

**Computer Proficiency License (CS001)**  
Virtual University of Pakistan

## **Computer Proficiency License**

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## Computer Proficiency License (CS-001)

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**Important Note:**

*This handout is a supplementary material for the course of Computer Proficiency License (cs001). It is meant to be used along with the DVDs/CDs provided by Virtual University of Pakistan. To get the full benefit of the knowledge imparted in this course, it is mandatory for you to go through the modules and perform the hands-on as well as other exercises and solve pre and post assessment questions.*

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Computer Proficiency License (CS-001)  
Lecture 01  
Introduction to Training Environment & Computer Basics

## 1. Introduction

CPL stands for **Computer Proficiency License**, also known as VU-CPL. It is a computer based training course offered to all who are interested in learning of the usage of computer applications, after going through this course you will become comfortable and confident about computer usage.

You can become proficient in the knowledge of computer utilization by using DVDs/CDs that are designed specifically for this course. It has six modules.

- Module 1 – Introduction to Computers
- Module 2 – Using the computer and managing files
- Module 3 – Word processing
- Module 4 – Spread sheets
- Module 5 – Presentation
- Module 6 – Information and communication

## 2. Objectives

The objective of the above mentioned six modules is to provide sufficient knowledge about the computer and its utilization for you to perform your daily computer related tasks .with ease and confidence.

## 3. Training Environment of CPL

Software being installed for this course has its own training environment. It is divided into different parts for understanding and ease of use. Details of these areas are explained as under.

### 1- Table of contents/Index area

Left side of the screen is called table of contents or index area where you will find lesson names and subsections. You can browse these subsections using spacebar. To go back to previous lesson use “backspace” key where as to repeat the same lesson, “enter” key is used.

### 2- Instruction area

The center-bottom bar is used for instructions during the lesson.

### 3- Subtitle of lesson and duration

The top-center area is used for subtitle of lesson with its running duration in minutes.

### 4- Module Number

Module number is written at the top-right corner. For example, if you are using *module 3: Word processing* then the module number displayed will be ‘3’

### 5- About, help and exit buttons

At the left-bottom corner you will see three buttons.

**About button** shows the some basic information about the VU-CPL. **Help** button will open a new screen with instructions to run the modules. You can close the module by clicking at the **exit** button.

#### 6- Lesson presentation area or lesson screen

This is center area, where lessons contents, such as, text, animation and graphics is displayed.

### 4. What is computer?

Computer is an electronic device that takes data, instructions and information as input and produce output (information) after processing it.

It is a machine that process thousands of instructions in less than a second and produces outputs as instructed or programmed.

### 5. Advantages of computers

#### 1- Efficiency

Machines are more efficient than humans. They can perform millions of calculations with less effort in no time.

#### 2- Reliability

Work done by computer is more reliable than one done by humans. Computers perform according to the instructions given to it that makes output or results produced by these more accurate and reliable. For example, a computer can do millions of error free calculation in less than a second.

#### 3- Storage

Computers give you an advantage of storing large amount of data in one place. For example you can store the data of whole library in one computer.

#### 4- Fast results

Computers are capable of doing many difficult tasks in very short time. Everyday the processing speed of computers is increasing to make them work faster. Latest computers are capable of performing thousands of instructions and calculation in less than a minute which used to take hours with old PCs.

### 6. Basic terms for computer

#### Input

Whatever goes into the computer is called input. For example text, graphic sounds etc. In every day life the example for input is a voting slip in a ballot.

#### Input Devices

An input device is any peripheral (piece of computer hardware equipment) used to provide data and instruction to computer, for example keyboard and microphone. Every day life example is a hand that is used to put the voting slip in a ballot box. Thus hand is input device for ballot box.

**Output**

Anything that comes out of a computer is called output. For example sound of a playing video in computer is the output.

**Output Devices**

An output device is a hardware used to get the output from the computer. For example head phones are output device and used for listening sound in computer.

**Processing**

Computer is given the data and instruction as input, which is processed to create output in the form of information. Data is a raw form of symbols, numbers, images etc, whereas information is an organized, meaningful and useful form of the data.

For example, some data (student roll number, name, total marks, obtained marks etc) from the mid exam is entered. Computer process the data, and creates a report of pass and fail students. This report is more organized and useful for us, and thus information rather than just data.

**Storage**

Storage, also referred as memory, is the ability of computer to store data, information or instructions. It can save digital data on RAM, hard disks or removable memory.

**Storage Devices**

Storage devices are used to store data when they are not being used in memory. The most common types are floppy disks, hard disks and CD-ROM and DVD.

**Hardware**

Hardware refers to the physical elements of a computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit.

In contrast to software, hardware is a physical entity, while software is a non-physical entity. Hardware and software are interconnected, without software; the hardware of a computer would have no function.

**Software**

How does computer use its hardware?

The term software refers to programs or sets of instructions that the computer uses to perform computer operations. Software can also be described as a collection of routines, rules and symbolic languages that direct the functioning of the hardware. Software is capable of performing specific tasks, as opposed to hardware which only perform mechanical tasks what they are mechanically designed for.

We can think or write instructions, but can not touch them.

**Characteristics of software**

Software is intangible (you can not hold it like hardware).

It is weightless.

It does not exist as hardware.

Software is use to operate the computer.

## 7. Types of Computers

There are five basic types of computers.

### Super Computers

Are the fastest computers, and because of their speed and memory, are capable of performing operations that would not be practical for PCs or mainframes.

#### Advantages of super computers

High speed

Most Accurate

Most Expensive

Examples

Cray, ASCII white, Earth simulator etc

### Mainframe Computers

Mainframes are computers where all the processing is done centrally, and the user terminals are called "dumb terminals" since they only input and output (and do not process).

Mainframes are computers used mainly by large organizations for critical applications, typically bulk data processing such as census. Examples: banks, airlines, insurance companies, and colleges.

Examples

PTC, PIA, Banks and other organizations in Pakistan use main frame computers

### Mini Computers

These are powerful, expensive, comparatively less speed computers than mainframes, that are made for more complex procedures and are intended for one user at a time. Some of the complex procedures consist of science, math and engineering calculations and are useful for computer design and manufacturing.

### Personal Computers

PC is an abbreviation for a Personal Computer, it is also known as a Microcomputer. Its physical characteristics and low cost are appealing and useful for its users. Throughout the 1970s and 1980s, home computers were developed for household use, offering some personal productivity, programming and games, while somewhat larger and more expensive systems (although still low-cost compared with minicomputers and mainframes) were aimed for office and small business use.

### Portable Computers

A portable computer is a small personal computer designed for mobile use. A portable computer integrates all of the typical components of a desktop computer, including a display, a keyboard, a pointing device (a touchpad, also known as a track pad, or a pointing stick) and a battery into a single portable unit.

## 8. Summary

In this lecture we learnt:

- What is computer? How it is used in our daily life?
- Advantages of computer
- Basic computer terms e.g storage, output, input etc
- Types of computer

## 9. Exercise

In our daily life there are many devices that act as either input device or output device. List any five such input and output devices from real life.

Search the market and identify two input and output devices that use the input data into the computer and get the output from computer, other than one mentioned in this lesson.

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Computer Proficiency License (CS-001)  
Lecture 02  
Input

## 1. Objectives

The objective of this lecture is to provide answers to the following questions:

- What is a keyboard?
- What are different keys on keyboard?
- What is their functionality?

## 2. Keyboard

It is an input device to give computer some input. It is like pen in writing. It is called keyboard because it is comprised of a board with keys installed. Every key send unique information to computer.

## 3. Keyboard types

There are different types of keyboards. Standard keyboard is the most commonly used keyboard. Key arrangement can be different for these keyboards. Some may have special keys for other tasks than just typing. These special keyboards are usually used for multimedia purposes like video editing, sound design etc.

## 4. Basic Keyboard keys

There are usually 104 keys on standard keyboard. Pressing the key once and releasing it is called a key stroke.

### Character keys

These are used to enter alphabetic characters. These characters become uppercase when pressed with shift key or caps lock is on.

### Numeric keys

There are 10 numbers or numeric keys (1, 2, 3 to 9 and 0) on standard keyboards. These are used in the same fashion as typewriters' keyboard to enter numbers. These become symbols or punctuation marks when pressed with the shift key.

For example

- 1- Shift + 8 will print \*
- 2- Shift + 4 will print \$

### Special keys

Shift, Alt and Control(ctrl) keys are special keys and when pressed with other keys, perform special operations. For example ctrl+c will copy the selected file or text, shift+ character key will print that character in capital.

### Escape keys

It is used to escape/exit from certain type of applications.

**Function keys**

F1, F2, .... F12 are called function keys. These are used for different purposes. For example F5 is used to refresh the web page in internet browser. F1 will open help window.

**Arrow keys**

There are four keys (arrow Keys) for cursor navigation.

Left arrow key, Right arrow key

Up arrow key, Down arrow key

**Numeric key pad**

On the right side, a separate area is reserved for numeric keys, mathematical operational keys (+, -, \*, /), enter, dot and Num Lock key.

**Space Bar**

It is horizontal wide key, in the lower most row. It generates space between two characters.

**Punctuation keys**

These are keys to enter punctuation and are located on the right side of alphabet keys.

**Enter key**

Enter or return key cause cursor to go to next line, form or window to perform its default function.

**Application key**

It launches the menu with the keyboard rather than the usual right mouse button.

**Toggle keys**

Caps lock, Num lock and Scroll lock keys are toggle keys. At the top right corner, there are three small lights to show the status of these locks. When pressed one, corresponding light is turned on.

The keys on numeric key pad act as numbers and dot. When this key is pressed again and the corresponding num lock key light is switched off, the key act as arrow keys, home key, pg up, pg down and end keys.

Characters become capital when the caps lock is on.

Scroll key modifies the functionality of arrow keys. When the scroll lock is on, the arrows keys would scroll the window instead of moving the cursor.

**Print screen key**

It is the key which is used to save (capture) all the contents of the screen in a temporary area.

**Insert key**

Key use to insert or overwrite character(s) within a word is called insert key. The key acts as toggle key. If it is in the insert state than any character pressed while the cursor is placed within a

word gets inserted. If the key is pressed and it is in the overwrite state than any char pressed while the cursor is placed with get overwritten.

**Home key / End key**

It is used to go to start (home key) or end (end key) of the document.

**Page up key / Page down key**

It is used to go to previous (page up key) or next (page down key) page.

**Delete key**

The key used to delete characters.

**Backspace key**

The key used to delete the preceding characters.

**Special keys**

Alt, Ctrl and shift keys are non-typing keys. They don't print anything when pressed. These when pressed with other keys, modify the usual operation of that key. For example Alt + F4 close the active window.

**Tab key**

Tab key is a typing key and used to put more than one space within characters or words.

**5. Summary**

In this lecture we have learnt:

- What is keyboard? What is its use?
- Keyboard types
- Standard keyboard keys
- Character keys, Numeric keys, Bracket keys, Punctuation keys, Backspace key, Delete key, Tab key, Caps lock key, Num lock key, Scroll lock key, Insert key, Page up/down keys, Functional keys, Special keys

**6. Exercise**

Practice the usage of character keys placed on the keyboard by writing  
A quick brown fox jumps over a lazy dog

Write the names and numbers of all the functional keys on your keyboard.  
State the difference between typing and non-typing keys.

Computer Proficiency License (CS-001)  
Lecture 03  
Input Devices

### 1. Objectives

The objective of this lecture is to provide the answers to the following question:

- What is a computer mouse?
- What are its different forms?
- Some other pointing devices than mouse
- Input devices for image, sound and video

### 2. Pointing devices

Devices used to point things at the computer screen are called pointing devices. For example mouse, track pad etc

#### Mouse

Mouse is a pointing device that works by detecting motion relative to its supporting surface. Furthermore:

There are many types of computer mouse available in the market. They usually have different shapes or buttons, but they work almost in the same fashion.



#### Mouse Buttons

There are two buttons on standard mouse

- 1- Right mouse button                      2- Left mouse button

**Mouse Pad** is a surface used to sense the mouse motion.

**Mouse Pointer/Arrow/Cursor** shows the position and motion of mouse on screen.

#### Track Pad

Track pad (also known as touchpad) is a pointing device consisting of a sensitive surface that translates the motion of a user's finger to a relative position on screen.

#### Track Ball

Trackball is a pointing device with a ball placed in a socket with sensors to detect the rotation of the ball in 2-D.



### 3. Other input devices

#### Microphone

Microphone is used to input the sound to computer. It is used in motion pictures, radio and television broadcasting etc.

### **Scanner**

Scanner is a device that scans images, papers etc to store them in computer for later use.

### **Digital camera/Web cam**

These are input devices that input still images or video to computer.

## **4. Summary**

In this lecture we have learnt:

- What is computer mouse?
- How to do clicking, double clicking, right clicking and dragging with mouse?
- What is mouse pointer?
- Some other devices e.g track pad and track ball
- Input devices for image(Scanner), sound(Microphone), Video(Digital camera, webcam)

## **5. Exercise**

Survey the market and find four different models of microphone that are used to input the voice into computer. Write their names and numbers.

What are the different devices through which we can input video to a computer?

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Computer Proficiency License (CS-001)  
Lecture 04  
Output

## 1. Objectives

The objective of this lecture is to provide the answers to the following questions:

- What is output?
- What are the types of output?
- What are the commonly used devices?

## 2. Computer Output

It means taking something out from computer.

## 3. Types of Output

In general computer output is of 2 types

1. Soft copy
2. Hard copy

## 4. Forms of Output

Text, Image, Sound, Multimedia (2 or more forms are combined for example text, image, sound)

## 5. Output devices

Printer – Print text or image being safe in computer on paper

Monitor – Output display

Speakers – Output sounds being played in computer

Multimedia projectors – Output multimedia

## 6. Printer and its types

### Printer

It is an output device that prints image or text being safe in computer. The output is hard copy.

### Types of printer

- 1- Dot matrix

Dot is a spot of ink, whereas the matrix is a particular arrangement of dots. It works like a typewriter and consist of pins. A pin makes a dot and combination of dots forms characters and illustrations. Printing speed of a dot matrix printer is around 300 char/sec.

Examples are Epson LQ 58 E, Microline 420

- 2- Line printer

It works like Dot matrix printer, just it prints a complete line at a time. It contains a chain of pins that helps to print an entire line. It is superior in speed and quality. Usually a line printer prints 200 lines/min. Examples are Tolly T6218, Printrox P5220

### 3- Laser printer

It produces high quality graphics by using the same technology as in photocopy machine. It prints a complete page at a time and works like a photocopier. It can print upto 6 pg/min. For printing laser printers use powder ink that is available in cartridge. These printers are quite expensive. Examples are HP laser jet 4300, Samsun ML 1710

### 4- Inkjet printer

It has nosals which make dots to print. Inkjet printers are low in cost. For example Lex mark Z35 Color Inkjet printer, Epson stlys C82 Color inkjet printer

## 7. Monitors and its types

Whatever is on screen is called display. Monitor is like TV and it output the softcopy of software and programs in computer. Like regular TV, it has some buttons as well that includes Power button and display adjustment buttons.

### Types of monitors

#### 1- CRT monitors

These are cathode ray tube monitors and commonly used for personal use. Examples are Philips Professional Brilliance 107P, Samsun syncmaster 551v

#### 2- LCD monitors

Liquid crystal is used for the screen which is also used in scientific calculator. It got advantage over CRT monitors due to look, lightweight and compact size. These can be adjusted in less space. Examples are Samsung Synmaster LCD, Sony LCD monitor

## 8. Speakers

Different types of computer speakers are available in the market. These speakers work very much like regular speakers.

Examples

Yamaha 51  
Logitech z-640

## 9. Multimedia projectors

Enlarge display and sound to have it on some screen. It works like a magnifying glass.

Examples

Epson Powerlite 8118  
Toshiba Digital Multimedia

## 10. Summary

In this lecture we have learnt:

- What are Computer Output and output devices?
- Types of output
- Commonly used device e.g Printer, Monitor, Speaker

## 11. Exercise

Find out the different sized that are available for  
LCD monitor, CRT monitor

Economical printer is which has less running expenses as compared to others. Figure out which printer type is more economical and write its name and model.

What is meant by built in speaker?

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Computer Proficiency License (CS-001)  
Lecture 05  
Storage

## 1. Objectives

The objective of this lecture is to provide information about:

- Computer storage
- Types of storage
- Commonly used storage devices

## 2. Storage

Process of storing information in computer is called storage. The devices used to store data are called storage devices.

## 3. Advantages of storages

Information at different places can be saved in computer and can be re-used when needed.

## 4. Types of storage devices

- 1 -Primary storage devices
- 2- Secondary storage devices

### 4.1 Primary storage devices

Storage devices which are installed at the mother board are called primary storage device. It is also called memory.

#### Types of primary storage

There are two types of primary storage devices

- 1- ROM
- 2- RAM

#### ROM

ROM stands for read only memory. It is a storage device from which only stored information can be read. It can't be modified, delete or removed. It is like something written on stone that can not be removed or changed once written. It is permanent storage device and data remains safe on ROM even when computer is off.

It contains information related to computer startup process which is written at the time of memory manufacturing. Computer cannot start without ROM.

#### RAM

RAM stands for random access memory. It is like something written on sand which is temporary and would be erased. It is temporary memory, also called volatile memory. RAM stores information which is currently processed by computer. When power off, it loses all the information. Data can be read, stored, modified or delete from the RAM.

#### Size of storage

Byte is the unit for measuring memory. 1 byte means 1 character

For example Pakistan is consisting of 8 bytes.

Byte is small unit  
1024 bytes = 1 kilo byte (kb)  
1024 kilo bytes = 1 mega byte (mb)  
1024 mega byte = 1 giga byte (gb)

## 4.2 Secondary storage devices

Why is secondary storage devices needed?

RAM stores info temporary, whereas we can't store information on ROM. So we need some place to store information, even when computer is off. It is also called non-volatile storage devices. For example floppy disks, hard disks, compact disks, magnetic tape etc.

### Advantages of secondary storage devices

- 1- More data can be stored as compared to primary storage devices
- 2- Information remains there even if power is switched off.

### Types of secondary storage

- 1- Magnetic disks
- 2- Optical disks

#### Magnetic disks

Floppy disk and hard disks are considered in this category.

#### Floppy disk

Floppy means soft and disk means something flat and circular

A floppy disk can store up to 144 MB of data.

Data is stored in circular tracks.

Floppy disk is covered by hard casing (shutter, magnetic, liner, shell, and notch)

If notch is opened than floppy disk becomes write protected that means that can't be written on the floppy disk and can only be read. You can write something about the content of floppy disk at the sticker attached at the casing. But use soft tip pen to avoid damage to the disk inside the casing. Floppy is light weight, low cost, commonly used and biggest advantage of floppy is portability. It must be used with care or information saved can be wasted. It should keep away from magnet to safe from damage. The disk should not place in high temperature areas.

Floppy drive is used to read/write data on floppy disk.

#### Hard disk

It is made of hard material, sealed in casing. More than one hard disk can be sealed in a casing to increase the storage capacity in computer. Data is stored in circular form. Storage capacity of hard disk is very high and high volume of data can be stored here. Hard disk is more durable than floppy drive but it is not as portable as floppy. Don't bring near magnets and should not place in high temperature area.

#### Optical disks

It is called optical disk because laser beam is used to read and write the data. Diameter is 4.25 inch whereas width is less than  $1/20^{\text{th}}$  of an inch. It is easily portable device.

There are four types of optical disks

#### 1- CD ROM

CD stands for compact disk and ROM stands for read only memory. It is read only storage device, mostly used for audio, videos etc. 600 MB to 800 MB data can be stored. It is easy portable devices. CDs should not be scratched.

#### 2- Write once read many(WORM)

It acts as CDROM after data is written on it once. It is used to store data, information.

#### 3- Re-writeable CDs

CDs which can be read and write many times are called re-writeable CDs.

#### 4- DVDs

DVD stands for digital versatile disk. It was invented to store video only that is why previously it was called as digital video disk. Its capacity is much greater.

**DVD ROM** – Data can be read from it, but can not be written, changed or deleted.

**DVD RAM** – It works like re-writeable CDs. Data can be read, written, stored or removed from it. Storage capacity is huge from 4.7 GB to 9.4 GB. It is easily portable.

### 4.3 Other storage devices

#### Magnetic tape

It is like an audio cassette. Data is saved in line. Data saved first would be read first. It has huge storage capacity. Keep it away from magnet to save from damage.

### 5. Summary

In this lecture we learnt about:

- Different storage devices (RAM, ROM)
- Magnetic devices (HD, FD)
- Optical devices (CDs, DVDs)

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Computer Proficiency License (CS-001)  
Lecture 06  
Hardware

## 1. Objectives

The objective of this lecture is to provide information about:

- Computer hardware
- Location where different hardware component are placed in computer
- Purpose of various hardware components

## 2. Computer Hardware

Hardware refers to the physical elements of a computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit

## 3. System Unit

It refers to the box that encapsulates the processor, motherboard, CD and floppy drives, Hard drives, memory, ports etc.

## 4. Terms related to system unit

Following are the terms for external parts of computer casing

**Computer casing** is the box that houses the computer

**Power** button is used to **switch on** the computer.

**Restart button** is used to restart (shutdown first and then automatically starts again) the computer

**Lights** shows the running status of the computer

**CD ROM** is the input device used to read data from CDs.

**Floppy Drive** is the input device used to read data from floppy

### Ports

It is an interface that links computer with other peripherals and monitor.

**Keyboard port** is a socket used to connect keyboard to computer.

**Mouse port** is a socket used to connect mouse to computer.

**Serial port** is a socket on a computer that is used to connect scanner, mouse etc. It got 9 pins.

**Parallel port** is a socket at the back of the computer to connect printer. It got 25 holes.

**Pin sockets** are used to connect speakers, microphone.

**RJ11 jacks** used to connect phone wires to computer.

**Power connector** is a socket used to supply power in computer

**Power cable** is used to supply power to monitor.

**Drive bay** is a place where hard drives are installed using screws

**Power supply** provides power to processors, mother board etc

**Mother board**

**Processor** is a brain of computer and does all the processing.

**Fan** is used to cool down the processor to avoid it from being damaged

RAM chip is random access memory used by computer system to keep the running program here.

### Interface cards

Sound card is the interface used to produce sound via speakers

LAN card is used to develop a network (more than one computer connected to each other)

Modem is used to connect internet with computer

## 5. How does computer works?

Following diagram explain how a computer works In a very generic form. Data goes into memory as input and from there it goes for processing. After processing it goes back to memory, from memory it is sent as out put or it is stored.

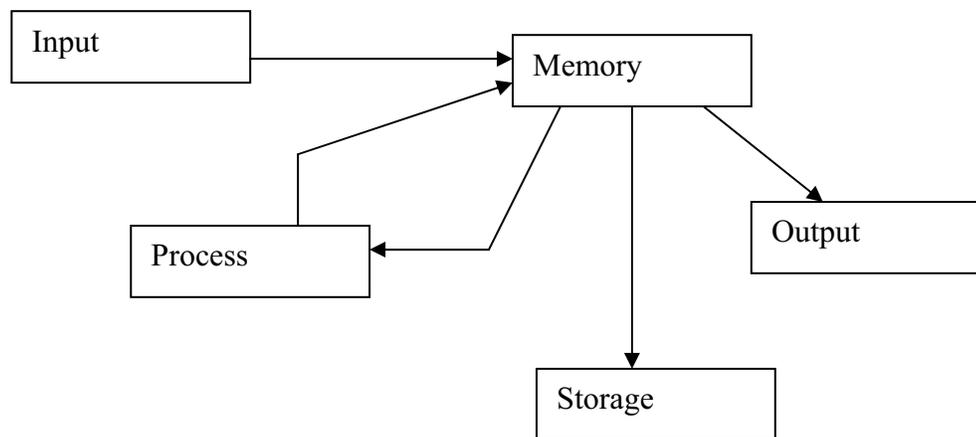


Fig. 6.1

## 6. Summary

In this lecture we learnt information about:

- Various hardware components of computer
- System unit lights, buttons on it, front panel
- Ports such as serial ports, parallel ports, USB ports, RJ 11 ports, Pin sockets
- Drive Bay, Power supply, Motherboard, Card slots, RAM slots, Processor, Fan

## 7. Exercise

1. If you have a computer, first detach all peripherals (keyboard, mouse etc) and then attach again
2. Write down difference between serial and parallel ports of computer
3. What is RJ11 jack and why it is used in computer?
4. Write down the difference between motherboard and processor
5. Visit the market and find out the varieties of system units.

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Computer Proficiency License (CS-001)  
Lecture 07  
Software

### 1. Objectives

The objective of this lecture is to provide information about:

- What software is?
- Types of software
- Tasks performed using software.
- What software version is?

### 2. Computer Software

Software is a set of instructions. It can not be touched. Hardware does not work without software. It gives instructions to hardware to perform some functionality.

#### Software versions

Software are developed and are periodically updated. When a software is updated and a new copy of this updated is available in the market it is called a new version of a software, for example Win 95, win 98, win NT, win 2000, win XP

### 3. Types of computer Software

There are three basic types of computer software.

1. System software
2. Utility software
3. Application software

#### 3.1 System Software

It maintains and control computer hardware. There are two kinds of system software.

1. Operating system
2. Device drivers

##### 1- Operating System

Operating systems manage and coordinate the activities of the computer hardware and other software.

##### 2- Device Drivers

It manages hardware. Like a driver of a car. Operating system tells what to do to driver and than driver is responsible for action. For example operating system knows which driver to access when a print is required and than printer driver is responsible to take the print.

#### 3.2 Utility Software

It manages hardware, operating system or application software and perform specific task. It performs tasks like maintenance, troubleshooting, virus scanning etc. Disk scanner and antivirus are example of utility software.

### 3.3 Application software

Software belongs to this category helps in daily life tasks like calculation, presentation, text editing etc. This is most commonly used type of software.

#### 1- Word processor

It is complex form of text editors that use to provide use the basic functionality of saving, editing, updating, formatting text. These got spell and grammar checkers. MS word is most common and widely used word processor.

#### 2- Spread sheet

It helps in accounting and finance work. It contains cells (Rows and Columns) that contain a value. Different formulas can be applied on these values using by default functions. MS Excel is most common used software for developing spread sheets.

#### 3- Presentation software

MS PowerPoint is presentation software that is used by business people, educators, students and trainers to present some idea or information in form of text, image or sound. It consists of pages or slides that may be arranged in a consistent style to give a feel of presentation.

### 4. Microsoft

It is the one of the biggest software companies in the world. It has developed famous windows and application software like MS word, MS excel, MS power point etc.

### 5. Summary

In this lecture we learnt:

- What software is?
- Types of software
- Users and functionality of software
- What is meant be version of software?

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Computer Proficiency License (CS-001)  
Lecture 08  
Internet

## 1. Objectives

The objective of this lecture is to provide information about:

- What is meant by Internet?
- Services available over internet
- How to access internet?

## 2. Internet

Internet is network of networks. It doesn't belong to any one and no one runs it. People around the globe access internet via telephone line or satellite.

How to access it?

Internet Service Provider (ISP) is a company or organization that connects the users with internet. ISP is always connected to internet and people who want to access internet, connect it via their local ISPs.

It is used to share information and resources over internet.

## 3. Services over Internet

- 1- World Wide Web
- 2- Email

### World Wide Web

Web meant net. It was originally designed to share information among scientific community. But now it is the most popular way of sharing information.

Web page is a resource of information written in html.

Web browser is software that is used to view webpage. Internet explore is one of the famous internet browser.

Web site is a collection of related web pages. Every website has a unique address to access it. It is called uniform resource locator (URL). For example [www.vu.edu.pk](http://www.vu.edu.pk) is the url for the virtual university's website.

Links provide us the access to other web pages in website. You may have seen links like home, contact us, about us etc.

Advantage of web is availability of huge resource of information. For example temperature of different parts of world is available over the web and

How to reach the web?

- 1- Connect telephone line to computer
- 2- Connect to ISP
  - a. Enter ISP phone
  - b. Enter user name and password to connect

- 3- Open browser
- 4- Enter URL and browse internet

### **Email**

It is like regular mail just with a small different that you need computer to read, write or send email. It is used for communication between people who are at some distance. Its delivery is faster, safer than regular mail. Probability of losing it is very low and it can be viewed from anywhere in the world as it resides on internet.

Email address is used to send email from one pc to another. e.g [info@vu.edu.pk](mailto:info@vu.edu.pk) is email address to send email to Virtual University of Pakistan.

Email client is software to compose, sent, receive or read email. You can access your emails from anywhere in the world. All you need is email id and password provided. This ensures authenticated access to your emails. Password is a secret word, used to uniquely identifies the user. Some famous email clients are MS outlook, Neo mail, Lotus notes.

### **4. Summary**

In this lecture we learnt about:

- Internet, web, email
- Web site, WebPages

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Computer Proficiency License (CS-001)  
Lecture 09  
Security

## 1. Objectives

The objective of this lecture is to provide information about:

- What is meant by security of computer?
- Risk associate with computer.
- Methods of protection against these risks

## 2. Security Risks

There are risks associated with hardware, software, data etc that can cause a big loss to the owner. One should do preventative actions to avoid these security risks.

Types of risks

1- Hardware theft

Save hardware/computer from stealing by placing it somewhere safe.

2- Virus

Computer virus is software that damage computer. For example it may cause your computer to restart when you open MS word.

Antivirus software is used to eliminate virus from computer. It scans hard disk to find virus and terminate them. It also stops entering new virus into computer. New versions of antivirus, help to prevent viruses to damage computer or data.

3- Unauthorized access

If you don't want someone else to access your data in computer, you can protect your computer/data with password. It will reduce the risk of unauthorized access to your pc. Password is a unique word that identifies the user.

4- Backup

Data saved in your computer may lose due to some reason. In case of having its backup (same data at some other place/storage device) you can access and use it. Backup is the process of copying data. For example you have prepared a presentation and due to virus attack it got damaged or deleted. If you have its backup file at some secondary storage media like floppy etc, you can restore the presentation from that device.

Backup utilities help to organize backup data (that data being copied).

5- Software piracy

If some one copy and sells the software of any developer or company without its permission, than he is doing piracy. It is of the biggest problem, software industry is facing now. Copying and selling software in such manner is against software copyright act.

According to the copyright act

If someone steals the software

Or

Copies or sells it without the permission of the owner/developer  
Legal action is taken against him.

### **3. Summary**

In this lecture we learnt:

- What is hardware security?
- Different types of security risks
- What is meant by computer virus?
- What is meant by anti-virus?
- What does data backup means?
- What is software piracy?

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Computer Proficiency License (CS-001)  
Lecture 10  
Computer Environment

## 1. Objectives

The objective of this lecture is to provide information about:

- How to start, turn off and restart computer?
- Basic windows structure and properties
- View computer's information

## 2. Starting the computer

Press the power button on system unit to start the computer. The area you will see on the **monitor screen**, after computer a start is called **desktop**. It is called desktop because you can use it like the top of the desk to place the icon or shortcut to your favorite programs or soft wares.

Window is software developed by Microsoft which is usually called Microsoft windows. Window has different versions like window 95, window NT, window 2000, window XP etc. Although these versions are similar to each other but every new version is better than the previous with and provides new features as well.

**ICON** is a graphical representation of files, folders, disk drives, toolbar buttons etc. Name of the icon, file, folder etc is written just below it. The word icon came from the Greek word "eikon" which means image. Still religious pictures are called Eikon in Greek. In windows, these icons are links to software to open it with double click of the mouse. You can design such icons yourself as well.

**Taskbar** is the bar at the bottom area of desktop (monitor screen). Icons of our tasks and software being used will appear here. It is called taskbar because it shows the tasks being carried out in computer. **Start button** reside at the left side of the task bar. At the right side of this button, quick launch bar exist. Icons reside here open their respective programs with single click. System tray exist at the right side of the task bar, which may contains some icons like antivirus programs, firewall software etc. Icons in system tray represent programs which work in background. For example an antivirus program works consistently in the background to protect your pc from viruses and only icon display here. In the same system tray, there is a clock indicating the system time. It is called system clock.

## 3. How to shut down the computer?

Click on **start** (located at the bottom left side of the task bar on monitor screen). A list of program names and commands will appear. Click on the option "Shut down". A dialogue box of shut down will appear in front of desktop. Desktop will turn into gray color. In a drop down menu there, you can see the options like Log off, Restart, Shutdown, and Standby by clicking at the arrow on the right side. There are three buttons Ok, Cancel, and Help at in the dialogue box. Clicking on OK button will shutdown your PC.

Old computers show shutdown message on screen that "It is now safe to turn off your computer" Turning off your computer during work may damage your pc and all data will be lost.

## 4. How to restart computer?

You may need to restart the computer.

Why we restart computer?

There can be several reasons for restarting computer. Like new installation of any software can ask for restart, or computer suddenly stop working (halt).

To restart your computer, click on start button at the taskbar. Click on shutdown to open the shutdown dialogue box and select restart from the dropdown menu. It will shutdown the computer and starts it again.

## 5. Window and its structure

### Basic windows properties

If you are using windows XP for the first time, you will see only one icon “Recycle bin” at the desktop. Right click on the start button and select properties. Choose “classic start menu” option. New icons will appear on the desktop.

Click on “My Computer” icon. A new screen will open. It is called window.

**Title bar**

A bar at the top of the window is called title bar. It has

- 1- Current window's name
- 2- Buttons to restore down Maximize/Minimize and Close the window.

Desktop can't be seen when any window is maximized. Icon for closed windows does not appear at the task bar.

### Menu bar

This bar resides below the title bar. It has few words like File, Edit etc, when you click at any of these, a list/menu will open.

### Standard bar

It contains buttons to facilitate us during work. Due to their utility, these are called standard tools.

### Status bar

It resides at the bottom of the window. It provides some information related to that window.

You will come across so many other windows while working with your computer. Every window will perform a new task for you.

## 12. Summary

In this lecture we learnt about the basic system properties

## 13. Exercise

### Task 1:

Look at the front panel of your system unit. There is a small button other than the power button. Find out what is the use of this button.

### Task 2:

Click on the Start button and then choose Shut Down. Find out what is the use of the option “Stand by”.

### Task 3:

Using the help feature of Windows XP, find out what is the use of Hibernate option and how to enable it on your system.

### Task 4:

Open My Computer window and press Alt + Spacebar keys. Observe what happens. Can you see some useful change in the window?

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Computer Proficiency License (CS-001)  
Lecture 11  
System properties

## 1. Objectives

The objective of this lecture is to provide information about:

- View the computer's desktop settings
- Be able to format the floppy disk
- Use available help functions

## 2. Basic System Information

Information like what hardware, software, operating system etc is used in system is called basic system information.

Right click on "My Computer" and select "Properties". You will find information like operating system name and version, registration data, processing speed and RAM size. Your computer may have different RAM size like 64 MB, 128 MB, and 256 MB etc.

## 3. Changing date and time

Double click at the system clock in the system tray at the taskbar of the desktop. Date and time properties will open. You can change time and date.

## 4. Changing the wallpaper

Right click on the empty area of the desktop. Select properties from the menu. Display properties will open. Select the tab that display "Desktop". Select the background and click on OK button. You can also choose wallpapers other than given in list by using the "Browse" button. Drop down menu below Browse button, give you position options that are Center, Tile and Stretch.

Computer generated images are created by using several colors. More colors make an image better.

To change the display settings, bring the same display properties window.

Right click on the empty area of the desktop, select properties, and select "Settings" tab. Now you can change color quality (16 bit, 32 bit etc) and screen resolution (640 by 480 etc).

There are two more buttons in this window.

Troubleshoot – we click on this button when we need some help from computer

Advanced – It is the option to change the internal hardware settings of the computer.

## 5. Changing the Screen saver

At the old time, when monitors had no automatic shutdown system, screen savers were used to save the screens. Picture tube surface has a permanent image embedded in it. This is called screen burn out and results if computer remains on for long time, and show the same window/picture.

To change the screen saver, select the screen saver tab in display properties. In drop down menu, you will find a list of names of screen savers. You can select any one from these with the wait option. This option will wait for the selected number of seconds/minutes and after that start screen saver if screen remains unused. You can preview the selected screen saver by clicking on "Preview" button. To remove/stop screen saver, press any key on keyboard or move mouse.

## 6. Help feature

Open “My Computer” and press F1 (functional key). A help window will open. You can find help about any topic. For example, if you need to find out about the way to change the desktop color. Enter desktop color in search option and press enter or click on the button in front of text area. You will find the results against your search. Click on any option you find appropriate to get the complete information related.

## 7. Formatting a floppy disk

Insert the floppy into the floppy drive. Open My Computer and right click on the icon of the Floppy Drive. In the menu, select the “Format...” option. Choose quick format and click on start button. Floppy disk will be formatted and all data will be removed.

## 8. Summary

In this lecture we learnt:

- Basic system properties
- How to configure computer's desktop
- How to take help from computer
- How to format the disk

## 9. Exercise

### Task 1:

Open My Computer window. Right click on the icon of My Computer that appears in the task bar. Choose the “Close” option from this menu. Observe what happens.

### Task 2:

Is the floppy of 3¼ inches the only size available in the market? Search around and find out which other sizes are available.

### Task 3:

Use the Help and Support menu of Windows XP and find out how to customize your computer. You will find a link labeled as “Customizing your computer”.

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Computer Proficiency License (CS-001)  
Lecture 12  
Desktop

## 1. Objectives

The objective of this lecture is to provide information about:

- How to arrange desktop icons?
- Recognize and use of icons
- How to resize and move the window?
- Difference between active and inactive window
- Understanding the terms: File and Folder

## 2. Working with Icons

You can see different icons on desktop. Every icon represents software. It means that associated software starts working if icon is double clicked. Icons on a desktop are placed in a certain order, but you if you want, order can be changed.

### Moving an icon

To move an icon, we have to select it first.

Click on icon and without releasing the button to the position you want to place

Release the mouse

### Auto arrange option

If auto arrange option is selected for desktop icons, we can not change icon's location.

If icon is moved, it will go back to its place.

To turn off this option, right click on empty area of desktop.

Select "Arrange Icons" and go to "Auto Arrange" Option.

If you see an arrow before this option, click on it.

It will turn off "Auto Arrange" option

### Arrange icons

Icons can be arranged in four ways

*Right click* on the empty area of the desktop.

Move the mouse over the first option "Arrange Icons By"

A sub menu will open with four options

*Name* - It will arrange icons with respect to their names in alphabetic order

*Size* - It will arrange icons with respect to their sizes

*Type* - It will arrange icons with respect to their types

*Modified* - It will arrange icons with respect to their creation date

## 3- Important desktop Icons

*My Computer* – Access to computer drives, Basic computer information

*Recycle Bin* – It resembles to the waste bin, and got a recycle logo on it. It got all the deleted files or folders from the computer. If we want, we can restore deleted files from recycle bin but if once these files are deleted from the bin, we can not have them back.

To delete the file or folder, select it first by clicking on it once. Now press “Delete” button on keyboard. Click on Ok in the delete confirmation dialogue box. The file or folder is deleted now.

To restore the deleted file, select *file* and click on “*Restore this item*” option on the left side of the Recycle bin’s window. File will be restored and go back to its original place.

To delete the file permanently, open *Recycle bin* and click on “*Empty Recycle Bin*” option on the left upper side of the *Recycle bin*’s window. File will be deleted and the space occupied by this file is available for use now.

#### **4- Resizing and moving a window**

To resize a window, select window’s bottom right edge and drag inside or outside without releasing the mouse. We can resize a window by dragging any of its edge with mouse pointer.

To move a window click on the title bar of the window, and move it without releasing the mouse.

With the help of scroll bars, we can see the content of window, which wasn’t visible before. There are two kinds of scroll bars in window.

- 1- Vertical scroll bar to scroll the window in up and down direction.
- 2- Horizontal scroll bar to scroll it left and right direction.

No matter how many windows you have opened, you can work only at one of them at a time. Title bar color of the window that is in use is different from other windows. The window that is in use has a dark colored title bar and is called active window. The window that is not in use has a light colored title bar and is called inactive window.

#### **5- Understanding files and folders**

In computer data is saved in form of files. We put these generated files in folders on hard disk. To access our desired file, we have to open associated drive and than folder(s). This is called the path to the file. For example we have a file “song1.mp3” in folder “Songs” which is placed in drive C. To access song1.mp3, first we will open drive C, and than folder Songs. In this case C:\Songs\song1.mp3 would be complete path.

#### **Window Explorer**

With the help of this window, we can browse the folders and files in our computer.

Click on Start > All Programs > Accessories > Windows Explorer

It has two parts unlike any other window e.g. my computer’s window

- 1- List panel on left side
- 2- Detail section on right side

In list panel we can see two kinds of signs

- 1- Plus (expand) sign – This sign only appears before hard drive and folder, incase they got more drive partitions, folders or files. Once clicked + sign, will change it into – sign.
- 2- Negative (contract) sign

**File and folder tree-** It is a list of folders, their sub folders and files in window explorer.

## 6- Summary

In this lecture we learnt:

- How to arrange desktop icons?
- Recognize and use of icons
- How to resize and move the window?
- Terms such as *active, inactive window, File, Folder*

## 7- Exercise

### Task 1:

On your own computer's desktop, try to arrange icons in different order i.e. by Name, Size, Type and Modified.

### Task 2:

Right click on your desktop, click on the "Arrange Icons by" and then click on "Auto Arrange" option. Try to drag and move the desktop icons now. Observe what happens to these icons.

### Task 3:

Now turn off the "Auto Arrange" option from the same menu you used in the previous step and then try again to move the icon.

### Task 4:

Open WordPad window and click on its restore down button if it is maximized. If you look at the bottom right hand corner of the window, you will find some gray dots. Using your mouse pointer, click and drag this corner. Observe what happens.

### Task 5:

Open at least 3 different software windows. Now carefully right click on the empty portion and choose the option "Title Windows Vertically". Observe the arrangement of windows. Similarly try the options of "Tile Windows Horizontally" and "Cascade Windows".

### Task 6:

Open at least 3 different software windows. Now press the Alt and Tab keys from the keyboard simultaneously. Observe that a small panel in the center of the screen will open up. This feature is called Application Switcher. Keep the "Alt" key pressed and press Tab key again to move between the icons shown in the panel. Choose any of the icons in this panel and release both the keys. Observe what happens.

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Computer Proficiency License (CS-001)  
Lecture 13  
Organizing Files

## 1. Objectives

The objective of this lecture is to provide information about:

- Learn about files, folders, properties
- How to rename, copy, paste files
- How to save, delete, search files

## 2. Working with folders

To create a new folder, right click on the empty area of the desktop and select New < Folder. New folders are always named as “New Folder” by computer. Folders within folders can be created. These are called sub-folders as they reside inside some main folder. The purpose of creating folders within folders is to organize our data in a structured form.

To view the properties of a folder

1. Select the folder. Go to File menu and click on Properties. A new window call Properties Panel will open.
2. Right click on a folder. Go to Properties.

Window Properties Panel consists of three tabs.

1. General Tab – It will have Folder name, type, location on computer, size and number of files and subfolders, date and time folder was created on, attributes(read only, hidden)
2. Sharing Tab
3. Security Tab

To rename a folder, right click on the **folder**, and select **Rename**. Enter new name in place of highlighted text.

## 3. Creating application files

Computer based document is called *file*. You require application software to create files like *notepad*, *word pad* or *MS word*.

To create a new *file*, right click on the empty area of the desktop. Go to **New** and click on the file type you want to create. For example to create a new word document, right click on the desktop, Go to **New** and select MS Word Document.

To view the properties of software, right click on the file. *File Properties* window will open.

To rename a file, right click on that file, and select **Rename**. Enter new name in place of highlighted text.

To select a file, simply do a single click on it.

To select multiple files

1. Click on area near to one file and than drag around all files you need to select.
2. Hold down *Ctrl* key and select all those files that need so be selected.
3. To select adjacent or icons in a row, press *Shift* Key and select those icons.

We may need another copy for any file/folder for backup or further use.

**Copy** would simply make another copy of the file/folder in memory, however the file will remain at its current location, and can be pasted(as another copy) at any other location by using the **paste**

option, whereas **cut** would delete the file/folder from the current location and can be pasted by using paste option.

To copy a file/folder, select that file or folder and press Ctrl + C or right click on it and select “**Copy**” option

To cut a file/folder, select that file or folder and press Ctrl + X or right click on it and select “**Cut**” option

To paste a copied or cut file, press Ctrl + V in folder or drive or right click where you want to paste the file and select Paste option.

To make backup files/folders

1. Copy the file/folder to another secondary storage device like floppy disk.
2. Right click on the file folder and move your cursor to “**Send To**” option. Select “3 1/2 Floppy” option.

To delete a file or folder

1. Select a file/folder and press “**Delete**” button on keyboard
2. Right click on the file and select Delete option from menu.

To search a file or folder click on the **start** button in task bar. Select “**Search**” option in the menu. In the left side, there is a search panel that can help you to find a file with the following options. You can find the file with the complete or partial file name, a word or phrase in the file or just select the location to see all the files and folders in that location.

## 4. Summary

In this lecture we have learnt:

- About folders and their properties
- Commonly used files and their properties
- How to rename files, folders
- How to save, delete and search files, folders

## 5. Exercise

### Task 1:

Open My Computer and then open C drive. Right click in the empty white space; choose the “New” option and then the “Folder” option to create a folder. Name this folder as “VU-CPL”. Now within this folder you have to create 5 more folders by the following names: Exercise 2.1, Exercise 2.2, Exercise 2.3, Exercise 2.4 and Exercise 2.5. This folder structure will be used in the next exercises.

### Task 2:

Create a file on the desktop and then check its size ( hint: right click on file icon and then choose properties ).

### Task 3:

Put a floppy disk in floppy drive of your computer. Click on Start button and choose the “Run” menu. Type “A:” (without the quotation marks) in the available text box and press OK button. Observe what happens.

### Task 4:

Select a file or folder and then press F2 key (F2 is a function key that is located on the top row of buttons on your keyboard). Observe what happens to the icon. Explore what you can do at this moment.

### Task 5:

Open “My computer” and then open C drive. Click in empty white space with your mouse pointer once. Press Ctrl and A keys from the keyboard. Observe the effect of this shortcut combination.

**Task 6:**

Create two folders on your desktop (Hint: Right click on the desktop and choose “New” from the menu ...). Give them appropriate names. Now open these folders and create a file in each of these folders (hint: right click & choose “Text Document” from the “New” option). Now select file from one of the folder and press Ctrl and X keys simultaneously from the keyboard. Click in the other folder and press Ctrl + V from the keyboard. Observe what happens.

**Task 7:**

Put a floppy in the floppy drive and then open My computer. Right click on the floppy drive icon. Choose the properties option to check the capacity of the floppy. Also note the free space available.

**Task 8:**

Select any file from the C drive of your computer. Right click on it and check its size. Can you copy & save it in a floppy?

**Task 9:**

Open the search file window (hint: Click on Start button & choose search option ... ). Type “\*.txt” (without quotation marks) in the first text box and press enter from the keyboard. Observe the results of the search. What do you infer from this example?

**Task 10:**

Press F1 key from the keyboard to open Help window. Type “Wildcard” in the text box and press enter from the keyboard. Learn about the use of wildcards in searching files.

Computer Proficiency License (CS-001)  
Lecture 14  
Introduction to Text Editing

### 1. Objectives

The objective of this lecture is to provide information about text editing software.

### 2. Explaining Text Editor

Text editor is software that helps in editing text. There are several Text editing soft wares available on internet like Note pad, Text pad etc.

Word processor is the advance form of text editing software. We use text or word processors to create word document. If you are using windows operating system, than Notepad and WordPad are installed by default in your system.

For more clear understanding, you should consult vu-cpl's software available at Virtual University of Pakistan.

### 3. Summary

We learn about text editors and how to use them.

### 4. Exercise

#### Task 1:

Click on Start button & choose the RUN Menu. Type notepad in the space available and press enter from the keyboard. Observe what happens. You can also try opening WordPad in the same way.

Computer Proficiency License (CS-001)  
Lecture 15  
Working with Text Editor

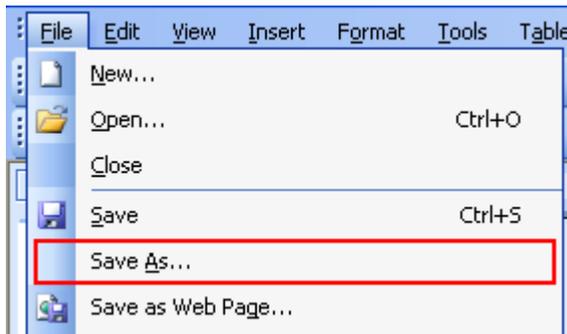
## 1. Objectives

The objective of this lecture is to provide information about Working with text editor

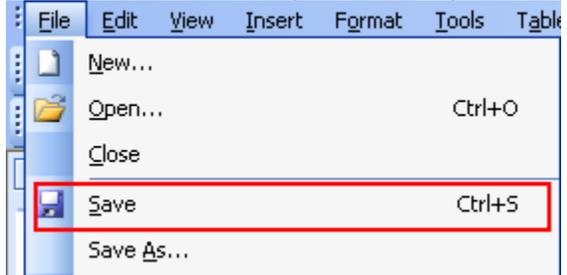
## 2. Basic functions

To open a notepad go to **Start < All Programs < Accessories < Notepad**

To save a new file go to **File < Save as...**



To save the text written (modifications) in already saved file go to **File < Save**



To save the file in a new location go to **File < Save as...** and save the file with another name.

For better understanding, you should consult vu-cpl's software available at Virtual University of Pakistan.

## 3. Summary

In this lecture you have learnt:

- How to type text in the text editor and how to save the file
- How to save file with a new name and new location

## 4. Exercise

### Task 1:

Open All Programs menu and then click on Accessories. Locate the notepad option. Single click on this icon and carefully drag this icon on to your desktop. This action will create a shortcut of Notepad application on your desktop. You will be able to run Notepad by double clicking this icon in future.

### Task 2:

Open WordPad from the accessories menu (Hint: Click on Start button, go to All Programs and then Accessories menu). Type any text you like and then press Ctrl and S keys simultaneously from the keyboard. A window will open up; recall what you can do with this window.

Computer Proficiency License (CS-001)  
Lecture 16  
Closing an Application

## 1. Objectives

The objective of this lecture is to provide information about closing Text files and Editor

## 2. Closing the File

To close the file click on the **Close** button at the title bar



## 3. Closing the Editor

To close the Editor follows any of these.

- 1- Click on the **Close** button at the title bar
- 2- Go to **File < Exit**

It will exit the Editor and close the opened files. For understanding the procedure, you should consult vu-cpl's software available at Virtual University of Pakistan.

## 3. Summary

In this lecture you have learnt how to close an application window

## 4. Exercise

### Task 1:

For this exercise we will need the VU-CPL folder that was created in the exercise of third lesson. If you haven't created the folder then complete the 1st task from the exercise of third lesson. Now open WordPad and type any text you like. Press Ctrl and S keys from the keyboard to save the file. In the "Save in" drop down box, try to locate a folder in C Drive by the name of Exercise 2.4 in the VU-CPL folder. Save the WordPad file in this folder.

### Task 2:

Open Notepad and type some text in the file. Save this file in Exercise 2.4 folder. Now press Alt and F4 key from the keyboard (F4 is a function key that is located on the top row of buttons on your keyboard). Using this key combination will close the window. Try this combination on any open window.

Computer Proficiency License (CS-001)  
Lecture 17  
Saving files on Floppy

### 1. Objectives

The objective of this lecture is to provide information about Saving files and folders on secondary storage devices

### 2. Closing the File

To close the file click on the close button at the title bar

To save the file on floppy

1. Right click on the file and select **Send To < 3 ½ Floppy Drive**
2. Select file and press **Ctrl + C**, Double click on **My computer**. You can see Floppy drive's icon there. Double click on this icon to open the drive. Click on an empty area of the **drive** and press **Ctrl + V** to paste the file there.

You should consult vu-cpl's dvd to view these steps in animation.

### 3. Summary

In this lecture you have learnt how to save files and folders on floppy

### 4. Exercise

#### Task 1:

NOTE: Before doing this task, you have to insert a floppy disk in your floppy disk drive. Open WordPad and type a few lines in this file. Press Ctrl and S keys from the keyboard. Give this file a name and then locate the option of floppy disk in the "Save in" drop down box. Choose this option and then press enter from the keyboard. After the saving process is completed, open My Computer and double click on the floppy disk icon. Is your file there?

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Computer Proficiency License (CS-001)  
Lecture 18  
Print Management

## 1. Objectives

The objective of this lecture is to provide information about

- How to install a printer?
- Be able to take prints
- Change the default printer
- View job print status from the print manager

## 2. Printer

Printer is hardware. It outputs hardcopy (print on paper) of some file on your computer.

## 3. Installation

Installation or setup means to connect a printer with computer and copy necessary software on the computer. It can be divided into (1) Hardware Installation and (2) Software Installation

### Hardware Installation

Connect the main power cable to power socket

Put the USB cable into USB socket

Switch the main power on.

**LED** on the printer panel will be on. It indicates the printer is on and ready for taking prints.

### Software Installation

Click on the **start < Control Panel**

Double click on the icon "**Printers and other hardware**" in control panel window.

A new window will open. Click on "**Add a printer**" option here to open the "**Add hardware wizard**"

Click on **next** button once

Select the radio button against "**Local printer**" option and also check following option of "**Auto detect**"

Select the "**Automatically install the printer** (Recommended option)"

Insert the CD containing printer-driver in **CD Rom** and then click on the **next** button

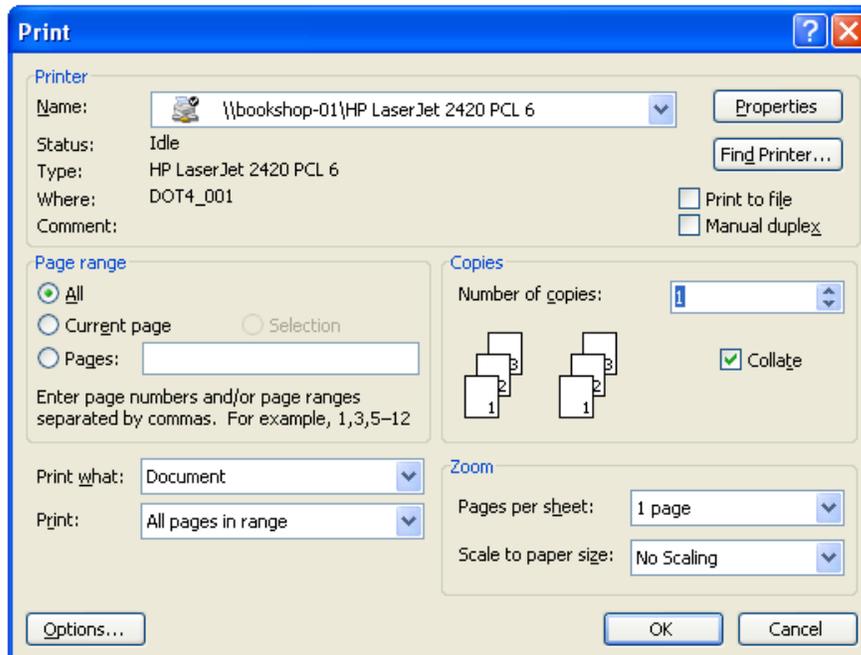
Computer will copy and install all the required driver files and set it as default printer. In case you want to use this printer as the default printer click on **next** button.

If your printer is not connected to any network, use "**Do not share**" option and click on next button.

## 4. Printing from installed printer

You can use any of these to get the print of your document.

1. Open your **word pad** or **MS word** file. In the menu bar, you can see an icon with "printer shape" Click on this icon to get the print.
2. Click on **File < Print..** and press **Ok**.
3. Press **Ctrl + P** to get the print of your document.



## 5. Print job status

To view the print job status

1. Click on the **start < Printers and Faxes**
2. Click on the printer icon representing printer, you sent prints to
3. A new window for this printer will open which will display the information such as Document Name, status, Owner, Pages, Size, Submitted date/time and port etc.

## 6- Summary

In this lesson you have learnt:

- How to attach and install a printer with computer
- How to take prints of any file
- How to use printer
- How to view job status

## 7- Exercise

### Task 1:

Visit some office and explore how they use printers in a network environment.

### Task 2:

There are different types of printers available in the market. If you have to buy a printer, which factors will you consider deciding which one is best for your requirement?

### Task 3:

When the printer ink cartridge or laser toner is used up, what will you do with it?

### Task 4:

Open a WordPad file which has some pages of text in it. Press Ctrl and P keys from the keyboard simultaneously. Click on the radio button beside the Pages text box and type

“1-3” (without quotation marks). This setting will only print the first three pages of the current document.

**Task 5:**

Open a Notepad file and choose the print option from the file menu. From the print panel, increase the number of copies to be printed.

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Computer Proficiency License (CS-001)  
Lecture 19  
Basic concepts of word processing

## 1. Objectives

The objective of this lecture is to provide information about

- Open and close a word processor
- Open one and several documents
- Create a new document based on a document
- Save a document
- Switch between open documents

## 2. MS word Application

To open a MS word document move the mouse cursor to the following path

**Start < All Programs < Microsoft Office < Microsoft Office Word 2003**

After clicking on the last option “Microsoft Office Word 2003” in the sub menu you will a dialogue box with “Microsoft Office Word 2003” written on it. This dialogue box is called splash screen. After few seconds splash screen will disappear and MS word will open.

## 3. Explaining Screen Layout

Default screen layout is the layout of MS word when it is opened. We can change the default layout according to our will.

In title bar, Name of the document with “Microsoft word” is written. If it’s a new document and not being saved yet, it will have temporary name like Document1, Document2 etc

A file created by word processing software is called document.

## 4. Different Toolbars

At the right side of the title bar, you can see three buttons

- 1- **Minimize** button – This button is used to minimize (An open window will appear as icon in task bar) the word document. To maximize this window, click on its icon at the taskbar.
- 2- **Restore down** button – This button is used to restore down the window to a smaller size on desktop.
- 3- **Close** button – This button is used to close down the document.

Menu bar is a bar just below the title bar of the document. It contains menus (File, Edit, View etc) to give specific instructions to word processor. For example File menu contains commands like Save, Close, Exit for the open document. Edit menu contains editing related commands like cut, copy, paste for the text of word document.

Separator is a dotted vertical line between two adjacent toolbars in **MS word**.

To separate two toolbars, move mouse cursor over separator between these two toolbars. Mouse cursor will change its shape into four headed arrow (cross). Without releasing the mouse button,

drag this toolbar to desire location (Below the preceding toolbar, or in the document area). Toolbar will automatically adjust it self and hidden icons will appear in both toolbars.

Below **Menu bar**, there is another bar called **Standard tool bar**. It contains icons/buttons to perform all important (standard) task of word processor like cut, copy, paste, save, print etc.

**Formatting toolbar** resides next to **Standard tool bar**. It contains menus, buttons etc to format the text in word document.

**Task Pane** is a panel visible on the right side of the document in default layout. It contains options like getting started, Open a document, create a new document etc.

In the center of the document, you can see white area with blinking line. This white area is called **page** and the text we type will appear here. Blinking line is called **cursor or typing pointer**.

**Zoom** option in standard tool bar helps to increase or decrease the zoom option of a document. To view the complete page, select "**Page width**" option from the zoom drop down menu.

There are two rules places in a document.

- 1- Horizontal ruler
- 2- Vertical ruler

These will give you a measure of width, length and margin of the page.

MS document also contains two scroll bars

- 1- Vertical scroll bar is used to view page(s) of a document
- 2- Horizontal scroll bar is used to move page in left or right direction

**Status bar** is a strip below horizontal scroll bar. It contains information like page no, section no, total number etc

## 5. Working with MS word

### Saving document

To save a document, go to **menu bar**

Click on **File < Save**

A new dialogue box will open with "**Save As**" title

Select the drive/folder from the drop down menu "Save In"

Type the name of file; you want to save as, in File name text area

Click **Ok**.

**Save as** dialogue box will be closed.

File is saved and you can see its name on **title bar**

If the document is saved successfully, its name will change from document1 to file name we save with. As new document is named Document with some number in **title bar** and once it will be replaced with the name of the file.

Usually computer saves files in "**My Document**" but we can save our files in any other drive or folder we like.

Sometime we need the same file or text for reuse. We can write the whole text again or just have another copy of the same file. Second option is more convenient so we will use it.

To save the same file with different name, go to menu bar

Click on File < Save As..

A new dialogue box will open with “Save As” title  
Select the drive/folder from the drop down menu”Save In”  
Type the name of file; you want to save as, in File name text area  
Click Ok.  
Save as dialogue box will be closed.  
File is saved and you can see its name on title bar

### **Closing document**

To close a document

- 1- Click on File< Close
- 2- Click on the close button on right side of title bar

If you try to close an unsaved document, a dialogue box will appear.

It has three options

- 1- Yes – Click on this button, if you want to close the document after saving the file
- 2- No- Click on this button, if you want to close the file without saving the unsaved text
- 3- Cancel- click on this button, if you don't want to close the file

The documents we create using MS word are saved in form of files. These files are called document files.

### **Opening document**

To open a document file

- 1- Double click on the file
- 2- Open MS word
  - a. Click on File < Open
  - b. Browse to the location and file
  - c. Click on Open tab

## **6. Open one and several documents**

Whatever we do on computer, can be saved, in form of files. These files can be opened with double click on their icons. At any time, more than one file can be opened. For example, you can listen to some song and at the same time, you can work on multiple ms word files.

## **7. Switching among documents**

We can open and edit more than one document at a time.

To switch to any file among the several open files, click on its name on task bar or press combination of Alt+Tab. This is called window switcher or application switcher. It's a small dialogue box which shows icons for all open files and allows switching among these files.

## **8- Summary**

In this lecture you learnt

- Open and close a word processor
- Open one and several documents
- Create a new document based on a document
- Save a document
- Switch between open documents

## 9- Exercise

### Task 1:

**NOTE:** Following steps will only work if Microsoft Word is installed in your computer. Click on the Start button and then choose the Run menu option. A small window with a text box will open up. Type "winword" (without quotation marks) and observe what happens.

### Task 2:

**NOTE:** This task is for those who have Windows XP installed on their computers. Right click on your Desktop area and then choose the Properties option. Display Properties window will open up. Select the Appearance tab from the top and then look for a drop down list whose label is Color Scheme. Select the option of Olive Green. Press OK button to apply the setting.

### Task 3:

Creating Microsoft Word shortcut on the Desktop:

Click on the Start button and click on the All Programs menu option. Locate Microsoft Word option (if you have MS Office 2000 or older) or Microsoft Office (if you have MS Office 2003). Right click on the Microsoft Word option and drag it on to your Desktop area. Release the right mouse button, a small menu will pop up. Select 'Copy here' option from the menu to create a shortcut.

### Task 4:

Open Microsoft Word. Right click on the empty space that you see after the Help menu. A long list will open up. You will find some option with check mark shown on their left side. Click on any one of the item that has a check mark on its side. Observe what happens.

### Task 5:

Open Microsoft Office and see if the Task pane on the right side is also open. Close the pane if you find it there. Now click on the view menu and click on the Task pane option to open the pane again.

### Task 6:

Open a fresh word document and type some text in it. Press Ctrl + O from the keyboard. A window for saving files will open up. Enter the required information and save the file you have just created. Now type some more text in the same file and press Ctrl + S from the keyboard. This shortcut key will save your current document file.

### Task 7:

Open My Documents folder and locate any file that you have created earlier. Selected the file with a single mouse click. Do not double click on the icon. Now press F2 key from the keyboard. F2 key is located in the top left corner of your keyboard, near Escape and F1 keys. After pressing the F2 key, you can type and change the name of the file. Same steps can be followed for changing folder name.

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Computer Proficiency License (CS-001)  
Lecture 20  
Introduction of MS Word

### 1. Objectives

The objective of this lecture is to provide information about

- How to insert new text in existing document
- How to select different portions of text in a document
- How to cut, copy, paste text in document
- How to delete text
- How to use find, replace options

### 2. Opening a document

To open the existing document, first you need to open the software.

Click on start < **All Programs** < **Microsoft Office** < **Microsoft word 2003**

A new document will open. Click on **File** < **Open** or press **Ctrl + O** to open a new dialogue box.

Select the drive or location from the drop down menu at the top of the dialogue box.

Select file you need to open and click on **open** button

There is another method commonly used to open an existing file.

Go the folder/drive where your files exist.

**Double click** on its icon to open the file

### 3. Inserting text in document

Suppose you have to add a line or paragraph in an existing document. First of all, you need to open this file. There would be a blinking line at the start of document. This blinking line is called cursor. It is similar to English alphabet "I". Click at the point where you want to add some text. Cursor will be at that point now. Whatever you type will be written here.

### 4. Selecting text

To edit or format text, it has to be selected first. Editing is the process of changing word or sentences in any document. Formatting helps in making text more visible or attractive. Either its editing or formatting, you need to select the text to do either on it. Text selection may include a single letter, a complete word, a sentence, a line, a paragraph or a complete document. We can use mouse pointer and keyboard for text selection.

### 5. Selecting single letter

Bring your mouse near the letter, you need to select. Press the left mouse click for once and without leaving the button, drag to the end of letter. Letter has been selected.

You can select a letter with the help of keyboard as well, if you know how to use arrow keys.

### 6. Selecting a word

To select a word with mouse, bring your mouse cursor over the word and double click. It will select the whole word.

To select a word using keyboard, you have to bring the cursor, near the start of the word, press ctrl+shift and right arrow key. Word is selected.

## 7. Selecting a sentence

To select a complete sentence, keyboard and mouse are used. Click at the start of the sentence and then press Ctrl. Without releasing Ctrl key click once over the sentence. Whole sentence will be selected.

## 8. Selecting line

To select a line, click at the start of the line and move the cursor little to left side, until it changes its shape to mouse pointer. Now click once. Whole line will be selected.

Keyboard can also be used to select a line. Click in the start of the line. Press Shift+ end.

## 9. Paragraph selection

To select a paragraph, click at the start of the line and move the cursor little to left side, until it changes its shape to mouse pointer. Now double click. Whole paragraph will be selected.

To select a paragraph, using keyboard, click at the start of the paragraph. Press Ctrl, Shift and down arrow key. It will select whole paragraph.

## 10. Body text selection

To select whole document via mouse, click at the start of the document and move the cursor little bit to the left side, until it changes its shape to mouse pointer. Now click 3 times at once. Whole document will be selected.

To select whole document, using keyboard, click anywhere in the document and press **Ctrl+A**

## 11. Inserting text

Document editing includes

1. Type new text in a document
2. Replace text with new text
3. How to revert change in typed text

Click anywhere you want to add new text or move cursor to that position using arrow keys. Start typing required text. New text will be added.

## 12. Inserting symbols

Bring your cursor to the position where you want to add symbol using keyboard arrow keys or mouse click. Go to Insert < Symbol  
A new dialogue box will open with lots of symbols and special characters. Select any one of these and click on Insert button.

## 13. Overtyping text

Overtyping mode is the typing mode in which new letters being typed replace the old letters. To enable this mode, press Insert key on your keyboard.

#### **14. Cut and paste text**

To cut select the text you need to cut, press Ctrl+X or Edit < Cut  
Click at the place where you want to paste the text, press Ctrl+V or Edit < Paste

#### **15. Copy and paste text**

To copy select the text you need to cut, press Ctrl+C or Edit < Copy  
Click at the place where you want to paste the text, press Ctrl+V or Edit < Paste

#### **16. Deleting text**

Select the text, you want to delete and press Delete button on keyboard.

#### **17. Undo and redo commands**

In case you make some mistake, you can undo it by pressing Ctrl+Z or Edit < Undo  
To redo your undo action, press Ctrl+Y or Edit < Redo

#### **18. Find text**

Press Ctrl+F or Edit < Find to open the Find and Replace dialogue box.  
Enter word(s) you need to find in the text box and click on Find Next button.

#### **19. Find and replace text**

Press Ctrl+H or Edit < Replace to open the Find and Replace dialogue box.  
Enter word(s) you need to find in the "Find what" text box.  
Enter word(s) you need to replace with in the "Replace with" text box  
If you click on Replace button, it will replace first found text with the give option whereas if you want to replace the text in the whole document, click on Replace All button

#### **20. Summary**

In this lecture you learnt that:

- How to insert new text in existing document
- How to select different portions of text in a document
- How to cut, copy, paste text in document
- How to delete text
- How to use find, replace options

#### **21. Exercise**

##### **Task 1:**

Open Microsoft Word. Press Ctrl + O shortcut keys from the keyboard. A window will open up. From this window you can select and open your word documents.

##### **Task 2:**

Click on the Start button. Take your mouse pointer on the All Programs item. Locate the 'Open Office Document' option and click on it to open a window. This will take you to the My Documents folder from where you can select and open your created documents.

**Task 3:**

Open a document that has some text in it.  
Press Ctrl + A to select all the text in it.  
Press Ctrl + C to copy the selected text.  
Press Ctrl + N to open a new blank file.  
Press Ctrl + V to paste the copied text in this new blank file.  
Press Ctrl + S to save this new file. Enter the relevant information and press the Save button.  
Press Alt + F and then press C keys to close the newly created file.

**Task 4:**

Open a fresh document and type the following signs given below. Observe as you type these signs.

==>

-->

<==

(c)

(r)

(tm)

<=>

**Task 5:**

Open a document file and select some text.  
Press Delete key to delete the selected text.  
Press Ctrl + Z to bring back the deleted text.  
Press Ctrl + Y to revert the last step of Undo.

## Computer Proficiency License (CS-001)

### Lecture 21

### Text Formatting

#### 1. Objectives

The objective of this lecture is to provide information about

- What does the formatting means?
- How can we format our documents?
- Which options are included in document formatting?
- How to use the format menu?
- How to use formatting options?

#### 2. What is formatting?

Format means appearance of a thing whereas formatting is the process of changing or improving that appearance. Document formatting includes page, font and paragraph settings.

Keyboard shortcut is a combination of keys, when pressed simultaneously, perform some task that ordinary requires use of mouse or other input device and may take longer to do.

#### 3. Document formatting

Document has some empty space at the top, bottom, left and right side of the page. This empty space is called margins. We can vary the size of margin according to our needs.

#### 4. Header and footer option

The text that appears in the top margin of the paper is called **header**. The text region that appears in the bottom of the paper is called **footer**. Changes made in header and footer of one page appears in all pages of the document. With the help of this feature, we can automatically have same header and footer in every page without hassle.

To set the header and footer text, open View menu and click on the “Header and Footer” option. A “Header and Footer” toolbar and visible rectangle text box will appear in the document. This rectangle text box is document header and footer regions. You can enter any text in the header region. Footer region is not visible at that moment. To go to footer region now, click on “Switch between header and footer” button.



We can type text or insert **auto text** in footer section. *Auto text* is the text that word processor can add in document. For example to display page number, or document creation date, time etc we can use this feature. As you can see in the figure, there is option of Insert AutoText at the left side of the toolbar. Click on the arrow along with it and ten options for auto text will appear.

#### 5. Text formatting

Text formatting includes formatting of a letter, word, sentence, paragraph or whole document. To apply any kind of formatting, the text needs to be selected first. To apply different kind of formatting, we use formatting toolbar or keyboard shortcuts.

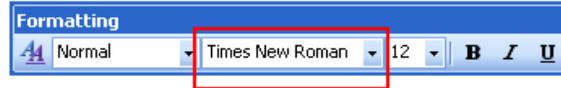
## 6. Applying existing style

The highlighted drop down menu is style menu. By default it contains only six options: three for heading style, one for clear formatting and one for normal style.



## 7. Changing font

Click on the drop down menu to see the list of installed fonts in your pc. Click on any font name to apply it on selected text.



## 8. Changing font size



Every font style comes into different sizes. Click on the font size drop down menu's arrow to see the available sizes. To enter font size, click on the text area, and enter required font size like 8.5, 10, 15, or 70 etc.

## 9. Bold, Italics and Underline



You can see three buttons for bold (Ctrl+B), italic (Ctrl+I) and underline (Ctrl+U) text in the following figure. First select text and then click on any button to get the required formatting. You can also have a combination formatting like ***bold-italic*** text, **bold-underline** text or *italic-underline* etc.

## 10. Text alignment

Selected text can be left aligned, center aligned, right aligned or justified aligned using these four buttons in the formatting menu.



## 11. Line spacing

Line spacing is the distance/space between any two lines of the document. It makes reading easy for us. By default line spacing is set to single line space. We might give our document to editor for proof reading or to prepare some project, proposal or thesis etc. In that case, we can change the space between two lines. Click on the arrow along the button shown in the figure, to see the options available for the line spacing.



## 12. Text indentation

In the highlighted area of the formatting toolbar, first button is to "Decrease indentation" of the text and second button is to "Increase indentation". By decreasing indent, text will move towards left side of the page, whereas, increase would move text to right side of the page.

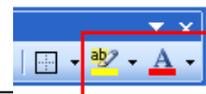


## 13. Bullets and numbering

To stylize your lists, select the text and click on any of these buttons. You can have more options from Format < "Bullets and Numbering..." option.



## 14. Border and shading



You can put the border around text or picture using “Border” feature in formatting toolbar. There are different by default styles available.

## 15. Applying page border

Just like text and paragraph, we can also apply border around page. To apply border go to Format < Borders and Shading...

A new window will open with border and shading option.

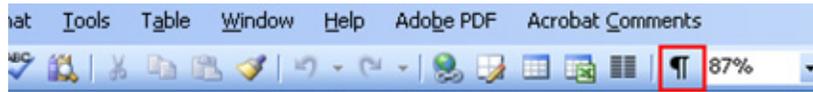
## 16. Paragraph formatting

In every document sentences join together and create a paragraph. We create paragraphs to make our document more presentable and readable. A paragraph is created when we press “Enter” key from the keyboard after typing some lines. Even if you press enter after typing a single line, it will be considered as new paragraph.

To view paragraph in our document we turn on the paragraph option. Click on the show/hide button on the standard toolbar.

Some extra dots and symbols will appear in the document. There are dots between words and the

special symbol at the end of every paragraph. With the help of the dots and symbols you get to know where extra spaces are and paragraph starts. To turn off these dots and paragraph marks we click on the same button again.

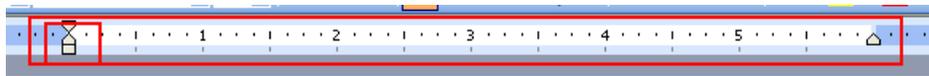


## 17. Indenting paragraph

When a document is created all the text is aligned to left margin. The settings that have already been made in the software are called default settings. Default settings of a document are

Text is left aligned

Font style is Times New Roman



The ruler at the top shows width of the page and one on the left show length of the page.

The dark area in this bar is actually the margin of the page. Between the dark portion, there is white region in the ruler. At the edge of dark and white region, we see some geometrical shapes. On the left there are three and on the right there is only one. These are called paragraph indentation marks. We can change indentation of paragraph through these marks.

Documents may have different formatting and paragraph indentation. Paragraphs made with first line indent are called semi blocked paragraphs. Paragraphs made without first line indent are called blocked paragraphs. Blocked paragraph requires single line space between them so that paragraphs can be easily identified.

On the left side, upper triangle is to indent first line of the paragraph. Below first line indent, there is another geometrical shape. It is hanging line indent and used to push the lines of the paragraph except the first line. Just below it a triangle shape exists. It is called left indent and use to indent the whole paragraph on the left side.

On the right side of the ruler, there is only one marker, and it is called right indent. It is use to push a paragraph from the right side.

## 18. Paragraph spacing

Space between paragraphs make document more readable. To change the spacing between paragraph goes to Format < Paragraphs...

You will see the options for Indentation and spacing, Line and page break.

## 19. Summary

In this lecture you learnt:

- What does the formatting means?
- Formatting options for document
- Format menu for MS word
- Text, paragraph and document formatting options

## 20. Exercise

### Task 1:

Open a fresh document.  
Locate the ruler on left side of Microsoft Word window.  
Double click on the white area of this ruler.  
Page Setup panel will open up for document formatting.

### Task 2:

Open the page setup panel of a document and explore the tabs before completing the following steps.  
Change the paper size to Legal.  
Change page orientation to Landscape.  
Set all the four margins to 1 inch.  
Turn ON the 'Different first page' option.

### Task 3:

Open a fresh document.  
Click on View menu and choose the Header and Footer option.  
In the Header section type your name.  
Scroll down using the vertical scroll bar on the right side of the page.  
Press Alt + I and then press T from the keyboard.  
Choose a Date and Time format from the list.  
Press OK button to insert the selected Date and Time format.  
Click on the Close button in the Header and Footer toolbar to apply the changes.  
Scroll up and down the page to view the changes made by you.

### Task 4:

Open a document with some text in it.  
Select a line and then click on Format  Borders and Shading menus.  
Select 'Shadow' option from the Settings section.  
Select dotted line style from the 'Style' list.  
Select appropriate width of the line.  
Press OK to apply changes.

## Computer Proficiency License (CS-001)

### Lecture 22

#### Tables

### 1. Objectives

The objective of this lecture is to provide information about

- How to create tables using MS word?
- How to change column width and height?
- How to insert and delete columns and rows from table?
- How to format borders and change colors?
- How to use images in documents?

### 2. Tables – An introduction

We usually use text in our documents. We can also use charts, graphs and pictures in our document file. Tabular data makes it easier for the reader to understand the information provided.

Example of tabular data can be

Time table

Employee contact list

Product sales report

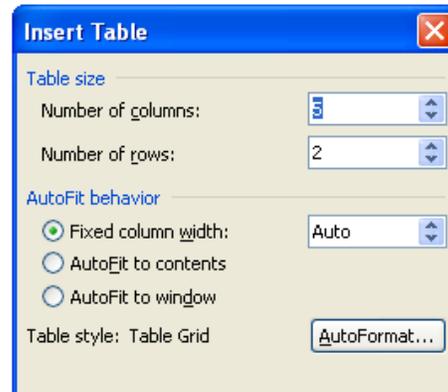
Drawing, charts and pictures can make a document look better and easy to understand.

### 3. Creating tables and inserting data

To create table go to Table < Insert < Table

A new window for “Insert table” will appear as shown in the figure

Enter the number of columns and rows you need in a table and click on OK button.



### 4. Modifying column and rows

The height of rows and columns are adjusted automatically. We can also adjust column height and width of the row.

To change the height of the row, move mouse pointer to the bottom edge of the row. It will change its shape into a cross. Now click and drag the cursor to the height you want.

To change the column width, repeat the same process with a difference. Keep cursor position on the vertical edge to drag it.

### 5. Insert column and rows

It is recommended that we plan about number of column and rows before creating table. But in case we need more column and rows, we can add it in existing table.

To add a column in a table, click on the cell, you want to add column with and go to Table < Insert < Columns to the left or Table < Insert < Columns to the right

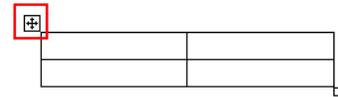
## 6. Deleting column and rows

To delete any column or row, select any cell in that column or row and go to

Table < Delete < Columns or Table < Delete < Rows

## 7. Modifying border color and shapes

Table formatting includes border style and cell shading. To format a table, first you need to select it using its selector at the top left side. It will select whole table with one click. Now go to Format < Borders and Shading...



You can change style, color and width of the border line from the options given in the window opened.

## 8. Working with pictures

While preparing our document we usually emphasize on the text and its formatting but we can make our document more presentable using pictures and images. To insert a picture in a document go to Insert < Picture < Clip art

A new window will appear in the document. Enter the name of the picture you want to search. For example type "computer" and click on go button. Few pictures will appear in front of you. Double click on any picture and it will appear in your document. Picture toolbar will also appear.



-  This icon will open the file browser to insert picture from your pc.
-  It will change the color of selected picture.
-  It is used to increase the contrast of the image.
-  It will decrease the contrast of the image.
-  This feature will increase the brightness of the picture.
-  You can decrease the brightness of the image by single click on this icon.
-  Click on this icon to crop the picture.
-  Click on this icon to rotate the picture at 90 degree.
-  This icon will display options for line style.
-  This feature is used to compress the picture.
-  It is very useful feature to prepare the document. It makes pictures to align with text in the document.
-  A new window will open once this icon is clicked. It is used to change the pictures properties manually.
-  This feature is used to set the transparent color.
-  This icon will undo the changes made on pictures using picture tool bar options.

## 9. Summary

In this lecture you learnt:

- Creation of tables in word processor
- Changing table columns width and height
- Insertion and deletion of columns and rows of table
- Formatting of table borders
- Use of pictures and images in document

## 10. Exercise

### Task 1:

Open a fresh document. Click on the Table  Insert  Table menus. Create a table of 6 columns and 10 rows.

### Task 2:

Select the first row of the table created in the previous step.  
Change the background color of this row.  
Select the first column of the table.  
Change line style of this column.

### Task 3:

Bring your mouse pointer on the table created in previous step. You will see a small square at the bottom right corner of the table. Click on this box with left mouse button and drag it downwards. Observe what happens.

### Task 4:

Create a table with 5 columns and 7 rows. Enter some text in the first row as columns headings. The text should be of variable length so that the columns may have variable width. Now select the whole table and right click on the selected area. Select the option 'Distribute Columns Evenly' from the menu.

### Task 5:

Select the third column of the table created in the previous task. Press Shift + Delete keys from the keyboard to delete this selected column.

### Task 6:

Select the fourth row of the table created in Task 4. Click on the Table  Insert  Rows Below. This will add a row below the selected row.

### Task 7:

Create a fresh document and type some text in it. Click in the center of a sentence to bring the cursor. Click on the Insert  Picture  Clip Art menus. A pane will open up on the right side. In the upper portion of this pane there is a text box. Type the word 'computer' (without quotation marks) in it and press the 'Go' button next to it. Select a picture and insert it in the document.

### Task 8:

Right click on the picture you have just inserted in the document and select the option 'Show Picture Toolbar'. Click on the 'Text Wrapping' button and choose the 'Through' option. Drag the corners of the picture to adjust the size according to your need.

## Computer Proficiency License (CS-001)

### Lecture 23

### Mail Merge

#### 1. Objectives

The objective of this lecture is to provide information about

- What is mail merge and why we use it?
- What are the important steps of mail merge?
- How to create a mailing list?
- How to create a mailing list with a document?
- How to prepare mailing envelopes?
- How to take print outs of a merged documents

#### 2. Basic concepts

In merged mail we have some information that is merged with other letters to be posted after words. This mail can be our postal mail or electronic mail send by our pc. We use the mail merge feature provided by a word processor to merge out our information with letters and prepare them for delivery.

Mail merge comprised of two steps.

1. Prepare your letter or invitation.
2. Prepare the list of people who will receive this letter.
3. Merge the information from the list into main letter.

For example we need to send university students a convocation letter. Such invitation or letter is addressed to different person. Text of the invitation will be the same but the name of the students and their addresses will be different.

To develop invitations using mail merge feature do the following steps

1. Create a letter/invitation with temporary labels like title, first name, last name, city
2. Go to Tools < Letters and Mailing... < Invitation. A panel for mail merge will open in the document.
3. Select "Letters" radio button in the document type and click on the next: Starting document in the bottom of the panel.
4. Select "Use the current document" and click on the "Next: Select recipients"
5. Select "Type a new list" and click on Create... A new window will open with text fields. Enter information in text fields and click on OK. It will ask you to save the list. Enter "Students" and press enter. Click on "Next: write your letter"

#### 3. Editing a merged list

It is very easy to edit a list or add/delete a record in list.



Click on the Mail recipient button in mail

merge toolbar. A new window will open with list you develop. Select any entry and click on Edit button in the window to do any changes. Once you enter into the edit mode for the particular list entry, you can delete, find, sort and add new entry.

#### 4. Merging to a document

Every record after merging with the main letter gives a personalized letter. Every student will get the feeling that letter was especially made for him.



To merge main letter with list of students, click on the “Merge to New document” button in the Mail merge toolbar. A small window will open with following options for merging records.

1. Selecting “All” will merge and create letters for all records in the data list.
2. “Current Record” will merge and create letters for only the record that is visible on the screen
3. “From \_\_\_\_\_ To \_\_\_\_\_” will merge and create letters for only the mentioned range of records

Select “All” and click on OK button. It will create letters for all students in no time. Now save this document for future use.

## 5. Creating mailing envelopes

Letters prepared through mail merge are delivered to the destination address. For our example, envelopes will be made for same students. We have already prepared and saved an address list.

To display the mail merge tool bar, go to View < Toolbars < Mail Merge



Most of the buttons are disabled at the moment. Click on the first button “Main document setup”. A small window will open. Select “Envelop” option and click on OK button. A new window will open for envelop development. Let the by default options (size 10) for envelop size and click on Ok button. Size of the document will be changed. This is not a page anymore. It is envelop that we have selected in the previous step.

Click at the top left corner of envelop and write the return address. Now click at the center of envelop. A cursor will start blinking there. Click on the 2<sup>nd</sup> icon in the Mail Merge tool bar and browse to the student’s record file.

The buttons in the Mail Merge tool bar are now enabled and can be used. Click on the “Insert Merge Field” button. A list will open with address list. We will use some fields to create delivery address. Select the field you want to enter and click on insert. Like this insert all required fields and click on Ok. We can arrange these fields entered with space and enter.



To view the merged data, click on “View Merged Data” button in Mail Merge tool bar. Real record will replace address fields. To view other record, click on the navigation buttons in tool bar.

## 6. Printing a merged document

Click on the “Merge to Printer” button in tool bar. Select “All” from the Merge to Printer window to take prints for all records. Soon after you click on the OK button, a new window will open for printer. Click on Ok button to send print request to printer.

## 7. Summary

In this lecture you learnt:

- What is mail merge and its use?
- Important steps use for mail merge
- Creating a mailing list
- Creating a mailing list with document
- Preparing mailing envelopes
- Taking print outs of a merged documents

## 8. Exercise

### Task 1:

Click on the menus and select the file mentioned below:

Start < All Programs / Programs < VU-CPL < Module 3 < Mail Merge exercise.doc

This file contains detailed instructions for a Mail Merge exercise.

## Computer Proficiency License (CS-001)

### Lecture 24

### Preparing output

## 1. Objectives

The objective of this lecture is to provide information about

- How to review and proof read a document
- How to use word processor to proof read
- How to remove spelling and grammar mistakes
- How to take print outs of a document
- How to make use of different printing options

## 2. Reviewing a document

When a document is prepared, it is thoroughly checked with different perspective. A document is checked for its layout and information provided in it. Documents are also checked for its spelling and grammar mistakes. We should review our document made with the help of word processing application.

A complete document review includes

1. Complete page layout
2. Page margins and numbering
3. Header and footer settings
4. Text and paragraph settings

A very important part of document review is spelling and grammar check. A word processor gives us a very important feature of spelling and grammar check. It indicates any spelling mistake in the document and points out any grammatical mistake as well. While writing in MS word, spelling mistakes are shown by red lines and grammar mistakes are shown by green lines. Using the spelling and grammar check feature, we can remove mistakes from our document.

There are two methods to correct such mistakes in document.

1. We can use the spelling and grammar check feature. Go to the start of the document. Click on button highlighted in the figure. It will open a new dialogue box with correct options. You can do the correction, ignore it or add it to dictionary.



2. We can use the right click of our mouse. Right click on the word with red line below it to see the available corrected options.

This arteclee has been taken from CS001's module 3



Words not included in computer dictionary are highlighted as mistakes. For example nouns like Places; Muslim names etc are considered as spelling mistakes. We can add such words in dictionary so that they are not considered as mistake next time.

Right click on the highlighted word, and select “Add to Dictionary”

The green wavy line under the sentence represents a grammatical mistake. Computer is suggesting you to revise the fragment from the grammar perspective.

### 3. Printing a document

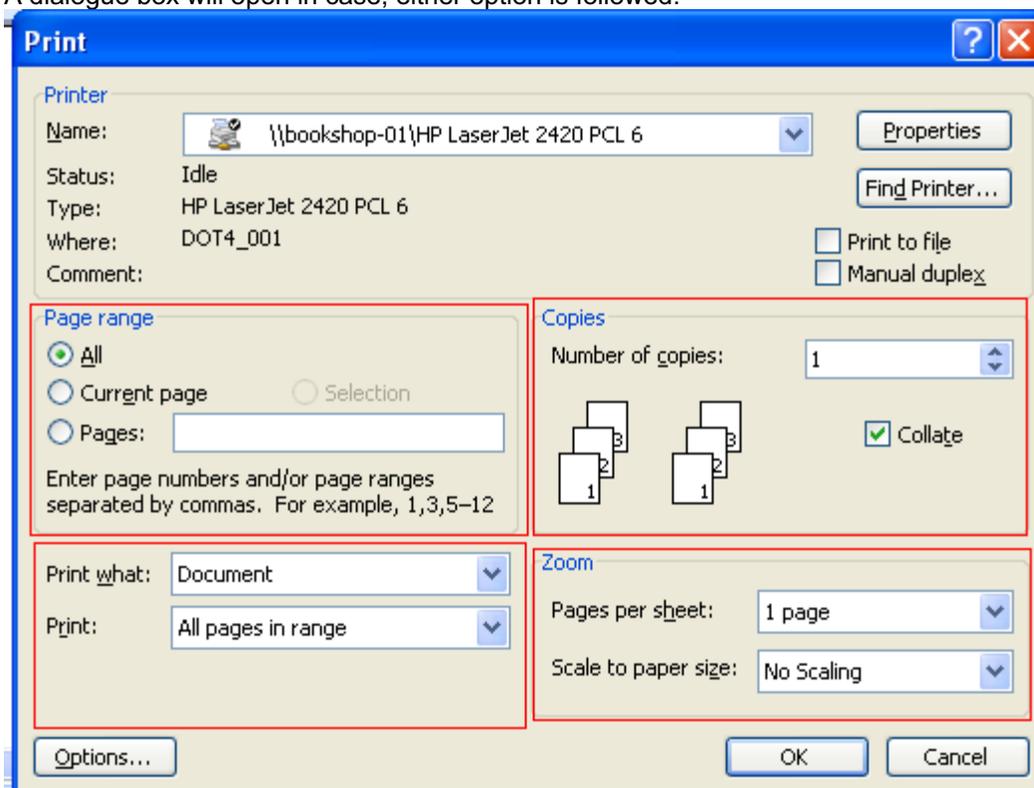
We can take prints of a document prepared in word processor. The files created using software and saved in computer called “soft copy”. It is a good practice to have the print preview of your

documents. Click on  print preview button to see the preview of the document file before print. After viewing the preview, we can come back to the document by clicking on the close button.

To take the print you can do any of the following.

1. Click on the print button to take print.
2. Go to File < Print
3. Press Ctrl + P

A dialogue box will open in case, either option is followed.



You will see different options available for print.

You can select All, only current page, or page range for prints

Multiple copies can be sent to printer at a time of a document with a single click.

Zoom and scaling options can be set for pages being sent to printer.

## 4. Summary

In this lecture you learnt:

- Review and proof reading of a document
- Using word processor to proof read
- Removing spelling and grammar mistakes
- Taking print outs of a document
- Different print out options

## 5. Exercise

### Task 1:

Visit some office and explore how they use printers in a network environment.

### Task 2:

There are different types of printers available in the market. If you have to buy a printer, which factors will you consider deciding which one is best for your requirement?

### Task 3:

When the printer ink cartridge or laser toner is used up, what will you do with it?

### Task 4:

Open a Notepad file and choose the print option from the file menu. From the print panel, increase the number of copies to be print.

### Task 5:

Open a Microsoft Word file which has some pages of text in it (at least 7 pages). Press Ctrl and P keys from the keyboard simultaneously. Click on the radio button beside the Pages text box and type "1-3, 6" (without quotation marks). This setting will only print the first three pages and the sixth page of the current document.

Computer Proficiency License (CS-001)  
Lecture 25  
Basic concepts of MS Excel

## 1. Objectives

The objective of this lecture is to provide information about

- How to start spreadsheet software?
- Components of spreadsheet software
- How to create and Close spreadsheets?
- How to save spreadsheets?
- How to open one, several spreadsheets?
- How to switch among several spreadsheets?
- How to save a spreadsheet under another name?
- How to exit from spreadsheet?

## 2. Starting spread sheet software

Microsoft Excel is popular and widely used spread sheet software.

To open the excel file

Click on start < All Programs < Microsoft Office < Microsoft Excel2003

In the start a screen will appear for few seconds. This is called splash screen. A new excel file will open, after this screen would disappear. The by default arrangement of toolbars panels and sheets is called default layout.

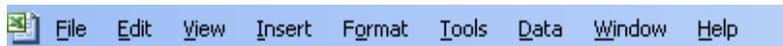
## 3. Screen components

➔ **Title bar:** The most upper bar of window is called title bar. Its top left corner shows the document default name like “Microsoft Excel Book1” which shows document is of type Microsoft Excel and its temporary name is Book1. When we save the document we can give another name to document.



A file created by spread sheet software is called work book. On the right side of title bar there are three buttons. Minimize button is used to minimize the workbook. Restore button is use to restore down the workbook and close button is use to close it.

➔ **Menu bar:** There is another bar after the title bar is called menu bar. Menu bar contains different options to use features of excel like file, edit, view etc



For using any main menu we just move the mouse cursor over it and it will show submenu.

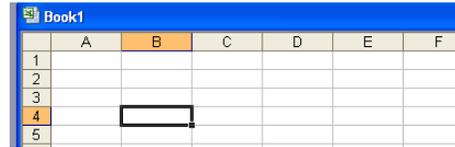
➔ **Toolbar:** The strip next to menu bar is toolbar. Toolbar is shortcut of menu bar sub options.



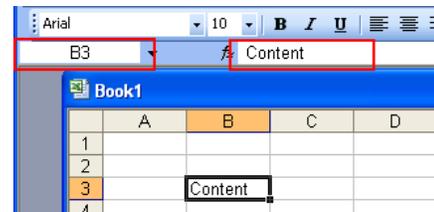
We can use these options by clicking icons. For knowing the purpose of these icons just take the mouse pointer over there and wait for a while you will see name of this icon in form of label. This label is called tool tip text.

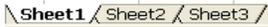
➔ **Task pan:** When you start the spreadsheet software you will find a panel on the right side. It is called task pan. On the top of task pan “Getting started” is written and you will find options such as seek online help, open recently opened excel files and create a new work book etc.

➔ **Worksheet area:** An excel workbook appears on the screen showing white cells, is called worksheet area. Worksheet area is divided in rows and columns and the area where the rows and columns intersect is called a cell. Worksheet consists of different cells. Each cell has a name which is referred as its address. In worksheet columns are shown in alphabets while rows are shown in numbers.



➔ **Name Box and Formula bar:** There are two bars at the top of excel sheet for active cell name and formula/content of the cell. These are called name box and formula bar. Name box shows address of the active cell name. Formula bar shows the contents of the cell.



➔ **Sheet Tab:** In the end of worksheet there are few buttons; called sheet tab. Sheet tabs are used to move between worksheets in a spreadsheet. You can work on three work sheets simultaneously. 

➔ **Status bar:** The bar at the bottom is called status bar which shows the status of document.

## 4. Creating a new spread sheet

To create a new spreadsheet use “NEW” option from file menu.

- 1- Go to File < New
- 2- Click on “Blank work book” in the Task Pan in the right side of the MS Excel.
- 3- A new work book will be opened.



Another way to open new file is use “New” icon from tool bar

## 5. Saving a new spreadsheet

After creating the spreadsheet the next step is to save them. We will use “SAVE” command of file menu to save worksheet.

There are three ways to save existing file.

- 1- Go to File < Save
- 2- Press Ctrl+S
- 3- Click on Save Icon  in formatting toolbar.

## 6. Closing

When we are finished with our work in spread sheet we need to close it.

Two ways to close a file:

- 1- Got to File < Close.
- 2- Click on the close button at the title bar.

## 7. Opening

When we want to display a spreadsheet that has already been saved we will use “OPEN” option from file menu.

Two ways to open a file:

- 1- Click on File < Open.
- 2- Press Ctrl + O.

Either of the way will open a dialogue box. You can browse the file, needed to open and click on Open button.

## 8. Switching

When more than one spreadsheet is open we can switch and edit among them. To view an open spreadsheet we have to click on its name visible in the task bar and we can also switch among spread sheet by clicking on “Window” option of file menu.

To view open spreadsheets at a time:  
Go to Window < Arrange.

## 9. Rename

When you want to make changes in existing file and to make another copy of existing file, we will use “SAVE AS” option of file menu.

## 10. Exiting

By using “CLOSE” option we do not exit from spreadsheet software. If we want to exit from spreadsheet software we will use “EXIT” option from file menu.

To exit from Microsoft Excel software:

Go to File < Exit

## 11. Summary

In this lecture we have learnt:

- How to start spreadsheet software?
- Components of spreadsheet software?
- How to create and Close spreadsheets?
- How to save spreadsheets?
- How to open one, several spreadsheets?
- How to switch among several spreadsheets?
- How to save a spreadsheet under another name?
- How to exit from spreadsheet?

## 12. Exercise

In the coming exercise review your Excel skills to open, navigate, save and close a spreadsheet.

### Task 1:

#### **Creating Microsoft Excel shortcut on the Desktop:**

Click on the Start button and click on the All Programs menu option. Locate Microsoft Excel option (if you have MS Office 2000 or older) or Microsoft Office (if you have MS Office 2003). Right click on the Microsoft Excel option and drag it on to your Desktop area. Release the right mouse button, a small menu will pop up. Select 'Copy here' option from the menu to create a shortcut

### Task 2:

#### **Starting Microsoft Excel :**

Click on start button and then point to All program option. In the resulting menu, point to Microsoft office option. Then click on Microsoft Excel 2000 to start Microsoft excel.

### Task 3:

#### **Creating and saving a spreadsheet :**

Open a New Excel spreadsheet by pressing Ctrl + N from the keyboard. Type your name in cell A1 and address in A2. Press Ctrl + S from the keyboard. A window for saving files will open up. Enter the required information and save the spreadsheet you have just created. Now type some more text in the same spreadsheet and press Ctrl + S from the keyboard. This shortcut key will save your current spreadsheet.

### Task 4:

#### **Changing Spreadsheet Name :**

Open My Documents folder and locate any spreadsheet that you have created earlier. Select spreadsheet name with a single mouse click. Do not double click on the icon. Now press F2 key from the keyboard. F2 key is located in the top left corner of your keyboard, near Escape and F1 keys. After pressing the F2 key, you can type and change the name of the spreadsheet. Same steps can be followed for changing folder name.

### Task 5:

#### **Changing Zoom setting :**

Create a new spreadsheet. Note the number of columns and rows that appear in worksheet area. Open view menu and click on Zoom option. In the dialog box select 75% option and then click on Ok button. Note number of rows and columns that appear in worksheet area.

### Task 6:

#### **Opening spreadsheets :**

Start Excel and open a spreadsheet that you have created recently. For this open file menu and in the last of menu click on any spreadsheet name. It will be shown on screen. Then click on open icon on the toolbar. It is in the shape of an open book. From dialog box click any spreadsheet and then click on open button. finally press Ctrl + O keys from keyboard and double click on any spreadsheet in the dialog box. To see the list of open spreadsheets click on window menu. In last of this menu check open spreadsheets.

Computer Proficiency License (CS-001)  
Lecture 26  
Introduction of Excel Sheets

## 1. Objectives

The objective of this lecture is to provide information about

- How to enter and edit different type of data in worksheets?
- What is range and how to select cells, columns and rows in a worksheet?
- How to insert blank cells, columns and rows in a worksheet?
- How to delete cells, columns and rows in a worksheet?
- How to change single or multiple column width and rows height?
- How to copy and move worksheet data?
- What is purpose of find and replace command?
- Sorting of numbers and letters in ascending and descending order

## 2. Inserting data

You can enter different types of data in spreadsheet like text and letters. In numeric data we enter digits and perform different formulas on it. When we enter sentences or description of any item in a cell we can use text type. Some time we enter text and letters both in the computer terminology this type of data is called alphanumeric.

## 3. Entering data

When we enter data in cells of spreadsheet we have to follow these steps:

1. First move cell pointer to the cell using mouse or keyboard.
2. Enter data (Text, Numbers etc) in a cell using keyboard.
3. After entering data finalize it, by pressing any arrow key.

We can align data as well. By default Text data is left aligned and numeric data is right aligned.

## 4. Editing data

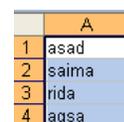
When we edit enter data in cells of spreadsheet we use single click or double click.

There are two methods to edit the data in excel sheet.

1. Select the cell; you want to edit, using arrow keys or mouse. Content of the active cell will be visible in formula bar. You can delete/overwrite or correct the text here.
2. Double click at the cell you want to edit. Text will be highlighted. Press any key to delete the text or overwrite it with new text.

In edit mode you can edit and delete data. For deleting you can use delete button or backspace to delete.

## 5. Selecting cells



	A
1	asad
2	saima
3	rida
4	aqsa

To work at more than one cell, entire row or column, you need to select it. Group of adjacent cells is called range. We can define range by writing starting and ending address like A1:A4 etc

## 6. Selecting rows

In a worksheet you can select single or multiple rows. To select a single row you have to click its row number. By dragging mouse on multiple rows we can select multiple rows.

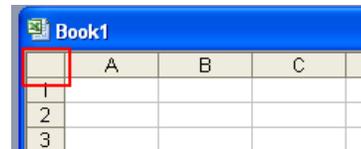


## 7. Selecting worksheet

Using any of these methods we can select multiple columns or entire worksheet.

1. Click once at the name of the column to select it.
2. Select any column and press shift. Now select as many adjacent columns you want.

To select entire worksheet click on the area, highlighted in the figure. It is called "Select All" button. You can also select an entire worksheet using keywords like Ctrl+A.



## 8. Summary

In this lesson you have learnt:

- How to enter and edit different type of data in worksheets
- What is range and how to select cells, columns and rows in a worksheet

## 9. Exercise

Complete each of the task in sequential order to review your excel skills to enter and edit data, select data, insert and delete columns and rows. You will also learn how to undo and redo changes, rearrange your worksheet, and fill ranges.

In these exercises open any spreadsheet created earlier to practice these tasks.

### Task 1:

#### Entering Data :

Start a new spreadsheet. Click on cell A10 in worksheet. Type your name and press right arrow key of keyboard. Press up arrow to move to cell B10. Type any other name and press enter key. In the same way, type some data in cell C10 to H10.

### Task 2:

#### Editing Data :

Move to cell A10. Type a new name in the cell but do not press enter. Since you realize that you want to enter name in A11 cell, press Escape key of keyboard. Move to cell A11. Type **Majid** but do not press enter key. Press Backspace key twice to delete **id**. Then type **eed** to change name from **Majid** to **Majeed** and press enter key.

### Task 3:

#### Selecting range of cells using keyboard :

In order to select a range of cells from C4 to C10 first move cell pointer to cell C4. Hold the Shift key of keyboard and then press down arrow key to move to cell C10. Then release the shift key. The range C4:C10 is selected by using keyboard.

**Task 4:****Selecting nonadjacent rows :**

In order to select nonadjacent rows 2, 4 and 6 in this worksheet first select row 2. For this, click on row 2 heading when shape of mouse pointer is right pointing arrow. Then press and hold Ctrl key of keyboard and click on row 4 and row 6 heading when shape of mouse pointer is right pointing arrow. Non adjacent rows 2, 4 and 6 are selected.

**Task 5:****Selecting multiple columns using keyboard shift key :**

In this worksheet select columns C, D and E using shift key of keyboard. For this first click on Column C heading when shape of mouse pointer is down pointing arrow. Hold the Shift key of keyboard and then press down arrow key of keyboard to move to column E heading. Then release the shift key. The columns C, D and E are selected by using keyboard.

## Computer Proficiency License (CS-001)

### Lecture 27

### Working with cells

#### Objective:

In this Lecture you will learn about:

- How to insert blank cells, columns and rows in a worksheet?
- How to delete cells, columns and rows in a worksheet?
- How to change single or multiple column width and rows height?
- Use of undo and redo command
- How to copy and move worksheet data?
- What is purpose of find and replace command?
- Sorting of numbers and letters in ascending and descending order

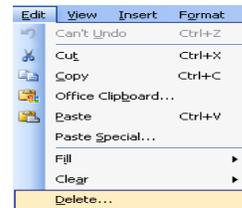
#### 1. Inserting rows, columns

While entering data in a worksheet, it may be possible that some entry of row or column is missed. In this situation we can insert blank row or column in a worksheet by using insert row or insert column option.

When row insert option is given, a blank row is inserted above the location of cell pointer. Row numbers are automatically adjusted after inserting new row. In the same way when insert column option is given, a blank column is inserted to the left of active column. We can also insert multiple columns.

#### 2. Deleting rows, columns

We can delete columns and rows by using edit option of delete.



#### 3. Modifying column, row

When a new spreadsheet is created all cells have default size called standard width. Sometimes entered data is too long that it is not visible in the cell. We will increase the length of column by dragging mouse on left side of column and same is with row.

#### 4. Use the undo, redo command

While using different options in a worksheet it is possible that you did not want to apply some options but applies them inadvertently. In this situation you can use undo or redo options of edit menu.

Redo can be applied when you applied undo command.

To undo any command, go to Edit<Undo

To redo any command, go to Edit<Redo

#### 5. Copy data

When you want to use same data on some other location in worksheet, you can copy this data instead of re-typing it. You can copy the data of cells, columns and rows from one location to any other location.

To copy data

1. Go to Edit < copy
2. Select the cell, and press Ctrl+C.

## **6. Move data**

You can move data from one location to another in a spreadsheet called cut and paste. You can cut and paste the data of cells, columns and rows.

We can use cut command by two ways:

- 1-Select data
- 2-Click on Edit < Cut or Press Ctrl+X.

We can paste data by two ways:

- 1-Cut or Copy Data
- 2-Click on Edit < Paste or Ctrl+V.

## **7. Auto fill tool**

By using auto fill tool, you can copy data of single cell to the cell on the right side, left side, upward and downward. It means data can be copied in any direction. Sometimes you may want to create data in series like roll number, date, day, month etc. Auto fill tool is also used to generate these types of series.

## **8. Search and Replace**

It is very difficult to search any value or text in a worksheet when it contains a lot of data. When you have misspelled some text in a worksheet it becomes lengthy process to locate and correct these entries. To efficiently search and replace data in a worksheet we will use search and replace option.

When you want to search some entry Click Edit < Find will open a dialogue box, enter data here to search.

When you want to correct some entry you will use replace option Click Edit < Replace will open a dialogue box, enter data here to replace.

## **9. Sort data**

Sort means to arrange data. In spreadsheets we can sort data in alphabetical or numerical order. Alphabetical means data is sorted from A to Z and numerical order means to display numbers in sequence.

Data can be sorted as following

- 1- Select the data, you need to sort.
- 2- Go to Data < sort

This will open a dialogue box which shows some options for sorting data.

## 10. Summary

In this lesson you have learnt:

- How to insert blank cells, columns and rows in a worksheet?
- How to delete cells, columns and rows in a worksheet?
- How to change single or multiple column width and rows height?
- Use of undo and redo command
- How to copy and move worksheet data?
- What is purpose of find and replace command?
- Sorting of numbers and letters in ascending and descending order

## 11. Exercise

Complete each of the task in sequential order to review your excel skills to enter and edit data, select data, insert and delete columns and rows. You will also learn how to undo and redo changes, rearrange your worksheet, and fill ranges.

In these exercises open any spreadsheet created earlier to practice these tasks.

### Task 1:

#### **Selecting multiple columns using keyboard shift key :**

In this worksheet select columns C, D and E using shift key of keyboard. For this first click on Column C heading when shape of mouse pointer is down pointing arrow. Hold the Shift key of keyboard and then press down arrow key of keyboard to move to column E heading. Then release the shift key. The columns C, D and E are selected by using keyboard.

### Task 2:

#### **Deleting contents of row 5 and row 7 using keyboard Delete key :**

To delete contents of row 5 and 7 first select row 5 and row 7 by using Ctrl key and mouse as we discussed earlier. When row 5 and 7 are selected press delete key of keyboard. You will see that only the contents of row5 and row 7 are deleted, data is not shifted.

### Task 3:

#### **Reverse Changes :**

Add two blank rows before row 5. For this first select row 5 and row 6. Open Insert menu and click on rows option. After inserting these rows, you realize that you want to add two blank columns instead of rows. So press Ctrl + Z to reverse your changes. If you want to redo your changes press Ctrl + Y key of keyboard.

### Task 4:

#### **Copy Data :**

To copy contents of cells A1, C1 and F1 to cells A20, C20 and F20 first click on cell A1. Then press and hold Ctrl key of keyboard and click on cell C1 and F1. Cells A1, C1 and F1 are selected. Press Ctrl + C keys to copy data to clipboard. Move cell pointer to A20 and press Ctrl + V keys to paste the copied data.

### Task 5:

#### **Modify columns width and rows height using column and rows option :**

To change width of columns C, E and F first select these columns by using Ctrl key and mouse. After selecting these columns, open Format menu and point to column option. Then click on width option in submenu. A window will be shown, type desired width in

window and click on ok button. Width of columns C, E and F will be different from other columns.

**Task 6:****Using Series option dialog box to generate a series of date :**

In a worksheet type 1/1/2006 in cell A4. Then select cells A4 to A10. To generate a series of next dates with month increasing by 2 each time open Edit menu. Point to fill option and then click on Series option in submenu. In the dialog box, click on Date from series section. In step value type number 2. As you want to increment of 2 in months so click on Month in Date unit section. Finally click on OK button and see the series of date generated.

**Task 7:****Using Series option dialog box to generate a series of multiplication type :**

In this activity type 2 in cell A4 of any worksheet. Select cells A4 to A8 to generate series 2,4,8,16,32. Then open Edit menu and Point to fill option and then click on Series option in submenu. In the dialog box click on **Growth** from Type section. In step value type number 2 to multiply each number by 2 in the series. Finally click on OK button and see the series of numbers generated.

**Task 8:****Sorting :**

Open a new spreadsheet. Type numbers 1,4,2,1,3,2,4,2 in cells A1, A2, A3, A4, A5, A6, A7 and A8. Then type numbers 2, 4,6,1,4,5,2,3 in cells B1, B2, B3, B4, B5, B6, B7 and B8. Select these cells and open Data menu. Choose sort option from then menu. In sort by drop down list select column A. In then by drop down list select column B. Finally click on Ok button and you will see Column A and Column B in sorted order.

Computer Proficiency License (CS-001)  
Lecture 28  
Work sheets

## 1. Objectives

The objective of this lecture is to provide information about

- Worksheets
- How to select worksheets?
- How to insert worksheet?
- How to rename worksheet?
- How to delete worksheet?
- How to duplicate worksheet?
- How to move worksheet?

## 2. Selecting work sheets

Workbook consists of many worksheets. When a new spreadsheet is created we can work in three worksheets named as sheet1, sheet2, sheet3. You can store different but related data in a worksheet of spreadsheet like student morning session result in one sheet and evening session in other sheet. When you work in any of three sheets you can select it just by clicking sheet number and the selected worksheet will show in bold letters.

You can select multiple worksheets at the same time by clicking on one sheet tab and then press Shift button and click on second sheet tab will select both sheets and shows their background as white instead of grey. When you want to deselect these selected sheets you just click on third sheet tab and you will find sheet1 and sheet2 will be deselected.

## 3. Inserting work sheet

In a spreadsheet we can work on three worksheets simultaneously and it can be increased also.

To insert a new worksheet:

- 1- Define the location `\ Sheet1 \ Sheet2 / Sheet3 /`
- 2- Click on Insert < worksheet `\ Sheet1 \ Sheet4 / Sheet2 / Sheet3 /`

You will see a new worksheet with a new name.

To insert multiple worksheets 1) select them 2) Go to Insert < Worksheet  
It will insert desired sheets.

## 4. Renaming work sheet

Default names of worksheets in any spreadsheets are sheet1, sheet2, sheet3.

Naming rules while renaming any worksheet are:

- 1- Name should not be greater than 31 characters

- 2- Name should not contain special characters
- 3- Any two worksheet names should not be same

You can change worksheet name just by double click 

And rename it. 

## 5. Deleting work sheet

Just like inserting a new worksheet we can also delete a worksheet. It should be remember when you delete any worksheet you cannot undo this action.

To delete a worksheet

- 1-Select the worksheet 
- 2- Click Edit < Delete Sheet 

You will see selected sheet has deleted.

Another way to delete a worksheet is:

- 1- Do a right click on the worksheet's name. 
- 2- Select Delete from the menu.

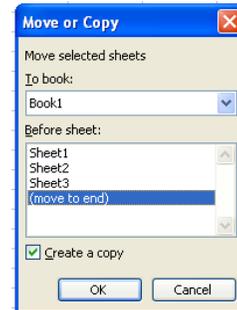
## 6. Duplicate a work sheet

When we want to make another copy of worksheet we use duplicate worksheet.

To duplicate a worksheet

- 1-Select worksheet by click on any cell
- 2- Click on Edit <Move or Copy Sheet. Will show you a dialogue box
- 3-Select the position for copy

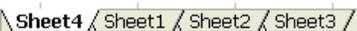
This will create a copy of worksheet 1 in the end of sheet3 by name sheet 1(2).



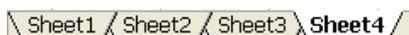
## 7. Move a work sheet

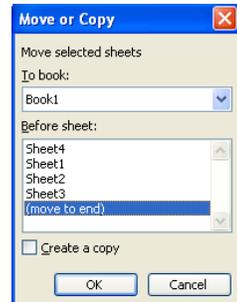
We can move worksheet from one location to another. Move option is helpful when we want to arrange sheet numbers in sheet tab.

To move a Worksheet:

- 1- Select worksheet. 
- 2- Click on Edit < Move or Copy Sheet will show you dialogue box
- 3- Select position

This will move sheet 4 in worksheet 1 at the end of sheet 3.





## 8. Summary

In this lesson you learnt:

- Worksheets
- How to select worksheets?
- How to insert worksheet?
- How to rename worksheet?
- How to delete worksheet?
- How to duplicate worksheet?
- How to move worksheet?

## 9. Exercise

In coming exercise you will practice to select multiple worksheets, rename worksheet, insert and delete worksheets. You will also practice copying and moving worksheets

### Task 1:

#### **Selecting Noncontiguous Worksheets :**

Open any spreadsheet, to select noncontiguous worksheets sheet1 and sheet3 first click on sheet 1 tab. Press and hold Control key of keyboard and then click on sheet 3 tab. You will see that background color of Sheet 1 and Sheet 3 tabs are changed from gray to white. It means sheet1 and sheet3 are selected.

### Task 2:

#### **Inserting a new worksheet using keyboard :**

Open any spreadsheet and now we will add two new worksheets before sheet1 using keyboard. To do this, first select sheet 1 and sheet3. Click on sheet 1 tab and then press and hold the shift key and click on sheet 2 tab. Sheet1 and sheet2 are selected; now press **Alt+ Shift+F1** keys of keyboard simultaneously. You will see that two new worksheets are inserted before sheet 1.

### Task 3:

#### **Rename a worksheet using format-sheet submenu :**

Let us change the name of sheet1 in a new spreadsheet. To do this first click on sheet1 tab. Open format menu and point to sheet option. Select rename option from resulting submenu. Selected sheet name will be highlighted. Type any new name in sheet1 tab. Finally, to save this name press enter key of keyboard.

### Task 4:

#### **Affecting Multiple worksheets :**

To affect multiple worksheets at a time open a new spreadsheet. Select sheet 1 and sheet 2 in this spreadsheet. Click on sheet1 tab and type some data in column A and B of sheet 1. Then click on sheet 2 tab, it will also contain the same data in column A and column B which you entered in sheet1. Click on sheet 1 tab. Select row 4 and open insert menu. Choose rows from the menu. Blank row will be inserted before row 4. Click on sheet 2 tab. Blank row is also inserted before row 4 in sheet 2. To deselect sheet 1 and sheet 2, click on sheet 3.

### Task 5:

#### **Deleting Noncontiguous Worksheets :**

To remove sheet 1 and sheet 3 in a spreadsheet first select sheet 1. Press Control key of keyboard and click on sheet 3 tab. Open edit menu and choose Delete sheet option from menu. Sheet 1 and sheet 3 are deleted.

**Task 6:****Copying Worksheets using mouse :**

Let's create a copy of sheet 1 in a new spreadsheet using mouse. To do this first click on sheet 1 tab. Hold down Control key of keyboard and Drag sheet 1 tab with mouse. Notice plus sign on the icon which is used to indicate that worksheet is copied. Drag this plus sign to last of sheet tab and then release the Control key of keyboard. A copy of sheet1 is created with name Sheet1(1) in last of sheet tab.

**Task 7:****Moving a worksheet to another Spreadsheet using mouse :**

First open any two spreadsheets. To show both Spreadsheets open window menu and select arrange option. Click on vertical from dialog box so both spreadsheets are shown vertically. To move sheet 1 from first Spreadsheet to another first click on sheet 1 tab. Drag the sheet 1 tab and notice that an icon will also move with it. In this way, drag this icon to end of second Spreadsheet. You will notice that from first Spreadsheet sheet 1 is moved to second Spreadsheet.

**Task 8:****Change sheet tab color :**

Let us change the color of sheet2 tab in a new spreadsheet. To do this first click on sheet1 tab. Open format menu and point to sheet option. Then choose tab color from resulting menu. A list of colors is shown. Select desired color and click on OK button.

Computer Proficiency License (CS-001)  
Lecture 29  
Formulas and Functions

## 1. Objectives

The objective of this lecture is to provide information about

- Formula and how it is used in worksheets.
- How functions are used in worksheets?
- How to use If function?
- Difference between absolute, relative and mixed referencing?
- About error codes and which type of error codes are generated using formulas?

## 2. Generate formulas

Formula is distinguishing feature of spreadsheet. In absence of formula, it is called a worksheet which contains text and numbers in tabular form. Formula contains numbers, cell addresses and operators to perform calculation on these numbers. To perform simple calculations like add, subtract, multiply etc we will use arithmetic operators.

## 3. Priority of operators

When more than one operator is used in the formula, they are evaluated in some specific order. Precedence of operators is as follows:

Operator/Symbol	Order of precedence	Operations
()	1 <sup>st</sup>	Parenthesis
^	2 <sup>nd</sup>	Exponentiation
* and /	3 <sup>rd</sup>	Multiplication/division
- and +	4 <sup>th</sup>	Addition and subtraction

Operators having same precedence are calculated from left to right.

## 4. Working with functions

When calculation is lengthy and complicated in spreadsheets we use functions.

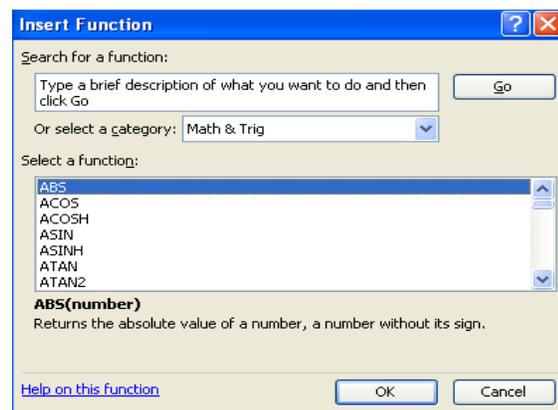
Format of function is:

**=FunctionName (List of Arguments)**

Function name shows the purpose of the function.

Argument list can be numbers, cell addresses and any range.

Formula can be entered using built-in functions and spreadsheet consists of many



functions like mathematical, statistical and logical etc.

To enter function

Go to Insert < Function

This will show you a dialogue box from where you can choose your functions.

## 5. Generate formula using IF

IF function is very useful logical function in spreadsheets. We use relational operator with logical operators.

Relational operators: compares any two values that are greater, equal or not equal from each other. These are:

=
<
>
<=
>=
<>

Format of If Function:

**=if (condition, value if true, value if false)**

## 6. Absolute, relative, mixed cell reference

When cell addresses are changed in copying a formula it is called relative cell referencing like = sum ( A1 , B1 ).

When cell addresses are not changed in copying a formula it is called absolute cell referencing like = \$ A \$ 2 + \$ B \$ 2.

When we do not want to make some value as absolute reference and some as relative then it is called mix cell reference.

## 7. Error associated with formulas

It is possible when you are typing some formula you may make a mistake, due to these common mistakes error codes are shown in cells.

Some of errors are:

#Name: error is shown when any function or cell address is misspelled.

#Div / 0: error is shown when any data is divided by zero or blank cell.

#NULL: error is shown when more than one value are separated by spaces in function.

#Value: error is shown when wrong data type is entered in formula of function.

## 8. Summary

In this lesson we have learnt:

- What is formula and how it is used in worksheets?
- How functions are used in worksheets?
- How to use If function?
- Difference between absolute, relative and mixed referencing.
- About error codes and which type of error codes are generated using formulas.

## 9. Exercise

You will explore ways to create and copy formulas and functions, use of absolute, relative and mixed cell references. You will also learn how error codes are generated by using formulas and how to avoid from them.

### Task 1:

#### **Using AutoSum :**

Create a new Spreadsheet whose first column contains name of monthly expenses and second column contains amount of each expenses. To calculate total monthly expenses select the cells which contains amount of each expenses. On the toolbar click on Auto sum button ( $\Sigma$ ). You will see the sum of amount column in last cell.

### Task 2:

#### **Adding column values :**

Open a new spreadsheet and enter some numbers in Column A and Column B. To add values in Column A and B and then multiply by 2, first move cell pointer to cell C2. Type= $A1+B1*2$  in cell C2 and press Enter key of keyboard. You will see that number 2 is multiplied by value of B1 and then value of A1 is added in it. Now change formula and type=  $(A1+ B1) *2$  in cell C3. You will notice that first values of A1 and B1 are added and then result is multiplied by 2.

### Task 3:

#### **Entering formula before entering values :**

Open a new spreadsheet and click on cell C1. Type  $=A1+B1$  and press enter key. You will see value 0 in cell C1. Now enter value 4 in A1 cell and 6 in B1 cell. Value of C1 cell will be changed to 10. Click on cell C1. Press Ctrl + C keys and select cells C2 to C3. Press Ctrl + V keys. Type value 2 in cell A2 and 5 in cell B2. Value of C2 cell will be 7. Type value 6 in cell A3 and 9 in cell B3. C3 will be 15.

### Task 4:

#### **Modifying a formula :**

Open the Spreadsheet we used in previous exercise. Move cellpointer to C1. Press F2 key of keyboard. Place cursor to plus sign by clicking on plus sign. Press delete key of keyboard. Type minus sign and press enter. Now formula used in cell C2 is recalculated.

### Task 5:

#### **Changing cell references to Absolute :**

Open spreadsheet, used in previous exercise, click on cell C1. In C1 cell formula, to make A1 and B1 from relative to absolute, first presses F2 key. Click before A1 in formula bar and press F4 key of keyboard. Then move cursor before B1 and press F4 key of keyboard. You will see a dollar sign before A1 and B1.

### Task 6:

#### **Use of sum function by dragging :**

In monthly expenses spreadsheet, we will calculate the total monthly expenses using sum function. Type = **sum** ( in cell C1 . Drag to select the range **C2:C10**. You will see this range in cell C1 = **sum (C12: C10)** . Finally press "enter" key of keyboard. Excel will total the specified range.

### Task 7:

#### **Using Function Average :**

In this activity you'll use function to determine average expense of each item and total number of expense. Use same worksheet which we used in previous exercise. Move to

cell **D1** and type **Average Expense**. Move to cell **D2** and click on **FX** on formula bar. In the dialog box, open select a category drop down list and click statistical from the list. Then search for function Average under the select a function list. Click on average and then click on ok button. Select amount values column in worksheet. You will see that **C1:C7** appears in front of number 1. Finally click on ok button. You will see average expense per item in cell **D2**.

**Task 8:****Using Function Count :**

Open spreadsheet used in previous exercise, Type heading **total number of items** in cell **B12**, and click on **C14**. Type = sign and click function box arrow which is on left of cross button in formula bar. Click on count function and then select cells which contains amount. In dialog box, range **c3: c7** will be added in front of number 1. Finally click on ok button; you will see total number of items in **C14**.

**Task 9:****Using Function Date :**

Open spreadsheet used in previous exercise To enter date in cell **E3**, click on cell **E3**. Type = sign and click function box arrow which is on left of cross button in formula bar and click date. If date does not appear, click more functions. In paste functioned box open category drop down list and choose date and time function. Then choose date under select a function list and then click ok button. In date dialog box, enter 2006 for year, 8 for months and 3 for day, click ok. You will see date in cell **E3**. To enter current date in cell **E4**, click on cell **E4**. Click on **FX** on formula bar and open select a category drop down list and click date and time function. Then search for function Now ( ) under the select a function list finally click on OK buttons and you will see current date in cell **E4**.

**Task 10:****Calculating total on multiple Worksheets at simultaneously :**

Open a spreadsheet which contains monthly expenses for the month of January. Add monthly expenses for the month February in sheet 2. Select Sheet 1 and sheet 2. Now click on sheet1 tab and select values of monthly expenses of January. . Click on auto sum button on toolbar. Then click on sheet 3 to deselect sheet 1 and 2. Click on sheet 1 and you will see total amount for month of January. Then click on sheet 2 and you will notice total expenses for month of February are also calculated.

## Computer Proficiency License (CS-001)

### Lecture 30

### Formatting

#### 1. Objectives

The objective of this lecture is to provide information about

- What is formatting and number formatting?
- How to apply different formatting to cell contents?
- How to change foreground and background of cell contents?
- How to add border effects to a cell, cell range?
- How to set alignment of cell contents?
- How to change direction of cell contents?
- How to show data of single cell in multiple lines?
- How to center a title over a cell range?
- How to apply cell formatting from one location to another?

#### 2. Worksheet Format

Format means appearance of a thing and formatting means to change and improve appearance of a thing. We improve appearance of picture by formatting it. When we create something we try to improve its layout. We format to improve its presence and appearance.

Worksheet formatting includes:

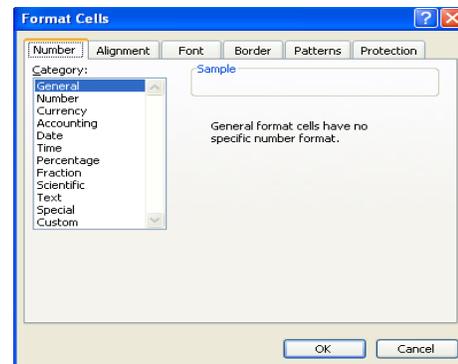
- Number formatting
- Text formatting
- Date formatting

→ **Number formatting:** To change the appearance of numbers different numeric formats are available. Numeric formats include commas, symbols and percent sign in numbers. Numeric format change only appearance of numbers.

To apply number formatting:

- 1- Select range or active cell.
- 2- Click on Format < Cell

This will open a dialogue box in which you can see different tabs. Number tab show you numeric format options.



#### 3. Currency Format

In this format a symbol is added in start of number.

To apply currency format:

- 1- Select number or range
- 2- Click on Format < Cell < Currency

#### 4. Percent Format

In this format number is multiplied by 100 and percent symbol is also shown.

To apply percent format:

- 1- Select number or range
- 2- Click On Format < Cell < Percentage

## **5. Change Font of cell contents**

Writing style of data is called font. Default text is Ariel and size is 10. you can change the font of data before and after entering the data.

To apply any font format:

- 1- Select text
- 2- Click on Format < Cell < Font tab.

## **6. Apply cell formatting to cell contents**

To apply cell format

- 1- Select text
- 2- Click on Format < Cell < Font tab < Font Style

## **7. Apply different color to cell**

You can change background and foreground color of cell contents.

To apply foreground color:

- 1- Select Cells
- 2- Click on Format < Cell < Font tab < Color

To apply background color:

- 1- Select Cells
- 2- Click on Format < Cell < Pattern tab

## **8. Add border**

Border is a line around a cell or group of cells.

To create border around cell:

- 1- Select cell or cells
- 2- Click on Format < Cell < Border tab.

You can select border style from line option and color from color option.

## **9. Align contents to cell**

By default text is aligned on left side and numbers are aligned on right side.

To align cell contents:

- 1- Select cell or cells
- 2- Select tool bar options to align left, right or center.

## **10. Adjust cell orientation**

By using cell orientation direction of cell contents can be changed.

To apply cell orientation:

- 1- Select text.
- 2- Click on Format < Cell < Alignment tab < orientation

## 11. Apply text wrapping to cell contents

To display text in multiple lines text wrap options is used.

To apply text wrap:

- 1- Select text or cells
- 2- Click on Format < Cell < Alignment tab < Text control < Text Wrap

## 12. Center a title over a cell range

We can also center a title over a cell range.

To apply cell title:

- 1- Select cell range
- 2- Click on Format < Cell < Alignment tab < Text control < Merge Cell
- 3- Select Text

4-Select tool bar options to align left, right or center.



## 13. Copy Formatting

We can also copy formatting like font, bold, border, color etc from one location to another.

To copy formatting:

- 1- Select worksheet
- 2- Click on Edit < Copy

To paste formatting:

- 1-Select another sheet and move mouse pointer in any cell.
- 2- Click on Edit < Paste Special



This will open a dialogue box from which you can select paste options.

## 14. Summary

In this lesson we have learnt:

- What is formatting and number formatting?
- How to apply different formatting to cell contents?
- How to change foreground and background of cell contents?
- How to add border effects to a cell, cell range?
- How to set alignment of cell contents?
- How to change direction of cell contents?
- How to show data of single cell in multiple lines?
- How to center a title over a cell range?
- How to apply cell formatting from one location to another?

## 15. Exercise

While unformatted worksheets communicate information, a formatted worksheet adds interest and can highlight important data. In coming exercise explore how to apply numerous types of formatting to text and values such as changing font styles to bold, italic and underline. You will also practice adding symbols to numeric data and changing color of cell contents and the backgrounds of cells.

### Task 1:

#### **Apply Numeric format :**

Open a new spreadsheet. Select cells A1 to A5 with the mouse. Click on Format menu on menu bar and choose Cells option. In the dialog box click on Number tab and select **Currency** from category list and open drop down list of Symbol. Search for symbol € (Basque) in the list. In Decimal places section set value 0 and click on OK button. Type 123 in cell A1 and press Enter key. Then type 123 in cell B1 and see the difference.

### Task 2:

#### **Apply Date format :**

In a new spreadsheet, select cells C1 to C5. Open Format menu and choose Cells option. In the dialog box click on Number tab and select **Date** from category list. Select second style from Type section and click on Ok button. Type **1/1/05** in cell C1 and press Enter key. See the style of date you entered.

### Task 3:

#### **Change Font characteristics :**

Open any spreadsheet and select cells A1 to A5 in it. Click on Format menu on menu bar and choose Cells option. In the dialog box click on Font tab and search for Verdana in style list under font section. Set size to 16 and then open drop down list of Underline section. Select **Double** from the list and then click on alignment tab. Open drop down list of horizontal section and choose center from it. Click on OK button and type some data in cells A1 to A5. See the format of entered data.

### Task 4:

#### **Apply conditional formatting :**

Select cells E1 to E5 in any worksheet and open Format menu. Choose Conditional formatting option from the list, a dialog box is shown. Click drop down list of second entry box and click on greater than. Type the value 10 in third entry box. Then Click on format button and choose Bold from Font style. Open color drop down list and choose red color. Click Pattern tab and choose violet color square (in third row and seventh column of color palette). Then click OK to close Format cells box and again click ok to close conditional formatting box. Type 25 in cell E1 and 10 in cell E2. See the effect of conditional formatting.

### Task 5:

#### **Apply Auto format :**

Open any spreadsheet which contains some data. Select the data in worksheet and click on format menu on menu bar. Choose Auto format option a dialog box is shown. Scroll the style list and click on colorful1 style from the list. Click on OK button and see the effect of auto format.

### Task 6:

#### **Use Format Painter and Fill color :**

Open any spreadsheet which contains data like A1 to A4. Select some cells which contain data and click on bold icon and italic icon. Click on format painter icon on toolbar,

shape of this icon is like a paint brush. Now select cells C1 to C4 which also contain some data and see how format of cells A1 to A5 is copied to cells C1 to C4.

**Task 7:****Hide columns and rows :**

In any spreadsheet, to select column E first click on column E heading. After selecting, right click on column E heading and choose hide from the resulting menu. Now select row 4 and 5 using mouse. Open format menu and move mouse pointer to row option and then click on hide option in submenu. Now column E, row 4 and 5 are hidden. To show column E, select columns D and F and right click on selection. Choose unhide from resulting menu. Similarly to show row 4 and 5, select row 3 and 6. Right click on selection and choose unhide option.

**Task 8:****Freeze columns and rows :**

Open any spreadsheet and to freeze column A place cell pointer in cell B1. Open window menu and choose freeze panes. Scroll to right until you can see column J. Notice that you can still see the column A. Then click unfreeze pane from window menu. To freeze row 1, place cell pointer in cell A2 and choose freeze pane from window menu. Scroll downward and you can still see row 1 although you are in row 30. Now select unfreeze pane from window menu. Finally to freeze row 1 and column a place cell pointer on cell B2. Choose freeze pane from window menu and notice that when you scroll to right you can see column a and when you scroll downward you can see row 1.

**Task 9:****Apply different patterns to cells :**

In any spreadsheet select column A. Open format menu and choose cells option. Click on Pattern tab and open drop down list of pattern section. Select any style and choose any color from the window. Click on border tab and choose inside and outline options from Preset section. Finally click on Ok button and see the style of column A.

**Task 10:****Understanding text formatting :**

In a spreadsheet, select cells C1 to C5. Open format menu and choose cells option From Number tab chose Text from category section. Click on Ok button and type 1 in cell A1. Then type 2 in cell B1. Finally type =A1+B1 in cell C1 and see the result. Formula is shown as you entered due to text format

## Computer Proficiency License (CS-001)

### Lecture 31

### Charts and Graphs

#### 1. Objectives

The objective of this lecture is to provide information about:

- What are charts and its different types?
- How to create chart using chart wizard?
- How to add title, legend, and label to the chart?
- How to change chart type?
- How to change background color in chart?
- How to format title, legends, and data labels in chart?
- How to change bar, line, pie slice colors in chart?
- How to duplicate and move charts within a worksheet between spreadsheet?

#### 2. Understanding chart types

Pictorial representation of data is called graph or chart. Graphs are represented by horizontal and vertical axis, showing constant and values thereof respectively.

Different types of charts are:

→ **Column chart:** Column chart contains vertical columns called bars which show values of item. This type is used when we want to create chart of multiple data series.

→ **Bar Chart:** Bar chart is represented horizontally.

→ **Line Chart:** In line chart, values are connected through lines and upward and downward trends are explained explicitly.

→ **Pie Chart:** When data is subdivided into parts, it is more appropriately shown by pie chart which is circular in shape.

→ **XY Chart:** In XY chart numeric vales are used at both the horizontal and vertical sides.

#### 3. Creating simple chart

To create chart:  
Go to Insert < Chart

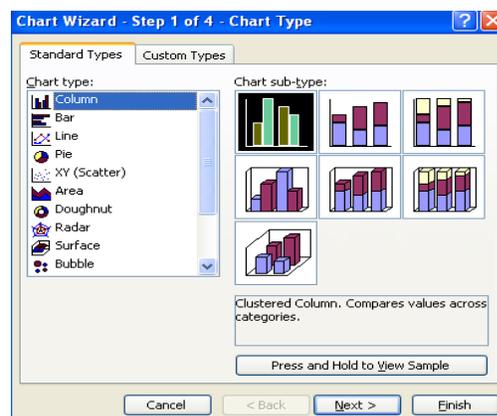
This chart wizard create chart in simple four steps.

1. Select chart type
2. Define range
3. Define features like title, legends
4. Define location in spreadsheet

#### 4. Creating pie chart

To create pie chart:

- 1-Select range
- 2-Click on Insert < chart
3. Select chart type
4. Define legends, labels etc



## 5-Change the chart type

To change existing chart

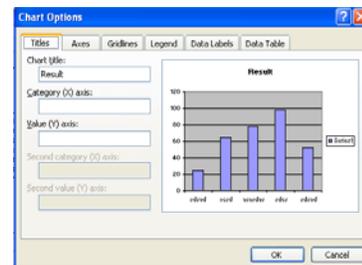
- 1-Select chart
- 2- Right click < chart type
- 3- Select chart type

## 6-Add/remove chart title, legends

To change chart title

- 1-Select chart
- 2- Click on Chart < Chart option

You can change chart title, axis, legends, and labels from here.



## 7-Change background color in chart

To change background color in chart

- 1- select chart
- 2- Click on Format < selected chart area

## 8-Formatting chart

We can change chart data, labels etc after making the chart .We can format chart data together or separately.

To format the chart

- 1- Select chart.
- 2- Click on Format < selected chart area

This will open a dialogue box from which we can change font, color, style etc.

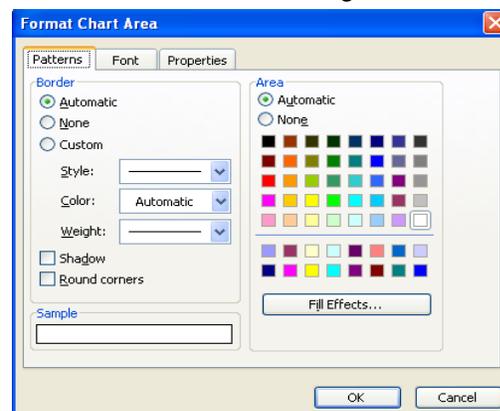
## 9-Change pie slices, line, bar color

Lines, bars, slices used in the chart are called data markers. We can also change color of data markers.

To change color of pie chart slices are

- 1- Select chart.
- 2-Select pie slice
- 3-Click right < Format data point

This dialogue will open and you can choose any color for pie slices.



## 10-Move chart using mouse

We can move chart in a worksheet. We can move chart using mouse or by using cut and paste option.

To move chart using mouse

- 1- Select chart.
- 2- Take mouse on the chart and press left button and by dragging change location of chart.
- 3- Release mouse button on desired location.

## 11-move/copy chart using cut/copy

To copy chart

- 1-Select chart
- 2- Click on Edit < Cut or press Ctrl+X

To paste Chart

- 1-Select chart
- 2- Click on Edit < Paste or press Ctrl+V

## 12-Resize/Delete charts

After creating a chart we can also resize it.

To resize chart

- 1-Select chart
- 2-Click on Selection handles to resize

To delete chart

- 1-Select chart
- 2- Press delete

## 13-Summary

In this lesson we have learnt:

- What are charts and its different types?
- How to create chart using chart wizard?
- How to add title, legend, and label to the chart?
- How to change chart type?
- How to change background color in chart?
- How to format title, legends, and data labels in chart?
- How to change bar, line, pie slice colors in chart?
- How to duplicate and move charts within a worksheet between spreadsheet?

## 14- Exercise

While worksheet provides an effective way to organize information, charts are the best way to display numbers. In the coming exercise review your spreadsheet skills to create different types of chart, add different features and edit charts

### Task 1:

#### **Create a 3-D Visual effect bar chart:**

Create a worksheet and enter some items in column A with heading titles and their January expenses in column B with heading Jan expenses. Select Jan expenses and title columns. Open insert menu and click on chart option. Select Bar type from first step and

then select 3-D Visual effect from its subtype. Click on Next button and choose rows from series in section. Follow the steps of chart wizard and place chart as an object in worksheet.

**Task 2:****Change Data series :**

In monthly expenses spreadsheet add a column named Feb Expense and enter some values in it. To change data series from January expense to February expense right click in chart area. Choose Data source from shortcut menu and click collapse icon at right end of data range box. Click on A1 cell and then select cells A1 to A6. Hold down control key and select cells C1 to C6 cells. Then click Expand icon in Source data-Data range box. Finally click on OK button and see the cart with new data series.

**Task 3:****Create a default chart :**

Open Monthly expenses worksheet and select cells A1 to B6. Right click on any toolbar and if a tick mark is not shown in front of chart option then click on it. Search for Chart type icon on chart toolbar and click on its drop down arrow. Search for line chart icon which is on the start of fourth line. A line chart is shown on screen; drag the chart so that it is centered under worksheet area.

**Task 4:****Apply a Chart Title and change font :**

Open monthly expenses worksheet with line chart on it. To add titles in the chart right click in chart area. Click chart options on shortcut menu. Then click titles tab and add headings in it. Click on OK button. To format these titles, again right on chart area and choose format chart area from menu. Select font tab from the dialog box and choose Arial font. Set size to 11 and click on color drop down list. Select green color and click on OK button

**Task 5:****Change color of lines in Line graph :**

While monthly expenses still open with line chart, to change color of each line in line chart click on any line in line chart to select all lines. Then click on the desired line whose color you want to change. Right click on selected line and choose format data point from shortcut menu. From dialog box open color drop down list of line section. Click on yellow color. Then in Marker section, click on Background color and select green color. Click on Ok button and see the effect. To change weight of all lines and color of markers click on any line. Right click and choose Data series. Open drop down list of weight in line section. Select desired weight. Then click on Background color in Marker section and choose any color. Finally click on Ok button and see the effect.

**Task 6:****Add an arrow and text box to a chart :**

Open monthly expenses worksheet and select line chart in it. Click arrow button on drawing toolbar and draw a line in front of third data marker by dragging the mouse. When you release the mouse pointer an arrow will appear. Click on text box button on drawing toolbar. Click under base of arrow in the chart to insert a text box. Type item name and select it. Change its font and size.

**Task 7:****Insert and Move clip Art object :**

With monthly expenses spreadsheet still open and chart selected, click the insert menu. Point to Picture and click From ClipArt. Select any picture and close clipart window. Click

the upper right selection handle and drag to lower left corner until the image is approximately one inch wide. Click the object and drag it above the left side of the text box. Right click the object and click format picture on shortcut menu. Set different options to format the picture.

## Computer Proficiency License (CS-001)

### Lecture 32

### Prepare Outputs

#### 1. Objectives

The objective of this lecture is to provide information about:

- How to change margin?
- How to change page orientation?
- How to add header and footer?
- How to add page number?
- What are different printing options?

#### 2- Worksheet setup:

When we start working in the worksheet we take care of some points like page size, page margins, page orientation etc. Letter and A4 are the standard page sizes. We can choose page size according to our need. When working in page we left some blank space on left and right side These are called margins. Margin size can also be varying. Page orientation can also be changed. Page orientation is of two types: landscape and portrait. We usually use portrait orientation.

#### 3- Preview a worksheet:

Whenever we want to take check our worksheet we use print preview option. By using print preview we can check how it is shown on the paper.

To preview worksheet two methods are there:

1- Click on File < Print Preview

2. Click on  button.

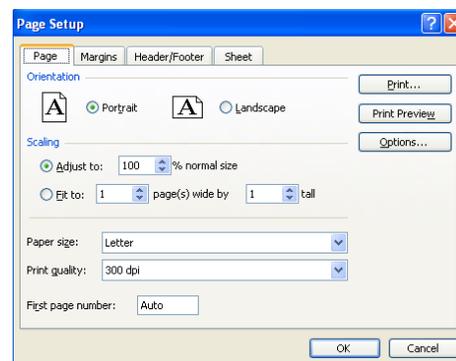
#### 4- Change margins and Orientation:

To set page margins:

1- Click on File < Page Setup < Margins

To set page orientation:

2- Click on File < Page Setup < Page

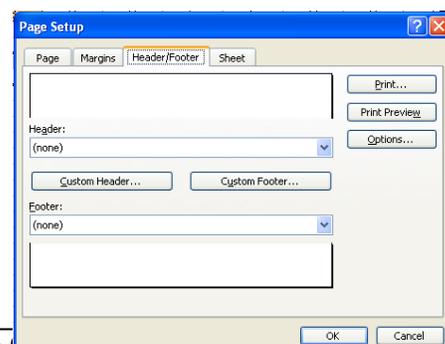


#### 5- Add/Remove header footer:

A feature with which same information is not typed repeatedly called Header and Footer.

Header: Information on top of every page is called header.

Footer: information on bottom of every page is called footer.



To add header or footer:

Click on View < Header and Footer

## 6-Type data in header footer

To add text in header and footer:

- 1- Click on View < Header and Footer < Custom Header/Footer

This dialogue box help you in entering data in left, right and center.

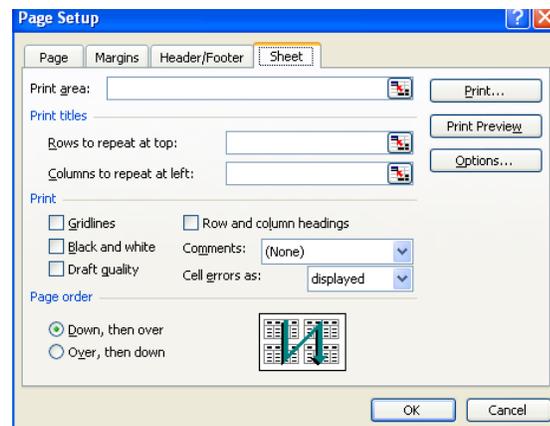
## 7-Turn on/off gridlines in printing:

Horizontal and vertical lines in worksheet are called gridlines. We have options to print row numbers, column headings and gridlines.

To use gridlines:

Click on File < Page Setup < Sheet

This dialogue box will help you in printing.



## 8-Printing:

We can take print out of our worksheets prepared using spreadsheet software. File created using a software and saved in computer are called softcopy and print out of soft copy is called hard copy.

Three methods are there for printing:

- 1- Click on File < Print
- 2- Press Ctrl+P
- 3- Press print button 

## 9- Print charts in worksheet:

We can take print out of charts with data and without data. If we print worksheet without selecting chart then data and chart both are printed. We can take print out charts only.

To print charts:

- 1- Select chart
- 2- Click File < Print

To print data of charts only:

- 1- Select chart
- 2- Right Click < Format chart area < Properties < Deselect Print object

## 10-Summary:

In this lesson we have learnt:

- How to change margin?
- How to change page orientation?
- How to add header and footer?
- How to add page number?
- What are different printing options?

## 11-Exercise

In the coming exercise you can improve the appearance and usefulness of your printouts by changing the page margin, specifying a target print area, adding headers and footers. You will also learn how to take printout of your worksheets

### Task 1:

#### **Select a print range :**

In monthly expenses worksheet, select range from A1 to B6. Open file menu and point to print area and select click on Set Print Area on submenu. Click Print preview on toolbar to view the print range. Click on close button on print preview toolbar. To clear print range open file menu. Point to print area and click on Clear Print Area on submenu.

### Task 2:

#### **Insert and Remove Page breaks :**

With monthly expenses still open, to print items name on one page and expenses on other page select column B and C. Open Insert menu and select Page break. A dotted line is shown after column A. Click on print preview icon and you will see the names of items on page 1. Click on Next button on toolbar to view the next page. You will see expenses on the next page. Click close button on toolbar and open Insert menu. Choose Remove page break from the menu to clear the page breaks.

### Task 3:

#### **Setting orientation, Margins and center worksheet on a page :**

In monthly expenses worksheet, open file menu and click page setup option. Click on page tab and choose landscape from orientation section. Set print quality to highest option. Click Margin tab and set top margin and bottom margin to 1.25. Click horizontally and vertically options in center on page section of page setup dialog box. Click print preview button.

### Task.4:

#### **Create a header and footer :**

Open monthly expenses Worksheet and select sheet1 and sheet 2 tabs. Open view menu and choose the option header and footer. Click on customer header option and then click in center section. Click sheet icon from toolbar which is third last icon on toolbar. Then press ok button and then click on customer footer. Click in center section. Type page and click on # icon in toolbar, then type "of" and click on plus sign in toolbar. Click ok button and then click on print preview button. Sheet1 is shown on top and page 1 at bottom, click on next icon on print preview toolbar and you will see sheet2 on top of page.

### Task.5:

#### **Applying and printing formula used in Cells :**

Open any spreadsheet in which formulas are used. Click on tools menu and then on options. In dialog box, click view tab and then select formula option in windows options section. A checkmark will appear in front of formula and finally click ok button. You will see formula within the cells Click file menu and select page setup Click on landscape option in orientation section and fit in scaling section. Click print preview button, then click zoom button to adjust the view. Click print button and ok. Finally press Control + ~ keys to deselect formula option.

**Task.6:****Previewing and printing multiple sheets :**

Open a spreadsheet in which sheet 1, sheet 2 and sheet 3 contains some data. To print all three sheets at once first click on sheet 1 tab. Hold the shift key and click on sheet 2 and sheet 3 tab. Click print preview button. Click zoom button to magnify image. Click next button on toolbar two times to cycle through three selected sheets. Click print button in print preview window and then click ok.

**Task.7:****Hide some columns and rows in WS :**

Open an already created spreadsheet. Since you want to print a report that does not include column C. Right click on column C heading and click hide. Click on print preview, column C is not shown so print the worksheet. To again display the hidden column C first select Col B and D. Right click on the selection and click unhide. Column C will be shown

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Computer Proficiency License (CS-001)  
Lecture 33  
Advance Topics

## 1. Objectives

The objective of this lecture is to provide information about

- What is pivot table?
- How to create pivot table?
- What is data consolidation and how to consolidate the data among worksheets?

## 2. Pivot tables

Pivot tables are interactive tables which automatically extract, organize and summarize the data. Pivot tables are used to prepare summary reports.

## 3. How to create pivot tables

1. Open the workbook where you want to create the Pivot table report.
  - If you are basing the report on a report template, Office Data Connection file, or query file, retrieve the data into the workbook, and then click a cell in the Microsoft Excel list containing the retrieved data.

If the retrieved data is from a database, or the Office Data Connection returns the data as a blank PivotTable report, continue with step 6 below.

- If you are basing the report on an Excel list or database, click a cell in the list or database.
2. On the Data menu, click PivotTable and PivotChart Report.
3. In step 1 of the PivotTable and PivotChart Wizard, follow the instructions, and click PivotTable under What kind of report do you want to create?
4. Follow the instructions in step 2 of the wizard.
5. Follow the instructions in step 3 of the wizard, and then decide whether to lay out the report onscreen or in the wizard.

## 4. Worksheet consolidation

1. Examine your data and decide whether to consolidate it with 3-D references in formulas, by position, or by category.

**Formulas** You can use 3-D references in formulas for any type or arrangement of data. This is the recommended method.

**Position** If you're planning to combine data that's in the same cell in each of several ranges, you can consolidate by position.

**Category** If you have several ranges with different layouts, and you're planning to combine data from rows or columns that have matching labels, you can consolidate by category.

1. On the consolidation worksheet, copy or enter the labels you want for the consolidated data.
2. Click a cell that you want to contain consolidated data.
3. Type a formula that includes references to the source cells on each worksheet that contains data you want to consolidate.

For example, to combine the data in cell B3 from worksheets Sheet 2 through Sheet 7 inclusive, you could type **=SUM (Sheet2:Sheet7!B3)**. If the data to consolidate is in different cells on different worksheets, enter a formula such as this: **=SUM (Sheet3!B4, Sheet4!A7, Sheet5!C5)**. To enter a reference such as Sheet3! B4 in a formula without typing, type the formula up to the point where you need the reference, click the worksheet tab, and then click the cell.

4. Set up the data to be consolidated.
  - Make sure each range of data is in list format: each column has a label in the first row and contains similar facts, and there are no blank rows or columns within the list.
  - Put each range on a separate worksheet. Don't put any of the ranges on the worksheet where you plan to put the consolidation.
  - If you're consolidating by position, make sure each range has the same layout.

If you're consolidating by category, make sure the labels for columns or rows that you want to combine have identical spelling and capitalization.

  - Name each range: select the entire range, point to **Name** on the **Insert** menu, click **Define**, and type a name for the range.
5. Click the upper-left cell of the area where you want the consolidated data to appear.
6. On the **Data** menu, click **Consolidate**.
7. In the **Function** box, click the summary function you want Microsoft Excel to use to consolidate the data.
8. Click the **Reference** box, click the sheet tab of the first range to consolidate, type the name you gave the range, and then click **Add**. Repeat this step for each range.
9. If you want to update the consolidation table automatically whenever data in any of the source ranges changes, and you're sure you won't want to include different or additional ranges in the consolidation later on, select the **Create links to source data** check box.
10. If you're consolidating by position, leave the boxes under **Use labels in** blank. Microsoft Excel does not copy the row or column labels in the source ranges to the consolidation. If you want labels for the consolidated data, copy them from one of the source ranges or enter them manually.

If you're consolidating by category, select the check boxes under **Use labels in** that indicate where the labels are located in the source ranges: either the top row, the left column, or both. Any labels that don't match up with labels in the other source areas result in separate rows or columns in the consolidation.

## 5. Summary

In this lesson, we have learnt

- What is pivot table?
- How to create pivot table?
- What is data consolidation?

## Exercise

### Task 1:

#### **Create a pivot table :**

Create a SS which contain sales figure of every product your company makes. Worksheet contains columns for **year, type, salesperson, sale, units, and region**. Open Data menu and click Pivot table and Pivot chart Report. From step 1 select Microsoft Excel and click on Next. In step 2 ranges is already selected for you click on Next. In third step New Worksheet is already selected click on finish button. Drag **region** icon from pivot table field list to row field section. Drag **Type** icon from pivot table field list to column field section. Drag **Sales** icon from pivot table field list to Data field section. Finally a Pivot table is created on the screen.

### Task 2:

#### **Add or remove field :**

To add or remove columns click on pivot table created in previous exercise. To remove region field from row section, click on region heading. Drag it to outside the pivot table report. To add columns in pivot table Click on show field list icon in pivot table toolbar, and drag sales person field icon from pivot field window to row section you will see names of salespersons in pivot table row section.

### Task 3:

#### **Show just the detail :**

To show selected field data in pivot table open pivot table created in previous exercise. In pivot table, click arrow besides any field heading. From the list deselect any item which you do not want to show. Click on Ok button and deselected items will not be shown in pivot table.

### Task 4:

#### **Data consolidation :**

Create a Spreadsheet whose sheet 1 contains monthly expenses of different items for month of January, Sheet 2 contains monthly expenses for month of February, and sheet 3 for month of March. In sheet 4 calculate average expense of each item. Add headings Items name and Average expenses in starting cells. Select cells under average expenses heading. Open Data menu and select consolidate option. Click function drop down list and choose function name average. Click icon of miniature spreadsheet in reference field. Next click on sheet 1 tab. Select values under amount column and again click on miniature spreadsheet icon. Click add button to save it, repeat this process and add sheet 2 and 3 data. Finally Click creates to link to save data box. Finally click on ok button.

Computer Proficiency License (CS-001)  
Lecture 34  
Introduction of Power Point

## 1. Objectives

The objective of this lecture is to provide information about:

- Open and close presentation software.
- Open one, several presentations.
- Create a new presentation based on an available presentation.
- Save a presentation to a location on a drive.
- Save a presentation under another name.
- Switch between open presentations.

## 2. Open and Close Power point application

To open the presentation file, first you need to start software.

Go to start < All Programs < Microsoft Office < Microsoft Office PowerPoint I2003

In the start a screen will appear for few seconds. This is called splash screen. A new presentation file will open, after this screen would disappear. The arrangement of toolbars panels and sheets is called default layout.

## 3. Screen Layout:

### → Title Bar:

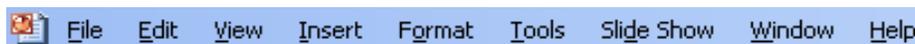
The most upper bar of window is called title bar. Its top left corner shows the document default name like "Microsoft PowerPoint presentation1" shows document is of type Microsoft PowerPoint and its temporary name is presentation1. When we save the document we can give another name to document



A file created by presentation software is called presentation. On the right side of title bar there are three buttons to minimize, restore and close the excel file.

Minimize button is used to minimize the document. Restore is use to restore down and close button is use to close the document.

→ **Menu bar:** There is another bar after the title bar is called menu bar. Menu bar contains different options to use features like file, edit, view etc



For using any main menu we just move the mouse cursor over it and it will show submenu.

→ **Toolbar:** The strip next to menu bar is toolbar. Toolbar is shortcut of menu bar sub options. We also called it standard toolbar because it has buttons to perform important tasks.



We can use these options by clicking icons. For knowing the purpose of these icons just take the mouse pointer over there and wait for a while you will see name of icon in form of label. This label is called tool tip text.

➔ **Task pan:** When you start the presentation software you will find on the right side a panel called task pan. On the top of task pan there is written by “Getting started” and you will find options to search from online help, to open recently opened presentation files and to create a new presentation etc.

➔ **Slide area:** In the center of presentation you see a white area called slide. Another area down to slide is notes area. We can add notes for explaining the matters discussed on the slide in notes area. On the left side of slide, index of all the slides in the presentation can be seen. We use this area to view several pages in the presentation.

➔ **Drawing toolbar:** Bottom of page a bar called drawing toolbar, which is used for making different shapes.

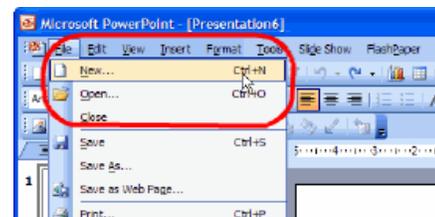


## 4. Creating and saving new presentation

To create a new presentation:

1-Click < File < New.

The New Presentation Task Pane will appear on the right side of the window.



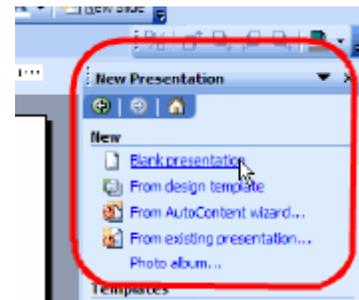
2-From the New Presentation Task Pane, click Blank Presentation.

➔ Two ways to insert a new slide:

1- Click < Insert < New Slide.

2- Press Ctrl+M.

➔ To save a presentation:



After creating the presentation the next step is to save them. We will use “SAVE” command of file menu to save presentation:

Three ways to save a file:

- 1- Click < File < Save
- 2- Press Ctrl+S
- 3- Click on Save Icon  in formatting toolbar

## 5. Run a presentation

Three ways to run a presentation:

- 1- Press F5 key
- 2- Click < Slide Show < View Show
- 3- Click view button 

## 6. Save a presentation with another name

When you want to make changes in existing file and to make another copy of existing file, we will use "SAVE AS" option of file menu.

## 7. Closing a presentation

You can close a presentation at any time. Note that although this closes the presentation window, it does not exit PowerPoint.

To close a presentation, follow these steps:

- 1- Click File < Close or
- 2- Click the presentation's Close (X) button.

## 8. Open one, several presentations

Files are saved on disk we can open it by any time.

To open a presentation file there can be three ways:

- 1- Click File < open
- 2- Click on the Open icon 
- 3- Double click left mouse button on the presentation file.

## 9. Switching among open presentations

There can be two ways to switch among open files:

- 1- Click file name visible in the taskbar.
- 2- Press Alt+Tab.

## 10. Exercise

### Task 1:

#### **Creating Shortcut on the Desktop:**

Click on the Start button. Click on All Programs menu option. Locate Microsoft Power Point option. Now drag the icon of MS Power Point on the desktop. The shortcut of MS Power Point is now on the desktop.

### Task 2:

#### **Starting Microsoft Power Point:**

Click on Start button in the bottom left most corner of the screen. Now point to the All Program option. Now click on the Microsoft Office option. Locate Microsoft Power Point & left click on it. In this way Power point will get started.

### Task 3:

#### **Creating & Saving a new Presentation:**

First start the MS Power point. Click on File menu from Menu bar. Click on **New** option. The shortcut key for this purpose is Ctrl + N.

Now enter the some text in the text boxes of the presentation slide(s). Click on File menu from Menu bar. Click on Save option. A window titled Save As appears. Select the location where you want to save the presentation. Write the name you want to save file with. The shortcut key for this purpose is Ctrl + S. In this way we will create and save a power point presentation

**Task 4:****Finding & Replacing Text in the Slide:**

Click on Edit menu from Menu bar. Click on Find option. A window appears titled **Find**. Write the text in the text box which you want to find. Click on **F**ind Next button. If that particular text exist then it will be highlighted otherwise error message will be displayed. If you want to replace the found text then click on **R**eplace button. Write the new text in the new text box appeared & click **R**eplace or **R**eplace All button according to the requirement. We can also restrict our search to “**case sensitive**” or “**search complete word**” by checking the check boxes **M**atch Case and **F**ind whole words only. The shortcut key for opening this Find window is **Ctrl + F**. The replacement can also be done by selecting the **R**eplace option from the Edit menu. The shortcut key for this purpose is Ctrl + H

**Task 5:****Changing of Font style:**

Select the text of which font style is to change. Select the particular font style from the dropdown Font style list located in formatting toolbar. In this way the font style of selected text will be changed.

**Task 6:****Insert Table into the Presentation slides:**

Create / open the presentation slide. Click on the Insert menu from Menu bar. Now click on the table option from Insert menu. Enter the number of rows and columns required in the window appeared. Click OK button to create table.

## Computer Proficiency License (CS-001)

### Lecture 35

### Developing a presentation

## 1. Objectives

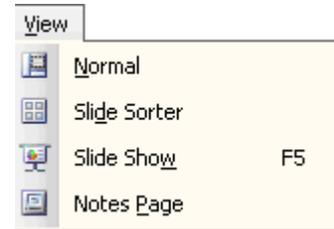
The objective of this lecture is to provide information about:

- How to view a presentation in different ways?
- What is slide layout and how to add slide in presentation?
- How can we use design template to improve a presentation?
- How to use slide master to manage a complete presentation?

## 2. Presentation views

A view is a way of displaying and working with your presentation and it is possible to display a presentation in a number of different ways. Each view displays the slides in a different way and emphasizes a different aspect. PowerPoint has four different views which you can work in.

Each of the different views can be selected from the View drop-down menu as:



**Normal** – Displays your slides one at a time for easy editing.

**Slide Sorter** – Displays slide thumbnails for all the slides in the presentation.

**Slide Show** – Displays your slides one slide at a time filling the whole screen.

**Notes Page** – Displays your slides one at a time with space for you to add additional notes.

You can switch to a different view either by using the View drop-down menu or by using the buttons in the bottom left corner of the application window.



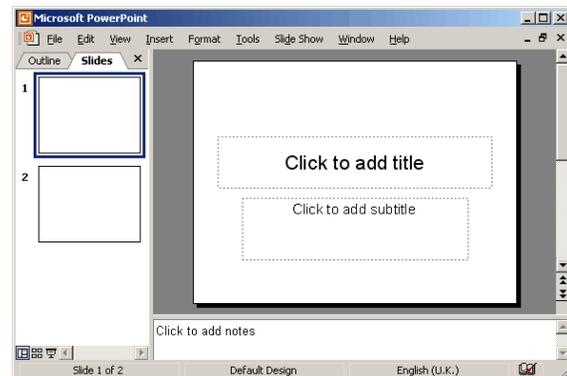
### 2.1 Normal view:



This is the default view and opens automatically when PowerPoint is started. This is also referred as the tri-pane view.

The large pane in the middle is the slide editing pane. This allows making the necessary formatting changes. In this view you can edit your slides one at a time

This view lets you work with a combination of features simultaneously including editing the slide, outline/slides and the Notes pane. The pane on the left hand side is called the Outline/Slides pane. The Notes pane is displayed at the bottom and the main pane is called the Slide Pane.



You can adjust the sizes of the individual panes.

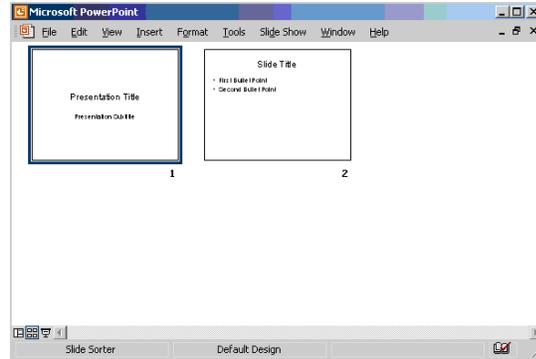
Each of these panes has its own scroll bar so you can move around in the different panes independently.



## 2.2 Slide Sorter view:

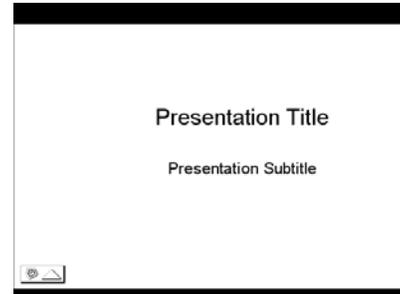
This allows you to easily rearrange your slides by dragging the slide thumbnails. It also indicates any slide transitions, text animations and displays their times.

The slide number is displayed below each slide and any transitions and animations are indicated. You can reorder, delete cut and paste slides, add animations, transitions and set timings in this view.



## 2.3 Slide Show:

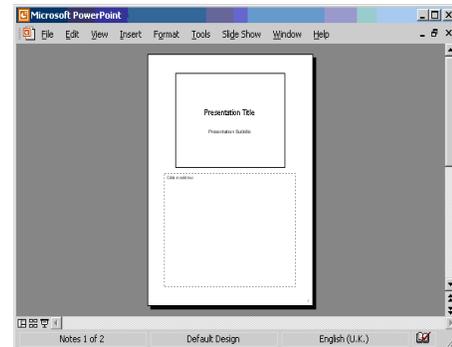
Display the slides as an on-screen presentation taking up the full screen. This runs your presentation from the first slide. This view displays any slide transitions and timings.



## 2.4 Notes Page view:

This displays your slide in the top part of the window and displays any notes in the bottom part. While the notes for each slide are available in the Normal view, this view displays the notes as they will be printed. These notes do not appear during a slide show.

The Notes page will only be displayed if you print the Notes page from the printing options.



## 3. Adding new slides

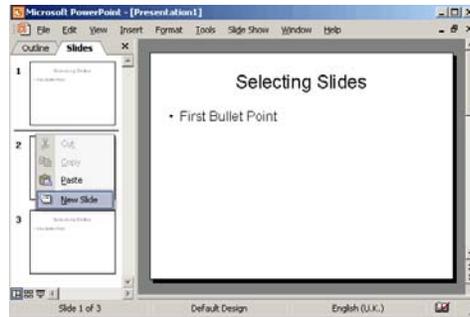
There are several ways you can insert a new slide into a presentation:

- 1) Selecting **Insert > New Slide**.

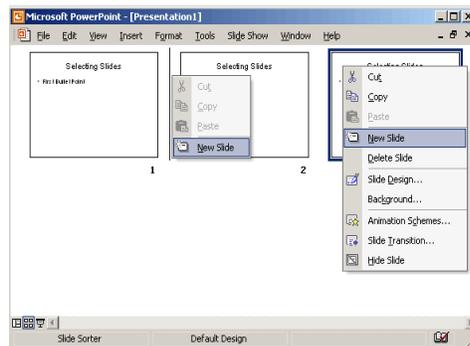


- 2) Using the **New Slide button** on the standard toolbar
- 3) Using the **Slides shortcut menu**.





- 4) Using the **Slide Sorter** shortcut menu.

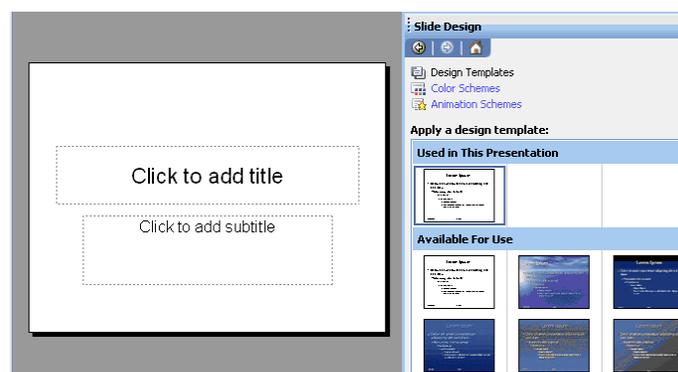


- 5) Using **Outline view**.  
 6) Use the shortcut key **Ctrl + M**.  
 7) New slides are always added after the currently displayed slide.

#### 4. Using design template

To change design of slide:

➔ Click Format < Slide design. This will open a task pan on right side.

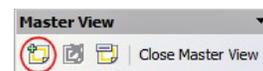


There are several designs in this list that can be applied on our slides with a single click.

#### 5. Using master slide

We can create a new slide master to modifying the default slide master.

To create slide master click View> Master > Slide Master



Then click the New Master icon (highlighted in the figure)

A second slide master appears in the Slides pane. Modify this slide master to you're your requirements.

### Applying a slide master

- To apply one of the slide masters to all slides in your presentation  
→ Click on it in the list.
- To apply a different slide master to one or more selected Slides:
  - 1) In the Slide Pane, select the slides you want to change.
  - 2) In the Tasks Pane, right-click on the slide master you want to apply to the selected slides, and click Apply to Selected Slides on the pop-up menu.

## Exercise

### Task 1:

#### Creating a slide:

Open the PowerPoint program. The PowerPoint dialog box appears. In the PowerPoint dialog box, click the Blank Presentation option button. The New Slide dialog box appears. It asks you to choose an Auto Layout format. Click the Title Slide layout. It's the first in the list. The name Title Slide appears in the preview box. Click OK. A Title Slide appears, ready for you to work with.

### Task 2:

#### Adding text to a slide:

The Title Slide layout contains text boxes for a title and a subtitle. Try typing text into these boxes. Click in the Title text box. A thick gray border appears around the text box indicating that it is selected. Type a title. Click the Subtitle text box and type a subtitle.

### Task 3:

#### Adding another slide:

Click the New Slide button on the Common Tasks toolbar. The Auto Layout dialog box will appear. Choose a layout for your next slide.

### Task 4:

#### Moving from slide to slide:

To move to a previous slide:

Click the upper double-arrow button  on the lower right corner of the PowerPoint window. The previous slide will appear. To move to the next slide: Click the lower double-arrow button  on the lower right corner of the PowerPoint window.

### Task 5:

#### Creating a presentation using templates:

If you have just launched PowerPoint, click the Template option button in the PowerPoint dialog box to start a new presentation. If you are already working in PowerPoint, follow these steps: Click the File menu, then click New. The New Presentation dialog box appears. Click the Presentation Designs tab, and then click an appropriate template. The design will appear in the preview box. Click OK. The New Presentation dialog box will close.

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Computer Proficiency License (CS-001)  
Lecture 36  
Formatting

## 1. Objectives

The objective of this lecture is to provide information about:

- How to create text boxes and create texts in them?
- How to change font style, size and color of text in slide?
- How to apply bullets and numbering in a slide?
- How to add relevant pictures and adjust them?
- How to cut copy and paste in slides?

## 2. Adding Text:

To add text to a title of a slide:

→ Click in the box that says "click to add title" Just type in the text you want.

## 3. Adding New Text Box

To insert a new textbox:

→ Select Insert > Text Box or use the button from the Drawing toolbar.

The cursor will change to a cross, letting you to click where you want the new textbox and drag the mouse diagonally to create it. Type the text immediately, if the textbox is left blank and then de-selected the textbox will be deleted automatically.

## 4. Deleting Text Box

→ Click the border of the text box that you want to delete, and then press DELETE.

Make sure that the pointer is not inside the text box, but rather on the border of the text box. If the pointer is not on the border, pressing DELETE will delete the text inside the text box and not the text box.

## 5. Rotating Text Box

To rotate a text Box:

→ Select the text box you want to rotate.

You find a green circle on the top of text box; it is actually a rotate tool of text box, when you take mouse over the circle its shape change to circle. Then rotate the text box as you want.

## 6. Border and Fill Color to Text Box

1-Right-click on the text box

2- Select **Format Text Box** or select **Format** menu > **Text Box**.

You can select your desired fill color and border from this dialogue box.

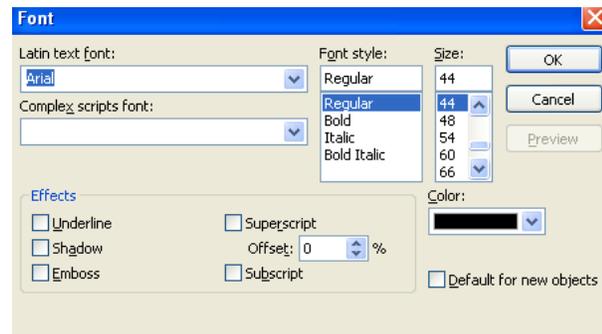
## 7. Change Font Style and Size

We can also change font and font size.

To change Font and font size:

→ Click Format > Font

This dialogue box will appear, select text font and size.



## 8. Bold, Underline, Italic and Shadow

To change font style:

- 1- Select text.
- 2- Click Format > Font > Font Style

## 9. Text Alignment

Alignment means how we can display text on the slide. PowerPoint offers four types of paragraph alignment: Left, Right, Centre and Justify.

To apply text alignment:

→ Click Format > Alignment

## 10. Bullets and Numbering

We can add bullets and numbering by two ways:

**Bullets:** 

- 1- This button is a toggle. Press it once to add bullets and then press it again to remove the bullets.
- 2- Click Format > Bullets and numbering.

**Numbering:** 

- 1- This button is a toggle. Press it once to add numbering and then press it again to remove the numbering.
- 2- Click Format > Bullets and numbering.

## 11. Making Sub Points

We can also make sub point by adding bullets and numbering.

To make sub points:

- 1- Select text lines
- 2- Press Tab key.

## 12. Increasing and Decreasing Font Size

We can change font size of any text

To increase Font size:

- 1- Select text
- 2-  Press increase font size button.

To increase Font size:

- 1-Select text
- 2-  Press decrease font size button.

### 13. Changing Font Color

**We can also change font color .Any of two methods can be chosen:**

- 1-  Press this once to change the selecting text.
- 2- Click Format > Font > Font color

### 14. Adding Pictures

We can add picture and images in slides.

To insert picture:

- 1) Using a Clip Art Placeholder.
- 2) Using a Content placeholder.
- 3) Using the Clip Art Task Pane.
- 4) Using Insert > Picture > From File.

### 15. Copy and Paste Objects

You can copy and paste data between different slides and presentations using the clipboard.

To Copy Text:

- 1- Select Text
- 2- Click Edit < Copy or Press Ctrl+C

To Paste Text:

- 1- Select Location to paste.
- 2- Click Edit < Paste or Press Ctrl+V

### 16. Cut and Paste Objects

You can cut and paste data between different slides and presentations using the clipboard.

To Cut Text:

- 3- Select Text
- 4- Click Edit < Cut or Press Ctrl+X

To Paste Text:

- 3- Select Location to paste.
- 4- Click Edit < Paste or Press Ctrl+V

### Exercise

**Task 1:****Adding Text to the Presentation Slide:**

Open the new presentation. A slide will appear containing two text boxes. Each text box has some instructions written into it. Left click in the text box and add text which you want through keyboard.

**Task 2:****Adding new Slide into the Presentation:**

Open the presentation in which you want to enter the new slide. Click on “New Slide” option from formatting toolbar. A new slide will be inserted into that presentation.

**Task 3:****Adding Text Box to the Presentation Slide:**

Open the slide where you want to enter the text box. Click on the Insert menu from Menu bar. Click on Text box option from Insert menu list. The shape of mouse pointer will become like . Now drag this pointer where you want to insert the text box in the slide. The same option of text box can also be selected from “Drawing toolbar”.

**Task 4:****Duplicating the Slide:**

Open the presentation. Select the slide which you want to make duplicate. Click on the Insert menu from menu bar. Click on option “Duplicate Slide” to create its duplicate.

**Task 5:****Password Protection of Presentation:**

Open the presentation on which you want to apply password protection. Click on Tool menu from menu bar. Click on Options link. A window will appear titled Options. Click on Security tab. Enter the password with which you want to open the presentation. Also enter the password for modifying the presentation. Click Ok button to implement these changes.

**Task 6:****Automatically Save Presentation:**

Click the Tool menu from Menu bar. Now click on the option named Options. A window will appear titled Options. Click Save tab. Check the check box named “Save auto recover every” and then select the time after which you want to save the presentation. Click Ok button to implement the changes.

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Computer Proficiency License (CS-001)  
Lecture 37  
Charts and Objects

## 1. Objectives

The objective of this lecture is to provide information about:

- How to add graph in presentation?
- How to create and edit organizational chart?
- How to draw different objects and format them?

## 2. Creating charts and graphs

One way to add a chart to a presentation is to apply a slide layout that contains a chart placeholder. There are several layouts on the Slide Layout task pane that can be used.

- 1) Use the Content Palette
- 2) Use the Chart Placeholder
- 3) Use Insert > Chart

All these methods use the Microsoft Graph application to allow you to insert charts directly.

## 3. Editing charts

We can change data values and labels at any time.

To change a graph or chart just change its data values in data sheet.

To delete a data, just select it and press delete will delete data from chart.

## 4. Formatting charts

The lines on the edges of the chart are referred to as the axes. The X-axis is the line along the left edge of the chart. The x-axis usually indicates categories. The actual data values are plotted on the y-axis. Microsoft Graph will automatically provide labels for the axes but these can be changed manually.

To format or change any portion of graph, double click on it with left mouse pointer. Formatting dialogue box related to particular portion will open up for making changes.

We can change color, text, labels, font etc

## 5. Changing chart type

To change chart type:

1-Right click on an empty white space of graph.

2- Click Chart Type

A dialogue box named as “chart type” will open, select desired chart type.

## 6. Changing chart label

To change chart labels

1- Right click on empty white space of chart.

2- Click Chart Options

The dialogue box show you chart options, you can change data labels, legends etc from here.

## 7. Organization chart

A graphic representation of data of an organization is called organizational chart. We can also show structure of any project in the form of chart.

To create organization chart:

- 1- select slide layout as organization chart
- 2- Apply layout with single click.
- 3- Double click on diagram.

It will open a dialogue box, select appropriate diagram type.

## 8. Drawing Objects

We can use and work with different objects on a slide. Anything created on a slide is called object. We can draw any object on empty slide. For drawing purpose, drawing tool bar is available to draw different shapes.



## 9. Drawing lines

To draw a line:

→ Select line tool from toolbar .

→ Click left mouse button and drag the mouse to click a shape.

## 10. Drawing arrows

To draw arrow:

→ Select arrow tool from toolbar .

→ Click left mouse button and drag the mouse to click a shape.

## 11. Drawing rectangle

To draw rectangle

→ Select rectangle tool from toolbar .

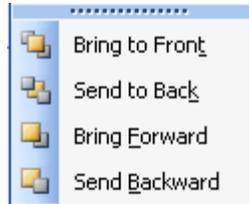
→ Click left mouse button and drag the mouse pointer diagonally downward.

## 12. Changing orders

We can place object over each other and also can changed their order.

To Change order:

→ Right Click > Order



It shows you further four options. Select them according to your need.

### 13. Summary

In this lesson we have learnt:

How to add graph in presentation

How to create and edit organizational chart

How to draw different objects and format them

### 13. Exercise

#### Task 1:

##### Adding a shape:

PowerPoint lets you add a variety of shapes to the slides of your presentation. Try adding a star shape to your slide, using the AutoShape tool on the drawing toolbar. Click the AutoShapes button, point to Stars and Banners, and then click the 5-point star shape. The pointer will change into a cross. Click anywhere on the slide. A star of predefined size will be inserted. To make the shape larger (or smaller), drag a resizing handle. To resize the shape proportionally, hold down the SHIFT key as you drag.

#### Task 2:

##### Adding color and texture to a shape

First, try adding the color yellow to the star. Click the star shape to select it. Click the arrow beside the Fill Color button, and then click More Fill Colors. A Colors dialog box appears. Click the Standard tab, then under Colors, click a shade of yellow. Click OK to close the Colors dialog box.

#### Task 3:

##### Adding a chart:

To add a chart to any slide, click the Insert Chart button on the Standard Toolbar. When you insert a chart, a sample data sheet and corresponding bar chart will appear on your slide. PowerPoint has included some sample data in the first four columns. The bars in the chart are the graphical representation of the numbers in the data sheet. Notice how a higher number in the data sheet results in a taller corresponding bar. To create your own chart, you can replace the data in the sample data sheet with your own. Try adding a number to the chart to see how it changes the corresponding bar on the chart. On the data sheet, click in the first row of column A. Type in the number 50, then press Enter. The corresponding bar on the chart increases in height. Try adding other numbers into the data sheet to see how they affect the bars.

#### Task 4:

##### Adding and deleting information:

The default chart has four sets of bars, and its data sheet has four columns of information filled in. What if your presentation requires more than four columns/bars? It's simple. Fill in additional columns on your data sheet. Go to the next empty column on the data sheet and click inside a cell. Type the numbers 50, 60, and 70 in the first three rows. Notice how a new set of bars appears in the chart.

**Task 5:****Changing the type of chart:**

The default chart in PowerPoint is a bar chart. If you think your information would be better as a different type of chart, you can change the chart type. The following steps show you how to convert the bar chart to a pie chart: Double-click the chart you want to change. A heavy border appears around the chart, and the data sheet appears. Click the Chart menu, and then click Chart Type. A Chart Type dialog box appears. In the Chart Type list, click Pie, and then click OK. The information in your data sheet will now be displayed in a pie chart.

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**Computer Proficiency License (CS-001)**  
**Lecture 38**  
**Animations**

### **1. Objectives**

The objective of this lecture is to provide information about:

- How to apply animation scheme on presentation slides?
- What is animation and how is it related to presentation?
- What is purpose of slide transition?
- How to apply animations effect in slides?

### **2. Concepts**

Moving sequence of image is called animations. An animation is based on sequence of objects appearing quickly one after another. Examples of animations are cartoons. We can animate different objects in our slides. Using animation in our slides we can provide better control. We can also use mouse click or keys of keyboard to control the slides in our presentation.

### **3. Slide transition**

These are animations affect applied to the whole slide show. These effects are shown when we move from one slide to another.

To add slide transition

- Click Slide Show > Slide transition.
- Select transition style from the list

### **4. Animation scheme**

Slide transition only deals with the animations of the slides. It does not deal with the animation of objects on the slide.

To apply animation on text box

- Click Slide Show < Animation scheme
- Select animation scheme from list.

### **5. Custom animation**

To apply custom animation

- Click Slideshow < Custom animation
- Select text or picture etc
- Apply transition

### **6. Changing order**

When ever we apply animation to slide it numbered the transition effects. We can change order of the item presented in the list. This action will be done on mouse click.

To change order:

→ Select item

→ Press "Reorder "button upward or downward according to need.

## 7. After Previous option

You can animate list of things automatically without mouse click.

→Click. Press Shift +item.

## 8. with previous effect

With previous means object will start its motion along with its preceding object.

## 9. Summary:

In this lesson we have learnt:

- How to apply animation scheme on presentation slides?
- What is animation and how is it related to presentation?
- What is purpose of slide transition?
- How to apply animations effect in slides?

## 10. Exercise

### Task 1:

#### **Change the Slide Design:**

Open the presentation for which you want to change the slide design. Click on Design option from the Formatting toolbar. A task pane containing a list of design templates will be opened. Click on the design template you want to implement particular design.

### Task 2:

#### **Apply Animation Scheme on the Presentation Slides:**

Open the presentation. Click on Design option from the Formatting toolbar. A window (task pane) will appear on the right side of the presentation slides. Click on "Animation Scheme" option. Now click on the animation from the animation list. Now click on the button "Apply to All". Animation will be applied to all slides.

### Task 3:

#### **Disable Password Protection:**

Click on the Tools menu from Menu bar. Click on option named Options. A window will appear. Click on the Edit tab. Click on the check box named Password protection in the option list of Disable new features. Click Ok button to implement these changes.

### Task 4:

#### **Changing in Slide Design Color:**

Open the presentation for which you want to change the slide design color. Click on Design option from the Formatting toolbar. A task pane will be opened. Click on "Color Scheme option". A list of color schemes will be opened. Click on the color scheme you want to apply on slide design.

### Task 5:

#### **Changing the Slide Layout:**

Open the presentation slide. Click on Format menu from Menu Bar. Click on “Slide Layout” option. A task pane containing different layouts will appear. Click on the layout which you want to implement on the slide.

## Computer Proficiency License (CS-001)

### Lecture 39

### Printing a Presentation

#### 1.Objectives

The objective of this lecture is to provide information about:

- How to remove spelling mistake from slides?
- How to add reference notes to our slides?
- How to hide and delete a slide?
- How to change page setup for printing presentation?
- How to take presentation and use different printing options?

#### 2. Spelling Check

There can be three ways to use spell check:

- 1-Go to the Tools menu and select Spelling.
- 2-By right click mouse button

3-using 

If a misspelled word is found:

- Select Change to use PowerPoint's suggested spelling or to change the word to the spelling of your choice; type your own spelling into the window.
- Select Add to add the word to your spell-check dictionary, so that PowerPoint won't think it's misspelled next time

#### 3. Adding Notes

We can add short text points on slide in notes area. The notes are not shown during the presentation. To use these notes we have to take their print out separately. We can view notes pages by clicking View < Notes Pages.

To take print out of Notes pages:

- 1-Click File < Print Preview. This will open a window.
- 2-Select "Notes Pages" from Print What option.

3- Click Print  Button



#### 4. Hide and unhide slide

After preparing presentation we can check its order and sequence. It is also possible that that you hide some slides for presentation.

To hide a slide:

- 1- Select the slide in index area which you want to hide

2-Right Click on slide and Select “Hide Slide” option or Click Edit < Hide Slide

To unhide a slide:

1- Select the slide in index area which you want to unhide

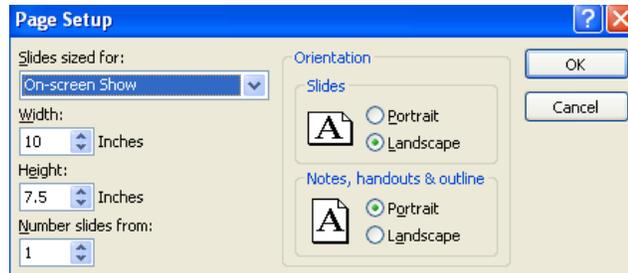
2-Right Click on slide and Select “Hide Slide” option or Click Edit < Hide Slide

## 5. Page setup

We can take the print out of our slides and notes but for this we have to change its page setup. Page setup can be landscape or portrait. Standard page is of portrait.

To change page setup:

→Click File < Page Setup



This dialogue box will open, you can make changes according to your requirement.

## 6. Printing slides

We can take print out of our slides prepared using Microsoft Power point. File created using a software and saved in computer are called softcopy and print out of soft copy is called hard copy. Three methods are there for printing:

4- Click on File < Print

5- Press Ctrl+P

6- Press print button 

## 7. Summary

In this lesson we have learnt:

How to remove spelling mistake from slides

How to add reference notes to our slides

How to hide and delete a slide

How to change page setup for printing presentation

How to take presentation and use different printing options

## 8. Exercise

Task 1:

### Checking your spelling:

It's a good idea to check the spelling in your presentation before the audience sees it. Let PowerPoint's spelling checker check the presentation for you. When you activate the spelling checker, it checks the spelling in all of your slides. On the Standard toolbar, click the Spelling button. If a spelling error is detected a Spelling dialog box appears. The Spelling Checker suggests an alternative spelling in the Change To box. An additional list of suggestions may also appear below the box. If you want to continue without changing the spelling, click Ignore. If you want to change the spelling, enter one of the suggested alternatives in the Change to box, and then click Change.

Task 2:

### Turning the automatic spelling checker off

Click the Tools menu, then click Options. The Options dialog box appears. Click the Spelling tab. Under Check spelling as you type, click the Spelling check box to deselect it. The check mark disappears. Click OK to close the Options dialog box. The automatic spelling checker is now deactivated.

**Task 3:****Printing your presentation:**

Follow these steps to print your presentation. Click the File menu, and then click Print. The Print dialog box will open. To print all the slides in your presentation, click all. In the Print what list box; select what slide contents you want printed. In the Number of copies list box, enter the number of copies you want printed. Click OK to print the presentation

**Task 4:****Selecting a new bullet style for points:**

Click anywhere in the bulleted text to select it. Click the Format menu, then click Bullet. The Bullet dialog box will appear. Click the square bullet in the symbol grid. If you want, select a new color for the bullet in the color list box. Click OK. The new bullet style will appear in your bulleted text.

**Task 5:****Hiding and unhide Slide**

Right click on the slide in slide pane. Click hide slide in the opened menu. Slide will be hiding. To unhide the slide. Right Click slide in slide pane and click hide slide so slide will be unhide.

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Computer Proficiency License (CS-001)  
Lecture 40  
Internet

## 1. Objectives

The objective of this lecture is to provide information about:

- Difference between internet and www?
- What is webpage, web browser and website?
- What is meaning of search engine, ISP, FTP, HTTP and URL?
- How to open and close a web browser?
- How to change home page and open a web page in new window?
- What is the purpose of refresh, stop and history in the web page?

## 2. Internet and WWW

**WWW:** stands for World Wide Web, It was introduced in 1991 and is the application of internet. World Wide Web means collection of online documents, which are stored in computers as services connected to internet and is the way to collect information from internet

All of the websites in the world, taken together, make up the World Wide Web. We can get information from the World Wide Web through browsers.

**Internet:** The Internet is the worldwide network of interconnected computers, including both web servers and computers like the one on your desk that run web browser software and share information, Instant messaging , email etc. The Internet also carries other kinds of network traffic unrelated to the web.

## 3. Web page, web site and web server

**Website:** website is the way to get information on internet and it provide lot of information related to any topic. A website is a collection of web pages maintained by a single person or organization. A website has a distinct domain name, such as www.vu.edu.pk. Everything on www.vu.edu.pk, such as this page, is considered to be part of the www.vu.edu.pk website.

**Web Page:** every website is made up of one or more web pages. Web page contains text with hyperlinks, tables, and other formatting and also contains images, sound, movies etc

**Web Server:** web servers are the computers that actually run websites and are connected to internet. Each website has its own web server and it stores all web pages on server. web server control web site and it has special software to store collection of websites. The most common web server software is Apache, followed by Microsoft Internet Information Server.

**4. Hyper text link:** Hyper text was first introduced by Ted Nansen. In hypertext, text is not represented in sequence. It is non sequential writing. To connect non sequential pages links are created. Links are basically the connection to next pages or area. It means hyper link are links which lead us to next page on mouse click. Numerous type of material can be accessed by hyperlinks. When links are created on picture, graphics, and audio and video then these are called hypermedia links.

**5. Web Browser:** Browse means to see through some object or thing. When we visit some website it means we are browsing that site. To see some website on internet we need some

browser. Browsers are those programs that let you explore information on www or programs to view a website is called web browser. Many of web browser are available in the market like internet explorer, mosaic etc. purpose of all these browsers are only to browse WebPages but all the web browser provides different features along it like bookmark , history etc.

## 6. Http, Ftp and URL

Data is transferred from one computer to other through some rules, these rules are called protocol. Different protocols are used on internet like HTTP, FTP and TCP/IP etc.

**HTTP:** stands for hypertext transfer protocol. It is protocol to transfer WebPages from web server to web browser. Basic purpose of http is to transfer those pages which contain hyper text links. All web pages URL start with http. For example: **http:// vu.edu.pk**

**FTP:** stands for file transfer protocol. Using this protocol we can access files from the ftpserver. Ftp server are those computers on internet which store different type of files. These servers are maintained by universities, college or agencies etc. Some files on the ftp can only be accessed by some specific users, to copy these types of files we have to enter their password. For anonymous ftp sites, files are accesses without any password. These file can have any extension like .doc, .jpeg, .txt etc.

## 7. Understand makeup & structure of URL

URL stands for Uniform Resource Locator. A URL can be thought of as the "unique address" of a web page and is sometimes referred to informally as a "web address." URLs are used to write links linking one page to another; for an example, [http:// vu.edu.pk](http://vu.edu.pk).

### Structure of URL:

A URL is made up of several parts.

For example [http:// vu.edu.pk/cgi-bin/neomail.pl](http://vu.edu.pk/cgi-bin/neomail.pl)

The first part is the protocol, which tells the web browser what sort of server it will be talking to in order to fetch the URL. In this example, the protocol is **http**.

The Second part is its name, which tells about the organization, it is associated like **vu.edu.pk**.

The third part of the example URL is the path at which this particular web page is located on the web server. [http:// vu.edu.pk/cgi-bin/neomail.pl](http://vu.edu.pk/cgi-bin/neomail.pl)

## 8. Search Engines

Search means to find some thing. Search engines are program that searches documents for specified keywords and returns a list of the documents where the keywords were found. Like Google, AltaVista etc

Search engines used software called spider to search documents on internet. Documents are sent to search indexing software. Indexing software extract information from documents storing in database, then database is search fro that documents that match to our word search. Search engines assembles web page that shows the result as hyper text link.

## 9. ISP, How to connect internet

ISP stands for internet service provider. ISP are always connected to internet, is basically a company or organization which facilitate user by taking some fee. User can connect to internet through ISP's. Most of ISP's let you connect to internet through by dialing a local phone number.

To connect through internet we need computer, modem and telephone line. steps involved to connect internet are:

- 1-Connect telephone to computer through modem
- 2- Run software of internet to connect
- 3- Enter username, password and ISP number

**ISDN:** stands for integrated service digital network. It is a digital phone line. Data transfer speed is faster than modem. Now a day we can connect to internet by cable, DSL etc.

## 10. First step with the web browser

To open internet explorer:

→ Click on Start < Programs < Internet Explorer or Click  from desktop

## 11. Basic layout and closing a web browser

All browser contain menu bar, title bar, tool bar, status bar, scroll bar etc. Basic component of Internet Explorer are title bar, menu bar, status bar, tool bar, scroll bar etc

**Tool Bar:** The most upper bar of window is called title bar. On the right side of title bar there are three buttons to minimize, restore and close internet explorer.

Minimize button is used to minimize the window. Restore is use to restore down and close button is use to close the internet explorer



**Menu bar:** There is another bar after the title bar is called menu bar. Menu bar contains different options to use features like file, edit, view etc



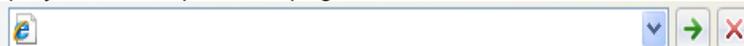
For using any main menu we just move the mouse cursor over it and it will show submenu.

**Toolbar:** The strip next to menu bar is toolbar. Toolbar is shortcut of menu bar sub options.

We also called it standard toolbar because it has buttons to perform important tasks.

We can use these options by clicking icons. For knowing the purpose of these icons just take the mouse pointer over there and wait for a while you will see name of icon in form of label. This label is called tool tip text.

**Address bar:** displays URL of open web page.



**Status indicator:** is basically a graphical icon which shows that status of internet explorer.

**Progress Bar:** A standard Windows control that displays the percentage of completion of a particular process as a graphical bar



**Browser pan:** The area in middle of screen shows some text, hyperlinks and graphics are called content area or browser pan.

To close Browser there are several methods like

- 1- Click File < Close
- 2- Press Cross button (X) on title bar

## 12. How to change home page in web browser

When we start internet explorer, the first page we see on the screen is called home page or start page.

To change home page:

→ Click Tools < Internet Options < General < Address

## 13. Display web page in new window

We want to open web page without closing other or copy a web page then:

→ Click File < New < Window

## 14. Stop a web page from downloading

In many situations, we stop web page from opening for example when a web page take a lot of time to open, click on wrong link , some portion of web page open and we just stop for further processing.

We can stop a web page either of two ways:

- 1- Click View < Stop
- 2- Click on Stop button 

## 15. Refresh a web page

Refresh means to view web page with latest changes. Using this option we do not have to enter URL in address bar again.

We can refresh a page by three ways:

- 1- Press F5 key
- 2- Refresh button 
- 3- Click View < Refresh

## 16. Display previously visited sites

When we visit some sites in browser, the browser keep its address of sites which we opened before. Browser saves these sites in history.

To view history:

→ Press Ctrl+H or Click Tool < History or History button

## 17. Changing number of days in history list

We can set number of days that our history should be kept. To change history days:

→ Click Tools < Internet Options

This dialogue box will open.

Select history section to change days.

## 18. Deleting single entry, clear list of history

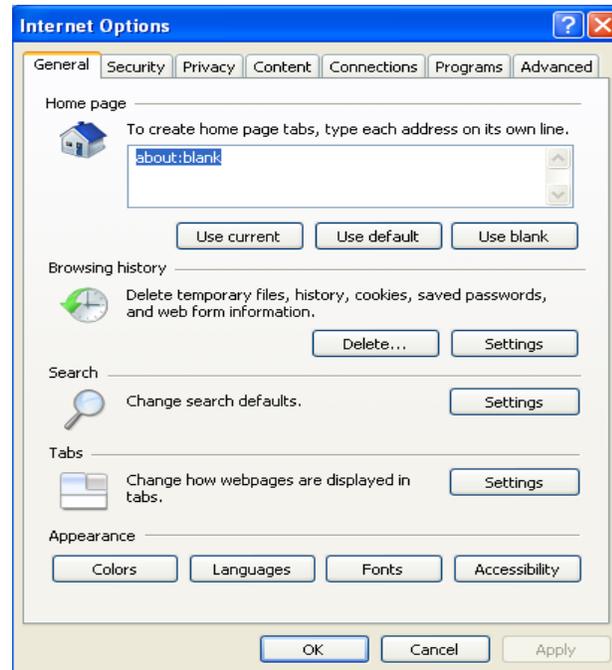
It is possible to delete history item or history list.

To delete single item:

- 1- Right Click on Item
- 2- Select delete

To delete list:

- 1- Click Tools < Internet Options
- 2- Select History section to delete history



## 19. Summary:

In this lesson we have learnt:

- Difference between internet and www
- What is webpage, web browser and website?
- What is meaning of search engine, ISP, FTP, HTTP and URL?
- How to open and close a web browser?
- How to change home page and open a web page in new window?
- What is the purpose of refresh, stop and history in the web page?

## 20. Exercise

In the coming exercise review your Internet skills to start a browser, open any web page and close a browser

### Task 1:

#### Starting browser:

Start computer and Click on Launch internet explorer browser button on Quick Launch toolbar. If necessary click connect to dial up your ISP.

### Task 2:

#### View a Web Page :

First of all connect internet and start browser. In address bar type web page address and click Go or press Enter. Another way is to click the address bar drop down arrow and select a web page address you've opened in the current session.

**Task 3:****Enter an Address using Auto complete :**

In the browser begin to type an address that you have recently entered. Auto complete remembers previously entered addresses and tries to complete the address for you.

**Task 4:****Browse Folders and Open files from the Address bar:**

Type location of hard disk you want to open in the address bar like C:\ or d:\ or e:\. To open any folder of drive types like c:\ my documents etc. Then click Go on the address bar or press Enter. Menus and toolbar change to the ones used in windows explorer. If you want click Views button on toolbar and select the view option you want to use.

## Computer Proficiency License (CS-001)

### Lecture 41

### Web Navigation

#### 1. Objectives

The objective of this lecture is to provide information about:

- How to go to any URL?
- How to activate a hyperlink/image link?
- How to move backward and forward in visited websites?
- How to place a bookmark on web page and how to view it?
- How to create a book mark folder and add web page in it?
- How to delete a book mark?

#### 2. Go to a URL

To visit any website, we should know its URL, URL is typed in address bar of browser.

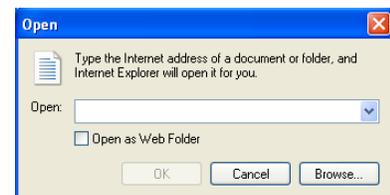
There are several ways to open a web page:

1-write URL in address bar

2-Click File < Open

This will open a dialogue box, enter desired URL in it and press ok.

3- Press CTRL+O



#### 3. Navigating backward and forward in a web page

We can move backward and forward in any website.

To move backward:



→ Click Backward button

To move forward:



→ Click forward button

To move home page:



→ Click Home button

We can also move to visited web pages by clicking View < Go < “site name”

We can move backward and forward using key board e.g. ALT+LEFT and ALT+RIGHT

#### 4. Activate a hyperlink

When we click with mouse on hyper link it is activated means it moves you to next page you click. Some links bring to download a file, broadcast TV or radio.

A web page can have three types of links:

- 1- Image maps links
- 2- Text links

### 3 – Picture links

Some links are opened in same window or some are in other window.

To open link in other window:

- Right click on link
- Select open in new window

## 5. Book mark a web page

When we visit some site and we like it, we can save it. For saving any site it mean we are making bookmark means we are putting mark on this site that we can open it again. We can make list of those sites which we like, some browser say it Book mark and some browser say it favorite.

To put site in favorite, we can have several methods:

- 1- Click Favorite button from toolbar
- 2- Click on Favorite < Add to favorites

## 6. creating a book mark folder and add page in it

When list of favorites grow long, we can make it short by making folder and also we can organize them.

To organize:

- 1-Click on Favorite < Organize Favorite

A dialogue box will open, Click on New Folder.

This will create a folder.

To add page in this folder:

- 1-Click Favorite < Add to Favorite
- A dialogue box will open.
- 2- Select Folder from Create in option.
- 3- Add page in it.



## 7. Delete a book mark

We can delete web pages or folders from favorites list.

To delete folder:

- Click on favorite < organize favorites
- Select Folder / page
- Select delete button to delete folder.

## 8. Display book marked page on toolbar

To display favorites in tool bar as shortcut:

- Click View < Toolbar < Links

## 9 Viewing favorite list on screen

We can also see favorites item on the left side of screen.

To view on left side of screen:

- Click on Favorites button from toolbar.

## 10. Summary:

In this lesson we have learnt:

- How to go to any URL?
- How to activate a hyperlink/image link?
- How to move backward and forward in visited websites?
- How to place a bookmark on web page and how to view it?
- How to create a book mark folder and add web page in it?
- How to delete a book mark?

## 11. Exercise

In the coming exercise you will learn how to retrace your steps and return to a web page. Also how to save your favorite web pages list separately

### Task 1:

#### **Move back in a browser :**

In a browser you can move to previous web page by clicking on Back icon on toolbar, by choosing Back from go menu within view menu, by pressing Alt + Left arrow of keyboard or pressing right mouse button and selecting back option

### Task 2:

#### **Create a favorite list :**

To add a web page in favorite first of all opens the desired web page in browser. Then right click anywhere in the background of a web page. Click Add to favorites on the shortcut menu. Type name for the site in dialog box Name section. If you want, click Create in to add the site to a folder within the favorite folders

### Task 3:

#### **Move a favorite to a folder :**

In the browser click favorite menu and then click organize favorites. Click the favorite you want to move to another folder. Click Move to folder. Click the folder where you want to move the favorite. Click Ok When you're done, click Close

### Task 4:

#### **View your hard disk and add a folder to your list of folders :**

Display contents of your hard disk by typing c:\ in address bar and then press enter. Then open view menu and move mouse pointer to explorer bar and select favorites to display favorite list in left pane. Drag a folder from right pane to favorite's pane. Release your mouse button when folder icon is positioned correctly within favorite list. When you're done click close button.

**Task 5:****Setup a website for offline viewing :**

Open the website you want to add. Click favorite menu and click Add to favorite. Click to select the make available offline check box. Then click customize option and Next to configure your page for offline viewing. Click Yes option button to allow viewing of entire web site. Click Next to continue. Choose synchronization schedule option you want and then click Next to continue. Then if web site requires user authentication enter your user name and password and click finish. Finally choose folder and then click ok.

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Computer Proficiency License (CS-001)  
Lecture 42  
Search Engines

## 1. Objectives

The objective of this lecture is to provide information about:

- What are search engines and how to select a search engine?
- How to search a specific information with the help of keyword?
- How to use selection criteria in a search?
- How to copy image text or URL from a web page to the document?
- How to set page size, page orientation or margins in a web page?
- How to print web page or specific web pages or selected text etc?

## 2. Search Engines

World wide web contain million of web pages that its difficult to tell their exact figure, so to find out required information is possible through search engines. Search engines help us to find information on the web and store the information about web pages. It usually search web pages according to any phrase or keyword. Search engines used software of Spider, it is called spider because spider visits many websites in parallel at the same time and also visit different web servers. When the Spider search Web server it make central repository to save related websites URL's. This repository of web server is called database or index. After specific intervals, spider store new and updated websites URL's in database.

## 3. How to use any search engine

There are many search engines on net like Google, AltaVista and Ask etc

To search any website:

→ Write keyword in entry box

Search Specific site:

→ Write keyword in double quotations.

When we search any web site, relevant websites are on front page.

## 4. Combine selection criteria in search

With simple search, we can get variety of results. We can refine and narrow these results.

To use selection criteria:

→ Click on Advanced Search options.

→ Use Boolean operators to search combine words.

We can also search Title, URL and Domain search of any website.

## 5. Different search engines

**AltaVista:** is the most popular and biggest search engine. Its URL is [www.altavista.com](http://www.altavista.com) . We can use Boolean operators, domain search, title search and URL search. It is very useful engine for complicated search.

**Google:** Google gives most relevant results. We can perform simple as well as advanced search. Its URL is [www.google.com](http://www.google.com) .

**Excite:** It is most comprehensive search engine. Its URL is [www.excite.com](http://www.excite.com) .It has large database approximately 10 million sites can be stored.

**Lycos:** It is also a comprehensive search engine. Its URL is [www.lycos.com](http://www.lycos.com) . It can search picture, city guides and road maps easily.

**Yahoo:** it finds information on web quickly. It is better to use yahoo when your search term is large because yahoo add any website in database after great search.

HotBOt and Lycos database is bigger than yahoo and search long terms is possible efficiently. There are some other search engines like WebCrawler, open text and galaxy.

## 6. Copy a text from a web page to a document

Duplicate means to copy same data on different location. We can copy or duplicate any text or image data.

To copy Data:

- 1- Select data
- 2- Click Edit < Copy or press Ctrl+C

To paste Data:

- 1- Select target location
- 2- Click Edit < Paste or press Ctrl+V

## 7. Copy image from web page to a document

To copy image:

- 3- Select image
- 4- Click Edit < Copy or press Ctrl+C

To paste image:

- 3- Select target location
- 4- Click Edit < Paste or press Ctrl+V

## 8. Copy URL from web page to a document

We can also copy URL from browser to a document.

To copy URL:

- 5- Select URL from browser
- 6- Click Edit < Copy or press Ctrl+C

To paste URL:

- 5- Select target location
- 6- Click Edit < Paste or press Ctrl+V

## 9. Save a web page on hard disk

We can save a web page on hard disk. We can open web page data without connecting internet.

To save a web page on hard disk:

- 1-Click File < Save As
- 2- Select target location on disk to save

## 10. Save a graphic

We can save a graphic as file.

To save graphic:

- 1- Right Click on graphic
- 2- Select Save Picture As option
- 3- Select target location and Enter Name of graphic

## 11. Download text file, image

Downloading is process of transferring file from remote computer to user computer.

To download a file:

- 1- Select File
- 2- Right Click on file
- 3- Select Save Target As

You can also save an image in the same way as file.

## 12. Web page orientation, margins, header, footer

Web page may be wider than paper, so some text could be wrap. First save page to hard disk than take printout. We can also use color printer to take colored printing.

To set a web page orientation for printing:

- 1- Click File < Page Setup
- 2- Set Header and footer
- 3- Set page orientation

## 14. Printing web page

To print a web page:

→ Click File < Print

## 15. Summary:

In this lesson we have learnt:

- What are search engines and how to select a search engine?
- How to search a specific information with the help of keyword?
- How to use selection criteria in a search?
- How to copy image text or URL from a web page to the document?
- How to set page size, page orientation or margins in a web page?
- How to print web page or specific web pages or selected text etc?

## 16. Exercise

In coming exercise you will learn how to search from a list of search engines for web sites that match your criteria and also learn how to print web pages

### Task 1:

#### Search the Internet using the search button :

Open the browser. Click search button on standard toolbar. Internet explorer chooses a search engine at random. Type the information you want to use for the search. Click the search, find or seek button as each search provider label its search button differently. If

you don't find the web site you want click the next button. To perform a new search, click the new button under the search heading on top. Finally click cross button to right of search heading or click search button on toolbar.

**Task 2:****Download a file from a public ftp site :**

In address bar type the URL for public ftp site. If site offers it, double click the link to the Pub directories to display the list of files you can download. Right click the link for the file you want to download, and then click copy to folder. Select the folder in which you want to save the file. Click Ok.

**Task 3:****Create a style sheet :**

Open the web page you want to use as style sheet. Click tools menu and then click internet explorer. In general tab, click colors. Select colors to be used for text and background and for visited and unvisited links. Then click ok and click file menu, select save as to save web page to your local disk. Type file name and click webpage, html only from save as type drop down arrow. Finally, click "save".

**Task 4:****Print current page :**

Open desired page to print. First open file menu and click page setup option. From dialog box click size drop down arrow and select a paper size. Enter header like &w for window title and footer &u to print page address. Click portrait or landscape option. After clicking ok again open file menu and choose print. Set current page in this dialog box and finally click ok to print it.

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Computer Proficiency License (CS-001)  
Lecture 43  
Electronic Mail

## 1. Objectives

The objective of this lecture is to provide information about:

- What is email and what is structure of email address?
- How to open and close email application?
- How to open email inbox for specific user?
- How to open several mail messages at a time?
- How to close mail messages?

## 2. Concepts

In ancient times, people use letter as way of communication and they send it through post offices but it took long time to reach destination. In modern days way of communication have been changed because of internet and new ways were adopted to send information quickly e.g. telegram, fax, telephone and email etc.

Email is abbreviation of electronic mail. With the help of email we can exchange information around the world. Only difference between email and other letter is that email is written through key board and sends through internet while letter is written by hand and send through postoffice. It is the fastest way of communication than letters and it can be sending at any time when it is convenient.

When we send email messages from one computer to another then email client SMTP and POP3 are used. Email clients are those programs used for writing, sending, receiving and displaying email messages like yahoo mail, hotmail, and outlook express.

**SMTP:** is simple mail transfer protocol and used to send and receive email messages.

**POP3:** is post office protocol and used to receive email messages. Email client interacts with POP3 server to discover and download new email messages.

## 3. How email works

First you compose a mail and send it. Message is sent to your internet service provider's email server. Message is then sorted in recipient's electronic mail box. To read message, log on to email server and retrieve message. To read message, first you have to enter password.

## 4. Email system using email client SMTP and POP3

Steps to send email messages:

- 1- Message is prepared using email client.
- 2- Email client sent it to SMTP server( if receiver is local then mail goes to POP3)
- 3- Receiver computer picks it at his/her computer
- 4- If mail is sent to SMTP than SMTP server send it to local computers POP3 and receive it

## 5. Understanding the structure of email address

Whenever we send any mail we should know the address of recipient.

**Structure of Email address:** Email address consists of two parts separated by “@” symbol. First part identifies the name of user account and second part contains URL of persons account on internet like [awais@yahoo.com](mailto:awais@yahoo.com)

## 6. Open and close email application

To open Email client Out Look Express:

→ Click Start < All Programs < Microsoft Office < Microsoft Out Look Express

To Close Out Look Express:

→ Click File < Exit

## 7. Layout of email application

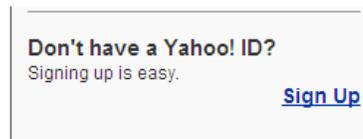
Any email program contains components to write, send and receive email messages.

## 8. Create an email account

To use an email program its important to have email account.

To create an account on yahoo:

- 1- Type [www.mail.yahoo.com](http://www.mail.yahoo.com) in browser
- 2- Click on Sign Up



- 3-Fill the Form by entering user name and password and more

## 9. Open a mail box for specific user

You can open email account which you have created before by user name and password. Enter User name and password and Click Sign In.

## 10. Open one and several messages

When ever we got any email, it goes to our inbox .we can read and write mail here.

To read mail:

→ Click on Inbox

→ Click on ay message to read

To compose a mail:

→ Click on Compose

→ Write and send mail

## 11. Close a mail message

To close a mail message:

→ Click on Close (X) button of window

## 10-Summary:

In this lesson we have learnt:

- What is email and what is structure of email address

- How to open and close email application?
- How to open email inbox for specific user?
- How to open several mail messages at a time?
- How to close mail messages?

## 11-Exercise

In the coming exercise you can improve the appearance and usefulness of your printouts by changing the page margin, specifying a target print area, adding headers and footers. You will also learn how to take printout of your worksheets

### Task 1:

#### **Select a print range :**

In monthly expenses worksheet, select range from A1 to B6. Open file menu and point to print area and select click on Set Print Area on submenu. Click Print preview on toolbar to view the print range. Click on close button on print preview toolbar. To clear print range open file menu. Point to print area and click on Clear Print Area on submenu.

### Task 2:

#### **Insert and Remove Page breaks :**

With monthly expenses still open, to print items name on one page and expenses on other page select column B and C. Open Insert menu and select Page break. A dotted line is shown after column A. Click on print preview icon and you will see the names of items on page 1. Click on Next button on toolbar to view the next page. You will see expenses on the next page. Click close button on toolbar and open Insert menu. Choose Remove page break from the menu to clear the page breaks.

### Task 3:

#### **Setting orientation, Margins and center worksheet on a page :**

In monthly expenses worksheet, open file menu and click page setup option. Click on page tab and choose landscape from orientation section. Set print quality to highest option. Click Margin tab and set top margin and bottom margin to 1.25. Click horizontally and vertically options in center on page section of page setup dialog box. Click print preview button.

### Task.4:

#### **Create a header and footer :**

Open monthly expenses Worksheet and select sheet1 and sheet 2 tabs. Open view menu and choose the option header and footer. Click on customer header option and then click in center section. Click sheet icon from toolbar which is third last icon on toolbar. Then press ok button and then click on customer footer. Click in center section. Type page and click on # icon in toolbar, then type "of" and click on plus sign in toolbar. Click ok button and then click on print preview button. Sheet1 is shown on top and page 1 at bottom, click on next icon on print preview toolbar and you will see sheet2 on top of page.

### Task.5:

#### **Applying and printing formula used in Cells :**

Open any spreadsheet in which formulas are used. Click on tools menu and then on options. In dialog box, click view tab and then select formula option in windows options section. A checkmark will appear in front of formula and finally click ok button. You will see formula within the cells Click file menu and select page setup Click on landscape option in orientation section and fit in scaling section. Click print preview button, then click zoom button to adjust the view. Click print button and ok. Finally press Control + ~ keys to deselect formula option.

**Task.6:****Previewing and printing multiple sheets :**

Open a spreadsheet in which sheet 1, sheet 2 and sheet 3 contains some data. To print all three sheets at once first click on sheet 1 tab. Hold the shift key and click on sheet 2 and sheet 3 tab. Click print preview button. Click zoom button to magnify image. Click next button on toolbar two times to cycle through three selected sheets. Click print button in print preview window and then click ok.

**Task.7:****Hide some columns and rows in WS :**

Open an already created spreadsheet. Since you want to print a report that does not include column C. Right click on column C heading and click hide. Click on print preview, column C is not shown so print the worksheet. To again display the hidden column C first select Col B and D. Right click on the selection and click unhide. Column C will be shown

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**Computer Proficiency License (CS-001)**  
**Lecture 44**  
**Messaging**

### **1. Objectives**

The objective of this lecture is to provide information about:

- What is a flag? How to flag a mail message and remove a flag message?
- How to mark a mail message as read or unread?
- How to open and save a file attachment in a local hard disk?
- How to create a new message and how to reply to more than one person?
- How to attach email with a message?
- How to copy, move and forward message?

### **2-Flag mail message**

After reading the mail you have two options. Some mails are replied urgently and some are replied late. It is possible we forgot to reply some urgent messages, so for this reason flag feature is introduced.

To apply flag on the message of inbox folder:

- 1- select a message
- 2- Click On Actions < Follow Up < Red Flag

To remove flag:

- 1- Right click on message
- 2- Select Clear Flag Option

### **3- Mark message as read/unread**

Messages which we have read called read messages and messages which we have not read are called unread. It is possible to make read messages as unread and unread messages as read.

To make a message as read:

- 1- Select message
- 2- Right click on message
- 3- Select Mark as read

If we marked a folder then all its messages are marked as read /unread

### **4- Open and save file attachment on hard disk**

Attachment is a file which is attached with mail and we can download this attached file. We can also attach data file with mail. We can also attach other files like audio, graphics etc

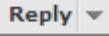
To download a file:

- 1- open message
- 2- select attach file
- 3- right click on file
- 4- Select Save Target As(download on hard disk) or Select Open (to see in same application)

### **5- Use Reply/ Reply All**

Reply means answering to one person but reply all mean answering multiple persons.

To reply a message:

- 1- open message to reply
- 2- Select Reply Button 
- 3- Then type/attach message and send

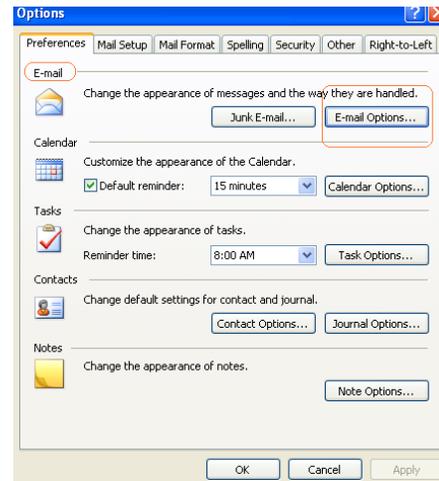
6- Reply with or without original message

It is possible we send message with original message or erase that message.

To send message without original message:

- 1- Click Tools < Options ( it will open a dialogue box)
- 2- Press Email Options button from email section

- 3- Select On Replies and forward section for adding and removing original message



## 7- Add a contact in list

You can make a record of your email addresses.

To add a contact:

- 1- Click on contact folder.
- 2- Click on new contact
- 3- Add related info

## 8- Create a new message

To write a mail:

- 1-Click on New < Mail Messages
- 2- Write mail and send.

## 9- Insert a mail address in To field

Whenever we send an email we insert address in To box. It is also possible we don't write email address but add it from contact list.

To add address from contact list:

- Click on TO field 

## 10- Carbon copy (CC), Blind Carbon Copy (BCC)

CC: is abbreviation of carbon copy and from this option we can send email to more than one email address.

BCC: is abbreviation of blind carbon copy and from this option we can send email copy to more than one person but the message will be secret message means email address of BCC is not shown to TO and CC addresses.

## 11- Use spells checking in email

Email message window works same as word processor. Like word we can also use spell check in email messages.

To spell check:

- 1-Select word

2-Click on Tools < Spelling and Grammar

## 12- Forward message

We can forward same message.

To forward email message:

→ Click on Forward button

## 13- Cut and copy text within or between messages

We can copy text between messages.

To copy:

1-Select text

2- Click Edit < Copy or Press Ctrl+C

To paste:

1- Select target location

2- Click Edit < Paste or Press CTRL+V

## 14- Attach a file to a message

We can attach a file with our email message and any type of file can be attached.

To attach a file:

→ Click on Attach button



## 15-Summary:

In this lesson we have learnt:

- What is a flag? How to flag a mail message and remove a flag message?
- How to mark a mail message as read or unread?
- How to open and save a file attachment in a local hard disk?
- How to create a new message and how to reply to more than one person?
- How to attach email with a message?
- How to copy, move and forward message?

## 16-Exercise

In the coming exercise you can improve the appearance and usefulness of your printouts by changing the page margin, specifying a target print area, adding headers and footers. You will also learn how to take printout of your worksheets

### Task 1:

#### **Select a print range :**

In monthly expenses worksheet, select range from A1 to B6. Open file menu and point to print area and select click on Set Print Area on submenu. Click Print preview on toolbar to view the print range. Click on close button on print preview toolbar. To clear print range open file menu. Point to print area and click on Clear Print Area on submenu.

### Task 2:

#### **Insert and Remove Page breaks :**

With monthly expenses still open, to print items name on one page and expenses on other page select column B and C. Open Insert menu and select Page break. A dotted line is shown after column A. Click on print preview icon and you will see the names of items on page 1. Click on Next button on toolbar to view the next page. You will see expenses on the next page. Click close button on toolbar and open Insert menu. Choose Remove page break from the menu to clear the page breaks.

**Task 3:****Setting orientation, Margins and center worksheet on a page :**

In monthly expenses worksheet, open file menu and click page setup option. Click on page tab and choose landscape from orientation section. Set print quality to highest option. Click Margin tab and set top margin and bottom margin to 1.25. Click horizontally and vertically options in center on page section of page setup dialog box. Click print preview button.

**Task.4:****Create a header and footer :**

Open monthly expenses Worksheet and select sheet1 and sheet 2 tabs. Open view menu and choose the option header and footer. Click on customer header option and then click in center section. Click sheet icon from toolbar which is third last icon on toolbar. Then press ok button and then click on customer footer. Click in center section. Type page and click on # icon in toolbar, then type "of" and click on plus sign in toolbar. Click ok button and then click on print preview button. Sheet1 is shown on top and page 1 at bottom, click on next icon on print preview toolbar and you will see sheet2 on top of page.

**Task.5:****Applying and printing formula used in Cells :**

Open any spreadsheet in which formulas are used. Click on tools menu and then on options. In dialog box, click view tab and then select formula option in windows options section. A checkmark will appear in front of formula and finally click ok button. You will see formula within the cells Click file menu and select page setup Click on landscape option in orientation section and fit in scaling section. Click print preview button, then click zoom button to adjust the view. Click print button and ok. Finally press Control + ~ keys to deselect formula option.

**Task.6:****Previewing and printing multiple sheets :**

Open a spreadsheet in which sheet 1, sheet 2 and sheet 3 contains some data. To print all three sheets at once first click on sheet 1 tab. Hold the shift key and click on sheet 2 and sheet 3 tab. Click print preview button. Click zoom button to magnify image. Click next button on toolbar two times to cycle through three selected sheets. Click print button in print preview window and then click ok.

**Task.7:****Hide some columns and rows in WS :**

Open an already created spreadsheet. Since you want to print a report that does not include column C. Right click on column C heading and click hide. Click on print preview, column C is not shown so print the worksheet. To again display the hidden column C first select Col B and D. Right click on the selection and click unhide. Column C will be shown

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**Computer Proficiency License (CS-001)**  
**Lecture 45**  
**Mail Management**

### 1- Objectives

The objective of this lecture is to provide information about:

- How to create a new address list and add or delete mail address in it?
- How to search a message by subject and a sender and mail contents?
- How to create a new folder and how to move messages to a new folder?
- How to sort and delete the messages?
- How to undelete the deleted messages and how to empty delete item folder?

### 2- Managing email

When we receive many mail messages, it results into over abundance of email messages in inbox or sent email folder. As a good practice, these should be managed. To manage your email there can follow options.

1. Create new folders for messages
2. Save your messages in hard disk
3. Delete unwanted or read messages

### 3- Create an address book

In real life, you can use diary to record the name and address of your friend. It is good to use diary to remember the details of your friends. It is difficult to remember many email addresses. Email program makes life easy by providing a facility to record email ids of all contacts in address book. You can save name, phone number, email ids and some related information in an address book. Address book works like a diary.

### 4- Add a mail address to address list

1. Click on the contact tab in the right side of the MS Outlook.
2. Go to File < New < Contact
3. A new window will open. Enter name and email id of the contact and click on Save and Close button below the menu bar.



### 5- Delete a mail address to address list

The way we have added the contact in address book, we can delete the contact with few clicks.

1. Select the email contact (s) from address book by single click.
2. Click on the Remove button or right click on the contact name and select delete from the drop down menu.
3. Contact(s) will be deleted.

### 6- Update an address book from incoming mail

To save the email id from the inbox

1. Right click on the name of the sender of email in the inbox

2. Click on the move to the folder
3. Select contacts from the list
4. Click on the contacts folder to view the newly added contact

## 7- Search message by sender, subject or mail contacts

It is very difficult to search in the lengthy email messages. You can easily search messages in outlook using find option.

Go to Tools < Find < Find or press Ctrl+E



Select Inbox from the drop down menu of “Search In”

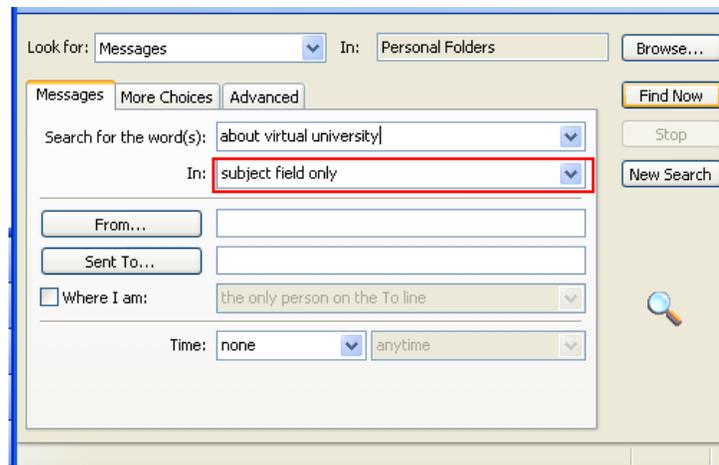
In “Look for” we type the word we want to search

Click on “Find Now”

We can restrict our search to sender name, email subject or email id etc by using advance search option.

Go to Tools < Find < Advanced find or press Ctrl + shift + F

Enter the words you need to search for and restrict the search to the selected field from the drop down menu.



## 8- Create a folder

It is good to organize messages in different folders. Email program usually save messages in separate folders. You can create as many folders you want.

To create a new folder

Go to File < New < Folder... or press Ctrl+Shift+E

Enter the name of new folder

Select the type of content folder will contain and location.

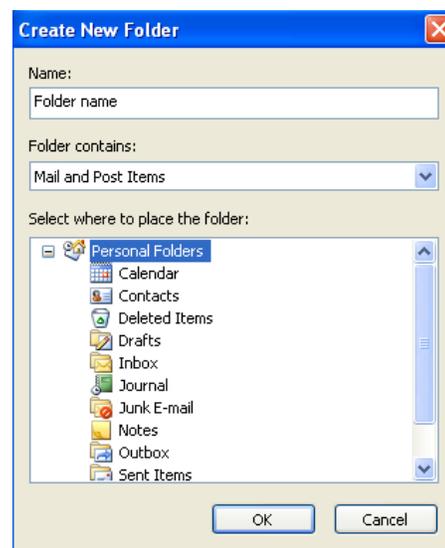
## 9- Move messages to folder

To save a message in a new folder

Select the message in the inbox

Go to Edit < Move to folder or press Ctrl+Shift+V

Select the folder where you want to move the message and click on the Ok button.



## 10- Sort messages

We can sort email message by date, subject and sender name. Let us sort these messages by date wise.

Open inbox and go to View < Arrange by < Date

Using from option we can sort email messages according to sender.

Using To option we can we can arrange messages ascending to recipient's name.

We can sort email messages in ascending or descending.

## 11- Delete a message

You can easily remove any message. Right click on the message you want to delete from inbox and select Delete from the menu. Email message will be deleted from inbox right away and sent to folder "Deleted items".

## 12- Undelete a message from mail bin

You may delete important message. When you delete a message, it is moved from inbox to deleted items folder. Open "Deleted items" folder and right click on the message you want to undelete. Select "Move to folder" option and select Inbox.

## 13- Empty mail bin

Messages you delete are saved in Deleted items folder.

To delete one message from the Delete items folder, select the message and click on the cross icon (Delete button)

Message will ask for the confirmation for deleting the message. Click Ok to delete this message permanently.

To empty the folder, right click on the "Deleted Item" folder and select "Empty Deleted Items"

## 14-Summary:

In this lesson we have learnt:

- How to create a new address list and add or delete mail address in it?
- How to search a message by subject and a sender and mail contents?
- How to create a new folder and how to move messages to a new folder?
- How to sort and delete the messages?
- How to undelete the deleted messages and how to empty delete item folder?

## 15-Exercise

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