

welcome to your Saskatchewan e-library services and resources



Link to Software... Workshop

Introduction and welcome

Review: Assess the participants' current computer skill level and previous experience with software programs.

What: What participants will learn in the workshop is how to operate the basic functions of several software programs available at through Southeast Regional Library and affiliated CAP sites.

Where: Participants will use the information learned in this workshop whenever they use a Southeast Regional Library or CAP computer as well as on PCs.

Why: Participants need to know this information so that they can operate the most popular and widely utilized programs available on a Southeast Regional Library or CAP computer.

Hardware vs. software

The "Start" button.

Word

- Microsoft word is a word processing program that allows users to compose and arrange written documents. It is useful for typing letters, reports or any written document. Many of the functions and skills learned in this segment will be used in other programs such as Excel, Outlook, etc.
- Basic keyboarding skills
 - The "home" position and typing
 - Enter, caps lock, shift, tab, backspace, delete, home, end, arrow keys
- Basic mouse skills
 - Point and click, double clicking, highlighting

- Scrolling (vertical and horizontal), minimizing, maximizing, closing, page up, page down
- Right click functions: copy, cut, paste, paragraph (double spacing), spell check
- Selecting icons from the toolbar: Bold, italics, underline, alignment, numbering, bullets, save, print, spell check, font, font size, undo, office assistant
- Adjusting margins
- Print and print preview

Excel

- Microsoft excel is a program that allows users to create and format spreadsheets. It is useful for managing lists, budgets, inventories, schedules, etc.
- Lingo: cells, rows, columns, handle, formula bar, formulas, ranges
- Creating a spreadsheet
 - creating sheets, renaming a sheet
 - selecting cells, columns and rows
 - expand/shrink/insert/delete columns and rows
 - highlighting rows, cells and columns: deleting info, cut, copy, paste
 - typing data into cells and the formula bar
 - formatting cells: numbers, merge, colours
 - creating a series of values, ex) a list of dates, numbers, etc.
- Formulas
 - "sum" "average"
 - copying formulas using the handle
- Freeze Panes
 - Select the cell under your headings and click **Window/Freeze** panes
- Create a chart
 - Select the data ranges that are to be included in the chart
 - Select the "Chart Wizard" icon – arrange your chart as desired
 - To adjust the chart, click on the elements of the chart that you want to change, right click and select "format data series."
 - To change the raw data of the chart, alter the information in the spreadsheet
 - To change the chart type select **Chart/chart type** - adjust to bar, line, pie, etc.

Outlook

- Outlook is an e-mail program that allows users to send, receive, save and arrange e-mail messages. Most e-mail programs operate on similar principles. When an account is created, you will have to create an e-mail address, on system e-mail accounts the e-mail address is often created for you.
- **Personal folders:** Inbox, junk suspects, spam, sorting, deleting messages
- **Receive** e-mail: reading attachments
- **Send** e-mail: reply, forward, new message, adding an attachment, address book, importance indicators
- E-mail **etiquette:** reply promptly if you are asked a question or at least reply that you have received the e-mail and will address it, be concise but polite, be aware of formal and informal e-mail writing techniques
- Sign-up for e-mail: Walk through of joining a free e-mail service – Yahoo, Hotmail, etc.

Explorer

- Internet Explorer is a program that allows the user to “browse” the contents of the Internet, hence the name browser. Explorer will give the user access to the internet and is a useful interface for navigating, searching and viewing the Internet.
- **Jargon:** links, website, webpage, scrolling
- **Opening** Explorer: your homepage
- **Toolbar buttons:** Back, forward, stop, refresh, home, search, favorites, history
- **Address bar:** reading the bar, entering an address, “Go” button, drop down menu
- **Cursors:** the “arrow,” the “hand”
- **Internet Search Engines:** Sites such as *Google* are not browsers but search engines. There are many different types of search engines available, each with their own strengths and weaknesses. The main engines are:

Publisher

- Publisher is a program that will allow the user to create and format a variety of documents such as posters, flyers, signs, pamphlets, etc. It is useful for creating these documents as much of the formatting is already arranged.
- Follow the wizards: ex) Flyers – sale – book sale
- Inserting pictures

Power Point

- Power Point is a visual presentation program that allows users to create, arrange and modify a slide presentation. It is useful for making presentations, lectures or classroom teaching.
- Select "outline" or "slide" view as desired
- Select a design from the template, or add a design after the slides have been created, or use a blank design.
- Enter info as desired
- Slide layouts
- Insert pictures or elements from other MS programs (charts, text, etc.)
- Slide transition and animation
- Preview your slide show
- Tips:
 - Use 36 size font as a minimum
 - Rule of thumb: no more than 6 "bullet" points per slide
 - Opt for brevity – just highlight the main points on your slides
 - Limit the use of animation and sound effects for professional presentations

My Library on the Web Workshop Feedback Form

Completion of this form is voluntary and the information gathered will be used only to assess the quality and usefulness of the My Library on the Web Workshops.

1. Which workshop(s) did you attend?
 - Link to the Internet
 - Link to Software
 - Link to Literature
 - Link to Web Safety
 - Link to Quality Info.
 - Link to Genealogy
 - Link to Health Info.

2. At what skill level would you place yourself regarding computer and Internet literacy?
 - Never touched a computer before today
 - Beginner
 - Moderately skilled with computers

Expert

3. Did you find the workshop(s) you attended helpful in increasing your skills or knowledge of computer based information resources?

Yes

No

4. How did you feel about the content of the workshop?

There was too much information

There was just enough information

There was not enough information

5. Would you like to see the Workshop programs run again in the future?

Yes

No

6. Do you have any suggestions for future workshop themes or topics?

Thank you for completing this feedback form, your participation in the Workshop and feedback are greatly appreciated. If you have any other comments please use the back of this sheet.

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