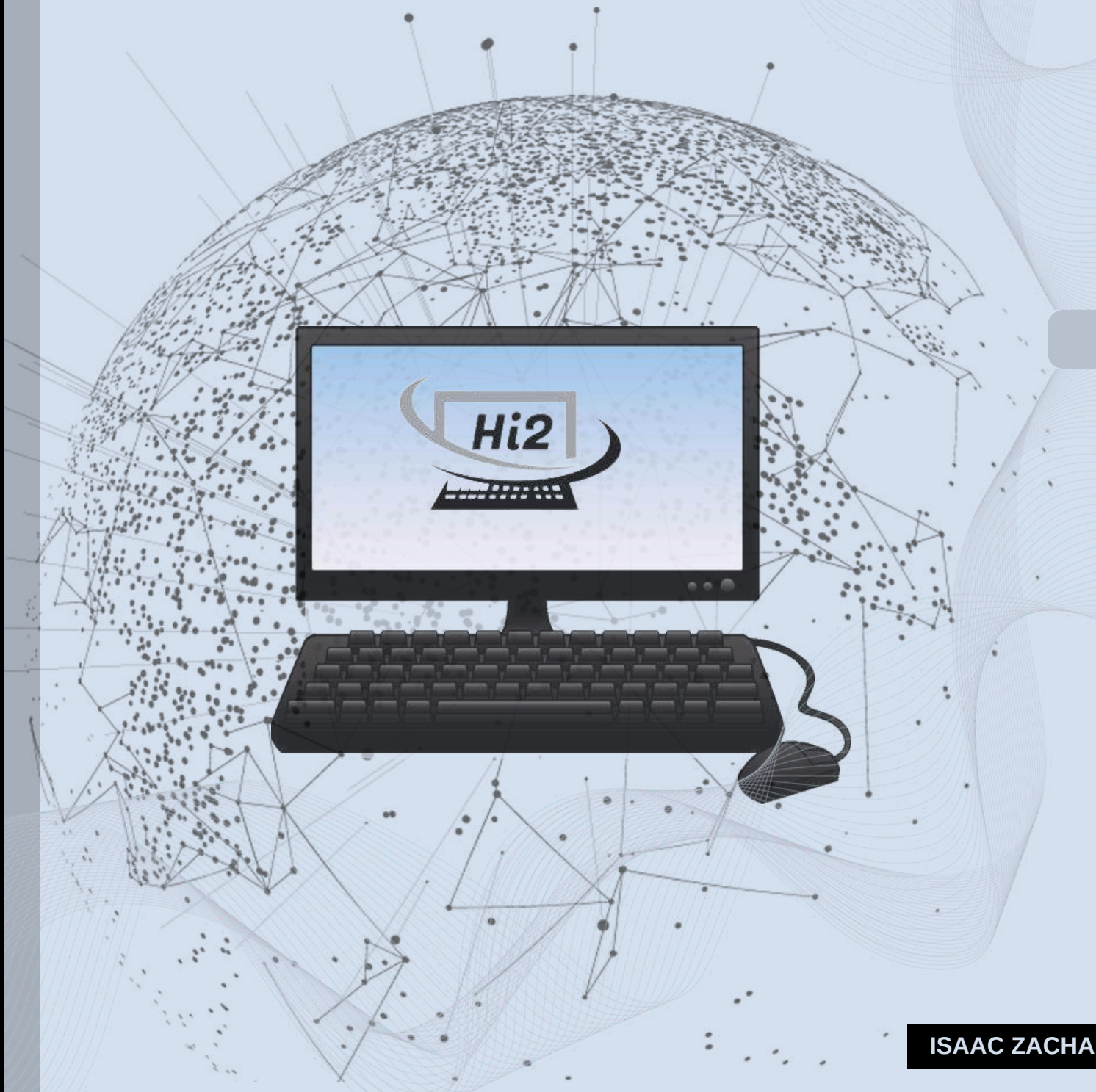
COMPUTER PACKAGES

PRACTICAL TUTORIAL BOOKLET



ISAAC ZACHARY

DECLARATION

I, hereby declare that this booklet on introduction to computer packages is my own work and that all sources have been properly cited and referenced. I take full responsibility for the content of this booklet and confirm that it has not been submitted for assessment in any other course or program.

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I am deeply grateful to the entire team at humble crib investment's computing in information technology department for their support and encouragement throughout the compiling of this booklet on introduction to computer packages. their expertise and guidance have been invaluable in helping me to effectively communicate the material on introduction to computers, the Microsoft office suite, internet mailing, and networking.

This booklet is dedicated all learners and professionals in the Information Technology t with heartfelt gratitude and appreciation. All the best in your Computer packages endeavour



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ACKNOWLEDGEMENT

I would like to begin by thanking the almighty God for His guidance and blessings throughout this process. I am grateful to my colleagues for their support and assistance during the writing of this booklet on introduction to computer packages. Their insights and expertise were invaluable in helping me to effectively communicate the material.

I would like to especially thank Vincent Okeri, Gladys Benard, Brigit Nyatichi, and Boniface Ogoro for their mentorship and guidance. Their support and dedication have been instrumental in my growth as a learner and instructor.

As the instructor, I would like to express my appreciation to my students for their dedication and hard work. It has been a pleasure to watch them learn and grow through this material. Finally, I would like to thank my family and friends for their unwavering support and encouragement.

Thank you all for your help and support. It is through the efforts of everyone involved that this booklet has come to fruition.

Sincerely,



Isaac Zachary

COURSE

OUTLINE

1. Introduction to computers:

- Definition of a computer
- Types of computers (e.g. desktop, laptop, tablet, smartphone)
- Components of a computer (e.g. processor, motherboard, memory, hard drive, monitor, keyboard, mouse)
- Software vs Hardware

Introduction to Computers Quiz I

2. Anatomy of a computer:

- Input devices (e.g. keyboard, mouse, scanner, microphone)
- Output devices (e.g. monitor, printer, speakers)
- Storage devices (e.g. hard drive, SSD, USB drive)
- Communication devices (e.g. modem, network card)

Introduction to Computers Quiz II

3. Introduction to Operating Systems (MS Windows):

- Desktop elements, anatomy of a window (Title bar, Menu bar, Toolbar, Status bar & Scroll bar Minimize, maximize, and close buttons)
- Starting and shutting down (booting process)
- Windows Explorer (working with files and folders)
- Setting date and time

Practice Exercise

4. Word processing in Microsoft Word:

- Creating a new document
- Saving and opening a document
- Formatting text (e.g. font, size, color, alignment)
- Adding images and shapes
- Using tables and columns

Word Processing Quiz in Microsoft Word:

- Create a resume or cover letter
- Create a business letter
- Create a flyer or brochure
- Create a sample invoice

5. Introduction to spreadsheets in Microsoft Excel:

- Creating a new spreadsheet
- Entering and formatting data
- Using formulas and functions (e.g. SUM, AVERAGE, MAX, MIN)
- Creating charts and graphs

Spreadsheets Quiz in Microsoft Excel

- Create a budget spreadsheet
- Create a sales report
- Create a gradebook

6. Slides presentation in Microsoft PowerPoint:

- Creating a new presentation
- Adding slides and formatting text
- Adding images, shapes, and charts
- Transitions and animations

Slides Presentation Quiz in Microsoft PowerPoint

- Create a presentation on a topic of your choice
- Create a presentation for a business proposal
- Create a stunning presentation with graphics

7. Introduction to databases in Microsoft Access:

- Creating a new database
- Creating multiple tables
- Importing tables from excel
- Creating queries, forms and reports

e. Databases Quiz in Microsoft Access

- Create a database of customer information (e.g. name, address, phone number, email) and use formulas and functions to calculate the total number of customers, the average age of customers, etc.
- Create a database to track books, including title, author, genre, and whether or not the book has been read. Use queries to find books by a particular author or in a specific genre.

8. Desktop publishing in Microsoft Publisher:

- Creating a new publication
- Adding text, images, and shapes
- Formatting text and objects

Desktop Publishing Quiz in Microsoft Publisher

- Create a newsletter or brochure
- Create a business card for your company
- Create a sample certificate of accomplishment

9. Internet, mailing, and networking basics:

- Definition of the internet and how it works
- Different types of email accounts (e.g. Gmail, Outlook, Yahoo)
- Sending and receiving emails
- Attaching files to emails
- Basic networking concepts (e.g. LAN, WAN, Wi-Fi)

Internet terminology, Email etiquette & Networking basics quiz

10. Re-cap, Summary and Final Examination

INTRODUCTION TO COMPUTERS

Definition of a computer: A **computer** is an electronic device that processes data and performs various tasks, such as storing and retrieving information, performing calculations, and communicating with other devices.

It performs the following three operations in sequence:

i. It receives data & instructions from the input device.
ii. Processes the data as per instructions.
iii. Provides the result (output) in a desired form

Data: It is the collection of raw facts, figures & symbols.
Example: Names of students and their marks in different subjects listed in random order.

Information: This is the data that is processed & presented in an organized manner.
Example: When the names of students are arranged in alphabetical order, total and average marks are calculated & presented in a tabular form, it is information.

Program: Set of instructions that enables a computer to perform a given task.
Example: A word processing software, a gaming program, editing program etc.

Peripherals: The input, output and secondary storage units like floppy drives, keyboard, mouse, etc.

Brief History of computers

The history of computers dates back to ancient times with the abacus, an early mechanical device used for calculations. The journey towards modern computers began in the 19th century with Charles Babbage's design of the Analytical Engine, which is considered the first concept of a general-purpose computer. In the early 20th century, Alan Turing's theoretical work laid the foundation for computational theory.

The first electronic computers emerged during World War II, such as the Colossus and ENIAC, which were used for code-breaking and calculations. The 1950s and 1960s saw the advent of transistors and integrated circuits, leading to more powerful and smaller machines. The invention of the microprocessor in the 1970s revolutionized computing, making personal computers feasible.

The 1980s and 1990s witnessed the proliferation of personal computers and the rise of the internet, transforming how people work, communicate, and access information. Today, computers are integral to nearly every aspect of daily life, from smartphones to advanced AI systems.

CLASSIFICATION OF COMPUTERS

There are several ways to classify computers, based on different criteria such as size, capacity, function, and so on. Here are a few examples:

1. Based on size:

- *Mainframe computers*: These are large, expensive computers that are used by organisations for critical applications, such as bulk data processing and enterprise resource planning.
- *Minicomputers*: These are smaller than mainframes and are often used by small and medium-sized businesses for various applications.
- *Microcomputers*: These are small computers that are designed for personal or home use. They include desktop computers, laptops, and tablets.

2. Based on capacity:

- *Supercomputers*: These are the most powerful computers, capable of performing billions of calculations per second. They are used for scientific and engineering simulations, weather forecasting, and other complex tasks.
- *High-performance computers*: These are powerful computers that are used for tasks that require a lot of computing power, such as rendering 3D graphics, analysing large datasets, and simulating complex systems.
- *Workstations*: These are powerful computers that are used for technical and scientific applications, such as computer-aided design, video editing, and scientific simulations.

3. Based on function:

- *Servers*: These are computers that are used to host websites, store and manage data, and provide services to other computers over a network.
- *Embedded systems*: These are small computers that are built into devices such as smartphones, cars, and appliances, and are used to control and monitor their functions.
- *Gaming computers*: These are high-performance computers that are optimized for playing video games, with fast processors and graphics cards.

4. Based on the type of computer architecture:

- *Single-user computers*: These are computers that are designed to be used by one person at a time, such as desktop computers and laptops.
- *Multi-user computers*: These are computers that can be used by multiple people at the same time, such as servers.
- *Distributed computers*: These are computers that are connected to a network and work together to perform a task, such as the computers in a cluster

5. They can also be classified as analog, digital and hybrid as follows:

- Analog computers: They operate by —measuring instead of counting. They are powerful tools for solving differential equations.
- Digital Computers: These computers operate by of counting. All quantities are expressed as discrete digits or numbers. These are useful for evaluating arithmetic expressions and manipulations of data.
- Hybrid Computers: Computers which combine the features of analog and digital computers

A majority of the computers that are in use are digital. These computers were essentially developed for computations. Later, the developments in the computers led to the use of digital computers in variety of applications.

Depending on the use of applications, the digital computers are classified into

- Special Purpose Computers: These are developed with a specific purpose. Some of the areas where these computers are being used are – soil testing, drip irrigation, medical scanning, traffic signals, spacecraft, rocket technology etc.,
- General Purpose Computers: These are developed to meet the requirements of several areas such as simulation, solving mathematical equations, payroll and personnel database

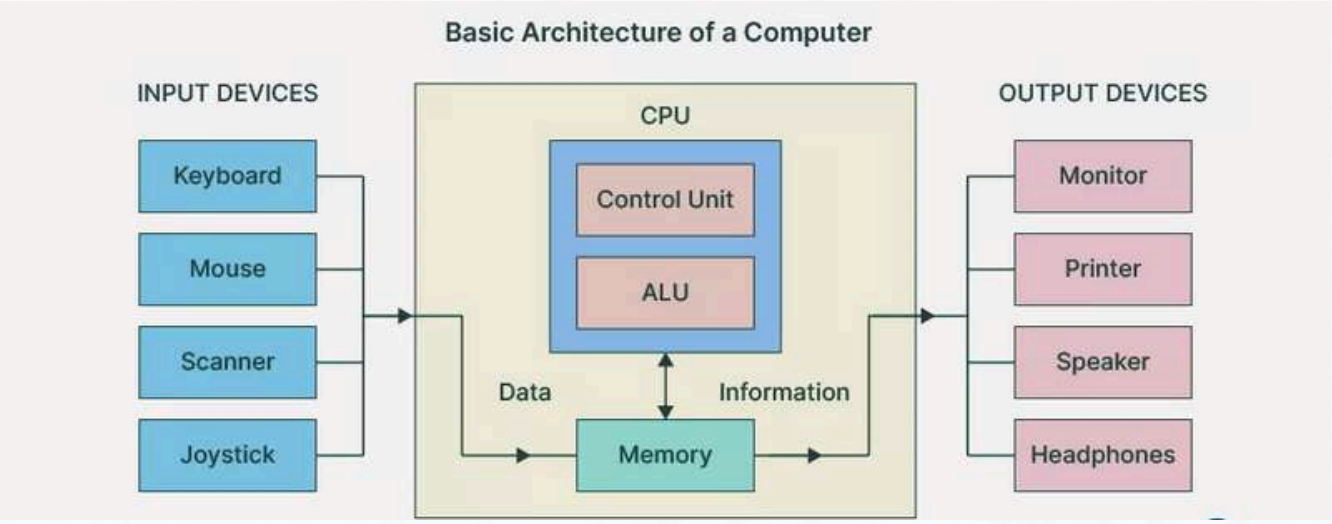
Generation of Computers

The history of computer generations highlights the evolution of technology and its impacts. The first generation (1940s-1950s) used vacuum tubes, which made computers large, expensive, and power-hungry but marked the beginning of electronic computing.
The second generation (1950s-1960s) introduced transistors, reducing size, cost, and power consumption, making computers more reliable.
The third generation (1960s-1970s) saw the advent of integrated circuits, further miniaturizing components and increasing speed and efficiency, which led to the widespread use of computers in business and science.
The fourth generation (1970s-present) brought microprocessors, allowing the creation of personal computers and revolutionizing the industry with affordable, accessible computing power.
Finally, the fifth generation (present and beyond) focuses on artificial intelligence and quantum computing, aiming to create machines that can process information in ways similar to the human brain, though still facing challenges such as complexity and high development costs.

Each generation improved computational power and accessibility but often introduced new complexities and demerits, such as increased electronic waste and the need for advanced technical expertise.

ANATOMY OF A COMPUTER

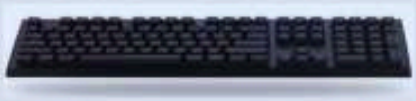
The Computer system entails of input devices, a processor, memory and output devices as shown below:



Detailed Explanation of the computer system

Input Devices:	These are devices that allow the user to input data into the computer, such as a keyboard, mouse, or touchpad
Processor (CPU)	This is the central processing unit of the computer, which is responsible for executing instructions and performing calculations. It consists of storage or memory unit, Arithmetic Logic Unit (ALU) and control unit.
Memory (RAM, ROM):	This is where the computer stores data and instructions while they are being used. RAM stands for random access memory and is used for temporary storage, while ROM stands for read-only memory and is used for permanent storage.
Arithmetic Logic unit (ALU):	Performs arithmetic and logical functions
Control Unit (CU):	Interprets program instructions and controls the input and output devices
Output Devices:	These are devices that allow the computer to present data and information to a user, such as a monitor or printer.

Examples of input devices include:

Keyboard 	Allows the user to type text and commands into the computer.
Mouse 	Allows the user to control a cursor on the screen and select items.
Touchpad 	Allows the user to control a cursor on the screen and select items by touching the surface of the pad.
Scanner 	Reads text or illustrations printed on paper and translates intodigital form.
Microphone 	Allows the user to input audio into the computer

Examples of Output devices include:

Monitor 	Displays the output of the computer, such as text, images, and video.
Printer 	Presents a hard copy of the output of the computer, such as a document or image.
Speaker 	Outputs audio from the computer.
Projector 	Displays the output of the computer onto a large screen or wall.

Computer Memory

Memory is an essential component of a computer, as it is used to store data and instructions while they are being used. There are two main types of memory in a computer:

a. Random access memory (RAM): This is a type of volatile memory that is used for temporary storage of data and instructions. When the computer is turned off, the data in RAM is lost.
RAM is used to store data that the processor needs to access quickly, such as the operating system and running programs. The amount of RAM in a computer determines how much data it can store and process at the same time.
For example, if a computer has 4GB of RAM, it can store and process up to 4GB of data at a time. If a user tries to run a program that requires more RAM than the computer has available, the computer may slow down or crash.

b. Read-only memory (ROM): This is a type of non-volatile memory that is used for permanent storage of data and instructions. The data in ROM is not lost when the computer is turned off, and it is used to store the BIOS (basic input/output system) and other important information that the computer needs to boot up and run.
Examples of ROM include BIOS chips, CD-ROMs, and USB drives.

In addition to RAM and ROM, computers may also have other types of memory, such as cache memory and virtual memory. **Cache memory** is a small amount of high-speed memory that is used to store frequently accessed data and instructions, while **virtual memory** is a type of memory that is created by using a portion of the hard drive as additional memory when the RAM is full.
Units of memory

The computer stores a character in the storage cells with binary (0, 1) mechanism. Thus the basic unit of memory is a bit (binary digit – 0, 1). To store a character, a computer requires 8 bits or 1 byte. This is called the — word lengthll of the storage unit. Hence the storage capacity of the computer is measured in the number of words it can store and is expressed in terms of bytes. The different units of measurement are:

8 Bits	1 Byte
2^10 or 1024 Bytes	1 Kilo Byte (KB)
2^10 or 1024 KB	1 Mega Byte (MB)
2^10 or 1024 MB	1 Giga Byte (GB)

Storage Mechanism of Computers

There are several storage mechanisms used in computers to store data and instructions:

1. Hard drive: This is a mechanical storage device that is used to store large amounts of data permanently. A hard drive consists of spinning disks (called platters) that are coated with a magnetic material, and a read/write head that moves over the surface of the platters to read and write data. Hard drives are typically used to store the operating system, applications, and user data.

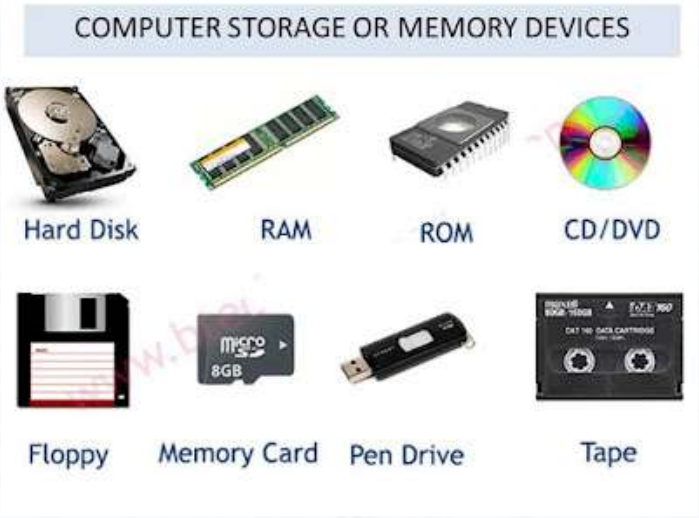
2. Solid-state drive (SSD): This is a type of storage device that uses flash memory to store data. SSDs are faster and more reliable than hard drives, but they are also more expensive and have a limited lifespan (the number of times data can be written to and erased the drive). SSDs are often used as a replacement for hard drives in laptops and other devices where size and weight are important.

3. USB drive: This is a small, portable storage device that uses flash memory and can be plugged into a computer's USB port. USB drives are commonly used to transfer data between computers and to store backups of important data.

4. CD-ROM: This is a storage device that uses a compact disc to store data. CD-ROMs are read-only, meaning that data can be read from the disc but not written to it. CD-ROMs are commonly used to distribute software and other data.

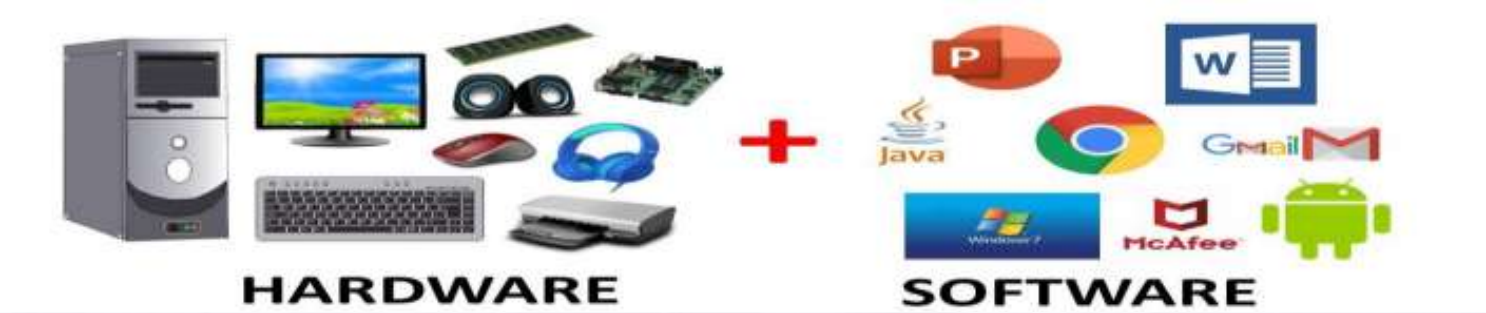
5. DVD: This is a storage device that uses a digital versatile disc to store data. DVDs are similar to CD-ROMs but can store more data and can be written to (but not erased). DVDs are commonly used to store video and other data.

6. Cloud storage: This is a type of storage that is provided by a third party and accessed over the internet. Users can store data in the cloud and access it from any device with an internet connection. Cloud storage is convenient because it allows users to access their data from anywhere, but it also raises concerns about data privacy and security.





COMPONENTS OF A COMPUTER



HARDWARE

Hardware refers to the physical components of a computer system that we can touch, such as the motherboard, processor, memory, hard drive, and graphics card.

a) Motherboard: The motherboard is the main circuit board in a computer and provides connectors for other hardware components. It houses the CPU, RAM, and other components.

b) Processor (CPU): The processor, or central processing unit (CPU), is the "brain" of the computer and performs most of the processing tasks. It is typically made up of multiple cores and is measured in terms of its clock speed (in GHz).

c) Memory (RAM): Memory, or random access memory (RAM), is used by the computer to store data that is being actively used or processed. It is typically measured in GB (gigabytes).

d) Hard drive: The hard drive is where the computer stores its operating system, applications, and files. It is typically measured in GB or TB (terabytes).

e) Graphics card: The graphics card is responsible for rendering and displaying images on the computer's monitor. It is typically measured in terms of its memory (in GB) and processing power

SOFTWARE

Software refers to the programs and operating system that run on a computer. Examples of software include the operating system (e.g. Windows, macOS, Linux), applications (e.g. word processors, web browsers, games), and drivers (e.g. for printers, sound cards, graphics cards).

1. Operating system: The operating system is the software that manages the hardware and software resources of a computer. It provides a platform for other applications to run on and includes features such as a user interface, file management, and networking capabilities.

2. Applications: Applications are programs that perform specific tasks, such as word processing, spreadsheet creation, database management or web browsing.

3. Drivers: Drivers are software programs that allow the operating system to communicate with hardware devices, such as printers and sound cards.

INTRODUCTION TO OPERATING SYSTEMS

An **operating system** (OS) is a software program that manages the hardware and software resources of a computer. It is the foundation on which all other programs run. The operating system is responsible for managing the hardware and software resources of a computer, such as the central processing unit (CPU), memory, and storage, and it also provides a platform for running applications. Without an operating system, a device would be unable to run any other programs or perform any useful tasks.

There are several types of operating systems, including:

1. Desktop operating systems: These are designed for use on personal computers, such as desktops and laptops. Examples include Microsoft Windows, macOS, and Linux.

2. Mobile operating systems: These are designed for use on mobile devices, such as smartphones and tablets. Examples include Android, iOS, and Windows Phone.

3. Embedded operating systems: These are designed for use in specialized devices, such as industrial controllers, security systems, and automotive systems. Examples include VxWorks, QNX, and Linux.

4. Server operating systems: These are designed for use on servers, which are powerful computers that are used to store and manage data and resources for other devices on a network. Examples include Windows Server, Linux, and Unix.

[An Excess of Operating Systems. by Jean-Louis Gassée | by Jean-Louis Gassée | Monday Note]



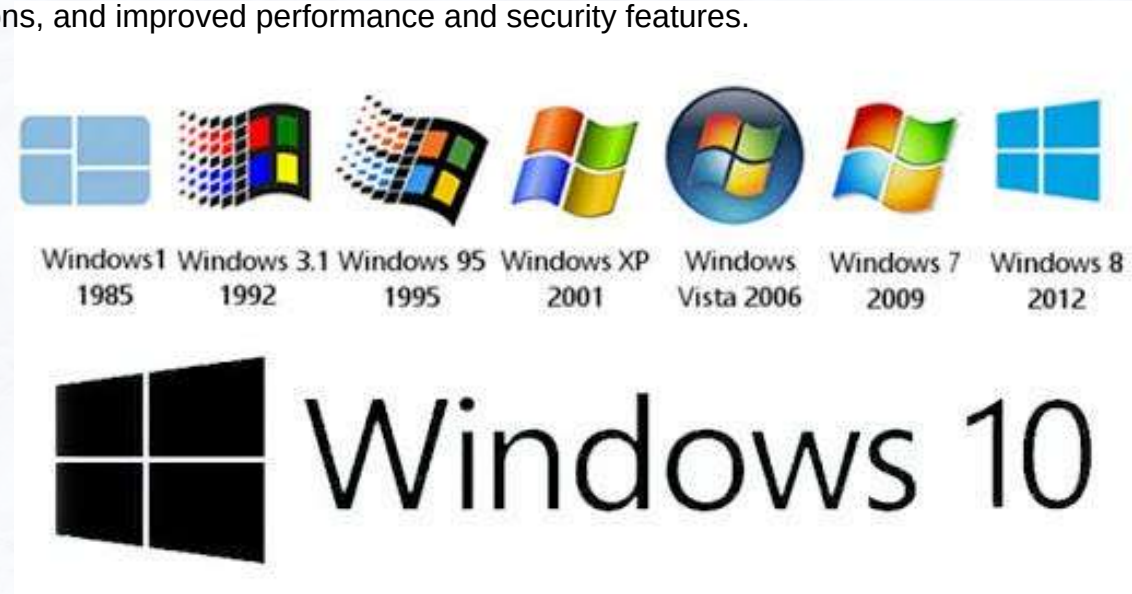
WINDOWS OS

Windows is a popular operating system (OS) developed and distributed by Microsoft. It is commonly used on personal computers, including desktops, laptops, and tablets.

Windows provides a user-friendly graphical user interface (GUI) that makes it easy for users to interact with the hardware and software resources of their computer. The GUI includes features such as the Start menu, taskbar, and desktop, which allow users to access their apps, settings, and files. Windows also includes a range of built-in applications and tools, such as a web browser (Microsoft Edge), email client (Mail), media player (Media Player), and file manager (File Explorer). Users can also install additional applications from the Microsoft Store or from other sources.

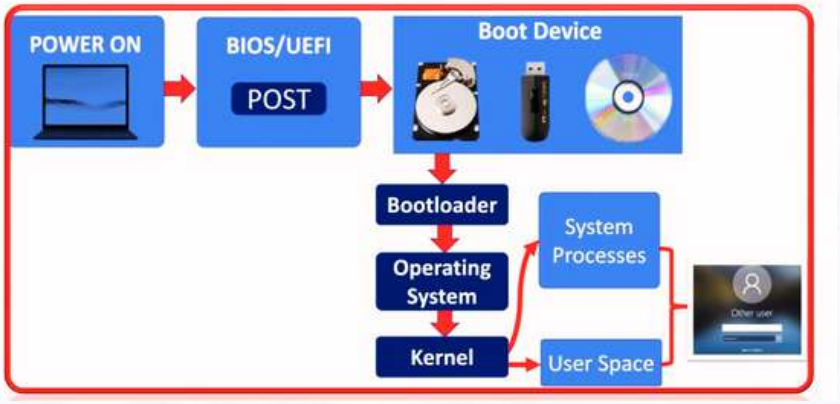
Windows provides support for connecting to the internet via Wi-Fi or a wired Ethernet connection, and it includes various security features to protect against viruses, malware, and other threats. These features include Windows Defender Antivirus, Windows Firewall, and regular security updates. Windows has undergone several major updates over the years.

The latest version is Windows 11, released in 2021, which includes various improvements and new features over previous versions. These improvements include a redesigned Start menu with a centered layout, enhanced window management with Snap Layouts and Snap Groups, and support for running Android apps. Windows 11 also introduces a more modern design with rounded corners, new icons, and improved performance and security features.



Booting a Computer:

The booting process is the sequence of steps that a computer goes through when it is turned on or restarted. The process involves loading the operating system and preparing the computer for use.



Boot Process of a computer | What is boot process in computer | Boot process

Here is a general outline of the booting process for a computer running Windows:

1. Power on: When you turn on the power to a computer, the BIOS (Basic Input/Output System) begins to run. The BIOS is a small program stored in a chip on the motherboard that is responsible for starting the computer and performing basic system checks.

2. POST (Power-On Self Test): The BIOS performs a Power-On Self Test (POST) to check that the computer's hardware is functioning properly. This includes checking the RAM, CPU, and other system components.

3. Boot loader: If the POST is successful, the BIOS looks for the boot loader, which is a small program that loads the operating system. The boot loader is typically stored on the computer's hard drive or on a removable storage device, such as a USB drive or CD/DVD.

4. Operating system: Once the boot loader has been found, it loads the operating system and passes control to it. The operating system then starts to load and initialize its various components, such as drivers and services.

5. Login: Once the operating system has finished loading, the login screen is displayed. The user is prompted to enter their username and password to log into the system.

6. Desktop: After the user has logged in, the desktop is displayed and the computer is ready for use.

The exact steps and details of the booting process may vary depending on the specific version of Windows and the hardware configuration of the computer.

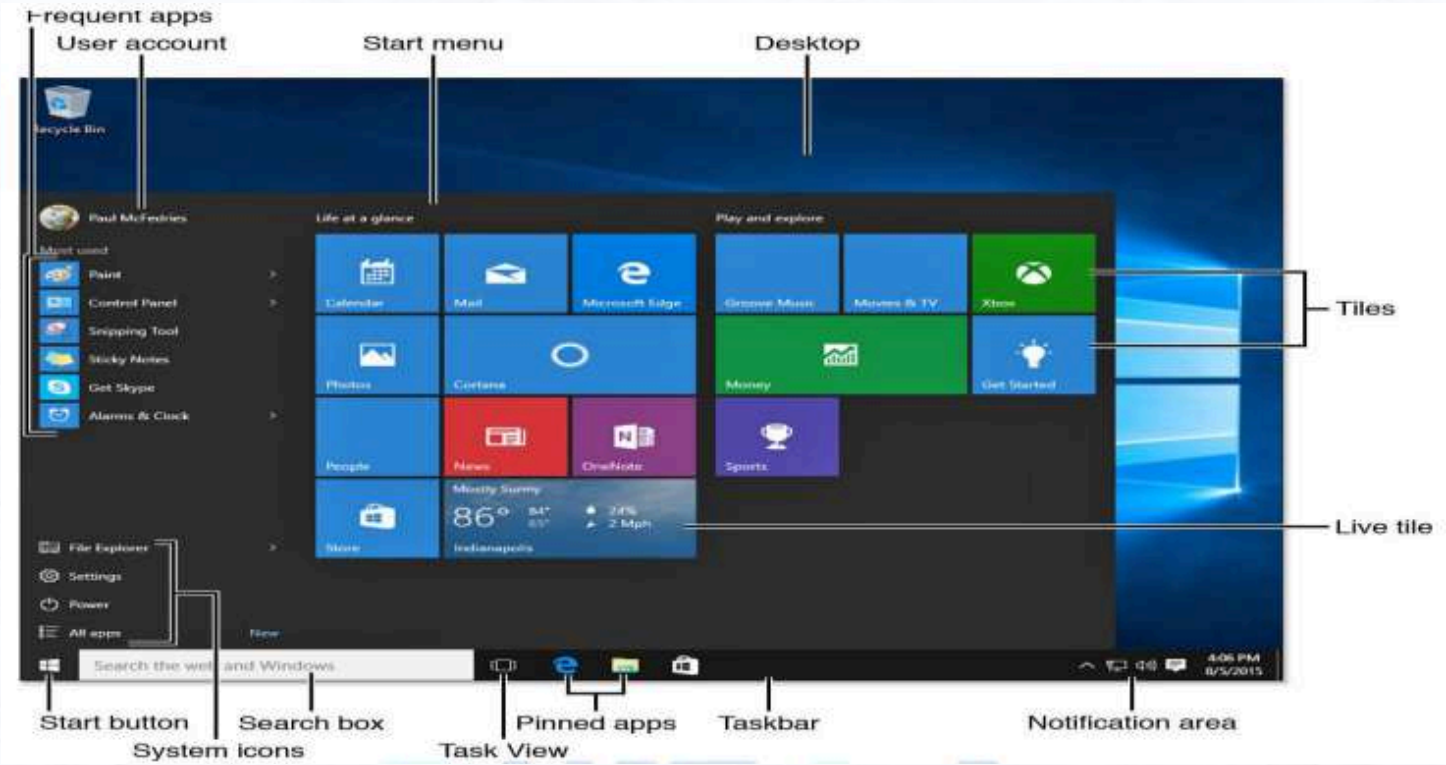
Booting is essential whenever the system is locked or switched-off. A PC can be booted through two ways:

a. Cold Booting: It is only switching OFF the system and after some time again switching ON.

b. Warm Booting: It is carried out by pressing the following three keys simultaneously: Ctrl + Alt + Del. It is preferable to cold booting as it safeguards the system from sudden power fluctuations resulting out of switching ON and OFF the system

ANATOMY OF A WINDOW

The screen of a computer running Windows is made up of several parts, including:



1. Desktop: The desktop is the main screen that is displayed when you log in to the computer. It serves as a workspace and can be used to store and organize files, folders, and shortcuts to applications.

2. Taskbar: The taskbar is a horizontal bar that is located at the bottom of the screen. It displays the Start menu, the time and date, and icons for the apps and programs that are currently running. You can use the taskbar to quickly access your favorite apps, switch between open apps, and perform basic tasks.

3. Start menu: The Start menu is a menu that is displayed when you click on the Start button in the bottom-left corner of the screen. It provides access to your apps, settings, and files. You can use the Start menu to search for apps, files, and settings, and to customize the layout of the menu.

4. Notification area: The notification area is a small area on the right side of the taskbar that displays notifications and system icons. It is used to display alerts and notifications from apps and the system, and to access system settings and features.

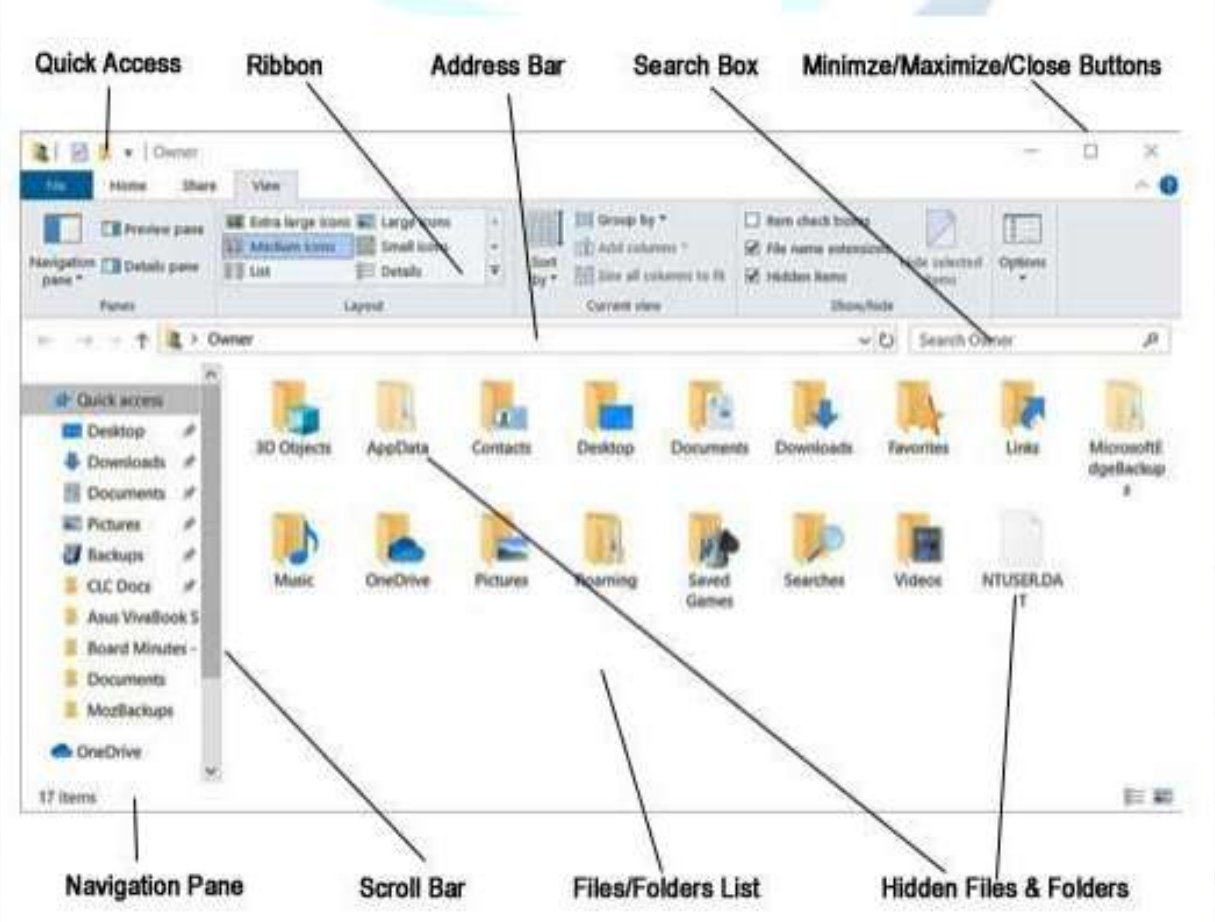
5. Taskbar icons: The taskbar icons are small icons that represent the apps and programs that are currently running. You can use these icons to switch between open apps, or to close an app by right-clicking on the icon and selecting "Close window."

6. Desktop icons: Desktop icons are small icons that represent files, folders, and shortcuts on the desktop. You can use these icons to open files, folders, and applications, or to access their properties

Icons: Icon is a small image that represents a file, folder or program.
The text below each icon is the name of the Icon. When we rest the mouse pointer on an icon,a rectangular box appears. This is referred to as Tooltip. It gives a brief description of the Icon.
By default, there will be 4-5 icons on the desktop.

They are:
1. My Computer: This is the icon which represents all the files & folders which can be used in the system. It is used to access the drives, folders & files on the computer. i.e Floppy drive(A), Local C, D, E, Printer, Control panel etc.
2. My Documents: This is the default storage location for the files created in the windows.
3. Internet Explorer: This is an application used to browse the internet.
4. Recycle bin: This is a folder that stores all the files & folders deleted from windows temporarily, which can be restored again if needed.
5. Network Neighbourhood: This is an application which display all the computers connected in network with our computer.

Parts of a Window
The different parts of a window are the Title bar, Menu bar, the Toolbar, and the min, max & close buttons. These tools are used to manage the window & the components within it.



Title bar – This is the title of the window, like your name at the top of a piece of paper. The Title bar is also the handle for the window. If you click and hold the mouse button down on the title bar, you can move it around the screen.

Minimize – To have a window take the minimum amount of desktop space possible, click the minimize button. This drops the window into the Task bar like a piece of paper going into a drawer. The Task bar will show the task whether or not the window is minimized.

Maximize – To have a window take the maximum desktop space, click the maximize button. This stretches the window out like an architect‘s floor plan being rolled out over the desk.

Restore – A maximized window will cover over all the other windows and icons on the desktop. The Restore button places the window back so that more than one window can display at a time.

Close (X) – When done with a window, you can have it taken completely off the desktop by closing it. Use the X button to do this.

Menu bar: The Menu bar displays a list of commands that can be used to perform various tasks. (this will be below the Title bar). Menu items are commands within the menu bar that allow choosing of functions & tasks.

Tool bar: contains a set of buttons for frequently used commands.

Scroll Bars: On the bottom and right edges of a window we find scroll bars. They are used to pan across the information in the window, when we have information which won‘t fit into the window.

Status Bar :The Status bar appears at the very bottom of the window and provides such information as the cursor position, current page number, the number of words in the document etc.

File Explorer 

Windows Explorer is a file manager in Windows operating systems that allows you to view, manage, and organize your files and folders. It is a built-in application that is included with all versions of Windows.

Windows Explorer is accessed by clicking on the "File Explorer" icon in the Start menu or on the taskbar. When you open Windows Explorer, you will see a tree-like structure that displays the folders and files on your computer. You can use Windows Explorer to browse your files and folders, create new folders, copy and move files, and delete files that you no longer need.

Windows Explorer also includes a search function that allows you to search for files and folders on your computer. You can use the search function to find specific files or folders by name, type, or other criteria.

In addition to managing your files and folders, Windows Explorer also allows you to view and modify the properties of your files and folders. You can use the properties window to view and change the name, size, type, and other attributes of a file or folder

Working with folders and files in file explorer

1. View and navigate your files and folders: When you open File Explorer, you will see a tree-like structure that displays the folders and files on your computer. You can use the folder tree to navigate to different locations on your computer and view the files and folders that are stored there. You can also use the address bar at the top of the window to navigate to a specific location.

2. Create new folders: To create a new folder, right-click on the location where you want to create the folder and select "New" and then "Folder." You can then type in a name for the folder and press Enter to create it.

3. Copy and move files: To copy or move a file, you can select the file and then use the "Copy" and "Paste" commands in the Edit menu or on the ribbon. You can also use the drag-and-drop method to move or copy a file by clicking on the file and dragging it to the desired location.

4. Delete files: To delete a file, you can select the file and then press the Delete key on your keyboard. Alternatively, you can right-click on the file and select "Delete" from the context menu. When you delete a file, it is moved to the Recycle Bin, where it can be restored if needed.

Note: To delete a file permanently without moving it to the Recycle bin, select the file & then press Shift+ Del

5. View and modify file properties: To view and modify the properties of a file, you can right click on the file and select "Properties" from the context menu. The Properties window will display various information about the file, such as its name, size, type, and location. You can use the Properties window to change the name or other attributes of the file.

Navigating Windows 10 with a Keyboard

Windows 10 offers a huge number of Windows Logo key–based shortcuts that not only enable you to navigate the Windows 10 interface quickly but also let you easily invoke many Windows 10 features and programs. The table below provides the complete list.

Press This	To Do This
Windows Logo	Toggle the Start menu
Windows Logo+A	Open the Notifications pane
Windows Logo+B	Activate the notification area's Show Hidden Icons arrow (press Enter to display the hidden icons)
Windows Logo+C	Open Cortana for voice commands
Windows Logo+D	Minimize all open windows to display the desktop
Windows Logo+E	Run File Explorer
Windows Logo+F	Display the Start menu and activate the Search box
Windows Logo+H	Display the Share pane
Windows Logo+I	Run the Settings app
Windows Logo+K	Display the Devices pane
Windows Logo+L	Lock your computer
Windows Logo+M	Minimize all windows
Windows Logo+O	Turn the tablet orientation lock on and off
Windows Logo+P	Display the Project pane to configure a second display
Windows Logo+Q	Open Cortana for voice commands
Windows Logo+R	Open the Run dialog box
Windows Logo+S	Open Cortana for keyboard commands
Windows Logo+T	Activate the taskbar icons (use the arrow keys to navigate the icons)
Windows Logo+U	Open the Ease of Access Center
Windows Logo+W	Activate the Search box
Windows Logo+X	Display a menu of Windows tools and utilities
Windows Logo+Z	Display an app's commands (although this works in only some Modern apps)
Windows Logo+=	Open Magnifier and zoom in
Windows Logo+-	Zoom out (if already zoomed in using Magnifier)
Windows Logo+,	Temporarily display the desktop
Windows Logo+Up	Restore a minimized app; maximize a restored app
Windows Logo+Down	Restore a maximized app; minimize a restored app
Windows Logo+PgUp	Move the current app to the left monitor
Windows Logo+PgDn	Move the current app to the right monitor
Windows Logo+PrtSc	Capture the current screen and save it to the Pictures folder
Windows Logo+Ctrl+D	Create a virtual desktop
Windows Logo+Ctrl+Right	Switch to the next virtual desktop
Windows Logo+Ctrl+Left	Switch to the previous virtual desktop
Windows Logo+Ctrl+F4	Close the current virtual desktop
Windows Logo+Tab	Open Task View, which displays thumbnails for each running app as well as the available virtual desktops

Introduction Quiz I & II

https://github.com/IsaacZachary/Computer-Packages/blob/main/1.%20Introduction%20Quiz%20I%20%26%20II.pdf



WORD PROCESSING

Word processing is the creation and editing of documents using a computer program specifically designed for the purpose, such as Microsoft Word. It allows users to create a variety of documents, including letters, resumes, and reports, using features like formatting, spell check, and the ability to insert images and other media.

There are several word processing programs available, including Microsoft Word, Google Docs, and LibreOffice Writer.

Microsoft Word menu interface

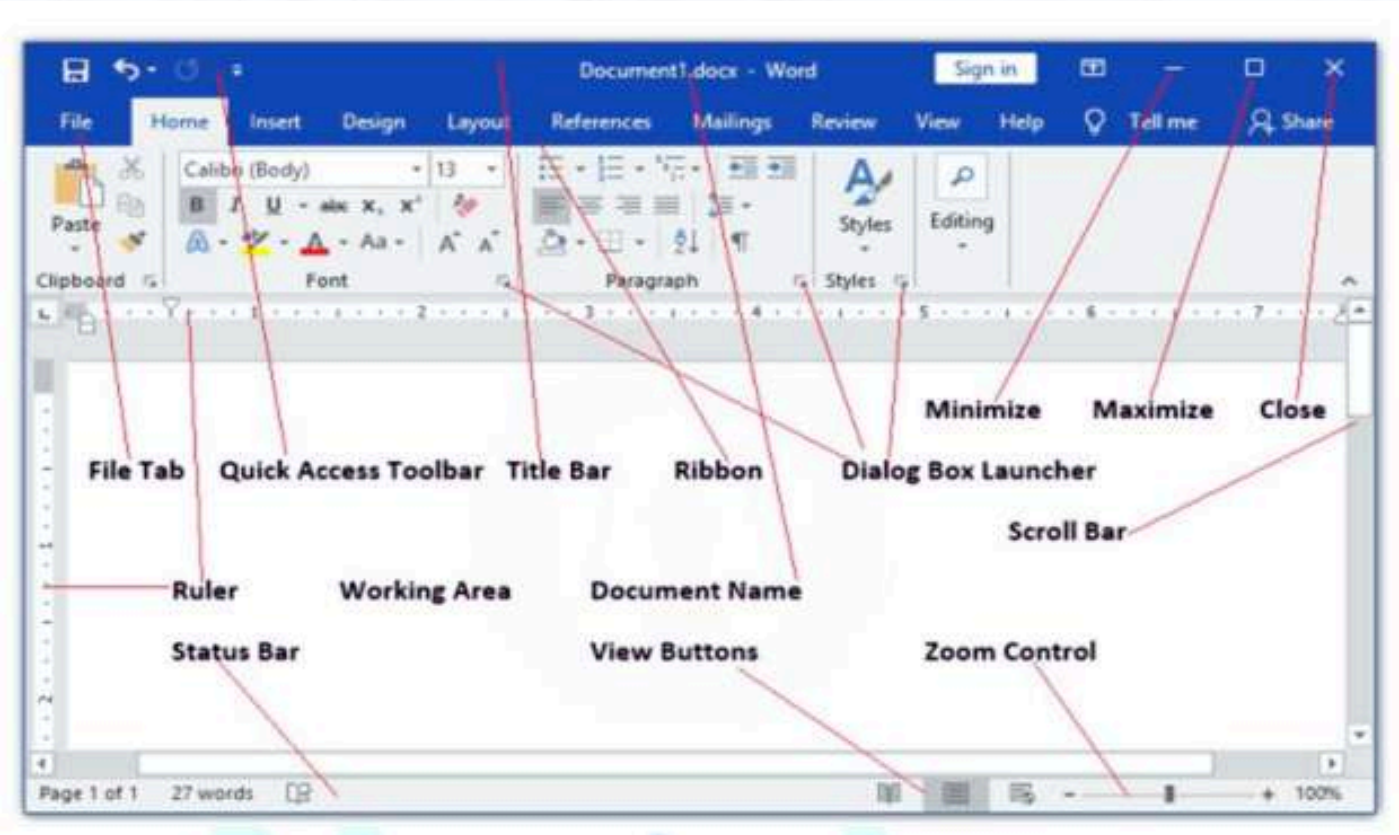


To get started with word processing using Microsoft Word, you will first need to open the program. On most computers, it can be found in the "Microsoft Office" or "Microsoft Word" folder in the Start menu.

- Once the program is open, you can create a new document by going to the "File" menu and selecting "New." Alternatively, you can use one of the templates provided by Microsoft Word to create a document with a specific layout and formatting.
- To enter text into your document, simply click your cursor where you want to start typing and begin typing. You can use the various formatting options, such as bold, italic, and underline, to change the appearance of your text. You can also use the font and paragraph options to change the appearance of your document.
- In addition to text, you can also insert other media into your document, such as images and tables. To insert an image, go to the "Insert" tab and select "Picture." You can then browse to and select the image you want to insert. To create a table, go to the "Insert" tab and select "Table." You can then specify the number of rows and columns you want in your table.
- Microsoft Word also includes a spelling and grammar checker to help ensure that your document is error-free. To run the spelling and grammar checker, go to the "Review" tab and click on the "Spelling & Grammar" button. The program will then highlight any errors it finds and offer suggestions for corrections.
- Once you are finished creating your document, you can save it by going to the "File" menu and selecting "Save" or "Save As." You can choose where you want to save your document and give it a name. You can also save your document in a variety of formats, including PDF and HTML.

Word processing using Microsoft Word is a powerful tool that allows users to create professional looking documents with ease. With its wide range of formatting and insertion options, it is a versatile program that can be used for a variety of purposes.

Microsoft Word User Interface



Function of commonly used buttons:

New: Creates a new blank document based on the default template
Open: Opens or finds an existing file
Save: Saves the active file with its current file name, location and file format
Print: Prints the active file - for more print options go to the File menu and select Print
Print preview : Shows how the document will look when you print it.
Spelling & Grammar: Spelling, grammar and writing style checker
Cut : Removes the selection from the document and places it on the clipboard
Copy : Copies the selected item(s) to the clipboard
Paste : Places the content of the clipboard at the insertion point
Format painter : Copies the format from a selected object or text and applies to other objects
Undo : Reverses the last command, use pull-down menu to undo several steps
Redo : Reverses the action of the Undo button, use the pull-down menu to redo several steps
Del - Removes the selected text
Find - Used to find the part of text word \ character in the file (Ctrl + F)
Find Next – (F3) Finding \ finding next : Used to repeat the finding process

Replace - Used to replace any part of Text / word / Character with another word/ character. (Ctrl + H)

Paste special – This will paste the copied (or) cut text in a form of an object. It will paste in box which Cannot be altered.

Go To - Cursor goes to the specified page, specified line, specified paragraph.(Ctrl + G) Formatting Toolbar

Style menu: Allows you to make your text Bold, Italic, underlined… depending on the style you choose.

Font: Allows you to change the font by clicking on the drop-down arrow on the right of the font name box. You can view a list of fonts available, you can scroll down to view more fonts and select the font name you wish to use by clicking on its name.

Font size: Allows you to change the font size by clicking inside the Font size box and entering a value or by clicking on the drop-down arrow on the right of the box to view a list of sizes available. Select then a size by clicking on it.

Note: A Font size of 11 or 12 is best for paragraphs of text. Bold, Italic, Underline: Each button respectively allows you to make your text appear as bold, italic or underlined.

Alignment: Each button respectively allows you to make your text aligned to the left, center or right side of the page. You can also justify the text across the page using the justify button.

Line spacing: Allows you to set the amount of space that word puts when go to a new line.

Text orientation: Allows you to change the typing direction of your text, from left to right or right to left manner.

Numbering, Bullets: Allows you to make your text appear as a bullets list or as a numbering list.

Increase / Decrease indent: Allows you to increase or decrease the indentation of your paragraph in relation to the side of the page.

Outside Border: Allows you to add a border around a text selection.

Highlight color: Allows you to change the color behind a text selection.

Font color: Allows you to change the colour of the text.

Text Editing

To enter text in your document, position the vertical blinking line, where you want the text to appear and type it in.

Word will automatically wrap text as it reaches the end of a line.

Press enter to start a new paragraph.

When you reach the end of a page, word will automatically break text onto the next page.If you want, you can start a new page at any point by inserting a page break. To do so, press ctrl + Enter.

Selecting Text

In order to change the format of the text you just typed, it must be first highlighted, i.e selected with the mouse cursor.

To highlight the whole text or part of it, locate the mouse at the start of the text you wish to highlight and click the left button, then drag the mouse over the desired text while keeping the left mouse button pressed.

Shortcuts used for selecting a portion of the text:

- Whole word : Double click within the word.
- Whole paragraph: Triple click within the paragraph.
- Sentence : ctrl + click in a sentence
- Entire document : Edit select all (ctrl + A)

Deleting text

Use the BACKSPACE or the DELETE key to delete text.

- BACKSPACE key will delete text to the left of the cursor and DELETE key will erase text to the right.
- To delete a large section of text, highlight the text using any of the methods outlined above and press the DELETE key.

Moving, copying and pasting text:

- Cut text: Highlight the text you need to move and follow one of the methods listed below:
- From the Menu bar, select Edit cut (or)
- From the standard tool bar, click on the cut button. (or)
- Follow the key sequence Ctrl + X

Copy text: Highlight the text you need to copy and follow one of the methods listed below:

- From the Menu bar, select Edit copy (or)
- From the standard toolbar, click the Copy button (or)
- Follow the key sequence Ctrl + C

Text Editing

To enter text in your document, position the vertical blinking line, where you want the text to appear and type it in.

Word will automatically wrap text as it reaches the end of a line.

Press enter to start a new paragraph.

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Copy text: Highlight the text you need to copy and follow one of the methods listed below:

- From the Menu bar, select Edit copy (or)
- From the standard toolbar, click the Copy button (or)
- Follow the key sequence Ctrl + C

Paste Text: To paste previously cut or copied text, move the cursor to the location you want to move the text to and follow one of the methods listed below:

- From the menu bar, select Edit Paste (or)
- From the standard Tool bar, click the Paste button (or)
- Follow the key sequence Ctrl + V

Shortcut keys

In Microsoft Word, these are combinations of two or more keys that you can use to perform tasks that would normally require a mouse or other input device. To use a shortcut key, simply press the keys in the combination at the same time. Shortcut keys can be a quick and efficient way to perform common tasks in Microsoft Word and can save you time and effort by allowing you to use the keyboard rather than a mouse or other input device. Some people find it easier to use shortcut keys than to navigate through menus and ribbons to perform tasks, and others prefer to use a combination of shortcut keys and other methods.

Shortcut Key	Description
Ctrl + N	New document
Ctrl + O	Open a document
Ctrl + S	Save a document
Ctrl + P	Print a document
Ctrl + F	Find a specific word or phrase
Ctrl + H	Replace a specific word or phrase
Ctrl + A	Select all text in a document
Ctrl + B	Bold selected text
Ctrl + I	Italicize selected text
Ctrl + U	Underline selected text
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + X	Cut selected text
Ctrl + C	Copy selected text
Ctrl + V	Paste copied text
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + [	Decrease font size by one point
Ctrl +]	Increase font size by one point
Ctrl + Space	Remove character formatting
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + X	Cut selected text
Ctrl + C	Copy selected text
Ctrl + V	Paste copied or cut text
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + [	Decrease font size by one point
Ctrl +]	Increase font size by one point
Ctrl + Space	Remove character formatting
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
F7	Check spelling and grammar
Shift + F7	Launch the Thesaurus
Ctrl + Shift + L	Create a bullet list
Ctrl + Shift + N	Apply the Normal style
Ctrl + Shift + F	Apply the Heading 1 style
Ctrl + Shift + P	Apply the Heading 2 style
Ctrl + Shift + K	Add or remove a hyperlink

Word Quiz

https://github.com/IsaacZachary/Computer-Packages/blob/main/2.%20Word%20Quiz.pdf

Practical Exercises

1.**Creating a professional-looking resume**: You can use Microsoft Word to create a clear, concise, and visually appealing resume that showcases your skills and experience. You can use the program's formatting tools to create headings, lists, and tables, and to add a touch of color or other design elements to make your resume stand out.

2.**Creating a business letter**: Microsoft Word makes it easy to create professional-looking business letters. You can use the program's templates and formatting tools to create a letterhead, add a salutation and closing, and format the body of your letter.

3.**Creating a flyer or brochure**: You can use Microsoft Word to create flyers and brochures to promote your business or event. You can use the program's templates and formatting tools to create a visually appealing layout, add images and other media, and customize the text to suit your needs.

4.**Creating a budget spreadsheet**: Microsoft Word includes a powerful spreadsheet tool called Excel that you can use to create budget spreadsheets and other financial documents. You can use Excel to track your income and expenses, create formulas to calculate totals and averages, and create graphs and charts to visualize your data.

5.**Creating a presentation**: Microsoft Word also includes a presentation tool called PowerPoint that you can use to create professional-looking presentations. You can use PowerPoint to add text, images, and other media to slides, and to customize the layout and design of your presentation.

6.**Create a comic strip** featuring eight different panels and a title.

Solution:

1. Open a new document in Word.
2. Select the "Insert" tab, and then click the "Shapes" button.
3. Choose a rectangle shape from the list of shapes.
4. Draw three rectangles on the page to create the panels for your comic strip.
5. Use the "Format" tab to customize the appearance of the rectangles, including the fill color and border style.
6. Add text boxes to the rectangles to add dialogue and captions to your comic strip.
7. Use the "Insert" tab to add any images or clip art to your comic strip as desired.
8. Type a title for your comic strip above the first panel.
9. Use the "Page Layout" tab to adjust the margins and page orientation as desired

Solve the following tasks in your folder

Beginning Microsoft® Word: Practice 1

RUBRIC

0	3	5	8	10
Less than 25% of items completed correctly.	More than 25% of items completed correctly	More than 50% of items completed correctly	More than 75% of items completed correctly	All items completed correctly

Each step to complete is considered a single item, even if it is part of a larger string of steps.

Objectives:
The Learner will be able to

1. **Find and use the copy command at least 75% of the time**
2. **Find and use the paste command at least 75% of the time**
3. **Explain that both Word and Excel have the same paste command**
4. **Find and use the cut command at least 75% of the time**
5. **Explain the function of the copy, paste, and cut commands**

Cut, Copy and Paste

Cut, Copy and Paste are basic computer skills. These commands have been part of computers since 1984, long before there was Windows. Each and every program, including Microsoft Word, Excel, PowerPoint and Outlook, uses these functions.

Copy and Paste on the same document

Start the **program** Microsoft **Word**.
Insert a **picture** from **ClipArt**
Select the picture and **copy** and **paste** it five times

Copy and Paste to a different document

Start the **program** Microsoft **Word**.
Insert a **picture** from **ClipArt**
Select the picture and **copy** and **paste**
Go to **New** and open a blank document
Paste the picture into a new blank sheet

Copy and Paste into a different program:

Insert a **picture** in Microsoft Word and **copy** it
Start the **program** Microsoft **Excel**
Paste the picture into Excel

Cut

Cut removes the text or graphic and places it on the clipboard, ready to paste somewhere else. Try it: Insert two new pictures from ClipArt into Microsoft Word. Next to each picture, write what it is. Select ONE picture, go to **Cut**. Open a new blank document and go to **Paste**.

You do NOT have to save these practice files.

Solve the following tasks in your folder

Beginning Microsoft® Word: Practice 2

Objectives:
The learner will be able to:

1. **Find and use the Insert Clip Art command at least 75% of the time**
2. **Select and resize a picture using the picture handles**
3. **Use the alignment buttons to center and left align text and pictures**
4. **Insert a Date and Time Text field from the Insert Menu**

Create a Business Letter

A "Corporate Stripe" is a set of documents that have the company logo, fonts, and styles. This exercise allows you to practice formatting text and pictures while you create a business letter.

Type the company name and address
Open a blank Microsoft Word document. Type the following information:

Computers Are Us
555 Main Street
Brighton, MI 48116
(810) 555-1212

Select All of the text and use the Font options to format the type:
Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

Insert a Picture from ClipArt
Go to Clips Online, the Microsoft Design Gallery
Search for a photo or cartoon of a computer
Select two or three images and Download them

Use one of the pictures for a company logo
Resize the picture
Center it above the Company name and address

Insert the Date and Time
Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

Type a sample business letter:
Dear Sir,

Thank you for your order, yesterday. We will be shipping your parts by FedX ground.

Sincerely,

Your Name

Save your practice document and name it: Beginning Word Practice 2

Solve the following tasks in your folder

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE				
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS				
PLEASE COMPLETE PAGES 1-5.			Date:	
Name:				
Last	First	Middle	Maiden	
Present Address:				
Number	Street	City	State	Zip
How Long:			Social Security No.:	
Telephone:				
If under 18, please list age:				
Position Applied For:			Days/Hours Available to Work:	
Salary Desired:			No Pref _____ Thur _____ Mon _____ Fri _____ Tue _____ Sat _____ Wed _____ Sun _____	
How many hours can you work weekly?			Can you work nights?	
Employment Desired: ❑ FULL-TIME ONLY ❑ PART-TIME ONLY ❑ FULL- OR PART-TIME				
When available for work?				

EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Solve the following tasks in your folder



MR. STEWART



711 Jefferson Ave.
Winnipeg, Manitoba, R2V 0P7

www.7oaks.org/gcc
paul.stewart@7oaks.org
339-2058

Letterhead exercise #1

- Above is shown a sample letterhead.
- You are to create your own personal letterhead. It must include:
  - your name - use Wordart
  - your address, include city, province, postal code
  - your phone number
  - your email (if you have one)
  - your web site URL (if you have one)
  - graphic(s) that pertain to you
- The placement/location of items is up to you.
- Letterheads must extend no more than 2 inches from the top of the page.
- Display the ruler bar and adjust the vertical ruler to the top of the page.
- Save as 'letterhead your name"
- You will be using this assignment in the next exercise

Solve the following tasks in your folder

- Directions: Create the blank invoice table shown below
  - Use **your own name**.
  - Use **your own graphics and type of business**
  - Shade the cells as shown.
  - Save as "Invoice Table *your name*"

Stewart's Jewellery Boutique

"Quality Gemstones, Gold and Silver Jewelery for the Discriminating Buyer"

Bill to:	*Ship to:*
Name _____	Name _____
Address _____	Address _____
City/Prov/State _____	City/Prov/State _____
Postal/Zip Code _____	Postal/Zip Code _____

QUANTITY	ITEM	STYLE	TYPE	UNIT COST	COST
				Shipping	
				Tax	
				Total Order	

Thank you for your order

Solve the following tasks in your folder

You work part-time at Scenic Air. Your boss has asked you to prepare a flyer that advertises aerial tours over the city.

Instructions: Perform the following tasks:

1. Type the flyer text, unformatted, as shown below. After you have typed the text apply the formatting as indicated in the steps below.
2. Save the document using the file name, "Airplane Rides *yourname*."
3. Change the style set to Formal.
4. Change the theme fonts to the Metro font set.
5. Apply the Heading 1 style to the headline. Apply the Heading 2 style to the signature line.
6. Center the headline and the signature line.
7. Change the font and font size of the headline to 48-point Arial Rounded MT Bold.
8. Change the font size of body copy between the headline and the signature line to 22 point.
9. Change the font size of the signature line to 28 point.
10. Bullet the three lines (paragraphs) of text above the signature line.
11. Bold the text, *change your view.*
12. Italicize the word, *aerial.*
13. Underline the word, *and*, in the first bulleted paragraph.



14. Change the spacing before the headline to .0 point. Change the spacing after the first paragraph of body copy to 0 point. Change the spacing before the first bulleted paragraph to 12 point.
15. Insert the picture centered above the bulleted list, the picture is called *Airplane Ride over City* and is available in the *public folder*. Apply the Relaxed perspective, White picture style to the inserted picture.
16. The entire flyer should fit on a single page. If it flows to two pages, resize the picture or decrease spacing before and after paragraphs, until the entire flyer text fits on a single page.
17. Change the document properties, add keywords and add your name as author. Change the other document properties, as specified by your instructor
18. Be sure to resave the flyer again and submit to your instructor.

INTRODUCTION TO SPREADSHEETS

A **spreadsheet** is a file made of rows and columns that help sort, organize, and manipulate data efficiently. Spreadsheets are often used to perform financial analysis, create budgets, and store data that can be used in charts and graphs. They are an important tool in business and can be used to perform various types of calculations. Spreadsheets can also be used for personal organization, such as creating a budget or tracking expenses. There are many spreadsheet programs available, including *Microsoft Excel*, *Google Sheets*, and *Apple Numbers*.

Microsoft Excel is a popular spreadsheet program that allows users to store, organize, and manipulate data. It can be used to create professional-looking documents, such as budgets, invoices, and reports.

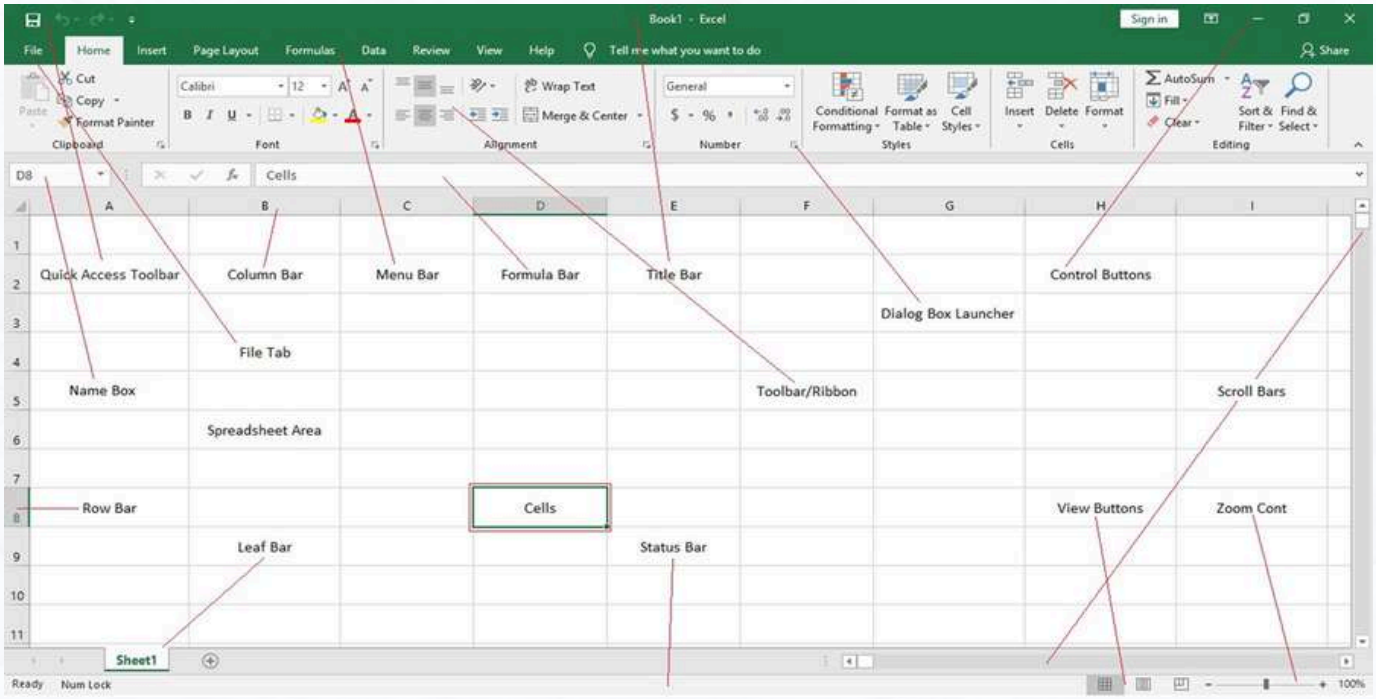
To get started with Excel, you will need to open the program and create a new workbook.
A **workbook** is a file that contains one or more sheets, which are the individual pages of the document. Each sheet has rows and columns, which form a grid of cells. Each cell can contain text, numbers, or formulas.

You can enter data into a cell by clicking on it and typing. You can use the toolbar at the top of the screen to format the text, such as changing the font size or color. You can also use the toolbar to perform basic calculations, such as adding or averaging a range of cells.

Excel has many advanced features that allow you to perform more complex calculations and data analysis. For example, you can use functions to calculate loan payments, create graphs and charts to visualize data, and use pivot tables to summarize and organize large amounts of data.

Excel is a powerful tool that can help you organize and analyze data in a variety of settings.

Parts of an Excel Window



Components of the Microsoft Excel 2016 window

1. Title Bar: Displays the name of the workbook and the name of the program (Microsoft Excel).
2. Quick Access Toolbar: Contains buttons for frequently used commands, such as Save and Undo.
3. Ribbon: Contains tabs with groups of commands organized by function, such as Home, Insert, and Data.
4. Formula Bar: Displays the contents of the selected cell and allows you to enter or edit data.
5. Worksheet: Contains rows and columns that form a grid of cells. Each cell can contain text, numbers, or formulas.
6. Status Bar: Displays information about the current sheet and the workbook, such as the page number and the total number of pages.
7. Sheet Tabs: Located at the bottom of the window, these tabs allow you to switch between sheets in the workbook.
8. Scroll Bars: Allow you to scroll through the worksheet and view different parts of the data.
9. Zoom Control: Allows you to zoom in or out of the worksheet to change the size of the data on the screen.

Formulas and Functions

A **formula** is a set of instructions that tells Excel what calculation to perform. Formulas always begin with an equal sign (=) followed by the operation to be performed

The cells in which formulas are stored, display the result of the calculation and not the formula.
We can use any number of operators in a single formula.

For example, the following formula multiplies the value in cell A1 by the value in cell B1 and displays the result in cell C1: = A1*B1
MS- Excel evaluates the formula according to the order of precedence of the operators.

Operator	Operation	Order of precedence
( )	Bracket	1
^	Exponentiation	2
*, /	Multiplication , Division	3
+ / -	Addition, Subtraction	4
&	Concatenation	5
= / > /<	Comparisons	6

A **function** is a predefined formula that performs a specific calculation. Functions are used to perform calculations such as adding, averaging, and finding the maximum or minimum value in a range of cells.

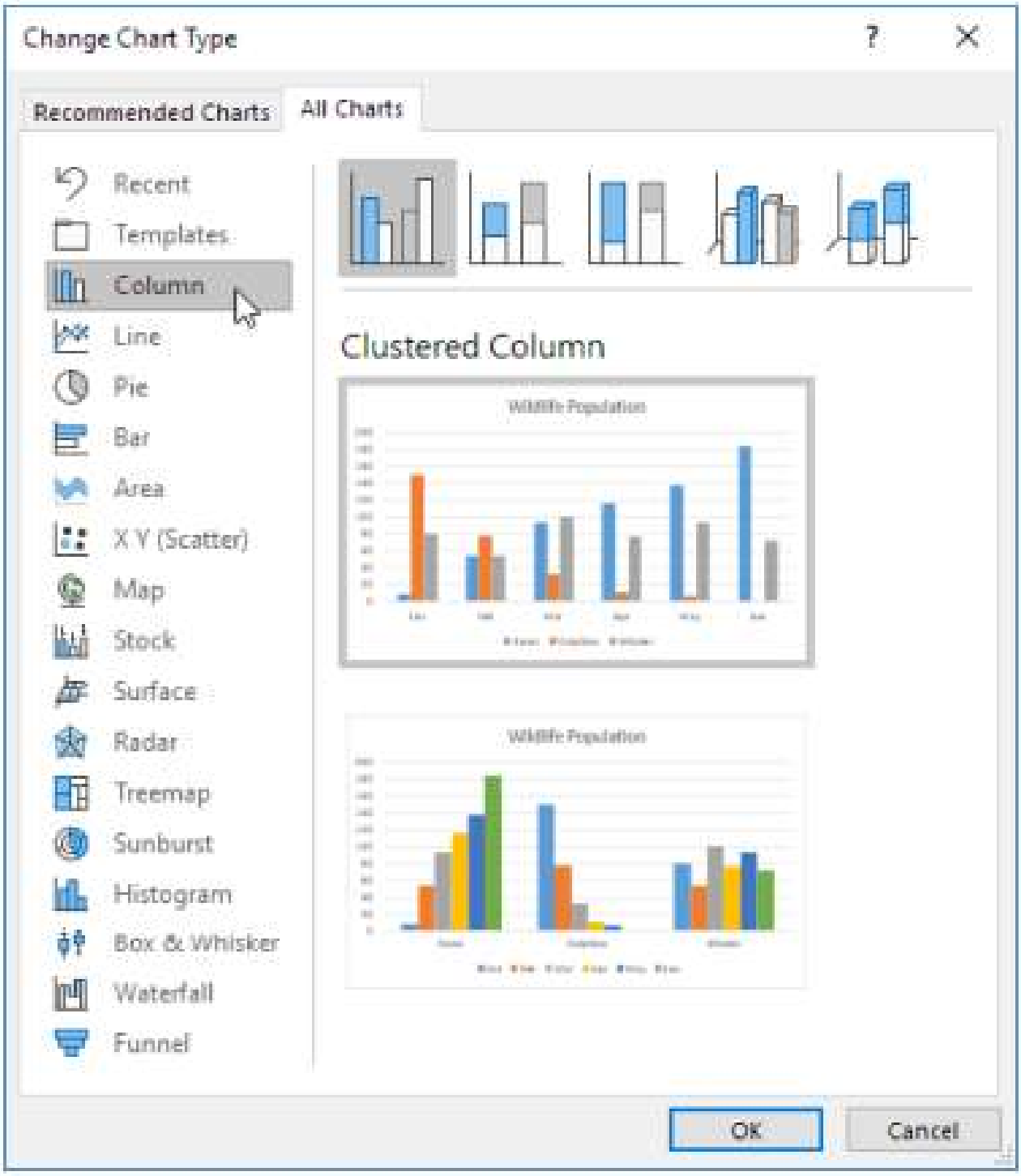
For example, the SUM function adds a range of cells:
=SUM (A1:A5)
This formula would add the values in cells A1 through A5 and display the result.

The AVERAGE function calculates the average of a range of cells:
=AVERAGE (A1:A5)
This formula would calculate the average of the values in cells A1 through A5 and display the result.

Formula/Function	Description
SUM	Adds a range of cells.
AVERAGE	Calculates the average of a range of cells.
MAX	Finds the maximum value in a range of cells.
MIN	Finds the minimum value in a range of cells.
COUNT	Counts the number of cells in a range that contain numbers.
IF	Performs a calculation based on a condition.
VLOOKUP	Looks up a value in a table and returns a corresponding value from a different column.
INDEX/MATCH	Looks up a value in a table and returns a corresponding value from a different row or column.
TODAY	Displays the current date.
NETWORKDAYS	Calculates the number of working days between two dates.
MONTH	Returns the month number of a date.
DATE	Returns a date given a year, month, and day.
HLOOKUP	Looks up a value in the top row of a table and returns a corresponding value from a different row.
PMT	Calculates the payment for a loan based on an interest rate, number of payments, and loan amount.
ROW	Returns the row number of a cell.
COLUMN	Returns the column number of a cell.
ABS	Returns the absolute value of a number.
SQRT	Returns the square root of a number.
PI	Returns the value of PI.
SIN	Returns the sine of an angle.
COS	Returns the cosine of an angle.
TAN	Returns the tangent of an angle.
DEGREES	Converts radians to degrees.
RADIANS	Converts degrees to radians.
RAND	Returns a random number between 0 and 1.
STDEV	Calculates the standard deviation of a range of cells.
VAR	Calculates the variance of a range of cells.

Creating Charts

To create a chart in Excel, follow these steps:
1. Open your Excel workbook and select the data that you want to include in the chart.
2. Click the "Insert" tab on the ribbon.
3. Click the "Chart" button in the "Charts" group. This will open the "Insert Chart" dialog box.
4. Select the type of chart that you want to create. There are several types to choose from, such as a column chart, a line chart, or a pie chart.
5. Click "OK" to insert the chart into your worksheet.



Your chart will be inserted into your worksheet, and a new tab called "Design" will appear on the ribbon. You can use the options on this tab to customize the appearance of your chart, such as changing the colors or adding a title.

You can also use the "Layout" tab on the ribbon to add or remove elements from your chart, such as axis titles or data labels.

By using the options on the "Design" and "Layout" tabs, you can create a professional-looking chart that effectively communicates your data.

Practical Exercises

1. Create a basic spreadsheet to track expenses. Solution:

- Open a new workbook in Excel.
- In cell A1, type "Date". In cell B1, type "Expense Description". In cell C1, type "Amount".
- Enter the dates, expense descriptions, and amounts for your expenses in the rows below the column headings.
- Use the SUM function to calculate the total expenses in cell D1. Use the formula
- "=SUM(C2:C[-1])", replacing "[-1]" with the number of rows of expenses you have.
- 5. Adjust the column widths as necessary to fit the text.

2. Use a formula to calculate the sale price of an item, given the original price and a discount percentage. Solution:

- In cell A1, type "Original Price". In cell B1, type "Discount %". In cell C1, type "Sale Price".
- Enter the original price in cell A2 and the discount percentage in cell B2.
- In cell C2, use the formula "=A2*(1-B2)" to calculate the sale price.
- Adjust the column widths as necessary to fit the text.

3. Use a function to extract the month and year from a date. Solution:

- In cell A1, type "Date". In cell B1, type "Month". In cell C1, type "Year".
- Enter a date in cell A2.
- In cell B2, use the MONTH function to extract the month from the date. Use the formula "=MONTH (A2)".
- In cell C2, use the YEAR function to extract the year from the date. Use the formula "=YEAR (A2)".

1. Adjust the column widths as necessary to fit the text.

4. Use a function to calculate the number of days between two dates. Solution:

- In cell A1, type "Start Date". In cell B1, type "End Date". In cell C1, type "Number of Days".
- Enter a start date in cell A2 and an end date in cell B2.
- In cell C2, use the DATEDIF function to calculate the number of days between the two dates. Use the formula "=DATEDIF (A2, B2,"d")".
- Adjust the column widths as necessary to fit the text.

5. Use a function to calculate the number of working days between two dates, excluding weekends and holidays. Solution:

- In cell A1, type "Start Date". In cell B1, type "End Date". In cell C1, type "Working Days".
- Enter a start date in cell A2 and an end date in cell B2.
- In cell C2, use the NETWORKDAYS function to calculate the number of working days between the two dates. Use the formula "=NETWORKDAYS (A2, B2)".
- Adjust the column widths as necessary to fit the text

6. **Create a bar chart to compare the sales of two products over a period of four months.**

Solution:

- Open a new workbook in Excel.
- In cell A1, type "Month". In cell B1, type "Product A". In cell C1, type "Product B".
- Enter the months in column A and the sales data for each product in columns B and C.
- Select the range of cells A1:C5.
- On the Insert tab, click the "Bar Chart" button.
- In the Chart Editor, select the "Bar" chart type.
- Under the "Customize" tab, enter a chart title and customize the appearance of the chart as desired.
- Click "Insert" to insert the chart into the worksheet.

7. **Create a bar chart to compare the sales of two products over a period of four months.**

Solution:

- Open a new workbook in Excel.
- In cell A1, type "Month". In cell B1, type "Product A". In cell C1, type "Product B".
- Enter the months in column A and the sales data for each product in columns B and C.
- Select the range of cells A1:C5.
- On the Insert tab, click the "Bar Chart" button.
- In the Chart Editor, select the "Bar" chart type.
- Under the "Customize" tab, enter a chart title and customize the appearance of the chart as desired.
- Click "Insert" to insert the chart into the worksheet.

8. Exercise: **Use functions to analyze a list of employee data, including the number of employees, the highest salary, the lowest salary, and the average salary.**

Solution:

- Open a new workbook in Excel.
- In cell A1, type "Name". In cell B1, type "Position". In cell C1, type "Salary".
- Enter the names, positions, and salaries of the employees in the rows below the column headings.
- In cell D1, type "Number of Employees". In cell E1, type "Highest Salary". In cell F1, type "Lowest Salary". In cell G1, type "Average Salary".
- In cell D2, use the COUNT function to count the number of employees. Use the formula "=COUNT (A2:A[n])", where [n] is the number of rows of data you have.
- In cell E2, use the MAX function to find the highest salary. Use the formula "=MAX (C2:C[n])".
- In cell F2, use the MIN function to find the lowest salary. Use the formula "=MIN (C2:C[n])".
- In cell G2, use the AVERAGE function to calculate the average salary. Use the formula "=AVERAGE (C2:C[n])".
- Adjust the column widths as necessary to fit the text.

9. EMBAKASI joint exam organizers have contacted you to help them analyze their results during April holidays. Create a new workbook and name it as EM_BA_KA_SI EXAM

	A	B	C	D	E	F	D	H
1	NAME	CLASS	REG NO	RAT1	RAT2	RAT1	TOTAL	MEAN
2	Kerubo Michelle	RED	7984	80	70	59		
3	Ann Kosgei	BLUE	7896	75	55	72		
4	Baraka Odhiambo	RED	8092	86	59	75		
5	Catherine Naserian	RED	7460	80	79	70		
6	Carren Kwamboka	BLUE	7892	76	75	80		
7	Hassan Maasai	RED	7800	38	48	25		
8	Naomi Otieno	BLUE	8490	37	51	29		
9	Wafula Paul	BLUE	8184	30	86	75		
10	Gentrix Ogiek	RED	8082	25	27	20		
11	Waithera Njeri	RED	8033	30	25	25		
12	Sarah Njoroge	BLUE	8047	39	24	25		

- Enter the following data in sheet 1

ii. Rename the sheet 1 as SA_CHO

iii. Copy the contents of sheet 1 to sheet 2 and rename it as GARI_SON

- Use formulas that references the cells to calculate

i. Totals (2 Marks)

ii. Average (3d.p) (3 Marks)

- Insert a title JOINT EXAM and format it as indicated below:

i.Font type Viner hand ITC

ii.Font size 16.

iii.Left align the title.

iv.The other subtitles should be rotated 66 degrees

v.bolded and italicized.

- Use the IF function to award remarks to the students as follows:

MEAN REMARKS

>65 GOLD

55 – 64 SILVER

<54 BRONZE

- Insert a column showing positions and award positions to students basing the scores on means
- On the last rows enter formulas to count the total number of students from each class
- Sort the students list by class position in descending order. (2 Marks)
- Copy the entire worksheet onto worksheet 2 and rename it ‘RUAI_BOYS’.(2 Marks)
- Filter RUAI_BOYS worksheet to show student (s) from ‘RED’ class and whose mean score is less than 50 Insert a bar graph to display the three RATS and Names Title as JOINT EXAM and label the X-axis as marks and Y-axis as Names
- Place the legend at the bottom of the graph. (1 Mark)
- Save the chart on a new sheet and name it GRAPHICAL ANALYSIS.
- Re-arrange your worksheets tabs so that GRAPHICAL_ ANALYSIS comes first the UTA_WALA, RUAI_BOYS and finally GARI_SON.
- Create a worksheet based on RUAI_BOYS and use show all the formulas used in your
- calculations and name it FORMULARS (2 Marks)
- Print: GRAPHICAL_ ANALYSIS, UTA_WALA, RUAI_BOYS and GARI_SON.

10. Create the worksheet shown below.

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report - July					
3						
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

- Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14.
- Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, COMMISSION = SALES * 2% Copy the formula to the remaining employees.
- Enter the formula to find TOTAL SALARY for the first employee where: TOTAL SALARY = SALARY + COMMISSION Copy the formula to the remaining employees.
- Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values. Copy the formula to each column.
- Format numeric data to include commas and two decimal places.
- Align all column title labels horizontally and vertically at the center.
- Create a Header that includes your name in the left section, page number in the center section, and your ID number in the right section.
- Create footer with DATE in the left section and TIME in the right section.
- Create a line graph to represent name and total salary
- Create a scatter chart to represent emp no and commission
- Save the file with name panda EST

Excel Quiz

https://github.com/IsaacZachary/Computer-Packages/blob/main/3.%20Excel%20Quiz.pdf

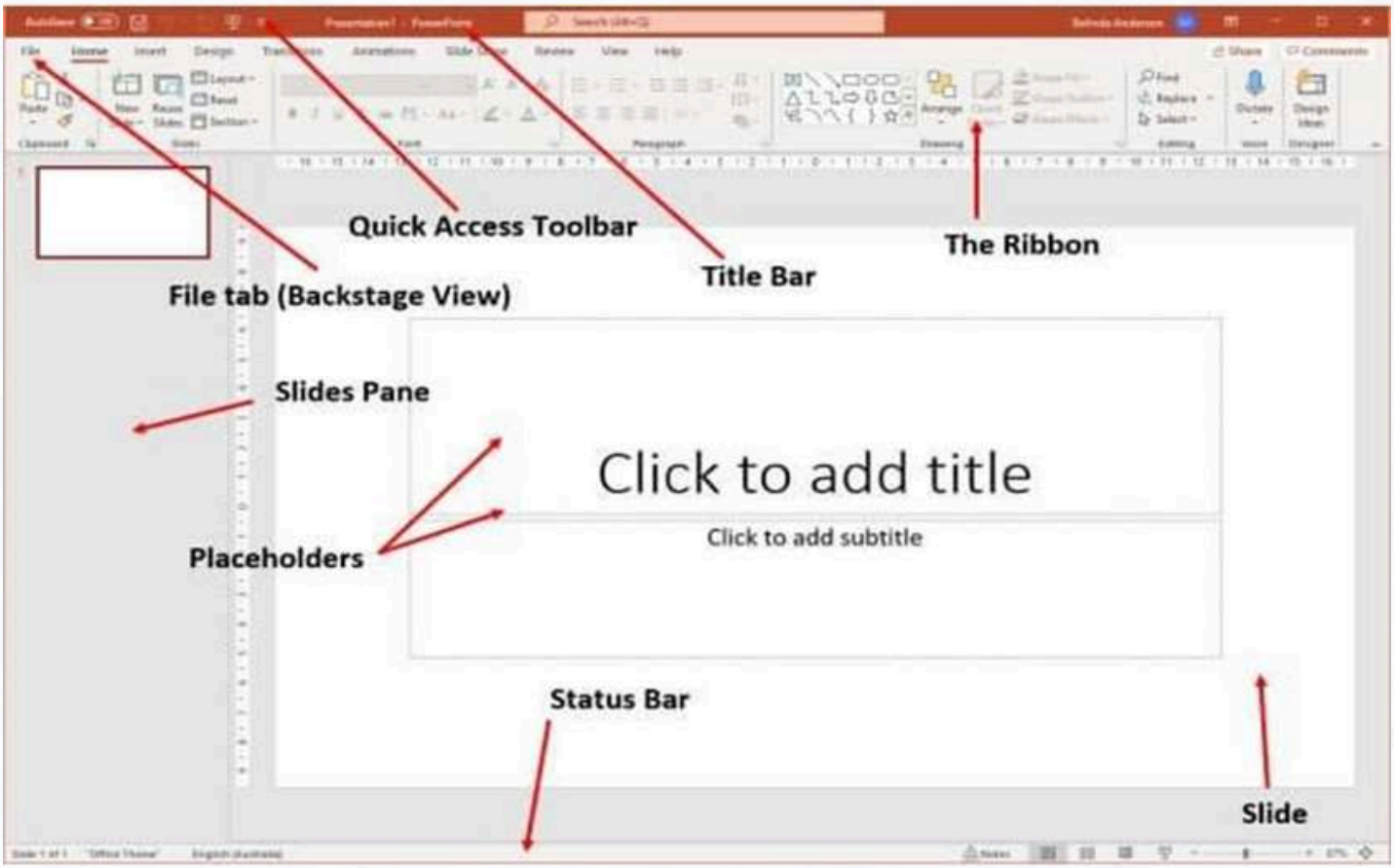
INTRODUCTION TO SLIDES PRESENTATION

A **slide presentation** is a collection of slides that are displayed in a sequence, usually with the purpose of presenting information or telling a story.

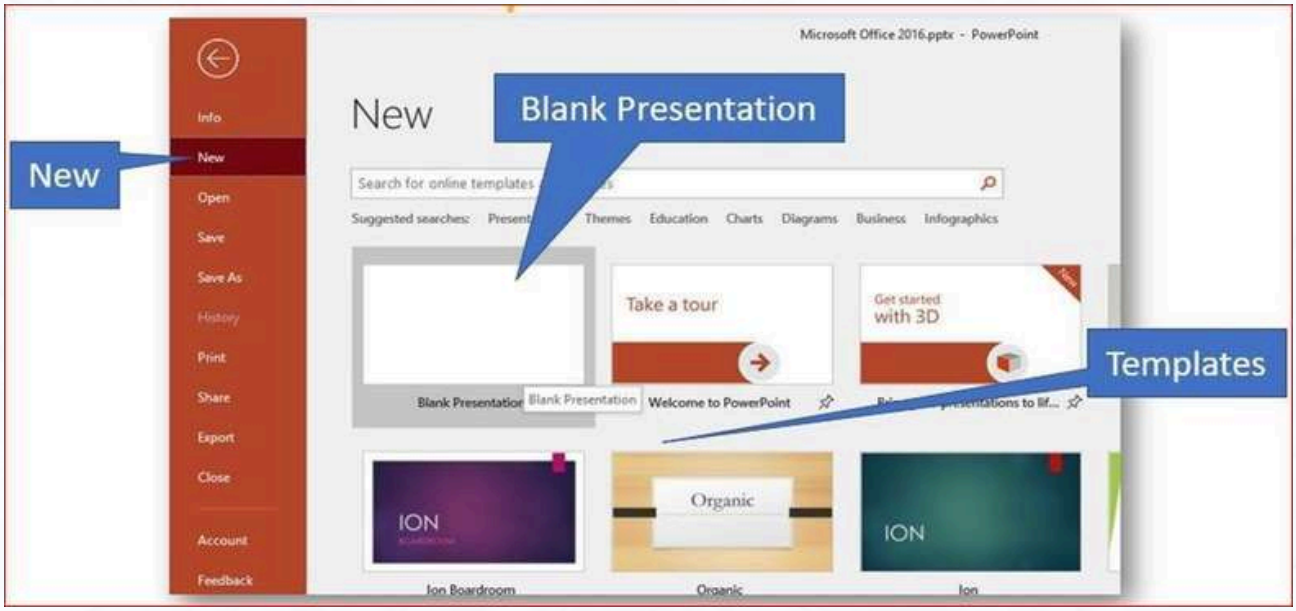
A slide presentation package is a software program that allows you to create and edit slide presentations. One of the most well-known slide presentation packages is **Microsoft PowerPoin**t.

Other popular slide presentation packages include **Google Slides** and **Apple Keynote**. These programs allow you to create professional-looking presentations by adding text, images, charts, and other elements to your slides. You can also add transitions and animations to make your presentations more engaging

Microsoft PowerPoint Interface



Getting started with Microsoft Powerpoint



Here are some steps for creating a new presentation in Microsoft PowerPoint:

1. Open Microsoft PowerPoint.
2. Click the "File" tab in the top left corner of the screen.
3. Click "New" in the left menu.
4. Select "Blank Presentation" or choose a template.
5. Click "Create" to open a new presentation.

To add slides and format text:

1. Click the "Home" tab in the top menu.
2. Click the "New Slide" button in the top left corner of the screen.
3. Select the slide layout that you want to use.
4. Type your text into the slide.
5. Use the formatting options in the "Home" tab to change the font, size, color, and alignment of your text.

To add images, shapes, and charts:

1. Click the "Insert" tab in the top menu.
2. Click the "Pictures" button to insert an image from your computer.
3. Click the "Shapes" button to insert a shape.
4. Click the "Chart" button to insert a chart.
5. Use the formatting options in the "Format" tab to change the appearance of your images, shapes, and charts.

To add transitions and animations:

1. Click the "Animations" tab in the top menu.
2. Select the slide that you want to add a transition or animation to.
3. Click the "Transitions" tab to add a transition between slides.
4. Click the "Animations" tab to add an animation to an element on the slide.
5. Use the options in the "Animations" tab to customize your transitions and animations.

Microsoft Power Point - Practical Exercises

Exercise 1

1. Start Microsoft PowerPoint presentation
2. Start a new blank presentation
3. Your first Slide is going to be a Title Slide
4. Write the Text as in the preview below: Lighthouse Co Ltd
5. Make the Font of “Lighthouse” Arial Black and size 88
6. Insert a second slide this should be with a layout of Bulleted List
7. Write the Text as in preview below

a. [Title]: Lighthouse Co Ltd

b. [Body]:

i. Mission Statement

ii. Company Objectives

iii. Management Team

iv. Employees

v. Sales

8. Make the Font Colour of the Points to Green
9. Insert a third slide this should be an Organization Chart. Include the following people in the chart:

a. David Brent, General Manager

b. Tim Canterbury, Head of Sales

c. Gareth Keenan, Assistant to the General Manager

d. Dawn Tinsley, Human Resources Manager

10. Add a fourth slide this should be a Table Chart. The chart should look like the following:

New Products	*Discontinued Products*
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25” Plasma TVs	21” Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

11. Make the titles New Products and Discontinued Products with a shadow effect and centred in the cell. Widen columns to fit Text as above.
12. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

	January	February	March	April
TVs	20	27	90	75
DVDs	30	38	34	31
Hifi equipment	45	46	45	43
Video Recorders	25	29	15	40

10. Change the colors of the chart so that the series of bars are red, yellow, pink, and green.
11. Add a light colored background to all slides in the presentation.
12. Add also Transition effects between each slides and different effects for all text and pictures it the presentation.
13. Reverse the order of the second and third slides 17. Save the presentation as Light House Ltd.

Exercise 2

1. Load your Presentation Application and start a new presentation
2. The first slide is a Title Slide. Select the appropriate layout and enter the title:

   Annual Food Fair.
3. Add the sub-title:

   A Celebration of Eating
4. Insert a small, red circle at the bottom right of the title slide.
5. Change the font colour for the whole title and sub-title to blue, and apply a text shadow effect just to the words **Food** and **Fair**.
6. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **The Menu**. Enter the following text:

Chocolate Desserts
Cakes and Puddings
Roast Meals
Using Pasta Creatively

7. Change the line spacing for these bullet points to 1.5 lines.
8. Increase the font size for the words **The Menu** in the title.
9. Add a footer with your name and the text: **Food Fair** so they both appear on every slide, and number all the slides. (Make sure the number is not obscured by the red circle on the title slide)
10. Insert a third slide, which is to be an organisation chart. Use the title Meet The Team. Enter: Maggie Peet, Manager at the top of the chart, and show the following three as reporting to Maggie Peet: ***Brian Webb. Bookings; Janine Newton, Publicity; Gregg Brown, Accounts***
11. Embolden the text in the title of the third slide, and change the font to Arial.
12. Embolden the text in the title of the third slide, and change the font to Arial.
13. Apply a light coloured background to all the slides in the presentation
14. On the third slide, insert an image suitable for the topic of food from an image library. Reduce the size of the image and place it where it will not interfere with text.
15. Save the presentation as ***foodfair***.
16. Print the presentation with three slides per page, and close the presentation.

Exercise 3

1. The first slide is a Title Only Slide. Select the appropriate layout and enter the title:

a. **Cook Family Cruises.**

2. Add a small blue rectangle at the top left of this slide.

3. Change the font colour for the whole title to red, and apply a text shadow effect just to the word **Cruises**.

4. Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary**. Enter the following text:

a. Canary Islands

b. Mediterranean

c. Greek Islands

5. Change the line spacing for these bullet points to 2 lines. Increase the font size of the word **Itinerary** in the title. Add a footer with your name and the text: **Cruise Information** so they both appear on every slide, and number all the slides.

6. Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: Cook 54%; Jackson 28%; Wilson 12%; Bennett 5%

7. Embolden the text in the title of the third slide, and change the font to Arial.

8. Apply a different background to each slide in the presentation

9. On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text.

10. Add a 4th slide containing nothing but the text: **Travel with us for less!!**

11. Save the presentation as ***holidays.***

12. Print the presentation with 4 slides per page, and close the presentation.

PowerPoint Quiz

https://github.com/IsaacZachary/Computer-Packages/blob/main/4.%20Powerpoint%20Quiz.pdf

INTRODUCTION TO DATABASES

A **database** is a collection of data that is organized in a specific way so that it can be accessed, modified, and analyzed efficiently. A database management system (DBMS) is a software program that allows you to create and manage a database.

Microsoft Access is a DBMS that is part of the Microsoft Office suite of productivity tools. It allows you to create and manage databases for storing, organizing, and analyzing data.



Some key features of Microsoft Access include:

1. **Tables**: A table is a collection of data that is organized into rows and columns. In Access, you can create tables to store different types of data, such as customer information, product orders, and employee records.
2. **Queries**: A query is a request for specific data from a database. In Access, you can create queries to filter, sort, and manipulate data in your tables.
3. **Forms**: A form is a graphical interface that allows you to enter and view data in a database. In Access, you can create forms to make it easier to input and view data in your tables.
4. **Reports**: A report is a structured document that presents data from a database in a meaningful way. In Access, you can create reports to summarize and analyze data from your tables and queries.
5. **Macros**: A macro is a series of actions that you can automate in Access. You can use macros to streamline tasks, such as opening a form or running a query.

Microsoft Access is a powerful tool for creating and managing databases. It is commonly used in small and medium-sized businesses for tasks such as managing customer records, tracking inventory, and generating reports.

Here are some essential tasks that you can perform in Microsoft Access, along with relevant examples:

1. **Creating a new database:** This involves opening Access and selecting a template or creating a blank database. For example, you might create a new database to track customer orders for an online store.

2. **Creating tables**: You can create tables to store different types of data in your database. For example, you might create a "Customers" table to store customer information, such as names, addresses, and phone numbers.

3. **Entering data into tables**: You can use forms to enter data into your tables. For example, you might use a form to input a new customer's information into the "Customers" table.

4. **Querying data**: You can use queries to filter and sort data in your tables. For example, you might create a query to display all customers who live in a certain state.

5. **Creating forms**: You can use forms to make it easier to input and view data in your tables. For example, you might create a form for entering new customer orders.

6. **Creating reports**: You can use reports to summarize and analyze data from your tables and queries. For example, you might create a report to show sales totals by month.

7. **Automating tasks with macros**: You can use macros to automate tasks in Access. For example, you might create a macro to open a specific form or run a query every time the database is opened.

8. **Saving and sharing your database**: You can use the "File" tab to save your database and share it with others by exporting it as a PDF or sending it via email.

MS Access Exercise 1

1. Create a database file, which will require you to create one table, one query, one form, and one report.
2. Create table: CUSTOMERS
3. Create the field names and their properties as you need them to store your specific data for customers. You will have at least five customers with their information included in your customer table.
   - CUSTOMERS Table Field Names:
   - Customer ID (Primary Key: CID)
   - First Name (FNAME)
   - Last Name (LNAME)
   - City (CITY)
   - State (STATE)
   - Number of Purchases (PNUMBER)
   - Total Amount of Purchases (PTOTAL)
   - Date of Last of Purchase (PLAST)
4. Create query: NY Customers
5. Create a query that displays only the NY customers sorted by last name in ascending order.
6. Create report: NY Customers Report
7. Create a report from the NY Customers query.
8. Create form: New Customers
9. Create a form for the Customers table. Include all fields in the form. Use the Form Wizard to create a form.
10. Using the New Customers form, enter two additional customers:
    - Marion Morrison New Paltz NY 3 $150.00 March 12, 2010
    - Adam Jones Kingston RI 2 $250.00 March 17, 2010
11. Print your reports and forms
12. Mail your work to your tutors email

Microsoft Access Exercise 2

Instructions to download and unzip the file needed to perform this practice exam.

Go to the Practice Exam Files Download web page: http://cs12.cs.qc.cuny.edu/practice.html on the

CSCI 012 Lab Website to follow the instructions to obtain the practice exam files.

Open the file PracticeAccess2.

1. **Create a Table:**

I. Create a table called Publisher having the following structure:

Field Name	Data Type
PubName	Short Text
PubID	Short Text
URL	Hyperlink

- Set the field PubID as the primary key.
- Set the Field Size field property of the field PubID to 5.
- Set the Field Size field property of the field PubName to 50.
- Set the caption property of the PubID field to Publisher ID.
- Set the caption property of the PubName field to Publisher's Name

II. Enter the following data for the Publisher table:

PubID	PubName	URL
PH	Prentice Hall	http://www.prenhall.com
EL	Elsevier	http://www.elsevierdirect.com
MP	MIT Press	http://mitpress.mit.edu
MH	McGraw-Hill	http://www.mhhe.com
WI	Wiley	http://www.wiley.com
AW	Addison Wesley	http://www.aw.com
CL	Cengage Learning	http://cengage.com

2. Import external data from the Excel spreadsheet file Bookstore.

- Make sure Import the source data into a new table in the current database isselected.
- Select the Author worksheet.
- Make sure that First Row Contains Column Headings is selected.
- For the AuthorID field, set the Data Type option to Long Integer and set the Indexed
- option to Yes (No Duplicates).
- Select Choose my own primary key and make sure the AuthorID field is selected.
- Save the table with the name Author.

3. Relationships

- Create a relationship between the AuthorID field in the Author table and the AuthorCodefield in the Book table. Put a checkmark in the box labeled Enforce Referential Integrity.
- Create a relationship between the PubID field in the Publisher table and the PubID field in the Book table. Put a checkmark in the box labeled Enforce Referential Integrity.

4. Create a Report:

- Use the Report Wizard to create a report having the following requirements:
- Select the LastName field from the Author table.
- Select the Title and Price fields from the Book table.
- Select the PubName field from the Publisher table.
- View the data by Publisher.
- Add a grouping level using LastName.
- Sort the report by the Title field in ascending order.
- Choose Stepped layout and Portrait orientation.
- Type Book List as the report’s title.

Switch to Layout view and adjust each column’s width as necessary.

5. Create Queries:

Query 1: List all of the books that are published by Prentice Hall using the LastName field of the Author table, the Title field of the Book table, and the PubName field of the Publisher table. Sort the query in ascending order according to the Title field. Save this query as Prentice Hall Books.

Query 2: List all of the books where the publish date is greater than today's date using the LastName field of the Author table, the Title and PubDate fields of the Book table, and the PubName field of the Publisher table. Sort the query in descending order according to the PubDate field. Save this query as Books not yet published.

Query 3: List all of the books where the copyright year is 2010 or the publish date is less than 60 days old using the LastName field of the Author table, the Title, PubDate and Copyright fields of the Book table, and the PubName field of the Publisher table. Sort the query in descending order according to the PubDate field. Save this query as New Books.

Query 4: List all of the books whose title contains Excel 2007 and that are published by Wiley using the LastName field of the Author table, the Title field of the Book table, and the PubName field of the Publisher table. Sort the query in ascending order according to the Title field. Save this query as Wiley Excel 2007 Books.

Query 5: List all of the books whose Edition field is empty using the LastName field of the Author table, the Title and Edition fields of the Book table, and the PubName field of the Publisher table. Sort the query in ascending order according to the PubName field. Save this query as First Edition Books.

Query 6: List all of the books whose Edition field is not empty using the LastName field of the Author table, the Title and Edition fields of the Book table, and the PubName field of the Publisher table. Sort the query in ascending order according to the PubName field. Save this query as Revised Books

Microsoft Access Exercise 3

PART I: Bit-Byte Computer Stores, Inc. has opened numerous branches throughout the northwestern U.S. during the past year. In order to keep track of the branches and related information, you have been asked to create a database to organize this information.

1. Open up Access and create a new Database. Name it **COMPUTER**.
2. Select the option to create a new table.
3. Using Design View, create a table design using the data listed below:

(Allow Store Number to be the primary key - NOTE: A primary key must be a unique number.)

FIELD NAME	DATA TYPE	SIZE	DESCRIPTION
STORE_ID	Text	8	
BRANCH	Text	25	
TITLE	Text	50	Title of Software Used
TYPE	Text	25	Type of Software Used
PRICE	Currency	Use Fixed Format	At Time of Purchase
PURDATE	Date/Time	Use Short Date Format	Date Software was Purchased

NOTE: *As a general rule, it is better to make text fields larger then expected then to later have to readjust a field name text data type length because a new record is being truncated. Access will only store the actual text length within the database.*

1. Save the design under the name **SOFTWARE**.
2. Listed below is the data for the SOFTWARE data file. Enter the information

STORE_ID	BRANCH	TITLE	TYPE	PRICE	PURDATE
1110	Computers Etc.	Word-O	Word Processing	499.95	8/17/03
1111	Zippy's	Pagecreator	Desktop	399.95	1/30/03
1120	Your PC Center	Micro Words	Word Processing	459.80	6/14/03
1125	Bits and Bytes Co.	InfoBase	Database	495.95	3/20/03
1130	Lakeview Computers	Word-0	Word Processing	499.85	5/15/03
1135	Pacific Supply Co.	Accessor	Database	550.50	11/23/03
1140	Gary's PC's and Such	Exceller	Spreadsheet	564.20	2/20/03
1141	Software Galore	OfficeMate	Integrated	479.95	3/15/03
1150	Wheatland	Quattrain	Spreadsheet	475.50	12/15/03
1160	Tower Cities Computers	BBS	Communications	115.50	4/2/03

NOTE: *If you are inputting a date into a data type date/time format, you do not have to input the year if the year you want is the current year. This is the same for Excel. However, if the year is not the current year, you will need to remember to input it. The actual input can be in almost any format and Access will reformat to the data type format you set when you designed your original table. You could also set an 'input mask' to force the user to utilize a specific format.*

3. Proofread for errors, and print a copy

Microsoft Access Exercise 4

PART I: Bit-Byte Computer Stores, Inc. needs to maintain an address list for all of its branch offices. Create a table to list this information.

1. Open up Access and select the COMPUTER database.
2. Select the option to create a new table.
3. Create a Table in Design View using the data listed below:

Field Name	Data Type	Size	Description
STORE_ID	Text	4	
ADDRESS	Text	50	
CITY	Text	25	
ST	Text	2	
ZIP	Text	5	
PHONE	Text	10	Input Mask – phone number Use default placeholder and save without symbols in mask

5. Set STORE_ID as the primary key for this table.
6. Save the Table as ADDRESS.
7. Enter the following data into the table:

STORE ID	ADDRESS	CITY	ST	ZIP	PHONE
1110	235 11th Avenue	Berkeley	CA	90211	(617) 245-8451
1111	8007 Desmore Avenue	Los Angeles	CA	90151	(232) 545-1764
1120	4516 Rocky Ravine	Phoenix	AZ	85295	(660) 716-3121
1125	551 S Beverly Glen Road	Los Angeles	CA	90151	(232) 544-6783
1130	3202 Oaksdale Road	San Diego	CA	90175	(245) 578-9912
1135	401 Regency Court	Oceanside	CA	90457	(276) 776-0908
1140	720 Independence Way	Mesa	AZ	02142	(615) 247-9812
1141	1499 Doveland Drive	Denver	CO	60514	(864) 451-0096
1150	1453 Mirageo Lane	Phoenix	AZ	85296	(660) 714-2820
1160	1313 Stewart Avenue	Boulder	CO	60577	(887) 433-6869

8. Proofread for errors, and print a copy

Microsoft Access Exercise 6

PART I:

Bit-Byte Computer Stores, Inc., would like a printout of the companies branches, addresses, and
what type of software they are currently using.
Using both tables, create the following query:

1. Create a table with the following field.
   - STORE
   - BRANCH
   - ADDRESS
   - CITY
   - STATE
   - ZIP
   - TYPE
2. From Datasheet View, Click on File menu, and select Page Setup option.
3. Click on Page tab and change paper orientation to Landscape.
4. Save query as STORE1.
5. Print a copy.

PART II:

The company would like reports listing specific information. Create the following queries:

1. Create a table with the following field and criteria:

FIELDS	CRITERIA
BRANCH	
STATE	AZ, CO
TITLE	
COST	
PURDATE	
PHONE	

2. Set the state so that it lists data in ascending order.
3. Type AZ on the “criteria” row.
4. Type CO on the “or” row.
5. Save query as AZ_CO STORES.
6. Print a copy.

Microsoft Access Exercise 7

PART I:
The Company would like a report printed with all of the branches and their address information. They would also like the information grouped by state and the stores listed in alphabetical order.

1. Click on the Reports Tab
2. Click New and then select Report Wizard
3. Use the following information to create your report:
   - Use the query STORE1 as the source document
   - Choose the following field:

BRANCH ADDRESS CITY ST ZIP
- Group by State
- Sort by Branch
- Accept the default layout – Stepped
- Accept the default orientation – Portrait
- Change the title option to Corporate
- Save and name the report Stores By State

After viewing the file, you decide to change the title and its layout. Click on the Design View and make the following changes:
1. Insert the word Computer at the beginning of the title. You may have to resize the textbox to fit all the text (click and drag on box sizing buttons).
2. Click and drag the title box to the center of design area.
3. Center align the title within the textbox.
4. Click on the View menu and return to the Layout Preview. Check for errors and appearance.
5. Save file as STORES BY STATE.
6. Print a copy.

PART II: The Company would like a report of all branches, grouped by type of software and sorted by the branch office name. Create a report of your own design that will display this information. Save and name the report SOFTWARE. Print a copy

MS ACCESS QUIZ
https://github.com/IsaacZachary/Computer-Packages/blob/main/5.%20Access%20Quiz.pdf

DESKTOP PUBLISHING

Desktop publishing (DTP) refers to the process of using a personal computer and specialized software to combine text and graphics to create documents such as newsletters, brochures, and books. It allows users to create professional-quality documents without the need for expensive printing equipment or specialized training in typesetting and layout.

DTP software provides a range of tools and features to help users design and layout their documents

Microsoft Publisher is a desktop publishing application that is part of the Microsoft Office suite of productivity tools. It is designed to help users create a wide range of professional-quality documents, such as newsletters, brochures, and business cards, without the need for specialized training in design or layout.

Microsoft Publisher Interface:



Publisher includes a range of page layout tools, text-formatting options, and graphics tools to help users create documents that look professional and are easy to read. Some of the features of Publisher include:

i. **Page layout tools**: Users can control the overall layout of their document, including the size and orientation of the page, margins, and columns.

ii. **Text formatting options**: Publisher includes a range of text formatting options, including font size, typeface, and color, to help users create documents that are easy to read and look professional.

iii. **Graphics tools:** Publisher includes tools for importing and editing graphics, such as images and charts, and incorporating them into documents. Users can crop, resize, and adjust the color of graphics to fit their needs.

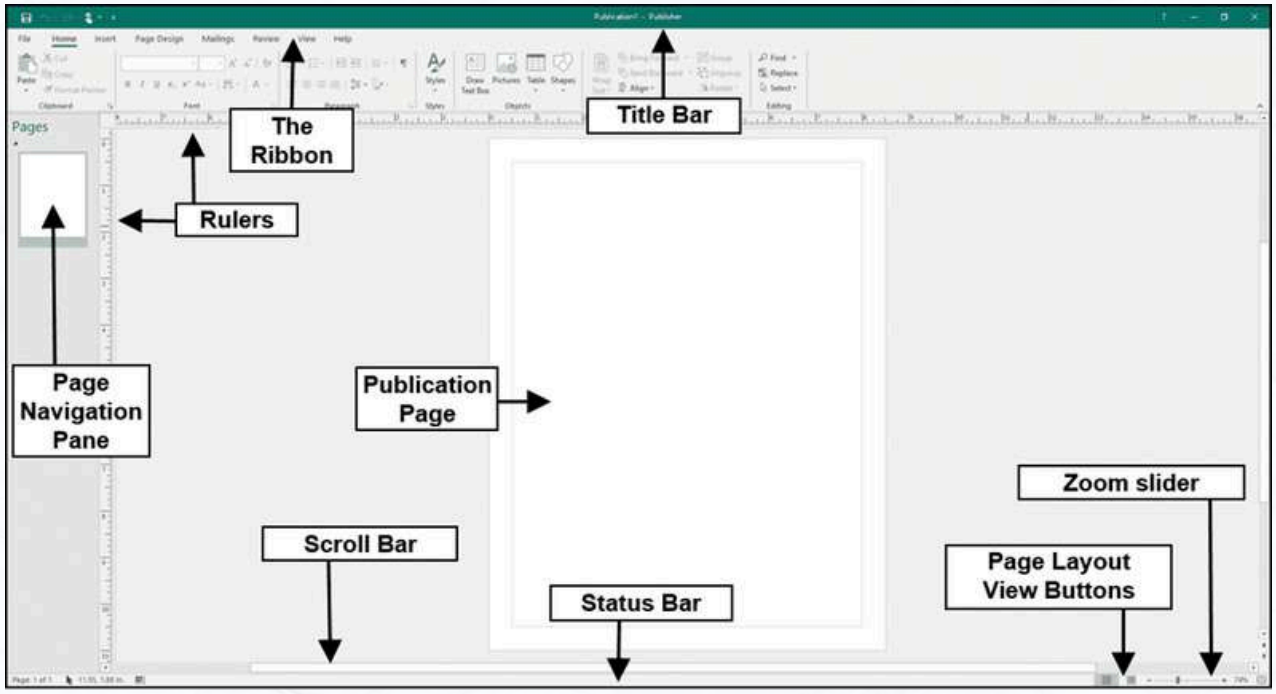
iv. **Templates**: Publisher includes a range of templates for common document types, such as newsletters and brochures, to help users get started quickly and ensure that their documents have a professional appearance

Publisher is a user-friendly application that is well suited for creating a wide range of documents for personal or business use. Its easy-to-use interface and wide range of tools and features make it a popular choice for users who need to create professional-quality documents without specialized design training.

To get started with Microsoft Publisher, follow these steps:

1. Open Microsoft Publisher on your computer. If you don't have it installed, you can purchase a copy of Microsoft Office, which includes Publisher, or you can download a trial version from the Microsoft website.
2. When Publisher opens, you will see a list of templates that you can use to create your document. Select the template that best fits your needs, or choose "Blank Document" to start from scratch.
3. Once you have selected a template, you will be taken to the main Publisher workspace, where you can start designing your document. You can add text and graphics to your document using the tools on the ribbon at the top of the screen.
4. Use the page layout tools to arrange the elements of your document and control the overall appearance of the page. You can change the margins, add columns, and set the page size and orientation.
5. Use the text formatting tools to change the appearance of the text in your document. You can choose a different font, adjust the size and color of the text, and apply other formatting options as needed.
6. Use the graphics tools to import and edit images and other graphics and incorporate them into your document. You can crop, resize, and adjust the color of graphics to fit your needs.
7. When you are finished designing your document, you can save it to your computer or print it out using a printer.

Parts of Microsoft Publisher User Interface



Here are a few exercises you can try to get started with Microsoft Publisher:

1. **Create a simple flyer:**
   - Open Microsoft Publisher and select the "Flyer" template.
   - Add a title to your flyer by clicking on the "Insert" tab and selecting "Text Box." Type in your title and use the text formatting options to make it stand out.
   - Add some body text to your flyer by clicking on the "Insert" tab and selecting "Text Box" again. Type in your text and use the text formatting options to make it easy to read.
   - Add an image to your flyer by clicking on the "Insert" tab and selecting "Picture." Choose an image from your computer or online to add to your flyer.
   - Use the page layout tools to arrange the elements of your flyer and make any final adjustments to the appearance of your document.
   - Save your flyer and print it out or share it online.

2. **Create a simple brochure:**
   - Open Microsoft Publisher and select the "Brochure" template.
   - Add a title to your brochure by clicking on the "Insert" tab and selecting "Text Box."
   - Type in your title and use the text formatting options to make it stand out.
   - Add some body text to your brochure by clicking on the "Insert" tab and selecting "Text Box" again. Type in your text and use the text formatting options to make it easy to read.
   - Add some images to your brochure by clicking on the "Insert" tab and selectin "Picture." Choose some images from your computer or online to add to your brochure.
   - Use the page layout tools to arrange the elements of your brochure and make any final adjustments to the appearance of your document.
   - Save your brochure and print it out or share it online.

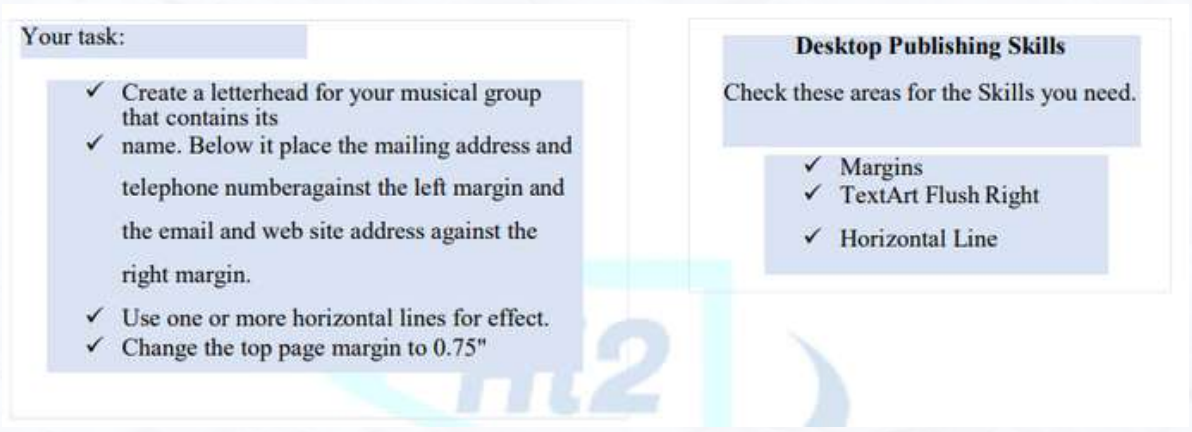
3. **Create a simple business card:**
   - Open Microsoft Publisher and select the "Business Card" template.
   - Add your name and contact information to your business card by clicking on the
   - "Insert" tab and selecting "Text Box." Type in your name and contact information and use the text formatting options to make it stand out.
   - Add an image or logo to your business card by clicking on the "Insert" tab and
   - selecting "Picture." Choose an image from your computer or online to add to your business card.
   - Use the page layout tools to arrange the elements of your business card and make any final adjustments to the appearance of your document.
   - Save your business card and print it out or share it online

Desktop Publishing Additional Exercises

NOTE: **Save each of these activities in your Folder with the indicated filename**

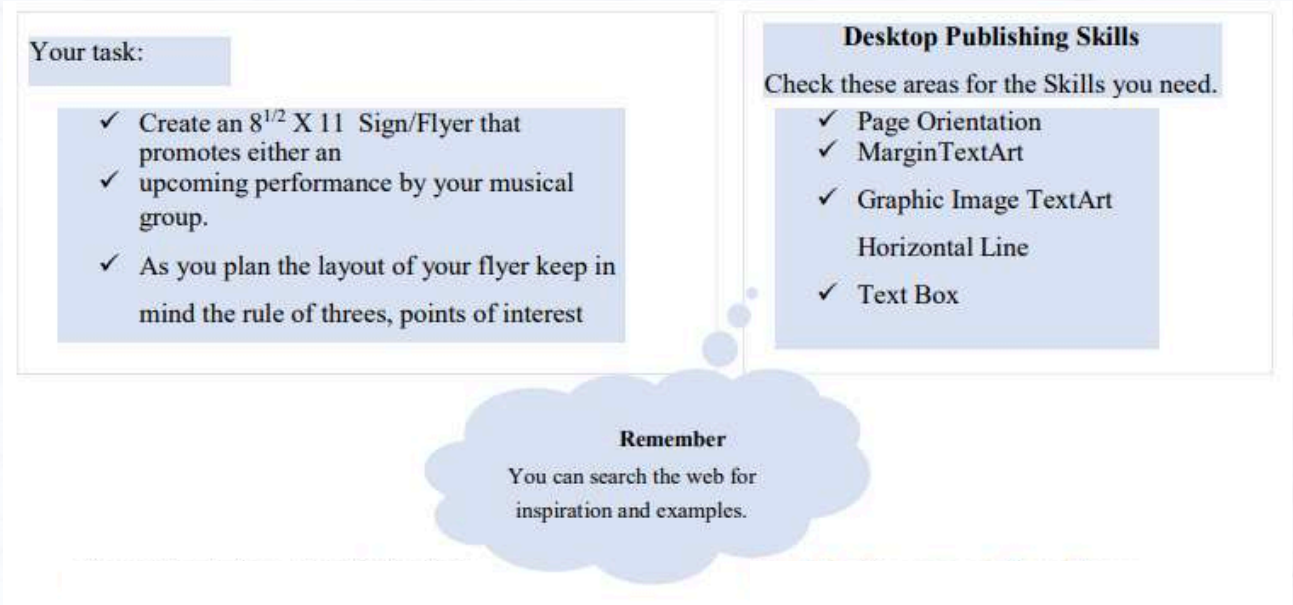
Activity 1 - Letterhead

- Your musical group is well practiced and ready to play some live gigs. It's time to write a letter to club owners introducing yourselves. To create a good impression you want to print the letter on your own letterhead. Letterhead is the heading at the top of a sheet of stationary or letter paper. It usually contains the name and contact information of the sender and a graphic image. Perhaps you have seen your school's letterhead on a piece of stationary.



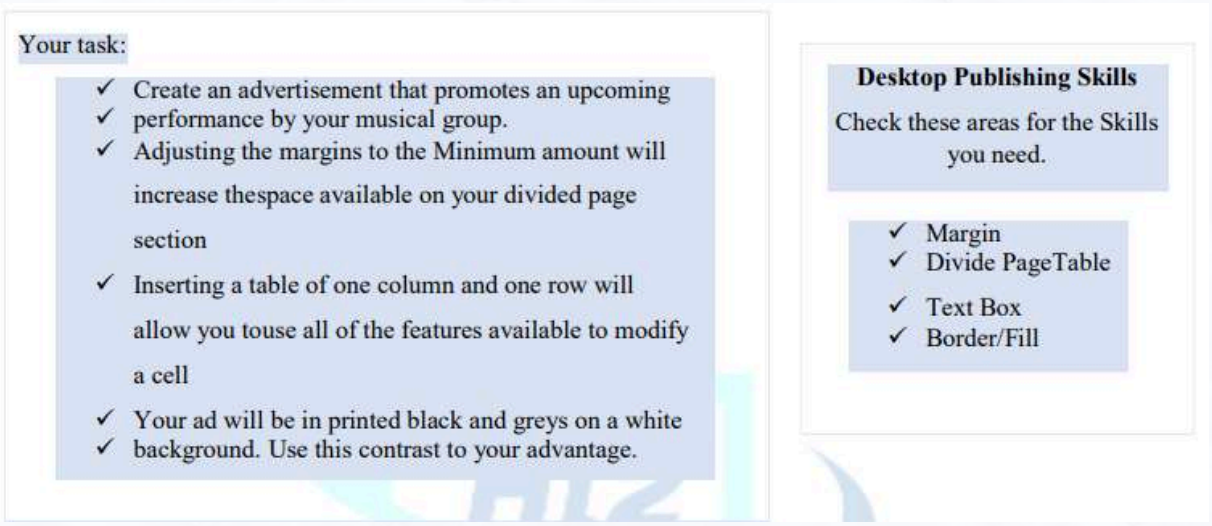
Activity 2 - Sign/Flyer

- It's time to hit the streets and get the word out about your groups upcoming performance. You need a stack of flyers that will stand out on a crowded bulletin board or store window. It has to grab the viewer's attention and clearly communicate the important details about the show.



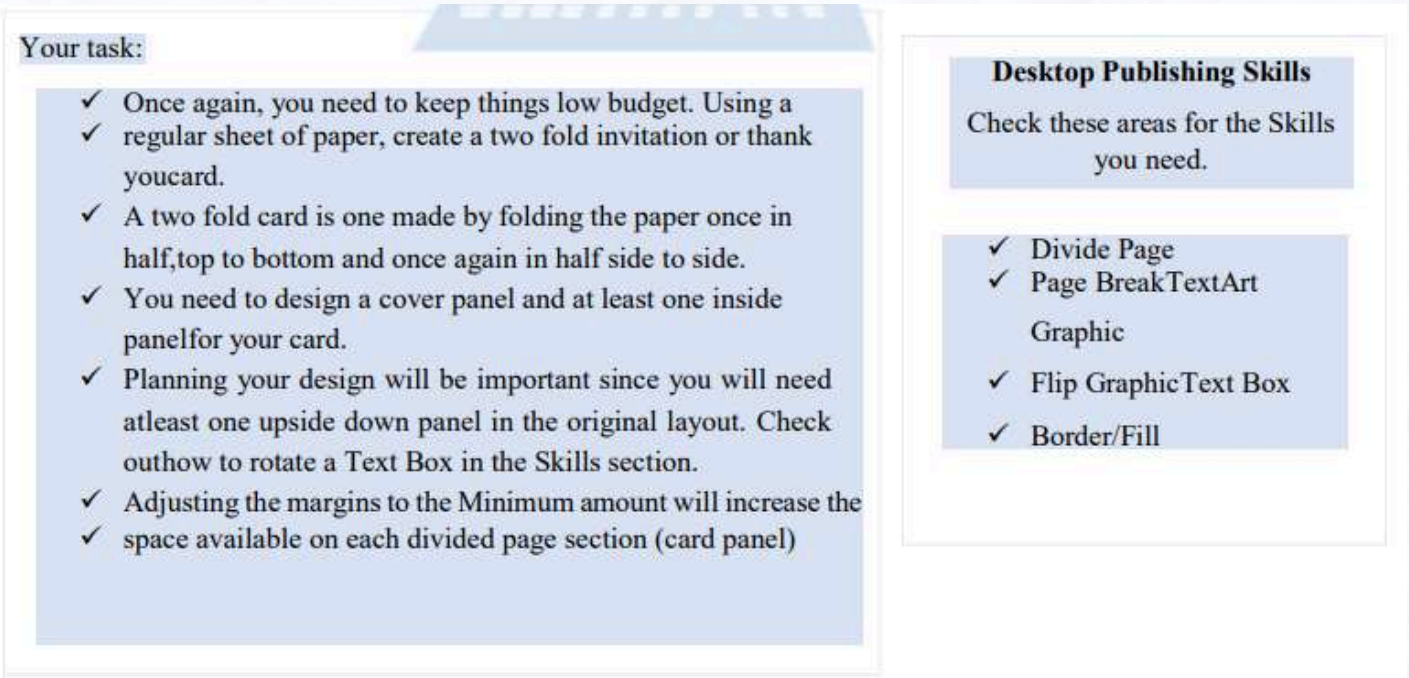
Activity 3 - Newspaper Advertisement

- Another great way to get the word out on your musical group is to advertise in the newspaper. The good news is you can design your own ad and submit it to the newspaper. The bad news is you don't have much money so you can only afford an ad about 1/6 the size of a regular sheet of paper. Clarity and simplicity will be essential.



Activity 4 - Invitation/Thank you card

It's either before or after the first big live show by your musical group. You need to send out invitations or thank you cards to the important folks in the local music business.



Activity 5 - Brochure

While your group is waiting for fame and fortune, especially the fortune part, they still need to make some money. One way struggling artist's do this is to help others who are struggling musically. Rather than take day jobs on the front line in the food service industry, your group has been inspired by the movie School of Rock and decided to open a "music academy". This institute of higher learning offers lessons to budding musical performers of all ages. A brochure would be a simple but effective way to give potential customers all the information they need.

Your task:

- ✓ Create a six panel tri-fold brochure promoting your music lesson business.
- ✓ Your layout should use two separate pages with three panels on each. Imaginethat they will be photocopied back to back.
- ✓ Along with the name, location and contact information be sure to include information on what services are offered, prices and some enticing information toattract these wannabe performers.
- ✓ Planning your design will be important as you consider what information goes onwhich panel. Do you want a barrel/roll fold or a Z/accordion fold design?
- ✓ Folding a piece of paper in three helps to give you ideas of the possibilities andwhere to place items.
- ✓ Using a Landscape page orientation will provide the best design possibilities Adjusting the margins to the Minimum amount will increase the space availableon each divided page section (card panel)
- ✓ Carefully using Text Boxes, Graphics, Horizontal Lines, Bullets and Drop Capsare all ways to add visual impact to a single column of text.
- ✓ Carefully varying font style and size but maintaining consistency throughout thebrochure

Desktop Publishing Skills

Check these areas for the Skills you need.

- ✓ Page Orientation
- ✓ Divide Page (3 Columns across 2pages for 6 Panels)
- ✓ TextArt
- ✓ Center Text (Vertically)Text Box
- ✓ Graphic Text WrapDrop Cap

Remember
You can search the web for inspiration and examples.

Remember
You can search the web for inspiration and examples.

Activity 6 - Newsletter

All of your musical group's hard work and live performances are paying off. You have fans! Not a huge number but some faithful devotees who want news on your group that they can read and pass along to others. While you are not yet at full fanzine status you are at the one page newsletter level.

Your task:

- ✓ Create the first issue of a three column newsletter with a catchy
- ✓ title at the top and lots of interesting information of your musical group.
- ✓ The Name Plate must include the title, sub-title telling what the newsletter is about, the date and issue number
- ✓ The body of the newsletter can include things like the latest news, group member profiles, likes and dislikes, photos andcontests.
- ✓ Using the Columns feature rather than Dividing the Page will allow you to create a Name Plate at the top of your page.
- ✓ Carefully using Text Boxes, Graphics, Horizontal Lines, Bullets and Drop Caps are all ways to add visual impact to a single column of text.
- ✓ Carefully varying font style and size but maintaining consistency throughout the newsletter

Desktop Publishing Skills

Check these areas for the Skills you need.

- ✓ TextArt
- ✓ Flush Right Horizontal LineColumns
- ✓ Text BoxGraphic
- ✓ Text Wrap

Remember

You can search the web for inspiration and examples.

Activity 7 - Business Card

All of your musical group's hard work, live performances and devoted fans are paying off. Big shots in the music business are contacting you! They want to have lunch and set up meetings to discuss business and deals and money. One way to show you mean business and to be taken seriously in these meetings is to have your own business card.

Your task:

- ✓ Create a business card that you can lay on various music
- ✓ business-types who are interested in your group.
- ✓ Be sure to include the groups name and contact information aswell as a graphic for visual impact.
- ✓ A watermark allows you to use a graphic without overcrowdinga limited space

Desktop Publishing Skills

Check these areas for the Skills you need.

- ✓ Labels
- ✓ Text Box Text Art Watermark

Activity 8 - CD Cover

The hard work (and the business cards) paid off. Your group has a deal to record their first CD. While the music on the inside of the CD is up to the group, you are responsible for what's on the outside

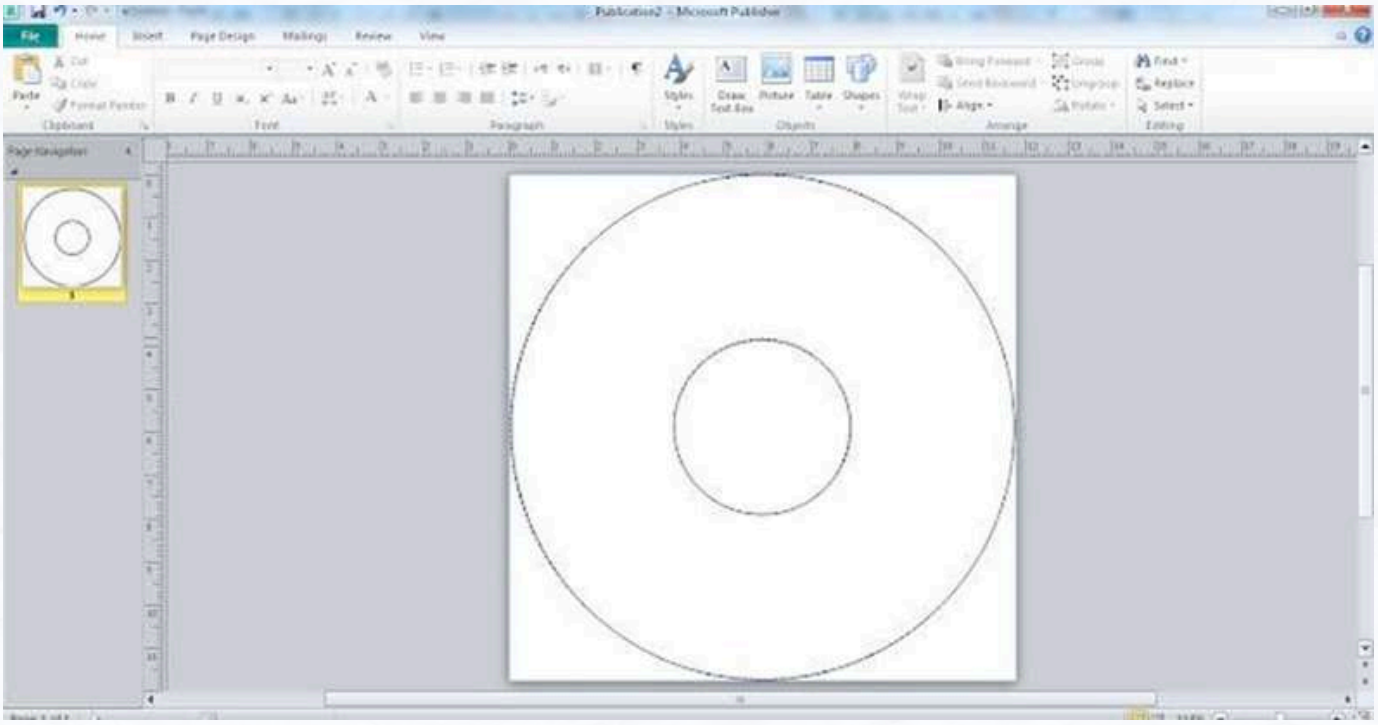
Your task:

- ✓ Create a front and back cover for your CD.
- ✓ The Front cover must be visually interesting and include boththe name of the CD and the musical group.
- ✓ The Back cover must be visually unified with the front and contain the titles and length of the 10 musical tracks on the CD.While the design part of this activity should be fairly easy considering all the skills you have mastered, setting the margins will be a challenge.
- ✓ Measure a CD cover and prepare to do some calculating todetermine what the four margins should be set at .

Desktop Publishing Skills

Check these areas for the Skills you need.

- ✓ Margins
- ✓ TextArt
- ✓ Horizontal Line
- ✓ Text Box
- ✓ Graphic Watermark



INTERNET, MAILING AND NETWORKING



The internet, email, and networking are often thought of as a "computer package" because they are essential tools that are used together to communicate and access information in the modern world.

The **internet** is a global network of interconnected computers and servers that allows users to communicate and access information from anywhere in the world. It works by transmitting data in the form of packets between computers using a series of interconnected networks. The internet has transformed the way that people communicate, access information, and do business, and it has become an essential part of modern life.

Email is a means of electronic communication that allows users to send and receive messages and attachments over the internet. Email accounts, such as Gmail, Outlook, and Yahoo, provide users with a way to send and receive emails, as well as store and organize their messages. Email has become an essential tool for business, education, and personal communication, allowing users to communicate quickly and easily with people around the world.

Networking is the practice of connecting computers and devices together to allow them to communicate and share resources. There are several types of networks, including Local Area Networks (LANs), Wide Area Networks (WANs), and Wi-Fi networks. LANs are used to connect computers and devices in a small geographic area, such as an office or home. WANs are used to connect LANs over larger distances, such as across cities or countries. Wi-Fi networks allow devices to connect to the internet or a LAN wirelessly.

Examples of how these technologies are used together include:

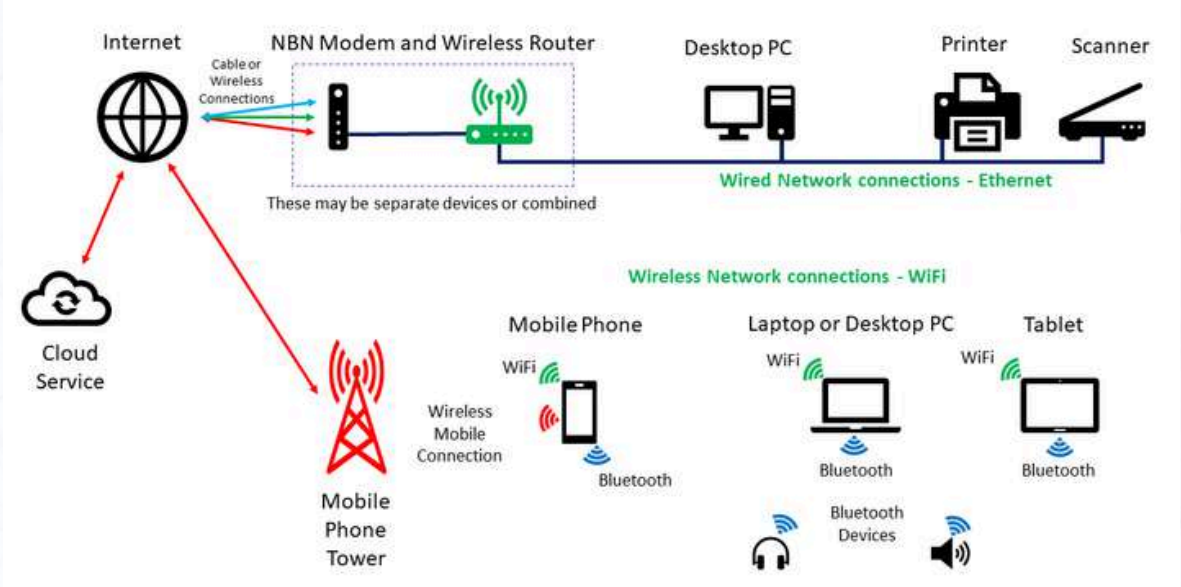
- Sending and receiving emails over the internet: Email allows users to communicate with each other over the internet, using their email accounts and a device with an internet connection.
- Accessing and sharing resources on a LAN: Networking allows users to share resources, such as printers and files, and communicate with each other on a LAN.
- Connecting to the internet wirelessly via Wi-Fi: Wi-Fi networks allow users to connect their devices to the internet or a LAN wirelessly, using a wireless router or access point.
- Connecting to a remote network via a VPN: Virtual Private Networks (VPNs) allow users to
- securely connect to a remote network over the internet, using encryption to protect the data being transmitted.

The internet, email, and networking are essential tools that are used together to communicate and access information in the modern world.

Connecting to the Internet

To connect to the internet, you will need a device that can access the internet (such as a computer, smartphone, or tablet), an internet service provider (ISP), and a way to connect the device to the ISP (such as a wired Ethernet connection or a wireless connection using WiFi).
Here are the steps to connect to the internet:

1. Choose an ISP and sign up for an internet plan.
2. Connect your device to the internet using a wired Ethernet connection or a wireless connection via WiFi.
3. Configure your device's internet settings, such as your WiFi network name and password.
4. Open your device's web browser and try accessing a website to verify that you are connected to the internet.



Benefits of being connected to the internet include:

1. **Access to a vast amount of information:** The internet is a vast resource of information that can be accessed from anywhere with an internet connection.
2. **Communication and collaboration**: The internet allows people to communicate and collaborate with others across the globe in real time.
3. **Online shopping and banking**: The internet has made it possible to shop and bank online, which can be convenient and save time.
4. **Entertainment**: The internet provides a wide range of entertainment options, including streaming services for music, movies, and TV shows.
5. **Increased productivity**: The internet can help increase productivity by allowing people to access and share information and resources more quickly and easily.
6. **Education**: The internet provides access to a wide range of educational resources, including online courses and educational websites.
7. **Job opportunities**: The internet has made it easier for people to find and apply for jobs, and for companies to find and hire employees.

There are also some drawbacks to being connected to the internet, including:

1. **Security risks**: The internet can be a dangerous place, with risks such as viruses, malware, and hacking.
2. **Addiction**: Some people may develop an addiction to the internet, which can have negative impacts on their
3. personal relationships and work.
4. **Distractions**: The internet can be a major distraction, particularly if you are trying to focus on a task or get work done.
5. **Privacy concerns**: The internet can also raise concerns about privacy, as personal information may be collected and shared by websites and other online services.
6. **Increased productivity**: The internet can help increase productivity by allowing people to access and share information and resources more quickly and easily.
7. **Education**: The internet provides access to a wide range of educational resources, including online courses and educational websites.
8. **Job opportunities**: The internet has made it easier for people to find and apply for jobs, and for companies to find and hire employees.

1. **The World Wide Web (WWW or Web)**

The World Wide Web (WWW or Web)

This is a vast network of interconnected documents and other resources, linked by hyperlinks and URLs. It is a part of the internet, but it is not the same thing as the internet. The internet is a global network of computer networks, while the Web is a collection of documents and other resources that can be accessed via the internet.

The Web was invented by Tim Berners-Lee in 1989 while he was working at CERN (the European Organization for Nuclear Research). He created the first web browser, called WorldWideWeb, and wrote the first version of the HyperText Transfer Protocol (HTTP), which is the foundation of the Web.

The Web is based on the idea of hypertext, which allows users to click on links in a document to access other documents or resources. This makes it possible to navigate from one document to another simply by clicking on a link. The Web also uses URLs (Uniform Resource Locators) to identify and locate resources on the Web.

The Web has transformed the way we access and share information, and it has become an integral part of modern life. It is used for a wide range of activities, including communication, education, research, entertainment, and commerce. The Web is constantly evolving, with new technologies and applications being developed all the time.

URL (Uniform Resource Locator)

This is a string of text that specifies the location of a resource on the Web. URLs are used to identify and locate resources, such as Web pages, images, and videos, on the Web.

A URL has several elements, which are included as part of the URL string. These elements include:

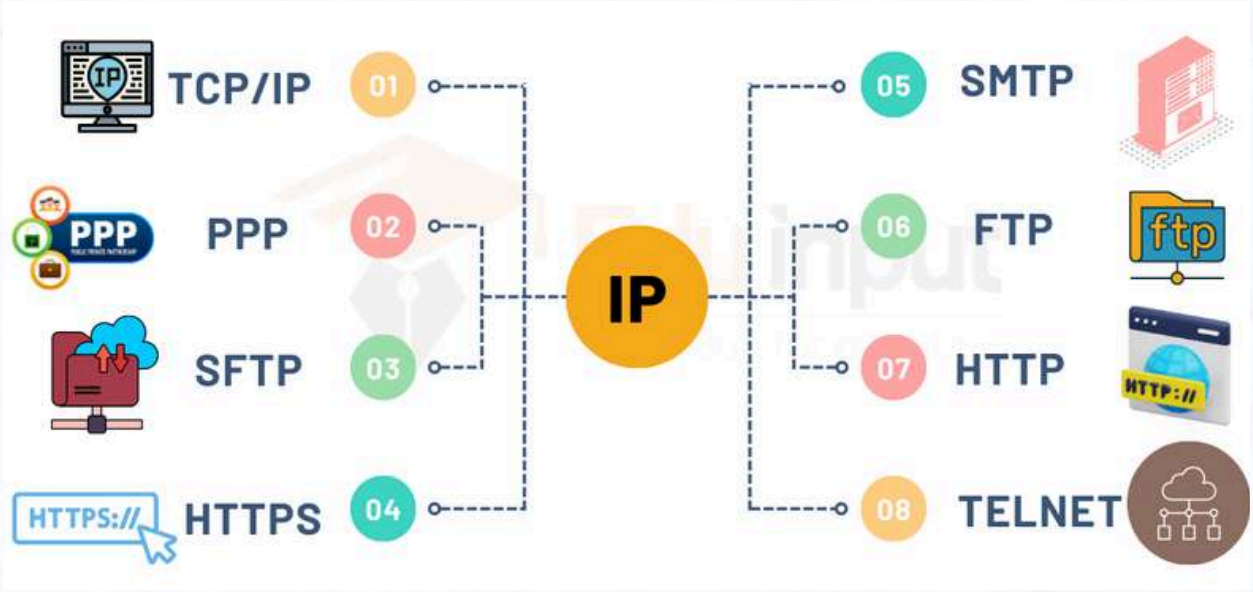
1. **Protocol**: This is the type of network protocol used to access the resource. The most common protocol used on the Web is HTTP (HyperText Transfer Protocol).
2. **Domain name**: This is the name of the server that hosts the resource. For example, in the URL "https://www.example.com/page.html", "example.com" is the domain name.
3. **Path**: This is the location of the resource within the server's file system. In the URL "https://www.example.com/path/to/page.html", "/path/to/page.html" is the path to the resource.
4. **Query string**: This is a set of parameters that can be passed to the resource in the form of a string. The query string is often used to specify options or to provide additional information to the resource. It is separated from the rest of the URL by a "?" character. For example, in the URL "https://www.example.com/search?q=keyword", "q=keyword" is the query string.
5. **Fragment**: This is an optional element that specifies a location within the resource. It is separated from the rest of the URL by a "#" character. For example, in the URL "https://www.example.com/page.html#section2", "#section2" is the fragment

A **protocol** is a set of rules and standards that define how computers and devices communicate with each other over a network. There are many different protocols used on the internet and the Web, each serving a specific purpose.

Some common protocols used on the internet and the Web include:

1. **HTTP (HyperText Transfer Protocol)**: This is a protocol used for transmitting hypertext documents, such as Web pages, over the internet. It is the foundation of the Web.
2. **HTTPS (HTTP Secure)**: This is a secure version of HTTP that uses encryption to protect the privacy and integrity of data transmitted over the internet.
3. **FTP (File Transfer Protocol)**: This is a protocol used for transferring files over a network. It is commonly used to download and upload files from and to Web servers.
4. **SMTP (Simple Mail Transfer Protocol)**: This is a protocol used for sending and receiving email messages over the internet.
5. **TCP (Transmission Control Protocol)**: This is a protocol used to establish and maintain connections between computers and devices over the internet. It is the foundation of many other protocols, including HTTP and FTP.
6. **IP (Internet Protocol)**: This is a protocol used to route traffic over the internet. It is responsible for delivering data packets from one device to another based on their IP addresses.

These are just a few examples of the many protocols that are used on the internet and the Web. Protocols are an essential part of how the internet and the Web function, as they provide the rules and standards that enable computers and devices to communicate with each other.



SEARCH ENGINES

A **search engine** is a web-based tool that allows users to search for information on the internet. When you enter a search query into a search engine, it uses algorithms to search through billions of web pages and other online resources to find information that is relevant to your query. The search engine then presents the results to you in the form of a list of links, with the most relevant results appearing at the top of the list.

Some popular search engines include Google, Bing, and Yahoo. Each search engine has its own unique algorithms and features, but they all perform the basic function of helping users find information on the internet.



To use a search engine, you can follow these steps:

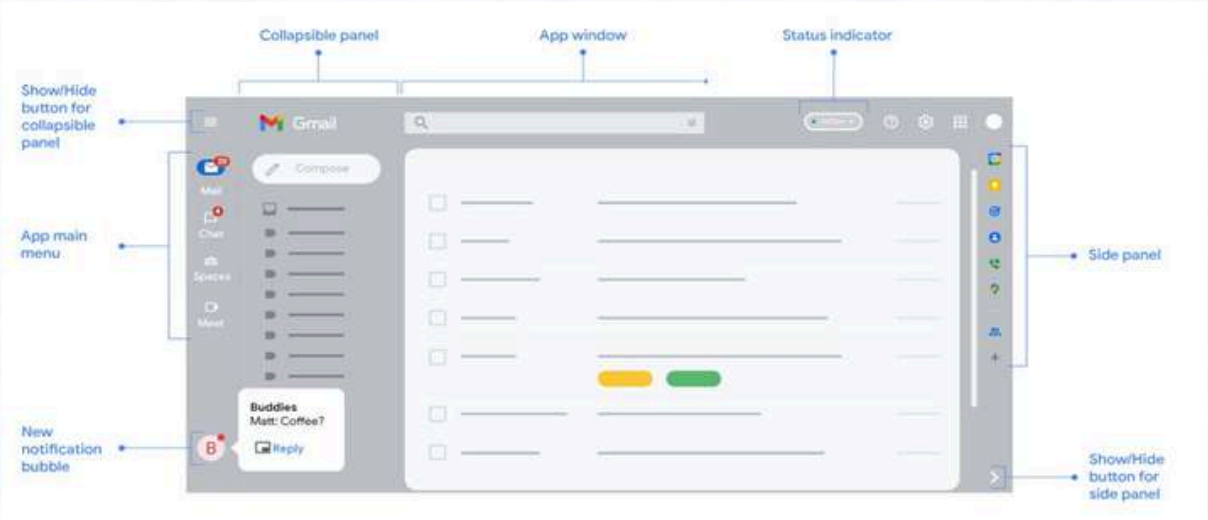
1. Open your web browser and go to the search engine's website. Some popular search engines include Google, Bing, and Yahoo.
2. In the search box, enter the keywords or phrase that you want to search for.
3. 3Press the "Enter" key or click on the "Search" button to submit your query.
4. The search engine will present you with a list of results that match your query. The results may include web pages, images, videos, and other types of resources.
5. To view a result, click on the link to the resource. The resource will be displayed in your web browser.

You can use various techniques to refine your search and find more specific results. For example:

- Use quotation marks to search for an exact phrase. For example, searching for "chocolate chip cookies" will return results that include the exact phrase "chocolate chip cookies".
- Use advanced search operators to narrow your search to a specific website or file type. For example, you can use the site: operator to search only within a specific website, or the filetype: operator to search for a specific type of file.
- Use the minus sign (-) to exclude certain words from your search. For example, searching for "chocolate chip cookies -recipe" will exclude results that include the word "recipe".
- By using these techniques and other search tools and filters, you can find more relevant and specific results when using a search engine.

MAILING

Gmail user interface



Email is a service that allows users to send and receive messages electronically over the internet. It is one of the most widely used forms of communication, and it is an essential part of modern life for many people.

Here are some features of email:

1. **Sending and receiving messages**: Email allows users to send and receive messages to and from other email users.
2. **Attachments**: Email allows users to attach files to their messages, such as documents, images, and videos.
3. **Address book**: Most email programs have an address book that allows users to store the email addresses of their contacts.
4. **Spam filters**: Many email programs have spam filters that can help prevent unwanted or spam emails from reaching the user's inbox.
5. **Search**: Most email programs have a search feature that allows users to find specific messages by keyword or other criteria.

Some elements of an email message include:

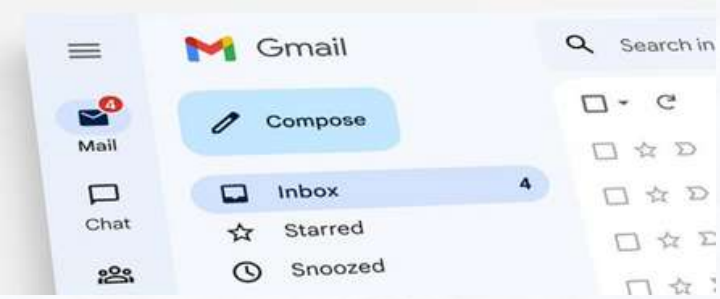
1. **To**: This is the email address of the recipient(s) of the message.
2. **From**: This is the email address of the sender.
3. **Subject**: This is the subject of the email message, which is a brief summary of the content.
4. **Body**: This is the main content of the email message.
5. **Attachments**: These are any files that are attached to the email message.
6. **Signature**: This is a block of text that is automatically added to the end of the email message. It often includes the sender's name and contact information.

Getting started with emails

To use email, you will need an email account with a provider such as **Google (Gmail)**, **Microsoft (Outlook)**, or **Yahoo**. Here are the basic steps to send an email:

1. Open your email program or log in to your email account online.
2. Click on the "Compose" or "New Message" button.
3. Enter the email address of the recipient in the "To" field. You can also add additional recipients by separating their email addresses with a comma.
4. Enter a subject for the email in the "Subject" field.
5. Type your message in the main text area.
6. Attach any files you want to send by clicking on the "Attach" button.
7. Review your email to make sure everything is correct.
8. Click on the "Send" button to send the email.

Gmail is a free email service provided by Google. It has a number of features and components that make it a popular choice for many users.



Here are some components of Gmail:

1. **Inbox**: This is where incoming email messages are delivered.
2. **Sent Mail**: This is a folder that contains a copy of all the email messages that you have sent.
3. **Drafts**: This is a folder where you can save email messages that you are in the process of composing, but are not ready to send yet.
4. **Spam**: This is a folder where email messages that are marked as spam are delivered.
5. **Trash**: This is a folder where deleted email messages are stored until they are permanently removed from the system.
6. **Labels**: Gmail allows you to create labels to organize your email messages. You can apply multiple labels to a single email, and you can create sublabels to create a hierarchy of labels.
7. **Search**: Gmail has a powerful search feature that allows you to find specific email messages based on various criteria, such as the sender, recipient, subject, and date.
8. **Contacts**: Gmail has a built-in address book where you can store the email addresses and other contact information of your contacts.
9. **Settings**: The Gmail settings allow you to customize various aspects of your account, such as the appearance of the interface, the language and time zone, and the behavior of certain features.
10. **Themes**: Gmail allows you to customize the appearance of the interface by selecting from a variety of themes.
11. **Labs**: Gmail has a feature called Labs that allows you to try out experimental features that are still in development.

Microsoft Outlook is a popular email client that is part of the Microsoft Office suite. It allows users to send and receive emails, manage contacts, calendar events, and tasks, all from a single application. This tutorial will guide you through the essential features of Outlook, how to set it up, and how to troubleshoot common problems.

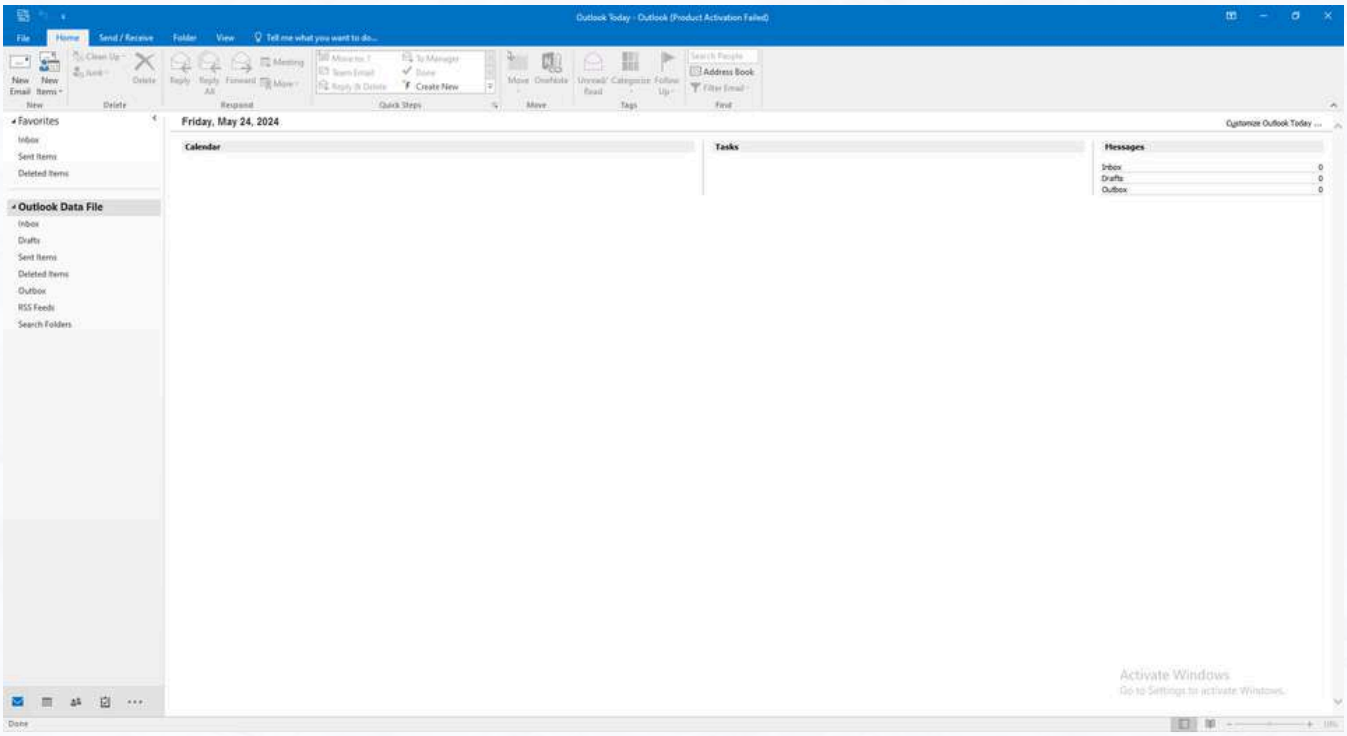
Getting Started with Microsoft Outlook

- **Opening Outlook:**

If you have Outlook installed on your computer, open it by clicking on the Outlook icon.
If you do not have Outlook installed, you can use the web version by navigating to Outlook.com and logging in with your Microsoft account.

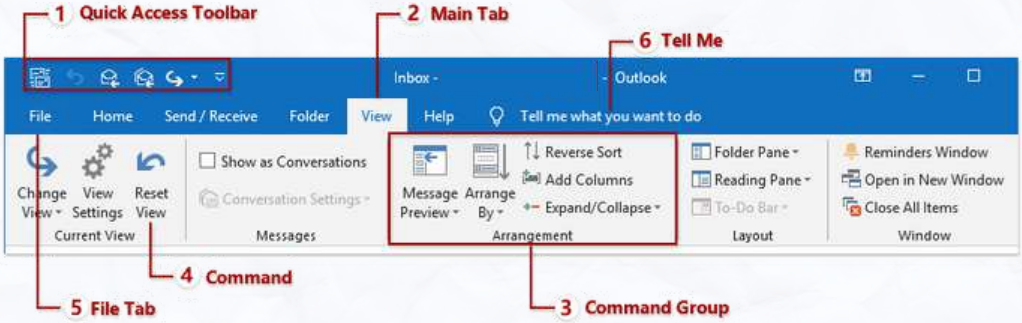
- **Setting Up an Email Account:**

When you open Outlook for the first time, it will prompt you to set up an email account. Follow the on-screen instructions to enter your email address and password.
Outlook supports various email accounts, including Microsoft Exchange, Office 365, Outlook.com, Gmail, Yahoo, and other POP/IMAP accounts.



Navigating the Outlook Interface

1. **Mail**: The Mail section is where you can send, receive, and manage your emails. It includes the Inbox, Sent Items, Drafts, and other folders.
2. **Calendar**: The Calendar section allows you to schedule appointments, meetings, and events. You can view your calendar by day, week, or month.
3. **People (Contacts):** The People section is where you can manage your contacts. You can add, edit, and organize your contacts into groups.
4. **Tasks**: The Tasks section allows you to create to-do lists and manage tasks. You can set due dates, priorities, and reminders.



Composing an Email:

1. Click on the "New Email" button in the Home tab.
2. Enter the recipient's email address in the "To" field. You can add multiple recipients by separating their email addresses with a semicolon.
3. Enter a subject for your email in the "Subject" field.
4. Type your message in the body of the email.
5. Attach any files by clicking on the "Attach File" button.

Receiving Emails:

1. Incoming emails are delivered to your Inbox. You can view and read emails by clicking on them.
2. Use the "Reply," "Reply All," and "Forward" buttons to respond to emails.
3. Managing Your Email

Using Folders:

1. Organize your emails by creating folders. Right-click on your email account in the folder pane and select "New Folder."
2. Drag and drop emails into the appropriate folders to keep your inbox organized.

Search:

Use the search bar at the top of the Outlook window to find specific emails. You can search by keyword, sender, recipient, subject, or date.

Spam Filters:

Outlook automatically filters spam emails into the Junk Email folder. Check this folder periodically to ensure that legitimate emails have not been misclassified.

Calendar and Scheduling

Creating Appointments and Meetings:

- In the Calendar section, click on "New Appointment" or "New Meeting."
- Enter the details of your event, such as the title, location, start and end times, and any additional notes.
- For meetings, you can invite attendees by entering their email addresses.

Setting Reminders:

Set reminders for your appointments and tasks to ensure you don't miss important events.

Managing Contacts

Adding Contacts:

- In the People section, click on "New Contact."
- Enter the contact's information, such as name, email address, phone number, and address.
- Save the contact by clicking "Save & Close."

Organizing Contacts:

Create contact groups to organize your contacts. Click on "New Contact Group" and add members to the group.

Tasks and To-Do Lists

Creating Tasks:

- In the Tasks section, click on "New Task."
- Enter the task details, such as the subject, due date, and priority.
- Save the task by clicking "Save & Close."

Managing Tasks:

Mark tasks as complete by checking the box next to the task.

View tasks by due date, importance, or other criteria to manage your workload effectively.

Troubleshooting Common Problems in Outlook

Email Sending/Receiving Issues:

- Check your internet connection.
- Verify your email account settings under File > Account Settings.
- Ensure your email server settings are correct, especially for POP/IMAP accounts.

Password Issues:

If you have forgotten your password, use the "Forgot Password" feature on the login page to reset it.

Performance Issues:

- Ensure that Outlook is up to date by checking for updates under File > Office Account > Update Options.
- Disable unnecessary add-ins by going to File > Options > Add-Ins and managing COM Add-ins.

Corrupted PST File:

If your PST file (Outlook data file) is corrupted, use the Inbox Repair Tool (ScanPST.exe) provided by Microsoft to repair it.

Additional Tips

Customizing Outlook:

Customize the appearance of Outlook by changing themes and layout options under File > Options > General.

Using Rules:

Set up rules to automatically manage incoming emails based on criteria such as sender, subject, or keywords. Go to File > Manage Rules & Alerts.

Integrating with Other Services:

Integrate Outlook with other Microsoft services, such as OneDrive and Teams, for enhanced productivity.

Mailing, Networking & Internet QUIZ

https://github.com/IsaacZachary/Computer-Packages/blob/main/7.%20Mailing%2C%20Networking%20%26%20Internet.pdf

SAMPLE CERTIFICATE OF COMPLETION



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REMARKS

I am glad to hear that you have completed a tutorial on computer packages! It is important to have a strong foundation in these skills, as they are essential for many tasks in today's digital age. In the tutorial, you likely learned about the basics of computers, including how they operate and how to use different software programs. You may have also learned how to use the Microsoft Office suite, which includes popular programs like Word, Excel, and PowerPoint. These programs are commonly used for creating documents, analyzing data, and creating presentations.

In addition to the Microsoft Office suite, you may have also learned about internet mailing and networking. These skills are important for communication and collaboration, as they allow you to send and receive emails, share files, and connect with others online.

The skills that you have learned in this tutorial will be valuable in many different settings and will help you to be more efficient and effective in your personal and professional life. Keep practicing and learning, and you will continue to improve your proficiency in these important computer packages.

COMPUTER PACKAGES PRACTICAL TUTORIAL BOOKLET

This comprehensive guide is crafted to provide you with hands-on experience in essential computer applications, from word processing and spreadsheets to advanced graphic design and system administration.

Whether you are a student, a professional, or an enthusiast, this tutorial offers clear, step-by-step instructions and practical tips to help you master the tools needed for success in the digital world. The author, a seasoned Software Support Engineer and Creative Designer, shares his vast expertise to ensure you gain practical knowledge and confidence in using these software packages.

The author brings a wealth of experience as a System Administrator, AI/ML specialist, and aspiring DevOps professional. His unique perspective and instructional approach make complex concepts accessible and engaging. Connect with author on LinkedIn or explore his projects on GitHub.



For direct inquiries or support, reach out via email at isaaczachary18@gmail.com or mobile at +254759325915. Embrace the journey to becoming a proficient computer user and elevate your technical skills with this indispensable tutorial.