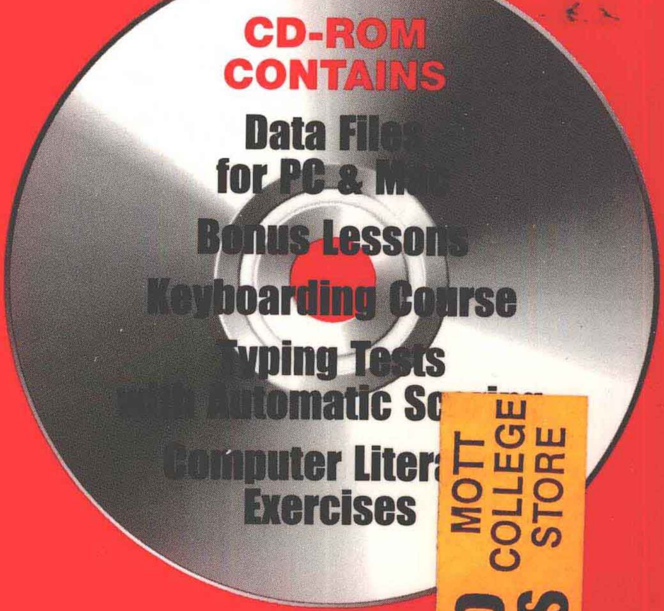
DDC

- **GENERIC**
- **FOR PC & MAC**

Learning Computer Applications

Projects & Exercises®


CD-ROM
CONTAINS
Data Files
for PC & Ma
Bonus Lessons
Keyboarding Course
Typing Tests
with Automatic Sc
Computer Litera
Exercises

- **Word Processing**
- **Desktop Publishing**
- **Spreadsheets**
- **Database**
- **Presentation Graphics**
- **Integration**
- **Internet & E-mail**

USED SAVES
MOTT COLLEGE STORE

DDC Publish

Lisa A. Bucki and Judy Fischer

DDC®

Learning COMPUTER APPLICATIONS Projects & Exercises

[redacted]

Step-by-Step Exercises and Applications

by Lisa A. Bucki and Judy Fischer

DDC Publishing

275 Madison Avenue, New York, NY 10016

Acknowledgments

To Steve, Bo, and the rest of my family, in thanks for all their love, support, and help over the years.

Lisa A. Bucki

To my family—Gary, Jeff, and Bret—for their continued encouragement and support, and to my colleagues—Lori and Barb—for helping me attain my professional aspirations.

Judy Fischer

Managing Editor
Jennifer Frew

Acquisitions Manager
Chris Katsaropoulos

Technical Editors
Howard Peterson
Danny Dries
Marni Ayers Brady
Jan Synder
Catherine Skintik
Cheryl Brumbaugh

English Editor
Emily Hay

Design
Midori Nakamura

Design & Layout
Midori Nakamura
Shu Y Chen
Maria Kardesheva

Editorial Assistant
Jacinta O'Halloran

Copyright© 1999 by DDC Publishing, Inc.
Published by DDC Publishing, Inc.
The information contained herein is copyrighted by DDC Publishing, Inc.
All right reserved, including the right to reproduce this book or portions thereof in any form whatsoever.
For information, address DDC Publishing, Inc., 275 Madison Avenue, 12th Floor, New York, New York 10016
Internet address: *http://www.ddcpub.com*

ISBN: 1-56243-750-X
Cat No. XYZ

10 9 8 7 6

Printed in the United States of America.

The DDC banner is a registered trademark of DDC Publishing. Replicating these pages is a violation of copyright law.

Microsoft®, Internet Explorer, MS-DOS®, Word 98®, and Windows 95 are registered trademarks of Microsoft Corporation.

Screen shots reprinted with the permission of Microsoft® Corporation and Corel® Corporations.

All trademarks, registered trademarks, copyrights, and service marks are the property of their respective companies.

Author Bios

An author and consultant, **Lisa A. Bucki** has authored or co-authored more than 20 computer books. She wrote *PCs 6-in-1* (Que), *Easy Quicken 99* (Que), *Sams Teach Yourself Works Suite 99 in 24 Hours* (Sams), *Easy Microsoft Home Essentials 98* (Que), *Que's Guide to WordPerfect Presentations 3.0 for Windows*, *Managing with Microsoft Project 98* (for Prima Computer Books), and *Excel 97 Power Toolkit* (Ventana). She also was the lead author for the recently released *SmartSuite Millennium Edition Bible* (IDG Books Worldwide). For Que, she was a contributing author for *Special Edition Using Microsoft Office 97*, *Special Edition Using SmartSuite 97*, *The Big Basics Book of PCs* (both editions) and the *The Big Basics Book of Excel for Windows 95*. For Alpha Books, a former Macmillan imprint, she wrote the *10 Minute Guide to Harvard Graphics*, the *10 Minute Guide to Harvard Graphics for Windows*, and the *One Minute Reference to Windows 3.1*. She has contributed chapters dealing with online communications, presentation graphics, multimedia, and numerous computer subjects for other books, as well as spearheading or developing more than 100 computer and trade titles during her association with Macmillan. For Que Education & Training, Bucki created the Virtual Tutor CD-ROM companions for the *Essentials* series of books. Bucki also has conducted training classes covering Excel and desktop publishing software, in addition to serving as computer buddy for a growing collection of relatives and friends.

Judy Fischer is a secondary business instructor at Chesterton High School, Chesterton, Indiana. Technology has been a large part of her curriculum for fifteen years in both keyboarding and computer literacy. The Indiana Department of Education has recognized her Business Services Technology Lab as one of the best in the state. As well as instructing, she coordinates three business vocational programs. The Indiana Business Education Association recognized her as the Outstanding Classroom Teacher in 1997. In addition, she also received the Indiana Vocational Association Merit Award for Business Education. Currently, she is serving her fourth term as an Executive Board Member for the Indiana Business Education Association. She received her bachelor's degree from the School of Business and a master's degree in business education from Indiana University. In addition to her twenty-seven years in education, she has worked in private industry as a secretary, office manager, accountant, realtor, administrator and elected officeholder. Besides conducting workshops and making presentations, she has written instructional projects based on internships and business jobs learned from her business experiences. She and her husband, Gary, have two sons and reside in Valparaiso, Indiana.

Introduction

When you need to practice the computer skills you've learned in class, spend some time with a computer and this book, **Learning Computer Applications: Projects and Exercises**. It offers word processing, desktop publishing, spreadsheet, database, presentation graphics, integration, and Internet exercises geared to help you feel more confident completing essential tasks.

Within each section, early exercises reinforce basic skills. Working through those earlier exercises prepares you for the later exercises, which present intermediate-level challenges.

How We've Organized the Book

Learning Computer Applications: Projects and Exercises divides information into seven main sections:

- **Introduction to Computers and Applications.** Reviews basic features of personal computers and applications, as well as Windows and Macintosh software.
- **Word Processing.** Presents exercises for creating and editing documents.
- **Desktop Publishing.** Offers exercises for applying formatting to word processing documents to make the documents more readable and attractive.
- **Spreadsheet.** Gives you exercises for creating spreadsheets to organize and calculate data.
- **Database.** Provides exercises so you can practice organizing lengthy lists of information.
- **Presentation Graphics.** Contains exercises to hone your skills in developing effective on-screen presentations.
- **Integration and Internet Features.** Includes exercises for both using various applications together and using applications in conjunction with the Internet.

All sections—but the first—group exercises by topic into lessons. Every exercise stands alone, so you can use the section and lesson names to find exercises you most need, and then work through those exercises in any order.

In addition, the book includes a **GLOSSARY** of important computer and software terms you need to understand, work with, and talk about, including terms about the Internet and World Wide Web.

试读结束，需要全本PDF请购买 www.ertongbook.com

The focus of this book is on applying computer skills—not on keyboarding. This way students can focus on the tasks essential to the exercise's objective rather than on typing or data entry. As a result, many of the exercises are designed to be created with the provided data files. Some data files may contain formatting that may not be evident in the exercise illustration. If you choose to have the students create the exercises from scratch, have them work to match the illustrations. Encourage students to apply their critical thinking skills as they create the various documents. As an additional aid for classes not working with the data files, a 3-ring binder that contains printouts of data files is available from DDC Publishing (catalog number ADX). The data file printouts are annotated to indicate formatting, font sizes, spacing, etc. as needed. The printouts of the data files can be copied and distributed to students as an additional reference for creating the documents from scratch.

Beyond the Book: Current Events Projects and Activities on the Web

Visit the DDC Web site at www.ddcpub.com/projects for free Web-based projects and activities designed to supplement the exercises in this book. Each month DDC will post new projects that provide students with guidelines to create their own documents. The projects' themes will deal with current events and special interest areas—like sports, entertainment, and travel. For example, students may be asked to create a database of their favorite basketball team's players and scores. All exercises call on the students' critical-thinking skills. Projects are listed by application—such as word processing, spreadsheets, database—and all the projects are generic. Some activities will integrate multiple applications, and many will require using the Internet as a research tool.

Support Material

A complete instructor support package is available with all the tools teachers need:

- Annotated teacher's edition includes entire student book with teacher notes, course curriculum guide, and lesson plans. (Catalog number XTM)
- Upgraded binder test bank with pre- and post-assessment tests, mid-term exams, and final exams. (Catalog number BTX)
- Transparencies of the exercise solutions. (Catalog number TX)
- Printouts of solutions in a three-ring binder. (Catalog number BSLX)
- Printouts of data files in a three-ring binder. Printouts include detailed annotation of necessary formatting. (Catalog number ADX)
- CD of exercise solution files in both PC and Mac formats. Solution files are available in the following formats: Microsoft Office 2000 (PC), Microsoft Office 97 (PC), Corel WordPerfect Suite 8 (PC), Microsoft Works 5 (PC), Microsoft Office 98 (Mac), and AppleWorks 5 (Mac). (Catalog number SLX)

- Three-ring binder of all necessary procedures. The procedures correlate with the lessons in the book—covering all skills necessary to complete the exercises. Procedure pages can be used to create overhead transparencies, or they can be copied and distributed to students. The procedures are available for the following applications:
    - Microsoft Office 2000 (PC)—catalog number KSX1
    - Microsoft Office 97 (PC)—catalog number KSX2
    - Corel WordPerfect Suite 8 (PC)—catalog number KSX3
    - Microsoft Works 5 (PC)—catalog number KSX4
    - Microsoft Office 98 (Mac)—catalog number KSX5
    - AppleWorks 5 (Mac)—catalog number KSX6
- Transparencies of the exercise solutions. (Catalog number TX)

Working with Files and Disks

As you work through the exercises in this book, you'll be creating, opening, and saving files. Keep the following instructions in mind as you do so:

- Unless the book instructs otherwise, use the default settings for text size, margin size, and so on when you're creating a file. If someone has changed the default software settings for the computer you're using, your exercise files may not look the same as those shown in this book. In addition, the appearance of your files may look different if the system is set to a screen resolution other than 800 x 600. If any of these differences confuse you, ask your instructor for help.
- Many exercises instruct you to open a file from the CD-ROM that comes with this book. The files are organized into particular folders on the CD-ROM. Or, your instructor may have copied the files to a particular folder or network location. Ask your instructor if you need help finding the exercise files.
- The Directory of Files at the beginning of each section lists the exercise file (from the CD-ROM) you'll need to open to complete each exercise. An "N/A" listing means that the exercise requires you to create a new file from scratch rather than opening an exercise file.
- The data files on the CD-ROM are provided in the following formats:
    - Microsoft Office 2000 (PC)
    - Microsoft Office 97 (PC)
    - Corel WordPerfect Suite 8 (PC)

    - Microsoft Works 5 (PC)
    - Microsoft Office 98 (Mac)
    - AppleWorks 5 (Mac)

      ✓ *See* ***What's on the*** **CD** *for more information on the data files.*

- All the exercises instruct you to save the files you create or to save the exercise files under a new name. Ask your instructor for the name of the hard disk or network folder to which you should save your files.

A Word About the Examples

Some of the examples in the book do not adhere to traditional business communications formats. Certain illustrations are based on templates that do not follow traditional business communications spacing. You may choose to have your class modify documents to adhere to traditional business communications formats. For example, if a letter does not call for reference initials, you may ask your students to add them on their own. Also refer to the annotated teacher's edition (catalog number XTM) for additional information on how to modify exercises to match traditional business communications formats.

In the vast majority of cases, the information in the exercise examples is purely fictional. The examples are not intended to provide advice—career, business, legal, or otherwise. Nor do we intend the exercise examples to convey facts or information to use in decision-making. The examples are illustrative only.

All terms mentioned in this book that are known to be trademarks or service marks are appropriately capitalized. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

What's on the CD

We've included on the CD:

- **Data files** for many of the exercises. This way students don't have to type lengthy documents from scratch. Data files are provided in the following formats:
    - Microsoft Office 2000 (PC)
    - Microsoft Office 97 (PC)
    - Corel WordPerfect Suite 8 (PC)
    - Microsoft Works 5 (PC)

  - Microsoft Office 98 (Mac)
  - AppleWorks 5 (Mac)

- **Bonus Lessons** for word processing, spreadsheet, and database. The bonus lessons cover more advanced skills. The bonus lessons are provided in .pdf format. You must first install Adobe Acrobat (provided on the CD) before you can open, view, or print the files. Once Adobe Acrobat is installed, you simply double-click on the file to open it. Exercises can be printed out and distributed to students.

- **Touch 'N' Type Keyboarding course**. This course was designed for those who would like to learn to type in the shortest possible period of time. The keyboarding skill-building drills are also ideal for those who wish to practice and improve their keyboarding. The exercises can be printed out, copied, and distributed to students. The files have been prepared in Adobe Acrobat format. You first need to install Adobe Acrobat (provided on the CD) before you can open the files.

- **Typing Tests with Automatic Scoring (PC only)**. Use these automated tests to test typing speed and accuracy.

- **Computer Literacy Basics (PC only)**. These exercises include information on computer care, computer basics, and a brief history of computers. The exercises in this section are PC-specific. Once Adobe Acrobat is installed, these exercises can be printed out and distributed to students.

To access the PC files:

1. Put the CD in your CD-ROM drive.
2. Open Windows Explorer. (Right-click on the **Start** button Start and click **Explore**.)
3. Select the CD-ROM drive letter from the All Folders pane of the Explorer window.
4. Double-click the **PCFiles** folder.

To copy the data files:

a. Click to select the **PCData** folder in the Contents of (CD-ROM drive letter) pane of the Explorer window.

b. Drag the folder onto the letter of the drive to which you wish to copy the data files (usually **C:**) in the All Folders pane of the Explorer Window.

✓ *The **PCData** folder contains subfolders with Microsoft Office 2000, Microsoft Office 97, Corel WordPerfect 8, and Works 5 files. You may wish to only copy the folders that you need.*

✓ *Be aware that if you copy the files to a network drive to make them available to a larger group of students, the file names may be truncated to eight characters. Some networks do not allow the long file names permitted by Windows 95.*

To access the Bonus Lessons:

a. Locate the Acrobat Reader folder on the CD. (If you have already installed Adobe Acrobat, you do not need to go through these steps.)

b. Double-click the Setup icon.

c. Respond to the prompts to install Acrobat Reader 3.0.

After installing Acrobat Reader, you may either:

- Leave the Bonus Lesson files on the CD and open, view, and print them from the CD. These files are in a folder called **Bonus**.
- Copy some or all of the lessons to your hard drive using Windows Explorer. Once on your hard drive you can open, view, and print the files. These files are in a folder called **Bonus**.

To access the Keyboarding Course:

a. Locate the Acrobat Reader folder. (If you have already installed Adobe Acrobat, you do not need to go through these steps.)

b. Double-click the Setup icon.

c. Respond to the prompts to install Acrobat Reader 3.0.

After installing Acrobat Reader, you may either:

- Leave the Keyboarding Course files on the CD and open, view and print them from the CD. These files are in a folder called **TNT**.
- Copy some or all of them to your hard drive using Windows Explorer. Once on your hard drive you can open, view, and print the files. These files are in a folder called **TNT**.

To access the Typing Tests:

- See the **Tests_Readme** file in the **Timings** folder.

To access the Computer Literacy Basics files:

a. Locate the Acrobat Reader folder on the CD. (If you have already installed Acrobat Reader, you do not need to go through these steps.)

b. Double-click the Setup icon.

c. Respond to the prompts to install Acrobat Reader 3.0.

After installing Acrobat Reader, you may either:

- Leave the Computer Literacy files on the CD and open, view and print them from the CD. The Computer Literacy files are located in the **Literacy** folder.
- Copy some or all of the exercises to your hard drive using Windows Explorer. Once on your hard drive you can open, view, and print the files. The Computer Literacy files are located in the **Literacy** folder.

To access the Mac files:

1. Insert the CD in your CD-ROM drive. The **CD-ROM** icon will appear on your desktop.
2. Double-click the **CD-ROM** icon .
3. Double-click the **MacFiles** folder.

To copy data files on to a hard drive:

1. Double-click the **MacData** folder.
2. Double-click your **Hard Disk** icon Macintosh .
3. Locate the folder or create a new folder where you want to store your files.
4. Drag the **MacData** folder to the folder on your hard drive. A copy will be created and you can put the original away for back-up.

   ✓ *The **MacData** folder contains subfolders with Microsoft Office 98 and AppleWorks 5. You may wish to only copy the folder that you need.*

To access the Keyboarding Course:

1. Shut down all programs and turn off extensions.
2. Insert the CD in your CD-ROM drive. The **CD-ROM** icon will appear on your desktop.
3. Double-click the **CD-ROM** icon . Click the Adobe Acrobat installer.
4. Follow on-screen prompts.

After installing Acrobat Reader, you may either:

- Leave the Keyboarding Course files on the CD and open, view, and print them from the CD. These files are in a folder called **TNT**.
- Drag some or all of the exercises to your hard drive. Once on your hard drive you can open, view, and print the files. These files are in a folder called **TNT**.

试读结束，需要全本PDF请购买 www.ertongbook.com

Table of Contents

Introduction

I. Introduction to Computers and Applications

Computer Basics 1

Types of Applications 4

Understanding Features of Windows and Windows Applications 6

Understanding Features of Macintosh and Macintosh Applications 12

II. Word Processing

Lesson 1: Getting Started with Word Processing 20

Skills Covered:

- Create new documents
- Save new documents
- Close an open document
- Move the insertion point in the document
- Check spelling in a document

Lesson 2: Basic Editing 31

Skills Covered:

- Open an existing document
- Insert and delete text
- Work with proofreader's marks
- Print an open document
- Preview an open document
- Mark edits in a document
- Accept or reject edits

Lesson 3: Formatting Basics 44

Skills Covered:

Align text in a document
Center text in a document
Apply text attributes
Work with fonts and font sizes
Use superscript, subscript, and symbols
Insert bullets
Correct errors with the Undo feature

Lesson 4: Advanced Formatting 63

Skills Covered:

Set margins and indent text
Adjust line spacing
Set tabs
Copy format in a document
Copy and move text in a document

Lesson 5: Improving Organization, Appearance, and Word Choice 79

Skills Covered:

Create and edit an outline
Work with styles
Use the thesaurus
Find and replace text in a document

Lesson 6: Working with Multiple-Page Documents 95

Skills Covered:

Create page and section breaks in a document
Work with multiple-page letters and reports
Enhance a document with headers, footers, and page numbers
Add headers and footers to multiple-page documents
Use endnotes
Add comments to a document
Practice moving and copying text in multiple-page documents

Lesson 7: Creating Columns and Tables 127

Skills Covered:

- Work with newspaper-style columns
- Set custom widths in columns
- Table basics
- Format and edit a table
- Sort information in a table

Lesson 8: Creating Documents with Merge 152

Skills Covered:

- Merge Basics
- Work with main and data documents
- Create envelopes and labels

Lesson 9: Advanced Word Processing 171

Skills Covered:

- Copy and move text between documents
- Work with automatic text entries
- Create and run macros
- Insert a file into a document

III. Desktop Publishing

Lesson 10: Enhancing Documents with Graphics, Rules, and Boxed Text 187

Skills Covered:

- Get started with clip art
- Enhance a document with lines, borders, and shading
- Work with text and graphics
- Create a graphic with a caption

Lesson 11: Mastering the Drawing Tools 208

Skills Covered:

- Work with shapes
- Create different effects with layered shapes
- Enhance drawing lines with width and color
- Compose grouped objects

Lesson 12: Advanced Tools and Effects 225

Skills Covered:

Work with text design, reverse text, and letter spacing
Create drop capitals in newsletters
Enhance a document with watermarks
Format text with pull quotes

IV. Spreadsheet

Lesson 13: Getting Started with Spreadsheet Basics 250

Skills Covered:

Create a spreadsheet
Move within a spreadsheet
Enter information in a spreadsheet
Print a spreadsheet
Save and close a spreadsheet file

Lesson 14: Entering Formulas and Formatting a Spreadsheet 264

Skills Covered:

Work with formulas and quick sums
Format a spreadsheet
Apply number and date formats

Lesson 15: Spreadsheet Enhancements 275

Skills Covered:

Adjust column width in a spreadsheet
Add borders and shading to a spreadsheet
Work with copy and move features
Use the fill feature
Enhance a spreadsheet with automatic formats

Lesson 16: Printing Options and Working with Functions 289

Skills Covered:

Function basics
Set up print options
Work with headers and footers
Preview a spreadsheet

V. Database

Lesson 17: Getting Started with Database Basics 312

Skills Covered:

Plan a database
Create a database
Enter information into a database
Save a database
Work with forms

Lesson 18: Basic Database Editing and Printing 329

Skills Covered:

Work with forms and tables
Adjust column and field width
Preview and print a database

Lesson 19: Formatting a Database 343

Skills Covered:

Work with fonts and font attributes
Adjust margins in a data table
Practice inserting and deleting records
Apply filters

VI. Presentation Graphics

Lesson 20: Getting Started with Presentation Graphics 364

Skills Covered:

Create a presentation
Work with views
Add speaker notes to a presentation
Print a presentation
Save and close a presentation

Lesson 21: Editing and Formatting a Presentation 375

Skills Covered:

- Add slides to a presentation
- Enhance a presentation with clip art and design templates
- Format slide text with decorative fonts and text alignments
- Work with charts and tables on slides
- Design a slide master

Lesson 22: Setting Up a Slide Show 395

Skills Covered:

- Work with transitions, builds, and animation
- Run a slide show

VII. Integration and Internet Features

Lesson 23: Application Integration 404

Skills Covered:

- Integrate a word processing outline and a presentation
- Add a spreadsheet to a word processing document
- Add a spreadsheet to a presentation
- Use a database to create a merge document
- Import information from a spreadsheet to a database

Lesson 24: Using Internet Features 423

Skills Covered:

- Find help and information on the Web
- E-mail from an application
- E-mail a file
- Save a word processing document as a Web page
- Save a spreadsheet as a Web page
- Save a presentation as a Web page
- View database information in Web format
- Insert and use hyperlinks

试读结束，需要全本PDF请购买 www.ertongbook.com