

GS107

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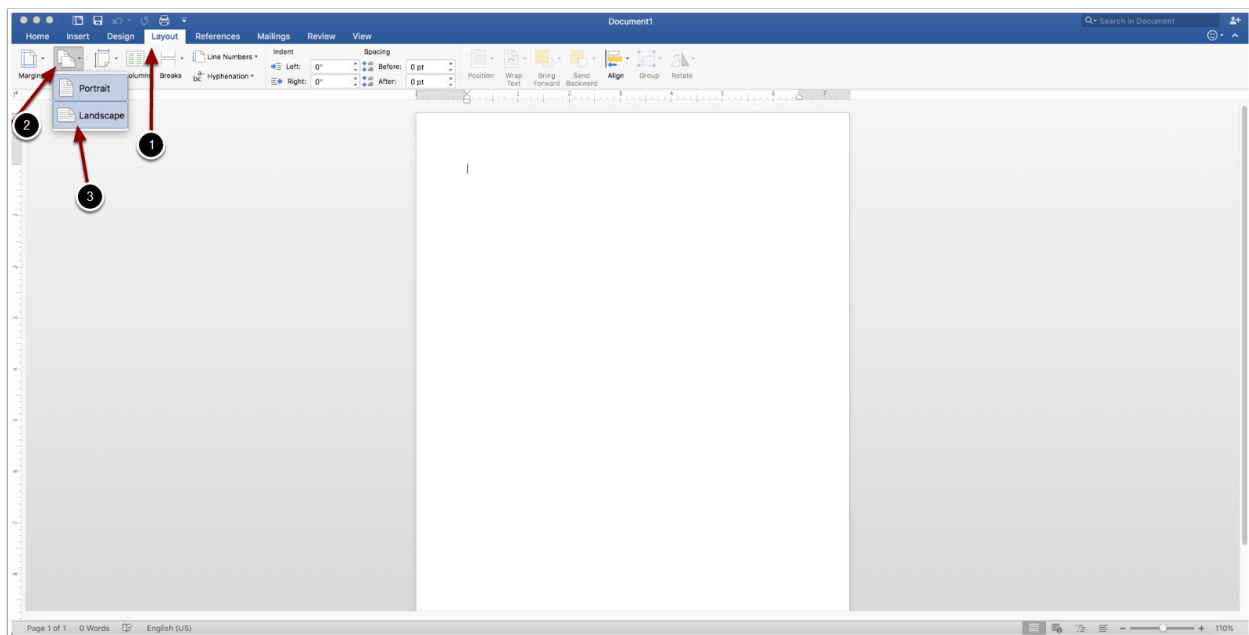
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Word

How Do I Edit The Page Layout? (copied)

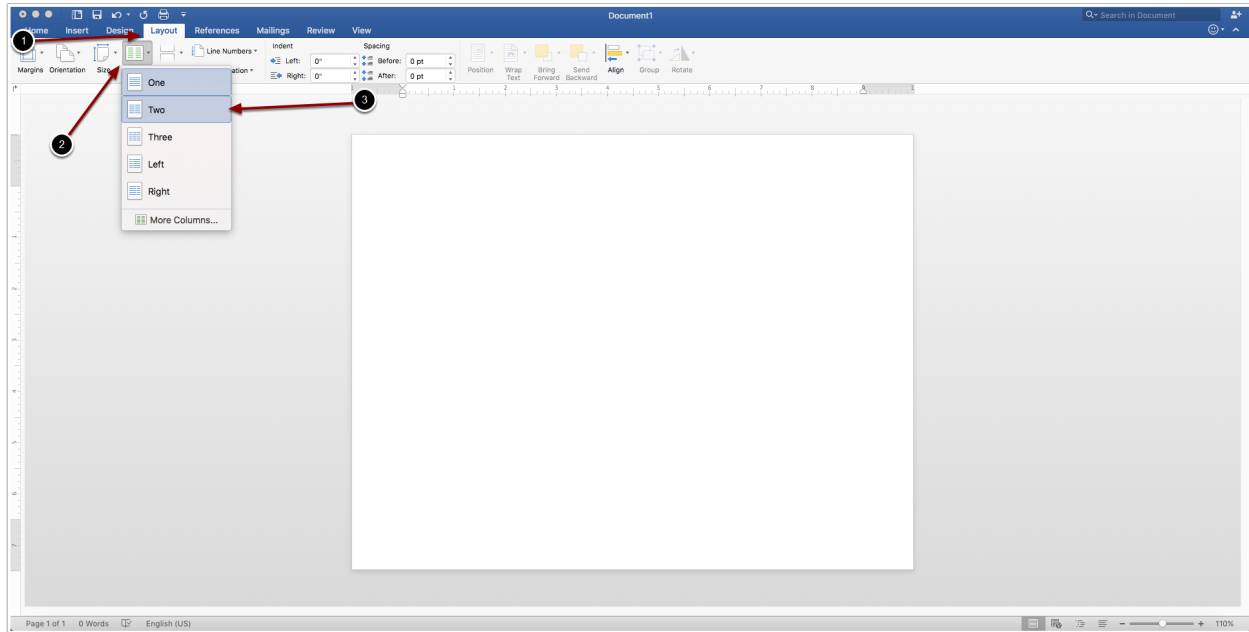
Below are instructions on how to change the page layout of a word document. Components of the page layout include page orientation, formatting columns, and adjusting margins.

Change the page layout



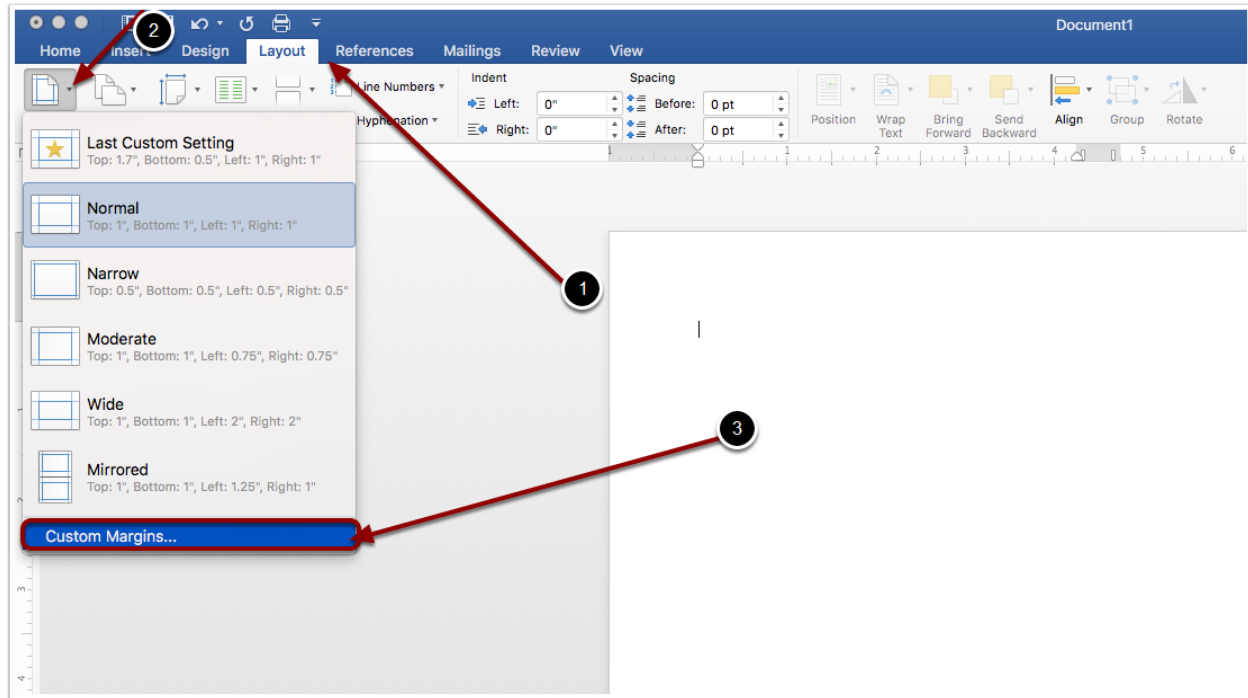
1. Once you are in the word document, select the layout tab.
2. Then select the orientation tab.
3. In the drop down box, select landscape.

Format text into two columns



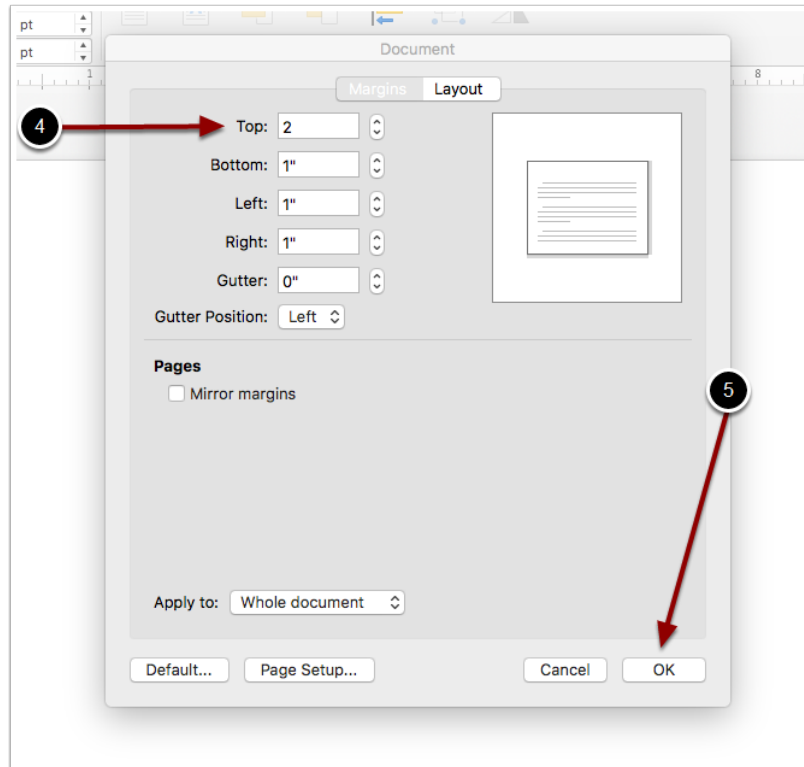
1. Select the layout tab.
2. Then click on the columns tab.
3. Finally, select two.

Adjust the top margin



1. Select the layout tab.
2. Then click on the margins tab.
3. At the bottom of the list of margins you will see Custom Margins, click into Custom Margins.

Margins Continued



4. After you click into Custom Margins, this box will appear. Change the top margin from 1" to 2".

5. Afterward, click ok.

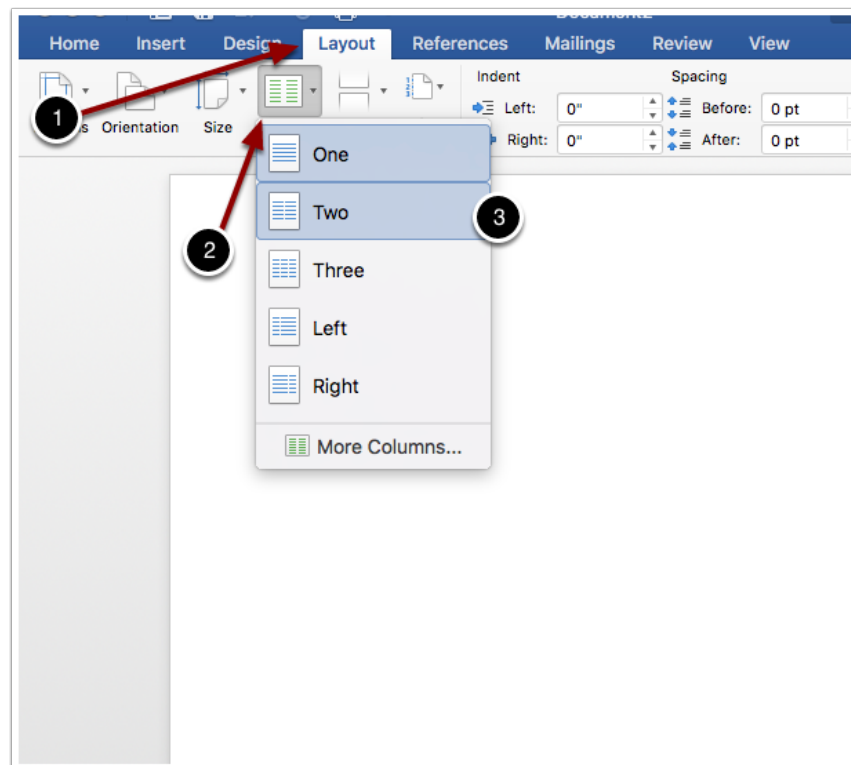
! Keep in mind you are only changing the top margin, keep the sides and bottom margin the same.

i Created by Mallory

How Do I Format Columns and Margins?

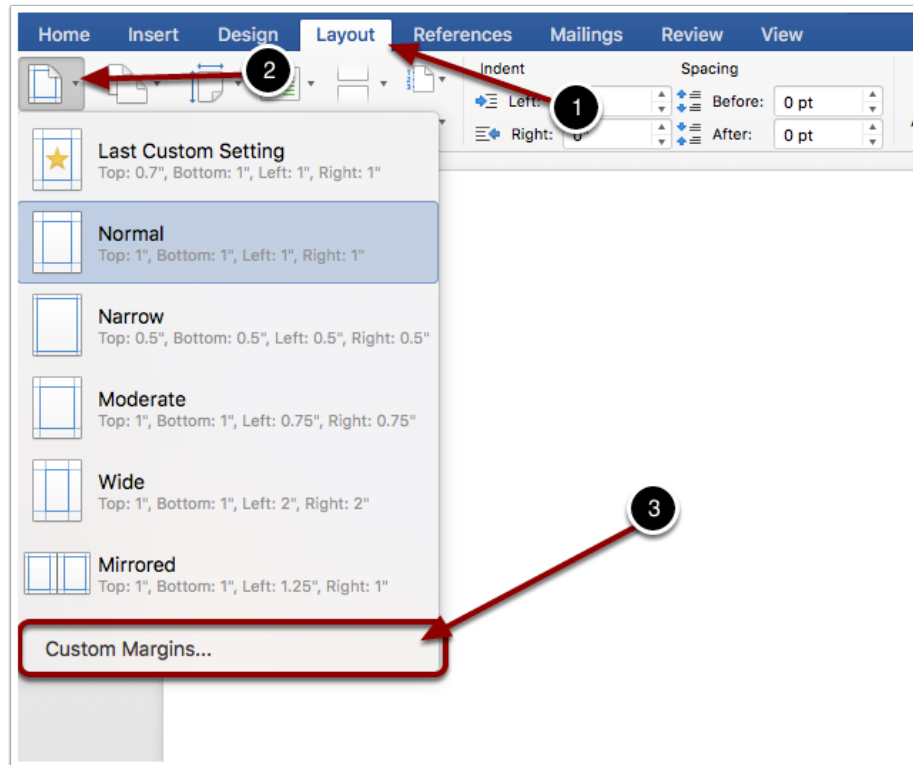
Below are instructions on how to format columns and margins in a word document.

Formatting columns



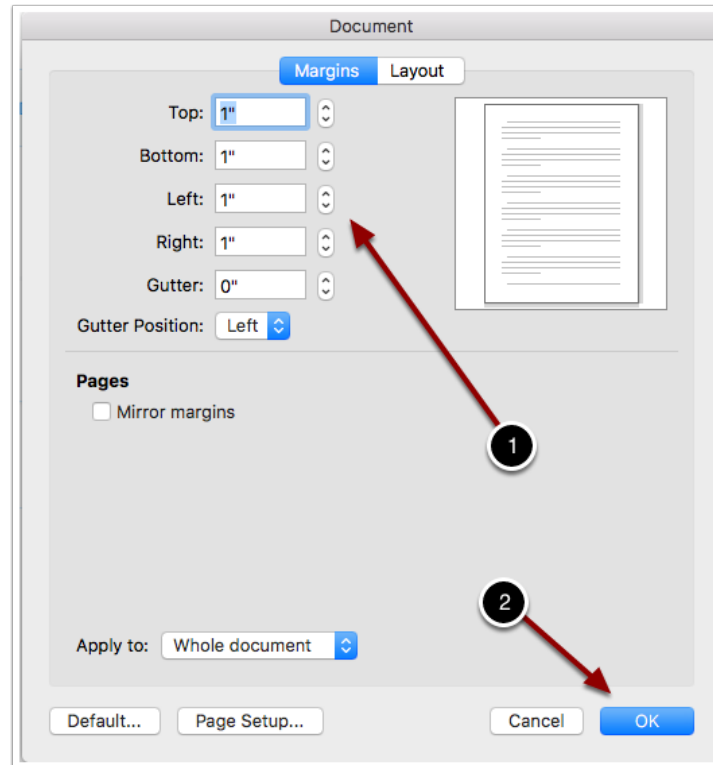
1. Select the **Layout** tab.
2. Click **Columns**.
3. Select the number of columns.

Adjusting margins



1. Select the **Layout** tab.
2. Select **Margins**.
3. Click **Custom Margins...**

Adjusting margins continued



1. Adjust margins as needed.
2. Select OK.

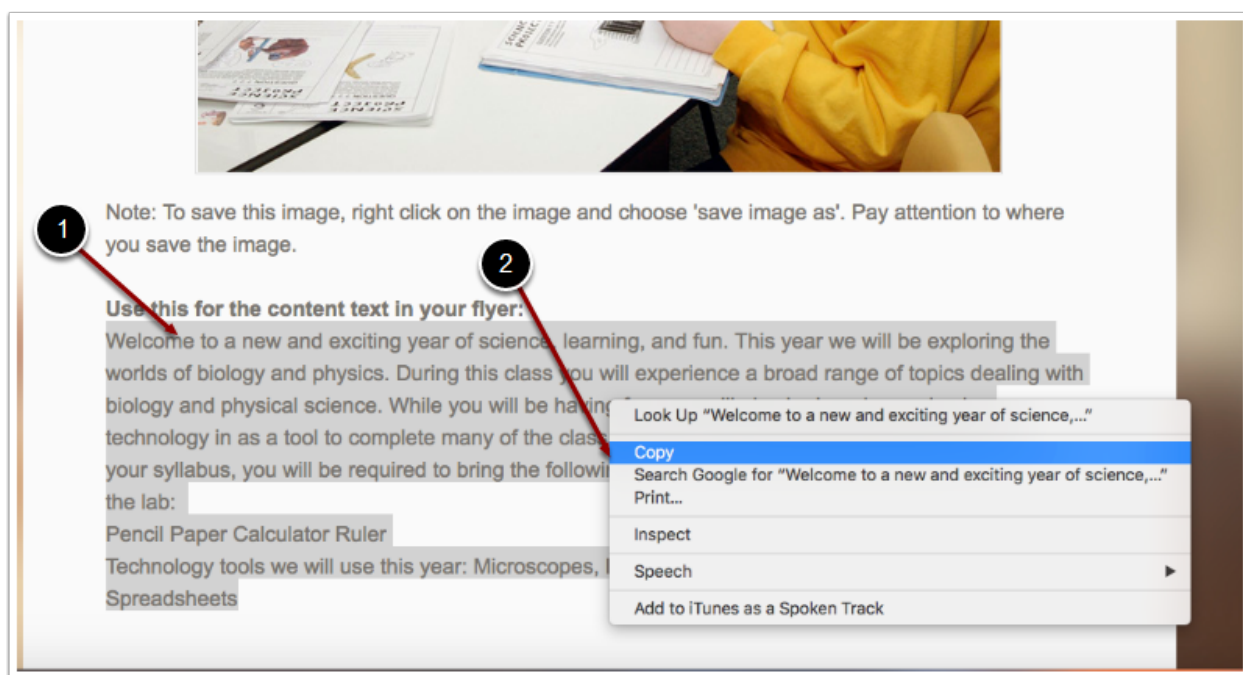


Created by Mallory

How Do I Copy And Paste Content And Clear Source Formatting? (copied)

Below are instructions on how to copy and paste content as well as clearing the source formatting.

Copy the text from webpage

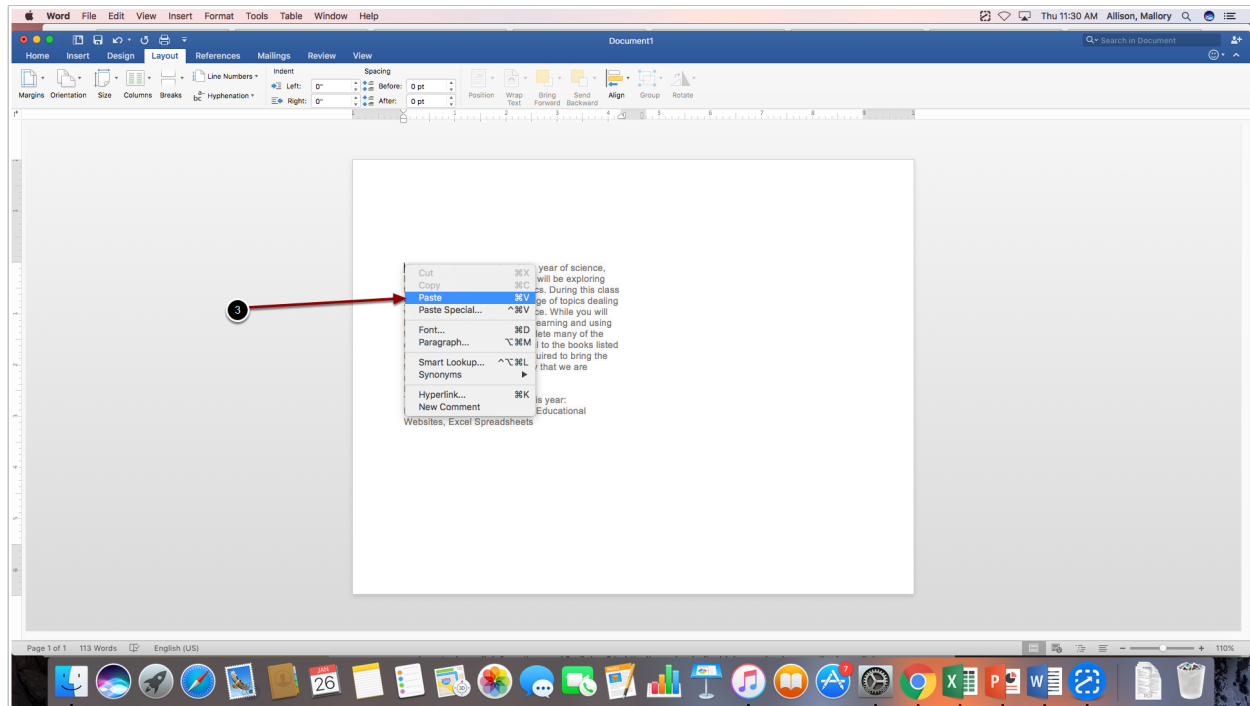


(If needed, the link to the data is <http://www.byuiedtechlab.com/wrd-p-content.html>)

1. To copy the text, **highlight** the text you want.
2. Next (while the text is highlighted), **right click** using your mouse or keypad and select "copy".

i If the Mac doesn't give you the option to right click. Use the keyboard and hold down the command key along with the C key to copy.

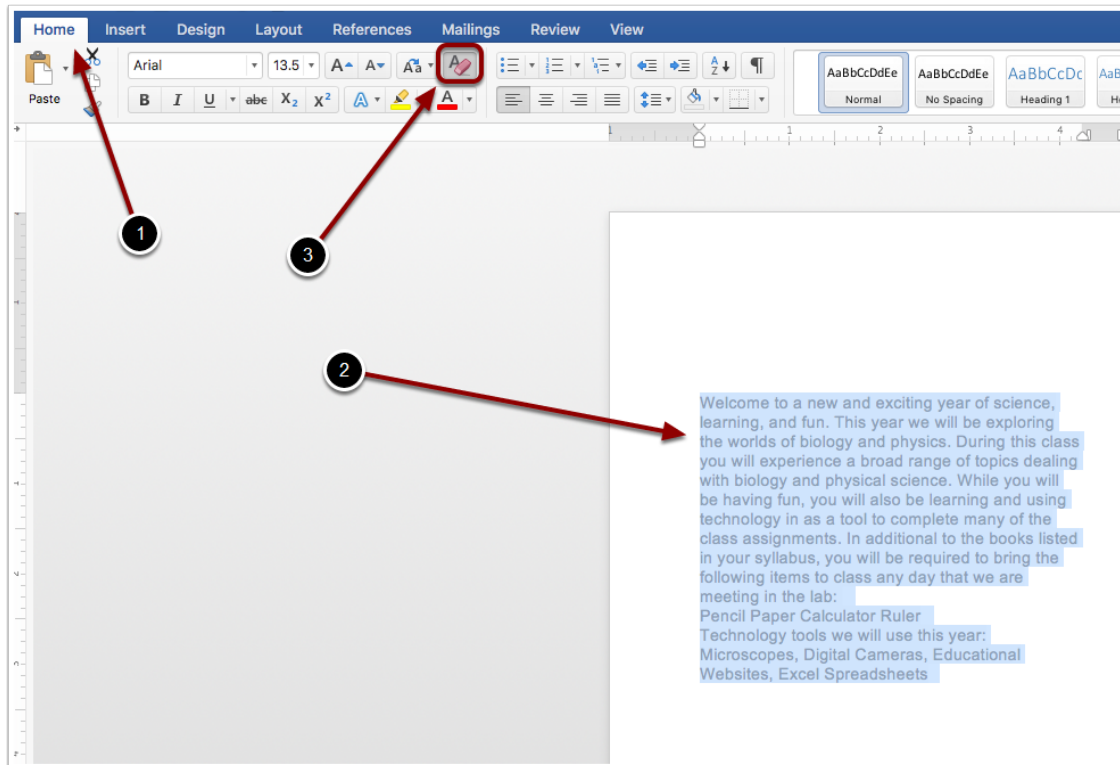
Paste the content into Word



3. Next go to the word document and right click again, this time selecting "paste".

i If you are using a Mac computer that doesn't give you the option to right click, using the keyboard select the command key along with the v key to paste.

Clear source formatting



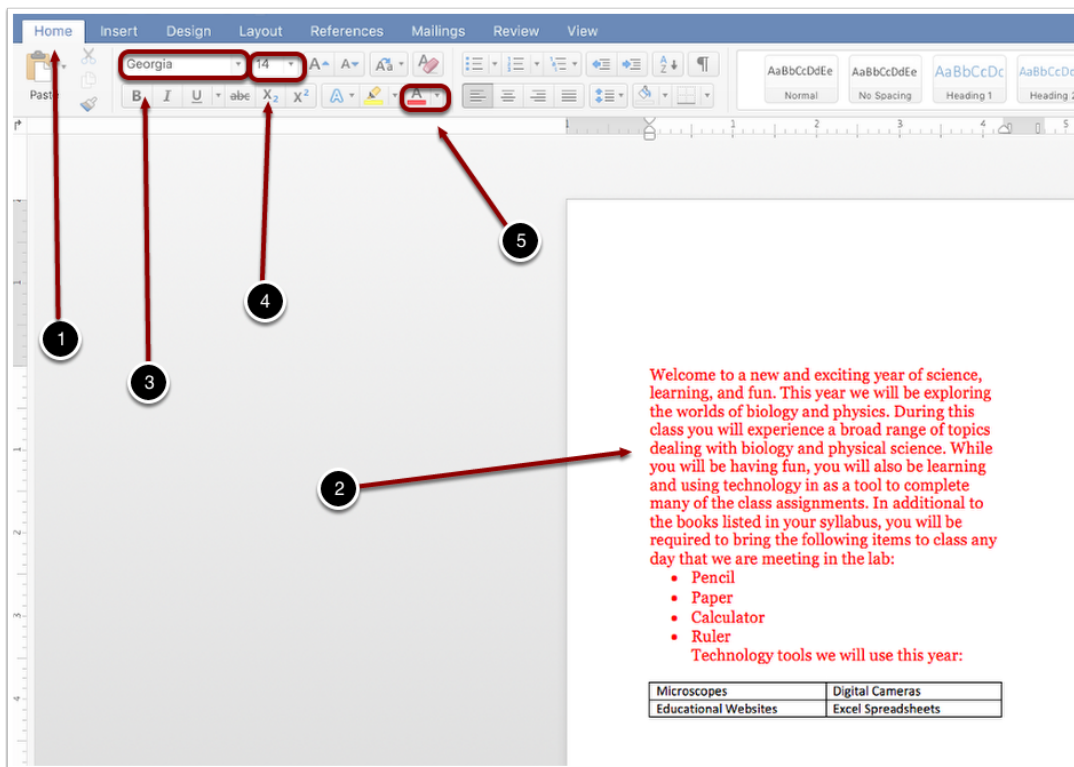
1. The first step is to select the home tab.
2. Next highlight the text.
3. Finally, click the icon shown above (it is an A with an eraser next to it).

 Created by Mallory

How Do I Edit Text?

Below are instructions on how to edit text within a word document.

Change the font style, size, and color



1. Select the home tab.
2. Highlight the text you want to change.
3. Select the font tab and choose which font to use.
4. Select the size tab and select which font size to use.
5. Select the color icon shown above. (It looks like an A with red line underneath)

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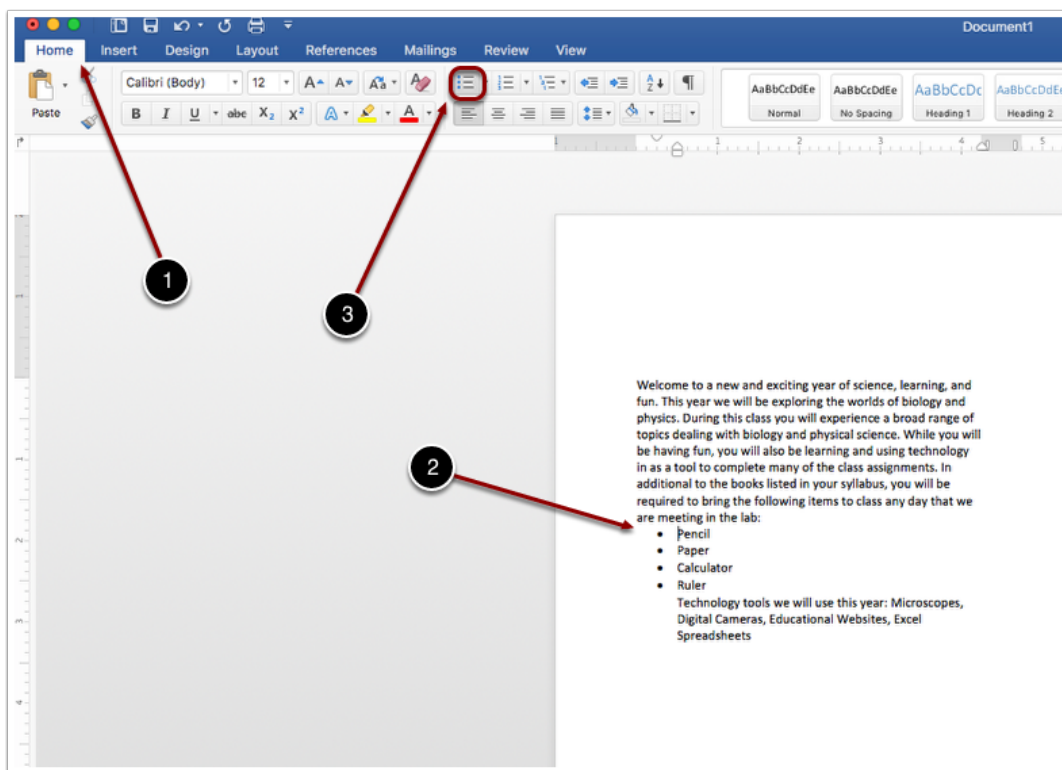


Created by Mallory

How Do I Insert A Bulleted List And A Table? (copied)

Below are instructions on how to insert a bulleted list and/or a table. There are also instructions on how to edit the contents of the table.

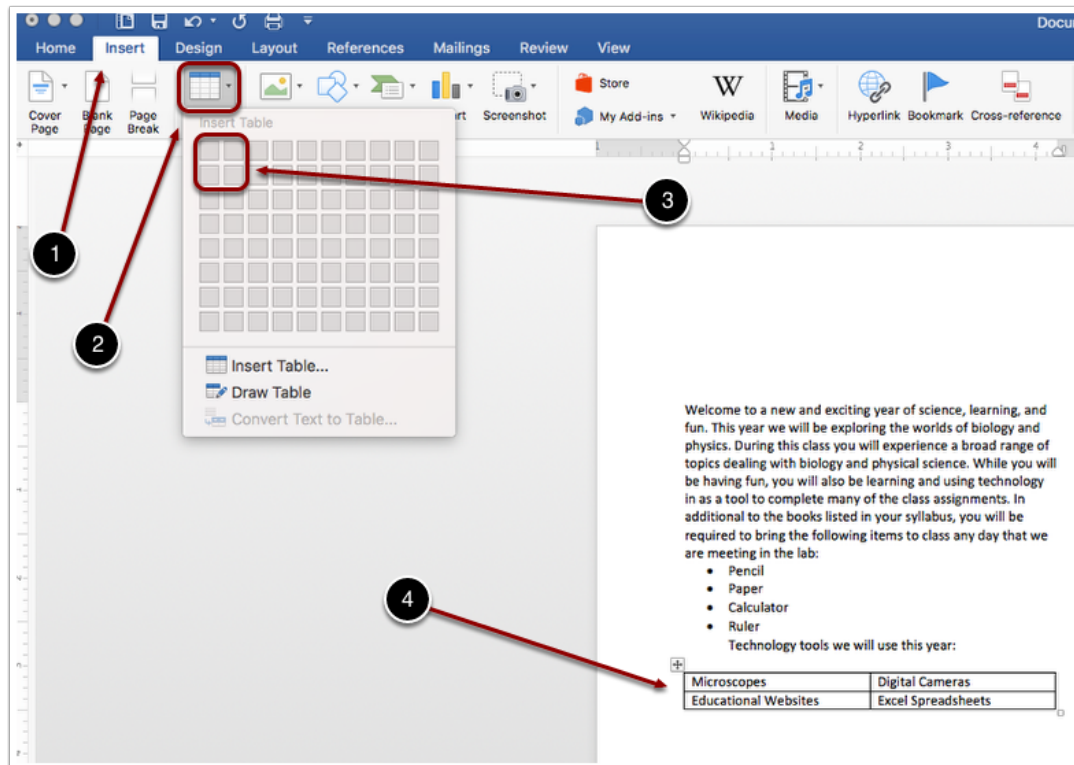
Add 4 bullet items



1. Select the home tab.
2. Click into the word document at the spot you want your list to start.
3. Click the bullet icon shown above.

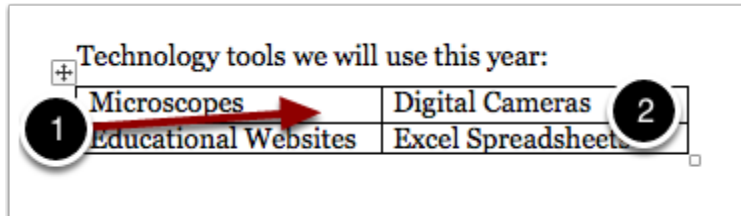
i After you select the bullet icon, whenever you press enter, it will create a new bullet.

Insert a 2X2 table



1. Select the insert tab.
2. Select the table icon.
3. Choose the size of your table.
4. Insert the text you want into each section of the table.

Add text to the table

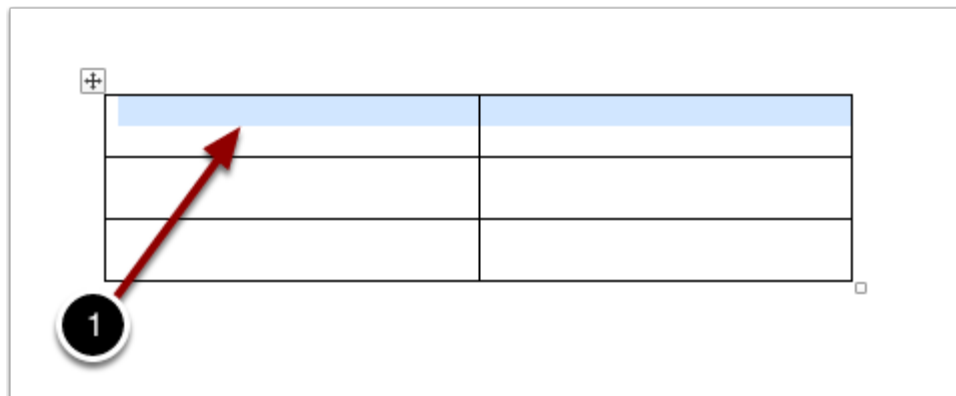


Technology tools we will use this year:

Microscopes	Digital Cameras
Educational Websites	Excel Spreadsheets

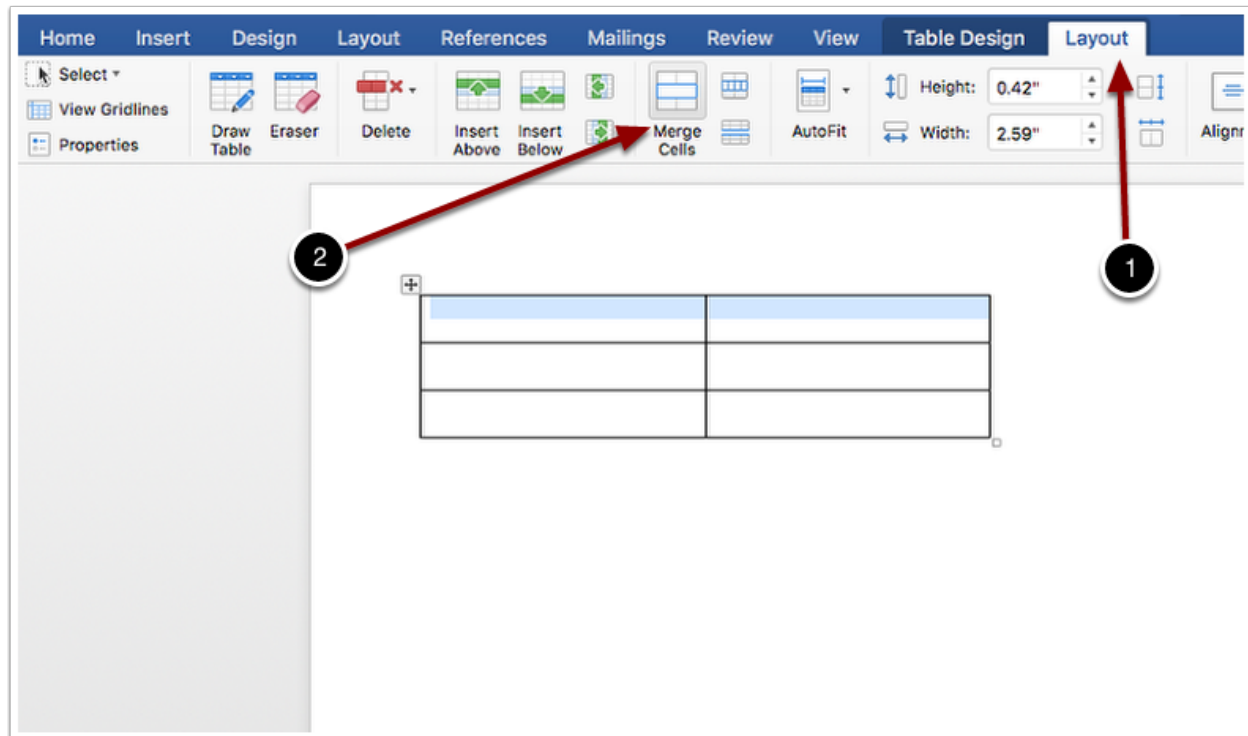
1. Click into one of table cells.
2. Then you can begin typing or pasting the text you want inside.

Merging cells in a table



1. Highlight the cells you would like to merge.

Merging cells continued

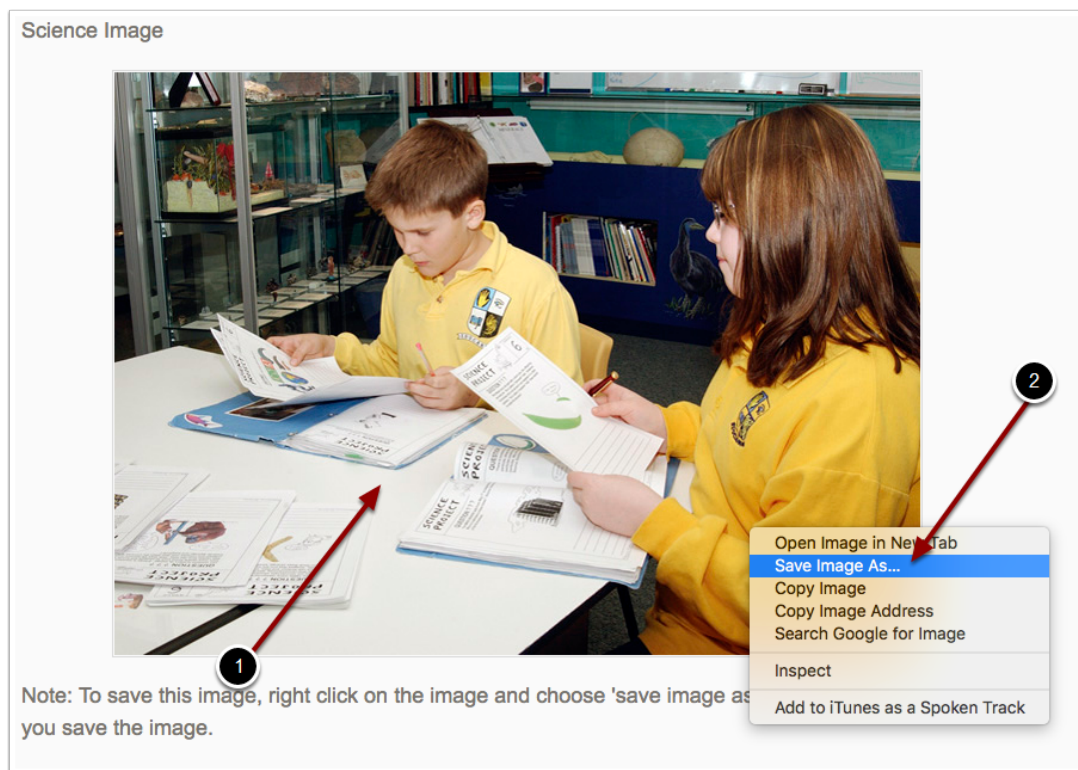


1. Select the **Layout** tab.
2. Click **Merge Cells**.

How Do I Insert An Image Into Word? (copied)

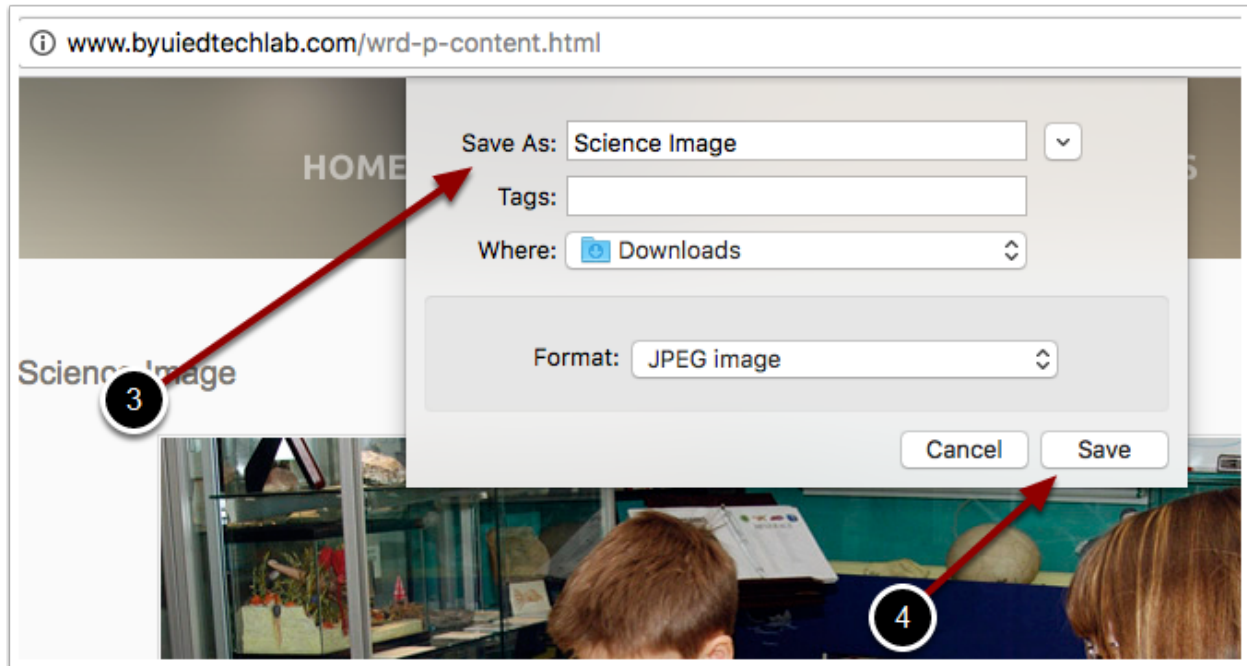
Below are instructions on how to save and insert an image from a website into a Word Document.

Insert an image



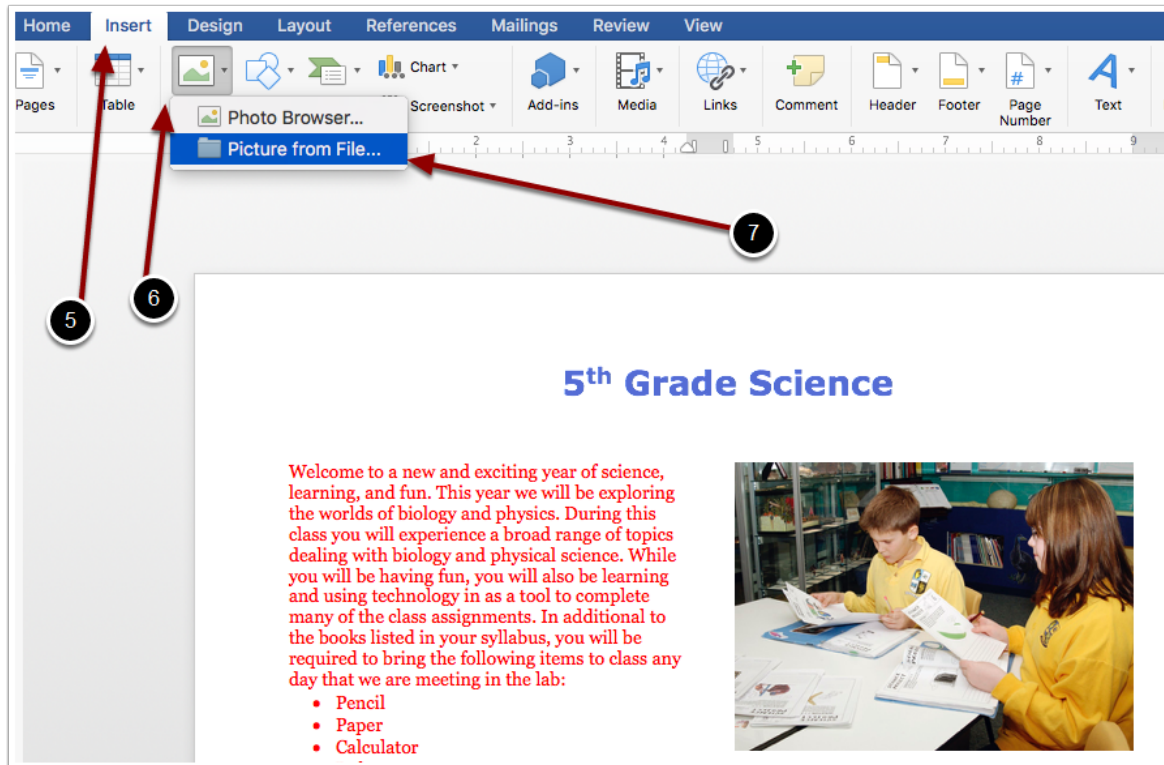
1. Right click on the image.
2. Select the option "Save Image As..."

Saving image onto computer



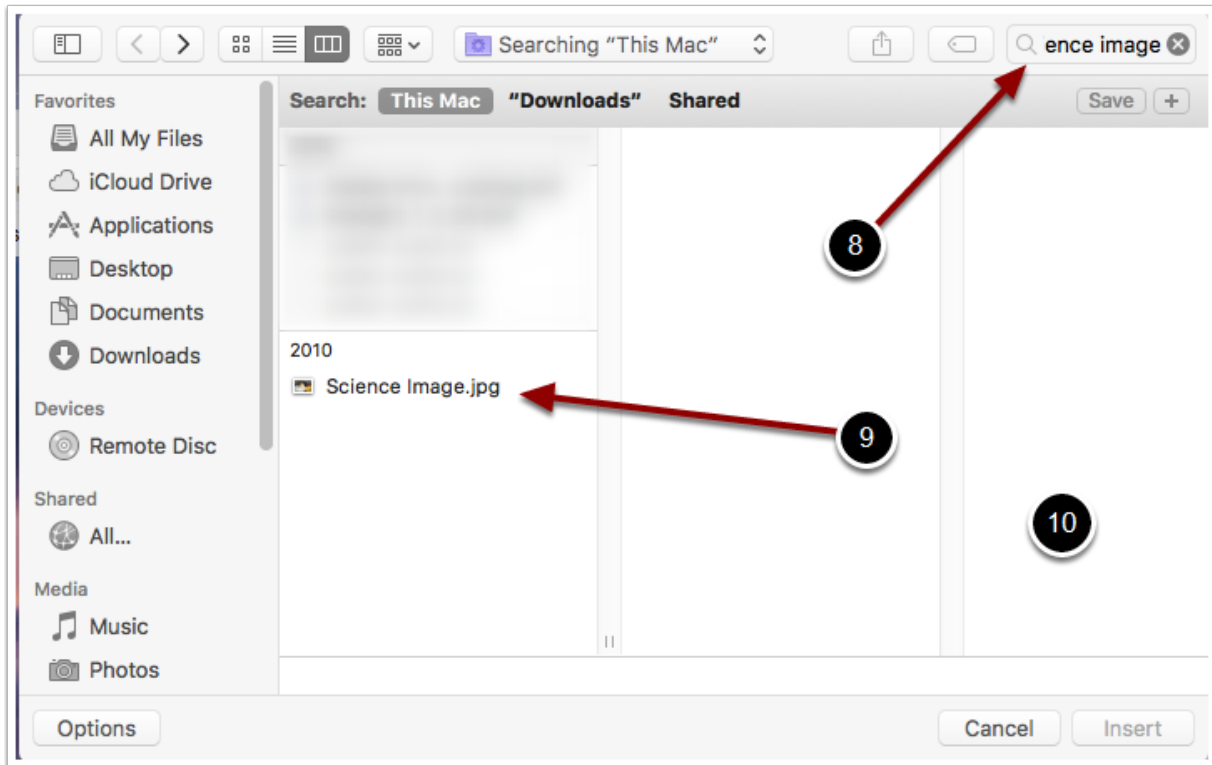
3. Choose what you want to save the image as to the computer.
4. Click the save button.

Inserting image into document



5. Select the insert tab.
6. Click on the pictures button.
7. Select the option "Picture from File..."

Inserting image continued



8. Search for what you saved the image as.

9. Click on the saved image.

Final image in document


5th Grade Science

to a new and exciting year of science, and fun. This year we will be exploring of biology and physics. During this will experience a broad range of topics th biology and physical science. While e having fun, you will be learning technology in as a 10 complete re class assignments. Additional to listed in your syllabus, you will be o bring the following items to class any e are meeting in the lab:

oil
er
ulator
er

gy tools we will use this year:

pes	Digital Cameras
nal Websites	Excel Spreadsheets



10. The image will appear in the word document.

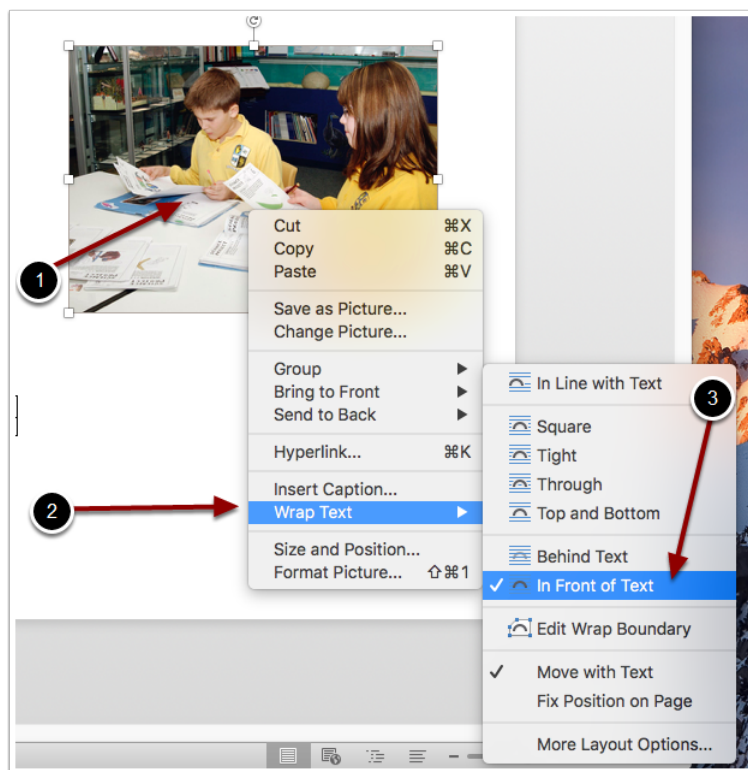
i If the image needs to be moved, follow the directions below on how to "wrap text". (Wrap text can work for text boxes and shapes as well)

i Created by Mallory

How Do I Move A Text Box Or A Picture? (copied)

Below are instructions on how to wrap text. Wrapping the text allows a text box, shape, or image to move freely within a Word Document.

How to wrap text



1. Right click on the image.
2. Select the "Wrap Text" option.
3. Choose the option "In Front of Text".

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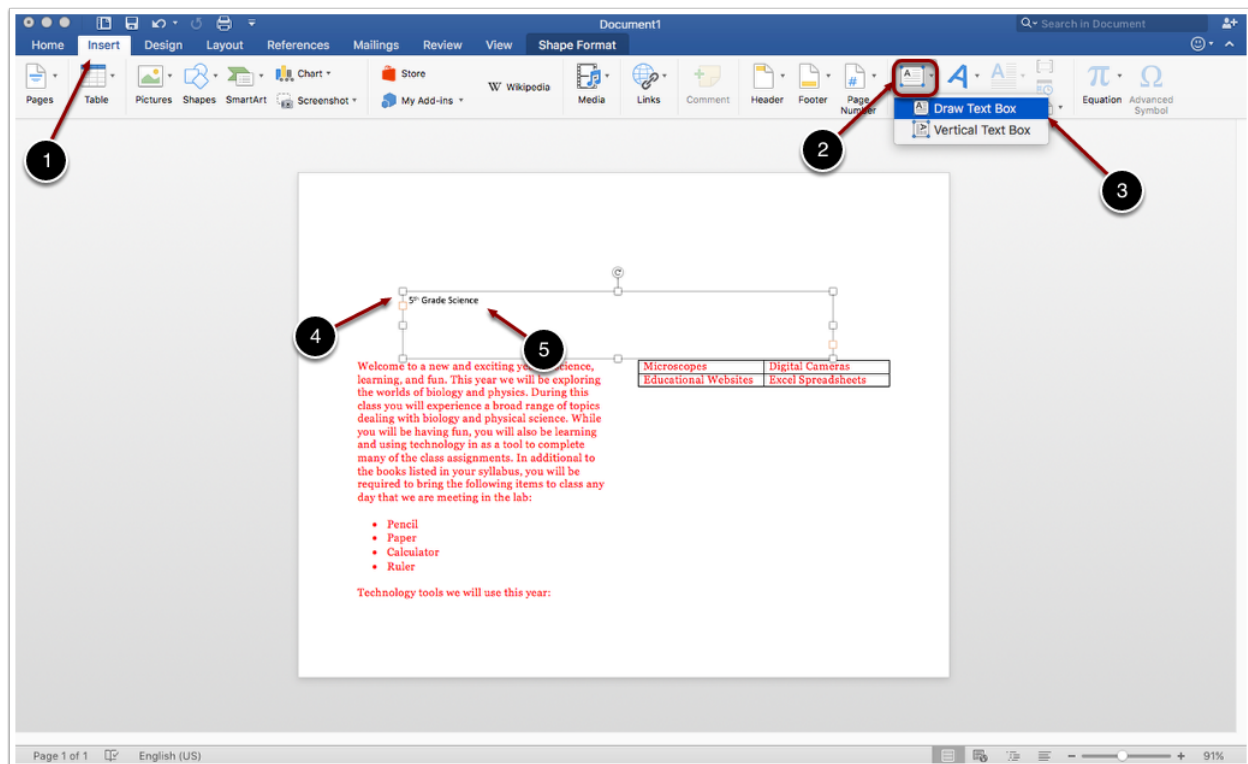


Created by Mallory

How Do I Insert And Edit A Textbox? (copied)

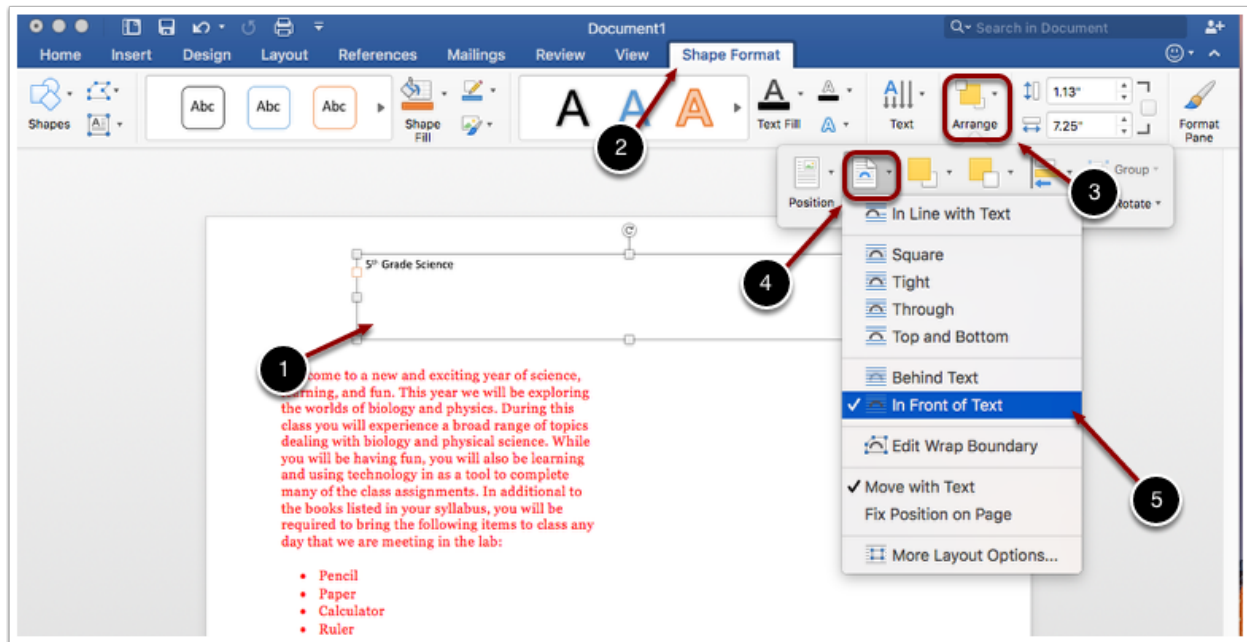
Below are instructions on how to insert and edit a textbox in a Word Document.

Insert a text box



1. Click on the insert tab.
2. Select the text box tab.
3. Select the draw text box tab.
4. Click and drag mouse to create a text box the same size as shown in the example.
5. In the text box, type "5th Grade Science".

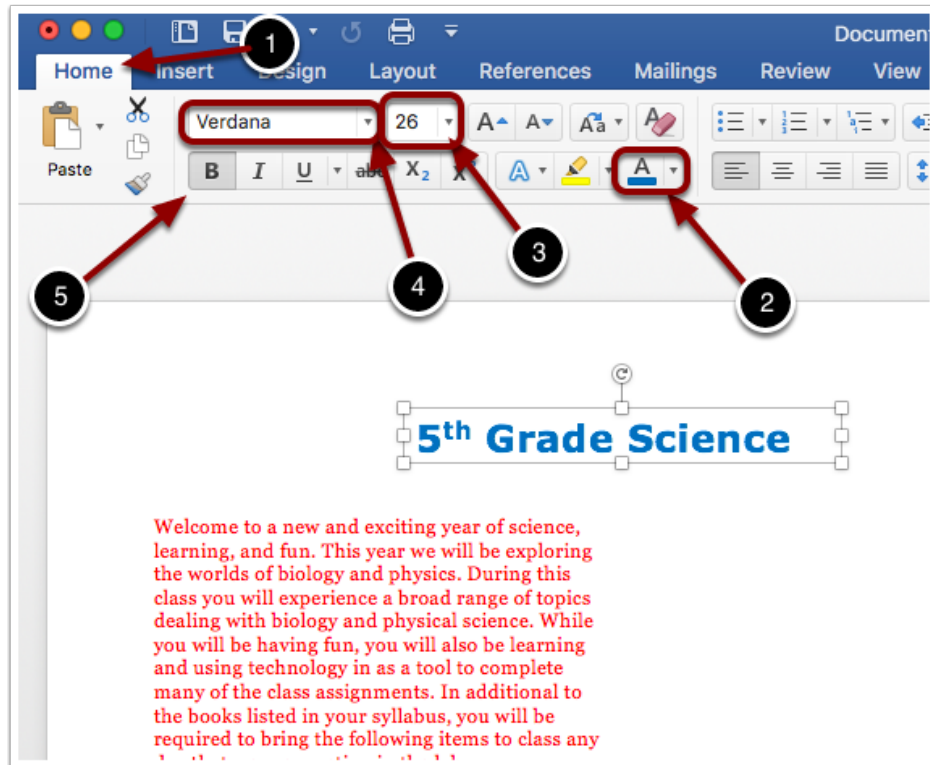
Allow text box free movement



💡 To allow the text box free movement without changing the margins, follow these steps and refer to the example above:

1. Select the title text box.
2. Click on the shape format tab.
3. Select the arrange tab.
4. Select the wrap text tab.
5. Select the in front of text option.

Change the font of title



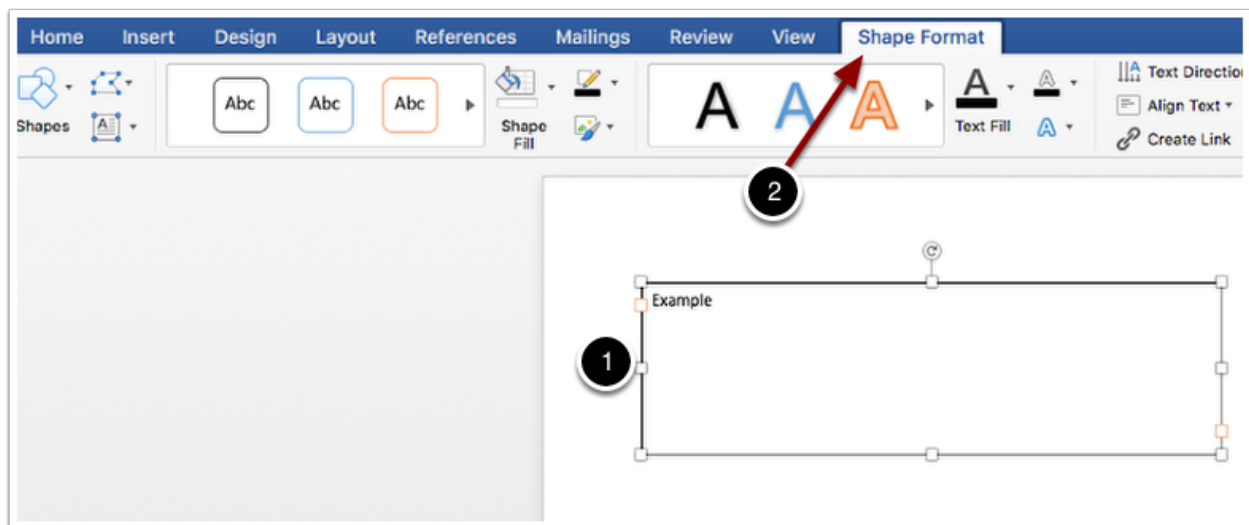
1. Click on the home tab.
2. Select the color icon shown above. (It looks like an A with red line underneath)
3. Select the size tab and select which font size to use.
4. Select the font tab and choose which font to use.
5. Select the bold button.

 Created by Emily H

How Do I Get Rid Of The Outline Around A Text Box?

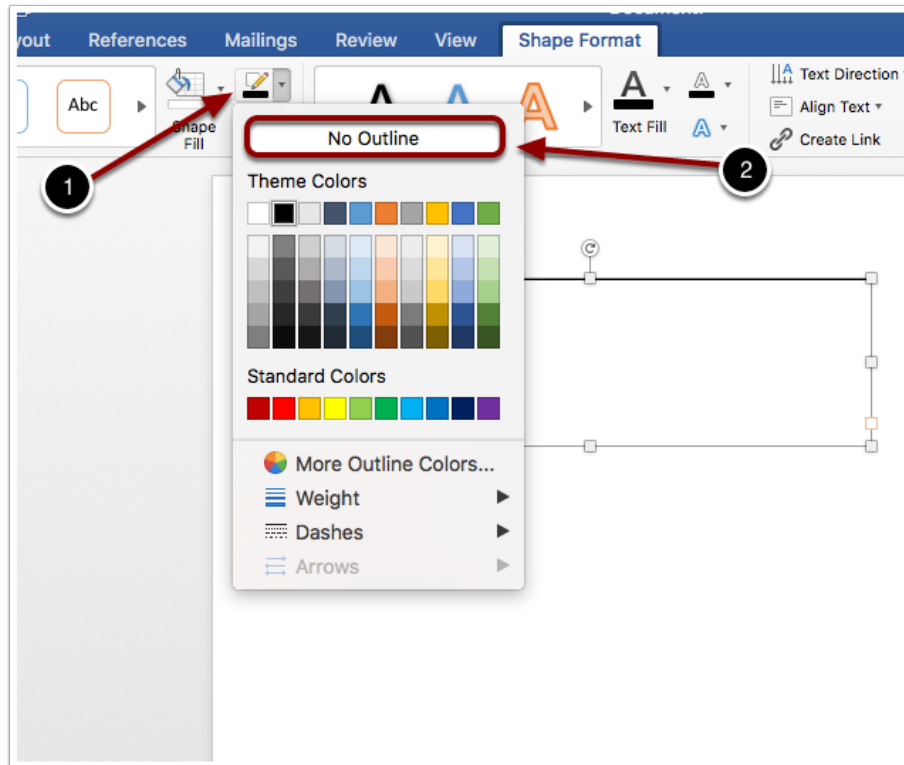
Sometimes when inserting a text box, an outline will be visible. Below are instructions on how to remove the outline around a text box.

Removing Outline



1. Click in the text box.
2. Select the Shape Format tab.

Removing Outline Continued



1. Click on the shape outline icon (looks like a pencil and a square).
2. Click No Outline.

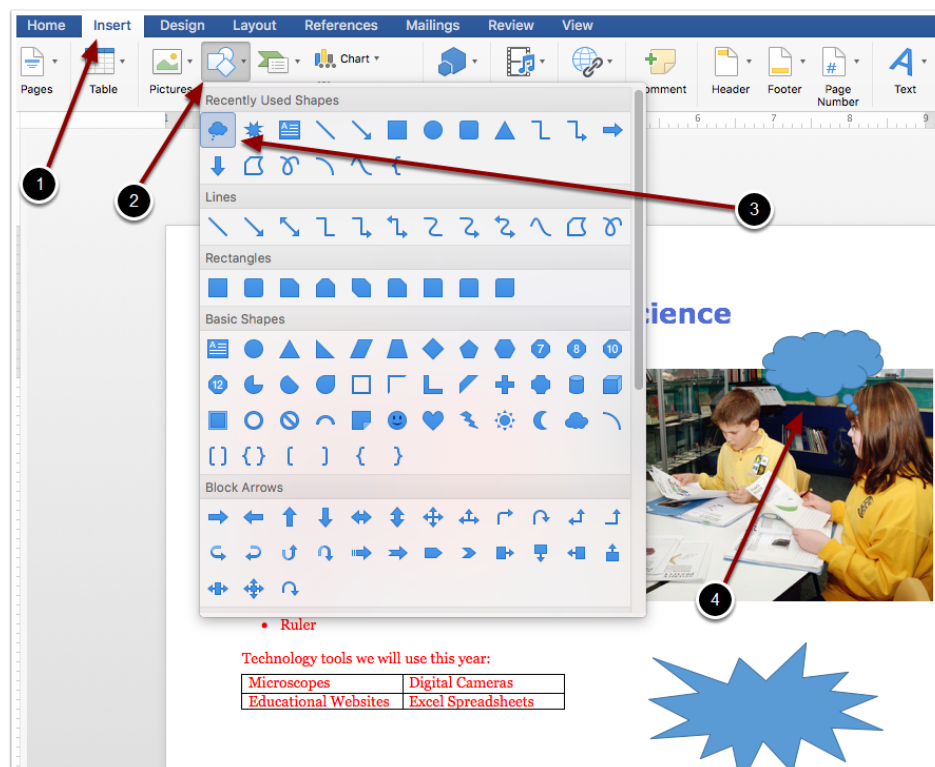


Created by Mallory

How Do I Insert And Edit Shapes? (copied)

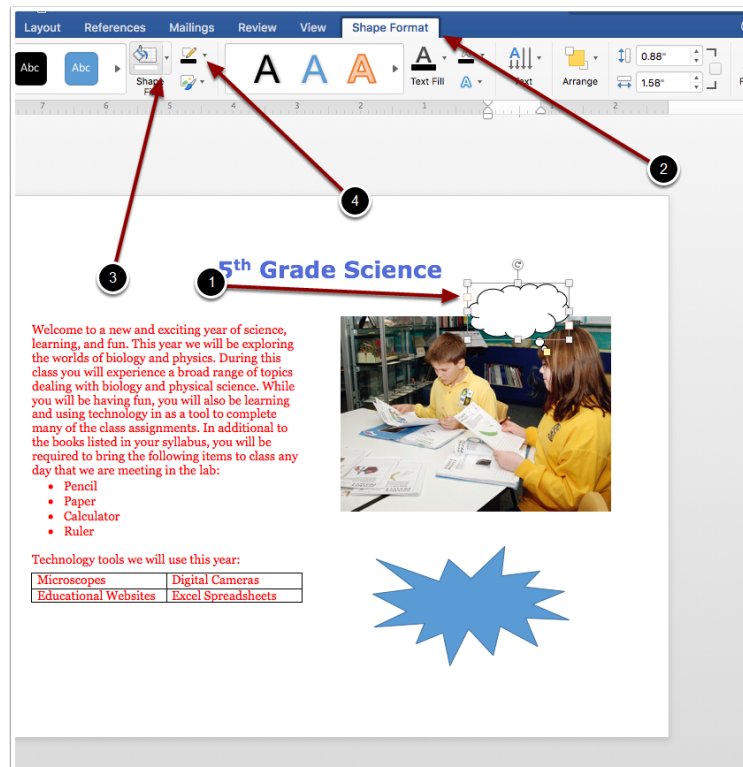
Below are instructions on how to insert, edit, and add text to shapes in a Word Document.

Insert two shapes



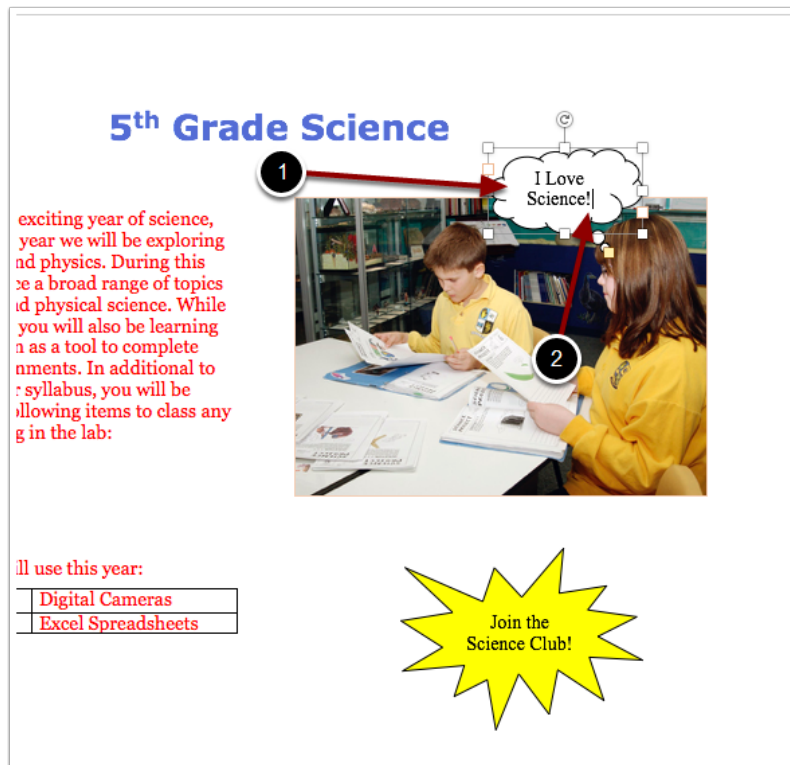
1. Select the insert tab.
2. Select the shapes icon.
3. Select whichever shape matches.
4. Right click and select "wrap text" (following the instructions above) to move the shape in front of the image.

Change the fill color of shapes



1. Select the shape.
2. Once the shape is selected, a "Shape Format" tab will appear. Select that tab.
3. Select the shape fill image, and then select the color you want to fill the shape.
4. Select the icon shown above (looks like a pencil with a line underneath) to change the outline of the shape.

Add text to the shapes



1. Double click on the shape.
2. Start typing in the shape. (The typing line may not appear, but once you start typing the words will appear)

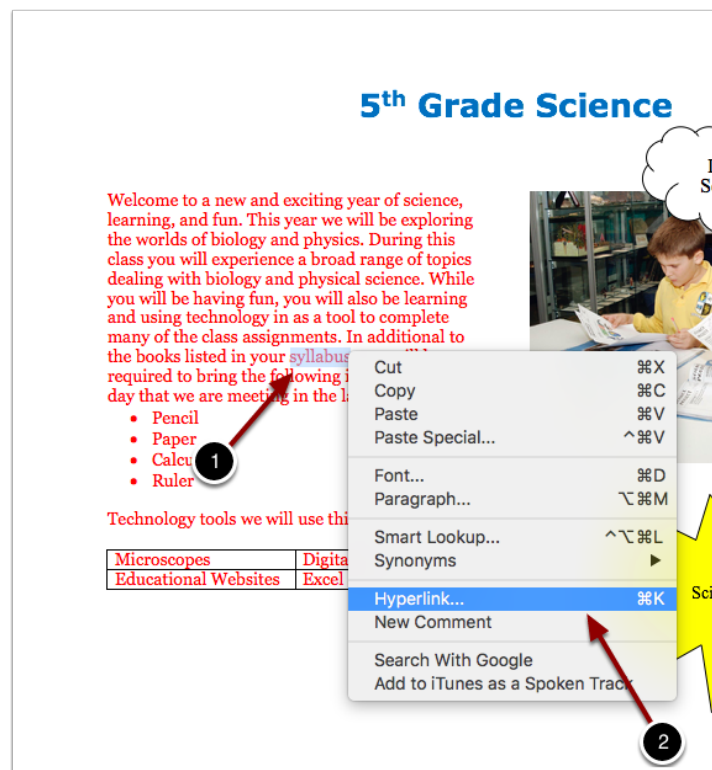
💡 If the text doesn't appear when you start typing, check to make sure the color of the text isn't the same as the color of the shape.

📄 Created by Mallory

How Do I Insert A Hyperlink? (copied)

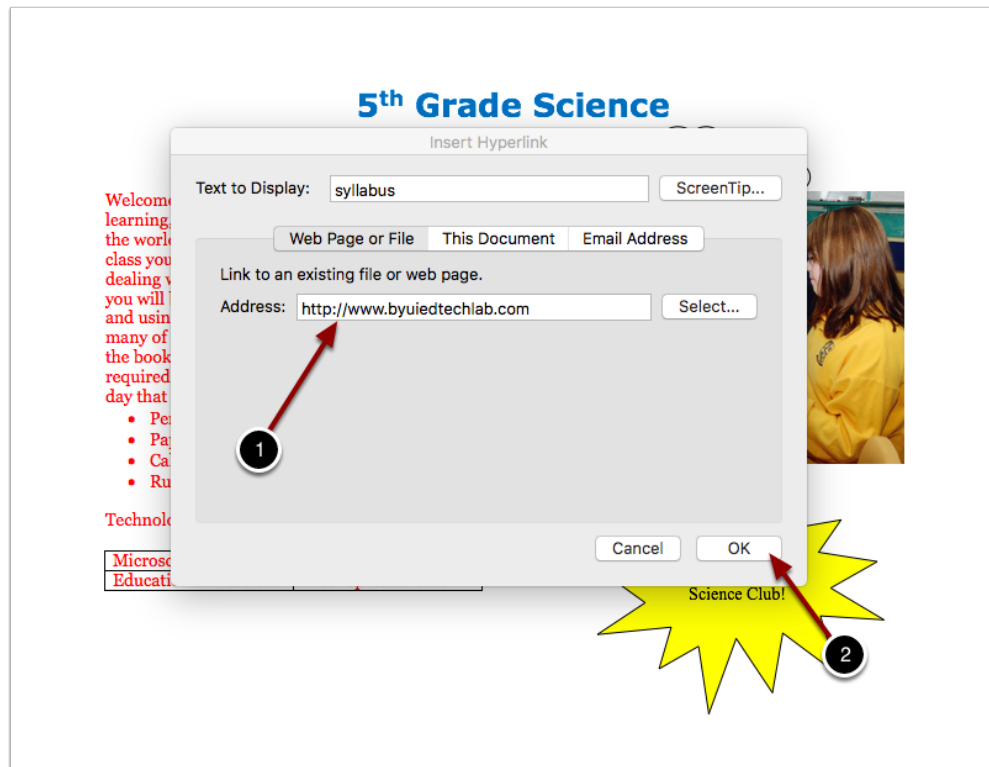
Hyperlinks are in text links that allow you to click on them and go to the linked website. Below are instructions on how to insert a hyperlink.

Insert a hyperlink



1. Highlight the word "syllabus" and right click on the mouse (or if using a mac, hold down the command key along with the K key).
2. Select the Hyperlink option.

Hyperlink continued



1. In the box that appears type the following in the address box: <http://www.byuiedtechlab.com>
2. Select the OK button.

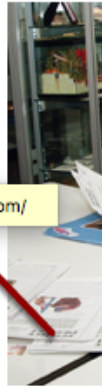
Hyperlink continued

Welcome to a new and exciting year of science, learning, and fun. This year we will be exploring the worlds of biology and physics. During this class you will experience a broad range of topics dealing with biology and physical science. While you will be having fun, you will also be learning and using technology in as a tool to complete many of the class assignments. <http://www.byuiedtechlab.com/> the books listed in your syllabus, you will be required to bring the following items to class any day that we are meeting in the lab:

- Pencil
- Paper
- Calculator
- Ruler

Technology tools we will use this year:

Microscopes	Digital Cameras
Educational Websites	Excel Spreadsheets



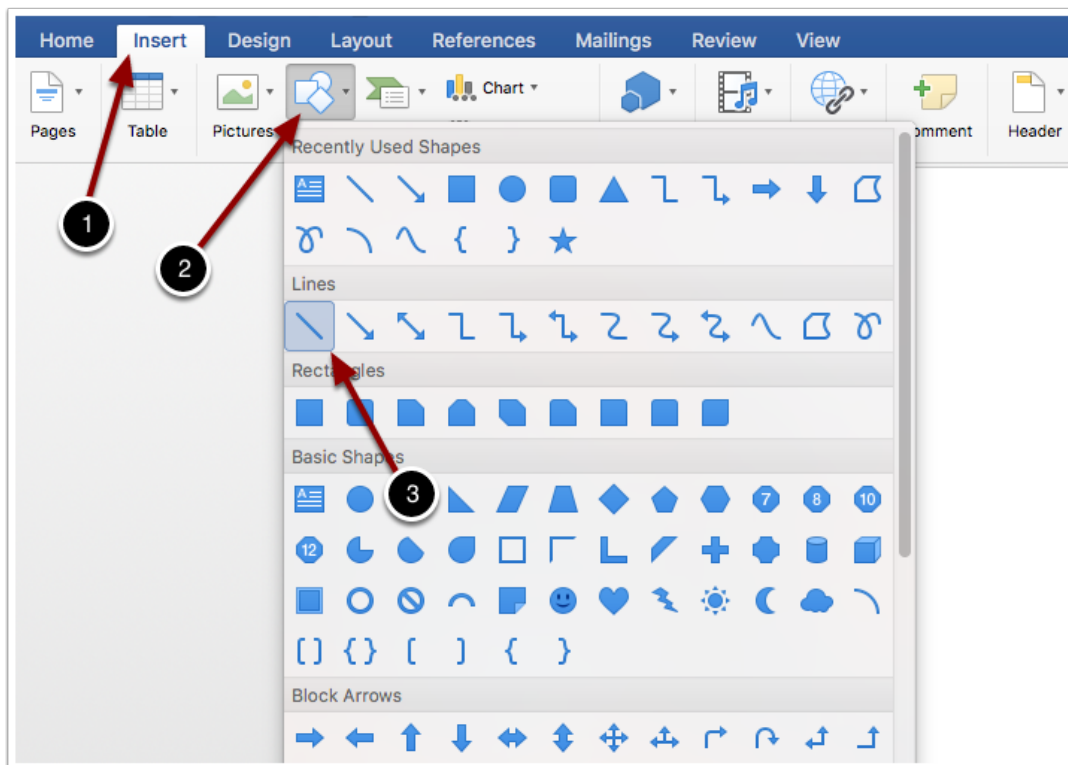
i This is what the hyperlink will look like afterward. It will be a different color and underlined. You can check if it works properly by clicking on the word "syllabus" or hovering mouse over the word to make this yellow box appear.

i Created by Emily H

How Do I Insert A Line Into Word?

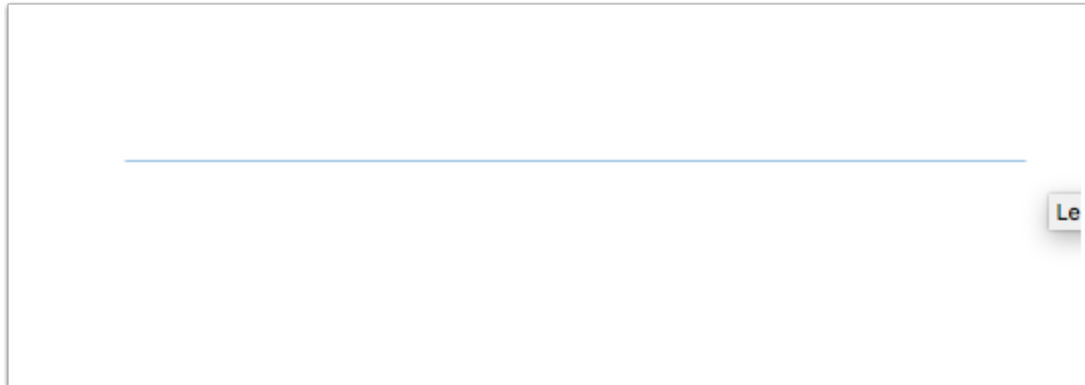
Below are instructions on how to insert a line into a word document.

Inserting a line



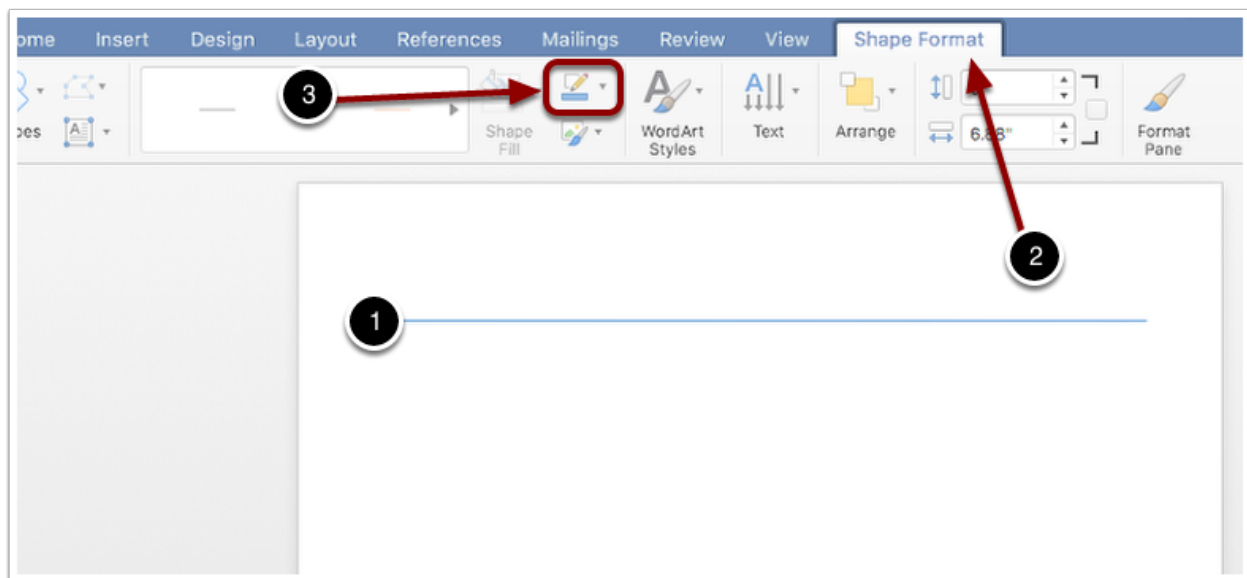
1. Select the insert tab.
2. Click Shapes.
3. Select the line shape.

Inserting a line continued



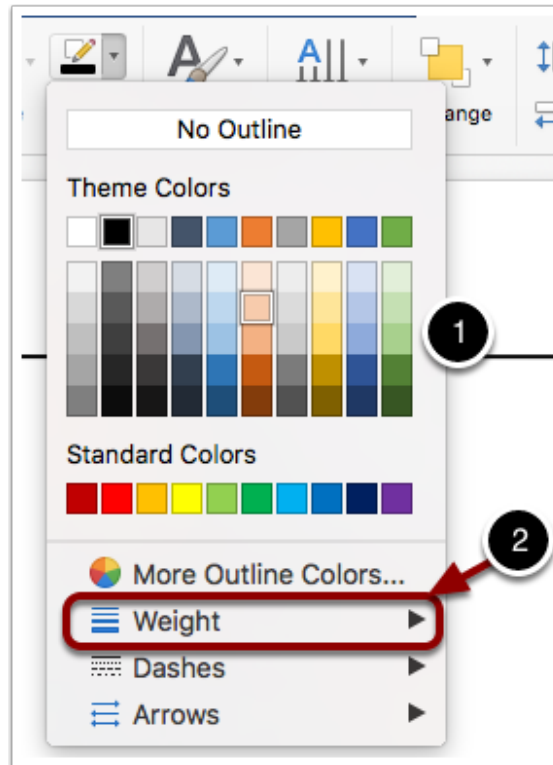
1. Click and draw the line.

Adjusting the line



1. Click on the shape.
2. Select the Shape Format tab.
3. Select the icon shown above.

Adjusting the line continued



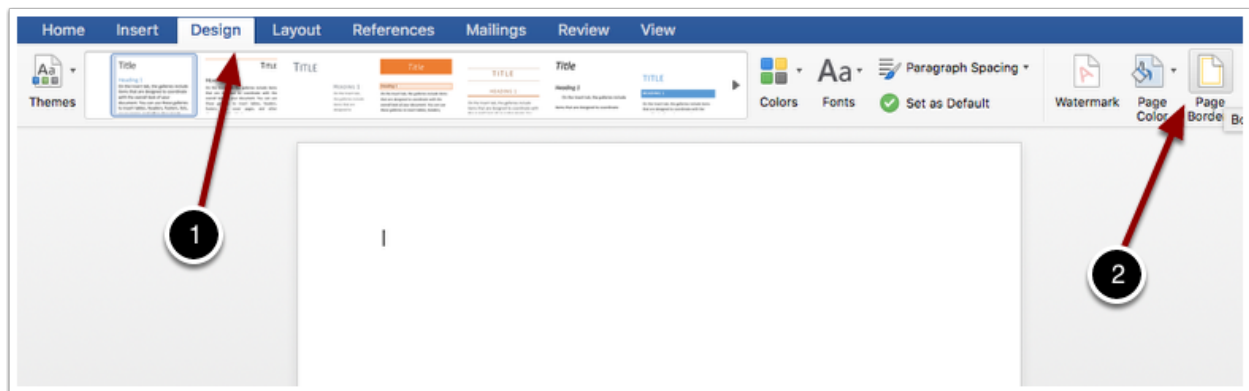
1. Select the color.
2. Click **Weight** to adjust the thickness of the line.

 Created by Mallory

How Do I Add A Page Border?

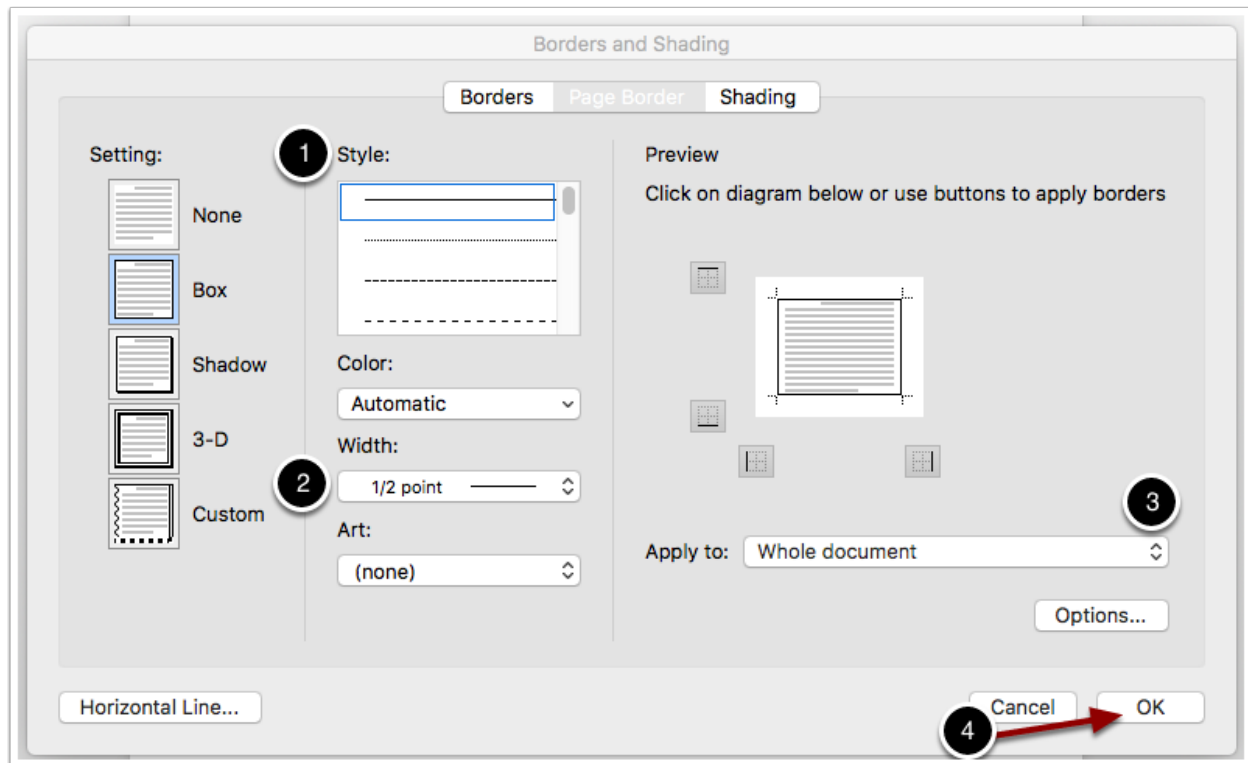
Below are instructions on how to add and edit a page border inside of a Word document.

Inserting a border



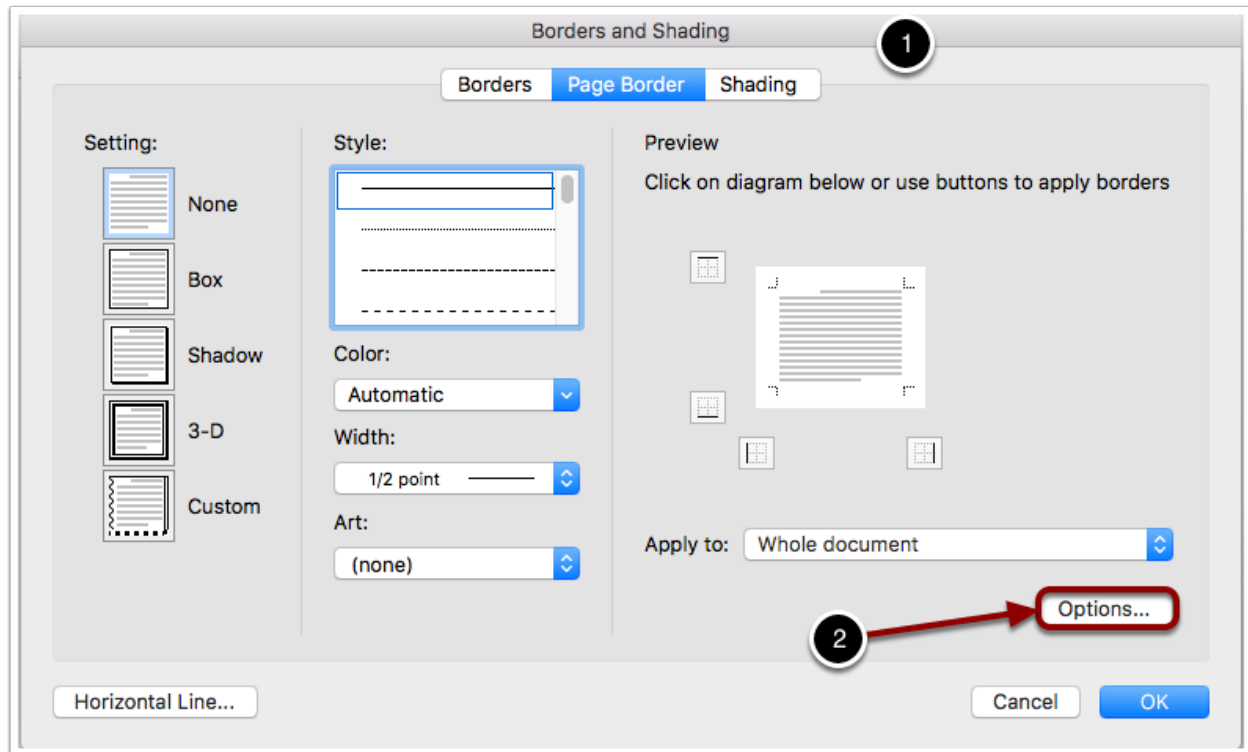
1. Select the design tab.
2. Click on the page border option.

Selecting a border



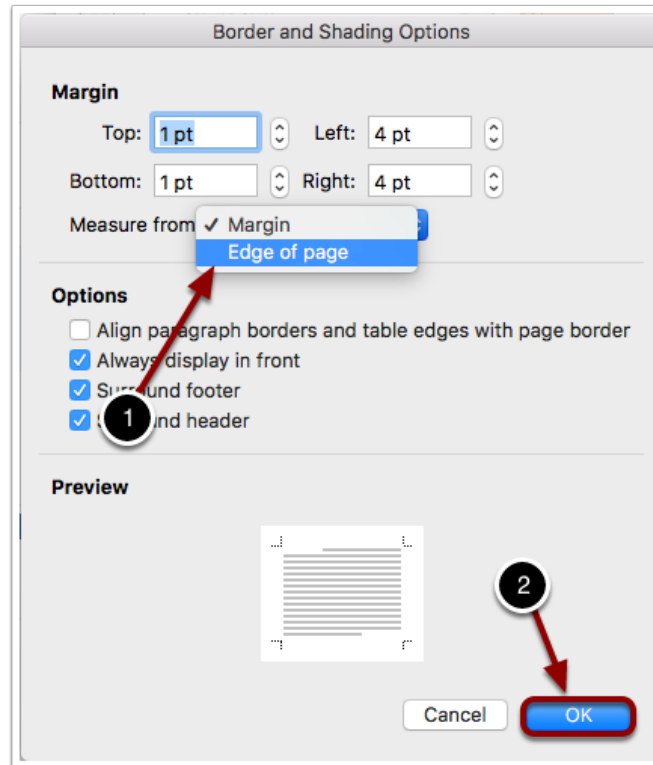
1. Select the style you would like to use.
2. Adjust the width.
3. Make sure to select **apply to Whole document**.
4. Select OK.

Applying border from edge of page



1. Open up the **page border** option.
2. Select **Options**.

Edge of page border continued

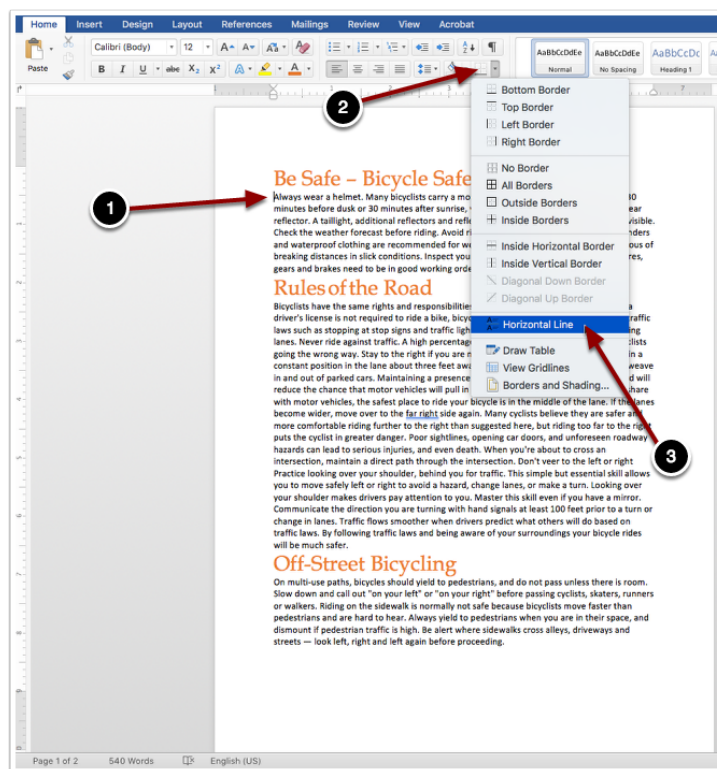


1. Select the **Measure from** option and change from **Margin** to **Edge of page**.
2. Select **OK**.

How to Insert a Solid Line

Below are instructions on how to insert a line underneath a text

Insert a Horizontal Line



1. Place cursor at the **beginning** of the paragraph.
2. Click the drop down menu of the "Borders" icon
3. Select "Horizontal Line"



If required, do the same process for all other titles.

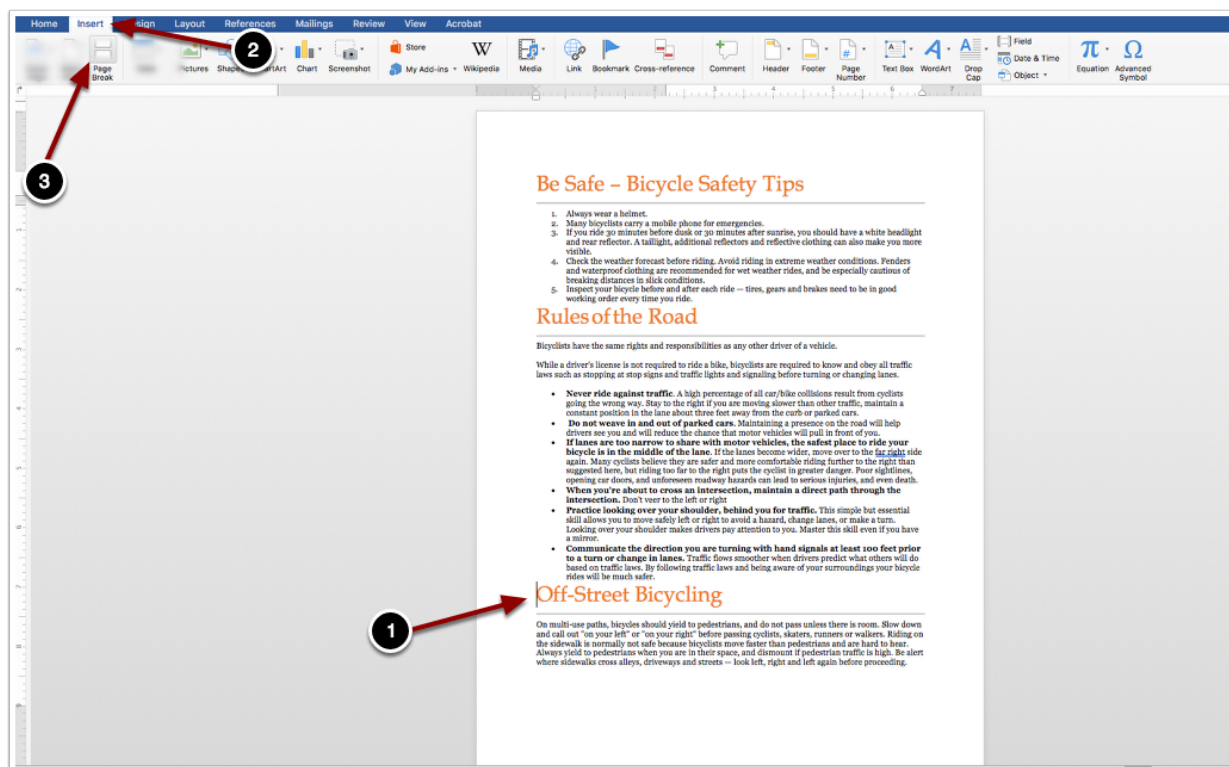


Created by Guillermo

How to Insert a Page Break

Below are instructions on how to insert a page break in a Word Document.

Insert a Page Break to separate content.



1. Place the cursor on the area you want to separate.
2. Select the "Insert" tab.
3. Click on the "Page Break" icon.

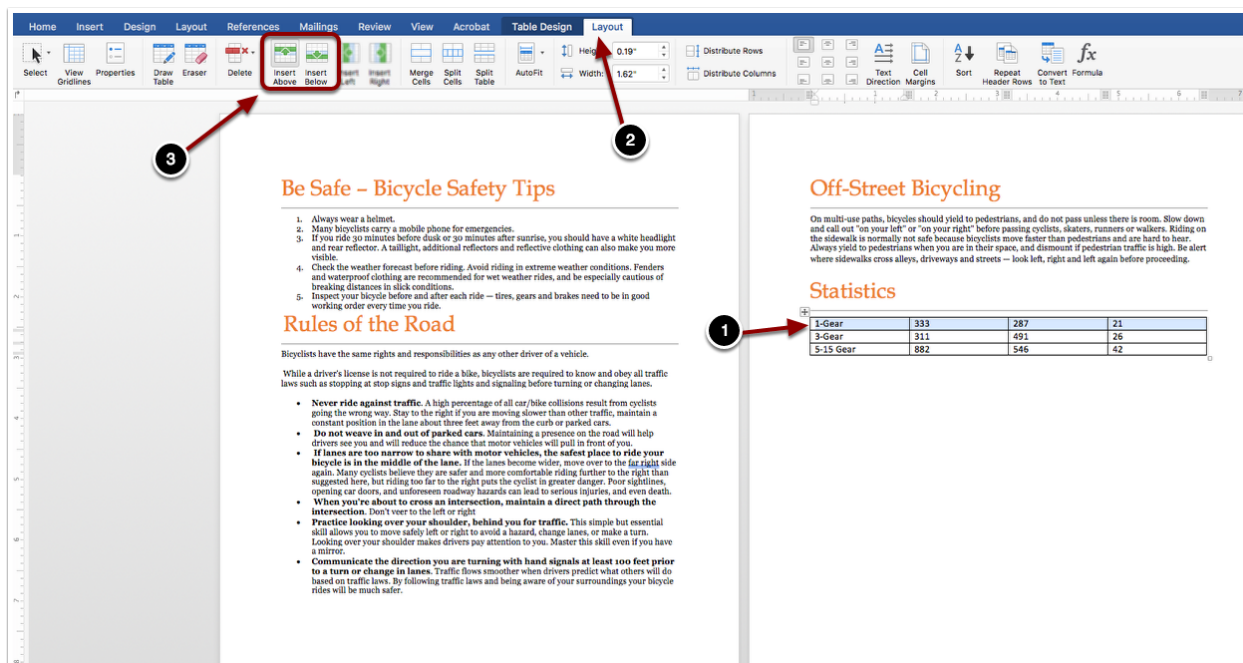


Page break indicates where the content of one page ends and where the new page starts.

How to Insert Rows and Columns in a Table

Below are instructions on how to add additional rows and columns in a Word table.

Insert a Row



1. Select the first row.
2. Click the "Layout" tab.
3. Click on the "Insert Above" or "Insert Below" icon depending where you want the row to be inserted.

Insert a Column

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. Three red arrows and numbered circles indicate the steps for inserting a column:

- 1:** Points to the 'Insert Left' icon in the 'Layout' tab ribbon.
- 2:** Points to the 'Layout' tab itself.
- 3:** Points to the 'Insert Left' icon.

The document content includes sections on bicycle safety and a table of statistics.

Be Safe – Bicycle Safety Tips

1. Always wear a helmet.
2. Many bicyclists carry a mobile phone for emergencies.
3. If you ride 30 minutes before dusk or 30 minutes after sunrise, you should have a white headlight and rear reflector. A taillight, additional reflectors and reflective clothing can also make you more visible.
4. Check the weather forecast before riding. Avoid riding in extreme weather conditions. Penders and waterproof clothing are recommended for wet weather rides, and be especially cautious of breaking distances in slick conditions.
5. Inspect your bicycle before and after each ride – tires, gears and brakes need to be in good working order every time you ride.

Rules of the Road

Bicyclists have the same rights and responsibilities as any other driver of a vehicle.

While a driver's license is not required to ride a bike, bicyclists are required to know and obey all traffic laws such as stopping at stop signs and traffic lights and signaling before turning or changing lanes.

- **Never ride against traffic.** A high percentage of all car/bike collisions result from cyclists going the wrong way. Stay to the right if you are moving slower than other traffic, maintain a constant position in the lane about three feet away from the curb or parked cars.
- **Do not weave in and out of parked cars.** Maintaining a presence on the road will help drivers see you and will reduce the chance that motor vehicles will pull in front of you.
- **If lanes are too narrow to share with motor vehicles, the safest place to ride your bicycle is in the middle of the lane.** If the lanes become wider, move over to the far right side again. Many cyclists believe they are safer and more comfortable riding further to the right than suggested here, but riding too far to the right puts the cyclist in greater danger. Poor sightlines, opening car doors, and unforeseen roadway hazards can lead to serious injuries, and even death.
- **When you're about to cross an intersection, maintain a direct path through the intersection.** Don't veer to the left or right.
- **Practice looking over your shoulder, behind you for traffic.** This simple but essential skill allows you to move safely left or right to avoid a hazard, change lanes, or make a turn. Looking over your shoulder makes drivers pay attention to you. Master this skill even if you have a mirror.
- **Communicate the direction you are turning with hand signals at least 100 feet prior to a turn or change in lanes.** Traffic flows smoother when drivers predict what others will do based on traffic laws. By following traffic laws and being aware of your surroundings your bicycle rides will be much safer.

Off-Street Bicycling

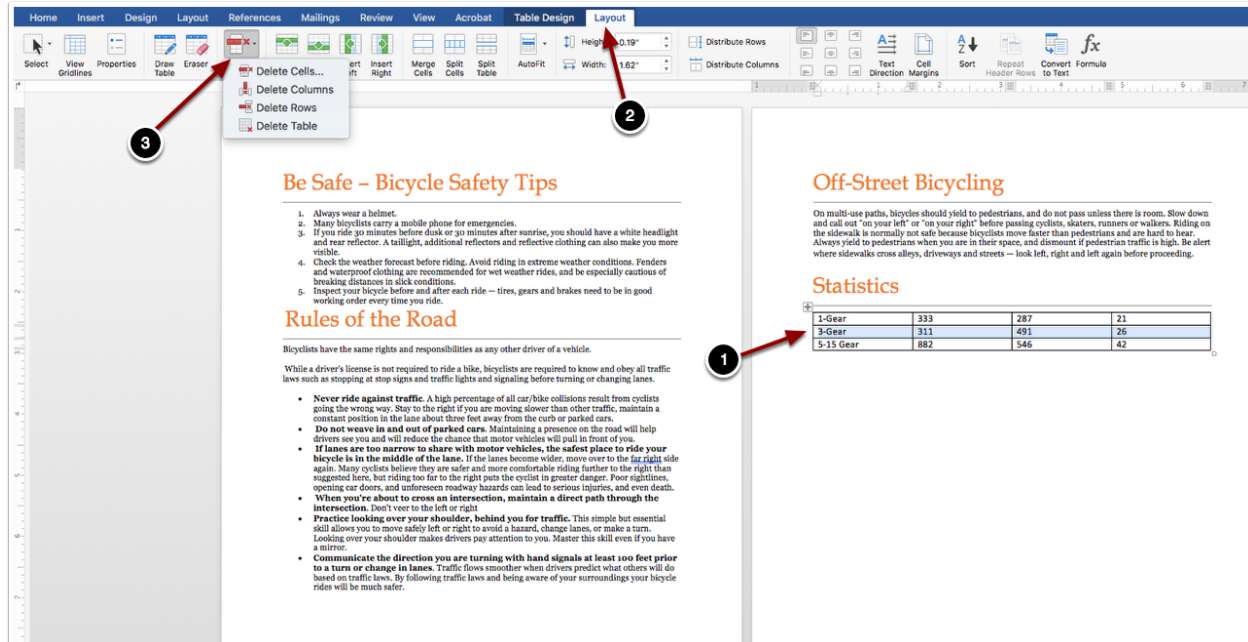
On multi-use paths, bicyclists should yield to pedestrians, and do not pass unless there is room. Slow down and call out "on your left" or "on your right" before passing cyclists, skaters, runners or walkers. Riding on the sidewalk is normally not safe because bicyclists move faster than pedestrians and are hard to hear. Always yield to pedestrians when you are in their space, and dismount if pedestrian traffic is high. Be alert where sidewalks cross alleys, driveways and streets – look left, right and left again before proceeding.

Statistics

1-Gear	333	287	21
3-Gear	311	491	26
5-15 Gear	882	546	42

1. Select a column.
2. Click the "Layout" tab.
3. Click on the "Insert Left" or "Insert Right" icon depending where you want the column to be inserted.

Delete a Row or a Column



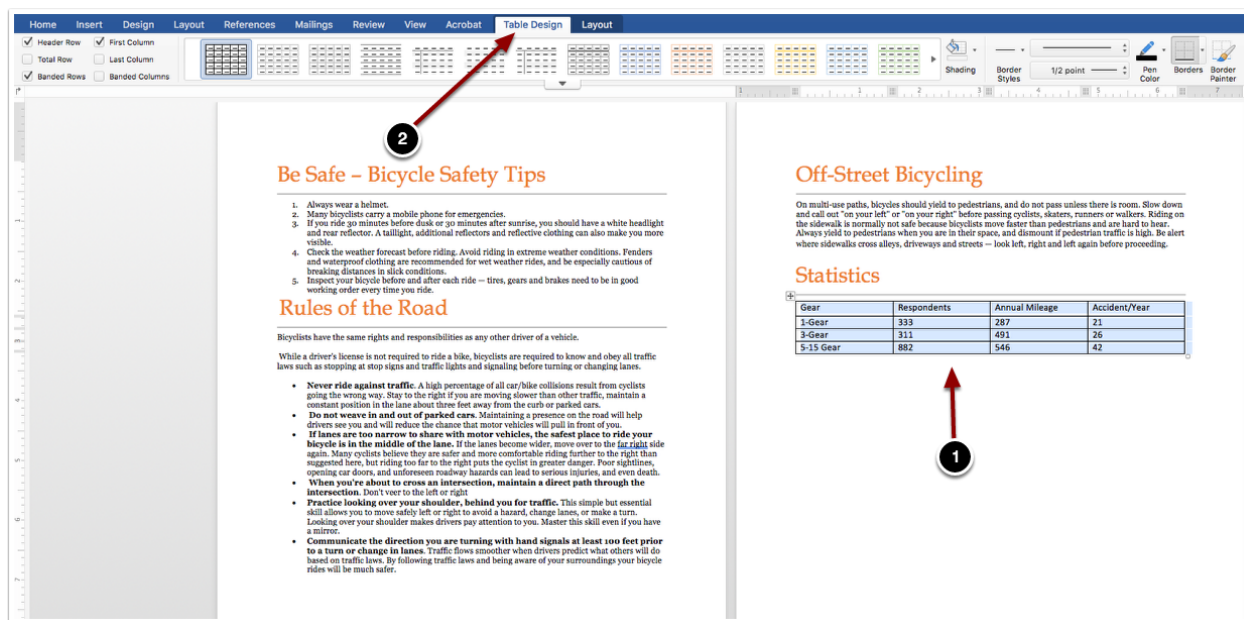
1. Select a Row or a Column.
2. Click the "Layout" tab.
3. Click the "Delete" icon, and choose the option you need.

💡 Rows are horizontal, and Columns are vertical.

How to Add a Table Style

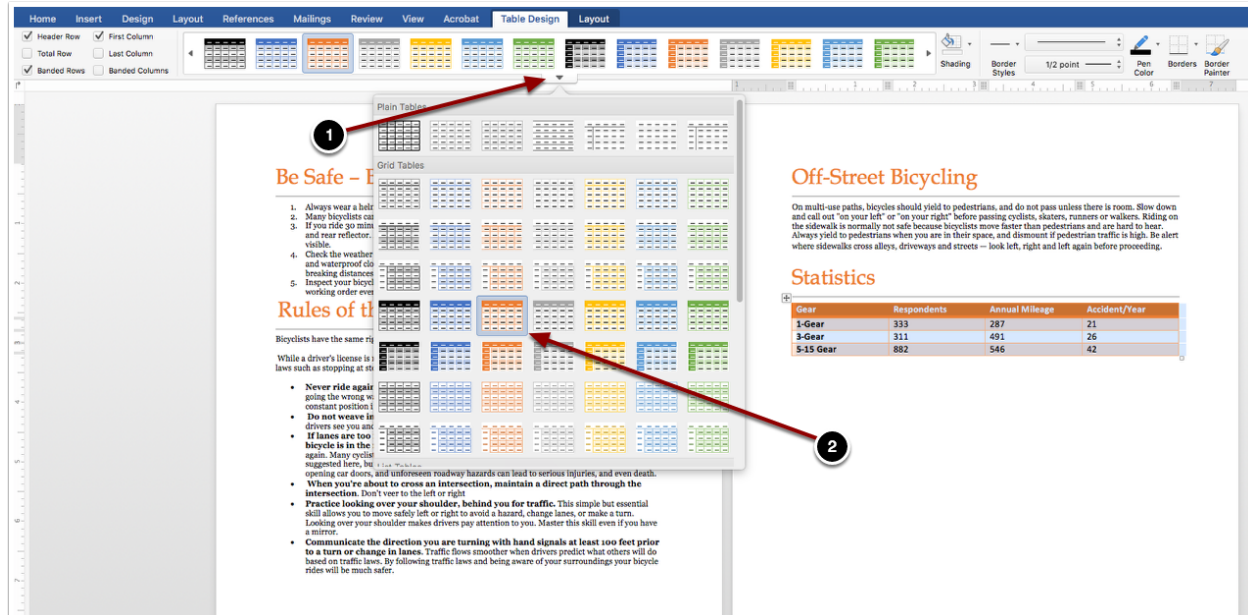
Below are instructions on how to add a table design to a current table on Word.

Use the Table Design Tab




1. Select the table
2. Click on the "Table Design" tab.

Choose a Table Style



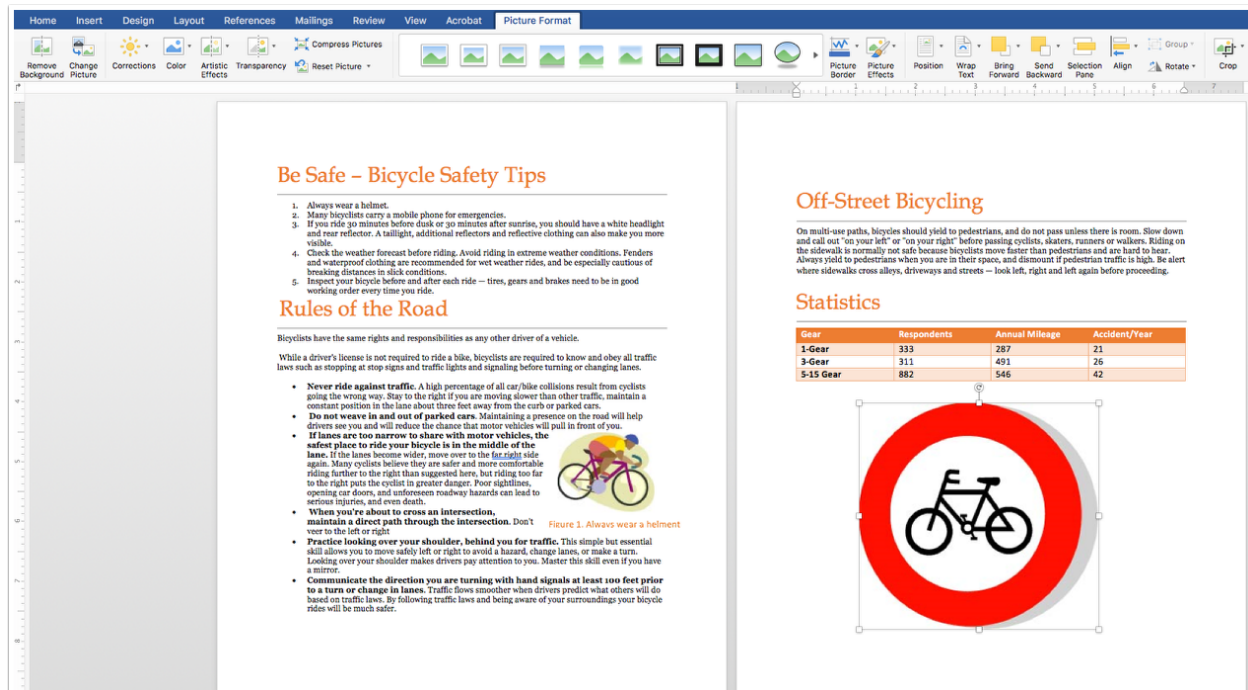
1. Click on the dropdown button to display all table designs.
2. Click on the design of your choice.

 Created by Guillermo S

How to Recolor an Image

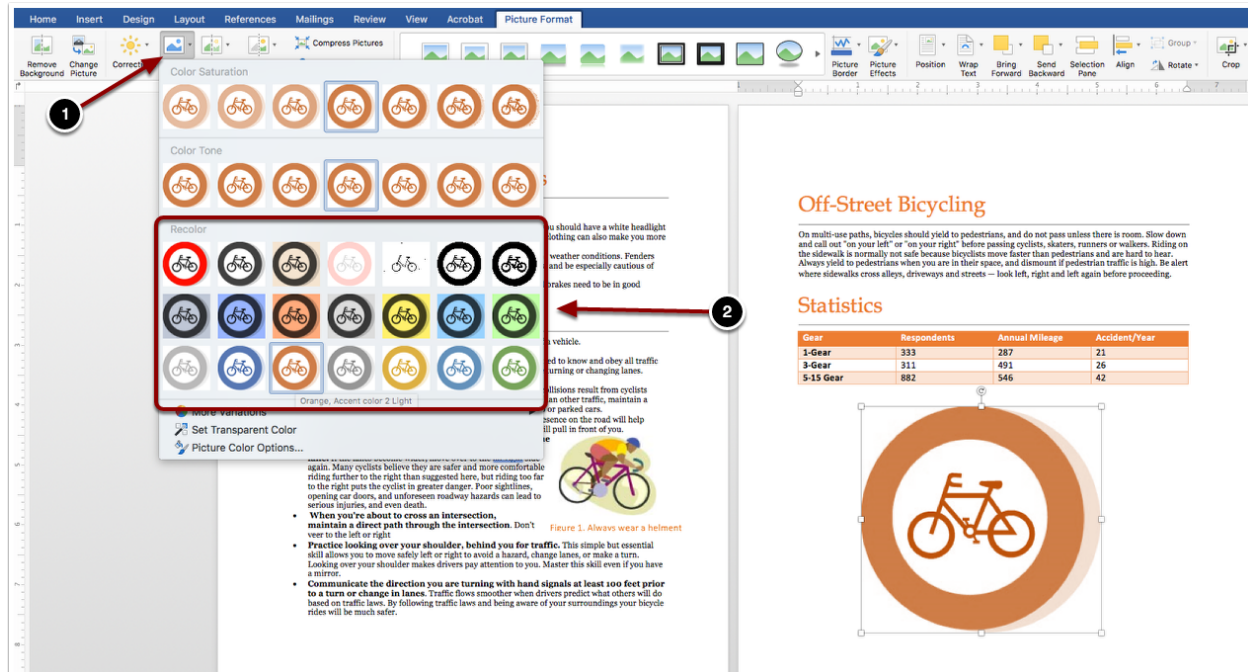
Below are instructions on how to recolor an image in a Word document.

Use the Picture Format Tab



1. Click on the image you want to recolor.
2. Click on the "Picture Format" tab.

Recoloring Images



The screenshot shows the Microsoft Word interface with the 'Picture Format' tab selected. The 'Recolor' button in the ribbon is highlighted with a red circle and a red arrow labeled '1'. A dropdown menu is open, showing various recoloring options. A red box highlights the 'Recolor' section of the menu, and a red arrow labeled '2' points to a specific recolor style in the grid.

Off-Street Bicycling

On multi-use paths, bicycles should yield to pedestrians, and do not pass unless there is room. Slow down and call out "on your left" or "on your right" before passing cyclists, skaters, runners or walkers. Riding on the sidewalk is generally not safe because bicycles move faster than pedestrians and are hard to hear. Always yield to pedestrians when you are in their space, and dismount if pedestrian traffic is high. Be alert where sidewalks cross alleys, driveways and streets — look left, right and left again before proceeding.

Statistics

Gear	Respondents	Annual Mileage	Accident/Year
1-Gear	333	287	21
3-Gear	311	491	26
5-15 Gear	882	546	42

Figure 1. Always wear a helmet

1. Click on the "Color" icon.
2. Select a recolor style from the options.



Created by Guillermo S

Excel

How Do I Copy And Paste Content Into Excel? (copied)

Copy the Content From the Webpage

Below are instructions on how to copy and paste content from a webpage into Excel.

Spreadsheet Data: Copy and paste this table into Excel by clicking and dragging in between arrows to ensure that the entire table is selected. Then right-click and choose copy.

Chrome typically has less issues copying this content

Start dragging here -->

Date	Item	Quantity	Item/Cost	Total Cost	Percentage of Total Balance
10/10/2004	Pencils	115	\$0.		
10/11/2004	Pens	117	\$0.		
10/12/2004	Scissors	45	\$1.		
10/13/2004	Glue	37	\$2.		

Look Up "Classroom Budget \$4,000.00 Starting Balance Date..."

- Copy
- Search Google for "Classroom Budget \$4,000.00 Starting Balance Date..."
- Print...
- Inspect
- Speech
- Add to iTunes as a Spoken Track

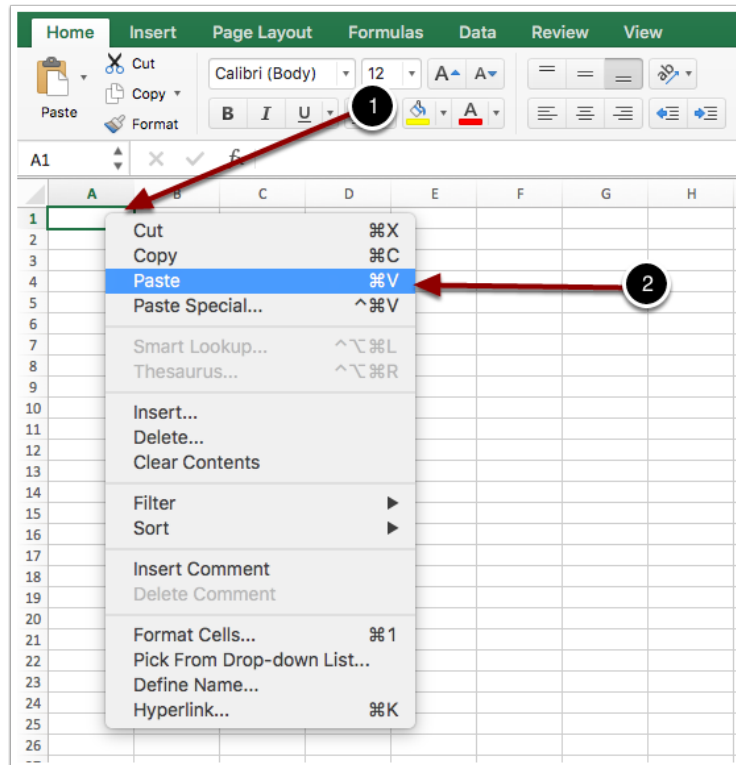
(If needed, the link to the webpage is <http://www.byuiedtechlab.com/exl-p-content.html>)

1. Follow the directions on the page and click and drag until all of the data is highlighted.
2. Right click and select copy (or use "Command C" on Mac and "Ctrl + C" on Windows).



Make sure you are using Google Chrome. We have found that the content transfers over best when Google Chrome is used.

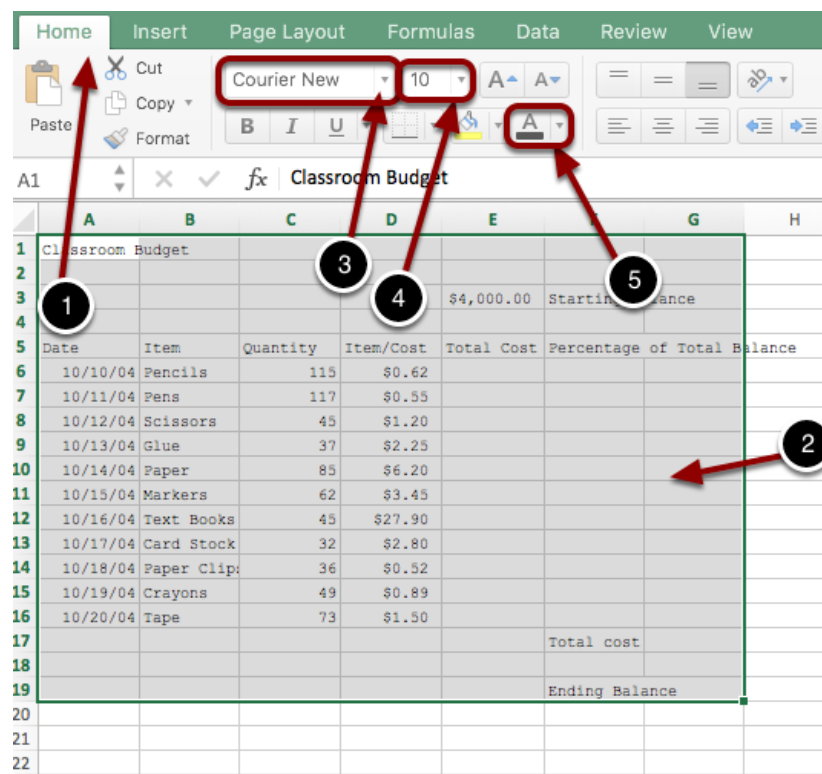
Paste the Content From the Webpage to Cell A1



1. Right click in cell A1 (or use the keyboard, selecting the command key and the v key).
3. Select the the paste option.

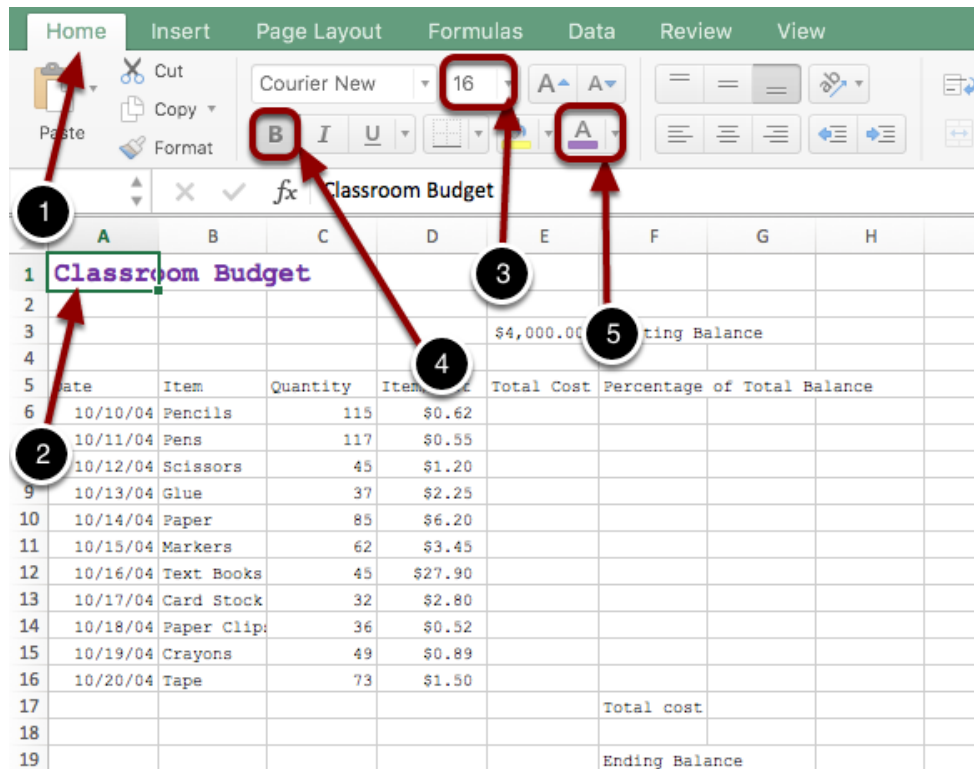
 Created by Mallory

Format the data (A1-F19) to Courier New 10 pt. black



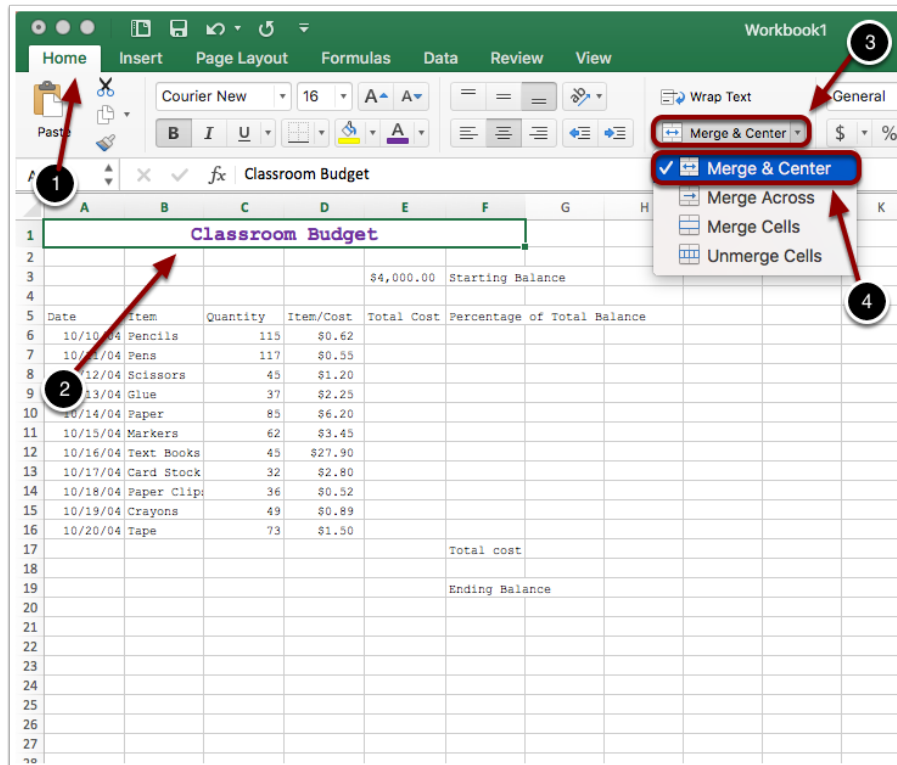
1. Select the **home** tab.
2. Highlight all of the **data** from A1-F19.
3. Select which **font** you want to use, using the icon shown above.
4. Select the size you want to use.
5. Change the **color** of the font by selecting the icon shown above. (An A with a line underneath).

Format the text in Row 1 to Courier New 16 pt. purple, bold



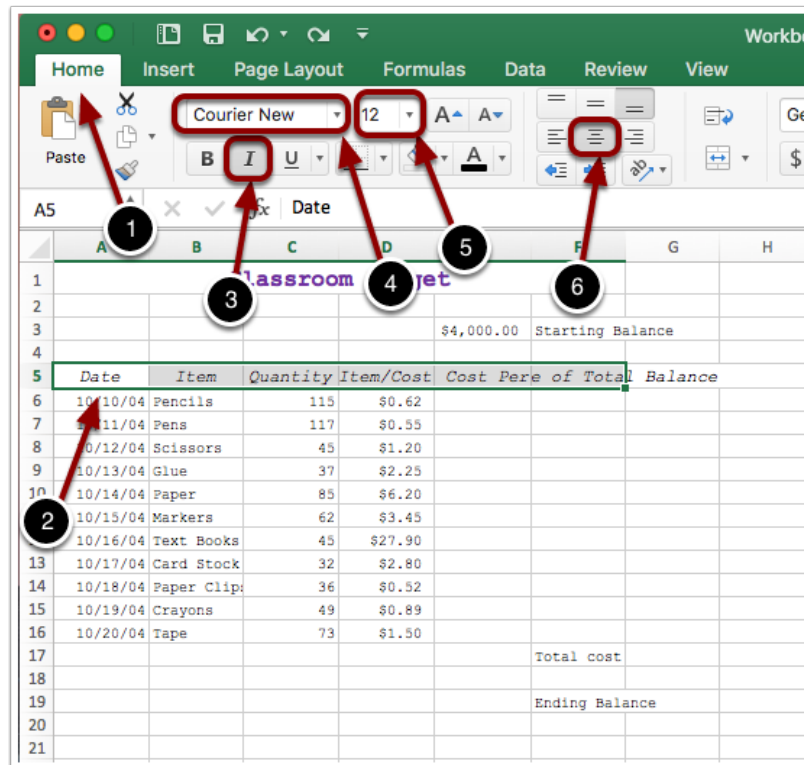
1. Select the home tab.
2. Click into cell A1.
3. Select the size you want to use, using the icon shown above.
4. Select the bold button.
5. Change the color of the font by selecting the icon shown above. (An A with a line underneath).

Merge and center the text in Row 1 across columns A-F



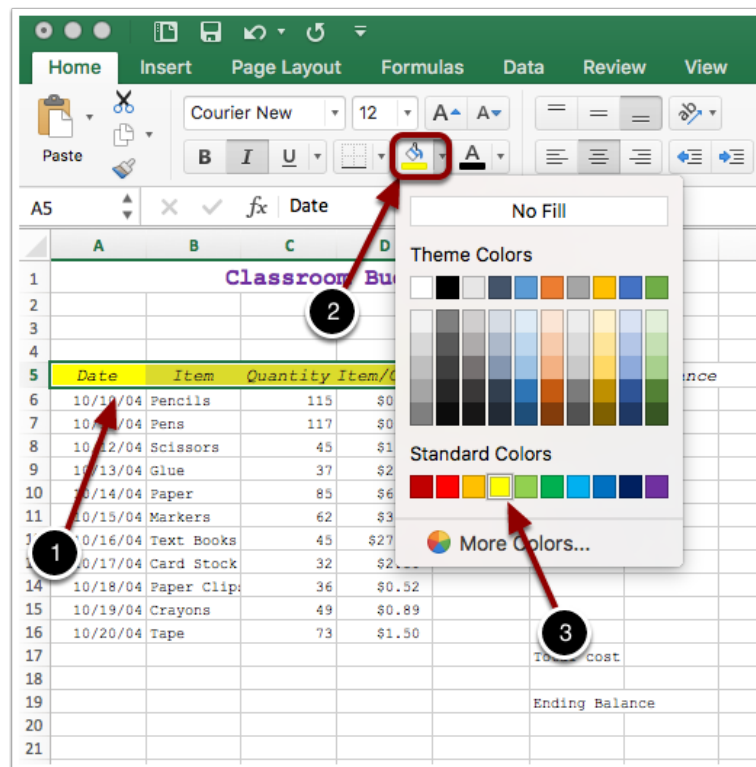
1. Select the home tab.
2. Highlight the data from A1-F1.
3. Select the merge and center drop-down box.
4. Select the merge and center option.

Format the headings in Row 5 to Courier New 12 pt. black, italic, centered.



1. Select the home tab.
2. Highlight the data from A5-F5.
3. Select the italic button.
4. Select which font you want to use, using the icon shown above.
5. Select the size you want to use, using the icon shown above.
6. Select the center text button.

Add a light yellow cell background to the headings in Row 5.

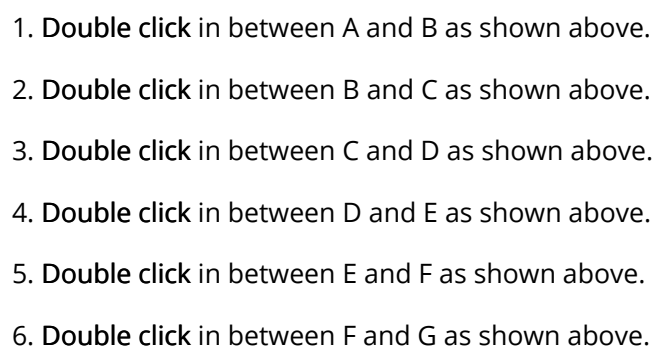


1. Highlight the data from A5-F5.
2. Select the fill color button, using the icon shown above.
3. Select the color you want to use.

i The color does not have to be the exact shade of light yellow shown in the example above. It should, however, look as close to the final excel project as possible.

i Created by Emily H

Adjust the column width to fit the data.



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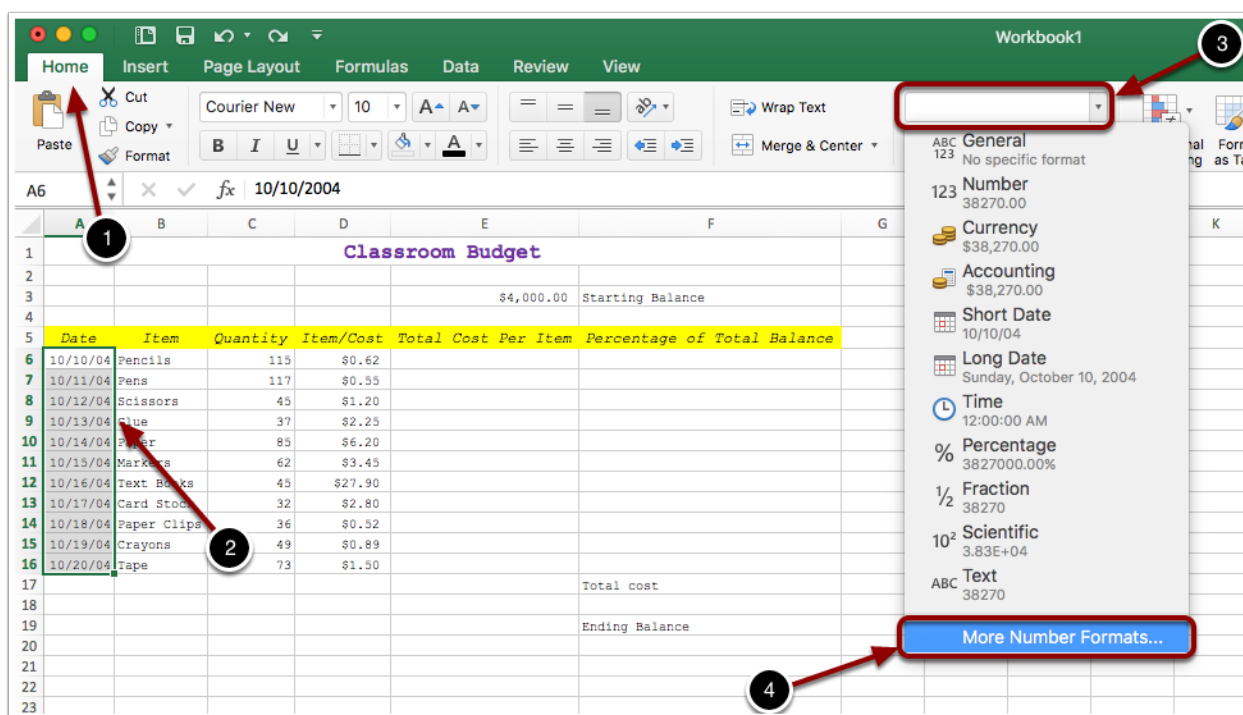


Created by Emily H

How To Change The Format Of Dates? (copied)

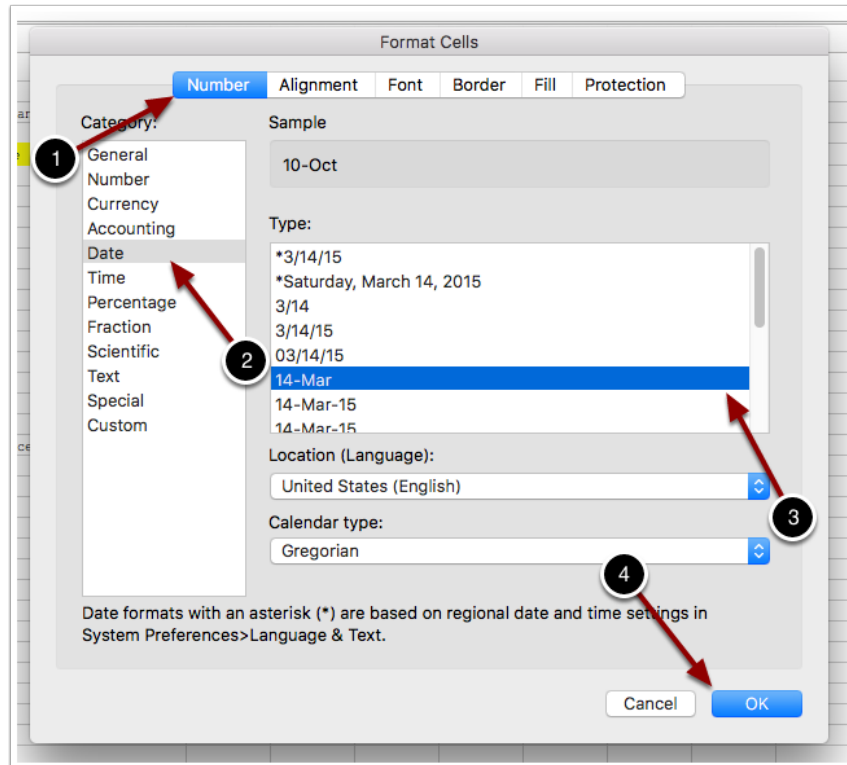
Below are instructions on how to change the format of dates in Excel.

Format the dates in the cells in Column 1 to show day and month.



1. Select the home tab.
2. Highlight the data from A6-A16.
3. Select the number format drop-down box as shown above.
4. Select the more number formats option at the bottom.

Format the dates cont.



1. Select the number button.
2. Select the date option.
3. When this box appears, select the date format you want to use.
4. Click the OK button.



Created by Emily H

How Do I Complete Formulas And Functions? (copied)

Below are instructions on how to enter formulas and functions into an excel spreadsheet.

In cell E6 write your own formula for the total cost of pencils

The screenshot shows an Excel spreadsheet titled "Classroom Budget". The formula bar at the top displays `=C6*D6`, which is highlighted with a red box. A red arrow points from this formula bar to cell E6. Another red arrow points from cell E6 to the "Total Cost Per Item" column header. A third red arrow points from the "Total Cost Per Item" column header to the "Pencils" row. A fourth red arrow points from the "Pencils" row to cell C6. A fifth red arrow points from cell C6 to cell D6. A sixth red arrow points from cell D6 to cell E6. Numbered circles 1 through 6 are placed near these arrows to indicate the sequence of steps.

Item	Quantity	Item/Cost	Total Cost Per Item	Percentage of Total Balance
Pencils	115	\$0.62	<code>=C6*D6</code>	
Pens	117	\$0.52		
Scissors	4	\$1.00		
Glue	37	\$0.25		
Marker	80	\$6.20		
Markers	12	\$3.45		
Text Books	45	\$27.90		
Hard Stock	3	\$2.80		
Paper Clips	36	\$0.52		
Rayons	49	\$0.89		
Shape	73	\$1.50		
				Total cost
				Ending Balance

1. Click into cell E6.
2. Start a formula (or function) by inserting an equal sign (=).
3. Click (or type) what cell you want to use in the equation. To find the cost of pencils click cell C6.
4. To multiply the numbers in two different cells, insert an asterisk (*).
5. Click (or type) the cell you want to multiply. To find the cost of pencils click cell D6.

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6. Once your equation is complete, press enter. You can see the equation you entered in the box shown above.

Apply to all items

The screenshot shows a spreadsheet with the following data:

Date	Item	Quantity	Item/Cost	Total Cost Per Item	Percentage of Total
10-Oct	Pencils	115	\$0.62	\$71.30	
11-Oct	Pens	117	\$0.55	\$64.35	
12-Oct	Scissors	45	\$1.20	\$54.00	
13-Oct	Glue	37	\$2.25	\$83.25	
14-Oct	Paper	85	\$6.20		
15-Oct	Markers	62	\$3.45		
16-Oct	Text Books	45	\$27.90		
17-Oct	Card Stock	32	\$2.80		
18-Oct	Paper Clips	36	\$0.52		
19-Oct	Crayons	49	\$0.89		
20-Oct	Tape	73	\$1.50		

Below the table, there are rows for 'Total cost' and 'Ending Balance'. A red arrow points from a green square in the corner of the selection box to the 'Total cost' row. Another red arrow points from a circle with the number '2' to the 'Ending Balance' row.

1. Click on the green square in the corner.
2. Drag the square as far down as needed.

In cell E17 use the Sum function to add the dollar amounts in Column E

GE =SUM(E6:E16)

A	B	C	D	E
				Classroom Budget
				\$4,000.00 Star
te	Item	Quantity	Item/Cost	Total Cost Per Item
-Oct	Pencils	115	\$0.62	\$71.30
-Oct	Pens	117	\$0.55	\$64.35
-Oct	Scissors	45	\$1.20	\$54.00
-Oct	Glue	37	\$2.25	\$83.25
-Oct	Paper	85	\$6.20	\$527.00
-Oct	Markers	62	\$3.45	\$213.90
-Oct	Text Books	45	\$27.90	\$1,255.50
-Oct	Card Stock	32	\$2.80	\$89.60
-Oct	Paper Clips	36	\$0.52	\$18.72
-Oct	Crayons	49	\$0.89	\$43.61
-Oct	Tape	73	\$1.50	\$109.50
				=SUM(E6:E16)
				Total
				Endi

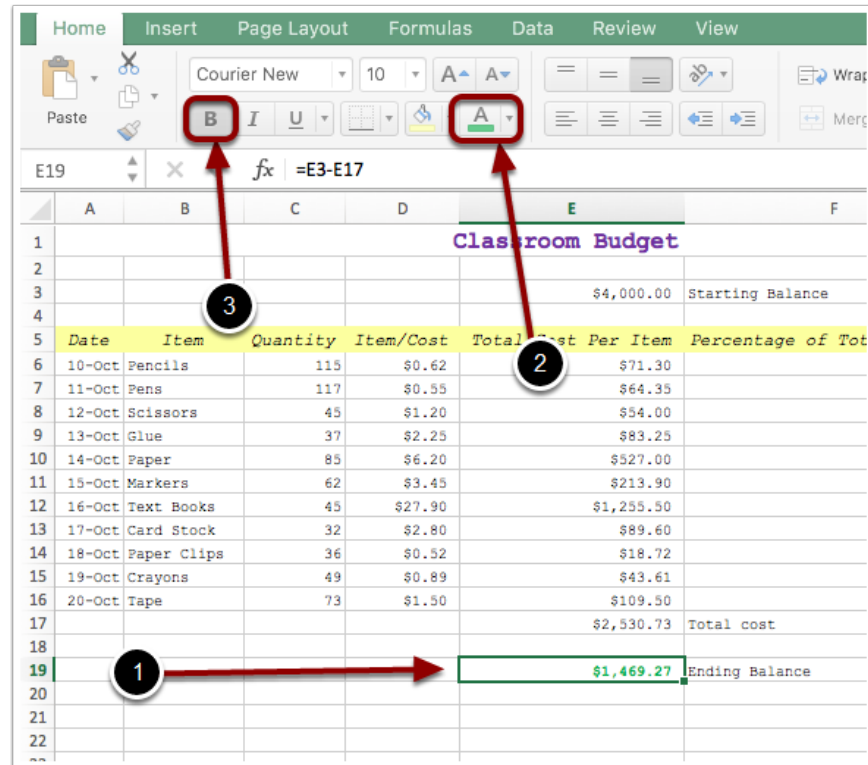
1. Click into cell E17.
2. Insert an equal sign (=).
3. To use a function, start typing SUM after the equal sign.
4. Click and drag for whatever cells you want to use in the function.

In cell E19, calculate the ending balance based on the starting balance of \$4,000

	A	B	C	D	E	
1						Classroom Budget
2						
3					\$4,000.00	Starting Balance
4						
5	Date	Item	Quantity	Item/Cost	Total Cost Per Item	Percentage of
6	10-Oct	Pencils	115	\$0.62	\$71.30	
7	11-Oct	Pens	117	\$0.55	\$64.35	
8	12-Oct	Scissors	45	\$1.20	\$54.00	
9	13-Oct	Glue	37	\$2.25	\$83.25	
10	14-Oct	Paper	85	\$6.20	\$527.00	
11	15-Oct	Markers	62	\$3.45	\$213.90	
12	16-Oct	Text Books	45	\$27.90	\$1,255.50	
13	17-Oct	Card Stock	32	\$2.80	\$89.60	
14	18-Oct	Paper Clips	36	\$0.52	\$18.72	
15	19-Oct	Crayons	49	\$0.89	\$43.61	
16	20-Oct	Tape		\$1.50	\$109.50	
17					\$2,530.73	Total cost
18						
19					=E3-E17	Ending Balance
20						
21						

1. Click into cell E19 and enter an equal sign (=).
2. Start your equation with \$4,000 by clicking into cell E2.
3. Enter a subtraction sign (-).
4. Select E17 and click enter to find the ending balance.

Change the text to green, bold



1. Click into cell E19.
2. Select the icon shown above to change the font color.
3. Select the icon shown above to bold the font.

In cell F6 write your own formula to show the percentage of the starting total balance for the total cost of pencils (the percentage \$71.30 is of the original \$4,000)

Classroom Budget					
Date	Item	Quantity	Item/Cost	Total Cost Per Item	Percentage of Total Balance
				\$4,000.00	Starting Balance
10-Oct	Pencils	119	\$0.59	\$71.30	=E6/\$E\$6
11-Oct	Pens	117	\$0.55	\$64.35	
12-Oct	Scissors	45	\$1.20	\$54.00	
13-Oct	Glue	37	\$2.25	\$83.25	
14-Oct	Paper	85	\$6.20	\$527.00	
15-Oct	Markers	62	\$3.45	\$213.90	
16-Oct	Text Books	45	\$27.90	\$1,255.50	
17-Oct	Card Stock	32	\$2.80	\$89.60	
18-Oct	Paper Clips	36	\$0.52	\$18.72	
19-Oct	Crayons	49	\$0.89	\$43.61	
20-Oct	Tape	73	\$1.50	\$109.50	
				\$2,530.73	Total cost
				\$1,469.27	Ending Balance

1. Click into cell F6 and enter an equal sign (=).
2. Click into cell E6.
3. Insert a slash symbol (/) to represent division.
4. Insert cell E3.

i Notice in the image that I entered money signs into the equation. If you want to keep a specific cell in the equation the same even when you apply it to other cells, entering the money sign allows you to do so. Enter (\$) then the column letter, then (\$) and the row number.

Apply to all rows

			\$4,000.00	Starting Balance	
Item	Quantity	Item/Cost	Total Cost	Per Item	Percentage of Total Balance
Item	115	\$0.62	\$71.30		\$0.02
Item	117	\$0.55	\$64.35		\$0.02
Items	45	\$1.20	\$54.00		\$0.01
	37	\$2.25	\$83.25		\$0.02
	85	\$6.20	\$527.00		\$0.13
Item	62	\$3.45	\$213.90		
Books	45	\$27.90	\$1,255.50		
Book	32	\$28.80	\$89.60		
Clips	36		\$18.72		
Item	49	\$8.89	\$43.61		
	73	\$1.50	\$109.50		
			\$2,530.73	Total cost	
			\$1,469.27	Ending Balance	

(Make sure to use the information in the blue box above. Otherwise the information in cell E3 will have to be entered into every equation.)

1. Click on the small, green square in the corner.
2. Drag the square down as long as needed.



Keep in mind that formulas and functions are different. If it specifies to use a formula, use your own equation to get the desired result. Functions are formulas already built into excel (such as SUM and AVG).

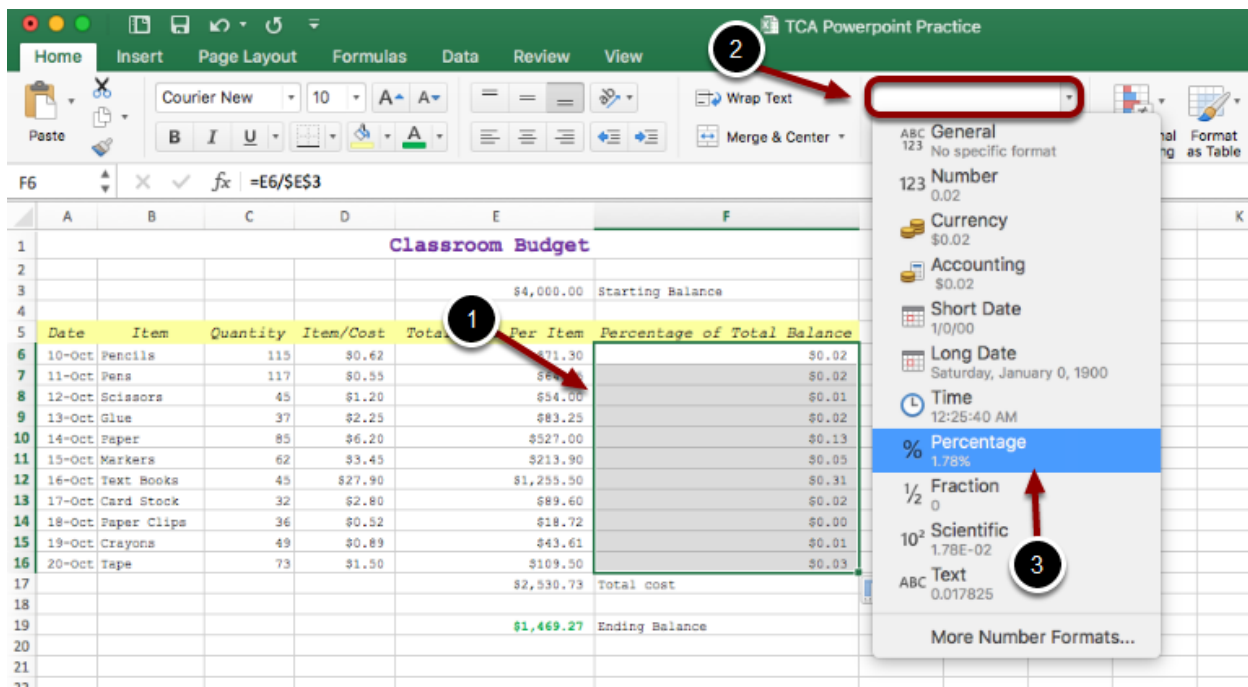


Created by Mallory

How Do I Change Data And Decimal Places? (copied)

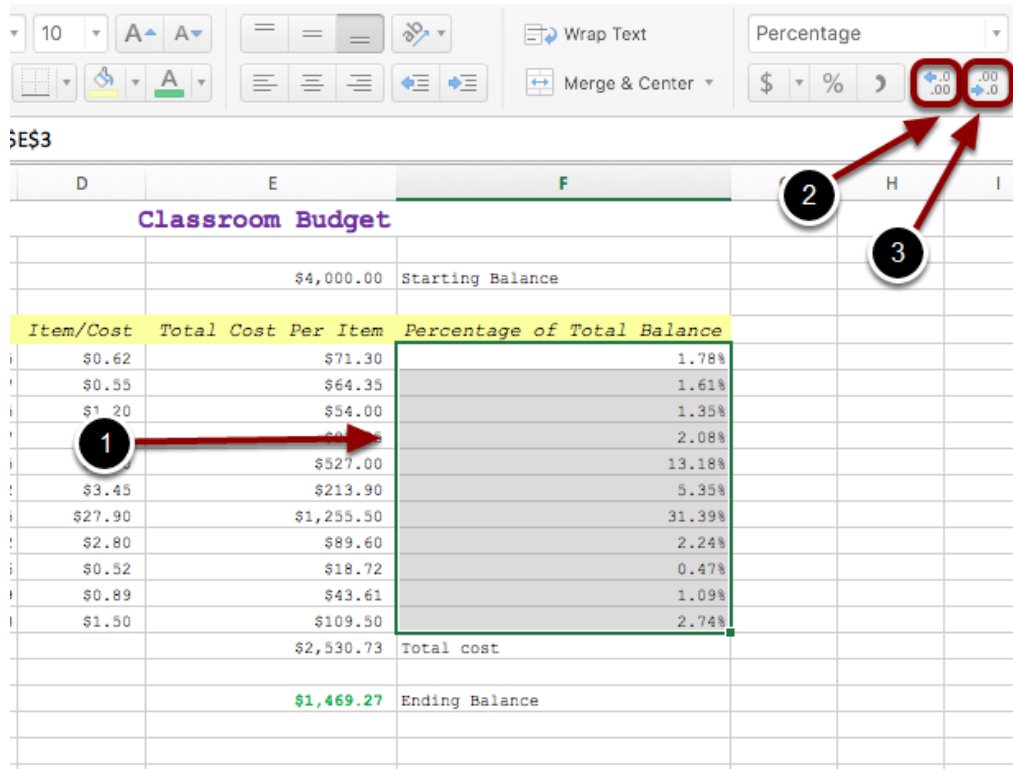
Changing Cell Data to be Percentages

Below are instructions on how to edit cell data to show percentages, as well as how to format decimal percision.



1. Highlight the data you want to change.
2. Select the box shown above.
3. Select Percentage.

Adding or Removing Decimal Precision



The screenshot shows an Excel spreadsheet titled "Classroom Budget". The ribbon at the top has the "Number" tab selected, with the "Percentage" dropdown menu open. The "Increase Decimal" button (a square with a plus sign and ".00") is circled with a red arrow labeled "2". The "Decrease Decimal" button (a square with a minus sign and ".00") is circled with a red arrow labeled "3". In the spreadsheet, a cell in the "Total Cost Per Item" column is highlighted with a red arrow labeled "1".

Item/Cost	Total Cost Per Item	Percentage of Total Balance
	\$4,000.00	Starting Balance
\$0.62	\$71.30	1.78%
\$0.55	\$64.35	1.61%
\$1.20	\$54.00	1.35%
	\$527.00	13.18%
\$3.45	\$213.90	5.35%
\$27.90	\$1,255.50	31.39%
\$2.80	\$89.60	2.24%
\$0.52	\$18.72	0.47%
\$0.89	\$43.61	1.09%
\$1.50	\$109.50	2.74%
	\$2,530.73	Total cost
	\$1,469.27	Ending Balance

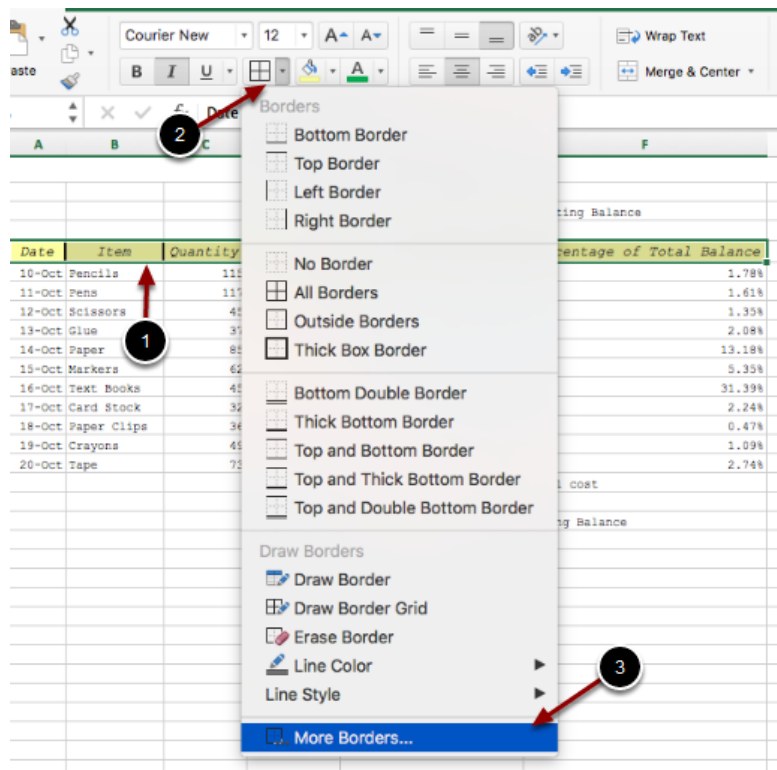
1. Highlight whatever data you want to change.
2. Select this icon to add more digits after the decimal point.
3. Select this icon to remove digits after the decimal point.

 Created by Mallory

How Do I Add Borders On Excel? (copied)

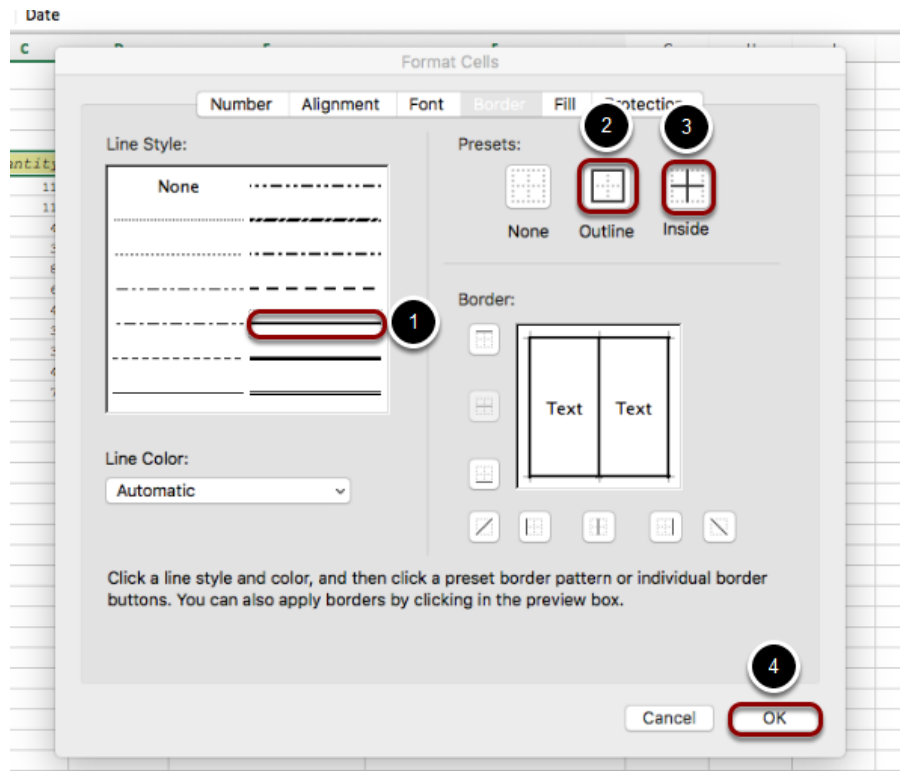
Open the Borders Menu

Below are instructions on how to add or edit borders on an excel spreadsheet.



1. Highlight the cells you want to border.
2. Select the down arrow on the border icon shown above.
3. Select "More Borders..." option at the bottom of list.

Edit the Borders



1. Select the type of line you want to use.
2. Click on the outline button.
3. Click on the inside button.
4. Select OK.



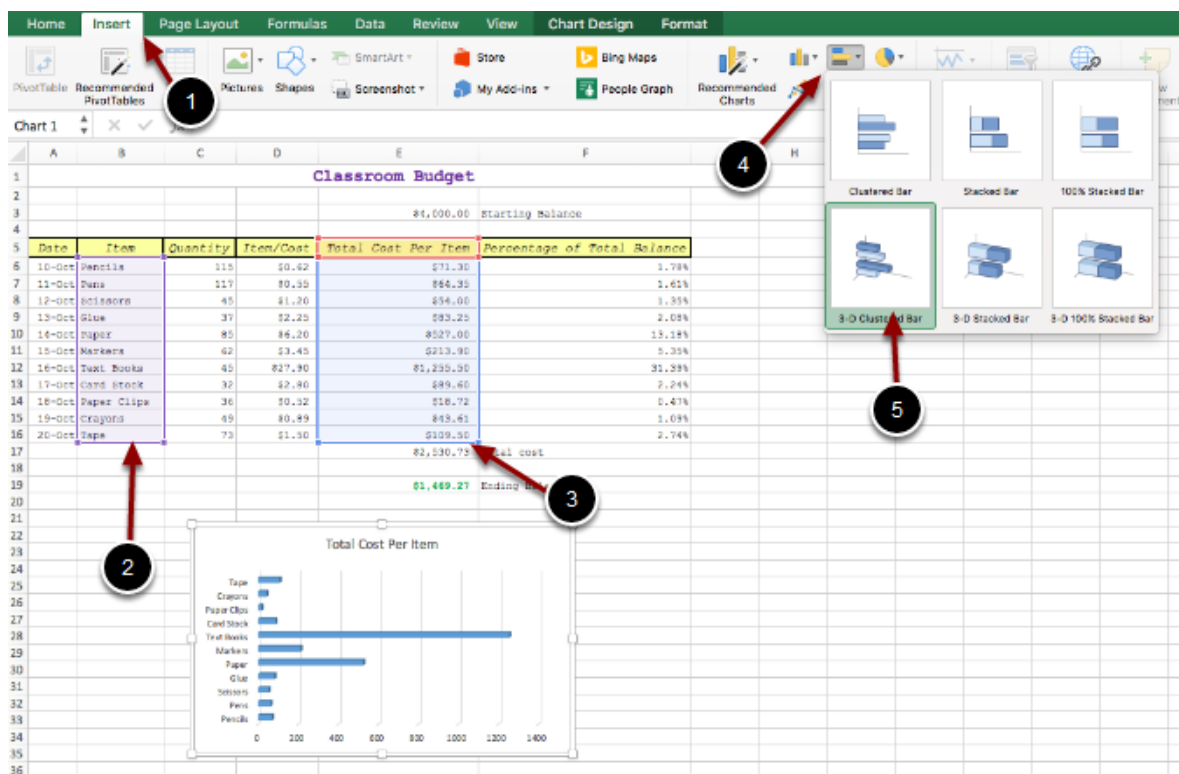
Created by Mallory

How Do I Create A Graph In Excel?

(copied)

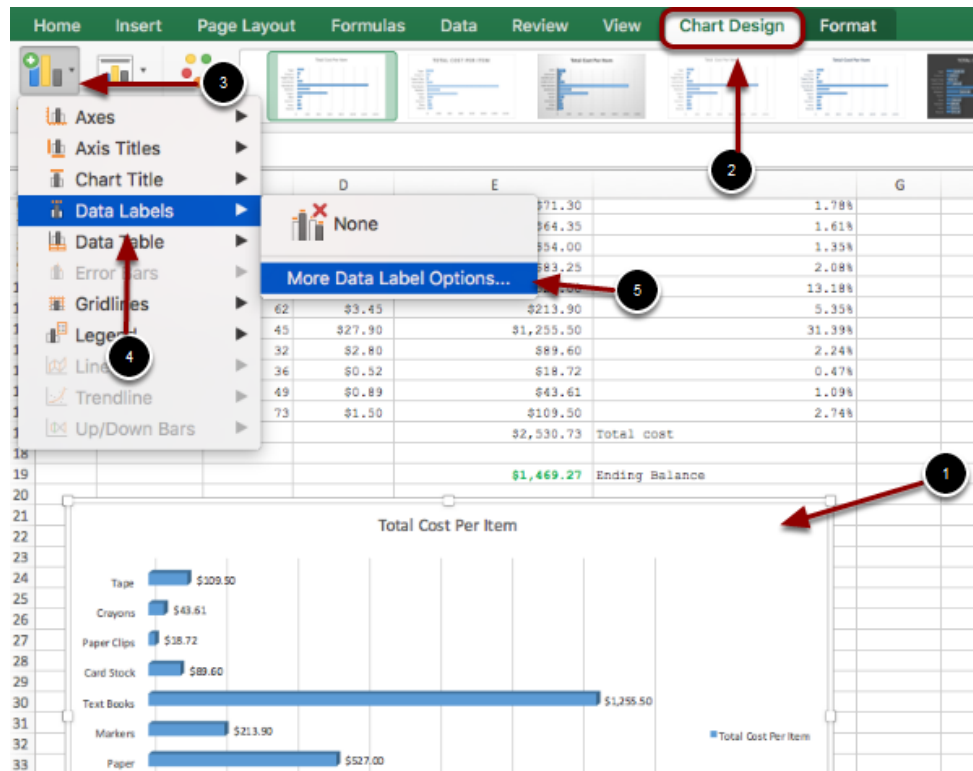
Below are instructions on how to create and edit a chart in excel.

Using the items in B5:B16 and the data in E5:E16, create a 3D bar chart and place it under the data



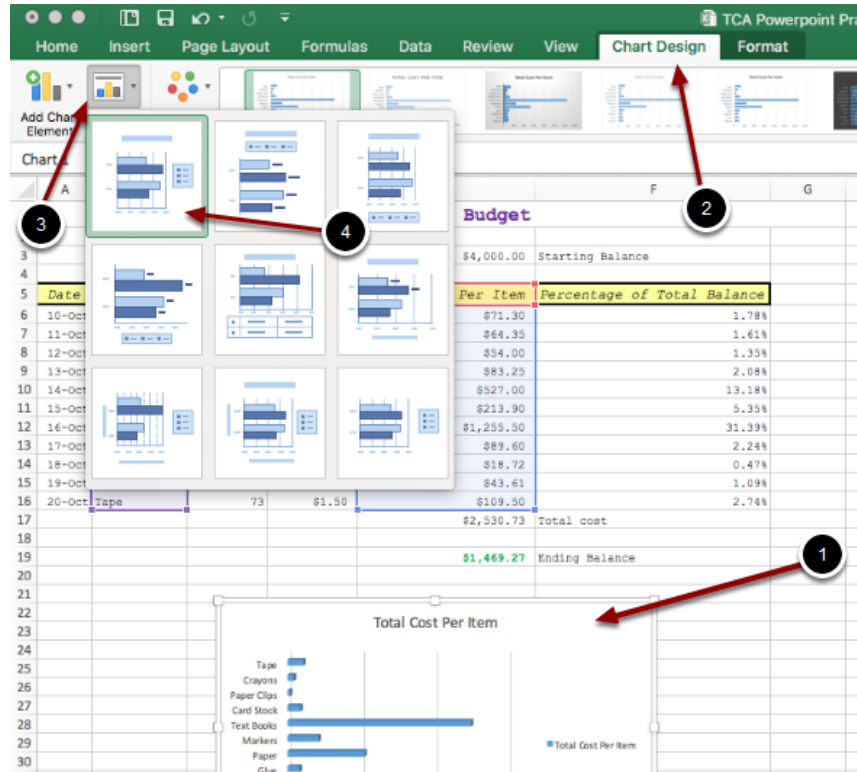
1. Select the insert tab.
2. Highlight data from (B5:B16).
3. While holding down the command key (Mac) or control key (PC), highlight data from (E5:E16).
4. Select the chart icon shown above.
5. Select the 3-D Clustered Bar graph.

In the bar chart, add data labels to show the dollar amount for each item



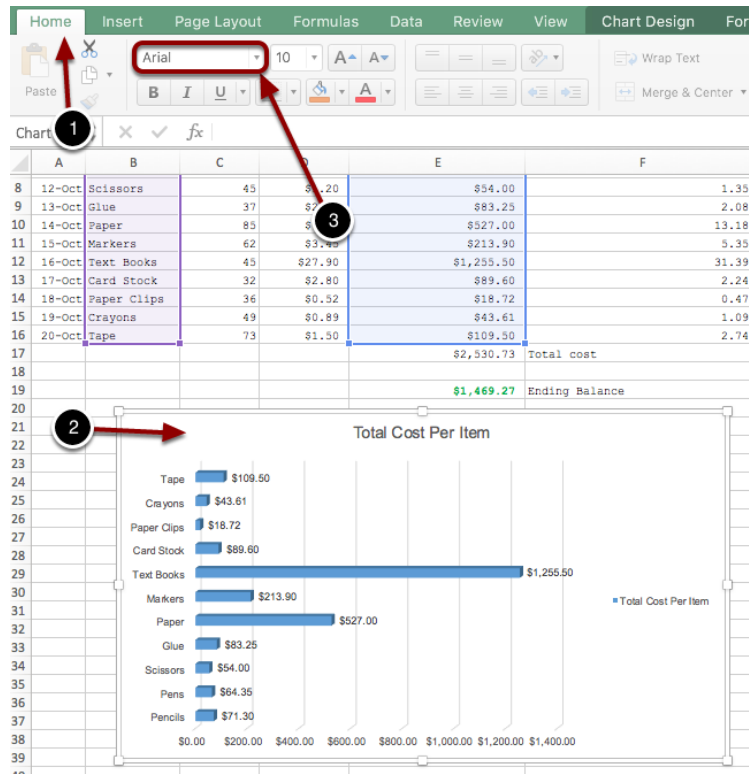
1. Click on the graph.
2. Select the Chart Design tab.
3. Select the option to Add Chart Element.
4. Select Data Labels option.
5. Select the "More Data Label Options..."

Add a Legend to the Right of the Chart



1. Click on the graph.
2. Select the Chart Design tab.
3. Select the Quick Layout option.
4. Select the option that shows the legend on the right of the chart.

Change All of the Text in the Chart to Arial.



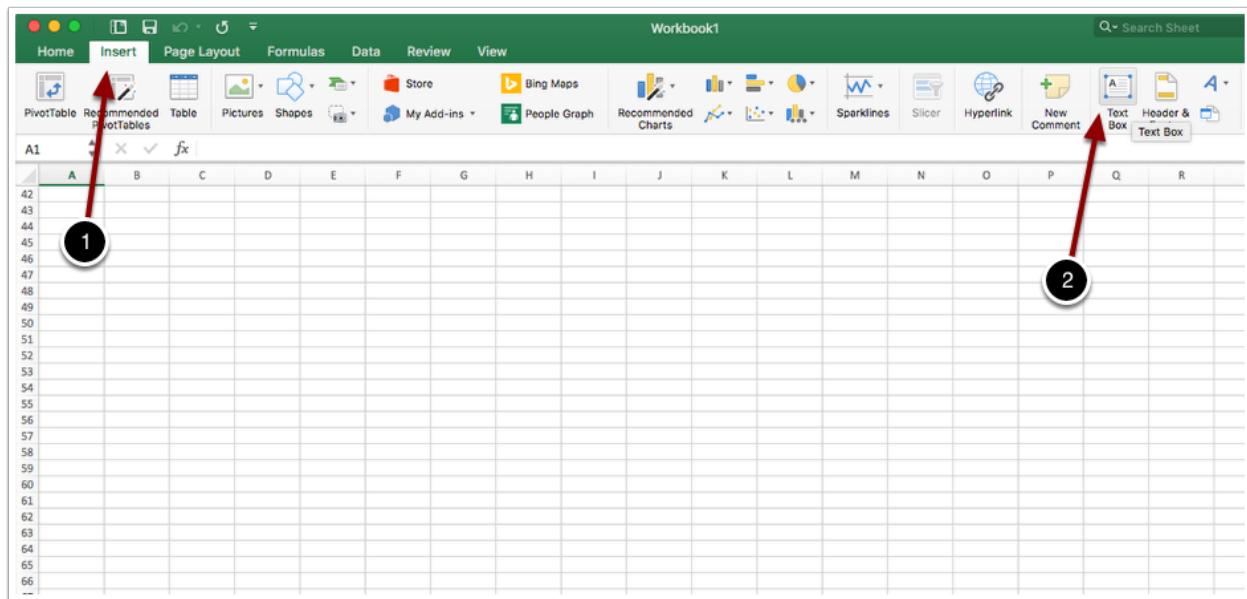
1. Select the home tab.
2. Click on the chart.
3. Select the font you want by selecting the icon shown above.

 Created by Mallory

How Do I Insert A Text Box In Excel?

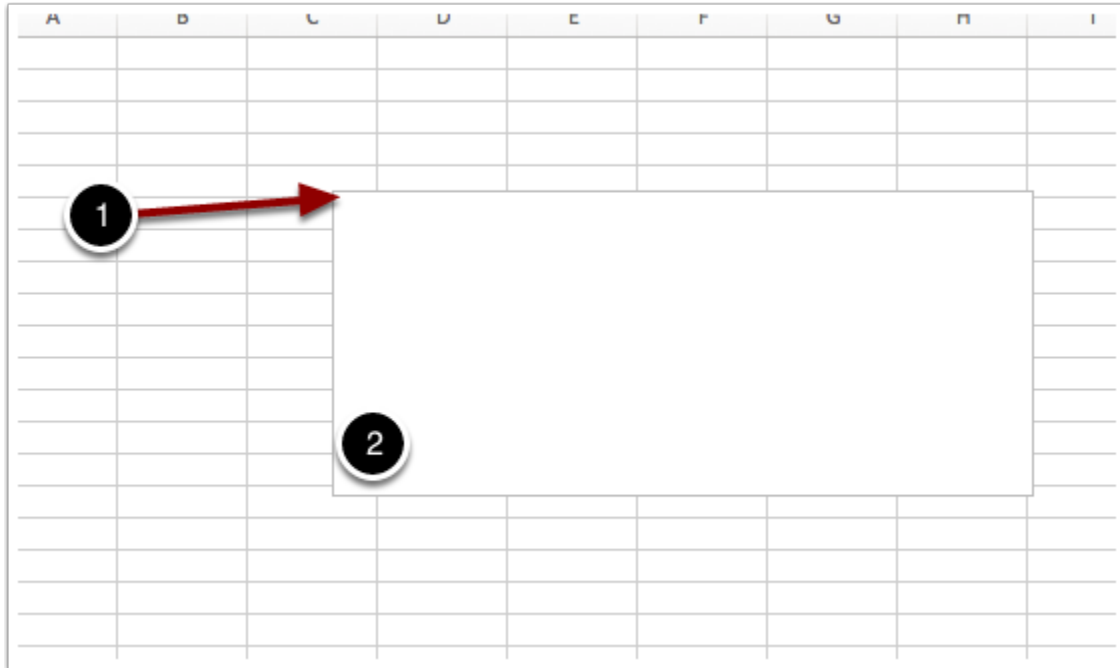
Below are instructions on how to insert a text box into Excel.

Inserting a text box



1. Select the Insert tab.
2. Click Text Box.

Inserting a text box continued



1. Click and drag to the size you want.
2. Release and enter text.



Created by Mallory

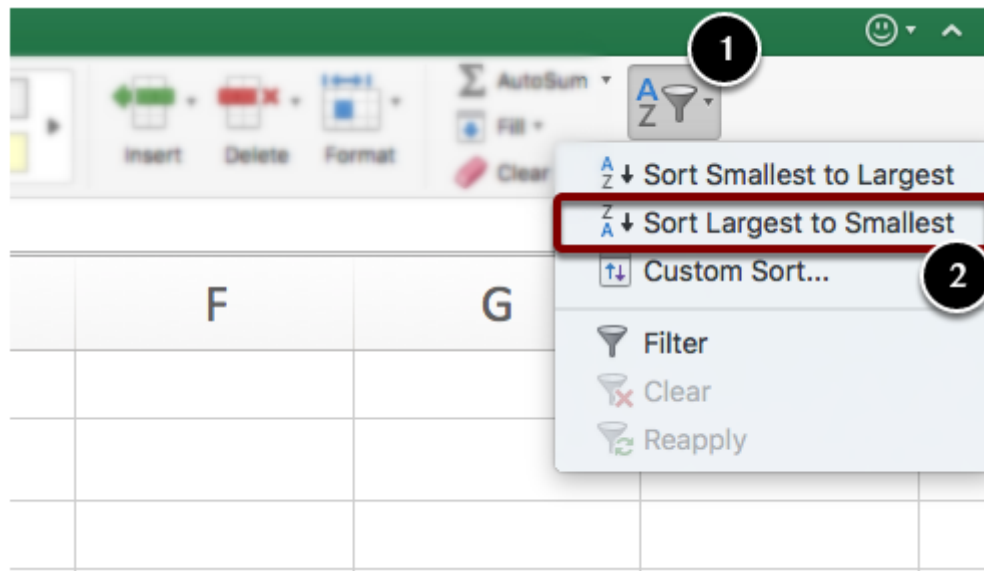
Filter data by color

Instructions for the foreign box office assignment part of filtering data.

orldwide	Total Foreign Box Office Sales
18,982.00	\$2,023,411,357.00
15,668.00	\$1,548,943,366.00
62,225.00	\$1,122,000,000.00
40,593.00	\$1,019,442,583.00
79,547.00	\$896,200,000.00

Select the data of "Total Foreign Box Office Sales"

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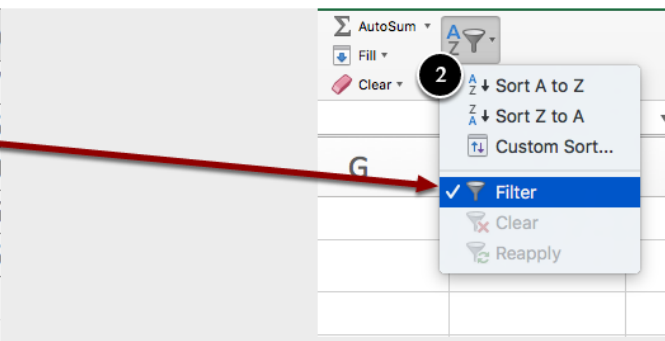
1. On the Home Tab click on the "Sort and Filter" icon.
2. Click on "Sort Largest to Smallest"

Movie Title	Box Offi
Avatar	\$760,50
Titanic	\$658,67
Star Wars Ep. VII: The Force Awakens	\$936,66
Jurassic World	\$652,19
The Avengers	\$623,27

Change the background color to yellow of third movie title

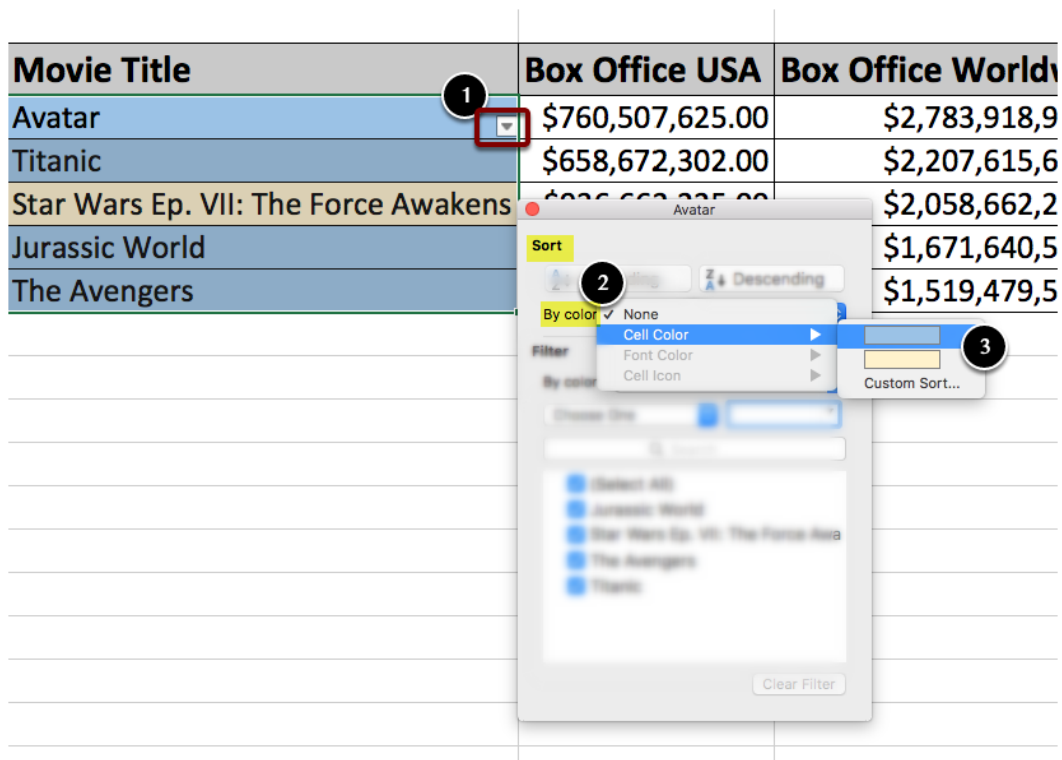
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Movie Title	Box Office
Avatar	\$7
Titanic	\$6
Star Wars Ep. VII: The Force Awakens	\$9
Jurassic World	\$6
The Avengers	\$6



1. Select the 5 movie titles.
2. On the Home Tab click on the "Sort and Filter" icon and click on Filter.

Movie Title	Box Office USA	Box Office World
Avatar	\$760,507,625.00	\$2,783,918,9
Titanic	\$658,672,302.00	\$2,207,615,6
Star Wars Ep. VII: The Force Awakens	\$692,033,225.00	\$2,058,662,2
Jurassic World	\$652,367,509.00	\$1,671,640,5
The Avengers	\$623,357,910.00	\$1,519,479,5



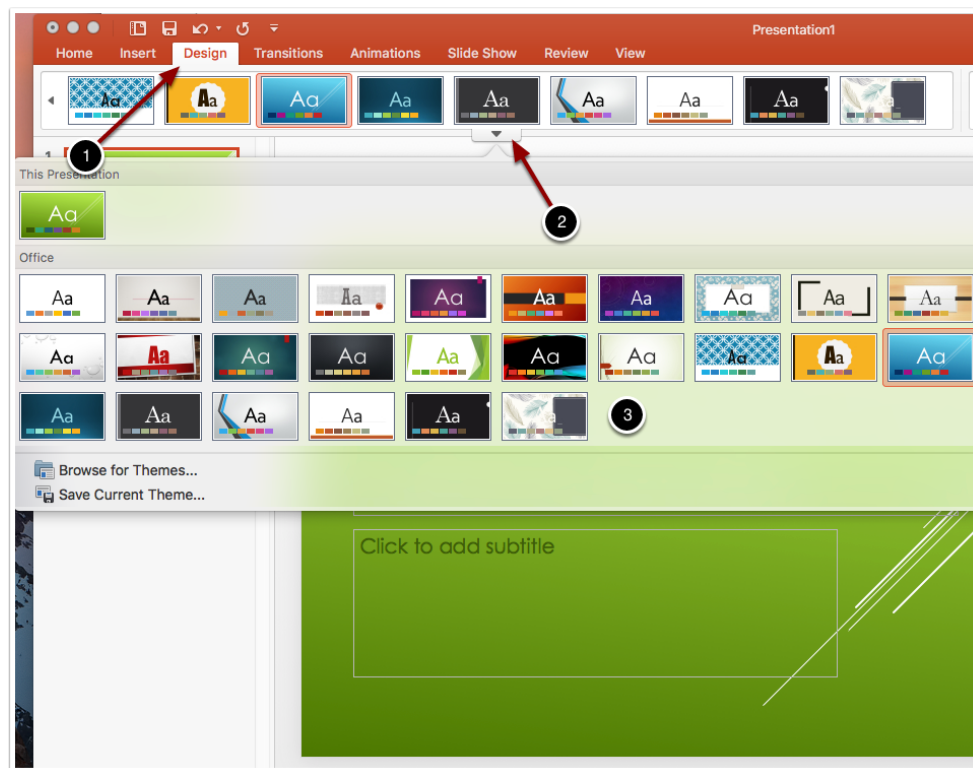
1. A drop down arrow will appear, click on it.
2. On the "Sort" section click on "By color" box.
3. Click on Cell Color, select the blue color.

PowerPoint

How Do I Edit The Layout Of Powerpoint? (copied)

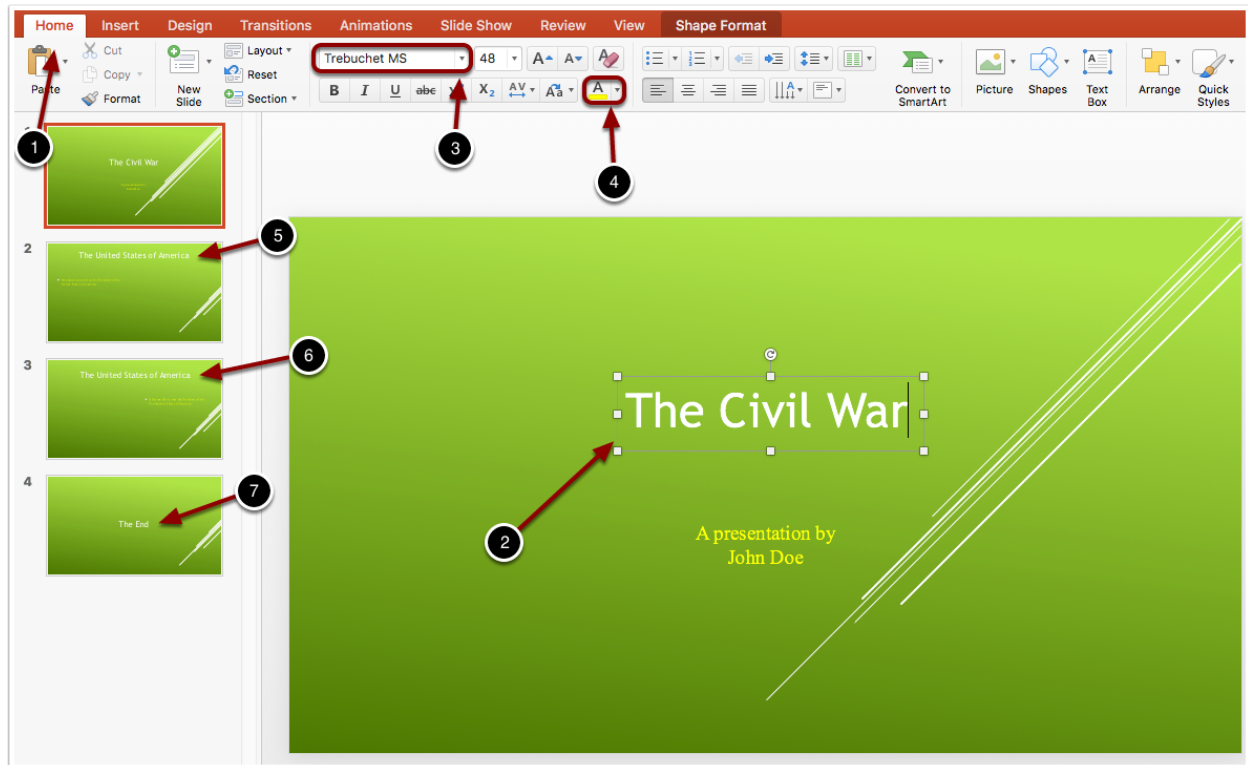
Below are instructions on how to edit the background theme and the text.

Edit Theme



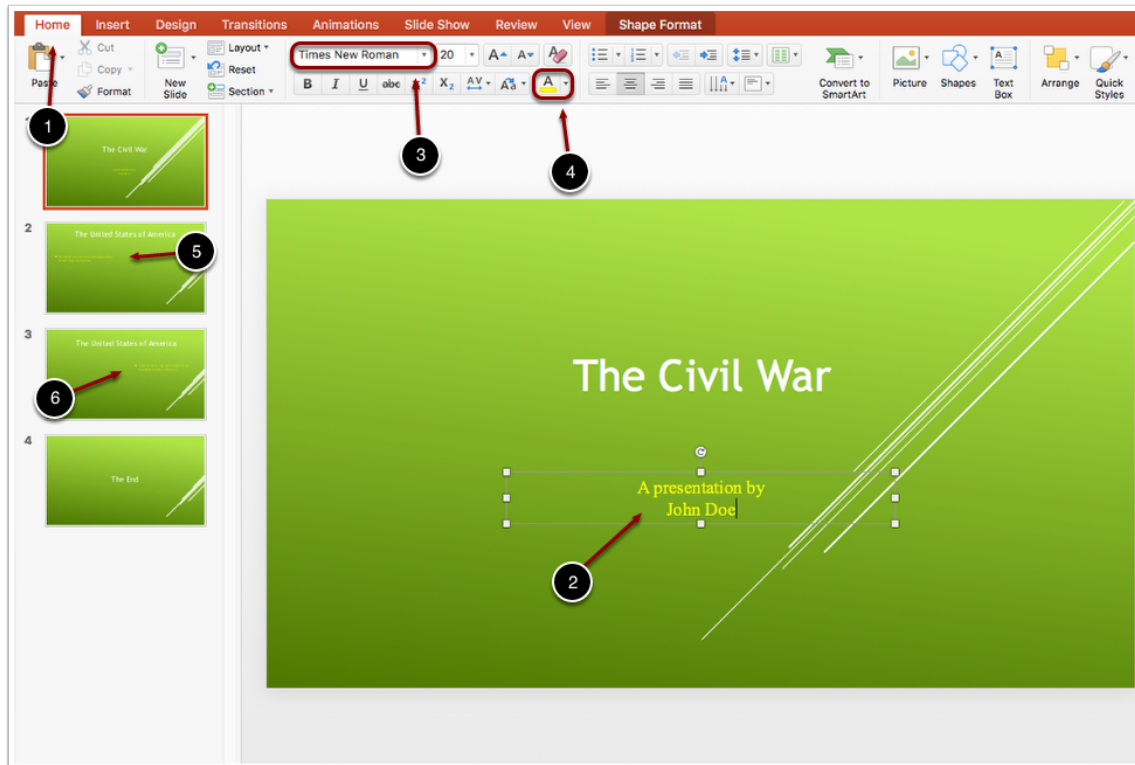
1. Select the design tab.
2. Select the drop-down arrow, as shown above, to view different themes.
3. Select any theme with a green background.

Title Font



1. Select the home tab.
2. Highlight the text you want to change.
3. Select the font tab and choose which font to use.
4. Select the color tab shown above and choose which color to use.
5. Follow steps 1-4 for the title on slide 2.
6. Follow steps 1-4 for the title on slide 3.
7. Follow steps 1-4 for the title on slide 4.

Body Text



1. Select the home tab.
2. Highlight the text you want to change.
3. Select the font tab and choose which font to use.
4. Select the color tab shown above and choose which color to use.
5. Follow steps 1-4 for the text on slide 2.
6. Follow steps 1-4 for the text on slide 3.

 Created by Emily H

How Do I Edit The Slide Transitions? (copied)

Below are instructions on how to edit the slide transitions and the duration of the transition.

Slide Transitions



1. Select the Transitions tab.
2. Select the Wipe transition option.
3. Select Effect Options.
4. Select the option From Top.

Duration of Slide Transitions



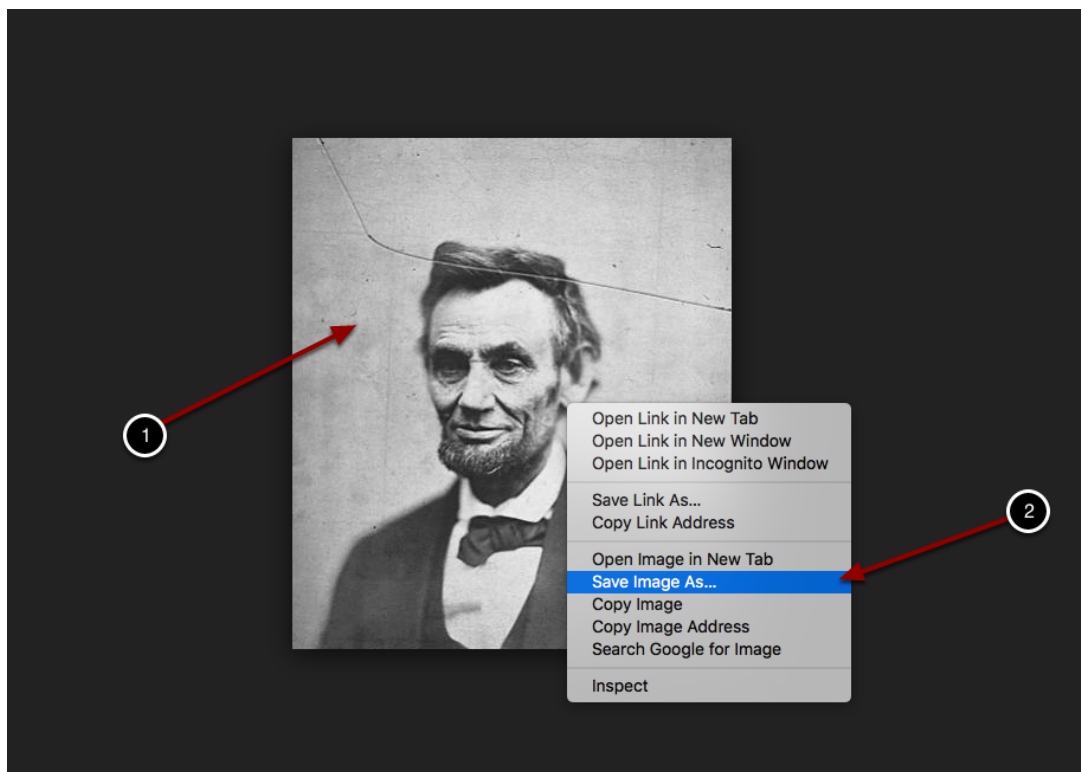
1. Select the Transitions tab.
2. Next to the word Duration, change the time to 1.5-2.0 seconds.
3. Select the Apply to All option.

 Created by Mallory

How Do I Insert An Image Into Powerpoint? (copied)

Below are instructions on how to save, copy, and insert an image from the web to powerpoint.

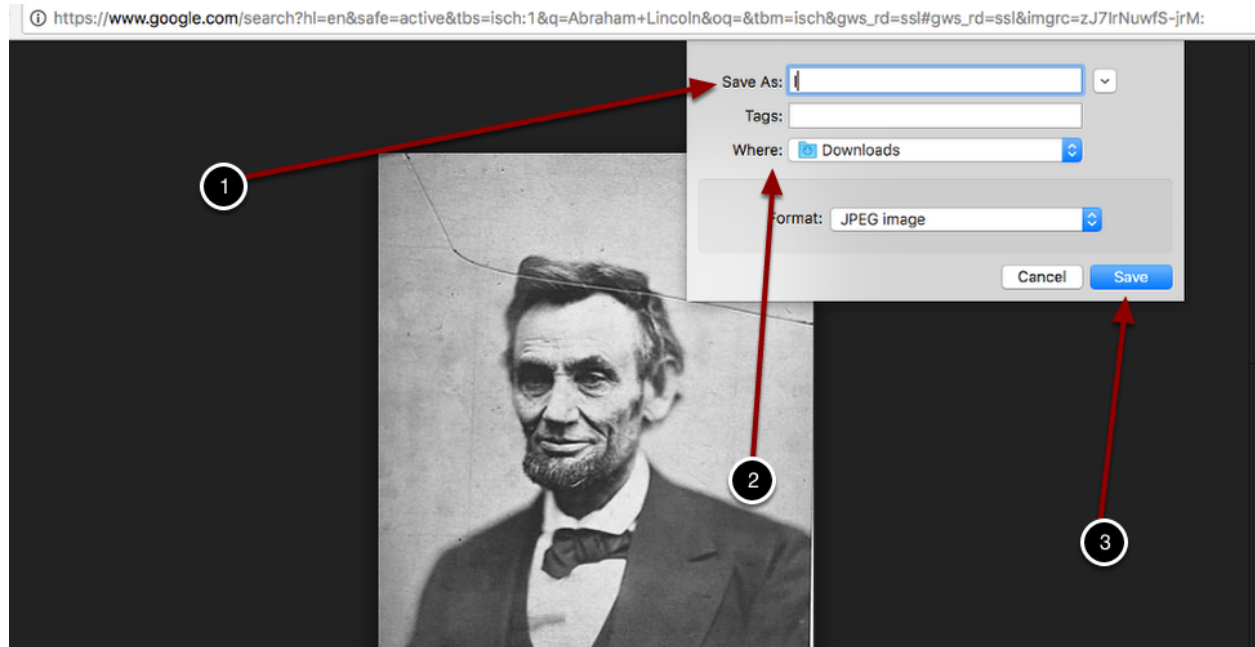
How to Save Images



Use this link if needed: <http://www.byuiedtechlab.com/ppt-p-content.html>

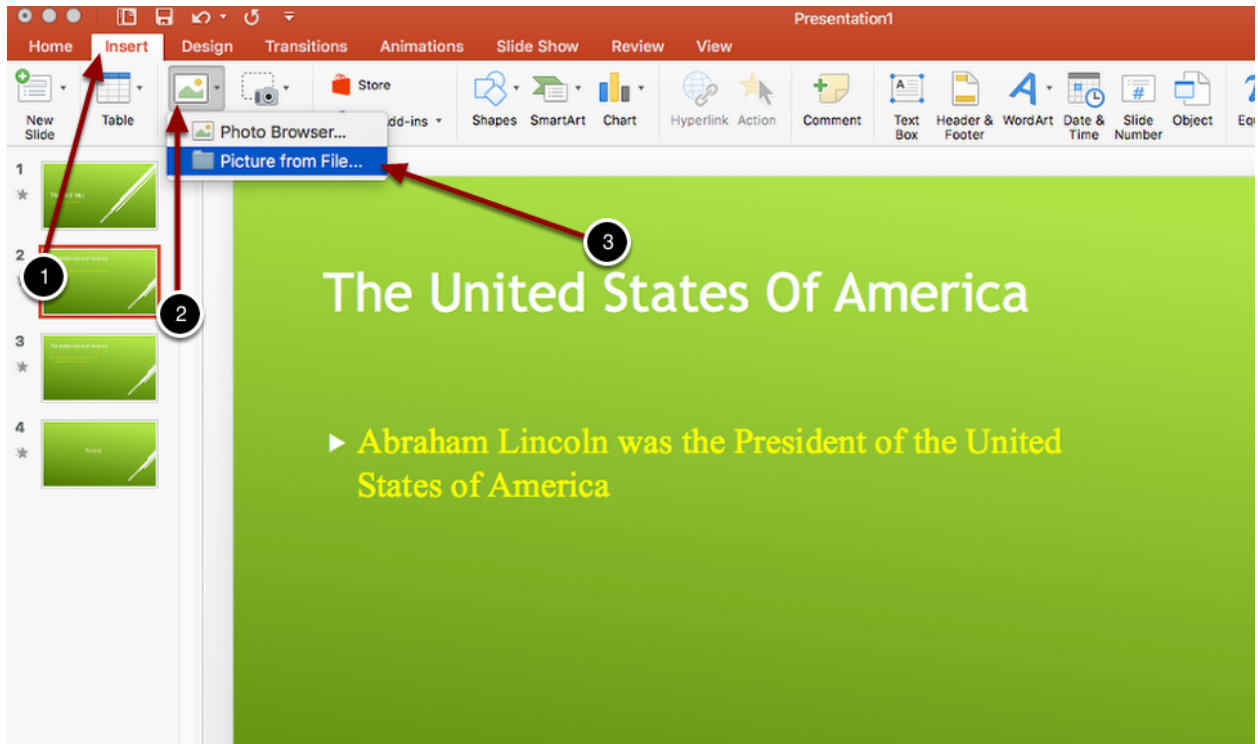
1. Right click on the image.
2. Select Save Image As...

Saving Images Continued



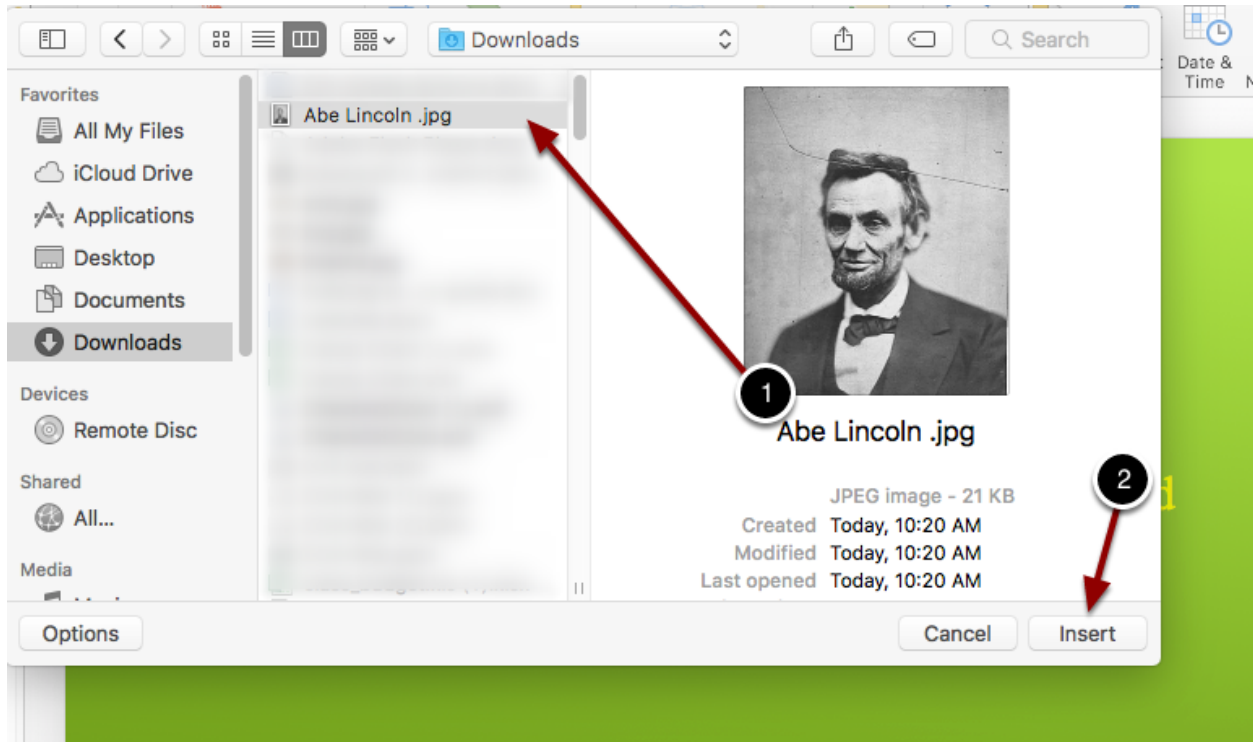
1. Label what to save the image as.
2. Select **where** to save the image.
3. Select the Save button.

Inserting Image into Powerpoint



1. Select the insert tab.
2. Click on the Pictures option.
3. Select Picture from File...

Inserting Image Continued



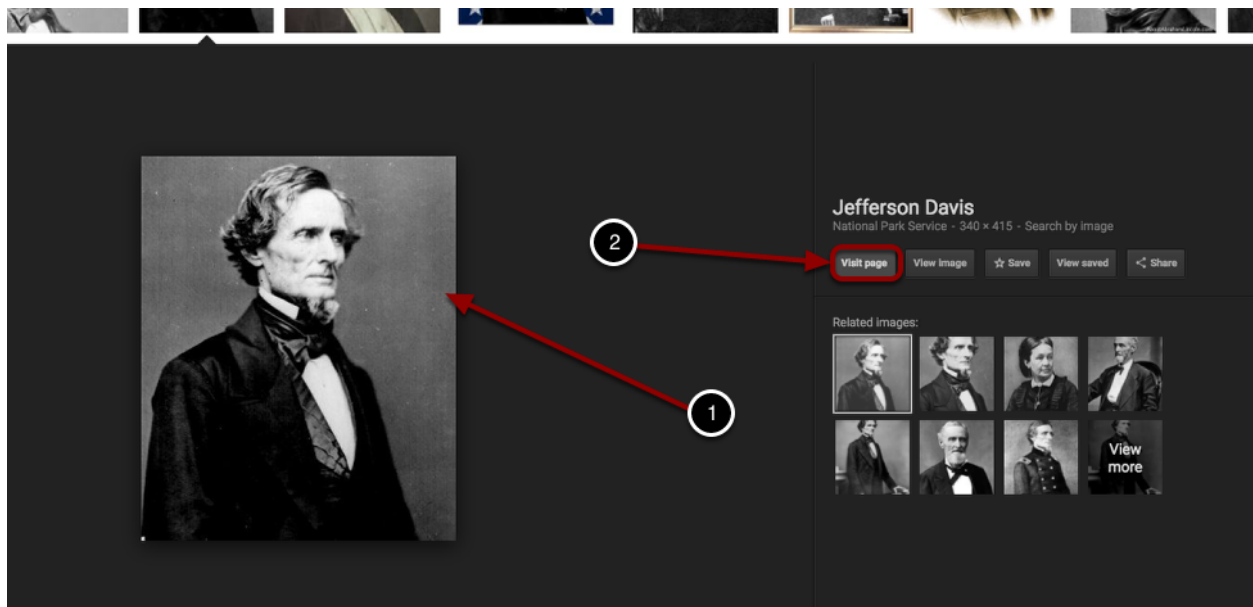
1. Select the image file.
2. Click Insert.

 Created by Mallory

How Do I Insert A Hyperlink Into Powerpoint? (copied)

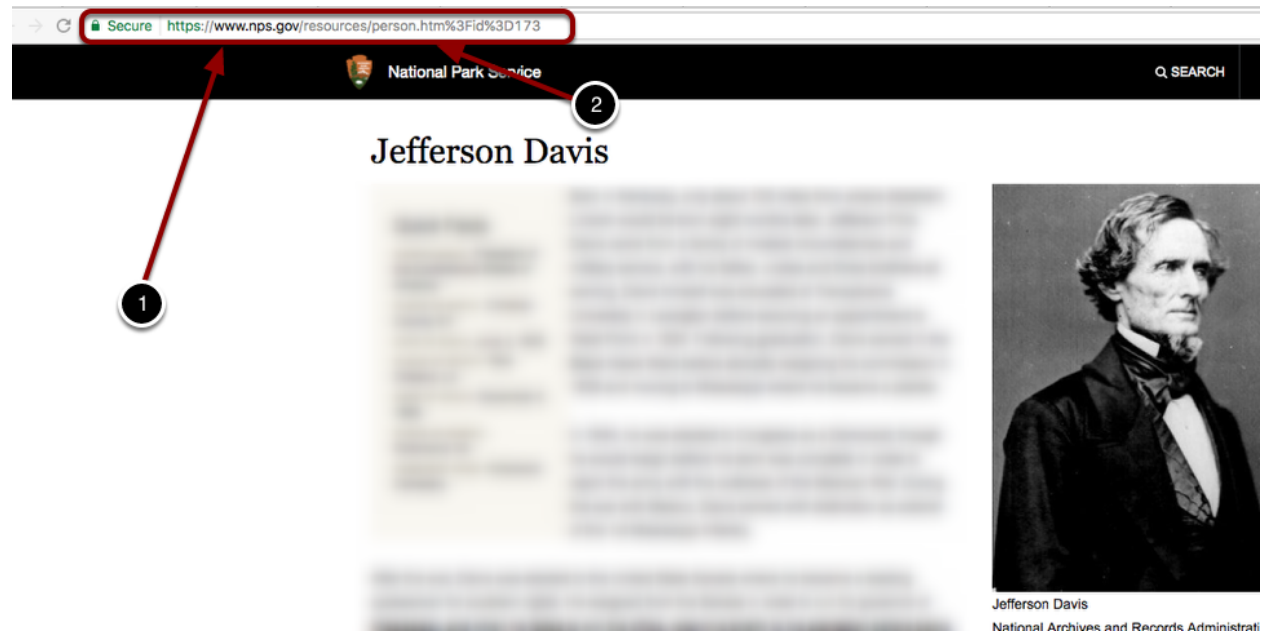
Below are instructions on how to find the URL of an image and then insert a hyperlink into Powerpoint.

Provide a Hyperlink



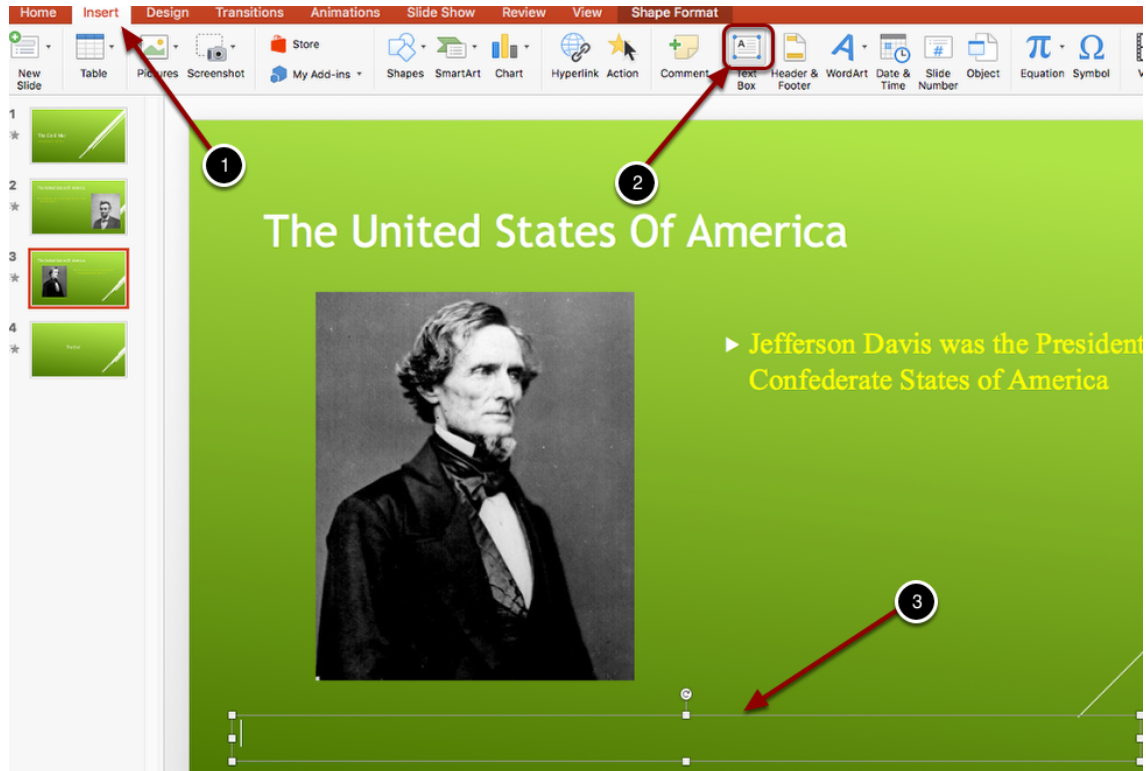
1. Select the image.
2. Select the option to Visit page.

Hyperlink Continued



1. Highlight the URL
2. Right click to copy.

Inserting Hyperlink



1. Select the Insert tab.
2. Click on the Text Box option.
3. Create a text box at the bottom of the slide.

Inserting Hyperlink Continued



BYU-Idaho Online Knowledgebase

1. Right click in the text box.
2. Select the Paste option.
3. Press enter to activate hyperlink.

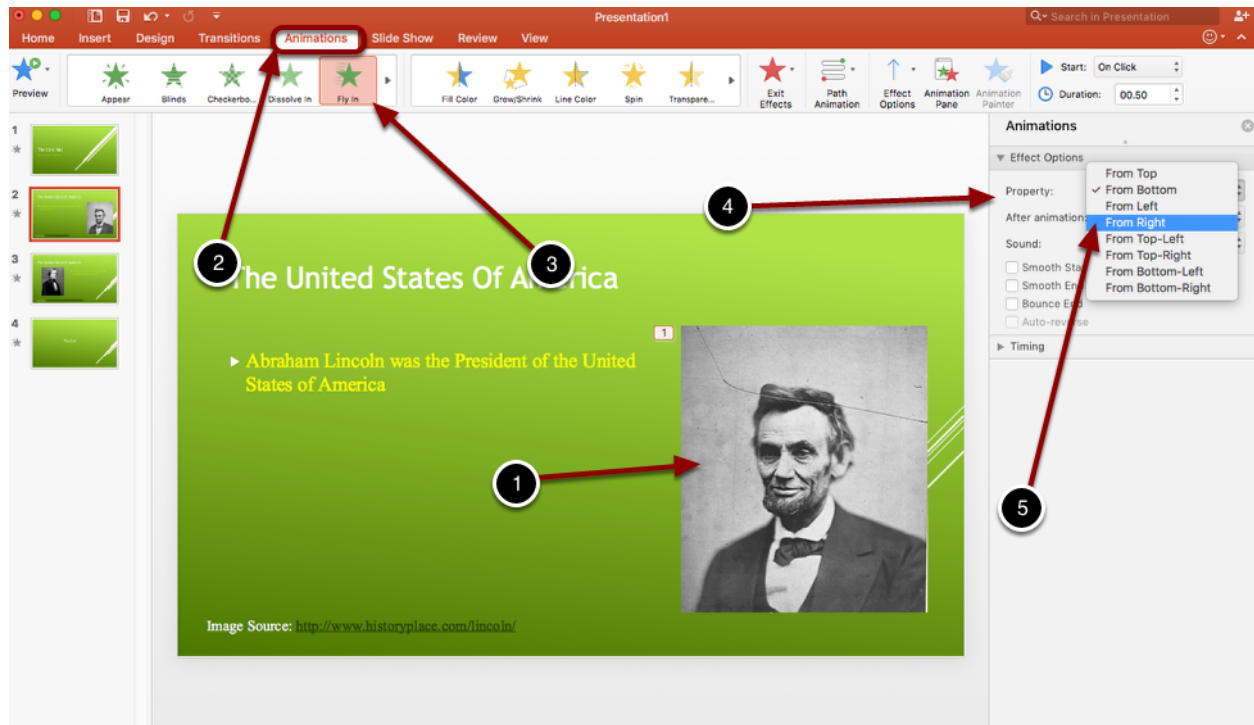


Created by Mallory

How Do I Insert An Animation Effect? (copied)

Below are instructions on how to add an animation effect in Powerpoint.

Edit Animation Effect



1. Click on the image.
2. Select the Animations tab.
3. Select the Fly In option.
4. An Animations box will appear.
5. Next to where it says Property, select From Right.

Animation Effect Continued



Follow the same steps as above.

1. Select From Left option.

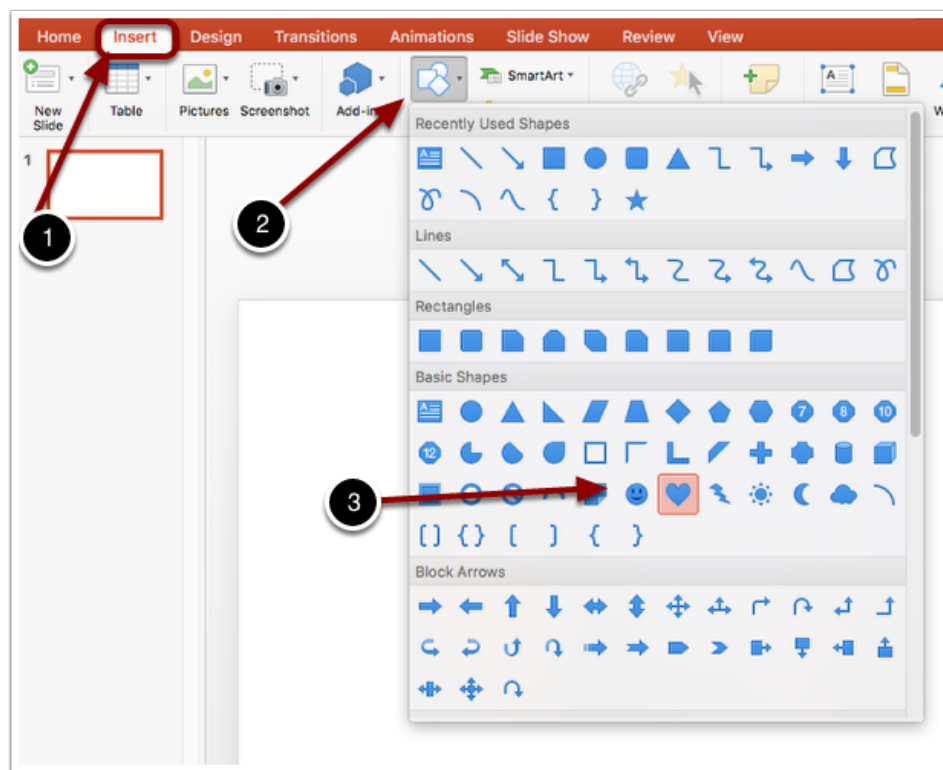


Created by Mallory

How Do I Add Animation To A Shape?

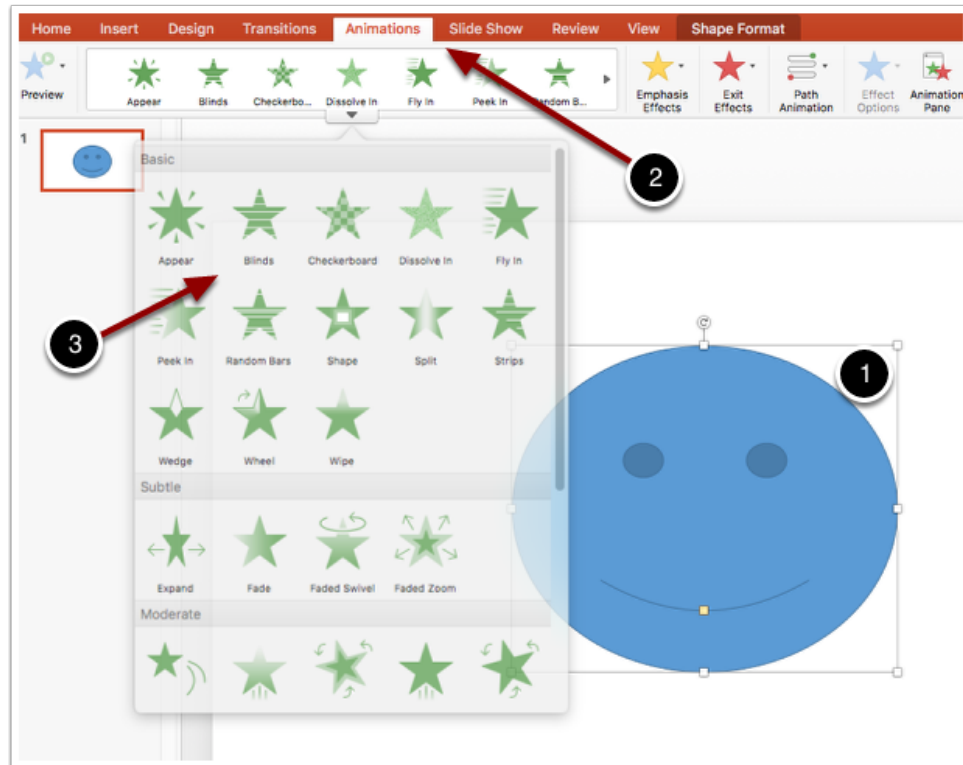
Below are instructions on how to add entrance, emphasis, and exit animation effects to a shape.

Inserting A Shape



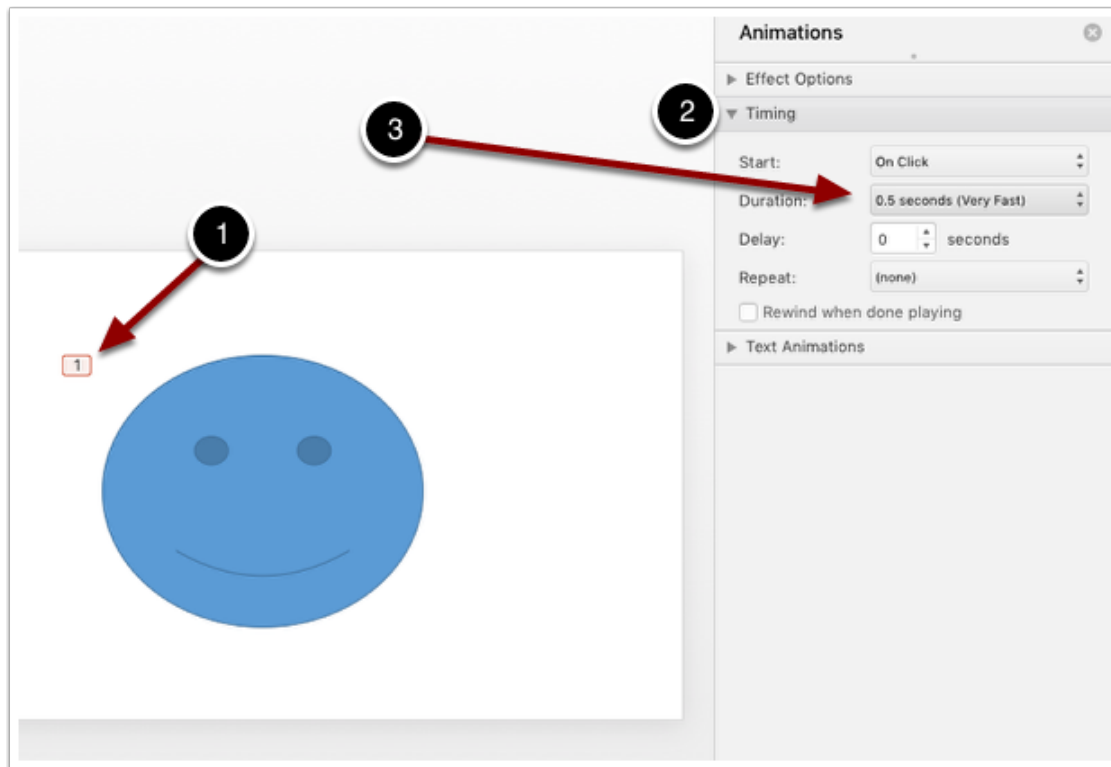
1. Select the Insert tab.
2. Click Shapes.
3. Select a shape.

Entrance Animation Effect



1. Click on the shape.
2. Select the **Animations** tab.
3. Select an animation effect.

Edit The Timing



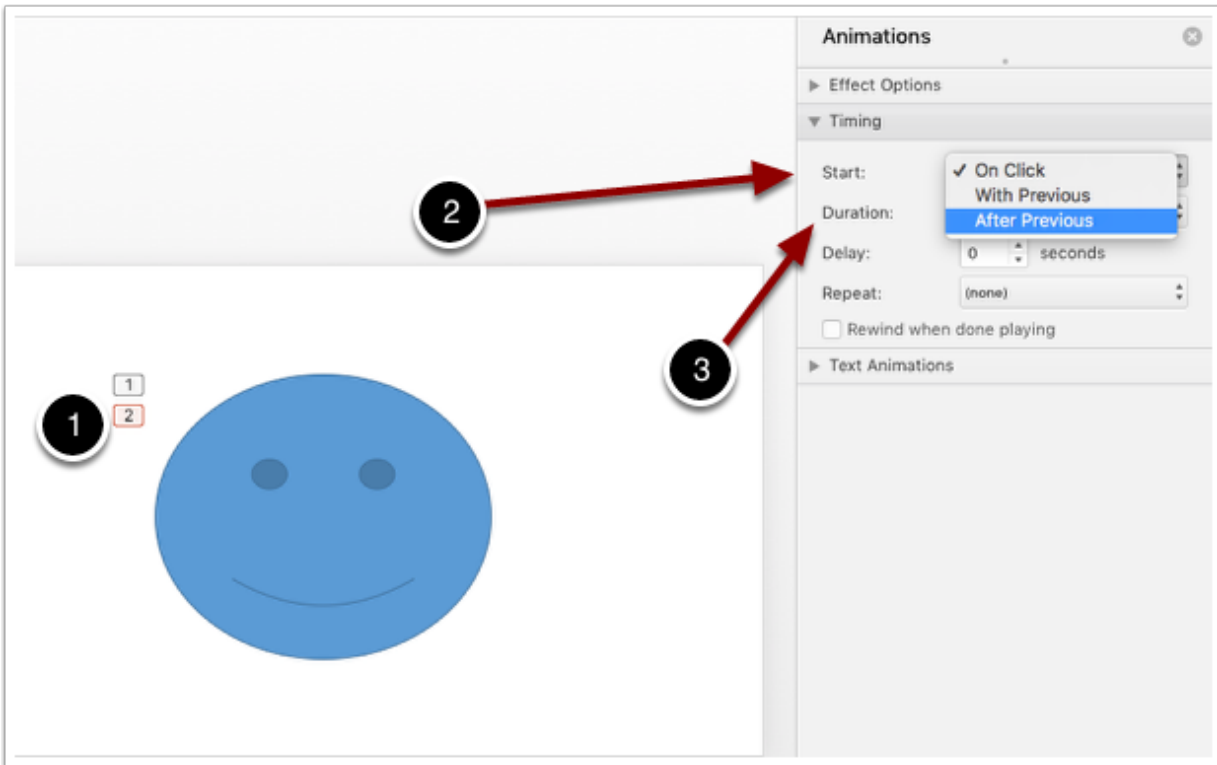
1. Click on the **number one** by the shape.
2. Select the **Timing** option.
3. Change the **Duration** time.

Emphasis Animation Effect



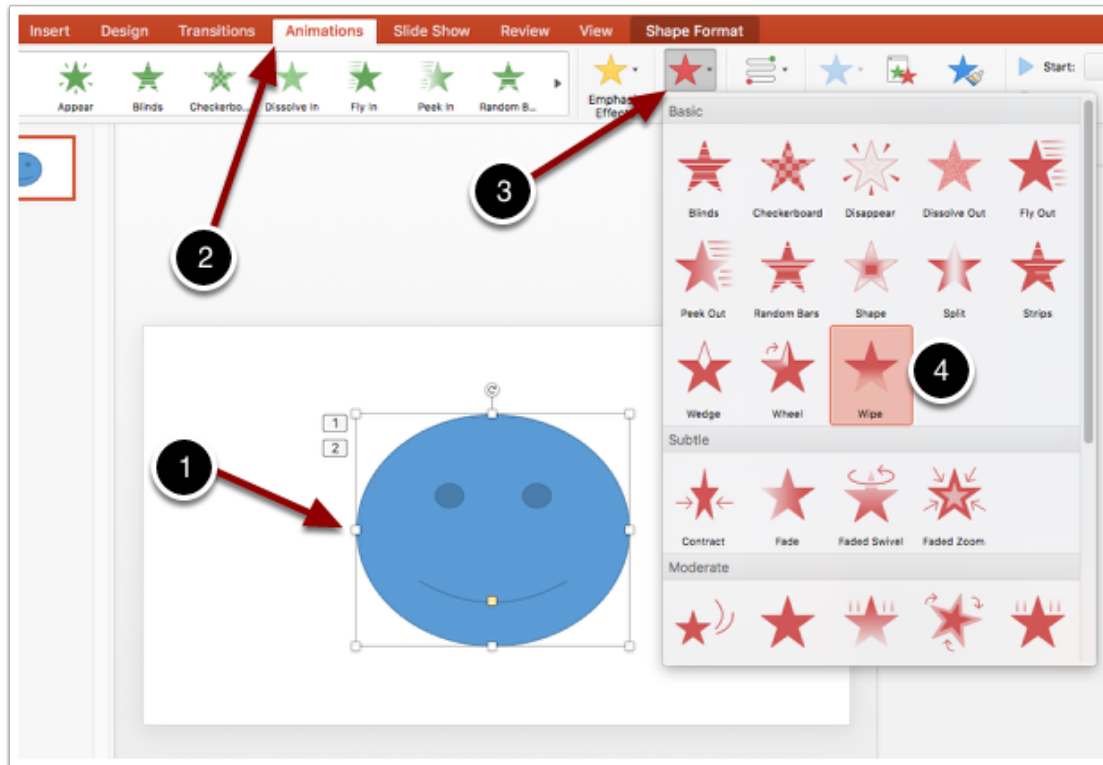
1. Click on the shape.
2. Select the Animations tab.
3. Click on Emphasis Effects.
4. Select an animation.

Edit Timing And Start



1. Click on the number two.
2. Change the Start to be After Previous.
3. Select Duration and change the timing.

Exit Animation Effect



1. Click on the shape.
2. Select the Animations tab.
3. Select Exit Effects.
4. Select the animation.



Edit the timing and start to be the same as the previous animations.

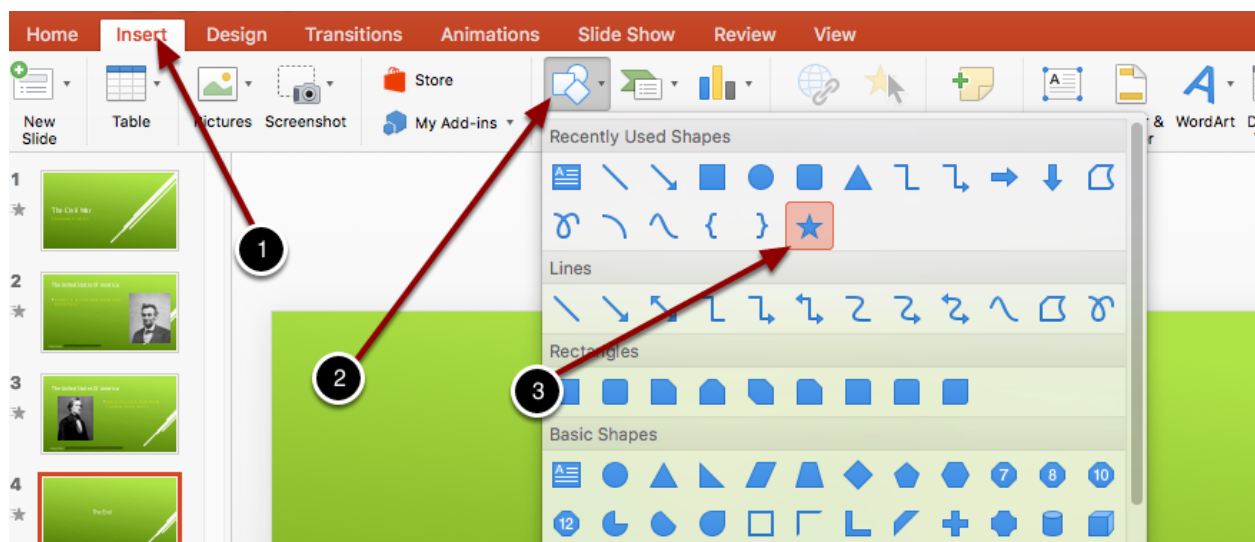


Created by Mallory

How Do I Insert And Edit Shapes In Powerpoint? (copied)

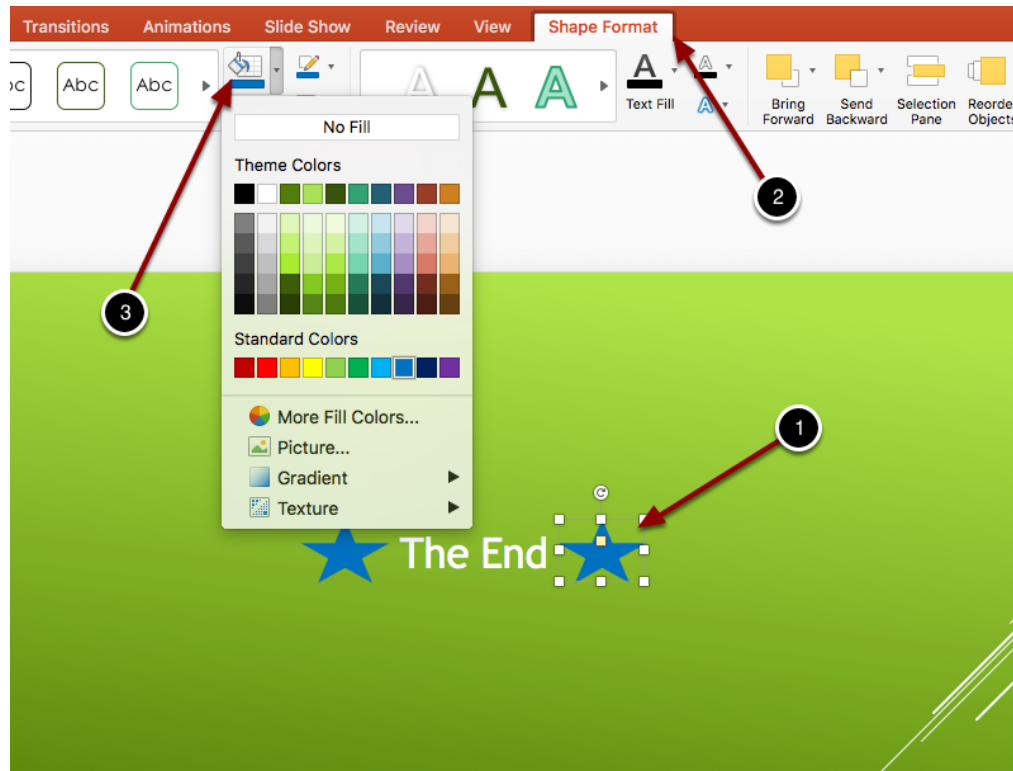
Below are instructions on how to insert and edit shapes in Powerpoint.

Insert Two Star Shapes



1. Select the Insert tab.
2. Click on the Shapes option.
3. Select the star shape.

Changing the Color of the Shapes



1. Select the shape.
2. Select the Shape Format tab.
3. Click on the Shape Fill option.

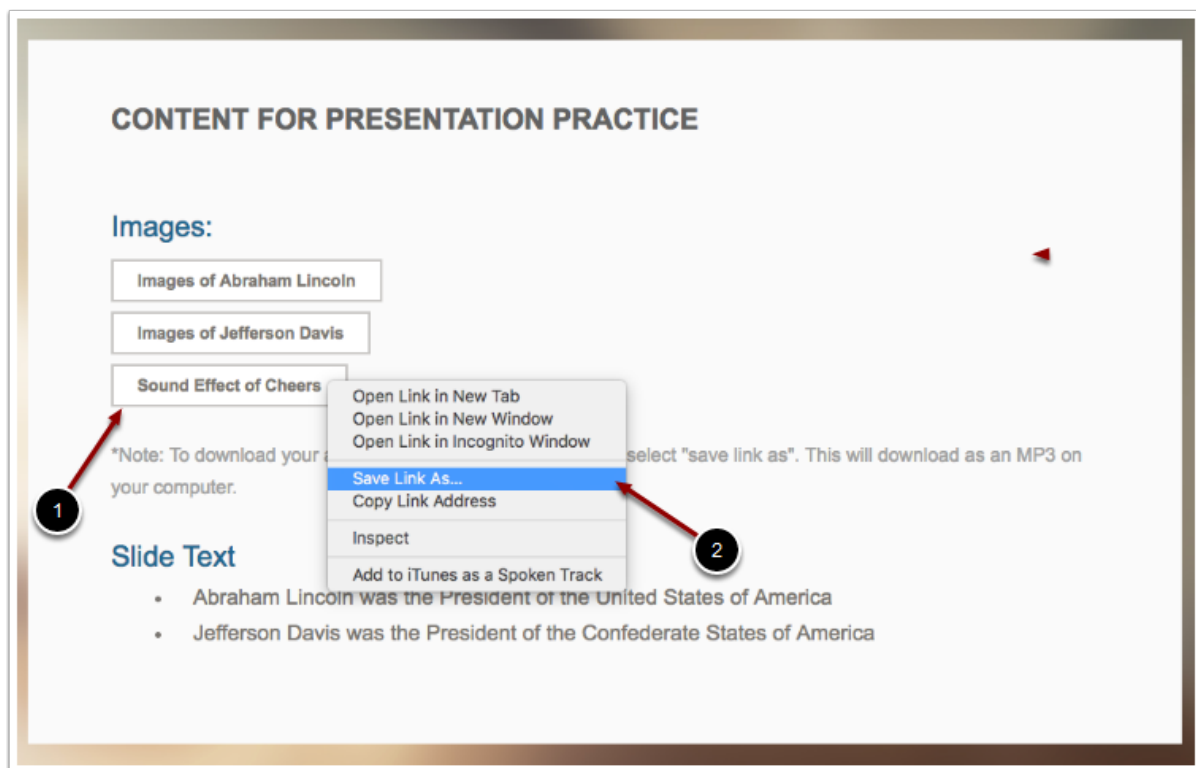


Created by Mallory


How Do I Insert An Audio Clip Into Powerpoint? (copied)

Below are instructions on how to download and insert an audio clip into Powerpoint.

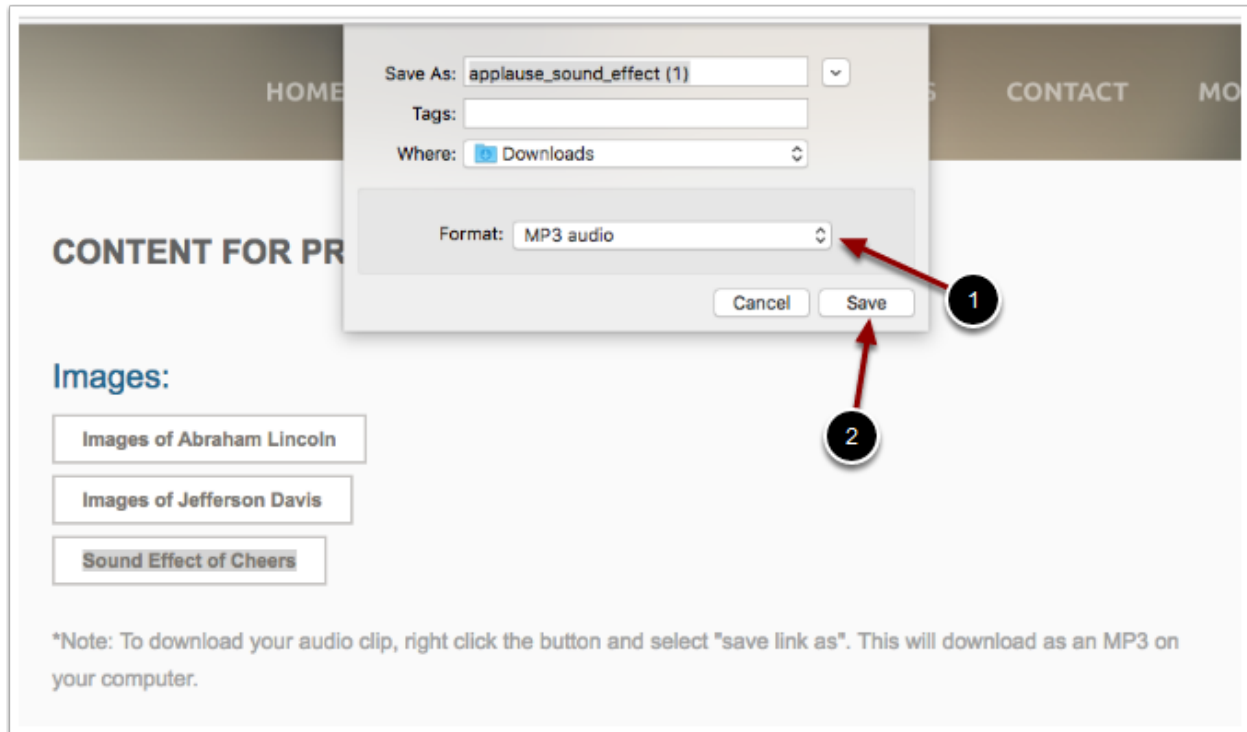
Download the audio clip



1. Right click with the mouse on the Sound Effect of Cheers button.
2. Select Save Link As...

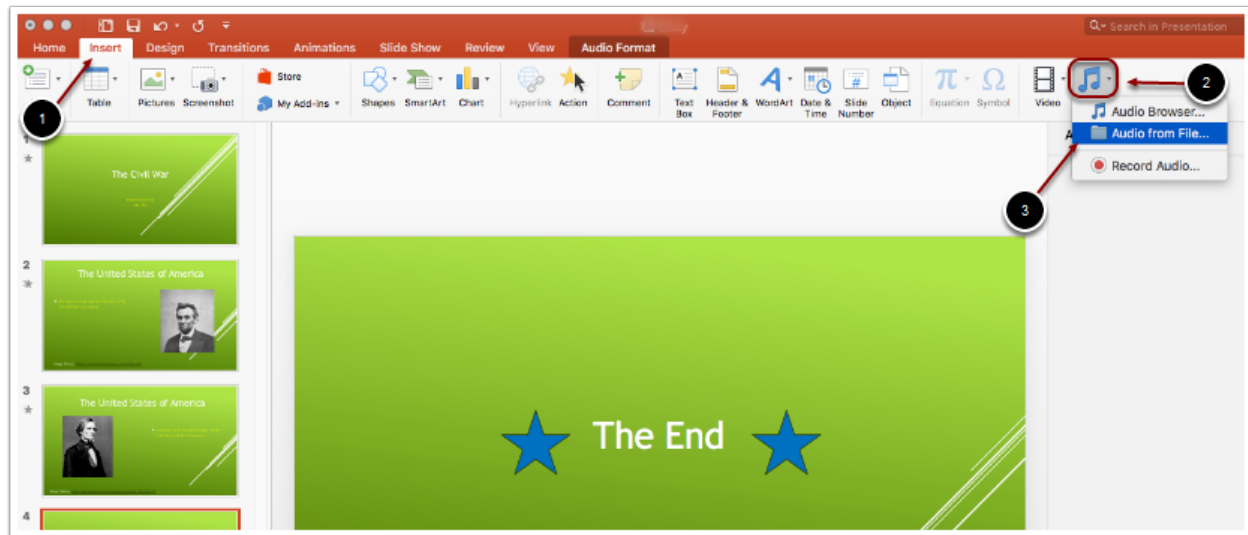
 Sound Effect of Cheers button is found on the Ed Tech Lab Website:
<http://www.byuiedtechlab.com/ppt-p-content.html>

Audio clip continued



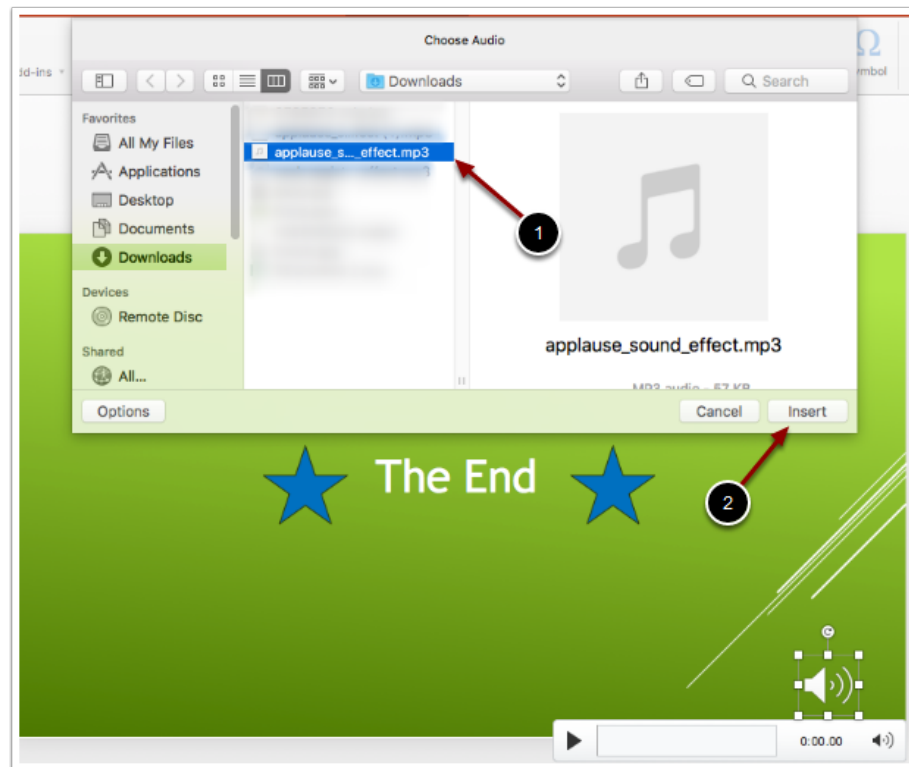
1. Select MP3 audio as the format for the Sound Effect of Cheers.
2. Click the save button.

Insert audio clip



1. Select the Insert tab.
2. Select the audio icon (as shown above).
3. Select Audio from File...

Insert audio clip continued



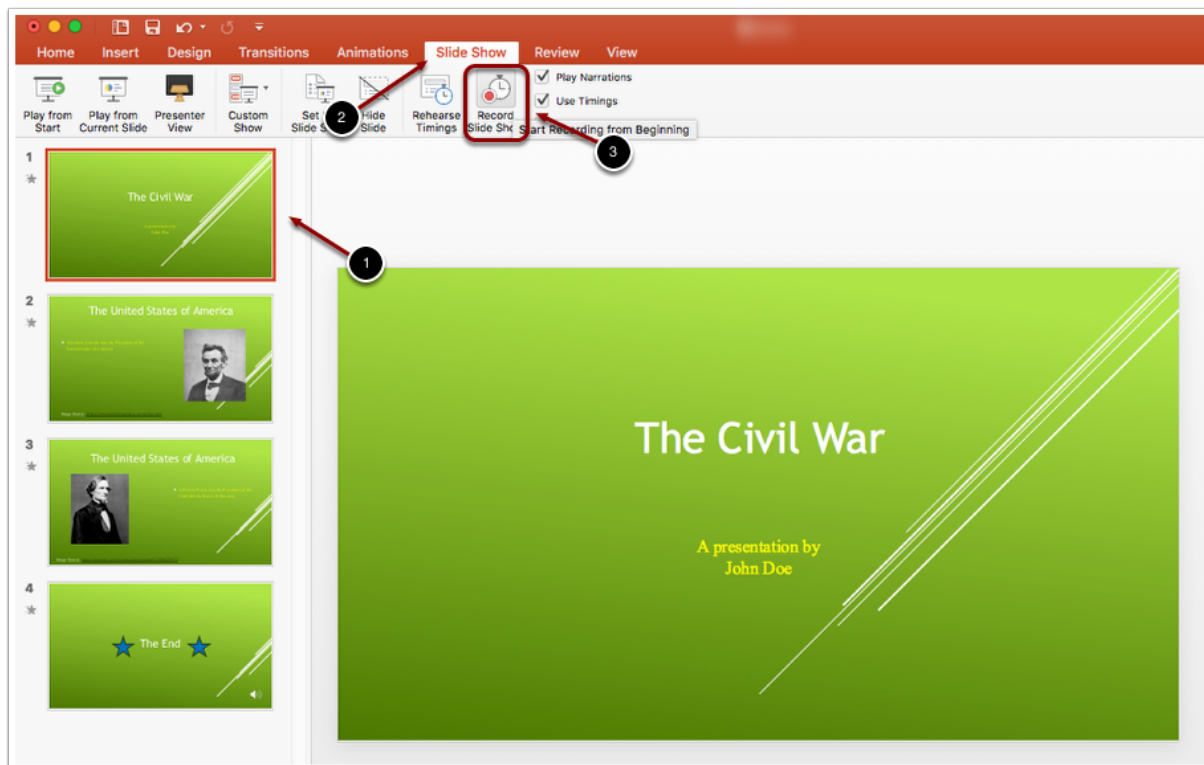
1. Select the audio clip you want to use.
2. Click the insert button.

 Created by Emily H

How Do I Create An Audio Narration Of A Powerpoint And Make It Automatic? (copied)

This tutorial will show you how to make an audio narration of the presentation.

Create an audio narration of presentation



1. Select the first slide in the presentation.
2. Select the slide show tab.
3. Select the Record Slide Show button.

Audio narration continued



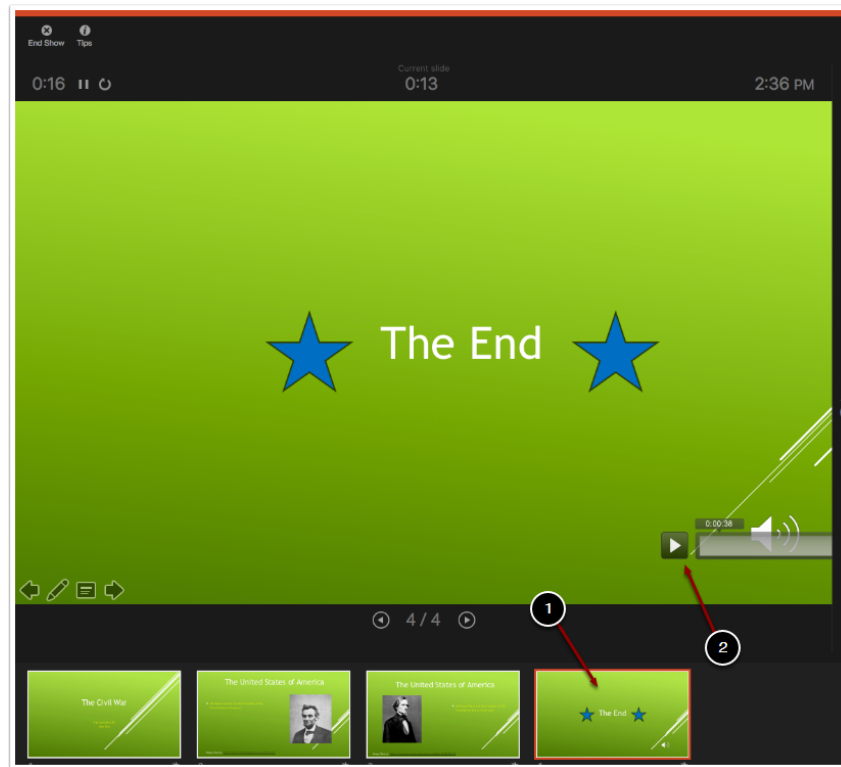
1. After clicking the **Record Slide Show** button, the presentation will immediately begin recording.
2. **Speak aloud** into the microphone to narrate the presentation.
3. When finished recording the first slide, click the **space bar** on the **keyboard** to move to the **second slide**.

Audio narration continued



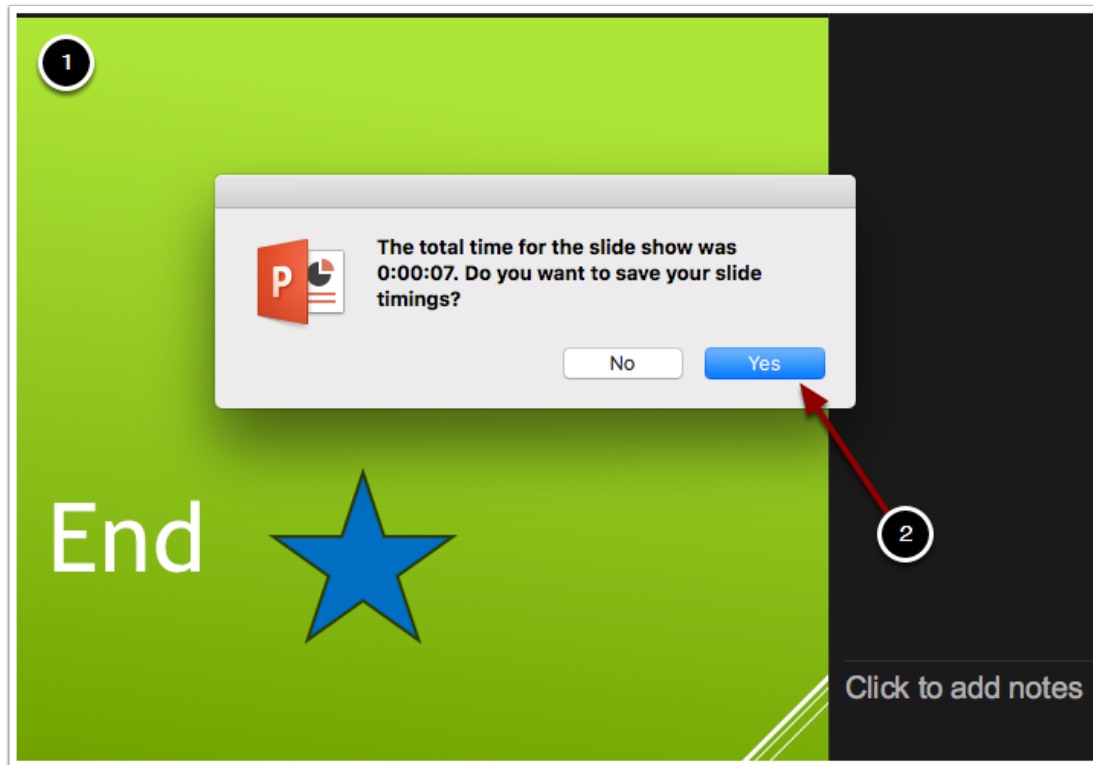
- 💡 You will click the space bar to cue in each slide transition and each slide's animation(s).
Example: You will click the space bar to cue the picture of Lincoln to "fly in" from the right.

Audio narration continued




1. When you arrive at Slide 4, say "The End".
2. Click the play button underneath the audio clip icon (as shown above) to play and record the sound effect of cheers.
3. When finished recording the presentation, hit the space bar to end slide show recording.

End audio narration and recording



1. When finished recording the presentation, click the **space bar** to end slide show recording.
2. When this box appears, click the **yes button** to save your recording and audio narration.

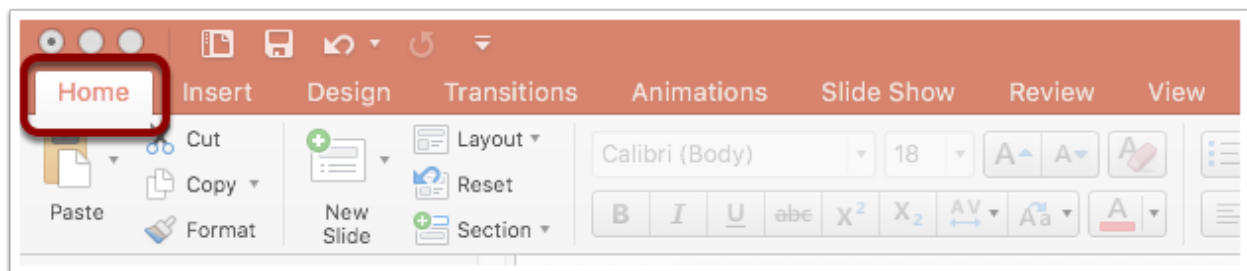
 Recording the slideshow this way makes the PowerPoint automatic. View the slideshow to make sure it is automatic.

 Created by Emily H

How Do I Put an Action Button in Microsoft PowerPoint?

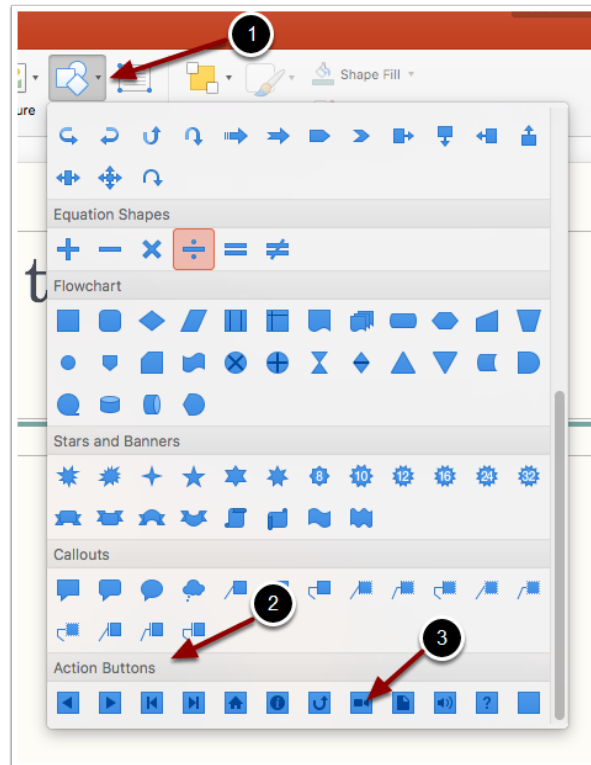
The action button in Microsoft PowerPoint allows you to use a provided button to connect your slide to other slides in the presentation, and outside links.

Putting an Action Button in PowerPoint



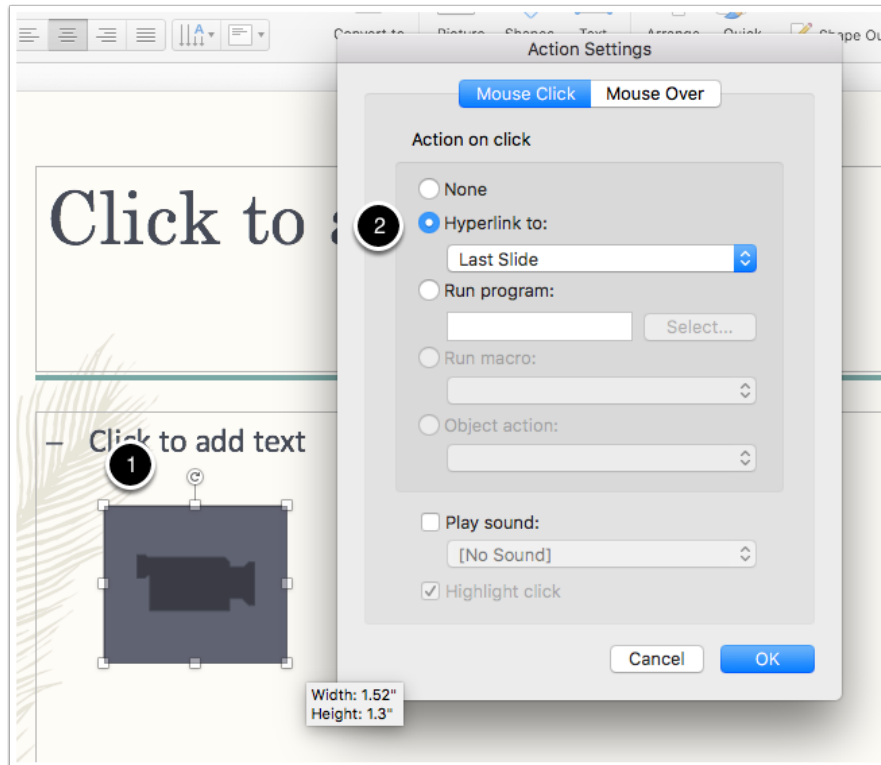
Select the "Home" tab.

Finding the Action Buttons



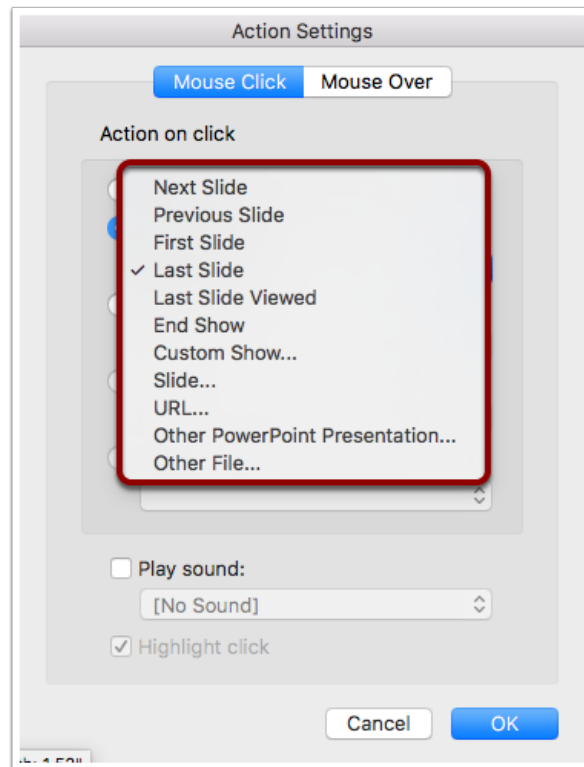
1. Select the shapes button.
2. Scroll down to find the "Action Buttons" section.
3. Select the "Action Button" you wish to use.

The Hyperlink Button



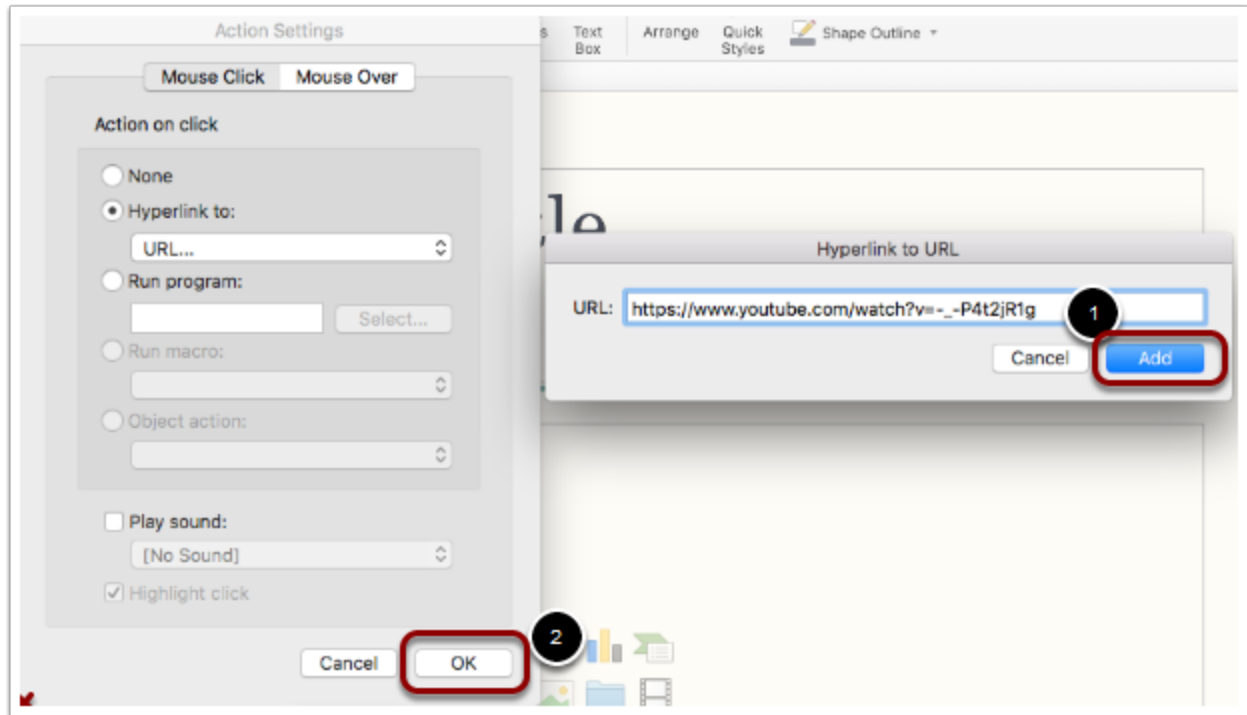
1. Click and drag to insert the action button onto your slide.
2. An "Action Settings" screen will pop up. Select the "Hyperlink to:" option.

Select a Destination




Select the destination for your action button.

Hyperlink to an Outside Page



1. If you choose to link a URL, another box will pop up. Copy and paste the URL into the designated spot. Click the "Add" button to add your hyperlink.

2. Click "OK" to complete the process.

 Created by Lucy

How to Insert and Play Audio Across the Slides

Below are Instructions on how to insert an audio clip and make it play throughout all the slides

Download the Audio Clip

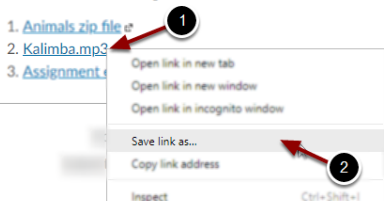
Follow the directions below to complete the PowerPoint assignment:

- Open up a new, blank PowerPoint presentation.
- Choose any presentation theme with a green background. ([Click here for tutorial](#))
- Add 3 additional slides.
- Title the presentation "South American Animals" and add your name as the subtitle.
- Select 3 South American Animal pictures from the zip file provided.
- Insert the animal pictures on the next three slides (one on each slide). ([Click here for tutorial](#))
- Title those slides with the name of the animal pictured.
- Download the Kalimba.mp3 file and insert it into the first slide of the PowerPoint. ([Click here for tutorial](#))
- Format the audio file to play across all the slides. (Click here for tutorial)
- Save as "Animals_Last Name, First Name" and upload the presentation to I-Learn.

Additional help can be found at <http://byu-idaho.screenstepslive.com/s/17066/m/65785/c/199211>.

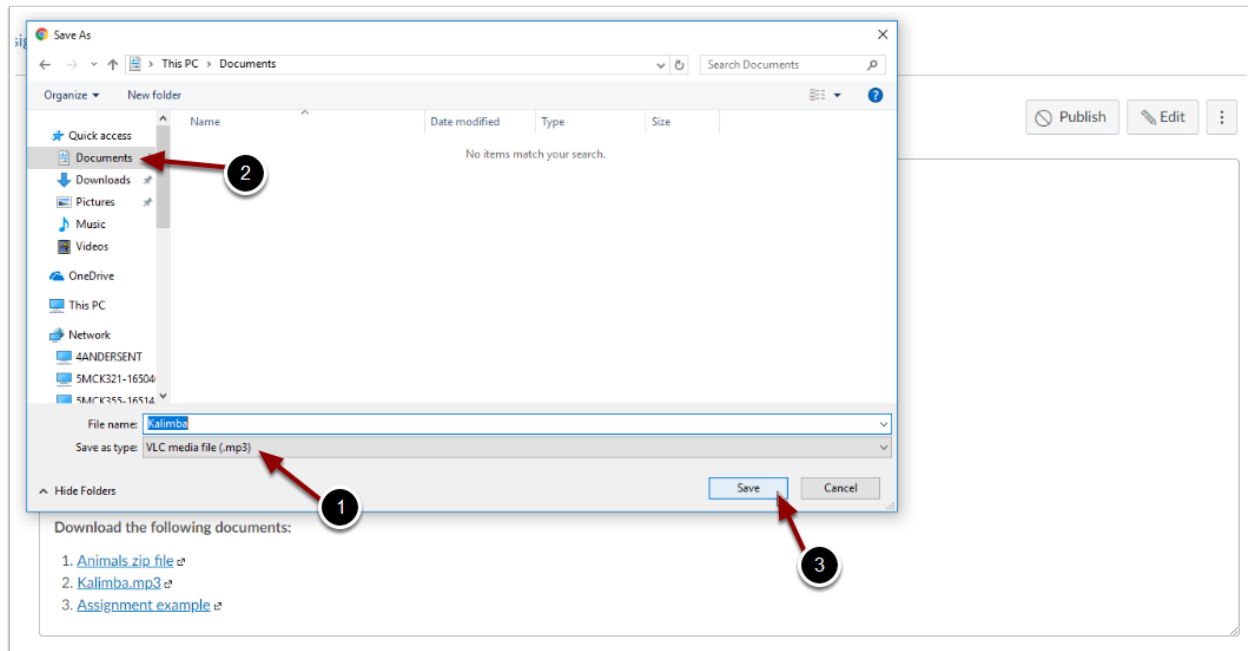
Download the following documents:

1. [Animals.zip file](#)
2. [Kalimba.mp3](#)
3. [Assignment](#)



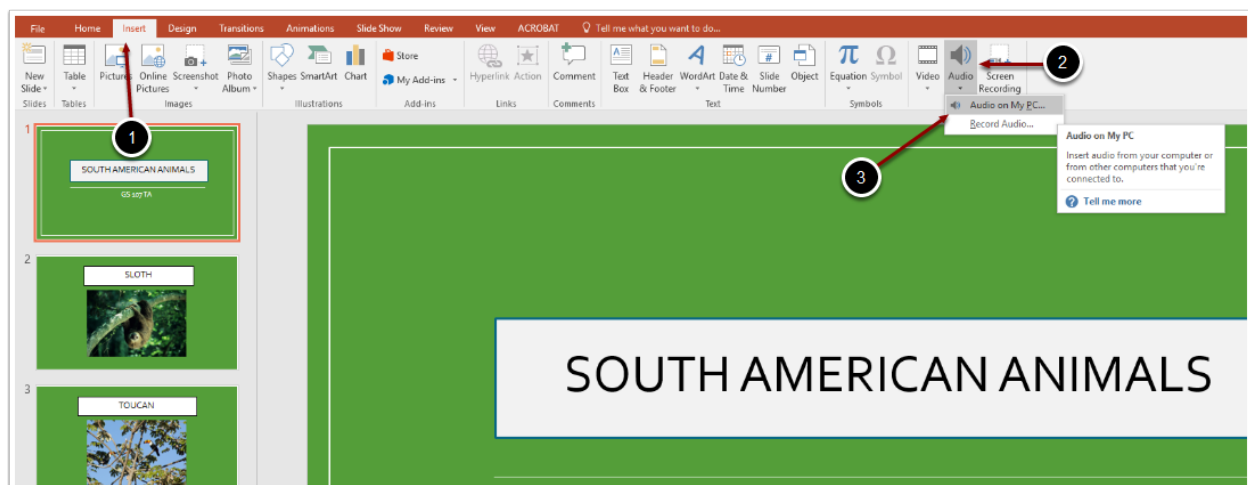
1. Right click with the mouse on the "Kalimba.mp3"
2. Click on "Save Link as..."

Save the Audio



1. Select ".mp3" as the audio format.
2. Select where you want to save it, choose a place where you can easily find it.
3. Click the "Save" button.

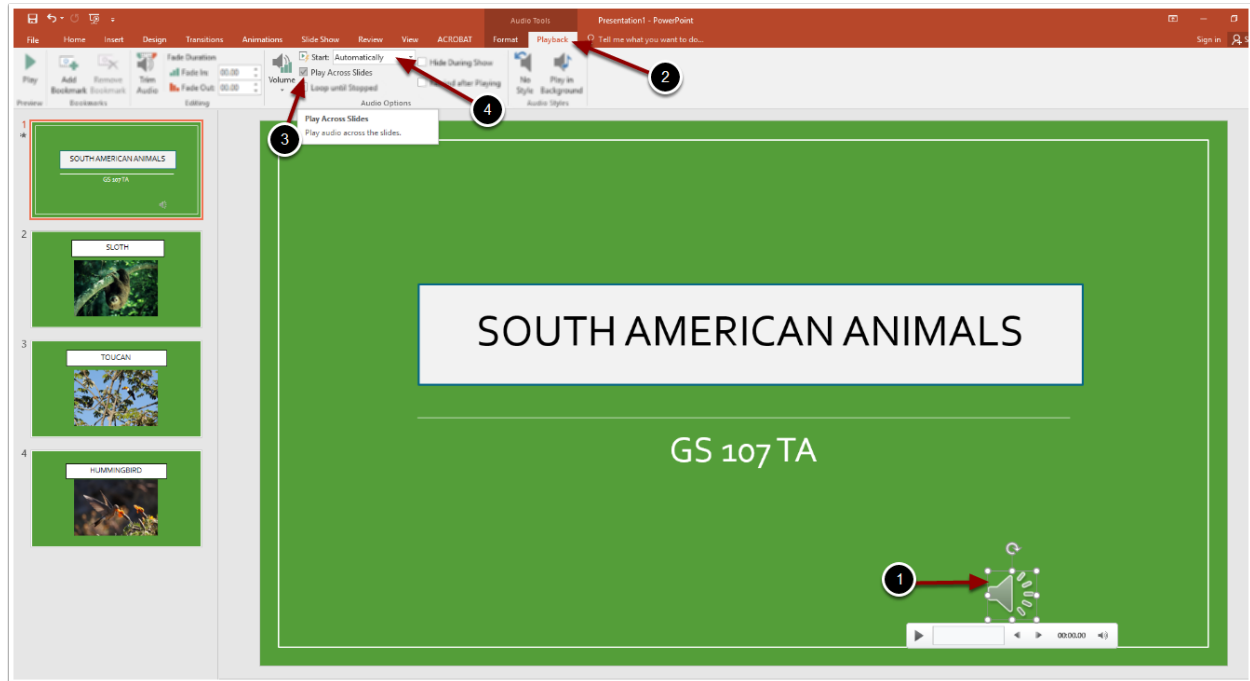
Insert the Image



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1. Select the Insert tab.
2. Select the audio icon (as shown above).
3. Select "Audio on My PC..." (If you a Mac, select "Audio from File...")

Make the Audio Play Across the Slides



1. Click on the Audio icon.
2. Click on the Playback tab
3. Check the box "Play Across Slides"
4. Click on "Start Automatically"



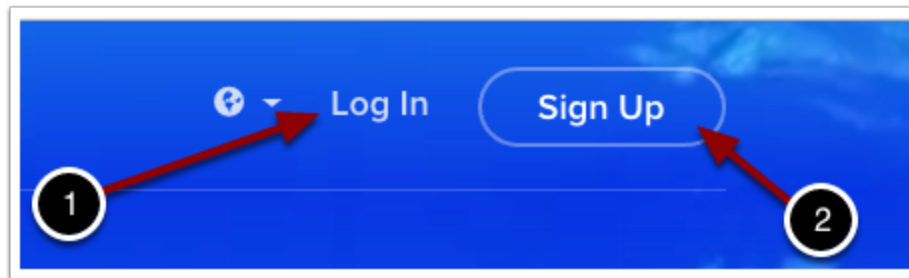
Created by Guillermo S

Weebly

How Do I Create A Weebly?

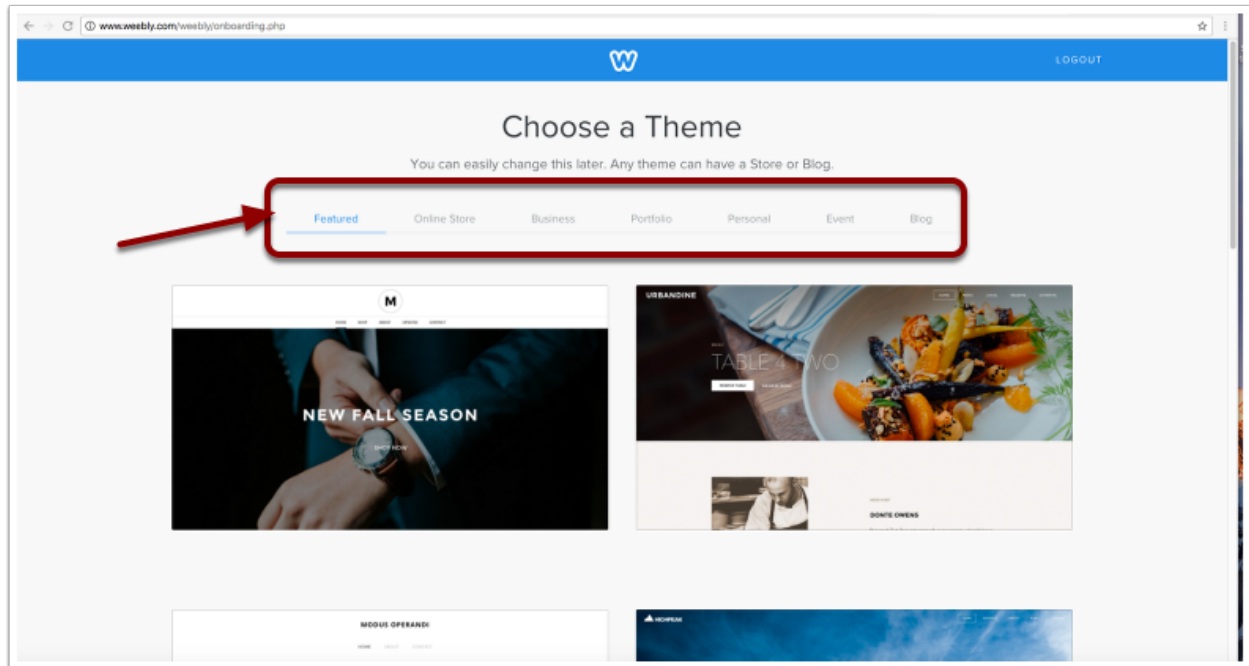
Below are instructions on how to set up and create your own blog/website on Weebly.

Create Account



1. If you have already created an account, select log in.
2. If you are new to Weebly, select **sign up** and create an account using your information.

Select a Theme



1. Select the theme you would like to use.

Website Domain

Choose Your Website Domain

This is the address where people will find your website online. Reserve your domain now, or close to skip this step and set it up later.

☒ **Use a Subdomain of Weebly.com**
A great way to get your website started

http:// .weebly.com **Available**

☐ **Register a New Domain**
For a more professional online presence

http://www. .com

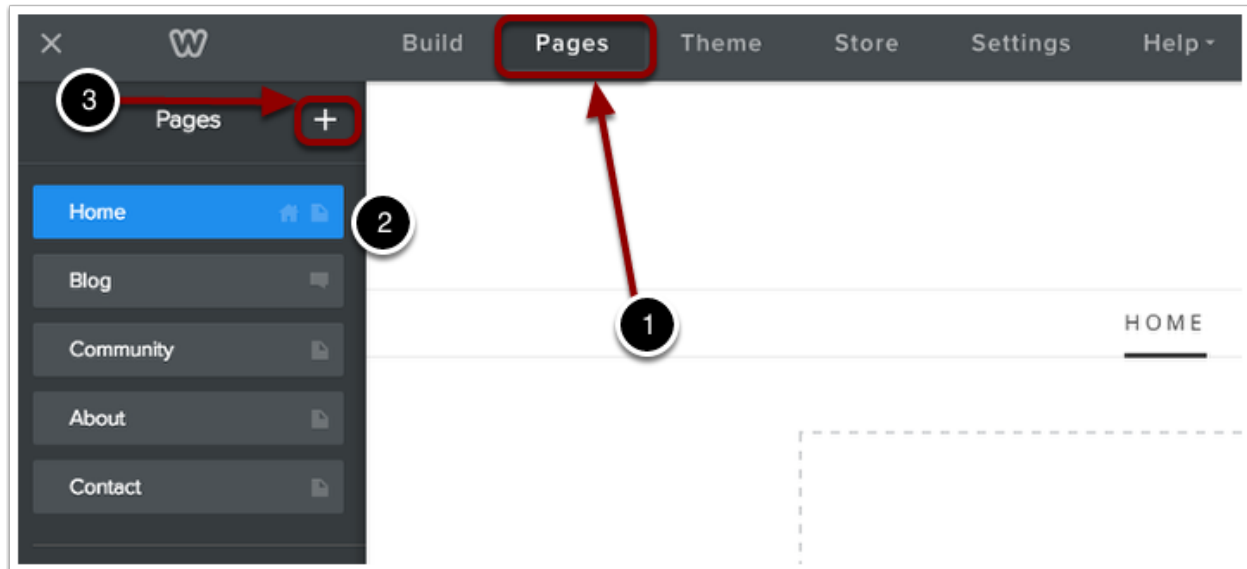
☐ **Connect a Domain You Already Own**
We'll help you connect your domain when you're ready to publish

http://

Continue

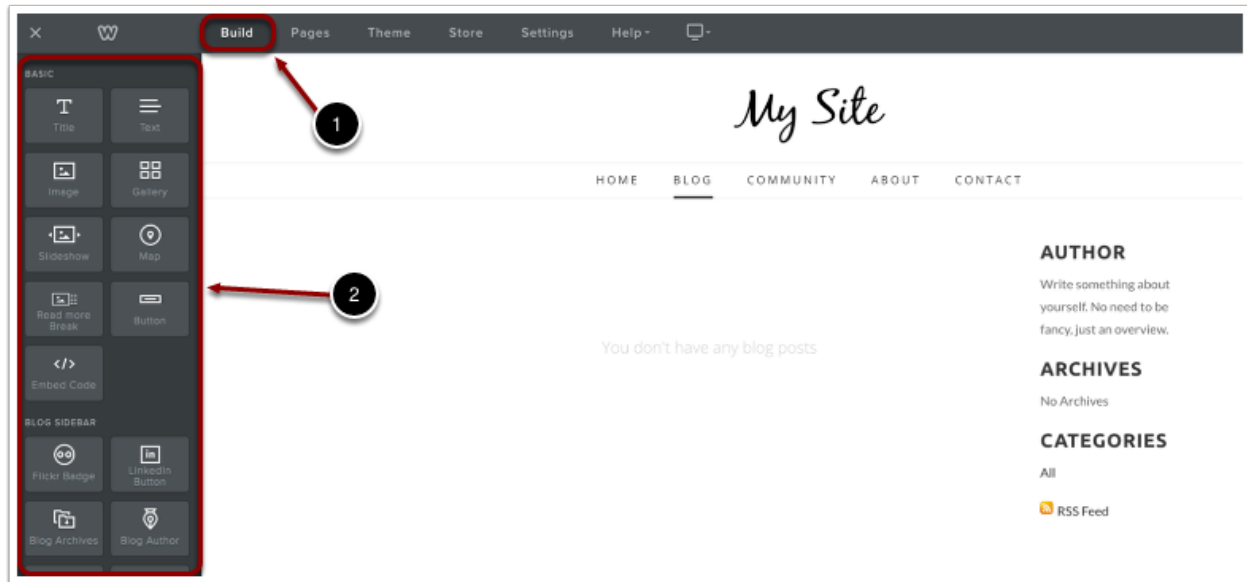
Choose a website domain. Select a **Subdomain** of Weebly.com (otherwise you will have to pay.)

Editing Pages



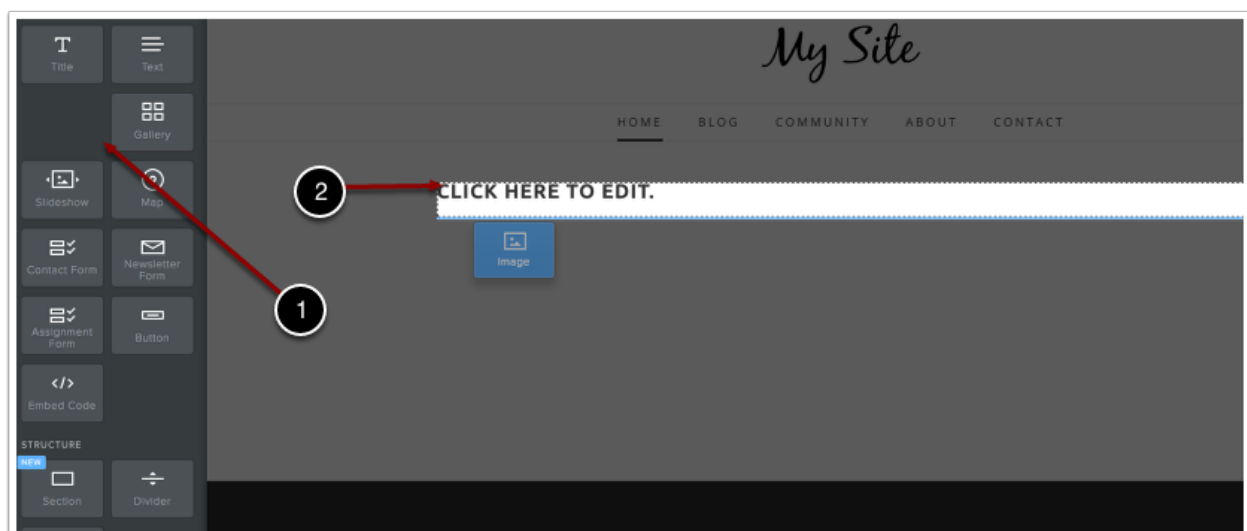
1. Select the **Pages** tab.
2. Select the page you wish to edit.
3. Click on the **plus** button to add a page.

Building Pages




1. After selecting the page you want to edit, select the **Build** tab.
2. Drag elements from the tool panel onto the page.

Inserting Elements

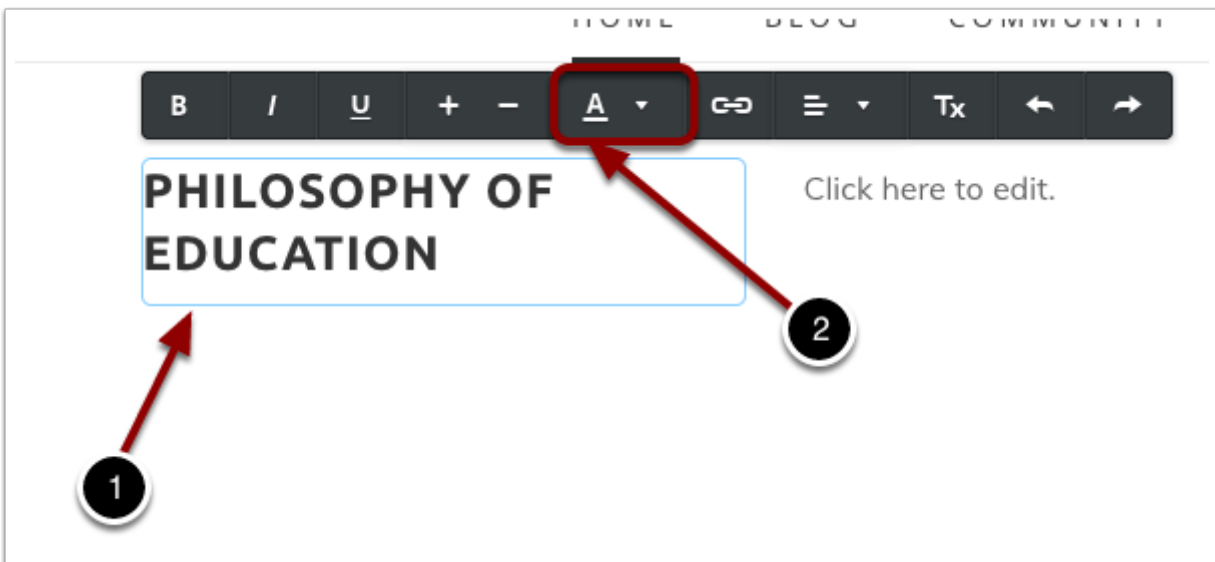


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1. Select what you would like to add to the page.
2. Drag and drop the content.

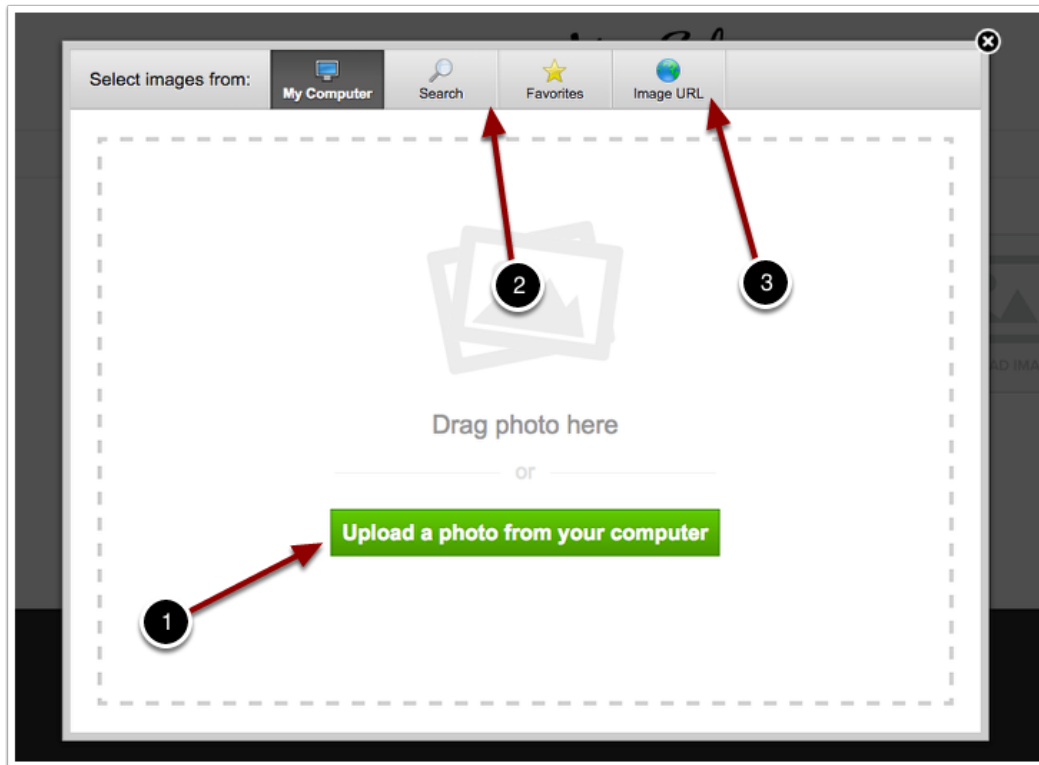
 If you want to add content below, above, or to the the side of previous content, move the icon to wherever you would like to drop it and the light blue line will indicate where it will drop.

Edit Text



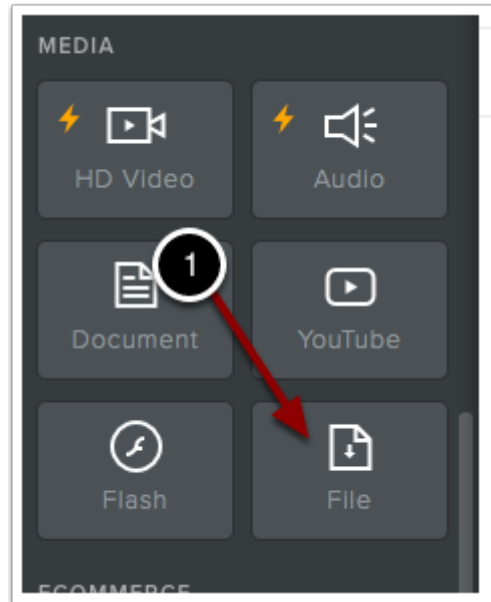
1. Click the text box.
2. A toolbar will appear. The toolbar gives you the option to edit the font and size of the text.

Inserting An Image



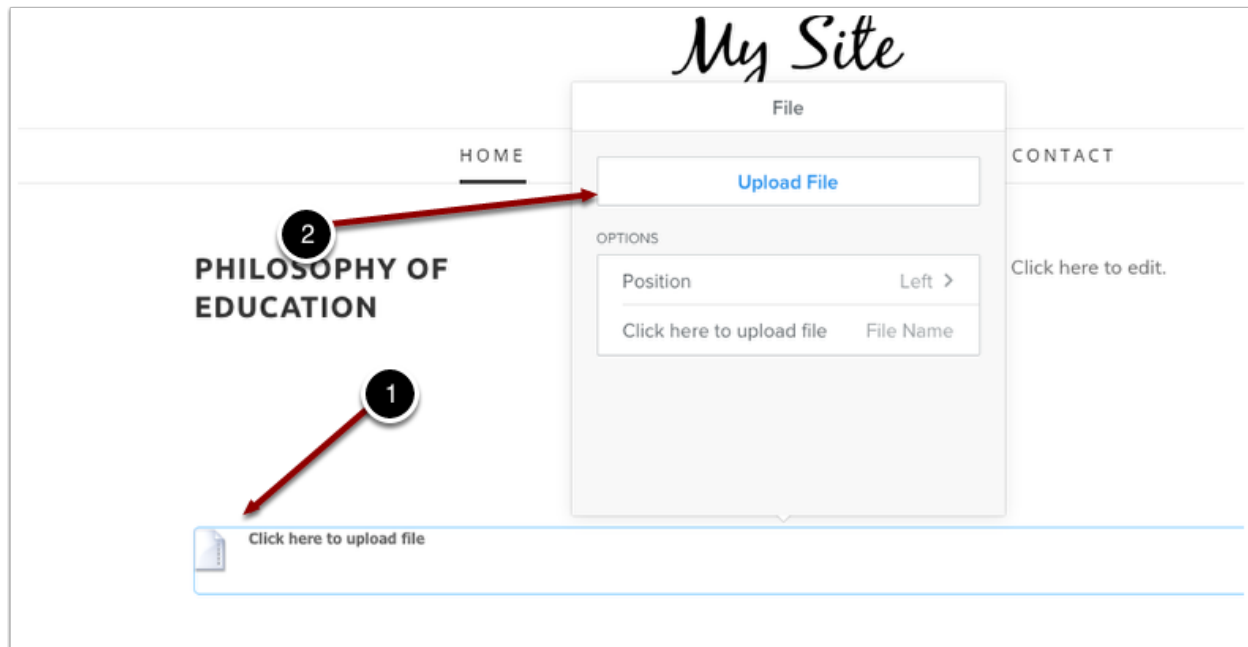
1. After clicking "Upload Image," this box should appear. The first option is to **upload photo from your computer**.
2. There is also the option to **search** for an image from Weebly. (Be sure to use the "free photos" tab.)
3. Another option is to use an **Image URL** (be sure to follow copyright laws when using a photo from the web.)

Uploading A File



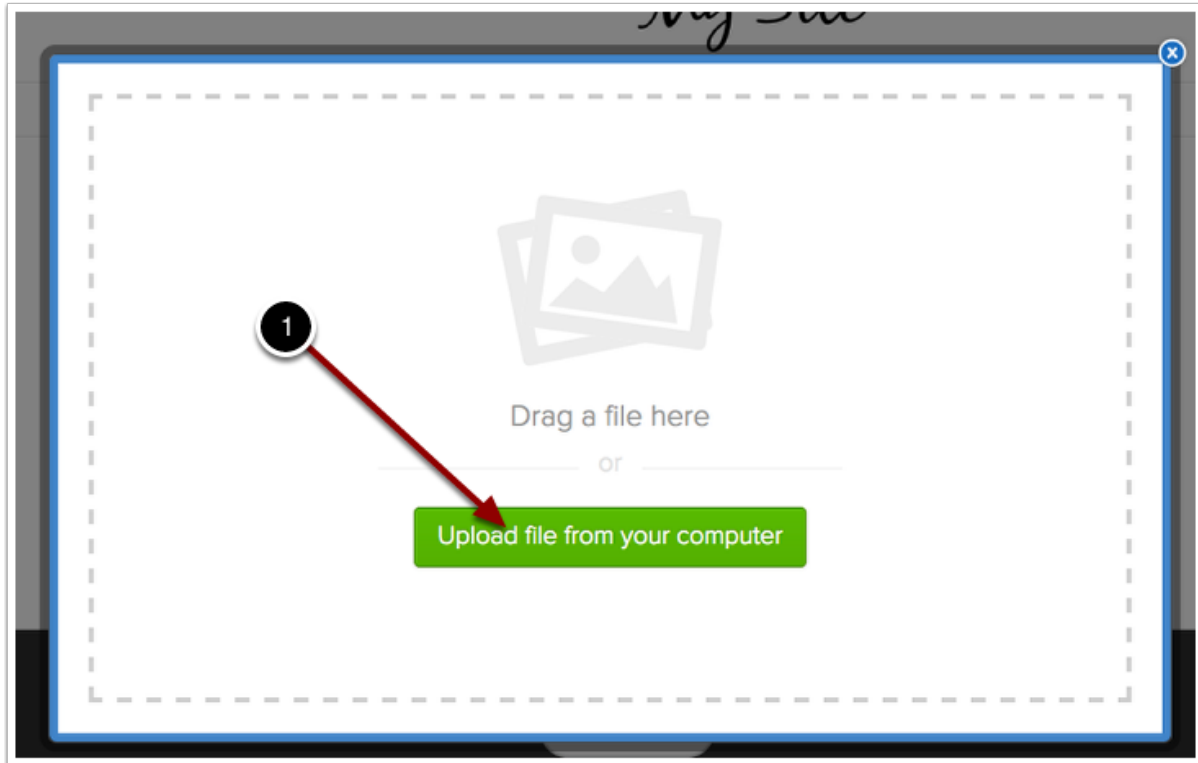
1. Select **File**.
2. Drag and drop the icon onto the Weebly site.

Uploading A File Continued



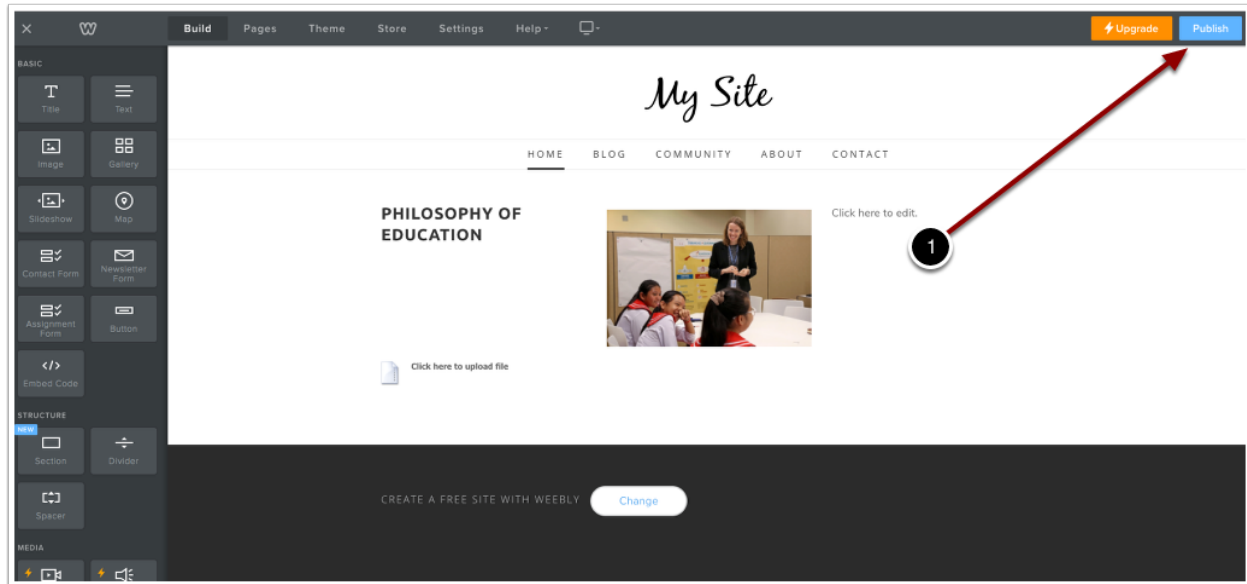
1. Click on the file.
2. Select "Upload File".

Uploading File Continued



1. Click Upload file from your computer and select the file you would like to upload.

Publishing Weebly Site



1. Once your weebly site is completed, click on the blue "Publish" button in the right hand corner.

Publishing Continued

Choose Your Website Domain

This is the address where people will find your website online.

☒ **Use a Subdomain of Weebly.com**
A great way to get your website started
http:// practicescreensteps weebly.com

☐ **Register a New Domain**
For a more professional online presence
http://www. .com

☐ **Connect a Domain You Already Own**
Choose a plan and connect your domain in the next step
http:// www.example.com

Continue

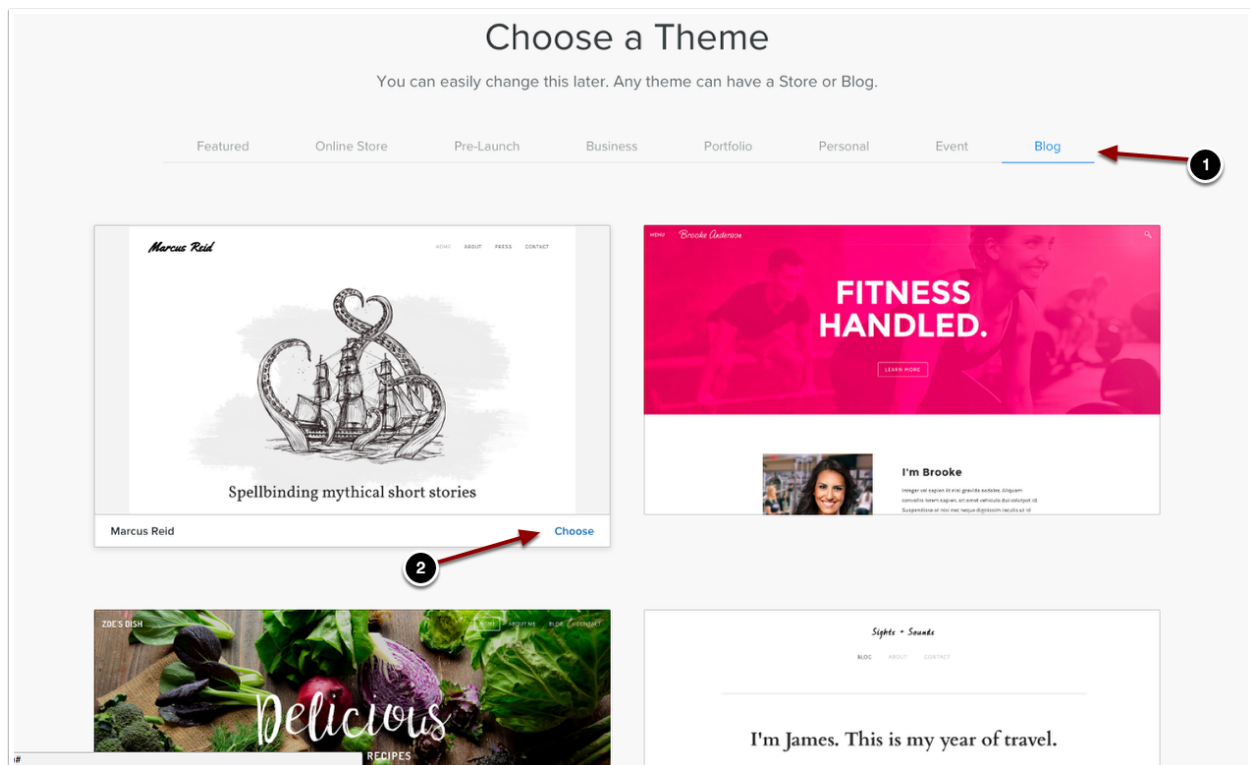
1. Select the address you would like to use.
2. Select **Continue**.

⚠ Be sure to use the published URL when accessing (or submitting) your weebly site. **DO NOT** copy and paste the URL from the search bar, it does not give others access to view your site.

Creating a Subdomain on Weebly

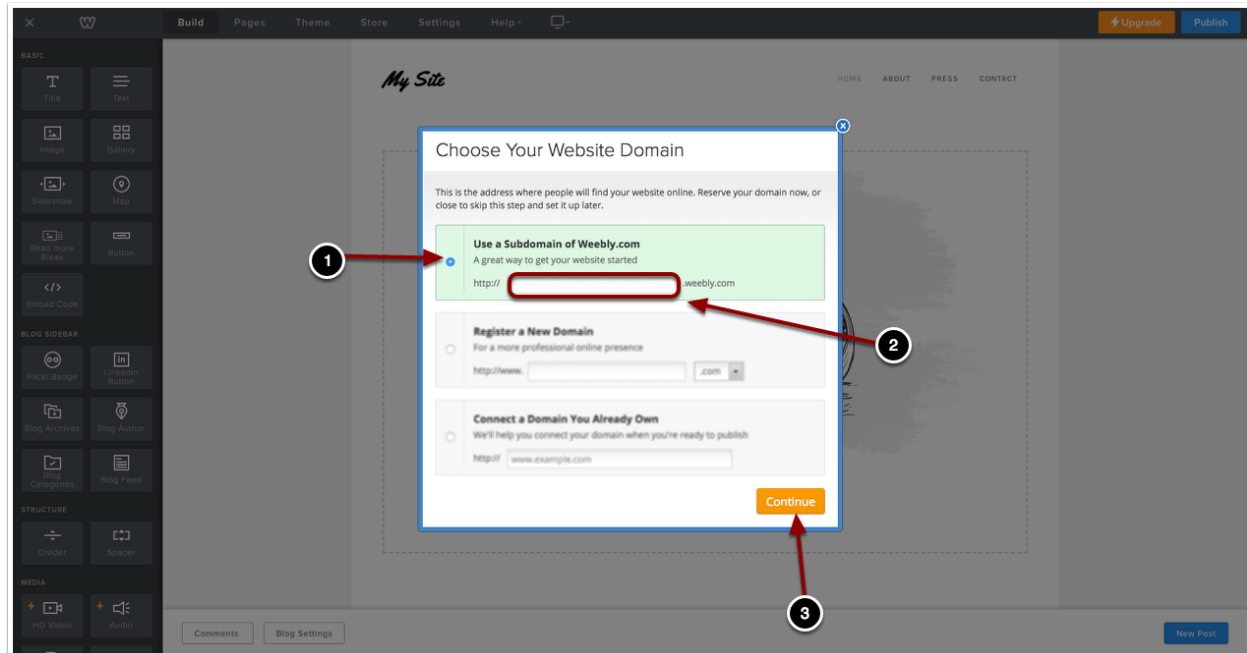
Below are instructions on how to create a subdomain for your Weebly website.

Choose a Theme for Your Website



1. Find a **Theme** of your choice.
2. After selecting a Theme, Click on "Choose" to start your Weebly site.

Website Subdomain



1. Click on the first option "Use a Subdomain of Weebly.com"
2. Create your own address.
3. Click on "Continue" to finish setting up your Subdomain.

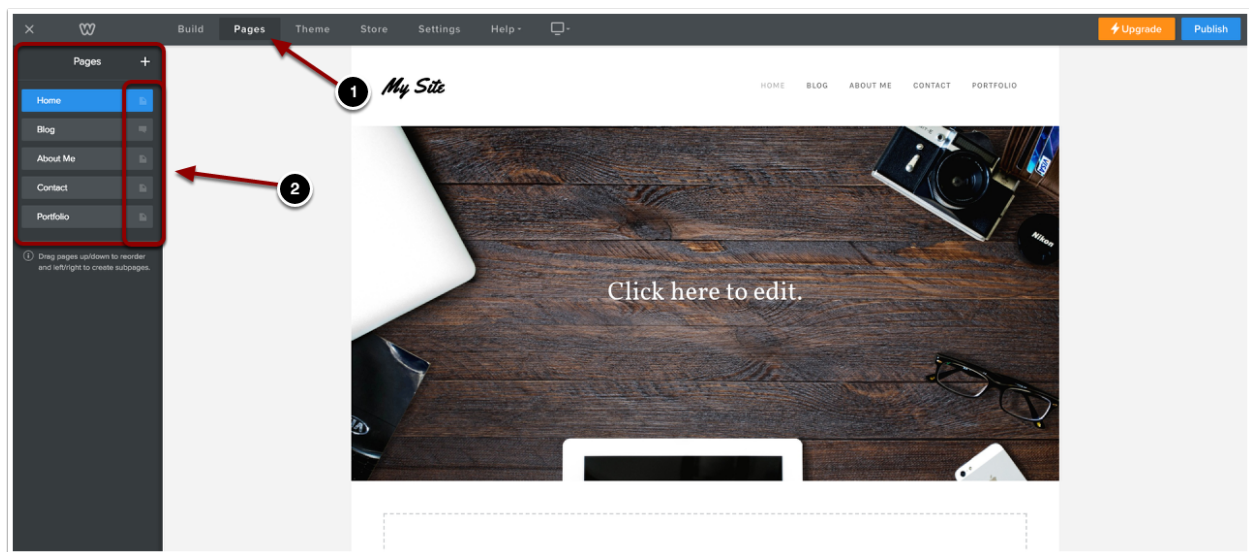
! Don't choose the other two options, they will charge you for a monthly plan.

i Created by Guillermo S.

How to Use the Pages Tab on Weebly

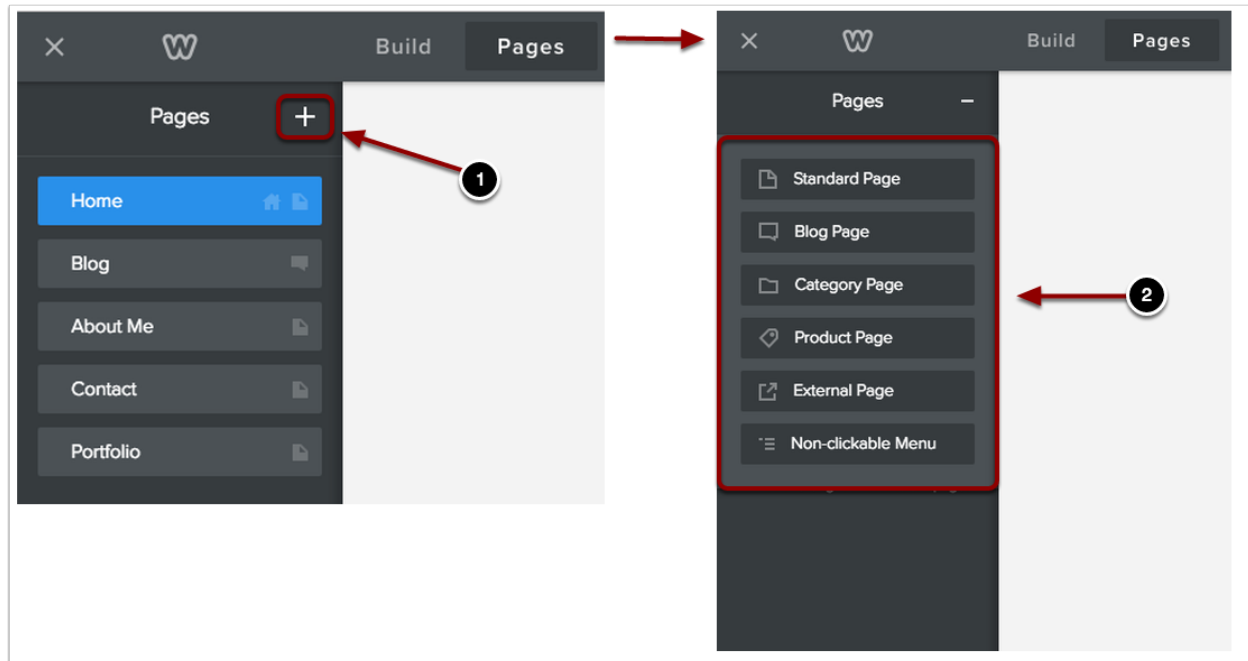
Below are instructions on how to use the Pages tab on Weebly to create different tabs in your website.

The Pages tab



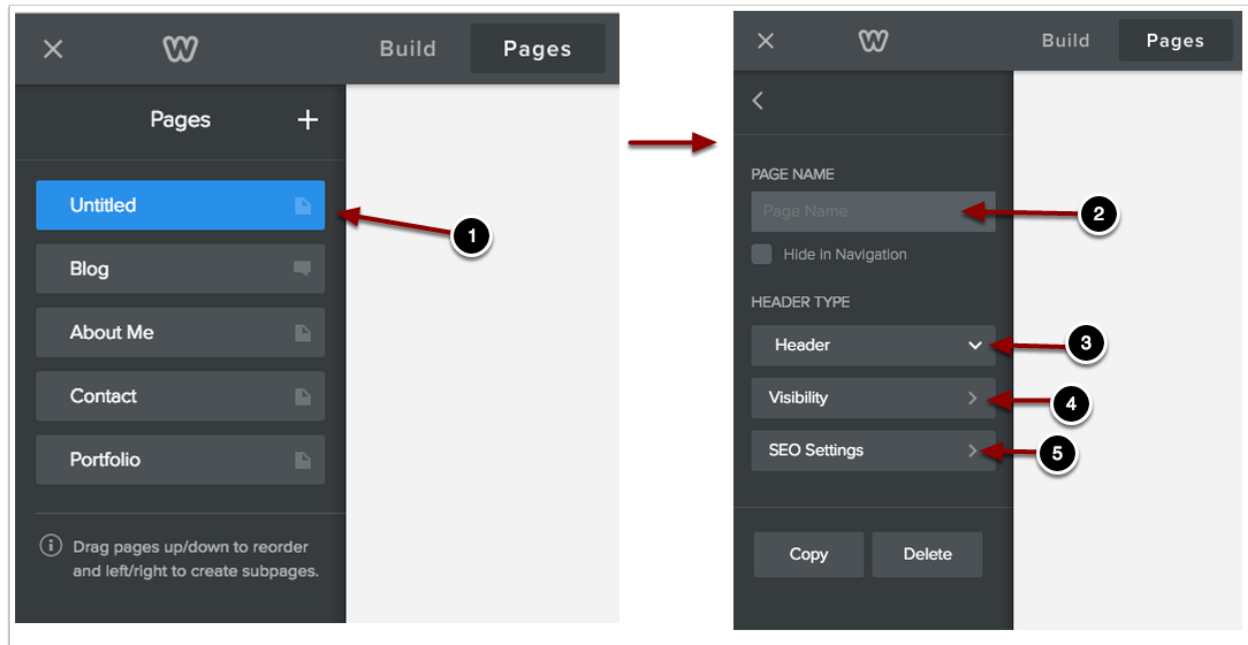
1. Click on "Pages" to see all your current tabs in your website.
2. Select the page you want to edit. Each page has a symbol representing the type of page they are (Standard, Blog, Products, etc.)

Add a New Page



1. Click the "Plus sign"
2. Choose the type of **page** you want to add to your website.

Edit a Page tab



1. Click on the Page you want to edit.
2. Give a name to the page.
3. Choose to add or delete header to this page.
4. Choose to make this page "Public"
5. Advanced searching options.



A blog page and a standard page are different, make sure to choose the one you need for the assignment.



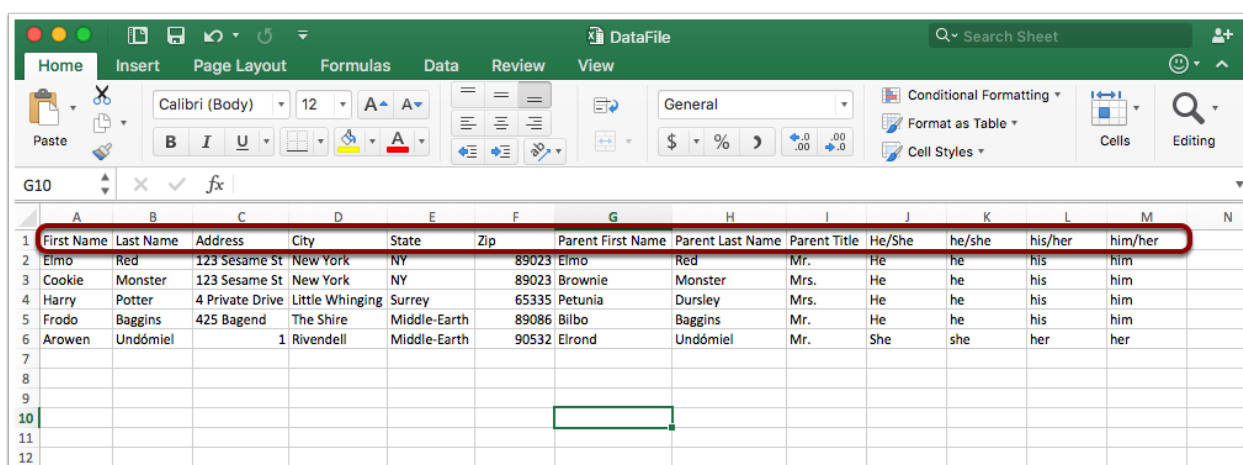
Created by Guillermo S.

Default

How Do I Complete a Mail Merge?

The Mail Merge function allows you to combine information in Microsoft Word and Microsoft Excel. The function is most often used to create letters, but can have other purposes as well. This article will show you how to merge a document in Microsoft Excel with a document in Microsoft Word.

Create an Excel Document

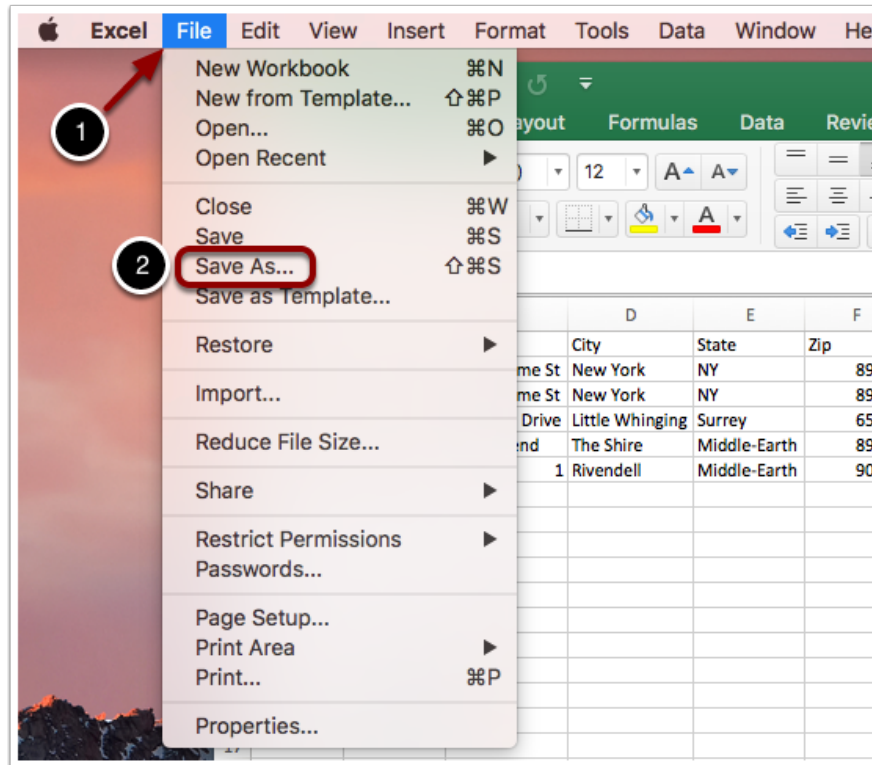


The screenshot shows the Microsoft Excel interface with a data table. The table has 14 columns: First Name, Last Name, Address, City, State, Zip, Parent First Name, Parent Last Name, Parent Title, He/She, he/she, his/her, him/her. The data includes characters like Elmo, Cookie, Harry, Frodo, and Arowen, along with their parents. A red box highlights the header row, and a green box highlights a cell in the Parent First Name column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	First Name	Last Name	Address	City	State	Zip	Parent First Name	Parent Last Name	Parent Title	He/She	he/she	his/her	him/her	
2	Elmo	Red	123 Sesame St	New York	NY	89023	Elmo	Red	Mr.	He	he	his	him	
3	Cookie	Monster	123 Sesame St	New York	NY	89023	Brownie	Monster	Mrs.	He	he	his	him	
4	Harry	Potter	4 Private Drive	Little Whinging	Surrey	65335	Petunia	Dursley	Mrs.	He	he	his	him	
5	Frodo	Baggins	425 Bagend	The Shire	Middle-Earth	89086	Bilbo	Baggins	Mr.	He	he	his	him	
6	Arowen	Undómiel	1 Rivendell	Middle-Earth	Middle-Earth	90532	Elrond	Undómiel	Mr.	She	she	her	her	
7														
8														
9														
10														
11														
12														

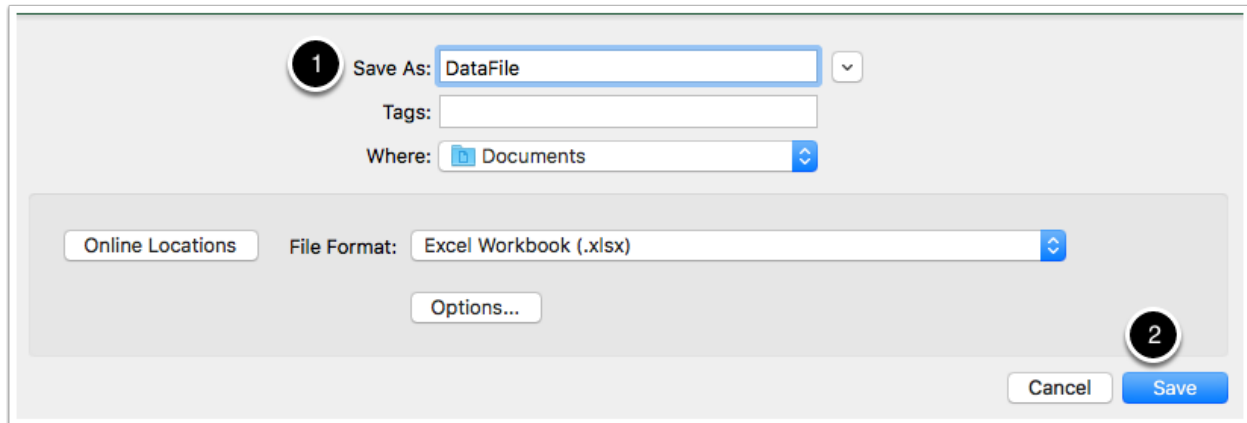
1. Make an Excel Document with the information that you wish to use in your mail merge.
2. Make sure to have **headings** that title each section.

Save the Excel File



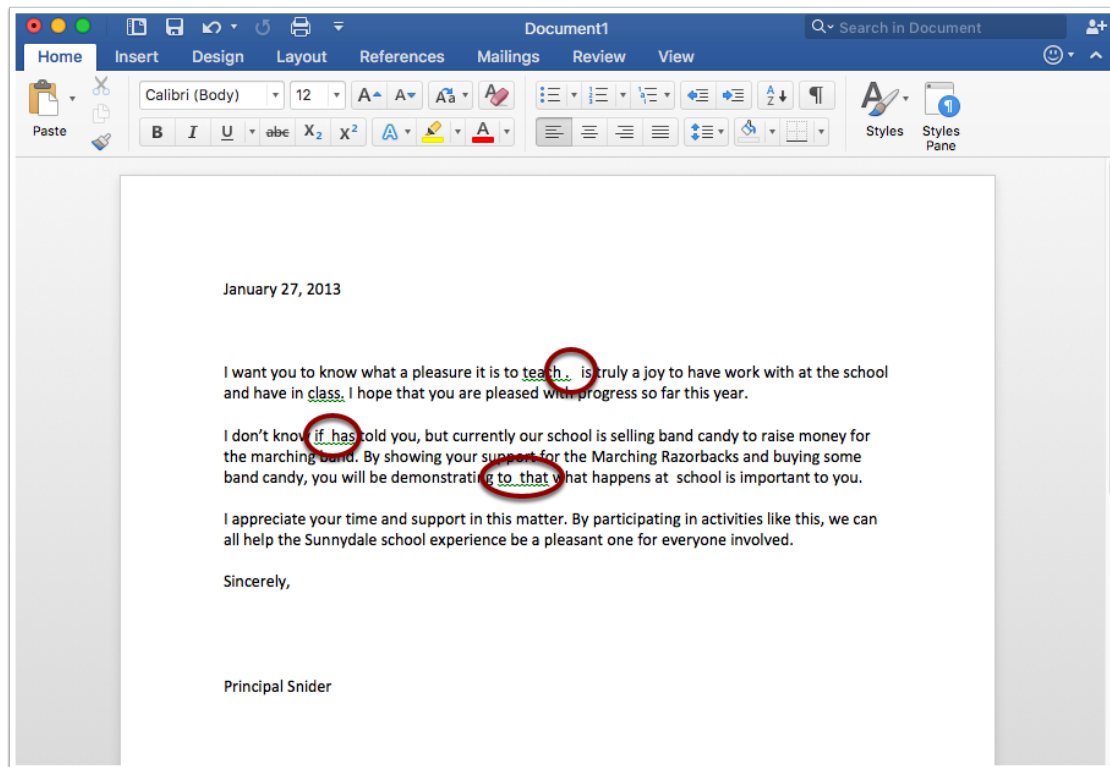
1. Click the "File" button.
2. Click the "Save As" button.

Name the File



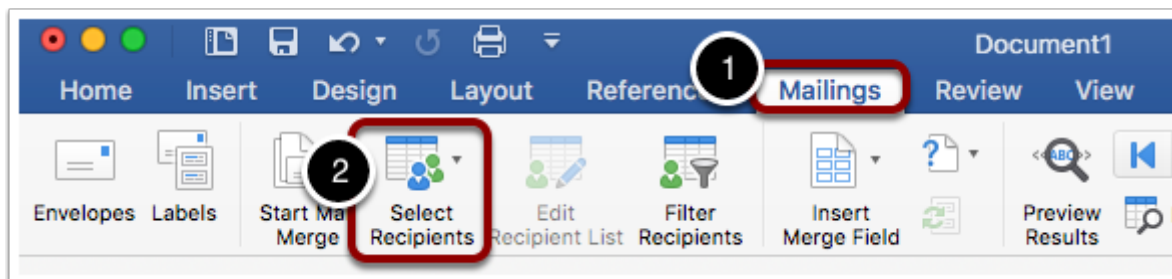
1. Name the **file** something that you will remember.
2. Click the "Save" button.

Create a Word Document



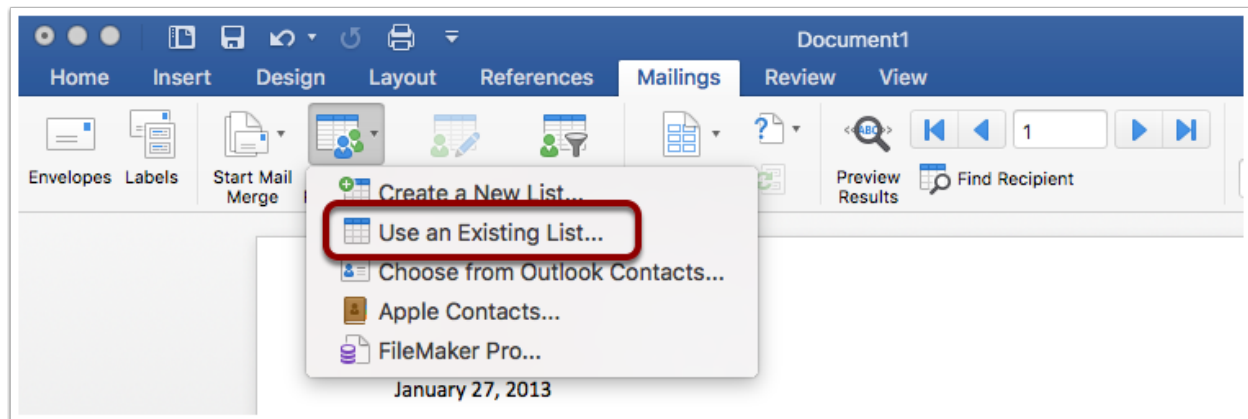
Create a Word Document. Leave spaces where you want to insert your data fields. These are the spaces where information specific to each person will go.

Combine the Excel Document and the Word Document



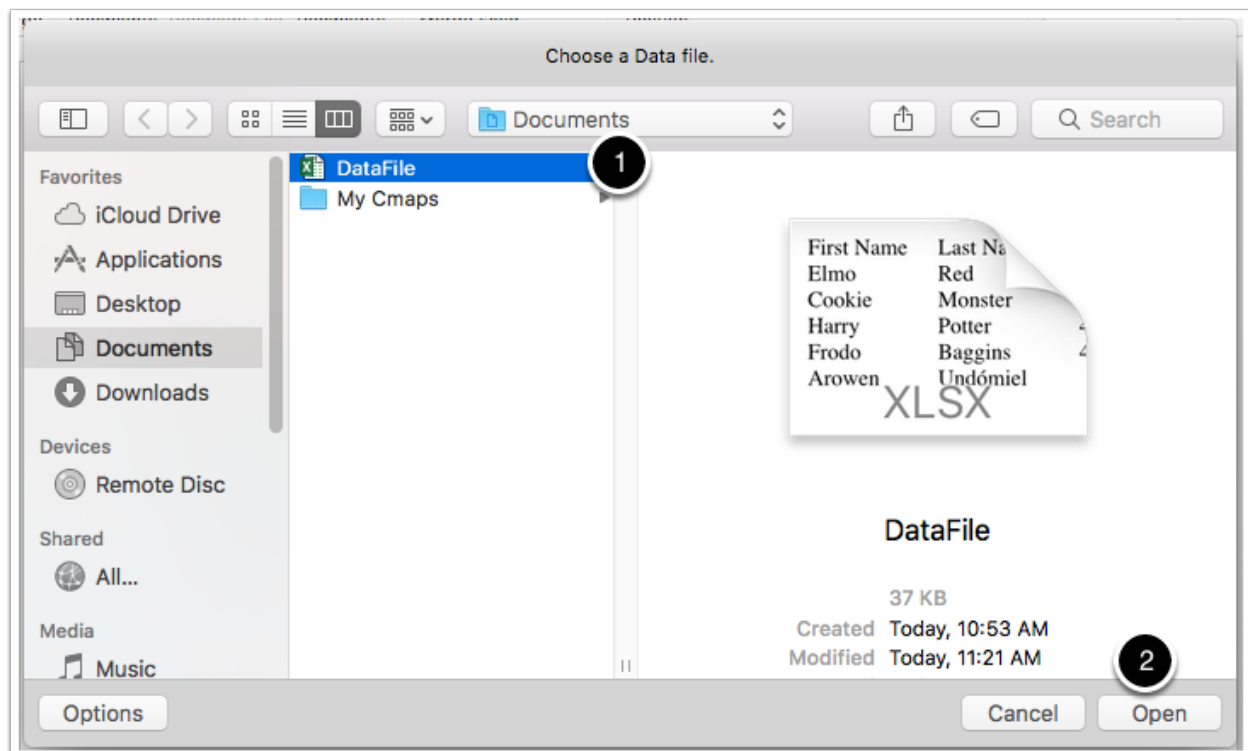
1. Select the "Mailings" tab in the tool bar.
2. Select the "Select Recipients" tab. A drop down menu will appear.

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Select the "Use an Existing List" button. This will allow you to select which document you would like to merge.

Select the Document



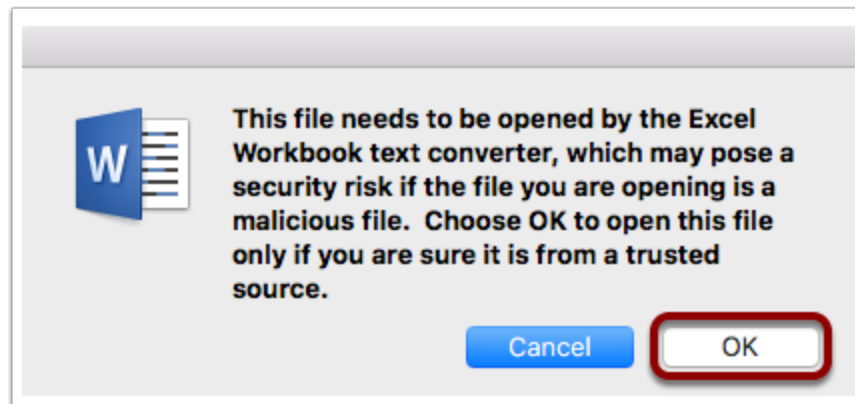
A window will open.

1. Select the file that you just created and saved in Excel.

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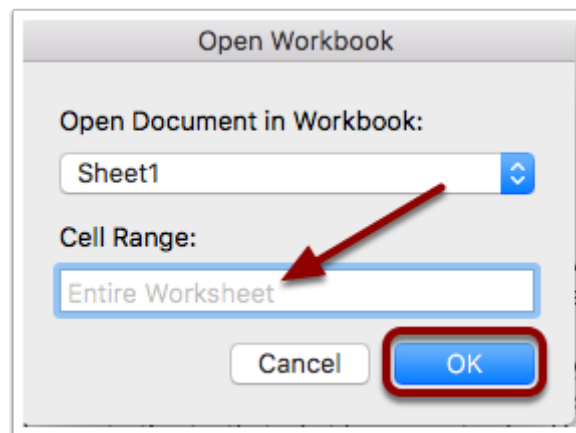
2. Click the "Open" button.

Warning Window



Select "OK" when this window pops up.

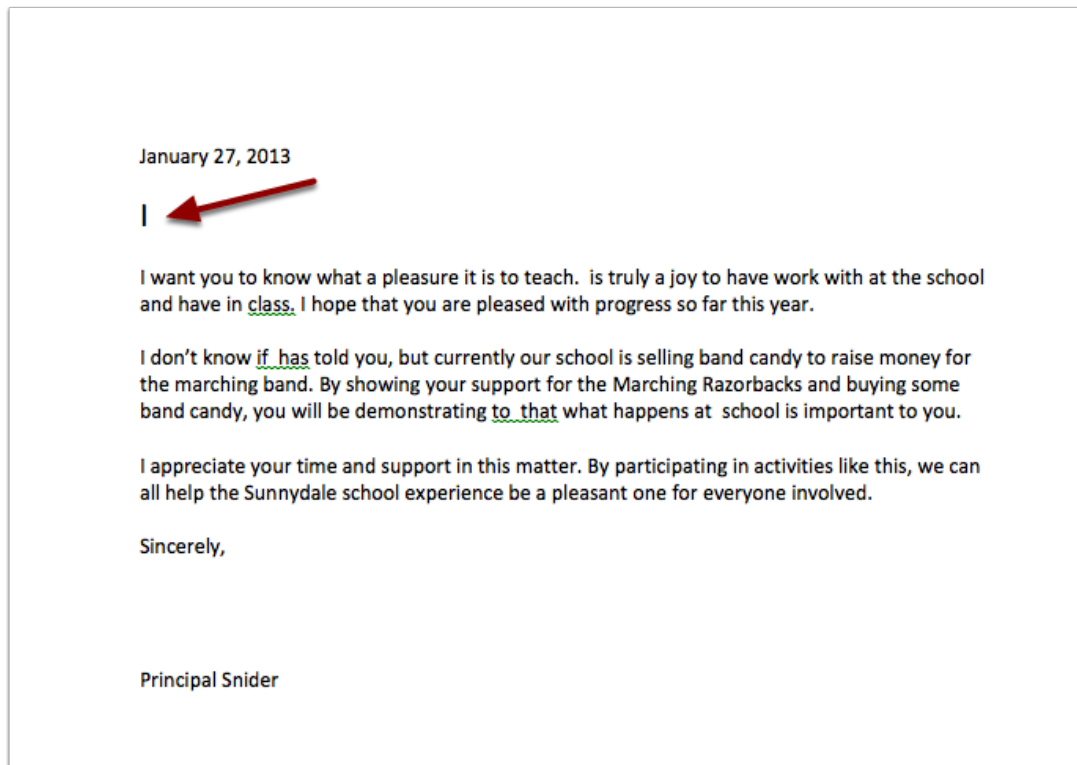
Open the Workbook




The "Cell Range" default setting is "Entire Worksheet". Do not change any settings.

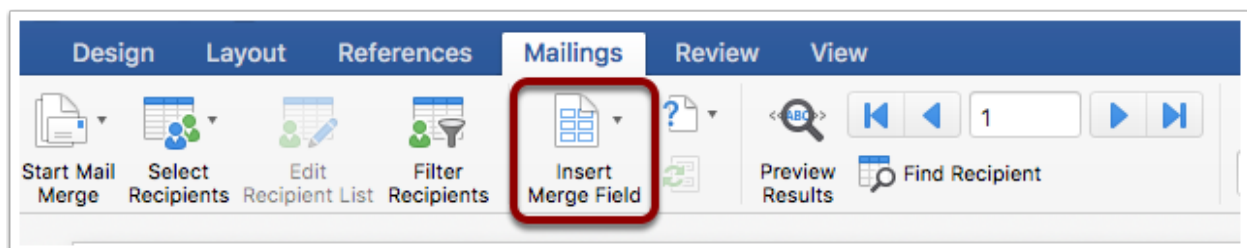
Select "OK" to combine your Excel Workbook with the Word Document that you have created.

Starting the Merge



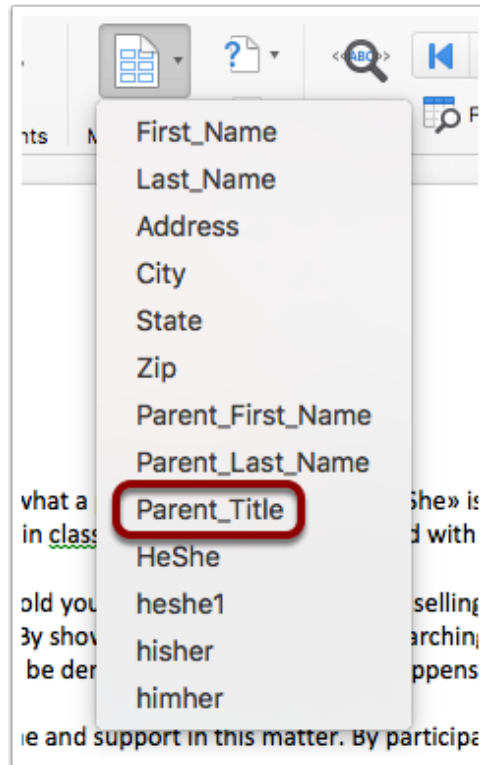
 Put the cursor where you want the first Merge Field to appear.

Insert the Merge Field



Select the "Insert Merge Field" button in the toolbar.

Choosing the Field



Select the field you wish to insert into your document. Again, it will automatically insert where you have your cursor.

The Inserted Field

January 27, 2013

«Parent_Title»

I want you to know what a pleasure it is to teach. «t the school and have in class. I hope that you are plea

I don't know if has told you, but currently our school the marching band. By showing your support for the band candy, you will be demonstrating to that what

This is what the inserted field will look like.

Completing the Merge

January 27, 2013

«Parent_Title» «Parent_First_Name» «Parent_Last_Name»
«Address»
«City», «State» «Zip»

I want you to know what a pleasure it is to teach «First_Name». «HeShe» is truly a joy to have work with at the school and have in class. I hope that you are pleased with progress so far with «hisher» progress so far this year.

I don't know if «First_Name» has told you, but currently our school is selling band candy to raise money for the marching band. By showing your support for the Marching Razorbacks and buying some band candy, you will be demonstrating to «himher» that what happens at «hisher» school is important to you.

I appreciate your time and support in this matter. By participating in activities like this, we can all help the Sunnysdale school experience be a pleasant one for everyone involved.

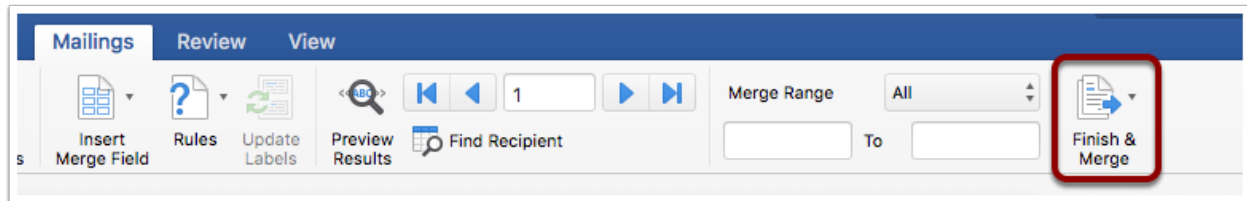
Sincerely,

Principal Snider

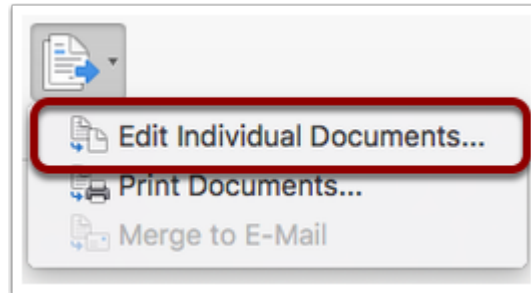
BYU-Idaho Online Knowledgebase

When your letter is completed, it will look similar to this, with the fields in place of the spaces that you left in your document.

Complete the Merge

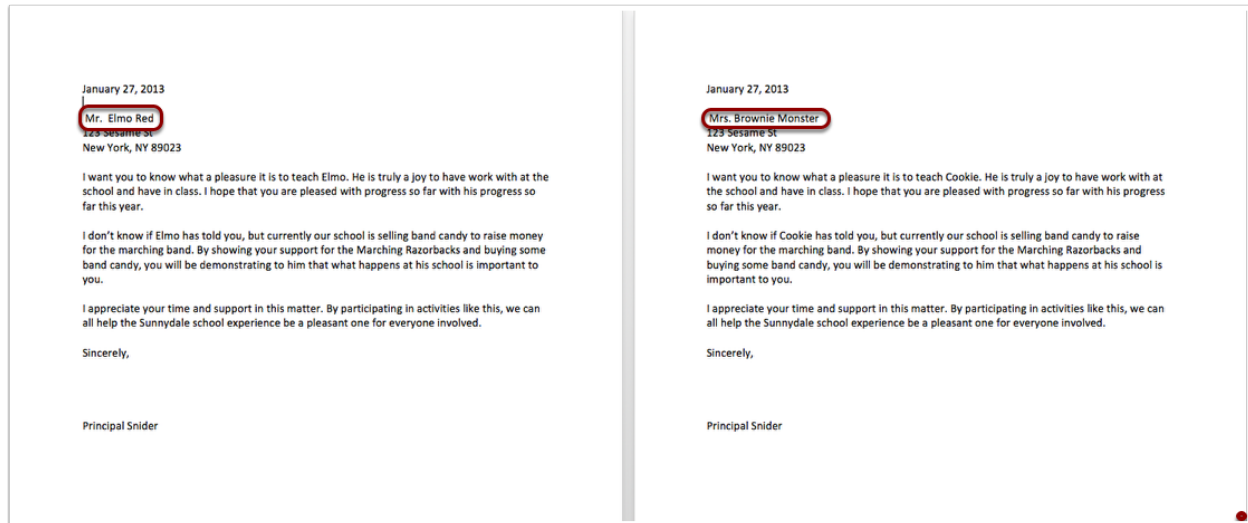


Select the "Finish & Merge" button on the right.



A dropdown menu will appear. Select the "Edit Individual Documents..." option.

Merged Documents



Several documents will appear. The information from your spreadsheet has been combined with the information in your word document. If you scroll through the documents, you will find that each one is different.



Created by Lucy

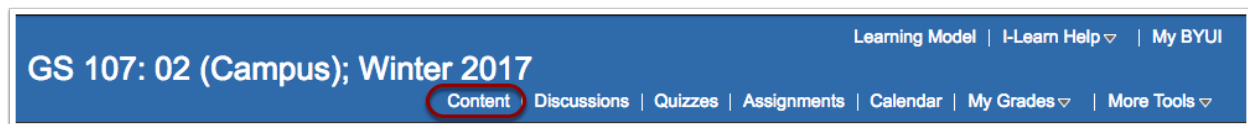
Where can I find the password for the syllabus quiz?

Finding the syllabus password.

! This class works sequentially, as you complete one section the next section will open. You must complete the syllabus quiz before for the next section will open.

Content tab

Select the Content tab



Introduction section

Under the table of content (*left side column*), click on Introduction

GS 107: 02 (Campus); Winter 2017

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Introduction



GS 107
COM

0 %

Password

There are two items listed in the **Introduction** section. The second item is the **Syllabus Quiz**, at the bottom of its description you can find the password.

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GS 107
COMPUTER BASICS

50 % 1 of 2 topics complete

Syllabus

Syllabus Quiz

Due March 3 at 11:59 PM

Read through the syllabus.

This is a short quiz designed to make sure you understand the key points in the syllabus. Remember, it is your responsibility to know all the material contained in the syllabus.

You can retake this quiz as many times as you would like until you get a 100%. You must get 100% on this quiz to get credit for it and move on.

Once you get a 100% on this quiz, the next section of this course will open.

Password: syllabus

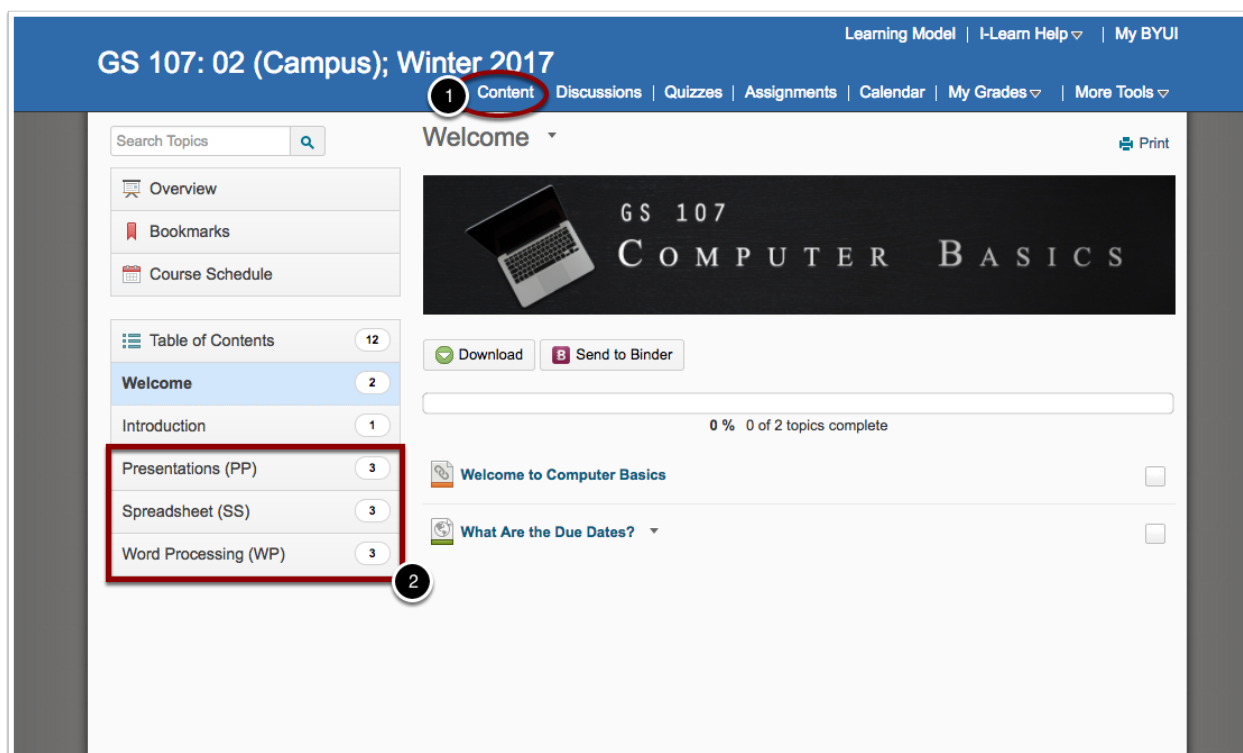
Creating by Guillermo

Where can I find the passwords for the instructions quizzes (Power Point, Spreadsheet, and Word)?

[Quizzes' instructions and passwords](#)

💡 All quiz passwords are in each quiz instructions.

Sections

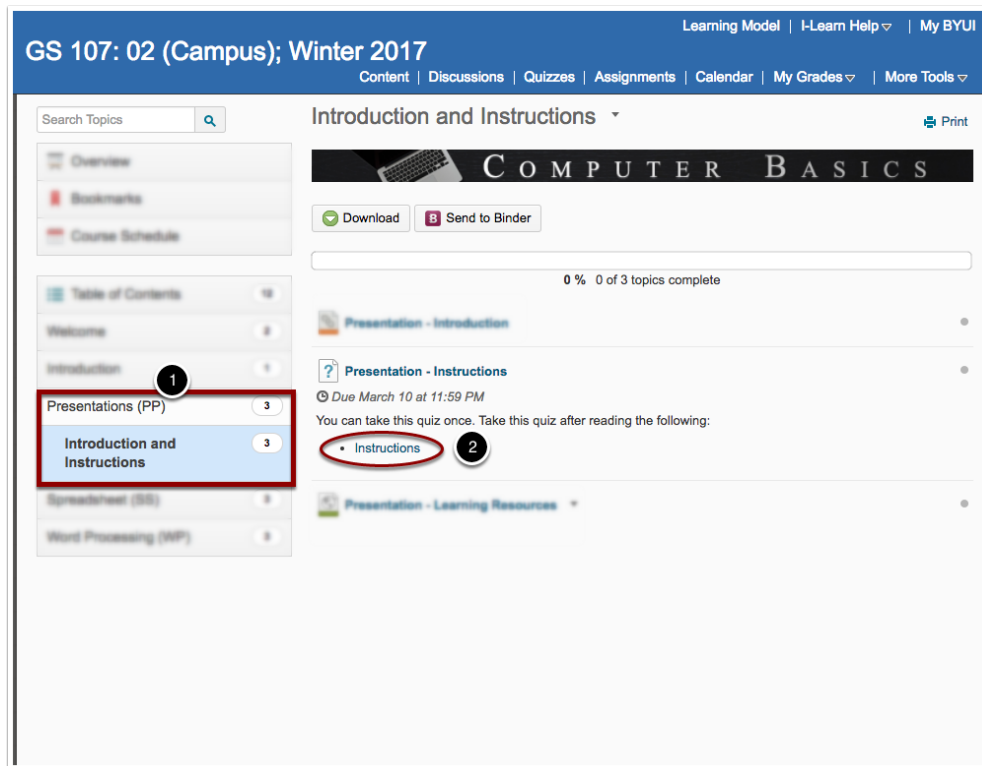


1. Click on the Content tab

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2. Select the section you want to work on (*not all 3 section will be available at the same time, remember that in order to see the next one you have to finish all the assignments in the previous section.*)

PDF Instruction's document



1. Click on the Introduction and Instructions part of that section.
2. The second item is the Instructions quiz of that section, under its description click on the "Instructions" bullet point. It will direct you to a PDF document.

Passwords

**GS 107
COMPUTER BASICS**

Instructions

Let's get busy! There is much to learn and do. Please follow the directions very carefully! Note: when students don't read all the directions and start assuming without reading, they often end up wasting time. Please read all of the directions before doing any of the assignments. You must read all of the directions or the other items in this section will not appear.

Step One:

Review the "Presentation – Learning Resource" sheet. Become familiar with the resources document and the different sections. This will help as you start doing the practices.

Step Two:

Open the practice section. There will be several practice assignments and a practice quiz. You will not be graded on these practice assignments because they are primarily for practice. Please take time to learn this technology and use the resources in this process. You may also refer to the syllabus for additional learning help.

- You will do the 1st practice. When you have completed this practice you will self-grade it and submit the completed file. When you have submitted the file the next practice will open.
- You will do the 2nd practice. When you have completed this practice you will self-grade it and submit the completed file. When you have submitted the file the practice quiz will open.
- You will do the practice quiz. If you get less than 90% on this quiz you will need to go back and do a few more practice exercises (more will appear) – you may do these exercises optionally if you get over a 90%. Do the practice exercises and retake the quiz as many times as needed. Once you have gotten above a 90% on the practice quiz the final quiz and assignment will appear.

Step Three:

Final quiz and assignment. These two items will be graded and will be the final grade for this section. The final quiz can only be taken once. Please make sure you feel very comfortable with the practice quiz and assignments before doing the finals for this section.

Good Luck. Remember to use the resources, internet, application help, and other help items found in the syllabus as needed.

You may now take the quiz. The quiz password is **agree**

- Read the PDF instructions document carefully before you take the quiz.
- At the **bottom** of each Instructions document you will find the **password** for the quiz of that section.

Created by Guillermo

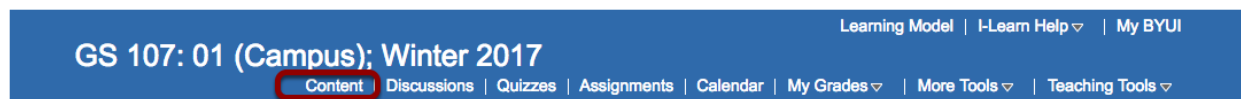
Where Are The Other Sections Under The Content Area?

Paying attention to assignments' descriptions



This class works sequentially, as you complete one section the next section will open. To do your class work and assignments use the "Content" tab only.

Content Tab



Click on the "Content" tab in order to display the sections available.

Introduction

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GS 107
COMPUTER BASICS

50 % 1 of 2 topics complete

Syllabus

Syllabus Quiz

Read through the syllabus.

This is a short quiz designed to make sure you understand the key points in the syllabus. Remember, it is your responsibility to know all the material contained in the syllabus.

You can retake this quiz as many times as you would like until you get a 100%. You must get 100% on this quiz to get credit for it and move on.

Once you get a 100% on this quiz, the next section of this course will open.

Password: syllabus

1. Under the "Table of Contents" select the "Introduction" section.
2. Read the "Syllabus" document.
3. Read the description of the syllabus quiz before you take it, you need to get a 100% on the quiz.

! If you take the quiz but didn't get a 100% you won't be able to advance to the next sections. Remember to read each assignments' description carefully.

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Internet 2

GS 107
COMPUTER BASICS

0 % 0 of 2 topics complete

What is Online Etiquette or Netiquette?

Due March 3 at 11:59 PM

Take this quiz after reading about [netiquette](#). You can take this quiz twice (the highest score will be recorded).

Password: internet

What is Cyberbullying?

After receiving a 100% in the "Syllabus Quiz" The new section will open.

Created by Guillermo

BYU-Idaho Online | GS107

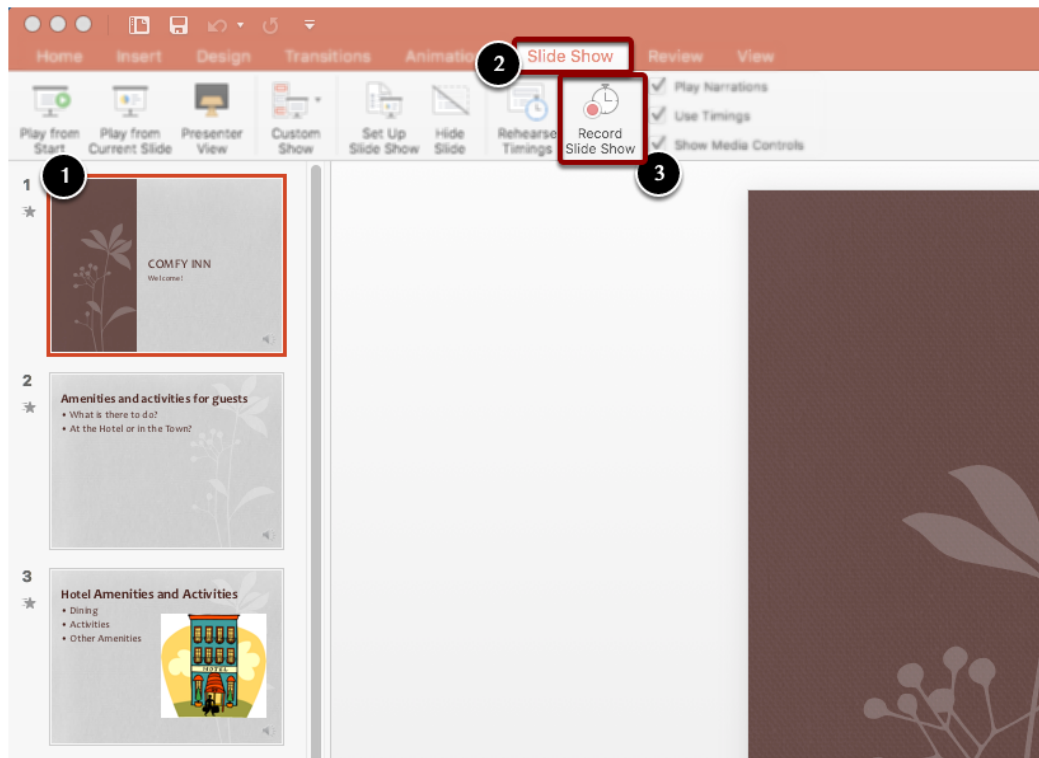
Page 168

How Do I Add Audio Recording To a Power Point Presentation?

Inserting audio recording in a Power Point presentation.

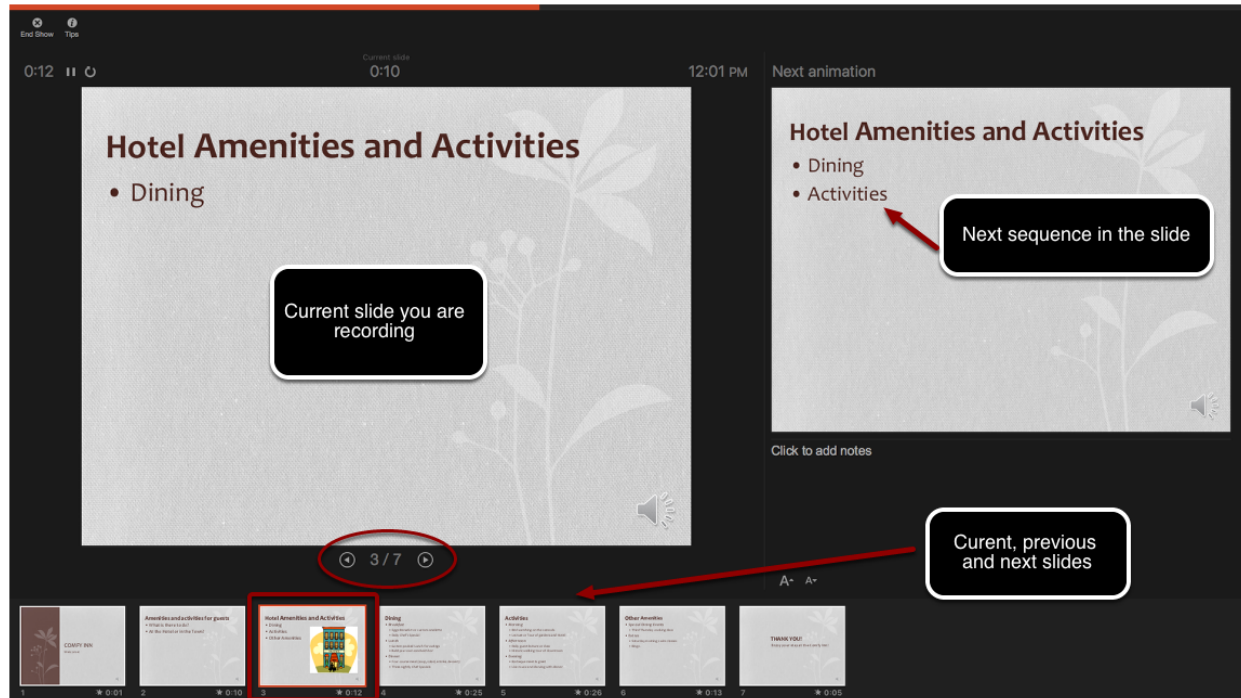
Slide show tab

! You need to have already text, transition and animation effects in each slide



1. Go to slideshow #1
2. Select the Slide show tab
3. Click on the Record Slide show icon

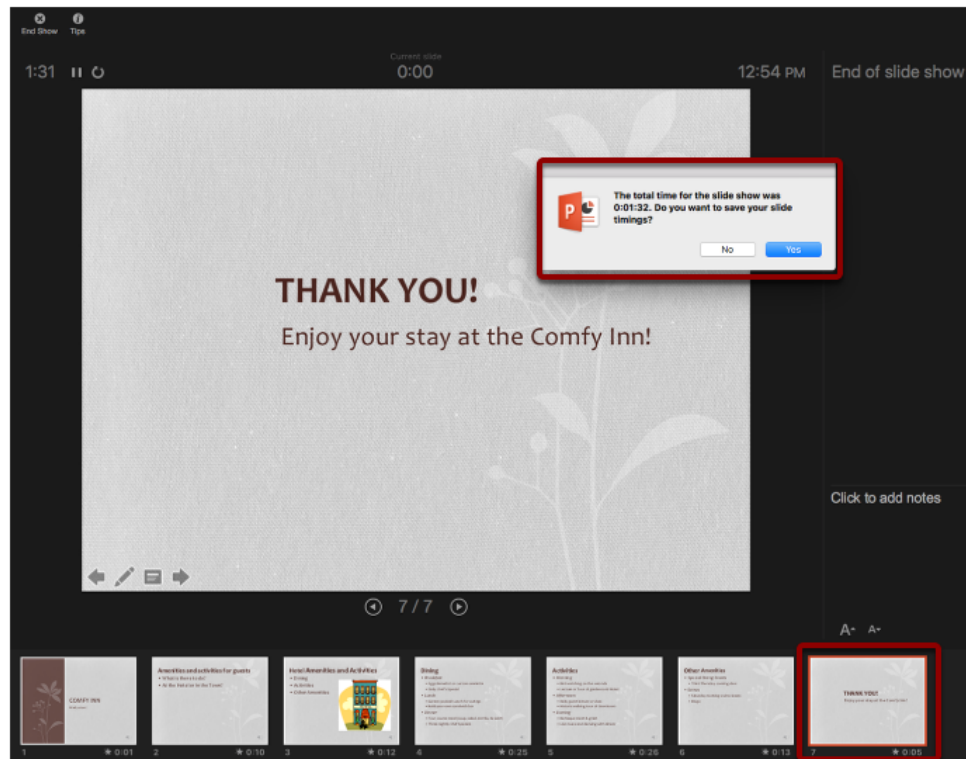
Recording



- Read the text outloud on the current slide by pressing the space bar on the keyboard in order to see the next sequence/animation text.
- You can check which number of slide you are working on and what slide is next by looking at the bottom.
- Check the next sequence/animation of your slide at the right smaller screen slide.

Saving

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- When recording up to the last slide, click the space bar on the keyboard.
- A saving box will appear, click on Yes in order to save your recording for your whole presentation.

Created by Guillermo

Where Can I Find The Feedback And Graded Rubric For My Assignment?

Scores and rubric for graded assignments

Assignments Tab

! This is the only use of the assignments Tab in this course.

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Assignment Submission Folders

View History

100 per page

Submission Folder	Score	Submissions	Feedback	Due Date
No Category				
1) Presentation Practice - The Be Attitudes Submission	- / 10	0	-	Jan 27, 2017 11:59 PM
2) Presentation Practice - Down Syndrome Submission	- / 10	0	-	Jan 27, 2017 11:59 PM
Presentation Practice - Civil War Submission	- / 10	0	-	
Practice Presentation - Master Slide Action Button HyperLink Submission	- / 10	0	-	
Presentation Practice - Technology In a Classroom Submission	- / 10	0	-	
Presentation Final Assignment Submission	- / 150	0	-	Jan 27, 2017 11:59 PM
Attachments				
Presentation Practice - Comfyinn hotel image.jpg (176.36 KB)				
1) Spreadsheet Practice - Business Income Submission	- / 10	0	-	Feb 3, 2017 11:59 PM
2) Spreadsheet Practice - Classroom Budget Submission	- / 10	0	-	Feb 3, 2017 11:59 PM
Spreadsheet Practice - Class To Do List Submission	- / 10	0	-	
Spreadsheet Practice - Foreign Box Office Sales Submission	- / 10	0	-	
Spreadsheet Practice - School Expenses Submission	- / 10	0	-	
Spreadsheet - Final Assignment	150 / 150 - A	1		Feb 3, 2017 11:59 PM
Attachments				
Picture Excel.jpg (33.86 KB)				

1. Click on the Assignments Tab.
2. Go to the assignment you want to see your grade and feedback. *(Not all assignments have feedback)*
3. Click on the View icon of the chosen assignment in order to see your grade and feedback.

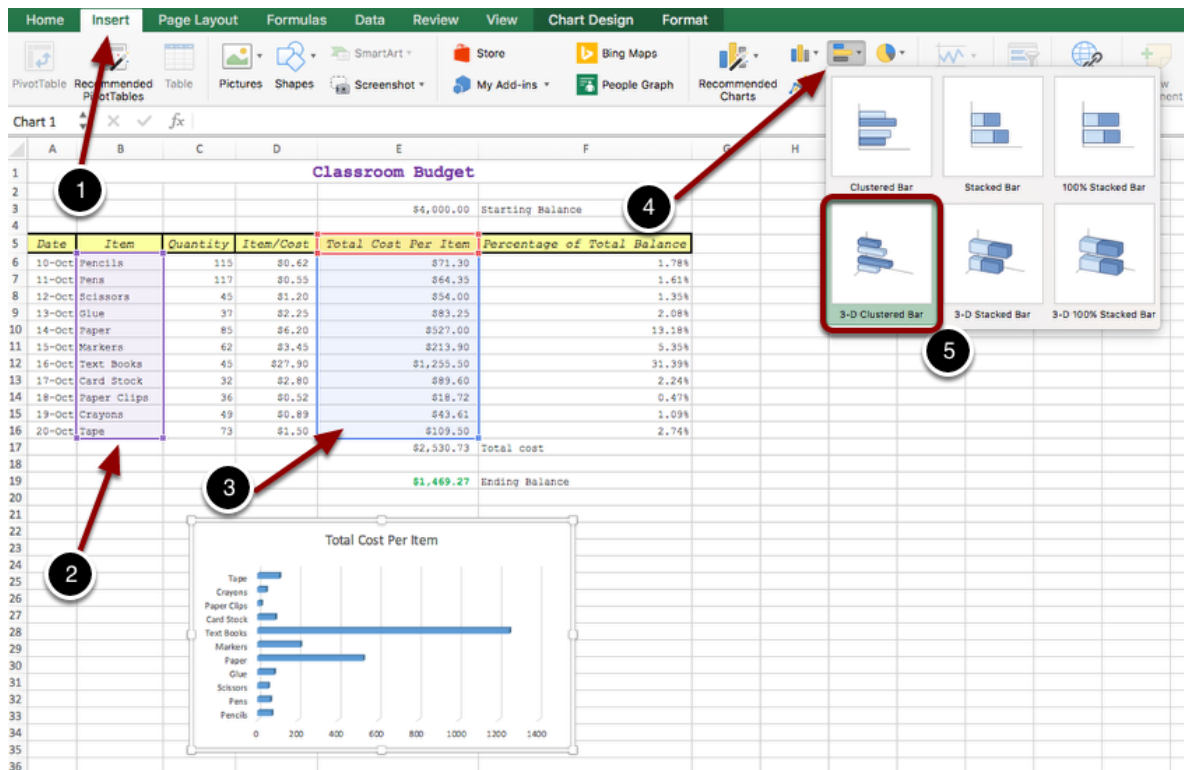


Remember not to use the Assignments Tab to submit your documents, because it will cause problems to the content sections.

How Do I Create A Graph In Excel?

Below are instructions on how to create and edit a chart in excel.

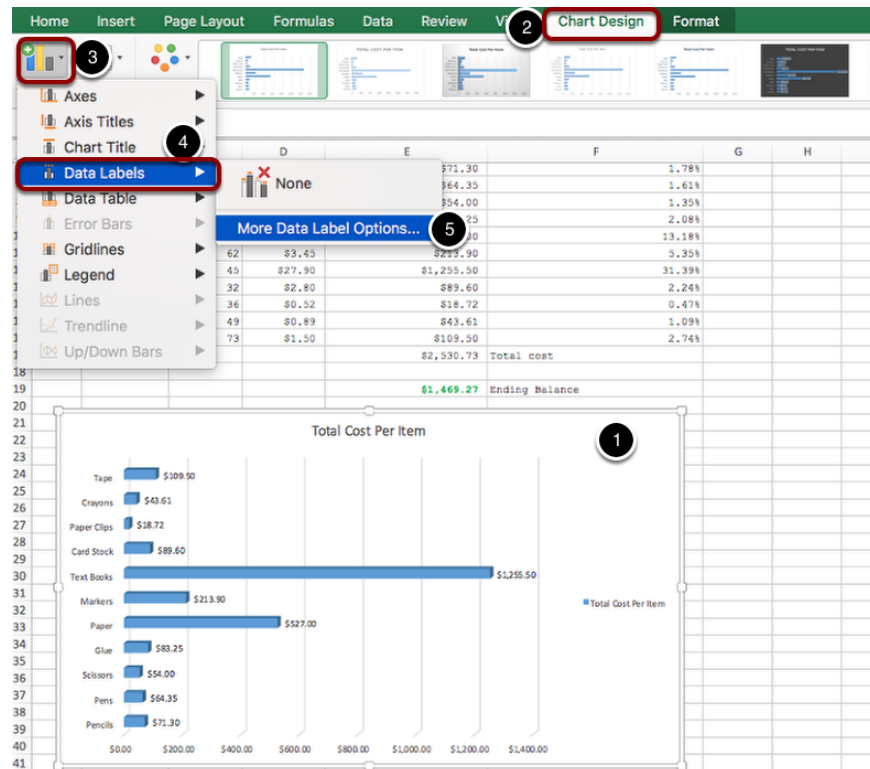
Using the items in B5:B16 and the data in E5:E16, create a 3D bar chart and place it under the data



1. Select the insert tab.
2. Highlight data from (B5:B16).
3. While holding down the command key(Mac)/control (PC), highlight data from (E5:E16).

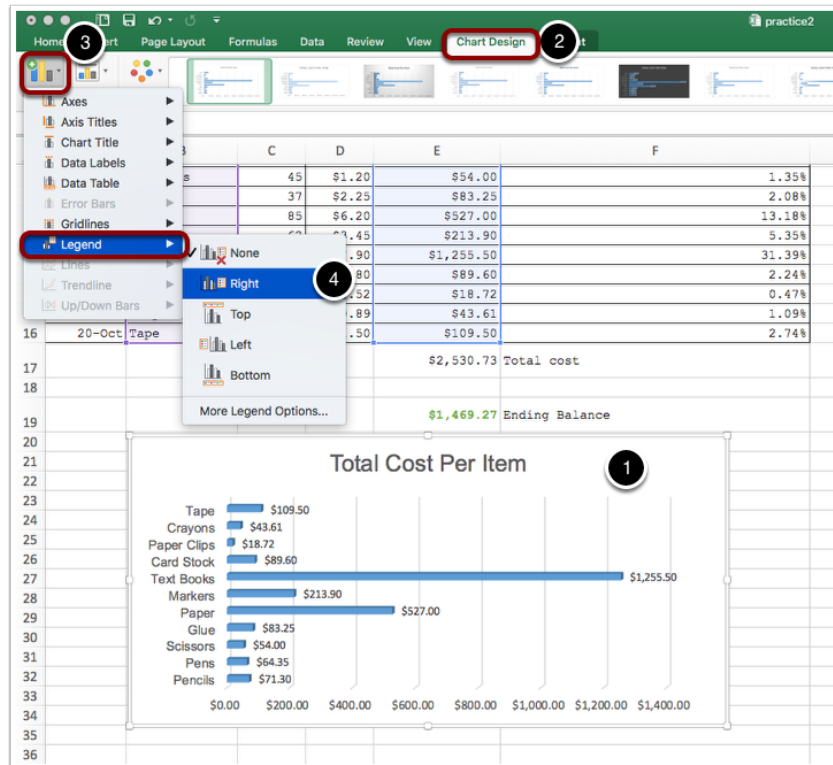
! If you click twice on one cell while highlighting, your graphic will show the wrong data, and you would have to start this step again.

In the bar chart, add data labels to show the dollar amount for each item



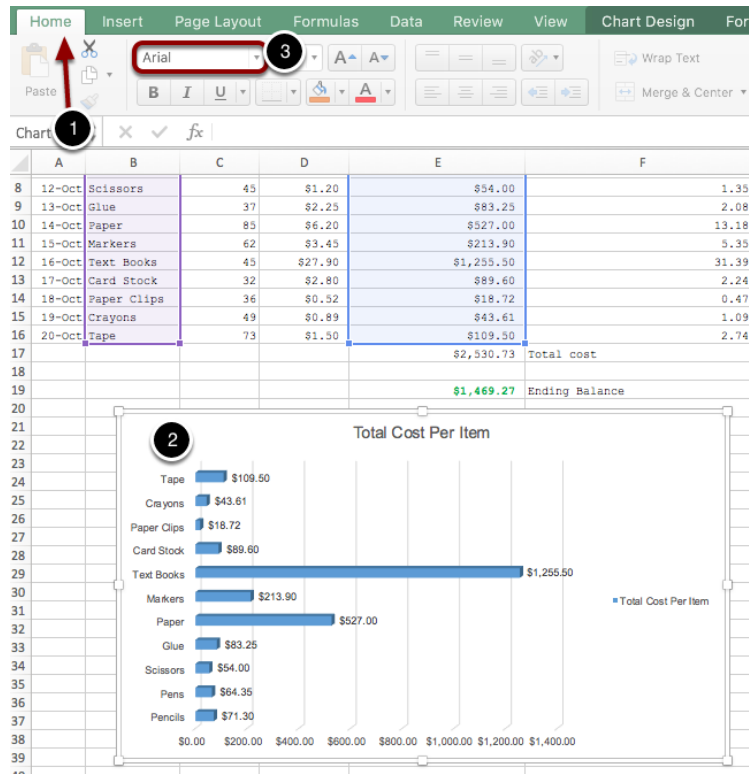
1. Click on the graph.
2. Select the Chart Design tab.
3. Select the option to Add Chart Element.
4. Select Data Labels option.
5. Select the "More Data Label Options..."

Add a legend to the right of the chart



1. Click on the graph.
2. Select the Chart Design tab.
3. Select the option to Add Chart Element, and then click on "Legend"
4. Select the "Right" option.

Change all of the text in the chart to Arial.



1. Select the home tab.
2. Click on the chart.
3. Select the font you want by selecting the icon shown above.

 Created by Mallory and Guillermo