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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.
- Jargon: 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.
- 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 when you receive an e-mail 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: Free e-mail services – Yahoo, Hotmail.

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. Some useful search engines are:
 - Open Directory Project: www.dmoz.com
 - Looksmart: www.looksmart.com
 - Yahoo: www.yahoo.com

- Meta-search engines: Meta search engines will search the results of other search engines to return the most popular results or a compilation of results. Some useful meta-search engines are:
 - Dogpile: www.dogpile.com
 - Mamma: www.mamma.com
- Indexes: An index will search your query in websites across the Internet and rank the results via relevance. Relevance is determined by the number of times a particular word, keyword, address, title, etc. appears in a given website. The most popular Indexes are:
 - Google: www.google.com or www.google.ca
 - Hotbot: www.hotbot.com
 - Northern Light: www.northernlight.com
 - Ask Jeeves: www.ask.com
 - Alta Vista: www.altavista.com

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 - booksale
- 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

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