



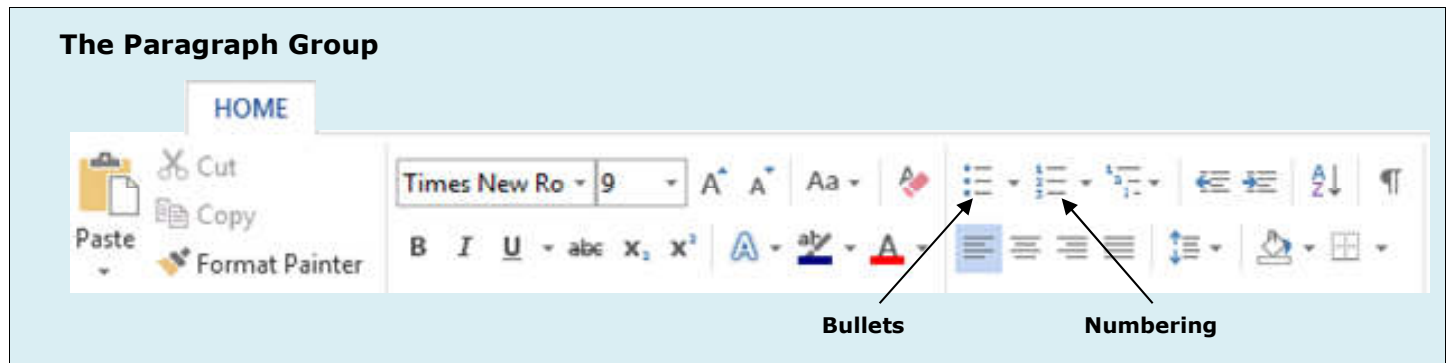
Bullets are useful because:

- they help you make a list like this;
- they make the items in your list stand out clearly.

Numbering can also be useful:

1. if you want to put the items from your list in a particular order;
2. if you want to write numbered instructions.

The **icons** used to set these options can be found in the '**Paragraph**' group under the '**Home**' tab.



### Task 1 – Bullets

- a. Open the file '**WB – Text**' or work in a new blank document. Start a new paragraph.
- b. Click on '**Home**' tab / '**Paragraph**' group / '**Bullets**' and type Passage 1a.

#### Passage 1a

- This text has been placed next to a bullet so that it stands out.

- c. Press the '**Enter**' key to start the next bulleted line. Type Passage 1b.

#### Passage 1b

- This text also stands next to a bullet.

- d. Press the '**Enter**' key twice to stop using bullets. Type Passage 1c.

#### Passage 1c

This text does not use bullets.

- e. If you have followed the instructions, then you should get the following text:

- This text has been placed next to a bullet so that it stands out.
- This text also stands next to a bullet.

This text does not use bullets.

- f. Save your work.

## Task 2 – Numbering

- a. Click on 'Home / Paragraph / Numbering' and type Passage 2a.

### Passage 2a

1. This text has been numbered.

- b. Press the 'Enter' key to start the next numbered line. Type Passage 2b.

### Passage 2b

2. Numbering helps you put points or instructions in a particular order.

- c. Press the 'Enter' key twice to stop using numbering. Type Passage 2c.

### Passage 2c

This text does not use numbering.

- d. If you have followed the instructions, then you should get the text below. Save your document.

1. This text has been numbered.  
2. Numbering helps you put points or instructions in a particular order.

This text does not use numbering.

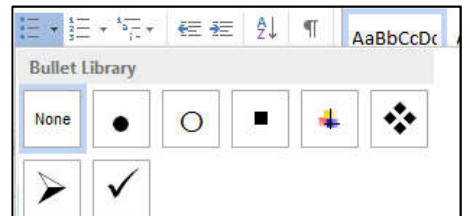
## Advanced Bullets and Numbering

You may want to use another system of labels for your points. e.g.

- a) Letters like these  
b) (this is still described as 'Numbering', even though letters are used).

or

- ❖ Small graphics like these
- ❖ (still described as bullets).



To use these other bullet and numbering designs, select the drop down menu next to the bullet or numbering icon and click on your choice of design.

## Skipping Lines

Sometimes you may wish to write a line of text that is not part of the numbering series. The easiest way to do this is to make the line part of the series to start off with, then delete the number from the beginning of the line.

- a. Type the complete list including the line you want to skip.

1. This is the first list item.  
2. This is not a list item.  
3. This is the second list item.

- b. Place the cursor before the text on the second line and press the 'Backspace' key.

1. This is the first list item.  
This is not a list item.  
2. This is the second list item.



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 (using the +, -, \* and / symbols).
- Find the total of a group of numbers (using the SUM function).
- Find the average, maximum or minimum of a set of numbers (using the AVERAGE, MAX and MIN functions).

Note that the word 'Formulae' is often written as the plural of 'formula', but to be consistent with Excel we have used the US spelling 'Formulas'.

	A	B	C	D
1	Bicycle Inventory			
2				
3	Colour	Store 1	Store 2	
4	Red	25	9	
5	Blue	45	17	
6	Green	30	14	
7	Black	28	11	
8	Silver	42	15	
9				

### Task 1 – Questions

Use the spreadsheet shown above-right to answer these questions.

- How many bicycles are there altogether in Store 2? \_\_\_\_\_ (Sum of range C4:C8)
- How many red bicycles altogether in both stores? \_\_\_\_\_ (Sum of range B4:C4)
- How many bicycles are there in total? \_\_\_\_\_ (Sum of range B4:C8)

Spreadsheets make calculations like this much easier!

### Task 2 – Addition

- Open the workbook 'EB – Bicycle' in the application 'Microsoft Excel' (or copy the spreadsheet above).
- To find the total number of red bicycles, make cell **D4** the active cell and type the formula '=B4+C4'. Press 'Enter'.

What does the formula mean?



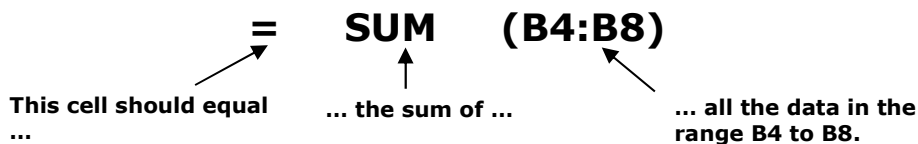
- Repeat this task for the other colours of bicycle.

### Task 3 – SUM

The addition method in Task 2 is fine for adding 2 or 3 numbers together, but adding 20 numbers would mean typing a very long formula (=B4+C4+D4+E4+F4...). To perform this calculation quickly we use the 'SUM' function. We will use the SUM function to add up the **number of bicycles** in each store.

- To find the total number of bicycles in **store 1**, click on cell **B9** to make it the active cell and type the formula '=SUM(B4:B8)'. Press 'Enter'.

What does this formula mean?



- b. Repeat this task for Store 2 and the column containing the totals calculated in Task 2. Add the heading 'Total' to cells **D3** and **A9**. The spreadsheet should now look like the one on the right.
- c. Check your answers to **questions a, b and c in Task 1** by looking at the appropriate totals in the spreadsheet.
- d. Save your file as '**EB – Bicycle 2**'. We will use your old file in the next section.

	A	B	C	D	E
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	
10					

### Task 4 – Other Operators

We used the '+' symbol in the task above for an addition sum. The other common operators are:

**Subtract -** (e.g. =B1-A1)

**Multiply \*** (e.g. =B2\*A2)

**Divide /** (e.g. =B3/A3)

Write out the formulas needed to produce the calculations below. Remember that all formulas must begin with an equals sign.

- a. Add the contents of cells C1 and C2 together
- b. Sum the contents of the cells in the range A2 to A9
- c. Multiply the data in cell B3 by the data in B7
- d. Divide the data in cell C4 by the data in cell C2
- e. Subtract the data in cell F3 from the data in F2
- f. Add the contents of cells B1 and B2, then subtract B3

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### Task 5 – AutoSum

- a. So far, we have typed all the formulas into the cells. Although it is important that you are able to do this, there are quicker ways of achieving the same result. Click on cell 'D9' and press the 'Delete' key. The formula will be removed from the cell.
- b. Make sure the 'Home' tab is open and click on the 'AutoSum' icon in the 'Editing' group on the right (from here on referred to as '**Home / Editing / AutoSum**').



Click on the main part of the icon rather than the arrow to the right.

- c. Excel will predict that you want to sum the numbers in the range **D4:D8**. It has also put a dashed border around this range. As it has predicted correctly, simply press the 'Enter' key to accept the formula.

**Note:** If the prediction was not correct, you can select a range yourself with the mouse then press 'Enter'.

- d. Close your file. You do not need to save the changes.

	A	B	C	D	E	F
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	=SUM(D4:D8)		
10						
11						



Access allows you to sort your data so that it appears in a different order. For example, you may want to list people alphabetically, or by age starting with the oldest. When you are sorting data, you can choose to order it in one of the following ways:

<b>Sort Ascending</b>	1, 2, 3	a, b, c	20/7/05, 20/7/06, 4/3/08
<b>Sort Descending</b>	3, 2, 1	c, b, a	4/3/08, 20/7/06, 20/7/05

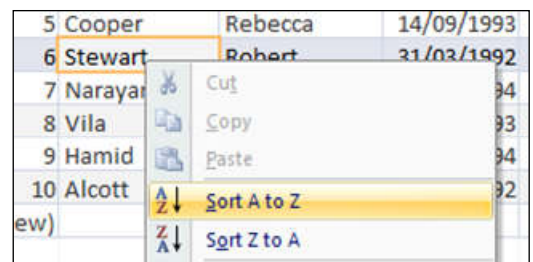
### Task 1 - Sorting

Write out the following data in the order shown:

- |                                     |            |       |
|-------------------------------------|------------|-------|
| <b>b.</b> 4, 2, 7, 1, 5             | Ascending  | _____ |
| <b>c.</b> a, f, d, t, b             | Descending | _____ |
| <b>d.</b> Paul, June, Jane, Pete    | Ascending  | _____ |
| <b>e.</b> 424, 242, 244, 224, 442   | Descending | _____ |
| <b>f.</b> 20/6/13, 22/6/12, 24/6/13 | Ascending  | _____ |

### Task 2 – Sorting in Access

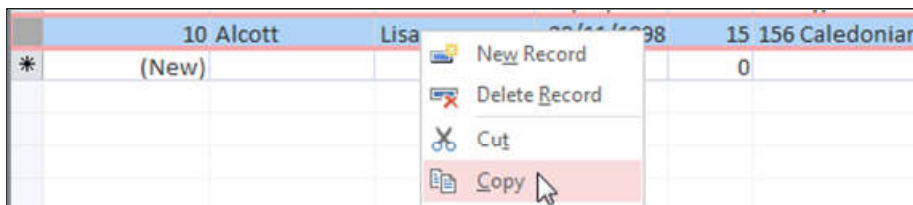
- Open your 'Members' table in 'Datasheet View'.
- Place your cursor anywhere in the 'Last\_Name' field and click on the **Ascending** icon under the 'Home' tab.
- Alternatively, right-click in the field and select 'Sort A to Z'. The records will be reorganised in last name order.
- You can sort in descending order by clicking on the **Descending** icon.



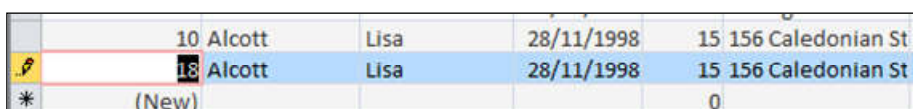
### Task 3 – Copying and Pasting Records

Sometimes, it is quicker to copy a record and edit it than to enter all the data from scratch. The more fields that are identical in the record that you copy, the more time you save.

- Click on the grey square to the left of a record to select it. Either click on **'Home / Clipboard / Copy'**, use the 'Ctrl + C' shortcut or right-click and select 'Copy' from the context menu (see below).



- Select the record which includes the text '(New)' in the 'Member\_ID' field and 'Paste'. The new record can now be edited.



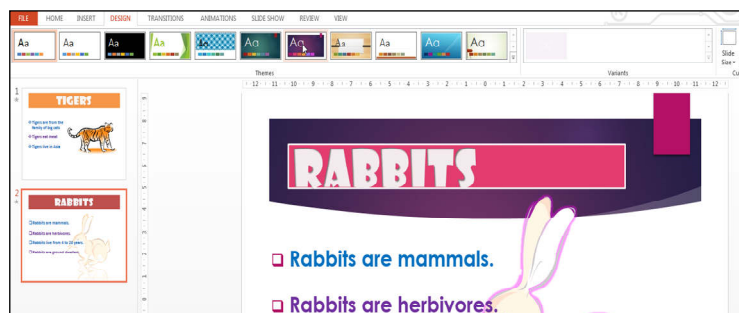


Colours can be used in many different ways to enhance the appearance of a presentation. As well as choosing the colours of text and objects, you can select a background colour, a theme or an entire colour scheme. These choices offer a shortcut to producing a professional presentation.

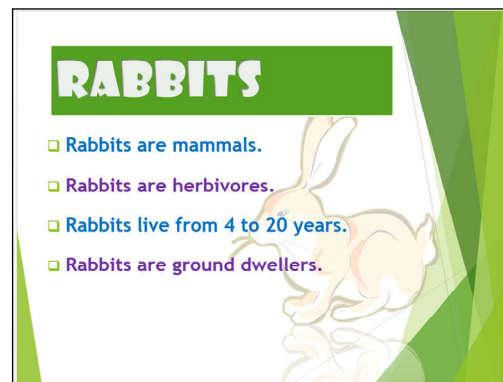
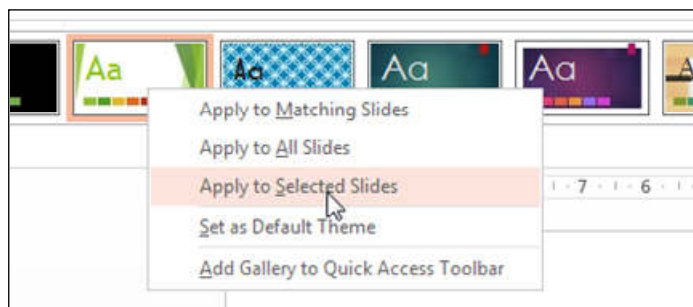
### Task 1 – Themes

e. Open the file 'PowerPoint Basics' and use the 'Slides' pane to select the slide about rabbits.

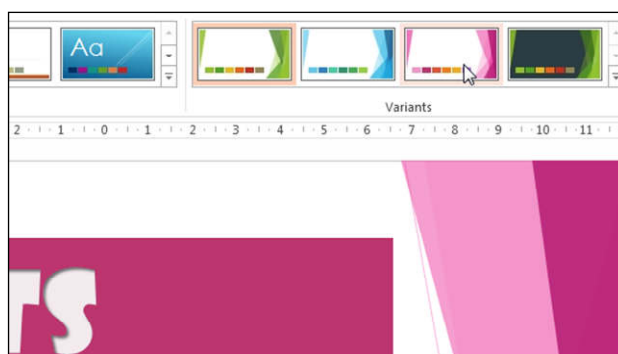
f. Open the 'Design' tab and hold your mouse over a theme from the 'Themes' gallery until the 'live preview' appears. You should notice that the new appearance isn't quite the same as the one in the gallery. This is because the gallery images are taken from title slides, whereas we are applying the design to a content slide.



g. By default, your chosen theme will be applied to all slides. For training purposes, we will only apply it to our 'Rabbits' slide. Choose a theme that you like, right click on it and select 'Apply to Selected Slides'. In the picture below, we have chosen the 'Facet' theme. (For a single slide, you can actually just click on the theme).



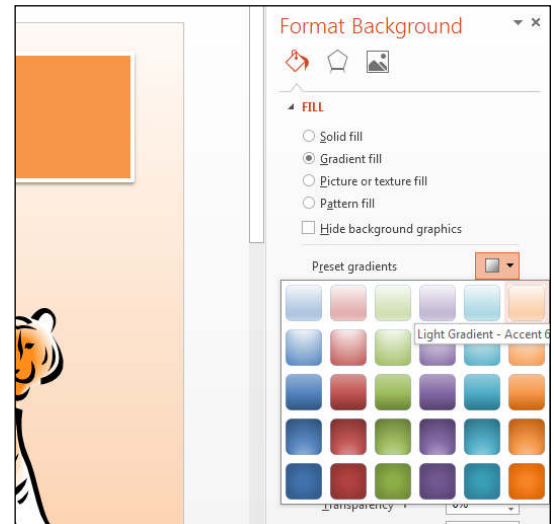
h. Once you have selected your theme, you may select from one of the variations in the 'Variants' gallery. The design of these is the same but the colours are different.



## Task 2 – Backgrounds

PowerPoint allows us to change the background colour of a single slide without changing the whole colour scheme.

- Open your 'Tiger' slide then click on '**Design / Customize / Format Background**'. Try out some of the options in the 'Format Background' pane that opens on the right. You can select a colour and then apply a pattern. We have opted for the 'Preset Gradient' called 'Light Gradient – Accent 6'.
- The 'Apply to All' button in the bottom-right would apply the colour to all slides, but we won't use that here. 'Reset Background' removes any changes that you have made.
- Save your presentation.

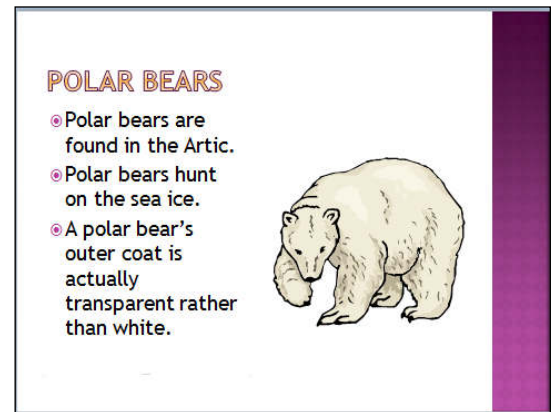


## Task 3 – When to Apply a Theme

Whilst still in your 'Tigers' slide, place your mouse over one of the themes in the 'Design' tab. Which aspects of the slide are affected and which are not?

You should find that most of the things that you have purposely set are not affected by the theme. In this case, the bullets, font style and font colours remain the same. Your background colour may still be present, depending on the theme.

Insert a third 'Two Content' slide and choose a new theme for this slide only. Without changing any other aspect of the slide, add a title, some facts and a picture for a third animal. Notice that the background, font style, bullets and font colour are all set by the theme. Save your work.



### Conclusion

For the most consistent, professional feel, you should select a theme BEFORE changing any fonts or colours in your presentation. If you have already made changes, you can reset them using the 'Reset' button in the 'Home' tab.

## Extension Tasks – The Slide Masters

**Save the file under a different name so that you can return to your original presentation afterwards.**

The Slide Masters let you control characteristics for all the other slides in your presentation, such as fonts, effects, animation, placeholder positions, pictures and colours. Click on '**View / Master Views / Slide Master**' tab and scroll down the Slides Pane on the left. You should find a number of slides displaying each of the themes you have used in your presentation. There is actually one slide for each type of page layout available.

Find the 'Two Content Layout' slide in the list and use the options in the 'Background' group to test some different colours and effects. *NB. Our PowerPoint Standards tutorials take a more detailed look at the Slide Masters.*

