

Lab 1

Activity Name		Demonstration Notes
Objective 1: Locate and Start a Microsoft Office 2010 Program		
3.01	Locating and Starting a Microsoft Office 2010 Program	<ul style="list-style-type: none">• Display the Start menu. Locate and open Microsoft PowerPoint 2010. Show the screen elements.
Objective 2: Enter and Edit Text in an Office 2010 Program		
3.02	Entering and Editing Text in an Office 2010 Program	<ul style="list-style-type: none">• Click the text Click to add title. Type Paradise Grill Info Point to the left of the I in Info, type Menu, and press the spacebar once. Delete Info and type Ideas Insert the words Bar & after Paradise.• Click the text Click to add subtitle and type the following, including the spelling error: Perpared by Janet Luke Select the text Janet Luke, and type your Firstname and Lastname• Right-click the misspelled word, and from the shortcut menu, click Prepared. If your name shows as misspelled, right-click your name and then click Ignore All.
Objective 3: Perform Commands from a Dialog Box		
3.03	Performing Commands from a Dialog Box	<ul style="list-style-type: none">• Point anywhere above the title. Right-click. From the shortcut menu, click Format Background. Fill should be selected on the left. On the right, under Fill, click Pattern fill. Select the second pattern in the first row (50%). Click Close.
Objective 4: Add Document Properties and Print a File		
3.04	Adding Document Properties and Printing a File	<ul style="list-style-type: none">• Display Backstage view. Note that the Recent tab displays. At the top of the Recent Presentations list, click your Lastname_Firstname_5A_Idea file to open it.• Redisplay Backstage view. On the right side

	<p>click Properties, and then click Show Document Panel. Type the following in their respective fields:</p> <p>Author – Firstname Lastname</p> <p>Title – Menu Ideas</p> <p>Subject – Course name and section number</p> <p>Keywords – menu ideas</p> <ul style="list-style-type: none"> • In the upper right corner, click the Close the Document Information Panel button. Redisplay Backstage view, and then click the Print tab. • Locate the Settings group, and note the default settings. Point to Full Page Slides and note the color change. Click the Full Page Slides button. Under Handouts, click 2 Slides. Click the Home tab. On the Quick Access Toolbar, click Save. From Backstage view, click Exit to close your file and close PowerPoint.
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Objective 5: Open an Existing File and Save It with a New Name

<p>3.05 Opening an Existing File and Saving It with a New Name</p>	<ul style="list-style-type: none"> • Start Microsoft Word 2010. Open goaio_1e_05B_script_data. • In the Chapter 5 All In One folder, Save As Lastname_Firstname_5B_Ace_Club
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Objective 6: Explore Options for an Application

<p>3.06 Viewing Application Options</p>	<ul style="list-style-type: none"> • Click the File tab. Click Options. On the left, click Display. • Select the Show all formatting marks check box if it isn't already selected. Click OK.
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Objective 7: Perform Commands from the Ribbon

<p>3.07 Performing Commands from the Ribbon</p>	<ul style="list-style-type: none"> • Verify the Show/Hide button is orange, indicating it is active. Click the View tab. In the Show group, select the Ruler check box, if necessary. • Click the Customize Quick Access Toolbar
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	<p>button. Click Print Preview and Print to add this icon to the Quick Access Toolbar.</p> <ul style="list-style-type: none"> • At the top of the document, press Enter and then press ↑. • Click the Insert tab. In the Illustrations group, click Clip Art. • Click in the Search for box. Replace the existing text by typing golf Under Results should be, only the Illustrations check box should be selected. Verify that the Include Office.com content check box is selected. Click Go. Click an appropriate golf image. Close the Clip Art task pane. • Click the Home tab and Center the image. Click outside the image. • Click the image again. Under Picture Tools, click the Format tab. In the Picture Styles group, point to the various styles and point out Live Preview. • Click the sixth style, Soft Edge Rectangle. Click outside the image. • On the Quick Access Toolbar, click the Save button.
<p>3.08 Minimizing and Using the Keyboard to Control the Ribbon</p>	<ul style="list-style-type: none"> • Press the Alt key. Point out the KeyTips on the Ribbon. Press N to activate the Insert tab. Press Esc. Press Alt again. Right-click any Ribbon tab. Select Minimize the Ribbon. Click the Home tab. Click in the document. Right-click any Ribbon tab. Select Minimize the Ribbon again to turn off this feature.
<p>Objective 8: Apply Formatting in Office Programs</p>	
<p>3.9 Formatting and Viewing Pages</p>	<ul style="list-style-type: none"> • Click the Insert tab. In the Header & Footer group, click Footer. Under Built-In, click Blank. With Type text selected, type Lastname_Firstname_5B_Ace_Club

	<ul style="list-style-type: none"> • On the Design tab, click the Close Header and Footer button. • Click the Page Layout tab. In the Page Setup group, click Orientation. Click Landscape. Drag the Zoom slider to about 60%. Click Orientation. Click Portrait. Return to 100%. On the Quick Access Toolbar, click Save.
<p>3.10 Formatting Text</p>	<ul style="list-style-type: none"> • In the margin area to the left of the first line <i>Pimahiho Hills...</i>, click once to select the entire paragraph. Click the Home tab. In the Paragraph group, click Center. • In the Font group, click the Font button arrow and point to fonts to show Live Preview. Discuss serif and sans serif fonts. Click Cambria. Click the Font Size button arrow and select 20. Click the Font Color button arrow and select the standard color Green. Drag to select the four memo headings. Click the Font Color button to apply Green to the selected headings. • Triple-click the paragraph beginning <i>To add</i>. Click the Font Color button arrow and select standard color Blue. Click Bold and Italic. • Select <i>TO:</i>. Click Bold and Italic. Click Italic again. Click the Format Painter button. Drag over <i>FROM:</i>. Double-click Format Painter. Drag over <i>DATE:</i> and <i>SUBJECT:</i>. Click the Format Painter button to turn it off. Save the document.
<p>3.11 Using the Office Clipboard to Cut, Copy, and Paste</p>	<ul style="list-style-type: none"> • Press Ctrl + Home. Review keyboard shortcuts for navigating. • In the margin area to the left of the first line <i>Pimahiho Hills...</i>, click once to select the paragraph. Click the Copy button. • In the Clipboard group, click the Dialog Box Launcher button. Close the Clipboard task pane. • Press Ctrl + End. Click the Paste button. Below

	<p>the pasted text, click the Paste Options button. Point to the gallery options. Click outside the gallery.</p> <ul style="list-style-type: none"> • Press Ctrl + Home. Click the golf image. Right-click and click Cut. Press Delete once. Press Ctrl + End. Right-click and under Paste Options, click the Keep Source Formatting button. Center the golf image. • Above the golf picture, place the insertion point at the end of the line and press Enter. Type Ace Club
<p>3.12 Viewing Print Preview and Printing a Word Document</p>	<ul style="list-style-type: none"> • Press Ctrl + Home. Select the text in the first line. Type Memo • Display Backstage view. On the right, click Properties. Click Show Document Panel. Replace the Author text with your name. For the Subject, type your course name and section number. For the Keywords, type Ace Club Close the Document Information Panel. • On the Quick Access Toolbar, click Save and click the Print Preview and Print button. Examine the settings. As directed, click Print or submit electronically. • Click the Home tab. On the Quick Access Toolbar, right-click the Print Preview and Print icon. Click Remove from Quick Access Toolbar. Exit Word.