

ESSENTIAL **C**OMPUTER **S**KILLS

Essential Office Applications Book 1

An Educational Resource for Home Schools

by
Scott Weberg

Scotto's Place Curriculum



www.scottosplace.com

Download sample lessons at www.scottosplace.com

© 2006 Scott Weberg. All rights reserved.

2nd Edition © 2008 Scott Weberg. All rights reserved.

Table of Contents

Introduction.....	5
Lesson 1: The Basics of Working with Documents.....	7
Creating a New Document.....	7
Saving a Document.....	8
Editing an Existing Document.....	8
Organizing Your Documents.....	11
Lesson 2: Formatting Basics in Word Processing.....	15
Changing Font Appearance.....	15
Paragraph Formatting.....	18
Page Layout.....	22
Lesson 3: Rounding Out the Basics.....	25
Text Editing Functions.....	25
Find and Replace.....	27
Spell Checking.....	28
Thesaurus.....	31
Word Count.....	31
File Types.....	32
Lesson 4: Page Formatting.....	35
Headers, Footers and Page Numbering.....	35
Microsoft Word 2007 Users:.....	40
Columns.....	41
Getting Stuff to Fit on a Page.....	44
Lesson 5: Bullets and Numbering.....	49
Creating Lists.....	49
Making Lists Look Good.....	51
Lesson 6: Spreadsheet Basics.....	57
Entering Text.....	58
Entering Numbers.....	60
Entering Formulas.....	61
Lesson 7: Spreadsheet Formatting.....	67
Formatting Cell Data.....	67
Formatting Rows, Columns and Areas.....	71
Lesson 8: Working With Spreadsheet Data.....	79
Auto-Fill.....	79
Sorting Data.....	80
Filtering Data.....	84
Calculating with Math Functions.....	89
Lesson 9: Creating Business Presentations.....	95
An Example Presentation.....	95
Creating a New Presentation.....	97
Lesson 10: Working with Presentation Slides.....	105
Adding, Deleting, and Rearranging Slides.....	105
Slide Layouts and Content.....	107
Let the Show Begin!.....	119
FINAL EXAM.....	123
Concluding Remarks.....	125
Quiz Answers.....	127

Introduction

Welcome to *Essential Office Applications 1!* This is the first book in the *Essential Computer Skills* curriculum, which is being developed to provide basic computer skills lessons for home school students. This is “**computer skills curriculum for home schoolers, by home schoolers.**”

The intent of this collection of lessons is *not* to offer a complete user's guide to office applications. Instead, these lessons will provide knowledge of the basic aspects of Word Processing, Spreadsheets, and Presentations that are often unknown or mis-used in today's workforce, but have been *essential* in my own professional experience.

The first 5 lessons will cover the basics of Word Processing. (If you have used word processors a lot, you may know some of the material already.) Lessons 6, 7, and 8 will give a good introduction to the basics of using Spreadsheets. Lessons 9 and 10 will teach using a computer to create professional-looking Business Presentations. After completing these lessons, the student will have a good foundation for using these types of applications in a real work environment.

How to Use the Curriculum

In reality, if you are homeschooling you can use this curriculum any way you want! That is the beauty of homeschooling. These 10 lessons make a great introduction for younger students (ages 10 to 13) to be prepared to do their school assignments and more on a computer.

If you want to count this curriculum as a full class and grade the work, you will want to complete the lessons and all exercises and quizzes. I suggest the following approach to allow the student to go through one lesson each week.

- Day 1: Work through the lesson and try some of the examples as you go
- Day 2: Take the quiz, looking back through the lesson for the answers if necessary
Do the 1st exercise for the lesson
- Day 3: Do the 2nd exercise
- Day 4: Do the 3rd exercise
- Day 5: free day, or catch up if not finished with all the exercises

The work for each day should take less than an hour, and the entire workbook can be completed in 10 weeks of time. Some lessons may take more than the 1st day to complete, so adjust the schedule if you need to. After the 10 lessons are complete, you could have the student do other assignments on the computer (like writing a paragraph for English, etc.) and count it as computer skills work too. In this way, they can continue to practice what they have learned.

High school students: to complete a full semester of work, you will likely want to have older students do some further computer lessons in addition to these 10 lessons. My suggestion for high school students is to go through both *Essential Office Applications* books in 1 semester, which is a total of 18 lessons. The lessons in Book 2 are geared toward intermediate skills appropriate for ages 13 and older.

Grading: My suggestion for grading is as follows:

- Quizzes: count each question as 1 point (Total possible: 84 pts)
- Exercises: count each exercise as the number of points indicated, if the student completed it correctly (Total: 290 pts)
- Final Exam: count each question as 2 points (Total: 40 pts)
- Final % Grade = Total points the student received divided by 414 possible points

About OpenOffice.org and Other Office Applications

I will be using the OpenOffice.org 2.4 applications in my examples. I have chosen OpenOffice.org for the following reasons. 1) It is FREE! You can download it from www.openoffice.org. 2) It is very similar to Microsoft Office, and will actually read and save Microsoft documents.

If you use Microsoft Office, all of these features will be available there as well, and the student will be able to follow along with these lessons. Since there are so many Microsoft Office users out there, I will point out the most glaring differences between OpenOffice.org and Microsoft Office as we go along. (I will also indicate where the equivalent features can be found in MS Office 2007.)

If you are using a “lightweight” word processor (such as WordPad), or if you don't have a full-featured spreadsheet and presentation program, you will not be able to do most of the lessons. In this case, you should get OpenOffice.org and learn to use a full-featured office application.

Installing OpenOffice.org

NOTE: the download file for OpenOffice.org is over 110MB large. Downloading it can take a long time. You can order a CD for this curriculum, which will contain OpenOffice.org and all of the lesson examples for this book. (Go to www.scottosplace.com/EOA.shtml.)

The system requirements to run OpenOffice.org are as follows:

- Windows 98, Windows ME, Windows 2000 (Service Pack 2 or higher), Windows XP, Windows 2003, Windows Vista
- 128 Mbytes RAM
- At least 700 Mbytes available disk space
- 800 x 600 or higher resolution with at least 256 colors

To download your **free** version of OpenOffice.org, go to their website at www.openoffice.org and click on the “download” link and follow the instructions to get the latest version. Choose to save the file to disk, and start the download.

When the download is finished, find the file that you saved (it may be on your desktop, named similar to “OOo_2.4.0_Win32Intel_install_en-US.exe”) and double-click it to begin the install. Follow the instructions to finish the installation. If you have any trouble with downloading or installing the program, look for detailed instructions and help on the OpenOffice.org website.

About the Author

You may be asking yourself, *How does this guy know what is essential?* That is a very appropriate question, so let me detail just a little bit of my own experience for you.

I have been working in the Information Technology industry for about 20 years. In that time I have authored three published technical papers and created countless software design specifications for various organizations and companies. I have given technical presentations to groups of as many as 500 people, and I have created spreadsheets to track such things as software bugs and employee resource allocation. In my personal life, I have written a full-length novel which I have self-published. Believe it or not, I have done all this using the types of office applications that are taught in these lessons!

During the same time, I have quite frequently been asked to modify documents that were written by others. I often end up frustrated, lamenting that if only the original author had known how to use a word processor better, then my job would be so much easier! So I have a pretty good understanding of this kind of essential knowledge for office applications, which I hope to be able to pass on to you.

My wife and I have been home schooling for 9 years, and my two boys have been privileged to be the first students to go through these lessons. I believe other home schoolers will enjoy them too.

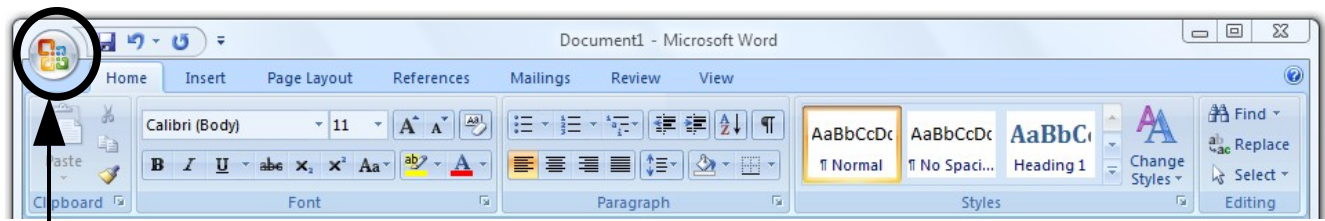
Lesson 1: The Basics of Working with Documents

This lesson will teach some of the basics of working with documents in a word processor. *Not all steps are pictured, so in order to fully learn the information, you will need to follow along and actually **DO** the steps as you read them.*

A **document** is defined as “a writing that contains information” or “a piece of work created with an application, as by a word processor.” Our goal is to learn how to create written documents in a word processor.

Microsoft Word 2007 Users:

In Word 2007 there are no drop-down menus at the top of the window. Instead, all the options are found in the tabs across the top, in an area called the **ribbon**. Below is how the ribbon looks in Word 2007, and I have noted where to find the options that are discussed in this lesson. Throughout this workbook, I will show where to access the various options in Office 2007, with a picture and a text box just like here.



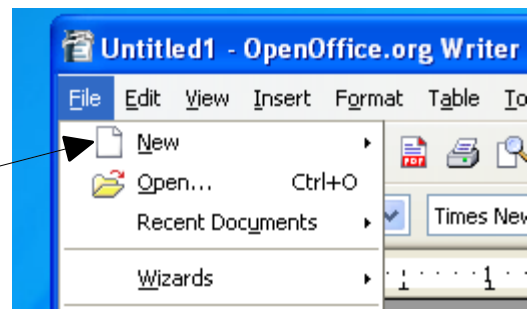
Click on the Office logo to see the **New**, **Save**, and **Open** options for this lesson.

Creating a New Document

The first step to create a document is to run your favorite word processor. I hope you know how to do this, but the easiest way (in Windows XP) is to choose it from the Start menu. (The OpenOffice.org word processor is called **Writer**, and can be selected from the OpenOffice.org folder in **All Programs** in the Start menu.)

Within your word processor there should be a menu option to create a new file. The following figure shows the **File** menu in OpenOffice.org Writer.

Select the **New** option, and then pick **Text Document**.

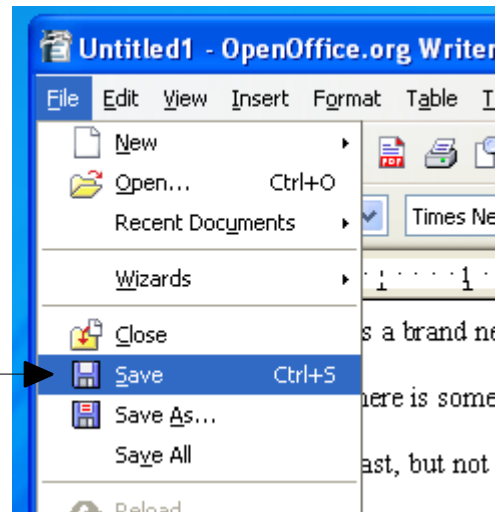


Saving a Document

After the previous step, you will most likely have a new window with a blank (white) document. If your word processor asks you what type of document to create, there should be a choice for “blank document” or something similar.

Go ahead and type something into your new document. Just a sentence or two is fine. Now we will save this document into a file on your computer.

Click on the **File** menu again and select the **Save** option.

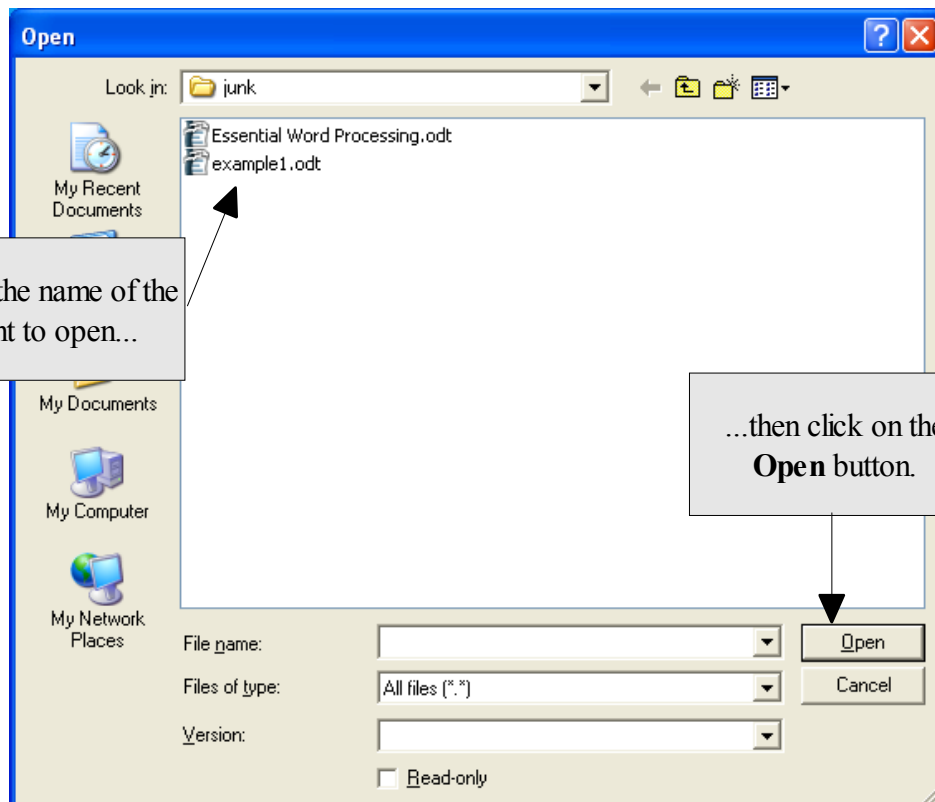


In the **Save As** window, type in **example1** as the name for your document file and press the **Save** button. (We'll use this document later.) That's all there is to it! Now you can close the document and you will be able to come back to it later. Go ahead and close your **example1** document now, by selecting **Close** from the **File** menu.

Editing an Existing Document

To open a previously saved document, click on the **File** menu and select **Open...** This will bring up the Open File window, shown below. Open the **example1** document that you saved earlier.

First, click on the name of the file you want to open...

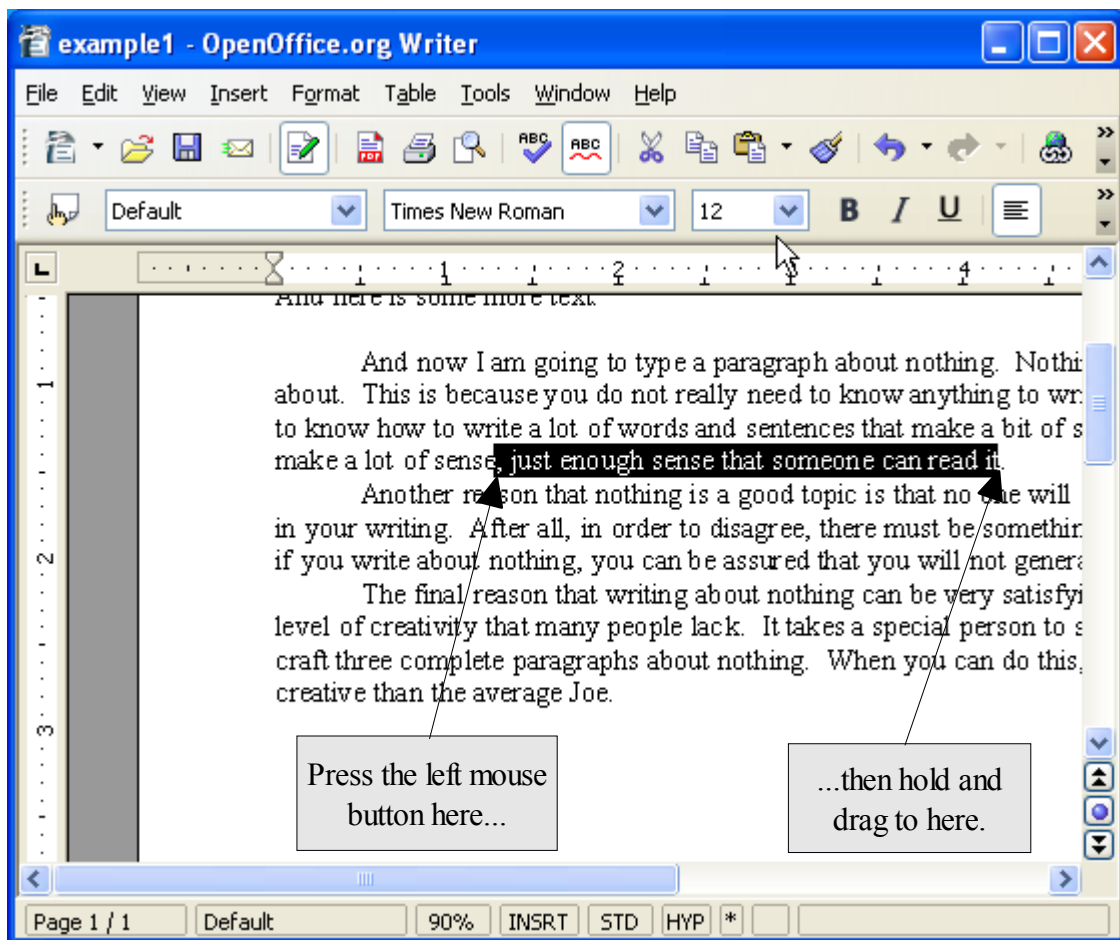


...then click on the **Open** button.

Now type in another sentence or two. You can start at the end of your document simply by clicking the mouse anywhere below where you typed before.

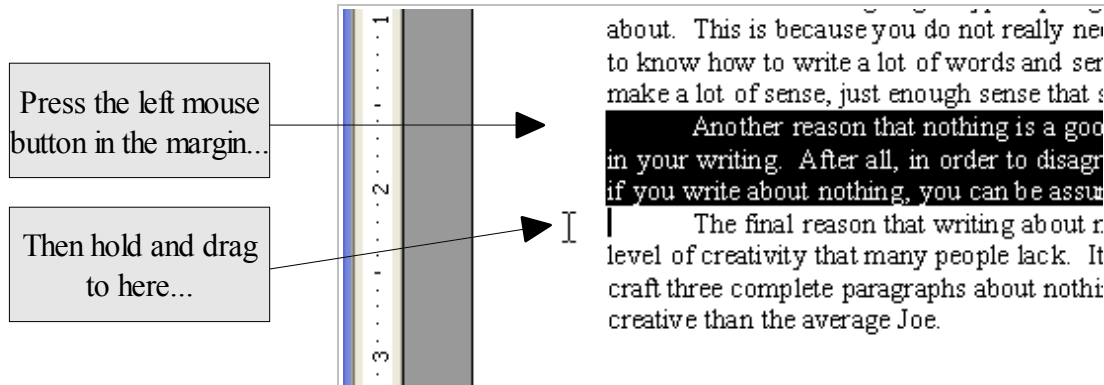
Here are some tips on typing your text in a word processor:

- Do not press the **Enter** key on the keyboard at the end of each line – your word processor will automatically go to the next line as you type.
- Press the **Enter** key when you want to start a new paragraph.
- You can use the **Tab** key on the keyboard to indent paragraphs, but there is a better way to do this. (We'll get to that in lesson 2.)
- To erase a word or a sentence (or a paragraph, or an entire page) you can first *highlight* the words you want to erase, by holding down the left mouse button as you move the mouse across the text. **Your highlighted text should look something like this.** (This is also known as **reverse-video** because the background color and text color are *reversed*.) See the example below.



This is known as **selecting** some text. With your selected text highlighted, you can press the **Delete** key on the keyboard, and the selected text will be deleted.

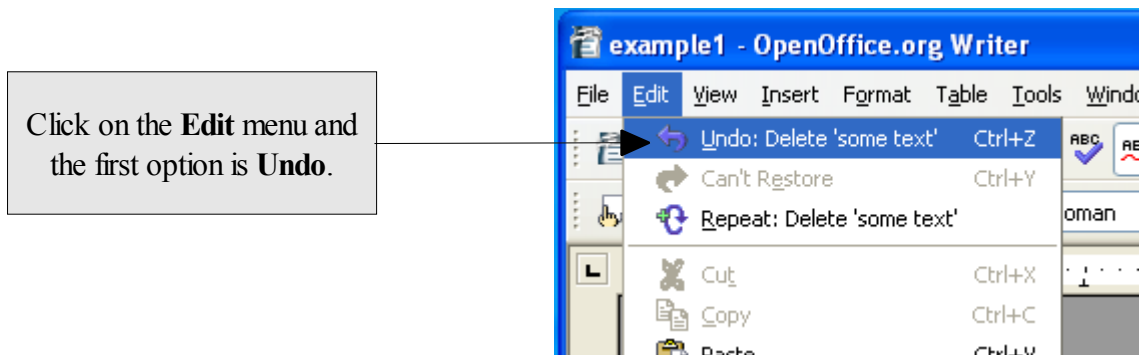
To select or highlight several lines of text, place the mouse cursor in the left margin, next to the first line you wish to highlight, press and hold down the left mouse button, and move the cursor down the page along the left margin. You should see the lines highlighting as you go.



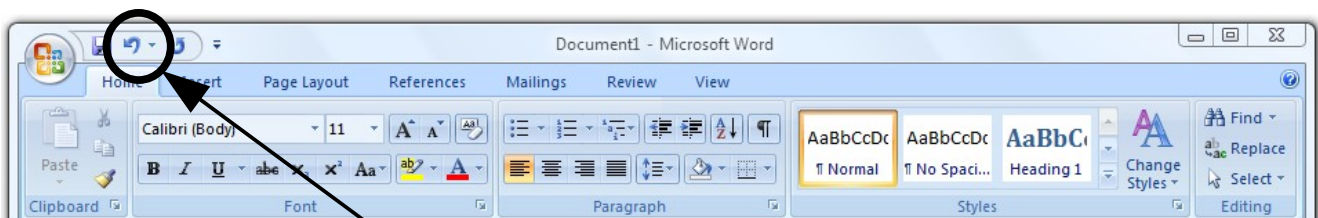
(Another way to select text is to place the cursor at the beginning of the text you want to select, then *press and hold down* the **Shift** key on your keyboard. While holding down the Shift key, press the **arrow** keys on your keyboard to move the cursor over the the text, and it will be highlighted.)

Let's pretend you just deleted something that you didn't want to delete. *OOPS!!*

Don't despair, you can **Undo** most actions in a word processor.



Microsoft Word 2007 Users:



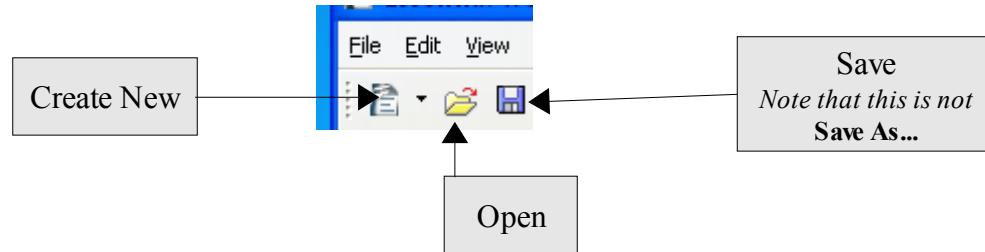


Type a couple of short paragraphs on your page.
 Highlight 2 lines in the middle of your text, and delete them.
 Use the **Undo** feature to get your deleted lines back.

After you have typed some more text into your document, you can save your changes by selecting the **File** menu and then selecting either **Save** or **Save As...**. If you select **Save** you will not be asked to type in a file name, and your changed document will *replace* the one that you saved before. If you want to keep both the first one *and* the new version, you should select **Save As...** and type in a new name.

Go ahead and select **File** and **Save As...** and then type in **example2** and click on the **Save** button.

NOTE: You can also create, open, and save documents by clicking on the icons at the top-left of the screen.



Organizing Your Documents

Your documents will usually be saved in your **My Documents** folder by default (if you are using Microsoft Windows). If you create lots of documents you should create folders to organize your documents. It is hard to find the document you want if you have a large number of files in the same folder.

For example, make a folder called **Homeschool** in which to place all your home school documents. Then when you select **Save As...** to save a document for your home school work, you can select your home school folder in the **Save in...** field before pressing the **Save** button.

Unfortunately, learning how to make folders in Windows is not covered in this curriculum.

Lesson 1 Quiz

1. What is the definition of a **document**?
2. Which option in the **File** menu should you choose to save your changes with a different document name?
3. What is another name for **highlighting** some text using the mouse?
4. When typing a paragraph, when should you press the **Enter** key?
5. What should you do if you accidentally delete a sentence?

Lesson 1 Exercises

Exercise 1 (10 pts): Use your word processor to create a new document, and write a letter to a friend. Make it as long as you want, but at least include several sentences and more than one paragraph. Remember what you learned in the lesson: do not use the **Enter** key unless you want to start a new paragraph. To delete letters or words, use the **Backspace** key to “back over” the letters, or highlight the words and press the **Delete** key.

When you are finished, save your letter as “myLetter”.

Exercise 2 (10 pts): Using what you have learned, create a new document and start a diary. On the first line, type today's date. Then press the **Enter** key, and write at least 1 paragraph about what you did today. When finished, save this document as “myDiary”.

Exercise 3 (10 pts): Do this exercise the day after you complete Exercise 2. Open your “myDiary” document and add a paragraph (or more) about what you did since your first entry. Make sure you skip a line or two before your new entry (by pressing the **Enter** key a couple times), and begin your new entry with today's date just like in Exercise 2. When finished, save the document without changing the name.

Exercise 4 (5 pts): Wait a day after you complete Exercise 3, and add another entry into your diary document. Be sure to save it again when you are finished.

If you like keeping a diary, you can continue adding entries into this document as often as you wish!