**Into To Office 2013 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
     + In Windows 8, this keyboard will get you to the desk top and away from the Start screen with the “App Tiles”.
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 or later (does not allow Macros – Macros means code written in Word)

* + - * + An Excel file such as AccountingBudget.xlsm

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

* + - * + A PowerPoint file such as SalesPresenatation.pptx

“.pptx” indicates that it is a file created in PowerPoint 2007 or later (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 or later.

* + - * + “.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
  + Search box in upper right corner of Windows Explorer window.
    - Select folder, type serach text, hit Enter.
    - Use astrisks \* when searching for partial text.
      * If you are searching for any file that contains the word “report” type:  
        \*report\*
      * Asterisk means find zero or more characters.

1. File
   * A named unit of storage
   * Files can be created by Excel, Word, Access, PowerPoint, Phone Camera, etc.
   * It is very important to have file extension showing so you can decipher what the file can and cannot do.
   * File extensions such as “.xlsx”, “.xlsm”, “.docx”, “.docm”, “.mov”, “.jpg” provide useful information about what sort of file it is, what program created it and whether or not you are allowed to write VBA code in the program file.
     + The Word document extension, “.docx” and the Excel workbook extension, “.xlsx”, do not allow you to write VBA code in the program file.
     + The Word document extension, “.docm” and the Excel workbook extension, “.xlsm”, ALLOW you to write VBA code in the program file.
       - The x at the end means XML computer code. This is the new method that Microsoft uses for saving files
       - The m at the end means XML computer code that allows user to write code (Macro means code) in the code windows.
2. Showing File Extensions
   * File extensions show up in Windows Explorer, Title Bars, Save As and Open dialog boxes.
   * Many computers come with the default setting to not show file extensions.
   * To show file extensions:
     + Windows 7:
       - Start Button, Control Panel, Folder Options, View Tab, Uncheck “Hide extensions for known file types”.
     + Windows 8:
       - Tap Windows key once, then type Control Panel, then hit Enter, then Folder Options, View Tab, Uncheck “Hide extensions for known file types”.
3. Folder
   * Named location on a storage medium that contains related documents
4. Naming files, folders, worksheets in Excel, Tables in Excel, Tables in Access or Queries in Access is one of the most important computer skills.
   * Always name things with names that indicate what data or information is contained in file, folder, Excel Worksheet, Excel Table or Access Table/Query.
     + Don’t be lazy. Be vigilant: always names things smartly/logically
5. Programs (application software)
   * Windows Explorer
     + Manage files (create folders, save files, delete files and folders, copy files and folders, move files and folders).
   * Word 2013
     + Create documents with words, formatting and pictures like Flyers, Business Letters and Research Papers.
   * PowerPoint 2013
     + Create Presentations with words, images, design, movement and sound to articulate a message.
   * Excel 2013
     + Store small sets of raw data, make calculations, perform data analysis (data into information) and make charts.
   * Access 2013
     + Store large sets of raw data in related tables and create information and reports from raw data using queries.
6. Start program like Excel or Word:
   * Windows 7:
     + Start button
     + Shortcuts in Task Bar (bottom of screen)
   * Windows 8:
     + “Start Screen” or “Tiles Screen”
     + Tap Window Key to show “Tiles Screen”
7. Task Bar
   * Contains Start button (in Windows 7), shortcuts to open programs, icon for any open program, and time and date
8. Menu
   * Contains commands you can select
9. Task Pane
   * An area of windows that displays related content or features.
   * For example, In Excel 2013 when you have a Chart selected you can open the Chart Task Pane to Format and alter the chart.
10. Window
    * A rectangular area that displays a program and your data and information.
11. 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)
12. Status Bar
    * Above Task Bar
    * Gives information about file (does different things in each program).
13. Ribbon
    * Tabs
      + Group
        - Buttons
        - Boxes
        - Text boxes
        - Check boxes
        - Galleries (grid of choices) also called “More” button
        - Enhanced ScreenTips (show keyboard shortcuts)
        - Dialog Launcher
        - Task Pane
    * Contextual tabs (Ribbon tabs that show up when an object is selected, like a picture in Word)
    * Edit and or show / hide Ribbons Tabs: File, Options
    * Hide Ribbon: Ctrl + F1
14. Quick Access Toolbar (QAT)
    * Easy to add buttons from Ribbon
    * Add any button from “Customize QAT” in Options, but be sure to select “All Commands” from the “Choose Commands from” drop-down.
15. Keyboard Shortcut:
    * Ctrl + C
    * Alt (tap each time)
16. Screen Resolution (number of dots (pixels) computer uses to display things)
    * Changing affects how the Ribbon looks
    * Right-click Desktop, click Screen Resolution
17. Backstage View
    * File menu: Backstage View
    * Esc Key: Closes Backstage View
    * Info: Information about file. Protect Workbook Icon to Mark As Final or add a Password.
    * New: Templates or Blank.
    * Open: to get files from computer you have to use 2 clicks!
      + You can access Recent Files.
      + Bottom of Recent Files List is "Recover Unsaved Workbooks"
    * Save: to save to your computer you have to use 2 clicks! Use F12 (Save As) instead.
    * Save As: F12
    * Print: Ctrl + P
    * Share: Facebook, Twitter, Linked In.
    * Export: PDF or Web. Use F12 (Save As) instead, then simply change file extension.
    * Close: Alt + F4
    * Account: Connect to SkyDrive, Facebook, etc…, Change appearance of Excel
    * Options: Set Defaults
    * Recent File List: Options, Advanced Display
    * Sky Drive: Sign up and save files directly from Excel to SkyDrive
18. 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
    * When you use Save As you create a new file.
19. Save:
    * Saves and changes you made in the file.
    * Keyboard = Ctrl + S
20. Keyboard Shortcuts in this video:
    * Open Windows Explorer = + E
    * Show Desktop = + D
    * New Folder = Ctrl + Shift + N
    * Save As = F12
    * Save = Ctrl + S
    * Open = Ctrl + O
    * New File = Ctrl + N
    * Print = Ctrl + P
    * Close some windows and panes and Backstage view = Esc
    * Move between open programs or windows = Alt + Tab
    * Close File or Program = Alt + F4
    * Windows 8:
      + Show “Start Screen” / “Tiles Screen” =
      + Control Panel = Tap Windows key once, then type Control Panel, then hit Enter
    * Zoom Screen: Ctrl + Wheel on Mouse
    * Toggle Commands in Ribbon: Ctrl + F1
    * Excel keyboard for Default Chart (more later): Alt + F1
    * Maximize Window = + 🡹
    * Minimize Window = + 🡻