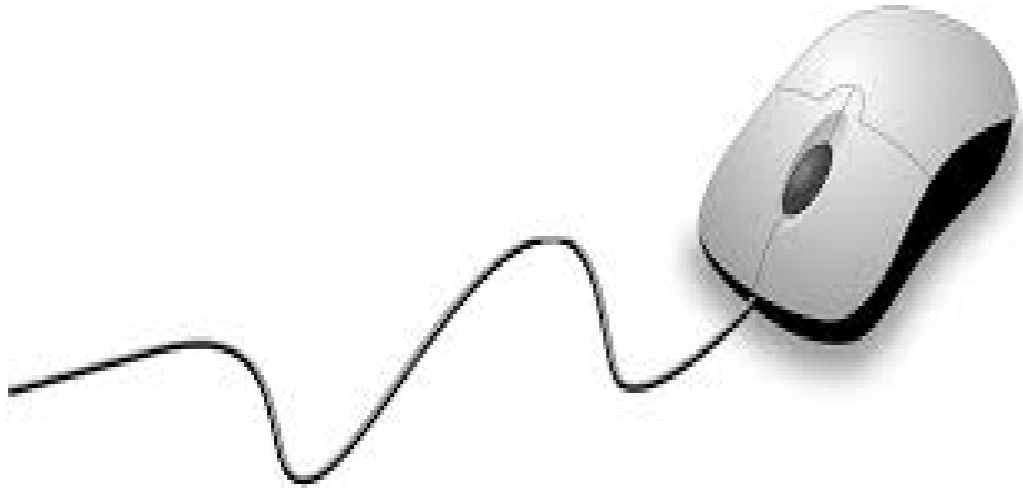


1. BASIC SKILLS IN USING THE COMPUTER

MOUSE



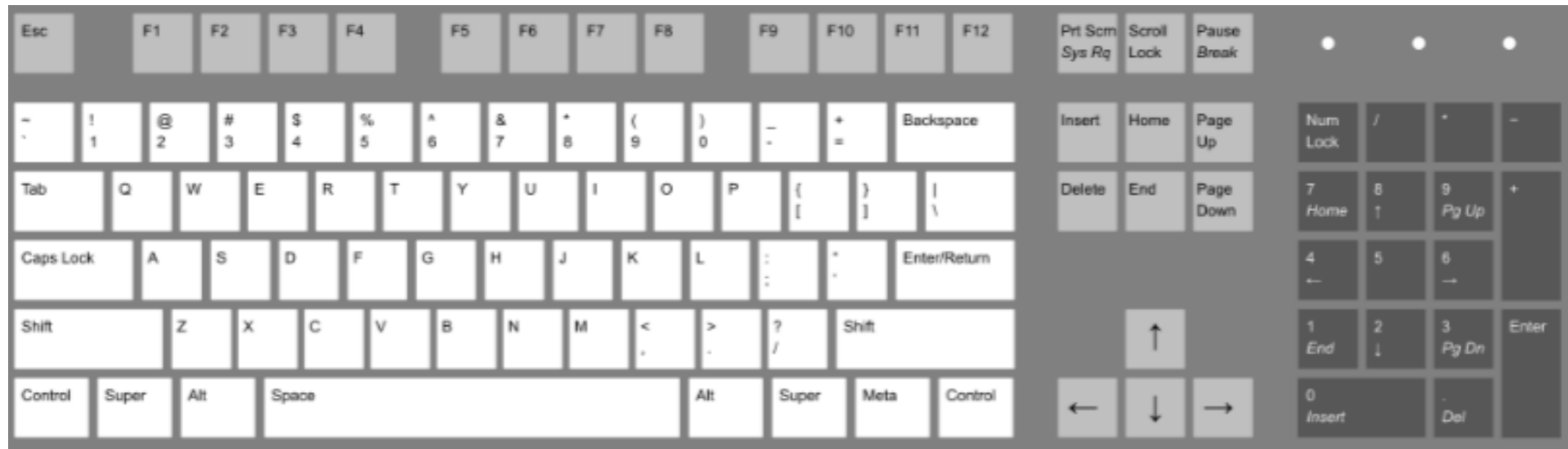
LEFT BUTTON: click one time with the left button of the mouse over an icon (folder, file, etc..) to select it. With a double fast click with the left button, you can open it

RIGHT BUTTON: click once with the right button over an icon or any other point and on the screen it will appear an “Express Menu”, with several functions depending on the context in which you have clicked

White arrow: to select command options in any part of the screen



KEYBOARD



- Enter:** It is used for multiple functions including confirm a command, insertion of the data start a new line when typing text
- Space Bar:** Press it briefly to make a space
- Esc:** To terminate or abandon the current activity, to get out from a programme, to cancel a previous selection
- Shift:** Pressing it at the same time with a letter you will type it in capital
- Caps Lock:** Pressing it you can write everything in capital letters without having to constantly hold the button
- Del:** It deletes the character to the right of the cursor, or the selected text or object
- Function keys (**F**): Buttons that perform different functions depending on the software

COMBINATIONS:

- Ctrl + C:** To copy
- Ctrl + X:** To cut
- Ctrl + V:** To paste
- Ctrl + Esc:** To open the Start Menu
- Ctrl + 5:** To select all the file
- Ctrl + Alt + Delete:** to get out of whatever muddle that the computer has left you with

OPENING AND CLOSING SOFTWARE APPLICATIONS



Open an application:
click on the start menu,
double-click to open the application that you want
- if the application you are looking for is on the list -

If the desired application is not in the favourites group,
you need to navigate to your desired piece of software.
In these cases, click on "**All Programs**"

COPY PASTE A FILE OR A FOLDER

- Go to the file you want to copy and highlight it
To highlight more than one file, hold down the **CTRL** or **Shift** keys on your keyboard
- Now right-click one of the highlighted files and select copy
- Move to the other location you want to copy this files, right-click in the folder and choose paste



2. MICROSOFT OFFICE: WORD, PDF, EXCEL, PPT



WORD

Create and edit text documents

TO OPEN A WORD DOCUMENT AND START TYPING

Step 1: Open Microsoft Word

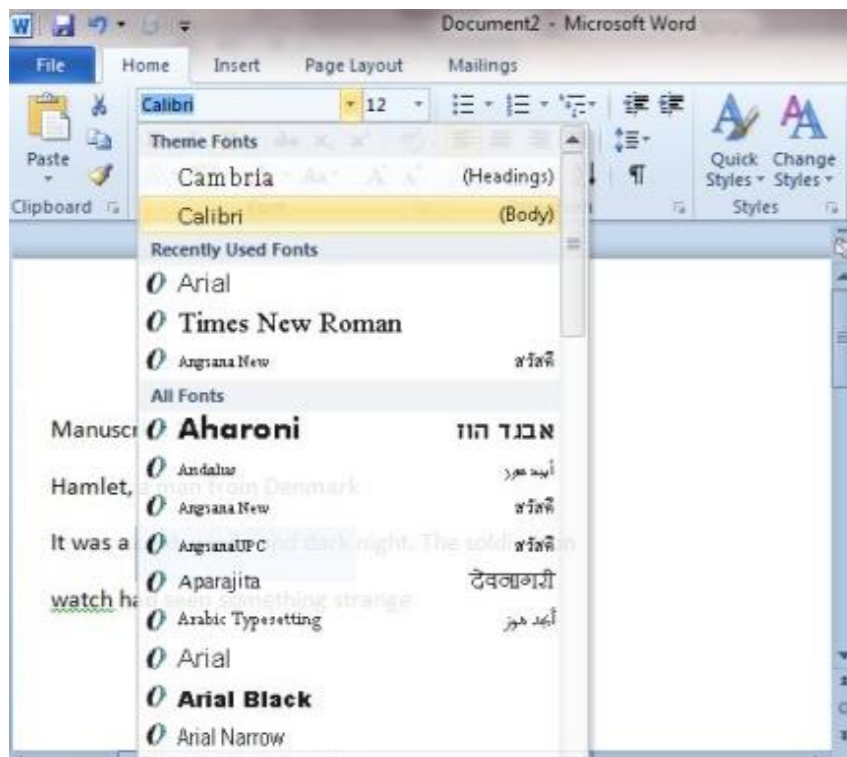
Step 2: There will be an option to select a document template, or a blank document . If you don't want to use any of the templates on display, click on the blank document

Step 3: A new blank document will be ready to start typing

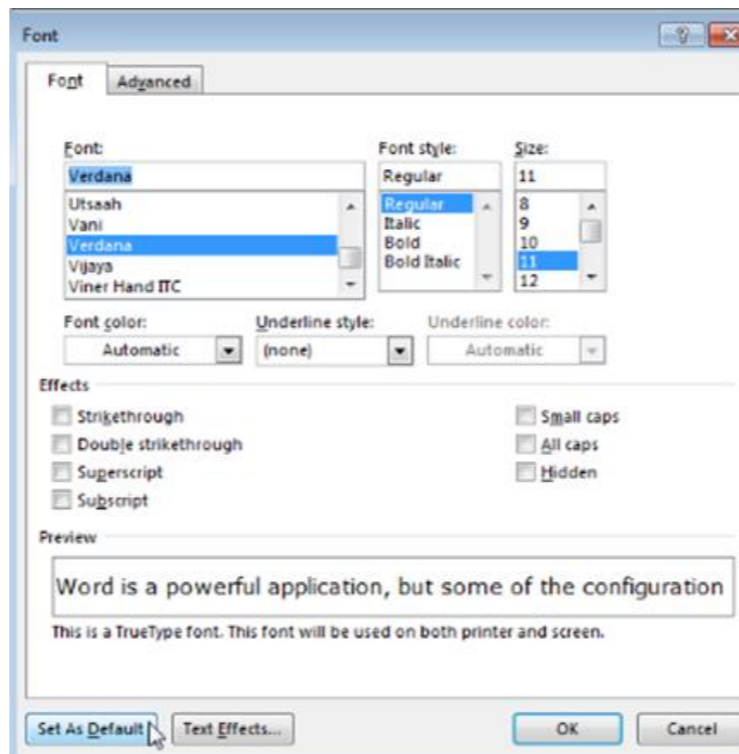
Step 4: The mouse pointer in the document tells you where you are typing. The cursor will move with each letter as you type

You can move the cursor to where you would like to change or add text

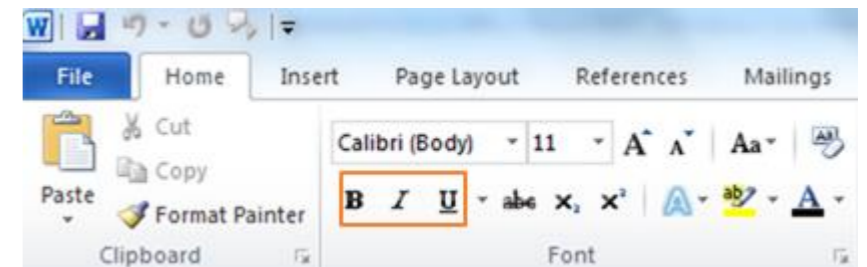
CHANGE FONT AND SIZE



SET DEFAULT FONT



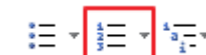
CHANGE FONT: Bold, Italics, Underlined



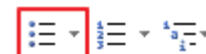
CHANGE THE LAYOUT OF THE TEXT



CREATE A NUMBERED LIST



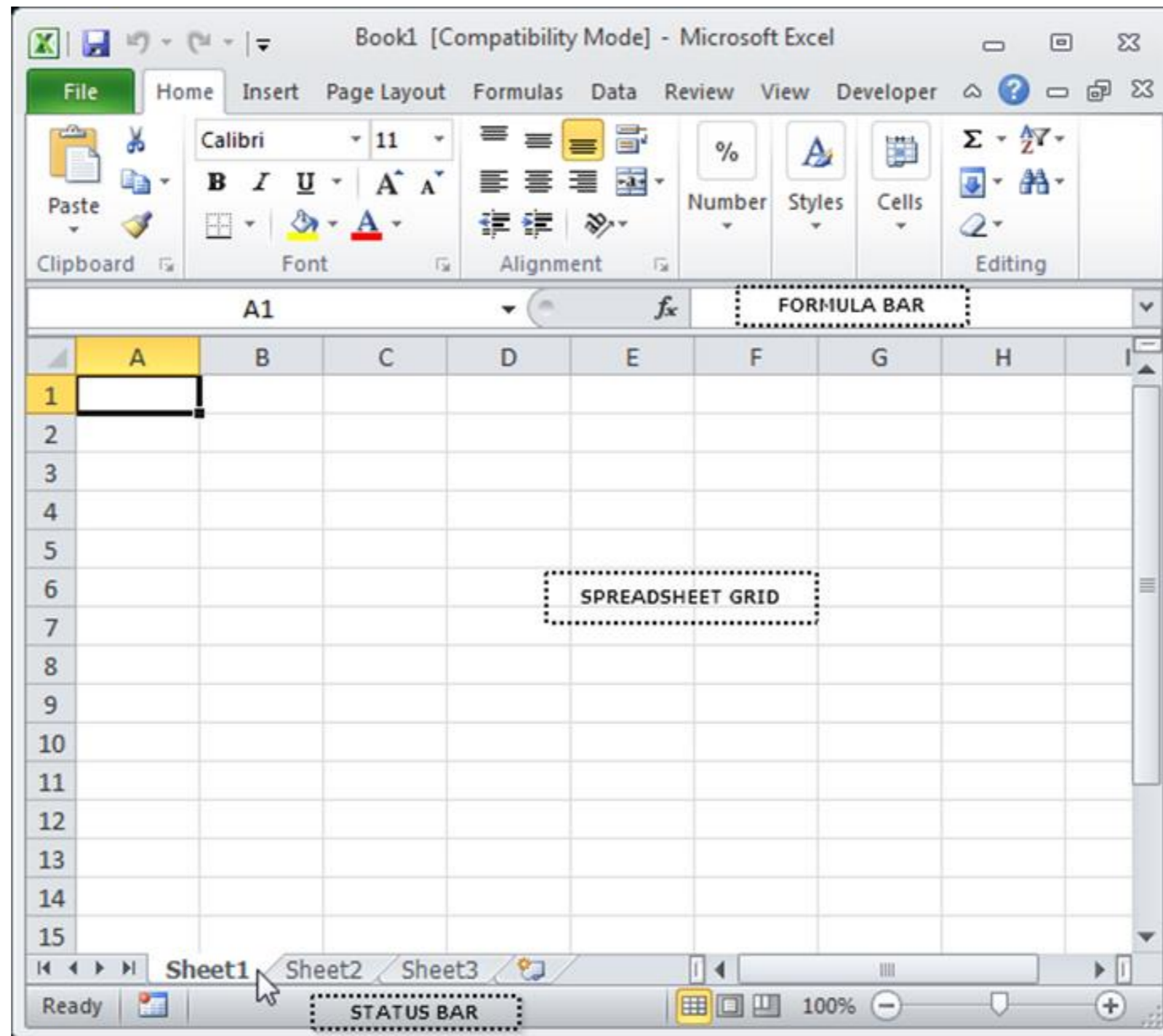
CREATE A BULLETED LIST





EXCEL

Enter quantitative data into an electronic spreadsheet



RIBBON: the upper area of the Excel screen that contains several tabs running across the top

TAB NAME	DESCRIPTION OF COMMANDS
File	It contains all the commands to open, close, save and create new Excel workbooks. It also includes print commands, document properties, e-mailing options, etc.
Home	It contains the most frequently used Excel commands as cut, copy, paste, insert and delete rows and columns.
Insert	It is used to insert objects (charts, pictures, shapes, links, symbols, etc..)
Page Layout	It contains commands to prepare a worksheet for printing. It also includes commands used to show and print the gridlines on a worksheet.
Formulas	It contains command to add mathematical functions to a worksheet and tools for auditing mathematical formulas.
Data	It is used to work with external data sources (Microsoft, text files, Internet).
Review	It includes Spelling and Track Changes features, protection features to password protect worksheets or workbooks.
View	It is used to adjust the visual appearance of a workbook. Zoom and Page Layout view are here included.

TO SAVE THE WORKBOOKS

Step 1: click the File tab

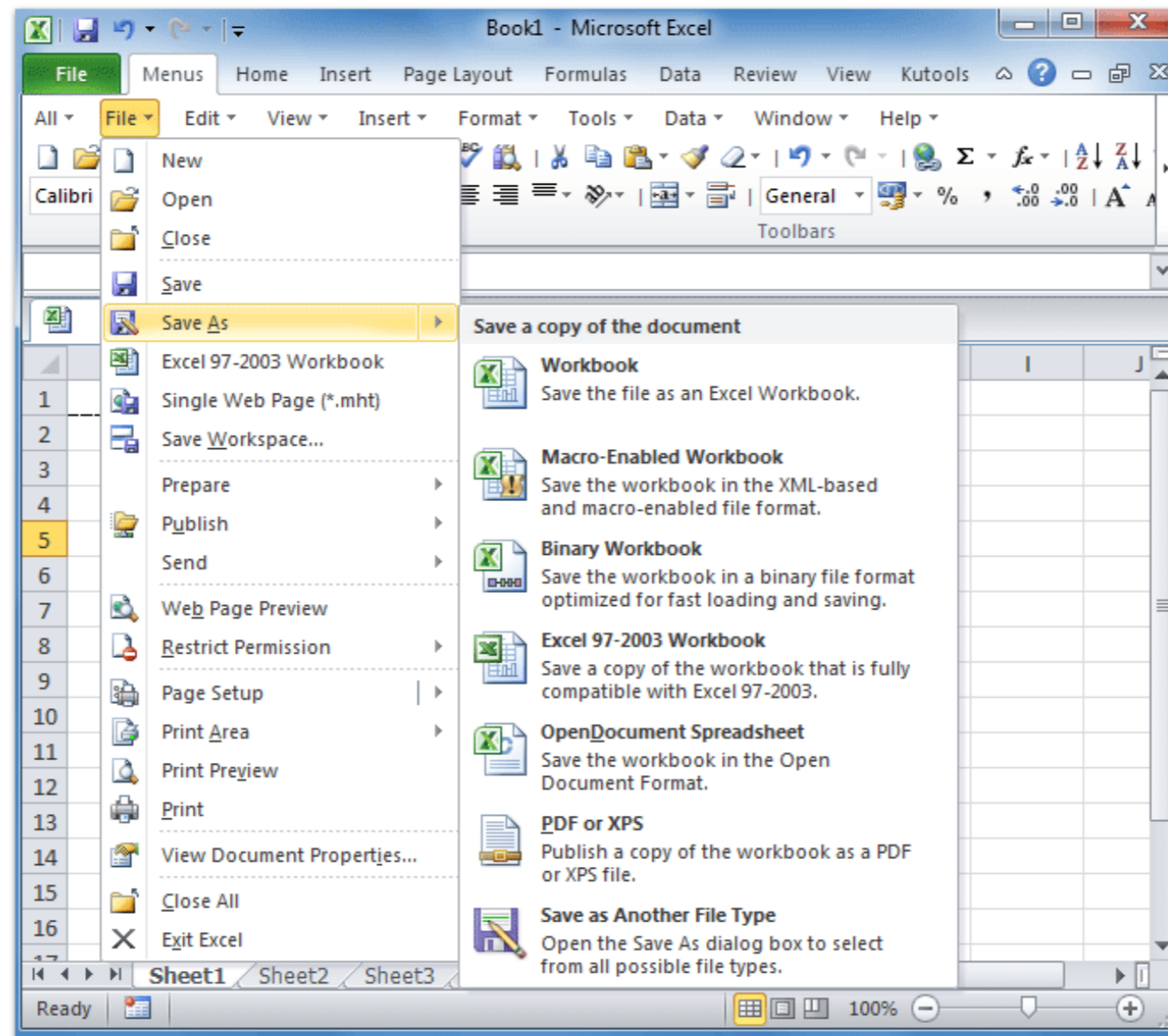
Step 2: click the Save As button in the upper left side of the Backstage view window

Step 3: click in the File Name box at the bottom of the “Save As dialog box”

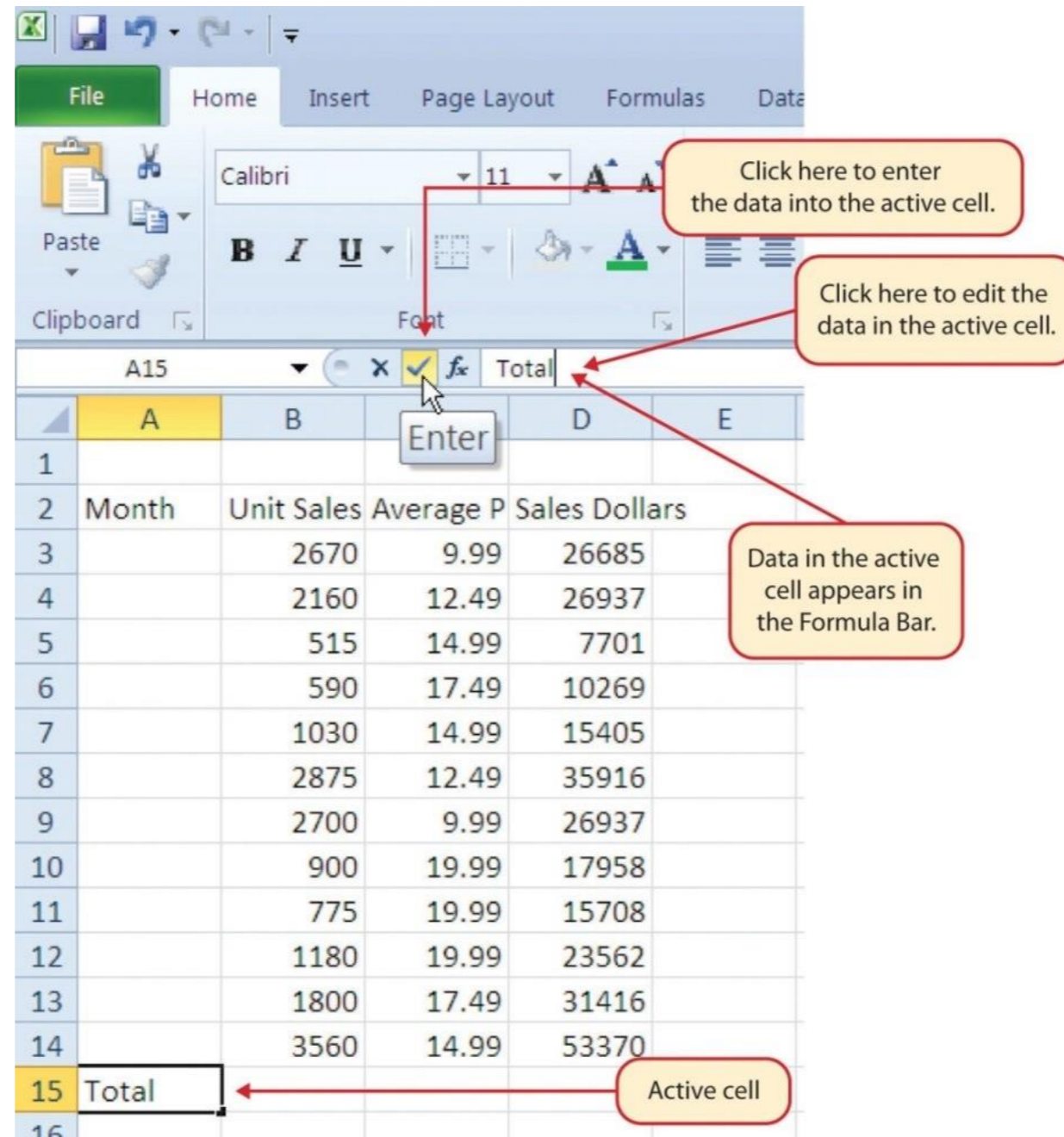
Step 4: choose the file name

Step 5: choose the location

Step 6: click the Save button on the lower right side of the “Save As dialog box”



FORMULA BAR: where any calculation/formula you write will appear. Here you can enter data or edit already existing data



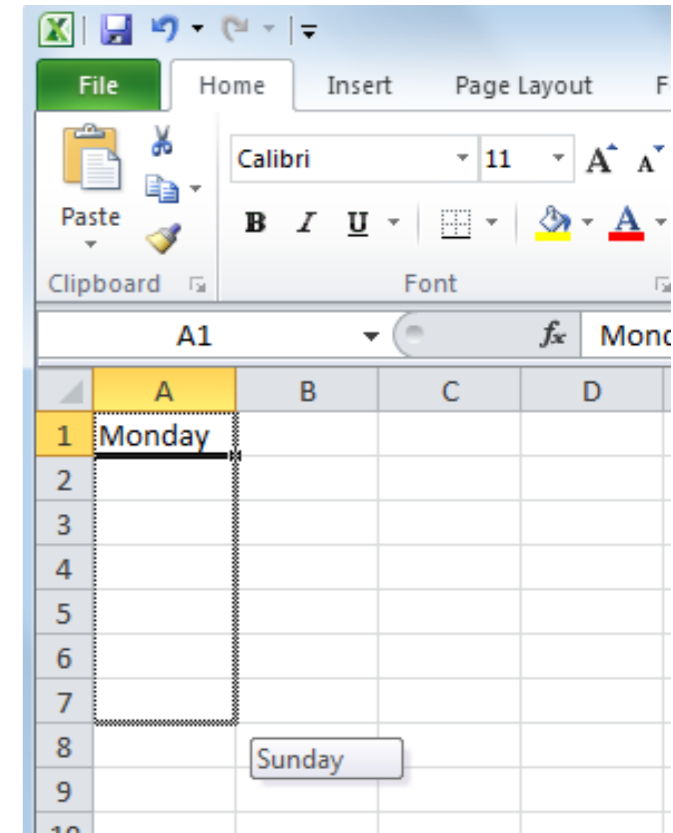
SPREADSHEET GRID: where numbers, data, charts & drawings will go. Each Excel file can contain several sheets

THE STATUS BAR: it is below the worksheet tabs on the Excel screen and says what is happening with Excel at any time

Microsoft Excel actions

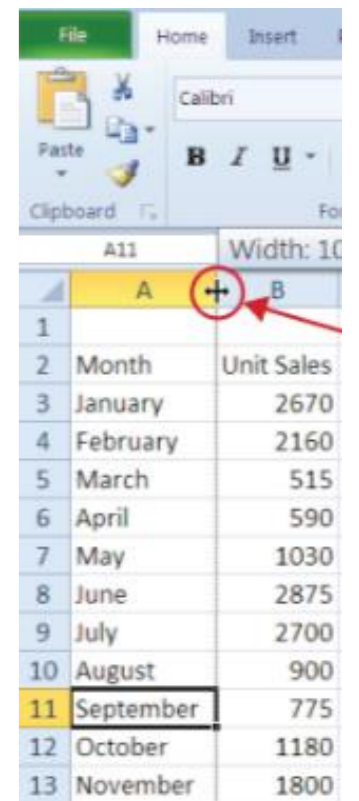
TO AUTO FILL:

- Step 1. activate cell A1, clicking on it
- Step 2. type the day of the week and press the “Enter”
- Step 3. activate cell A1 again
- Step 4. move the cursor to the lower right corner of cell. The small square in this corner of the cell is called the Fill Handle
- Step 5. when the cursor gets close to the Fill Handle, a white block plus sign will turn into a black plus sign
- Step 6. left click and drag the Fill Handle to cell A7
- Step 7. release the left mouse button: the all twelve months of the year will appear in the cell range A1:A7



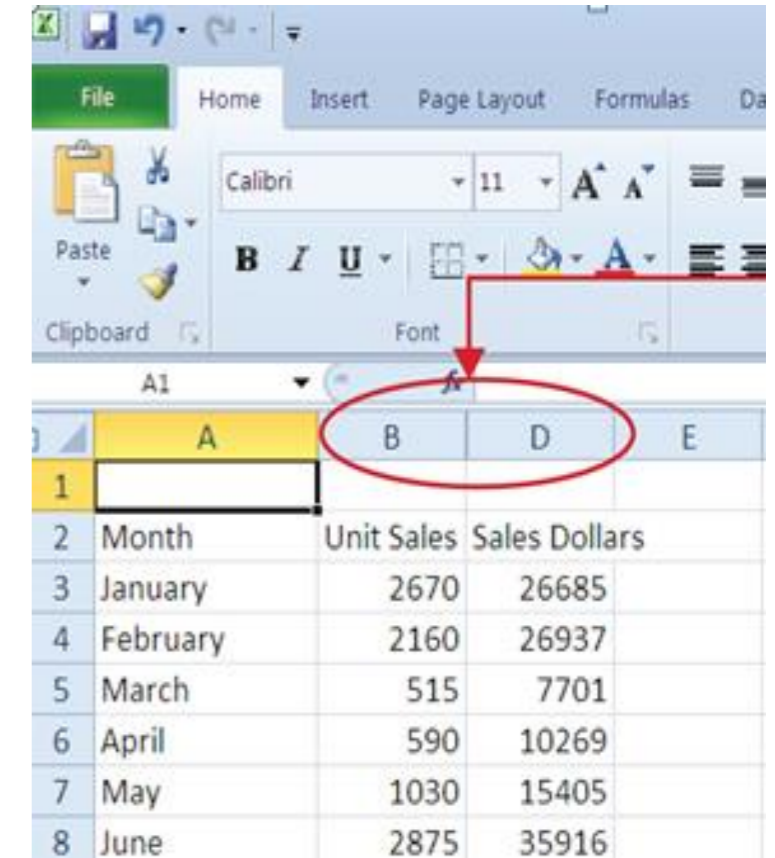
TO ADJUST COLUMNS AND ROWS:

- Step 1. bring the cursor between Column A and Column B
- Step 2. the white block plus sign turn into double arrows
- Step 3. press the left button of the mouse and drag the column to the right so that can be visible the entire word in the cell
- Step 4. release the left mouse button



TO HIDE COLUMNS AND ROWS:

- Step 1. activate cell C1
- Step 2. click the Format button in the Home tab of the Ribbon
- Step 3. place the cursor over the Hide & Unhide option in the drop-down menu
- Step 4. a submenu will display
- Step 5. click the Hide Columns option in the submenu of options



TO INSERT COLUMNS AND ROW:

- Step 1. activate cell C1
- Step 2. from the home tab of the Ribbon click the down arrow on the Insert button
- Step 3. from the drop-down menu click the Insert Sheet Columns option
- Step 4. now a blank column will appear on the left of Column C

TO DELET COLUMNS AND ROWS:

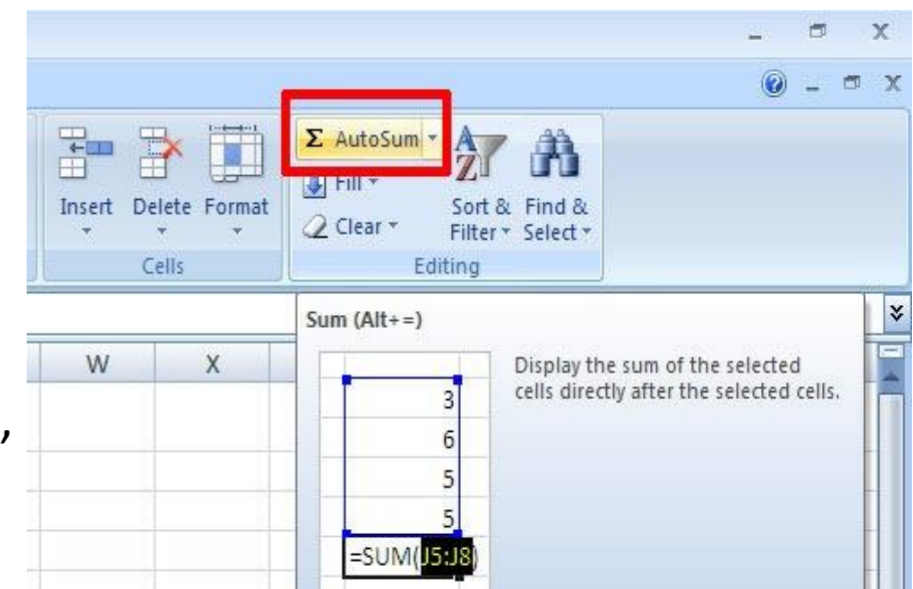
If you need to delete blank columns/row or that contain data, you can:

- Step 1. activate cell C1
- Step 2. to go in the in the Cells group in the Home tab of the Ribbon and click the down arrow on the Delete button
- Step 3. from the drop-down menu click the Delete Sheet Rows option

TO AUTO SUM:

To quickly sum the values in a column of data using the AutoSum command, you have to:

- Step 1. activate a cell in the Sheet1 worksheet
- Step 2. click the Formulas tab of the Ribbon
- Step 3. below the AutoSum button in the Function Library group of commands, click the down arrow
- Step 4. from the AutoSum drop-down menu, click the Sum option



TO CREATE A BASIC FORMULA:

Step 1. open the worksheet

Step 2. click cell C3

Step 3. type an equal sign (=). When the first character entered into a cell location is an equal sign, it signals Excel to perform a calculation or produce a logical output

Step 4. type D3. This adds D3 to the formula, which is now a cell reference. Excel will use whatever value is entered into cell D3 to produce an output

Step 5. type the slash symbol (/). This is the symbol for division in Excel. As shown in Table 2.2 "Excel Mathematical Operators", the mathematical operators in Excel are slightly different from those found on a typical calculator

Step 6. type the number 12. This divides the value in cell D3 by 12. In this formula, a number, or constant, is used instead of a cell reference because it will not change. In other words, there will always be 12 months in a year

Step 7. press "Enter"

Adding a Formula to a Worksheet

The screenshot shows the Excel interface with the formula bar containing `=D3/12`. The worksheet below has a table titled "Expense Plan" with columns: Category, Percent of Total, Monthly Spend, Annual Spend, LY Spend, and Percent Change. Row 3 is highlighted, showing "Household Utilities" with a Monthly Spend of \$250 and an Annual Spend of \$3,000. A blue border is around cell C3. Callouts explain: "The formula begins with an equal sign.", "Cell D3 is the cell reference in this formula.", and "The blue border indicates that this cell is referenced in a formula."

Formula Output for Monthly Spend

The screenshot shows the same worksheet as before, but now the value "250" is displayed in cell C3. A callout points to the formula bar showing `=D3/12` and says "The formula in the activated cell is displayed here." Another callout points to the value "250" in cell C3 and says "After pressing the Enter key, the formula displays the output."



POWER POINT

Create presentations

Create a presentation

Step 1: Click the File tab, and then click New

Step 2: Click “Blank Presentation”

Step 3: Click “Create”

Open a presentation

Step 1: Click the File tab, then click Open

Step 2: In the left pane of the Open dialog box, click the drive or folder that contains the presentation that you want

Step 3: In the right pane of the Open dialog box, open the folder that contains the presentation

Step 4: Click the presentation and open it



Save a presentation

Step 1: Click the File tab

Step 2: Save As

Step 3: In the File name box, type a name for your PowerPoint presentation

Step 4: Click Save

Insert a new slide

Step 1: Click the arrow below New Slide on the Home tab, in the Slides group

Step 2: Click the slide layout that you prefer

Add shapes to the slide

Step 1: Click Shapes on the Home tab, in the Drawing group

Step 2: Click the shape that you prefer, click in any point on the slide, and drag to place the shape

To create a better shape, press and hold SHIFT while you drag

Tips and tricks for creating a good presentation

- ❖ *Minimize the number of slides*
- ❖ *Create a clear message*
- ❖ *Choose an audience-friendly font size*
- ❖ *Choose the best font size that can help you to communicate your message*
- ❖ *Keep your slide text simple*
- ❖ *Use bullets or short sentences, and try to keep each to one line*
- ❖ *Use visuals to help you to express your message*
- ❖ *Pictures, charts and graphs are useful to remember the concept*
- ❖ *Avoid to include too many visual aids on your slide*
- ❖ *Apply subtle, consistent slide backgrounds*
- ❖ *Provide a contrast between the background color and text color*
- ❖ *Check the spelling and grammar*

TIPS & TRICKS



3. HOW TO CREATE AN E-MAIL AND HOW TO USE IT

E-MAIL

Email is used to send and receive messages, between two computers also with two or more people at the same time

An email address is identified by using the sign "at" (@), which acts as a divider between the user and the email provider.

Ex: prowomen.project@gmail.com



Open an email account: GMAIL



FILL information requested (name, contact details ... etc)

Choose the email address name and the password to log in.

IMPORTANT: choose an easy and identifiable address. Ex.”*prowomen.project@gmail.com*”

Sometimes can happen that the name we want to choose already exists by another user. In such a case, we will have to think about another option.

Create your Google Account

Just a few steps is all you need

to get you into everything Google.



It's all there, and it's all with you

on your phone, tablet, or computer, and pick up wherever you left off.



Name

Prowomen

Project

Choose your username

prowomen.project

@gmail.com

[I prefer to use my current email address](#)

Someone already has that username. Note that we ignore full stops and capitalisation in usernames. Try another?

Available: [projectprowomen](#) [prowomenp](#)
[pprowomen](#)

Create a password

Confirm your password

Birthday

Day

Month



Year

Gender

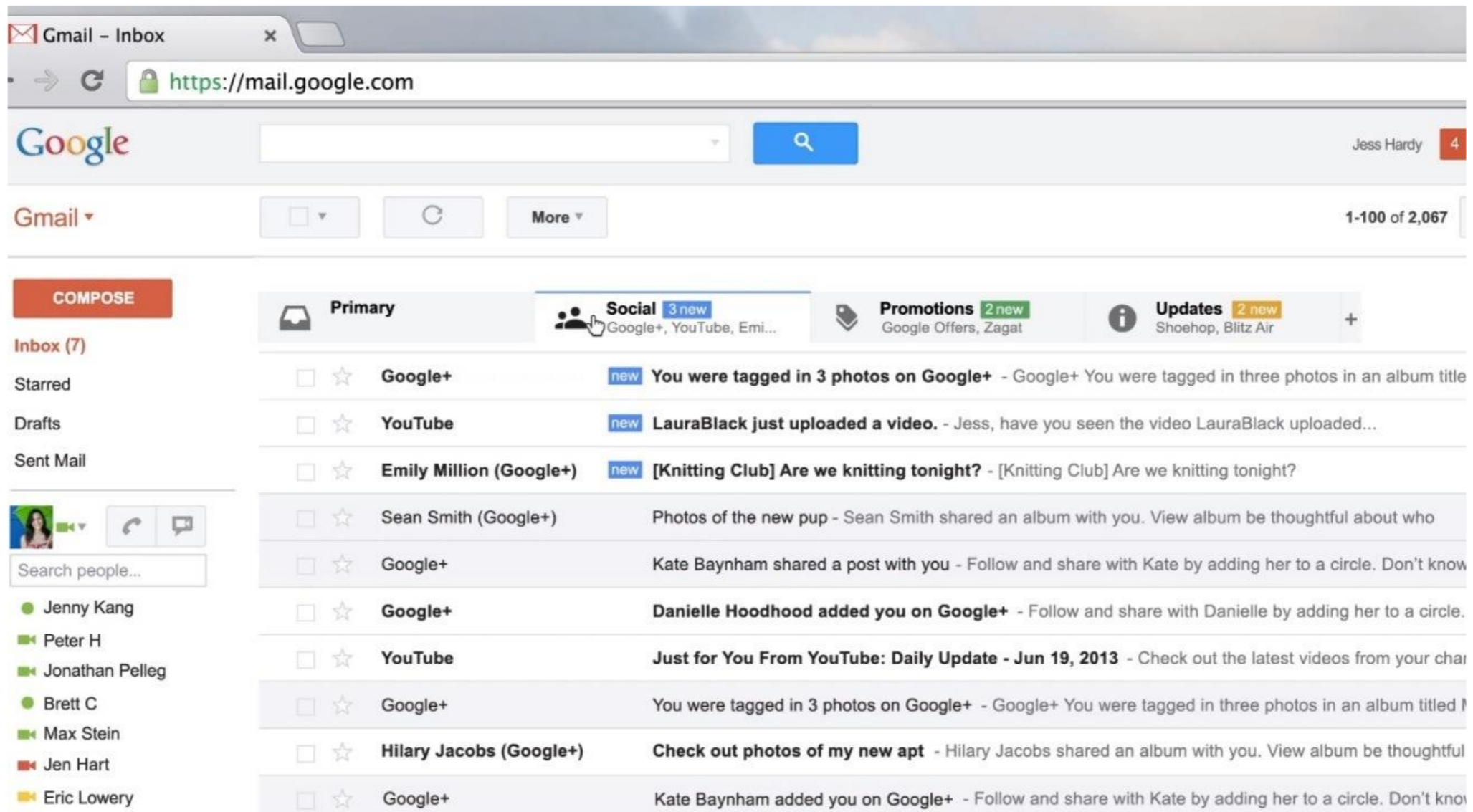
I am...



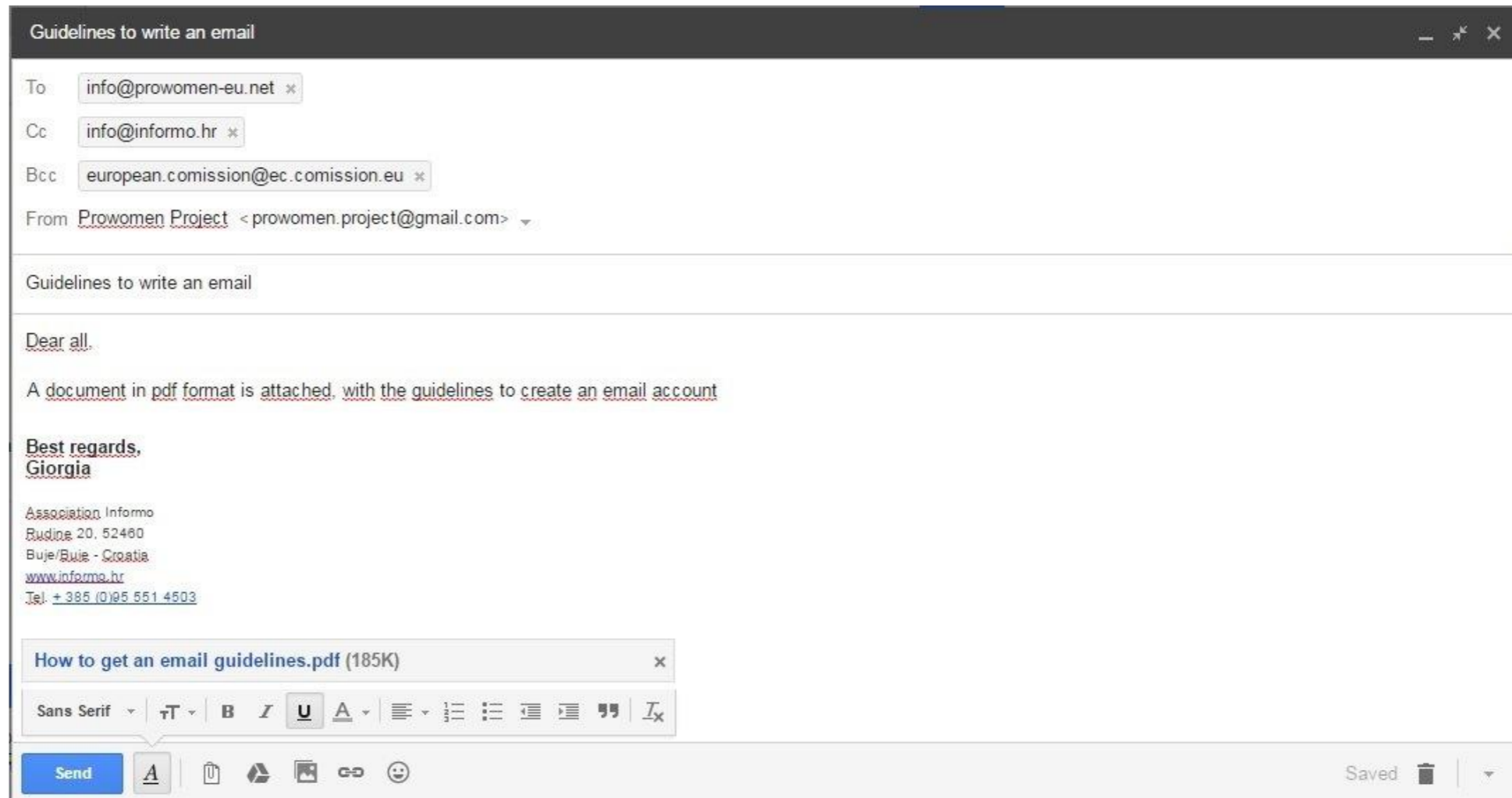
How to use the email

Tutorial "Learn how to use Gmail"

Example of the Gmail inbox



How to send an email

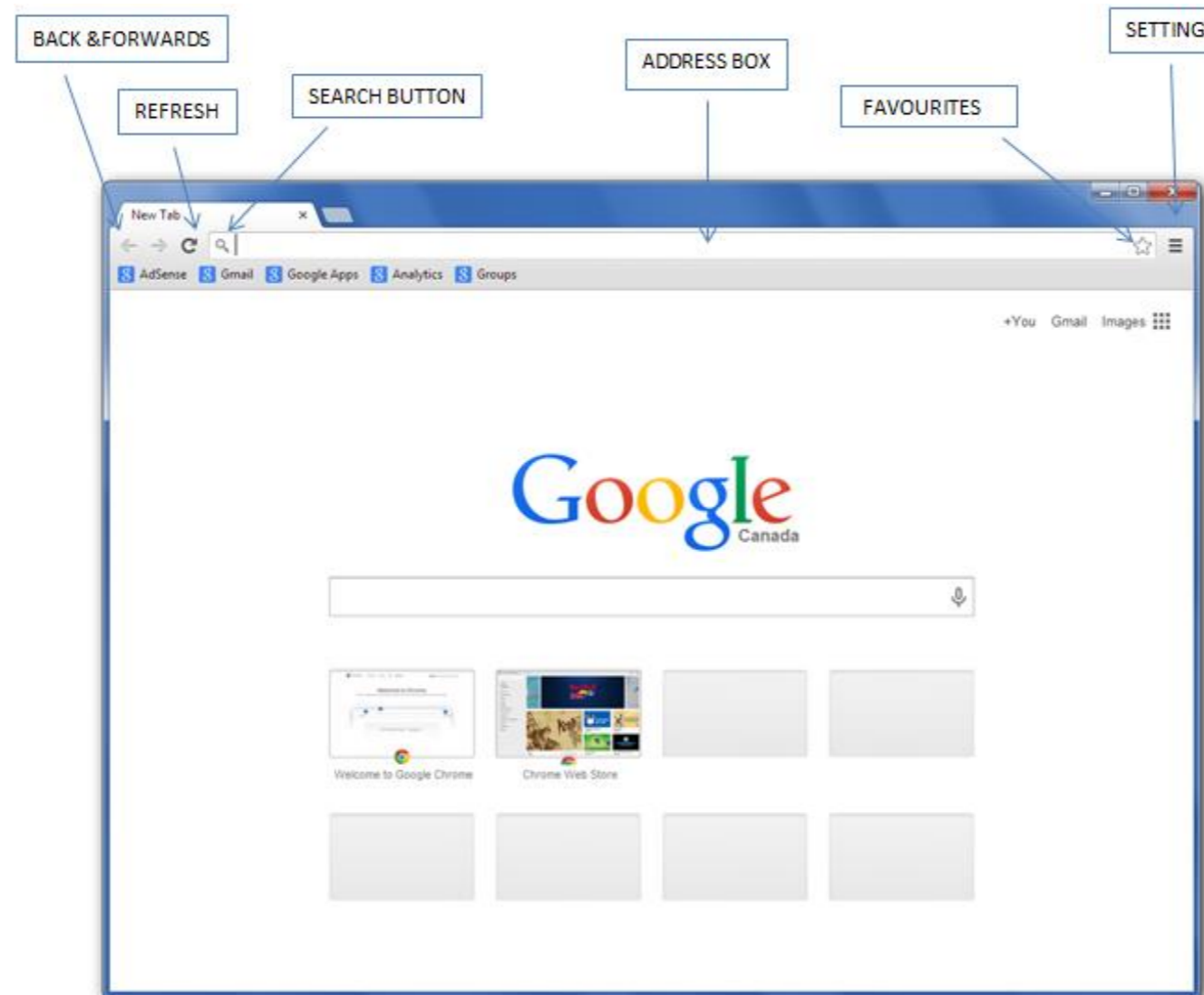


1. Click the Compose button on the left side of your Gmail page
2. Type your recipient's email address in the "To" field
3. Enter a subject for your message in the "Subject" field
4. Write your message! Just click in the large field below the subject line and type away
5. When you are done composing, click the Send button at the bottom of your compose window

4. BASIC SKILLS IN HOW TO USE INTERNET

BROWSERS

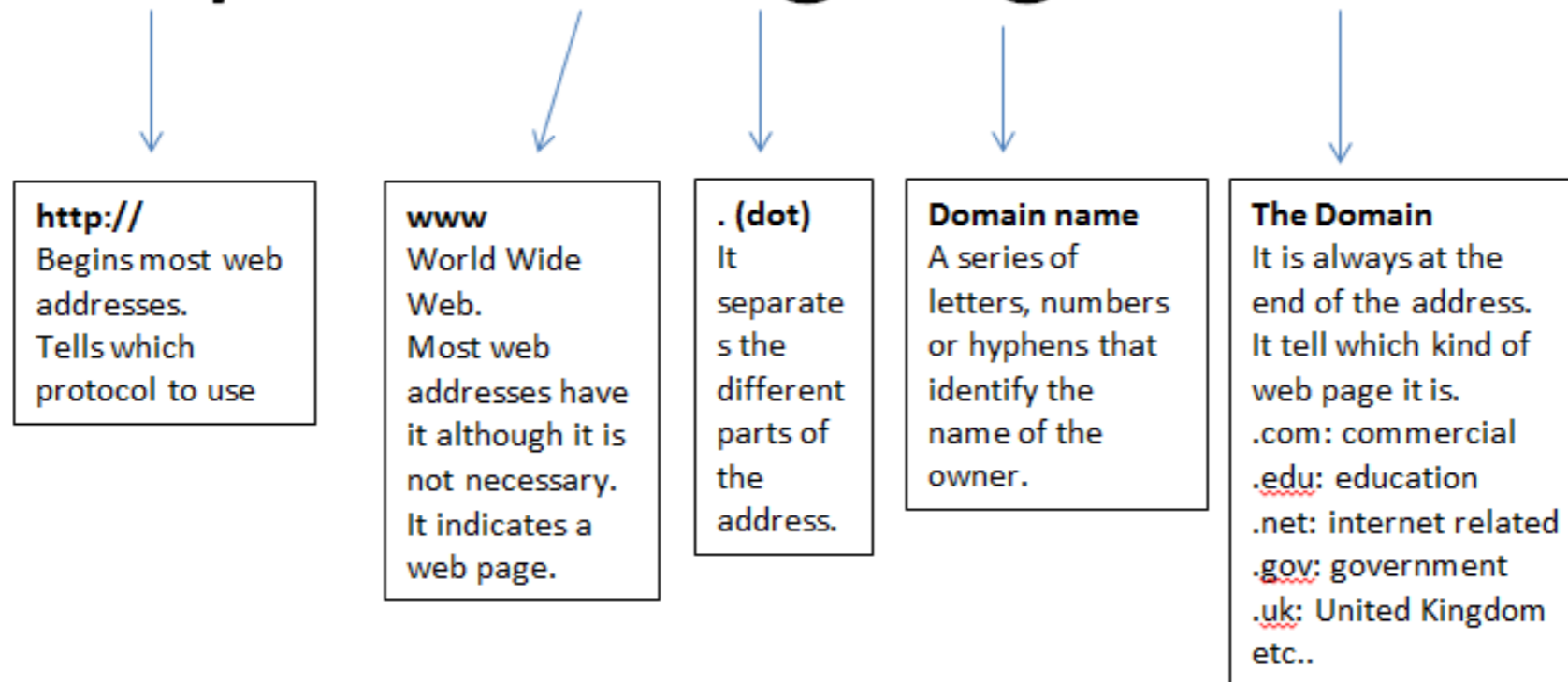
Web browsers are programs/applications on your computer that you can use to view websites. They're all free!



WEBSITE ADDRESS

A string containing the access protocol, domain name, and file or resource path. It is normally used to specify the address of a web page, image, or other document on the Internet

http://www.google.com



INTERNET GLOSSARY

CYBERSPACE	The world of computer networks.
DOWNLOAD	A term for transferring software or other files from one computer to another.
E-MAIL ADDRESS	The way a specific user is identified so that they may receive email. An email address can be identified by the “@” sign. E.g., Support@seniorconnects.org
HOME PAGE	The first page of a Website, similar to a table of contents.
HTML	Hyper Text Markup Language- A computer language used to make hypertext documents that are sent via the World Wide Web and viewed using a Browser.
HTTP	Hyper Text Transfer Protocol - The way that hypertext documents are transferred over the Internet.
HYPertext	A way of presenting information that allows words, pictures, sounds, and actions to be inter-linked so that you may jump between them however you choose.
LINK	A word, phrase, or image that allows you to jump to another document on the World Wide Web.
SEARCH ENGINE	A website that indexes and allows searching of information gathered from the Internet. Google is an example of this.
URL	Uniform Resource Locator - The entire address for a piece of information of the Internet. E.g., www.google.com
WEBPAGE	A hypertext document available on the World Wide Web.
WORLD WIDE WEB	A collection of resources available on the Internet using a web browser.

GOOGLE DRIVE

Online storage service: create, store, share, manage and access documents on the Internet from any computer in the world



- Access your files anywhere, anytime
- Share your files with others
- Allow others to edit your files
- Edit files that others have shared with you
- Create folders to keep your files organized



TO UPLOAD FILES TO GOOGLE DRIVE

Step 1. Click on the “New” button

Step 2: Several different options will show up

Step 2. Click on “File Upload” or “Folder Upload”. It will open a window that allows you to upload a document from your computer and to Google Drive

Step 3. Click on the file once to select it

Step 4. Click “Open”

TO CREATE A FILE ON GOOGLE DRIVE

If you want to create something directly on Google Drive, it gives you several options for the kind of documents you can create directly on the Drive:

- Google Docs, to make simple text-based word documents
- Google Sheets, to create spreadsheets
- Google Slides, to create slideshow presentations
- Google Forms, to create forms and surveys
- Google Drawings, to create images and drawings
- Google My Maps, to save map routes that you use frequently



TO SHARE A FILE

The files on Google Drive can be shared.

Step 1. Go to your My Drive page

Step 2. Click on the file you would like to share

Step 3. In the upper right hand corner of the page click on the “Share” button.

Step 4. Insert the email address of the person you would like to share your file with.

To share your document with multiple people:

Step 1. Click on the “Get sharable link” button in the upper right hand corner.

Step 2. Click on the “Copy Link” button to get a copy of your file’s location.

Step 3. Paste your link into an email

Step 4: Send it

Opening a Shared Document If someone wants to share a document with you, you will receive a message in your Gmail inbox.

1. Click on the message to open it

2. Click on “Open in Docs”

THANK YOU!

Links for the Pictures:

slide 2: <http://www.pngall.com/pc-mouse-png>

<http://www.elettroservizilegnaro.it/2015/03/accessori-pc-e-smartphone/>

slide 4: <https://www.kullabs.com/class-8/computer/computer-software/application-software-1>

slide 10: <https://www.dreamstime.com/stock-photography-tips-tricks-image26459202>

slide 12: <http://areatlc.uniroma3.it/index.php?page=email>