**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