



جامعة نِزْوَى
University of Nizwa

DIGITAL LITERACY II

COMP-B



First Edition 2015-2016

FOUNDATION INSTITUTE

Unit 5: Using Microsoft Excel

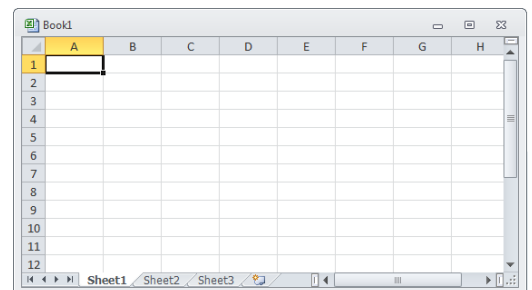
Lesson 1: Home Tab

Objectives

- Using clipboard group
- Using font group
- Using Alignment group
- Using Number group
- Using Styles group
- Using Cells group
- Using Editing group

Understanding Basic Terminology

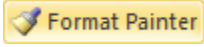
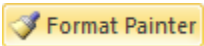
- **Workbook**
 - Single Excel file containing one or more worksheets
- **Worksheet**
 - A single report or tab in workbook
 - Cell
 - Intersection of row and column; can contain one single value or formula
- **Cell Address**
 - Column-by-row intersection designated by column letter and row number
- **Active Cell**
 - Cell currently displayed with thick border



Home Tab: clipboard Group

Using the Format Painter

Duplicate formatting options on other parts of worksheet

- Select cell with source formatting and then:
 - On **Home** tab, in **Clipboard** group, click  once, then click cell to format with same features
 - On **Home** tab, in **Clipboard** group, double-click  to turn on to apply formatting to several cells
 - When finished, click button to turn Format Painter off, or press **ESC**

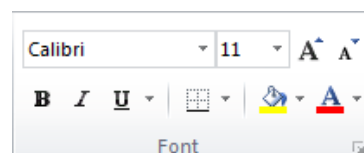
Home Tab: Font Group (Formatting)

To apply formatting and change appearance of cell:

-On Home tab, click command for formatting from font group

- Changing Fonts and Sizes:

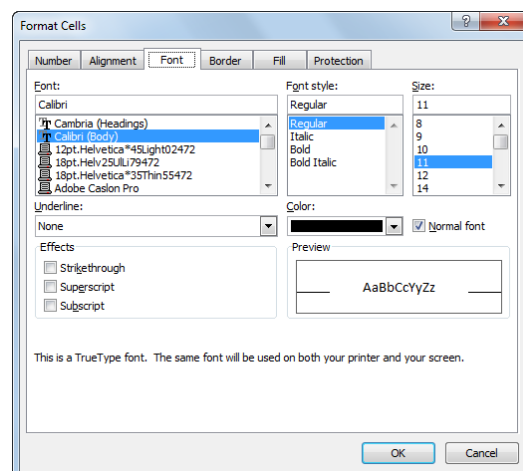
Font is typeface or text style. To format selected cells:



-On **Home** tab, in **Font** group, click **format**.

-On **Home** tab, in **Font** group, click Dialog box launcher, choose option from Font tab.


-Press **CTRL + SHIFT + F** to choose option from Font tab.



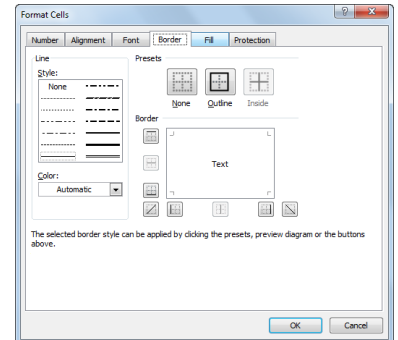
- Applying Cell Borders:

Separate groups of data to improve legibility, especially if large volume of numbers.

To apply border to cell:

-On **Home** tab, in **Font** group, click arrow for  (**Borders**)

-On **Home** tab, in **Font** group, click **Dialog box launcher**, click **Border** tab, and choose option.

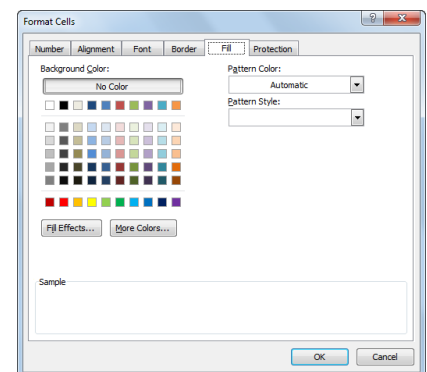


- Applying Colors and Patterns:

Sets background color and pattern for cell

To apply color or pattern to cell:

-On **Home** tab, in **Font** group, click Dialog box launcher, click **Fill** tab.



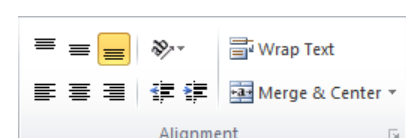
-On **Home** tab, in **Font** group, click arrow for  (**Fill Color**)

Alignment Group

- Changing Cell Alignment:

Can align cell contents horizontally or vertically, merge and center across several cells, wrap text in cell, or rotate it.

To change alignment for selected cells:

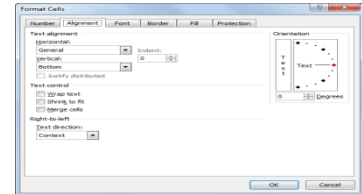


-On **Home** tab, in **Alignment** group, click alignment.

-On **Home** tab, in **Alignment** group, click **Dialog box launcher**, choose alignment from **Alignment** tab.

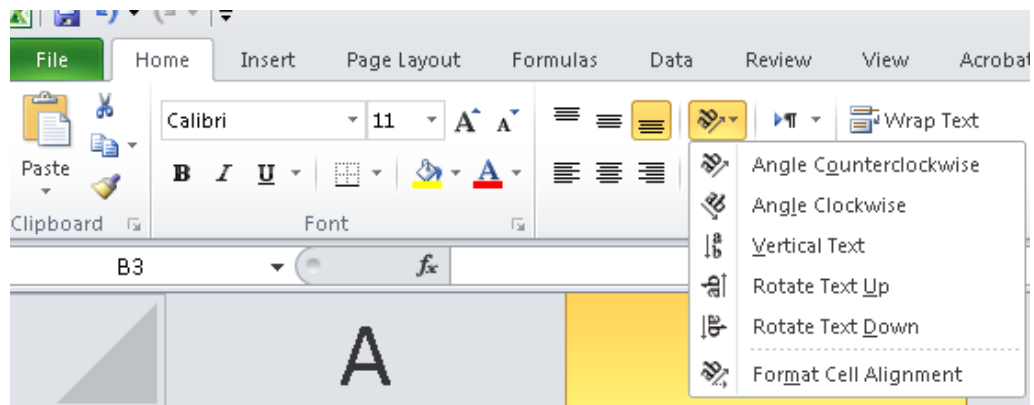
Orientation

Rotate text to diagonal angle or vertical orientation.



To change text orientation:

-On home tab, in alignment group, click orientation.

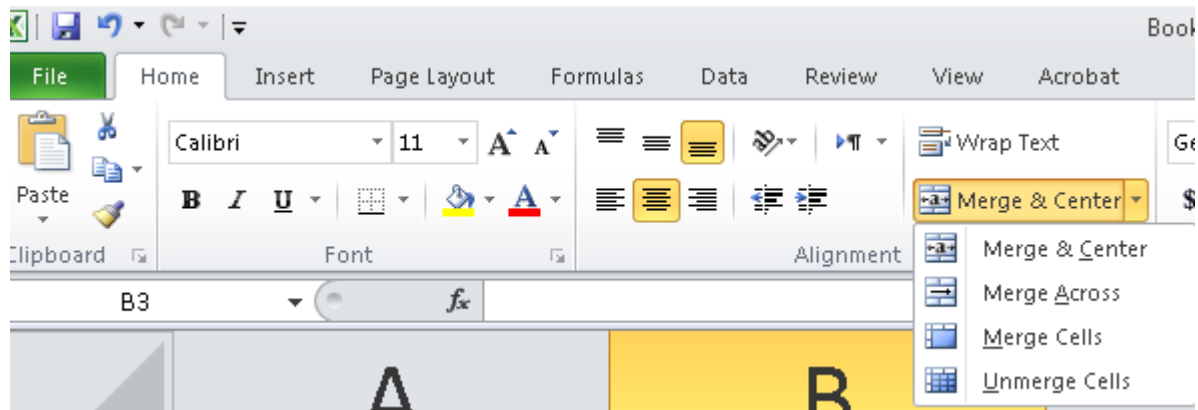


- Merge and centre:

Join the selected cells into one larger cell and center the contents in the new cell.

To merge and center cells:

- On home tab, in alignment group, click merge and center.



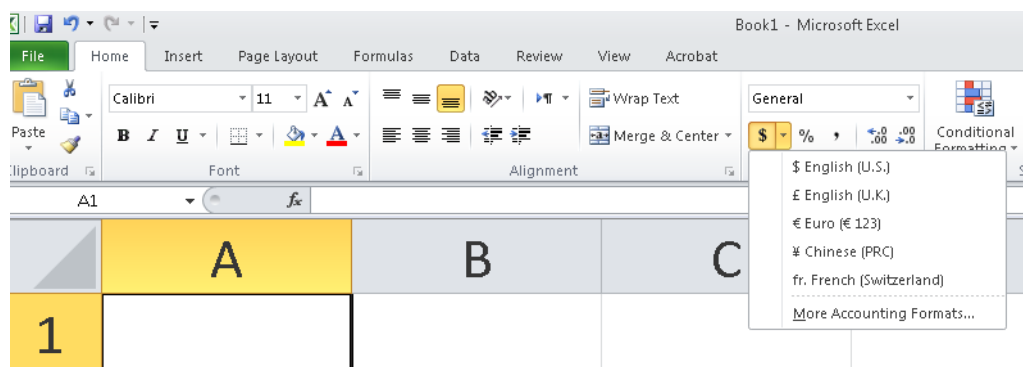
- Number Group:

Show the number tab of the format cells dialog box.

• Accounting number format

To choose an alternate currency format for selected cells:

- On **home** tab, in **number** group, click **accounting number format**.



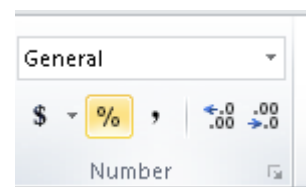
- Percent style:

Display the value of the cell as a percentage.

To display values as percentage:

- On **home** tab, in **number** group, click **percent style**.

-CTRL+SHIFT+%

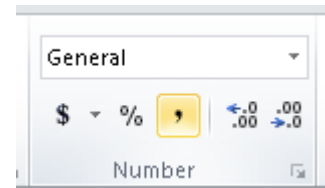


- Comma Style:

Display the value of the cell with A thousand separators.

To display values as with thousand separators:

- On **home** tab, in **number** group, click **comma style**.

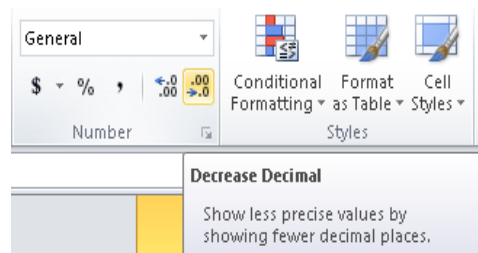
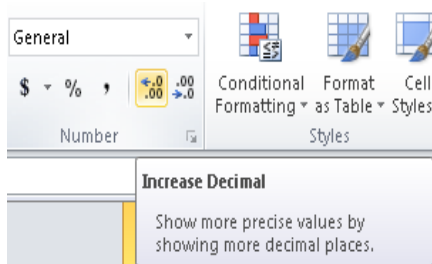


- Increase and decrease decimal places

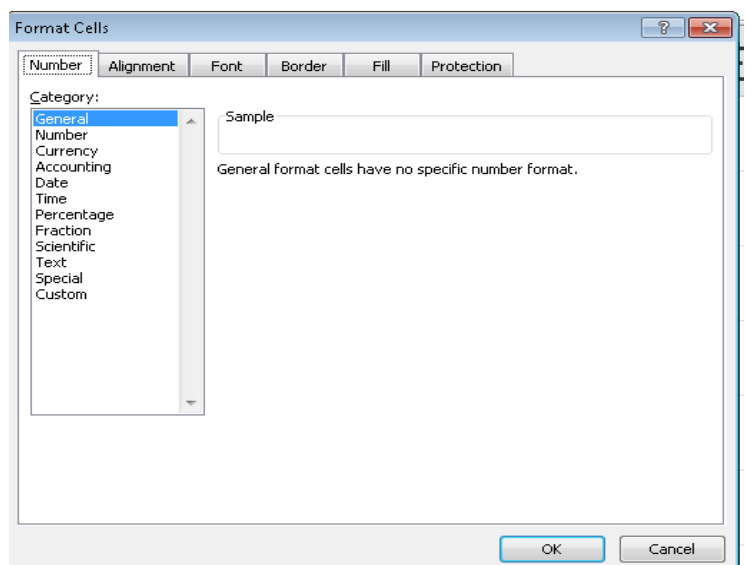
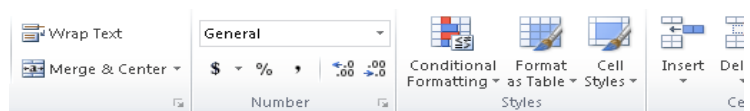
Show more precise values by showing more decimal places/ Show less precise values by showing fewer decimal places.

To show more or less decimal places:

On **home** tab, in **number** group, click **Increase or decrease decimal places**.



You can show more options inside the dialog box of number group divided to many categories.

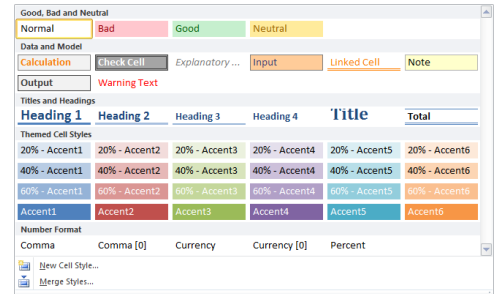


- Style Group

Add a quick format for a cell or a range of cells.

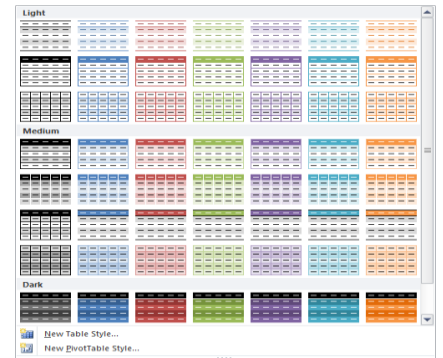
- Cell Styles

- Applies chosen style to selected cells only
- To apply cell style, select cells, on **Home** tab, in **Styles** group, click **Cell Styles**



- Table Styles


- Applies chosen style to specified range of cells
- To apply table style, click in range, on **Home** tab, in **Styles** group, click **Format as Table**



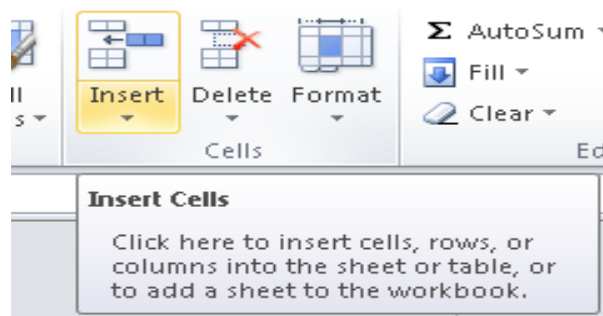
- Cells Group

- Insert cells, columns ,rows and sheets

You can **insert** new row above current row, new column to left of current column, or cells in specific areas of worksheet

- To insert column to left of selected column:
 - On **Home** tab, in **Cells** group, click arrow for Insert, click **Insert Sheet Columns**
 - Press **CTRL** +  on numeric keyboard, select Entire column
 - Right-click selected column and click Insert, select Entire column
- To insert row above selected row:

- On **Home** tab, in **Cells** group, click arrow for Insert, click Insert **Sheet Rows**
- Press **CTRL** + **+** on numeric keyboard, select Entire row
- Right-click selected row and click Insert, select Entire row
- To insert one or more cells, on **Home** tab, in **Cells** group, click arrow for Insert, click Insert Cells

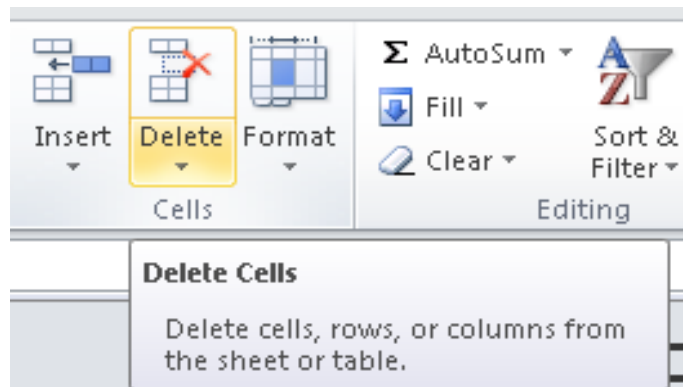


- Delete cells, columns ,rows and sheets

You can delete one or more rows or columns, or shift cells over in place of deleted cells

- To delete selected column:
 - On **Home** tab, in **Cells** group, click arrow for **Delete**, click **Delete Sheet Columns**
 - Press **CTRL** + **-** on numeric keyboard, select **Entire column**
 - Right-click selected column, click **Delete**, select **Entire column**
- To delete selected row:
 - On **Home** tab, in **Cells** group, click arrow for **Delete**, click **Delete Sheet Rows**
 - Press **CTRL** + **-** on numeric keyboard, select **Entire row**
 - Right-click selected row, click **Delete**, select **Entire row**

- To delete one or more cells in current location, on **Home** tab, in **Cells** group, click arrow for **Delete**, click **Delete Cells**.



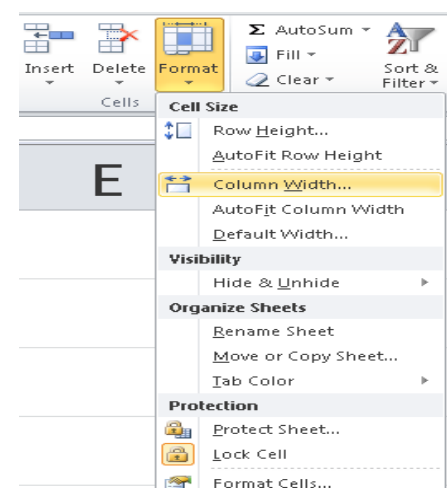
Manipulating the Information

- Style Group

Change column widths and row heights and organize the worksheets.

- Changing the Column Widths
 - If entry longer than standard column width, data flows into next cell
 - If entries exist in adjoining cells, data truncates at column boundary
 - If values exceed column width, Excel stores data but displays in scientific format
 - To change column width:
 - On **Home** tab, in **Cells** group, click **Format**, click **Column Width**
 - Position pointer on line at right edge of column header and drag to required width

	A	B	C	D	E
1	Tolano Employees' Salaries - Confidential				
2	First Name	Last Name	SSN	Position	Salary
3	Sid	Taylor	1.23E+08	President	#####
4	Richard	Reeves	3.22E+08	Vice Presi	#####
5	Heidi	Krause	9.88E+08	Vice Presi	#####
6	Jeff	Chou	1.47E+08	Human Re	#####
7	Shauna	Adams	7.42E+08	Marketing	#####
8	Joseph	Kowalski	6.59E+08	Accountar	#####

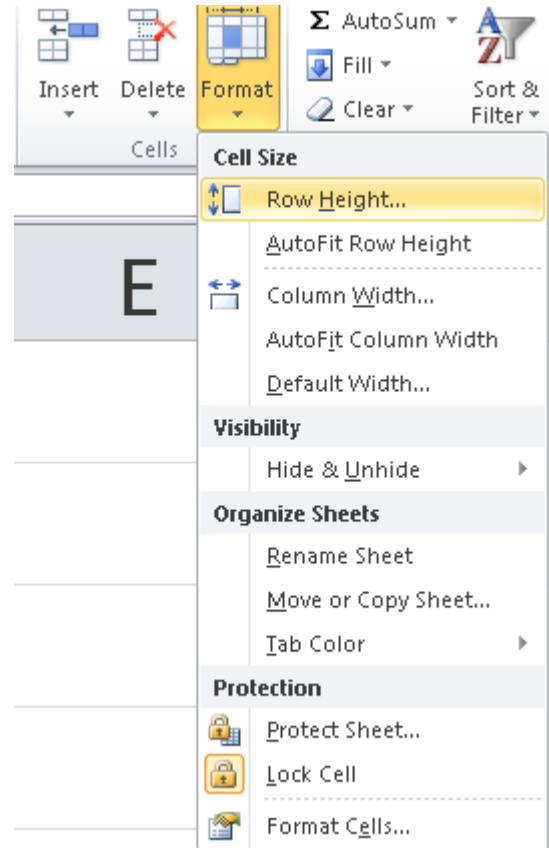


- To check column width, click right edge of column header.

- Adjusting the Row Height

To adjust row height:

- On **Home** tab, in **Cells** group, click **Format**, click **Row Height**
- Place pointer at bottom edge of row header to adjust and drag to required height.

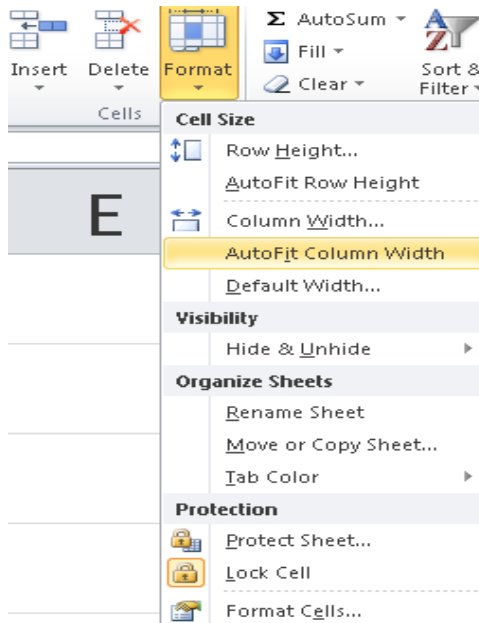
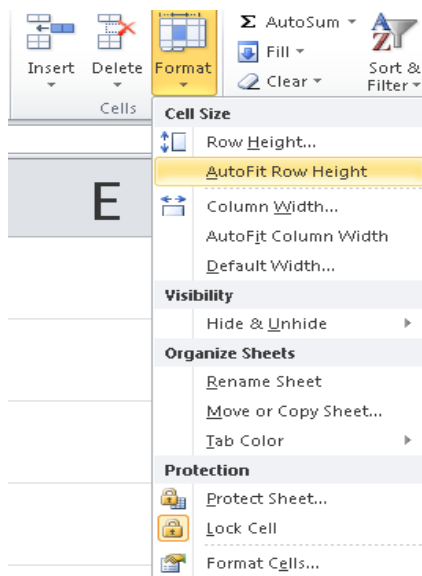


- Using AutoFit

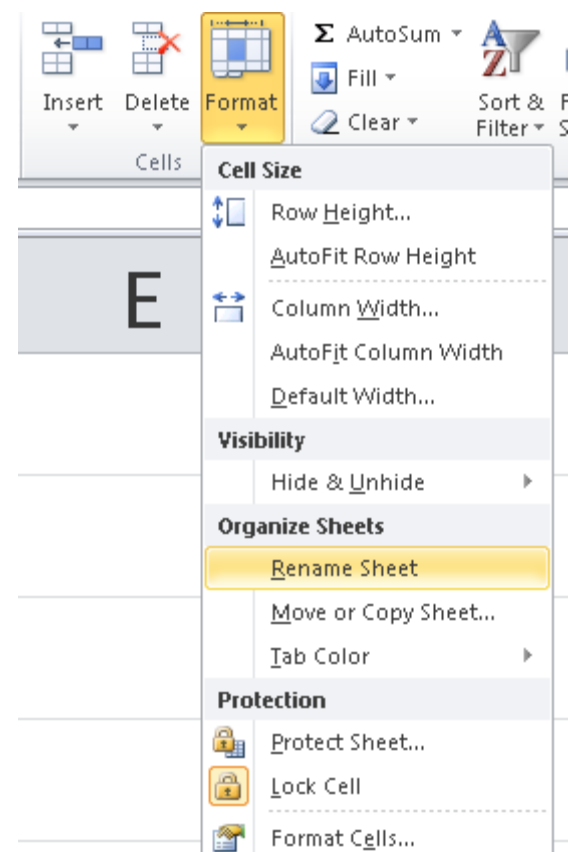
Automatically adjusts column width or row height to accommodate longest value in column or row

- To adjust column width using AutoFit:
 - On **Home** tab, in **Cells** group, click **Format**, click **AutoFit Column Width**
 - Double-click line at right edge of column header to adjust
- To adjust row height using AutoFit:

- On **Home** tab, in **Cells** group, click **Format**, click **AutoFit Row Height**
- Double-click line at bottom edge of row header to adjust



- **Naming Worksheets**
- Sheet# help identify different sheets but not descriptive of contents
- Can be up to 31 characters long
- To rename worksheet tab:
 - On **Home** tab, in **Cells** group, click **Format**, click **Rename Sheet**

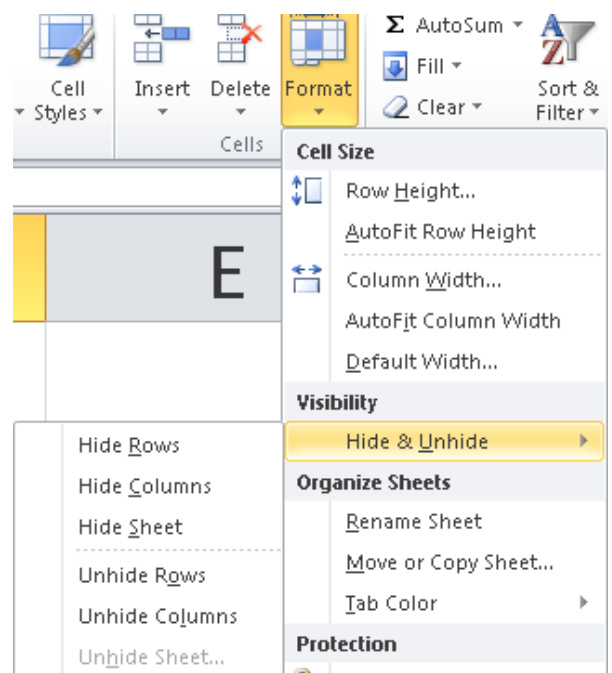


- Double-click sheet tab and type new name.

- Tab colour

To tab a sheet with colour:

- On **Home** tab, in **Cells** group, click **Format**, click **Tab colour**
- **Right-click** sheet tab **Tab colour**.



- Hide & unhide sheet

To hide or unhide sheet or column or row:

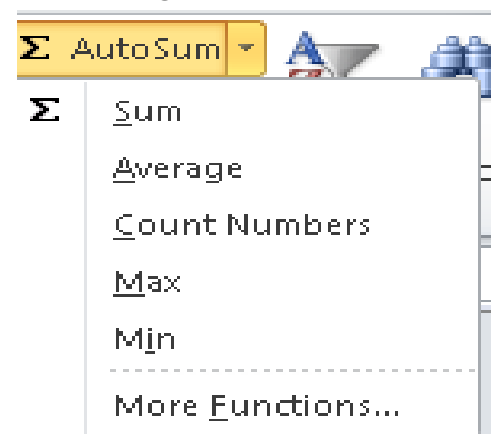
- On **Home** tab, in **Cells** group, click **Format**, click **hide & unhide**

Home Tab:

- Editing Group

- SUM (ALT+=)

Display result of simple calculations such as Average, Maximum, Minimum, or Sum after the selected cells.

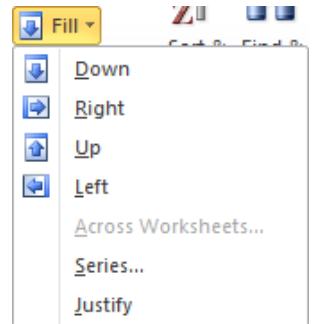


- Using Fill

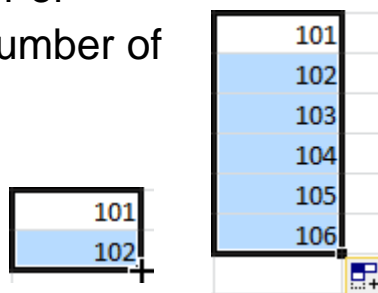
Automatically fill in data based on original contents

- To use Fill option:

On **Home** tab, in **editing** group, click  **(Fill)**



- Select cell range with data to fill, position pointer at lower right corner of required number of range, and drag to cells.

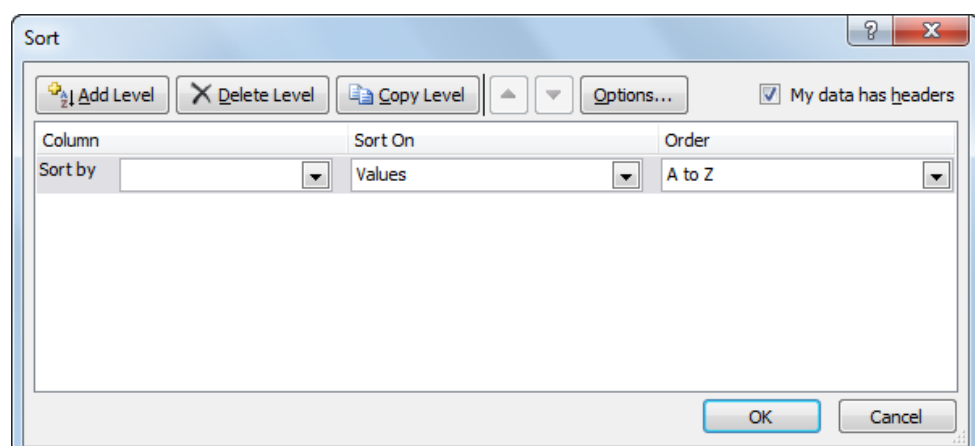


- Sorting Data

Organize data in worksheet based on values in selected columns or rows

- To sort data:
 - On **Data** tab, in **Sort & Filter** group, click **Sort A to Z** or **Sort Z to A**
 - On **Home** tab, in **Editing** group, click **Sort & Filter**

To sort by more than one option, on **Data** tab, in **Sort & Filter** group, click **Sort**



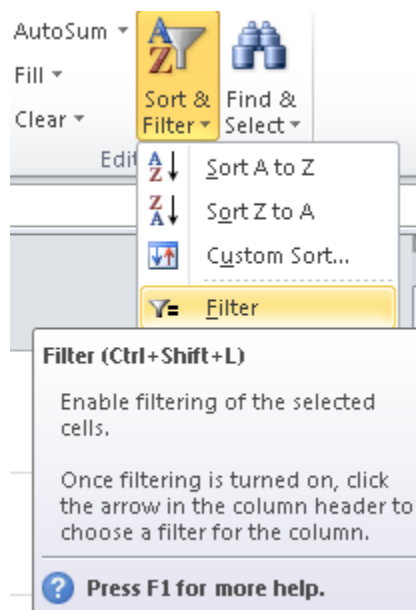
- Filtering Information

Locate information quickly using filter to hide records not interested in viewing

- **AutoFilter** tool places icons on right side of each column or field name
 - Use these to select conditions for records to display
 - Can set conditions

Excel tables automatically include AutoFilter feature

- To activate filter command, **on Data tab, in Sort & Filter group, click Filter.**



Exercise 1 :

	A	B	C
1	Student ID	Student Name	Group
2	35695	Zainab Ahmed	A
3	23654	Salim Ali	B
4	17855	Aisha Mohammed	B
5	89456	Noor Bader	A
6	03256	Ahmed Said	C

Question1

1-Sort students Name from Z to A

2-Filter student Name who are in group B

3-Add double line border with green color the table

4-Rename sheet1 as Students Group

5-Add tab color to the sheets

Exercise 2:

1-By using simple calculation tool, Calculate the following: total, average, minimum and maximum

Exercise1.excell.xlsx - Microsoft Excel

	A	B	C	D	E	F	G
1	subjects						
2	Name	IC3	Math	English	Life	Computer Skills	Total
3	Mohammed	23	18	15	26		11
4	Ahmed	26	28	23	30		25
5	Abdullah	9	13	21	20		19
6	Hamed	19	12	19	30		30
7	Sultan	10	17	20	23		8
8	Minimum Mark						
9	Maximum Mark						
10	Marks Average						

Unit 5: Using Microsoft Excel

Lesson 2: Insert Tab

Objectives

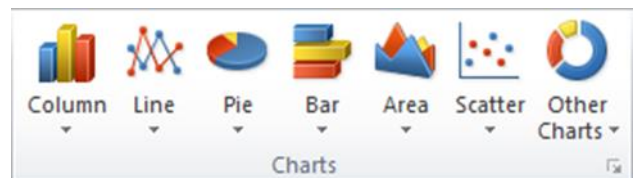
- Working with Charts
 - Understanding Charts
 - Selecting Chart Types
 - Changing the Chart Layout
- Working with Header/Footer

Working with Charts

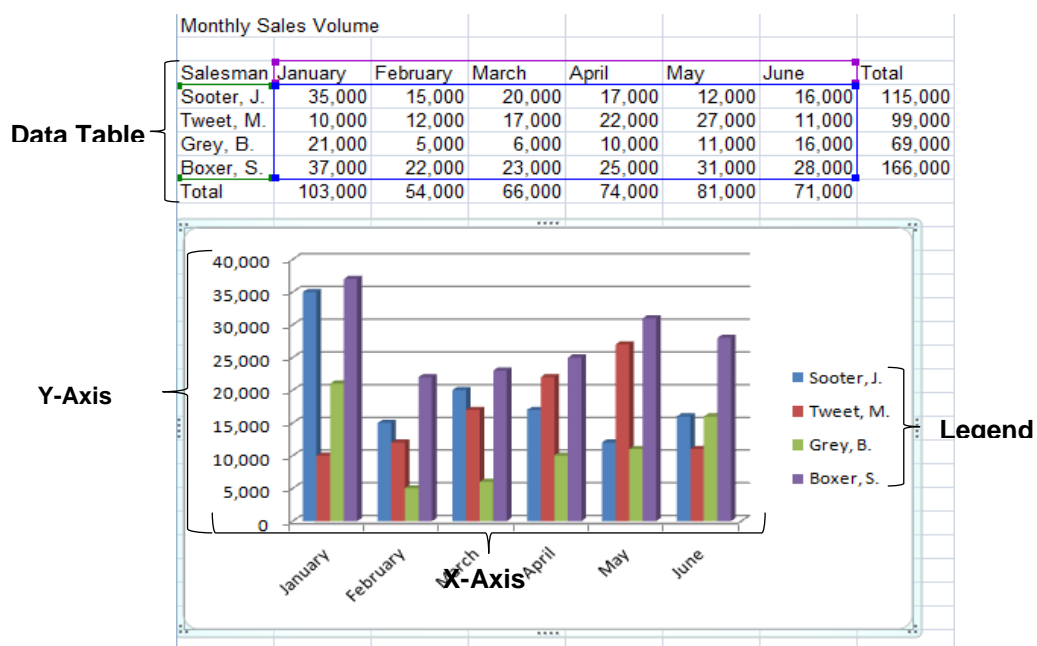
Understanding Charts:

A chart is a pictorial representation of data in worksheet. A chart can be more descriptive way of representing data, illustrating trends or patterns in data.

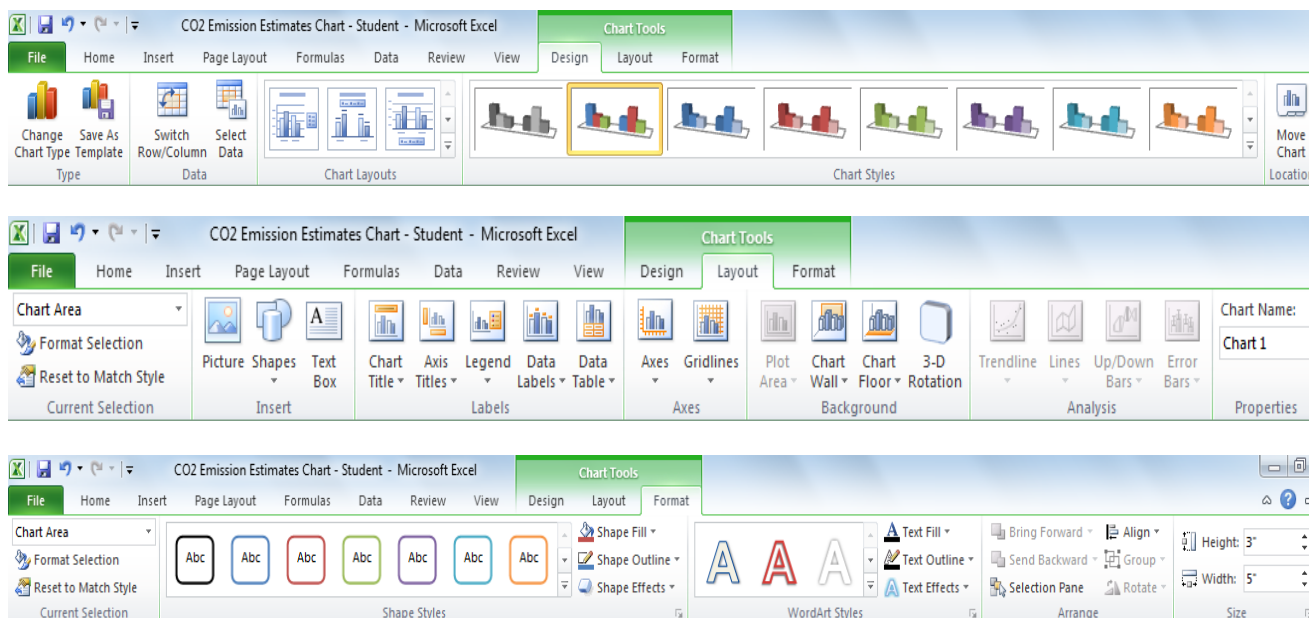
Each set of data in chart is series. The chart's horizontal line is **X-Axis**, and vertical line is **Y-Axis**. You can add a legend to explain the meaning of each series.



To create chart, select **cells** and then on **Insert** tab, in **Charts** group, click **chart type**.



Once chart created, should accurately reflect patterns or trends from selected data. When a chart is on screen, you can select it to display the **Chart Tools** ribbon to modify or customize chart.



Selecting Chart Types

Column	Compares values over time or categories vertically.
Bar	Compares values over time or categories horizontally.
Line	Compares continuous trends.
Pie	Compares series that make up whole.
XY (Scatter)	Determines data patterns.
Area	Compares continuous change in volume.
Doughnut	Similar to pie chart, but for more than one set of data points.

Radar	Determines patterns or trends with points matched up by lines.
Surface	Displays trends in values with three-dimensional presentation and continuous surface.
Bubble	Compares three values displayed like scatter chart, but represented by bubbles.
Stock	Displays high-low-close data.
Cylinder	Similar to bar and column charts, but cylinder shape.
Cone	Similar to bar and column charts, but cone shape.
Pyramid	Similar to bar and column charts, but pyramid shape.

Changing the Chart Layout

Modify the layout to create exactly the look you want. Use command on **chart Tools** ribbon to manipulate items on the chart.

The following are layout of chart:

Chart Titles	Add title.
Axis Titles	Add titles to horizontal and vertical axes.

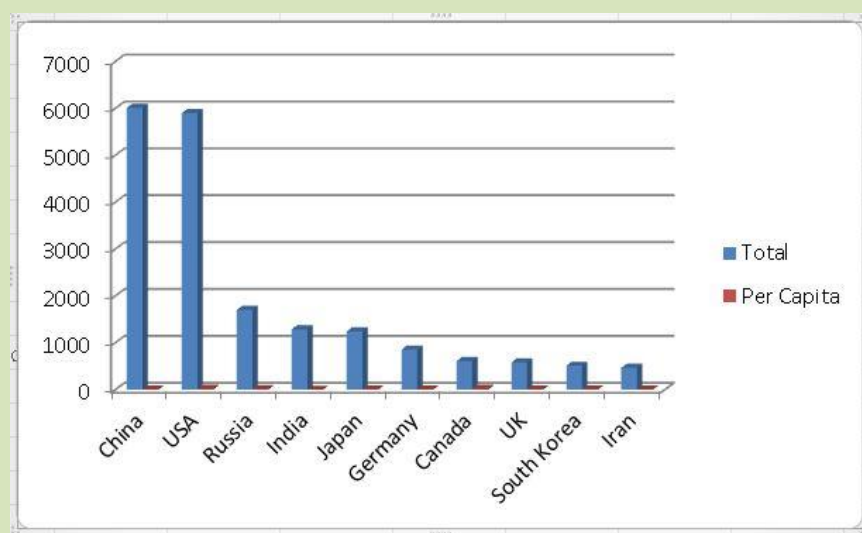
Legend	Include legend and position with chart.
Data Labels	Include data labels.
Data Table	Display chart data beneath chart.
Axes	Include labels on horizontal and vertical axes.
Gridlines	Include gridlines.

Exercise

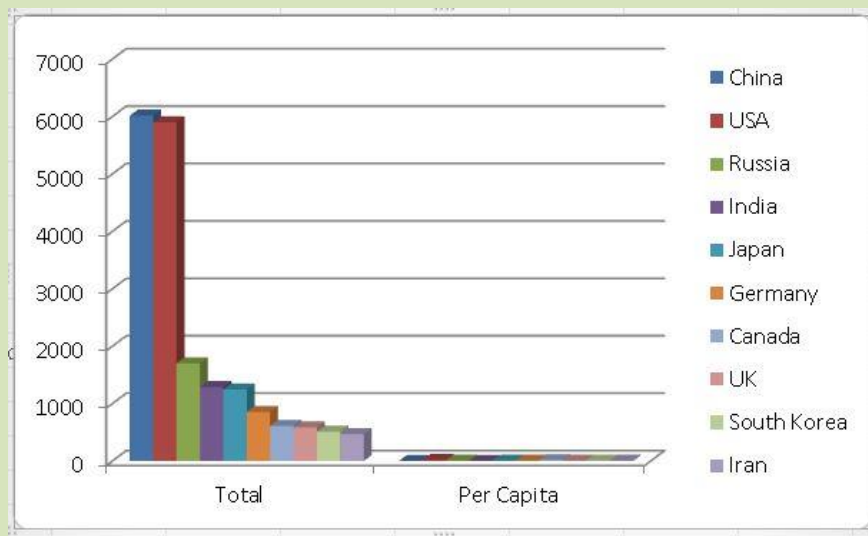
1. Open **Ms .Word**, and save it as **CO3 Emission Workbook**
2. Type following text:

	A	B	C	D	E	F
1	CO2 Emission Estimates					
2	Top 10 by Country (million metric ton)					
3		Emissions				
4	Country	Total	Per Capita			
5	China	6017.69	4.58			
6	USA	5902.75	19.78			
7	Russia	1704.36	12			
8	India	1293.17	1.16			
9	Japan	1246.76	9.78			
10	Germany	857.6	10.4			
11	Canada	614.33	18.81			
12	UK	585.71	9.66			
13	South Korea	514.53	10.53			
14	Iran	471.48	7.25			
15						
16						
17						
18	* Data from www.ucsusa.org , Union of Concerned Scientists					
19						
20						

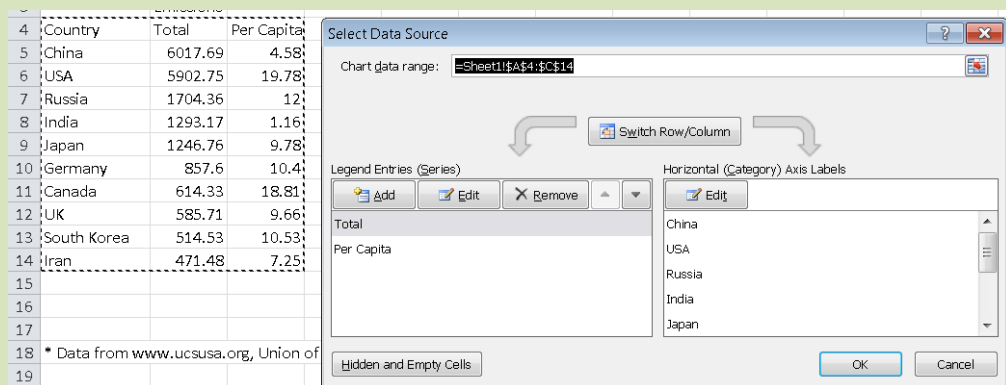
3. Select cells **A4 to C14**, Then on **Insert Tab**, in **Chart** group, click **Column**.
4. Click **3-D Clustered Column** from list.



5. Under **Chart Tools**, on the **Design** tab, in the **Data** group, click **Switch Row/Column**.

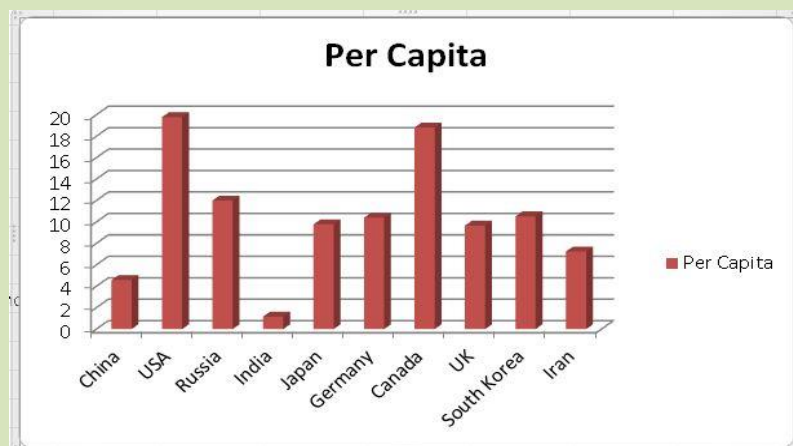


- Under **Chart Tools** on the **Design** tab, in the **Data** group, click **Select Data**



First, switch the data back to showing the countries on the horizontal axis.

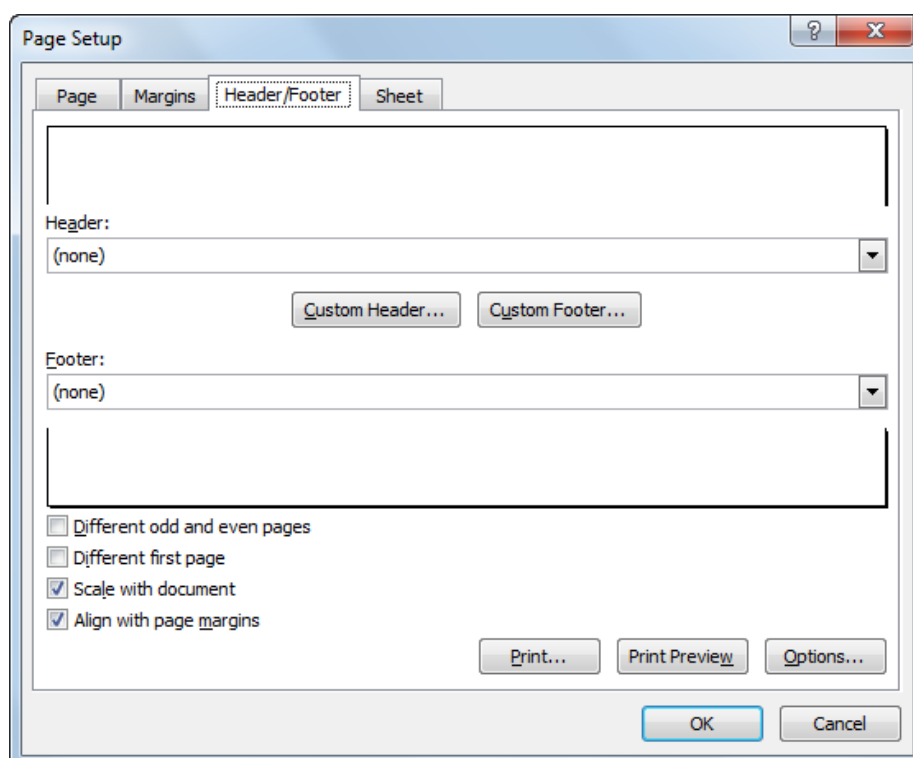
- Click **Switch Row/Column**.
- In the **Legend Entries(Series)** area, select **Total** and click **Remove**. Then click **OK**.



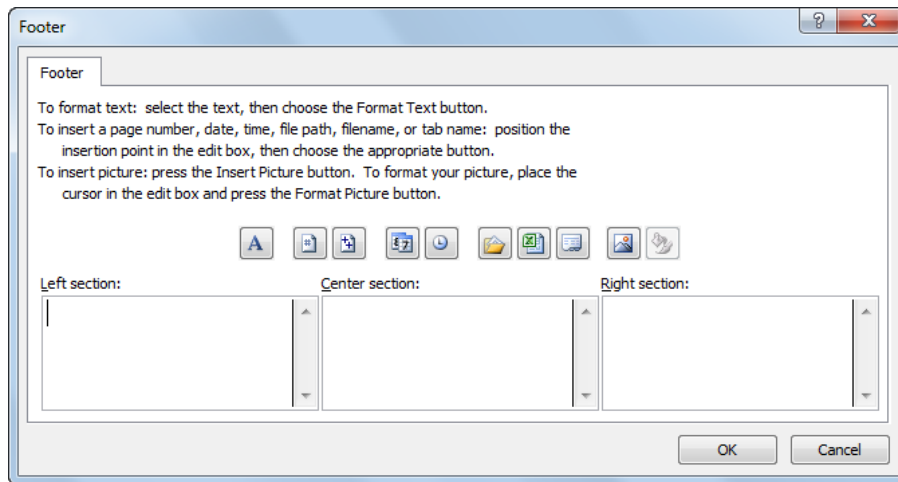
11. Under **Chart Tools**, on the **Layout** tab, in the **Labels** group, click **Show**.
12. Under **Chart Tools**, on the **Design** tab, in the **Location** group, click **Move Chart** to sheet 2.
13. Save and close the workbook.

Working with Header/Footer

A header is text printed at top of every page. A footer is text printed at bottom of every page. **Header/Footer** tab in Page Setup dialog box.



Excel provides several standard header or footer options, or creates your own. When you access **Custom Header** or **Custom Footer** to see:



Each header or footer consists of Left, Center, and Right areas header or footer. Use buttons to insert commonly used variables for header or footer.

Exercise

1. Open **Ms. Excel**, and save it as **Header and footers Exercise**.
2. Type following text:

	A	B	C	D	E	F
1	CO2 Emission Estimates					
2	Top 10 by Country (million metric ton)					
3		Emissions				
4	Country	Total	Per Capita			
5	China	6017.69	4.58			
6	USA	5902.75	19.78			
7	Russia	1704.36	12			
8	India	1293.17	1.16			
9	Japan	1246.76	9.78			
10	Germany	857.6	10.4			
11	Canada	614.33	18.81			
12	UK	585.71	9.66			
13	South Korea	514.53	10.53			
14	Iran	471.48	7.25			
15						
16						
17						
18	* Data from www.ucsusa.org , Union of Concerned Scientists					
19						
20						

3. Click **File tab**, and click **Print**.
4. At the bottom of the Print options area, click **Page Setup**.
5. Click the **Header/Footer** tab and then click **Custom Footer**.
6. In the **Left section**, type your name.
7. Click the **Center section** and then click **(Insert File Name)**.
8. Click the **Right section** and then click **(Insert Page Number)**. Click **Ok**
9. Save and close the workbook.

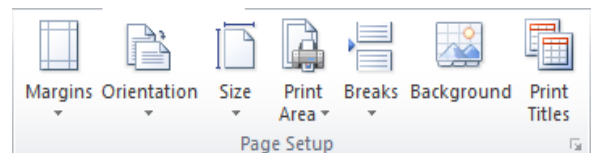
Unit 5: Using Microsoft Excel 2010

Lesson 3: Page layout Tab

Objectives

- Changing Margins
- Changing the Orientation
- Changing the Paper Size
- Inserting page breaks.
- Inserting page Background.
- Changing scaling

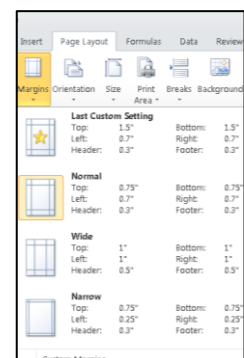
Page setup Group



- **Margin**

Determines amount of space between sheet edge and area where text prints. It must be in Print Layout view for arrows to adjust margins to appear on horizontal or vertical rulers.

- To change margins:
 - On **Page Layout** tab, in **Page Setup** group, click **Margins**.

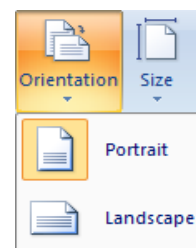


- **Orientation:**

Switch the sheet between portrait (vertical orientation) and landscape layouts (horizontal orientation).

- To change orientation for sheet:

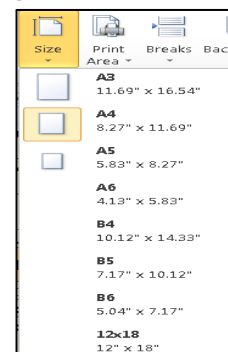
- On **Page Layout** tab, in **Page Setup** group, click **Orientation**.



• Paper Size

- To change paper size of sheet:

- On **Page Layout** tab, in **Page Setup** group, click **Size**

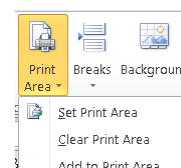


• Print area

Selects portion of worksheet to print

- To change paper area of sheet:

- On **Page Layout** tab, in **Page Setup** group, click **Print area**



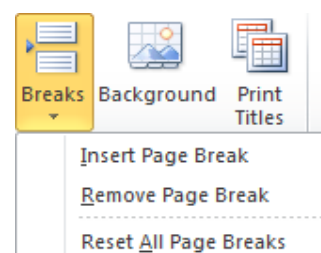
• Page Breaks

Excel determines where breaks are for output

- To add or remove page break, select cell, and on **Page Layout** tab, in **Page Setup** group, click **Breaks**, click **Remove Page Break**

- To remove all page breaks at same time, use **Reset All Page Breaks**

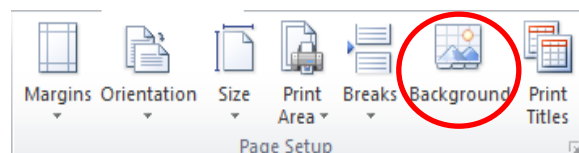
- Excel ignores page breaks if use **Fit to** in **Page** tab of **Page Setup**



• Page background

Choose an image to display as the background of the sheet

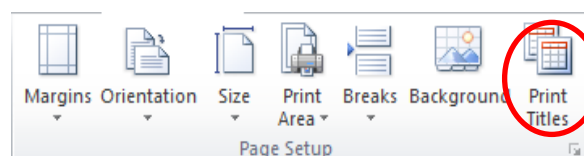
- To change paper background of the sheet:
 - On **Page Layout** tab, in **Page Setup** group, click **Page background**



• Print Titles

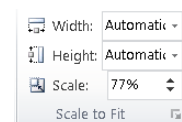
Repeats column or row titles on each printed page

- To change Print Titles of the sheet:
 - On **Page Layout** tab, in **Page Setup** group, click **Print Titles**

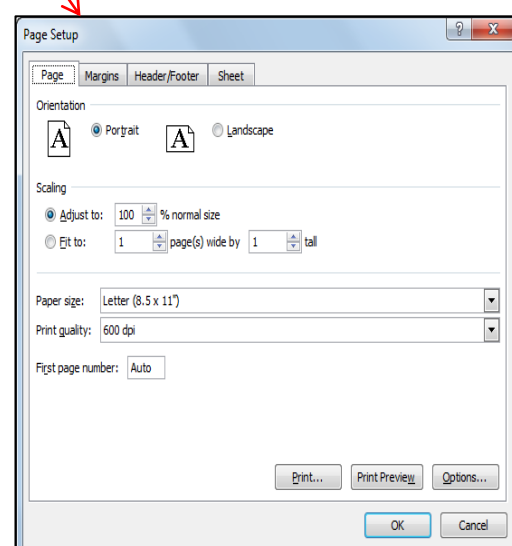
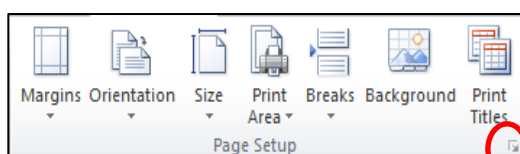


• Scaling

Enlarge or shrink size of worksheet proportionally, or use automatic scaling to fit on specified number of pages.



To view more additional options to enhance the page setup of the sheet, you can access **page setup dialog box launcher**



Exercise

10. Open **Ms .Excel**, and save it as **Page layout Tab Workbook**

11. Type following text:

	A	B	C	D
1	Country	Total	Per Capita	
2	China	6017.69	4.58	
3	USA	5902.75	19.78	
4	Russia	1704.36	12	
5	Indiaa	1293.17	1.16	
6	Japan	1246.76	9.78	
7	Germany	857.6	10.4	
8	Canada	614.33	18.81	
9	UK	585.71	9.66	
10	South Korea	514.53	10.53	
11	Iran	471.48	7.25	
12				

12. Chang **the paper size** to **A3**.

13. Change the paper **orientation** to **landscape**.

14. Change the **top and bottom margin** to **1.5"**

Unit 5: Using Microsoft Excel

Lesson 4: (Formulas Tab)

Objectives

- identify formulas
- structure formulas
- use some common built-in functions
- understand what absolute and relative formulas are
- use formulas correctly
- Using if function

Working With Formulas:

- Formulas is simply calculation using numbers (or other types of data) using cell references
- Can be single cell or more complex with many cell references plus built in functions
- To begin formula in any cell, must type =
 - Enter cell address into formula by typing it directly into cell, or point to cells.
- Calculates in “natural order”
 - * Multiplication + Addition
 - / Division - Subtraction

	A	B	C	D	E
1					
2		Overtime Calculations			
3	Name Of Employee	Rate/Hr	Work Hours	Overtime Hours	Overtime Pay
4	Jone	16.75	42.0	2.0	=B4*(D4*1.5)
5					
6					
7					
8	overtime Pay= Rate/Hr *(overtime Hours*1.5)				
9					

	A	B	C	D	E	F	G	H	I
1	subjects								
2	Name	IC3	Math	English	Life	Computer Skills	Total	Percent	
3	Mohammed	23	18	15	26	11	93	$= (G3/150)*100$	

Some Comments (Notes) can display in a worksheet:

- **#NAME:** The text has been entered in a formula which is not allowed
- **DIV#/0!:** Formula contains reference divided by 0
- **#VALUE! :** Formula contains incorrect data reference.
- **#####:** The column is not wide enough to display the number
- **#N/A:** The value is not available

Common Built-In Function:

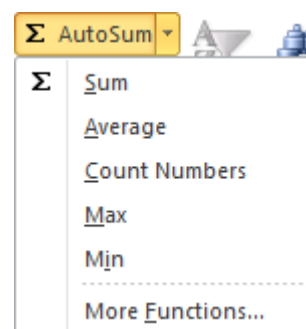
=SUM Sums range of specified cells.

=AVERAGE Averages specified cells (totals range and divides total by number of entries)

=MIN Display minimum value of specified cells

=MAX Display maximum value of specified cells

=COUNT Counts number of non-blank cells in specified range



	A	B	C	D	E	F	G	H
1	subjects							
2	Name	IC3	Math	English	Life	Computer Skills	Total	
3	Mohammed	23	18	15	26	11	$=SUM(B3:F3)$	
4	Ahmed	26	28	23	30	25	132	
5	Abdullah	9	13	21	20	19	82	
6	Hamed	19	12	19	30	30	110	
7	Sultan	10	17	20	23	8	78	
8	Minimum Mark							
9	Maximum Mark							
10	Marks Average							

*Calculate the total using Sum from Auto Sum option

	A	B	C	D	E	F	G
1	subjects						
2	Name	IC3	Math	English	Life	Computer Skills	Total
3	Mohammed	23	18	15	26	11	93
4	Ahmed	26	28	23	30	25	132
5	Abdullah	9	13	21	20	19	82
6	Hamed	19	12	19	30	30	110
7	Sultan	10	17	20	23	8	78
8	Minimum Mark	=MIN(B3:B7)		15	20	8	78
9	Maximum Mark						
10	Marks Average						

*Calculate the Minimum Mark Using Min function from Auto Sum option.

	A	B	C	D	E	F	G
1	subjects						
2	Name	IC3	Math	English	Life	Computer Skills	Total
3	Mohammed	23	18	15	26	11	93
4	Ahmed	26	28	23	30	25	132
5	Abdullah	9	13	21	20	19	82
6	Hamed	19	12	19	30	30	110
7	Sultan	10	17	20	23	8	
8	Minimum Mark	9	12	15	20	8	
9	Maximum Mark	=MAX(B3:B7)		23	30	30	
10	Marks Average						

*Calculate the Maximum Mark Using Max function from Auto Sum option.

	A	B	C	D	E	F	G
1							
2	Name	IC3	Math	English	Life	Computer Skills	Total
3	Mohammed	23	18	15	26	11	93
4	Ahmed	26	28	23	30	25	132
5	Abdullah	9	13	21	20	19	82
6	Hamed	19	12	19	30	30	110
7	Sultan	10	17	20	23	8	
8	Minimum Mark	9	12	15	20	8	
9	Maximum Mark	26	28	23	30	30	
10	Marks Average	=AVERAGE(B3:B7)			25.8	18.6	

*Calculate the Average Mark Using Average function from Auto Sum option.

Using Absolute & Relative Addresses:

- Most formulas entered are relative, which means if you copy formula with relative cell address and paste to another cell, Excel automatically adjusts address to reflect new location
- Absolute cell address is exact or fixed location on worksheet
- To change relative cell address to absolute cell address:
 - Enter dollar sign before row number and column letter
 - press **F4** once you enter cell address
- **F4** is toggle that changes from full absolute to absolute column or row references each time you press key

Examples:

Cost Tracker- Manufacturing Materials		
Tax Rate:		7%
Calculate the Tax Rate.		
Tax on Item= Cost* Tax Rate		
Item	Cost	Tax on Item
Motherboard	215	=B5*\$B\$2
Video card	98	
Case	75	
Modem	124	
Memory	136	
Processor	145	
Hard Drive	265	
Floppy Drive	50	

Absolute Address

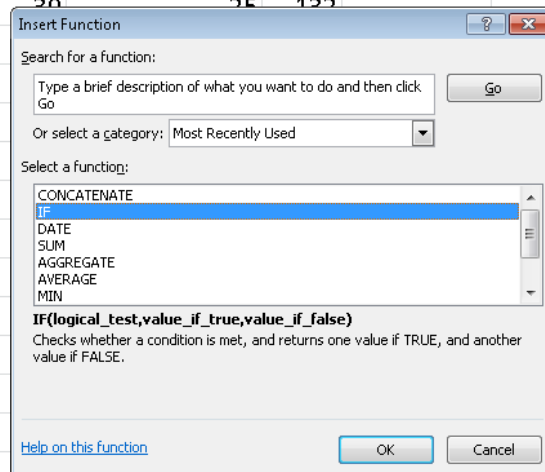
Using if analyses:



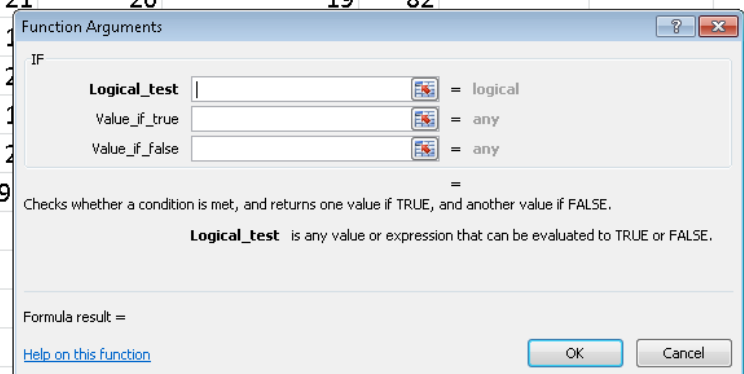
To use if function on Formula Tab select

To calculate the student's total grade that his grade greater than 95 passes otherwise he is fail follows the steps:

	A	B	C	D	E	F	G	H	I
1	subjects								
2	Name	IC3	Math	English	Life	Computer Skills	Total	Pass/fail	
3	Mohammed	23	18	15	26	11	93	=	
4	Ahmed	26	28	23	20	25	132		
5	Abdullah	9	13	21					
6	Hamed	19	12	19					
7	Sultan	10	17	20					
8	Minimum Mark	9	12	15					
9	Maximum Mark	26	28	23					
10	Marks Average	17.4	17.6	19.6					
11									
12									
13									
14									
15									
16									
17									



	A	B	C	D	E	F	G	H	I	J
1	subjects									
2	Name	IC3	Math	English	Life	Computer Skills	Total	Pass/fail		
3	Mohammed	23	18	15	26	11	93	=IF()		
4	Ahmed	26	28	23	30	25	132			
5	Abdullah	9	13	21	20	19	82			
6	Hamed	19	12							
7	Sultan	10	17							
8	Minimum Mark	9	12							
9	Maximum Mark	26	28							
10	Marks Average	17.4	17.6	19.6						
11										
12										
13										
14										
15										
16										



Function Arguments

IF

Logical_test G3>95 = FALSE

Value_if_true "pass" = "pass"

Value_if_false fail =

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result =

[Help on this function](#)

OK Cancel

1	subjects							
2	Name	IC3	Math	English	Life	Computer Skills	Total	Pass/fail
3	Mohammed	23	18	15	26	11	93	fail
4	Ahmed	26	28	23	30	25	132	
5	Abdullah	9	13	21	20	19	82	
6	Hamed	19	12	19	30	30	110	
7	Sultan	10	17	20	23	8		
8	Minimum Mark	9	12	15	20	8		
9	Maximum Mark	26	28	23	30	30		
10	Marks Average	17.4	17.6	19.6	25.8	18.6		
11								

The final Result

1	subjects							
2	Name	IC3	Math	English	Life	Computer Skills	Total	Pass/fail
3	Mohammed	23	18	15	26	11	93	fail
4	Ahmed	26	28	23	30	25	132	pass
5	Abdullah	9	13	21	20	19	82	fail
6	Hamed	19	12	19	30	30	110	pass
7	Sultan	10	17	20	23	8		
8	Minimum Mark	9	12	15	20	8		
9	Maximum Mark	26	28	23	30	30		
10	Marks Average	17.4	17.6	19.6	25.8	18.6		

Exercise

15. Open **Ms .Excel**, and save it as Formula Tab Workbook

16. Type following table and answer the question:

	A	B	C	D
1	Deduction Calculation For Employee			
2		Deduction Rate	0.06	
3	Last Name	Gross Salary	Deduction	Net Salary
4	James D.	\$ 39,876.00		
5	Smith B.	\$ 45,789.00		
6	Wilisom C.	\$ 41,245.00		
7				
8				
9	a. Calculate the "Deduction"	Note: Deduction= Gross Salary*Deduction Rate		
10	b. Calculate the "Net Salary"	Note: Net Salary= Gross Salary+Deduction		
11				

3. By using Auto Sum Option calculate the following:

	A	B	C	D	E	F
1	Area Sales Data					
2	Area	Jul	Aug	Sep	Oct	Total
3	London	5000	4500	600	5400	
4	Brighton	4500	4550	3800	4000	
5	Epsom	3000	2950	4500	4700	
6	Portsmouth	4800	3300	3800	3800	
7	Max					
8	Min					
9	Average					

4. Calculate the following:

	A	B	C	D	E
1					
2	Overtime Calculations				
3	Name Of Employee	Rate/Hr	Work Hours	Overtime Hours	Overtime Pay
4	Jone	16.75	42.0	2.0	
5	Sam	15.75	36.5	0.0	
6	Rola	17.75	43.0	3.0	
7					
8	overtime Pay= Rate/Hr *(overtime Hours*1.5)				
9					

5. By using IF Function fill the Judgement column with (Match or Unmatched) comment
(Note: use the following formula: =if(Target Price= Actual Price, "Match", "Unmatched")

	A	B	C	D	E
1	N0	Parts	Target Price	Actual Price	Judgement
2	1	PCB	1,50	1,50	
3	2	connector	0,30	0,20	
4	3	Spring	0,40	0,40	
5	4	Sensor	0,01	0,01	
6	5	Hexagon	3,40	3,50	

Unit 5: Using Microsoft Excel

Lesson 5: Review Tab

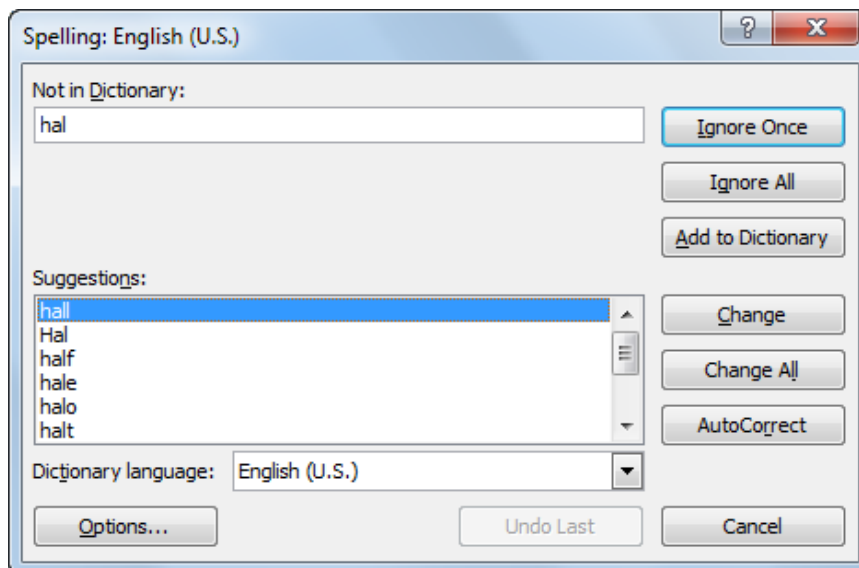
Objectives

- Using Spell Checker.

Using Spell Checker

Use the spell check features on text labels only – still need to proof values and formulas in your worksheet! When the spell checker runs, it displays words not found in dictionary. To activate Spelling feature:

- On **Review** tab, in **Proofing** group, click **Spelling**
- Press **F7**



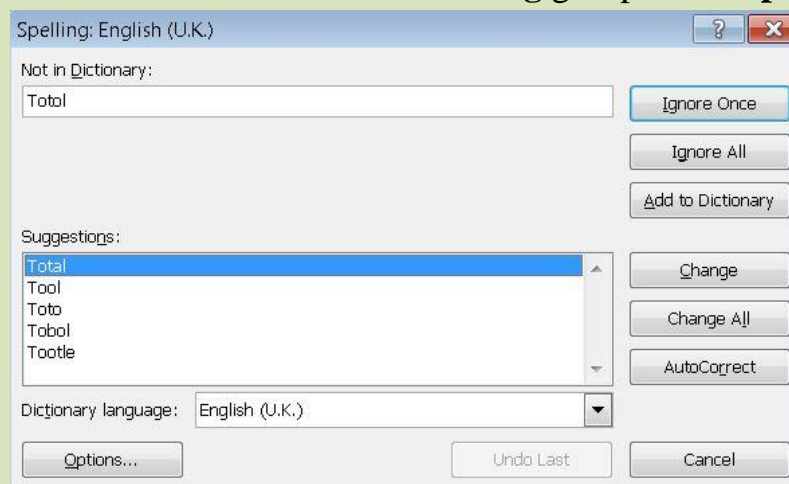
Exercise

17. Open **Ms .Excel**, and save it as **CO3 Emission Workbook**

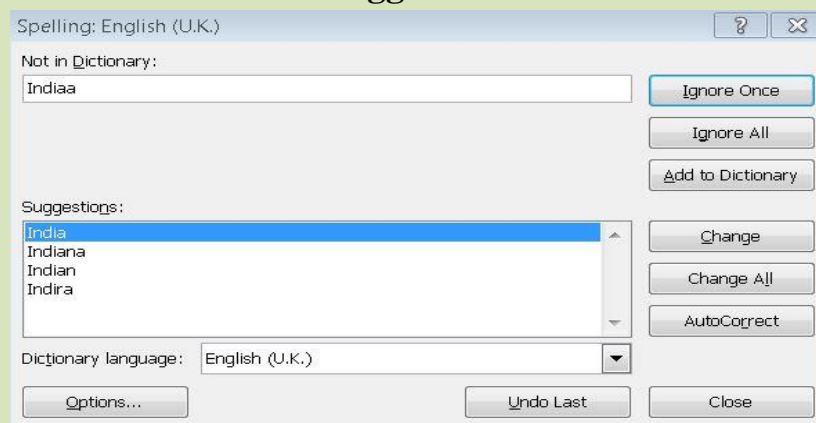
18. Type following text:

	A	B	C	D
1	Country	Total	Per Capita	
2	China	6017.69	4.58	
3	USA	5902.75	19.78	
4	Russia	1704.36	12	
5	Indiaa	1293.17	1.16	
6	Japan	1246.76	9.78	
7	Germany	857.6	10.4	
8	Canada	614.33	18.81	
9	UK	585.71	9.66	
10	South Korea	514.53	10.53	
11	Iran	471.48	7.25	
12				

19. On the **Review** tab, in the **Proofing** group, click **Spelling**.



20. Select “Total” in the **Suggestions** list and then click **Change**.



5. Click **Ignore Once** as this is the name of Country.



6. Click **OK**.
7. **Save** and **close** the document.

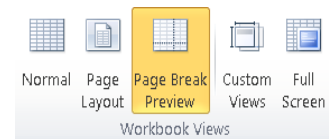
Unit 5: Using Microsoft Excel 2010

Lesson 6: View Tab

Objectives

- Change Workbook views
- Change Show
- Set the zoom level to the document
- Change Freeze Pane
- Split, Hide and Unhide worksheet
- Switching between Documents

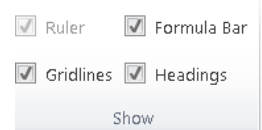
Change Workbook views

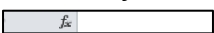


The worksheet Views contain different views:

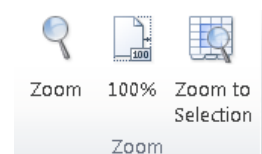
- **Normal layout:** View the document in normal view
- **Page layout:** View the document as it will appear on the printed document
- **Page Break Preview:** View a preview of where page will break when this document is printed.
- **Custom Views:** Save a set of display and print settings as custom view.
- **Full Screen:** View the document in full screen mode.

Change Show

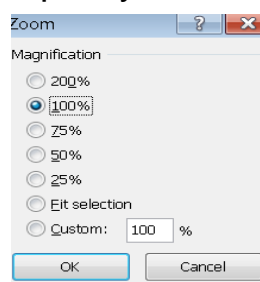


- **Formula Bar:** View the formula bar, in which you can enter text and formulas into cells. 
- **Gridlines:** Show the lines between rows and columns in the sheet to make editing and reading easier.
- **Heading:** Show row and columns heading.

Set the zoom level to the document



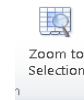
On view tab select zoom to specify the zoom level of the document



To zoom the document to 100% of the normal size on view tab select

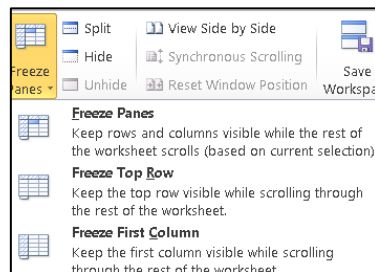


On view tab select **zoom to selection**, to zoom the work sheet to that currently selected range of cells fills the entire windows



Change Freeze Pane

Keep a portion of the sheet visible while the rest of the sheet scrolled.



Split, Hide and Unhide worksheet

- **Spilt worksheet**

Spilt the windows into multiple resizable pane containing views of your worksheet



- **Hide worksheet**

Hide the current window so that cannot be seen.



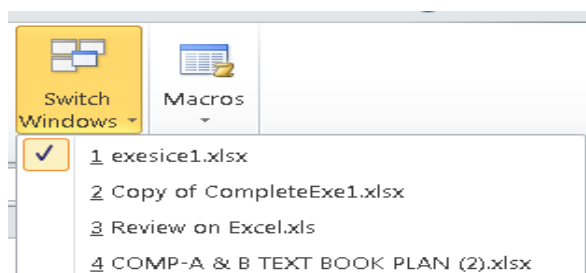
- **Unhide worksheet**

Unhide any windows hidden by the hide windows feature

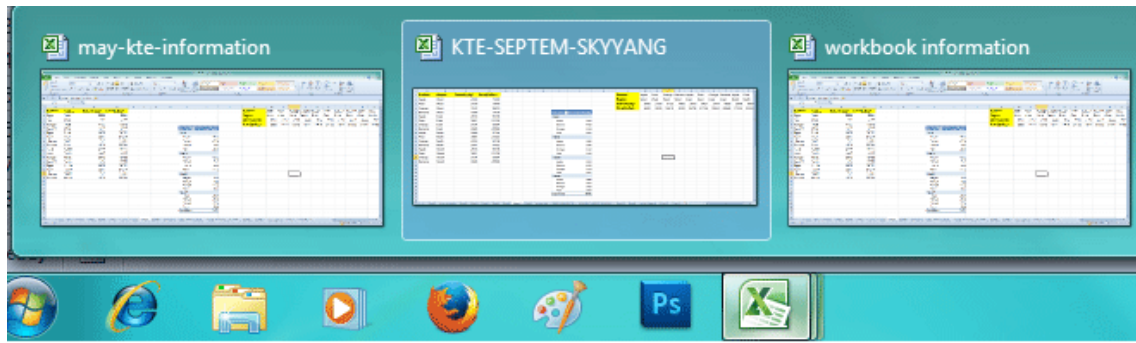


Switching between Documents

- Can switch between multiple documents:
- On **View** tab, in **Window** group, click **Switch Windows**



- Click button for document on taskbar



Exercise

21. Open **Ms .Excel**, and save it as **view tab Exercise**.

22. Type following :

	A	B	C	D
1	Country	Total	Per Capita	
2	China	6017.69	4.58	
3	USA	5902.75	19.78	
4	Russia	1704.36	12	
5	Indiaa	1293.17	1.16	
6	Japan	1246.76	9.78	
7	Germany	857.6	10.4	
8	Canada	614.33	18.81	
9	UK	585.71	9.66	
10	South Korea	514.53	10.53	
11	Iran	471.48	7.25	
12				

23. Show the **Gridlines** and **Headings** in the print page

24. Freeze the **heading** row

25. **Hide** sheet2.

Unit 6: Using Microsoft PowerPoint

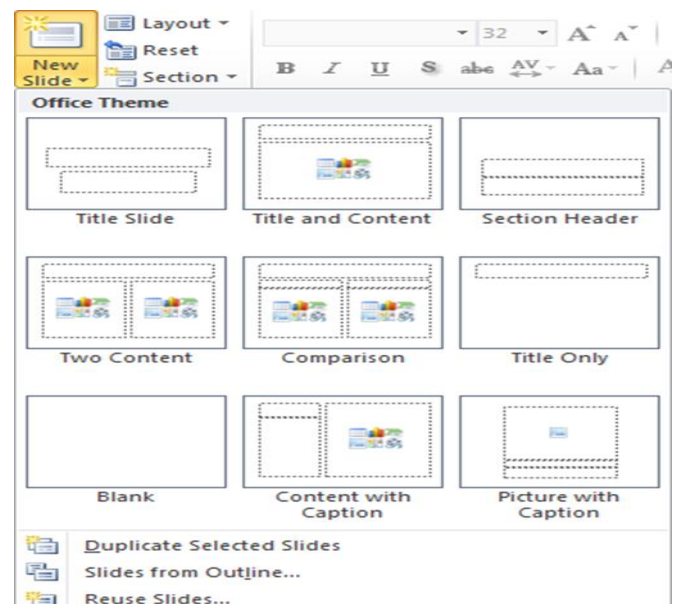
Lesson 1: Home Tab

Objectives

- Creating new slide
- Changing the slide layout
- Duplicating/Deleting Slides
- Working with Text
- Using Cut, Copy and Paste
- Formatting Text Characters
- Working with Indents
- Aligning Text
- Working with Indents
- Setting the Paragraph Spacing
- Working with Styles
- Finding Items
- Replacing Items
- Selecting Items

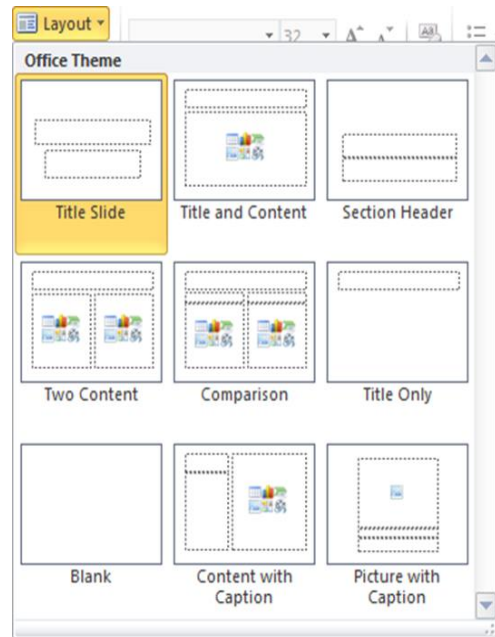
Creating new slide

- To insert new slide:
 - On Home tab, in Slides group, click New Slide
 - For specific layout, on Home tab, in Slides group, click arrow for New Slide, and click layout
 - Press **Ctrl** + **M**
 - If in last placeholder, press **Ctrl** + **Enter**
 - Right-click slide in Outline or Slides tab and click New Slide.



Changing the Slide Layout

- By default, new presentation starts with Title Slide layout, followed by Title and Content
- Can change layout of any slide any time
- To change slide layout:
- On Home tab, in Slides group, click Layout
- Right-click slide in Slides tab or Slide pane and click Layout



Duplicating/Deleting Slides

- To duplicate slide, select it in Slides tab or Outline tab and then:
- On Home tab, in Slides group, click arrow for New Slide, click Duplicate Selected Slides
- In Slides or Outline tab, right-click slide and click duplicate Slide
- In Slides or Outline tab, press **Ctrl** + **D**
- To delete slide, select it and then:
- Press **Delete**
- In Slides or Outline tab, right-click slide and click delete Slide

Working with Text

• Typing and Inserting Text

To insert the text, type from key board and as a result the text will appear on the screen, at the location of the blinking cursor. Right, left, up or down arrow keys (buttons) can be used to move the cursor or we can

also use the left button of the mouse. Following shortcuts are helpful for the movement of cursor.

Move Action	Keystroke
Beginning of the line	Home
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

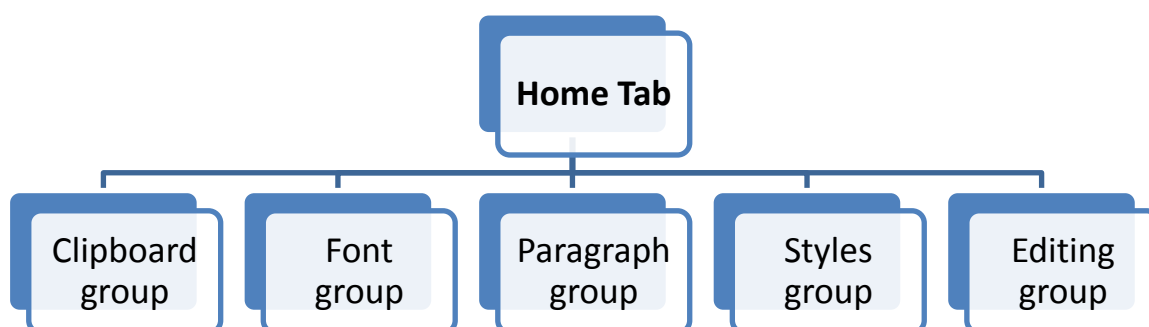
• Selecting Text

If you want to change the attributes of the text, it should be highlighted. Drag the mouse over the required text and keep the left mouse button. Or hold down the **SHIFT** key from the key board and use the arrow key (left, right, up, down) to select the desired text. Following shortcuts are helpful for the selection of a portion of text:

Selection	Technique
Whole word	Double-click within word.
Whole paragraph	Triple-click within the paragraph.
Several word or lines	Drag the mouse over the words, or hold down SHIFT while using the arrow keys.
Entire document	Choose Home Tab→ Editing group→ Select → Select All or press CTRL+A .

• Deleting Text


There are two keyboard keys **Delete** and **Backspace** to delete the text. **Backspace** key is used to delete the text to the left of the cursor and **Delete** is used to delete the text to the right of the cursor. If you want to delete a large amount of text, select text and press **Delete**



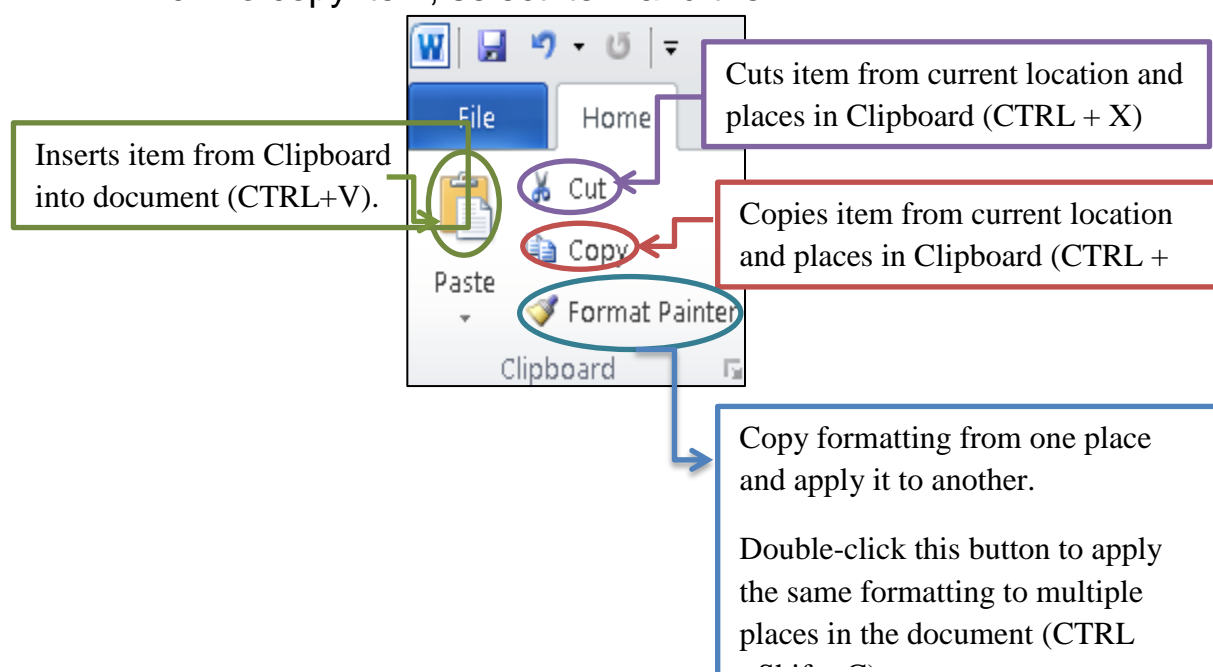
Clipboard group


- Using Cut, Copy, Paste and Format Painter

- To cut item, select item and then:

- On **Home** tab, in **Clipboard** group, click 
- Press **Ctrl** + **X**
- right-click item and click **Cut**

- To copy item, select item and then:



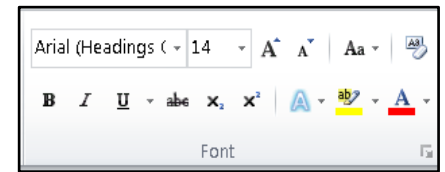
- On the **Home** tab, in the **Clipboard** group, click 
- Press **Ctrl** + **C**
- Right-click item and click **Copy**

- To paste item, place insertion point where to paste item and then:

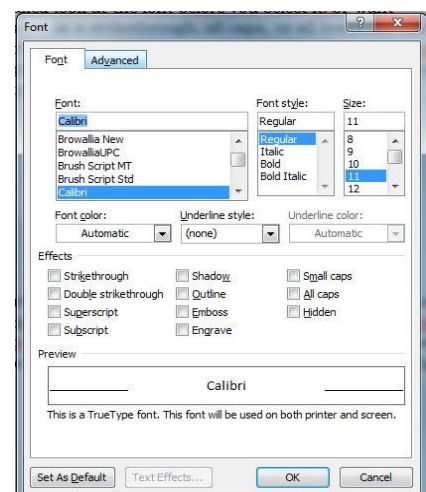
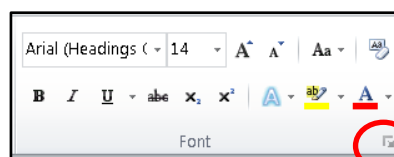
- On the **Home** tab, in the **Clipboard** group, click **Paste**
- Press **Ctrl** + **V**
- Right-click the item and then click **Paste**

Font group

- **Font:** Describes typeface of characters on screen and in print or press (**CTRL +Shift+ F**).
- **Font Size:** Refers to height of characters or press (**CTRL +Shift+ P**)
- **Grow Font:** Increase the font size or press (**CTRL +Shift+ >**)
- **Shrink Font:** Decrease the font size or press(**CTRL +<**)
- **Change Case:** Change all the selected text to UPPER CASE, lowercase, or other common capitalization.
- **Clear formatting:** Clear all the formatting from the selection, leaving only the plain text.
- **Bold:** Make the selected text Bold or press (**CTRL +B**).
- **Italic:** Italicize the selected text or press (**CTRL +I**).
- **Underline:** underline the selected text or press (**CTRL +U**).
- **Strikethrough:** Draw a line through the middle of the selected text.
- **Subscript:** Create small letters below the text baseline (**CTRL +=**).
- **Superscript:** Create small letters above the text baseline (**CTRL ++**).
- **Text Effect:** Apply a visual effect to the selected text, such as a shadow, glow or reflection.
- **Text Highlight Colour:** Make text like look like it was marked with a highlighter pen.
- **Font colour:** change the text colour

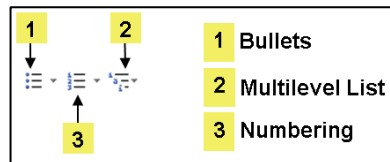




To view more additional options to enhance the text, you can access **Font dialog box launcher**.

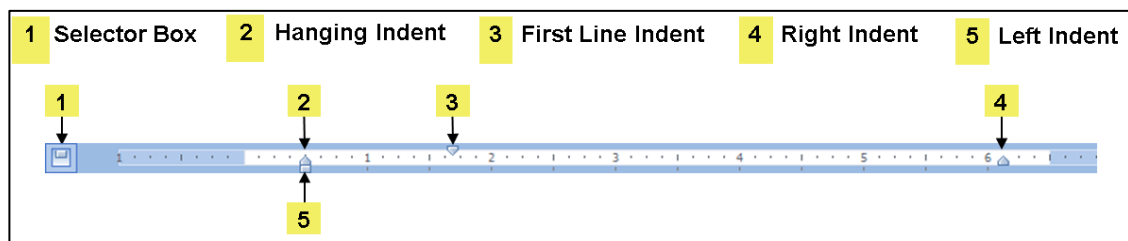



Paragraph group

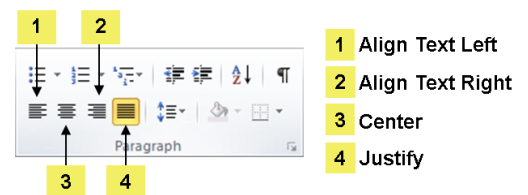
- **Bullets and Numbering:** Use bullets if no priority on list items, numbers to prioritize list, or Outline feature to show progression.



- **Decrease & Increase Indent:** Decrease & Increase Indent level of the paragraph.  
 - You can set indents using indent markers on ruler



- **Sort:** Alphabetize the selected text or sort numerical data.
- **Show/Hide ¶:** Show paragraph marks and other hidden formatting symbol (**CTRL +***). 
- **Aligning Text:** Align text to left, right, center.

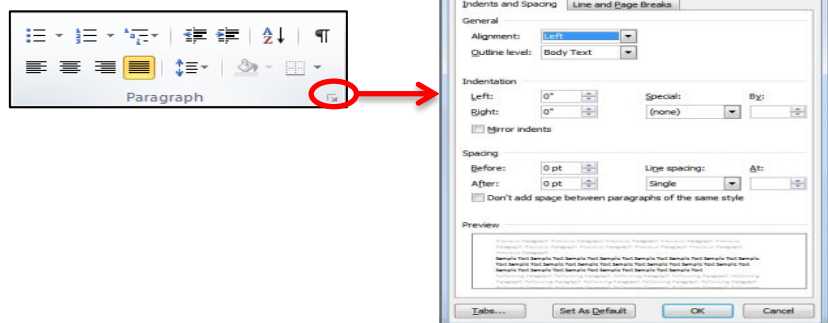


Align Left	Aligns text to left margin with ragged or uneven edge on right side. (CTRL +L).
Center	Aligns text exactly between left and right margins (CTRL +L).
Align Right	Aligns text to right margin with ragged left edges (CTRL +R).

Justify	Aligns text so left and right edges of text flush with margins and each line of text evenly spaced between margins, except for last line.(CTRL +J).
---------	---

- **Line and paragraph Spacing:** Change the spacing between lines
- **Shading:** Colour the background behind the selected text or paragraph.
- **Border:** Customize the border of the selected cell or text.

To view more additional options to enhance the text, you can access **Paragraph dialog box launcher**.



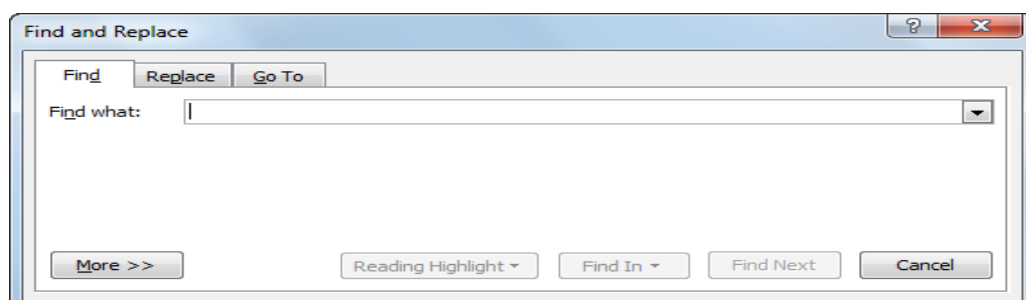
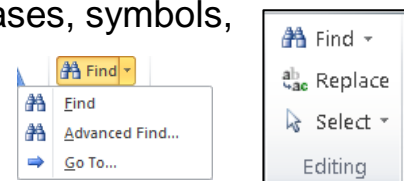
Editing group

• Finding Items

Can locate occurrences of specific words, phrases, symbols, codes, or any combination of items

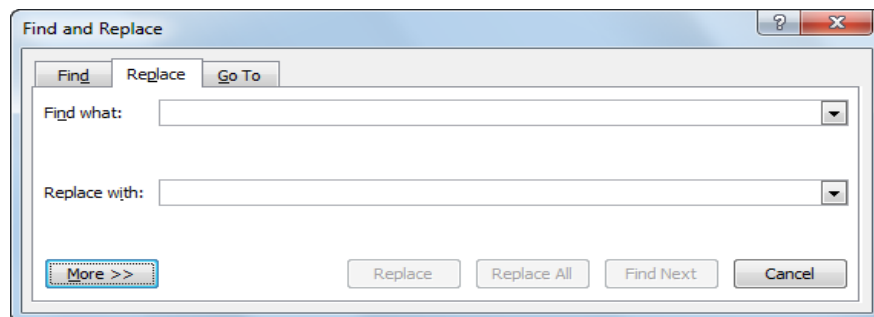
- To activate the Find feature:

- On the **Home** tab, in the **Editing** group, click **Find**; or
- click the page number box on the status bar and click the **Find** tab; or press **(CTRL+F)**



- **Replacing Items**

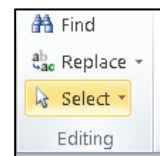
- Find item to replace with something you specify
- Can apply same search criteria as for Find feature
- To activate Replace feature:
 - On **Home** tab, in **Editing** group, click **Replace**
 - Press **(CTRL + H)**
 - If Find and Replace dialog box open, click **Replace** tab



- **Selecting Items**

Select text or objects in the document.

- To activate Select feature:
 - On **Home** tab, in **Editing** group, click **Select**
 - Press **(Ctrl+ A)**



Exercise

1. Open **PowerPoint**, and save it as **Home Tab Exercise**.

Save your document

2. By using the font **type Garamond**, **font size 16**, and **blue colour** type the following paragraph in slide number 1:

Types of computer

Computers can be generally classified by size and power as follows, though there is considerable overlap:

- ❖ Personal computer
- ❖ Workstation
- ❖ Minicomputer
- ❖ Mainframe
- ❖ Supercomputer

3. After typing the paragraph, do the following format:
 - A. Align the title center.
 - B. Apply a two lines underlines style for the word (**power**).
 - C. Make the **line spacing** of the paragraph to be(**1.5 lines**)
 - D. Make the space between the paragraph and the title **18pt**.
 - E. **Replace** the word “**computer**” by using “**PC**” word
 - F. Apply (superscript) effect for the word (**size**).
4. Save your file again.

References

1. Model A: Computing Fundamentals and Using Microsoft Windows 7, Approved by Certiport.
2. <http://afis.ucc.ie/gkiely/IS6132/Lecture10.html>.
3. Basic Computing Skills, Approved by SQU, Collage of Science.

Unit 6: Using Microsoft PowerPoint

Lesson 2: Insert Tab

Objectives

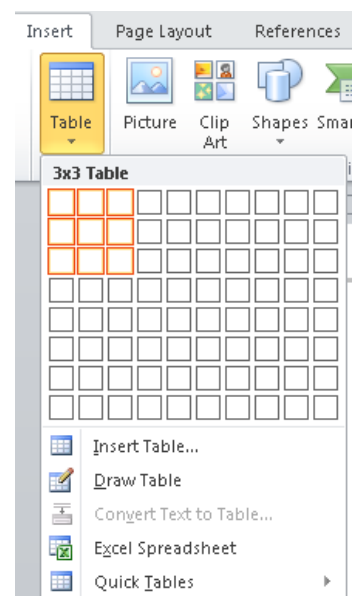
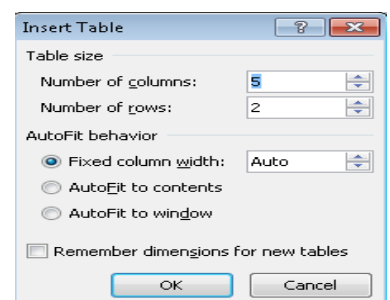
- Insert Table
- Insert chart
- Inserting Pictures
- Inserting Clip Art
- Drawing Objects
- Using Hyperlinks
- Inserting Headers and Footers
- Adding slide Numbering
- Adding Date & Time
- Inserting multimedia Objects

Insert Table:

To insert a table, use the following methods:

On the **insert tab**, in the **Tables** group, click **Table**. In the drop-down menu by dragging you can specify the number of columns and rows you want.

If you need table larger than 8 x 10, use the **Insert Table** feature. You can enter the number of columns and rows by typing the number into the box or using the incremental buttons.



Working with Text:

Insertion point in first cell of table for data entry

To move within table to enter text:

- Press **Enter** to add more lines of text in same cell; increases row height

- Use arrow keys to move through the text in the cell
- Use **Tab** to jump to next cell
- Use **Shift** + **Tab** to jump to previous cell

Selecting items in the Table

Entire Column	Move to top of column and click when you see ↓
Entire Row	Move cursor to selection bar and click at left of row
Multiple Columns or Rows	Click and drag across columns or rows
One Cell	Move cursor to lower left corner of cell and click when you see ↘
Multiple Adjacent Cells	Click and drag across those cells

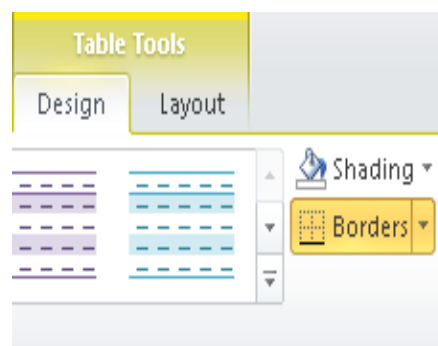
Formatting the Table:

Using Table Styles

- To view Table Styles gallery, under Table Tools, on Design tab, in Table Styles group, click More
- Point at style to preview formatting

Modifying the Borders and Shading:

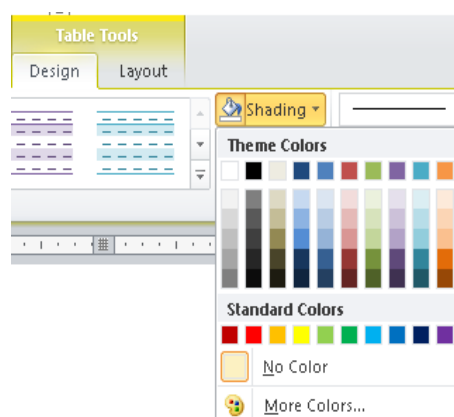
- Tables appear with single line borders around cells



- Can display different colours, styles, widths, or not at all
 - Under **Table Tools**, on **Design** tab, in **Table Styles** group, click arrow for **Borders**

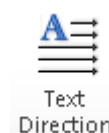


- Under **Table Tools**, on **Design** tab, in **Table Styles** group, click arrow for **Shading**



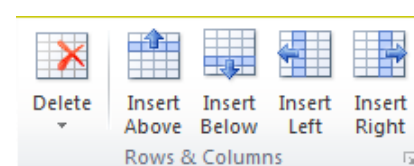
Changing the Alignment:

- To change vertical alignment of text, select cells and:
- Under **Table Tools**, on **Layout** tab, in **Alignment** group, click alignment option
- To change the text direction within the selected cells:
 - Under Table Tools, on Layout tab, click Alignment group, click Text Direction.



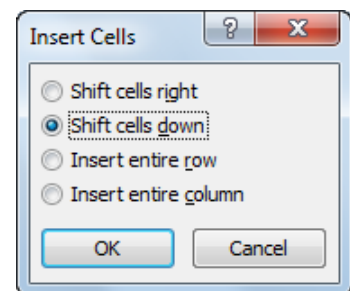
Inserting & Deleting Rows/Columns:

- To insert row or column, click where new row or column to go, then under **Table Tools**, on **Layout**

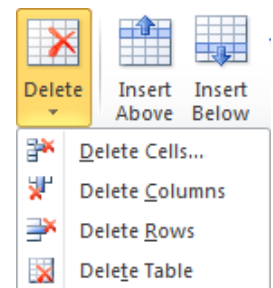


tab, in **Rows & Columns group**, click option

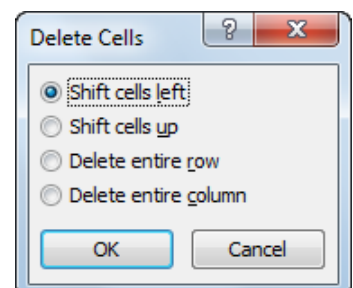
- To insert cells, under **Table Tools**, on **Layout tab**, in **Rows & Columns group**, click **Dialog box launcher**



- To delete cells, rows, columns, or entire table, under **Table Tools**, on **Layout tab**, in **Rows & Columns group**, click **arrow for Delete**, click option





- To delete specific cells, under **Table Tools**, on **Layout tab**, in **Rows & Columns group**, click **arrow for Delete**, click **Delete Cells**, click option

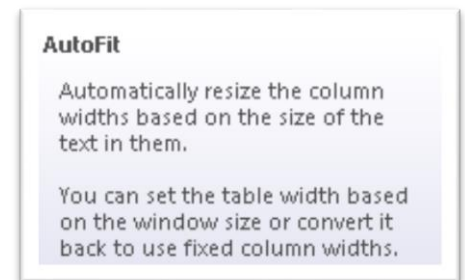
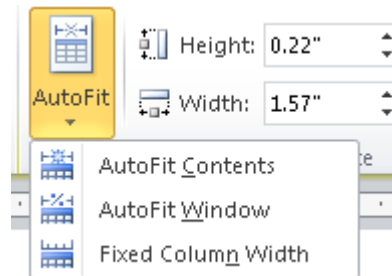


Adjusting the Width or Height:

- To adjust column width or row height:
 - Under **Table Tools**, on **Layout tab**, in **Cell Size group**, click incremental buttons or type measurement to change Height or Width

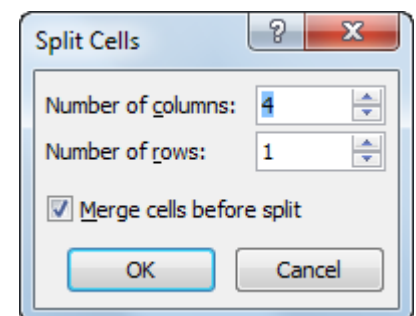
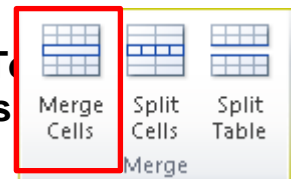


- To distribute width for columns or height of rows evenly:
 - Under **Table Tools**, on **Layout** tab, in **Cell Size** group, click  **Distribute Rows** or  **Distribute Columns**
 - Under **Table Tools**, on **Layout** tab, in **Cell Size** group, click **AutoFit**



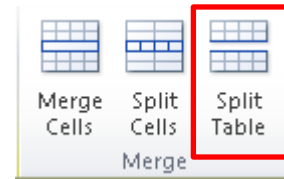
Merging and Splitting Cells:

- Can merge cells to create single cell, or be split into multiple columns or rows
- To merge cells, select cells and then under **Table Tools**, on **Layout** tab, in **Merge** group, click **Merge Cells**
- To split cell into multiple cells, select cell and then under **Table Tools**, on **Layout** tab, in **Merge** group, click **Split Cells**



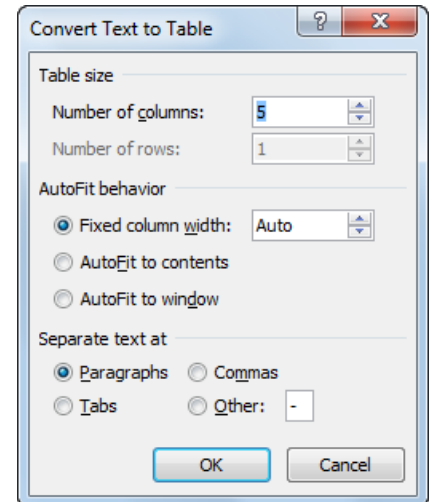
Splitting a Table

- Select cell in table row where you want to split table, then under **Table Tools**, on **Layout** tab, in **Merge** group, click **Split Table**
- Tables can only be split horizontally

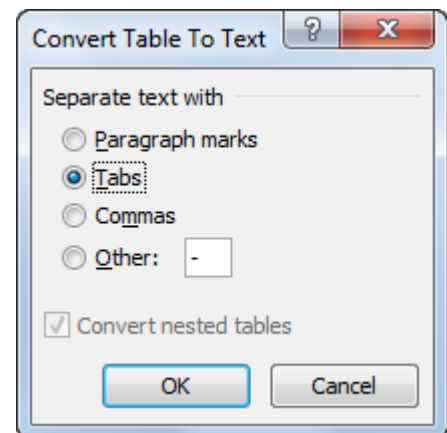


Converting Text or Tables:


- To convert text to table, select text and:
 - On **Insert** tab, in **Tables** group, click **Table**, click **Convert Text to Table**



- To convert table into text format, click in table, then under **Table Tools**, on **Layout** tab, in **Data** group, click **Convert to Text**



Sorting Information in a Table:

- Can sort in ascending or descending order
- Type of data determines sort type in table and how many columns of information
- To activate Sort, select cells and:
 - Under **Table Tools**, on **Layout** tab, in **Data** group, click **Sort**
 - On **Home** tab, in **Paragraph** group, click  (Sort)

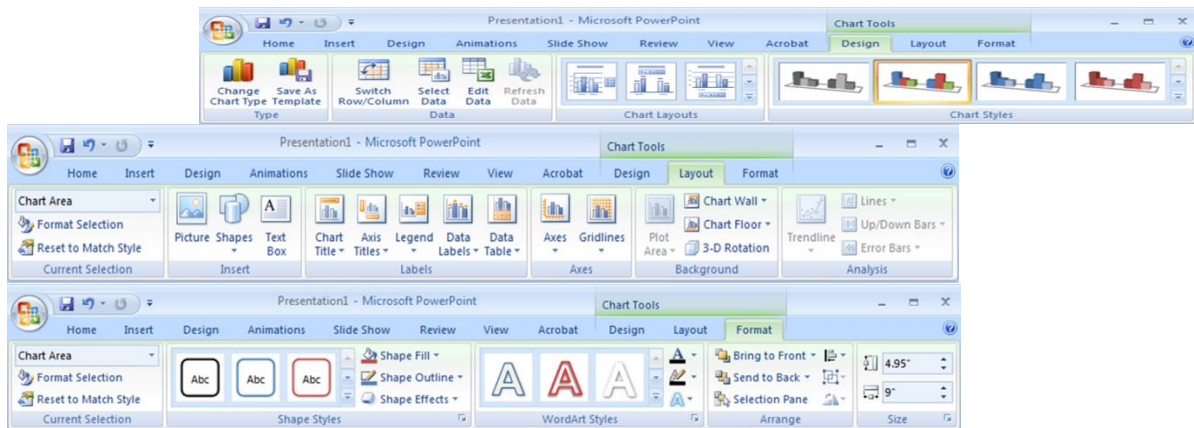


Creating a Chart

- To insert chart:
 - On **Insert** tab, in **Illustrations** group, click **Chart**
 - Click **Insert Chart** icon in **Title and Content** layout
 - Chart appears along with data series window

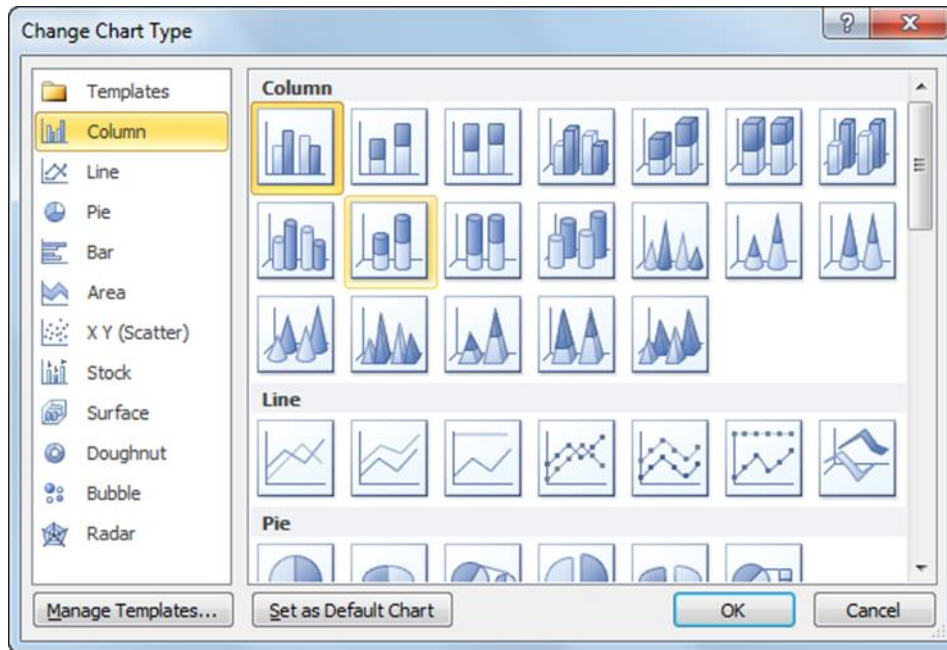
	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							
9							

- Enter data for chart using Microsoft Chart tool, which simulates Excel spreadsheet, and uses same terminology as for worksheets
- Using Charts:
- Chart Tools ribbon tabs appear to manipulate or format chart and its contents.



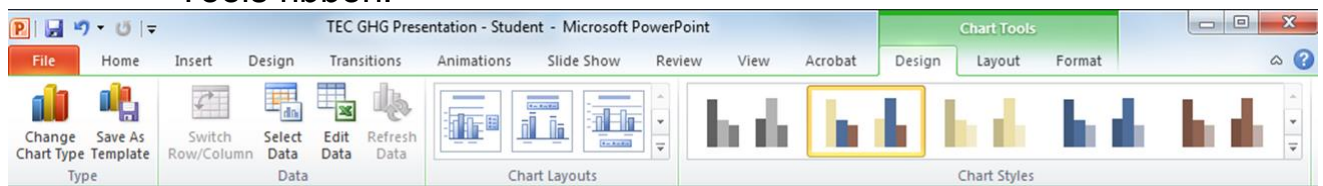
Changing the Chart Type:

- choose or change Chart Type:
 - Under Chart Tools, on Design tab, in Type group, click Change Chart Type
 - Right-click chart and click Change Chart Type

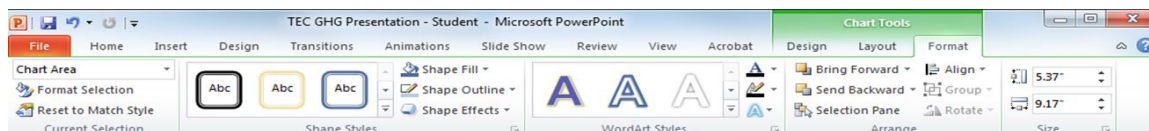


Adjusting the Data Series:

- Can change data series properties using Format tab of Chart Tools ribbon:

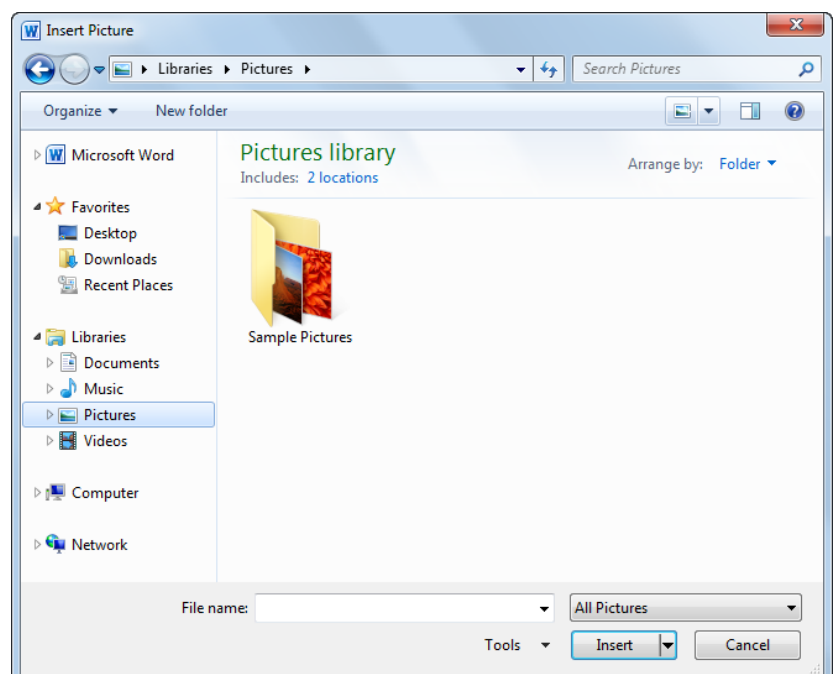


Use Format tab of Chart Tools ribbon:

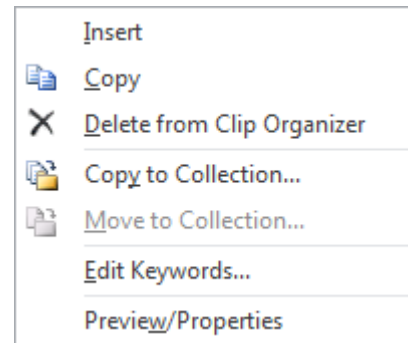


- Number of formatting options available depends on chart type

Inserting Pictures:

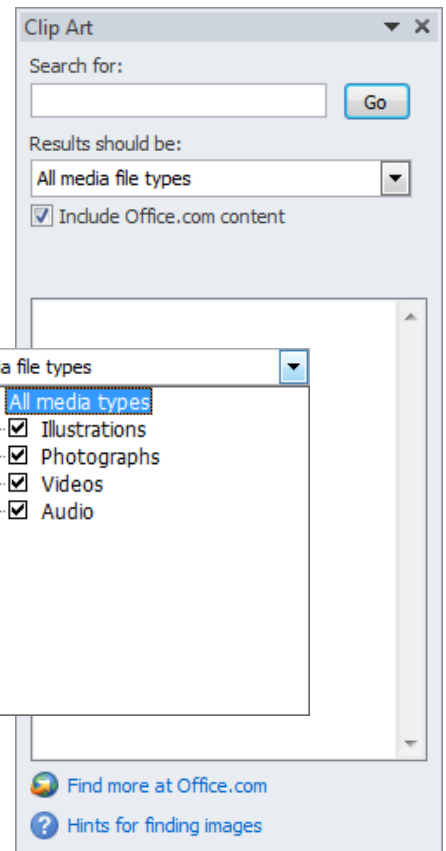


- Can add pictures to document from sources
- To insert picture, position pointer where you want picture to be, and on **Insert** tab, in **Illustrations** group, click **Picture**



Inserting Clip Art:

- Available online from Microsoft Office Online Web site with graphics you can download
- To insert Clip Art, position pointer where you want graphic to be, and on **Insert** tab, in **Illustrations** group, click **Clip Art**

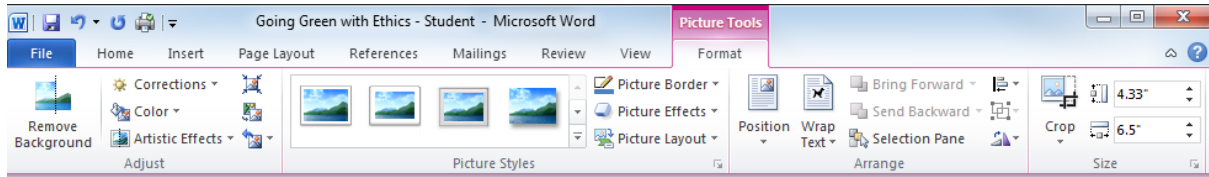


- **Search for**
 - Enter text for Word to search for specific clip art images.
- **Results should be**
 - Specifies media type to display.

- To insert picture from results of search, position pointer over image and:
 - Click image in list
 - point at graphic and click arrow beside it

Manipulating Pictures:

- Once you insert picture, **Picture Tools** ribbon appears and offers variety of ways to manipulate objects



To add picture style:

- Select **Picture Tools** , **Picture style** and select any option

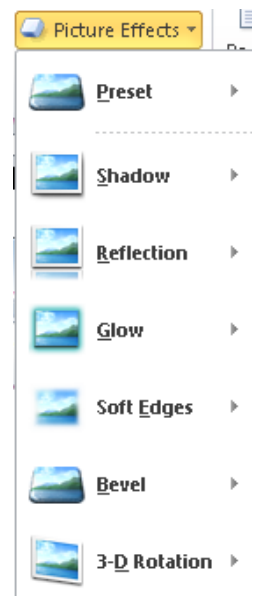


To add border to the picture:

- Select **Picture Tools**, **Picture Border**  and select any option

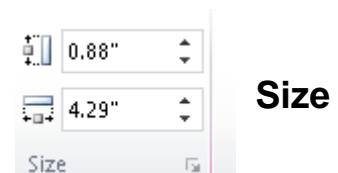
To apply effects to the picture:

- Select **Picture Tools**, **Picture Effects** and select any option



Sizing a Picture:

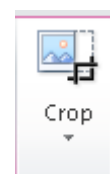
- To size picture: Select **Picture Tools**, **Group**



Cropping a Picture:

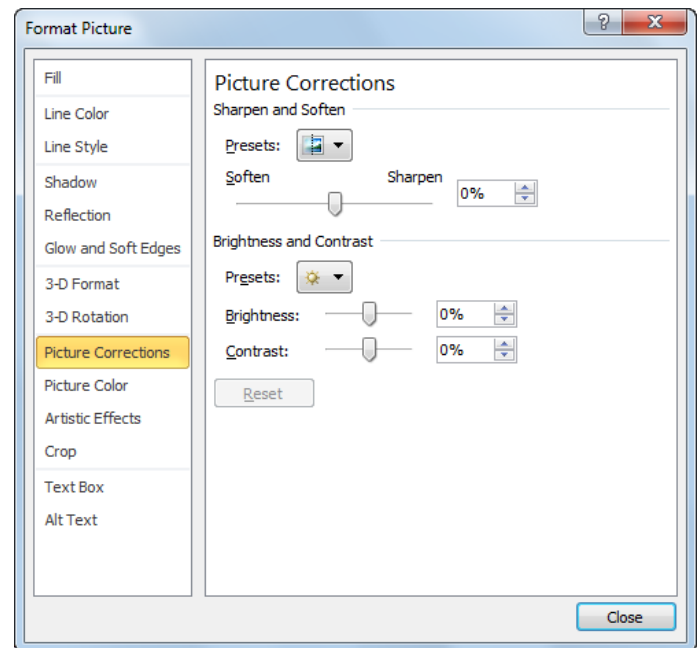
Refers to ability to “cut” certain portions of picture.

- To crop picture: Select **Picture Tools**, **Size Group**, select **crop**





Changing the Properties for a Picture:

- Way picture inserts depends on properties set for picture
- To change properties for selected picture:
 - Click appropriate feature from **Picture Tools Format** ribbon
 - Under **Picture Tools**, on **Format** tab, click **Dialog box launcher** for group properties to adjust
 - Right-click picture and click **Format Picture**



Moving a Picture:

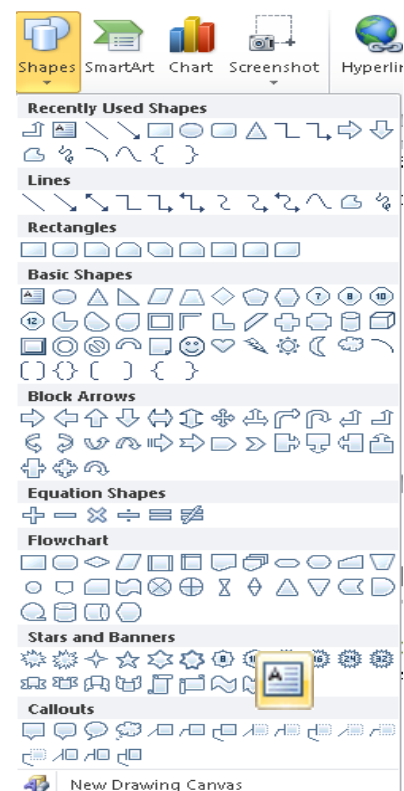
- Drag-and-drop method easiest way to move picture
- If inline object, mouse pointer displays  as you drag
- If floating object, mouse pointer displays  as you drag

Drawing Objects:

To insert shape: In **Insert Tab, Illustration Group**, select **shape**

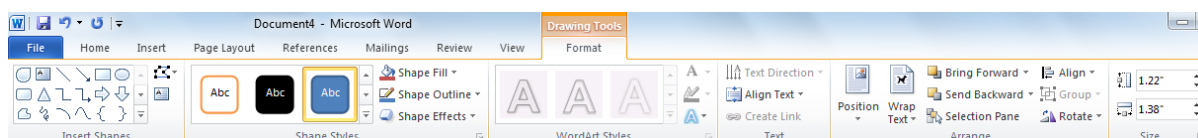
To insert text into object or edit text already there:

- Select object to display **Drawing Tools** ribbon, and then on **Format** tab, in **Insert Shapes** group, click **(Draw Text Box)**
- On **Insert** tab, in **Text** group, select **Text Box**



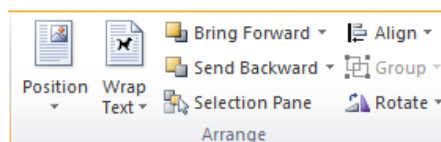
Editing Shapes:

- Refers to sizing, moving, or enhancing object and its properties
- Select object before making changes



Arranging Objects:

Under **Drawing Tools**, on **Format** tab, in **Arrange** group:

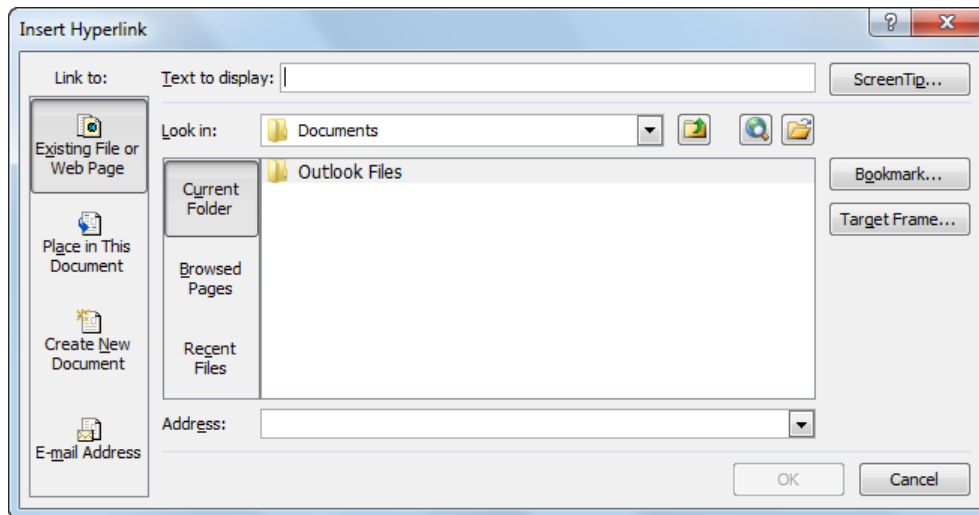


Group	Groups selected objects into single object, reverts to separate objects, or regroups objects ungrouped originally.
Bring Forward	Brings selected shape forward one layer, or to top layer.
Send Backward	Sends selected shape back one layer, or to last layer.
Align	Aligns edges of multiple objects along single line, or distributes objects evenly across page horizontally or vertically. Can view gridlines or set features of grid.
Rotate	Rotates or flips object in different directions.

Using Hyperlinks:

- Help navigate to different locations in document, to another document, to Web site, or to e-mail program
- Can set up hyperlinks anywhere in document

- To create hyperlink:
 - On **Insert** tab, in **Links** group, click **Hyperlink**
 - Press **Ctrl** + **K**

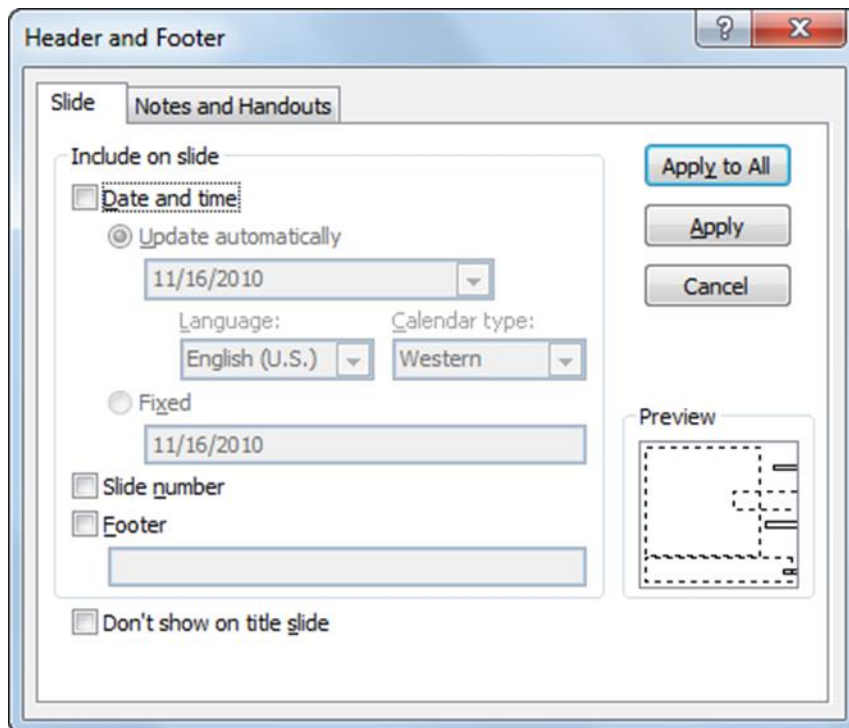


Inserting Headers and Footers:

Slides only display footers, while Notes and Handouts display both headers and footers

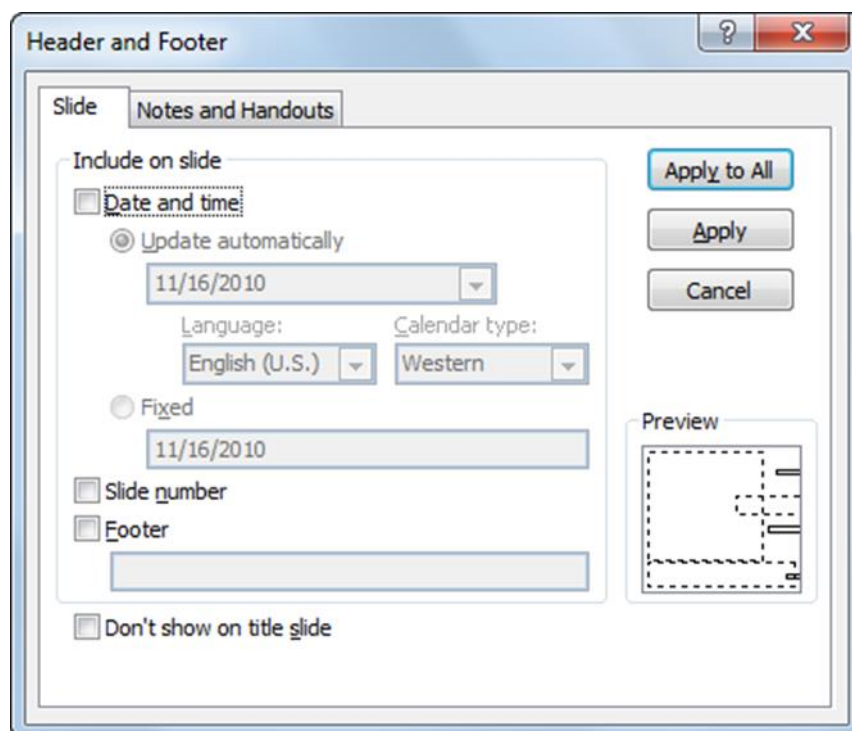
To insert header or footer, on Insert tab, in Text group, click Header & Footer

-To edit existing header or footer, double-click header or footer



Adding Page Numbering & Adding Date & Time:

- To add slide number and date and time;
- Go to insert slide number or date and time.



Inserting Multimedia Objects:

- To insert media file:
- Select slide layout that contains Content as part of slide layout, and click Insert Media Clip icon for movie or sound clip
- On Insert tab, in Media Clips group, click Movie or Sound



Exercise:

1. Open Ms .Power Point, and save it as Insert Tab Exercise.
2. Create 3 new slide
3. In first slide insert the fowling table:

Name	Math	English
Ali	46	70

4. Insert any clipart related to book in slide 2.
5. Type book in the title of slide 3 and then create hyperlink for this title to website: www.google.com.

Lesson 3: Design Tab

Objectives

- Page Setup
- Theme
- Background

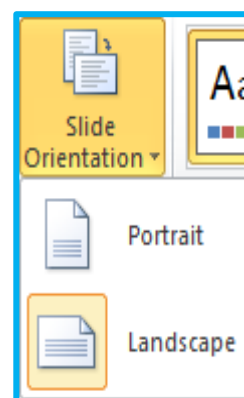
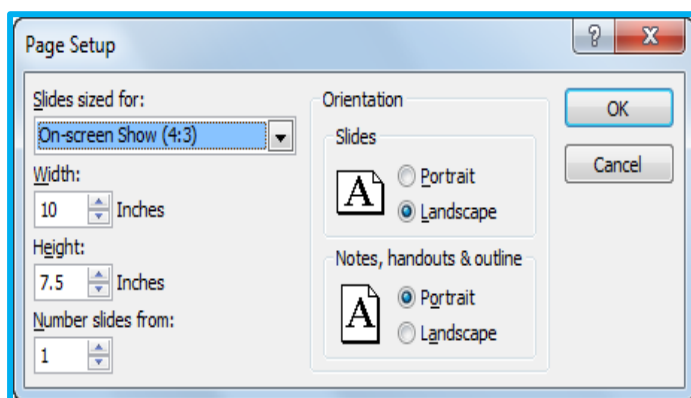
On Design Tab you have three groups:

1. Page Setup group
2. Theme group
3. Background group

Changing Page Setup:

On page setup group can change:

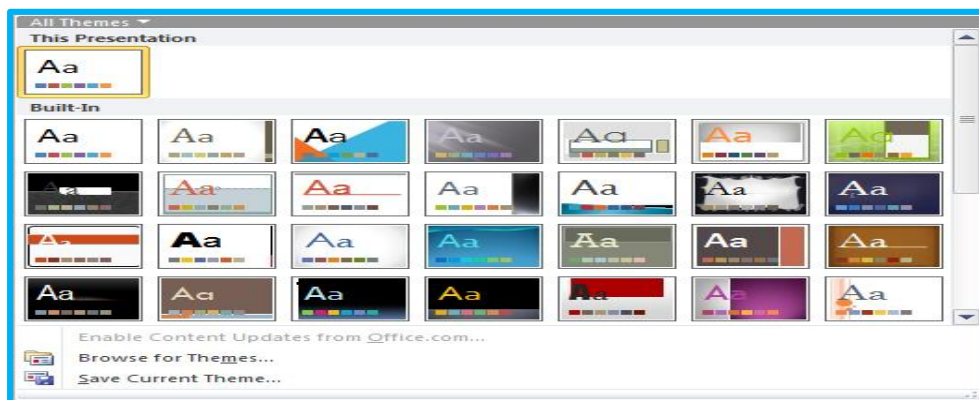
- a. **Page Setup:** On page setup group can change **the size** (Width and Height) of the slide. Also can change the **slide number to start from which number**. **Ex:** if you will add slide number to all slide and you will change the Number Slides from to 3, so the first slide will start from number 3.
- b. **Slide Orientation:** can change the page to be **Portrait** (Vertically) or **Landscape** (Horizontally).



- To change page setup, on Design tab, in Page Setup group, click Page Setup
- To change orientation for presentation only, on **Design** tab, in **Page Setup** group, click **Slide Orientation**

Changing Theme:

Refers to changing colour scheme used in pre-designed templates. Can apply or remove design elements any time. You may change **theme** for one or all slides, point at theme to see the preview. You can **customize** theme using Colours, Fonts, or Effects options in Themes group of Design tab.



- To **apply design**, on Design tab, in Themes group, click design or theme, or click More to display themes

Changing Background

- Can **change background** color for one or all slides. Can change background color for one or all slides. Changing background does not remove any design templates applied; only background color

- To remove design template, change to default design
- To change background for one or all:
 - On **Design** tab, in **Background** group, click **Background Styles**
 - Right-click blank area of slide and click **Format Background**

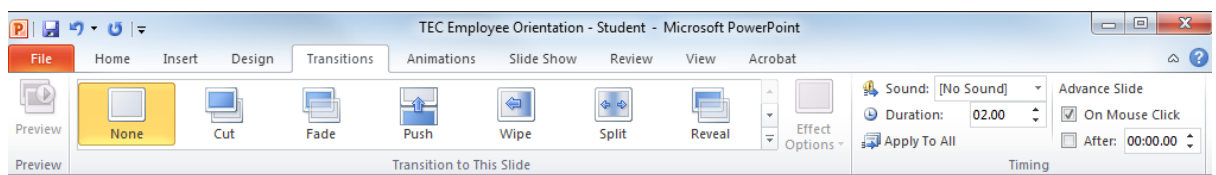
Lesson 4: Transitions Tab

Objectives

- **Transition to this slide**
- **Timing**

Transition to this slide

Special effects appear as you change from one slide to next during slide show. To apply slide transition, on Transitions tab, in Transition to This Slide group, click transition style from gallery. Click More to display gallery, and point at transition to preview



Timing

You may customize transition by adding sound or changing speed. Also you can apply transition to one slide only or all slides. Use options in Advance Slide area to run presentation on its own without speaker.

Animating Slide Objects:

Animating slide objects means customizing how text, objects, and graphics “arrive” on slide. It also increases the effectiveness of slide shows.



- To add animation, on **Animations** tab, in **Animations** group, click **More** to display Animation Gallery

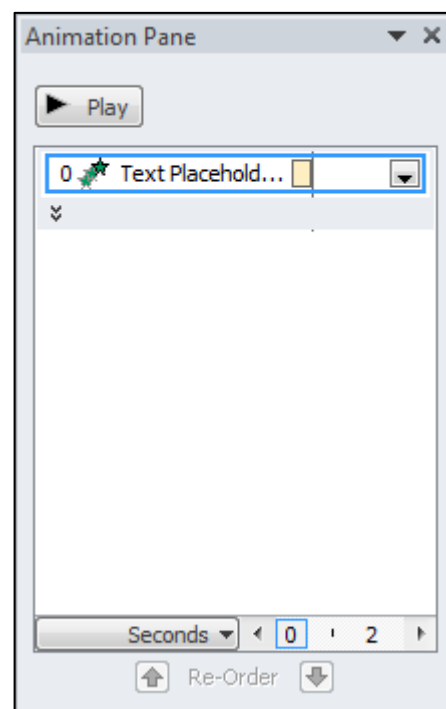
Important Tips:

- Try to be consistent in number and style of animation schemes used
- Consider audience and choose speed and effect accordingly

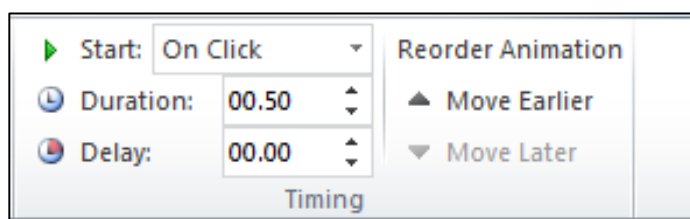
Customizing the Animation:

To customize animation: On **Animations** tab, in **Advanced Animation** group, click **Animation Pane**. Each element has option of when or how element appears.

- Animated elements have numbered boxes to indicate order that items will appear
- Animation Pane also lists animation in numeric order
 - Can rearrange elements using  or  **Re-Order** arrows

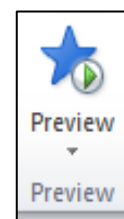


Be careful of effects used for different elements and check speed and timing and play to check it works.



Important Tips:

- Animation options vary with effect used
- Use care with animation and always **preview** animation to minimize potential distractions during presentation
- When no longer want or need animation, remove from Animation Pane list



Lesson 5: Animations Tab

Objectives

- Animate slide objects and text
- Customize animation effects

1. Animating Slide Objects:

Animating slide objects means customizing how text, objects, and graphics “arrive” on slide. It also increases the effectiveness of slide shows.



- To add animation, on **Animations** tab, in **Animations** group, click **More** to display Animation Gallery

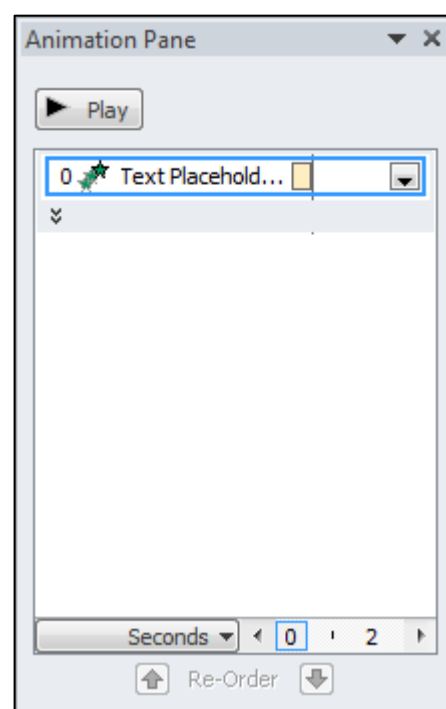
Important Tips:

- Try to be consistent in number and style of animation schemes used
- Consider audience and choose speed and effect accordingly

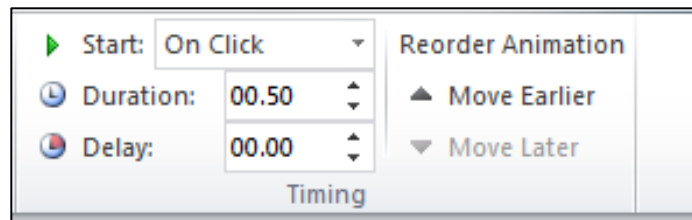
2. Customizing the Animation:

To customize animation: On **Animations** tab, in **Advanced Animation** group, click **Animation Pane**. Each element has option of when or how element appears.

- Animated elements have numbered boxes to indicate order that items will appear
- Animation Pane also lists animation in numeric order
 - Can rearrange elements using  or  **Re-Order** arrows

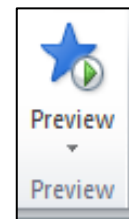


Be careful of effects used for different elements and check speed and timing and play to check it works.



Important Tips:

- Animation options vary with effect used
- Use care with animation and always **preview** animation to minimize potential distractions during presentation
- When no longer want or need animation, remove from Animation Pane list



Unit 6: Using Microsoft PowerPoint

Lesson 6: Slide Show Tab

s Objective

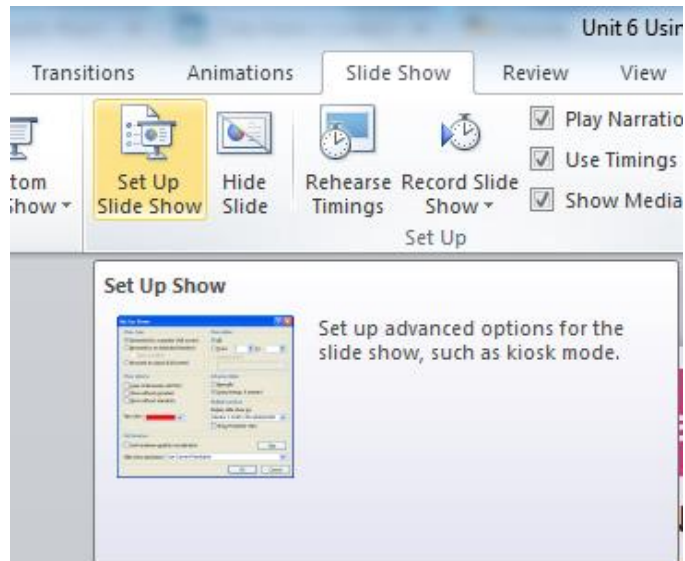
- Start Slide Show
 - run and view your slide show
 - Setup the slide show

Start Slide Show

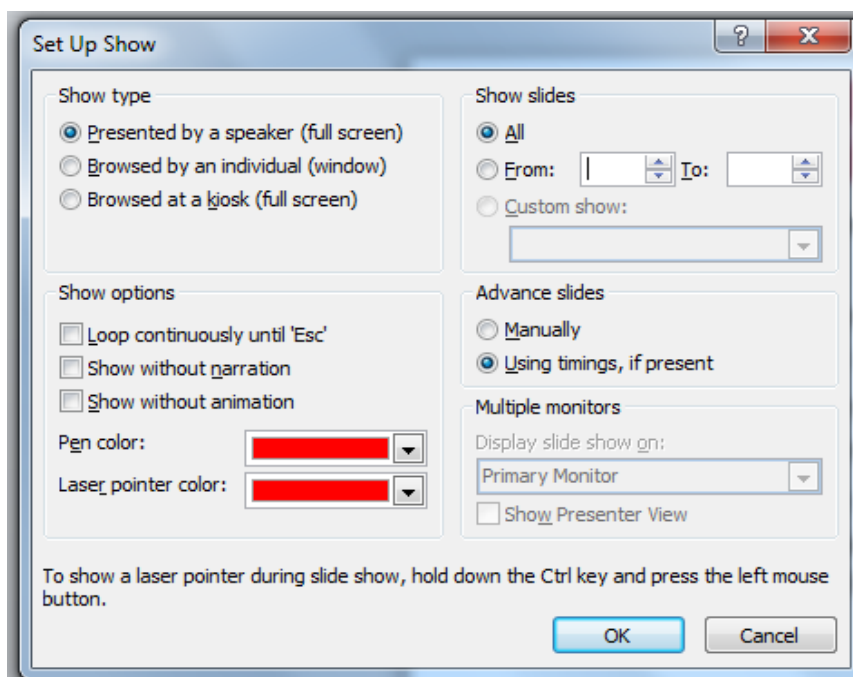
Once your slide show is completed, you will need to learn how to present it to an audience. PowerPoint may give you different options for setting up and playing a slide show. For example it's give you the option to start from first slide or any slide within the slide show.

To access slide show setup options:

1. Select Select the **Slide Show** tab.
2. Click the **From Beginning** command in the **Start Slide Show** group to start the slide show with the first slide.
 - You can also start the slide show from the slide you prefer by selecting the slide and clicking on **From Current Slide** from the **Start Slide Show** group. This option is convenient if you only want to view or present certain slides.
3. Click the **Set Up Show** command.



4. The Set Up Show dialog box will appear. Click the buttons in the interactive below to learn about the various options available for setting up and playing a slide show.



5. To hide a specific slide, select the slide and click on **Hide slide** on **Set Up Group**.

Unit 6: Using Microsoft PowerPoint

Lesson 7: Review Tab

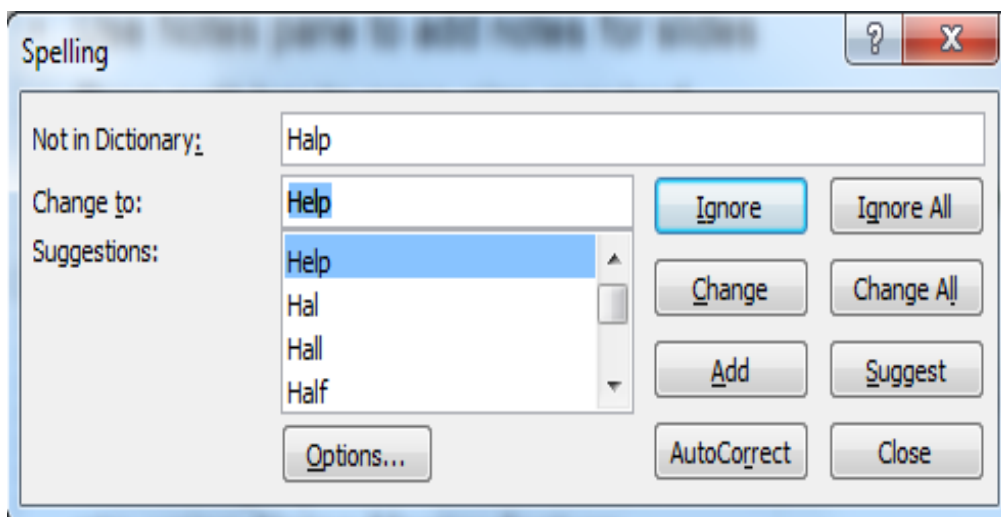
Objectives

- Using Spell Checker.

Using Spell Checker

Use the spell check features on text labels only – The Review tab is where you can check the spelling, change the language in your presentation, or compare changes in the current presentation against another presentation, it displays words not found in dictionary. To activate Spelling feature:

- On **Review** tab, in **Proofing** group, click **Spelling**
- Press **(F7)**



Exercise

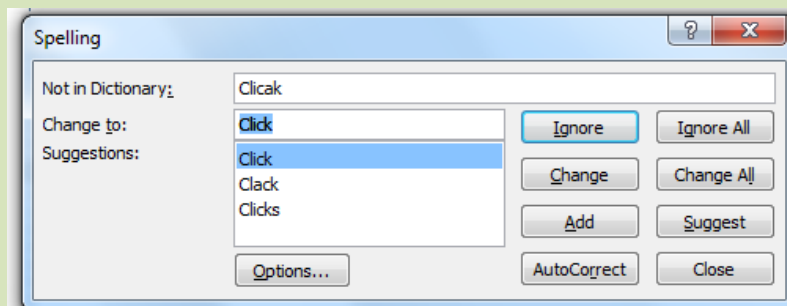
26. Open **Ms .PowerPoint**, and save it as CO3 Emission Workbook

27. Type following text:

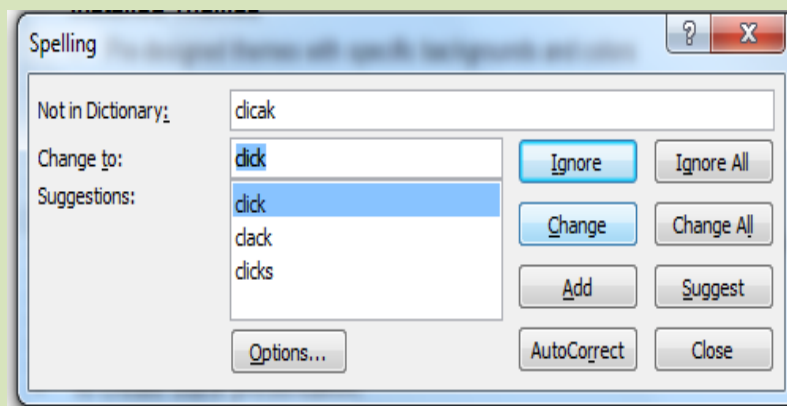
What Does a Presentation Include?

- Each slide has placeholders
- Click in placeholder to insert text or object

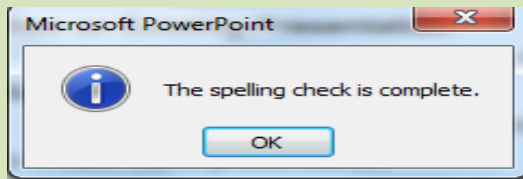
28. On the **Review** tab, in the **Proofing** group, click **Spelling**.



29. Select “Click” in the **Suggestions** list and then click **Change**.



8. Click **Ignore Once** as this is the name of Country.



9. Click **OK**.
10. **Save** and **close** the document.

Unit 6: Using Microsoft PowerPoint

Lesson 8: View Tab

Objectives

- Display Information in the Presentation
- Enhancing the Presentation

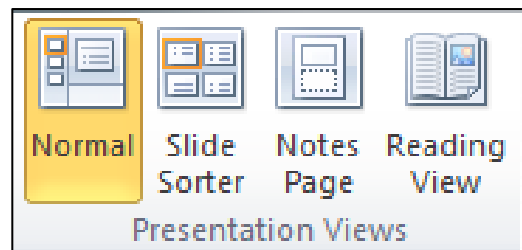
We'll work on 4 groups In the **View Tab**. They are:

1. Presentations View
2. Master Views
3. Zoom
4. Window

Presentation View:

This is how to Display Information in the Presentation. So to change view, on **View** tab, in **Presentation Views** group, click **view**.

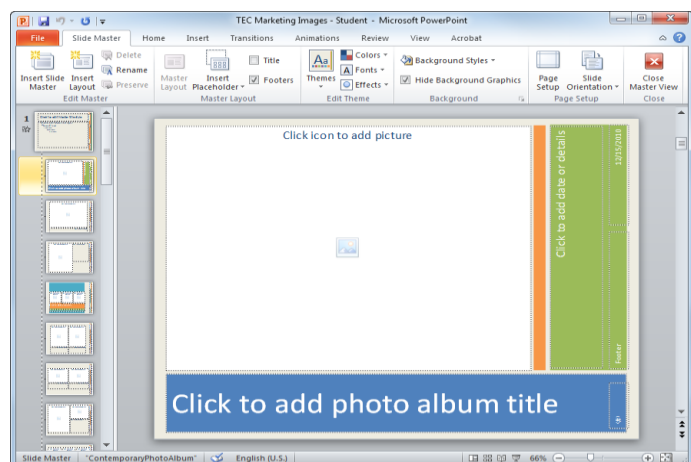
- Can also click view button at bottom right of screen.



Master Views



Is to add items to repeat on each slide so to create a Master Slide you have to change to slide master view, on **View** tab, in **Master Views** group, click **Slide Master**.

- Changes made to individual slide overrides formatting specified on master slide.
- The same for Handout Master and Notes Master.









Zoom

Can change magnification for presentation:

- On **View** tab, in **Zoom** group, click **Zoom**
- On status bar, use view options for zoom
- Click  (**Zoom level**) to set a specific percentage level for the view
- Click  (**Fit slide to current window**) to have PowerPoint automatically resize slide to fit in current window

Moving Around in the Presentation:

- To navigate between slides:
 - Click  (**Previous Slide**) or press  for previous slide
 - Click  (**Next Slide**) or press  for next slide
 - In Outline or Slides tab, click slide to move to, or use  or  to move between slides
 - In Slide Sorter view, click slide to view

Switching Between Presentations

To switch between presentations quickly and easily:

- On **View** tab, in **Window** group, click **Switch Windows**
- Click button for required document on taskbar

If Document window in Restore Down view, open documents may display in cascading layout; if s

Unit 7: Getting Connected

Lesson 41: Network Fundamentals

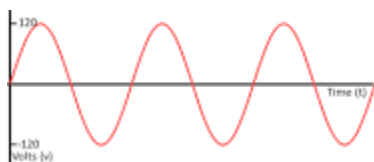
Objectives

- basic networking fundamentals
- how the telephone network works
- how the computer network works
- advantages and disadvantages of being on a network
- how to connect to a network
- identifying low and high bandwidth connections

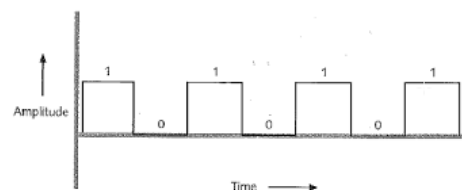
Networking Fundamentals

The purpose of setting up a network is to share information regardless of data type, whether the content consists of audio, data, or video. Example of audio: Communication systems developed using analog signals carried over long distances and converted by dedicated devices to and from sound like (radio and television); these signals became transmitted using wireless technology. They are continuous and consumed large amount of bandwidth. In digital technology (Discrete time signals), translation of information is into binary format (zero or one) where each bit is representative of two distinct amplitudes. Computers, CDs, DVDs, and other digital electronic devices all are examples of digital signals.

True networks now rely on digital technology to carry large volumes of data, forming foundation that supports network where information shared back and forth instead of one direction.



Analogy signal



Digital signal

Looking at the Telephone Network

To communicate using telephone network, you need to know other person's number, and must speak same language. If you don't speak the same language, you will still be able to communicate but you will not communicate successfully. Main difference between cellular and landline phones is type of devices or equipment needed to connect to network. For example, cellular phones are portable, has wireless connection, and most of them are smart(PDA),that have some special digital functions like internet browsing service, using emails, paging ,GPS and etc. Landline phones are stable, need telephone cable and only be able to transmit audio and with some units and video.

Each country has organization responsible for telephone network that ensures conformity to international telephony protocols or standards. This allows all country networks to be connected to form an international telephone network.

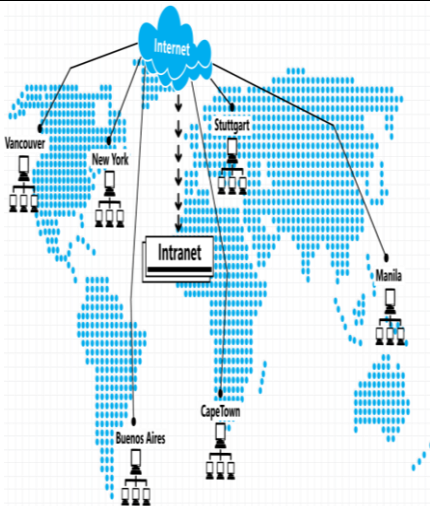
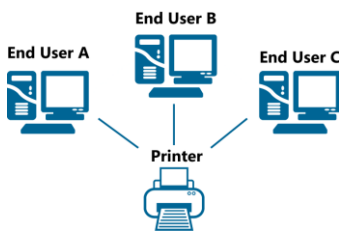
All devices connected to voice telephone network are analog devices and transmit voice, fax, or data using that technology. Devices connected via network must speak same language and follow same rules or protocol.

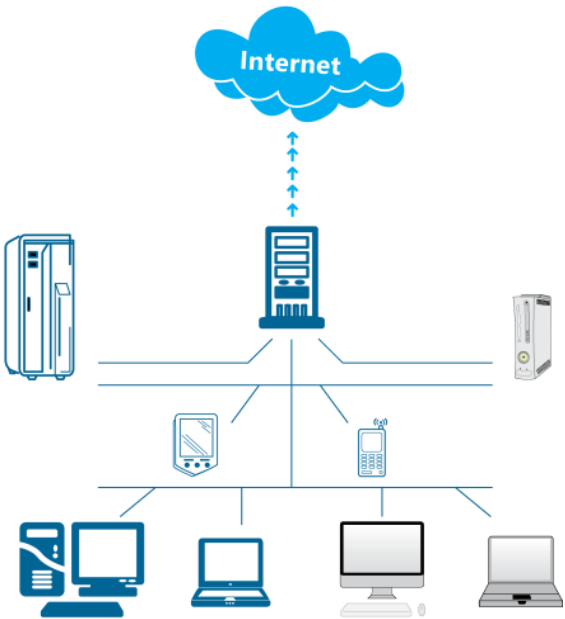
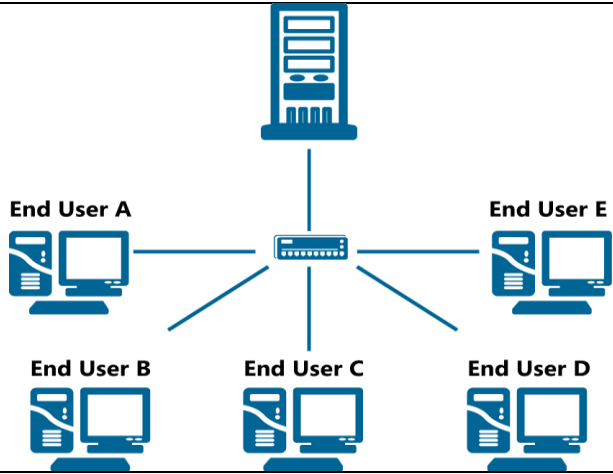
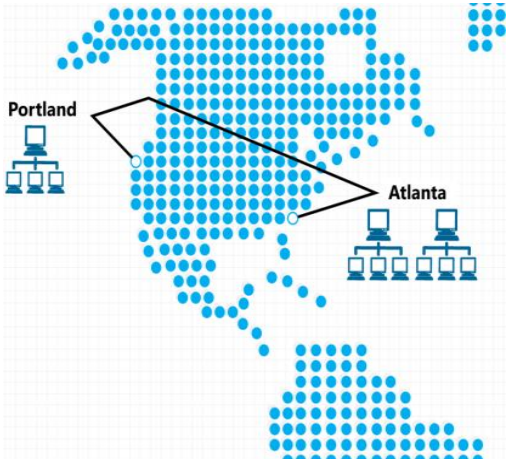
Computers also using the telephone system to communicate to each other required a modem on both ends to convert their internal digital signals (1s and 0s) to the analog carried by the telephone system.

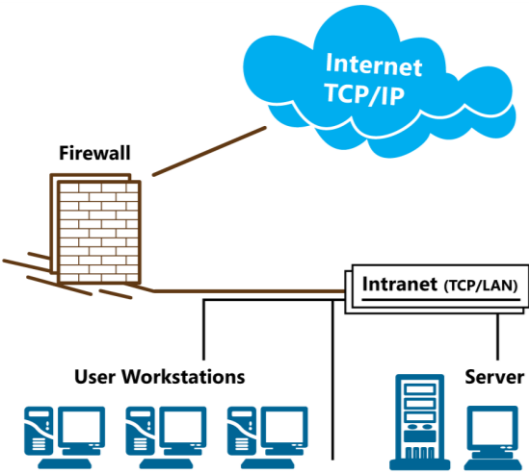
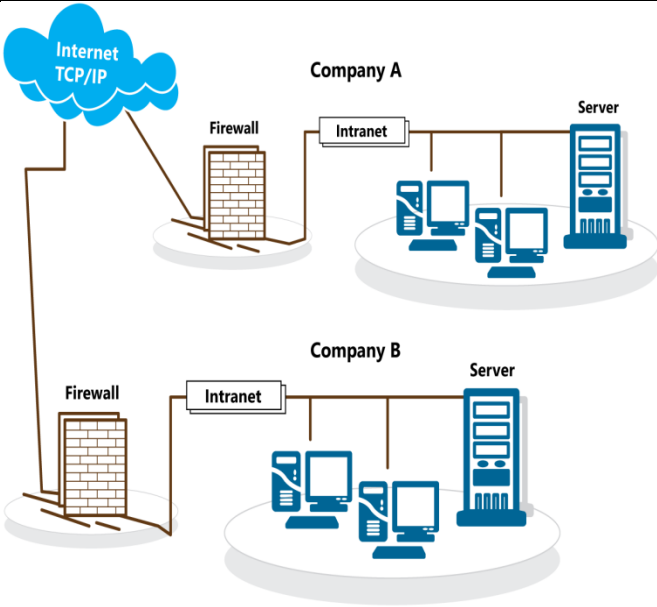
Telephone trunk lines now are digital, so telephone companies can offer many more computer-related services using lines.

Looking at Computer Networks

A computer network is a communication system that connects two or more computers so that they can exchange information and share resources. Networks can be set up in different arrangements to suit user's need. There are many types of networks:

Type of Network	Features	Form
Internet	<ul style="list-style-type: none"> International computer network, made up of smaller networks connected to allow people globally to communicate using shared set of standards. Similar in design to worldwide telephone network. Needs high level protection 	
Peer-to peer	<ul style="list-style-type: none"> Inexpensive and easy to put together, ideal for home or small office networks. All computers have equal authority. Any computer can share resources with other computers on network. 	

<p>Client Server Networks</p>	<ul style="list-style-type: none"> • Use central computer (server) to coordinate and supply services to other nodes on the network. • Client request services and server provides services. • Cost-effective way to share resources and control who can access what and when. • Used in larger networks where multiple servers perform dedicated functions. 	 <p>The diagram illustrates a client-server network architecture. At the top, a cloud labeled 'Internet' is connected to a central server icon. Below the server, a horizontal line represents the network backbone. From this backbone, several lines branch out to connect various client devices: two desktop computers, two laptops, and two mobile phones. The server is positioned centrally, acting as the hub for all network communication.</p>
<p>Local Area Network (LAN)</p>	<ul style="list-style-type: none"> • Stays in building. • Provides two benefits: economy and flexibility. • Widely used by colleges, universities, and other types of organization. 	 <p>The diagram shows a Local Area Network (LAN) setup. A central server icon is connected to a central hub or switch icon. Five lines radiate from this central point to five desktop computer icons, each labeled 'End User A' through 'End User E'. The entire network is contained within a single building, as indicated by the server icon being inside a building outline.</p>
<p>Wide Area Networks</p>	<ul style="list-style-type: none"> • Country wide and worldwide network. • Crosses Public Street and uses publicly supplied cabling for part of network. • Span distances greater than 100 miles. • Use microwave relays and satellites to reach 	 <p>The diagram depicts a Wide Area Network (WAN) using a map of the United States. Two locations are highlighted: 'Portland' in the northwest and 'Atlanta' in the southeast. Each location has a small network of desktop computers connected to a central node. A line connects these two nodes, representing the long-distance network link that spans across the country.</p>

	users over long distance.	
Intranet	<ul style="list-style-type: none"> • Private LAN within an organization. • Uses same set of network protocols as Internet but set up in organization. • Typically has Web server that contains common documents. • Needs low level protection. 	
Extranet	<ul style="list-style-type: none"> • Private network that connects more than one organization. • Uses Internet technology to allow company to share information with another organization. • It allows employees of different companies to share data. • Commonly used in B2B networks • Security protection levels lower for extranet than Internet, but higher than internal intranet 	

Benefits of Networking

There are two main benefits of networking are: Communicating and Sharing Resources.

Communicating:

You can send information directly between each user without typical delays like messaging via e-mail. The Message can be stored and not lost if recipient not available. Also, you can use Instant messaging (IM) allows for “real time interaction” in text. Multiple users can participate in the same conversation like Windows Messenger. Web conferencing is another advantages of networking that enable users in different locations to collaborate on projects or meet to share information on all users’ screens to view. This is less expensive than sending someone to a remote site for several days.

Sharing Resources:

Sharing resources is another benefit that can be gain from networking. As well as, networks can share devices like printers and routers rather than connect each computer with separate device, so company saves costs when purchasing devices, technical support or maintenance needed. Also, Files or folders can be set to be shared by all users.

Workgroup (group of people sharing information), can transfer or save files to common area or centralized server that controls which files can be accessed and by whom.

Also, it is very beneficial to network administrator for setting up rights or performing maintenance for workgroups.

Disadvantages of Networking

Dependency:

Dependency can be the biggest disadvantage of being able to share information. As well as, Organization’s activities and communication lines depend on network to work properly. If network fails, users lose

access to information and ability to communicate electronically. For example, network drive fails lost connection to the Internet.

Security Risks

A network vulnerable to a lot of security risks that can effect on organization as some sensitive information stored there. These risks can include hackers, spammers, viruses and etc. However, all these risks can be restricted and minimized by many procedures:

- Ensure every user entitled to access server is valid with unique login ID .Some organizations prefer to use biometric scanning devices such as fingerprint and iris (eye) scanners to insure valid authentication. Also, there are numerous applications that use face recognition to allow access to computer system.



- Passwords should be changed at set intervals and with restrictions. Make it easy to remember but difficult to be guess by others. It should be mixed of letters, characters and numbers, and occasionally change password.
- Assign login IDs and passwords to those working with network administrator and ensure user passwords never given out and especially not network administrators.
- Delete all IDs and passwords assigned to any user who no longer works for the company, and ensure former user's messages are forwarded to someone else.
- Audit IDs periodically to ensure each user has access to programs and files appropriate, to make it easy for users to

move to different positions in the organizational, ensure users have control over own files and folders.

- Ensure any requests for network access, including setup of new users, are appropriately authorized.
- Set up firewalls and proxy servers that control access to company's intranet and other internal networks.
- Ensure that server have active antivirus program and the copy set up in user's computers. Update antivirus program on server to provide protection against latest viruses. Perform maintenance checks to view reports or logs created by security programs. This feature identify any viruses are found and indicates the status of these viruses.
- Monitor employee activities on Internet to prevent potential software threats, such as viruses or spyware from entering the network.
- Encourage users to ensure they have latest updates of Windows on computers. It is important to apply security update for each station.

Loss of Autonomy or Privacy

It refers to inability to work independently from server. There is no Privacy in the network. So, If leave computer logged in when away from desk, anyone can access your local drive.

General business rules dictate that work on company computer belongs to company, even if you work on document on your own time. It is important to check it with your manager to ensure there is no consideration of impropriety.

Networks vulnerable to virus attacks



Virus is a program that migrates through networks and operating system by attaching itself. Virus introduced on one workstation can




spread quickly to other workstations. Because of that, it is crucial to ensure antivirus program on server current and active, and all workstations have local copy of antivirus program active at all times, and it is better to prove the antivirus program with automatically detect viruses feature in “real time”.

New viruses created every day and users should read screen carefully before opening message or clicking highlighted button on screen

Connecting to a Network

Communication channels are essential element of every communication system. These channels actually carry data from one computer to another. There physical connection, or solid medium such as wire or cable used to connect sending and receiving devices. They are:

	<p>Coaxial</p>	<p>High frequency transmission cable, It consists of Copper wire surrounded with insulation and grounded cover of braided wire to minimize electrical and radio frequency interference; main type of cable used for cable television distribution and computer networks.</p>
	<p>Fiber Optics</p>	<p>Bundled glass or plastic fibers to transmit data; much larger bandwidth for transmitting data and less susceptible to interference. Compared to coaxial cable, it faster and lighter, and more reliable at data transmission. It is replacing twisted pair cable telephone lines .</p>

	<p>Twisted Pair</p>	<p>Type of cable containing 1 to 4 pairs of copper wires carrying analog or digital signals; telephone and computer networks commonly use this form of connection.</p>
	<p>Wireless</p>	<p>Each computer must have wireless network interface card and access point; work with radio frequencies for data transmission.</p>
	<p>Infrared</p>	<p>Works with infrared light waves to transmit data; downside is distance between infrared devices must be less than wireless device using radio frequencies. Infrared transmitter must be pointed at receiver, or beam diluted and signal strength too weak to register.</p>

Connecting to the Internet

There are different types of connections available to connect to the Internet. They divided to low and high bandwidth connections.

Low Bandwidth

Telephone or dial-up access considered low bandwidth, which means it might not connect to Internet or download information quickly. When you set up account with ISP, get telephone number to dial, which then connects to an incoming line at the ISP. Your computer also needs and modem to connect to ISP's dial-up line.

High Bandwidth

It works with TV cable, connected all the time with dedicated access but also more expensive. Cable is a popular option for home users as packaged with cable services and offers very fast speeds.

Digital high-speed connections using telephone line include ISDN, DSL, or

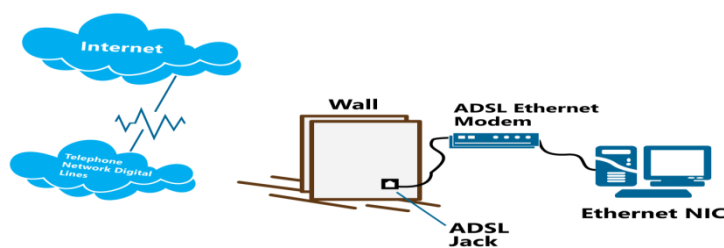
ADSL.ISDN (Integrated Service Digital Network). ISDN offers the speed and quality that previously was only available to people who bought expensive, point-to-point digital leased lines. Combined with its flexibility as a dial-up service, ISDN has become the service of choice for many communications applications. Popular ISDN applications include:

- Internet access
- Telecommuting/remote access to corporate computing
- Video conferencing
- Small and home office data networking

DSL (Digital Subscriber Line) is provided by telephone companies using existing telephone lines to provide high-speed connections. **DSL** is much faster than dial up.

ADSL (Asynchronous Digital Subscriber line): modem uses standard phone lines. These modems can be either internal or external. It is one of the most widely used types of DSL.

T1 lines are generally leased by ISPs. A T1 line is a dedicated circuit that connects to the internet with a speed of 1.544 Mbps. This T1 line speed is symmetrical; it will deliver both an upload and download speed of 1.5Mbps. It is much more reliable, comes with a SLA, and has a guaranteed up-time.



Review Questions

1. A server provides services and a client uses those services.
 - a) True
 - b) False
2. What are some benefits of networking?
 - a) Communicating with others
 - b) Sharing devices like printers
 - c) Having a server that is dedicated to a specific task, such as, mail, database, or network
 - d) Sharing of files and other information
 - e) Any of the above
 - f) a, b, or d
3. What are some disadvantages of networking?
 - a. Cost of setting up and maintaining the network
 - b. Potential security risks by outside sources
 - c. Dependency on the network always working
 - d. Viruses
 - e. Any of the above
 - f. a, b, or d
4. A unique login ID and a password can be set up using biometric data.
 - a) True
 - b) False
5. What is the set of protocols used by the Internet called?
 - a) DNS
 - b) TCP/IP
 - c) SMTP
 - d) All of the above

References

- 1-<http://www.geekswithblogs.net>
- 2- <http://public.swbell.net/ISDN/overview.html>
- 3- <http://www.hazleton.com>

Unit 8: Using Windows 7

Lesson 42: Understanding E-mail Fundamentals

Objectives

- Identifying of Electronic Communication
- Using Electronic Communication
- Understanding an E-mail Address
- Looking at E-mail Components
- Using E-mail Appropriately
- Managing Spam
- Identifying Common Problems

Identifying of Electronic Communication

Electronic Communication refers to any process that enables you to communicate and interact with other using an electronic method such as:

Electronic Mail

Commonly known as e-mail and requires valid address to send messages. Email is a very popular method of sending messages when response is not urgent that message.

Instant Messages (IM)

This type of electronic communication is like having conversation involving two or more people, except in text and only one comment at a time can be received by everyone in that conversation(real time) without needing to be at the same location. It can be very useful when an answer is needed quickly.

Text Messages

These types of messages are similar to instant messages except created and sent from cellular phones with limit on number of characters allowed per message. You can send a text message to one or more people but it may not be received as quickly as with IMs.

VoIP

Stands for Voice over Internet Protocol; uses digital format that follows Internet protocol to enable audio conversations by two or more people in different areas. Some cellular phones run on VoIP technology. Some businesses are using VOIP for long distance calls cost less than traditional phones calls.

Online Conferencing

This type of electronic communication is enabling numerous people to meet online using the Internet. This can be a useful way to conduct online training or meetings that include employees in remote locations.

Chat Rooms

Chat rooms are similar to IM, you can participate in main discussion or you can go into separate “room” for different or private conversation. People from anywhere can join a chat room.

Social Networking Sites

These are web sites you can join to connect with people you know or to meet new people. You can create a profile and post pictures, video, or text about yourself, or play games. Some company set up a page on social networking site to promote a service or product.

Blogs

Blogs can be used as journals where one person writes on specific topic, and others then post comments for that topic. A company may set up a blog on their Web site to encourage customers to offer suggestions or discuss problem regarding a service or product.

Message Boards or Newsgroups

Message Boards or Newsgroups are similar to bulletin boards where you can post comment about topic although you may have to subscribe to newsgroup. You can set up your e-mail address to receive new postings comments in that topic.

Using Electronic Communication

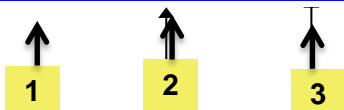
There are many advantages to using electronic communication including:

- It can be faster to use electronic communication to send message to one or more people instead of using telephone to try and contact them
- Can print copy of conversations as record of communication
- Can share information by sending files or attachments with e-mails, in instant messages, or through another online feature.
- Can post file as download from Web site.
- Can access e-mail and company's intranet or Web site from any location.
- Use electronic messaging to set up meetings or inform others about them, and then meet using Web-based programs.
- Initial cost may be high but cost to maintain is low.
- Regardless of electronic communication methods, require server to provide services and computing device for client to use.
- Sharing and communicating with others can build sense of community.

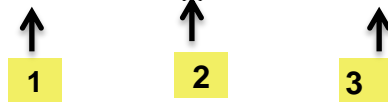
Understanding an E-mail Address

To use e-mail address, must be set up as user on domain. This could be the ISP (Internet Services Provider) or it could be the your company. Your e-mail address is structured as follows:

a.14528@unizwa.edu.om



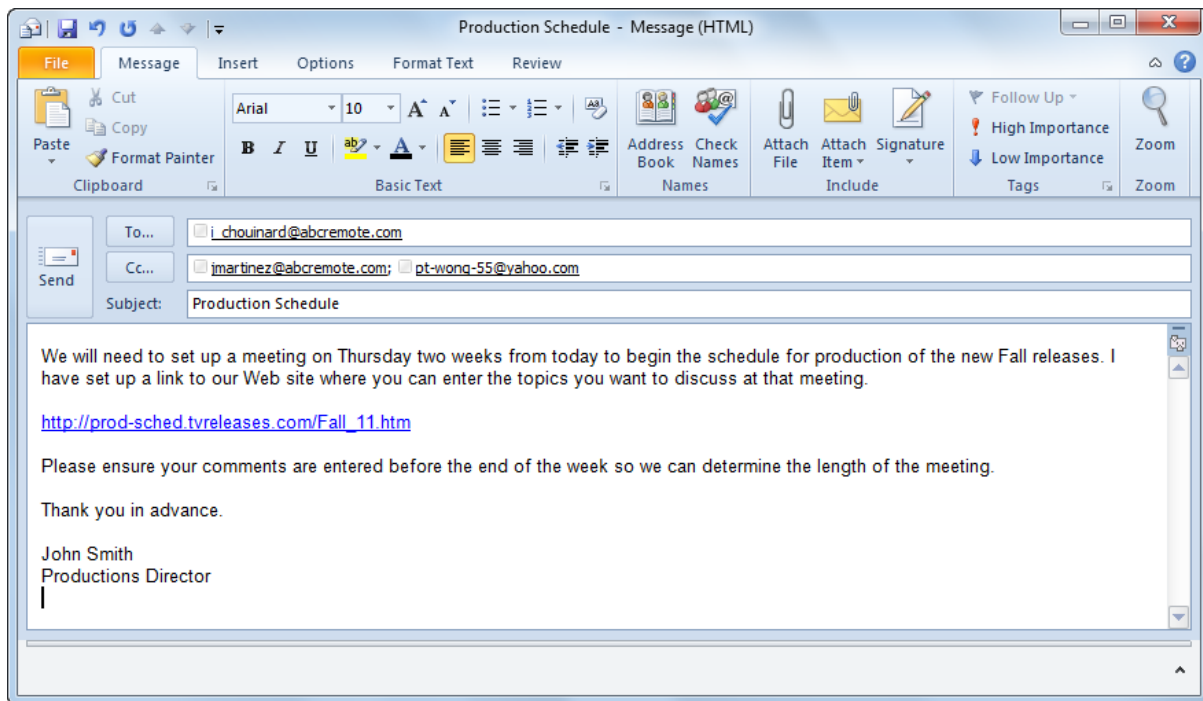
Ahamed909@hotmail.com



1- Mailbox Name	Identifies particular mailbox on the e-mail server.
2-Name of Organization	identifies organization that owns server
3-Domain Category	Identifies type of domain. For example: .com refers to commercial organization while .uk refers to a country.

Looking at E-mail Components

The components of e-mail: Addressing, Subject Line, Body, Attachments.



Addressing

Identifies who will receive and send e-mail

To	The message has been sent to the targeted e-mail as primary recipient.
Cc	“Carbon copy” The message has been sent to people just for their information.
Bcc	“Blind carbon copy” The message has been sent to people just for their information and their e- mails are hidden
From	The list people who send message.

Subject Line:

It's Identifies topic of message, usually short description of content or purpose of e-mail. You try to put something in subject line are related to topic and avoid sending an e-mail without a subject line, it will be considered as spam message or junk mail.

Body:

It's where you type body of message.

Attachments:

When you want others to receive specific files or share information. However, consider the following points:

- Keep attachment file size as small as possible
- Consider what attachment is and if e-mail best way to send it
- If sending sensitive or confidential attachment, encrypt document to protect from unauthorized users
- Include URL link in e-mail instead of large attachment
- Consider file type and whether recipient can open it
- Links and pictures can provide specific information but recipient may have security options set to prevent seeing these
- Be aware of other security options
- Always set antivirus program to automatically scan and check all incoming and outgoing mail

Managing Spam

Spam refers to unsolicited message to promote products and services or for political/religious purposes. It is the same as junk mail. People who send these types of messages are called **Spammers** buy e-mail address lists from companies specializing in e-mail marketing

Most e-mail programs filter and block spam or other junk e-mail. Many ISPs also have this feature set up on their mail servers to block these types of messages.

Following are some ways to avoid being placed on list that results in you receiving spam messages:

- Do not allow e-mail address to be added to any marketing address lists.
- Set up e-mail account with Web-based e-mail for these types of requests.
- Do not reply to e-mail that is junk even if message says name will be removed.
- Avoid putting name and e-mail address on any public lists.
- Avoid giving e-mail address on any online forums or newsgroups.
- Avoid being flagged as spam by other servers by following general guidelines for sending e-mail. Some of the things spam filters are programmed to search for are subject lines that include Hi, or Your Order.

Identifying Common Problems

Electronic communications are associated with many risks or problems. Some common problem includes:

Lost connection:

losing a connection with your server can be inconvenient if waiting for e-mail, if it occurs during Web conferencing session, or if in area where you cannot get service .You need to work with your ISP to determine how long it will take them to restore it.

Messages not being sent or received:

This could indicate mail server at ISP is not connecting to system. First, check the cables, or wireless connections are fully plugged in. Or, call the ISP for help to determine what is the problem such as: the correct IP address or mail server name.

Delivery failure message:

When receive “failure message,” read contents carefully to determine whether problem is something you can fix, such as the mailbox is temporarily unavailable, the e-mail address dose not

exit, the domain server is unavailable, or there is too much traffic through the mail server.

Garbled messages:

These can arise when different mail formats used for sending and receiving messages. Many e-mail programs can switch between plain text and HTML format. For Example, if you send a formatted message using Macintosh computer to recipient who is using Linux, the message may arrive without formatting.

Cannot download items:

If you cannot download items, this is likely restriction on computer by school or company, the problem may be occur at the Web site the download is no longer available, if you sure the download is valid, contact the Web site owner to inform them about this problem.

Junk mail:

Responding to message asking to have your name removed from distribution list to junk mail. It should be automatically divert to Junk E-mail or Deleted Items folder.

Viruses:

Use extreme caution with messages with attachments. Ensure your antivirus program is set to scan incoming message to detect viruses, and if you receive an attachment that contains a virus from someone you know, delete the message and inform the sender of the infected file. Then send a new message to network administrator about this so they can track this message may have been sent.

Hoaxes:

Be skeptical when get messages informing of virus being spread to computers. Always check an antivirus program Web site or ask a technical specialist to check this information before forwarding the message to others.

Review Questions

1. What types of electronic communications are available?
 - a) E-mail
 - b) Web conferencing
 - c) Text messaging
 - d) Blogs
 - e) Any of the above
 - f) a or c
2. In the following e-mail address, which part represents the domain category? p.f.92fallon@yahoo.com
 - a) Yahoo
 - b) p.f.92fallon
 - c) .com
3. Why is it important to include something in the Subject line?
 - a) To provide the recipient with a quick description of the message contents
 - b) To prevent an ISP from marking this message as potential junk mail
 - c) Because it is mandatory to fill it in when sending a message
 - d) Any of the above
 - e) a or b
4. For what reason might you be unable to download a video from a particular Web site?
 - a) You do not have enough access rights to download items.
 - b) You need to use a special login to gain access to all Internet items.
 - c) The security is set too high for you to download items.
 - d) The company has set up a policy that no downloading is possible by any of its users.
5. What are some benefits of using e-mail?
 - a) Speed for sending and receiving
 - b) Sharing information such as files or presentations
 - c) Having a paper trail that tracks any discussions based on messages received
 - d) Cost savings compared to using couriers or long distance
 - e) All of the above

Reference:

1. Basic Computing Skills, Approved by SQU, Collage of Science.
2. GLOBAL SKILLS

Unit 7: Getting Connected

Lesson 43: Using Microsoft Outlook 2010

Objectives

- what Microsoft Outlook is
- recognize elements on the screen
- how to send and create new message
- how to receive messages
- how to reply or forward a message
- work with attachments
- Work with Inbox
- work with the contacts
- understand mail maintenance options



What Microsoft Outlook is

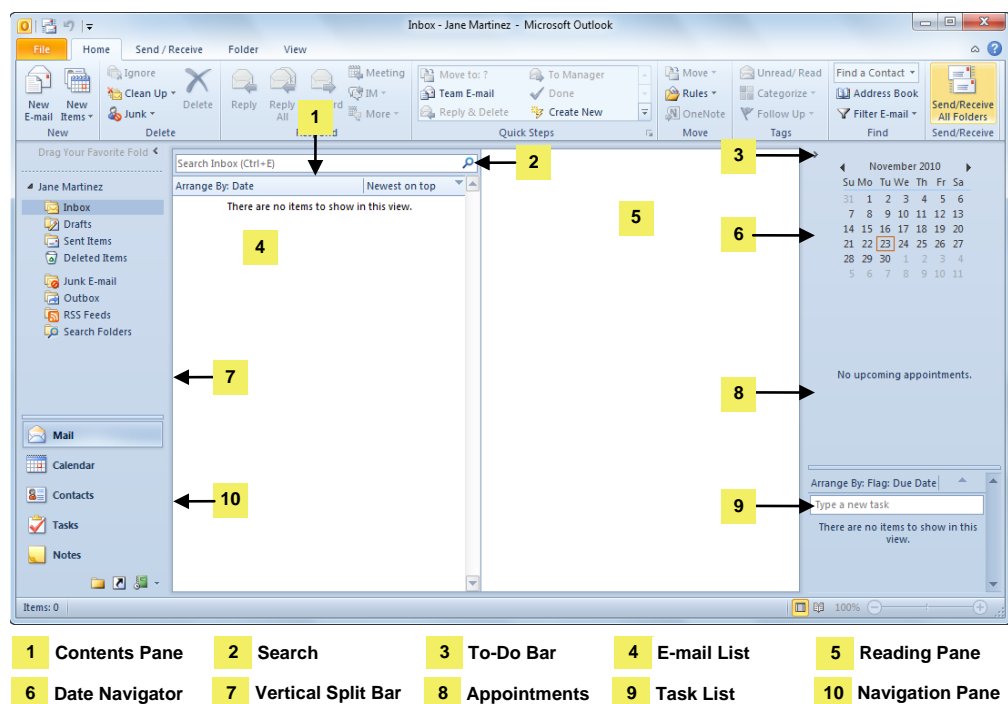
Microsoft Outlook is a personal time and information management program that you can use for:

- sending and reading e-mail message
- scheduling appointments
- managing contacts
- creating a to do list
- tracking time spent on a project
- recording notes

Outlook provides many features to organize and share information and communicate with others inside and outside of your organization. Some of these features are:

To-Do Bar	Integrates tasks, flagged e-mail messages, appointments, and calendar information in one convenient place.
Tasks integrated with Calendar	Can be viewed in Tasks module, on To-Do Bar, and in Daily Task List of calendar.
Color categories	Categorize e-mail, tasks, and other items by color to find and identify.
Instant Search	Find information quickly.
Attachment Preview	View e-mail attachment without opening it.
Calendar overlays	Overlay multiple calendars to find time to meet without double-booking.
Sharing your calendar	Create snapshot of calendar and e-mail to others or publish to share calendar on Microsoft Office Online.
E-mail Postmark	Helps prevent receipt of spam or junk e-mail messages.

Recognize elements on the screen



Creating & Sending New Messages

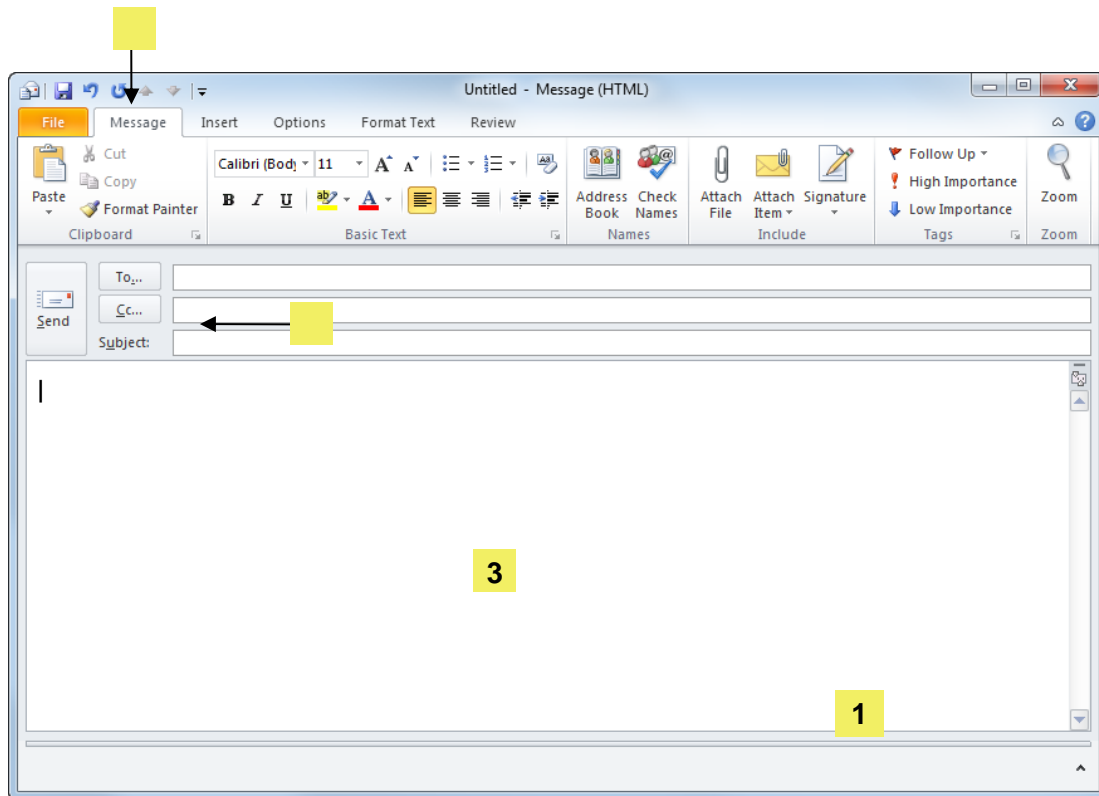
Sending e-mail similar to when you send letter:

- 1) Create new mail message.
- 2) Address message to recipient.
- 3) Type text for message and apply formatting as required. If need to include file, attach to message.
- 4) Use spell checker and proof read message to eliminate spelling or grammatical errors.
- 5) Send message.

Once sent, temporarily stored in Outbox until mail server retrieves for delivery.

To create **new** message from main Outlook window:

- **Home** tab, in the **New** group, click **New E-mail**
- **Home** tab, in the **New** group, click the arrow for **New Items** and then click **E-mail Message**
- Press **Ctrl** + **N**



3 Message Pane

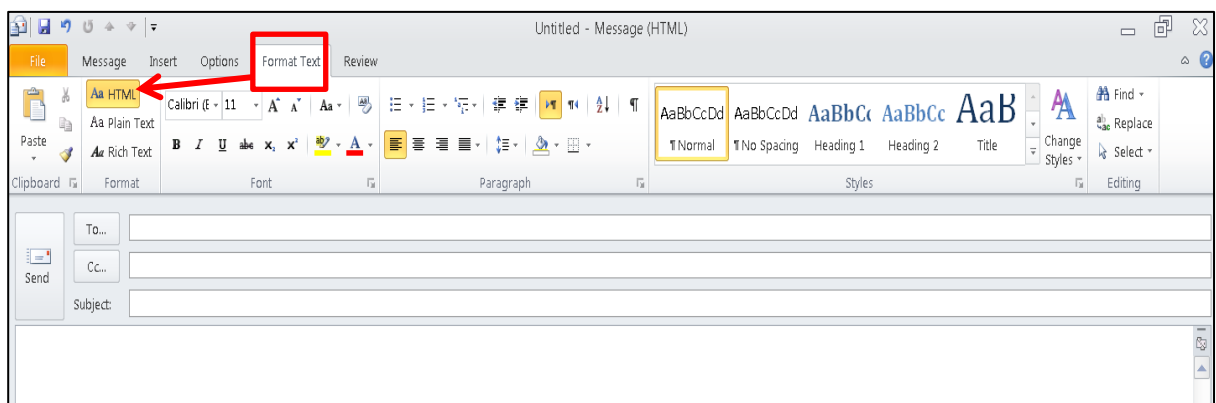
1 New Message Ribbon

2

• HTML

Is default format for new mail messages

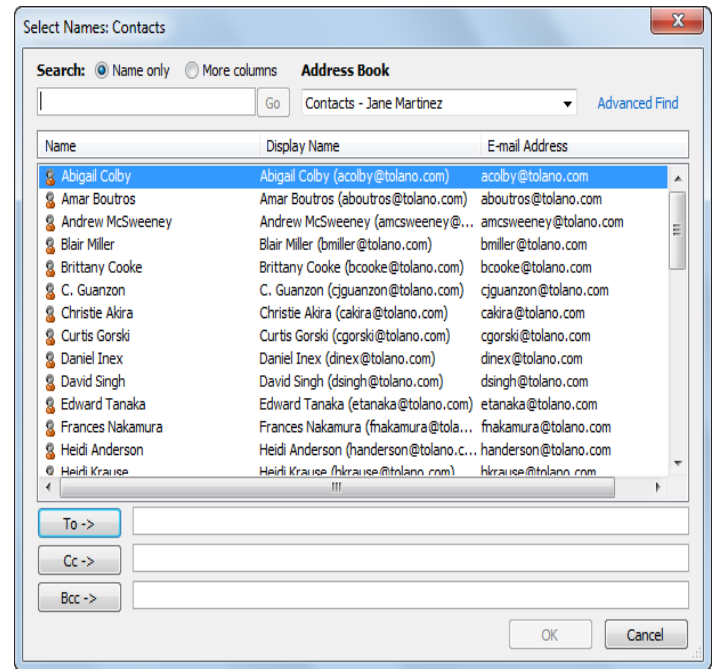
- To change in message, click **Format Text** tab, in **Format** group, click **mail format**



- To change for all messages, select **Tools**, **Options** and on **Mail Format** tab, choose **mail format**

Addressing the Message

- To access list of contacts, click **To...** or **Cc...**
- To include everyone in range of names, click first name in list, press **(Shift)** as you click last name you want
- To select individual names, click first person, press **(Ctrl)** as you click name of each person to select
- Need to select names for each address field

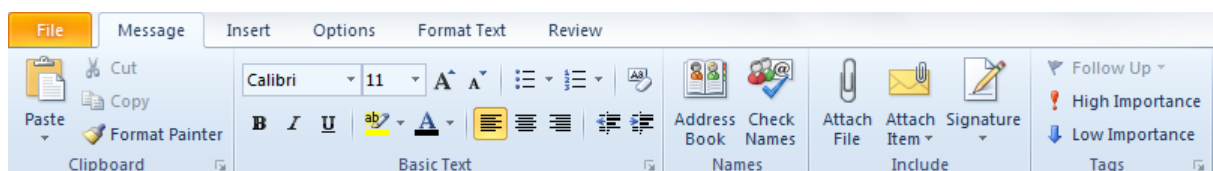


Adding a Subject Line

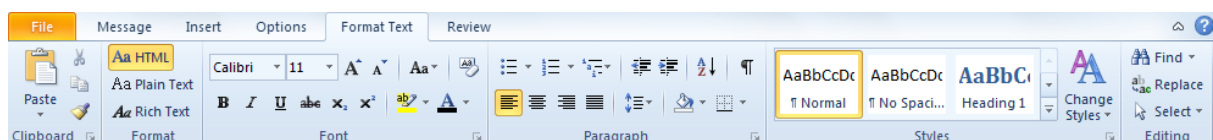
- Be brief, but succinct, when entering text in Subject field

Formatting the Message Text

- **Message** tab contains formatting features in New Message



- **Format Text** tab contains commonly used formatting features



- Can be applied as you type or after text entered
- Gives message professional appearance to emphasize specific areas

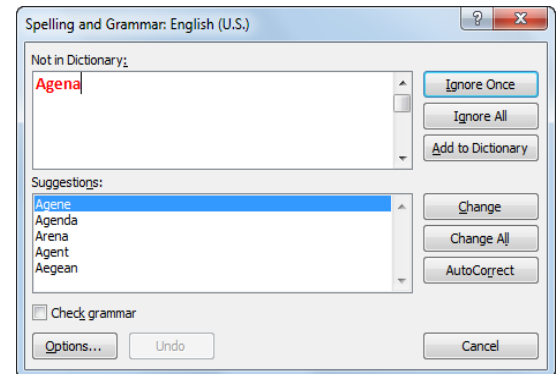
Proofing Your Message

- Check for misspelled words or words not commonly found in dictionary

- To activate thesaurus or other proofing tools, click arrow for **Spelling**

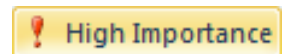
- Always try to maintain professional manner in messages

- To activate spelling feature:
 - On **Message** tab, in **Proofing** group, click **Spelling**
 - Press **(F7)**



Setting the Priority

- To set priority, on **Message** tab, in **Tags** group, click
- or 

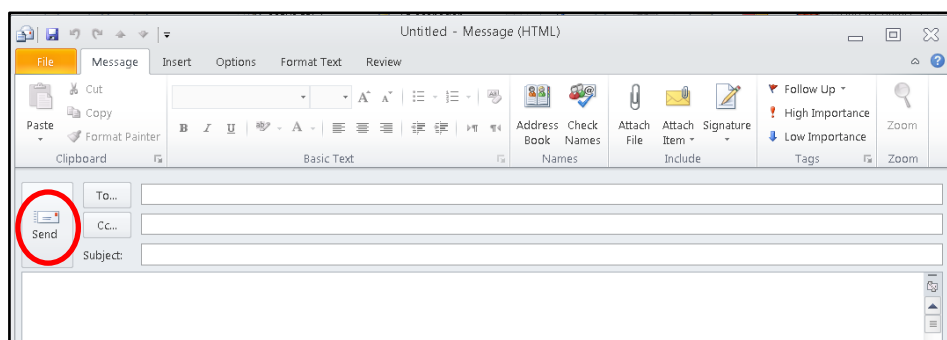


Saving the Message

- Save contents of message to Drafts folder for retrieval later
- To open message in Drafts folder, click **Drafts** folder in **Folder** list and double-click message to edit

Sending the Message

- To send message: At left of addressing fields, click **Send**





Receiving Messages

To check if received any messages, use one of the following methods:

- On **Send/Receive** tab, in **Send & Receive** group, click **Send/Receive All Folders**
- Press **F9**

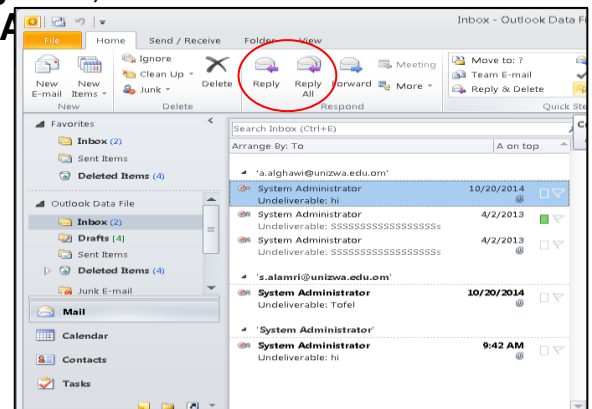
When Outlook finishes sending and receiving all messages, new messages appear in Contents Pane of the Outlook window. The Inbox folder displays a number in brackets of total new messages received in the Folder list.

Outlook shows the Contents of message in Reading Pane. The envelope icon changes from  to  when you open or view a new message. Use split bar to show more or less of each pane. You can double-click message to view contents in separate window.

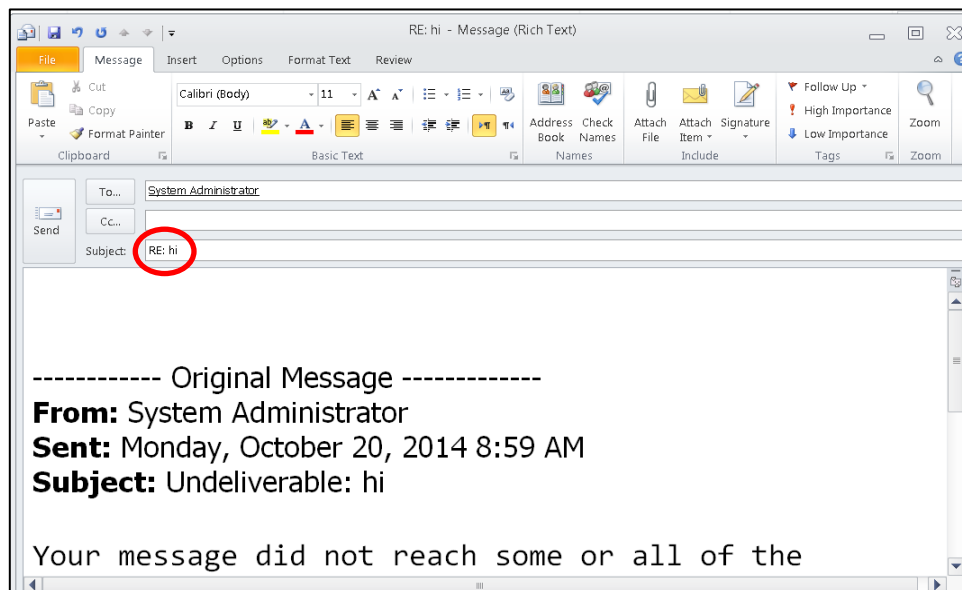
Replying to a Message


You can reply to sender or all recipients of original message.

- To reply to message, use one of the following methods:
 - On **Home** tab, in **Respond** group, click **Reply**, or
 - Press **Ctrl** + **R**
 - If viewing message, on **Message** tab, in **Respond** group, click **Reply**
- To reply to everyone addressed in original message:
 - On **Home** tab, in **Respond** group, click **Reply to All**
 - Press **Ctrl** + **Shift** + **R**
 - If viewing message, on **Message** tab, in **Respond** group, click **Reply to All**



Notice that Outlook displays a copy of original message as a reference, and adds **RE:** to subject line to identify this message as a response.

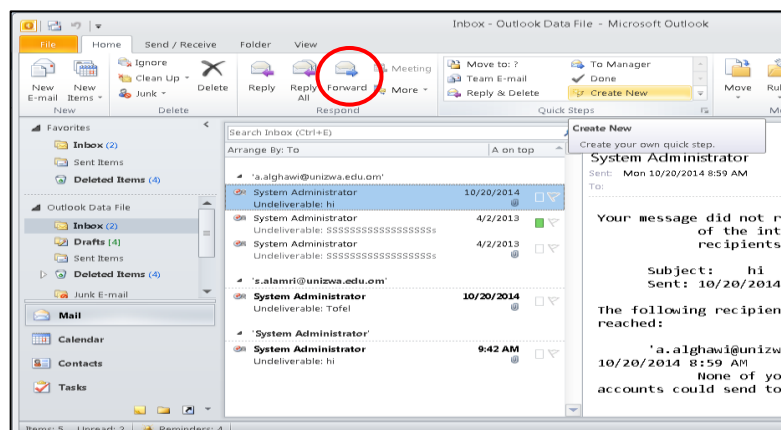


Once you have replied to a message, Outlook displays  next to the message in the Inbox to indicate that you replied to this message.

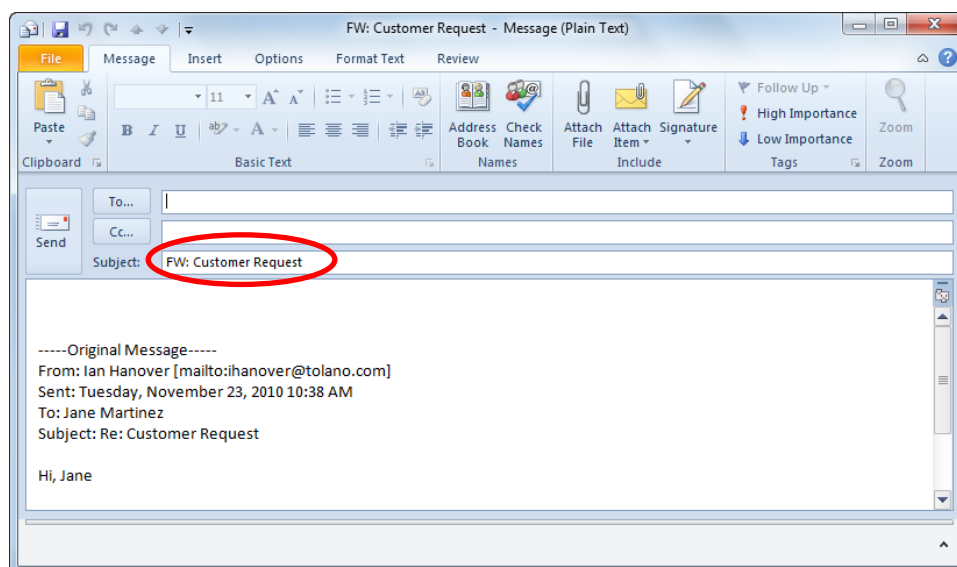
Forwarding a Message


Use the Forward option to send the message to someone else for further action or reference.

- To forward message, use one of the following methods:
 - On **Home** tab, in **Respond** group, click **Forward**
 - Press **Ctrl** + **F**
 - If viewing message, on **Message** tab, in **Respond** group, click **Forward**



Notice that Outlook automatically adds a FW to original message. Unlike a Reply command, the address fields are blank.



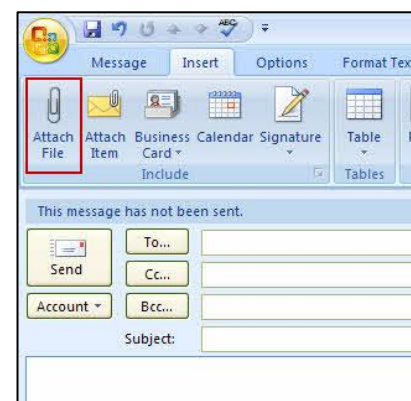
After forwarding a message, Outlook displays  next to message in the Inbox to indicate that you forwarded this message to someone else.

Attaching Files

You can send file to e-mail recipient for reference, or to supplement information provided.

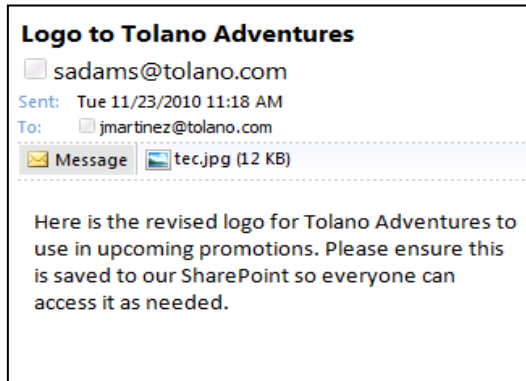
The file can be any type, as long as recipient has appropriate software to open it.

- To attach or insert file with message, use one of the following methods:
 - On **Message** tab, in **Include** group, click **Attach File**
 - On **Insert** tab, in **Include** group, click **Attach File**
- To remove attachment from message:
 - Select file name in the **Attached** field and press **Delete**
 - Right-click file name in the **Attached** field and click **Remove**



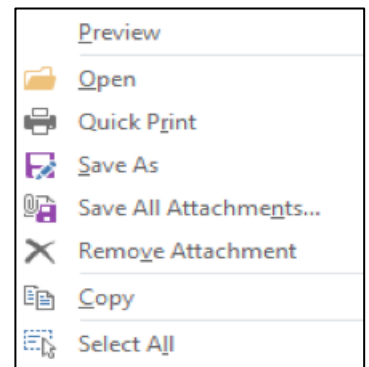
Viewing Attachments

When you receive a message with an attachment, Outlook displays with next to the new message. The Reading Pane displays file name attached.



You can then Right-click the attachment to display options for handling attachment:

- Click **Preview** to display preview of attachment in Reading Pane or message window.
- Click **Open** to open file in program that recognizes file type.
- Click **Save As** to save attachment.
- Click **Delete** to remove attachment from message.



Using the Inbox

Message sent to you appear in the Content Pane with the Inbox highlighted in the Folder list. Use thus folder as the main folder to manage your message.

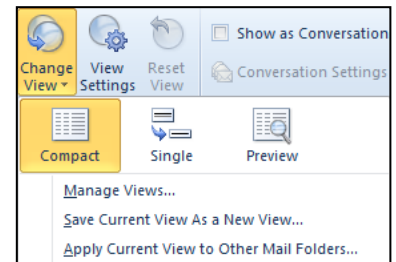
Selecting Items

Before you can do anything with any item, you need to select them, as follows:

- To select one message, click it
- To select multiple consecutive messages, click first message, press **(Shift)** and then click last message in list.
- To select multiple non-consecutive messages, click first message, press **(Ctrl)** as you click each message to select.

Changing the View for Messages

You can adjust view by using the options in the **Current View** on **View** tab. These options offer other ways to keep the Contents Pane “clean” by showing only those messages you want to list. You can arrange view of messages by specific items and groups, or customize fields used.



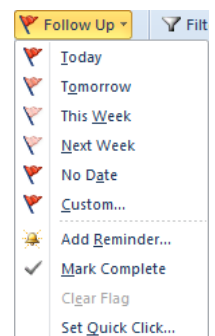
Marking Messages

- To mark selected message as read, in main Outlook screen:
 - Press **Ctrl+Q**
 - Right-click message and click **Mark as Read**
- To mark all messages as read, in main Outlook screen:
 - Right-click selected messages and click **Mark as Read**
- To mark message as unread, select the message and then:
 - Press **Ctrl+U**
 - Right-click message and click **Mark as Unread**
 - In the open message window, on the **Message** tab, in **Tags** group, click **Mark Unread**.

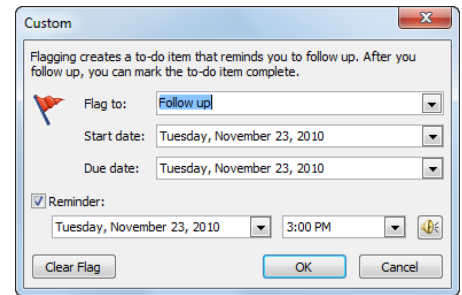
Flagging Messages

Flag or put a reminder on message for follow-up or to request a reply to your message by specific date.

- To flag message in main Outlook screen:
 - On **Home** tab, in **Tags** group, click **Follow Up**.
 - Right-click flag at far right side of message and click appropriate option.





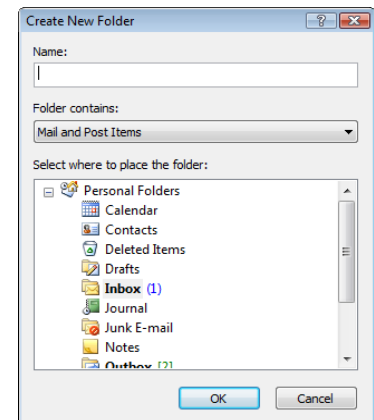
- To flag message with message open, on **Message** tab, in **Tags** group, click **Follow Up**
- To add reminder to flag, click **Add Reminder**



Creating Folders

Create folders in the Inbox to store message for specific topics or projects. The new folder becomes a subfolder in the Inbox.

- To create new folder in Inbox:
 - On **Folder** tab, in **New** group, click **New Folder**
 - right-click folder where inserting new folder, and click **New Folder**
 - Press **Ctrl** + **Shift** + **E**
- Use  (Expand) or  (Collapse) to show folder structure.
- Delete folders as if deleting messages
 - Select folder and press **Delete**
 - Drag folder to Deleted Items folder



Copying or Moving Messages

You can copy or move a message to any folder. You will probably move message from the Inbox to a folder for storage more often than you will copy them.

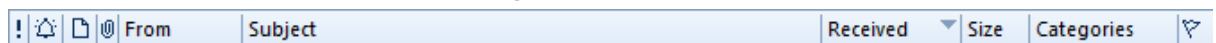
- To move messages to a folder, after selecting messages:
 - Press **Ctrl** + **X**

- Drag the selected message to the folder
- To copy messages to folder, select messages and then:
 - Press **Ctrl** + **C**
 - Right-click message, click **Copy**
 - Press **Ctrl** and drag message to folder
- To paste message in folder, click folder and then press **Ctrl** + **V**

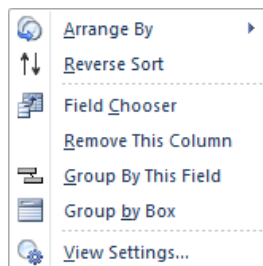
Sorting Messages

One way to find specific message can be to sort your messages according to different criteria in the Contents Pane:

- To sort messages, use one of the following methods:
 - Click column headings in Contents Pane



- Right-click column field and then choose appropriate sort option



- When using column heading as sort criteria, the ▲ arrow indicates ascending order(A-Z) and the ▼ arrow indicates descending order(Z-A).
- You can arrange fields in Contents Pane using **View** tab

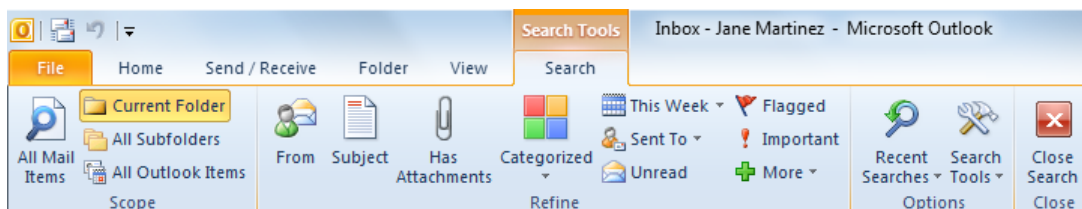
Finding Messages

You can locate information quickly using the Search tool. Your search criteria can be specific or general; you can search by names, words, or phrases.

- To perform search, type search criteria in **Search Inbox** field

Search Inbox (Ctrl+E)

- Outlook searches occur in all parts of message, including the subject, addresses, message body, and the name of attachments.
- By default, search specific to current folder but can change:
 - To search all mail folders, click **Try searching again in All Mail Items** link, or
 - Use options in **Search Tools** ribbon

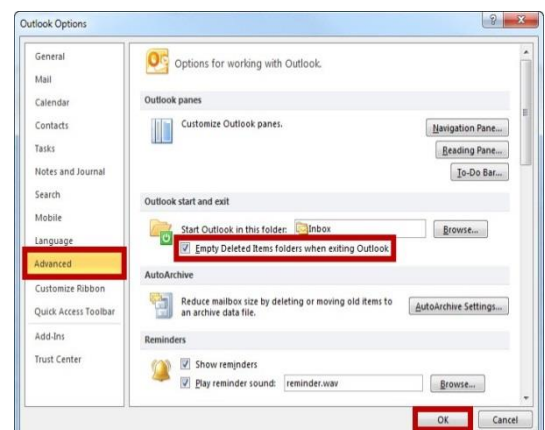


- To clear results from search:
 - In **Search** field, click (**Clear Search**)
 - Press **Esc**

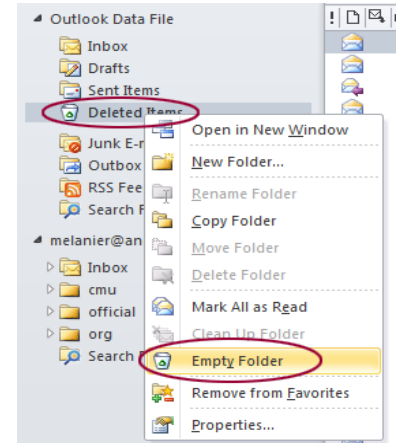
Deleting Messages

When messages are no longer needed, delete them to keep your Outlook file small. This includes all folders in your Inbox group. All deleted messages placed in Deleted Items folder.


- To delete items from folder, select item and then:
 - On **Home** tab, in **Delete** group, click **Delete**
 - Press **Ctrl** + **D** or **Delete**
 - Drag message to **Deleted Items** folder

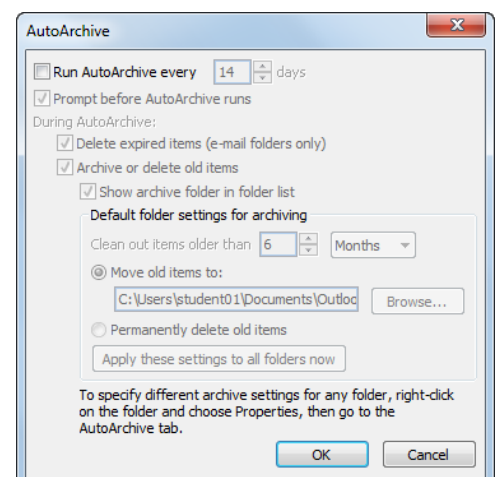


- The Deleted Items folder provides resource to restore the deleted item at a later item.
- To empty contents of Deleted Items folder every time you exit Outlook, click **File** tab, click **Options**, in **advanced** category, click **Empty the Deleted Items folder upon exiting** option.
- To empty contents of Deleted Items folder manually, right-click **Deleted Items** folder and click **Empty 'Deleted Items' Folder**



Archiving Messages

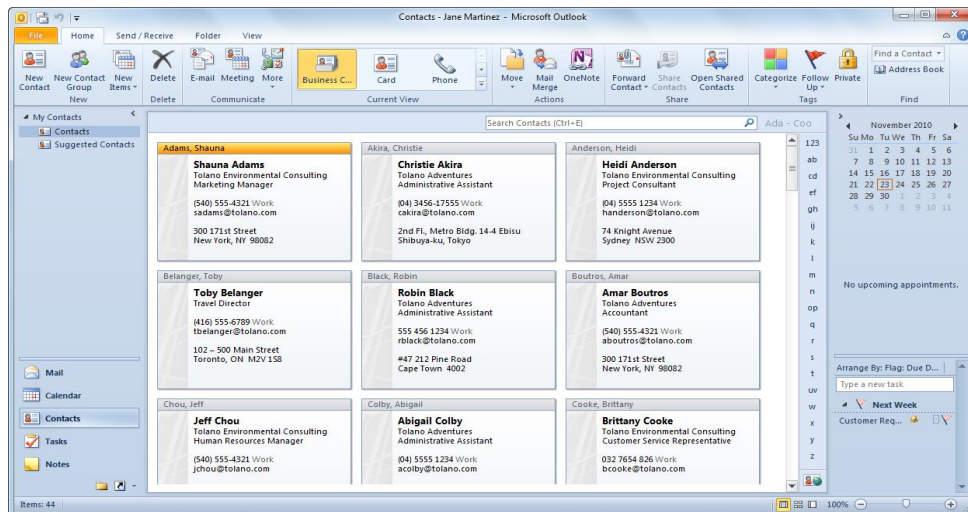
- Keep all messages but stored in separate file
- Can click archive file to refer to older message
- To archive messages any time manually, click **File** tab, with **Info** category selected, click **Cleanup Tools** and then **Archive**
- After setting options for archiving process, status bar displays 
- On completion, *Archive Folders* appears in Navigation Pane
- To automatically archive items, click **File** tab, click **Options**, in the **Advanced** category, click **Auto Archive Settings**



Working with Contacts

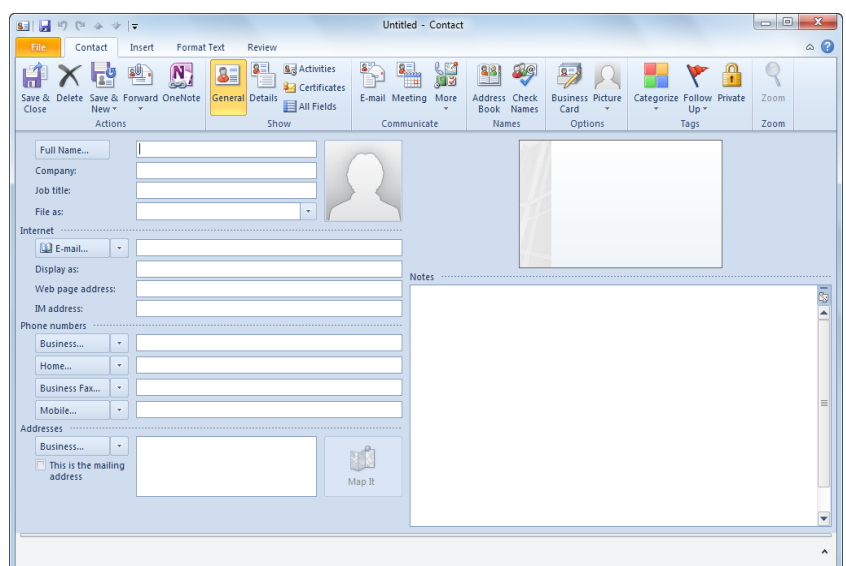
The Contacts feature work as an address book. You can use it instead of spending time trying to remember and type in someone's e-mail address.

- To access Contacts feature, click Contacts group



Adding a Contact

- To create **new** contact, select **Contacts**:
 - On **Home** tab, in **New** group, click **New Contact**
 - On **Home** tab, in **New** group, click arrow for **New Items**, click **Contact**
 - Press **Ctrl** + **N**

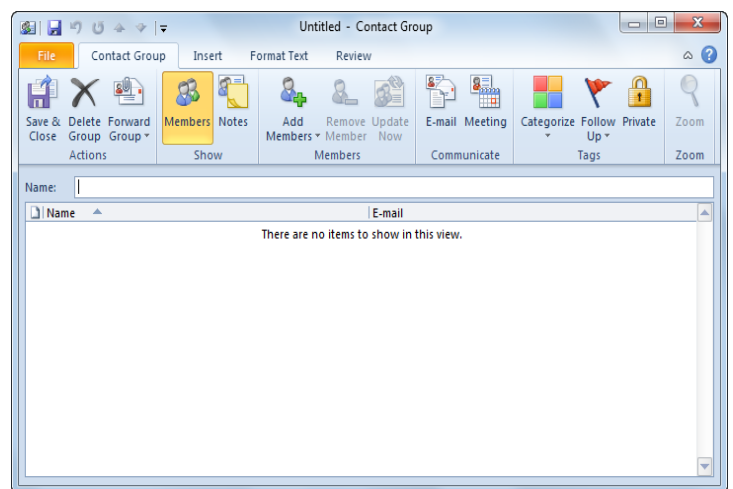


- When finished entering information, to save contact:

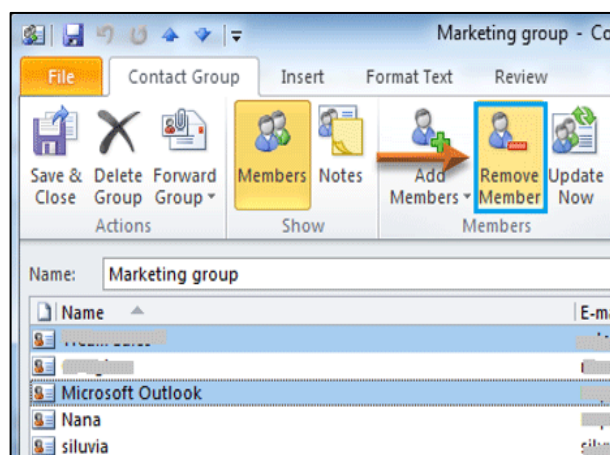
- To save this contact, on **Contact** tab, in **Actions** group, click **Save & Close**
- To save contact and enter another, on **Contact** tab, in **Actions** group, click **Save & New**
- To save contact and enter new one at same company, on **Contact** tab, in **Actions** group, click arrow for **Save & New** and click **Contact from Same Company**.

Using Groups

Contact Group is an address list containing group of people you send messages often to them.



- To create Contact Group:
 - On **Home** tab, in **New** group, click **New Contact Group**
 - On **Home** tab, in **New** group, click arrow for **New Items**, click **Contact Group**
 - Press **Ctrl** + **Shift** + **L**
- Once group created, can add or remove members



Deleting Contacts or Groups

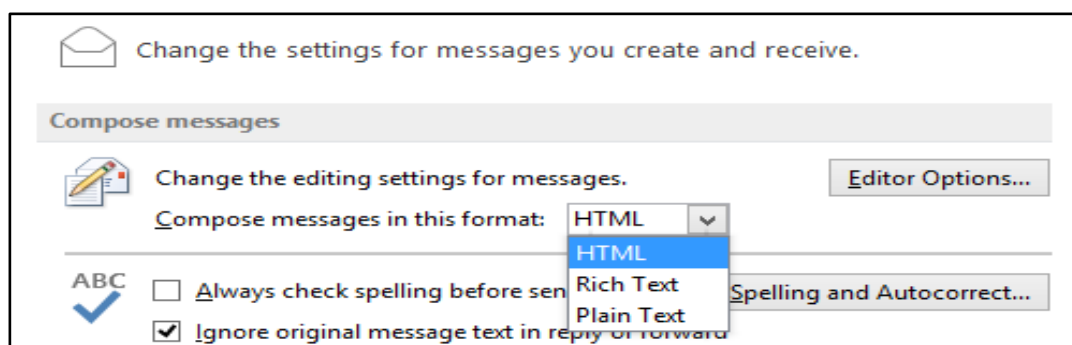
- When contact no longer needed, delete from list
- Cannot recover deleted group from Deleted Items folder
- To delete contact or group in the Contacts Pane, select contact or group:
 - On **Home** tab, in **Delete** group, click **Delete**
 - Press **Delete**

Maintaining Outlook

Changing the Mail Format

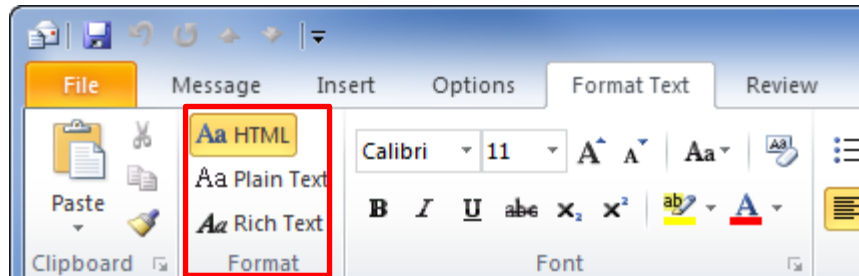
Outlook displays the contents of message in a format that easy to read.

- Could be HTML or Rich Text as both formats display text formatting
- Control mail format for all new messages by changing default options in **File, Options**, and in **Mail category**, choose **format** from **Compose messages**

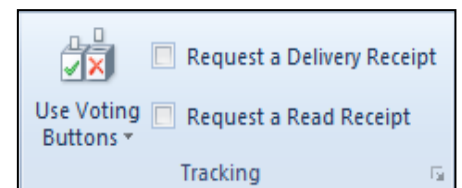


- To change mail format while creating message, click in message body area; on **Options** tab, in **Format** group, click mail format to use.

Tracking Options

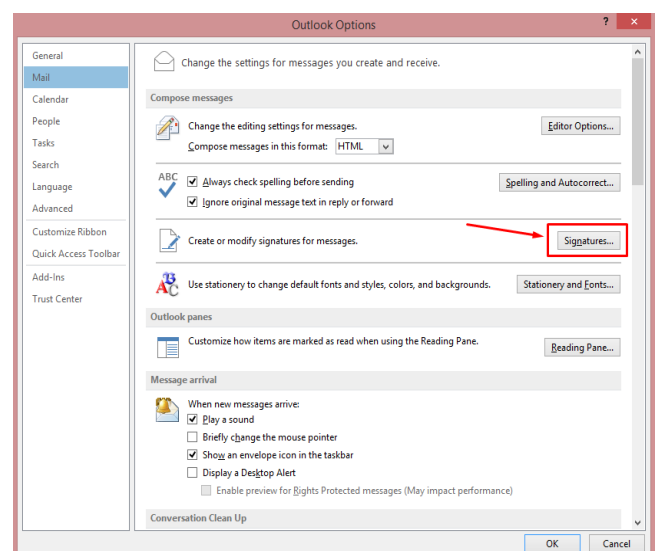


- Can set Outlook to send notices when message received or read by others
- To set receipts for every message you send, select **File**, **Options**, and in **Mail** category, click items from **Tracking** area
- To set receipts for message, in new message window on **Options** tab, in **Tracking** group, select tracking option to use.
- Recipient's e-mail system may not be able to track e-mail messages, and hence may not send notices

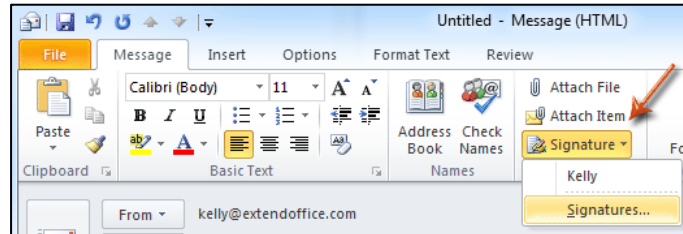


Using Signatures

- Piece of text that automatically appears when you create new message
- Can create as many signatures, but only one set as default
- To create signature, select **File**, **Options**, in **Mail** category, in **Compose messages** area, click **Signatures**



- Can enter as many signatures as need
- To choose different signature in new message, on **Message** tab, in **Include** group, click arrow for Signature, and click **signature** to use



Sending Out-of-Office Notices

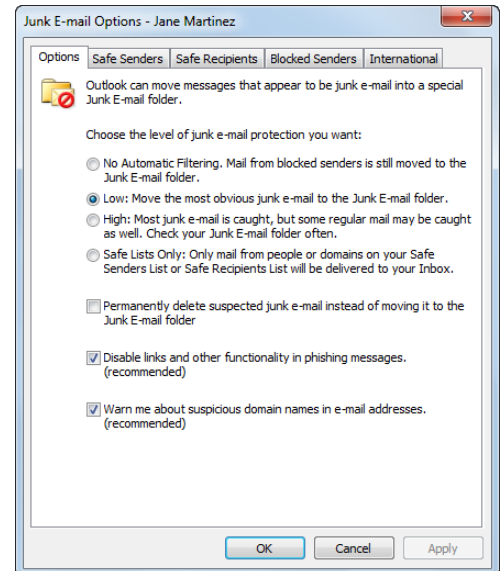
- As business practice and courtesy, if away from office, send message in advance to those you deal with regularly
- Out-of-office notices should provide details regarding dates you are away and who is handling your work during absence
- Some e-mail programs and mail servers provide option to send out-of-office response automatically to anyone who sends you e-mail during this time.

Staying Up to Date

- If Outlook installed on computer and PDA, can stay up to date with all messages on both devices.
- Use synchronization feature available in Outlook.
- New computing devices enable you to synchronize from different Outlook modules to the device.





Blocking Messages

- Use Junk E-mail feature to reduce number of junk messages you receive.
- To block messages from e-mail address, on **Message** tab, in **Delete** group, select **Junk, Junk E-mail Options**.
- Can add or remove items using **Edit** or **Remove**



Review Questions

1. The Reply function enables you to send a message to all recipients of the original message.
 - a. True
 - b. False

2. Which symbol appears in Outlook to indicate there is an attachment included with the message?
 - a) 
 - b) 
 - c) 
 - d) 

3. Adding a contact helps to reduce the amount of time spent entering e-mail addresses in messages.
 - a. True
 - b. False

4. A group is a distribution list consisting of names from your contact list so you can send messages to everyone in this group instead of having to type each name individually.
 - a. True
 - b. False

5. Which option would you use to prevent spam messages from being delivered to your Inbox?
 - a) Security Issues
 - b) Junk E-mail
 - c) Block Spam
 - d) Mail Format

Unit 8: Using the Internet

Lesson 44: Getting Started

Objectives

- what the World Wide Web is
- what a Web site is
- what a Web browser is
- identify standard elements on a Web page
- recognize different Web site types
- understand some common terminology

Understanding the World Wide Web:

- **The Internet** is a worldwide collection of networks that connects many smaller networks connected together.
- The **world wide web** (WWW), or **Web**, consists of a worldwide collection of electronic documents. Each electronic document on the Web is called a **Web page**, which can contain text, graphics, audio(sound), and video.
- **Web server** stores or hosts the websites created by company or person and deliver requested web pages to your computer.
- **Web site** is collection of pages containing information about company, person, product, or service which stored on a Web sever.
- To view Web page, you need web browser to help access information by displaying pictures, text, and animations using “point and click”.
 - Web browser is application software that allows users to access and view Web pages.
 - The more widely used Web browsers for personal computers are Internet Explorer, Netscape, Mozilla, Firefox, Opera, and Safari.



Looking at Web Pages:



1 URL 2 Navigation Bar 3 Picture 4 Field 5 Hyperlink

The first page that a Web site displays called **Home page**.

The elements available on Web pages:

URL: Uniform Resource Locator an address bar that shows the web address of the page you are on. To go to a different page, you can type an address in the address bar and then press Enter Key.

Navigation Bar: May contain navigation bar on left side or top of page, or called site map.

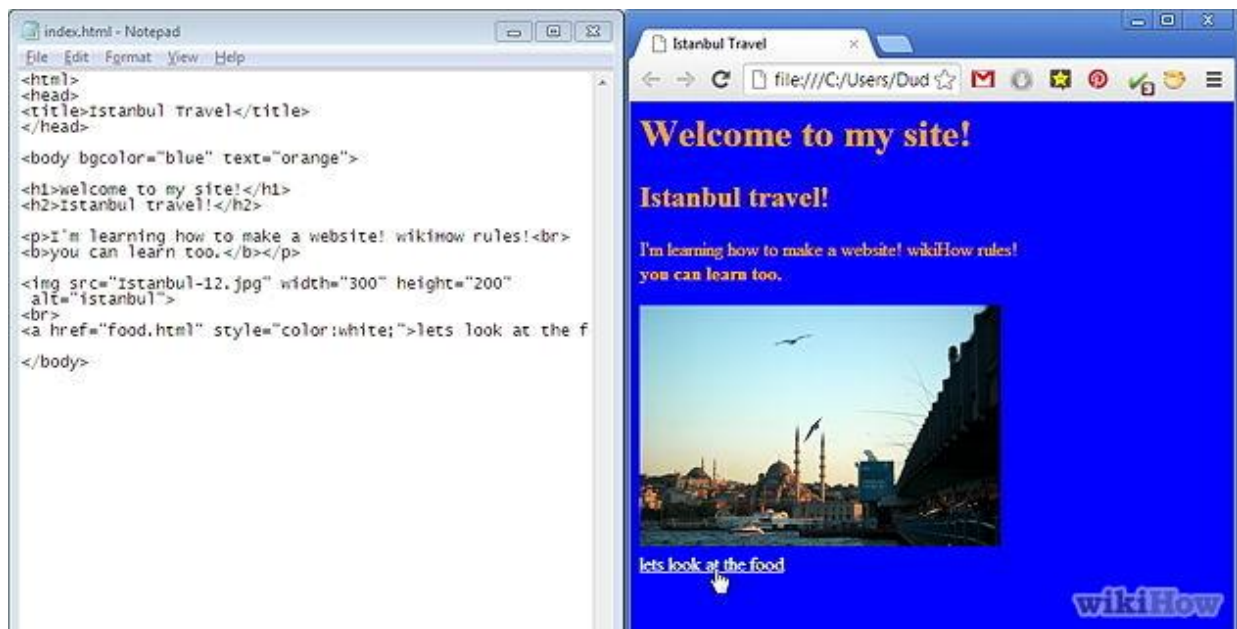
Picture: Can contain pictures which can be static or dynamic.

Field: Forms with fields or blank spaces where you can enter information.

Hyperlink: Text or graphic with URL “embedded”;  indicates link.
Button: Interactive graphic that performs action when clicked.

Web pages stored on a Web server are simple text files with no formatting or images. The designers of Web pages use a variety of techniques to develop Web pages. These include some of the languages. Most Web pages are written in HTML (Hypertext Markup Language) with tags that indicate how the pages are displayed in a browser window.

- HTML (Hypertext Markup Language) is the language used to format documents for display on the web.

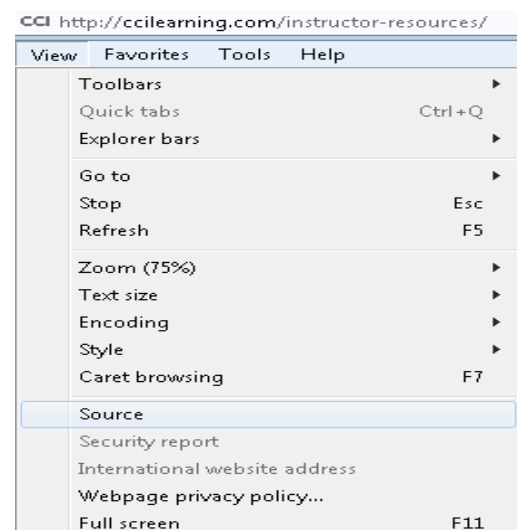


(portion of HTML program)

You can see the HTML code for a Web page by clicking View on the browser menu bar and then clicking Source, Source code, or Page Source on the View menu.

Any data used from Web pages is called eXtensible Markup Language (XML) content

XML separates the web page content from its format, allowing Web programmers to create one version of Web site and the content can be formatted to display




appropriately on various devices. Using HTML, a programmer must create three separate Web sites, with special coding for each device (Notebook computer, PDA and Smart Phone).

XML differ from HTML that HTML was designed to display data and to focus on how data looks. XML, by contrast, was designed to describe data and to focus on what data is.

When the browser receives a Web page from server, it first format the text using HTML instructions included on the page. Pictures and multimedia files take longer to arrive from the server and usually appear on the page after it has been formatted because of these picturesand multimedia files are not part of the page but are stored separately on the server. The Web page only contains “placeholders” where the pictures will be inserted.

All Web browsers contain button to quickly return to default home page.

In Internet Explorer, the Home button appears as  in the toolbar.

To go to Web page or site other than home page, URL must contain path to particular file, as in the following example:



You can access website by entering its Internet Protocol (IP) address into URL field. Every Web sites has a unique IP address, which consists of numbers in the 100.11.100.100 format. These numbers represent the path or address to this Website just as the URL does. Most companies make their Web sites accessible by name because most people rember words more easily than numbers.

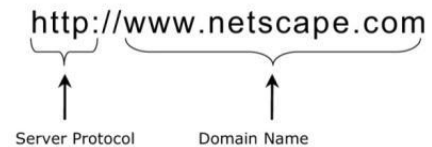
Using the Uniform Resource Locator (URL)

A web page has unique address, called a URL (Uniform Resource Locator) or Web address. For example, the home page for the Weather

Channel Web site has <http://www.weather.com> as its Web address. Many Web page addresses begin with http://.

- Http (Hyper Text Transfer Protocol), is a protocol for your computer to send the request that the Web server can understand how to respond to your request.

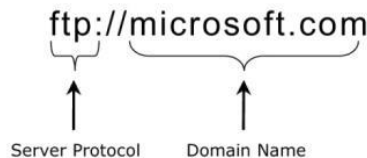
Most browsers and Web sites do not require the http:// and www portions of the Web address. For example, typing weather.com instead of the entire address, still accesses the Web site.



Web browser communicates with any server connected to Internet depend on what uses protocol portion of URL.

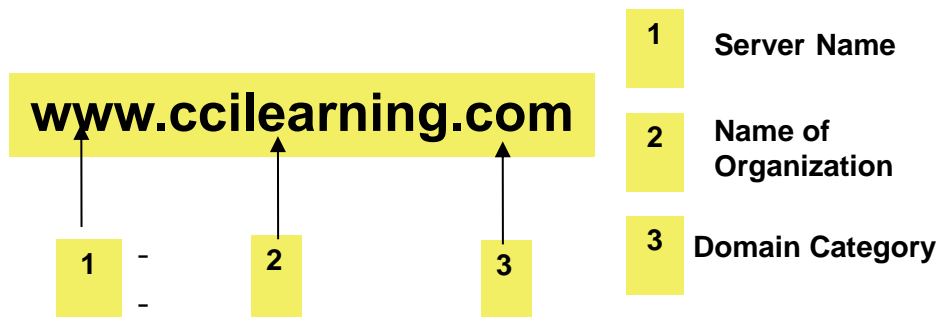
For

example:



- FTP(file Transfer Protocol) is an Internet standard that permits file uploading and downloading with other computers on the Internet.
- An FTP server is a computer that allows users to upload and/or download files using FTP.
- An FTP site is collection of files including text, graphic, audio clips, video clips, and program file that stored on an FTP server.

Identifying Web Site Types:



- **Server Name:** Identifies server type (www indicates a Web server)

- **Name of Organization:** Identifies organization owning server
- **Domain Category:** Identifies server's information domain

Common domain categories and types of Web sites:

- .com Commercial site where organization is selling service or product
- .net Another type of commercial Web site, usually managed by ISP
- .edu Educational institution
- .gov Government agencies
- .org Non-profit organization

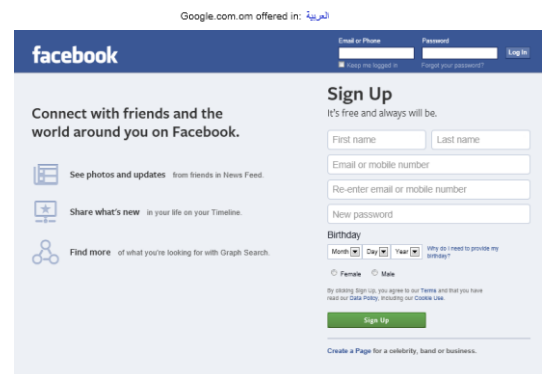
Domain categories sometimes identify country where Web site hosted. For example: www.philips.com.au is the domain for philips Australia.

Identifying Web Site Types:

“Search sites”: The most popular Internet search engine is Google.



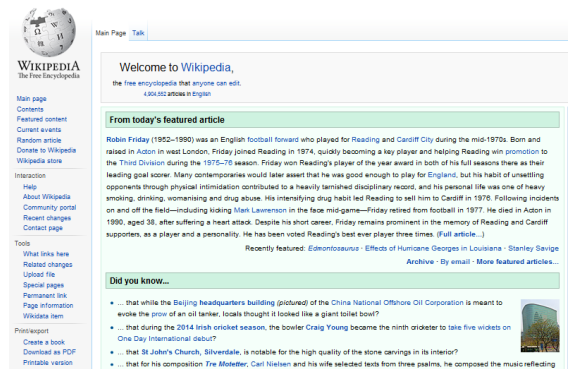
“Social networking sites”: This is new kind of websites which people use to exchange views with friend and to make new friend online.



“Blogs”: A blog, short for Weblog, are online journals where people can “share” information, opinions or ideas on certain topics.



Wiki site is a websites designed to allow visitors to use their browser to add, edit, or delete the site's content. Wikis are often used to support collaborative writing in which there is a community of interested contributors. Wikipedia is one of the most popular wikis.



Web portals is a website that offers a variety of Internet services from a single location. It offer the following free services: search engine , e-mail , sports and weather, shopping online, news, sports and weather.



Identifying Other Web Page Elements:

ActiveX	Programming tool that enables Web designers to include interactive applications in Web pages such as present animation, display graphics, provide interactive games, and much more.
Cookies	Data files that are stored on hard drive from websites you have visited.
Digital Certificates	Depend on encryption technology and used to identify parties in e-commerce transaction as valid.
Encryption	Ensures unauthorized individuals not able to obtain personal or financial information you submit with order.
FTP	Send large file via File Transfer Protocol site; type of storage location.
Podcast	Personal On Demand broadCast is recorded audio stored on a Web site that can be downloaded to a computer or portable digital audio player such as iPod.
Really Simple Syndication (RSS)	Uses to distribute content to subscribers. It is Similar to mailing list you might subscribe to, using that site's "RSS feed"; information distributed in standard XML format to view it in various programs, including e-mail. News Websites use RSS to publish headlines and stories.

Secure Socket Layer (SSL)	Public key scrambles text to make it unreadable; other party applies private key to encrypted file to unscramble and convert to original document. SSL requires the client have a digital certificate. Once the server has digital certificate, the Web browser communicates securely with the client. Web addresses of pages that use SSL typically begin with https, instead of http.
Web Cache	Cache on Web is way to increase speed you can access files on Internet by reducing bandwidth usage and server load.

Review Questions

1. An example of why you might want to restrict access to certain aspects of the Internet could be to:
 - a) Control where students or young children can go when online
 - b) Control where employees can go when online
 - c) Prevent downloading of files
 - d) Any of the above
 - e) a or c

2. When you create personal documents on a computer at school or work, the documents belong to you.
 - a. True
 - b. False

-
3. In addition to checking with the school administrator as to how you may use a school computer, where else could you check?
- a) The school library or librarian
 - b) Reference books about computer use
 - c) Your parents
 - d) Your lawyer
 - e) Any of the above
 - f) a or b
4. What are some ways you can protect your privacy while online?
- a) Do not fill in any forms where you may not be interested in getting information from the company.
 - b) Use an alias when on public forums or blogs.
 - c) Do not check the option to receive information from marketing partners of the company.
 - d) Any of the above
 - e) a or b
5. What are some ways you can share your information with others?
- a) Volunteer to teach someone about computers.
 - b) Volunteer to help at a telethon by inputting data such as names and donation amounts.
 - c) Provide technical support for family members.
 - d) Any of the above
 - e) a or c

Reference

<http://stylecaster.com/best-free-blog-sites/>

<http://www.wikihow.com/Image:Create-a-Simple-Webpage-Using-Notepad-Step-12.jpg>

<https://www.apicasystem.com/wp-content/uploads/2014/08/web-browsers.png> (Web browser page)

Unit 8: Using the Internet

Lesson 45: Using a Web Browser


Objectives

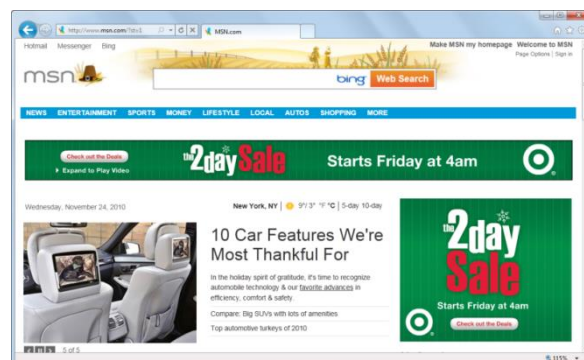
- starting Internet Explorer
- navigating around the Web browser
- entering a Web site address
- refreshing a Web page
- navigating around a Web page
- using hyperlinks
- working with bookmarks
- checking the history

Using Microsoft Internet Explorer

To access web resources, you need special application software called **a web browser**. **Web browser** is application program designed to help user access information by displaying pictures, text, and animation in an interactive manner. To view web page you need to use a web browser such as Internet Explorer, Mozilla Fire Fox, Safari, Opera or Google chrome.

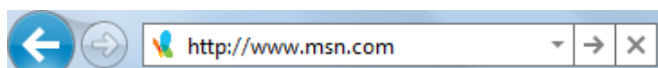
To start Internet Explorer:

- Click **Start**, point at **All Programs**, then click **Internet Explorer**
- Click  **Internet Explorer** in taskbar



Using the Address Field

Use Address bar to locate resources on World Wide Web.




Address:


Displays Web site currently being viewed or enter address for different site; use arrow to view and select from list of sites previously visited.

Refresh/Go:

Click  to re-display or refresh contents of Web page.

Click  after typing in Web site address to go to that site.

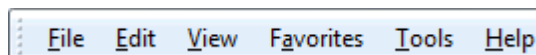
Stop:

Click  to halt downloading of information for Web page.

Using the Menu Bar

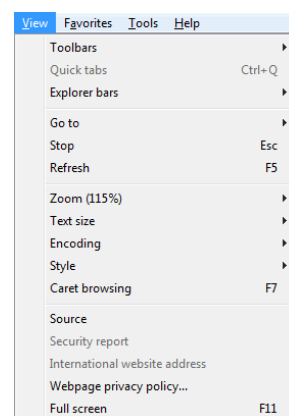
Menu Bar is a list that handy to locate specific commands not commonly used. By default, Menu bar does not appear, but you can turn it on:

- Press **(Alt)** or **(F10)** to display menu whenever you want menu command.



-To select or activate commands:


- Press **(Alt)** or **(F10)** and underlined letter for menu, then press underlined letter for command
- Point and click menu choices
- Use keyboard shortcut for command



Using the Tabs


Tabs allow you to have more than one web page at the same time. In each tab you can open a separate web page and easily can switch between them by clicking on the tab.

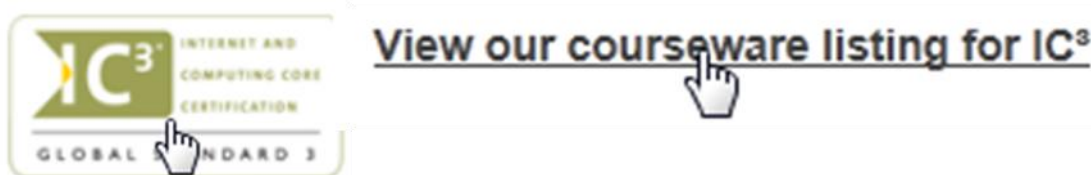
To create new tab:

- Click  (**New Tab**)
- Press **ctrl +T**
- right-click active tab and click **New tab**
- If menu bar displayed, click **File** and click **New tab**

To remove tab, click  (**Close Tab**) in that tab

Understanding Hyperlinks

Hyperlink or link connects you to other documents containing related information –text files, graphic images, audio, and video clips. Links may not immediately appear visible on screen until you point mouse on them, if cursor changes to  , this is hyperlink.




Click item to jump or link to another page in Web site or different Web site, may open new window or tab to display new Web page or Web site.

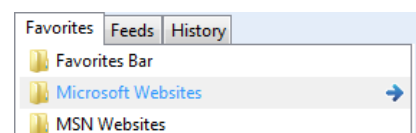
Working with Favourite

Favorite button allows you to save sites that you frequently visit, but you don't want to remember the URL each time. It can be called bookmark. You can share your favorites with others online such as social networking sites, where you save the bookmarks and then apply keywords for that bookmark. This is known as social bookmarking and works like resource center where people can find addresses for sites devoted to particular topics.


To display Favorites Center:

- Click  **(View favorites, feeds, and history)**
- Press **[Alt] + [C]**

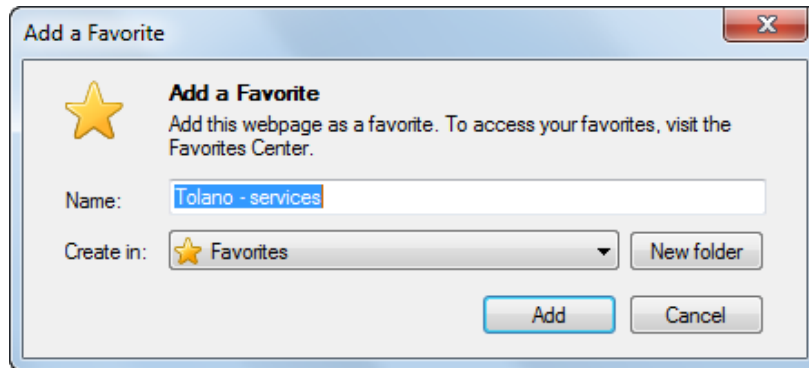
You can organize bookmarks into folders, move or remove them. Also, you can Expand or collapse folders by clicking folder. It can have Web browser place each link in folder as separate tab by clicking arrow next to folder.



You can try bookmarking a few websites. To add Web site to list of favorites:

- Click  **(View favorites, feeds or history)** and click **Add to favorites.**
- On Menu bar, click **Favorites** and click **Add to favorites.**

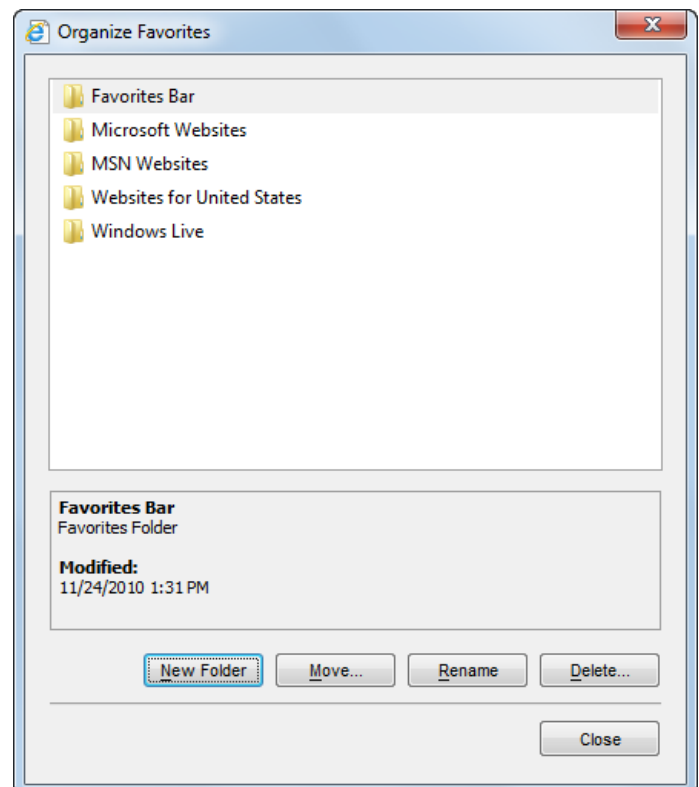
- Press **CTRL + Z**.



To access Web site, click it in Favorites list.

To organize Favorites Center:

- Activate Favorites Center and drag link to new location
- Activate Favorites Center, click arrow for **Add to favorites**, click **organize favorites**.
- Activate the Menu bar, click
- **Favorites**, click **Organize favorites**



You can then choose options to reorganize list of favorites.

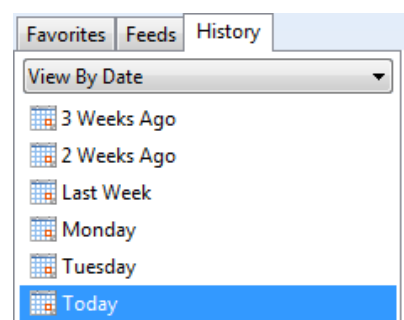
When dragging link to new location, black line appears as guide to where to place link.

Checking the History

Sometimes, you may need to return to view the contents of a page but you can't remember the website address that you last visited. The web browser has a history tool that helps you to find recently visited site. To display history, activate Favorites Center and click **History** tab.

You can also click arrow for **View by Date** to choose different view option for sites visited:

- To go to site, click site link
- To see other pages for that site, right-click link and click **Expand (to show more items inside)**.
- To collapse (**hide the items**) list of pages for site, click site link.



To delete site from list, right-click link and click **Delete**. **While**, to delete entire history:

-Click  , click **Safety**, and then click **delete browsing history**





On Menu bar, click **Tools** and click **Delete browsing history**.

Review Questions

1. Use the Address field to enter the Web site address that you want to visit.

- a) True b) False

2. Which button would you use to refresh the page on your screen?

- a) 
b) 
c) 
d) 

3. Why would you want to create a new tab in the Web browser?

- a) To view the contents of a Web page in a separate window
b) To bookmark a Web site
c) To edit the contents of the Web page in the first tab
d) To keep the display of the Web page in the first tab
e) Any of the above
f) Either a or d

4. What is a bookmark?

- a) A paper clip symbol that you can assign to a Web site to mark your place.
- b) An addition to your Favorites list so you can quickly return to this site.
- c) A link that you can set up on the Web page to go to your home page quickly.
- d) A link you can use to access help.

5. Why would you want to check the history of Web sites visited?

- a) To find a Web site of interest you visited before
- b) To see what sites other people are interested in
- c) To access Web page information entered by others
- d) Any of the above

References

1. [HTTP://www. Inconarchive.com](http://www.Inconarchive.com)

Unit 8: Using the Internet

Lesson 46: Using Information From the Web

Objectives

- Retrieving Information from a Web Page
- Using Copy and Paste
- Printing a Web Page
- Downloading Information
- Customizing the Web Browser
- Identifying Common Web Browser Errors

Retrieving Information from a Web Page

Occasionally you may want to use information or picture you find on Web site, Perhaps to complete an essay or proposal. There are many ways to obtain information; the most common method is to copy information from Web site and paste into document. To make copy of picture on Web site, right-click picture, click **Save Picture As**, and choose location to store picture.

Copyright means all material on Web site is protected and belongs to its creator; the creator may be the Web site owner or may have purchased rights to use that content. Most sites have e-mail link where so that you can ask permission to use text and graphics on that site. State clearly how you intend to use information and, even when you have permission, remember to attribute work to creator or Web site owner. The only exception is if information truly belongs to you or your company.

Using Copy and Paste

To copy and paste from Web pages, use the same procedure as with application software programs. Information can be copied from Web page and pasted into any application programs such as Word, Excel, PowerPoint, and Notepad. You must select item prior to activating commands.

To copy selected items from a Web page, use one of the following methods:

- On the Menu bar, click **Edit** and then **Copy**.
- Press **Control + C** key, or
- Right-click the selected item and then click **Copy**.

To paste the selected items into your document in another application, open the application with the document and then use the appropriate Cut, Copy, or Paste command in that application.

Exercise

Try to add sites to your favorite's center by the following steps:

1. In address field, type: www.monster.com and press **Enter**
2. Click add to favorites ,type: Monster as the name and then click **Add**

The web site has been added to your list of favorite sites.

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London United Kingdom
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tel: 032 7654 826
fax: 032 7654 974

Sydney Australia
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NSW 2300
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fax: (04) 9272 6547

Cape Town South Africa
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fax: 555 456 5422

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fax: (04) 3456-17432

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Toronto ON Canada 102-500 Main Street M2V 1S8 tel: (614) 555-6789 fax: (614) 555-6514	Sydney Australia 74 Knight Avenue NSW 2300 tel: (04) 9272 1234 fax: (04) 9272 6547	Shibuya-ku Tokyo Japan 2nd Fl., Metro Bldg., 14-4 tel: (04) 3456-17555 fax: (04) 3456-17432

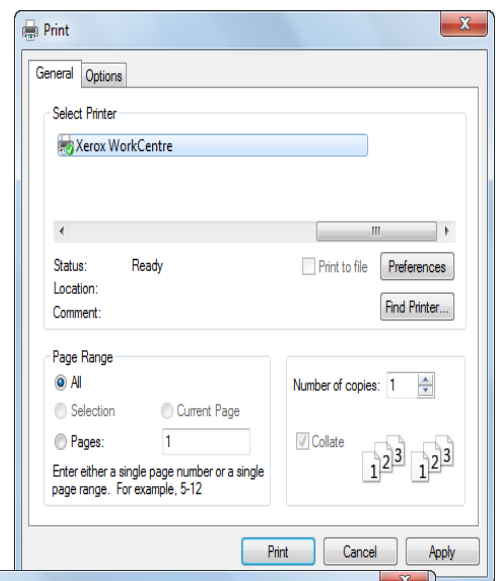
Printing a Web Page



You can also print a Web page. To print Web page:

- Click , click **Print**, then click **Print**
- On menu bar, click **File** and click **Print**
- On Command bar, click  (Print) button or
- Press **Ctrl** + **P**




Depending on how Web page designed or what print engine being used by Web browser, hard copy may be missing certain elements visible on screen.

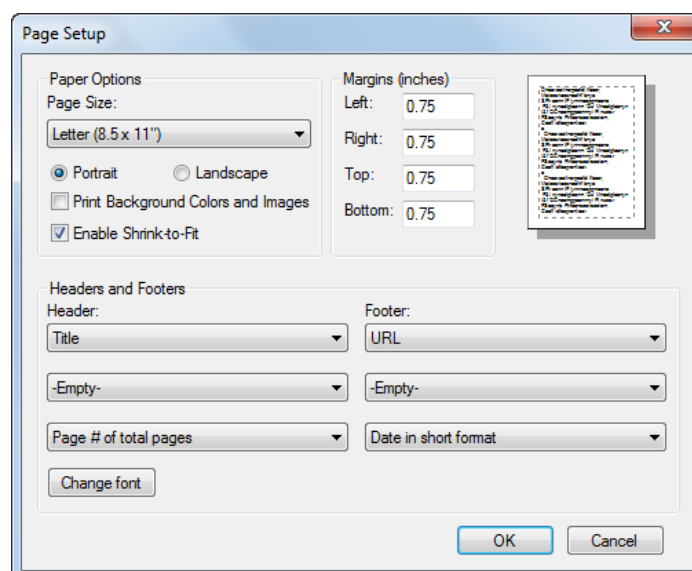
To avoid this, use Print Preview to see how Web page may appear on paper.
To preview Web page:



- Click  , click **Print**, then click **Print preview**, or
- On menu bar, click **File** and click **Print preview**, or
- Click **down arrow** for  (Print) then click **Print preview**.

A toolbar is available in preview to control **how page prints**. You can change setup of page for current printer to adjust how page will print. To change page setup:

- Click  , click **Print, Page Setup**
- Select **File** and click **Page Setup**
- Click down arrow for  , click **Page setup**
- click  (**Page Setup**) on Print Preview toolbar
- To print portion of page, select portion of page, then **Print** command, and click **Selection** option in the Print dialog box.



Exercise

1. Ensure the favorite's center is open and then click the history tab.
2. Click today. (**You should now see a list of all sites visited today**)
3. Click the arrow for the **view by date** drop-down.
4. Click view by sites (Note: how the history list appear. The number

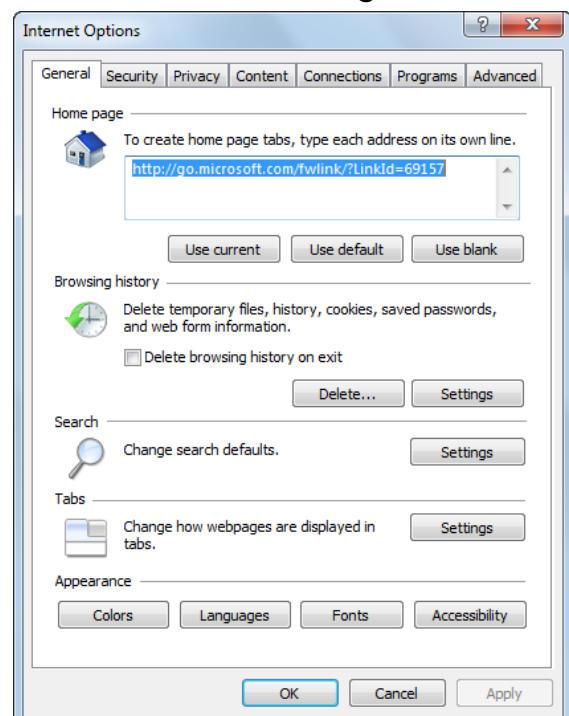
Downloading Information

Downloading refers to process of copying file from another computer using the Internet to your computer. You can download from the internet include music files, software programs, data files. Try to keep following points in mind:



- Use separate folder to store all downloaded files
- Always choose to save file to designated folder; can install later
- Always run virus scan on downloaded file before installing it!
- If downloaded file comes with ReadMe text file, be sure to read it prior to installation or use
- Video played or streamed on Web site is being downloaded from Web site owner's Web server

Customizing the Web Browser

Every Web browser comes with features that allow you to customize it.




To change or customize Internet Explorer:

- Click , click Internet options
- On Menu bar, click Tools, Internet options
- On Command bar, click , Internet options

General tab: change home page for Web browser and perform basic management of files from sites visited

Browsing history: delete information that might be gathered by spammers

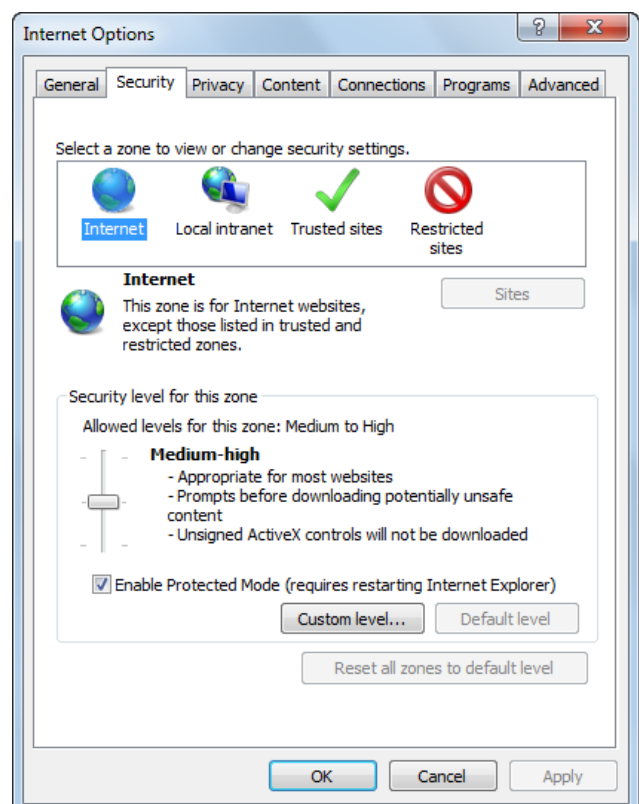
Deleting history prevents spam harvesters from finding sites that match marketing criteria; the disadvantage is that you may lose an interesting site address you did not bookmark. You can also delete the entire history using one of the following methods:

- Click , click **Safety**, then **Delete browsing history**.
- On Menu bar, click **Tools**, then **Delete browsing history**.

The Security tab helps set which options you can see while on Internet such as ActiveX or JavaScript; both of these may contain viruses that can harm your computer.

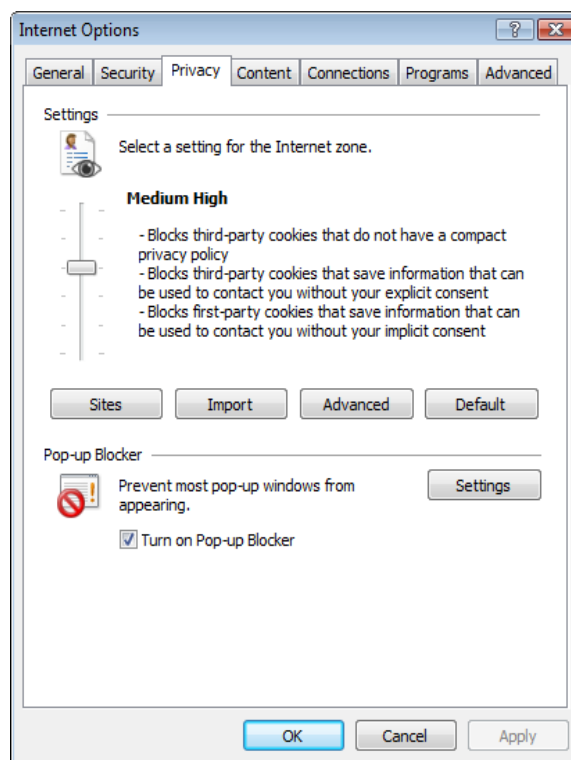
If security set too high, you will not be able to view or download certain files, and some animated or media elements on Web page may not display.

Be sure to check with network administrator (or someone



familiar with security settings) before making changes to ensure you can see or activate items.

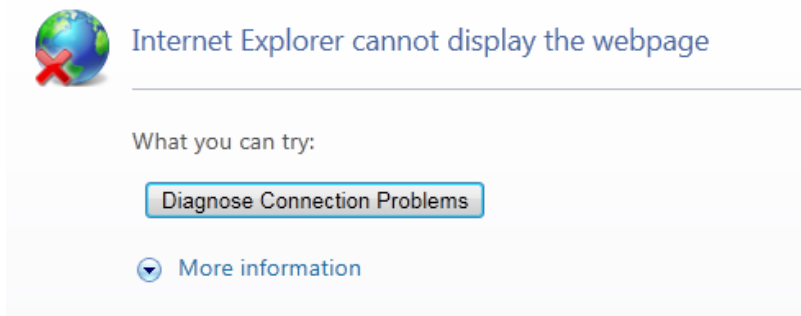
The **Privacy** tab can help decide how much information is gathered or harvested from your system. Do not set for anything lower than Medium, if high gives the most protection against cookies that are designed to provide marketing information to other Web sites. Check with network administrator or someone familiar with this option before making any changes.





Identifying Common Web Browser Errors

Occasionally error messages may appear when you try to navigate to a Web site. Some error messages are simple errors such as typing Web address incorrectly or using wrong country domain. Other errors may be result of how Web browser set up for viewing items such as ActiveX, video, downloading, and so on.

Example: check Internet is working or if Web site does not exist



Cannot read or view content; Some instance where you may have problems reading the screen due to different language or font or color scheme too difficult to see items. It could be page is slow to download or if interrupted during download. For example:  indicates picture not available for this page.

For large downloads, use  any time to stop delivery if content taking long time or if only able to see part of content.

Different Web Browser Versions

Another reason you may not be able to view the content of a Web page if using older version of Web browser, some components may not appear on Web page. Most Web designers create Web pages using version most users have installed or minimum version needed to display elements at time of construction.

Plug-in Programs

A plug-in is a program that can be downloaded to view or play file created in that program without having to buy the program. Another item you may need to download ActiveX before viewing or running specific content, which is a type of program that enables specific components to work such as downloading a file or program from a Web site.

Pop-ups



A common message that may appear on your screen is if something was blocked from displaying:

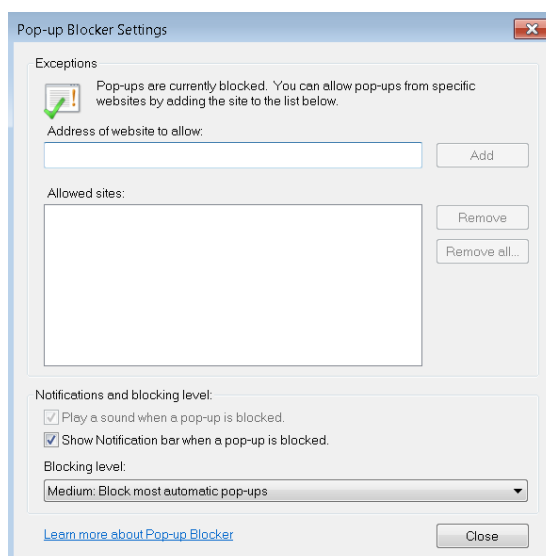


A pop-up usually appears as separate window with advertising; it is not dangerous to system, but annoying. The more places you visit on the internet, the more likely you are to see pop-up ads. When information window appears across bottom of Web page, click button to display options to deal with pop-ups on this site.



To change settings for how pop-ups appear:

- Click information window, click **Options**, and click **Settings**.
- Click , click **Internet options**, click **Privacy** tab, then **Settings**.
- On Menu bar, click **Tools**, click **Pop-up Blocker**, and click **Pop-up Blocker settings**.
- On Command bar, click , click **Pop-up Blocker** and click **Pop-up Blocker Settings**.



Security Issue

Use caution when navigating to different Web sites as there is no agency policing Internet. A common tactic used by internet is called **Phishing**. For Example : you are getting e-mail with link to Web site representing financial institution by clicking link you are sending your information. Another common security issue is called **website Spoofing** that fake Web site that appears almost identical to genuine Web site offering deal that seems too good to be real.

The best way to avoid these types of activities is to not respond at all, and mark as junk mail, or work with ISP to create list of e-mail addresses to block.

Review Questions

1. What is the most common method of retrieving information from a Web page for use in a Word document?
 - a) Copy and paste the text or images
 - b) Export the text or images
 - c) Print a copy of the Web page
 - d) Any of the above
2. What does downloading refer to?
 - a) The ability to copy information to another computer
 - b) The ability to copy information from another computer to your computer
 - c) The length of time it takes to display the Web page on screen
 - d) The way the Web page was designed to display on screen
3. You should delete contents in the Temporary Internet Files area occasionally to manage and protect yourself against others seeking information about where you have gone on the Internet or your interests in general.
 - a. True
 - b. False

4. What should you consider before customizing the Security or Privacy tab?
 - a) Whether to speak to the network administrator about what changes should be made
 - b) How low or high the settings should be, based on what you want to see
 - c) How much maintenance will be required if you change these options to Low
 - d) Any of the above
 - e) a or b

5. Which security issue may involve receiving an e-mail asking you to sign on to a site to update your personal information?
 - a. Phishing
 - b. Spoofing

Reference:

- 1- Basic Computing Skills, Approved by SQU, Collage of Science.
- 2- GLOBAL SKILLS

Unit 8: Using the Internet

Lesson 47: Searching for Information

Objectives

- find items on the Internet
- search for an item on a specific Web site
- use a search engine
- narrow the search using a search engine

Finding Items on the Internet

Millions of Web servers worldwide are connected via Internet. On average, each server hosts one thousand or more web pages.

No organization monitors information on Internet, which mean you will find both good and questionable information there. Use your own discretion to determine what is appropriate viewing or what information is valid.



One of the main purposes of a creating a Web site is to share information with others. To find information from any of the following types of Web site, use the **search field** provided on the site. This field is usually across the top or left of every page:

- Business web sites: pages describing company and its products or services, as well as feedback or online purchases. Depending on the business, there may also be pages with interactive and entertainment areas.
- Government web sites: pages for each department, and additional pages with links to files or forms for download, or lists of resources and contacts to other organizations that deal with this government agency.
- Social networking sites: Enable those who sign up to share photographs, games, and videos, chat online, post simple messages.(e.g. Facebook)
- Weblog sites: allow individual to enter comments or information for specific topics. These sites provide an easy way to create or modify content and share it.

- Wiki sites: sources of information and provide tools where individuals add or change information on that site (e.g. Wikipedia)
- Multimedia sites: allow individual to upload photos, podcasts, videos, etc. (e.g. YouTube).
- News feed sites: distributes press releases as stories occur rather than at set times on television, radio, or in print.
- Reference: links on individual Web sites or part of search engine. Many of the aforementioned types of web sites include a page with links to other pages or sites providing information on the same topic.

Also consider **traditional** sources when researching information such as the public library or a local university.



Searching a Specific Web Site

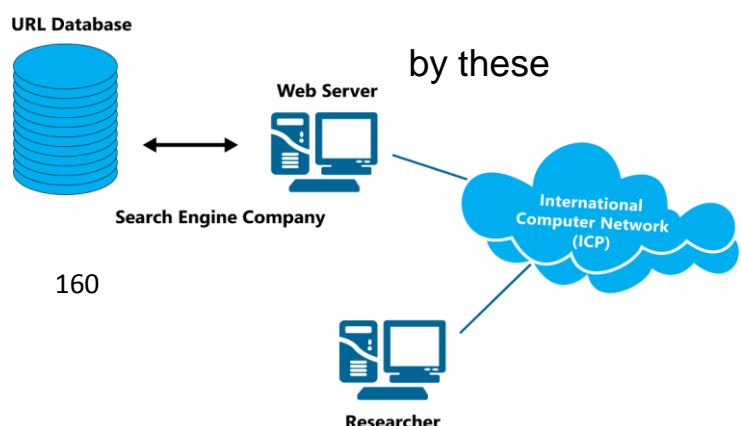
One of the fastest ways to search for information is to use the **search engine** or **search field** on particular Web site.

Any criteria you enter in a particular Web site's search field provide results from this Web site **only**. The location of search field varies from site to site, although it is generally near the top of Web page.

Using Search Engine Technology

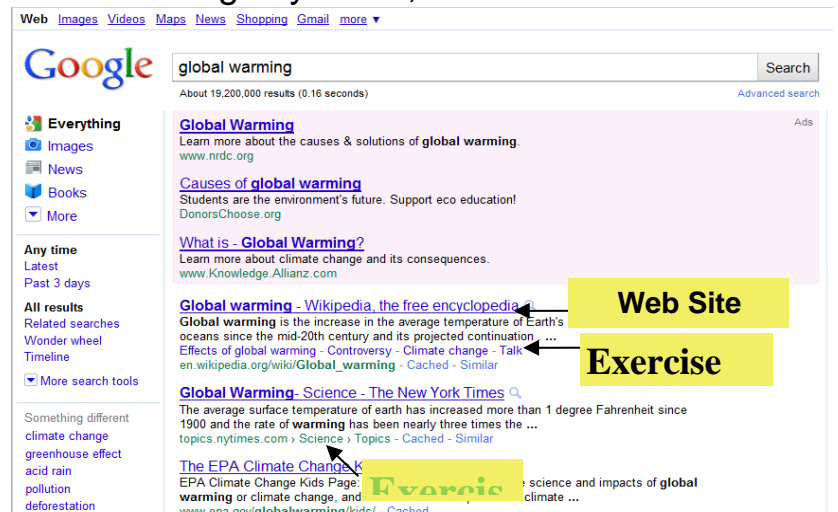
A search engine web site Specializes in making it easy to find information on a topics anywhere on the Internet (e.g. Google[™], Ask[®], Bing[™], Yahoo[®]).

Although the services provided companies vary, they all use similar technology. The search engine consists of database of



Internet URLs. Each record in database includes **URL**, **short description**, a **title**, **keywords**, and other site information. Users access the URL database via the company's web site, as shown in the diagram at right.

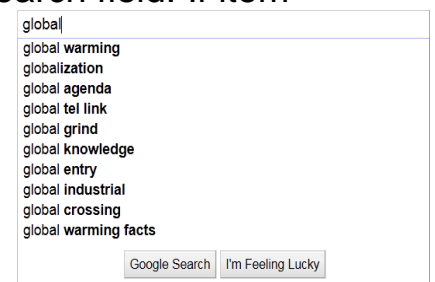
A search field on the search engine web site works similar to one on organization's Web site. The difference is search engine searches its database, compiles list of records matching keywords, and returns list formatted as Web page, which may look similar to this diagram.



Using Search Engines

To start a search, enter your search criteria or **keywords** in search field on search engine's Web page. Depending on your web browser, the option selected, and whether the keywords you enter are similar to any you have entered previously, as you begin to enter text a list will appear below the search field. If item matches what you want to find, you can select it in one of the following ways:

- Click item
- Use ⬇ or ⬆ to move to and select item, then press Enter



Once text appears in search field, press or click button to right of search field to begin search. This is referred to as an **Auto complete** option When Web browser set to remember all entries until deleted.

Narrowing the Search

You can narrow search using specific keywords

And (+)	Include documents only with all search terms; put quotation marks around phrase or group of keywords looks for occurrences of those words together.
Or	Search for documents that include one or another of search terms.
Not (-)	Use in conjunction with “and” to exclude certain results from search.

Review Questions

1. When you are looking for specific information, you should also include offline sources so you can gather information from a variety of sources.

- a. True b. False

2. When the search engine displays a list of Web sites that match your search criteria, which part of the Web site information is a link you can click to go to that Web site?

- a) Title
b) Description

- c) URL
- d) Any of the above

3. When looking for information on a Web site, what is the easiest method to find that information?

- a) The Search button
- b) The Search field
- c) Clicking a link from the table of contents
- d) Clicking the About Us link

4. To narrow the search to find pyramids that do not include the Egyptian pyramids, which tool would you use in the search criteria?

- a) “and”
- b) “and not”
- c) “not”
- d) “or”

Unit 8: Using the Internet

Lesson 48: Qualifying the Information

Objectives

- evaluating the Information
- identifying Ethical Issues

Evaluating the Information:

Do not assume that information presented on the Web is correct or accurate. Any person, company, or organization can publish a Web page on the Internet. No one oversees the content of these Web pages. You have to follow the guidelines for assessing the value of a Web site or Web page before relying on its content.

- A reputable institution should support the Web site without bias in the information. Web sites of well-known organizations usually present accurate information
- The Web site should be written at an appropriate level. Look for obvious errors in facts, statistics, grammar, spelling, or language use.
- The Web site should list the author and the appropriate credentials. To determine accuracy by checking author's and publisher's qualifications.
- The Web site should be well organized and the links should work.
- The information on the Web page should be current.
- The pages at the Web site should download quickly and be visually pleasing and easy to navigate.

Identifying Ethical Issues:

Copyright: is a legal concept that gives content creators the right to control use and distribution of their work. Materials that can be copyrighted include paintings, books, music, films, and video games.

Fair Use: Can use portions of copyrighted information for purpose of criticism or comment without seeking permission

Trademark: is like copyright except that it applies to name, symbol, design, or image.

To use information from Web site:

- Send e-mail asking for permission to use information and describe how intend to use
- Quote information accurately and give owners credit

Plagiarism: is the illegal and unethical representation of some other person's work and ideas as your own without giving credit to the original source. Examples of plagiarism include cutting and pasting web content into a report or paper.

Libel: is when you make untrue statement in writing that "defames" another person's character or reputation.

Review Questions

1. Fair use is the doctrine that permits you to use portions of copyrighted information for the purpose of criticism or comments without seeking permission.
 - a) True
 - b) False
2. Plagiarism occurs when someone copies text from a Web site and then does what?
 - a) Pastes the information into a marketing document
 - b) Claims they wrote the text

- c) Changes the words a bit and then claims it as original works
 - d) Any of the above
 - e) b or c
3. How can you check the authenticity of information provided on a Web site?
- a) Check who the author is.
 - b) Check who the publisher is.
 - c) Check for links to other sites about the author, publisher, or company.
 - d) Check for any affiliations associated with this Web site.
 - e) Contact the author or publisher directly.
 - f) Any of the above
4. How have computers made an impact in education?
- a) Courses can be taken online instead of at the school.
 - b) Technology allows students to communicate with each other online instead of in person.
 - c) Critical thinking can be promoted as it gives students a chance to solve real world issues.
 - d) Any of the above
- 5) How have computers been beneficial to people with disabilities?
- a) A person with disabilities can communicate with anyone in the world using a variety of tools.
 - b) Devices can be incorporated into equipment which respond to a verbal prompt.
 - c) Services can be free.
 - d) Any of the above

e) a or b

Unit 8: Using the Internet

Lesson 49: The Risks of Computing

Objectives

- Preventing loss or damage to the computer.
- Establishing a safe working environment.
- Using ergonomics to set up the correct workstation.
- Recognizing and protecting your computer from software threats.
- Understanding what viruses are and how to prevent them from damaging your computer.

Protecting Your Data or Computer

We are all concerned with having a safe and secure environment in a computer. Computer security risk is any event or action that could cause loss of or damage to computer information, hardware, and software from unauthorized uses. Many security risks that face our work environment of a computer:

Theft

Theft can take many forms –of hardware, of software of data, of computer time. This involves stealing equipment of a computer, stealing software media intentionally erases programs or illegally copies a program, wasting time use of a computer and someone stealing personal or confidential information. To protect your environment work from theft, Can purchase systems to lock computers in special cabinets or use durable cables to tie them to desk. You also can use Video camera surveillance is very effective for areas with large number of computers like central offices and network rooms. And be carefully, do not leave portable devices unattended at any time when in public areas.

Damage

Refers to physical harm caused to the computer in such a way as to impair its value, usefulness, or normal function. To protect your computer from damage, avoid temporary setups as likely to become more permanent than intended. Place monitors on stable desks and position wiring appropriately. Ensure system unit positioned on flat surface with ample space behind and around for air circulation. Regularly remove any dust buildup in computer and fan. Position all wires so people do not trip over them. Do not expose computer devices to extreme heat or cold, or moisture. Be careful how handling devices to not inadvertently damage them.



Data Loss

You may lose data through result of hackers, hardware failure, power spikes, accidental deletions, or disgruntled employees. If you provide a critical service, you should have an emergency plan to cope with incidents that cause major loss to your system. This includes having the proper security requirements on the network such as firewalls (software or hardware protects a network resources from intrusion by users on another network), enabling password on wireless routers, and a program to identify all authorized network users. If you deal with portable devices (notebook, PDAs...), keep device near you when in public. Always use passwords to protect documents or data, and keep passwords in separate location.

Backups

Backup refers to a duplicate of a file, program, or disk that can be used if the original is lost or damaged or destroyed. You should back up data regularly and store copies in separate location. You only need to back up data files. It is important for each organization to have backup strategy and should consider that the Data should be backed up on removable media. Also, the more critical the data, the more often it should be backed up. More network servers are backed up at least once daily. If users store data files on local drives, encourage them to make copy on server for daily back up or create backups of their own. When working with files, encourage users to save files frequently to ensure no data loss. Many large companies build in backups as part of disaster and recovery plans.

Power

Computers are vulnerable to outages and surges, in event of power outage, computer shuts down and not damaged. However, you may lose your data you worked on last saved your work. Uninterruptible power supply (UPS) provides some protection against total data loss due to power surges. A reliable power bar with surge protection can be useful as first line of defense. Be sure not to plug too many things into power bar.



Understanding the Risks of Losing Data

There are many risks that could cause a loss for data. Hacker is someone who gains unauthorized access generally to:

- steal information with intent of selling it
- destroy data resulting in company's inability to deliver products, services, or projects on time
- Change information, causing embarrassment or to negatively affect company's reputation.

You can protect your data against hacker with password that:

- Is logical enough to remember but not obvious for someone else to guess.
- Not nickname or name of your spouse, child, or favorite pet
- Is combination of letters and numbers
- Changes on regular basis

Use different passwords for confidential files or access network or Internet. Work with security consultant to do risk assessment and security plan.

Preventing Personal Injuries

Many measures that can be taken to make a workstation safe for long period of time. You have to consider the following:

- Work surface should be stable and everything on work surface should be resting flat.
- Monitor and keyboard should be directly in front of you.
- Top of monitor should be about 2-3 inches above your eyes
- Ensure you have natural light with screens that enable you to reduce glare or reflection on screen.
- Place documents that you will look at as you type in document holder next to the monitor.
- When seated, position arms so wrists are straight and flat, and arms close to body
- Keep feet flat on floor or use foot rest
- Take regular breaks to move about, stretch, and give eyes rest

Note that: These guidelines also should be applied to notebook users. Many products designed as ergonomic, although some are gadgets rather than ergonomic product. Always check and test ergonomic products to determine its validity and ensure there is research to support value of product.



Identifying Software Threats

There are many common threats that can effects the computer. They come in different forms like viruses, worms, and spyware. You can use numerous tools to protect computer against these threats.

Spyware

Is a program placed in a computer without user knowledge designed to collect information about you, about where and what you are browsing on Internet without your permission. The purpose of this program is usually to identify you as target for sales of product or service that often is not real.

Understanding Viruses

A computer virus is a potentially damaging computer program that affects, or infects a computer negatively by altering the way the computer works without the user knowledge or permission.

Or it indicates Computer program that moves from computer to computer by attaching itself to other files. Generally it is not harmful to computer directly although some are very destructive and can ruin data. All viruses come into computer through files shared on network or Internet. Common type appears as e-mail from someone with valid e-mail address with attachment. However, Opening attachment actually releases virus which then sends copies of itself out to everyone on contact list. New virus programs created regularly, because of that it is important to understand what is a virus, how does it work and how to protect your computer against it. Virus program divided to several types (boot sector, program or file, Macro, and multipartite), that could attack your system:

Boot sector	Infects system when read from infected boot disk; virus writes to master boot sector which loads into
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	computer's memory.
Program or File	Part of file used to start program which loads into computer's memory.
Macro	Looks like macro file that runs in specific program, but actually attaches to default settings which infects every new or open file in that program.
Multipartite	<p>Similar to boot sector or program except it generally infects both areas. Two most common malicious program types:</p> <p>Worms: Duplicates and sends to anyone in recipient's contact list. For example, in memory or on a network, using up resources and possible shutting down a computer or network.</p> <p>Trojan Horses: Remains "hidden" and harmless until triggered by action.</p>

How can you notice viruses are existing in your computer?

By considering the following indications:

- See messages, prompts, or displays never seen before.

- Notice computer seems to be running slower or suddenly having problems with programs.
- Certain software applications no longer work.
- Hear random sounds or music never heard before.
- Names of disks or files seem to have changed, but you did not do it.
- Computer seems to contain more or fewer files than before.
- Error messages indicating file is missing, usually a program files.
- You get messages with attachments from people you do not know.
- You begin to get many messages with attachments from people you know but the subject line has a “RE:” or “FW” prefix, even though you have not sent those people anything.

How can you protect your computer against viruses?

- When you put flash drive or CD into drive, use antivirus program to scan portable device, even if there are no programs on it.
- If you receive e-mail with attachments, never open attachment without first scanning.
- If you suspect virus on your system, try going to antivirus program's Web site and running online scan of computer. Web site scan program contains all latest protection patterns and should be able to catch anything on your system but not included in antivirus program.

- You can also take computer to technical specialist to work with you to scan drives in system for any potential viruses, and then look for resolutions to remove or quarantine the viruses.

Removing viruses from the computer

When antivirus program running, it scans files you select and when it finds virus or threat, will notify you and give option to quarantine or remove . If choose quarantine, file with virus put in quarantined or vault area where it is prevented from infecting other files. If choose to remove file, antivirus program permanently deletes this file from your system.

If the antivirus finds virus that cannot be removed, it will still quarantine file. Make note a virus name and go to antivirus program's Web site to find removal tool.

Occasionally look at virus history on your computer, go to quarantine and delete files there.

Review Questions

1. What should you avoid when using a portable computer device?
 - a) Leaving your PDA on a hot, sandy beach

- b) Leaving your password-protected notebook in your college dormitory room
- c) Carrying your cellular phone while getting into a hot tub
- d) Any of the above
- e) a or c

2. You can set up a safe working environment by:

- a) Ensuring no cables or wires cross a common pathway for people to trip over
- b) Ensuring the computer and monitor sit on a stable platform
- c) Using a power bar that has surge protection
- d) Any of the above
- e) b or c

3. What are some strategies you can apply to prevent your password being discovered?

- a) Change it on a frequent basis
- b) Use a combination of letters or numbers
- c) Use a logical but less obvious word
- d) Use different passwords for files and logon IDs
- e) Any of the above

4. If you do not have an antivirus program installed on your system yet, you can go online to the Web site of an antivirus program developer to use their online scanning tool.

- a) True b) False

5. Which is an area of concern when working with computers?

- a) Wrist
- b) Blood Flow
- c) Repetitive Motions
- d) Back Strain
- e) Any of the above
- f) a or c

Unit 8: Using the Internet

Lesson 50: Using the Internet Responsibly

Objectives

- Restricting Access.
- Protecting Yourself
- Keeping Up with Technology

Restricting Access

As there is no quality control of information on the internet, it may be necessary to restrict access to specific information such as adult Web site and chat rooms during office hours. Other companies may monitor employee activity using security measures to prevent unauthorized access such as firewall or logon restrictions. For the home or school user, there are several companies that provide special software to restrict Internet access, or restrict access to certain type of sites. These are internet filter software programs that can be used to block access based on keywords entered into the software. On a personal level, you can provide certain level of access control by setting options on browser by using internet filter software programs. In a School or business may have set policies regarding access to sensitive or important files and folders on network. This includes settings access rights that allow an employee to view a document but not edit or delete it. There needs to be balance between ability to find information freely, versus avoiding potentially illegal or unethical behavior such as bullying, harassment, or criminal activities.

Protecting Yourself

How safe you feel making transactions when buying something online will determine how much e-commerce or online shopping you conduct. Many Web sites have taken appropriate steps to protect their customers but there are additional steps you can take to protect yourself:

- Do not give out credit card information indiscriminately.
- Be sure Web site is of reputable company.

- If company offers deal that seems too good to be true, research that deal.
- If receive e-mail or see advertisement asking for contributions to worthy cause or need you to update information, check validity of charity or financial institution.
- When registering with sites for more information, use e-mail address from web-based program to reduce number of potential future junk messages.
- Do not share any logon IDs or passwords for any Web sites.
- Occasionally change profile information and password.

Protecting your privacy refers to any personal information about you that may be accessible to others online. Some other steps you can take to protect your privacy include:

- If you begin to receive a lot of junk mail, delete cookies.
- Delete history for sites you visited.
- Set up separate e-mail address for non-personal items, and use alias instead of name.
- Do not leave computing device with personal information displayed in public area.
- Purchase third-party software that directly addresses privacy issues.
- When on Internet, use common sense.
- Wide range of sources on Internet that discuss and explain privacy issues more thoroughly and offer suggestions on how you can protect yourself and your family when living online.

Keeping Up with Technology

Even if you are not interested in technology, as an end user, it is important to be aware of what technological changes are and how they may affect how you use computer online. Not all updates and patches are needed for every software program but subscribing to automated notices for updates beneficial as these can fix a problem you may be experiencing. The most critical updates to keep up with are updates to your antivirus program or other protection software.

It can be interesting to read about new technology and how it might benefit you, company, or family. Some ways to stay informed of advances in technology include:

- Subscribe to online newsletter that deals with technology
- Purchase or subscribe to printed versions of magazines or periodicals dealing with technological advances in computer industry
- Subscribe to online technology newsletter generated by local university or college
- Listen to news reports or read technology section of local newspaper to see what products may be featured, and read expert opinions about them



Review Questions

1. An example of why you might want to restrict access to certain aspects of the Internet could be to:
 - a) Control where students or young children can go when online
 - b) Control where employees can go when online
 - c) Prevent downloading of files
 - d) Any of the above
 - e) a or c
2. When you create personal documents on a computer at school or work, the documents belong to you.
 - a. True
 - b. False
3. In addition to checking with the school administrator as to how you may use a school computer, where else could you check?
 - a) The school library or librarian
 - b) Reference books about computer use
 - c) Your parents
 - d) Your lawyer
 - e) Any of the above
 - f) a or b
4. What are some ways you can protect your privacy while online?
 - a) Do not fill in any forms where you may not be interested in getting information from the company.
 - b) Use an alias when on public forums or blogs.
 - c) Do not check the option to receive information from marketing partners of the company.
 - d) Any of the above
 - e) a or b

Reference:

- 1) Basic Computing Skills, Approved by SQU, Collage of Science.
- 2) GLOBAL SKILLS