

KASNEB – CICT

PART 1

SECTION 1

PAPER 2

Computer Applications - Practical

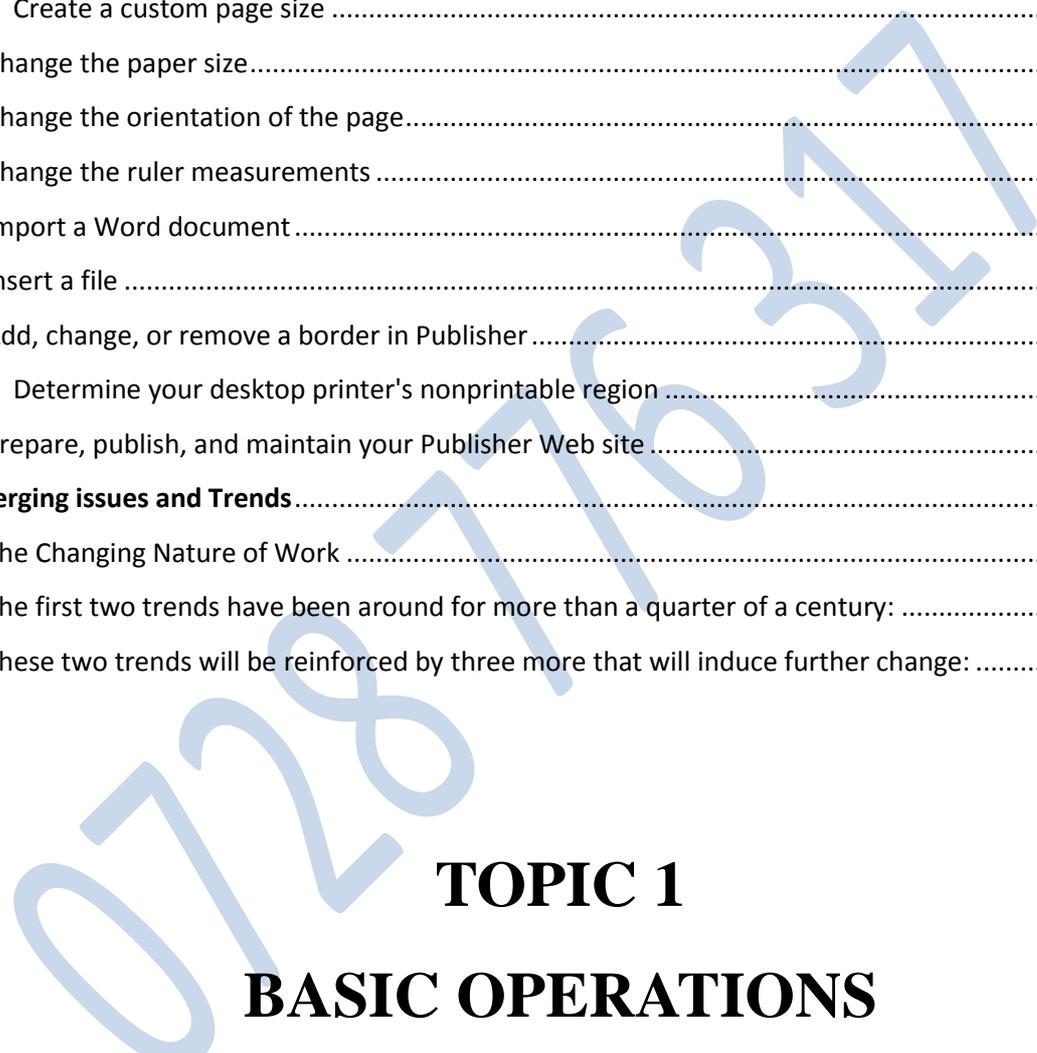
Contents

Basic Operations	4
How to turn on a computer.....	4
Managing Files and Folders.....	7
Loading of Application.....	8
Word Processing	10
Word Processing Compared to Using a Typewriter.....	10
Types of word processing applications.....	10
Features of Standard Word Processors.....	11
Opening Microsoft Word 2007 in the practical room.....	11
Screen Layout.....	11
Quick Access Toolbar.....	13
Using the Keyboard in MS Word.....	14

Basic actions with documents.....	14
Editing document.....	16
Formatting text.....	17
Formatting Paragraphs.....	19
Adding Tables.....	23
Graphics.....	24
Page Formatting.....	25
.....	25
Footnotes.....	26
Bulleted and Numbered Lists.....	26
Proofing a Whole Word 2007 Document.....	27
Mail merge.....	32
Show or hide comments or tracked changes.....	36
Automating Common Word Tasks.....	39
Table of content, Figures and tables.....	43
How do I create a list of figures and a list of tables?	46
Print an MS Word document.....	50
Spreadsheet software	53
WHAT IS A SPREADSHEET.....	53
Types/Brand Names of Spreadsheet Software.....	53
BASIC MS EXCEL SKILLS.....	53
EXCEL FORMULA AND FUNCTIONS.....	55
Making Changes to the Contents of a Spreadsheet Cell.....	57
Saving Your Spreadsheet.....	57
Printing a Spreadsheet.....	57
EDITING A SPREADSHEET.....	58
FORMATTING A SPREADSHEET.....	59
Sorting Filtering and Data Validation.....	61
CHARTS.....	62
What if analysis.....	63
Create a Scenario PivotTable Report.....	68
Summarizing, consolidating and outlining data.....	74
Automating simple task.....	78
Print a Worksheet.....	80

Presentation software	83
The PowerPoint Window features.....	83
Create a New Presentation.....	84
Adding a new slide.....	85
Entering Text on a Slide.....	86
Adding Clip Art to a Slide.....	87
Editing Slide Text.....	87
Formatting Text Slides.....	89
Preparing to Deliver a Presentation.....	91
Adding Transitions to a Slide Show.....	94
Animating Text.....	95
Printing Slides, Speaker Notes, and Handouts.....	95
Creating a Custom Design Template.....	96
Inserting Graphics.....	97
Adding Footers.....	97
Automate simple tasks - Create a macro in PowerPoint.....	99
Database Software	100
Features of Microsoft Access.....	100
Database Concepts.....	101
Manipulating Database and Data.....	102
Table relationships.....	112
Understanding the relationship map.....	113
Relating tables.....	114
Displaying and searching for data.....	116
Working with simple charts and Objects in MS Access.....	124
Use charts to display data on Access 2007 forms.....	124
Attach files and graphics to the records in your database.....	125
Add an attachment field to a table.....	126
Securing a database.....	130
Automate applications with macros in Access 2007.....	131
Saving your macro.....	133
Testing your macro.....	133
Startup in Microsoft Access 2007.....	135
Printing Tables or Queries.....	137

Print Select Datasheet Records.....	138
Microsoft Publisher	139
Publisher Basics and Features.....	139
Create a table.....	145
Working with Color Schemes.....	146
Change page size, paper size, or page orientation	149
Choose a page size.....	149
Create a custom page size	149
Change the paper size.....	150
Change the orientation of the page.....	150
Change the ruler measurements	151
Import a Word document.....	152
Insert a file	152
Add, change, or remove a border in Publisher	152
Determine your desktop printer's nonprintable region	153
Prepare, publish, and maintain your Publisher Web site	155
Emerging issues and Trends	162
The Changing Nature of Work	162
The first two trends have been around for more than a quarter of a century:	162
These two trends will be reinforced by three more that will induce further change:	162



TOPIC 1

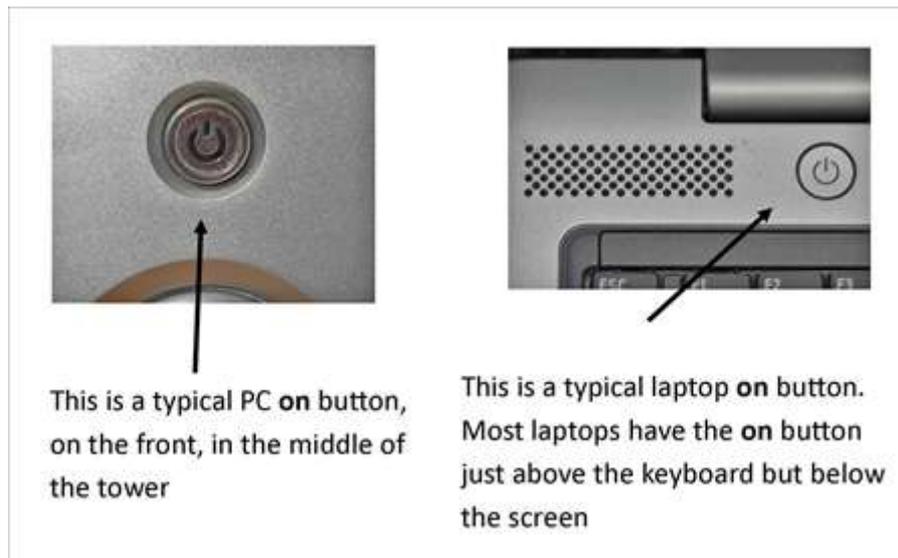
BASIC OPERATIONS

How to turn on a computer

Turning on your computer isn't always easy. Some manufacturers hide the 'on' button – for instance, on top of the case or flat on the front where you can't see it. When you get your computer, don't be embarrassed to ask: 'Where's the "on" button?'

Follow these step-by-step instructions to help you turn on your computer

Step 1: Find the 'on' button. It probably looks like this (but might be square or oblong!):



Step 2: Push the button.

On some computers, the button lights up when the computer is on. On laptops, there's often a light on the front that comes on. You may have to keep pushing for a couple of seconds to make this happen, but don't worry – you'll soon get to know how your computer works.

If nothing happens, there are a few things you can check easily:

- If you're using a laptop, the battery might be flat. So plug in the charger, plug the charger into the mains and let the laptop recharge. You can continue to use it while it's doing this.
- If you have a PC, make sure that the plug or any of the other wires haven't become disconnected.
- Ensure that the monitor is turned on. Most PC monitors have an 'on/off' button on the bottom corner of the screen (see below). The button often lights up green when the monitor is on.



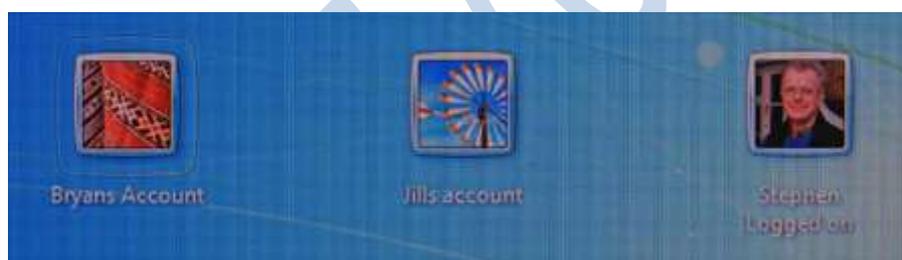
Step 3: Now you need to log in.

If you're the only user of your computer, once it's turned on it may go straight to the desktop:

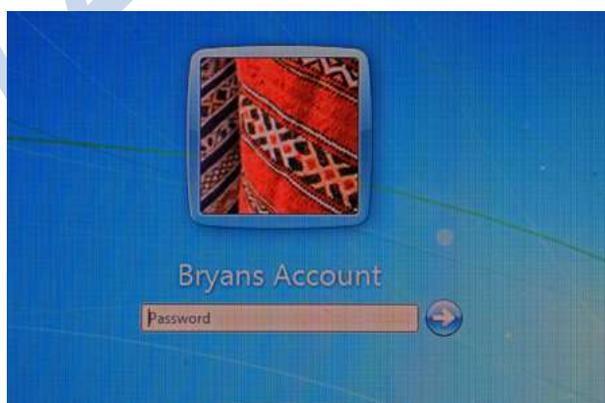


If you're using a public computer – for example, in a library – you'll be given instructions (and help if you ask for it) on how to log in.

If you're sharing your computer with other people, each one will usually have their own account. When you turn on the computer, the screen will look something like this:



When you click the icon above your name, you'll be asked for a password. The main user or administrator should set this up for you before you begin. Type in your password and click the arrow.



Done!

Top tip: surge protectors

If you have a PC, it's a good idea to buy a 'surge protector'. This prevents your computer being damaged if there's a sudden problem with your electricity supply. You can buy surge protectors that let you plug all your separate pieces of equipment into them, in addition to your computer. Then when you turn your computer on or off, this automatically turns them on or off, too.

Managing Files and Folders.

A **folder** is a container for storing programs and files, similar to a folder in a file cabinet. As with a file cabinet, working with poorly managed files is like looking for a needle in a haystack

Note:

File – any collection of related information that is given a name and stored on a disk so that it can be retrieved when needed. Can be a data file, system file or application program file

Folder – a 'container' or storage location that contains files and other folders.

A folder can hold different types of **files**, such as text, spreadsheets, and presentations. The Documents folder is the main location in Windows 7 where you store your files. However, there are some special folders, such as Pictures and Music, designed with specialized features to store specific types of files.

File management is easy, you can organize your files in folders just as you would on your physical file cabinet.

[Creating a new folder](#)

[Moving and copying](#)

[Deleting a file or folder](#)

[Searching for a file or folder](#)

[Renaming a file or folder](#)

[Other ways to create content](#)

To **create** a new folder, click the 'New' button found on the upper-lefthand side of the 'All Files' page. A pop-up window will appear prompting you to enter the name of the new folder and whether you would like to invite '[collaborators](#)' to the folder. Click 'Okay' to complete the folder creation process.

Note: if you do not input any names or email addresses, the folder will remain private even if you have 'Invite people to upload or download files' selected.

To **move or copy** a file or folder, simply drag it from its current location and drop it into the destination folder, just as you would with a file on your hard drive. You can also click on the drop-down menu next to the file name and select 'Move or Copy'. This will bring up a new window where you can click through your folder structure and select the new location for the file or folder. Once you have that location highlighted, click the 'Move' or 'Copy' button.

To **delete** a file or a folder, click on the drop-down menu for that item and select 'Delete.' A pop-up window will appear asking you to confirm if you would like to delete the file or the folder. After you confirm the deletion, the item will be moved to the trash.

To delete multiple files and/or folders, check the box shown on the right side of each item. Once you have selected each item, scroll to the top of the file display area and click the trash icon to delete.

Note: if you delete an item inadvertently, it will remain in your trash and [will be recoverable](#) for 30 days. Enterprise admins can adjust this setting in the Admin Console.

To **search** for a file or folder locate the search bar at the top of the page. Enter all or part of the name of the file or folder you are looking for, then hit 'Enter' or click the magnifying glass icon to run the search.

After you run a preliminary search, you can refine your results by selecting one or more of the advanced search options on the right-hand side of the page.

You can filter search results by folder, owner, file type, date modified and size. You can also choose to limit your search to file/folder names, comments, item descriptions, file content, or tags.

To **rename** a file or folder, hover your mouse over the name of the item and click the small pencil icon. This will open up a text box where you can change the file name.

Note: you can change the file name by this process on the All Files page or while previewing the file.

Loading of Application

There are different ways a program can automatically load when Windows first starts.

Often, a program starts automatically in Windows because of a shortcut in the `Startup` folder in the Start menu. The program may also run automatically from a registry entry. Following are three sets of directions you can follow to remove programs from automatic startup. After you have gone through each set of steps, reboot your computer to see if the problem is fixed.

On this page:

- Removing a shortcut
 1. From the Start menu, click All Programs, and then click Startup.
 2. Right-click the program you don't want to open at startup and click Delete.

- Disabling items not in the Startup folder (System Configuration Utility)
 1. Press Win Start-Button. In the "Open-Menu" field, type `msconfig` and press Enter.
 2. Click the Startup tab.
 3. Uncheck the items you do not want to launch on startup.

Note:

It may take some time to identify which items to check and which to uncheck. Some items will be easy to identify (e.g., Microsoft Office), some may be slightly confusing (e.g., realsched), and some will be cryptic (e.g., 000StTHK or QFSSCHD110). If you cannot determine what an entry is (and therefore whether you should uncheck it or not), you may want to use a search engine to research the individual entry. Keep in mind there are some entries that you should avoid unchecking (e.g., [virus scanners](#)).

4. When you have finished making your selections, click OK.
5. In the box that appears, click Restart to restart your computer.

- Removing a registry entry

Warning:

This contains instructions for editing the registry. If you make any error while editing the registry, you can potentially cause Windows to fail or be unable to boot, requiring you to reinstall Windows. Edit the registry at your own risk. Always back up the registry before making any changes. If you do not feel comfortable editing the registry, do not attempt these instructions. Instead, seek the help of a computing support provider.

To remove a startup entry from the registry:

1. Press `Win Start-Button`. In the "Open:Munu" field, type `regedit` and press `Enter`.
2. To save a backup copy of the registry, from the File menu, select Export....
 1. Make sure to note the file's destination; by default, it will be saved on the desktop.
 2. Give the file an obvious name, such as `registry` or `regback`, so that you'll remember this file is your registry backup.
 3. In the "Export Range" field, make sure All is selected, and then click Save. This will make a backup of a working registry.
3. To expand HKEY LOCAL MACHINE, click the + (plus sign) to the left.
4. Expand the SOFTWARE tree. Then expand Microsoft, then Windows, and then Current Version.
5. Highlight the Run folder. On the right side of the screen, you will see programs that are set to run on startup that might not be included in the `Startup` folder. Some of these may be important programs, such as antivirus programs or firewalls. There also may be undesirable or unnecessary programs, such as spyware and advertisement software. You'll need to ascertain what is needed and what is not.
6. Highlight any program(s) you want to prevent from starting automatically, and then press the `Del` key. Remember that deleting programs here does not remove them from your computer; it only stops them from running automatically.
7. Changes to the registry are implemented immediately, so you do not need to save your changes. At this point, you may simply close the Registry Editor.

TOPIC 2

Word Processing

Word processing is the phrase used to describe *using a computer to create, edit, and print documents*. Of all computer applications, word processing is the most common. To perform word processing, you need a computer, a special program called a [word processor](#), and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

Word Processing Compared to Using a Typewriter

The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. If you make a typing mistake, you simply back up the cursor and correct your mistake. If you want to delete a paragraph, you simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of text from one place to another within a document, or between documents. When you have made all the changes you want, you can send the file to a printer to get a hard copy.

Word processors vary considerably, but all word processors support the following basic features:

- **insert text:** Allows you to insert text anywhere in the document.
- **delete text:** Allows you to erase characters, words, lines, or [pages](#) as easily as you can cross them out on paper.
- **cut and paste:** Allows you to remove ([cut](#)) a section of text from one place in a document and insert ([paste](#)) it somewhere else.
- **Copy:** Allows you to duplicate a section of text.
- **page size and margins :** Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.
- **Search and replace:** Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.
- **Word wrap:** The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.
- **Print:** Allows you to send a document to a printer to get hardcopy.

Types of word processing applications

There are a number of different word processing applications. One of the most widely used ones is Word, which is part of Microsoft Office. Another widely used one is WordPerfect by the Corel Corporation. A third one is Writer, which is part of OpenOffice by Apache. While the first two are commercial software, OpenOffice is open source and can be downloaded and used free of charge. Finally, there is Pages, which is part of iWork by Apple.

Features of Standard Word Processors

Word processors that support only these features (and maybe a few others) are called [text editors](#). Most word processors, however, support additional features that enable you to manipulate and [format](#) documents in more sophisticated ways. These more advanced word processors are sometimes called *full-featured word processors*. Full-featured word processors usually support the following features:

- **File management** : Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.
- **Font specifications**: Allows you to change fonts within a document. For example, you can specify [bold](#), italics, and underlining. Most word processors also let you change the font size and even the [typeface](#).
- **Footnotes and cross-references**: Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **Graphics graphics**: Allows you to embed illustrations and graphs into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.
- **Headers , footers, and page numbering**: Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.
- **Layout** : Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **Macros** : A [macro](#) is a character or word that represents a series of [keystrokes](#). The keystrokes can represent text or commands. The ability to define macros allows you to save yourself a lot of time by replacing common combinations of keystrokes.
- **merges**: Allows you to [merge](#) text from one file into another file. This is particularly useful for generating many files that have the same format but different [data](#). Generating mailing labels is the classic example of using merges.
- **spell checker**: A [utility](#) that allows you to check the spelling of words. It will [highlight](#) any words that it does not recognize.
- **Tables of contents and indexes**: Allows you to automatically create a table of contents and index based on special codes that you insert in the document.
- **Thesaurus**: A built-in thesaurus that allows you to search for synonyms without leaving the word processor.
- **Windows**: Allows you to edit two or more documents at the same time. Each document appears in a separate [window](#). This is particularly valuable when working on a large project that consists of several different files.
- **WYSIWYG (what you see is what you get)**: With [WYSIWYG](#), a document appears on the display screen exactly as it will look when printed.

Opening Microsoft Word 2007 in the practical room

On Start button, choose all programs, find Microsoft office and click Ms office Word 2007 (from the list).

Screen Layout



The Microsoft Office Button

You click on it to see these options: New, Open, Save, Save As, Print, Prepare, Send, Publish and Close.



The Ribbon

The Ribbon is the panel above the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. Each tab is divided into groups. The groups are collections of features designed to perform functions. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group. A blue information box will pop up just below where you stop your pointer.

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and

Symbols Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

To remove the toolbar, right click on the blue section beside the Ribbon. Choose Minimize the Ribbon. To view again, do the same.

Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use frequently. You can add items to it. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.

Moving in the text

The Cursor

The cursor is the short vertical flashing line on your screen.

- The cursor shows you where you will start typing in a Word document.
- When you are using the Tools in Microsoft Word your cursor will change to an arrow. This is called a pointer.

Scrolling

- Your scroll bar is at the right-hand side of your screen.
- Click on the up/down arrow to go up/down the page.

Hold down the left mouse button to scroll up and down the screen more quickly.

Using the Keyboard in MS Word

- The arrow keys on your keyboard move your cursor around.
- To make a letter a capital letter:
- Hold down the Shift and the letter key at the same time.
- For the signs on your keyboard:
- Hold down the Shift and the number key at the same time.
- The Shift keys are on both sides of the keyboard.
- The Space bar makes spaces between words when typing. Tap the bar one time to make a space.
- Use the Enter key to move your cursor to finish the line and make a new one.
- The Backspace key deletes everything to the left of the cursor.
- The Delete key will erase everything to the right of the cursor.
- To make the cursor go to the end of the line press End.
- To make the cursor go to the start of a line press Home.
- To make the cursor go to one page up/down press Page Up/Page Down.
- To make the cursor go to the top/end of the document press Ctrl+Home/Ctrl+End.

Selecting text

- Put the cursor at the beginning or end of the words you want to select.
- Put your finger on the left mouse button.
- Hold down the left mouse button.
- Move the mouse across the words.
- Lift up your finger.
- The word will be highlighted in blue. When this is done, you can move words or change the size, the colour, and the style of the words on the computer.

Alternatives

To select a word, double click within the word.

To select a paragraph, triple-click within the paragraph.

To select the entire document: Home/Editing/Select/Select All or press Ctrl+A

To Deselect

Click your mouse on any WHITE part of the page to deselect.

Basic actions with documents

Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:

Microsoft Office Button / New / Blank document

Opening an Existing Document

Microsoft Office Button -> Open -> Choose from the list

Saving a Document

- Microsoft Office Button/ Save or Save as
- or
- Press Ctrl+S on the keyboard,
- or
- Click the File icon on the Quick Access Toolbar

Working on Multiple Documents

Several documents can be opened. All open documents will be listed in the View Tab of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.

Document Views

- Print Layout: This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- Full Screen Reading: This is a full view length view of a document. Good for viewing two pages at a time.
- Web Layout: This is a view of the document as it would appear in a web browser.
- Outline: This is an outline form of the document in the form of bullets.
- Draft: This view does not display pictures or layouts, just text.
- To view a document in different forms, click the document views shortcuts at the bottom of the screen or:
 - Click the View Tab on the Ribbon
 - Click on the appropriate document view.

Close a Document

Microsoft Office Button / Close