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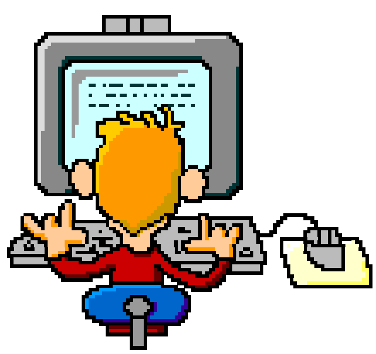

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Computers at MMS
Logging onto a Computer

SUMMARY

The computers at the Middle School are part of a **local area network**. A local area network (sometimes called a LAN) is a collection of interconnected computers that share resources such as files, programs, or printers. Some of these resources are available to all users, while other resources are restricted to only specific users. For example, at the Middle School all users can view the student handbook, but only teachers can view student grades. Every computer user has a **username** that tells the network what resources the user should be allowed to access.

DIRECTIONS

1. Turn on the computer. For most computers, the button is on the front of the computer, but in some cases you will need to turn on a power strip or push a button on the back of the computer. Usually the monitor will come on automatically, but if not, turn it on as well.
2. After turning on the computer, you will see the **network logon screen**. This screen allows you to identify yourself to the network so that you can gain access to resources.
3. In the first line, enter your username. The school will give you a username that is unique to you.
4. In the second line, enter your password. The school will give you a password that is unique to you.
5. The third line should already be filled in for you as “mms.” This is the name of our local area network.
6. Click on the “OK” button or press “enter” on the keyboard.

REMINDERS

- Only use a computer with your own username. Never use someone else’s username or allow someone else to use your username.
- Memorize your password and do not share it with others.
- If you sit down at a computer and the previous user forgot to logoff, you must logoff the computer for them. See the next set of directions for instructions on logging off a computer.

Computers at MMS
Logging off a Computer

SUMMARY

Logging off a computer tells the network that a user is done using a particular computer. This is important because it ensures that the network does not think the person who next sets at the computer is the previous user. The computer gives access to unique resources for every user, so if the computer is mistaken about the identity of a user it will give access to the wrong set of resources.

DIRECTIONS

1. Close any programs that you were previously using.
2. Click on the "⊞ Start" button in the lower left-hand corner of the screen.
3. - If you are done using the computer, but someone else will use the computer after you that day, choose to "logoff" the computer.

   *** <u>OR</u> ***

   - If you are done using the computer and no one else will use the computer that day, choose to "shutdown" the computer.
4. Click the "OK" button or press the "enter" key.

REMINDERS

- When you are done using a computer, **<u>always</u>** logoff so someone else does not gain access to your files.
- If you sit down at a computer and the previous user forgot to logoff, you must logoff the computer for them.

Computers at MMS
Common Computer Programs

SUMMARY

Microsoft Windows is an **operating system**, which means it is a program designed to run a computer. In addition, there are **application programs** that do not run a computer, but rather serve a specialized function.

SOME COMMON APPLICATION PROGRAMS AT MMS

- **Microsoft Word:** This program is used for word processing (typing documents). To use it, double-click on the “Microsoft Office” folder & then double-click on the “Microsoft Word” icon.
- **Microsoft Excel:** This program is used for spreadsheets, graphs, simple databases, and charts. To use it, double-click on the “Microsoft Office” folder & then double-click on the “Microsoft Excel” icon.
- **Microsoft PowerPoint:** This program is used for multimedia presentations (think of it like an online slideshow). To use it, double-click on the “Microsoft Office” folder & then double-click on the “Microsoft PowerPoint” icon.
- **Microsoft Internet Explorer:** This program is used for accessing the Internet. To use it, double-click on the “Internet Explorer” icon (looks like a big blue “E”).
- **Mavis Beacon Teaches Typing:** This program is used for practicing typing or learning how to type. To use it, double-click on the “Additional Software” folder or the "Language Arts Software" folder & then double-click on the “Mavis Beacon Teaches Typing” icon.
- **Microsoft Photo Editor:** This program is used for basic image editing (modifying pictures). To use it, double-click on the “Additional Software” folder & then double-click on the “Microsoft Photo Editor” icon.
- **Microsoft Access:** This program is used for very complex databases. To use it, double-click on the “Microsoft Office” folder & then double-click on the “Microsoft Access” icon.

REMINDERS

- There are over a hundred additional programs at MMS not listed above that address the needs of specific subjects or more specialized functions. Many of these programs have **limited licenses**, which means they can only be installed on a certain number of computers. The Middle School strictly follows all copyright and licensing laws.

Computers at MMS
Common Computer Terms

SUMMARY

Knowing common computer terms will make it easier to communicate with others about computers. The list below includes some of the more common terms.

COMMON COMPUTER TERMS

- **Browser:** A computer program that lets a computer user see & hear webpages on the World Wide Web (examples: Netscape Navigator/Communicator & Microsoft Internet Explorer).
- **CPU:** The main part of the computer – the actual box that runs the computer (does not include the peripheral items like the monitor, keyboards, etc.). Technically this term stands for central processing unit and only includes the processor that runs the computer, but it is commonly used to refer to the entire computer box.
- **Electronic Mail (e-mail):** A method of sending messages to other computer users anywhere in the world across the Internet.
- **File:** A collection of information created on a computer that has been given a name and stored on a computer or disk. This could be a picture, a letter, a sound, a program, etc.
- **Folder:** A location on a computer for storing computer files (keeps your files organized!).
- **Hardware:** The nuts, bolts, and wires – the actual computer equipment.
- **Internet (World Wide Web):** A network that connects computer users around the world. The World Wide Web is the predominantly visual portion of the Internet & consists of webpages.
- **Log on or log off:** To connect to or disconnect from a computer or network.
- **Network:** A series of computers connected by wires and/or wireless signals that allow for the sharing of computer files. A **local area network (LAN)** includes one computer system in a confined area (such as the Middle School) while a **wide area network (WAN)** includes multiple interconnected LANs (such as the school and government LANs in Mansfield).
- **Peripheral:** Any hardware device that provides input or output for a computer (such as keyboards, mice, printers, monitors, speakers, etc.).
- **Server:** A central computer on a network that provides services to users on other computers on the network.
- **Software:** Computer programs and files.
- **Virus:** A program that installs itself on a computer without the computer user's knowledge and then attempts to damage the computer user's files.

Computers at MMS
Saving Files to the Network

SUMMARY

When you create computer files, you should save them to a folder on the network (not to a computer's vulnerable hard drive). Network folders are backed up each night and stored for four weeks, are largely protected from viruses, are restricted to authorized usernames, and are available to you from any network computer. Remember to save every **five to ten** minutes!

DIRECTIONS

1. Click on the "save as" option in the computer program you are using. This option is frequently available by clicking on "file" at the top of the screen when you are in a program.

2. Many pieces of software at MMS will automatically go to the Y: drive by default, which is the proper location for saving files onto the network. If the program you are using does not, click on the Y: drive (which may be shown as "Student on NTMD").

3. Where you save your file on the network depends on the purpose of the file:

   - **Individual student work** can be saved in a student's personal folder. Each grade level of students has a folder listed under their respective year of graduation, underneath which there is a personal folder for every student. These folders are accessible by the respective student's username or by any staff member's username.
   - **Files for many students** (such as a group project) can be saved in the "common" folder found in the respective grade of the students. These are accessible by any username.
   - **Individual staff member's files** can be saved in a staff member's personal folder. Each staff member has a personal folder listed under her/his respective category. These folders are only accessible by the individual staff member's username, with the exception of instructional assistant folders, which are also accessible by teachers.
   - **Files for use by many staff members** (for example, a how-to document) can be saved in any of the "common" folders found underneath the categories of staff folders. These folders are accessible by any staff member's username.
   - **Files for school webpages** are saved under the "intranet" folders located in each staff member's personal folder. Students do not have direct access to "intranet" folders, but rather save to a designated folder until the webpage is previewed by a staff member.
   - **Files for use at home** can be saved to a floppy disk by selecting "Floppy Drive A" (replace floppy disks **every** couple of months!) or can be e-mailed to home.
   - **Other files** are saved under the remaining folders (for example, "Groups & Clubs").

Computers at MMS
Protecting Your Files (Part I)

SUMMARY

In today's world most people can remember at least one painful incident of hard work lost to a computer glitch. Below are some possible steps that you can follow to avoid the inconvenience (sometimes better described as heartache) of a lost computer file.

DIRECTIONS

1. **Save every 5 - 10 minutes.** Most computer programs now regularly complete partial saves, but you should also complete a save on your own as well every 10 minutes.
2. **Backup.** Computer files can acquire errors that will leave them useless, so make sure there is more than one copy of your files;
   - In school, save your file to the network (NOT your hard drive), which is backed up every evening and then stored for 4 weeks.
   - At home, save copies to both a floppy disk and your hard drive.
   - Between home and school, carry your files on both a floppy disk and in an e-mail attachment, or save them to two different floppy disks.
3. **Print it out.** This can be tedious, and hopefully unnecessary, but in a world of viruses and power outages, a hard copy of your work is a reassuring item.
4. **Protect your physical disks.** Get a box for your disks and keep them in the box at all times. NEVER throw a disk into a bag, purse, pocket, etc. unless it is in a box. Most disks today are sold in five or ten packs that include a cardboard box, or you can purchase even stronger plastic holders or boxes at computer and electronic stores for a few dollars.
5. **Disks are inexpensive – replace them regularly.** As soon as you have one problem with a disk, move onto a new disk. Disks are inexpensive and it is a good policy to use a new one at least every marking period.
6. **Get virus protection (see next page too).** School computers continually monitor files for viruses, but you may also want to purchase virus protection for your home computer. Some notable virus protection companies are Symantec (Norton), McAfee, and Dr. Solomon.
7. **Do not let someone else log in under your username.** Files saved to your private network folder are restricted to your username (in the case of students, they can also be accessed by teachers). Remember to log out when you are done using a computer.

Computers at MMS
Protecting Your Files (Part II)

Computer Virus Terms

- Computer Virus - A program that attacks software by making copies of itself. Viruses can easily transmit via e-mail, the Internet, floppy disks, or computer networks. The term computer virus is frequently used to describe the next three terms as well.
- Worm - A program that moves through files and alters data.
- Trojan Horse - A program that attaches itself to a seemingly innocent program. Trojan horses do not replicate (as you would find with a virus).
- Logic or Time Bomb - A program that is activated or triggered only after or during a certain event. This may be after several uses or on a certain day like Friday the13th.

What Can I Do to Protect Myself from Viruses?

- Be cautious about what files you accept from others & only download from reputable sites.
- Be wary of e-mail attachments (even from people you know) with vague subject lines and contents, such as “Check this out” or “See these pics!”
- Be wary of e-mail attachments with a name that ends in .exe or .com (these frequently contain viruses) and never open e-mail attachments with a name that ends in .vbs or .js.
- At school we run Symantec's Norton Anti-Virus software. For your home computer, consider buying one of the leading anti-virus programs, such as Symantec’s Norton Anti-Virus, McAfee VirusScan, Quarterdeck ViruSweep, or Dr. Solomon’s Anti-Virus. These programs cost between $50 to $100 and have the option to update your "virus definitions" - use this option at least monthly to protect yourself from new viruses.

How to Get Rid of a Virus (for home use - here at school we'll do it!)

1. Do not send any e-mails or share disks with anyone until you have eliminated the virus.
2. Buy anti-virus software (if you do not already own it).
3. Run the "update virus definitions" option on your anti-virus software.
4. Run your virus scanning software. The software may not be able to eliminate the virus, but it should be able to identify it.
5. If the software could not delete the virus, but did identify it, search the Web for information regarding your specific virus by typing the name of the virus or its associated file into a search engine followed by the word "virus." You may find directions for removing the virus (or information about what the virus damages).
6. Run another virus scan to make sure the virus has been dealt with properly.

Computers at MMS
Daily Care for a Computer

SUMMARY

The Board of Education, the Town of Mansfield, fundraisers, and donations of equipment have made it possible to place computers in every classroom, but these sources provide a limited number of additional computers each year. We can only maintain our current number of classroom computers if all of us care for our school's computers. Below are steps everyone (**including students!**) can follow to maintain the number of computers in our classrooms:

DIRECTIONS

1. At the end of **every** day, shutdown computers by clicking on the " Start" button and then choosing "shutdown." Some computers also require that you push a power button (if this is the case, the screen will read "It's now safe to turn off your computer."). The only exceptions to the "daily shutdown rule" are the Bibliomation computers.
2. If a computer has a cover, use it when possible to keep dust (espec. chalk dust) away from the computer. Ideally, covers should be used whenever the computer is not in use, but this may become too burdensome, so at least use it at night and whenever there is significant chalk dust. **Many rooms assign this task to students in the last class of the day.**
3. Occasionally wipe dust off the computer, monitor, and printer. Paper towels may scratch the monitor screen so a cloth rag is needed for the screen, but power towels are fine otherwise. **Many classrooms assign this task to homeroom students on a weekly basis.**
4. Small equipment such as mouse balls, keyboard legs, printer covers, etc. can accidentally break if used roughly. Classrooms may want to discuss this concern as part of the routine discussion of classroom behavior.
5. Be especially careful not to spill food or drink on a computer because it is usually a fatal accident for the computer.

REMINDERS

- Everyone needs to care for our school's computers using the steps above in order for the Middle School to maintain its current number of classroom computers. **You** play an important role in caring for our computers!
- In addition to the above steps, the school's computer support staff also follows a yearly maintenance cycle that includes more thorough maintenance, cleaning, and inspection.

Computers at MMS
Computer Troubleshooting

Summary

On the surface it seems that computers should "behave" consistently, but the combination of errors in computer programming, fluctuations in power, temperature, and dust levels, and normal wear and tear results in behavior that may seem temperamental at times!

We have computer staff to support the technical needs of our school's computers that you can reach at **voicemail 197** or **e-mail mmsnet@mansfieldct.org**. In addition, the steps below will help you to quickly fix many problems that you may encounter.

Directions

1. When an error occurs, attempt to save any open work. This may not be possible in many cases, so to avoid the possible loss of work in these cases, proactively save your work every **<u>five to ten minutes</u>** in anticipation of a possible error.

2. Identify the steps that occurred prior to the problem. These may or may not have contributed to the problem, but usually computer errors follow a pattern. Many classrooms actively involve students in this process as a way to reinforce thinking skills.

3. If possible, exit out of open programs and then enter them again. Sometimes a computer program exceeds a computer's capacity and needs to begin anew.

4. Check the computer's connections such as the printer cable, power cords, monitor plug, speaker wire, mouse and keyboard cords, and network cable (blue or yellow or gray cord that looks similar to a phone cord).

5. **<u>Shutting down a computer will do wonders to correct computer errors</u>** because it allows the computer to reset its functions. If possible, follow the proper shutdown sequence, but if not possible, turn the power off and then back on again after 15 seconds. The computer may tell you that it was not shutdown correctly. If so, wait while the computer runs through its self-check. If prompted with choices, choose to "fix errors" (you may see this as part of a blue screen where **<u>only</u>** the "arrow" & "enter" keys on the keyboard will allow you to select a choice - the mouse **<u>does not</u>** work on this screen).

6. If your printer needs a new black ink cartridge or an AlphaSmart needs new batteries, these are both available in the Computer Lab (or voicemail 197 or e-mail mmsnet@mansfieldct.org).

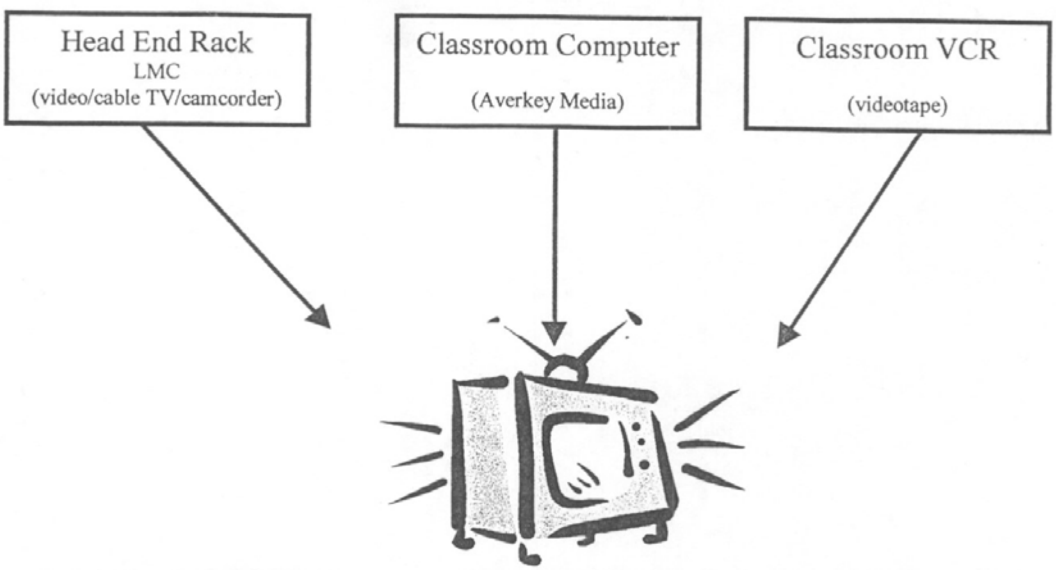
Computers at MMS
Averkeys (displaying computer to TV)

CLASSROOM AUDIOVISUAL EQUIPMENT

If you need assistance, please call the LMC at ext. 180

Any problems with your TV, VCR, Averkey or cable should be reported immediately

Sources of Signal



To see Head End signal:

1. Classroom vcr must be turned off.
2. TV/Video button on remote control should be used to select **TV** as the input source.
3. Your remote will NOT control the videotape.
4. Other cable TV channels maybe requested 24 hrs in advance.

To see classroom computer:

1. Averkey power should be turned on.
2. TV/video button on remote control should be used to select **Video1** as the input source.

To see classrom VCR:

1. TV needs to be tuned to channel 3.
2. TV/video button on remote control should be used to select **TV** as the input source.

Microsoft Word
Creating, Saving, & Opening Documents

VOCABULARY

- **Username**: Networked (shared) computers require that you identify yourself with a username before using the computer to determine the resources that you can access.
- **Double-click**: The action of rapidly clicking the left mouse button twice.
- **Folder**: A location on a computer for holding files.
- **Desktop**: A screen provided by the computer's operating system that is visible when no programs are in use.
- **Icon**: A small image that is a shortcut to a program or file.
- **Command**: One of the nine words lined up horizontally at the top of the Microsoft Word screen that serve as entry points to all of the options in Microsoft Word. The nine words are File, Edit, View, Insert, Format, Tools, Table, Window, and Help.
- **File Command**: The first of the nine commands, contains options for opening, saving, viewing, printing, and modifying entire Word files.
- **Option**: A choice underneath a command that leads to either an action or further options.
- **Field**: In Microsoft Word, this term can be used to refer to the white boxes where you provide Word with specific information, for example a file name or a zoom size.

DIRECTIONS

1. Login to the computer with your username and password.
2. Double-click on the “Microsoft Office” folder on the desktop.
3. Double-click on the “Microsoft Word” icon.
   - ❖ *You are now looking at a blank document in Microsoft Word.*
4. Type a sentence in your document (such as "Welcome to my document.")
5. Click on the "File" command.
6. Click on the "Save As" option.
7. Choose a location to save your file (see page 7 for locations to save your work).

8. Type a name for your file in the "file name" field (for example, "word1").
9. Click on the "Save" button.
   - ❖ *Your document is now saved so you can safely exit Microsoft Word without losing your work. You should save your document* ***every five to ten minutes*** *to guard against power outages and computer errors.*
10. Click on the "File" command.
11. Click on the "Exit" option.
12. Double-click on the "Microsoft Word" icon to restart the program.
13. Click on the "File" command.
14. Click on the "Open" option.
15. Choose the location that contains your file.
16. Double-click on the icon for your file (do not click the name of the file).
   - ❖ *Your document now reappears.*
17. Click on the "File" command.
18. Click on the "Close" option.

Microsoft Word
Working with Text

VOCABULARY

- **Highlight**: Highlighting involves selecting a portion of text (or objects) so as to apply a change to the entire group (which is more efficient than applying it to each letter at a time). Highlighting can be achieved with either the left mouse button **OR** the shift & arrow keys on the keyboard.
- **Font**: The type of lettering used. For example, Comic Sans is a font type that looks like THIS, while Garamond is a font type that looks like THIS. Each computer contains a collection of possible font types that ranges from as few as a dozen to hundreds of choices depending on the number of fonts installed on the specific computer and the computer and matching printer's ability to handle fonts.

DIRECTIONS

1. Click on the "File" command and then click on the "New" option.
2. Double-click on the "Blank Document" icon.
   - *Now you have a blank document that we can use for practice.*
3. Type a title for your practice document (for example, "Classroom Worksheet").
4. Highlight the title that you just typed.
   - *To highlight the title, place the mouse cursor next to one edge of the title. Then press down the left mouse button and hold it down while dragging the mouse cursor across the text.*
5. Click on the "Format" command and then click on the "Font" option.
6. In the "Font" field, click on another font choice. Notice that the preview window reflects the appearance of the new font. Click on many more font choices until you find one that you want to use and then click the "OK" button.
   - *The number of fonts varies from computer to computer. When selecting a font, you should look for one that communicates your desired message. For example, an elementary school teacher might use a friendly font such as "Comic Sans," while a graduation night invitation might use a formal font such as "Garamond."*
7. Make sure that your title is still highlighted, then click on "Format" and "Font" again.

8. Experiment with changing the font style, size, underline, color, and effects. Remember that the preview window will show you the impact of each change. Click "OK" when you are done.

9. Make sure that your title is still highlighted, then click on "Format" and "Font" again.

10. Click on the tab for "character spacing."

11. Experiment with the spacing field (handles the distance between each letter), the position field (handles the distance of the text relative to the center), and the scale (handles the magnification of the text). Click the "OK" button when you are done.

    ❖ *Character spacing is not so important for the appearance of the individual letters, rather it is used to create an effect for a section of your document. For example, you may want to keep all of the words in a sentence on one line without decreasing the font size. This could be achieved using the spacing control box. Newspapers use this option frequently to free up space for advertising.*

12. Make sure that your title is still highlighted, then click on "Format" and "Font" again.

13. Click on the tab for "animation."

14. Experiment with the animation control box. Click the "OK" button when you are done.

    ❖ *Animation is generally only useful if users will view your document on a computer. When an animation choice is printed on paper it loses the ability to move, and thus much of its effect.*

15. Underneath your title, type a few sentences to form a paragraph.

16. Make sure that your cursor is somewhere in your paragraph. Click on "Format" and then the "Paragraph" option.

17. In the "alignment" field, select another option. Each option controls the position of the text in your paragraph. The "Preview" window shows you the effect of each change (left, center, and right shift the text in one direction, while justified is an alignment that combines left and right). Click the "OK" button when you are done.

    ❖ *Alignment is used to give a paragraph of text a certain appearance as a whole. For example, newspapers often use "justified" to give the appearance of a box without lines.*

18. Make sure that your cursor is still somewhere in your paragraph. Click on "Format" and then the "Paragraph" option.

19. Experiment with the indentation (controls the distance of the text from the left or right sides of the page) and spacing fields (controls the distance between lines of text). Click the "OK" button when you are done.

Microsoft Word
Working with Pictures

VOCABULARY

- **Clipart**: Generally only refers to sketched pictures saved as a computer files, though it sometimes also refers to photographs saved as computer files.
- **Keyword**: When searching for items in a computer database (in this case, pictures), you can either scroll through each entry (very tedious) or you can type in a common term to search under. For example, if you were looking to put a picture in a National Audubon document, you might search with the keyword “nature.”

DIRECTIONS

1. Place your cursor in the location that you would like the picture to appear.
2. Click on the “Insert” command.
3. Click on the "Picture" option, then the "Clipart" option.
4. Click on the “Find” button on the left side of the window that appears. Enter in a keyword for a picture you would like to find.
   - ❖ *The number of pieces of clipart available for use varies from computer to computer. Generally it is wise to use broad keywords to ensure that you find matching pictures.*
5. When the choices appear, use the scroll bars and the gray tabs to view the items that matched your keyword. When you make a selection, double-click on it to insert it into your document.
   - ❖ *As with font choices, select a picture that matches the message of your document's content AND style.*
6. The picture now appears in your document. Click on it once.
7. Click on "Format," then the "Picture" option.
8. Experiment with changing setting on each of the tabs (colors and lines, size, position, wrapping, and picture). Because there is no preview window, click "OK" to view your effects when you are done changing a few options, then re-enter this window to try changing other options.
   - ❖ *Of these features, wrapping and size are by far the most useful ones. Wrapping allows*

the text to occupy the space around a picture, which is effective at combining the appearance of text and a picture in a document. Size allows you to resize the picture, either proportionally or distorted (wider/narrower or taller/shorter).

9. Microsoft provides a large collection of free clipart on the Internet that serves as an invaluable resource. Click on the “Insert” command, click on the "Picture" option, then the "Clipart" option.

10. Click on the globe button in the lower-right hand corner of the screen.

    ❖ *To better see the Internet, click on the small black box shape in the upper right hand corner of the window that appears to enlarge the window. You may also need to click on an “accept” button that appears on Microsoft’s site where you agree to make appropriate use of the clipart, etc. fine print.*

11. You will see a screen that has a search (or keyword) box on the left side of the screen. Enter in a keyword to search for piece of clipart.

12. To download a piece of clipart, click on the check-off box and then click on the blue and underlined "download" link that appears (for multiple pictures, check-off multiple boxes). A second confirmation window will appear as well where you need to again click a download link.

    ❖ *If prompted, indicate that you want to "open" the file.*

13. The clipart will now appear on your computer's list of clipart choices. Double-click on it to insert it into your document.

14. If you have clipart or pictures on a disk or CD-ROM, you can also insert it into your document (though the print quality will vary depending on the picture). Click on the "Insert" command.

15. Click on the "Picture" option, then "From file."

16. Select the location of the clipart or pictures on a disk or CD-ROM (if you do now have either of these items, just click cancel). Highlight the desired picture and click the "Insert" button.

    ❖ *Digital cameras (or having a developing company process your regular film onto a CD-ROM) is a great way to give your document a custom look. The Middle School has five digital cameras for borrowing or most developers will process your regular camera’s film onto CD-ROMs for a price similar to regular developing.*

Microsoft Word
Inserting Symbols

VOCABULARY

- **Symbols**: A symbol is really just a text character, however instead of merely representing a letter in the alphabet, it represents an object or message (for example, a "no smoking" sign).
- **Bullets**: Bullet points are merely repeated symbols that are used to set apart a list of text or categories of information/paragraphs. They are extremely useful for organizing data and are a key component in creating professional documents. In fact, this very paragraph that you are reading uses a bullet point!

DIRECTIONS

1. Place your cursor in the location that you would like a symbol to appear.
2. Click on the "Insert" command and then the "Symbol" option.
3. Click on the "Font" field and scroll down to the "Wingdings" choice.
4. Click on a variety of symbols **<u>once</u>** to preview their appearance. Change the "Font" field again to another choice such as "Webdings" to preview other symbols.
5. When you find one that you want to use, click the "Insert" button, and then the "Close" button.
6. The symbol will likely appear too small in your document to appreciate its detail. Highlight the symbol and choose a larger font size to enlarge the symbol and bring out is full detail.

   ❖ *Symbols are useful for giving documents a formal look because they are simple and lack the "creative" element of most clipart pieces or photographs. Further, they print very well on black and white printers unlike many pictures, and will quickly appear when used in an Internet-based online format (unlike the slower download speeds of some pictures). One drawback is that they are technically text, so they will only appear on machines that possess the needed font type (unlike pictures, which are saved within Word files or as separate files).*

7. Click on the "Insert" command and then the "Symbol" option.
8. Click on the tab for "Special Characters."
9. When you find one that you want to use, click the "Insert" button, and then the "Close" button.

- ❖ *Special characters are really no different than other symbols, they are simply symbols that Microsoft believed would meet common needs of Microsoft Word users.*

10. Think of a list of three items (for example, pencils, books, and paper). Press "Enter" on the keyboard, type the first item, press "Enter" on the keyboard, type the second item, press "Enter" on the keyboard, and type the third item. Highlight all three items.

11. Click on the "Format" command, then the "Bullets and Numbering" option.

12. Click on a bullet type and click the "OK" button.

    - ❖ *Bullet points are merely repeated symbols that are used to set apart a list of text or categories of information/paragraphs. They are extremely useful for organizing data and are a key component in creating professional documents. In fact, this very paragraph that you are reading uses a bullet point!*

13. Make sure the list of three items are still highlighted and click on the "Format" command, then the "Bullets and Numbering" option.

14. Click on the tab for "Numbering" and choose a numbering type. Click the "OK" button.

    - ❖ *Numbers are generally used as regular text, but when used in bullet points, they serve the function of a symbol by organizing text sequentially.*

Microsoft Word
Inserting WordArt

VOCABULARY

- **WordArt**: Think of this as a nice blend between text and pictures. WordArt appears as letters, but it offers the options and characteristics of a picture. Below is an example of WordArt:

DIRECTIONS

1. Place your cursor where you would like your WordArt to appear (for example, highlight and delete your existing title since WordArt is most often used as a title).
2. Click on the “Insert” command at the top of the screen
3. Click on the “Picture” option, then the “WordArt" option.
4. A window will now appear showing you a number of different styles. Click **<u>once</u>** on one of the twenty-five horizontal styles that match the style of your document. Click “OK” when done.
   - ❖ *As with pictures and symbols, the WordArt style you select should match the desired appearance of your document. Because WordArt has a more "creative flair" to it, in some cases it is inappropriate for the style of a document (for example, a formal letter).*
5. Type in the text for your title (for example, **Homeroom 401’s Newspaper**).
6. Use the fields at the top of the window to adjust the font type, size, and attributes. Click the "OK" button when you are done.
7. Click on the "Format" command and then the "WordArt" option.
8. Click on the “Wrapping” tab and click on the “Top & Bottom” selection. Click the “OK” button.
   - ❖ *Changing the wrapping option ensures that the WordArt does not cover your existing text.*
9. Click on the "Format" command and then the "WordArt" option.

10. Explore the other WordArt options (colors and lines, size, and position).

    ❖ *These other WordArt options are not as essential as the wrapping tab, however they can be useful to obtain a certain appearance for your WordArt.*

11. Click once on your WordArt item and keep the left mouse button depressed. Move your mouse and the WordArt item will move inside of your document.

12. Repeat the steps for inserting WordArt, only this time use one of the five vertical styles.

Microsoft Word
Rotating ClipArt

SUMMARY

- Officially Microsoft Word does not have the option for rotating ClipArt. However, the steps below show you a trick that will allow you to rotate clipart by fooling Microsoft Word into thinking that clipart is actually an object (which is OK for rotating). These steps will work, but you have to follow them exactly (they are cumbersome and easily missed).

DIRECTIONS

1. Click on the “File” command (skip steps 1 – 2 if you are using your own document).
2. Click on the “New” option & double-click on the “Blank Document” icon (under general tab).
3. Click on the “Insert” command.
4. Click on the “Picture” option.
5. Click on the “ClipArt” option.
6. Insert a piece of ClipArt.
7. Right-click on the piece of ClipArt in your document.
8. Click on the “Grouping” option.
9. Click on the “Ungroup” option.
10. BE CAREFUL IN THIS NEXT STEP: Now that the clipart is ungrouped it appears as a large number of smaller components. All of the components are currently highlighted and you want to now **right click** on any one of these components. Do not left click because that will “un-highlight” all but one of the components.
11. Click on the “Grouping” option.
12. Click on the “Group” option.
13. Click on the “Format” command.
14. Click on the “Object” option.
15. Click on the “Size” tab.
16. Change the rotation to the desired degree (180 degrees will turn the clipart upside down).

Microsoft Word
Adding Text Captions for Pictures

VOCABULARY

- **None**

DIRECTIONS

1. Click on the “File” command.
2. Click on the “New” option.
3. Double-click on the “Blank Document” icon (under the general tab).
4. Click on the “Insert” command.
5. Click on the “Picture” option.
6. Click on the “ClipArt” option.
7. Insert a piece of ClipArt.
8. Click on the “Insert” command.
9. Click on the “Textbox” option.
10. Draw a where you want the caption to appear (for example, underneath the picture to serve as a label or over the picture to appear as writing on the picture).
11. Type the text caption.
12. Click on the border of the textbox once to select it.
13. Click on the “Format” command.
14. Click on the “Textbox” option.
15. Click on the “Colors and Lines” tab.
16. Change the background and line colors to the “Transparent” option.
17. Click the “OK” button when you are done.

Microsoft Word
Modifying Headers and Footers

VOCABULARY

- **Header**: The top portion of the page above the text and objects in your regular document. Often contains information such as the document title or page number.
- **Footer**: The bottom portion of the page below the text and objects in your regular document. Often contains information such as the file name or page number.
- **Margins**: The space that lies between the edge of the paper and your text/objects. Every document contains a top, bottom, left, and right margin.

DIRECTIONS

1. Click on the “View” command and then the “Header and Footer” option.
2. By default, Microsoft Word places your cursor in the header. Type a text phrase you want to appear in the header (for example, “Quarter Two LA Book Review”).

   ❖ *The header appears at the top of each page, so the text contained in the header generally includes a generic piece of information relevant to many pages in the document, though it can be used to display page specific information such as the page number.*
3. Click on the “Format” command and then the “Paragraph” option.
4. Change the alignment field to “Right” and then click the “OK” button.
5. In the middle of the screen there is a floating toolbar labeled “Header and Footer” with a series of thirteen icon buttons (the last one is to close the header and footer). Place your mouse over the tenth icon button. After a few seconds a label will appear identifying this as the “Switch between Header and Footer” button. Click on this button to move to the footer.

   ❖ *The footer appears at the bottom of each page and can be used to display information specific to the page such as the page number or to the entire document such as the filename.*
6. Click on the first button (Insert AutoText) on the Header and Footer toolbar. Select one of the options to have Microsoft Word create a footer for you.
7. Delete the text created in step 6. Type the word “Page” with a space after it. Then click on the second button (Insert Page Number) on the Header and Footer toolbar.

8. Type a space, the word “of”, and another space after the page number. Then click on the third button (Insert Number of Pages) on the Header and Footer toolbar.

9. Click on the fourth button (Format Page Numbers) and select options for the appearance of the page numbers.

10. Delete the text created in steps 7 - 9. Click on the fifth button (Insert Date) on the Header and Footer toolbar. Type a comma. Click on the sixth button (Insert Time) on the Header and Footer toolbar.

    ❖ *Microsoft Word will automatically update the date and time when you print your document so inserting the date and time is a reflection of the printing date and time, NOT the authoring date and time.*

11. You can modify the overall setup of the headers and footers in a document. Click on the seventh button (Page Setup). Check-off “Different Odd and Even” to place different headers and footers on the odd and even pages and/or check-off “Different First Page” to place a different header and footer on the first page.

12. Click on the “Margins” tab to adjust the distance of the header from the top of the page and the distance of the footer from the bottom of the page. Click the “OK” button when you are done.

13. Click the “Close” button on the Header and Footer toolbar.

Microsoft Word
Displaying Data with Tables

VOCABULARY

- **Table**: A grid of lines that look like graph paper and are used to organize data into rows and columns (and you thought it was the big piece of furniture in your kitchen?).
- **Cell**: One of the individual boxes in the table.

DIRECTIONS

1. Place your cursor where you would like your table to appear.
2. Click on the “Table” command at the top of the screen.
3. Click on the “Insert Table” option.
4. Specify the number of columns and rows you would like in your table.
5. Type data into your table.
   - ❖ *Microsoft Word can make simple tables that focus your reader’s attention on numeric or text data. For tables that incorporate complex formulas, graphs, or databases, you will be better off using Microsoft Excel or Microsoft Access.*
6. Highlight some data that you would like to emphasize (for example, the row/column headers or particularly notable data inside the body of the table). Click on the “Format” command and then the “Font” option to change the size or style of this data to bring out an emphasis. Click the “OK” button when you are done. Repeat this exercise until you have modified all of the items that you would like to emphasize with font changes.
7. Again, highlight data that you would like to emphasize (for example, the row/column headers or particularly notable data inside the body of the table). Click on the “Format” command and then the “Borders and Shading” option. Select a fill option other than white. Change the “Apply to” field to indicate “cell.” Click the “OK” button when you are done. Repeat this exercise until you have modified all of the items that you would like to emphasize with shading.
8. You can also remove or change the borders on cells. Highlight some (or all) of the cells in your table. Then click the “Format” command, the “Borders and Shading” option, and the “Borders” tab. Experiment with trying different styles and sizes of lines. Click the “OK” button when you are done.
9. If you need to add more rows, put your cursor in the last cell and click on the “tab” key. This

will create a new row. If you need to add a row in the middle of your table, highlight one of your rows, click on the “Table” command, and then click on “insert rows” option.

10. If you need to add more columns, highlight one of your columns, click on the “Table” command, and then click on the “insert columns” option.

11. You can sort data in your table by click on a cell in your table, then the “Table” command, and finally the “Sort” option.

12. You can merge cells in your table by clicking on the cells in your table that you wish to merge, then the “Table” command, and finally the “Merge Cells” option. To perform this operation in reverse, use the “Split Cells” option.

Microsoft Word
Creating Columns (Like a Newspaper!)

VOCABULARY

- **Justified**: A text alignment option where your text lines up at both the left and right edge of its possible space. For example, see below:

    This is a sentence that is very long and not an example of proper English, but it is long enough to demonstrate the concept of justified alignment in Microsoft Word here in Connecticut on planet Earth that is only three planets away from the sun that lights our solar system (yep, that is long enough).

DIRECTIONS

1. Click on the “Format” command.
2. Click on the “Columns” option.
3. Choose the number of columns you would like for your document.
4. If desired, you can also select to add a line between the columns, adjust the space between the columns, and disproportionately change the size of certain columns (to do this, make sure you uncheck the equal column width box). Click on the “OK” button when you are done.
5. Your document now uses columns. If you only have a limited amount of text, Word may put your text into one column, but as you type additional text it will wrap to other columns.

    ❖ *Columns can appear temperamental at first until you get used to them! Microsoft Word will automatically divide your text into your columns, which may seem arbitrary or even uneven in the case of columns of unequal length. If you want to create columns of limited sizes, you may be better off using text boxes (covered later in this tutorial).*

6. Microsoft Word will choose where to place your text, however you can force breaks between columns. Select a location in your first column by placing the cursor with your mouse.
7. Click on the “Insert” command.
8. Click on the “Break” option.
9. Click on the “Column Break” field. Click the “OK” button when you are done.
10. Highlight all of the text in your document.

11. Click on the “Format” command.
12. Click on the “Paragraph” option.
13. Change the “Alignment” field to “Justified.”

- *Justified alignment will ensure that the bulk of your text in the columns lines up on both the left and right sides. This gives your columns a professional and uniform look similar to a textbox without requiring distracting borders/lines. Newspapers use justified alignment in nearly all of their columns.*

Microsoft Word
Drawing Textboxes

VOCABULARY

- **Textbox**: Similar to a picture, it is an object that occupies a set amount of reserved space. However, instead of presenting a picture, it provides space for typing text.

DIRECTIONS

1. Click on the “Insert” command.
2. Click on the “Textbox” option.

❖ *Textboxes are very easy to use and are very effective at drawing attention to particular text. You can also use tall text boxes create columns if you want to avoid using the column feature discussed on the previous page.*

3. Your mouse arrow will turn into a crosshairs shape. Click down at some point in your document and keep the left mouse button depressed.
4. Drag the mouse in any direction and you will see the textbox begin to grow.
5. Let go of the left mouse button when the textbox reaches the desired shape.
6. Type text in your textbox.
7. Click on the border of the textbox once (the textbox will appear highlighted and the blinking cursor in the textbox will disappear.
8. Click on the “Format” command.
9. Click on the “Textbox” option.
10. Click on the “Wrapping” tab.
11. Click the option for “square” wrapping. Click “OK” when you are done.
12. Your document’s text will now wrap around the textbox.
13. Click on the border of the textbox once (the textbox will appear highlighted and the blinking cursor in the textbox will disappear.
14. Click on the “Format” command.
15. Click on the “Textbox” option.

16. Experiment with the "colors and lines," "size," "position," and "textbox" tabs to modify the appearance of your textbox.

17. To create a column-like textbox that will provide a creative title for your document, follow the additional steps bellow:

    1) Create a second toolbox that is tall enough to cover the left portion of your document.
    2) Type a title for your document in the textbox.
    3) Click on the "Format" command.
    4) Click on the "Text Direction" option.
    5) Change the text direction and click the "OK" button.
    6) Highlight the text in this textbox.
    7) Click on the "Format" command and then the "Font" option to change the size of the text.
    8) Click on the border of the textbox once (which will select the textbox).
    9) Click on the "Format" command and then the "Textbox" option.
    10) Click on the "Colors and Lines" tab.
    11) Change the line color from black to "no line."
    12) Click on the "Wrapping" tab.
    13) Select the "square" wrapping option.
    14) Click the "OK" button when you are done.

Microsoft Word
Drawing Shapes

VOCABULARY

- **Shapes**: Similar to a picture or a textbox, a shape is an object within your document. Unlike a picture or a textbox, it is neither text nor a picture, but instead a geometric shape or line.

DIRECTIONS

1. Click on the “File” command (skips steps 1 – 4 if you are using your own document).
2. Click on the “New” option.
3. Click on the “General” tab.
4. Double-click on the “Blank Document” option.
5. Click on the “View” command.
6. Click on the “Toolbars” option.
7. Check to see if the “Drawing” option is checked. If it is not checked, then click on it to make the drawing toolbar appear.
8. The drawing toolbar is not a series of commands, but rather a series of icons, so in truth it is relatively hard to explain through text directions. The best way to learn it is simply to click on icons and experiment. Remember that generally speaking it works like a textbox (you choose an option, the cursor becomes crosshairs, and you hold the mouse button down and drag to draw the shape).

Microsoft Word
Copying, Cutting, and Pasting

VOCABULARY

- **Clipboard**: An imaginary place where copied or cut text/objects wait until they are pasted in a document. Think of it like the "on deck" circle in baseball.
- **Copy**: To place a piece of text or an object in the clipboard while leaving it at its original location.
- **Cut**: To place a piece of text or an object in the clipboard while taking it from its original location.
- **Paste**: To take a piece of text or an object from the clipboard and place it in a document. If the object was originally "copied," then it remains in the clipboard even after it is pasted until a new piece of text or object takes its place.

DIRECTIONS

1. Highlight a sentence that you want to move to another portion of the document.
   - ❖ *It is much more efficient to move a sentence to another location in a document instead of deleting the sentence and then retyping it in another location.*
2. Click on the "Edit" command.
3. Click on the "Cut" option. The sentence will now disappear.
4. Place your cursor at the new location for the sentence.
5. Click on the "Edit" command.
6. Click on the "Paste" option. The sentence will now reappear.
7. Highlight a sentence that you want to make a duplicate of in another portion of the document.
   - ❖ *It is much more efficient to copy a sentence to another location in a document instead of retyping it in another location.*
8. Click on the "Edit" command.
9. Click on the "Copy" option.
10. Place your cursor at the new location for the sentence.

11. Click on the “Edit” command.
12. Click on the “Paste” option. The sentence will now appear in this second location.
13. Highlight a picture that you want to move to another portion of the document.
    - ❖ *It is much more efficient to move a picture to another location in a document instead of deleting the picture and then retyping it in another location.*
14. Click on the “Edit” command.
15. Click on the “Cut” option. The picture will now disappear.
16. Place your cursor at the new location for the sentence.
17. Click on the “Edit” command.
18. Click on the “Paste” option. The picture will now reappear.

Microsoft Word
Using Wizards and Templates

VOCABULARY

- **Template**: A pre-designed document where you simply edit the specifics of the text and then print it out as your own!
- **Wizard**: Same thing as a template, only you answer a series of automated questions that edits the specifics of the text for you (as if a template wasn't easy enough already!).

DIRECTIONS

1. Click on the "File" command.
2. Click on the "New" option.
3. You will now see a number of gray tabs that offer different categories of wizards and templates for making publications. These include documents such as newsletters, memos, letters, etc. Click on each gray tab to see the possible choices. Wizards are labeled with icons that include a magic wand (and include the term wizard in the text) while templates are labeled with icons that do not include a wand.
4. Double-click on one of the wizard or template icons to access the resource.

    ❖ *Wizards and templates are efficient shortcuts for quickly creating a document, however in many cases they can be restricting because of their pre-designed format. However, you can use your other skills in Microsoft Word to significantly modify a wizard or template document to meet your own needs!*

5. If you selected a template, you can simply begin typing in the document to fit your needs. If you selected a wizard, Microsoft Word will take you through a series of customizing choices before you begin typing into the document.

    ❖ *Technically Microsoft Word gives you the power to create your own templates by saving a document using the template file format, but I recommend against using this option. Instead, simply save a document with a second file name and edit it to meet a new need. For example, if I was going to create a how-to guide for another program, I could save this document with a different name and then change the categories and text without having to recreate the design of this guide.*

Microsoft Word
Inserting Footnotes and Endnotes

VOCABULARY

- **Footnotes**: Citation at the bottom of the page in a document that provides information on the source for certain data. For example, the bottom of this page has a footnote.[1]
- **Endnotes**: Similar to a footnote, only instead of appearing at the bottom of a page in a document, it appears at the end of a document.

DIRECTIONS

1. Place your cursor at the location your would like to endnote or footnote (for example, if you were citing the source for a sentence, you would place the cursor at the end of the sentence).
2. Click on the "Insert" command.
3. Click on the "Footnote" option.
4. Specify if you want to use a footnote or an endnote.
5. Specify the numbering. You can select either outnumbering (Microsoft Word will automatically label each footnote sequentially) or you can specify a symbol (for example, the * symbol).
6. Click on the "Options" button.
7. If desired, modify the type of numbering and format of the numbering.
8. Click the "OK" button when you are done.

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[1] The source for this sentence is me!

Microsoft Word
Saving a Document Backup to Floppy Disk

VOCABULARY

- **None**

DIRECTIONS

1. Click on the “File” command.
2. Click on the “Open” command.
3. Open your document.
4. Click on the “File” command.
5. Click on the “Save As” option.
6. Choose to save your document in “Floppy Drive A” (or whatever drive you are going to use).
7. Click on the “Save” button.
8. The document now open is the copy on your floppy disk. If you want to edit your original copy, click on “File” then “Close” and reopen your original document.

Microsoft Word
Printing Documents

VOCABULARY

- **Vocabulary**: Definition.

DIRECTIONS

1. Before printing a document, you can choose to change the page setup if desired:
   a) Click on the "File" command.
   b) Click on the "Page Setup" option.
   c) Click on the "Margins" tab.
   d) Adjust the margins to increase or decrease the distance of your text from the edge of the paper. By increasing the margins, you can decrease the amount of text required to fill the page, while decreasing the margins increases the amount of text that will fit on one page.
   e) Click on the "Paper Size" tab.
   f) Adjust the paper size or change the paper orientation as desired.
   g) Click on the "Paper Source" tab.
   h) Adjust the printer tray in use to select the source of your paper. For example, some businesses will place white paper in tray 2, and letterhead paper in tray 1.
   i) Click on the "Layout" tab.
   j) Adjust layout options as desired.
   k) Click the "OK" button when you are done.
2. Before printing a document, you can choose to preview the document if desired:
   a) Click on the "File" command.
   b) Click on the "Print Preview" option.
   c) Print preview provides you with a sense of what your document will look like on paper. Click anywhere on the document to zoom in, and then click again to zoom out. When you are done previewing your document.

d) Click on the “Close” button.

3. Click on the “File” command.
4. Click on the “Print” option.
   - ❖ *Click on the “Options” button to modify the options.*
   - ❖ *Click on the “Properties” button to modify the properties.*
5. Click on the “Print” button.

Microsoft Word
Printing Envelopes and Labels

SUMMARY

- These steps will print individual envelopes and labels. To print groups of envelopes, labels, or form letters from a list (such as a mailing list), see the next section (mail merging).

DIRECTIONS

1. Click on the “File” command.
2. Click on the “New” option and double-click on “Blank Document” (under the “general” tab).
3. Click on the “Tools” command.
4. Click on the “Envelopes and Labels” option.
5. **To print an envelope**, click on the “Envelope” tab.
   - ❖ *If you have a database of addresses, you can use Microsoft Word’s “mail merge” feature to print envelopes or labels in a quick and efficient manner. The technique explained in this section does not use Mail Merge and is designed for users without a database of addresses or data.*
6. Click on the “Options” button.
7. Select the appropriate size envelope.
8. If desired, check-off the barcodes option for faster delivery and modify the font type and style to match your preferences.
9. Click on the “OK” button.
10. Type the address and return address for the envelope.
11. Insert an envelope in your printer.
    - ❖ *Each printer handles envelopes in a different manner. Some printers offer special slots or bays for feeding envelopes into the printer, while others require placing the envelope into the regular paper tray. Also, some printers require the envelope to enter face up, others face down, etc. Refer to your printer’s manual for exact details or possibly just experiment with feeding envelopes into your printer.*
12. Click on the “Print” button.

13. **To print a label** (or sheet of labels), click on the “Tools” command.
14. Click on the “Envelopes and Labels” option.
15. Click on the “Labels” tab.
16. Click on the “Options” button.
17. If you purchased an Avery brand label or label sheets based on the MACO standard, you can select it from the list of pre-measured label sheets using the product number on the Avery label box or MACO standard number. If you purchased another brand of labels, click on the “New Label” button and specify your label specifications.
18. Click on the “New Document” button.
19. Type in the information for your labels.
20. Click on the “File” command.
21. Click on the “Print” option.
22. Click on the “Print” button.

Microsoft Word
Mail Merging

VOCABULARY

- **Mail merge**: Mail merge will generate envelopes, labels, and form letters from a mailing list (just like Publisher's Clearing House!).

  NOTE*: If you are comfortable using Microsoft Excel (another Microsoft product), you may want to use Microsoft Excel to more efficiently complete this task (see the Microsoft Excel section in this guide for specific directions). If you are not comfortable with Microsoft Excel, then the directions below will work better for you.*

DIRECTIONS

- **To insert names/addresses into a form letter follow the steps below:**

1. Click on the "Tools" command, then the "Mail Merge" option.
2. Click on the "Create" button.
3. Click on the "Form Letters" option.
4. Click on the "Active Document" button.
5. Click on the "Create Data" button.
6. Click on the "Create Data Source" option.
7. Add/remove fields until you have your desired categories of information.
8. Save the file in the window provide.
9. Click on the "Edit Data" source button.
10. Add as many names as desired. After each entry, click on the "New" button.
11. Click the "OK" button when you are done.
12. Click on the line where you would like the recipient's address to begin.
13. Click on the "Insert Merge Field" button and add the first field (probably "First Name"). Continue in this manner adding additional fields – you will need to type commas, spaces, etc. as desired to match the format of an address. Don't forget to add the name fields after the "Dear" at the start of the letter if desired.

14. Click on the “Tools” command.
15. Click on the “Merge” button.
16. Click on the “Merge” button again.

❖ **To create envelopes or mailing labels, follow the steps below:**

1. Click on the “File” command.
2. Click on the “New” option.
3. Double-click on the “Blank Document” icon (under the “general” tab).
4. Click on the “Tools” command.
5. Click on the “Mail Merge” option.
6. Click on the “Create” button.
7. Click on either the “Envelopes” or “Mailing Labels” options (depending on which you want).
8. Click on the “Active Document” button.
9. Click on the “Create Data” button.
10. Click on the “Create Data Source” option.
11. Add/remove fields until you have your desired categories of information.
12. Save the file in the window provide.
13. Click on the “Edit Data” source button.
14. Add as many names as desired. After each entry, click on the “New” button.
15. Click the “OK” button when you are done.
16. Click on the line where you would like the recipient’s address to begin.
17. Click on the “Insert Merge Field” button and add the first field (probably “First Name”). Continue in this manner adding additional fields – you will need to type commas, spaces, etc. as desired to match the format of an address.
18. Click on the “Tools” command.
19. Click on the “Merge” button.
20. Click on the “Merge” button again.

Microsoft Word
Creating Forms

VOCABULARY

- **Forms:** Creating forms is more challenging than most Microsoft Word options, but when used correctly it can be very effective. Essentially, a form is a document designed to hold set information (for example, an order form). Keep in mind that Microsoft Word forms are designed to be filled out online first and then printed, not vice versa, so your users will need to view the document in Microsoft Word before making a print copy. If you are collecting information from a customer, you may want to actually be the one who fills out the form.

DIRECTIONS

1. Click on the “File” command.
2. Click on the “New” option.
3. Double-click on the “Blank Document” icon (under the “general” tab).
4. Click on the “View” command.
5. Click on the “Toolbars” option.
6. Check off the “Forms” option. A toolbar will appear with the form options.
7. Place your mouse over each of the icons in the “Form” toolbar one at a time. Each one will have a pop-up box that describes its function. To insert one of these options, simply click on the respective icon. Similar to the mail merge feature, you can type required text such as spaces, commas, descriptions, etc. as well as inserting these options. You will need to experiment with each of these options to get a feel for how forms work.
8. When you are ready to turn your document into a form, click on the “Tools” command.
9. Click on the “Protect Document” option.
10. Click on the “Forms” option and click the “OK” button.
11. Click on the “File” command.
12. Click on the “Save As” option and save your form.

Microsoft Word
General Hints and Shortcuts

A LIST OF HINTS & SHORTCUTS…

- **SAVE YOUR WORK EVERY 5 – 10 MINUTES.** Murphy's Law dictates that if you don't, the power will go out and you will lose your work! The easiest step is just to click on the floppy disk icon at the top of the screen underneath the "Edit" command.
- Underneath the nine commands (file, edit, etc.) there are a series of icons located in a section of Microsoft Word called the "head toolbars." These icons are all shortcuts to options underneath the commands (essentially, instead of 2-3 steps, these shortcuts give you one easy step). To add or remove these toolbars, click on the "View" command and the "Toolbars" option.
- You can "right-click" at any time within your document to receive a pop-up window of shortcuts that Microsoft Word anticipates that you might need. This doesn't always match your need, but more often then not it does the trick.
- Before printing your document, click on the "Tools" command and then "Spelling and Grammar" to have Microsoft Word check your document for you. Beware, Microsoft Word catches many mistakes, but not all!
- If a word or series of words appears with a red underline (spelling error) or a green underline (grammar error), right-click on it and Microsoft Word will suggest a correction if available.
- If you only want to print a portion of a document, highlight the portion, click on the "File" command, click on the "Print" option, then click on the "Print Selection" option. You can also specify in this section for Microsoft Word to only print certain pages.
- Complete all of your typing BEFORE worrying about formatting. It is easier to complete the formatting at the end instead of continually interrupting your train of thought.
- If you face a challenge that this guide does not explain (perish the thought!), click on the "F1" key on your keyboard and Microsoft Word will offer some help. The help function works great **IF** you know the correct keyword/heading for your question (otherwise it's hit or miss).
- If you want to turn your document into a webpage, just click on the "File" command and then the "Save as HTML" option. Keep in mind that webpage formatting will not look exactly the same as a regular Microsoft Word document.
- Looking for a specific word or phrase in your document? Don't randomly scroll looking for it – instead click on the "Edit" command and then the "Find" option.

- Need to know how many words are in your document (or other odd facts)? Click on the “File” command and then the “Properties” option. (BTW, this guide is now 10,423 words long.)
- Click on the “Tools” command and then the “Options” option (sounds funny doesn’t it?) to view a long list of Microsoft Word options you can customize.
- Want to open a document you recently used? Click on the “File” command and Microsoft Word lists your recently opened documents at the bottom of the window (by default Microsoft Word lists the last four documents, but you can increase this to nine using the options described in the previous bullet point).
- If you are feeling daring, click on the “Tools” command and then the “Customize” option to add or remove choices from your head toolbars.
- Want to see more of your document on the screen? Click on the “View” command and then the “Zoom” option to zoom out (be warned, your text will appear smaller BUT it will still print at regular size).
- Click on the “Insert” command and then the “AutoText” option to have Microsoft Word provide you with pre-typed commonly used phrases.
- Visit Microsoft’s website at http://www.microsoft.com to learn more about Microsoft Word’s new versions, free offers, and general news.
- **EXPERIMENT:** Microsoft Word has at least three different ways to complete every task. Experiment with new ways and try new possibilities to discover the most efficient ways for you to perform tasks.

Microsoft Excel
Creating, Saving, & Opening Documents

SUMMARY

We all need a bit of convincing before making a commitment to invest the time to learn a new skill so you are probably asking yourself, “what can Microsoft Excel do for me?” Below is a list of Microsoft Excel’s most common functions:

- Organize multiple categories of information.
- Calculate simple and complex mathematical equations.
- Track numeric changes over time.
- Display information in visual formats (graphs) for easy communication.
- Create a simple database.
- Post data on the World Wide Web or a local Intranet.

DIRECTIONS

1. Login to the computer with your username and password.
2. Double-click on the “Microsoft Office” folder on the desktop.
3. Double-click on the “Microsoft Excel” icon.
   - ❖ *You are now looking at a blank document in Excel.*

4. Click on the "File" command.
5. Click on the "Save As" option.
6. Choose a location to save your file (see page 7 for locations to save your work).
7. Type a name for your file in the "file name" field (for example, "excel1").
8. Click on the "Save" button.
   - ❖ *Your document is now saved so you can safely exit Microsoft Excel without losing your work. You should save your document **every five to ten minutes** to guard against power outages and computer errors.*
9. Click on the "File" command.
10. Click on the "Exit" option.
11. Double-click on the "Microsoft Excel" icon to restart the program.
12. Click on the "File" command.

13. Click on the "Open" option.

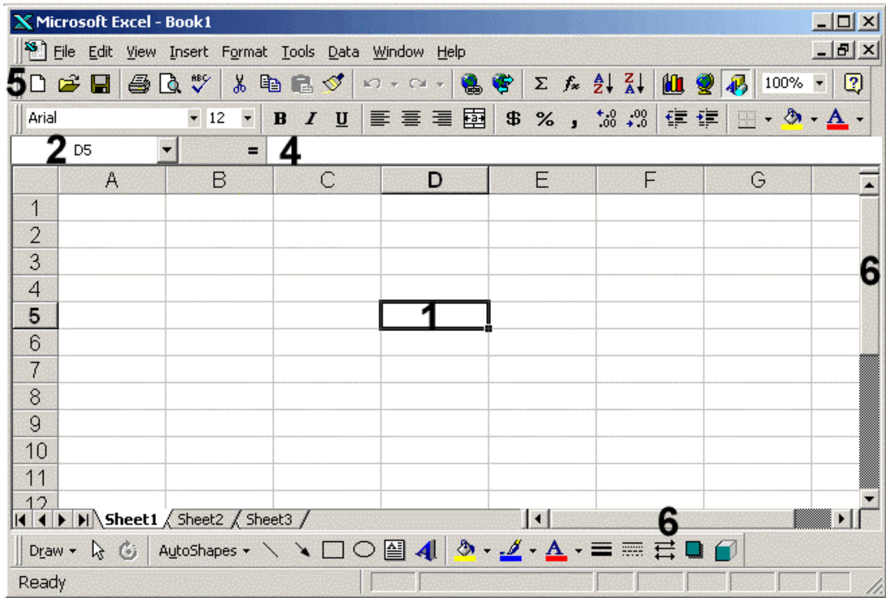
14. Choose the location that contains your file.

15. Double-click on the icon for your file (do not click the name of the file).

    - *Your document now reappears.*

16. Below is a diagram and list of six common terms that you will need to know for Excel (the numbers on the diagram match the numbered descriptions):

1: Cell: These are the basic boxes that hold the information that you type into Microsoft Excel. Think of them as similar to the boxes in a Microsoft Word table.



2: Cell Reference: This identifies the location of whatever cell you happen to be using. Remember the game Battleship where each player would yell out, "I fire on E4"? (You sunk my battleship!) Cell reference works the same way with horizontal location represented by letters and vertical location represented by numbers.

3: Spreadsheet: This is the most common term to describe all of the cells in the file you are working on in Excel (purists will tell you that the real term is worksheet, but everyone uses the term spreadsheet anyway) – this item is not numbered on the graphic.

4: Formula Bar: This is where the magic happens - it displays the math formulas that make Excel more than just an awkward chart.

5: Toolbars: The toolbars provide easy access to Excel's many commands (you can drag them to other parts of the screen or add more toolbars).

6: Scroll Bars: Click on these with your mouse and drag them in the direction you want to go to move left/right/up/down in Excel.

17. Click on the "File" command.

18. Click on the "Close" option.

Microsoft Excel
Entering Data into a Spreadsheet

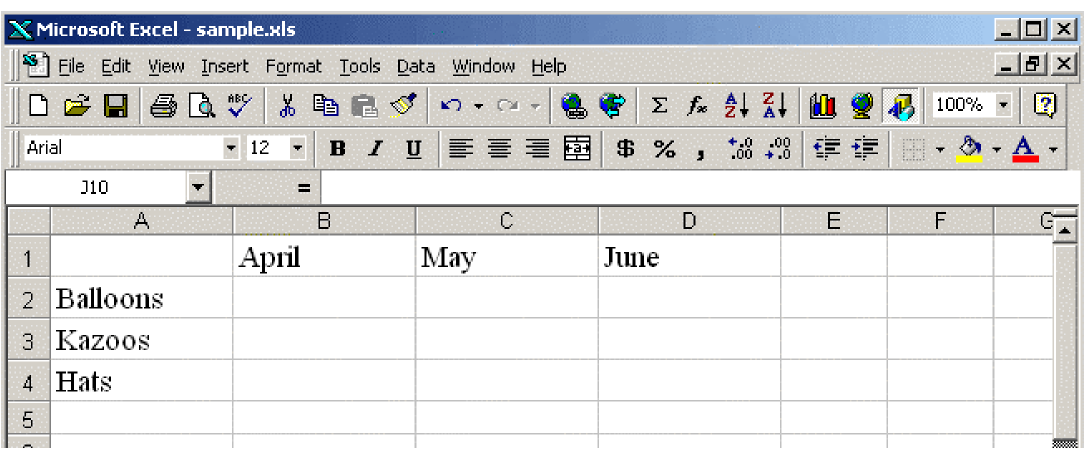
Summary

The first question for every spreadsheet is "what information will it include?" Never begin a spreadsheet without first asking this question or you will forever be trying to repair a spreadsheet improperly designed from the start (sounds like the UCONN library building, eh?).

For example, the directions below will create a simple spreadsheet for a party store's monthly sales. This requires only two pieces of information. First, a list of the items sold, and second, an amount of each items sold per month.

Directions

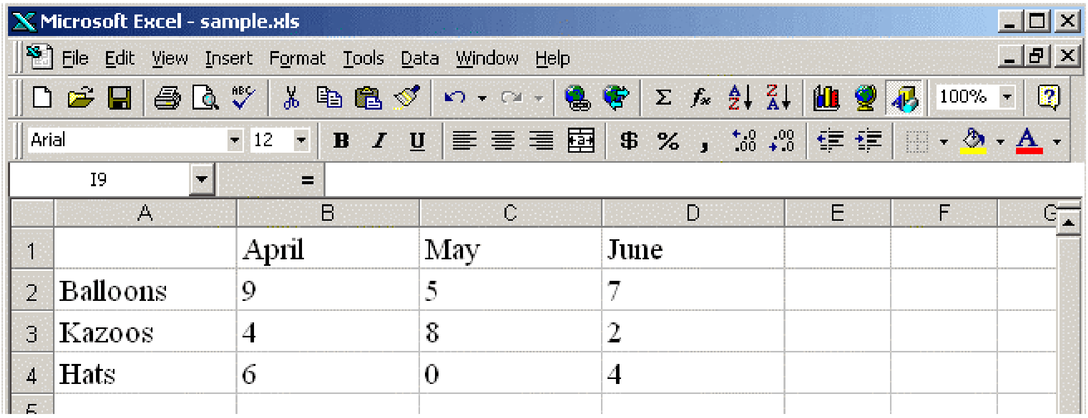
1. Start Microsoft Excel.
2. Click on cell A2.
3. Type the label of the first party store item (balloons).
4. Repeat for cells A3 and A4 for the next two items (kazoos and hats).
5. Click on cell B1.
6. Type the label of the first unit of time (April).
7. Repeat for cells C1 and D1 for the next two months (May and June). As you can see in the diagram below (which should look like your screen), you have quickly constructed the outline of your spreadsheet.



8. Click on cell B2.

9. Type the number of balloons sold in April (for example, 9).

10. Repeat by entering sales numbers for cells B3, B4, C2, C3, C4, D2, D3, and D4. Now you have a complete spreadsheet!



	A	B	C	D	E	F
1		April	May	June		
2	Balloons	9	5	7		
3	Kazoos	4	8	2		
4	Hats	6	0	4		

REMINDER

- The spreadsheet above shows how important it is that you “design” your spreadsheet correctly. By placing the months along the top row and the items along the left side column, this spreadsheet provides information in an organized and easily read manner. The top row and the left side column in the above spreadsheet are commonly referred to as “labels” because they do not contain actual data, but rather describe the data that it inside the spreadsheet. When you are designing spreadsheets, carefully choose your labels to ensure that your spreadsheet is organized and easily understood.

Microsoft Excel
Changing the Look of your Text

Summary

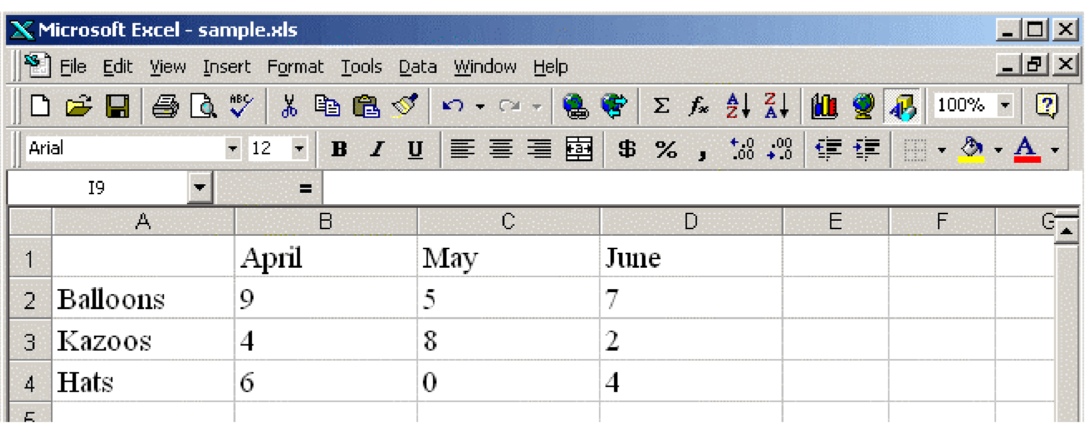
Font refers to the actual letters (text) in your document. For example, this sentence is written using a font style known as Arial Regular in size 12. Now this sentence is in style Comic Sans Regular in size 14. Changing the fonts in your spreadsheet can create either a more professional look or a more creative look for your spreadsheet.

Directions

1. Use the mouse to highlight the words in your spreadsheet.
2. Click on "format" at the top of the screen.
3. Click on "cells."
4. Click on the tab for "font."
5. Change the font to "Times New Roman," regular, size 14.
6. Click "OK."

   ❖ *Now your spreadsheet uses Times New Roman, a more formal font that is common in many professional publications.*

7. For demonstration purposes, create the spreadsheet below or open up one of your existing spreadsheets.



8. Highlight the top row of labels (in the diagram above, this includes cells B1, C1, and D1). Click on "format."

9. Click on “cells.”

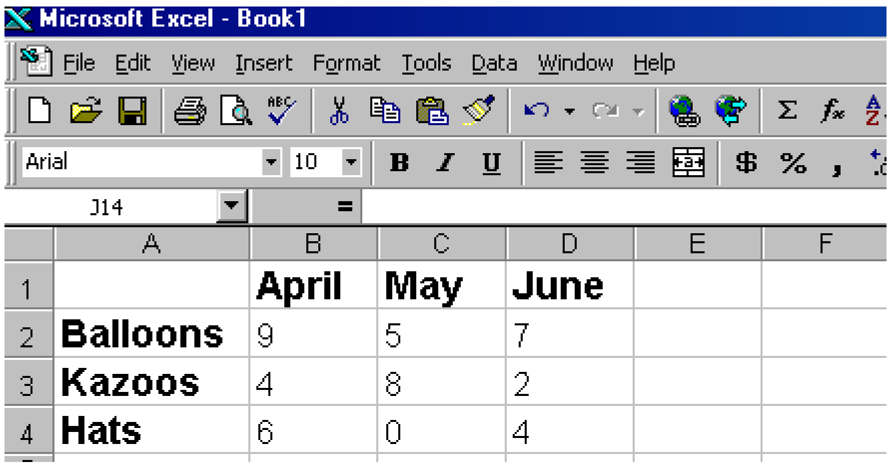
10. Click on the tab for “font.”

11. Click on “bold.”

12. Click “OK.”

13. Repeat for your left side labels (in the previous diagram, these included cells A2, A3, & A4).

❖ *Now your labels stand out more prominently (see diagram below), which helps your readers quickly distinguish your labels from your actual data.*



Microsoft Excel
Changing the Look of your Cells

DIRECTIONS

CHANGING THE WIDTH OF CELLS

1. Highlight your cells with the mouse.
2. Click on “format.”
3. Click on “columns.”
4. Click on “width.”
5. Change the width to 15.
6. Click “OK.”

CHANGING THE ALIGNMENT OF CELLS (alignment refers to how the contents of a cell are lined up – either right, left, center, top, bottom, middle, justified, or angled)

1. Highlight the cells with numbers using your mouse.
2. Click on “format.”
3. Click on “cells.”
4. Click on the “alignment” tab.
5. Change the horizontal alignment to “left.”
6. Click “OK.”

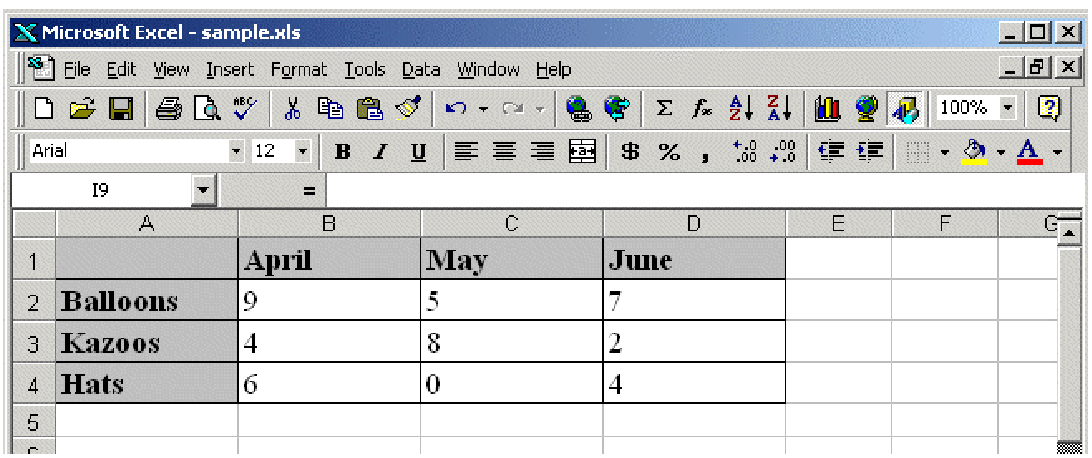
CHANGING THE BORDER OF CELLS

1. Highlight your cells with the mouse.
2. Click on “format.”
3. Click on “cells.”
4. Click on the “border” tab.
5. Click on the “outline” and “inside” buttons.
6. Click “OK.”

CHANGING THE PATTERN OF CELLS

1. Highlight cells A1, B1, C1, and D1 with the mouse.
2. Click on “format.”
3. Click on “cells.”
4. Click on the “patterns” tab.
5. Click on the light gray color choice.
6. Click “OK.”
7. Highlight cells A1, B1, C1, and D1 with the mouse.
8. Click on “format.”
9. Click on “cells.”
10. Click on the “patterns” tab.
11. Click on the light gray color choice.
12. Click “OK.”

Below is an example of a spreadsheet with changes to the width, alignment, border, and pattern of some of the cells:



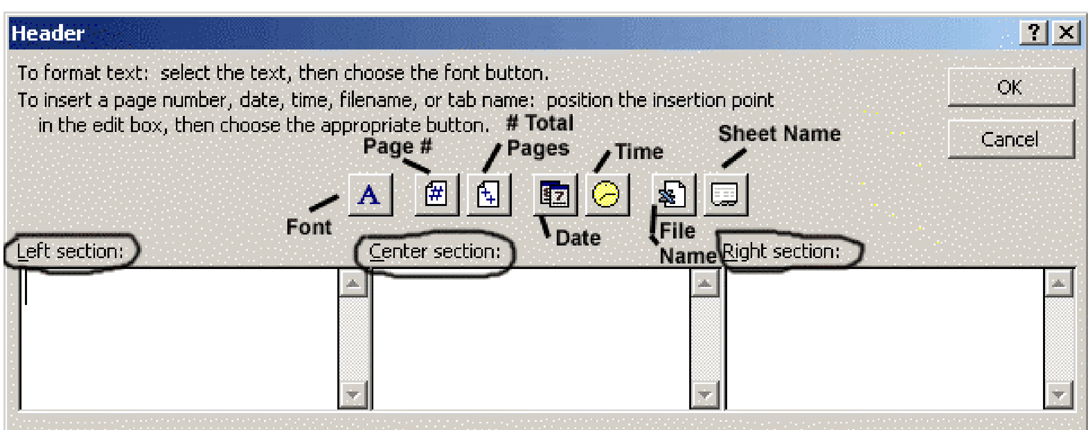
Microsoft Excel
Adding a Header (title)

SUMMARY

Titles in Excel are called **headers** and not titles for one important reason. Unlike titles in most regular documents that only appear on the front page, headers appear at the top of every page. As a result, the "title" (which is really a header!) appears at the top of every page when you print your spreadsheet. Oddly enough, while it appears at the top of every printed page, it generally does not appear at all when looking at your spreadsheet on the screen!

DIRECTIONS

1. Click on "view" at the top of the screen.
2. Click on "headers and footers."
3. Click on "custom header."
4. Type a title in the "center section" (for example, "My Wonderful Spreadsheet").
5. Click on the buttons labeled below in the diagram to insert set items. For example, click in the "left section" and click on the "page #" button to have the page number appear in the top left of every printed page. Or, click in the "right section" and click on the "date" button to have the date appear in the top right of every printed page.
6. Click on any of the other buttons labeled below if desired.
7. Click "OK, " then click "OK" again.



Microsoft Excel
Printing Your Spreadsheet

SUMMARY

The quality of your printed spreadsheet depends greatly on the quality of you printing. For example, a laser printer will make for a sharper print than a typical inkjet printer will, while an inkjet printer will make a better print than a dot matrix printer will. Obviously a black and white printer will not print in color. Further, a higher paper quality or different paper color can achieve a unique presence for your spreadsheet. If you do not have these choices available at your computer and require a higher quality print, consider bringing your spreadsheet on a floppy disk to a printer such as Kinko's.

DIRECTIONS

1. Click on "file" at the top of the screen.
2. Click on "page setup."
3. Click on the tab for "page."
4. If desired, change the orientation to "landscape."
   - ❖ *Portrait provides you with room for more rows, while landscape provides you with room for more columns.*
5. Click "OK."
6. Click on "file" again.
   - ❖ *If you do not want to change the orientation of the page, you can skip steps 1 – 5 above.*
7. Click on "print."
8. Click on "OK."

Microsoft Excel
Printing Your Column Headings

(Thanks to Carol Erling for contributing the directions for this section!)

SUMMARY

The directions below allow you to print the descriptive rows (column headings) in Excel spreadsheets on each page. This is extremely useful for multiple page documents so that your readers do not have to continually flip to the first page to review the column headings.

DIRECTIONS

1. Click on “file” at the top of the screen.
2. Click on “page setup.”
3. Choose the tab for “sheet.”
4. In the box ***"Rows to repeat at top:"*** you must enter **$row number:$row number**.
   - *If you only want row number 1 to print, you would enter 1 after each dollar sign.*
   - *If you want a series of rows to print at the top of each page it would read **$1:$3** for rows 1 through 3.*
5. Click “OK.”

Microsoft Excel
Formulas

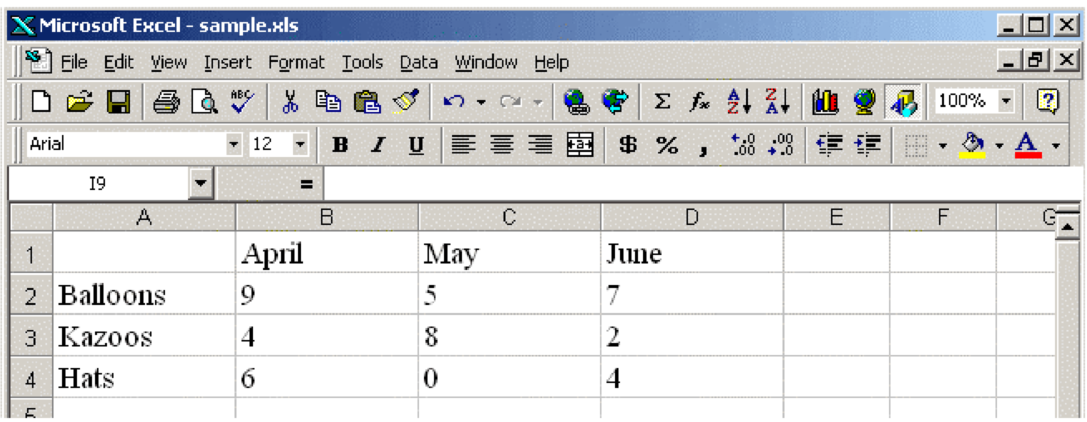
Summary

Formulas (or is that formulae?) are equations that make it possible for Excel to take individual pieces of data in your spreadsheet and combine them to find the solutions for desired calculations. These calculations can be as simple as adding two numbers or they can be as complex as equations you would find in a college-level advanced algebra class.

Directions

Creating a Formula

1. Create the spreadsheet pictured below (or use one of your own spreadsheets):



2. Click on E1 and type “Quarter 2.” This column will now list the total sales for Quarter 2 (April, May, June) for each item.
3. Click on E2 and type “=B2+C2+D2”.
4. Click on the “enter” key on the keyboard and it calculates the total for you!
   - ❖ *Imagine that you later realized that in May you actually received 15 new balloons instead of 8. Click on cell C2 and change the value to 15 and press enter. Notice that Excel automatically recalculates the total for quarter one.*

Copying Formulas For Repeated Use

1. Click on cell E2 once (if you are using the above example).
2. Click on “edit” at the top of the screen.
3. Click on “copy.”

4. Highlight cells E3 and E4.
5. Click on “edit.”
6. Click on “paste.”
   - *Notice that the formula is now present for kazoos and hats and Excel even knew to automatically change “=B2+C2+D2” to “=B3+C3+D3” for kazoos and “=B4+C4+D4” for hats.*

DIFFERENT TYPES OF FORMULAS

In addition to addition (pun intended), Excel can also subtract, multiply, and divide. See the example formulas below:

- =B3+B4 (addition)
- =B3-B4 (subtraction)
- =B3*B4 (multiplication)
- =B3/B4 (division)
- =(B3/B4)-(C3+C4) (order of operations: it divides B3 & B4, adds C3 & C4, then subtracts the two values)

Microsoft Excel
Absolute vs. Relative References

SUMMARY

Remember in the previous section when we copied the basic addition formula for balloons to the rows for kazoos and hats? When we pasted the formula, Excel automatically changed the formula to reflect the cells for kazoos and hats. This is because the formula we used was a **relative** formula. A relative formula changes to match the data located in the row/column for which the formula is calculating. In contrast, an **absolute** formula does not change when you copy it to another location. The examples below contrast some relative formulas with some absolute formulas. Remember that this distinction is only important when copying or moving formulas.

EXAMPLES

- =B3+B4 (relative formula where the row and column will change when the formula is copied to a new location)
- =$B$3+$B$4 (absolute formula where the row and column will NOT change when the formula is copied to a new location)
- =$B3+$B4 (only the row will change when copied)
- =B$3+B$4 (only the column will change when copied)

As shown above, the $ sign is the symbol used to make a formula absolute (while the absence of a $ sign defaults to a relative formula).

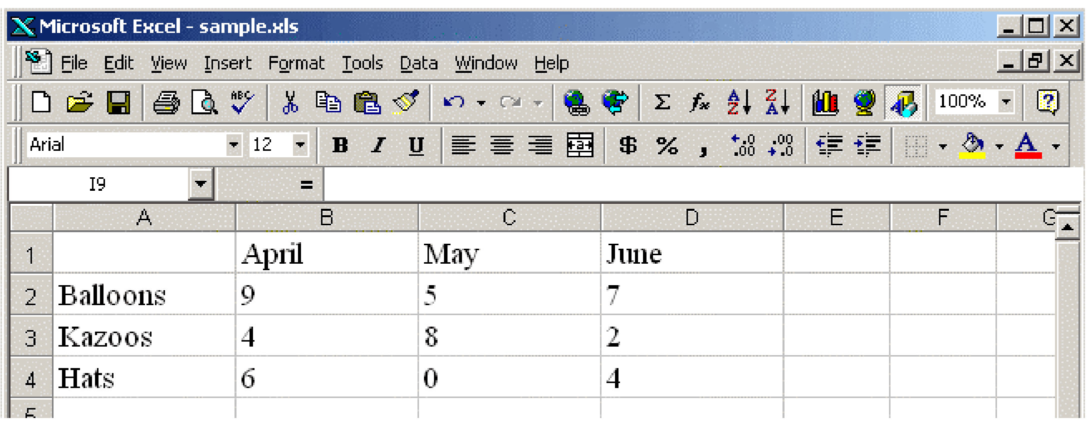
Microsoft Excel Functions

SUMMARY

Think of **functions** as complex formulas (all the rules you already learned about formulas apply to functions as well). A function takes one or more operations in a formula and summarizes it in one word. Suppose we wanted to know the average of three cells. Using formulas we could type "=(B3+C3+D3)/3". This could work, but you can see how this would get lengthy if you did this for 100 cells! Instead, there is a function known as "average" that does the work for you (see the directions below).

DIRECTIONS

1. Create the spreadsheet pictured below (or use one of your own spreadsheets):



2. Click on cell E1 and type "Monthly Average."
3. Click on cell E2 once, and click on "insert" at the top of the screen.
4. Click on "function" and then click on "average" and then click "OK."
5. Excel guesses that you want the average of B2, C2, and D2 (which Excel displays in shorthand as B2:D2). This is correct, but if it wasn't, we could type in any desired range.
6. Click "OK."

❖ *In this case, Excel calculated the average. However did you notice when the "function" window came up how many different functions you could have chosen? Excel has hundreds of different math functions available to meet financial, time, math, statistical, reference, database, text, and logic needs. Calculations are Excel's most powerful feature so click on "insert" and then "function," to browse the list of possible functions.*

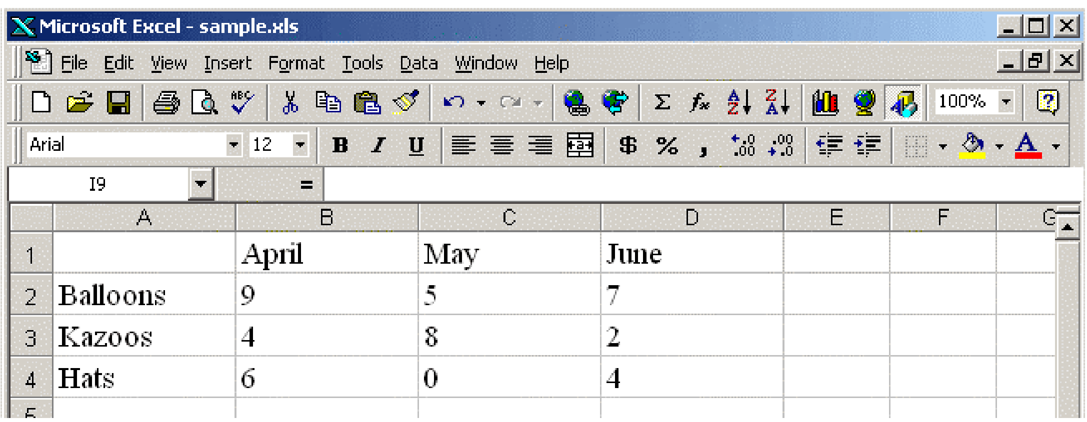
Microsoft Excel
Categories of Data

SUMMARY

You may want to identify the **category of data** in your cells when you are using formulas and functions. Categories of data simply tell Excel what type of information is in a cell (for example, a date, or a dollar amount, or etc.). If you do not identify the category of data, Excel may incorrectly display your data in an obvious manner (for example, displaying the date "4/11/00" as "$41,100"). Also, identifying the category of data allows Excel to automatically format the cell (for example, automatically using two decimal places when displaying money data).

DIRECTIONS

1. Create the spreadsheet pictured below (or use one of your own spreadsheets):



2. Highlight cells B2, B3, B4, C2, C3, C4, D2, D3, and D4 with your mouse.
3. Click on "format," then click on "cell," and then click on the tab for "number."
4. Now you can choose your category of data. In this case, our category is number.
5. In the box for decimal places, type 0 (sales are displayed in whole numbers) and click "OK."

   ❖ *In step 5 above, you probably noticed the wide variety of categories of data. This is useful for ensuring that data is correctly displayed. For example, if you enter 4/8 to represent April 8th, Excel will in all likelihood not properly recognize this date. However, if you identify it as the correct subtype in the category "date" using the steps above, then Excel will correctly recognize it as a date. The custom category is useful for meeting specific needs (for example, a chart where two zeroes need to be in front of every 4-digit number, chose the "custom" category & the subtype "00####", which changes 1234 to 001234).*

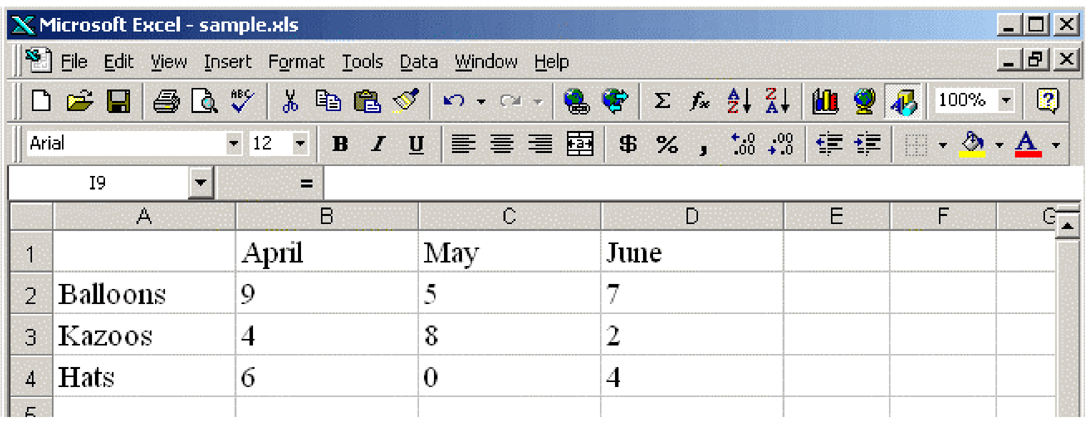
Microsoft Excel
Creating a Graph

SUMMARY

Microsoft Excel includes an easy option for creating graphs: **the chart wizard** (Excel uses the term **chart** to refer to graphs). The advantage of displaying your data in a graph is that it generally makes information easier to understand for your readers, especially when demonstrating trends in your information.

DIRECTIONS

1. Create the spreadsheet pictured below (or use one of your own spreadsheets):



2. Highlight cells A1 through D4 (the cells we want to graph).
3. Click on “insert” at the top of the screen.
4. Click on “chart.”
5. Now you can choose from almost 100 different types of charts (*see the additional information heading at the end of this section for descriptions of these chart types*). To keep things simple, click on “column” once and then the first subtype once (if we were choosing a different type, you would click on something besides column).
6. Click “next” and you will see a rough preview of your chart.
7. Click on “columns” to switch the X-axis and Y-axis (horizontal and vertical axis). Now click on “rows” to switch it back. Notice the difference between these two options.
8. Click on the “series” tab to note the option to remove any of the types of information (such as kazoos). Do not actually remove any information, just notice that you have the option.

9. Click “next.”
10. Type a title for your graph.
11. Type “number of items” for the X-axis.
12. Type “months” for the Y-axis.
13. Click on each of the five remaining tabs to adjust additional options (axes, gridlines, legend, data labels, and data table) as desired.
14. Click “next.”
15. **<u>IMPORTANT:</u>** In this last step, click on “as a new sheet.” This will create a graph on its **own** sheet of paper (“as object in” creates a graph on the same sheet as your spreadsheet).
16. Click “finish.”
17. To edit the chart further, click on “chart” at the top of the screen.
18. To return to your sheet, click on the “sheet 1” tab near the bottom of the screen.

ADDITIONAL INFORMATION

The list below details the advantages of Excel’s different graph types:

- **Column:** Displays values over time or comparisons between values.
- **Bar:** Displays values at a particular time or comparisons between values.
- **Line:** Displays trends in data over time at regular intervals.
- **Pie:** Displays the relationship between the value and the whole as a proportion of one type of information.
- **XY (scatter):** Displays trends in data over time at irregular intervals.
- **Area:** Displays the relative importance of values over time with emphasis on the total amount of change.
- **Doughnut:** Similar to a pie chart.
- **Radar:** Displays variations in data relative to a central point.
- **Surface:** Shows trends in values across a continuous curve.
- **Bubble:** Compares sets of data with relative size bubbles.
- **Stock:** Graphs the high, low, and average of data values.
- **Cylinder, Cone, or Pyramid:** 3D graph options.
- **Additional 3D Graphs and Custom:** Combinations of the above graphs.

Microsoft Excel
Patterns, Clipart, & Trendlines in Graphs

SUMMARY

Excel uses solid colors to fill the items in a graph. However, you can change this to **patterns** or **clipart** through a few easy steps. Patterns provide a format that generally prints better on black and white printers than solid colors, while clipart allows for more creativity than solid colors. Finally, **trendlines** allow you to represent hypothetical future items (or instead only display the average of existing items).

DIRECTIONS

- First, open up the graph that you want to modify (or if you don't have one, use the steps in the previous section to create one.

TO CHANGE ITEMS IN YOUR GRAPHS FROM COLORS TO PATTERNS, USE THESE STEPS:

1. Click on the "chart 1" tab at the bottom of the screen if needed to display your existing graph.
2. Double-click on a component of the graph (i.e. set of bars in a bar graph).
3. Click on the button for "fill effect."
4. Click on the gradient, texture, or pattern tabs to choose a new fill.
5. When finished with the relevant options, click "OK."

TO CHANGE ITEMS IN YOUR GRAPHS FROM COLORS TO CLIPART, USE THESE STEPS:

1. Click on the "sheet 1" tab at the bottom of the screen to display your regular spreadsheet.
2. Click on "insert" at the top of the screen.
3. Click on "picture" and then "clipart."
4. Select and insert a piece of clipart.
5. Click on "edit" and then "cut."
6. Click on the "chart 1" tab to display your existing graph.
7. Click on a component of your graph (i.e. a set of bars in a bar graph).
8. Click on "edit" and "paste."
9. Double-click on the previously chosen component of your graph.

10. Click on the button for “fill effect” and then the tab for “picture.”
11. Click on the option to stack the picture.
12. Click “OK.”

TO GRAPH A TRENDLINE, USE THESE STEPS:

1. Click on the “chart 1” tab at the bottom of the screen if needed to display your existing graph.
2. Click on a component of your graph (i.e. a set of bars in a bar graph).
3. Click on “chart” at the top of the screen and then “add trendlines.”
4. Click on a trendline type.
5. Click on the “options” tab and then set the forward option to predict future trends (leave it at zero to simply display an existing average).
6. Click “OK.”

Microsoft Excel
Databases: Part I

SUMMARY

A **database** is a source for storing information in a systematic manner that can be easily manipulated and retrieved. Microsoft also produces Access, a much more powerful database program, however Microsoft Excel is much easier to use and will meet the needs of most users. The first step in creating an Excel database is designing the **data form**. A data form is a window for adding, deleting, and editing the data in an Excel database.

DIRECTIONS

1. Create a new blank spreadsheet by clicking on “file,” then “new,” then “workbook.”
2. Fill-in the cells in row 1 as shown in the graphic below. You will need to type the text and widen the cells – make sure that E1 is especially wide because it will hold 10-digit phone numbers. *The directions for this section are based on the sample below, but you can also quickly adapt them to your own unique needs.*

	A	B	C	D	E	F
1	Customer #	Company	Last Name	First Name	Phone #	Customer Rep.

3. Click on A once (<u>**not**</u> the cell A1, but actually the **A** header itself).
4. Click on “format” at the top of the screen, and then “cells.”
5. Click on the tab for “number,” then choose the category “custom.”
6. Many companies have set formats for their customer code numbers. For our example we will assume a ##-#### format (i.e. 23-3421). In the white box labeled “type” for the custom category, type ##-#### and Excel will match our fictitious company’s format.
7. Click “OK.”
8. Repeat steps 3 – 6 for column E, only this time choose “special” for the category and then “phone numbers” for the subtype.
   - ❖ *Notice that we changed the category of data for columns A and E because these are the two columns that require a unique format.*
9. Highlight cells A1 through F1 and cells A2 through F2.
10. Click on “data,” then “form,” then “OK“ if prompted.

11. Now type in mock data for two sample customers.

    - *Remember, you do not need to type the dashes for the customer # or phone #, however you must enter the correct number of digits (our customer # requires six digits and a phone number requires either seven or ten digits). Notice that you can use the "tab" key to easily move. Click "close" when done. You should now see the information for your first sample customer. If your column for the phone number appears as all # signs, then you need to widen it to fit the phone number.*

12. To add additional records, click once on a cell in your database (i.e. A2), then click on "data," then "forms," then "new." You can also manually type information directly into cells instead of using the form (though the form will save time for multiple entries). Practice by adding information for two more customers.

Microsoft Excel
Databases: Part II

SUMMARY

Once you have a significant amount of data in a database, you will need to be able to access specific parts of this data quickly. Microsoft Excel will sort data, which means it will look for data that matches a set criteria (for example, all addresses in Mansfield) or it will organize data in a specific order (for example, alphabetical order).

In our database from the previous section you might want to find only the customers served by a particular customer representative. Follow the steps below to try this out:

DIRECTIONS

1. Open the database you created in the previous section (or you can adapt these directions to your own unique database).
2. Click on cell F1 once.
3. Click on "data" at the top of the screen, then "filter," then "AutoFilter."
4. Now you can click on the pull-down arrow in cell F1 to choose only a particular customer representative (at which point only her/his customers will be displayed as shown in the graphic below).

	A	B	C	D	E	F
1	Customer #	Company	Last Name	First Nam	Phone #	Customer Rep
2	23-1561	Run Corp	Smith	Susan	(234) 234-5678	Bob Mack
3	23-4567	Run Corp	Jones	Stan	(234) 234-5778	Bob Mack

5. To display all of the customers again, just click on the pull-down menu in cell F1 and choose "all." If you choose "custom," Excel allows for more complex filters using multiple search terms as well as conjunctions such as and / or.

EXCEL CAN ALSO SORT DATA IN DESCENDING OR ASCENDING ORDER (SUCH AS ALPHABETICAL ORDER):

1. Click on "data" at the top of the screen.
2. Click on "sort."
3. Choose an item to sort by and either ascending or descending.
4. If desired, choose further sort items.
5. Click "OK."

EXCEL CAN ALSO SEARCH FOR A SPECIFIC WORD IN A DATABASE:

1. Click on “edit.”
2. Then click on “find.”
3. Type in your search word and click on “find next.”
4. Click “close” when you are finished. (You can use “replace” in step 2 instead of “find” to both find and replace a word(s) with another term(s) in your database).

Microsoft Excel
Saving an Excel File as a Webpage

SUMMARY

Hypertext Markup Language (HTML) is the computer language used to create webpages. Microsoft Excel will easily turn your file into a webpage by creating the HTML code for your file. You can then share it with anyone on the World Wide Web.

DIRECTIONS

1. Open the database you want to turn into a webpage.
2. Click on the first cell in your spreadsheet (probably A1).
3. Click on “file” at the top of the screen.
4. Click on “save as HTML.”
5. Click “next.”
6. The first option will create a webpage, while the second option is a bit more complex and allows you to put your file into an existing webpage. For this lesson, choose the first option and click “next.”
7. Fill-in the desired information and click “next.”
8. Change desired options as needed and click “finish.”

❖ *Your spreadsheet is now a webpage. Staff members can save this file directly to their “Intranet” folder and it will be uploaded to the World Wide Web at 3:00 PM (or earlier if requested). The address of the page will be* **http://www.mansfieldct.org/schools/mms/staff/last name of staff member/file name.htm**

❖ *Students need to have their webpage previewed by a staff member before it is posted to the World Wide Web.*

Microsoft Excel
Displaying Data with a Map

SUMMARY

Graphs are useful for displaying most forms of data, however if you are trying to display trends in data for geographic regions then you will be better off using a map as the visual. Excel includes maps for each of the world's continents, as well as the United States, Mexico, Canada, the UK, and a global map.

DIRECTIONS

1. Create the sample Excel spreadsheet shown in the graphic below (or use one of your own).

	A	B
1	**State**	**Sales**
2	Connecticut	$9,780,000
3	New York	$6,456,000
4	California	$6,100,000
5	Texas	$1,534,000
6	Florida	$1,456,000

2. Use your mouse to highlight cells A1 – A6 and cells B1 – B6.
3. Click on "insert" at the top of the screen, and then "map."
4. The cursor will turn into a set of crosshairs. Click and hold the left mouse down on the location of the first corner of the map – then continue to hold the left mouse button and drag to enlarge the area for the map. Once you have reached the desired area, let go of the left mouse button.
5. You can select with the United States within the context of North America or just the United States itself. Click "OK" after making your selection.

Microsoft Excel
Pre-Designed Spreadsheets

SUMMARY

Microsoft Excel includes four pre-designed spreadsheets to meet specific solutions in a specific manner. Microsoft programmers created these sheets by combining programming commands, which are called “macros,” with Excel’s standard features. On the positive side this provides additional features, however on the negative side you can not significantly modify these spreadsheets unless you are skilled with macros. If these spreadsheets directly match your need then they can be useful, but if not, do not expect much flexibility for modifying their design without an understanding of macro commands (which is beyond the scope of this guide).

DIRECTIONS

1. Click on “file” at the top of the screen.
2. Click on “new.”
3. Click on the tab for “spreadsheet solutions.”
4. Double-click on the solution you want to use. The solutions included for free with Excel 97 are listed below (other versions of Excel may vary):
    - Expense statement
    - Invoice
    - Order form (village software)
    - Purchase Order
5. You can also search for additional pre-designed solutions from Microsoft’s website by going to http://www.microsoft.com and clicking on their link for Microsoft Excel.

Microsoft Excel

Creating Mailing Labels, Envelopes, or Form Letters from an Excel Database

Summary

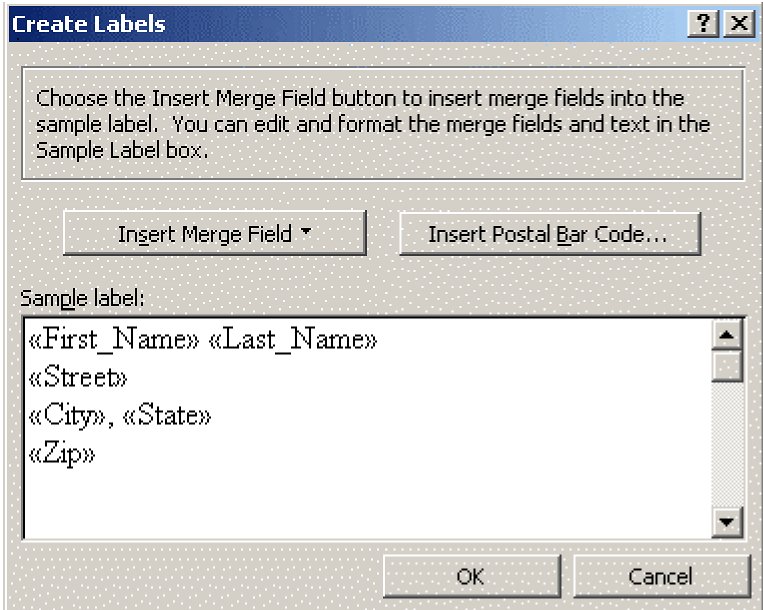
By combining the features of Microsoft Excel with its sister product Microsoft Word, you can create mailing labels, envelopes, or form letters. This is definitely one of the more advanced skills in Microsoft Excel so you will probably need to practice these directions a number of times before you become comfortable with this procedure.

Directions

1. Create the sample Excel spreadsheet shown in the graphic below (or use your own list):

	A	B	C	D	E	F	G
1	**Last Name**	**First Name**	**Street**	**City**	**State**	**Zip**	**Dept:**
2	Smith	Susan	123 Main St.	Storrs	CT	06268	Sales
3	Jones	Stan	23 Elm St.	Storrs	CT	06268	Finance
4	Sampson	Don	45 Main St.	Boston	MA	08901	Sales

2. Highlight cells A1 through G1, then click “data” at the top of the screen, then click “filter,” and then click “AutoFilter.”
3. Click on “file” at the top of the screen, and then “save.” Save it with the file name “contacts.” Now exit Microsoft Excel.
4. Open up Microsoft Word (you should now see a blank Word document). If you are going to insert the addresses into a form letter, type the text of the form letter now.
5. Click on “tools” at the top of the screen, and then click on “mail merge.”
6. Click on “create,” then “mailing labels,” (or form letters or envelopes) and then “active window.”
7. Click on “get data,” then “open data source,” change the files of type to “MS Excel Worksheets,” then double click on the Excel file we saved in step 3 (contacts).
8. Click on “entire spreadsheet,” then click “OK,” then click on “setup main document” (the only option).
9. Choose the size of your mailing label (or custom size).
10. Click on “insert merge field” continually until you have added each item required for your mailing label (see graphic below) and click “OK.”



11. Click on "merge," then click on "query options." Choose a field and a desired value – in this case we will choose the field "dept" and use "sales" as the compare to value in order to print mailing labels for the sales department. Click "OK."

12. Click, "merge." At this point you can load your mailing label sheets or envelopes or paper into the printer and print your document.

Microsoft Excel
Custom Lists

SUMMARY

Microsoft Excel will automatically fill-in a common list for you in a column of cells (for example, you can type only Monday and it will then fill-in Tuesday, Wednesday, etc. in the following cells for you without having to actually type the days of the week).

DIRECTIONS

1. Start with a blank spreadsheet.
2. Type **Monday** in cell A1.
3. Click on cell A1 once (the outline of the cell will be highlighted).
4. Put your mouse cursor in the bottom right-hand corner of cell A1 (the cursor will turn into a plus sign when you do this).
5. Hold down the right mouse button and drag down through cell A6 (or farther if you want to do more cells).
6. Release the mouse button.
7. Click on "fill days" with the left mouse button if you want to fill the cells with Monday through Sunday, OR click on "fill weekdays" with the left mouse button if you want to fill the cells with Monday through Friday.
8. You will see that it fills in Tuesday, Wednesday, etc. for you.

   ❖ *This will also work for numbers - In step 2, instead of filling the first cell with **Monday**, instead fill it with **1**, and in step 7, choose "fill series."*

Microsoft Excel
Creating a Checkbook

SUMMARY

Today there are a number of popular programs designed to easily create a computer-checkbook for you such as Quicken and Microsoft Money. In truth, these specialized programs are more powerful for creating a checkbook then Microsoft Excel, but creating a checkbook in Excel is much better for understanding the mathematics involved in a checkbook because you need to write the equations yourself.

DIRECTIONS

9. Create the sample spreadsheet shown in the graphic below (or use your own example):

	A	B	C	D	E	F	G	H	I	J
1	**Check #**	**Date**	**To**	**Amount**	**Balance**	**Memo**	**Deductible?**	**Taxable?**	**Category**	**Sub-Category**
2		10/1/2000	Opening Balance	$500.00	$500.00					
3	100	10/1/2000	CLP	-$100.00					Bills	Electricity
4	101	10/1/2000	School Fundraiser	-$25.00		Boosters	Y		Gifts & Donations	
5	102	10/3/2000	Church of Mansfield	-$300.00			Y		Gifts & Donations	Church
6		10/5/2000	Deposit	$2,000.00				Y	Paycheck	RPC Corp.
7	104	10/5/2000	VOID							
8		10/7/2000	Interest	$2.24				Y	Investment	Bank Interest
9	105	10/7/2000	Joe's Pizza	$14.00		Party			Food	Dining Out

10. Click on cell E3.

11. Type “=E2+D3” and press “enter” on the keyboard.

12. Click on cell E3 again

13. Click on “edit,” then “copy,” and highlight cells E4 through E9 and click “edit,” then “paste.” Excel will now compute a running balance for you.

14. When you are going to add an additional item to your checkbook, click on row 9, click “edit,” then click “copy,” then click “insert,” and finally click “copied cells.” Now you can change the items in row 10 as needed to represent a new item in your checkbook – be sure not to change the value in cell E10 however (this is the balance formula).

15. Use the skills from the database portion of this guide to sort your checkbook.

    - *Some common possibilities include sorting for taxable items, deductible items, a specific category, only for checks (sort column A for any number value), only for expenses (sort column D for negative numbers), etc.*

16. Use the skills from the graphing portion of this guide to graph your checkbook. You may want to first sort for a specific need and then only graph that need.

Microsoft Excel
Calculating Loan Payments

Summary

Today there are a number of popular programs designed to easily computer loan payments for you such as Quicken and Microsoft Money, as well as a number of free websites that complete this task. In truth, these specialized programs are more powerful for calculating loan payments then Microsoft Excel, but using Excel is a much better way to understanding the mathematics involved in this process because you need to write the equations yourself.

The directions below will create a spreadsheet that determines the number of payments required to settle a loan and the total cost of settling the loan.

Directions

1. In cell A1, type “Annual Interest Rate.”
2. In cell A2, type, “Monthly Payment.”
3. In cell A4, type, “10/1/0000”.
4. Now you can fill-in information specific to your loan. For example, in cell B1 type “6%” (interest rate), in cell B2 type “$500” (monthly payment), and in cell B4 type “$10,000” (sixe of the loan).
5. In cell B5 type, “=(B4*(1+($B$1/12))-$B$2)” and press “enter” on the keyboard. This will compute the amount of the loan remaining after the first month’s payment. Note that even though a $500 payment was made, a significant portion of this payment when toward the interest cost.
6. Click on cell B5 and then click “edit,” then “copy.” Finally, highlight cells B6 to B26 and then click “edit,” then “paste.” Notice that by cell B26 the amount of the loan becomes negative because it is already paid off.
7. Highlight cells A5 to B26 and then click on “edit,” then “fill,” then “series.” Click on “month,” then click “OK.” Excel automatically fills in the dates indicating that the final loan payment will occur in October 2002.
8. Experiment with changing the interest %, the loan amount, and the monthly payment. Excel will automatically readjust the numbers for you so you can see the advantages and disadvantages of different loan options in a quick and easy manner. Keep in mind that actual bank loans often times include additional factors such as incentive plans, tax shelters, etc. that can further complicate your Excel equation.

Microsoft PowerPoint
Creating & Saving Slides

SUMMARY

PowerPoint is a software program that allows you to easily organize information into an "on-screen slideshow" of information. Because of the "slideshow" analogy, each screen you create in PowerPoint is called a "slide."

DIRECTIONS

1. Log onto a computer using your username and password.
2. Double-click on the **Microsoft Office 97** folder.
3. Double-click on the **Microsoft PowerPoint** icon.
4. Click on the option for **template** and then click the **OK** button.
5. Double-click on a background choice (click on each choice once to see what it looks like).
6. Double-click on the first layout choice (it is in the upper-left hand corner). In truth you can pick any layout, but for this example we'll use the first choice.
7. Click where it says **click to add title** and type the title of your project.
8. Click where it says **click to add subtitle** and type in your name.
9. To modify the "look" of the text, highlight the text and click on "format," then "font."
10. To create additional slides, click on **insert** at the top of the PowerPoint screen.
11. Click on **new slide**.
12. Double-click on the layout that you want to use for your next slide. Notice that PowerPoint shows you a preview of what each of these layouts looks like so you can choose the one that best fits your needs.
13. Use the **Page Up** and **Page Down** keys on your keyboard to move between your first and second slide (or any additional slides you create).
14. Click on **file** at the top left-hand corner of the screen and then click on **save as**.
15. The next time you save your slide(s), you will only need to click on **file** and then **save**. Whether you create 1 slide or 50 slides, you still save your work with one file name. **<u>All of your slides are one file – each slide is NOT its own file.</u>**

Microsoft PowerPoint
Working with Pictures

VOCABULARY

- **Clipart**: Generally only refers to sketched pictures saved as a computer files, though it sometimes also refers to photographs saved as computer files.
- **Keyword**: When searching for items in a computer database (in this case, pictures), you can either scroll through each entry (very tedious) or you can type in a common term to search under. For example, if you were looking to put a picture in a National Audubon document, you might search with the keyword “nature.”

DIRECTIONS

1. Click on the “Insert” command at the top of the screen.
2. Click on the "Picture" option, then the "Clipart" option.
3. Click on the “Find” button on the left side of the window that appears. Enter in a keyword for a picture you would like to find.
   - ❖ *The number of pieces of clipart available for use varies from computer to computer. Generally it is wise to use broad keywords to ensure that you find matching pictures.*
4. When the choices appear, use the scroll bars and the gray tabs to view the items that matched your keyword. When you make a selection, double-click on it to insert it into your document.
   - ❖ *Select a picture that matches the message of your document's content AND style.*
5. The picture now appears in your document. Click on it once.
6. Click on "Format," then the "Picture" option.
7. Experiment with changing setting on each of the tabs. Because there is no preview window, click "OK" to view your effects when you are done changing a few options, then re-enter this window to try changing other options.
8. Microsoft provides a large collection of free clipart on the Internet that serves as an invaluable resource. Click on the “Insert” command, click on the "Picture" option, then the "Clipart" option.
9. Click on the globe button in the lower-right hand corner of the screen.

- ❖ *To better see the Internet, click on the small black box shape in the upper right hand corner of the window that appears to enlarge the window. You may also need to click on an "accept" button that appears on Microsoft's site where you agree to make appropriate use of the clipart, etc. fine print.*

10. You will see a screen that has a search (or keyword) box on the left side of the screen. Enter in a keyword to search for piece of clipart.

11. To download a piece of clipart, click on the check-off box and then click on the blue and underlined "download" link that appears (for multiple pictures, check-off multiple boxes). A second confirmation window will appear as well where you need to again click a download link.

- ❖ *If prompted, indicate that you want to "open" the file.*

12. The clipart will now appear on your computer's list of clipart choices. Double-click on it to insert it into your document.

13. If you have clipart or pictures on a disk or CD-ROM, you can also insert it into your document (though the print quality will vary depending on the picture). Click on the "Insert" command.

14. Click on the "Picture" option, then "From file."

15. Select the location of the clipart or pictures on a disk or CD-ROM (if you do now have either of these items, just click cancel). Highlight the desired picture and click the "Insert" button.

- ❖ *Digital cameras (or having a developing company process your regular film onto a CD-ROM) is a great way to give your document a custom look. The Middle School has five digital cameras for borrowing or most developers will process your regular camera's film onto CD-ROMs for a price similar to regular developing.*

Microsoft PowerPoint
Displaying your Slideshow

DIRECTIONS

1. Click on **Slide Show** at the top of the screen.
2. **If** you want to have a transition between each of your slides, click on **transitions**, then change the **"no transitions"** setting to a transition. Click on **apply** to use it just for this slide, or **apply to all** to use it for other existing slides.
   - ❖ *Transitions are special effects that play between your slides (similar to how movies may cut from one scene to another with an effect like a "screen wipe" or a "dissolve").*
3. **If** you want to have your slideshow run automatically (without having to click the mouse to move from slide to slide), click on **transitions**, then check off the option for "automatically after" and enter in a number of seconds to display each slide. Click on **apply** to use it just for this slide, or **apply to all** to use it for other existing slides.
   - ❖ *The advantage of an automatic slideshow is obviously that you do not need to click during the slideshow. Be careful to select a sufficient number of seconds for the viewer to read the slide, while also not leaving a slide up so long that the viewer becomes bored.*
4. Click on **Slide Show** at the top of the screen.
5. Click on **View Show.**
6. PowerPoint now displays your show.

Microsoft PowerPoint
Adding Color, Animation, & Sound

ADDING COLOR TO WORDS

1. Highlight the word(s) that you want to color.
2. Click on **Format** at the top of the screen, then click on **Font**.
3. Click underneath the setting for **Color** and a window will pop-up.
4. Choose **More Colors** and then click on the color that you want.

ADDING A BACKGROUND COLOR

1. Click on **Format** at the top of the screen.
2. Click on **Background**.
3. Click on the triangle pointing down (towards the middle/bottom of the window).
4. Choose **More Colors** to pick a solid color OR choose **Fill Effects** to test out some interesting shades, patterns, and background designs.

ADDING ANIMATION

1. Click the **right mouse button** once on the picture or words you want to animate.
2. Click on **Custom Animation** with the **left mouse button**.
3. Click on the **"No Effect"** setting and then scroll down to choose a type of animation.
4. If you want the animation to occur automatically for your audience, click on the **Timing** tab, then click on **Animate**, then click on **Automatically**.

ADDING SOUNDS

1. Click the **right mouse button** once on the picture or words you want to animate.
2. Click on **Custom Animation** with the **left mouse button**.
3. Click on the **"No Effect"** setting and then scroll down to choose a type of animation. If you are just looking for sound without animation, then merely choose "appear."
4. Click on the **"No Sound"** setting and change it to the sound you want (there are a very limited number of sounds). *Be careful not to use sound too much or it will get to be annoying!*

Microsoft PowerPoint
Adding 3-Dimensional Shapes

DIRECTIONS

1. Make sure that the “drawing toolbar” is available. To check this, click on **View** at the top of the screen, and then **Toolbars**, and make sure that there is a check mark next to drawing. If there is not, click on it to add one.
2. In the drawing toolbar (which probably is at the bottom of your screen – it has the word “draw” on the left side of it to label it), click on either the square or circle shape (depending on whether you want a 3-D square or 3-D circle).
3. Click with your left mouse button where you want one corner of the shape to start – do not let go of the left mouse button after you click (leave it depressed).
4. Drag the mouse to draw your shape and let go of the left mouse button when your shape reaches the size that you want.
5. Click on the picture of the 3-D box on the drawing tool bar and choose the type of 3-D effect that you want. Make sure that the shape you want to make 3-D is already selected.

   ❖ *This effect will only work with shapes – it does not work with clipart or words.*

Microsoft PowerPoint
Sharing Text or Pictures Between Microsoft Word and PowerPoint

DIRECTIONS

1. Highlight or select the item that you want to move from PowerPoint to Microsoft Word.
2. Click on **Edit** at the top of the screen.
3. Click on **Copy**.
4. Open up Microsoft Word and click on **Edit**, then **Paste**.

   (follow the directions in reverse for moving from Microsoft Word to PowerPoint.)

Microsoft PowerPoint

Creating an Interactive (kiosk) Slideshow
(similar to Hyperstudio or a webpage)

SUMMARY

Normally your slideshow goes from slide 1, to slide 2, etc. to the end. However, you can also build buttons that allow your user to choose the direction that they progress. This allows for a more interactive slideshow similar to a Hyperstudio or webpage like format.

DIRECTIONS

1. First you need to create a button. This button can either be a shape (like an arrow) or text (words) or a picture.
    a. To use text (words) as a button, just type the text.
    b. To use a picture as a button, just add the picture.
    c. To use a shape, click on **AutoShapes** on the drawing toolbar, choose the shape that you want, and then create it just like you create a square (or circle). If you have not used the AutoShape feature before, refer to the directions on the previous page for 3-dimensional objects.
2. Click on the item once to select it if it is a shape or picture, or highlight the item if it is text.
3. Click on **SlideShow.**
4. Click on **Action Settings**.
5. Click on the **Hyperlink To** option.
6. Choose where you want the button to take your user. Click **OK** when you are done.
7. To ensure that the user must use the buttons you create (and not just click on the screen to advance), click on **SlideShow**, then **Slide Transition**, then click to remove the checkmark next to **On Mouse Click**.

Microsoft Access Introduction

SUMMARY

Before you begin - be warned, Microsoft Access is a very difficult piece of software to learn! Microsoft Access assumes that you are already an experienced computer user, and even then it is still temperamental and frustrating (I have been using it for a number of years now and it still routinely trips me up). If you want to create a basic database, stop now and use Microsoft Excel. However, if you need to create a complex database and **are willing to put in significant time and frustration to learn Microsoft Access**, begin below!

Each page of these directions teaches a distinct skill, however **I am assuming that you will go through the pages sequentially** (unlike the other sections of this guide where you can skip ahead to only the sections that you want to learn). The difference with this section (unlike the other sections in this guide) is that each page of directions builds one continuous file as you gradually create a database.

VOCABULARY: THE FOUR PARTS OF MICROSOFT ACCESS

- **Tables:** Tables are the "building blocks" of an Access database; all queries, forms, and reports are based on tables. They contain fields and field definitions for storing data.
- **Queries:** Queries enable you to ask questions about the data in tables, select certain records for display, sort data, and perform calculations.
- **Forms:** Forms are used for displaying, entering, and editing data in a clear, easy-to-read display on the screen.
- **Reports:** Reports are used to present data effectively, especially in printed form.

Microsoft Access
Creating a New Database

DIRECTIONS

1. The first task to be completed when beginning Access is to create a new database. When you open Access, you will see a "new/open" dialog box. Click the radio button next to **Blank Database**, then click **OK**.

2. Select the drive and directory where you would like to store your new database.

3. Type a file name for the new database - for this tutorial, type **workshop** in the **File name**: box. Access will automatically add the **.mdb** extension. Then click the **Create** button to continue. Access will open an empty **Database Container** window with your new file name at the top.

Microsoft Access
Creating an Access Table with a Wizard

SUMMARY

Tables are the "cornerstone" of your Access database - all queries, forms, and reports are based on the tables you create. These tables can be created in two ways: from "scratch" or using a Wizard. In this tutorial, we will create a mailing list table using a Wizard.

DIRECTIONS

1. Click on the **Tables** tab in the **Database Container** window. Click on the **New** button at the right.
2. Select the **Table Wizard** option, then click **OK**. Wait while the program loads the wizard.
3. The wizard will bring up a list of several table options, for personal and business use. Select the **Mailing List** option from the list of sample tables. Click on each field name you would like in the new table, then click the **right arrow** button to move each field into your new table. If you want all of the sample fields in your new table, click the **double right arrow** button to move them all into your table.
4. Click the **Next** button at the lower right corner of the window.
5. Type a new name for the table, if desired, then click the **Next** button. You can allow the program to set a **primary key** for you (a unique ID number for each record in your table).
6. Click the **Finish** button to open your new table and add data.

Microsoft Access
Adding & Editing Data in a Table

DIRECTIONS

1. The first field in the new table is an **AutoNumber** field, so it can not be edited. Press the **Tab** key to move the second field.

2. Begin typing in data, pressing the **Tab** key to move from cell to cell.

Note: You do not have to save your data in Access. Each time you move to a new record, the program automatically saves the previous record.

3. To delete a record or a group of records, click on the gray **record selector** box to the left of the record(s) - the entire record or group of records will appear highlighted. Then press the **Delete** key. A dialog box will appear, giving you the option to undo the changes you made. Press **Yes** to continue, or **No** to undo the change.

4. To enter a new record, always move to the **New Record** line at the bottom of your data - this record is marked with an asterisk. Do not be concerned about alphabetical sorting, etc., at this point.

Microsoft Access
Editing the Table Design

DIRECTIONS

1. At the left side of the toolbar, you will see the **View** button (now it should look like design tools triangle and ruler). Click on the drop-down arrow next to this button, and you will see the various view options. You will notice that the **Datasheet View** option appears pressed in. Click on the **Design View** option to switch to the table design window.

2. Each field in the table is displayed with information about that field at the bottom of the screen - this set of information is called the **Field Properties**. Click on the **LastName** field, and we will edit one of its properties.

3. Click on the **Field Size** option in the **Field Properties** portion of the screen. Click and drag to highlight the number **50** and change it to **75**. This will allow us to enter last names up to 75 characters long.

Microsoft Access
Entering a New Field in a Table

Directions

1. Click on the gray **record selector** box at the left of the **Prefix** field. Press the **Insert** key to enter a new field name. Click once in the blank **Field Name** box to remove the highlighting.
2. Type **DateEntered** as the new field name, then press the **Tab** key to move to the **Data Type** option.
3. Click on the **down arrow** to see the various data types available. Click on the **Date/Time** option.
4. Click on the **Format** option in the **Field Properties** section. then click the **down arrow** to see the date formatting options. Select the **Short Date** option.
5. To move back to the datasheet view, click the **View** button at the left side of the toolbar. A dialog box will appear, prompting you to save the new table design. Click **Yes** to save your changes. You will see the new field in the datasheet.
6. Select the **Close** option from the **File** menu, or click the X in the upper-right corner of the table window. The program will return to the **Database Container** window, where the new **Mailing List** table will appear.

Microsoft Access
Using a Query to Select Data

SUMMARY

A **query** in Microsoft Access looks exactly like a table, and it is based on one or more tables in a database. It can be used to select data, sort data, create new tables, perform calculations, and many other functions. In this tutorial, we will create a simple **Select Query**.

Directions

1. Click on the **Queries** tab in the **Database Container** window. Click the **New** button to create a new query.
2. Select the **Design View** and click **OK** to continue.
3. To add your **Mailing List** table to the query, click to select it, then click the **Add** button. Click the **Close** button to exit this window.
4. The window which appears is the **Query Design** window. This design view is called the **QBE (Query By Example) Grid**.
5. Double-click on each field name you want in your query - the fields will appear in the grid at the bottom of the screen. For this tutorial, choose the **DateEntered, FirstName, LastName**, and **Address** fields.
6. Click on the **View** button at the left side of the toolbar to see your query in the **Datasheet View** - you will notice that only the fields we selected are shown.
7. Select the **Close** option from the **File** menu, or click the X in the upper-right corner of the query window. You will be prompted to save the new query - click the **Yes** button. Type in a name for the query, then click the **OK** button to continue.

Microsoft Access
Editing the Query Design

Directions

1. With the name of your new query highlighted, click the **Design** button to edit the query's design.
2. To sort the data by last name, click on the **Sort**: line in the **LastName** column.
3. Click on the **down arrow** to see the sort options. Click on **Ascending**.
4. Click on the **View** button on the left side of the toolbar to switch to the **Datasheet View** and see the change.
5. Click on the **View** button again to return to **Design View**.
6. Click on the **Criteria**: line in the **DateEntered** column. Type >**1/13/98** to see all the records entered after 1/13/98. Press the **down arrow** key, and you will notice that the program adds # signs around the date - this is the way that Access knows that the numbers are to be considered as a date.
7. Click on the **View** button to see the changes.
8. Select the **Close** option from the **File** menu, or click the X in the upper-right corner of the query window. You will be prompted to save changes to the query - click the **Yes** button to continue.

Microsoft Access
Creating a Form for Entering Data

SUMMARY

Forms are used for displaying, entering, and editing data in a clear, easy-to-read display on the screen. They also allow you to enter data in related tables and perform calculations.

DIRECTIONS

1. Click on the **Forms** tab in the **Database Container** window. Click the **New** button to create a new form.
2. All forms must be based on a table or query already created in your database. At the bottom right of the dialog box, click the **down arrow** and select the **Mailing List** table. Then select the **Form Wizard** option and click **OK** to continue.
3. Click on each field name you would like, then click the **right arrow** button to move each field into your new form. If you want all of the fields on your form, click the **double right arrow** button. Then click the **Next** button to continue.
4. Choose a layout for your form from the options given. For this tutorial, choose the **Columnar** option, then click the **Next** button.
5. Choose a style for your form from the options given. For this tutorial, choose the **Evergreen** option, then click the **Next** button.
6. Type a title for the form, if desired, then click the **Finish** button. The program will create the new form. The **Navigation Buttons** at the bottom of the window can be used to move from one record to the next (right and left arrows), or to the beginning or end of the records (right and left arrows with vertical lines).
7. To enter new data, click the navigation button marked with an **asterisk** to begin a new record. The data entered in this form will appear in the table on which it is based.
8. Select the **Close** option from the **File** menu, or click the X in the upper-right corner of the form window. You should see your new form in the **Database Container**.

Microsoft Access
Generating an Access Report

SUMMARY

Reports are used in Access to present data effectively, especially in printed form. One especially handy application of a report is in creating mailing labels.

DIRECTIONS

1. Click on the **Reports** tab in the **Database Container** window. Click the **New** button to create a new report.
2. All reports must be based on a table or query already created in your database. At the bottom right of the dialog box, click the **down arrow** and select the **Mailing List** table. Then select the **Label Wizard** option and click **OK** to continue.
3. Select the type of Avery labels you are using (for this tutorial, choose **5260**) and click the **Next** button to continue.
4. Select the **font size** and **style** you would like on the labels, then click **Next** to continue.
5. The wizard will create a **prototype** label for you. Select the fields and type punctuation exactly as you would type them on a label, using the **right arrow** button to move the desired fields to the sample label. Use the **space bar** and **Enter** keys just as you would when typing. When you are satisfied with the label, click the **Next** button to continue.
6. To sort the labels by last name then first name, click the **LastName** field to select it and click the **right arrow** button. Then click on the **FirstName** field and click the **right arrow** button. Click the **Next** button to continue.
7. Type a name for the report, such as **Mailing Labels**, then click **Finish** to see the labels as they will be printed. The program will create the labels and open them in a "print-preview" format.
8. Click the **Print** button on the toolbar, or select **Print**... from the **File** menu to print the labels.
9. Select the **Close** option from the **File** menu, or click the X in the upper-right corner of the report window. You should see your new report in the **Database Container** window.

Microsoft Access
Exiting Microsoft Access

DIRECTIONS

1. Select the **Exit** option from the **File** menu, or click the X in the upper-right corner of the Access program window.
2. You will not be prompted to save changes as with other programs, since Access saves your work as you enter new data.

Microsoft Access
Re-Opening Your Database

DIRECTIONS

1. Click the **Microsoft Access** button on the **Microsoft Office Shortcut Bar**, or click the **Start** button, select **Programs**, and click on the **Microsoft Access** program.
2. The "new/open" dialog box will appear, displaying your most recently used files. If your database file is on this list, simply double-click on it to open it. Otherwise, double-click the **More files**... option.
3. Select the drive and directory where your database is located, then use the **scroll arrows** to search through the list and find your file.
4. Click once on the file name to highlight it, then click the **OK** button to recall your database.

Microsoft Access
Creating an Access Table without a Wizard

SUMMARY

In today's tutorial, we will be creating a new table, which is related to the **Mailing List** table, creating a **relational database**. In this example, we will assume that all of the people on our mailing list work for only 2 or 3 different companies. Rather than entering the company information for each new person on the list, we will create a separate **Companies** table and relate it to the original table.

DIRECTIONS

1. Click the **Tables** tab in the **Database Container**, then click the **New** button at the right.
2. Select the **Design View** option, then click **OK**. You will see a blank **Table Design**, ready to fill in with field names and properties.
3. This table will contain the following fields (the default field size is 50; you will have to change it as necessary):

Field Name	Data Type	Field Size
CompanyID	Text	10
CompanyName	Text	50
CompanyAddress	Text	75
CompanyCity	Text	50
CompanyState	Text	10
CompanyZip	Text	10
CompanyPhone	Text	25
DuesPaid	Currency	N/A
CompanyWebAddress	Text	100
Comments	Memo	N/A

NOTES: Each field name is listed without spaces so that the program can recognize it more easily in query, form, and report design. Each begins with "Company" to distinguish it from the information in the **Mailing List** table. The **Memo** field, used for comments, does not have a limitation on the number of characters you can type. A **Zip Code** field should always he a **Text** data type, since many Zip codes have leading zeroes which would he dropped in numeric, format.

Microsoft Access
Setting a Primary Key

SUMMARY

In a Microsoft Access table, it is a good idea to assign a **primary key**. A primary key is a unique identifier for each record in your table. A primary key may be an **AutoNumber** field, which assigns a new number to each record as it is created; an easy-to-remember abbreviation; a Social Security number; or another type of information. The primary key is necessary when creating related tables.

DIRECTIONS

1. In the **Companies** table, we will use **CompanyID** as the primary key. This ID will be a 4- or 5-letter abbreviation for each company.
2. To make **CompanyID** the primary key, first click on the **CompanyID** field name. In the toolbar, click on the **Primary Key** button (looks like a key). A key symbol should appear in the gray selector box to the left of the field name.
3. Click the **View** button at the left side of the toolbar to return to **Datasheet View**, and click **Yes** to save when prompted.
4. Enter some data in the table, giving each company a unique abbreviation.

Microsoft Access
Editing Field Properties

DIRECTIONS

1. Click the **View** button at the left side of the toolbar to return to **Design View**. Click the **CompanyZip** field name, and we will edit some of its properties.
2. Click the **Input Mask** property area, and we will add an input mask appropriate for a Zip code. Click the **Build**(...) button to the right - this opens a series of dialog boxes to help you create an input mask.
3. Select the **Zip Code** input mask, then click in the **Try It**: area and type a Zip code to see what it looks like. Click **Next** to continue.
4. You can change the place holder (characters displayed before the Zip code is entered) if desired, then click in the **Try It**: area to see the change. Click **Next** to continue.
5. Click the top radio button to store the data **with the symbols in the mask** - this stores the hyphen after the first five digits. Click **Next** to continue.
6. Click the **Finish** button. You will notice the change in the **Input Mask** property.
7. Click the **Caption** property area, and type **Zip Code**. The caption will be displayed instead of the field name in forms, on reports, and in the table's datasheet view.
8. If all of your companies are within the same Zip code, you may wish to enter a **Default Value**, which fills in the same information for each new record.
9. Click the **Default Value** property area, and type "06269" (or the Zip Of your choice - YOU must enter the quotation marks for Access to recognize the leading 0).
10. Click the **View** button to return to the **Datasheet View**, and look at the **New Record**. You will notice that the default Zip code appears.

Microsoft Access
Setting Table Relationships

SUMMARY

The true power of Microsoft Access is its ability to create tables that are related to each other and linked together, making it possible to enter each bit of data only once. Since we have set up the new **Companies** table with its primary key, we are almost ready to relate it to the **Mailing List** table.

DIRECTIONS

1. Before we can establish the relationship between the tables, we need to add a **CompanyID** field to the **Mailing List** table. Click on the **Mailing List** table, then click **Design** to add a new field.
2. Click the **selector area** in front of the **DateEntered** field (or another field; of your choice). Press the **Insert** key on your keyboard to insert a new field.
3. Type the field name **CompanyID** and change its field size to **10**. Then close the **Mailing List** table.

NOTE: When relating two tables, they must have a field in common with the same data type and field size.

4. Click the **Relationships** button on the toolbar (pictured at right), or choose **Relationships**... from the **Tools** menu. You will see the empty **Relationships** window.
5. Click the **Show Table** button on the toolbar or choose **Show Table**... from the **Relationships** toolbar. Click on the **Companies** table, then click **Add**. Repeat for the **Mailing List** table. Click the **Close** button.
6. Click the **CompanyID** field in the **Companies** table and **DRAG** it across until it is on top of the **CompanyID** field in the **Mailing List** table. This opens a new dialog box:
7. The program creates a **One-To-Many** relationship. This means that one company can be related to **many** people in the **Mailing List** table.
8. Click the **Enforce Referential Integrity** check box to be sure that each **CompanyID** entered in the **Mailing List** refers to an existing company in the **Companies** table.
9. Click the **Cascade Update** and **Cascade Delete** fields if desired. When you delete a company in the future, all of its related records in the **Mailing List** table will also be deleted.
10. Click the **Create** button to create the relationship with the options you Selected. YOU will see a line between the two tables. indicating the relationship.
11. Close the **Relationships** window, clicking the Yes button to save changes if necessary.

Microsoft Access
Creating a Query Using 2 Related Tables

DIRECTIONS

1. Before we create queries using the two related tables, we should enter some **CompanyID** numbers in the **Mailing List** table. Open the **Mailing List** table and add a **CompanyID** for each person (it has to be one that you assigned in the **Companies** table). Then close the table.
2. Click the **Queries** tab to switch the query section of the **Database Container**. Click the **New** button to begin a new query.
3. Select the **Design View** option, then click **OK**.
4. Click once on the **Companies** table and click **Add**, then repeat with the **Mailing List** table. Click **Close** to close this dialog box. In the **Query Design**, you will notice that the relationship between the tables is displayed.
5. Double-click the **FirstName** and **LastName** fields from the **Mailing List** table to add them to the query. Then double-click the **CompanyName**, **CompanyAddress**, and **DuesPaid** fields from the **Companies** table to add them to the query.
6. Click the **View** button at the left side of the toolbar to see the results. You will notice that the company information is repeated for each employee, although we only entered it into the table once.
7. Click on one of the company names or addresses and change it, then click the **down arrow** key on your keyboard. You will notice that the information is updated in every record related to that company.
8. Click the **View** button to return to the **Design View**.

Microsoft Access
Creating a Calculated Field in a Query

SUMMARY

Queries can be used to perform calculations, not just to select data to be viewed. In this section, we will create a query that calculates numbers and combines two fields into one.

DIRECTIONS

1. To create a calculated field, first click in the empty field to the right of **DuesPaid** in the **QBE Grid**.

2. We will assume that $1,000 is the annual dues for our association. To create a field that calculates remaining payments required, type the following exactly as displayed here:

   RemainingDues: **1000-[DuesPaid]**

NOTE: **RemainingDues** is a new "temporary " field name to be used in this query. You can name your "new " field anything, as long as it is followed by a colon. The **DuesPaid** field appears in square brackets so that Access will recognize it as a field name.

3. Click the **View** button at the left side of the toolbar to view your new field. You will notice that it looks just like the fields from your table, but it has calculated the remaining dues payments according to the formula.

4. "Calculated" fields are also used to combine field names. In this example. we will combine the **FirstName** and **LastName** fields into one **WholeName** field. Click on the **View** button to return to **Design View**, then click in the gimpy **Field**: space to the right of **RernainingDues**.

5. To combine the first and last names into one **WholeName** field, type the following:

   WholeName: [FirstName] &" "& [LastName]

NOTE: There should be a space between the two quotation marks. This information tells Access, "I want a new field, called **WholeName**, which includes the first name, then a space, then the last name. "

6. Click the **View** button to see your new field in the query. You can use this method with any fields, such as a **CityStateZip** field when creating mailing labels or a form letter. Any text that you would like to appear before, after, or between two field names should be entered in quotation marks, with **&** separating each part.

7. Close the query, giving it a name of your choice.

Microsoft Access
Using Groups & Totals in a Query

SUMMARY

Queries can also be used to answer questions about your data. In this example, we will create a new query to find out how many employees work for each company in the **Companies** table.

DIRECTIONS

1. In the **Queries** section of the **Database Container**, click **New** to begin a new query. Select **Design View** and click **OK**.
2. Select each of the tables, clicking **Add** after each to add it to the query. Click **Close**.
3. From the **View** menu, select the **Totals** option. You will notice that a new **Totals**: line appears in the **QBE Grid**.
4. Double-click the **CompanyName** field from the **Companies** table and the **MailingListID** field (or any field of your choice) from the **Mailing List** table to move them into the **QBE Grid**. You will notice the words **Group by** appear in the new **Totals**: line of the query.
5. Click on the words **Group by** under the **MailingListID** field name. Click the arrow that appears at the right to open the drop-down menu. You will see a list of functions that can be performed on this field. Select the **Count** function.
6. As we read across in the query, you will notice that we are going to group the results by **CompanyName**. Within each group, we want to count the number of people (records) from the **Mailing List** table.
7. Click the **View** button to see the query results. You should see each company name, followed by a field containing the count of employees.
8. Close the new query and give it a name of your choice (you may want to indicate that this query uses the "Count" function, so you remember it in the future).

NOTE: In the drop-down menu on the **Totals**: line, you will see several other choices, such as Sum, Min, Max, STDev, etc. These can be used in the same way with numeric fields to answer questions about your data.

Microsoft Access
Editing Form Design

SUMMARY

Open the form you created in the introductory Access workshop (or the form created for you, if you did not attend the introductory course). Each object that appears on the form is called a **control**. On this basic form, there are only two types of controls: **labels** and **text boxes**. The **labels** are the controls that contain the captions for each field; the **text boxes** are the areas where you can enter data. This is an important concept to keep in mind as you view the **Form Design**.

DIRECTIONS

1. Since we added a new **CompanyID** field to our original table, we need to add it to the form. Click the **View** button to switch to the form's **Design View**. The design view looks almost like the form view, but you will notice that instead of data in the **text boxes,** you see the field names from the table.

2. To add a new field, select the **Field List** option from the **View** menu. This brings up a list of all the fields from the original table.

3. Click on the **CompanyID** field and **DRAG** it down into a blank area of the form. The program creates a new **label** and a new **text box** for the new field. Move the new field around until you are satisfied with its location, then click the **View** button to see the form with your new field.

4. Depending on the form style you chose, your new field may not match the other ones already on the form. Click the **View** button again to return to **Design View**, and we will paste the format from another field onto the new **CompanyID** field.

5. Click on another **text box** on the form, then click the **Paste Format** button on the toolbar. Click on the **CompanyID** text box (not the label), then click the **Paste Format** button again. The program picks up the formatting from the first text box and copies it to the second.

6. Click and drag the new **text box** until it lines up with the fields already on the form.

NOTE: When editing a text box with its label, be sure to click the **text box** and not the **label** to make changes. To perfect the alignment and sizing of the new text box, use the **Align** and **Size** options from the **Format** menu. Use the **Shift** key to select multiple text boxes or labels.

7. Experiment with the formatting on the form as desired. When finished, close the form, clicking **Yes** to save changes when prompted.

Microsoft Access
Creating a Report

SUMMARY

In the Introductory class, we created a report to generate mailing labels. In this tutorial, we will create a report using the query we created above.

DIRECTIONS

1. Click the **Reports** tab in the **Database Container**. Click the **New** button to create a new report.

2. Select the **Report Wizard** option, then select the name of the query you created in this tutorial (tile our with the calculated fields) and click **OK**.

3. Select the fields you would like on the report, moving them over using the **arrow** or **double arrow** buttons. In this example, we will use the new **WholeName** field instead of the **FirstName** and **LastName** fields. Select all the fields except **FirstName** and **LastName** and move them into the **Selected fields**: area, then click **Next** to continue.

4. Since the example shown (view data by Companies) is correct, click **Next** to continue.

5. To group the data by Companies, click the **CompanyName** field and the **right arrow** button. You will see the change in the sample report. Click Next to continue.

6. Select the field you wish to sort by - the only option is **WholeName**. Click **Next** to continue.

7. Select the **Outline 1** layout for the report, then click **Next**.

NOTE: If you have a report with a lot of fields, this is a good time to select the **Landscape** printing option.

8. Select a style from the list, such as **Corporate**, then click the **Next** button.

9. Type a name for your report (**Employees Listed by Company**), then click **Finish**. Wait while Access generates the report and opens it in **Print Preview** mode.

10. To zoom in and view the report, simply click in the middle of the preview page.

Microsoft Access
Editing Report Design

SUMMARY

The report that is generated has a few problems that we will want to fix. For example, the **CompanyName** and **CompanyAddress** labels are not really necessary, the **WholeName** label doesn't really make sense, etc. Now that Access has created the report, we can edit and customize it.

DIRECTIONS

1. Click the **View** button at the left of the toolbar to switch to the **Report Design** view.
2. You will notice that the report has many different sections, separated by wide gray bars. The top section is the **Report Header**, which prints at the top of the entire report. The next section is the **Page Header**, which prints at the top of each page (in this example, the **Page Header** is empty. Next are the headers for the different grouping levels we specified in the **Report Wizard**. These sections print at the beginning of each new group. In the middle of the report is the **Detail** section - in this example, this is where the names related to each company appear. After the **Detail** section are the **Page Footer** and **Report Footer** sections, similar to the headers, but appearing at the bottom instead of the top. In the **Page Footer**, you can see the codes that Access uses to insert the current date and page numbering.
3. First, we will remove the **labels** from the **CompanyName** and **CompanyAddress** fields. To remove a label, simply click on the **label only** and press the **Delete** key.

NOTE: The label almost always appears to the left or above the **text box** it is associated with.

4. Next, click and drag the **CompanyName** and **CompanyAddress** text boxes to the left, directly under the report title. If necessary, resize the text boxes so that the entire text will be displayed. Click the **View** button to return to the **Print Preview** mode so you can see the change. Click **View** again to return to the **Design View**.
5. To change the **WholeName** label, click once on it to select it. Click again inside the text box, and you will see a cursor appear. Change this label to **Name** or **Employee Name**, then press **Enter** to save the change. Click the **View** button to view the change in **Print Preview** mode.
6. Experiment with other formatting changes on your own - you can resize text boxes, labels, or lines as desired. When satisfied with the report, close it, clicking **Yes** to save changes when prompted.

Student E-Mail (Gaggle.net)

SUMMARY

When on school grounds, students may only use a school provided e-mail account from Gaggle.net (you may also use this account from home). Students may not use other e-mail accounts such as Hotmail, AOL, NECnet, etc. from school. Students can only receive a school provided e-mail account through the authorization of a teacher (these accounts are only setup following a request from a teacher).

While using a school e-mail account, students must respect the privacy & dignity of others, refrain from the use of profanity or insulting language, avoid damaging school equipment (no viruses, etc.), and follow the school's Acceptable Use Policy. MMS **filters** these accounts for appropriate language/topics regardless of whether the account is accessed from school or another location, and reserves the right to view messages sent through school e-mail accounts.

DIRECTIONS

1. At school, double click on the "MMSnet" globe icon on the computer desktop.
   At home, go to http://www.mmsnet.org (requires Internet access).
2. Click on the "Student E-Mail" link at the bottom of the screen (will take you to a new page).
3. In the username box, type your username (same as the one you use on the school network). Your e-mail address will be **username@gaggle.net**.
4. In the password box, type the word *password*. Press enter or click on the "Log On" button.
5. You will now see the inbox of your e-mail account.
6. IMMEDIATELY CHANGE YOUR PASSWORD! To do this…
   (1) Click on the red "options" button.
   (2) Then type a new password twice in the designated boxes
   (3) Then type in a password hint in the designated box (something that will remind you of your password if you forget it)
   (4) Finally click on the gray "update" button. Choose a password that you will remember, but someone else can not guess.
7. Turn to the back page for a diagram of the basic options within the student e-mail program.
8. A student e-mail account can send and receive mail to and from other student e-mail addresses provided by MMS and to and from teacher e-mail addresses. **To send mail to or receive mail from other types of addresses, students must request teacher approval.**

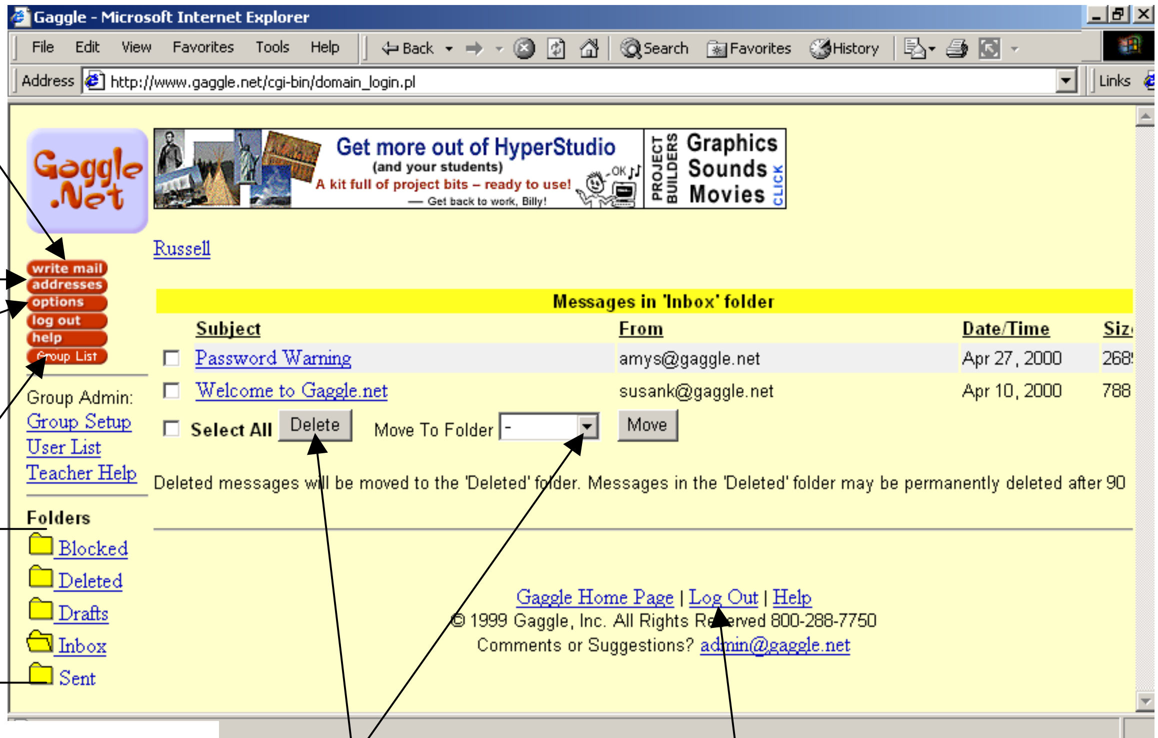
Inbox Diagram (student e-mail account):

Click to send new mail.

Click to save addresses in your address book for future use

Click to change your password & make folders.

Click to see other MMS student addresses.



Click on these blue underlined words to see mail organized in other folders.

Check off e-mails & click "move to folder" to organize e-mails. Also works with delete button.

Click to exit (if you want to keep using the Internet).

Click to exit (if you are done with the Internet).

Mansfield Middle School - Acceptable Use Policy

Internet and network access is a privilege available to students throughout Mansfield Middle School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Please read this document carefully. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Internet use at school is available only **<u>AFTER</u>** this form is signed by both a student and parent, and may be revoked if a student does not adhere to the guidelines below.

1. **Acceptable Use:** My use of the Internet and the school network must be in support of education and research within the educational goals and objectives of Mansfield Middle School. Transmission of any material in violation of any U.S., state, or school regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. *The school network includes the use of school computers and computer peripherals as well as the use of school network services such as the Internet, school e-mail accounts, and network file folders.*

2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of the school network and for reporting any misuse of the school network. My use of the school network will meet the guidelines below:
   - Respect for the privacy and dignity of students and teachers at all times.
   - Use of appropriate language by refraining from the use of profanity or insulting language.
   - Respect for school equipment, including an absence of vandalism or computer viruses.
   - Only use of software that is pre-approved by teachers at Mansfield Middle School.

3. **Internet Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Mansfield Middle School provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
   - I will not give out personal information such as my full name, phone number, or address.
   - I will not give out personal information about someone else such as their name, phone #, or address.
   - I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
   - I will only access sites appropriate for school classes or activities.
   - I will immediately report any Internet use that makes me uncomfortable or violates school policies.

4. **E-Mail Safety:** Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guidelines below when using school computers or school e-mail accounts:
   - I will only use a school provided e-mail account when using e-mail at school. Other e-mail accounts such as AOL, SNET, NECA, Yahoo Mail, etc., and all instant messaging and chat rooms, are prohibited.
   - I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account at school or another location. Mansfield Middle School actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided e-mail accounts.

Staff E-Mail
Finding the Login Page

SUMMARY

- Welcome! The Middle School's staff e-mail system is available from any computer connected to the Internet, whether that computer is at school, at home, at the public library, etc. The idea behind this system is to provide the greatest amount of flexibility for use in multiple locations.

- Your username is your last name followed by your first & middle initial. For example, if we had a user named Jane A. Doe, her username would be **doeja**. As a result, your e-mail address is username@mansfieldct.org, or in Jane's case it would be **doeja@mansfieldct.org**. *This is the address that you give to people who want to write you an e-mail.*

- The Online Help System represented by the "**?**" on most screens is very informative. It is worth accessing when you have a question, and is always available.

- You can check your email with any computer (MAC or PC) and any browser (Netscape, Internet Explorer, AOL, etc.), as long as the computer has access to the Internet. However, we are using Microsoft designed software to run our e-mail system, so we find that it works BEST with Microsoft Internet Explorer, version 5.0 or later.

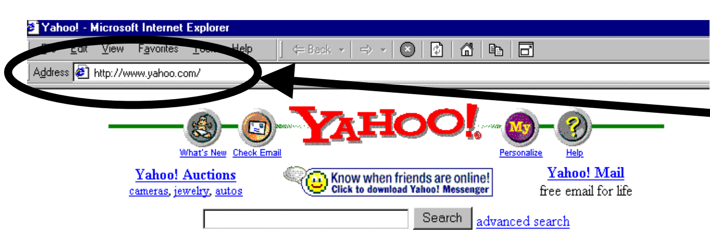
- You can only work with commands that are part of the page, not part of your browser. For example, **NEVER** use the "file," "edit," etc. commands at the top of the screen to complete e-mail functions. These commands are part of your browser and are not part of the e-mail software. This will become clearer as we go over working with the email, but it is good to keep this in the back of your mind.

FINDING THE LOGIN PAGE

- From _school_, click on the **MMSnet** icon (looks like a classroom globe).

  OR

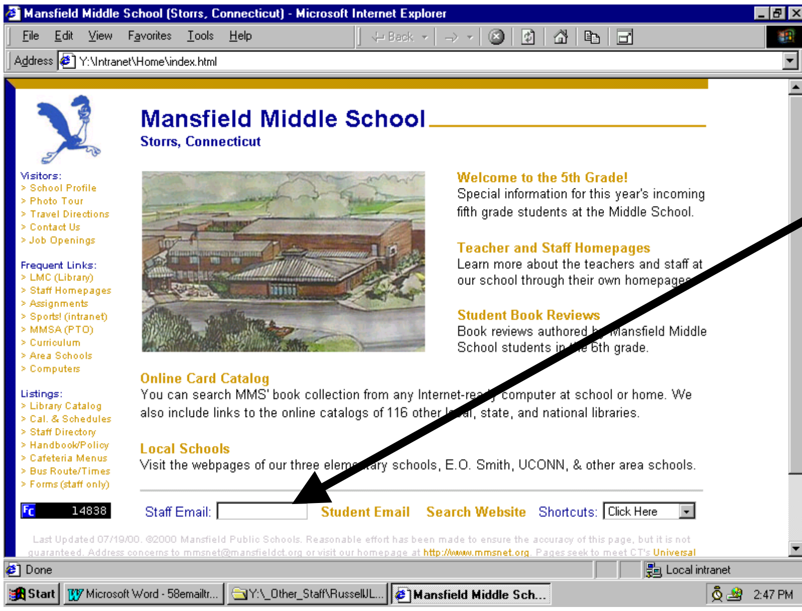
- From _home_, go to the webpage **http://www.mmsnet.org** using your Internet browser (such as Internet Explorer, Netscape, AOL, etc.).



From home, you would type http://www.mmsnet.org

Staff E-Mail
Logging into Your E-mail

1. Type your username (for example, doeja) in the white box labeled in the diagram below & press enter.

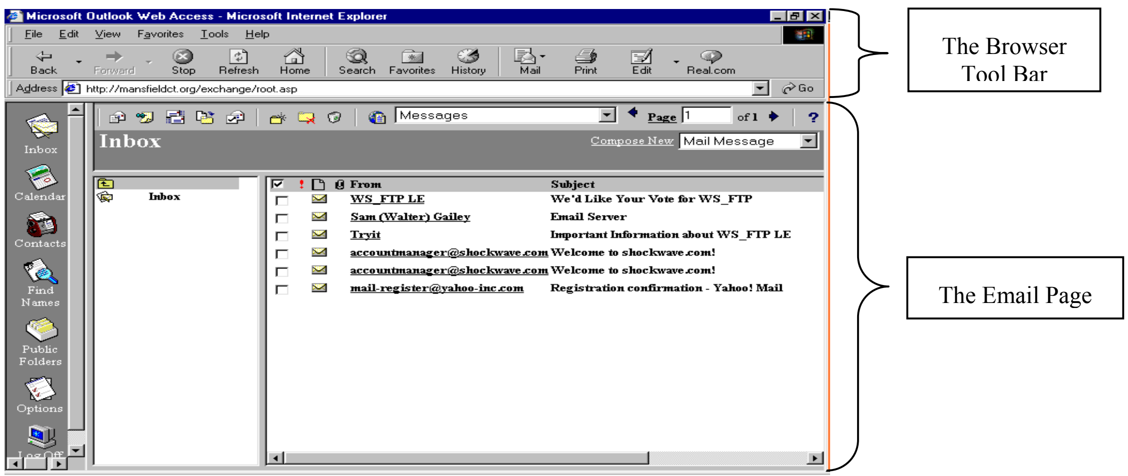


Type your username in this box and press "enter" on the keyboard.

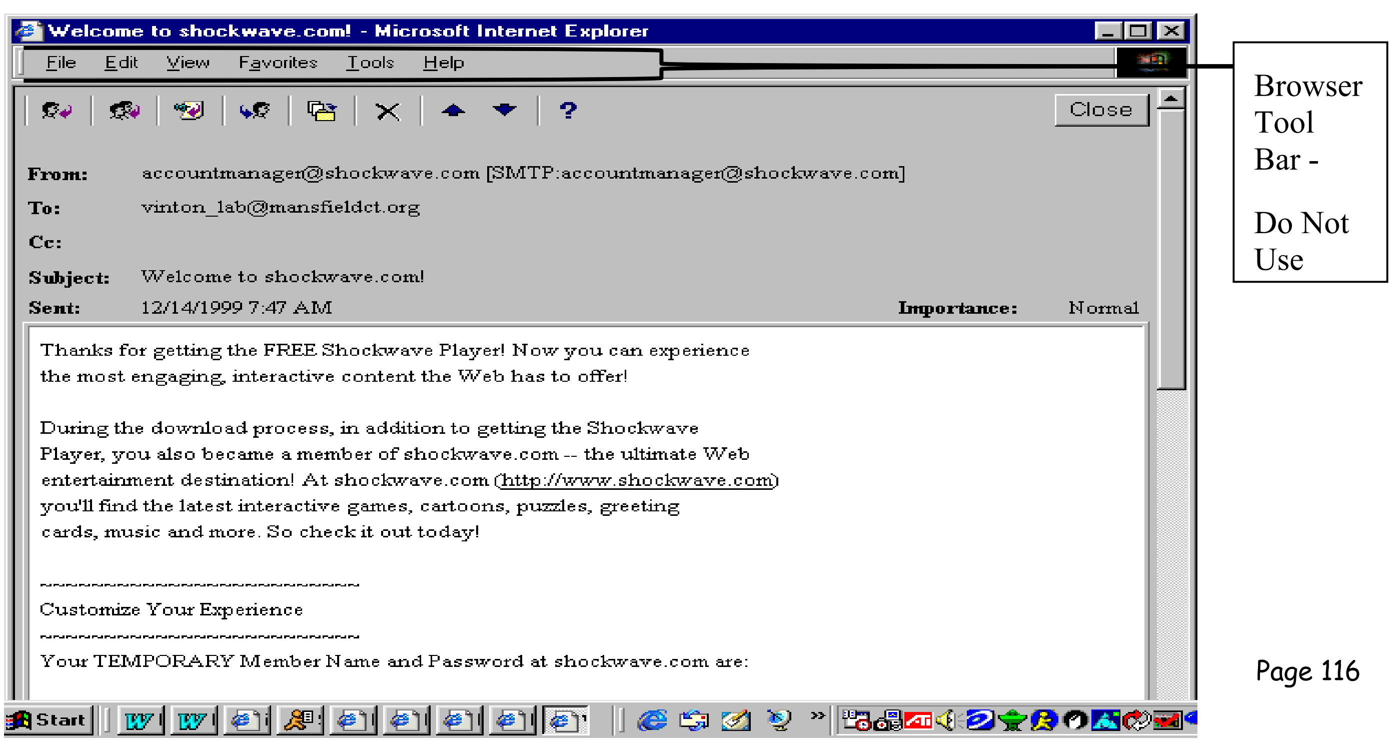
2. A gray window will appear, and you will need to type your username and password. The password will appear as asterisks to keep it confidential. Press "enter" on the keyboard, or click OK, when you are done. (See diagram below.) You are now logged into your MMS e-mail account.

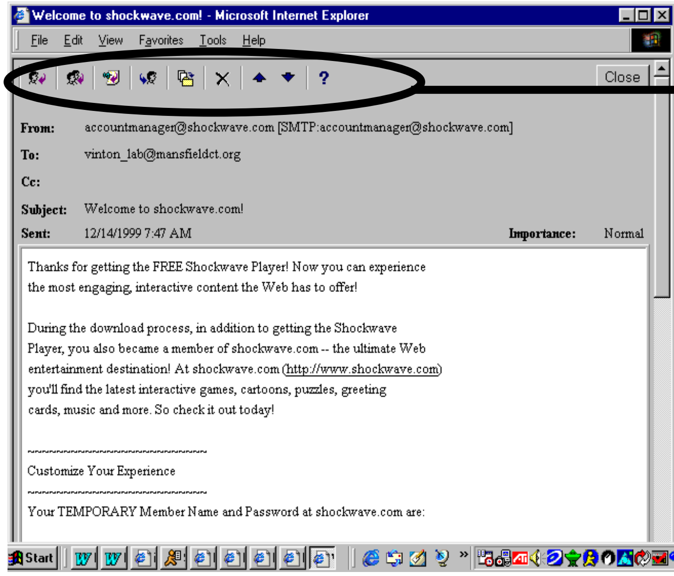
Staff E-Mail
Reading Your Mail (the Inbox)

1. You are now looking at the Inbox of your email account. It is where new mail is received. If you do not delete or move your mail to a storage folder, it just stays in the Inbox. Remember that even though it looks similar, email works with commands on the web page NOT on the browser toolbar. Make sure you are working below the address bar to make email work (i.e. do not click on "file," "edit," "view," etc.).



2. To open an e-mail message, click on the underlined name of the sender. When the piece of mail opens, it will look something like the sample message displayed below:





These are the Email Tools.

The Tools icons represent the following functions starting from left to right:

- Reply to Sender
- Reply to All
- Reply to Folder
- Forward
- Move/Copy to Folder
- Delete Mail
- Move to Previous Message in the list
- Move to Next Message in the List
- Access the Help Features

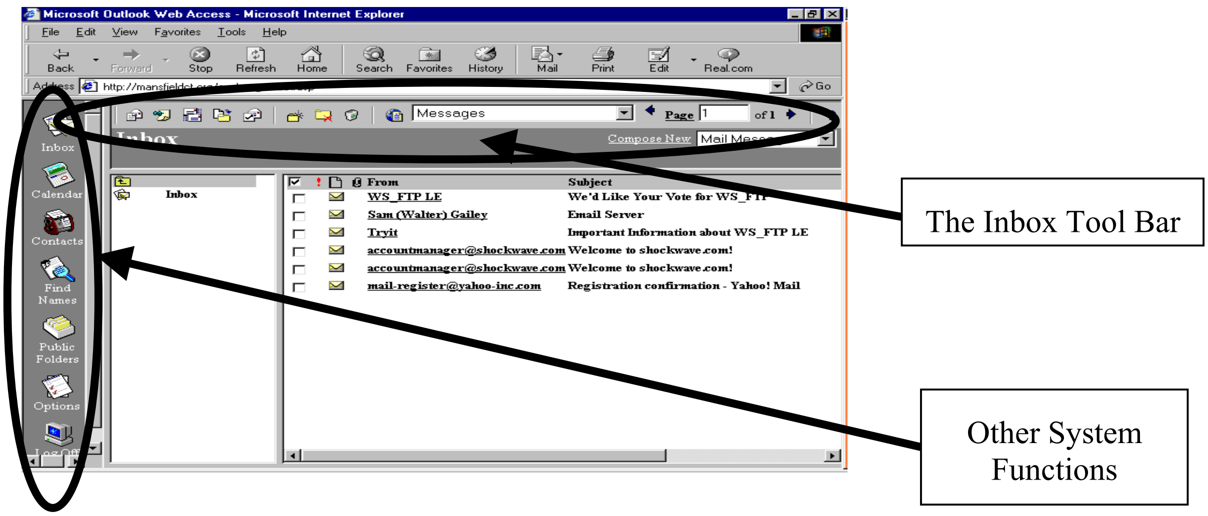
3. After you read your mail (you may have to move the slider bar on the right down to see a long message) you can use the tools to decide what to do next. *Delete the message?* Click on the slash-like X. *Move to the next message?* Click on the down arrow. (You get the idea, yes?)

   Perhaps the easiest way to mange mail is to deal with it right away. A typical order for checking mail is to start with the first message, read it, delete it if it is not worth saving, down arrow to the next message, and so forth. You should also note that this screen gives you the whole scoop on the message. Who the message is from, whom else it was sent to, when it was sent and the subject of the message all appear in the message header.

   The easiest way to send someone else email is to reply to mail they have sent. Just click on the reply icon and a message composition box appears already addressed to the sender. It even quotes the original message so you can refer to what was said. These basic steps are very similar to composing new mail, which is the subject of the next section.

Staff E-Mail
Sending an E-Mail Message

1. There are several ways to begin a new mail message. The most direct is to start from the Inbox. Below is an example. We will stop here, a bit to look at all the parts of the Inbox.



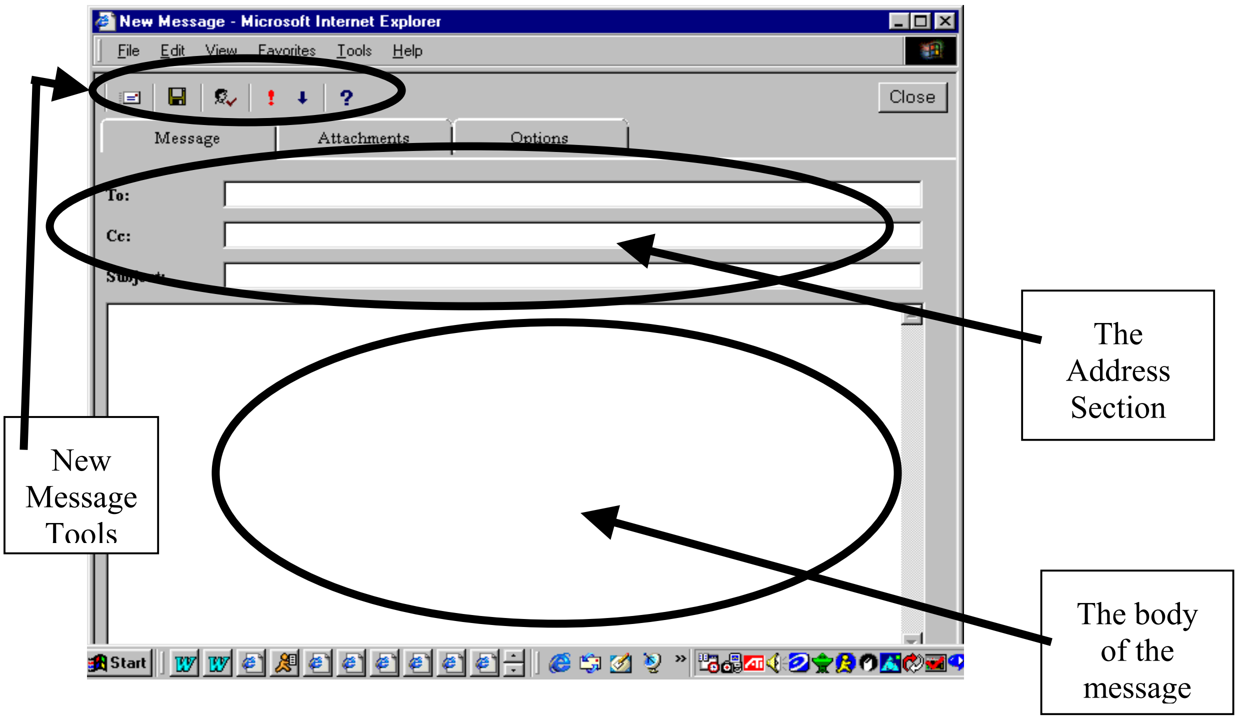
In the diagram above, on the far left are icons representing other functions of the system (beyond the scope of this introductory handout, but feel free to explore on your own). There is a Calendar function, a Contacts manager, etc. The Inbox Tool bar is at the top of the mail list. Its Icons from left to right represent the following:

- Compose a new mail message
- Post a new message to a folder
- Check for new mail
- Move or copy a folder
- *Delete a checked item
- Create a new folder
- The Recycle Bin
- Refresh the page
- Sort the mail (it is a drop down menu selection)
- Move through pages of mail (if you have more than one page worth of messages)
- The Get Help Question Mark
- The COMPOSE NEW menu bar (set at new MAIL MESSAGE as a default Choice)

**** You can Delete several Emails by checking the box next to them and then choosing this icon. The best management tool in the system!***

If you do not see all of the Icons on the far right, your computer's screen resolution is not set to accommodate the display required by the system. This happens with some Macs or with some non-Microsoft browsers.

2. You can create a new message by clicking on the Compose New icon, or clicking on the "compose new" menu selection. You will be taken to a screen that looks like this:



The New Message Tool Icons are left to right:
- Send Mail
- Save Mail
- Check Names in the Mansfield Email List
- Increase the Importance Level
- Decrease the Importance Level
- Get Help

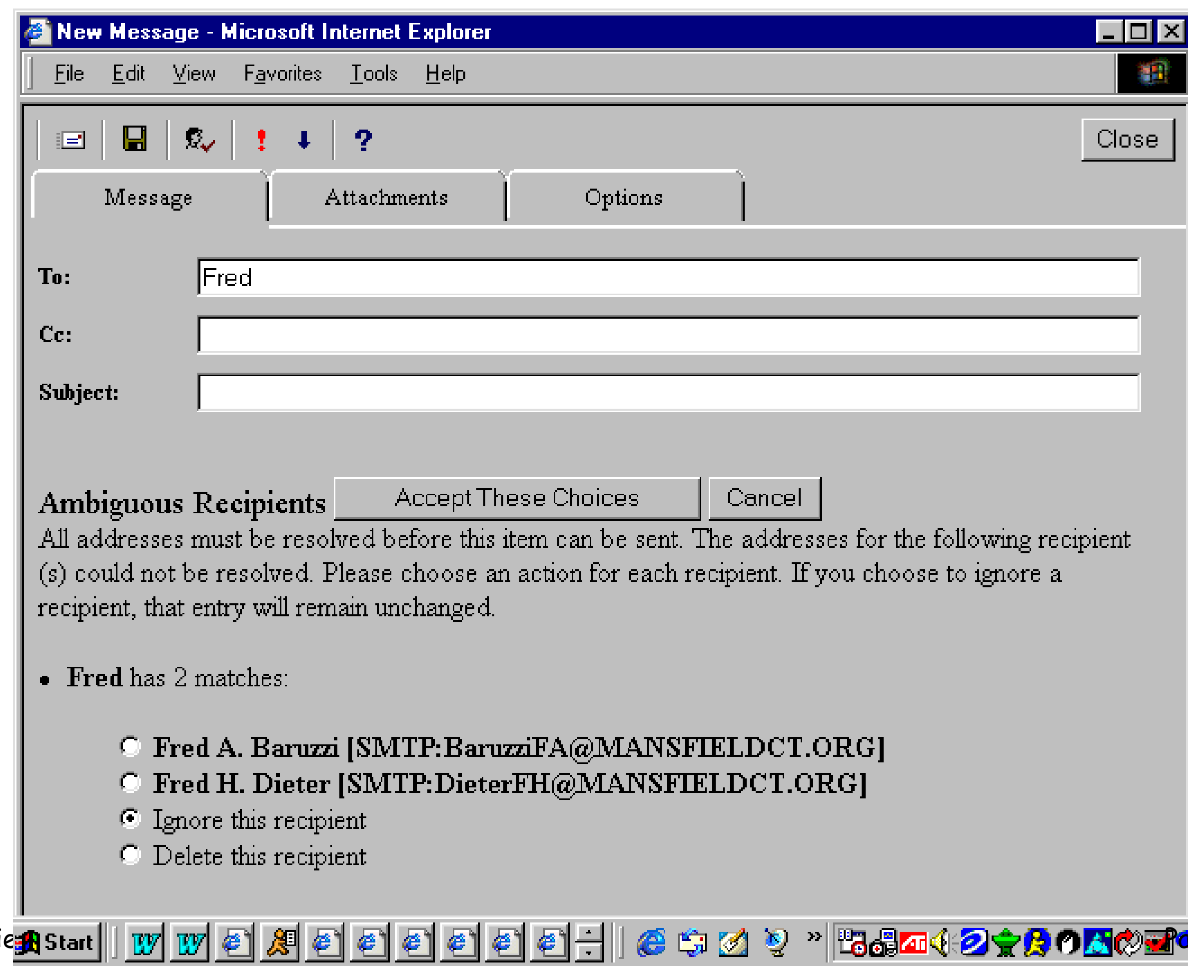
To Send Email:
- Enter the email address in the To: box. .
- You can send mail to more than one person by separating names with a semicolon in the TO: box
- Enter a subject for your message in the Subject: box.
- Type your message in the body, and click on the send mail icon and/or you can send carbon copies by entering names in the Cc: box.
- After you click the send button, you are returned to the Inbox.

Don't know what your colleague's email address is? Check out the next section!

Staff E-Mail
Finding Other Staff's E-Mail Addresses

1. When you compose email to someone in the Mansfield system, you do not need to know his or her email address. The system will check and get the address for you. Just enter part of the person's name in the To: or Cc: box and click on the CHECK NAMES icon on the toolbar. If they have a valid email address the system will go to the Mansfield email list and enter the email name into the box. If you type in a first or last name and check it and there is more than one person that fit the criteria, you will be presented with a list of possible choices. You check the correct name and ACCEPT THE CHOICES. The name goes into the address section automatically.

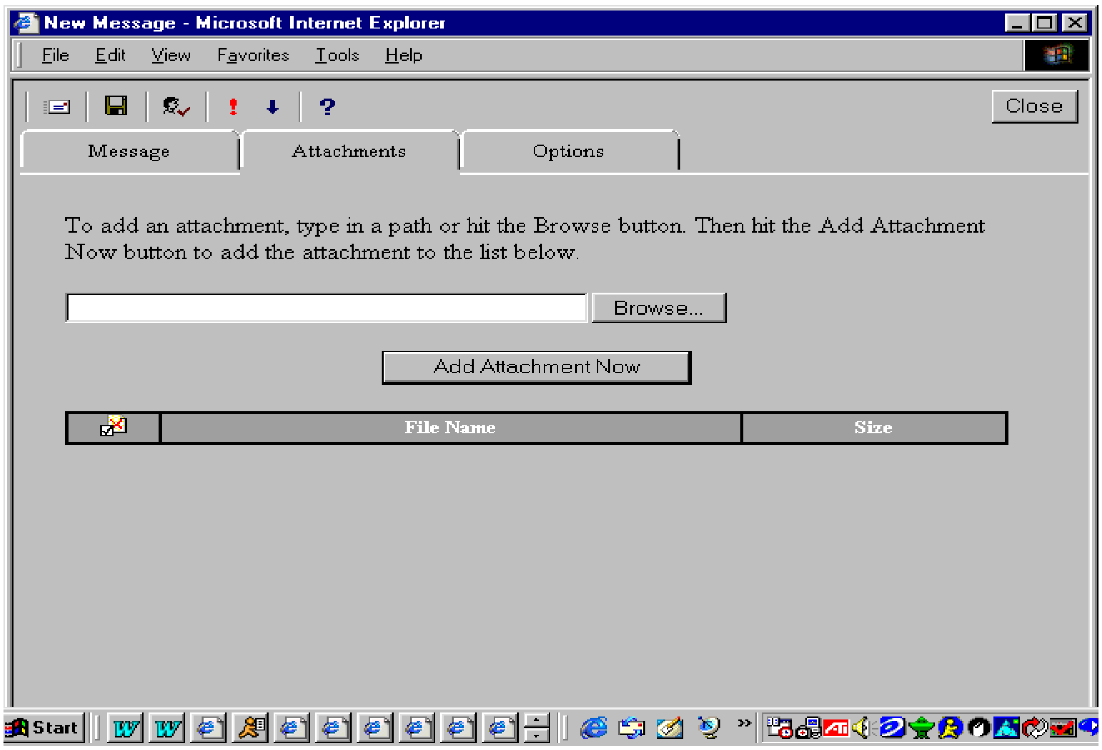
2. Remember this works only with the Mansfield email system. If you need to email a colleague in another school who uses AOL or Compuserve or NECAnet, the check names feature will NOT go out to the Internet looking for the correct email. You can also look up someone's internal name from the Inbox, by choosing the Find Names icon from the System Function icons on the left. Below is an example of how typing "Fred" in the To: box and Checking Names returns two possibilities; you would just check the Fred you want and click on accept.



Staff E-Mail

Sending an Attached File via E-Mail

1. You can attach a word-processed document or other files to an email. In the "compose new mail" area, (see the picture above) you click on the tab for ATTACHMENTS. It brings you to the dialog box below. To add a file to your email, you specify where the file is by typing the file name and location into the white box. If you don't know you can click on the BROWSE button to locate the file on your computer. You are taken to a dialog box that allows you to locate the file you need. After you find the file dialog box you highlight it, and click on OPEN. The browse function closes and the name of the file and location show up in the white box. You then click on ADD ATTACHMENTS, and the file is now attached to the email. Send your mail & the file goes with it.



2. **SOME CAUTIONS…**
   The best advice might be to proceed carefully here. If I was creating a lesson plan at home and absolutely needed it the next day, I would email it to myself at school (as an attached file) **and also save it to a floppy disk that I bring with me to school**. I'd come to school with the disk, to be sure that if the attachment did not make through the system, I'd still have my lesson plan. In truth, the e-mail attachment should always work, but if you absolutely need it the next day, play it safe it send an e-mail attachment and bring a disk.

Staff E-Mail
Important E-Mail Tips

- Our e-mail system is web-based, which means you can access it from any Internet connection (whether it is at school, home, etc.). As a result, it also pulls down all of your old mail every time you login. To avoid slowdowns, delete e-mails when you are done with them. When you delete an e-mail, it goes into a “deleted items” folder, so it is not really deleted. Click on the “empty trash” button to permanently delete the item.
- Frequent/advanced e-mail users should empty out your “sent items” folder periodically as well to ensure the fastest access (if you are unsure how to do this, give us a call and we can show you how). Limiting the number of e-mails stored in your e-mail account will go a long way toward keeping your e-mail account running smoothly. Unfortunately, this also limits the usefulness of the e-mail account as a location for storing information. You may also feel comfortable highlighting the text in e-mails you want to save, copy it to a Word file, and then save the World file (or print out a copy of the e-mail).
- When you delete an item, it will still appear in your inbox until the page is refreshed.
- Make the e-mail system fit your schedule:
    1. Check it from the location and at the time that is most convenient for you.
    2. Send messages to staff from the location and at the time that is most convenient for you.
    3. Avoid the need for photocopying, distributing, or multiple phone messages.
- Plans are in the works to make the e-mail system more helpful by providing a second e-mail option to everyone that is more powerful/useful (desktop e-mail) and make the system more valuable to you by sending attendance, relevant meeting minutes, etc.
- You can have organizations send you relevant e-mail automatically. For example, Amnesty International will send you e-mail with a different human rights discussion topic/guide each month.[2] (Ask Jim Dillman how he is receiving e-mail sports updates from his daughter’s university automatically!)
- Don’t forget to check your e-mail every day!

[2] To receive this monthly resource, send an e-mail to "raisetheroof@aiusa.org" and request their monthly human rights newsletter. (http://www.amnestyusa.org/aikids/ has additional class activity ideas).

Webpages
What Can Webpages Do For Me?

SUMMARY

The idea of sharing information directly from computer to computer began in the 1960s as a quick method of communication, but the format was generally technical and unimaginative. In the 1980s, programmers at the University of Illinois developed the first webpages by relying on a visual format that used “clickable” links to create an easier and more appealing format for sharing information between computer users. Today’s rapid expansion of the Internet has quickly made webpages a very popular means of communication in our society.

WHAT CAN WEBPAGES DO FOR ME?

1. If you are looking for information, webpages provide an easy and broad source for information. You can find a wide range of school and education related information at the Middle School’s website at **http://www.mmsnet.org**. To find information on other topics, go to a search site such as **http://www.yahoo.com**, **http://www.metacrawler.com**, **http://www.askjeeves.com**, or **http://www.metacrawler.com**. Remember that information from the Internet is not always reliable (much like any medium of information)!

2. If you need to share information with others, webpages provide an easy and inexpensive method to communicate information with students, parents, or even the world! Follow the steps below to see how teachers share information with webpages:

   (1) Go to http://www.mmsnet.org.

   (2) Click on the link for “staff homepages” on the left side of the screen.

   (3) Click on some of the links for various teacher homepages. While every staff member has a webpage, currently some of the most popular ones include Mr. Hand (8th grade), Mrs. Szych (8th Grade), Mr. Labrec (8th grade), Mrs. Audette and Mr. Fulton (7th grade), Mrs. Koropatkin (7th grade), Ms. Sidotti (6th grade), Mr. Santasiere (6th grade), Mr. Page (5th grade), Mrs. Siddons (World Language), and Mr. Grannis (PE).

3. To see some lesson applications for webpages, follow the directions below:

   (1) Go to http://www.mmsnet.org.

   (2) Click on the link for “online assignments” on the left side of the screen.

   (3) Click on some of the links for various online assignments created by MMS teachers.

4. Unlike many computer products, webpages are visually based so you can easily create a webpage that appeals to both the concrete and creative sides of students.

Webpages
Creating a Webpage with Microsoft Word

SUMMARY

Webpages are created using hypertext markup language (HTML), a simple type of computer code. However, because most people do not know how to write this code, there are many software applications that write the code for webpage authors. One of the most widespread applications for this function is Microsoft Word because it is a program already available on most computers and familiar to many users.

DIRECTIONS

1. Log onto a computer with your username and password.
2. Double-click on the “Microsoft Office” folder and then the “Microsoft Word” icon.
3. Click on “file” at the top of the screen.
4. Click on “new.”
   - ***If you are a teacher and want to change your official homepage**, do not click on "new." Instead, click on "Open," then go to your private network folder, then double-click on the folder that says "intranet," make sure under "Look in" it says "Files of All Types," then double-click on the file named "home." Skip to step 10.*
5. Click on the tab for “webpages” then double-click on “blank webpage.”
6. Click on “file” then click on “save as.”
7. Select the location for saving your file. Teachers should save their webpages in their “intranet” folder located inside of their private network folder. Students should save their webpages to a folder directed by a teacher.
8. Type in a file name. To ensure that your webpage works on older browser types, limit the name to only seven letters and/or numbers with no spaces or special characters.
9. Click “save.”
10. Anything that you type in this Microsoft Word file will be saved as a webpage.
11. To open your webpage in Microsoft Word in the future **OR if you already have a webpage that you want to edit**, click on (1) file at the top of the screen, then (2) open, then (3) go to the folder that contains your webpage, then (4) make sure at the bottom of the window it reads “Files of type: All files”, and finally (5) double-click on your webpage file.

Webpages

Adding a Title & Introductory Paragraph with Microsoft Word

SUMMARY

You will probably want to give your webpage a title and introductory paragraph, though every webpage is different and some do not include titles and/or introductory paragraphs.

ADDING A TITLE TO YOUR WEBPAGE

1. Type a title for your page (i.e., “Mrs. Johnson’s Virtual Classroom on the Net”).
2. Highlight the title you just typed with your mouse.
3. Click on “format” at the top of the screen and then “font.”
4. Change the size, color, font style, font type, and effects for your title (then click “OK”).
5. If you would like to center your title, highlight your title again and click on the center button (looks like a series of six horizontal lines that are centered; it is located at the top of the screen in the middle).

ADDING AN INTRODUCTORY PARAGRAPH TO YOUR WEBPAGE

1. Press “enter” on your keyboard after your title to start a new line. Notice that this next line is automatically double-spaced. In a webpage, an “enter” is double-spaced while a “shift-enter” is single-spaced.
2. Now type a 3 – 4 sentence introductory paragraph for your page. If you are unsure what to write, a possible example is below:

   > Thanks for visiting my new virtual home on the Net! I am just beginning to learn about webpage authoring so bear with me while I gradually work on my webpage. I have a number of special interests that I hope to highlight in this page so you can learn more about the topics that I care most about. Please scroll down to see more of my new webpage!

3. Highlight the paragraph that you just typed with your mouse.
4. Click on “format” at the top of the screen and then “font.”
5. Change the size, color, font style, font type, and effects as desired (then click “OK”).
6. If you would like to center your paragraph, highlight your paragraph again and click on the center button (looks like a series of six horizontal lines that are centered; it is located at the top of the screen in the middle).

Webpages

Changing the Background of your Webpage with Microsoft Word

SUMMARY

Because webpages are viewed on-screen, you can add backgrounds images or colors that would normally not print well on paper.

ADDING A BACKGROUND COLOR TO YOUR WEBPAGE

1. Open your webpage in Microsoft Word.
2. Click on “format” at the top of the screen.
3. Click on “background.”
4. Choose a color for your background.
5. **It is very important that your mix of font colors and background makes your text easy to read!** You may want to change your font color as well using the steps described in the previous section to find a font color that is easy to read against your chosen background.

ADDING A BACKGROUND IMAGE TO YOUR WEBPAGE

1. Open your webpage in Microsoft Word.
2. Click on “format” at the top of the screen.
3. Click on “fill-effects.”
4. Choose an image for your background.
5. **It is very important that your mix of font colors and background makes your text easy to read!** You may want to change your font color as well using the steps described in the previous section to find a font color that is easy to read against your chosen background.

Webpages

Adding Clipart to your Webpage with Microsoft Word

SUMMARY

On the fast-paced Internet where the average reader spends only 30 seconds viewing a particular webpage, clipart is an effective means to capture a reader's attention and quickly communicate information. Unlike the flexible nature of a word processor, webpages are generally very stubborn when it comes to placing a piece of clipart in an exact location. Later in this guide we will look at using tables to control the location of clipart, but for now we will manually move the clipart you just inserted.

ADDING CLIPART TO YOUR WEBPAGE WITH MICROSOFT WORD

1. Open your webpage in Microsoft Word.
2. Click on "insert" at the top of the screen.
3. Click on "picture."
4. Click on "clipart."
   - ❖ *If you want to insert an image that you have saved to a network folder from a digital camera or scanner, click on the "picture" option instead.*
5. Use the "find" button on the right side of the window to search for a piece of clipart by keyword.
6. Click on a piece of clipart that you want to use and then click "insert."
7. By default, Microsoft Word places your clipart in the last location of your cursor. Click on the clipart once to make sure it is selected.
8. Use the square boxes on the corners of the clipart to resize your picture. Click on one of the aforementioned boxes with the left mouse button & leave the button depressed (do not let go of it) and drag the box in to make the clipart smaller. Let go when it reaches a desired size.
9. Now click on the clipart with your left mouse button, only DO NOT let go of the left mouse button (leave it depressed).
10. Now drag your mouse to manually move the clipart. It will only move in jumps so you will not be able to exactly place the location of the clipart. Let go of the left mouse button when you are finished.

MAKING THE TEXT WRAP AROUND YOUR CLIPART

1. Right-click on one of the clipart items in your webpage in Microsoft Word to bring up an option window.
2. Left-click on the choice for “format picture.”
3. Click on one of the two wrapping choices (either “left” or “right” to cause the text to wrap around the clipart).
4. Click “OK.”

MICROSOFT’S FREE COLLECTION OF ADDITIONAL CLIPART

1. Open your webpage in Microsoft Word.
2. Click on “insert.”
3. Click on “picture.”
4. Click on “clipart.”
5. Click on the globe icon in the lower-right hand corner of the window.
6. If prompted, click on the “accept” button.
7. Maximize the webpage window if needed.
8. Use the keyword box on the left side of the webpage to find a piece of clipart.
9. Check off the white box under the clipart and then click on “download clip.”
10. Click “download clip now.”
11. Choose to “open the file from this location.”
12. Click on the piece of clipart that you want to use and then click “insert.”

Webpages

Using Bullet Points to Outline Information in Your Webpage with Microsoft Word

SUMMARY

Below is a simple example of using bullet points to organize information:

Grocery List:

- Milk
- Bread
- Cereal

DIRECTIONS

1. Open your webpage in Microsoft Word.
2. Press “enter” on the keyboard after the end of your introductory paragraph (or wherever you would like bullet points to appear).
3. Type a sub-title that will introduce the list of information. For example, “My Hobbies & Activities.”
4. Press “enter” on the keyboard.
5. Click “format” at the top of the screen, and then “bullets and numbering.”
6. Choose a type of bullet.
7. Type the first item in your list.
8. Press “enter” on the keyboard and type the second item on your list.
9. Continue this pattern as many times as needed.
10. To stop the bullets, press “enter” twice.

Webpages

Creating Hyperlinks in Your Webpage with Microsoft Word

SUMMARY

Hyperlinks are simply connections to other webpages. Frequently they are blue, underlined words that a reader clicks on in order to jump to a page. The advantage of hyperlinks is that it allows your readers to selectively choose the content that they receive.

DIRECTIONS

1. Open your webpage in Microsoft Word.
2. Imagine that you wanted to provide a link to the search engine “yahoo.” Press enter on the keyboard to get a new line and type in the text “Yahoo Internet Search Engine.”
3. Now use your mouse to highlight the words that you just typed.
4. Click on “insert” at the top of the screen, and then click on “hyperlink.”
5. In the white box labeled “link to file or url,” type the address of the webpage that you want to link to. In this case, type in the address “http://www.yahoo.com”.
6. Click "OK" and your text will now become a hyperlink to the Yahoo Search Engine.

❖ *This technique also works when you highlight a picture and follow the steps above to make the picture a hyperlink.*

LINKING TO A PAGE WITHIN YOUR OWN WEBSITE

Most websites have sub-pages so that readers do not have to scroll down one long webpage.

1. Make sure that you first save your existing webpage.
2. Click on "file," then "new."
3. Choose a "blank webpage" under the "webpages" tab.
4. Quickly type in a brief amount of text.
5. Save the new webpage with a new file name.
6. Click on "window" and then select your first webpage.
7. Now create a hyperlink as you did in the directions at the top of this page, only this time click on the "browse" button instead of typing in a webpage address. Browse to your recently created webpage and click OK so that the link now goes to your sub-page!

Webpages

Previewing your Webpage with Microsoft Word

SUMMARY

When you are editing your webpage in Microsoft Word, you are not seeing a 100% accurate representation of your page. In truth, your page may look different when viewed online, so it is useful to preview your page as it will actually look at various points while creating your page.

DIRECTIONS

1. Open your webpage in Microsoft Word.
2. Click on “file” then click on “webpage preview.”
3. You will now see your webpage in a web browser, which is a more accurate representation of what it will look like to others on the Internet.
4. To return to Microsoft Word, just click on the X in the upper-right hand corner of the web browser that contains your webpage.

NOTES

Different brands of computer hardware and software include variations such as screen resolution, available colors, software updates, and programming inconsistencies, so your webpage may look different on other computers. In extreme cases, your webpage may not even work on certain other computers – though this is rare. Below are some tips to minimize the likelihood for variation (though it can never be completely avoided):

- Save your webpage using a file name that is 7 letters/numbers or less in length, and use a file name that is all lower case letters/numbers and includes no spaces.
- Be careful about the number of pictures your page includes – users with slow connection speeds may not wait for your webpage to finish downloading large numbers of pictures.
- **Frequently** you will find that when you place a picture in Microsoft Word, that is shows up in a different location when previewed as a webpage – **this is very frustrating!** Consider possibly using the directions two pages ahead about using tables to limit this occurrence.
- Every computer has its own set of fonts, so if you select an unusual font not found on many other computers, the font will not display on those computers. The text will still appear so you won’t lose any of your text – it will just appear in a plain font instead of the one you selected.
- **ON THE PLUS SIDE**, we have tried to load a consistent set of screen resolutions, software versions, and hardware specs on the computers at school so for the most part you should not find great variation in the appearance of your webpages within the school building.

Webpages

How To Easily Turn your Existing Microsoft Word Files into Webpages

SUMMARY

Many of us have already created a number of documents with Microsoft Word that could not reach a wider audience by publishing them on the Internet as webpages. Microsoft Word will complete this task quickly and easily.

DIRECTIONS

1. Open up an existing Microsoft Word document that you want to turn into a webpage.
   - ❖ *Your original copy that is a Microsoft Word file will not be damaged – this process creates a second file that is a webpage.*
2. Click on “file” at the top of the screen.
3. Click on “Save as HTML.”
4. Select the location for saving your file. Teachers should save their webpages in their “intranet” folder located inside of their private network folder. Students should save their webpages to a folder directed by a teacher.
5. Type in a file name. To ensure that your webpage works on older browser types, limit the name to only seven letters and/or numbers with no spaces or special characters.
6. Your file may look slightly different as a webpage because webpages do not have exactly the same formatting as Microsoft Word files.

Webpages

Using Tables with Microsoft Word to Control the Layout of Your Webpage

SUMMARY

You may have already experienced the frustration of placing an item (such as picture) in a set location in your webpage in Microsoft Word only to find that it appears in another location when viewed in a web browser. Unlike word processing, webpages do not naturally lend themselves to exact placement of items. However, tables can help to overcome this limitation – **though this is a more difficult skill to master than the skills discussed in the previous sections. The directions below provide an overview, but you will need to experiment with this skill multiple times to really understand it.**

DIRECTIONS

1. Create a new webpage by clicking on “file,” then “new,” then “webpages,” then “blank webpage.”
2. Click on “table” at the top of the screen.
3. Click on “insert table.”
4. Highlight a 1x2-cell table.
5. Place your mouse over the middle line separating the two cells in the table. The mouse cursor now becomes a line with a double-headed arrow. Click down with the left mouse button and re-size the left cell so that it only occupies about 20% of the table.
6. Experiment typing text and inserting pictures into the various cells.
7. Click on “table,” and “table properties” and/or “cell properties” to experiment with different options. For example, you may want your left cell to include a background color to draw a sharper contrast.
8. Save and preview the webpage and you will find that your table keeps the two sides in check.

MORE COMPLEX TABLES

The skills required to create more complex tables are the same as a basic table, though it requires some more forethought as to the desired layout. Also, an advanced table generally includes merged cells. ***To merge two or more cells, highlight the cells, right-click with the mouse, and left-click on “merge cells.”*** *On the next page are some sample configurations to consider.*

3-Column Style:

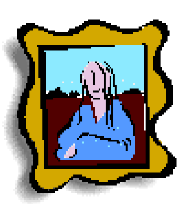
<table>
<tr><td rowspan="2">Table of Contents Column</td><td>Picture and Main Title</td><td rowspan="2">Advertisements</td></tr>
<tr><td>Main Content</td></tr>
</table>

Newspaper Style:

<table>
<tr><td colspan="2">HEADLINE TITLE</td></tr>
<tr><td>Article Title
By Joe Smith

Text, text, text, text, text, text, text, text, text, text, text, text,</td><td>text, text, Text, text, Text, text, Text, text, Text, text, Text, text, Text, text, Text, text, text, text, Text, text, Text, text, Text, text, Text, text, Text, text, Text, text, Text, text, text, text, Text,</td></tr>
</table>

Multi-Section Style:

<table>
<tr><td></td><td colspan="2"><u>Section One Title</u>

Text, text,</td></tr>
<tr><td colspan="2"><u>Section Two Title</u>

Text, text</td><td></td></tr>
</table>

❖ *You can create literally hundreds of additional table configurations to meet the specific needs of your webpage.*

Webpages
A Basic Introduction to HTML Code

SUMMARY

Microsoft Word makes webpage authoring relatively easy for the user, but behind the simple façade, your computer is writing the computer code that allows visitors from around the globe to read your webpage outside of Microsoft Word. This code is Hypertext Markup Language, or HTML. Most computer code consists of lengthy mathematical series, but thankfully HTML is a relatively simple text-based computer code. Further, its authors used English terms instead of mathematical numbers as its base, so it is even easier for English speakers!

That being said, Microsoft Word is still a much easier tool for creating webpages than writing actual HTML code. However, when you use Microsoft Word, you are limited to the options it provides and its occasional inconsistencies. As a result, advanced webpage authors should also be familiar with HTML in order to have greater freedom when creating webpages.

DIRECTIONS

1. For the most part, HTML is nothing more than a series of "off's" and "on's," similar to a light switch. Most code in a webpage either turns on an option or turns off an option.
2. There are two basic components of HTML code:
   - ❖ Brackets <> are used to enclose codes
   - ❖ Slashes / are used to turn off options (absence of a / means it is code that turns on options)
3. Create a new webpage in Microsoft Word by clicking on "file," then "new," then "webpages," then "blank webpage."
4. Type the sentence "HTML is easy."
5. Click on "view" at the top of the screen.
6. Click on "HTML source."
7. Microsoft Word now displays the code behind your page. Your code should look as follows:

```
<HTML>
<HEAD>
<META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=windows-1252">
<META NAME="Generator" CONTENT="Microsoft Word 97">
<TITLE>HTML is easy</TITLE>
<META NAME="Version" CONTENT="8.0.3410">
<META NAME="Date" CONTENT="10/11/96">
<META NAME="Template" CONTENT="C:\Program Files\Microsoft Office\Office\HTML.DOT">
</HEAD>
<BODY TEXT="#000000" BGCOLOR="#ffffff">
```

```
<P>HTML is easy.</P></BODY>
</HTML>
```

8. **Now let's breakdown this code to see what it is really telling us:**

   <HTML> *- Turn on HTML (webpage code)*

   <HEAD> *- Turn on the header section (not displayed in the browser window)*

   <META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=windows-1252"> *- Identifies the page as standard/uniform text-based HTML*

   <META NAME="Generator" CONTENT="Microsoft Word 97"> *- Identifies the program used to create the webpage*

   <TITLE> *- Turns on the title*

   HTML is easy</TITLE> *- Turns off the title*

   <META NAME="Version" CONTENT="8.0.3410"> *- Identifies the version of Microsoft Word*

   <META NAME="Date" CONTENT="10/11/96"> *- Identifies the original date of the version of Word*

   <META NAME="Template" CONTENT="C:\Program Files\Microsoft Office\Office\HTML.DOT"> *- Identifies the Word template used to create the webpage*

   </HEAD> *- Turns off the header section.*

   <BODY TEXT="#000000" BGCOLOR="#ffffff"> *- Turns on the body section, background color, and text color.*

   <P> *- Turns on a paragraph.*

   HTML is easy.</P> *- Turns off a paragraph.*

   </BODY> *- Turns off the body section.*

   </HTML> *- Turns off the HTML*

9. As you can see, a series of "on's" and "off's" that define the look of this page. Suppose you wanted to change the text of the paragraph. Just delete "HTML is easy" and instead type "HTML is lengthy!"

10. You could continue to edit this page by turning on and off additional codes and typing additional text, but you'll probably want to go back to Microsoft Word for this job since HTML is very time consuming! To do this, just click on the button at the top of the screen that says "Exit HTML source." Now you are back in your familiar Microsoft Word screen!

11. If you want to become skilled at editing your page with HTML code to compensate for Microsoft Word's limitations and occasional inconsistencies, take a look at the list of HTML codes on the next two pages. After browsing the next three pages, go back into the HTML code as describe in the previous directions and experiment writing various codes.

Webpages
Overview of Common HTML Codes

SUMMARY

The next two pages of this packet include an HTML code reference sheet provided by Classroom Connect, a company that publishes materials designed to assist school teachers to use the Internet in K-12 classrooms (http://www.classroom.net, Copyright 1997, copied with permission from the publisher). To see the reference sheet in its whole form, you must line-up the two pages together.

The reference sheet includes many of the HTML code options along with explanations about their meaning and proper use. Because most people today use webpage editors like Microsoft Word to write the code for them, this reference sheet is the last time that this guide will discuss HTML code. However, even if you use a webpage editor, you can use HTML code to find errors in your page or complete tasks not supported by your webpage editor as described in the previous section in this guide.

Also, if you visit a webpage on the Internet and want to duplicate a technique it uses, knowing a little bit about HTML code will help you to potentially copy their technique by typing directly into your HTML code. To view the HTML code of a webpage on the Internet, just (1) go to the webpage, (2) click “view” at the top of the screen, (3) and click” source” (these directions work in Microsoft Internet Explorer and may vary slightly other browsers).

For a color display of common HTML color codes, go to http://www.mansfieldct.org/schools/mms/mmstaff/comp/htmlcol.htm

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Webpages

Important Items When Creating Webpages at MMS

NOTES

- Webpages saved to the designated Intranet folders are uploaded to the Internet every weekday at approximately 3:00. If you need your webpages uploaded sooner, just call us.
- MMS webpages can be accessed either by typing in the direct Internet address or by clicking the respective link off the school homepage. You can access the school homepage by either:
  - ❖ Inside the building, double-click on the **MMSnet** icon on any computer's desktop.
  - ❖ Outside of our building, go to **http://www.mmsnet.org**.
- Microsoft Word is the webpage creation program that our computer staff is trained to support. There are other programs for creating webpages (the MMS website is maintained with a mix of Microsoft FrontPage, Word, and Notepad), but Microsoft Word is the program for creating webpages that our computer staff is trained to support because it is the only webpage editor available throughout our school. The computer lab does own two how-to books for Microsoft FrontPage that are available for borrowing to any staff member or student. Also, the Middle School owns three licenses for Microsoft FrontPage and three licenses for FileMaker Homepage that are available on public computers (one in each computer lab, and one in the IA workroom).
- If you have a webpage that should not go on the Internet, let the Computer Lab know and we can put your page on a secure location where it can be viewed within our building but not on the Internet. For example, some vendor's teaching materials have copyright qualifications that allow for viewing within a school building, but not from home computers.
- The District in the process of defining the details of BOE policies regarding the use of school computer networks for posting Internet pages, **but the following are rules to follow…**

  a. Do not use students' full names, rather instead use a format such as "Jane D."
     If you wish to use student pictures, check with the Front Office first.
  b. Obviously your page must comply with Federal, state, and local laws, and the policies of the Mansfield Public Schools and the Middle School. **This includes copyright policies!** If you are considering corporate logos or fundraising, you will need to get the Front Office's approval just like you would if it was a regular fundraiser/sponsor.
  c. Include a link to the school's homepage on your site (http://www.mmsnet.org).
  d. Put a statement such as "Last Updated on 04/01" at the bottom of your page to let the reader know when your page was last updated.

Webpages
Adding Your Webpage to Search Engines

SUMMARY

When you visit search engines such as http://www.google.com or search indexes such as http://www.yahoo.com, you can type in keywords to find webpages that relate to certain topics. The steps below will increase the likelihood that when other people will find your site when they search for topics related to your webpages ("likelihood" because ultimately this isn't perfect - if you really want to be well listed, use a search engine to find payment based services that automatically enter your webpage into search engines - this ranges in cost from one-time $30 fees to as much as monthly $50 charges).

DIRECTIONS

1. The first step is already done for you if you are creating a school webpage. When you save your webpage to the school's servers, it becomes part of MMS' website. As a result, visitors to the school's homepage will be able to find your webpages.

2. Some search engines and search indexes continually "surf" the Internet looking for webpages to automatically index. If you want your page picked up by these automated search sites, you will need to add some special HTML code…

    1. Open you webpage in Microsoft Word.
    2. Click on "view" at the top of the screen, then click on "HTML source"
    3. You are now looking at the actually HTML code for your page.
    4. To provide search engines with a title for your page, enter the following code into your page in the line following the <head> command (substitute your title for the mock one listed below):
       <title>Bob's Fishy Homepage</title>
    5. To provide search engines with keywords for your page, enter the following code into your page in the line following the previous line (substitute your keywords for the mock ones listed below - list your most important keywords first):
       <META content="bob, fish, pets" name=KEYWORDS>
    6. To provide search engines with a description for your page, enter the following code into your page in the line following the previous line (obviously substitute your description for the mock description listed below):
       <META content="Website about Bob and his many pet fish." name=DESCRIPTION>
    7. Click on the "Exit HTML Source" button at the top of the screen and save your file.

3. Visit the homepages of popular search engines and indexes. On their homepages there will be links such as "submit your website" or "submit URLs" that allow you to manually add your webpages to their listings. This is free, but you will also see listings for pay options that are quicker and more effective (it is up to you depending on your budget of course).

Cameras & Scanners

Taking Pictures with the Sony Mavica Camera (staff only camera)

SUMMARY

The Sony Mavica camera is only for use by **staff on school grounds** because it is a more expensive camera (valued at $600 – please treat it will care). Camera use off-site and/or by students is available with the HP Photosmart cameras (which are $250 each).

DIRECTIONS

1. The camera can be picked up in the computer lab. To ensure that the camera is available for the days that you would like to use it, you can leave a reservation message at voicemail 197.
2. Insert the battery into the bottom of the camera.
3. Insert an IBM formatted floppy disk into the disk slot on the side of the camera. Only use a disk that you are **certain** does not have a virus because the digital camera does not have virus protection software. If in doubt, use a brand new disk or we can give you a new disk.
   - *The number of pictures that fit on one disk varies depending on the resolution of the picture, but a good rule of thumb is to figure that about 25 pictures will fit on one disk. When you fill a disk, you can just replace it with a new one to take more pictures.*
4. Turn the switch on the back of the camera to "record" mode.
5. Push the button on the front of the camera to take a picture – you must firmly push the button. You will know it worked when "recording" appears on the camera's viewfinder.
6. When you are finished using the camera, remove the battery from the camera and place it inside the camera's case.
7. If possible, please recharge the battery using the charger inside the camera’s bag if you used the camera for a significant amount of time. If you are unable to recharge it, please tell us when you return it so we can recharge it for the next user. When fully charged, the camera has approximately 2.25 hours of battery time. The camera does not have a cord that plugs to the wall for use (the cord is only for charging the battery), so the camera must use the battery.
8. There are directions later in this guide for using pictures from digital cameras.

Cameras & Scanners
Taking Pictures with the HP PhotoSmart Camera (students & staff)

SUMMARY

The HP Photosmart cameras are available for use by both students and staff on or off school grounds (for example, a field trip). The cameras cost approximately $250 each so please treat them with care.

DIRECTIONS

1. The camera(s) can be picked up in the computer lab – you can take out one or many cameras at a time. To ensure that the camera(s) is/are available for the days that you would like to use it/them, you can leave a reservation message at voicemail 197.

2. Turn the camera on by sliding the lens cover open.

3. To take a picture, look through the viewfinder just like a regular camera and press the button (on top of the camera) down.

4. On the back of the camera is a purple button – **do not** push this button because it will turn on the viewfinder, which depletes the batteries within 10 minutes. If you accidentally press the purple button, just press it again to turn the viewfinder off again.

5. The button on top of the camera marked with a lighting bolt scrolls between flash on, flash off, and auto-flash (generally the best choice).

6. The camera saves its pictures to a memory card located on the side of the camera. The larger cards (16-Mb) hold 162 pictures at regular quality, 81 pictures at the higher quality, and 34 pictures at the highest quality. The regular cartridges (8-Mb) hold approx. half as many pictures at each quality level. To switch between quality levels, click on the button on the top of the camera that is labeled with 3 diamonds. Each time you click, it scrolls between resolutions (3 diamonds is highest, while 1 diamond is regular). Most people find 1 diamond is the best choice because it limits the file size (thus easier to work with) and is sufficient quality for most needs.

7. When you are done using the camera, turn it off by closing the lens cover on the front of the camera.

8. To use your pictures, remove the memory card from the side of the camera. Confirm that the green light above the side door is not on and then slide the switch on the side of the camera to unlatch the door. Then fold out the green release switch and remove the memory card. Follow the directions in the next section to use your pictures.

Cameras & Scanners
Using Pictures from the Digital Cameras

PART 1: HP PHOTO PRINTING SOFTWARE

The HP Photo Printing software will allow you to review your pictures, save your pictures to a network folder (thereby accessible from any computer), make minor adjustments, and name your pictures. MMS owns 3 licenses for this software, so it is only available from the 2 scanner computers (one in each computer lab), and from the middle computer in the IA workroom.

1. Log onto the computer as yourself.

2. Double-click on the “HP Photo Printing” icon.

3. *If you used the Sony Mavica camera,* insert the floppy disk from the camera into the floppy disk drive.

   If you used the HP PhotoSmart camera, insert the memory card into the San Disk drive (looks like a fish head and is sitting next to the monitor). **The San Disk drive is only available on the two computer lab scanner computers (one in each computer lab), so you must be at one of these two computers.**

4. Click on the button labeled “open files” at the top of the screen.

5. *If you used the Sony Mavica camera,* change the field for “Look in:” to “Floppy Drive A:”

   If you used the HP PhotoSmart camera, change the field for “Look in:” to “Removable Disk F:” Remember, the HP PhotoSmart camera can only be downloaded in Computer Lab A or B from the two scanner computers.

6. You will now see a series of picture files with generic file names – one for each picture you took. If you used the HP PhotoSmart camera, you will need to first double-click on the folder labeled IMH. Hold down the CTRL key on the keyboard and click on each of the picture files.

7. Click on the “Open” button.

8. *To rotate a picture,* click on one of the arrows on the bottom corners of the picture.

   To delete a picture, click on the **X** on the top right of picture.

   To alter a picture, double-click on the picture. Pull in the corners of the picture to crop it to only include the desired portion of the picture or use the additional options buttons at the top of the screen for other alteration possibilities. When done, double-click on **Accept**.

   To name a picture, click on the generic name underneath the picture and type in a new name for the picture. Naming a picture will not alter the appearance of the picture, but it will make it easier to use the picture files in other programs.

9. When you are done with step 9, hold down the CTRL key and click on each of the pictures you want to save.
10. Click on “File” at the top of the screen and then click on “Save Images As”.
11. Move to the network folder that you will save our pictures into. Pictures for use by just you can be saved to your private network folder. Pictures for use by many persons should be saved in a “common” network folder. Click on the “save” button.
12. Close out of the program and remember to log-off the computer.

Part 2: Inserting the Pictures into Word, PowerPoint, or Excel

Now you can insert your pictures into Word (if you want it in a document, want to add it to a webpage, or merely want to print your pictures), PowerPoint (if you want to use the pictures in an online presentation), or Excel (if you want to add your pictures to a spreadsheet or database).

1. Log onto any computer as yourself.
2. Open up the program that you want to use (either Word, PowerPoint, or Excel).
3. If you want to create a new file, just use a blank document. If you want to add your pictures to an existing document, then open that document.
4. Click on “insert” at the top of the screen.
5. Click on “picture” then click on “from file.”
6. Move to the network folder that contains your pictures, and double-click on a picture.
7. Repeat steps 4 – 6 for additional pictures. If you are using PowerPoint, you may need to insert additional slides to make room for additional pictures (see our guide on PowerPoint).

Alternate Options

- ❖ If you used the Sony Mavica camera (staff only), it saves to a floppy disk so you can actually take the floppy disk to any computer and insert it into Word/PowerPoint/Excel directly from the floppy disk to save time (though you lose the options of the HP Photo Printing software).
- ❖ If you want advanced picture editing, the two scanner computers (one in each computer lab) and the middle computer in the IA workroom have additional image editing software (Adobe PhotoShop 5.5, JASC PaintShop Pro 6, Adobe PhotoDeluxe Home Edition 4 & Business Edition 1.5, and Microsoft Image Composer 1.5). We do not have custom directions for these, but we do have software manuals for them. PhotoDeluxe is pretty easy, while PhotoShop & PaintShop Pro require practice (but are both very powerful programs – PhotoShop & PaintShop Pro are both very popular with professional photographers).

Cameras & Scanners
Using the Scanners

SUMMARY

MMS has one scanner in Computer Lab A and one scanner in Computer Lab B. The scanner in Computer Lab A also has a tray for automatically loading up to 25 sheets of paper.

DIRECTIONS FOR SCANNING A PICTURE
(DIRECTIONS FOR SCANNING TEXT ARE ON THE NEXT PAGE)

1. Put the picture in the scanner.

    - *In Computer Lab A, the scanner has an automatic feeder (like a copy machine). For this scanner, (1) push the purple lever on top of the scanner to the #1 setting, (2) place your picture face up in the feeder (you can scan up to 25 sheets of paper at a time), (3) push the purple lever to the #3 setting.* ***NOTE:*** *This feeder works for standard size sheets of paper – if you have an irregular size (including an irregular width such as construction paper), you will need to follow the directions in the next bullet point instead.*

    - *In Computer Lab B (or for scanning irregular sheets of paper in Lab A), open the top cover on the scanner and place the picture face down on the scanner glass and push it up to the top right-hand corner of the glass.*

2. Double-click on the “HP Photo Printing” icon.

3. Click on the “Acquire Images” button at the top of the screen.

4. *In Computer Lab A,* click on "Output Type" & select either "True Color" (best quality, but large file size), Grayscale (good quality, low file size, no color), or 256 Color (low file size, less quality). *If you are <u>not</u> using the automatic feeder, you will then need to click on "scan" at the top of the screen & "Return to HP Photo Printing."*

    In Computer Lab B, click on "Output Type" & select the best description for the type of document you are scanning. Then click on the button "Send the Scan Now."

5. *To rotate a picture,* click on one of the arrows on the bottom corners of the picture.

    To delete a picture, click on the **X** on the top right of picture.

    To alter a picture, double-click on the picture. Pull in the corners of the picture to crop it to only include the desired portion of the picture or use the additional options buttons at the top of the screen for other alteration possibilities. When done, double-click on **Accept**.

    To name a picture, click on the generic name underneath the picture and type in a new name for the picture.

6. Click on “File” at the top of the screen and then click on “Save Images As”.
7. Move to the network folder that you will save our pictures into. Pictures for use by just yourself can be saved to your private network folder. Pictures for use by many persons should be saved in a “common” network folder. Click on the “save” button.

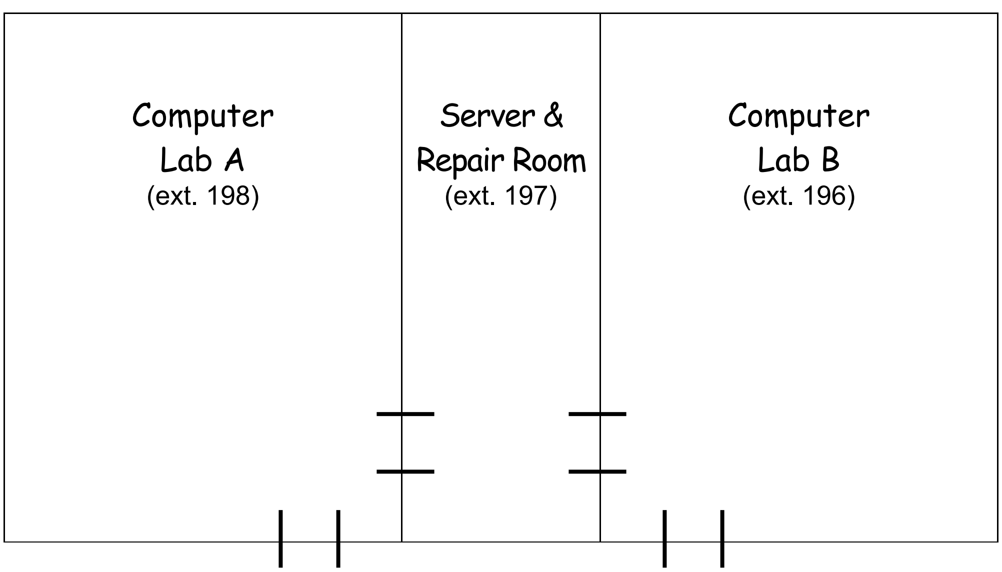
DIRECTIONS FOR SCANNING TEXT (WORDS)

1. Put the picture in the scanner.
   - ❖ *In Computer Lab A, the scanner has an automatic feeder (like a copy machine). For this scanner, (1) push the purple lever on top of the scanner to the #1 setting, (2) place your picture face up in the feeder (you can scan up to 25 sheets of paper at a time), (3) push the purple lever to the #3 setting. NOTE: This feeder works for standard size sheets of paper – if you have an irregular size (including an irregular width such as construction paper), you will need to follow the directions in the next bullet point instead.*
   - ❖ *In Computer Lab B (or for scanning irregular sheets of paper in Lab A), open the top cover on the scanner and place the picture face down on the scanner glass and push it up to the top right-hand corner of the glass.*
2. Double-click on the “OmniPage Pro” icon.
3. Check to make sure someone before you has not changed the default settings – and if they have, click on each setting to fix it. Across the top portion of the screen the settings should read “Scan B&W,” “Mixed Page,” “True Page,” “Save as File.” Feel free to experiment with these settings if you want to get more advanced, but if you want to keep it simple, just use the default settings.
4. Click on the Start Button (looks like a neon green circle).
5. The software will run a very basic spell check on the document and prompt you if it finds errors. The spell check is very basic so **DO NOT** rely on it to find all spelling errors. IF it find no errors, it will just prompt you to click “OK.”
6. The program will now ask you to save your file. Type a file name and choose a network folder to save your file to (to find the network folders, you may need to change “My Documents” to “Student on NTMD Y:” The default setting should save the file type as “Microsoft Word 97 / 2000.”
   - ❖ *If you want to scan in multiple pages and you are not using the automatic feeder in Computer Lab A, click “Cancel” when it prompts you to save. Then put the next additional page in the scanner and click on the Additional button at the top of the scanner software (it has a neon green button). After scanning the last additional page, then follow the saving directions in step 7.*
7. Your document will now appear in Microsoft Word. **Make sure to check that all of your text scanned in correctly – often times it will misread words.**

Computer Labs
Overview

OVERVIEW

- The Middle School has two identical computer labs, **each** with 24 network computers, a scanner, a zip drive, two laser printers, two AlphaSmart download terminals, three televisions, a large screen projector, and student work tables. Computer Lab A is available by phone at extension **198** and Computer Lab B is available by phone at extension **196**.
- These two "classrooms" belong to the entire school and are used by students in all grades. It takes the cooperation of all staff members to keep the computer labs functioning and clean. When using the computer lab, please enforce respect for the equipment among students and ask them to leave it clean, with chairs pushed in, and ready for the next class.
- The computer lab schedule is available on the school homepage (click on the link for "calendars and schedules" on the left side of the homepage). The schedule was created through the joint input of all of our school's teaching teams and is re-evaluated annually.
- The computers in the computer labs are numbered sequentially incase a teacher wants to assign students to specific seats (the numbering is slightly different in each lab).
- The computer lab is part of the Middle School's Library Media Center. Adjacent to the computer labs is the main library room, which includes twenty-four research computers, four Bibliomation computer terminals, a library classroom with a computer and connected television monitor for research lessons, and areas that provide access to traditional print research resources. The library maintains sign-up sheets for access to its computer resources with an emphasis on supporting research-based lessons.



Computer Labs

NetSupport School Pro

(software for displaying to, locking out, or viewing student computers)

SUMMARY

MMS has three scanners – one in each computer lab and one in the IA workroom. The scanner in Computer Lab A also has a tray for automatically loading up to 25 sheets of paper.

DIRECTIONS

1. In either computer lab, log into the computer at the front of the room.
2. Double-click on the “Teachers & Staff Only” folder.
3. Double-click on the “NetSupport” icon.
4. The program takes about 30 seconds to start up because it connects with each of the student computers in the lab you are using. It offers the following options:
   - **Show** what is on your computer screen to every student’s computer screen by clicking on the “show” button at the top of the screen (you will then be prompted to confirm).
   - **Lockout** student computers (to prevent them from using their computers when you want them to focus on you!) by clicking on the “lock” button at the top of the screen.
   - **View** an individual student’s computer screen by double clicking on the icon that matches the student’s computer number. While viewing a student’s screen you can also take control of the mouse and keyboard as well if desired.
   - **Show** your screen to the computer that is attached to the TVs in order to display the teacher computer’s screen onto the three televisions by clicking on the corresponding computer number (#19 in Lab A, #2 in Lab B) and clicking on the “show” button.
   - **Scan** students’ computer screens at regular intervals by clicking on the “scan” button.
5. NetSupport is a very easy program to use, but it does have one pitfall. Because it sends a tremendous amount of data to each computer in the computer lab, on rare occasion it will lock up. In this case, it might also lock up the students’ computers. To fix this error, just press the “reset” button on the face of the teacher computer’s CPU. The teacher computer will reboot and the student computers will be freed up within 1 - 4 minutes.
6. Warn students before you lock their computers or display to their computers! Otherwise it can be startling to them and some students may try to click multiple keys on their keyboard to fix what they perceive as a “problem,” and potentially lock up the computer. Instruct students not to click keys on the keyboard while you are displaying to them or locking them.

Computer Labs
Using the Computer Projectors

SUMMARY

At the front of each computer lab there is a projector that displays the contents of the teacher computer's screen onto the pull-down screen at the front of the room. Follow the directions below to use the projectors without damaging them or their bulbs.

DIRECTIONS FOR THE PROJECTOR IN LAB A (VALUED AT $3,000)

1. Press the red button on top of the projector to turn it on. It will take approximately 30 seconds for the projector to warm up.
2. When you are done using the projector, press the red button on top of the projector twice to turn it off.
3. Never unplug this projector.

DIRECTIONS FOR THE PROJECTOR IN LAB B (VALUED AT $2,500)

1. Open the projector cover by moving the tab on top of the projector in the front. This will cause the projector's eye to come up out of the projector. If the person who used it before you forgot to push this back down, then it may already be up and you can skip this step.
2. Turn on the projector using the switch in the back of the projector.
3. You will need to wait approx. 30 seconds for the projector to warm up.
4. Press the red button on the top of the projector twice.
5. In 30 seconds the projector will automatically begin displaying the computer screen.
6. When you are done, press the red button on the top of the projector twice.
7. **WAIT UNTIL THE YELLOW LIGHT GOES OUT IN THE BACK.** This should take anywhere from 30 seconds to five minutes – this is CRITICAL, it allows the **$250** bulb to cool down.
8. When the yellow light goes out, then flip the switch in the back to turn off the projector.
9. Push forward and down gently on the back of the projection eye to move it back down into its protective case.

Computer Labs
Signing Up for the Computer Lab

SUMMARY

The schedule is posted at http://www.mansfieldct.org/schools/mms/mmstaff/comp/sched.htm. It includes four days reserved for grade level teams. The grade level teams schedule those days on their own (some Teams keep it electronically, some Teams handle it more informally). In addition, DAY 1 and DAY 5 are available to the entire school for signup. Below are directions for signing up for time on DAY 1 and/or DAY 5.

DIRECTIONS

1. Login into any network computer at MMS (student logins do not have access to the signup).
2. Open up Microsoft Word.
3. Click on "File" at the top of the screen, then "Open".
4. Double-click on "Staff Folder".
5. Double-click on the "Computer Lab Schedule" folder.
6. Double-click on the "Computer Lab Schedule" file.
7. You can now look at the days available for signup to the entire school. If a space is open (no one has put their name in it) and you want it, just type in your name and click on "file," then "save". If you forget to do this, the computer will ask you if you want to save when you close the file, so don't worry about forgetting.

IMPORTANT ITEMS TO REMEMBER

- You can not signup for a time slot more than one month in advance, however you can signup anytime after that point.
- Either bring your entire class down or send a portion of your students down with an IA. Often there is no adult in the lab so do not send groups of students down by themselves unless it is during an X-Block period when the computer lab is open.
- If someone already has the scheduling file open, you will receive the following error message when you open the file: "*Computer Lab Schedule is already in use, would you like a read only copy*". The problem is that only one person can save to the file at a time. If you receive this message, you can still view the schedule, BUT YOU CAN NOT SAVE CHANGES TO THE SCHEDULE. Just close the file after you are done viewing it, and open it in a few minutes when the person using it is done saving their changes.

Additional Resources
Computer Books Available for Borrowing

BOOKS AVAILABLE IN THE COMPUTER LAB

The books listed below are available in the computer lab for any staff member or student to borrow. If you would like to borrow one (or more) just stop by the computer lab and pick it up.

- Microsoft Word 97 for Dummies: An extended guide to Microsoft Word 97.
- Microsoft Excel 97 for Dummies: An extended guide to Microsoft Excel 97.
- Microsoft PowerPoint 97 for Dummies: An extended guide to Microsoft PowerPoint 97.
- Mavis Beacon Teaches Typing: A teacher's guide to Mavis Beacon Teacher Typing.
- Microsoft Access 97 for Dummies: An extended guide to Microsoft Access 97.
- Access Programming for Dummies: A guide to advanced functions in Microsoft Access.
- How Computers Work: A user-friendly and graphics-based book on how computers work.
- Adobe PhotoShop 5.5 Manual: User manual on Adobe PhotoShop 5.5.
- Microsoft FrontPage 2000 Manual: User manual on Microsoft FrontPage 2000
- JASC PaintShop Pro Manual: User manual on JASC PaintShop Pro.
- Microsoft Publisher 2000 Companion: User manual on Microsoft Publisher 2000.
- MS-DOS Version 5 Manual: User manual for MS-DOS Version 5 commands.

BOOKS AVAILABLE THROUGH THE SCHOOL LIBRARIES

The Mansfield Public School libraries have a number of computer how-to books in their professional (staff-only) collections as well. These books are located at one of the other school libraries in our District so allow for time for the books to arrive. To search for computer how-to books, use one of the Bibliomation collection terminals at the front of the library.

Additional Resources
Outside Professional Development

PROFESSIONAL DEVELOPMENT

Below are some local opportunities for professional development in computers (in addition, the District sometimes incorporates professional development in computers into staff meetings and professional development days).

- **EASTCONN**
  Conveniently located in neighboring Willimantic, EASTCONN offers a wide variety educational technology courses for teachers in all subject areas. A trained professional teaches each course with a background in both K-12 education and computers. For more information, e-mail jcook@eastconn.org or call (860) 455-0707 or visit http://www.eastconn.org.

- **Mansfield Adult Education**
  The town of Mansfield provides very inexpensive computer classes that meet in the evenings and weekends at Mansfield Middle School. Different course topics explore a variety of beginning computer needs such as word processing, spreadsheets, multimedia presentations, Internet use, and webpages authoring. For course schedules, e-mail Parks&Rec@mansfieldct.org or call (860) 429-3321.

- **Center for Instructional Technologies**
  The WGBY Center for Instructional Technologies is a professional development resource center for teachers in Springfield, MA. They offer comprehensive K-12 technology training in a 17-station dual-platform computer lab, a software preview and evaluation library, and a wide assortment of PBS videos and teaching resources. For course schedules, e-mail cit@wgby.org or call (413) 781-2801 or visit http://www.wgby.org/edu/cit/.

Additional Resources
AlphaSmart Directions

SUMMARY

An AlphaSmart is a portable keyboard device that allows students or staff to word process when a computer is not available or convenient. AlphaSmarts are cheaper than computers, are portable, and are fairly durable.

DIRECTIONS

1. Double-click the Microsoft Office folder on the desktop of the computer.
2. Double-click on the Alpha Beam icon.
3. Double-click on the Microsoft Word icon.
4. Put cursor where you want your information to go.
5. Place the AlphaSmart in front of Infrared Pod.
   - *Only certain rooms (usually LA/Literature rooms have infrared pods).*
6. Press the Send button on the AlphaSmart keyboard. (it takes a few seconds)

ADDITIONAL INFORMATION

AlphaSmarts are generally used at MMS for the following purposes:

(1) Students without computer access at home, can sign-out an AlphaSmart for home use over one or more evenings. This is one way that we can help to bridge the "digital divide."

(2) Classrooms can use them to increase access to word processing when additional computers are unavailable.

(3) Students who are easily distracted by the many choices offered by a word processing program (color, clipart, etc.) may find it easier to focus on the limited choices offered by an AlphaSmart for initial typing (color, clipart, etc. can be added after the student is done typing).

Additional Resources
Technical Specifications at MMS

COMPUTER NETWORK

The Middle School maintains a campus fiber-optic backbone and local CAT-5 wiring for carrying computer network data at 100 MBPS speeds to multiple network drops in every location in our school. Four P3 Intel NT servers, four switches, and twenty-four hubs manage the data traveling across this network. Our local network communicates with Mansfield's Wide Area Network and the Internet through an onsite CISCO router and a leased T-1 line from SNET. The Middle School supports wireless network access through two mobile laptop labs.

LOCAL COMPUTERS

Nearly every classroom in our school includes three Intel Pentium network computers with high-speed access to our school network and the Internet. Our two computer labs provide forty-eight Intel network computers and our library offers twenty-nine Intel network computers. In total, Mansfield Middle School uses 400 computers, as well as a local printer in each classroom, twenty network printers, and seven scanners. The Microsoft Office suite of software supplements our classroom educational software.

NETWORK SERVICES

All staff members receive Outlook e-mail accounts managed by a central Exchange server and many students access filtered student e-mail accounts. Our servers provide high-speed Internet access, network printing, network folders for each student and staff member, Symantec virus protection, SASI online student attendance, grades, and database, Intranet resources, Fortress network security, Surfcontrol Internet filtering, access to Bibliomation subscription research databases and online card catalog, and shared educational software.

MEDIA SERVICES

Every classroom receives cable access, a local VCR, a 27-inch television monitor that displays cable as well as a classroom computer, and in most cases an overhead projector and an AverKey (displays the computer screen to the television monitor). A modern head-end control room allows for broadcasting multiple signals from videotapes and/or live in-house broadcasts to every classroom. A new sound system combines with an existing light system for our nearly 1,000 seat auditorium. Our Library Media Center's collection includes a variety of media ranging from filmstrips to music collections. To meet the need for individual communication, every room is equipped with a phone for both in-house and outside calls, and every staff member receives a voice-mail box and a homework hotline number for communicating with staff, parents, and the community.