Introduction to Computers

Module 3

Module 3: Introduction to Microsoft Office

Review Module 2: Windows Basics

- What is the Home Row on the keyboard and how can you find it without looking?
- How do you find an application?

Module 3 Topics: Introduction to Microsoft Office

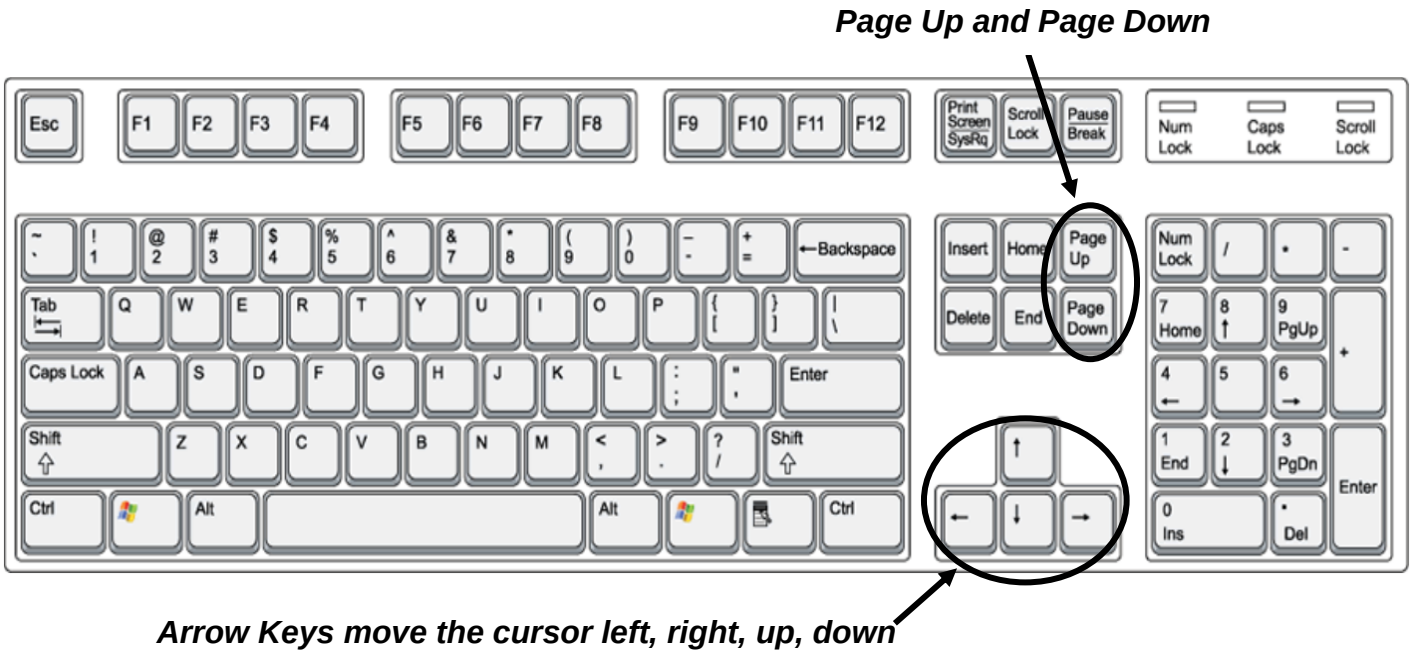
- Microsoft Office suite
- Word – word processing software
- Excel – spreadsheet software
- PowerPoint – presentation software
- Special keys on the keyboard

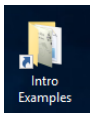
1. Microsoft Office Suite

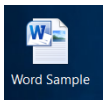
Microsoft Office is a suite (or a group) of apps. These include:

- *Word* – a **word processor** used to create resumes, documents, reports and letters.
- *Excel* - a **spreadsheet** app that is used for calculations, graphing tools, and data lists.
- *PowerPoint* – a **presentation** app that provides visuals or slides for group viewing.
- Other apps that might be part of *Microsoft Office* but are not currently taught at the PRC
  - *Access*
  - *Outlook*
  - *OneNote*
  - *Publisher*
  - *Skype for Business*
  - *Project*
  - *Teams*
  - *Visio*

Exercise 1: Introduction to Microsoft Word



1. Double click on the *Intro Examples* folder on the Desktop to open it. 

2. Double click on the *Word Sample* file to open it. This opens a document in *Word*. 

3. Notice the flashing "|" on the screen before the M in `Master` on the first line. This is called a **cursor**. If you start typing, the text appears where the cursor is located.

4. Type your `Name` and notice where the text gets inserted.

5. You can move the cursor to change where you insert text by using the arrow keys.

6. Try pressing the arrow keys ← → ↑ ↓ and see where the cursor moves.

7. Notice when you move the mouse, the **mouse pointer** I moves.

You can also quickly move the cursor by clicking somewhere else in the document.

8. Move the mouse pointer before the text, `Selecting Text by Clicking` and click. Notice the cursor moves there.

9. Press the ***Page Down*** key. This moves the document down one screen.

10. Press the ***Page Up*** key. This moves the document up one screen.

Moving in the Document

Let's look at the tools on the right edge of the *Word* screen.

11. Find the **Down Arrow** ▼ and click it once to move the document down one line.

12. Find the **Up Arrow** ▲ and click it once to move the document up one line.

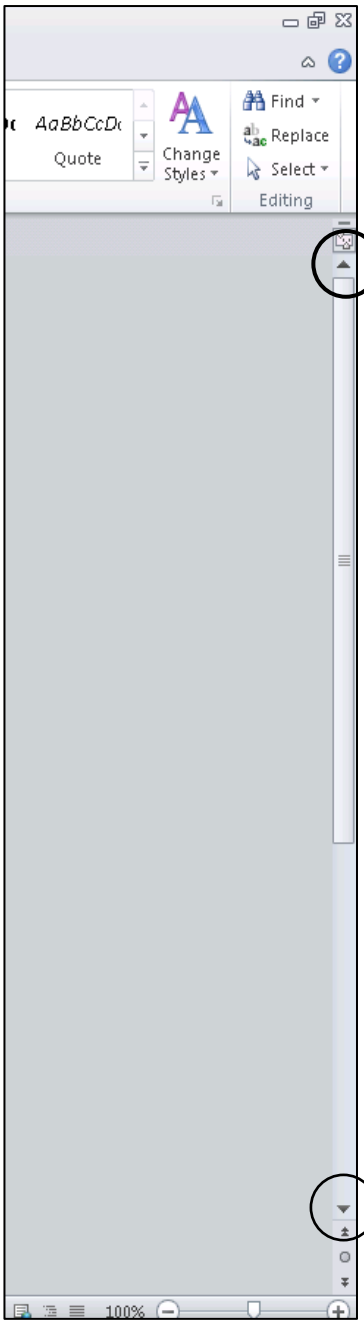
13. Find the Scroll Bar.

14. Click and HOLD the Scroll Bar, then drag it down to see another page.

15. Click and HOLD the Scroll Bar, then drag it up to see another page.

16. Use the ***Scroll Wheel*** on your mouse to move the document up and down on the screen.

17. Click on the **X** in the upper right corner of the screen. This closes the document. When you are asked if you want to Save, click Don't Save.

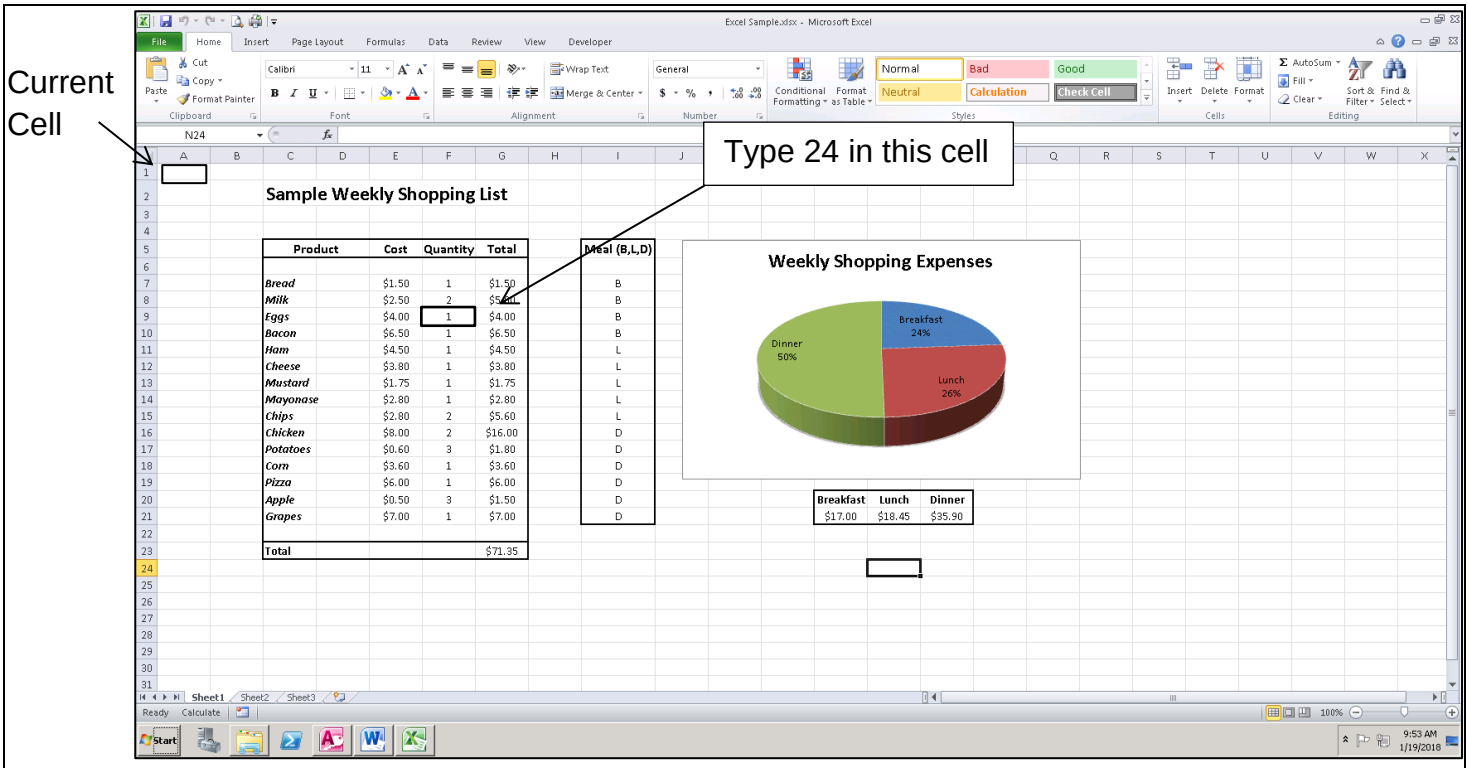


Up Arrow ▲ moves up one line

Scroll Bar – click and drag to move quickly up or down

Down Arrow ▼moves **down** one line

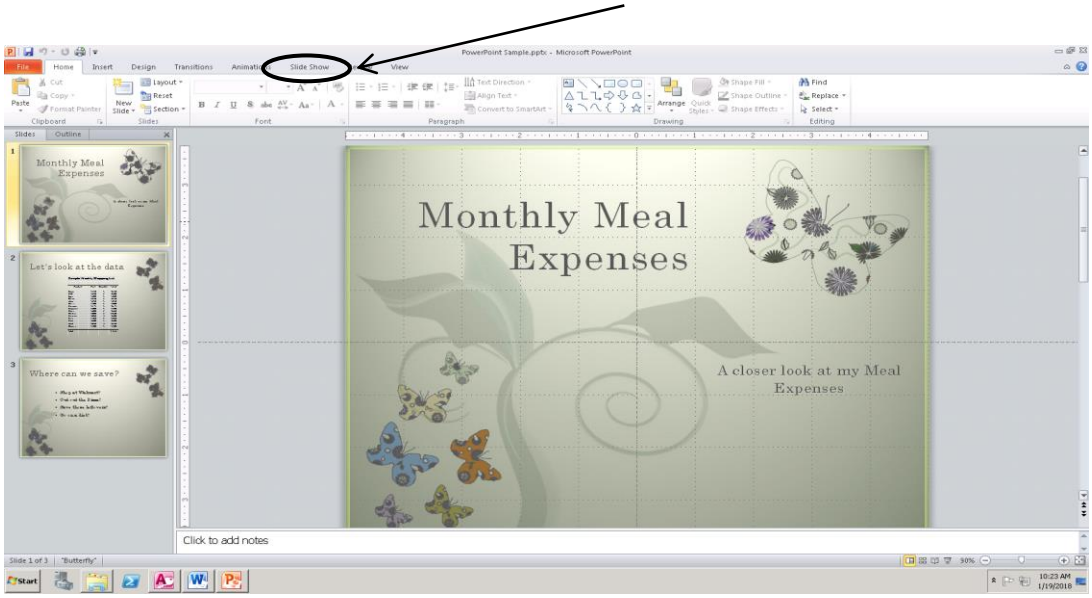
Exercise 2: Introduction to Microsoft Excel



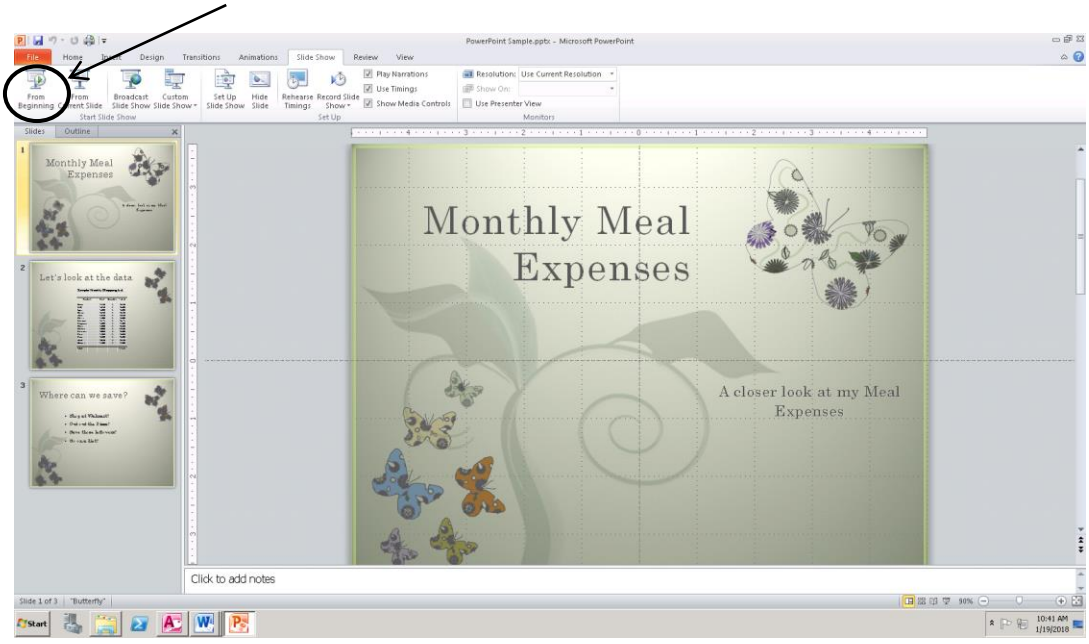
1. Double click on the *Excel Sample* file to open the above *Excel* spreadsheet.
2. Notice the outlined empty "box" on the **cell** A1. This indicates the **current cell**. This acts the same as the cursor in Word. If you type, this is where the text appears.
3. Try pressing the arrow keys and notice where the current cell moves.
4. Just like *Word*, you can quickly change the position of the current cell by clicking on another cell.
5. Click on another cell and notice that it now is shown as the current cell.
6. Press Tab to move the current cell to the right.
7. Press Enter to move the current cell down a row.
8. Click on the `Quantity of Eggs` cell and type 24. Press Enter
9. Notice how the graph changes. *Excel* makes automatic changes easily.
10. Click on the **X** in the upper right corner of the screen to Close/Exit *Excel*. Do not Save.

Exercise 3: Introduction to PowerPoint

1. Double click on the *PowerPoint Sample* file to open the presentation.
2. To run the presentation, click on **Slide Show** at the top of the screen.



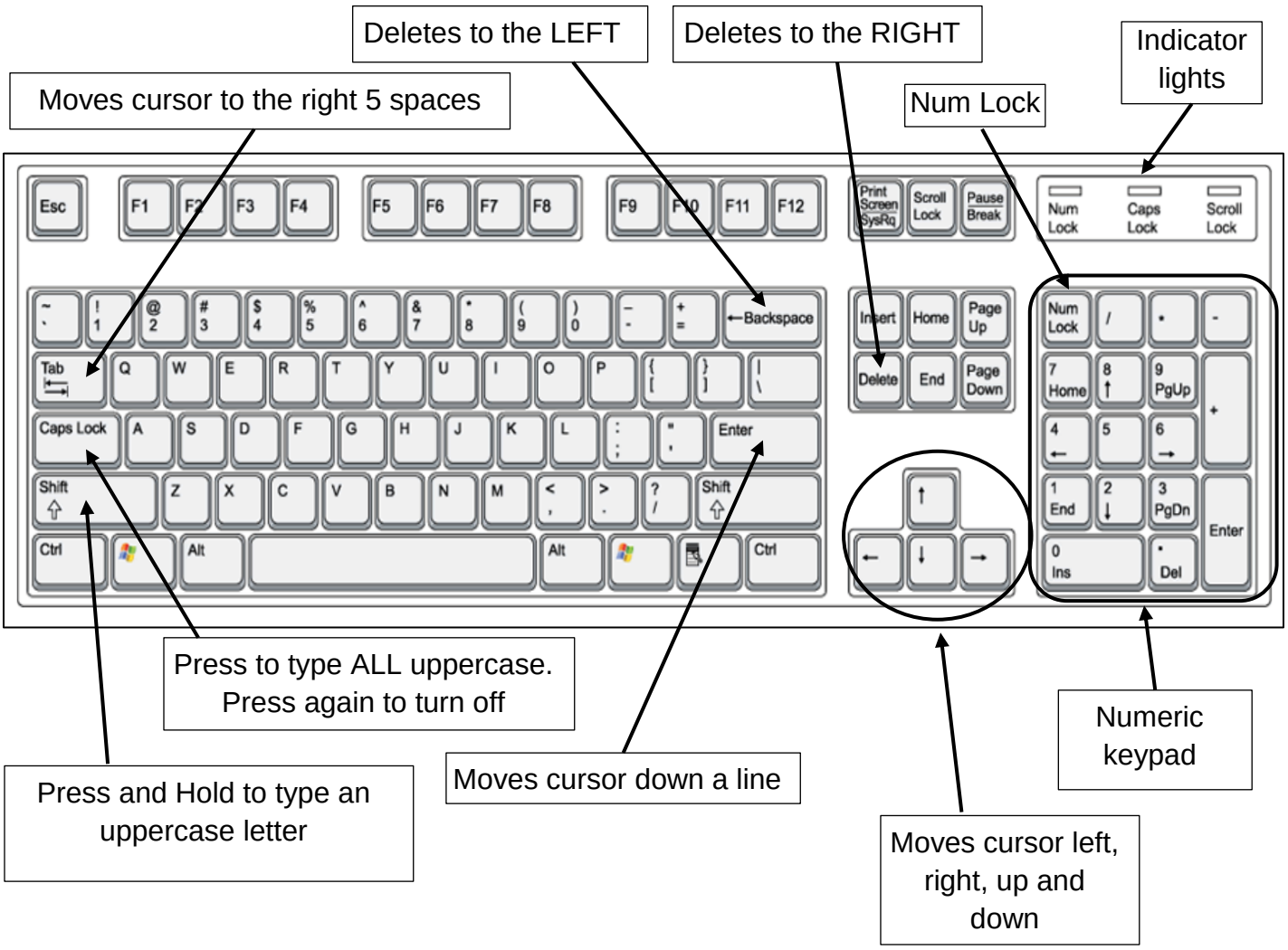
3. Click on **From Beginning** to run the slide show.



4. Click anywhere to advance each slide until the end of the presentation.
5. Click the **X** in the upper right corner of the screen to close the presentation. Do not Save.
6. Click again on the **X** in the upper right corner of the screen to close this list of files. You will be returned to the Desktop.

Keyboard Keys

Find these keys on your keyboard



Exercise 4: Keyboard Practice in Word

Shift key to capitalize one letter

1. Search for Word and press Enter when you find *Microsoft Word 2010*. *Word* opens and a blank document appears.
2. Type `My name is Bob` (Hold Shift down when typing the letter M and B).

Backspace and Delete keys

3. Press Backspace to erase `Bob` and type your own first name. This key deletes to the LEFT of the cursor, as is shown by the back arrow on the key.
4. Press the **Space Bar** and then type your last name.
5. Move the mouse pointer between your first and last name and click to position the cursor.
6. Press Delete several times to remove your last name. This key deletes to the RIGHT of the cursor.
7. Press Enter This moves the cursor down a line.
8. Type `My age is`

Number Keys on the top row of the keyboard

9. Using the keys at the top of the keyboard, type `a number`.
10. Press Enter to go down a line.

Use Lowercase and Uppercase

11. Press Caps Lock and notice the Caps Lock light is ON. Now when you type, all letters will be uppercase.
12. Type `HELLO`.
13. Press this key again and notice the Caps Lock indicator is NOT ON.
14. Press Enter to go down a line.
15. Type `class` and notice all the letters are now lowercase. Press Enter to go down a line.

    Note: *Word* automatically capitalizes the **C** when you press Enter because it is at the beginning of a line.

Pressing the Tab key moves the cursor to the right 5 spaces

16. Press Tab and type `Monday`.
17. Press Tab again and type `Tuesday`.

Numeric keypad

18. Notice arrow keys are also on the Numeric keypad. Press them to see how the cursor moves.
19. Find Num Lock on the Numeric keypad and press it so that the indicator light is ON.
20. Now press those same arrow keys on the Numeric keypad and notice what happens. When **Num Lock** is ON, the number is typed rather than the arrow moving the cursor.
21. Press Num Lock again to turn it OFF.
22. Notice the commands **Pg Up** and **Pg Dn** are also on the Numeric keypad. These commands will only work when ***Num Lock*** is OFF. Click on the **X** in the top right corner of the screen to close *Word*. Do not Save.

Review Topics covered in today's class

- Microsoft Office suite
- Word – word processing software
- Excel – spreadsheet software
- PowerPoint – presentation software
- Special keys on the keyboard

What is the difference between *Microsoft Office* and *Microsoft Word*?

If you wanted to create a resume, what app would you use in the *Microsoft Office* suite?

How can *Microsoft Excel* be used?

What does *Microsoft PowerPoint* do?

How do you know if the **Numeric** keypad will type numbers?

What is the difference between the **Delete** key and the **Backspace** key?

How do you capitalize only one letter?