

P A R T

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OFFICE PROGRAMS

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Office Programs

Choosing the Right Office Program

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Prerequisite

- “Getting Started on the Computer” lesson or familiarity with the Windows operating system.

Objectives

You will be able to:

- Identify the common elements of Microsoft Office programs.
- Locate and use the Help feature.
- Identify when to use each Office program.

BEFORE YOU BEGIN

Gather Supplies



- You will need a separate sheet of paper to write your answers to the review questions.
- In order to save your work, you will need a floppy or Zip disk.

Photocopy Worksheets and Fact Sheets



Worksheets and fact sheets are designed to be photocopied so that you can refer to them during the lesson, write directly on them, and take them home. If a lesson includes worksheets or fact sheets, you'll find them at the end of the lesson. Check now to see if this lesson includes any. Photocopy them before you start the lesson.

Copy Working Files to a Disk



If a lesson includes an electronic working file, you'll find a printed copy at the end of the lesson to use as a reference. You will work directly in the electronic copy during the lesson. Check now to see if this lesson includes a working file. If it does, copy the electronic working file to a floppy or Zip disk. You can copy the working file from the desktop or download it from the Bill & Melinda Gates Foundation Web site <http://www.gatesfoundation.org/libraries/uslibraryprogram/granteesupport/trainingcurricula/default1.htm>.

To Copy a Working File from the Desktop

1. Insert a floppy or Zip disk into the appropriate disk drive of the computer.
2. Double-click the **Computer Companion** folder on the desktop.
3. Double-click the folder of the lesson you want to use. The files in each lesson folder include the working files that are used with the lesson.
4. Click the working file you want to use.
5. Click **Edit** on the menu bar, and select **Copy**.
6. Click the downward-pointing arrow on the **Address** bar, and select **3½ Floppy** to save to a floppy disk or select **Removable Disk (E:)** to save to a Zip disk.
7. Click **Edit** on the menu bar, and select **Paste**. The file is copied onto the disk.
8. Double-click the file to open and begin using it.

Printing Your Work

You might or might not be able to print from the computer you are working on. Consult a staff member for instructions. None of the lessons require printing.

See the *Printing, Saving, and Opening Files Quick Guide* for more information.

You are free to copy or print any part of this book. Copies may not be sold or used for commercial purposes.

Common Elements in Office Programs

Double-click the **Microsoft Word** icon. 

The Microsoft Office programs include Access, Excel, PowerPoint, Publisher, and Word. These five programs have diverse uses and features, but they share a number of common elements. Becoming familiar with these elements will help you use the programs.


Instructor Note


The differences between Office programs can be compared to the differences between types of cars: Every car has headlights, a gear shift, windshield wipers, and so on, even though each car looks slightly different. Similarly, each Office program has a Print command, a Close button, and a Help feature, but each program is used for a different purpose.


Title Bar


The title bar is the horizontal bar at the top of the window that contains the name of the window. All Office title bars contain buttons for closing and resizing the window. You can click and drag the title bar to move the entire window. If more than one window is open, the title bar of the *active window*, that is, the window in which you are working, will be blue; the title bar of the *inactive window* will be gray.

Minimize, Restore, Maximize, and Close Buttons

These buttons  are located on the right side of the title bar.

You can use the **Minimize** button  to hide a window without quitting the program. When you minimize a window, the title of the document appears in a button on the taskbar at the bottom of the screen. Click this button on the taskbar to restore the window.

You can use the **Restore** button  to resize a window so it is smaller than full-screen size. After resizing a window, you can move the window around the screen by placing the mouse pointer on the title bar, holding down the left mouse button, and dragging the window. This is a great feature to use when comparing two documents.

After resizing a window, you can click the **Maximize** button  to enlarge the window so it fills the entire screen again.

You can click the **Close** button  to quit the program.

Menu Bar

The menu bar is the horizontal bar located below the title bar that lists the names of menus. The menu bars in Microsoft Office programs display menus such as File, Edit, View, Insert, Tools, and Help. You can click a menu name to see the menu's options.


To Access Menus

1. Click **File** on the menu bar. Notice the **New**, **Save**, and **Print** options.
2. If you want to create a new, blank document, you can select **New**. If you want to save your current document, you can select **Save**. If you want to print your current document, you can select **Print**.
3. Click **Edit** on the menu bar. Notice the **Cut**, **Copy**, **Paste**, and **Undo** options.

Toolbars

A toolbar is a row, column, or block of buttons and commands for commonly used tasks. You can click a toolbar button to perform a task in a program. For example, Word features toolbars with buttons for changing text to italic, bold, and other styles. Toolbars can be customized and moved around on the screen.

The main toolbar is called the *Standard toolbar* and is usually located below the menu bar. This toolbar contains the buttons for basic tasks, such as saving, beginning a new document, printing, and copying. To view a description of a toolbar button, called a *screen tip*, point to the button using the mouse pointer.

Toolbars do not have all of the options found on the menus on the menu bar. For example, if you click the Print button  on the toolbar, you cannot select options that are found on the File menu, such as Page Setup or the number of copies you want to print.

Some tools are not visible on the toolbars. To access hidden tools or buttons, click the arrows at the far right of the toolbar, and then click the button. It will be added to the toolbar until you log off the computer.

Ruler

Located at the top of the document window, the ruler displays the settings for margins, table widths, tabs, and indents.



Scroll Bars

Scroll bars are the vertical bar on the side of the window and the horizontal bar on the bottom of the window that can be used to move around in a document. You can use a scroll bar in three ways:

- Click the scroll arrows to move up or down, line by line, in a document.
- Drag the scroll box up or down to move up or down in a document.
- Click the scroll bar above or below the scroll box to move up or down one screen.

Status Bar

The status bar is located at the bottom of the document window; if the window is full-screen size, the status bar is located right above the taskbar. The status bar provides information about the current state of what is visible in the document window, such as the total number of pages in your document and which page is displayed in the window.

Using Microsoft Help

The Help feature in Office programs can provide advice or instructions about program features. Both beginners and advanced users can use Help to access useful information on many topics.

To Open Microsoft Help

1. Click **Help** on the menu bar, and select **Microsoft Word Help**. The Office Assistant appears.
2. Type a question or a topic in the **What would you like to do?** text box. Possible topics include printing, saving, copying, and pasting.
3. Click the **Print** button on the Standard toolbar to print your Help results.

REVIEW QUESTIONS

(Use a blank sheet of paper to write down your answers. You can check your answers against those provided at the end of the lesson.)

1. What are the differences between menus and toolbars?
2. Where can you find the name of the document you are working on? What is this bar called?
3. What is the name of the toolbar that contains buttons for the most commonly used tasks? What are some of the buttons on this toolbar?
4. Besides using the Microsoft Word Help feature, how else can you get help?
5. Why would you resize your current document?

Exploring the Office Programs

Each Office program is described in one of the following sections. You can use the *Quick Guides* for reference.

Microsoft Word

Microsoft Word is a word-processing program equipped with templates and wizards that help you create documents such as résumés, letters, and fax cover sheets. You can use features such as tables and clip art to create documents with custom graphics. The uses of Word include:

- Creating reports, doing homework, and writing letters.
- Creating press releases and peer and staff evaluation forms.
- Keeping a daily journal.
- Creating tables to use in documents such as brochures and newsletters.

Instructor Note

Trainees can write down their findings and the words they searched for on a separate piece of paper. Ask them to share their results with each other.

Instructor Note

Discuss each Office program, what it does, and how it can be used. The Quick Guides can be used for reference.

Microsoft Access

Microsoft Access is a complex and powerful database program that you can use to create and manage various types of data. Although Access can be a challenging program to learn, it does include many wizards that dramatically reduce the time required to learn the program. You can use Access to manage large lists of information, such as:

- Names and addresses.
- Names of contributors.
- Inventories.
- Survey responses.
- Sales performance data.

Microsoft Excel

Microsoft Excel is a program used for organizing, manipulating, and charting numerical data. You can use Excel to sort and chart both simple and complex data and to create documents such as spreadsheets and ledgers. The uses for Excel include:

- Organizing phone numbers.
- Tracking financial projections.
- Creating budgets.
- Creating invoice templates and tracking inventories.

Microsoft Publisher

Microsoft Publisher is a desktop-publishing program that you can use to create professional-looking publications with complicated layouts and pictures. Publisher's numerous wizards guide you through the process of creating publications. You can use Publisher to create:

- Newsletters.
- Greeting cards.
- Flyers and signs.
- Business cards.
- Brochures.

Microsoft PowerPoint

Microsoft PowerPoint can be used to design effective presentations that can be delivered electronically or in print. Some uses of PowerPoint include:

- Printed or electronic presentations for school.
- Speeches for work.
- Presentations at family reunions.
- Web-delivered presentations (great for distance learning).
- Informational kiosks (a presentation that continually runs without human intervention).

Becoming an Office Expert



WORKSHEET: *Becoming an Office Expert*

(Photocopy the worksheet at the end of this lesson. You can write on your copy while you work.)

In this activity, you decide when to use each Office program. Use the “Becoming an Office Expert” worksheet and recommend which program to use for each scenario. There is often more than one right answer. You can find suggested answers at the bottom of the worksheet.

Instructor Note

Distribute the worksheet. Trainees can work on the worksheet in teams or individually. Upon completion, have trainees discuss the choices they made and why.

REVIEW QUESTIONS

(Use a blank sheet of paper to write down your answers. You can check your answers against those provided at the end of the lesson.)

1. You need to write a report for a history class. Which Office program should you use?
2. You need to create a searchable database to better organize your phone list. Which programs should you use?
3. It is almost Tax Day, and a friend needs to build a spreadsheet to organize her finances. Which program do you recommend?
4. You’re having a garage sale, and you’re going to need signs to put up around town. Which program are you going to use?
5. The city council is coming to your staff meeting. They are expecting a presentation on the new computers in your office. Which program will you use to build and present the presentation?

Using Keyboard Shortcuts



FACT SHEET: *Keyboard Shortcuts for Office Programs*

(Photocopy the fact sheet at the end of this lesson. You can refer to it during the lesson and take it home with you.)

You can use keyboard shortcuts to perform tasks using the keyboard that you would normally do using the mouse. Keyboard shortcuts can be useful for people who have difficulty using a mouse. If a command on a menu has a keyboard shortcut, the shortcut is listed to the right of the option on the menu. For example, if you click **Edit** on the menu bar, you can see that the keyboard shortcut for **Select All** is CTRL+A; to use this keyboard shortcut, hold down the CTRL key on the keyboard and press the A key. Keyboard shortcuts include:

- ALT + TAB to switch between programs.
- ALT + ESC to cycle through the programs in the order they were started.
- ALT + F4 to quit a program.
- F1 to get help.
- CTRL + S to save.

See the “Keyboard Shortcuts for Office Programs” fact sheet for more keyboard shortcuts.

Wrapping Up

Key Points to Remember

In general, use Word for word processing, Access for databases, Publisher for desktop publishing, Excel for spreadsheets, and PowerPoint for presentations. Each program can be used in many other ways. If a program meets your specific need, then use it.

If you want to know the name of a toolbar button, point to the button using the mouse pointer, and a screen tip appears.

Use Help to learn more about the Office programs.

Answers to Review Questions

COMMON ELEMENTS IN OFFICE PROGRAMS

1. Toolbars contain buttons and commands. Menu bars contain menus that offer many more options than toolbars. Most commands can be found on both menus and toolbars.
2. The title of the document you are working on can be found in the upper-left corner of the window. This bar is called the *title bar*.
3. The Standard toolbar contains buttons for the most commonly used tasks. Some of the commands on the Standard toolbar are Save, Print, Spelling and Grammar, Undo, and Redo.
4. You can also find answers to your questions in the publications found in the library. For example, the *Word 2000 Quick Guide*, located next to the computer, provides information on performing basic tasks in Microsoft Word.
5. If you are working on more than one document at a time, you can resize your current document so you can simultaneously view all of the documents you're working on.

BECOMING AN OFFICE EXPERT

1. You should use Word to write a history report.
2. You could use Excel or Access to create a searchable database.
3. You should recommend Excel to build a spreadsheet.
4. Publisher is a program you can use to create flyers and signs.
5. You can use PowerPoint to build and present a presentation.

Additional Resources

- *Excel 2000 Quick Guide*
- *PowerPoint 2000 Quick Guide*
- *Publisher 2000 Quick Guide*
- *Word 2000 Quick Guide*

- Online Office Tutorial
<http://www.actden.com/o2k>
- Microsoft Office Survival Guide
<http://www.pcworld.com/hereshow/article.asp?aid=11894>

Becoming an Office Expert

When you have completed the worksheet, return to the “Becoming an Office Expert” section of the lesson.

Which of the following Office programs would you use in each scenario? There is often more than one right answer. Suggested answers are listed at the bottom of the page.

WORD ACCESS EXCEL POWERPOINT PUBLISHER

1. You have to write a report for your high school American government class. You are supposed to include footnotes and headers.
2. Your company needs something to help control inventory. You need to design a tool to keep track of what comes in the warehouse and what leaves the warehouse.
3. You deliver newspapers and you're going on vacation. You need to give your replacement a list of how your customers prefer their papers. You'd like to make an extensive spreadsheet with paper locations, addresses, and phone numbers.
4. You need to put your business address on 100 envelopes. You have some address labels you can use.
5. You would like to do a paper project with your daughter's youth group. Is there a program that has a pattern for paper airplanes or origami?
6. You have a great idea for a new project at work, and you'd like to design a presentation for your boss.
7. Your teacher wants you to design a presentation and put it on a Web site.
8. Your family is going to have a garage sale. You need to make some signs for the neighborhood.
9. You need to create a résumé.
10. You received some new candy at your candy store and would like to make a slide show of all the new products. You'd like to have the slide show running continuously in the store.
11. You and your spouse are having a tough time keeping your finances straight. Which computer program can you use to create a budget?
12. You would like to put all your recipes in a database so you can search for recipes by ingredient.

Keyboard Shortcuts for Office Programs

Task	Keys to Press
Repeat your last action	F4, or CTRL + Y
Find and replace	CTRL + F
Go to a page, a section, or a line	CTRL + G
Delete a word	CTRL + BACKSPACE
Change from lowercase to uppercase or uppercase to lowercase	SHIFT + F3
Bold	CTRL + B
Italicize	CTRL + I
Go to the beginning of the document	CTRL + HOME
Go to the end of the document	CTRL + END
Select from a certain point to the beginning of the document	CTRL + SHIFT + HOME
Select from a certain point to the end of the document	CTRL + SHIFT + END
Open the thesaurus	SHIFT + F7
Insert a hyperlink	CTRL + K
Select all	CTRL + A
Copy a selection	CTRL + C
Paste a selection	CTRL + V
Undo the last action	CTRL + Z
Save a document	CTRL + S
Print a document	CTRL + P
Open an existing document	CTRL + O

For additional shortcuts, see Microsoft Office Help:

<http://www.microsoft.com/enable/products/keyboard/keyboardsearch.asp>

