

Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #01: Introduction to Office 2016 & Windows Explorer

Topics:

1. Programs/Apps (application software)

- Windows Explorer
 - Manage files & folders (create folders, save files, delete files and folders, copy files and folders, move files and folders)
- Word
 - 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 data, make calculations, perform data analysis (data into information) and make charts.
- Access
 - Store data in related tables and create information and reports from raw data using queries.




2. Operating Systems

- Operating system is a computer program that coordinates activity between memory, storage devices, printers and programs (application software) like Excel and Word.
- Windows 7 is an operating system I will use for the videos and it is the operating system that is installed on most computers on campus.
- You might be using Windows 8 or 10.
- There are slight differences in the way the operating systems look when we use Windows Explorer or when we access the Start Button. Otherwise, our study of Word, PowerPoint, Excel and Access will not be affected by the operating system.

3. Task Bar

- Contains icons to open the different Programs/Apps like Word, Excel, PowerPoint and Access.
- In Windows 7 or 10 the Start Button is located on the left side of the Task Bar.
- Contains time and date.
- To add an icon to the Task Bar, right-click the program name in the Start Button or in the “Tiles Screen” and point to “Add icon to Task Bar”.




4. Start Button:

- Windows 7 or 10:
 - Start button
- Windows 8:
 - “Start Screen” or “Tiles Screen”
 - Tap Window Key  to show “Tiles Screen”
- To open the Start button in Windows 7 or 10 use the keyboard **Window Key** 
- To open the “Tiles Screen” in Windows 8 use the keyboard **Window Key** 




5. Put your USB Flash Drive into a USB port

- Front or back of the computer
- USB Flash Drive is a “file storage Medium”

6. Open Windows Explorer (Folder Windows)

- Used to manage files & folders
- Keyboard Shortcut key is  + E
 - Hold Window Key , then tap the letter E key
- Keyboard 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”.

7. 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, flash drive, or folder that you would like to view
 - You can use the “triangle” button  (sometimes they appear as + 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
- Right side of Windows Explorer:
 - Shows you the content of the item that is selected on the left side
 - You can see files
 - 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
 - If you double-click a file on the right side, it will open the file.
 - You can sort a column of files or folders by clicking on the column header
- Search box in upper right corner of Windows Explorer window.
 - Select folder, type search text, hit Enter.
 - Use asterisks * 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.

8. Folders and Keyboard for creating New Folder

- A Folder = Named location on a storage medium that contains related documents
- Create New Folder in Windows Explorer with the Keyboard: **Ctrl + Shift + N**
- To rename a folder or file, with the item selected, use: **F2**

9. Deleting a File or Folder and the Delete Key

- If you delete a folder or file from a Jump Drive, the item will be permanently deleted.
- If you delete a folder or file from your computer (like from desktop or C Drive), the item is sent to the Recycling Bin.

10. 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.
- If you want to sort files or folders differently than in alphabetic order, then you must add numbers to the beginning of each name.
 - For Example if you wanted the file name "Zoo" to appear before "Apple" when the column is sorted "A to Z", you could rename the files to: "01-Zoo" and "02-Apple".

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. File menu in Excel, Word and other Microsoft programs = Backstage View in Excel, Word, PowerPoint, or Access

- File menu: Backstage View
- Esc Key: Closes Backstage View
- Info: Information about file.
- New: Templates or Blank. Keyboard: Ctrl + N to open new file.
- Open: Ctrl + O
 - You can access Recent Files.
 - Bottom of Recent Files List is "Recover Unsaved Workbooks"
- Save: Keyboard: Ctrl + S
- Save As: Keyboard: F12
- Print: Keyboard: Ctrl + P
- Account: Information about your account, including what version of Office you are using
- Options: Set Defaults

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)
- Hide Ribbon: Ctrl + F1
- KEY: If you change the size of the window, the buttons and groups in the Ribbon Tab will change size!!!

14. Status Bar

- Above Task Bar
- Does different things in each program. We saw how to use the Zoom Bar in Video #01.

15. 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.

16. Save:

- Saves and changes you made in the file.
- Keyboard = Ctrl + S

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
- When you use Save As you create a new file.

18. Files and File Extensions

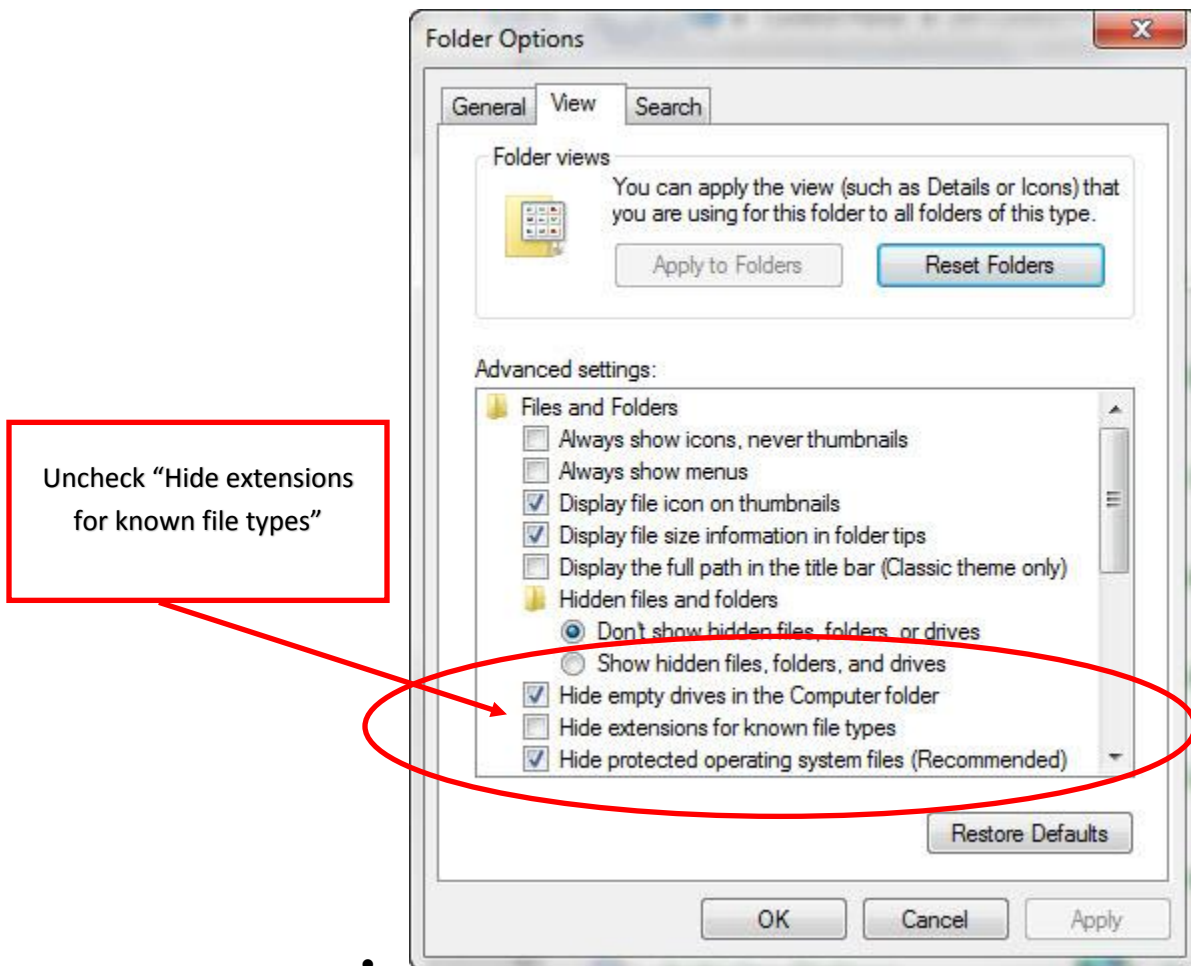
- A named unit of storage
- Files can be created by Excel, Word, Access, PowerPoint, Phone Camera, etc.
- It is very important to have file extension showing so you can decipher what the file can and cannot do.
- File extensions such as “.xlsx”, “.xlsm”, “.docx”, “.docm”, “.mov”, “.jpg” provide useful 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.
 - A Word file such as Diary.docx
 - “.docx” indicates that it is a file created in Word 2007 or later.
 - An Excel file such as AccountingBudget.xlsx
 - “.xlsx” indicates that it is a file created in Word 2007 or later.
 - An Excel file such as AccountingBudget.xlsm
 - “.xlsm” indicates that it is a file created in Excel 2007 or later AND the “m” rather than the “x” means that you can have Macros in the file. Macros means code written in Excel behind the scenes. We will use some “xlsm” files in this class, but we will not write code in this class.
 - A PowerPoint file such as SalesPresentatation.pptx
 - “.pptx” indicates that it is a file created in PowerPoint 2007 or later.
 - An Access file such as Woodenraft.accdb
 - “.accdb” indicates that it is a file created with Access 2007 or later.

19. Showing File Extensions

- “.docx” and “.xism” and “.pptx” and “.accdb” are all called “extensions”
 - The x at the end means XML computer code.
 - The m at the end means XML commuter code that allows user to write code (Macro means code) in the program/app.
- 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”.

- Picture:











- 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”.

20. Screen Resolution (number of dots (pixels) computer uses to display things)

- Changing affects how the Ribbon looks
- Right-click Desktop, click Screen Resolution

21. Keyboard Shortcuts in this video:

- Open Start in Task Bar = = 
- Open "Tiles Screen" in Windows 8 = 
- Open Windows Explorer =  + E
- Esc = Close most open dialog/option boxes, or will help you to "escape" when you accidentally put a file or folder into to "rename" mode, or can exit out of Backstage View
- Show Desktop =  + D
- New Folder = Ctrl + Shift + N
- Rename Folder or File = F2
- "Jump to front of Line" = Home
 - In Word it will jump to front of sentence or line
 - In Excel is will jump to front of formula
 - In a file or folder that is being renamed, it will jump to from of name.
- Arrow Keys can move up and down through a list of files or folders
- Save As = F12
- Save = Ctrl + S
- Close File or Program = Alt + F4
- Zoom Screen: Ctrl + Wheel on Mouse
- If a button is highlighted in a Dialog Box you can use "Enter" key to invoke that button.
- Maximize Window =  + 
- Minimize Window =  + 
- Open = Ctrl + O
- New File = Ctrl + N
- Print = Ctrl + P

Keyboard not seen in video, but they are useful:

- Move between open programs or windows = Alt + Tab
- Hide and Open Ribbon: Ctrl + F1