

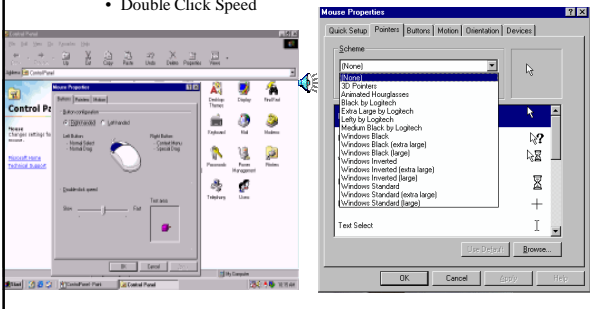
Office Class 4

December 3, 2010

Adjusting Mouse

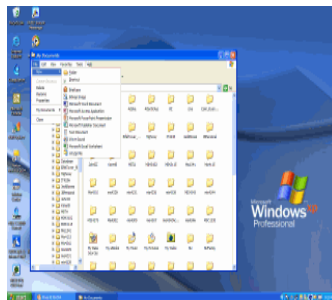
- Mouse
 - Button Tab
 - Double Click Speed

- Pointer Tab
 - Size of the Pointer



Review Windows Explorer

- Right Click on Start Button
- Create Directory - Folder Class4
- Folders
 - My Documents
 - Program Files
- Creating Folders
- Renaming Files or Folders
- Copying Files or Folders
- Copy a Picture from CD



Boston.com

- Boston Globe
 - Need to Sign-up With Personal Info
 - Still Free
 - News
 - Obituaries



TheBostonChannel.com

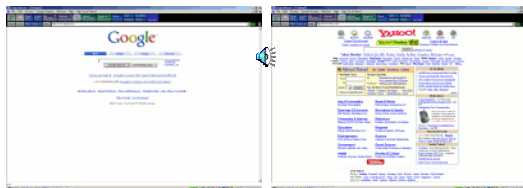
- Channel 5
- The Click
- Boston Herald Link
- www.bostonherald.com



Review Internet Explorer With Search Engines

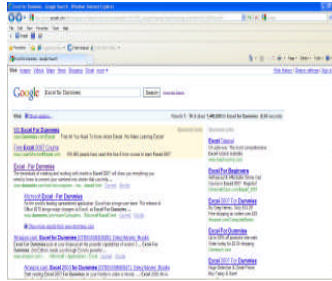
Google.com

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Google Search

- Excel for Dummies
– Dummies.com



Amazon.com

- Amazon
– Books
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Yahoo Web Page

- Free Mail



Yahoo Mail

- Yahoo. COM
- Mail Icon in Third From Right on Top Right Titled
- Double Click on Icon



Send & Receive Yahoo Mail

- Sign-on
 - Yahoo ID
 - Password
 - Left Click On Sign In Button




Suite of Products


- Office
 - Word Processing
 - Spread Sheet




Office 2000 Suite 1

- **Word**
 - Lets you write words so you can create letters, reports, proposals, brochures and newsletters etc. General-purpose word processor and desktop publishing program. Create memos, reports, newsletters, mailings, and customized Web
- **Excel** 
 - Create budgets, track inventories, calculate future profits (or losses), and create bar, line and pie charts so you can see what your numbers are trying to tell you. Electronic spreadsheet that has high-end data analysis, charting, and analytical functions. Build invoices, order tracking worksheets, general accounting ledgers, database lists, "PivotTable reports," and colorful 3-D charts.

Office 2000 Suite 2

- **Common Main Bar Menu**
 - **File**
 - **Edit** 
 - **Insert**
 - **Format**
 - **Tools**
 - **Table**
 - **Windows**
 - **Help**

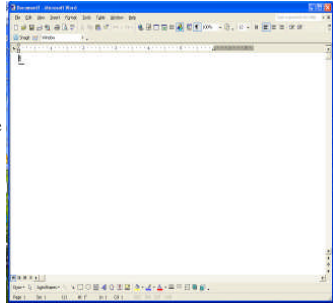
Office 2000 Suite 3

- **Sharing Data**
 - Data can be shared across applications by cutting and pasting to clipboard. Also each will have ability to read each others files 

Word Screen Layout

- **Top of Screen**

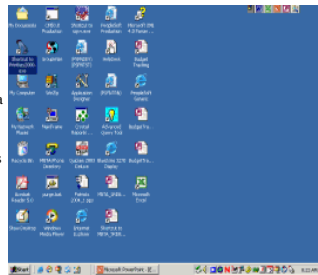
- Title Bar
- Word Minimize
Restore and Close
- Document Minimize
Restore and Close
- Menu Bar
- Standard Tool Bar
- Format Tool Bar



Excel

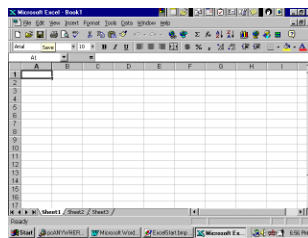
- **Spreadsheet**

- Allows You to Compile Spreadsheets, Graphs and Charts.
- It Is Also a Program Which Instructs Your PC to Function As a Worksheet.
- Using Excel, Your Computer Will Be Able to Perform Such Tasks As **Calculating Figures and Producing Graphs.**
- To Begin: Locate the **Excel Icon** (Looks Like a Green X)



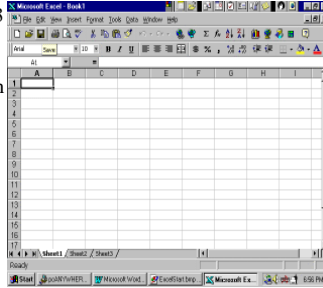
Workbooks and Worksheets

- When you first open Excel, you are in a **Workbook**.
- A **Workbook** is a **group of worksheets** that you can use together.
- For example, you could have a **Workbook** tracking a budget report for an entire year but a separate worksheet for each month.



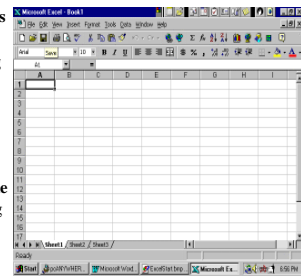
Workbooks and Worksheets2

- A workbook opens with 3 worksheets, named Sheet 1 through Sheet 3.
- The sheet name appear on tabs at the bottom of the Workbook window.
- A workbook can have up to 255 worksheets!
- By clicking on the tabs you can move from sheet to sheet within a Workbook.



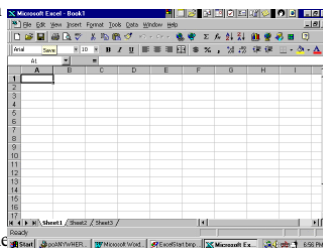
Columns and Rows

- The screen is **made up of rows and columns**.
- **Columns are identified along the top line of the worksheet by letters starting with the letter A until the last Column IV. (There are 256 in all!)**
- **Rows are represented by the numbers on the left-hand side of the worksheet** in ascending order starting with row 1 and ending with 16,384



Cells

- A Cell is the highlighted rectangle, the intersection of a column and a row.
 - I.E. A1
- A cell stores information such as formulas and displays an answer, usually a value.
- There are over 4 million cells in an Excel worksheet, and they represent an area about the size of 8 tennis courts!

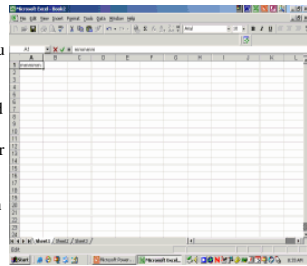


Cursor

- Your **cursor**, also known as a **cell pointer**
 - **Normal Pointer:**
 - **Selected Cell Pointer:**
 - When you select a cell, it becomes a white Outline plus sign
 - **Lower Right-hand Corner Selected Cell Pointer**
 - When Positioned over the lower right-hand corner of the cell you are in, it becomes a black cross.
 - **Between Columns in the Column Heading:**
 - black Plus sign.

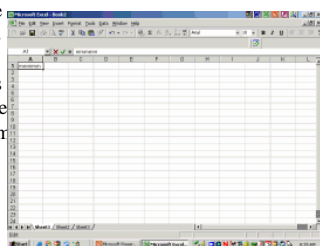
Formula Bar1

- The Formula Bar is also located on the third line of your screen.
- As you begin typing, you will see the information you are inputting in a cell as well as in the formula bar.
- Excel will display an X and a check mark.
- The X, if selected with your mouse, will cancel your entry and bring back the original information/data in the cell (you can also press the [ESC] key to cancel).

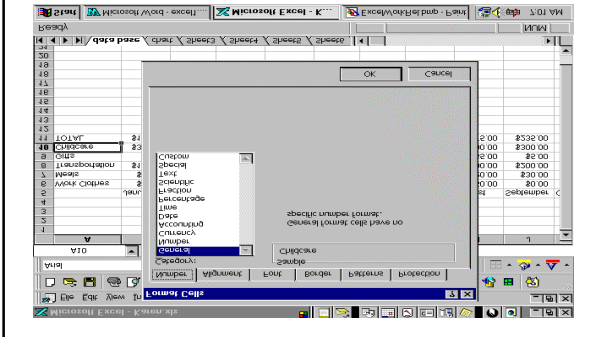


Formula Bar2

- The **checkmark** is for Excel to test whether the information in the cell is in the format that Excel knows and that no errors exist in the formula if the information is in the form of a formula



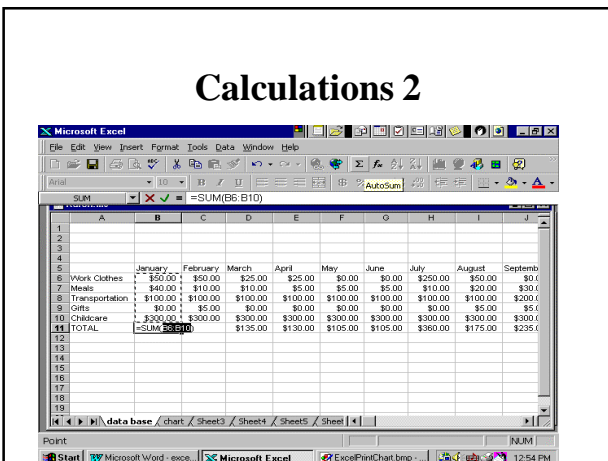
Formatting Cells 3



Calculations 1

- Lets go back to Sheet 1 and sum up our expenses
 - Go to A11 and type.- Total
 - Select cell B11 and choose the AutoSum f con (looks like a funny E in the 2nd row)
 - Hit enter after verifying that the entire column has been selected (excluding the month text)
 - Excel adds the column for you!
 - Go to the lower right hand corner of cell B11 , adjust to get the black cross, click and drag to N11 and un-click
 - Excel just totaled all your columns

Calculations 2

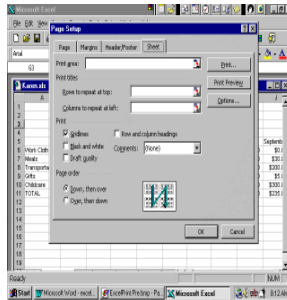


Gridlines, Headers Footers 1

- We need to go into Page Setup to make our changes
 - Choose Setup
 - A Dialog Box will appear
 - Choose the tab labeled sheet and you will notice that Gridlines has automatically been chosen for us. Excel automatically prints the cell gridlines of your worksheet. These are the lines that form the boundary between each cell that you see when working on your screen. For this exercise we will keep the gridlines, but for some work the gridlines may look unprofessional. To get rid of gridlines simply click in the box and the X will be de-selected.

Gridlines, Headers Footers 2

- Choose the tab labeled Header/Footer and you will notice the defaults as being Sheet 1 Header and Page 1 for the Footer. Headers and Footers are optional text that appears at the bottom of a printout.
- Under Header: Scroll Up until you see None and select
- Choose Custom Footer and choose the icon that looks like a desk calendar and OK. By doing you will see the date and page number on your bottom margin.



Paper Orientation

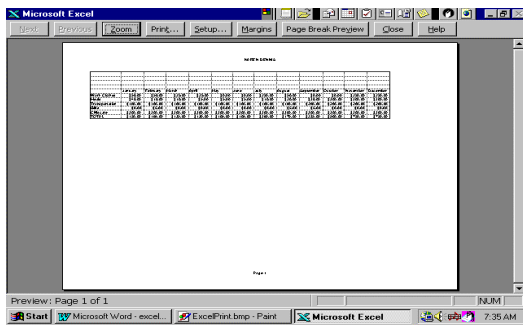
- Choose The Tab Labeled Page
 - Excel assumes that you want your printouts to run lengthwise down the page. This orientation called Portrait. of course Most printed materials follow this orientation, such as letters and reports.
 - Most worksheets are wider than they are long, as you saw in your Print Preview. As orientation would be best, one that turned the printed page over--on its side. This orientation is called landscape.
- Choose Landscape and OK
- Do another Print Preview and see what your printout will look like now.
- Satisfied? Choose Print

Print Preview 1

– Print Preview gives you the opportunity to preview a printout before you send it to a printer. Not only does this save paper, but it also helps you find errors in your worksheets or change how you want your printout to appear.

- You will see a single page display of your printout exactly as it will appear on paper.
- You can examine up close how these options are set in your document by clicking on the Zoom button or clicking anywhere in the worksheet when the cursor is shaped like a magnifying glass.
- You will also see that your worksheet is on more than one page because the Next button will be bold letters.
- From our preview we see that we need to fix something in order for our printout to be on one page.

Print Preview 2



Naming your Sheets

- **Now** that you have completed three worksheets in one Workbook we want to keep track of the data.
- One way of remembering what is on the worksheet is by naming the tab from Sheet 1,2 etc. to a name that is more familiar to you. You can change the name of any sheet to a name of up to 31 characters, including spaces.
 - Double click the tab you want to rename
 - Type the new name
 - Save your work
