



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 are asked to prepare a résumé for a potential job opportunity. You will find a sample résumé outline on a shared drive. Before you begin you must create a folder on your computer to save the sample résumé. You then open the sample résumé and save a copy (Save As) in your newly created folder. You can update the sample résumé with your personal information. When you're finished, you will send a copy of the résumé to yourself using your e-mail account. Next, you will pretend that you are an employer receiving the résumé. You need to create a new folder to save the résumé you will receive. Then, open your e-mail, find the message you previously send and save the attachment in your new folder.

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| Follow Me | <p><i>Step 1: Prepare the computer</i></p> <ol style="list-style-type: none"> 1. Add a folder in the "This PC > Documents" folder called, "My Resume" 2. Add a folder in the "This PC > Documents" folder called "Received Resumes". <p><i>Step 2: Find the Resume Template and save it on the computer.</i></p> <ol style="list-style-type: none"> 1. Locate and open the "Week 7" folder in the "Windows Fundamentals" Folder on the shared drive. (S:)" 2. Open the <i>Resume Template</i> MS Word file. 3. Save as copy of the <i>Resume Template</i> file in the "My Resume" folder created in Step 1 above. <p><i>Step 3: Update the Resume Template contents.</i></p> <ol style="list-style-type: none"> 1. Update the "Resume Template" MS Word document with information that you would use to apply for a job at <u>one</u> of these three companies: <i>Ace Manufacturing, Costco Retail Stores, or Comcast Customer Service</i>. Use a job position that you are qualified to apply for. 2. Save as the revised "Resume template" document in the "Your Name" folder using the file name, "Your Name Resume". |
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Step 4: E-mail the resume 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 Resume".
3. Enter the message text, "My resume submission".
4. Attach the "Your Name Resume" document to e-mail the message.
5. Send the message.
6. Log out of your e-mail account.

Step 5: Receive and save the Resume.

1. Log on to your e-mail account.
2. Locate the e-mail with the subject, "My Resume" in the inbox.
3. Open the "My Resume" e-mail.
4. Highlight the attachment and choose the "Save" option.
Note: you may need to allow Internet Pop Ups to complete the download process.
5. Open the **File Explorer** and locate the "Downloads" default file folder.
6. Locate the "Your Name Resume" file in the "Downloads" default folder and **Move To** the "Received Resumes" folder in the "Windows Fundamentals > My Resume" folder.
7. Open the "Your Name Resume" MS Word file and confirm that it is the document that you created in Step 4 above..

Exercise 7B – Make a Slide Show

*In this exercise, you are asked to create a slide show that describes your home town. You will use PowerPoint to prepare the slide show including the Title page. You then search the internet for stories and pictures about your home town that help tell the story of where you live. Once you find the stories and images that you want to use, you will cut and paste the text and images into the PowerPoint pages. You must first create a folder in the “Pictures” folder to hold your chosen images. Next, you must **Save As** the images into the new folder. Finally, you will insert the new images into your slide show and save the slide show on your removable drive.*

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| Follow Me | <p><i>Step 1: Prepare the computer</i></p> <ol style="list-style-type: none"> 1. Add a folder in the “<i>This PC > Documents</i>” folder called, “<i>My Presentations</i>” <p><i>Step 2: Locate the “My Home town” PowerPoint presentation template.</i></p> <ol style="list-style-type: none"> 1. Open the File Explorer and locate the “<i>Week 7</i>” folder in the “<i>Windows Fundamentals</i>” folder on the <i>Shared drive (S:)</i>. 2. Open the “<i>My Hometown Presentation</i>” PowerPoint File. 3. Save As the “<i>My Hometown Presentation</i>” PowerPoint presentation file in the “<i>This PC > Documents > My Presentations</i>” folder. <p><i>Step 3: Prepare the Presentation</i></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. Open the “<i>My Hometown Presentation</i>” PowerPoint presentation and complete the “<i>title page</i>” (first page) with the name of the town, your name, and the date. 3. Open the <i>Internet Explorer</i> and use Google to find a map showing your town. 4. Using a different Browser tab, use Google to search the Internet for <u>images (small pictures)</u> of your town. |
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1. Select the **Browser** tab containing the **Map** of your home town.
2. Right-click on the image and select the **Save Picture** or **Save As** option.
3. Select the “*This PC > Pictures*” folder and enter the “*Town Name Map*” as the file name.
4. Select the second page of the “*My Hometown Presentation*” PowerPoint presentation titled “*A Map of [My Hometown]*”.
5. Replace the “*[My Hometown]*” text in the slide title with the name of the town. (For example: “*A Map of Wheaton*”.)
6. Left-click the faint “*Pictures*” image icon located on the left of the 2nd row of small icons in the middle of the PowerPoint slide.
7. Left-click on the “*Town Map Name*” file in the “*This PC > Pictures*” folder shown in the “*Insert Picture*” window.
8. The map will appear in the PowerPoint page.

Step 4 Select pictures of your home town.

1. Select the **Browser** tab showing images of your town.
2. Identify three images that you would like to add to your presentation.
3. On each of the three images you identified, right-click on the image.
4. Select the “*Save Image As*” or “*Save Picture As*” option from the menu.
5. In the **Save As** window, select the “*This PC > Pictures*” folder.
6. Enter a file name that best describes the picture. Examples are: “town square”, “church”, etc.
7. Left-click the **Save** button and the image will be added to your “*This PC > Pictures*” folder.
8. Repeat 4 – 7 to save the remaining two images.

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

1. Select the third page of the “*My Hometown Presentation*” charts titled “*Pictures of My Hometown*”.
2. Replace the “[your hometown]” text in the title with your town name.
3. Left-click on the “*Insert*” tab in the **Ribbon** and left-click on the “*Pictures*” tool in the “*Images*” group.
4. Choose a picture from the “*This PC > Pictures*” folder and left-click on the image. The image name should appear in the “*File name*” field.
5. Left-click the **Insert** button and the image will appear in the PowerPoint chart page.
6. Move your mouse to the edge of each image and adjust the size and location of each image until it fits on nicely on the page.
7. Repeat steps 4 – 6 until all of the selected pictures are on the page.

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*” field in the slide.
4. Enter as many reasons to visit your home town as you can.

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*” on the keyboard to see each page of your presentation.

Step 8: Close and save the presentation.

1. Use the **Save** tool in the **quick access bar** to save the presentation in “*This PC > Documents > Your Name*” folder.
2. You may want to copy the presentation to your removable drive