




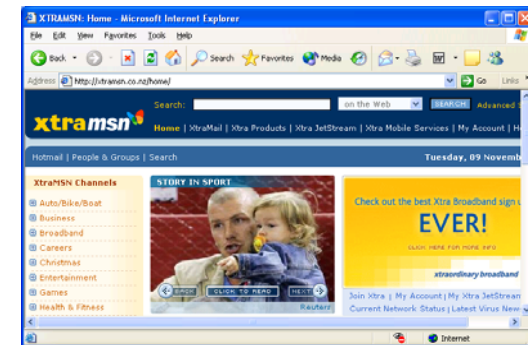
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Microsoft Windows™ Basics. How To ...

A list of common tasks in the
Windows Environment.



 *This booklet
assumes that you use
the Microsoft Office
Suite. It is still useful
for other Applications*



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A Document is a file for keeping your stuff. Pending on what that stuff is - we use different applications...

The Major Microsoft Applications



WORD: *For text documents like letters and stories.*



EXCEL: *For calculating figures. It is good for many things like Budgets, Cash Books and Statistics.*



POWERPOINT: *For creating slideshows. Good for showing holiday snaps, homework projects and business presentations.*



PUBLISHER: *A Desktop Publishing program. Good for Newsletters, Party Invitations and small text books (like this one).*



OUTLOOK: *For email and social contacts - including an address book and a calendar.*



The icons change from version to version but the functions stay the same.

To create a document...

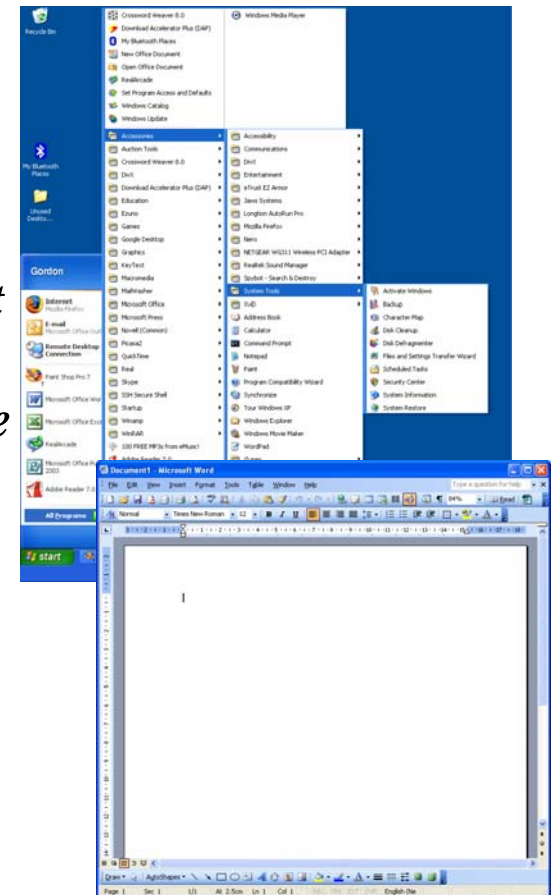
1. Find the icon for the application that you need. (Either on the Desktop or in the Start Menu)
2. Click the icon (Double Click on the Desktop or Single Click in a menu)



It is that easy!

You will see a new, blank document on your screen.

Start typing :-)






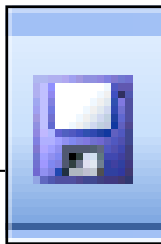
Save a File

 ***One of the most important things to do - is to SAVE YOUR WORK.***

The quickest way to save a file is to use the [CTRL]+[S] keyboard shortcut.

 ***All short cuts are done by holding down the first key and tapping the second once.***

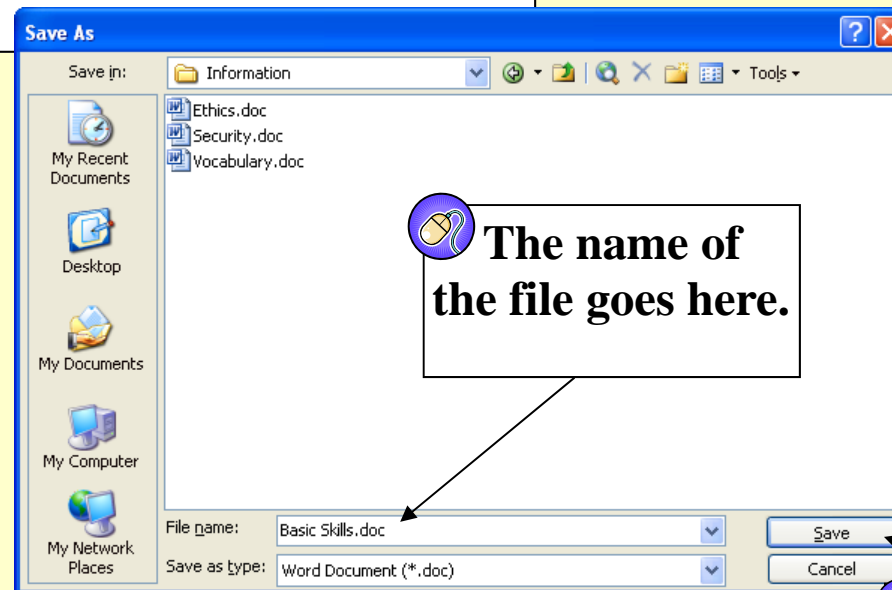
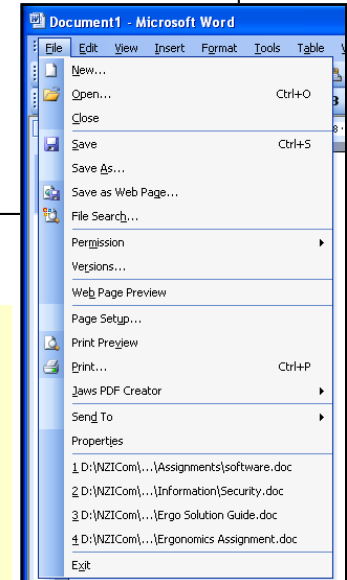
Another method is to click once on the “Save File” icon. It is a picture of a floppy disk -




You will see a file dialogue the first time you save a document.

This tells the computer what you want to call your document and where you want to keep it.

Of course you can always find the Save option in the File Menu



 **Click the Save button to save your file.**



How to get your stuff onto paper...

The easiest way to print is to use the [CTRL]+[P] keyboard shortcut.



All short cuts are done by holding down the first key and tapping the second once.

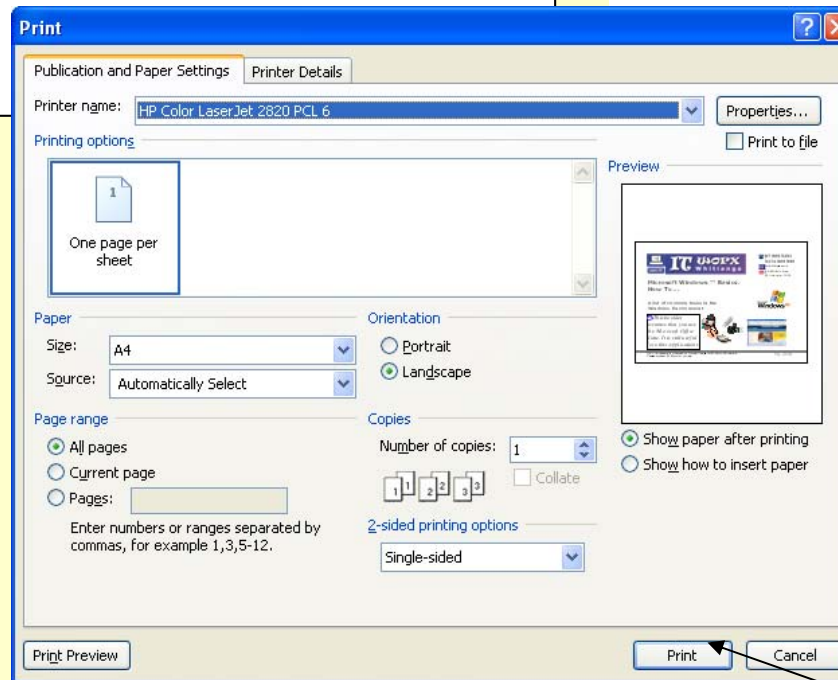
Another method is to click once on the “Print” icon. It is a picture of a printer -



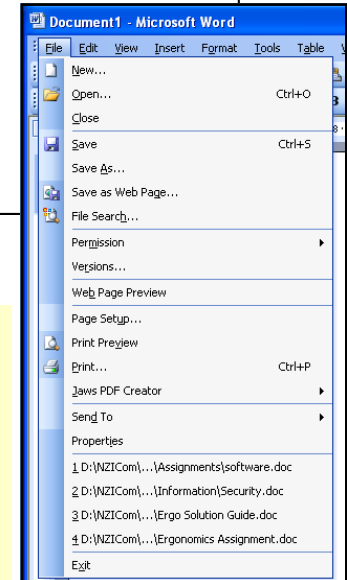
This button will send your file directly to the default printer without asking for any options



You will see a print dialogue - this tells the computer which printer to use, what pages and how many to print.



Of course you can always find the Print option in the File Menu



Click the Print Button to Print.



 ***How to get into a document that is already saved on your computer.***

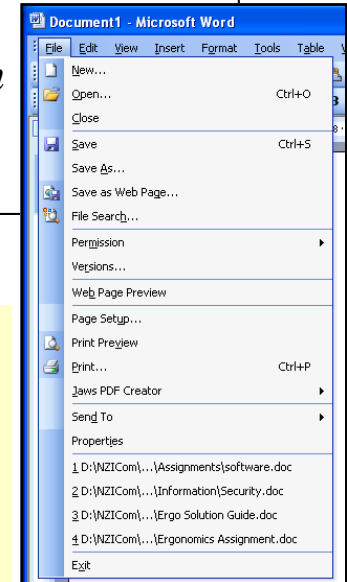
If you already have the application open then you can use the [CTRL]+[O]

 ***keyboard shortcut.***

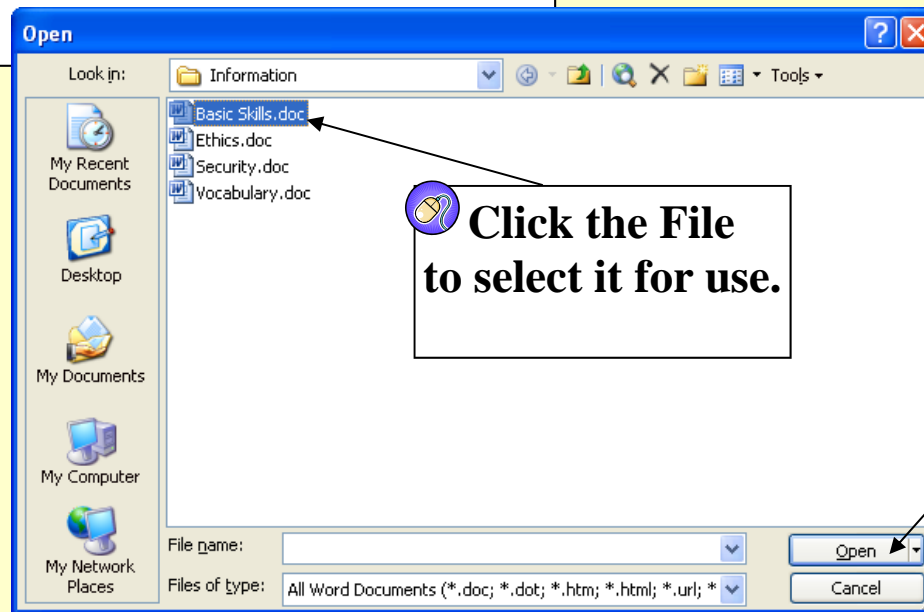
All short cuts are done by holding down the first key and tapping the second once.

You will see an open file dialogue - this tells the computer where to find the file you want to use.

Of course you can always find the Open option in the File Menu



Another method is to click once on the “Open” icon. It is a picture of a folder -

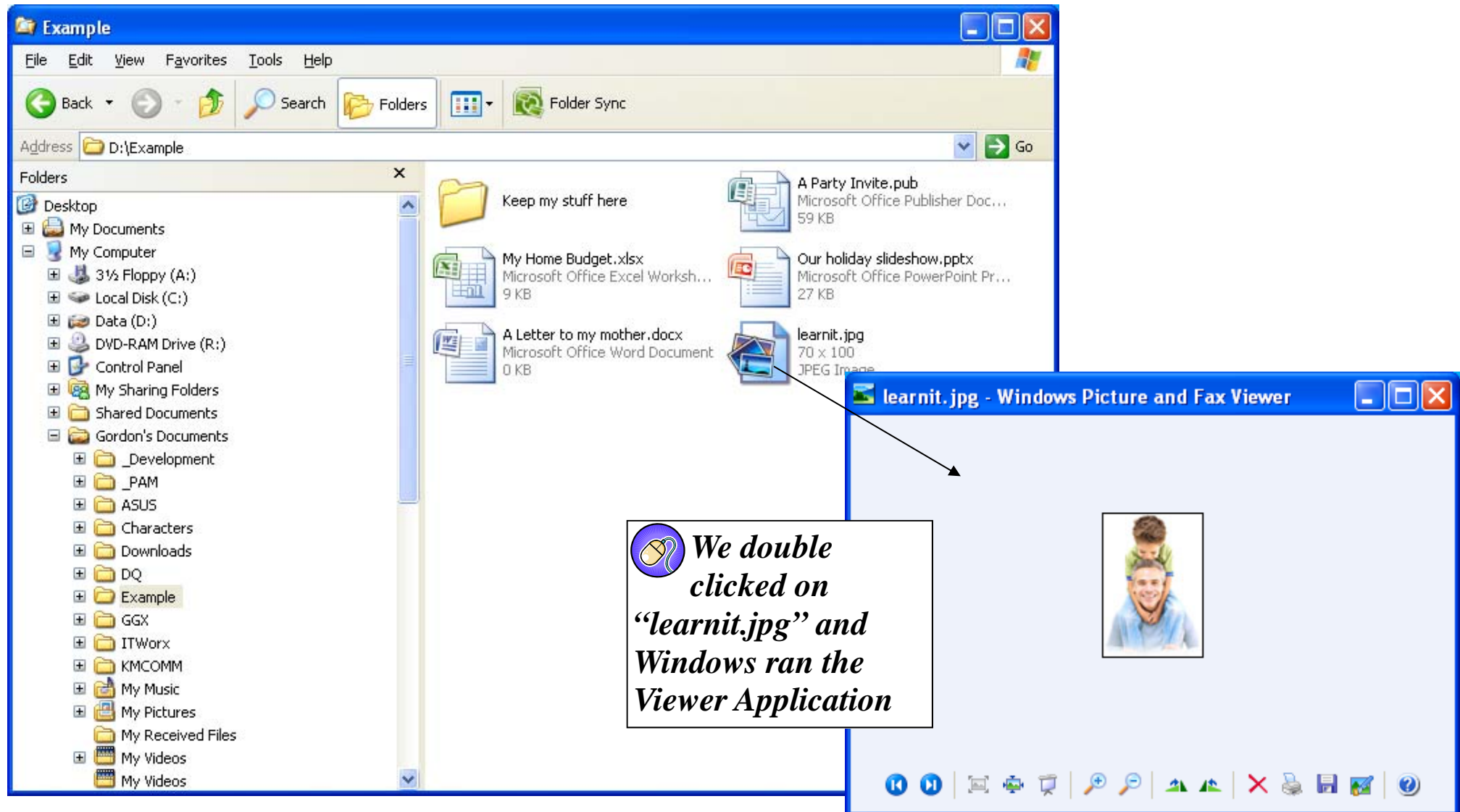


 **Click the Open Button to Open.**

 **You can open a file directly from the Windows Explorer ... ➔**



 *The My Documents folder is where we generally keep all of our files or documents...*





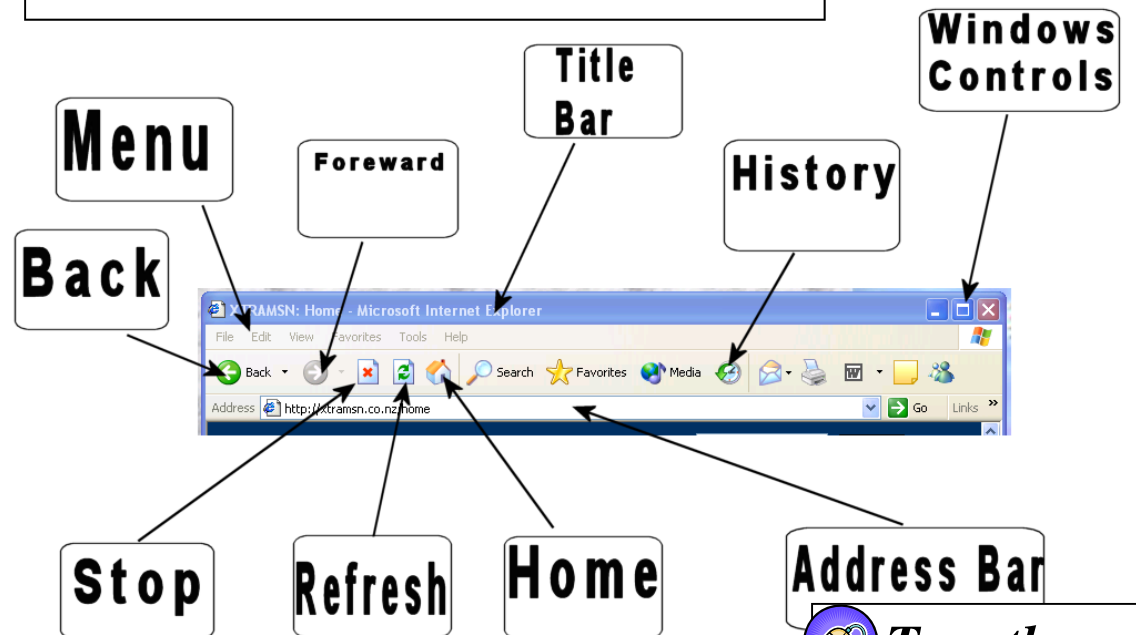
The place to go for information, contacts, business and enjoyment.

There are various internet browser applications - Internet Explorer is the default in Microsoft Windows.

Example Addresses...

- www.google.com
- www.msn.com
- www.asb.co.nz
- www.tvnz.co.nz
- www.cnn.com
- www.microsoft.com
- whitianga.itworx.co.nz

The Internet Explorer Menu



Type the address of the website you want to visit here.



Searching the Internet

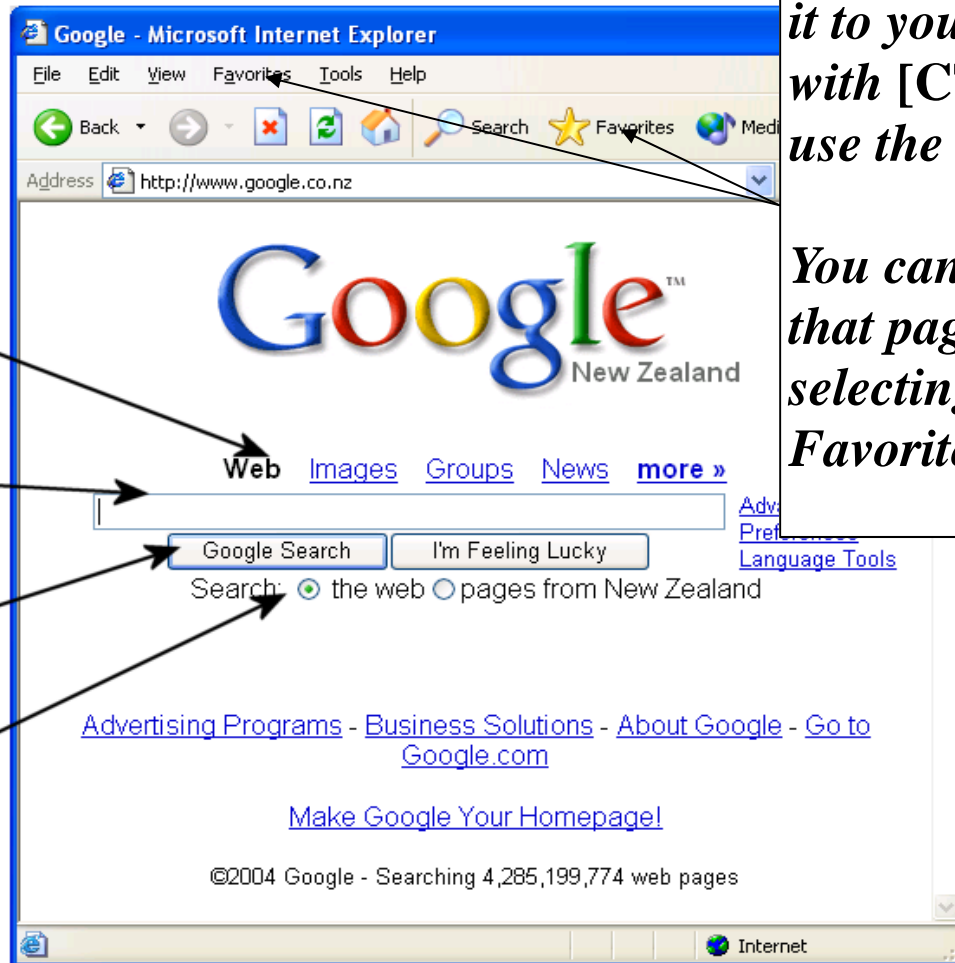
The Google Website (A very good Search Engine)


**Search Types
(Hyperlinks)**

**The Search 'Field'
(Type your question here)**

Search Buttons

**Selection
(The world or NZ)**



 *When you find a page you like - Save it to your “Favorites” with [CTRL]+[D] or use the Favorites Menu.*

You can then go back to that page at any time by selecting it from the Favorites Menu.