



# Computer Skills (1)

## مهارات الحاسوب 1

Computer Science Department  
Prince Abdullah Bin Ghazi Faculty of Information Technology

Prepared by:

Islah K. Gharaibeh  
Software Engineering Department

Asmaa M. Khtoum                      Zainab A. Rahamneh  
Computer Information Systems Department

2014, 1<sup>st</sup> Edition

## Table of Contents

Subject	Page
<b>Chapter 1 Introduction to Computer</b>	
<b>1. Computer Definition</b>	<b>2</b>
<b>2. Data and Information</b>	<b>2</b>
<b>3. The Components of a Computer</b>	<b>2</b>
3.1. Input Device	3
3.2. Output Device	3
3.3. System Unit	3
3.4. Storage Devices	4
3.5. Communications Devices	5
<b>4. Computer Software</b>	<b>5</b>
4.1. Program Interface	5
4.2. Software Categories	5
4.3. Installing and Running Programs	6
4.4. Software Development	6
<b>5. Categories of Computers</b>	<b>6</b>
<b>6. Examples of Computer Usage:</b>	<b>9</b>
<b>7. Computer Applications in Society</b>	<b>10</b>
<b>Chapter 2 Introduction to Windows</b>	
<b>1. Turning on the computer</b>	<b>12</b>
1.1. Logging on	12
1.2. Good Password Practices	12
<b>2. Introduction to the Desktop</b>	<b>12</b>
2.1. Desktop Customizations:	13
2.2. Working with Icons	15
<b>3. The Taskbar</b>	<b>16</b>
3.1. Taskbar Sections:	16
3.2. Customize the taskbar	17
<b>4. Control Panel</b>	<b>17</b>
4.1. What software versions do I have and what is on my computer?	18
4.2. What system configuration you have?	18
<b>5. Help and Support</b>	<b>19</b>
<b>6. Windows</b>	<b>19</b>
6.1. Window Definition	19
6.2. Working with windows	21
<b>7. Dialog Boxes</b>	<b>21</b>
<b>8. Folders and File Management</b>	<b>23</b>
8.1. Open Windows Explorer	23
8.2. Use Libraries to Find Files	24
8.3. Change thumbnail size and file details	24

Subject	Page
8.4. Selecting Files and Folders	24
8.5. Files Name and Path	25
8.6. Renaming Files and Folders	25
8.7. Deleting Files and Folders	25
8.8. Folder and File Attributes	26
8.9. Restoring Deleted Files	26
8.10 Emptying the Recycle Bin:	27
<b>9. Shutting Down or Logging off a Computer</b>	<b>27</b>
<b>Chapter 3 Microsoft Word 2010</b>	
<b>1. Introduction to Word 2010 Environment</b>	<b>30</b>
1.1. Backstage view (The File tab)	30
1.2. The Quick Access Toolbar	31
1.3. The Ribbon	33
<b>2. Home Tab</b>	<b>34</b>
2.1. Clipboard Group	34
2.2. Font Group	34
2.3. Paragraph Group	34
2.4. Styles Group	35
2.4. Editing Group	35
<b>3. Insert Tab</b>	<b>36</b>
3.1. Pages Group	36
3.2. Tables Group	36
3.3. Illustrations Group	38
3.4. Drawing Tools Format	38
3.5. Header & Footer Group	40
3.6. Text Group	40
3.7. Symbols Group	41
<b>4. Page Layout Tab</b>	<b>41</b>
4.1. Themes Group	41
4.2. Page Setup Group	41
4.3. Page Background Group	42
<b>5. References Tab</b>	<b>43</b>
5.1. Table of contents Group	43
5.2. Footnote Group	43
<b>6. Review Tab</b>	<b>43</b>
<b>7. View Tab</b>	<b>44</b>
<b>8. Auto correction options</b>	<b>44</b>
<b>Appendix 1: Keyboard Shortcuts</b>	<b>46</b>
<b>Appendix 2: Important Dialog Boxes</b>	<b>47</b>

Subject	Page
<b>Chapter 4 Microsoft Excel 2010</b>	
<b>1. Introduction to Excel 2010 Environment</b>	<b>49</b>
1.1. Definitions	49
1.2. Range Types	50
1.3. Using the Fill Handle to Fill Cells	50
<b>2. Home Tab</b>	<b>50</b>
2.1. Clipboard Group	50
2.2. Font Group	51
2.3. Alignment Group	51
2.4. Number Group	51
2.5. Styles Group	52
2.6. Cells Group	52
<b>3. Insert tab</b>	<b>53</b>
3.1. Charts	53
3.2. Text Group (Header & Footer)	54
<b>4. Formulas Tab</b>	<b>55</b>
4.1. Creating Simple Formulas	55
4.2. Working with Basic Functions	56
4.3. Function Library Group	58
<b>5. Data Tab</b>	<b>58</b>
5.1. Sorting data	58
5.2. Custom Sort (sorting multiple levels)	59
5.3. Filter Data	59
5.4. Text to Columns	59
<b>6. Review Tab (Adding a Comment)</b>	<b>60</b>
<b>7. Using Templates</b>	<b>61</b>
<b>8. Ending Work</b>	<b>62</b>
8.1. Saving a workbook	62
8.2. Printing a workbook	62
<b>Appendix: Format Cells Dialog Box</b>	<b>63</b>
<b>Chapter 5: Microsoft PowerPoint 2010</b>	
<b>1. Introduction to PowerPoint 2010 Environment</b>	<b>65</b>
<b>2. Home Tab</b>	<b>66</b>
<b>3. Insert Tab</b>	<b>66</b>
3.1. Photo Album	67
3.2. Media	68
<b>4. Design Tab</b>	<b>70</b>
<b>5. Animations Tab</b>	<b>71</b>
<b>6. Transitions Tab</b>	<b>72</b>
<b>7. Slideshow Tab</b>	<b>72</b>

Subject	Page
7.1. Start Slide Show group	72
7.2. Set Up group	73
7.3. Navigating within your Slide Show	73
<b>8. View Tab</b>	<b>74</b>
8.1. Presentation Views Group	74
8.2. Masters Views group	75
<b>9. Ending Work</b>	<b>76</b>
9.1. Saving a presentation	76
9.2. Printing a presentation	76
<b>Appendix: PowerPoint 2010 Assignment</b>	<b>77</b>
<b>Chapter 6 Internet and Computer Networks</b>	
<b>1. What is a Network?</b>	<b>79</b>
1.1. Local Area Network	79
1.2. Wireless Local Area Network	79
1.3. Metropolitan Area Network (MAN)	79
1.4. Wide Area Network	80
1.5. Wireless Wide Area Network	80
<b>2. Network Drawback (Computer Viruses)</b>	<b>80</b>
2.1. Common Types of Computer Viruses	80
2.2. Antivirus software	81
2.3. Preventing from virus infection	81
<b>3. Internet Overview</b>	<b>81</b>
3.1. What is the Internet?	81
3.2. How do I access the Internet?	81
3.3. Different Speeds and Quotas	82
<b>4. The Internet and Everyday Life</b>	<b>82</b>
<b>5. The Browser</b>	<b>83</b>
5.1. Internet browsers Examples	83
5.2. Website Address	83
<b>6. Internet Explorer Browser</b>	<b>84</b>
<b>7. Changing Your Home Page</b>	<b>86</b>
<b>8. Search Engine</b>	<b>86</b>
<b>9. Saving or Copying images</b>	<b>87</b>
<b>10. Saving a web page</b>	<b>87</b>
<b>11. Secure and Unsecure Web Sites</b>	<b>88</b>
<b>12. Disadvantages of using the Internet</b>	<b>88</b>
<b>13. Sign up using Yahoo Mail</b>	<b>89</b>
<b>Appendix: Social media networks</b>	<b>90</b>



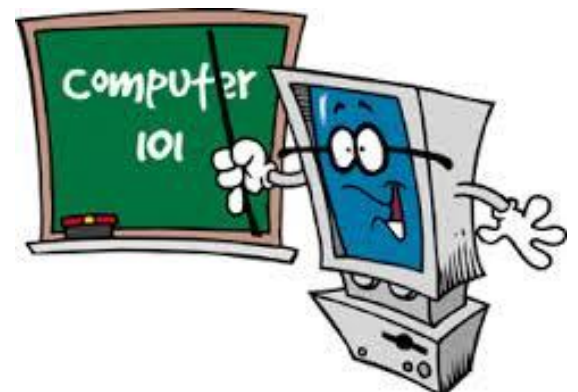
# Chapter 1

## Introduction to Computer

### Learning Objectives:

After completion of this chapter, you should be able to:

1. Define the term computer, and describe the relationship between data and information.
2. Describe the five components of a computer: input devices, output devices, system unit, storage devices, and communications devices.
3. Distinguish between system software and application software.
4. Differentiate among types, sizes, and functions of computers in each of these categories: personal computers (desktop), mobile computers and mobile devices, game consoles, servers, mainframes, supercomputers and embedded computers.
5. Explain how home users, small office/home office users, mobile users, power users, and enterprise users each interact with computers.
6. Discuss how society uses computers in education, finance, government, health care, science, publishing, travel, and manufacturing.



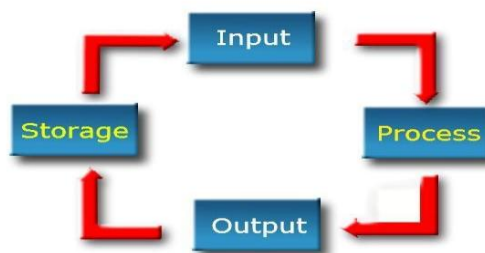
### 1. Computer Definition

A computer is an electronic device, operating under the control of instructions stored in its own memory, that can accept data, process the data according to specified rules, produce results, and stores the results for future use.



### 2. Data and Information

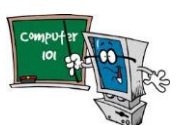
Data is a collection of unprocessed items, which can include text, numbers, images, audio, and video. Information conveys meaning and is useful to people.



Computers process data (input) into information (output). Computers carry out processes using instructions, which are the steps that tell the computer how to perform a particular task. A computer often holds data, information, and instructions in storage for future use.

### 3. The Components of a Computer

A computer contains many electric, electronic, and mechanical components known as hardware. These components include input devices, output devices, a system unit, storage devices, and communications devices.



### 3.1 Input Device

An input device is any hardware component that allows you to enter data and instructions into a computer. Five widely used input devices are the keyboard, mouse, microphone, scanner, and Web cam.

1. **Keyboard:** A computer keyboard contains keys you press to enter data into the computer. For security purposes, some keyboards include a fingerprint reader, which allows you to work with the computer only if your fingerprint is recognized.



2. **Mouse:** A mouse is a small handheld device. With the mouse, you control movement of a small symbol on the screen, called the pointer, and you make selections from the screen.

3. **Microphone:** A microphone allows you to speak into the computer.



4. **A scanner:** converts printed material (such as text and pictures) into a form the computer can use.



5. **A Web cam:** is a digital video camera that allows you to create movies or take pictures and store them on the computer instead of on tape or film.



### 3.2 Output Device

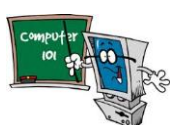
An output device is any hardware component that conveys information to one or more people. Three commonly used output devices are a printer, a monitor, and speakers.

1. **Printer:** produces text and graphics on a physical medium such as paper.
2. **A monitor:** displays text, graphics, and videos on a screen.
3. **Speakers:** allow you to hear music, voice, and other audio (sounds).

### 3.3 System Unit

The system unit is a case that contains the electronic components of the computer that are used to process data. The circuitry of the system unit usually is part of or is connected to a circuit board called the motherboard.

Two main components on the motherboard are the **processor** and **memory**.





**1. The processor:** also called a CPU (central processing unit) is the electronic component that interprets and carries out the basic instructions that operate the computer, it determines the speed of computer which measured by **Hz**.



**2. Memory:** consists of electronic components that store instructions waiting to be executed and data needed by those instructions. Although some forms of memory are permanent, most memory keeps data and instructions temporarily, which mean its contents, are erased when the computer is shut off such as **RAM**.



### 3.4 Storage Devices

Storage holds data, instructions, and information for future use. Storage devices often function as a source of input because they transfer items from storage to memory. The size of storage devices usually measured by Megabytes and Gigabytes. Examples of storage media are:

**1. A USB flash drive** is a portable storage device that is small and lightweight enough to be transported on a keychain or in a pocket. The average USB flash drive can hold about 4 billion characters.

**2. A hard disk** provides much greater storage capacity than a USB flash drive. The average hard disk can hold more than 320 billion characters. Hard disks are enclosed in an airtight sealed case. Although some are portable, most are housed inside the system unit. **Portable hard disks** are either external or removable. An external hard disk is a separate, freestanding unit, whereas you insert and remove a removable hard disk from the computer.

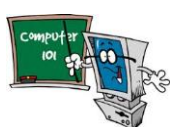


**3. An optical disc** is a flat, round, portable metal disc with a plastic coating. CDs, DVDs, and Blue-ray Discs are three types of optical discs.

- **CD:** can hold from 650 million to 1 billion characters.
- Some **DVDs** can store two full-length movies or 17 billion characters.
- Blue-ray Discs can store about 46 hours of standard video, or 100 billion characters.



**4. Some mobile devices**, such as digital cameras, use memory cards as the storage media. You can use a card reader/writer to transfer the stored items, such as digital photos.



### 3.5 Communications Devices

A communications device is a hardware component that enables a computer to send (transmit) and receive data, instructions, and information to and from one or more computers or mobile devices. A widely used communications device is a modem.



## 4. Computer Software

Software, also called a program, consists of a series of related instructions, organized for a common purpose, that tells the computer what tasks to perform and how to perform them.

### 4.1 Program Interface

You interact with a program through its user interface. The user interface controls how you enter data and instructions and how information is displayed on the screen. Software today often has a **graphical user interface (GUI)**. With a graphical user interface, you interact with the software using text, graphics, and visual images such as icons. An icon is a miniature image that represents a program, an instruction, or some other object. You can use the mouse to select icons that perform operations such as starting a program.

### 4.2 Software Categories

The two categories of software are **system software** and **application software**.

#### 1. System Software:

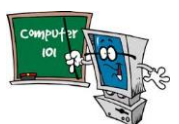
System software consists of the programs that control or maintain the operations of the computer and its devices. It serves as the interface between the user, the application software, and the computer's hardware.

Two types of system software are the **operating system** and **utility programs**

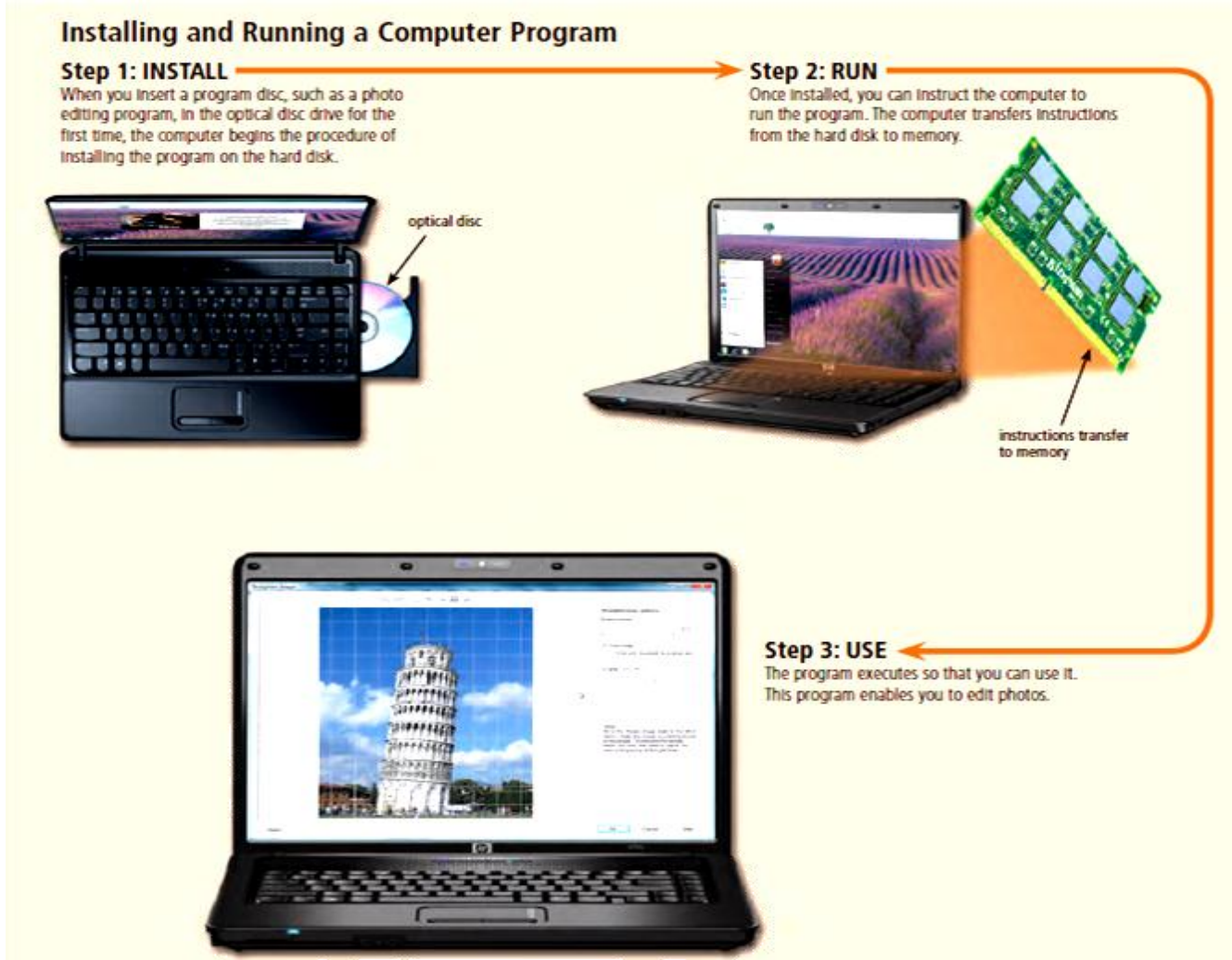
- An operating system is a set of programs that coordinates all the activities among computer hardware devices. Many of today's computers use Microsoft's Windows, or Mac OS, Apple's operating system.
- Utility Program: A utility program allows a user to perform maintenance-type tasks usually related to managing a computer, its devices, or its programs.

#### 2. Application Software

Application software consists of programs designed to make users more productive and/or assist them with personal tasks. Such as Web browser, word processing software.



### 4.3 Installing and Running Programs




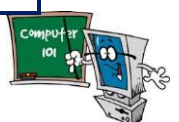
### 4.4 Software Development


A programmer or developer writes the instructions that direct the computer to process data into information using programming language such as C++, Java, JavaScript, Visual C#, and Visual Basic.


### 5. Categories of Computers


Computers are classified in to seven categories according to size, speed, processing power, and price.

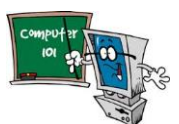
<b>Category(1)</b>	<b>Personal computers (Desktop)</b>
<b>Physical Size</b>	Fits on a desk
<b>Price Range</b>	100-1000 dollars
<b>Usage</b>	Designed to run especially commercial software (as a word processor or Internet browser) for an individual user.
<b>Image</b>	





<b>Category(2)</b>	<b>Mobile computers and mobile devices</b>
<b>Physical Size</b>	Fits on your lap or in your hand
<b>Price Range</b>	>100 - 1000 dollars
<b>Usage</b>	<ul style="list-style-type: none"> <li>▪ For personal information management such as a calculator, and a notepad.</li> <li>▪ Internet-enabled device; allows you to send and receive mails, read e-books.</li> <li>▪ Serve the needs of mobile employees, such as meter readers .</li> </ul> <p>Can be: <b>A laptop, Tablet PC, Smart phone, PDA (personal digital assistant, E-Book Readers and Handheld Computers.</b></p>
<b>Image</b>	


<b>Category(3)</b>	<b>Game console</b>
<b>Physical Size</b>	Small box or handheld device
<b>Price Range</b>	Several hundred dollars or less
<b>Usage</b>	Designed for single-player or multiplayer video games. Two popular models are: Nintendo DS Lite and Sony's PlayStation Portable (PSP).
<b>Image</b>	

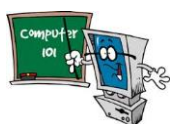
<b>Category(4)</b>	<b>Server</b>
<b>Physical Size</b>	Small cabinet
<b>Price Range</b>	Several hundred to a million dollars
<b>Usage</b>	<ul style="list-style-type: none"> <li>▪ Controls access to the hardware, software, and other resources on a network.</li> <li>▪ Provides a centralized storage area for programs, data, and information.</li> </ul>
<b>Image</b>	



<b>Category(5)</b>	<b>Mainframe</b>
<b>Physical Size</b>	Partial room to full room of equipment
<b>Price Range</b>	\$300,000 to several million dollars
<b>Usage</b>	<ul style="list-style-type: none"> <li>▪ Store tremendous amounts of data, instructions, and information.</li> <li>▪ Most major corporations use mainframes for business activities.</li> </ul>
<b>Image</b>	






<b>Category(6)</b>	<b>Super computers</b>
<b>Physical Size</b>	Full room of equipment
<b>Price Range</b>	\$500,000 to several billion dollars
<b>Usage</b>	<ul style="list-style-type: none"> <li>▪ Applications requiring complex, sophisticated mathematical calculations.</li> <li>▪ Large-scale simulations and applications in medicine, aerospace.</li> <li>▪ Online banking, weather forecasting and nuclear energy research.</li> </ul>
<b>Image</b>	

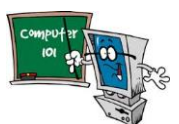
<b>Category(7)</b>	<b>Embedded computers</b>
<b>Physical Size</b>	Miniature
<b>Price Range</b>	Embedded in the price of the product
<b>Usage</b>	<p>products that contain embedded computers:</p> <ul style="list-style-type: none"> <li>▪ Consumer Electronics: mobile and digital telephones and digital televisions.</li> <li>▪ Home Automation Devices: security monitoring systems and lights.</li> <li>▪ Automobiles.</li> </ul>
<b>Image</b>	



## 6. Examples of Computer Usage

There are five categories of users:

User	Hardware	Software/Usage
<b>Home Users</b> 	<ul style="list-style-type: none"> <li>▪ Desktop or notebook</li> <li>▪ Smart phone</li> <li>▪ Mobile device</li> <li>▪ Game console</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business</li> <li>▪ Personal finance, online banking</li> <li>▪ Web browser</li> <li>▪ Email, chat, online social networking</li> <li>▪ Internet telephone call</li> <li>▪ Education, Entertainment</li> </ul>
<b>Small Office Users</b> 	<ul style="list-style-type: none"> <li>▪ Desktop or notebook</li> <li>▪ Smart phone</li> <li>▪ Mobile device</li> <li>▪ Shared network printer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business</li> <li>▪ Company specific(Ex. Accounting)</li> <li>▪ Network management</li> <li>▪ Web browser</li> <li>▪ E-mail</li> <li>▪ Internet telephone calls.</li> </ul>
<b>Mobile Users</b> 	<ul style="list-style-type: none"> <li>▪ Notebook equipped with a wireless modem.</li> <li>▪ Tablet PC</li> <li>▪ Video projector</li> <li>▪ Smart phone</li> <li>▪ Handheld game consoles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business</li> <li>▪ Personal information management</li> <li>▪ Web browser</li> <li>▪ E-mail</li> </ul>
<b>Power users</b> 	<ul style="list-style-type: none"> <li>▪ Workstation or other powerful computer with multimedia capabilities.</li> <li>▪ Smart phone or other mobile devices.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desktop publishing</li> <li>▪ Multimedia authoring</li> <li>▪ Photo, audio, and video editing</li> <li>▪ Personal information management</li> <li>▪ Web browser</li> <li>▪ E-mail</li> </ul>
<b>Enterprise User</b> 	<ul style="list-style-type: none"> <li>▪ Server or mainframe</li> <li>▪ Desktop or notebook</li> <li>▪ Industry-specific handheld computer</li> <li>▪ Smart phone or other mobile devices.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business</li> <li>▪ Personal information management</li> <li>▪ Accounting</li> <li>▪ Network management</li> <li>▪ Web browser</li> <li>▪ E-mail</li> </ul>



## 7. Computer Applications in Society

People interact directly with computers in fields such as:

### Medical Systems



### Government Systems



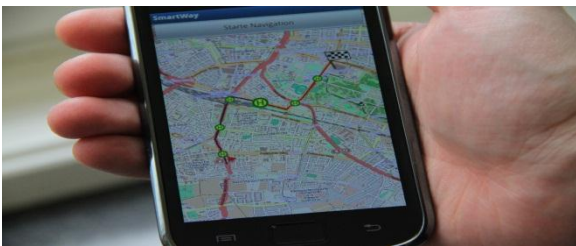
### Manufacturing Systems



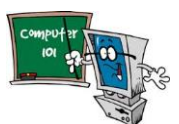
### Financial Systems



### Mapping and Navigation



### Publishing





## Chapter 2

# Introduction to Windows 7

### Learning Objectives:

After completion of this chapter, you should be able to:

1. Learning how to turn on and shut down your computer.
2. Explore the desktop and task bar of your computer.
3. Explore the control panel and learn how to change different setting of the windows environment.
4. Learning how to work with files and folders in your computer.
5. Learn how to get help and support to deal with your PC.





## 1. Turning on the computer

1. plug computer in the power point at the wall then push the power button on the front of the machine.
2. Check that the monitor is turned on (a green light will show on the monitor).

### 1.1. Logging on

Press the three buttons: **CTRL-ALT-DELETE** at the same time.



Enter your USERNAME and PASSWORD into the window that appears.

### 1.2. Good Password Practices

You must change your password every 60 days. **Your password must:**

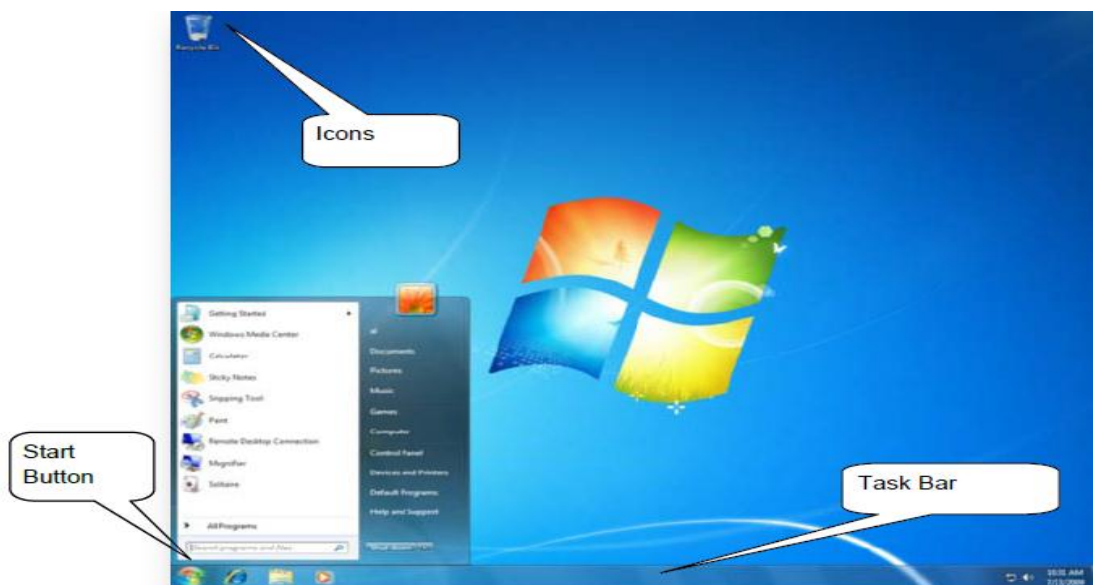
- be between 6 and 8 characters in length (inclusive)
- be easy to remember
- Not be your first name, surname or login.
- Not be a single real word e.g. book.
- Not be "qwerty" or something similar, as it is amongst a hacker's favorite first attempts.

#### Good Password Examples:

- **tac0snax** : 8 characters, no real words, but easy to remember.
- **P@ssw0rd**: use numbers or special characters instead of letters in words, ("&", "!", "#").
- **1000\$0Kor** easily remembered keyboard patterns instead of words.

## 2. Introduction to the Desktop

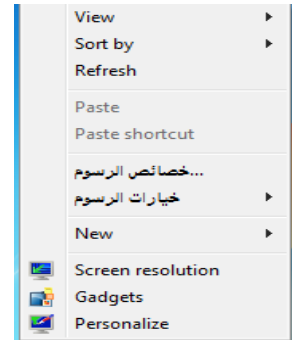
Your **DESKTOP** is what you now see on the screen.



### 2.1. Desktop Customizations

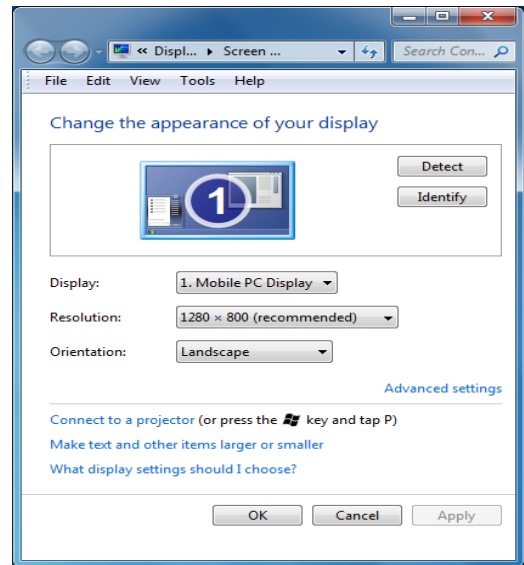
To customize your desktop make right click on an empty place in your desktop, a dropdown menu will be appear as in the next picture:

Now you can make changes in your desktop appearance by choosing one of the following:



#### 1. Screen resolution:

It is the setting that determines how much information displayed on the computer screen, measured horizontally and vertically in pixels. Such as 640 x 480 or 1600x1200.



#### 2. Gadgets:

They are mini-programs which offer information at a glance and provide easy access to frequently used tools. For example, you can use gadgets to display a continuously updated weather status. Some of the gadgets that come with Windows 7 are Calendar, Clock, Weather, Feed Headlines, Slide Show, and Picture Puzzle.



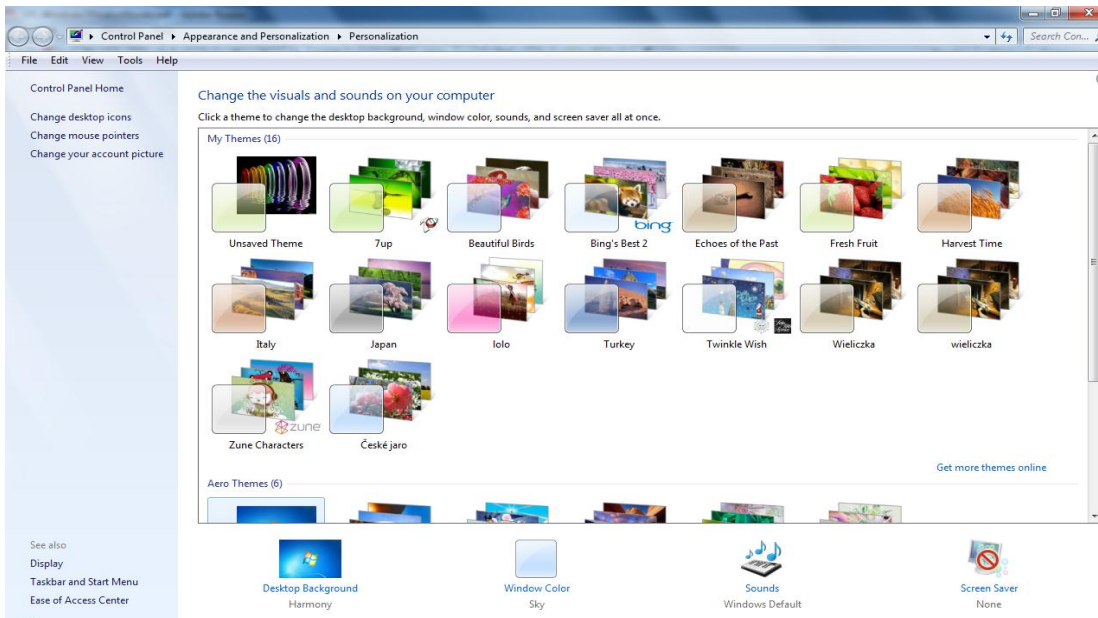
#### 3. Personalize

You can add a personal touch to your computer by changing the computer's theme, color, sounds, desktop background, screen saver, font size, and user account picture.



## ■ Themes

A theme includes a desktop background, a screen saver, a window border color, sounds, and sometimes icons and mouse pointers. Use the whole theme or create your own customized theme by changing the pictures, colors, and sounds individually.



- **Desktop background:** The desktop background, also called wallpaper, is a picture, color, or design on the desktop. It provides a backdrop to your open windows. You can choose one picture to be your desktop background or you can display a slide show of pictures.



- **Window Color:** allows you to change the color your window frames, the Start menu, the taskbar, and more.



- **Sounds:** You can change the sounds your computer makes when, for example, you receive an e-mail message, start Windows, or shut down the computer.
- **Screen Saver:** A screen saver is a picture or animation that appears on the screen when you haven't used the mouse or keyboard for a set period of time. You can choose from a variety of Windows screen savers.

## 2.2. Working with Icons

Icons are small pictures that represent files, folders, programs, and other items.

### 1. Glossary of Icons:

#### My Documents



The default storage folder for your files that you create. When you save or open a file, Microsoft Windows initially opens the MY DOCUMENTS dialog box.

#### My Computer



Displays information about your computer, such as the contents of your computer drives and which printers you have installed. It also allows you to find, view and organize files.

#### The Recycle Bin



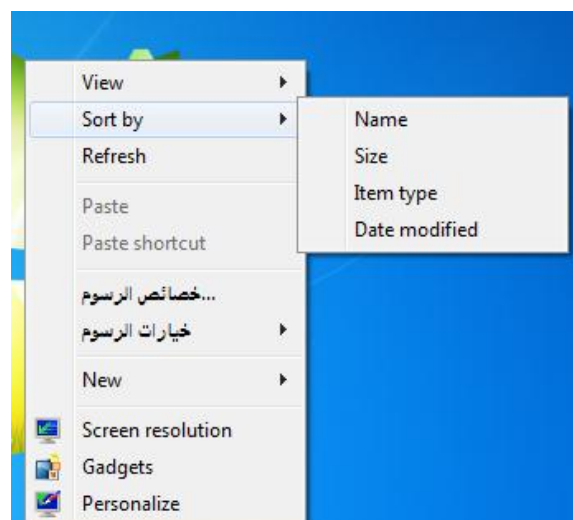
Any file you delete from your hard drive will be placed first in the it.

## 2. Arranging Icons on the Desktop

The different options for arranging icons are:

- by name
- by size
- by type
- When last modified.

To access these options, right mouse click on a free spot anywhere on the desktop.



## 3. Changing the Icon

To change the image or graphic used do this:

- Right click on the icon → PROPERTIES → SHORTCUT tab → CHANGE ICON.



### 4. Changing the size of the icons

Click and hold down the Ctrl key and then use your scroll wheel on your mouse to resize the icons.

### 5. Shortcuts

You can create your own icons on the desktop to enable faster access of programs, folders, documents, printers etc. These are called **SHORTCUTS** .

You can tell if an icon is a SHORTCUT or not by its appearance. If it has a little black arrow on the icon, then it is a SHORTCUT.




**To create shortcut:** Right mouse click on an empty part of the desktop → NEW →SHORTCUT.

## 3. The Taskbar

### 3.1. Taskbar Sections

The taskbar is the long horizontal bar at the bottom of your screen. It has three main sections:

1. **The Start button**  , which opens the Start menu: The START gives you access to most things available on your computer, some of the items you may see in the START Menu are: **Documents, Pictures, Music, Computer, Control Panel and more.**

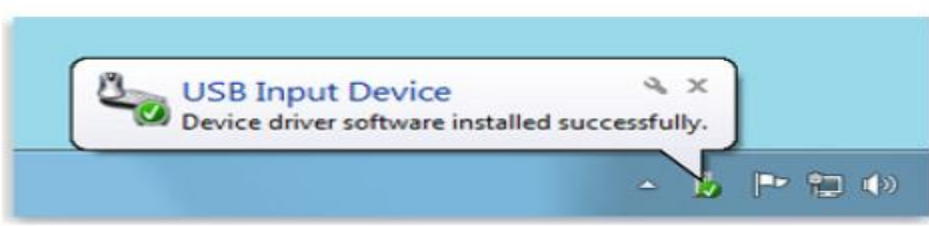
2. **The middle section**, which shows you which programs and files you have opened and allows you to quickly switch between them.



3. **The notification area**, which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings. Occasionally, an icon in the notification area will display a small pop-up window (called a notification) to notify you about something. For example, after adding a new hardware device to your computer, you might see this.



*The notification area of the taskbar*



*The notification area displays a message after new hardware is installed*



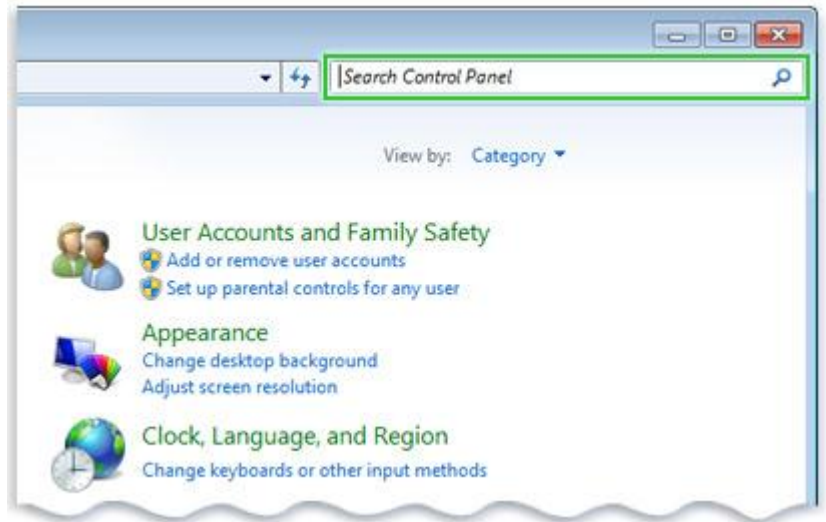
### 3.2. Customize the taskbar

There are many ways to customize the taskbar to suit your preferences such as:






1. **To unlock the taskbar :** Right-click an empty space on the taskbar. If 'Lock the taskbar' has a check mark next to it, the taskbar is locked. You can unlock it by clicking 'Lock the taskbar'.
2. **To move the taskbar:** Click an empty space on the taskbar, and then **hold down** the mouse button as you drag the taskbar to one of the four edges of the desktop. When the taskbar is where you want it, **release** the mouse button.

### 4. Control Panel




You can use Control Panel to change settings for Windows.



The different Parts of control panel described below:

<b>System and Security</b> 	To view and change system and security status, back up and restore file and system settings, update computer, view RAM and processor speed, check firewall and more.
<b>Network and Internet</b> 	To check network status and change settings, set preferences for sharing files and computers, configure internet display and connection.
<b>Hardware and Sound</b> 	To add or remove printers and other hardware, change system sounds, play CD's automatically, conserve power, update device drivers.
<b>Programs</b> 	Uninstall programs or windows features, uninstall gadgets, get new programs from the network or online.
<b>User Accounts</b> 	Change user account setting and passwords, and set up parental controls.



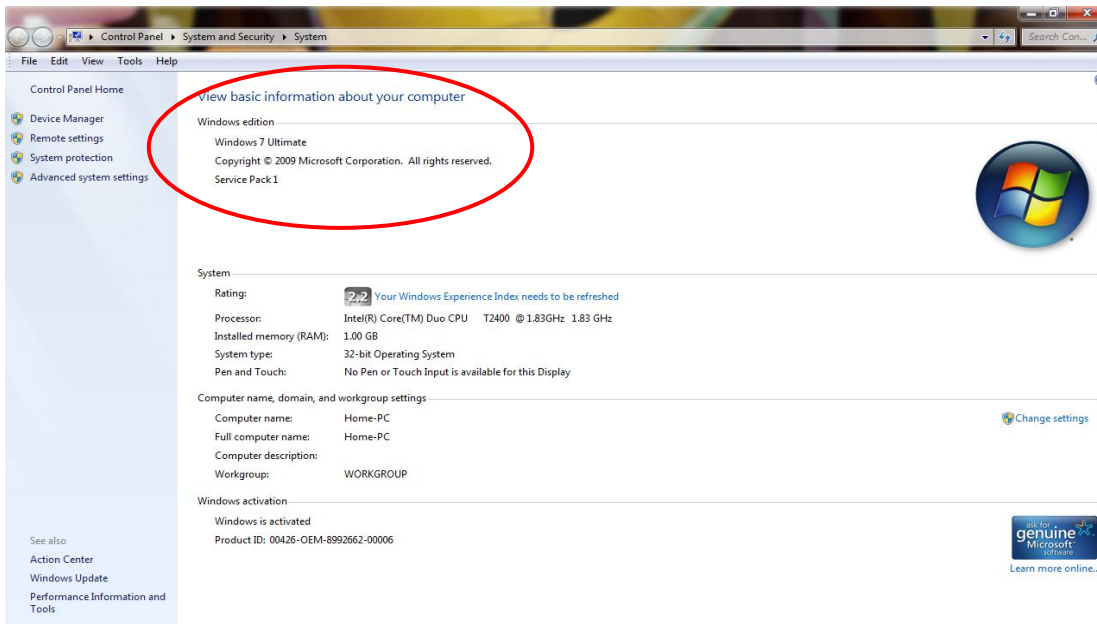
<p><b>Appearance and Personalization</b></p> 	<p>Change the appearance of desktop items, apply a theme or screen saver to your computer, or customize the Start menu and taskbar.</p>
<p><b>Clock, Language and Region</b></p> 	<p>Change the date, time, and time zone for your computer, the language to use, and the way numbers, currencies, dates, and times are displayed.</p>
<p><b>Ease of Access</b></p> 	<p>Adjust your computer settings for vision, hearing, and mobility, and use speech recognition to control your computer with voice commands.</p>

**4.1. What software versions do I have and what is on my computer?**

There are several versions of Microsoft Windows in existence. You may have heard of: Windows XP, Windows Vista and Windows 7.

You can tell what version you have (either at work, or at home) by:

1. Find the **MY COMPUTER** icon on the desktop.
2. Right mouse click on this icon and select **PROPERTIES** from the shortcut menu. Then you can see what version of Windows you are currently operating in.

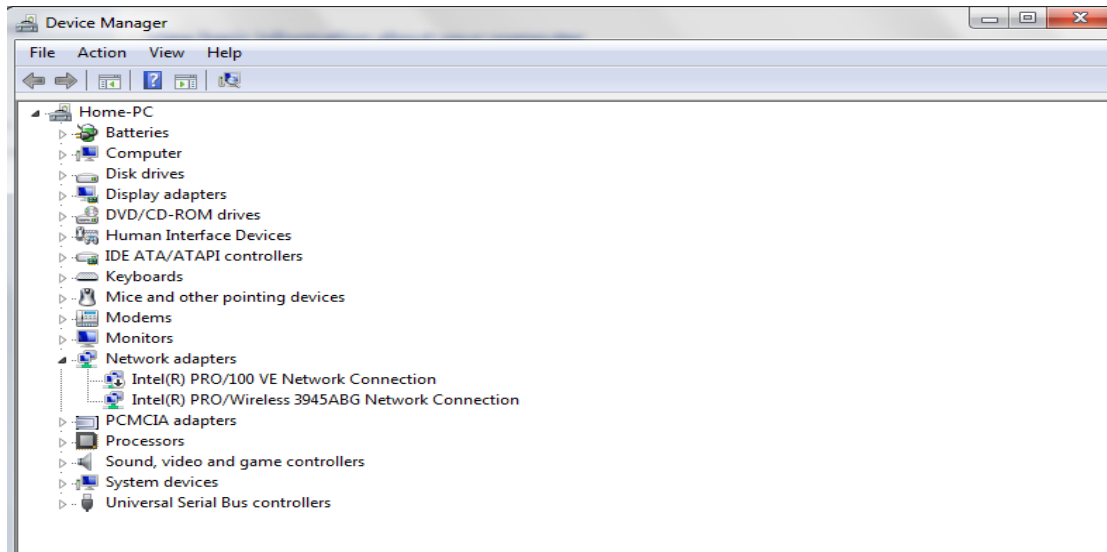


**4.2. What system configuration you have?**

The **Device Manager** can tell you this by clicking on the DEVICE MANAGER link on the left of system properties window.

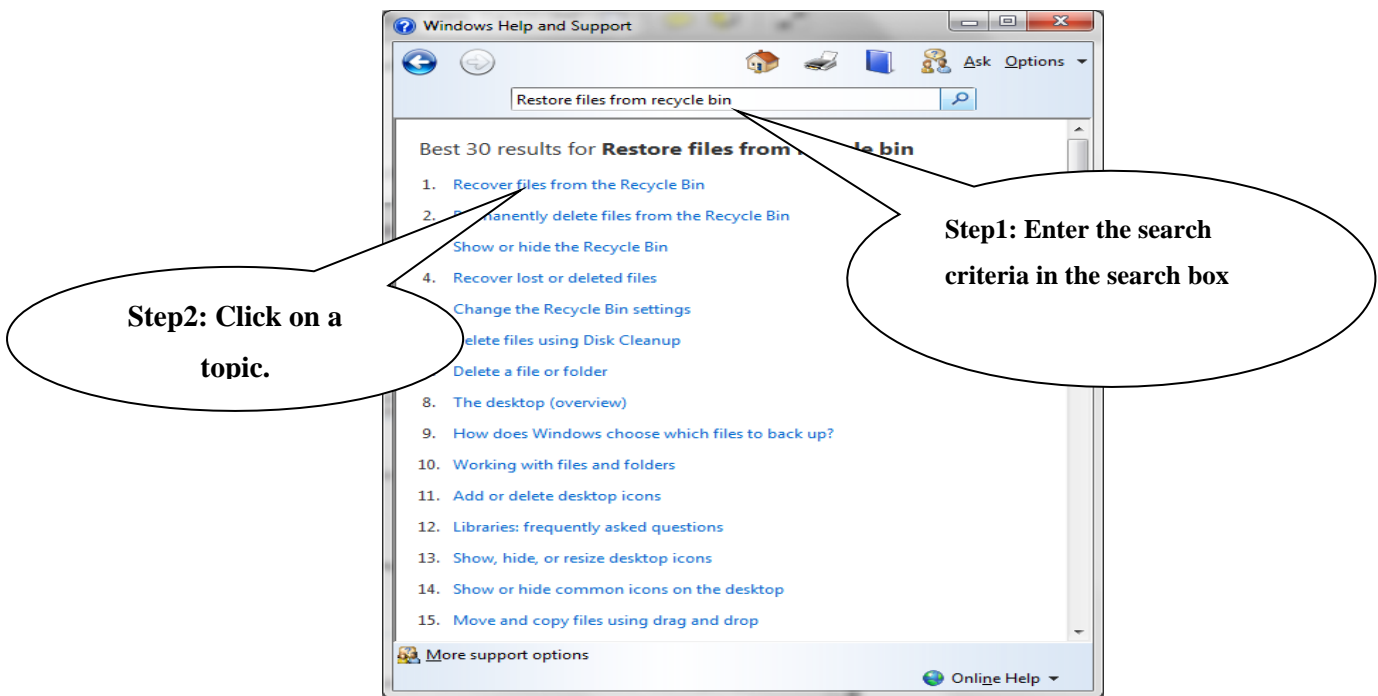


The DEVICE MANAGER Dialog box has a list of devices attached to your PC.



### 5. Help and Support

Help is always available about the different functions on your computer. You can access the help function by clicking **START button** → **HELP AND SUPPORT**.



You can also hit **F1** on your keyboard at any time to launch the **HELP** menu. You need to click on the desktop first then press F1.

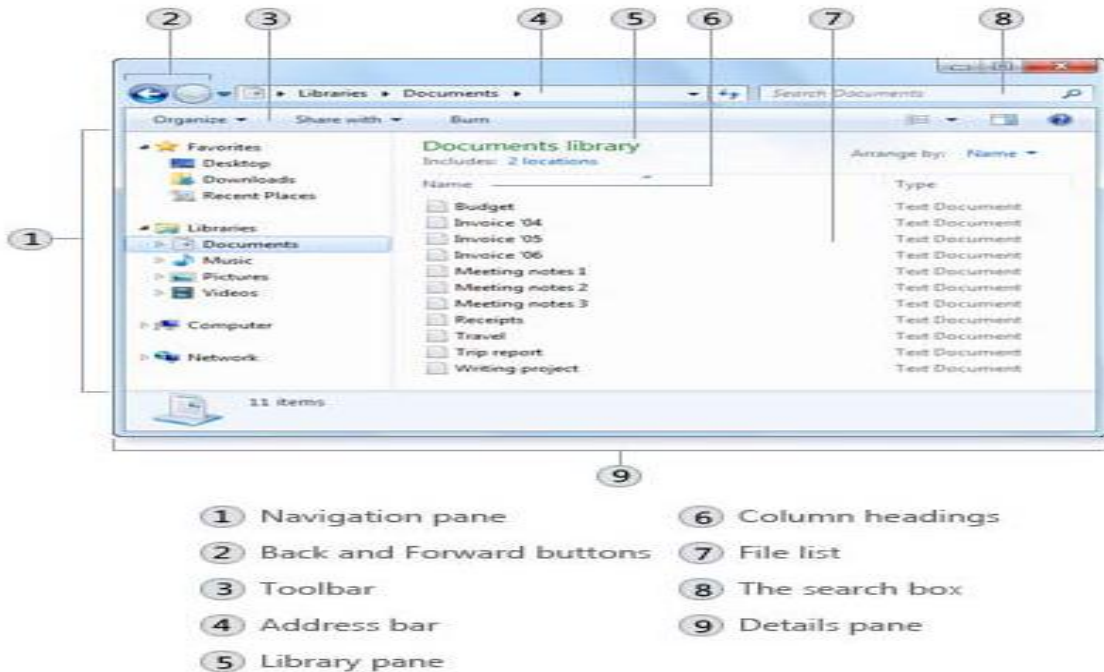
### 6. Windows

#### 6.1 Window Definition

A *window* is a boxed area in which you view programs, files, folders, drives, icons representing programs, and other elements. Here's a window and each of its parts:







### 1. Navigation Pane:

Use the navigation pane to access libraries, folders, saved searches, and entire hard disks.

### 2. Back and Forward Buttons:

Use the Back button  and the Forward button  to navigate to other folders or libraries you've already opened without closing the current window.

### 3. Toolbar:

Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show.

### 4. Address bar:

Use the address bar to navigate to a different folder or library or to go back to a previous one.

### 5. Library pane:

The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.

### 6. Column headings:

Use the column headings to change how the files in the file list are organized. The column headings are available only in Details view.

### 7. File list:

This is where the contents of the current folder or library are displayed.

### 8. The search box:

Type a word or phrase in the search box to look for an item in the current folder or library.






### 9. Details pane:

Use the details pane to see the most common properties associated with the selected file.

### 10. Preview pane:

Use the preview pane to see the contents of most files without opening it in a program. If you don't see the preview pane, click the Preview pane button in the toolbar to turn it on.

## 6.2. Working with windows

1. To make a window fill the entire screen, click its Maximize button  .
2. To return a maximized window to its former size, click its Restore button  .
3. To resize a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse pointer changes to a two-headed arrow, drag the border or corner to shrink or enlarge the window. 
4. To minimize a window, click its Minimize button  .
5. To close a window, click its Close button  .
6. To switch between opened windows press **Alt+Tab**.
7. To arrange windows automatically, you can arrange them in one of three ways: **cascading, vertically stacked, or side by side.**

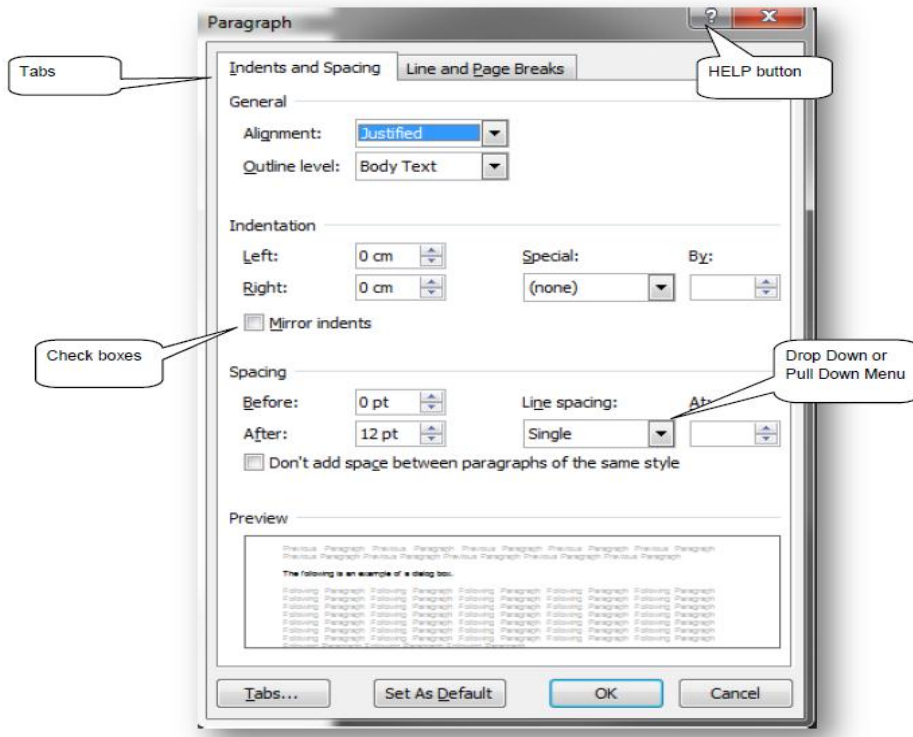


To choose one of these options, open some windows on your desktop, then **right-click an empty area of the taskbar** and click **Cascade windows**, **Show windows stacked**, or **Show windows side by side**.

## 7. Dialog Boxes

Dialog Boxes are special windows where you are asked to give details and select options. The choices you make are then sent as commands to the software you are using.

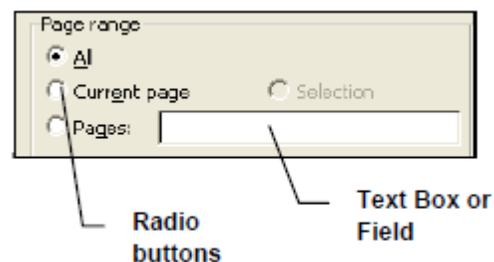
The following is an example of a Dialog Boxes:



Dialog boxes vary in appearance but some typical options and their uses are:

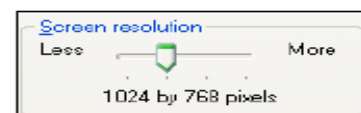
1. **Check boxes:** are selected if there is a tick in them.
2. **Tabs:** allow several dialog boxes to be in the one area.
3. **Drop Down or Pull Down Menu:** has a downward pointing arrow next to it
4. **Help Button:** is a handy help tool. The keyboard shortcut is **SHIFT + F1**.
5. **Radio Buttons:** clicking in a radio button selects it.

It is a choice button and only one in the series can be selected.



6. **Field or Text Box:** is an area where you have to type information.

7. **Slider:** is a button you click and drag either to left or right to change a setting.



8. **Spinner:** looks like miniature scroll bars.

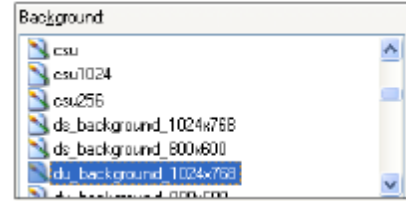


9. **Command Buttons:** When you click on or accept a Command button, a command is passed on to the software you are using.



- a. OK – Used to accept any changes you have made to a dialog box.
- b. CANCEL – Cancels any changes you have made and returns you to the main window of the software you are using.

**10. List Boxes:** are lists of items in a box. Clicking on an item with the mouse selects that item.



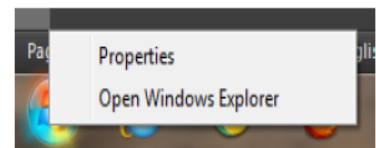
## 8. Folders and File Management

Windows Explorer is one area where you can view the file structure of your computer.

### 8.1. Open Windows Explorer

You can access WINDOWS EXPLORER a number of ways. The most common ways are:

1. Right click on the START Menu → OPEN Windows EXPLORER.



**OR**

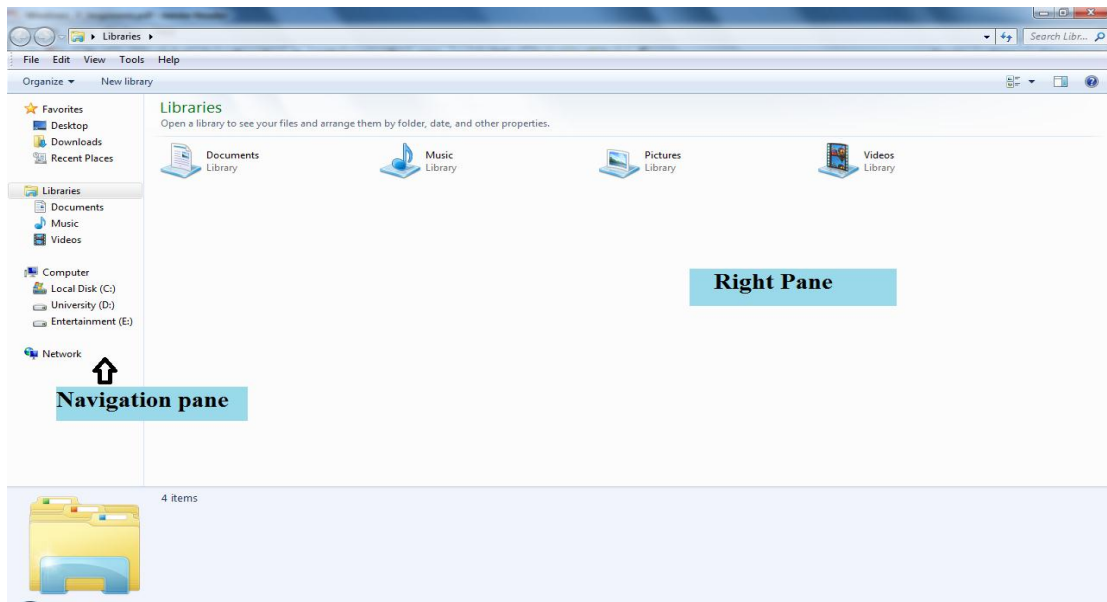
2. Click on the WINDOWS EXPLORER icon on the TASK BAR.



**OR**

3. Click START button → PROGRAMS → ACCESSORIES → WINDOWS EXPLORER.

When you open up WINDOWS EXPLORER, you will see the following window:



### 8.2. Use Libraries to Find Files

Libraries are a new way to see your files. Libraries are not folders but areas to locate and find your files. They don't store your files but gather the files in a way for you to easily locate them.



The four Libraries are:

1. **Documents.**
2. **Music.**
3. **Pictures.**
4. **Videos.**

Here are some other things you can do with libraries using the navigation pane:

**1. To create** a new library: right-click Libraries, point to New and then click Library.

**2. To move or copy** files from the file list to a library's default save location: drag the files to the library in the navigation pane.

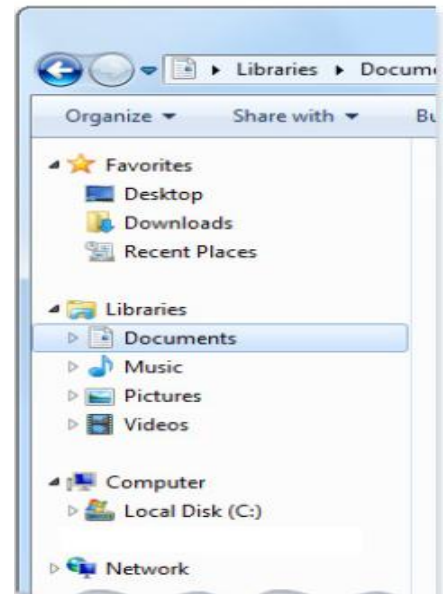
**3. To rename** a library: right-click it → Rename → type a new name → Enter.

**4. To see the folders** those have been included in a library: double-click the library name.

**5. To remove a folder from a library:** right-click the folder that you want to remove, and then click Remove location from library. This only removes the folder from the library; it doesn't delete the folder from its original location.

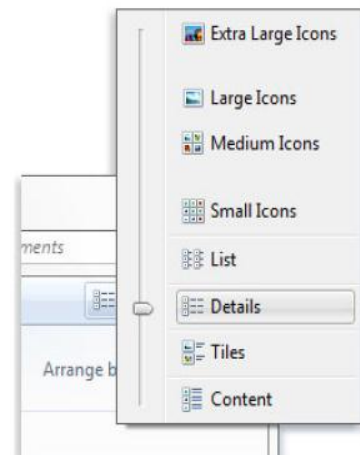
**6. To hide** a library: right-click the library and then click Don't show in navigation pane. This is a good solution if you're running out of space in the navigation pane but don't want to delete a library.

**7. To show** a hidden library: click Libraries, right-click the library in the file list, and then click Show in navigation pane.



### 8.3. Change thumbnail size and file details

You can change the size and appearance of your files and folders by using the Views button located on the toolbar of every open folder.



*The Views menu*

### 8.4. Selecting Files and Folders

Before you move, copy or delete files and folders, they must be selected so that Windows (and the computer) knows which files and folders to work with.

In WINDOWS EXPLORER, you can select multiple files and folders by combining the use of the keyboard with the mouse:

1. **Single Selection:** point your mouse over the item you want to select and click once. The item will be highlighted (usually blue highlight)
2. **Scattered Selection:** hold down the **CTRL** key and then click on each item you want to select.
3. **Block Selection:** click on the first item you want to select, hold down the **SHIFT** key and then click the last item to be included in the selection
4. **Selecting All:** To select everything in a folder, use the **EDIT MENU→SELECT ALL** option, or they keyboard shortcut **CTRL+A**.

### 8.5. Files Name and Path

Files are documents which have been created using different software applications.

1. **File Extension:** A filename consists of a descriptive name to describe the contents and a few letters file extension which follows the name of the file. This extension indicates the type of application used to create the document. Some common file extensions are:

- **.doc , .docx** : Microsoft Word files
- **.xls** : Microsoft Excel files
- **.pdf** : Adobe Acrobat files
- **.ppt** : Microsoft PowerPoint files
- **.JPG, .Bmp**: Image File
- **.Mp3**: Audio File

These extensions are automatically added to your filename when you save your file.

#### 2. File Paths:

All files have a path name. This gives you (and the computer) the exact details of which drive and which folder(s) the file(s) are located in.



### 8.6. Renaming Files and Folders

You can rename by using the **FILE** menu → left mouse button → Select **RENAME** .

### 8.7. Deleting Files and Folders

To delete a file or folder:

- Right-click the file or folder that you want to delete, and then click Delete.
- To permanently delete a file or folder, hold down the **SHIFT** key, press delete on the keyboard. Files and folders from diskettes, drives etc. cannot be recovered.

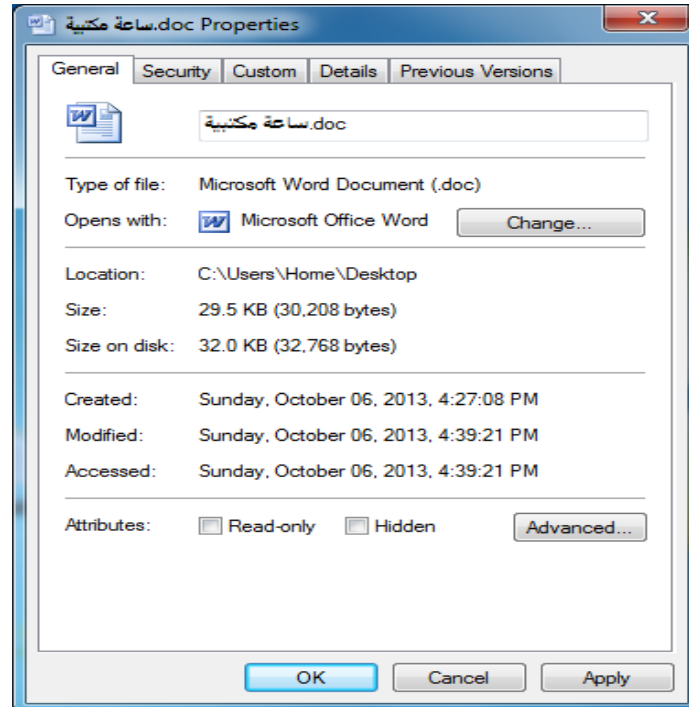


## 8.8. Folder and File Attributes

Files and folders have property sheets which display information such as size and location.

### To determine the attributes of a file or folder:

Select the file or folder → Right click on the file or folder → Select Properties.



The **PROPERTIES** dialog box gives you the following information:

1. **Type of File:** tells you what program your file was created in (e.g. Word)
2. **Opens with:** tells you what application (software) the file will open in
3. **Location:** the path name for the file
4. **Size:** the size of the file
5. **Size on disk:** how much room the file is taking in storage
6. **Created:** the date and time the file was originally created
7. **Modified:** the date and time the file was last modified
8. **Accessed:** the date and time the file was last accessed
9. **Hidden:** Usually hidden files are program or system files that should not be deleted or changed.
10. **Read Only:** A read only file on your computer is a file you can open, read or print but not make any changes to.

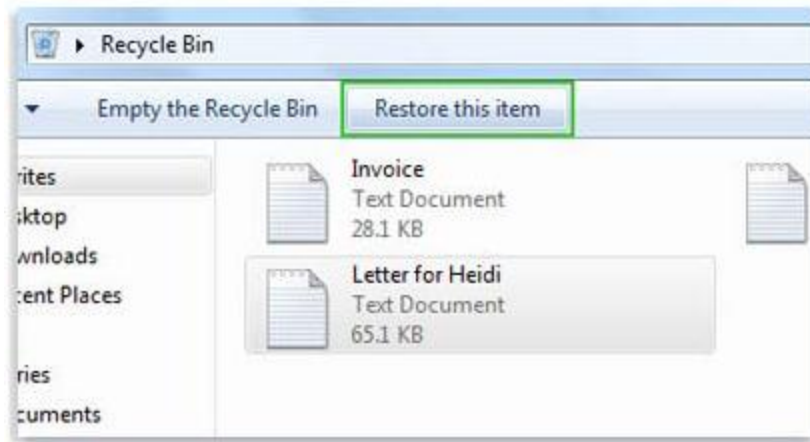
## 8.9. Restoring Deleted Files

1. Open the recycle bin
2. Do one of the following:
  - To restore a file, click it, and then, on the toolbar, click Restore this item.



- To restore all of the files, make sure that no files are selected, and then, on the toolbar, click Restore all items.

The files will be restored to their original locations on your computer.



### 8.10. Emptying the Recycle Bin:

1. Select the RECYCLE BIN in the FOLDER LIST of WINDOWS EXPLORER;
2. Click on the FILE menu;
3. Select EMPTY RECYCLE BIN;
4. Click on YES to confirm.

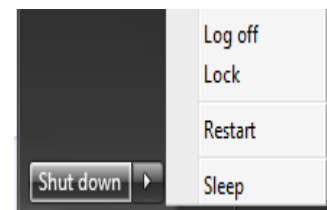
## 9. Shutting Down or Logging off a Computer

You SHUT DOWN your computer or LOG OFF when you have finished using it.

### Closing Opened Applications:

Before you can do either of these functions, any applications you have open must be closed. This is done by either:

- Clicking on the **File menu** within the application →select **EXIT** or press **ALT + F4**.
- Click on the **CLOSE** button located on the top right hand side of the application.
- You should also remove any USB drives from the computer. Open up Windows Explorer; locate the USB drive name in the FOLDER LIST. When you have located it, right mouse click on it and select **EJECT** from the shortcut menu. This will ensure that the drive is removed correctly without damaging any files it contains.



Now you can choose one of these actions:

- a. Log Off:** Means that you log off as a User without turning the computer off. Someone else can then log on. This can do by:



Click on the START button → Select LOG OFF.

If you have any open programs then you will be asked to close them down or to let Windows Force them to shut down. You will lose any un-saved information if you do this.

**b. Shut Down:** Means that you log off as a User and the computer is turned off at the same time. You will lose any unsaved information's.

**c. Restarting your Computer:** Restarting your computer means that the computer logs you off the system, turns itself off and turns itself back on again so you can re-log on.





## Chapter 3

# Microsoft Word 2010

### Learning Objectives:

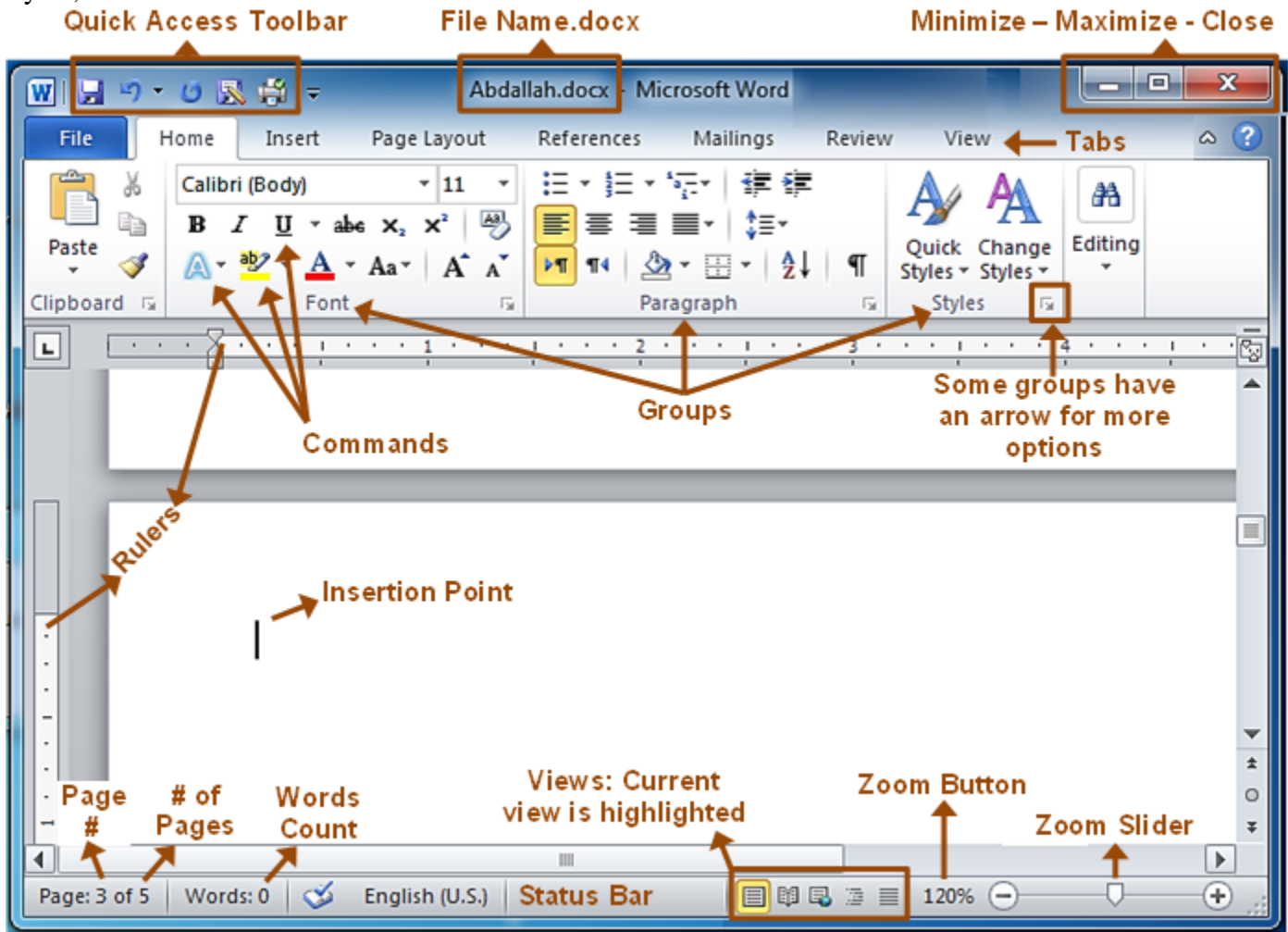
After completion of this chapter, you should be able to:

1. Describe Word 2010 Environment, such as: tabs, groups and commands ... etc.
2. Identify the meaning and function of The Ribbon, The Quick Access Toolbar
3. Use the Backstage view (The File tab) functions, such as save, new, print... etc.
4. Use the groups in Home Tab to format, edit, find and replace words a document,
5. Use the Insert Tab to insert a picture, clipart, shape, textbox, header & footer, symbols ... etc.
6. Use the Page Layout Tab to add Themes and setting up the document.
7. Know how to insert a Table of contents, footnotes and endnotes to a document from the References Tab.
8. Check the document's spelling and grammar by using the Review Tab.
9. Use the View Tab to view the document, in addition to zoom in and zoom out options.
10. Describe the Auto correction steps.
11. Know the keyboard shortcuts being used in word.
12. Recognize the available options in the some important dialog boxes.



# 1. Introduction to Word 2010 Environment

Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, faxes and more.



## 1.1. Backstage view (The File tab)

**Save:** allow you to save documents. The document will be saved in its current location with the same file name.

**Save As:** Allow you to save a file in different name or location or version (e.g. Word97-2003) or format (e.g. PDF) while keeping the original.

**Open:** Opens an Existing Document

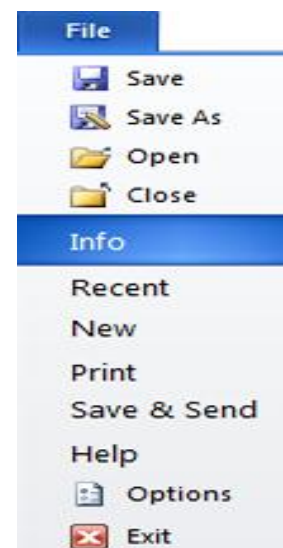
**Close:** Closes the document.

**Recent:** To access recently opened files.

**New:** Create a new document

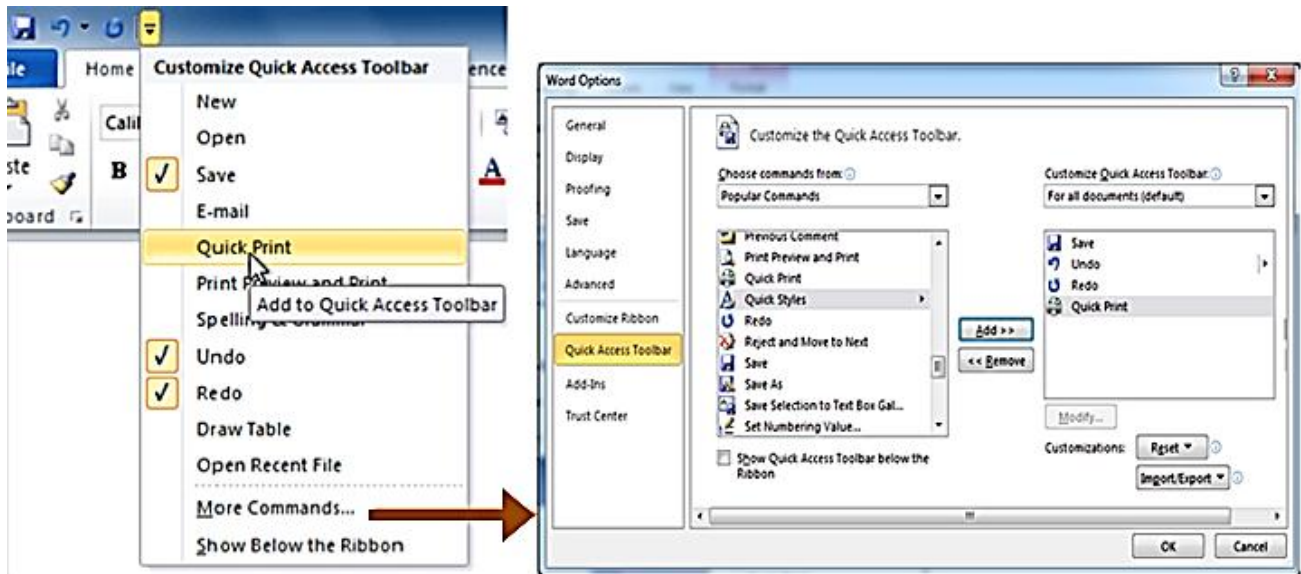
**Print:** Allows you to print the document.

**Exit:** Closes all opened files and exits word

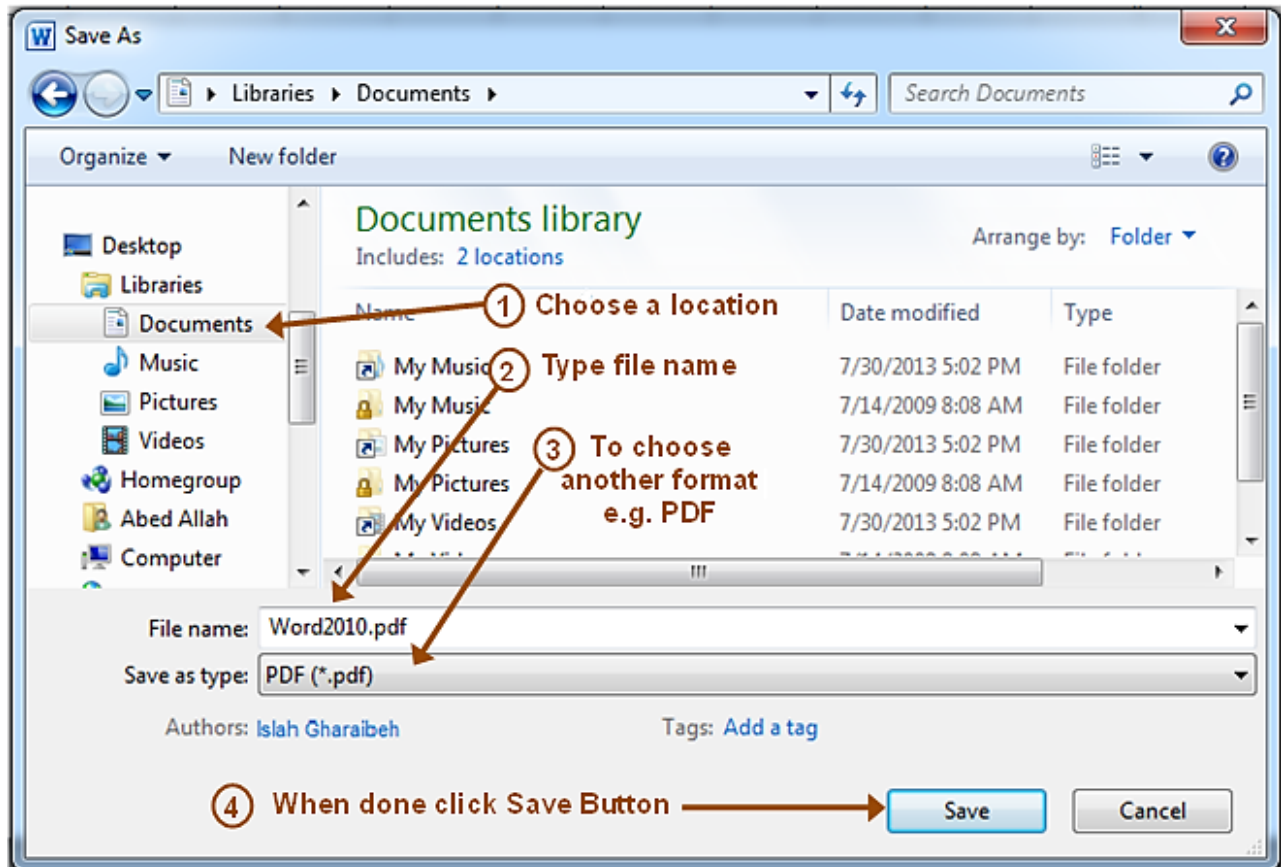


## 1.2. The Quick Access Toolbar

Let you access common commands. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.



### A. Saving



## B. Open a new document and start typing

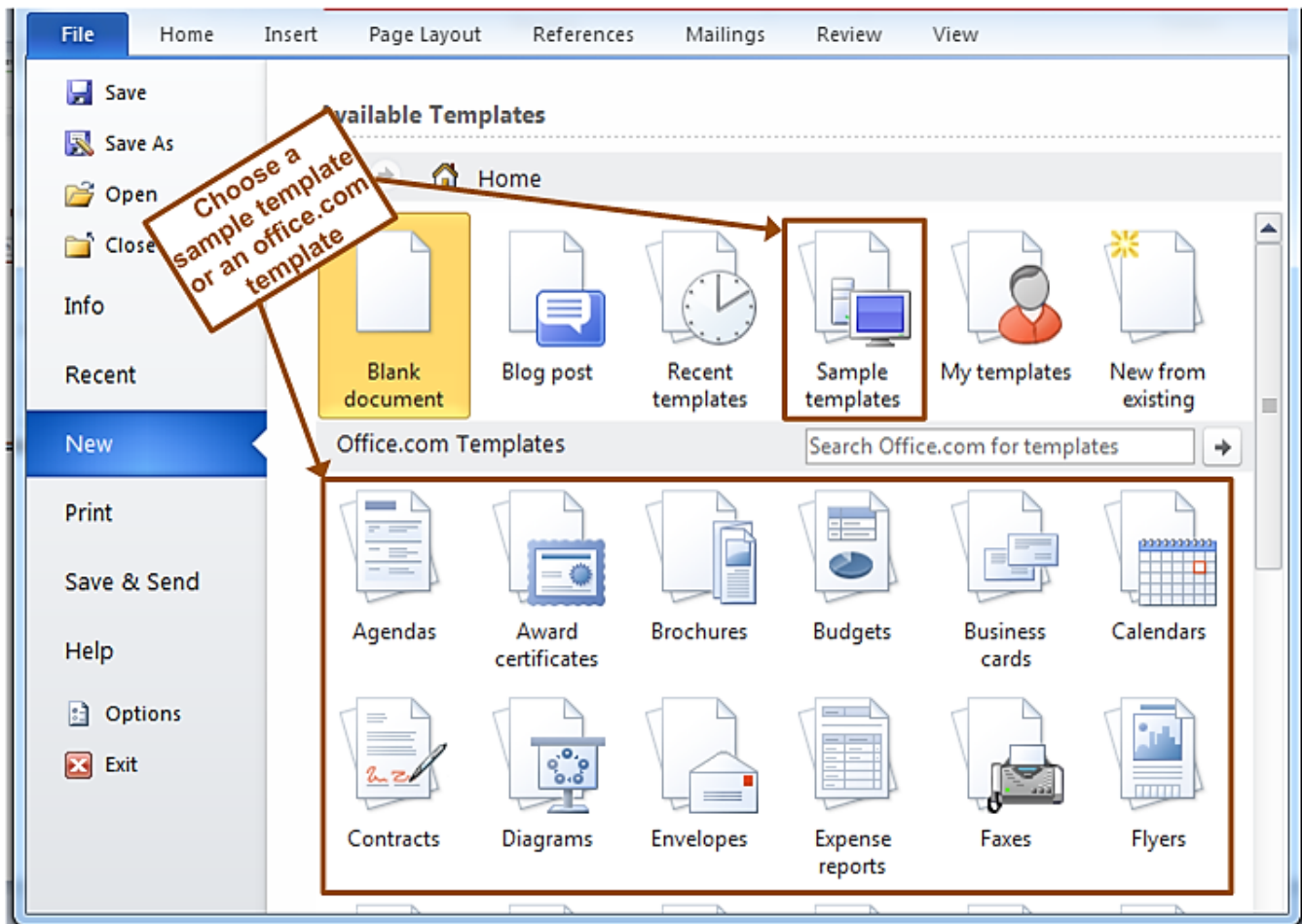
### Create a New Document

1. Click the **File** tab.
2. Click **New**.
3. Double-click **Blank** document.

### Create a New Document with a Template


**Templates** can help you create a more professional document.

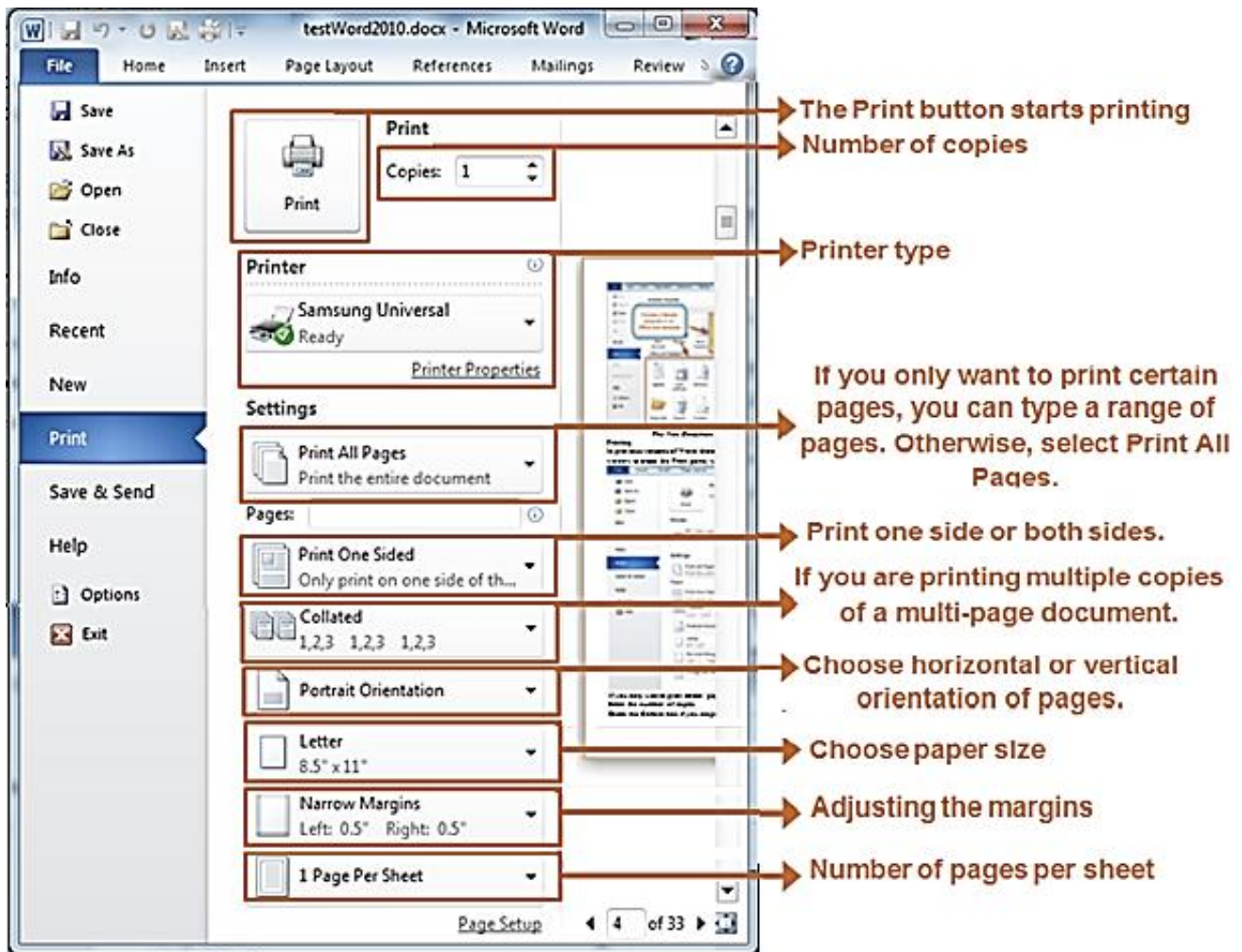
1. Click the **File** tab.
2. Click **New**.
3. Under Available Templates, do one of the following:
  - Click Sample Templates to select a template that is available on your computer.
  - Or Click one of the links under Office.com (you must be connected to the Internet), then double-click the template that you want.



## C. Printing

In previous versions of Word, there was a **Print Preview** option in Word 2010 is combined with the **Print** window to create the **Print pane**, which is located in Backstage view.

Or use **Quick Print**  in the **Quick Access Toolbar**.



### 1.3. The Ribbon

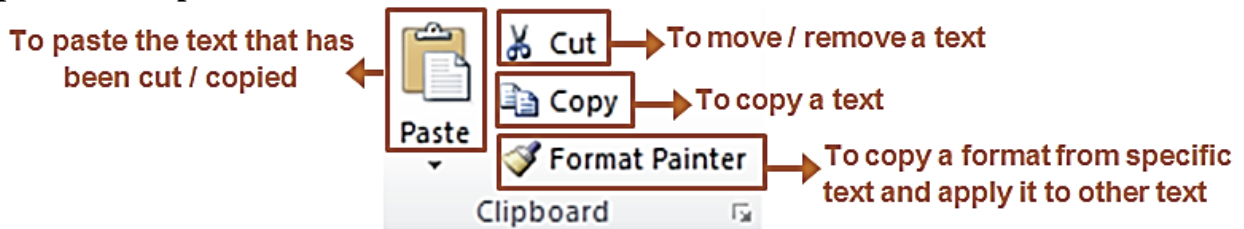
The **tabbed Ribbon system** was introduced to replace traditional menus. The **Ribbon** contains multiple **tabs** (Home, Insert, Page Layout, References, Mailings, Review and View), each with several **groups** of commands. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.

Now let's start exploring the facilities provided by the ribbon tabs and their groups in the following sections.

## 2. Home Tab

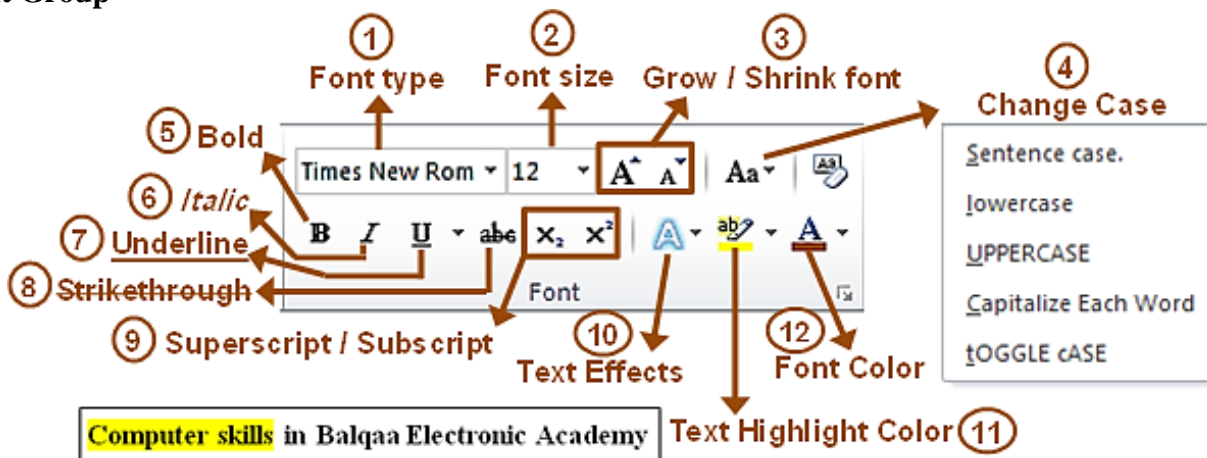
Provide commands for basic formatting your document, such as the font (type, size, color... etc.), text alignment, and creating bulleted or numbered lists and others. It includes the groups: Clipboard, Font, Paragraph, Styles and Editing.

### 2.1. Clipboard Group



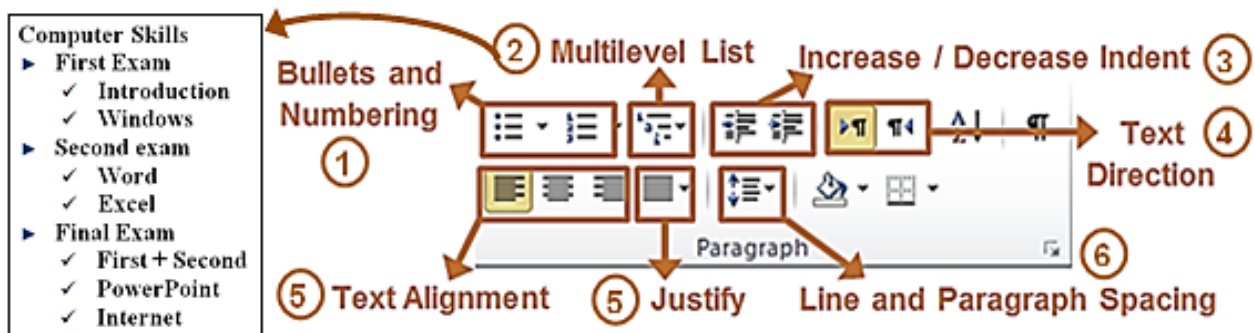
You can also cut, copy, and paste by **right-click** then choose the desired action from the popup menu.

### 2.2. Font Group



Click the small arrow in the bottom-right corner of the **Font** group. The **Font** dialog box will appear (Look back to Appendix2).

### 2.3. Paragraph Group



**Text Alignments:**

**Left:** Aligns all the selected text to the left margin.

**Center:** Aligns text an equal distance from the left and right margins.

**Right:** Aligns all the selected text to the right margin.

**Justify:** Justified text is equal on both sides and lines up equally to the right and left.

**To Change the Level of a Line in a multilevel list:**

Press the **Tab** key to increase the level, or hold **Shift** and press **Tab** to decrease the level. **OR** click the **Increase Indent** command to **increase** the level by **1/2 inch**, or click **Decrease Indent** command to **decrease** the level by **1/2 inch**.

Click the small arrow in the bottom-right corner of the **Paragraph** group. The **Paragraph** dialog box will appear (Look back to Appendix2).

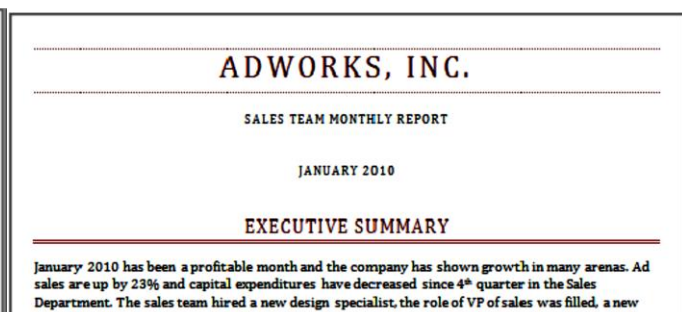
**2.4. Styles Group**

**Style Sets** include a combination of title, heading, and paragraph styles. Style sets allow you to **format all the elements of your document** at once, rather than formatting your title and headings separately.

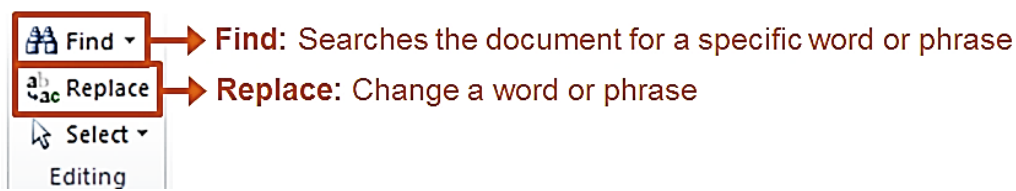
Click the **Change Styles** command, then select **Style Set** from the drop-down menu.



Elegant Style Set

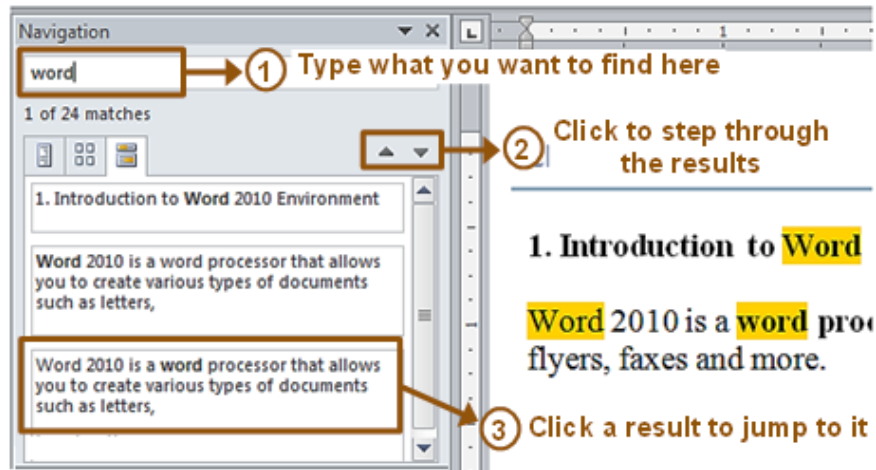


Formal Style Set

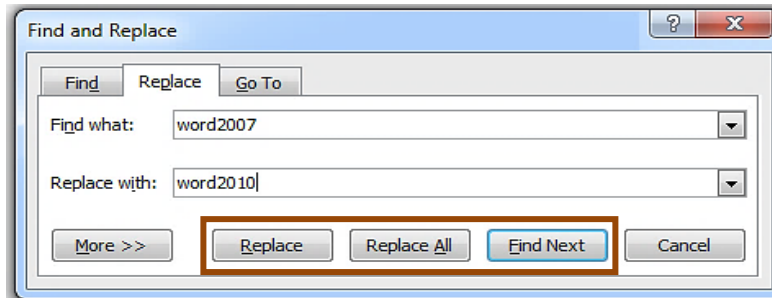
**2.4. Editing Group**



(1) Find Text:



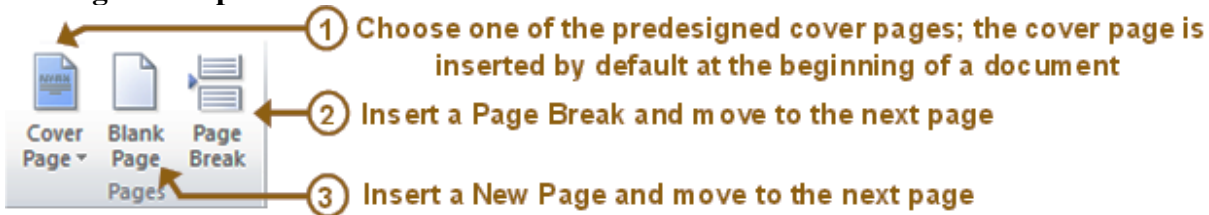
(2) Replace Text:



3. Insert Tab

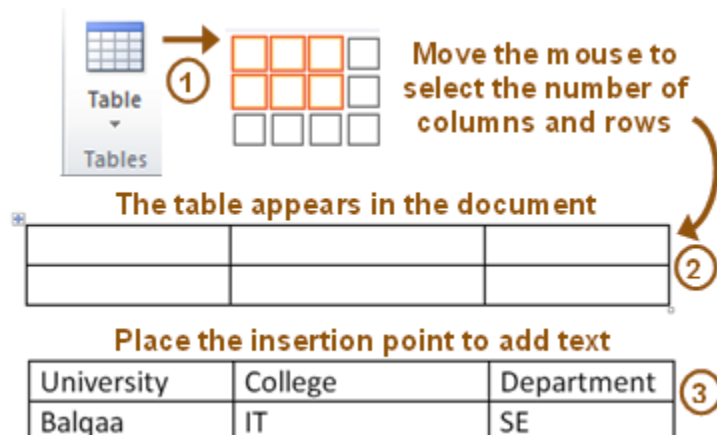
Provide options to place visual enhancements in your document, such as pictures, tables, and charts. We'll focus on the following groups: Pages, Tables, Illustrations, Header & Footer, Text, and Symbols.

3.1. Pages Group



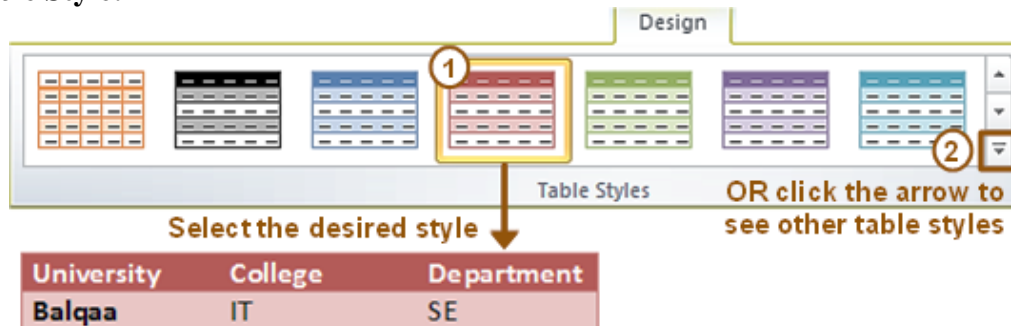
3.2. Tables Group

A **table** is a grid of cells arranged in **rows** and **columns**.



When you insert (or select) a table, **Design** and **Layout** tabs appear under **Table Tools** on the ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

### To Apply a Table Style:

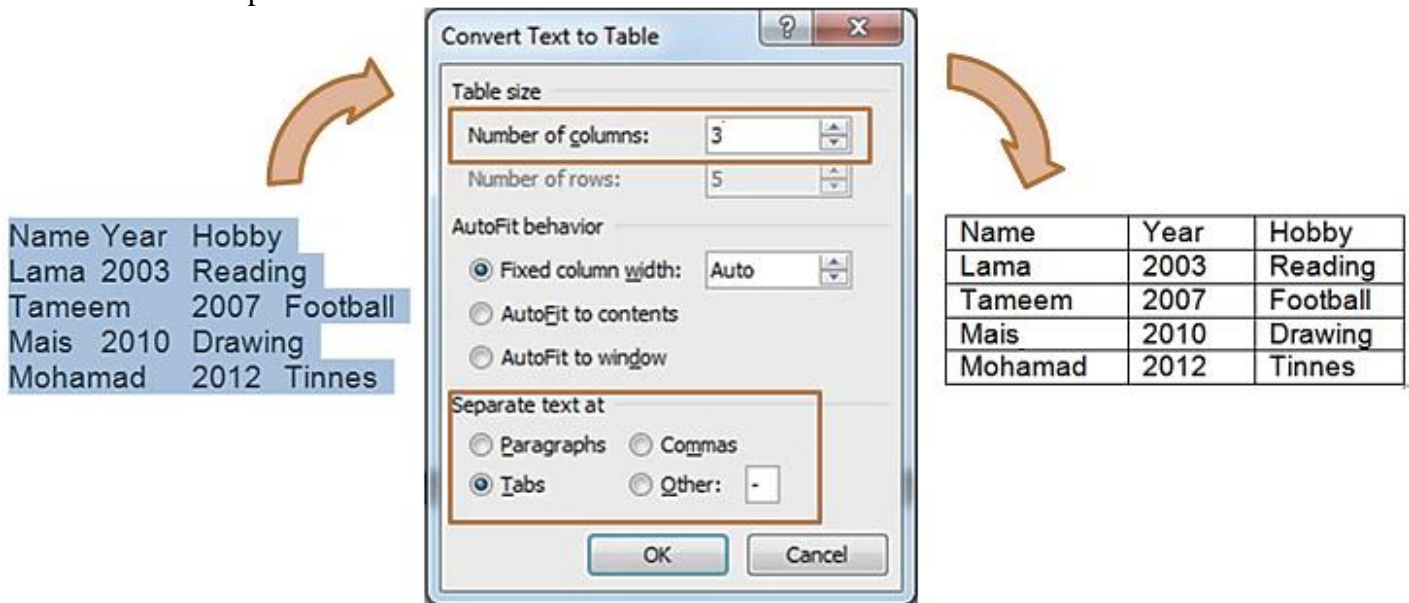


**Exercise:** by using **Draw Borders** group in the **Design Tab**, do the following:

1. Add a blue, 1pt weight inside borders to the previous table.
2. Add a red, 2pt weight outside borders to the previous table.

### To Convert Existing Text to a Table:

Select the text you wish to convert, then click the **Table** command, choose **Convert Text to Table** from the menu. A dialog box will appear. /Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



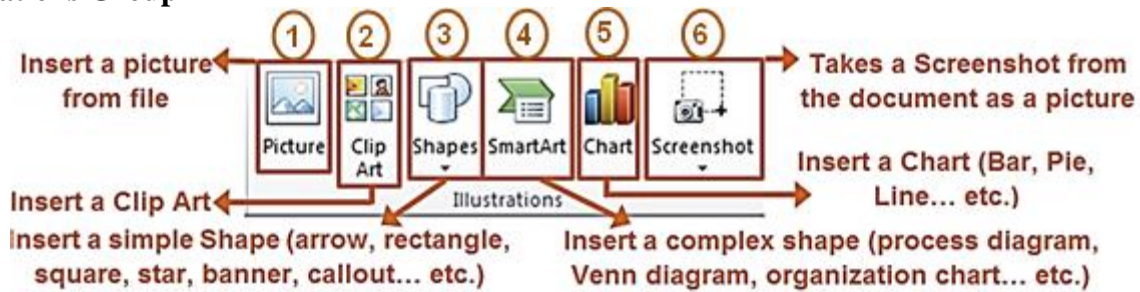
### Exercise:

1. Insert a 3X2 table
2. Insert two of your friends names and their addresses.

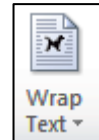
### Now by using right click menu options:

3. Add a 3<sup>rd</sup> column then put your friends ' university names on it.
4. Add a new row between the 2<sup>nd</sup> and 3<sup>rd</sup> rows to add a new friend's information on it.
5. Delete the address column.
6. Delete one of the rows.

### 3.3. Illustrations Group



When you insert Clip Art or a picture from a file, you may notice that it's difficult to move it exactly where you want. That's because the **text wrapping** for that image is set to **In Line with Text**. You'll need to change the **text wrapping**, from the **Wrap Text** command in the Arrange group in the **Format** tab.



#### Inserting Clip Art:

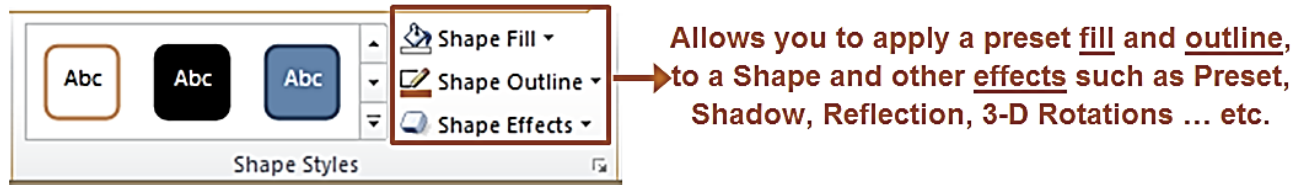
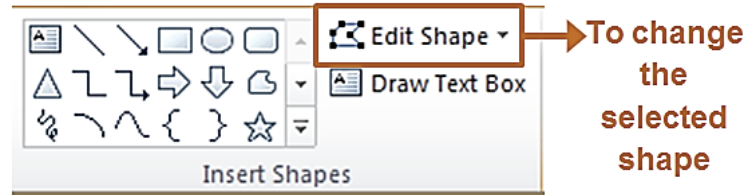
1. Click the **Clip Art** Button
2. Enter keywords in the **Search for:** field that is related to the image you wish to insert.
3. Click the drop-down arrow in the **Results should be:** field.
4. Deselect any types of media you do not wish



### 3.4. Drawing Tools Format

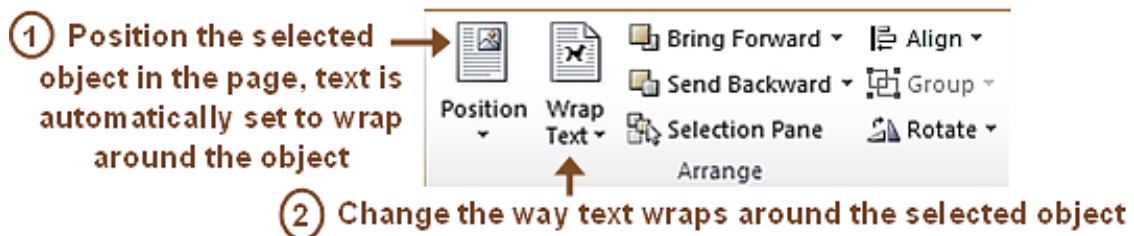
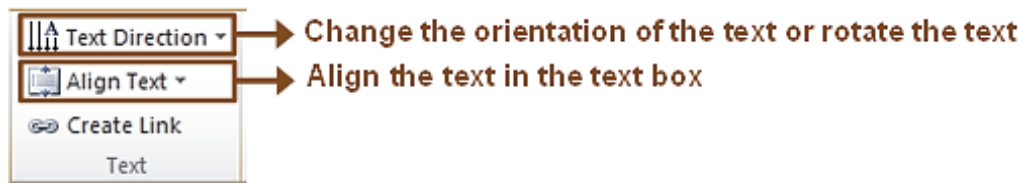
When you insert a shape (wordart, clipart or a picture), a new Format tab appears with Drawing Tools. You can format the shape (color, outline, shadow, 3D ... etc) or change to a Different Shape.



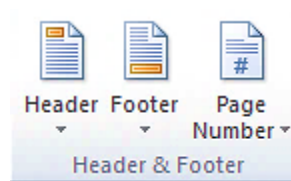


Click the small arrow in the bottom-right corner of the **Shape Styles**. The **Format Shape** dialog box will appear.

The same thing maybe done for the Styles group of a WordArt, ClipArt or a Picture, (Look back to Appendix2).

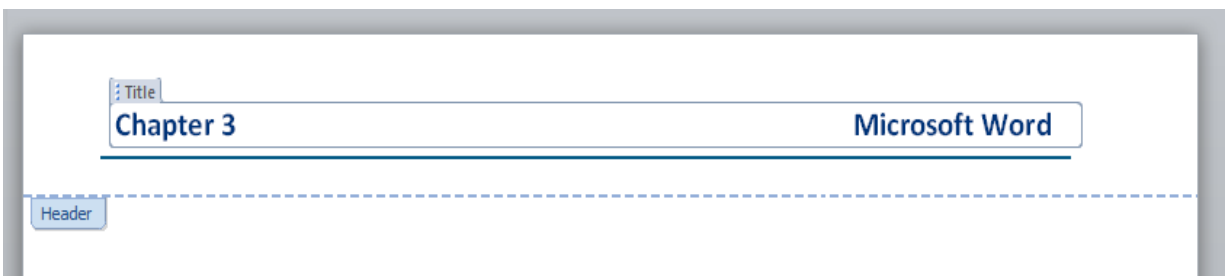


### 3.5. Header & Footer Group

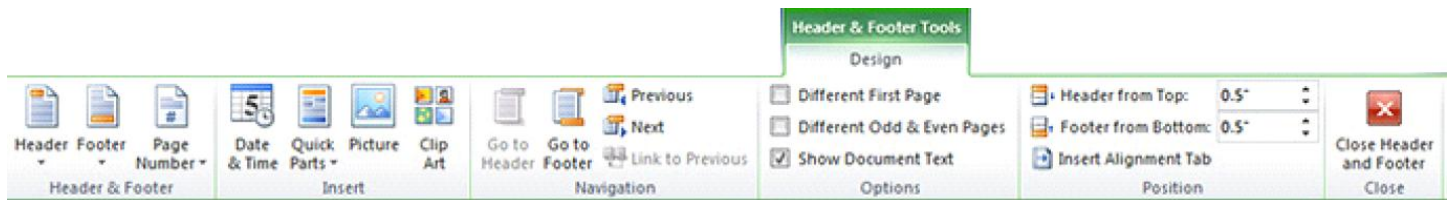


Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

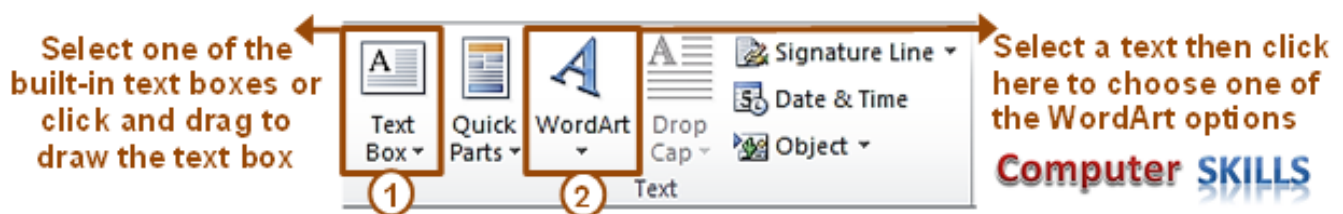
Click Header (or Footer) then select **Blank** the drop-down menu to insert a blank header (or footer), or choose one of the **built-in options**.



The **Design** tab will appear on the Ribbon, when you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key. After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.



### 3.6. Text Group



### 3.7. Symbols Group

**1** Select one of the built-in equations or click the insert a new equation option

**2** Select a symbol from the symbol dialog box

### 4. Page Layout Tab

Provides options for more advanced formatting of your document, such as themes, margins, page orientation and size, including the groups: Themes, Page Setup and Page Background.

#### 4.1. Themes Group

To Change the Theme

Customizing a Theme

Suppose you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**, you can mix and match the **colors**, **fonts**, and **effects** from different themes to create a unique look for your document.

#### 4.2. Page Setup Group

**1** To format page margins

To change Page Orientation

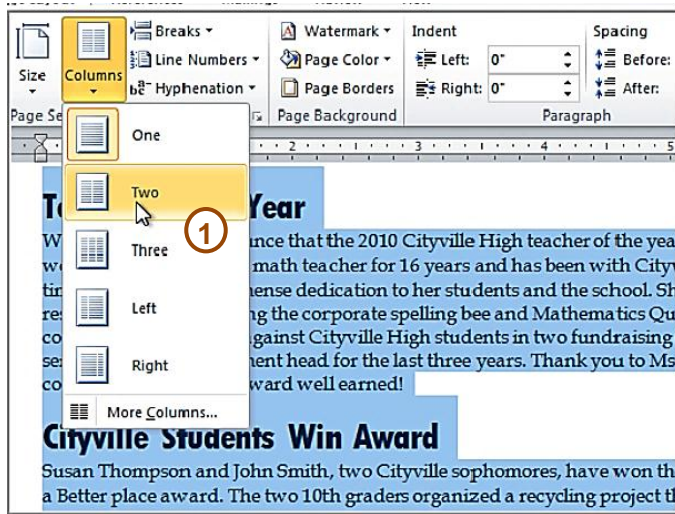
**2**

**3** To choose paper Size

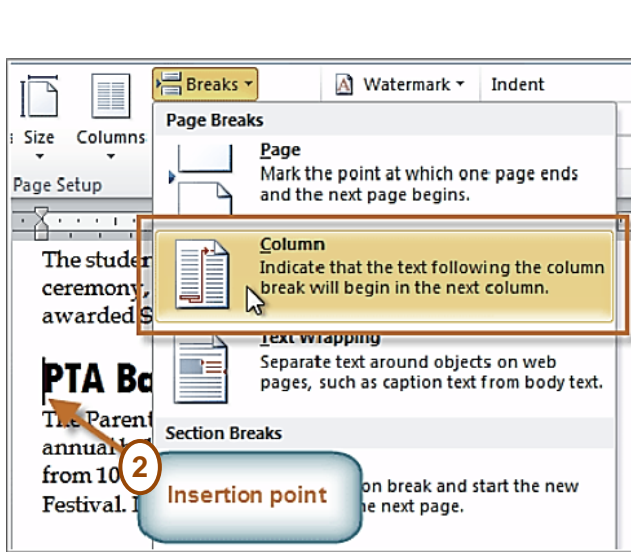
**4** To add columns to a document

Landscape: horizontal page

Portrait: vertical page



Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating **column breaks**.



**Teacher of the Year**

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to compete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

**PTA Bake Sale**

The Parent Teacher Association is holding its annual bake sale on Saturday, February 16th from 10 a.m. to 4 p.m. at the Cityville Town Festival. If you're interested in participating, we still need people to work various shifts throughout the day and are always looking for more donations of baked goods. To ensure the freshness of all foods we sell, we're asking that all donations be delivered on Friday, February 15th from 8 a.m. to 5 p.m. in Room 555. Contact Ms. Drake at 555-555-5555 with any questions.

**Cityville Students Win Award**

Susan Thompson and John Smith, two Cityville sophomores, have won the Town County Make the World a Better place award. The two 10th graders organized a recycling project that affects the entire school system. All schools and administrative buildings are now equipped with recycling containers that the students distributed. In addition, they arranged for a free collection program of the recycled items that will not defer any of the costs to the school system. The students were recognized in a January ceremony, presented with a plaque, and awarded \$1,000 each.

**Valentine's Day Fundraiser**

The rose sale is well underway, but the PTA has not yet reached its fundraising goal of \$5,000. Please continue to sell the roses and try to help the PTA reach their goal. Remind potential buyers that \$25 a dozen is an excellent rate for roses this time of year and that delivery is only \$5. All profits go to support the Cityville High PTA in its efforts to fund school programs such as the drama club, environmental club, athletics, and more.

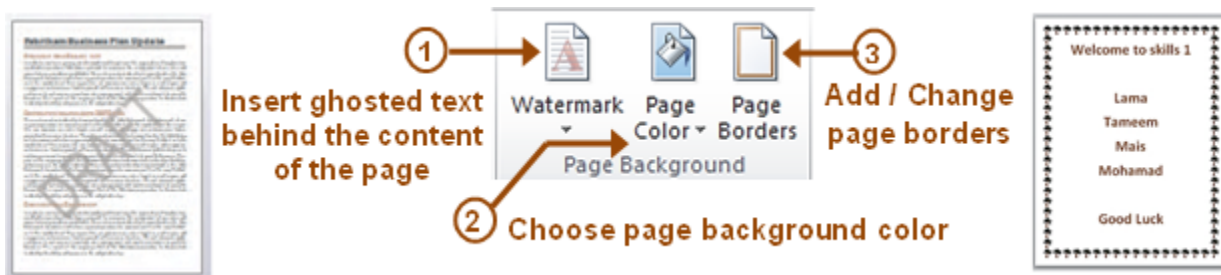
**Tutoring Available**

The tutoring center has availability for students that need help in any subject. The center is open during lunch break, and after school from 3 p.m. to 4:30 p.m. All tutoring is free of charge.

**To Open the Page Setup Dialog Box:**

Click the small arrow in the bottom-right corner of the **Page Setup** group (Look back to Appendix2).

**4.3. Page Background Group**

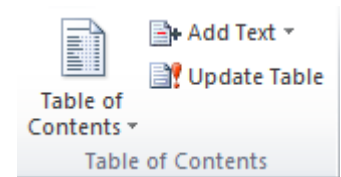


## 5. References Tab

Provide options for using various citations in your document, such as footnotes, bibliographies, and captions, we'll focus on Table of Contents and Footnotes groups only.

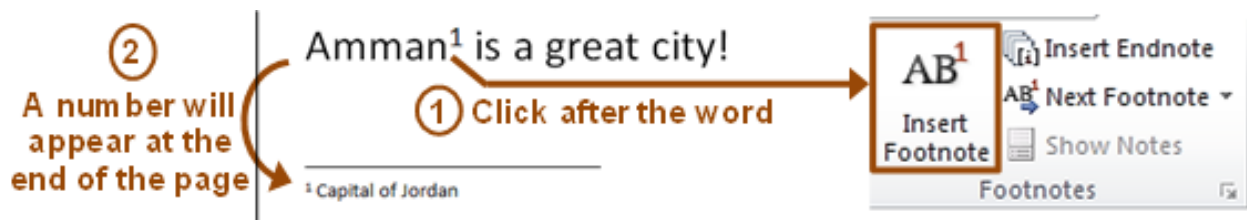
### 5.1. Table of contents Group

A table of content helps in navigating a word document by providing associated page numbers and direct links to various headings available on those pages. You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document.



- Put the insertion point at the beginning of the document and then click the **References tab** and next **Table of Content** button which will display a list of Table of Contents options.
- Select any of the displayed options by simply clicking on it. A table of content will be inserted at the selected location.

### 5.2. Footnote Group

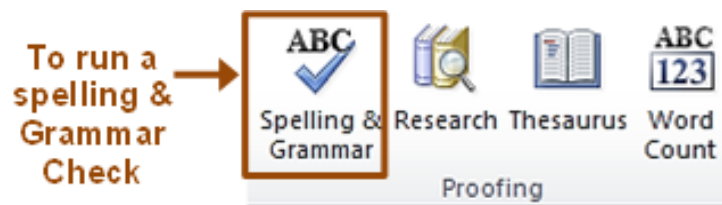


What is the difference between a **footnote** and an **endnote**?

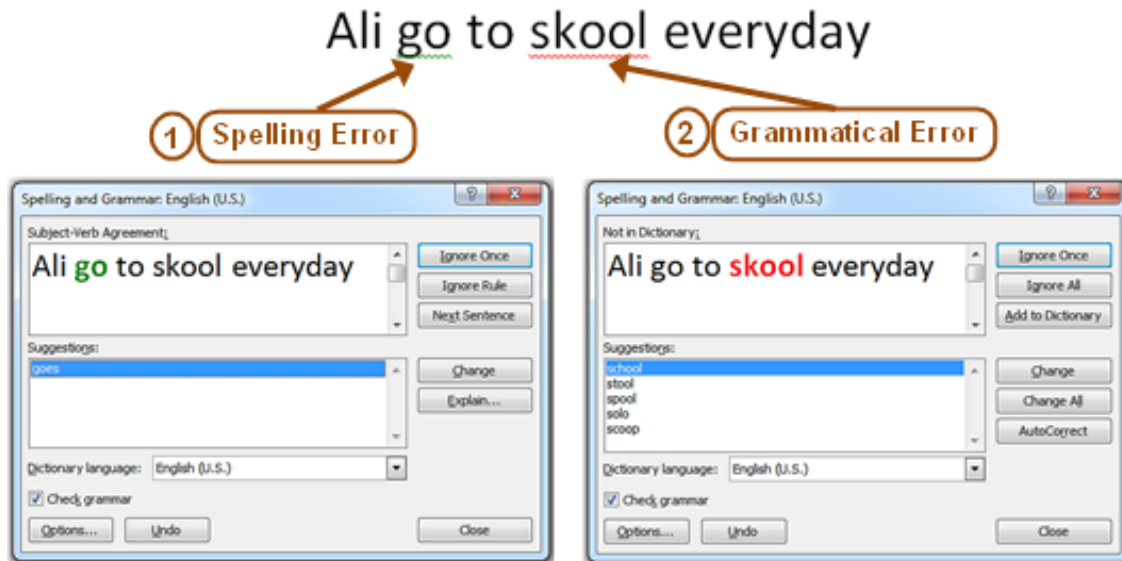
Footnote appears on the same page as the reference and endnote appears at the end of the document. Both can be flagged with a superscripted number or letter.

## 6. Review Tab

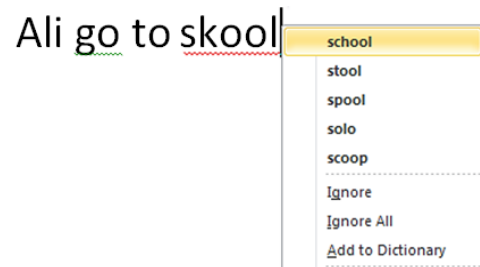
Provide options for editing your document's content, such as a Spelling and Grammar check notice the Proofing group.





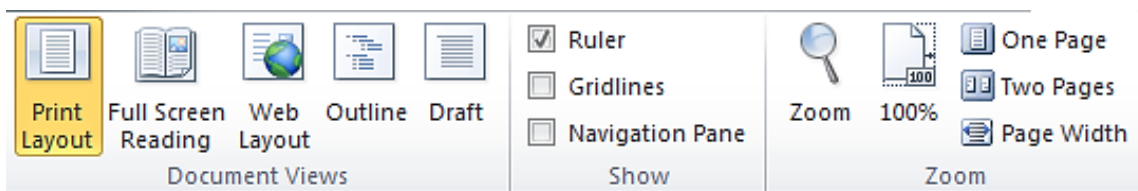


Another way is: right-click the **underlined word**. A menu will appear then click on the **correct spelling** of the word from the **listed suggestions**.



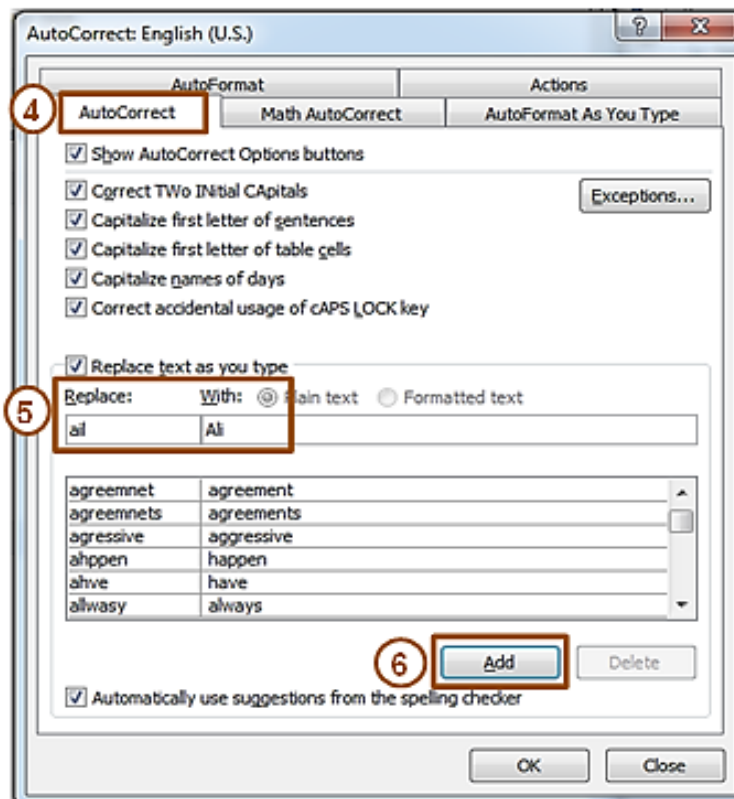
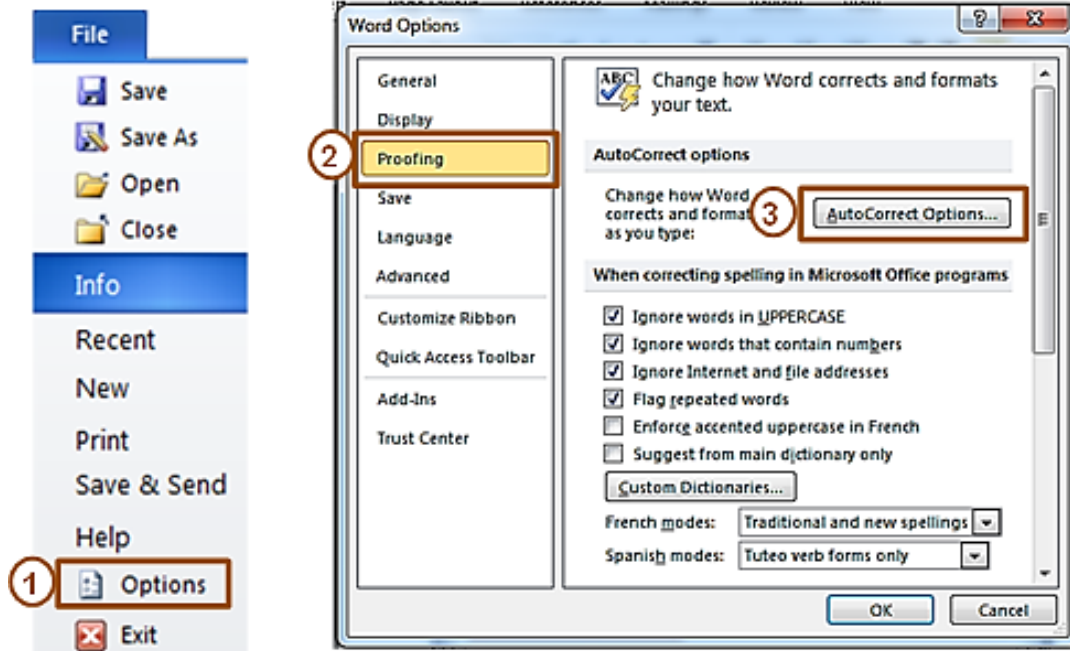
### 7. View Tab

Provide options for examining your document, such as a full screen view, print previewing, and zooming in or out, notice the groups; Document Views, Show and Zoom.



### 8. Auto correction options

The AutoCorrect feature automatically corrects common typographical errors as you type the words in your documents. Following are the steps to correct the word “ail” to “Ali” automatically:



## Appendix 1

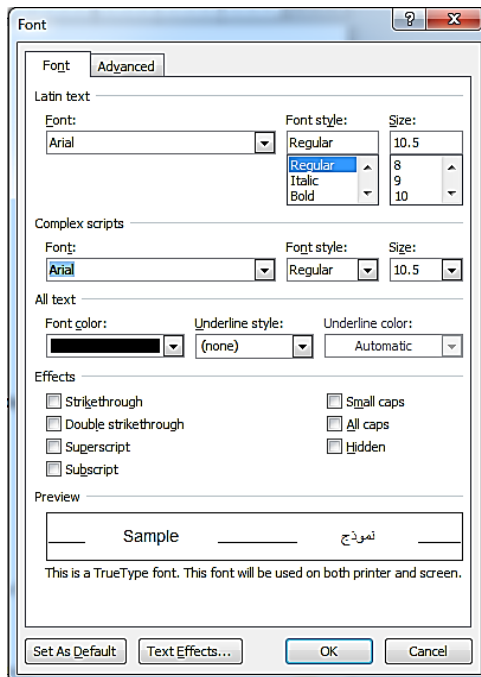
### Keyboard Shortcuts

Word 2010 offers a number of helpful keyboard shortcuts for performing tasks quickly. Here are some shortcuts for common Word formatting, editing, and file and document tasks.

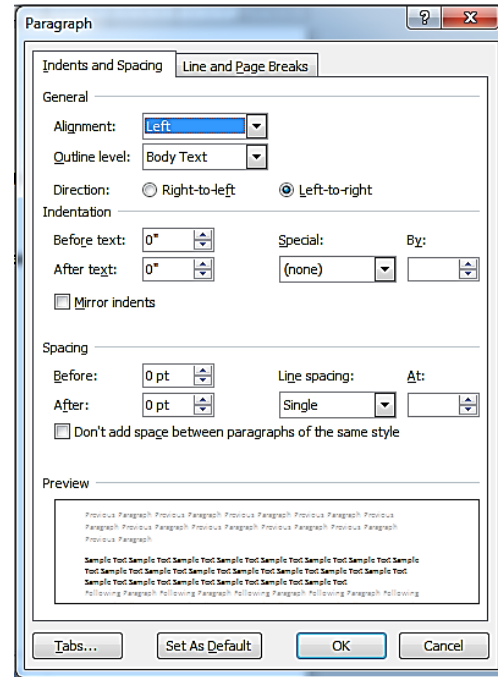
<b>Command</b>	<b>Shortcut</b>
New	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	F12
Print	Ctrl+P
Help	F1
Page Break	Ctrl+Enter
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Center	Ctrl+E
Left Align	Ctrl+L
Right Align	Ctrl+R
Justify	Ctrl+J
Clear Formatting	Ctrl+spacebar
Undo	Ctrl+Z
Repeat	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Find	Ctrl+F
Replace	Ctrl+H
Spelling and grammar	F7

## Appendix 2

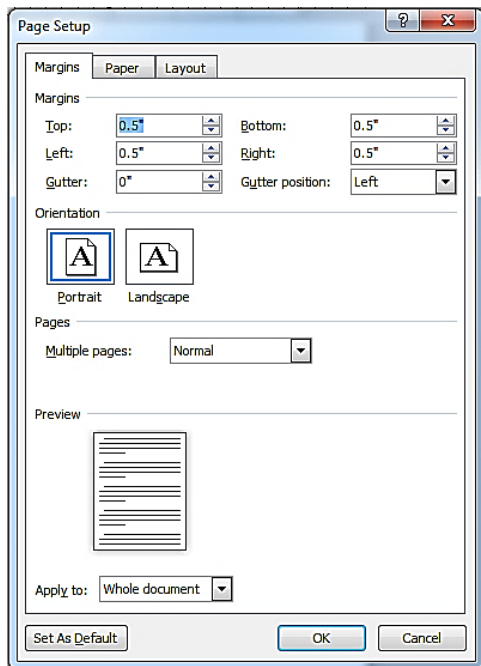
### Important Dialog Boxes



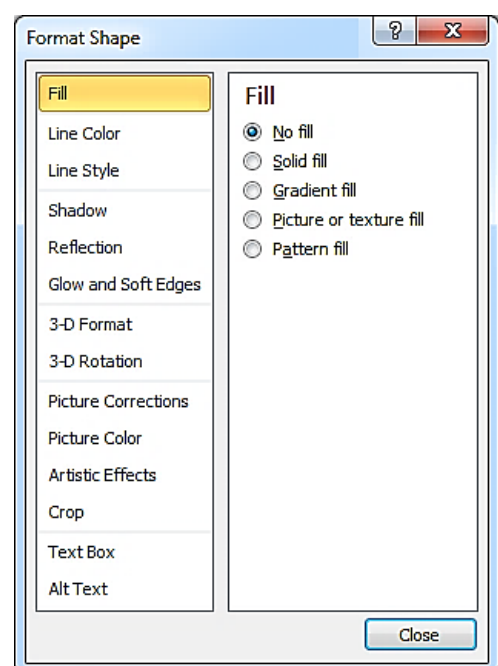
Font



Paragraph



Page Setup



Format Shape



# Chapter 4

## Microsoft Excel 2010

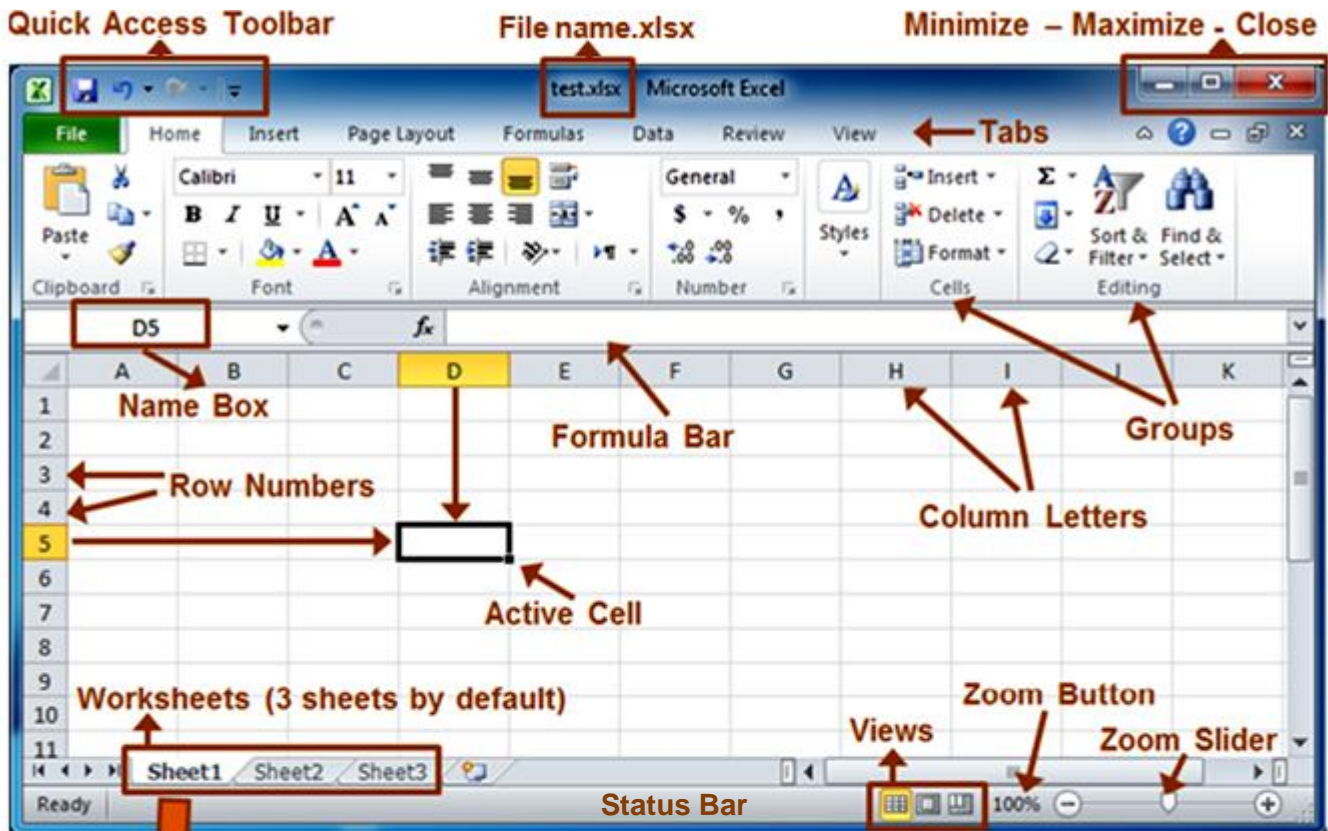
### Learning Objectives:

After completion of this chapter, you should be able to:

1. Describe Excel 2010 Environment, such as: tabs, groups,, book and sheets ... etc.
2. Identify the meaning of row, column, cell and cell range.
3. Format the data using the formatting groups in the Home Tab
4. Know how to insert, format and edit Charts.
5. Know how to insert, format and edit Header & Footer.
6. Create Simple Formulas using cell references.
7. Work with Basic Functions available in Excel.
8. Identify functions available in the Function Library Group.
9. Sort data (ascending or descending) and use the Custom Sort for multiple levels sorting.
10. Filter Data using the Filter command.
11. Convert a given Text in a cell to Columns.
12. Add a Comment to a cell.
13. Use Templates in opening new Excel sheet.
14. Recognize the available options in the dialog box (Format Cells).



## 1. Introduction to Excel 2010 Environment



Right-click the worksheet:



### 1.1. Definitions

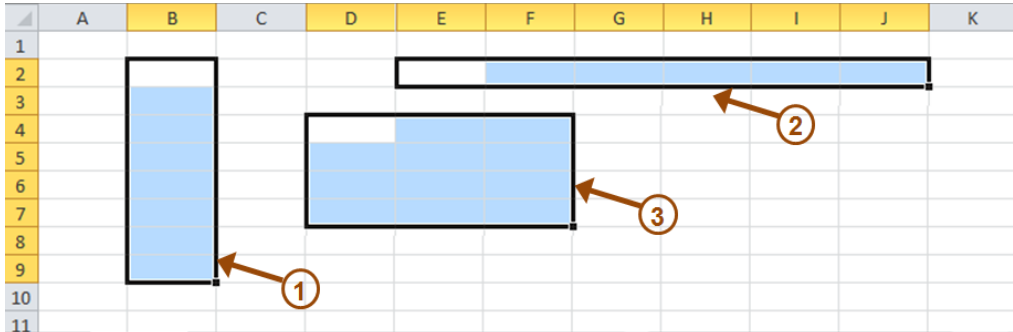
Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**.

Each cell has a name, or a **cell reference** based on which **column and row** it intersects. The **cell reference** of a selected cell appears in the **Name box**. Here you can see that **D5** is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Cell range is referred using the cell addresses of the **first** and **last** cells in the cell range.

### 1.2. Range Types

(1) Vertical Range : e.g. B2:B9      (2) Horizontal Range : e.g. E2:J2      (3) Block Range : e.g. D4:F7

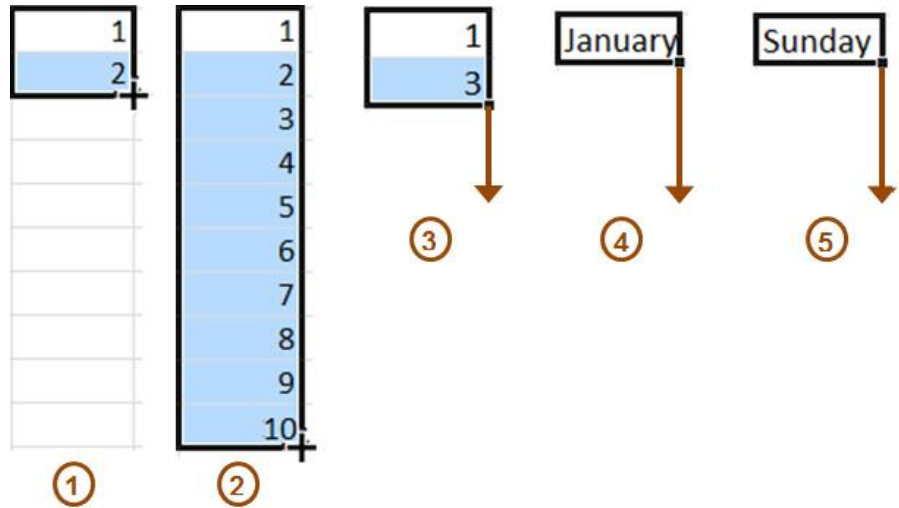


Enter contents into the selected cell using your keyboard. The contents appear in the **cell** and in the **formula bar**. You also can enter or edit cell content from the formula bar (or double click on the cell).

**Exercise1:** Select a cell then enter:  
 Ctrl + ; → what’s the contents of the cell?  
 Ctrl+ : → what’s the contents of the cell?

### 1.3. Using the Fill Handle to Fill Cells

Enter 1 in a cell then enter 2 in the cell below, select the two cells as seen in (1). Position your mouse over the **fill handle** so that the **white cross** becomes a **black cross+**. **Click and drag the fill handle** until all the cells you want to fill are **highlighted** as seen in (2). (you can fill vertically or Horizontally)

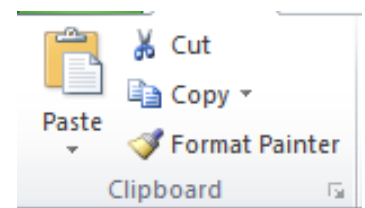


**Exercise2:**  
 Try to find out the result of filling cells in (3), (4) and (5).

## 2. Home Tab

### 2.1. Clipboard Group

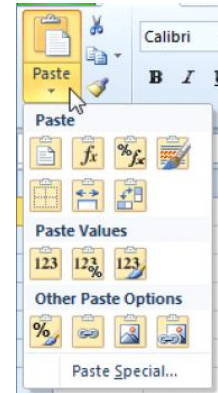
As you’ve studied in Word, **Copy, Cut and Past** commands are also used in Excel. Notice that when selecting the cells **Skills** then clicking the **Copy or cut** command, the border of the selected cells will change appearance **Skills**



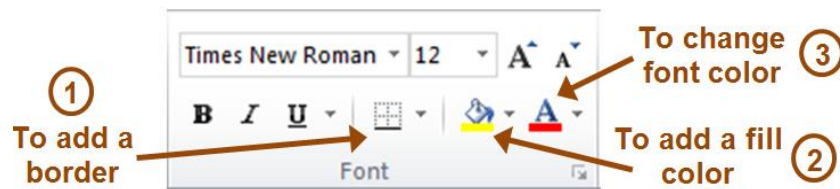
then select the cell or cells where you want to paste the content, and then click the **Paste** command. The copied content will be entered into the highlighted cells.

**To Access More Paste Options**

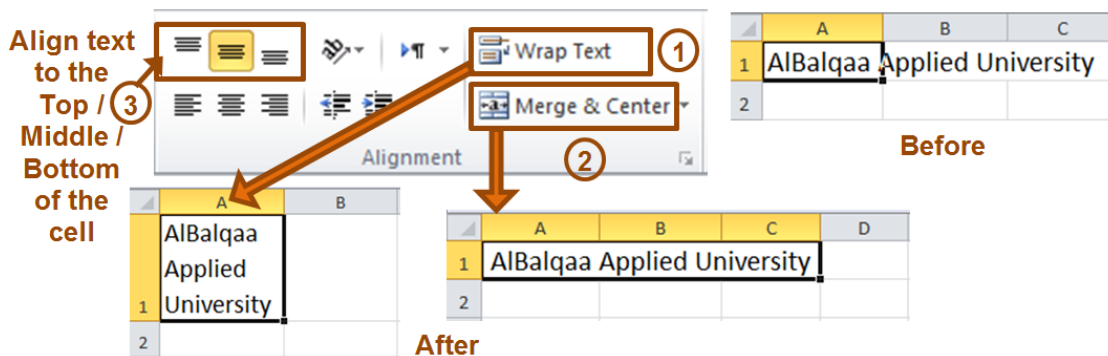
There are more Paste options that you can access from the drop-down menu on the **Paste** command



**2.2. Font Group**



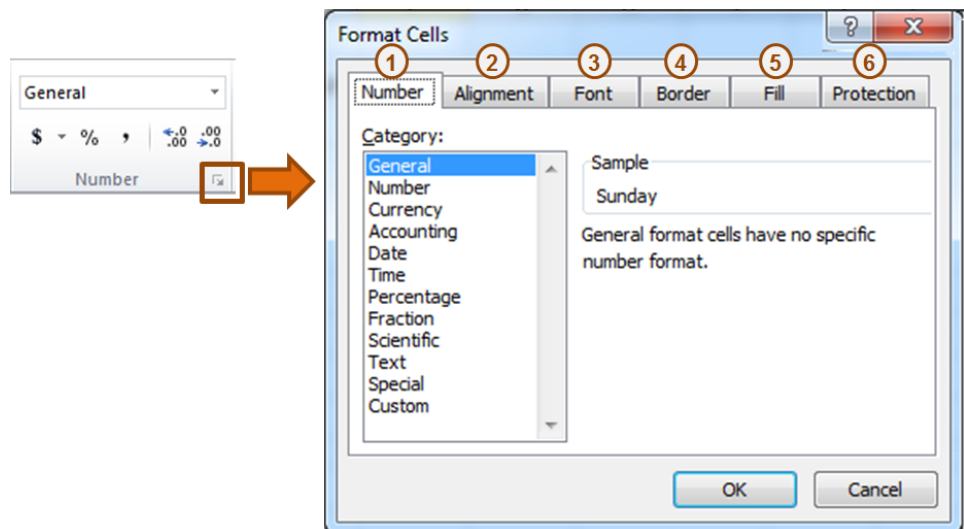
**2.3. Alignment Group**



**2.4. Number Group**

To format numbers and dates in the cell.

You can have the Format Cells dialog box also when right click on a cell or multiple cells and choose Format Cells option from the popup menu.



**Exercise3:** Look back to the chapter appendix and find out the other tabs contents (2, 3, 4, 5 and 6).

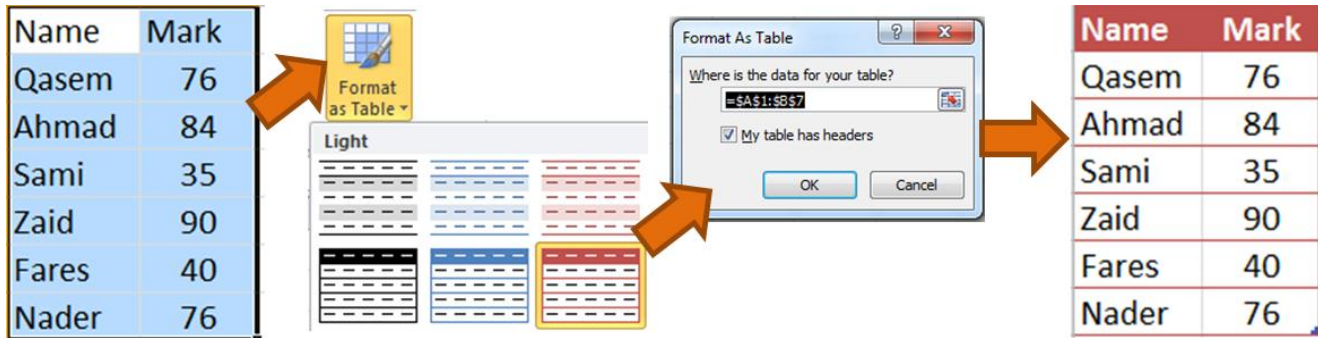


## 2.5. Styles Group

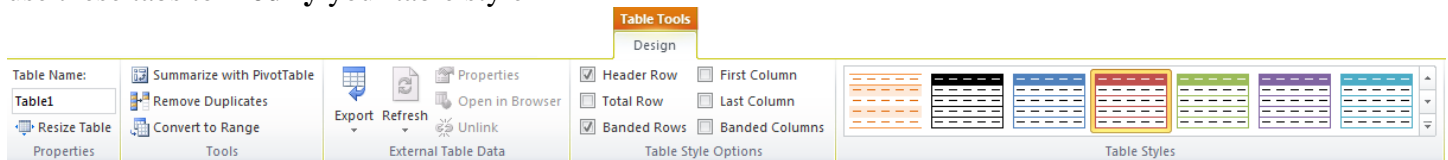
Once you have entered information into a spreadsheet, you may want to format it. Formatting your spreadsheet can not only improve the look and feel, but also make it easier to use.

You will learn how to **format as a table**, to take advantage of the tools and predefined table styles available in Excel 2010.

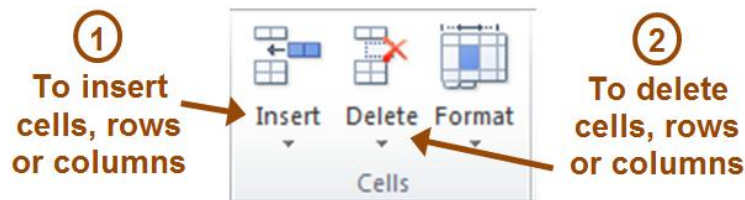
When you click the **Format as Table** command in the **Styles** group a list of predefined **table styles** will appear. Click a table style to select it (the below figure as an example).



Once you choose a table style, a set of **Table Tools**, arranged into five tabs, will appear on the Ribbon. You can use these tabs to **modify** your table style



## 2.6. Cells Group





**To Insert Rows:** Select the **row below** where you want the new row to appear, and then click (1).

**To Insert Columns:** Select the **column to the right** of where you want the new column to appear, and then click (1).

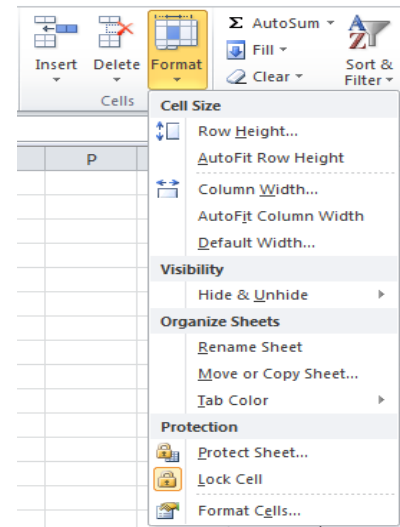
**To Delete Rows:** Select the rows you want to delete, then click (2).

**To Delete Columns:** Select the columns you want to delete, then click (2).

### To Modify Column Width:

Position your mouse over the **column line** in the **column heading** so that the **white cross**  becomes a **double arrow** . **Click and drag the column** to the right to increase the column width or to the left to decrease the column width [Follow the same steps to modify Row Height]

**To Set Column Width (or Row Height) with a Specific Measurement:** Select **AutoFit Column Width (or Row Height)** from the format drop-down menu and Excel will automatically adjust each selected row so that all the text will fit.



### 3. Insert tab

As we discussed in Word this tab allows you to insert picture, clipart, shapes ... etc. This section will focus on Charts and Headers & Footers.

#### 3.1. Charts

Excel workbooks can contain **a lot of data**, and that data can often be difficult to interpret. For example, where are the highest and lowest values? Are the numbers increasing or decreasing? The answers to questions like these can become much clearer when the data is represented as a **chart**. Excel has many different types of charts, so you can choose one that most effectively represents the data.

## Types of Charts



(1) **Column charts:** use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.

(2) **Bar charts:** work just like Column charts, but they use horizontal bars instead of vertical bars.



(3) **Line charts:** are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.



(4) **Pie charts:** make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.

#### To Create a Chart:

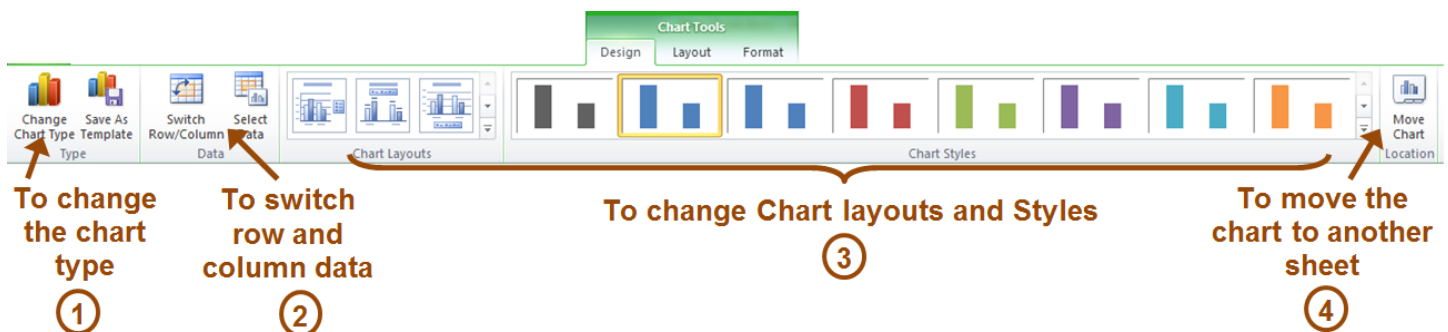


- (1) Select the **cells** that you want to chart, including the **column titles** and the **row labels**. These cells will be the **source data** for the chart.
- (2) Select the desired **chart category** (Column, for example). Select the desired **chart type** from the drop-down menu (Clustered Column, for example).
- (3) The chart will appear in the worksheet.

**Exercise4:** Find out the bar, line and pie charts for the same data shown above. Which chart the most clarifies the data in your opinion?

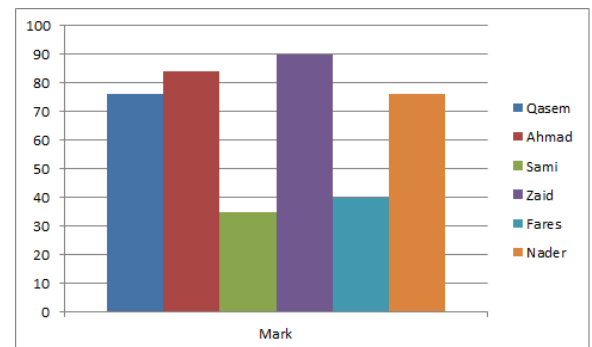
### Chart Tools

Once you insert a chart, a set of **Chart Tools**, arranged into three tabs, will appear on the Ribbon. These are only visible when the chart is selected. You can use these three tabs to **modify** your chart.



### Switch Row and Column Data

Sometimes when you create a chart, the data may not be grouped the way you want it to be. In the **clustered column chart** above, the student's marks statistics are grouped **by student**, with a column for each mark. However, you can also **switch the row and column data** so that the chart will group the statistics **by mark**, with columns for student. In both cases, the chart contains the **same data**; it's just organized differently



### Chart layouts and Styles

To avoid a lot of manual formatting, Excel provides a variety of useful predefined quick layouts and styles that you may want to apply to your chart. You can then customize the chart further by manually changing the layout and formatting style of its individual chart elements.

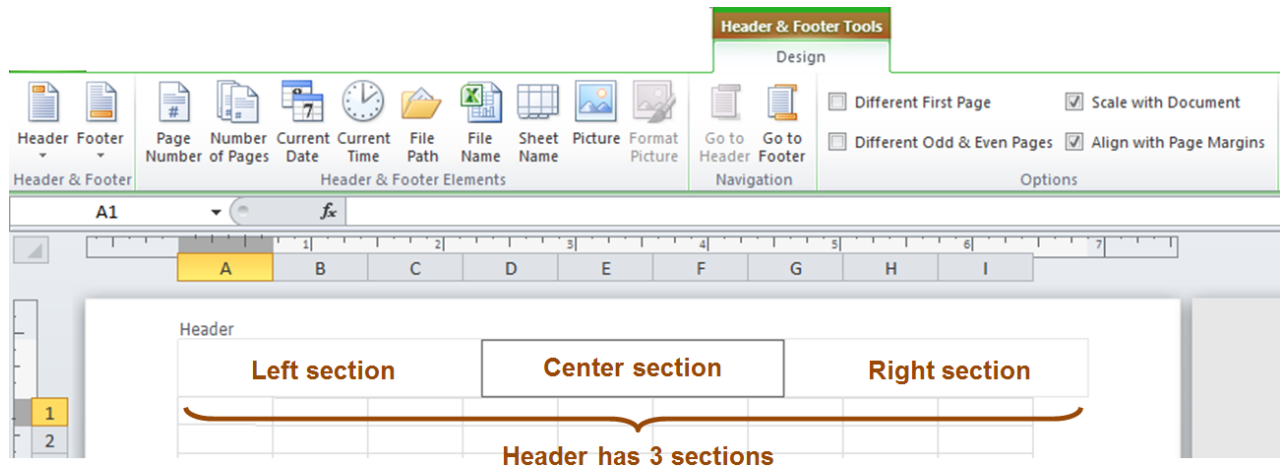
### 3.2. Text Group (Header & Footer)

You can add headers or footers at the top or bottom of a printed worksheet. For example, you might create a footer that has page numbers, the date and time.

**Note:** Excel displays the worksheet in Normal view  by default, after inserting a Header (or Footer) it moves to Page Layout view .

## Header & Footer Tools

Once you click Header & Footer command, a set of **Header & Footer Tools**, arranged into four tabs, will appear on the Ribbon. These are only visible when the Header or Footer is selected. You can use these tabs to **modify** Header or Footer



**Exercise5:** Insert a header & footer:

In header: write your name in the left, “Computer Skills” in the center and insert time in the right.

In footer: insert a picture in the left, “Good Luck” in the center and insert page number in the right.

## 4. Formulas Tab

### 4.1. Creating Simple Formulas

You let Excel know that you're about to enter a formula in the current cell by entering the **equal sign (=)**. Some formulas follow the equal sign with a **built-in function** such as SUM or AVERAGE. Many simple formulas use a series of **values** or **cell references** that contain values separated by one or more of the following mathematical operators:(+)addition, (-)subtraction, (\*)multiplication, (/) division and (^)exponents.

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.note that if you change a value in A2 orB2, the contents of C2 will automatically recalculate.

When writing formulas it is easy to make a mistake: listed below are some common **error messages**:

##### : The contents of the cell cannot be displayed correctly because the column is too narrow.

#REF! : A cell reference is invalid. This is often displayed when you delete cells that are involved in a formula.

#NAME? : Excel does not recognize text contained within a formula.

**To Edit a Formula:**

1. Click on the cell you want to edit.
2. Insert the cursor in the **formula bar** and edit the formula as desired. You can also **double-click the cell view and edit the formula directly** from the cell.
3. When finished, press **Enter** or select the **Enter** command ✓

	A	B	C	D	E
1	Budget				
2	Lama	\$ 341			
3	Tameem	\$ 210			
4	Mais	\$ 199			
5	Mohamad	\$ 122			
6	Total	=B2+B3+B4+B5			

to

**Order of Operations (Priorities):**

1. Operations enclosed in **parentheses**
2. **Exponential** calculations (to the power of)
3. **Multiplication** and **division**, from left to right.
4. **Addition** and **subtraction**, from left to right.

$$40/(10-8)*4^2$$

$$40/2*4^2$$

$$40/2*16$$

$$20*16$$

$$320$$

Look at the Example beside that shows an example on the order of operations:

**Exercise6:** What is the final answer of  $4*3+18/(5+4)-2^3$

**Absolute References**

There may be times when you do not want a cell reference to change when copying or filling cells. You can use an **absolute reference** to keep a row and/or column constant in the formula. An absolute reference is designated in the formula by the addition of a **dollar sign (\$)**. It can precede the column reference, the row reference, or both.

	A	B	C
1	Budget		After inc.
2	Lama	\$ 341	=B2+B2*\$B\$7
3	Tameem	\$ 210	
4	Mais	\$ 199	
5	Mohamad	\$ 122	
6	Total	\$872	
7	Inc. Value	0.1	

	A	B	C
1	Budget		After inc.
2	Lama	\$ 341	\$ 375.10
3	Tameem	\$ 210	\$ 231.00
4	Mais	\$ 199	\$ 218.90
5	Mohamad	\$ 122	\$ 134.20
6	Total	\$872	
7	Inc. Value	0.1	

**\$A\$2:** The column and the row do not change when copied.

**A\$2:** The row does not change when copied.

**\$A2:** The column does not change when copied.

**Exercise7:** Type =B2+B2\*B7 in C2, then fill to C5, what do you notice?

**4.2. Working with Basic Functions**

A **function** is a **predefined formula** that performs calculations using specific values in a particular order.

**Excel basic functions:**

- SUM** : returns the sum of cells in a range.
- AVERAGE** : returns the average of cells in a range.
- MIN** : returns the smallest number in a set of values.

**MAX** : returns the largest value in a set of values.

**ROUND** : Rounds a number to a specified number of digits. ROUND(number,num\_digits)

**IF** : returns one value if a condition is TRUE, and another value if that condition is FALSE  
 IF(logical\_test, [value\_if\_true], [value\_if\_false])

The diagram illustrates the process of adding cells to a function argument. On the left, a table shows names and marks. A dashed box highlights the range B2:B7. An arrow points to the right, where the same table is shown with the formula `=SUM(B2:B7)` entered in cell B8, resulting in the value 401. To the right, a diagram breaks down the formula syntax: `=` is the Equal Sign, `SUM` is the Function Name, and `(B2:B7)` is the Argument(s).

	A	B	C
1	Name	Mark	
2	Qasem	76	
3	Ahmad	84	
4	Sami	35	
5	Zaid	90	
6	Fares	40	
7	Nader	76	
8	Total	<code>=SUM(B2:B7)</code>	401

Adding cells to the function argument

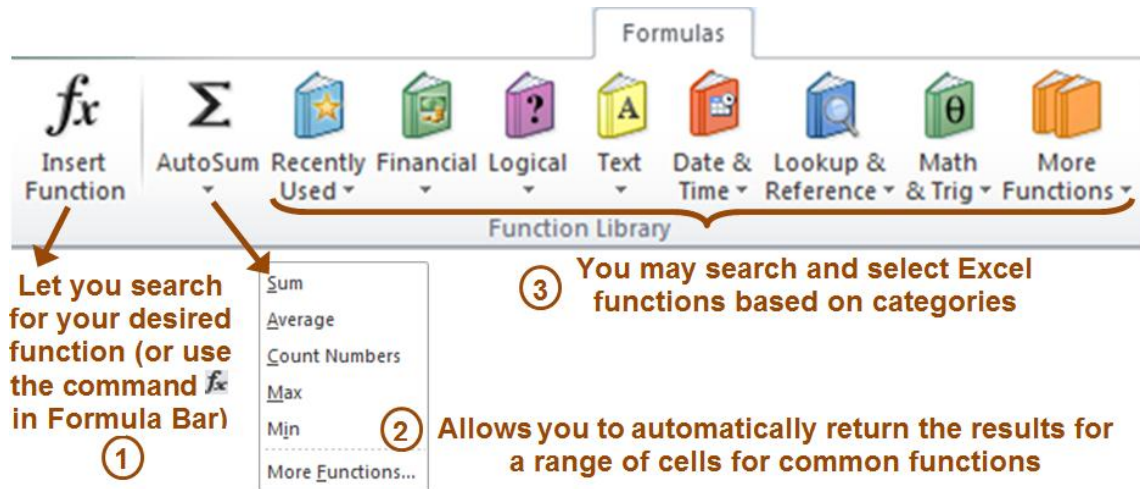
Result Syntax of a basic function

The image shows two screenshots of the Excel interface. The top screenshot shows the 'Insert Function' dialog box with the 'Logical' category selected and the 'IF' function chosen. The bottom screenshot shows the 'Function Arguments' dialog box for the 'IF' function. The 'Logical\_test' is set to `B2>=50`, 'Value\_if\_true' is 'Pass', and 'Value\_if\_false' is 'Fail'. The formula result is shown as 'Pass'. In the background, a table shows the 'Result' column populated with 'Pass' or 'Fail' based on the mark.

	A	B	C	D
1	Name	Mark	Result	
2	Qasem	76		
3	Ahmad	84		
4	Sami	35		
5	Zaid	90		
6	Fares	40		
7	Nader	76		

**Exercise8:** in D2 write the formula `=IF(C2>=80; C2+3; C2+5)`, fill to cell D7, what is the contents of D5?

### 4.3. Function Library Group



## 5. Data Tab

### 5.1. Sorting data

Arranging your data alphabetically, from smallest to largest or other criteria can help you find the information you're looking for more quickly.

	A	B
1	Name	Mark
2	Ahmad	84
3	Fares	40
4	Nader	76
5	Qasem	76
6	Sami	35
7	Zaid	90

	A	B
1	Name	Mark
2	Zaid	90
3	Sami	35
4	Qasem	76
5	Nader	76
6	Fares	40
7	Ahmad	84

**Exercise9:** What name will be in A6 if the sort is **ascending**?

### 5.2. Custom Sort (sorting multiple levels)

Allows you to identify which columns to sort by and when, giving you more control over the organization of your data.

Click the Custom Sort command to sort by Mark then by Name

	A	B
1	Name	Mark
2	Qasem	76
3	Ahmad	84
4	Sami	35
5	Zaid	90
6	Fares	40
7	Nader	76

	A	B
1	Name	Mark
2	Sami	35
3	Fares	40
4	Qasem	76
5	Nader	76
6	Ahmad	84
7	Zaid	90

**Exercise10:** What name will be in A4 if you sort by mark smallest to largest then by name A to Z?

### 5.3. Filter Data

Click the Filter command to filter the data

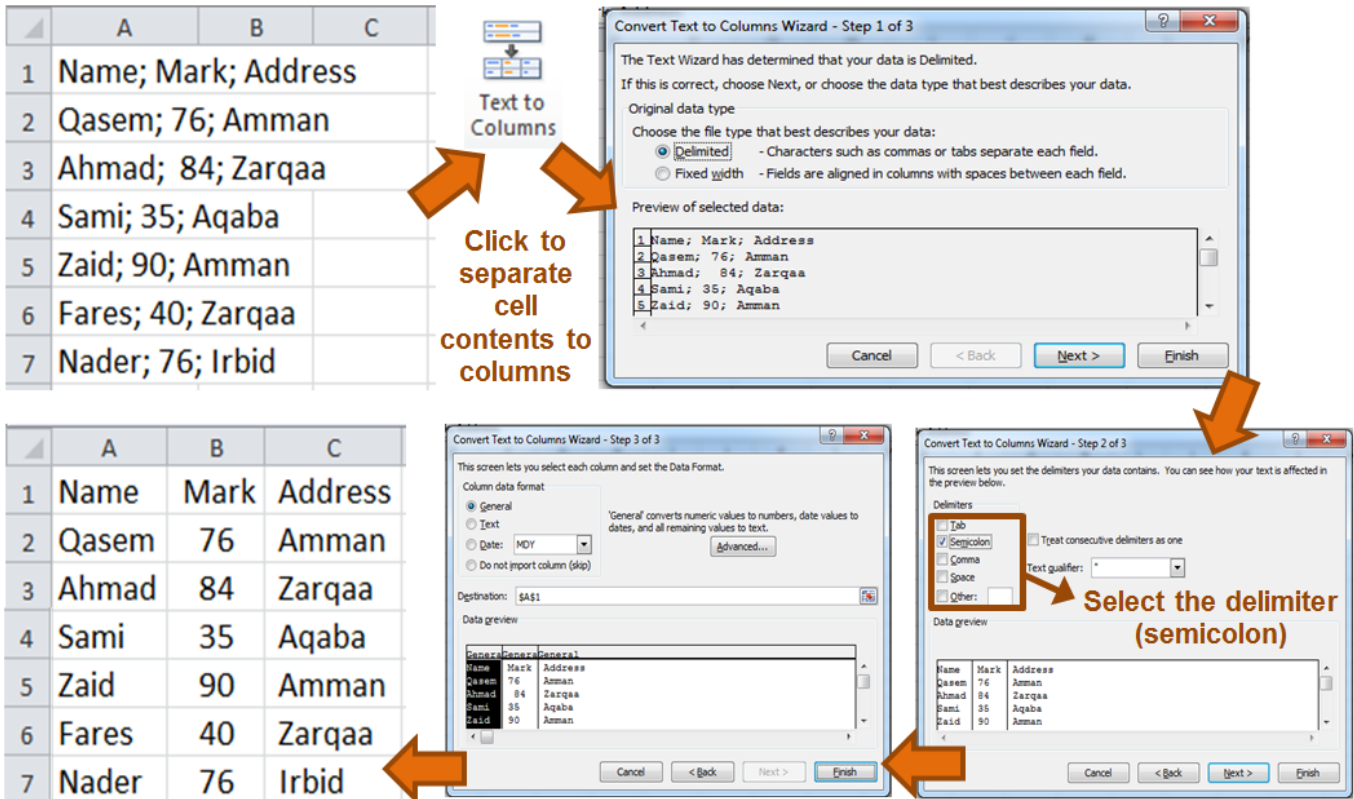
	A	B
1	Name	Mark
2	Qasem	76
3	Ahmad	84
4	Sami	35
5	Zaid	90
6	Fares	40
7	Nader	76

	A	B
1	Name	Mark
2	Qasem	76
7	Nader	76

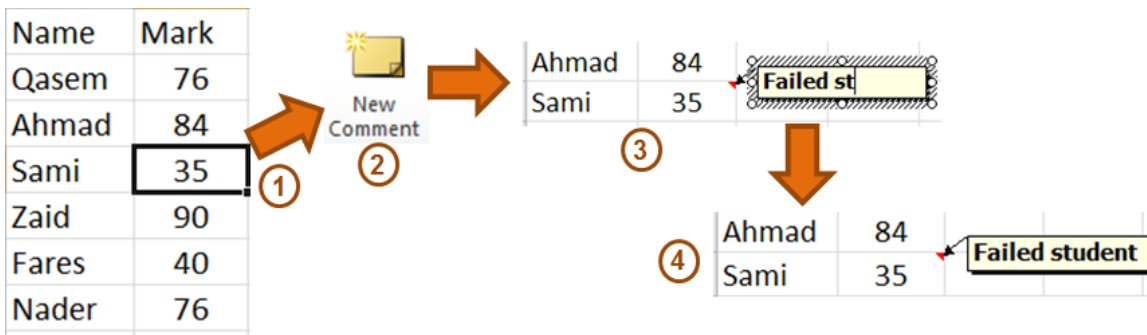
### 5.4. Text to Columns

Separates simple cell content into different columns based on a delimiter, such as a space, tab, comma or semicolon as in the example below





### 6. Review Tab (Adding a Comment)

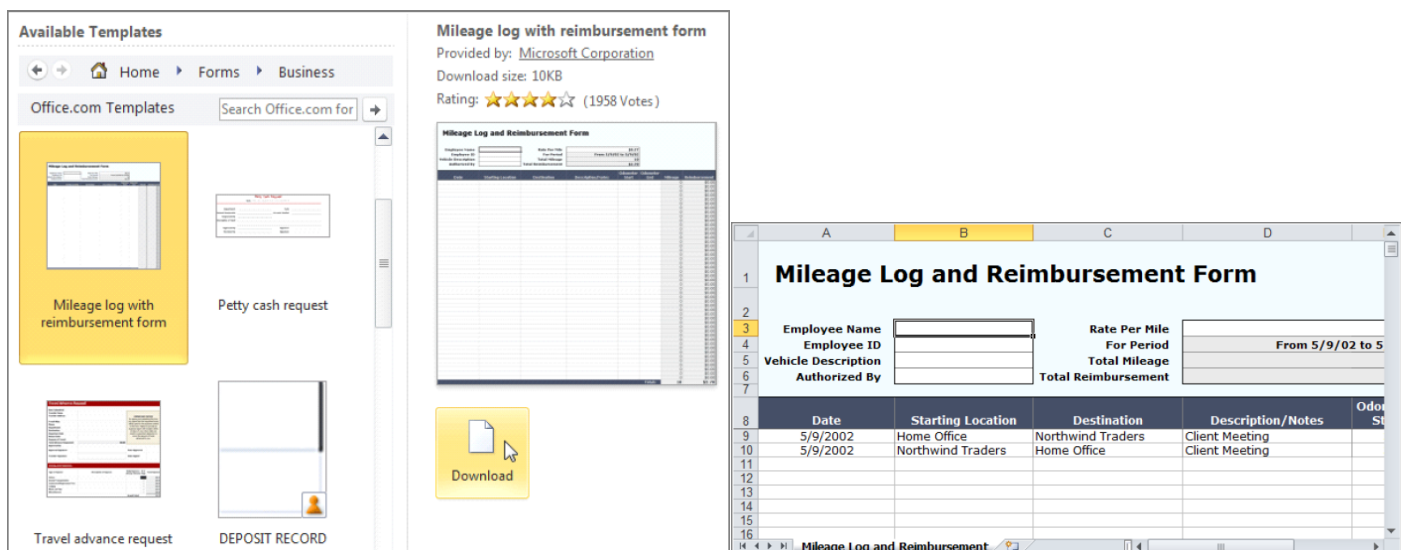
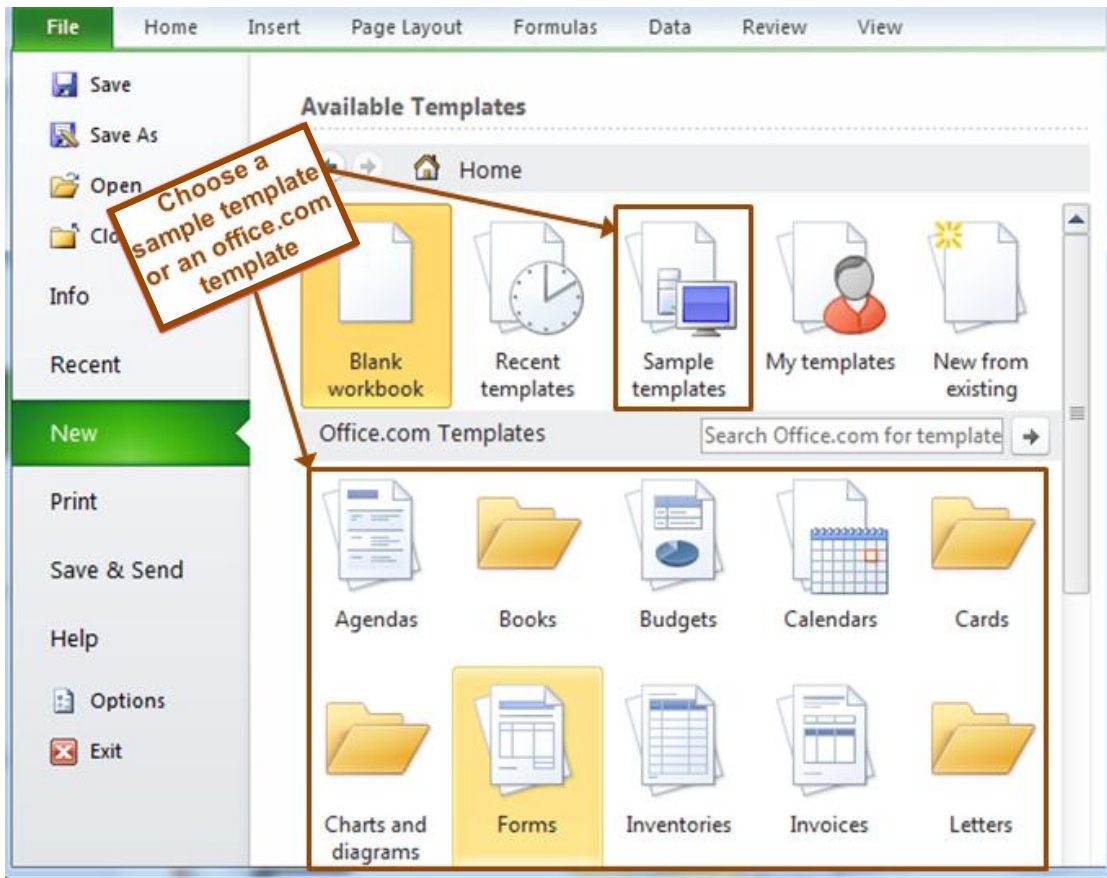


1. Select the cell where you want the comment to appear.
2. From the **Review** tab, click the **New Comment** command.
3. Type your comment.
4. The red **indicator** in the upper right corner shows that there is a comment in that cell. Move the mouse over the cell to **view** the comment.

You can add a comment also simply by right click on the cell then choose New Comment from the popup menu.

## 7. Using Templates

Excel allows you to create a new workbook using a **template**, which is a **pre-designed spreadsheet**. To Create a New Workbook Using a Template: click **New** from the **File** tab, and then click **Sample templates** to choose a built-in template, or select an **Office.com template** category



## 8. Ending Work

When you've finished your work, certainly you'll want to have a **soft copy** (saved in your computer) or a **hard copy** (printed) for your workbook.

### 8.1. Saving a workbook

Click on the **File Tab** then select:

**Save:** To save the workbook with the name you want in xlsx format.

Or

**Save as:** To save the presentation in other format (e.g. pdf) or version (e.g. Excel 97-2003).

### 8.2. Printing a workbook

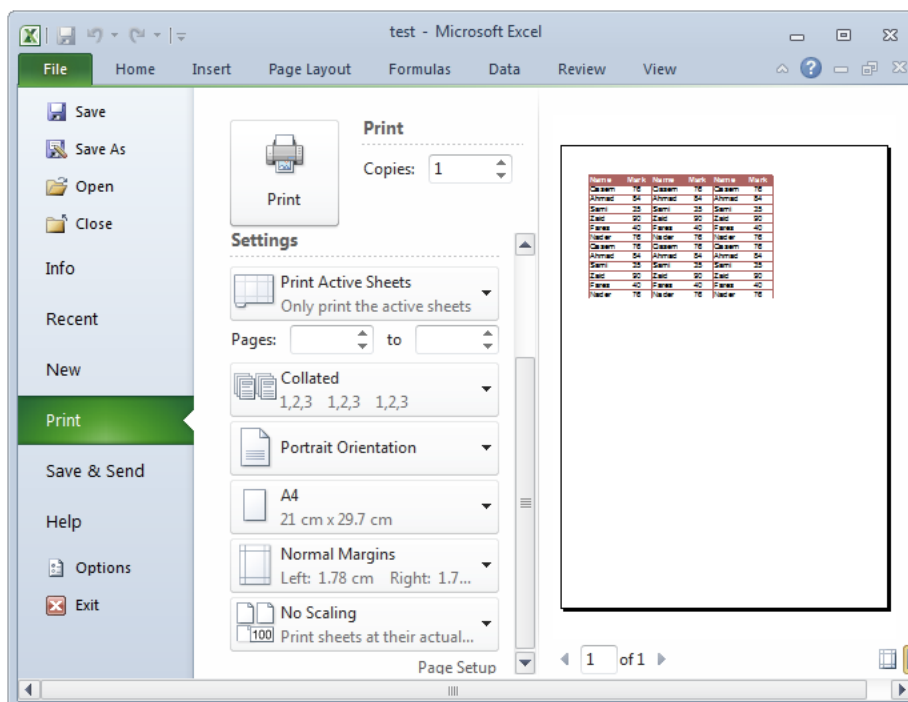
Click on the **File Tab** then select **Print** from the **File Tab** to choose from a variety of printing options.

1) Under **Print Active Sheets** choose,

- **Print Active Sheets:** to print the sheet that includes the active cell.
- **Print Entire Workbook:** to print all sheets in the workbook.
- **Print Selection:** Only print the current selection.

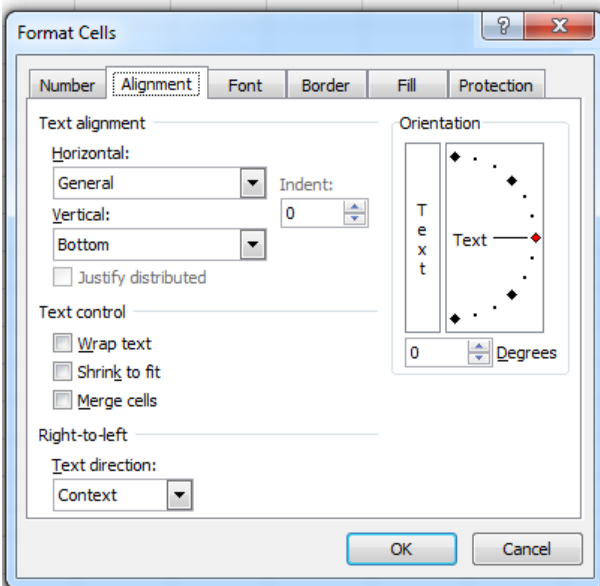
2) **Pages.. to:** to print a range sheets or specific sheets by number.

3) Under **Portrait Orientation**, you can choose **Portrait** for a vertical page or **Landscape** for a horizontal page.

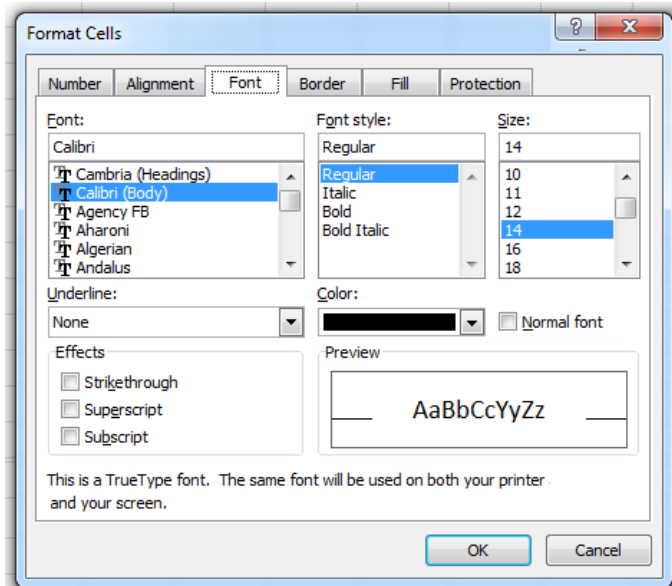


## Appendix

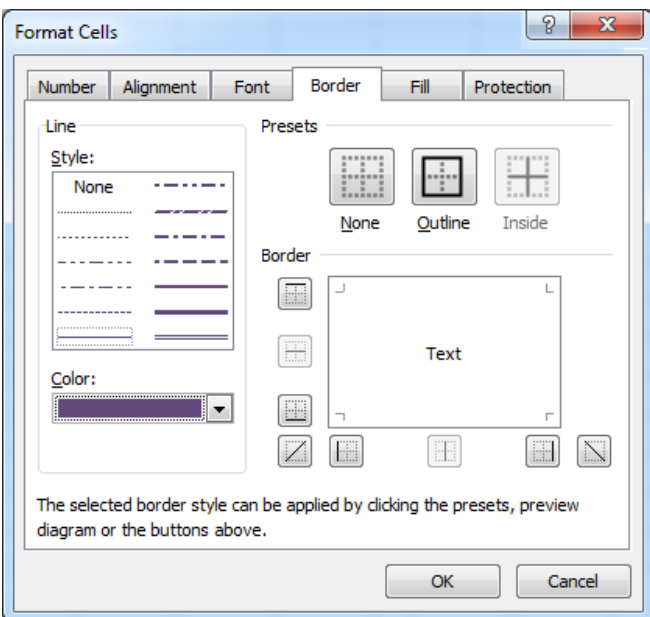
### Format Cells Dialog Box



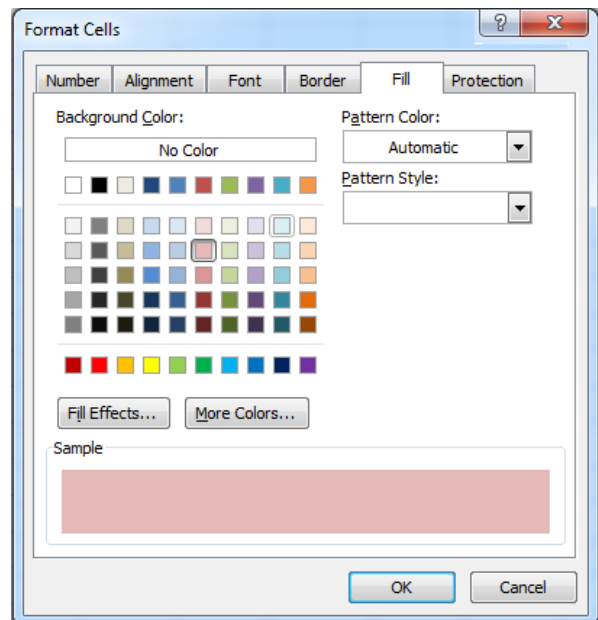
Alignment Tab



Font Tab



Border Tab



Fill Tab



## Chapter 5

# Microsoft PowerPoint 2010

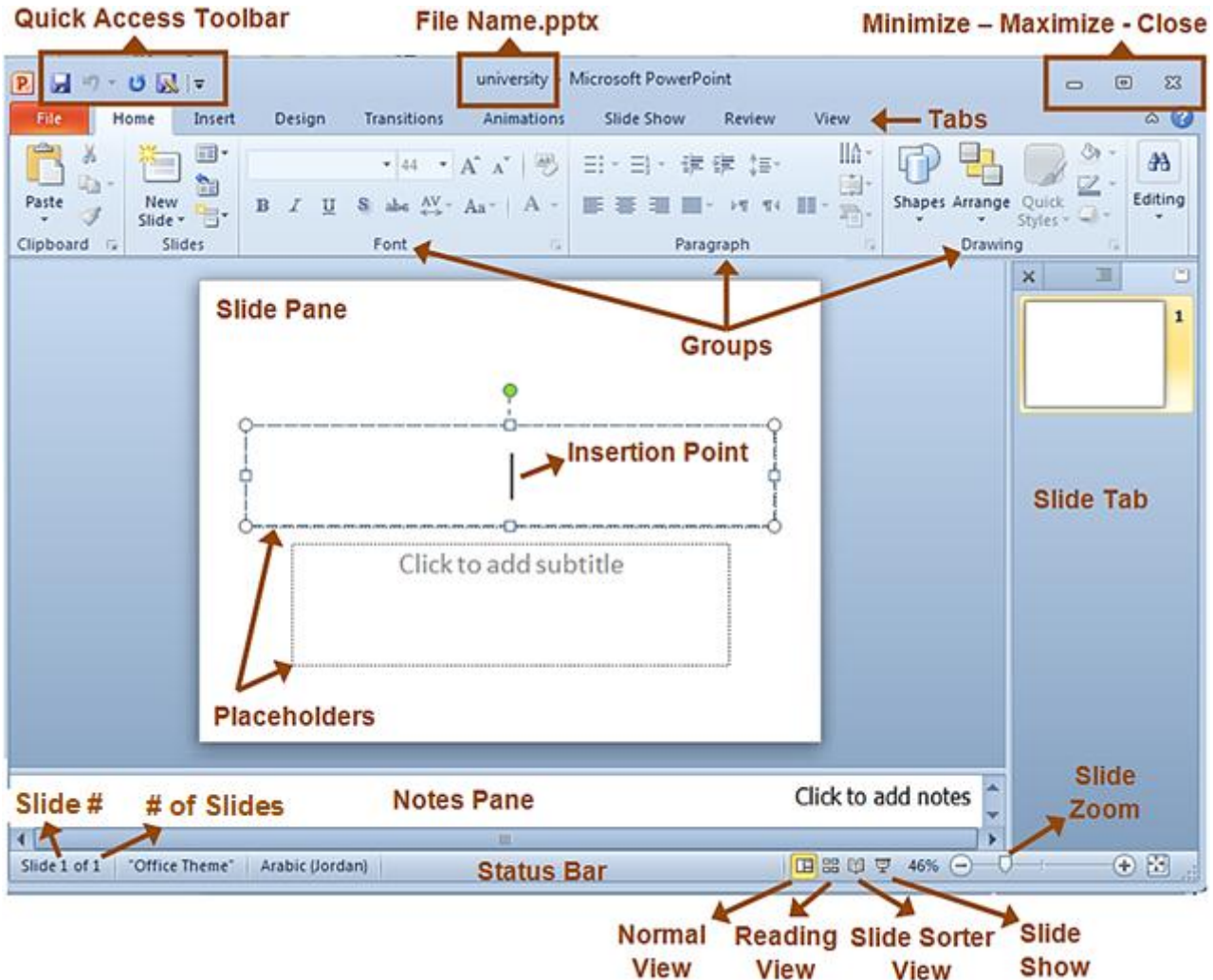
### Learning Objectives:

After completion of this chapter, you should be able to:

1. Learn the basics of making professional presentation for scientific work.
2. Manage PowerPoint2010 Environment, such as: tabs, groups, commands, Configure PowerPoint file options and slide ...etc.
3. Create a slide presentation, Add and remove slides, Format slides, Enter and format text and Format text boxes.
4. Know how to Construct and edit photo albums.
5. Create charts and tables, such as: Construct and modify tables and Insert and modify charts
6. Learn how to insert a video, edit it, and format its appearance.
7. Learn how to insert sounds into a presentation and edit them.
8. Apply and modify transitions between slides.
9. Apply built-in, custom animations, Apply effect and path options.
10. Publishing presentations in different formats such as (PDF format).
11. Making hardcopies of presentation to fit different objectives (printing handouts, outlines).

# 1. Introduction to PowerPoint 2010 Environment

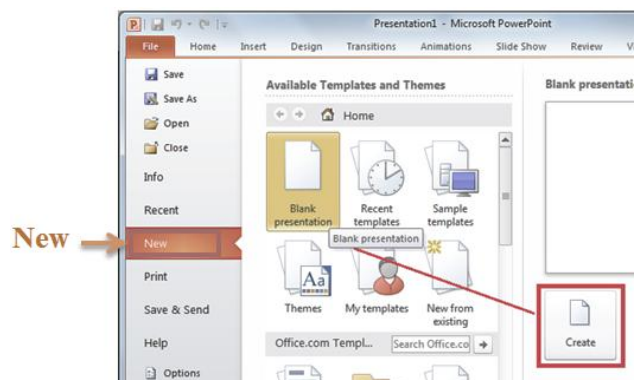
Microsoft PowerPoint is a **presentation graphics** program that helps to create interactive presentations for classroom, business, or personal use, PowerPoint allows you to construct presentations from scratch or by using the easy to use wizard.



## Creating New Presentation

### To Create a New Blank Presentation:

Click the **File** tab → Select **New** → Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default → Click **Create**.



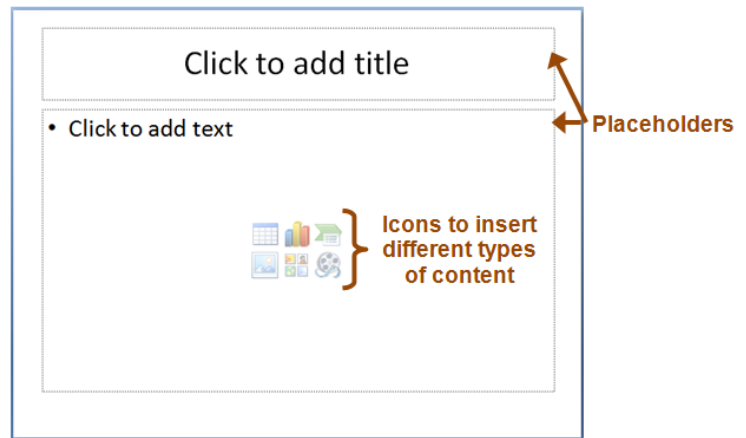
## 2. Home Tab

### Slides Group



#### 1. Slide Basics

Slides contain **placeholders**, which are areas on the slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, charts, and more. They also have **thumbnail-sized icons** that represent specific commands such as Insert Picture, Insert Chart, and Insert Clip Art.



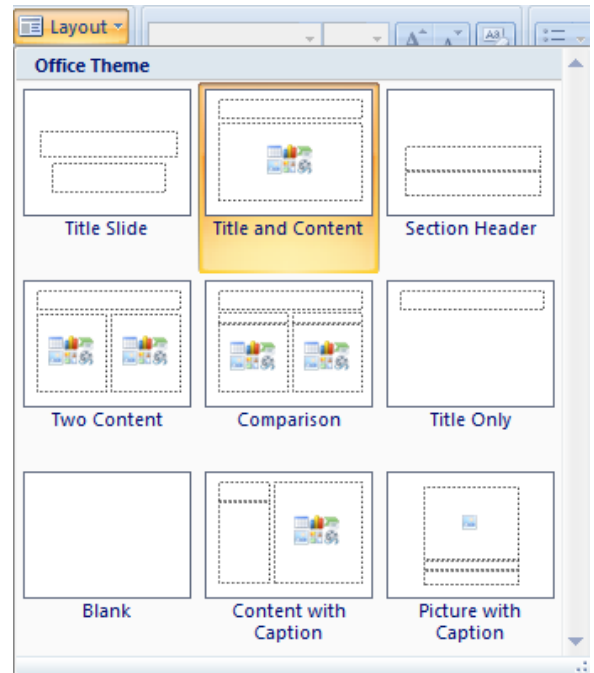
To add a new slide click **New Slide** or press **Ctrl-M**.

#### 2. Slide Layouts

The placeholders are arranged in different **layouts** that can be **applied to existing slides**, or chosen when you **insert a new slide**. A slide layout **arranges** your content using different types of placeholders, depending on what kind of information you might want to include in your presentation.

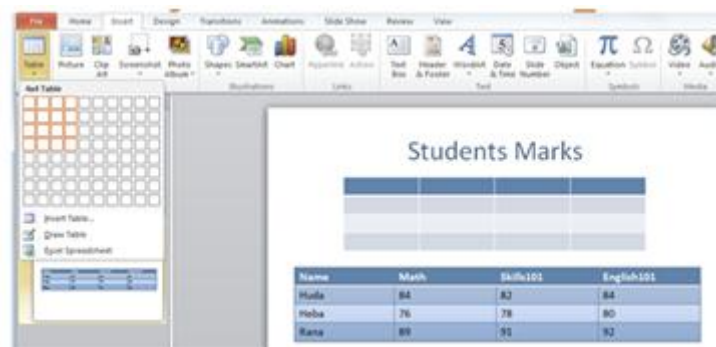
To Change the Layout of an Existing Slide:

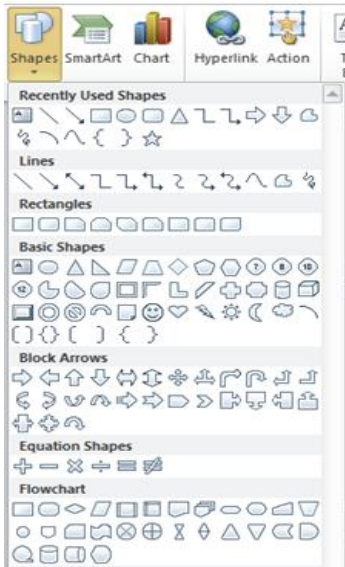
1. Select the slide you wish to change.
2. Click the **Layout** command in the **Slides** group on the **Home** tab. A drop down menu will appear.
3. Choose a layout from the menu. The slide will change in the presentation.



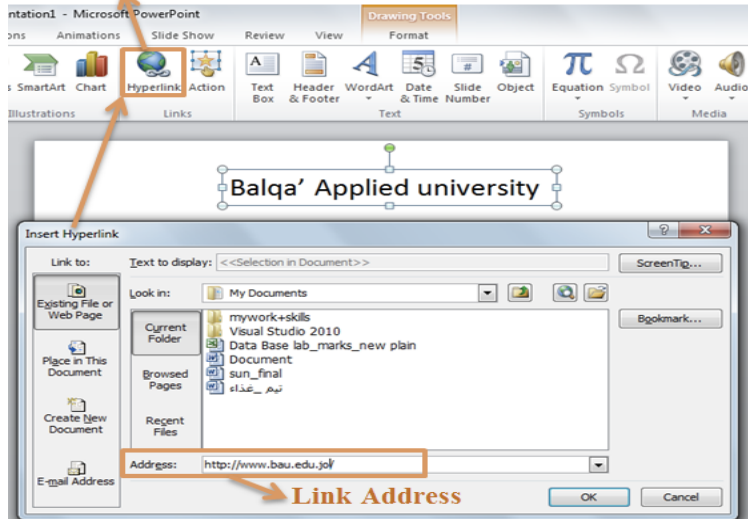
## 3. Insert Tab

PowerPoint (as Word and Excel) allows you to insert **Tables**, **Shapes**, **Pictures**, **Clipart**, and **Links ... etc.**





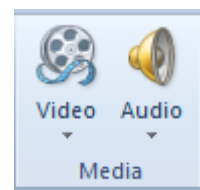
Insert Hyperlink



Insert Chart

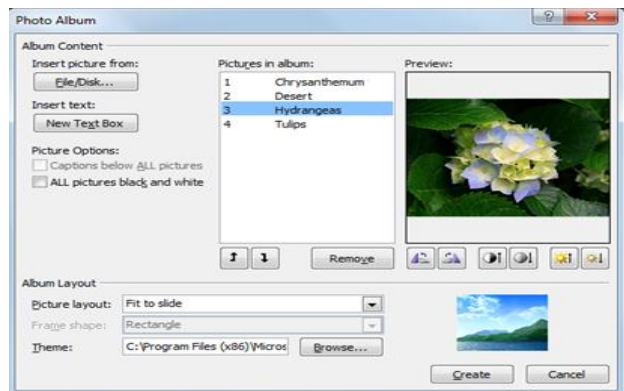


In addition to all of the above PowerPoint offers **Photo Album** and **Media** insertions.



3.1. Photo Album

You can create a series of slides or an entire presentation based on images you select from your computer. Clicking on the **Photo Album** tool brings up a dialog box to select images and format the series of slides to place in your presentation, including frames and captions.



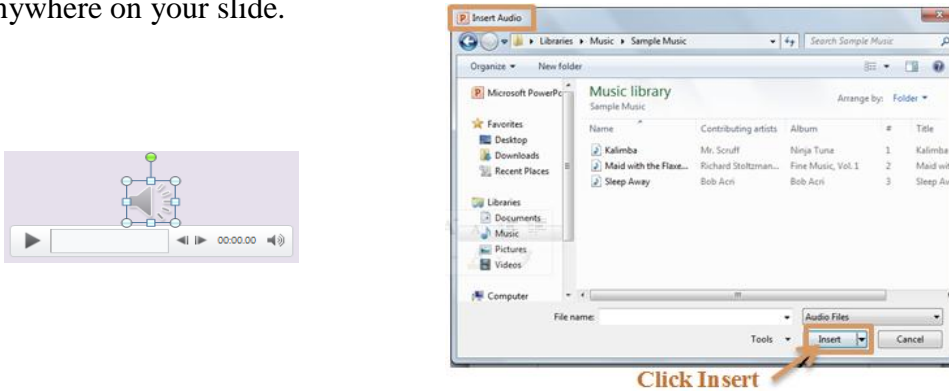


### 3.2. Media

To add videos and audios to your presentation.

**Audio:** In the slide pane of the Power Point window, select the slide onto which you wish to insert the sound file. Choose **Audio** from the **Media** group.

- From the **Insert Sound** window that appears, navigate to the folder that contains your saved sound file.
- Click on the sound file you wish to insert.
- Click on the button labeled **Insert**.
- Power Point will insert your sound file to the slide, represented by a tiny loudspeaker icon that you can move anywhere on your slide.



#### To Insert Clip Art Audio:

1. From the **Insert** tab, click the **Audio** drop-down arrow and select **Clip Art Audio**. The Clip Art pane will appear on the right.
2. Enter keywords in the **Search for:** field and click **Go**.
3. The results will appear in the Clip Art pane. To preview an audio file, right-click the file and select **Preview/Properties**.
4. A dialog box will appear, and the audio file will start playing automatically (it may take a few seconds to load). To play it again, press the **Play** button.
5. When you're finished previewing the file, click **Close**.
6. Once you have found the audio file that you want to use, click it to insert it into the slide.



#### Playing Audio File

Select the inserted **Audio file** the **Audio Tools Tab** appears in the ribbon, providing specific tools.

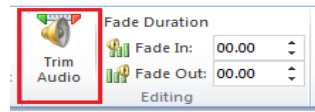
1. In the **Audio Options** group on the **Playback** tab, there are other options that you can set to control how your audio file plays.



- **Volume:** Changes the audio volume.
- **Start:** Controls whether the audio file starts **automatically** or when the mouse is **clicked**.
- **Hide During Show:** Hides the audio icon while the slide show is playing.
- **Loop until Stopped:** Causes the audio file to repeat until it is stopped.
- **Rewind after Playing:** Causes the audio file to return to the beginning when it is finished playing.

2. In the **Editing** group on the **Playback** tab, there is option **To Trim the Audio**. If you add a song to a slide, you can **trim** it so that it will only play one section of the song, and you can add a **fade in** and **fade out** to smooth out the beginning and end.

a. From the **Playback** tab, click the **Trim Audio** command. The Trim Audio dialog box will appear.



b. Use the **green** and **red** handles to set the start time and end time.

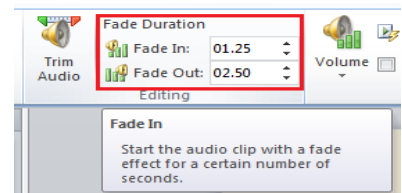


c. To preview the audio file, click the **Play** button.

d. Adjust the green and red handles again if necessary, and then click **OK**.

**To Add a Fade In and Fade Out:**

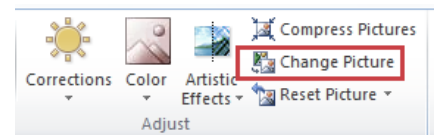
- a. On the **Playback** tab, locate the **Fade In** and **Fade Out** fields.
- b. Type in the desired values, or use the **up** and **down** arrows to adjust the times.



**3. Formatting the Audio Icon**



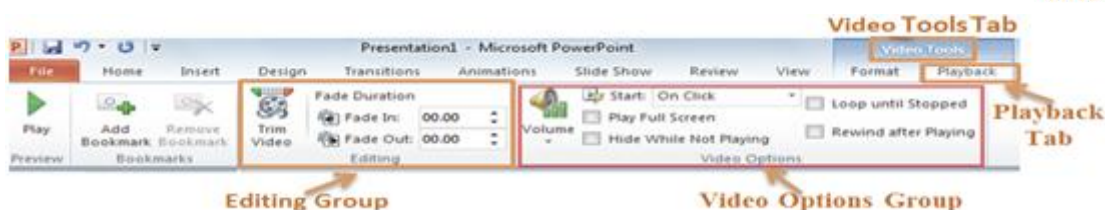
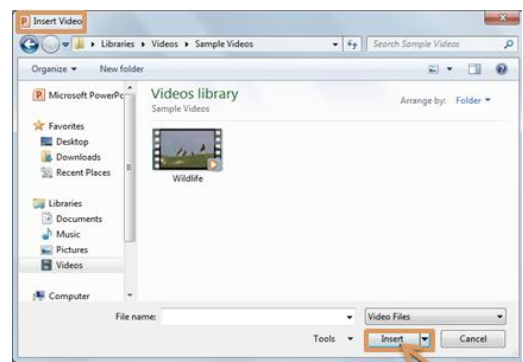
By default, an audio file will show up as a **speaker icon** in the slide. To change the icon to a different picture, and you can apply different image formatting such as **Artistic Effects** and **Picture Styles** which are access in the **Format** tab



**To Insert Video:**

In the **slide pane** of the Power Point window, select the slide onto which you wish to insert the video file. On the **Insert** ribbon, choose **Video** from the **Media** group.

- 1. From the **Insert Video** window that appears, navigate to the folder that contains your saved video file.
- 2. Click on the video file you wish to insert.
- 3. Click on the button labeled **Insert**.



### 4. Design Tab

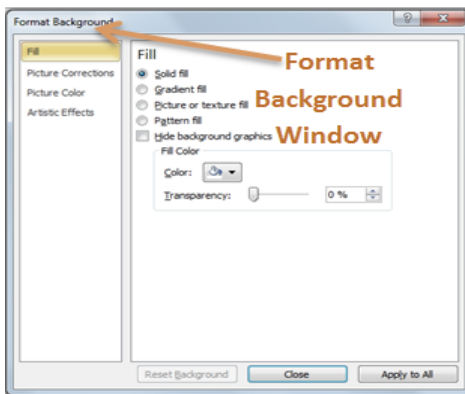
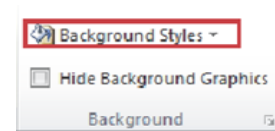
The **Design** tab contains the groups for the tools regarding the formatting of the layout and general look of the document.



### Background Group

You can also set a custom background in the **Background Styles** tool.

Here there are some preformatted colors that you can choose.

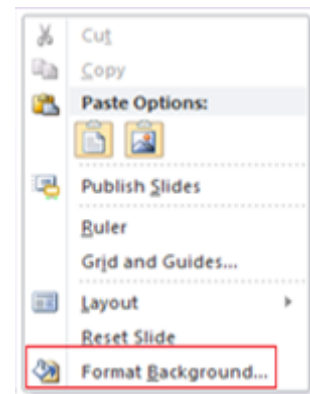


Create a background of your own by selecting **Format Background**. The **Format Background window** will appear and allow you to select the color, gradient, picture or texture, and transparency of the slide background.

Click on the button labeled **Close** in order to apply the chosen background to the current slide only.

You may click **Apply to All** if you would like to apply the chosen background to every slide in your presentation.

Note: You can apply a Background Color to an entire slide by Right click on the slide that is outside any textbox. From the pop-up menu that appears, select Format Background.



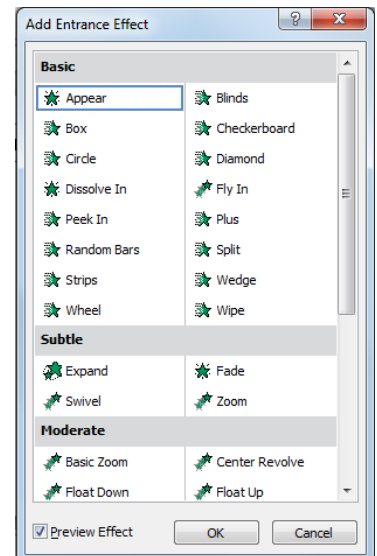
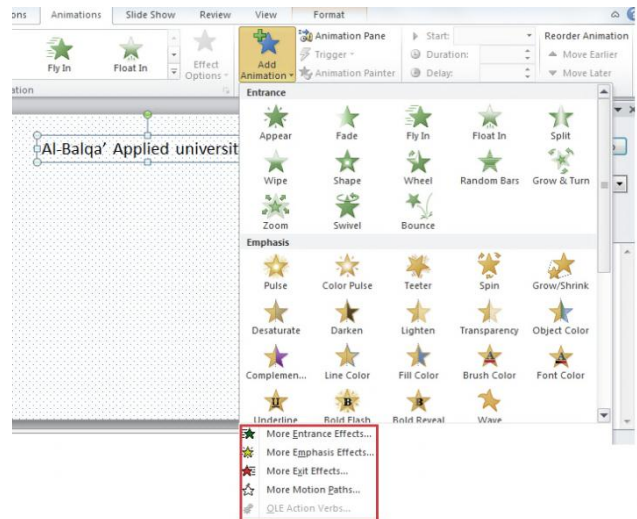
## 5. Animations Tab

The **Animations** tab contains groups for the tools relating to adding custom animations to slide objects within a slide.



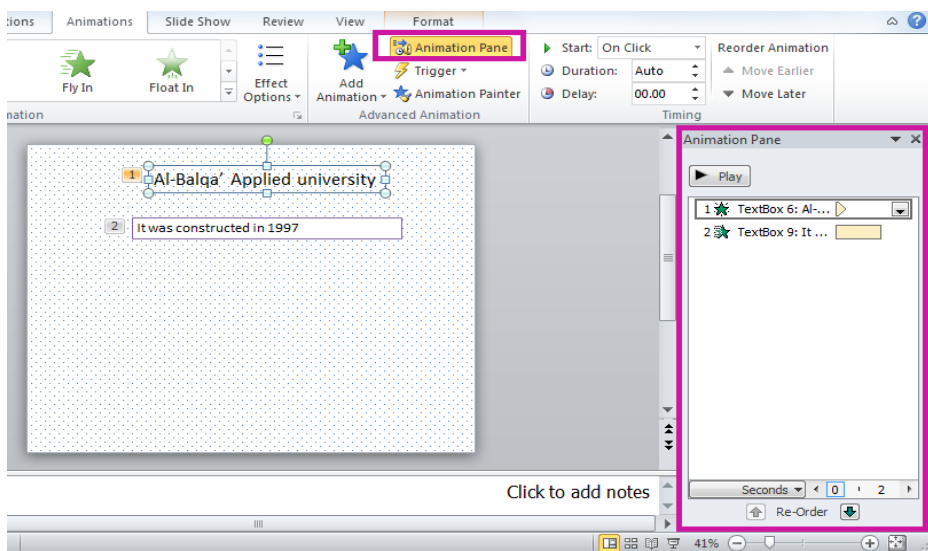
### Adding animation

- On your slide you have text boxes, images or charts (called **Slide Objects**). Click once on one of the **Slide Objects** (text or images) to select it.
- In the **Animations** tab click **Add Animation** to bring up a listing of common effects to add.
- You can also access a complete listing of animations for **Entrance**, **Emphasis**, or **Exit** effects by selecting **More Entrance /Emphasis /Exit Effects**.
- Once you have selected this option (such as **More Entrance Effects**), the appropriate palette will appear on the right side of the slide.
- Now you can single click on any animation and preview the effect on the selected object. This window also shows the full range of effects that are available. Click **OK** to add the effect.



**NOTE:** You can only animate one slide at a time

Once the animation has been applied, you can click on the **Animation Pane** tool to customize the applied animation in terms of timing, triggers for the animation.

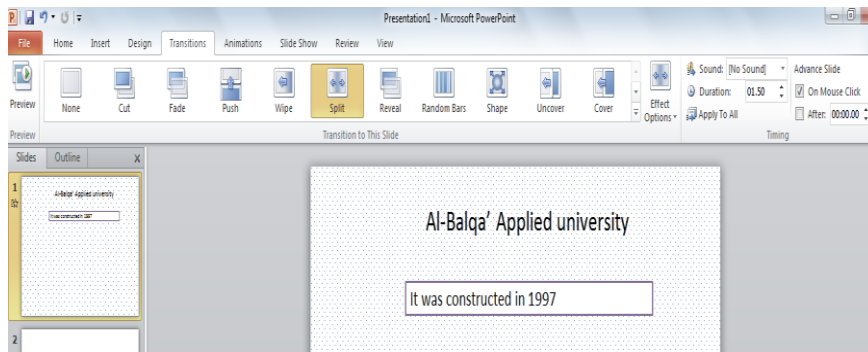


## 6. Transitions Tab

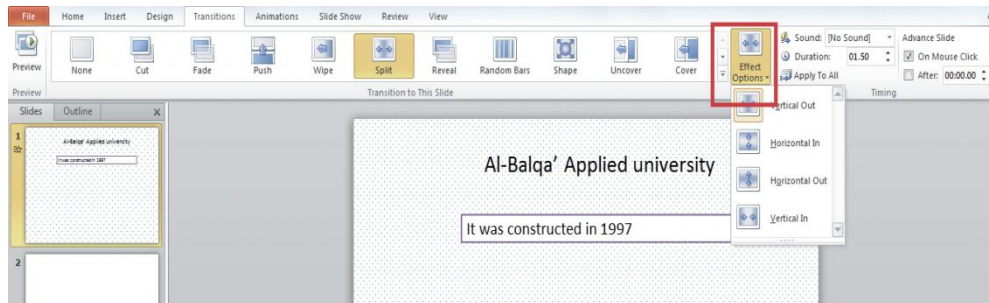
In the **Transition tab**, you can to set up effects for transitioning from one slide to the next. The default transition doesn't involve any special effects.



1. Select the slide from the thumbnails on the left.
2. Click on the selection to apply the effect on the current slide. The effect occurs between the selected and previous slide.



3. You can then select **Effect Options** for the transition and slide advancement settings in the tools to the right of the transitions. Click **Apply to All** to apply the settings to all slides.



## 7. Slideshow Tab

The **Slideshow tab** contains tools that allow you to select how your presentation will be displayed.

### 7.1. Start Slide Show group

To view the slide show from the beginning or from a current selected slide.






## 7.2. Set Up group

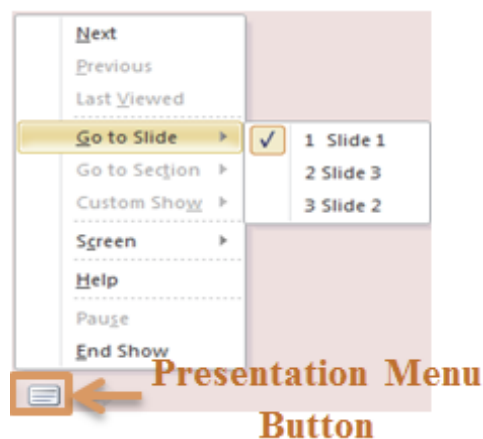


- **Rehearse Timings** means (start a full-screen slide show in which you can rehearse your presentation. The amount of time you spend on each slide is recorded and you can save those timings to run the show automatically in the future).
- **Hide Slides**: Hiding a slide will keep it in the file, but it will not show when you view the presentation.

## 7.3. Navigating within your Slide Show

While you are presenting your slides during a presentation, you will often want to move forward and backward among your slides, or to display a particular slide. Power Point's **Presentation toolbar** can help you navigate within your presentation during your slide show.

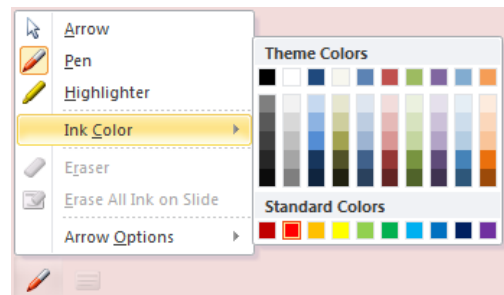
- Once you begin your slide show, locate the **Presentation toolbar** in the bottom left corner of the slide. 
- To move to the next slide, click on the **right** facing arrow. 
- To return to the previous slide, click on the **left** facing arrow. 
- To navigate to a slide that is not immediately before or after the current slide: Click on the **presentation menu** button, then from the **Go to slide** submenu, click on the name of the slide you wish to display.
- To end your slide show: Click on the **presentation menu** button. Then select **End Show**.



You can also use the following keyboard buttons to navigate during your slide show presentation.

If you want to..	Press the...
Display the next slide	→ (right-facing arrow) key ↓ (down-facing arrow) key Enter key Space bar key
Display the previous slide	← (left-facing arrow) key ↑ (up-facing arrow) key
Blank the screen	B key
Make the screen white	W key
End your slide show	ESC key

- You may find it useful to emphasize content on your slide without turning away from your audience to face the classroom screen. Power Point's **Ink annotation tool** allows you to do this with your cursor.

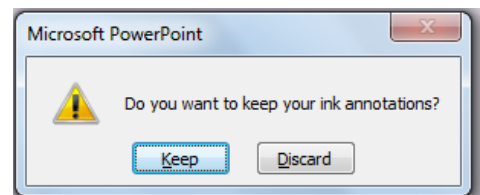


From the menu that appears, you can see the **Ink annotation tool** options.

If you want to..	Click on...
Draw a line	Pen
Highlight without covering the element	Highlighter
To change the Pen's color	Ink Color
To return to the arrow when you have finished your annotation	Arrow

Power Point will allow you to save any annotation that you have made during your presentation. To do so:

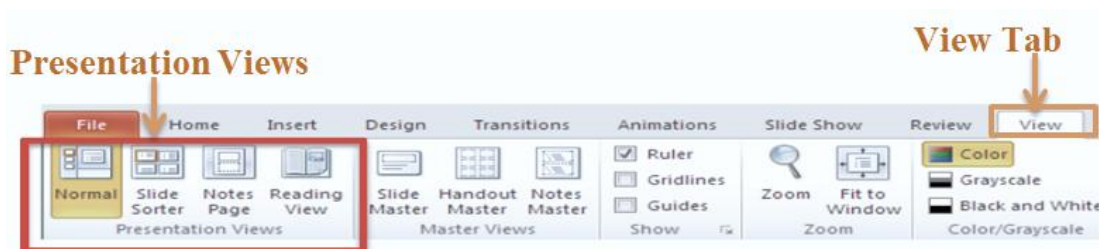
Click on the button labeled **Keep** from the window that appears when you end your slide show. Or click on the button labeled **Discard** if you do not wish to save these annotation.





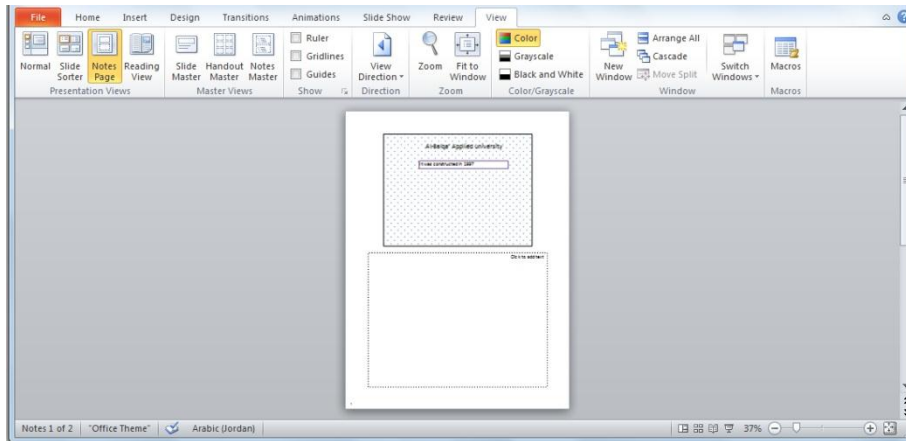
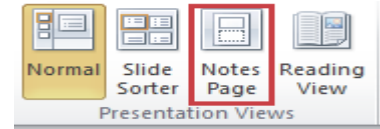
## 8. View Tab

Contains groups with tools for manipulating the viewing a document.

### 8.1. Presentation Views Group



1. **Normal View** contains three panes: the **outline** pane , the **slide** pane , and the **notes** pane. This view is used to create and edit slides.
2. **Slide Sorter View** displays miniature versions of a slide for changing the transition, or reorder slides by dragging and dropping them (you can also use the **cut** and **paste** buttons on the **Home** tab to move slide from one position to another in your presentation). Also you can set the timing for the slide show.
3. **Notes Page View** shows slide with **note** section below. Allows you to enter information regarding a slide for either distribution or presenter notes.



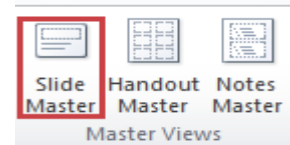
4. **Reading View** shows the presentation as a slide show that fits in the window.

**8.2. Masters Views group**

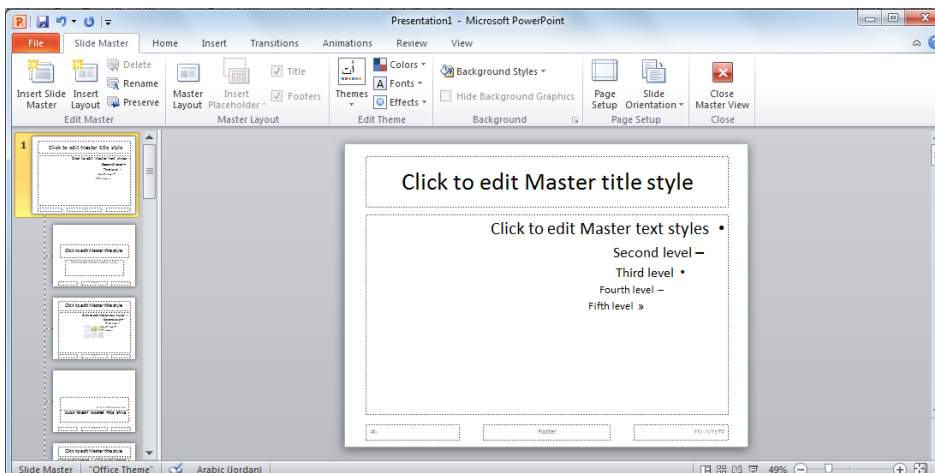
Used to help develop consistency in your presentation by adding a new style/format to one slide then have it apply to all slides in the presentation.

**With the Slide Master feature you can:**

- Change the default typeface style and color for all slides in a presentation.
- Add a company logo, name, department or date to a presentation.
- Add headers, footers and notes to all slides in a presentation.



To change to a **Slide Master**, click on the **Slide Master** Button in the **Master Views** group. Make desired changes then click on the **Close Master View** button to finish.





## 9. Ending Work

When you've finished your work, certainly you'll want to have a **soft copy** (saved in your computer) or a **hard copy** (printed) for your presentation.

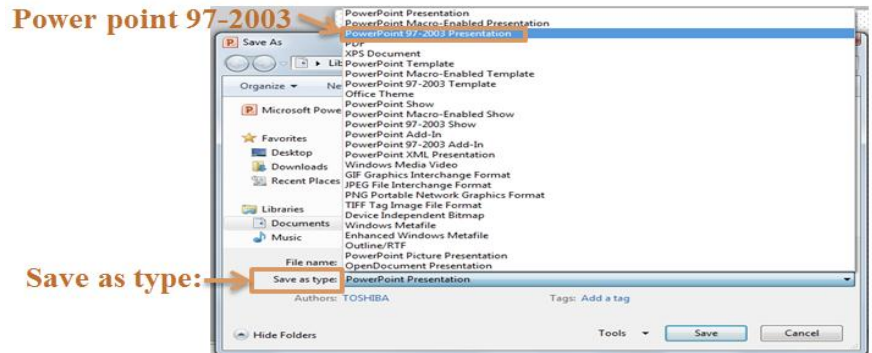
### 9.1. Saving a presentation

Click on the **File Tab** then select:

**Save:** To save the presentation with the name you want in pptx format.

Or

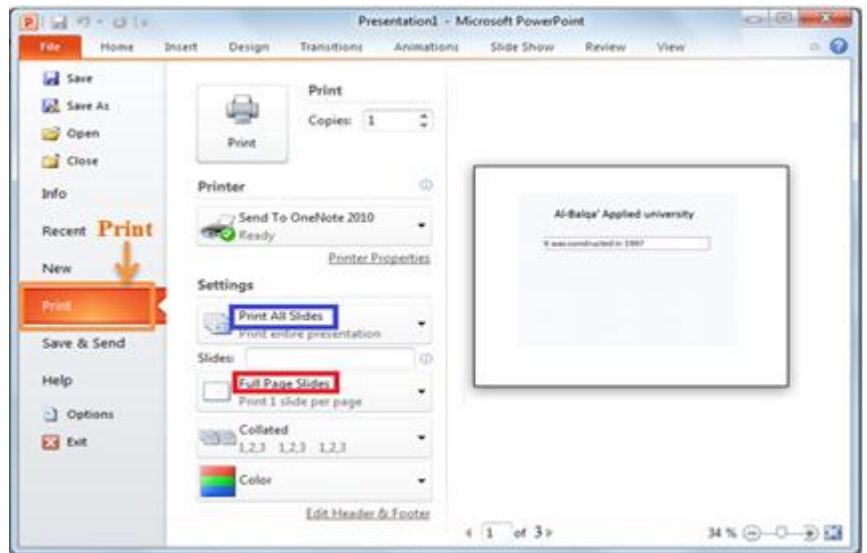
**Save as:** To save the presentation in other format (e.g. pdf) or version (e.g. Power point 97-2003).



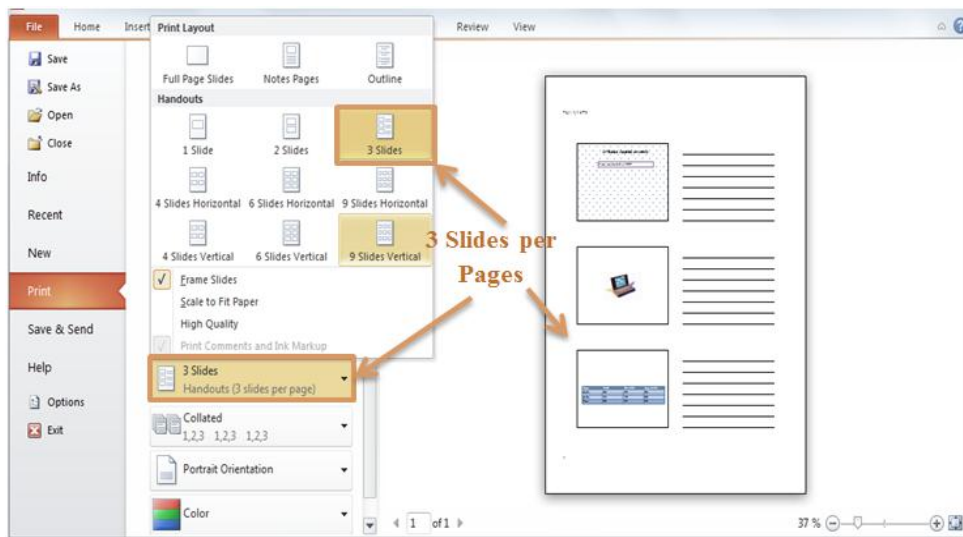
### 9.2. Printing a presentation

Click on the **File Tab** then select **Print** from the **File Tab** to choose from a variety of printing options.

- 1) Under **Print All Slides** choose,
  - **All Slides:** to print all slides.
  - **Current Slide:** to print only the slide that is currently displayed.
  - **Range of Slides:** to print specific slides by number. i.e., 2-6.



- 2) Under **Full Page Slides**, you can choose **Handouts** so that your audience can take a printed copy of your presentation with them. Here you can choose how many slides per page.



## Appendix

### PowerPoint 2010 Assignment

Create a PowerPoint presentation that consists of 4 slides and includes the following skills:

First of all:

- Set a theme for your presentation
- Set a background
- Use of the master slide
- Use of timed slides

In slide 1:

- Insert a title and subtitle

In slide 2:

- Insert a title and three bullets
- Insert an image
- Set up transitions

In slide 3:

- Insert sound
- Insert video

In slide 4:

- Insert a shape
- Use a hyperlink
- Use custom animation

Adding Slide Headers and Footers

- Click the Insert tab on the Ribbon and click **Header & Footer in the Text group**. Click the **Date and time check box**. Click the **Update automatically list arrow** and select one of the options.
- Click the **Slide number check box**, click the **Footer check box**, and type **Your Name**. Click the **don't show on title slide check box** and click **Apply to All**.
- To center, move, or format the Footer text with a different font, font color, or font size, click on the placeholder and make the changes.



## Chapter 6

# Internet and Computer Networks

### Learning Objectives:

After completion of this chapter, you should be able to:

1. Learning the basic concepts of networks, network types, threats and viruses.
2. Describe the device, connection & provider options for connecting to the Internet, as well as some considerations to keep in mind while selecting an ISP.
3. Learning the main functionalities of the Internet Explorer 11.0.2.
4. Learning some basic internet-browsing skills like web search, web pages saving, images saving and other skills.
5. Learning how to create a new email account.
6. Learning the most common social media network.



## 1. What is a Network?

A network consists of two or more computers that are linked in order to share programs, resources (such as printers), exchange files, or allow electronic communications. The computers on a network may be linked through cables, telephone lines, radio waves, satellites, or infrared light beams.

Common types of networks include:

- Local Area Network (LAN)
- Wide Area Network (WAN)
- Wireless LAN (WLAN)
- Metropolitan Area Networks (MAN)
- Wireless WAN (WWAN)

### 1.1. Local Area Network

A Local Area Network (LAN) is a network that is confined to a relatively small area. It is generally limited to a geographic area such as a writing lab, school, or building.

### 1.2. Wireless Local Area Network

The term 'wireless network' refers to two or more computers communicating using standard network rules or protocols, but without the use of cabling to connect the computers together. Instead, the computers use wireless radio signals to send information from one to the other. A wireless local area network (WLAN) consists of two key components:

- A wireless access point (WAP) (also called a Base station)
- And a wireless card.



Wireless Access point or Wireless Basestation



**Wi-Fi** is a popular technology that allows an electronic device to exchange data or connect to the internet wirelessly using radio waves.

Many devices can use Wi-Fi, e.g. personal computers, video-game consoles, smartphones, some digital cameras, tablet computers and digital audio players.

### 1.3. Metropolitan Area Network (MAN)

A (MAN) is a large computer network that spans a metropolitan area or campus. Its geographic scope falls between a WAN and LAN. MANs provide Internet connectivity for LANs in a metropolitan region, and connect them to wider area networks like the Internet.



## 1.4. Wide Area Network

Wide Area Networks (WANs) connect networks in larger geographic areas, such as whole world. Dedicated transoceanic cabling or satellite uplinks may be used to connect this type of global network.

WANs as computer networking technologies used to transmit data over long distances, and between different LANs, MANs and other localized computer networking architectures. The Internet can be considered a WAN as well, and is used by businesses, governments, organizations, and individuals for almost any purpose imaginable.

## 1.5. Wireless Wide Area Network

Wireless WAN is a wide area network in which separate areas of coverage or cells are connected wirelessly to provide service to a large geographic area.

A WWAN often differs from wireless local area network (WLAN) by using mobile telecommunication cellular network technologies such as WiMAX (often called a wireless metropolitan area network or WMAN) and cellular digital packet data (CDPD) to transfer data.

These technologies are offered regionally, nationwide, or even globally and are provided by a **Wireless Service Provider** for example **Zain, Orange** and **Umniah** in Jordan.

## 2. Network Drawback (Computer Viruses)

Computer Viruses are the most network drawback. Viruses are becoming more and more sophisticated and employ many different methods of spreading. While email has been the primary method for the spread of these recent computer viruses, it is not the only method.



A computer virus can enter a network by CD, floppy disk, internet download, file transfer and file sharing programs, or by remote users connecting directly to the corporate network with an infected PC. Once computer viruses gets into a network it can spread to computer in multiple ways.

### 2.1. Common Types of Computer Viruses

- A **macro virus** is associated with application software like word and excel. When opening the infected document, macro virus is loaded into main memory and destroys the data stored in hard disk
- A **worm** is also a destructive program that fills a computer system with self-replicating information, clogging the system so that its operations are slowed down or stopped
- A **time bomb** is a virus program that performs an activity on a particular date
- **Trojan horse** is a destructive program. It usually pretends as computer games or application software. If executed, computer system will be damaged.



## 2.2. Antivirus software

The Antivirus software protects the computer from computer viruses. The following figure represents the common types.



## 2.3. Preventing from virus infection

- Always update your anti-virus software at least weekly.
- Get trained on your computer's anti-virus software and use it.
- Have multiple backups of important files. This lowers the chance that all are infected.
- Forget opening unexpected e-mail attachments, even if they're from friends.
- Scan internet downloads.
- Use firewall to protect your computer and network.



## 3. Internet Overview

### 3.1. What is the Internet?

The Internet (also known as the Net) is a world-wide electronic network that enables many independent computer networks to connect together by using a common connection, called an Internet Protocol (IP) which will dynamically and intelligently figure out a way to get data from one point to another across multiple ISPs.

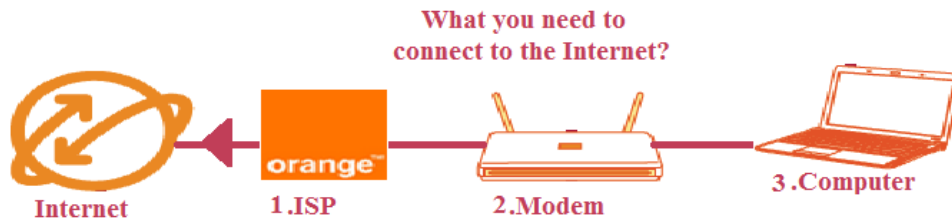
### 3.2. How do I access the Internet?

A computer is “hooked up” to the Internet when the owner subscribes to an **Internet Service Provider (ISP)** and has a **browser** installed on to the computer. An **ISP** is a company that will allow you to use their computer connections to access the Internet for a fee.

To be able to access all the internet has to offer:

1. You will need an internet account with an internet service provider (ISP). ISPs like **Orange** provide these accounts usually for a monthly fee, much like a phone service. You might also need to have somebody come and install a line into your home.
2. You will also need what’s called a modem (or modem router). Your ISP will be able to sell you a modem when you set up an account with them.
3. Once you have an account and a modem set up (the ISP will guide you through setting up the modem), you just have to plug your computer into the modem to access the internet.





There are a number of different ways to access the internet. There are five major types of internet access:

1. Old fashioned **dial-up**. You can't make or receive phone calls while connected via dial-up to the internet.
2. **ADSL**, which uses a special modem to transform your existing phone line into a high-speed phone line. Because it is a broadband connection, you can chat on the phone at the same time you use the internet. ADSL is the most common type of broadband connection and the easiest to set up at home. Most ADSL services require that you have a phone service, but there are also so-called 'naked' DSL services that require no phone service.
3. **3G/4G** which uses mobile phone networks to connect you to the internet.
4. **Satellite**, which transmits data from satellites.

Not all services are available in all areas. Your ISP will tell you which ones are available to you. While different internet connection services have strengths and weaknesses, they all connect you to the same internet.

### 3.3. Different Speeds and Quotas

When signing up for an internet account, you may be dazzled by the number of different and confusing options available.

There are **different speeds** and **different monthly quotas** available on different accounts.

- **Speeds** are measured in kilobits per second (Kbps) or megabits per second (Mbps), with 1mbps equal to 1000kbps. A dial-up connection works at 56Kbps, while ADSL can go as fast as 24Mbps – more than 400 times faster than dial-up.
- **The monthly download quota** determines the volume of data and media you can download before your ISP either cuts you off, slows down your connection or charges you extra (depending on the specifics of your internet account agreement).
- **Volumes** are measured in gigabytes (GB) and sometimes megabytes (MB), where one GB is equal to 1000MB. You're not likely to go over your limit just looking at web pages and sending emails, but if you watch a lot of online videos you might reach your monthly limit.

## 4. The Internet and Everyday Life

New uses for the internet are being invented every day. There are literally hundreds of millions of web pages and services available. It's very easy to sink hours, days, weeks and months exploring all the internet has to offer.



The following uses are the most common:

1. Sending emails, which are letters that can be sent for free to anyone and arrive instantly.
2. Looking up news, weather, health information and sports results, government information and forms.
3. Searching for information on just about any topic, such as Flight timetables, phone numbers and just about anything else you can think of!
4. Doing all your banking, taxes and business online.
5. Sharing your photo and video collection, and seeing the shared collections of others.
6. Talking or video chatting with online friends – at any time, for free.
7. Participating in discussions on topics you find interesting, with people from around the world.
8. Downloading and watching movies, reading book reviews or watching sports.
9. E-commerce, buying and selling goods from online stores.

## 5. The Browser

An Internet browser is a computer application that will give you access to the Internet and navigate the World Wide Web.

The **World Wide Web (WWW)**, also known as the Web, is made up of millions of documents called **web pages**. Web pages can include text, pictures, video and sound. Most organizations on the Web have sets of pages, which are linked together. These sets of pages are called **websites**. You can use the Web to get up-to-date information about almost any subject.

### 5.1. Internet browsers Examples



Each of these Internet browsers will interpret the computer code in web sites, in order to display text and graphics (on these sites), provide encryption security, play video and music, and display links to other web pages.

### 5.2. Website Address

A **domain name** is the root web address for a Website. Domain names function on the Internet in a manner similar to a physical address in the physical world. Each part of the domain name provides specific information. These pieces of information enable web browsers to locate the web page. The naming system is closely regulated in order to prevent confusion or duplicate addresses.

An **Internet address** is in alphabetic form. Domain names must have at least two parts:

- the part on the left which names the organization (website name),
- And the part on the right which identifies the highest subdomain (extension), such as the country or the type of organization.





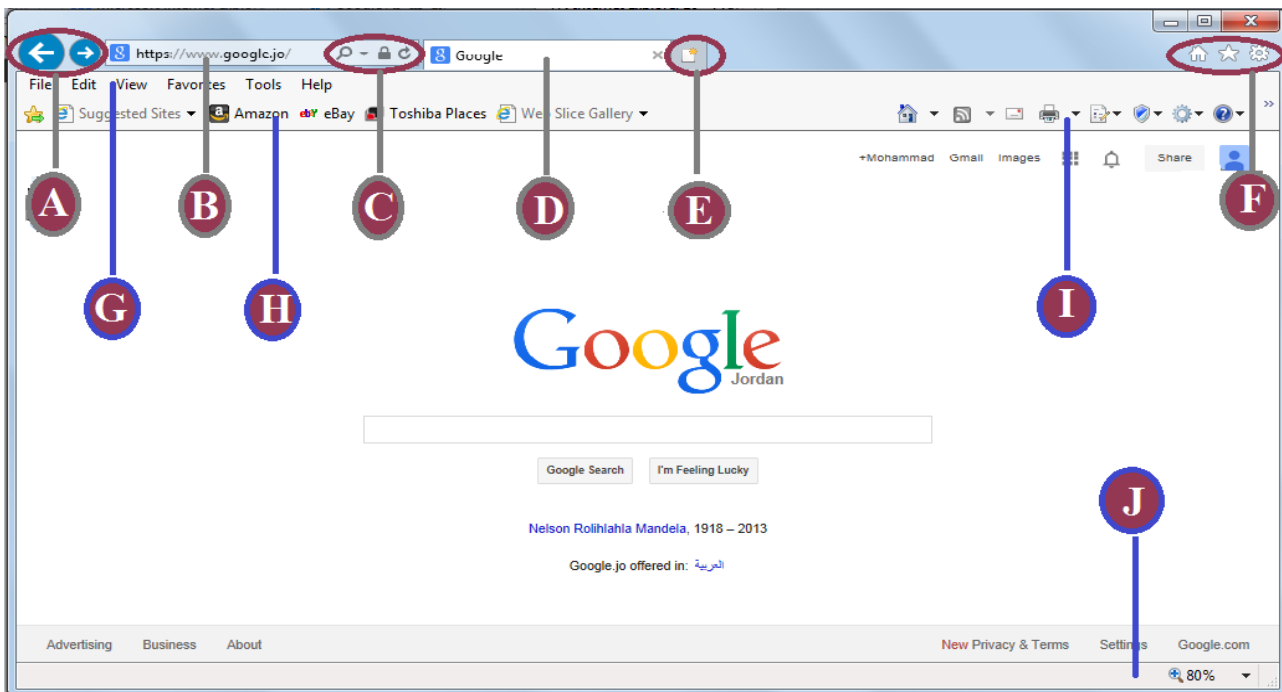


"bau.edu.jo" **bau** is the organization and **edu.jo** identifies it as an educational institution in the Jordan. There are only a limited number of such highest subdomains. For example:

subdomain name	usual meaning
.ac	university etc in UK
.co	business in UK
.com	commercial business
.edu	Educational institutions
.gov	Government site anywhere
.org	Organizations (nonprofit)

### 6. Internet Explorer Browser

First, you need to open the web browser. That means clicking the **Internet Explorer icon**. When the program starts, it will automatically go to a **home page**. It is a web page that is configured to be displayed first when a Web browser is opened.



When the browser opens, you'll see buttons, icons and headings representing various features, tools, search and navigation controls. From left to right:



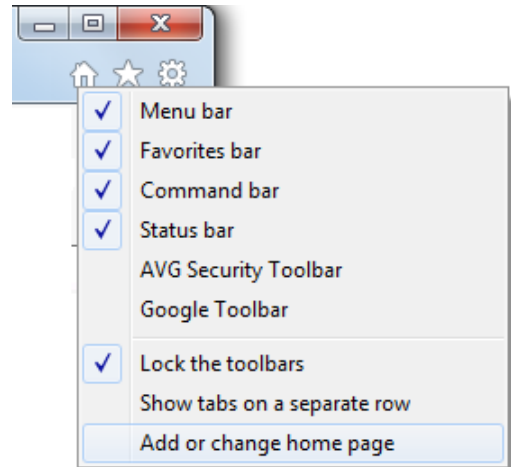
- A** **Back:** Go back to a previously viewed web page.  
**Forward:** Go forward to a previously viewed web page.
- B** **Address bar:** Enter a website address or a search term here to find what you're looking for. It is also called as **Uniform Resource Locator (URL)**.
- C**
1. **Search engine selector:** Click the adjacent down-arrow to choose preferred search engine (google, bing, yahoo)
  2. The **AutoComplete** feature in Internet Explorer lets you more quickly fill out web forms and go to websites you have visited in the past.
  3. **Security report:** clicking this icon displays a report describing the certificate used to encrypt the connection and the certifying authority that issued the certificate. The security report also provides links to more detailed information.
  4. **Refresh:** Reloads web page, so you know you're looking at the most current version.
- D** **Tab:** Shows the title of the website in the open window.
- E** Click on that icon a **new tab** will appear. You can go to any address you like in this new tab.
- F**
1. **Home:** Reverts to web browser's home page, the one you see when you first start Internet Explorer.
  2. **Favorites:** Displays websites saved as favorites. When you click on **Add to Favorites**. The current web page will now be added to your Favorites list. Whenever you click on Favorites again, you will see it.
  3. **Tools:** Access zoom, print, internet options and other functions.
- G** **Menu bar:** can be turned on or off in Windows Internet Explorer. That is representing various features and functions.
- H** **Favorites bar:** that enables one-click access to your favorite web sites.
- I** **Command bar:** offers easy access to almost any setting or feature in Internet Explorer. You can customize the Command bar buttons to suit your preferences.
- J** **Status bar:** it displays messages such as a webpage's download progress.



## 7. Changing Your Home Page

**Home page** is the page that the browser opens to whenever you start it up. To change your Home page.

1. First you go to the web page that you'd like to set as your home.
2. Now right-click on the Home button. A drop-down menu will appear.
3. Move your mouse to **Add or Change Home Page** and left-click.
  - a. Select **Use this Web Page as Your Only Home Page**.
  - b. You can have several pages as your home page; with each page open in its own tab. Select **Add this Webpage to your Home Page Tabs**.



## 8. Search Engine

A **search engine** is a website that you can use to look up web pages.

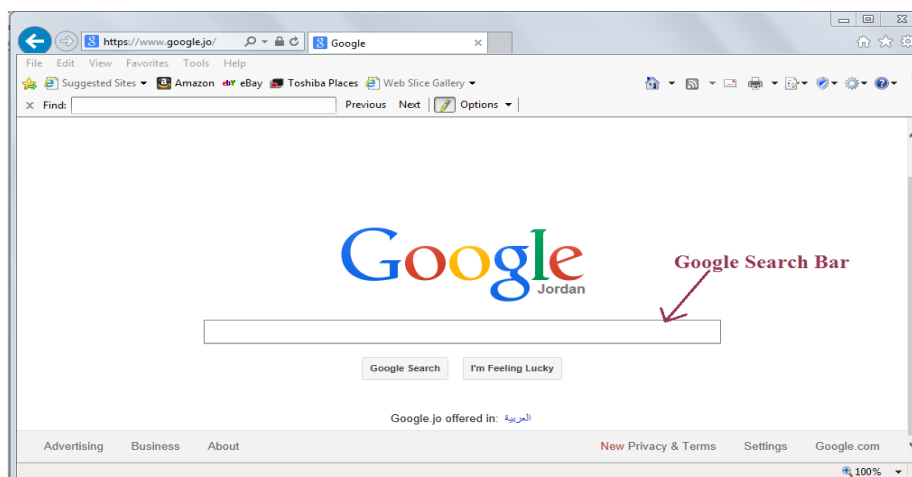
There are many different types of search engines made by different companies, the most popular ones are:

- **www.bing.com** Bing is Microsoft's alternative to Google.
- **www.google.com** The home page of Google, the world's largest search provider.
- **www.yahoo.com**

But the most popular is **Google**. To search the internet with Google, type **www.google.com** into the Address bar of your web browser.



The Google main page will appear. In the middle of the page is the **Google Search bar**.



**How to read search results**

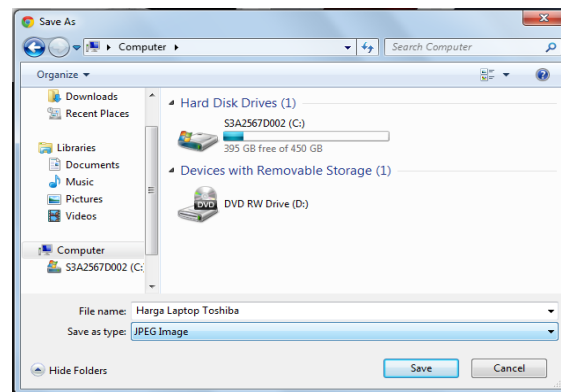
Google's goal is to provide you with results that are clear and easy to read. The diagram below points out four features that are important to understanding the search results page.



1. **The title:** The first line of any search result is the title of the webpage.
2. **The snippet:** A description of or an excerpt from the webpage.
3. **The URL:** The webpage's address.
4. **Cached link:** A link to an earlier version of this page. Click here if the page you wanted isn't available.

**9. Saving or Copying images**

1. Select the image → right click and then choose either:  
**Copy** then paste it in the desired place.  
 or  
**Save Picture as** then save it in the desired location so you can find it later.



**10. Saving a web page**

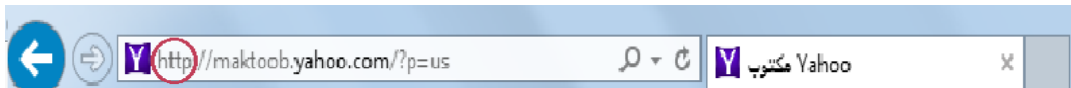
Choose **File > Save As** menu item. In the dialog box that opens, you have several file types option. Select your option for saving the page as a different file-type.



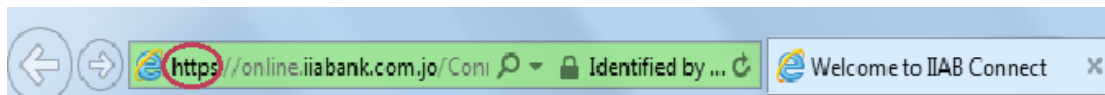
## 11. Secure and Unsecure Web Sites

Security is an important issue on the Internet, particularly when banking and shopping. Your confidential information such as passwords, financial information, or credit card can be accessed by other people if you don't make sure your transmission is secure.

Normal **http** web pages (pages where the address begins with **http://**) are **not secure**. These sites are fine for general use, but should not be used to transmit personal or financial information.



However, **https** web pages (pages where the address begins with **https://**) are secure. **Https** web pages transmit information in secure language, and no one can interfere with these sites. They are safe to use to transmit personal or financial information (as long as the company or institution is reputable).



When visiting a site that requires a login, it is always a good idea to log off before you leave the computer, especially if the computer you are using is in a public place, although most secure sites will log you automatically after a certain period of inactivity.

## 12. Disadvantages of using the Internet

You should be cautious about the following when using the Internet.

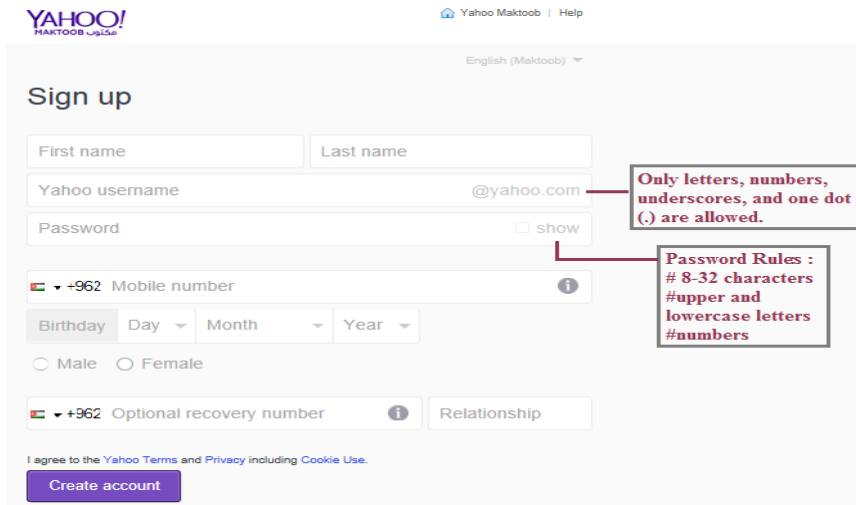
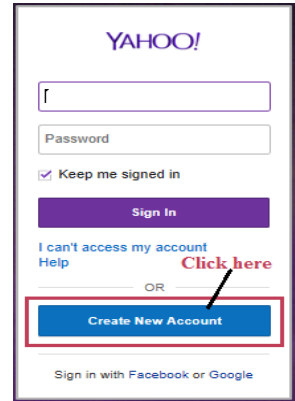
- **Personal Information:** If you use the Internet, other people can access your personal information such as your name, address, etc. If you use a credit card to shop online, then your credit card information may be stolen.
- **Offensive material:** There are thousands of sites on the Internet that can be easily found and this need to be considered when letting children use the Internet.
- **Spamming:** You may receive spam when using e-mail. Spam is unsolicited E-mail in bulk, which serve no purpose and unnecessarily slow down the entire Internet.
- **Viruses and spyware:** Viruses and spyware can spread rapidly over the Internet. Make sure that you have anti-virus and anti-spyware software installed on your computer and keep it up-to-date.
- **Hackers:** Hackers are people who access a computer system without permission. They can link up their own computer to networks, and open private files. By reading or changing the information in these files, they may be able to misuse your personal information..



### 13. Sign up using Yahoo Mail

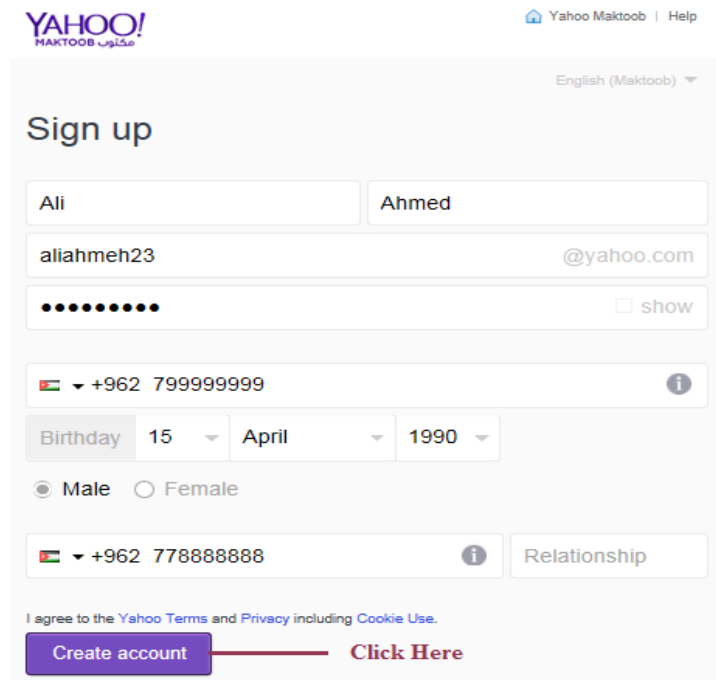
To create an email account in Yahoo mail:

1. Go to this link, [mail.yahoo.com](http://mail.yahoo.com). Or go to Yahoo website ([www.yahoo.com](http://www.yahoo.com)). Then click on **Mail icon**, Fill in the required fields and read on the terms and agreements. After accepting all the terms and agreements you will automatically be able to open your Yahoo account.
2. Click on Create New Account button to start.
3. The Sign up window will appear. Fill in the required fields and read on the terms and agreements.



4. After entering your information click on **Create account** button.

5. After accepting all the terms and agreements you will automatically be able to open your Yahoo account.



## Appendix

### Social media networks

#### 1) Facebook

https://www.facebook.com

**facebook**

Email or Phone  Password  [Log In](#)

Keep me logged in [Forgot your password?](#)

**Facebook helps you connect and share with the people in your life.**



**Sign Up**  
It's free and always will be.

First Name  Last Name

Your Email

Re-enter Email

New Password

**Birthday**

Month  Day  Year  Why do I need to provide my birthday?

Female  Male

By clicking Sign Up, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.

[Sign Up](#)

#### 2) Twitter

Twitter, Inc. [US] https://twitter.com/signup

Have an account? [Sign in](#)

**Join Twitter today.**

**Full name**  
 Enter your first and last name.

**Email address**  
 What's your email address?

**Create a password**  
 6 characters or more! Be tricky.

**Choose your username**  
 Don't worry, you can change it later.

Keep me signed-in on this computer.

Tailor Twitter based on my recent website visits. [Learn more.](#)

By clicking the button, you agree to the terms below.

These Terms of Service ("Terms") govern your access to and use of the services, including our various websites, SMS, APIs, email notifications.

Printable versions: [Terms of Service](#) · [Privacy Policy](#) · [Cookie Use](#)

[Create my account](#)

