



RQF LEVEL 3



CCMCL302 **ALL TRADES**

Apply Computer Literacy

Yandex Aol.









TRAINEE MANUAL





INFORMATION COMMUNICATION TECHNOLOGY (ICT)





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FOREWORD

Welcome to the world of Technical and Vocational Education and Training (TVET) in the hospitality and tourism sector. In an era of constant evolution and growing demand for skilled professionals, the importance of specialized training cannot be overstated. As the global hospitality and tourism industry continues to flourish, the need for competent individuals equipped with relevant knowledge and practical skills has become crucial. This collection of TVET training manuals serves as a comprehensive resource for those seeking to embark on a fulfilling career or further their expertise within the hospitality and tourism sector. Developed with meticulous attention to detail and in collaboration with industry experts, these manuals offer a wealth of knowledge, practical insights, and hands-on training exercises.

The manuals cover a wide range of topics, ranging from essential foundational concepts to specialized areas within the industry. Whether you are interested in hotel management, culinary arts, event planning, travel and tourism, or any other facet of this vibrant sector, you will find invaluable guidance within these pages. At the heart of the TVET approach is the belief that learning should be both practical and relevant. These manuals have been carefully crafted to ensure that they reflect the real-world challenges and requirements of the hospitality and tourism industry. They are designed to empower learners with the skills, competencies, and confidence needed to excel in their chosen field.

Furthermore, the manuals adopt a learner-centered approach, encouraging active participation, critical thinking, and problem-solving. Throughout each module, learners are encouraged to engage in practical exercises, case studies, and interactive activities that simulate real-world scenarios. This hands-on approach allows learners to apply theoretical concepts and develop the necessary skills that are highly sought after in the industry.

We understand that education is a lifelong journey, and these manuals have been designed to cater to learners at various stages of their professional development. Whether you are a student taking your first steps in the industry, a working professional seeking to enhance your skills, or an instructor guiding aspiring individuals, you will find the manuals to be a valuable asset.

I would like to express my sincere appreciation to the authors, industry experts, and educators who have contributed to the creation of these TVET training manuals. Their dedication and expertise have ensured that the manuals are of the highest quality and relevance.

I encourage you to embrace the opportunities presented within these pages, to explore the dynamic world of hospitality and tourism, and to unlock your potential in this exciting industry. By investing in your education and acquiring the skills offered in these manuals, you are taking a significant step towards a rewarding and successful career.

Best wishes on your journey of discovery and growth in the hospitality and tourism sector.

Dipl.-Ing. Paul UMUKUNZI

Director General/RTB

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ACRONYMS

CU: Control Unit

DVI: Digital Visual Interface

GPU: Graphical Processing Unit

GUI: Graphical user interface

HDD: Hard Disk

HDMI: High-Definition Multimedia interface

ICT: Information Communication Technology

IM: Instant Messaging

IT: information Technology

LCD: Liquid Crystal Display

MS WORD: Microsoft word

MS: Microsoft Word

PC: Personal Computer

PDF: Portable Document Format

PS/2: Personal System/2

PSU: Power supply unit

RAM: Random Access Memory

ROM: Read Only Memory

SSD: Solid-state Driver

USB: Universal Serial Bus

VGA: Video Graphical Array

INTRODUCTION

Welcome to the training manual on computer literacy, designed for learners pursuing TVET level 3 in Rwanda. This manual is a comprehensive guide to computer basics and is structured into five units, each covering a critical aspect of computer literacy. These units include applying computer basics, using a current word processing package, using a current spreadsheet package, using current PowerPoint presentations, and using the internet/intranet (Outlook).

This manual is designed to be an interactive learning experience, comprising discovery activities that encourage learners to explore and discover concepts, problem-solving activities that require learners to think critically and come up with solutions, guided practice activities that provide step-by-step instructions, and application activities that enable learners to apply their newly acquired knowledge in real-life situations.

Additionally, this manual incorporates assessment activities that provide learners with feedback on their progress and help them identify areas where they need to improve.

By the end of this manual, learners will have gained a comprehensive understanding of the key aspects of computer literacy, including applying computer basics, using popular word processing, spreadsheet, and presentation software, and effectively using the internet/intranet (Outlook). They will be equipped with the necessary skills to effectively use computers in any trade or economic sector. Let's get started!

UNIT 1: APPLY COMPUTER BASICS



Figure 1:Apply Computer Basics; https://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/1

Unit summary:

This unit describes properly computer basics where we define clearly the computer, naming correctly the different components of the computer, understanding clearly various connectors that are on different peripheral devices with their corresponding ports on the computer system, describing different computer operations, and explaining clearly the usage of desktop elements of different window versions.

¹ Citied by https://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/#

Self-Assessment:

- 1. Study the Figure 1: look, observe carefully and answer the following questions
 - a. What do you see in the figure?
 - b. How does the figure relate to the unit?
 - c. Do you think the figure reflects the learning unit? Explain your answer briefly
 - d. What can be improved in the figure so that it reflects the unit?
 - e. What do you think will be topics to be covered under this unit based on the figure?
- 2. Fill in and complete the self-assessment table below to assess your level of knowledge, skills and attitudes under this unit. Try to answer truthfully. It is for your own interest to figure out your weakness and take necessary action during this unit. Think about yourself: do you think you can do this? How well? Read the statements across the top. Put a check in the column that best represents your situation. At the end of this unit, you will take this assessment again.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Define a computer					
Explain different computer					
parts					
Describe different					
computer components					
Explain types of computers					
Explain computer					
input/output device					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Describe computer storages					
Explain computer processes					
Identify different storage devices and its function					
Describe the components of CPU and its functions					
Describe the use of icon in desktop					
Identify and apply the task bar and start menu					

Table 1:LU.1 Self-Reflection

Key Competencies of Learning Unit 1

Knowledge	Skills	Attitudes	
1. Define computer	 Identify the composition of computer system 	Politely listen actively to the ideas	
List out different types of computers	Describe different computer types	Demonstrate effectively different types of computers	

List out main part of computer	3. Identify the main parts of the computer	Respectively pay attention for clarification
Define Connectors and Ports	Describe connectors and ports	Carefulness when connecting connectors
5. List the difference of connectors and ports	5. Identify the difference between connectors and ports	5. Reading connectors and port requirements descriptions
6. List out different types of Ports	6. Identify different computer ports	6. Carefulness when connecting connectors and ports
7. Give the definition of Input Devices/Output devices	7. Identify input/output devices	7. Be focused and careful
8. List all Storage devices	 Identify and describe different storage devices 	8. Careful when touch storage devices
9. Define the computer CPU and its functionality	9. Describe the CPU and its functions	9. Understanding and focused to the CPU
10. Describe the desktop and icons.	10. Describe the use of icon in desktop	10. Adaptable and understanding
11. Describe task bar and start menu	11. Identify and apply the task bar and start menu	11. Carefully understand the task bar and start menu applications
12. Explain the Minimizing, Maximizing and the close button	12. Identify the minimize, maximize and closing button of the window	12. Focused and carefully minise, maximize, and close the windows of various versions

Table 2: LU.1 Key Competences

Discovery activity

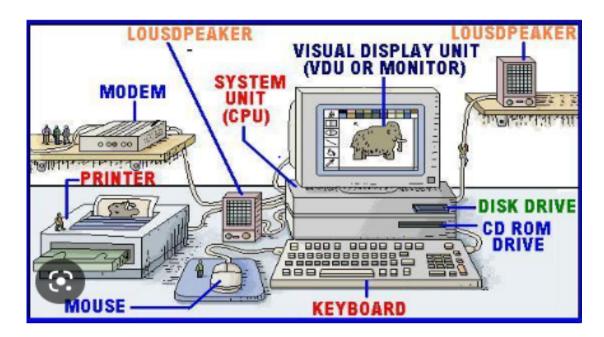


Figure 2:Basic computer parts; https://peda.net/kenya/ass/subjects2/computer-studies/form-1/the-computer-system²



Clearly observe the above illustration and answer the questions below:

- a. What do you see on the above picture?
- b. Outline each component in the above picture



Task2

Think about the function of computer and where various components are connected with computer technologies and answer below questions;

- a. What does the word computer mean?
- b. Which computer components are used while entering data into computer?
- c. Have you seen any computer? Justify your answer.

² Cited by https://peda.net/kenya/ass/subjects2/computer-studies/form-1/the-computer-system

Topic 1.1: Description of the computer basics



Activity 1: Problem Solving



Task

Life has changed to digital, and computerization has a wide-ranging impact on day-to-day human activities. Considering how computers operate, come up with the answers to the following questions

- a. Which type of computers are mostly used today?
- b. What does PC mean in a computer system?
- c. Can more than one person use a single computer?

Key Facts 1.1

• Introduction to computer

Definition of computer:

A computer is an electronic machine capable of manipulating data or information like text, sound, and images. It accepts data as input, process it and give the output in a very short time and it stores data for future use.

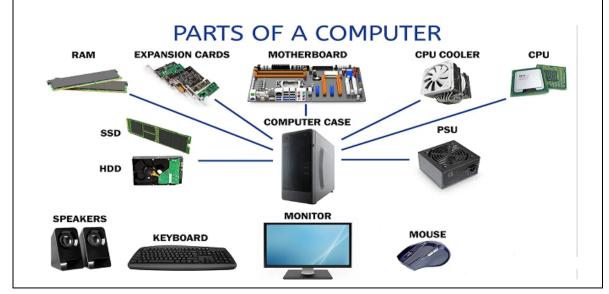


Figure 3:Parts of a computer; https://computerinfobits.com/parts-of-computer-and-their-functions/3

A complete computer system is composed of three parts:

- ♣ Hardware: refers to the physical parts or components of a computer such as the monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit etc. All of which are physical objects that can be touched.
- **♣ Software:** also called programs consists of organized sets of instructions for controlling the computer/ that invisible part of a computer that contains all programs and applications that are necessary to operate a computer.

There are two types of software:

A. Operating system: is the term used to describe programs that enable the computer to function, improve its performance and access the functionality of the hardware

Examples:

- An operating system (windows xp, windows 7,8,10, Linus, mac os)
- o BIOS program
- Drivers Utilities program
- B. **Application software:** is the term used for programs that enable the user to achieve specific objectives such as create a document, use a database, produce a spreadsheet or design a building.

Examples:

- Web browsers (opera mini, Mozilla Firefox, google chrome, etc.
- Adobe reader, Photoshop
- o MS word, MS excel, MS PowerPoint, etc.

Human ware / user: The human ware component refers to the person that uses the computer. More specifically, it is about the individual that makes hardware and software components productive.

³ Cited by https://computerinfobits.com/parts-of-computer-and-their-functions/

Classification of computer

Computers differ based on their data processing abilities. They are classified according to the size, purpose and data handling.

Types of computers according to the size:

- Supercomputers: are the fastest, largest, most expensive and powerful computers available. They are able to perform many complex operations in a fraction of a second. Supercomputers are mainly used for scientific research, which requires enormous calculations. Some of the applications that justify use of supercomputers include aerodynamic design and simulation, petroleum research, defense and weapon analysis and telecommunications. Because of its weight, a supercomputer is kept in a special room.
- Mainframe computers are less powerful and cheaper than supercomputers. While supercomputers may be described as giant computers, mainframes are said to be big in size. They are used for processing data and performing complex mathematical calculations. They have a large storage capacity and can support a variety of peripherals. Mainframe computers are used as powerful data processors in large research institutions and organizations such as banks, hospitals and airports, which have large information processing needs.
- Minicomputers: are also known as small-scale mainframes because they were cheaper alternatives to mainframes computers. Like mainframes, minicomputers are used in business organizations, laboratories, research institutions, engineering firms and banks.
- Microcomputers are the smallest, cheapest and relatively least powerful type of computer. It is called a microcomputer because its CPU is called a microprocessor, which is very small compared to that of minicomputers, mainframes and supercomputers. Microcomputers are commonly used in schools, business enterprises, cybercafé, homes and many other places. Today, the processing power of microcomputers has increased tremendously close that of minicomputers and mainframes

Description of types of personal computer:



Figure 4: types of personal computer; https://worldtechjournal.com/types-of-personal-computer/4

- Desktop computer is designed so all of the components fit entirely on or under a desk or table.
- Laptop computer: a small, portable computer small enough that it can sit on your lap. Nowadays, laptop computers are more frequently called notebook computers
- A personal digital assistant (PDA): also known as a handheld PC, is a variety mobile device which functions as a personal information manager. Nearly all modern PDAs have the ability to connect to the Internet. A PDA has an electronic visual display, letting it include a web browser. Most models also have audio capabilities, allowing usage as a portable media player, and also enabling most of them to be used as telephones.
- Types of computers according to the purpose

According to purpose, computers are either general purpose or specific purpose.

- General purpose computers are designed to perform a range of tasks. They
 have the ability to store numerous programs, but lack in speed and
 efficiency.
- Specific purpose computers are designed to handle a specific problem or to perform a specific task. A set of instructions is built into the machine.

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⁴ Cited by https://worldtechjournal.com/types-of-personal-computer/

Types of computers According to data handling

According to data handling, computers are analog, digital or hybrid.

- Analog computers work on the principle of measuring, in which the
 measurements obtained are translated into data. Modern analog computers
 usually employ electrical parameters, such as voltages, resistances or
 currents, to represent the quantities being manipulated.
- Digital computers are those that operate with information, numerical or otherwise, represented in a digital form. Such computers process data into a digital value (in 0s and 1s). They give the results with more accuracy and at a faster rate.
- Hybrid computers incorporate the measuring feature of an analog computer and counting feature of a digital computer.





1. With your trainer guidance Label the following picture of computer hardware according to the letters

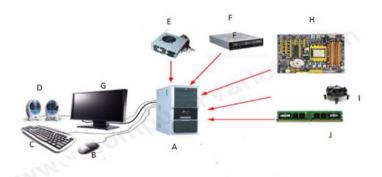


Figure 5: Hardware components of 5computer; https://www.docsity.com/en/computer-parts-labeling-worksheet/8797156/

Letters	Name of components
А	
В	
С	
D	
E	
F	
G	
Н	
I	
J	





- 1. After knowing what computer is, different types and parts of computers, identify clearly the factors considered during classifying the types of computers.
- 2. Explain the main parts of computer?

⁵ Cited by https://www.docsity.com/en/computer-parts-labeling-worksheet/8797156/

Topic 1.2: Identification of various Connectors and ports





- 1. Think about the functionalities of a computer without peripheral devices. Will it be able to give the best output during the time of operation? Clearly answer the following questions:
 - a. What are computer peripherals?
 - b. What do computers use to communicate with peripheral devices?
 - c. With examples, list computer peripherals and explain how they work?
 - d. Describe the communication between peripheral device and computers
 - e. Where is the keyboard connected to computer?

Key Facts 1.2

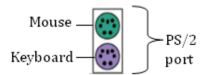
Connectors and ports

- Definitions;
- Connectors and ports on the computer allow it to communicate with many different devices and peripherals attached to it
- Connectors: A computer cable connector is the part of a cable that plugs into a port or interface to connect a device to the motherboard or another device. Most connectors are either male (containing one or more exposed pins) or female (containing holes in which the male connector can be inserted). A number of different connector types are used to connect various external devices to the computer.
- Ports: are endpoints at the back or side of a computer where you plug in an external device such as a printer, keyboard, scanner, mouse, or modem. This connection allows instructions and data to flow between the computer and

the device. These computer ports are also commonly referred to as the Input/Output ports (I/O ports).

Types of ports

♣ PS/2 port:



- It has 6-pin female
- It is used to connect mouse and keyboard to a computer

Green: connect mouse

Purple: connect keyboard

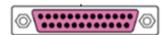
Serial port:



Serial port

- ♣ It has 9-pin male
- # It is used to connect old mouse and modem to a computer

Parallel port:



Parallel port

- ♣ It has 25-pin female
- # It is used to connect a printer, a scanner to a computer

VGA port:



VGA port

- VGA (Video Graphic Array)
- ♣ It has 15-pin female

It is used to connect a screen, a projector to a computer

USB port:



USB port

USB (Universal Serial Bus)

It is the most common port for connecting peripheral devices to a computer like:

Mouse Hard disk Modem

Keyboard Printer Scanner, etc.

Flash disk Digital camera

Network port:



Ethernet port

♣ Also known as Ethernet port or RJ-45 port

It is used to connect a computer to the internet or network

Audio port:



It is used to connect microphone (for pink color), speaker, headphones (for green color), and audio mixers (for blue color)

Digital Video Interface (DVI):



It has 24 female pins

♣ DVI is a high-speed digital interface between a display controller like a computer and a display device like a monitor

HDMI (High-Definition Media Interface)



- **HDMI** ports accept connections from HDMI cables, which transmit and receive high-definition audio and visual signals.
- Computers, televisions and other multimedia devices often have HDMI ports to transfer images and sound onto another device

https://digitalthinkerhelp.com/computer-ports-names-25-types-of-computer-ports-functions-examples/

https://www.geeksforgeeks.org/types-of-computer-ports/

https://www.javatpoint.com/computer-ports





- 1. In a group of four trainees, with your trainer guidance, solve the following questions;
 - a) Where do we find ports on the computer?
 - b) Select different cables of peripheral devices and connect them to the computers
 - c) Identify any four different ports name their functions
 - d) Differentiate connectors from ports
 - e) Describe the communication between computers and other peripheral devices
- 2. As discussed in this chapter, today's typical ports and connectors identify the full name of these ports and what they are used for



 $https://www.eslprintables.com/vocabulary_worksheets/technologies/computers/Computer_Port_Exercise_768761/$

Sn	abbreviation	Full name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		





Today's PCs have many different connections. In order to input information and have corresponding information outputted by the computer, all of the devices need to be connected to the correct ports.

- 1. Examine your home (or lab) computer and identify the various ports associated with it.
- 2. Make a quick sketch of the back of the computer.

Topic 1.3: Description of Computer Operations





Having input and output devices that help users to share information with computers, this clearly shows us that having a computer alone is not enough. Computers require other materials and processes to provide output. Think about what we need to give to a computer and how information is stored. From that, answer the following questions

- a. What is the role of CPU in computer?
- b. Where data is temporarily stored in the computer?
- c. All what we do on the computer where is it stored?
- d. When we write anything on the computer where does it save it?
- e. When we switch off the computer that is stored data where can we find it?
- $f. \quad \hbox{Does the computer still operate when primary memory is damaged?}$

Key Facts 1.3

• Peripheral devices:

There are three categories of Peripheral devices;

 Input device: An input device is a piece of hardware used to provide data to a computer used for interaction and control. It allows input of raw data to the computer for processing.

Here's a list of some input devices used in computers and other computing devices:

Keyboard, one of the primary input devices used to input data and commands. It has function keys, control keys, arrow keys, keypad and the keyboard itself with the letters, numbers and commands.

Keyboards are connected to the computer through USB or Bluetooth. A laptop keyboard is more compact than a desktop keyboard to make the laptop smaller and lighter.

Two versions of keyboard;

- QWERTY keyboard
- AZERTY keyboard

The French version of the standard QWERTY keyboard.

AZERTY keyboards differ from the QWERTY keyboard in that the Q and W keys have been interchanged with the A and Z keys.

Another difference between QWERTY and AZERTY keyboard is that the M key on an AZERTY is to the left of the L key

QWERTY



AZERTY



Figure 6:Types of Keyboards; https://technology.blurtit.com/584855/what-are-the-two-types-of-computer-keyboard

Mouse: an input device used to control the cursor and coordinates. It can be wired or wireless. It allows the user to do the following:

- Move the mouse cursor
- Select
- o Scroll
- o Open or execute a program
- o Drag-and-drop
- Hover

 $^{^6}$ Cited by https://technology.blurtit.com/584855/what-are-the-two-types-of-computer-keyboard

- o Perform other functions with the use of additional buttons
- A laptop uses a touchpad as the mouse. A smartphone and tablet use a touchscreen as primary input device and the user's finger is used as the mouse.

Microphone: an input device that allows users to input audio into their computers. Here are some uses of the microphone:

- Audio for video
- Computer gaming
- Online chatting
- Recording musical instruments

Digital Camera – is an input device that takes pictures digitally. Images are stored as data on memory cards. It has an LCD screen that allows users to preview and review images. Digital cameras have become popular over film cameras because of the following features:

- o LCD screen allows users to view the photos and videos immediately
- Storage can store thousands of pictures
- Picture development allows users to choose and pick which pictures to develop
- Scanner is an input device that reads an image and converts it into a digital file. A scanner is connected to a computer through USB.
- Touchscreen is an input device that allows users to interact with a computer using their fingers. It is used widely in laptop monitors, smartphones, tablets, cash registers and information kiosks



Itput device: is a piece of computer hardware that receives data from a computer and en translates that data into another form. That form may be audio, visual, textual, or hard by such as a printed document

Note: The key distinction between an input device and an output device is that an input device sends data to the computer, whereas an output device receives data from the computer.

Examples of Output Devices

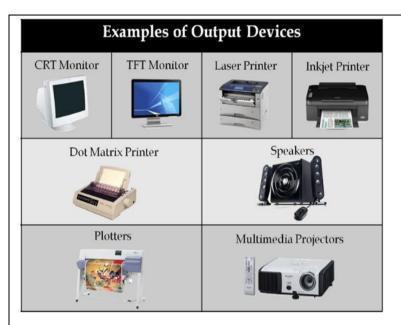
Monitor – This is the most common computer output device. It creates a visual display by the use of which users can view processed data. Monitors come in various sizes and resolutions

Printer – this device generates a hard copy version of processed data, like documents and photographs. The computer transmits the image data to the printer, which then physically recreates the image, typically on paper

Speakers – speakers are attached to computers to facilitate the output of sound; sound cards are required in the computer for speakers to function. The different kinds of speakers range from simple, two-speaker output devices right the way up to surround-sound multi-channel units.

Headset – this is a combination of speakers and microphone. It is mostly used by gamers, and is also a great tool for communicating with family and friends over the internet using some VOIP program or other

Projector – this is a display device that projects a computer-created image onto another surface: usually some sort of whiteboard or wall. The computer transmits the image data to its video card, which then sends the video image to the projector. It is most often used for presentations, or for viewing videos.



mputer storage devices: A hardware device that is used to store digital data and plications which may be in the form of video, audio, images, etc. is known a storage vice. It is a main component of a computer.

There are two categories of storage devices;

Primary Storage Device:

This is the direct memory which is accessible to the CPU or Central Processing Unit.

- It is also called the main memory and is volatile.
- This is temporary memory and is lost as soon as the device turns off or is rebooted.
- It is small in size.
- Primary storage consists only of Internal memory.
- E.g., of primary storage: RAM, ROM, cache memory, etc.

Table differentiating ROM from RAM

Basis for Comparison	RAM	ROM
Stands for	Random Access Memory	Read only Memory
Memory type	Volatile	Non-Volatile
Operation type	Read and write both	Only read
Speed	Fast	Comparatively slow
Storage type	Temporary	Permanent

Secondary Storage Device:

Secondary storage is commonly used to store backup data that comes from primary storage. The data is copied from the primary storage system to the secondary storage system through the use of replication or other data protection and recovery techniques. This type of storage does not have direct access to the CPU (Central Processing Unit).

- The input and output channels help to connect such storage devices to the computer, as they are usually outside.
- It is non-volatile with larger storage capacity compared to primary storage.
- This type of storage is permanent until changed by an external
- It consists of both internal and external memory.
- E.g., of secondary storage: USB drives, floppy disks, and more

Process device:

The processing device is the computer's hardware component that helps to handle the storage and retrieval of the information. In the Computer, processing devices play a major role in the processing operations. These devices are used to process the data with the use of instructions from the program.

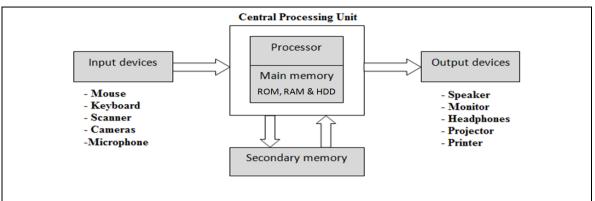
Examples of Processing devices are;

- Processor/CPU
- GPU (Graphics Processing Unit)
- Motherboard

Central processing unit (CPU)

Also referred to as processor, is a piece of hardware that carries out the instruction of a computer program. It performs the basic arithmetical, logical and input/output operations of a computer system.

The CPU is like the brain of the computer; every instruction no matter how simple it is, has to go through the CPU. If you press a letter A on your keyboard and it appears on the screen, the CPU of your computer is what makes this possible.



Block diagram of a computer system

Figure 7: Block diagram of computer system;

⁷https://resources.sei.cmu.edu/asset_files/TechnicalReport/2004_005_001_14387.pdf

In the CPU, there are two primary components

Control Units (CU)

The CU provides several functions:

- It fetches, decodes and executes instructions
- It issues control signals that control hardware
- It moves data around the system

Arithmetic logic unit

The ALU has two main functions:

- It performs arithmetic and logical operations (decisions).
- The ALU is where calculations are done and where decisions are made.
- It acts as a gateway between primary memory and secondary storage.
- Data transferred between them passes through the ALU.

Registers

Registers are small amounts of high-speed memory contained within the CPU. They are used by the processor to store small amounts of data that are needed during processing, such as:

- The address of the next instruction to be executed
- The current instruction being decoded
- The results of calculations

⁷ Cited by https://resources.sei.cmu.edu/asset_files/TechnicalReport/2004_005_001_14387.pdf





- 1. A supermarket self-checkout has a range of input and output devices.
 - a. Identify any input and output devices that the checkout might use, clearly stating
 - b. which is an input, output or both
 - c. Describe the purpose of each device
- 2. Used alone the IT term 'storage' applies to secondary storage. Briefly describe four devices commonly used in business systems for storage.
- 3. If you are given a task to innovate a new input device and output device, what do you think of and why?
- 4. A washing machine has a small displaying screen built into it; one use of the display screen is to show an error code when a problem Has occurred within the washing cycle
- 5. For any clarification or problem request the trainer assistance





- A doctor in a hospital requests your assistance. She is using a computer to register
 patients' identifications and their sickness status. Additionally, she asks for a copy of their
 insurance to be kept on her computer. Afterward, she gives out the report to her
 supervisor on paper
 - a. Name computer devices he is using?
 - b. Identify Input devices from Output devices he's using?
 - c. There are also be various output devices. Identify some that may be used and explain their purpose?
 - d. Hannah is an artist who is beginning to use computers for her drawings, what input device would you recommend and why?
- 2. Ange loves loud music but still lives at home with his mum and dad what output device would you recommend him to use?
- 3. How do computers use input and output to get and give the information that they need to solve problems?
- 4. Connect all input devices, output devices to the computer and switch on the computer and see if it displays anything.

Topic 1.4 Description of Elements of the Computer





Think about the computer desktop and its elements and answer below questions about the life before computer were used;

- 1. Which is the most common icon you see on desktop when you turn on the computer?
- 2. Where should you click to navigate into the window element?
- 3. I want to change the time and date, where should I click?

Key Facts 1.4

Using of desktop's elements

Windows and its elements

Desktop is part of the computer's operating system and is usually a graphical user interface or 'GUI' that enables a user to access data files, programs and storage drives amongst other things. All these items are displayed as icons on the desktop.

The examples given in this topic use Windows 10 as the operating system.



Figure 8: Window 10 desktop;

 $https://www.tutorialspoint.com/basics_of_computer_science/basics_of_computer_science_windows_desktop_elements.htm^8$

 $^{^8}$ Cited by https://www.tutorialspoint.com/basics_of_computer_science/basics_of_computer_science_windows_desktop_elements.htm

As you can see in the above image, in the left bottom, there is a window symbol (i.e., menu button); once you click on it, the given menu option will appear and from here you can choose your option.

After starting Windows, the first background one sees is called **desktop**.

Desktop

Desktop is the layer on top of which you run all your computer programs.

It contains icons, shortcut icons and taskbar.

- Icons: are small pictures, images used to represent a file, folder or a program on the computer.
- Shortcut icon: is a tiny file, folder or program with small white box and arrow on the left corner which just represents a program but is not the program itself.

Common icons on desktop are:

- Computer
- Recycle Bin
- Internet Explorer or Mozilla Firefox
- Task bar is the long horizontal bar located at the bottom of the desktop that helps to manage the various currently active programs opened in different windows.

Taskbar

The taskbar allows a user to:

- locate and launch programs through the start button,
- see any program that is currently open,
- display the time or date

A taskbar is divided into 3 sections:

- The Start button , which opens the Start menu.
- The middle section, which shows you which programs and files you have opened and allows you to quickly switch between them.
- The notification area, which includes a clock and icons (small pictures) that communicate the status of certain programs and computer settings.

Start Menu

Start Menu: It is divided into two panes-left pane and right pane. The left pane is used to access programs or to search files/ folders in the computer and the right pane gives access to some common folders like Documents, pictures, music et

The following lists down describe the options that appear after clicking on the Start menu

All programs

It displays all those programs, which are installed in your system.

Document

It displays a list of folders used by the user.

Recent file

It displays the recently used file.

My picture

It displays a list of pictures.

My music

It displays a list of music/song, etc.

My computer

It displays the drives of computer where user keeps his/her work, file, folder, song, video, picture, e-book, etc.

Control panel

It displays all the installed computer programs (software).

Search

It helps a user to find a file in computer

Run

It helps to start an application program or execute a DOS command

Setting

It has different options that help to manage different settings of the computer, software as well as hardware

Log Off

It helps a user to log off the currently logged in user of the system.

Sleep

It makes the system non-functional; however, puts the ongoing work and settings in memory and also keeps drawing small amount of power.

Hibernation

Hibernation puts the open documents and programs on hard disk and then turns off your computer; in comparison to 'sleep', it uses very low power.

Restart

Its function is to shut down and again start (log on) computer; it is done normally to refresh computer especially when computer is hanged.

Shut down

It simply shuts down the system.

Note – Depending on the version of your window, the menu option may vary in terms of appearance and number of menu options; however, there would not be any change in basics.

Minimize, maximize, close buttons

- Minimize / Maximize Button: Small buttons, usually located in the upper right corner of the window's title bar (optional feature). When activated, these buttons reduce the window to an icon or enlarge the window to its largest supported size, respectively.
- Close Button: Pressing this button is just one way of closing the window, and it's the easiest. But take caution on dialog boxes: when this button is active, it usually has the same effect as pressing the "CANCEL" button, so be sure you don't need to save any changes you made in the dialog box. Other ways of closing the window include double-clicking the control menu or clicking on the File menu and then Exit if it's an application window, and clicking on the "OK" button if it's a dialog box.

https://www.tutorialspoint.com/basics_of_computer_science/basics_of_computer_science_windo ws_desktop_elements.htm





You are working for a company, and you are supposed to provide support for all your workmates who have problems with their computers. Then, one of your coworkers asks for your help with the following tasks that show the problems. You are asked to solve them but also to request guidance from your trainer if needed?

- a. I've lost my Windows taskbar; how do I get it back?
- b. My taskbar moved to the left, top, or right side of the screen. How can I restore it?
- c. I can't find the minimizing/maximizing button how can I solve the issue
- d. All icons on the desktop have disappeared. How can I bring them back?
- e. How do I enable or disable the taskbar auto-hide on my computer?
- f. My folder called music has been deleted from desktop by accident how can I restore it?





John tried to search for his marks folder, but all the icons on the desktop were too small. He didn't know how to increase the size of the icons. After John added a folder of images to his desktop, he realized the computer was running Windows 7. When he tried to open the folder, he found that it was just a shortcut and couldn't find the actual files. Since it was John's first time using a computer, he failed to install an application software. Based on this scenario, answer the following questions

- a. Describe and follow the steps that John would use to increase the size of the icons?
- b. What is the advice you can give to John when he found that folder was a shortcut and can't find anything?

1.	Most i	nkjet, laser, and thermal printers use this interface to connect a printer to a
	compu	iter. (Choose two.)
	a.	RJ-45
	b.	USB
	c.	Parallel
2.	Identif	y three types of video connectors.
	a.	VGA type
	b.	DMI type
	c.	HDMI type
	d.	USB type
3.	You ar	e in the process of installing a new keyboard to a new PC. Which of the
	follow	ing is the most common type of connector to use?
	a.	Serial connector
	b.	PS/2 connector
	c.	USB connector
	d.	IEEE1394 connector
4.		key is used to come out of add mode? (a) o (b) - (c) esc (d) ctrlRJ
5.	Conne	ctors are found on the back of computer
	a.	True
	b.	False
6.	When	a user starts a computer, portions of the operating system load into the
	compu	iter's hard disk from memory
	a.	True
	b.	False
7.	User c	ommunicates with a computer with the help of which devices?
	a.	Input device
	b.	Output device

c. Both a and b

8. Which of the following groups are only input devices?

	a.	Mouse, keyboard, Scanner, Joystick, Light pen
	b.	Mouse, keyboard, Trackball, Touch Screen, Microphone
	c.	Both a and b
9.	Which	input device is used for input text, numbers, and commands to the computer?
	a.	Mouse
	b.	Keyboard
	c.	Scanner
10.	The nu	ımber of function keys in a keyboard is
	a.	14
	b.	12
	c.	13
11.	. All file:	s which are deleted from computer are stored in
	a.	recycle bin
	b.	temporary files
	c.	my documents
12.	. Compı	uter mouse event is
	a.	left click
	b.	Double click
	c.	Right click
	d.	All the above
13.	. Pressir	ng the Print screen key on your keyboard takes a 'picture' of what is displayed
	on the	screen
	a.	True
	b.	False
14.	. Compı	uters process information (output) into data (input).
	a.	True
	b.	False



- Always read user manual of computer
- Switch off the computer after use
- computer must be comfortable and fixed in a safe place
- Always add files in folders to have space
- Write the names of icons well to remember them
- Always empty the recycle bin to add space to your computer
- Use strong passwords to secure your information

Table 3: Points to Remember of Unit 1



Self-Reflection: Learning outcome 1

Reflect on your achievement in the above learning Unit, base your reflection on activities done and your performance.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Define a computer					
Explain different computer parts					
Describe different computer components					
Explain types of computers					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Explain computer input/output device					
Describe computer storages					
Explain computer processes					
Identify different storage devices and its function					
Describe the components of CPU and its functions					
Describe the use of icon in desktop					
Identify and apply the task bar and start menu					

Table 4:Self-Reflection LU.1

Fill the table below to identify your areas of strength, areas for improvement and actions to take to improve.

Areas of strength	Areas for improvement	Actions to be taken to improve
1.	1.	1.
2.	2.	2.
3.	3.	3.

Table 5:LU.1 Strength and Improvements

UNIT 2: USE A CURRENT WORD PROCESSING PACKAGE



Figure 9: Illustration of MS Word; https://commons.wikimedia.org/wiki/File:Microsoft Word 2013-2019 logo.svg

Unit summary:

Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. This unit properly describes word processing where we clearly define all the processes of creating word document, editing document, saving document and printing the document.

Self-Assessment: Unit 2

- 1. Study the Figure 1: look, observe carefully and answer the following questions
 - a. What do you see in the figure?
 - b. How does the figure relate to the unit?
 - c. Do you think the figure reflects the learning unit? Explain your answer briefly
 - d. What can be improved in the figure so that it reflects the unit?
 - e. What do you think will be topics to be covered under this unit based on the figure?
- 2. Fill in and complete the self-assessment table below to assess your level of knowledge, skills and attitudes under this unit. Try to answer truthfully. It is for your own interest to figure out your weakness and take necessary action during this unit. Think about yourself:

do you think you can do this? How well? Read the statements across the top. Put a check in the column that best represents your situation. At the end of this unit, you will take this assessment again.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Define a MS word					
Differentiate MS Word screen elements					
Explain different text formatting options					
Explain different paragraph formatting options					
Describe how you can create and edit table					
Describe how to edit a document					
Explain how to insert Footnotes, footers, and headers					
Describe automatic page numbering					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Explain how to know the total number of pages					
Describe file management					
Create files and folders					
Name files and format them					
Describe page setup					
Explain the detailed printer options					
Printing one or more copies					

Table 6:LU.2 Self-Assessment

Key Competencies of Learning Unit 2:

Knowledge	Skills	Attitudes		
1. Describe text	1. Apply text formatting	Attentively apply text		
formatting		formatting		
2. Describe paragraph	2. Apply paragraph	Focused apply		
formatting	formatting	paragraph formatting		

3.	Explain how to insert a	3.	Follow the steps for	*	Carefully insert a table
	table		inserting a table into a		into a word document
			word document		
4.	Explain inserting a	4.	Apply column and row	*	Attentively insert
	column and a row		insertion to the table		columns and rows in
					the table
5.	Describe how to merge	5.	Follow appropriate	*	Carefully follow the
	a file and delete a		steps in problem		appropriate steps of
	table		solving		file emerging and
					deleting a table from
					a certain document
6.	Explain document	6.	Use communication as	*	Understanding clearly
	editing		a tool for problem		more styles of
			solving		document editing
7.	Describe Header,	7.	Follow different steps	*	Carefully follow the
	footer and footnote		of inserting Header,		steps of inserting
	insertion		footer and footnote		Header, footer and
					footnote
8.	Explain page saving	8.	Follow procedures of	*	Carefully follow saving
	and printing		saving and printing a		and printing
			page		procedures

Table 7:LU.2 Key Competences

Discovery activity

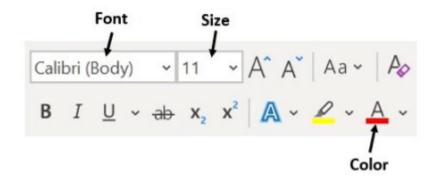


Figure 10: https://www.computerhope.com/issues/ch000829.htm/9



When creating a Word document, you must try your best to make it look good in order to attract the reader. Various font changes must be done; most of the document needs to have clear formatting, font size, and color to help the reader differentiate titles, subtitles, and content. Carefully study the figure above and answer the questions below;

- a. What is the use of Font size in the illustration above?
- b. What is the use of Font Color in the above illustration?
- c. When you need to change the font style how do you do it?
- d. Is formatting word document important explain why?
- e. Write down all your answers

⁹ Cited by https://classnotes.ng/lesson/wordprocessing-ss2/

Topic 2.1: Formatting text with Font Size, Style and Colors





- You are creating an MS Word document, and you want your document to have the colors, font style, and font size you desire. Read the problem carefully and answer the following questions.
 - a. Which MS word element you can use to change text color to red?
 - b. Which MS word element you can use to font size to 14?
 - c. What does the status bar help us in MS word?
 - d. What does Ribbon help us with in MS word?

Key Facts 2.1

Formatting Text

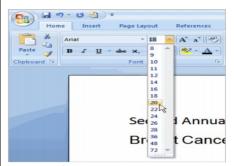
Formatted text can draw the reader's attention to specific parts of the document and help communicate your message. This topic shows how to format the font size, style, and color of text, as well as how to use the bold, italic, underline, and change case commands.

Applying Font size

Steps

- Select the text you want to modify.
- Left-click the drop-down arrow next to the font size box on the home tab.
- The font size drop-down menu appears.
- Move your cursor over the various font sizes.

4 A live preview of the font size will appear in the document.



- Left-click the font size you want to use.
- ♣ The font size will change in the document

Applying Font Style

Steps

- Select the text you want to modify.
- Left-click the drop-down arrow next to the font style box on the Home tab.
- ♣ The font style drop-down menu appears.
- ♣ Move your cursor over the various font styles.
- ♣ A live preview of the font will appear in the document.



- Left-click the font style you want to use.
- The font style will change in the document.

Applying Font color

Steps

Select the text you want to modify.

- Left-click the drop-down arrow next to the font color box on the Home tab.
- The font color menu appears.
- Move your cursor over the various font colors.
- ♣ A live preview of the color will appear in the document.

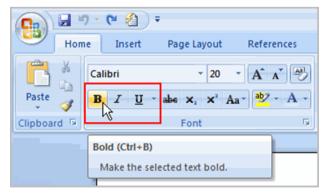


- Left-click the font color you want to use.
- The font color will change in the document.
- Your color choices aren't limited to the drop-down menu that appears.
- Select More Colors at the bottom of the list to access the Colors dialog box.

 Choose the color you want, and then click OK.
- Applying bolding, italic, and underlining commands:

Steps

- Select the text you want to modify.
- Click the bold, italic, or underline command in the Font group on the home tab.

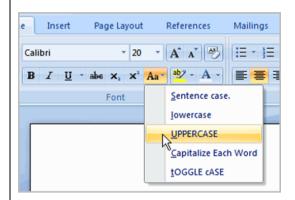


Applying Text effects

Steps

Select the text you want to modify.

- Llick the Change Case command in the Font group on the home tab.
- Select one of the case options from the list.



• Applying Text change case

ert subscript or superscript text

Superscript and subscript refer to numbers that are positioned slightly higher or slightly lower than the text on the line. For example, chemical formulas use subscript (H2O),

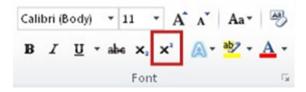
Subscript: H₂0 Superscript: X⁴+Y³

and an exponent is often formatted as a superscript (X4).

- Select the text that you want to format as subscript or superscript.
- Do one of the following:
- ♣ On the Home tab, in the Font group, click Subscript. Or press CTRL+=.



On the Home tab, in the Font group, click Superscript. Or press CTRL+SHIFT+=.



To undo the formatting, click the Subscript or Superscript button again, or repeat the keyboard shortcut.

• Applying Format painter

With format painter, you can **copy all of the formatting from one object and apply it to** another one.

Steps

To apply the Format Painter tool:

- Select the text that has the formatting you want to copy.
- Click once on the Format Painter tool.
- Select the text you want to apply the formatting to.
- The characteristics will be applied automatically.

https://www.slideshare.net/marvieiloro/activity-parts-of-microsoft-word-window https://www.vskills.in/certification/tutorial/ms-word-window-elements/





- A student is working with a Word document and trying to add some formatting and styles.
 They are looking at the MS Word interface, wondering about all the tabs and what they are used for. Read and answer the following questions to help this student:
 - a. What does status bar help in MS Word?
 - b. What does ribbon help in MS word?
 - c. How do we use text area?
 - d. How can you use vertical and horizontal scroll bar?
 - e. What does title bar help for in MS word?
- 2. A paragraph in Word is any text that ends with a hard return. You insert a hard return anytime you press the Enter key. <u>Paragraph formatting</u> lets you control the appearance if individual paragraphs. <u>For example</u>, you can change the alignment of text from left to

center or the spacing between lines form single to double. You <u>can indent paragraphs</u>, number them, or add borders and <u>shading</u> to them.

- a. Re-write the paragraph above
- b. Open the Paragraph menu. Highlight all existing text (if applicable). Select Single from the Line Spacing drop-down menu. Set the Before and After spacing to 0 pt. Check the box next to don't add space between paragraphs of the same style. Click OK
- c. Align the paragraph as justified
- d. Remove any font formatting (i.e., bold, italicized, underlined, or highlighted text).





- You are a supervisor at a certain hotel, but recently, due to COVID-19, the hotel was closed. The manager requests you to write a letter to the responsible Ministry, asking for the re-opening of the hotel, stating that all precautions to prevent the spread of the disease have been put in place. Design a good, smart, and readable letter and apply text formatting where necessary.
- 2. John is a client at a cyber cafe, and he wants to write an application letter for a job. He came to the cyber cafe where you work and asked for your help in writing the letter. Use standard font size, font style, and color appropriately for the application letter:
 - a) Create new file, to write letter for John?
 - b) Save created file under the name of "john application letter"
 - c) Add address to the letter
 - d) Add title of the letter and underline
 - e) add body of the letter

Topic 2:2: Formatting Paragraphs





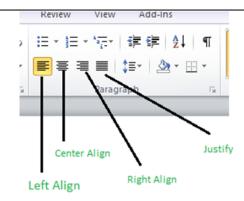
- Creating a MS word document, you want your document to have a different color, style
 and size; carefully answer the following questions;
 - a) Where do you go to change the color, size and style?
 - b) How do you change the color?
 - c) Can we make the characters bigger than what we see if yes?
 - d) How can we do so
 - e) How can we space what we are writing?

Key Facts 2.2

Change text alignment

Steps

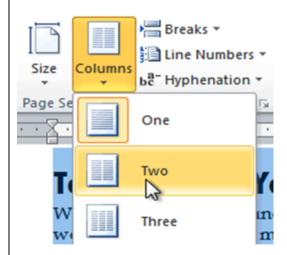
- Select the text you want to modify.
- Select one of the four alignment options from the Paragraph group on the home tab.
 - o Align Text Left: Aligns all of the selected text to the left margin
 - o Center: Aligns text an equal distance from the left and right margins
 - o Align Text Right: Aligns all of the selected text to the right margin
 - Justify: Aligns text equally to the right and left margins; used in many used in many books, newsletters, and newspapers



Working with column

Steps

- To set the number of text columns on a page,
- you use Word's Columns command:
- Click the Layout tab, and in the Page Setup group, click the Columns button.
- A menu appears, listing common column-formatting options, as shown on the left here.

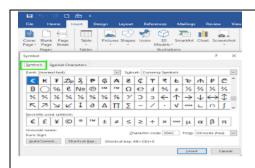


Inserting Symbols

Steps

To insert symbols,

- Click the Symbol button see some popular or recently used symbols.
- Choose a symbol from the menu to insert the special symbol directly into your text

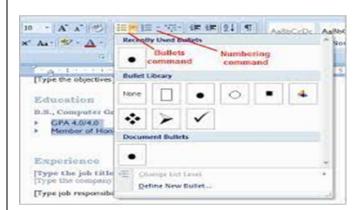


Bullets and numbering

Steps

To create numbered lists, follow these steps:

- Type your list, and then select it.
- Do one of the following:
- On the Home tab, in the Paragraph group, click Bullets or Numbering.

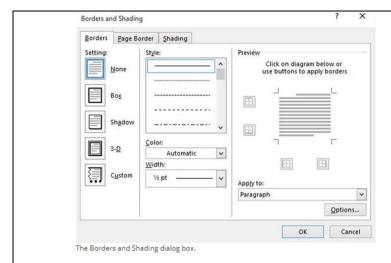


You can find different bullet styles and numbering formats by clicking the arrow next to Bullets or Numbering on the Home tab, in the Paragraph group.

Applying borders and shading

Steps

- Click the Home tab.
- In the Paragraph group, click the triangle by the Borders button to display the Borders menu.
- Choose the Borders and Shading command.
- The Borders and Shading dialog box appear, as shown here



Line and paragraph Spacing:

Steps

It is used to choose how much space appear between line of text or between paragraph.

- Go to Home
- Line and Paragraph Spacing
- Then choose Line Spacing Options

https://uomustansiriyah.edu.iq/media/lectures/6/6_2018_12_18!09_55_26_PM.pdf

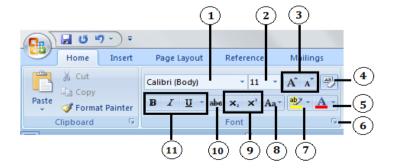
https://www.dickinson.edu/download/downloads/id/3966/word

https://edu.gcfglobal.org/en/word/line-and-paragraph-spacing/1/

Activity 2: Guided Practice



1. As discussed in this Unit, you are going to examine the figure bellow and name each number according to selected part.



Sn	Full name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

- 2. With your trainer guide do self-assessment through reading these sentences and understand well what each mean
 - a. What does status bar help in MS Word?
 - b. What does ribbon help in MS Word?
 - c. How do we use text area?
 - d. How can you use vertical and horizontal scroll bar?
 - e. What does title bar help for in MS word??





- 1. Trainees will observe any activity (at workplace, at school, or home) which requires the use of Microsoft word; describe how MS word is effective to the users?
- 2. John is a client at a cyber cafe, and he wants to write an application letter applying for a job. He came to the cyber cafe where you work, and you were asked to help John write the letter using standard font size, font style, and color appropriately for an application letter, including any necessary formatting
 - a. Create new file, to write letter for John?
 - b. Save created file under the name of "john application letter"
 - c. Add address to the letter
 - d. Add title of the letter and underline
 - e. Add body of the letter
- 3. Groups will present their reports which will be discussed on

Topic 2.3: Creating and Editing a Table

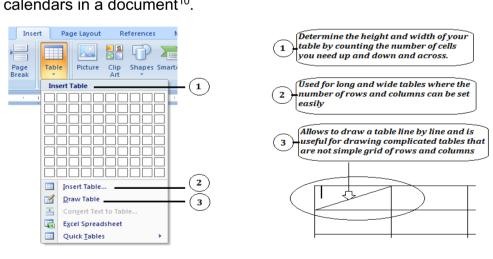




- You are an intern at a certain TVET school, and you are given a task to help a certain head
 of the sector make an Excel sheet for the second term after marking quizzes,
 assignments, and assessments;
 - a. Design the excel sheet and give it a name 'Second Term Marks'?
 - b. Insert columns corresponding to the modules that were done
 - c. Insert the marks in the corresponding modules

Key Facts 2.3

Create table
 A. Creating tables of various sizes and styles in Word can be useful when financial or numerical information and written text need to be presented in the same document. Word allows you to insert simple tables, pre designed tables and complex, customizable tables like calendars in a document¹⁰.



¹⁰ https://www.javatpoint.com/to-insert-table-in-ms-word

To create table, you can use one of the three commands shown above (1, 2 and 3).

Steps:

- Click Insert tab
- Tables group and choose one of the commands like Draw table or Insert table

o Inserting a column and a row

Insert a column

Move the mouse cursor inside the left edge of a cell in the column where you want to insert a new column. The cursor changes to a small black arrow pointing to the top-right.

Using your mouse, right-click to open the pop-up menu, select **Insert**, then select **Insert Columns to the Left** or **Insert Columns to the Right**, depending where you want the row inserted.

Insert a row

Move the mouse cursor inside the left edge of a cell in the row where you want to insert a new row. The cursor changes to a small black arrow pointing to the top-right.

Using your mouse, right-click to open the pop-up menu, select Insert, then select Insert Rows Above or Insert Rows Below, depending where you want to insert the row.

Add / delete cells

To add or delete cells you right click where you want to add or delete cells in the table

Insert then choose the way you want cells to be inserted: Insert columns above, Insert rows below,

Delete Table

To remove rows, columns or a table you select them and right click, choose delete rows, columns but for a table you press **Backspace** key.

Merging cells

To extend content across multiple rows or columns in a table, merge cells to create a larger cell. Or, split cells into smaller cells.

Steps for merging cells

- Select the cells that you want to merge.
- Select Layout
- Merge Cells.
- To unmerge cells, select the cells and select Unmerge Cells.

Note: In Excel, select the cells you want and select Merge & Center. To unmerge cells, select the cells and select Unmerge Cells.

Splitting cells and drawing a table Steps:

- Click in a cell, or select multiple cells that you want to split.
- Under Table Tools, on the Layout tab, in the Merge group,
- click Split Cells.
- Enter the number of columns or rows that you want to split the selected cells into.

Split a cell means increasing the capacity of a cellular system by subdividing or splitting cells into two or more smaller cells.

Steps

Split tables if you want your data separated into two tables.

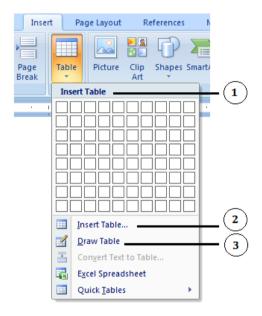
- In the row that you want to be first in the new table,
- select a cell.
- Select Table Tools Layout
- Split Table.

Note: If the new table contains multiple rows, it can also be split.





B. As discussed in this chapter, you are going to examine the figure bellow and name each number according to selected part.



 $\textit{Figure 11:Inserting Table https://www.javatpoint.com/to-insert-table-in-ms-word 11:Inserting Table https://www.javatpoint.com/to-inserting Tabl$

Sn	Description
1	
2	
3	



¹¹ Cited by https://www.javatpoint.com/to-insert-table-in-ms-word



- 1. Create a table for recording the marks of first term, then perform the following:
 - a. Create column for name of the course, marks for quiz, cat and exam?
 - b. Add column quiz, cat and exam under 1st term column span
 - c. Update words, phrases, and formatting that appear multiple times throughout your document quickly & easily?

Topic 2.4 Editing Documents (Text)



Task

- 1. Vicky has put together a comprehensive training program for using her company's corporate email. Her boss points out that she has been inconsistent with her spelling of email/e-mail and instructs her to use "e-mail" exclusively. How can Vicky, using find and replace, replace "email" with "e-mail" in her document?
- 2. Ronald is searching for all instances of the word "and" to double-check that he has correctly applied the Oxford comma in his Ethics 101 assignment. Unfortunately, he keeps getting matches for longer words containing the letters "and," such as "land," "candy," and "aggrandizing." Which advanced search option must Ronald enable to filter out these false matches?

Key Facts 2.4

• Search/Find, replace

Find and replace helps you to find words or formats in a document and can let you replace all instances of a word or format.

Steps

- Use Find and Replace, use the shortcut CTRL or navigate to Editing in the Home tab of the ribbon,
- # then choose Replace.
- ♣ To just quickly find something, use the shortcut Ctrl+F

You can also navigate to Home>Editing>Find.



- # Enter the word or phrase you want to locate in the Find box.
- 4 Enter your new text in the Replace box.
- Select Find Next until you come to the word you want to update.
- Choose Replace. To update all instances at once, choose Replace All.

To specify only upper or lowercase in your search, select More > Match case.

Deleting a range of text

Step 1

- Select the first paragraph to be deleted by Triple-clicking it or Double-Clicking in the left margin adjacent to that paragraph.
- Scroll as necessary to view the last paragraph to be deleted.
- Hold the Shift key while clicking in that paragraph.
- Press the delete key.

Step 2

Suppose you have a document of 50 pages and you want to delete pages 10 to 15. You may wonder if there is a way to delete that range with a single action.

- Press F5. Word displays the Go to tab of the Find and Replace dialog box.

 The Pages option should be selected, by default, at the left of the dialog box.
- Type 10 into the Enter a Page Number box and then press Enter. Word jumps to the beginning of page 10.
- If the Find and Replace dialog box doesn't go away on its own (it will in some versions of Word), press Esc.
- Press F8. This turns on Extend mode.
- ♣ Press F5. Word again displays the Go to tab of the Find and Replace dialog box.
- Type 16 into the Enter a Page Number box and then press Enter. Word jumps to the beginning of page 16, but selects everything from the last insertion

point location because you are using Extend mode. This means that you now have everything on pages 10 through 15 selected.

- 🕌 If the Find and Replace dialog box doesn't go away on its own (it will in some versions of Word), press Esc.
- Press the Delete key

Undo & Redo command

The Undo command allows you to discard the most recent change in Quantum Visualizer.

The Redo command reverses the most recent change made using Undo.

- To undo an action,
- On the Edit menu,
- click Undo, or press Ctrl + Z.

To redo an action,

- On the Edit menu, click Redo,
- or press Ctrl +Y



Activity 2: Guided Practice



Microsoft Word is a word processor developed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems. MSWord is a popular word-processing primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

- a. Create a new file using new option.
- b. Select some part of your document of PRACTICAL -1 and copy it to new file created in
- c. bullet 1. Use shortcut keys for copy and paste.

- d. Highlight "Microsoft Word is a word processor developed by Microsoft."
- e. Search for word "document" using find option.
- f. Replace the word "Microsoft" with "MS
- g. Create a new file using new option.
- h. Select highlighted part of your document and copy it to new file created in bullets
- i. Use shortcut keys for copy and paste.
- j. Highlight "Microsoft Word is a word processor developed by Microsoft."





- 1. You are a worker in a certain hospital, and there are various medicines that you have been using, but unfortunately, those medicines have expired. You need to replace them urgently, including both the codes and their names. How can you solve that issue?
- 2. The supervisor also requests you, in another document, to update the patient lists of those who have been admitted and recovered. How can you go through it quickly because it is a list of one million and five hundred fifty-six patients?
- 3. The pediatrician doctor had received all information about Baby Joan's sickness, including the results of the blood test, body temperature, stool test, and body weight. However, accidentally, he clicked somewhere and lost all the information. Which steps can he follow to bring back all the information of Baby Joan?

Topic 2.5: Headers and Footers



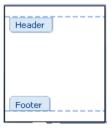


- You are creating a Word document, and you want to add page numbers. What will happen if you type the page number in the header or footer by yourself from the keyboard? (Select right answer)
 - a. You will see the page number incrementing from your typed number to the last page.
 - b. You will get whatever number you typed repeatedly on every page.
 - c. Page number will not be added in the document?

Key Facts 2.5

• Inserting Header and Footer

Headers and footers are text (or graphics) which appear at the *top* or *bottom* of every page in a document. Or simply are areas within top and bottom margins.



Headers and footers are used for a variety of purposes such as:

- Page numbering
- o Document titles or Company name
- Graphics (Company logo, ClipArt)
- Current date and time, . . .

In a document, you can choose to have headers and footers:

- o The same on every page
- Different for the first page of your document
- o Different on odd and even pages

Insert the same header or footer on each page

MS Word includes many predesigned headers and footers that you can insert into your document.

Automatic page numbering

Steps

- On the Insert tab,
- click the Page Number icon, and
- Then click Page Number.
- Select a location, and
- Then pick an alignment style.
- ₩ Word automatically numbers every page, except designated title pages.

Page Numbering

Create header or footer that contains only page number:

Steps

- On the Insert tab
- In Header and Footer group
- Click Page number
- Click Top of page or bottom of page depending on where you want a page number to appears in your document
- ♣ Choose a page number design from the gallery of designs.

Footnotes

Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document.

How to Insert Footnotes in Word 2016 for Windows?

Steps

- Place the cursor in the text where the footnote mark should be located.
- Click the References tab.
- In the Footnotes group, choose Insert Footnote. ...
- Type the footnote and add any formatting.

Cited on https://helpx.adobe.com/acrobat/using/add-headers-footers-pdfs.html

Cited on https://pdf.wondershare.com/how-to/add-header-footer-to-pdf.html

Cited on: https://www.foxit.com/blog/how-to-add-headers-and-footers-to-pdfs





With your trainer guidance you are going to add page numbers and change format to see the output:

- a. Click on the Insert tab
- b. In Header and Footer group, click Page number
- c. Click Top of page or bottom of page depending on where you want a page number to appears in your document.

Note: If you want you change format click format page number, if not leave as it is and click Top of page or bottom of page; Choose a page number design from the gallery of designs.





You work in a cybercafé, and a client comes to you, asking to print a document. However, the document does not have page numbers. The client requests you to add the page numbers at the bottom, and you notice that the pages will have two different page number formats:

- a. What will you do to add page number of different formats?
- b. Add the page number and explain you answer.

Formative Assessment

- 2. Where do you see the number of pages you have in the file?
 - a. Ribbon
 - b. Status bar
 - c. Title bar
- 3. Microsoft Word is called a Word Processing Program
 - a. True
 - b. False
- **4.** Where do you see number of pages you have in the file?
 - a. Ribbon
 - b. Status bar
 - c. Title bar
- **5.** Tools used to change color and font size and font style are located in ribbon under which tab?
 - a. Font tab
 - b. Status bar

	C.	Title bar
	d.	All the above
6.	Which	of the following are the most popular font style?
	a.	Times New Roman
	b.	Calibri
	c.	Arial
	d.	Verdana
6.	Which	menu do you use to add table?
	b.	File
	c.	Insert
	d.	Tool
7.	Under	insert menu which bar do you find page number in?
	a.	comments
	b.	Header and footer
	c.	Pages
8.	Which	of the following is required to add different headers or footers to different
	parts o	f a document?
	a.	Page breaks at the end of each page.
	b.	Section breaks, Next Page.
	c.	Alignment tabs
9.	You mu	ust highlight text before you can format
	a.	True
	b.	False
10	A font	is a style of writing
	a.	True
	b.	False
11.	A spell	ing checker program can detect spelling errors
	a.	True
	b.	False

12. You cannot add pictures to a Microsoft Word document

a. True

- b. False
- 13. You can control where you save a document by using the Save As command
 - a. True
 - b. False
- 14. Right justified means that the right margin will be ragged
 - a. True
 - b. False
- 15. Information is inserted where the cursor is blinking
 - a. True
 - b. False

Points to Remember

- Always Apply formatting styles to you document
- Find and replace makes it easy and quick to work on your document
- Text alignment makes the document to be readable and smart
- Remove unwanted formatting
- Tell the program exactly what you want to do.
- Always Paste Text without Formatting
- Select the default font you want, not the default font Word wants you to use.

Table 8:LU.2 Points to Remember



Self-Reflection: Learning unit 2

Reflect on your achievement in the above learning Unit, base your reflection on activities done and your performance.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Define a MS word					
Differentiate MS Word screen elements					
Explain different text formatting options					
Explain different paragraph formatting options					
Describe how you can create and edit table					
Describe how to edit a document					
Explain how to insert Footnotes, footers, and headers					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Describe automatic page numbering					
Explain how to know the total number of pages					
Describe file management					
Create files and folders					
Name files and format them					
Describe page setup					
Explain the detailed printer options					
Printing one or more copies					

Table 9:Self-Reflection LU.2

Fill the table below to identify your areas of strength, areas for improvement and actions to take to improve.

Areas of strength	Areas for improvement	Actions to be taken to	
		improve	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	

Table 10:Strength and Area of Improvement LU.2

UNIT 3: USE OF CURRENT SPREADSHEET PACKAGE

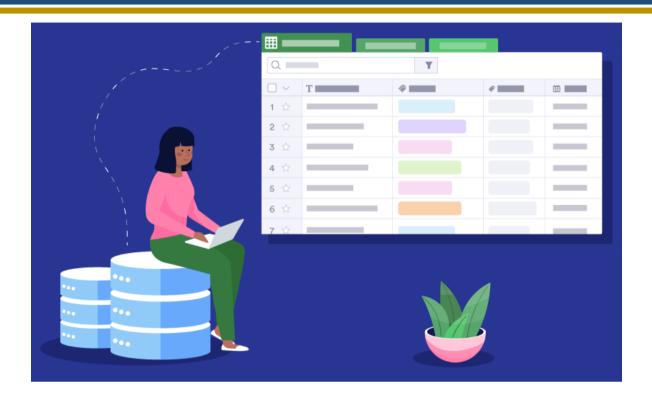


Figure 12: Illustration of Spreadsheets; https://www.noupe.com/business-online/best-online-spreadsheet-database-software.html¹²

Unit summary:

A spreadsheet is a file that exists of cells in rows and columns and can help arrange, calculate and sort data. Data in a spreadsheet can be numeric values, as well as text, formulas, references and functions.

¹² Cited by https://www.noupe.com/business-online/best-online-spreadsheet-database-software.html

Self-Assessment: Unit 3

- 1. Look at the illustration. What is happening? What do you think this learning outcome will be about?
- 2. Fill in the self-assessment below.

There are no right or wrong ways to answer this survey. It is for your own use during this course. Think about yourself: do you think you can do this? How well? Read the statements across the top. Put a check in column that best represents your situation. At the end of this learning outcome, we'll take this survey again.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experience with this.	I am confident in my ability to do this.
Open and Close excel					
Select a sheet					
Rename a sheet and insert new sheets					
Move a sheet in a workbook					
Format text and cells					
Choose font, size, color					
Adjust cow height					
Align a cell, rotate a text, and wrap text and number format					
Merge a cell					
Create borders					
Create Patterns					
Insert rows					

My experience	I don't	I know	I have	I have a lot	l am
Knowledge, skills and	have any	a little	some	of	confident
attitudes	experience	about	experience	experience	in my
	doing this.	this.	doing this.	with this.	ability to
					do this.
Describe Numbers and					
mathematical operations					
Describe Logical function					
(IF)					
Explain Page setup					
Print preview					
Print dialogue box					
Print one or more copies					
Print page ranges,					
printing selection, Print					
current worksheet					

Table 11:LU.3 Self-Assessment

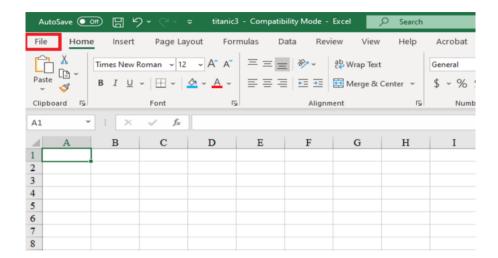
Key Competencies of Learning Unit 3:

	Knowledge		Skills		Attitudes		
1.	Describe and	1.	Know the basic excel	*	Be respectful and know		
	demonstrate of Basic		tasks		the basic skills of excel		
	Excel tasks						
2.	Manage sheets in	2.	Create a workbook	*	Understand and create		
	Excel workbook				a workbook		
3.	Explain renaming a	3.	Rename and insert	*	Apply carefully cell		
	sheet and inserting		sheets		renaming and insertion		
	new sheets						

4.	Describe how to	4.	Format cells and	*	Attentively format the
	format cells and their		contents		cells and content
	contents				
5.	Describe alignment of	5.	Apply alignment of	*	Apply text changes
	cell, rotating text,		cell, rotating text,		carefully
	wrapping text and		wrapping text and		
	number format		number format		
6.	Identify how to use	6.	Apply functions and	*	Respectively apply
	some functions and		mathematical		mathematical functions
	perform		operations to the		
	mathematical		workbook		
	operations				
7.	Identify how to use	7.	Use Logical functions	*	Apply logical functions
	Logical function (IF)				
8.	Describe the printing	8.	Printing Options of a	*	Carefully print a
	option of an Excel		worksheet		worksheet
	worksheet				
9.	Describe the printing	9.	Check the page setup,	*	Print the pages carefully
	preview, page setup,		page ranges, printing		
	page ranges, printing		selection, Print current		
	selection, Print		worksheet		
	current worksheet				

Table 12:LU.3 Key Competences

☐ Discovery activity





The above sheet is very useful for storing, organizing, and analyzing data. In business, any function in any industry can benefit from individuals with strong knowledge in using it. In your observation, you may have noticed this as well,

- a. What is the scientific name given to the sheet above
- b. Where can we find the above sheet in the computer
- c. Can anyone use it or it needs extra skills
- d. Study the illustration well and note down what you see

Topic 3.1: Using Basic Excel Tasks





Using an appropriate methodology such as individual work, in pairs, or in small groups, trainees conduct research in the school library or computer lab. You are writing an Excel document, and you want to perform mathematical functions in your document. You have added all the records needed, but there are some columns that need to be joined:

- a. What is the common word used when joining two or more columns or rows?
- b. What does formula bar used for in excel?

Key Facts 3.1

Basic Excel tasks

Open and Close excel

Type "excel" in the search box right to Windows start button. Click "Excel" from search results.



Close Excel application

Click the close application button on extreme top right corner to close and quit the Excel application, as shown below.



Excel will prompt you with a dialog box to save any unsaved changes in your Excel Workbook, as shown below.



Alternatively, you may press "Alt" + "F4" keys together to close any active window Save your workbook

Steps

- Click File > Save As.
- Under Save As, pick the place where you want to save your workbook.
- Click Browse to find the location you want in your Documents folder.
- In the File name box, enter a name for a new workbook.
- To save your workbook in a different file format
- Click Save.

Create a workbook

Open a Workbook and Entering data

To open an existing workbook:

steps:

- Open a Workbook and Entering data
- To open an existing workbook:
- Click the Microsoft Office Button
- Click Open
- ♣ Browse to the workbook
- Click the title of the workbook
- Click Open

To enter data in an active cell:

- Click in the cell where you want the data
- Begin typing

To enter data into the formula bar

- Click the cell where you would like the data
- Place the cursor in the Formula Bar
- Type in the data

Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.

Select Data

- To select a cell or data to be copied or cut:
- Click the cell
- Click and drag the cursor to select many cells in a range
- Select a Row or Column to select a row or column
- click on the row or column header.

To copy and paste data:

- Select the cell(s) that you wish to copy
- On the Clipboard group of the home tab,
- click Copy
- Select the cell(s) where you would like to
- copy the data
- On the Clipboard group of the home tab,

- Paste Cut and Paste
 - Select the cell(s) that you wish to copy
 - ♣ On the Clipboard group of the home tab, click Cut
 - ♣ Select the cell(s) where you would like to copy the data
 - On the Clipboard group of the home tab,
- o Paste Undo and Redo
 - On the Quick Access Toolbar
 - Click Undo or Redo



- The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If you want the same data copied into the other cells, you only need to complete one cell. If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:
- Click the Fill Handle
- Drag the Fill Handle to complete the cells
- o Insert Cells, Rows, and Columns in Excel:
 - Place the cursor in the row below where you want the new row, or in the column tothe left of where you want the new column
 - Click the Insert button on the Cells group of the home tab
 - Click the appropriate choice: Cell, Row, or Column

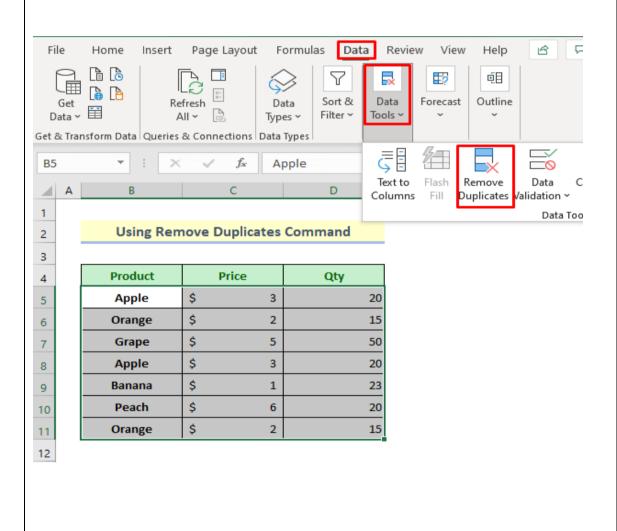
Column Delete Cells, Rows and Columns

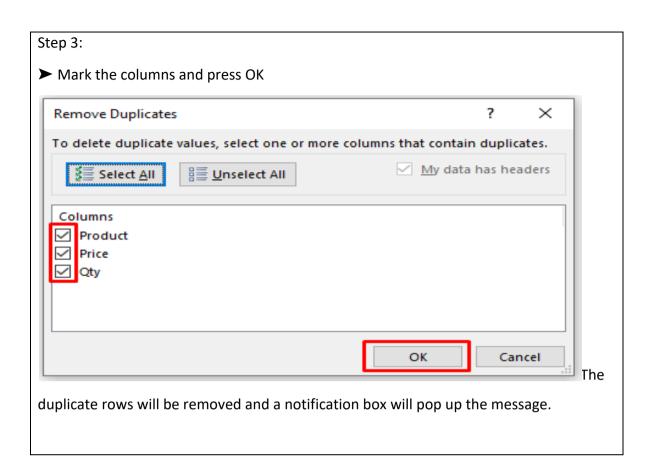
Place the cursor in the cell, row, or column that you want to delete

- Click the Delete button on the Cells group of the Home tab
- Click the appropriate choice: **Cell, Row, or Column** of delete row and column and duplicate cell

Step 2:

- Select the data range.
- Then click Data > Data Tools
- Remove Duplicates.
- A dialog box will open up.





Basic Excel tasks

Open and Close excel

Type "excel" in the search box right to Windows start button. Click "Excel" from search results.

- Close Excel application
- Click the close application button on extreme top right corner to close and quit the Excel application, as shown below.



Excel will prompt you with a dialog box to save any unsaved changes in your Excel Workbook, as shown below.



Alternatively, you may press "Alt" + "F4" keys together to close any active window

Save your workbook

Steps

- Click File > Save As.
- Under Save As, pick the place where you want to save your workbook.
- Click Browse to find the location you want in your Documents folder.
- In the File name box, enter a name for a new workbook.
- To save your workbook in a different file format
- Click Save.

Create a workbook

Open a Workbook and Entering data

To open an existing workbook:

steps:

- Open a Workbook and Entering data
- To open an existing workbook:
- Click the Microsoft Office Button
- Click Open
- Browse to the workbook
- Click the title of the workbook
- Click Open

To enter data in an active cell:

- Click in the cell where you want the data
- Begin typing

To enter data into the formula bar

- Click the cell where you would like the data
- Place the cursor in the Formula Bar.
- Type in the data

Excel allows you to move, copy, and paste cells and cell content through cutting and pasting and copying and pasting.

- Select Data
 - ♣ To select a cell or data to be copied or cut:
 - Click the cell
 - Click and drag the cursor to select many cells in a range
 - Select a Row or Column to select a row or column
 - click on the row or column header.
- To copy and paste data:
 - ♣ Select the cell(s) that you wish to copy
 - On the Clipboard group of the home tab,

click Copy

- Select the cell(s) where you would like to
- copy the data
- On the Clipboard group of the home tab,

click Paste Cut and Paste

- Select the cell(s) that you wish to copy
- On the Clipboard group of the home tab, click Cut
- Select the cell(s) where you would like to copy the data
- On the Clipboard group of the home tab,

click Paste Undo and Redo

- On the Quick Access Toolbar
- Click Undo or Redo



- The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells. If you want the same data copied into the other cells, you only need to complete one cell. If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature. To use the Auto Fill feature:
- Click the Fill Handle

- ♣ Drag the Fill Handle to complete the cells
- o Insert Cells, Rows, and Columns in Excel:
 - Place the cursor in the row below where you want the new row, or in the column to the left of where you want the new column

Click the Insert button on the Cells group of the home tab

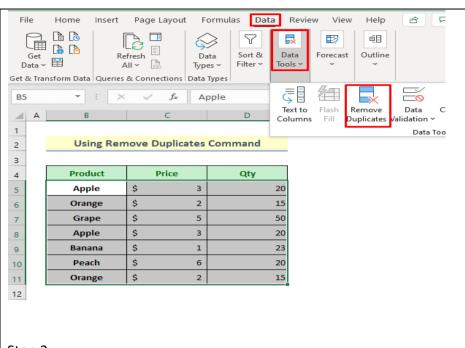
Click the appropriate choice: Cell, Row, or Column

Column Delete Cells, Rows and Columns

- Place the cursor in the cell, row, or column that you want to delete
- Click the Delete button on the Cells group of the home tab
- Click the appropriate choice: Cell, Row, or Colum of delete row and column and duplicate cell

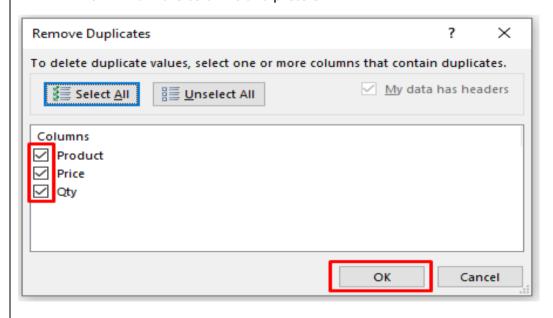
Step 2:

- Select the data range.
- Then click Data > Data Tools
- Remove Duplicates.
- A dialog box will open up.

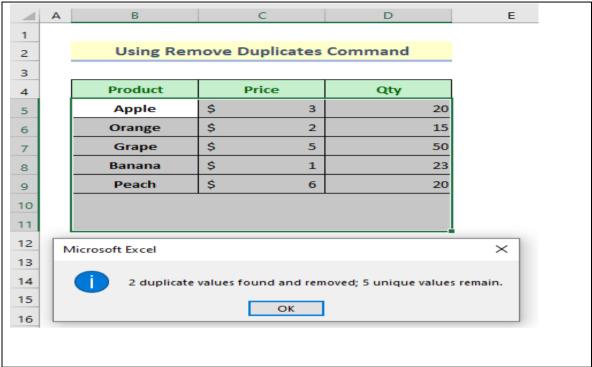


Step 3:

Mark the columns and press OK



The duplicate rows will be removed and a notification box will pop up the message.



https://www.gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf

https://ccsuniversity.ac.in/bridgelibrary/pdf/DHA_Shikha_BHI_204_Unit4.pdf¹³





You are a manager in a liquor store, and you have to design an Excel sheet that you will be using daily. The sheet should allow you to add new liquors to your list when you bring in new stock and remove liquors from the list when they are finished or out of stock. Design that excels sheet

- a. How can you add cells, rows or columns in Excel?
- b. Write down the steps deleting the whole table and merging the cell

¹³ https://www.gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf https://ccsuniversity.ac.in/bridgelibrary/pdf/DHA_Shikha_BHI_204_Unit4.pdf



Task:

Your supervisor has given you the task of managing the inventory in the supermarket and creating a good spreadsheet to show him all the products that have expired, those that are near expiring (remaining with 20 days), and the fresh products for the entire December 2022;

- a. How many columns will you insert?
- b. How many rows will you use?
- c. In case the supervisor remembers a product which you had forgotten list the steps you will follow to add it
- d. He may also ask you to combine two products name the steps for merging cells

 How can you add value from two cells using the sum function?

Topic 3.2: Management of Sheets in Excel Workbook





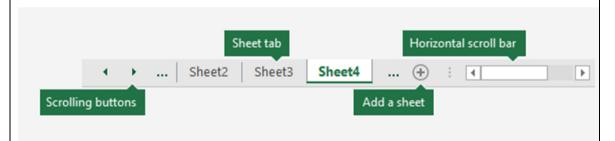
You are requested to answer the following;

- a. What is the syntax on add number from the range of cells?
- b. Which function you can use to calculate the average on the numbers

Key Facts 3.2

Selecting a sheet

Selecting a cell in Excel is the first step in entering data or executing most commands in a worksheet. The single cell that receives the data. When a cell is selected, its border becomes bold and the column and row indicators are highlighted. Click the tab for the sheet you want to edit. The active sheet will be a different color than other sheets. In this case, Sheet4 has been selected



If you don't see the tab that you want, click the scrolling buttons to locate the tab. You can add a sheet by pressing the Add Sheet button to the right of the sheet tabs.

o Renaming a sheet and inserting new sheets

To rename a worksheet:

Double-click the sheet tab, and type the new name.

- Right-click the sheet tab, click **Rename**, and type the new name.
- Use the keyboard shortcut Alt+ H > O > R, and type the new name.

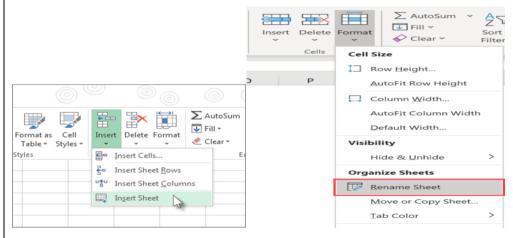
Moving a sheet in workbook

You can move or copy a worksheet in the same workbook to organize your workbook exactly how you want.

- Select the worksheet tab,
- and drag it to where you want it

Insert a worksheet

- Select the plus icon at the bottom of the screen.
- ♣ Or, select Home > Insert > Insert Sheet.



Delete a worksheet

- Right-click the Sheet tab
- and select Delete.
- Or, select the sheet, and then select Home > Delete > Delete Sheet.
- Select **OK**

https://adminfinance.umw.edu/tess/files/2013/06/Excel-Manual1.pdf





Think of giving HR assistance in making payments for employees. With your trainer's guidance, perform the following steps:

- 1. Create a new workbook as shown below.
- 2. Save the file with the name "Payroll".
 - a. Enter the labels and values in the exact cells locations as desired.
 - b. Use AutoFill to put the Employee Numbers into cells A6:A8.
 - a. Set the columns width and rows height appropriately.
 - b. Set labels alignment appropriately.
 - c. Use warp text and merge cells as desired.
 - d. Apply borders, gridlines and shading to the table as desired





Read the scenario and perform the following task: A teacher creates a table and names it 'marks.' Then, he requests you to add the marks into the Excel sheet due to the fact that you're under his supervision as an intern. Which formulas will you use to get the total and the average of the marks accordingly?

- a. Write down the steps to calculate the total of mark?
- b. Write down all the steps to calculate the average of numbers?

Topic 3.3: Formatting Cells and their Contents





You are requested to select cells, ranges, rows, or columns. Range: Two or more cells on a sheet. Cell ranges are identified by the first cell address in the range then the colon followed by the last cell address e.g. A1:A5, D3, H8:H10.

- a. What can you do to add in D3 summation of range A1:A5?
- b. How can you format cell H8:H10 in Date format? Explain the all process.

Key Facts 3.3

Formatting text and cells

Formatting text or numbers can make them appear more visible. Changing default formats includes things like changing the font color, style, size, text alignment in a cell, or apply formatting effects.

- Select the cell or cells that will have the formatting
- Click the Dialog Box arrow on the Alignment group of the home tab
 There are several tabs on this dialog box that allow you to modify properties of the cell or cells.
 - Number: Allows for the display of different number types and decimal places
 - Alignment: Allows for the horizontal and vertical alignment of text, wrap text, shrink text, merge cells and the direction of the text.
 - Font: Allows for control of font, font style, size, color, and additional feature
 - Border: Border styles and colors
 - Fill: Cell fill colors and styles

Add Borders and Colors to Cells

To add borders manually

- Click the Borders drop down menu on the Font group of the home tab
- Choose the appropriate border

To apply colors manually

- Llick the Fill drop down menu on the Font group of the home tab
- Choose the appropriate color

To apply borders and colors using styles

- Click Cell Styles on the Home tab
- Choose a style or click New Cell Style
- Change Column Width and Row Height
- Click the Format button on the Cells group of the home tab
- Manually adjust the height and width by clicking Row Height or Column Width
- To use AutoFit, click AutoFit Row Height or AutoFit Column Width Hide

Unhide Rows or Columns

- To hide or unhide rows or columns:
- Select the row or column you wish to hide or unhide
- Click the Format button on the Cells group of the home tab
- Click Hide & Unhide

Merge Cells

To merge cells, select the cells you want to merge and click the Merge & Center button on the Alignment group of the home tab.

- Merge & Center: Combines the cells and centers the contents in the new, larger
 cell
- o Merge Across: Combines the cells across columns without centering data
- o Merge Cells: Combines the cells in a range without centering
- o Unmerge Cells: Splits the cell that has been merged

Align Cell Contents

To align cell contents, click the cell or cells you want to align and click on the options within the **Alignment group on the home tab.**

- o **Top Align:** Aligns text to the top of the cell
- o Middle Align: Aligns text between the top and bottom of the cell
- o **Bottom Align:** Aligns text to the bottom of the cell
- o Align Text Left: Aligns text to the left of the cell
- o **Center:** Centers the text from left to right in the cell
- o Align Text Right: Aligns text to the right of the cell
- o **Decrease Indent:** Decreases the indent between the left border and the text
- o Increase Indent: Increase the indent between the left border and the text
- o **Orientation:** Rotate the text diagonally or vertically

https://uomustansiriyah.edu.iq/media/lectures/3/3_2020_11_18!10_20_17_AM.pdf



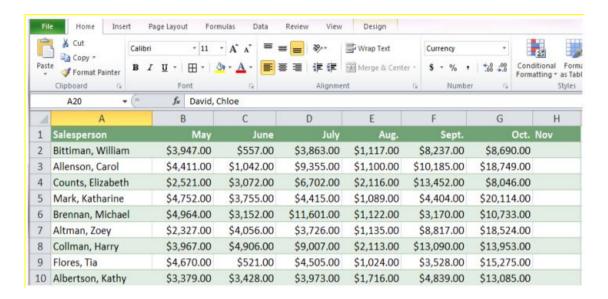


Figure 13:excel exercise; https://www.sgul.ac.uk/about/our-professional-services/information-services/library/documents/training-manuals/Excel-Fundamentals-Manual.pdf¹⁴

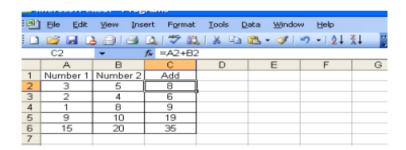
Task:

- 1. Type the labels: these are the titles of each column of data. Use the tab or arrow keys to navigate quickly to the next cell. (Hint: you can use the autofill feature to quickly fill in the labels that are the months)
- 2. Next, type the names listed in column A. Remember to resize the column if the name is longer than the cell.
- 3. Type the constants: these are the monetary values you see above. Use the number formatting command to format the cells to "currency".
- 4. Ask constantly the assistance for your trainer where necessary

¹⁴; https://www.sgul.ac.uk/about/our-professional-services/information-services/library/documents/training-manuals/Excel-Fundamentals-Manual.pdf







Add two numbers Steps:

- 1. Open a spreadsheet and type in the labels called number 1 and number 2 in the cells A1 and B1 and add in the cell C1. This is just for us to identify the values and they are not involved in actual execution
- 2. In A2 and B2, type in the numbers to be added.
- 3. In C2, type in =A2+B2 and press enter to display the result. In excel calculations are prefixed with = sign followed by the operation on cells
- 4. The cell number represents the numbers (For e.g. A2 and B2 are used which denote 3 and 5 respectively with a plus sign in between as in the case of normal addition.
- 5. To add more than two numbers, add as many columns (number1, number2, number3 etc., and extend the formula as =A2+B2+C2+....

Topic 3.4: Using Functions and Perform Mathematical Operations





- 1. Imagine you are a financial manager at a certain construction site where you are required to be paying the workers every evening from those heading the site to the last minor helper and your required to make their everyday payments to show your manager, with the help of the computer which Microsoft tool will use.
- 2. Assuming cell A1 is displaying the number "12000.7789". What formula should be used to round this number to the closest integer?
- 3. Which of the following is the correct formula to calculate the weighted average score in cell C8 as shown below?

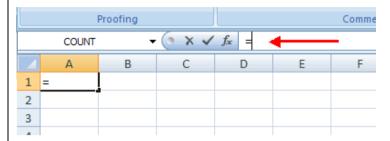
1	А	В	С
1	Subject	Weight	Score
2	Math	0.3	85
3	English	0.4	76
4	French	0.3	81
5	Total	1	242
6			
7	Average		80.67
8	Weighted Average		80.20
9			

- a. =SUMPRODUCT (C2:C5, B2:B5)
- b. =SUMPRODUCT (C2:C4, B2:B4)
- c. =AVERAGE (B2:B4)
- d. =AVERAGE (C2:C4)

Key Facts 3.4

Numbers and mathematical operations

A formula is a set of mathematical instructions that can be used in Excel to perform calculations. Formals are started in the formula box with an = sign.



There are many elements to and excel formula.

- o **References:** The cell or range of cells that you want to use in your calculation
- Operators: Symbols (+, -, *, /, etc.) that specify the calculation to be performed
- o Constants: Numbers or text values that do not change
- Functions: Predefined formulas in Excel
- Select the cell for the formula
- Type = (the equal sign) and the formula
- o Click Enter

SUM

The first Excel function you should be familiar with is the one that performs the basic arithmetic operation of addition:

SUM (number1, [number2], ...)

In the syntax of all Excel functions, an argument enclosed in [square brackets] is optional, other arguments are required. Meaning, your Sum formula should include at least 1 number, reference to a cell or a range of cells. For example:

- **■** =SUM (A2:A6) adds up values in cells A2 through A6.
- =SUM (A2, A6) adds up values in cells A2 and A6.

=SUM (A2:A6)/5 - adds up values in cells A2 through A6, and then divides the sum by 5.

AutoSum

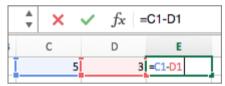
Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Subtraction

Type a number in cells C1 and D1.

For example, a 5 and a 3.

- o In cell E1, type an equal sign (=) to start the formula.
- After the equal sign, type C1-D1.



Press Return

If you used the example numbers, the result is 2.

Multiplication

You can also multiply two different cells together.

- o In a cell, type "="
- o Click in the cell that contains the first number you want to multiply.
- Type "*".
- Click the second cell you want to multiply.
- Press Enter.

AVERAGE

The Excel AVERAGE function does exactly what its name suggests, i.e. finds an average, or arithmetic mean, of numbers. Its syntax is similar to SUM's:

- o AVERAGE (number1, [number2], ...)
- o instead of typing =SUM (A2:A6)/5, you can simply put =AVERAGE (A2:A6)

MAX & MIN

O = MAX (A2:A6)

O =MIN (A2:A6)

COUNT & COUNTA

- If you are curious to know how many cells in a given range contain numeric values (numbers or dates), don't waste your time counting them by hand. The Excel COUNT function will bring you the count in a heartbeat:
- COUNT (value1, [value2], ...)
- While the COUNT function deals only with those cells that contain numbers, the Excel COUNTA function counts all cells that are not blank, whether they contain numbers, dates, times, text, logical values of TRUE and FALSE, errors or empty text strings (""):

COUNTA (value1, [value2], ...)

For example, to find out how many cells in column A contain numbers, use this formula:

O =COUNT (A: A)

To count all non-empty cells in column A, go with this one:

=COUNTA (A: A)

In both formulas, you use the so-called "whole column reference" (A:A) that refers to all of the cells within column A.

Logical function (IF)

Judging by the number of IF-related comments on our blog, it's the most popular function in Excel.

In simple terms, you use an IF formula to ask Excel to test a certain condition and return one value or perform one calculation if the condition is met, and another value or calculation if the condition is not met:

IF(logical _test, [value _if true], [value _if false])

For example, the following IF statement instructs Excel to check the value in A2 and return "OK" if it's greater than or equal to 3, "Not OK" if it's less than 3:

o =IF(A2>=3, "OK", "Not OK")

RANK

o If you give the RANK function a number, and a list of numbers, it will tell you the rank of that number in the list, either in ascending or descending order.

- For example, in the screen shot below, there is a list of 10 student test scores, in cells B2:B11.
- To find the rank of the first student's score in cell B2, enter this formula in cell
 C2:

=RANK (B2, \$B\$2: \$B\$11)

https://uomustansiriyah.edu.iq/media/lectures/6/6_2020_07_12!01_47_47_PM.pdf

https://or6my.quantummach.biz/mathematical-operations-pdf





You're helping the financial office in a certain newly opened car shop, and you need to
pay the employees. First, you have to know the gross salary of each employee. After that,
you calculate the net salary for each employee. To complete the task, follow all these
steps below, and then come up with this Excel sheet

Weekly I	Payroll							
Departmen	t: Vehicle Sale	es es						
First Name	Last Name	Hours	Rate	Gross Pay	Tax	Net Pay	Superannua	ation
Virginia	Bernard	16	25.90	414.40	82.88	331.52	33.15	
Catherine	Harvest	24	16.40	393.60	78.72	314.88	31.49	
Steve	Jones	40	28.50	1,140.00	228.00	912.00	91.20	
Sam	McGregor	40	25.70	1,028.00	205.60	822.40	82.24	
Sandra	O'Shea	35	29.60	1,036.00	207.20	828.80	82.88	
Eddie	Smith	40	28.50	1,140.00	228.00	912.00	91.20	
Totals				5,152.00	1,030.40	6,182.40	412.16	
Average		32.5	25.77	858.67	171.73	686.93	68.69	
Maximum		40	29.60	1,140.00	228.00	912.00	91.20	
Minimum		16	16.40	393.60	78.72	314.88	31.49	

a. Open the workbook called PE Formulas and Functions.xlsx (it can be found in the same folder as the student files)

b. Create a formula that calculates the gross pay for each employee, then use a function to calculate the total of the gross pay 'The total for Gross Pay should appear in E14'

c. Create a formula that calculates the tax as being 20% of the gross pay for each employee, then create a total for the tax

d. Create a formula to calculate the net pay for each employee and then a total of the net pay

e. Create a formula that calculates the superannuation as being 8% of the gross pay for each employee, then create a total for superannuation

f. Use functions to determine the average, maximum and minimum values for each column, setting the number of decimal places to 2 Your worksheet should appear as shown on the following page...

g. Use the Save As command to save the workbook as PE Formulas and Functions (Completed).xlsx





Put yourself in the position of an advisor to the financial ministry of Rwanda, as the year of budgeting has approached. In your capacity, create a well-structured budget for the following organizations: schools, agriculture sector, health sector, and the local government. Please remember that you will present the budget to the cabinet, so ensure to do a good job. Work in a group of three trainers and consider that each mentioned sector will have a different budget

Topic 3.5: Saving and Printing an Excel worksheet





Most users experience printing problems in Excel. Suppose you are given an Excel sheet for printing, and you notice that columns are cut from the spreadsheet, or it may print half of the content on one sheet and another half on another sheet. There may also be an improper layout orientation due to which the full data is not on a single sheet. Likewise, there occur different printing problems which can be frustrating for a user.

- a. How easily can the above be solved?
- b. What different modifications can you apply to print something better
- c. List some of excel settings before printing the excel spreadsheets

Key Facts 3.5

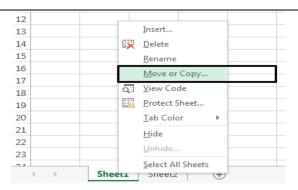
Saving an Excel Sheet

When you have multiple worksheets in an Excel workbook, you might want to save only one worksheet as its own workbook. Use the Move or Copy function to save one worksheet in Excel 2013 or Excel 2016.

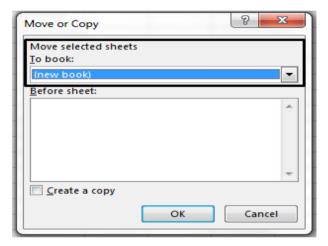
Save a single worksheet

Right-click the worksheet name tab.

21
22
23
31
Click select Move or Copy.

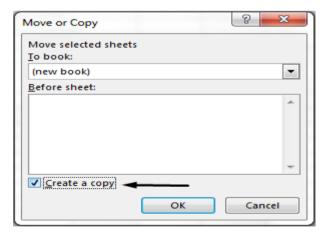


Click on the Move selected sheets to Book drop-down menu. Select (new book).



Click OK. Your new workbook opens with your moved worksheet.

Note: This process moves your worksheet from the original workbook. If you want to keep your worksheet in both workbooks, in the Move or Copy dialog box, select the check box for Create a copy.



Click File > Save in your new workbook.

Tip: You can also save your Excel workbook with the keyboard shortcut, Ctrl + S.

Printing an Excel worksheet

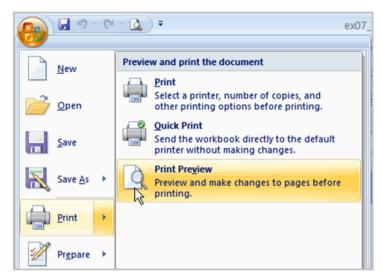
In Excel, there are many things you can do to prepare your workbook for printing. Many of these tasks make it easier to format the spreadsheet for the printed page. In this lesson, you will learn how to view the spreadsheet in Print Preview, modify margins, change the page orientation, use the Scale to Fit feature, use the Print Titles command, and insert breaks.

To view the spreadsheet in Print Preview:

Left-click the Microsoft Office button.

Select Print.

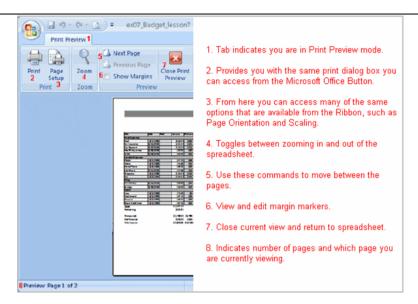
Select Print Preview. The spreadsheet will appear in Print Preview view.



Click the Close Print Preview button to return to the Normal View. To make previewing your spreadsheet easier, add the Print Preview command to the Quick Access toolbar.

Exploring Print Preview

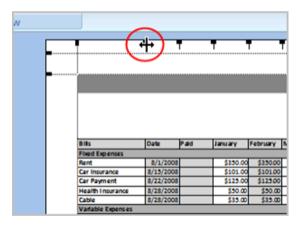
Once you are in Print Preview, you can access many of the same features that you can access from the Ribbon; however, in Print Preview you can see how the spreadsheet will appear in printed format.



To modify margins, column width, or row height while in Print Preview:

Click the Print Preview command on the Quick Access toolbar, or select Print Preview from the Microsoft Office button menu. The spreadsheet opens in Print Preview mode.

Hover your cursor over one of the black margin markers until a double arrow appears.

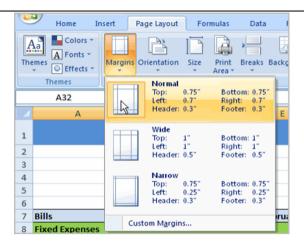


Left-click and drag the marker to the desired location. The change will be reflected in the spreadsheet. To modify margins:

Select the Page Layout tab.

Left-click the Margins command.

Choose one of the pre-defined settings, or enter custom margins

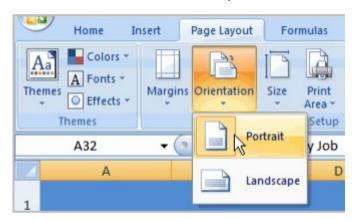


To change page orientation:

Select the Page Layout tab.

Left-click the Orientation command.

Select either Portrait or Landscape



Portrait orients the page vertically, while Landscape orients the page horizontally. To use Scale to Fit:

Select the Page Layout tab.

Locate the Scale to Fit group.

Enter a specific height and width, or use the percentage field to decrease the spreadsheet by a specific percent.

Scale to Fit is a useful feature that can help you format spreadsheets to fit on a page. However, be careful with how small you scale the information—it can become difficult to read!

To change the paper size:

Select the Page Layout tab.

Click the Size command.

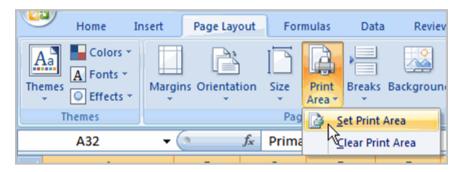
Select a size option from the list.

To define a print area:

Left-click, then drag your mouse to select the cells you wish to print.

Click the Print Area command.

Choose Set Print Area.



Now, only the selected cells will print. You can confirm this by viewing the spreadsheet in Print Preview. To return to the default setting, which is the entire worksheet, click the Print Area command, then select Clear Print Area.

To insert a break:

Select a cell below where you want the break to appear

Select the Breaks command.

Select Insert Break.

Click Print Preview to confirm that the break appears in the correct place in your spreadsheet.

To use the Print Titles command:

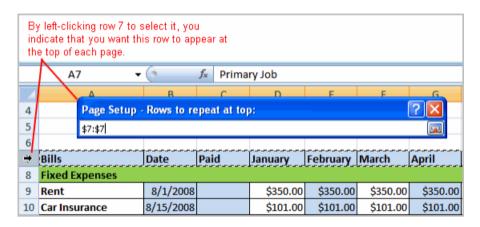
This is an important command to be familiar with if you intend to print your worksheets. It allows you to select specific rows and/or columns that will be repeated on each printed sheet. Imagine how difficult it would be to read page 48 of a printed spreadsheet if the column and row headings only appeared on the first page.

Select the Page Layout tab.

Click the Print Titles command. The Page Setup dialog box appears.

Click the icon at the end of the field.

Select the first row in the spreadsheet that you want to appear on each printed page.



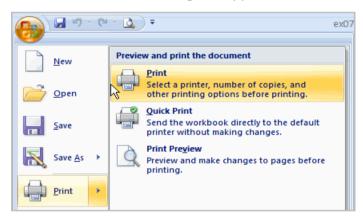
Repeat for the column, if necessary.

Click OK.

To print from the Microsoft Office button:

Left-click the Microsoft Office button.

Select Print. The Print dialog box appears.



Select a printer if you wish to use a printer other than the default setting. Click Properties to change any necessary settings.

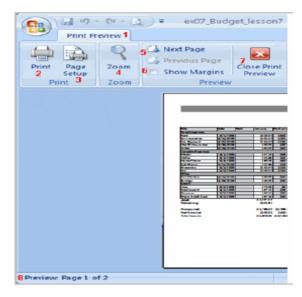
Choose whether you want to print specific pages, all of the worksheet, a selected area, the active sheet, or the entire workbook.

Select the number of copies you'd like to print.

Click OK.

You can select Quick Print to bypass the Print dialog box.





a. With the guidance of the trainer, from above figure fill the role of indicated feature in table below

Number	Role /Descriptions
1	
2	
3	
4	
5	
6	
7	



Task: You are a final year student who has recently completed an internship in a certain company or organization, and you are requested to print your IAP REPORT in the format provided by the school. How can you do it?

- a. Print your document on the same pages back and Infront
- b. Print that document looks well with page numbers indicated
- c. Print the document in a recognized colour
- d. Make sure that pictures can be seen well



Choose the correct answer:

- 1. The files that are created with Spreadsheet software are called
 - a. Package
 - b. Program
 - c. Worksheet
- 2. Which is used to calculate and analyze a set of numbers?
 - a. Improve
 - b. StarCalc
 - c. Spreadsheet
 - d. Database
- 3. Spreadsheet, sometimes is called as
 - a. Cells
 - b. Worksheet
 - c. Menus
 - d. Notebook pages
- 4. Which bars have shortcut icons for frequently done tasks in the Spreadsheet?

	a.	Main Tool bar
	b.	Object bar
	c.	Formula bar
	d.	Menu bar
į	5.	The Spreadsheet VisiCalc contains
	a.	63 columns and 254 rows
	b.	256 rows and 256 columns
	c.	10000 rows and 256 columns
	d.	36000 rows and 256 columns
(6.	Which shortcut icon is used to select and insert functions?
	a.	Functional Auto pilot
	b.	File series
	c.	Function wizard
	d.	Category
-	7.	The cells are addressed in terms of
	a.	Row and column labels
	b.	Row labels
	c.	Rows
	d.	Columns
8	8.	Which of the following data can be typed into a Spreadsheet cell?
	a.	Formulae
	b.	Text
	C.	Numbers
	d.	All of these
g	9.	Which bar is used to display options?
	a.	Menu
	b.	Function
	C.	Formula
	d.	Status
-	10.	The intersection of rows and columns creates
	a.	Cells
	b.	Worksheets

c. Spreadsheets
d. None of these
11. The intersection of rows and columns creates
a. Cells
b. Worksheets
c. Spreadsheets
d. None of these
12. Worksheet data can be viewed in forms of
a. Charts
b. Graphs
c. Charts or graphs
d. Data
13. By pressing key and type in the range you want, the suggested range will be
accepted.
a. Backspace
b. Open
c. Close
d. Enter
14. Address of first cell in the worksheet is
a. A
b. A0
c. A1
d. 1A
15. What computer program lets we use an electronic ledger sheet for financial analysis?
a. Worksheet program
b. Word processors
c. Spreadsheet program
d. Menu driven program

Points to Remember: Learning Unit 3

- Use Pivot tables to recognize and make sense of data.
- Add more than one row or column.
- Use filters to simplify your data.
- Remove duplicate data points or sets.
- Transpose rows into columns.
- Use Pivot tables to recognize and make sense of data.

Always remember to save your excel sheet

Table 13: LU.3 Points to Remember

Self-Reflection: Learning unit 3

Reflect on your achievement in the above learning Unit, base your reflection on activities done and your performance.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experienc e with this.	I am confident in my ability to do this.
Open and Close excel					
Select a sheet					
Rename a sheet and insert new sheets					
Move a sheet in a workbook					
Format text and cells					
Choose font, size, color					

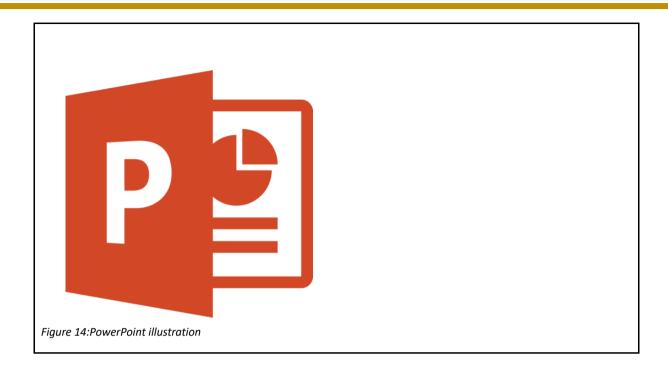
My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experienc e with this.	I am confident in my ability to do this.
Adjust cow height					
Align a cell, rotate a text, and wrap text and number format					
Merge a cell					
Create borders					
Create Patterns					
Insert rows					
Describe Numbers and mathematical operations					
Describe Logical function (IF)					
Explain Page setup					
Print options					
Print preview					
Print dialogue box					
Print one or more copies					
Print in black/white or color					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some experience doing this.	I have a lot of experienc e with this.	I am confident in my ability to do this.
Print page ranges, printing selection, Print current worksheet					

Fill the table below to identify your areas of strength, areas for improvement and actions to take to improve.

Areas of strength	Areas for improvement	Actions to be taken to Improve
1.	1.	1.
2.	2.	2.
3.	3.	3.

UNIT 4: USING CURRENT POWER POINT PRESENTATIONS



Unit summary:

This unit describes how to create a new presentation in PowerPoint application Managing of a slide, graphics insertion in PowerPoint, will describe conversion of word documents to PowerPoint presentation, describing the animation of a presentation document, explaining the use of different presentation view, and describing Printing a presentation document

Self-Assessment: Unit 4

Study the Figure 1: look, observe carefully and answer the following questions

- a. What do you see in the figure?
- b. How does the figure relate to the unit?
- c. Do you think the figure reflects the learning unit? Explain your answer briefly
- d. What can be improved in the figure so that it reflects the unit?
- e. What do you think will be topics to be covered under this unit based on the figure?
- 2. Fill in the self-assessment below.

There are no right or wrong ways to answer this survey. It is for your own use during this course. Think about yourself: do you think you can do this? How well? Read the statements across the top. Put a check in column that best represents your situation. At the end of this learning outcome, we'll take this survey again.

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some Experience doing this	I have a lot of experience with this
Create new presentation				
Explain the Blank presentation and Design template				
Create a slide				
Insert a slide				
Modify a slide				
Describe a Clip Art and a Word Art				

My experience	I don't have any	I know a	I have some	I have a lot of	
Knowledge, skills	experience doing this.	this.	Experience doing this	experience with this	
and attitudes	doing time.		uomg umo		
Describe Library					
Images					
Insert image from					
file					
Describe Copy, cut,					
move					
Describe Import file					
Explain Process of					
conversion					
Describe Animation					
Explain Custom					
animation					
Describe Slide					
transition					
Describe Normal					
view					
Explain Slide sorter					
view					
Explain Slide show					
Describe Print					
preview					

My experience Knowledge, skills and attitudes	I don't have any experience doing this.	I know a little about this.	I have some Experience doing this	I have a lot of experience with this
Print a copy or				
multiple copies				
Print one slide on a				
page				
Print more slides on				
a page				

Key Competences: Learning Unit 4

	Knowledge		Skills		Attitudes
1. C	Create a new	1.	Identify a new	*	Carefully understand a
р	oresentation		presentation		new presentation
2. N	Manage of a slide	2.	Describe the	*	Follow carefully the
			procedures to		procedures for slide
			manage a slide		management
3. Ir	nsert of graphics	3.	Apply graphics into	*	Patiently apply graphics
			a presentation		
4. C	Convert word	4.	Know converting	*	Carefully convert words
d	documents to		word documents		to ppt presentations
Р	PowerPoint		to PowerPoint		
р	oresentation		presentation		
5. A	Animate a presentation	5.	Apply animation to	*	Attentively apply
d	document		presentation		animations
			document		
6. L	Jse of different	6.	Identify different	*	Understand carefully
р	oresentation view		presentation view		presentation views
7. P	Print a presentation	7.	Manage document	*	Follow procedures of
d	document		printing		managing printing
					documents

Table 14:LU.4 Key Competences







Turn to each other discuss on the picture above then answer the questions below

- a. What do you think the illustration above present?
- b. Where can the illustration above be used and who use the?
- c. Where can we find the illustration above in our computers
- d. What can it be used for?
- e. Note down all your answers

Topic 4.1 Creation of a new Presentation

Activity 1: Problem Solving

置 Task

A European tourist needs to take a trip for holidays in Africa for a month, which has to be funded by the company he is working with. The company leader requests him to prepare a good overview of what he requires for the trip and the countries he will visit. All this information needs to be presented to the entire team. In your respective groups, think about the scenario above and answer the following questions;

- a. what will the tourist use to draft a convincing budget to the company manager and fellow employees?
- b. What steps can he use to design a good smart presentation

Key Facts 4.1

Creation a new presentation

Definition of power point

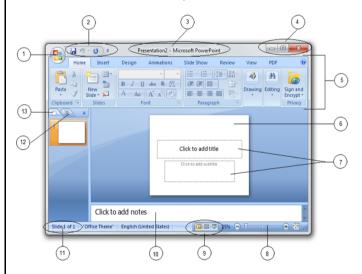
PowerPoint is a presentation program developed by Microsoft. PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes. ...

The presentations are comprised of slides, which may contain text, images, and other media, such as audio clips and movies.

The role of Power Point is to Make your presentation more interesting to improve the audience's focus. PowerPoint allows you to use images, audio and video to have a greater visual impact. These visual and audio cues may also help a presenter be more improvisational and interactive with the audience.

Power Point Environment

PowerPoint window is very similar to other Microsoft application windows



- Office button: is used to access some basic commands like Save, Save As, Print, New,
 Close,
 - Quick Access toolbar: Contains a set of commands that are frequently used like Save, Undo, Redo, New,
 - Title bar: The Title bar displays the name of the presentation on which you are currently working on and the default PowerPoint name like

presentation1 that would change as soon as you save your file and give another name.

- **Minimize button:** used to remove a window from view. While a window is minimized, its title appears on the taskbar
- Maximize/ restore button: You use the Maximize button to cause a window to fill
 the screen. After you maximize a window, if you click the Restore button, the
 window returns to its former size.
- Close button: used to exit window and program
 - Ribbon: is designed to help you quickly find the commands that you need to complete a task. Commands are collected together under tabs (Menus: Home, Insert, Animations, Slide show.
 - Slide: Slides appear in the center of the window. You create your presentation on slides.
 - Placeholders: are boxes with dotted outlines that appear when you create a new slide. They will contain title, text and any other objects you display on slide
 - Zoom: allows you to zoom in and zoom out on the window. Zooming in makes the window larger so you focus in on an object. Zooming out makes the window smaller so you can see the entire window.
 - View buttons: The View buttons appear near the bottom of the screen. You
 use the View buttons to change between Normal view, Slider Sorter view,
 and the Slide Show view.
 - Notes: You can use the notes area to create notes to yourself. You can refer to these notes as you give your presentation
 - Status bar: The Status bar displays the number of the slide that is currently displayed, the total number of slides
 - Outline Tab: The Outline tab displays the text contained in your presentation.
 - Slides Tab: The Slides tab displays a thumbnail of all your slides

(Reference: https://ecomputernotes.com/fundamental/introduction-to-computer/types-of-computers)





You are a youth leader in your association, and you need the government to offer you some funds to support your project. With the guidance of your trainer, design a good presentation to the government official in charge of youth, convincing her why you need that fund.

Note; Remember to include pictures because they speak louder than words.





You are a hotel supervisor, and the owner requires you to make a quick presentation to show a group of visitors the services you offer within 10 minutes.

Topic 4.2. Management of a slide





You are request to answer the following questions

- a. Where do you write all the stuff you need to write?
- b. Give a particular name that are used in the power point,
- c. Where do we find that particular thing we need?

Key Facts 4.2

Creating a new presentation

- Open PowerPoint
- o A blank title slide appears as the first slide in your presentation
- Enter the information in the Click to Add Title text box and in the Click to Add Subtitle text box.

After completing your title slide, you can create additional slides

- o **Home** tab
- o click **new slide** New Slide button in the slides group
- Click the layout you want

After creating slides, if you want you can add text and modify text.

Inserting a slide

- o Select the slide you want your new slide to follow.
- Select Home > New Slide.
- Select a layout.

Select the text box and type.

Modifying a slide

- In the View tab,
- o click Slide Master.
- In the thumbnail pane that contains the slide masters and layouts,
 pick the layout that has closest arrangement of placeholders.

To change an existing layout, do one or more of the following:

- o To add a placeholder, on the Slide Master tab,
- o click Insert Placeholder,
- and then select a placeholder type from the list. Click a location on the layout,
- o and then drag to draw the placeholder.

To rename the layout, in the thumbnail list of layouts, right-click the layout that you customized, and then click **Rename Layout**.

In the **Rename Layout** dialog box, type a new name that describes the layout you've just created, and then click **Rename**.

On the Slide Master tab, click Close Master View.

https://www.researchgate.net/publication/334988420_Strategic_Management_Lecture_Slides





With your trainer guidance preform the following tasks

- 1. Write down the steps to insert slide number on presentation?
- 2. Which shortcut key is used to start and exit from the slideshow?
- 3. Write down steps on how you can customize slide layout

4. You have a meeting in certain company to present how ICT has recently changed working environment of workers, prepare a 20-minute presentation to use in that meeting including all the figures, graphs, and tables that can add more meaning to the presentation





You are asked to make a good presentation that you will use in a certain meeting, and you have to have 15 slides in your PowerPoint package. Can you show the procedures you will pass through to add/insert a slide to use?

Topic 4.3. Insertion of Graphics





- 1. Think about how to insert an image/picture into a slide?
 - a. How the graphics are inserted in a PowerPoint slide explain?
 - b. How do you apply graphics styles in PowerPoint?
 - c. What are the types of graphics that can be inserted in a PowerPoint?

Key Facts 4.3

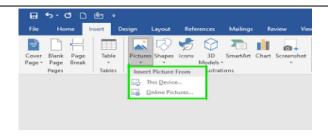
Inserting graphics

Insert Images from file

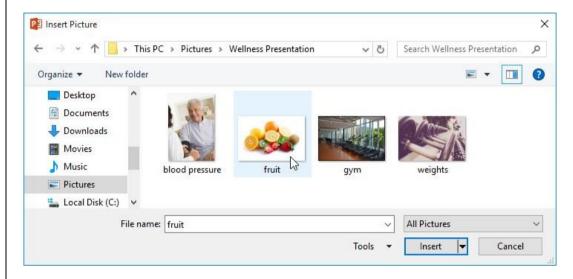
If you want you can include images from the web or other sources in your presentation

Click the slide which you wish to insert the image

- On the Insert tab, choose Picture in the illustrations group
- Navigate to the folder or drive in which you file is saved
- Click the image file to select it
- Click Insert button
- The image will appear in the slide



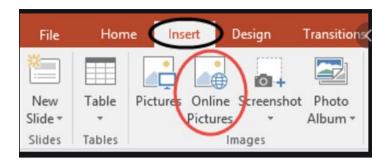
Inserting a Picture



The picture will appear on the currently selected slide.

In Office 2013 and Office 2016, there's no longer a clip art library, but Office still helps you insert clip art.

- ♣ Select **Insert** > Online Pictures.
- Type a word or phrase to describe what you're looking for, then press Enter.
- Filter the results by Type for Clipart.
- Select a picture.
- Select Insert.



o Inserting WordArt,

Follow these steps:

- On the slide on which you want to insert WordArt,
- click the Insert tab on the Ribbon and
- then click the WordArt button in the Text group.

A gallery of WordArt styles is displayed, as shown



o Select the WordArt style you want to use.

The WordArt text box is inserted on the slide, as shown here.

- Click the WordArt text box
- Then type the text you want to use.
- Apply any other WordArt formatting you want.





Guide your trainer guidance to perform the following

- 1. How to Insert a Picture in MS PowerPoint?
- 2. Write down the steps to insert online pictures
- 3. Which steps to follow when Inserting screenshots
- 4. How you can insert online video in PowerPoint



Activity 3: Application



You are using PowerPoint to make a good presentation that you will use in a certain meeting to demonstrate how the hotel suite is very suitable for all customers. You have to add pictures to show the surroundings of the hotel, but don't go beyond 10 slides

Topic 4.4. Conversion word documents to PowerPoint presentation





You have been working on a Word document that you have to present to your superior as a site engineer. Your Word document comprises all the working materials, the number of skilled and unskilled labor force required on the construction site to ensure smooth operations, and the essential resources that need to be purchased to start the construction process. You need to present all this information to the board of directors in charge of the construction site;

- a. In a group of three discuss within 10minutes how you can convert that word document to PowerPoint, remember you have a limited time don't start from scratch because the board of directors are already waiting for you in the board room
- b. Write down all your findings and share them with group next to you and see what you can improve on the steps you wrote down.

Key Facts 4.3

Converting word documents to PowerPoint presentation

- Copy, cut and move
 - **Copy**: The cut command removes the selected data from its original position, while the copy command creates a duplicate; in both cases the selected data is kept in temporary storage (the clipboard). The data from the clipboard is later inserted wherever a paste command is issued.
 - **Cut:** The Cut command is used to remove text or images from the screen you are currently working on. "CUT" moves the information to your virtual clipboard, where it is stored until it is overwritten by the next "cut" or "copy" command.

Move: move is really a copy, because at the end of the move, source and destination data are identical.

IMPORT FILE

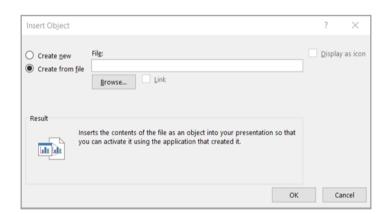
Import slides: Add slides from another presentation to your current slide deck.

There are two ways to insert content objects into a PowerPoint presentation:

- Linked objects A linked object is updated if its source file is changed. For
 example, a linked chart built from data in Microsoft Excel is changed if the
 source Excel data changes. The source file must be available on your computer
 or network to maintain the link between the inserted object and the source
 data. Inserting a linked object is recommended if the source data set is large or
 complex.
 - Click in the slide where you want to place the object.
 - On the Insert tab, in the Text group,
 - dick **Object**.



Click Create from File.

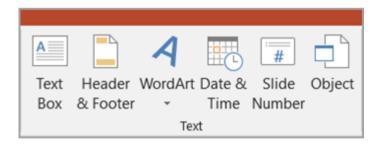


In the **File** box, type the name of the file, or click **Browse** to select from a list.

Select the Link check box.

Do one of the following:

- To display the content in your presentation, clear the **Display as** icon check box.
- To display an icon that is clicked to view the object, select the **Display** as icon check box.
- To change the default icon image or label,
- dick **Change Icon**, and then click the icon that you want from the **Icon** list.
- If you want, you can type a label in the Caption box.
- Embedded objects: the source data is embedded in the presentation. You can
 view the embedded object on another computer, because the source data is part of
 the presentation file. Embedded objects typically require more disk space than
 linked objects.
 - Click in the slide where you want to place the object.
 - On the Insert tab, in the Text group,
 - dick **Object**.



Do one of the following:

If the object does not already exist,

- click Create new.
- In the **Object type** box,
- click the type of object that you want to create.

If the object already exists,

- click Create from file.
- In the **File** box, type the name of the file,
- under the select from a list.
- Clear the Link check box.

Do one of the following:

- ➡ To display the content in your presentation,
- Clear the Display as icon check box.
- To display an icon that is clicked to view the object,
- Select the Display as icon check box.
- To change the default icon image or label,
- Click Change Icon, and
- Then click the icon that you want from the **Icon** list.
- If you want, you can type a label in the **Caption** box.

Activity 2: Guided Practice



1 with the trainer guidance perform the following task in relation with how export a Word document to PowerPoint

- a. What are the steps to export word document to PowerPoint
- b. Whit an example for your choose follow all the steps





You are request to create an engaging introduction to capture the interest of your audience early on in the presentation for that

- a. Explain the importance of a solid start to a presentation,
- b. Explain how to start a presentation and share examples and tips to help you begin.

Topic 4.5. Animation of a Presentation document



Task: Explain the process to insert an animation to presentation document.

Key Facts 4.4

Animation

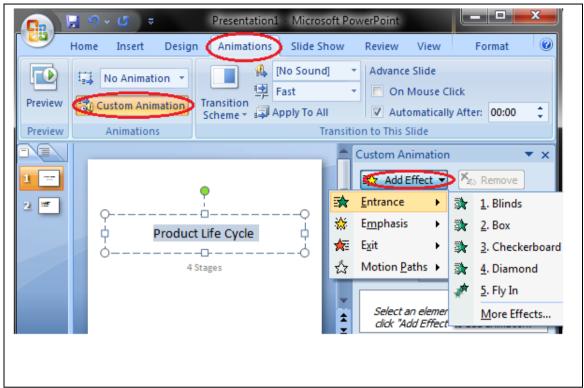
This is a method by which still figures are manipulated to appear as moving images.

Custom Animation

A set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show.

How to Apply a Custom Animation effect

- Select the text or object.
- Select the Animation tab.
- In Animation group click the Custom Animation.
- Custom Animation task pane appears on the right.
- Click the Add Effect, it will display four options that are further divided into different options.
- Select the desired effect.



https://foresternet.lakeforest.edu/live/files/advanced-powerpoint-features.pdf

https://www.researchgate.net/publication/242106468_On_creating_animated_presentations





You are asked to add animation and effects to text, pictures, shapes, and objects in your PowerPoint presentation. With the trainer's guidance, you will follow the process below:

- a. Select the object or text you want to animate.
- b. Select Animations and choose an animation.
- c. Select Effect Options and choose an effect.





You are using PowerPoint to create a presentation for a certain meeting, demonstrating how the hotel suite is very suitable for all customers. You are asked to add animations to showcase the surroundings of the hotel. The PowerPoint presentation should aim to attract customers to the hotel. Keep the presentation to a maximum of 10 slides.

Topic 4.6. Use of different presentation view





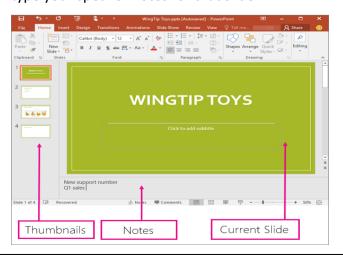
- 1. You have been selected to sensitize the public about the introduction of Subsidiary ICT at A-level. Use presentation software to deliver your presentation with the following content:
 - a. Slide 1: A presentation title in word art format and you as the presenter.
 - b. Slide 2: An introduction about the Subject
 - c. Slide 3: Use bullets to outline the reasons for studying the subject.
- 2. Then choose the right view from the task in PowerPoint

Key Facts 4.6

Use of different presentation view

Normal view

Normal view is the editing mode where you'll work most frequently to create your slides. Below, **Normal** view displays slide thumbnails on the left, a large window showing the current slide, and a section below the current slide where you can type your speaker notes for that slide.



Slide Sorter view

You can get to **Slide Sorter** view from the task bar at the bottom of the slide window, or from the **View** tab on the ribbon.

Slide Sorter view (below) displays all the slides in your presentation in horizontally sequenced, thumbnails. Slide show view is helpful if you need to reorganize your slides—you can just click and drag your slides to a new location, or add sections to organize your slides into meaningful groups.



Slide Show view

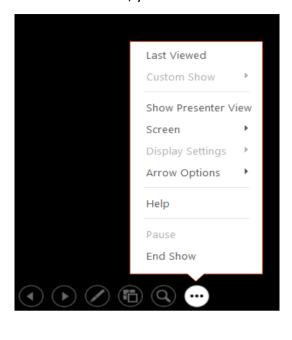
You can get to **Slideshow** view from the task bar at the bottom of the slide window.

Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.

Presenter view

To get to **Presenter** view, in **Slide Show** view, in the lower left corner of the screen, click and then click **Show Presenter View** (as shown below).

Use **Presenter** view to view your notes while delivering your presentation. In **Presenter** view, your audience cannot see your notes.

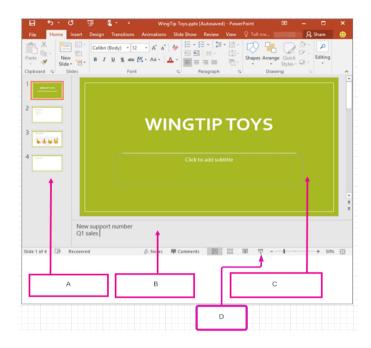


https://augustana.net/Documents/its/documentation/office2007/PowerPoint/PowerPoint%202007%20Different%20Views.pdf

 $https://www.familyhistoryfederation.com/_resources/presentation/presenter-view-for-your-power-point-presentation.pdf$







1. Observe the figure and name the part to the corresponding letter, the trainer will assist you

Latter	Name	descriptions
Α		
В		
С		
D		





1. The Ministry of health has appointed you as an educator. You are required to give a talk on "Role of Sex Education in Schools"

You are required to design a three slides presentation as follows:

- a. Slide I Should have the introduction of the Topic.
- b. Slide II Should have the content of the Topic.
- c. Slide III- Should have relevancy of sex education in schools.
- d. Include your name and Personal number at the end of each slide.
- e. Save your presentation as "My Slide"
- f. Use minimal graphic effects.
- 2. Malaria is one of the major killer diseases in Tropical Countries. As an informed person, you are required to design a slide show on malaria, the killer: Create four slides presentation:
 - a. Slide I should elaborate on the causes.
 - b. Slide II Should focus on the spread
 - c. Slide III Should show the prevention methods.
 - d. Use minimal graphics in the three slides
 - e. Slide IV Should show an illustration using clip art picture related to malaria on the right-hand side with related text on the left-hand side.
 - f. Link one slide to another.
 - g. Save your work in personal folder on the desktop as "Malaria"

Topic 4.7. Print a presentation document





In a group of four come up with the answers to the following questions;

- a. How do I Print an entire PowerPoint presentation?
- b. How do I Print a PowerPoint presentation over multiple pages?
- c. How do I Print a PowerPoint presentation as a PDF?

Key Facts 4.7

Printing a presentation document

Print preview

Print preview is a feature that displays on the screen what a hard copy would look like when printed.

After launching Microsoft PowerPoint 2010/2007, just click **Print Preview** button on classic style toolbar. Only one click is enough!

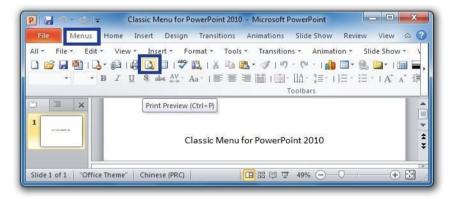


Figure 1

- After click the Print Preview button,
- the PowerPoint 2007, 2010, 2013, 2016, 2019 and 365 interfaces will jump to the backstage view under **File** tab automatically.
- At right side you will view the preview area.

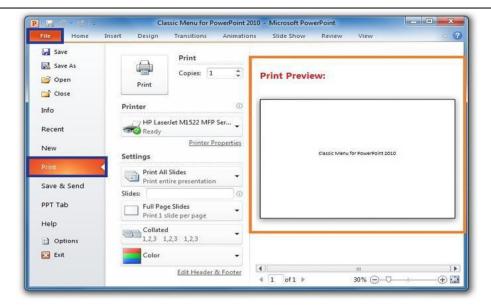
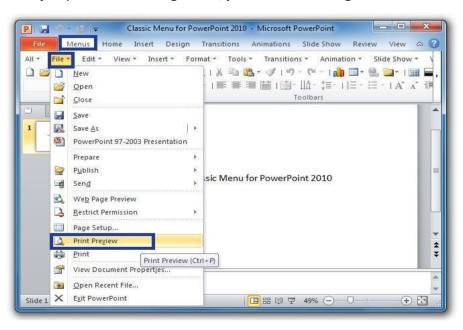


Figure 2

Step 2:

- Get Print Preview with classic menus if you have Classic Menu for Office
- Select the File drop down menu in main menus;
- select the Print Preview item;
- Then PowerPoint 2007, 2010, 2013, 2016, 2019 and 365 interface will jump to the backstage view, just the same as figure 2.



Printing a copy or multiple copies

Print your presentation

- Select File > Print.
- For Printer, select the printer you want to print to.
- For Settings, select the options you want: Print All Slides: To print each slide on a single sheet or change to just print a range of slides.
- For Copies, select how many copies you want to print.
- Select Print.

Printing one slide on a page

- Select File > Print.
- For **Printer**, select the printer you want to print to.

For **Settings**, select the options you want:

- **Print All Slides**: To print each slide on a single sheet or change to just print a range of slides.
- ♣ Slides: From the drop-down, choose to print all slides, selected slides, or the current slide. Or, in the Slides box, type which slide numbers to print, separated by a comma.
- ♣ Print Layout: Choose to print just the slides, just the speaker notes, an outline, or handouts. The number of slides per page is also an option, an effective way to save paper.
 - The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for note-taking.
- **Color**: Choose whether you want color, grayscale, or pure black and white.
- **Edit Header & Footer**: Select to edit the header and footer before printing.

For **Copies**, select how many copies you want to print then; Select **Print**.

- Print Multiple PowerPoint Slides on one Page
 - In PowerPoint, with your presentation open,
 - click File then Print.
 - In the Print window, in the Settings section,
 - click the Full-Page Slides drop-down menu.

In the Handouts section of the drop-down menu, choose a multiple slide handout.

- If you want to take notes on your printouts,
- 🖶 choose 3 slides.
- This will give you lines to the left of each slide for in-class notes.
- The most common used layouts are 4 slides and 6 slides per page.
- Click Print to print your document.



Activity 2: Guided Practice



- 1. Create a PowerPoint presentation that contains your information, images, and links to your social media. Afterward, print your presentation. From the work list, explain the steps that you have used to print your presentation.
- 2. Think of a poem in a group of four trainees write it well and after we need the hard copy of it
 - a. Create a PowerPoint presentation that contains your information and images about it and link it to your social media
 - b. Print your presentation
 - c. Explain steps that you have used to print your poem





You are an assistant to a certain hotel, and they need to advertise all about the hotel using hard copy pictures

- a. Where can you get them?
- b. Before printing what will you do to make sure they are ok
- c. Which type of paper will you print the pictures from
- d. What component will assist you to print them
- e. In case you have printed the picture upside down how can you solve the problem that will never happen again
- f. In case you picture don't fit on the paper come up with the solution.

Formative Assessment

- 1. Which menu will you find the Print command?
 - a. File
 - b. Home
 - c. Review
 - d. View
 - e. Print
- 2. Which statement is true in reference to printing in PowerPoint?
 - a. You can print 1-sided or back-to-back.
 - b. You can collate while printing.
 - c. You can print in black and white or color.
 - d. You can print specific slides or all slides.
 - e. All answers are correct.
- 3. To print the first 10 slides of a presentation, you would add the range to the Slide box. What format would you use?

	a.	1,10
	b.	1/10
	c.	1*10
	d.	1-10
	e.	1=10
4.	How C	Can You Change Color in Your Presentation All It Once Without Changing the
	Design	
	a.	Apply a Color Template
	b.	Apply a Color Theme
	c.	Apply a Color Palette
5.	Which	Function Key Can Be Used to Begin the PowerPoint Presentation?
	a.	F7
	b.	F6
	c.	F5
	d.	F2
6.	How C	an You Change the Appearance of a Table in One Click?
	a.	Apply a table style
	b.	Apply a cell style
	c.	Apply a graphic style
7.	Which	Statement About Saving PowerPoint File as PDF Is True?
	a.	You can define the resolution of images as part of PDF export
	b.	You can't compress the images during the export
	C.	You can select an option File->Save As to save Black & White PDF
8.	Which	arrow option choice will hide all mouse curser when presenting, except when
	the cu	rser is moved?
	a.	Automatic

1	b. Visible
(c. Hidden
9. Whi	ch statement about the compress picture command is true?
i	a. You can expand the cropped area for the picture
1	b. You can compress all pictures at the same time
	c. You can improve quality as part of picture compression
	d. You can compress selected images on multiple slides
10. Whe	en creating a new presentation, you begin with one blank slide. what is the
layo	ut name of this is
	a. Black
1	b. Title slide
•	c. Title and content
	d. Title only
11. Whi	ch of the following is the default page setup orientation for slides in PowerPoint?
;	a. Vertical
1	b. Landscape
	c. Portrait
	d. None of above
12. Whi	ch PowerPoint feature adds special effects to modify the appearance of the slides
and	the timing between each slide?
	a. Color Schemes
	b. Animation
(c. Transition Settings
13. Whi	ch of the following section does not exist in a slide layout?
;	a. Titles
I	b. Lists

- c. animations
- 14. Which command brings you to the first slide in your presentation?
 - a. Next slide button
 - b. Page up
 - c. Ctrl + home
 - d. Ctrl + end
- 15. The toolbars that are displayed by default in the PowerPoint window includes
 - a. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar
 - b. Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar
 - c. Standard toolbar, formatting toolbar, drawing toolbar, status bar
 - d. Menu bar, standard toolbar, status bar, drawing toolbar

Self-Reflection

1. Ask learners to re-take the self-assessment at the beginning of the unit. They should then fill in the table in the Trainee's Manual to identify their areas of strength, areas for improvement and actions to take to improve.

My experience	I don't have any	I know a	I have some	I have a lot
Knowledge, skills and attitudes	Experience doing this	little about this	experience doing this	of experience with this
Create new presentation				
Explain the Blank				
presentation and Design				
template				
Create a slide				
Insert a slide				
Modify a slide				
Describe a Clip Art and a				
Word Art				
Describe Library Images				
Insert image from file				
Describe Copy, cut, move				
Describe Import file				
Explain Process of conversion				
Describe Animation				
Explain Custom animation				

Describe Slide transition		
Describe Normal view		
Explain Slide sorter view		
Explain Slide show		
Describe Print preview		
Print a copy or multiple		
copies		
Print one slide on a page		
Print more slides on a page		

2. Discuss trainees' results with them. Identify any areas that are giving many trainees difficulties and plan to give additional support as needed (ex. use class time before you begin the next learning outcome to go through commonly identified difficult concepts)

Areas of strength	Areas for improvement	Actions to be taken to
		improve
1.	1.	1.
2.	2.	2.



- Choose readable colors and fonts
- Don't forget your audience
- Don't overload your presentation with animations
- Choose a font style that your audience can read from a distance
- Keep your text simple and minimize the amount of text on your slides
- Make slide backgrounds subtle and keep them consistent
- Use of different presentation view
- Use high contrast between background color and text color
- Check the spelling and grammar

Table 15:LU.4 Points to Remember

UNIT 5: USE OF INTERNET/INTRANET (OUTLOOK)



Figure 15: Illustration of internet; https://www.just.edu.jo/~mqais/cis99/PDF/Internet.pdf¹⁵

Unit summary:

This unit describes the use of websites, search engines, use of instant messaging, management of favorites using internet explorer, how efficiently to use the internet and downloading as well as uploading files using the internet.

-

¹⁵ Cited by https://www.just.edu.jo/~mqais/cis99/PDF/Internet.pdf

Self-Assessment: Unit 5

1. Fill out the self-assessment below truthfully.

It is for your own interest to figure out your weakness and takenecessary action during this unit. Think about yourself: do you think you can do this? How well? Read the statements across the top. Put a check in column that best represents your situation. At the end of this unit, you will take this assessment again.

.

My experience	I don't have	I know	I have some	I have a lot	l am
Knowledge, skills and	any	a little	experience	of	confident
attitudes	experience	about	doing this.	experience	in my
	doing this.	this.		with this.	ability to
					do this.
Describe a website					
Explain types of websites					
Parts of website address					
Explain engines types					
Use of search engines					
Give examples of search					
engine					
Outline steps to create a					
chat account					
Describe the Chatting					
options					
Describe the Instant					
messaging with or no					
webcam, calling and					
sending files					

My experience	I don't have	I know	I have some	I have a lot	l am
Knowledge, skills and	any	a little	experience	of	confident
attitudes	experience	about	doing this.	experience	in my
	doing this.	this.		with this.	ability to
					do this.
Describe Favorites types					
of explorers					
Create of favorites					
Define hyperlink					
Explain parts of web					
browser					
List the examples of web					
browser					
Define different terms:					
Outline the steps of					
downloading files					
Outline the tips of					
uploading files					

Key Competencies of Learning Unit 5:

Knowledge	Skills	Attitudes
1. Describe a website	1. Identify website	1. Creativity and
		understanding
2. List types of websites	2. Explain of the types	2. understanding
	of websites	
3. Explain parts of website	3. Identify the parts of	3. understanding
address	website address	

4. Describe Search engines	4. Identify types of	4. Understanding
types	search engine	
5. List Some examples of	5. Explain search	5. Creativity
search engine	engine examples	
6. Describe the Steps to	6. Identify the steps to	6. Understanding
create a chat account	create a chat account	
7. Explain the use of	7. Apply the use of	7. Creativity and
instant messaging with	instant messaging	understanding
or no webcam, calling	with or no webcam,	
and sending files	calling and sending	
	files	
8. Create and use of	8. Perform the creation	8. Creativity
favorites	and usage of	
	favorites	
9. Define of hyperlink	9. Describe hyperlink	9. Understanding
10. Explain basic parts of	10. Identify basic parts of	10. Creativity
web browser	Web browser	
11. Use of web browsers	11. Explain the use of	11. Creativity
	web browsers	
12. Define downloading,	12. Describe	12. Creativity
Uploading, and File	downloading,	
attachment	uploading, and file	
	attachment	
13. Describe steps of	13. Perform steps of	13. Understanding
downloading and	downloading and	
uploading a file	uploading a file	
Table 16:1115: Key Competences		_

Table 16:LU.5: Key Competences

Discovery activity



Figure 16: https://www.istockphoto.com/illustrations/family-internet



Look the pictures above and answer the questions

- a. How many times have you heard the phrase 'Google it'?
- b. Can you 'Google it' without internet connection?
- c. Where do we pass to find something over the internet?
- d. Name given to the particular thing that help us find a lot of things over the internet?

Topic 5.1: Description of a website





What actually is an internet search engine, and how can it be used to help you with your English Language research?

Key Facts 5.1

• Description of a website

Introduction to a website

A website is a collection of Web pages and related content that is identified by a common domain name and published on at least one Web server.

Definition of terms

- Internet: a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols
- **web browser:** is application software for accessing websites. When a user requests a web page from a particular website, the browser retrieves its files
- **Search engine:** s a software system designed to carry out web searches. They search the World Wide Web in a systematic way for particular information

Types of websites

■ Dynamic: is one with stable content, where every user sees the exact same thing on each individual page. On the other hand

Static: is one where content is pulled on-the-fly, allowing its content to change with the user.

Parts of website address

- **HTTP:** is an application-layer protocol for transmitting hypermedia documents.
- **★ WWW:** is an information system enabling documents and other web resources to be accessed over the Internet. Documents and downloadable media are made available to the network through web servers and can be accessed by programs such as web browsers.
- **Domain name of website**: is a unique, easy-to-remember address used to access websites, such as 'google.com', and 'facebook.com'. Users can connect to websites using domain names thanks to the DNS system
- **Domain name suffix:** the last part of a domain name and is often referred to as a "top level domain" or TLD, Popular domain suffixes include ".com," ".net," and ".org," but there are dozens of domain suffixes approved by ICANN.



Activity 2: Guided Practice



- 1. People are known days getting everything from the internet, all needed either at work place nor at school's internet is very essential;
 - a. What do they use to browse or search for something
 - b. How do they use them?
 - c. Website are becoming many on the internet, think about online services that all people like to access most time. Give five examples of web sites and explain their corresponding services.





Julia is considering a trip across the United States this fall. She would like to check out the scenery, of course, and maybe stop at a few important landmarks along the way. She doesn't have any particular preference about which states she visits, but she is trying to travel as economically as possible.

- a. Can you help Julia with her search?
- b. What types of keywords would help Julia with the sight-seeing portion of her trip?
- c. Taking Julia's expenses into account, what types of keywords might help refine her web search?

Topic 5.2 Using Search Engines (Example Google)





- 1. Dennis has been sitting in the waiting room at ABC City Hospital for the past two hours. He hasn't been feeling well and thinks that he might have the flu. He can barely keep his eyes open, but he's also bored and looking to pass the time. After catching up on his smartphone games, he decides the next best option is to read the latest headlines and hottest news stories. What would you recommend for Dennis in this situation? Give answers to questions below;
 - a. How can Dennis approach his search for top headlines
 - b. Are there other options available to him?
 - 2. Why would a web portal be better than a search engine in this example?
 - a. What is a search engine?
 - b. What are the 5 advantages of using search engines?

Key Facts 5.2

- Using search engines
 - Description of search engine

A search engine is a software program that helps people find the information they are looking for online using keywords or phrases. They provide users with search results that lead to relevant information on high- quality websites. The operative word here is "relevant". To attain and retain market share in online searches, search engines need to make sure they deliver results that are relevant to their users' searches. They do this by maintaining databases of web pages, which they develop by using automated programs known as "spiders" or "robots" to collect information. These algorithms are jealously

guarded and frequently updated. Google looks at more than 200 different metrics when assessing websites, including copy, in-bound links, website usability and information architecture

Search engines type

There are four (4) main types of search engine tools:

- based search engines
- Search directories or indexes
- Hybrid search engines
- Meta search engines

Role of search engines

- A search engine is a software program that helps people find the information they are looking for online using keywords or phrases.
- Search engines are able to return results quickly
- even with millions of websites online
- ♣ by scanning the Internet continuously and indexing every page they find.

o Some examples of search engine

- Google
- 🚣 Amazon
- ¥ Yahoo!
- 🖶 Bing
- 🖶 Baidu
- 🖶 AOL.





1. What happens when a search is performed in one of the search engines?

When a search query is entered into a search engine by a user, all of the pages which are deemed to be relevant are identified from the index and an algorithm is used to hierarchically rank the relevant pages into a set of results. The algorithms used to rank the most relevant results differ for each search engine. For example, a page that ranks highly for a search query in Google may not rank highly for the same query in Bing. In addition to the search query, search engines use other relevant data to return results, including:

- a. Location Some search queries are location-dependent e.g. 'cafes near me' or 'movie times'.
- b. Language detected Search engines will return results in the language of the user, if it can be detected.
- c. Previous search history Search engines will return different results for a query dependent on what the user has previously searched for.
- d. Device A different set of results may be returned based on the device from which the guery was made.
- 2. Kaitlyn is out of town, exploring the great southern city of Charleston, South Carolina. She has taken in a lot of the local sights and explored a little bit of the town's history. Now, it's approaching lunch time, so Kaitlyn and her friends are trying to decide where to find the best soul food restaurants in the city, so they can all grab a bite to eat.
 - a. How would you approach this situation?
 - b. Should Kaitlyn use a search engine or a web portal?
 - c. What type of keywords should she choose?
 - d. Why should she choose those keywords?





- 1. What can I read on the field of news and search engine results page?
- 2. I am looking for a software for searching a text in a set of files. Any recommendations?
- 3. Describe in brief how to Improve search techniques and data processing on the Internet?
- 4. The Internet search engine is a tool that Internet users often use nowadays. Does this tool fully meet the expectations of Internet users? How can the search engines currently used by Internet users be improved?

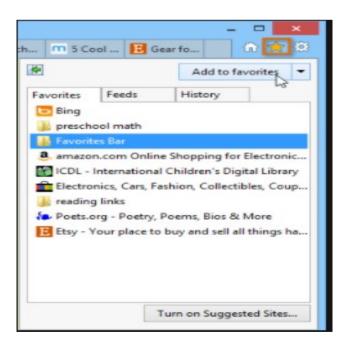
Topic 5.3. Using Instant Messaging (Chatting)





- Sarah and Peter want to chat using instant messaging tools. Sarah has an active Gmail account, while Peter has an active Yahoo account. Sarah is trying to send a Google Talk message to Peter but couldn't send it.
 - a. Why couldn't Peter receive message from Sarah
 - b. Describe the best communication they could use?
- 2. Provide a possible solution to this
 - a. What are some instant messaging systems?
 - b. What are instant messaging advantages
 - c. What are instant messaging disadvantages
 - d. How to overcome the disadvantages of instant messaging for business?

Key Facts 5.3



Instant messaging (chatting)

Chat and **instant messaging (IM)** are short messages sent and read **in real time**, allowing you to converse more quickly and easily than email.

- Steps to create a chat account
 - Go to your dashboard,
 - choose Live Chat,
 - and click Create a new chatroom
 - Give it a Name
 - and choose the status Live or Closed (end-users can't send messages).

Then jump to the **Advanced Settings**, for example:

- o Language we support 18 Languages
- Pre-Moderation Messages must be manually approved before appearing to the public
- Sign Up Settings You can choose to make the sign-up required, not required (or suggested), and integrate Single Sign-On on your account.
- o **Profanity filter -** Block, Replace message with ***, or None
- Once you are ready, click Start Chatting.
- Chatting options
 - Help Scout Thankful AI
 - Olark Pure Chat
 - Live Chat
 - Acquire
- Instant messaging with or no webcam, calling and sending files

Send an instant message to one person

- Sign in to Lync.
- On the Contacts tab, do one of the following:

To send a message	Do this
to	
An existing contact	Double-click the contact.
who is online	Available contacts display a green bar or icon.
A person who is not	On the Contacts tab, in the Find a contact or dial a
in your contact list	number box, type the person's e-mail address, and then
	double-click the contact.
	To add this person as a contact, click the person's avatar in
	the conversation window, and then click <u></u> .

In the lower part of the conversation window, type your message, and then press RETURN.

Notes:

- You can add contacts to a conversation. However, you must start the conversation with a single contact.
- # Each message can be up to 8,000 characters long.
- Add more contacts to a conversation

After you start a conversation, you can invite additional contacts to join.

- In the conversation window, on the pop-up menu, click **Invite by**Name or Phone Number.
- ♣ Select the contact who you want to invite, and then click **OK**.

Notes:

To invite a person who is not in your contact list, in the search box, type the person's e-mail address or phone number.

4 A total of 100 people, including you, can take part in a conversation.

o Receive an instant message invitation

When someone sends you an instant message, an instant message alert appears in the bottom-right corner of your computer screen.

- Click Accept in the invitation alert.
- ♣ In the conversation window, type your response in the message area, and then press RETURN.

Make an audio call in Lync

You can use Lync for Mac to talk to contacts in your network. You can also conduct conference calls by inviting multiple contacts to join the conversation. During an audio call, you can also use Lync to send files and text messages.

To use audio calling, both you and your contact must have a microphone and either speakers or headphones. If your computer doesn't have a built-in microphone, you can purchase a Mac-compatible microphone for your computer. To learn about how to set up these devices, see Mac Help.

Do any of the following:

То	Do this
Call a contact not in your contact list or to call a contact's alternate number	On the Phone tab, in the Dial a phone number box, enter a phone number or an alphanumeric number on the keypad.
Call a contact in your Contact List	On the Contacts tab, select a contact, and on the Contact menu, click Call , and then click the number that you want to call.

♣ After your contact accepts the call, talk into the microphone.

♣ Do any of the following:

То	Do this
To invite other contacts to the audio call	On the pop-up menu, click Invite by Name or Phone Number, and then either select the contact you want, or in the search box, enter a phone number or e-mail address.
Add video to the call	Click .
Adjust the volume	Drag the volume slider
Put the audio call on hold so that no sound is sent or received	Click
Transfer the call	Click other Person or Number, and then either select the contact you want, or in the search box, enter a phone number or e-mail address.
End the audio part of the call but leave the message window open	Click .
Use the touchtone feature while in a call	Click .
Mute the call	Click
Leave the conversation completely	Close the conversation window.

Make a video call in Lync

You can use Lync for Mac to make video calls to contacts in your network. You can also conduct video conference calls by inviting multiple contacts to join the conversation.

During a video call, you can use Lync to send files and text messages.

To use video calling, both you and your contact must have a webcam, a microphone, and either speakers or headphones. If your computer doesn't have a built-in webcam and microphone, you can purchase a Mac-compatible device to attach to your computer. To learn about how to set up these devices, see Mac Help.

- On the Contacts tab, select a contact, and on the Contact menu, click Start a Video Call.
- 4 After your contact accepts the call, talk into the microphone.
- ♣ Do any of the following:

То	Do this
Invite other contacts to join the video call	On the pop-up menu, click Invite by Name or Phone Number, and then either select the contact you want, or in the search box, enter a phone number or email address.
End the video and audio parts of the call, but leave the message window open	Click .
Put audio and video on hold or resume a call	Click
Change the video to full-screen mode or back to regular size	Click .

Mute or unmute your microphone	Click .
Adjust the volume	Drag the volume slider
Show or hide all participants or yourself during a conversation	Click 2.
Change to an audio-only call	Click .
Leave the conversation completely	Close the conversation window



With your trainer guidance or assistance perform the following

- 1. In details explain the difference between Email and Instant messaging
- 2. Stella has an active account on Yahoo; what instant messaging software or tools can she use without creating any other accounts
- 3. Explain any four features of instant messaging
- 4. open your instant messaging app and start communicating with your friend. after that fill the table according to the communication tool you are using;

То	Do this
	Click .
	Click
	Click .
	Click .
	Drag the volume
	slider ••••••••••••••••••••••••••••••••••••
	Click 2.
	Click .





Instant Messaging (IM) is an electronic messaging service that allows users to determine whether a certain party is connected to the messaging system at the same time. IM allows them to exchange text messages with connected parties in real time.

- a. What do you understand by instant messaging account?
- b. Explain the steps to create instant messaging account
- c. What are the basic requirements for using Instant Messaging?
- d. You're in a certain discussion and they are wondering if Instant Messaging has some rules that guide them if Yes What are some general rules and etiquettes to be followed while chatting?

Topic 5.4: Management of favorites Using Microsoft Edge





Answer the questions below

- a. How favorites are managed using Internet explorer
- b. Describe the steps followed to create and Manage Favorites
- c. Where are favorites in Microsoft Edge?
- d. How to Organize Favorites in Microsoft Edge?
- e. How do I manage edge favorites in Group Policy?

Key Facts 5.4

Favorites

Favorites is a type of pining your favorite websites so that it is easy to access that website by a click rather than having to enter the whole website in the address bar. Internet Explorer allows you to add and manage favorites.

To add a favorite:

- With the desired website open in your browser
- Select the Favorites button, then click
- Add to favorites.
- You can also press Ctrl +D on your keyboard.
- A dialog box will appear.
- Click Add to save the website as a favorite

When you add a website to your Favorites, or create a Favorites folder in Internet Explorer, you give it a particular name.

But what if you want to rename a shortcut ora folder after the fact? No problem there, Internet Explorer lets you easily rename bookmark titles and folder names. In this tutorial, we will explain how to perform both renaming operation

o Rename a Favorite in Internet Explorer

When you add a website to your Favorites, Internet Explorer will by default use the web page's title as Favorite name (and you have the option to type another name for the bookmark).

As we'll see in the next tutorial, you can sort your Favorites by name, which is why we want to first show you how to rename a Favorites' bookmarked page.

Since all versions of Internet Explorer, you are likely to use include a **Favorites** menu, let's start by showing you this approach to renaming a **Favorite**: click on the Favorites menu (or press Alt+A if it isn't visible), and locate the bookmark you want to rename. Then, right-click on it, and choose "**Rename**" from the context menu



Internet Explorer will open the **Rename** dialog, which contains the current name of the Favorites bookmark: rename it by typing a new title under the **new name** textbox, and click **OK** to accept it.

If you now check the **Favorites** menu, you will see that Internet Explorer has applied the new name to the bookmarked website / web page.

Rename a Favorite through the favorites Center

Internet Explorer 7 and Internet Explorer 8 include a new "Favorites Center", which replaces the Favorites menu to a great extent; click on the Favorites button (shown



And same as before: locate the bookmarked page, right-click on it, and choose **Rename!** If you rename the folder through the Favorites Center, Internet Explorer will immediately let you type a new name for the folder, without prompt, by making the folder's name editable: Hit Enter to apply the new folder name.







- 1. How do I increase the size of the Favorites Bar in Internet Explorer?
- 2. How do I organize my favorites in Internet Explorer? Show all the steps
- 3. What is the use of Favorites in Internet Explorer?
- 4. If you cannot find Favorites bookmarking Icon in Internet Explorer, you will find below the steps to Fix the problem of Favorites Missing in Internet Explorer
- 5. How to organize favorites in Microsoft Edge?





I have a new Dell with Windows 7 Professional and IE 11. I transferred all favorites from my old Dell without any problem. I have also downloaded Firefox as an alternate browser. I can save new favorites in Firefox without any problem, but when I try to save any new favorite in IE 11, I get an error message. The message says " unable to create - can't add to favorites windows select lounge". I have tried in Favorites Properties under location tab to "restore default" to no success.

a. How can I resolve the issue?

Topic 5.5 Browsing on internet Using the Hyperlinks





- 1. Describe the following;
 - a. What is a hyperlink?
 - b. What are the types of hyperlinks?
 - c. Provide three examples of internet search engine

Key Facts (Indicative contents)

Hyperlink

Definition of hyperlink

This is **an item like a word or button that points to another location**. When you click on a link, the link will take you to the target of the link, which may be a webpage, document or other online content. Websites use hyperlinks as a way to navigate online content.

• Basic parts of web browser

Components of a Web Browser

- User Interface. It is an environment allowing users to use certain features like search bar, refresh button, menu, bookmarks, etc.
- o Browser Engine. The bridge connects the interface and the engine. ...
- Networking.
- Data Storage.
- JavaScript Interpreter



Examples of web browser

- Mozilla Firefox: Mozilla Firefox, or simply Firefox, is a free and open-source web browser developed by the Mozilla Foundation and its subsidiary, the Mozilla Corporation.
- Microsoft Edge. is a proprietary, cross-platform web browser created by Microsoft. It was first released in 2015 as part of Windows 10 and Xbox One and later ported to other platforms as a fork of Google's Chromium opensource project: Android and iOS, macOS, older Windows versions,
- Internet Explorer: is a series of graphical web browsers developed by
 Microsoft which was used in the Windows line of operating systems.
- Safari: Safari is a graphical web browser developed by Apple. It is primarily based on open-source software, and mainly Web Kit.

Step 1: Using Internet Explorer

Go to your browser's address bar and type in the address of the search engine
 website – for instance, https://www.google.co.uk

Step 2: Using a search engine

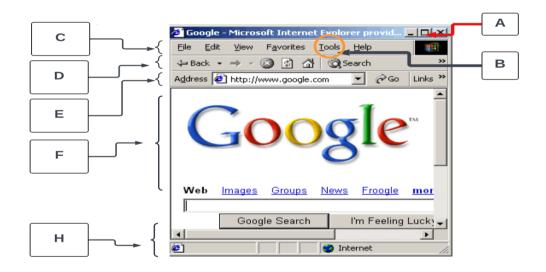
All you have to do is enter some keywords in the space provided – called the
 'search box' – and then click Search.

- For example, if you put 'holiday' and 'Mauritius' into the search box and click
 Search, you'll come up with page after page of companies offering holidays in
 Mauritius.
- A search engine can be used to look for products, companies, people,
 information, images, directions and maps. You'll never again be frustrated by
 having that answer on the tip of your tongue just Google the keywords





1. You are requested to study the figure below and name the highlighted part



Fill the table below according to the figure above

Latter	Name	Role
Α		
В		
С		
D		
E		
F		
G		
Н		

- a. What is the meaning of browsing the Internet?
- b. How to Manage web pages in a browser
- c. Differentiate between the three types of hyperlinks
- d. Clicking on a hyperlink can take you to which of the following locations?





Your asked to answer the following questions

- 1. From what you have learned from this topic using a web browser search your current location and screenshot the results.
- 2. Use the practice questions on this quiz to test your knowledge of:
 - a. What a hyperlink can be used for
 - b. Where clicking on a hyperlink can take you to

- c. How a hyperlink is depicted in a document
- d. Ways a hyperlink can be used without an Internet connection
- e. What happens to a mouse pointer when hovering over a hyperlink?

Topic 5.6 Downloading and Uploading files Using the Internet





- A certain trainee didn't know the difference between uploading and downloading? On a half of paper can you explain how they differ from each other
- 2. What are the things that you need to consider before downloading from the Internet?
- 3. What is the difference between uploading and downloading?
- 4. Why do you need to upload & download the files?
- 5. What kind of files do we upload commonly?

Key Facts 5.6

Definition of terms:

Downloading is the transmission of a file or data from one computer to another over a network, usually from a larger server to a user device.

File Attachments are files embedded within online communication channels such as emails, instant messages, or social networks. File attachments can come in any form, such as images, documents, or programs. A paper clip image often symbolizes the presence of attachments in messages

Uploading is the process of putting web pages, images and files onto a web server.

Steps of downloading files

- o Most files: Click on the download link. Or, right-click on the file and choose Save as.
- o Images: Right-click on the image and choose Save Image As.
- Videos: Point to the video. Click Download.
- PDFs: Right-click on the file and choose Save Link As.

Webpages: At the top right, click More. More Tools.

• Tips of uploading files

Uploading files from your machine to a host machine is a two-step process:

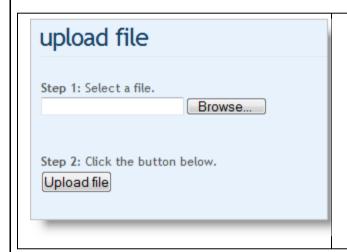
Step 1: Select a file from your machine to be uploaded.

Step 2: Click the upload button

Selecting files

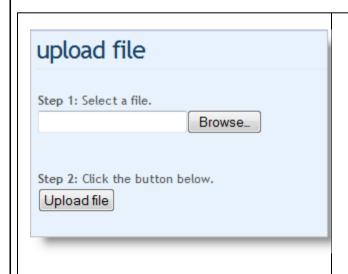
Depending upon the browser you use, the screen for selecting file may look different. The following images display how file selection is performed on different browsers.

Internet Explorer



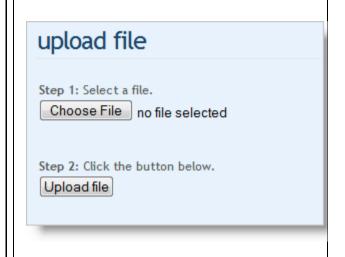
- Click the Browse button to choose a file. You also manually type a path, however, clicking the Browse button is strongly recommended to avoid typing incorrect value.
- Once a file is selected,
 click Upload file

Mozilla Firefox



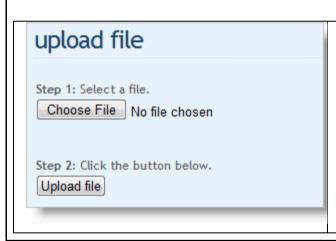
- This is similar to Internet
 Explorer.
 Click the Browse button to
 choose a file. The browser
 automatically opens
 the Browse window if you try
 to type anything in the text box.
- Once a file is selected,
 click Upload file

Apple Safari



- Unlike IE and Firefox, Apple
 Safari does not display a text
 box. Instead, it only contains a
 button that reads Choose
 File allowing the user to select a
 file. After selection, the file
 name is displayed in the text
 box on the side.
- Once a file is selected,
 click Upload file

Google Chrome



- Google's browser behaves exactly like Apple Safari. It does not contain any text box and user must click the Choose File button.
- Once a file is selected, click Uploa file

https://edu.gcfglobal.org/en/internetbasics/downloading-and-uploading/1/





- You're a given a task in the worker place but you can use your computer to provide the solution quickly
 - a. Describe all Steps to download that file
 - b. Why uploading and downloading a file is required? Explain with example
- 2. You're given work to upload a new profile picture to your Facebook account.
 - a. List all steps that are followed to upload a photo to your Facebook
 - b. Download one of your favorite songs from YouTube by using one of the internet download managers?





You're an intern your supervisor requires to show your workmates how downloading is done;

- a. Can you offer different tips to download something clear and first?
- b. Discuss the procedures you followed and upload anything to your Instagram account



- Don't use common, easily guessable passwords.
- When you sign up for something online, read the terms and conditions
- Promptly install software updates, especially when they include important security upgrades.
- Set up automatic updates on your devices so you never miss one
- Back up important personal information on external hard drives
- Create new back-ups regularly.
- Practice Safe Browsing
- Be Careful What You Download

Table 17:LU.5 Points to Remember



Reflect on your achievement in the above learning Unit, base your reflection on activities done and your performance.

My experience	I don't have	I know	I have some	I have a lot	l am
Knowledge, skills and	any	a little	experience	of	confident
attitudes	experience	about	doing this.	experience	in my
	doing this.	this.		with this.	ability to
					do this.
Describe a website					
Explain types of websites					
Parts of website address					
Explain engines types					
Use of search engines					

My experience	I don't have	I know	I have some	I have a lot	l am
Knowledge, skills and	any	a little	experience	of	confident
attitudes	experience	about	doing this.	experience	in my
	doing this.	this.		with this.	ability to
					do this.
Give examples of search					
engine					
Outline steps to create a					
chat account					
Describe the Chatting					
options					
Describe the Instant					
messaging with or no					
webcam, calling and					
sending files					
Describe Favorites types					
of explorers					
Create of favorites					
Define hyperlink					
Explain parts of web					
browser					
List the examples of web					
browser					
Define different terms:					
Outline the steps of					
downloading files					
Outline the tips of					
uploading files					

Fill the table below to identify your areas of strength, areas for improvement and actions to take to improve.

Areas of strength	Areas for improvement	Actions to be taken to improve
1.	1.	1.
2.	2.	2.

Formative Assessment

Choose the correct answer

- 1. What is a search engine?
 - a. A tool for searching the entire Internet.
 - b. A tool to find information on your computer.
 - c. A fast browser.
 - d. A tool for searching a specific website.
- 2. When searching the Internet, you can add words to the search terms. How do you do this?
 - a. You can add a word from your search by putting a plus sign ("+") immediately in front of the term you want to include
 - b. You can add a word from your search by capitalizing it in the search string.
 - c. You can add a word from your search by putting a plus sign ("+") anywhere in the search string.
 - d. You can add a word from your search by putting a plus sign ("+") immediately behind the term you want to include
- 3. Which of these is the correct way to search for a phrase?
 - a. How do I use a search engine?
 - b. How do I use a search engine?"
 - c. How do I, "Use a search engine?"

	d.	Search engines, "How do I use one?		
4.	Ins	tant messaging also refers to		
5.		refers to sending message to someone online and get the immediate		
	res	ponse		
6.	Υοι	u must need an account for using IMS. (True/False)		
7.	Υοι	u cannot send a message to offline users in a hangout. (True/False)		
8.	When was Google founded?			
	e.	1998		
	f.	1999		
	g.	2000		
	h.	2001		
9.	9. Which of these is not among the Google operating systems? Android			
	a.	Chrome OS		
	b.	Wear OS		
	c.	Mac OS		
	d.	Android		
10.	10.	When you mouse over a hyperlink, your pointer will likely turn into:		
	a.	A pointing finger		
	b.	A small car		
	c.	A cloud of dust		
	d.	A question marks		
11.	11.	How could a hyperlink be used without an Internet connection?		
	a.	To link from one page to another in a Word document		
	b.	To link from one page to another in a PDF document		
	c.	To link from one document stored on your computer to another document		
		stored on your computer		
	d.	All answers are correct		
12.	Clic	cking on a hyperlink can take you to which of the following locations?		
	a.	Another place in the document you have open		
	b.	Another web site		
	c.	To another document other than the one you have open		

d. All choices are correct

13.		_ is a program that helps us to manage our files and folders.
	a.	Windows
	b.	Help
	c.	DOS
	d.	Windows Explorer
14.	The	Explorer bar is divided into categories.
	a.	2
	b.	3
	c.	5
	d.	7

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