



GETTING STARTED WITH COMPUTER

Content

- Types Of Computer
- Peripheral Devices
- Types Of Computer Port And Their Functions
- Computer Security And Maintenance

THE COMPUTER MOUSE

In order to use the mouse effectively, it is important to hold the mouse as seen in the picture. The rest of your fingers should rest on the sides of the mouse to help you move it.

The button on the right is often used to show a menu of options. pressing down the right button is called **right clicking**.

When you want to select a task on a computer, you move the mouse to where want then press down on the button on the left on the mouse. This is called **left clicking**.



The pointer of a mouse appears on the computer screen based on the task you are doing.

Normal: The pointer will look like an arrow when the mouse is just moving around the screen, this helps you to open a task.

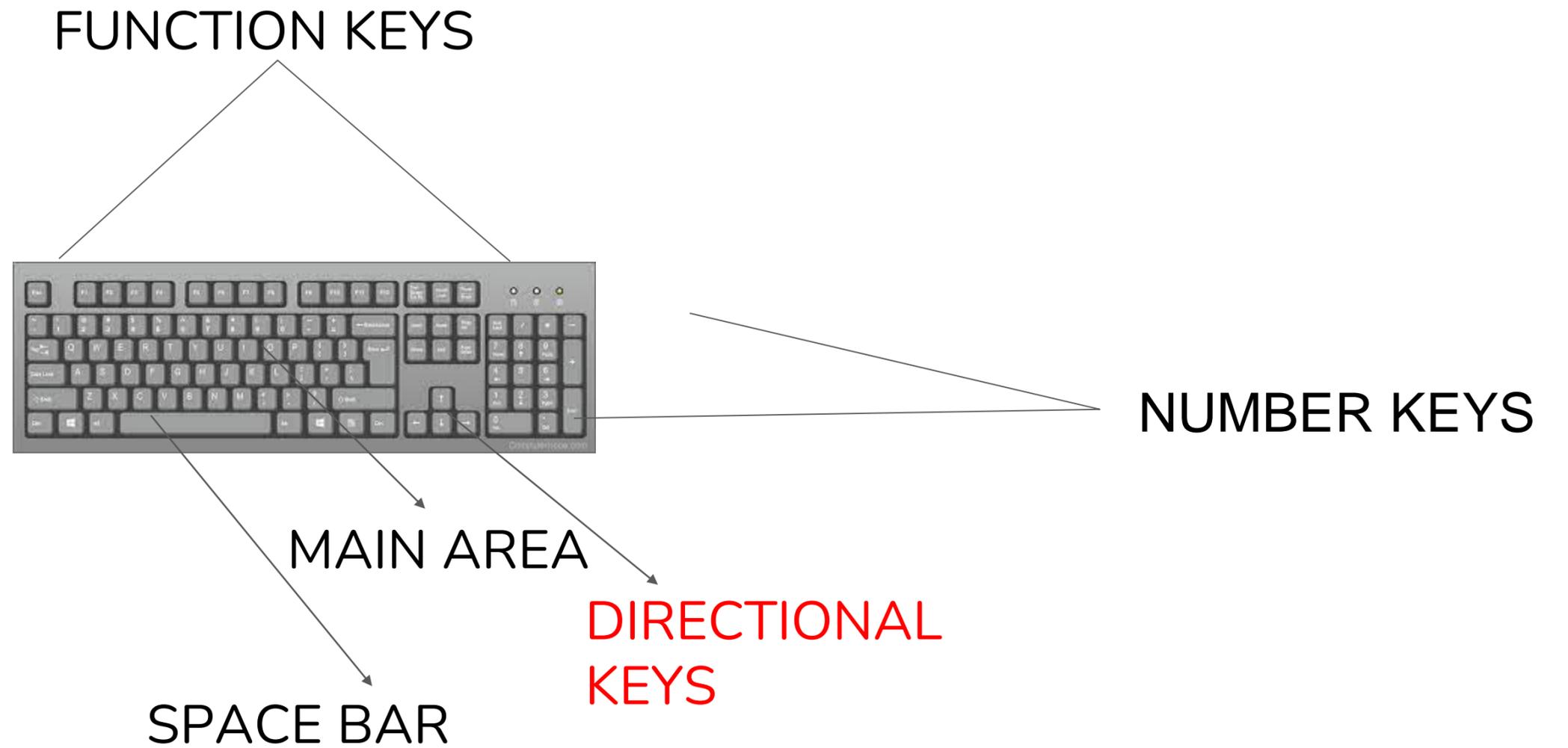
Link: The pointer looks like a hand, when the pointer is on a link of a website.

Text: The pointer looks like a capital i, when it is on a text you can click on.

Busy: When the computer is thinking the hourglass appears to ask you to wait.

Resize and Move: The pointer appears as an arrow when you are resizing and moving arrows.





The keyboard is one of the main ways of communicating with the computer.

There are section of keys on the keyboard, the main portion of a keyboard include keys you will use often.

The Directional Key: This help you move round documents with arrows.

The Number Keys: They are located in two places on the keyboard, they are in the main section above the letters and in the number pad on the right of the keyboard.

Function Keys: At the top of the keyboard you will find the function keys, which have more specific uses.



Space Bar: This help you to add a blank space.

Shift: This key is used in either capitalizing a letter or to access the symbols above the number keys and punctuation keys. when you hold down the shift key, either the capital letter is typed or you are typing the icon that appears on top.

Backspace: (on most keyboards this is delete)- you use this button to delete something you typed wrongly.

Enter: This is the key that helps you submit something or go to the next step. You press enter to go to the next line in word processing document.

Caps Lock: When you press this button everything you type will be capitalized. to return to lowercase letter you press the button again.

Tab key: This button is use if you want to indent a word processing document, you can also use to jump to the field if you are filling a form.

Arrow keys: This are navigation keys which help you go up, down, left and right when you are working on your computer.

Number Lock keys: Some keyboards have number pad on the side, if you turn on the number lock, the number pad will display numbers, if you turn off the number lock the number pad will becomes a navigation pad like the arrow keys.

THE COMPUTER PORT

The hardware parts that are used with a computer, such as the mouse, the keyboard, USB, etc, connects to the computer through plugs that are called ports.

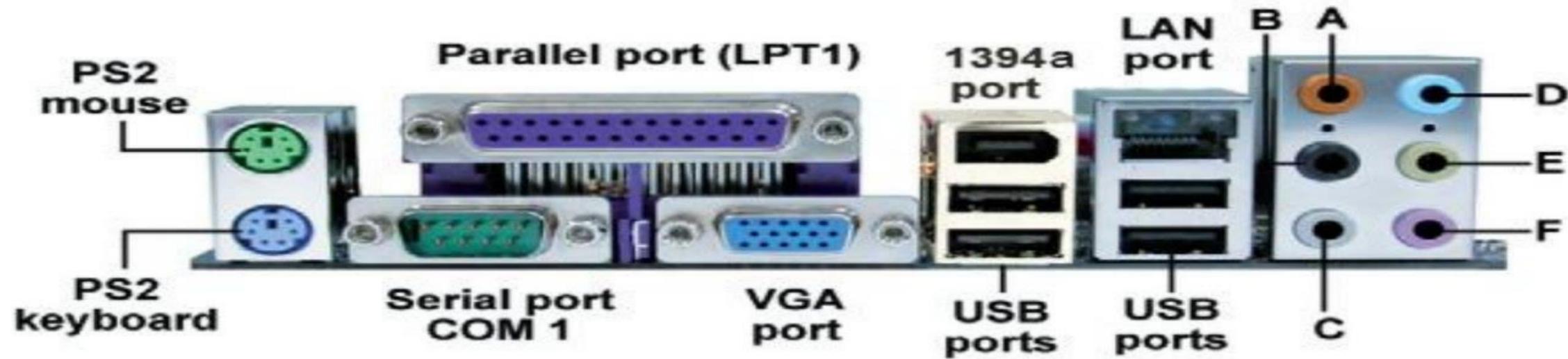
These ports are often found at the back of the computer box for desktop and on the sides for laptops.

Two of the most common ports you will see yourself using are the usb and the headphone jacks.

The USB ports are the most common for things like the mouse, the keyboard and the web camera.

DIFFERENT TYPES OF A COMPUTER PORT

-
-



FUNCTIONS OF COMPUTER PORTS

A Computer port is a connection point with an interface which an external device such as printer, mouse, keyboard, scanner, etc.

This allows communication and data to flow between the computer and the external device.

EXAMPLES:

USB: Universal Serial Bus(USB): This is used to connect all kinds of external devices, such as HARD DRIVE, SCANNER, KEYBOARD, MOUSE, PRINTER, CAMERA, ETC.

FIREWIRE PORT: This is used to transfer large amount of data fast, usually, camcorders and other video equipment use this port .

VIDEO GRAPHICS ARRAY(VGA): This is used to connect a projector to a computer .

DIGITAL VIDEO INTERFACE (DVI): This is a high-speed digital interface between the computer's display controller and video output device like a monitor or projector, This video interface was developed to enable the lossless transmission of digital video signals and to replace analogue VGA technology.

HIGH DEFINITION MULTIMEDIA (HDMI): This is a digital interface that connects High Definition and Ultra High Definition devices. These are such as computer monitors, HDTVs, Blu-Ray players, gaming consoles, and High Definition Cameras.

DISPLAY PORT: Display Port is a digital display interface with optional multiple channel audio and other forms of data. It is developed to replace VGA and DVI ports as the main interface between a computer and a monitor. Apart from video, it can also carry audio, USB, and other forms of data. It is backwards compatible with other interfaces, such as HDMI and DVI.

ETHERNET OR NETWORK PORT: This is a type of computer port used to connect the network cable to a computer. Cable plugged into this port can lead either to a network hub, cable modem,

eSATAp PORT : eSATAp, which is also known as Power over eSATA, Power eSATA, eSATA/USB Combo, eSATA USB Hybrid Port/EUHP) is a combination connection for external storage devices. This is among the latest types of computer ports. An eSATA or USB device can be plugged into an eSATAp port.

COMPUTER SECURITY AND MAINTENANCE

SECURITY: Computer security is the protection system that is installed in the computer systems in order to protect the important data and information that is stored in the computer from unauthorized access.

IMPORTANCE OF COMPUTER SECURITY:

1. To Protect Personal Information
2. To Protect Company Properties
3. To Protect From Unauthorized Access
4. To Prevent Malware and Viruses
5. To Prevent Data Theft

COMPUTER MAINTENANCE

Maintenance is keeping your computer in good state of repairs through regular cleanings, hard drive updates, and Virus prevention. There are two main component of computer maintenance;

PREVENTIVE AND CORRECTIVE MAINTENANCE: Preventive maintenance involves taking measures to help keep the system functioning, whereas corrective maintenance involves the replacement or repair of a system or its components after they have already failed.

TIPS FOR COMPUTER MAINTENANCE:

1. Updating your operating system
2. Unplug to avoid overcharging
3. Purge your system of junk files and programs
4. Run regular Anti- virus scan
5. Clean the keyComputer board and case
6. Update your passwords



THANK YOU

INTRODUCTION TO ICT

Content

- Introduction to ICT
- Meaning of ICT
- Types of ICT
- Components of ICT
- Benefits of ICT
- Fundamental of Internet Usage
- Features of Internet
- Internet Usage
- Communication Using Digital Platform
- Examples of Digital Communication
- Communicate Safely Online
- Search Engine and Online Communication
- Good Practice for Internet Safety

MEANING OF ICT

Information and communication technology refers to a connected system of interactive tools and technologies that are used to create, store, process, send and receive information. ICT helps in two amazing ways **CREATIVITY AND PRODUCTIVE**

CREATIVITY:

- Quality assurance, Learning tools, Standards, Participative, and Building community.

PRODUCTIVITY

- Quality control, teaching machines, and delivery content.

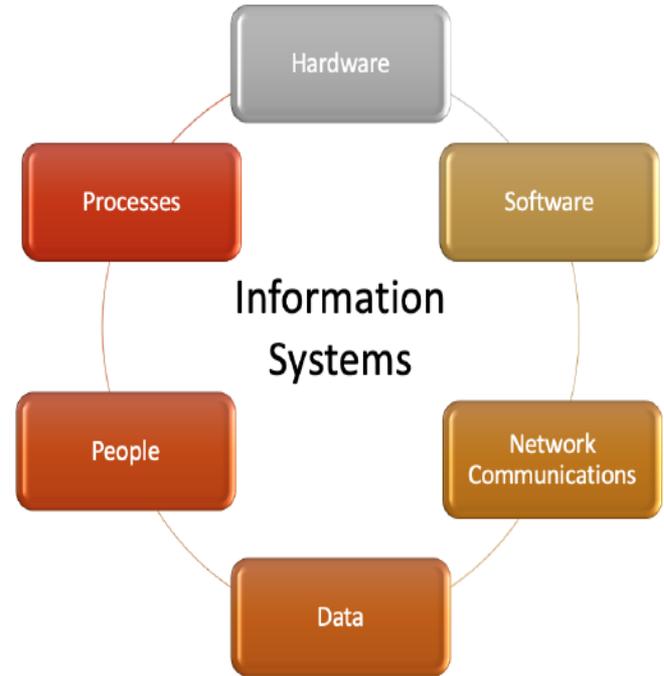
TYPES OF ICT

1. Information System
2. Broadcasting
3. Data Networks
4. Satellite Communication
5. Telecommunication

COMPONENTS OF ICT

ICT has six main components

1. Hardware
2. Software
3. Network communication
4. Data
5. People
6. Process



- **HARDWARE:** This is the component of an information system that can be seen and touched. E.g keyboards, mouse, computer chip and motherboard.
- **SOFTWARE:** Software is a set of instruction that tells the hardware what to do, it can not be touched.
- **DATA:** This is the collection of non-disputable raw facts.
- **NETWORK COMMUNICATION:** This refers to a set of protocols that allows application programs to communicate with each other without regard to the hardware and operating systems where they are run.

- **PEOPLE:** This means that there are many different categories in the development and management of information systems to help organizations to create value and improve productivity, such as: USER, TECHNICAL DEVELOPERS, BUSINESS PROFESSIONALS, AND IT SUPPORT.
- **PROCESS:** This is the steps used by a running program with which data is create, transmit, store or shared.

BENEFITS OF ICT

1. Communication
2. Job Creation
3. Easy understanding of complex structure
4. ICT Promote Strategic Idea
5. Greater availability
6. Cost effectiveness
7. ICT cuts across cultural barriers
8. Globalization

FUNDAMENTAL OF INTERNET USAGE

The Internet is a **global network** of billions of computers and other electronic devices, that makes it possible to access any information, communicate with people and do much more.



FEATURES OF INTERNET

- It is collaborative; anyone on the internet can share and receive information.
- It can be accessed on any device.
- Accessibility.
- Low cost.
- Flexibility of communication.
- Easy to use.

INTERNET USAGE

There's almost no limit to what you can do online. The Internet makes it possible to quickly find information, communicate with people around the world, manage your finances, shop from home, listen to music, watch videos, and much, much more.

Some of the ways the Internet is most commonly used

1. Finding information online
2. Sending and receiving an Email
3. Social networking
4. Chat and instant messaging
5. Online media

Communication using Digital platforms and tools

A communication platform is a software solution that facilitates external and internal messaging. It utilizes many channels, including phone, video conferencing, task management, and team messaging.



EXAMPLES OF DIGITAL PLATFORM

1. Email
2. Facebook
3. Slack
4. Whatsapp
5. Dropbox
6. Microsoft Team
7. Zoom
8. Google Meet
9. Streamyard

COMMUNICATE SAFELY ONLINE:

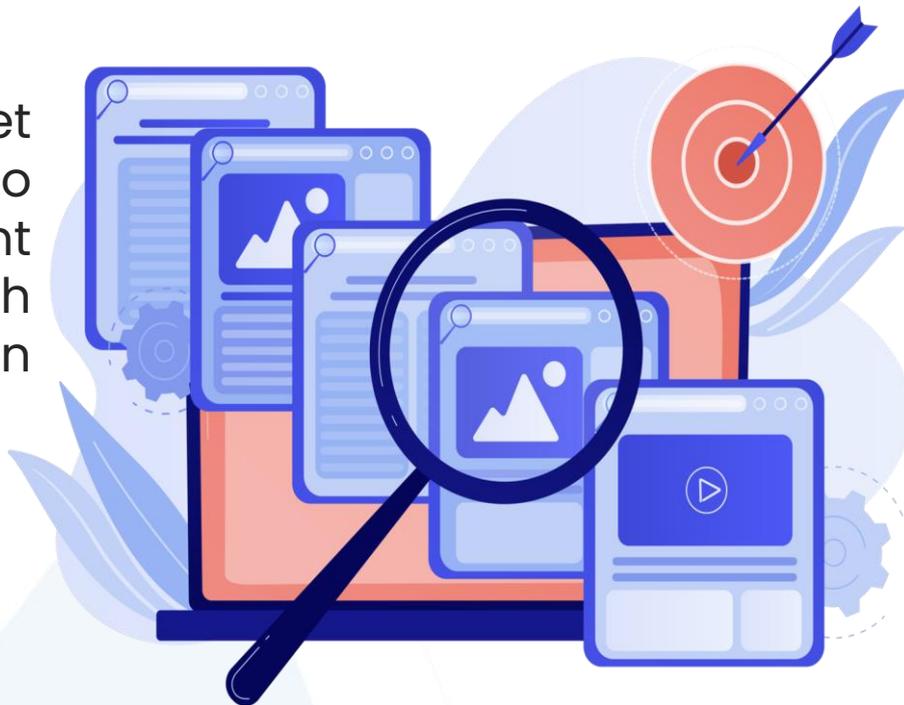
You don't always know for sure who you're talking to when you're on the internet, and every day online predators pretend to be people they aren't. Here are some tips you can use to keep yourself safe when communicating online

- **Listen to your instincts:** If someone makes you feel nervous or uncomfortable by asking probing questions or trying to get information out of you, stop communicating with them right away.

- **Limit what you share:** Online predators often try to get you to share personal information through emails or other messaging services. Just like you wouldn't share personal information with a stranger on the street, don't share information with strangers online, either.
- **Keep your distance:** Think twice about meeting someone in person that you have only talked to online. Online predators often use social media to pretend to be someone else by setting up fake profiles.

Search Engines and Online Communication

Search engines are internet features that allow users to search the internet for content using keywords. Search engines make this information easier to find.



Examples of Search Engines



Aol



Duckduckgo

GOOD PRACTICES FOR INTERNET SAFETY

- Keep personal information professional and limited.
- Keep your privacy settings on.
- Practice safe browsing.
- Make sure your internet connection is secure.
- Be careful what you download.
- Choose alphanumeric passwords
- Make online purchases from secure sites.
- Be careful what you post.
- Be careful who you meet online keep your antivirus program up to date.



THANK YOU

USING A PC (WINDOWS 10)

Content

CONTENT

- What is Windows?
- Windows 10
- Working from desktop
- Files and folders
- Saving and closing files
- Deleting files

WHAT IS WINDOWS

Windows are a group of proprietary graphical operating system that handles the function of a computer, to make sure everything is working together.

When you turn on your computer, the operating system begins running behind the scenes, managing the different programs and processes.

Most personal computers(pcs) come with a version of windows operating system.

WINDOWS ELEMENTS

1. File Menu Bar
2. Tile Bar
3. Minimize
4. Close
5. Toolbar
6. Vertical Scroll Bar
7. Resize Corner
8. Horizontal Scroll Bar
9. Status Bar

WINDOWS 10

- Windows 10 is the latest version of operating system developed by microsoft.
- It is the successor of windows 8.1
- It was release on july 29 2015,
It has good features such as;
- Microsoft edge web browser,
- A virtual desktop system,
- A window and desktop management feature called the task view.
- It has support for fingerprint and face recognition login.

HOW TO RESIZE A WINDOW

Basic resize in windows:

- **Minimize:** Click the dash-like button on the top right corner of your computer it collapses the to the taskbar.
- **Maximize:** Click the which look like a box or two boxes on the top right corner of the computer.

HOW TO RESIZE A WINDOW USING THE WINDOW KEY AND KEYBOARD

If you are using windows 7,8,10 or 11 use the Windows key and the left arrow key this resizes and arrange the window to fit the left half of the screen and the Window key and right arrow key resizes the window to fit the right half of the screen.

KEYBOARD SHORTCUTS:

- Press ALT+SPACEBAR To open the windows menu
- If the window is maximized, arrow down to RESTORE and ENTER
- Press ALT+SPACEBAR again to open window menu, arrow down to SIZE and ENTER

WORKING FROM DESKTOP

The window is similar to the top of a desk in your offices or home.

Where you keep papers in folders, and other items that you need to get things done, such as:

A calculator for maths and a pen for writing.



Just as you have folders on your wooden desk you also have tools and folders on your computer desktop. Here are some of the elements on the computer desktop

The taskbar displays frequently used applications, such as microsoft edge, file explorer etc. The taskbar displays currently open apps.

Desktop shortcuts: these are icons that reside on the desktop and provide a shortcut to opening a software program or files, functioning much like tiles on the start menu.



Just like other applications, there are number of ways you can open a file.

We can open files from the desktop, folders or other shortcuts on the computer.

You double click this file icon on the desktop to open it anytime you open a file it will open inside a related software application.

A folder provides a method of holding and organizing files.double clicking a folder will show you files inside that folder.

FILES AND FOLDERS

A computer file stores information that an application can access, the information could include text like:

Letters

Pictures,

Videos

Music.

SAVING AND CLOSING FILES

When working on a file, and you want to return to it later after closing it, you will have to save your work.

To save a file, click on the file tab from the menu at the top of the window. Typically you will see “save” and a “**save as**” option.

If you have save the file before and would like to keep the same name and location of the file and click the save option.

If it's the first time of saving the file select save as a “**save as**” window will open. this allow you to select where to the save file be located on your computer.

DELETING FILES

Knowing how to delete files and folders that you no longer need will help you keep your windows from becoming too cluttered.

Locate the file or folder you want delete.

Right-click the file or folder you want to delete and choose delete.

Click yes to delete the file.



THANK YOU

INTRODUCTION TO EMAIL

Content

- What is email
- Difference between traditional mail and an email
- Advantages of an email
- Features of an email
- Composing an email
- Working with attachment
- Organizing your email
- Email productive tools
- Setting signature to your email
- Vacation response
- Contacts and calendar
- Email etiquette and safety
- Time saving email tips
- Some companies email policies

WHAT IS AN EMAIL

Email is a short for Electronic mail. An email is a way of sending and receiving messages across the internet instead of being sent through post.

You can attach photos, and documents.

DIFFERENCE BETWEEN TRADITIONAL MAIL AND AN EMAIL

ADDRESS:

Traditional mail is sent by addressing the mail with recipient name, street address, city, state and zip code.

Email an email is address by using the recipient username and the email provider domain name. E.g digigirls@gmail.com

DELIVERY:

Traditional mail is delivered in a sealed envelope through a post office to a home by a mail carrier.

Email an email is delivered electronically across internet, it is received in the recipient inbox through an email service provider.

TIME:

Traditional mail can take days, weeks, months before being received.

Email is delivered instantly or within a few minutes.

ADVANTAGES OF EMAIL

- 1. Productivity tools:** Email is usually packaged with a calendar, address book, and more for convenience and productivity.
- 2. Accessible anywhere at any time:** You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.
- 3. Easy mail management:** Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management.
- 4. Privacy:** Your email is delivered to your own personal and private account with a password required to access and view emails.

SETTING UP AN EMAIL

Now is time to set up your own personal email.

So we will be using a free email service provider call Gmail(Google mail)

As an added advantage also gives you a Google login which can be use to access other Google sites and services.

The first to do to get your Gmail account set is to register.

Go to www.gmail.com

You have to fill some fields one-by-one

- Your first Name
- Your Last Name
- A username (username@gmail.com)
- Password (A password help keep your account safe)
- Your birthday
- Your gender
- Your location

FEATURES OF AN EMAIL

- Automatic reply messages
- Automatic forward and redirection of messages
- Facilities to send copies of messages to many people
- Addresses can be stored in an address book and can be retrieve instantly
- Notification if a message is delivered or not
- Email are automatically date and time stamped
- Signature can be attached
- Files, Graphics, and sound can be attached

COMPOSING AN EMAIL MESSAGE

First you will need a recipient's address.

In your Gmail account, click on COMPOSE button on the left. To send the email you will see

TO: This is where you put the recipient's address.

SUBJECT: This is to give a quick overview of the message.

CC: This is when you are sending the same message to multiple people.

BCC: This is when you are sending the message to multiple people but don't want them to know the each recipients.

BODY: This is where you type the main content of your messages



GO BEYOND EMAIL

WORKING WITH ATTACHMENT

Email attachment is a computer files (documents, images etc) sent along with an email message. More than one files can be attached to an email messages

- Email Attachment Etiquette: Always compress large attachments before sending them.
- Never send a large attachment without notice.
- Resize graphics to about 600 pixels.
- Never open an attachment from an unknown sender.

ORGANIZING YOUR EMAIL

How to use **LABEL** to organize emails.

To add **LABELS** to Gmail message:

- Log in to your Gmail account
- Select the check boxes in the message list to select several emails.
- Go to the toolbar and select the **LABELS** icon
- In the **LABEL AS** dialog box select the **LABEL** you want to apply.
- Choose **CREATE NEW** to apply a **NEW LABEL**

EMAIL PRODUCTIVE TOOL

Email productivity tools help make it easier for you to work remotely or on the go and stay connected with your team, projects and customers.

Email productivity apps can help you manage manage the versions, feedback and sign-offs of important documents while organizing file systems that make it easy to find what you need.

TOOLS:

- Boomerang for Gmail
- Microsoft MyAnalytics
- Right inbox
- Active inbox

SETTING SIGNATURE TO YOUR EMAIL

ON COMPUTER:

- Open your Gmail
- At the top right, click setting > click all setting
- In the "Signature" section, add your signature text in the box. If you want, you can format your message by adding an image or changing the text style.

Tip: Your image also counts toward the character limit. If you get an error, try to resize the image.

- At the bottom of the page, click save changes!

VACATION RESPONSE

If you'll be away from your Gmail account, like on a vacation or without access to the Internet, you can set up a vacation responder to automatically notify people that you won't be able to get back to them right away.

SET UP YOUR VACATION REPLY

- Open you Gmail
- In the top right click setting > click see all setting
- Scroll down to " Vacation responder" section
- Select Vacation responder On
- Fill in the Date range, Subject and message
- Under your message, check the box if you only want your contacts to see your vacation reply.
- At the bottom of the page click SAVE CHANGES

NOTE: If you have a Gmail Signature, it will be shown at the bottom of your VACATION RESPONSE

CONTACTS AND CALENDAR

Most email providers offer an online calendar and address book that makes it easy to stay organized and access your important information from anywhere.



CONTACT BASICS

Online contacts lists help you organize contact information for your friends, family, and coworkers, just like an address book. Once people are added to your contacts list, it's easy to access their information anytime and anywhere.

ADDING CONTACT: When you create a new contact, you should enter a first and last name, as well as an email address. In most email accounts, the name and email of anyone you correspond regularly with will be added to your contacts list automatically.

SELECTING CONTACTS: Once you've added people to your contacts list, remembering an email address is easy. Whenever you create a new email, you can select the To or Add Recipients button. Then choose recipients from your contacts list. The contacts' email addresses will be added automatically to the message.

LINKING CONTACTS: If you already have a lot of contacts saved in another web-based service, such as Facebook or LinkedIn, it's easy to link them between accounts, which can save you a lot of time. For example, you could import your Facebook contacts to your webmail service or use your existing contacts list to search for friends on Facebook.

CONTACT GROUPS: If you frequently connect with the same group of people, you can create contact groups for quick access. This allows you to quickly sort your contacts by type. For example, you might use one group to organize your personal contacts and another for professional contacts.

CALENDAR BASICS

Online calendars make it easy to schedule appointments, organize tasks, and manage your time, just like a desk calendar. But unlike a physical calendar, online calendars give you the freedom to quickly edit and rearrange your schedule whenever you want. You'll even be able to access your calendar on the go and sync it across multiple devices, like your mobile phone and personal computer.

CREATING APPOINTMENTS: It's easy to schedule, track, and edit upcoming appointments or events. When you create a new appointment, you should include a title, start and end time, and location, but you can also include other information, such as reminder preferences, detailed notes, and more.

Calendar

[Today](#)
< >
Day
Week
Month
4 Days
Agenda
More ▾
⚙️ ▾

CREATE ▾

▾ July 2016 < >

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

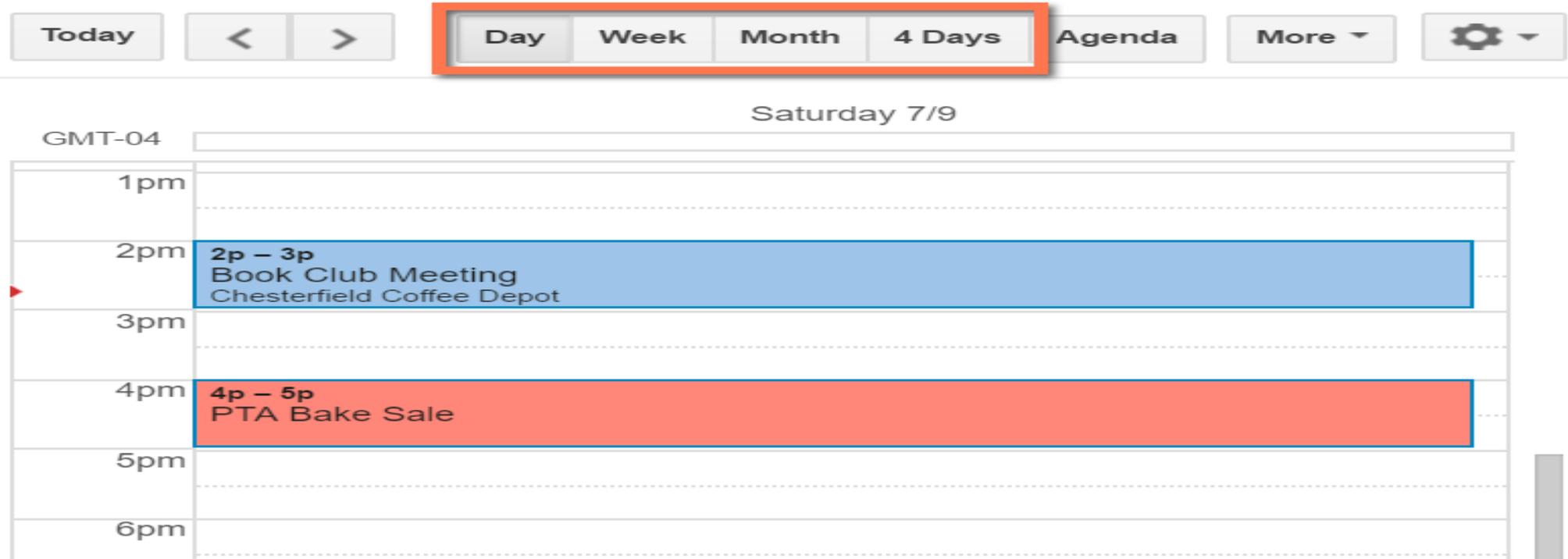
▶ My calendars

▶ Other calendars

[Terms](#) - [Privacy](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	Jul 1	2 BBQ
3	4 Independer	5	6	7	8	9
10	11	12 11:30 Yoga	13	14	15	16
17	18	19	20	21 Networking	22	23
24	25	26	27	28	29	30
31	Aug 1	2	3	4	5	6

SWITCHING VIEWS: It's easy to schedule, track, and edit upcoming appointments or events. When you create a new appointment, you should (at the very least) include a title, start and end time, and location, but you can also include other information, such as reminder preferences, detailed notes, and more.



Today < > Day Week Month 4 Days Agenda More ▾ ⚙ ▾

GMT-04

Saturday 7/9

1pm	
2pm	2p - 3p Book Club Meeting Chesterfield Coffee Depot
3pm	
4pm	4p - 5p PTA Bake Sale
5pm	
6pm	

USING MULTIPLE CALENDAR: If you keep a lot of different appointments, you can create multiple calendars to help organize your schedules. For example, you might use one calendar to keep track of your personal tasks and company task. Each calendar is assigned its own color, so it's easy to organize lots of different appointments.

SHARING CALENDAR: You can share your calendar with anyone who uses the same webmail provider. Once you've shared a calendar, you'll be able to view and even edit a friend's calendar, depending on your sharing preferences.

EMAIL ETIQUETTE AND SAFETY

Like any form of online communication, it's important to practice good etiquette and safety when using email. **Etiquette** is a set of rules and guidelines that people use to communicate more effectively. You should also know how to **protect yourself** from certain risks, like malware and phishing.

Tips for email success

Here are some **basic rules** you can follow to write better emails, no matter who you're emailing.

EMAIL ATTACHMENT ETIQUETTE

Attachments are an easy way to share files, photos, and more, but many people aren't aware of some of the most common attachment mistakes.

- 1. MENTION INCLUDED ATTACHMENT:** Never attach a file without mentioning it in the body of your email. Something as simple as "I've attached a few photos to this email" will help your recipients know what to expect.

- 1. CONSIDER FILE SIZE AND FORMAT:** Avoid sending excessively large attachments or uncompressed photos, which can take a long time for your recipients to download. Use universal file types like .PDF, .RTF, and .JPG.

3. **ONLY INCLUDE RELATED FILES:** If you need to send a lot of different files to the same person, consider sending the attachments through multiple emails. If you include several unrelated files in the same email, it can be difficult for your recipients to find the exact file they need.

4. **SEPARATE YOUR PERSONAL AND WORK EMAIL:** You should never use your work email account for personal communication. It's best to get your own personal account from a webmail service like Gmail, Yahoo!, or Outlook.com

SAFETY : Avoid sending sensitive informations such as credit card numbers, and passwords

TIME SAVING EMAIL TIPS

Many email service providers have a variety of helpful time saving features. These features are pretty easy to use, that can help you to better organize your emails.

SELECTING MULTIPLE EMAILS: large number of emails you'd like to delete. It would be fairly time consuming to go through and individually delete each email. Luckily, most service providers have a feature that allows you to **select multiple emails**.

These are usually in the form of check boxes next to each of your emails. Once the emails are selected, you can then perform any action you want, including deleting, sorting, and archiving.

CREATING GROUPS: If you find yourself sending emails to the same people on a regular basis, it might be a good idea to create a group. Many Email service provider allow you to select various email addresses and save them as a single group. This way, you can simply select the group as the recipient instead of having to select each individual address. This feature can usually be accessed from the Contacts page of your email.

EMAIL FILTER: When you're receiving a lot of emails on a daily basis, it can be difficult to keep them organized. Luckily, various email service provider offer a feature called filters, which basically sort your emails into folders as you receive them. You can create filters that sort your email by various characteristics, including specific senders or recipients, keywords in the subject or body, and attachments.

SOME COMPANIES EMAIL POLICIES

1. Keep it professional: never convey anger, use profanity, or make racist.
2. Never share confidential information
3. Think before you send



THANK YOU

BASIC SEARCH AND WEB NAVIGATION

Content

- Finding the website
- Part of website
- Using search engine
- UNDERSTANDING urls
- How to set up a wi-fi network
- Configure your router
- Choosing a web browser
- INSTALLING AND UPDATING plug-ins
- How to update a plug-in

FINDING THE WEBSITE

The web is full of websites, so how to find a website becomes a question. Fortunately, there are tools built specifically for finding websites.

- **Use a Search Engines:** This makes finding the web very easy; most web browser like CHROME, FIREFOX AND EDGE have search box built in.
- **Browser A Web Directory:** if you don't know the name of a website use a web directory.

PART OF A WEBSITE

There are different parts of a website;

THE HEADER: The header is responsible for showing visitors the website's company logo, the primary & secondary navigation menus, and contact information. The header is normally at the very top of the page.

THE HERO SECTION: A hero section is like the page header but is strictly for homepages. Hero sections are used to help convey your products and services to your visitors on your homepage.

A PAGE HEADER: A page header is a section below the main header, and it typically states the page title to the visitor.

The content section: your content section is where all of your page information goes. This is where the bulk of your titles, paragraphs, images, and forms will go in your website. The content section is known as the biggest part of the page.

The sidebar section: sidebar sections are responsible for showing visitors additional navigation, and filtering options depending on what the site requires.

A footer section: the footer is at the very bottom of your website and normally should include your contact information, logo, and some navigation. You should also include links to any important legal information you need to include with your website like a privacy policy or terms & conditions.

USING SEARCH ENGINE

A search engine is a web-based tool that help users to locate information on the WORLD WEB WIDE(www). They search the world wide web in a systematic way for a particular information specifically ask my the user.Examples; GOOGLE CHROME, BING, YAHOO.

THE SEARCH ENGINE INDEX: The search engine index are web pages that have been discovered by the search engine and are added into a data structure. The index take notes of key signals of contents such as:

- Keywords
- The relevance of the contents
- The freshness of the page
- The previous user engagement

UNDERSTANDING URLs

Every time you click a link on a website or type a web address into your browser, it's a **URL**. URL stands for Uniform Resource Locator. Think of it like a street address, with each portion of the URL as different parts of the address, and each giving you different information.

SCHEME: Every **URL** begins with the **scheme**. This tells your browser what type of address it is so the browser connects to it correctly. There are many types of schemes, but for typical web browsing you will mostly see **http** and **https**. you don't need to type the scheme when typing a web address; instead, you can just begin with the **domain name**.

DOMAIN NAME: The **domain name** is the most prominent part of a web address. Typically, different pages on the same site will continue to use the same **domain name**. E.g, <http://www.digigirls.org>

Domain name

FILE PATH: The **file path**—often just called the **path**—tells your browser to load a specific page. If you don't specify a **path** and only enter a **domain name**, your browser is still loading a specific page; it's just loading a default page, which usually will help you navigate to other pages.

<http://www.digigirls.org/reading/grammar>

PARAMETER: Some **URLs** include a string of characters after the path—beginning with a question mark—called the **parameter string**. You have probably noticed this part of a **URL** appear in your address bar after performing a search on Google or YouTube. The parameter string can be clear or confusing to a human user, but it is critical information for the server.

www.youtube.com/watch?v=dQw5w6WgXcQ

PARAMETER

ANCHOR: Also appearing after the path, the **anchor** tells your browser to scroll to or load a specific part of the page. Usually the **anchor** begins with a hashtag and is used to direct your browser to a specific part of a very long page, much like a bookmark. Different **anchors** don't load different pages; they simply tell the browser to display different parts of the page.

digigirls.com/wiki/j,r,r_digigirls#writing

ANCHOR

HOW TO SET UP A WI-FI NETWORK

To create your own Wi-Fi network, you'll need a **wireless router**. This is the device that will broadcast the Wi-Fi signal from your Internet modem throughout your house. Some Internet modems may already have a built-in wireless router, which means you won't need to purchase a separate one

HOW TO SET UP A WI-FI NETWORK

CONNECT THE CABLE:

- Connect the router to your existing Internet modem.
- Connect an Ethernet cable from your modem to the wireless router (there is usually a short Ethernet cable included with your wireless router for this purpose)
- Plug in the power cable for the wireless router.
- Wait at least 30 to 60 seconds, and make sure the lights on your router are working correctly.

CONFIGURE YOUR ROUTER

Use your computer to configure your router's default settings. This includes setting a **unique name** and **password** for your wireless network.

- Using your web browser, enter the **router's default IP address** into the address bar, then press **Enter**. Your router's instructions should include this information, but some of the most common addresses include **192.168.0.1**, **192.168.1.1**, and **192.168.2.1**.

- The router's sign-in page will appear, most routers use a standard user name and password combination, such as **admin** and **password**.
- Your router's settings page will appear. Locate and select the **Network Name** setting, then enter a unique network name

- Locate and select the **Network Password** setting, and choose an Encryption option. There are several types of **encryption** you can use, but we recommend **WPA2**, which is generally considered to be the most secure
- Enter your desired password. Make sure to use a **strong password** to help ensure no one else can access your network.
- Locate and select the **Save** button to save your settings.

CONNECT

Now you're ready to connect to your Wi-Fi network and make sure it's working. The process for connecting to a Wi-Fi network will vary slightly depending on what type of computer or device you're using, but any system will require these basic steps;

- Locate your computer's network settings, and search for nearby Wi-Fi networks.
- Select your network and enter your password
- If your connection is successful, open your web browser and try navigation to a webpage, if the page loads it means your wi-fi connection is successful

CHOOSING A WEB BROWSER

A **web browser** is a type of software that allows you to find and view websites on the Internet.

It's always a good idea to keep **at least two web browsers** on your computer or mobile device. This way, if a website isn't working correctly you can try opening the page in a different web browser.

CHOOSING A WEB BROWSER

The best browser depends on the kind of device you're using, using a PC or ANDROID **Google Chrome** is probably the best web browser right now for PCs. It's free to download, it's very fast, and it's secure. Chrome is also the default web browser for many Android devices.

Using an iphone,ipad or Mac **Safari** is the default web browser for Mac computers and iOS devices, including the iPhone and iPad

OTHER RECOMMENDED WEB BROWSER

Firefox: This free web browser from Mozilla works on Windows, Mac, and Android.

Opera: Originally released in 1994, the Opera web browser has been around much longer than Firefox and Chrome.

INSTALLING AND UPDATING PLUGINS

Plug-ins are small applications that allow you to view certain types of content within your web browser. Common plug-ins include **Adobe Reader**, which lets you view PDF files in your browser; and **Microsoft Silverlight**, which is often required for video sites like Netflix. You might also be familiar with some older plug-ins, such as **Adobe Flash Player**, **Java**, and **QuickTime**.

INSTALLING AND UPDATING PLUGINS

Note: If you're using a mobile device instead of a laptop or desktop, you won't need to worry about updating your plug-ins manually.

HOW TO INSTALL OR UPDATE A PLUG-IN

To do this, go to a search engine like Google, then search for **update** or **install** [***your plug-in name here***]. e.g search for **update adobe flash player**. In most cases, you'll find the correct page at the very top of the search results.

Locate and select the **Download** or **Install** button. Some plug-ins may also try to install additional software, so be sure to deselect any offers like this. Locate and double-click the **installation file** (it will usually be in your **Downloads** folder).

Note that you'll need to close your web browser before you can install a plug-in.

Follow the instructions that appear. The plug-in will be updated to the most recent version.

In many cases, your browser will open automatically to a new page, confirming the installation. This means the plug-in is ready to use whenever you need it.



THANK YOU

GOOGLE DRIVE

Content

- About google drive
- Getting started with google drive
- Accessing google drive
- Creating new files
- Uploading and syncing files
- Uploading files and folders
- Managing your files
- Organizing your files
- Sharing and collaborating files
- Downloading and printing files

ABOUT GOOGLE DRIVE

Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations

Google Drive is one of the most popular cloud storage services available today.

GETTING STARTED WITH GOOGLE DRIVE

In order to use Google Drive, you will need a **Google account**. Google accounts are free.

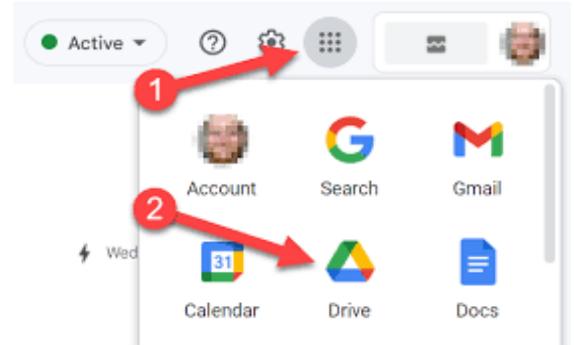
TO CREATE A GOOGLE ACCOUNT;

1. Go to www.google.com. Locate and select the **Sign in** button in the top-right corner of the page.
2. Click create an account.
3. The **sign-up** form will appear. Follow the directions and enter the required information.

4. Next enter your **phone number**. Google will send a verification code to your phone that you will use to complete the sign-up process.
5. Enter the **verification code** sent to your phone and click **Verify**.
6. The personal information page will appear. Follow the directions and enter your information, including your birth date and gender.
7. Review Google's **Terms of Service** and **Privacy Policy**, then click **I agree**.

ACCESSING GOOGLE DRIVE

Once you've set up your Google account, you can access **Google Drive** by going to <http://drive.google.com> in your web browser, You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the **grid icon** near the top-right corner, then clicking **Drive**.



CREATING NEW FILES

Google Drive gives you access to a suite of tools that allows you to **create** and **edit** a variety of files, including **documents**, **spreadsheets**, and **presentations**. There are five types of files you can create on Google Drive:

Documents: For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)

Spreadsheets: For storing and organizing information (similar to Microsoft Excel workbooks)

Presentations: For creating slideshows (similar to Microsoft PowerPoint presentations)

Forms: For collecting and organizing data

TO CREATE A NEW FILE

1. From Google Drive, locate and select the **New** button, then choose the type of file you want to create. In our example, we'll select **Google Docs** to create a new **document**.
2. Your **new file** will appear in a **new tab** on your browser. Locate and select **Untitled document** in the upper-left corner.
3. The **Rename** dialog box will appear. Type a **name** for your file, then click **OK**.
4. Your file will be **renamed**. You can access the file at any time from your Google Drive, where it will be **saved** automatically. Simply double-click to open the file again.

UPLOADING AND SYNCING FILES

Google Drive makes it easy to store and access your files online in **the cloud**.

Google Drive gives you **15 gigabytes** (15GB) of free storage space to **upload** files from your computer and **store** them in the cloud.

Once a file is uploaded you'll be able to **manage**, **organize**, **share**, and **access** it from anywhere. And because the files on Google Drive are **synced** across your devices.

There are two main types of files you can store on your Google Drive:

- **Files you can edit**, like Microsoft Office files, PDFs, and other text-based files
- **Files you cannot edit**, like music, videos.

UPLOADING FILES AND FOLDER

It's easy to upload files from your computer to Google Drive. If you're using the [Google Chrome](#) web browser, you can even upload **entire folders**.

TO UPLOAD A FILE:

1. From Google Drive, locate and select the **New** button, then select **File upload**.
2. Locate and select the **file(s)** you want to upload, then click **Open**.
3. The file(s) will be uploaded to your Google Drive.

TO UPLOAD A FOLDER:

1. Click the **New** button, then select **Folder upload**.
2. Locate and select the folder you want to upload, then click **OK**.
3. The folder and the files within it will be uploaded to your Google Drive.

MANAGING YOUR FILES

Google Drive offers several features to help you **manage** and **organize** them.

SEARCHING FOR FILES: **Searching** lets you look for specific files using words contained within the file or file name. To do this, locate the **search bar**, then enter the word or file name you're looking for.

MANAGING YOUR FILES

SORTING FILES: By default, your files are already sorted from newest to oldest. However, you can apply other sorts to put your files in a different order. To sort by name and last modified.

TO APPLY FILTER: **Filters** let you hide unimportant files and focus only on the ones you're interested in. For example, if you were looking for a **presentation**, you could use a filter to **narrow down** your visible files so you would only see presentations.

ORGANIZING YOUR FILES

Once you start adding files to Google Drive, you can use **folders** to help organize and group them. Folders in Google Drive work just like the folders on your computer.

TO CREATE A FOLDER

1. From Google Drive, click the **New** button, then select **Folder** from the drop-down menu.
2. A dialog box will appear. Enter a **name** for your folder, then click **Create**.
3. Your folder will appear on the left below **My Drive**. You may need to click the **drop-down arrow** to see your folders.

TO MOVES FILES INTO FOLDERS

1. Click and drag the file to the desired folder
2. The file will appear in the selected folder

To add multiple files to the same folder, press and hold the Ctrl key (or Command on a Mac), then click to select each desired file. When you're ready, click and drag the files to the desired folder.

SHARING AND COLLABORATING

Google Drive makes **sharing** your files simple. It also allows multiple people to **edit** the same file, allowing for **real-time collaboration**

TO SHARE FILES WITH PEOPLE:

1. Locate and select the file you want to share, then click the **Share** button
2. A dialog box will appear. In the **People** box, type the email addresses of the people you'd like to share the file with. If you want, you can add a **message** that will be emailed to the people you share the file with.

SHARING AND COLLABORATING

3. Click **Send**. Your file will be shared.

For more control over your files, you can click the drop-down arrow to decide whether people can **edit**, **comment** on, or simply **view** the file

TO SHARE WITH LINK

1. Locate and select the **file** you want to share, then click the **Share** button.
2. A dialog box will appear. Click **Get shareable link**.
3. A link to the file will be **copied** to your web clipboard. You can then **paste** the link in an email message or on the Web to share the file. When you're finished, click **Done**.

COLLABORATION

Whenever you **share** a file in a Google Drive format, you'll have the option to allow your co-editors to **change** and **edit** the file. Google Drive offers several tools that enhance **collaboration** by making it easier to communicate with your co-editors and to see which changes have been made and by whom.

Google Drive also has a feature called **Suggesting mode**, which is similar to the **Track Changes** feature in Microsoft Office. This allows each collaborator to make changes, while giving the other collaborators a chance to review the changes before making them permanent.

DOWNLOADING AND PRINTING FILES FROM DRIVE

There may be times when you want to **download** or **print** a file for **offline access**.

TO DOWNLOAD A FILE

1. Locate and right-click the file you want to download, then select **Download**.
2. The file will be downloaded to your computer

DOWNLOADING AND PRINTING FILES FROM DRIVE

TO PRINT A FILE

1. Double-click the desired file to open it.
2. Select **File** > **Print**.
3. The Print dialog box will appear, along with a **preview** of your file on the right. Choose the desired options, then click **Print**.



THANK YOU

PROTECTING YOUR ONLINE PRIVACY

Content

- Understanding browser tracking
- Example of when a website might track your online activity
- How cookies work
- How to avoid cookies

UNDERSTANDING BROWSER TRACKING

When internet is used a record of visited websites are recorded along with everything that was click. To track this information many websites save some piece of data, which is known as a **cookie** to your web browser, in addition to cookies many browsers use people's users account to track browsing activities.

UNDERSTANDING BROWSER TRACKING

It's important to understand how your online data is tracked and used.

There are many reasons a website might track your browsing activity. In some cases, it's simply to make your browsing experience faster and more convenient. But this data can also be used to determine your browsing habits and preferences.

Examples of when a website might track your online activity.

- Video sites like **YouTube** and **Netflix** collect information on the videos you watch, which helps them suggest more videos you might like.
- Online stores like **Amazon** and **eBay** keep a record of the different items you view and purchase, which helps them suggest other products you may want to buy.

Examples of when a website might track your online activity.

Search engines like **Google** keep a record of the things you search for. This can help them suggest more relevant searches, but it can also be used for advertising purposes.

HOW COOKIES WORK

Cookies store specific information on the websites you visit and the things you click on different sites. If you don't have an account on a particular site, this information is typically saved in a cookie to your web browser.

For example, a news website might use cookies to see if you've previously visited its site—and what articles you read on your last visit—so it can suggest more articles based on your previous choices.

HOW TO AVOID COOKIE

There are a few different ways to avoid cookie tracking. Some websites actually give you the option to **disable cookie tracking** on their site, although this may also disable certain site features.

If you want to opt out of cookies entirely, you could try enabling the **Do Not Track** setting in your browser. Most web browsers disable this feature by default, but it can usually be activated from the privacy settings.

HOW TO AVOID COOKIE

Do Not Track program is **voluntary**, so some sites may not honor this request. If you'd prefer to avoid cookies altogether, you could use a **private browsing mode** whenever you go online. This will prevent any cookies from being saved to your web browser.



THANK YOU

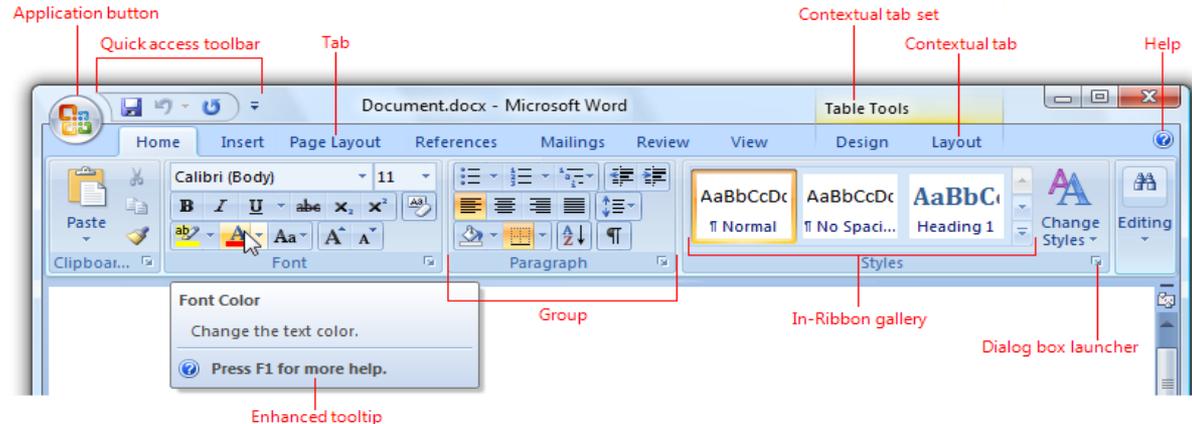
MS WORD

Content

- Working with word environment
- Getting started with word
- Working with text
- Working with objects

WORKING WITH WORD ENVIRONMENT

All recent versions of Word include the **Ribbon** and the **Quick Access Toolbar**, where you'll find commands to perform common tasks in Word, as well as **Backstage view**.



THE RIBBON

Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.

Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.

SHOWING HIDDEN RIBBON

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.

SHOWING HIDDEN RIBBON

- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time

THE QUICK ACCESS TOOL

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

THE QUICK ACCESS TOOL

TO ADD COMMAND TO QUICK ACCESS TOOL:

- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- Select the **command** you want to add from the menu.
- The command will be **added** to the Quick Access Toolbar.

THE RULER

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

- Click the **View** tab.
- Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



CREATING AND OPENING DOCUMENTS

Word files are called **documents**. Whenever you start a new project in Word, you will need to **create a new document**. A document can either be blank or from a template. You also need to know how to **open an existing document**.

To create a new blank document:

When beginning a new project in Word, you start with a new blank document.

- Select the **File** tab to access **Backstage view**.

TO CREATE A DOCUMENT FROM A TEMPLATE

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**.

- Click the **File** tab to access **Backstage view**, then select **New**.
- Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific.

TO CREATE A DOCUMENT FROM A TEMPLATE

- When you find something you like, select a template to preview it.
- A **preview** of the template will appear. Click **Create** to use the selected template.
- A new document will appear with the **selected template**

TO OPEN AN EXISTING DOCUMENT

In addition to creating new documents, you'll often need to open a document that was previously saved.

- Navigate to **Backstage view**, then click **Open**.
- Select **This PC**, then click **Browse**. You can also choose **from Drive** to open files stored on your Drive.
- The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.
- The selected document will appear.

SAVING AND SHARING DOCUMENT

When you create a new document in Word, you need to know how to **save** it so you can access and edit it later.

SAVE AND SAVE AS

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

SAVING AND SHARING DOCUMENT

Save: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time.

Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

TO SAVE A DOCUMENT

- Locate and select the **Save** command on the **Quick Access Toolbar**
- If you're saving the file for the first time, the **Save** pane will appear in **Backstage view**.
- You'll then need to choose **where to save** the file and give it a **file name**. The **Save** dialog box will appear. Select the **location** where you want to save the document.
- Enter a **file name** for the document, then click **Save** You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

SHARING DOCUMENTS

Word makes it easy to **share and collaborate** on documents using **Drive**. When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

SHARING DOCUMENTS

TO SHARE A DOCUMENT:

- Click the **File** tab to access **Backstage view**, then click **Share**
- A **Send Link** window will appear.

WORKING WITH TEXT

TEXT BASIC: Learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

USING THE INSERTION POINT TO ADD TEXT: The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

WORKING WITH TEXT

Blank document: When a new blank document opens, the insertion point will appear in the top-left corner of the page.

Adding spaces: Press the **spacebar** to add **spaces** after a word or in between text.

- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.
- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.
- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

SELECTING TEXT

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

TO SELECT MULTIPLE LINES OF TEXT;

- Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.
- Click the mouse. The line will be selected.

SELECTING TEXT

- To select **multiple lines**, click and drag the mouse up or down.
- To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. You can also press **Ctrl+A** on your keyboard.

Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

TO DELETE TEXT

There are several ways to **delete**, or remove, text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key. If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

FORMATTING TEXT

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

FORMATTING TEXT

TO CHANGE FONT SIZE:

- Select the text you want to modify.
- On the **Home** tab, click the Font Size drop-down arrow. Select a font size from the menu
- The font size will change in the document.

TO CHANGE FONT

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

- Select the text you want to modify.
- On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
- Select the font style you want to use.
- The font will change in the document.

TO CHANGE THE FONT COLOUR

- Select the text you want to modify.
- On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
- Select the font color you want to use. The font color will change in the document.

TO USE BOLD, ITALIC, AND UNDERLINE COMMAND

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

- Select the text you want to modify.
- On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group.
- The selected text will be modified in the document.

TO HIGHLIGHT TEXT

Highlighting can be a useful tool for marking important text in your document.

- Select the text you want to highlight.
- From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
- Select the desired highlight **color**. The selected text will then be highlighted in the document.

TO HIGHLIGHT TEXT

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

TO CHANGE TEXT ALIGNMENT

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

- Select the text you want to modify.
- On the **Home** tab, select one of the four alignment options from the **Paragraph** group.
- The text will be realigned in the document.

TO CHANGE TEXT ALIGNMENT

ALIGN TEXT LEFT; This aligns text all selected text to the left

CENTER; This aligns text an equal distance from the left and right margins

ALIGN TEXT RIGHT; This aligns all selected text to the right margin

JUSTIFY; Justified text is equal on both side it lines up equally to the left and right margin

USING FIND AND REPLACE

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

TO FIND TEXT:

- From the **Home** tab, click the **Find** command. You can also press **Ctrl+F** on your keyboard.

USING FIND AND REPLACE

TO FIND TEXT:

- The **navigation pane** will appear on the left side of the screen.
- Type the text you want to find in the field at the top of the navigation pane.
- If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**.
- When you're finished, click **X** to close the navigation pane. The highlight will disappear.

TO REPLACE TEXT

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions.

- From the **Home** tab, click the **Replace** command. You can also press **Ctrl+H** on your keyboard.
- The **Find and Replace** dialog box will appear.

TO REPLACE TEXT

- Type the text you want to find in the **Find what:** field.
- Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.
- Word will find the first instance of the text and **highlight** it in gray.
- **Review** the text to make sure you want to replace it.

- If you want to replace it, you can click **Replace** to change individual instances of text. You can also click **Replace All** to replace every instance of the text throughout the document.
- The text will be replaced.
- When you're done, click **Close** or **Cancel** to close the dialog box.

- When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

LINE AND PARAGRAPH SPACING

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability and **reduce** it to fit more text on the page.

LINE SPACING

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

TO FORMAT LINE SPACING

- Select the text you want to format.
- On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.
- The line spacing will change in the document.

TO FORMAT PARAGRAPH SPACING

- Select the paragraph or paragraphs you want to format.
- On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.
- The paragraph spacing will change in the document.

TO FORMAT PARAGRAPH SPACING

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

PICTURES AND TEXT WRAPPING

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

TO INSERT PICTURES FROM A FILE:

- Place the **insertion point** where you want the image to appear.
- Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.

PICTURES AND TEXT WRAPPING

- The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.
- The image will appear in the document.

To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions

TO WRAP TEXT AROUND AN IMAGE

- Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.
- On the **Format tab**, click the **Wrap Text** command in the **Arrange** group, then select the desired text wrapping option.
- The text will wrap around the image. You can now **move** the image if you want.

FORMATTING PICTURES

There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

TO CROP AN IMAGE:

- Select the image you want to crop. The **Format** tab will appear.
- From the Format tab, click the **Crop** command.
- **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image.
- To confirm, click the **Crop** command again. The image will be cropped.

TO CROP AN IMAGE TO SHAPE

- Select the image you want to crop, then click the **Format** tab.
- Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.
- The image will be cropped to the chosen shape.

SHAPE

You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes.

TO INSERT A SHAPE:

- Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
- Select the desired **shape**.

SHAPE

- Click and drag in the desired location to add the shape to your document.
- You can enter text in a shape. When the shape appears in your document, You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

TO RESIZE A SHAPE

- Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.
- Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape **height** and **width** at the same time.
- To rotate the shape, click and drag the rotation handle.

TEXT BOXES

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document.

TO INSERT TEXT BOXES:

- Select the **Insert** tab, then click the **Text Box** command in the **Text** group.
- A drop-down menu will appear. Select **Draw Text Box**.

TEXT BOXES

- Click and drag anywhere on the document to create the text box.
- The insertion point will appear inside the text box. You can now type to create text inside the text box.
- Click anywhere outside the text box to return to your document

ALIGNING, ORDERING, GROUPING OBJECTS

There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning, grouping, ordering,** and **rotating** them in various ways.

TO ALIGN TWO OR MORE OBJECT

- Hold the **Shift** (or **Ctrl**) key and click the objects you want to align.
- From the **Format** tab, click the **Align** command, then select one of the **alignment options**.
- The objects will be aligned based on the selected option.

GROUPING OBJECTS

You may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

TO GROUP OBJECTS:

- Hold the **Shift** (or **Ctrl**) key and click the objects you want to group.
- Click the **Group** command on the **Format** tab, then select **Group**.
- The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.

ORDERING OBJECTS

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it determines which objects are in the **front** or the **back**. Objects are placed on different **levels** according to the **order** in which they were inserted into a document.

TO CHANGE OBJECT LEVEL:

- Objects are placed on different **levels** according to the **order** in which they were inserted into a document.
- From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**
- The objects will be reordered.

TABLES AND CHARTS

TABLES: A table is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data.

TO INSERT A BLANK TABLE:

- Place the insertion point where you want the table to appear.

- Navigate to the **Insert** tab, then click the **Table** command.
- This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.
- Click the grid to **confirm** your selection, and a table will appear.
- To **enter text**, place the insertion point in any cell, then begin typing.

CONVERT AN EXISTING TEXT TO TABLE

- Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.
- Go to the **Insert** tab, then click the **Table** command.
- Select **Convert Text to Table** from the drop-down menu.
- A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.
- Click **OK**. The text will appear in a table.

INSERTING CHARTS

- Place the **insertion point** where you want the chart to appear.
- Navigate to the **Insert** tab, then click the **Chart** command in the **Illustrations** group.
- A dialog box will appear. To view your options, choose a **chart type** from the left pane, then browse the **charts** on the right.
- Select the desired **chart**, then click **OK**.

INSERTING CHARTS

- A chart and spreadsheet window will appear.
- Enter your **source data** into the spreadsheet.
- When you're done, click **X** to close the spreadsheet window.
- The chart will be complete.

INSPECTING AND PROTECTING DOCUMENT

DOCUMENT INSPECTOR: Whenever you create or edit a document, certain personal information may be added to the file automatically, like information about the document's author. You can use the **Document Inspector** to remove this type of information before sharing a document with others.

TO USE DOCUMENT INSPECTOR:

- Click the **File** tab to go to **Backstage view**.
- From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.
- The **Document Inspector** will appear. Check or uncheck the boxes.
- Click **Remove All** to remove the data.
- When you're done, click **Close**.

PROTECTING YOUR DOCUMENTS

By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it.

TO PROTECT YOUR DOCUMENT:

- Click the **File** tab to go to **Backstage view**.
- From the **Info** pane, click the **Protect Document** command.
- In the drop-down menu, choose the option that best suits your needs

PROTECTING YOUR DOCUMENTS

- A dialog box will appear prompting you to save. Click **OK**.
- Another dialog box will appear. Click **OK**.
- The document will be **marked as final**. Marking a document as final will not actually prevent others from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing the document, you can use the **Restrict Access** option.



THANK YOU



EXCEL

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Content

- Introduction
- Getting started with excel
- Working with cells and sheets
- Formulas and functions
- Working with data
- Protecting workbook

INTRODUCTION

Excel is a spreadsheet program that allows you to store, organize, and analyze information.

When you open Excel for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

From the Excel Start Screen, locate and select Blank workbook to access the Excel interface.

TO CREATE A NEW BLANK WORKBOOK:

- Select the File tab. Backstage view will appear.
- Select New, then click Blank workbook.
- A new blank workbook will appear.

TO OPEN AN EXISTING WORKBOOK:

- Navigate to Backstage view, then click Open.
- Select Computer, then click Browse. You can also choose OneDrive to open files stored on your OneDrive.
- The Open dialog box will appear. Locate and select your workbook, then click Open.

TO SAVE A WORKBOOK:

- Locate and select the Save command on the Quick Access Toolbar.
- If you're saving the file for the first time, the Save As pane will appear in Backstage view.
- You'll then need to choose where to save the file and give it a file name. To save the workbook to your computer, select Computer, then click Browse. You can also click Drive to save the file to your Drive.
- Enter a file name for the workbook, then click Save.

TO SHARE A WORKBOOK:

- Click the File tab to access Backstage view, then click Share.
- Excel will return to Normal view and open the Share panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the documents

UNDERSTANDING CELL: Every worksheet is made up of thousands of rectangles, which are called cells. A cell is the intersection of a row and a column. In other words, it's where a row and column meet.

TO SELECT A CELL: To input or edit cell content, you'll first need to select the cell.

- Click a cell to select it.
- A border will appear around the selected cell, and the column heading and row heading will be highlighted.

TO SELECT A CELL RANGE: Sometimes you may want to select a larger group of cells, or a cell range.

- Click and drag the mouse until all of the adjoining cells you want to select are highlighted.
- Release the mouse to select the desired cell range

TO MODIFY COLUMN WIDTH:

- Position the mouse over the column line in the column heading so the cursor becomes a double arrow.
- Click and drag the mouse to increase or decrease the column width.
- Release the mouse. The column width will be changed.

TO MODIFY ROW HEIGHT:

- Position the cursor over the row line so the cursor becomes a double arrow
- Click and drag the mouse to increase or decrease the row height.
- Release the mouse. The height of the selected row will be changed.

TO MODIFY ALL ROWS AND COLUMN

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a uniform size for every row and column in your worksheet.

- Locate and click the Select All button just below the name box to select every cell in the worksheet.

TO MODIFY ALL ROWS AND COLUMN

- Position the mouse over a row line so the cursor becomes a double arrow.
- Click and drag the mouse to increase or decrease the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

FORMATTING CELLS

All cell content uses the same formatting by default, which can make it difficult to read a workbook with a lot of information.

TO CHANGE FONT SIZE:

- Select the cell(s) you want to modify.
- On the Home tab, click the drop-down arrow next to the Font Size command, then select the desired font size.
- The text will change to the selected font size.

FORMATTING CELLS

TO CHANGE FONT:

- Select the cell(s) you want to modify.
- On the Home tab, click the drop-down arrow next to the Font command, then select the desired font.
- The text will change to the selected font.

TO CHANGE FONT COLOUR

- Select the cell(s) you want to modify.
- On the Home tab, click the drop-down arrow next to the Font Color command, then select the desired font color.
- The text will change to the selected font color.

TO USE THE BOLD, ITALIC AND UNDERLINE COMMAND

- Select the cell(s) you want to modify.
- Click the Bold (**B**), Italic (*I*), or Underline (U) command on the Home tab.
- The selected style will be applied to the text.

UNDERSTANDING NUMBERS FORMAT

Number formats tell your spreadsheet exactly what type of data you're using, like percentages (%), currency (\$), times, dates, and so on. Number formats not only make your spreadsheet easier to read, but they also make it easier to use. When you apply a number format, you're telling your spreadsheet exactly what types of values are stored in a cell

APPLYING NUMBER FORMAT

- Go to the Home tab, click the Number Format drop-down menu in the Number group, and select the desired format.
- Click one of the quick number-formatting commands on the ribbon, or click the desired format in the drop-down menu.

You can also select the desired cells and press Ctrl+1 on your keyboard to access additional number-formatting options.

WORKING WITH MULTIPLE WORKSHEETS

Every workbook contains at least one worksheet by default. When working with a large amount of data, you can create multiple worksheets to help organize your workbook and make it easier to find content. You can also group worksheets to quickly add information to multiple worksheets at the same time.

TO INSERT A WORKSHEET:

- Locate and select the New sheet button near the bottom-right corner of the Excel window.
- A new blank worksheet will appear.

USING FIND AND REPLACE

When working with a lot of data in Excel, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the Find feature.

TO FIND CELL CONTENT:

- From the Home tab, click the Find and Select command, then select Find from the drop-down menu.
- The Find and Replace dialog box will appear. Enter the content you want to find.

USING FIND AND REPLACE

- Click Find Next. If the content is found, the cell containing that content will be selected.
- Click Find Next to find more instances or Find All to see every instance of the search term.
- When you are finished, click Close to exit the Find and Replace dialog box.

CHECKING SPELLING

TO USE SPELL CHECK:

- From the Review tab, click the Spelling command.
- The Spelling dialog box will appear. For each spelling error in your worksheet, it will try to offer suggestions for the correct spelling.

CHECKING SPELLING

- Choose a suggestion, then click Change to correct the error
- A dialog box will appear after reviewing all spelling errors. Click OK to close spell check.

If there are no appropriate suggestions, you can also enter the correct spelling manually.

PAGE LAYOUT AND PRINTING

There may be times when you want to print a workbook to view and share your data offline. Once you've chosen your page layout settings, it's easy to preview and print a workbook from Excel using the Print pane.

TO ACCESS THE PRINT PANE:

- Select the File tab. Backstage view will appear.
- Select Print. The Print pane will appear.

TO PRINT A WORKBOOK:

- Navigate to the Print pane, then select the desired printer.
- Enter the number of copies you want to print.
- Click Print.

INTRODUCTION TO FORMULAS

MATHEMATICAL OPERATORS: Excel uses standard operators for formulas: a plus sign for addition (+), minus sign for subtraction (-), asterisk for multiplication (*), forward slash for division (/), and caret (^) for exponents.

All formulas in Excel must begin with an equals sign (=). This is because the cell contains, or is equal to, the formula and the value it calculates.

UNDERSTANDING CELL REFERENCE

While you can create simple formulas in Excel using numbers (for example, $=2+2$ or $=5*5$), most of the time you will use cell addresses to create a formula. This is known as making a cell reference. Using cell references will ensure that your formulas are always accurate because you can change the value of referenced cells without having to rewrite the formula.

- Cell A3 adds the values of cells A1 and A2 by making cell references:
- When you press Enter, the formula calculates and displays the answer in cell A3
- If the values in the referenced cells change, the formula automatically recalculates:

By combining a mathematical operator with cell references, you can create a variety of simple formulas in Excel.

TO CREATE A FORMULA

- Select the cell that will contain the formula.
- Type the equals sign (=). Notice how it appears in both the cell and the formula bar.
- Type the cell address of the cell you want to reference first in the formula:
- Type the mathematical operator you want to use.
- Type the cell address of the cell you want to reference second in the formula.
- Press Enter on your keyboard. The formula will be calculated, and the value will be displayed in the cell.

If the result of a formula is too large to be displayed in a cell, it may appear as pound signs (###) instead of a value. This means the column is not wide enough to display the cell content. Simply increase the column width to show the cell content.

TO CREATE A FORMULA USING POINT AND CLICK METHOD

Instead of typing cell addresses manually, you can point and click the cells you want to include in your formula. This method can save a lot of time and effort when creating formulas.

- Select the cell that will contain the formula.
- Type the equals sign (=).
- Select the cell you want to reference first in the formula.
- Type the mathematical operator you want to use.
- Select the cell you want to reference second in the formula.
- Press Enter on your keyboard. The formula will be calculated, and the value will be displayed in the cell.

TO EDIT A FORMULA

- Select the cell containing the formula you want to edit.
- Click the formula bar to edit the formula. You can also double-click the cell to view and edit the formula directly within the cell.
- A border will appear around any referenced cells
- When you're finished, press Enter on your keyboard or select the Enter command in the formula bar.

TO EDIT A FORMULA

- The formula will be updated, and the new value will be displayed in the cell.

If you change your mind, you can press the Esc key on your keyboard or click the Cancel command in the formula bar to avoid accidentally making changes to your formula.

RELATIVE AND ABSOLUTE CELL REFERENCES

There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell. Absolute references, on the other hand, remain constant no matter where they are copied.

RELATIVE AND ABSOLUTE CELL REFERENCES

RELATIVE REFERENCES: By default, all cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns

TO CREATE AND COPY A FORMULA USING RELATIVE REFERENCES

- Select the cell that will contain the formula.
- Enter the formula to calculate the desired value.
- Press Enter on your keyboard. The formula will be calculated, and the result will be displayed in the cell.
- Locate the fill handle in the bottom-right corner of the desired cell.

- Click and drag the fill handle over the cells you want to fill.
- Release the mouse. The formula will be copied to the selected cells with relative references, displaying the result in each cell.

You can double-click the filled cells to check their formulas for accuracy. The relative cell references should be different for each cell, depending on their rows.

ABSOLUTE REFERENCE

There may be a time when you don't want a cell reference to change when copied to other cells. Unlike relative references, absolute references do not change when copied or filled. You can use an absolute reference to keep a row and/or column constant.

An absolute reference is designated in a formula by the addition of a dollar sign (\$). It can precede the column reference, the row reference, or both.

CREATE AND COPY A FORMULA USING ABSOLUTE REFERENCE

- Select the cell that will contain the formula.
- Enter the formula to calculate the desired value.
- Press Enter on your keyboard. The formula will calculate, and the result will display in the cell.
- Locate the fill handle in the bottom-right corner of the desired cell.
- Click and drag the fill handle over the cells you want to fill.

CREATE AND COPY A FORMULA USING ABSOLUTE REFERENCE

- Release the mouse. The formula will be copied to the selected cells with an absolute reference, and the values will be calculated in each cell.

You can double-click the filled cells to check their formulas for accuracy. The absolute reference should be the same for each cell, while the other references are relative to the cell's row.

BASICS TIPS FOR WORKING WITH DATA

Excel workbooks are designed to store a lot of information. Whether you're working with 20 cells or 20,000, Excel has several features to help you organize your data and find what you need.

FREEZING ROWS AND COLUMNS

You may want to see certain rows or columns all the time in your worksheet, especially header cells. By freezing rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

BASICS TIPS FOR WORKING WITH DATA

SORTING DATA:

You can quickly reorganize a worksheet by sorting your data. Content can be sorted alphabetically and numerically

FILTERING DATA

Filters can be used to narrow down the data in your worksheet, allowing you to view only the information you need.

SUMMARIZING DATA: The Subtotal command allows you to quickly summarize data.

FILTERING DATA

USING FIND AND REPLACE: When working with a lot of data, it can be difficult and time consuming to locate specific information. You can easily search your workbook using the FIND FEATURE, which also allows you to modify content using the Replace feature.

FREEZE PANE AND VIEW OPTION

TO FREEZE ROW: You may want to see certain rows or columns all the time in your worksheet, especially header cells. By freezing rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells.

- Select the row below the row(s) you want to freeze. E.g we want to freeze rows 1 and 2, so we'll select row 3.
- On the View tab, select the Freeze Panes command, then choose Freeze Panes from the drop-down menu.
- The rows will be frozen in place, as indicated by the gray line. You can scroll down the worksheet while continuing to view the frozen rows at the top.

TO FREEZE COLUMN

- Select the column to the right of the column(s) you want to freeze. Example, we want to freeze column A, so we'll select column B.
- On the View tab, select the Freeze Panes command, then choose Freeze Panes from the drop-down menu.

- The column will be frozen in place, as indicated by the gray line. You can scroll across the worksheet while continuing to view the frozen column on the left.
- If you only need to freeze the top row (row 1) or first column (column A) in the worksheet, you can simply select Freeze Top Row or Freeze First Column from the drop-down menu.

OTHER VIEW OPTION

If your workbook contains a lot of content, it can sometimes be difficult to compare different sections. Excel includes additional options to make your workbooks easier to view and compare. For example, you can choose to open a new window for your workbook or split a worksheet into separate panes.

Excel allows you to open multiple windows for a single workbook at the same time.

TO OPEN A NEW WINDOW FOR THE CURRENT WORKBOOK:

- Click the View tab on the Ribbon, then select the New Window command.
- A new window for the workbook will appear.
- You can now compare different worksheets from the same workbook across windows

If you have several windows open at the same time, you can use the Arrange All command to rearrange them quickly

TYPES OF SORTING

When sorting data, it's important to first decide if you want the sort to apply to the entire worksheet or just a cell range. Sort sheet organizes all of the data in your worksheet by one column. Related information across each row is kept together when the sort is applied. Sort range sorts the data in a range of cells, which can be helpful when working with a sheet that contains several tables. Sorting a range will not affect other content in the worksheet.

TO SORT SHEET:

- Select a cell in the column you want to sort
- Select the Data tab on the Ribbon, then click the A-Z command to sort A to Z, or the Z-A command to sort Z to A.
- The worksheet will be sorted by the selected column

TO SORT RANGE:

- Select the cell range you want to sort. E.g we'll select cell range G2:H6.
- Select the Data tab on the Ribbon, then click the Sort command.
- The Sort dialog box will appear. Choose the column you want to sort.
- Decide the sorting order (either ascending or descending).
- Once you're satisfied with your selection, click OK.
- The cell range will be sorted by the selected column.

TO FILTER DATA

- In order for filtering to work perfectly, your worksheet should have a header row which is used to identify the name of each column.
- Select the Data tab, then click the Filter command.
- A drop-down arrow will appear in the header cell for each column.
- Click the drop-down arrow for the column you want to filter

TO FILTER DATA

- The Filter menu will appear.
- Uncheck the box next to Select All to quickly deselect all data.
- Check the boxes next to the data you want to filter, then click OK.
- The data will be filtered, temporarily hiding any content that doesn't match the criteria.

GROUPS AND SUBTOTALS

TO GROUP ROWS AND COLUMNS:

- Select the rows or columns you want to group. E.g select columns B, C, and D
- Select the Data tab on the Ribbon, then click the Group command.
- The selected rows or columns will be grouped.

To ungroup data, select the grouped rows or columns, then click the Ungroup command.

CREATING SUBTOTALS

The Subtotal command allows you to automatically create groups and use common functions like SUM, COUNT, and AVERAGE to help summarize your data.

TO CREATE A SUBTOTAL:

- First, sort your worksheet by the data you want to subtotal
- Select the Data tab, then click the Subtotal command.

TO CREATE A SUBTOTAL:

- The Subtotal dialog box will appear. Click the drop-down arrow for the At each change in: field to select the column you want to subtotal.
- Click the drop-down arrow for the Use function: field to select the function you want to use. E.g select COUNT to count the number of items in your sheet.
- In the Add subtotal to: field, select the column where you want the calculated subtotal to appear.

TO REMOVE SUBTOTAL

Sometimes you may not want to keep subtotals in your worksheet, especially if you want to reorganize data in different ways. If you no longer want to use subtotaling, you will need remove it from your worksheet.

- Select the Data tab, then click the Subtotal command
- The Subtotal dialog box will appear. Click Remove All.

TO REMOVE SUBTOTAL

- All worksheet data will be ungrouped, and the subtotals will be removed.

To remove all groups without deleting the subtotals, click the Ungroup command drop-down arrow, then choose Clear Outline.

TO VIEW GROUPS BY LEVEL

When you create subtotals, your worksheet it is divided into different levels. You can switch among these levels to quickly control how much information is displayed in the worksheet by clicking the Level buttons to the left of the worksheet.

TO VIEW GROUPS BY LEVEL

- Click the lowest level to display the least detail.
- Click the next level to expand the detail.
- Click the highest level to view and expand all of your worksheet data.

You can also use the Show Detail and Hide Detail buttons to show and hide the groups within the outline.

TO FORMAT DATA AS A TABLE:

- Select the cells you want to format as a table. In our example, we'll select the cell range A2:D9
- From the Home tab, click the Format as Table command in the Styles group.
- Select a table style from the drop-down menu.

TO FORMAT DATA AS A TABLE:

- A dialog box will appear, confirming the selected cell range for the table.
- If your table has headers, check the box next to My table has headers, then click OK.
- The cell range will be formatted in the selected table style.

CHARTS

It can be difficult to interpret Excel workbooks that contain a lot of data. Charts allow you to illustrate your workbook data graphically.

It can be difficult to interpret Excel workbooks that contain a lot of data. Charts allow you to illustrate your workbook data graphically,

TYPES OF CHARTS

- Column bars use vertical bars to represent data
- LINE charts are good for showing trends
- PIE charts makes it easy to compare proportion
- BAR charts use horizontal bars to represent data
- AREA charts are similar to LINE charts except that the areas under the are filled in.
- SURFACE Charts allow you to display data across a 3D landscape

TO INSERT A CHART

- Select the **cells** you want to chart, including the **column titles** and **row labels**. These cells will be the source data for the chart.
- From the **Insert** tab, click the desired **Chart** command
- Choose the desired **chart type** from the drop-down menu.
- The Selected chart will be inserted into the worksheet.

If you're not sure which type of chart to use, the **Recommended Charts** command will suggest several charts based on the source data.

CONDITIONAL FORMATTING

Conditional formatting allows you to automatically apply formatting such as **colors, icons, and data bars**, to one or more cells based on the **cell value**. To do this, you'll need to create a **conditional formatting rule**. For example, a conditional formatting rule might be: **If the value is less than 2000, color the cell red**. By applying this rule, you'd be able to quickly see which cells contain values less than 2000.

TO CREATE A CONDITIONAL FORMATTING RULE

- Select the **desired cells** for the conditional formatting rule.
- From the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
- Hover the mouse over the desired **conditional formatting type**, then select the **desired rule** from the menu that appears.
- A dialog box will appear. Enter the **desired value(s)** into the blank field.

TO CREATE A CONDITIONAL FORMATTING RULE

- Select a **formatting style** from the drop-down menu. Example choose **Green Fill with Dark Green Text**, then click **OK**.
- The conditional formatting will be applied to the selected cells

You can apply multiple conditional formatting rules to a cell range or worksheet, this allows you to visualize different trends and patterns in your data.

TO CREATE A CONDITIONAL FORMATTING RULE

- Select the **desired cells** for the conditional formatting rule.
- From the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
- Hover the mouse over the desired **conditional formatting type**, then select the **desired rule** from the menu that appears.

- A dialog box will appear. Enter the **desired value(s)** into the blank field.
- Select a **formatting style** from the drop-down menu. Example choose **Green Fill with Dark Green Text**, then click **OK**.
- The conditional formatting will be applied to the selected cells. You can apply multiple conditional formatting rules to a cell range or worksheet, this allows you to visualize different trends and patterns in your data.

PROTECTING WORKBOOK

By default, anyone with access to your workbook will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a workbook, depending on your needs.

TO PROTECT YOUR WORKBOOK:

- Click the **File** tab to access **Backstage view**
- From the **Info** pane, click the **Protect Workbook** command
- In the drop-down menu, choose the option that best suits your needs, E.g select **Mark as Final**.

PROTECTING WORKBOOK

- Marking your workbook as final is a good way to discourage others from editing the workbook, while the other options give you even more control if needed.
- A dialog box will appear, prompting you to save. Click **OK**.
- Another dialog box will appear. Click **OK**.
- The workbook will be marked as final.



THANK YOU

POWERPOINT

POWERPOINT

CONTENT

- GETTING STARTED WITH POWERPOINT
- WORKING WITH SLIDE
- TEXT AND OBJECT
- CUSTOMIZING PRESENTATION
- REVIEW AND COLLABORATING

INTRODUCTION

PowerPoint is a presentation program that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the Ribbon, Quick Access Toolbar, and Backstage view.

WORKING WITH POWERPOINT ENVIRONMENT

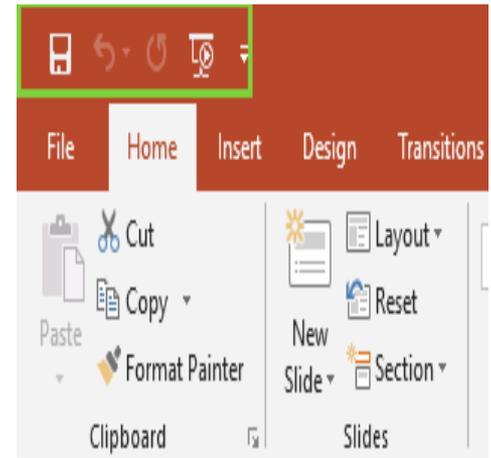
The Ribbon and Quick Access Toolbar are where you will find the commands to perform common tasks in PowerPoint. Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

THE RIBBON: PowerPoint uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, each with several groups of commands. For example, the Font group on the Home tab contains commands for formatting text in your document.



THE QUICK ACCESS TOOLBAR

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Redo, and Start From Beginning commands.



TO ADD COMMAND TO THE QUICK ACCESS TOOLBAR

- Click the drop-down arrow to the right of the Quick Access Toolbar.
- Select the command you want to add from the drop-down menu. To choose from more commands, select More Commands.
- The command will be added to the Quick Access Toolbar.

THE RULERS, GUIDES AND GRIDLINES

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, guides, and gridlines. These tools make it easier to align objects on your slides. Simply click the checkboxes in the Show group on the View tab to show and hide these tools.

ZOOM AND OTHER VIEW OPTIONS

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view. You can also zoom in and out to make your presentation easier to read.

SWITCHING SLIDE VIEW:

Switching between slide views is easy. Just locate and select the desired slide view command in the bottom-right corner of the PowerPoint window.

ZOOM AND OTHER VIEW OPTIONS

ZOOM IN AND OUT:

To zoom in or out, click and drag the zoom control slider in the bottom-right corner of the PowerPoint window. You can also select the + or - commands to zoom in or out by smaller increments. The number next to the slider displays the current zoom percentage, also called the zoom level.

BACKSTAGE VIEW

Backstage view gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the File tab on the Ribbon.

CREATING AND OPENING PRESENTATION

PowerPoint files are called presentations. Whenever you start a new project in PowerPoint, you'll need to create a new presentation, which can either be blank or from a template.

TO CREATE A NEW PRESENTATION:

- Select the File tab to go to Backstage view
- Select New on the left side of the window, then click Blank Presentation.
- A new presentation will appear.

TO SAVE A PRESENTATION

It's important to save your presentation whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost.

- Locate and select the Save command on the Quick Access Toolbar.
- If you're saving the file for the first time, the Save As pane will appear in Backstage view.

- You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer.
- The Save As dialog box will appear. Select the location where you want to save the presentation.
- Enter a file name for the presentation, then click Save.
- The presentation will be saved. You can click the Save command again to save your changes as you modify the presentation

SHARING PRESENTATION

- Click the File tab to access the Backstage view, then click Share.
- PowerPoint will return to Normal view and open the Share panel on the right side of the window. From here, you can invite people to share your document, see a list of who has access to the document, and set whether they can edit or only view the document.

WORKING WITH SLIDES

TO INSERT A NEW SLIDE: Whenever you start a new presentation, it will contain one slide with the Title Slide layout. You can insert as many slides as you need from a variety of layout

- From the Home tab, click the bottom half of the New Slide command.
- Choose the desired slide layout from the menu that appears.

WORKING WITH SLIDES

- The new slide will appear. Click any placeholder and begin typing to add text. You can also click an icon to add other types of content, like a picture or chart.
- To change the layout of an existing slide, click the Layout command, then choose the desired layout.
- To quickly add a slide that uses the same layout as the selected slide, click the top half of the New Slide command.

Duplicate slides: If you want to copy and paste a slide quickly, you can duplicate it. To duplicate slides, select the slide you want to duplicate, right-click the mouse, and choose Duplicate Slide from the menu that appears. You can also duplicate multiple slides at once by selecting them first.

Move slides: It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation pane to the desired position.

Delete slides: If you want to remove a slide from your presentation, you can delete it. Simply select the slide you want to delete, then press the Delete or Backspace key on your keyboard.

TEXT BASICS

TO SELECT TEXT: Before you can move or arrange text, you'll need to select it.

Click next to the text you want to select, drag the mouse over the text, then release your mouse. The text will be selected.

COPYING AND MOVING TEXT: PowerPoint allows you to copy text that is already on a slide and paste it elsewhere, which can save you time. If you want to move text, you can cut and paste or drag and drop the text.

TO COPY AND PASTE TEXT

- Select the text you want to copy, then click the Copy command on the Home tab.
- Place the insertion point where you want the text to appear.
- Click the Paste command on the Home tab.
- The copied text will appear.

TO CUT AND PASTE:

- Select the text you want to move, then click the Cut command.
- Place the insertion point where you want the text to appear, then click the Paste command.
- The text will appear in the new location.

APPLYING THEMES

In PowerPoint, themes give you a quick and easy way to change the design of your presentation. They control your primary color palette, basic fonts, slide layout, and other important elements. Every PowerPoint theme—including the default Office theme—has its own theme elements..

These elements include:

- ★ **Theme Colors:** There are 10 theme colors, along with darker and lighter variations, available from every Color menu.
- ★ **Theme Fonts:** There are two theme fonts available at the top of the Font menu under Theme Fonts.
- ★ **Theme Effects:** These affect the preset shape styles. You can find shape styles on the Format tab whenever you select a shape or SmartArt graphic

TO APPLY THEME

- Select the Design tab on the Ribbon, then locate the Themes group. Each image represents a theme.
- Click the More drop-down arrow to see all available themes.
- Select the desired theme.
- The theme will be applied to the entire presentation. To apply a different theme, simply select it from the Design tab.

APPLY TRANSITIONS

There are three categories of unique transitions to choose from, all of which can be found on the Transitions tab.

- ★ **Subtle:** These are the most basic types of transitions. They use simple animations to move between slides.
- ★ **Exciting:** These use more complex animations to transition between slides. While they're more visually interesting than Subtle transitions,

APPLY TRANSITIONS

- ★ **Dynamic Content:** If you're transitioning between two slides that use similar slide layouts, dynamic transitions will move only the placeholders, not the slides themselves.

TO APPLY A TRANSITION

- Select the desired slide from the Slide Navigation pane.
- Click the Transitions tab, then locate the Transition to This Slide group. By default, None is applied to each slide
- Click the More drop-down arrow to display all transitions.
- Click a transition to apply it to the selected slide. This will automatically preview the transition.

TO PREVIEW A TRANSITION: You can preview the transition for a selected slide at any time using one of these two methods:

- Click the Preview command on the Transitions tab.
- Click the Play Animations command in the Slide Navigation pane.

MODIFYING TRANSITION

TO MODIFY THE TRANSITION EFFECTS: You can quickly customize the look of a transition by changing its direction.

- Select the slide with the transition you want to modify.
- Click the Effect Options command and choose the desired option. These options will vary depending on the selected transition.
- The transition will be modified, and a preview of the transition will appear.

TO MODIFY TRANSITION DURATION

- Select the slide with the transition you want to modify.
- In the Duration field in the Timing group, enter the desired time for the transition.

TO ADD SOUND

- Select the slide with the transition you want to modify.
- Click the Sound drop-down menu in the Timing group.
- Click a sound to apply it to the selected slide, then preview the transition to hear the sound.

NOTE: Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

TO REMOVE TRANSITION:

- Select the slide with the transition you want to remove.
- Choose None from the Transition to This Slide group. The transition will be removed.

MANAGING SLIDES

PowerPoint includes several slide views, which are all useful for various tasks. The slide view commands are located in the bottom-right of the PowerPoint window. There are four main slide views.

- **Normal view:** This is the default view, where you create and edit slides. You can also move slides in the Slide Navigation pane on the left

MANAGING SLIDES

- **Slide sorter view:** In this view, you'll see a thumbnail version of each slide. You can drag and drop slides to reorder them quickly.
- **Reading view:** This view fills the PowerPoint window with a preview of your presentation. It includes easily accessible navigation buttons at the bottom-right.
- **Slide show view:** This is the view you'll use to present to an audience. This command will begin the presentation from the current slide

OUTLINE VIEW

Outline view shows your slide text in outline form. This allows you to quickly edit your slide text and view the content of multiple slides at once. You could use this layout to review the organization of your slide show and prepare to deliver your presentation.

TO VIEW AN OUTLINE

- From the View tab, click the Outline View command.
- An outline of your slide text will appear in the slide navigation pane.
- You can type directly in the outline to make changes to your slide text.

SLIDE NOTES

You can add notes to your slides from the Notes pane. Often called speaker notes, they can help you deliver or prepare for your presentation.

TO ADD NOTES:

- Click the Notes command at the bottom of the screen to open the Notes pane.
- Click and drag the edge of the pane to resize it if desired.
- Click the Notes pane, and begin typing to add notes.

SLIDE SECTION

If you have a lot of slides, you can organize them into sections to make your presentation easier to navigate. Sections can be collapsed or expanded in the Slide Navigation pane and named for easy reference.

TO CREATE SLIDE SECTIONS:

- Select the slide where you want to begin a section.
- From the Home tab, click the Section command, then choose Add Section from the drop-down menu.

- An Untitled Section will appear in the Slide Navigation pane.
- To rename the section, click the Section command, then choose Rename Section from the drop-down menu.
- Type the new section name in the dialog box, then click Rename.
- In the Slide Navigation pane, click the arrow next to a section name to collapse or expand it

FIND AND REPLACE

TO FIND TEXT:

- From the Home tab, click the Find command.
- A dialog box will appear. Enter the text you want to find in the Find what: field, then click Find Next.
- If the text is found, it will be selected.

TO REPLACE TEXT:

- From the Home tab, click the Replace command.

- A dialog box will appear. Type the text you want to find in the Find what: field.
- Type the text you want to replace it with in the Replace with field, then click Find Next.
- If the text is found, it will be selected. Review the text to make sure you want to replace it.

- If you want to replace it, select one of the replace options. Replace will replace individual instances, and Replace All will replace every instance.
- The selected text will be replaced.
- PowerPoint will move to the next instance of the text in the presentation. When you're finished replacing text, click Close to exit the dialog box.

NOTE: When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and might not actually want to change. Only use this option if you're absolutely sure it won't replace anything you didn't intend it to replace.

PRINTING AND PRESENTING

There are four types of print layouts.

- **Full Page Slides:** This prints a full page for each slide in your presentation.
- **Notes Pages:** This prints each slide, along with any speaker notes for the slide.

PRINTING AND PRESENTING

- **Outline:** This prints an overall outline of the slide show.
- **Handouts:** This prints thumbnail versions of each slide, with optional space for notes. This layout is especially useful if you want to give your audience a physical copy of the presentation.

TO ACCESS THE PRINT PANE

- Select the File tab. Backstage view will appear.
- Select Print. The Print pane will appear.

TO PRINT A PRESENTATION

- Select the File tab. Backstage view will appear.
- Select Print. The Print pane will appear.
- Choose the desired printer and print range.
- Chose the desired print layout and color settings.
- When you're done modifying the settings, click Print.

PRESENTING SLIDE SHOW

TO START A SLIDE SHOW

- Click the Start From Beginning command on the Quick Access Toolbar, or press the F5 key at the top of your keyboard
- Select the Slide Show view command at the bottom of the PowerPoint window to begin a presentation from the current slide.
- Go to the Slide Show tab on the Ribbon to access additional options.

TO STOP A SLIDE SHOW

You can exit presentation mode by pressing the Esc key on your keyboard. You can also click the Slide Show Options button in the bottom-left and select End Show

TEXT AND OBJECTS

TO MODIFY THE BULLETS STYLE:

- Select an existing list you want to format.
- On the Home tab, click the Bullets drop-down arrow.
- Select the desired bullet style from the menu that appears.
- The bullet style will appear in the list.

TO MODIFY A NUMBERED LIST:

- Select an existing list you want to format.
- On the Home tab, click the Numbering drop-down arrow.
- Select the desired numbering option from the menu that appears.
- The numbering style will appear in the list.

TO CHANGE THE STARTING NUMBER

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

- Select an existing numbered list.
- On the Home tab, click the Numbering drop-down arrow.

- Select Bullets and Numbering from the menu that appears.
- A dialog box will appear. In the Start At the field, enter the desired starting number.
- The list numbering will change.

MODIFYING THE LIST'S APPEARANCE

Whether you're using a bulleted or numbered list, you may want to change its appearance by adjusting the size and color of the bullets or numbers.

TO MODIFY THE SIZE AND COLOR

- Select an existing bulleted list.
- On the Home tab, click the Bullets drop-down arrow.

- Select Bullets and Numbering from the menu that appears.
- A dialog box will appear. In the Size field, set the bullet size.
- Click the Color drop-down box and select a color.
- Click OK. The list will update to show the new bullet size and color.

INDENTS AND LINE SPACING

Indenting helps to format the layout of text so it appears more organized on your slide. The fastest way to indent is to use the Tab key.

- To indent using the Tab key: Place the insertion point at the very beginning of the line you want to indent, then press the Tab key.
- To indent using the Indent commands: Place the insertion point at the very beginning of the line you want to indent. From the Home tab, select the Increase List Level command.

INDENTING LISTS AND PARAGRAPH

Indenting will give different results, depending on whether you are working with a list or paragraph.

Paragraph: Indenting the first line of a paragraph using the Tab key creates a first-line indent. This helps to separate paragraphs from each other.

List: Indenting a line of a list creates a multilevel list. This means the indented line is a subtopic of the line above it. Multilevel lists are useful if you want to create an outline or hierarchy.

ADJUSTING INDENTS

Sometimes you may want to adjust the indents in your presentations. You can do this by moving the indent markers on the Ruler. By default, the Ruler is hidden, so you'll first need to show the Ruler.

TO SHOW THE RULER:

- Select the View tab on the Ribbon.
- In the Show group, check the box next to Ruler. The Ruler will appear.

INDENT MAKERS

Indent markers are located to the left of the horizontal ruler, and they provide several indentation options.

- **First-line indent marker:** This adjusts the first line of a paragraph.
- **Hanging indent marker:** This adjusts every line of a paragraph except for the first line.
- **Left indent marker:** This moves both the first-line indent and hanging indent markers at the same time, indenting all lines in a paragraph.

INDENT USING INDENT MARKERS:

- Place the insertion point anywhere in the paragraph where you want to indent, or select one or more paragraphs
- Go to the desired indent marker.
- Click and drag the indent marker as needed. When you're done, the selected text will be indented.

LINE SPACING

PowerPoint allows you to adjust the amount of space between each line in a list or paragraph.

TO FORMAT LINE SPACING:

- Select the text you want to format.
- On the Home tab, locate the Paragraph group, click the Line Spacing command, then select the desired line spacing option from the menu.
- The line spacing will be adjusted.

INSERTING PICTURES

- Select the Insert tab, then click the Pictures command in the Images group.
- A dialog box will appear. Locate and select the desired image file, then click Insert.
- The picture will appear on the currently selected slide.

FORMATTING PICTURES

TO CROP AN IMAGE:

- Select the image you want to crop. The Format tab appears.
- On the Format tab, click the Crop command
- Cropping handles will appear around the image. Click and drag one of the handles to crop the image
- Click the Crop command again. The image will be cropped.

SHAPES

Shapes are a great way to make your presentations more interesting.

TO INSERT A SHAPES:

- Select the Insert tab, then click the Shapes command in the Illustrations group. A drop-down menu of shapes will appear.
- Select the desired shape.
- Click and drag in the desired location to add the shape to the slide.

ALIGNING, GROUPING AND ORDERING OBJECTS

In PowerPoint, each slide may have multiple items, such as pictures, shapes, and text boxes. You can arrange the objects the way you want by aligning, ordering, grouping, and rotating them in various ways

TO ALIGN TWO OR MORE OBJECTS:

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The Format tab will appear.

- From the Format tab, click the Align command, then select Align Selected Objects.
- Click the Align command again, then select one of the six alignment options.
- The objects will align based on the option you selected.

GROUPING OBJECTS

You may want to group multiple objects into one object so they will stay together if they are moved or resized. This is often easier than selecting all of the objects each time you want to move them.

TO GROUP OBJECTS:

- Select the objects you want to align. To select multiple objects at once, hold the Shift key while you click. The Format tab will appear.

- From the Format tab, click the Group command, then select Group.
- The selected objects will now be grouped. There will be a single box with sizing handles around the entire group to show that they are one group. You can now move or resize all of the objects at once.

ORDERING OBJECTS

When objects are inserted into a slide, they are placed on levels according to the order in which they were inserted into the slide

TO CHANGE THE ORDERING BY ONE LEVEL

- Select an object. The Format tab will appear.

- From the Format tab, click the Bring Forward or Send Backward command to change the object's ordering by one level. If there are multiple objects on the slide, you may need to click the command several times to achieve the desired ordering.
- The objects will reorder.

TO BRING AN OBJECT TO THE FRONT OR BACK: If you want to move an object behind or in front of several objects, it's usually faster to bring it to front or send it to back instead of clicking the ordering commands multiple times.

- Select an object.
- From the Format tab, click the Bring Forward or Send Backward drop-down arrow.
- From the drop-down menu, select Bring to Front or Send to Back.
- The objects will reorder.

ANIMATING TEXT AND OBJECTS

THE FOUR TYPES OF ANIMATION: There are several animation effects you can choose from, and they are organized into four types.

- **Entrance:** These control how the object enters the slide.
- **Emphasis:** These animations occur while the object is on the slide, often triggered by a mouse click.
- **Exit:** These control how the object exits the slide.
- **Motion Paths:** These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle

TO APPLY ANIMATION TO AN OBJECT

- Select the object you want to animate
- On the Animations tab, click the More drop-down arrow in the Animation group.
- A drop-down menu of animation effects will appear. Select the desired effect.
- The effect will apply to the object. The object will have a small number next to it to show that it has an animation.

TO REMOVE ANIMATION

- Select the small number located next to the animated object.
- Press the Delete key. The animation will be deleted.

INSERTING VIDEOS AND AUDIO

TO INSERT VIDEO FROM A FILE

- From the Insert tab, click the Video drop-down arrow, then select Video on My PC.
- Locate and select the desired video file, then click Insert.
- The video will be added to the slide.

TO DELETE A VIDEO

Select the video you want to delete, then press the Backspace or Delete key on your keyboard.

TO INSERT AUDIO FROM A FILE

- From the Insert tab, click the Audio drop-down arrow, then select Audio on My PC.
- Locate and select the desired audio file, then click Insert.
- The audio file will be added to the slide.

TO RECORD AUDIO

- From the Insert tab, click the Audio drop-down arrow, then select Record Audio.
- Type a name for the audio recording if you want.

- Click the Record button to start recording.
- When you're finished recording, click the Stop button.
- To preview your recording, click the Play button.
- When you're done, click OK. The audio file will be inserted into the slide.

MODIFYING THEME

TO SELECT NEW THEME FONT

- From the Design tab, click the drop-down arrow in the Variants group and select Fonts.
- Select the desired theme fonts.
- The presentation will update to show the new theme fonts.

SLIDE MASTER VIEW

You can use Slide Master view to change just about anything in your presentation, but here are some of its most common uses.

Modify backgrounds: Slide Master view makes it easy to customize the background for all of your slides at the same time.

Customize text formatting: Instead of changing the text color on each slide individually, you could use the Slide Master to change the text color on all slides at once.

SLIDE MASTER VIEW

Rearrange placeholders: If you find that you often rearrange the placeholders on each slide, you can rearranging them in Slide Master view instead.

Create unique slide layouts: If you want to create a presentation that looks different from regular Powerpoint themes, you could use Slide Master view to create your own layouts.

SHARING PRESENTATION

TO SHARE PRESENTATION

- Select share on the top right corner of your screen.
- Enter the name or email addresses of the people you intend to share with
- Select the drop-down to change permission, allow Editing is default you can change to view only and select apply.
- Include a message if you want and select send
- You can create a link that can be sent to an email by selecting Get a Link



THANK YOU

COLLABORATION TOOLS

Content

- Introduction
- Collaboration work (advantages/disadvantages)
- Types of collaboration
- Enterprise collaboration tools
- Teamwork
- Collaboration tools for team communication
- Collaboration tools for project management
- Secure collaboration tools

INTRODUCTION

Collaborative work is about people working together to achieve a common goal. This is facilitated by the development of new technologies. Collaborative work remained fairly simple.

There are a lot of collaborations tools that are used for

- **Content Creation**
- **Project Management**
- **Content sharing and Document Management**
- **Corporate Social Network**

There are a lot of collaborations tools that are used for

- **Content Creation**
- **Project Management**
- **Content sharing and Document Management**
- **Corporate Social Network.**
- **Contact Management.**
- **Team Communication**

ADVANTAGES OF COLLABORATION

Flexibility: Companies and employees are more flexible. The technologies that support collaboration make it possible to easily communicate and exchange information no matter the place or time.

Mobility: Most companies implement project teams that do not work in the same place or even at the same time;. In-person meetings are replaced by video conferences. This type of meeting reduces costs by limiting travel costs

Skills and motivation: Companies project teams can work with the most competent people of their choices because technology compensates for the geographical separation.

document sharing: Teams save time by sharing documents over a secure platform; and versioning ensure everyone is working on the latest version of a document – this help work not to be repeated.

Increased productivity: Collaborators tend to be more efficient when the companies they work for use modern collaboration tools.

DISADVANTAGE

Security: Data shared with too many collaborators can prove to be a threat. Sensitive business data must remain under control and cannot be disclosed outside the organization. Customer information, company figures and tariffs are examples of data that need to be protected.

Work-life balance: Another potential issue is people overworking and blurring the lines between their personal time and work hours.

DISADVANTAGE

Productivity: The loss of human touch can be detrimental if taken to an extreme. Productivity is lost if everything needs to be entered into a system

TYPES OF COLLABORATION TOOLS

Decision-making tools help organize ideas in graphic form.

There are many tools that organizations can acquire to assist with collaboration. Google offers document sharing with Google Docs and allows employees to chat and communicate via Google hangout. Microsoft offers outlook messaging for emails, Skype conversations, and a space for sharing OneDrive documents.

Calendar sharing tools: The shared calendar facilitates organization's appointments and meetings without the need to consult all participants. Types of Calendar tool;

- Google Calendar
- Calendly

File sharing tools: File sharing tools allow you to transfer files, distribute them and give access to them. Shared files can be; software, books, videos, documents, etc. Types of file sharing tools.

- Citrix ShareFile.
- Dropbox.
- Google Drive.
- iCloud Drive.
- Microsoft OneDrive.

Document synchronization: Document synchronization aims at matching two documents. This means that any modification, addition or deletion of a document in a directory will also be effective in the second directory. This way, employees have the latest version and the information remains the same everywhere. The two documents remain exactly identical.

Different software for Document Sync;

- OneDrive
- Google Drive
- Goodsync

Video-conferencing: A method of communicating with a live, visual connection by means of a video with multiple people across multiple locations. In-person meetings can be replaced with video conferences so the team can still get the “feeling” of seeing each other as they communicate.

Example;

- Zoom
- Google Meet
- Streamyard
- Google hangout

ENTERPRISE COLLABORATION TOOLS

The leading software vendors like Microsoft and Google offer packages that combine multiple solutions to work together. Ready-to-use solutions such as Asana, Atlassian Confluence, IBM Workplace, Slack or Box allow organizations to maximize employee productivity by offering a complete or customized collaboration platform.

Collaborative project management: Collaborative project management makes it possible to plan, coordinate, monitor and manage complex projects carried out by team.

ENTERPRISE COLLABORATION TOOLS

Tools for sharing applications and resources: Project team members can work on the same document, work remotely and online or on the same system. These enterprise systems offer the option to manipulate documents online so that all employees have access to information.

Information and knowledge management tools:

Projects are divided among collaborators but the tasks are interconnected and notifications are sent to the concerned persons. The notification system allows teams to save time by being instantly informed of activity progress.

Coordination tools: These tools help to include project team members in the planning and monitoring phases of projects and to link them to each other by providing them with information. Project team members can use the software to create invoices, track budgets and progress, view their tasks, evaluate deadlines, and analyze past time sheets.

TEAMWORK

Teamwork is the process of selflessly working collaboratively with others to achieve organizational goals.

Ways to work as a team

- Know your team members
- Agree on a team mission
- Promote sharing
- Map goals and timelines
- Ensure clear communication

TEAMWORK

Examples of teamwork skills

- Communication
- Responsibility
- Active listener
- Collaboration

COLLABORATION TOOLS FOR TEAM COMMUNICATION

Communication helps in simultaneous work, it increases collaboration, stimulate real time feedback.

Tools :

- 1. Slack:** Slack is a popular and well-crafted platform offering instant messaging, file transfers and powerful message search. It has many features and dozens of integrations with other tools like Trello and Intercom.

COLLABORATION TOOLS FOR TEAM COMMUNICATION

- 1. Google Meet:** Meet is a video conferencing tool that allows its users to schedule meetings and share their screen.
- 2. Zoom:** This is a web conferencing platform for audio and video conferencing.
- 3. Microsoft Teams:** This is a Microsoft collaboration app that helps teammates to stay organized and work from any device.

COLLABORATION TOOLS FOR PROJECT MANAGEMENT

Project management tools are critical. It help team members coordinate effectively and monitor task progress or keep track of objectives.

TOOLS

- 1. Asana:** This is one of the most well-known project management tools, Asana allows users to assign tasks to other members, add followers to projects and monitor deadlines.

- 1. Dapulse:** Is a collaboration tool that helps you communicate, set objectives and assign tasks. It has a great visual design so it's easy to understand and work with.
- 2. ProofHub:** This is a work management tool that offers a comprehensive suite of collaboration and project management functions. On this platform, you can organize files, plan and monitor projects and discuss with colleagues and stakeholders.

SECURE COLLABORATION TOOLS

Document sharing and collaboration can put organizations and their customers data at security risk, from accidental release of information with the wrong person to problems created by incorrect lifecycle management.

SECURE COLLABORATION TOOLS

For this reasons Organizations must enforce;

- Team wide and organization wide two way factor authentication
- Encryption in transit and at rest
- Malware Detection and analysis
- Customizable policies
- Message Analytics
- Scalable Technologies



THANK YOU