**Into To Office 2010 Video Project 1:**

**Windows Explorer & Intro To Office 2010**

1. Windows 7 Operating System
   * Windows 7 is an operating system
   * Operating system is a computer program that coordinates activity between memory, storage devices, printers and programs (application software) like Excel and Word.
2. Put your USB Flash Drive into a USB port
   * Front or back of the computer
   * USB Flash Drive is a “file storage Medium”
3. Open Windows Explorer (**Folder Windows**)
   * Used to manage files
   * Shortcut key is + E
     + Hold Window Key , then tap the letter E key
   * Shortcut key to show Desktop: + D
4. What does Windows Explorer do?
   * Left side of Windows Explorer (also called Folders Pane):
     + This shows you the hierarchical structure of the entire computer
     + Use this side to navigate to the drive, disc, flash drive, or folder that you would like to view
     + You can use the + and – symbols to open and close folders and drives
       - If you click the + you will expand the folder and the folders inside your folder will appear on the left side of Windows Explorer, below your folder and slightly indented
       - If you click the – symbol your folder’s content will collapse and will not be viewable
       - Note: the + and – only adjust what you can see on the left side (if you want to view the contents of a drive or folder on the right side, you can double click the drive or folder)
     + Double click to open item on both the left and right side
   * Right side of Windows Explorer:
     + Shows you the content of the item that it is selected on the left side
       - You can see files:
         * A Word file such as Diary.docx

.docx indicates that it is a file created in Word 2007 (does not allow Macros – Macros means code written in Word)

* + - * + An Excel file such as 2006 Budget.xlsm

.xlsm indicates that it is a file created in Excel 2007 (does allow Macros – Macros means code written in Excel)

* + - * + A PowerPoint file such as Sales Presenatation.pptx

.pptx indicates that it is a file created in PowerPoint 2007 (does not allow Macros – Macros means code written in PowerPoint)

* + - * + An Access file such as Woodencraft.accdb

. accdb indicates that it is a file created with Access 2007

* + - * + .docx and .xlsm and .pptx and .accdb are all called “extensions”

The x at the end means XML commuter code. This is the new method that Microsoft uses for saving files

The m at the end means XML commuter code that allows user to write code (Macro means code) in the code windows.

* + - * You can see folders
    - The white area can be used to create new folders (discussed later)
    - Highlight files or folders and delete, cut, or move the files or folders

1. File
   * A named unit of storage
2. Folder
   * Named location on a storage medium that contains related documents
3. Naming files and folders is one of the most important computer skills to have
   * Page 22 has characters that are allowed for names.
4. Programs (application software)
   * Windows Explorer
     + Manage files (create folders, save files, delete files and folders, copy files and folders, move files and folders).
   * Word 2010
     + Create documents with words, formatting and pictures like Flyers, Business Letters and Research Papers.
   * PowerPoint
     + Create Presentations with words, images, design, movement and sound to articulate a message.
   * Excel
     + Store raw data, make calculations, perform data analysis (data into information) and make charts
   * Access
     + Store raw data in related tables and create information and reports from raw data using queries
5. Start program like Excel or Word:
   * Start button
   * Shortcuts in Task Bar (bottom of screen)
6. Task Bar
   * Contains Start button, shortcuts to open programs, icon for any open program, and time and date
7. Menu
   * Contains commands you can select
8. Pane
   * An area of windows that displays related content
9. Window
   * A rectangular area that displays a program and your data and information
10. Title Bar
    * Horizontal strip that contains the program’s name and the file name
    * Upper right:
      + Close (red x)
      + Maximize or restore down
      + Minimize (does not close – just sends it to the Task Bar)
11. Status Bar
    * Above Task Bar
    * Gives information about file (does different things in each program)
12. Ribbon
    * Tabs
      + Group
        - Buttons
        - Boxes
        - Text boxes
        - Check boxes
        - Galleries (grid of choices)
        - Enhanced ScreenTips (show keyboard shortcuts)
        - Dialog Launcher
        - Task Pane
    * Contextual tabs
    * Edit and or show / hide Ribbons Tabs: File, Options
    * Hide Ribbon: Ctrl + F1
13. Quick Access Toolbar (QAT)
    * Easy to add buttons
14. Keyboard Shortcut:
    * Ctrl + C
    * Alt (tap each time)
15. Screen Resolution (number of dots (pixels) computer uses to display things)
    * Changing affects how the Ribbon looks
    * Right-click Desktop, click Screen Resolution
16. Backstage View
    * Things you do to the whole file (like Print and Save)
    * Open Recent Files
17. Save As:
    * Allows you to save a file and change the location, name, or file extension
    * 3 parts:
      + Where do you want to save it (file location)
      + What do you want to call it (file name)
      + What type or file extension is it?
    * Keyboard = F12
18. Save:
    * Saves and changes you made in the file.
    * Keyboard = Ctrl + S
19. Keyboard Shortcuts in this video:
    * Open Windows Explorer = + E
    * Show Desktop = + D
    * When Windows 7 Windows Explorer is open and you want to create a new folder = Alt, F, W, F
    * Save As = F12
    * Save = Ctrl + S
    * Close some windows and panes = Esc
    * Move between open programs or windows = Alt + Tab
    * Close File or Program = Alt + F4