Basic Computer & Office Skills

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WHY LEARN COMPUTER SKILLS?

- Apply for jobs online
- Communicate with family and friends
- Help children with schoolwork
- Search for information
- Manage household documents
- Save time using digital tools

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INTRODUCTION TO MICROSOFT WORD

Microsoft Word is one of the most widely used word processing programs in the world, designed to help users create, edit, format, and share written documents in a flexible and intuitive digital environment. It is part of the broader Microsoft Office suite and has evolved into a powerful tool that supports everything from simple note-taking to complex professional document design.

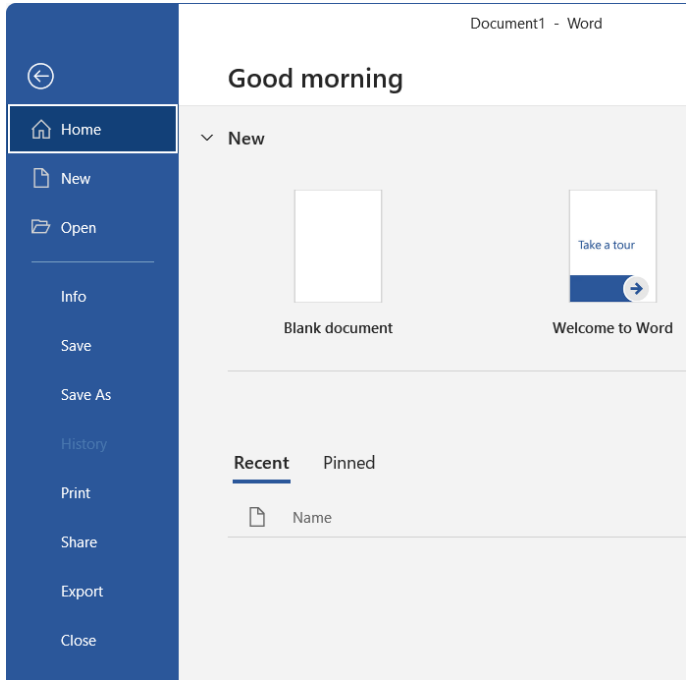
At its core, Microsoft Word serves as a digital replacement for traditional typing and printing. When a user opens the program, they are greeted with a blank document space that behaves like a virtual sheet of paper. This space is highly interactive, allowing text to be entered, modified, and arranged with ease. One of its most important functions is text formatting, which enables users to change fonts, adjust sizes, apply bold or italic styles, and control alignment. These features help transform plain text into structured and visually appealing content.

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BASIC FUNCTIONS TO KNOW IN MICROSOFT WORD

Creating and Saving Documents



One of the most basic functions in Microsoft Word is creating and saving documents. You can start a new blank document or choose from a variety of templates depending on their needs. Saving a document ensures that work is not lost and can be accessed later. Look at the **top left corner**.

- Click **"File"**.
- Click **"New"** to start a new document.
- Click **"Save"** or **"Save As"** to store your document on your computer or OneDrive.
- The **save icon (floppy disk)** at the top can also be used quickly.

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Text Entry and Editing

Word allows you to type freely and make quick edits to their content. Basic editing functions include copying, cutting, pasting, deleting, and moving text.

These tools help you organize information efficiently and correct mistakes easily.

The undo and redo options are also important, as they allow you to reverse or restore recent changes.

- Start typing directly on the blank page.
- Go to the **“Home” tab** for basic editing tools.
- Here you can **copy, cut, paste, delete, and undo** mistakes using simple buttons.

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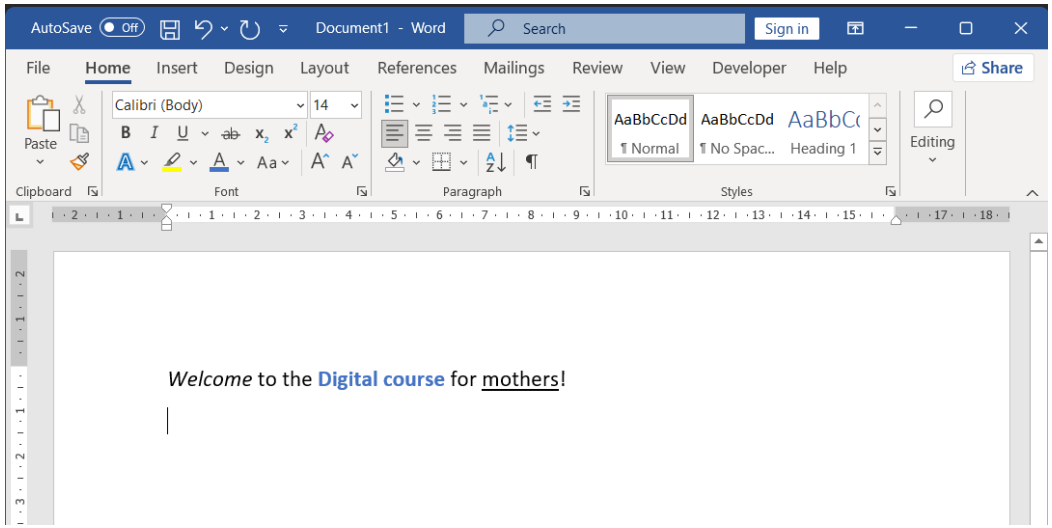
Text Formatting

Text formatting is essential for making documents clear and professional. Users can change font type, size, color, and alignment. They can also apply bold, italic, or underline styles to emphasize important information. Good formatting improves readability and helps structure ideas in a more effective way.

Stay in the **“Home” tab**.

You will find tools to change:

- Font (style of writing)
- Size (bigger or smaller text)
- Color
- Bold, italic, underline



These tools help make your document clear and readable.

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Paragraph Formatting

Paragraph formatting controls how text is arranged on the page. This includes adjusting line spacing, indentation, and alignment such as left, center, right, or justified. Bullet points and numbered lists are also part of this section and are useful for organizing information in a clear and structured format.

Still in the **“Home” tab**, look for paragraph tools.

- Align text left, center, right, or justify
- Create bullet points or numbered lists
- Adjust line spacing

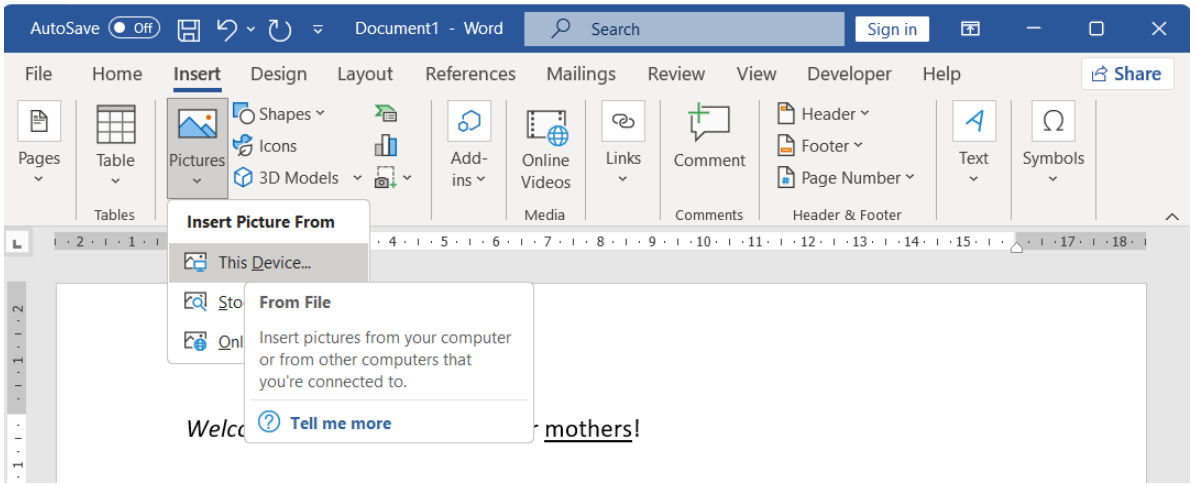
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Inserting Elements

Microsoft Word allows you to insert different types of content into their documents. This includes images, tables, shapes, icons, and hyperlinks. These elements make documents more engaging and visually appealing. For example, tables help organize data clearly, while images support and enhance written content.

- Go to the **“Insert” tab** at the top.
- Click **“Pictures”** to add images.
- You can also add **tables, shapes, icons, or links** from this tab.



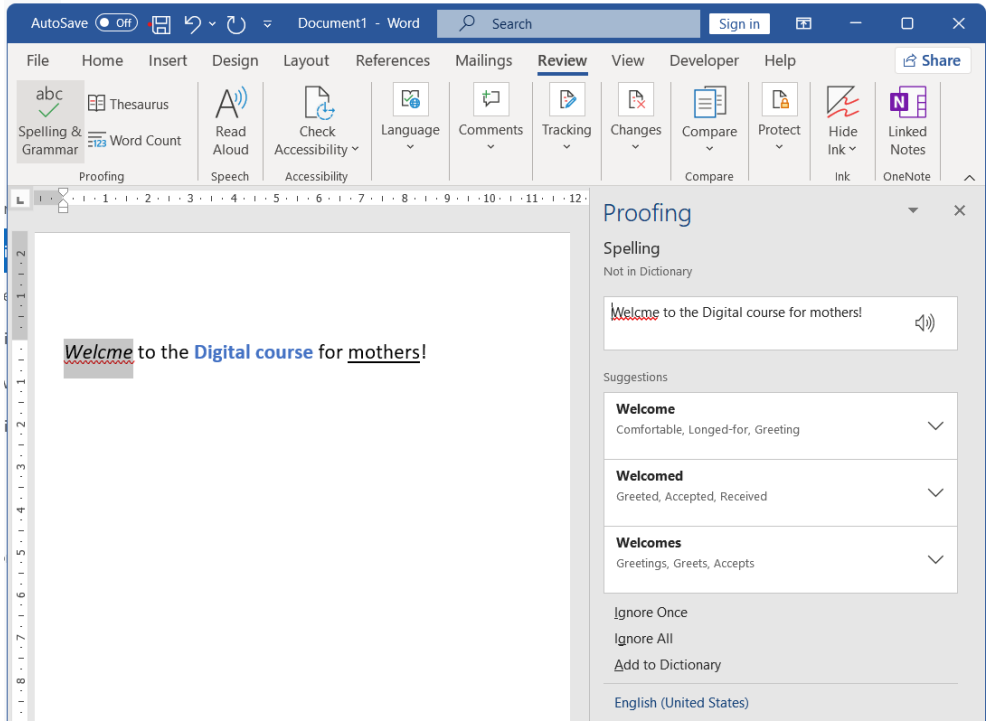
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Spell Check and Grammar Tools

The built-in spell check and grammar tools automatically detect writing mistakes and suggest corrections. This feature helps you improve the accuracy and quality of their documents. It is especially useful for students and professionals who need to produce error-free writing.

- Go to the **“Review” tab**.
- Click **“Spelling & Grammar”**.
- Word will automatically show mistakes and suggest corrections.



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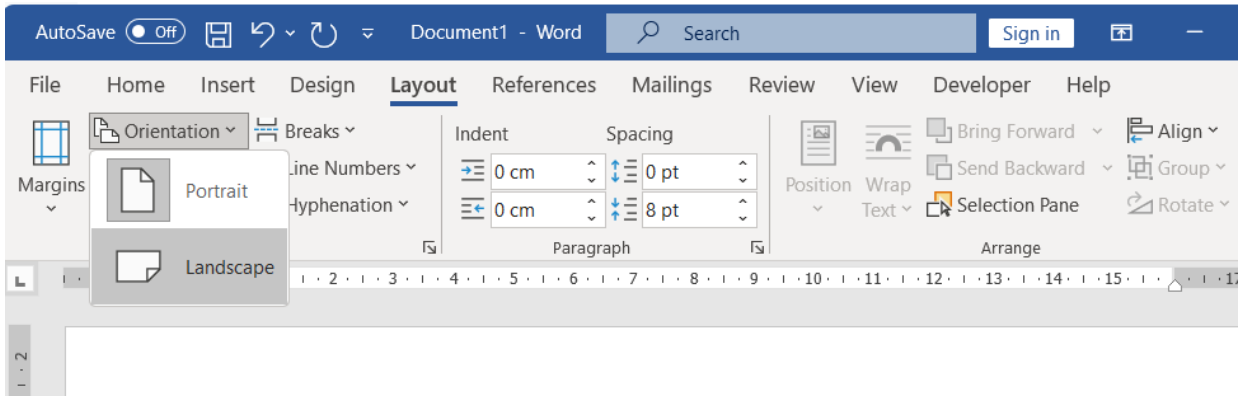
Page Layout Control

Page layout settings allow you to adjust how a document looks when printed or viewed. This includes changing margins, page size, and orientation (portrait or landscape). Proper page layout is important for meeting formatting requirements in academic and professional documents.

Go to the **“Layout” tab**.

Here you can change:

- Page margins
- Page size (A4, letter, etc.)
- Page orientation (portrait or landscape)



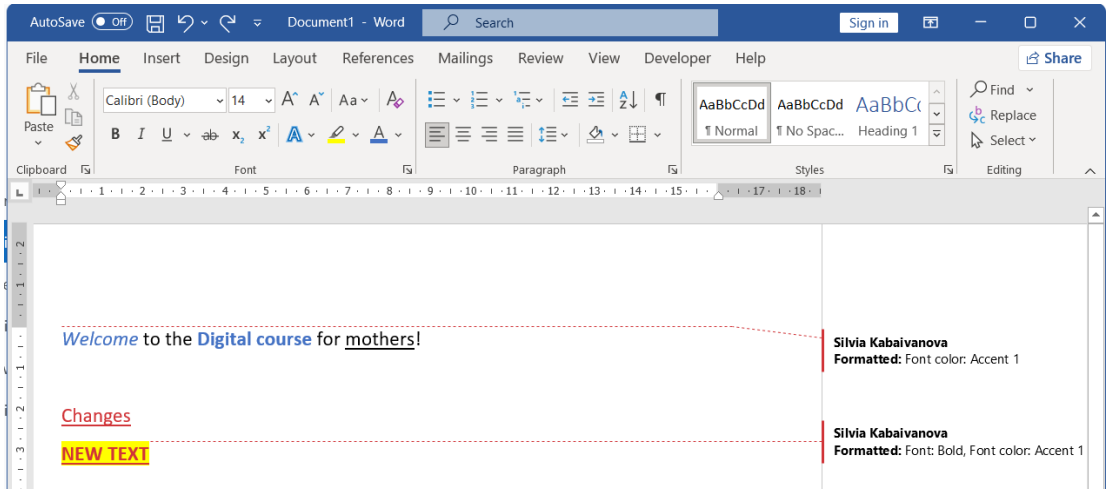
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Review Tools

Review tools help with collaboration and editing. Features such as comments and track changes allow multiple users to review and edit a document while keeping a record of all modifications. This is especially useful for group work and professional document review processes.

- In the **“Review” tab**, you will find **Track Changes**.
- This shows edits made in the document, which is useful when working with others.



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Printing and Exporting

Documents created in Word can be printed directly or exported into different formats, such as PDF. Saving as a PDF is useful because it preserves formatting and makes documents easier to share across different devices and platforms.

- Click **“File”** again.
- Choose **“Print”** to print your document.
- Or choose **“Save As”** / **“Export”** to save as PDF.

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INTRODUCTION TO MICROSOFT EXCEL

Microsoft Excel is one of the most widely used spreadsheet programs in the world and is an essential tool for organizing, analyzing, and managing data. Developed by Microsoft, Excel is part of the Microsoft Office suite and is used in education, business, finance, research, and many other fields. It allows you to work with large amounts of information efficiently through tables, formulas, charts, and automated calculations.

At the center of Excel is the spreadsheet structure, which is made up of rows and columns. The intersection of a row and a column is called a cell, and each cell can contain text, numbers, formulas, or dates. This organized layout makes it easy to store and manage information systematically. Beginners often use Excel for simple tasks such as creating lists, tracking expenses, or organizing schedules.

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BASIC FUNCTIONS TO KNOW IN MICROSOFT EXCEL

Creating and Saving Workbooks

When you start using Excel, you create a workbook, which is the file that contains your spreadsheets. You can begin with a blank workbook or use a template for specific tasks like budgeting or tracking data. You should always save your work to avoid losing information. Files can be saved on your computer or in cloud storage such as OneDrive, allowing you to access them from different devices.

- Look at the **top left corner**.
- Click **“File”**.
- Click **“New”** to create a new workbook.
- Click **“Save”** or **“Save As”** to store your file on your computer or OneDrive.
- You can also use the **save icon** at the top for quick saving.

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Entering and Editing Data

In Excel, you enter data into cells, which are organized into rows and columns. You can type numbers, text, or dates into each cell. You can also edit, delete, copy, cut, and paste data easily. These basic tools help you organize and adjust information quickly and accurately.

- Click any **cell** and start typing numbers or text.
- Go to the **"Home" tab** for basic editing tools.
- Here you can **copy, cut, paste, delete, and undo** changes easily.

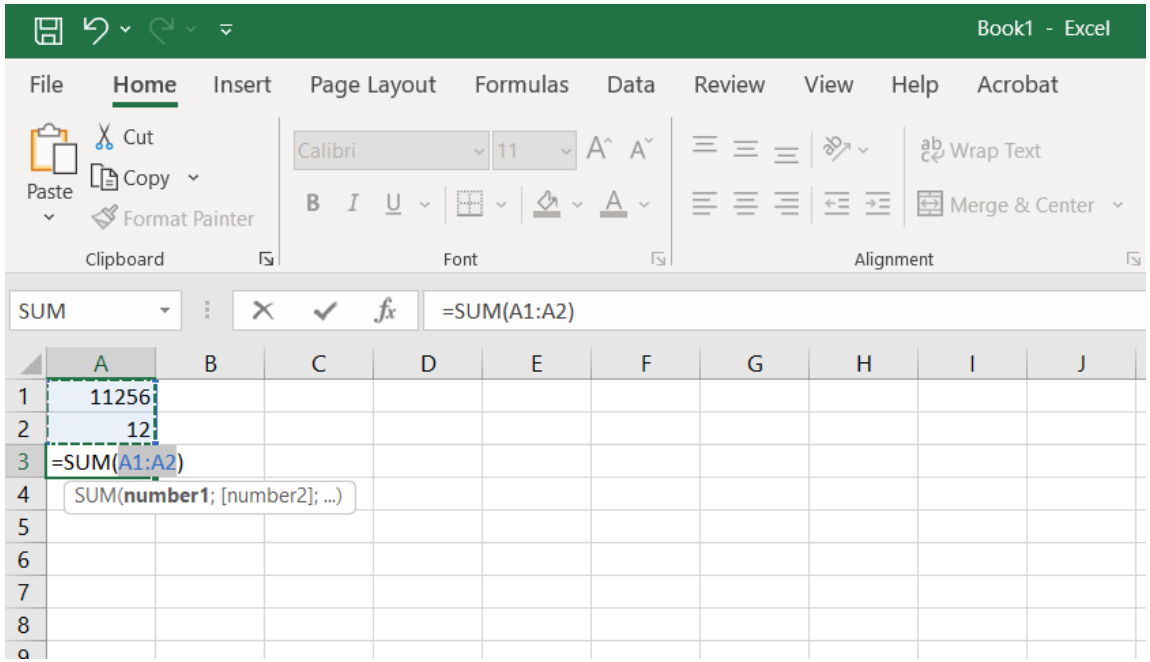
Formulas and Basic Calculations

One of the most important functions in Excel is using formulas. A formula always starts with an equal sign (=). You can perform basic calculations such as addition, subtraction, multiplication, and division. For example, you can add values from different cells or calculate totals automatically. This helps you save time and reduce mistakes.

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- Click a cell and type **=** to start a formula.
- Go to the **“Formulas” tab** for help with calculations.
- You can use simple operations like adding, subtracting, multiplying, or dividing numbers between cells.



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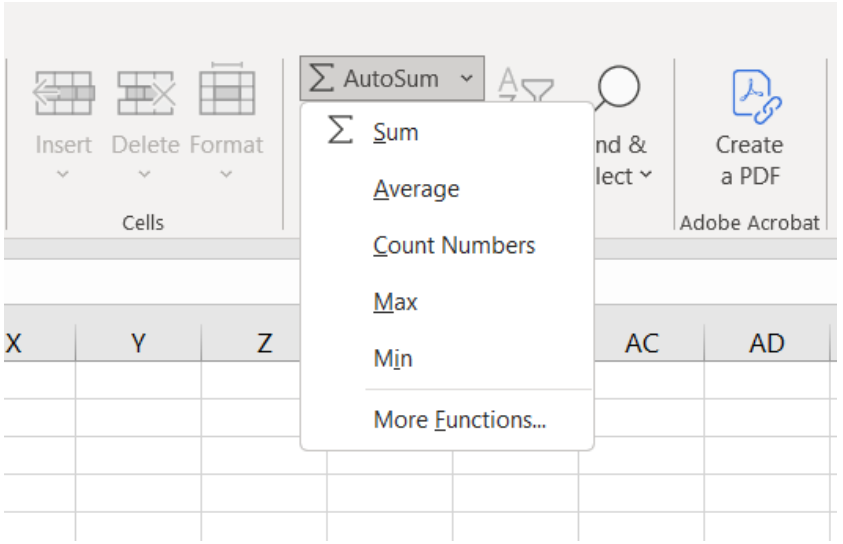
Built-in Functions

Excel provides built-in functions that make calculations even easier. You can use functions like SUM to add numbers, AVERAGE to find the mean value, MAX to find the highest number, and MIN to find the lowest number. These functions help you analyze data quickly without doing manual calculations.

In the **“Home” tab** or **“Formulas” tab**, you can find common functions.

Examples include:

- **SUM** → adds numbers
- **AVERAGE** → finds the middle value
- **MAX** → finds the highest number
- **MIN** → finds the lowest number



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Formatting Cells

Cell formatting helps you make your spreadsheet clear and easy to read. You can change font style, size, color, and alignment. You can also format numbers as currency, percentages, or dates. Proper formatting improves the appearance and readability of your data.

Stay in the **“Home” tab**.

You can change:

- Font style (how text looks)
- Font size (bigger or smaller)
- Text color and background color
- Bold, italic, underline

You can also adjust alignment to make data look neat.

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Sorting and Filtering Data

Sorting allows you to arrange data in a specific order, such as alphabetical or numerical.

Filtering lets you display only the data that meets certain conditions.

These tools are especially useful when you are working with large datasets and need to find specific information quickly.

- Go to the **“Data” tab**.
- Click **“Sort”** to arrange data (A–Z or smallest to largest).
- Click **“Filter”** to show only selected information.
- This helps you find data quickly in large lists.

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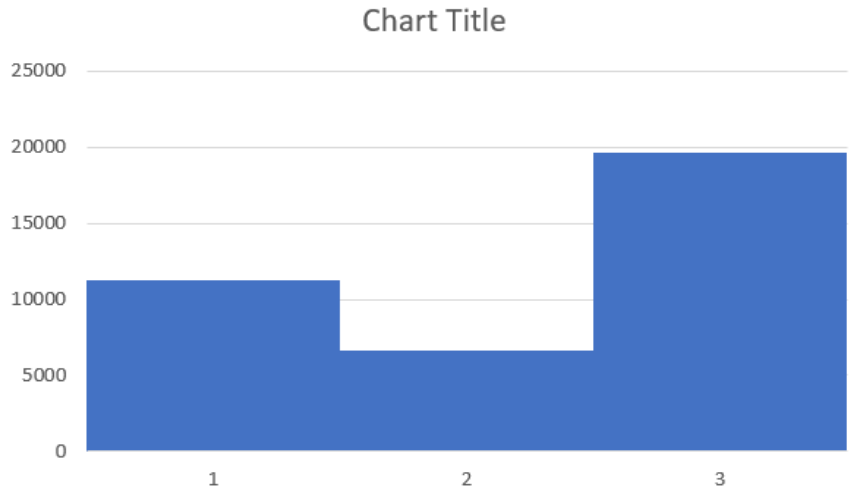
Charts and Graphs

Excel allows you to turn your data into visual charts and graphs.

You can create bar charts, line graphs, pie charts, and more.

These visuals help you understand patterns and trends more easily and make your data more presentable.

- Select your data first.
- Go to the **“Insert” tab**.
- Choose **“Charts”** (bar chart, pie chart, line chart).
- Charts help you see data in a visual way.



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Page Layout and Printing

Excel includes page layout options that help you prepare your spreadsheet for printing. You can adjust margins, page size, and orientation.

You can also preview how your sheet will look before printing to ensure everything is properly arranged.

- Go to the **“Page Layout” tab**.
- Here you can change margins, page size, and orientation.
- Go to **“File” → “Print”** to print your spreadsheet.

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Saving and Exporting Files

You can save your Excel workbooks in different formats, including Excel files or PDFs.

Exporting as a PDF is useful when you want to share your data without allowing others to change it.

Saving regularly helps protect your work.

- Click **“File”** again.
- Choose **“Save As”** to keep your work.
- You can also export as a **PDF** if you want to share it without changing the data.

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INTRODUCTION TO MICROSOFT POWERPOINT

Microsoft PowerPoint is a widely used presentation program designed to help users create visual and interactive slide presentations for education, business, and personal use. Developed by Microsoft, it is part of the Microsoft Office suite and is commonly used to present information in a clear, organized, and engaging way. PowerPoint combines text, images, graphics, charts, animations, and multimedia into slide-based presentations that can be displayed to an audience either in person or online.

The foundation of PowerPoint is the slide system. Each presentation is made up of individual slides that function like digital pages. Users can create as many slides as needed and organize them into a logical sequence. This structure makes it easy to present information step by step, which is especially useful for lectures, business meetings, training sessions, and school projects.

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BASIC FUNCTIONS TO KNOW IN MICROSOFT POWERPOINT

Creating and Saving Presentations

When you start using PowerPoint, you create a presentation made up of slides. You can begin with a blank presentation or choose from ready-made templates. Saving your work is essential to avoid losing progress, and you can store files on your computer or in cloud storage such as OneDrive for easy access from different devices.

- Look at the **top left corner**.
- Click **“File”** → then click **“New”** to create a new presentation.
- To save your work, click **“File”** → then **“Save As”** or just press the **save icon (floppy disk)** at the top.

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Adding and Managing Slides

A PowerPoint presentation is built from multiple slides. You can add new slides, delete unnecessary ones, and rearrange them in the order you want. Each slide can serve a different purpose, such as introducing a topic, explaining information, or showing conclusions.

Organizing slides properly helps your presentation flow logically.

- Go to the **“Home” tab** (top menu).
- Click **“New Slide”** to add a new slide.
- To delete or move slides, look at the **left side panel**, right-click the slide you want to change.

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Inserting Text and Formatting

You can add text boxes to write titles, headings, and key points.

PowerPoint allows you to change font style, size, color, and alignment to make your slides more readable and visually appealing.

You can also use bold or italic formatting to highlight important information.

- Go to the **“Home” tab**.
- Click inside a text box on the slide and start typing.
- Use the tools in the Home tab to change **font, size, color, and alignment**.

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Inserting Images and Media

PowerPoint allows you to insert images, icons, shapes, audio, and video.

These elements make your presentation more engaging and easier to understand.

Images can support your message, while videos and audio can help explain ideas in a more dynamic way.

- Go to the **“Insert” tab** at the top.
- Click **“Pictures”** to add images from your computer.
- Use **“Icons,” “Shapes,” “Audio,” or “Video”** to add other media.

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Using Themes and Design Tools

Themes in PowerPoint help you create a consistent and professional design across all slides.

A theme includes colors, fonts, and background styles. You can also customize slide backgrounds and layouts to match the tone of your presentation, whether formal or creative.

- Go to the **“Design” tab**.
- Choose a ready-made **theme** to change the look of all slides.
- You can also click **“Variants”** to adjust colors and styles.

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Animations and Transitions

Animations control how objects appear or move on a slide, while transitions control how one slide changes to the next. These tools can make your presentation more engaging, but they should be used carefully to avoid distracting your audience. Simple and consistent effects are usually best.

- Go to the **“Animations” tab** to make objects move on a slide.
- Go to the **“Transitions” tab** to change how one slide moves to the next.
- Click an item first, then choose the effect.

Speaker Notes and Presenter View

You can add speaker notes to each slide to help you remember key points during your presentation. Presenter View allows you to see your notes, timer, and upcoming slides while the audience only sees the presentation. This helps you stay organized and confident while speaking.

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- Look at the **bottom of each slide** and find the area called **“Notes”**.
- Type reminders there for what you want to say.
- To use Presenter View, go to the **“Slide Show” tab** and click **“From Beginning.”**

Reordering and Structuring Content

You can easily move slides around to improve the structure of your presentation. PowerPoint also allows you to zoom or use section tools to group slides together. This helps you create a clear and logical flow of information.

- Look at the **left side panel** where all slides are shown.
- Click and drag slides up or down to change their order.

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Saving and Exporting Presentations

You can save your presentation in different formats such as PowerPoint files, PDFs, or videos.

Exporting as a video is useful if you want to share your presentation online or play it automatically without presenting live.

- Click **“File”** again.
- Choose **“Save”**, **“Save As”**, or **“Export”**.
- You can also save as a **PDF or video** from this menu.

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INTRODUCTION TO GOOGLE WORKSPACE

Google Workspace is a comprehensive collection of cloud-based tools designed to support communication, collaboration, and productivity in both professional and educational environments. Developed by Google, it brings together a range of applications that work seamlessly online, allowing users to create, share, and manage information from any device with an internet connection.

At the heart of Google Workspace is the idea of real-time collaboration. Unlike traditional desktop software, it is built entirely around the cloud, meaning that documents are saved automatically and can be accessed instantly from anywhere. This removes the need for manual saving or transferring files between devices, making workflows more efficient and flexible.

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PRACTICAL GUIDE TO GOOGLE WORKSPACE

When you use Google Workspace on a desktop computer, everything is done through a web browser like **Google Chrome**. You will mainly use your **mouse (clicking)** and **keyboard (typing)**.

At the top right corner of the screen, you will always find a **small square with 9 dots**.

This is called the **Google Apps Menu**, and it is your main starting point.

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Opening Google Workspace Tools on Desktop

- Open your browser (Google Chrome recommended).
- Go to **www.google.com** and log in with your Google account.
- Click the **9-dot Apps Menu (top right corner)**.
- Choose the tool you need:
  - Docs
  - Sheets
  - Slides
  - Drive
  - Gmail
  - Meet

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Creating and Saving Files (No Save Button Needed)

- Click **Docs / Sheets / Slides** from the Apps Menu.
- Click **“Blank”** or choose a template.
- Start typing using your keyboard.
- Important: You do NOT need to press save.
- Everything is saved automatically in **Google Drive**.

Writing Documents in Google Docs

- Open **Docs**.
- Click inside the white page area.
- Use the **top toolbar** to:
  - Change font style and size
  - Make text bold, italic, or underlined
  - Copy, paste, or undo mistakes

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Working with Tables and Numbers in Google Sheets

- Open **Sheets** from the Apps Menu.
- Click any cell (small box).
- Type numbers or text using the keyboard.
- Press **Enter** to move down.
- Use the top menu for simple formulas like **SUM**.

Creating Presentations in Google Slides

- Open **Slides**.
- Click **“Blank”**.
- On the **left side**, you will see slide thumbnails.
- Click the **“+” button** to add a new slide.
- Type and insert images using the top menu.

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Finding and Managing Files in Google Drive

- Open **Drive** from the Apps Menu.
- This is your main file storage.
  - On the left side, click: “My Drive” → your files
- To create a file, click the **“New” button (top left)**.
- You can drag files from your computer into Drive using your mouse.

Sending Emails in Gmail (Desktop Use)

- Open **Gmail** from the Apps Menu.
- Click **“Compose” (top left)**.
- A message box will appear on the screen.
- Type email address, subject, and message.
- Click **Send**.

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Sharing Files from Desktop

- Open any file (Docs, Sheets, or Slides).
- Click the **blue "Share" button (top right corner)**.
- Type the email address of the person.
- Choose permission:
  - Viewer (can only read)
  - Commenter (can comment)
  - Editor (can change file)

Using Google Meet on Desktop

- Open **Google Meet** from the Apps Menu.
- Click **"New Meeting"** or enter a code.
- Allow microphone and camera when asked.
- Click **Join**.

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