Getting to Grips with Technology

Getting to Grips with IT

Acknowledgements

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Introduction to Information Technology

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In modern day life *Information Technology* (IT) or *Information and Communication Technology* (ICT) is all around us.

IT and ICT are the *abbreviations* that are used when we talk about modern technology. When we use the abbreviations IT and ICT we are referring to telephones, computers, digital devices, mobile phones and the internet etc.

We come into contact with IT in all areas and aspects of our lives; at home, at work, at school, in hospital, when shopping, to name but a few.

IT is such an important element in the modern world, which is why it is essential to learn and develop our IT skills.

Everybody's personal IT ability is different, just like all learning abilities. Remember even if you consider yourself a beginner, you're not! You are already using IT.

You may not be a *whiz* on a computer or be able to fully use the internet, but you are using IT every day, sometimes without even realising it!

Cloze Exercise

Insert the missing words using only the words in the box below.

abbreviations	IT	abilities
whiz	school	phones
skills	beginner	Information Technology

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Information Technology in the Home

How or when do we use IT at home?

Let's Brainstorm:

- Cooking – using digital cookers, microwave ovens or weighing scales.

- Pre-programming dishwashers and washing machines.

- Using the timer for heating and air-conditioning.

- Playing home computer games i.e. Playstation, Xbox or Wii.

- Watching digital television for example Saorview, Sky etc.

- Working on a personal computer (PC) or laptop.

- Using landline telephones, mobiles or Skype.

- Taking photographs or video with digital equipment.

- ....

- ....

Class discussion

Identify the old appliances or methods used for the above mentioned modern technology.

Can you remember it first hand? If yes, describe it to the group. If no, are you familiar with it? Would you recognise a picture of it?

Information Technology at Work/School

How or when do we use IT at work or at school?

Let's Brainstorm:

- Clocking in machines.
- Security and CCTV systems.
- Personnel data systems and payroll records.
- Computers – emails, faxes, local network systems, intranet, internet, researching information, typing and filing.
- Phones – messages, conference calls.
- Using special computer software for learning.
- In the library – to find and locate books.
- Using the internet for studying and research.
- ....
- ....

Information Technology when Shopping

How or when do we use IT when shopping?

Conventional Shopping

Most of us use technology while out shopping without even realising it.

We use IT for:

- purchasing parking tickets;
- taking money out of an ATM;
- weighing goods on a digital weighing scale;
- CCTV security cameras and security tags;
- stock control;
- barcode reader at the checkout;
- paying for goods using a laser or credit card;
- loyalty cards.

Online Shopping

You can use the internet to shop or browse online for:

- clothes;
- furniture;
- books;
- concert tickets;
- flights and hotels.

Other areas of Life where we use IT

Business

Information and Communication Technologies (ICT) have changed how companies and small businesses operate their business transactions. Computers can process and organise data in the fraction of the time it would take to perform the same task manually.

Businesses use computers to manage:

- accounts;
- payroll systems;
- business and communication correspondence;
- websites and advertising;
- stock control;
- banking transactions.

Electronic Commerce (E-commerce)

E-commerce has become a major source of business over the world and is growing every year. E-commerce allows consumers and businesses to electronically exchange goods and services over the internet. Large and small businesses can now have access to a global market 24 hours a day no matter where they are in the world.
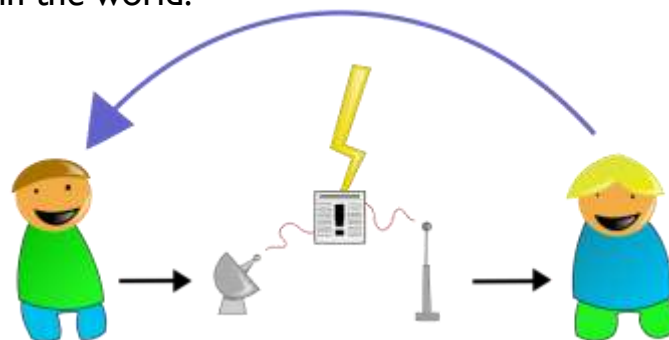
Communication and Social Media

Information technology has made the world a smaller place. Email, instant messaging, facebook, skype and twitter have all contributed to bringing people closer together. Businesses are also using social media to market their products and services to a wider audience.

These social networking sites allow people to:

- connect with friends and family;

- share pictures, problems and get advice online;

- sell goods and services;

- share information;

- market products;

- video conferencing.

Travel

Almost all modes of transport rely on computers, e.g. cars, aeroplanes and cruise liners. From the moment you book your holiday online or at your local travel agent you are using technology.

Information technology is used in:

- passport and customer control;

- x-ray machines and retina scanning;

- traffic control systems;

- air traffic control systems.

Main Parts of a Computer

Main Parts of a Computer

Almost everything and everyone depends on some type of computer to complete daily tasks. Let's take a closer look at the different parts of the computer and what they are used for.

Computers come in a variety of different shapes and sizes, but all computers are machines that are able to process huge amounts of information very quickly by following a set of instructions which are put into them. Computer systems are made up of four main parts which enable them to handle and process information, i.e. input, processing, storage and output.

A Personal Computer is made up of different parts, each of these are all separate pieces of equipment and are called hardware. Other types of computers will have similar equipment, but the parts might be joined all together in one unit.

System Box

This is the main part of the computer; the system box contains all the parts that make the computer work. Sometimes the system box is called the brain of the computer because the Central Processing Unit (CPU) is stored inside it.

However, there are many other parts stored in the system box, e.g. the hard disk drive, the memory and a variety of other disk drives DVD and CD-ROM Drives.

Every piece of equipment that you want to use with your computer must be connected to the system box, e.g. monitor, keyboard, mouse, printer, scanner or memory stick etc.

Monitor/Screen

The monitor is sometimes called the screen. When you are working on a computer, the monitor lets you see what the computer is doing. If you are typing up a document you will see everything you are putting in or any changes that you make. The display you see on a monitor that shows you what the computer is doing is called "output".

Keyboard

The keyboard is the main way of communicating with the computer. You can use the letter or number keys to type in information or you can use other special keys to give instructions to the computer.

Mouse

The mouse is a small hand-held device that lets you communicate with the computer. The mouse is the most common device used to give instructions to the computer.

Note: All hardware parts except the central processing unit which is inside the System Box can be divided into hardware groups depending on what task they are used for.

Hardware that is used for putting in information or instructions is called an input device. Hardware that lets you see or hear what the computer is doing is called an output device. Hardware that is used to store computer information is called a storage device.

Questions

1.   What does the abbreviation IT mean?

_____

2.   Give 2 examples of modern technology in the home.

_____

3.   What do the letters ICT represent?

_____

4.   Give 2 examples of technology you might see when shopping.

_____

5.   Identify some technology that you have used in the past week and in the past month.   Write at least three examples below.

1.
2,
3.

6.   List the main parts of a personal computer.

_____   _____

_____   _____

Hardware

Hardware

In order to process information, computers need two things. – ***hardware and software.***

Hardware is a term used to describe all the computer's machinery, all the parts you can see and touch, e.g. the system box, the monitor, the keyboard, the mouse and the printer, etc, (see diagram below).
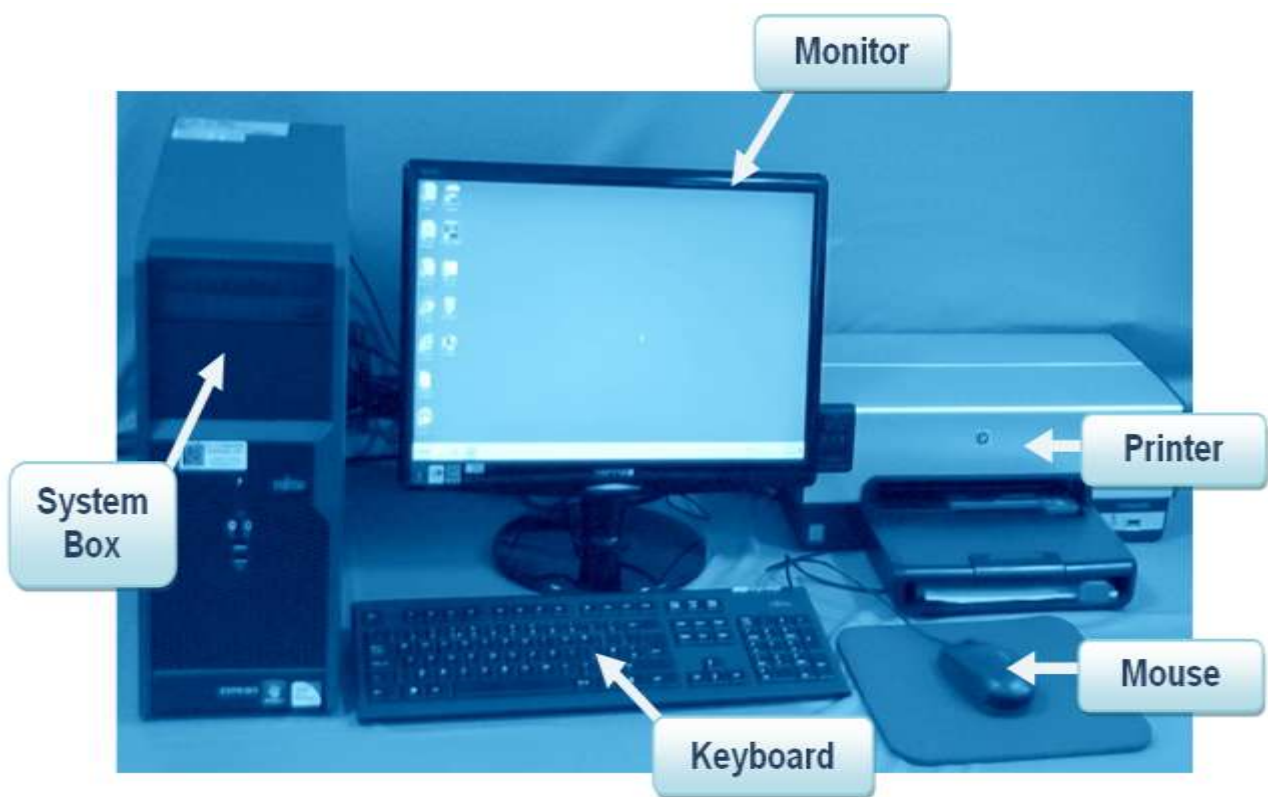
Note: *Software* tells the *hardware* what to do and how to do it.

Hardware- Input Devices

An Input device puts information into a computer.

The Keyboard

The keyboard is the main input device used with a computer. The keyboard contains all the letters of the alphabet, punctuation keys and number keys, which let you type information into the computer. You can also use other special keys to give instructions to the computer.   The standard layout of the keyboard is known as the Qwerty keyboard, because the first six letters spell out the word QWERTY.

The Mouse

The mouse is a hand-operated input device used mainly for giving instructions to the computer. The mouse moves a cursor, (mouse pointer) around the screen, to draw shapes, to select icons and to open menus.

Microphone & Digital Voice Recorder

A **microphone** is an input device, which is used for recording sounds, usually speech or music directly onto the computer.

A **digital voice recorder** is also used for recording speech and music, but a digital voice recorder can store the sound files. The sound files can be put on the computer the next time the device is connected to the computer.

A Webcam (Web Camera)

A webcam is a word used to describe a **web cam**era. Sometimes webcams are built into a computer, but can also be attached to the computer. A webcam records video images as they happen, letting you share "live pictures" with friends and family when you communicate with them over the internet.

Digital Camera

Digital cameras record and store photographic images in digital form. Modern digital cameras can also record video and sound. These images are stored on the camera and can be uploaded to a computer or printer later.

Scanners

A **scanner** is a device that allows you to put documents, pictures and photographs into your computer, which can then be stored or edited.

A special type of scanner known as a bar code reader is used to read bar codes by scanning a pattern of lines (see picture below) which allows the product code to be entered automatically.

Hardware – Output Devices

An output device takes information out of the computer.

The Printer

A printer lets you print out the information from the computer onto paper.
The output from a printer is often called a print out or hard copy.

Speakers and Headphones

Speakers and headphones are connected to a sound card in the system box.
The sound card is used to capture sound as well as play back recorded sounds.
Speakers and headphones let you hear what the computer is doing; you can
listen to music, learn a language, take part in online discussions or classes and
communicate with friends.

Hardware that is both an Input and Output Device

The Monitor

Some monitors are both an input and an output device.

The **monitor** is often called a **Visual Display Unit** (**VDU)** or screen. The monitor shows you what you are doing, and what the computer is doing. The monitor shows or displays temporary output (softcopy) from a computer.

A **touch-screen monitor** is a computer display monitor that allows you to put information or instructions into the computer by directly pressing text links, images and buttons on the screen. Touch-screens are all around you in daily life. E.g. ATM machines, Information kiosks and self service tills in large retail shops.

Digital Camcorder

Some digital camcorders can be both an input and output device. A digital camcorder records sound and images and stores then in digital format. Most digital camcorders have got a small touch-screen monitor, which can be used to give instructions to the camcorder and to view stored contents. Camcorders can be connected to a computer and the video files can be put into the computer for viewing or editing.

Software

Software

Software is the name given to the set of instructions or programs that need to be loaded onto your computer to make it work.

There are two main types of software, system software and application software.

1.   System Software

The system software is usually referred to as the "operating system". This software runs the computer. When you buy a computer the operating system is already installed.

Examples of common operating systems are:

- Windows

- Mac OS

- Linux

2.   Application Software

Application software is the name used to describe all other programs or packages that can be bought to perform particular tasks. There are thousands of different types of application software.

Examples of Application Software:

- Word processing software

- Database software

- Games

- Excel

- Sage

- Internet Explorer

Memory
&
Storage

Memory

Computers have a variety of different types of memory, but the two most important kinds of memory are *Read-Only Memory (ROM)* and *Random-Access Memory (RAM).*

Read Only Memory (ROM)

Read Only Memory is permanent, ROM contains all the information that a computer needs to start up and check if all the systems are working. Read Only Memory can only be read, it cannot be changed even when the computer is turned off.

Random- Access Memory (RAM)

When a computer runs a program, it loads it in RAM. Random Access Memory can be read and overwritten. RAM is only temporary memory, when the computer is turned off the data stored in RAM is lost.

 Note: ***The more RAM a computer has, the more things you can do faster.***

Storage Capacity Measurements

Bits and Bytes

Computer memory is measured in bytes. A byte is the most basic unit of storage in a computer. A single byte is made up of 8 bits (1/0's). Every keystroke or character uses a byte of memory.

Bit ⟶ Byte ⟶ Kilobyte (KB) ⟶ Megabyte (MB) ⟶ Gigabyte (GB) ⟶ Terabyte (TB)

Term/Byte	Abbreviation	Value	Description
Bit	None	0 or 1	
Byte	B	8 bits – example: 00100101	One character on the keyboard.
Kilobyte	K, KB	1,024 bytes	Measurement used for small files.
Megabyte	M, MB, Meg	1,048,576 bytes (Million)	Measurement used for larger files, folders and RAM.
Gigabyte	G, GB, Giga	1,073,741,824 bytes (Billion)	Measurement used for RAM and USB flash drives and hard disks.
Terabyte	T, TB, Tera	1,099,511,628,000 bytes (Trillion)	Measurement unit for very large hard disks.

Types of Storage Media

Storage devices can be divided into two types; internal storage devices and external storage devices.

Internal Storage

The **Hard Disk Drive (HDD)** is the main storage device in a computer and is located inside the system box. The hard disk is made up of one or more spinning magnetic disks, on which information can be stored. Most computer programs and files are stored on the hard disk. The storage space available on the hard disk is measured in Gigabytes.

External Storage

The **External Hard Disk** is an external storage device that can be plugged into an external port on a computer. The external hard disk is used for backing up information from the entire computer.

Floppy Disks were the most common type of storage device used to store and transfer information. These disks could only store a small amount of information about 1.4MB.   These disks are rarely used today and have been replaced by USB memory sticks.

A **CD–RW** (**Compact Disk – Rewritable**) is a storage device which can store up to 700 MB of data. These disks are mostly used for storing documents. You can add or delete information on these disks as often as you wish.

A **CD–R (Compact Disk – Recordable**) is a storage device which is similar to a CD-RW. Information can only be added to these disks once and cannot be erased. CD-R disks are mostly used for storing music.

A **DVD–RW (Digital Versatile Disk / Digital Video Disk – Rewritable**) is a storage device which can store up to 4.7 GB of data currently. The DVD-RW is mostly used for storing video and software.   This disk is like the CD-RW because you can add or delete information on these disks as often as you wish.

A **DVD–R** (**Digital Versatile Disk/Digital Video Disk–Recordable**) is storage device, which is similar to a DVD –RW. Information can only be added to it once and cannot be erased. These disks are generally used to store videos and other software.

Memory Cards are small portable storage devices which are used to store data from digital cameras, video recorders, mobile phones and other devices. There are many different types of memory cards.

USB Flash Drives are also called memory sticks or flash drives. They are small portable storage devices, which are used for storing and transferring information. They are the most popular method in use today.

Blu-ray Disks are storage devices, which look like DVD's and CDs. These disks are used for storing high definition video and PlayStation 3 video games. A blue laser beam is used to read and write to the discs whereas a red laser is used for DVDs. A two layer blu-ray disc can store up to 50GB of data!

On- line File Storage – You can also save your data online, to one of the many free online services for file storage. You can use these to store large files and to back up your documents.   For example: www.dropbox.com.

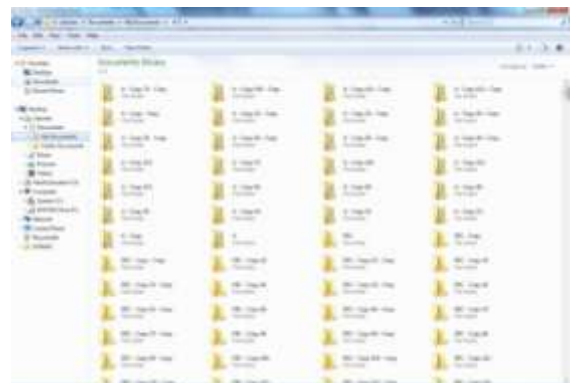# Advantages of Storing Information Electronically

1. Thousands of documents can be stored on a single computer.

2. You can find and sort documents on a computer very quickly using keywords or dates.

3. It is easy to make changes to documents on a computer.

4. Computers make it easy to share information with other people, by using email, memory sticks, compact disks (CDs) or using the internet.

5. It is easier to transfer information from one computer to another.

6. Computer information can be backed up easily and cheaply without using up a huge amount of space.

7. A soft copy is the name given to a document stored on a computer. Soft copies do not show visible signs of aging, e.g. get torn, faded, turn yellow or generally loose quality.

8. It is much faster and cheaper to exchange information that is stored on a computer with other people. There is no cost of storage, no cost of ink, toner or paper.

Manual Storage	Computer Storage

versus

Disadvantages of Storing Information Electronically

1. Information can be spread and shared too easily. You have less control on who sees the information and what changes are made to it.

2. Manual filing systems make it harder to find specific information in a short time, so are less likely to be searched by unauthorised users.

3. Computers make it easy to change documents, so there could be lots of different versions of the same document.

4. Even though computers make it easy to find and sort information, if you have too many versions of the same document, you might not find the document you required as quickly as you need.

5. Computers and storage devices such as memory sticks, compact disks can break down or get damaged, very often when this happens you cannot access the information stored on them.

6. Electronic documents are always at risk of being deleted whether by accident, hackers or by computer viruses.

7. Printed documents cannot be changed, so you always have the original hard copy. A photograph printed directly from a camera is one example, you will always know that the picture is original and hasn't been edited on a computer to make it look different.

8. You need to have access to the computer or other electronic device to access the information.

9. You need to have some computer skills to be able to access electronically stored information.

10. IT equipment such as printers, photocopiers and scanners make it easy to share or print all types of documents. We all end up with too much information that very often is not looked at or even read.

11. If there is an electrical fault or power cut, you might not be able to access information stored on a computer.

Task 1 – Complete the following sentences

1.   An input device allows you to _____

_____

2.   An output device allows you to _____

_____

3.   Give an example of an input and output device.

_____

Task 2 – Identify which of the following is hardware or software. The first one is done for you

Scanner	Hardware
Monitor	
Microsoft Excel	
Printer	
FIFA 2012	
Microsoft Word	
Keyboard	
Mouse	

Task 3 – Answer the following questions.

4.   List the 2 main types of computer memory.

_____

5.   List 2 advantages of electronic storage.

_____

_____

Computer Terminology

Computer Terminology:

A **PC – Personal Computer** is the name given to a desktop computer designed for home use and usually consists of a monitor, keyboard, mouse and printer.   A personal computer may be connected to a local area network or can be used as a stand-along workstation.

A **Laptop** is a mobile computer that can be carried around and used without leads for as long as the battery lasts.   Laptops are made up of the same parts as a desktop computer, but the parts are much smaller and are joined together in one single unit.

A **Notebook** is similar to a laptop only smaller in size and lighter in weight.

A **Palmtop** is a small computer that fits in the palm of your hand. Palmtops are severely limited, but they are useful for certain functions such as phone books and calendars. Palmtops that use a pen rather than a keyboard for inputting data are called hand held computer or Personal Digital Assistant (PDA).

A **Blackberry** is a mobile phone, but is also a Personal Digital Assistant (PDA). The blackberry has multiple functions including sending emails and connecting to the internet, which makes it perfect for use when working on the go.

Computer Terminology

35

Smart Phones are the range of-phones, which have multiple functions including email and web browsing, touch screen. Smart phones have huge storage space for songs and videos.

A **Tablet PC** is a wireless, portable personal computer, which has a touch screen interface. The most well known tablet at present is Apple's iPad, but there are other types such as Samsung, Sony and Blackberry.

Broadband – A type of internet connection considerably faster than *dial-up*.

Wireless broadband – connection to internet that uses no cables or wires.

WiFi – (Wireless Fidelity) – high speed internet connection without the use of wires or cables. WiFi allows you to connect several computers to the internet using one internet connection.

Complete the following cloze test using the words provided below

Keyboard	monitors
memory card	Hard Disk Drive
Printer	cursor
microphone	mouse

1. The _____ is the main input device used with a computer.

2. A _____ lets you print out the information from the computer onto paper.

3. Some _____ are both an input and an output device.

4. A _____ is an input device, which is used for recording sounds usually speech or music directly onto the computer.

5. The _____ moves a _____, (a pointer) around the screen, to draw shapes, to select icons and to open menus.

6. A _____ _____ is a small portable storage device which is used to store data from digital cameras, digital video recorders, mobile phones and other portable devices.

7. The _____ _____ _____ is the main storage device in a computer and is located inside the system box.

Health & Safety

Health & Safety in the Computer Room

When working with computers you must follow simple guidelines to ensure health and safety in the computer room.

Regular use of a Computer can cause:

- RSI (Repetitive Strain Injury)
- Eyestrain and Headaches
- Back, Neck & Shoulder Strain

RSI – Repetitive Strain Injury

RSI is caused by working with a mouse and a keyboard every day, it affects the fingers, wrists and arms and can be very painful.

To avoid RSI:
- Ensure that you take regular breaks away from the computer.
- Ensure that the desk and chair are at the correct height.
- A wrist rest for your keyboard can also help reduce the strain on your wrists.

Eye Strain & Headaches

Eyes can become strained from working on a computer for a long time.

To avoid eye strain:
- Look away from the screen whenever you can.
- Ensure you have regular eye tests.
- Ensure that the sun is not shining directly onto your computer.

Health & Safety in the Computer Room

Posture

Sitting at a computer for long periods of time can strain your neck, shoulders and your back.

To avoid neck, shoulder and back strain you should:

- Use an adjustable chair when using the computer.
- Your computer screen should be directly in front of you.
- Ensure that your computer screen is at the correct height.
- Use a footrest if necessary.
- When using your keyboard, your arms should be parallel to the floor.
- Take regular breaks away from your computer.
- View diagram, "Health & Safety for Computer Users" on next page.

Safety Precautions in the Computer Room

The following safety precautions should be followed in the computer room to reduce the risk of accidents:

- Ensure there are no trailing wires or cables.
- Do not overload electrical sockets.
- Food or drink should not be allowed near the computer.
- Bags should be placed underneath desks.
- There should be suitable heating and ventilation.
- All computer and electrical equipment should be tested for safety on a regular basis.

Listening

Listening

Do you know that we all spend more time each day listening than we do speaking, reading or writing? Why do we listen?

We listen to:

- obtain accurate information;
- learn;
- get instructions;
- show interest in others;
- chat or interact with others;
- discuss.

Listening can be hard work!

We listen differently in different situations. Sometimes we listen to understand and other times we listen to help us make up our minds about something. In class we listen to understand and gain knowledge of the subject.   We listen in the same way (or should) when we are being given instructions or directions so that we can follow as accurately as possible. In situations where we have to decide between options or respond in a discussion we listen to weigh up, consider and respond.

There are other times when we listen for enjoyment. Listening to music can be relaxing and enjoyable whereas listening to a comedian can be enjoyable as well as entertaining.   In life we are often called upon to listen with empathy. This situation can arise when a friend, colleague or family member needs to talk about a problem or circumstances that life has thrown at them.

To improve your Listening Skills you should:

- focus on the speaker and give your full attention;

- avoid interrupting as you might miss the message;

- remove possible interruptions – e.g., turn off mobile phone;

- ask questions if you don't understand.

Information Technology

Information technology has given us a number of new terms and phrases that have become part of everyday language.

✓ *Have you ever 'googled'?*
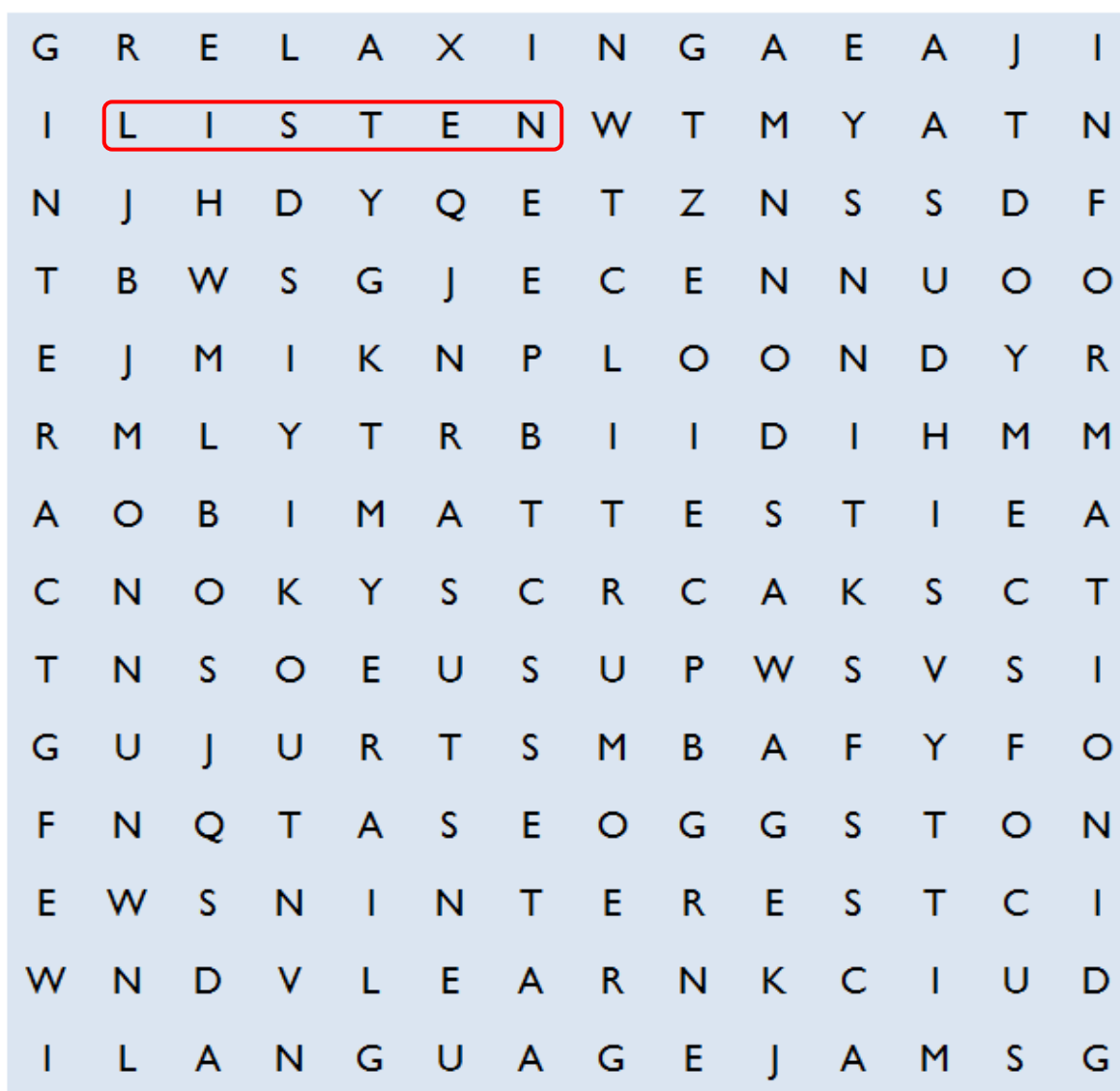
✓ *Do you own a smart phone?*

✓ *Have you every surfed the net?*

Attending a computer course may be the first time that you will see some of these terms in writing. Listen carefully for the correct pronunciation, usage and meaning. As well as giving us new words information technology has led to discussions around its dangers, how it has invaded our lives and improved our lives. Listen to what is being said and have your own say by taking part in these discussions. Take notes if it helps you.

Use the words from the table below to complete the word search.

To help you get started, one word has already being done for you.

Attention	Discuss	Empathy	Enjoyable
Focus	Information	Instructions	Interact
Interest	Language	Learn	Listen
Message	Questions	Relaxing	Understand

Word Search

G	R	E	L	A	X	I	N	G	A	E	A	J	I
I	L	I	S	T	E	N	W	T	M	Y	A	T	N
N	J	H	D	Y	Q	E	T	Z	N	S	S	D	F
T	B	W	S	G	J	E	C	E	N	N	U	O	O
E	J	M	I	K	N	P	L	O	O	N	D	Y	R
R	M	L	Y	T	R	B	I	I	D	I	H	M	M
A	O	B	I	M	A	T	T	E	S	T	I	E	A
C	N	O	K	Y	S	C	R	C	A	K	S	C	T
T	N	S	O	E	U	S	U	P	W	S	V	S	I
G	U	J	U	R	T	S	M	B	A	F	Y	F	O
F	N	Q	T	A	S	E	O	G	G	S	T	O	N
E	W	S	N	I	N	T	E	R	E	S	T	C	I
W	N	D	V	L	E	A	R	N	K	C	I	U	D
I	L	A	N	G	U	A	G	E	J	A	M	S	G

Speaking

Speaking

Speaking is a skill which is very different to listening. In most cases it is a response to a message your have listened to.

We speak when we need:

- to ask for clarification

- to start a conversation or keep an interaction going

- to deliver a message or respond to a request for information

- get someone's attention

Informal Conversations:

Speaking informally with family, friends or colleagues is generally easy. We chat about the weather, events in our lives, something we have done or are planning to do. When we are engaging in informal chat we also listen to what is being said and ask questions to show that we are interested. When speaking informally it is not necessary to be very structured in your delivery, although you should always aim to be clear.

Giving our Opinion

This can be harder. Some people are quite good at expressing their opinion and stating their opinion as fact. More often than not people shy away from expressing an opinion as they do not wish to cause offence. Does this mean that they do not have an opinion? What do you think? Can you think of topics that have been in the headlines where some people in your circle avoided expressing an opinion?

Formal Speaking and Discussion

Formal speaking can be more difficult. You will need to do some planning in advance. Preparation will help you structure your message and avoid misunderstandings. When discussing a topic in a formal setting you will listen to other opinions and points of view and give your opinion when it is your turn to speak.

Information Technology

Information technology is one of those topics that can attract both formal and informal discussions and one where you can express your opinion freely. It is a safe topic to improve your listening and speaking skills. You will get an opportunity during your computer class to discuss the advantages as well as the disadvantages or dangers of information technology in everyday life. Don't be afraid to ask questions and seek clarification if you don't understand something.

Task – Listening & Speaking

Choose one of the topics below and find out as much as you can about it. Give a
<u>brief explanation</u> (informal) of the topic to the rest of your class. This exercise can
be carried out in pairs or small groups.

Topic	Questions to prompt you when preparing your explanation	Notes to support you to organise your explanation of your chosen topic.	Make a note of something you might like to ask about another topic
IT and ICT	What do these abbreviations mean? What is the difference between the two?		
WiFi	What does this abbreviation mean? How does WiFi work?		
CD-Rom	What does this abbreviation mean? When would you use a CD-Rom?		
USB	What does this abbreviation mean? Why would you use a USB?		
HD TV	What does this abbreviation mean? Has this changed television sets?		
VDU	What does this abbreviation mean? Can you describe it?		
CPU	What does this abbreviation mean? Can you describe it?		

Basic Computer Know How

Basic Computer Know How

To Switch the Computer on

- Plug the computer into a surge protector or wall socket and switch the socket on.

- Press the power on button on the system box to turn on the computer.

- For some computers you may also need to press the power on button on your monitor.

If Using A Laptop

- Remove the laptop, the power pack and the mouse from the bag.

- Connect the power pack and mouse to the laptop and plug the power pack into the surge protector or electrical socket.

- Open the laptop.

- Press the power-on button on the laptop; this is usually situated above the keyboard.

- The computer takes a while to start up, but soon you should see a picture appearing on the monitor.

- The picture that appears on the screen is called the desktop.

To Turn off the Computer

When you are finished using your computer you must use a special shut down procedure to turn off your computer, or you could have problems the next time you switch on.

- You should always save any document you have been working on and close all open windows or dialogue boxes, before you shut down the computer.

- Click on the **Start** Button in the bottom left-hand corner of the screen

- Click on the **Turn Off** or **Shut Down** option that is shown in the menu that appears

- A dialogue box appears giving you 3 options
- Click the **Turn Off** or **Shut Down** button to turn off or shut down your computer safely.

Caution!

If you don't shut down the computer properly:

- You can lose work that you have just completed.

- You can also damage important system files, which will cause problems for the computer, the next time you turn your computer on.

Switching On Your Computer Again

- When you switch a computer off, you should wait for at least sixty seconds before switching it back on, otherwise you may have problems.

- Always wait for the desktop screen to appear before using the keyboard or mouse.

The Desktop

Once your computer has finished starting up the desktop will appear. The desktop is the picture on the screen with a list of icons arranged vertically on the left hand side of the screen, a bar called the taskbar at the bottom of the screen and the Start button at the bottom left hand corner of the screen.

Don't worry if your desktop is not similar to the one below as the desktop is different depending on what version of Microsoft Windows you are working in.

Working with Icons on the Desktop

Icons are small pictures which can represent folders, files, programs and other items. To open any of the programs, items etc, you will have to double click on the item using the left mouse button.

Here are a few of most common icons on the desktop.

Recycle Bin

The Recycle bin contains any files, folders etc. that have previously deleted.

Computer

The Computer icon allows access to all the drives on your computer. E.g. the floppy drive, CD drive, hard disk etc.

Application Icon

An application icon, such as the Microsoft Word icon can be used to open an application.

Folder

A folder is a storage container that is used to store files and other folders on the computer.

Document Icon

A document icon can be used to open a file

Try this task! **List four icons you can see on your desktop.**

1. _____

2. _____

3. _____

4. _____

How to Use a Mouse

A mouse is an input device that allows you to input information and give instructions to the computer.

Basic Parts of the Mouse

A mouse has two buttons: a left button and a right button. The left button is the one you will use most often. Some mice also have a scroll wheel as shown in the figure here.

How to Hold and Move your Mouse

Place the mouse beside the keyboard on a smooth surface or mouse mat. Hold the mouse by resting your index finger on the left button with your thumb resting along the side. Make sure that the mouse-cable is pointing away from you. Move the mouse by sliding it slowly in any direction.

Watch the computer screen as you move the mouse and you will see a pointer moving in the same direction.

Note: If t*he mouse pointer disappears off the screen, just pick up the mouse and bring it back closer to you.*

Mouse Actions

There are 3 main actions that you use a mouse for.

✓ **Pointing**

✓ **Clicking**

✓ **Dragging**

Pointing

Move the mouse so the pointer appears to be touching an item on the screen. Sometimes when you point to an item on the screen a label appears describing the item.
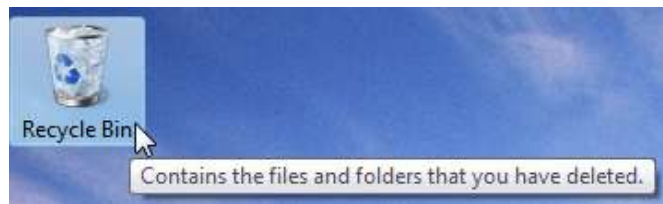
Clicking

There are 3 types of clicking actions

The Left Click

Move the mouse so that the white arrow points to the item on the screen, hold the mouse steady and press and release the left button of the mouse. A **left click** is often used to select an item or open a menu. This action is the main action for basic computer operation.

The Double Click

Move the mouse so that the white arrow points to the item on the screen, hold the mouse steady and press and release the left mouse button twice very quickly, make sure not to move the mouse. **Double clicking** can be used to open items on your desktop.

Note: *If you have difficulty using the double click action, you may left click the item and then press the Enter key on the keyboard.*

The Right Click

Move the mouse so that the white arrow points to the item on the screen, hold the mouse steady and press and release the right button on the mouse.

When you choose the Right-click action, a pop-up menu appears showing a list of options to do with the item as shown in diagram. These menus help you complete tasks quickly.

Dragging

Dragging is used to move items around your screen. To drag an item, move the mouse so that the white arrow is pointing to the item you wish to move, press and hold down the left button of the mouse. Notice as you move the mouse the item will be moved in the same direction and will be dropped in the new location when you release the left mouse button. This action is sometimes called "click and drag" or "dragging and dropping" depending on the task you are doing.

Note: *auto-arrange must be turned off to allow you to drag desktop items.*

Tips When Using The Mouse

- Place your mouse at elbow level.
- Don't squeeze your mouse tightly.
- Avoid bending your wrist up, down, or to the sides.
- Keep your fingers relaxed.
- Take short breaks away from the computer every 20 minutes.

Working with Windows

Every task you perform on your computer will open a box called a window. A window can be resized or moved to any position on the screen. Once you have become familiar with the buttons below you can practise opening and closing files, folders and programs.

Opening a File, Folder or Application from the Desktop
- Double click on the File, Folder or Application.

When you open a window you will see three buttons to the right of the Title Bar. If you bring the mouse pointer to any of these buttons the name of the button will be displayed.
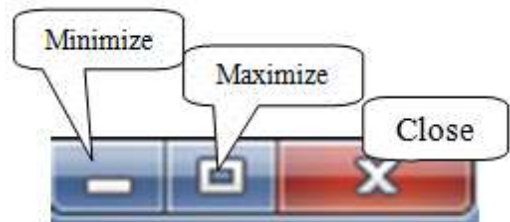
Note *that name labels on buttons in Microsoft office software use the American variation of the spelling.*

To Close a Window
- If you want to close a file, you must click on the close button.

To Maximise a Window
- If a window is too small you can expand it by clicking on the maximise button.

Restore Down
- If you have expanded a window, you can restore it to its previous size by clicking the Restore Down button.

To Minimise a Window
Minimising a window allows you to put a window out of the way when you want to see something else on your computer screen. It is minimised as a button on the taskbar, until you wish to view it again.

- To minimise a window click on the minimise icon.

- To restore a window after it has been minimised, click on the name of the window on the Taskbar.

Selecting and Moving Icons

The icons on the desktop are usually arranged in a vertical line down the left side of the screen, but you can change the layout to suit your own needs.

Moving Desktop Icons

1. Place the mouse pointer over the icon you wish to move, left click on it once to select it, the icon will turn blue.
2. Keep holding down the left mouse button and drag the icon to where you want it to go.
3. Release the mouse button to drop the icon into the new position.

Arranging the Icons on your Desktop

You can tidy up your desktop and arrange your icons by type, name, size and date modified, you can also choose large to small icons.

Try this Task

1. **Right** click anywhere in the blank desktop.
2. **Click** on Sort by.
3. **Try** rearranging your icons by Name, Size, Item Type and Date Modified.

Try this Task

1. **Right** click anywhere in the blank desktop.
2. **Click** on View.
3. **Try** changing the icon size.
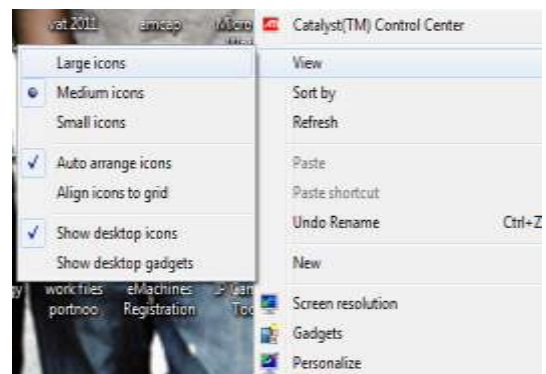
Introduction to Word Processing

The QWERTY Keyboard

Home Keys: A S D F   J K L ;

The **Home Row Keys** are the resting place for your fingers. Each finger has a home base. With practice you will learn which keys are above, below, to the right and to the left of each home key.
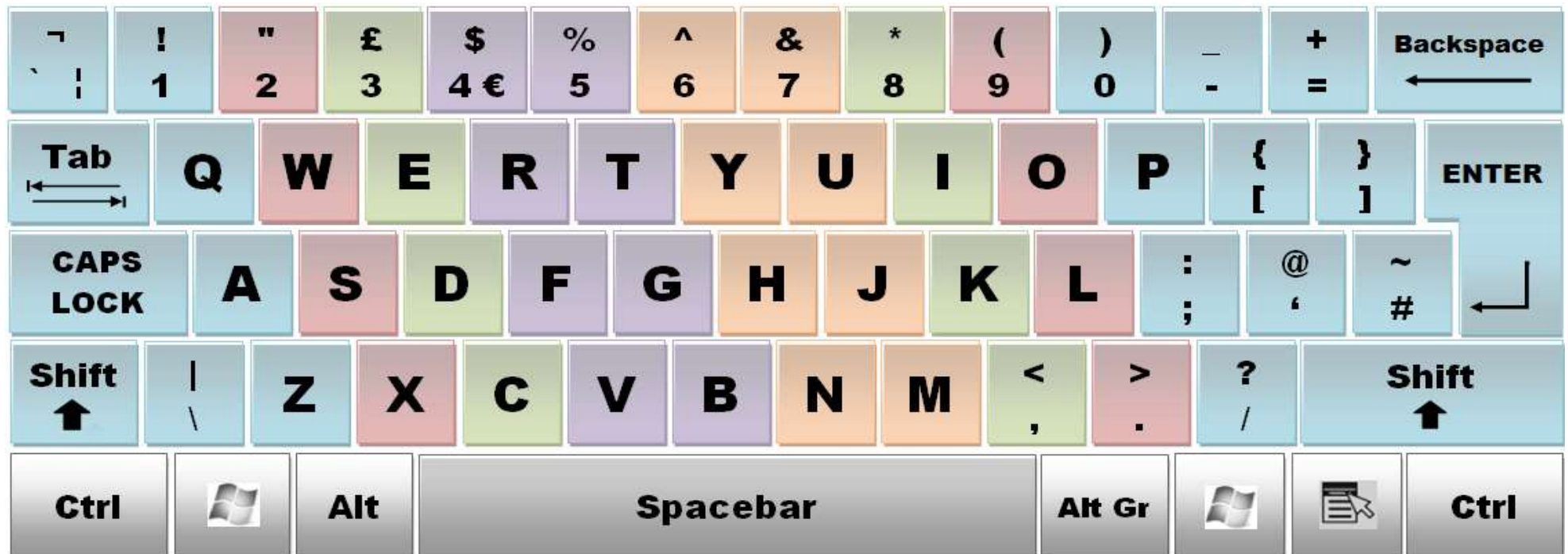
Keys on the Keyboard

Name	Key	Description
Caps Lock	CAPS LOCK	The **CAPS LOCK** Key lets you type CAPTIAL LETTERS. A light will usually come on to show you that the CAPS are now turned on. Remember to turn off the Caps Lock, when you are finished typing CAPITAL LETTERS.
Enter/ Return	ENTER	The **Enter** key is used to start a new line in a document or to tell the computer that you agree to carry out an instruction you have given it.
Shift Key	Shift	The Shift key is used with other keys to type individual Capital Letters or to type the top characters displayed on other keys, e.g. :!"£$%^&*()_+:@<>?
Tab Key	Tab	The **Tab** key usually shows two arrows pointing in opposite directions to vertical lines. This key is used to indent text from the left and right margins.
Control & Alt keys	Ctrl Alt	The **Ctrl** & **Alt** keys are often used together with other keys to give instructions to the computer.
Space Bar	Spacebar	The **Space-Bar** lies at the bottom of the keyboard between the alt keys. Use the space-bar to make spaces between words or characters.
Backspace Key	Backspace	The **Backspace** key is used to delete text to the left of the insertion point or cursor, i.e. it deletes the character behind it.
Delete Key	Del	The **Delete** key is used to delete text to the right of the insertion point or cursor i.e. it deletes the characters in front of it. This key can also be used to delete a file or folder from your computer.

Key Recognition:

Now that you have spent some time becoming familiar with the keyboard and the layout of the buttons, see if you can locate the following buttons and write a sentence about their function.

- **<u>Spacebar</u>**   Spacebar

- **<u>Enter Key</u>**   ENTER

- **<u>Shift key</u>**   Shift

- **Tab key** Tab

  [blank box]

- **Caps lock Key** CAPS LOCK

  [blank box]

- **Backspace Key** Backspace

  [blank box]

- **Delete Key** Del

  [blank box]

Introducing the Home Row Keys

A S D F   **J K L :**
                                    ;
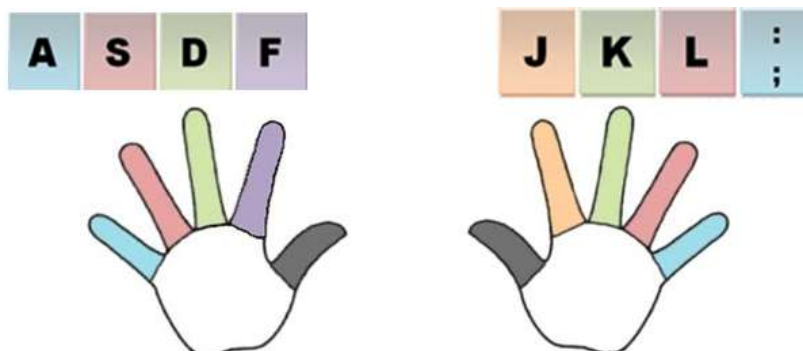
Your tutor will call out the letters and words to help you memorise where the keys are. This means that you will hear them, create them and then view them on the screen.
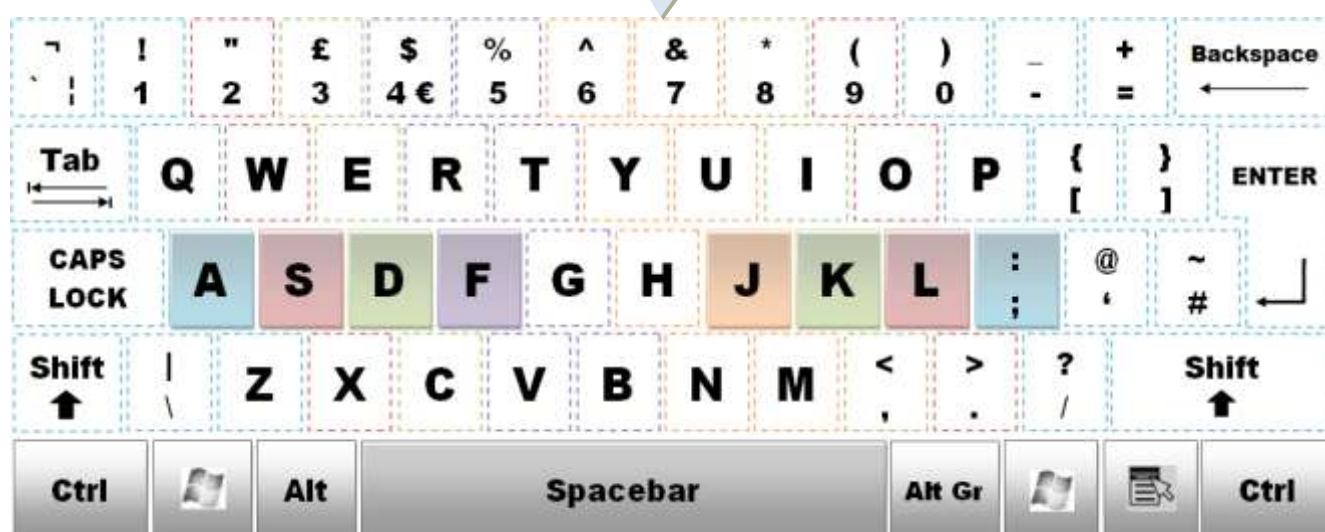
Note: ASDF and **JKL;** are known as the Home Row Keys and are the resting place for your fingers. Each finger has a home base. With practice you will learn the position of the other keys surrounding the home keys. Follow these easy lessons and you will soon be able to touch type.

Practise the Home Row Keys

Type **one line** of each of the following words and as up type **say each letter and say the word** as you complete it.

fall   sad   jaffa   flask   salad   adds   dad   fdsa   asdf   jkl;   ;lkj

Type each of the lines below four or five times. Return to these from time to time as you need to build your skills.

as a lad falls;

dad falls;

ask a lad;

a sad flask;

jak asks a lass

Grammar Stop!

A semicolon [;] is used to:

- link two or more clauses in one sentence - - - in other words it joins two clauses that could be separate and equal sentences. For example: Aidan went to see the Harry Potter film; Margaret went to see Bridesmaids.

- to separate items in a list or series which already have a comma. For example: The following people attended the meeting: John Gallagher, President; Dolores O'Brien, Secretary; Brid Doyle, Treasurer; and Paddy Murphy, Assistant Secretary.

Note: *a clause is a very simple sentence*.

These are the most common uses that you will come

across in everyday life.

Adding keys G and H
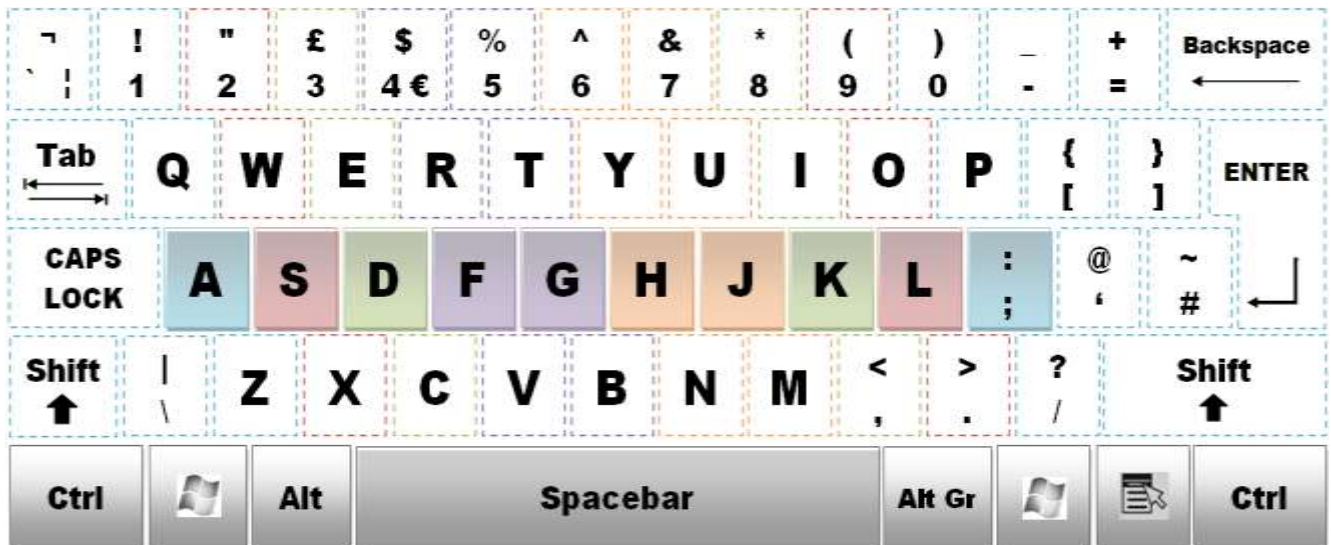
Practise the middle row of keys

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it.

flag   has   hag   lags   gag   sag   lash   dash   flash   glass   half   jfs;

Type each one of the lines below four or five times. Return to these from time to time as you need to build your skills.

a sad lad has a dad;

a dad has a flash flask;

jak has a hall;
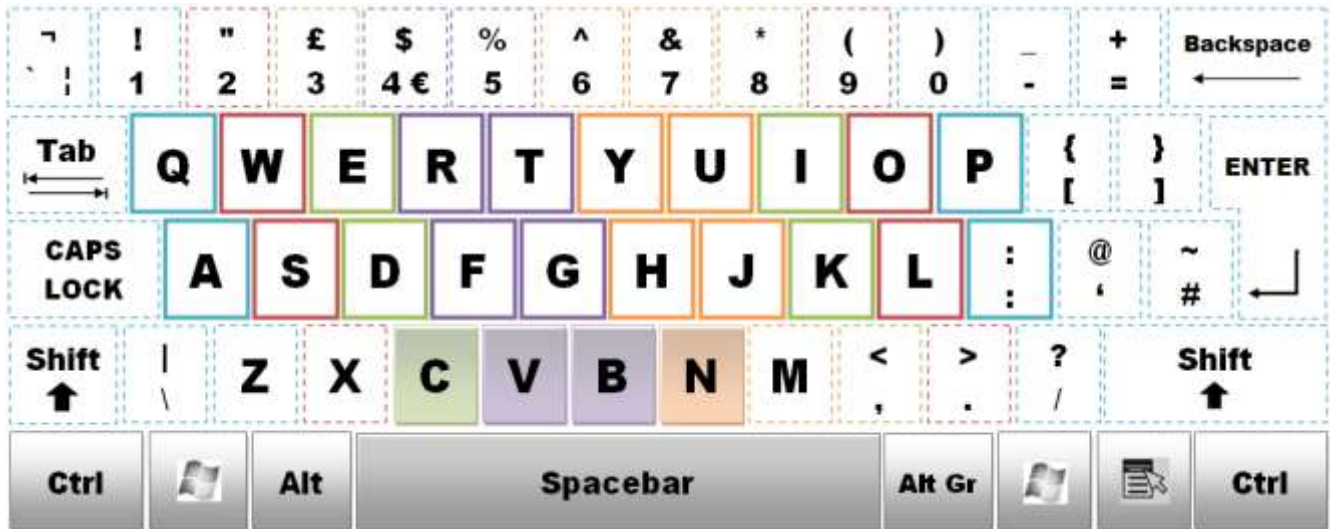
a flag falls;

a half glass

Adding keys I and E
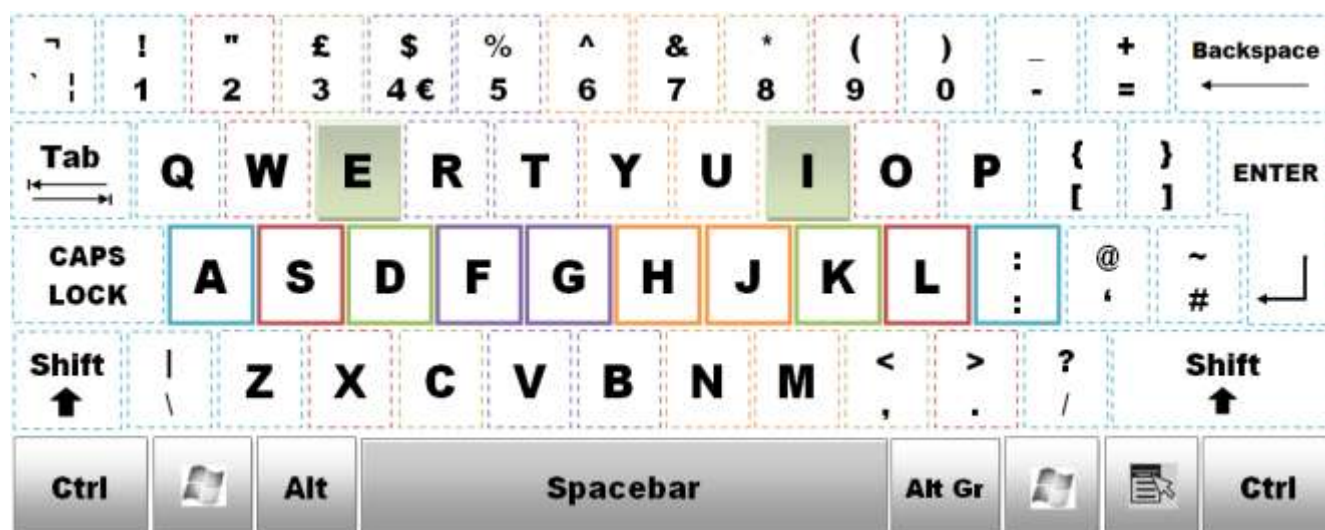
Practise exercise

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it. These are key words which turn up frequently in all forms of written material.

he   said   his   had   if   as   all   like   hike   sigh   sage   is   less

Type each one of the lines below four or five times. Return to these from time to time as you need to build your skills.

he has a flash flag;

is a dad sad;

a gas leak;

jill has a flash flask;

jill asks dad;

Adding R T Y and U
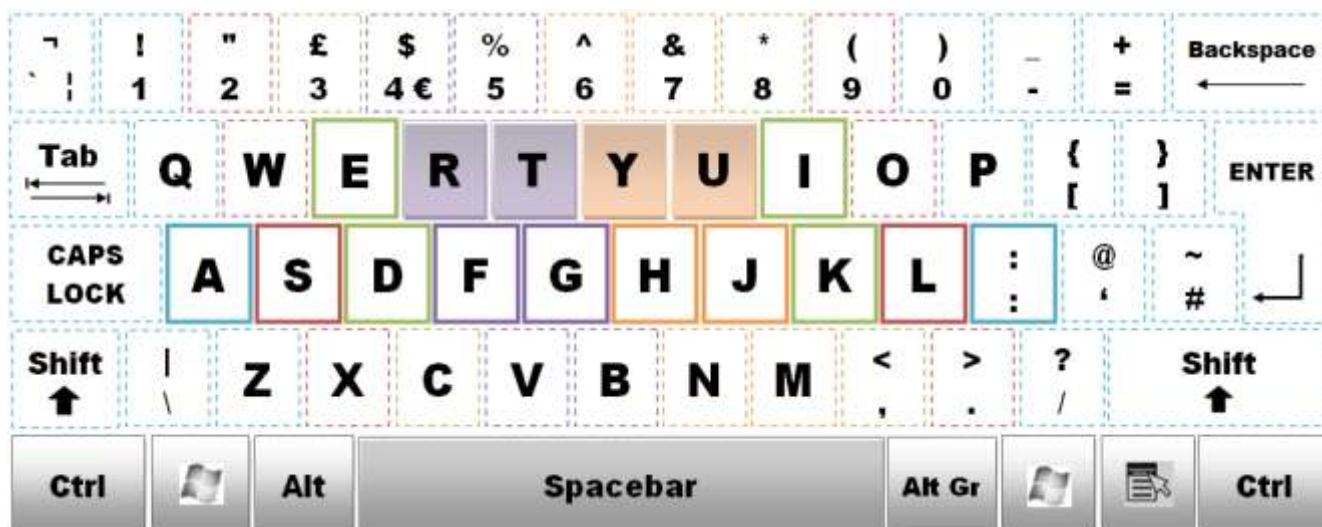
Practise exercise

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it. These are key words which turn up frequently in all forms of written material.

fr   free   ju   jude   ft   fret   jy   jury   hurt   fried   fury   stay   list
just   dread   dust   gust   husk   first   gist   hulk   jar   sky

Type each of the lines below four or five times. Return to these from time to time as you need to build your skills.

he is a just judge

the jury sat all day

yuletide;

he likes that girl

fred reads

the girl likes the red hat

sisters are usually alike

Adding Q W O and P
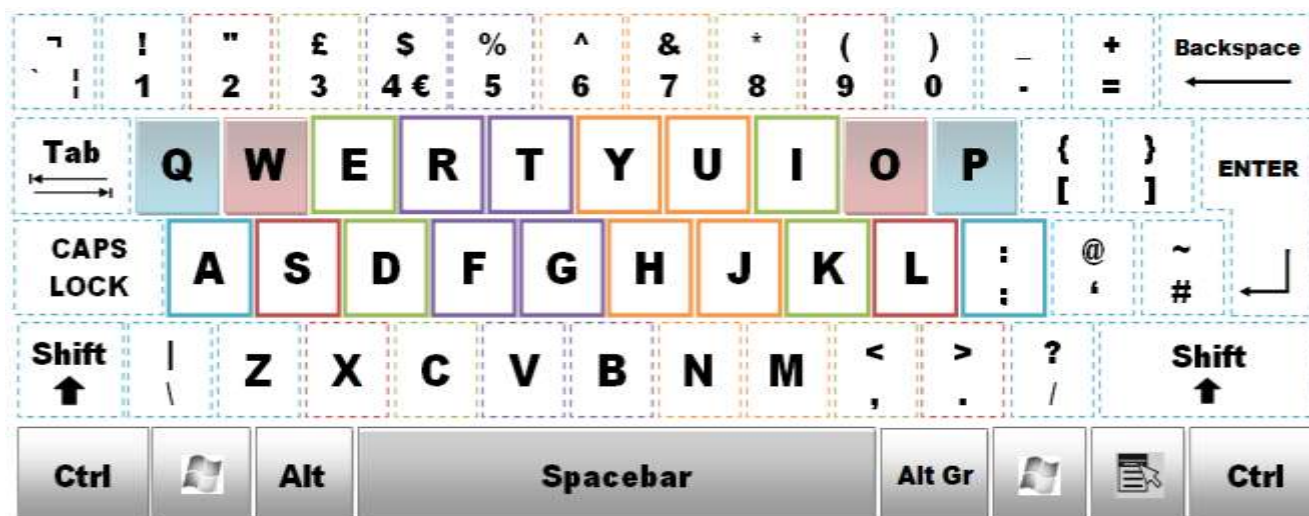
Practise exercise

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it.

sw   was   lo   low   worth   swear   lost   aq   aquire   squid   ;p
power   plough   ply   skip   twig   esquire   hops   wage   lips   friends

Type each one of the lines below four or five times. Return to these from time to time as you need to build your skills.

that was the week that

quakers are a religious group

power to the people

he writes papers; she reads papers

he will speak in a jiffy

Adding C V B and N

Practise exercise

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it.

dc   dice   sack   jn   join   coin   kin   fv   vice   voice   save   fb   fib
variable   back   bone   bear   have   nib   love   pave   quiver   rain

Type each of lines below four or five times. Return to these from time to time as you need to build your skills.

curiosity lost paradise

gossip is a vice enjoyed vicariously

beware the anger of a patient person

guilt has very quick ears to an accusation

habit is second nature

friendship is equality

justice is truth in action

Adding Z X M , and .
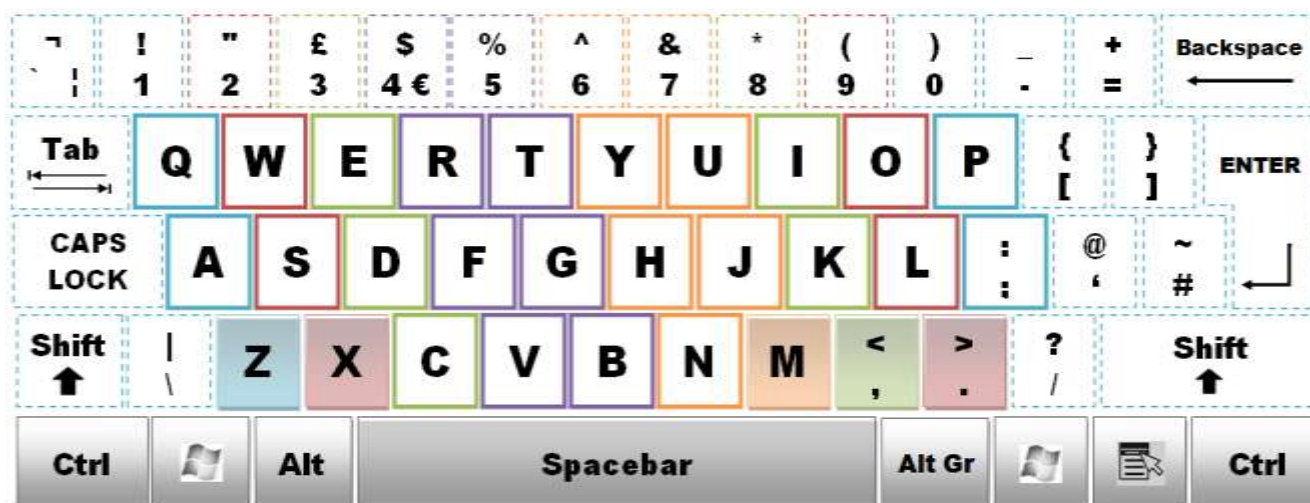
Practise exercise

Type **one line** of each of the following words and as you type **say each letter and say the word** as you complete it.

sx   six   taxes   az   lazy   hazy   km   make   maximum   minimum   maze   k,   mix,   l.   plaque.   some   zone.   come   xenophobia   zip

Type each of lines below four or five times. Return to these from time to time as you need to build your skills. These sentences cover the entire keyboard.

the swift brown foxes jumped over the lazy hound.

man has his will, but woman has her way.

beware the quiet man and the dog that does not bark.

the mind longs for what it has missed.

common sense is not so common.

no bird soars too high if he soars with his own wings.

experience teaches slowly, and at the cost of mistakes.

he felt he was in a twilight zone.

she played the xylophone; he played the saxophone.

some will come and some will stay away.

Grammar Stop!

A comma [,] is used for a series of three or more items:

She bought sugar, eggs and milk.

Geraldine, Angela and Patricia went out for lunch.

A comma is used when a conjunction is used to join two independent clauses. Common conjunctions are: for, and, but, yet and so.

The city was nice, but it was so busy that I would not like to live there.

She is gambling with her health, for she has been eating junk food for too long.

He was out last night, so he drank quite a bit.

She was out last night, yet she did not drink.

The teacher prepared a report, the principal reviewed it, and the committee approved it.

These are the most common uses that you will come across in everyday life.

Grammar Stop!

A **full stop** is used to:

A full stop [.] is placed at the end of a sentence and after abbreviations and initials.

Mary walks ten miles every day.

I sent a letter to Mr. A. Gallagher.

These are the most common uses that you will come
across in everyday life.

Typing Tasks – Using the Full Stop and Comma

Try typing in the following sentences. **Remember** *when typing, two spaces are left after a full stop and one space after a comma.*

Computers in the Home

Nowadays a lot of people have a computer at home. They are used for playing games, emailing, banking online, booking flights, hotels and tickets.

Typing Tasks

Task 1- Type all 26 letters of the alphabet

1.   Turn on the **Caps Lock Key** and type the alphabet in capital letters.
     ABCDEFGHIJKLMNOPQRSTUVWXYZ

2.   Turn off the **Caps Lock Key** and type the alphabet in lower case letters.
     abcdefghijklmnopqrstuvwxyz

Task 2 – Type the vowels all five letters

1.   Turn on the **Caps Lock Key** and type the five vowels.
     AEIOU

2.   Turn off the **Caps Lock Key** and type in the five vowels in lowercase.
     aeiou

Task 3 – Type the consonants all 21 letters

1.   Type the consonants in capital letters.
     BCDFGHJKLMNPQRSTVWXYZ

2.   Type the consonants in lower case letters.
     bcdfghjklmnpqrstvwxyz

Task 4 – Type in the numbers 0–9

1.   To type any number just press on the correct number key on the numeric keypad or use the number keys at the top of your keyboard.

2.   Try typing the following numbers: 0,1,2, 3, 4, 5, 6, 7, 8, 9, 10

3.   Now try typing the following:
     201, 19, 16, 234, 2,190, 101, 340, 23, 444 414, 569, 111, 9, 499

Task 5 – Typing Symbols

To access some of the symbols on the computer you need to hold down the **Shift Key.**

1. To **key** in the following **symbols** hold down the **Shift Key** and press the key you require.

    ## ! " £ $ % ^ & * ( ) _ + : @ ~ < > ?

2. Some of the **symbols** do not require you to hold down the **Shift Key.** Try typing the following symbols.

    ## , / ' # ; = -

3. To insert the **Euro symbol €** hold down the **Alt Gr key** to the right of the **Spacebar** and press the **number 4 key**.

Task 6: Insert the Correct Symbol Opposite.

Exclamation Mark	
Semicolon	
Full Stop	
And Symbol	
Multiplication Symbol	
Brackets	
Percentage	
Question Mark	
Apostrophe	
Hyphen	
Plus symbol	
Quotation Marks	

Grammar Stop!

Capital letters are used for:

The first word of every sentence

>   He ran all the way home.

>   She was first to reach the building.

The first word of a direct quotation

>   Geraldine asked, "Where are we going?"

Personal names start with a capital letter

>   Seamus Heaney

>   Joyce O'Donnell

Names of towns

>   Letterkenny

>   Sligo

>   Carrick-on-Shannon

Names of countries

>   Ireland

>   France

>   Germany

Months of the year, days of the week, and named holidays should be capitalised

>   Thursday

>   January

>   Christmas Eve

These are the most common uses that you will come across in everyday life.

Grammar Stop!

Now that you can type the alphabet try typing the following.

Type the days of the week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Type the months of the year

January

February

March

April

May

June

July

August

September

October

November

December

Grammar Stop! Punctuation – When to use it		
Name	**When to use it**	**An example**
Question mark?	At the end of a sentence that is a question.	Where are you?
Exclamation mark!	At the end of a sentence to show that someone is showing feelings e.g. is angry, is shouting.	"No!" he shouted "Quick!"
Apostrophe'	Found at the end of a word to show that something belongs. Found in a word to show that letters are missing.	The girl's name was Jane. I haven't found that file you were looking for yet.
Colon:	Before a list.	The committee discussed the following:
Paragraph	To show change of place, subject, time or speaker.	......and it was a great day out. They visited the town again two months later and were surprised at.....
Brackets ( )	To add extra information.	PC (Personal Computer)
Hyphen -	To join two words to make another word.	take-away
"Speech marks" or "quotation marks"	Around words that are actually spoken. Title of books, films etc.	"Hello", she said. "Check Your Punctuation"

More Exercises

Common nouns

A common noun is the word used for a class of person, place or thing. As a general rule common nouns do not begin with a capital letter unless at the beginning of a sentence. Type the following common nouns.

➢ car
➢ bicycle
➢ money
➢ teacher
➢ student

Proper nouns

A proper noun names a specific place, thing or person. It always begins with a capital letter. A proper noun can consist of more than one word. Type the following proper nouns.

➢ Orla
➢ Geraldine
➢ Ireland
➢ Carrick-on-Shannon
➢ Kee's Hotel

Note:

● proper nouns have common noun equivalents.
● not every common noun has a proper noun equivalent.

Use the words from the table below to complete the word search.

To help you get started, one word has already being done for you.

Common noun	Proper noun equivalent
county	Leitrim
man	W.B. Yeats
mountain	Errigal
cat	Cleopatra
country	Ireland
author	Maeve Binchy

Word Search

I	T	M	E	G	A	C	N	L	H	M	W	R	A
A	R	N	O	R	U	O	I	T	W	V	U	A	A
C	A	T	E	H	N	U	T	U	B	M	R	C	I
L	U	A	U	M	Y	Y	R	A	Y	B	A	N	R
H	T	E	R	A	R	U	T	R	E	T	M	T	R
Y	H	C	N	I	B	E	V	E	A	M	I	B	R
Y	O	L	U	B	W	I	O	L	T	O	U	I	C
I	R	E	L	A	N	D	V	Y	S	U	C	R	V
L	C	O	U	N	T	R	Y	O	E	N	O	G	C
I	M	P	T	A	R	I	L	E	I	T	R	I	M
I	S	A	S	M	E	R	R	I	G	A	L	N	L
V	A	T	A	R	E	G	N	A	A	I	N	A	T
E	B	R	V	A	U	O	C	O	U	N	T	Y	N
M	M	A	V	G	U	A	U	B	T	T	A	O	A

PROOFREADING

Proofreading is when you read over something you have written to check for spelling and grammar mistakes. Everyone makes mistakes when writing an article or document and you need to learn to recognise these mistakes. When you are writing, create a draft and then check for mistakes and mark these.

There are a number of key symbols that are used to 'mark' any changes you wish to make. You need to familiarise yourself with these symbols and then use them to show where and what changes need to be made.

Key proofreading symbols and their meaning

Sign or symbol in the margin	Meaning	Example of marking on text
∧ (carat) or ⋏ with missing letter or word e.g. ⋏ i	Insert missing letter, word or punctuation.	The day was wet and wndy.
#	Insert a space	The man ran
Sp	Spelling error	The (info) was all there (in full) e.g. Information
u/c	Upper Case or Capital letter	Mary, James and (p)eter came to visit.
u/s	Underscore	Donegal (won) the All Ireland Final in 2012.
l/c	Lower case or small letter	Mary (A)nd James
∿	**Transpose** Change the order	2 1 Monaghan, Donegal and Cavan
ዋ	Delete	The man(n) was in the shop. or The mann was in the ~~big~~ shop.
N.P.	New Paragraph represented by square bracket.	[The day was wet and windy.
⌒ ⌣	Close up or delete the space	Proof read

The following task and exercise will help build your skills.

Task

1. For this task you will type in the following text and save a copy of your work as Task A to the documents folder on your computer.

> Pat and Jenny's Day Out
>
> IT was a beautiful sunny day. pat and Jenny decided to go to the beach for a swim and a picnic. They made dlicious stuffing and chicken sandwiches and packed also a flask of piping hot tea. When they arrived at the beach it was very busy. They went straight into the water and then finished every bit of their picknic. It was a perfect day out!

2. You will then print out a hard copy of your work.

3. Next you will edit and proofread your text to check for spelling, grammar, typing and punctuation errors. Use the proofreading symbols to highlight the errors.

4. Once you have completed editing and proofreading the printout you can then make changes to the soft copy on your computer.

5. Resave your work and print a hard copy. Your tutor will collect and check your work.

Formal Letter Writing

What is a formal letter?

A formal letter is a letter that you write to an official body or organisation using a specific layout and format. There are certain things you should pay attention to when you are writing a formal letter. Look at the example on the next page.

Things to Remember

- Write your own address in the top right hand corner.

- Skip a line and write the date on the left hand side of the page.

- Skip another line and write the address of the person you are writing to.

- **Re:** - this stands for "regarding" which means "about" or "concerning". Write why you are writing here.

- There are a few options on how you greet who you are writing to (i.e. "Dear" or "To Whom It May Concern"). This will depend on whether you know the person or not or whether you know their name.

Look at the chart on the next page.

Greeting	
Dear Sir or Madam, To whom it may concern,	If you don't know the person's name.
Dear Mr. Smith, Dear Miss Jones,	If you don't know the person well.
Dear John,	If you know the person well.

- The first line of your letter starts your first paragraph and should clearly state the reason why you are writing. Here are some choices.

Paragraph One	
I am writing in connection with…	If you are writing to someone for the FIRST time.
I am writing to enquire about…	
I am writing in connection to our telephone conversation dated…	If you are replying to earlier communication.
I am writing in connection to your letter, which I received on…	

- The second paragraph will be the main message of your letter.

Main Message	
I would be grateful if you could…	…e.g. send me information
Would it be possible to…	…e.g. make an appointment
I would like to…	…e.g. apply for…

- Once you have finished writing the main message, you write the closing.

Closing
Please do not hesitate to contact me if you require any further information.
I look forward to hearing from you.
I look forward to receiving…

- When you are signing off, this is known as the **'salutation'.**

Salutation	
Yours sincerely,	If you used the greeting 'Dear Mr. Smith,'
Yours faithfully,	If you used the greeting 'Dear Sir or Madam,' or 'To whom it may concern,'
Best wishes,	If you used the person's name in the greeting.

- You can then write your signature and PRINT your name underneath.

Example of a Formal Letter

Main Street

Letterkenny

Co. Donegal

Telephone: 074 91 12345

19th June 2011

VEC Adult Education Centre

Ard O'Donnell

Letterkenny

Co. Donegal

To whom it may concern

Re: Summer Holidays

I am writing to enquire when the Adult Education Centre will be closing for the summer holidays and also when classes will re-start.

I would be grateful if you could send me your summer calendar, including the September start dates.

I look forward to hearing from you.

Yours faithfully,

Mary Boyle

Mary Boyle

MEMORANDUM

MEMO is short for MEMORANDUM
A memo is an organisations internal form of communication and does not need an opening salutation or complimentary close. Use single line spacing with double spacing between paragraphs.

A memo is often used in the following situations:

- to share information

- give an instruction

- deal with one subject only

- as a reminder

Layout may vary from one organisation or employer to another.

Common format or layout

If you have difficulty remembering the order in which these headings are placed try using a MNEMONIC (pronounced n-u-mon-ic).

 A mnemonic is a short poem or sentence that aids the memory. Use the mnemonic "**T**om **F**ranks **D**id **S**ing" to help you place the headings in the correct order.

Can you think of another mnemonic?

Notes

Agenda and Minutes

Agenda

All formal meetings will have an agenda. The agenda provides information on the order in which topics will be discussed. An agenda should be circulated in advance to everyone attending the meeting.

Minutes

Minutes are a written record of a meeting. They are instant and describe the discussion and decisions of the meeting.   Minutes are an important record and should be kept on file.

_____

An Agenda

When organising a formal meeting it is important to have an agenda. An agenda will ensure that all important items are discussed and given adequate, but not too much time.

Example of an agenda

Meeting of Tidy Town's Committee
On
Wednesday 6th June 2012 at 7.00 p.m.
In
Community Centre Meeting Room

Agenda

1. Welcome
2. Minutes of last meeting
3. Correspondence
4. Review of actions agreed
5. Treasurer's Report & Fund Raising
6. Publicity
7. A.O.B.
8. Date of Next Meeting

Minutes

There are a number of styles which can be used when writing and presenting minutes of a meeting. Regardless of the style used it is important to keep minutes. Minutes record what was discussed and agreed and who agreed to carry out different tasks. Minutes are important for funding, for harmony and to support continuity. The example below relates to the agenda on the previous page.

Example of Minutes

TIDY TOWN'S COMMITTEE MEETING

The above meeting was held in the Community Centre, Sligo on the 6th June 2012.

Present: Martin Naughton, Chairperson; Gerry O'Boyle, Secretary; Teresa Wallace-Gillen, Treasurer; Denise McManus, P.R.O.; Breda McWilliams, Committee Member; John Blackburn, Committee Member; Caitlin Gillen, Committee Member

Apologies: Denise Sweeney; Mary O'Hara; Adrian McGowan and Sean Power

Minutes of Last Meeting and Matters Arising

Gerry O'Boyle read the minutes which were proposed by *Breda McWilliams proposed and seconded by John Blackburn. There were no amendments.*

Correspondence

- A letter from Mr. Healy, Community Centre Manager requesting a small contribution towards light and heat was read out. A general discussion on rising costs was followed by a suggestion from Denise McManus to offer €20 per meeting to cover overhead. This suggestion was unanimously received and it was agreed to write to Mr. Healy outlining the suggestions and also conveying thanks for the use of the facility.

Action: Gerry O'Boyle to write to Mr. Healy with the proposal.

Review Of Actions Agreed at Last Meeting.

Completed actions:

1. Discussion took place with County Council Official to upgrade street signage (Martin Naughton)

2. Notices ready for all church and community notice boards regarding a call for volunteers to carry out a clean up on Tuesday evening (Gerry O'Boyle)

3. Commitment from 'Simply Flowers' to maintain the hanging baskets over the next three weeks (Caitlin Gillen)

4. Raffle tickets printed to support fundraising (Teresa Wallace-Gillen)

Work-in-Progress

1. Efforts were made to contact the owners of a number of unoccupied houses at the East End of the town which are in need of painting and tidying up. Two owners have been contacted, but efforts to contact the third householder are still ongoing (John Blackburn and Caitlin Gillen)

2. The new town website is not yet completed. There were some issues with the software which delayed the project. It is expected that these will be sorted in the next two weeks. (Breda Williams and Adrian McGowan)

Treasurer's Report & Fund Raising

The website has absorbed much of the funding and efforts will have to be made to raise funds through a flag day.

Action: Treasurer to seek permission to organise a flag day and church gate collection within the next four weeks.

Public Relations

Many positive comments have been made to the committee members on their work.   Efforts will need to continue to recruit volunteers to support the committee by having regular clean up squads around the town. It was suggested that schools be targeted as a way of preventing litter.

Action: PRO to visit schools in the town to outline the work of the committee and highlight the importance of keeping the town clean

A.O.B.

There was no other business discussed.

Date of Next Meeting

The Chairperson thanked everyone for attending and brought the meeting to a close. The next meeting was set for the 25th July.

Introduction to Microsoft Word

Microsoft Word

Microsoft Word is application software that lets you create and edit word documents and is the most popular word-processing program used today.

Using Microsoft Word you can:

- Type documents and save them for future use.

- Edit documents i.e. take items out, move items around and add items.

- Work with documents and save the in different file formats.

- Apply different formats to documents to enhance them.

- Insert tables, images, clip art, charts and objects into documents.

- Print out a perfect final copy by adjusting page settings and even check

  and correct spelling or grammar errors.

Opening Microsoft Word

There are a number of ways to open Microsoft Word.

1. **Click** on the **Start Button** in the bottom left hand corner of the screen.

2. When the Windows Start menu appears, move your mouse so that the cursor points to **All Programs.**

3. Choose **Microsoft Office** then choose **Microsoft Office Word.**

4. A **Microsoft Word** document should now be opened on the screen.
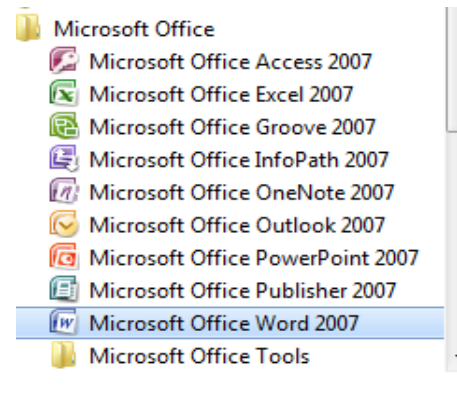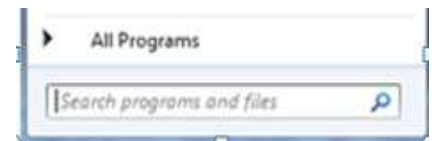
Using the Microsoft Word Short Cut Icon

Look for the shortcut icon for Microsoft Word on the desktop. Move the mouse so that the mouse pointer is resting on the icon, then double click on the icon and Microsoft Word should open up on the screen.

Closing Microsoft Word

Once you have opened Microsoft Word you need to know how to exit the program.

To Exit Microsoft Word

- Click on the [X] at the top right hand corner of the screen. The word window should now disappear from the screen.
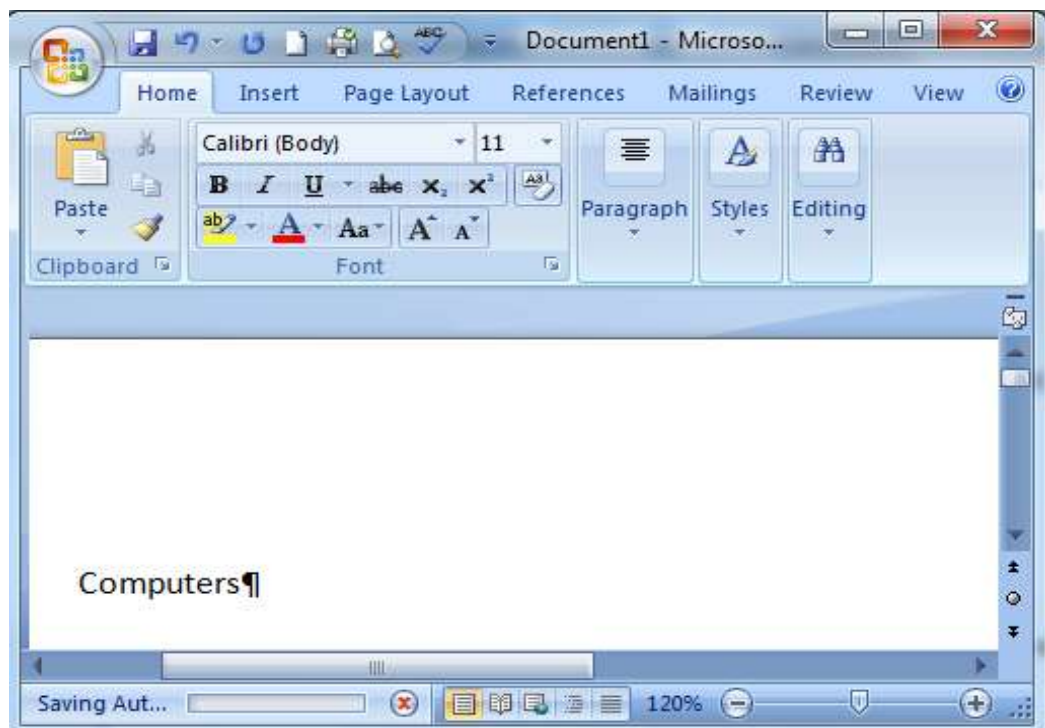
Task

Try opening and closing Microsoft Word a few times, this will help improve your mouse skills.

Saving a Document

It is important to remember to save your document before you start typing. You should keep saving your document every 5 or 10 minutes.

Why do we need to save?

If you are working on a document and there is a power cut or your computer crashes, any documents that haven't been saved will be lost,

To Save a Document to the Documents Folder

Open a new word document and insert the word Test in the document.

Note: *The File Menu differs depending on which version of Microsoft you are working in.*

1. **If you are working with Office 2007, Click** on the **Office button** if you are working in previous versions of word or in Office 2010 click on the **File menu.**

2. **Click** on **Save As.**

3. The **Save As** dialog box opens.
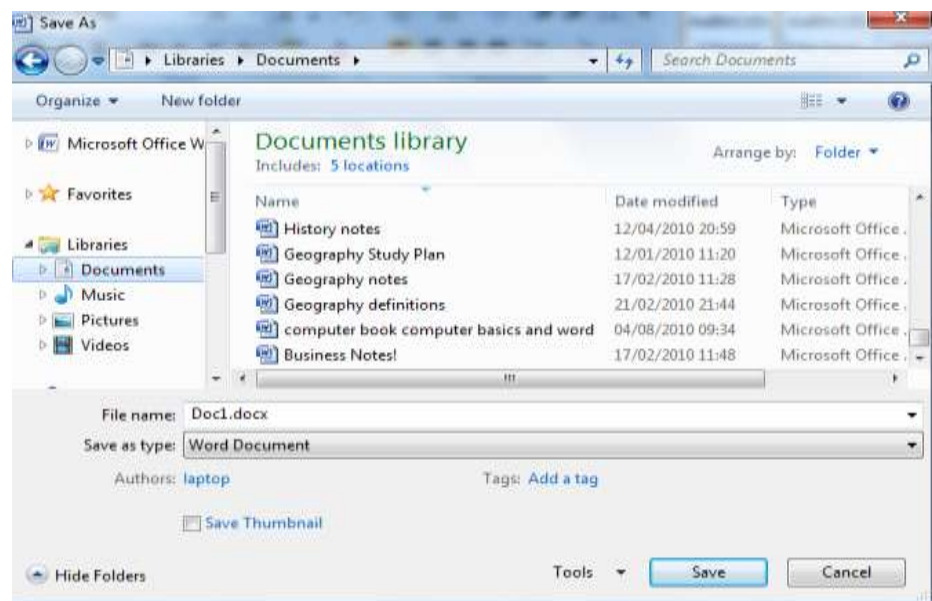
4. You must choose a location where you want to save the file to.
5. **Save** this file to the **Documents** folder on the computer.
6. **Click** on the drop down arrow to the right. We can select where we wish to save your document to.
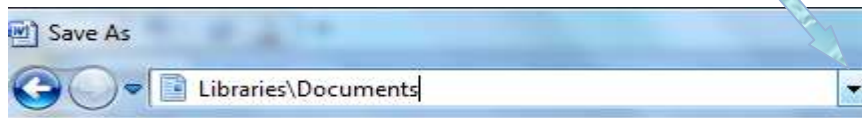
7. Once you have selected the location to save your file to, you must give the **document** a name.

8. Click into the **File Name Box** and type in a name, **Test** for the file.
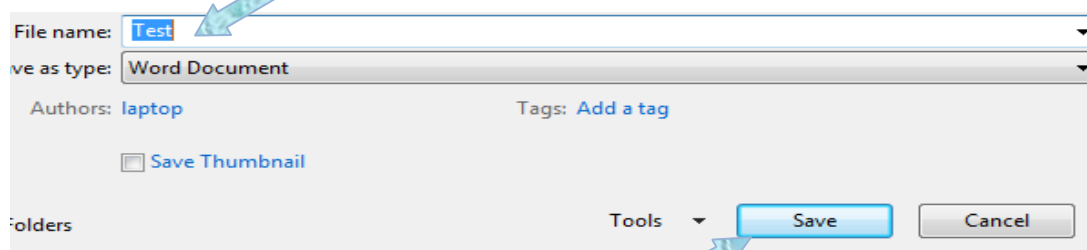
9. **Click** on the **Save Button** your document is now saved.

10. Once you have saved a document you will see that the text in the title bar changes to the name you typed into the filename box to name the document. In this case the text on the title bar will be **Test**.
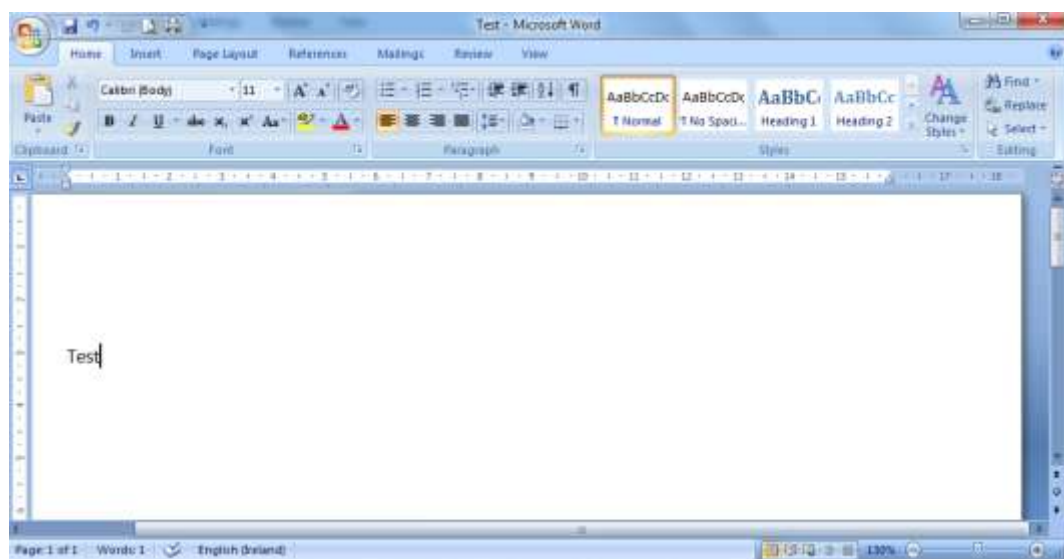
Opening an Existing Document

1.   **Click** on the **Start** Menu.
2.   Open the **Documents Folder** from the Start Button.
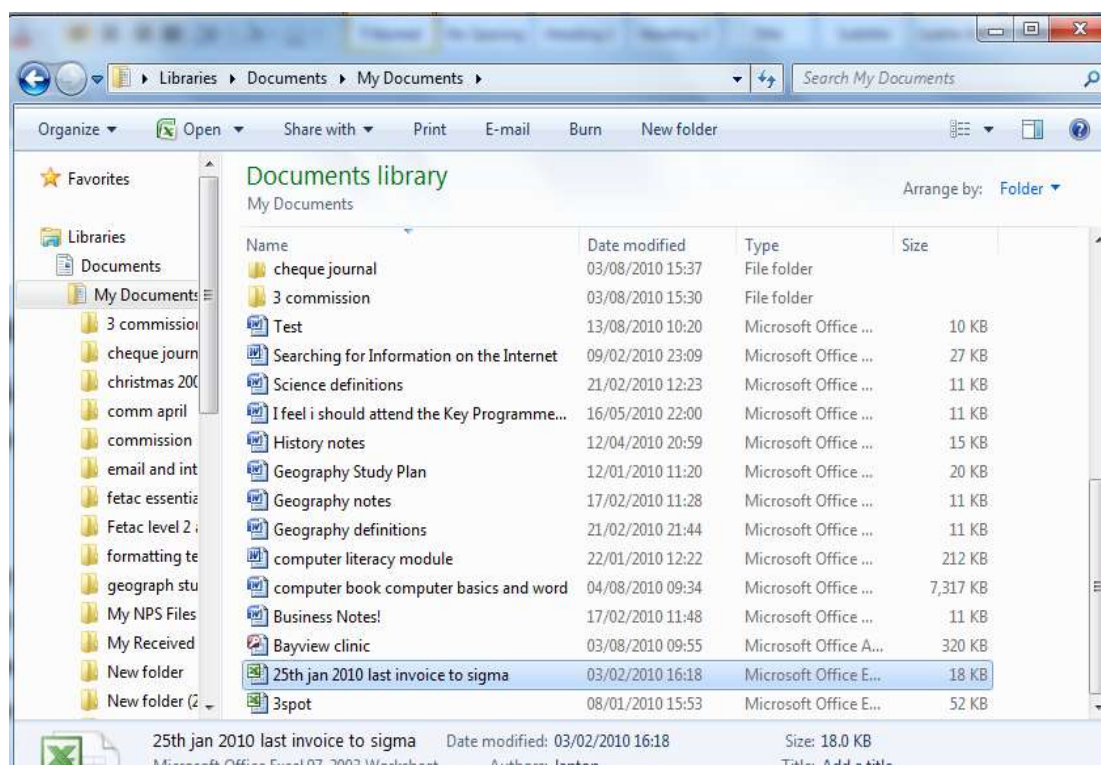
3.   The **Documents folder** opens. Your test file should appear as above.
4.   **Double** click on the file **Test**.
5.   The Test file should open.

Try this Task!

Practise opening and closing the Test file.

Saving Files to Different Locations

Saving a File to the Documents Folder

1. **Open** a Word document.
2. Type in your name.
3. **Save** this file to the **Documents Folder** as **My Name**.
4. **Open** the **Documents Folder** then find and open your **file My Name.**
5. **Close** the file **My Name.**

Saving a File to The Desktop

1. **Open** a Word Document
2. Type in your address.
3. **Save** this file to the **Desktop** as **Address.**
4. The file named **Address** should now be on your desktop.
5. **Double click** to open the file.
6. **Close** the file**.**

Saving a File to a USB Memory Stick

1. **Ensure** your USB Memory Stick is inserted into your computer.
2. **Open** a Word Document.
3. **Type** in your telephone number.
4. **Save** this file to the USB Memory Stick as **Telephone**.
5. The file named **Telephone** should now be saved onto the USB Memory Stick.
6. To **open** the file saved on the USB Memory Stick.
7. Click on the **Start** Menu then click on the Computer icon.
8. **Double click** on the Removable Disks Icon and open the file entitled **Telephone**.
9. **Close** the file Telephone.

Saving a Document as another File Type

When you save a file in Microsoft Word it is automatically saved as a Word document. Sometimes you might need to save it as a different file type.

Saving as a Text File

- To save a document as a text file, choose *Plain Text* in the **Save as type box** as shown below. Then click on **Save** to save the change.

- When you open the text file, you will notice that all the text is left aligned. Any graphics will be lost and there will be no formatting etc.
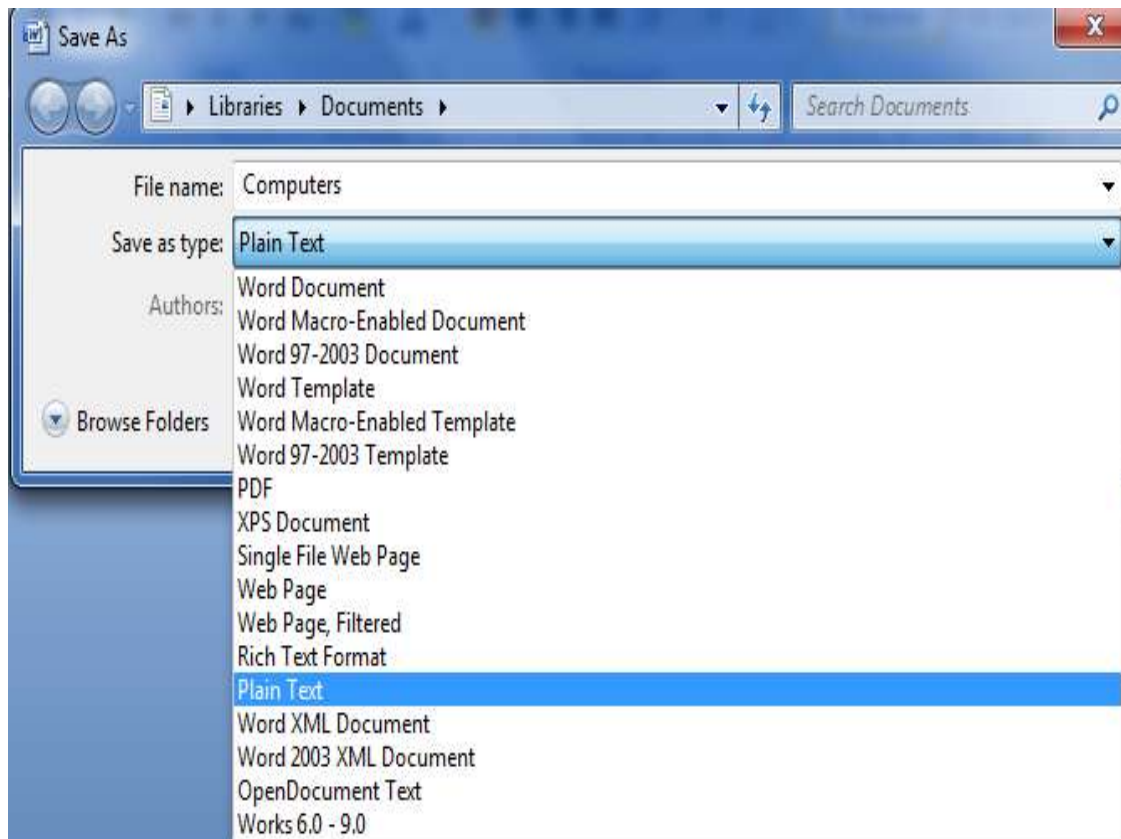
Saving as a Rich Text Format (.rtf) file

- To **save** a file as a rich text format file. Choose **Rich Text Format**, in the **Save as type box** as seen in the diagram below then click on **Save**.

- When a file is saved in RTF, most of the text and paragraph formatting remains the same and the file can be opened by any compatible RTF – Word Processing Program.
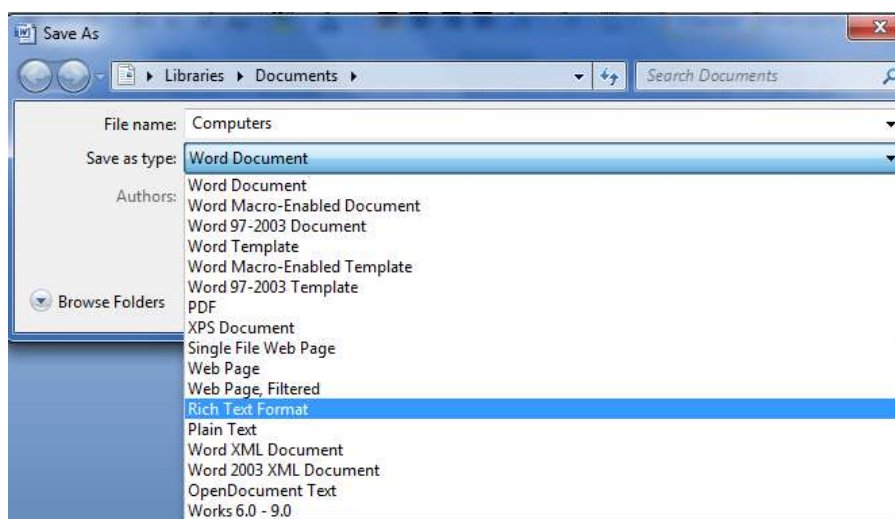
Saving as a PDF (Portable Document Format)

- Saving a file in PDF format ensures your file keeps the formatting you intended.
- To **save** a document as a **PDF**, choose **PDF** in the **Save as type** box as shown below then click on the **save** button.
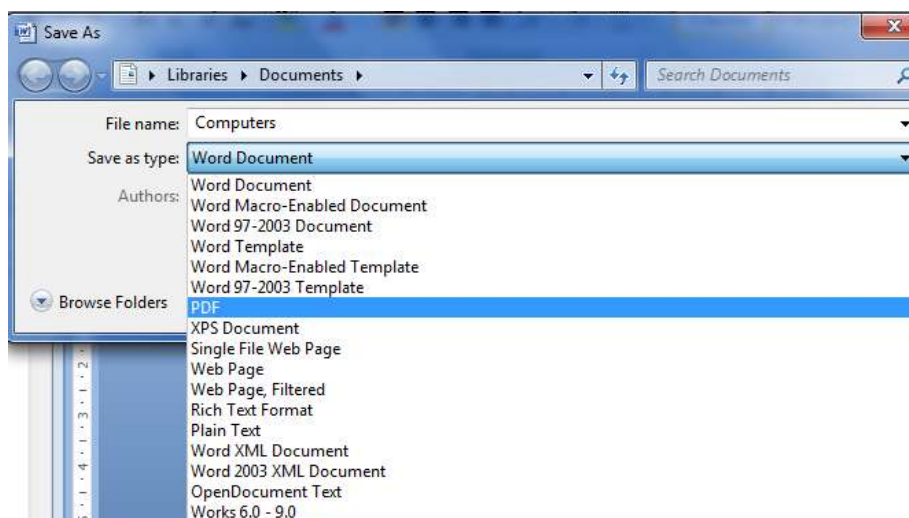
Printing

Using Print Preview

You can use Print Preview to see what your document will look like when it is printed. If you preview a document and it doesn't look the way you want it to, you can edit the document and then try printing it again saving you time paper and money.

To Print a Document

To print a document once, just click on the Print icon once.

To Print more than one Copy

1. **Click** on the print icon.
2. The **Print** dialog box appears.
3. From the **Number of copies option** choose the amount of copies you wish to print. E.g. 2
4. **Click** on **Ok.**
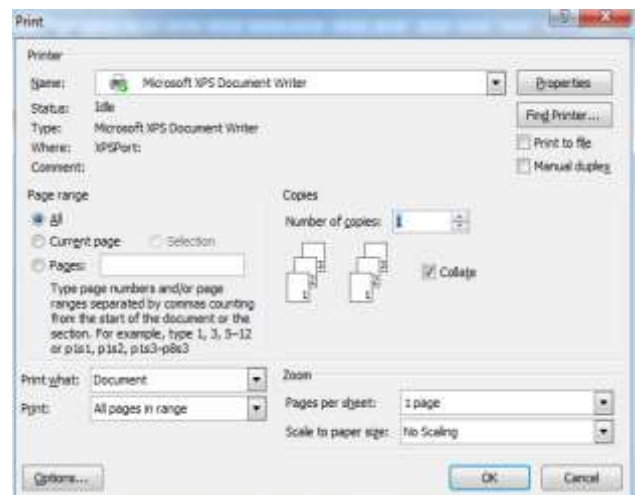
Print the Current Page

Ensure your cursor is on the page you want to print.

1. **Click** on the print icon.
2. The **Print dialog box** appears.
3. **Under** the **Page Range** heading choose **Current page.**
4. **Click** on **ok**.
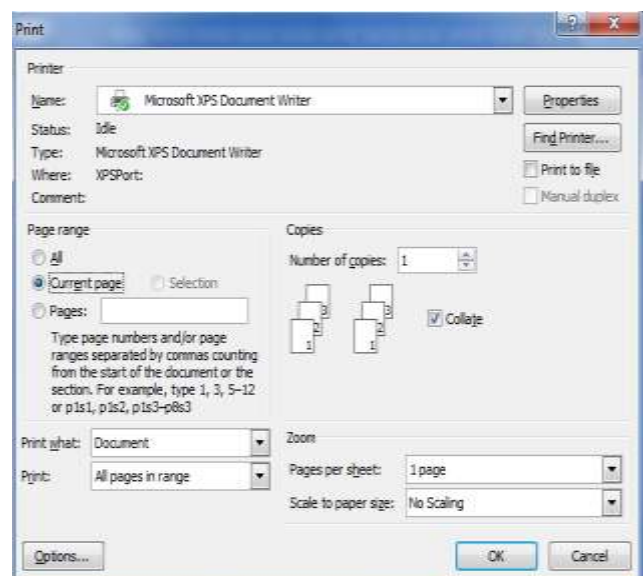
Printing Certain Pages

1. **Click** on the print icon.
2. The **Print dialog box** appears.
3. Under the **Page Range** heading choose the **Pages** option.
4. **Type** in the pages you require e.g. 2, 5, 6, 8.
5. **Click** on **OK.**

Printing to the XPS Document Writer

1. **Open** the document or file that you want to **print to .xps format**, and then click Print.

2. **In** the **Print** dialog box, select Microsoft XPS Document Writer and click **OK**.

3. The **Save As** dialogue box will open and you will have to save the document in the same way as you would save any other type of file.

4. Note that Windows will automatically saves .xps files in your Documents folder so you must **choose the location or folder** you want to save it in.

5. You must **then give the file a name** and as you would for any other type of file you save, then click on the save button. (*see saving files*)

6. If you want to open the file later, to view or to print to an actu.al printer, **click** on the **start** button, **click** on **documents**, find and **double click** on your folder, find and **double click** on the file to open it. You can view or print the file as shown on page 103.

Entering and Deleting Text in Word

- **Open** Microsoft Word
- **When** you start Word a blank document appears and you are now ready to start typing.
- A blinking vertical bar called the Cursor or Insertion Point indicates where the text will appear when you start to type.

Try the following task – Task 1

Type in the text in the box below; don't worry about the underlined text for now.

Microsoft Word

Microsoft Word has been around <u>for</u> well over a decade. Word can be used to write <u>everything and</u> anything from shopping lists to large publications. Word can check <u>your</u> spelling and grammar, search and replace text, sort data, perform calculations and <u>it can</u> provide templates for many types of documents.

Task 2 – Deleting Text using the Backspace Key

Using the **backspace key delete** the underline text from your document, using the mouse move the cursor to the end of the word *for* and press the **backspace key** until the word for is deleted.

Backspace
←

Microsoft Word has been around <u>for</u>|well over a decade.

Now **delete** the rest of the underlined text using the **backspace key**.

Task 3 – Deleting Text using the Delete Key

Before we can complete the following task we must undo the changes we have made to the document. Press the undo button to return all the underlined deleted text.

1. To **delete** text using the **delete key** we use the mouse to move the cursor in front of the word for and then press the **delete key** until the word *for* is deleted completely.

Microsoft Word has been around for well over a decade.

2. Now delete the rest of the text using the delete key. If you want to practise this exercise again then just press the undo key until all the deleted text is returned.

Note: *If the cursor is in front of the text you want to delete then you use the Delete key to delete the text.*

If the cursor is at the end of the text you want to delete then you use the Backspace key to delete the text.

Task 4 – Inserting Text into a Word Document

1. **Open** a new word document and key in the text below.

> The Home Keys
>
> The home row keys are the asdf jkl; keys. The left hand rests on the asdf keys and the right hand rests on the jkl; keys. Each finger has a home base. With practice you will learn which keys are above, below, to the right and to the left of each home key. Follow these lessons and you will soon be able to type.

2. **In** the first sentence **insert** the word *Row* in front of the word *keys*.

3. **In** the last sentence **insert** the word *easy* in front of the word *lessons*.

4. In the last line **insert** the word *touch* in front of the word *type*.

5. **Save** your document as **Home Row Keys** to the documents folder on your computer.

6. **Print Preview** your document and **print** a copy.

7. **Exit** Microsoft Word.

Task 5

1. **Open** a new blank Microsoft Word document

2. **Key** in the following text

PAPERCLIPS, BEDS AND PENCILS

Every year more than 400,000 Americans have accidents caused by beds,
furniture, mattresses or pillow. That is more people than live in Cork. It is
almost 2,000 bed, mattress or pillow accidents every day.

Extract from Read Write Now Book 1

3. **Delete** the word *furniture,* in the second line.

4. **Insert** an *s* at the end of the word pillow.

5. **Delete** the line "*That is more people than live in Cork.*"

6. **Save** your document as **Task 5** to the documents folder on your

    computer.

Selecting Text

If you want to make changes to text to make it look different, e.g. to change colour, size or style of text, you must select the text. There are many different ways of selecting text; you can choose the method that suits you best.

Select Text Using the Click And Drag Mouse Action.

Click the left mouse button at the beginning of the text that you want to select and hold down and drag over or down to the end of the text you need to select. Release the button.

If you have selected the text properly it should appear to be highlighted in colour like this. If the text doesn't look highlighted as above, you will have to keep trying until you get the text selected.

Select a Word

Double click with the left mouse button anywhere on the word to select it.

Select a Line of Text.

1.   Move the mouse pointer into the left-hand margin
2.   Point to the line of text you want to select and left click the mouse.

Select a Paragraph of Text.

1.   Move the mouse pointer into the left-hand margin
2.   Point to the first line of the paragraph.
3.   Left click the mouse and drag the mouse down along left margin to the end of the paragraph. Release the mouse button.

Note: Remove Selection from Text

It is very important that you remove the selection from text, when you are finished making changes to it. It is very easy to delete selected text by mistake, whether by hitting the delete key, the spacebar key or any other key on the keyboard.

- *To remove the selection from text you should move the mouse pointer into any blank area in the page and left click the mouse.*

Formatting Text

Changing the look of text is known as formatting, formatting makes you document look more professional.

Once you have highlighted or selected the text you want to format, you can **bold**, **underline**, place *italics* on it, you can change the **font style,** font size and the font colour.

Using **Bold**, *Italic* and Underline   **B** *I* <u>U</u>

1. **Select** the text you wish to change.
2. **Click** on the button you wish to use.

Embolden/ Bold	**B**	**Monday**
Italics	*I*	*Tuesday*
Underline	<u>U</u>	<u>Wednesday</u>

Try the following Task

Type in the following text in a word document

Monday	Bold and underline
Tuesday	Italics and bold
Wednesday	Underline and italics

Task 1 – Formatting Text

- **Open** a new word document and key in the text below.

Life

Life is a series of moments strung together to make a life.

Every moment is precious, live in those moments.

Don't miss out, live, love, laugh, cry, and don't be afraid.

You only get one chance, your choice live it or watch it go by.

Make the Following Changes to your Text

Note: Don't forget to highlight or select your text.

1. **Bold** and **underline** the heading "**Life**".

2. Place **italics** on the word "**moments**" in the first line.

3. Place **bold** and **italics** on the following words "**Don't miss out**"

4. **Underline** the last line.

5. **Save** your document as *Life* to the **documents** folder on your computer.

Changing the Font Size

1. Type in the text below.

2. **Select** the text you wish to change.

3. **Click** on the down arrow beside the font size box.

4. **Click** on the font size you require.

5. The **selected** text is now changed.
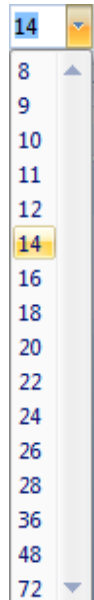
Monday	Font size 20	Monday
Tuesday	Font size 10	Tuesday
Wednesday	Font size 28	Wednesday

Try the Following Task

Open a new word document and type in the text below. Make the font size changes as indicated.

Note: you do not need the table for this exercise.

May	Font size 8
June	Font size 16
July	Font size 26
August	Font size 36
September	Font size 72

Changing the Font Style

1. **Type** in the text below.
2. **Select** the text you wish to change.
3. **Click** on the down arrow beside the Font Style box.
4. **Click** on the **font style** you require.
5. The selected text is now changed.
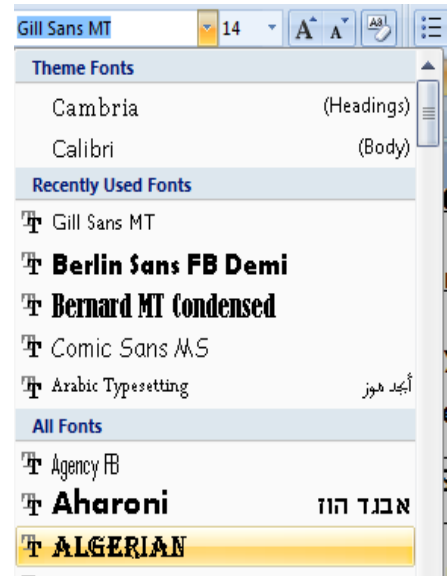
Monday	Font style Broadway	Monday
Tuesday	Font style Chiller	Tuesday
Wednesday	Font style Elephant	Wednesday

Try the Following Task

1. **Open** a new word document and type in the text below.
2. **Make** the font style changes as indicated.

May	Font style Arial Black
June	Font style Cooper Black
July	Font style Forte
August	Font style Goudy Stout
September	Font style Impact

Changing the Font Colour

1. **Type** in the text below.

2. **Select** the text you wish to change.

3. **Click** on the drop down arrow next to the font icon.

4. **Select** the colour you wish to apply.

5. The **colour** will now be changed.
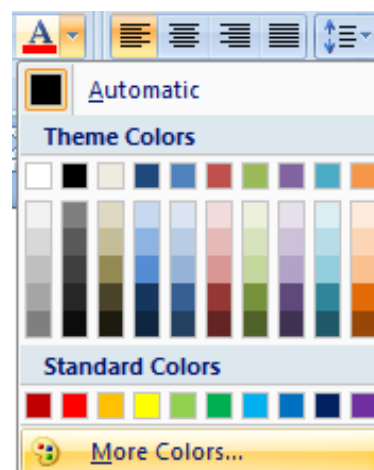
Monday	Red	Monday
Tuesday	Blue	Tuesday
Wednesday	Green	Wednesday

Try the Following Task

Open a new word document and key in the text below.

Mouse	Purple
Keyboard	Red
Monitor	Green
Scanner	Yellow
Printer	Pink
Microphone	Blue
Speakers	Brown

Aligning Text

Alignment decides how text will line up on the page.

Left Align	Center Align	Right align	Justify

This is **left aligned** text

<div align="center">This is **centre aligned** text</div>

<div align="right">This is **right aligned** text</div>

This is a piece of **fully justified** text that has straight edges at both sides. It makes your text look very neat and tidy.

To Change the Alignment of Text:

1. Open a new word document and key in the text below.
2. **Select** the text you wish to change.
3. **Click** on the alignment button you require.
4. The alignment will now be changed.

Mouse	Center Align	Mouse
Printer	Right Align	Printer
VDU	Left Align	VDU
Speakers	Right Align	Speakers

Task 1

1. **Open** Microsoft Word

2. **Key** in the text below and **save** your document as "**Poster**" to the **Documents** folder on the computer.

> The Great Maestro
>
> Presents
>
> "A Little Bit of Magic"
>
> @
>
> Abbey Hotel Donegal
>
> On the 5th September @ 9pm
>
> Everyone welcome!

3. **Close** the document.

4. **Reopen** the document named **Poster** from the **Documents** folder on the computer.

5. **Print** a copy.

6. Close the document.

Task 2

1. **Reopen** the document **Poster** from the Documents folder on your computer.

2. **Make** the following changes to your document.

Text	Changes
The Great Maestro	Bold, font size 48, red and italics
Presents	Italics and font size 18
"A Little Bit of Magic"	Bold, font size 36, blue, font style Goudy Stout
@	Bold & size 16
The Abbey Hotel Donegal	Bold, font size 28 and underline
On the 5th September @ 9pm	Bold, italics and font size 18
Everyone welcome!	Italics, red, underline and size 18

3. **Centre** all the text in the document.
4. **Resave** your document.
5. **View** your document in **Print Preview**.
6. **Print** one copy.

Task 3

1. **Open** Microsoft Word.

2. **Key** in the text below.

3. **Save** the document as "**Invitation**" to the **Documents folder** on the

    computer.

Mr & Mrs Smith Request the Pleasure of the company of

Jenny & John Ryan

To celebrate the wedding of their daughter

Sara Smith to John Devine

At

Blackrock Registry Office

On

20th September at 1pm
Reception 5pm Blackrock Country House Hotel
RSVP by the 20th August
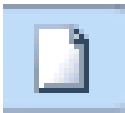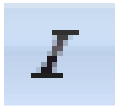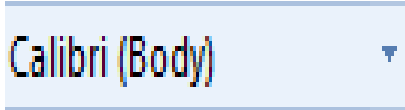
4. **Make** the following changes to the *first line* of the document. Italics,

    center, font type Colonna MT, size 18.

5. **Underline** and embolden the *second line* of the document and change

    the font type to Lucida Calligraphy.

6. **Center** and change the font style of the *third line* of the document to Colonna MT size 16.

7. **Center,** Bold and change the font style of the *fourth line* of the document to Lucida Calligraphy size 18.

8. **Change** the word "**at**" on the *fifth line* to bold and italics and size 12**.**

9. **Bold** and change font size of the *sixth line* to size 16.

10. **Change** the word "**on**" on the *seventh line* to bold, italics and size 12.

11. For the last *3 lines* of the document make the following changes. **Bold**, font size **14**, font style Bookman Old Style**.**

12. **Center** all the text in the document.

13. **Print Preview** the document**.**

14. **Print** a copy.

15. **Close** Microsoft Word.

Quick Reference Guide for Buttons

Button	Name	Description
	New Blank document	Creates a new blank document.
	Save	Saves the current file.
	Print Preview	Shows how a file will look when you have printed it.
	Print	Prints the active file or selected items.
	Spelling and Grammar	Checks the active document for possible spelling & grammar mistakes.
	Undo	Reverses the last command or deletes the last entry you typed
	Redo	Reverses the action of the Undo command.
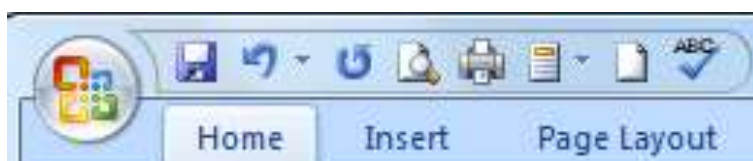
Button	Name	Description
Cut	**Cut**	Removes the selected items from the document and puts it on a clipboard
Copy	**Copy**	Copies the selected items and put it on a clipboard
Paste	**Paste**	If you have cut or copied items the paste button will insert the items at the insertion point
B	**Bold**	**Makes the selected text bold.**
I	**Italics**	*Italicizes the selected text*
U	**Underline**	<u>Underlines the selected text</u>
Calibri (Body)	**Font Style**	**Changes the font style**

Icon	Name	Description
11 ▼	**Font Size**	Changes the font size
A̲ ▼	**Font colour**	Changes the font colour
☰	**Left Align**	This is an example of Left Aligned text.
☰	**Center Align**	This is an example of Centered Aligned text.
☰	**Right Align**	This is an example of Right Aligned text.
☰	**Justify**	This is an example of Justified text. Text is aligned to both the right and left margins giving the text a straight edge on both sides.
¶	**Show/Hide**	Shows·paragraph·Marks·and¶ Other·hidden·formatting·symbols..¶

More Formatting

Creating and Editing Tables

Tables are little boxes divided up into smaller boxes that help you to arrange text in a certain way. They look something like this:

Tables	Let	You
Line	Up	Things

The Parts of a Table

A table has three parts: **cells**, **rows** and **columns** as shown in the table below.

Adding Text to a Table

Note: *You can move around the table by using the:*

- Mouse
- Cursor Keys
- The Tab key

To add text, position the cursor inside the cell you wish to add text to, and type the text.

You can press the Enter key to move to a new line within the same cell. The row height will be increased. You cannot use the Enter key to get into the next cell or row of a table, you must move the cursor into the new cell, e.g. you can click the mouse inside the cell you wish to move to.

Task 1 –Creating a Table
Create the table below and save as Table 1
You will need 3 columns and 7 rows.

Name	Address	City
John Murphy	45 Bolton St	Cork
Kay Welch	Upper John St	Limerick
Rita Weir	Friar St	Waterford
Liam Long	Daunt Square	Galway
Frank Fumey	Mill Lane	Dundalk
Mary Wallace	Cork Rd	Dublin

Note: *In order to work with tables, you must know how to select the different parts.*

Selecting parts of a table allows you to:

- **Format** parts of the table
- **Delete** parts of the table
- **Add** extra rows and columns

Selecting Cells
1. Point the mouse at the bottom left corner of the cell;
2. Click the left mouse button when the pointer changes to a black arrow.

Selecting Rows
1. **Move** the mouse pointer into the left margin outside the table, until it changes to a white arrow.

2. **Select one Row:** Position the mouse so that the white arrow is pointing at the row you want to select and **Click** the left mouse button.

3. **Selecting Rows:** Use point, click and drag actions to select more than one row. Click when white arrow pointing at the first row, drag the arrow down until the white arrow is pointing at the last row.

Selecting Columns
1. **Position** the mouse above the column you want to select. The pointer changes to a black down arrow.

2. **Click** the left mouse button, when the black down arrow is displayed to select the column. Use click and drag actions to select more than one column.

Task 2 – Table

1.   **Open** a Microsoft Word document

2.   **Create** the following table and save a copy as Wages

Staples Office Supplies				
Employee	Age	Grade	PPS No	Wages
John	35	2	5745633P	400
Barry	25	3	7889656I	490
Mary	29	2	6753343U	400
Sarah	37	4	5990088P	540
Molly	45	5	5120099I	600

3.   **Centre** and Bold the employee column

4.   **Place** Italics on the PPS No column

5.   **Bold** and change the colour of the wages column to red

6.   **Centre** and place italics on the Grade column and change the colour to Blue.

7.   **Make** the following changes to the text in row 1

- Bold
- Underline
- Font colour Blue
- Font Size 16
- Font Type Broadway

8.   **Resave** the document.

9.   **Close** the document.

Inserting Rows

1. **Select** the row above or below where you require a new one.

2. **Right** click on the mouse

3. **Select** Insert Rows Above or Insert Rows Below.

Inserting Several New Rows

e.g. inserting six new rows

1. **Select** six rows above or below where you require the six new ones.

2. **Right** click on the mouse

3. **Click** Insert Rows Above or Click Insert Rows below – six new rows will now be inserted.

Deleting Rows and Columns

1. **Click** inside the row/column to delete

2. **Right** click on the mouse

3. **Click** on Delete Rows or Columns

4. **The** rows or columns will be deleted.

Merging Cells Together

1. **Select** the cells you wish to merge together.

2. **Right** Click on the mouse

3. **Select** Merge cells and the cells will be now be merged.

Task 3 – Tables

1. **Create** the following Table and save a copy as Spice of India.

Spice of India					
	Lamb Korma	Chicken Salad	Pilau Rice	Sirloin Steaks	Onion Nan
Jan	212	314	123	321	128
Feb	245	450	145	234	123
March	267	432	168	456	322

2. **The** Lamb Korma figures for Jan should be 272

3. **Select** the second row and make the following changes:

   - Bold
   - Centre
   - Font Type Forte
   - Font size 14
   - Font colour blue

4. **Right align** and place italics on all the numbers in the table.

5. **Make** the following changes to the text in the first row "*Spice of India*"

   - Change the Font Size to 18
   - Bold
   - Centre
   - Font Type Elephant
   - Font Colour Red

6. **Insert** a new column after the last column and insert the following text

Prawn Curry
322
278
312

7. **Insert** a new row at the end of the table and insert the following text

April	312	399	134	344	189	412

8. **Insert** a new row after the first row and merge the cells.

9. **Merge** the cells in the first Row.

10. **Insert** a picture of your choice.

11. **Resave** the document.

12. **Close** the document.

13. **Reopen** the document entitled Spice of India from the documents folder on the computer.

14. **Print Preview** the document.

15. **Print** a copy of the document.

Cut, Copy & Paste

Cut

Copy

Paste

Cut, Copy and Paste allows you to edit documents, move and copy text or pictures from one part of the document to a different part within the same document. You can also move or copy selected text and put into to a new document. You can even move and copy document files using these options.

Cut & Paste

1. **Select** the text you wish to cut and click on the **Cut** button.
2. **Notice** that the selected text will disappear from your document, but don't worry the text is not gone, it is put on a special clipboard until you paste it into the new position.
3. **Place** the cursor where you want the text to go.
4. **Click** on the **Paste** button and the text should now reappear in the new position.

Try the Tasks Below

For this task you will need to create a table and insert the following text. Using the Cut and Paste buttons move the text line by line into the second column.   The first one is done for you. **Remember** you can hit the undo button to practise this task again.

	Jack and Jill
Went up the Hill	
to fetch a pail of water	
Jack fell down	
and broke his crown	
and Jill came tumbling after	

Copy and Paste

1. **Select** the text you want to copy.

2. Click on the **Copy** button.

3. **Notice** that the selected text remains in your document, but don't worry, a copy of the selected text is put on a special clipboard until you paste it into the new position.

4. **Place** the cursor were you want the text to go.

5. **Click** on Paste and the text should now appear in the new position.

For this task you will need to create another table. Or alternatively you can select the table and make a copy of it.   Using the Copy and Paste buttons copy each one of the lines of text into the second column.   This first one is done for you. **Remember** you can hit the undo button to practise this task again.

Jack and Jill	Jack and Jill
Went up the Hill	
To fetch a pail of water	
Jack fell down	
and broke his crown	
and Jill came tumbling after	

Change Case

Applies case changes to text. To apply case changes to text:

- **Select** the text to be formatted.
- **Click** on the drop down arrow on the **Change Case button.**
- **Select** the option you require.
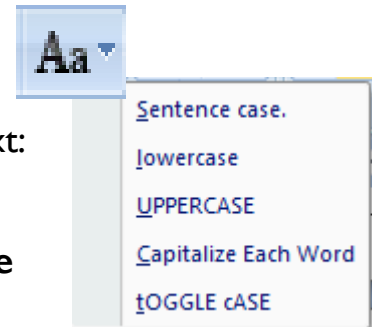
Try the Following Task

1. **Open** a new Microsoft Word document.

2. **Key** in the following text.

> the royal hotel sligo.
>
> be aware of the dog!
>
> TINAWALL@GMAIL.COM
>
> MARY WILL NOT BE ABLE TO MAKE CLASS TONIGHT.

3. **Select** the text in line one.
4. **Use** the Change Case button and choose the *Capitalize Each Word* option from the drop down menu.
5. **Select** the text in line 2.
6. **Use** the Change Case button and choose the **UPPERCASE** option from the drop down menu.
7. **Select** the text in line 3.
8. **Use** the Change Case button and choose the **lowercase** option from the drop down menu.
9. **Select** the text in line 4.
10. **Use** the Change Case button and choose the **Sentence** case option from the drop down menu.
11. You can **click** on the undo button and try this exercise again.

Bullets and Numbering

Bulleted and Numbered lists are easy to create in word.
You can add bullets or numbers to existing lines of text or
word can create them as you type.
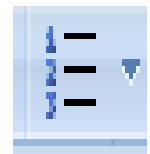
To add bullets or numbering to existing text:

1. **Select** the text you wish to add bullets or numbering to.
2. **Click** the Bullets or Numbering button.

Bulleted List	Numbered List
• Sugar • Milk • Bread • Butter	1. Sugar 2. Milk 3. Bread 4. Butter

To remove bullets or numbering from existing text:

1. **Select** the text that you wish to remove the bullets or numbering from.
2. **Click** on the down arrow on the right of the Bullets or Numbering button.
3. **Click on None** in the menu that pops up**.**

To switch between bulleted and numbering styles:

1. **Select** all the text you want to change.
2. **Click** on the down arrow on the right of the Bullets or Numbering button.
3. Click on the drop down menu that pops up.
4. **Select** the new style you wish to apply.

<u>Try this Task!</u>

1.   **Open** a new word document.

2.   **Type** in the following text.

> Input Devices
>
> Mouse
> Keyboard
> Microphone
> Joystick
>
> Output Devices
>
> Printer
> Monitor

3.   **Apply** bullets to the list of input devices.

4.   **Apply** numbering to the list of output devices.

5.   **Change** the style of the bullet list to the following style.

6.   **Change** the style of the numbered list to the following style.

7.   **Remove** the bullets and numbering from the lists.

8.   **Practise** applying, removing and changing the styles to reinforce your

learning.
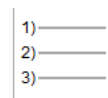
Line Spacing

Line spacing is used to put extra spacing between lines of text. You can apply line spacing either by opening the Paragraph dialogue box or by using the Line Spacing button.
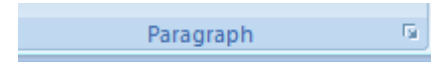
1.   **Select** the paragraph you wish to change.
2.   **Click** on the arrow to the right of the Line Spacing button.
3.   **Select** the line spacing you wish to apply.
4.   You should notice the spacing change in the paragraph of text.
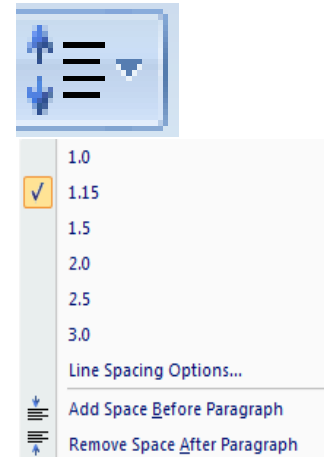
Try this Task

1.   **Open** a new word document.
2.   **Key** in the following shortcuts for Line Spacing.

Keyboard Shortcut for Line Spacing

If you press the Ctrl Key and the number one key together, this will change the text to Single Line Spacing.

If you press the Ctrl Key and the number two key together, this will change the text to Double Line Spacing.

If you press the Ctrl Key and the number five key together, this will change the text to 1.5 Line Spacing.

---

3.   **Using** the Line Spacing button practise changing the line spacing of the above text.
4.   **Then** practise using the Control key shortcuts to change the line spacing.

Indents

Indentation or indents are used to decide how far a paragraph is positioned from either the left or the right margin. Indents are generally used to make paragraphs of text or quoted text stand out on the page.

There are many different ways of indenting text. You can open the Paragraph dialogue box and use the up/down arrows on the right of the indent boxes to set indents or you can type into the boxes to set your preferred indents.

Paragraph	
Indentation	
Left:	0 cm
Right:	0 cm
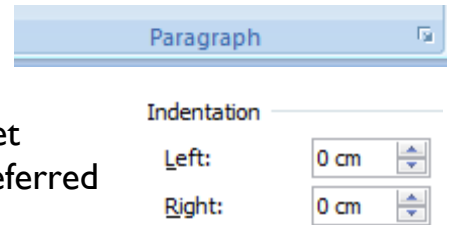
You can also use the Increase Indent and Decrease Indent buttons on the toolbar or ribbon.

Increase Indent

1. **Select** the paragraph or paragraphs you wish to change.
2. **Click** on the increase indent icon.

Decrease Indent

1. **Select** the paragraph or paragraph you wish to change.
2. **Click** on the decrease indent icon.

Note: *Every time you click on the indent button the text is indented more.*

Try this Task

1. **Open** a new word document.
2. **Key** in the following text.

Input Devices
Mouse
Keyboard
Microphone
Joystick

Output Devices
Printer
Monitor

3. **Use** the increase and decrease indents buttons to practise changing the position of the above text on the page.

Headers and Footers

Headers and footers appear at the top and bottom of every page. They are used to display information such as page numbers, the filename and path and the date etc. If you want a piece of text to appear on every page without having to type it in every time, you must put it into a header or footer.

To open the header or footer you can click on the Insert Menu in Office 2007, or you can double click in the top or bottom margin to open up the header and footer menus.

To Insert a Header into a Document

1. **Click** on the Insert Tab in the ribbon.
2. **On** the Header button click on the arrow and choose the first header option.
3. **Type** in your name.
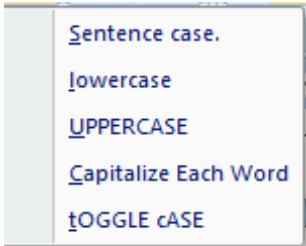4. **Click** on the Close Header and Footer button. Your header is now inserted.

To Insert a Footer into your Document

1. **Click** on the Insert Tab in the ribbon.
2. **On** the Footer button click on the arrow and choose the first footer option.
3. **Type** in today's date.
4. **Click** on the Close Header and Footer button. The date is now inserted at the bottom of your document.

More Formatting Buttons

Icon	Name	Description
Aa	**Change Case**	**Changes the selected text to:** Sentence case. lowercase UPPERCASE Capitalize Each Word tOGGLE cASE
A	**Grow Font**	Increases the font size
A	**Shrink Font**	Decreases the font size
	Bullets	Applies bullets to a list. • Mouse • Keyboard
	Numbering	Applies a numbers to a list. 1. Mouse 2. Keyboard

| Icon	Name	Description
	Format Painter	Copies Formatting from one place and applies it to another
	Decrease Indent	Decreases the indent of a paragraph
	Increase Indent	Increases the indent of a paragraph
	Line Spacing	Changes the line spacing between lines of text
	Shading	Colours the background behind the selected text

Task: Formatting Buttons

Match the button description to the correct button. The first one has been done for you.

1. This button aligns the text to the left margin.

    A. 11 ▾
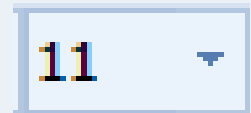
2. This button is used to change the colour of text.

    B. **B**

3. This button changes the font size of text.

    C. ≡

4. This button is used to align the text in the centre of the page.

    D. ≡

5. This button is used to put the text in italics.

    E. U

6. This button is used to make the text bold.

    F. A ▾

7. This button is used to align text to the right margin.

    G. *I*

8. This button is used to underline text.

    H. ≡

Understanding the Internet

Understanding the Internet

The Internet

The Internet is the name given to the millions of computers and computer networks all over the world which are all connected together by telephone or satellite communication networks. The Internet is the physical international computer network on which all other services can be run, e.g. World Wide Web and email etc. These services enable communication and exchange of information between every computer on the network. The word 'Internet' is made up by combining parts of the two words 'International' and 'Network'.

World Wide Web (www)

The 'World Wide Web' is an application which consists of millions of web pages and websites. The "World Wide Web" uses the Internet to link all these pages and websites together using a special coded language called hypertext mark-up language (html). Software called a "browser" enables you to view web pages on the World Wide Web. Common browsers used today include Internet Explorer, Google Chrome and Firefox.

Web Address

Every page on the internet has a unique identifying web address. The web address is also called the **URL** (**U**niform **R**esource **L**ocator). A lot of web addresses begin with the letters **www** (**W**orld **W**ide **W**eb).

A web address is always written in "small letters" with no spaces, and is made up of a protocol abbreviation and a number of other parts separated by dots, as shown here: http://www.rte.ie

For example a person using the internet in Australia can connect to the Internet using the following web address: http://www.hawkswell.com to find out what events are on in the theatre. This means that they don't have to request the information from another person, they can read it themselves on their own computer and also get lots of other information too!

Note: Web addresses work exactly like telephone numbers. They tell your computer the exact page or website that you want to go to. Therefore every dash, slash, dot, and letter is very important. Every character must be typed in very carefully in the correct order or the computer will be unable to connect to the page you want to view.

Other Internet Terminology

ISP (Internet Service Provider)

An Internet Service Provider is a company that provides access to the internet for a monthly fee. In Ireland some of the most common ISPs are Eircom, British Telecom, Vodafone, O2 and Three.

Modem

A modem (**mod**ulator-**dem**odulator) is a communication device that allows computers to talk to other computers using telephone systems. Modems convert computer digital signals to analogue signals so that computer information can travel over telephone networks, the analogue signals are converted back to digital when they reach the other computers.

Mobile Broadband Modem

This is a wireless, portable modem that looks like a USB stick and is just plugged into the side or your computer and allows access to the Internet.

Firewall

A firewall is a dedicated piece of software or hardware that is used on a computer to protect the computer or computer network from unauthorised access from outside, e.g. the internet. It acts like a wall or gate by preventing bad traffic from getting into your computer. A firewall protects your computer and should never be turned off.

Virus

A computer virus is a small software program, which is written intentionally to cause damage to a computer or files. Viruses can be spread through emails, removable storage devices or by accessing affected websites. It is important to have good up-to-date anti-virus software on your computer to protect your computer from risks.

Anti –Virus

Anti-virus software detects and removes viruses from your computer. New viruses are created every day, so it is important that anti-virus software is kept up to date and used to scan the computer regularly. There are many different anti-virus packages available today, e.g. Norton, Bitdefender, Kaspersky and McAfee are some of the most popular packages.

Using the Internet

What can we use the internet for?

- **Getting information**. You can look up phone numbers, restaurant menus, hotel reviews, cinema listings, bus timetables, the latest news and weather.

- **Contact** with friends and family or for business contacts too using email, *Skype*, web cameras and *social networking* sites like 'Facebook', 'Bebo' or 'Myspace'.

- **Shopping**. Almost anything can be purchased online. Nearly all shops now have a website. There are also lots of websites designed for buying and selling such as 'Ebay'.

- **Comparing prices**. The internet is particularly good for seeking out the best price of almost anything and there are many *comparison* websites. People often use this facility when looking for insurance.

- **Booking** flights, bus and train tickets, holidays etc. There are lots of sites providing reviews about hotels and destinations.

- **Online banking**. You can view your account, pay bills, transfer savings and more without having to visit the bank at all.

- **Education**. It is possible to study online courses at home without having to attend classes.

- **Dating**. There are thousands of online dating sites available.

- **Interactive games**. It is possible to compete with somebody as far away as Australia or Japan while playing your Playstation, Xbox or Wii!

- **Gambling**. You can back a horse from the comfort of your sofa!

Advantages of the Internet

1. **Scope** - The best advantage is without doubt, the amount of information and help available at your fingertips.

2. **Speed** - It is a very fast and secure way of paying bills or sending messages.

3. **Accessibility** - It provides numerous services without the need to leave your home such as shopping, education courses etc.

4. **Easy to use** - Once you have mastered the basics the Internet is simple to use and very user-friendly and if you are having difficulties it is possible to get online help.

5. **Global** - It is a worldwide facility that allows you to have access to markets and information all around the world, again without leaving the comfort of your home.

6. **Education** - It is a powerful tool in the classroom.

7. **Entertainment** - The Internet provides a whole new arena for leisure. Videos and music can be downloaded, games can be played interactively. Social networking is the new, fun way to keep in touch with friends, make new ones or find old ones.

8. **Communication** - Probably the most important function of the Internet. Whether for business or pleasure it provides fast, reliable, secure means of sending and receiving numerous forms of information.

Disadvantages of the Internet

1. **Expensive**. Getting access to the internet at home is still quite costly as you need a computer, a modem and a contract with an ISP.

2. **Dangerous**. The Internet can pose a threat to your own personal identity and security when shopping and banking online. It can also pose a threat to younger users by easily exposing them to pornography and when using chat rooms where paedophiles can pretend to be teenagers.

3. **Viruses**. Your computer is more at risk of getting a virus when connected to the Internet. Viruses can delete files and documents and even damage your computer.

4. **Availability**. Although this is always improving there are still areas where it is not possible to get a good Internet connection or any connection at all.

5. **Speed**. Sometimes the speed at which the connection works can be frustratingly slow and it can be affected by the amount of users in the area.

6. **Addictive**. The Internet can be highly addictive particularly when using social networking sites and gaming sites.

Discussions

Part of the content of this course is to improve your listening and speaking skills.   So as a group please discuss the following. You must give clear reasons for your opinions. Remember your opinion is your own and you are entitled to it, but you must be able to explain your ideas!

It might even be an idea to divide the class into 2 groups and have a proper debate. You could perhaps invite another tutor to decide who provides the best argument.

1.   The world is a better place because of the Internet.

2.   Mobile phones are better for communicating than the Internet.

3.   The Internet poses too great a threat for children.

4.   What do you think is the most important function of the Internet?

Navigating the Web

To surf or browse the Internet you need a web browser. A web browser is a software program, which allows you to access and look at all the World Wide Web has to offer.   Some of the more popular web browsers are Internet Explorer, Opera and Firefox.

Search Engines

A search engine is a software program that helps you find information on the Internet. Google is the most popular search engine, but there are many others such as Yahoo, Ask, Alta-Vista and Bing.

Opening Internet Explorer

1. **Click on** the Start button.
2. **Click** on Internet Explorer.

   Or

    Double click on the internet short cut icon on the desktop.

Closing Internet Explorer

To close Internet Explorer click on the close button.

Navigating the Web using the Address Bar

If you know the web address of a web page, the fastest way to open it is by using the address bar. Click into the address bar at the top of your browser and type in the web address, make sure that you have typed it correctly and then press the **Enter** key on the keyboard. The website that you requested should open up straight away.

The Address Bar of your web browser

1. **Click** on the address bar, the address will turn blue.
2. **Type** in the address you are searching for e.g. www.nala.ie
3. Press the **Enter** Key on the keyboard.
4. The NALA website should open up as shown below.

Task 1

Using the Address Bar navigate to the following websites.

- **www.nala.ie**

- **www.sligo.ie**

- **www.donegal.ie**

- **www.sligovec.ie**

- **www.donegalvec.ie**

- **www.leitrimtourism.com**

- **www.historylinksproject.com**

Now try a Few More!

- **www.aerarann.com**

- **www.twitter.com**

- **www.very.co.uk**

- **www.dogpile.com**

- **www.overheardindublin.com**

- **www.sligotourism.com**

Accessing a Web Address you have already visited

To return to an address that you have typed in recently

1. Click on the drop down arrow at the end of the address bar.
2. Click on the address you require.

Navigating the Web

The Back Button

The Back button allows you to go back over web-pages, which you have already visited.

The Forward Button

The Forward button allows you to go forward to the next web-page, (you cannot use the forward button unless you have gone back at least one page).

Try this Task!

1. Click on the back button to return to the twitter website.
2. Click on the forward button to return to the Sligo tourism website.

The Home Button

Your Home Page is the first web-page that appears every time you open Internet Explorer, this web-page may be preset but you can change your homepage to any page you wish.

Try this Task!

Click on the home button to return to your homepage.

Write down the address of your homepage below:

_____

The Stop Button

The Stop button stops a page downloading. You can click on it if:

1. You have changed your mind about the web page you have decided to visit

2. A page is taking a long time to appear on the screen.

3. You think you might have typed in the wrong address.

The Refresh Button

The refresh button refreshes the page for new information.

Hyperlinks

Hyperlinks allow the user to go from page to page on the World Wide Web. When you click on a hyperlink you can be taken to another page or another website. A hyperlink can be text which is usually underlined, or a picture or video. When you position the mouse pointer over a hyperlink, the mouse pointer changes shape to a hand with a pointing finger.

To Navigate the World Wide Web using Hyperlinks:

1. Move the pointer over the hyperlink until it changes to a hand with a pointing finger.

2. Once you click on it, a new web page will be opened.

Searching the Web using the Search Box

When you don't know the web address of a website or you want to find out information about something, you can use a search engine to help you. All search engines have a search box. You can type keywords into the search box to search for information on any subject you wish. Sometimes, you will have to try several searches before you find the exact information you were looking for.

Google Search Box

A list of web pages containing the keywords cars will appear as shown below, the search for the word cars brought up 528,000,000 results.
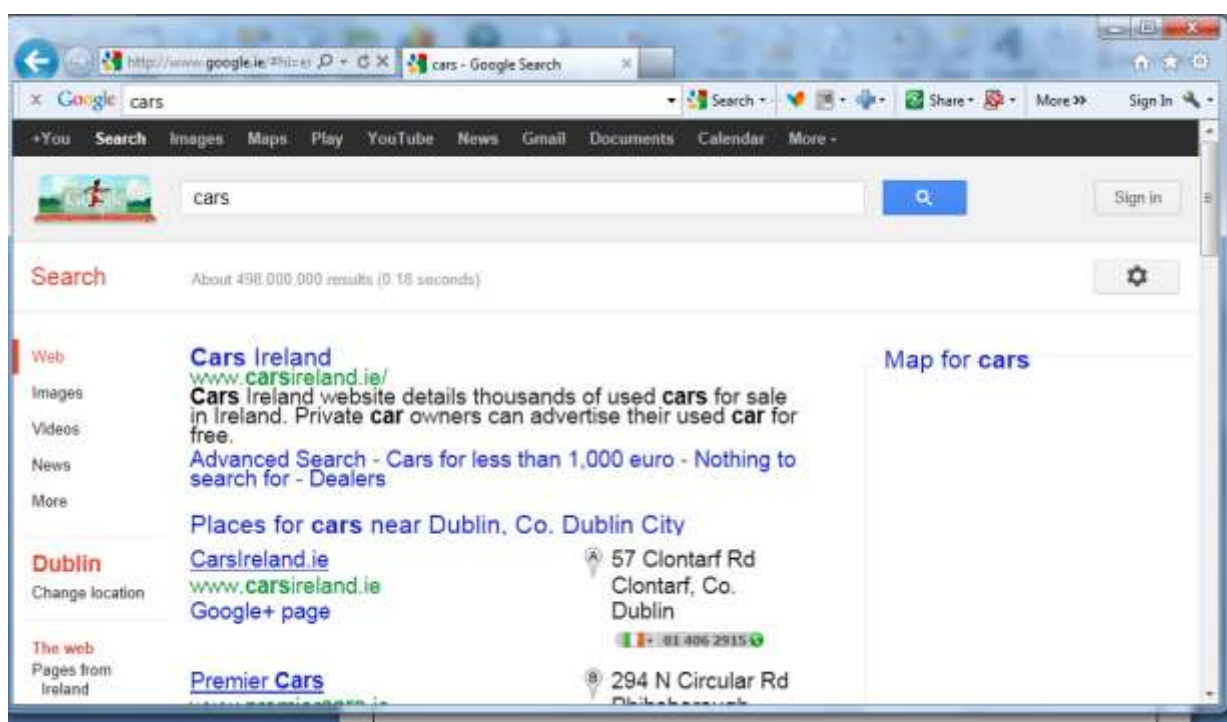
Using Search Techniques

Technique 1: – Searching using a Keyword or Keywords
To search for information about fishing:
1. **Type** the keyword *fishing* and click on the search button or the Enter key.
2. **How** many web pages does the search return? _____
3. **To** find out information on Salmon Fishing, type in the keywords Salmon Fishing.
4. **How** many web pages does the search return**?** _____

Technique 2: - Refining a Search further using a "Phrase"
You can refine the search further using a phrase. To refine our search on Salmon Fishing we could insert the phrase "*Salmon Fishing*" into the Google search box.

How many web pages does the search return? _____

Technique 3: Refining a Search to only include Pages from Ireland only:
To limit the results to show web pages from Ireland only, click on the option pages from Ireland only,

See how many web sites this returns when searching for the phrase "Salmon

Fishing" _____

Technique 4: Refining a Search to the Last 24 hours
This search technique will only search for web pages that have been created within the last 24 hours. The most recent document will appear at the top of the page.
How many web pages does the search return? _____

Note: There are many other search techniques that can be used when looking for information on the internet. Other common techniques often used include "Question" searches and "Boolean" searches, e.g. using the words "**and**, **or** and **not**" to refine or limit search results.

Technique 1 – Searching by Keywords

Search for the following information using keywords first and write down how many web pages your search returns.

Keywords	Number of Sites
Holidays	
Holidays in Ireland	
Holidays in Sligo	
Cars for sale	
Ford Cars for sale	
Ford Ka Cars for sale	

Technique 2 – Refining a Search using a Phrase

Now try searching using a "phrase" and write down how many web pages your search returns.

Keywords	Number of Sites
"Holidays in Ireland"	
"Holidays in Sligo"	
"Cars for sale"	
"Ford Cars for sale"	
"Ford Ka Cars for sale"	

Technique 3 – Refining a Search using Pages from Ireland only:

Now try searching using the option for pages from Ireland only and write down how many web pages your search returns.

Keywords	Number of Sites
Holidays	
Holidays in Ireland	
Holidays in Sligo	
Cars for sale	
Ford Cars for sale	
Ford Ka Cars for sale	

Technique 4 – Refining a Search to within the past 24 hours

You can now try searching for pages within the past 24 hours and then from the web and compare your results.

Task 1 – Find Information using the Question search technique

1. **Log** onto the Internet.
2. **Navigate** to the Google webpage.
3. **Using** the Google Search box search for the answers to the following questions using a keyword search.

    a) What time is it in New York? _____

    b) What is the Temperature in Hong Kong? _____

    c) What is the Capital of Bulgaria? _____

    d) Who invented the paper clip? _____

    e) What is the height of the Eiffel Tower? _____

Task 2

Use a combination of the search techniques you have learned to search for the following information:

1. What is the most common surname in Donegal: _____

2. What is the capital of Australia? _____

3. Who wrote the poem "*O Stony Grey Soil of Monaghan*"

   _____

4. Who was number one at Christmas in 2001? _____

5. In what county is the town of Tullaghan? _____

6. Find out the title and singer of this song using the following lyrics to help you with your search?

   "I'm already ready there, I'm the sunshine in your hair"

   _____

7. Where is Queen Maeve buried? _____

8. Find some information on the legend of Queen Maeve and print a copy of the information found.

9. Who sung the following song *"Las Vegas in the Hills of Donegal"*

   _____

10. Find the phone number of the following VEC's.

    (a) Sligo VEC: _____

    (b) Donegal VEC: _____

    (c) Leitrim VEC: _____

Adding a Website to Favourites / Bookmark

When you find a **favourite** or useful website, which you might like to return to sometime in the future, you can add the website to your **Favourites** folder **or Bookmark it** on your computer. This will help you to return to and view your favourite websites quickly whenever you wish.

Creating a Favourite

1.   **Open** the web site address you wish to save to favourites e.g.
     www.nala.ie
2.   Click on **Favourites** and the Favourites menu will appear.
3.   Click on the **Add to Favourites**.

4.   The **Add a Favourite** dialog box appears and you can now click on **add** or you can type in your own text in the name box to save it as another name
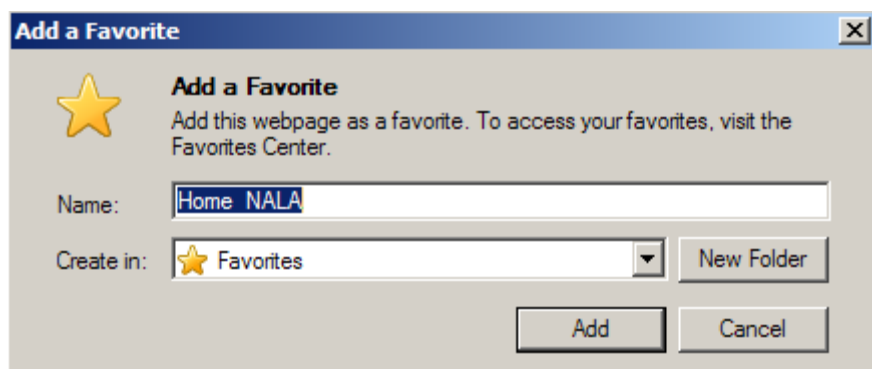
5.   Once you **have** clicked on **Add**, the web site will now appear in your favourites. To check if www.nala.ie is in your favourites menu:

6.   **Click** on **Favourites** and you should see the website in your favourites menu.

Try this Task!

Log onto the Internet and add the following web sites to your favourite's folder

www.hawkswell.com

www.donegalvec.ie

www.sligovec.ie

www.donegal.ie

www.sligovec.ie

www.leitrimvec.ie

www.nala.ie

Introduction to Email

What is Email?

Email is the sending and receiving of email over the Internet. **Email** is short for **E**lectronic **Mail**.

Email allows quick, low cost communication around the world.

Before you can get started sending emails you must set up an email address. You can do this through an Internet-based email account, which is free like **Gmail**, **Yahoo** or **Hotmail**.

Each user must set up their own separate email address.

   e.g.   johnsmith@gmail.com

   marysmith@hotmail.com

   saramc@yahoo.com

Email Addresses

Email addresses are usually made up of four parts.
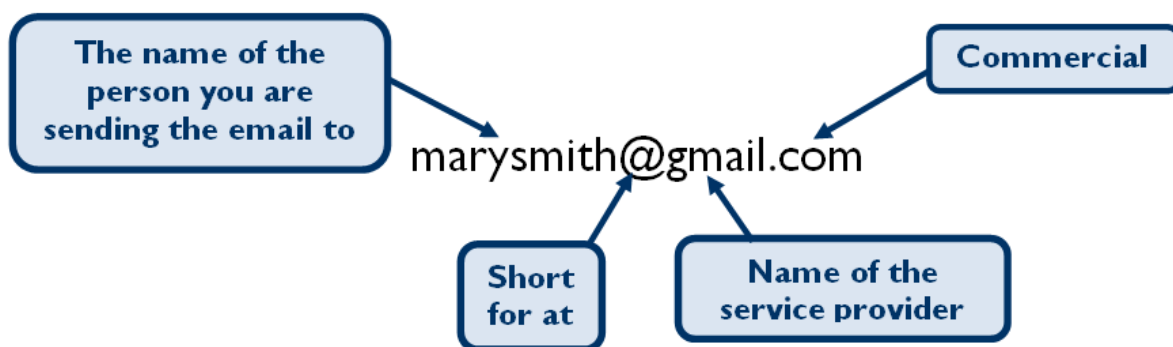
Note:

- All the letters in an email address are small letters, which are sometimes called lower case letters.
- There are no spaces in an email address.
- It is important to remember this, because if the email address is not exactly right then your email will not be sent.

Email Etiquette

- Proof read and spell check your emails before sending them.
- Ensure you do not type in CAPTIAL LETTERS as this can mean you are shouting at the person you are sending the email to.
- Never send an email in anger!
- Every email should have a subject line this allows the receiver to see what the email is about at a quick glance.
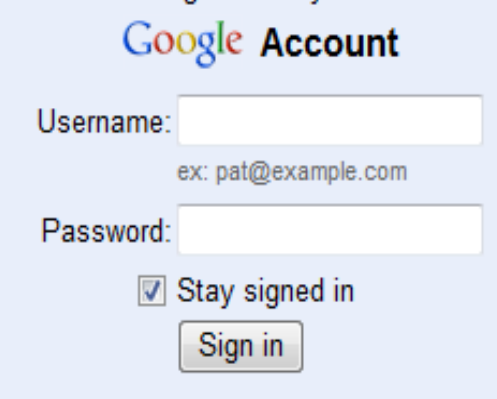
Email Security

- **Spam** is unwanted and unasked for emails. You should never ever reply to spam, this will just tell the spammers that your email address is real and your inbox will be flooded with unwanted emails.
- **Virus protection** – a **virus** can wipe your files and damage your computer. You can download **antivirus** software from the internet or buy it from a computer shop. *(Download means copy from a website.)*
- Once you have downloaded your antivirus software ensure you keep it **up to date.**
- **Be careful** when **opening attachments**; never open an attachment from someone you don't know.

Note:

For this Exercise your tutor will help you set up an email address in Gmail.

Once you have your new email address you can start emailing.

## Open the Gmail Sign in Page

1. **Open** Internet Explorer.

2. In the address bar type in www.google.ie

3. **Click** on the **Gmail hyperlink** at the top of the page.

4. The Gmail log in page opens up as shown below.
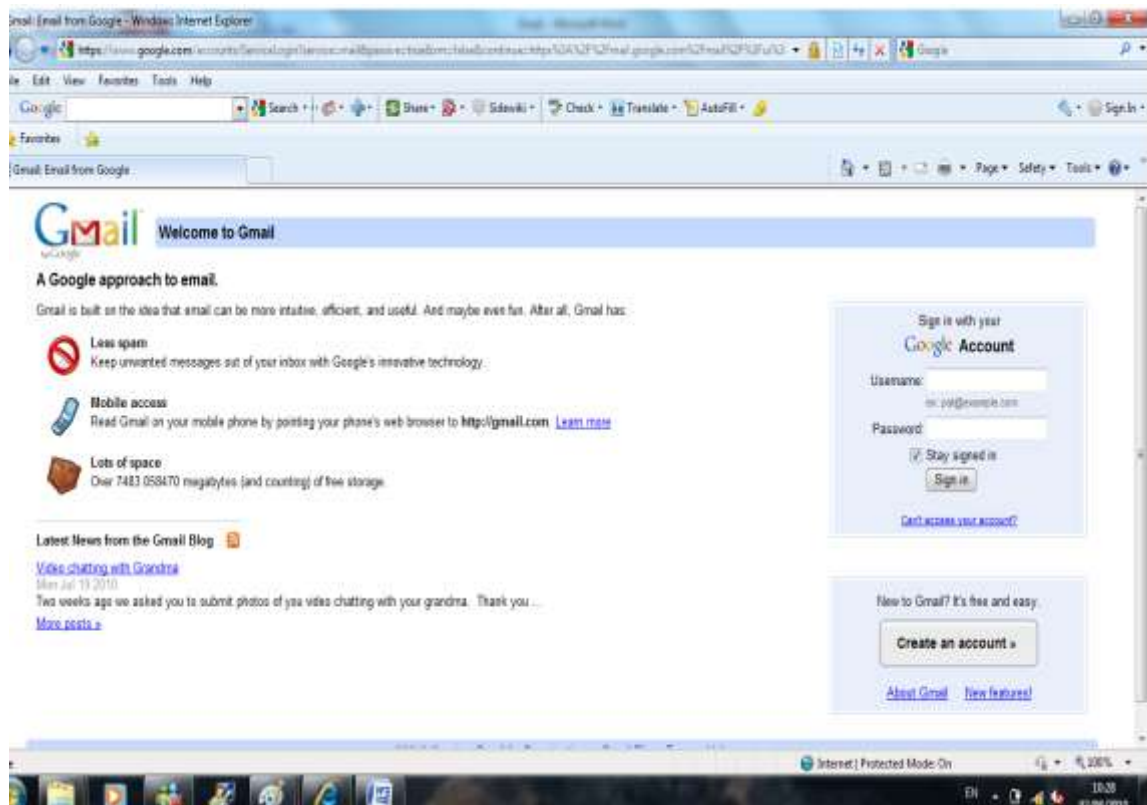
Logging in to your Gmail Account

1. In the **Username box** type in your email address e.g. marysmith@gmail.com

2. **Enter** your **password** your password will come up as **.....** e.g. of a password cars123

3. Click on the **Sign in button.**

Your email account opens
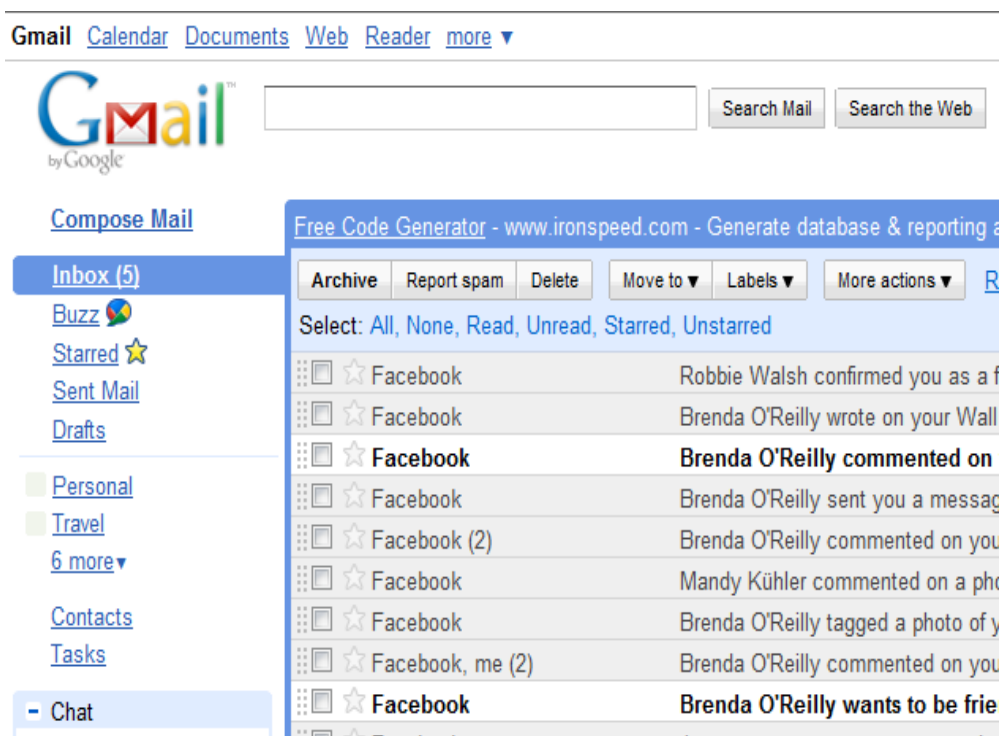
Note: It is very important that you remember to sign out of your email account at the end of each session. This protects the privacy of your account.

- Click on your email address in the top right of the webpage window, to display a popup menu, as shown here.

- Click on the Sign Out option.
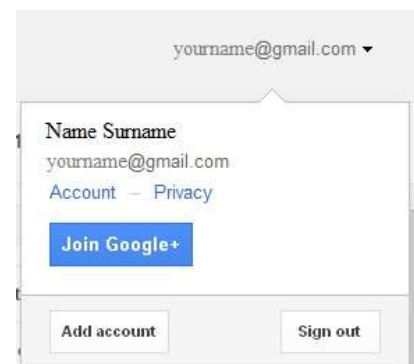
The Standard Gmail Folders

The table below gives a description of each of the Standard Gmail Folders.

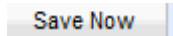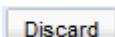| Menus	Description
Inbox (5)	The inbox stores all the emails you receive.
Compose Mail	This menu allows you to create an email.
Sent Mail	The sent mail menu contains a copy of all the email sent by you.
Drafts	Gmail saves any unsent mail into the drafts folder. You can open any unsent mail from the drafts folder to finish writing it and/or to send it.
Trash	The Trash folder contains all the email you have deleted from your Gmail folders

Viewing your Emails

- To **view** your emails click on your Inbox.
- To **open** an email from the inbox **click** on the text in the email.
- Your email will open.
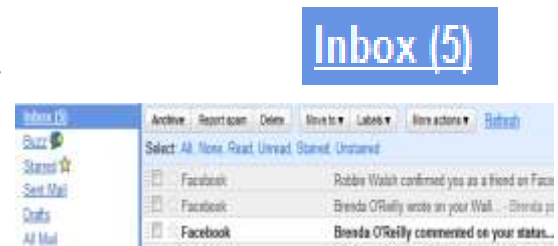
Composing a New Email Message in Gmail

1. **Click** on Compose Mail.

2. Click into the **To Box** and type in the address of the person you are sending the message to. E.g. marysmith@gmail.com

3. Click into the **Subject box** and insert a couple of words to give the receiver of the message an idea of what the message is about.
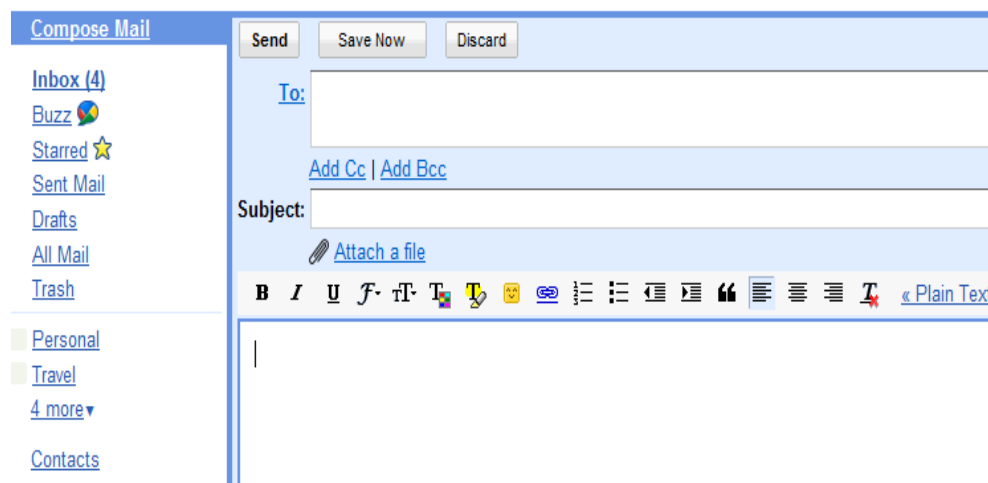
4. Click into the main section or the main **Body** of email: this is where you will type your message.

5. You can now click on the **Send** button to send your message, or you can click on the **Save Now** button to save your message, or you can click on the **Discard button** to delete your message.

6. Above the **subject box** you will see two pieces of text, **Add Cc** and **Add Bcc**. To **open** just click on the option you need.

7. **Add Cc** stands for **Carbon copy** or **Complimentary copy,** this allows you to enter the email addresses of contacts you want to send a copy of the message to. Anyone who receives your message will also see the email addresses of everyone else.

8. **Bcc** stand for **Blind Carbon copy** or **Blind Complimentary copy**. When all email addresses are placed in the Bcc box, they are invisible to everyone who receives your message.

Try this Task!

Create a new email message to your classmate or tutor.

1. Click on **Compose Mail.**
2. Click into the **To Box** type in their email address e.g. marysmith@gmail.com
3. Click into the **Subject Box** type in **Test**.
4. Click into the main **Body** of your email and type in the following:

> Hi how are you?
>
> This is my brand new email address. I am looking forward to getting a reply back from you soon.
>
> Regards
>
> Your name
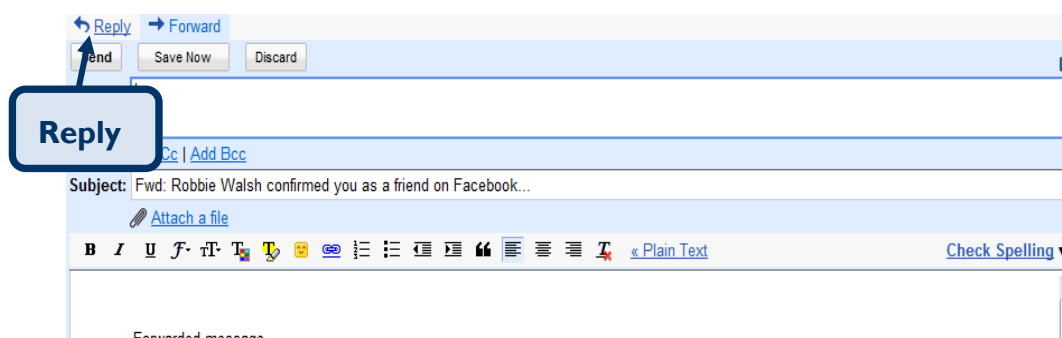
5. Click on the **send** button.

Replying to an Email

A reply to a message is an answer to an email you have received from someone else.

Try this Task

To reply to the email which you received from your classmate

1. **Click** into your **inbox a**nd **open** the message that you received from your classmate.
2. The message from your classmate opens and you can now **reply** to your classmate's message by clicking on the **reply** button. [Reply].

3. Click into the main body of the message above the send message to type in your reply.

   Type in the following text:

   Hi (name)

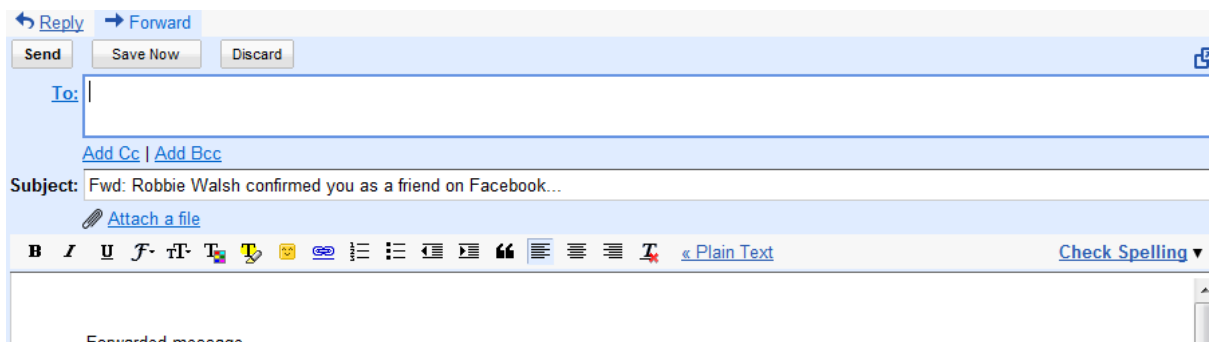   Thanks for your email.

   Your name

4. Click on the **send** button.

Forwarding an Email Message

Sometimes you may want to send a message, which you have received to someone else. This passing on of messages is known as forwarding.

To Forward an Email Message

1.   Open the message you wish to forward from your inbox.

2.   Click on the forward button **➜ Forward** the below screen displays.

3.   Note that the **To box** is empty, click into it.

4.   **Type** in the **email address** of the person you wish to forward the email to.

5.   Notice that the **Subject Box** contains text already, e.g. in this case: **Fwd**: Robbie Walsh etc, this shows that you are forwarding on a message you received from someone else.

6.   Click into the main body of the message to type a short message above the forwarded message.

7.   Click on the **send** button when finished.

Try this Task

1.   Open your **inbox** and **open** the last email received from your classmate.

2.   **Forward** a copy of that email to your tutor adding text of your own.

3.   **Print** a copy.

Introduction to Skype

What is Skype?

Skype is a software program that allows users to make voice calls and video calls, to chat and to send texts and files using the internet.

How it works.

Skype allows you to make calls from your computer to other Skype user who are connected to internet or have telephone (landline or mobile) access.

Calls between computers are free.   Calls toward landlines, mobile phones and texts are charged (the service is called <u>Skype Out</u>) but the cost is low.

To start download the free software from <u>Skype website</u> and follow instructions to install. Create a user name and make a list of contacts.

To make calls use either the computer's microphone and speakers or a headset. You can also use cordless phones designed especially for Skype.

Experience this technology
Set up an account and make a call using Skype.

Introduction to Scanning

Flatbed Scanner

A flatbed scanner is similar to a photocopier, both have a glass plate under a lid, where a moving light called a laser scans across under it. Scanners can scan in colour or black and white. A flatbed scanner allows you to scan photos, paper documents, books, magazines, large maps, or even 3-dimensional objects.

The main difference between a scanner and a photocopier is in the way that they work., The photocopier creates a copy of the document on another piece of paper, while the scanner creates a digital image and stores it in the computer memory. The digital image will be displayed on the screen, but the image can also be saved as a file, emailed to a friend or printed.

You need special scanner software to work the scanner, e.g. a TWAIN driver and imaging software. At one time you could use only the software that came with the scanner e.g. HP Photosmart Essentials, but today you can use most other types of imaging software, including, Adobe Photoshop, JASC Paint Shop Pro or iPhotoExpress.

All imaging software applications have menus that allow you to scan in the picture or image. Text on these menus varies depending on the software you are using, the following variations are often found, *File – Acquire, File - Import* or *File – Scanner,* all of these commands mean the same thing. A variety of different options will be available to help you choose and adjust scan settings; e.g. to choose Colour or B&W, set the resolution, or set the area to be scanned.

When the scan completes and the image is displayed on the screen, you can edit or improve the quality of the image, print it, or save it on your computer.

To Scan a Picture into your Computer

1.   Turn on your computer and scanner.

2.   Open the lid of the scanner and make sure the glass surface is clean, free from dust, dirt, fingerprints or smudges.

3.   Place your image face down in the top corner of the glass. Make sure that the picture is the right way up (not upside down) and straight.

4.   Press the scan button on the front of the scanner. The scan dialogue box will open, this lets you choose or change settings.

5.   Some scanning software lets you send the document or picture directly to the printer or automatically creates a file and saves it to the "My Scan" folder.

6.   However, if you are scanning in pictures, it is a good idea to preview the file, before it is created.

7.   Click on the change settings button.

8.   Click into the box under Button Settings to put in a tick, to show a preview scan.

9.   Click the Scan button to continue and the imaging software should open automatically showing you the entire scanbed surrounded by a dotted line border on the screen.

175
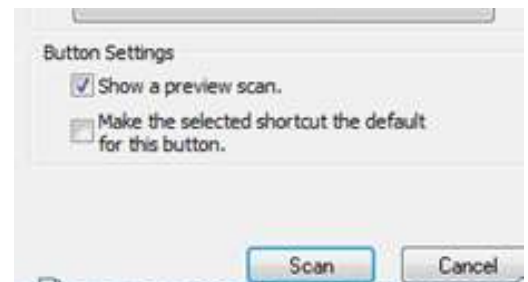
10. This dotted line is called the boundary box. You can resize this line by using the "click & drag" action of the mouse.

11. To resize the boundary line - Roll the mouse over the broken line-border box. When you see a double-sided black arrow, use the click and drag mouse action to resize the boundary line. Note that everything inside the line will be scanned and anything outside of it will be ignored.
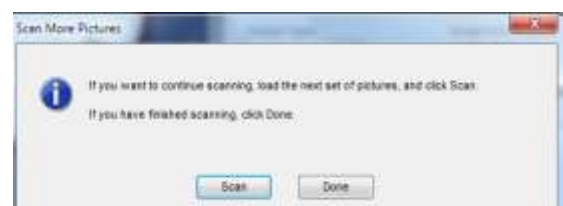
12. You should always preview the scan. There is usually a button that says 'preview' to see photo or final images.

13. If you are happy with the preview, click on the scan or finish button on the screen to finish scanning the image. The scanner should light up and start scanning.

14. Click on the "Done" button when you are finished scanning.

15. Depending on the preset settings on your scanner, the picture might be saved directly to the "My Scans" folder on the computer or the image/photo might just appear on the screen, if this happens you can save the image to your folder on the computer.

16. Save your photo as a JPEG in your folder on the computer.

To find documents that you scanned to your computer

1. **Click** on the start button (bottom left hand side of screen)

2. **Click** on my documents to open the folder

3. Locate the folder that the scanned image was saved to, e.g. the My Scans or your folder. **Double Click** on the folder to open the folder.

Name	Date modified
Downloads	19/01/2010 19:14
My Google Gadgets	03/09/2009 13:53
My Music	02/09/2009 19:00
My Pictures	02/09/2009 19:00
My Scans	04/01/2010 20:17
My Shapes	27/01/2010 16:43
My SureThing Projects	29/12/2009 12:18
My Videos	02/09/2009 19:00
Nero Home	29/12/2009 15:58
Assignment physiology	22/10/2009 20:59
law assiognemtn	07/12/2009 21:44

4. When the folder opens you should now see your scanned document in the folder.

My Useful Websites

_____
_____
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Commonly Misspelled Words

Some Commonly Misspelled Words.

absence	handkerchief	occasion	vacuum
accident	height	occurred	vicious
accommodate	heroes	occurrence	village
accumulate	hoping	omitted	villain
balance	incidental	parliament	weather
barbecue	intelligence	pastime	weird
believe	interesting	principal	whether
believable	intrigue	principle	writing
camouflage	judge	questionnaire	xenophobia
choose	juice	quarterly	xylophone
chose	junior	quick	
committee	just	quickly	
deceive	kettle	receipt	yacht
definite	kitchen	receive	yardstick
disappear	know	recommend	yesterday
disappoint	knowledge	restaurant	your
embarrass	liaison	salary	zest
encouraging	loneliness	sandal	zero
environment	lose	separate	zoology
existence	lightning	similar	
familiar	maintenance	technique	
fascinate	manufacture	tendency	
fiery	millennium	tragedy	
forty	mischief	truly	
generally	ninety	unanimous	
government	noticeable	unnecessary	
grammar	occasionally	until	