



Module Seven: Putting it all together

In Module Seven we will use many of the skills we learned in the previous six modules to complete one of the two exercises below.

Topics

- Creating and changing Word documents.
- Using e-mail to send and receive attachments.
- Submitting a résumé to a potential employer.
- Creating a slide show.
- Accessing and copying images from the Internet.
- Using the file system to create files and folders.

Exercises

- Exercise 7A: Submit and receive a Résumé
- Exercise 7B: Make a Slide Show

Objectives

At the end of this module you will be able to:

- Locate, read, and update Word documents.
- Create folders and save copies of updated files.
- Create a simple slide show.
- Search the Internet for images and text.

Instructor Note: In the interest of time and class skill level, you may want to offer the students the choice of selecting one of the two exercises rather than assigning both.

Exercise 7A Submit and receive a Résumé

*In this exercise, you will prepare a résumé for a potential job opportunity. You will find files containing a résumé template and a sample résumé on the shared drive (S:). Before you begin you must create a folder on your computer to save the résumé that you will be creating. You will then open the résumé template and save a copy of it (using **Save As**) in your newly created folder. You will then modify the résumé template to include information about yourself. When you finish working on the résumé, you will send a copy of it to yourself using your e-mail account. Next, you will pretend that you are the employer receiving your résumé. You need to create a new folder to save the résumé you receive. Then, you will open your e-mail, find the message that you previously sent and save the attachment in the new folder.*

<p>Follow Me</p>	<p>Step 1: Prepare the computer</p> <ol style="list-style-type: none"> 1. Create a folder in your “Documents” folder called “My Resume” <p>Step 2: Find the file containing the résumé template and save it in the “My Resume” folder with a different name.</p> <ol style="list-style-type: none"> 1. Open File Explorer and navigate to the “Week 7” folder in the “Windows Fundamentals” Folder on the shared drive. (S:) 2. Open the MS Word file called “Resume template”. 3. Use Save As to save a copy of the <i>résumé template</i> in the “My Resume” folder that you created in Step 1 above. Name the new file “Your Name Resume”. (e.g., “Bob Smith Resume”) <p>Step 3: Update the contents of the résumé template document.</p> <ol style="list-style-type: none"> 1. If you are not familiar with creating <i>résumés</i>, first review the “Sample Resume” document that is in the “Week 7” folder. This will give you some ideas about the types of information you should include in your <i>résumé</i>. 2. Update the <i>résumé</i> template with information that you would use to apply for a job at <u>one</u> of these three companies: <i>Ace Manufacturing</i>, <i>Costco Retail Stores</i>, or <i>Comcast Customer Service</i>. Use a job position that you are qualified to apply for. 3. Use Save to save the updated <i>résumé</i> document. 4. Exit MS Word.
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Step 4: E-mail the résumé to yourself. (If you do not have an e-mail account, the exercise ends at this point.)

1. Log on to your e-mail account.
2. Create a new e-mail message addressed to your e-mail address with the subject, “*My Résumé*”.
3. Enter the message text, “*My résumé submission*”.
4. Attach the “*Your Name Resume*” file to the e-mail message.
5. Send the message.
6. Log out of your e-mail account.

Step 5: You will now play the role of the employer who received the e-mail that you just sent.

1. Create a folder in your “*Documents*” folder called “*Received Resumes*”.
2. Log on to your e-mail account.
3. Locate the e-mail with the subject “*My Résumé*” in your Inbox.
4. Open the “*My Résumé*” e-mail.
5. Highlight the attachment and save it to your *Downloads* folder.
Note: you may need to allow Internet Pop Ups to complete the download process.
6. Open **File Explorer** and navigate to your “*Downloads*” folder.
7. Locate the “*Your Name Resume*” file in the “*Downloads*” folder and use the **Move To** tool in the **Ribbon** to move it to the “*Received Resumes*” folder in your “*Documents*” folder.
8. Navigate to the “*Received Resumes*” folder and open the “*Your Name Resume*” file and confirm that it is the document that you created in Step 4 above.
9. Exit MS Word.

Exercise 7B – Make a Slide Show

*In this exercise, you will use MS PowerPoint to create a slide show that describes your home town. Before you begin you must create a folder on your computer to save the presentation that you will be creating. You will then open a file containing a template for the presentation and save a copy of it (using **Save As**) in your newly created folder. To accomplish this exercise, you will search the Internet for stories and pictures about your home town that help tell the story of where you live. When you find stories that you want to use, you will copy and paste them into your presentation. When you find pictures that you want to use, you will first save them in your “Pictures” folder. You will then use PowerPoint to insert the images into your presentation. When you have finished working on the slide show, you will save it on your removable (Flash) drive.*

Follow Me	<p>Step 1: Prepare the computer</p> <ol style="list-style-type: none"> 1. Create a folder in your “Documents” folder called, “My Presentations” <p>Step 2: Locate the “Welcome to [my hometown]” PowerPoint presentation template.</p> <ol style="list-style-type: none"> 1. Open File Explorer and navigate to the “Week 7” folder in the “Windows Fundamentals” folder on the <i>Shared drive (S:)</i>. 2. Open the MS PowerPoint file called “Welcome to [my hometown]”. 3. Use Save As to save a copy of the presentation in the “My Presentations” folder that you created in Step 1 above. Name the new file “Welcome to YourHometown”. (e.g., “Welcome to Wheaton”) <p>Step 3: Prepare the Presentation</p> <ol style="list-style-type: none"> 1. Choose a home town you would like to present. (You can choose any town if you do not wish to select your hometown.) 2. Change the “<i>title slide</i>” (first slide) so that it contains the name of the town, your name, and the date. 3. Open the Internet Explorer and use Google to find a map showing your town. 4. Using a different Browser Tab, use Google to search the Internet for images (small pictures) of your town.
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Step 3: Insert the image of the map

1. Select the **Browser Tab** containing the map of your home town.
2. Right-click on the image and select the **Save Picture As...** option.
3. In the **Save Picture** dialogue box, navigate to your "*Pictures*" folder and name the file "*TownName Map*" (e.g., "*Wheaton Map*").
4. Select the second slide in your presentation. Its title is "*A Map of [my hometown]*".
5. Replace the "*[my hometown]*" text in the slide title with the name of the town. (For example, change the title to: "*A Map of Wheaton*".)
6. Left-click the faint **Pictures** image icon located at the left edge of the 2nd row of small icons in the middle of the PowerPoint slide. The **Insert Picture** dialogue box will appear. The **Contents Pane** of the dialogue box will show the contents of your "*Pictures*" folder.
7. Double-click on the "*TownName Map*" file in the **Contents Pane**.
8. The map will be inserted into the PowerPoint slide. Feel free to resize the map image by dragging any of its corner handles.

Step 4 Select and save pictures of your home town.

1. Select the **Browser** tab showing images of your town.
2. Identify three pictures that you would like to add to your presentation.
3. For each of the three pictures that you identified:
 - a. Right-click on the picture.
 - b. Select the **Save Picture As...** option from the pop-up menu.
 - c. In the **Save Picture** dialogue box, navigate to your "*Pictures*" folder and give the file a name that best describes the picture. For example: "*town square*", "*church*", etc.
 - d. Left-click the **Save** button and the picture will be downloaded to your "*Pictures*" folder.

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Step 5 Insert the pictures into page 3 of your presentation.

1. Select the third slide in your presentation. Its title is "*Pictures of [my hometown]*".
2. Replace the "*[my hometown]*" text in the slide title with the name of the town. (For example, change the title to: "*Pictures of Wheaton*".)
3. For each of the pictures that you saved in the preceding steps:
 - a. Left-click on the **Insert** tab in the **Ribbon** and left-click on the **Pictures** tool in the **Images** group. The **Insert Picture** dialogue box will appear. The **Contents Pane** of the dialogue box will show the contents of your "*Pictures*" folder
 - b. Double-click on one of the files in the Contents Pane and the picture will be inserted into the PowerPoint slide.
 - c. You can position the picture on the slide by left-clicking in the picture and dragging it to a new location
 - d. You can change the size of the picture by left-clicking on the picture, releasing the mouse button, and then dragging any of the corner handles for the picture.
4. Adjust the size and location of each picture until they all fit on nicely on the slide.

Step 6. Finish the presentation.

1. Select the fourth page of the "*My Hometown Presentation*".
2. Replace the "[your hometown]" text in the title with the town name.
3. Left-click on the "*Click to add text*" text in the slide.
4. Enter as many reasons to visit your home town as you can. After you enter a reason, press the **Enter** key to start a new bullet item in the list.

Step 7: View the Presentation

1. Left-click on the **Slide Show** tab on the **Ribbon**.
2. Left-click on the **From Beginning** tool in the **Start Slide Show** group.
3. Press the **down-arrow** key or the **space bar** on the keyboard to see each slide in your presentation.

Step 8: Close and save the presentation.

1. Use the **Save** tool in the **Quick Access Bar** to save the presentation.
2. You may want to copy the presentation to your removable drive