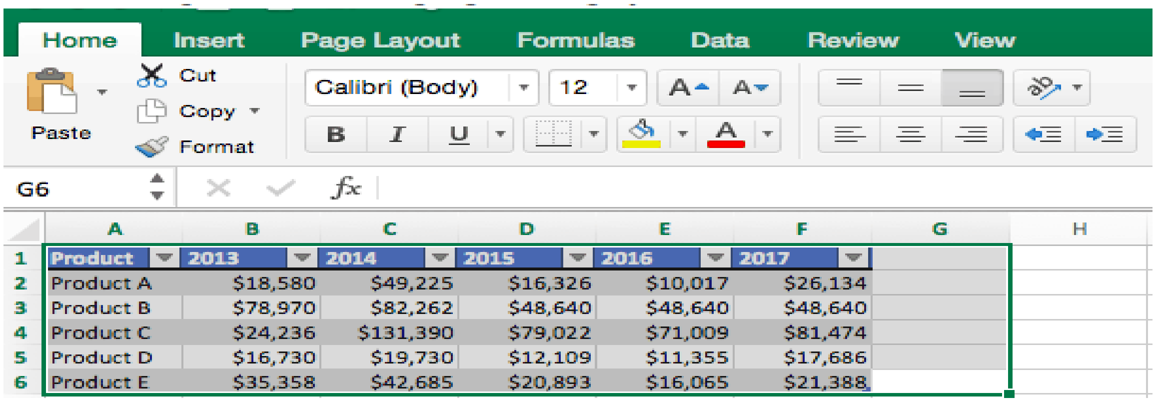


2.3. How to Make a Graph in Excel

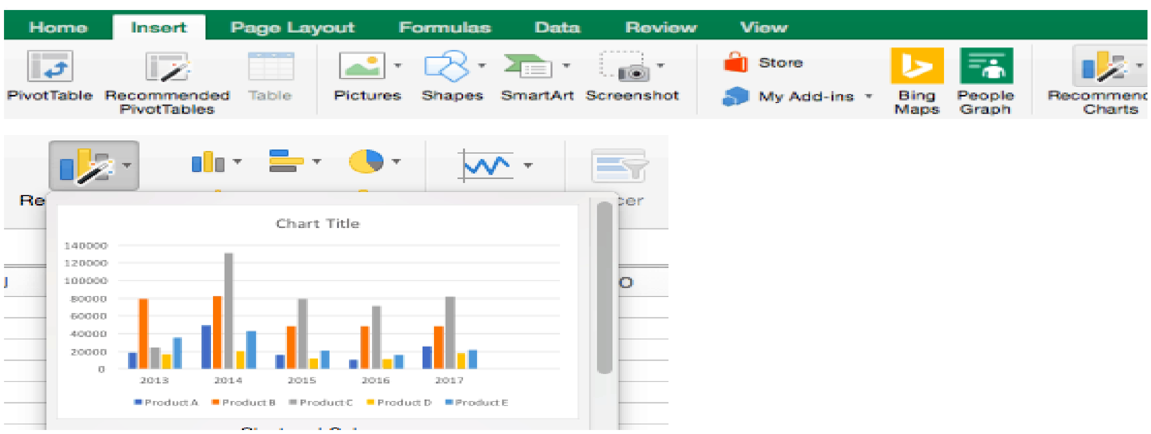
Although graphs and charts are distinct, Excel groups all graphs under the chart's categories listed in the previous sections. To create a graph or another chart type, follow the steps below and select the appropriate graph type

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



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?
2. How to Make a Graph in Excel?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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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.

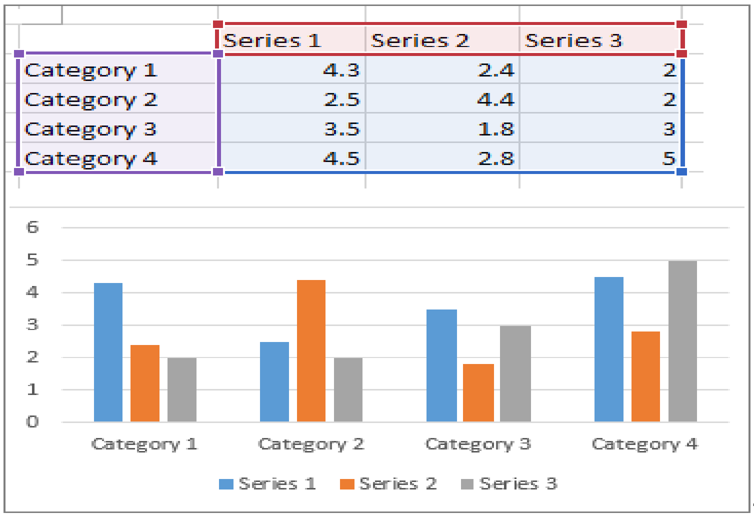

Figure 1: bar char

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).

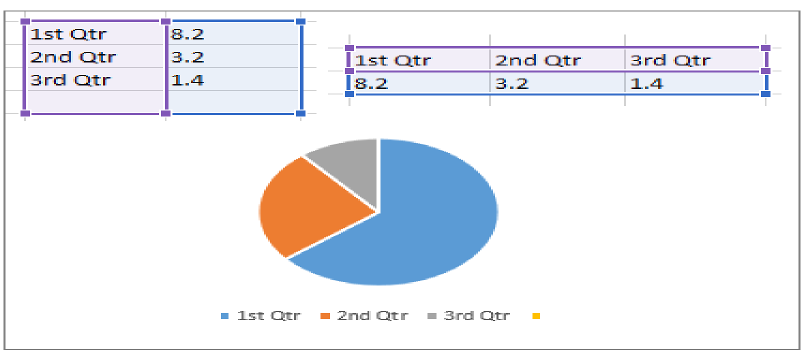

Figure 2: pie chart

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.

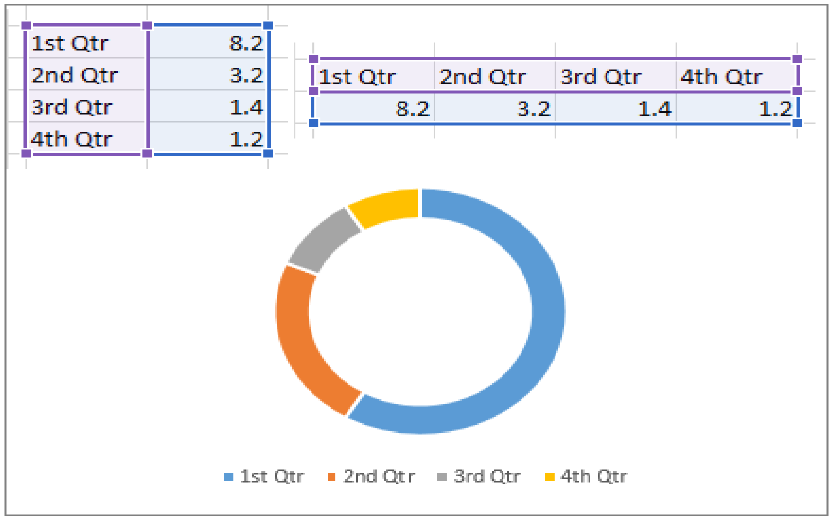

Figure 3: Doughnut chart

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?

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

Score = ____________

Rating: _____________

Answer Sheet

Name: ___________________________ Date: ________________

Short Answer Questions

1.____

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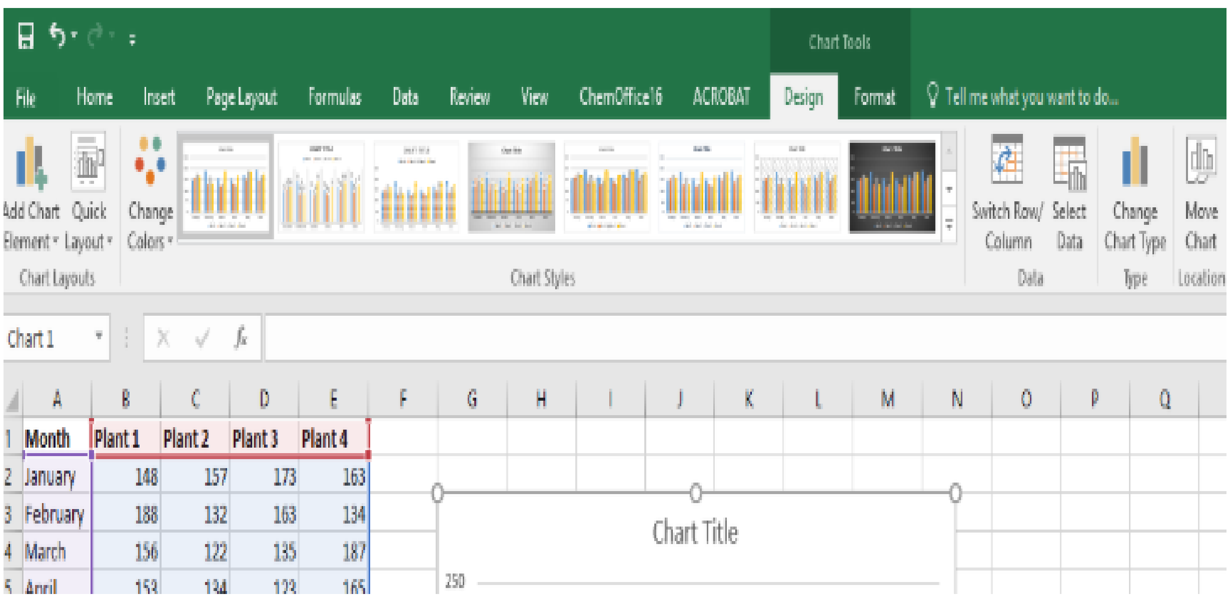
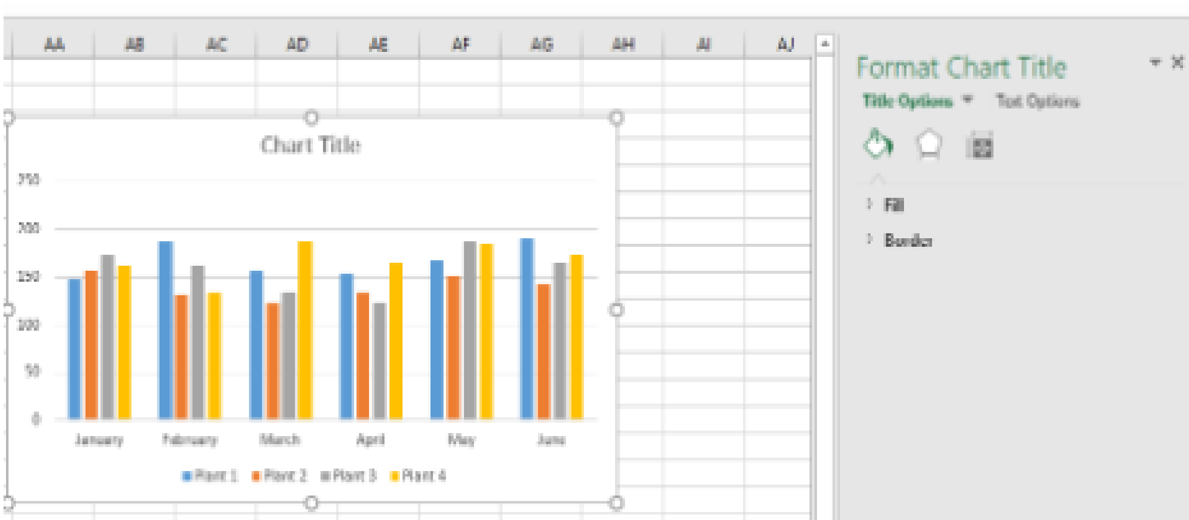
Information sheet-4	Modifying chart using formatting features

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.


Format Chart Title
Title Options
Text Options
Fill
Border
Chart Title
January
February
March
April
May
June
Plant 1
Plant 2
Plant 3
Plant 4

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?

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

Score = ____________

Rating: _____________

Answer Sheet

Name: ___________________________ Date: ________________

Short Answer Questions

1.____

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Reference

- 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

DAIRY PRODUCTION

LEVEL-II

Learning Guide -20

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 06-LG20

TTLM Code: AGR DRP2TTLM -v1

LO 06: Create database

Information sheet	Learning Guide #01

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

- Designing a database application
- Developing a table with fields and attributes
- Creating a primary key and an index established for each table
- Creating a relationship between the two tables
- Adding and modifying data in a table

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
- Develop a table with fields and attributes according to database usage, as well as user requirements
- create a primary key and an index established 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

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described
3. Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the "Self-check 1" and do the next turn by turn.
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check-1 and proceed to the next self-check)

6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7. Submit your accomplished Self-check. This will form part of your training portfolio

Information sheet-1	Designing a database application

What is Database explain?

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).

1.1. Creating a database

When you open Access, Backstage view displays the **New** tab. The **New** tab provides several ways that you can create a new database:

- **A blank database** You can start from scratch if you want. This is a good option if you have very specific design requirements or have existing data that you need to accommodate or incorporate.
- **A template that is installed with Access** Consider using a template if you are starting a new project and would like a head start. Access comes with several templates installed by default.
- **A template from Office.com** In addition to the templates that come with Access, you can find many more templates on Office.com. You don't even have to open a browser, the templates are available from the **New** tab

1.2. Create a database by using a template

Access comes with a variety of templates that you can use as-is or as a starting point. A template is a ready-to-use database that contains all the tables, queries, forms, macros, and reports needed to perform a specific task. For example, there are templates that you can use to track issues, manage contacts, or keep a record of expenses. Some templates contain a few sample records to help demonstrate their use. If one of these templates fits your needs, using it is usually the fastest way to get a database started. However, if you have data in another program that you want to import into Access, you might decide it is better to create a database without using a template. Templates have a data structure already defined, and it might require a lot of work to adapt your existing data to the template's structure.

1. If you have a database open, on the **File** tab, click **Close**. Backstage view displays the **New** tab.
2. Several sets of templates are available in the **New** tab, some of which are built into Access. You can download additional templates from Office.com. See the next section in this article for details.
3. Select the template that you want to use.
4. Access suggests a file name for your database in the **File Name** box — you can change the file name, if you want. To save the database in a different folder from the one displayed below the file name box, click , browse to the folder in which you want to save it, and then click **OK**. Optionally, you can create and link your database to a SharePoint site
5. Click **Create**. Access creates a database from the template that you chose, and then opens the database. For many templates, a form is displayed in which you can begin entering data. If your template contains sample data, you can delete each record by clicking the record selector (the shaded box or bar just to the left of the record), and then doing the following: On the **Home** tab, in the **Records** group, click **Delete**.
6. To begin entering data, click in the first empty cell on the form and begin typing. Use the Navigation Pane to browse for other forms or reports that you might want to use. Some templates include a navigation form which allows you to move between the different database objects.

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?
2. create database by using templets?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet-2	Opening and a two-table, simple relational database

2.1. Which are relational databases?

A relational database is a type of database that stores and provides access to data points that are related to one another. ... The columns of the table hold attributes of the data, and each record usually has a value for each attribute, making it easy to establish the relationships among data points

When you create an Access database, you store your data in tables—subject-based lists that contain rows and columns. For instance, you can create a Contacts table to store a list of names, addresses, and telephone numbers, or a Products table to store information about products. This article explains how to create a table, add fields to a table, set a table's primary key, and how to set field and table properties. Before you create tables and add fields, make sure you understand the background concepts. For more information.

2.2. Creating 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.

2.3. Create a new table in a new 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**.

2.4. Create a new table in an existing database

1. Click **File** > **Open**, and click the database if it is listed under **Recent**. If not, select one of the browse options to locate the database.
2. In the **Open** dialog box, select the database that you want to open, and then click **Open**.
3. On the **Create** tab, in the **Tables** group, click **Table**.

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. What is relational database?
2. Write a procedure to create a new table in new database?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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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 two methods of relationship?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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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 **r**ight click and choose **Insert Rows**.

III. 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

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

1. It is possible to modify the design of your table and fields at any time?
2. Write how you insert your table?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Reference

- www.docs.microsoft.com › en-us › analysis-services › tabular-models › cre.

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MINISTRY OF AGRICULTURE

DAIRY PRODUCTION

LEVEL-II

Learning Guide -21

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 07-LG21

TTLM Code: AGR DRP2TTLM -v1

LO 07: Create reports and forms

Information sheet	Learning Guide #01

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

- Designing reports in a logical sequence
- Distributing reports in a suitable format
- Using a wizard for create a simple form
- Opening and modifying the existing database and 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 to reports present data in a logical sequence
- 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

Learning Instructions:

1) Read the specific objectives of this Learning Guide.
2) Follow the instructions described
3) Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4) Accomplish the “Self-check 1” and do the next turn by turn.
5) Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check-1 and proceed to the next self-check)

6) If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7) Submit your accomplished Self-check. This will form part of your training portfolio

Information sheet-1	Designing reports in a logical sequence

From the day you walk into university until the day you leave, there are many reports you'll have to write. As a student, these reports might be the bane of your life - but the truth is, you'll have to write them no matter where you go. From a simple work assessment report to the high-flying technical write-up, reports are a common form of workplace communication. You may have to write a report to a 'client' or an assessing manager. Report writing is an essential skill for professionals; master it now and writing reports won't have to be a pain. Here's where to start.

1.1. What is the 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.

1.1.1. 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.

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?

2.

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

Score = ____________
Rating: _____________

Answer Sheet

Name _________________________ Date: ________________

Short Answer Questions

1.____

____

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).

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:
27. Save the report as **form letter report *you initials*.**

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?
2. How you create a form of report letter by using wizard?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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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

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

1. How you modify your databases?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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Reference

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MINISTRY OF AGRICULTURE

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DAIRY PRODUCTION

LEVEL-II

Learning Guide -22

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 - LO 08-LG22

TTLM Code: AGR DRP2TTLM -v1

LO 08: Retrieve information

ATTSVE

Information sheet	Learning Guide #01

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

- Locating existing database
- Creating and requiring simple query

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

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

Learning Instructions:

1) Read the specific objectives of this Learning Guide.
2) Follow the instructions described
3) Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4) Accomplish the "Self-check 1" and do the next turn by turn.
5) Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check-1 and proceed to the next self-check)
6) If you earned a satisfactory evaluation proceed to "Information Sheet 2". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7) Submit your accomplished Self-check. This will form part of your training portfolio

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).

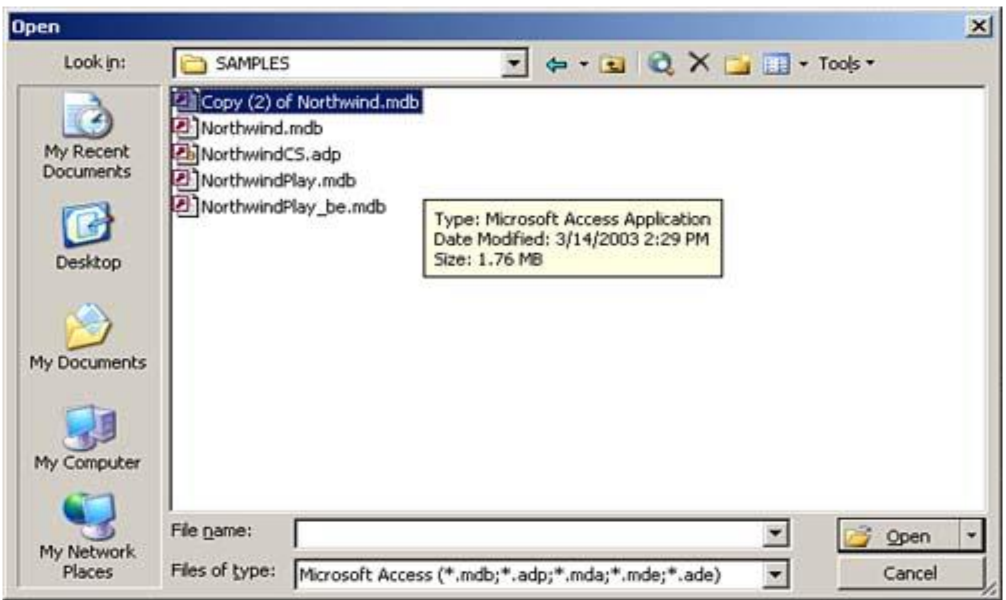

Figure 1: The Open dialog box.

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**.
4. 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?
2. How to search specific records?

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

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

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2.____

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Information sheet-2	Creating and requiring simple query

2.1. What is 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 Northwind 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 Northwind 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.

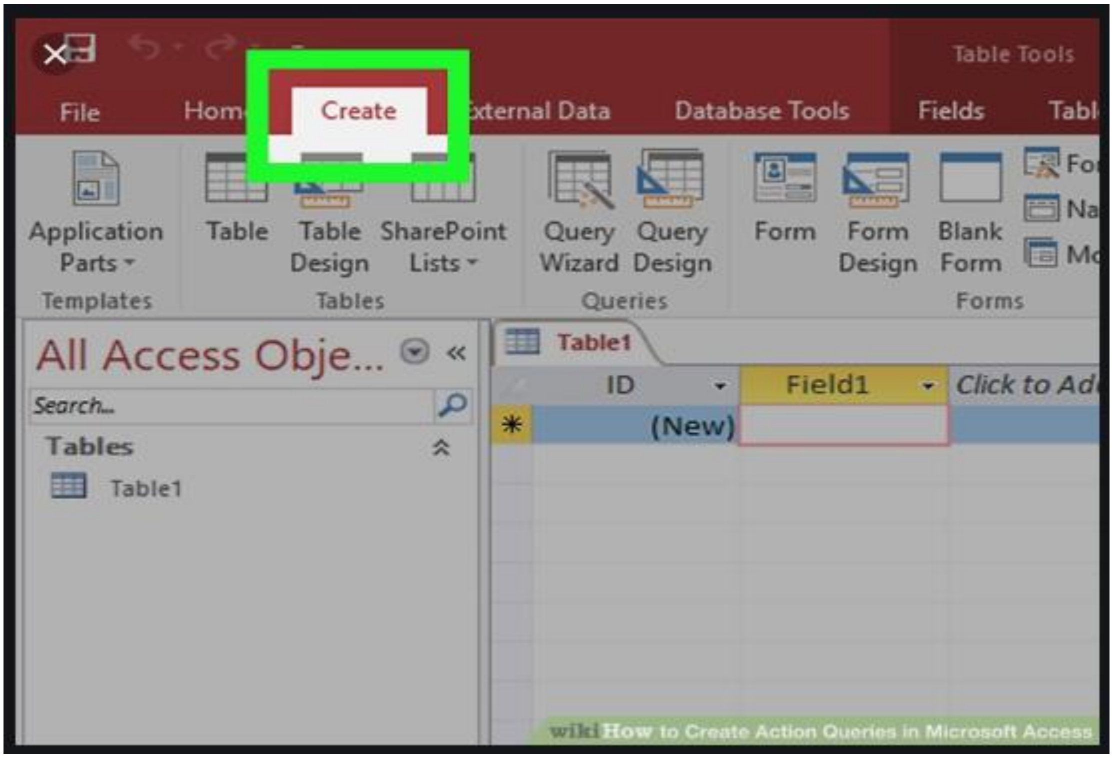

Figure 2: how to create queries?

2.3. What is information retrieval process?

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.

2.5. 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 that 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.

2.6. Return files to storage

Once the requested material is no longer required, return it as soon as possible, via inter-office mail, by dropping it off at the Archives and Records Management Office or by requesting that the Records Centre Clerk collect it. **Confidential material should not be returned via inter-office mail.** Please return the File Charge-Out Form with the material. The Records Management Clerk will follow up regarding outstanding files that have not been returned. If you require assistance or have questions about the process, contact the Records Centre Clerk.

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?
2. How to create simple query in access 2013?

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

Score = ____________

Rating: _____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

2.____

____

Reference

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- www.lifewire.com › How To › Software › Databases
- www.sfu.ca › archives › records-management › URC-retrievals

DAIRY PRODUCTION

LEVEL-II

Learning Guide -23

Unit of Competence: - Operate application software packages

Module Title: - Operating application software packages

LG Code: AGR DRP2 M5 LO 09-LG22

TTLM Code: AGR DRP2TTLM -v1

LO 09: Print documents

Information sheet	Learning Guide #01

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

- Previewing document/ spread sheet
- Selecting basic print settings/ options
- Printing document/spread sheet or part of document/ spread sheet
- Submitting the spread sheet

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
3) Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4) Accomplish the “Self-check 1” and do the next turn by turn.
5) Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check-1 and proceed to the next self-check)
6) If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to previous Learning Activity.
7) Submit your accomplished Self-check. This will form part of your training portfolio

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

1.1. 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.

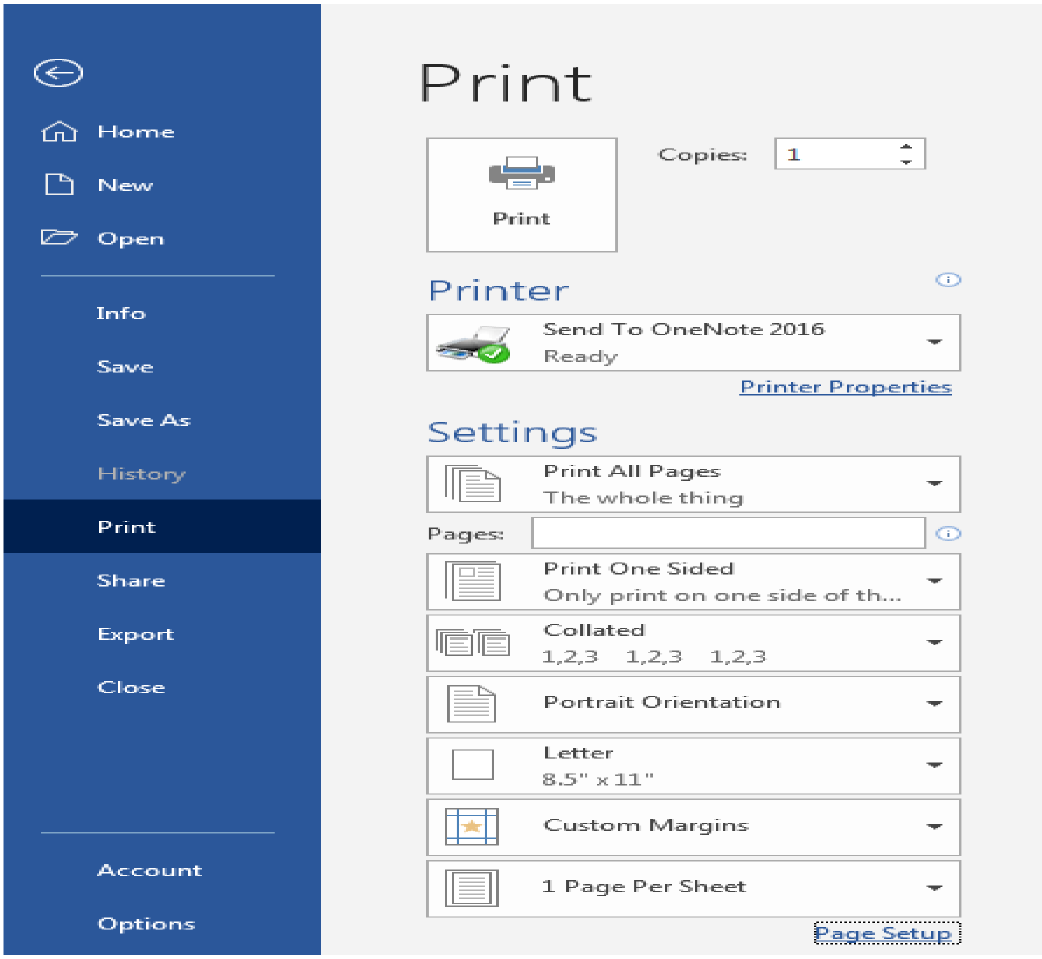

Figure 1: print preview box

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

Notes:

- Unless you're using a color printer, the preview will appear in black-and-white, even if there is color in your sheet(s).
- Next Page and Previous Page are available only when you select more than one sheet, or when a sheet contains more than one page of data. To view multiple worksheets, under Settings, click Entire workbook.
- To preview the next and previous pages, click the arrows for Next Page and Previous Page at the bottom of the Print Preview window—or type the page number.
- To exit Print Preview and return to your workbook, click any the arrow in the upper-left of the Print Preview window.
- To view page margins, click the Show Margins button in the lower right corner of the Print Preview window.
- To change margins, drag the margins to the height and width that you prefer. You can also change the column widths by dragging the handles at the top or bottom of the print preview page.

Self-Check -1	Written Test

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**

Score = ____________
Rating: _____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

Information sheet-2	Selecting basic print settings/ options

2.1. Where are my 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
2. XP).
3. Right-click on your printing system icon.
4. Click **Printing Preferences**.
5. In the **Printing Preferences** dialog box, select the desired features in all tabs.
6. 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.

    Note: You may need to select a print icon on your screen, the **Print** option in the File menu, or another command. See your application's help utility for details.

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.

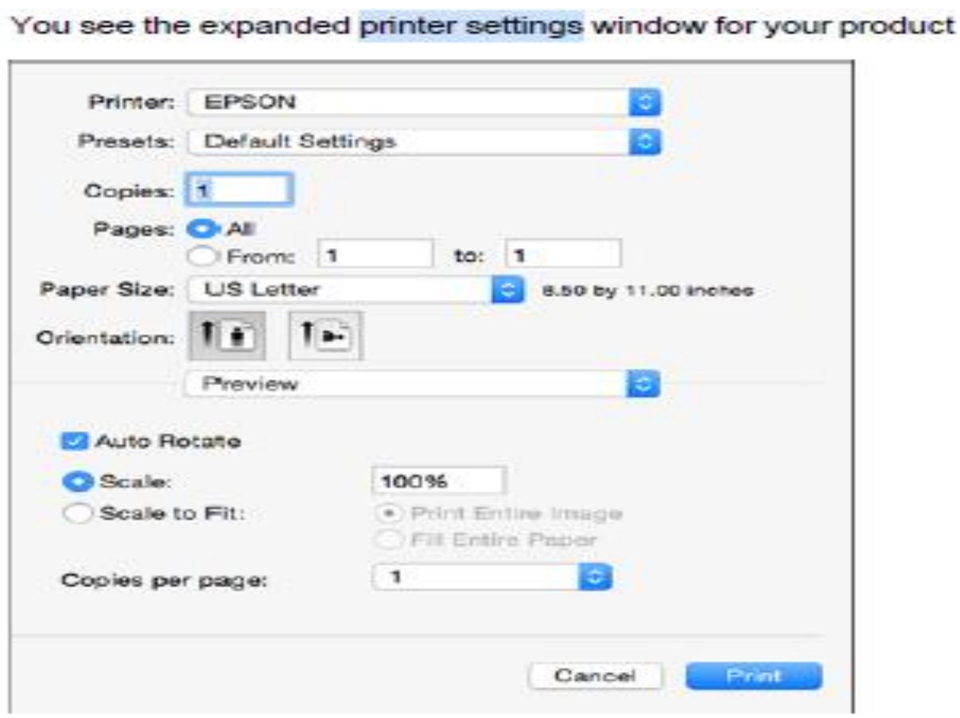

Figure 2: print window

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**

Score = ___________

Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

Information sheet-3	Printing document

3.1. Printing Your Document or Photo - Windows

Once you have selected your print settings, you are ready to save your settings and print.

1. Click **OK** to save your settings.

You see your application's Print window, such as this one:

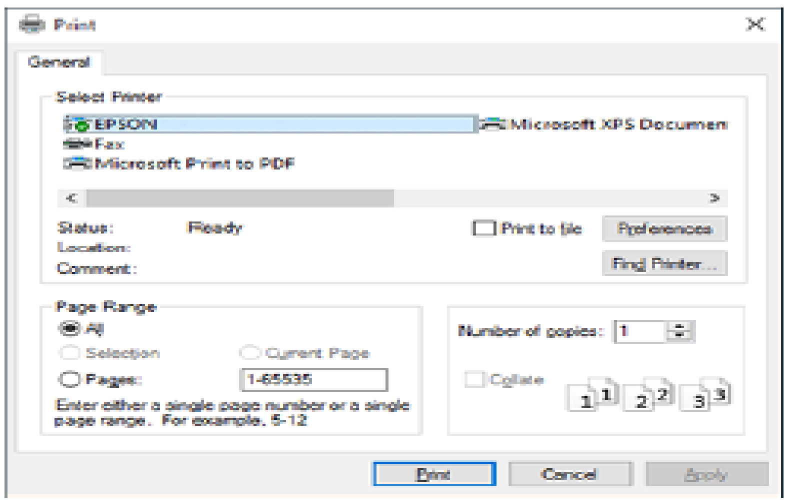

Figure 3: print window

Information sheet-4	Submitting the spread sheet

4.1. How to Create an Approval Process

Approval processes can benefit organizations of any type or size, across all industries. You can create an approval process for any repeatable system that can be broken down into discrete steps to formally approve a submitted piece of work. Some of the most common types of approval processes include invoice submissions, documents and creative assets, purchase orders, projected budgets, project plans, college applications and admission, or Food and Drug Administration (FDA) drug approval.

Below we show you the essential aspects of each of these approval processes, and how to design the process itself. While the specific steps you take to build an approval process will vary based on the system you choose to build it in, these logic maps will help you define the workflow that works best for the situation and your specific requirements.

4.2. How to Create a Content or Document Approval Process

Content approvals are ubiquitous across all industries and types of organizations. They include any creative asset, written work such as an article or social media copy, or any other documentation that needs approval prior to publication.

To create a content approval process, follow this outline of steps:

- **Content Manager Assigns Tasks:** The editor creates a schedule of tasks and assigns specific work items to each content producer (in this example, a writer).
- **Writer Receives Email Notification:** Institute a standardized way to notify writers of their tasks. Email notifications are easy to use and provide a record of assignment.
- **Writer Reviews Tasks:** The writer reviews the assignment and, if necessary, seeks clarification on tasks from the editor.

- **Writer Submits First Draft to Editor:** This is the initial submission step where the writer submits the first draft of their work for editor reviews.
- **Editor Returns Comments:** In most content approval processes, there will be at least one round of edits. So, build in a step where the editor makes edits and returns the submission to the writer to make additional changes if needed.
- **Writer Submits Final Draft:** Once the the necessary edits are made, they return the content to the editor for a second review.
- **Editor Approves or Rejects Content:** Here the editor has the option to either approve or reject the content.

    - **Approve:** The content is formally approved.
    - **Reject:** The writer must make more edits. This cycle of edits can continue until the editor is satisfied and the content is officially approved.
- **Producer Publishes Content:** Once all edits are finalized, the content is published.

Self-Check -3	Written Test

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

1. What you outline steps to create a content approval process?

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

Score = ___________
Rating: ____________

Answer Sheet

Name: _________________________ Date: _______________

Short Answer Questions

1.____

____

Operation Sheet-1	Printer Driver Settings Access

1. **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. click the arrow next to the Printer setting or the Show Details button to expand the print window.
    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

Name: _____________________________ Date: ________________

Time started: ________________________ Time finished: _____________

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

Task 1- Select the basic settings for the document or photo you want to print.

Operation Sheet-2	Creating a Content or Document Approval Process

create a content approval process,

1. Assigns Tasks Content Manager
2. Write Receives Email Notification
3. Write Reviews Tasks
4. Write Submits First Draft to Editor
5. Editing Returns Comments
6. Write Submits Final Draft
7. Editing Approves or Rejects Content

    a. Approve
    b. Reject:
8. Producing Publishes Content

LAP Test	Practical Demonstration

Name: _____________________________ Date: ________________

Time started: ________________________ Time finished: _____________

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

Task 1- creating a content approval process

Reference

- www.sfu.ca › archives › records-management › URC-retrievals
- www.lifewire.com › How To › Software › Databases