



Productivity Programs

Lesson 1

- Introduction to Productivity Programs



Edited By R. Scott & C. Rhodes
09/11

Lesson Objectives

After completing this lesson you will be able to:

- Describe the functions of various productivity programs.



Programs

- A sequence of instructions that can be executed by a computer.
- A program is also known as software.



Productivity Programs

- Productivity programs help you to create various types of documents in different formats.
- You can easily create a variety of documents, such as presentations, spreadsheets, and databases.
- Most productivity programs include common features and commands.

Examples of Productivity Programs

Program	Description
Word processors	You can use a word processor to create documents that mostly contain text. Example: Microsoft Office Word 2007
Spreadsheet programs	You can use a spreadsheet program to work with numbers and perform mathematical calculations. Example: Microsoft Office Excel 2007
Presentation programs	You can use a presentation program to combine graphics and text to create presentations. Example: Microsoft Office PowerPoint 2007.
Database programs	You can use a database program to organize data, such as contact information of customers and products bought by them, in a format that is easy to use and modify. Example: Microsoft Office Access 2007.



Productivity Programs

Lesson 2

- Common Features and Commands



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Lesson Objectives



After completing this lesson, you will be able to:

- Identify the main components of the graphical user interface (GUI) of a productivity program.
- Use the pointer to navigate in a program.
- Identify the tabs, groups, and commands on the Ribbon.
- Use the buttons on the toolbars to perform various tasks.
- Type text and characters in a program by using the keyboard.
- Explain the use of keyboard shortcuts and key combinations.

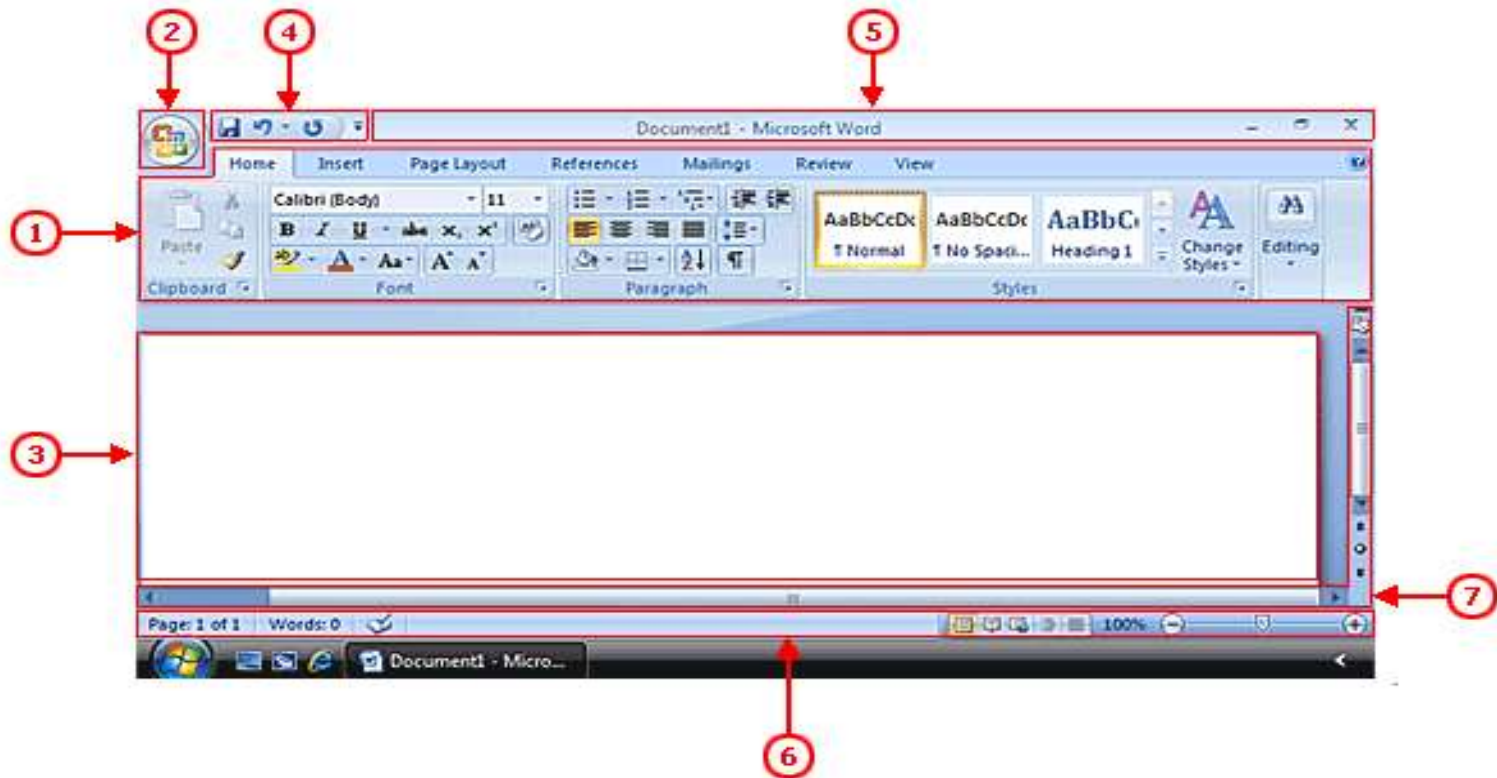
Introduction to the Graphical User Interface

A Graphical User Interface or GUI helps you interact with a program on your computer. Most productivity programs have a similar interface that has common features.



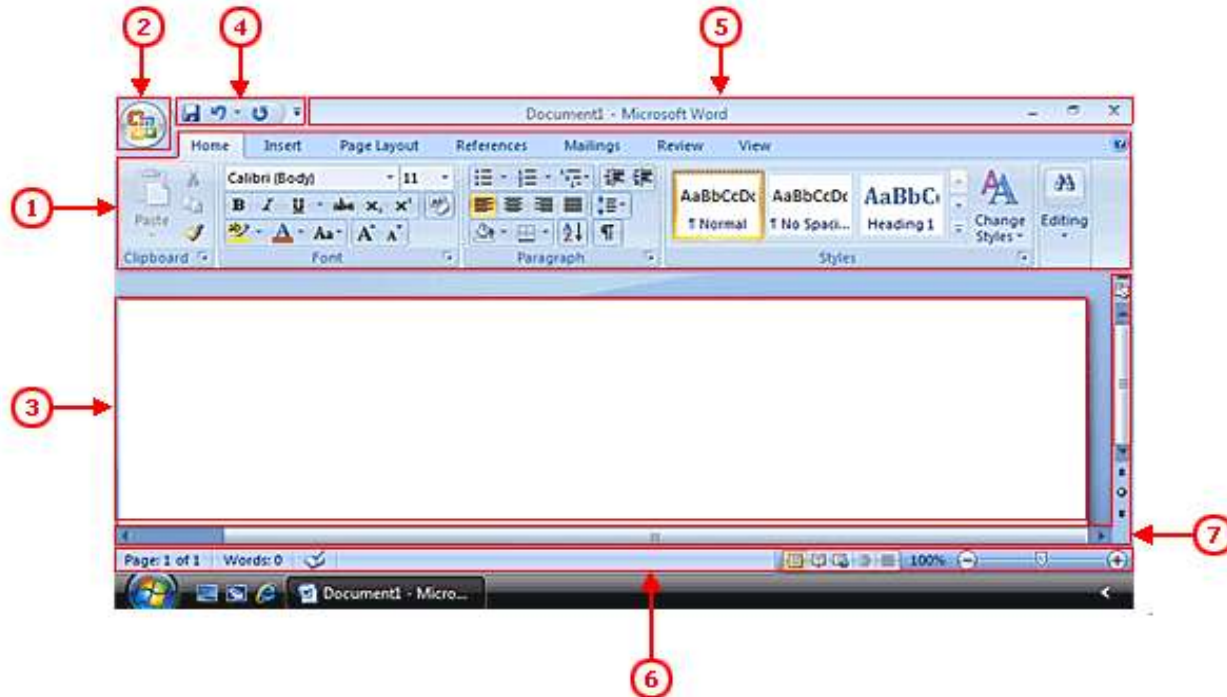
Introduction to the Graphical User Interface

The illustration below describes the key features of the GUI of a 2007 Microsoft Office program.



Can you list the name of each component?

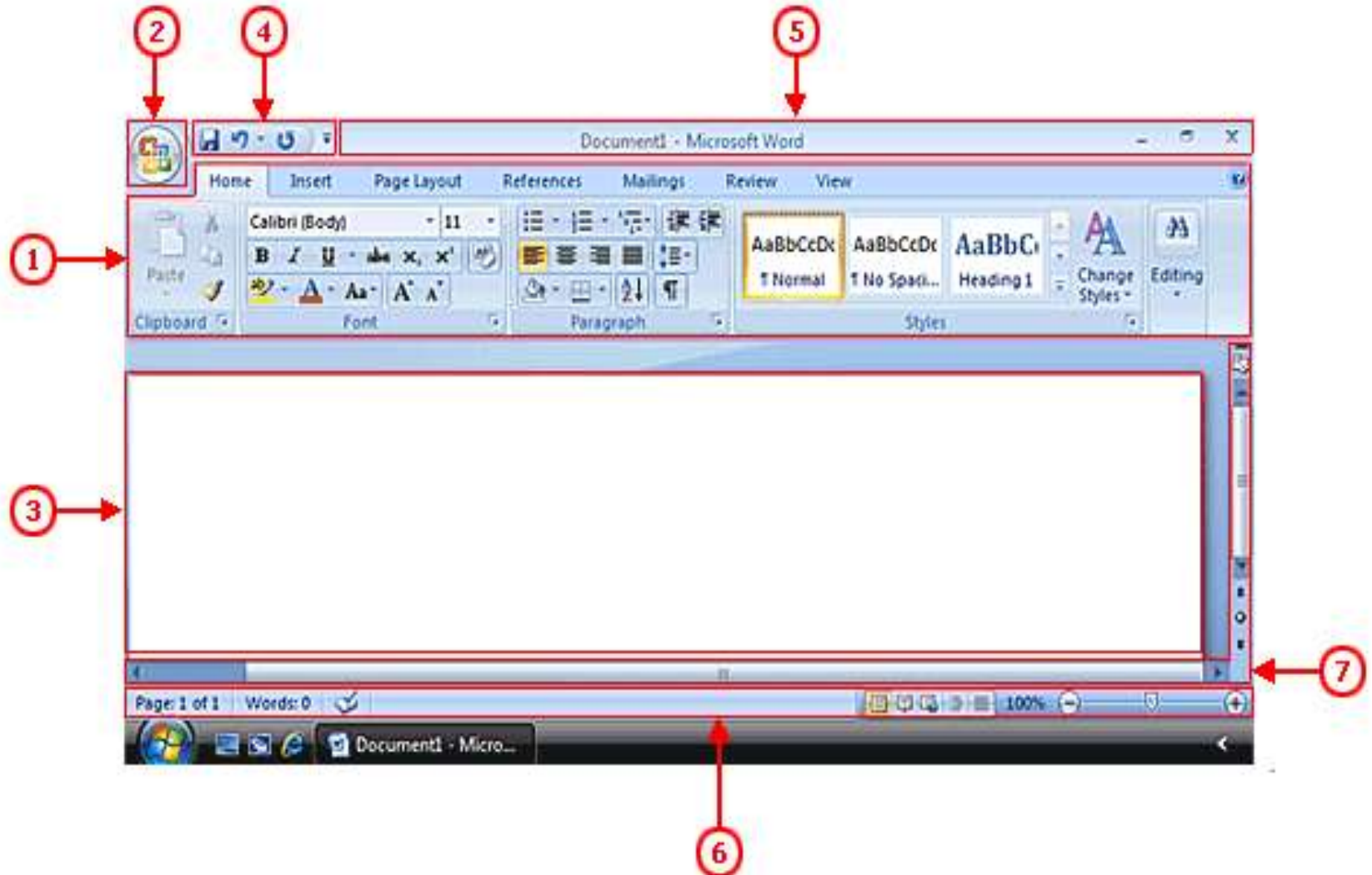
Introduction to the Graphical User Interface



1. Commands that are related make up a **Ribbon**.
2. The **Microsoft Office Button**
3. The **work area**
4. The **Quick Access Toolbar**
5. The **title bar**
6. The **status bar**
7. **Scroll bars**

GUI

- Which of the following components of Word 2007 will display the document name? Write it down.



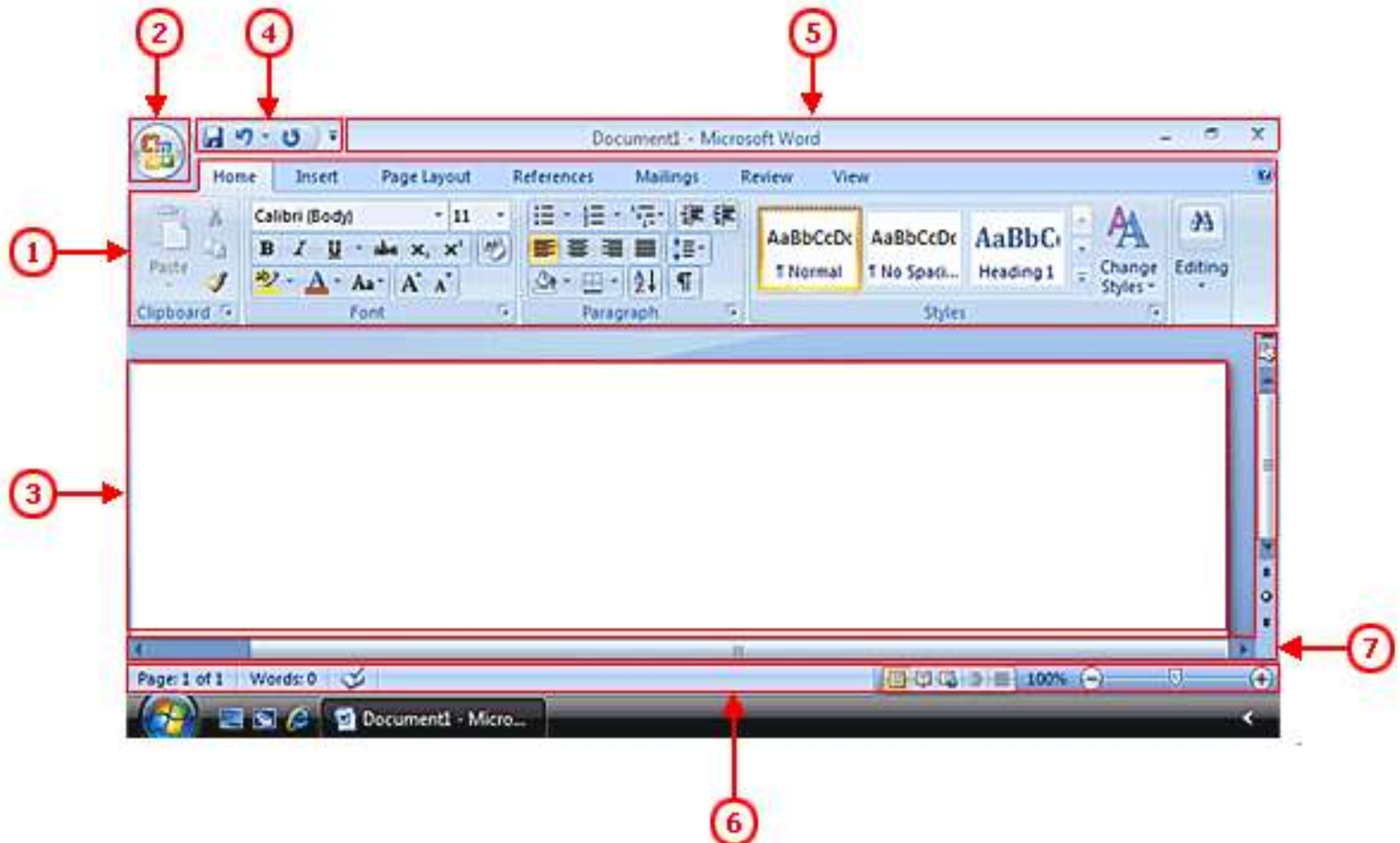
- The answer is . . .

5

The title bar

GUI

- Which of the following components of Word 2007 will display the work area? Write it down.

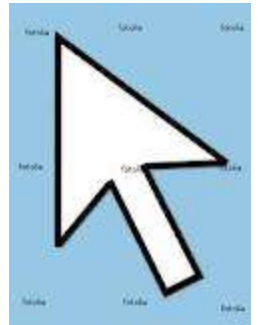


- The answer is . . .

3

The work area

Using the Pointer

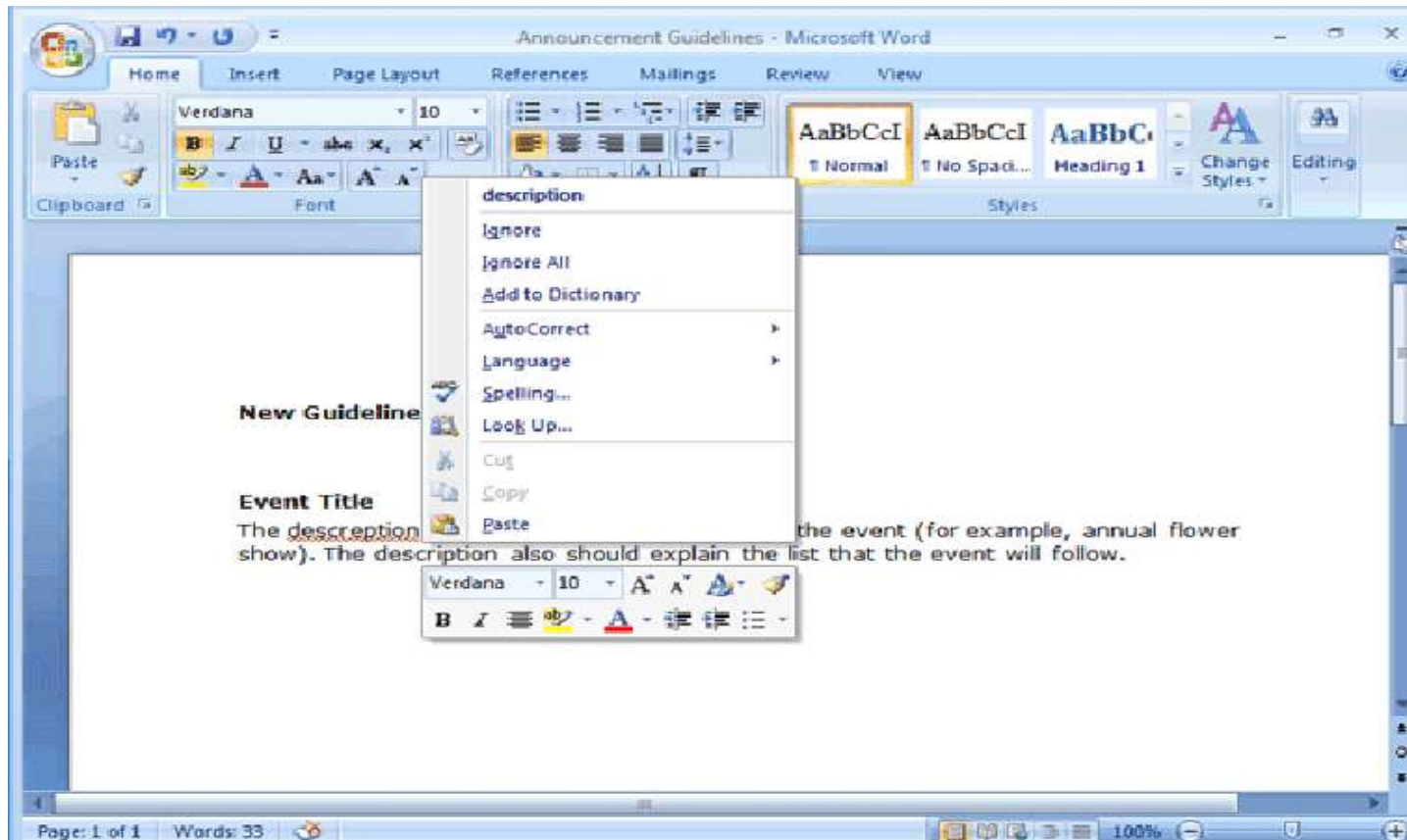


- **A cursor**
 - a blinking vertical bar on the screen that indicates the location where you can insert text or graphics in a document.
 - can also use the cursor to select text or graphics in a document.
- **A mouse pointer**
 - an on-screen arrow or another shape that moves when you move the mouse or other pointing device.
 - Using the pointer, you can quickly move around within a document and select different commands and text. You change the location of the pointer by moving the mouse.

Insertion Point

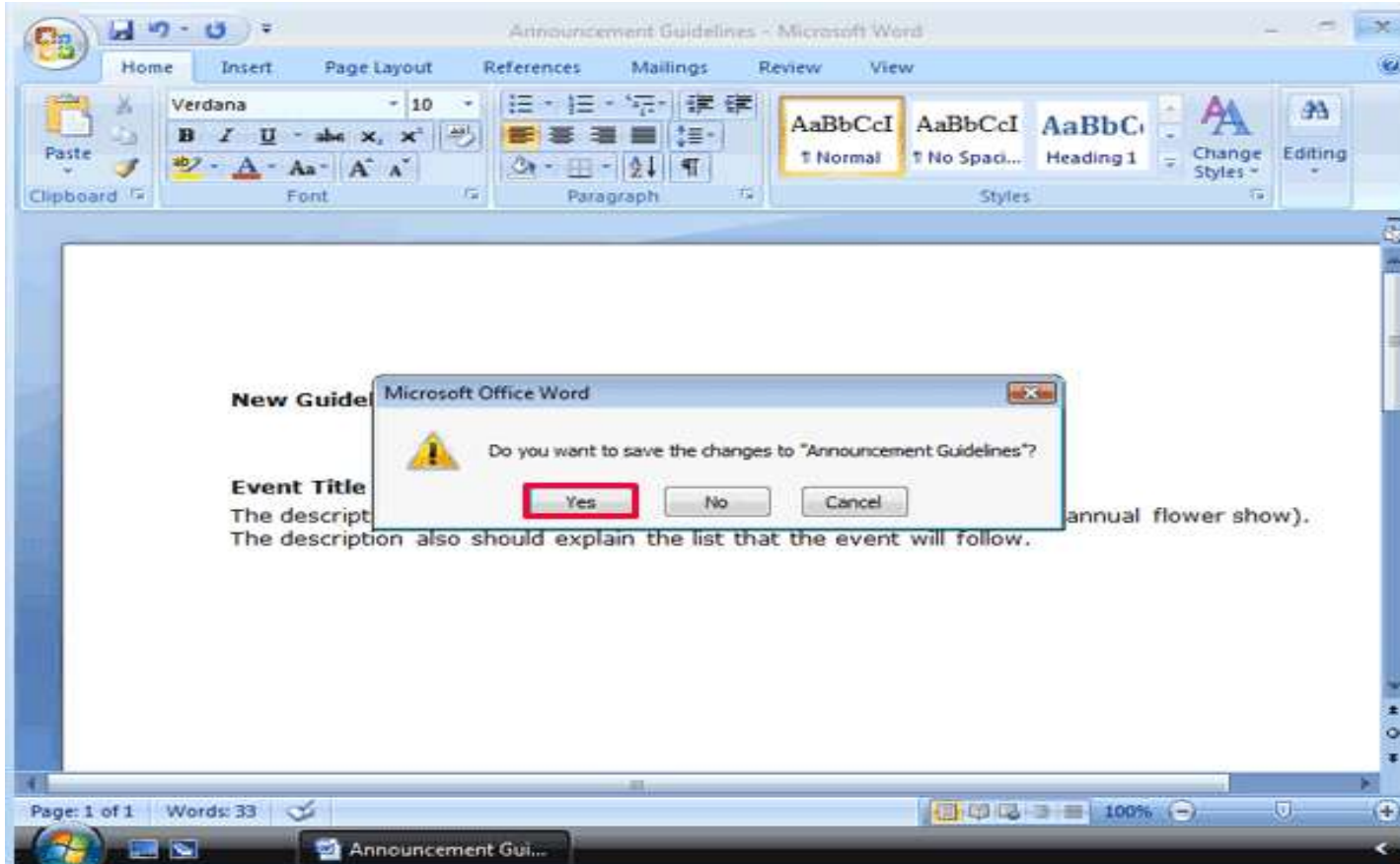
- Where will you place the cursor if you want the **DELETE** key to delete the letter r in the word *graphics*?
- To the left or before the letter r
- Where will you place the cursor if you want the **BACKSPACE** key to delete the letter r in the word *graphics*?
- To the right or after the letter r

Using the Pointer (cont.)



To correct the misspelled word, **right-click to view shortcut** menu, and on the shortcut menu, click **description**.

Using the Mouse

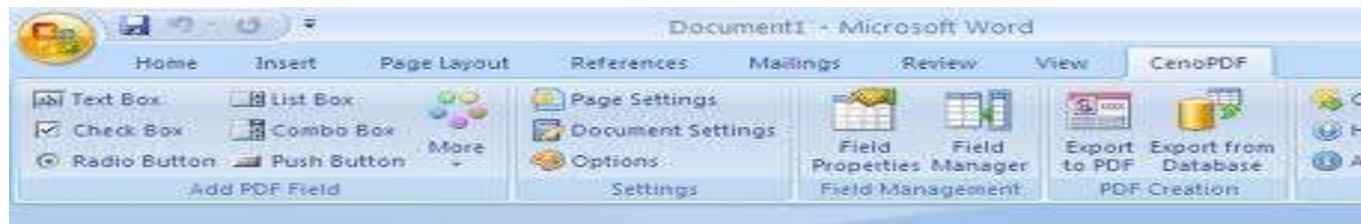


To save the changes that you made to the document, in the Microsoft Office Word message box, click **Yes**.

To save the changes you make to a document with a different file name, you must click on the Office Button and use "Save As"

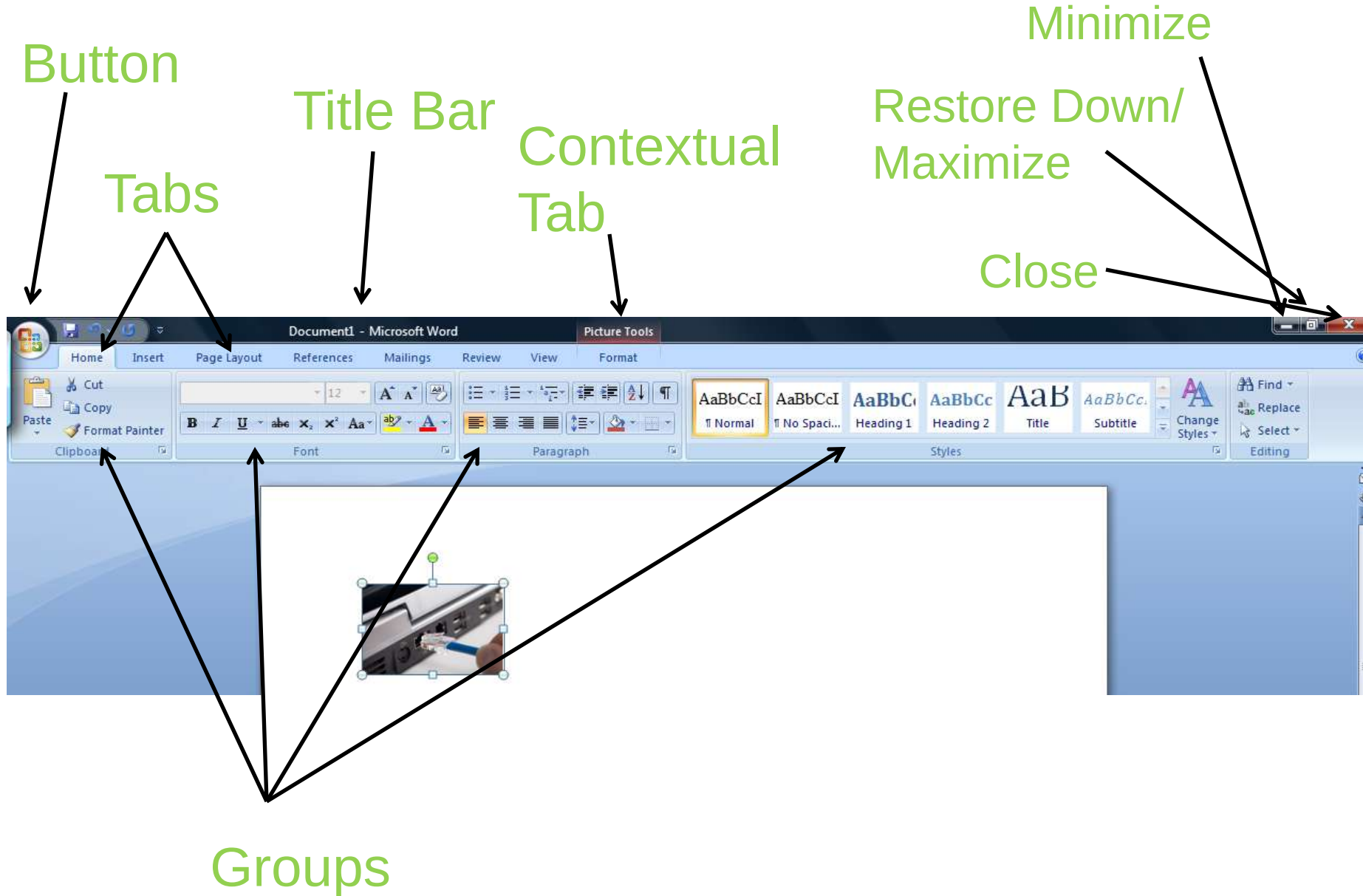
What is the Ribbon?

- In productivity programs, such as Word 2007, the Ribbon consists of tabs.
 - Each tab is divided into groups.
 - A group helps you perform a set of similar tasks, such as inserting tables or adding pictures on a page.

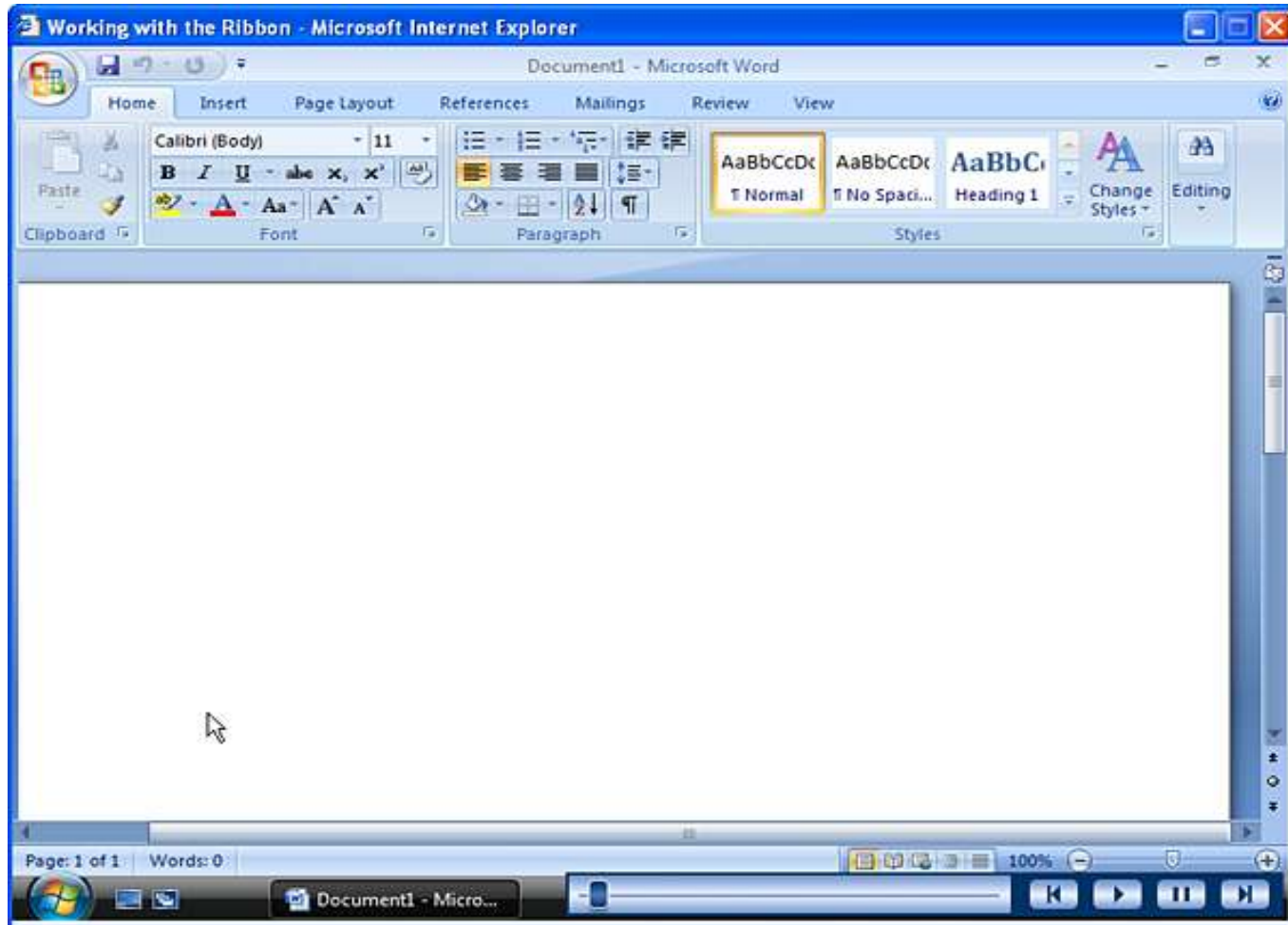


- The Ribbon also consists of *contextual tabs*.
 - These tabs appear only when necessary.
 - For example, in a Word 2007 document, the contextual tab for editing a table appears when you insert a table in the document.

Label the Ribbon

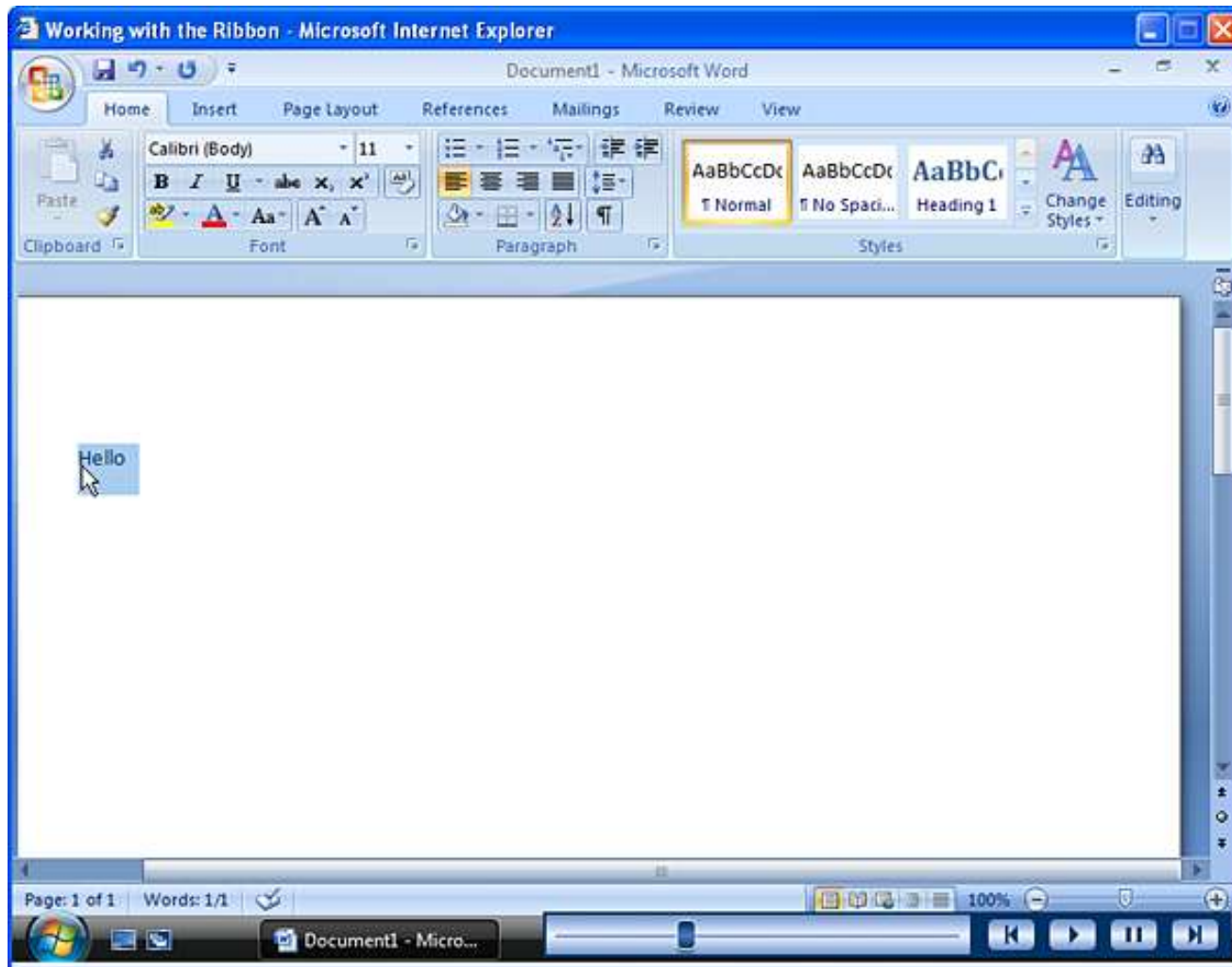


Working with the Ribbon



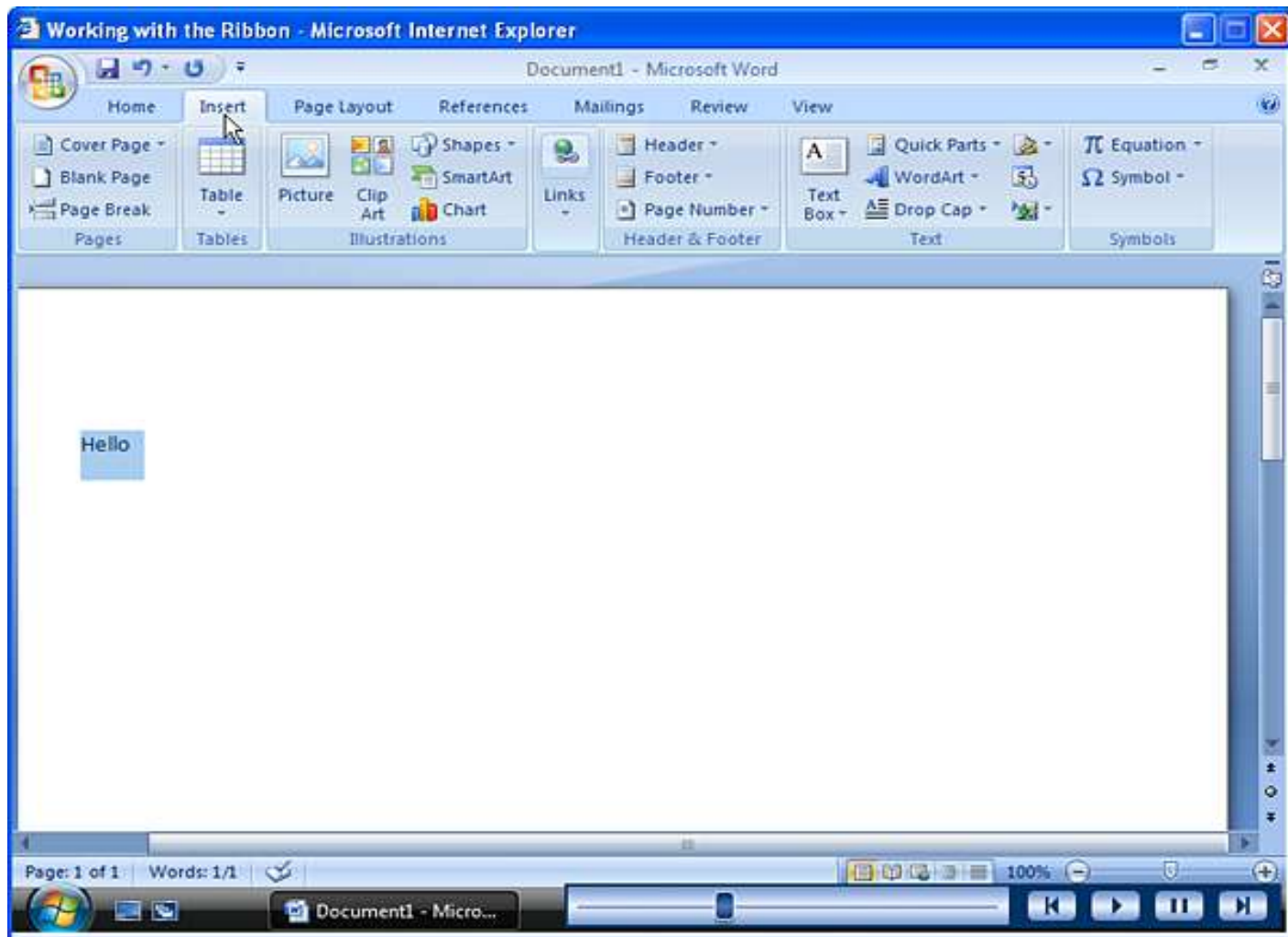
The Home tab is open when you start Word 2007. The Home tab contains buttons that you can use to change the way the text in a document looks.

Working with the Ribbon (cont.)



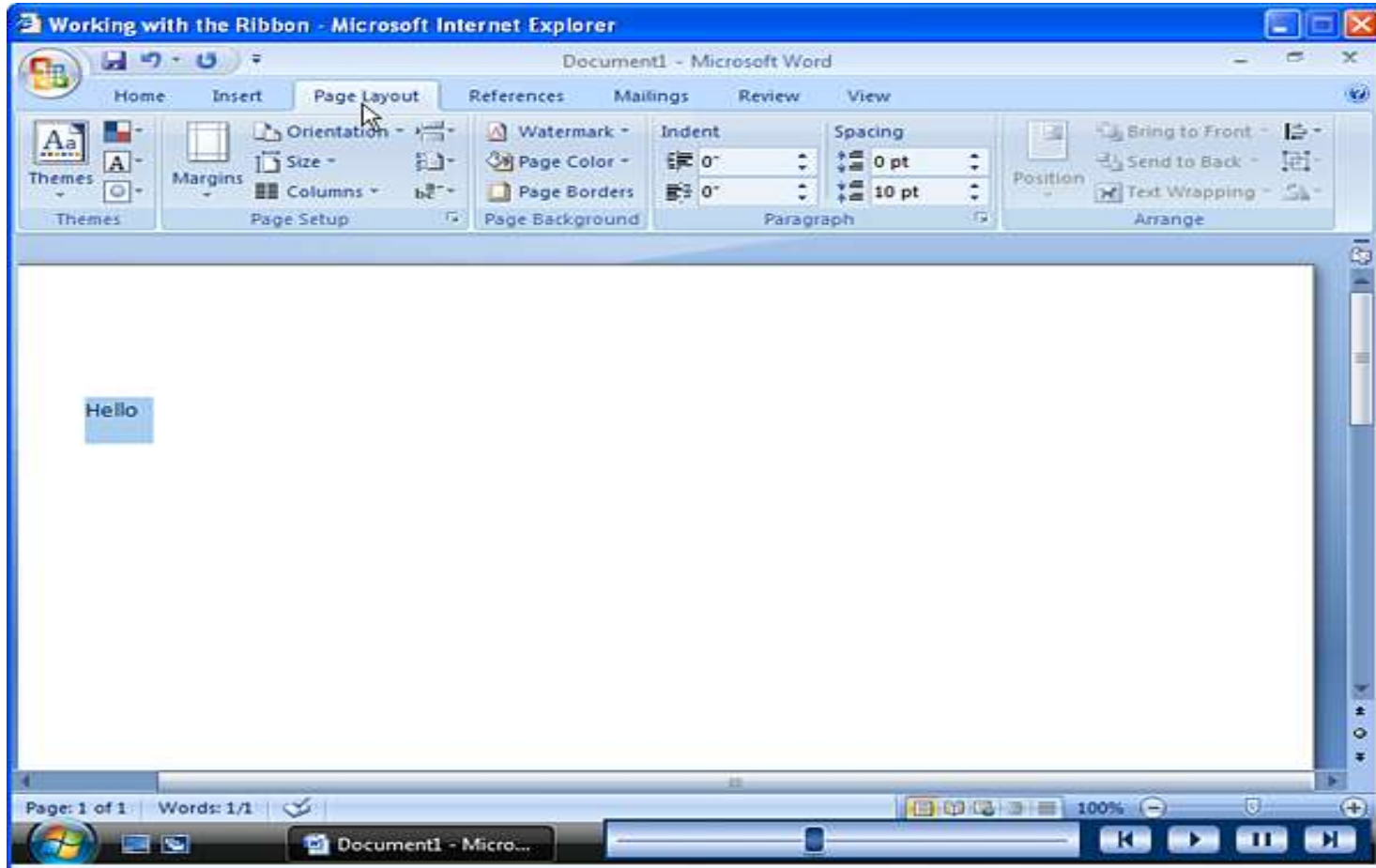
When you add text to a document, some buttons that were unavailable are now available for you to use.

Working with the Ribbon (cont.)



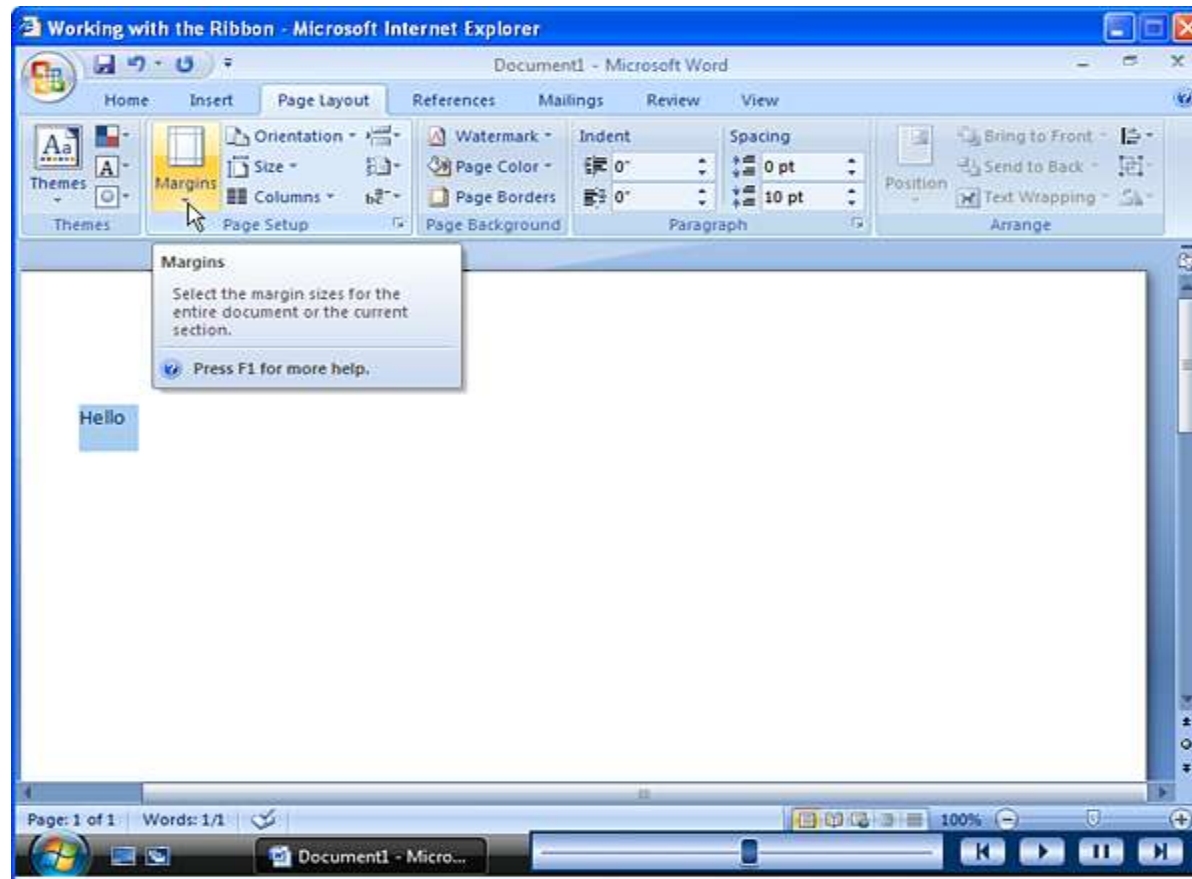
You can use the buttons from the Insert tab to insert pictures, tables, and symbols in your document.

Working with the Ribbon (cont.)



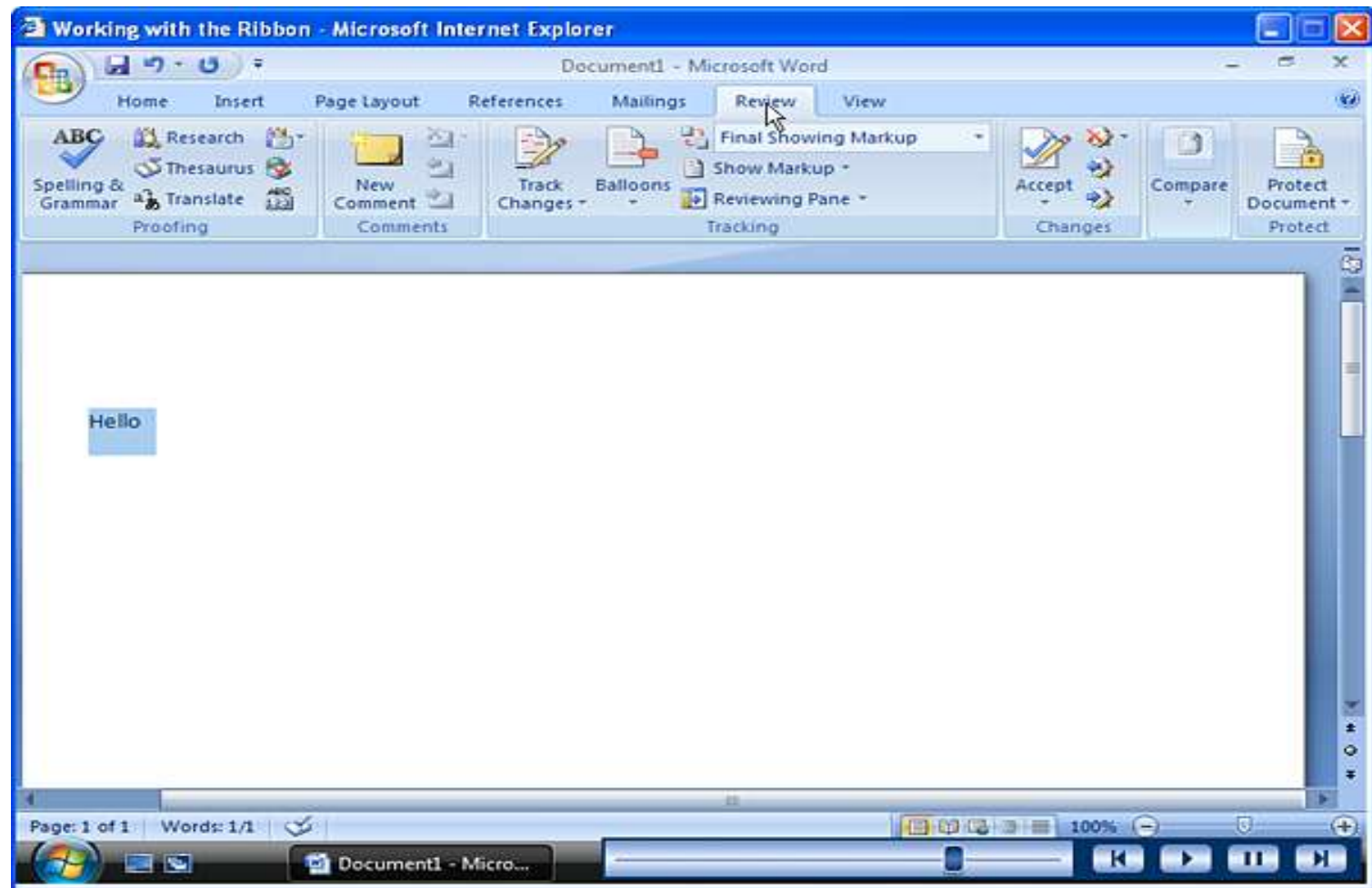
Buttons on the Page Layout tab help you change the appearance of your document according to your desire. You would use the Page layout tab to format a document before you print.

Working with the Ribbon (cont.)



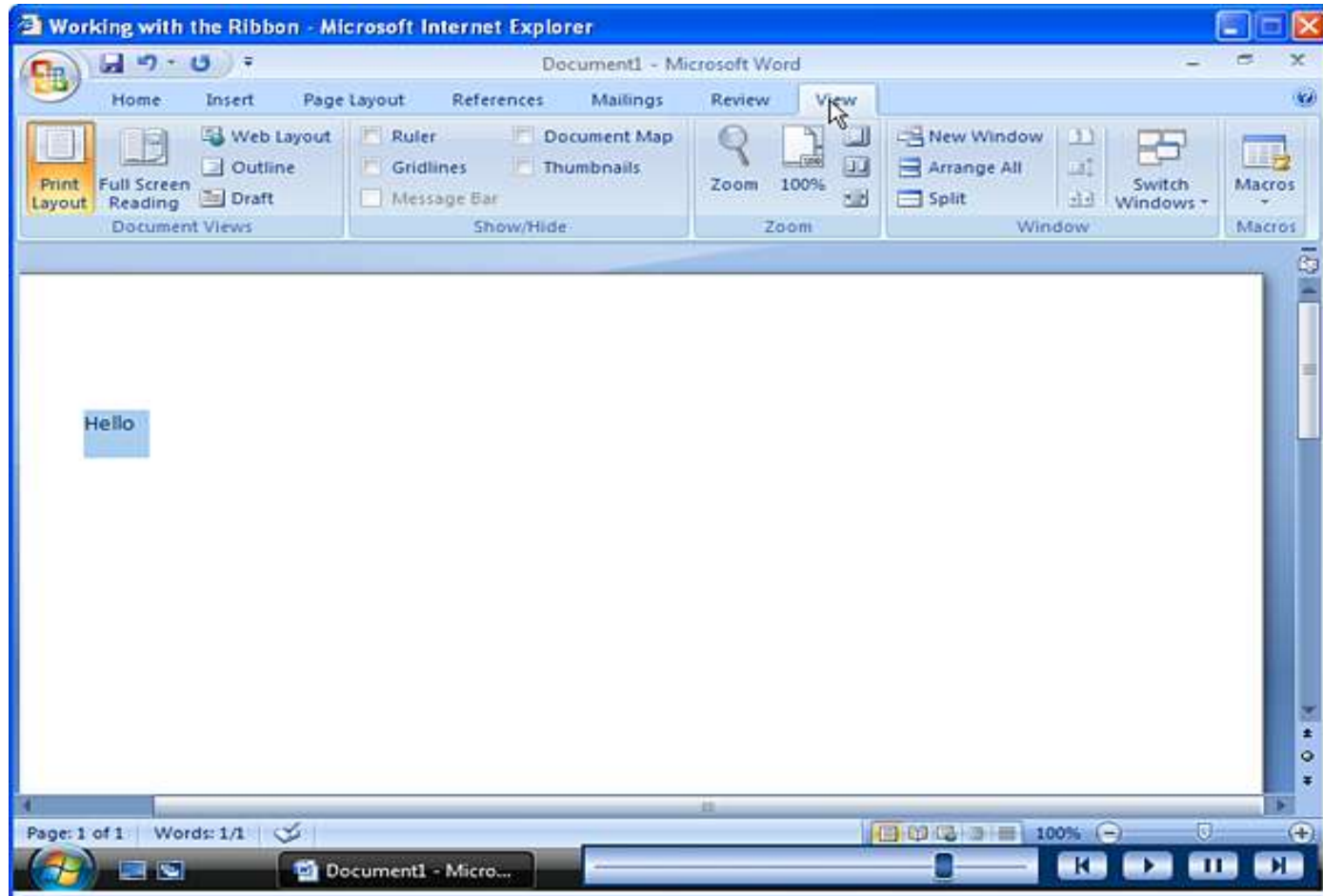
If you are not sure what a button does, you can place the pointer on that button. When you place the pointer on the button, information about the button is displayed in a small box known as ScreenTip.

Working with the Ribbon (cont.)



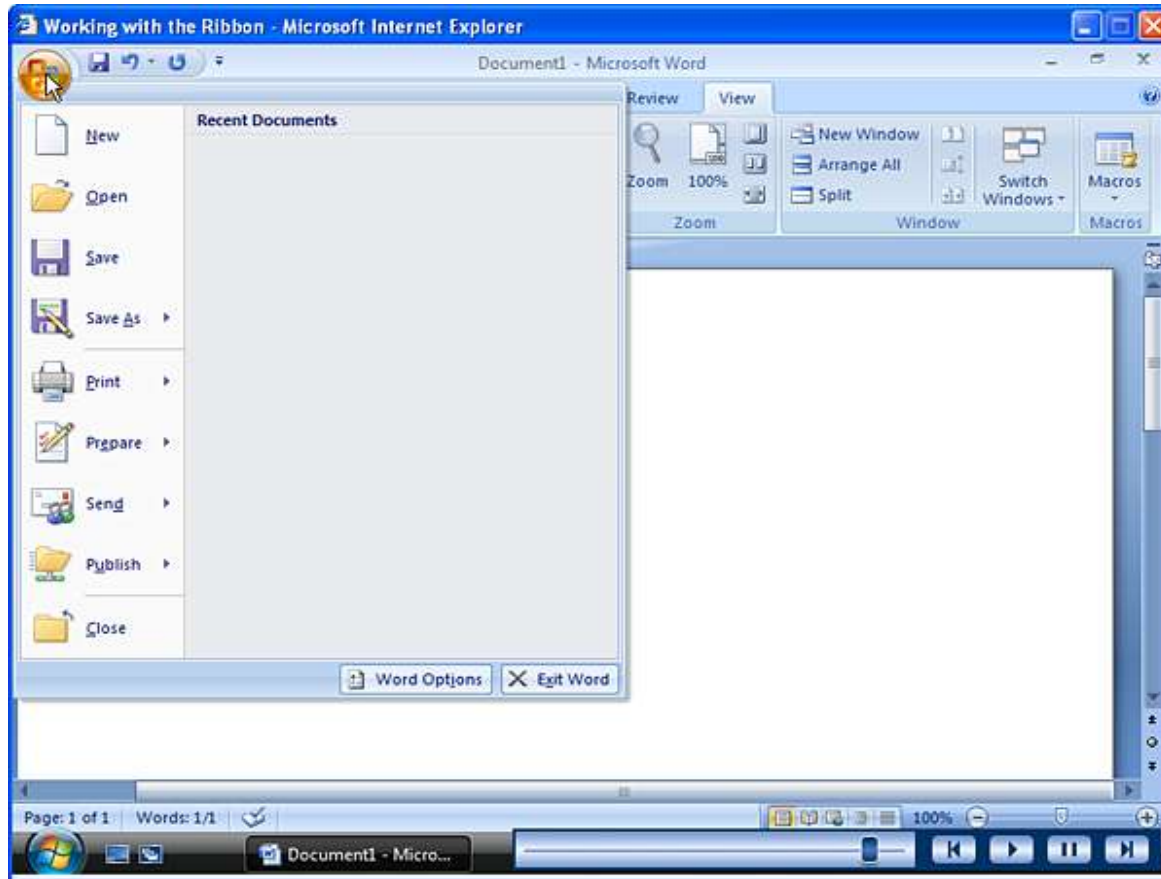
If you want to check the spelling and grammar in your document, search for a synonym of a particular word, or search through dictionaries and encyclopedias for reference material, you can use the buttons on the Review tab.

Working with the Ribbon (cont.)



You can view your document in different ways by using the buttons on the View tab.

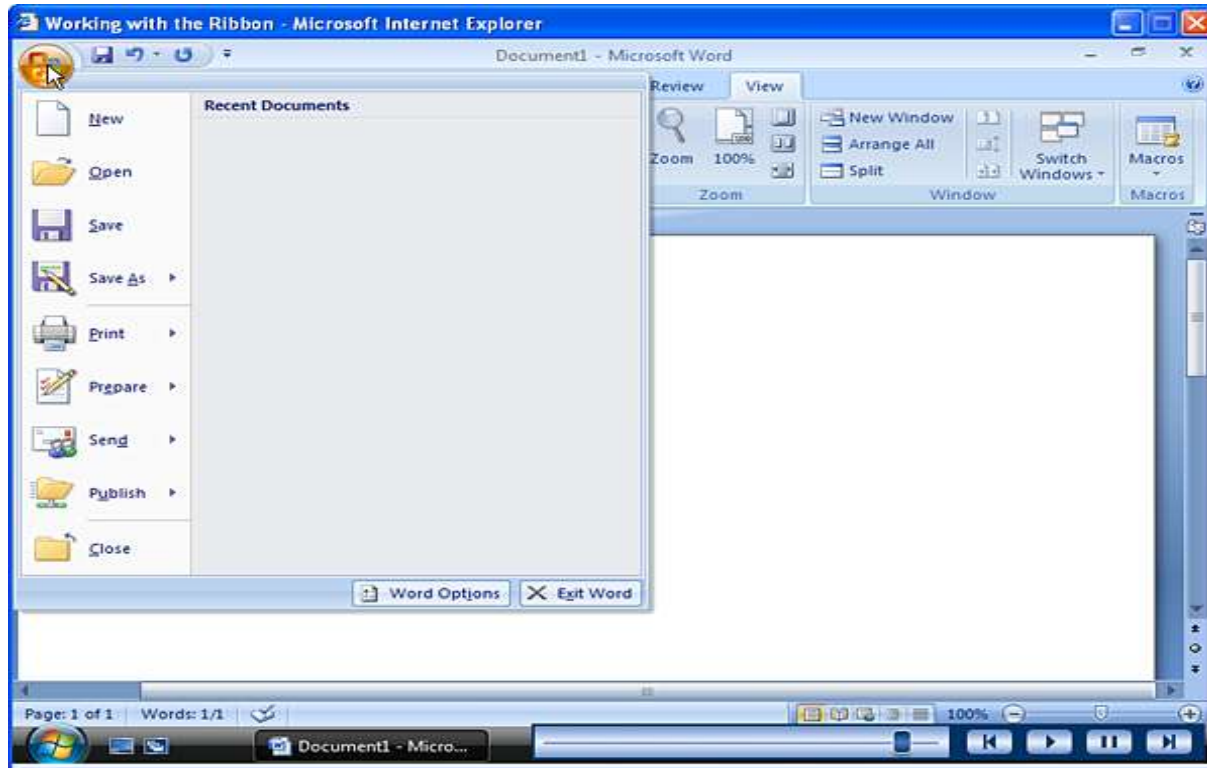
Working with the Ribbon (cont.)



After you have created your document, you might want to save or print the document.

You can do this by using the Save and Print options that are provided in the Microsoft Office Button.

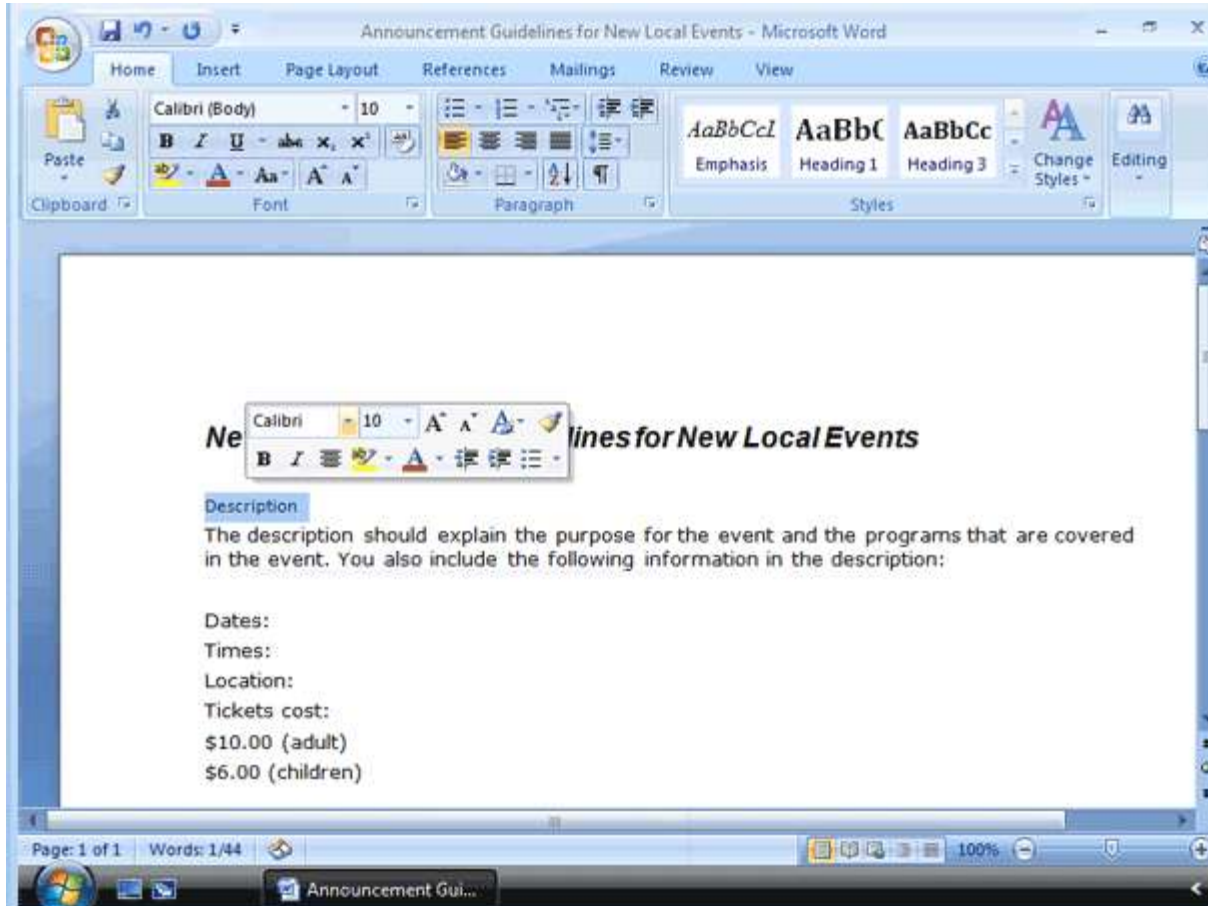
Working with the Ribbon



To save a file you have edited with a different file name, what option would you use?

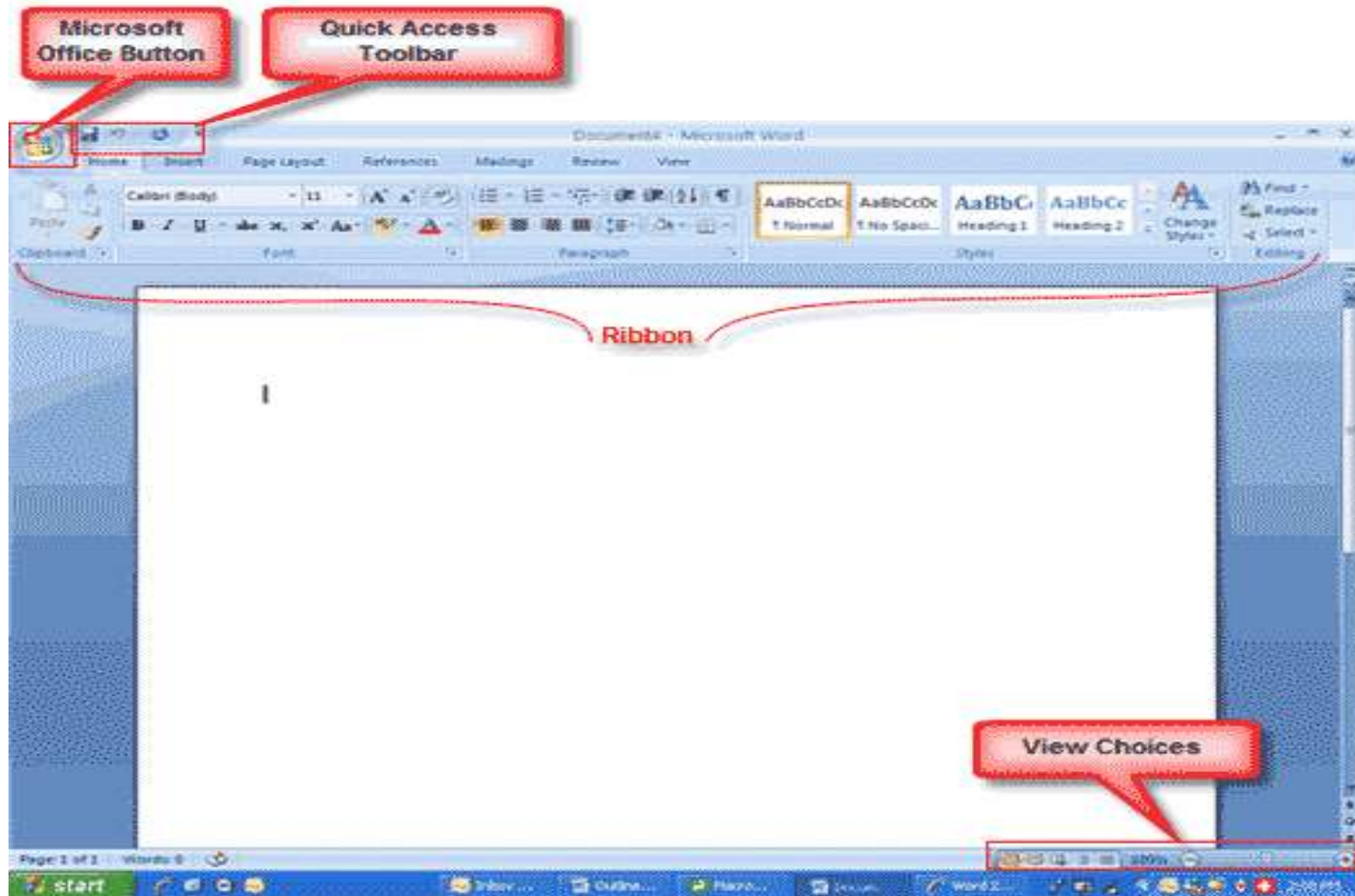
Save or Save As

Using the **Mini Toolbar**



- To change the **font** of a word, double-click the word **Description**, on the **Mini toolbar**, click the **Font** arrow, and then click **Calibri**.
- To make the word **Description** bold, on the **Mini toolbar**, click the **Bold** button.

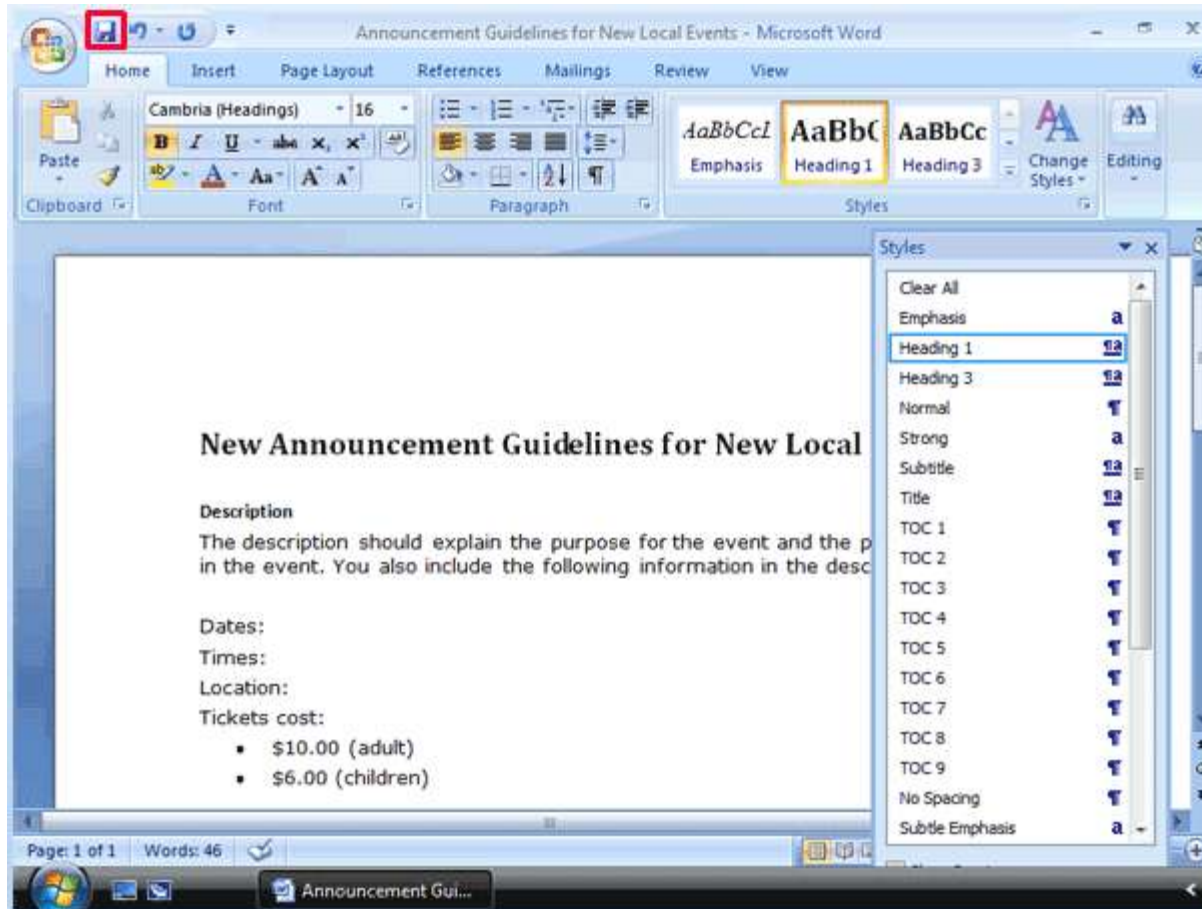
Using the Quick Access Toolbar



Quick Access Toolbar

A toolbar to access frequently used commands.

Using the Quick Access Toolbar



To save the document, on the **Quick Access Toolbar**, click the **Save** button.

Working with Text and Characters

You use a keyboard to enter information into a computer.



- The ENTER key completes an action or runs a command.
- The SPACEBAR will insert a space between two words.

Working with Text and Characters (cont.)



- The **SHIFT** key can **capitalize** letters.
- Holding down the SHIFT key will let you select text using the arrow keys.
- The **SHIFT** key is also used to **create special symbols**, like the question mark (?).

Advanced Keyboard Techniques



- Function keys can perform special tasks in different programs.
- Navigation keys control the movement of the insertion point.
- The ESC key can take you back out of a program.
- Keyboard shortcuts are key combinations that help you quickly perform an action.

Keyboard Shortcuts



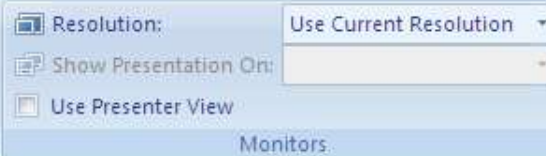
You create a business presentation by using Office PowerPoint 2007. Which function key will you use as a shortcut to display your slide show? Find out by pointing to the command button to see the screen tip.

F5

F6

F7

F8

**Slide Show From Beginning (F5)**

Start the slide show from the first slide.

Keyboard Shortcuts



You create a business presentation by using Office PowerPoint 2007. Which function key will you use as a shortcut to display your slide show? Find out by pointing to the command button to see the screen tip.

- F5
- F6
- F7
- F8

Click to add notes

Keyboard Shortcuts



You create a business presentation by using Office PowerPoint 2007. Which function key will you use as a shortcut to display your slide show? Find out by pointing to the command button to see the screen tip.

F5

F6

F7

F8

Key Combinations

© The copyright symbol

- To enter a copyright symbol in a document you can use the key combination

ALT + 0169



Questions

