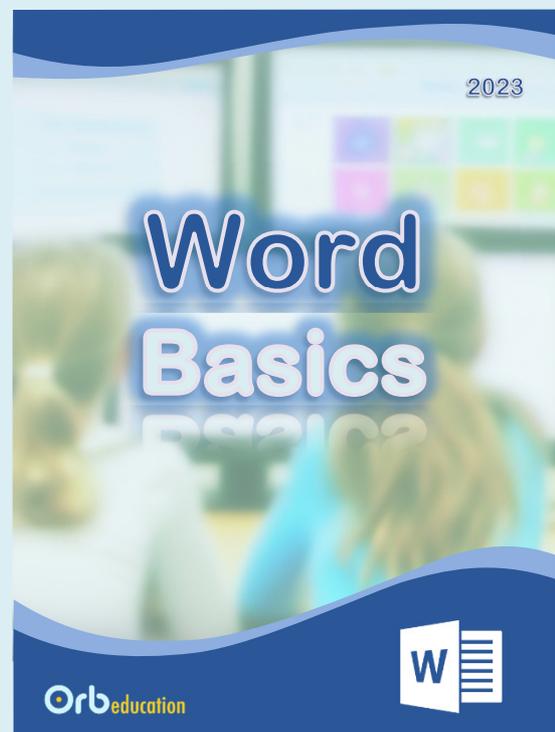
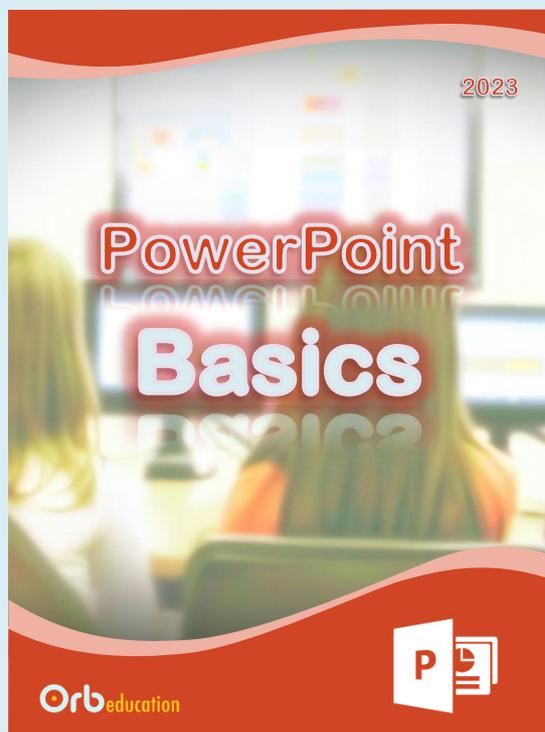


# Office Basics 2023



2023

# Excel Basics

 orbeducation





<input type="checkbox"/>	<b>1. Introduction</b>
<input type="checkbox"/>	<b>2. Entering Data</b>
<input type="checkbox"/>	<b>3. Simple Formulas</b>
<input type="checkbox"/>	<b>4. Formula Shortcuts</b>
<input type="checkbox"/>	<b>5. Formula Practice</b>
<input type="checkbox"/>	<b>6. Cell Formatting</b>
<input type="checkbox"/>	<b>7. Number Formatting</b>
<input type="checkbox"/>	<b>8. Max, Min and Average</b>
<input type="checkbox"/>	<b>9. Charts</b>
<input type="checkbox"/>	<b>10. Quiz</b>
<input type="checkbox"/>	<b>11. Quiz (Split Version)</b>



### Task 1 – Uses of a spreadsheet

Microsoft Excel is a spreadsheet application used to organise data in tables, perform calculations and create charts. Make a list of three tasks that could be completed using a spreadsheet. Look on the web if you are short of ideas.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

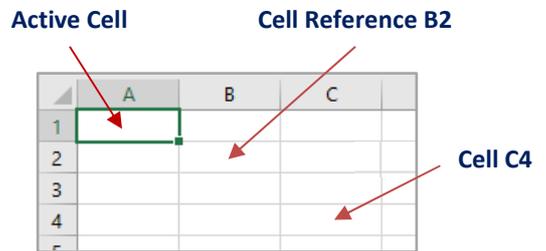
### Task 2 – Cells and data types

When you enter data in Excel you are creating a spreadsheet. The rectangles covering the screen are called **cells**. The cell with the thick border is called the **active cell**. The active cell is the one that your data will appear in when you type. Each cell has a **cell reference** given by the **letter** above the cell, followed by the **number** to the left of the cell.

Use the picture of a spreadsheet on the right to answer the questions.

- a. What item of data is found in cell **A2**? \_\_\_\_\_
- b. Which cell is the active cell? \_\_\_\_\_
- c. Which cell contains a **date**? \_\_\_\_\_
- d. Which cell contains **currency** data? \_\_\_\_\_
- e. Which piece of data is found in cell **A1**? \_\_\_\_\_
- f. Which cell contains a **number**? \_\_\_\_\_
- g. Which cell contains **text**? \_\_\_\_\_
- h. Which cell contains a **percentage**? \_\_\_\_\_

**Note:** Text, number, date, percentage and currency are known as data types.

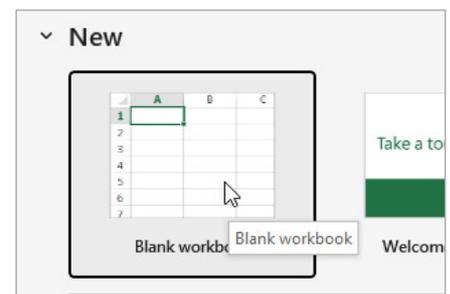


	A	B
1	dog	
2	562	
3	12/09/2023	
4	25%	
5	\$100	
6		
7		

### Task 3 – Entering data

- a. Open the Microsoft Excel application and click on the **Blank workbook** icon. A workbook is a spreadsheet file.

A new blank page appears called a **worksheet**. When you open Excel the active cell has the reference **A1**.





## Task 3 – Entering data (cont.)

- Type the letter 'a' using the keyboard, then press the **Enter** key to move to the cell below.
- Type the letter 'b' then press the **Enter** key again. Continue up to the letter 'e'.
- Click on cell **B1** with your mouse to select it, then enter letters 'f - j' as shown.
- Use the arrow keys to navigate back up to cell **C1** then enter letters 'k-o' in the third column.
- To save the page, click **File** in the top left corner then **Save** from the list that appears below. Your teacher will show you a suitable place to store your work. Click **Browse** to locate this.
- Type '**EB – Introduction**' into the *File name* box and click the **Save** button.

	A	B	C
1	a	f	k
2	b	g	l
3	c	h	m
4	d	i	n
5	e	j	o

File name:	EB - Introduction
Save as type:	Excel Workbook (*.xlsx)

## Task 4 – Ranges

A range is a group of two or more adjacent cells. The range is described by the top left cell reference, followed by a colon and then the bottom right cell reference. The range of cells selected below is **A2:B4**.

- Click on the cell **A2** and hold the mouse button down

	A	B	C
1	a	f	k
2	b	g	l
3	c	h	m
4	d	i	n
5	e	j	o

- Drag the mouse pointer to cell **B4** and release the button

- Select the range in your spreadsheet using the instructions above.
- Which letters can be found in the range **A2:B4**? b, c, \_\_\_\_\_
- Which letters are found in the range **A1:C2**? \_\_\_\_\_
- Which letters are found in the range **B1:B4**? \_\_\_\_\_
- What is the smallest range that holds the letters **a** and **b**? \_\_\_\_\_
- What is the smallest range that holds the letters **g**, **h**, **l** and **m**? \_\_\_\_\_
- More complicated ranges can be selected by holding down the **Ctrl** key and clicking with your mouse on each cell or range that you want to select. Try this now.

	A	B	C
1	a	f	k
2	b	g	l
3	c	h	m
4	d	i	n



Formulas make a spreadsheet application a very powerful tool. They are mathematical sums that can be used to:

- Carry out additions, subtractions, multiplications and divisions.
- Find the total of a group of numbers.
- Find the average, maximum or minimum of a set of numbers.

	A	B	C	D
1	Bicycle Inventory			
2				
3	Colour	Store 1	Store 2	Total
4	Red	25	9	34
5	Blue	45	17	62
6	Green	30	14	44
7	Black	28	11	39
8	Silver	42	15	57
9	Total	170	66	236

All the numbers in red in the spreadsheet on the right are the result of calculations. Formulas have been entered into each cell.

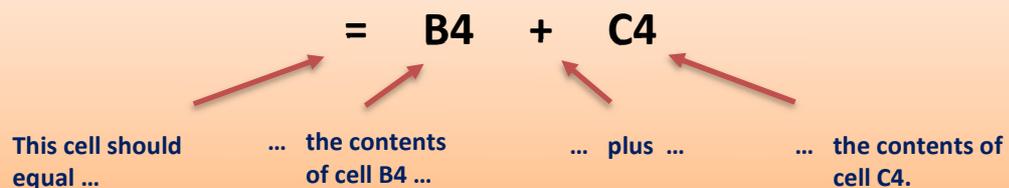
**Note:** The word 'formulae' is often written as the plural of 'formula', but to be consistent with Excel we have used the US spelling 'formulas'.

### Task 1 – Addition

- Open your 'EB – Bicycles' workbook in Microsoft Excel. If you didn't complete that task then copy all the data in black from the spreadsheet above. Do not copy the data in red.
- To find the total number of red bicycles, make cell **D4** the active cell and type the formula **=B4+C4**. You may notice some coloured borders appearing as you type.
- Press the **Enter** key to display the result.

3	Style	Store 1	Store 2	Total
4	Red	25	9	=B4+C4
5	Blue	45	17	

#### What does the formula mean?



**Note:** All formulas begin with an equals symbol. The coloured boxes show which cells are being used.

- With cell **D5** the active cell, use the method below to create the formula **=B5+C5**

Type an equals sign...    Click on cell B5...    Type a plus sign...    Click on cell C5.

- Use either method to complete the calculations in cells **D6, D7** and **D8**.

2023

# Access

# Basics

 orbeducation



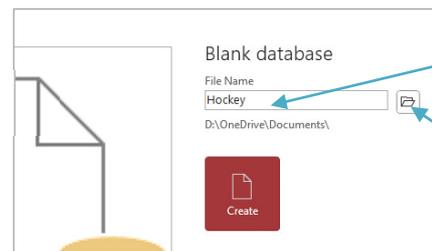
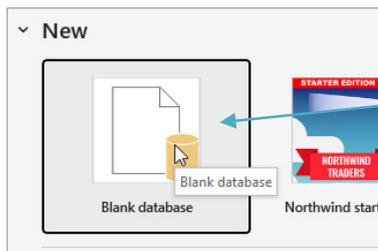


<input type="checkbox"/>	<b>1. Introduction</b>
<input type="checkbox"/>	<b>2. Planning</b>
<input type="checkbox"/>	<b>3. Creating the Database</b>
<input type="checkbox"/>	<b>4. Entering Data</b>
<input type="checkbox"/>	<b>5. Sorting Data</b>
<input type="checkbox"/>	<b>6. Filtering Data</b>
<input type="checkbox"/>	<b>7. Forms</b>
<input type="checkbox"/>	<b>8. Reports</b>
<input type="checkbox"/>	<b>9. Quiz</b>
<input type="checkbox"/>	<b>10. Quiz Split</b>



### Task 1 – The database file

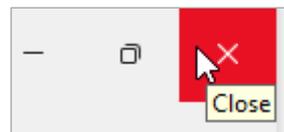
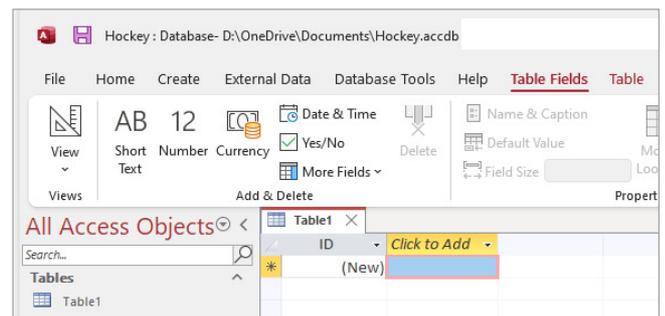
- Open Microsoft Access and click on **Blank Database**.
- Type an appropriate file name into the *File Name* box and click on the folder icon to select a location for your new database.



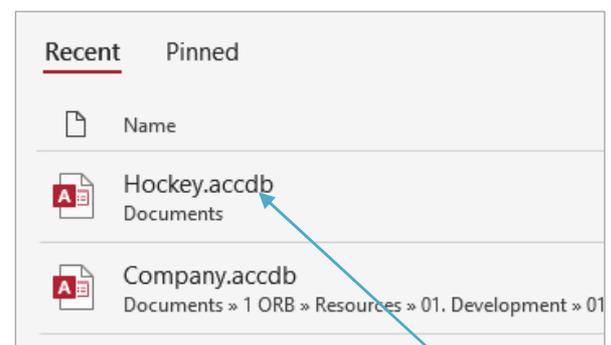
Enter database name

Select location

- Click on the **Create** button. Your database will open with a new table presented in *Datasheet View*.
- Close the *application* by clicking on the cross in the top right of the screen. Your database has already been saved so you won't be prompted about this.

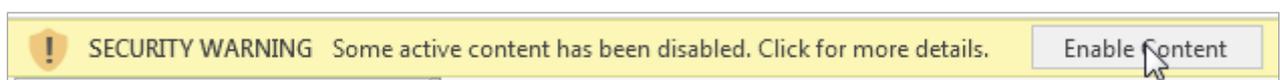


- Open Access again. Your database should be in the list. Click on the name to open it. If it is not in the list then click **Open** and locate your database file.



Look in the list for your database

- At times, you may notice a yellow security warning under the ribbon (the row of icons along the top of the screen). Databases can hold damaging computer code so you should be careful when using them. If you are sure that your database is from a safe source then click **Enable Content**.





## Task 2 – Data types recap

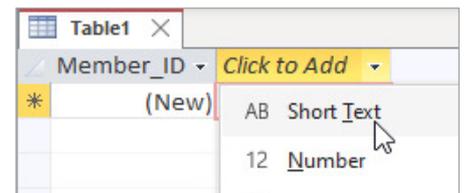
Before we create our first database table, we will look again at some of the words we will be using. State the meaning of each of the terms below:

- a. Data \_\_\_\_\_
- b. Database \_\_\_\_\_
- c. AutoNumber \_\_\_\_\_
- d. Short Text \_\_\_\_\_
- e. Number \_\_\_\_\_
- f. Currency \_\_\_\_\_
- g. Date/Time \_\_\_\_\_
- h. Yes/No \_\_\_\_\_
- i. Table \_\_\_\_\_
- j. Field \_\_\_\_\_
- k. Record \_\_\_\_\_
- l. Form \_\_\_\_\_
- m. Report \_\_\_\_\_

## Task 3 – Entering the field information

For this task, you will need the list of the field names that you intend to use in your database.

- a. Open your database in Access. Select the **Create** tab in the ribbon then click on the **Table** icon in the **Tables** group of icons (we'll use the shorthand '**Create / Tables / Table**' for this type of instruction in future).
- b. The new table will be displayed in *Datasheet View*. We can use this view to enter our field names and select the field types. The first field will be set up automatically, named 'ID' and set as *AutoNumber*.
- c. Double-click on the field name **ID** and change it to the *AutoNumber* field from your plan (we've used *Member\_ID*).
- d. Our next field will be called 'Last\_Name' with a field type of *Short Text*. Yours may be different. Click the **Click to Add** heading above the second column and select your data type from the list. Name the field as planned.



**Note:** With up to 255 characters, *Short Text* provides enough space for most text fields. You may select *Long Text* if you need more.

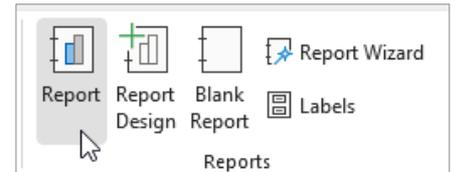
- e. Repeat this procedure until you have added all the fields from your list. See the instructions on the next page if you make a mistake.



Reports allow you to display and print selected data in a professional manner. Access can produce a report with the click of a button. As with forms, the *Layout View* gives you some control over the design.

### Task 1 – Creating a report automatically

- a. Select your *Members* table from the *Navigation Pane* on the left and click 'Create / Reports / Report'.
- b. Access will automatically create a report which includes all the fields in your table. It probably stretches across several pages.



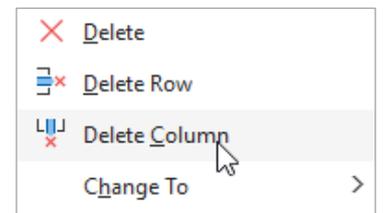
Member_ID	Last_Name	First_Name	DOB	Age	Address
1	Collins	John	3/07/1998	15	149
2	See	Jenny	24/05/1998	15	3 E
3	Tran	Li	13/03/1999	13	44
4	Lester	Dayner	12/12/1998	15	6 F

The initial report includes all fields and extends across several pages.

- c. The report opens in *Layout View*. From this view, you may edit the field names, remove fields and format the results.

Right click on an unwanted field heading and select **Delete Column**.

- d. Repeat the delete process until your report only displays a few fields. Ours shows the *Last\_Name*, *First\_Name*, *Age* and *Position* fields. Yours may be different.



**Note:** You may select across columns and delete them together.

- e. You may switch the position of columns. Right click anywhere in a column and choose **Select Entire Column** from the list. Drag any of the orange boxes and drop them in a new location.

First_Name	Last_Name	Age	Position
John	Collins	15	Treasurer
Jenny	See	15	



Match each term on the left to the correct definition on the right.

- |    |                     |   |   |  |
|----|---------------------|---|---|--|
| 1  | Data                | • | • | An organised collection of data                                  |
| 2  | Database            | • | • | A collection of records shown in rows and columns                |
| 3  | Table               | • | • | The bar along the top of the table or form                       |
| 4  | Title Bar           | • | • | Information, instructions, facts and figures                     |
| 5  | Field               | • | • | A view showing the rows and columns of data in a table           |
| 6  | Field Name          | • | • | Data about a single person or place etc. occupying one row       |
| 7  | Record              | • | • | The name of a field, shown as a column heading in datasheet view |
| 8  | Datasheet View      | • | • | A column of data, such as name, age, or date of birth            |
| 9  | Data Type           | • | • | Data that involves amounts of money                              |
| 10 | AutoNumber          | • | • | The type of data in a field (e.g. text, number)                  |
| 11 | Text                | • | • | Data that includes numbers only                                  |
| 12 | Number              | • | • | A field that is completed automatically by the database          |
| 13 | Currency            | • | • | Data that includes letters and numbers                           |
| 14 | Date/Time           | • | • | A small box for you to place a tick into                         |
| 15 | Yes/No              | • | • | The collection of icons along the top of the screen              |
| 16 | Check Box           | • | • | Data that offers only 2 possible choices                         |
| 17 | Format              | • | • | Data holding information about the date or time                  |
| 18 | Ribbon              | • | • | The way that dates or numbers are displayed                      |
| 19 | Tab                 | • | • | To rearrange data in some order                                  |
| 20 | View Icon           | • | • | One collection of icons in the ribbon                            |
| 21 | Sort                | • | • | The button which switches between different views                |
| 22 | Sort Ascending      | • | • | To turn a filter on and off                                      |
| 23 | Sort Descending     | • | • | To remove some records from display                              |
| 24 | Filter              | • | • | To rearrange data starting with the biggest, highest or latest   |
| 25 | Toggle Filter       | • | • | To rearrange data starting with the smallest, lowest or earliest |
| 26 | Clear All Filters   | • | • | To filter out all records that have not been selected            |
| 27 | Filter by Selection | • | • | A view allowing you to display and edit a single record          |
| 28 | Form                | • | • | The fields that you would like to appear in a form or report     |
| 29 | Form Name           | • | • | To remove all filters and display all records                    |
| 30 | Selected Fields     | • | • | The name given to a form   |
| 31 | Drag and Drop       | • | • | A view that enables you to shift or delete fields easily         |
| 32 | Background Colour   | • | • | The name given to a report                                       |
| 33 | Report              | • | • | To click and hold down your mouse button, then move an object    |
| 34 | Report Name         | • | • | A professionally displayed selection of data                     |
| 35 | Layout View         | • | • | The colour of the areas surrounding the fields in a report       |

2023

# Word Basics

 orbeducation

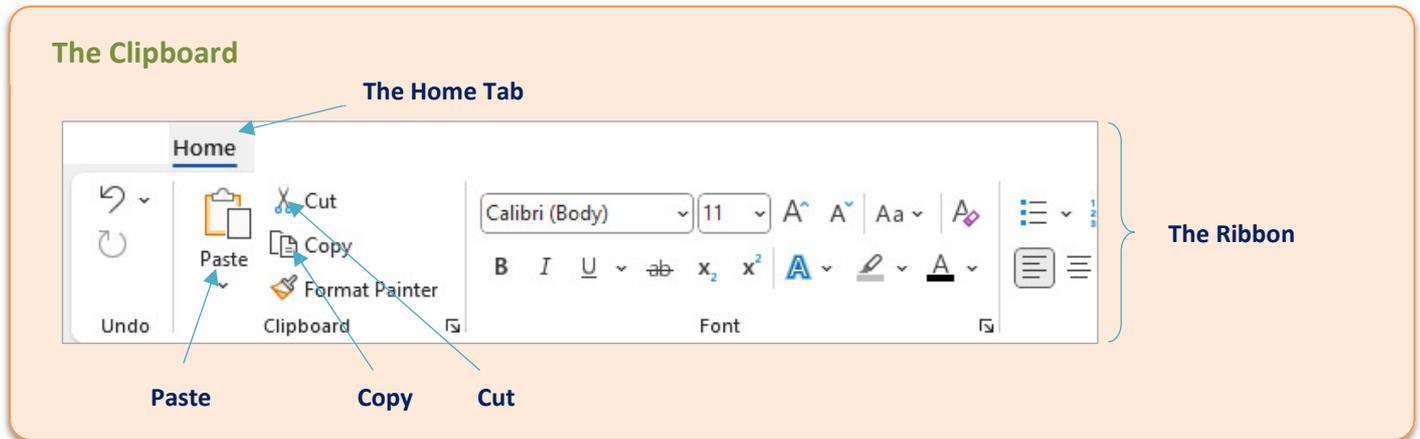




<input type="checkbox"/>	<b>1. Typing Text</b>
<input type="checkbox"/>	<b>2. Deleting Text</b>
<input type="checkbox"/>	<b>3. Selecting Text</b>
<input type="checkbox"/>	<b>4. Editing Text</b>
<input type="checkbox"/>	<b>5. Font and Alignment</b>
<input type="checkbox"/>	<b>6. Bold, Italics and Underlining</b>
<input type="checkbox"/>	<b>7. Basic Tabs</b>
<input type="checkbox"/>	<b>8. Bullets and Numbering</b>
<input type="checkbox"/>	<b>9. Header and Footer</b>
<input type="checkbox"/>	<b>10. Quick Styles</b>
<input type="checkbox"/>	<b>11. Spell and Grammar</b>
<input type="checkbox"/>	<b>12. Printing</b>
<input type="checkbox"/>	<b>13. Practice Tasks</b>
<input type="checkbox"/>	<b>14. Quiz</b>
<input type="checkbox"/>	<b>15. Quiz (Split Version)</b>



Once we have learned to select text, it is very easy to copy or move it to a new place in your document. We are going to use the **Cut**, **Copy** and **Paste** icons. These are found in the **Clipboard** group under the **Home** tab of the ribbon.



### Task 1 – Cut and paste

- Open your file '**WB – Text**' in Microsoft Word. If you do not have this file then work in a blank document.
- Start a new paragraph and type out Passage 1 on two lines.

#### Passage 1

**One Two Three Four Five**  
**Six Seven Eight Nine Ten**

- Select the word '**One**' by double-clicking with the left mouse button.
- Click on the **Cut** icon in the **Home** tab ('**Home / Clipboard / Cut**').
- Place the cursor after the word '**Ten**' and click on the **Paste** icon. The numbers should now appear in the order shown below (notice that Word adds a space for you between 'Ten' and 'One').

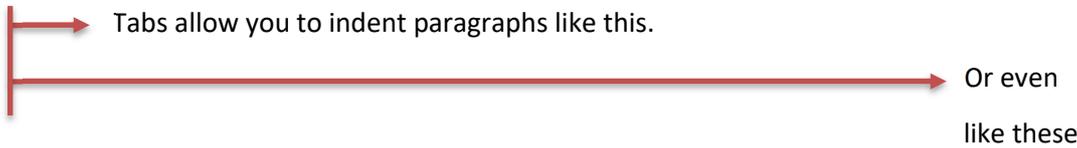
**Two Three Four Five**  
**Six Seven Eight Nine Ten One**

- Select the words '**Two Three**' using your mouse pointer. Cut the words and paste them after the word '**Five**'. The numbers should now appear like this:

**Four Five Two Three**  
**Six Seven Eight Nine Ten One**



Sometimes, you may not want to start typing at the lefthand edge of the page. Tabs can be used to move the text away from the lefthand side.



The easiest way to include tabs is to use the **Tab** key.



### Task 1 – Using the tab key to indent text

- a. Open the file 'WB – Text' or use a new blank document. Start a new paragraph.
- b. Press the **Tab** key twice and type Passage 1a. If you accidentally press the Tab key three times, use the **Backspace** key to delete the last tab space.

#### Passage 1a

This text has been indented by pressing the **Tab** key twice.

- c. Press the **Enter** key to start a new paragraph then use the **Tab**, **Shift** and **Enter** keys to create the letterhead shown in Passage 1b. The date should be on the left and the tab key used to move the name and address over to the right.

#### Passage 1b

26<sup>th</sup> April 2023

John Gettle  
19 Smithfield Road  
Greatmore

*Note: It is no longer common to place your address in the top right. This is for Tab skills only.*



Word enables you to produce professional looking documents easily. The galleries display several styles that can be adopted with a single click of the mouse. One example of a gallery can be found on the Home tab.

The Style Gallery (on the Home tab)



If you select some text then place your mouse pointer over a few of the different styles, you will notice that the appearance of the text changes. This displays the result of the formatting and is called a live preview. You can use the live preview to experiment with all kinds of fonts and styles.

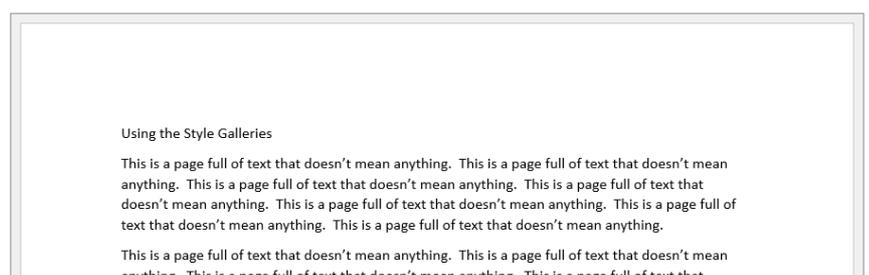
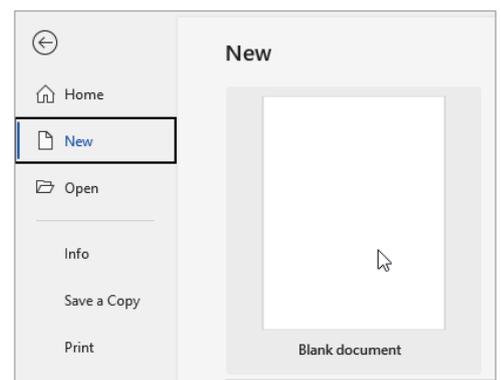
Task 1 – Using the styles, galleries and other options

- a. Open a new, blank document by clicking on **File**, selecting **New** then clicking on the **Blank document** option.

**Note:** You may also use the keyboard shortcut 'Ctrl + N'.

- b. Type the title 'Using the Styles Galleries' and press the **Enter** key to start a new paragraph. Do not format the title in any way.

- c. For this task, you will need a page and a half full of text. It doesn't matter what the text says, so simply write a sentence then copy and paste it until about a page and a half is full.



2023

# PowerPoint

## Basics

 orbeducation





<input type="checkbox"/>	<b>1. Introduction</b>
<input type="checkbox"/>	<b>2. Formatting Text</b>
<input type="checkbox"/>	<b>3. Animation</b>
<input type="checkbox"/>	<b>4. Pictures</b>
<input type="checkbox"/>	<b>5. Colour</b>
<input type="checkbox"/>	<b>6. Transitions and Arrangement</b>
<input type="checkbox"/>	<b>7. Spell Check</b>
<input type="checkbox"/>	<b>8. Printing and Presenting</b>
<input type="checkbox"/>	<b>9. Quiz</b>
<input type="checkbox"/>	<b>10. Quiz (Split Version)</b>



When giving a presentation, displaying all the points on a slide in one go can be confusing. Your audience will not know whether to read or to listen and might end up doing neither.

It is a great idea to display one fact at a time. The PowerPoint then reinforces your presentation rather than distracts from it. Animations can introduce lines of text and images to the screen one by one. When presenting, you will have control over when the PowerPoint moves to the next piece of text.

Animation effects include:

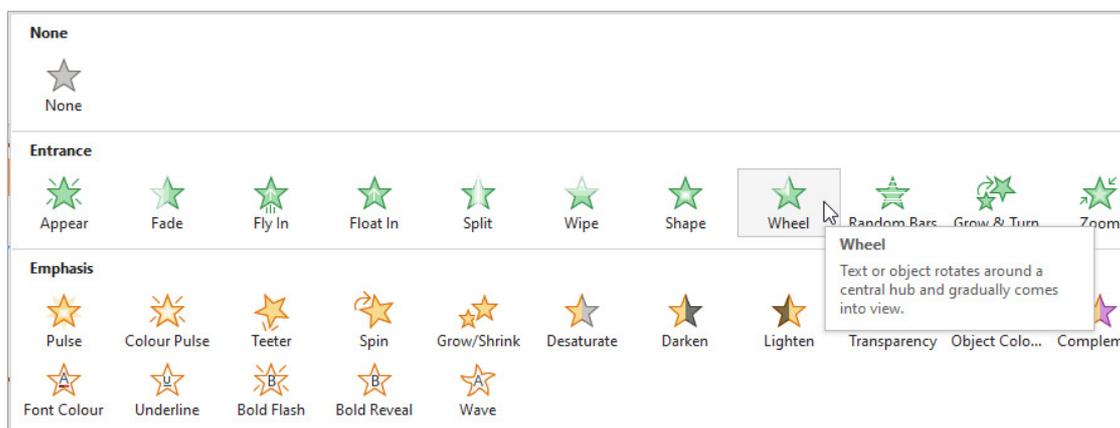
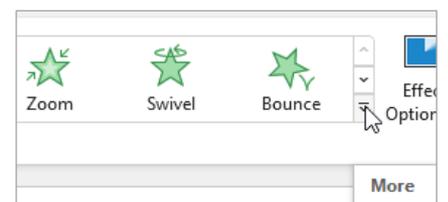
- **Subtle effects** e.g. making text gradually appear out of nothing.
- **Moderate effects** e.g. making text appear from below and moving it upwards.
- **Exciting effects** e.g. making text fly into the screen.

You can easily set animation effects to occur at the following times:

- **Entrance** When the object is introduced to the slide.
- **Emphasis** At some point during the viewing of the slide.
- **Exit** When the object is removed from view.

### Task 1 – Adding basic animation

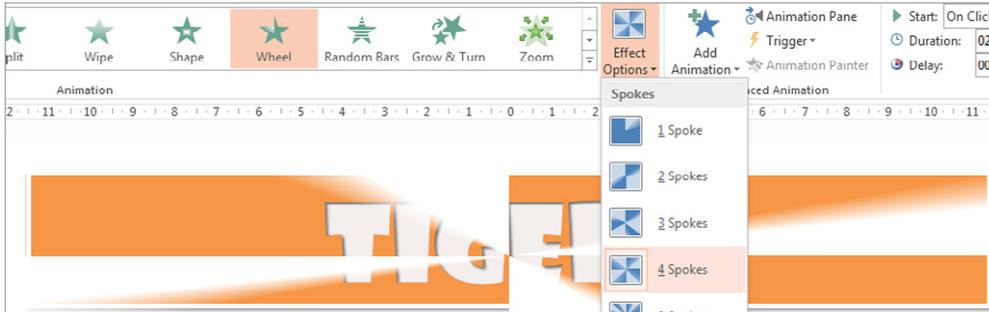
- Open your 'PB – Basics' presentation and select the title box.
- Open the **Animations** tab and click on the arrow in the bottom right of the *Animation Gallery* (see right).
- Select one of the green *Entrance* effects.





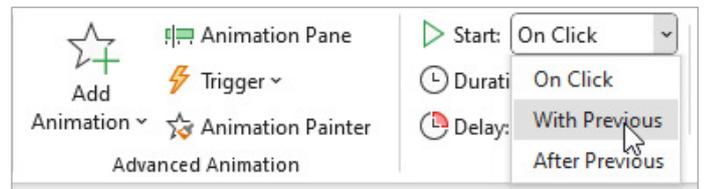
## Task 1 – Adding basic animation (cont.)

- d. With the title box still selected, click **'Animations / Animation / Effect Options'** and look through the options for your chosen effect. Select one of these options if you wish.



- e. Press the **F5** key to view your presentation. You should see that the three facts and the picture are present, but not the title.
- f. Click the **mouse button** (or press the **Space Bar**) to see the entrance effect for the title box. Return to the editor.

- g. We want the title to appear automatically. Click **'Animations / Advanced Animation / Start'** and select **With Previous**.



- h. View the presentation again and check that the title animation takes place without prompting.
- i. Select the box containing your facts and select an entrance effect from the *Animation Gallery*. You may also select one of the extra options from the *Effect Options* list.

- j. View your presentation and either click the **mouse button** or press the **Space Bar** to introduce each fact in turn.

- k. Back in the editor, select the picture and choose an entrance effect for this.

Notice that the animations have been numbered in the order that they occur. The title, which is introduced automatically, is given a zero. The other animations are numbered 1, 2, 3 etc.

- l. Check your presentation and save the file.

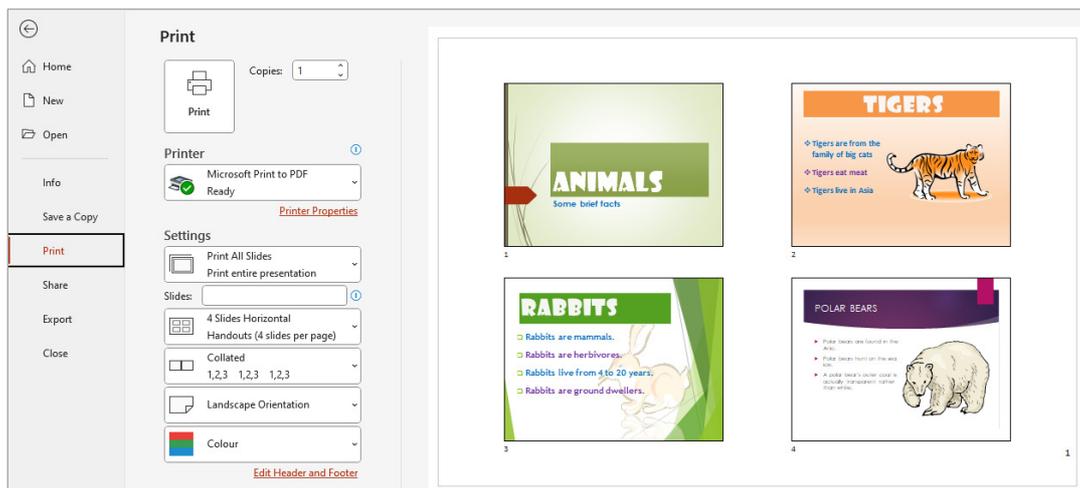




## Task 1 – Printing handouts

Presenters often offer handouts to their audience for people to take home or for people who can't read the slides properly. To save on printing, these sheets usually have several slides on each page. To save paper, we will print to a PDF file.

- Open your 'PB – Basics' presentation. Click the **File** tab and select **Print**.
- From the *Printer* options, select **Microsoft Print to PDF** (or the equivalent on your system).
- Make sure that **Print All Slides** is selected in the *Settings* options.
- Select **4 Slides Horizontal** from the *Slides* options. Click again on this menu and tick *Scale to fit paper*.
- Select **Landscape Orientation** and click **Print** to create your PDF file.



## Task 2 – PowerPoint show

You have the option of saving the file as a *PowerPoint Show*. Open the **File** tab and select **Save a Copy**. Type your file name and select '**PowerPoint Show (\*.ppsx)**' from the drop-down list. Close the PowerPoint application and open the file you have just created. How is it different to the files we have worked with before?



## Extension – A professional presentation

This tutorial has concentrated on learning a variety of skills rather than producing a polished presentation. Use your expertise to produce a professional looking PowerPoint about a subject of your choice. The slides should have a consistent feel, using the same headings, colours, styles, animations and transitions throughout.