Learn Office 2010

A Practical Course in

Windows 7 and Office 2010

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1.5   The Taskbar

The **taskbar** is a bar that appears along the bottom of the desktop. Depending on your computer settings, the taskbar will either remain visible all the time on the desktop or be hidden from view. If it is hidden move the cursor on the desktop to the bottom of the screen and the taskbar will pop up.

> **note**
> To keep the taskbar visible, point and right-click on the taskbar and, from the pop-up menu, click **Properties**. The **Taskbar and Start Menu Properties** window opens. Click the box to the left of 'Auto-hide the taskbar' to uncheck this option

1.5.1   Taskbar Buttons

The taskbar contains a number of icons in the form of buttons. A button can be clicked to perform a specific action. Some buttons are always on the taskbar while others appear on it from time to time, depending on what you are working on.

Think of the items on the taskbar as if they were drawers in a real desk where things can be put away when they are not being used.

Practice:
- Click the **Start** button once and then click it again.
- Double-click the time displayed at the bottom right-hand side of the taskbar.
  The **Date and Time Properties** window opens, displaying a calendar and a clock along with other items.
- Point and click the **Close X** at the top right hand corner to close the window.

The taskbar in the illustration on the right shows some more examples of taskbar buttons.

1.6   Cursors

The cursor on the screen changes automatically into different shapes, depending on the action being performed. The cursor shape gives the user a visual indication of what is happening.

- The **arrow**, or normal select, cursor is probably the most common. It is used to select objects, to click buttons and to choose options in menus and on toolbars.

- The busy cursor (or hourglass) appears when the computer is engaged in an activity that will take a few moments to complete. You should wait until the action is completed and the pointer resumes its original shape.

- In some windows, a question mark button appears beside the Close X button on the top right of the box. When you click this button and then point to an object or menu, the cursor changes into the help cursor and a pop-up explanation, in a box, is displayed.

1.7   Turning Off the Computer

To turn off the computer do the following:
- Left-click (click with the left mouse button) the **Start** button.
- Move the cursor to the **Shut Down** button.
- Left-click the button.
  The computer will take a few moments to shut down.

▶ **Zoom** to open the **Zoom** window.
  ▶ **100%** to zoom the window to full size.
  ▶ **One Page** to see one page at a time (in reduced view).
  ▶ **Two Pages** to see two pages at a time (side by side).
  ▶ **Page Width** so that the width of the page matches the width of the window.

● Click the **Zoom** button.

  The **Zoom** window opens.

● Select an option button to change the zoom percentage or change the amount or width of pages viewed or use the scroll wheels to increase or decrease the percentage in the **Percent** box.

● Click **OK**.
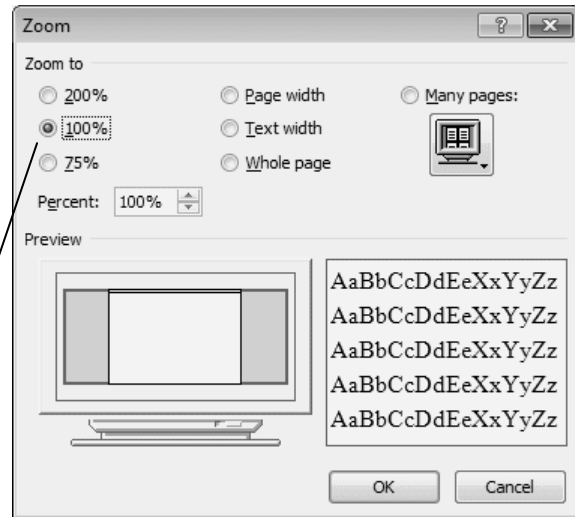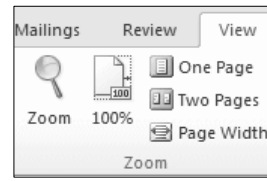
Select a **Zoom to** option button or select **Custom** and enter a percentage by which to increase or decrease the magnification

> You can also select the Zoom buttons on the Status Bar. Use the **Zoom Out** button to reduce the view. Select the **Zoom In** button to enlarge the view. A*lternatively*, drag the Slider towards the Zoom Out or Zoom In buttons to decrease/increase the view:

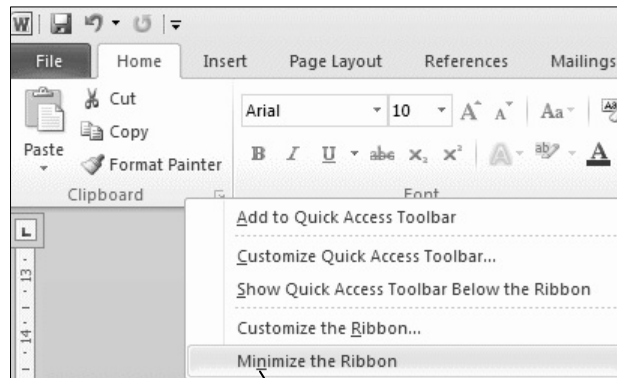Zoom out   Zoom in

1.2.4 Minimising and Restoring the Ribbon

The ribbon can be minimised and then restored if required.

To minimise and restore the ribbon, do the following;

Minimising the Ribbon

● Right-click the ribbon bar.

● Select **Minimize the Ribbon**.
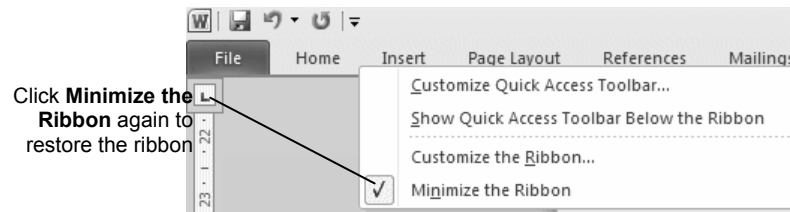
  The ribbon is hidden.

Click **Minimize the Ribbon**

Restoring the Ribbon

● Right-click the bar containing the tabs.

- Click **Minimize the Ribbon** (note how a tick is displayed beside the menu command to indicate that it is active).

Click **Minimize the Ribbon** again to restore the ribbon

Practice Sequence

1	Open **Word** and create a new document.	☐
2	Save this document as **sale** in the default document format in a default folder location that you specify.	☐
3	Save another copy of the document in **Text** format with the filename **saleTXT**.	☐
4	Reopen **sale** and practise switching between the two documents.	☐
5	Zoom the **sale** document to **80%** and save.	☐
6	Close both documents.	☐
7	Use the **Help** function to find information on saving a document as a template.	☐
8	Open the **sale** document and save in template format (ensure that it saves in the correct drive/folder).	☐
9	Close the template file.	☐
10	Open a new document and save with the name **version** in Word 97-2003 format.	☐
11	Close all documents and exit Word.	☐

3

Refine the search by matching the case or finding whole words only, etc.

- When the **Find** facility has finished searching for all occurrences of the search word, a confirmation window opens.
- Click **OK**.
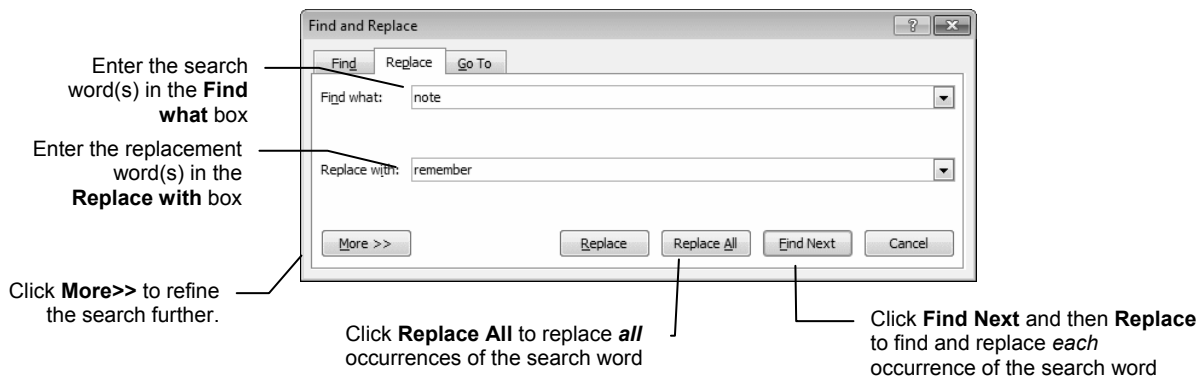- Click **Cancel** to close the **Find** window.

2.2.5 Replacing Text

It can be time consuming to replace each occurrence of an existing word or phrase throughout a document with another word/phrase. If the word to be replaced appears many times, it is easier to use the Replace command to change the existing word throughout the document.

To replace words, do the following:

- On the **Home** tab, click the **Replace** command from the **Editing** group (or press **CTRL** + **H** to open the **Replace** window).
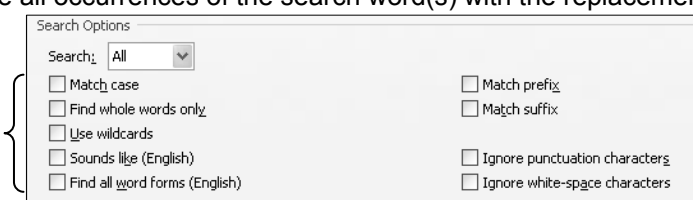 The **Replace** window opens.
- Enter the search word or phrase into the **Find what** box.
- Enter the replacement word in the **Replace with** box.

Enter the search word(s) in the **Find what** box

Enter the replacement word(s) in the **Replace with** box

Click **More>>** to refine the search further.

Click **Replace All** to replace *all* occurrences of the search word

Click **Find Next** and then **Replace** to find and replace *each* occurrence of the search word

- Select the **More>>** button to refine the search further.
- In this section of the **Find & Replace** window, you can do the following:
  ▶ Match case (to ensure that the search word matches the case, e.g. upper/lower case, typed in the **Find what:** box).
  ▶ Find whole words only (to ensure that only whole words are found, e.g. the word note is found but not bank*note*, *note*worthy, end*note*, foot**note**, etc.).
  ▶ Use wildcards (to stand in place of characters if you don't know the full word, e.g. **n??e** will find do*nate*, volu*ntee*r and *note*).
  ▶ Sounds like (to find words that sound similar (e.g. **nite** will find **note, night** and **neat**).
  ▶ Find all word forms.
- Press **Find Next** to find the first occurrence of the search word(s) and then press **Replace** or select **Replace All** to replace all occurrences of the search word(s) with the replacement word

Refine the search by matching the case or finding whole words only, etc.

- When **Replace All** is selected, a confirmation window opens informing you of the number of replacements that have been made.
- Click **OK**.
- Click **Cancel** to close the **Replace** window.
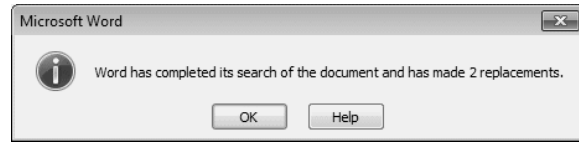
2.2.6 Copying and Moving Text
Text can be moved within the same document or between open documents.

To copy and move text, do the following:

Within a Document

- To copy text within the same document, select the text and then, from the **Home** tab, select the **Copy** button from the **Clipboard** group (or press **CTRL** + **C**).
- Select a destination position within the document and then click the **Paste** button (or press **CTRL** + **V**).
- The duplicated text will appear in the new position.
- To *move* text, follow the procedure above but click the **Cut** button (scissors) from the **Clipboard** group at Step 1 (or press **CTRL** + **X**).
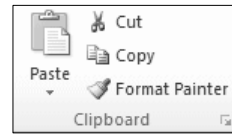
Between Documents

- Open the required document files. Both files will be displayed as tabs on the taskbar at the bottom of the screen.
- Ensure that the document containing the text to be copied, is the active document.
- To copy text, select the text and then, from the **Home** tab, select the **Copy** button from the **Clipboard** group (or press **CTRL** + **C**).
- Click the other document on the taskbar or select the **View** tab and **Switch Windows**.
- Choose the other document from the list and ensure that the correct document is displayed.
- Position the mouse where you want the copied text to be placed.
- From the **Home** tab, in the **Clipboard** group, click the **Paste** button (or press **CTRL** + **V**).
- The text will be duplicated in the selected position within the document.
- To *move* text to another document, repeat the above procedure but click the **Cut** button at Step 3 (or press **CTRL** + **X**).

> note
> You can also copy, cut and paste text within and between documents by right clicking and selecting the **Cut**, **Copy**, **Paste** commands from the shortcut menu or by using the **Drag and Drop** method. The latter method uses the mouse to copy or move text to a different destination within the *same* document.
>
> To move text, select the text to be moved, hold down the mouse button and drag to the new destination (or hold down the **CTRL** key whilst dragging to **copy** the text to the new destination).

2.2.8 Undoing and Redoing
If a mistake is made when entering, editing or deleting text, it can be corrected by using the undo button. To redo the action, the redo button is used.

To use undo and redo, do the following:
- To undo an action, click the **Undo** button from the **Quick Access Toolbar**. *Alternatively*, press **CTRL** + **Z** to undo.

Undo   Redo   Arrow
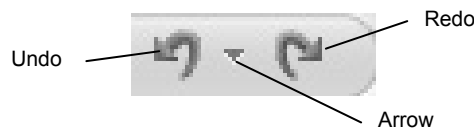
1.2   Enhancing Productivity

Productivity can be increased by setting user preferences, such as adding a user name and/or creating a default folder from which to open and in which to save all spreadsheets. Using the Help facility can also aid productivity by providing tips and advice on how to use the program effectively.

In this section, you will learn about the following:

- Setting user preferences.
- Using available Help functions.
- Using magnification/zoom tools.
- Restoring and minimising the ribbon.

1.2.1   Setting User Preferences

User preferences refer to the user name and the default location from where opened files are saved to. These can be changed as appropriate so that the user name is different or so that files can be opened or saved in another location.

To set user preferences, do the following:

User Name

- Select the **File menu**.
- Select **Options**.
- Select the **General** command.
- In the **Personalize your copy of Microsoft Office**, position the cursor in the User name box and delete the current user name.
- Enter the new user name.
- Click **OK**.

Enter or edit the **User name**
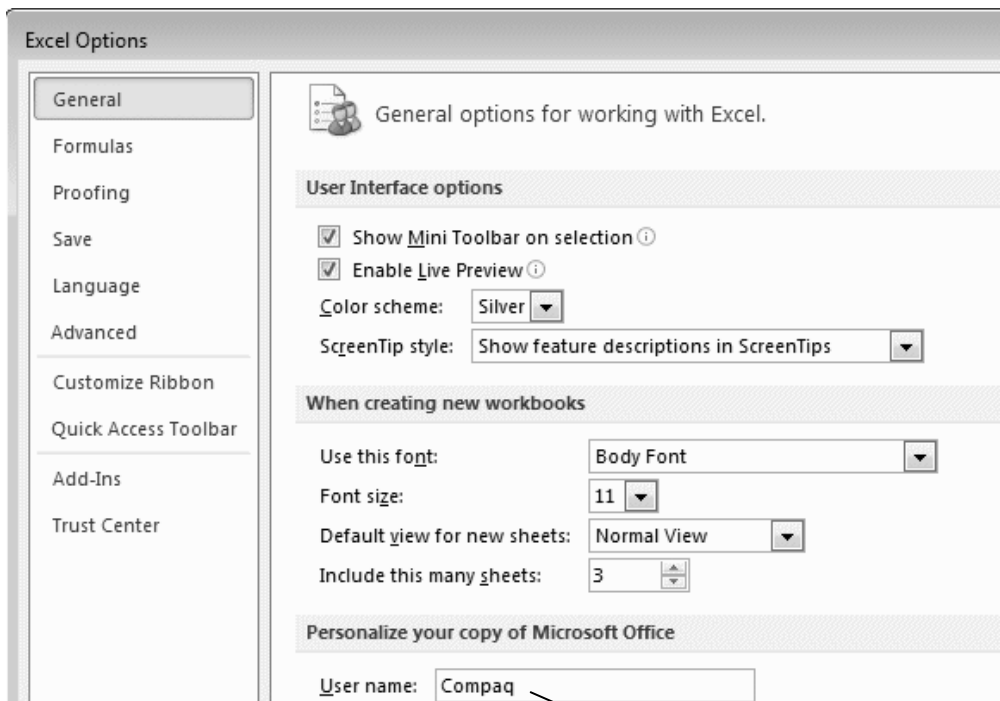
1.1.11 **Podcasts**

The term podcast is an acronym for Portable On-Demand Broadcast. Podcasting is an extension of the RSS concept (see Section 1.1.10), where content in any type of file, often music or video, can be subscribed to and automatically downloaded.

In a typical scenario, the following happens:
- Media content, such as episodes of a television show, are made accessible from the internet. Their location is published in a special file called a **feed** which is linked to by a URL.
- Users subscribe to the feed on their computer using a specialised feed reader called a **podcast client** or, sometimes, **podcatcher**.
- The podcast client software takes care of automatically downloading new episodes, files etc. as they become available.
- Users transfer these media files to their portable device for accessing later. Usually, the podcast client software performs this download automatically.

The illustration on the right shows the Juice application with some subscribed feeds.
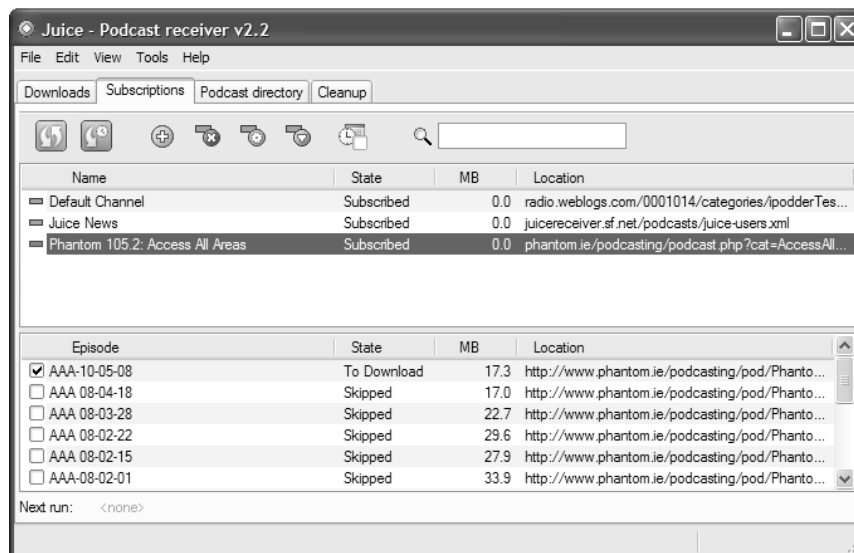
1.2   **Security Considerations**

1.2.1 **Usernames and Passwords**

Almost any network, from a home network, to an office or educational establishment network, to the internet itself will require a **username** and **password** to gain access. The use of password security makes it possible to restrict access to authorised entities, and also makes it possible to track user activity. In corporate or educational environments, usernames and passwords are generally issued by IT departments and users are allowed to change their passwords but not their usernames.

It makes sense to choose a strong password, containing a lengthy mixture of upper and lower case letters, numbers and non-alphabetic characters, such as underscores. Many networks will now actively enforce the choosing of strong passwords and require that users change them on a regular basis.
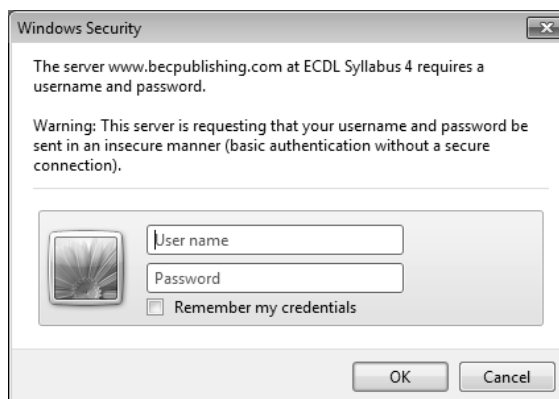
To access a website using its URL, do the following:
- Enter the **URL** in the browser **address bar** (located at the top of the browser window).
- Press **Enter**.
  Alternatively, click the green arrow to **navigate** to that website.


note   It is not normally necessary to enter the **http://** part, or even the **www**. Entering just **digg.com** in the example above would still connect to the website – and save some typing.

The address bar always displays the URL of the page being viewed. It will change to reflect a change to a new website during browsing.

1.5.2 Accessing Previously Visited URLs

Internet Explorer keeps a history of the locations visited as the browser is used (see Section 1.4.4). This list can be accessed by using the Forward and Backward buttons (see Section 1.5.4) or by clicking the downward arrow to the right of the area where the URL is entered.

Individual URLs in the drop-down list can be clicked to revisit them. Only URLs that were manually typed into the Address Bar are available here – any visited by clicking on hyperlinks are not.
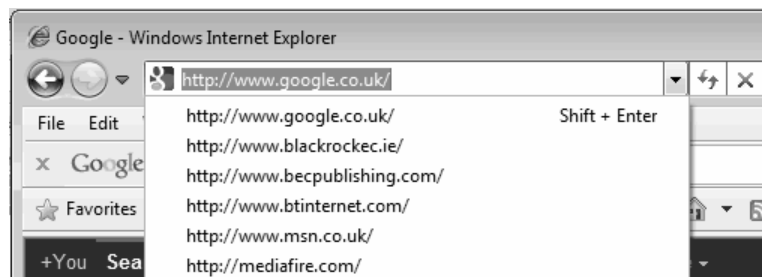

The browsing history can also be permanently displayed in a **History** panel to the left of the Internet Explorer window.

To display the browsing history, do the following:
- Start **Internet Explorer**.
- Click the **Favorites** button to the left of the **Command bar**.
  The **Favorites Center** opens to the left of the Internet Explorer window.
- Click the **History** tab to change to history view.
  Select a time limit (e.g. Today) to see previously viewed websites.
  The URLs of previously visited websites can be accessed.
- Clicking the **Pin** button will cause the **Favorites Center** to be permanently locked in place.
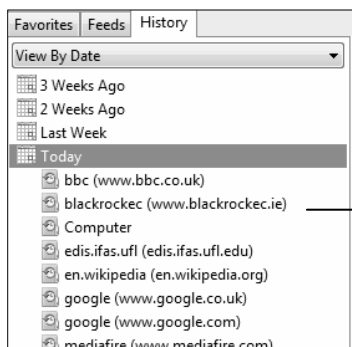

Pin button

A history of websites viewed **Today**
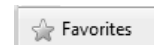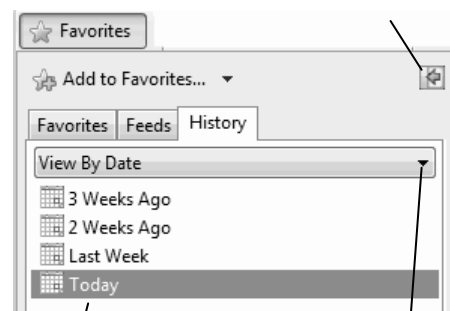
Click a time limit   or view by a specific date

1.5.6 Web-Based Forms

Web-based forms are just like real-world forms and are most often used by websites where information must be submitted by the user.

Examples include:
- Booking flights – items such as name, address and contact phone numbers are required.
- Ordering groceries – name, address and a list of items must be supplied.

Web forms often include a variety of **controls** designed for users to enter or select information. All of the common elements that will be encountered are included in the sample form below.

- The **Text Box** enables any text to be entered, for example a name. If a password is being entered, the textbox will display the ***** character instead of the actual letters, for added security.

- The **Drop-Down Menu** allows the selection of one item from a list. Only the currently selected item is displayed. The list is 'dropped down' by clicking the arrow, and another item can then be chosen.

- The **List Box** displays a list of items with multiple items being visible at the same time. If there are more items than will fit, a scroll bar will be displayed to the right of the control. Some list boxes allow the selection of multiple items by holding the CTRL key when clicking.

- The **Check Box** is used for simple 'yes or no' choices. Clicking the box will alternate between ticked and unticked states.

- The **Radio** (or **Option) Button** presents a range of mutually exclusive choices. At least one must be selected and only one can be selected. Selecting an item will unselect any previously selected item.

1.5.7 Submitting a Web-Based Form

When a web-based form has been completed, it can be submitted either by clicking the **Submit** button on the web page or by pressing the **Enter** key on the keyboard.

In some cases, it may be necessary to complete a CAPTCHA before submitting a form. This is a test to verify that the form is being submitted by a human rather than an automated program and is usually a series of slightly distorted letters and numbers that users have to enter into a text field to verify that the submission is authentic.

If the form is either incorrect or incomplete, there is usually a prompt to correct or complete the form before resubmitting it. To reset a web-based form and clear all the fields, either the **Reset** or **Cancel** button can be clicked on the web page.

|	**Practice Sequence**	
1	Start **Internet Explorer**.	☐
2	In the Address bar, type in the address: **www.becpublishing.com**.	☐
3	Click the blue **Online Practice** button on the right-hand-side of the home page. A login box opens, which has to be completed before the website can be accessed.	☐
4	In lower case, type the word **blackrock** in the **username** field.	☐
5	In lower case, type **practice** in the **password** box.	☐
6	Click **OK**. The support website window opens.	☐
7	Go to the **Complete a Form** link in the frame to the left-hand side of the page.	☐
8	When the cursor crosses the link, it changes to a hand.	☐
9	Click the left mouse button at this point. The form window will open.	☐
10	Type fictitious information as required into the different boxes.	☐
11	Click **Next** to proceed to the next set of information items.	☐
12	Carry on until a confirmation window opens to indicate the form has been completed.	☐

1.6 Using Bookmarks

1.6.1 Adding Bookmarks (Favorites)
It is convenient to store frequently used URLs so that they do not have to be remembered. This is achieved by creating a **favourite**.

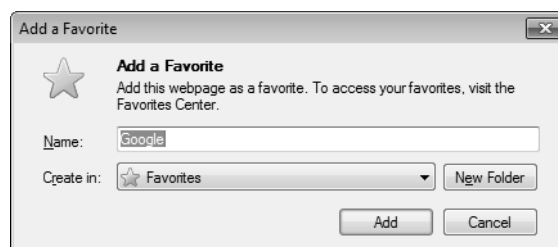To create a favourite, do the following:
- Browse the website that will be added to the favorites list.
- Click the **Favorites** button and then select **Add to Favorites**.
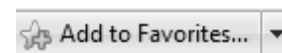
The **Add a Favorite** window opens.

The **Name** will have been filled in automatically with the name of the website, but this can be changed if needed.
- Click **Add**.

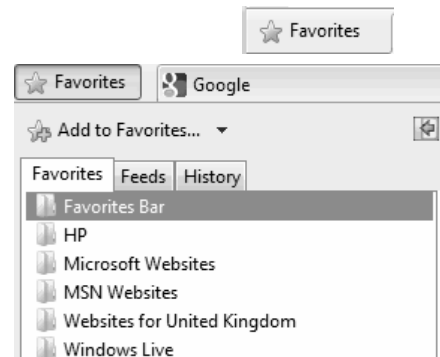### 1.6.2   Displaying a Bookmark (Favorite) Web Page

Bookmarks can be viewed in the **Favorites Center** in Internet Explorer.

To open it, do the following:

* Click the **Favorites** button.

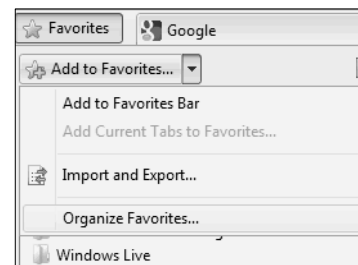   The **Favorites Center** opens.
* Click the **Favorites** tab to display the **Favorites** list.

1.6.3   Deleting Bookmarks (Favorites)

To delete favorites, do the following:

* From the **Favorites Center,** click the **Add To Favorites** arrow.
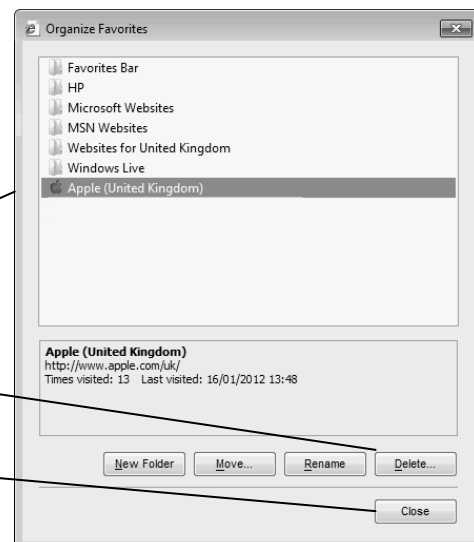* Select **Organize Favorites** from the menu that opens.

    The **Organize Favorites** window opens.

* Highlight the Favorite to be deleted by clicking it
    once.
* Click **Delete**.
* Click **Close**.

Click the website
to be deleted

Click **Delete**

Click **Close**

1.6.4   Organising Bookmarks (Favorites)

Creating Favorite Folders

If favorites are always added to the main list, the list will soon become very long and unwieldy. It
is therefore good practice to group favorites for similar types of websites into folders.

To create a Favorites folder, do the following:

* From the **Favorites Center**, click the **Add To Favorites** arrow.
* Select **Organize Favorites** from the menu that opens.
    The **Organize Favorites** window opens.
* Click the **New Folder** on the menu bar.
* A new folder is added to the list.
* Type a name for the new folder.
* Press **Enter**.

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