



Introduction



How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
 - ✓ Introduction
 - ✓ The Internet
 - ✓ Word Processing
 - ✓ Spreadsheets
 - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – www.thebp.org/cp.htm

THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AUREORE MELARD DE FEUARDENT.

A BIG THANK YOU TO THEM, THE ROYAL BANK OF SCOTLAND GROUP AND RT IT CONSULTING.



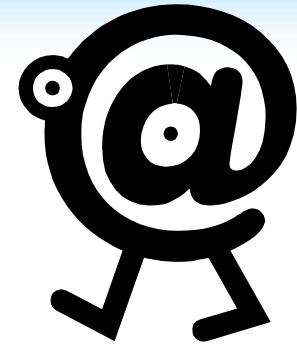
What does the introduction course cover?

- The introduction aims to give a quick overview of the most common Microsoft office applications and other tools:
 - ✓ Word Processing
 - ✓ Paint
 - ✓ Spreadsheets
 - ✓ The Internet
 - ✓ Power Point
- It also shows you how to ensure that the right buttons are displayed on your screen for each application
- It teaches you how and where to create a folder for the students to save and find their files throughout the course of the year.





Hints 'n' Tips



• Create a folder for myself	Page 5
• Saving documents to my folder	Page 6
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• I still cannot find the button I need... ..	Page 8
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• Hints and Tips for Word	Page 10,11
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• Hints and Tips for Paint	Page 13
• Activity in Spreadsheets	Page 14
• Hints and Tips for Spreadsheets	Page 15,16,17
• Activity on the Internet	Page 18
• Hints and Tips for the Internet	Page 19
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Creating a folder

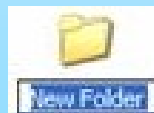


- From the desktop, click on “Start” and select “My Documents”. The “My Documents” window will open:



- In the “My Documents” window, place your mouse cursor on a white area (where there are no folders or in between them) and right click on your mouse; a drop down will appear. Select “New” and “Folder”.

TIP: If the drop down that appears is not the same as the one displayed here it means you are not on a white area.

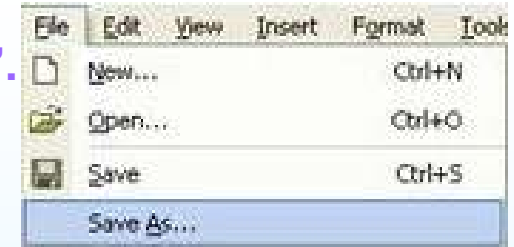


- A new folder is going to appear like this . Rename it by entering your name. If the name of the folder is no longer highlighted in blue, place your mouse on the folder, right click and select “Rename”. When you have entered your name press “Enter”!

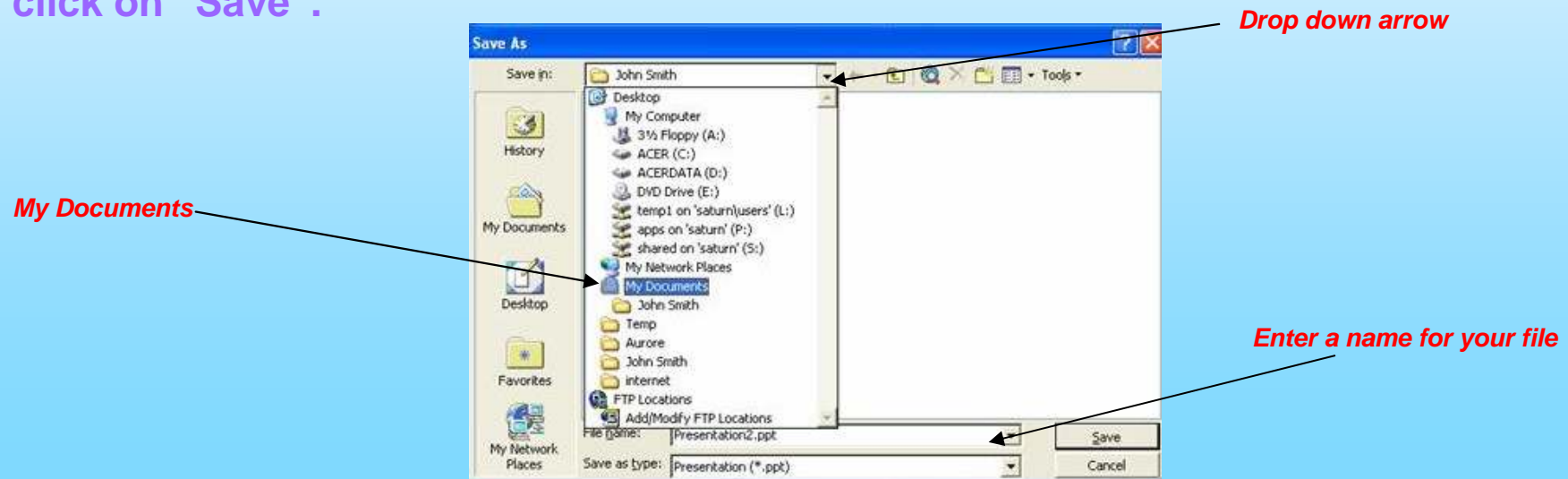


Saving documents to my folder

Saving a document is the same process for all applications. Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:

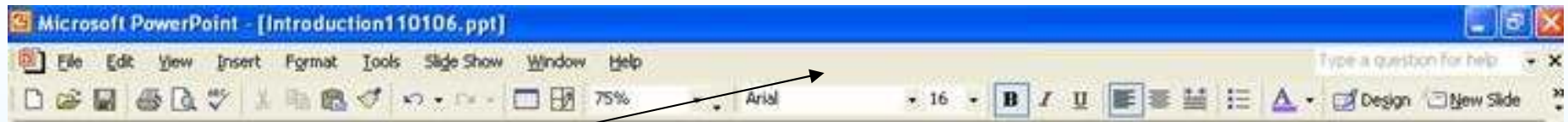


- Click on the arrow for a drop down list to appear
- Select “My documents”
- A list of folders and documents will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



Making sure the buttons I need are on my application.

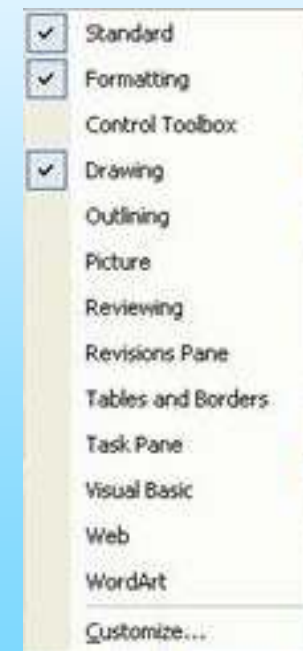
For all applications, you must do the following; place your mouse cursor on the grey area at the top of your window and right click your mouse.



Place the cursor here and right click your mouse

The following drop down will appear. Un-tick all the ticked options by clicking on them. Then for each of the following applications, ensure that these options are ticked:

- Word: Standard, Formatting, Drawing
- Paint: No changes needed as paint buttons are constant
- Excel: Standard buttons, Formatting, Drawing
- Internet: Standard buttons, address bar
- Power Point: Standard, Formatting, Drawing



I still cannot find the button I need....

- Below are the “standard”, “formatting”, and “drawing” bars. The same buttons exist for all computers, however the ones that are displayed are not always the same from one machine to the next.

STANDARD



FORMATTING



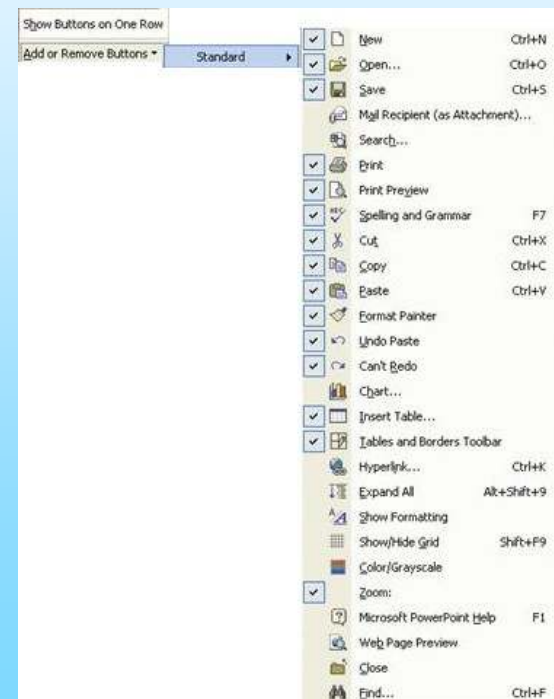
DRAWING



Click on these arrows to get a list of all the buttons for the selected bar

- Finding the button you need even if not on the bar is easy; you must click on the down facing arrow then select “Add or Remove Buttons” and “Standard”. A list of the possible buttons will appear, the ones that are ticked are already displayed. If you want to add one to your bar, just click on it; the selected option will have a tick and appear on your tool bar.

- If you still cannot find the button you want from that list, it means you are not looking from the right bar. Try another one.



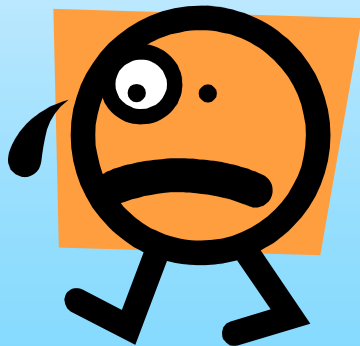
Word Processing

Setting up a logbook

Open a new document, add a **table** with 2 columns and 11 rows. Label the columns “week” and “work”. Put the numbers 1-10 in the left hand column. Make the titles and week numbers **bigger** (size 14) and **bold**. Save the document and use it each week to record what you are doing in IT and any new skills you’ve learnt.



Make the page landscape , add an extra column and call it “targets”. Write in this column your targets for next week.



Make the first column (“week”) narrower than the others. Make the other two the same width. Use WordArt to make the column titles different.

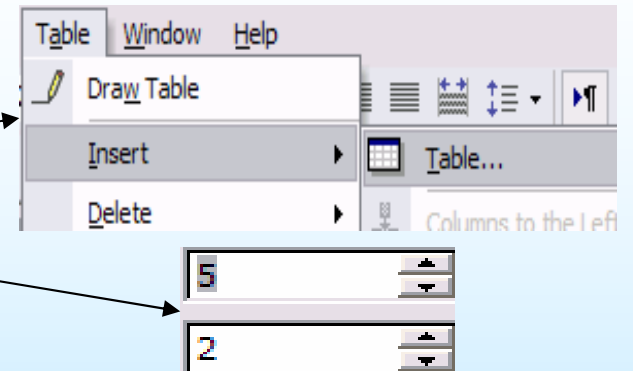
Hints and Tips for Word

To open a New document:

- Click on the  icon to open Word and  to open a new document

To insert a table:

- Click on “Table” from the toolbar at the top of the page and select “Insert” and “Table”.
- A new box should appear, in this enter how many rows and columns you need in your table.
- A table should now appear on your page.



To change the text appearance: Use the formatting bar as shown below

Changes the style of the writing



Use to shadow text

Changes the size of the text

Bold makes the text thicker

Italics tilts the text to the right

Use to underline text

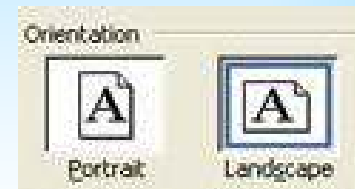
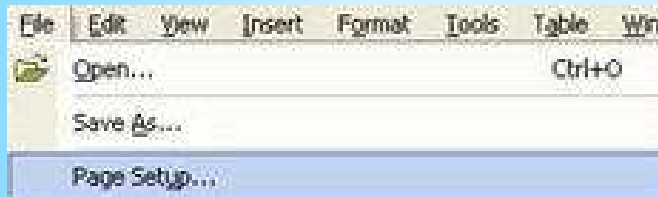
To add an extra column:

- Highlight an entire column and with the cursor on that selected column right click on your mouse. From the drop down select “Insert Column”.

Hints and Tips for Word

To change the page to landscape:

- To turn your page, go to “File”, “Page Setup” as shown below left. A pop up will appear; in the orientation section, click on the landscape icon and “OK” (as shown below right).



To make a column narrower:

- Click on the column line and drag it where you want it. You can also double click on it; this will automatically resize the column to the size of the title.

To make columns the same size:

- Highlight the columns you want to have the same size
- Right click on your mouse
- Select “Distribute Columns Evenly”



To Insert Word Art (this is useful for titles and posters):

- Click on the  icon (you will find it at the bottom of your page)

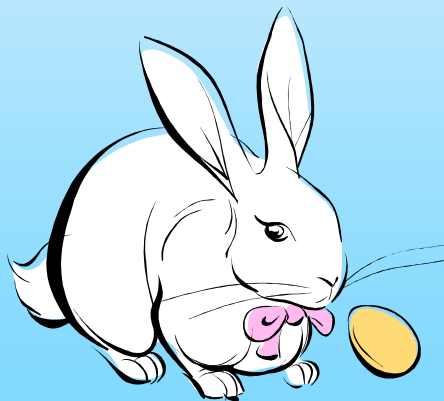
Paint

Greeting card

Open a new blank document. Insert the **text** “Happy Birthday” or something similar. Using the **paintbrush** tool, draw a pattern in different colours around the text. Use the **eraser** to get rid of any mistakes.



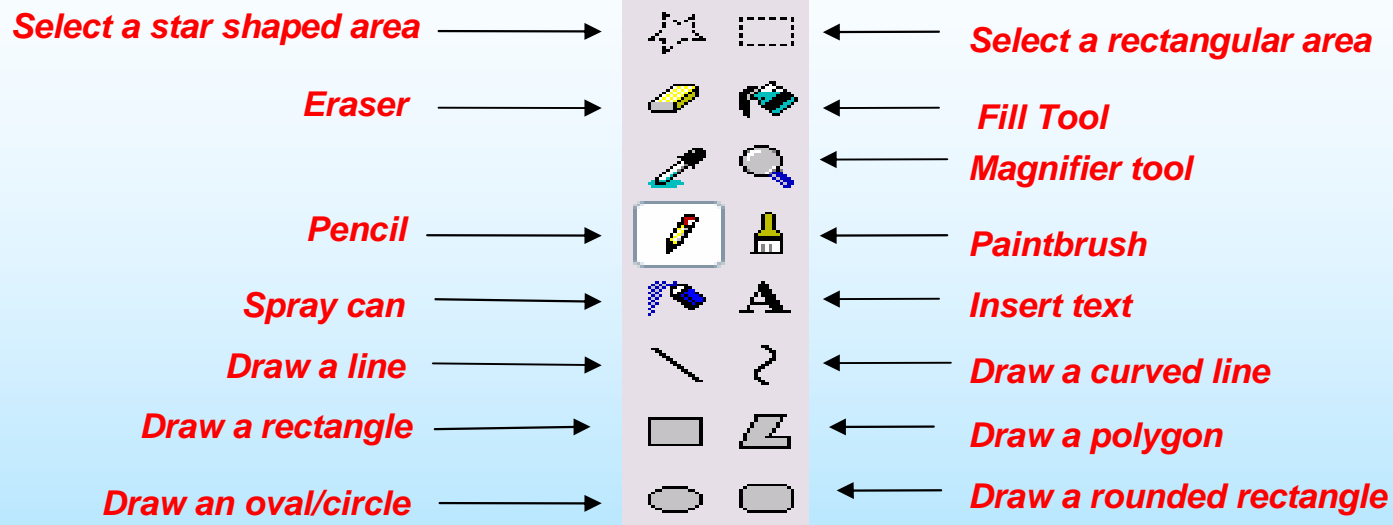
Draw a balloon using the shapes on the palette. Fill in the **background** (using the pot of paint icon) with a colour you like. If you make a mistake at any point, correct it by clicking **Undo**.



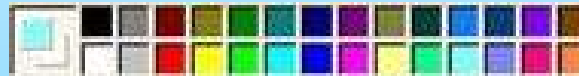
Put a **border** around the page using the line option. **Save** your work in your folder and call it “Greeting Card”. If you can, **print** you card off on to cardboard

Hints and Tips for Paint

- To open Paint, go to “Start”, “All Programs”, “Accessories” and select “Paint” or click on this icon



- To change colours use the paint palette at the bottom of the screen



- To Undo your work, go to “Edit” and select “Undo”. Note that you cannot always undo (if you saved your work, made too many changes after your mistake or just waited too long to undo your action, it would not be possible)



Spreadsheets

Family data

Open a **new** spreadsheet. In the first cell (**A1**) type the title “Name”. In the second cell (**A2**) type the title “Brothers” and in (**A3**) type “Sisters”. Make these titles **bold**. Ask 10 people in the room what their name is and how many brothers and sisters they have. **Record** this information in the spreadsheet.





Create a **formula** to work out how many siblings the 10 people have in total. What is the **average / mean number** of siblings per person? Use a formula to work this out.




Turn this data into a **pie chart** to show the difference in the total percentage of brothers and sisters.

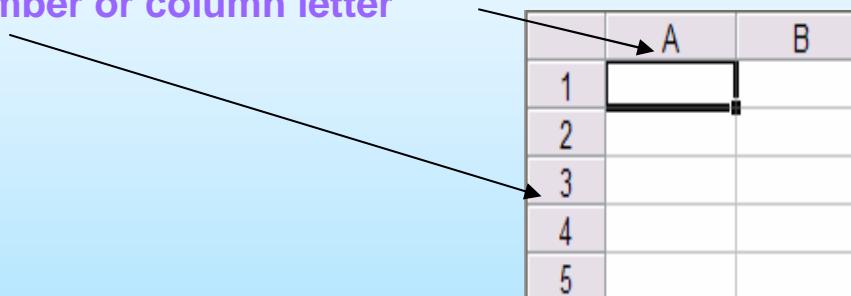
Hints and Tips for Spreadsheets

To open a New document:

- Click on the  icon or on this  icon if you are already in your spreadsheet application

Moving in Excel and formatting its text:


- To move around in your spreadsheet you can just click on the cell or use your keyboard arrows to go up, down, left or right.
- To format text in your spreadsheets, you must select the relevant cell(s) then click on the formatting button like you would in Word (). You can select certain cells by highlighting them or you can select entire columns or rows by clicking on the row number or column letter

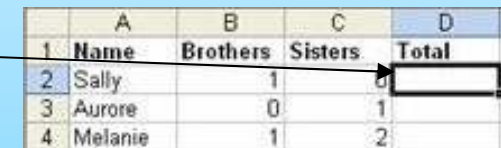


	A	B
1		
2		
3		
4		
5		

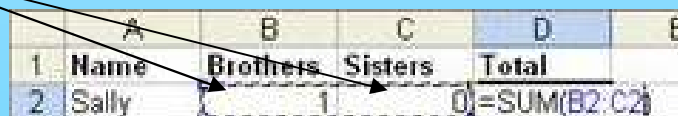
In a spreadsheet program the cell reference is known by its column letter and row number

How to create a formula to add things up (Sum):

- Click on the cell where you want your calculations to be.
- Click on the sum icon  and straight after that select all the cells you want to add together. Press "Enter" on your keyboard, the cells you selected will be added up.



	A	B	C	D
1	Name	Brothers	Sisters	Total
2	Sally	1		
3	Aurore	0	1	
4	Melanie	1	2	

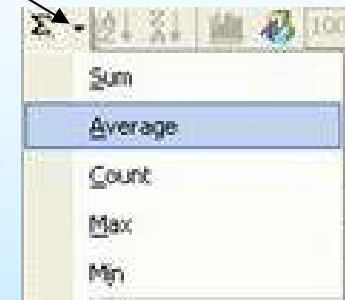


	A	B	C	D	E
1	Name	Brothers	Sisters	Total	
2	Sally	1		=SUM(B2:C2)	

Hints and Tips for Spreadsheets

How to calculate an average?:

- Click on the cell where you want your calculations to be.
- Next to the sum icon, you will see a facing down arrow, if you click on it a drop down list will appear. Select “Average” and straight after that select all the cells you want to calculate the average for. Press “Enter” on your keyboard, the cells you selected will be averaged.



How to create a pie chart?:

- You must select the cells you want to compare in your pie chart. In this case we need the average for brothers, the average for sisters and the title for both of these values. To highlight cells that are not next to each other, with one hand press on the button called **Ctrl** on your keyboard and with your other hand click on the cells you want to highlight.

Titles for selected values

	A	B	C	D
1	Name	Brothers	Sisters	Total
2	Sally	1	0	1
3	Aurora	0	1	1
4	Melanie	1	2	3
5	Flo	2	0	2
6	Arijit	2	0	2
7	James	0	2	2
8	Richard	0	4	4
9	Nelly	1	2	3
10	Simon	1	1	2
11	Tim	1	1	2
12	Average	0.9	1.3	2.2

Average for boys and girls

Then click on “Insert” and select “Chart”



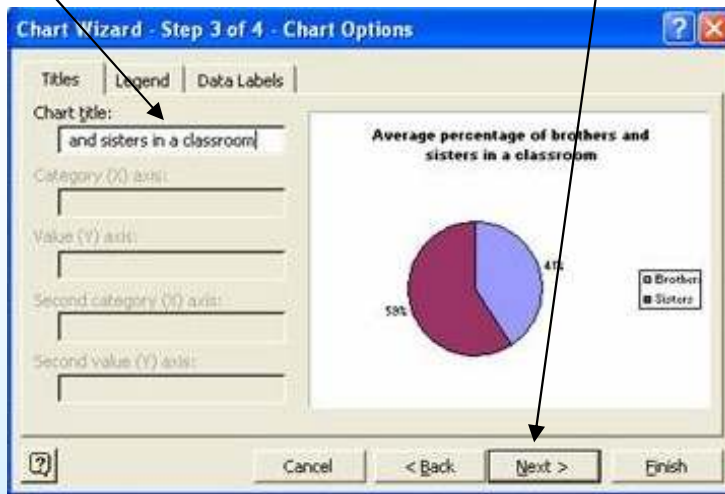
Select “Pie” from the list



Hints and Tips for Spreadsheets

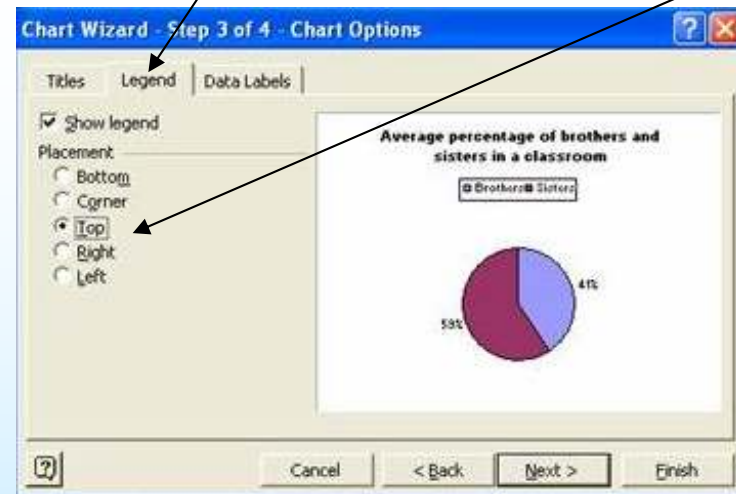
Enter a title for you pie chart and click on Next

1

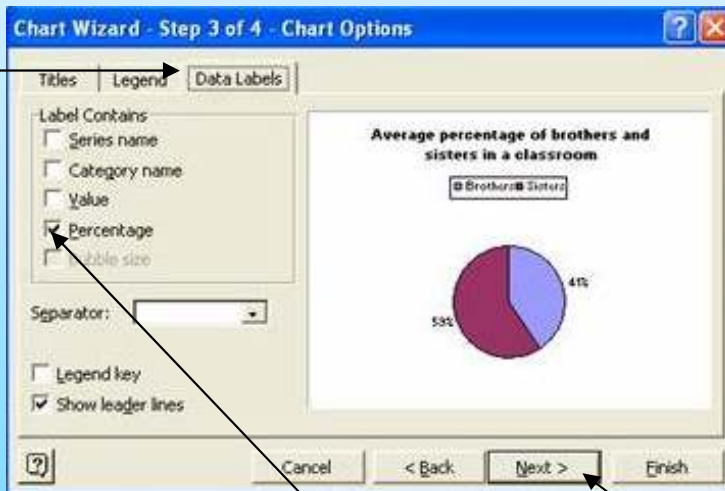


Click on "Legend" and decide where you want it to go

2



3



4

Click on Finish and you Pie chart will appear on your Spreadsheet. You can resize and move it like a picture

	A	B	C	D	E	F	G	H	I	J
1	Name	Brothers	Sisters	Total						
2	Sally	1	0	1						
3	Aurore	0	1	1						
4	Melanie	1	2	3						
5	Flo	2	0	2						
6	Arijit	2	0	2						
7	James	0	2	2						
8	Richard	0	4	4						
9	Nelly	1	2	3						
10	Simon	1	1	2						
11	Tim	1	1	2						
12	Average	0.9	1.3	2.2						
13										
14										
15										

Click on "Data Labels", select "Percentage" and click on "Next"

Internet School search

Open the internet and go to www.google.co.uk (or a similar search engine). Type in the name of your school and click on “Search”. Have a look at the first few websites that come up. Are these useful for finding out information about your school?



How could you **refine** your search if you just wanted to find out what sports projects or other activities your school is involved in?



Can you find any **pictures** of your school? Use **Google image** to search. Discuss what the dangers of using the internet could be.

Hints and Tips for the Internet

- To open an internet page you must click on this icon



- Some good search engines to use are:

- ✓ www.google.com
- ✓ www.ask.com
- ✓ www.yahooligans.com

- Some events you could research are:

- ✓ Sports events
- ✓ School fairs

- To use Google image:

- ✓ go to www.google.com
- ✓ Click on the “Images” link
- ✓ Enter the words of what you are looking for

Warning!

If you get any pop up windows close them straight away, otherwise the computer could get a virus and you could lose all your work

Warning!

Never arrange to meet up with anyone over the internet



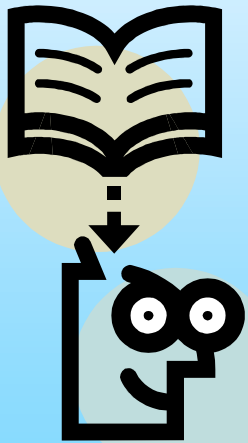
PowerPoint

Personality presentation

Open a **blank** document. On the first slide write
“Personality Poster for ENTER YOUR NAME” as a **title**.
On each new slide write one letter of your name using the
text box. **Colour** each letter in a different colour and
experiment with different **fonts** and **sizes**.



In each slide that has a letter of your name,
choose a word that would describe you which
begins with that same letter. You have made a
presentation about your personality!



Add pictures from **Clip Art** that relate to your
name or personality.

Hints and Tips for Power Point

To open a New document:

- Click on the  icon to open Power Point and  to open a new document.

To insert a textbox:

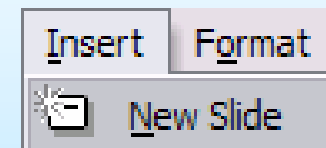
- Click on the  textbox icon and start typing.

To delete a textbox:

- Click on some text, a greyed square will appear, click on it and press “Delete” on your keyboard.

To insert a new page/slide:

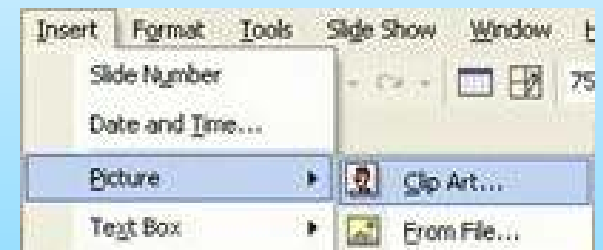
- Click on “Insert” from your toolbar and select “New slide”.



To change the font colour: use the icon.

To insert a picture with Clip Art:

- Click on “Insert”, select “Picture” and “Clip Art”. A column will appear on the right of your screen; write a word that describes the picture you are looking for and click on “Search”



- Double click on the picture you like and it will appear on your slide. Click on it then drag the corners to make it bigger or smaller.

Checklist

- I can create a folder in “My Documents”
- I can give my folder a new name
- I can open my folder from different applications
- I can use different tools in paint to make a colourful poster
- I can insert a table in Word
- I can format text
- I can enter data in a spreadsheet
- I can search information on the Internet
- I can create Power Point slides








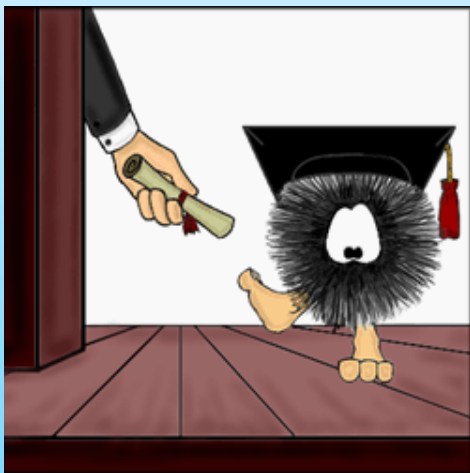
- I can save work to my folder
- I can go to my folder and open documents created in the past
- I can turn a page around on the computer
- I can add extra rows or columns to a Word table
- I can draw shapes like a balloon or a triangle
- I can undo an action / Delete a mistake
- I can use formulas to calculate sums and averages



- I can select the buttons I need for my applications
- I can change the width of columns in tables
- I can use Word Art to create cool titles
- I can create a pie chart to compare values
- I can look for pictures in Clip Art and the Internet

End of unit quiz

1. What are each of these applications called?
a)  b)  c)  d)  e) 
2. How would you save your files on a computer?
3. Show the adult working with you that you know how to choose the buttons you need for any two applications of your choice.
4. Find three pictures of a dog and insert them on a Power Point Slide
5. In a word processing application, write a short paragraph describing the following:



- ✓ Which application you liked best and why
- ✓ Which application you liked least and why
- ✓ Which application you think is most useful
- ✓ Which application you think is easiest and why





CONGRATULATIONS

This is to certify that

has completed the INTRODUCTION
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

