



**Computer Basics
Peninsula College Continuing
Education with Renne Emiko Brock-
Richmond**

**Week 2 M
Working with Programs and Creating
Files
File Management and Word Basics
Working with Text, Images, and
Formatting Documents**

- Opening and exiting a program
- Making a Selection
- Copying, Cutting, and Pasting
- Working with text
- Working with images
- Saving Files
- Naming a File or changing the name of a File
- Review of File Management
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- Toolbars and Menus
- Non-printing characters and special characters
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- Changing Text
- Copying and Moving Text
- Aligning Text
- Changing Text Size, Style and Color
- Applying Bold, Underline, or Italic
- Double-spacing Text
- Bullets and Numbering
- Indents, Tabs, and Spacing
- Inserting Pictures
- Formatting Documents
- Printing

***Now you know, and knowing is
half the battle!***

Remember the only way you can affect something on the computer is by selecting it. Practice selection and instigate change.

■ Opening and exiting a program

You can open a program by going to the Start Menu > All Programs > Select a program from the dropdown menu.

OR

Double –click on a Shortcut icon.

OR

Open a file that will then open the program.

■ Making a Selection

You know that text is selected when it is highlighted.

Practice with your mouse to make a selection by dragging the cursor over text. You can place the I-beam next to the letter you want to select and go to the left or the right. Click and drag to select.

If you want to select just one word, you can also double-click on the word. To select a whole paragraph, click again on the selected word.

If you want to select the text of a whole

document, you can go to Edit > Select All. Or shortcut Ctrl-A.

To select an image, it is best to select it by dragging from one corner to the other. If you double-click on an image to try to select it, you might be opening a program to edit it instead.

■ Copying, Cutting, and Pasting

When you make a selection, you can copy, cut, or paste it. In the Menu Bar, you'll find Edit, under Edit you have

Cut - which removes the selection and places it on the clipboard.

Copy - which copies the selection and places it on the clipboard, but the selection remains.

Paste - which places the selection that is on the clipboard where you have your cursor.

Clear - which deletes a selection.

Once you Cut or Copy another selection, what you had before is removed from the clipboard.

■ Working with text

To make changes to the text go to Format in your Menu Bar. There you can change the Font (Style, Color, Size), Paragraph (Alignment and Line Spacing), Columns, Tabs, and Bullets...etc.

You can find under Insert in the Menu Bar items like Page Numbers, Footnote, Symbol...

You can create a Footer or Header under View.

■ Working with images

To place an image into a Word document go to Insert > Picture > From File or Clip Art.

Can't find an image or clip art? Why not do a Search for one?

You can resize the image if you click on it once and squares appear on the corners. Grab a corner and drag to resize, remember to hold down the shift key to stay in proportion.

Sometimes you can alter the image depending what application you are working in.



■ Saving Files

We are going to create a series of party invitations for two potluck parties to practice working in Word. Our goal is to place two invites on one page for "Party One" and then save another version as "Party Two."

Open Word and make a new document. Type the following data and include your personal or fictional information.

"You are invited to a potluck party! Please bring something **sweet** to eat!

Who: your name

When: a date
Where: an address
Please RSVP to your phone or email.”

Now move the cursor to the top of your text to insert an image.

Now Edit > Select All > Copy

Move your cursor to the bottom of your typed invite and go Edit > Paste

We are making another invite and replace “sweet” with “savory”.

Save this file as “Party One”.

■ Naming a File or changing the name of a File

Open “Party One” and change the date on both copies of the invite.

To save another version of this file, File > Save as > save this file as “Party Two”.

Change the font style and save.

■ Review of File Management

See the Week 2 handout.

■ Saving Files to external media

Just like saving to the My Documents, you need to locate where you are saving first.

You will have different drives depending on your own system. C: is always your computer’s hard drive.

■ Finding and Opening Files

Search Box - You will find the Search Box in the Start Menu. There are different ways of viewing it, but the principle is the same. You will be asked what are you searching for. Most likely, you will be searching for a file. You can search by file

name, date, location, file type, and last time opened. It will also ask what location you want the search to happen. The (C:) drive is your main computer drive. You can open a file directly from the search, or find out where it is so that you can open it while working within a program.

Often the hierarchy of file management is revealed when you do a search for a file. Organize your files like you would if they were real pieces of paper in folders under subjects.

■ Using your Help Files

The Start Menu and any program has Help Files to assist you. Some are a basic index and some go through issues step-by-step. Most Help Files are located at the end of your programs menu bar, simply named **Help**.

Most Help Files contain a Search, Contents, Index, Glossary, and a print option. The Help Files may appear like a browser window with forward and back buttons to run through pages. Often they have a “What’s New” section about the newest features the program may offer. Even if I am not sure what I am looking for, like the exact word, I will go through sections that I think have similar concepts to discover new things and most likely what I was looking for in the first place.

Try it, you’ll like it!

■ Quick Review using My Computer, My Documents, and My Pictures

■ Moving and Copying Folders

What if you want to move a folder of files to a different location or maybe a CD? You can move a folder by select the folder (one-click) and the side menu gives you tasks. Choose copy or move folder. A

dialog box will appear, navigate through it, and click the move button.

Or, copy the folder under the menu bar Edit > copy.

■ Introduction to Microsoft Word

Microsoft Word is Microsoft's word processing software. Word document formats (.DOC) as of the early 2000s were a de facto standard of document file formats due to their popularity. Though usually just referred to as "Word document format", this term refers primarily to the range of formats used by default in Word.

Microsoft Works is a different suite of programs and its word processor file format is a .WPS. This cannot be read by Word.

Some other file formats in Word:

Text Only (.TXT) - Saves text without formatting. Select this format only if the destination program cannot read any of the other available file formats. Uses the Mac Extended ASCII character set.

Rich Text Format (RTF) - an early effort to create a format for interchanging formatted text between applications.

■ The Magic of Undo

Undo is better than whiteout; Undo helps you with minor mistakes.

To undo recent actions one at a time, go to Edit> Undo, click Undo button, or shortcut Control z.

To undo several actions at once, click the arrow next to Undo and select from the list. The selected action and all actions above it are reversed. Some actions can't be undone, such as any command on the File menu. The Undo command is available for each action you can undo.

If you change your mind, click the Redo button.

■ Different ways to view Word

Normal View - Work in normal view for typing, editing, and formatting text.

Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.

Online Layout View - Work in online layout view when you are creating a Web page.

Page Layout View – My favorite is page layout view that allows you to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects.

Notebook Layout View - Use notebook layout view to take notes as you would with a regular notebook. Add note flags to highlight important points, and link an audio recording to the notes that you type.

Outline View - Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text.

Outline view also makes it easy to work with master documents. A master document makes it easier to organize and maintain a long document, such as a multipart report or a book with chapters. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear.

Web Page Preview - In Web page preview, you can see how your document will look in a Web browser. Microsoft Word opens a copy in your default browser. If your Web browser is not already running, Word starts it automatically. You can return to your document in Word at any time.

Print Preview - In print preview, you can display multiple pages of a document in a reduced size. In this view, you can see

page breaks, hidden text, and watermarks, and you can make editing or formatting changes before you print the document.

■ Customizing Word settings

Go for it!

■ Toolbars and Menus

The Toolbars are like toolboxes with special sets of tools. You can open them under View in the menu bar. Standard and Formatting can sit right under your menu bar. If you want full control, why not open the Formatting Palette.

Menus

File – There you can open, save, print, and view recent files.

Edit – Copy, paste, select all, and Undo.

View – already reviewed.

Insert – Page #, pictures, footnotes...

Format – Change the way your document looks here.

Tools - Spelling and Grammar, Thesaurus, Word Count and so on.

Table – If you want to put in a table

Window – navigate through your files

Help – There are your Help Files!

■ Non-printing characters and special characters

Show or hide nonprinting characters

1. On the Word menu, click Preferences, and then click View.

2. Under Nonprinting characters, select the check boxes next to the characters you want to display.

Tip To display all formatting marks, select the All check box instead of selecting each individual check box. You can also turn the All option on or off by clicking Non-printing characters Show/Hide button.

Insert a special character

1. Click where you want to insert the character.

2. On the Insert menu, click Symbol, and then click the Special Characters tab.

3. Double-click the character you want to insert.

Constructive play in Word allows you to learn a lot from trying out new things. Give yourself freedom to play. Fun directs discovery, which leads to understanding.

■ Inserting Text

Watch where your cursor is. Remember your pointer (the arrow) can be moved around anywhere while you are working in Word. If you move the cursor on your document, it will change into the I-beam. If you want to insert text or a picture, you need to place your cursor in the location you want to place something and click. You know that you did that if you see a blinking | . Now you can type, paste, or insert something.

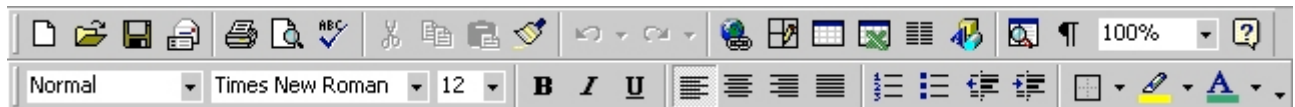
■ Changing Text

Remember, you can only change something if it is selected. If you want to change everything in a document, Edit > Select All. If you want to change one letter to several, highlight (select) the text by dragging your cursor across the text you want to change. You can change the text through the Menu Bar > Format, through the Toolbar, or with a shortcut key.

Shortcut keys use the CTRL or Control key on your keyboard with another key performs a special operation or shortcut. These are great to learn to speed up your performance. Like **CTRL + C** means to hold down the CTRL key and C key at the same time to perform the Copy function.

■ Copying and Moving Text

When you make a selection, you can copy, cut, or paste it. In the Menu Bar, you'll find Edit, under Edit you have **Cut** - which removes the selection and places it on the clipboard. **CTRL + X**
Copy - which copies the selection and places it on the clipboard, but the selection remains. **CTRL + C**
Paste - which places the selection that is on the clipboard where you have your cursor. **CTRL + V**



■ Aligning Text

To Align Text, select what you want to affect and click on the alignment button you want or under Menu Bar > Format > Paragraph. Your choices are:
Align text with the left margin.

Align text with the right margin.

Center text.

Justify text. You might want to end a paragraph with a hard return (SHIFT + ENTER) so that the last line also is spread out if it only has a couple words.

■ Changing Text Size, Style and Color and ■ Applying Bold, Underline, or Italic

When you make a selection, you can change the size, style, and color in the Menu Bar > Format > Font, Toolbar, or Shortcut Keys.

Font – this includes font, font style, size, color, effects, and character spacing. This dialog box gives you several choices.

Bold - CTRL + B

Italic - CTRL + I

Underline - CTRL + U

Decrease font size - CTRL + SHIFT + <

Increase font size - CTRL + SHIFT + >

Delete - which deletes a selection, use the backspace or delete key.

Once you Cut or Copy another selection, what you had before is removed from the clipboard.

Place the cursor where you want to paste text and Edit > Paste.

To just move text, highlight it and drag the text to the location you want it.

You can customize your styles in the toolbar or Formatting Palette. Check your Help Files for those options.

■ Double-spacing Text

Highlight text you want to change the spacing of and go to the Menu Bar > Format > Paragraph. There you can change the spacing to single, 1.5, or double.

■ Bullets and Numbering

Word can automatically create bulleted and numbered lists as you type, or you can add bullets or numbers to existing lines of text.

To add bullets or numbering to existing text -

- Select the items you want to add bullets or numbering to.
- On the Formatting Palette or go to Menu > Format > Bullets and Numbering.
- Choose the bullet or number style you want.

To create bulleted or numbered lists as you type -

1. Type * (asterisk) or 1., and then press SPACEBAR or TAB.
2. Type any text you want.

3. Press RETURN to add the next list item.

Word automatically inserts the next number or bullet. To finish the list, press RETURN twice. You can also finish the list by pressing DELETE to delete the last bullet or number. To remove bullets or lines, go to Format and choose None.

■ Indents, Tabs, and Spacing

You can make these changes under Format. Check your Help Files for more details.

Indent – a blank space left between the margin and the beginning of a line or row.

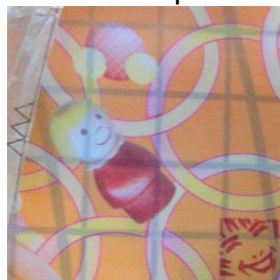
Tab – a position you set for placing and aligning text on a page.

Character Spacing or Kerning - the adjustment of text that involves increasing or decreasing the amount of space between any two adjacent letters.

■ Inserting Pictures

To place an image into a Word document go to Insert > Picture > From File or Clip Art.

You can resize the image if you click on it once and squares appear on the corners.



Grab a corner and drag to resize, remember to hold down the shift key to stay in proportion.

If you select the picture, you can sometimes you can alter the image depending what application you are working in and try Text-Wrapping.

■ Formatting Documents

To Format a Document involves the Margins, Columns, Layout, and Page Setup. Most of these choices are under Format > Document, your Page Set Up might be File > Page Setup or in the Print dialog box.

Page margins - comprise the blank space around the edges of the page. Your text and graphics are within the printable area inside the margins. Headers, footers, and page numbers are in the margins. In the Page Layout View, you can see the margins in the ruler as a grayed area.

Columns – two or more vertical sections of printed material on a page. The Columns dialog box has presets for column and space widths, but you can customize them. You can make columns for the whole document or just selected text.

Layout – This lets you tweak headers and footers on all, even, or odd pages. And, add borders to sections or the whole document.

Page Setup - Use the options in this dialog box to specify how the content flows on paper, such as page orientation and paper size.

■ Printing

Look twice before you leap!

File > Print Preview - As you work normal view, page layout view, and online layout all provide an idea of what your document will look like when printed. For a precise representation check the document in Print Preview. Then you can see if you need to make adjustments to the settings for your printer.

File > Print – You use the options in this dialog box to specify what you want to print, such as number of copies and page range. Your choice of printer or PDF is there as well.

Go for it!



Computer Basics Peninsula College Continuing Education with Renne Emiko Brock- Richmond

Week 2 T – Office Extras and Image Programs

- Microsoft Office Programs – Excel, Outlook, and PowerPoint
- Photo and Image Programs

■ Microsoft Office Programs



Depending on what version of Microsoft Office you own, you might have different programs with it. Most versions have Word, Excel, PowerPoint, and Outlook.



We have been working in **Word**, a word processing program. We will review the other programs. If you are interested in exploring these programs more, the Help Files and Templates are very helpful.



Excel is a spreadsheet program. It features calculation, graphing tools,

pivot tables and a macro programming. Excel is a powerful program with several tools to create and format spreadsheets, make charts, and analyze, organize, and share information.



PowerPoint is a presentation program. It is persuasion technology used by marketers, business people, educators, students, and trainers to build “slide shows” full of “slides” of text, graphics, sounds, and movies. It can be used to build a photo “slide” show then saved as html – as a webpage.



Outlook is a personal information manager and email program. It also supplies a calendar, contact and task manager, note taking, and web browsing. Outlook Express has been replaced by Windows Live Mail.

If you have Microsoft Works, some elements are the same as Office, but maybe saved in a different file format.

Other programs in larger Office Suites are Accounting Express, Publisher, Access, InfoPath, Groove, and OneNote.

■ Photo and Image Programs

I use Adobe Photoshop and Illustrator to create all my images. They are not the cheapest applications, but the industry standard. You can start with software that isn't that intensive, but still powerful.

Most Microsoft programs give you some means to edit or enhance image. Those tools are not super powerful, but they do work.

This is a list of image software that is cheap or free:

Photoshop Elements
Adobe.com

Photoshop Express
Photoshop.com

Picasa
picasa.google.com

Flickr
flickr.com

GNU Image Manipulation Program
gimp.org

Key concepts with any photo or image program

View and image size are two different things. View is how you see your file; image is the actual size of the file.

When you import a photo or scan into your computer, you want to import the best quality dots per inch (dpi) you can. You can always reduce the size in the program for the end use of the file. Like 1200 dpi for laser line printing, 600 to 300 dpi for photo printing, and 72 dpi for web.

You need to have a selection to affect anything.

If it appears nothing is working, you may have a small selection made. Remember to deselect.

Save different versions of files.

Most tools and filters have different options; you are not stuck with the default.

Work in RGB mode to get the most control of your file, but you may have to change it to CMYK to print.

When you are resizing an image, if you want to keep in proportion, you may have to hold down the shift key.

Don't rely on effects, filters, and plug-ins to replace your creativity. They can be a crutch and are obvious.

Give yourself the time and freedom to play with your images. That is how you learn.

Basic Image Design Terms

Anti-alias - the process of smoothing the edges of an object or text to blend with the background.

CMYK model (subtractive colors) - The CMYK model is based on the light-absorbing quality of ink printed on paper. As white light strikes translucent inks, part of the spectrum is absorbed and part is reflected back to your eyes.

Desaturate command - converts a color image to a grayscale image in the same color mode.

Graphics Interchange Format (GIF) - a file format that uses 8-bit color and efficiently compresses solid areas of color while preserving sharp detail, such as that in line art, logos, or illustrations with type.

HSB model - describes three fundamental characteristics of color: **Hue**, **Saturation** and **Brightness**.

Joint Photographic Experts Group (JPEG) - a file format that supports 24-bit color and preserves the broad range and subtle variations in brightness and hue found in photographs and other continuous-toned images.

Lossless compression - the techniques compress image data without removing

detail.

Metadata - Electronic information about electronic information. (data about data) It is used to facilitate the understanding, characteristics, purpose, and management usage of data.

Optimization - process of fine-tuning the display quality and file size of an image for use on the Web or other online media.

Portable Document Format (PDF) - a flexible, cross-platform, cross-application file format. Based on the PostScript imaging model, PDF files accurately display and preserve fonts, page layouts, and both vector and bitmap graphics.

PNG (Portable Network Graphics) Used for lossless compression and for displaying images on the web. Unlike GIF, PNG supports 24-bit images and produces background transparency without jagged edges; however, some web browsers do not support PNG images. PNG preserves transparency in grayscale and RGB images.

Raster images (bitmap) - use a grid of colors known as pixels to represent images. Each pixel is assigned a specific location and color value.

RGB model (additive colors) - A large percentage of the visible spectrum can be represented by mixing red, green, and blue (RGB) colored light in various proportions and intensities. Where the colors overlap, they create cyan, magenta, yellow, and white.

Tag - an appropriate keyword or term associated with or designated to a piece of information, like a picture, to describe the item and facilitating keyword-based classification and searching.

Vector graphics - Vectors describe an

image according to its geometric characteristics. They are made up of lines and curves defined by mathematical objects called vectors.

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