

# Exercise 1

## Skills Covered:

- ◆ **About Business Technology** ◆ **About Microsoft® Office 2003**
- ◆ **Use the Mouse** ◆ **Use the Keyboard** ◆ **Start and Exit Microsoft Office Programs** ◆ **Common Screen Elements**

## On the Job

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Microsoft® Office 2003 contains a suite of programs that may be used independently or together to create simple documents, such as letters and memos, as well as complex reports, data tables, and budget spreadsheets. In addition, you can use the Microsoft Office programs to manage information and documents, collaborate with others, and communicate via e-mail. Many jobs in today's workplace require knowledge of this best-selling software suite.

You've just been hired as the assistant to the president of Restoration Architecture, a firm that specializes in remodeling, redesign, and restoration of existing properties. He has asked you to become familiar with Microsoft Office 2003, since the company uses it throughout its business operations. In this exercise, you'll practice using the mouse and the keyboard to start and exit Microsoft Office 2003 programs, and you will review the screen elements common to the different programs.

## Terms

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**Hardware** Computers, printers, and other devices.

**Software** Programs that provide the instructions for a computer or other hardware device.

**Compatibility** The ability to work with another program or hardware device.

**Software suite** A group of software programs sold as a single unit. Usually the programs have common features that make it easy to integrate and share data.

**Mouse** A device that allows you to select items on-screen by pointing at them with the mouse pointer.

**Mouse pointer** A marker on your computer screen that shows you where the next mouse action will occur. The mouse pointer changes shapes depending on the current action.

**Toolbar** A row of buttons used to select features and commands.

**Insertion point** The flashing vertical line that indicates where the next action will occur in a document or file on-screen.

**Scroll wheel** A wheel on some mouse devices (called a wheeled mouse) used to navigate through a document on-screen.

**I-beam** A mouse pointer shape resembling the uppercase letter I.

**Hyperlink** Text or graphics set up to provide a direct connection with a destination location. When you click a hyperlink, the destination is displayed.

**Mouse pad** A smooth, cushioned surface on which you slide a mouse.

**Current file** The file currently open and active. Actions and commands will affect the current file.

**Menu** A list of commands located at the top of the program window.

**Window** The area on-screen where a program or document is displayed.

**Elements** Menus, icons, and other items that are part of an on-screen interface.

**Scroll** To page through a document in order to view some part of its contents that is not currently displayed.

## Notes

### About Business Technology

- Businesses rely on technology of many types to make sure employees have the tools they need to complete assignments, tasks, and other responsibilities.
- Departments must evaluate the needs of each employee, research the available technologies and then purchase and install the appropriate systems. They must also be sure employees know how to use the new systems.
- Technology purchases include **hardware** and **software**.
- Requirements vary from department to department and from company to company. For example, a large financial services company will have different technology needs than a small travel agency.
- At the very least, almost all businesses require a computer, a printer, a connection to the Internet, and software such as Microsoft Office for basic business applications, such as word processing, data management, and spreadsheet functions.
- When evaluating technology, consider the following:
  - Tasks you need to accomplish
  - Cost
  - Ease-of-use
  - **Compatibility** with existing systems.
- You can learn more about hardware and software technology using the Internet, consulting a magazine or buyer's guide, or by visiting a retailer in your area to talk to a salesperson.

### About Microsoft Office 2003

- The Microsoft Office 2003 **software suite** is available in different editions.
- Each edition includes the following core Microsoft Office System programs:
  - Word, a word processing program.

- Excel, a spreadsheet program.
- PowerPoint, a presentation graphics program.
- Outlook, a personal information manager and communications program.
- Some editions may include the following additional programs:
  - Access, a database application.
  - Publisher, a desktop publishing program.
  - FrontPage, a Web site development program.
  - OneNote, a note-taking and management program.
  - InfoPath, an information gathering and management program.
- This book covers the most commonly used programs in the Microsoft Office 2003 suite: Word, Excel, Access, PowerPoint, and Outlook.

### Use the Mouse

- Use your **mouse** to point to and select commands and features of Microsoft Office 2003 programs.
- Traditional mouse devices work by sliding a tracking ball on your desk.
- Newer devices might work using light. Others may use a wireless connection.
- When you move the mouse on your desk, the **mouse pointer** moves on-screen. For example, when you move the mouse to the left, the mouse pointer moves to the left.
- When you click a mouse button, the program executes a command. For example, when you move the mouse pointer to the Print **toolbar** button and then click, the program prints the current document or file.
- Clicking a mouse button can also be used to move the **insertion point** to a new location.
- A mouse may have one, two, or three buttons. Unless otherwise noted, references in this book are to the use of the left mouse button.

- Your mouse might have a **scroll wheel**. Spin the scroll wheel to move through the file open on your screen.
- The mouse pointer changes shape depending on the program in use, the object being pointed to, and the action being performed. Common mouse pointer shapes include an arrow (for selecting), an **I-beam** (which indicates location on-screen), and a hand with a pointing finger (to indicate a **hyperlink**).
- You should use a mouse on a **mouse pad** that is designed specifically to make it easy to slide the mouse.
  - ✓ *You can move the mouse without moving the mouse pointer by picking it up. This is useful if you move the mouse too close to the edge of the mouse pad or desk.*

## Use the Keyboard

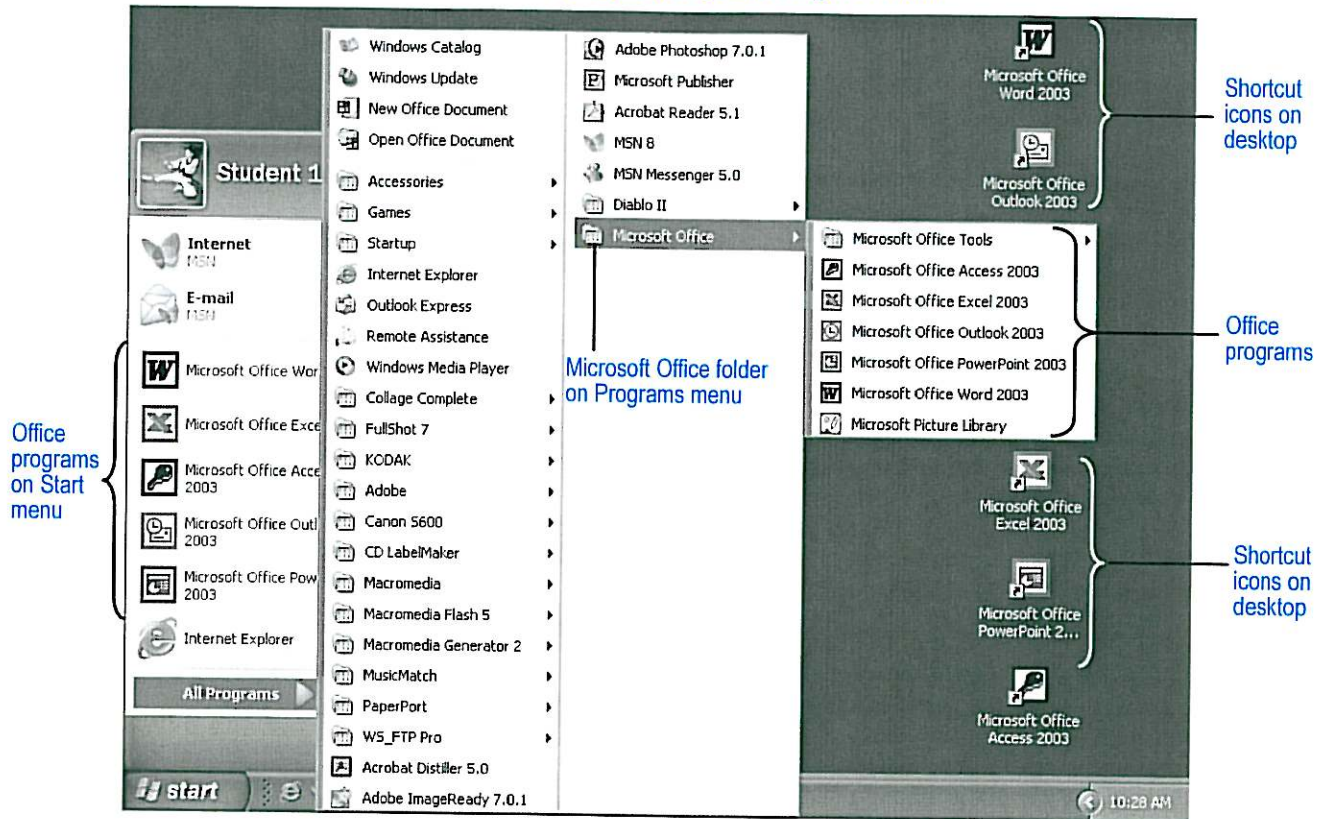
- Use your keyboard to type characters, including letters, numbers, and symbols. The keyboard can also be used to access program commands and features.
- In addition to the regular text and number keys, computer keyboards have special keys used for shortcuts or for executing special commands.
  - Function keys (F1–F12) often appear in a row above the numbers at the top of the keyboard. They can be used as shortcut keys to perform certain tasks.
  - Modifier keys (Shift, Alt, Ctrl) are used in combination with other keys or mouse actions to select certain commands or perform actions. In this book, key combinations are shown as: the modifier key followed by a plus sign followed by the other key or mouse action. For example, Ctrl+S is the key combination for saving the **current file**.
  - The Numeric keys are made up of the 10-key keypad to the right of the main group of keyboard keys on an enhanced keyboard.
    - ✓ *Laptop and notebook computers integrate the numeric keys into the regular keyboard.*

- When the Num Lock (number lock) feature is on, the keypad can be used to enter numbers. When the feature is off, the keys can be used as directional keys to move the insertion point in the current file.
- The Escape key (Esc) is used to cancel a command.
- Use the Enter key to execute a command or to start a new paragraph when typing text.
- Directional keys are used to move the insertion point.
- Editing keys (Insert, Delete, and Backspace) are used to insert or delete text.
- The Windows key (sometimes called the *Winkey*) is used alone to open the Windows Start **menu**, or in combination with other keys to execute certain Windows commands.
- The Application key is used along to open a shortcut menu, or in combination with other keys to execute certain application commands.
- Some keyboards also have keys for opening shortcut menus, launching a Web browser, or opening an e-mail program.

## Start and Exit Microsoft Office Programs

- To use a Microsoft Office 2003 program you must first start it so it is running on your computer.
- Use Windows to start an Office program.
  - You can select the program you want to start from the Microsoft Office folder accessed from the Windows Programs menu.
  - If the program has been used recently, or pinned to the Windows Start menu, you can select it directly from the Windows Start menu.
  - You can click a program shortcut icon on the desktop, if available.
- When you are done using a Microsoft Office program, close it to exit.

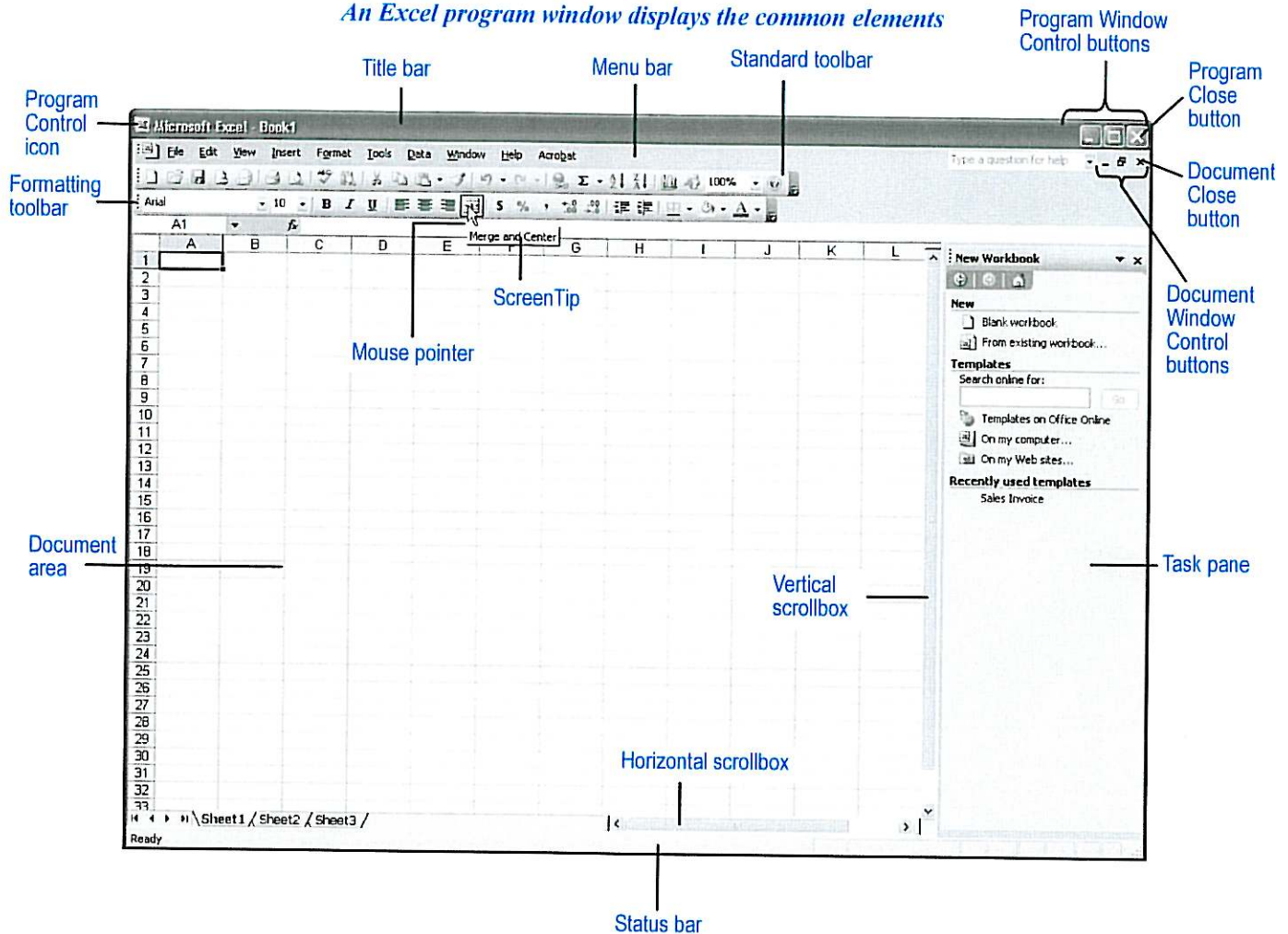
Start a Microsoft Office program using Windows



**Common Screen Elements**

- When a program is running, it is displayed in a **window** on your screen.
- The program windows for each of the Microsoft Office applications contain many common **elements**.
  - ✓ You will find more information about the individual program windows in the other sections of this book.
- The figure on the following page identifies the common elements you will find in the Office program windows.
  - ✓ There are many ways to customize the appearance of your programs. If your programs do not look exactly the same as the ones shown in this book, they may have been customized. You learn more about customizing each program in other exercises.

*An Excel program window displays the common elements*



- Program Control icon. Used to display a drop-down menu of commands for controlling the size and position of the program window.
- Title bar. Displays the name of the program (Word, Excel, etc.) and the name of the current file.
- Program Window Control buttons. Used to control the size and position of the program window.
- Document Window Control buttons. Used to control the size and position of the document window.
- Program Close button. Used to close the program.
- Document Close button. Used to close the document.
- Menu bar. Displays the names of the main menus. Select a menu name to drop down a list of commands or options.
- Standard toolbar. Displays buttons for accessing common features and commands such as saving, opening, and printing a file.
- Formatting toolbar. Displays buttons for accessing common formatting features and commands, such as centering text.
  - ✓ Sometimes the Formatting and Standard toolbar are displayed on a single line. In addition, the toolbar buttons vary depending on the program being used.
- Mouse pointer. Marks the location of the mouse on the screen.
  - ✓ The appearance of the mouse pointer changes depending on the program being used and the current action.
- Scroll box/bar. Used with a mouse to shift the on-screen display up and down or left and right.
- Taskbar. A Windows feature used to start and switch among programs and files.

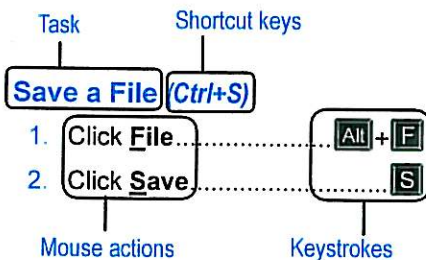
- Status bar. Displays information about the current document.
- Document area. The workspace into which you enter text, graphics, and other data.
- ScreenTip. Displays information about the element on which the mouse pointer is resting.
- Task pane. An area on the right side of the program window, which can be used to access some common features, such as creating new documents and searching for files.

## Procedures




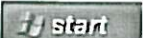

### Conventions Used in This Book

Throughout this book, procedures for completing a task are documented as follows:





- Keyboard shortcut keys (if available) are included next to the task heading.
- Mouse actions are numbered on the left
- Keystrokes are listed on the right.








### Start an Office Program

1. Click **Start** button  
 ..... 
  2. Click **All Programs** ..... 
  3. Click the Microsoft Office folder icon.
  4. Click the name of the Office program.
- OR
1. Click **Start** button  
 ..... 
  2. Click the name of the Office program in the list of recently used programs.
- OR

1. Double-click a program icon on the desktop:

- **Word** shortcut icon  
 to start Word.
- **Excel** shortcut icon  
 to start Excel.
- **PowerPoint** shortcut icon  
 to start PowerPoint.
- **Access** shortcut icon  
 to start Access.

### Exit an Office Program

- Click **Program Close** button  
 at the right end of the program's title bar.
- OR
1. Click **File** ..... 
  2. Click **Exit** ..... 
  3. Click **Yes** .....  to save open documents.
- OR
- Click **No** .....  to exit without saving.

### Use the Mouse

#### Move the mouse pointer:

<b>Right</b>	Move mouse to right.
<b>Left</b>	Move mouse to left.
<b>Up</b>	Move mouse away from you.
<b>Down</b>	Move mouse toward you.

#### Mouse actions:

<b>Point to</b>	Move mouse pointer to touch specified element.
<b>Click</b>	Point to element then press and release left mouse button.
<b>Right-click</b>	Point to element then press and release right mouse button.
<b>Double-click</b>	Point to element then press and release left mouse button twice in rapid succession.
<b>Drag</b>	Point to element, hold down left mouse button, then move mouse pointer to new location.
✓ <i>Element, or icon representing element, moves with mouse pointer.</i>	
<b>Drop</b>	Drag element to new location, then release mouse button.




#### IntelliMouse actions:

<b>Scroll</b>	Rotate center wheel backward to scroll down, or forward to scroll up.
<b>Pan</b>	Press center wheel and drag up or down.
<b>Auto-Scroll</b>	Click center wheel to scroll down; move pointer up to scroll up.
<b>Zoom</b>	Hold down Ctrl and rotate center wheel.

### Use the Keyboard

- Press specified key on the keyboard.

#### For key combinations:

1. Press and hold modifier key(s)..... , , 
2. Press combination key.
  - ✓ Remember, key combinations are written with a plus sign between each key. For example, Ctrl+Esc means press and hold Ctrl and then press Esc.

## Exercise Directions


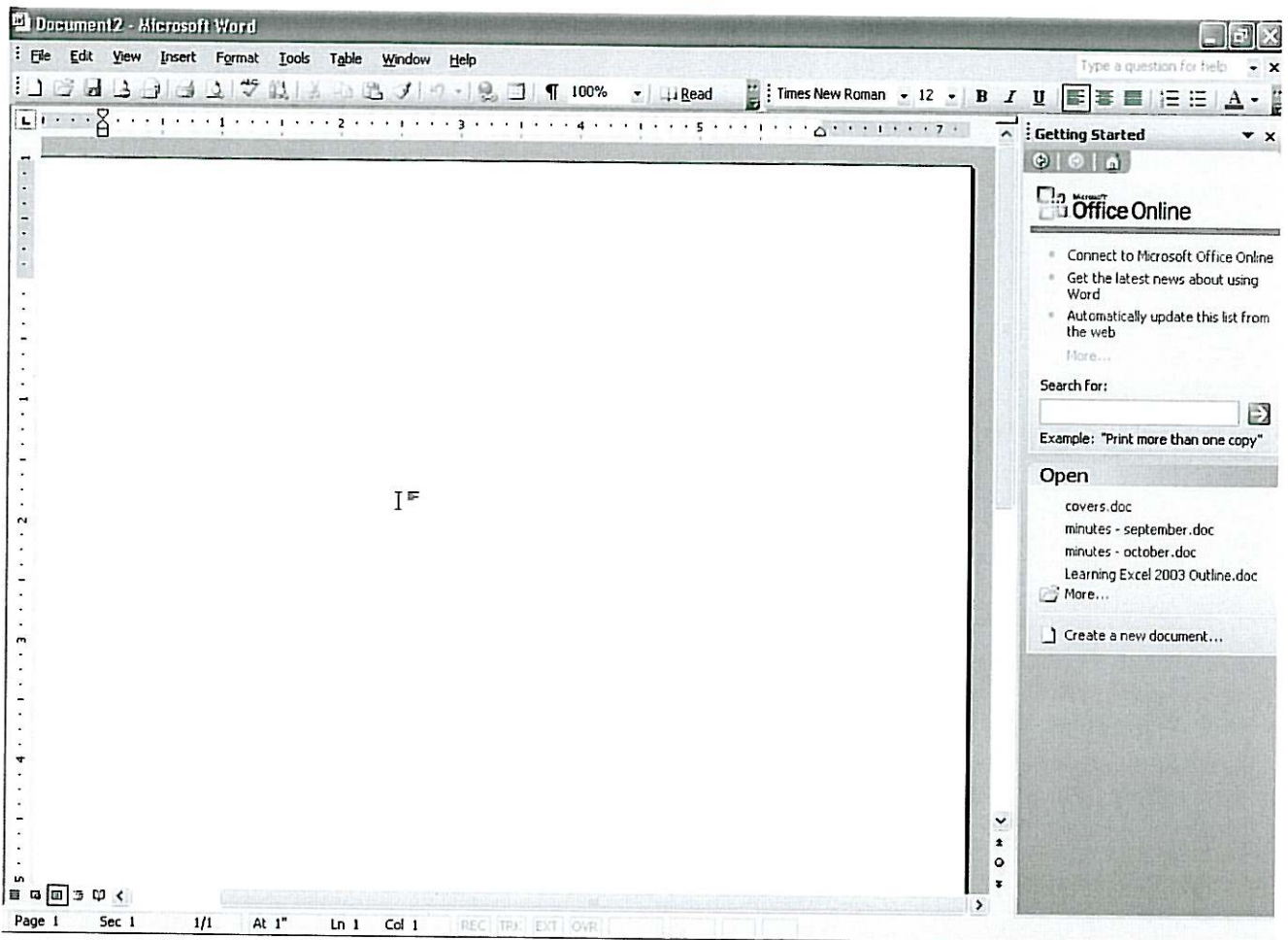
1. Start your computer if it is not already on.
2. Move the mouse pointer around the Windows desktop.
3. Point to the Start button.
  - ✓ A ScreenTip is displayed.
4. Point to the Recycle Bin icon.
5. Click the My Computer icon.
  - ✓ The icon is selected.
6. Right-click the Recycle Bin icon.
  - ✓ A menu is displayed.
7. Press Esc to cancel the menu.
8. Start Microsoft Office Word 2003.
9. Point to each button on the Standard and Formatting toolbars to see the ScreenTips.
  - ✓ Both toolbars may occupy the same row in your installation.
10. Move the mouse pointer over the document window. It changes to an I-beam.
11. Minimize the Word program window.
  - ✓ Click the Minimize button  in the top-right corner of the screen.
  - ✓ Notice that a button representing the program is displayed on the Windows taskbar.
12. Click the taskbar button to restore the window.
13. Exit Word.
  - ✓ Click No if a box is displayed asking if you want to save the changes.

Illustration A



## On Your Own

1. Working alone or in a team, research the types of technology required for at least two businesses. Try to pick businesses that are different. For example, you might select a bank and a doctor's office, or a public utility and a travel agent. Other possible businesses include your local government, a law firm, your school, or a printer.
2. Find out the types of hardware and software they use, and how they use them. For example, do they have a network so they can share data and resources, or do they use standalone computers? Do they rely on laptops that employees can take away from the office? How many printers do they have? What software programs do they use? Do they use Microsoft Office?
3. You may conduct your research using the Internet, your school library, or by contacting a local business to ask them what systems they use.
4. When you have gathered the information, organize it into an oral report and present it to your class.