

# INTRODUCTION TO COMPUTER

## OBJECTIVES:

After this lesson, a learner should be able to:

- i. Explain the computer components and their applications
- ii. Computer usage in the present society.

## PROGRAM OUTLINE

- ✓ Computer system
- ✓ Types of computers
- ✓ Data storage
- ✓ Computer virus
- ✓ Why and where to apply computers
- ✓ Limitations/disadvantages of using a computer
- ✓ Output and input devices (Keyboard)
- ✓ care and maintenance of a computer

## COMPUTER SYSTEM

They are the major components of a computer;

Examples:

1. Hardware
2. Software
3. People

## HARDWARE

These are physical and touchable computer parts.

**Examples:**

- Keyboard
- Mouse
- Scanner
- Printer
- Speaker
- Digital camera
- Central processing unit (CPU)
- Screen/monitor/visual display unit
- Joystick
- Light pen
- Plotter
- Etc

**Hardwares** are further classified into;

- i. **Input Devices:** are hardwares used to feed data into a computer

**Examples:**

Keyboard

Mouse – pointing device

Scanner – Hardware used to duplicate a document and inputs it into a computer

Joystick – controls images on the screen (Games)

Light pen – it creates sketches in a computer

Digital Camera – takes photos then you can print them in a computer

**Out put devices**-These are devices used to output information. I. e

**Monitor** – it usually displays information –**SOFTCOPY**

**Printer**- it prints out documents - **HARDCOPY**

**Speaker:** reproduce sound when playing audio or video compact discs (CDS) or

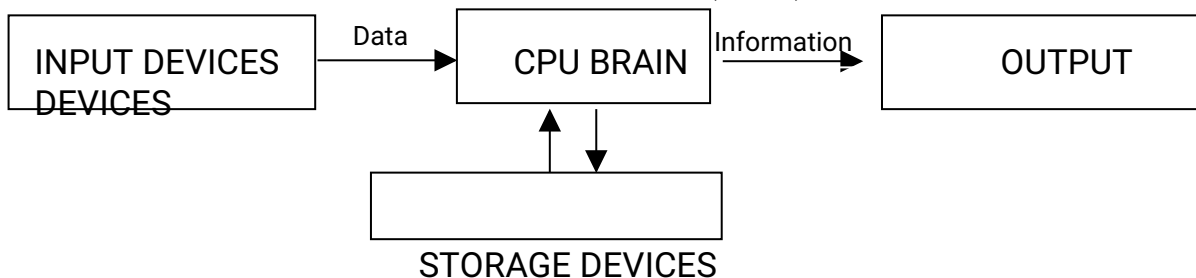
digital versatile Disc (DVDS)

**Processing unit:** to process is to converts data into information

**Data:** raw material/facts

**Information:** processed data  
: Meaningful information

Data is converted into information in a CPU (brain)



The CPU is sub-divided into:

- a) **Control unit (CU)**– controls communication between computer hardwares
- b) **Arithmetic logic unit (ALU):** used to control math's /calculation
- c) **Storage unit:** used to store data (saved)

## SOFTWARES

These are programs used in a computer

**Programs:** are steps by step procedures which tell computer hardware what to do.

It also enables users to interact with various computer hardwares.

### Examples

1. Operating system: used to keep and control a computer such as;
  - MS DOS: Microsoft disc operating system
  - Microsoft windows- various versions 95,98,2000, XP, Vista, win 7
  - Unix
  - Xenix
  - Linux
  - Ubuntu
2. **APPLICATION SOFT WARES:**
  - used to perform specific tasks in a computer i.e.
    - i. **Word processing** : used to type edit document i.e. note pad , word pad, Word
    - ii. **Spreadsheet soft wares:** used to perform calculations and analysis of data i.e. Excel
    - iii. **Data base management softwares:** manages electronic records i.e. Access
    - iv. Presentation soft wares: used to create presentation i.e. PowerPoint
    - v. Desktop publishing software: used to design publications Publisher
    - vi. Communication soft wares: used to send and receive information i.e. Internet (E-mail)

3. Accounting soft wares used to keep and manage financial records i.e. QuickBooks, sage, pastel, Peach tree etc
4. Programming languages: used to design soft wares i.e. e
  - Visual Basic
  - Visual C++
  - Java
  - Fox Pro
  - Pascal E.T.C

## PEOPLE

Are skilled people who use and apply a computer

- a. Technician: person who services and repairs computer
- b. Programmer: person who designs and implements soft wares
- c. Data entry personnel- employees
- d. Analyst : personnel who analyses data in a computer
- e. User: general name referring to anybody using a computer

## TYPES OF COMPUTERS

### What's a Computer?

It is an electronic machine which can accept data then work under a set of instructions to give desired information.

Is an electronic machine which can send receive store and process data to give out a meaningful information

### WE CLASSIFY COMPUTERS ACCORDING TO THE FOLLOWING FACTORS:

- a. Physical size
- b. Generation factor
- c. Configuration factor

#### Physical size factor

It's to classify computers according to their size eye big – small

- **Super computers**- they are the largest computers

#### Characteristics

- ❖ They occupy a lot of space
- ❖ Consumes a lot of power
- ❖ Are very expensive to purchase and maintain
- ❖ They are used at big research institutions and laboratories

- **Mainframe computers** – Second largest computers

#### Characteristics

- ❖ they occupy a lot of space
- ❖ they consume a lot of power
- ❖ able to handle mass storages
- ❖ processing speed is very high
- ❖ they are used for networking

- **Mini/ Micro Computers**- they are modern computers

#### Characteristics

- ❖ Also called desktops
- ❖ They are multifunctional - able to support different activities
- ❖ They are multitasking – able to handle more than one program at the same

time

❖ They are used at homes, offices, colleges, businesses etc

• **Laptops /Palmtops/Notebooks**

**Characteristics**

- They are small portable computers
- They are small but expensive to purchase and maintain
- They are used in field work for data collection

**GENERATION FACTOR**

This is classifying computer according to time of invention

**a. 1<sup>st</sup> generation computer: these were the first computers to be discovered**

- They were not perfect in performance –used for calculation i.e. add, divide, multiply, and subtract
- They used a technology called *BEADS* to create them and they were called *ABACUS*
- Invented in the year 1930 - 1940- in the USA

**b. 2<sup>nd</sup> generation computers-: these were said to be discovered**

- These were second and improved than firsts generation computers they both calculate and information
- They were discovered in 1940-1952

**c. 3<sup>rd</sup>/4<sup>th</sup> generation computers these are modern computers**

- They are also called desktop computers
- They are multifunctional
- They are multitasking

**CONFIGURATION FACTOR**

This is classifying computers according to performance

1. **Digital computers:** are operational/ require trained personnel
2. **Analogy computers:** these are out mated computers i.e. industrious- robot , id control traffic lights
3. **Hybrid computers:** have both characteristics of analogy and digital  
They are used in big research centers and laboratories

**DATA STORAGE**

**Data:** raw materials/facts

**Information:** processed data

Meaningful information

**Cursor:** is a blinking beam used for typing *or*

A typing indicator

Appears On-1

Off-0

The process is called binary notation (Bits)

Bit: represents the smallest amount of information computer can recognize.

Byte: represents eight bits

16 bits creates a word

Def: byte: is the quantity of measure of storage space

Bytes - Kilobyte – Megabyte - Gigabyte

KB      MB      GB  
1024 Bytes – 1 KB  
1024KB- 1MB  
1024MB- 1 GB

## **STORAGE MEDIA**

**We have two types of storages to use to store data;**

- Primary storage
- Secondary storage

### **Primary storage**

This the main storage in a computer- memory for storage whereby we store data in a memory

Such as

ROM- read only memory

RAM – random access memory

### **ROM**

- This the permanent memory in a computer

-Is a non volatile memory –(stores data even if power is turned off).

### **RAM**

This is a temporary memory which enables a user to open & access softcopy temporary on the screen

It's a volatile memory (loses data if power is turned off).

## **SECONDARY STORAGE**

It's to use external means to store data outside computer i.e. flash disc, floppy diskettes, compact disc, DVDS, films, tapes, memory cards.

## **COMPUTER VIRUS**

This is malicious software which interferes with the normal functioning of a computer

It is designed by somebody intending to affect the computer.

It replicates itself to cause a harmful damage to other computer softwares.

### **CAUSES**

- Use of external affected backup's i.e. flash disk
- Internet especially (downloading information)
- Use of pirated (copied CDS)
- Use of softwares from un trusted zones/sites
- Network (linkage of more than one computer to exchange information)

### **REMEDY (TO PREVENT A VIRUS)**

- Avoid use of internet
- Install updated antivirus software - to detect and clean viruses. examples Avira, Avast, Norton, Mcaffee, Nod 32, kaspersky, panda etc

## **SIGNS OF A VIRUS IN ACOMPUTER**

- A computer stops or hangs itself without cause

- A computer may start producing unfamiliar noise or sound
- Computer speed reduces (becomes very slow)
- Corruption of files or programmes in a computer
- A virus slows a speed of a computer

### **CARE AND MAINTENANCE OF A COMPUTER**

- ✓ Avoid a lot of dust near a computer (provide a cover cloth)
- ✓ Avoid water/ drinks near computer electricity
- ✓ Service computer regularly for better performance
- ✓ Install antivirus software to detect and clean viruses
- ✓ Ensure good circulation of air (cool the system)
- ✓ Place your computer in a safe place to avoid breakages, theft
- ✓ Turn off your computer when not in use

### **LIMITATION /DISADVANTAGES OF USING A COMPUTER**

1. Requires electricity to function
2. Requires trained personnel
3. Are expensive to purchase and maintain
4. Causes unemployment causes eye problems
5. Can fail to function leading to data loss

### **FACTORS TO CONSIDER WHEN PURCHASING A COMPUTER**

- ✓ Size of the computer
- ✓ Availability of spare parts to replace if one fails
- ✓ Power consumption
- ✓ Trained skills
- ✓ Durability
- ✓ Cost

### **WHY COMPUTERS ARE USED**

- i. Are fast to process data
- ii. Are reliable - don't make a lot of mistakes
- iii. Are confidential-have security option(password)
- iv. Efficiency-makes work easier
- v. Iteration capability-cannot get tired
- vi. Mass storages-stores a lot of data

### **WHERE TO USE?**

- ❖ Banks-ATMS (automatic teller machine)
- ❖ Schools colleges, universities training, records etc
- ❖ Government offices to keep records
- ❖ Business supermarkets retail shops records
- ❖ Space flight-rockets
- ❖ Sea navigation-compass
- ❖ For communication-internet
- ❖ For entertainment-TV, movies etc

### **KEYBOARD**

It's an input device used to

- a) To input items , numbers and character into a computer
- b) Used to executed commands into a computer

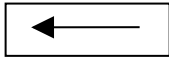
We have two types of keyboards – **Standard** and **Enhanced** keyboard  
A standard keyboard has around 101 to 102 keys but enhanced one depends on the way it's designed and programmed.

### KEYS ON A KEYBOARD

- 1) Querty keys: typing keys keys  
They are named A-Z alphabetically  
They also contains 0-9 numbers

### OTHER KEYS

- a) Backspace key: used to erase letters to the left of a cursor



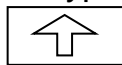
- b) Delete: used to erase letters to the right of the cursor



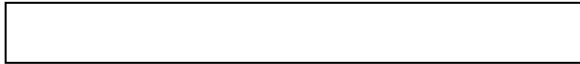
- c) Enter key: used to move a cursor to start a new sentence



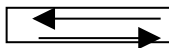
- d) Shift key: used to type upper characters on a keyboard



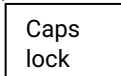
- e) Space bar: used to create single gaps between words



- f) Tab key: used to create big gaps between words



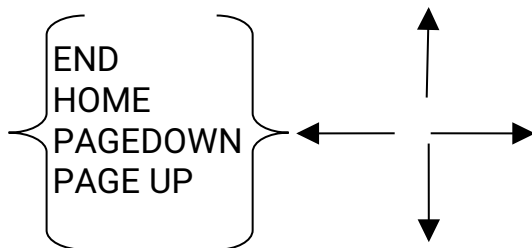
- g) Caps locks; used to set letters in upper case/ lower case



- h) Escape: used to cancel unwanted operations in a computer



- 2) **NAVIGATION KEYS:** are movement keys



- 3) **NUMERIC KEYS-ARE CALCULATOR KEYS**

**They are named 0-9 numbers**

**Num lock** –used to set calculator keys on and off

**Others**

Division (/)

Multiplication (x)

Subtraction (-)

Addition (+)

Enter equal signs (=)

- 4) **FUNCTIONAL KEYS**- they are named F1-F12  
Work together with Ctl shift, Alt to perform function different functions in a computer.

## **MICROSOFT WINDOWS**

### **OBJECTIVES:**

After this lesson, a learner should be able to:

- i. Explain operating system softwares and there roles in a computer.
- ii. Able to boot up a computer and manage files and folders in a computer

### ***Examples of softwares***

- Ms Dos-Microsoft disc Operating system
- Microsoft windows: various version 95, 98, 2000, XP, windows VISTA, windows 7.
- Unix
- Xenix
- Linux
- Ubuntu

### **Course outline**

*Terminologies used*

*Starting and restarting a computer*

*Folders*

*Display properties*

*Accessories programs*

*Search / find*

*Windows explorer*

*Roles of Microsoft windows in a computer*

*Types of folders*

*Control panel*

### ***Terms Used***

***Windows*** – it's a free space on the screen

***Desktop***- it's a working space on the screen

***Folders***: are used to store items in a computer

***Icon***- is pictorial representation on a desktop

***File***- is a collection of records

***Click***- to press left mouse button one- to select an item

***Double click***- to press the left button twice quickly too opens an item

***Right click***- to press the right button once to obtain a working area/list of options

***Drag and drop***- is to point and hold down the left key to make button move

***Recycle bin***- is a container used to store deleted items.

## **STARTING / RESTARTING A COMPUTER (Booting Process)**

**Booting**-it means starting /restarting /cold boot/warm boot



## HOW TO START A COMPUTER

### Procedure

Press the power button on both system unit i.e. screen first then the CPU then wait

Finally press your user name. (optional)

## TO RESTART A COMPUTER

It's to shut down an computer and then start it again

### Reason:

This is done incase a computer fails to respond

### Procedure

Click start-then click turn off a computer

Click restart then wait

### **OR**

Press Ctrl + Alt + Delete (*all at once*)

### To turn off a computer

It's to safely turn down windows

### Procedure

Click start then click turnoff your computer

Click hibernate or

Turnoff or

Shut down then wait

**Note:** some computers go off automatically and others display the message

It's now safe to turn off your computer (press the power button on the CPU until it goes off

## FOLDERS

### **Creating a folder**

Point and right click on a clear surface on the desktop

Point new-folder click type a name the press enter key

### **Creating a subfolder**

This is a folder created in a another folder

### Procedure

Point and right click on a folder -Open

Click file menu-point new-click folder type a name then press enter

## HOW TO RENAME A FOLDER

This is to change name of a folder

### Procedure

Point a folder

Right click then click rename type a name

Press enter

### **To delete a folder**

Is to erase a folder into the recycle bin

### Procedure

Point a folder and right click

Click delete -click yes

### **Transferring and duplicating of folders**

**Cut – move a folder**

**Copy – duplicate**

Point and right click on a folder

Click copy or cut

Right click where to transfer

Then click paste

**TO SAVE A FILE IN A FOLDER/SUB-FOLDER**

**Procedure**

Start by creating a folder

Click start-run-type notepad-click ok

Type a text

Click X to close-click yes –click save in (**box**)

Choose the folder (subfolder-select-open)

Type the file name

Click save

**DISPLAY PROPERTIES**

They are used to change the desktop appearance

**Procedure**

Point and right click on a clear surface on a desktop

Click properties

Use;

- 1) **Desktop** – it changes the desktop wallpaper
  - 2) **Screen saver**: its a movie like which keeps on moving to avoid a screen from destruction
  - 3) **Appearance**: it changes the screen and items appearance
  - 4) **Settings**: it sets color and screen resolution
- To apply the settings you must Click apply then ok

**ACCESSORIES PROGRAMS**

Are programs used to support Microsoft windows to perform?

- a) Typing
- b) Drawing
- c) Calculations
- d) Computer mantainance

**Examples**

- ❖ Notepad
- ❖ WordPad
- ❖ Paint
- ❖ Calculator
- ❖ System tools

**Notepad/word pad-**

**Wordpad** -creates and edits text with complex formatting

**Notepad** - creates and edits text with basic formatting

**To open**

Click start –run- type –Notepad

-word pad

Click ok

*Or click start then point all programs then accessories then click either wordpad or notepad*

### **Elements of wordpad windows**

**Title bar**- top most bars used to display the title of a running programme, file name

**Menu bar**. provides the list of options to choose from i.e. files edit, new, etc

**Standard tool**- icons are short cuts to the menu bar

**Formatting bar**. are icons. Are shortcuts to format menu?

Font size-Times new roman

Text Size -12

Bold-blacken (B)

Italic-slant (/)

Underline (u)

Text Colour

Alignment-left, right, centre

Bullets

### **CALCULATOR**

It performs basic arithmetic tasks with an on screen calculator.

#### **To open**

Click start-Run-Type calc-ok

**OR**

*Click start then all programs then point accessories then click calculator.*

### **PAINT**

It Creates and edits drawings, displays and edits scanned photos

#### **To open**

Click start-run-type ms pain-ok

### **TO TRANSFER A PICTURE TO WORDPAD**

- Select a picture
- Click on edit menu
- Click copy
- Open word pad
- Click on edit menu
- Click paste

### **TO USE SEARCH COMMAND**

It's a command used to search files and folders in a computer

#### **Method**

Click start-click search/find

Click all files folder

Type the file /folder to search

Choose to search in drive C:

Click search now

### **WINDOWS EXPLORER**

Used to explore /display files or folder and their contents

Used for file /folder management

#### **Procedure**

Point and right click a folder

Click explore

Or

*Click start point to all programs then windows explorer*

## **RECYCLE BIN**

It's a container used for

- 1) Store deleted items
- 2) To restore /reccover deleted items

### **Procedure**

Open a recycle bin

Select the item

Click file menu

Click restores

- 3) To permanently delete items from a computer

### **Procedure**

Open a recycle bin

Click file menu

Click empty the recycle bin

Click yes

## **CONTROL PANEL**

Provides options used to customize your computer hardware and softwares settings and functionality

To open click start-settings –control panel

## **ROLE OF MICROSOFT WINDOWS**

- 1) Used to boot up a computer
- 2) Used to turn off a computer
- 3) Acts as a graphical user interface between a user and a computer
- 4) Provides systems tools used to service a computer
- 5) Used for file/folder management
- 6) Used to keep and manage a computer

## **TYPES OF FOLDERS**

Main folders on a desktop

- 1) My documents-it stores files and documents in a computer
- 2) Recycle bin-stores deleted files
- 3) Internet explorer-internet browser
- 4) My network places-used to enable the user to access network from other computers
- 5) My computer-is a folder and used to store disc drives and other connected to the computer

Disk drive: is a disk used to store data in/outside a computer

### **Examples**

Hard disk drive C: D:

Drive E: CD Rom

Drive A: floppy diskette

Drive F: flash disk

## **HARD DISK**

Is a drive where all programs are installed and files stored in a computer

Is located inside a CPU- it's assigned a letter (C:)

### **CD-ROM**

CD-ROM: compact disc read only memory

Used to read CDs in a computer

CD ROM-reads CDs/VCDs

CD Writer- Reads CDs/VCDs-(writes)

DVD-Writer-Reads CDs/VCDs/DVDs

DVD Writer-Reads CDs, DVDs, VCDs also writes CDs, DVDs

### **DRIVE A : DRIVE F:**

These are devices with removable storages

#### ***Differences***

- Drive A: has a capacity of 1.44MB while Drive F: ranges from 128MB,256MB,512MB,1GB,2GB,4GB,8GB,16GB
- Drive F: is inserted into drive A: while Drive F: is inserted into an USB –(Universal Serial Bus) it is detected and assigned a new letter.

### **HOW TO FORMAT DRIVE**

To format is preparing a drive for use

It creates system files where files are stored called FAT –(files allocation table).

#### **Procedure**

Inset the disk

Open my computer

Point and right click the drive to format

Click format

Chose the format options

Full format/new

Quick format/used/old

Click start

Click ok

### **SAVING A FILE**

Type the text

Insert the drive

Click x

Click yes

Click save in

Choose the drive

Type the file name

Click save

### **HOW TO OPEN A SAVED FILE**

Open my computer folder

Open your drive

Open your file name

# MICROSOFT WORD

**Objectives-** this is to understand a word processing software used to type edit and print textual documents i.e. CVs Reports, Catalogues, Memos, Letters etc  
*After this lesson, a learner should be able to type and edit any text based document, apply formatting, set the page appropriately and finally produce a hardcopy.*

## Examples(softwares)

Notepad

Wordpad

Wordstart

Wordperfect

Ms word-various versions 97,2000,2003,2007, 2010

## HOW TO START / LAUNCH MICROSOFT WORD

- 1) Click on the start-run-type WinWord- click ok
- 2) Click start-programs-Ms office-Ms word
- 3) Open a short cut on the desktop (Double click)

## PROGRAMME WINDODWS

**Title bar** –top most bar used to display the title of a running program file name

**Menu bar**-it provides the list of options used to manipulate data

**Vertical /horizontal/scrollbar**- used to show parts of the program windows

**Status bar**-it reflects the progress of a running program i.e. page, word etc

**Task bar**-it holds start button running program date and time

**Document window**- working space (cursor - blinking beam)

## HOW TO CREATE A NEW DOCUMENTWINDOW

Click file/office button-click new-blank document –create

or

Press (Ctrl+N)

## HOW TO SAVE A DOCUMENT

This is simply storing data in a computer

### **Reasons**

- ✓ For future reference
- ✓ Incase power goes off
- ✓ To update it late on
- ✓ To continue typing latter

### **Procedure**

Click file menu/office button

Click save if you are saving for the first time

Save as- use it if you are changing the file name or location.

Choose the location

Type the file name

or

**Click save or press (Ctrl +S)**

## HOW TO OPEN A DOCUMENT

Click file/office button

Click open

Choose the location

Select the file name

Click open

Or

***Press Ctrl+O***

## HOW TO CLOSE A PROGRAM

Click file menu / office button

Click exit word

Or

Click (X)

***Press (Alt+F4)***

Close (program window)

## HOW TO FORMAT A TEXT

This is changing text appearance to enhance a document

### ***Procedure***

Click to select the text

Click on home / format menu

Click font

Use,

- a) Font- set of characters
- b) Font style- used to emphasize key words
- c) Font size 12
- d) Font colour
- e) Underline style-colour
- f) Effects Superscript  
Subscript

Click ok

or

**ctrl + B =bold a text**

**ctrl + I = italic**

**ctrl + u = underline a text**

**ctrl +shift +> = increases font size**

**ctrl +shift +< = decreases font size**

## BULLETS AND NUMBERING

Used to start a bulleted or numbered list text.

### **Procedure**

Select the text

Click format/home menu

Click bullet and numbering

Choose the style click ok

## PARAGRAPHING

It's an option used to provide

- 1) **Alignment** –used to align text to the left , right, centre

- 2) **Indentation-** move a text  
First line hanging
- 3) **Line spacing-**used to space line

#### **Procedure**

Select the text  
Click format/home menu  
Click paragraph use  
Choose alignment, indentation or line spacing  
Click ok

**OR**

***Press ctrl + L = align left***

***Ctrl + R = align right***

***Ctrl + E = align center***

***Ctrl + J = justify***

***Ctrl + 1 = single spacing***

***Ctrl + 5 = 1.5 lines***

***Ctrl + 2 = double spacing***

### **BORDERS AND SHADING**

Sets borders and shade a document

#### **Procedure**

Select the text  
Click format/page layout menu  
Click page border  
Use,

- a) **Borders**—sets borders to the selected text
- b) **Page border**- arts- sets borders / arts to the paper margin
- c) **Shading**- sets colour /pattern to the selected text background

Click ok


### **COLUMNS**

Used to divide a document into sections

#### **Procedure**

Select the text  
Click format/page layout menu  
Click columns then more columns  
Choose the number of columns, space between and line between  
Select to apply to (all documents/ selected text or this point forward)  
Click ok

### **TABS**

- 1) Used to set tab stop position 6.4,6,9 etc
- 2) Alignment –left right centre
- 3) Header –it fills the space between your tab stop position i.e. 

#### **Procedure**

Click format menu/home menu  
Click paragraph  
Click tabs



Set i) tab stop position

ii) Alignment

iii) Leader

Click set then ok

Press the tab key on the keyboard to apply

## **CHANGE CASE**

Is to change the case size of the text. i.e. - Uppercase

- Lowercase

- Sentence case

### **Procedure**

Select the text

Click format/home menu

Click change case (Aa)

Choose the case to use

Click

**Or**

Select your data

***Then press shift + F3***

## **DROP CAP**

Use it to create a large capital letter at the beginning of a paragraph.

### **Procedure**

Select the first letter

Click format/insert menu

Click drop cap-drop cap option

Choose the position, font line to drop distance from the text

Click ok

## **TABLES**

It inserts or draws a table into the document

They are used to arrange data in a tabular format

### **HOW TO CREATE A TABLE**

1) Draw table

2) Insert table

#### **TO DRAW A TABLE**

Click on the table menu/insert menu

Click on table

Choose to draw table

Drag to draw a table

#### **HOW TO ADD NEW ROWS /COLUMNS/CELLS**

Click where to add

Click on table menu/layout

Click insert-row - above

-Below

Column -left

- Right

#### **HOW TO DELETE ROWS/COLUMNS/CELL/TABLE**

Click the one to delete  
Click table menu/layout menu  
Click            -row  
                  -Columns  
                  -Cells  
                  -Table

### **FORMULA**

Used to develop an expression to calculate a new value

#### **Procedure**

Click where to calculate  
Click layout menu/table menu  
Click formula  
Type,  
=Sum(left)  
=Product(left)  
=average(left)  
Click ok

### **TO SORT DATA**

This is arranging data in ascending and descending order

#### **Procedure**

Select the data  
Click layout menu/table menu  
Click sort  
Choose ascending or descending order  
Click ok

### **TABLE AUTOFORMAT/DESIGN**

Are already given borders and shading used to format a table

#### **Procedure**

Click in the table click table menu/design  
Click to select the design  
Click to apply

### **TO INSERT TABLE**

Click on the table menu/insert table  
Click insert table  
Choose the number of column and rows  
Choose auto fit to windows  
Click ok  
Press tab key to insert new rows

### **TO MERGE CELLS**

This is to unify multiple cells together

#### **Procedure**

Select cells to merge  
Click on the layout menu /table menu  
Click merge cells

## **TEXT DIRECTION**

Used to change orientation of the text

### **Procedure**

Merge the cells

Click on format menu/layout menu

Click on text direction

Choose the style to use

Click to apply

## **WORD ART**

It inserts a decorative text in your document.

### **Procedure**

Click insert menu

Click word art

Choose the style to use

Click to open

Type the text change font size-18 font Times New Romans

Format-text wrapping – square etc

## **AUTOSHAPES**

Are ready made shapes given in a computer i.e. Circles rectangles etc

### **Procedure**

Click insert menu

Click on the shape

Choose the shapes to use

Drag and place a shape

## **TO ORDER/ARRANGE OBJECTS**

Is to order objects according to your priority

### **Procedure**

Select the target object

Click on drawing then format

Choose to send back, bring to front, send backward or bring forward

## **GROUPING**

This is combining objects together

### **Procedure**

Click on home menu

Click select

Click select objects drag to select the object

Click drawing tools –format

Click group then group

### ***Or to Ungroup***

Click on format under drawing tools menu

Choose group then ungroup

## **INSERTING SYMBOLS**

These are special characters not found on the keyboard

## **Procedure**

Click insert menu

Click symbols

Choose the font size to use i.e. weddings, wingding's etc

Select the symbol

Click insert then close

Click insert word art

Choose the font where to get the symbol

Click ok

Format the symbol-text wrapping-square

## **SPELLING AND GRAMMAR**

It's a feature used to check the spelling and grammar of a text in a document

*Green wavy lines*- indicates grammar mistakes

*Red wavy lines* - indicates spelling mistakes

### **Procedure**

Click on tools menu/review

Click spelling and grammar

Use;

1) Change

2) Ignore

3) Add to dictionary

Click ok

*or*

**Press F7**

## **LANGUAGE**

It provides /suggests other words with a similar meaning to the word you have selected.

### **Procedure**

Select a word

Click tool/review menu

Click language then thesuarus

## **WORD COUNT**

Used to find out the number of words, paragraphs, letter, pages in the document.

### **Procedure**

Click tool/review menu

Click word count

## **USING COPY/CUT/PASTE**

Cut-move } paste

Copy-duplicate } paste

### **Procedure**

Select the text

Click home/edit menu

Click copy/cut then paste

*Or*

***Ctrl+V=paste***

***Ctrl+V=copy***

***Ctrl +X=cut***

## **PAGE BREAK**

Used to break a text to the next page

### **Procedure**

Place a cursor on a text to break

Click insert /page layout menu

Click break-page break

Or press

***(Ctrl + enter)***

## **HEADER AND FOOTER**

**Header** – type the header of a document

It repeats itself at the top of every printed page

**Footer**-text typed at the bottom of every printed page

### **Procedure**

Click view /insert menu

Click header and footer

Type the header and the footer at the bottom

Click close

## **FOOTNOTES**

It adds footnotes below a document.

The difference between footnotes is;

***Footnotes*** appears specifically on the page inserted and below a text but ***footer*** appears at the bottom of a document and it repeats itself at the bottom of every page automatically.

*To insert,*

Click on preferences menu then insert footnotes.

## **FIND AND REPLACE**

**Find**-it's a command used to search a text in the document then able to – make quick replacement

### **Procedure**

Click edit menu/home menu

Click find

Type the word /phrase to search

Click find next

Click on replace button

Type a word to replace with

Click replace (all)

Or

***Press ctrl + f***

## **PAGE NUMBERING**

It sets page numbers in your document.

### **Procedure**

Click insert menu  
Click page numbers  
Choose the position  
Choose the alignment  
Click to apply

## **MAIL MERGE**

Used to reproduce letters which you intend to print or e-mail multiple times sending each copy to different recipients

*Also called mass mailings*

### **Procedure**

Click on mailing menu  
Click start mail merge  
Click on letters  
Click select recipients  
Click on type a new list

### ***Enter direct or***

Click on customize button  
Select a field click then click rename

I.e. Name

Address

Place

Cell phone

Click ok

Type your recipient's information in the table

Use new entry to add more

Click ok

Types the file name-click save

Click on insert merge field

Click insert

Press enter key (to arrange)

Type a letter

Click on finish and merge

Click edit individual document

Click ok

## **PRINT PREVIEW**

Used to preview a document and make any changes before printing final copy.

### **Procedure**

Click office button/file menu

Point print

Click print preview

**Or**

***Press ctrl +F2***

## **PAGE SETUP**

Is to determine a page and its contents

### **Procedure**

Click on file menu/page layout menu

Click page setup

Use;

- a) **Margins** –top, left ,bottom, right-("1")  
**Gutter** –set an extra space for binding (0.5)  
**Orientation** –portrait   
                                  Landscape   
Mirror margins (to print both sides)
- b) **Paper** –paper size A4  
          Paper source default
- c) **Layout** even pages- 2, 4,6,8,10,12...  
          Odd pages 1, 3, 5, 7, 9.....  
Header and Footer  
Click ok

## **PRINT**

Is to send a softcopy to the printer to produce a hard copy

You are required to choose a printer names, number of copies to print and other printer options before printing.

### **Procedure**

Click file menu/office button

Click print

Choose the printer name

Select the page range-all/current/selected pages

Choose the number of copies to produce

Click ok then wait

Or

***Press ctrl + P***

# MICROSOFT EXCEL

**Objective** –is to understand spreadsheet software used to perform calculations, visualize and arrange data in spreadsheets.

It can also analyze data using charts and graphs.

***After this lesson a learner should be able to use excel basic formula to perform simple calculations and worksheet formatting, arrange data in cells, plot charts or graphs analyze data by filtering and sorting, move from one worksheet to another.***

## **WHERE TO APPLY EXCEL**

**Banks-** to perform calculations

To prepare budget

To prepare loan payment

To prepare a pay roll

Schools, colleges, businesses etc.

## **EXAMPLES OF SOFTWARES**

- Visa calc
- Super calc
- Lotus 123
- Ms excel-97,2000,2003,2007,,2010

## **TO OPEN/LAUNCH EXCEL**

- Use start programs-Ms office-Ms excel

Or

- Use start-run-type-excel ok

Or

- Open a short cut on a desktop (double click)

## **TERMINOLOGIES USED**

**Formulae Bar-** It displays the active cell and contents.

Also used to edit the contents on the active cell.

**Cell** –is an intersection between row and a column.

**Row** – are horizontal lines running a cross a spreadsheet.

**Column** - are vertical lines running down the worksheet.

**Sheet tabs:** Are tabs holding worksheets i.e. sheet 1, sheet2sheet3 etc.

## **TO ADD NEW SHEET/ROW/COLUMN/CELL**

- Click insert menu/home menu
- Click insert-rows, columns, cells, sheets

## **TO RENAME A SHEET**

- Select the sheet
- Click home menu-format
- Format-sheet-click rename
- Type name



## To Save a Worksheet

### Procedure

Click file/office button menu  
Choose save/save as  
Select the location where to save  
Type a file name  
Click save.

Or

**Press ctrl + s**

### To open a saved file

Click office button/file menu  
Click open  
Choose where you saved  
Select a file name  
Click open

Or

**Press ctrl + o**

## TERMS USED

**Worksheet** - working space its comprises of rows and columns

**Work book** - it's a collection of many worksheets

**Spreadsheet softwares** - are softwares used to perform calculations and analysis of data i.e. Excel

**Cell Reference/address**- are names given to cells i.e. B4, C3, F4 etc

## ENTERING DATA

1) **Constant method**-it's a direct way of entering data into the worksheet i.e.

Names	Jan	Feb
John	50	40
Wairau	40	41
Kim	60	62

2) **Formula**- it is used to develop an expression to calculate a new value

To enter a formula you must start typing equals' signs (=)

To Calculate Sum;

1) Sum (B2:E2)

2) Select the data press( Alt +=)

3) Select the data click click auto sum symbol (  )

4) Use insert function-select sum -ok- type the range (b2:f2) -ok

### MIN

Used to calculate the lowest value in the list

a) =min(B2:E2)

b) Use insert function-select min-ok -type the range (b2:e2) -ok

### MAX

Used to calculate the highest value in the list

1) =Max (B2:E2)

2) Use insert function select max -ok

Type the range (b2:e2) -ok

## **AVERAGE**

- a) =average (B2:E2)
- b) Use insert function –select average ok- type the range (b2:e2)-ok

## **CELL PROPERTIES**

Feature used to provide,

### **Procedure**

Select the data

Click format/home menu

Click number

Use

- **Number** : determines the kind of number to be used in cells – currency, date, percentage
- **Alignment**- aligns text/number in cells left, bottom etc
- **Merge cells**: is to unify multiple cells together
- **Wrap text**: forcing cells to accept more text in it
- **Shrink to fit**: reducing text to fit in the cell
- **Font**: it changes the text /number appearance
- **Border**: applies border to the gridlines
- **Fill**: it fills colour /pattern to cells background
- **Protection**: applies password to protect data on the sheet.

### **Procedure**

Click on review menu/tools

Click protect sheet

Type a password

Click ok

### **TO UNPROTECT/ REMOVE PASSWORD**

Click tools/review menu

Click protect sheet

Type a password

Click ok

### **TO SORT DATA**

This is arranging data in ascending and descending order (smallest-largest or vice versa)

### **Procedure**

Select the data

Click data menu

Click sort

Choose continue with the current selection

Click sort

Choose largest to smallest

Click ok

### **TO FILTER DATA**

Its to use a criteria given to get a specific records required

### **Procedure**

Select the data

Click data menu

Click filter-auto filter  
Use the drop down list arrow  
Click text, number/filter  
Choose your criteria i.e. greater than/less than  
Click ok

### **INSERTING CHARTS**

Are objects used to illustrate and compare data for analysis.

#### **Procedure**

Select the data  
Click insert menu  
Click graph/chart  
Choose the type of chart/graph to use  
Click to apply

### **AUTOFORMAT /DESIGN**

These are predefined borders and shadings given used to design /format data

#### **Procedure**

Select the data  
Click format menu/home menu  
Click format as table  
Choose the design  
Click ok

### **PRINT PREVIEW**

This is previewing data and make any necessary changes before printing

#### **Procedure**

Click file menu/office button  
Point print-click print preview

### **PAGE SETUP**

Is to determine the kind of page and the feature to use

#### **Procedure**

Click file menu/page layout menu  
Click page setup  
Use;

- a) **Page orientation-** portrait  
Landscape  
Scaling adjust-100%  
Fit to page the number of pages you wish to set  
Paper size A4  
Print quality-determine the print out
- b) **Margins-**top, bottom, left, right
- c) **Header& footer-** Custom header  
Custom footer
- d) **Sheet-gridlines**  
Rows and column header  
Click ok

## FIND AND REPLACE

Use it to find a text/number within the worksheet and then use replace to replace it with another text.

### Procedure

Click on home/edit menu

Click find

Type what to find then click find next

Click on replace and type what to replace with

Click replace (all)

Click ok and close

## PAGE BREAK

It shows where a page will break before you print

### Procedure

Click on view menu

Click page break preview

## FUNCTIONS

Is a formula given used to perform calculation i.e.

- i. If function
- ii. Sumif function
- iii. Countif function

### IF FUNCTION

Used to perform calculations based on condition

#### Formula

Logical test } C2>7000  
Value if true } 14% X C2  
Value if false } 0

Or

=If ( C2>7000, 14% \* C2,0)

#### Question:

Calculate the commission if amount is greater than 7000, given 14% of that amount as the commission, no commission given to amount less than 7000

Use the below data;

Names	Item name	Cost	Commission	SUMIF	COUNTIF
Peter	Motorola	9000		Motorola	Motorola
Alice	Nokia	5400			
Danny	Nokia	7600		Nokia	Nokia
Fredlick	Yu	6500			
Njoroge	Samsung	6700		Yu	Yu
Orina	Orange	8900			
Henry	Yu	9800		Samsung	Samsung
George	Samsung	8700			
Patel	Yu	1200		Orange	Orange
Oloo	Orange	5400			

### SUMIF (function)

Used to calculate the subtotal of items

#### Formula

Range –type the range of items (b2:b10)  
Criteria-item to sum up (b2)  
Sum range- type the range-amount (c2:c10)  
=sumif (B2:B10, B2, C2:C10)

# MICROSOFT POWERPOINT`

**Objectives-** is to understand presentation software used to create and edit slide show, meeting, and web pages using a presentation software.

## **EXAMPLES OF PRESENTATIONS TO CREATE**

- ❖ Launching a new institution
- ❖ Launching a new product
- ❖ Outbreak of disease inform people in the society

### ***Purpose***

Is to convey message to the audience in seminars, conferences, meeting church rallies etc via screen or projector.

After this lesson, a learner should be able to, create and edit presentation, apply animations and present it.

### ***Examples of presentation softwares***

- ❖ Freelance graphics
- ❖ Harved graphics
- ❖ Ms PowerPoint
- ❖ PPT

## ***TO START POWERPOINT***

- Click start  
Click run  
Type powerpnt then click ok
- Click start-all programs-Microsoft office-Microsoft PowerPoint
- Open a shortcut on the desktop

## **ELEMENTS OF POWERPOINT WINDOW**

**Task pane-** it's a min slid which reflects the main slide

**Slide-**it's a page given used to create a presentation

**Placeholders-**where text /objects are placed

Slides are of different layouts i.e.

Click format/home menu

Click slide layout i.e.

- ❖ Title slide
- ❖ Title only
- ❖ Title and text
- ❖ Title and two columns
- ❖ Blank slide
- ❖ Content slide etc

## **WAYS OF CREATE A PRESENTATION**

Click file menu/office button

Click new

Use;

- 1) Blank presentation
- 2) From design template

## **BLANK PRESENTATION**

This is starting a presentation from scratch

## **TITLE SLIDE**

It shows a title and a subtitle of a presentation

### **TO ADD A NEW SLIDE**

Click insert menu/home menu

Click new slide

Press (Ctrl + m)

### **To Save a Presentation**

#### **Procedure**

Click file/office button menu

Choose save/save as

Select the location where to save

Type a file name

Click save.

Or

***Press ctrl + s***

### **To open a saved file**

Click office button/file menu

Click open

Choose where you saved

Select a file name

Click open

Or

***Press ctrl + o***

### **TO FORMAT TEXT IN SLIDES**

Select the text

Click format/home menu

Click font and choose to format

### **TITLE AND SLIDE**

It shows a title and any content

### **TO CHANGE THE SLIDE BACKGROUND**

Click format menu/design menu

Click background

Slide design

### **SLIDE TRANSITION**

These are effects applied on a slide to show the previous and current slide - to make slide appear and leave according to the effect applied

#### **Procedure**

Click on slide show /animation menu

Choose slide transition

Choose the effects

Select the speed, advance

Slide after – (second)

### **CUSTOM ANIMATION**

Are live animations /effects applied on individual items objects to emphasize them.

#### **Procedure**

Click on slide show menu/animation menu

Click custom animation

Choose the item  
Click to add effect  
Choose speed

## **HOW TO RUN A PRESENTATION**

It's to preview a presentation on a full screen

### **Procedure**

Click slide show menu/view  
Click view show/slide show

***Press F5***

## **CONTENT SLIDE**

This is a slide which contains:

- a) Insert table: used to arrange data in a tabular format
- b) Chart: is an object used to illustrate data graphically
- c) Clipart/media clip /picture
- d) Organization chart/diagram: it illustrate a certain organization on a diagram

## **SLIDE SORTER**

Used to view slides in slide sorter to easily rearrange slides before the final presentation

### **Procedure**

Click on view menu  
Click slide sorter  
Drag to re-arrange the slide  
Click on view  
Click normal

## **NOTES PAGE**

Are notes written by author of a presentation used as a reminder to the presenter

Also can write speaker notes and can be printed out

### **Procedure**

Click on view menu  
Click note page  
Type the notes  
Click normal

## **SLIDE MASTER**

Open the master slide to change the design and layout of other slide.

### **Procedure**

Click on view menu  
Click master -slide master  
Type the setting to edit  
Use header and footer for view/insert menu to set slide number footer, date and time.  
Click to close master View

## **CUSTOM SHOW**

Used to show the only slides you select before final presentation

### **Procedure**

Click slide show  
Click custom show



Click new  
Choose the slide then click add  
Click ok  
Click show

### **REHEARSE TIMINGS**

Used to launch slides in full screen and the amount of time you spend can be saved to run the other shows in future.

#### **Procedure**

Click slide show menu  
Click rehearse timings  
Point and right click  
Click next

### **HIDE SLIDE**

Use it to hide the current selected slide from the presentation.

#### **Procedure**

Click to select a slide  
Click slide show menu  
Click hide slide.

# MICROSOFT ACCESS

**Objectives:** it's to understand database management software used to keep/track and manage your information.

*After this lesson a learner should be able to enter records, retrieve records and then print reports.*

- ✓ Hospital records - patient details
- ✓ Flight records
- ✓ Inventory records – stock records
- ✓ School, college records etc

**Examples (softwares referred to as Database management)**

- ✓ Fox pro
- ✓ Database
- ✓ Oracle
- ✓ Paradox etc
- ✓ Ms Access 97, 2000,2003,2002,2010

## TO START ACCESS

- a) Click start-programs- Microsoft office-Ms Access
- b) Click start-run-type Msaccess-ok
- c) Open a shortcut on the desktop

## BLANK DATABASE

It's to start a database from scratch/of your own choice

### Procedure

Click file/office button

Click on New then blank database

Click to type your database name (example – **Lottery database**)

Click create to save

## PROGRAM WINNDOW

**Database objects:** are component used to create a database i.e.



## TERMS USED

**Database:** it's an act and science to keep and retrieve records

**Field:** are individual items on a table

**Records:** are details of items on a table

**File:** is a collection of record field

Records

**TABLE**

It's a main storage of records in a database

In tables we store data in rows (records) and column (fields)

**TO CREATE A TABLE**

- a) Data sheet view
- b) Design view/table design

**DATA SHEET VIEW**

Click on create then table / Table then new

Click on datasheet menu-rename column

Enter the records

Click to close and save

**DESIGN VIEW**

Click on create table design

Use;

- a) Field name column-type the column headings i.e.

Name

Address

Place

Salary

- b) Data type: used to determine the kind of values to be entered in a field i.e.

Currency -money

Number-

Text-letter

Names	Income	Outcome
Jane	5000	4000
Muthoni	6000	2000
Mary	4000	1000

Yes/no etc

c) Description

-comment-optimal

Click to close and

save

**Primary keys:** used to

uniquely identify each

record in a table i.e.

StudentsID, patientsID, CustomerID etc

**QUERIES**

Are database objects used for;

- a) To extract specific field names to use
- b) To sort and filter records
- c) To perform calculation

**TO EXTRACT RECORDS**

Click on create-query design

Select the table to use

Click add -close

Drag the specific field name to use

Click to close and save

**TO PERFORM CALCULATIONS**

On query decision view

Extract all records to use  
On the next empty column-first row  
Point and right click  
Click build  
on expression builder –type what to calculate  
I.e. GROSS PAY then followed by full colon (:)

BILL BALANCE:

Double click table to open  
Select the table name  
Click on the field name to use then Click paste (/,\*,-,+)  
Click the word “expr” (press delete)  
Click ok  
Click to close and save

### **TO SORT AND FILTER RECORDS**

**To sort:** is to arrange data in ascending/descending order

#### **Procedure**

Extract the field name to use  
Use sort row click to choose  
Ascending/descending order  
Click to close and save

### **TO FILTER DATA**

Is to use a certain criteria to get data which meet a certain condition

#### **Procedure**

Extract the field name to use  
Use criteria row  
Type your argument i.e.

Disease	ward no.	
Criteria	TB	6L

Click close and save

### **FORMS**

Are database objects used for:

- To access individual records in a table
- Add /fill records into a table
- To perform calculations

#### **TO CREATE A FORM**

Click on create – form design / form-new- choose a table or query where to get data from  
Click add existing fields  
Click show all tables  
Click on (+) expand  
Drag and arrange the field name on your form  
Click to close and save

### **TO PERFORM CALCULATIONS USING A FORM**

On form design view  
Drag and arrange your field names  
Click on a text box control (Abl)  
Click on text and erase  
Type what to calculate i.e.

**Gross pay:**

Click on unbound box  
Type your formula i.e.  
= [salary] + [Allowances]  
Click to close and save.

**REPORTS**

Are database objects used for:

- 1) To provide a summary of records in a table
- 2) To print records in a table

**TO CREATE A REPORT**

Click on create-report design  
Click add existing field  
Drag and arrange your report  
Click to use a label centre  
Type page header and footer  
(Aa)  
Click to close and save

**TRANSFERRING A REPORT TO MS WORD**

Open a report  
Click external data menu / tools  
Click open the destination.....  
Click ok  
Wait

**MACROS**

Are database objects used to run other database objects

**Procedure**

Click on create-macros or macros then new  
Use action drop down list arrow  
Choose open table  
Select the table to open  
Click to close and save  
Use;  
Create/ new to design a macro of a query, form and report  
Click to close and save

**SWITCHBOARD**

Is a form used to navigate to database objects especially when you have more forms and reports

**Procedure**

Create the macros of table, query, forms and reports  
Click on database tools / Tools menu  
Click on switch board manager-yes

Click edit button-click to type your switchboard name

Click new button

On edit switchboard item

Use;

a) Text-type-view tables

b) Command choose run –macro

c) Choose the macro of a table-macro table

Use new button to create the macro of queries forms and report

Click ok

Click close and save

## **ADOBE PAGEMAKER**

**Objective:** it's to understand desktop Publishing software used to design publications

**Def:** is a graphic design package used to design publication

### ***Examples of publications to design***

- Business cards
- Brochures
- Certificates
- Posters
- Fliers etc

### ***Examples of Desktop Publishing softwares***

- Corel draw
- Adobe Photoshop
- Adobe Illustrator
- Adobe Go live etc
- Adobe Indesign

## **TO OPEN PAGEMAKER**

Click start –run-type PM60, PM65, PM70- click - ok

Or

Click start-programs-adobe- Adobe PageMaker 60, 65, 70

Or Open a shortcut on the desktop

## **PROGRAM WINDOWS**

**Pasteboard**-working space where publication is designed

**Tool box**-it contains icons to design publication

**You can hide/show toolbox**

Click show/hide tools

## **TO VIEW A PASTEBOARD**

Click view menu-zoom-in (increase) actual size 100%, fit in windows-(ctrl+o\_

Entire pasteboard (shift+ ctrl+ o)

## **DOCUMENT SETUP**

Is used to determine pasteboard and other contents

Procedure

Click files menu- new (ctrl+ N)

Use

- 1) Pagesize A4

- 2) Orientation-Tall-portrait  
Wide-landscape
- 3) Number of pages –start page
- 4) Margin-left, right, top ,bottom
- 5) Target output resolution –dots per square inch
- 6) Compose to printer: printer name

### **RULER (ctrl+r)**

Are used to align objects in a publication  
 We have two rulers i.e. vertical/horizontal rulers  
 You can hide /show rulers i..e.  
 Click on view menu  
 Click show/hide rulers  
 To use rulers you must adjust the zero point.

### **RULER GUIDES**

These are temporary guidelines used to guide in measurements  
 To get the ruler guides, point anywhere o the ruler  
 You can hide/show guides (ctrl +;) show /hide guides  
 You can lock /unlock guides by:  
 Click on view menu  
 Click lock guides/unlock guide by Alt+ Ctrl

### **GROUPING OBJECTS**

Select object  
 Click element menu-click group (Ctrl+G)

### **HOW TO COPY/CUT /PASTE**

Copy-duplicate  
 Cut-move  
 Procedure  
 Click the object  
 Click edit menu-copy  
 Click edit menu-paste

### **FILL**

Applies color/pattern to the object  
 Procedure  
 Select the object  
 Click element menu  
 Click fill-solid-black, paper-white, none –no color

### **STROKE**

It changes the border style of an object  
 Procedure  
 Select the object  
 Click element menu  
 Click stroke  
 Choose

### **CHARACTER**

Is used to format a text on a publication

Procedure  
Select text  
Click type menu  
Click character  
Use font size, color, font style superscript/subscript  
Click

### **TO INSERT A SHADOW**

Procedure  
Measure a publication i.e. (4X5)  
Fill paper-element-fill (paper)  
Click edit menu-copy and paste  
Element menu-fill-solid  
Click element menu-arrange-send to back

### **ROUNDED CORNERS**

Select the object  
Click element menu  
Choose the style-ok

### **TO INSERT A PICTURE**

Click file menu-place  
Click look in  
Choose done(c )  
Program files-open  
Number of files  
Clipart  
Pub color-open  
Choose-open  
Drag

### **TO SET A POLYGON INTO STARS**

Place a polygon tool on a publication  
Click element menu  
Click polygon settings  
Set the number of slides and insert  
Click ok



# MICROSOFT PUBLISHER

**Objective:** is to understand a desktop publishing software used to design publication i.e.

Brochures

Certificate

Fliers

Posters et

## Examples (software)

Adobe PageMaker

Adobe in design

Corel draw

Adobe Photoshop

Adobe go live

Etc

## TO OPEN PUBLISHER

Click start-run-type Ms Pub –click ok

Click start-programs-Ms office-Ms Publisher

Open my computer folder-Drive C:-program files open-Ms office-Office 11,12

Open publication

## WAYS OF CREATING PUBLICATION

### BLANK PUBLICATION

Its to start a publication of your own choice

Procedure

Open publisher

Click on blank publication choose the page to use

Or

Click file menu-new

Click blank publication

Choose the page-click

### OBJECTS

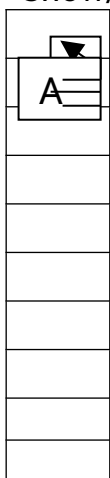
Are objects /tools used to design a publication

You can hide /show tools/objects

Click on view menu

Click toolbars – objects

Show/hide



**Select object-** used to select object

**Text box-** inserts a text/cursor

**Insert table** –inserts a table

**Word art-**inserts a descriptive text

**Picture frame-**inserts a picture/clip arts

**Line tool-**draws lines

**Arrow tool-**draws arrows

**Auto shapes** – saved and ready made shapes

**Design gallery objects-**move objects

## INTERNET (E-MAIL)

**Objectives:** is to understand communication software used to send and receive information electronically.

### TERMINOLOGIES USED

**Internet** –this is a world wide network, connecting millions of computer users through ordinary telecommunication lines and modems.

Other names for internet

- The Net
- The information superhighway
- Cyberspace

**Or** is a connection of mailing of computers connected world wide for the purpose of sending and receiving messages electricity via satellite and telephone lines /moderms

**E-mails** – stands for electronic message

**LAN: stands for** Local Area Network- Two or more computers are connected together to share resources in a small geographical locations such as building. (cyber café)

**WAN: stands for** Wide Area Network: two or more LANS – computers are far apart, they can share resources from different buildings

**INTRANET:** Sub Network- internet service

**NETWORK:** is a group of connected computers that allow people to share information and expensive equipment such as printers.

Provider own i.e. Orange, Telecom, Safaricom etc

**WEBSITE:** is a collection of web pages

**WEB PAGE:** it contains text, phrase graphics/picture when derived on it opens a page

**Http://** stands for **Hypertext Transfer Protocol** (search engine) used to switch to the website a user intend to use. For example:

*http://www.facebook.com*

*http://www.gmail.com/*

*http://www.yahoo.com/*

*http://www.twitter.com*

*http://www.hotmail.com/*

**WEB BROWSER:** is a software used to access to the internet i.e.

Opera , Mozilla fire fox, internet explorer net scape etc

**WWW:** World Wide Web –this an organization which owns internet

### BASIC REQUIREMENT FOR INTERNET

- ❖ **PC:** this is a personal computer with fast processor, color screen and free space.
- ✓ Store data/incoming /outgoing mails
- ✓ To process data
- ❖ **TEELPHONE LINE:** to link computer to exchange information
  - ❖ **MODEM:** its device which converts data from analogy  
They are of different types i.e. external, internal, fax modern, satellite moderns etc
  - ❖ **CABLES:** used to connect computers and equipment to a network

❖ **HUB/ROUTER/SWITCH:** serves as a central location where all cables on a network come together.

❖ **INTERNET SERVICE PROVIDERS (ISP):** commercial organization that provides access to the Internet.

❖ **HOME PAGE:** a page that appears each time you access the web

❖ **WEB ADDRESS (Uniform Resource Locator (URL):** each web page has a unique address or location, called (URL) you can instantly display any web page if you know its URL. For example: <http://www.compaq.com>

❖ **E-MAILS ADDRESS-** it explains geographical location of a sender and a receiver ie

edwinmasha@yahoo.com

**Domain:** it gives the description of the email address one has i.e.:

Com-commercial

Org: organization

Insti: institution

.co.ke-company Kenya

It has a minimum of six characters and a maximum of 32 characters

❖ **Web browser:** software Mozilla Firefox, opera, internet explorer

❖ **Network :** is a process of linking more than one computer together to share resources

**For network to exist there must be:**

- Network interface
- Network medium

**Network interface** – the one to interpret data received from another computer

**Network medium-** transfers /transmits data from one computer to another

**Advantages of a network**

- ✓ Able to share information such as documents, electronic mail, video, sound and images
- ✓ Share equipment such as printers and modem
- ✓ Work away from office while at home you can connect at your work place and exchange messages and files
- ✓ Eliminate sneaker net – refers to as physically carrying information from one computer to another (it eliminates)

**FOLDERS**

**Inbox** –is a storage of incoming mails

**Sent-** is storage of outgoing mails

**Draft-** items saved temporarily

**Trash:** storage of deleted items.

**Contacts-** storage of contacts

**Notepad-** diary

**Calendar-**reference date and time)

**SERVICES OFFERED IN INTERNET**

- 1) **E-mail services:** is the most popular feature on the Internet. (Electronic Messages) you can exchange the e-mails with people around the world including friends, customers, and even people you meet on the internet.
- 2) **Information:** gives information virtually on any subject such books, newspapers, magazines, academic papers and all acquire information about universities in/outside Kenya.

- 3) **Programs:** thousands of programs are available on the Internet such word processing, spreadsheet , games and much more.
- 4) **Entertainment:** games and movies
- 5) **Chat services:** (discussion groups) two different people meet online then exchange text messages online(live)
- 6) **Online shopping:** order goods and services online without leaving roué desk (clothes)
- 7) **Fax services-** fax-scans a document/produce a duplicate then send it to somebody waiting somewhere(fax)
- 8) **Video conferencing:** two people meet online then you talk live seeing each other on the screen.

### **Users of the Internet**

- ✓ Researcher an get information
- ✓ Individuals use it for their work or communication
- ✓ People with the same interest can share ideas
- ✓ Students and school children can communicate and gather information
- ✓ Businessman/woman can advertise, communicate and sell goods.
- ✓ Buyers can shop online

### **To read mails**

Open your account then click inbox or check mails

Click the message to read

### **To reply mails**

Click on the message to read then click reply

### **To forward a message**

Open your account

Click the message to read in your inbox

Click forward then type a recipient address then click send.

### **KEYBOARD SHORTCUTS**

*These are basic keyboard shortcuts*

- Ctrl +N** – to open a new document window
- Ctrl +O**-to open a saved document/file
- Ctrl+ S-** to save a document
- Ctrl + W-** to close the program window
- Alt + F4-** to close a program
- Ctrl +B-** to bold a selected text
- Ctrl +I** –to italicize a selected text
- Ctrl + U-** to underline a selected text
- Ctrl +shift +D** –to double underline a selected text
- Ctrl +shift +>** -to decrease font size
- Ctrl +shift +<**-to decrease font size
- Ctrl +Z** –undo (reverse)
- Ctrl +Y**-redo (repeat)
- Ctrl +P-** to print a document
- Ctrl+ F2-** to print preview
- Ctrl + F-** to use find and replace
- F7** – to use spellings and grammar check
- Ctrl + shift + (=)**-superscript
- Ctrl +=** to set subscript
- Ctrl + I-** single spacing selected text
- Ctrl +2** – to set double spacing selected text
- Ctrl + 5** -1.5 lines

**Ctrl + A** - select all