

Intel[®] Easy Steps

A Digital Literacy Program

SAMPLE: FOR DEMONSTRATION ONLY

Activity Book

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Create an Address Book

Do you want to create a digital address book? This will be a place for storing contact information (name, address, telephone number, email address, etc.) about people. In a business, you can make an address book for keeping a record of business colleagues or clients. Or, you can keep a listing of contact information for your friends and relatives.

Look at the following example:

	A	B	C	D	E	F
1	Last Name	First Name	Address	Telephone Number	BirthDay	Email
2	Bose	Kakoli	224 ParkStreet	9436445678	01/11/1985	*****@yahoo.com
3	Das	Jayanta	33/1 Ashutosh Mukherjee Ro	22212652	15/05/1967	*****@gmail.com
4	Gupta	Amrita	46 Hazra Road	9831551546	22/07/1990	*****@gmail.com
5	Mukherjee	Anurag	132 Golf Green	9313005065	11/05/1987	*****@hotmail.com
6	Roy	Vikash	1 Rafi Ahmed Kidwai Road	22324968	12/02/1970	*****@yahoo.co.in
7						

Address Book Example

As in the example above, an Address Book created on the computer typically has:

- A worksheet that has been renamed to clearly label this as an Address Book
- Column labels that explain the type of information found in the spaces or cells below
- Data that has been arranged in alphabetical order based on the last name of the people in the Address Book

Before you begin using the computer to create your address book, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create an Address Book

A. Name Your Tab Sheet

1. **Start the spreadsheet software, and open a new, blank worksheet.**

For help, see Spreadsheet Skill 1.1: To start spreadsheets software

2. **Change the name of the Sheet 1 tab to "Address Book".**

For help, see Spreadsheet Skill 3.2: To give a worksheet a new name

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Spreadsheet Skill 1.8: To save a spreadsheet

B. Add Column Headings To Your Worksheet

1. **In the cells in row 1, type column labels that describe the different types of information you want to include in your address book.** Some good ideas for column labels are: "Last Name", "First Name", "Address", "Telephone Number", "Birthday/Anniversary" and "Email". However, you should feel free to use any labels for the type of data that you want.

For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

2. **Change the look of the column labels** as you wish, and if needed, make the columns wider.

For help, see:

Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

Spreadsheet Skill 5.3: To change the style of words and numbers

Spreadsheet Skill 5.4: To change the colour of words and numbers

Spreadsheet Skill 5.6: To change column width

3. **Save your work.**

C. Type In Personal Information

1. **Type in the personal information about the people you want to include in the address book.** Remember that it is okay if you do not know all the details of everyone, like address and telephone number. You can always add this information later.

For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

2. **Change the look of the information you typed, and if needed, make the columns wider.**

For help, see:

Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

Spreadsheet Skill 5.3: To change the style of words and numbers

Spreadsheet Skill 5.4: To change the colour of words and numbers

Spreadsheet Skill 5.6: To change column width

3. **Save your work.**

D. Sort Information

1. **You can sort the data by any of the categories (last name, first name, birthday, etc).** Most people sort data in an Address Books by arranging the data in ascending alphabetical order according to the last name of the people on the list.

For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

2. **Save your work.**

E. Address Book Challenge (optional)

1. You can change how dates are formatted. Notice how the dates in the Birthday column (column E) in the example below are displayed differently from how they appeared in the example at the top of this section. Try to change the look of that date information.

For help, see Spreadsheet Skill 4.10: To change the look of date

2. You can make the Address Book look more distinctive looking by changing the cell borders or adding different fill colours to each column of information.

For help, see:

Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets

Spreadsheet Skill 5.9: To add background colour or shading to cells, rows, and columns

	A	B	C	D	E	F
1	Last Name	First Name	Address	Telephone Number	Birthday	Email
2	Bose	Kakoli	224 ParkStreet	9436445678	01 November 1985	*****@yahoo.com
3	Das	Jayanta	33/1 Ashutosh Mukherjee Ro	22212652	15 May 1967	*****@gmail.com
4	Gupta	Amrita	46 Hazra Road	9831551546	22 July 1990	*****@gmail.com
5	Mukherjee	Anurag	132 Golf Green	9313005065	11 May 1987	*****@hotmail.com
6	Roy	Vikash	1 Rafi Ahmed Kidwai Road	22324968	12 February 1970	*****@yahoo.co.in
7						

Address Book Challenge Example

Review Your Work

Look over your address book. Make sure it has the following elements:

- A renamed worksheet tab that explains what type of information is on the sheet
- Column labels that explain the type of information found in the cells below
- The data is arranged in a way that will be most convenient for you to find your contacts. For most people, the rows are put in alphabetical order based on the last names.

If any elements are missing, add them to the worksheet now. You should also make other desired changes.

Remember to **save your work** when you are finished.

Optional: Print Your Address Book

1. **Preview your address book before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Spreadsheet Skill 1.2: To use the Menu bar

Spreadsheet Skill 1.3: To use the Standard toolbar

Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your address book.**

For help, see Spreadsheet Skill 9.1: To print a worksheet

3. To select more than one copy you want to print, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. Click OK.

Create a Brochure

Have you ever needed an easy and inexpensive way to advertise your business? You can create a brochure which is a small leaflet or pamphlet often containing product or service information. In a business, brochures are used to introduce and advertise products or services to potential customers.

Look at the following example:



Brochure Page 1 Example

Brochure Page 2 Example

As in the example above, a Brochure created on the computer typically:

- Is made using a single sheet of paper that is printed on both sides and folded (tri-fold). It is set up in columns.
- Contains information about the products and services offered by the business
- Includes the company logo
- Incorporates pictures that help make the written information clear or attractive to the potential customer
- Contains information about how to get in touch with the business to obtain the product or service

Before you begin using the computer to create your brochure, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Brochure

A. Set The Page To Landscape

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Set up the page to print sideways, or in landscape.**

For help, see Word Processing Skill 6.4: To set up a document to print sideways, or landscape

- 3. Make the margins or the empty spaces along the edges of the page smaller, so there is more room for the brochure information.**

For help, see Word Processing Skill 6.5: To set the empty spaces, or margins, around the edges of a page

- 4. Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Format Page To Three Columns

- 1. Format the page so it has three columns.**

For help, see Word Processing Skill 6.6: To set up a page with columns, like a newspaper or a magazine

- 2. Save your work.**

C. Add Information In The First Column

- 1. Type a heading for the first column. Then, type few sentences about the product or service below the heading or anything else you would like to write about.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: The first column on the left side of the page will be the inside flap of your brochure, or the first thing people will see when they fold open the front cover. Here might be a good place to put some information about the product or service you are advertising. However, you should feel free to put any information you want here.

- 2. Change the look of the heading and sentences.** You might want to make the heading bigger and change its style and colour so it stands out.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

- 3. Change the line spacing or indents for the sentences.**

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

- 4. Save your work.**

D. Save Heading And Sentences As Styles

1. **When you have finished formatting the heading and sentences, save both as styles** that you can use to quickly change the look of other headings and sentences in the brochure.

For help, see Word Processing Skill 10.6: To make and use shortcuts to change the look of words

2. **Save your work.**

E. Insert A Picture

1. **Add a picture if you want.**

For help, see:

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

2. **Change the picture's text wrapping, and move and resize it as needed.**

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. **Save your work.**

F. Insert A Column Break

1. **Put the cursor at the end of or below the last word or picture in the first column. Then, insert a column break so you can work on the middle column**, which will be the back side of the folded brochure.

For help, see Word Processing Skill 6.7: To end the information in one column and start it in the next

2. **Save your work.**

G. Add Information In The Middle Column

1. **In this column, you might want to type the address, telephone number, and even the Web site URL and email address.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at it and use that same information.

However, you should feel free to put other information here if you wish.

2. **Change the position and look of the information any way you like. If you think you might use any of this formatting again in your brochure, save the formats as new text styles.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Word Processing Skill 10.6: To make and use shortcuts to change the look of words

3. **Save your work.**

H. Insert Another Column Break

1. **Put the cursor at the end of or below the last word or picture in the middle column. Then, insert a column break so you can work on the right column, which will be the front panel of the folded brochure.**

For help, see Word Processing Skill 6.7: To end the information in one column and start it in the next

Note: You might need to go back to the Web site URL and the email address and remove any hyperlink formatting that appears on its own.

2. **Save your work.**

I. Add Information In The Right Column

1. **In this column you might want to put the company logo and a slogan, or a phrase about the company (product or service) that catches people's attention. You may also change the look and position of the slogan text.**

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at the slogan you put in the footer of the letterhead project.

- 2. Add a picture or insert the saved logo file, and change its text wrapping.** Then, change its size and position as you wish.

For help, see:

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

- 3. Save your work.**

J. Insert A Page Break

- 1. Put the cursor at the end of or below the last word or picture in that column.** Then, insert a page break.

For help, see Word Processing Skill 6.8: To end one page and start the next

- 2. Save your work.**

K. Add Information on the Panels

- 1. Type a heading for the left panel, and below, type the information you want to include.** Use the saved text styles to change the look of the words.

For help, see section D: **Save Headings and Text as Styles.**

Note: Think about the information you would like to include on these three panels, which will be seen when the brochure is unfolded all the way. You might want to list the business product or services, along with some prices for each item.

- 2. Add a picture, if you want.** Make sure you change the picture's text wrapping so you can easily resize or move it.

For help, see:

Word Processing Skill 5.1: To add premade computer pictures, or clip art;

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

- 3. Repeat Step 1 and 2 to finish the middle and right panels on this page.**

Note: Remember to insert a column break to end one column and start work on the next.

For help, see Word Processing Skill 6.7: To end the information in one column and start it in the next

- 4. If you wish, you might want to make a bulleted list of the business products and services, or use tabs to line up your information.

For help, see:

Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list

Word Processing Skill 4.4: To set and use a tab to space your words from left to right

- 5. You can also change the picture into a watermark behind the words on a panel.

For help, see Word Processing Skill 5.13: To change an existing picture to a light background picture, or watermark

- 6. Save your work.

L. Brochure Challenge (optional)

- 1. Draw a street map that shows readers where the business is located. Feel free to change the line width, line colour, and fill colours as you wish. If you want to add words to the map, just make new text boxes and type the information inside. Then, insert the saved image on the middle column. Change its size and position as you wish.

For help, see:

Graphics Group 5: Using the Drawing Tools

Graphics Group 6: Changing the Look of Lines and Shapes

Graphics Group 7: Adding Words to Your Drawings

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

- 2. Add a box that says "Designed By" to your brochure. Find an empty space at the bottom of one of the brochure's panels, such as the middle panel on the first page (the back of the folded brochure). Make a text box, and then type "Designed by" followed by your name. You can also change the look of the words and the text box any way you wish.

For help, see Graphics Group 7: Adding Words to Your Drawings

- 3. Save your work.



Brochure Page 1 Challenge Example

Review Your Work

Look over your brochure. Make sure each has the following elements:

- Two pages with three columns of information about the products and services offered
- Text styles that have been used to format headings, sentences, and paragraphs so they look the same throughout the brochure
- The company logo or other information to clearly identify your business
- Pictures that help make the written information clear or more attractive to potential customers

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Brochure

1. **Preview your brochure before you print it.** Click **File**. Then, click **Print Preview**.

For help, see Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your brochure**, click **File**. Then, click **Print**. A **Print** window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your brochure covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

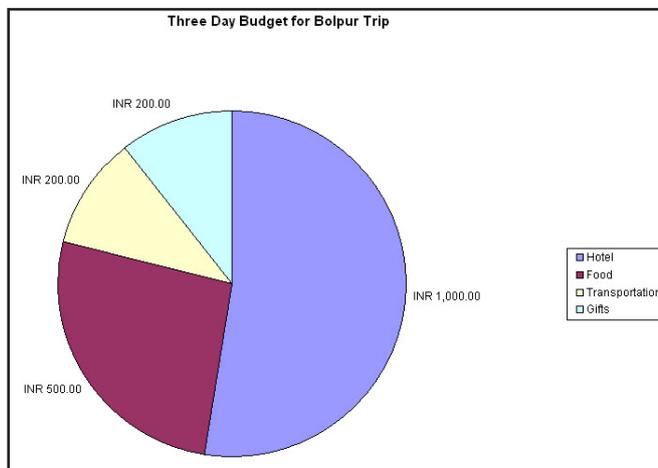
Create a Budget

How will you ensure that your expenses do not exceed what you planned to invest or spend? You can create a budget to plan your expenditures and earnings. As a family, you can plan an expenditure budget for a holiday trip. In a business, you can make a budget for a business trip, or, for calculating the start-up costs of a new project or for providing an estimate of the profits and expenditures.

Look at the following example:

	A	B	C	D	E
1	Three Day Budget for Bolpur Trip				
2					
3	Costs	Day 1	Day 2	Day 3	Subtotal
4	Hotel	INR 500.00	INR 500.00		INR 1,000.00
5	Food	INR 250.00	INR 250.00		INR 500.00
6	Transportation	INR 75.00	INR 50.00	INR 75.00	INR 200.00
7	Gifts		INR 200.00		INR 200.00
8					
9				Grand Total	INR 1,900.00

Travel Budget Worksheet Example



Travel Budget Chart Example

As in the example above, a Budget created on the computer typically has:

- A worksheet with Information about the items
- Sum functions
- A pie chart that shows the relationship of each item’s expenses to the grand total

Before you begin using the computer to create your budget worksheet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create a Budget

A. Type Headings To Your Worksheet

1. **Start the spreadsheet software, and open a new, blank worksheet.**

For help, see Spreadsheet Skill 1.1: To start spreadsheets software

2. **Type a worksheet title in cell A1.** Change the column widths or merge cells as needed.

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.10: To combine or merge cells

3. **Type “Costs” in cell A3.** Then, in the cells directly below, type the items for expense. Make sure you put each item in a different cell. Change the column widths or merge cells as needed.

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 4.2: To change or fix information that is already in a cell

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.10: To combine or merge cells

4. **Type “Day 1” in cell B3, “Day 2” in cell C3, “Day 3” in cell D3.**

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 4.2: To change or fix information that is already in a cell

5. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Spreadsheet Skill 1.8: To save a spreadsheet

B. Type Estimated Expenses

1. **In the cells below the column headings, type the amount of money that a person could expect to spend each day on the items you typed in Column A.** Make sure you type this information in the correct cells.

For help, see Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

2. **Save your work.**

C. Show Numbers As Currency

1. **Format the numbers in columns B, C D and E so they look like money or currency.**

For help, see Spreadsheet Skill 4.9: To show numbers as decimals, currency, and percentages

2. **Save your work.**

D. Insert Formulas

1. In cell E3, type "Subtotal". Then, in the cell below, insert a Sum function to add the Day 1, Day 2 and Day 3 costs for the first item in your list.

For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

2. Fill the Sum function down so there is a subtotal for each cost in column A.

For help, see Spreadsheet Skill 7.10: To copy and paste a maths sentence or formula

3. Click the empty cell two rows below the last cost amount in column D. Type the words "Grand Total", and change the column width as needed.

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 5.6: To change column width

4. In the empty column E cell to the right, insert a Sum function that totals all of the item subtotals in the final column, This is the total amount of money that one person can plan on spending while visiting another town for three days.

For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

5. Save your work.

E. Change The Look Of Worksheet

1. Change the look of information however you wish. You might especially want to make the worksheet title, the column labels, the cost names and the grand total information stand out.

For help, see:

Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

Spreadsheet Skill 5.3: To change the style of words and numbers

Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets

Spreadsheet Skill 5.9: To add background colour or shading to cells, rows, or columns

2. Try different alignment options to see which one makes the information look good. If needed, make the columns wider.

For help, see:

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.7: To change the alignment of information within a cell or cells

3. Save your work.

F. Insert A Pie Chart

1. Select the cost names in column A, hold down the **Control** key, and then select the subtotal costs in column E. Then, **insert a pie chart** to show the relationship of each type of cost to the grand total. Be certain to title your chart and add the values as data labels. When you are done, save the chart as a new sheet.

For help, see Spreadsheet Skill 8.2: To make a pie chart that shows the relationship of parts to a whole

2. **Save your work.**

G. Budget Challenge (optional)

1. **Select all of the rows containing information (from row 3 to the grand total row). Change the look of the table by applying an AutoFormat.** Change the look of the words and numbers in the chart. You can also change the colours of the different pie slices.

For help, see:

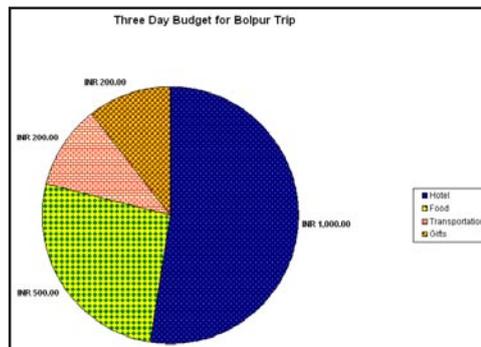
Spreadsheet Skill: 5.1 1: To apply an AutoFormat to a worksheet

Spreadsheet Skill 8.8: To change the colours of the slices in a pie chart

Note: When applying the AutoFormat, avoid selecting the top row containing the worksheet title. Explore a few AutoFormats before picking the one you want to use.

2. **Save your work.**

	A	B	C	D	E
1	Three Day Budget for Bolpur Trip				
2					
3	Costs	Day 1	Day 2	Day 3	Subtotal
4	Hotel	INR 500.00	INR 500.00		INR 1,000.00
5	Food	INR 250.00	INR 250.00		INR 500.00
6	Transportation	INR 75.00	INR 50.00	INR 75.00	INR 200.00
7	Gifts		INR 200.00		INR 200.00
8					
9				Grand Total	INR 1,900.00



Travel Budget Worksheet Challenge Example

Travel Budget Chart Challenge Example

Review Your Work

Look over your budget worksheet. Make sure it has the following elements:

- A worksheet with Information about your items
- Sum functions
- A pie chart that shows the relationship of each item’s expenses to the grand total

If any elements are missing, add them to the worksheet now. You should also make other desired changes.

Remember to **save your work** when you are finished.

Optional: Print Your Budget Worksheet

1. **Preview your budget worksheet before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Spreadsheet Skill 1.2: To use the Menu bar

Spreadsheet Skill 1.3: To use the Standard toolbar

Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your budget worksheet.**

For help, see Spreadsheet Skill 9.1: To print a worksheet

3. **To select more than one copy you want to print,** click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. **Click OK.**

Create a Business Card

What are some ways that people advertise their business? One of the typical ways that people advertise their business is by handing out business cards. Business cards are cards that contain business information about a person or a company. This is a small card (usually fits in a wallet) that tells other people how to contact you if they want to do business.

Look at the following example:



Business Card Example

As in the example above, a Business Card created on the computer typically has:

- the name of the business
- a person's name and position at that business
- a work address
- telephone and fax numbers
- an email address (if available)



Business Card Full Page Example

Before you begin using the computer to create your business card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Business Card

A. Draw A Rectangle

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Draw a rectangle that is about the same size as a business card.**

For help, see Graphics Skill 5.6: To draw a rectangle or a square

3. **Change the border's width, style, and colour.**

For help, see:

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

4. **Click to select the shape. Change the text wrapping style.** Click **Format>AutoShape**. Click the **Layout** tab and select **Tight**.
5. **Save your work.** Make sure you save your work after every few steps you complete.
For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Make An Artful Title

1. **Make an artful title with the name of the business.**
For help, see Graphics Skill 9.1: To make art out of words, or WordArt
2. **Change the text wrapping style.** Click **Format>WordArt**. Click the **Layout** tab and select **Tight**.
3. **Resize and move the title as needed.**
For help, see:
Word Processing Skill 5.5: To make a picture bigger or smaller
Word Processing Skill 5.6: To move a picture
4. **Save your work.**

C. Make A Text Box

1. **Make a text box in an empty space in the rectangle.** Type the name of the person you are making the business cards for, and on the next line, type that person's position in the business. Or if you prefer, you can type your names and the positions you would hold in your own business.
For help, see:
Graphics Skill 7.1: To make a box so you can add words to a drawing
Graphics Skill 7.2: To type words into a text box
2. **Make another text box, and type the business's contact information including the address, the telephone number, and perhaps even an email address.**
For help, see:
Graphics Skill 7.1: To make a box so you can add words to a drawing
Graphics Skill 7.2: To type words into a text box
3. **Change the look of the words however you wish.**
For help, see:
Word Processing Skill 3.1: To pick the letter design or font for your words
Word Processing Skill 3.3: To change the style of words
Word Processing Skill 3.4: To change the colour of words

4. You can also change the look of the text boxes borders.

For help, see Graphics Skill 7.13: To remove a border from a text box

5. Save your work.

D. Add A Picture

1. Add a clip art picture that shows something important about the business.

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

2. Change the picture's text wrapping, and move and resize it as needed.

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. Save your work.

E. Select And Group Objects

1. Select and group all of the objects in the business card.

For help, see:

Graphics Skill 8.1: To select several objects at once

Graphics Skill 8.2: To bundle or group objects together

2. Save your work.

F. Copy Your Business Card

1. Copy and paste the business card as many times as you need to fill the page. Move the copies of the business card around so they are neatly lined up and evenly spaced apart.

For help, see Graphics Skill 8.4: To make a copy of, or duplicate, an object

2. Save your work.

G. Business Card Challenge(optional)

1. Change the colour and shape of your artful title.

For help, see:

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

Graphics Skill 9.4: To change the colours of your WordArt

Graphics Skill 9.5: To change the WordArt shape

2. Save your work.



Business Card Challenge Example



Business Card Full Page Challenge Example

Review Your Work

Look over your business card. Make sure each has the following elements:

- An artful title with the name of the business
- The name of the person or people the card is for, as well as the position within the business
- Contact information including an address, telephone number, and perhaps even an email address
- A picture that shows something important about the business
- A colourful border around the outside of the business card

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Business Card

1. **Preview your business card before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your business card**, click **File**. Then, click **Print**. A **Print** window pops up.
3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices.

If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your business card covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Certificate

Have you or someone you know ever received a certificate? What was the certificate for? What did the certificate say? A certificate is a document often given out to recognise and appreciate a person's participation, performance or achievement in a community event like sports, cultural programmes, or course in an academic institution.

Look at the following example:



Sport Certificate Example

As in the example above, a Certificate created on the computer typically has:

- A title and a watermark picture that help show what the certificate is for
- The page is set up to print sideways
- A colourful page border
- Text boxes without borders and fill colours
- A star or banner with a colourful fill effect

Before you begin using the computer to create your certificate, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Certificate

A. Set The Page To Landscape

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Change the page setup to landscape orientation so it will print sideways.**

For help, see Word Processing Skill 6.4: To set up a document to print sideways, or landscape

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add A Page Border

1. **Zoom out so you can see the whole page on your screen.**

For help, see Word Processing Skill 6.1: To make a page bigger or smaller on the screen

2. **Add a colourful page border.** You can use one of the border art options and change the colour and width.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

3. **Save your work.**

C. Add An Artful Title

1. **Add an artful title, such as a WordArt or FontWork title, to the top of the certificate.** Make sure the title explains what the certificate is for.

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

2. **Save your work.**

D. Add A Clipart Picture

1. **Add a clip art picture that helps to show what the certificate is for.** If needed, change the picture's size so it covers most of the space inside the page border.

For help, see:

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.5: To make a picture bigger or smaller

2. **Save your work.**

E. Set Picture To Watermark

1. Turn the picture into a watermark.

For help, see Word Processing Skill 5.12: To add a light background picture, or a watermark

2. If the watermark picture is too light or hard to see, try adding more contrast.

For help, see Word Processing Skill 5.10: To make a picture brighter or darker

3. If there are lots of colours in the watermark picture, you might turn it into a grayscale.

For help, see Word Processing Skill 5.11: To turn a colour picture into a grayscale or black-and-white picture

4. Save your work.

F. Draw A Text Box

1. Make a text box, and type pieces of information you want on your certificate. Change the look of the words any way you wish.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

2. Save your work.

G. Remove Text Box Border

1. Remove the text box border and fill colour from the text box so you can see the watermark behind it.

For help, see:

Graphics Skill 7.13: To remove a border from a text box

Graphics Skill 7.15: To remove a fill colour inside a text box

2. Save your work.

H. Copy Text Box

1. Copy and paste this text box for the other pieces of information you want to type. Make the boxes bigger or smaller as needed, and use the rulers to help you put each box in a place that looks good. You can also change the look of the words in each box.

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate an object

Word Processing Skill 6.10: To make a text box bigger or smaller

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

2. Save your work.

I. Draw Shapes

1. To complete the certificate, draw a decorative shape, such as a star or a banner, in an empty space.

For help, see Graphics Skill 5.9: To draw fancy arrows, stars and other shapes

2. If available add a texture, pattern, or gradient fill effect to the shape.

For help, see:

Graphics Skill 6.11: To fill a shape with a colourful pattern

Graphics Skill 6.12: To fill a shape with an interesting texture effect

Graphics Skill 6.13: To fill a shape with colours that blend together, or a gradient

3. You can also rotate the shape if you think it will look nice.

For help, see Graphics Skill 8.6: To spin or rotate an object in a drawing

4. Copy and paste the shape if you want. Move and rotate it as you see fit. Or, you can insert another clip art picture.

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate an object;

Graphics Skill 8.6: To spin or rotate an object in a drawing

Word Processing Skill 5.1: To add premade computer pictures, or clip art

5. Save your work.

J. Certificate Challenge (Optional)

1. Change the shape and colour of your artful title.

For help, see:

Graphics Skill 9.4: To change the colours of your WordArt

Graphics Skill 9.5: To change the WordArt shape

2. Save your work.



Sport Certificate Challenge Example

Review Your Work

Look over your certificate. Make sure each has the following elements:

- A title and a watermark picture that help show what the certificate is for
- The page is set up to print sideways
- A colourful page border
- Text boxes without borders and fill colours
- A star or banner with a colourful fill effect

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Certificate

1. **Preview your certificate before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your certificate,** click **File**. Then, click **Print**. A **Print** window pops up.
3. **To select the printer you want to use,** click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

Certificate

- 4. To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your certificate covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

- 5. To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

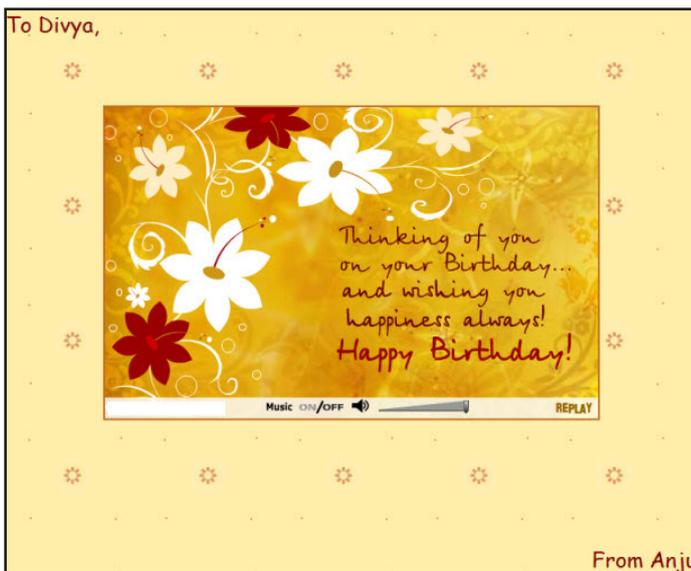
Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

- 6. Click OK.**

Send an E-card

Have you ever wanted to send a card in an inexpensive and quick way? An E-card or electronic card is a greeting card sent via the Internet. It is a popular tool these days. In a business, or for personal use, you can send E-cards without spending expensive postal fees.

Look at the following example:



E-card Example

To send an e-greeting card, you will need:

- Your email address
- Your password (optional)
- The email address of the person to whom you wish to send the e-greeting card
- Internet connection

Before you begin using the computer to send your E-card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

To send an E-card, you need to have an existing email account. If you do not have an email account, refer to the activity card - **How to Create an Email Account and send Emails with or without Attachments**.

Steps on How to send an E-card

A. Select An E-card Service

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type free ecard.

For help, see:

Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. Press the Enter key on your keyboard. You will notice that a list of popular Web sites offering E-card services will appear.

4. Click on a Web site that interests you.

Note: If you are unable to decide which Web site to select, you can take help from others you know who have already created their email accounts.

Note: To select a Web site move your cursor over it. You will notice the cursor changes to a hand. 

B. Browse And Select E-card

1. Browse through the categories to find the E-card you want to send. Categories include birthday, holidays, anniversaries, festivals, announcements and special occasions among other things.

2. Once you decide on the card you want to send, click to select it.

C. Personalise And Preview E-card

1. Click on the link that directs you to personalise your E-card.

2. You will be directed to a page which appears like a form.

3. Fill in details in the boxes, such as your:

- Name and Surname
- Your email address
- The email address of the person you wish to send the E-card to
- Your message
- The date on which you want the person to receive the E-card

Note: If you want to send the E-card to more than one person, type a comma after each email address.

4. Preview the card before you send it. Check for spelling mistakes and to make sure you like the way that it looks.

D. Send Your E-card

Click **Send** to send your E-card.

Review Your Work

Look over your E-card. Make sure it has the following elements:

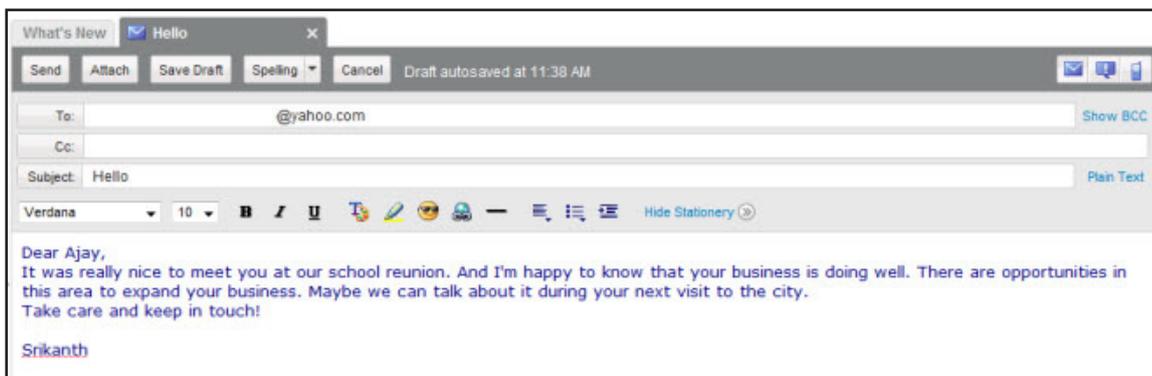
- The email address of the recipient
- A message in the compose box
- Your name and email address

If any of these elements are missing, add them now. You should also make any other desired changes.

Create an Email Account and send Emails with or without Attachments

Have you ever needed an efficient way to communicate? One way of sending and receiving messages instantly is through the computer using electronic mail or 'email' as it is popularly known. Whether for business or personal use, you can use email to communicate instantly.

Look at the following example.



Email Message Example

To communicate with the help of the computer using email, you will need:

- An email address
- A password
- The email address of the person to whom you wish to send the email
- Internet connection

Before you begin using the computer to create your email account, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

To use email, you need to first register for an email account on a Web site that offers such a service.

Steps on How to Create an Email Account and send Emails with or without Attachments

A. Select An Email Service

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type email.

For help, see:

Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. Press the Enter key on your keyboard. You will notice that a list of popular Web sites offering free email services will appear.

4. Click on a Web site that interests you.

Note: If you are unable to decide which Web site to select, you can take help from others you know who have already created their email accounts.



Note: To select a Web site move your cursor over it. You will notice the cursor changes to a hand.

B. Create An Email Account

1. Read the page and look for **Sign Up** or **Create an Account**. Then, click on it.

2. You will be directed to the registration page which appears like a form.

3. Fill in the registration details in the boxes, such as your:

- Name and Surname
- Date of Birth
- Country or Location
- Gender (whether you are male or female)
- Postal Code

Note: You will notice that some boxes have the drop-down menu which allows you to select one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

4. Type your desired email ID or login/username.

Note: You can create your email ID or login/username as you wish. You can have your name, your birthday, favourite place or a combination of these as your email ID or login name. For e.g. name@example.com

Note: An e-mail address has two parts. The user name, that is, the name by which you choose to identify your account and the name of the e-mail service provider. For e.g. *name@example.com* is an e-mail address in which *name* is your email ID or username and *example* is the e-mail service provider. The symbol @ differentiates the user from the e-mail service provider.

Look at the following examples:

name@example.com

name.surname@example.com

birthday@example.com

favouriteplace_favouritenumber@example.com

Note: You will notice that some boxes have the drop-down menu which allows you to select one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

5. Click Check or Check Availability to see if the email ID or login/username you created is available.

Note: Sometimes an email ID or username may already be taken, so it is important that the email ID you create is unique. If the e-mail address you typed already exists, the page provides four alternative e-mail addresses for you to choose from. You can either click one of the four e-mail addresses or type a new username.

6. In the box below, type a password for your email ID. Type your password again.

Note: When you type the password, every character in the password will appear as dots. This is to prevent unauthorised users from viewing and misusing your password.

7. Choose a question in the Security Question box. Or, if you wish, you can type your own question. Then, type an answer to your question.

Note: You will notice that some boxes have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

This question, in combination with your answer, will be used by the Web site to identify your account information and provide a new password in case you forget your current password.

8. Type the characters you see in the box or picture.

9. Click the 'I Accept' box to agree to follow the terms of service.

10. Click Create My Account.

11. Your email account is created and you are now registered to send and receive emails on that Web site.

Note: Some Web sites will directly take you to your account. While for some, a welcome screen is displayed with your email account details. Click **Continue**.

12. You will notice that you are directed to your email account.

C. Read And Compose (Type) An Email Message

1. Click Inbox. Then click on the welcome message to read it.

2. To compose a new message, click New or Compose Mail.

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and select **Email message**.

Email

3. Click the 'To' box and type the email address of the person you wish to send your message.

Note: If you want to include more than one address in the To box, type a semicolon after each address, for e.g., name@example.com; name_number@sample.com.

4. If you wish to send a copy of your message to another person, type the e-mail address of that person in the 'Cc' box.

Note: Cc stands for Carbon Copy.

5. Type a short title of your message in the Subject box.

Note: The Subject box usually contains a short title about your message, for example, "Hello" or "Greetings".

6. Click on the space below the Subject box. Type your message.

D. Attach A File To Your Email

1. If you wish, you can also send a picture, or a file or a document attached along with your message. Click **Attach** or **Attach a file**.

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

2. You will notice a new window will pop up. **Find and click the file you want to attach. Then, click Open.**

Note: In some Web sites a new page will open. Click **Browse** to locate the file you want to attach. Then, click **Attach Files**.

3. You will notice that the file you attached is displayed below the Subject box.

E. Send Your Email

Click **Send** to send your message.

F. Check New Email Message

1. To check if you have received new messages in your inbox, click **Inbox**.

Note: A list of email messages will be displayed in the Inbox. The messages in the list are organized in chronological order. The name of the sender, the subject, the date and the size of the message are listed along with the message.

2. Click on a message to open it.

G. Delete Email Message

To delete a message or several messages, click **Inbox**. Select the check box beside the messages you want to delete, and then click **Delete**.

H. Reply To An Email Message

1. To reply to a message, select the message. Then, click **Reply**.

Note: Some Web sites will have the drop-down menu which allows you to choose one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.

2. You will notice that you will be directed to the compose page. The sender's email address and subject will already be filled in.
3. **Click on the space below the Subject box. Type your message.**
4. If you wish to attach a file to your email, see **Section D: Attach a file to your email.**
5. **If you wish to save the message as a draft, click Save Draft or Save Now.**
6. **Click Send to send your message.**

I. Sign Out Of Your Email Service

Click Sign Out to exit your email service.

J. Sign In To Your Email Service With Your Email Account

1. Now that you have registered with an email service provider, you can send and receive email messages using your own email account.
2. **To send an email using your email account, click to place your cursor in the Address or Location bar. Type the address of the Web site where you have created your email account.**

For help, see:

Web Technologies Skill 1.4: To go to a page on the Web

Or, Web Technologies Skill 3.4: To go to a page on the Web

3. **Type your email address in the email ID or Username box.**
4. **Type your password in Password box.**
5. **Click Sign In.**
6. To compose an email, see **Section C: Read and compose (type) an email message.**
7. To send an email with an attachment, see **Section D: Attach a file to your email.**
8. To view messages in your Inbox, see **Section F: Check new email message.**
9. To delete a message, see **Section G: Delete email message.**
10. To reply to a message, see **Section H: Reply to an email message.**
11. **Click Sign Out to exit your email service.**

K. Email Challenge (Optional)

1. You can make your words look more attractive by changing the font type and size. Click to put your cursor in front of the message you typed. Hold the left mouse button till the end of your message is highlighted.
2. Just below the Subject box, you will notice a toolbar. Click the box with words and select one of the font designs.
3. Then, click the box with numbers and select one of the font sizes.

Review Your Work

Look over your email message. Make sure it has the following elements:

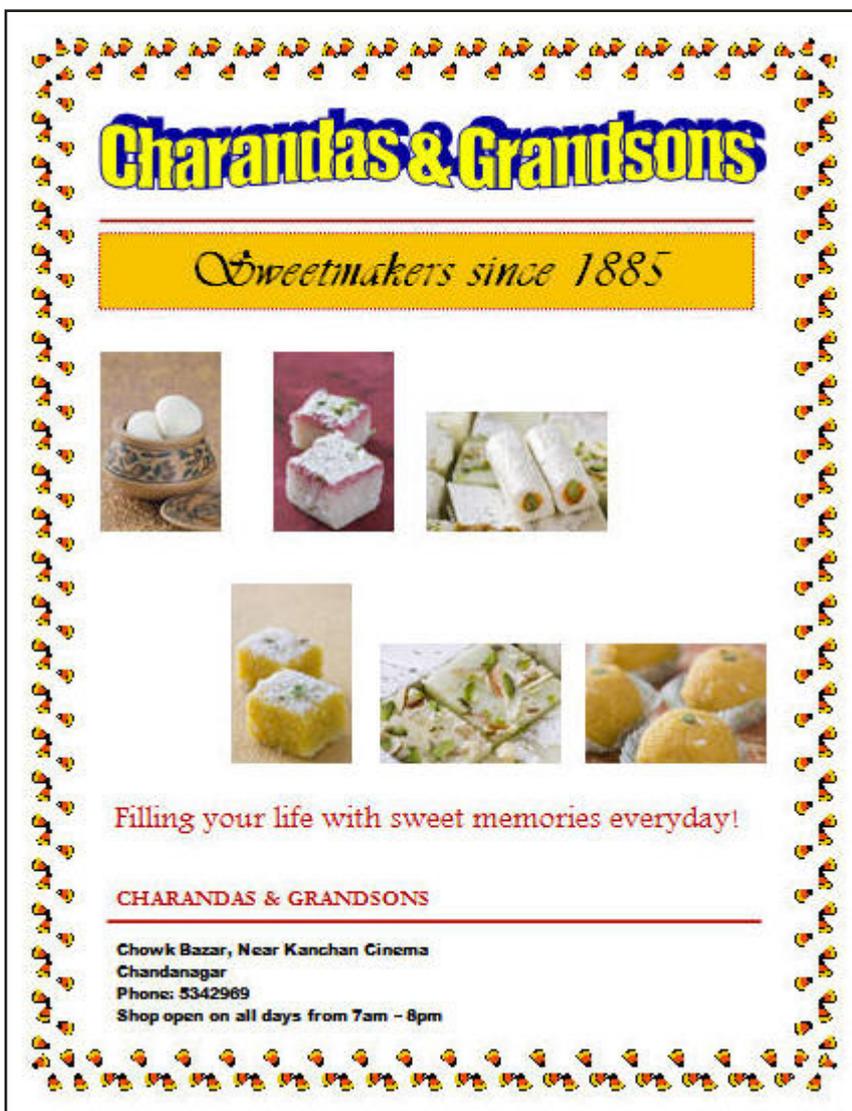
- The email address of the recipient in the **To** box
- A title in the **Subject** box
- A message in the compose box
- An attachment, if any

If any of these elements are missing, add them now. You should also make any other desired changes.

Create a Flyer

Do you want to make a special announcement in your community? You can use a flyer to announce community events like a festival or an important community meeting, or spread awareness on community issues. In a business, you can use a flyer to promote local products and services. A flyer is a sheet of paper with some information about local events, products or services. Flyers are sometimes posted on windows and walls, and sometimes they are handed out to people.

Look at the following example:



Flyer Example

As in the example above, a Flyer created on the computer typically has:

- A title that tells people what the flyer is about
- A small message about the flyer (event, product, service or community issue)

Flyer

- A slogan or a motto
- A picture
- An address
- Telephone numbers and email addresses (if available)

Before you begin using the computer to create your flyer, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Flyer

A. Create An Artful Title

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. Think of a name for the flyer. Then, **create an artful title, such as a WordArt or Fontworks title**. Move the WordArt to the top of the page.

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw A Line

1. **Below the title, draw a line that runs the width of the page.**

For help, see:

Graphics Skill 4.5: To use the Drawing toolbar

Graphics Skill 5.2: To draw a straight line

2. **Change the line's width, style, and colour.**

For help, see:

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

3. **Save your work.**

C. Draw A Text Box

1. **Below the line, make a text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Save your work.**

D. Type Words In Text Box

1. **Type a line about what your flyer contains. Change the look of the words as you wish.**

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

2. **Save your work.**

E. Make Changes To Text Box Border

1. **Change the line style, colour, and width of the text box border.** You can also fill the text box with colour.

For help, see:

Graphics Skill 7.12: To change the line style of a text box border

Graphics Skill 7.10: To add a colour border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.14: To add a fill colour inside a text box

2. **Save your work.**

F. Add A Picture

1. **Add a picture or several pictures to your flyer.** There are three ways you can do this:

- **You can start graphics paint software and make your own picture.** Then, save your finished painting on your computer and insert it into your flyer.

For help, see:

Graphics Group 1: Getting to know Microsoft Paint* (**Note:** This group name will change depending on the Help Guide version being used.)

Graphics Group 2: Painting Shapes and Lines

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

- **You can add a picture from the clip art gallery.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

Flyer

- **You can find a picture on the Internet, copy the picture, and paste it into your flyer.**

For help, see Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

2. After you have added your pictures, **change its text wrapping.**

For help, see Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

3. **Resize and move the picture as needed.**

For help, see:

Word Processing Skill 5.5: To make picture bigger or smaller

Word Processing Skill 5.6: To move a picture

4. **Save your work.**

G. Type A Slogan

1. **Draw a text box in the empty space below the pictures.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. To make the flyer more interesting, **type a slogan about the flyer.**

For help, see Graphics Skill 7.2: To type words into a text box

3. **Make the title bigger or smaller as needed.** You might also want to change the alignment of the lines of words.

For help, see:

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 4.2: To change the left/right position or alignment of words

4. **Change the look of the words as you wish.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

5. **You can also change the look of the text box border.**

For help, see Graphics Skill 7.13: To remove a border from a text box

6. **Save your work.**

H. Draw Another Text Box

1. **Make another text box, and type the name of the flyer.** This will be the same name as you decided while creating the artful title. Change the look of the words as you wish.

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

2. You can also change the look of the text box border.

For help, see Graphics Skill 7.13: To remove a border from a text box

3. Save your work.

I. Draw Another Line

1. Below the text box, draw a line that runs the width of the page.

For help, see:

Graphics Skill 4.5: To use the Drawing toolbar

Graphics Skill 5.2: To draw a straight line

2. Change the line's width, style, and colour.

For help, see:

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.8: To change the fill colour inside a shape

3. Save your work.

J. Draw Another Text Box

1. In the bottom left corner of the flyer, make another text box. Type the address and phone number and any other information about the flyer. Type the email address if available. Change the look of the words as you wish.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

2. You can also change the look of the text box border.

For help, see Graphics Skill 7.13: To remove a border from a text box

3. Save your work.

K. Add A Page Border

1. Add a colourful page border to the flyer.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

2. Save your work.

L. Flyer Challenge (optional)

1. Change the artful title's shape and colour.

For help, see:

Graphics Skill 9.4: To change the colours of your WordArt

Graphics Skill 9.5: To change the WordArt shape

2. In the text box below the pictures, type a list of things that talk about the flyer. Then, turn that information into a bulleted list.

For help, see:

Graphics Skill 7.10: To add a colour border around a text box

Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list



Flyer Challenge Example

Review Your Work

Look over your flyer. Make sure each has the following elements:

- A title that tells people what the flyer is about
- A small message about the flyer
- A slogan or a motto
- A picture that shows something important about the flyer
- An address
- Telephone numbers and email addresses (if available)

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Flyer

1. **Preview your flyer before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your flyer**, click **File**. Then, click **Print**. A **Print** window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your flyer covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Health Check Card

Do you know which health issues are most important to you? Do you want to create a health check card to record health data? Health check cards can be used by parents and also in schools to be informed about their children's or students health status. In a business, health check cards can be used for designing and printing and for distribution in homes, schools and local community health centers.

Look at the following example:

Health Check Card

Date July 12, 2009

Address 24 Pali Lane, Kolkata 62

Name Kishendu Gupta

Gender Female Male

Age 27

Rating Scale

1 = Yes

2 = No

- 1) Have you been immunized?
Pick a rating :
- 2) Do you wash your hands before and after having a meal?
Pick a rating :
- 3) Do you suffer from frequent diarrhea?
Pick a rating :
- 4) Do you have skin infection?
Pick a rating :
- 5) Do you boil or filter your water before you drink it?
Pick a rating :

Health Check Card Template Example

As in the example above, a Health Check Card created on the computer typically has:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their address, their name, their gender, and their age
- Four or five questions about health issues
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

Before you begin using the computer to create your health check card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Health Check Card

A. Draw A Text Box

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Make a short but wide text box at the top of the page.**

For help, see:

Graphics Skill 4.5: To use the Drawing toolbar

Graphics Skill 7.1: To make a box so you can add words to a drawing

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add A Title In The Text Box

1. **Type a title inside the text box.**

For help, see Graphics Skill 7.2: To type words into a text box

2. **Change the look of the words any way you wish.**

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

3. **Save your work.**

C. Align The Words In The Text Box

1. **Change the alignment of words in the text box any way you wish.**

For help, see Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

2. **Save your work.**

D. Add Colour In The Text Box

1. **Add a fill colour to the title text box.**

For help, see Graphics Skill 7.14: To add a fill colour inside a text box

2. **Save your work.**

E. Change The Look Of The Text Box Border

1. **Change the line style, colour and width of the text box border.**

For help, see:

Graphics Skill 7.10: To add a colour border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.12: To change the line style of a text box border

2. **Save your work.**

F. Show The Forms Toolbar

1. **Show the Forms toolbar or Forms Control toolbar.**

For help, see Word Processing Skill 10.10: To create a form

2. **Show the ruler.**

For help, see Word Processing Skill 6.2: To show or hide the ruler

3. **Save your work.**

G. Add Text Form Fields

1. **Below the title box, type "Date".**

For help, see Word Processing Skill 2.1: To type words, or to enter text

2. **Add a text form field where people can type the date.**

For help, see Word Processing Skill 10.10: To create a form

3. **On the line below, type "Address".**

4. **Add a text form field where people can type the address.**

For help, see Word Processing Skill 10.10: To create a form

5. **On the line below, type “Name”.**
6. **Add a text form field** where people can type their name.
For help, see Word Processing Skill 10.10: To create a form
7. **On the line below, type “Gender”.**
8. **Add a check box form field. Type “Female” next to it. Then on that same line, add another check box field and type “Male” next to it.**
For help, see Word Processing Skill 10.10: To create a form
9. **On the line below, type “Age”.**
10. **Add a text form field** where people can type their age.
For help, see Word Processing Skill 10.10: To create a form
11. **Save your work.**

H. Format Text

1. **Change the look of words.**
For help, see:
Word Processing Skill 3.1: To pick the letter design or font for your words
Word Processing Skill 3.2: To make words bigger or smaller
Word Processing Skill 3.3: To change the style of words
Word Processing Skill 3.4: To change the colour of words
2. **Increase the space between the three lines.**
For help, see Word Processing Skill 4.1: To change the space between lines
3. **Save your work.**

I. Set Tab Position

1. **To line up the answer fields, set a left-aligned tab for all three lines.** Make sure you look at the ruler to pick a good measurement number to use as the tab stop position. Then on each line, use the **Tab** key to line up all of the answer fields.
For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right
2. **Save your work.**

J. Draw A Line

1. **Below the Age line, draw a straight line across the page to separate the top information from the questions that you are about to add below.** Change the look of the line any way you wish.

For help, see:

Graphics Skill 5.2: To draw a straight line

Graphics Skill 6.1: To select a line, shape, or other object in a drawing

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

2. **Save your work.**

K. Draw A Text Box

1. **Below the line, make a text box.** Type information that explains the rating scale. This rating scale will be used to answer the form questions.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

2. **Change the look of the rating scale information so it is easy to read.**

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

3. **Save your work.**

L. Type Questions

1. **Below the text box, type the health check questions.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: You do not need to number your questions at this point. Be sure to start each question on a new line.

2. **Change the look of the questions to match the look and line spacing of the Date, Address, Name, Gender, and Age information above the line.**

See Help Guide Skill Reference in section H. **Format Text**

3. **Save your work.**

M. Make A Numbered List

1. Turn the questions into a numbered list.

For help, see Word Processing Skill 4.6: To make a numbered list of information

2. Change the tab and indent settings as needed so the list looks good.

For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right

3. Save your work.

N. Add Text Form Fields

1. Put the cursor after the first question. Hold down the **Shift** key, and press the **Enter** key on the keyboard. This makes a new line without making a new numbered list item.

2. Type a few words that explain how to pick one of the rating numbers, and make this text bold.

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.3: To change the style of wordsape with

3. Add a drop-down form field with each of the rating scale items entered.

For help, see Word Processing Skill 10.10: To create a form

4. Copy the bold instruction words and the drop-down form field. Then, paste it on new lines below each question. Remember to use the **Shift** and **Enter** keys to start your new lines.

For help, see:

Word Processing Skill 2.6: To copy words or text

Word Processing Skill 2.8: To paste words or text in a new place

5. If you are using Microsoft Word*, protect the form. If you are using OpenOffice.org Writer*, turn the Design Mode off. Notice that now the answer fields work when you click them.

For help, see Word Processing Skill 10.10: To create a form

6. Save your work.

O. Save As Template

1. Save the health check card as a template.

For help, see Word Processing Skill 10.4: To make and use your own document style, or template

Note: Now you and others can take turns using the form template you just saved to start a new document. Each of you can answer the questions and then save your finished health check cards where you can easily find the files later. Invite others to fill out a copy of the health check card on your computer. Try to get a total of five completed cards (including one filled out by you).

2. Save your work.

P. Health Check Card Challenge (optional)

1. Add a fill effect in the text box.

For help, see Graphics Skill 6.13: To fill a shape with colours that blend together, or a gradient

2. Add a shadow effect in the text box.

For help, see:

Graphics Skill 9.7: To add a shadow to an object

Graphics Skill 9.8: To make changes to an object's shadow

Graphics Skill 9.9: To remove an object's shadow

3. Save your work.

Health Check Card

Date July 12, 2009

Address 24 Pali Lane, Kolkata 62

Name Kishendu Gupta

Gender Female Male

Age 27

Rating Scale

1 = Yes

2 = No

1) Have you been immunized?
Pick a rating : 1

2) Do you wash your hands before and after having a meal?
Pick a rating : 1

3) Do you suffer from frequent diarrhea?
Pick a rating : 1

4) Do you have skin infection?
Pick a rating : 1

5) Do you boil or filter your water before you drink it?
Pick a rating : 2

Health Check Card Template Challenge Example

Review Your Work

Look over your health check card. Make sure each has the following elements:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their address, their name, their gender, and their age
- Four or five questions about health issues
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Health Check Card

1. **Preview your health check card before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your health check card**, click **File**. Then, click **Print**. A **Print** window pops up.
3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your health check card covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

How to Use the Help Guide

The Intel® Education *Help Guide* provides step-by-step instructions for hundreds of productivity tasks in user-friendly, non-technical language. Visual images accompany each step to show how it's done.

1. Double click **Help Guide** icon  on the computer to start the application.
2. Go to the left navigation pane, which shows the contents of the Help Guide. This section has information about how to use the Help Guide. Click the **Help Guide** link.
Note: To select a link, move your cursor over it. You will notice the cursor changes to a hand. 
3. Click **1. Finding Technology Skills**.
4. Then, click **1.1 To find a skill in the left navigation pane**. Read the instructions.
5. Click **2. Viewing Skills While You Work**.
6. Then, click **2.1 To view a skill in the main window**. Read the instructions.
7. Click **2.2 To view a skill in the individual skill pop up window**. Read the instructions.
8. Click **2.5 To close the pop up window and return to the main window**. Read the instructions.

Optional: You can also access the Help Guide on the Internet. To do so:

- a. Start the web browser.
- b. Click to place your cursor in the **Address** or **Location** bar. Type **<http://www.intel.com/education/>**.
- c. Press the **Enter** key on your keyboard.
- d. On the left side, select your location from the box titled **Select a location for Intel Education**.
Note: You will notice that the box has a drop-down menu which allows you to select one option from several choices. Just click on the down arrow and move your cursor to the option you would like to choose. When it is highlighted, click on it.
- e. On the left side, click **K-12 Teaching Tools**. Then, click **Help Guide**.
- f. Select the version you want. Then, click **Launch Help Guide**. The Help Guide application will open in a new window.
Note: Your computer will remember your choice of version once you select it the first time. It will automatically launch the Help Guide application to the version you selected when you click on the Help Guide link.
- g. To learn how to use the Help Guide, repeat **Steps 2 – 8** listed above.

Internet Download* (How to download or save files from the Internet)

Do you want to find information which is easily available and quick to find? You can use the Internet for saving or downloading files. Internet download is accessing information from a web browser, email browser or other similar systems and saving it to a computer. The information can be in the form of documents, images, music or even movie. Data is transferred from a remote computer to a local computer. Some downloads are legal, i.e. permission is not required for saving those files. For other downloads, materials are copyright protected, i.e. permission is required from the source to save those files. There are also some files like music and movies which can only be downloaded on payment.

***Note:** The download of files that are copyright protected and/or that require permission from its source are not encouraged.

Internet Download usually involves:

- Starting an Internet browser
- Selecting the information you want to download
- Downloading or saving files from the Internet

Before you begin using the computer to download files from the Internet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on Internet Download or How to Download or Save Files from the Internet

A. Select A Web site

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type the Web site address or keywords for the information you want.

For help, see:

Web Technologies Skill 1.4: To go to a page on the web

Or, Web Technologies Skill 3.4: To go to a page on the web

Note: For an advanced search, please refer the activity card - **Internet Search**.

3. Press the **Enter** key on your keyboard. You will notice that a list of web sites will appear.
4. Click on a **Web site that interests you**.

Note: To select a Web site, move your cursor over it. You will notice the cursor changes to a hand.



B. Select And Download File

1. Scroll through the **Web site page you just selected**.
2. Download an image or picture.

For help, see:

Web Technologies Skill 2.4: To save a picture or image from the Web

Or, Web Technologies Skill 4.4: To save a picture or image from the Web

3. Download a document.

For help, see:

Web Technologies Skill 2.1: To download a document from a Web site

Or, Web Technologies Skill 4.1: To download a document from a Web site

4. Download a sound or music file.

For help, see:

Web Technologies Skill 2.5: To save a sound or music file from the Web

Or, Web Technologies Skill 4.5: To save a sound or music file from the Web

5. Download a movie or video file.

For help, see:

Web Technologies Skill 2.6: To save a movie or video file from the Web

Or, Web Technologies Skill 4.6: To save a movie or video file from the Web

6. Save a page from the Internet.

For help, see:

Web Technologies Skill 2.3: To save a page or pages from the Web

Or, Web Technologies Skill 4.3: To save a page or pages from the Web

C. Bookmark A Page

If you would like to visit this page or any Web site again, you can bookmark it.

For help, see:

Web Technologies Skill 1.5: To bookmark a favourite page on the Web

Or, Web Technologies Skill 3.5: To bookmark a favourite page on the Web

D. Close Your Browser

Click the **Close** button  at the top-right corner of the browser window to exit.

Review Your Work

Make sure you try the following:

- Start an Internet browser
- Select the information you want to download
- Download or save files from the Internet

Internet Search

How will you use the Internet to find specific or relevant information on a topic that you want to explore? One of the most important and basic functions of an Internet browser is its search capability. Search engines are tools that search for information on the Internet. You can use the web search engines to find out relevant information related to your business, like finding out the price of commodities in another city or the value of shares in the stock market.

Internet Search means to find specific information you want on the Internet. Internet Search usually involves:

- Starting an Internet browser
- Conducting an Internet search
- Conducting an advanced Internet search
- Navigating or moving between web pages

Note: Browsers are software programs that allow you to move from one page to another on the Internet

Before you begin using the computer for Internet Search, or to search for Web sites for specific information or services, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Conduct an Internet Search

A. Select A Search Engine

1. Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

2. Click to place your cursor in the Address or Location bar. Type 'search engine'.

For help, see:

Web Technologies Skill 1.4: To go to a page on the web

Or, Web Technologies Skill 3.4: To go to a page on the web

3. Press the **Enter** key on your keyboard. You will notice that a list of popular web search engines will appear.

4. Click on a web search engine that interests you.

Note: If you are unable to decide which web search engine to select, you can take help from others you know who have already used some of the popular sites listed.

Note: To select a web search engine, move your cursor over it. You will notice the cursor changes to a hand.



B. Conduct A Search

1. In the Search box (the white empty box), type in words that will help the search engine find what you are looking for.

Note: Type the words, separated by commas. For example, if you want information on the price of mobile phones in other cities, type "mobile phones, prices, 'delhi'".

2. Press the **Enter** key on your keyboard. A list of popular web sites related to the words you typed will appear.
3. You will notice that there will be a short description about each Web site. The words you typed will also appear in **bold**.
4. Read the descriptions and click on a Web site that interests you.

C. Conduct An Advanced Search

1. Go back to the web search engine page by clicking the **Back** button on the toolbar.
2. You can specify your search by using the Boolean operators such as "**AND**", "**NOT**" and "**OR**".
3. In the Search box (the white empty box), type in words that will help the search engine narrow down your search.
4. Type the words, separated by commas and combined with the word "**AND**", "**NOT**" or "**OR**".

Note: The more words you combine using "AND", the narrower the search. For example, if you want information on train reservation in a particular city, type "railway AND reservation AND India". If you want to further narrow your search and want information only for a particular location, type "railway AND reservation AND Delhi NOT Kolkata". If you want to expand your search and want results containing either one word or the other or both, then type "railway AND reservation OR Delhi OR Kolkata".

5. Press the **Enter** key on your keyboard. A list of popular web sites related to the words you typed will appear.
6. You will notice that there will be a short description about each Web site. The words you typed will also appear in **bold**.
7. Read the descriptions and click on a Web site that interests you.
8. If you would like to visit this page or any Web site again, you can bookmark it.

For help, see:

Web Technologies Skill 1.5: To bookmark a favourite page on the Web

Or, Web Technologies Skill 3.5: To bookmark a favourite page on the Web

9. Click on a topic of your interest and read the information given.

D. Close Your Browser

Click the **Close** button  at the top-right corner of the browser window to exit.

Review Your Work

Make sure you try the following:

- Start an Internet browser
- Select a web search engine
- Conduct an advanced search
- Navigate or move between web pages
- Exit the browser

Internet Surfing

Are you wondering where to get information you need for your project or the price of commodities in other cities? Are you planning to travel to a new place with your family or friends during your vacation? Would you like to know how to get there? One easy and quick way to find any information is through the Internet. Internet Surfing as it is popularly known means to go from one page to another on the Internet, browsing for topics of interest.

Internet Surfing usually involves:

- Starting an Internet browser
 - Note:** Browsers are software programs that allow you to move from one page to another on the Internet
- Typing the address of a web page in the location box or address field of the web browser
- Identifying and use of common buttons on the browser toolbar like Back, Forward, Home
- Navigating or moving between web pages

Before you begin using the computer to surf the Internet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Surf the Internet

A. Start The Web Browser

Start the web browser.

For help, see:

Web Technologies Skill 1.1: To open a web browser

Or, Web Technologies Skill 3.1: To open a web browser

B. Type A Web site Address

1. Click to place your cursor in the Address or Location bar. Type a Web site address. For example, <http://www.intel.com/education>.

For help, see:

Web Technologies Skill 1.4: To go to a page on the web

Or, Web Technologies Skill 3.4: To go to a page on the web

Note: The above Web site address is an example only You can type any Web site address that you would like to search or “surf”. Make sure that you type the Web site address correctly since a typing error may take you to a different Web site that does not work.

2. Press the **Enter** key on your keyboard or click the **Go** button. Then, wait as the Web page loads on your computer.
3. Read the Web page.

C. Click On Hyperlinks

Click on a topic of your interest and read the information given.

Note: You can move to other pages on the Web site by using hyperlinks. When you point to a hyperlink, the pointer changes to a hand.  When you click a hyperlink, it takes you to that page.

D. Navigate Between Web Pages

1. Go back to the first page by clicking the Back button  on the toolbar.

Note: The toolbar is usually located at the top of the page. The toolbar provides various navigation buttons that can be used to move through the web pages.

2. Click to place your cursor in the Address or Location bar, and type another Web site address.

For help, see:

Web Technologies Skill 1.4: To go to a page on the web

Or, Web Technologies Skill 3.4: To go to a page on the web

Note: For example, if you want to information on train timings or reservation, type <http://www.indianrailways.gov.in>

3. Press the Enter key on the keyboard or click the Go button on the toolbar. Then, wait as the Web page loads on your computer.

4. Read the Web page.

5. Click the icon on the toolbar that looks like a house. 

Note: The icon on the toolbar that looks like a house is called Home. This is usually the default home page of the browser.

6. Go back to the previous page by clicking the Back button  on the toolbar.

7. If you would like to visit this page or any Web site again, you can bookmark it.

For help, see:

Web Technologies Skill 1.5: To bookmark a favourite page on the Web

Or, Web Technologies Skill 3.5: To bookmark a favourite page on the Web

8. Click the Forward button  to move to the Web page you were viewing before you clicked the Back button.

E. Close Your Browser

Click the Close button  at the top-right corner of the browser window to exit.

Review Your Work

Make sure you try the following:

- Start an Internet browser
- Type the address of a web page in the address field of the web browser
- Identify and use common buttons on the browser toolbar like Back, Forward, Home
- Navigate or move between web pages
- Exit the browser

Create an Inventory

Can you identify a way to list all materials you keep in stock? Sometimes, it is difficult to keep a track of all things that are there in the house or shop. At home, inventories can be used to store a record of your possessions for insurance purposes, or in case of theft or loss due to a natural disaster. In a business, you can make an inventory for keeping a record of your goods like electronics, clothes, food items etc., and the approximate cost of each item. Inventory is a term that means a detailed list of goods. One way to create an inventory is by using spreadsheets.

Look at the following example:

	A	B	C	D	E	F
1	Cyber Café Inventory					
2						
3	Category	Item	Product Number or Description	Quantity	Cost per Item	Item subtotal
4	book	All About Computers	1-725433-53-9	1	Rs. 500.00	Rs. 500.00
5	book	Hardware Basics	1-865746-24-1	1	Rs. 375.00	Rs. 375.00
6	equipment	printer	334554-67_D	1	Rs. 7,500.00	Rs. 7,500.00
7	equipment	scanner	254673-59_A	1	Rs. 6,950.00	Rs. 6,950.00
8	equipment	computer	xyz home series	6	Rs. 30,000.00	Rs. 180,000.00
9	furniture	chair	black plastic	8	Rs. 150.00	Rs. 1,200.00
10	furniture	computer table	wood	7	Rs. 700.00	Rs. 4,900.00
11	supplies	paper	A4 packs	4	Rs. 130.00	Rs. 520.00
12	supplies	ink cartridge	xyz ink refill	2	Rs. 700.00	Rs. 1,400.00
13					Grand Total	Rs. 203,345.00

Cyber Cafe Inventory Worksheet Example

As in the example above, an Inventory created on the computer typically has:

- A title that explains the type of information in the worksheet
- Information about items
- Multiplication formulas that calculate the subtotal cost for each item, and a Sum function that calculates the grand total
- Rows sorted in a way that makes sense, and an AutoFormat that makes the information easy to read

Before you begin using the computer to create your inventory worksheet, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create an Inventory

A. Name Your Inventory Worksheet

1. **Start the spreadsheet software, and open a new, blank worksheet.**

For help, see Spreadsheet Skill 1.1: To start spreadsheets software

2. **Rename Sheet 1 with a name that describes the information in the worksheet.**

For help, see Spreadsheet Skill 3.2: To give a worksheet a new name

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Spreadsheet Skill 1.8: To save a spreadsheet

B. Add Column Headings To Your Worksheet

1. **Type a worksheet title in cell A1. Then, add the column headings to your worksheet.** Type “Category” in cell A3, “Item” in cell B3, “Product Number or Description” in cell C3, “Quantity” in cell D3, “Cost per Item” in cell E3, and “Item Subtotal” in cell F3. Change the column widths or merge cells as needed.

For help, see:

Spreadsheet Skill 4.1: To put words and numbers into a worksheet cell

Spreadsheet Skill 4.2: To change or fix information that is already in a cell

Spreadsheet Skill 5.6: To change column width

Spreadsheet Skill 5.10: To combine or merge cells

2. **Enter the Category, Item, Product Number or Description, Quantity, and Cost per Item information in columns A through E.** Make sure you type the information in the correct columns. Change the column widths as needed.

For help, see Help Guide reference in Step 1

3. **Save your work.**

C. Show Numbers As Decimals, Currency And Percentages

1. **Format the numbers in columns E and F so they look like money or currency.**

For help, see Spreadsheet Skill 4.9: To show numbers as decimals, currency, and percentages

2. **Save your work.**

D. Insert Formulas

1. **In cell F4, insert a formula that multiplies the quantity in cell D4 by the cost per item in cell E4.**

For help, see Spreadsheet Skill 7.5: To multiply numbers by writing your own math sentence or formula

2. **In the first empty cell in column E, type “Grand Total”. Then in the cell immediately to the right in column F, insert a Sum function to total all of the item subtotals.**

For help, see Spreadsheet Skill 7.1: To sum or add the numbers in a row or column

3. **Save your work.**

E. Sort Information

1. **Sort the rows of information in an order that makes sense.** For example, you might want to sort the information alphabetically according to the category or item.

For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

Note: Do not include the grand total information when sorting the information. When sorting information, select only the rows containing the information about the item, not the rows containing the title, the column headings, or the grand total. Then, try a few options and select the sorting option you like best. Remember that you can use the **Undo** function to return the rows to their original order.

2. **Save your work.**

F. Change The Look Of Worksheet

1. **Change the look of the worksheet's title.**

For help, see:

Spreadsheet Skill 5.1: To change the letter design, or font, of words and numbers

Spreadsheet Skill 5.2: To make words and numbers bigger or smaller

Spreadsheet Skill 5.3: To change the style of words and number

2. **Select all of the rows containing information (from row 3 to the grand total row). Change the look of the table by applying an AutoFormat.**

For help, see Spreadsheet Skill: 5.11: To apply an AutoFormat to a worksheet

3. **Save your work.**

G. Delete Unused Worksheets

1. **Delete any unused worksheets.**

For help, see Spreadsheet Skill 3.3: To remove or delete a worksheet

2. **Save your work.**

H. Inventory Challenge (optional)

1. **Sort the information alphabetically according to both the category and the item.**

For help, see Spreadsheet Skill 6.7: To sort or change the order of rows based on certain information

2. **After applying an AutoFormat, you might want to make minor changes to the text formatting, cell borders, and cell shading that are applied.**

For help, see:

Spreadsheet Skill 5.8: To add borders to cells, rows, columns, and worksheets

Spreadsheet Skill 5.9: To add background colour or shading to cells, rows, or columns

Note: When applying the AutoFormat, avoid selecting the top row containing the worksheet title. Explore a few AutoFormats before picking the one you want to use.

3. **Save your work.**

Inventory

	A	B	C	D	E	F
1	Cyber Café Inventory					
2						
3	Category	Item	Product Number or Description	Quantity	Cost per Item	Item subtotal
4	book	All About Computers	1-725433-53-9	1	Rs. 500.00	Rs. 500.00
5	book	Hardware Basics	1-865746-24-1	1	Rs. 375.00	Rs. 375.00
6	equipment	printer	334554-67_D	1	Rs. 7,500.00	Rs. 7,500.00
7	equipment	scanner	254673-59_A	1	Rs. 6,950.00	Rs. 6,950.00
8	equipment	computer	xyz home series	6	Rs. 30,000.00	Rs. 180,000.00
9	furniture	chair	black plastic	8	Rs. 150.00	Rs. 1,200.00
10	furniture	computer table	wood	7	Rs. 700.00	Rs. 4,900.00
11	supplies	paper	A4 packs	4	Rs. 130.00	Rs. 520.00
12	supplies	ink cartridge	xyz ink refill	2	Rs. 700.00	Rs. 1,400.00
13					Grand Total	Rs. 203,345.00

Cyber Café Inventory Worksheet Challenge Example

Review Your Work

Look over your inventory worksheet. Make sure it has the following elements:

- A title that explains the type of information in the worksheet
- Information about your items
- Multiplication formulas that calculate the subtotal cost for each item, and a Sum function that calculates the grand total
- Rows sorted in a way that makes sense, and an AutoFormat that makes the information easy to read

If any elements are missing, add them to the worksheet now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Inventory Worksheet

1. **Preview your inventory worksheet before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Spreadsheet Skill 1.2: To use the Menu bar

Spreadsheet Skill 1.3: To use the Standard toolbar

Spreadsheet Skill 9.3: To setup a spreadsheet to print sideways, or landscape

2. **Print your inventory worksheet.**

For help, see Spreadsheet Skill 9.1: To print a worksheet

3. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

4. **Click OK.**

Create an Invitation Card

Do you want to create an invitation card? Invitation cards are sent for personal events like a wedding, a birthday, naming ceremony of a child or community events like a cultural program or school sports. In a business, invitations might be sent for a special event like a grand opening, or release of new product.

Look at the following example:



Invitation Card Example

As in the example above, an Invitation Card created on the computer typically has:

- A title that invites people
- The date, time and venue of the event
- A small message about the event
- A picture that shows something important about the event

Before you begin using the computer to create your invitation card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create an Invitation Card

A. Design Your Invitation Card Border

1. **Launch the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Draw a square that is about the same size as an invitation card.**

For help, see Graphics Skill 5.6: To draw a rectangle or a square

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

4. **Change the border's width, style, and colour.**

For help, see:

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

B. Add Picture To Your Invitation Card

1. **Add a picture to your invitation card.** There are two ways you can do this:

- **You can start graphics paint software and make your own picture.** Save your finished painting on your computer and insert it into your invitation card.

For help, see:

Graphics Group 1: Getting to know the Graphics Software (**Note:** This group name will change depending on the Help Guide version being used.)

Graphics Group 2: Painting Shapes and Lines

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

- **You can add a picture from the clip art gallery.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

2. **Resize and move the picture as needed.**

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. **Add another picture if you want.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

4. **Save your work.**

C. Add Text To Your Invitation Card

1. Draw a text box in an empty space in the square.

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. Type a title that invites people to the event.

For help, see Graphics Skill 7.2: To type words into a text box

3. Make the title bigger or smaller as needed, and move it so it fits on top of your invitation card.

For help, see Word Processing Skill 3.2: To make words bigger or smaller

4. Change the look of the words as you wish.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

5. In the centre of the invitation card, make a text box. Type a small message about the event. Add the date, time and venue of the event. As needed, change the look and size of words.

For help, see Help Guide reference in the above steps of this section C - **Add text to your invitation card.**

6. Change the alignment of words in the text box.

For help, see Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

7. Change the look of the text box border.

For help, see:

Graphics Skill 7.10: To add a colour border around a text box

Graphics Skill 7.14: To add a fill color inside a text box

Graphics Skill 7.13: To remove a border from a text box

8. Move the text box so it is centered in your invitation card.

For help, see:

Graphics Skill 6.3: To move a line, shape or other object in a drawing

Word Processing Skill 5.6: To move a picture

9. Save your work.

D. Invitation Card Challenge (optional)

1. Add a pattern to a shape to make your invitation card more colourful.

For help, see Graphics Skill 6.11: To fill a shape with a colourful pattern

2. Save your work.



Invitation Card Challenge Example

Review Your Work

Look over your invitation card. Make sure each has the following elements:

- A title that invites people
- The date, time and venue of the event
- A short message about the event
- A picture that shows something important about the event

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Invitation Card

1. **Preview your invitation card before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your invitation card**, click **File**. Then, click **Print**. A **Print** window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your invitation card covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK**.

Create a Letter

Do you want to communicate with another person by writing a letter? A written letter could be helpful for either business or personal use. You could write a letter to a friend or family member to give them news of what has happened in your life. Or, you could use a letter for a business purpose. For example, you may want to apply for a new job when you want a career change or hear about vacancy announcements. Most people will typically send a “cover letter” along with their résumé. A cover letter provides the potential employer with an introduction about your skills and experience and your desired interest for the position applied for.

Look at the following example:

<p>Malini Sen Gupta 42 SB Road Kalyani 741235 Phone: +91.94336.01234 Email:xyz123@gmail.com</p>	
<p>Subject – Application for a teaching position.</p>	<p>May 18, 2009</p>
<p>Seema Nandi Principal Nivedita Memorial School Kalyani 741235</p>	
<p>Dear Mrs. Nandi, I am interested in applying for the post of History teacher at the secondary level, in your school. I completed my Bachelors in Education and Post Graduate studies in History from Kalyani University. I have 5 years teaching experience in the ninth and tenth class level.</p> <p>On weekends, I also volunteer to teach children from poor families at Shishu Udyog Samiti. This position enables me to provide these children with basic literacy skills and it has helped me to be creative, nurturing and most of all, patient.</p> <p>I hope to combine my teaching experience with my ability to be a compassionate and enthusiastic teacher who will make a positive contribution to your school. I would welcome an interview and hope to hear from you at your earliest convenience.</p>	
<p>Sincerely,</p>	
<p>Malini Sen Gupta</p>	

Teacher Job Application Cover Letter Example

Letter

As in the example above, a cover letter for a job application created on the computer typically has:

- Personal information like name, address, contact number
- The name and address of the person receiving the cover letter
- Information about educational qualifications
- Information about interest in the position applied for
- Space for signature at the end of the application

Before you begin using the computer to create your cover letter, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Note: You might want to refer to the activity cards- How to create a résumé and How to create a logo and letterhead.

Steps on How to Create a Cover Letter

A. Type Your Personal Information

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Type your name and surname.** Press **Enter** key on the keyboard to move your cursor to the next line. **Type your address, phone number and email** (if available) in separate lines.

For help, see Word Processing Skill 2.1: To type words or to enter text

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Type Subject Line And Date

1. Press **Enter** on the keyboard twice to leave some space between your personal information and the subject line.

2. **Type "Subject -"**. Then type a few words about what the application is for.

3. Press **Enter** on the keyboard to move your cursor to the next line. **Then, set and use a right-aligned tab to move the cursor to the right side of the page. Insert today's date, and pick whichever date format you like.**

For help, see:

Word Processing Skill 10.1: To put today's date into a document

Word Processing Skill 4.5: To change or remove a tab

4. **Save your work.**

C. Type Name And Address Of The Recipient

1. Press **Enter** on your keyboard to move the cursor to the next line. Press **Backspace** on the keyboard to move the cursor to the left side of the page.
2. **Type the name and surname of the person to whom you are sending the cover letter.** Press **Enter** key on the keyboard to move your cursor to the next line. **Type the person's title or designation, address, phone number and email** (if available) in separate lines.

For help, see Word Processing Skill 2.1: To type words or to enter text

3. **Save your work.**

D. Type Information About Interest In The Post Applied For

1. **Type "Dear" followed by the surname of the person to whom you are addressing the cover letter to.**

(For e.g., Dear Mr. Singh, or Dear Mrs. Sen.)

2. Press **Enter** on your keyboard to move the cursor to the next line.
3. Include the following points when you type information about your interest in the post applied for, such as:
 - Interest in the position
 - Highest educational qualification
 - Work experience
 - Additional skills
 - Request for an interview/meeting
 - Your full name and space for your signature at the end of the application

4. **Save your work.**

E. Cover Letter Challenge (optional)

1. **Change the look of your words.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

2. **Change the colour of your words.**

For help, see Word Processing Skill 3.4: To change the colour of words

3. **Save your work.**

Malini Sen Gupta
42 SB Road
Kalyani 741235
Phone: +91.94336.01234
Email:xyz123@gmail.com

Subject – Application for a teaching position.

May 18, 2009

Seema Nandi
Principal
Nivedita Memorial School
Kalyani 741235

Dear Mrs. Nandi,
I am interested in applying for the post of History teacher at the secondary level, in your school. I completed my Bachelors in Education and Post Graduate studies in History from Kalyani University. I have 5 years teaching experience in the ninth and tenth class level.

On weekends, I also volunteer to teach children from poor families at Shishu Udyog Samiti. This position enables me to provide these children with basic literacy skills and it has helped me to be creative, nurturing and most of all, patient.

I hope to combine my teaching experience with my ability to be a compassionate and enthusiastic teacher who will make a positive contribution to your school. Please find attached my resume along with this application.
I would welcome an interview and look forward to hear from you at your earliest convenience.

Sincerely,

Malini Sen Gupta

Teacher Job Application Cover Letter Challenge Example

Review Your Work

Look over your cover letter. Make sure it has the following elements:

- Personal information like name, address, contact number
- The name and address of the person receiving the cover letter
- A 'subject' line about the cover letter
- Information about your educational qualifications
- Information about your interest in the position applied for

If any elements are missing, add them to the cover letter now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Cover Letter

1. **Preview your cover letter before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your cover letter**, click **File**. Then, click **Print**. A **Print** window pops up.
3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your cover letter covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

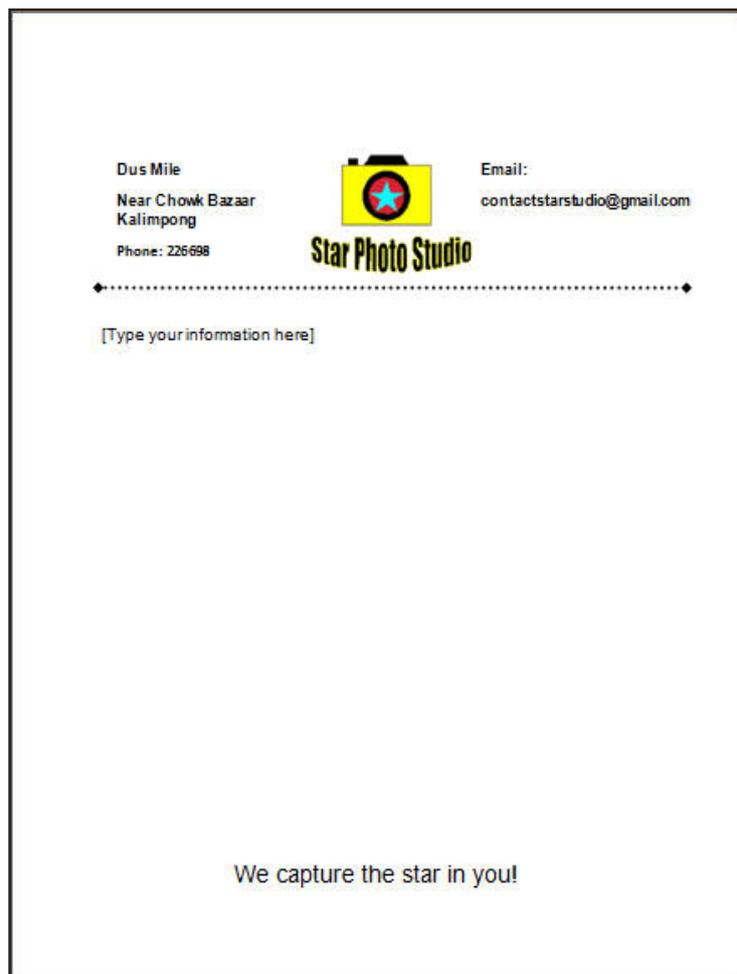
Create a Logo and Letterhead

Have you ever thought about creating an identity for your business in an easy way that people would easily recognise? When you correspond with your business partners or potential customers, you can create your brand image through a logo and letterhead. A logo is usually a pictorial design like a sign or symbol that everyone can instantly recognise. Similarly, a letterhead is the heading at the top of a sheet of letter paper. It usually consists of a name and an address, and a logo. In a business, letterheads are used for communication with partners, customers or clients.

Look at the following example:



Logo Example



Letterhead Example

As in the example above, a Letterhead created on the computer typically has:

- A logo with the company's name and with shapes, lines, and a simple picture that together show what the company is and does
- Company information in a place on the page that makes sense and that looks good
- Space for people to type their information when they use the letterhead template in the future
- A footer with a company slogan

Before you begin using the computer to create your logo and letterhead, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Logo and Letterhead

Steps on How to Create a Logo

A. Show The Ruler And Document's Grid

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **To help you size and position objects on the page, show the rulers and the document's grid.** To help you move and size objects with greater precision, make sure that the snap to grid option is turned off.

For help, see:

Word Processing Skill 6.3: To use the page grid to place and size objects

Word Processing Skill 6.2: To show or hide the ruler

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw A Basic Shape For Your Logo

1. **Use the shape tools on the Drawing tool bar to draw a basic shape for your logo.** You might also want to start by drawing a shape, and then add lines or arrows to show something meaningful about the company.

For help, see Graphics Skill 4.5: To use the Drawing toolbar

2. Feel free to **copy and paste any shapes or lines that you want to use more than once.** You can also flip or rotate shapes.

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate, an object

Graphics Skill 8.5: To flip an object

Graphics Skill 8.6: To spin or rotate an object in a drawing

3. Save your work.

Graphics Skill 6.8: To change the fill colour inside a shape

C. Change The Colour Of The Shape

1. Change the colour of the shapes and lines as you wish. You might even want to add a fill effect.

For help, see:

Graphics Skill 6.7: To change the colour of a line or shape's border

Graphics Skill 6.8: To change the fill colour inside a shape

2. Save your work.

D. Copy A Picture

1. After drawing the basic shapes and lines for the logo, you can copy a picture in the Clip Art Gallery, launch the graphics paint software, and then paste the picture into a new canvas. Make the canvas bigger or smaller as needed so it is just about the same size as the pasted picture.

For help, see:

Graphics Skill 3.15: To copy and save a picture from the Clip Organizer

Graphics Skill 2.12: To change the size of the painting canvas

Note: With some graphics paint software, such as OpenOffice.org Writer*, you may not be able to use clip art or pictures for your logo. If this is true with the software you are using, skip this section on COPY A PICTURE.

2. Make any changes you want to the picture. For example, you might want to paint over the background of the clip art picture, change the colours to match the shapes and lines you have already drawn for the logo, or erase parts of the picture that you do not want.

For help, see:

Graphics Skill 3.1: To select part of a picture or photo so you can make changes

Graphics Skill 3.2: To erase a small part of a picture or photo

Graphics Skill 2.7: To change the colour of shapes and lines

3. Save your painting where you can easily find it. Do not exit the graphics paint program.

For help, see Graphics Skill 1.5: To save a file in Microsoft* Paint

Note: This skill name will change depending on the Help Guide version being used.

4. Insert the picture you just painted into your logo design. Change the picture's text wrapping, size, and position as needed.

For help, see:

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

5. Think about the best location for the basic shapes and the picture you just inserted. **You might wish to align and distribute objects so they are all lined up and spaced apart evenly.** You might also change the order or layering of the objects.

For help, see:

Word Processing Skill 6.14: To line up several pictures, text boxes, or other objects; an

Word Processing Skill 6.15: To even out the space between pictures, text boxes, and other objects

Note: This skill may not be possible in all word processing software. If your word processing software does not have this capability, skip this skill in the step.

6. **Save your work.**

E. Make A Text Box

1. **Make a text box, and type the name of the company.** Change the look of the words any way you wish.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in your drawing

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

Note: For your logo, it would be best to pick a simple style, shape, and colour for any words since people need to be able to read the information at a much smaller size.

2. **Or if you prefer, use the company's name to make an artful title such as WordArt or a Fontwork that fits around the outside or along one of the sides of the logo.**

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

Graphics Skill 9.4: To change the colours of your WordArt

Graphics Skill 9.5: To change the WordArt shape

3. **Save your work.**

F. Save Your Logo For Different Uses

1. **Select and group all the objects in your logo.**

For help, see Graphics Skill 8.2: To bundle or group objects together

2. Then, **copy the logo design.**

To do this, click **Edit | Copy**

3. Open a new graphics paint canvas.

For help, see Graphics Skill 1.1: To start the paint software

4. Paste your logo.

To do this, click **Edit | Paste**

5. Make the canvas bigger or smaller as needed so it is just about the same size as the pasted logo design.

For help, see Graphics Skill 2.1.2: To change the size of a painting canvas

6. Save the logo as two files - one to use for printed projects, and another to use for Web sites or electronic presentations. Then exit the graphics paint software, and close the logo file in the word processing software.

For help, refer to Graphics Skill 3.14: To save a picture for different uses

Steps on How to Create a Letterhead

A. Size And Position Objects On Page

1. Open a new, blank word processing document.

For help, see Word Processing Skill 1.1: To start word processing software

2. To help you size and position objects on the page, show the rulers and the document's grid. Make sure the objects are set to snap to the grid.

For help, see:

Word Processing Skill 6.3: To use the page grid to place and size objects

Word Processing Skill 6.2: To show or hide the ruler

3. Save your work. Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Insert Your Logo

1. Insert the version of the logo you just saved for printed projects.

For help, see Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

2. Change the logo's text wrapping and then size and move it as you wish.

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. Save your work.

C. Make A Text Box And Type Information

1. **Make a text box on the left side of the page.** Type important company information such as the address and telephone number.

For help, see Word Processing Skill 6.9: To add a box that you can type words into

2. **Save your work.**

D. Remove Text Box Border And Change The Look Of Words

1. **Remove the text box border, and change the look and alignment of the words any way you wish.**

For help see:

Graphics Skill 7.13: To remove a border from a text box

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

2. **Save your work.**

E. Copy Text Box

1. **Copy and paste the text box, and then move it to the right side of the page.** In this box, type other important company information such as its Web site URL and email address.

For help, see:

Graphics Skill 8.4: To make a copy of, or duplicate an object

Graphics Skill 6.3: To move a line, shape, or other object in a drawing

Graphics Skill 7.2: To type words into a text box

Note: You might need to remove the hyperlink formatting from the URL and the email address if it shows up all by itself. To do this, simply right-click the link and pick **Hyperlink | Remove Hyperlink**, when using Microsoft Word*.

Note: If using OpenOffice.org Writer*, simply right-click the link and pick **Default Formatting**.

2. Decide on the place where information can be typed for a letter or another type of business document. **Draw a line to separate the top of the letterhead from the letter writing space below. Change the line width, style, and colour as you wish.**

For help, see:

Graphics Skill 5.2: To draw a straight line

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

3. **Below the line, type a sentence that lets future users know that this is the space for them to type in.**
4. **Save your work.**

F. Add A Footer Slogan

1. **View the footer and type a slogan**, which is an attention-getting phrase about the company. Change the look and alignment of the slogan as you wish.

For help, see:

Word Processing Skill 6.16: To add repeated information at the top and bottom of your pages, or to add headers and footers

Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

2. **Save your work.**

G. Make Any Final Changes

1. **Make any final changes to your letterhead design.** For example, you might want to remove any background colour that you do not want by making the rectangle transparent. You can also make any final decisions about the size and position of the text boxes, the line, and other items.

For help, see Word Processing Skill 5.8: To make the background of a picture see-through, or transparent

2. **Save your work.**

H. Save The Letterhead As A Template

1. **When you are done, turn off the page grid.**

Note: To do this, click **Draw | Grid** on the Drawing toolbar and click the checked box **Display gridlines on screen**. Then, click **OK**.

2. Then, **save the letterhead as a document template for future repeated use.**

For help, see Word Processing Skill 10.4: To make and use your own document style and template

3. **To make sure your new template works, start a new document by finding your template file. Then, close the file without making or saving any changes.**

For help, see Word Processing Skill 1.1: To start word processing software

I. Logo Challenge (optional)

1. **Use the graphics paint tools to make your own simple picture to include in your logo.**

For help, see Graphics Group 2: Painting Shapes and Lines

2. **Save your work.**

For help, see Graphics Skill 1.5: To save a file in Microsoft Paint

Note: This skill name will change depending on the Help Guide version being used.

J. Letterhead Challenge (optional)

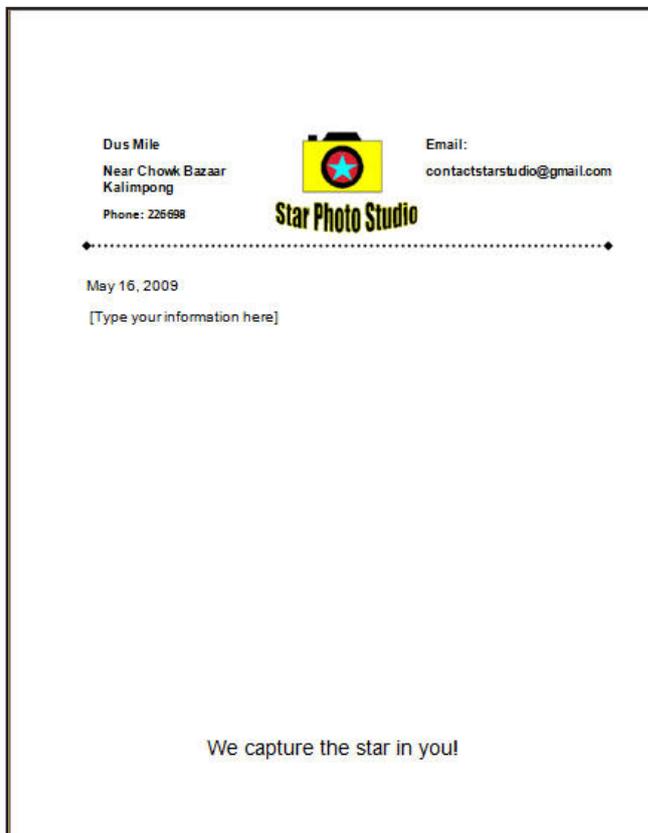
1. **Insert today's date on your letterhead.** Pick the date format you want, and make sure that the date is set to update automatically whenever the document is opened or used again.

For help, see Word Processing Skill 10.1: To put today's date into a document

2. **Save your work.**



Logo Challenge Example



Letterhead Challenge Example

Review Your Work

Look over your logo and letterhead. Make sure each has the following elements:

- A logo with the company's name and with shapes, lines, and a simple picture that together show what the company is and does
- Company information in a place on the page that makes sense and that looks good
- Space for people to type their information when they use the letterhead template in the future
- A footer with a company slogan

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Letterhead

1. **Preview your letterhead before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your letterhead, click File.** Then, click **Print**. A **Print** window pops up.
3. **To select the printer you want to use, click the arrow in the Name list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page.** Or, click **Pages**, and then type the page number that you would like to print.

Note: If your letterhead covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

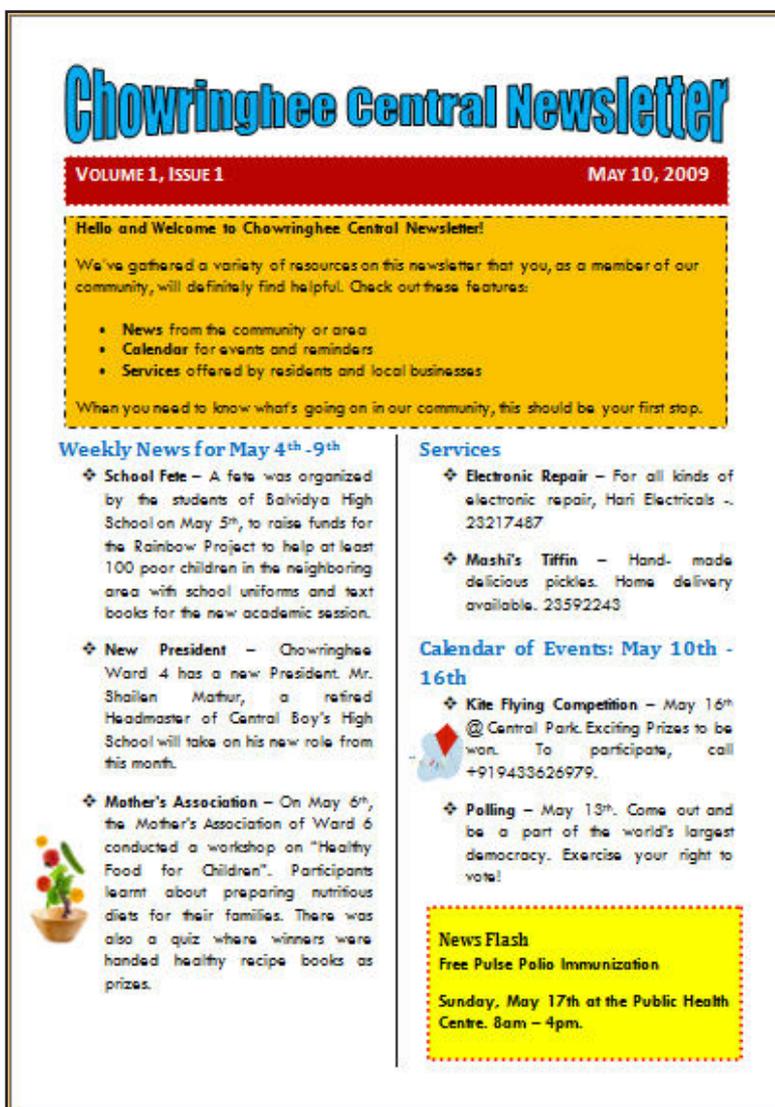
Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Newsletter

How do you let others know about events and activities taking place in your community? Do you want to create a newsletter to share the information? A newsletter is a publication that is distributed frequently. It contains information about topics that are of interest to its readers. In a community, newsletters can act the medium among those who live in your neighbourhood, nearby schools and community organisations, local (*Panchayat*) elected officials to give an update about events and activities taking place in your community.

Look at the following example:



Community Newsletter Example

As in the example given, a Newsletter created on the computer typically has:

- A title that explains what sort of information is in the newsletter
- The newsletter edition and the date in a text box with a fill and a border
- Information and a picture about recent and upcoming events
- A text box with information about a “News Flash”

Before you begin using the computer to create your newsletter, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Newsletter

A. Set Page Margins For Your Newsletter

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Make the page margins or the empty spaces along the edges of the page smaller** so you have more room for your information.

For help, see Word Processing Skill 6.5: To set the empty spaces, or margins, around the edges of a page

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Design a Title For Your Newsletter

1. **Type a title for your newsletter at the top of the page.** Change the look of the text so it looks like a title.

For help, see:

Word Processing Skill 1.5: To use the Drawing toolbar

Graphics Skill 9.1: To make art out of words, or WordArt

2. **Change the look of the title as you wish.**

For help, see:

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

Graphics Skill 9.5: To change the WordArt shape

3. **Save your work.**

C. Add Text Box To Your Newsletter

1. **Below the title, make a text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Save your work.**

D. Add Text To The Text Box

1. **Type “Volume 1, Issue 1”.**

For help, see Graphics Skill 7.2: To type words into a text box

Note: The Volume number and Issue number will change as you publish more newsletters in future.

2. **Then, set and use a right-aligned tab to move the cursor to the right side of the text box. Insert today’s date, and pick whichever date format you like.**

For help, see:

Word Processing Skill 4.4: To set and use a tab to space your words from left to right

Word Processing Skill 10.1: To put today’s date into a document

3. **Change the look of the words as you wish.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

E. Design Text Box

1. **Change the line style, colour, and width of the text box border.** You can also fill the text box with colour.

For help, see:

Graphics Skill 6.6: To change the look or style of a line or shape’s border

Graphics Skill 6.7: To change the colour of a line or shape’s border

Graphics Skill 6.8: To change the fill colour inside a shape

2. **Save your work.**

F. Add Another Text Box And Text To Your Newsletter

1. **Move the cursor below the text box. Make another text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Type a welcome note and a summary about what your newsletter contains.** Change the look of the words as you wish. Then, change the line style, colour, and width of the text box border. You can also fill the text box with colour.

For help, see:

Graphics Skill 7.2: To type words into a text box

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

Graphics Skill 6.8: To change the fill colour inside a shape

3. You might want to make a bulleted list to a section in your summary.

For help, see Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

4. Save your work.

G. Format The Page To Two Columns

1. Move the cursor below the text box. Then, format the page so the information from that point forward will split into two columns. You might wish to check the box to add a line between your columns.

For help, see Word Processing Skill 6.6: To set up a page with columns, like a newspaper or a magazine

Note: Be sure to select "This point forward" when formatting the columns.

2. Save your work.

H. Add Subtitle Or Headings And Events To Your Newsletter

1. Type a subtitle, or heading, for the newsletter section on last week's events. Below the subtitle, write about the events. Change the look of that section's subtitle or heading so it stands out.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

2. Save your work.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

I. Make a Bulleted List

1. Change the look of the lines of words so they are easy to read. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

2. Save the look, or formatting, of your subtitle and the lines of words below as styles that you can use for the next section of the newsletter to save time.

For help, see Word Processing Skill 10.6: To make and use shortcuts to change the look of words

3. Save your work.

J. Add Picture To Your Newsletter

1. **Add a picture of one of the events** that took place in the last week.

For help, see:

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

2. **Change the text wrapping so the words flow tightly around the picture. Then change the picture's size, and move it to the place you want.**

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. **Save your work.**

K. Insert A Column Break

1. **Insert a column break.**

For help, see Word Processing Skill 6.7: To end the information in one column and start it in the next

2. **Save your work.**

L. Add Text And Picture

1. **Type a subtitle "Services"**. Below the subtitle, write about the local services and businesses available in your community. Then, type a subtitle for the section about what will happen in your community in the upcoming week. Below the subtitle, write about next week's events. Use the formatting styles you just saved to quickly change the look of the subtitle and the lines of words below. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

Word Processing Skill 10.6: To make and use shortcuts to change the look of words

2. **If you wish, you may add a picture of one of next week's events.** Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. **Save your work.**

M. Add Text Box And Words In The Text Box

1. **Make a text box in an empty space on the page. Type a title, “News Flash”.** Then below the title, **type the information about the “News Flash”.** Change the look of the words and the text box to make this information really stand out.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Graphics Skill 6.6: To change the look or style of a line or shape’s border

Graphics Skill 6.7: To change the colour of a line or shape’s border

Graphics Skill 6.8: To change the fill colour inside a shape

2. **Save your work.**

N. Save Newsletter As Document Template

1. **Save the newsletter as a document template** so you can use it over and over again to quickly and easily make newsletters in the future.

For help, see Word Processing Skill 10.4: To make and use your own document style and template

2. To make sure the newsletter template works, **start a new document by finding your template file.** Then, close the file without making or saving any changes.

For help, see Word Processing Skill 1.1: To start word processing software

3. **Save your work.**

O. Newsletter Challenge (Optional)

1. **Add a pattern in the text boxes.**

For help, see Graphics Skill 6.13: To fill a shape with colours that blend together, or a gradient

2. **Add a catchy phrase or slogan at the bottom of the newsletter in the document’s footer.** Change the look of words anyway you wish.

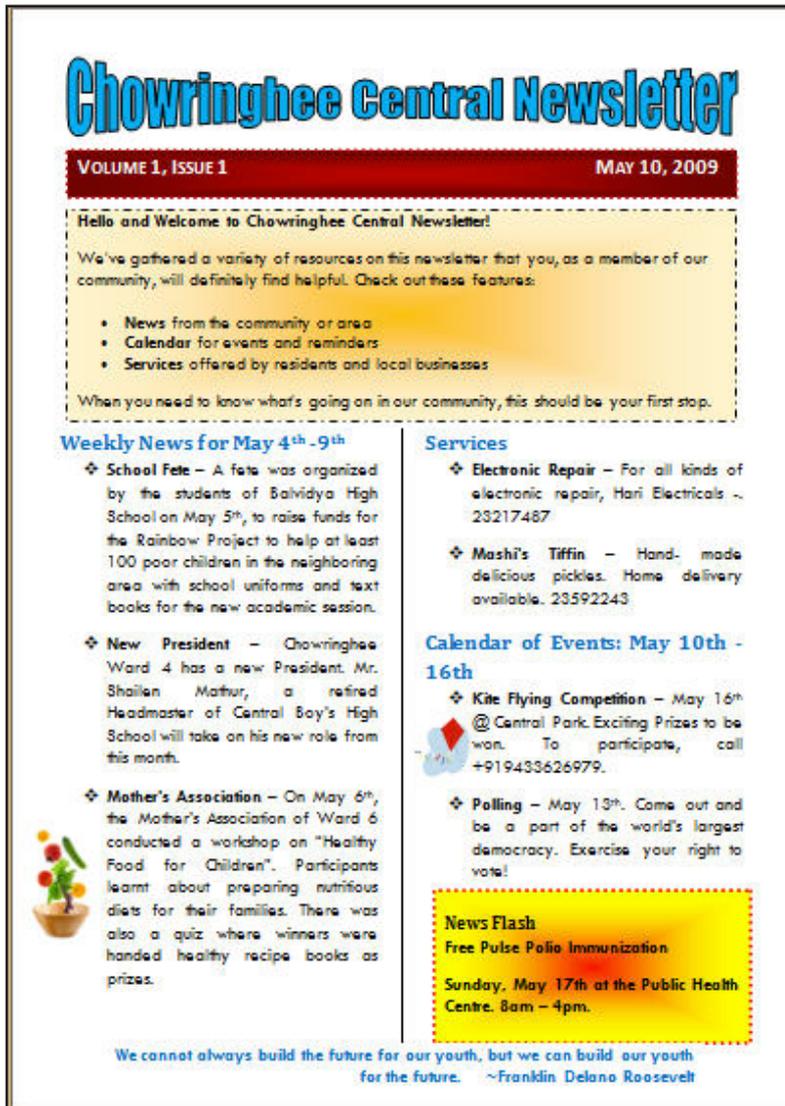
For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

3. **Save your work.**



Community Newsletter Challenge Example

Review Your Work

Look over your newsletter. Make sure each has the following elements:

- A title that explains what sort of information is in the newsletter
- The newsletter edition and the date in a text box with a fill and a border
- Information and a picture about recent and upcoming events
- A text box with information about a "News Flash"

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Newsletter

1. **Preview your newsletter before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your newsletter**, click **File**. Then, click **Print**. A Print window pops up.
3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your newsletter covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

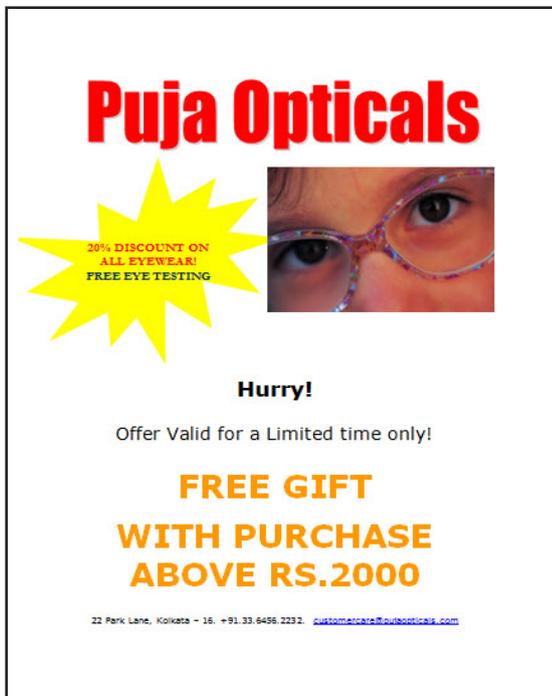
Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Poster- Advertisement

How could you get more people interested to know about your business? One of the ways you can promote your business is through a poster advertisement. An advertisement is a form of communication that promotes a product or service to a potential customer or client. In a business like, coaching class tutors, jewelers, caterers or businessmen may create a poster for advertising a product or services they offer, to persuade potential customers to buy their products or utilise their services.

Look at the following example:



Optical Poster Advertisement Example

As the example above, a Poster-Advertisement created on the computer usually has:

- An artful title that gets people interested about the poster
- A small message about the poster (event, product, service or community issue)
- A picture
- An address
- Telephone numbers and email addresses (if available)

Before you begin using the computer to create your poster, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create a Poster

A. Create An Artful Title

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **To help you size and position objects on the page, show the rulers and the document's grid.** To help you move and size objects with greater precision, make sure that the snap to grid option is turned off.

For help, see:

Word Processing Skill 6.3: To use the page grid to place and size objects

Word Processing Skill 6.2: To show or hide the ruler

3. Think of a title for the poster. Then, **create an artful title, such as a WordArt or Fontworks title.** Move the WordArt to the top of the page.

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

4. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw A Text Box

1. **Below the title, make a text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Save your work.**

C. Type Words In Text Box

1. **Type a few lines about what your poster contains. Change the look of the words as you wish.**

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

2. **Save your work.**

D. Make Changes To Text Box Border

1. Change the line style, colour, and width of the text box border.

For help, see:

Graphics Skill 7.12: To change the line style of a text box border

Graphics Skill 7.10: To add a colour border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.14: To add a fill colour inside a text box

2. Save your work.

E. Add A Picture

1. Add a picture or several pictures in the desired location on the page. You might insert a clip art picture or use your own picture. Or, if you prefer, you can use the drawing tools to create your own picture.

For help, see:

Graphics Group 1: Getting to know the Graphics Software (Note: This group name will change depending on the Help Guide version being used.)

Graphics Group 2: Painting Shapes and Lines

Graphics Group 5: Using the Drawing Tools

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

2. After you have added your pictures, change its text wrapping.

For help, see Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

3. Resize and move the picture as needed.

For help, see:

Word Processing Skill 5.5: To make picture bigger or smaller

Word Processing Skill 5.6: To move a picture

4. Save your work.

F. Draw Shapes

1. To make the poster more interesting, draw a decorative shape, such as a star or a banner, in an empty space.

For help, see Graphics Skill 5.9: To draw fancy arrows, stars and other shapes

2. If available add a texture, pattern, or gradient fill effect to the shape.

For help, see:

Graphics Skill 6.11: To fill a shape with a colourful pattern

Graphics Skill 6.12: To fill a shape with an interesting texture effect

Graphics Skill 6.13: To fill a shape with colours that blend together, or a gradient

3. You can also rotate the shape if you think it will look nice.

For help, see Graphics Skill 8.6: To spin or rotate an object in a drawing

4. Save your work.

G. Draw A Text Box

1. Inside the shape, draw a text box.

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. Save your work.

H. Type Words In Text Box

1. Type a catchy phrase about what your poster contains. Change the look of the words as you wish.

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

2. Save your work.

I. Make Changes To Text Box Border

1. Remove the text box border. You can also fill the text box with colour.

For help, see:

Graphics Skill 7.13: To remove a border from a text box

Graphics Skill 7.14: To add a fill colour inside a text box

2. Save your work.

J. Poster Challenge (optional)

1. Add a colourful page border to the poster.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

2. Save your work.



Optical Poster Advertisement Challenge Example

Review Your Work

Look over your poster- advertisement. Make sure it has the following elements:

- A title that tells people what the poster is about
- A small message about the poster
- A picture that shows something important about the poster
- An address
- Telephone numbers and email addresses (if available)

If any elements are missing, add them to the poster- advertisement now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Poster - Advertisement

1. **Preview your poster before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your poster**, click **File**. Then, click **Print**. A **Print** window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your poster covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Presentation

How do you let the public know about something important? Can you think of a way to persuade the public to adopt a favourable opinion towards a public message? One way is through a presentation. In a community, public service announcements can be shown through a presentation to raise awareness among the public about certain issues like health, hygiene and disaster management. Public service announcements are mostly for non-commercial purposes.

Look at the following example:

<p style="text-align: center;">Simple Habits Healthy Life</p> <p style="text-align: center;">By Dipika Kumari</p>	<p style="text-align: center;">Wash Your Hands</p> <ul style="list-style-type: none"> •Harmful germs can stick to your hands if you don't keep them clean. •Wash your hands with soap before and after eating. •Wash your hands before and after preparing food. •Wash your hands after going to the toilet. •After washing your hands, wipe them dry with a clean towel. 
<p style="text-align: center;">Boil Water for Drinking</p> <ul style="list-style-type: none"> •Drinking water without boiling or filtering it can cause stomach problems. •Water should be brought to a rapid boil for at least 10 minutes, and cooled, before drinking. •Store drinking water in a cool dry place away from direct sunlight. •Always cover the container with a lid. 	<p style="text-align: center;">Keep Your Surroundings Clean</p> <ul style="list-style-type: none"> •Keep your drains clean. •Don't allow water to remain stagnant in open vessels or flower pots. •Avoid using plastic bags. •Keep kitchen dustbin covered all times. 

Public Service Announcement Presentation Example

As in the example above, a Presentation created on the computer typically has:

- A title slide that introduces the presentation and explains who created it
- Three more slides with information and a picture about the presentation
- Titles and sentences that look the same on all slides
- The same colour scheme and transition effect on all slides
- Animation and sound effects that are set to play when and how you want them to

Before you begin using the computer to create your presentation, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create a Presentation

A. Type A Title

1. **Start the multimedia software, and open a new, blank presentation.**

For help, see Multimedia Skill 1.1: To start multimedia software

2. **Insert a Title slide, and type a title for the presentation.** Then in the box below, write who the presentation is by (for example, your name).

For help, see:

Multimedia Skill 3.1: To add or insert a new slide

Multimedia Skill 5.2: To type titles and other words in a slide

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Multimedia Skill 1.9: To save a presentation

B. Insert New Slide

1. **Add a new slide with space for a title and a bulleted list.**

For help, see Multimedia Skill 3.1: To add or insert a new slide

2. **Type a slide title in the top text box.** Then, **type few sentences about the title in the bulleted box.**

For help, see Multimedia Skill 5.2: To type titles and other words in a slide

3. **Save your work.**

C. Add A Picture To Your Slide

1. **Add a picture that shows what you wrote in your slide.** You can insert clip art or a picture from the gallery, or you can start the graphics program, create a picture you want, and save it to your computer before inserting it into the slide. You can even use the drawing tools to make a picture on the slide.

For help, see:

Multimedia Skill 6.1: To add premade computer pictures, or clip art, to a slide

Multimedia Skill 6.2: To add a picture saved on your computer

Graphics Group 5: Using the Drawing Tools

2. **Resize and move the text box and the picture.**

For help, see:

Word Processing Skill 6.10: To make a text box bigger or smaller

Graphics Skill 6.3: To move a line, shape or other object in a drawing

3. **Add a border around the picture.**

For help, see Multimedia Skill 6.3: To add borders to pictures, text boxes, and other objects

4. **Save your work.**

D. Insert More Slides

1. **Insert two more slides, each with a box for a title and another box for a picture.**

For help, see Multimedia Skill 3.1: To add or insert a new slide

2. **Type few sentences about the title in the bulleted box.**

For help, see Multimedia Skill 5.2: To type titles and other words in a slide

3. **Add a picture that shows what you wrote about.**

For help, see:

Multimedia Skill 6.1: To add premade computer pictures, or clip art, to a slide

Multimedia Skill 6.2: To add a picture saved on your computer

Graphics Group 5: Using the Drawing Tools

4. **Resize and move the sentence box and picture, and delete any other boxes you are not using.**

For help, see:

Word Processing Skill 6.10: To make a text box bigger or smaller

Graphics Skill 6.3: To move a line, shape or other object in a drawing

Graphics Skill 6.2: To remove or delete a line, shape, or other object from a drawing

5. **Save your work.**

E. Use The Slide Master

1. **Go to the Slide Master.** To make all of the words in your slides look the same, change the look of the title text style in the top box and the other text styles in the large box below.

For help, see Multimedia Skill 5.14: To use the Slide Master to change the look of words in all slides

2. **Save your work.**

F. Pick A Colour Scheme

1. **Pick a colour scheme to use for all the slides in your presentation.**

For help, see Multimedia Skill 4.2: To pick and use a colour scheme

2. **Save your work.**

G. Add Custom Animation Effects

1. **When you finish making changes to the Slide Master, return to Normal View.** Then, go to the first slide.

For help, see Multimedia Skill 2.1: To switch to and work in Normal view

2. Add a custom animation effect to the title.

For help, see:

Multimedia Skill 8.3: To add animation or movement to an object

Multimedia Skill 8.4: To add animation effects to words, or to add an animation scheme

3. Pick a sound effect if you wish, and set the timing for when and how you want the animation to start.

For help, see:

Multimedia Skill 8.10: To add an action button that plays sound or music when clicked

Multimedia Skill 8.11: To make changes to an action button's setting

Multimedia Skill 8.13: To set the order and timing on a slide with many special effects

4. Repeat Step 2 and 3 to add custom animation effects to each of the other three slides.

5. Save your work.

H. Add Transitions Between Slides

1. To help the presentation flow smoothly from one slide to the next, add transitions between the slides.

For help, see Multimedia Skill 8.1: To add a special effect that plays between slides, or a slide transition

2. Save your work.

I. Presentation Challenge

1. Add a sound or music file to your presentation's title slide. You can insert a video clip into one or two of your slides, or if you have a microphone and you are using Microsoft PowerPoint, record your voice as you read the information on the slides. Make sure you set the timing for any video and recorded voice effects. (NOTE: If you are using OpenOffice.org Impress, skip this challenge.)

For help, see:

Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery

Multimedia Skill 7.2: To add a sound or music file saved on your computer

2. Save your work.

J. Set Up Your Presentation

1. Select how you want your presentation to play.

For help, see Multimedia Skill 9.2: To set up the way a presentation will play

2. Set the timing of your presentation.

For help, see Multimedia Skill 9.3: To rehearse and set the timing of slides in a presentation

3. Play your presentation.

For help, see Multimedia Skill 9.4: To play a presentation

<p>Simple Habits Healthy Life</p> <p>By Dipika Kumari</p>	<p>Wash Your Hands</p> <ul style="list-style-type: none">•Harmful germs can stick to your hands if you don't keep them clean.•Wash your hands with soap before and after eating.•Wash your hands before and after preparing food.•Wash your hands after going to the toilet.•After washing your hands, wipe them dry with a clean towel.  
<p>Boil Water for Drinking</p> <ul style="list-style-type: none">•Drinking water without boiling or filtering it can cause stomach problems.•Water should be brought to a rapid boil for at least 10 minutes, and cooled, before drinking.•Store drinking water in a cool dry place away from direct sunlight.•Always cover the container with a lid.  	<p>Keep Your Surroundings Clean</p> <ul style="list-style-type: none">•Keep your drains clean.•Don't allow water to remain stagnant in open vessels or flower pots.•Avoid using plastic bags.•Keep kitchen dustbin covered all times. 

Public Service Announcement Presentation Challenge Example

Review Your Work

Look over your presentation. Make sure it has the following elements:

- A title slide that introduces the presentation and explains who created it
- Three more slides with information and a picture about the presentation
- Titles and sentences that look the same on all slides
- The same colour scheme and transition effect on all slides
- Animation and sound effects that are set to play when and how you want them to

If any elements are missing, add them to the presentation now. You should also make other desired changes.

Remember to **save your work** when you are finished.

Optional: Print Your Presentation

1. **Select what you want to print from your presentation.**

For help, see Multimedia Skill 9.1: To print your presentation

2. **To print your presentation, click File.** Then, click **Print**. A Print window pops up.

Create a Presentation

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select which slides you want to print**, place your cursor on that slide and click **Current slide** or **Selection**. Or, click **Slides**, and then type the slide number that you would like to print.

Note: By default, all slides will be automatically selected for printing. If you want to print all slides, you may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

How to use a Printer*

Do you want to print a copy of the document or image that you see on the computer screen? To do that, you will use a printer, which is a separate piece of equipment that is usually connected to the computer.

***Note:** The instructions for this printer are specific to a brand and may vary for other brands and products.

Before you begin using the printer to print, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Use a Printer

A. Open The Document

Open the document you want to print.

For help, see:

Graphics Skill 1.1: To start the paint software

Multimedia Skill 1.1: To start multimedia software

Spreadsheets Skill 1.1: To start spreadsheets software, or

Word Processing Skill 1.1: To start word processing software

B. Select The Print Command

Click **File**. Then, click **Print**.

For help, see:

Graphics Skill 1.2: To use the Menu bar

Multimedia Skill 1.2: To use the Menu bar

Spreadsheets Skill 1.2: To use the Menu bar, or

Word Processing Skill 1.2: To use the Menu bar

C. Select The Print Options

1. A **Print** window pops up. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which may allow you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

2. **To select the page you want to print**, select either:

"All" (all pages of the document)

"Current Page" (print the page which is open on the screen), or

"Pages" which allows you to indicate, by page number, the individual pages that you would like to print.

How to use a Printer

Notes:

For more detailed instruction of how to print in a spreadsheet application, see **Spreadsheets Skill 9.1: To print a spreadsheet**.

For more detailed instruction of how to print in a multimedia application, see **Multimedia Skill 9.1: To print your presentation**.

If your content covers only one page, then by default, that page will be automatically selected for printing. You may skip this step and move to Step 3.

- 3. To select the number of copies that you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

- 4.** Most people will use the “default” settings. However, you can also choose to modify some of the settings by clicking on **Properties** or **Preferences**.

- 5.** Select the layout of your document. Choose **Portrait** or **Landscape**, as per your choice.

- 6.** Select the paper size from the options listed, if that option is provided.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several paper size choices. Just click on the down arrow and move your cursor to the option you would like to choose. Highlight your choice, and then click on it.

D. Print Your Document

Click **OK**. Or, click **Print**.

Create a Receipt

Do you want to create a document as evidence for having obtained money for a product or service from someone? A receipt is a written acknowledgement for payment of a bill. In a business, receipts are used as a printed record to state that a specified amount (money) has been paid in exchange for services or purchases made.

Look at the following example:

Receipt No.		Date: 06/2009		
Star Photo Studio Dus Mile Near Chowk Bazaar Kalimpong Phone: 226698				
S.No.	Item	Quantity	Rate	Amount
			Subtotal	
			Tax	
			Total	

We capture the star in you!

Receipt Example

As in the example above, a Receipt created on the computer typically has:

- The company or business address
- A table with space in the columns for entering information
- The company or business logo/slogan

Before you begin using the computer to create your receipt, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Receipt

A. Set Page Margins

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Make the margins or the empty spaces along the edges of the page smaller, so there is more room for the receipt information.**

For help, see Word Processing Skill 6.5: To set the empty spaces, or margins, around the edges of a page

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add Titles On Top Of Page

1. **At the top of the page, type "Receipt No."**

For help, see Word Processing Skill 2.1: To type words, or to enter text

2. **Then, set and use a right-aligned tab to move the cursor to the right side of the page. Type "Date:". Leave a space and insert today's date, and pick whichever date format you like.**

For help, see:

Word Processing Skill 4.4: To set and use a tab to space your words from left to right

Word Processing Skill 10.1: To put today's date into a document

3. **Change the look of the words as you wish.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

4. **Save your work.**

C. Type Business Name And Address

1. **Leave a space and type the name and address of the company or business.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at it and use that same information. However, you should feel free to put other information here if you wish.

2. **Change the look of the words.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

3. Change the alignment for the sentences.

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

4. Save your work.

D. Insert A Table

1. Leave a space below the address and insert a table.

For help, see Word Processing Skill 7.1: To add or insert a new table

Note: To begin with, you can add 5 rows and 5 columns. Feel free to change them as per your requirement.

2. Save your work.

E. Add Headings To The Table

1. In the first column type "S.No.". In the second column, type "Item". In the third column type "Quantity". In the fourth column, type "Rate". In the last column, type "Amount". If you wish, change the look and alignment of words.

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Word Processing Skill 7.16: To change the position or alignment of information in a table

2. Change the width of the columns in the table.

For help, see Word Processing Skill 7.15: To automatically change the width of all the columns in a table

3. Save your work.

F. Increase The Row Space

1. Put the cursor on the first cell of the second row. Press Enter on the keyboard a couple of times.

2. Save your work.

G. Add Titles In The Bottom Rows

1. In the third row, place your cursor on the fourth cell. Type "Subtotal". In the cell below that, type "Tax". In the cell below that, type "Total".

For help, see Word Processing Skill 2.1: To type words, or to enter text

Receipt

2. Change the look and alignment of words if you wish.

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Word Processing Skill 7.16: To change the position or alignment of information in a table

3. Save your work.

H. Insert Business Or Company Logo/Slogan

1. Put the cursor below the table. Then, type the company or business logo/slogan.

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: If you have completed the Logo and Letterhead activity earlier, you might want to look at it and use that same information. However, you should feel free to put other information here if you wish.

2. Change the look and alignment of words if you wish.

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

Word Processing Skill 7.16: To change the position or alignment of information in a table

3. Save your work.

I. Receipt Challenge (optional)

1. Change the look of the table borders.

For help, see Word Processing Skill 7.18: To make your own changes to the way your table looks

2. Save your work.

Receipt

2. **To print your receipt**, click **File**. Then, click **Print**. A Print window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your receipt covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

Create a Résumé

When you apply for a job, how will you showcase your skills, experience and accomplishments to a prospective employer? One way is by creating a résumé. A résumé is a document that contains a summary of a person's work experience, skills and education. In a business, the résumé is typically the first thing that a potential employer comes across regarding the applicant. It is used to screen applicants, to be often followed by an interview.

Look at the following example:

Malini Sen Gupta
42 SB Road
Kalyani 741235
Phone: +91.94336.01234
Email:xyz123@gmail.com

Summary

- 5 years' experience in project based learning for primary and secondary school students.
- Introduced and successfully implemented PBL in Mt. Carmel School and Shishu Udyog Samiti.
- M.A. in Education, Kalyani University

Enthusiastic to bring students into the twenty-first century using a unique combination of education experience coupled with five years teaching experience in project based learning.

- Hold Masters Degree in Education and Bachelors Degree in History.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.

Education

M.Ed. Kalyani University, 2003
B.A. History, Kalyani University, 2001
Diploma in Mass Communication, IGNOU, 2000

Work Experience

History Teacher, Class 9-12, June 2003 to present
Mt. Carmel School, Kalyani
Student Teacher, September to December 2002
Bidya Bhavan, Kalyani

Additional Skills and Interests

- Microsoft Office Applications and working knowledge of the Internet.
- Coordinator, PBL program
- Administered after-school program for slum children in partnership with Shishu Udyog Samiti
- Interests – Singing, Gardening, Flower arrangement

Teacher Résumé Example

Résumé

As in the example above, a Résumé created on the computer typically has:

- Personal information like name, address, contact number
- Summary of work experience
- Information about educational qualifications
- Information about current and past work experiences
- Information about additional skills and interests
- Names and contact details of referees (if required)

Before you begin using the computer to create your résumé, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to use the Help Guide**.

Steps on How to Create a Résumé

A. Type Your Personal Information

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **To help you size and position objects on the page, show the rulers and the document's grid.** To help you move and size objects with greater precision, make sure that the snap to grid option is turned off.

For help, see Word Processing Skill 6.3: To use the page grid to place and size objects

3. **Type your name and surname.** Press **Enter** key on the keyboard to move your cursor to the next line. **Type your address, phone number and email** (if available) in separate lines.

For help, see Word Processing Skill 2.1: To type words, or to enter text

4. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw A Line

1. **Draw a straight line across your page.**

For help, see:

Word Processing Skill 1.5: To use the Drawing toolbar

Graphics Skill 5.2: To draw a straight line

2. **Make your line thicker.**

For help, see Graphics Skill 6.5: To make a line or shape's border thicker or thinner

3. **Save your work.**

C. Type Your Summary

1. Press **Enter** once to leave some space between the line and your summary.

2. **Type a heading "SUMMARY"**. Then press **Enter**.

For help, see Word Processing Skill 2.1: To type words, or to enter text

3. **Make the heading bold.**

For help, Word Processing Skill 3.3: To change the style of words

4. **In the first line, type the number of years that you have experience in your career/job.** (For example, five years teaching experience)

5. **In the second line, type the major tasks achieved during your work experience.** (For example, introduced technology aided learning.)

6. **In the third line, type your highest education degree.** (For example, M.A. in Hindi)

7. **You might want to change the amount of space between lines, indent the first line of each sentence, or even make a bulleted list of items.**

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list

8. **Save your work.**

D. Type Your Educational Qualification

1. Press **Enter** on your keyboard to move the cursor to the next line.

2. **Type a heading "EDUCATION"**. Then press **Enter**.

For help, see Word Processing Skill 2.1: To type words, or to enter text

3. **Make the heading bold.**

For help, Word Processing Skill 3.3: To change the style of words

4. **Type a list of degrees attained with the most recent one first.** Mention the year of passing and the name of the institution from which you got the degree. (For example, M.A. History, Kalyani University, 2003)

5. **Save your work.**

E. Type Your Work Experience

1. Press **Enter** on your keyboard to move the cursor to the next line.

2. **Type a heading "WORK EXPERIENCE"**. Then press **Enter**.

For help, see Word Processing Skill 2.1: To type words, or to enter text

Résumé

3. Make the heading bold.

For help, Word Processing Skill 3.3: To change the style of words

4. Include the following points when you type information about your work experience, such as:

- Your job title
- Start and end date
- Job responsibilities
- Company name

5. Save your work.

F. Type Your Additional Skills And Interests

1. Press **Enter** on your keyboard to move the cursor to the next line.

2. Type a heading “**ADDITIONAL SKILLS AND INTERESTS**”. Then press **Enter**.

For help, see Word Processing Skill 2.1: To type words, or to enter text

3. Make the heading bold.

For help, Word Processing Skill 3.3: To change the style of words

4. Type a list of additional skills, responsibilities and interests. (For example, Computer skills, Coordinator of Drama club, gardening etc.)

5. Save your work.

G. Résumé Challenge (optional)

1. Add a page border.

For help, see Word Processing Skill 6.1.2: To add a border around the edges of a page

2. Change the way your words look.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

3. Save your work.

Malini Sen Gupta
 42 SB Road
 Kalyani 741235
 Phone: +91.94336.01234
 Email:xyz123@gmail.com

Summary

- 5 years' experience in project based learning for primary and secondary school students.
- Introduced and successfully implemented PBL in Mt. Carmel School and Shishu Udyog Samiti.
- M.A. in Education, Kalyani University

Enthusiastic to bring students into the twenty-first century using a unique combination of education experience coupled with five years teaching experience in project based learning.

- Hold Masters Degree in Education and Bachelors Degree in History.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.

Education

M.Ed. Kalyani University, 2003
 B.A. History, Kalyani University, 2001
 Diploma in Mass Communication, IGNOU, 2000

Work Experience

History Teacher, Class 9-12, June 2003 to present
 Mt. Carmel School, Kalyani

Student Teacher, September to December 2002
 Bidya Bhavan, Kalyani

Additional Skills and Interests

- Microsoft Office Applications and working knowledge of the Internet
- Coordinator, PBL program
- Administered after-school program for slum children in partnership with Shishu Udyog Samiti
- Interests – Singing, Gardening, Flower arrangement

Teacher Résumé Challenge Example

Review Your Work

Look over your résumé. Make sure it has the following elements:

- Summary of work experience
- Information about your educational qualifications
- Information about your current and past work experiences
- Information about additional skills and interests

If any elements are missing, add them to the résumé now. You should also make other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Résumé

1. **Preview your résumé before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

Résumé

2. **To print your résumé**, click **File**. Then, click **Print**. A Print window pops up.

3. **To select the printer you want to use**, click the arrow in the **Name** list and select the printer.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print**, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your résumé covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. **To select more than one copy you want to print**, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK.**

How to use a Scanner*

Would you like to transfer information from any document or image to your computer? A scanner is a device usually connected to a computer. Its main function is to *scan* or take a picture of the document, digitize the information and present it on the computer screen.

***Note:** The instructions for this scanner are specific to a brand and may vary for other brands and products.

Steps on How to Use a Scanner

A. Switch On The Scanner

Press the power button on your scanner to turn on your scanner.

B. Place The Document On The Paper Feeder

1. Take the document or picture you want to scan and place it on the paper feeder.

Note:

- There are some scanners that have a glass bed. Lift up the top cover and place the document on the glass bed. Then, close the top cover.
- Remember to place the paper that has the information or the picture you want to scan, facing down, i.e., the blank side of the paper should be facing top.

2. Once you place the document on the paper feeder, you will notice a message on the display screen on the scanner that says *Document Loaded*.

C. Scan The Document

1. Look for the “Scan” or “Start Scan” button on the scanner. Then, **press that button to start scanning your document**.

2. You will notice a message on the display screen on the scanner that says *Waiting for pc*.

D. Start The Scanning Program

1. Click **Start | All Programs**.

2. **Select the scanner name and scanner type**. Then select **Scan**.

3. A dialog box opens up asking what you would like to do.

4. **Select the appropriate option from the given list**.

Note: The common option chosen is *scan a photo and save it to a file*.

5. Click **Scan**.

How to use a scanner

6. Once the scanning is complete, a dialog box opens up asking if you would like to scan another page. **If you want to continue scanning another document**, then click **Yes**. **Repeat steps 1-5**.
7. If you do not wish to scan any more documents, click **No**.

E. Save Your Scanned Document As A File

1. After you scan your document, a Save dialog box opens up.
2. **Select a location in your computer where you want to save the scanned document.**
3. **Type an appropriate file name for the scanned document.**
4. **Select an appropriate file type from the given list.**

Note: The *.jpg file type is most commonly selected.

5. Click **Save**.

Optional: Print Preview And Print Your Scanned Document

1. **To print your scanned document**, click **File**. Then, click **Print**. A **Print** window pops up.

Note: In some software application menus do not appear, just click on the **Print** icon.

2. Once you click on **Print**, the print wizard starts. Click **Next**.
3. Select the Image you want to print, and click **Next**.
4. To select the printer you want to use, click the arrow in the **What printer do you want to use? Select the printer**, and click **Next**.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

5. Select the layout of your image from the **Available layouts** option.

Note: On the right pane of the wizard window, you will see the print preview of the document or image you want to print.

6. **To select more than one copy you want to print**, click the up arrow in the **Number of times to use each picture** list, and click **Next**.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

7. Click **Finish**.

Survey Form

Do you want to collect information on the opinion people have about your idea, product or service? A survey form is a tool used to gather information about opinions or concerns from a large number of people. In a business, survey forms are used to understand the needs of customers in order to serve them better.

Look at the following example:

Survey Form

Date 30*July, 2009

Gender Female Male

Age 25

.....

Rating Scale

1 = Yes

2 = No

1) Do you have a television in your house?
Pick a rating :

2) Do you have a cable TV connection?
Pick a rating :

3) Are you provided with over 50 channels?
Pick a rating :

4) Do you think the subscription fees are reasonable?
Pick a rating :

5) Are you interested in a digital TV connection?
Pick a rating :

Survey Form Template Example

As in the example above, a Survey Form created on the computer typically has:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their gender and their age
- Four or five survey questions
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

Before you begin using the computer to create your survey form, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Survey Form

A. Draw A Text Box

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Make a short but wide text box at the top of the page.**

For help, see:

Graphics Skill 4.5: To use the Drawing toolbar

Graphics Skill 7.1: To make a box so you can add words to a drawing

3. **Save your work.** Make sure you save your work after every few steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Add A Title In The Text Box

1. **Type a title inside the text box.**

For help, see Graphics Skill 7.2: To type words into a text box

2. **Change the look of the words any way you wish.**

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

3. **Save your work.**

C. Align The Words In The Text Box

1. **Change the alignment of words in the text box any way you wish.**

For help, see Word Processing Skill 4.2: To change the left/right position or alignment of lines of words

2. **Save your work.**

D. Add Colour In The Text Box

1. **Add a fill colour to the title text box.**

For help, see Graphics Skill 7.14: To add a fill colour inside a text box

2. **Save your work.**

E. Change The Look Of The Text Box Border

1. Change the line style, colour and width of the text box border.

For help, see:

Graphics Skill 7.10: To add a colour border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.12: To change the line style of a text box border

2. Save your work.

F. Show The Forms Toolbar

1. Show the Forms toolbar or Forms Control toolbar.

For help, see Word Processing Skill 10.10: To create a form

2. Show the ruler.

For help, see Word Processing Skill 6.2: To show or hide the ruler

3. Save your work.

G. Add Text Form Fields

1. Below the title box, type "Date".

For help, see Word Processing Skill 2.1: To type words, or to enter text

2. Add a text form field where people can type the date.

For help, see Word Processing Skill 10.10: To create a form

3. On the line below, type "Gender".

4. Add a check box form field. Type "Female" next to it. Then on that same line, add another check box field and type "Male" next to it.

For help, see Word Processing Skill 10.10: To create a form

5. On the line below, type "Age".

6. Add a text form field where people can type their age.

For help, see Word Processing Skill 10.10: To create a form

7. Save your work.

H. Format Text

1. Change the look of words.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the colour of words

2. Increase the space between the three lines.

For help, see Word Processing Skill 4.1: To change the space between lines

3. Save your work.

I. Set Tab Position

1. **To line up the answer fields, set a left-aligned tab for all three lines.** Make sure you look at the ruler to pick a good measurement number to use as the tab stop position. Then on each line, use the **Tab** key to line up all of the answer fields.

For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right

2. Save your work.

J. Draw A Line

1. **Below the Age line, draw a straight line across the page to separate the top information from the questions that you are about to add below.** Change the look of the line any way you wish.

For help, see:

Graphics Skill 5.2: To draw a straight line

Graphics Skill 6.1: To select a line, shape, or other object in a drawing

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the colour of a line or shape's border

2. Save your work.

K. Draw A Text Box

1. **Below the line, make a text box.** Type information that explains the rating scale. This rating scale will be used to answer the form questions.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

2. Change the look of the rating scale information so it is easy to read.

For help, see:

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design, or font, of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the colour of words in a drawing

3. Save your work.

L. Type Questions

1. Below the text box, type the survey questions.

For help, see Word Processing Skill 2.1: To type words, or to enter text

Note: You do not need to number your questions at this point. Be sure to start each question on a new line.

2. Change the look of the questions to match the look and line spacing of the Date, Gender and Age information above the line.

See Help Guide Skill Reference in section H. **Format Text**

3. Save your work.

M. Make A Numbered List

1. Turn the questions into a numbered list.

For help, see Word Processing Skill 4.6: To make a numbered list of information

2. Change the tab and indent settings as needed so the list looks good.

For help, see Word Processing Skill 4.4: To set and use a tab to space your words from left to right

3. Save your work.

N. Add Text Form Fields

1. Put the cursor after the first question. Hold down the **Shift key, and press the **Enter** key on the keyboard. This makes a new line without making a new numbered list item.**

2. Type a few words that explain how to pick one of the rating numbers, and make this text bold.

For help, see:

Word Processing Skill 2.1: To type words, or to enter text

Word Processing Skill 3.3: To change the style of words

3. Add a drop-down form field with each of the rating scale items entered.

For help, see Word Processing Skill 10.10: To create a form

Survey Form

- 4. Copy the bold instruction words and the drop-down form field. Then, paste it on new lines below each question.** Remember to use the **Shift** and **Enter** keys to start your new lines.

For help, see:

Word Processing Skill 2.6: To copy words or text

Word Processing Skill 2.8: To paste words or text in a new place

- 5. If you are using Microsoft Word, protect the form.** If you are using OpenOffice.org Writer*, turn the Design Mode off. Notice that now the answer fields work when you click them.

For help, see Word Processing Skill 10.10: To create a form

- 6. Save your work.**

O. Save As Template

- 1. Save the survey form as a template.**

For help, see Word Processing Skill 10.4: To make and use your own document style, or template

Note: Now you and others can take turns using the form template you just saved to start a new document. Each of you can answer the questions and then save your finished survey forms where you can easily find the files later.

Invite others to fill out a copy of the survey form on your computer. Try to get a total of five completed forms (including one filled out by you).

- 2. Save your work.**

P. Survey Form Challenge(optional)

- 1. Add a fill effect in the text box.**

For help, see Graphics Skill 6.13: To fill a shape with colours that blend together, or a gradient

- 2. Add a shadow effect in the text box.**

For help, see:

Graphics Skill 9.7: To add a shadow to an object

Graphics Skill 9.8: To make changes to an object's shadow

Graphics Skill 9.9: To remove an object's shadow

- 3. Save your work.**

Survey Form

Date 30th July, 2009

Gender Female Male

Age 25

.....

Rating Scale

1 = Yes

2 = No

1) Do you have a television in your house?
Pick a rating : []

2) Do you have a cable TV connection?
Pick a rating : []

3) Are you provided with over 50 channels?
Pick a rating : []

4) Do you think the subscription fees are reasonable?
Pick a rating : []

5) Are you interested in a digital TV connection?
Pick a rating : []

Survey Form Template Challenge Example

Review Your Work

Look over your survey form. Make sure each has the following elements:

- A text box with a title that describes the contents
- Fields where people can enter information about the date, their gender and their age
- Four or five survey questions
- A text box with an explanation of the rating scale
- An answer field with the same rating scale below each question

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Survey Form

1. **Preview your survey form before you print it.** Set up the document so it prints sideways, or landscape.

For help, see:

Word Processing Skill 1.2: To use the Menu bar

Word Processing Skill 1.3: To use the Standard toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

Survey Form

2. To print your survey form, click **File**. Then, click **Print**. A Print window pops up.
3. To select the printer you want to use, click the arrow in the **Name** list and **select the printer**.

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list, scroll to the printer that you want. Highlight your choice, and then click on it.

4. To select the page you want to print, place your cursor on that page and click **Current Page**. Or, click **Pages**, and then type the page number that you would like to print.

Note: If your survey form covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 4.

5. To select more than one copy you want to print, click the up arrow in the **Number of copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. Click **OK**.

How to use a Webcam*

Do you want to participate in face to face interaction with people located far away from you? You can use a webcam to do so. A webcam is a digital video device usually connected to a computer or other networks. Its main function is to transmit pictures over the Internet. It is popularly used with instant messaging services and for recording images.

***Note:** The instructions for this webcam are specific to a brand and may vary for other brands and products. Some webcam devices may require you to install software that comes with it.

Steps on How to Use a Webcam

A. Start Your Webcam For Recording Still Images

1. **Start your webcam.** There are two ways you can do this:
 - **Click the webcam icon that is on your desktop.**



Note: Some laptop computers have built-in webcams and the software pre-installed.

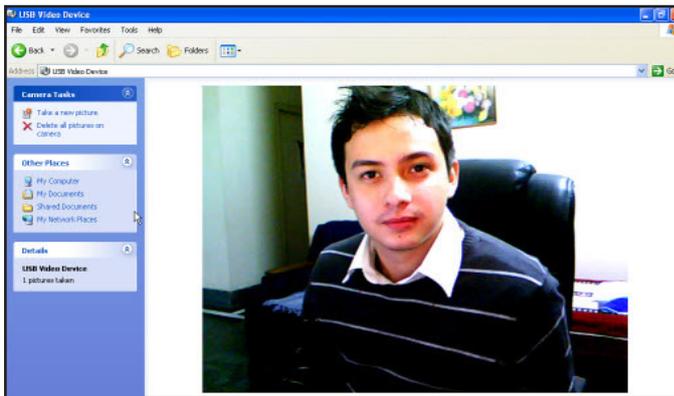
- **Or, connect the webcam by plugging into an USB slot on your computer.**



- **Go to My Computer, and double-click the webcam icon.**



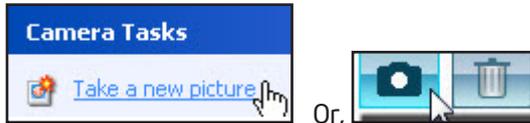
2. You will notice a window opens up on the screen displaying the image of the webcam's view.



3. Adjust the webcam according to the view you want.

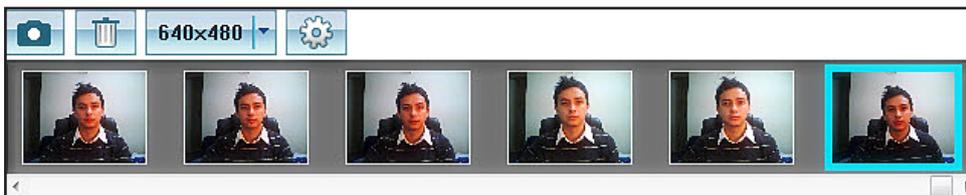


4. Click on the icon or words that prompt you to take the picture.



Note: Some laptop computers will have icons that look like a camera. In some computers, camera tasks will be displayed.

5. You will notice that a preview of the images taken appear at the bottom of the window. Double-click the image or go to your photo library to view it.



6. To save the image, right-click the image. Then, click the task that prompts you to save the image.



- The image is saved in the default folder.



Note: Some laptop computers will save the images automatically in the default folder.

- Click the **Close** button in the window to stop the webcam.



B. Use Your Webcam For Transmitting Live Video Images

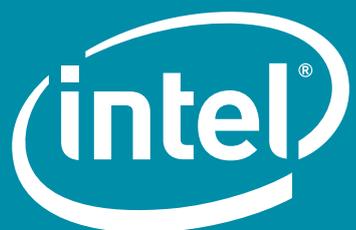
- Sign in to an instant messaging program.**

Note: If you have worked on the Email activity earlier, you can sign in using that information. (See **Activity: Create an Email account and send emails with or without attachments.**)

- From the menus listen in the chat application, **select the option to start the webcam.**

Note: Depending on the chat application you use, there will be different action commands listed on the menus to start the webcam. You can opt to start your webcam first, and then invite the person with whom you are chatting to view your webcam. Or, you can make a video call to the person. Most action commands are very easy to follow for you to start your webcam.

- You will notice a window opens up on the screen displaying the image of the webcam's view.
- Adjust the webcam according to the view you want.**
- Click the **Close** button in the window to stop the webcam.



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Government
Logo

Other Organisation
Logo

Other Organisation
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Other Organisation
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