

# Computer Bootcamp

By

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# Windows 7

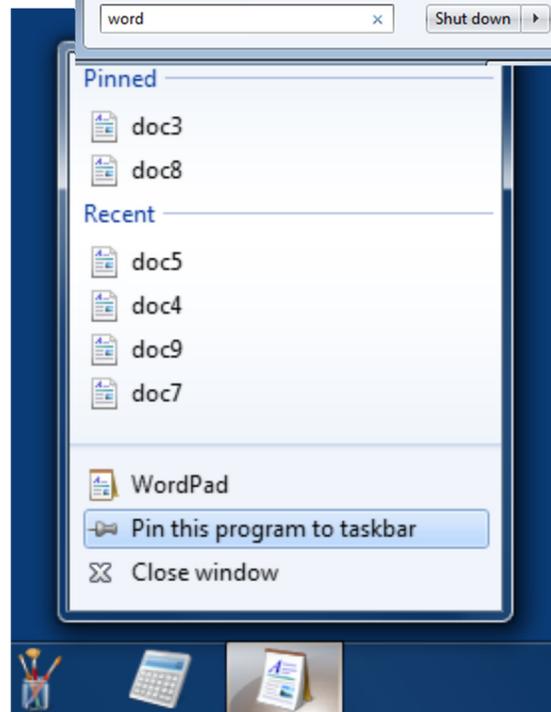
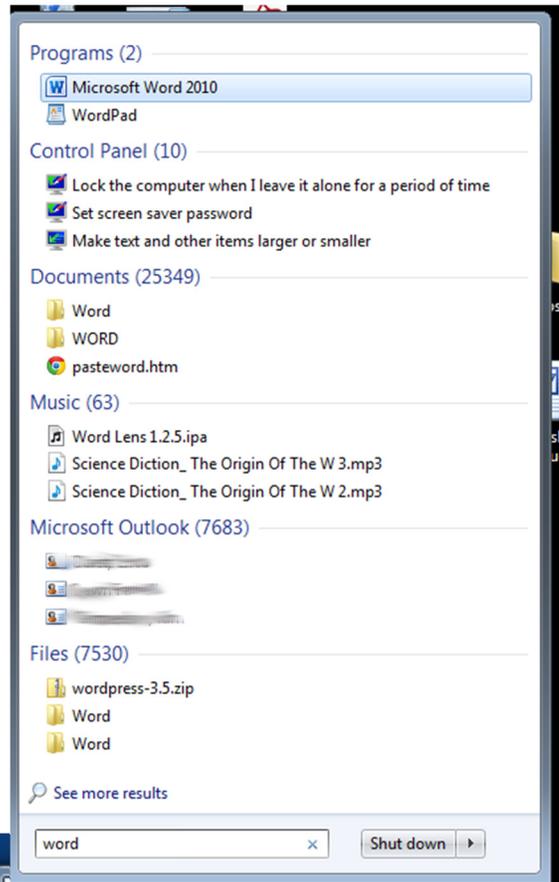
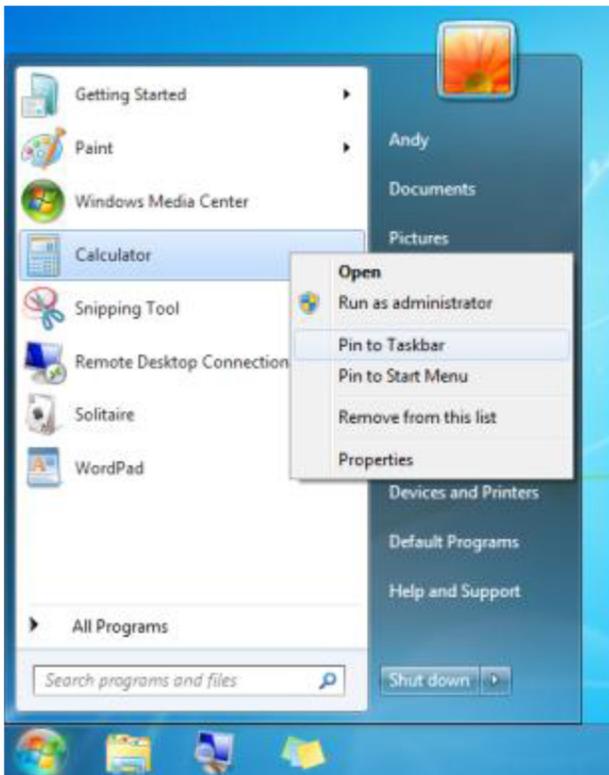
## *Starting a Program in Windows 7*

Microsoft finally got the memo that we will have more than 7 programs on our computers! To make it easier on us (instead of looking through the All Programs list), we can just start typing out the program we are looking to run.

## *Pin a program to the taskbar*

You can pin a program directly to the taskbar so that you can open it quickly and conveniently, rather than having to look for the program in the Start menu each time. Here's how:

- If the program isn't running, click the **Start** button, click **All Programs**, find the program you want, right-click it, and then click **Pin to Taskbar**.
- If the program is already running, right-click the program button on the taskbar, and then click **Pin this program to taskbar**.

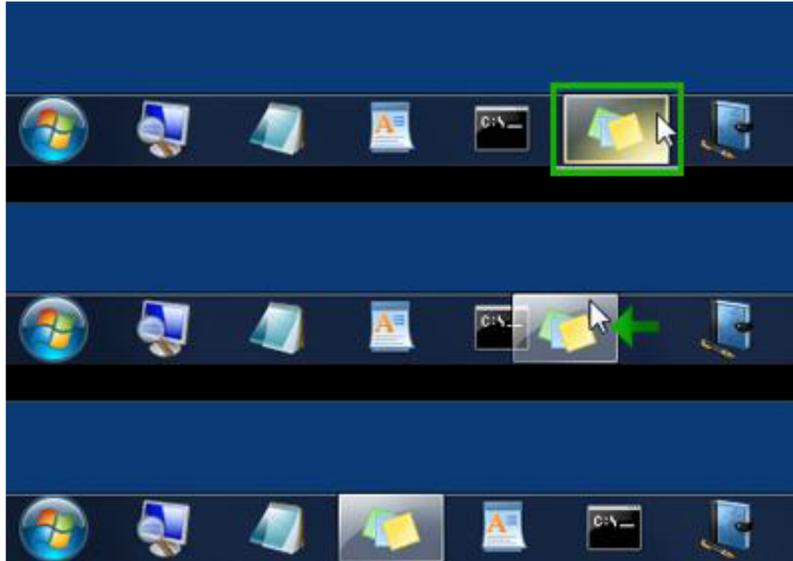


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### *Rearrange buttons on the taskbar*

You can rearrange and organize program buttons on the taskbar so they appear in the order you prefer.

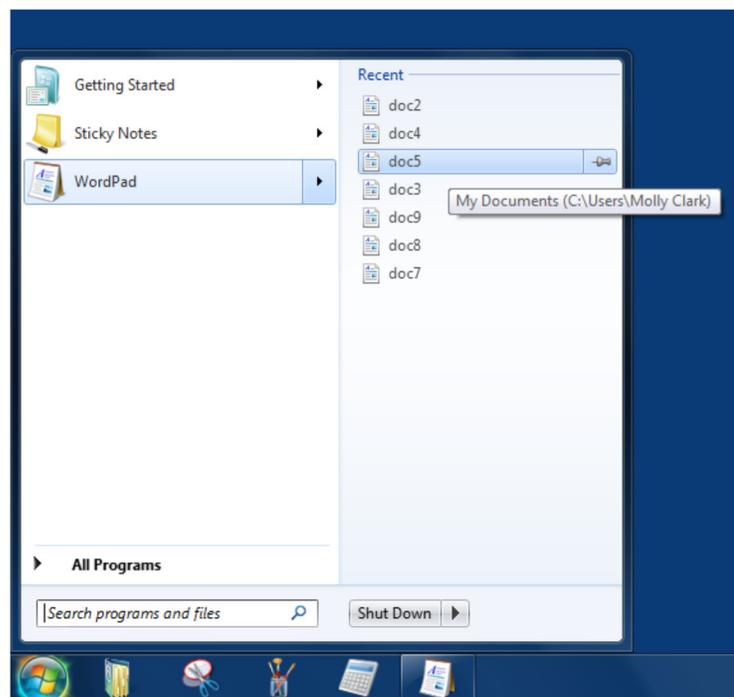
To rearrange the order of program buttons on the taskbar, just drag a button from its current position to a different position on the taskbar.



### *Using Jump Lists*

Jump Lists are lists of recent items, such as files, folders, or websites, organized by the program that you use to open them.

You can open programs, recent items, and favorite items using Jump Lists so that you can quickly get to the items you use every day. Here are some ways to use Jump Lists:



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### *To open an item from a Jump List*

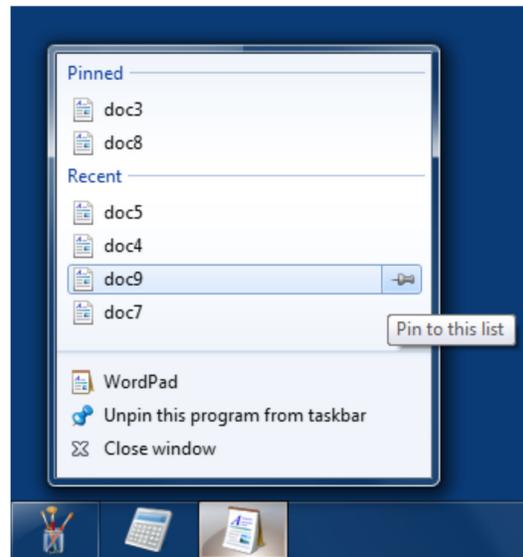
You can view the Jump List and then open items both from the taskbar and the Start menu. Here's how:

- Right-click the program's icon on the taskbar, and then click the item.
- or -
- Click the **Start** button, point to a pinned program or recently used program, point to or click the arrow next to the program, and then click the item.

### *To pin and unpin an item to a Jump List*

You can pin a favorite item to a Jump List, so it will always appear at the top of the list. That way, you'll be able to get to the file quickly and easily. Here's how:

- To pin an item to a Jump List, open the program's Jump List, point to the item, click pushpin icon, and then click **Pin to this list**.
- To remove an item from a Jump List, open program's Jump List, point to the item, click pushpin icon, and then click **Unpin from list**.



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### *To change the order of items in a Jump*

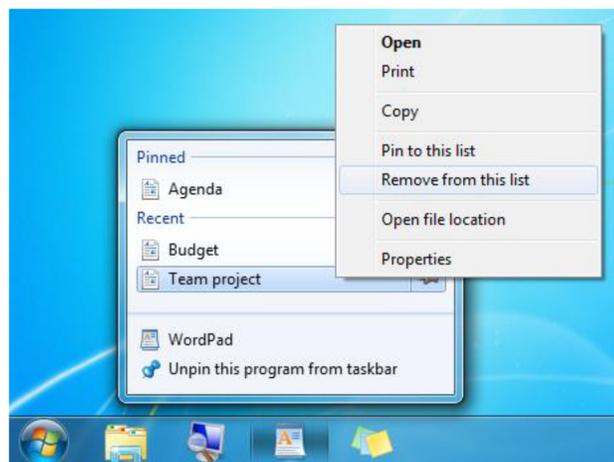
To change the order of either pinned items or recent items, open the Jump List, and then drag the item to a different position.

List

### *To remove a recent item from a Jump List*

To remove a recent item entirely from a Jump List, open the Jump List, right-click the item, and then click **Remove from this list**.

Don't worry, you won't delete the file, you're just removing it from the Jump List. next time you open that item, it might reappear in the Jump List again.



The

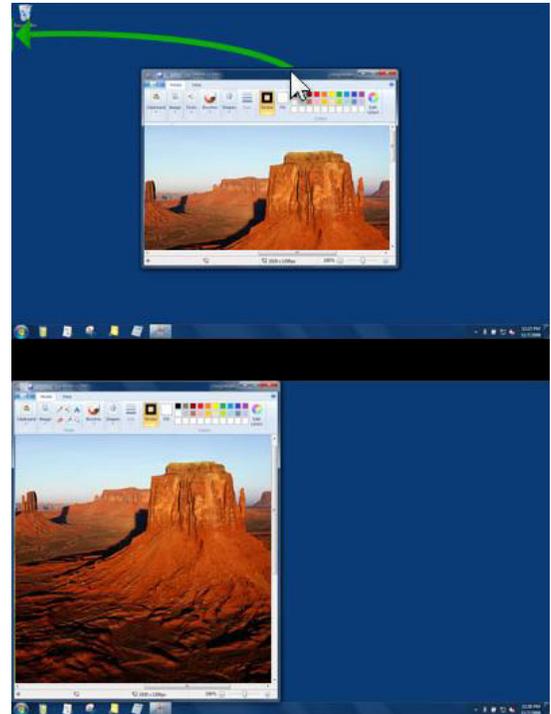
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### *Snap a window to the side*

You can use Snap to arrange windows side by side, which can be especially helpful when comparing two documents or when dragging files from one place to another. Here's how:

1. Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears.
2. Release the title bar to expand the window.
3. Repeat steps 1 and 2 with another window to arrange the windows side by side.

To return the window to its original size, drag the title bar away from the top of the desktop, and then release.

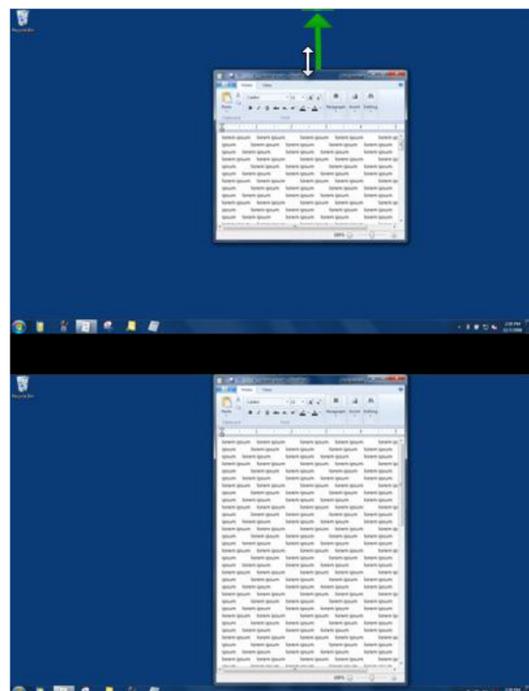


### *Snap a window vertically*

You can use Snap to expand windows vertically, which can be especially helpful for reading longer documents. Here's how:

1. Point to the top or bottom edge of an open window until the pointer changes into a double-headed arrow.
2. Drag the edge of the window to the top or bottom of the screen to expand the window to the entire height of the desktop. The width of the window doesn't change.

To return the window to its original size, drag the title bar away from the top of the desktop, or drag the bottom edge of the window away from the bottom of the desktop.



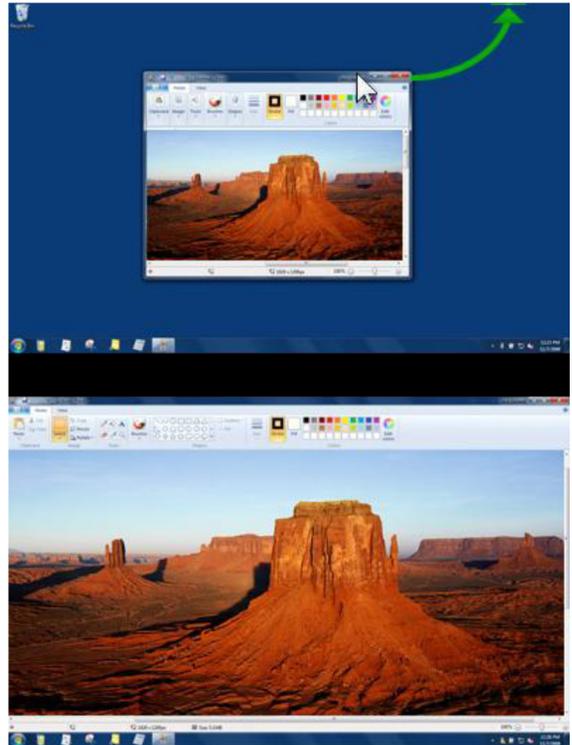
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### *Snap a window to the top*

You can use Snap to maximize a window, which makes it easier to focus solely on that window with less distraction from other open windows. Here's how:

1. Drag the title bar of the window to the top of the screen until an outline of the expanded window appears.
2. Release the title bar to expand the window to fill the entire desktop.

To return the window to its original size, drag the title bar of the window away from the top of the screen.



### *Minimize open windows using Aero Shake*

You can use Aero Shake to quickly minimize every open window except the one you want. You can then restore all of your windows just as easily. Here's how:

1. In the window you want to keep open, drag (or shake) the title bar back and forth quickly.
2. To restore the minimized windows, shake the open window again.



# Navigating through the New Interface

Soon after you install Office 2003 on your computer, a balloon pops up asking if you would like to "Help Make Office Better." If you click on it, you are given the opportunity to enroll in something called the Microsoft Office Customer Experience Improvement Program. If you opt-in, anonymous data about how you use Office are uploaded to Microsoft occasionally in the background. All of this data went back to the developers in Redmond on how you use your computer. This is what they found:

## Top 5 Most-Used Commands in Microsoft Word 2003

1. **Paste**
2. **Save**
3. **Copy**
4. **Undo**
5. **Bold**

Together, these five commands account for around 32% of the total command use in Word 2003. Paste itself accounts for more than 11% of all commands used, and has more than twice as much usage as the #2 entry on the list, Save.

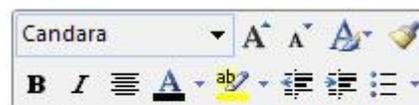
With this information, the developers went out and created a new interface for Office 2007. This was enhanced in the 2010 version.

The Microsoft Office 2007 & 2010 Fluent user interface primarily consists of nine key components:

1. The Ribbon - consists of tabs displaying the commands that are most relevant for each of the task areas in each application. This is a combination of the menu and toolbars.



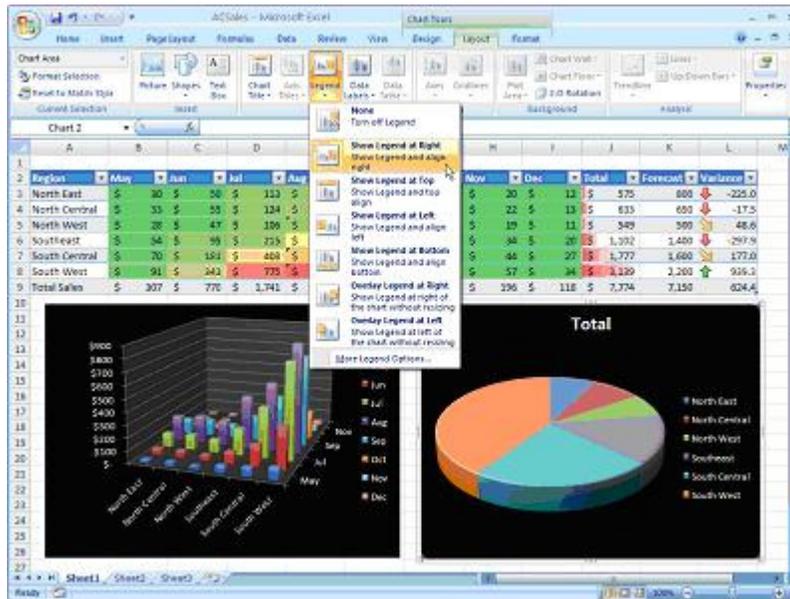
2. Contextual Tabs - whenever a user selects or inserts an object, the Contextual Tabs for modifying that object (such as pictures, tables, text boxes and charts) appear in the Ribbon.
3. The Office Button - replaces the File menu.
4. Galleries - provide users with a visual set of formatting options to choose from when working on a document, spreadsheet, presentation or Access database.
5. Live Preview - shows the potential results of a Gallery selection within the document before it is actually applied.
6. Mini Toolbar - provides easy and efficient access to the most frequently used text-formatting



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your document. You can use these gall

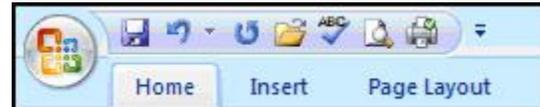
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commands.



Gallery (Item #4)

7. Enhanced ScreenTips - appears as users move the mouse pointer over items in the Ribbon, showing the name of the feature, the keyboard shortcut and a brief description of what the feature is used for, and help links.
8. Quick Access Toolbar - provides a single location for people to place the commands and features they use most frequently.
9. KeyTips - appear in front of the Ribbon tabs with a single letter or combination of letters for users to type to activate the feature when users press the Alt key.



# Basics of Word

## Replacing Text

**AutoCorrect** – Word corrects commonly misspelled words as you type so that you don't have to correct them yourself. For example if you type **teh**, Word changes it to **the** as soon as the space bar is pressed.

**OFFICE FILE BUTTON > OPTIONS > PROOFING SECTION > AUTOCORRECT (top of the page)**. Besides correcting misspelled words, AutoCorrect can insert a long phrase when you type an abbreviation. For example, if you type the abbreviation **gc** to represent the company name, you can AutoCorrect insert the full phrase *The Garden Company*.

**Find and Replace** is helpful if you wish to substitute one word or phrase for another.

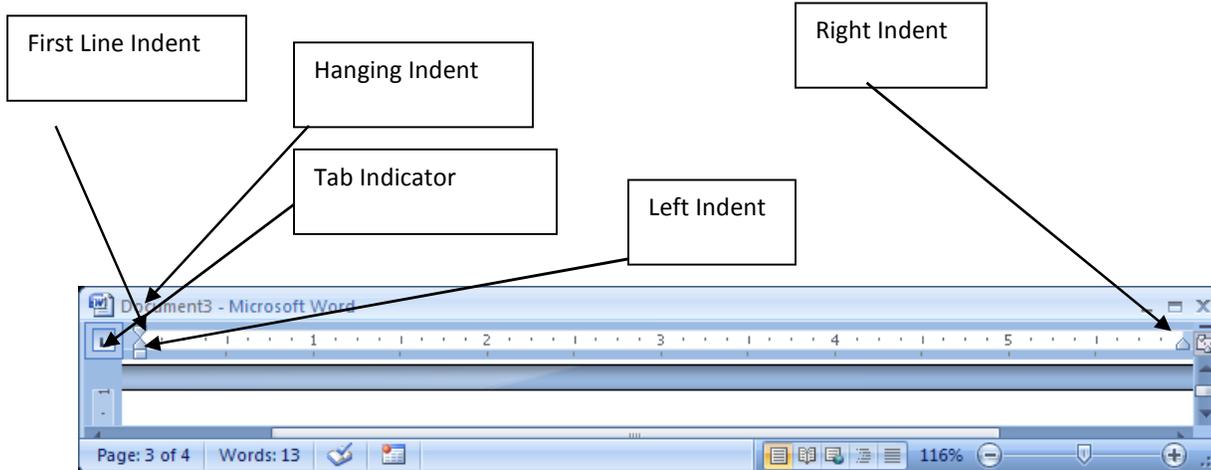
## Exercise:

1. **CLICK OFFICE FILE BUTTON > OPTIONS > PROOFING SECTION > AUTOCORRECT OPTIONS**
2. **CLEAR** the **Capitalize first letter of sentences** check box so that Word will not capitalize a letter or word that follows a period.
3. **CLICK** in the **Replace** box, and then **TYPE gc**.
4. **PRESS the TAB key** to move the insertion point in the **With** box, **TYPE The Garden Company**.
5. **CLICK Add** to the entry to the correction list. The text for the new AutoCorrect entry will display each time you type its abbreviation and press space.
6. **CLICK OK** to close the dialog box.
7. **PRESS Ctrl+End** to place the insertion point at the end of the document.
8. **TYPE gc, PRESS space**. The text **gc** changes to **The Garden Center**.
9. **PRESS Ctrl+Home** to move to the beginning of the document.
10. Press **CTRL+F** to open the Find and Replace dialog box.
11. In the **Find what** box, **TYPE Garden Map Kit**, **PRESS TAB** to move the insertion point in the **Replace with** box. In the dialog box, **TYPE Interactive Garden**.
12. **CLICK Replace All**, a dialog box appears with the number of replacements.
13. **CLICK OK** and **CLICK Close**.
14. **SAVE** and **CLOSE** your document.

 Time Saving Tip:

-  To turn on formatting marks, you click the **Show/Hide ¶** button on the Standard toolbar.
-  Print Layout allows you to see page margins in relation to the borders of the page.

## Changing the Appearance of a Paragraph



### Changing Alignment and Margins

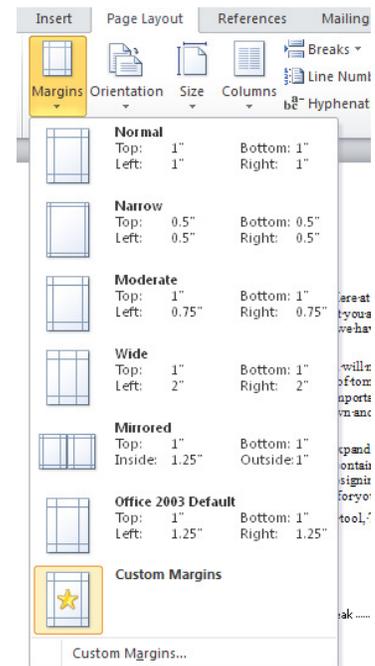
You can enhance the appearance of a paragraph by changing the way text is aligned, modifying the spacing between paragraphs, and adding borders and shading around text. In Word, a paragraph is any amount of text that ends when you press the **ENTER** key.

You control the length of a line by setting the left and right margins and the length of a page by setting the top and bottom margins. The width of margins controls the amount of white space that surrounds your text. You can use this option in **PAGE LAYOUT (TAB) > PAGE SETUP (SECTION)**

The default margins in Word are a 1" top / bottom margin and a 1.25" left / right margin. In 2010, different margins are obtained using a gallery. One can also set specific margins using the "Custom Margins..." option on the bottom of the menu.

You control the positioning of text within the margins in different locations along the horizontal ruler using tab stops. You can also indent paragraphs by controlling where the first line of text begins, the second and subsequent lines begin, and where paragraph text wraps at the right margins.

The horizontal ruler is used to control **TAB stops**. Tab stops are locations along the ruler that you use to align text. By **default**, the tab stops are set at every **half-inch** mark on the ruler. To set a tab you click the tab indicator, which is located on the leftmost end of the ruler. Each time that you click the tab indicator, a different type of tab stop appears. When the type of tab stop appears that you which to use you click the ruler where you want to set the tab. To remove a tab stop, you drag it down and away from the ruler.



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After you set a tab stop, you position the insertion point to the left of the text you want to align and then press the **TAB** key.

The horizontal ruler also includes special markers that control how text wraps on the left or right side of a document. You use these markers if you want to **indent** the text toward the right or left.

You can also position text within the documents margins using the alignment button on the Formatting toolbar. Click the **Align Left** button to align text along the left margin, or click **Align Right**, **Center** or **Justify**.

### *Word Shortcuts*

CTRL+E	Align Center
CTRL+L	Align Left
CTRL+R	Align Right
CTRL+J	Align Justify
CTRL+B	Bold
SHIFT+F3	Change case
CTRL+X	Cut
CTRL+C	Copy
CTRL+BACKSPACE	Delete a word
CTRL+F	Find and replace
CTRL+G	Go to page, section, line, etc.
CTRL+HOME	Go to the beginning of the document
CTRL+END	Go to the end of the document
CTRL+K	Insert a hyperlink
CTRL+I	Italicize
CTRL+N	New Document
CTRL+O	Open
CTRL+F7	Open the dictionary
SHIFT+F7	Open the thesaurus
CTRL+V	Paste
CTRL+P	Print
CTRL+F2	Print Preview
CTRL+Y	Repeat your last action
CTRL+S	Save
CTRL+A	Select all
CTRL+SHIFT+HOME	Select to the beginning of the document
CTRL+SHIFT+END	Select to the end of the document
CTRL+Z	Undo

# Basics of Excel

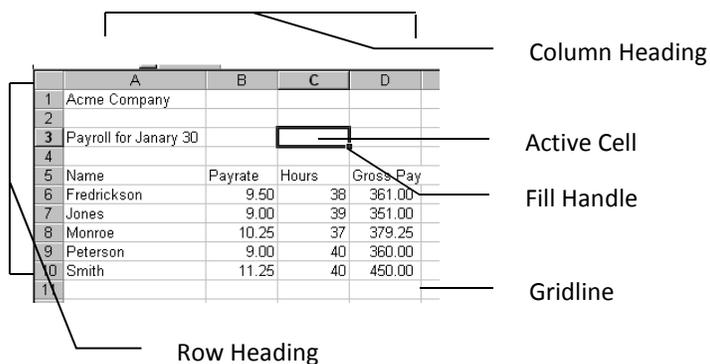
Enter in the information as below

Name	Payrate	Hours	Gross Pay
Fredrickson	9.5	38	
Jones	9	39	
Monroe	10.25	37	
Peterson	9	40	
Smith	11.25	40	

**Workbooks** are saved as files

**Worksheets** is a page within the workbook

- Sheets can be inserted (Insert>Worksheet)
- Sheets can be renamed (Double click on sheet name and type in new name)
- Worksheet Components



## Moving Around in Excel

- Ctrl+Home – Top of worksheet (cell A1)
- Ctrl+End – End of worksheet
- Home – Beginning of row (column A in current row)
- Arrow keys – moves one line/space at a time in various directions
- Page up – Moves up one screen at a time
- Page down – Moves down one screen at a time
- Scroll bars – Moves up/down/right/left in a document

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### Entering Simple Formulas

- 1) Using one operator:  
Select a cell and Type =8+4, Click on the Checkmark on the formula bar or hit the Enter Key the result is 12
- 2) Using two operators:  
Select a cell and Type =4+2\*3, hit Enter, the result is 10
- 3) Key factor: Order of Operator Precedence - multiple and division within a formula is completed prior to adding and subtracting in a formula, unless you use parentheses to override the Precedence.  
Select a cell and Type =(4+2)\*3, hit Enter, the result is 18

### AutoSum

Toolbar button “ $\Sigma$ ” enters formula “=sum( )

### AutoFill

Using Fill handle to drag formula across or down (pointer turns into a  $\oplus$  when positioned over the square box in the lower right-hand corner of the active cell)

### Formatting Numbers

Use the Toolbar buttons

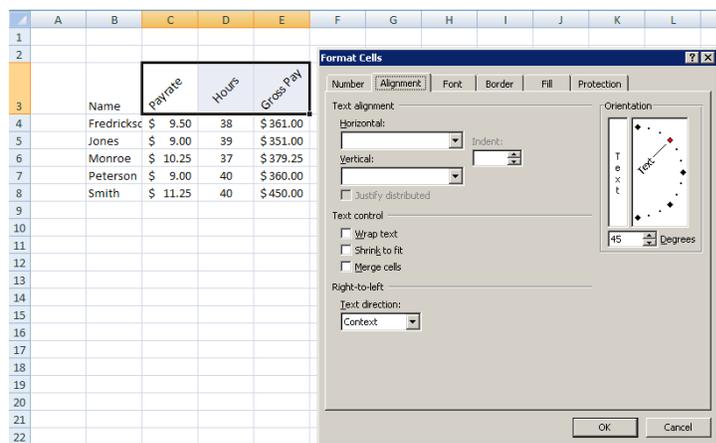
Currency Style	\$
Percentage Style	%
Comma Style	,

Increase and decrease decimals places

Use the Menu Format>Cells for more choices

### Aligning Text

- Rotating Text
- Format > Cells > Alignment tab



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- Merge, Shrink to Fit, and Wrap Text
- Also listed under Format > Cells > Alignment tab
- Merge and Center

	A	B	C	D	E	F	G	H	I	
1		Acme Company								
2										
3		Name	Payrate	Hours	Gross Pay					
4		Fredrickson	\$ 9.50	38	\$ 361.00					
5		Jones	\$ 9.00	39	\$ 351.00					
6		Monroe	\$ 10.25	37	\$ 379.25					
7		Peterson	\$ 9.00	40	\$ 360.00					
8		Smith	\$ 11.25	40	\$ 450.00					
9										

Select range of cells and choose "Merge and Center" command from the Ribbon

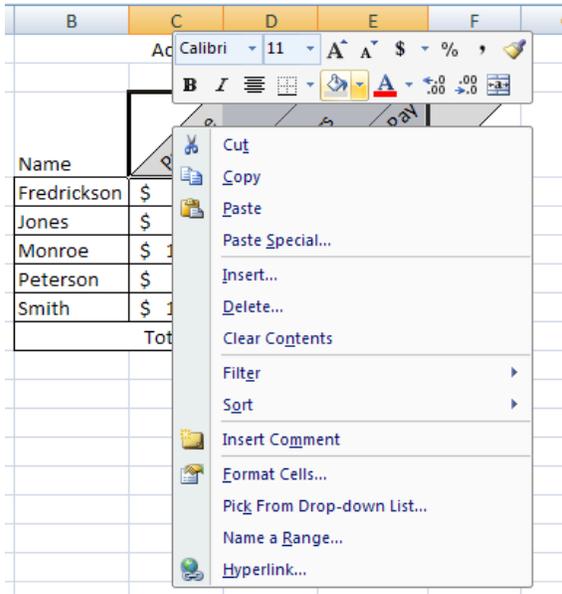
## Borders and Color/Shading

- Borders
- Select range
- Right click and select **Format Cells...**Select the **Border** tab on the Format Cells Screen

	A	B	C	D	E	F
1		Acme Company				
2						
3		Name	Payrate	Hours	Gross Pay	
4		Fredrickson	\$ 9.50	38	\$ 361.00	
5		Jones	\$ 9.00	39	\$ 351.00	
6		Monroe	\$ 10.25	37	\$ 379.25	
7		Peterson	\$ 9.00	40	\$ 360.00	
8		Smith	\$ 11.25	40	\$ 450.00	
9		Total			\$ 1,901.25	
10						

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- Colors/Shading
- Select range you want to color or shade
- Right click and Use the **mini toolbar** and select the fill button and select the color to shade the cells.



# Outlook

## *Add an e-mail signature to messages*

You can create personalized signatures for your e-mail messages that include text, images, your [Electronic Business Card](#), a logo, or even an image of your handwritten signature.

Create a signature

1. Open a new message. On the Message tab, in the Include group, click Signature, and then click Signatures.
2. On the E-mail Signature tab, click New.
3. Add a signature

In a new message, on the Message tab, in the Include group, click Signature, and then click the signature that you want.



## *Create a calendar appointment*

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

1. In Calendar, on the Home tab, in the New group, click New Appointment. Alternately, you can right-click a time block in your calendar grid, and then click New Appointment.

Keyboard shortcut: To create an appointment, press CTRL+SHIFT+A.



## *Schedule a meeting with other people*

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your Inbox.

1. In Calendar, on the Home tab, in the New group, click New Meeting.

Keyboard shortcut: To create a new meeting request from any folder in Outlook, press CTRL+SHIFT+Q.



## *Set a reminder*

You can set or remove reminders for a variety of items, including e-mail messages, appointments, and contacts.

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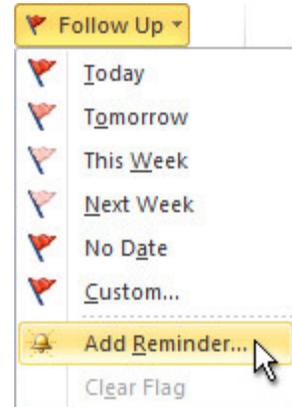
### For appointments or meetings

1. In an open item, on the Appointment or Meeting tab, in the Options group, in the Reminder drop-down list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select None.

### For e-mail messages, contacts, and tasks

1. On the Home tab, in the Tags group, click Follow Up, and then click Add Reminder.

TIP! You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the Message tab, in the Tracking group, click Follow Up, and then click Add Reminder.

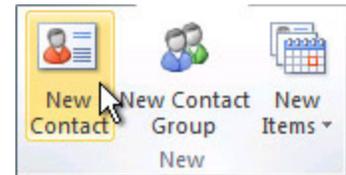


### Create a contact

Contacts can be as simple as a name and e-mail address, or include additional detailed information such as street address, multiple phone numbers, a picture, birthdays, and any other information that relates to the contact.

1. In Contacts, on the Home tab, in the New group, click New Contact.

Keyboard shortcut: To create a contact from any folder in Outlook, press CTRL+SHIFT+C.

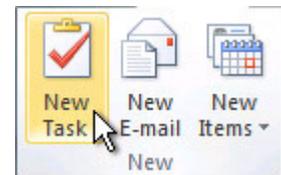


### Create a task

Many people keep a list of things to do — on paper, in a spreadsheet, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

1. In Tasks, on the Home tab, in the New group, click New Task.

Keyboard shortcut: To create a new task, press CTRL+SHIFT+K.

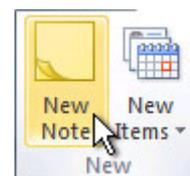


### Create a note

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on paper.

1. In Notes, in the New group, and click New Note.

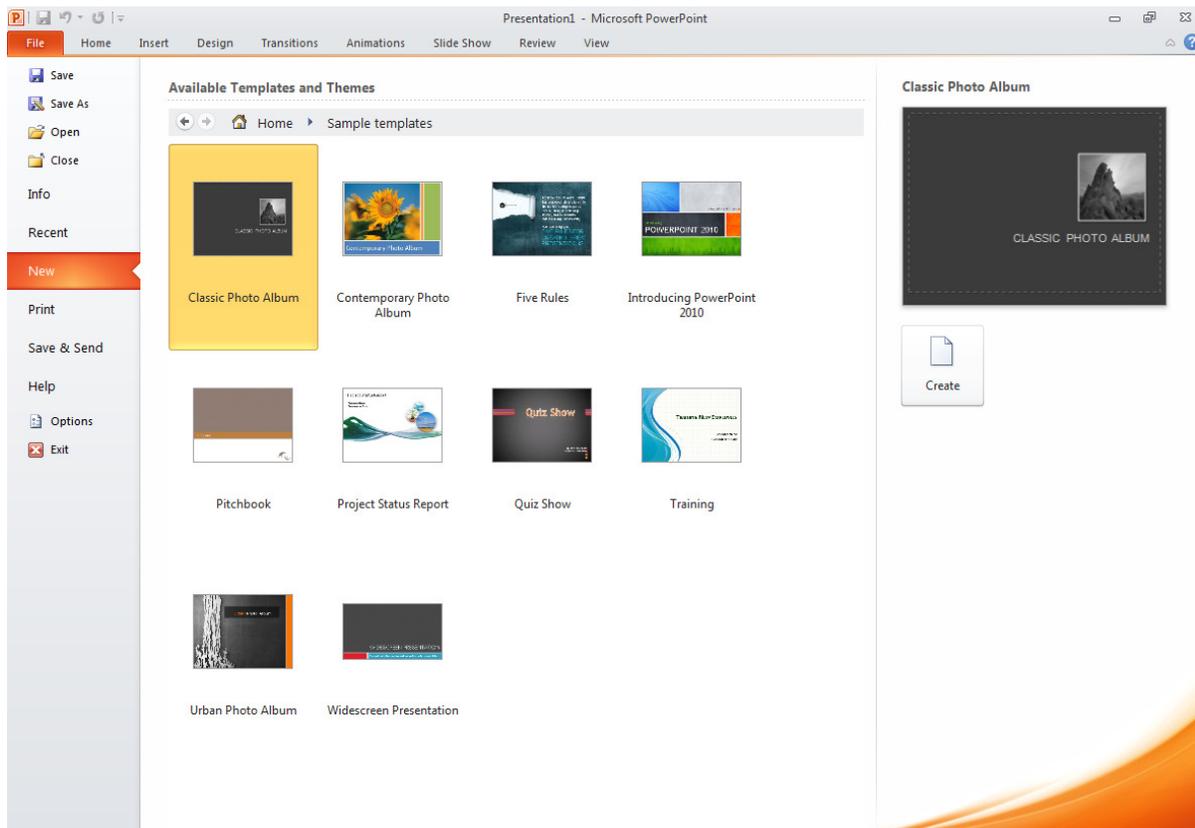
Keyboard shortcut To create a note, press CTRL+SHIFT+N.



# Powerpoint

You can create a new presentation using one of the four listed options;

1. Open a presentation previously created
2. New
  - a. Blank Presentation
  - b. Installed Templates
  - c. From Office Online
3. New from existing presentation
4. New from template.



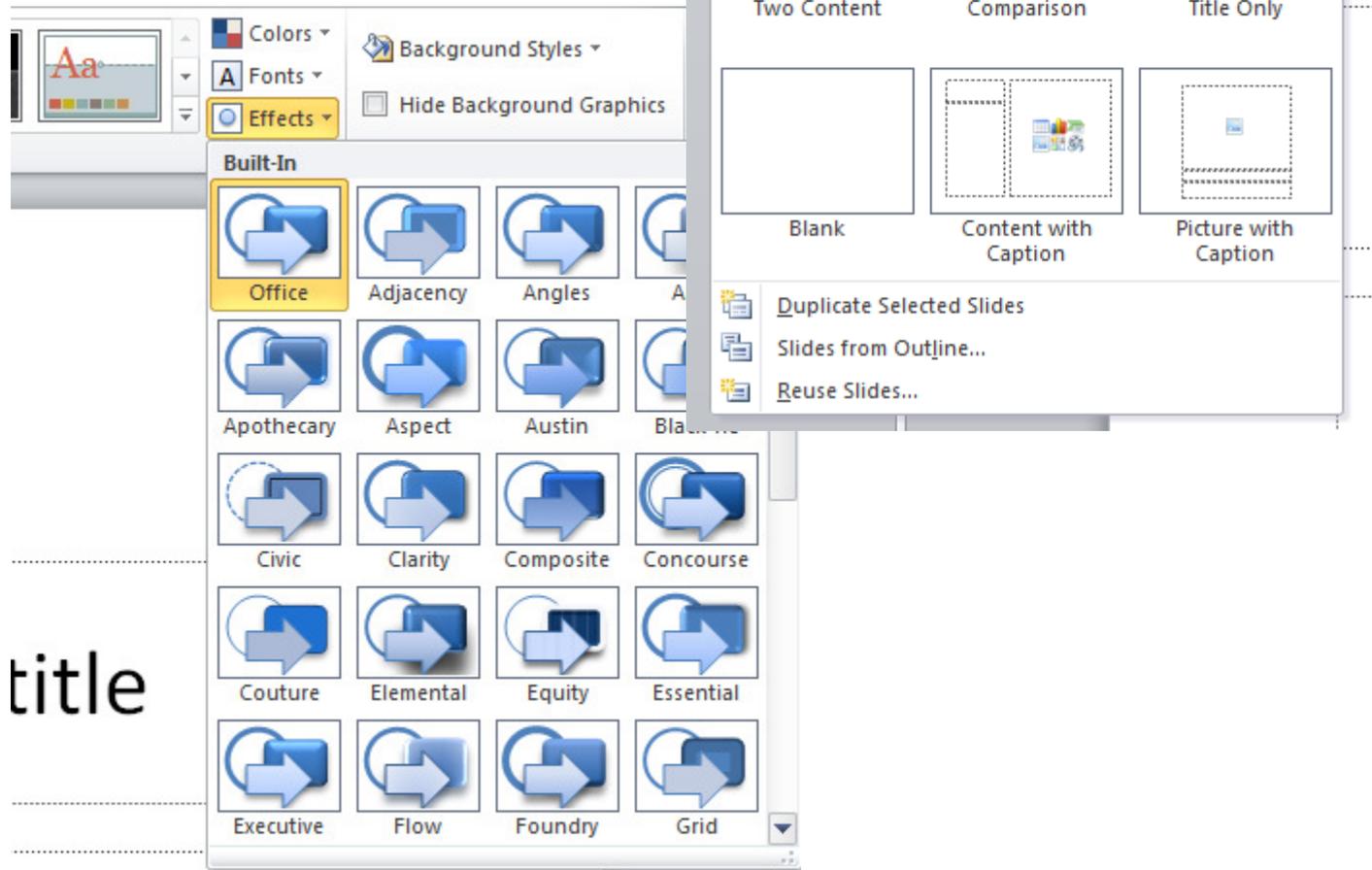
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**New Blank Presentation - apply Slide Layout-** title and content slide layouts which can include text, clipart, charts, media clips, tables, and organizational charts.

### **New Blank Presentation from Slide Design - Design**

**Template** Color Schemes and Animation Schemes, allow you to quickly change the appearance of a presentation by providing a preformatted structure, a background theme with a specific color scheme, fonts, point size, and bullet types

### **Color & Effects Schemes**



## Computer Bootcamp

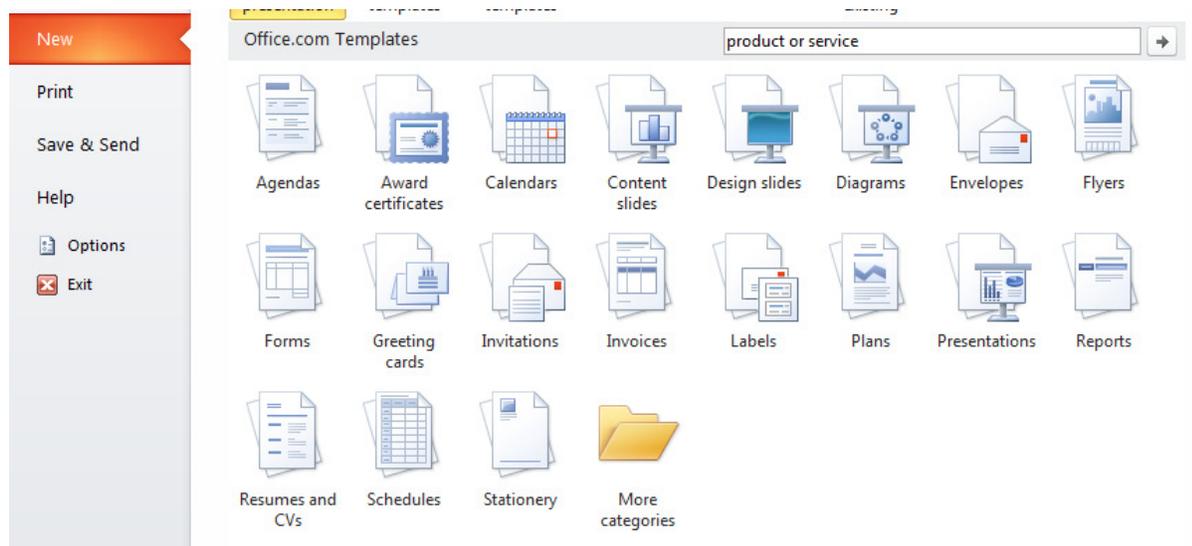
### Using the AutoContent Wizard

#### EXAMPLE:

Welcome to Spacely Sprockets. We've just been asked to create a presentation for Mr. Spacely about our new product line of springy sprockets. How do we go about creating a presentation for our boss?

Go to the File Button -> New. Under **Microsoft Office Online**, select **Presentations**. In the selections, select **business**.

Since this is a new product, we should select **Presentation on product or service**.



Now we have a good place to start our presentation. This design has given us a place to start with all of the general pieces about giving a presentation on a new product and some charts and graphics to accompany the presentation.

But, the presentation doesn't have any of the material specific to our presentation. We can now read what each slide is to convey and change it to meet our needs.

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## Available Templates and Themes

Office.com Templates

product or service

The screenshot shows a search interface for Office.com Templates. The search bar contains the text 'product or service'. Below the search bar, there are eight template thumbnails arranged in two rows of four. Each thumbnail has a title below it. The first thumbnail in the top row is highlighted with a yellow border. The titles of the templates are: 'Sales presentation on product or service', 'Sales presentation on product or service', 'Product/service evaluation plan', 'Product/service satisfaction tracker', 'Product overview presentation', 'Pitchbook', 'Curtain call design slides', and 'Selling points presentation'.

Selling a Product or Service

Selling a Product or Service

Product/service evaluation plan

Product/service satisfaction tracker

Product overview presentation

Pitchbook

Curtain call design slides

Selling points presentation

The first slide says:

Selling a Product or Service

Let's select that and say, **"Introduction to the Springy Sprocket"**.

The second slide says:

## Introduction

- Briefly introduce yourself and your colleagues.
- Describe the products or services your company provides at a high level.
- Example:  
Trey Research offers complete solutions for strategic market planning, from global business intelligence reports to targeted market analysis.

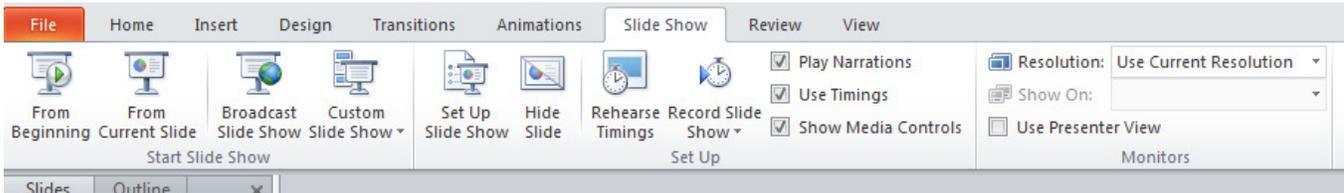
Let's put in -

### The Springy Sprocket

- I'm George Jetson – chief product developer
- This product will dominate the Cogs/Sprocket Market **(You must press enter to get a new line)**
- To give the customer what they want at a better price **(Press enter then tab)**
  - Web ordering and tracking **(Enter)**
  - Web design of new sprockets
- This will beat Cogswell Cogs **(Enter and Shift-Tab)**

Misspellings are underlined. Since Cogswell is not misspelled, we can ignore it for this presentation: Right-click on the underlined word and select Ignore All.

# Viewing and Setup of PowerPoint Presentations



- Select first slide (Slide Sorter View)
- Change to Slide Show View
- Use mouse to advance by clicking on left-mouse button
- Use Right arrow key to advance or use left arrow key to go backwards
- Use ESC key to exit slide show

🚦 Time saving tip:

🚦 When you need to pause during a presentation, and want a blank screen to appear, press either the “B” key (a black screen comes up) or press the “W” key (a white screen comes up). To resume the slide show, press the same key again.