

# Module Five: Using Applications

Topics up to this point have addressed the Windows Operation System. One function of an operating system is to provide the framework needed to run an application. In this module we will look at word processing, spreadsheet and presentation applications. The Microsoft Office suite of applications, in particular, Word, Excel and PowerPoint will be used to demonstrate these applications.

## Topics

- Microsoft Office
- Parts of a Window
- Word Processing
- Spreadsheets
- Presentation

## Exercises

- 5A – The Ribbon
- 5B – Create a Document
- 5C – Create a Spreadsheet
- 5D – Create a Presentation Slide

## Objectives

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

1. Select the correct application to perform a task.
2. Have general understanding of the use of word processing, spreadsheet and presentation applications.

## 1. Microsoft Office

Microsoft Office is a software program that combines the most commonly used home and business applications. The three we will look at in this module are:

### Word



Word is a text editing application. With Word you create documents like letters.

### Excel



Excel is a spreadsheet application. With Excel you store, organize or manipulate data. Data can be numbers or text.

### PowerPoint



PowerPoint is a presentation application. With PowerPoint you create presentations in the form of slides. Slides can contain text, charts or graphics.

### 1. Accessing Office

Use the **Start Menu** to access Office. To do this:

1. Left-click on the Start Menu button in the task bar and select **Word 2010** from the Microsoft Office folder in the alphabetized list of applications.



Figure 5.1 Start Menu Button



In the illustration above the Word application is selected and will be opened with a single mouse click. The other applications are opened in the same manner.

## 2. Parts of an Application Window

When an application is opened by Windows you are presented with a window in which you will work. The contents of the window and the tools vary by application type. In this module, only three commonly used business applications are presented.

There are many similarities in the Word, Excel and PowerPoint windows. The window below is the displayed when select Word. We will use it to identify the parts of an Office window. Keep in mind that Excel and PowerPoint windows are similar.

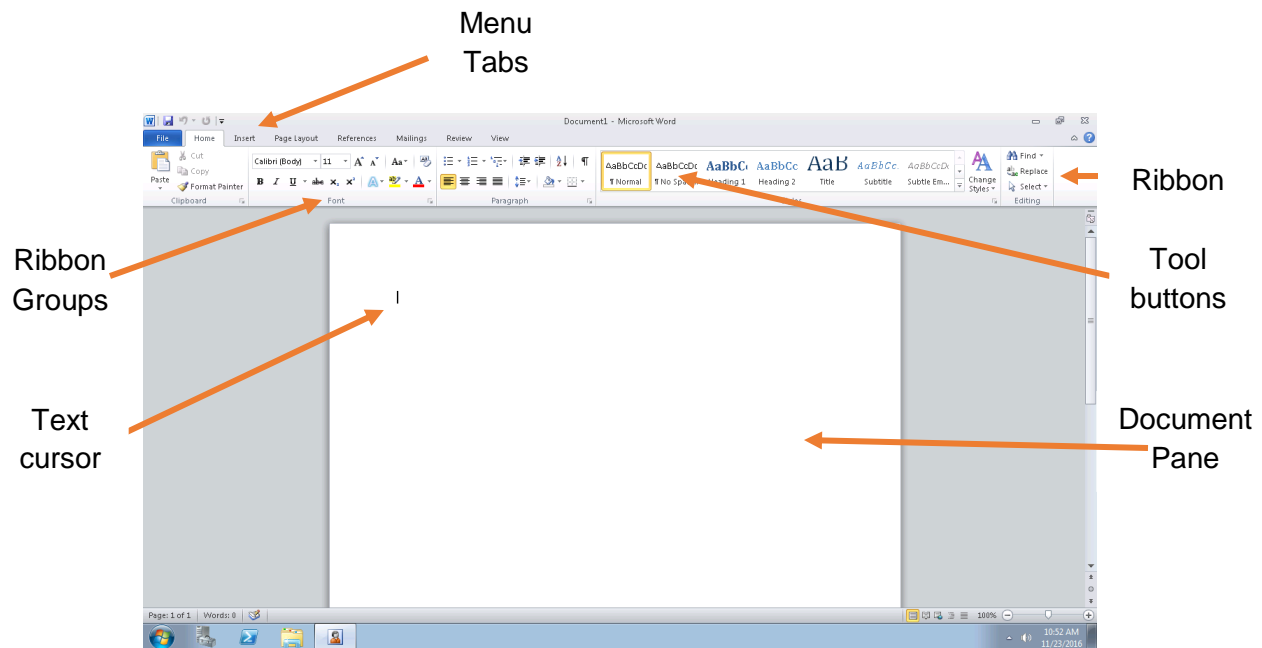


Figure 5.2 Word Window

### File Tab, Quick Access Toolbar and Ribbon

The discussion that follows will focus on the top portion of the window.

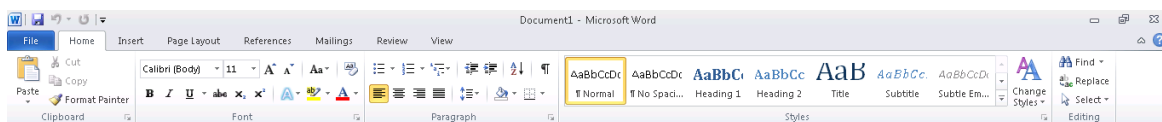


Figure 5.3 Top of Window

### File Tab

At the top left corner of the window is the **File** tab showing the text "*File*". A single left mouse click opens the **File** Tab's dropdown menu. On this menu is found many commonly used functions such as **Save** and **Print**.

## File Tab

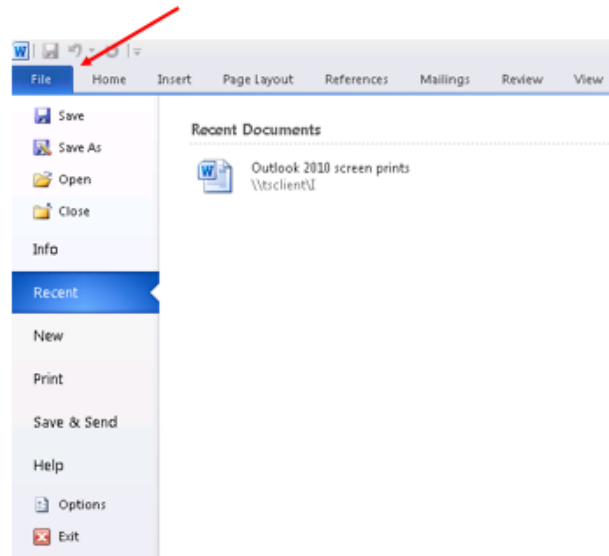


Figure 5.4 File Tab contents

## Quick Access Toolbar

To the left of the Office Button is the Quick Access toolbar; on it are the **Save**, **Undo** and **Repeat** icons. These are the default icons. Consult Windows Help to learn how to add the icons of other functions you often use.

## Quick Access Toolbar

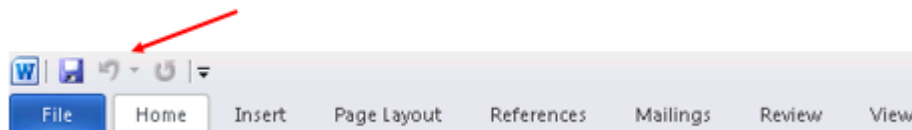


Figure 5.5 Quick Access Toolbar

## Ribbon

The Ribbon is a collection of tabs containing groupings of tools unique to the application. Below is the Word ribbon which contains the commands needed to create and edit documents, shown the Home tab. The **Home** tab contains commands that pertain to Font, Paragraph, Styles and Editing. Clicking on the other tabs opens other commands.

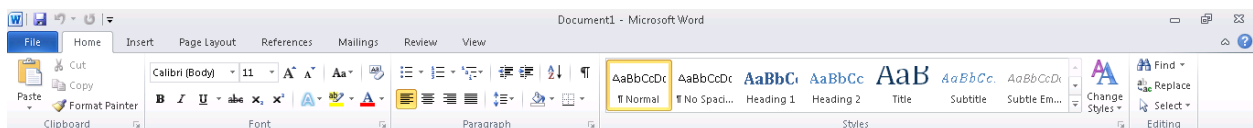


Figure 5.6 Word Ribbon

## Exercise 5A – The Ribbon

**Follow  
Me**

*In this exercise you will get a chance to explore the Word Ribbon.*

1. Use the Start menu to open Microsoft Word.
2. Click on the various tabs on the ribbon observing the commands offered.
3. Which tab allows you to set margins?
4. Which tab allows you to change text font size?
5. Which tab allows you to put clip art in the document?
6. If you wanted to center text on a line on the document, to which tab would you go?
7. Left-click on the File Tab.
8. Move the mouse over the Print option in the left pane.
9. What Print options are available?
10. Close but do not save the document.

### 3. Word Processing

Word processing is the creation of documents. Once documents are created they may be:

- Saved
- Edited
- Printed

We will use Microsoft Word to create a document; editing and printing are topics covered in an advanced class. Creating a document starts with opening Word which presents us with the window we have just looked at. The area of the window below the ribbon is called the document pane. This is where the document is created. The blinking bar at the upper left of the document pane is called the insertion point. This is where the text you type will start to appear.

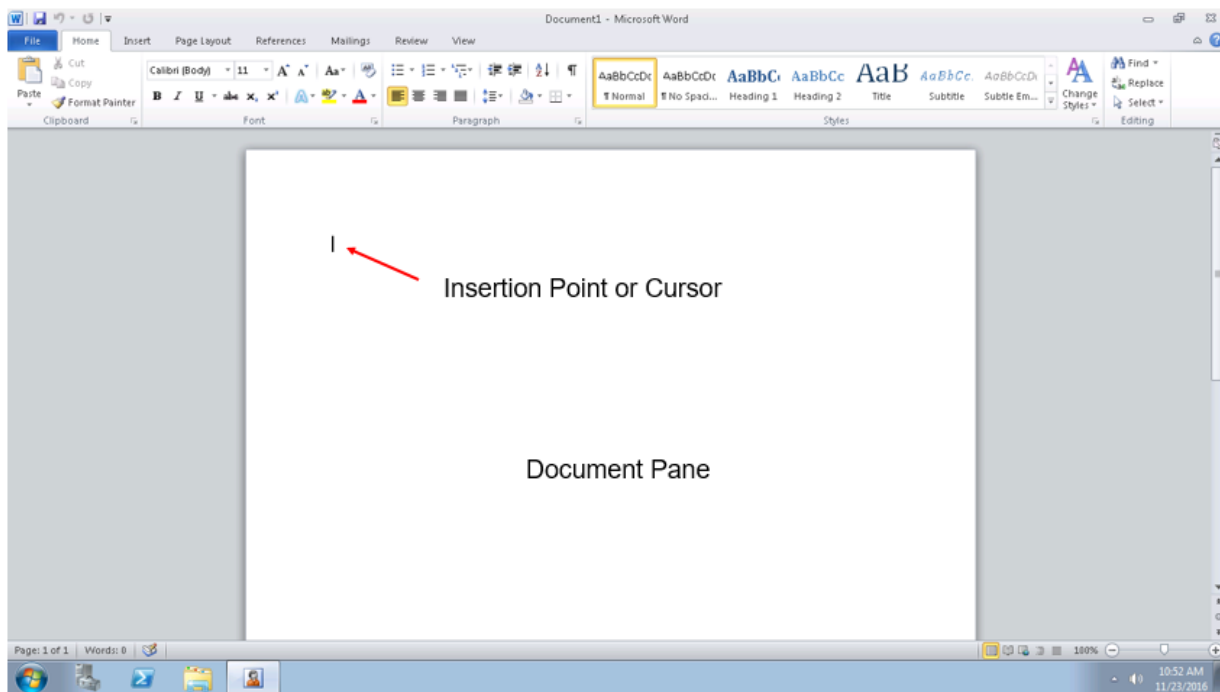


Figure 5.7 Document Pane

When Word is opened a template is selected. This template contains default values for things like font style and size. For now we will use these default values. Selecting and creating templates is a topic covered in an advanced class.

## Computer Keyboard

The computer keyboard, though similar to that of a typewriter, has some unique keys. We will address a few of them:

- **Enter** – The Enter key adds a new paragraph to the document, right below the line that contains the **Insertion Point**.
- **Backspace** – The backspace key is used to delete the character just to the left of the *Insertion point*.
- **Delete** – The Delete key is used to delete the character just to the right of the **Insertion point**.

Other keys will be covered in an advanced class.



Figure 5.8 Computer Keyboard



## 4. Creating a Document

To create a document, begin typing at the insertion point on the documents pane. Use the Enter key to advance to a new line.

Below is an example of a document.

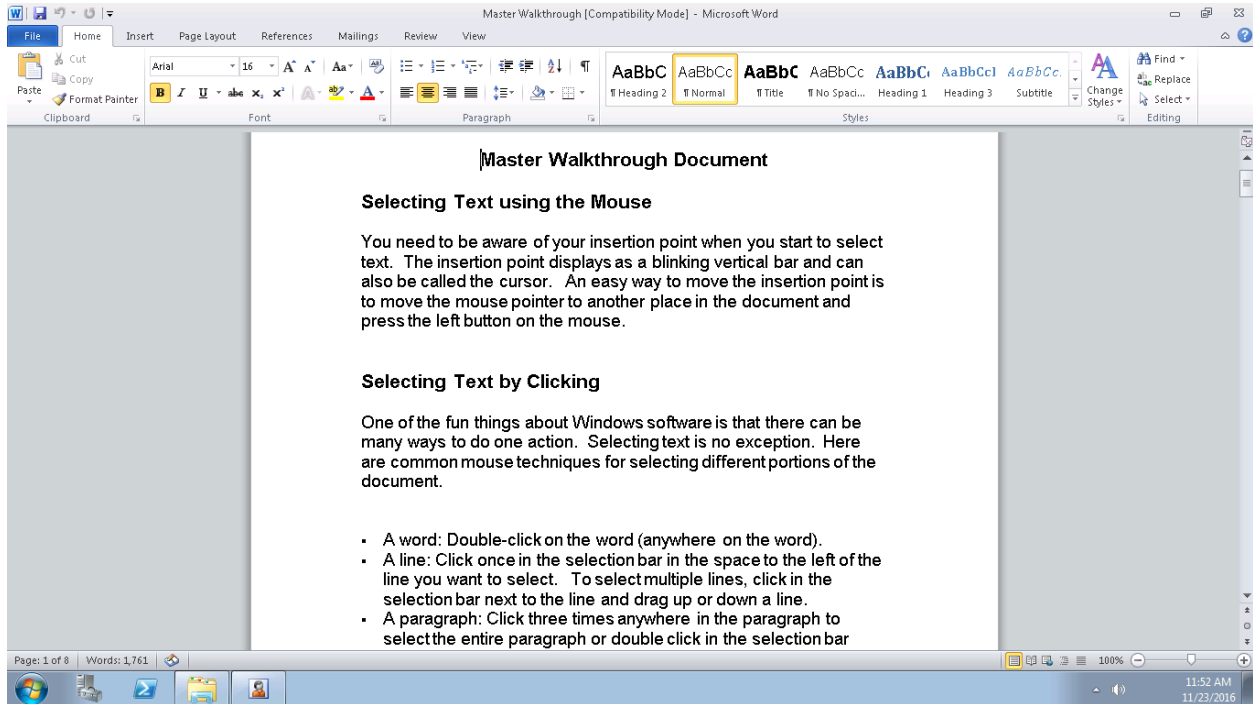


Figure 5.9 Sample Document

### Exercise 5B – Create a Document

#### Follow Me

*In this exercise you will use Word to create a document.*

1. Left-click on the Start Menu.
2. Left-click on Microsoft Word 2010.
3. Use Word to create a shopping list for your next trip to the grocery store.
4. Left-click on the File Tab and select print preview.
5. Left-click on the Window Close button but do not save this document.

## 5. Spreadsheets

Spreadsheet applications are the computer equivalent of accounting paper ledgers. Microsoft Excel 2010 is a spreadsheet application. Spreadsheets allow you to enter and manipulate data. Data can be numbers or text. With Excel you can:

- Enter data
- Calculate data
- Chart data
- Analyze data

Using the Start menu to open Excel presents a window like the one shown below. At the top of the window is the Excel ribbon. This ribbon, like the Word ribbon, is made up of tabs and ribbon groups. Below the ribbon is the Excel worksheet, comprised of columns and rows.

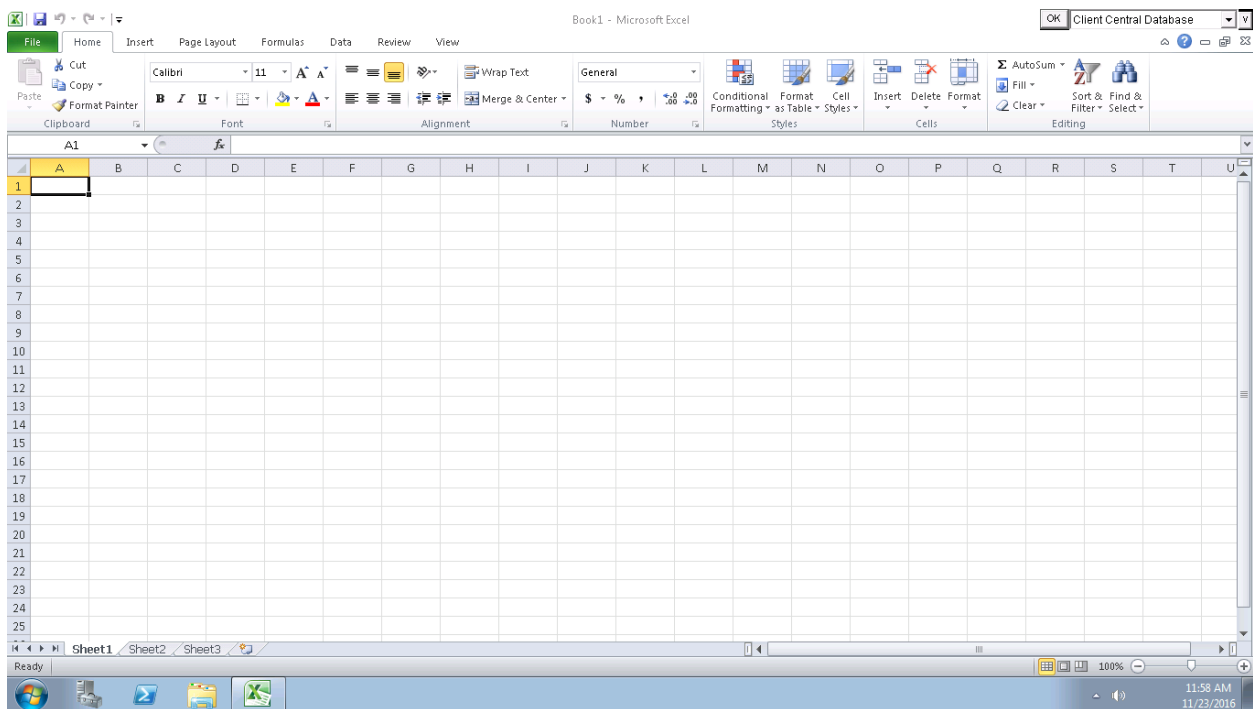


Figure 5.10 Excel Worksheet

The columns are identified by letters and the rows by numbers. At the intersection of a column and a row is a cell. Data is entered in the cells.

Just below the ribbon on the left side of the window is a box that displays the active cell. This is the current location of the insertion point. In our example, A1 is displayed. That means that the active cell is the one at the intersection of column A and row 1. Notice that the active cell has a box drawn around it.

## Entering Data

In this module we will use Excel to enter a text list. Other features of Excel are covered in an advanced class.

As we have already discussed, data (numbers or text) is entered in cells. Cells can be selected using the mouse or keyboard. To select a cell using the mouse, move the mouse cursor (cross) to the desired cell and left click once. Notice our active cell has changed from A1 to C3.

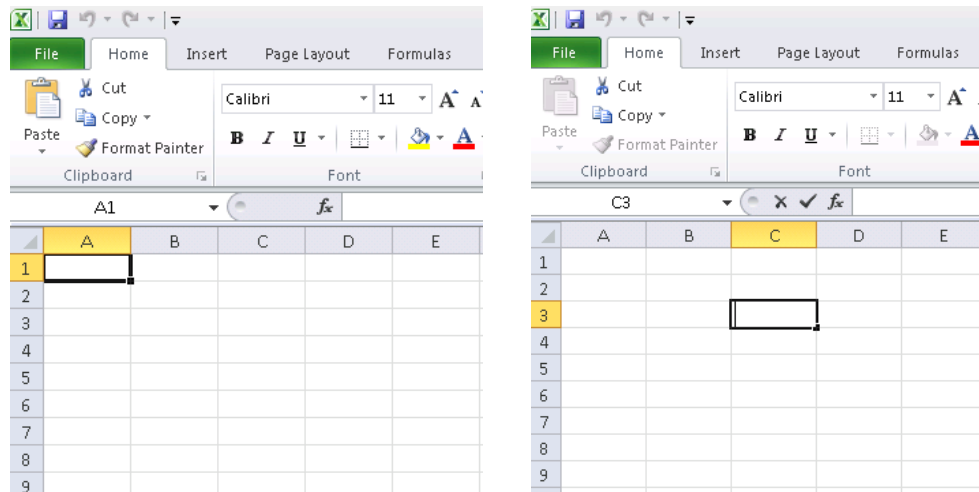


Figure 5.11 Select a Cell with Mouse

On the keyboard, the Enter key moves the active cell down one row and the tab key moves it one column to the right. The keyboard arrow keys can also be used to move the active cell. The arrow keys are used to move within columns or among rows.

:

### Follow Me

*To enter data, select a cell and begin typing. Notice that our entry, Last name, has crossed over into the adjacent cell. Cell size can be changed. To do this:*

1. Place the cursor on the line between the column headings (notice the change in the cursor shape)
2. Hold down the left mouse button
3. Drag the mouse to the left until the desired size is achieved
4. Release the mouse button

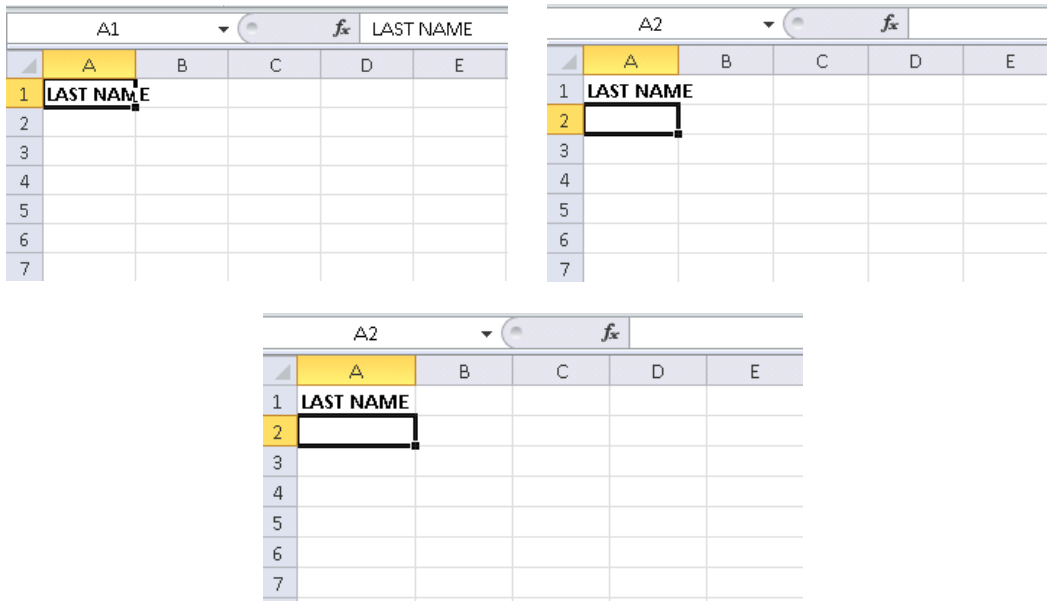


Figure 5.12 Change cell size

Shown below is an example of a mailing list created in Excel. Notice that the column widths have been changed to accommodate the data.

	A	B	C	D	E	F	G
1	<b>Last Name</b>	<b>First Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	
2	Collins	Mary	2714 S. Mple St.	Denver	Co	50437	
3	Anderson	Bill	12 First Ave.	Springfield	Il	70917	
4	Patel	Ron	8190 Wood St.	Chicago	Il	60638	
5	Mills	Jean	6738 Creekside Blvd	Wheaton	Il	60187	
6	Washburr	Jean	9142 Apple Ln.	Detroit	MI	82027	
7							
8							

Figure 5.13 Spreadsheet example

## Exercise 5C – Create a Spreadsheet

**Follow  
Me**

In this exercise you will enter data on a spreadsheet.

1. Open Microsoft Excel
2. Enter the following monthly average high temperature data. Adjust cell size if necessary.

January	31
February	36
March	47
April	59
May	70
June	80
July	84
August	82
September	75
October	63
November	49
December	35
3. Close Excel but do not save this spreadsheet



## 6. Presentations

Presentations are designed to deliver information to a group. Using a presentation application you can create visually attractive, and effective presentations. Microsoft PowerPoint is a presentation application. Presentations can be viewed on a computer, or on a screen using a projection system.

A presentation consists of a series of slides. Slides can contain:

- Presentation title
- Text and numbers
- Graphics
- Pictures
- Charts
- Video or audio files

Using the **Start menu** to open PowerPoint presents a window like the one shown below. At the top of the window is the PowerPoint ribbon. This ribbon, like the Word ribbon, is made up of tabs and ribbon groups. Below the ribbon is the first slide of a presentation. By default PowerPoint displays the presentation title slide.

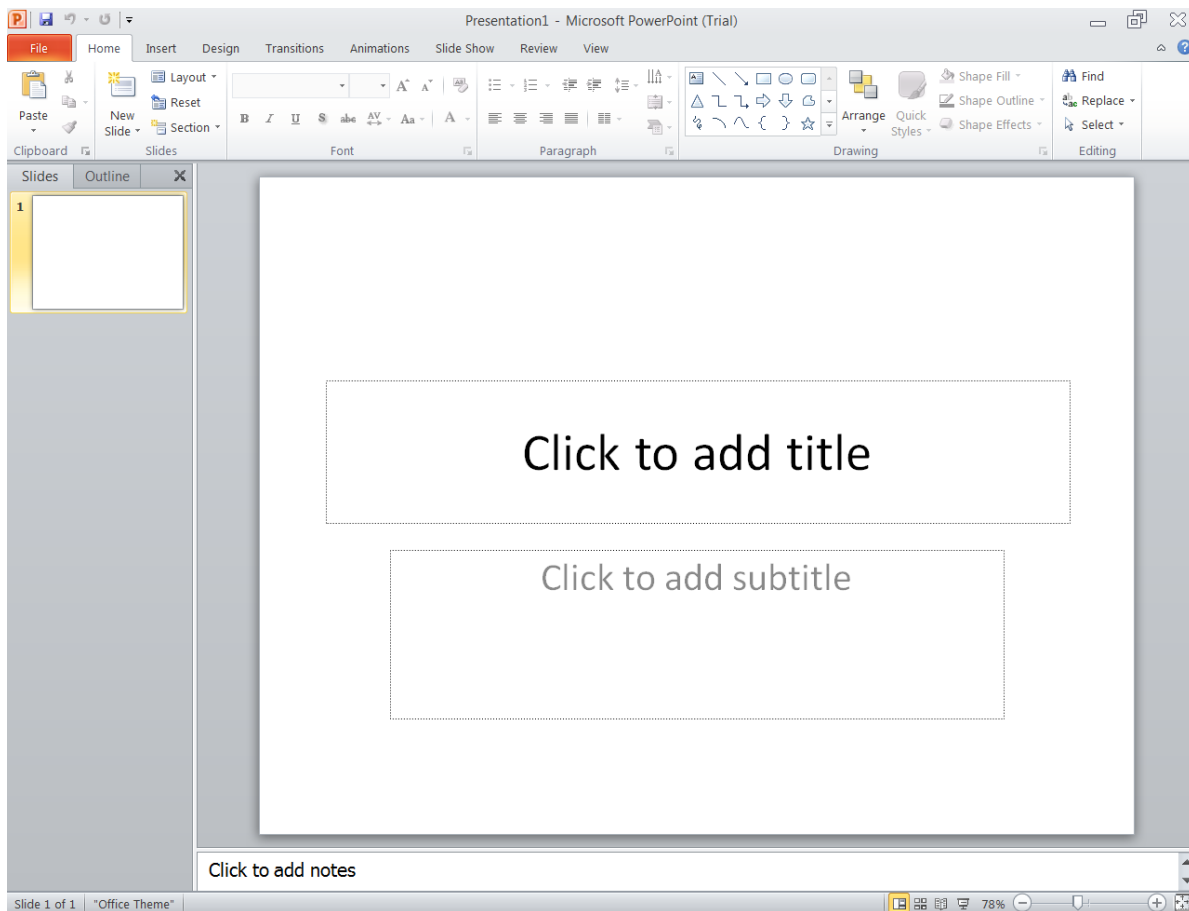


Figure 5.14 PowerPoint Title Slide

## Creating a Presentation

To create the title slide for a presentation, type in the boxes provided. This example is a presentation announcing a garden club plant sale.

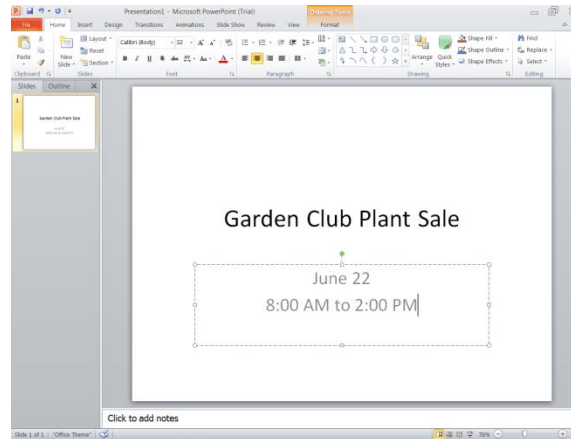


Figure 5.15 Creating Title Slide

Use the new slide icon on the Home tab on the ribbon to insert the next slide. Give the slide a title and begin entering text. An advanced class will cover many other features of PowerPoint.

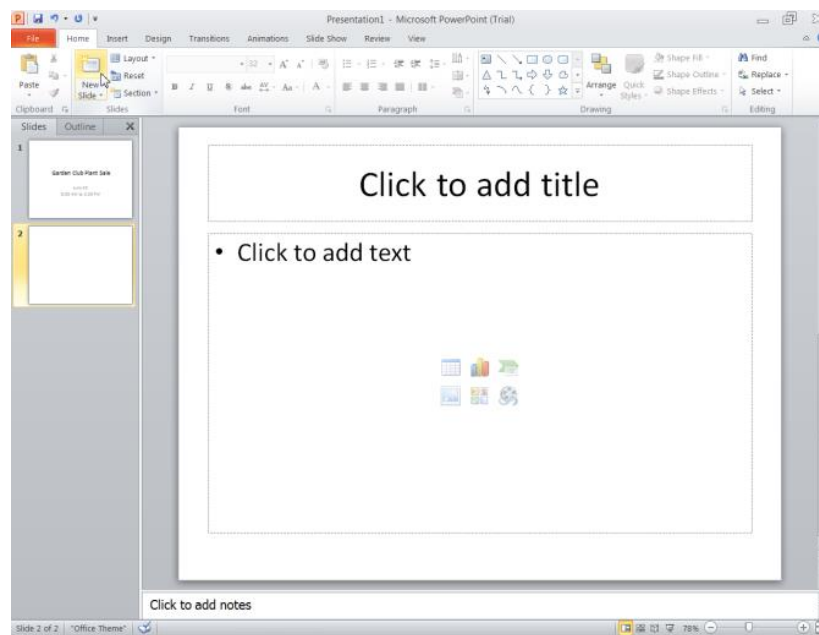


Figure 5-16- PowerPoint example



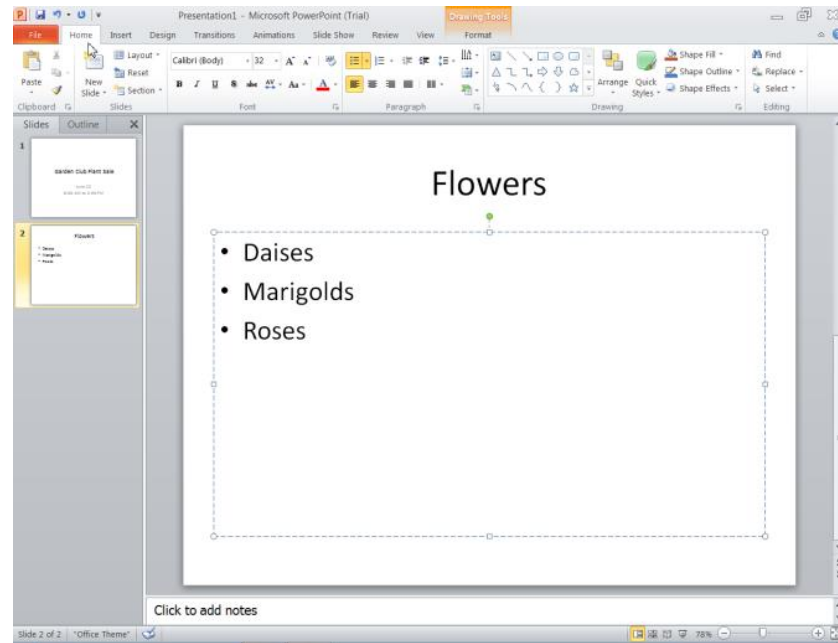


Figure 5.17 Additional Slides

## Exercise 5D – Create a Presentation

### Follow Me

*In this exercise you will create a presentation announcing your neighborhood garage sale.*

1. Open Microsoft PowerPoint.
2. Create a title slide and at least two additional slides.
3. Enter a presentation title on the title slide and today's date.
4. Select the second slide and enter the data shown in figure 5.15.
5. Close PowerPoint but do not save this presentation.

## 7. Module Review

In this module you learned how to:

- Select the correct application to perform a task.
- Have general understanding of the use of word processing, spreadsheet and presentation applications.

## Homework

This homework assignment will reinforce the skills learned in this module.

1. Use Microsoft Word to write a letter to your neighbor telling them that you will be out of town next week and ask them to please water the plants in your garden.
2. Use Microsoft Excel to create a mailing list of your friends and family, include their birth date. Use the example in Figure 5.13 on page 5.12 as a guide for doing this.
3. Use Microsoft PowerPoint to create a presentation about something that interests you (hobby, trip you took, or book you have read).

## 8. Weekly Quiz

Each Module will have a document containing a quiz covering the material presented in the lesson. The quiz document can be found in the current week's folder within the *"Training resources > Windows Fundamental > Week 5"* Folder on the *Shared drive (S:)*

Use the File Explorer to locate the current Week's quiz.

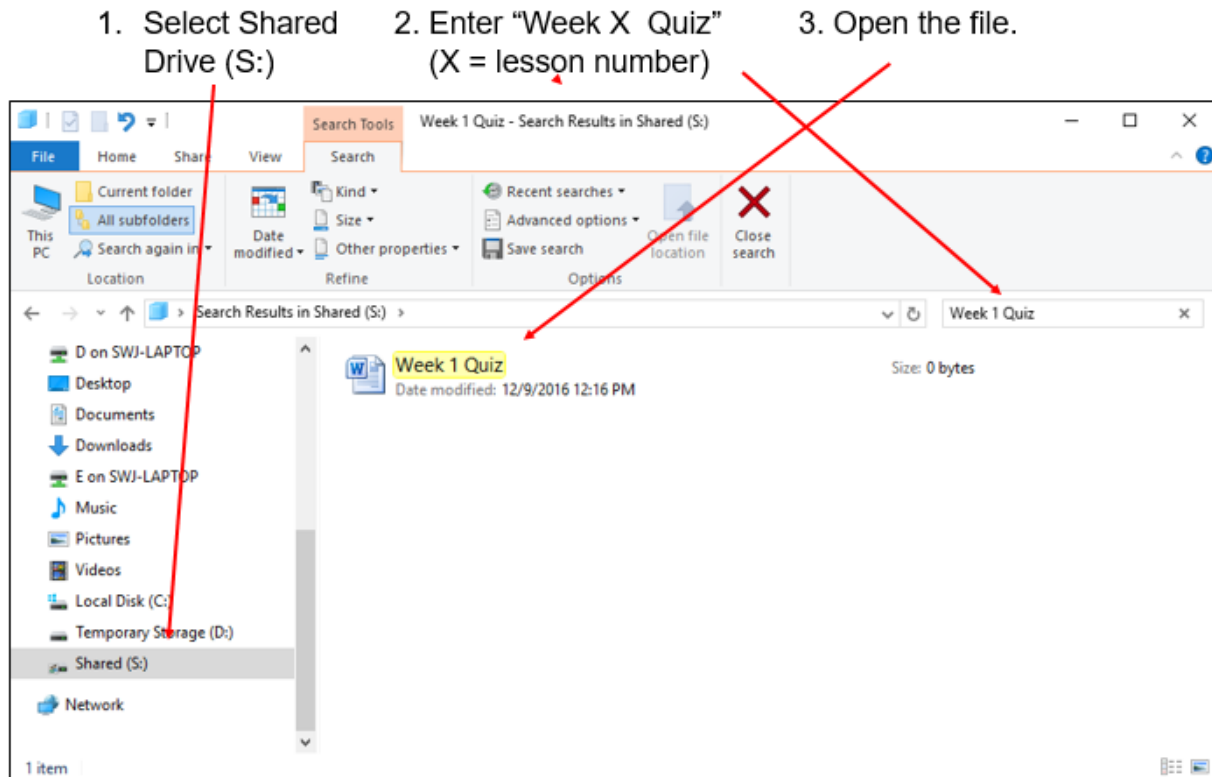


Figure 5.18- Search for Weekly quiz

Have the students answer the quiz questions and save (Save As) a copy in "This PC > Documents > your name" folder.