ADVANTAGE
SERIES

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INFORMATION TECHNOLOGY

ADVANTAGE
S E R I E S

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At Irwin/McGraw-Hill (a division of McGraw-Hill Higher Education), we realize that technology will continue to create new mediums for professors and students to manage resources and communicate information with one another. We strive to provide the most flexible and complete teaching and learning tools available and offer solutions to the changing world of teaching and learning.

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Preface The Advantage Series

Goals/Philosophy

The Advantage Series presents the **What, Why, and How** of computer application skills to today's students. Each lab manual is built upon an efficient learning model, which provides students and faculty with complete coverage of the most powerful software packages available today.

Approach

The Advantage Series builds upon an efficient learning model, which provides students and faculty with complete coverage and enhances critical thinking skills. This case-based, "problem-solving" approach teaches the What, Why, and How of computer application skills.

The Advantage Series introduces the **"Feature-Method-Practice"** layered approach. The **Feature** describes the command and tells the importance of that command. The **Method** shows students how to perform the feature. The **Practice** allows students to apply the feature in a keystroke exercise.

About the Series

The Advantage Series offers *three levels* of instruction. Each level builds upon the previous level. The following are the three levels of instructions:

Brief: covers the basics of the application, contains two to four chapters, and is typically 120–190 pages long.

Introductory: includes the material in the Brief lab manual plus two to three additional chapters. The Introductory lab manuals are approximately 300 pages long and prepare students for the *Microsoft Office User Specialist Proficient Exam (MOUS Certification)*.

Complete: includes the Introductory lab manual plus an additional five chapters of advanced level content. The Complete lab manuals are approximately 600 pages in length and prepare students to take the *Microsoft Office User Specialist Expert Exam (MOUS Certification)*.

About the Book

Each lab manual features the following:

- **Learning Objectives:** At the beginning of each chapter, a list of action-oriented objectives is presented detailing what is expected of the students.

- **Chapters:** Each lab manual is divided into chapters.

- **Modules:** Each chapter contains three to five independent modules, requiring approximately 30–45 minutes each to complete. Although we recommend you complete an entire chapter before proceeding, you may skip or rearrange the order of these modules to best suit your learning needs.

Case Study

- **Case Studies:** Each chapter begins with a Case Study. The student is introduced to a fictitious person or company and their immediate problem or opportunity. Throughout the chapter students obtain the knowledge and skills necessary to meet the challenges presented in the Case Study. At the end of each chapter, students are asked to solve problems directly related to the Case Study.

- **Feature-Method-Practice:** Each chapter highlights our **unique** **"Feature-Method-Practice"** layered approach. The **Feature** layer describes the command or technique and persuades you of its importance and relevance. The **Method** layer shows you how to perform the procedure, while the **Practice** layer lets you apply the feature in a hands-on step-by-step exercise.

- **Instructions:** The numbered step-by-step progression for all hands on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks, and no longer worry about missing a step.

In Addition

- **In Addition Boxes:** These content boxes are placed strategically throughout the chapter and provide information on advanced topics that are beyond the scope of the current discussion.

- **Self-Check Boxes:** At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers for these questions appear in the Appendix.

- **Chapter Review:** The *Command Summary* and *Key Terms* provide an excellent review of the chapter content and prepare students for the short-answer, true-false, and multiple-choice questions at the end of each chapter.

Easy

Moderate

Difficult

- **Hands-On Projects:** Each chapter concludes with six hands-on projects that are rated according to their difficulty level. The *easy* and *moderate* projects use a running-case approach, whereby the same person or company appears at the end of each chapter in a particular tutorial. The two *difficult* or *on your own* projects provide greater latitude in applying the software to a variety of creative problem-solving situations.

- **Appendix: Microsoft Windows Quick Reference:** Each lab manual contains a Microsoft Windows Quick Reference. This Quick Reference teaches students the fundamentals of using a mouse and a keyboard, illustrates how to interact with a dialog box, and describes the fundamentals of how to use the Office 2000 Help System.

Features of This Lab Manual

Instructions: The numbered step-by-step progression for all hands-on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks, and no longer worry about missing a step.

8 To return to a multicolumn list format:
CLICK: down arrow beside the Views button
CHOOSE: List

9 Let's open one of the documents in the list area:
DOUBLE-CLICK: WRD140
The dialog box disappears and the document is loaded into the application window. (*Note:* The "WRD140" filename reflects that this document is used in module 1.4 of the Word learning guide.)

10 Close the document before proceeding.

In Addition Boxes: These content boxes are placed strategically throughout the chapter and provide information on topics that are beyond the scope of the current discussion.

In Addition
Storing and Retrieving Files on Web Servers
With the appropriate network connection, you can open and save Word documents on the Internet. In the Open or Save As dialog boxes, click the Web Folders button ( ) in the Places bar or select an FTP Internet site from the *Look in* drop-down list. This feature allows you to share and update Word documents with users from around the world.

Self-Check Boxes: At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers for these questions appear in the Appendix.

1.4 Self Check In the Open and Save As dialog boxes, how do the List and Details views differ?

1.5 Previewing and Printing

This module focuses on outputting your document creations. Most commonly, you will print a document for inclusion into a report or other such document.

1.5.1 Previewing a Document

Feature-Method-Practice: Each chapter highlights our unique "Feature-Method-Practice" layered approach. The *Feature* layer describes the command or technique and persuades you of its importance and relevance. The *Method* layer shows you how to perform the procedure, while the *Practice* layer lets you apply the feature in a hands-on step-by-step exercise.

FEATURE
Before sending a document to the printer, you can preview it using a full-page display that closely resembles the printed version. In this Preview display mode, you can move through the document pages, and zoom in and out on desired areas.

METHOD
CLICK: Print Preview button ( ), or
CHOOSE: File, Print Preview

PRACTICE
You will now open a relatively large document and then preview it on the screen.

Case Studies: Each chapter begins with a case study. Throughout the chapter students obtain the knowledge and skills necessary to meet the challenges presented in the case study. At the end of each chapter students are asked to solve problems directly related to the case study.

Case Study   1-on-1 Tutoring Services

Dean Shearwater is helping to pay his university tuition by tutoring other university and high school students. Over the last two years, he has developed an excellent reputation for making complex topics simple and easy to remember. While he is an excellent tutor, last year he didn't earn as much as he had expected.

Dean thinks his lackluster earnings can be attributed to poor advertising and inadequate record keeping. This year, he has decided to operate his tutoring services more like a real business. His first priority is to learn how to use Microsoft Word so that he can prepare advertising materials, send faxes and memos, and organize his student notes.

In this chapter, you and Dean learn how to create simple documents from scratch, use built-in document templates, edit documents, and use the Undo command. You also learn how to preview and print your work.

Chapters: Each lab manual is divided into chapters. Each chapter is composed of 2–5 **Modules.** Each module is composed of one or more **lessons.**

1.1   Getting Started with Word

Microsoft Word 2000 is a **word processing** program that enables you to create, edit, format, and print many types of documents including résumés and cover letters, reports and proposals, World Wide Web pages, and more. By the time you complete this learning guide, you will be skilled in creating all types of documents and in getting them to look the way you want. In this module, you load Microsoft Word and proceed through a guided tour of its primary components.

1.1.1   Loading and Exiting Word

New Design: The **new** Advantage Series design offers a shaded area where the Feature-Method-Practice and numbered step-by-step instructions maintain the focus of the student.

FEATURE

You load Word from the Windows Start menu, accessed by clicking the Start button (⊞Start) on the taskbar. Because Word requires a significant amount of memory, you should always exit the application when you are finished doing your work. Most Windows applications allow you to close their windows by clicking the Close button (✕) appearing in the top right-hand corner.

Teaching Resources

The following is a list of supplemental material, which can be used to teach this course.

Skills Assessment

Irwin/McGraw-Hill offers two innovative systems that can be used with the Advantage Series, ATLAS and **SimNet,** which take skills assessment testing beyond the basics with pre- and post-assessment capability.

- **ATLAS—(Active Testing and Learning Assessment Software)**—Atlas is our **live** in the application skills assessment tool. ATLAS allows Students perform tasks while working *live* within the office applications environment. ATLAS is web-enabled and customizable to meet the needs of your course. Atlas is available for Office 2000.

- SimNet—(Simulated Network Assessment Product)—SimNet permits you to test the actual software skills students learn about the Microsoft Office Applications in a **simulated** environment. Sim-Net is web-enabled and is available for Office 97 and Office 2000.

Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. Irwin/McGraw-Hill is committed to providing instructors with the most effective instructional resources available. Many of these resources are available at our **Information Technology Supersite** www.mhhe.com/it. Our Instructor's Resource Kits are available on CD-ROM and contain the following:

- **Diploma by Brownstone**—is the most flexible, powerful, and easy to use computerized testing system available in higher education. The Diploma system allows professors to create an exam as a printed version, as a LAN-based Online version and as an Internet version. Diploma includes grade book features, which automates the entire testing process.

- **Instructor's Manual**—Includes:
  —Solutions to all lessons and end of chapter material
  —Teaching Tips
  —Teaching Strategies
  —Additional exercises

- **Student Data Files**—To use the Advantage Series, students must have data files to complete practice and test sessions. The instructor and students using this text in classes are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.

- **Series Web Site**—Available at www.mhhe.com/cit/apps/adv/.

Digital Solutions

PageOut Lite—allows an instructor to create their own basic Web site hosted by McGraw-Hill. PageOut Lite includes three basic templates that automatically convert typed material into html Web Pages. Using PageOut Lite an instructor can set up a homepage, Web links, and a basic course syllabus and lecture notes.

PageOut—is Irwin/McGraw-Hill's Course Webster Development Center. Pageout allows an instructor to create a more complex course Webster with an interactive syllabus and some course management features. Like PageOut Lite, PageOut converts typed material to html. For more information please visit the Pageout Web site at www.mhla.net/pageout.

OLC/Series Web Sites—Online Learning Centers (OLC's)/Series Sites are accessible through our Supersite at www.mhhe.com/it. Our OLC/Series Sites provide pedagogical features and supplements for our titles online. Students can point and click their way to key terms, learning objectives, chapter overviews, PowerPoint slides, exercises, and Web links.

The McGraw-Hill Learning Architecture (MHLA)—is a complete course delivery system. MHLA gives professors ownership in the way digital content is presented to the class through online quizzing, student collaboration, course administration, and content management. For a walkthrough of MHLA, visit the MHLA Web site at www.mhla.net.

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Acknowledgments

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The Advantage Team
Special thanks go out to our contributing members on the Advantage team.

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Write to Us
We welcome your response to this tutorial, for we are trying to make it as useful a learning tool as possible. Please contact us at

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