

ECDL3

for Microsoft Office 95/97

Brendan Munnely and Paul Holden

Using the Computer and Managing Files

*Everything you need to pass the European
Computer Driving Licence*, module by module*

ECDL3

module 2

for Microsoft Office 95/97

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PEARSON EDUCATION LIMITED

Head Office:

Edinburgh Gate

Harlow CM20 2JE

Tel: +44 (0)1279 623623

Fax: +44 (0)1279 431059

London Office:

128 Long Acre

London WC2E 9AN

Tel: +44 (0)20 7447 2000

Fax: +44 (0)20 7240 5771

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Brendan Munnely is at <http://www.munnely.com>

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Preface

The European Computer Driving Licence (ECDL) is an internationally recognized qualification in end-user computer skills. It is designed to give employers and job-seekers a standard against which they can measure competence – not in theory, but in practice. Its seven Modules cover the areas most frequently required in today's business environment. More than one million people in over fifty countries have undertaken ECDL in order to benefit from the personal, social and business advantages and international mobility that it provides.

In addition to its application in business, the ECDL has a social and cultural purpose. With the proliferation of computers into every aspect of modern life, there is a danger that society will break down into two groups – the information 'haves' and the information 'have nots'. The seven modules of the ECDL are not difficult, but they equip anyone who passes them to participate actively and fully in the Information Society.

The ECDL is not product-specific – you can use any hardware or software to perform the tasks in the examinations. And you can take the seven examinations in any order, and work through the syllabus at your own pace.

This book is one of a set of seven, each dealing with one of the ECDL modules. While each book can be used independently, we recommend that you start with *ECDL 3 for Office 95/97, Using a Computer and Managing Files Module 2* – particularly if you are new to computers. This module teaches you the basic operations that are needed in the other practical modules. *ECDL 3 for Office 95/97 Basic Concepts of Information Technology Module 1* provides essential background information for passing the ECDL.

The examples in these books are based on PCs (rather than Apple Macintoshes), and on Microsoft software, as follows:

- Operating system: Microsoft Windows 95/98
- Word Processing: Microsoft Word 97
- Spreadsheets: Microsoft Excel 97
- Databases: Microsoft Access 97
- Presentations: Microsoft PowerPoint 97
- Information and Communication: Microsoft Internet Explorer 5.0 and Microsoft Outlook Express 5.0

If you use other hardware or software, you can use the principles discussed in this book, but the details of operation will differ.

Welcome to the world of computers!

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Introduction

Module 1 was the tourist guidebook to prepare for your visit to computer land. Module 2 is where you get to meet the natives in the flesh.

And what exotic creatures they are! The citizens are called files. They reside in houses called folders. And folders are built on areas called drives. (Files inside folders, and folders on top of drives – you have learnt quite a lot already!)

And such obedient citizens too! You can change their names, move them to a different location, alter their appearance, get rid of ones you don't want anymore – you can even create new ones out of nothing.

But remember this: files are delicate. So treat them with care. You do this by saving them regularly and by making copies of them every so often – just in case something bad happens to the originals. It's always the files you like and need most that seem to disappear the quickest. Better to learn this lesson from the book than from real life in computer land.

CHAPTER 1

Starting up, clicking around, shutting down

In this chapter

Are you ready to take your first practical steps in computing? This chapter guides you through the basics. You will learn the correct ways of starting and shutting down a computer, discover the meaning of the various little pictures on the Windows screen, and find out how to start and close Word, Excel, and other software applications that you will meet in other ECDL books in this series.

New skills

At the end of this chapter you should be able to:

- Power up and power down a computer
- Use the Start menu to open software applications
- Switch between open applications

- Click, double-click, right-click, and drag with the mouse
- Use the three control buttons at the top-right of a window
- Move, resize, and scroll windows
- Restart a computer when problems occur

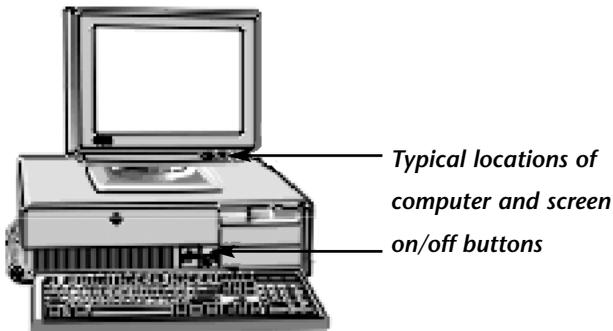
New words

At the end of this chapter you should be able to explain the following terms:

- Powering up/booting
- Cursor
- Clicking
- Menu
- Taskbar
- Close button
- Restore button
- Folder
- Desktop window
- Application window
- Maximize button
- Minimize button
- Dragging
- Double-clicking
- Pop-up/Shortcut menu
- Dialog box

Starting your computer

Before you start your computer, check that it is plugged into the electricity socket. Now, press the button to switch on the computer.



- On some computers, a *single button* switches on both the computer and the computer's screen.
- Other computers have *two buttons*: one for the computer itself and a second for the screen.

Your computer will make some humming noises and some messages will flicker on your screen. Don't worry: this is just your computer warming up and checking that everything is in working order.

The Windows desktop

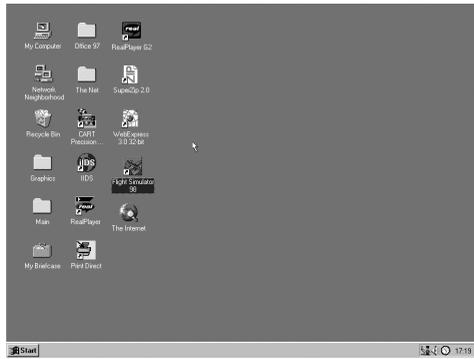
Finally, the Windows desktop appears – little pictures set against a coloured background. These pictures are called *icons*. Along the bottom of your screen you will see a grey bar, with a button named **Start** in its left corner and a clock in its right. This is called the *Taskbar*.

You will learn more about icons and the Taskbar later. You will also discover how you can change the appearance of your Windows desktop to suit your working needs and personal taste.

A sample Windows desktop

The little pictures are called icons

The grey bar along the bottom of the screen is called the Taskbar



Congratulations. You have now powered up your computer.

Powering up/booting

The technical terms for starting a computer and displaying the Windows desktop on the screen. You don't 'switch on' a computer; you 'power up' or 'boot' the computer.

Starting applications

Software applications are useful programs such as Microsoft Word, Excel, Access, and PowerPoint that enable you to create documents, spreadsheets, databases, and presentations. You will

learn a lot about these in *ECDL 3 for Office 95/97 Word Processing, Spreadsheets, Databases and Presentations* (Modules 3, 4, 5 and 6) of this ECDL course (also published in this series). Your first step in working with applications is to learn how to start them.

Using the mouse

Place your hand over the mouse and move it around your (physical) desktop. As you move the mouse, the cursor moves around the Windows desktop, allowing you to point to the item you want to work with.



To move the cursor up the screen, move the mouse in the up direction



To move the cursor down the screen, move the mouse in the down direction

Cursor

A symbol, usually an arrow, that you move around the computer screen by moving the mouse across your (physical) desktop.

The Start button



Move the cursor down to the bottom-left of your screen so that it is over the **Start** button. Now, press down the left mouse button and then release it. You don't need to hold down the button for more than a second. This is called clicking.