

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.



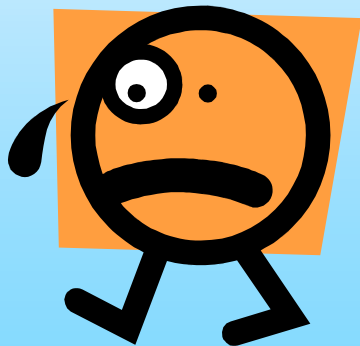
Word Processing

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.

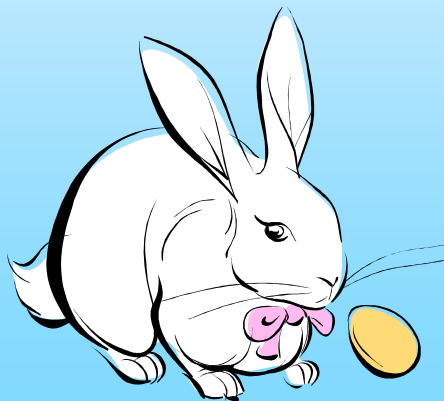
Paint

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

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.

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.

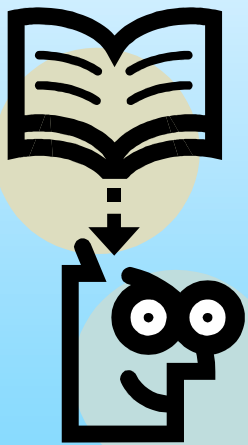
PowerPoint

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.