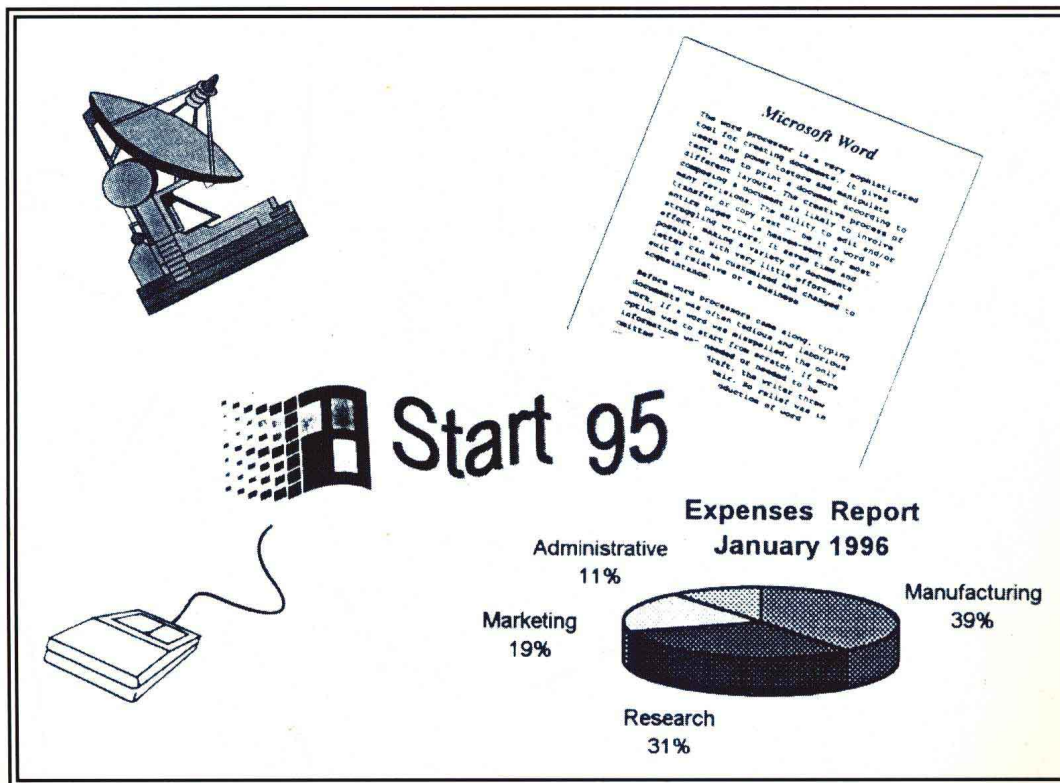


LEARNING MICROSOFT® WINDOWS® AND APPLICATIONS FOR WINDOWS® 95

A TUTORIAL APPROACH

TAI-CHI LEE



Learning Microsoft Windows
&
Applications for Windows 95:

A Tutorial Approach

Revised Edition

Microsoft Word 7 for Windows

Microsoft Excel 7 for Windows



Tai-Chi Lee, Ph.D.

Department of Computer Science
Saginaw Valley State University

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Preface

Since the introduction of Windows -- an interactive, operating system using icons and graphics -- it has undergone a series of design changes as well as improvements. On August 24, 1995, Microsoft Inc. released its Windows 95. Since then, it has gained its popularity and become more and more attractive to the casual user as well as professionals. In fact, more applications software are written for Windows than any other system. With the Windows environment, users no longer need to memorize difficult commands and key strokes. Performing a task takes only a few clicks of the mouse, a hand-held input device like a TV remote. This makes learning and using the software easier and more fun. Although graphical symbols (icons) are easier to understand and than keystrokes and commands, a basic understanding of how Windows works is still needed. This textbook is designed to give users a brief introduction on how to access the different components of Windows and to learn how to navigate through its menus to select options to perform the desired tasks. After users have mastered the skills to manipulate the windows, two important application software -- Microsoft Word 7 for Windows and Microsoft Excel 7 for Window -- are covered by using a simple, step-by-step approach. By working through the exercises provided in this textbook, users will have gained enough skills and knowledge to work on applications of their own.

This textbook was written in response to upgraded applications software developed for Windows environments. It is intended to:

- 1) provide beginners with step-by-step instructions and to increase their hands-on experience.
- 2) cover the basic topics of the two most popular applications software in a semester-long course.
- 3) provide an inexpensive, compact, easy-to-use guide that includes instruction on the more frequently used functions and commands.
- 4) meet the course objectives set by an instructor.

This textbook was developed following the author's many years of teaching experience and from feedback from former and current students.

Organization of the Book

This book is divided into three parts which include the following:

Part I introduces the basic components of a computer and their functions, and then presents the essential operating system, Microsoft Windows 95. The opening of various group windows, selecting appropriate icons, and manipulating mouse buttons are illustrated through a series of included exercises. Also, for non-Windows users, a set of DOS commands are included in Appendix I for easy reference.

Part II covers Microsoft Word 7 for Windows, a powerful tool for creating, revising, and enhancing documents to give them that professional look. Many new features such as drawing and graphics are also included for practical applications.

Part III presents the features of Microsoft Excel 7, the spreadsheet for creating, formatting, and computing a worksheet. Graphs including line, bar, and pie charts are also presented for use in business reports.

Appendices IV - VI provide users with a list of keyboard commands to perform specific tasks when a mouse is not available or desired.

Exercises and Applications are included in the textbook for each topic to make mastering them easier.

Special Features of the Book

- 1) Since the textbook is intended to be used for a semester-long course, a pragmatic approach was taken in the creation of this book. Material that places undue time constraints on both students and instructors alike was eliminated. Consequently, the production and the retail cost of this textbook has been greatly reduced for the benefit of all involved.
- 2) The material is presented in a simple, logical manner. It includes for each procedure an exact sequence of steps to walk users through the exercise. Therefore, beginners will not be overwhelmed by the material but find it easy to learn.
- 3) Appendixes I, II, and III provide non-Windows users with a list of keystroke commands for easy reference.

- 4) Exercises are included at the end of each topic to reinforce users' understanding of the material and to provide them with practice for sharpening their skills. After completing the assignments, users will become proficient and adept at using the computer software programs.

Therefore, the author intentionally selected material that accommodates the users' learning needs and to stimulate their interests. It is the author's strong belief that -- through the use of this textbook -- the readers will not only learn all the fundamental elements of computer hardware & software but gain hands-on experience.

Acknowledgment

The author owes a debt of gratitude to his family for their support and encouragement. Also, he would like to thank his colleagues and students for their suggestions. Finally, he thanks the publisher for making this textbook a reality.

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***PART I***  
***Computer Systems***  
***&***  
***Microsoft Windows***

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Chapter 1

Introduction to a Computer System

Since its invention in the 1940's, computers have greatly affected our society to the extent that it is now nearly impossible to avoid dealing with computers in one form or another, even on a daily basis. A computer system is a makeup of hardware, software, and people who run the computer operations.

Indeed computers have touched nearly every profession. In Industry, computers are used in the factories to help workers improve their productivity. For example, robots are used for handling hazardous operations and computers are programmed to handle quality control. In Medical Imaging, surgeons use computer graphics to display the images of patients' organs and the accurate location of tumors before the real operation begins. In Communication, telephone companies use computers to automatically route the call and calculate the cost. NASA uses computers to control the space shuttle. Electronic mail throughout the world is handled by computer networks. These are just a few examples of computer applications which have created a great many jobs for a great many people.

But most important, computers have had a tremendous impact on the way information is processed within an organization. In fact a modern information management system would not exist without a computer. Therefore, it is very important to have a better understanding of a computer system and its functions which includes knowing the basic components of a computer and the complex, time-consuming, and repetitive tasks it can do for us.