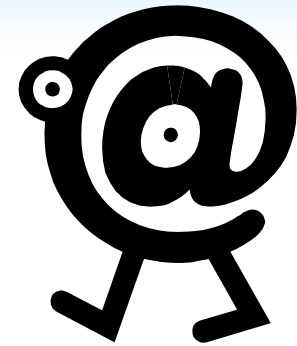




# Hints 'n' Tips



- Create a folder for myself ..... Page 2
- Saving documents to my folder ..... Page 3
- Making sure the buttons I need are on my screen..... Page 4
- I still cannot find the button I need... ..... Page 5
- Hints and Tips for Word ..... Page 6,7
- Hints and Tips for Paint ..... Page 8
- Hints and Tips for Spreadsheets ..... Page 9,10,11
- Hints and Tips for the Internet ..... Page 12
- Hints and Tips for Power Point ..... Page 13

# Creating a folder

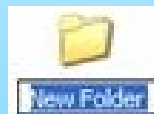


- From the desktop, click on “Start” and select “My Documents”. The “My Documents” window will open:



- 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.*

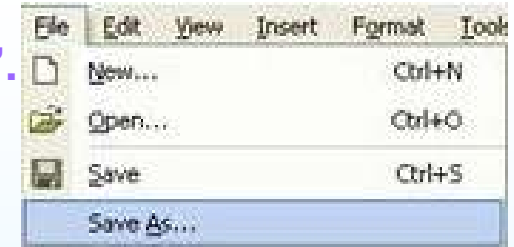


- A new folder is going to appear like this . Rename it by entering your name. If the name of the folder is no longer highlighted in blue, place your mouse on the folder, right click and select “Rename”. When you have entered your name press “Enter”!

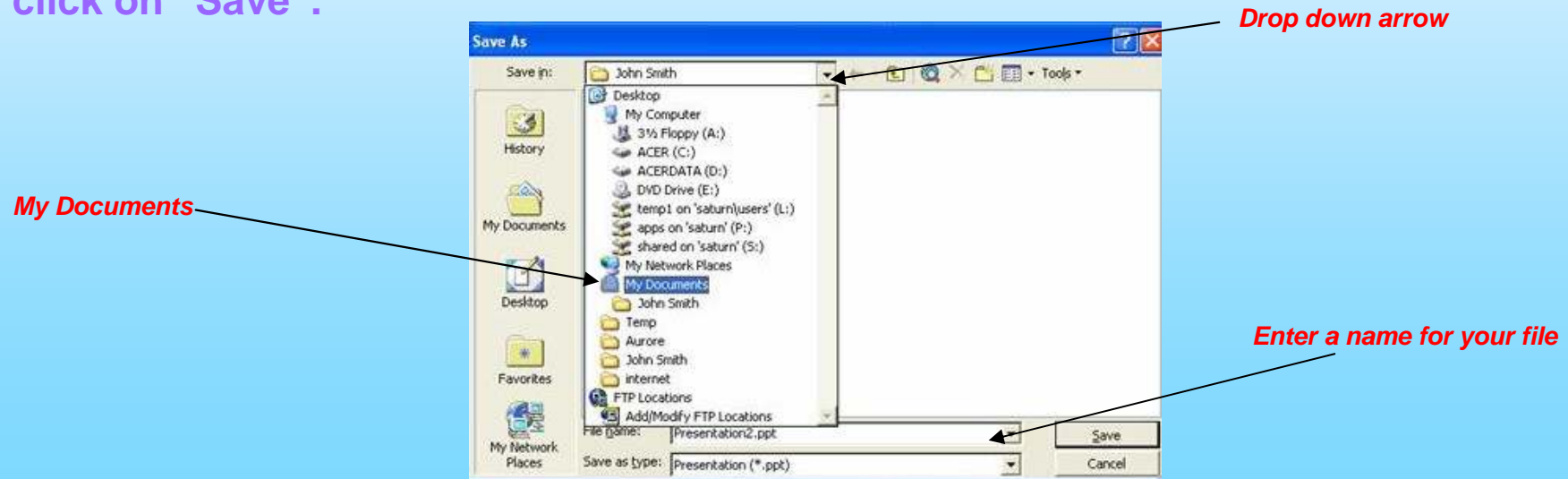


# Saving documents to my folder

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:

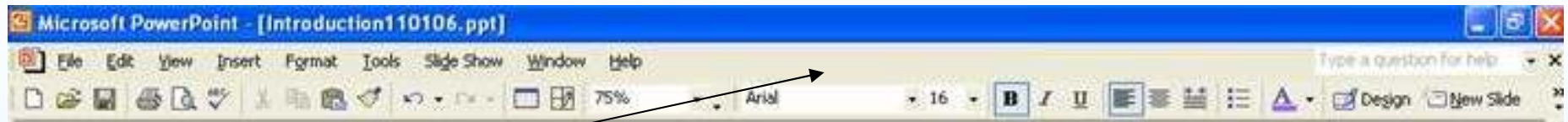


- Click on the arrow for a drop down list to appear
- Select “My documents”
- A list of folders and documents will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



# Making sure the buttons I need are on my application.

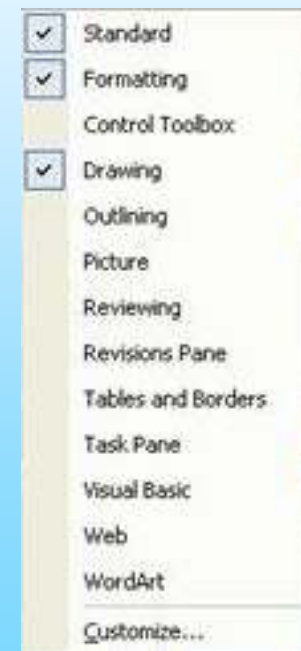
For all applications, you must do the following; place your mouse cursor on the grey area at the top of your window and right click your mouse.



*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.

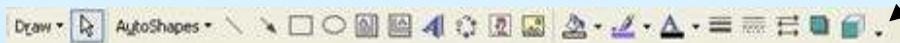
## STANDARD



## FORMATTING



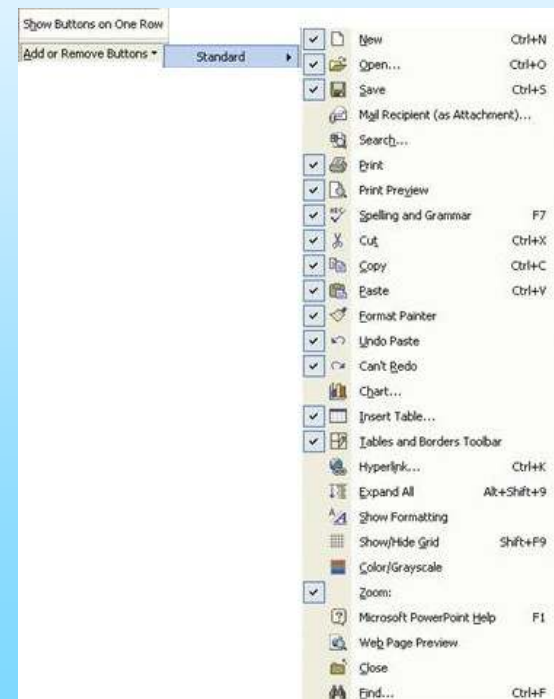
## DRAWING



*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.



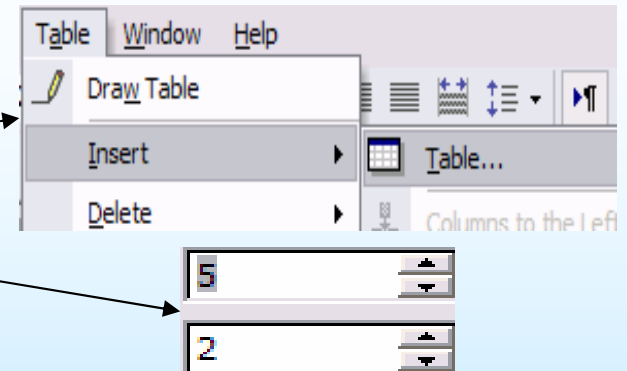
# Hints and Tips for Word

## 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*

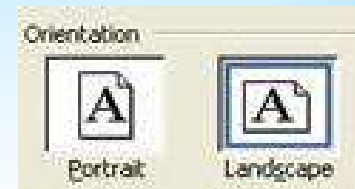
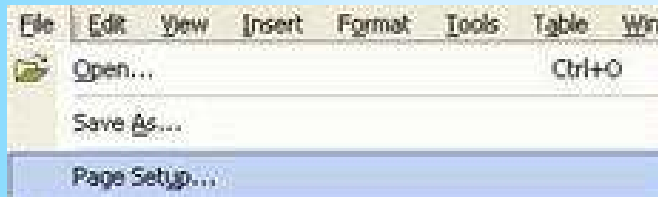
## To add an extra column:

- 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).

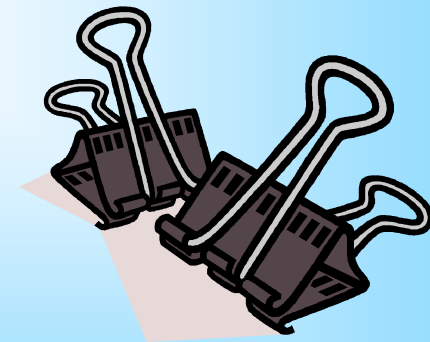


## To make a column narrower:

- 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”

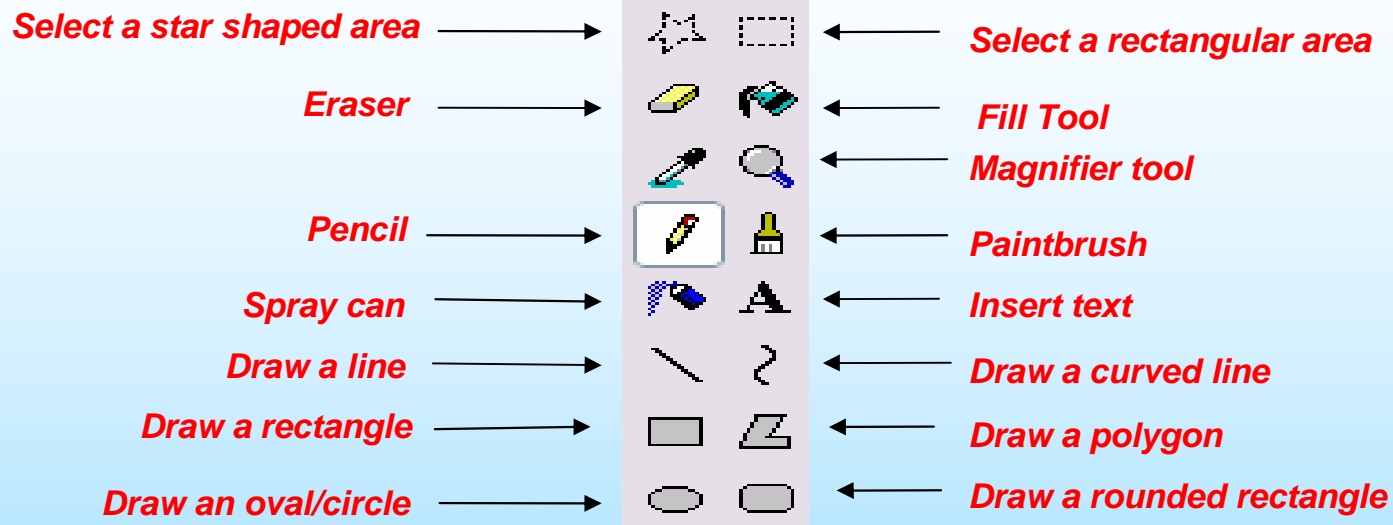


## To Insert Word Art (this is useful for titles and posters):

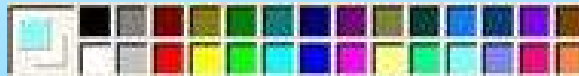
- Click on the  icon (you will find it at the bottom of your page)

# 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)




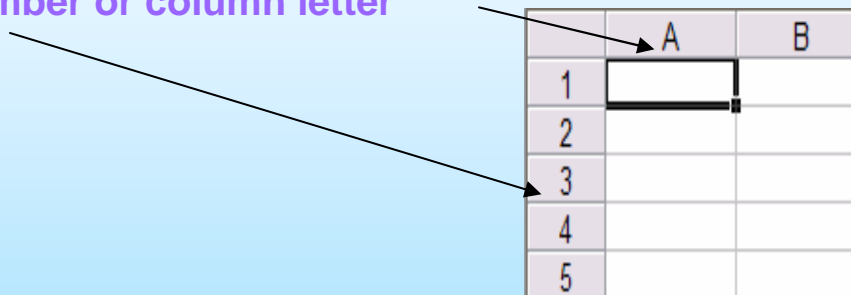
# Hints and Tips for Spreadsheets

## 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

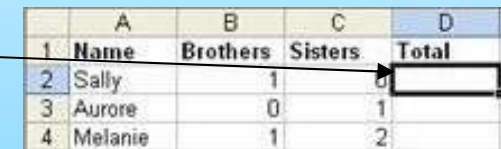


	A	B
1		
2		
3		
4		
5		

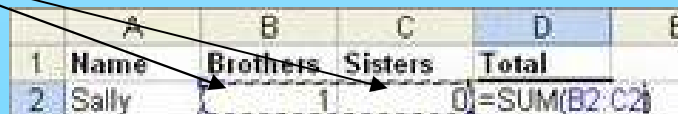
*In a spreadsheet program the cell reference is known by its column letter and row number*

## 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	

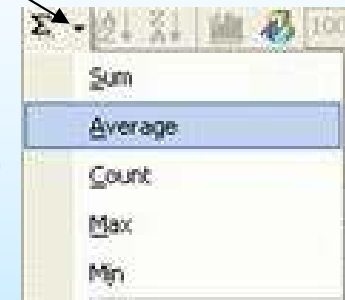


	A	B	C	D	E
1	Name	Brothers	Sisters	Total	
2	Sally	1		=SUM(B2:C2)	

# 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”



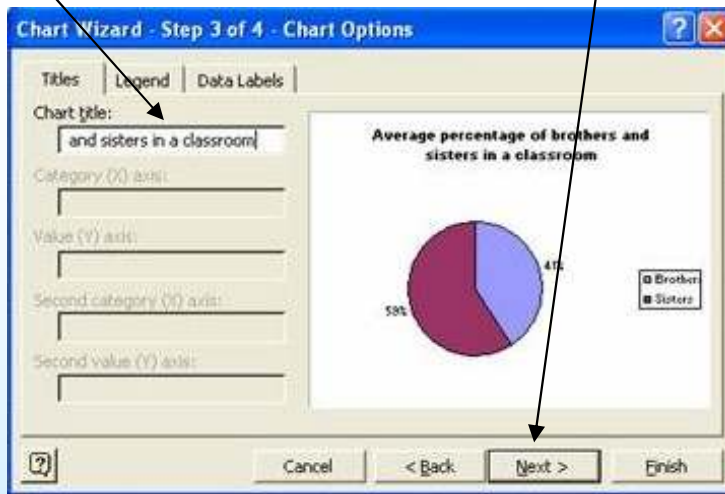
Select “Pie” from the list



# Hints and Tips for Spreadsheets

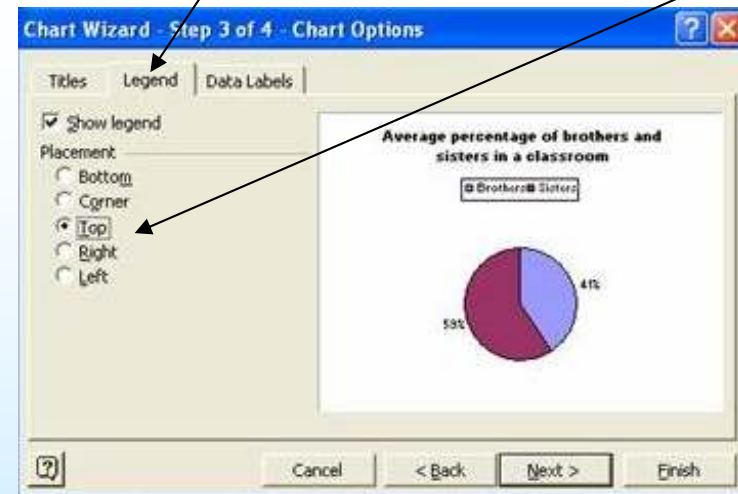
Enter a title for you pie chart and click on Next

1

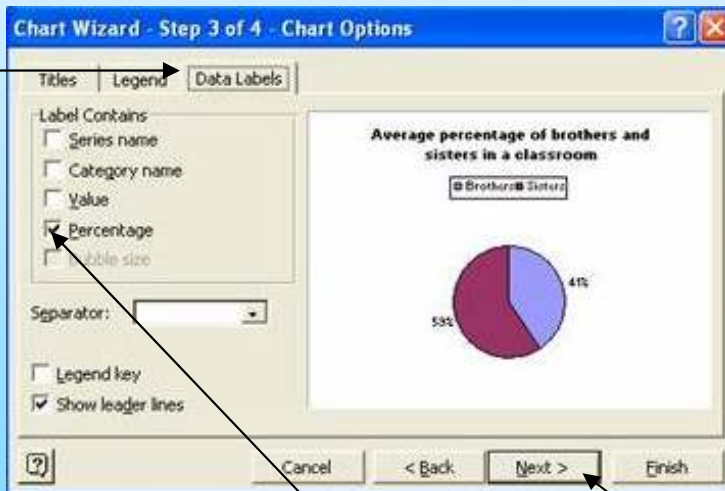


Click on "Legend" and decide where you want it to go

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"

# 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](http://www.google.com)
- ✓ [www.ask.com](http://www.ask.com)
- ✓ [www.yahooligans.com](http://www.yahooligans.com)

- Some events you could research are:

- ✓ Sports events
- ✓ School fairs

- To use Google image:

- ✓ go to [www.google.com](http://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



# 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:

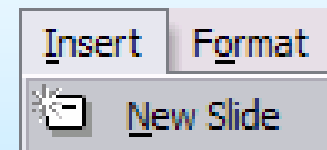
- Click on the  textbox icon and start typing.

## 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:

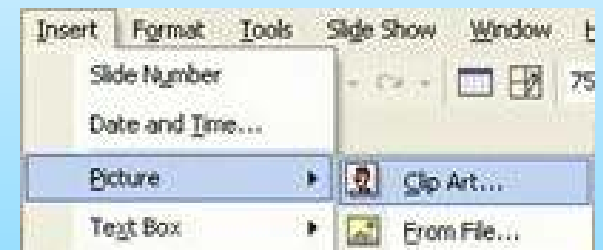
- Click on “Insert” from your toolbar and select “New slide”.



## 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.