

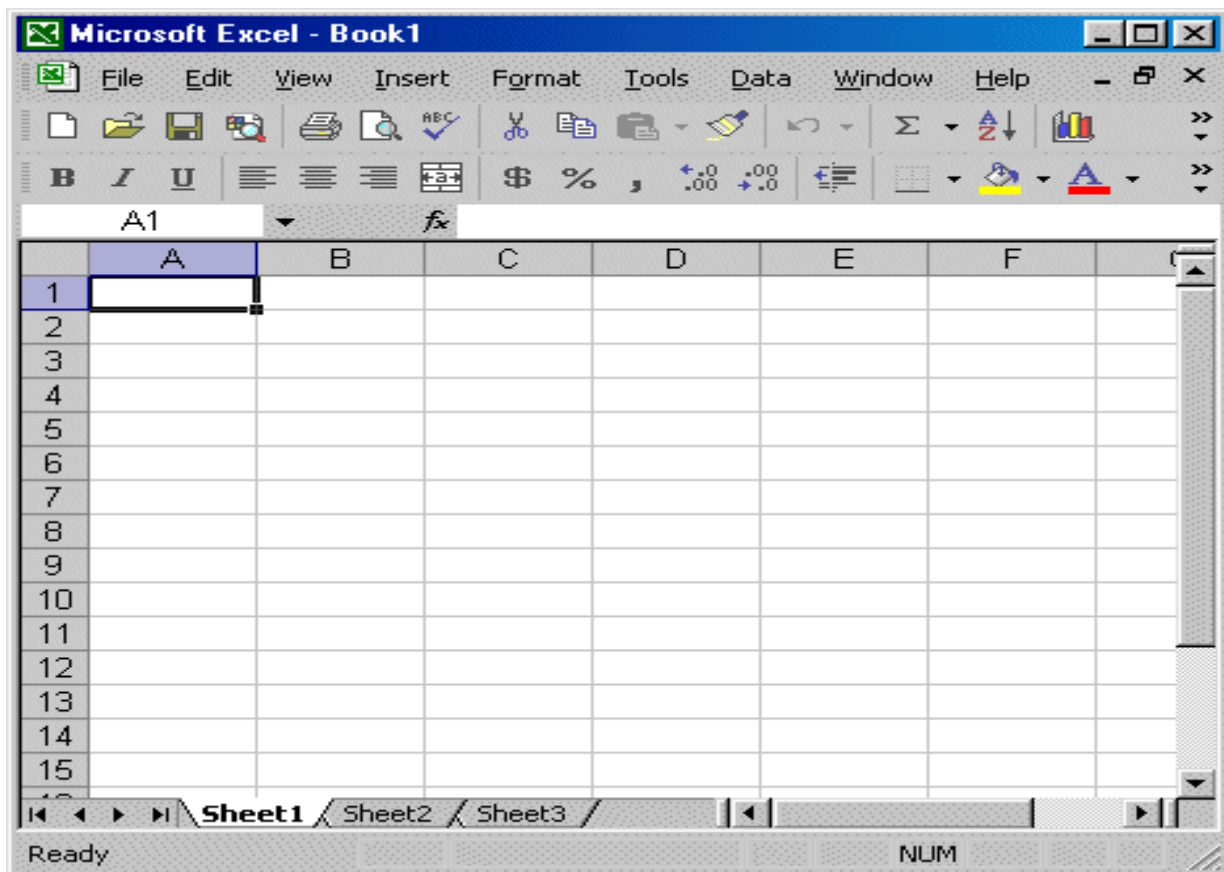
Starting Excel

Before you start Excel, you must have Excel installed on your computer, and you should have basic understanding of Windows operating system.

To start Excel, follow the following steps.

1. Click the Start Button
2. Move your mouse pointer to program. A menu of programs appear
3. Move your mouse pointer over Microsoft Excel and click on it. Excel starts and displays the screen as shown below.

Screen Layout



The Title Bar

This lesson will familiarize you with the Microsoft Excel screen. You will start with the Title bar, which is located at the very top of the screen. On the Title bar, Microsoft Excel displays the name of the workbook you are currently using. At the top of your screen, you should see "Microsoft Excel - Book1" or a similar name.

The Menu Bar

The Menu bar is directly below the Title bar. The menu begins with the word File and continues with Edit, View, Insert, Format, Tools, Data, Window, and Help. You use a menu to give instructions to the software. Point with your mouse to a menu option and click the left mouse button. A drop-down menu opens. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar. You can use the up and down arrow keys to move up and down the drop-down menu.

Toolbars

Toolbars provide shortcuts to menu commands. Toolbars are generally located just below the Menu bar. Point to View, which is located on the Menu bar.

Worksheets

Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The columns are lettered A to IV; the rows are numbered 1 to 65536. The combination of a column coordinate and a row coordinate make up a cell address. For example, the cell located in the upper left corner of the worksheet is cell A1, meaning column A, and row 1. Cell E10 is located under column E on row 10. You enter your data into the cells on the worksheet.

The Formula Bar



Formula Bar

If the Formula bar is turned on, the cell address displays in the Name box on the left side of the Formula bar. Cell entries display on the right side of the Formula bar. Before proceeding, make sure the Formula bar is turned on.

1. Point to View, which is located on the Menu bar.
2. Click the left mouse button. A drop-down menu opens. On the drop-down menu, if Formula Bar has a check mark next to it, the Formula bar is turned on. Press the Esc key to close the drop-down menu.
3. If Formula Bar does not have a check mark next to it, press the down arrow key until Formula Bar is highlighted; then presses Enter. The Formula bar should now appear below the toolbars.
4. Note that the current cell address displays on the left side of the Formula bar.

The Status Bar



Status Bar

If the Status bar is turned on, it appears at the very bottom of the screen. Before proceeding, make sure the Status bar is turned on.

Notice the word "Ready" on the Status bar at the lower left side of the screen. The word "Ready" tell you that Excel is in the Ready mode and awaiting your next command. Other indicators appear on the Status bar in the lower right corner of the screen. Here are some examples:

The Num Lock key is a toggle key. Pressing it turns the numeric keypad on and off. You can use the numeric keypad to enter numbers as if you were using a calculator. The letters "NUM" on the Status bar in the lower right corner of the screen indicate that the numeric keypad is on.

The Caps Lock key is also a toggle key. Pressing it turns the caps function on and off. When the caps function is on, your entry appears in capital letters.

Other functions that appear on the Status bar are Scroll Lock and End. Scroll Lock and End are also toggle keys. Pressing the key toggles the function between on and off. Scroll Lock causes the movement keys to move the window without moving the cell pointer. End lets you jump around the screen. We will discuss both of these later in more detail.

Make sure the Scroll Lock and End indicators are off and complete the following exercises.

The Down Arrow Key

You can use the down arrow key to move downward one cell at a time.

The Up Arrow Key

You can use the Up Arrow key to move upward one cell at a time.

The Tab Key

You can use the Tab key to move across the page to the right, one cell at a time.

The Shift+Tab Keys

You can hold down the Shift key and then press the Tab key to move to the left, one cell at a time.

The Right and Left Arrow Keys

You can use the right and left arrow keys to move right or left one cell at a time.

Page Up and Page Down

The Page Up and Page Down keys move the cursor up and down one page at a time.

The End Key



The Status Bar

The End key, used in conjunction with the arrow keys, causes the cursor to move to the far end of the spreadsheet in the direction of the arrow.

Note: If you have entered data into the worksheet, the End key moves you to the end of the data area.

The Home Key

The Home key, used in conjunction with the End key, moves you to cell A1 -- or to the beginning of the data area if you have entered data.

Moving Quickly Around the Worksheet

The following are shortcuts for moving quickly from one cell to a cell in a different part of the worksheet.

Go to -- F5

The F5 function key is the "Go To" key. If you press the F5 key while in the Ready mode, you are prompted for the cell to which you wish to go. Enter the cell address, and the cursor jumps to that cell.

Go to -- Ctrl-G

You can also use Ctrl-G to go to a specific cell.

Name Box

You can also use the Name box to go to a specific cell.

Scroll Lock



The Status Bar

Scroll Lock moves the window, but not the cell pointer.

Selecting Cells

If you wish to perform a function on a group of cells, you must first select those cells by highlighting them.

Alternative Method: Selecting Cells by Dragging

You can also highlight an area by holding down the left mouse button and dragging the mouse over the area. In addition, you can select noncontiguous areas of the worksheet by doing the following:

Entering Data

In this lesson, you are going to learn how to enter data into your worksheet. First, you place the cursor in the cell in which you would like to enter data. Then you type the data and press Enter.

Editing a Cell

After you enter data into a cell, you can edit it by pressing F2 while you are in the cell you wish to edit.

Alternate Method: Editing a Cell by Double-Clicking in the Cell

You can change "Joker" to "Johnson" as follows:

1. Move the cursor to cell A1.
2. Double-click in cell A1.
3. Press the End key. Your cursor is now at the end of your text.
4. Use the backspace to erase "r," "e," and "k."
5. Type **hnson**.
6. Press Enter.

Changing a Cell Entry

Typing in a cell while you are in the Ready mode replaces the old cell entry with the new information you type.

1. Move the cursor to cell A1.
2. Type **Cathy**.
3. Press Enter. The name "Cathy" should replace "Johnson."

Wrapping Text

When you enter text that is too long to fit in a cell into a cell, it overlaps the next cell. If you do not want it to overlap the next cell you can wrap the text.

1. Move to cell A2.
2. Type **Text too long to fit**.
3. Press Enter.
4. Return to cell A2.
5. Choose Format > Cells from the menu.
6. Choose the Alignment tab.
7. Click Wrap Text.
8. Click OK. The text wraps.

Deleting a Cell Entry

To delete an entry in a cell or a group of cells, you place the cursor in the cell or highlight the group of cells and press Delete.

1. Place the cursor in cell A2.
2. Press the Delete key.

Entering Numbers as Labels or Values

In Microsoft Excel, you can enter numbers as labels or as values. Labels are alphabetic, alphanumeric, or numeric text on which you do not perform mathematical calculations. Values are numeric text on which you perform mathematical calculations. If you have a numeric entry, such as an employee number, on which you do not perform mathematical calculations, enter it as a label by typing a single quotation mark first.

Enter a number:

1. Move the cursor to cell B1.
2. Type **100**.

3. Press Enter.

The number 100 appears in cell B1 as a numeric value. You can perform mathematical calculations using this cell entry. Note that by default the number is right-aligned.

Enter a value:

1. Move the cursor to cell C1.
2. Type '100.
3. Press Enter.

The number 100 appears in cell C1 as a label. Note that by default the cell entry is left-aligned and a green triangle appears in the upper left corner of the cell.

Smart Tags

When you make an entry that Microsoft Excel believes you may want to change, a smart tag appears. Smart tags give you the opportunity to make changes easily. Cells with smart tag in them appear with a green triangle in the upper left corner. When you place your cursor in the cell, the Trace Error icon appears. Click on the Trace Error icon and options appear. When you made your entry in cell C1 in the previous section, a smart tag should have appeared.

1. Move to cell C1.
2. Click on the Trace Error icon. An options list appears. You can convert the label to a number, obtain help, ignore the error etc.

Saving a File

This is the end of Lesson1. To save your file:

1. Choose File > Save from the menu.
2. Go to the directory in which you want to save your file.
3. Type **lesson1** in the File Name field.
4. Click on Save.

Closing Microsoft Excel

Close Microsoft Excel.

1. Choose File > Close from the menu.

Formatting Text and Performing Mathematical Calculations

In this lesson, you are going to learn how to format text and perform basic mathematical calculations. To start, open a blank Microsoft Excel workbook.

Choosing a Default Font

Microsoft Excel enables you to choose a default font. The default font is the style of typeface that Excel will use unless you specify a different style. For the exercises in this lesson, you want your font to be set to Arial, Regular, and Size 10. To set your font to Arial, Regular, and Size 10:

1. Choose Format > Cells from the menu.
2. Choose the Font tab.
3. In the Font box, choose Arial.
4. In the Font Style box, choose Regular.
5. In the Size box, choose 10.
6. If there is no check mark in the Normal Font box, click to place a check mark there. Your selections are now the default.
7. Click OK.

Adjusting the Standard Column Width

When you open Microsoft Excel, the width of each cell is set to a default width. This width is called the standard column width. You need to change the standard column width to complete your exercises. To make the change, follow these steps:

1. Choose Format > Column > Standard Width from the menu. The Standard Width dialog box opens.
2. Type **25** in the Standard Column Width field. Click OK. The width of every cell on the worksheet should now be set to 25.
3. Move to cell A1.
4. Type **Cathy**.
5. Press Enter.

Cell Alignment

The name "Cathy" is aligned with the left side of the cell. You can change the cell alignment.

Centering by Using the Menu

To center the name Cathy, follow these steps:

1. Move the cursor to cell A1.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Alignment tab.
4. Click to open the drop-down box associated with the Horizontal field. After the drop-down box is opened, click on Center.
5. Click OK to close the dialog box. The name "Cathy" is centered.

Right-Aligning by Using the Menu

To right-align the name "Cathy," follow these steps:

1. Move the cursor to cell A1.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Alignment tab.
4. Click to open the drop-down box associated with the Horizontal field. After the drop-down box is opened, click on Right (Indent).
5. Click OK to close the dialog box. The name "Cathy" is right-aligned.

	A	B
1	Cathy	
2		

Left-Aligning by Using the Menu

To left-align the name "Cathy," follow these steps:

1. Move the cursor to cell A1.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Alignment tab.
4. Click to open the drop-down box associated with the Horizontal field. After the drop-down box is opened, click on Left (Indent).
5. Click OK to close the dialog box. The name "Cathy" is left-aligned.

	A	B
1	Cathy	
2		

Alternate Method: Alignment by Using the Formatting Toolbar

Using the Formatting toolbar, you can quickly perform tasks. You can use the Formatting toolbar to change alignment.

Centering by Using the Toolbar

To center the name "Cathy," follow these steps:

1. Move the cursor to cell A1.
2. Click on the Center icon, which is located on the Formatting toolbar.



The red circle designates the Align Center icon.

Right-Aligning by Using the Toolbar

You can right-align the name "Cathy" by following these steps:

1. Move the cursor to cell A1.
2. Click on the Align Right icon, which is located on the Formatting toolbar.



The red circle designates the Align Right icon.

Left-Aligning by Using the Toolbar

You can left align the name "Cathy" by following these steps:

1. Move the cursor to cell A1.
2. Click on the Align Left icon, which is located on the Formatting toolbar.



The red circle designates the Align Left icon.

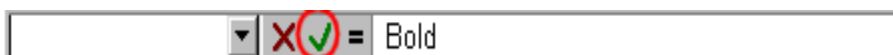
Adding Bold, Underline, and Italic

You can bold, underline, or italicize text in Microsoft Excel. You can also combine these features -- in other words, you can bold, underline, and italicize a single piece of text.

In the exercises that follow, you will learn three different methods for bolding, italicizing, or underlining text in Microsoft Excel. You will learn to bold, italicize, and underline by using the menu, the icons, and the shortcut keys.

Adding Bold by Using the Menu

1. Type **Bold** in cell A2.
2. Click on the check mark located on the Formula bar. Clicking on the check mark is similar to pressing Enter.



3. Choose Format > Cells from the menu. The Format Cells dialog box opens.
4. Choose the Font tab.
5. Click on Bold in the Font Style box.
6. Click OK. The word "Bold" should now be bolded.

Adding Italic by Using the Menu

1. Type **Italic** in cell B2.
2. Click on the check mark located on the Formula bar. Clicking on the check mark is similar to pressing Enter.
3. Choose Format > Cells from the menu. The Format Cells dialog box opens.
4. Click on Italic in the Font style box.
5. Click OK. The word "Italic" is italicized.

Adding Underline by Using the Menu

Microsoft Excel provides several types on underlines. The exercise that follows illustrates some of them.

Single Underline

1. Type **Underline** in cell C2.
2. Click on the check mark located on the Formula bar. Clicking on the check mark is similar to pressing Enter.
3. Choose Format > Cells from the menu. The Format Cells dialog box opens.
4. Click to open the drop-down menu associated with the Underline box.
5. Click on Single.
6. Click OK. The cell entry now has a single underline.

Double Underline

1. Type **Underline** in cell D2.
2. Click on the check mark located on the Formula bar.
3. Choose Format > Cells from the menu. The Format Cells dialog box opens.
4. Click to open the drop-down menu associated with the Underline field.
5. Click on Double.
6. Click OK. The cell entry now has a double underline.

Single Accounting

1. Type **Underline** in cell E2.
2. Click on the check mark located on the Formula bar.

3. Choose Format > Cells from the menu. The Format Cells dialog box will open.
4. Click to open the drop-down menu associated with the Underline field.
5. Click on Single Accounting.
6. Click OK. The cell entry now has a single accounting underline.

Double Accounting

1. Type **Underline** in cell F2.
2. Click on the check mark located on the Formula bar.
3. Choose Format > Cells from the menu. The Format Cells dialog box will open.
4. Click to open the drop-down menu associated with the Underline field.
5. Click on Double Accounting.
6. Click OK. The cell entry now has a double accounting underline.

Adding Bold, Underline, and Italic by Using the Menu

1. Move the cursor to cell G3.
2. Type **all three**.
3. Click on the check mark located on the Formula bar.
4. Choose Format > Cells from the menu. The Format Cells dialog box opens.
5. Choose the Font tab.
6. Click on Bold Italic in the Font Style box.
7. Click to open the drop-down menu associated with the Underline field. Then click on Single.
8. Click OK. The words "All three" are now bolded, italicized, and underlined.

Removing Bold and Italics by Using the Menu

1. Highlight cells B1 to C1. Place your cursor in cell B1. Press the F8 key. Press the right arrow key once.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Click on Regular in the Font style box.
4. Click OK. Cell B1 is no longer be bolded. Cell C1 is no longer italic.

Removing an Underline by Using the Menu

1. Move to cell C2.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Click to open the drop-down menu associated with the Underline field. Then click on None.
4. Click OK. The underbellies is removed.

Alternate Method: Adding Bold by Using the Icon

1. Type **Bold** in cell A3.
2. Click on the check mark located on the Formula bar.
3. Click on the Bold icon, which is on the Formatting toolbar.
4. Click again on the Bold icon if you wish to remove the bolding.

Alternate Method: Adding Italic by Using the Icon

1. Type **Italic** in cell B3.
2. Click on the check mark located on the Formula bar.



3. Click on the Italic icon, which is on the Formatting toolbar.
4. Click again on the Italic icon if you wish to remove the italics.

Alternate Method: Adding Underline by Using the Icon

1. Type **Underline** in cell C3.
2. Click on the check mark located on the Formula bar.



3. Click on the Underline icon, which is on the Formatting toolbar.
4. Click again on the Underline icon if you wish to remove the underline.

Alternate Method: Adding Bold, Underline, and Italic by Using Icons

1. Type **All Three** in cell D3.
2. Click on the check mark located on the Formula bar.
3. Click on the Bold icon.
4. Click on the Italic icon.
5. Click on the Underline icon

Alternate Method: Adding Bold by Using Shortcut Keys

1. Type **Bold** in cell A4.
2. Click on the check mark located on the Formula bar.
3. Hold down the Ctrl key while pressing "b" (Ctrl-b).
4. Press Ctrl-b again if you wish to remove the bolding.

Alternate Method: Adding Italic by Using Shortcut Keys

1. Type **Italic** in cell B4.

2. Click on the check mark located on the Formula bar.
3. Hold down the Ctrl key while pressing "i" (Ctrl-i).
4. Press Ctrl-i again if you wish to remove the italic formatting.

Alternate Method: Adding Underline by Using Shortcut Keys

1. Type **Underline** in cell C4.
2. Click on the check mark located on the Formula bar.
3. Hold down the Ctrl key while pressing "u" (Ctrl-u).
4. Press Ctrl-u again, if you wish to remove the underline.

Alternate Method: Adding Bold, Underline, and Italic by Using Shortcut Keys

1. Type **All three** in cell D4.
2. Click on the check mark located on the Formula bar.
3. Hold down the Ctrl key while pressing "b" (Ctrl-b).
4. Hold down the Ctrl key while pressing "i" (Ctrl-i).
5. Hold down the Ctrl key while pressing "u" (Ctrl-u).

Changing the Font, Font Size, and Font Color

You can change the Font, Font Size, and Font Color of the data you enter.

Changing the Font

1. Type **Times New Roman** in cell A5.
2. Click on the check mark located on the Formula bar.
3. Choose Format > Cells from the menu. The Format Cells dialog box opens.
4. Choose the Font tab. All of the Fonts listed in the Font box are available to you.
5. Find and click on Times New Roman in the Font box.
6. Click OK. The font changes from Arial to Times New Roman.

Changing the Font Size

1. Place the cursor in cell A5.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Font tab.
4. Click on 16 in the Size box.
5. Click OK. The font size changes to 16.

Changing the Font Color

1. Place the cursor in cell A5.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Font tab.
4. Click to open the drop-down menu associated with the color field.
5. Click on Blue.
6. Click OK. The color changes to blue.

Alternate Method: Changing the Font Color by Using the Icon

1. Place the cursor in cell A5.
2. Click on the down arrow next to the Font Color icon. Click on Red. Your font changes to red.

Working with Long Text

Whenever you type text that is too long to fit into a cell, Microsoft Excel attempts to display all the text. It left-aligns the text regardless of the alignment that has been assigned to it, and it borrows space from the blank cells to the right. However, a long text entry will never write over cells that already contain entries - - instead, the cells that contain entries cuts off the long text. Do the following exercise to see how this works.

1. Move the cursor to cell A6.
2. Type **Now is the time for all good men to go to the aid of their army.**
3. Press Enter. Everything that does not fit into cell A6 spills over into the adjacent cell.
4. Move the cursor to cell B6.
5. Type **TEST.**
6. Press Enter. The entry in cell A6 is cut off.
7. Move the cursor to cell A6.
8. Look at the Formula bar. The text is still in the cell.

Changing a Single Column Width

Earlier you increased the column width of every column on the worksheet. You can also increase individual column widths. If you increase the column width, you will be able to see the long text.

1. Make sure the cursor is anywhere under column A.
2. Choose Format > Column > Width from the menu. The column width dialog box opens.
3. Type **55** in the Column Width field.

4. Click OK.

Column A is set to a width of 55. You should now be able to see all of the text.

Alternate Method: Changing a Single Column Width by Dragging

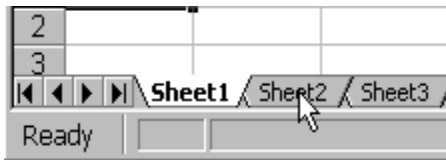
You can also change the column width with the cursor.

1. Place the cursor on the line between the B and C column headings. The cursor should look like the one displayed here, with two arrows.
2. Move your mouse to the right while holding down the left mouse button. The width indicator appears on the screen.
3. Release the left mouse button when the width indicator shows approximately 40.

Moving to a New Worksheet

In Microsoft Excel, each workbook is made up of several worksheets. Before moving to the next topic, move to a new worksheet.

1. Click on Sheet2 in the lower left corner of the screen.



Setting the Enter Key Direction

In Microsoft Excel, you can specify which direction the cursor moves when you press the Enter key. You can have the cursor move up, down, left, right, or not at all. You will now make sure the cursor is set to move down when you press the Enter key.

1. Choose Tools > Options from the menu. The Options dialog box opens.
2. Choose the Edit tab.
3. Make sure there is a check mark in the "Move Selection after Enter" box.
4. If Down is not selected, click to open the Direction drop-down box. Click on Down.
5. Click OK.

Making Numeric Entries

In Microsoft Excel, you can enter numbers and mathematical formulas into cells. When a number is entered into a cell, you can perform mathematical calculations

such as addition, subtraction, multiplication, and division. When entering a mathematical formula, precede the formula with an equal sign. Use the following to indicate the type of calculation you wish to perform:

+ Addition, - Subtraction, * Multiplication, / Division, ^ Exponential

Performing Mathematical Calculations

The following exercises demonstrate how to perform mathematical calculations.

Addition

1. Move your cursor to cell A1.
2. Type **1**.
3. Press Enter.
4. Type **1** in cell A2.
5. Press Enter.
6. Type **=A1+A2** in cell A3.
7. Press Enter. Cell A1 has been added to cell A2, and the result is shown in cell A3.

Place the cursor in cell A3 and look at the Formula bar.

Subtraction

1. Press F5. The Go To dialog box opens.
2. Type **B1** in the Reference field.
3. Press Enter. The cursor should move to cell B1.
4. Type **5** in cell B1.
5. Press Enter.
6. Type **3** in cell B2.
7. Press Enter.
8. Type **=+B1- B2** in cell B3.
9. Press Enter. Cell B1 has been subtracted from B2, and the result is shown in cell B3.

Place the cursor in cell B3 and look at the Formula bar.

Multiplication

1. Hold down the Ctrl key while you press "g" (Ctrl-g). The Go To dialog box opens.
2. Type **C1** in the Reference field.
3. Press Enter. You should now be in cell C1.
4. Type **2** in cell C1.
5. Press Enter.

6. Type **3** in cell C2.
7. Press Enter.
8. Type **=C1*C2** in cell C3.
9. Press Enter. Cell C1 is multiplied by cell C2 and the result is displayed in cell C3.
Place the cursor in cell C3 and look at the Formula bar.

Division

1. Press F5.
2. Type **D1** in the Reference field.
3. Press Enter. You should now be in cell D1.
4. Type **6** in cell D1.
5. Press Enter.
6. Type **3** in cell D2.
7. Press Enter.
8. Type **=D1/D2** in cell D3.
9. Press Enter. Cell D1 is divided by cell D2 and the result is displayed in cell D3.
Place the cursor in cell D3 and look at the Formula bar.

The AutoSum Icon

The AutoSum icon on the Standard toolbar automatically adds a column of numbers. The following illustrates the SUM function:

1. Go to cell F1.
2. Type **3**. Press Enter.
3. Type **3**. Press Enter.
4. Type **3**. Press Enter.
5. Click on the AutoSum button, which is located on the Standard toolbar.
6. F1 to F3 should now be highlighted.
7. Press Enter. Cells F1 through F3 are added.

Automatic Calculation

If you have automatic calculation turned on, Microsoft Excel recalculates the worksheet as you change cell entries. You can check to make sure automatic calculation is turned on.

Setting Automatic Calculation

1. Choose Tools > Options from the menu.
2. Choose the Calculation tab.

3. Select Automatic if it is not already selected.
4. Click OK.

Trying Automatic Calculation

Make the changes outlined below and note how Microsoft Excel automatically recalculates.

1. Move to cell A1.
2. Type **2**. Press the Enter key. The results shown in cell A3 have changed. The number in cell A1 has been added to the number in cell A2 and the results display in cell A3.
3. Move to cell B1.
4. Type **6**.
5. Press the Enter key. The results shown in cell B3 have changed. The number in cell B1 has been subtracted from the number in cell B2 and the results display in cell B3.
6. Move to cell C1.
7. Type **4**. Press the Enter key. The results shown in cell C3 have changed. The number in cell C1 has been multiplied by the number in cell C2 and the results display in cell C3.
8. Move to cell D1.
9. Type **12**. Press the Enter key. The results shown in cell D3 have changed. The number in cell D1 has been divided by the number in cell D2 and the results display in cell D3.

Formatting Numbers

You can format the numbers you enter into Microsoft Excel. You can add commas to separate thousands, specify the number of decimal places, place a dollar sign in front of the number, or display the number as a percent in addition to several other options.

4		
5	1234567	
6		

Before formatting

4		
5	1,234,567.00	
6		

After formatting

1. Move the cursor to cell A5.
2. Type **1234567**.
3. Press Enter.
4. Move the cursor back to cell A5.
5. Choose Format > Cells from the menu. The Format Cells dialog box will open.
6. Choose the Number tab.
7. Click on Number in the Category box.
8. Type **2** in the Decimal Places box.
9. Place a check mark in the Use 1000 Separator box.
10. Click OK. The number should now display with two decimal places. The thousands should now be separated by commas.

Adding a Dollar Sign to a Numeric Entry

1. Move the cursor to cell A5.
2. Choose Format > Cells from the menu. The Format Cells dialog box opens.
3. Choose the Number tab.
4. Click on Currency in the Category box.
5. Make sure there is a "\$" in the Symbol box.

4		
5	\$1,234,567.00	
6		

6. Click OK. The number displays with a dollar sign.

Alternate Method: Formatting Numbers by Using the toolbar

1. Move the cursor to cell A6.
2. Type **1234567**.
3. Press Enter.
4. Move the cursor back to cell A6.
5. Click twice on the Increase Decimal icon to change the number format to two decimal places. Clicking on the Decrease Decimal icon decreases the decimal places.
6. Click once on the Comma Style icon to add commas to the number.
7. To change the number to a currency format, click on the Currency Style format.
8. Move the cursor to cell A7.
9. Type **.35** (note the decimal point).
10. Press Enter. Move the cursor back to cell A7.
11. Click on the Percent Style icon to turn .35 to a percent.

6	35%
---	-----

More Advanced Mathematical Calculations

When you perform mathematical calculations in Microsoft Excel, be careful of precedence. Calculations are performed from left to right, with multiplication and division performed before addition and subtraction.

1. Move to a new worksheet by clicking on Sheet3 in the lower left corner of the screen.
2. Go to cell A1.
3. Type $=3+3+12/2*4$.
4. Press Enter.

Note: Microsoft Excel divided 12 by 2, multiplied the answer by 4, added 3, and then added another 3. The answer, 30, displays in cell A1.

To change the order of calculation, use parentheses. Microsoft Excel calculates the information in parentheses first.

1. Double-click in cell A1.
2. Edit the cell to read $=(3+3+12)/2*4$.
3. Press Enter.

Note: Microsoft Excel added 3 plus 3 plus 12, divided the answer by 2, and multiplied the result by 4. The answer, 36, displays in cell A1.

Cell Addressing

Microsoft Excel records cell addresses in formulas in three different ways, called absolute, relative, and mixed. The way a formula is recorded is important when you copy it.

With relative cell addressing, when you copy a formula from one area of the worksheet to another, Microsoft Excel records the position of the cell relative to the cell that originally contained the formula. The following exercises demonstrate:

1. Go to cell A7.
2. Type 1. Press Enter.
3. Type 1. Press Enter.
4. Type 1. Press Enter.
5. Go to cell B7.
6. Type 2. Press Enter.
7. Type 2. Press Enter.
8. Type 2. Press Enter.

9. Go to cell A10.

In addition to typing a formula, you can also enter formulas by using Point mode. When you are in Point mode, you can enter a formula either by clicking on a cell with your mouse or by using the arrow keys.

1. You should be in cell A10.
2. Type =.
3. Use the up arrow key to move to cell A7.
4. Type +.
5. Use the up arrow key to move to cell A8.
6. Type +.
7. Use the up arrow key to move to cell A9.
8. Press Enter.
9. Look at the Formula bar while in cell A10. Note that the formula you entered is recorded in cell A10.

Copying by Using the Menu

You can copy entries from one cell to another cell. To copy the formula you just entered, follow these steps:



1. You should be in cell A10.
2. Choose Edit > Copy from the menu. Moving dotted lines appear around cell A10, indicating the cells to be copied.
3. Press the Right Arrow key once to move to cell B10.
4. Choose Edit > Paste from the menu. The formula in cell A10 is copied to cell B10.
5. Press Esc to exit the Copy mode.

Compare the formula in cell A10 with the formula in cell B10 (while in the respective cell, look at the Formula bar). The formulas are the same except that the formula in cell A10 sums the entries in column A and the formula in cell B10 sums the entries in column B. The formula was copied in a relative fashion.

Before proceeding with the next exercise, you must copy the information in cells A7 to B9 to cells C7 to D9. This time you will copy by using the Formatting toolbar.

Copying by Using the Formatting Toolbar

1. Highlight cells A7 to B9. Place the cursor in cell A7. Press F8. Press the down arrow key twice. Press the right arrow key once. A7 to B9 should be highlighted.

2. Click on the Copy icon  , which is located on the Formatting toolbar.
3. Use the arrow key to move the cursor to cell C7.
4. Click on the Paste icon  , which is located on the Formatting toolbar.
5. Press Esc to exit Copy mode.

Absolute Cell Addressing

An absolute cell address refers to the same cell, no matter where you copy the formula. You make a cell address an absolute cell address by placing a dollar sign in front of both the row and column identifiers. You can do this automatically by using the F4 key. To illustrate:

1. Move the cursor to cell C10.
2. Type =.
3. Use the up arrow key to move to cell C7.
4. Press F4. Dollar signs should appear before the C and before the 7.
5. Type +.
6. Use the up arrow key to move to cell C8.
7. Press F4.
8. Type +.
9. Use the up arrow key to move to cell C9.
10. Press F4.
11. Press Enter. The formula is recorded in cell C10.

Copying by Using the Keyboard Shortcut

Now copy the formula from C10 to D10. This time, you will copy by using the keyboard shortcut.

1. Your cursor should be in cell C10.
2. Hold down the Ctrl key while you press "c" (Ctrl-c). This copies the contents of cell C10.
3. Press the right arrow once.
4. Hold down the Ctrl key while you press "v" (Ctrl-v). This pastes the contents of cell C10 in cell D10.
5. Press Esc to exit the Copy mode.

Compare the formula in cell C10 with the formula in cell D10. They are the same. The formula was copied in an absolute fashion. Both formulas sum column C.

Mixed Cell Addressing

You use mixed cell addressing to reference a cell that is part absolute and part relative. You can use the F4 key.

1. Move the cursor to cell E1.
2. Type =.
3. Press the up arrow key once.
4. Press F4.
5. Press F4 again. Note that the column is relative and the row is absolute.
6. Press F4 again. Note that the column is absolute and the row is relative.
7. Press Esc.

Deleting Columns

You can delete columns from your spreadsheet. To delete columns C and D:

1. Click on column C and drag to column D.
2. Choose Edit > Delete from the menu. Column D is deleted.
3. Click anywhere on the spreadsheet to remove your selection.

Deleting Rows

You can delete rows from your spreadsheet. To delete rows 1 through 4:

1. Click on the row 1 drag to row 4.
2. Choose Edit > Delete from the menu. Rows 1 through 4 are deleted.
3. Click anywhere on the spreadsheet to remove your selection.

Inserting Columns

There will be times when you will need to insert a column or columns into your spreadsheet. To insert a column:

1. Click on A to select column A.
2. Choose Insert > Columns from the menu. A column is inserted to the right of column A.
3. Click anywhere on the spreadsheet to remove your selection.

Inserting Rows

You can also insert rows into your spreadsheet:

1. Click on 2 to select row 2.
2. Choose Insert > Rows from the menu. A row is inserted above row 2.
3. Click anywhere on the spreadsheet to remove your selection.

Creating Borders

You can use borders to make entries on your spreadsheet stand out. Accountants usually place a single underline above a final number and a double underline below. The following illustrates:


1. Go to cell B7.
2. Choose Format > Cells from the menu.
3. Choose the Border tab.
4. In the Style box, click on the single underline
5. Click on the top of the Border box.
6. In the Style box, click on the double underline.
7. Click on the bottom of the Border box.
8. Click OK. Cell B7 now has a border.

Alternate Method: Creating Borders by Using the Icon

1. Go to cell C7. Click on the down arrow beside the Borders icon.
2. Select the Top and Double Bottom Border. Cell C7 now has borders.

Merge and Center

You will sometimes want to center a piece of text over several columns. The following example shows you how.


1. Go to cell B1.
2. Type **Sample Spreadsheet**.
3. Click the check mark on the Formula bar.
4. Select columns B1 to D1.
5. Click on the Merge and Center icon  on the formatting toolbar. Cells B1, C1, and D1 are merged and centered.

Adding Background Color

You can add background color to a cell or group of cells:

1. Go to cell B1.
2. Choose Format > Cells from the menu.
3. Choose the Patterns tab.
4. Choose Sky Blue.
5. Click OK. The background of cell B1 is now Sky Blue.

Alternate Method: Adding Background Color by Using the Icon

1. Select cells B7 to D7.
2. Click on the down-arrow next to the Fill Color icon .
3. Select Pale Blue. The background of cells B7 to D7 is now Pale Blue.

Using Auto Format

You can format your data manually or you can use one of Microsoft Excel's many AutoFormats.

1. Select cells B1 to D7.
2. Choose Format > Auto Format from the menu. Several formats are listed from which you can choose.
3. Choose the Accounting 2 format.
4. Click OK. Your data is formatted in the Accounting 2 style.

Saving Your File

To save your file: Choose File>Save from the menu.

1. Go to the directory in which you want to save your file.
2. Type **lesson2** in the File Name field.
3. Click on Save.

Closing Microsoft Excel

This is the end of Lesson 2. Close Microsoft Excel. Choose File > Exit from the menu.

Numbers and Mathematical Calculations

Microsoft Excel has many functions that you can use. Functions allow you to quickly and easily find an average, the highest number, the lowest number, a count of the number of items in a list, and make many other useful calculations.

Reference Operators

Reference operators refer to a cell or a group of cells. There are two types of reference operators, range and union.

A range reference refers to all the cells between and including the reference. A range reference consists of two cell addresses separated by a colon. The reference A1:A3 includes cells A1, A2, and A3. The reference A1:C3 includes A1, A2, A3, B1, B2, B3, C1, C2, and C3.

A union reference includes two or more references. A union reference consists of two or more cell addresses separated by a comma. The reference A7, B8, C9 refers to cells A7, B8, and C9.

Functions

Microsoft Excel has a set of prewritten formulas called functions. Functions differ from regular formulas in that you supply the value but not the operators, such as +, -, *, or /. For example, you can use the SUM function to add. When using a function, remember the following:

- Use an equal sign to begin a formula.
- Specify the function name.
- Enclose arguments within parentheses.
- Use a comma to separate arguments.

Here is an example of a function:

```
=SUM (2,13,A1,B27)
```

In this function:

The equal sign begins the function.

SUM is the name of the function.

2, 13, A1, and B27 are the arguments.

Parentheses enclose the arguments.

A comma separates the arguments.

The SUM function adds the arguments together. In the exercises that follow, we will look at various functions.

Typing a Function

1. Open Microsoft Excel.
2. Type **12** in cell B1.
3. Press Enter.
4. Type **27** in cell B2.
5. Press Enter.
6. Type **24** in cell B3.
7. Press Enter.
8. Type **=SUM (B1:B3)** in cell A4.
9. Press Enter. Microsoft Excel sums cells B1 to B3.

Alternate Method: Entering a Function by Using the Menu

1. Type **150** in cell C1.
2. Press Enter.
3. Type **85** in cell C2.
4. Press Enter.
5. Type **65** in cell C3.
6. Press Enter. Your cursor should be in cell C4.
7. Choose Insert > Function from the menu.
8. Choose Math & Trig in the Or Select A Category box.
9. Click on Sum in the Select A Function box.
10. Click on OK. The Functions Arguments dialog box opens.
11. Type **C1:C3** in the Number1 field, if it does not automatically appear.
12. Click on OK. Microsoft Excel sums cells C1 to C3.
13. Move to cell A4.
14. Type the word **Sum**.
15. Press Enter.

As you learned in Lesson 2, you can also calculate a sum by using the Sum icon.

Calculating an Average

You can use the AVERAGE function to calculate the average of a series of numbers.

1. Move your cursor to cell A6.
2. Type **Average**. Press the right arrow key to move to cell B6.
3. Type **=AVERAGE (B1:B3)**.
4. Press Enter. The average of cells B1 to B3, which is 21, will appear.

Calculating an Average by Using the Sum Icon

In Microsoft Excel XP, you can use the Sum icon to calculate an average.

1. Move your cursor to cell C6.
2. Click on the drop-down arrow next to the Sum icon.
3. Click on Average.
4. Highlight C1 to C3.
5. Press Enter. The average of cells C1 to C3, which is 100, appears.

Calculating Min

You can use the MIN function to find the lowest number in a series of numbers.

1. Move your cursor to cell A7.
2. Type **Min**.
3. Press the right arrow key to move to cell B7.
4. Type **= MIN (B1:B3)**.
5. Press Enter. The lowest number in the series, which is 12 appears.

Calculating Max

You can use the MAX function to find the highest number in a series of numbers.

1. Move your cursor to cell A8.
2. Type **Max**.
3. Press the right arrow key to move to cell B8.
4. Type **= MAX (B1:B3)**.
5. Press Enter. The highest number in the series, which is 27, appears.

Note: You can also use the drop-down menu next to the Sum icon to calculate minimums and maximums.

Calculating Count

You can use the count function to count the number of items in a series.

1. Move your cursor to cell A9.
2. Type **Count**

3. Press the right arrow key to move to cell B9.
4. Click on the down arrow next to the Sum icon.
5. Click on Count.
6. Highlight B1 to B3.
7. Press Enter. The number of items in the series, which is 3 appears.

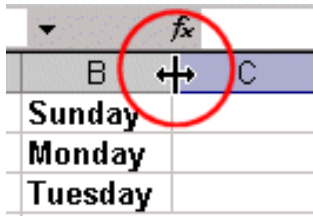
Filling Cells Automatically

You can use Microsoft Excel to fill cells automatically with a series. For example, you can have Excel automatically fill in times, the days of the week or months of the year, years, and other types of series. Days of the week and months of the year fill in a similar fashion. The following demonstrates filling the days of the week:

1. Move to Sheet2.
2. Move to cell A1.
3. Type **Sun**.
4. Move to cell B1.
5. Type **Sunday**.
6. Highlight cells A1 to B1.
7. Bold cells A1 to B1.
8. Find the small black square in the lower right corner of the highlighted area. This is called the Fill Handle.
9. Grab the Fill Handle and drag with your mouse to fill cell A1 to B24. Note how the days of the week fill the cells in a series. Also, note that the Auto Fill Options icon appears.
10. Click on the Auto Fill Options icon.
11. Choose the Copy Cells radio button. The entry in cells A1 and B1 are copied to all the cells highlighted.
12. Click on the Auto Fill Options icon again.
13. Choose the Fill Series radio button. The cells fill as a series from Sunday to Saturday again.
14. Click on the Auto Fill Options icon again.
15. Choose the Fill Without Formatting radio button. The cells fill as a series from Sunday to Saturday, but the entries are not bolded.
16. Click on the Auto Fill Options icon again.
17. Choose the Fill Weekdays radio button. The cells fill as a series from Monday to Friday.

Some of the entries in column B are too long to fit in the column. You can quickly adjust the column width to fit the longest entry.

1. Move your cursor over the line that separates column B and C. The Width Indicator appears.



2. Double-click. The Column adjusts to fit the longest entry.

The following demonstrates filling time:

1. Type **1:00** into cell C1.
2. Grab the Fill Handle and drag with your mouse to highlight cells A1 to A24. Note that each cell fills using military time.
3. Press Esc and then click anywhere on the worksheet to remove the highlighting.

To change the format of the time:

1. Select cells C1 to C24.
2. Choose Format > Cells from the menu.
3. Choose the Number tab.
4. In the Category box, choose Time.
5. In the Type box, choose 1:30 PM.
6. Click OK. The time is no longer in military time.

You can also fill numbers.

Type a **1** in cell D1.

1. Grab the Fill Handle and drag with your mouse to highlight cells D1 to D24. The number 1 fills each cell.
2. Click on the Auto Fill Options icon.
3. Choose the Fill Series radio button. The cells fill as a series starting with 1, 2, 3.

Here is another interesting fill feature.

1. Go to cell E1.
2. Type **Lesson 1**.
3. Grab the Fill Handle and drag with your mouse to highlight cells E1 to E24.
4. The cells fill in as a series: Lesson 1, Lesson 2, Lesson 3, and so on.

Printing

The simplest way to print is to click on the Print icon located on the Standard toolbar. Dotted lines will appear on your screen after you click on the print icon. The dotted lines indicate the right, left, top, and bottom edges of your printed pages.

Print Preview

There are many print options. You can select print options in Page Setup or in Print Preview. In Print Preview, you can see the results of your selections onscreen. You can use print options to:

- Determine whether to print landscape or portrait. If you print portrait on an 8 1/2 by 11 sheet of paper, the length across the top of your page will be 8 1/2 inches. If you print landscape on an 8 1/2 by 11 sheet of paper, the length across the top of your page will be 11 inches.
- Scale your document. If your data is small in comparison to the page, you may want to scale upward so the data fills the entire page. If your data is too large to fit on the page, you may want to scale downward.
- Specify how many pages wide and how many pages long you want your printed document to be.
- Select the paper size and print quality.
- Set the first page number.

If you choose the Margins tab, you can:

- Set the size of your margins including your header and footer margins.
- Center your spreadsheet horizontally and/or vertically on the page.

If you choose the Header/Footer tab, you can select headers and footers. A header is text that appears at the top of every page. A footer is text that appears at the bottom of every page. You can use headers and footers to insert page numbers, dates, and other information.

To choose a header:

1. Choose the Header/Footer tab.
2. Click on the down arrow next to the Header field to open the drop-down box for the header field.
3. Choose a Header from the list.

To choose footer:

1. Choose the Header/Footer tab.
2. Click on the down arrow next to the Footer field to open the drop-down box for the Footer field.
3. Choose Footer from the list.

Click on the Custom Header or Custom Footer button to customize your headers and footers. Use the Left Section to place your options on the left side of the page, the Center Section to place your options in the center of the page, and the Right Section to place your option's on the right side of the page.

The Sheet tab has options that allow you to choose which rows and columns will repeat at the left and the top of the page. It also has options that allows you to determine whether gridlines and/or row column headings print

To preview and print your spreadsheet:

1. Choose File > Preview from the menu.
2. Click on Setup.
3. Choose the Page tab.
4. Choose Portrait.
5. In the Adjust To field, type **110%** to set the size to 110%,.
6. Choose the Margin tab.
7. Check the horizontally box in the Center On Page frame to center your spreadsheet horizontally.
8. Click on OK.
9. Click on Print. The Print dialog box opens.
10. Click on OK to print the file.

Saving Your File

To save your file:

1. Choose File>Save from the menu.
2. Go to the directory in which you want to save your file.
3. Type **lesson3** in the File Name field.
4. Click on Save.

Closing Microsoft Excel

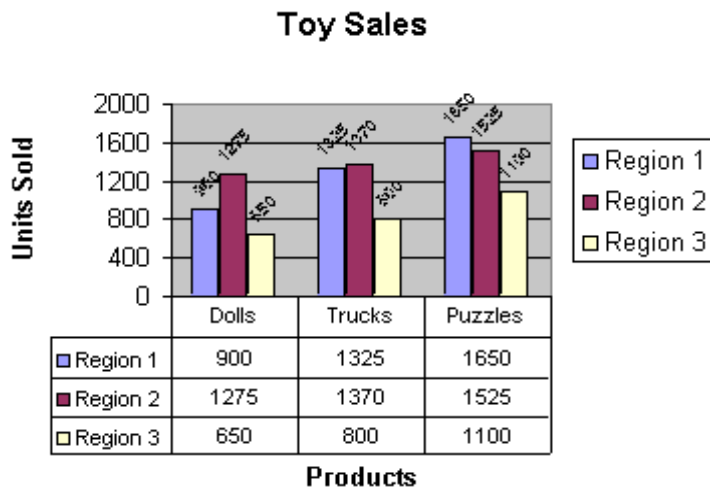
This is the end of Lesson 3. Close Microsoft Excel.

1. Choose File > Exit from the menu.

Creating Charts

Using Microsoft Excel, you can represent numbers in a chart. You can choose from a variety of chart types. And, as you change your data, your chart will automatically update. You can use Microsoft Excel's Chart Wizard to take you through the process step-by-step.

Creating a Column Chart



To create the column chart shown above, start by creating the spreadsheet below exactly as shown.

	A	B	C	D	E
1	Toy Sales				
2					
3	Products	Region 1	Region 2	Region 3	
4	Dolls	900	1275	650	
5	Trucks	1325	1370	800	
6	Puzzles	1650	1525	1100	
7					

After you have created the spreadsheet, you are ready to create your chart.

1. Highlight cells A3 to D6. You must highlight all the cells containing the data you want in your chart. You should also include the data labels.
2. Choose Insert > Chart from the menu.
3. Click on Column to select the type of chart you want to create.
4. In the Chart Sub-type box, choose the Clustered Column icon to select the chart sub-type.
5. Click on Next.
6. To place the product names on the x-axis, select the Columns radio button.

7. Click on Next.
8. Type Toy Sales in the Chart Title field. Toy Sales will appear as the title of your chart.
9. Type Products in the Category (X) Axis field. Products will appear as your x-axis title.
10. Type Units Sold in the Value (Y) Axis field. Units Sold will appear as your y-axis title.
11. Choose the Data Labels tab.
12. Select Value in the Labels Contain Frame to display the data labels as values.
13. Choose the Data Table tab.
14. Select Show Data Table. The data table will appear below your chart.
15. Click on Next.
16. Choose as Object in Sheet1 to make your chart an embedded object and part of the worksheet.
17. Click on Finish
18. Your chart will appear on the spreadsheet.

Changing the Size and Position of a Chart

When you select a chart, handles appear on the right and left sides, the top and bottom, and the corners of the chart. You can drag the handles on the top and bottom of the chart to increase or decrease the height of the chart. You can drag the handles on the left and right sides of the chart to increase or decrease the width of the chart. You can drag the handles on the corners of the chart to increase or decrease the size of the chart proportionally.

You can change the position of a chart by clicking on the chart and dragging


1. Use the handles to adjust the size of your chart.
2. Click on the chart and drag to position the chart under the data.

Modify Your Chart

You can modify your chart by using the Chart toolbar. If the Chart toolbar is not already available, choose View > Toolbars > Chart from the menu.


Chart Toolbar

To change the data area font size:

1. Click on the down arrow on the Chart toolbar. A drop-down menu opens.
2. Choose Data Table from the drop-down menu.
3. Click on the Options icon . Choose the Font tab

4. In the Size box, type 8.
5. Click on OK. Your font size is now 8.

To change the angle of the data labels:

1. Click on the down arrow on the Chart toolbar. A drop-down menu opens.
2. Choose "Region 1" Data Labels from the drop-down menu.
3. Click on the Angle Counter Clockwise icon . The Region 1 Data Labels are angled counter-clockwise.
4. Repeat this process for Regions 2 and 3.

To change the font size of the Region data labels:

1. Click on the down arrow on the Chart toolbar. A drop-down menu opens.
2. Choose "Region 1" Data Labels from the drop-down menu.
3. Click on the Options icon. Choose the Font tab.
4. In the Size box, type 6.
5. Click on OK. Your font size is now 6.
6. Repeat this process for Region 2 and 3.

You can also make changes by double-clicking on the item you want to change.

To change the chart scale:

1. Double-click on the scale. The Format Axis dialog box opens.
2. Choose the Scale tab.
3. Type 400 in the Major Unit field.
4. Click on OK. Your chart is now scaled in units of 400.

Saving Your File

To save your file:

1. Choose File>Save from the menu.
2. Go to the directory in which you want to save your file.
3. Type **lesson4** in the File Name field.
4. Click on Save.

Closing Microsoft Excel

This is the end of Lesson 4. Close Microsoft Excel.

1. Choose File > Exit from the menu.

Page Properties and Printing

Page Breaks

To set page breaks within the worksheet, select the row you want to appear just below the page break by clicking the row's label. Then choose **Insert Page Break** from the menu bar. You may need to click the double down arrow at the bottom of the menu list to view this option.

Page Setup

Select **File Page Setup** from the menu bar to format the page, set margins, and add headers and footers.

- **Page**
Select the **Orientation** under the **Page** tab in the Page Setup window to make the page Landscape or Portrait. The size of the worksheet on the page can also be formatting under **Scaling**. To force a worksheet to print only one page wide so all the columns appear on the same page, select **Fit to 1 page(s) wide**.
- **Margins**
Change the top, bottom, left, and right margins under the **Margins** tab. Enter values in the header and footer fields to indicate how far from the edge of the page this text should appear. Check the boxes for centering horizontally or vertically on the page.
- **Header/Footer**
Add preset headers and footers to the page by clicking the drop-down menus under the Header/Footer tab.

To modify a preset header or footer, or to make your own, click the **Custom Header** and **Custom Footer** buttons. A new window will open allowing you to enter text in the left, center, or right on the page.

Format Text - Click this button after highlighting the text to change the font, size, and style.

Page Number - Insert the page number of each page.

Total Number of Pages - Use this feature along with the page number to create strings such as "page 1 of 15".

Date - Add the current date.

Time - Add the current time.

File Name - Add the name of the workbook file.

Tab Name - Add the name of the worksheet's tab.

- **Sheet**

Check **Gridlines** if you want the gridlines dividing the cells to be printed on the page. If the worksheet is several pages long and only the first page includes titles for the columns, select **Rows to repeat at top** to choose a title row that will be printed at the top of each page.

Print Preview

Select **File Print Preview** from the menu bar to view how the worksheet will print. Click the **Next** and **Previous** buttons at the top of the window to display the pages and click the **Zoom** button to view the pages closer. Make page layout modifications needed by clicking the **Page Setup** button. Click **Close** to return to the worksheet or **Print** to continue printing.

Print

To print the worksheet, select **File Print** from the menu bar.

- **Print Range** - Select either all pages or a range of pages to print.
- **Print What** - Select selection of cells highlighted on the worksheet, the active worksheet, or all the worksheets in the entire workbook.
- **Copies** - Choose the number of copies that should be printed. Check the **Collate** box if the pages should remain in order.

Click **OK** to print.

Keyboard Shortcuts

Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of Excel keyboard shortcuts and keep it by your computer for a quick reference.

Note: A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
--------	-----------

Document actions	
Open a file	CTRL+O
New file	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
Go to	F5

Cursor Movement	
One cell up	up arrow
One cell down	down arrow
One cell right	Tab
One cell left	SHIFT+Tab
Top of worksheet (cell A1)	CTRL+Home
End of worksheet (last cell with data)	CTRL+End
End of row	Home
End of column	CTRL+left arrow
Move to next worksheet	CTRL+PageDown

Formulas	
Apply AutoSum	ALT+=
Current date	CTRL+;
Current time	CTRL+:
Spelling	F7
Help	F1
Macros	ALT+F8

Action	Keystroke
--------	-----------

Selecting Cells	
All cells left of current cell	SHIFT+left arrow
All cells right of current cell	SHIFT+right arrow
Entire column	CTRL+Spacebar
Entire row	SHIFT+Spacebar
Entire worksheet	CTRL+A

Text Style	
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Strikethrough	CTRL+5

Formatting	
Edit active cell	F2
Format as currency with 2 decimal places	SHIFT+CTRL+\$
Format as percent with no decimal places	SHIFT+CTRL+%
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format cells dialog box	CTRL+1

MS Power Point

Starting Power Point

Before you start Power Point, you must have Power Point installed on your computer, and you should have basic understanding of Windows operating system.

To start Power Point, follow the following steps.

4. Click the Start Button
5. Move your mouse pointer to program. A menu of programs appear
6. Move your mouse pointer over Microsoft Power Point and click on it. Power Point starts and displays the screen.

Blank Presentation

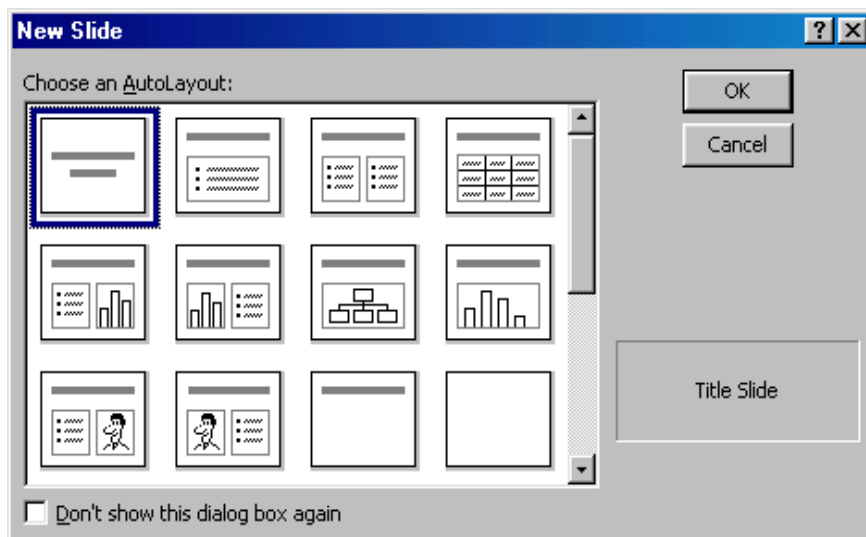
Select Blank Presentation to build the presentation from scratch with no preset graphics or formatting.

Open an Existing Presentation

Select this option to open a Power Point presentation that already exists. Select the folder the file is located in from the **Look in:** drop-down menu and highlight the file on the list. Click **Open** to open the presentation.

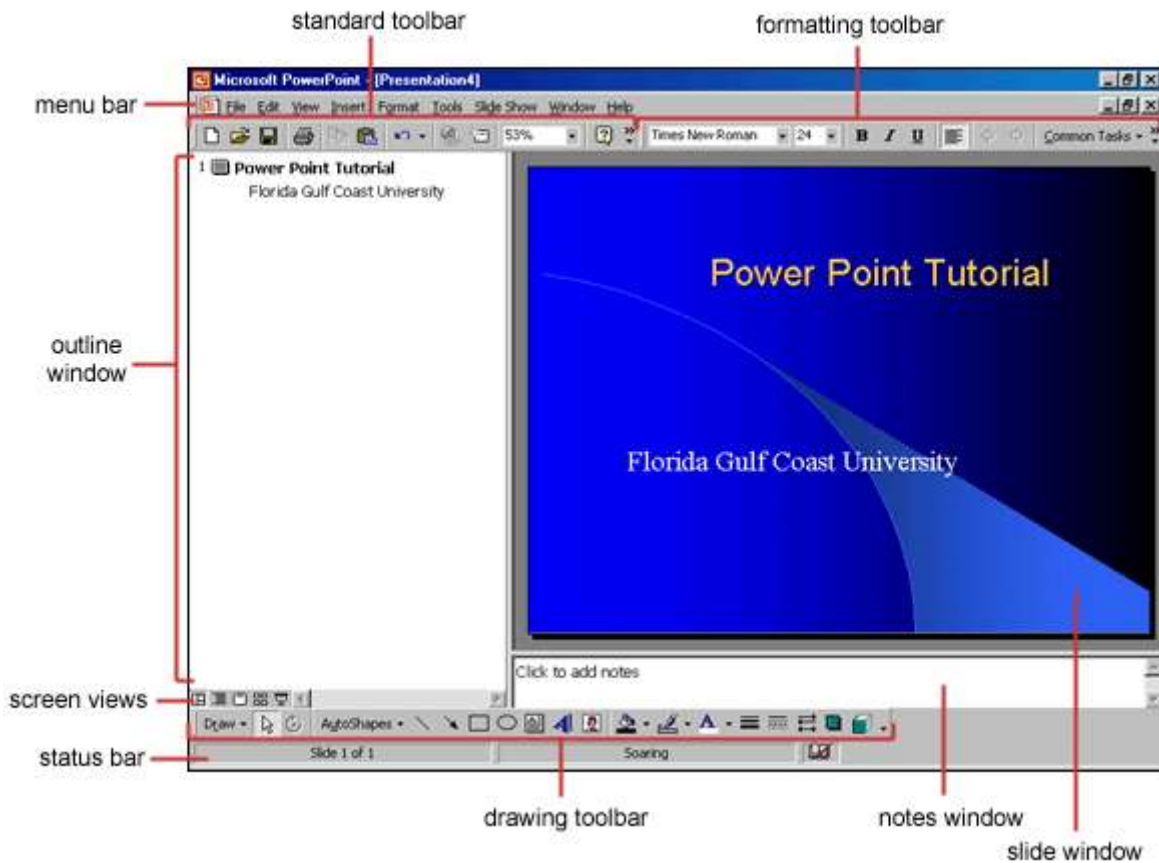
AutoLayout

After selecting the presentation type, you will be prompted to choose the layout of the new slide. These layouts include bulleted lists, graphs, and/or images. Click on each thumbnail image and a description will be printed in the message box. Highlight the layout you want and click **OK**.



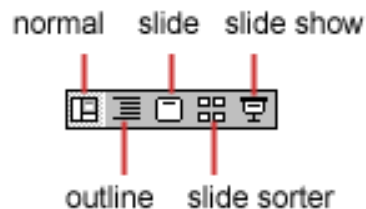
Screen Layout

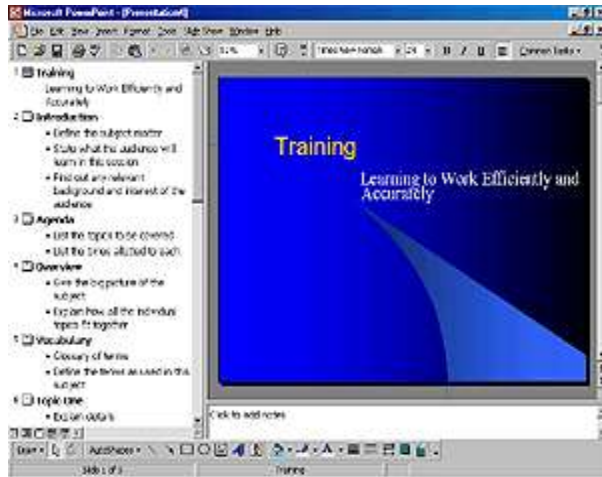
The Power Point screen layout in **Normal View**:



Views

Power Point gives you four screen layouts for constructing your presentation in addition to the Slide Show. You can select the page view by clicking the buttons just above the formatting toolbar and the bottom of the page.





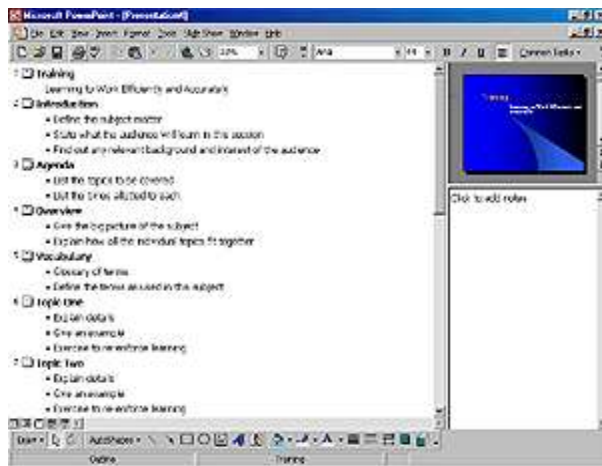
Normal View

This screen is split into three sections showing the presentation outline on the left, the slide in the main window, and notes at the bottom.



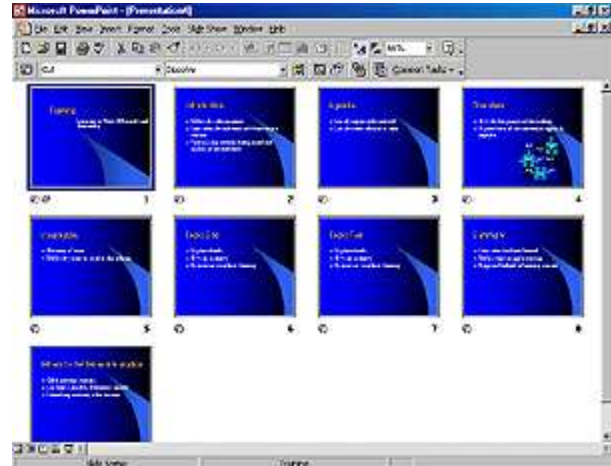
Slide View

The slide view displays each slide on the screen and is helpful for adding images, formatting text, and adding background styles.



Outline View

The presentation outline is displayed on the majority of the screen with small windows for the slide and notes. This view is recommended for editing text.



Slide Sorter View

A small image of each slide is displayed in Slide Sorter view. Slides can easily be ordered and sorted from this screen.

Click the **Slide Show** button to view the full-screen slide show.

Insert a New Slide

Follow these steps to insert a new slide into the presentation:

- In the Outline window, select the slide you want the new slide to appear after by clicking the slide's number.

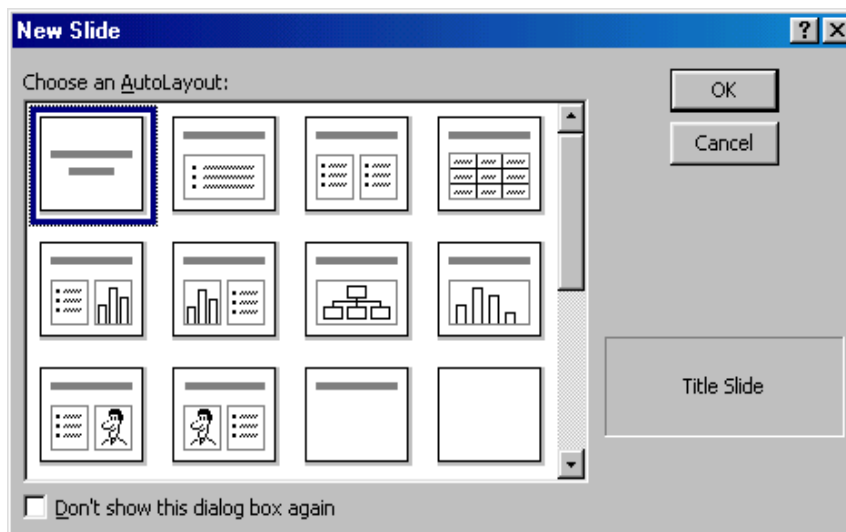
- Select **Insert|New Slide** from the menu bar or click the new slide button on the standard toolbar.
- Choose the page layout from the window and press **OK**.

Applying a Design Template


To add a design template or changing the existing one, selection **Format|Design Template** from the menu bar. Select the template and click **Apply**.

Changing Slide Layouts

To change the layout template of the slide select **Format|Slide Layout** from the menu bar. Select one of the layout thumbnail images and click **Apply**.



Reordering Slides

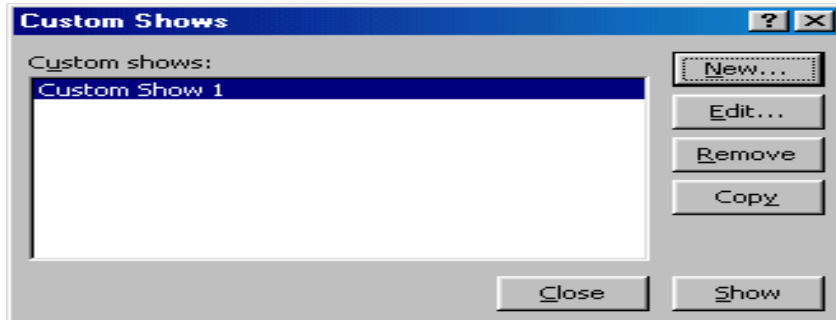
To reorder a slide in **Slide Sorter View**, simply click on the slide you wish to move and drag it to the new location. In **Normal** or **Outline View**, click the slide icon  beside the number of the slide you want to move and drag the icon to a new location.

Hide Slides

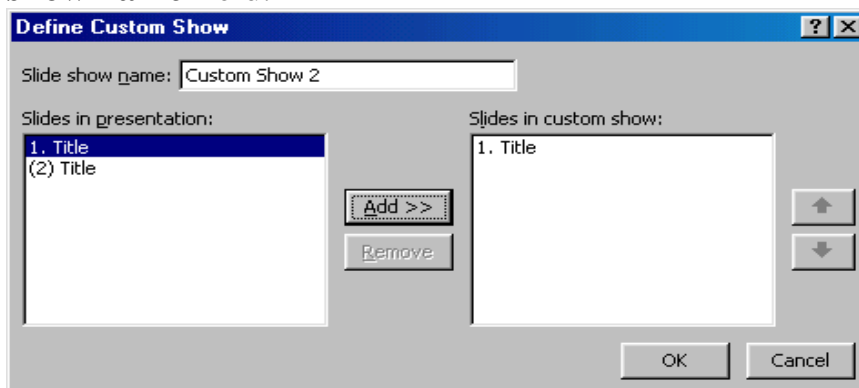
If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by selecting **Slide Show|Hide Slide** from the menu bar. To add the slide back to the slide show, select **Slide Show|Hide Slide** again.

Create a Custom Slide Show

The Custom Slide Show feature allows you to select the slides you want to display in the slide show if not all the slides should be used. Select **Slide Show|Custom Slide Show** from the menu bar.

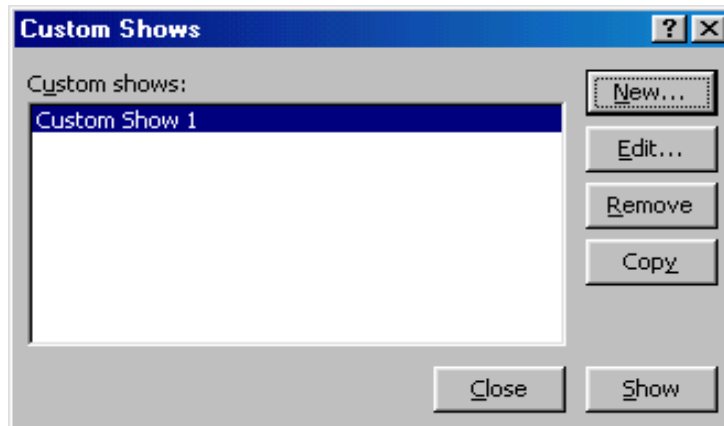


- Click the **New...** button in the **Custom Shows** window.
- In the **Define Custom Show** window, type a name for the slide in the **Slide show name** field.



- Add slides to the custom show by highlighting them in the **Slides in presentation** window and clicking the **Add >>** button. Those slides will then appear in the **Slides in custom show** window.
- To remove slides from the custom show, highlight their names in the **Slides in custom show** window and click the **Remove** button.
- To reorder slides in the custom show, highlight the slide that should be moved and click the up and down arrows to change its order in the show.
- Click **OK** when finished.
- Click the **Show** button on the Custom Shows window to preview the custom slide show and click **Close** to exit.

Edit a Custom Slide Show



- Select **Slide Show|Custom Slide Show** from the menu bar.
- Edit the show by highlighting the name in the **Custom shows** box and clicking the **Edit...** button.
- To delete a show, highlight the name and click **Remove**.
- Create a copy of a show by clicking the **Copy** button. The copy can then be renamed by clicking the **Edit...** button.
- Click the **Show** button to preview the custom slide show and click **Close** to exit.

Bulleted Lists on Design Templates

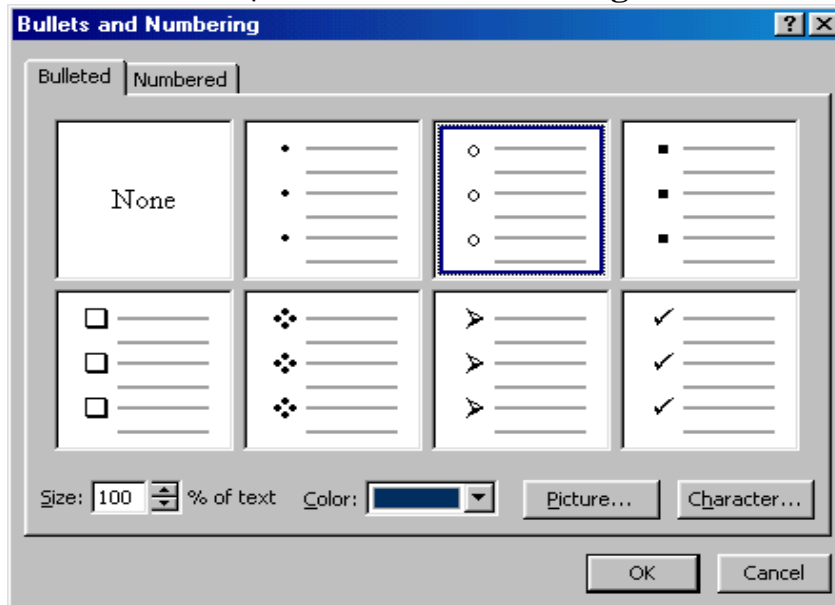
Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates already include bulleted lists. Click the place holder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a new bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.

Bulleted List from a Text Box

If you are not creating a bulleted list from an existing placeholder on a design template, or if you would like to add an additional bulleted list, follow these steps to create a new list:

- In slide view, create a text box by selecting **Insert|Text Box** from the menu bar.
- "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.




- Choose **Format|Bullets and Numbering** from the menu bar.



- Change the **Size** of the bullet by changing the percentage in relation to the text.
- Choose a color for the bullet from the **Color** menu. Click **More Colors** for a larger selection.
- Select one of the seven bullet types shown and click **OK**.

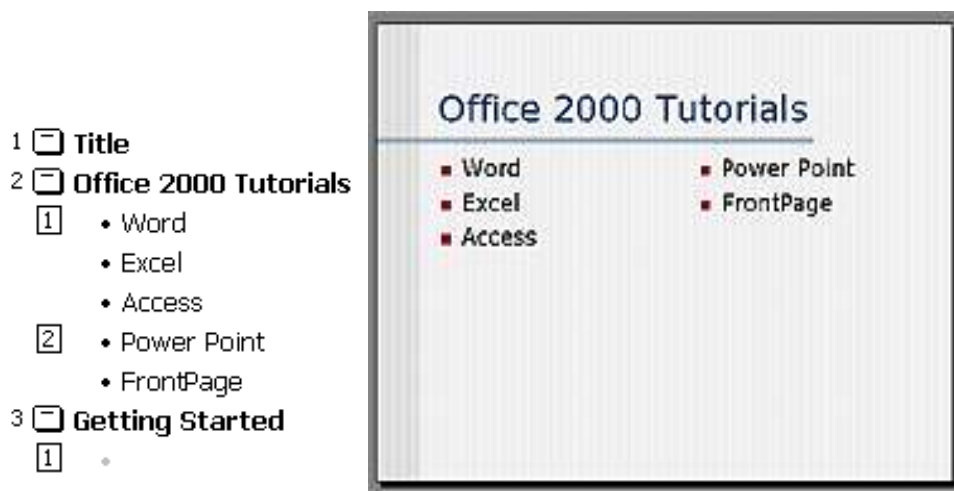
Bulleted Lists and New Slides from an Outline

In **Normal** or **Outline** view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in outline view:

- Next to the **Slide 1** icon, type the title of the slide. The text you type beside the slide icons will be the large-type titles on each slide.
- Press **ENTER** to type the next line. This will automatically create a new slide. To create a bulleted list for the first slide, press the **TAB** key or click the **demote** button  on the **More Buttons** menu accessible by clicking the "triple arrow" button at the end of the formatting toolbar .
- OR -
Press **ALT+SHIFT+Right Arrow** to demote the selection to a bulleted list item.
- Continue entering text for the bulleted list, pressing **ENTER** at the end of each line to create a new bullet.
- Create a multilevel list by executing the demote action again to create a bulleted sublist. Press the **promote** button  on the **More Buttons** menu or press **ALT+SHIFT+Left Arrow** to return to the original list.

- Create a new slide by executing the **promote** action until a new slide icon appears.
- Continue creating new slides and bulleted lists by using the demote and promote actions until the presentation is completed. Use the formatting instructions below to format the lists.

If there is more than one bulleted list on the slide, the lists will be designated by numbers enclosed in black boxes. The example below shows the slide created from the outline on the left. The bulleted list on the left side of the slide is labeled list "1" on the outline and the list on the right is labeled list "2". When typing the outline, begin typing in the new list by pressing **CTRL+ENTER**. In this example, **CTRL+ENTER** was pressed after typing "Access".

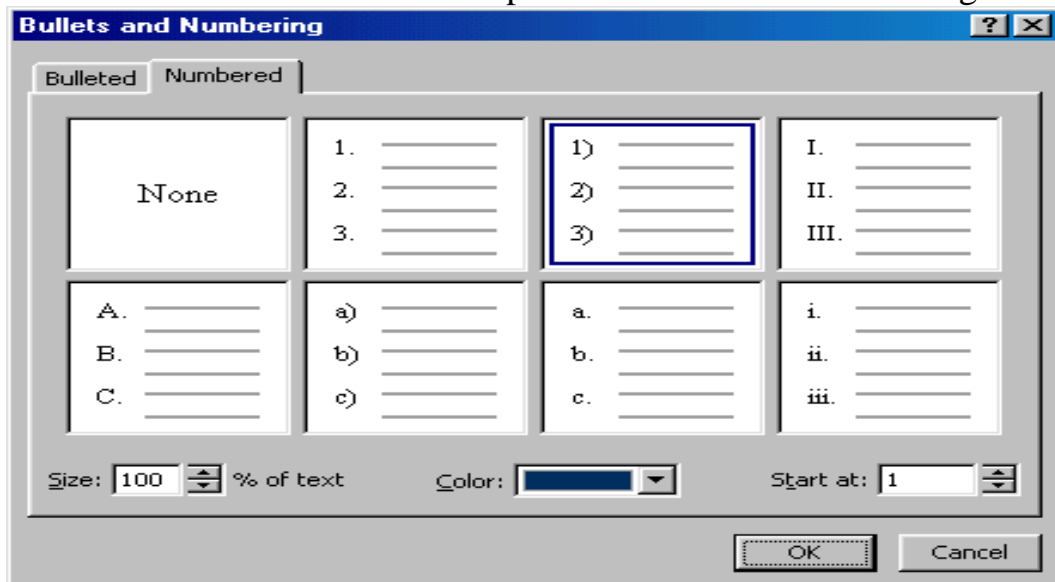


Numbered List

Follow these steps to create a numbered list:

- Create a text box.
- With the text box selected, choose **Format|Bullets and Numbering** from the menu bar.

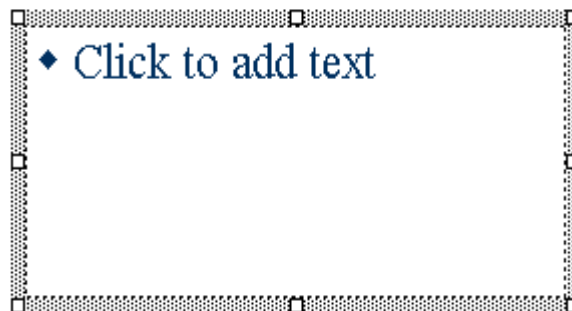
- Click the **Numbered** tab at the top of the Bullets and Numbering window.



- Change the size of the numbers by changing the percentage in relation to the text.
- Choose a color for the numbers from the **Color** menu. Click **More Colors** for a larger selection.
- Change the **Start at** value if the numbers should not begin with 1.
- Select one of the the seven list types shown and click **OK**.

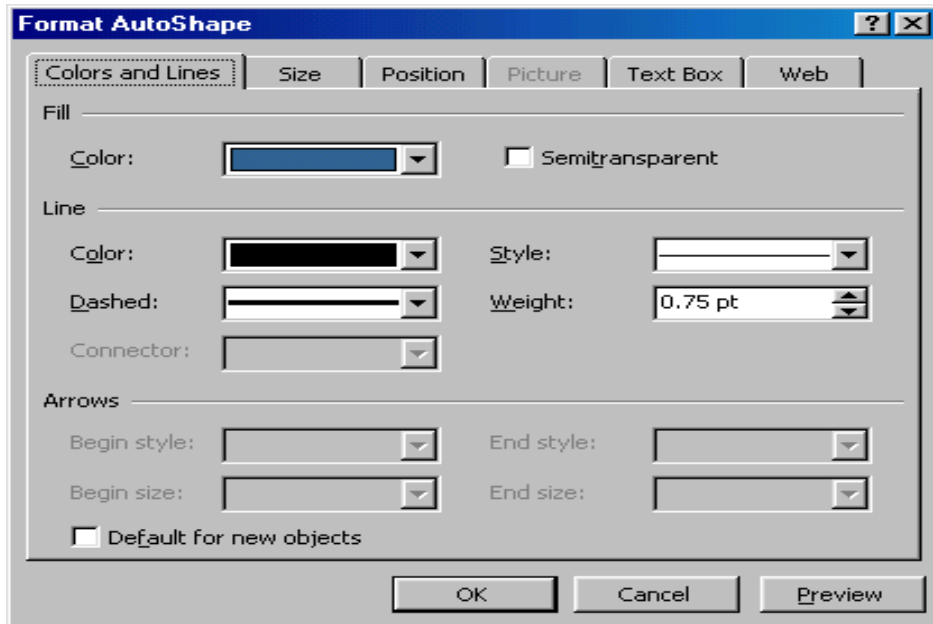
Resizing a Text Box

Select a text box by clicking on it with the mouse. A border with nine handles will appear around the text box. The four handles on the corners will resize the length and the width of the box at once while the handles on the sides will resize only in one direction. Click one of the handles and drag it with the mouse. Release the mouse button when it is the size you want it to be. Move the text box by clicking and dragging the thick, dotted border with the mouse.

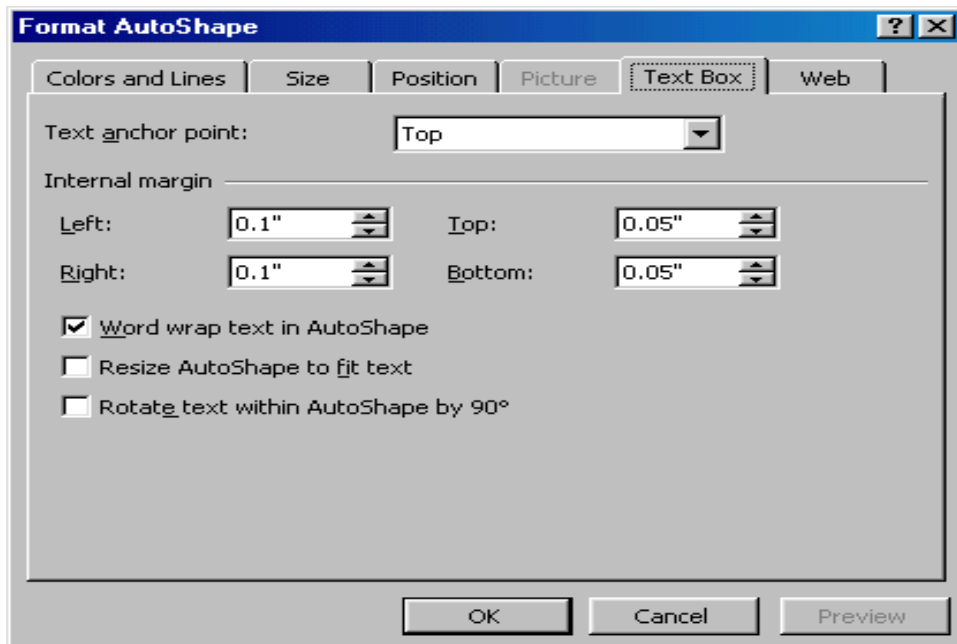


Text Box Properties

Change the colors, borders, and backgrounds of a text box from the **Format AutoShape** dialog box.



- Activate the textbox by clicking on it and select **Format|Colors and Lines** from the menu bar.
- Under the **Colors and Lines** tab, select a **Fill** color that will fill the background of the text box. Check the **Semitransparent** box if you want the slide background to show through the color.
- Select a **Line** color that will surround the box as well as a **Style** or **Weight** for the thickness of the line and a **Dashed** property if the line should not be solid.
- Click the **Text Box** tab.



- Change the **Text anchor point** to reposition the text within the text box.
- Set **Internal margins** to the distance the text should be to the text box edges.

- Click **OK** to add the changes to the text box.

Delete a Text Box

To delete a text box from a template, simply click the border of the text box and press the **DELETE** key on the keyboard.

Adding Notes

From **Normal View**, notes can be added to the slide. These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu.



Video

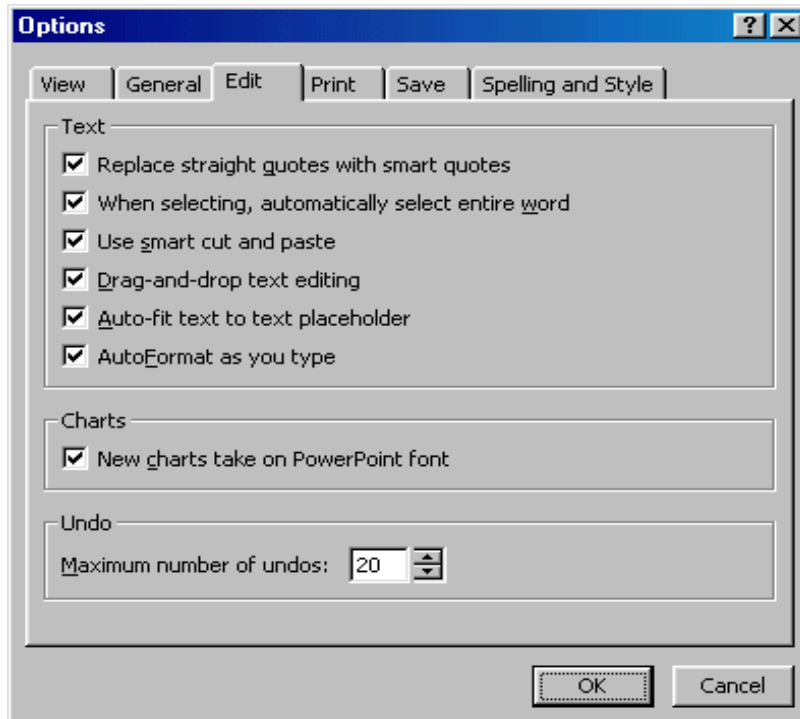
To add a video to your presentation select **Insert|Movies and Sounds|Movie from File** or to insert an animation from Microsoft's gallery choose **Insert|Movies and Sounds|Movie from Gallery**. Select the video file and click **OK**.

Audio

To add sound to your presentation select **Insert|Movies and Sounds|Sound from Gallery** or **Sound from File**. Select a sound file and click **OK**.

Adding Text

If the slide layout includes text boxes, simply click on the text box to add text. To add a text box to the slide, select **Insert|Text Box** from the menu bar and draw the text box with the mouse. Set text editing options by selecting **Tools|Options** from the menu bar and clicking the **Edit** tab.

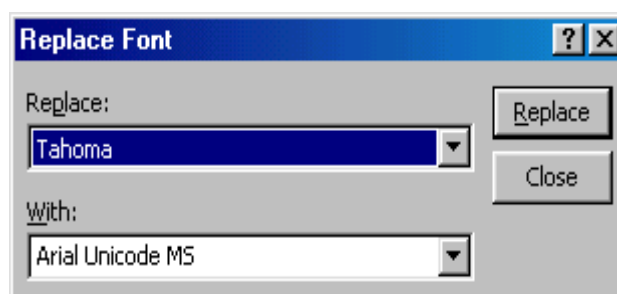


Formatting Text

Select the text that will be formatted by highlighting the text either on the outline or on the slide. Choose **Format|Font** from the menu bar or right-click on the highlighted selection and select **Font** from the popup shortcut menu or. Select a font face, size, style, effect, and color from the **Font** dialog box. Click the **Preview** button to see how the changes will appear on the slide before making a decision.

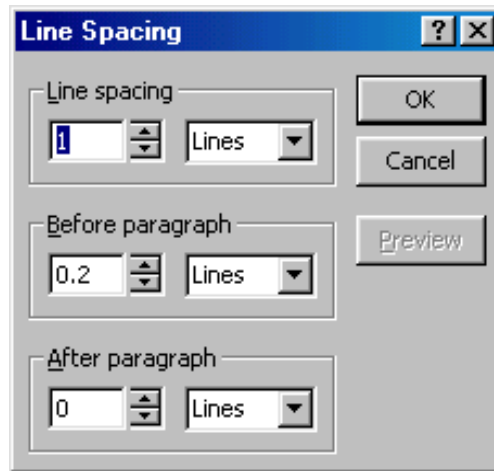
Replace Fonts

Design templates have a preset font that you may want to change or you may want to change the font used on for the entire presentation for a number of reasons. This can be accomplished quickly using the Replace Fonts feature. Select **Format|Replace Font** from the menu bar. Choose the font you want to **Replace** from the first drop-down menu and the font it should be replaced **With** from the second menu, and click the **Replace** button.



Line Spacing

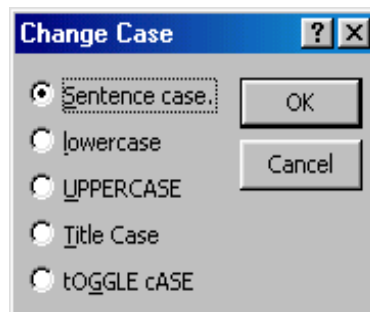
Change the amount of space between lines in a text box by selecting **Format|Line Spacing** from the menu bar.



- **Line spacing** - Select the amount of vertical space between lines. A value of "1" is equal to single spacing and "2" is double spacing. Values between and above these numbers are valid as well.
- **Before paragraph and After paragraph** - This value will determine the amount of vertical space before and after each paragraph in a text box.

Change Case

Change the case of the characters in a paragraph by selecting **Format|Change Case** from the menu bar without having to retype the text.

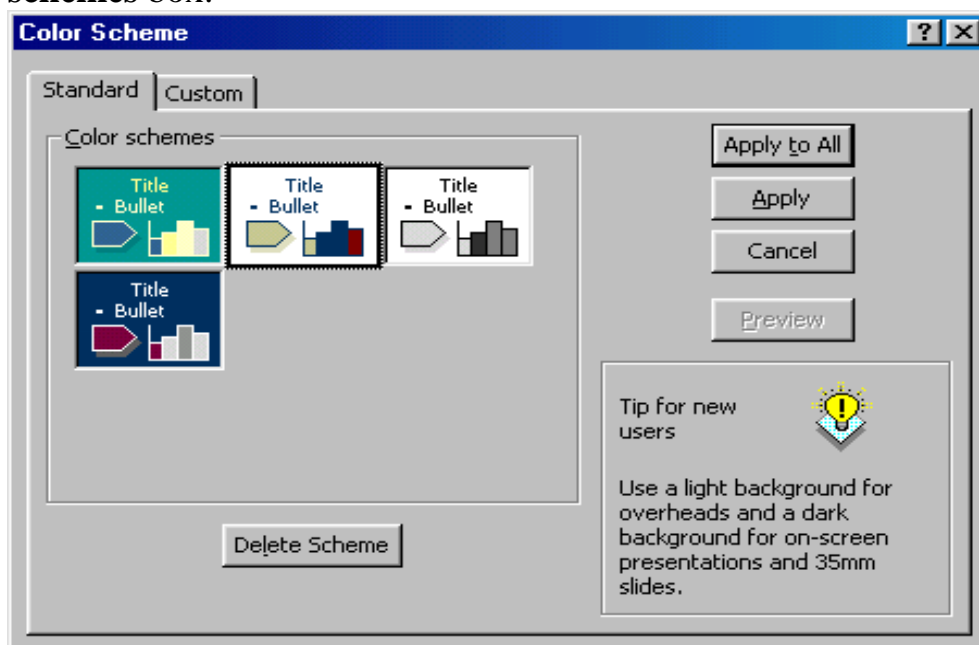


- **Sentence case** - Capitalizes the first letter of the first word in each sentence.
- **Lowercase and Uppercase** - Changes the case of all the letters.
- **Title case** - Capitalizes the first letter of every word and reduces the rest to lowercase.
- **Toggle case** - The opposite of Title case, it makes the first letter of every word lowercase and capitalizes the remaining letters.

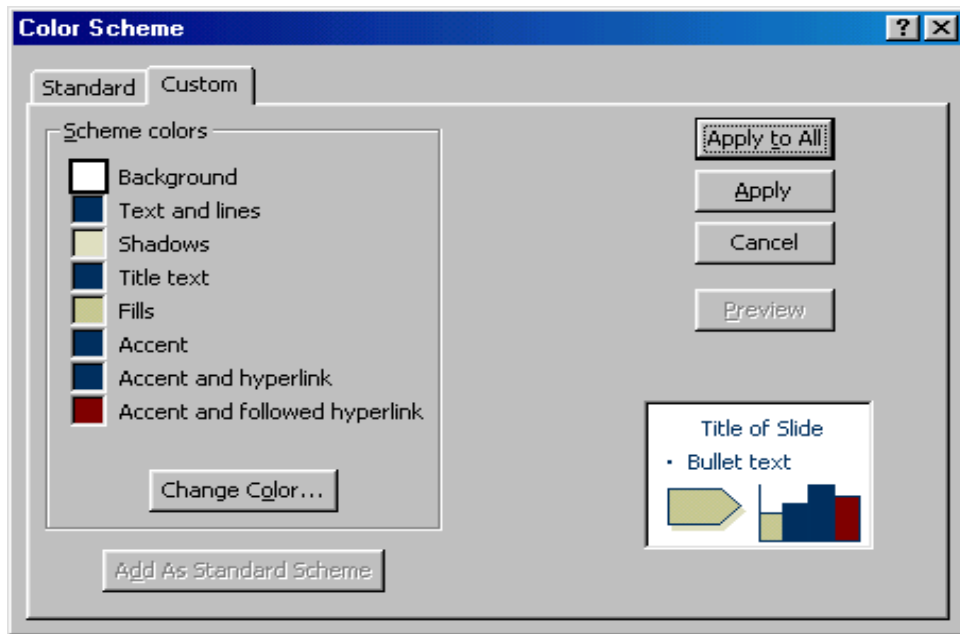
The colors of predesigned slide templates can be changed and a color scheme can be added to blank presentations. This page explains how to add color schemes and background images to slides.

Color Schemes

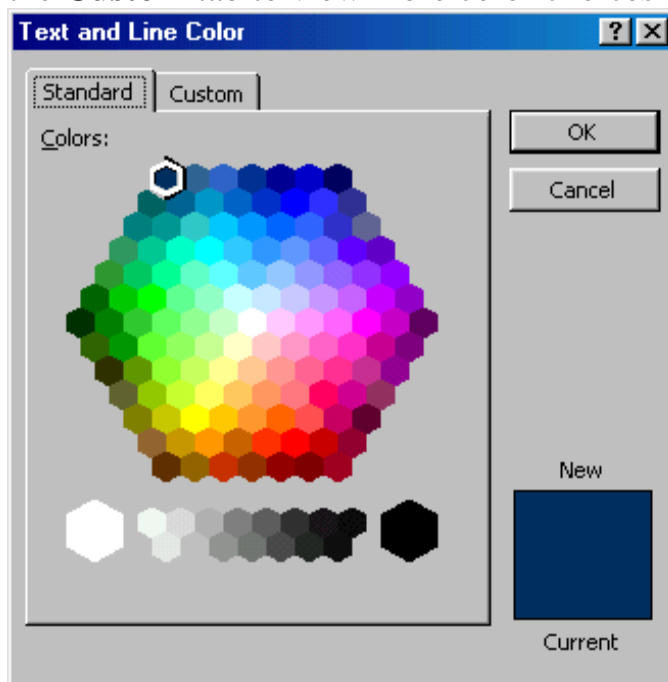
- Select **Format|Slide Color Scheme** from the menu bar.
- Click one of the preset color scheme thumbnail images in the **Color schemes** box.



-
- Click the **Preview** button to see how the scheme will appear on the slide.
- To make changes to the color scheme, click the **Custom** tab on the dialog box.



- Change the colors of the slide elements by selecting the color swatch beside the name of the element and clicking the **Change color** button.
- Highlight one of the colors from the **Text and Line Color** window or select the **Custom** tab to view more color choices and click **OK** when finished.

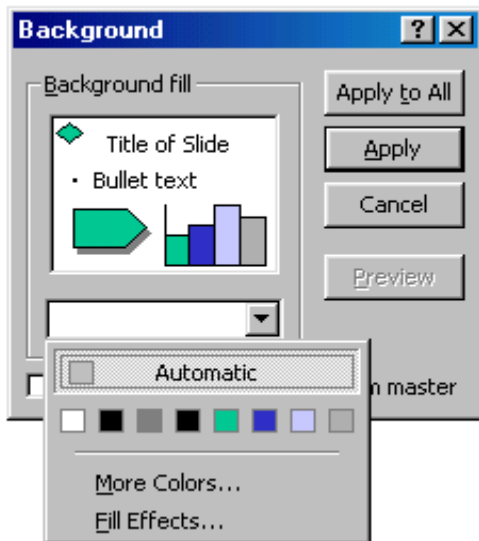


- When you have finished all color formatting, click **Apply to All** to apply the color scheme to all the slides in the presentation or **Apply** to add the scheme only to the current slide.

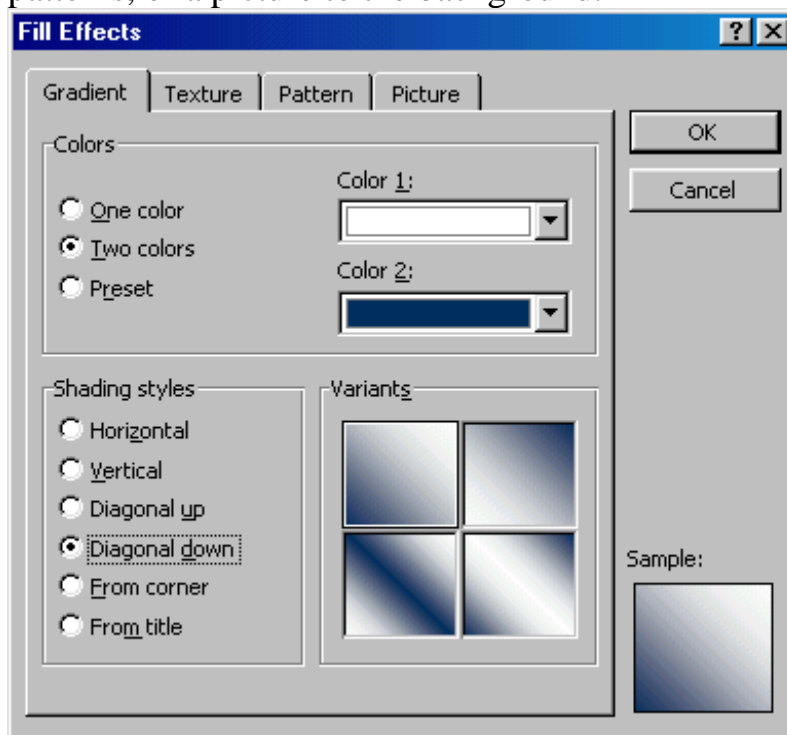
Backgrounds

Follow these steps to add background colors and patterns to a slide:

- Select **Format|Background** from the menu bar.



- Select a color from the drop-down menu below the **Background fill** preview or choose **More Colors...** for a larger selection.
- Select **Fill Effects** from the drop-down menu to add gradients, texture, patterns, or a picture to the background.



- **Gradient tab**
 - Select **One color** if the color chosen will fade into the background and select the color from the **Color 1** drop-down menu. Choose **Two colors** if the gradient will use two colors and select those colors from

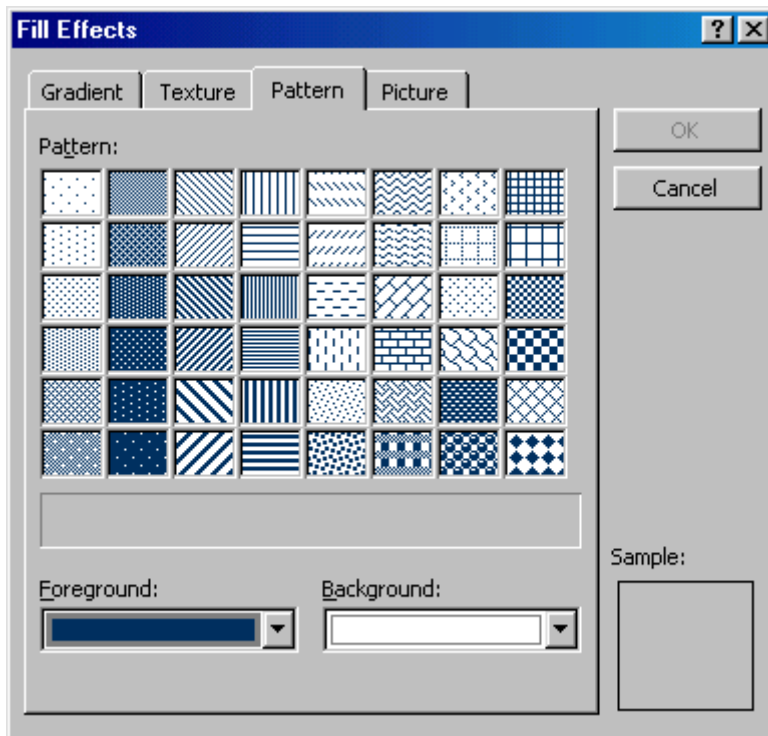
the **Color 1** and **Color 2** drop-down menus. **Preset** provides a selection of color combinations. Select one from the **Preset colors** drop-down menu.

- Select the type of gradient from **Shading styles**.
- Click one of the four **Variants** of the styles chosen.



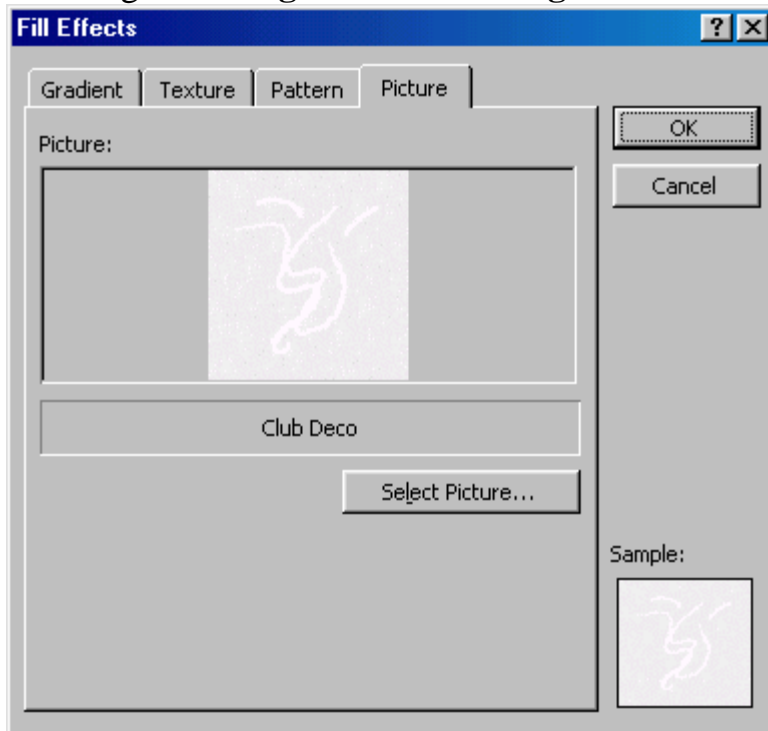
- **Texture tab**
From the Texture window, select a repeating background by scrolling through the thumbnail images or click **Other Texture...** to select an image

from a file.



- **Pattern tab**

Select a two-tone pattern by clicking one of the pattern swatches and selecting the **Foreground** and **Background** colors.



- **Picture tab**

Click the **Select Picture** button to choose a picture from a file. After the picture is selected, a preview and description will be shown in this window.

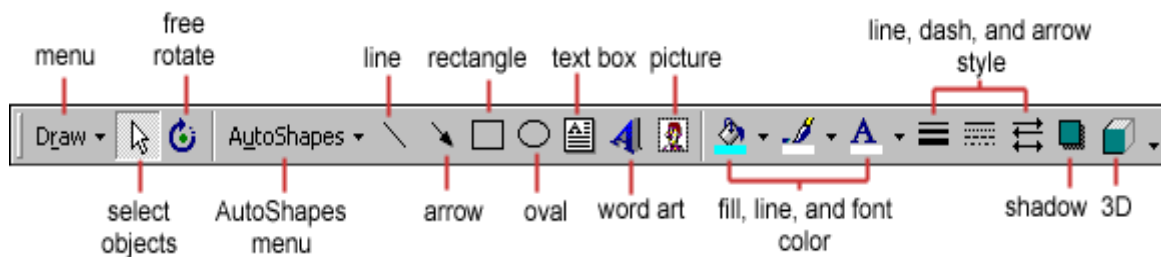
- Click **OK** to apply the changes made from the **Fill Effects** windows.

- Click **Apply to All** to add the changes to every slide or **Apply** to make changes only to the current slide.

Graphics

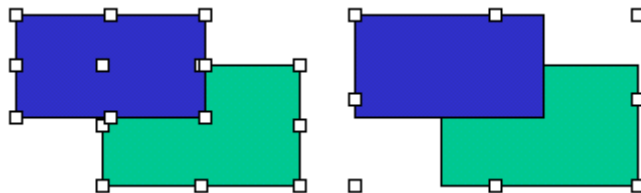
[Slide Effects »](#)

The Drawing Toolbar provides many commands for creating and editing graphics. The toolbar is located at the bottom of the Power Point screen or it can be activated by selecting **View|Toolbars|Drawing** from the menu bar.



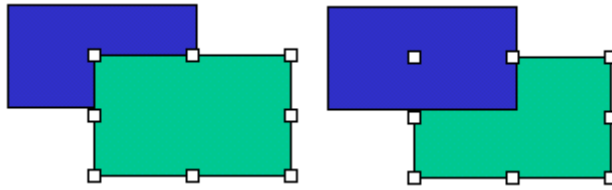
- Menu -**

- Grouping** - Images can be grouped together so they become one image and can be moved together or the same formatting changes can be applied to both at once. Select all the images that will be grouped by holding down the **SHIFT** key and clicking once on each image. Then select **Group** from the **Draw** menu. The images can be ungrouped by selecting **Ungroup** from the same menu. The rectangles in the image to the left are separate images with their own sets of handles and they are grouped together in the image to the right:

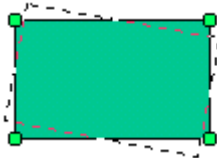


- Order** - The order of overlapping images can be changed using this feature. In the example of two rectangles below, the green rectangle is selected and the **Send Backward** command was used to move the image below the blue rectangle. Send Backward and Bring Forward will move elements by one layer. Send to Back and Bring to Front move the elements to the back or top of a series of several

overlapping graphics.



- **Nudge** - Use the nudge actions to move an object slightly in one direction.
- **Align or Distribute** - Select a group of objects and choose one of the the commands from the Align or Distribute menu to change the position of the objects in relation to one another.
- **Rotate or Flip** - Rotate an object 90 degrees or flip the object over its x- or y-axis.
- **Select objects** - Deactivate all drawing functions.
- **Free rotate** - This button will place green handles on certain objects so they can be arbitrarily rotated. Click and drag the handles to rotate the objects.

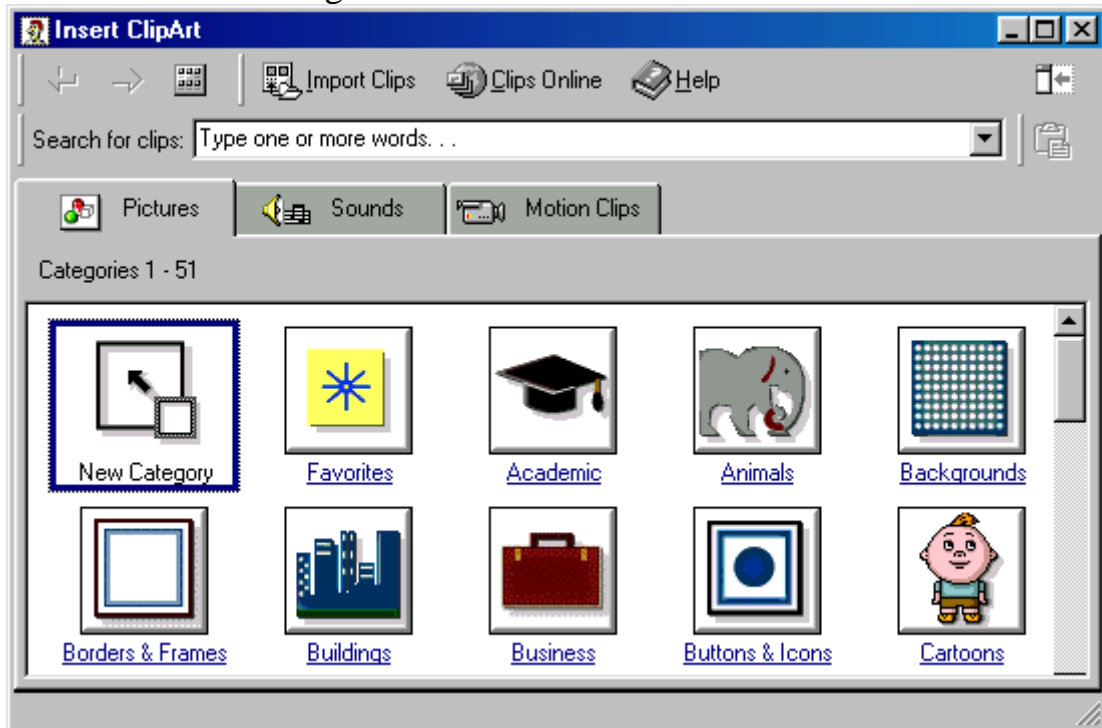


- **AutoShapes menu** - Click the small down arrow to the right of the "AutoShapes" text to select a shape. [[more...](#)]
- **Line and Arrow** - Click and drag the mouse on the slide to add lines. Hold down the **SHIFT** key to draw a straight line. Use the end points of the completed line to stretch and reposition the line.
- **Rectangle and Oval** - Click and drag the mouse on the slide to add rectangles and ovals. Hold down the **SHIFT** key to add squares and circles.
- **Text box** - Click to draw a text box on the slide.
- **Word art** - Click to add WordArt. [[More](#)]
- **Picture** - Click to add a clip art image to the slide.
- **Fill color** - Choose a fill color for rectangles, ovals, and clip art.
- **Line color** - Select a border color for shapes and pictures.
- **Font color** - Highlight text on the slide and click the small down arrow next to the Font color icon to select a color.
- **Line style** - Highlight a line or arrow that has been drawn and click this button to select a thickness or style for the line.
- **Dash style** - Highlight a line or arrow and select a dash style.
- **Arrow style** - Change the arrow head style for an existing arrow or change a line to an arrow.
- **Shadow** - Select a text box to add shadow to text or choose any other object on the slide to add a drop shadow.
- **3D** - Add a three-dimensional effect to text and other objects.

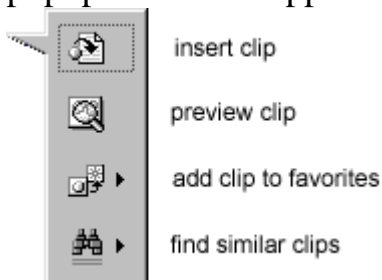
Adding Clip Art

To add a clip art image to a slide, follow these steps:

- Select **Insert|Picture|Clip Art** from the menu bar or click the **Picture** button on the Drawing toolbar..



- To find an image, click in the white box following **Search for clips** and enter keywords describing the image you want to find.
- **OR** -
Click one of the category icons.
- Click once on the image to want to add to the slide and a selection bar will appear.
- Click once on the image you want to add to the slide and the following popup menu will appear:



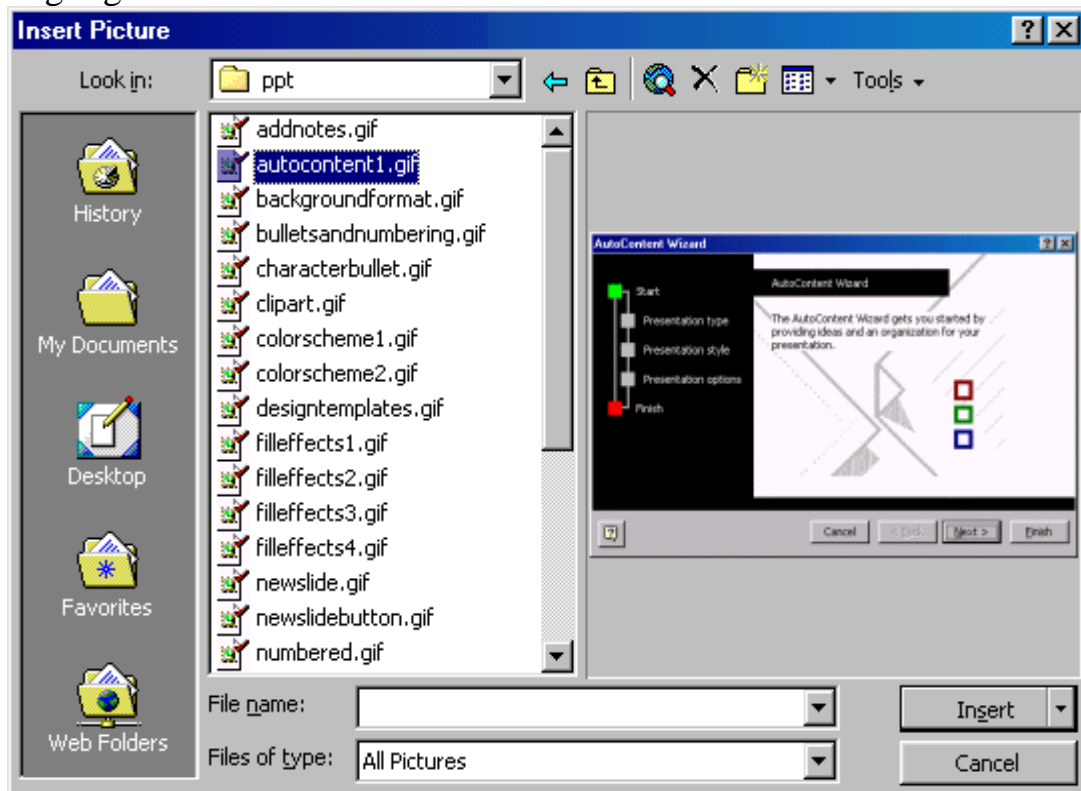
- **Insert Clip** to add the image to the slide.
- **Preview Clip** to view the image full-size before adding it to the slide. Drag the bottom, right corner of the preview window to resize the image and click the "x" close button to end the preview.

- **Add Clip to Favorites** will add the selected image to your favorites directory that can be chosen from the **Insert ClipArt** dialog box.
- **Find Similar Clips** will retrieve images similar to the one you have chosen.
- Click the **Close** button in the top, right corner of the **Insert Clip** window to stop adding clip art to the slide.

Add An Image from a File

To add a photo or graphic from a file:

- Select **Insert|Picture|From File** from the menu bar.
- Click the down arrow button on the right side of the **Look in:** window to find the image on your computer.
- Highlight the file name from the list and click the **Insert** button.

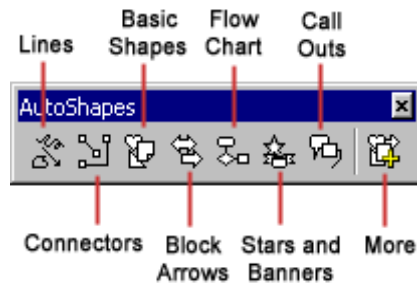


Editing A Graphic

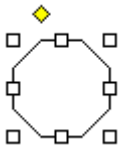
Activate the image you wish to edit by clicking on it once with the mouse. Several handles will appear around the graphic. Click and drag these handles to resize the image. The handles on the corners will resize proportionally while the handles on the straight lines will stretch the image. More picture effects can be changed using the **Picture** toolbar.

Auto Shapes


The AutoShapes toolbar allows you to draw a number of geometrical shapes, arrows, flow chart elements, stars, and other graphics on a slide. Activate the AutoShapes toolbar by selecting **Insert|Picture|AutoShapes** or **View|Toolbars|AutoShapes** from the menu bar. Click the buttons on the toolbar to view the options for drawing each shape.



- **Lines** - After clicking the Lines button on the AutoShapes toolbar, draw a *straight line*, *arrow*, or *double-ended arrow* from the first row of options by clicking the respective button. Click in the slide where you would like the line to begin and click again where it should end. To draw a *curved line* or *freeform shape*, select curved lines from the menu (first and second buttons of second row), click in the slide where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key. To *scribble*, click the last button in the second row, click the mouse in the slide and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.
- **Connectors** - Draw these lines to connect flow chart elements.
- **Basic Shapes** - Click the Basic Shapes button on the AutoShapes toolbar to select from many *two- and three-dimensional shapes*, *icons*, *braces*, and *brackets*. Use the drag-and-drop method to draw the shape in the slide. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.



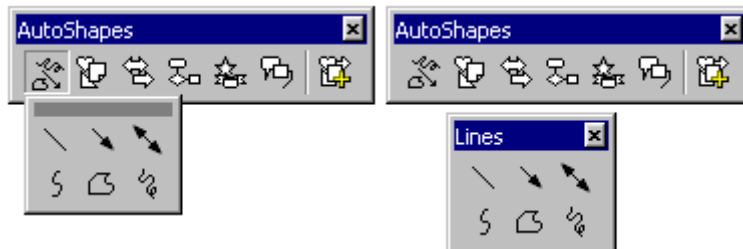
- **Block Arrows** - Select Block Arrows to choose from many types of *two- and three-dimensional arrows*. Drag-and-drop the arrow in the slide and

use the open box and yellow diamond handles to adjust the arrowheads. Each AutoShape can also be rotated by first clicking the **Free Rotate** button on the drawing toolbar . Click and drag the green handles around the image to rotate it. The tree image below was created from an arrow rotated 90 degrees.



- **Flow Chart** - Choose from the flow chart menu to add *flow chart elements* to the slide and use the line menu to draw connections between the elements.
- **Stars and Banners** - Click the button to select *stars, bursts, banners, and scrolls*.
- **Call Outs** - Select from the *speech and thought bubbles*, and *line call outs*. Enter the call out text in the text box that is made.
- **More AutoShapes** - Click the More button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off of the toolbar and it will become a separate floating toolbar.



WordArt

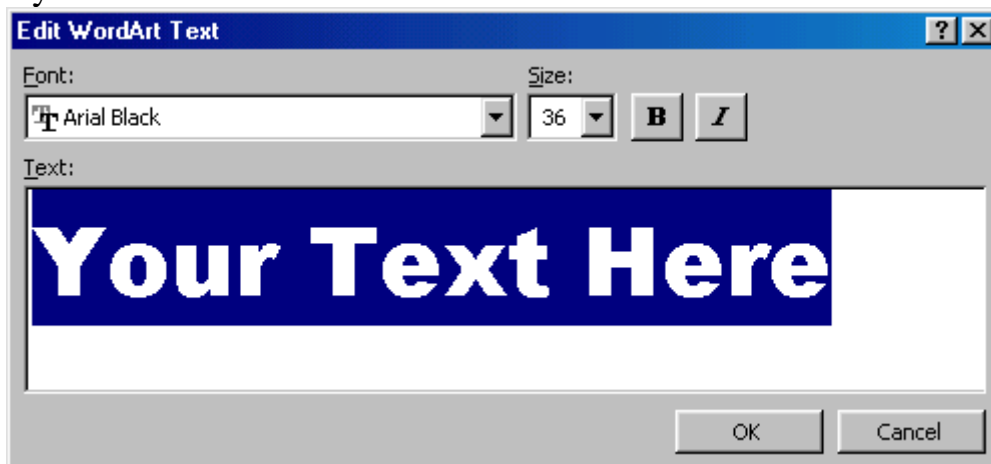
Add headlines in striking colors and shapes to your presentation using Word Art.

- Select **Insert|Picture|WordArt** from the menu bar or click the **Word Art** button on the Drawing toolbar.

- Choose a Word Art style from the listing and click **OK**.



- Enter the text in the **Edit WordArt Text** box and choose the font, size, and style for the text. Click **OK**.



- Use the white box handles around the word art to resize it on the slide.
- Drag the yellow diamond handle to change the shape of the text. To revert back to no shape, double-click the diamond.

Slide Effects

[Master Slides »](#)

Action Buttons

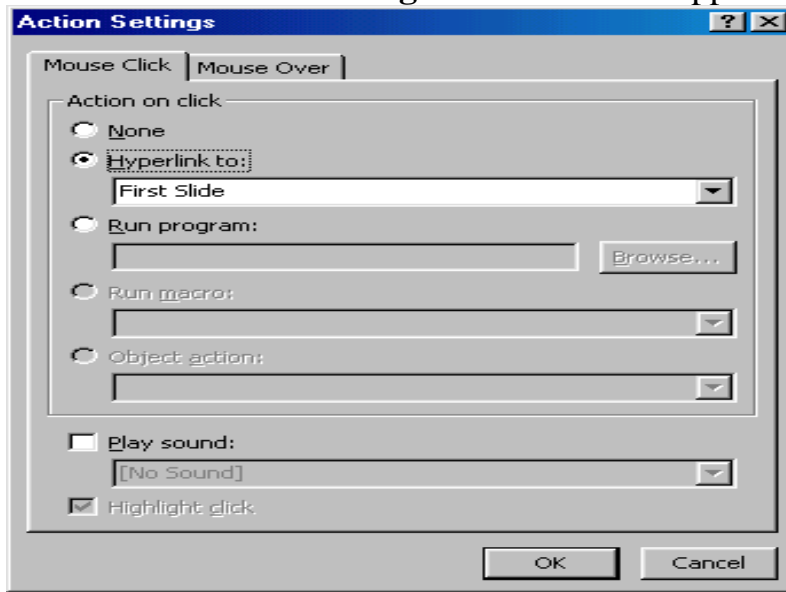
Use the action button toolbar to add functioning buttons to slides in a presentation.

- Select **Slide Show|Action Buttons** from the menu bar. Click the bar across the top of the button menu and drag it off the menu so it becomes a floating

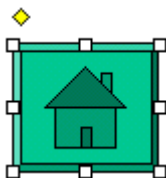
toolbar.



- Click one of the button faces and draw the button on the slide using the mouse. The **Action Settings** menu will then appear.



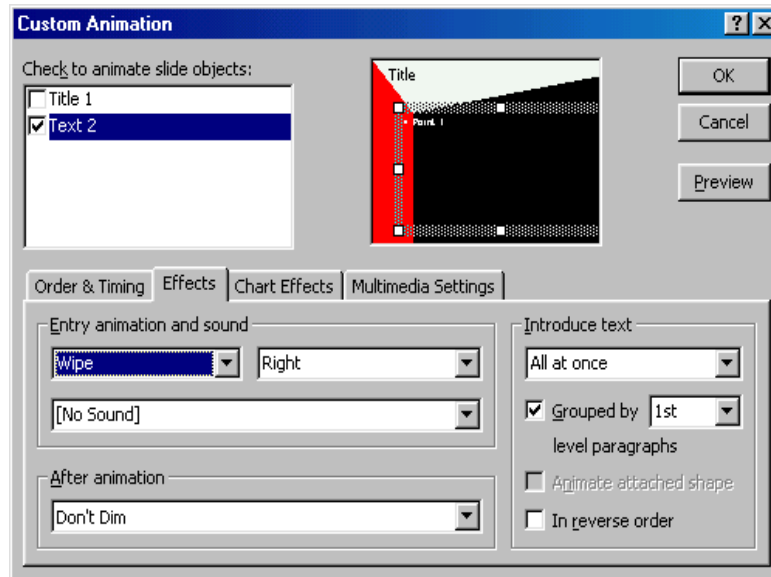
- Set the actions under either the **Mouse Click** or **Mouse Over** tabs. Actions specified for Mouse Click will execute when the button is clicked on the slide while actions for Mouse Over will occur when the mouse pointer hovers over the button.
- Select an action for the button by choosing a **Hyperlink to** destination.
- If you want a sound to be played when the button is clicked, check the **Play sound** box and choose a sound from the drop-down menu.
- Click **OK** when finished.



- The button on the slide can be resized using the white box handles and the depth of the button can be changed by dragging the yellow diamond.

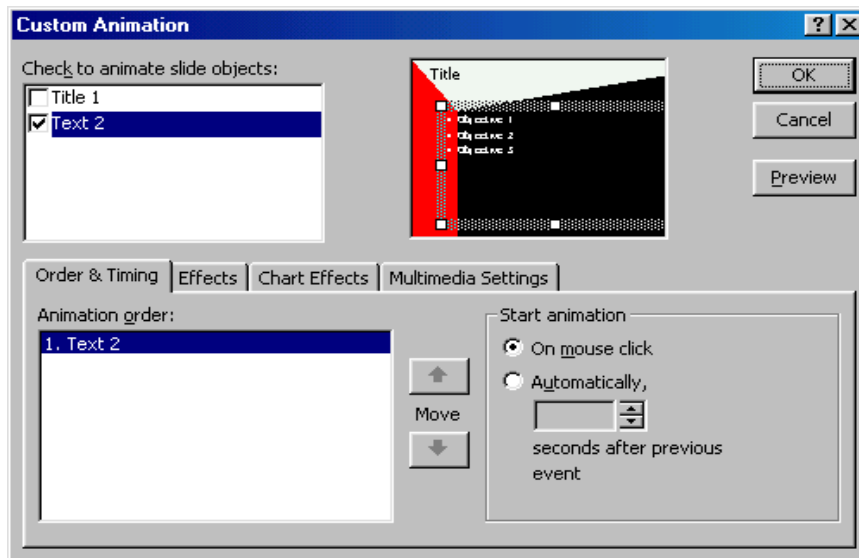
Slide Animation

Several animations for slide objects are available through the drop-down menus on the menu bar. First, select the text box or graphic that will be animated. Select **Slide Show|Preset Animation** and choose from one of the options. To select a different animation or turn the animation off, select the appropriate choice from the same menu. For more options, follow the procedure below:



- Select **Slide Show|Custom Animation** from the menu bar.
- Select the object on the slide that will be animated from the **Check to animate slide objects** list.
- Under the **Effects** tab, select the animation type (or select "No Effect" to turn an animation off) and direction from the drop-down menus and select a sound if you wish.
- Select an **After animation** effect if the text should change colors after the animation executes.
 - **Color palette** - Select one of the color swatches or click **More Colors** for a larger selection. The text will change to the selected color when the mouse is clicked during the slide show.
 - **Don't Dim** - This option erases all After Animation effects.
 - **Hide After Animation** - Text will be immediately erased after the animation is completed.
 - **Hide on Next Mouse click** - The text will be erased when the mouse is clicked.
- Choose the style of displaying the text under the **Introduce text** section. The drop-down menu provides options for displaying the characters for each bulleted item. Select "All at once" for the text to appear immediately, "by Word" for the text to appear one word at a time, or "by Letter" for a typewriter effect that displays one letter at a time.
- Click the **Order & Timing** tab to alter the order that the objects appear on the slide. Highlight the object in the **Animation order** box and click the **Move** arrows to move the object's position within the animation sequence. Under **Start animation**, choose "On mouse click" to activate the animation by clicking the mouse or "Automatically" for the animation to execute after

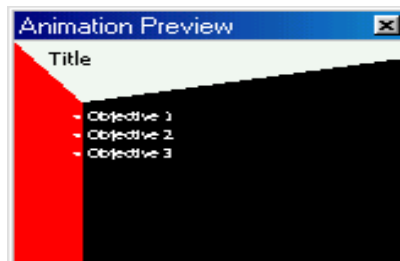
a set number of seconds.



- Click the **Preview** button at any time to preview the animation on the slide and click **OK** when finished.

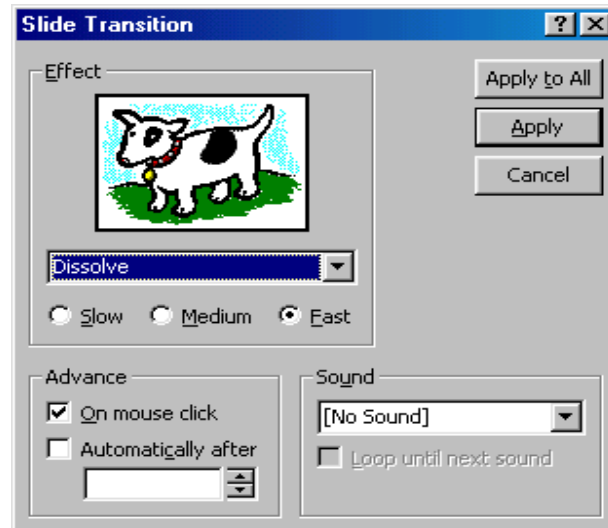
Animation Preview

Select **Slide Show|Animation Preview** from the menu bar to view the Animation Preview window. Click anywhere within this window with the mouse to preview the animations that have been set. To hide the window, click the **x** close button in the top, right corner.



Slide Transitions

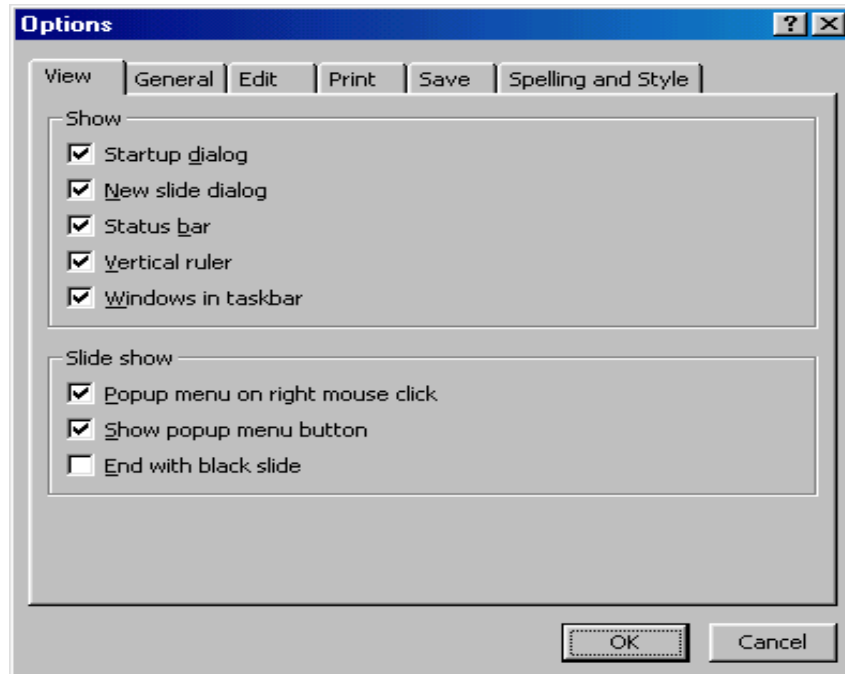
Add transition effects when changing slides by following these steps:




- Select **Slide Show|Slide Transition** from the menu bar.
- From the **Effect** section, choose a transition from the drop-down menu and notice the preview after the transition is selected. Select a speed for the transition as well.
- Under **Advance**, check "On mouse click" for the slide transition to occur by clicking the mouse or using keystrokes or check "Automatically after" and a number of seconds if the transition should occur automatically.
- Select a **Sound** if necessary and check the **Loop until next sound** if it should keep repeating until the next sound is played.
- Click **Apply to All** if the transition effects should be added to every slide or **Apply** if the effects should be added only to the current slide.

Slide Show Options

Select **Tools|Options** and click the **View** tab to choose from several more slide show options.



- **Popup menu on right mouse click** - Check this box if you want to be able to access the shortcut menu during a presentation.
- **Show popup menu button** - Check this box to activate the menu button that appears in the bottom, left corner of the screen during a presentation. 
- **End with black slide** - Insert a blank, black slide to the end of the presentation.

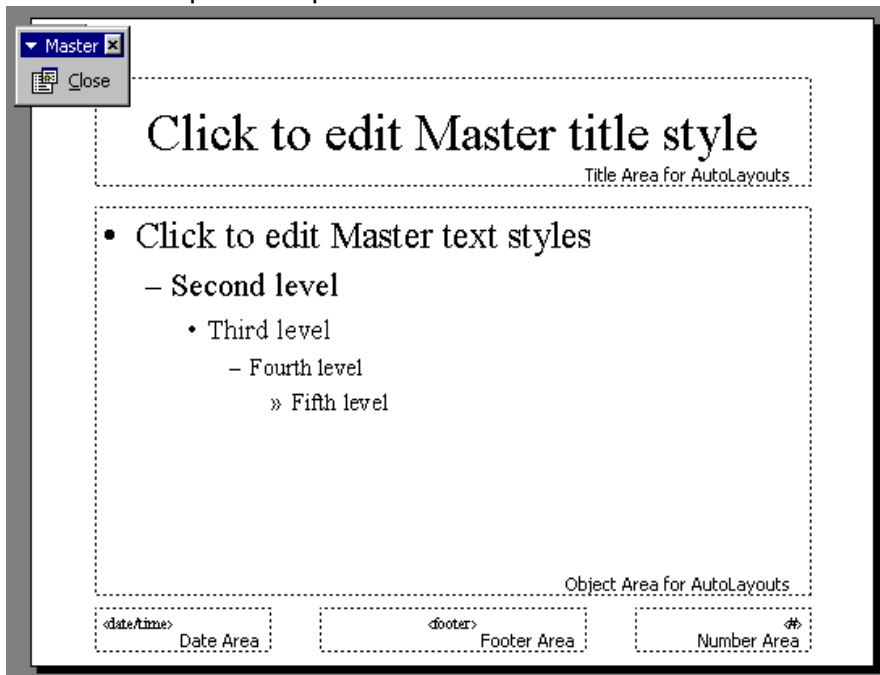
Master Slides

[Saving and Printing »](#)

Slide Master

Change the style of all slides in the presentation by changing the properties on the **Slide Master**. Each Design Template has its own Slide Master that can be altered. If you create slides from scratch, a consistent style can be added to the presentation by formatting the Slide Master.

- Select **View|Master|Slide Master** from the menu bar.

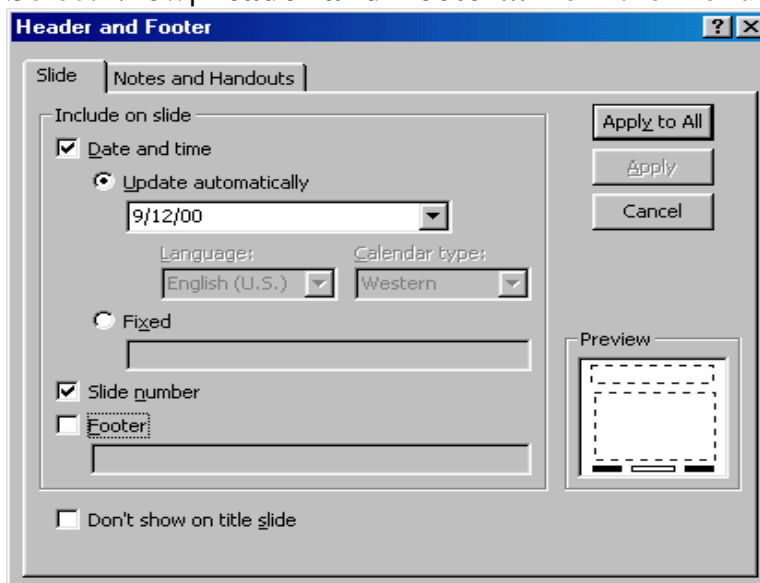


- Format the master slide just as you would format a regular slide by formatting text, formatting lists, adding background patterns and effects, and setting footers.
- Click the **Close** button on the **Master toolbar** to quit editing the master slide and return to the presentation.

Headers and Footers

Add the date and time, slide numbers, and other footer text to the master slide from the Header and Footer window.

- Select **View|Header and Footer...** from the menu bar.



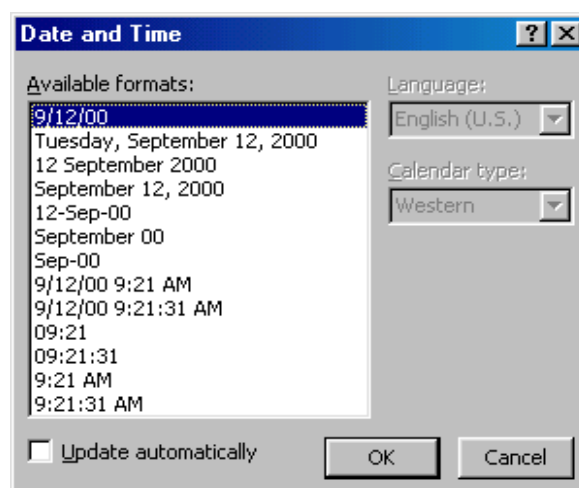
- Check the **Date and time** box to add this feature to the slide. Select **Update automatically** to always display the current date and time or click **Fixed** and enter a date that will not change in the text field provided.
- Check the **Slide number** box to add this feature to the slides.
- Click the **Footer** box and add other text to the footer area of the slide.
- Check the **Don't show on title slide** box to hide these features on the title slide of the presentation.
- Click the **Notes and Handouts** tab to make the same changes to notes and handouts pages.
- Click **Apply to All** to add the changes to every slide or **Apply** to add only to the current slide.

Slide Numbers

To add the slide numbers in a fixed position on the slide, use the **Header and Footer** window detailed above. The slide number can otherwise be added anywhere on the slide by placing the cursor where the slide number should appear and selecting **Insert|Slide Number** from the menu bar. The text of the slide number can the formatting just as regular text style is changed.

Date and Time

A date and/or time can also be added using the **Header and Footer** window or anywhere else on the slide. Place the cursor where the date and time should appear on the slide and select **Insert|Date and Time** from the menu bar. Select a format from the **Available formats** box and click **Update automatically** if this feature should always be updated to reflect the current date and time. Click **OK** to finish.

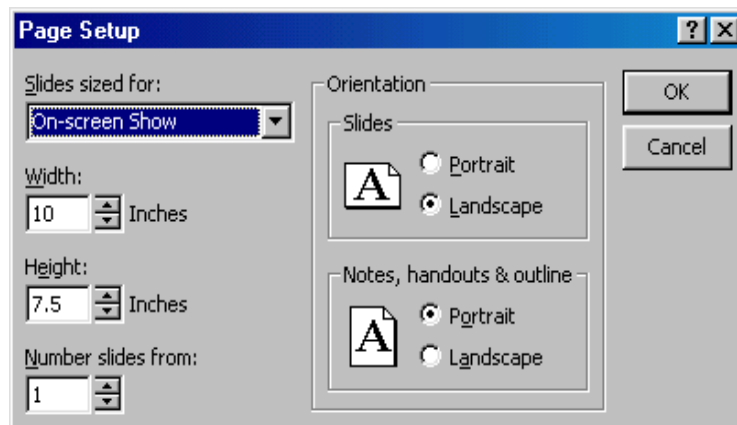


Save as Web Page

Presentations can be saved by selecting **File|Save** from the menu bar. However, if you want to post Power Point presentations on the Internet, you may want to save them as web pages so students and other visitors to your web site can view the presentation even if they do not have Power Point installed on their computers. Select **File|Save As Web Page** from the menu bar. Choose your web page directory on the network from the **Look in:** drop-down menu and name the file in the **File name:** box. Click **Save** to save the presentation in web format.

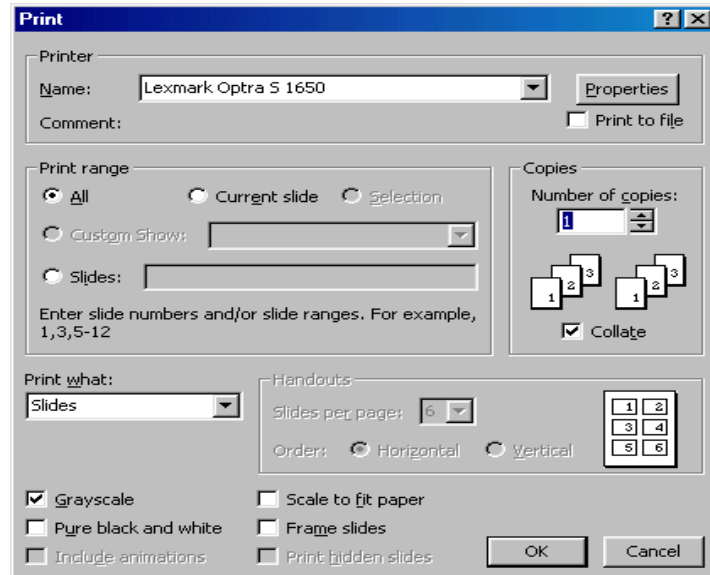
Page Setup

Select **File|Page Setup** from the menu bar to access options for printing the presentation slides. Select the format the printed slides will be used for from the **Slides sized for** drop-down menu or enter a specific print size using the **Width** and **Height** boxes. Select the page orientation for the slides and for other print material from the presentation in the **Orientation** section.



Print

Select **File|Print** from the menu bar to print the presentation.



Print range - Select **All** to print all the slides in the presentation, **Current slide** to print only the current slide, or enter slide numbers in the **Slides** field to print only certain slides.

Copies - Enter the number of copies of each slide specified in Print range and check the **Collate** box if necessary.

Print What -

- **Slides** prints a full-page slide on each page.
- **Handouts** prints as many slides as you designate on each page.
- **Notes Page** prints one slide with that slide's notes on each page
- **Outline view** prints the outline of the presentation

Click **OK** to print.

Keyboard Shortcuts

[Tips »](#)

Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of Power Point keyboard shortcuts and keep it by your computer for a quick reference.

Note: A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
--------	-----------

Document actions	
Open a presentation	CTRL+O
New presentation	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Help	F1

Presentation actions	
Begin slide show	F5
Next slide	ENTER or Down arrow key
Previous slide	BACKSPACE or Up arrow key
Activate pen tool	CTRL+P
Erase pen strokes	E
Deactivate pen tool	CTRL+A
Show/Hide black screen	B
Show/Hide white screen	W
Show/Hide pointer & button	A
End slide show	ESC

Action	Keystroke
--------	-----------

Formatting	
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Left justified	CTRL+L
Center justified	CTRL+E
Right justified	CTRL+R
Promote list item	ALT+SHIFT+Left arrow
Demote list item	ALT+SHIFT+Right arrow or TAB

Editing	
Find	CTRL+F
Replace	CTRL+H
Insert hyperlink	CTRL+K
New slide	CTRL+M
Spell checker	F7
Macros	ALT+F8

Run the slide show and press the F1 key to view all keyboard shortcuts applicable when running a slide show.

Tips

**[Power Point Tutorial
menu »](#)**

Design Tips

- Use contrasting colors for the text and the background so the text will be easy to read.
- Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- Use short phrases and sentences to convey your message.
- Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- Keep text simple and easy to read by not using many different text effects such as **bold**, *italics*, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

Presentation Basics

- Begin the slide show by clicking the Slide Show button on the bottom of the screen.
- Move to the next slide by pressing the **SPACE BAR**, **ENTER**, **PAGE DOWN**, or right arrow keys or by clicking the left mouse button.
- Go back to the previous slide by pressing **BACKSPACE**, **PAGE UP**, or the left arrow key.
- To end the slideshow before it is complete press **ESC** on the keyboard.
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.

- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Basic Guide to the Internet

Basic Guide to the Internet

The Internet is a computer network made up of thousands of networks worldwide. No one knows exactly how many computers are connected to the Internet. It is certain, however, that these number in the millions and are growing.

No one is in charge of the Internet. There are organizations, which develop technical aspects of this network and set standards for creating applications on it, but no governing body is in control. Private companies own the Internet backbone, through which Internet traffic flows.

All computers on the Internet communicate with one another using the Transmission Control Protocol/Internet Protocol suite, abbreviated to TCP/IP. Computers on the Internet use client/server architecture. This means that the remote server machine provides files and services to the user's local client machine. Software can be installed on a client computer to take advantage of the latest access technology.

An Internet user has access to a wide variety of services: electronic mail, file transfer, vast information resources, interest group membership, interactive collaboration, multimedia displays, real-time broadcasting, breaking news, shopping opportunities, and much more.

The Internet consists primarily of a variety of access protocols. Many of these protocols feature programs that allow users to search for and retrieve material made available by the protocol.

COMPONENTS OF THE INTERNET

WORLD WIDE WEB

The World Wide Web (abbreviated as the Web or WWW) is a system of Internet servers that supports hypertext to access several Internet protocols on a single interface. Almost every protocol type available on the Internet is accessible on the Web. This includes e-mail, FTP, Telnet, and Usenet News. In addition to these, the World Wide Web has its own protocol: Hyper Text Transfer Protocol, or HTTP. These protocols will be explained later in this document.

The World Wide Web provides a single interface for accessing all these protocols. This creates a convenient and user-friendly environment. It is not necessary to be conversant in these protocols within separate, command-level environments, as was typical in the early days. The Web gathers together these protocols into a single system. Because of this feature, and because of the Web's ability to work with multimedia and advanced programming languages, the Web is the fastest growing component of the Internet.

The operation of the Web relies primarily on hypertext as its means of information retrieval. Hypertext is a document containing words that connect to other documents. These words are called links and are selectable by the user. A single hypertext document can contain links to many documents. In the context of the Web, words or graphics may serve as links to other documents, images, video, and sound. Links may or may not follow a logical path, as the creator of the source document programs each connection. Overall, the Web contains a complex virtual web of connections among a vast number of documents, graphics, videos, and sounds.

Producing hypertext for the Web is accomplished by creating documents with a language called Hypertext Markup Language, or HTML. With HTML, tags are placed within the text to accomplish document formatting, visual features such as font size, italics and bold, and the creation of hypertext links. Graphics and multimedia may also be incorporated into an HTML document.

HTML is an evolving language, with new tags being added as each upgrade of the language is developed and released. For example, visual formatting features are now often separated from the HTML document and placed into Cascading Style Sheets (CSS). This has several advantages, including the fact that an external style sheet can centrally control the formatting of multiple documents. The World Wide Web Consortium (W3C), led by Web founder Tim Berners-Lee, coordinates the efforts of standardizing HTML. The WK now calls the language XHTML and considers it to be an application of the XML language standard.

The World Wide Web consists of files, called pages or home pages, containing links to documents and resources throughout the Internet.

The Web provides a vast array of experiences including multimedia presentations, real-time collaboration, interactive pages, radio and television broadcasts, and the automatic "push" of information to a client computer. Programming languages such as Java, JavaScript, Visual Basic, Cold Fusion and XML are extending the capabilities of the Web. A growing amount of information on the Web is served dynamically from content stored in databases. The Web is therefore not a fixed entity, but one that is in a constant state of development and flux.

For more complete information about the World Wide Web, see Understanding The World Wide Web.

E-MAIL

Electronic mail, or e-mail, allows computer users locally and worldwide to exchange messages. Each user of e-mail has a mailbox address to which messages are sent. Messages sent through e-mail can arrive within a matter of seconds.

A powerful aspect of e-mail is the option to send electronic files to a person's e-mail address. Non ASCII files, known as binary files, may be attached to e-mail messages. These files are referred to as MIME attachments. MIME stands for Multimedia Internet Mail Extension, and was developed to help e-mail software handle a variety of file types. For example, a document created in Microsoft Word can be attached to an e-mail message and retrieved by the recipient with the appropriate email program. Many e-mail programs, including Eudora, Netscape Messenger, and Microsoft Outlook, offer the ability to read files written in HTML, which is itself a MIME type.

CHAT & INSTANT MESSAGING

Chat programs allow users on the Internet to communicate with each other by typing in real time. They are sometimes included as a feature of a Web site, where users can log into the "chat room" to exchange comments and information about the topics addressed on the site. Chat may take other, more wide-ranging forms. For example, America Online is well known for sponsoring a number of topical chat rooms.

Internet Relay Chat (IRC) is a service through which participants can communicate to each other on hundreds of channels. These channels are usually based on specific topics. While many topics are frivolous, substantive conversations are also taking place. To access IRC, you must use an IRC software program.

A variation of chat is the phenomenon of instant messaging. With instant messaging, a user on the Web can contact another user currently logged in and type a conversation. Most famous is America Online's Instant Messenger. ICQ, MSN and Yahoo also offer chat programs.

Understanding the World Wide Web

The World Wide Web is a system of Internet servers that supports hypertext to access several Internet protocols on a single interface. The World Wide Web is often abbreviated as the Web or WWW.

Tim Berners-Lee of the European Particle Physics Lab (CERN) in Switzerland developed the World Wide Web in 1989. The initial purpose of the Web was to use networked hypertext to facilitate communication among its members, who were located in several countries. Word was soon spread beyond CERN, and a rapid growth in the number of both developers and users ensued. In addition to hypertext, the Web began to incorporate graphics, video, and sound. The use of the Web has reached global proportions and has become a defining aspect of human culture in an amazingly short period of time.

Almost every protocol type available on the Internet is accessible on the Web. **Internet protocols** are sets of rules that allow for intermachine communication on the Internet. The following is a sample of major protocols accessible on the Web:

E-mail (Simple Mail Transport Protocol or SMTP)

Distributes electronic messages and files to one or more electronic mailboxes

Telnet (Telnet Protocol)

Facilitates login to a computer host to execute commands

FTP (File Transfer Protocol)

Transfers text or binary files between an FTP server and client

Usenet (Network News Transfer Protocol or NNTP)

Distributes Usenet news articles derived from topical discussions on newsgroups

HTTP (Hyper Text Transfer Protocol)

Transmits hypertext over networks. This is the protocol of the Web.

Many other protocols are available on the Web. To name just one example, the Voice over Internet Protocol (VoIP) allows users to place a telephone call over the Web.

The World Wide Web provides a single interface for accessing all these protocols. This creates a convenient and user-friendly environment. Once upon a time, it was necessary to be conversant in these protocols within separate, command-level environments. The Web gathers these protocols together into a single system.

Because of this feature, and because of the Web's ability to work with multimedia and advanced programming languages, the Web is by far the most popular component of the Internet.

HYPERTEXT AND LINKS: THE MOTION OF THE WEB

The operation of the Web relies primarily on hypertext as its means of information retrieval. Hyper Text is a document containing words that connect to other documents. These words are called links and are selectable by the user. A single hypertext document can contain links to many documents. In the context of the Web, words or graphics may serve as links to other documents, images, video, and sound. Links may or may not follow a logical path, as each connection is created by the author of the source document. Overall, the Web contains a complex virtual web of connections among a vast number of documents, graphics, videos, and sounds.

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PAGES ON THE WEB

The World Wide Web consists of files, called pages or Web pages, containing information and links to resources throughout the Internet.

Web pages can be created by user activity. For example, if you visit a Web search engine and enter keywords on the topic of your choice, a page will be created containing the results of your search. In fact, a growing amount of information found on the Web today is served from databases, creating temporary Web pages "on the fly" in response to user queries.

Access to Web pages may be accomplished by:

1. Entering an Internet address and retrieving a page directly
2. Browsing through pages and selecting links to move from one page to another
3. Searching through subject directories linked to organized collections of Web pages
4. Entering a search statement at a search engine to retrieve pages on the topic of your choice

RETRIEVING DOCUMENTS ON THE WEB: THE URL and DOMAIN NAME SYSTEM

URL stands for Uniform Resource Locator. The URL specifies the Internet address of a file stored on a host computer connected to the Internet. Every file on the Internet, no matter what its access protocol, has a unique URL. Web browsers use the URL to retrieve the file from the host computer and the specific directory in which it resides. This file is downloaded to the user's client computer and displayed on the monitor connected to the machine.

URLs are translated into numeric addresses using the **Domain Name System (DNS)**. The DNS is a worldwide system of servers that stores location pointers to Web sites. The numeric address, called the IP (Internet Protocol) address, is actually the "real" URL. Since numeric strings are difficult for humans to use, alphaneumeric addresses are employed by end users. Once the translation is made by the DNS, the browser can contact the Web server and ask for a specific file located on its site.

Anatomy of a URL

This is the format of the URL:

protocol://host/path/filename

For example, this is a URL on the Web site of the U.S. House of Representatives:

http://www.house.gov/house/2004_House_Calendar.html

This URL is typical of addresses hosted in domains in the United States.

Structure of this URL:

1. Protocol: **http**
2. Host computer name: **www**
3. Second-level domain name: **house**
4. Top-level domain name: **gov**
5. Directory name: **house**
6. File name: **2004_House_Calendar.html**

Note how much information about the content of the file is present in this well-constructed URL.

Other examples:

telnet://Iocis.loc.gov the catalog of the Library of Congress

ftp://ftp.sunsite.auc.dk/projects/cgfa/picasso/p-picasso 11.jpqa file on an ftp site

Several top-level domains (TLDs) are common in the United States:

com	commercial enterprise
edu	educational institution
gov	U.S. government entity
mil	U.S. military entity
net	network access provder
org	usually nonprofit organizations

New domain names were approved in November 2000 by the Internet Corporation for Assigned Names and Numbers (ICANN): biz, museum, info, pro (for professionals) name (for individuals), .aero (for the aerospace industry), and .coop (for cooperatives). ICANN continues to investigate proposals for adding additional domain names, for example, .mobi for sites designed for mobile devices, and .Jobs for the human resources community.

In addition, dozens of domain names have been assigned to identify and locate files stored on host computers in countries around the world. These are referred to as **two-letter Internet country codes**, and have been standardized by the International Standards Organization as ISO 3166. For example:

ch	Switzerland
de	Germany
jp	Japan
uk	United Kingdom

HOW TO ACCESS THE WORLD WIDE WEB: WEB BROWSERS

To access the World Wide Web, you must use a Web browser. A browser is a software program that allows users to access and navigate the World Wide Web. There are two types of browsers:

1. **Graphical:** Text, images, audio, and video are retrievable through a graphical software program such as Internet Explorer, Firefox and Netscape. These browsers are available for Windows, Apple, Linux and other operating systems. Pointing and clicking with a mouse on highlighted words and graphics accomplish navigation.

You can install a graphical browser on your computer. For example, Internet Explorer is a part of the Windows operating system, and is also available on the Microsoft site: <http://www.microsoft.com/>. Firefox is available for downloading from <http://www.mozilla.org/products/firefox/> and Netscape is available from <http://home.netscape.com/>.

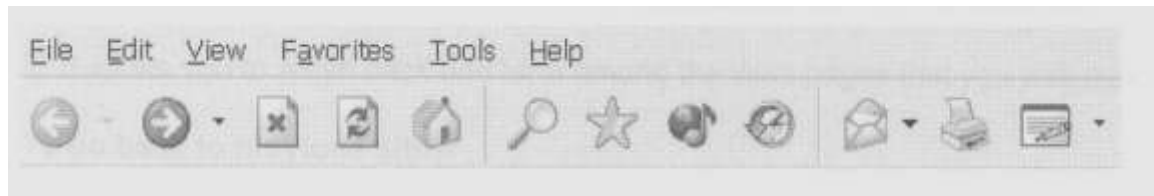
2. **Text:** Lynx is a browser that provides access to the Web in text-only mode. Navigation is accomplished by highlighting emphasized words in the screen with the arrow up and down keys, and then pressing the forward arrow (or Enter) key to follow the link. In these days of graphical browsers, it may be hard to believe that Lynx was once very popular. For more information, see Guide to Using Lynx.

Using Internet Explorer 6

Internet Explorer is a Web browser produced by the Microsoft Corporation. This tutorial will cover the major features of version 6. For the sake of brevity, we will refer to the software as IE 6.

NOTE: Most of these features are also available on IE 5.5.

THE TOOLBARS



IE 6 has two toolbars at the top of of the browser window:

Menu Bar: Contains menu items that open up dropdown lists for related options. Among the items are options for printing, customizing IE 6, copying and pasting text, managing Favorites, and accessing Help.

Navigation Toolbar: Contains icons for a variety of features including navigating among Web pages, searching the Web using a selection of search tools, accessing and managing Favorites, viewing a History of visited pages, printing, and accessing email and newsgroups.

HOW TO ACCESS RESOURCES ON THE WEB WITH IE 6

1. If you have the URL (address) of a Web page

Type the URL to go directly to the page. IE 6 gives you two ways of doing this.

Type the URL in the Address bar at the top of the screen. To accomplish this, click on the **Address** bar to highlight the current URL. Then type in the new URL and press the Enter key.

Click on **File/Open** at the top left of the screen. A pop-up window will appear with a text entry window. Within that window, type the URL of the file you wish to retrieve. Press the Enter key.

2. If you are on a Web page

Click on:

- words or images which change the shape of the mouse pointer from an arrow to a hand and display a URL on the bottom of the screen when the mouse pointer is placed over it

- the blue words on the display screen

- the purple words on the display screen (the purple color indicates that the resource has been recently accessed on your terminal)

Note: The color blue is generally the default color for text that contains a link, and purple is the default color for text representing a link that has been visited in the recent past. Nowadays, Web page creators are coloring their links in all sorts of ways. The best way to figure out which text represents a link is to position your mouse over the words and see if the pointer shape changes from an arrow to a hand. The hand represents a link.

3. If you want to use pre-installed links

IE 6 offers a collection of Web sites in its Favorites collection. Click on **Favorites** on either the text bar or the tool bar at the top of the screen to access these resources.

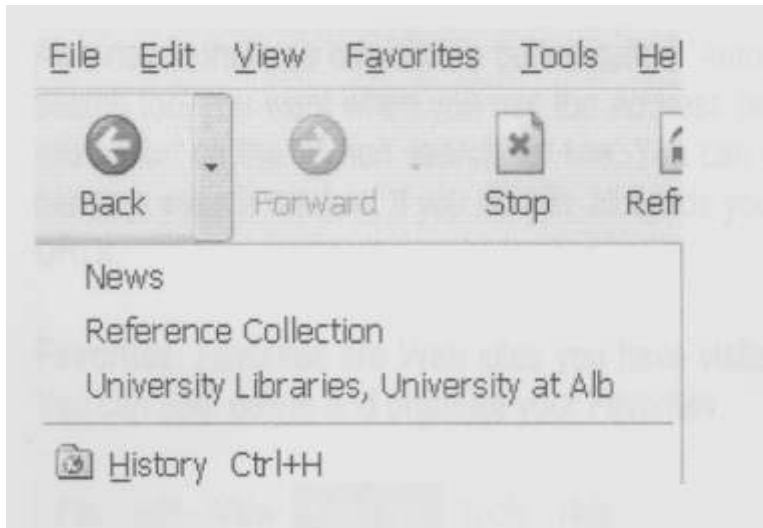
NAVIGATING THE WEB WITH IE 6

IE 6 allows you to move back and forth among the Web pages that you visit during a session.

To go back to previous sites:

Click on the small **Back** left arrow on the navigation bar near the top left corner of your screen. Each time you click on this arrow, you will return to the next previous site that you visited. If you hold your mouse over the Back arrow, the title of the upcoming page will briefly appear.

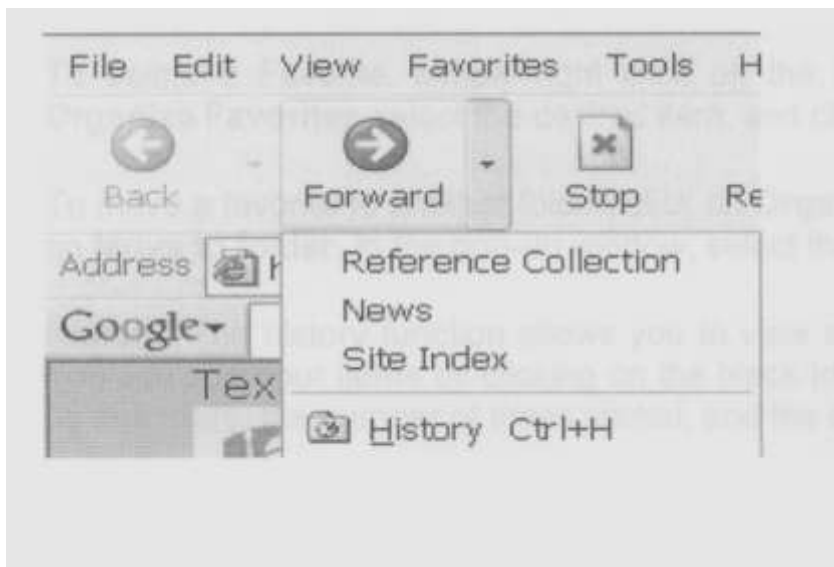
To skip farther back, click on the small black triangle to the right of the word **Back**. This will bring up a list of pages you have visited. Click on any one of these choices to return to the desired page. This is the equivalent of clicking on the **Back** arrow several times.



To move forward:

When you have returned to previous sites with the **Back** arrow, you can go forward again by clicking on the small right-pointing arrow next to the **Back** arrow. If you hold your mouse over this arrow, the title of the upcoming page will briefly appear.

To move farther ahead, click on the small black triangle to the right of the Forward arrow in the menu bar at the top of the screen. This presents a list of several sites you have visited. Click on any of the choices to return to the desired site. This is the equivalent of clicking on the **Forward** arrow several times.



ADDITIONAL TOOLBAR OPTIONS

Stop: The circle containing the X will stop a page while it is in the process of loading. This is useful if a page is not successfully or speedily retrieving.

Refresh: The square containing the two curved arrows re-retrieves the page you are currently viewing. This is useful if the page does not load successfully or completely.

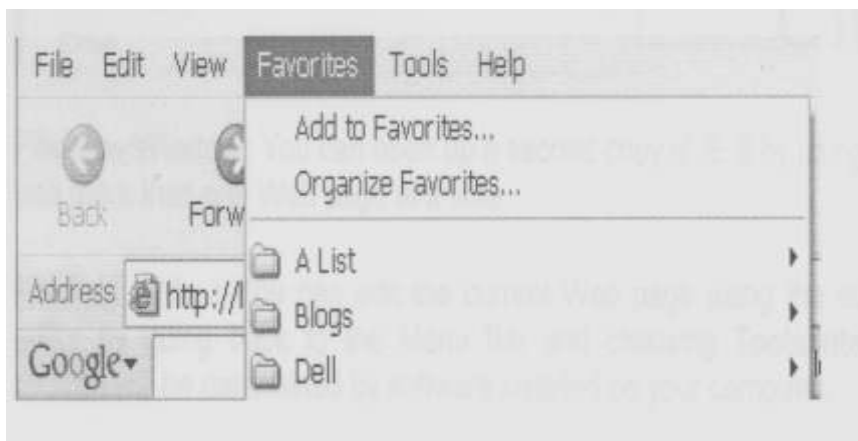
Home: The home icon takes you back to the page that was on the screen when you first started IE 6. You can customize your selection. See below under "Customizing Internet Explorer."

Search: The search button opens up a function that uses one or more Web search tools. You can choose the search tool(s) you want as your default.

You can also customize your search experience. After clicking on Search, choose the Customize option and make your selection. A pop-up window called "Customize Search Settings" will appear. If you choose to "Use Search Assistant" broad search topics will be displayed and the appropriate search tool will be queried. You can also opt to have IE 6 remember your last 10 searches so that you can easily repeat them.

Also notice that you can click a button called "Autosearch settings." This allows you to choose the search tool you want when you use the Address bar as a search window. You can also customize this option on the "When searching" line. You can even choose to turn off the use of the Address bar as a search window. If you do this, all words you type into the Address bar will be interpreted as URLs.

Favorites: Favorites are Web sites you have visited that you would like to store for easy access. You can add, delete and organize your Favorites.



To add the current Web page as a favorite, click on **Favorites** and then **Add**. To choose the folder where you want to store this listing, click on **Create in** and choose the folder you want. At this point, you also have the option to create a new folder.

To *delete* a Favorite, simply right click on the item and choose **Delete**. Or, you can choose **Organize Favorites** select the desired item, and click on the **Delete** button. To *move* a favorite to another folder, click on **Organize Favorites**, select the desired item, and click on **Move to folder**. In the pop-up window, select the folder where you would like to store this listing.

History: The history function allows you to view and select Web pages you have recently visited. You can sort your items by clicking on the black triangle to the right of the word **View**. You can sort by size, date, the number of times visited, and the order you have visited today.

Mail: You can read email from this window. Choose the email software you wish to use by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

Print: Allows you to print the current page. This option will be explained in more detail below under Printing.

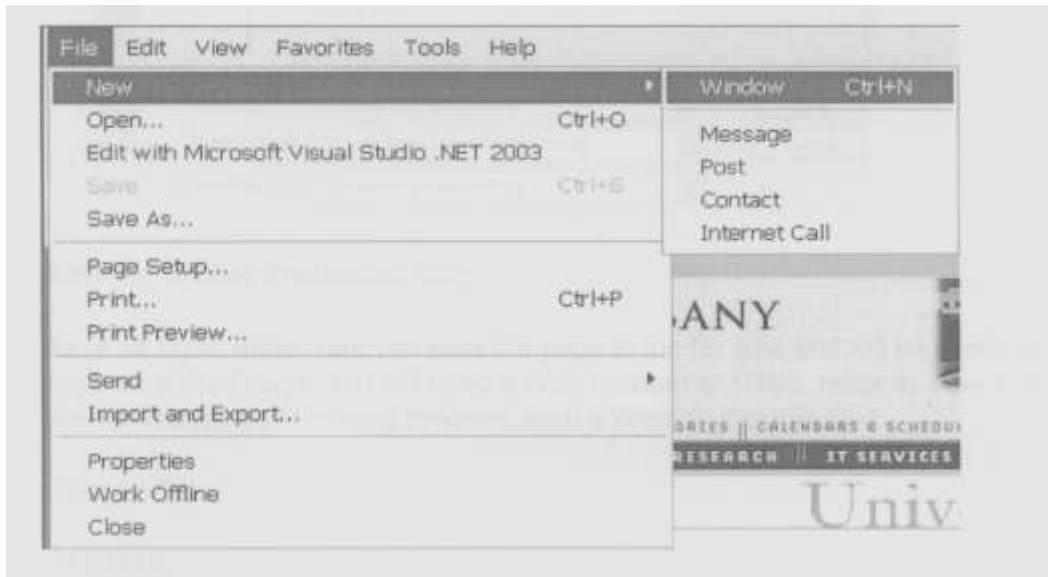
Edit: You may edit the current page in the HTML editor of your choice. Choose the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**.

Discuss: You may set a default Usenet newsgroup server.

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USEFUL OPTIONS ON THE MENU BAR

The menu bar at the top of the screen includes some useful options. Here are a few highlights.



File/New/Window: You can open up a second copy of IE 6 by using this feature. This allows you to visit more than one Web page at a time.

File/Edit with...: You can edit the current Web page using the editor of your choice. Select the editor by going back to the Menu Bar and choosing **Tools/Internet Options/Programs**. Your choices will be determined by software installed on your computer.

Edit/Find (on This Page): IE 6 allows you to do a text search of the document on your screen. Choose this option and type in the word or phrase you wish to search.

Tools/Show Related Links: IE 6 will display pages that are related in content to the current page. This is a service of Alexa, a Web content and traffic analysis company.

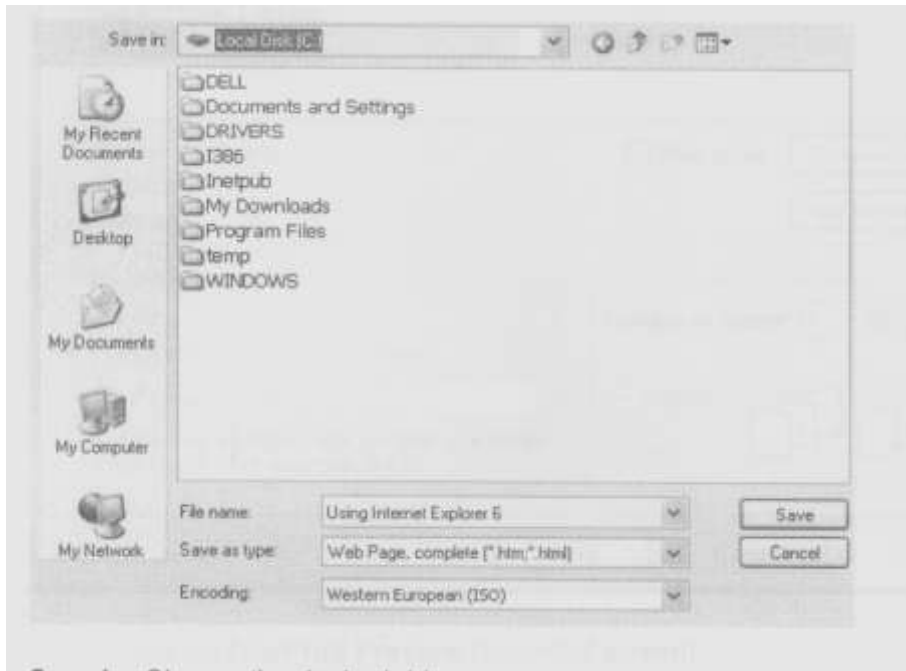
The **Tools** menu offers you many ways to customize IE 6. This will be covered below under Customizing Internet Explorer.

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SAVING WEB DOCUMENTS FOR LATER USE: HOW TO DOWNLOAD, EMAIL, AND PRINT

You can download to disk, email, or print the Web page on the IE 6 screen.

To DOWNLOAD



Save in: Choose the desired drive.

Save as type: Make sure you save the page to the file type that will be useful to you. If you save the page as a Web page, you will need a Web browser or HTML editor to view it. A text file (txt) can be viewed in a word processing program such as Word or WordPerfect.

Click on **Save**

To EMAIL

Click on **File/Send** (top left of screen).

You may send the current page as an email message, or you may insert the link to the current page within an email message. Once you make your selection, your email software will open. You can change the default software by going to the Menu Bar and choosing **Tools/Internet Options/Programs**. Your choices will be determined by software installed on your computer.

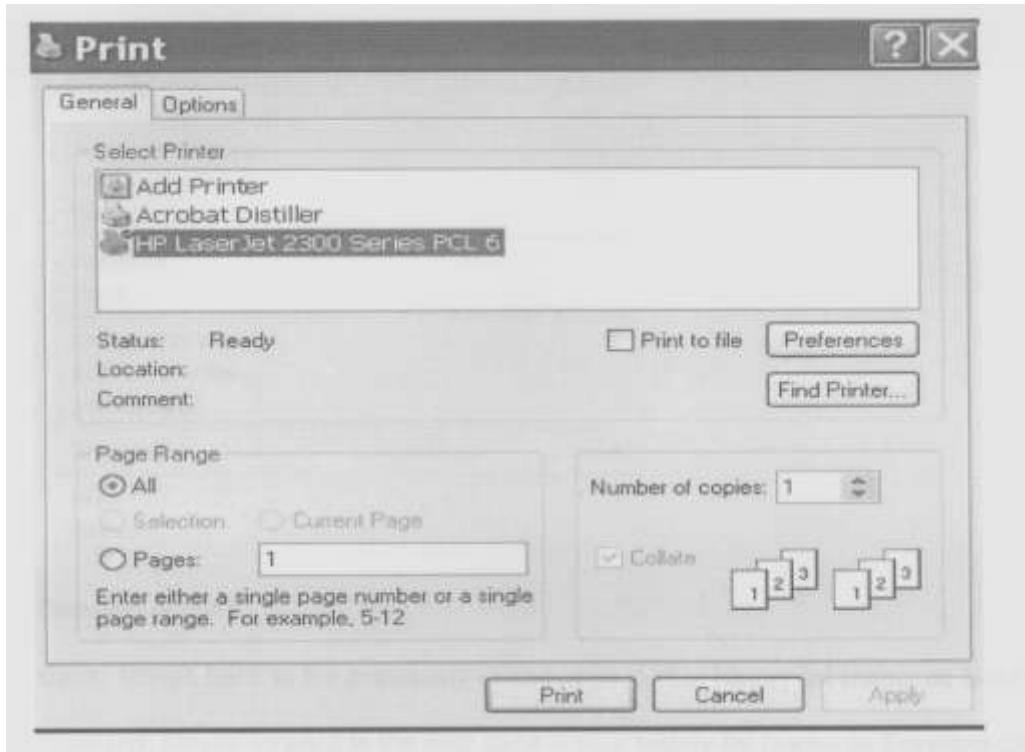
To PRINT

To PRINT THE ENTIRE DOCUMENT

Click on the **Print** icon on the Tool Bar

Click on **OK**

To PRINT SELECTED PAGES



1. Click on File/Print Preview (top left of screen)
2. Click through the pages using the navigation arrows and make a note of which pages you want to print
3. Click on **Print** (top left of screen)
4. Click on the circle next to "Pages"
5. Type in the pages separate by commas, e.g., 1, 5-6, 7, 9
OR, to print the page displayed in the Print Preview window, choose **Current Page**
6. Click on **OK**.

To PRINT SELECTED PORTIONS OF A WEB PAGE

See How to Copy and Paste from to Windows WordPad.

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THE RIGHT MOUSE BUTTON

The right mouse button offers a number of useful features if you are using a PC. To view the possibilities, press down on the right mouse button and hold it. Options will display in a pop-up window.

The following is a selected list of right mouse button options.

1. WHEN THE MOUSE POINTER IS ON THE SCREEN (but not on a link or an image)

Back

Forward

Save Background As...

Set as Background

Copy Background

Set as Desktop Item...

Select All

Paste

Create Shortcut

Add to Favorites...

View Source

Encoding 

Print

Refresh

Selected options:

Back: Moves back to the previously visited page in your history list (same as **Back** icon)

Forward: Moves forward to the next page in your history list (same as **Forward** icon)

Select All: Selects all the text on the page for copying and pasting

Create Shortcut: Creates a shortcut to the current Web page on your desktop

Add to Favorites: Adds the current Web page to your Favorites

View Source: Brings up the HTML source code of the current page

Encoding: Allows you to choose a language

Print: Prints the current document

Refresh: Reloads the current page from the server

2. WHEN THE MOUSE POINTER IS OVER A LINK

Open
Open in New Window
Save Target As...
Print Target

Cut
Copy
Copy Shortcut
Paste

Add to Favorites...

Selected options:

Open: Opens the page

Open in New Window: Opens the link in a new copy of IE 6

Save Target As: Saves the link as a file

Print Target: Prints the link

Copy Shortcut: Copies the URL to the Clipboard for pasting into a text editor or word processing program

Add to Favorites: Adds the selected page to your Favorites

3. WHEN THE MOUSE POINTER IS OVER AN IMAGE

Open Link
Open Link in New Window
Save Target As...
Print Target

Show Picture
Save Picture As...
E-mail Picture...
Print Picture...
Go to My Pictures
Set as Background
Set as Desktop Item...

Cut
Copy
Copy Shortcut
Paste

Add to Favorites...

Selected options:

Save Picture As: Saves the image to a disk drive of your choice

E-mail Picture: Opens your default email program and attaches the image to the message

Print Picture: Prints the image on your default printer

Set as Background: Uses the image as your desktop wallpaper

Set as Desktop Item: Sets the image as an Active Desktop item

Copy: Copies the image to the Clipboard for pasting into a graphics editing program

Add to Favorites: Adds the selected images to your Favorites