

Chapter 3: Productivity Software: Navigation



Key Concepts Covered in This Chapter:

- The Power of Software
- Starting and Operating the Computer
- Starting Windows 7
- Starting a program with the Start Menu
- Working with Windows 7
- Working with Files and Folders
- Using Application Software

The Power of Software

What is Software?

All computers have two main parts: the **hardware** and the **software**. The hardware represents the physical components of the computer such as: the monitor, central processing unit (CPU) and keyboard. By contrast, the software represents the intangible workings of a computer. In short, computer software is a collection of programs and data that tells the computer what to do and how to accomplish it.

Over the years, computer software has become more sophisticated and powerful to meet the needs of a diverse user audience operating in the information age. For software to be robust and useful, it must adhere to specific standards and be thoroughly tested before release to the end user. Software also needs to be compatible and function with other types of computer operating systems. Computer software can be classified into the following three main categories:

- System software
- Programming software
- Application software

Knowledge and use of different software programs is essential for effective computer use. Equally important is upgrading to the latest versions of software programs and learning the new features. Fortunately, many software programs retain the basic functionality from version to version thereby eliminating steep learning curves once the user upgrades.

The Operating System

The operating system is the most important software component of a computer. Without an operating system, the computer cannot function properly. In short, the operating system is the software responsible for managing and controlling the hardware and software components and enables both components to communicate with each other. Computers today have two main operating systems to choose from: **Windows** and **Mac OS**. Learning the basic functionality and features of the operating system can increase a user's productivity and comfort level while using a computer.

Starting and Operating the Computer

Turning On the Computer

Turning on a computer is accomplished by pressing the power button located on the front panel of the CPU (for desktop computers) or above the keyboard (for laptop computers).

The power switch is identified by the universal power switch symbol (*See Figure 1*).



Figure 1: Power Button

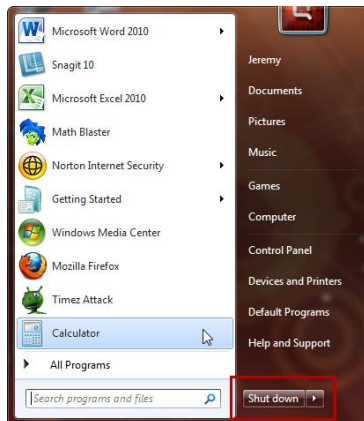
Shutting Down the Computer

To properly shut down a Windows 7 based computer, use the following steps:

1. Click on the **Windows Start** icon located in the bottom left corner of the Windows screen.



2. Click on the **Shut down** button at the bottom of the Start menu.



[Boxed item] FAQ: Should I turn my computer off at night?

Computers have moving parts called hard disk drives that operate at high rates of speed for hours at a time. In order to prevent wear and tear on computer hard disk drives, it is probably best if computers are powered down at the end of the day or when not used for long periods of time. Powering down computers also conserves electricity.

Using the Mouse

The computer mouse is pointing device that allows a user to easily access and manipulate menus, programs, icons, and other types of graphical user interfaces (GUIs) displayed on a computer screen (*See Figure 2*).



Figure 2: Mouse

The mouse is best operated by resting the hand over the top of the device with the index finger covering the left mouse button and the middle or ring finger covering the right mouse button (for right handed users).

The mouse buttons can be clicked in a number of ways to achieve different outcomes.

The following table describes some basic mouse clicking functions:

Table 1: Mouse Clicking Functions

Type of Click	Mouse Button	Purpose
Single Click	Left Mouse Button	To select an image or icon To move items around the computer's desktop To navigate the cursor through a word processing program
Double-Click	Left Mouse Button	To execute an action such as opening a program
Right-Click	Right Mouse Button	To expose shortcuts in a variety of programs

Keyboard Alternatives to Using the Mouse

Instead of using the mouse device, there are a variety of keyboard shortcut alternatives.

The following table describes some common keyboard shortcuts for Windows based computers:

Table 2: Keyboard Shortcuts

Press This Key(s)	To Accomplish This Result
Ctrl+C	Copy the selected item.
Ctrl+X	Cut the selected item.
Ctrl+V	Paste the selected item.
Ctrl+Z	Undo the last action.
Ctrl+Y	Redo the last action.
Delete	Deletes the selected item and moves it to recycle bin.
Shift+Delete	Delete the selected item without moving to recycle bin.
Ctrl+Right Arrow	Move the cursor to the beginning of the next word.
Ctrl+Left Arrow	Move the cursor to the beginning of the previous word.
Ctrl+Down Arrow	Move the cursor to the beginning of the next paragraph.
Ctrl+Up Arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl+Shift with arrow key	Select a block of text.
Shift with any arrow key	Select more than one item in a window or on the desktop or select text within a document.
Ctrl with any arrow key+spacebar	Select multiple individual items in a window or on the desktop.
Ctrl+A	Select all items in a document or window.
Alt+Enter	Display properties for the selected item.
Alt+spacebar	Open the shortcut menu for the active window.

Alt+Tab	Switch between open items.
Ctrl+Alt+Tab	Use the arrow keys to switch between open items.
Ctrl+Mouse scroll wheel	Change the size of icons on the desktop.
Alt+Esc	Cycle through items in the order in which they were opened.
Ctrl+Esc	Open the Start menu.
Alt+Up Arrow	View the folder one level up in Windows Explorer.
Esc	Cancel the current task.
Ctrl+Shift+Esc	Open the Task Manager.
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are enabled.

The Function Keys

The function keys are a row of keys labeled F1 through F12 located above the main keyboard. These keys can also be used as shortcut alternatives to using the mouse device.

The following table describes each function key:

Table 3: Function Keys

Press This Function Key	To Accomplish This Result
F1	Opens the Help screen.
F2	Renames a highlighted icon or file.
F3	Opens a search feature for programs.
F4	Opens a find window.
F5	Refreshes or reloads a page or document window.
F6	Moves the cursor to the Address bar in Microsoft Internet Explorer and Mozilla Firefox.
F7	Launches spell and grammar check in Microsoft Office programs.
F8	Enters Windows startup menu. Commonly used to access Windows Safe Mode.
F9	Opens the Measurements toolbar in Quark 5.0
F10	Activates the menu bar of an open application in Microsoft Windows.
F11	Activates full-screen mode in all browsers.
F12	Opens the Save As window in Microsoft Word program.

Starting Windows 7

The Windows 7 Welcome Screen

After pressing the power button on the computer, the computer begins its power up sequence. During this time, the screen will display a startup screen followed by a Starting Windows screen with animated Windows logo. After these screens disappear, the Windows 7 welcome screen appears (*See Figure 3*).



Figure 3: Windows 7 Welcome Screen

The Windows 7 welcome screen may or may not have a login window. If the welcome screen does not have a login window, simply click on the image in the center of the screen. If the welcome screen has a login window, enter your Windows password and click the arrow at the right or press enter.

Shut Down, Sleep and Restart Options

Windows 7 offers the user several options for managing the computer while not in use. All of these options are accessed from the Windows 7 Start icon located in the lower left corner of the Windows screen (*See Figure 4*).



Figure 4: Windows 7 Start Icon

After clicking on the Windows 7 Start Icon, each option can be selected by clicking on the arrow next to the **Shut down** button (*See Figure 5*).

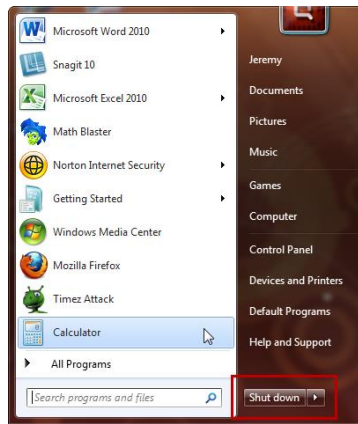


Figure 5: Shut Down Options

The following is a brief description of three common shut down options:

Restart: The restart option is used to briefly shut down the computer and immediately start it back up. This is commonly referred to as a “reboot” and is typically done to refresh the system after installing a new program or after a system update has occurred.

Sleep: The sleep option places the computer in a paused power saving state without shutting the computer completely off. In sleep mode, the computer can resume full-power operation (usually in a matter of seconds) once the user presses a key or moves the mouse.

Shut Down: The shut down option completely powers down the computer and is recommended as the proper way of powering down a Windows 7 computer. This method should always be used instead of pressing the power button.

[Boxed item] Interaction Diversity: The Ease of Access button in Windows 7.

The Ease of Access button is located in the lower left corner of the Windows 7 welcome screen (See Figure 6). The Ease of Access menu contains six options that are designed to accommodate users with a disability.



Figure 6: Ease of Access Button

Other Logon Options for Windows 7

If you do not have a user account setup on a Windows 7 computer, you have a couple of options for logging in at the welcome screen. The following describes two options available:

Administrator: If the computer is new, a user can log on as Administrator. The Administrator can setup user accounts, install programs and access all files for all users.

Guest: If the computer belongs to someone else, you can log in as a guest. The guest option allows a user to temporarily access files and programs.

Overview of the Windows 7 Desktop

The Windows 7 desktop has five main parts (See Figure 7). Each of these parts is briefly described below:

Start Icon: The Start Icon is located in the lower left corner of the screen and accesses the main control panel for the Windows 7 system. The Start Icon can be used to start programs, adjust computer settings or shut down the computer.

Task Bar: The Task Bar is located at the bottom of the screen and contains all running programs, frequently used programs, computer system diagnostics and the date and time.

Recycle Bin: The Recycle Bin is a waste basket shaped icon located in the upper left corner of the screen. The Recycle Bin contains discarded files that can be retrieved if accidentally deleted. The Recycle Bin can be permanently emptied if contents are no longer needed.

Gadgets: Gadgets are small programs that have a specific purpose such as a clock, calendar or weather icon. These are usually located in the upper right corner of the screen.

Icons: Icons are graphical representations of programs that are accessed in a shortcut manner instead of using the Start Menu.

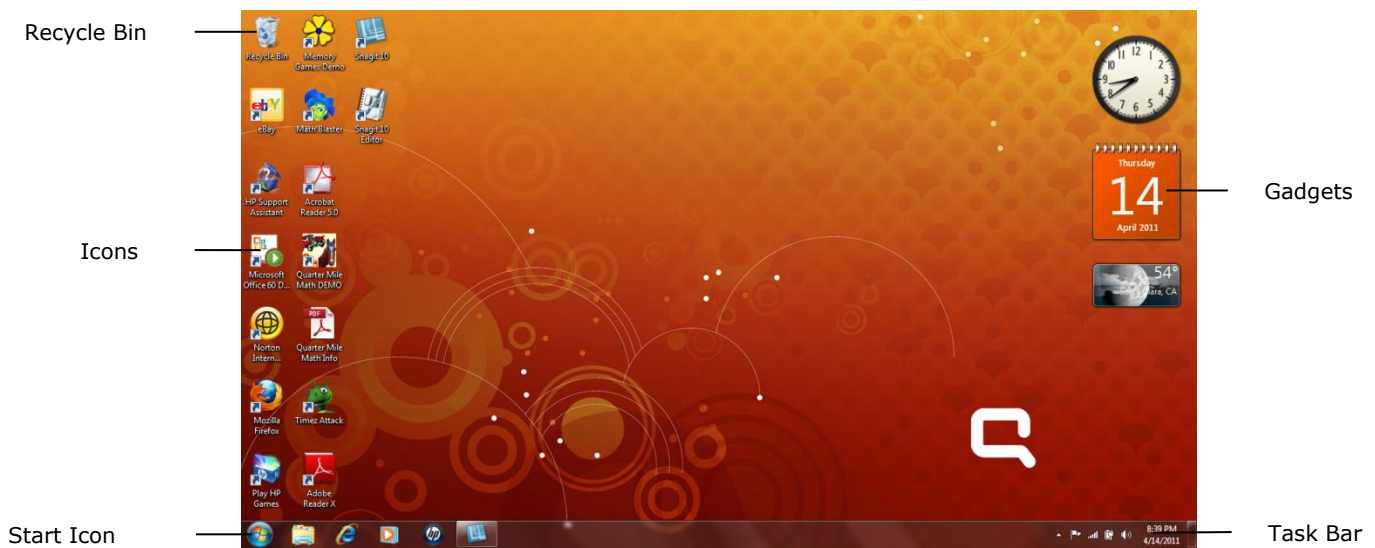


Figure 7: The Windows 7 Desktop

[Boxed item] FAQ: Why does my screen look different? Customization and installed programs.

There are many ways to customize the Windows 7 desktop to personalize it. The theme or background can be changed to a photograph of a favorite vacation spot or an image of your family. Icons and gadgets can be moved into different locations on the screen. When new programs are installed on your computer, they can be set as shortcuts that will appear as icons on the desktop.

Starting a Program with the Start Menu

The Start Menu is launched from the Start Icon (See Figure 4 on page 7) located in the lower left corner of the Windows 7 screen. The Start Menu (See Figure 8) contains access to all programs, applications, computer settings and computer diagnostics.

Programs can be easily launched from the Start Menu by either clicking on the program in the shortcut list in the left column or by clicking **All Programs** at the bottom left and searching for the program to launch. Access to files, computer settings or computer diagnostics can be accomplished by clicking on one of the categories in the right column.

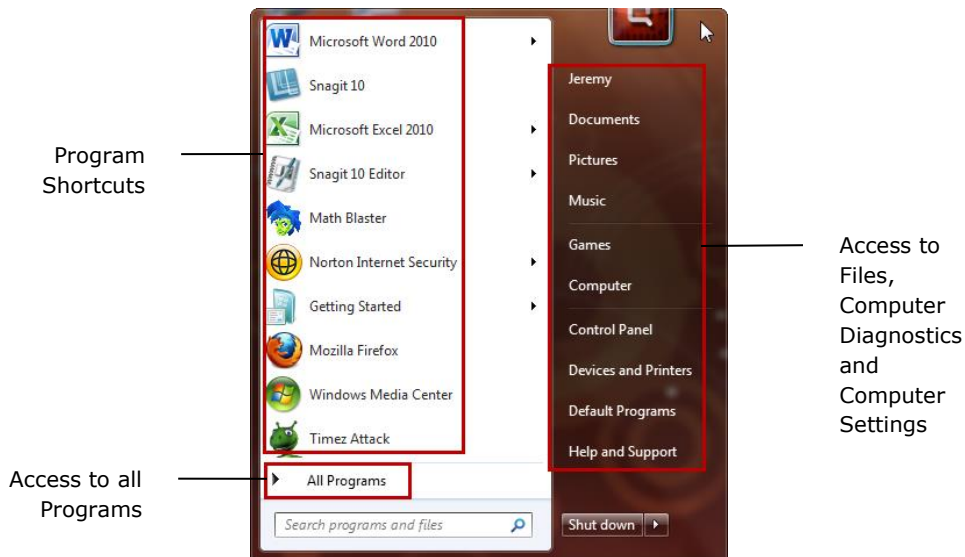


Figure 8: Start Menu Sections

Menus, Commands and Dialog Boxes

Programs and applications on a computer are directed by the user through the use of menus, commands and dialog boxes. Each of these is briefly described below:

Menus: A menu is a graphical collection of options and commands a user chooses from to direct a program or application to perform a specific function.

Commands: A command is an instruction or directive that tells a program or application what to do. Commands are the “language” computers understand and respond to.

Dialog Boxes: A dialog box is a small window that appears during the use of a program or application to ask the user a brief question or confirm an instruction or command. The intension of the dialog box is to establish a “dialog” between the user and computer.

Using Windows 7 Help

Access to Windows 7 help topics can be accomplished by clicking on the **Help and Support** button located at the bottom right column of the Start Menu (*See Figure 9*).

Additional information and support can be found on the Microsoft web site at:

<http://support.microsoft.com/>.

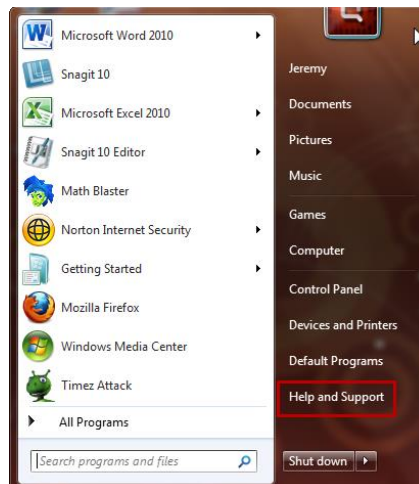


Figure 9: Accessing Windows 7 Help

Working with Windows 7

Opening and Closing Windows

Opening a window for a program and application can be accomplished by simply clicking or double-clicking on an icon. This can also be accomplished by launching programs and applications from the Start Menu.

Closing a window completely exits an application or program. This can be accomplished by clicking on the red X button located in the upper right corner of the window (*See Figure 10*).



Figure 10: Closing a Window

Maximizing, Minimizing and Restoring Windows

Maximizing a window automatically increases the size of a window on all four sides and allows the window to occupy the entire screen. This can be accomplished by clicking on the rectangle button located in the upper right corner of the window (*See Figure 11*).



Figure 11: Maximizing a Window

Minimizing a window collapses a window back into an icon symbol and moves the icon away from the center of the desktop area. This can be accomplished by clicking on the dash button located in the upper right corner of the window (*See Figure 12*).



Figure 12: Minimizing a Window

Restoring a window from a maximized state resizes a window back into the shape it was prior to maximizing it. This can be accomplished by clicking on the double square button located in the upper right of the window (*See Figure 13*).



Figure 13: Restoring a Window

Moving and Resizing Windows

Moving a window can be accomplished by placing the cursor inside the top margin of the window and dragging the window while holding down the left mouse button.

Resizing a window can be accomplished by positioning the cursor at any edge of the window until the cursor changes to a double arrow symbol then dragging the edge while holding down the left mouse button.

Switching Between Windows

Switching between windows is accomplished by clicking once on a window to make it active. The active window moves to the top of the window stack.

Using Scroll Bars

Scroll bars are sliding control tools that are located on the bottom and right side of windows. Scroll bars are used to slide the contents of windows up and down and left to right. The scroll bar is controlled by placing the cursor on the slider and moving it while holding down the left mouse button (*See Figure 14*).

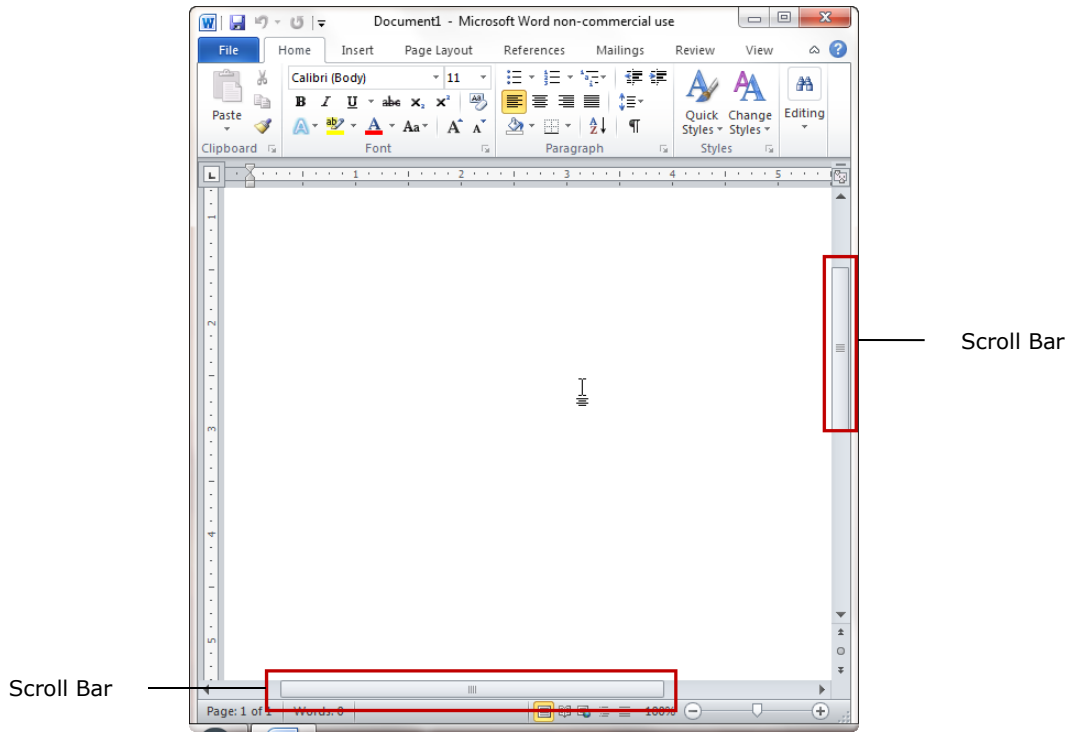


Figure 14: Scroll Bars

Status Bars

The **Status Bar** is located at the bottom margin of a window and contains document information, tools, and shortcuts (*See Figure 15*). The Status Bar can be customized by placing the cursor inside the bar and clicking on the right mouse button.

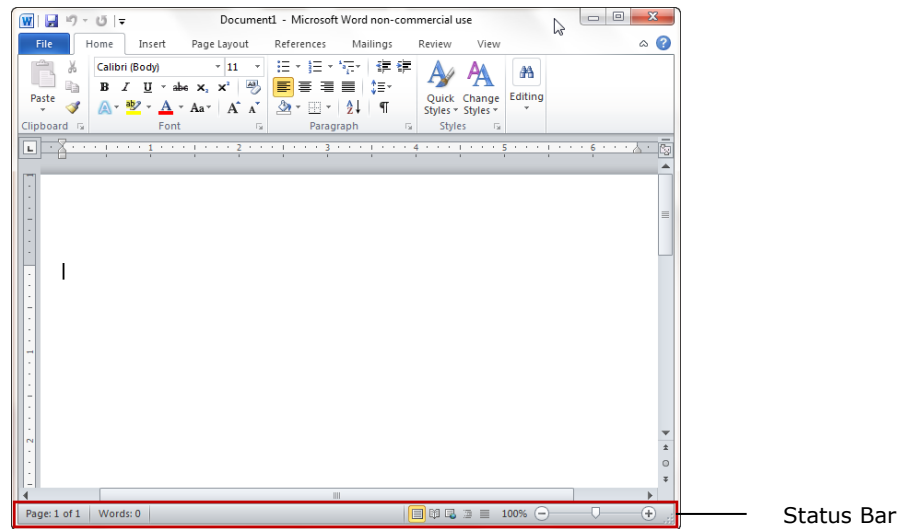


Figure 15: Status Bar

Using Windows Explorer

Windows Explorer is the main file manager system for Windows 7 systems. Windows Explorer allows the user to quickly locate document files, photo files, music files, video files and other Windows programs and applications anywhere on the system. The Windows Explorer icon for Windows 7 is located in the bottom left corner of the screen (See Figure 16).



Figure 16: Windows Explorer Icon

The Windows Explorer Window

The Windows Explorer main window displays the various categories where files, programs, and applications are stored. Clicking on any category will display the contents of that space (See Figure 17).

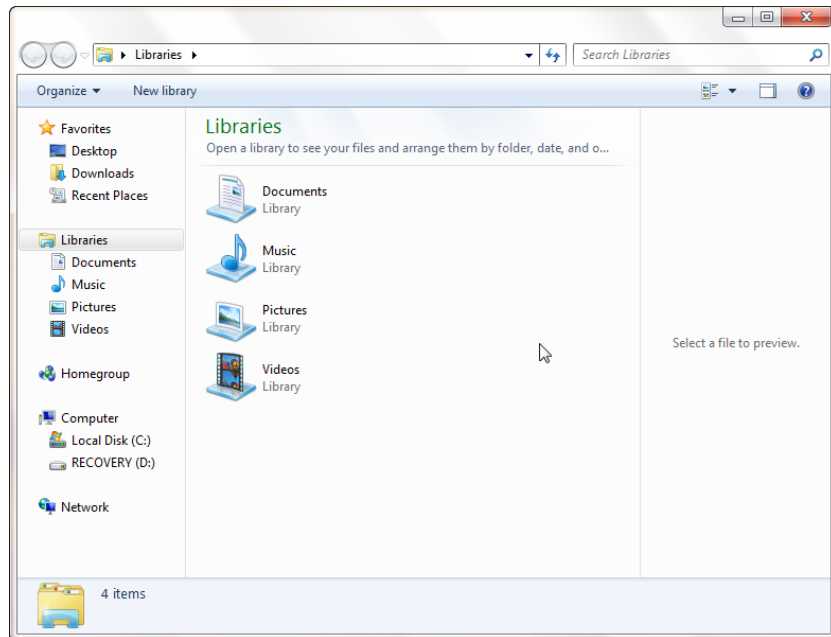


Figure 17: Window Explorer Window

Renaming Files

To **rename** a file, find and select the file from the Windows Explorer list and select **Rename** from the **Organize** pull down menu located at the top left corner of the Windows Explorer window (*See Figure 18*). As you type in the new name of the file, the characters will appear inside the highlighted box around the file name.

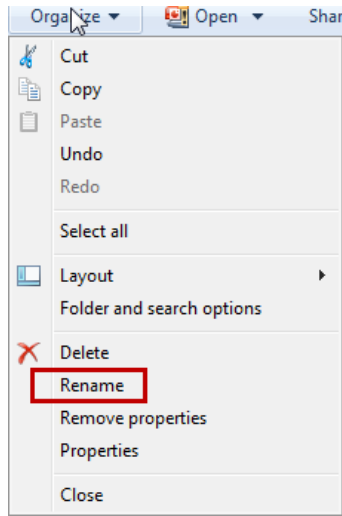


Figure 18: Renaming a File

Moving Files

To **move** a file, find and select the file from the Windows Explorer list and drag it while holding down the left mouse button. Position the file over a destination folder or space and release the left mouse button. The file will be moved to the new destination.

Copying Files

To **copy** a file, find and select the file from the Windows Explorer list and select **Copy** from the **Organize** pull down menu located at the top left corner of the Windows Explorer window (*See Figure 19*). Move to the destination folder or space then select **Paste** from the **Organize** menu. The file will be copied to the new destination.

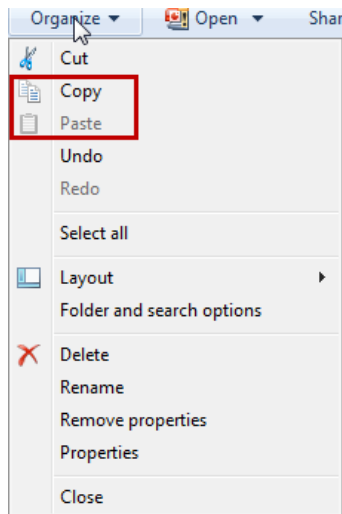


Figure 19: Copying a File

Deleting Files

To **delete** a file, find and select the file from the Windows Explorer list and select **Delete** from the **Organize** pull down menu located at the top left corner of the Windows Explorer window (See Figure 20). The file will move from the folder or space to the Recycle Bin.

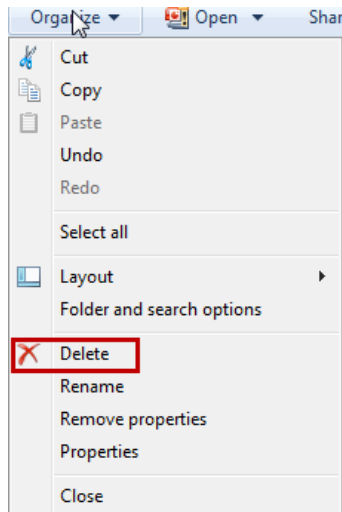
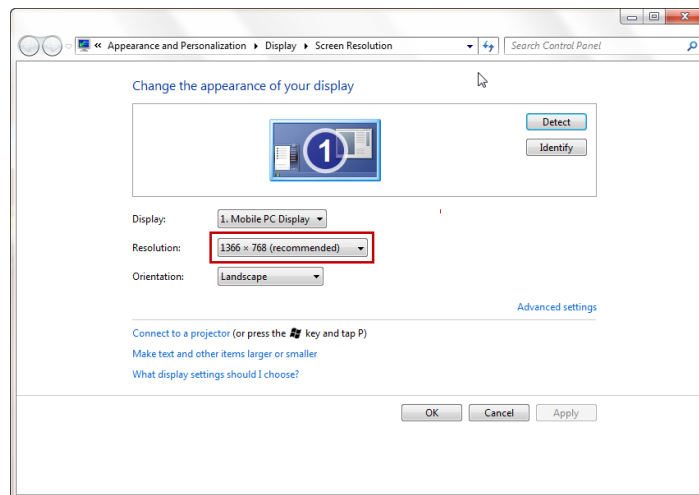


Figure 20: Deleting a File

[Boxed item] Interaction Diversity: Changing the screen resolution.

To adjust the screen resolution, use the following steps:

1. Position the cursor anywhere within the desktop then click the right mouse button.
2. Select **Screen resolution**.
3. Click the **Resolution** button and adjust the slider up and down to a desired resolution.



4. Click outside the slider then click the **Apply** button.
5. A dialog box appears to query the user to either **Keep changes** or **Revert**.
Keeping the changes locks in the new resolution. Revert defaults back to old resolution settings. (Note: a decision must be reached within 15 seconds or new setting is discarded).
6. If **Keep changes** option is selected, click the OK button to apply the new setting.

Working With Files and Folders

Organizing Files within Folders

Imagine working in an office environment without an organized filing system. Papers and file folders are spread out over desks and tables. Frantic employees spend hours looking for important documents that cannot be found in a timely manner.

Computer systems are no different and require organization as well. A user could have files and folders spread out over many locations. Much like the office scenario, the user could also spend hours searching for forgotten or missing file or folder names. Taking the time to organize files and folders early on when using computers can pay huge dividends down the road.

The following diagram illustrates a simple and organized folder structure:

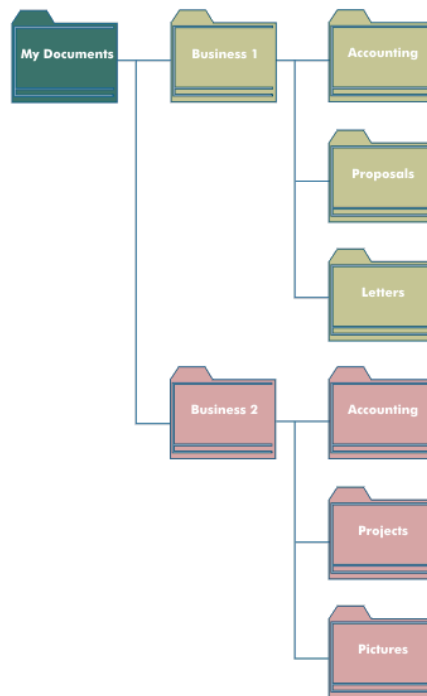


Figure 21: Folder Structure

Creating a Folder

Creating a folder can be accomplished by double-clicking into one of the libraries located in the Window Explorer main window and then clicking the **New folder** button at the top (See Figure 22).

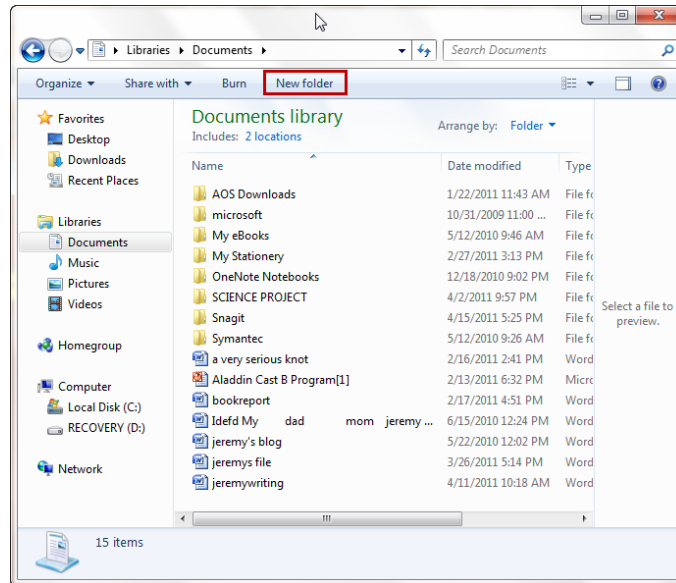


Figure 22: New Folder Creation

After clicking the **New folder** button, a new folder icon appears in the file listing with highlighted text that reads “New folder”. To rename the folder simply type in the new folder name then click outside the folder.

When naming folders, consider a name that best represents what the folder will contain. For example, if the folder contains *tax information for the year 2009*, consider naming it “Taxes 2009”. Avoid long names and special characters such as: [] / \ ? & *.

The Folder Window

The Folder Window has four main parts (See Figure 23). Each of these parts is briefly explained below:

Navigation Pane: The navigation pane is the top hierarchy listing where all files, programs and applications reside on the computer.

Address Bar: The address bar displays the horizontal path to where files, programs and application are located.

Refresh Button: The refresh button updates the listing of content.

Search Window: The search window searches the current location and lists all findings based on a specific keyword.

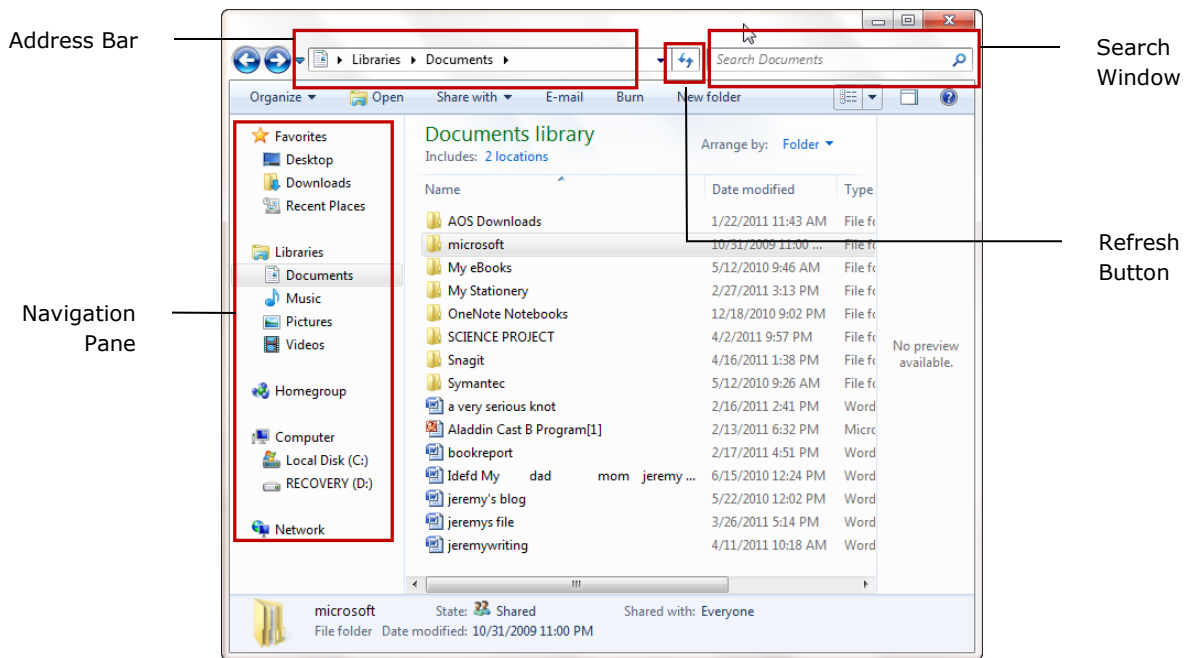


Figure 23: Folder Window Parts

Viewing and Manipulating Folders

Folders can be resized and listed in eight different ways. To resize or change the listing of the folder and file list, click the **change view button** on the top right side of the folder window (See Figure 24) then adjust the slider tool to the desired viewing preference (See Figure 25).

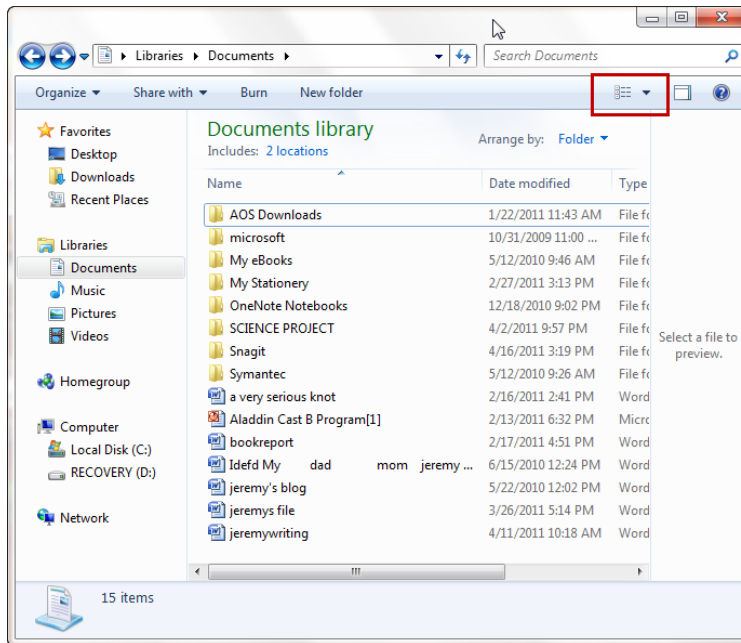


Figure 24: Change View Button

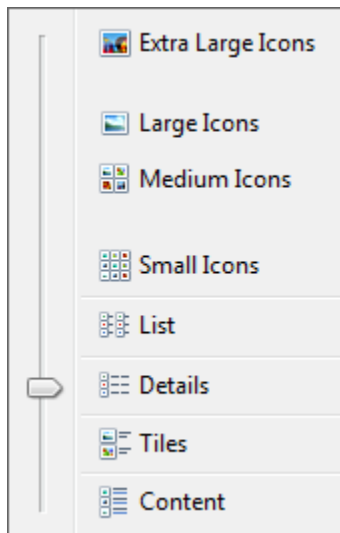


Figure 25: Change View Slider Tool

Folders can be expanded and collapsed by simply clicking on the diagonal arrowhead (See Figure 26). This allows the user to quickly view the contents of the main folder.

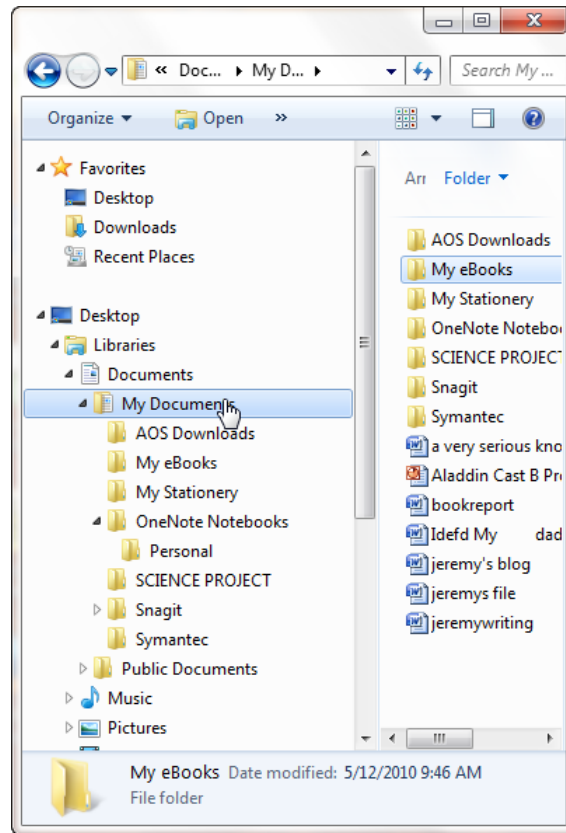
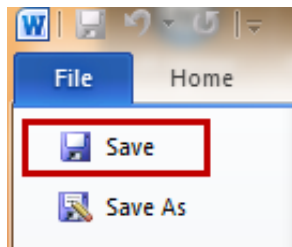


Figure 26: Folder Listings

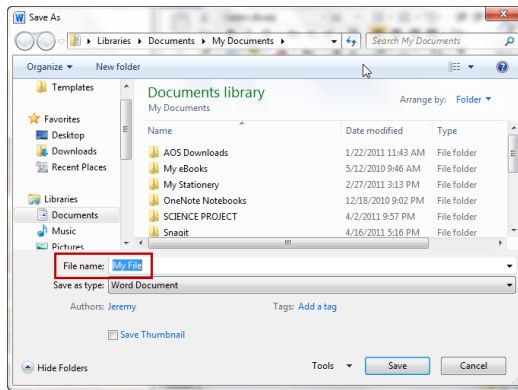
Saving a File to a Regular Folder

To save a new file (such as a Word or Excel document) to a regular folder, use the following steps:

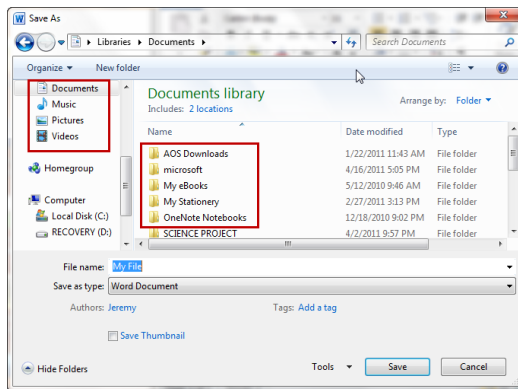
1. Click the **Save** button under the **File** tab.



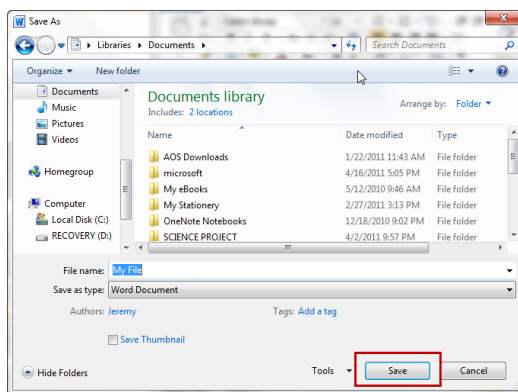
2. In the **File name** section, type in a new file name.



3. Locate a folder destination by clicking on categories in the navigation pane or clicking on the individual folders listed in the main window.



4. Once a destination folder has been selected, click the **Save** button.



When naming files, it is best to also follow the same guidelines as naming folders (*See page 21*). Remember to pick a name that best represents the contents of the file, keep the name brief and avoid special characters.

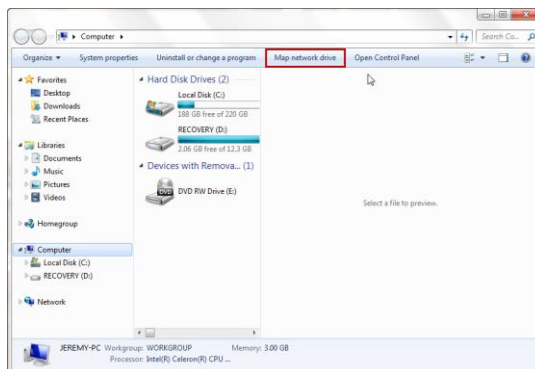
Saving a File to a Shared Folder

Windows systems have a feature that allows a user to save a file to a shared folder. This feature is enabled through a software application called a **Network Drive**. The advantage of the Network Drive is that other computer users can access a shared folder's files over a network connection.

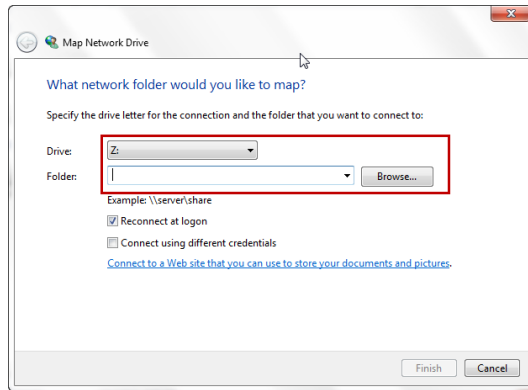
Saving a file to a shared folder requires two separate procedures: map a network drive and save a file to a shared folder.

To map a network drive, use the following steps:

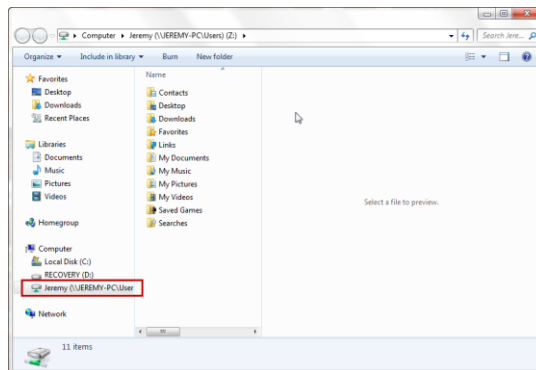
1. From the **Start** menu, select **Computer**.
2. Click on the **Map network drive** button at the top of the window.



3. In the Map Network Drive window, click the **Drive** button to select a drive letter then click the **Browse** button to select a shared folder. When complete, click the **Finish** button.

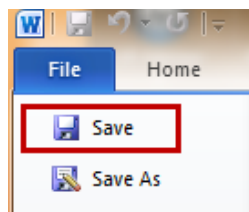


4. The Network Drive icon will appear under the Computer icon in the navigation pane.

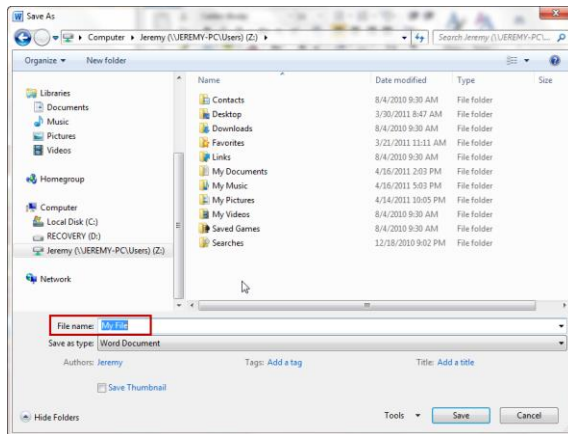


To save a file to a shared folder, use the following steps:

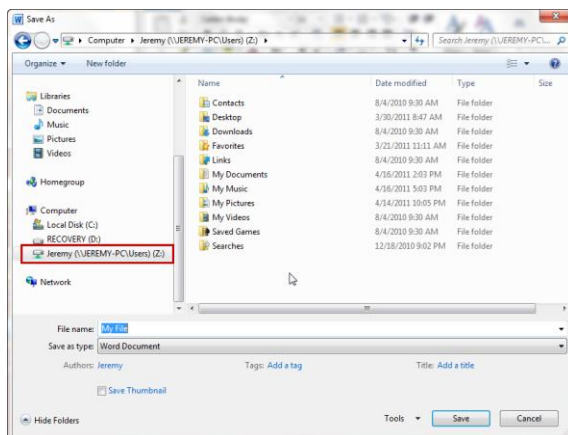
1. Click the **Save** button under the **File** tab.



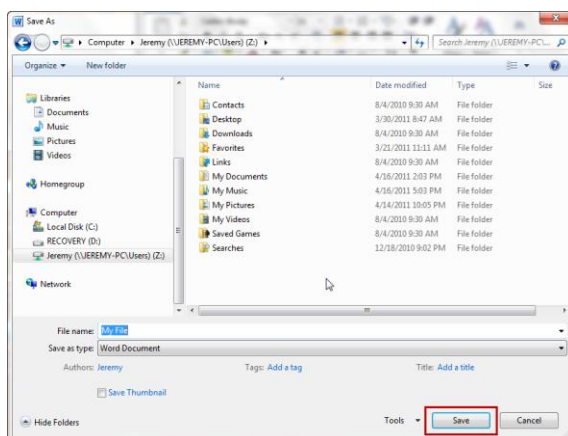
2. In the **File name** section, type in a new file name.



3. Click on the network drive icon located under Computer in the navigation pane.



4. Click the **Save** button.






[Boxed item] FAQ: Why can't I open this file?

Different applications (such as Microsoft Word, Excel, and PowerPoint) produce files with different formats. These formats are usually identified by an extension at the end of the file.

For example, if you tried to open a Word file without Microsoft Word installed on your computer, the file would not open. The same holds true for any other Microsoft Office file. Each file's extension can be identified by clicking on the file with the right mouse button and selecting **Properties**. Under the **General** tab, the type of file and its extension is defined.

The following table lists some common extensions for Microsoft Office 2010 files:

Table 4: File Extensions

Microsoft Office Product	Icon Image	File Extension
Word		.docx
Excel		.xlsx
PowerPoint		.pptx

Save and Save As

There are two distinct ways to save a file. The differences between the two are described below:

Save: The **Save** command simply saves a new file to a folder or updates the data within an existing file.

Save As: The **Save As** command allows you to save the contents of an existing file under a different name.

Version Control of Files

Windows makes it possible to track and restore previous versions of files that are generated by an automatic backup program. To view previous versions of a file, simply click on the file with the right mouse button then click **Properties**. Click the Previous Versions tab on the Properties pop up window to view the previous versions of the file.

To restore a previous version, simply click the file with the right mouse button and select **Restore previous versions**. Select the version to restore then click **OK** to preview the restored file.

Compressing and Zipping Files

Many e-mail programs have difficulties managing large file attachments. A large file is typically defined as a larger than 5 Megabytes (or 5 MB). Windows offers a workaround solution to this problem by allowing the user to compress large files into a manageable size that can be successfully sent as an e-mail attachment. This procedure is called compressing or zipping a file.

To compress a file, simply click on the file with the right mouse button. Place your cursor over **Send to** then click **Compressed (zipped) folder**. Another folder icon appears with the same name as the file (*See Figure 27*).



Figure 27: Zipped Folder Icon

The zipped folder can then be uploaded and sent as an e-mail attachment.

Using Application Software

In addition to producing the Windows operating system, Microsoft Corporation produces an office productivity suite called Microsoft Office 2010. Microsoft Office 2010 (depending on edition purchased) contains applications to produce a wide variety of documentation including: word processing files, spreadsheet files and presentation files. The following table lists the different Microsoft Office 2010 suite editions with applications included:

Table 5: Microsoft Office 2010 Products

Microsoft Office Edition	Applications Included
Microsoft Office 2010 Professional	Word Excel PowerPoint OneNote Outlook Publisher Access
Microsoft Office 2010 Home and Student	Word Excel PowerPoint OneNote

Managing Office Files

Microsoft Office 2010 applications offer many features for producing and printing documentation. The sections that follow will briefly describe some of these features.

Creating a New Office File

After the Office 2010 application has started, click on the **File** tab at the top left corner of the window (See Figure 28) then click **New**.



Figure 28: File Tab for Word

Depending on the application, Microsoft Office 2010 offers several template options to choose from. The following images (*See Figures 29-31*) display template options for: Word, Excel and PowerPoint:

Template options for **Microsoft Word 2010**:

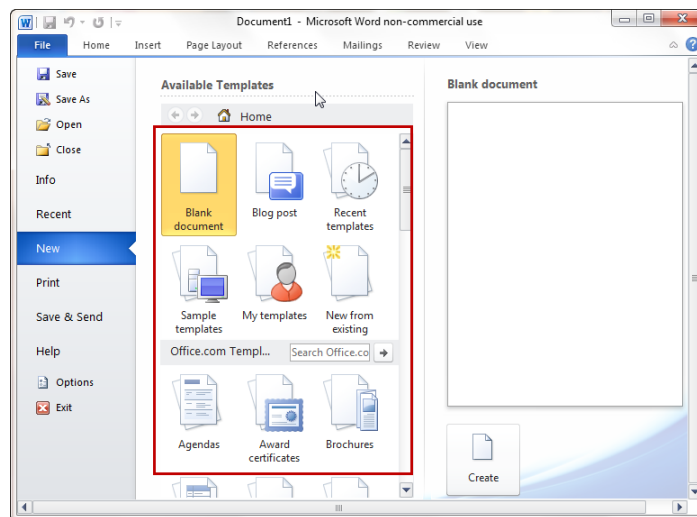


Figure 29: Word Templates

Template options for Microsoft Excel 2010:

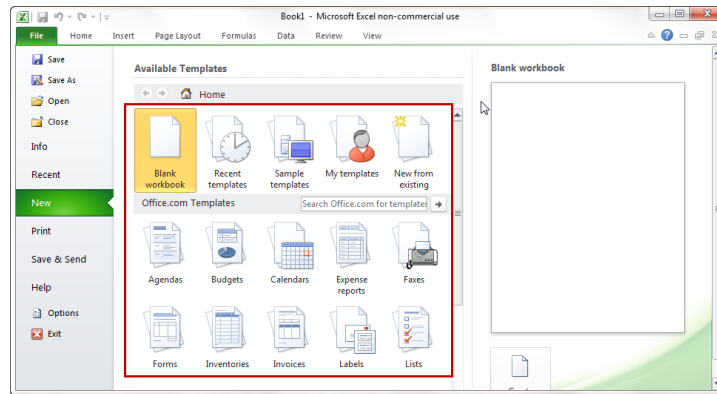


Figure 30: Excel Templates

Template options for Microsoft PowerPoint 2010:

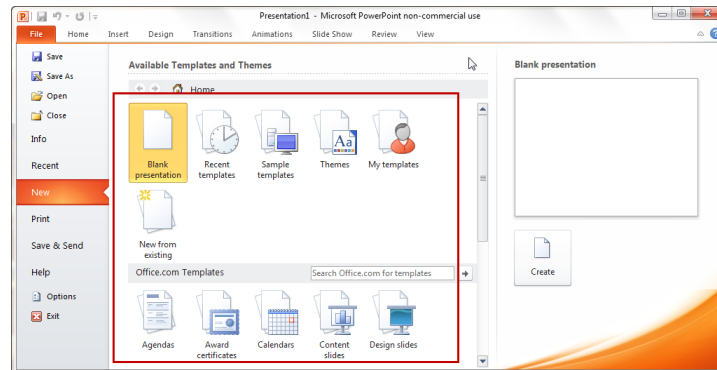


Figure 31: PowerPoint Templates

Using a template provides an excellent starting point for creating a new file by giving the user a convenient predesigned framework for composing effective documents. Template offerings can range from fax cover sheets to expense reports.

Using Backstage View to Create and Open a File

One of the many enhancements included with Microsoft Office 2010 is a feature called **Backstage View** (See Figure 32). Simply by clicking on the **File** tab at the upper left corner of the window will display this view. Backstage View allows the user to manage

files, set options, adjust data within files and print and e-mail documents all within one space.

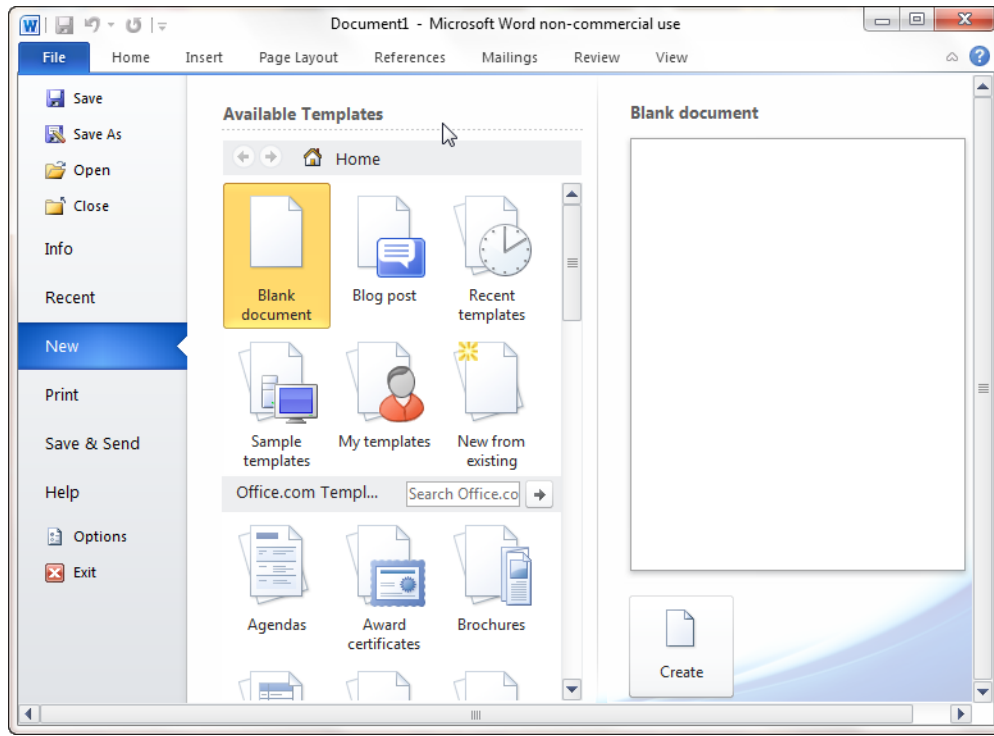
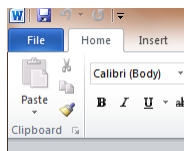


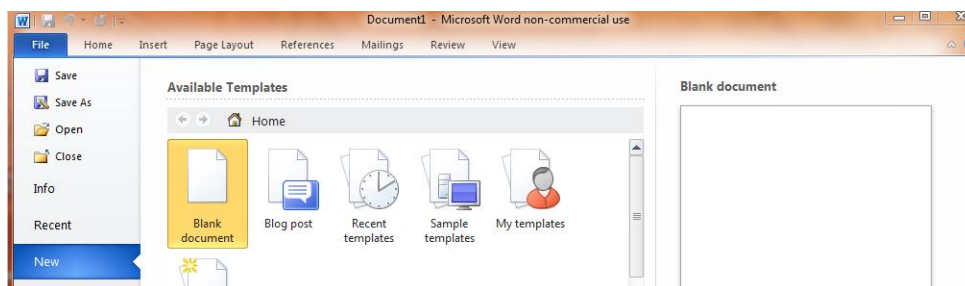
Figure 32: Microsoft Word Backstage View

To create a new Microsoft Word file using Backstage View, use the following steps:

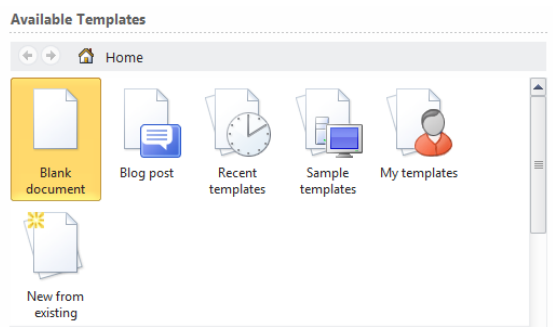
1. Click the **File** tab at the upper left corner of the window.



2. Click the **New** tab in the far left column.

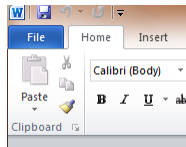


3. Double-click on a desired template.

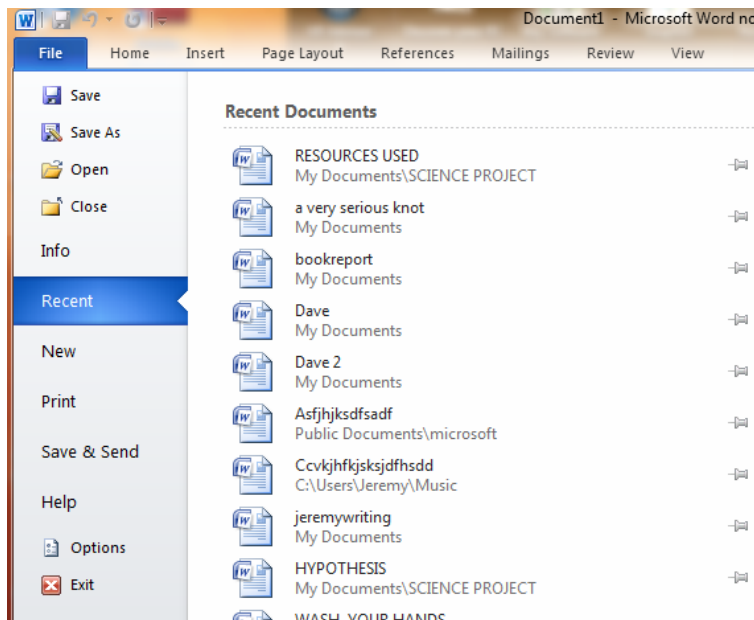


To open an existing Microsoft Word file using Backstage View, use the following steps:

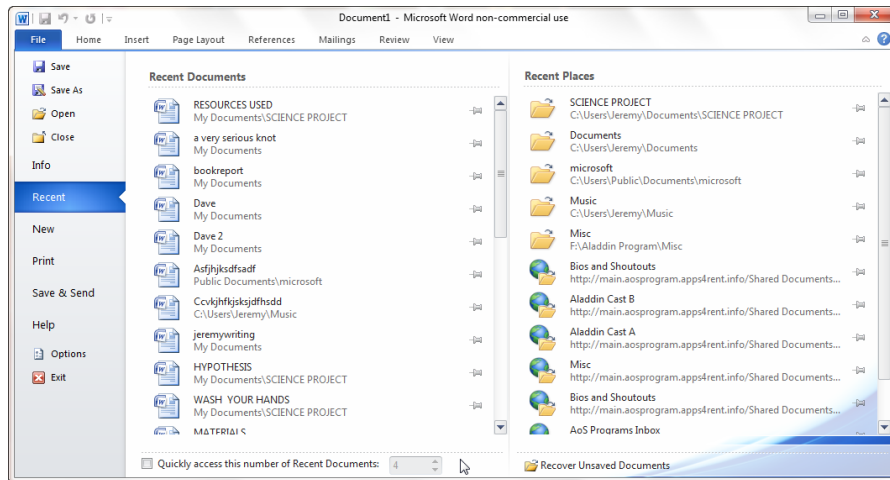
1. Click the **File** tab at the upper left corner of the window.



2. Click the **Recent** tab in the far left column.



3. Locate the file under the **Recent Documents** listing then double-click the file.



[Boxed item] FAQ: When should I use Access instead of Excel?

In general, Access has the following three advantages over Excel:

- When dealing with complex data and will need to generate reports from the data.
- When you will need to create custom reports quickly.
- When you need to store data for long periods of time.

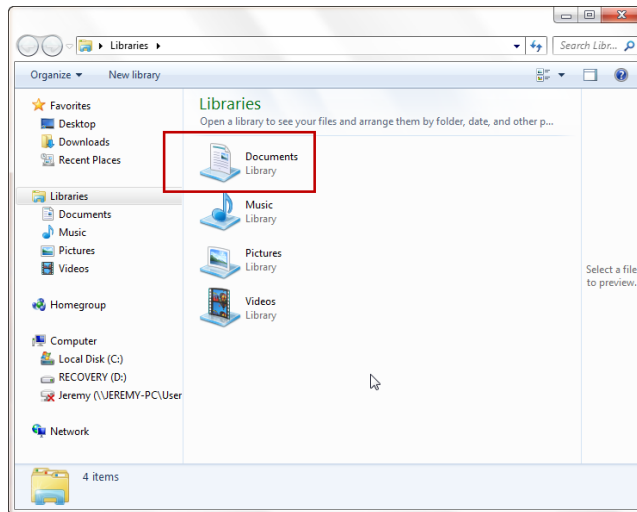
Opening a File Using Windows Explorer

To open an existing file using Windows Explorer, use the following steps:

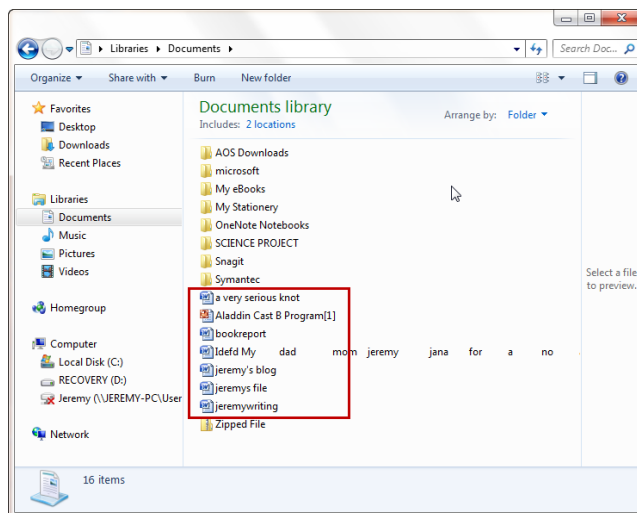
1. Click on the Windows Explorer icon located in the bottom left corner of the screen.



2. Search for a file by double-clicking into the **Documents** library.



3. Open a file by double-clicking the filename.



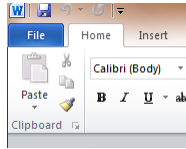
[Boxed item] FAQ: What does a Browse button do?

The **Browse** button is a navigation feature allowing a user to search for a file then select and place that file into a search field. Clicking a Browse button typically launches a dialog box with a path to files a user will select from.

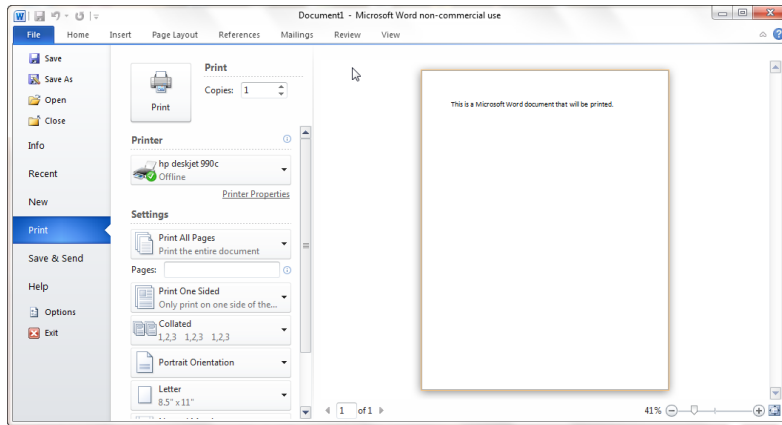
Printing an Office File

To print an existing Microsoft Word file, use the following steps:

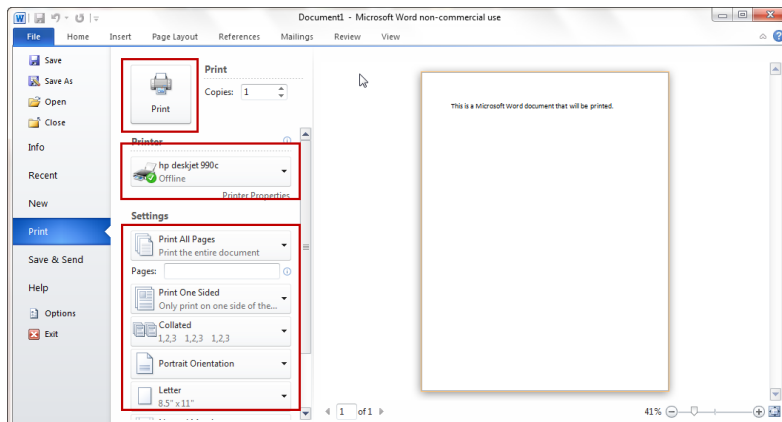
1. Click the **File** tab at the upper left corner of the window.



2. Click the **Print** tab in the far left column.



3. Select a **Printer** device then select printer **Settings**. When finished, click the **Print** button.



The following is a brief description of the printer settings:

Print All Pages: This setting instructs the printer on how many pages to print. The user could instruct the printer to print all pages, one page only or a range of pages.

Print One Sided: This setting instructs the printer to print pages on one or both sides.

Collated: This setting instructs the printer on how to collate the pages of the document.

Portrait Orientation: This setting instructs the printer to print pages in a vertical (portrait) or Horizontal (landscape) orientation.

Letter: This setting instructs the printer what size paper is being used.

Normal Margins: This setting instructs the printer on how to print document margins.

1 Page Per Sheet: This setting instructs the printer on how many pages to print on one single sheet of paper.

Closing an Office File

To close a Microsoft Word file using the Backstage View, simply click on the **File** tab at the upper left corner then click **Close** on the upper left column.

To close Microsoft Word, simply click the red X located at the upper right corner of the window (*See Figure 33*).



Figure 33: Closing a Program

If an open file has unsaved changes prior to closing the program, a dialog box will appear to query the user about saving the changes (*See Figure 34*).

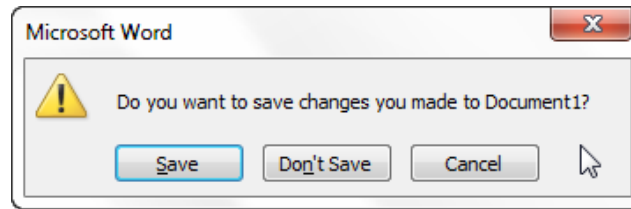


Figure 34: Save Changes Dialog Box

The Application Interface

The main toolbar interface for Microsoft Office 2010 applications is called the **Ribbon** (See Figure 35). The Ribbon is located across the top of the window above the workspace and contains tabs, buttons and pull down menu shortcuts.



Figure 35: Ribbon Interface for Word

Clicking the individual tabs above the Ribbon will display a different interface. Each tab is categorized by function such as: inserting, viewing, page layout and reviewing. The Ribbon can be minimized (retracted) by clicking on the up arrow button located in the upper right corner of the window (See Figure 36). The Ribbon can be restored by clicking on the down arrow (See Figure 37).



Figure 36: Minimize Ribbon

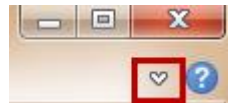


Figure 37: Maximize Ribbon

For pull down menus, the Ribbon toolbar incorporates a feature called **Galleries** (See *Figure 38*). Galleries are small thumbnail images of what a setting will look like in a document.

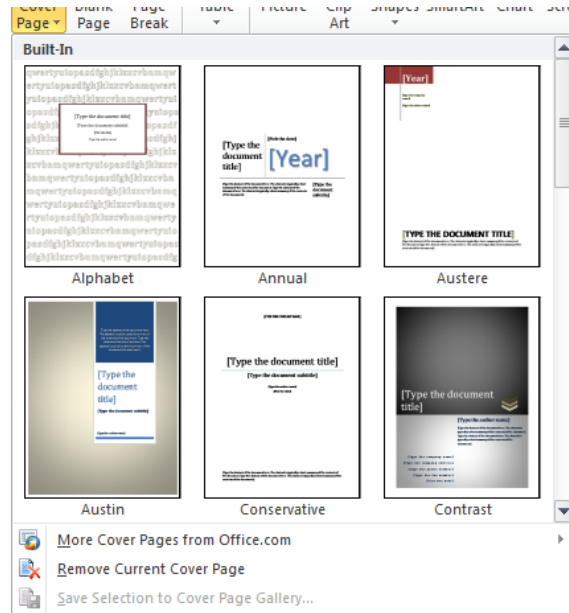


Figure 38: Cover Page Gallery

The Ribbon interface also contains a small group of frequently used commands called the **Quick Access Toolbar**. The Quick Access Toolbar is located at the top left corner of the window (See *Figure 39*).



Figure 39: Quick Access Toolbar

The Quick Access Toolbar can be customized by clicking on the customization pull down menu. The customization menu allows the user to add or subtract command icons (See *Figure 40*).

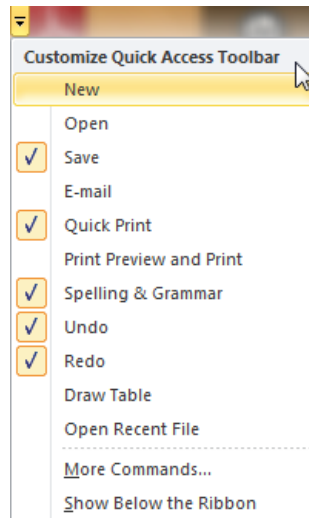


Figure 40: Customization Menu

Finally, the Ribbon interface has a feature called **KeyTips** that allows a user to use keyboard keys instead of a mouse to switch tabs or activate commands from the Quick Access Toolbar. To display the KeyTips, simply place the cursor inside the Ribbon and press the **Alt** key. Each tab or icon will be labeled with a bubbled letter or number. To execute a command, simply press the Alt key and the letter or number together to execute the specific command. The KeyTips feature also works hierarchically and will display more bubbled letters within each tab category.

Using the Shortcut Menu

Windows has a shortcut menu system called **context-sensitive menus**. Context-sensitive menus are activated by clicking the right mouse button anywhere on the screen. The menu choices will vary depending on where the right click occurs. Selecting any context-sensitive command or option will execute the command directly.

Conventions for Entering and Editing Text

Text entered into a document is always generated to the left of the flashing vertical line or insertion point. Much like our old friend the electric typewriter, mixed case typing is still accomplished through use of the **Shift** key, upper case typing is still accomplished through use of the **Caps Lock** key and using the **Enter** key begins a new line just like a carriage return. Beginning a new line can also be accomplished by continually typing to the right margin and allowing the computer to automatically begin a new line.

Correction of typing errors can be accomplished in a number of ways. The **Backspace** key removes one character at a time while words and sentences can be removed by selecting the text and pressing the **Delete** key. Typing commands can be undone by pressing the **Ctrl+Z** keys or restored by pressing the **Ctrl+Y** keys.

Conventions for Selecting Text

Selecting text has many purposes from deleting to formatting. To quickly delete text without using the Backspace key, simply select the text and press the **Delete** key. To replace incorrect text, select the text to modify then type over the selected text.

To cut and move text to another location, select the text then press the **Ctrl+X** keys to cut. Click the cursor at a new location then press the **Ctrl+V** keys to paste the text. To copy and move text to another location, select the text then press the **Ctrl+C** keys. Click the cursor at a new location then press the **Ctrl+V** keys to paste the text.

To format text, select the text to format then use the font formatting options in the Ribbon toolbar under the **Home** tab (*See Figure 41*).

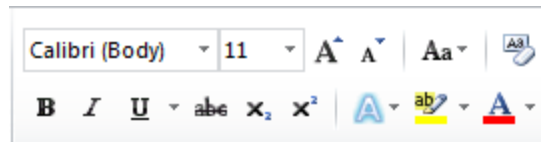


Figure 41: Font Formatting Options

To move a block of text to a new location, select the block then drag the block while holding down the left mouse button. Release the left mouse button to place the block into its new location. To select an entire word, simply double-click on the word. To select large amounts of text in a single click, hold down the **Shift** key while clicking.

[Boxed item] FAQ: How can I select items in a list?

There are two ways to select items in a list: using the **Ctrl** key and using the **Shift** key.

Each method is briefly described below:

The Ctrl key: Holding down the Ctrl key allows the user to click and select specific items in a list.

The Shift key: Holding down the Shift key allows the user to click the first item and the last item and select everything in between.

Conventions for Working with Dialog Boxes

As discussed previously in this chapter (*See page 12*), the dialog box is a small window that appears during use of an application or program that asks the user a brief question or confirms a command. The following are some basic conventions for working with dialog boxes in Windows 7:

Confirming or Canceling Queries: When a dialog box appears, the user is given an opportunity to confirm or “opt out” of a change. For example, if an unsaved document exists before exiting Microsoft Word, a dialog box will appear to ask the user to save, not save or cancel the changes (*See Figure 42*).

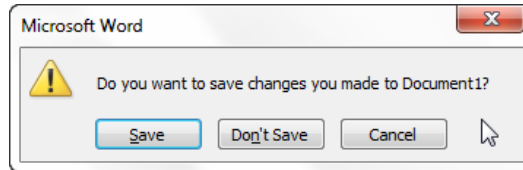


Figure 42: Dialog Box Options

Using Enter to Confirm a Selected Button

In addition to the mouse, pressing the Enter key will also activate the highlighted button in a dialog box.

Using the Tab Key to Select Buttons

Using the **Tab** key will cycle through and highlight the different option buttons in a dialog box.

Using the Esc Key to Cancel

Using the **Esc** key will remove the dialog box completely from the screen.

Commonly Used Office Commands

Microsoft Office 2010 has hundreds of commands, options and features to choose from when creating documentation. The following briefly describe some common Microsoft Office commands:

Cut, Copy and Paste

For text editing, cut, copy and paste are probably three of the most commonly used commands in Microsoft Office. The user has two choices when performing these commands: keyboard keys or menu options. For keyboard keys, the following keys are used:

- For cutting, use the **Ctrl+X** keys
- For copying, use the **Ctrl+C** keys
- For pasting, use the **Ctrl+V** keys

The cut, copy and paste menu options are located under the Home tab in the upper left corner of the window (*See Figure 43*).

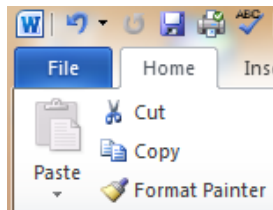


Figure 43: Cut Copy and Paste Menu Options

Changing Views

Microsoft Office 2010 offers many options for viewing documents. Clicking on the **View** tab in the interface Ribbon will display all viewing options (*See Figure 44*).

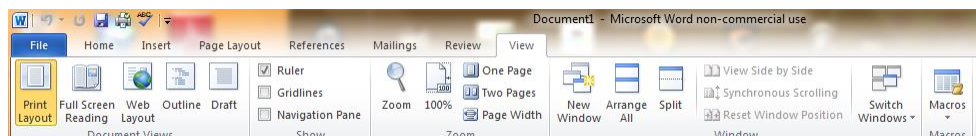


Figure 44: View Ribbon

Using the Format Painter

Using the Format Painter allows a user to apply formatting styles to other text with the click of a button. Simply click on the text with the desired style, click the Format Painter button then click on the text to re-style. The Format Painter button is located under the **Home** tab Ribbon in the upper left corner (*See Figure 45*).

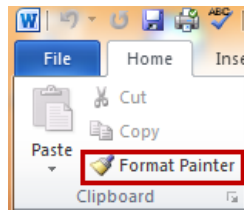


Figure 45: Format Painter

Using Find and Replace Feature

Using the Find and Replace feature allows the user to quickly search for keywords and replace them. The Find and Replace button is located under the **Home** tab Ribbon in the upper right corner of the window (*See Figure 46*).

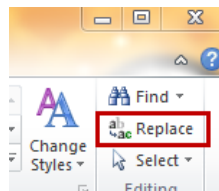


Figure 46: Find and Replace

Using Go To Feature

Using the Go To feature allows the user to navigate to anywhere in the current document. The Go To menu is accessed through the **Find** pull down menu located under the **Home** tab Ribbon in the upper right corner of the window (See Figure 47). Simply click on the Find button pull down arrow then select **Go To...**

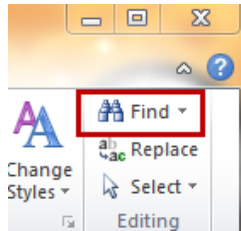


Figure 47: Go To Feature

Inserting Graphics and Symbols

Microsoft Office 2010 offers the user hundreds of graphical options to enhance documents. Under the **Insert** tab Ribbon are several categories of graphics and symbols to choose from under the **Illustrations** grouping (See Figure 48).

Graphics and Symbols

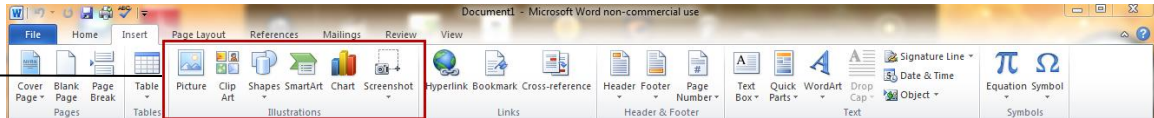


Figure 48: Graphics and Symbols

Using the Thesaurus

Microsoft Office 2010 contains a thesaurus that can be accessed under the **Review** tab Ribbon. Simply click on the Thesaurus button (See Figure 49) and enter the word into the interface on the far right column of the window.

Thesaurus
Button

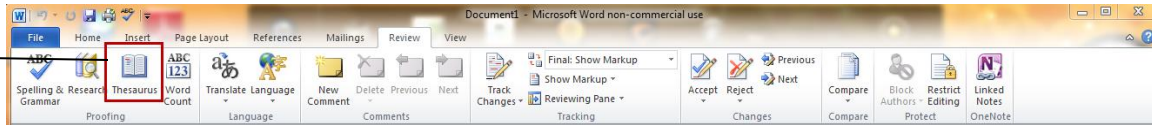


Figure 49: Thesaurus

Spell Checking, Grammar Checking and AutoCorrect

Microsoft Office 2010 has features to check spelling, grammar and to automatically correct both. The spelling and grammar checking feature is located under the Review tab Ribbon in the upper left corner of the window (*See Figure 50*). Each of the checking modes is briefly described below:

Spell Checking: Microsoft Office 2010 checks the spelling of words against a preloaded dictionary within the application. Once a misspelled word is identified, the user is presented with several suggestions for correcting the word or allows the user to ignore the error.

Grammar Checking: Microsoft Office 2010 also checks grammatical errors within sentences and offers the user suggestions for re-phrasing or allows the user to ignore the error.

Auto Correcting: the AutoCorrect feature accepts the first highlighted item under the Suggestions window and applies that correction automatically to the word or phrase.

Using the Document Information Panel

The Document Information Panel (See Figure 50) provides information and statistics on a given document and allows a user the ability to change properties of a document in one centralized location. The Document Information Panel is accessed by clicking on the **File** tab then clicking the **Info** tab in the far left margin. Settings and properties can be changed by clicking the three buttons on the left side of the window.

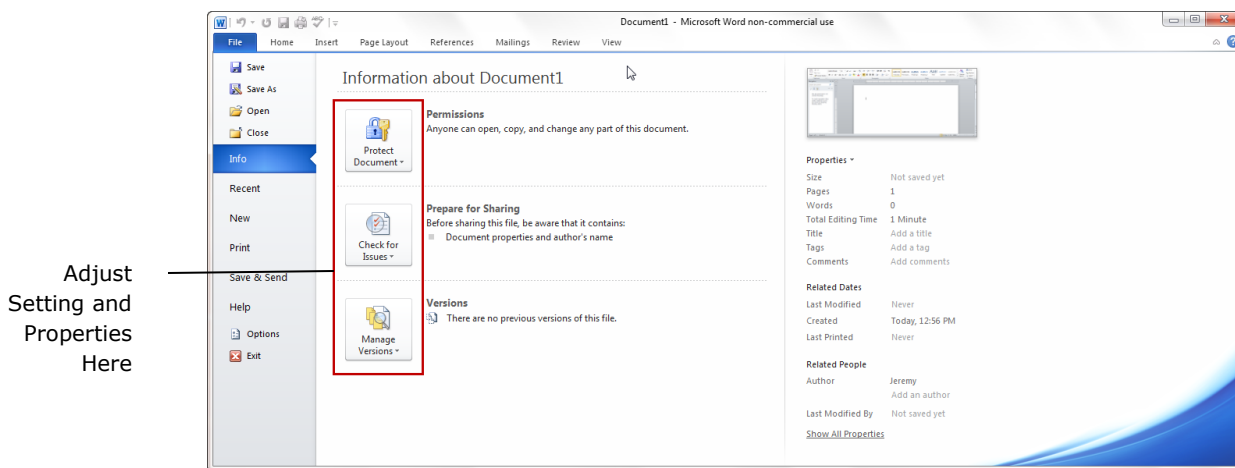


Figure 50: Document Information Panel

Using Office Help

Accessing help information for any Microsoft Office application can be accomplished by simply clicking the question mark icon located in the upper right corner of the window (See Figure 51).



Figure 51: Office Help Icon

Chapter Summary

Few will argue that one of the most important skills in today's market place is learning how to navigate and operate a personal computer. Over the years, computers have become smaller, more powerful, faster and capable of handling more information than ever before. Knowing how to harness and use these advanced features can create limitless possibilities for the average computer user.

Computers have also become more "user friendly" by engaging the user with simple menu systems and clearly labeled buttons. Tasks that used to take hours can now be accomplished in minutes using advanced software and programs. Imagine for a moment all of the organizing, writing, communicating, printing, entertainment and educating that can be accomplished from one machine. Let the journey begin.