



**University
of Worcester**

Basic I.T. Skills



Student Services
Enabling students to fulfil their potential



Student Achievement Team.
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Common I.T. Words

Attachment: This refers to an attachment sent or received with an email. The attachment could be a document, a table, a photograph, etc.

Click: refers to use of the mouse. With the mouse pointing at the monitor, click or press down on the left or right hand side of the mouse.

Cursor: The flashing line that appears on the computer screen.

Double click: Do as for “click” but press the button twice.

Drag: This is for moving things around the screen. Click on the left hand button of the mouse, keep the button pressed down, and then drag what you want to a different part of the screen.

Hard Drive: The main drive. It is in the box part of the computer.

Log-on: You will need to log on each time you use a computer in the University. This means type in your user name and password.

Memory Stick: A portable device that you can save your work to.

Network: A network is a group of computers connected to each other through a server.

Office Button: This is the round button with the Microsoft Windows symbol in it. It appears in the top left hand side of a screen that is open in Microsoft Office.

Ribbon: This is what used to be called the tool bar in earlier additions of Microsoft Windows. It is the section that appears at the top of the screen when a Microsoft Office package is open.

SOLE: Student Online Environment. SOLE holds personal information for every student at University of Worcester. From SOLE you will be able to view your module selections, timetables and grades, along with other useful information relevant to your studies.

USB Port: Universal Serial Bus. Most computers have one or more. They are used for connecting devices such as the mouse, scanner, printer, memory stick etc.

Blackboard: Blackboard is the University’s Virtual Learning Environment, enabling you to access course and module information and communicate with your tutors and other students through the internet.

WWW: World Wide Web

Changing the Font

There are a number of ways in which you can change the font and text size. These are the easiest and quickest.

1. On the ribbon you will see the name of the font currently in use e.g. Times New Roman, Arial etc. Click on the down arrow next to it.
2. Click on the name of the font you want to use.

Changing Font (Text) Size

1. The font (text) size is next to the name of font button on the ribbon. It is usually set at 11 or 12. To change it, to make it bigger or smaller click on the down arrow next to it.
2. Click on the size font that you want.

Inserting Page Numbers

To put numbers onto your pages

1. From the ribbon; click on **Insert**
2. Click on page number: this appears in the box marked **Header and Footer**.
3. A new box will appear containing a choice of locations for the page numbers e.g. top of page. Click on the one you want. When you click on your choice another box will open offering you a choice of formats e.g. a plain number, or a number in brackets etc. Click on the one you want and it will appear on the page in grey. Close the **Header and Footer** button on the ribbon and the page will return to normal view.

No number on your first (title page)

Sometimes you may want to print a title page without a page number and then have the numbers start on the next page. To do this, from the ribbon; click on **Insert**, then go into **Header and Footer** and click on **Page Number**. Then click on **Format Page Numbers**. A new box will appear. Click on **Start at** and use the arrow button to insert a 0: click OK to close the box. Return to the ribbon and click on **Page number**. The location box will appear. Choose the location you want. The page number should appear in grey. Now click on **different first page** in the box marked **Options** on the ribbon. Close the Header and Footer on the ribbon and the page will return to normal view.

Inserting a Bullet Point or Number

Sometimes you may want to insert either bullet points or numbers into a document. To insert bullet points/numbers:

- Click on **Home** on the ribbon.
- In the box marked **Paragraph** there are a number of smaller boxes. Click on the first one and a bullet point will automatically appear in front of the sentence or word you are typing. To remove the bullet point; click back on to the same box.

Check your word count

1. On the bottom toolbar you will find **Words**. Next to it is the total number of words of your document. If you want to know how many words there are in a particular sentence or paragraph, highlight them and the word count will be shown e.g. 79/200 i.e. the paragraph has 79 words and the whole document has 200 words.

Double Line Spacing

1. Click on **Home** on the ribbon
2. Go to the **Paragraph** box and click on the fifth box on the bottom line. (If you let the mouse hover over the box before clicking on it a box will appear telling you it is for line spacing).
3. After you have clicked on it another box appears with a list of line spacing numbers. Click on the one you want. For double line spacing click on 2.0.

Your text should now appear like this...your text should now appear like

this...your text should now appear like this...your text should now appear like

this.

Inserting Footnotes

1. Click on **References** on the ribbon
2. From the **Footnotes** box that appears, click on insert footnote

This will place your footnotes at the bottom of the page and will number them. An example of what it will look like is here¹ (look at the bottom of the page).

¹ Footnote example

How to cut, copy and paste documents

Moving text

1. Click on **Home** on the ribbon
2. Select the text that you want to move by highlighting it. To do this scroll over it. A grey background will appear around the highlighted text.
3. Click on cut (scissor sign in the clipboard box)
4. Position the cursor (flashing line) to where you want the text to be
5. Click on paste (paste board sign in the clipboard box).

Copying text

1. Click on **Home** on the ribbon
2. Select the text you want to copy by highlighting it (as above)
3. Click on copy (2 sheets of paper sign in the clipboard box)
4. Position the cursor to where you want the text to be copied to
5. Click on paste (paste board sign in the clipboard box).

How to copy text from one document to another

1. Open the document that you want to copy text from
2. Highlight the text that you want to copy (as above)
3. Click on copy (as above)
4. Open the document that you want to copy the text to
5. Position the cursor to where you want the text to start
6. Click on paste

Saving Work

All of the PCs at the University have recently been upgraded to Office 2007. You will not be able to open Office 2007 documents on computers that have not been upgraded. To ensure that documents can be opened on other systems, do the following:

1. Click on the **Office button**
2. Hover your mouse over Save As
3. Click on the **Word 97-2003 document** option that appears to the right
4. Under Save in, decide where you want to store it, examples of places to save it are in My Documents, on Local Disc (C: drive) e.g. a cd rom.
5. Under File Name – type in the name that you want to call your piece of work e.g. Basic I.T. Workshop
6. Click on Save

Once you have given your document a file name and have decided where you want to save it to you can just click on the save icon (the floppy disc sign next to the Office button) each time you wish to save it.

When you switch off your computer it will usually ask you whether you want to save any changes made to your document. Click on Yes

Always save your work. Don't just wait until you have finished your work to save it – save it as you are working on it.

Printing Work

To print the whole document:

1. Click on the office button and select print. A new box will appear; click on ok. Your document should now print.

To print certain pages or to print a number of copies:

1. Click on the office button and select print. A new box will appear
2. Under Print range, select the pages that you wish to print
3. If you require a number of copies insert the number that you want by using the arrow cursors.
4. Click OK.

Printing with a University Networked Printer

There are instructions on how to print in all of the I.T. rooms and in the Peirson library. You can also access the instructions through the SOLE pages.

Using Novell Netmail™

1. Log in with your University User name and password
2. Click on the Internet browser sign (blue e symbol)
3. Your SOLE page should then appear on the screen
4. At the top of the screen there is the Novel Network Icon, click on this
5. You are now able to access your email.

Sending an E-mail

1. Go into Microsoft Outlook. Click on the new mail icon (A letter/blank document icon on the left hand side of the screen).
2. Type the e mail address of the person you wish to send mail to in the **To** box.
3. If you need to send the e mail to more than one person separate each name by a semicolon (;) in the **To** box.
4. You can put a title in the subject box (optional)
5. Type your message
6. Click on send

Sending an E-mail with an attachment

1. Write an E-mail message as described above.
2. Go to the **Include** box and click on Attach file
3. Find the file you want in the Look in box
4. Select the file by clicking on it
5. Click Insert – an icon representing the file you have selected will appear
6. Press send

IT Help

E-mail: helpdesk@worc.ac.uk
Telephone: 01905 857500

Problems with passwords, emails, printing etc can usually be resolved immediately at the IT/Media desk in Peirson Library.

Notes