



University
of Worcester

Basic I.T. Guide



Student Services
Enabling students to fulfil their potential



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.

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.

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: Also known as a Pen drive. This is 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.

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.

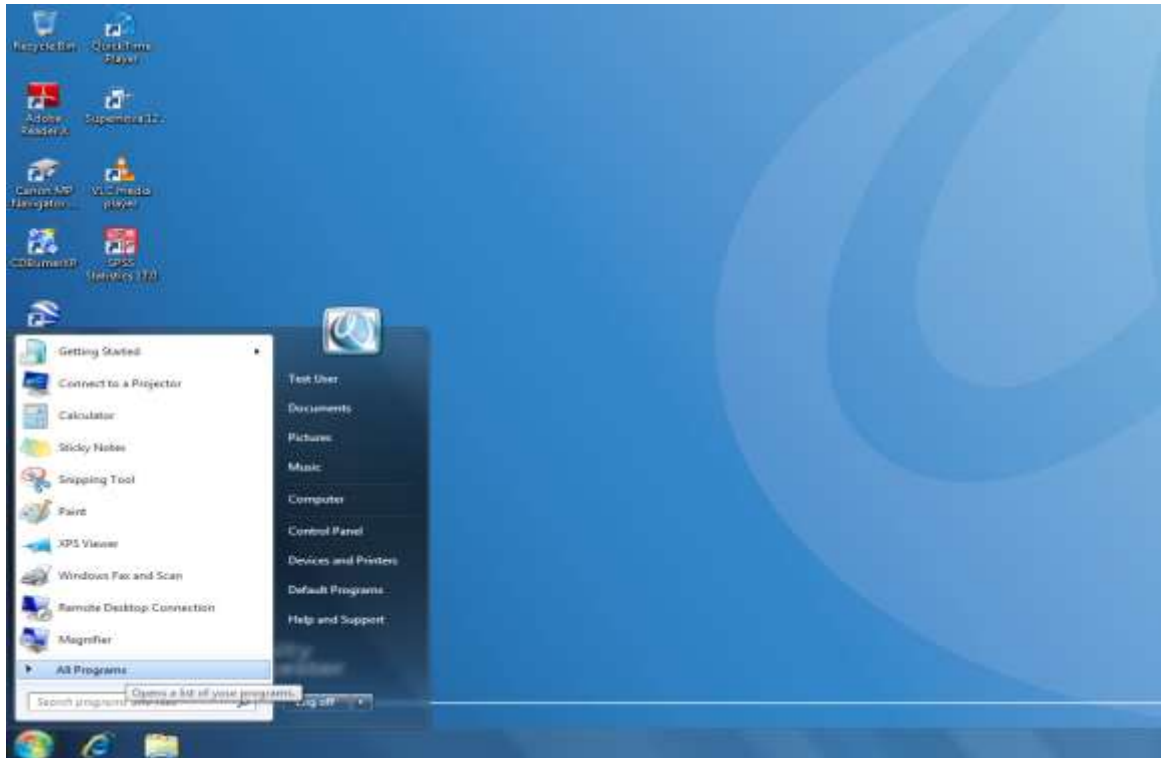
Sky Drive: University of Worcester online storage for files etc

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.

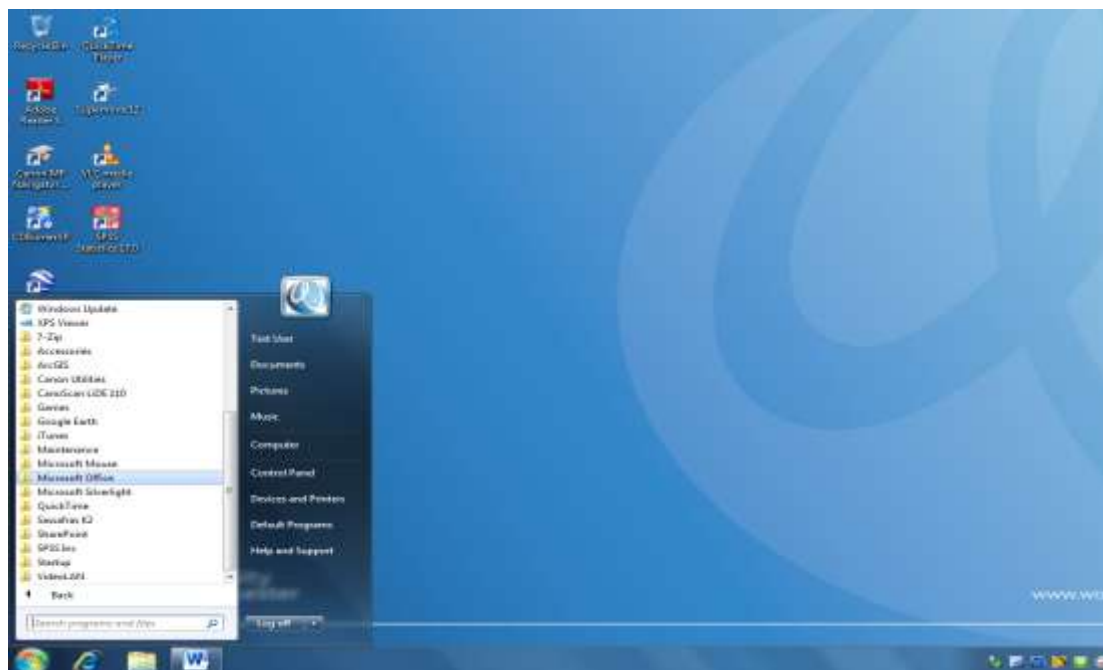
USB Port: Universal Serial Bus. Most computers have one or more. They are used for connecting devices such as the mouse, scanner, printer, memory stick etc.

Open a word document

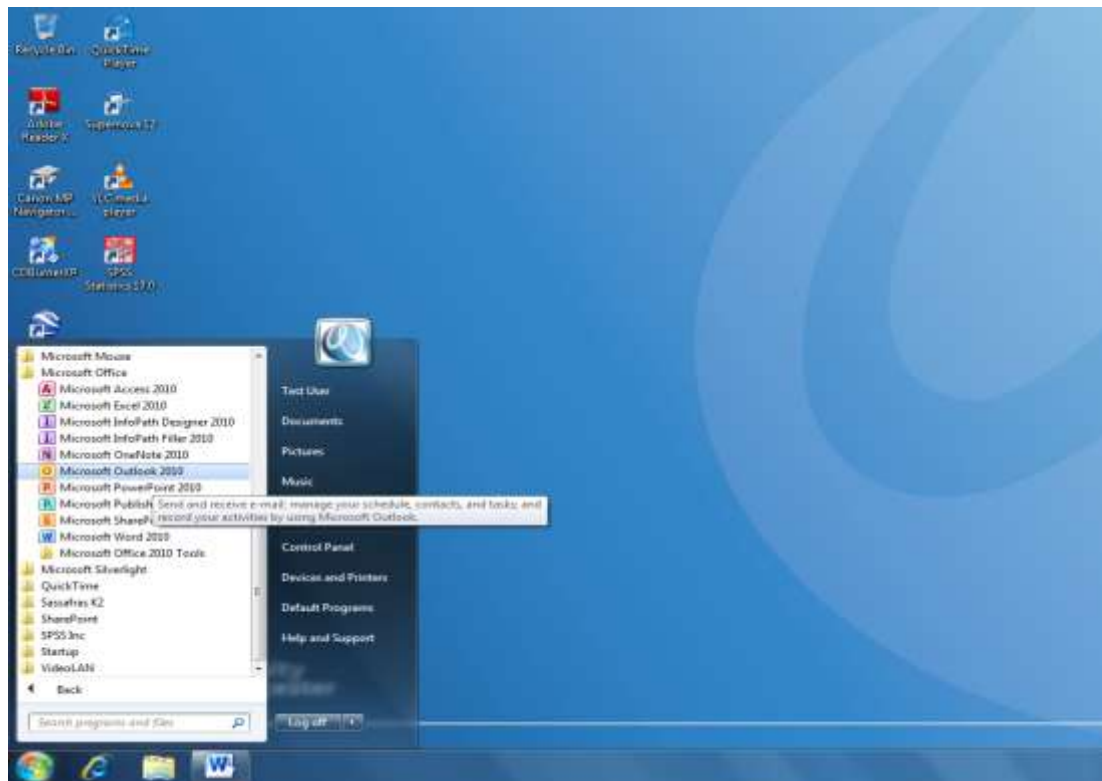
1. Click on the Microsoft symbol in the left hand corner of the screen
2. Click on All Programs



3. Scroll down the list of programs until you find Microsoft Office



4. Click on Microsoft Office, and then from the drop down list, click on Microsoft Office 2010 and a blank word document will open



Changing the font and font size



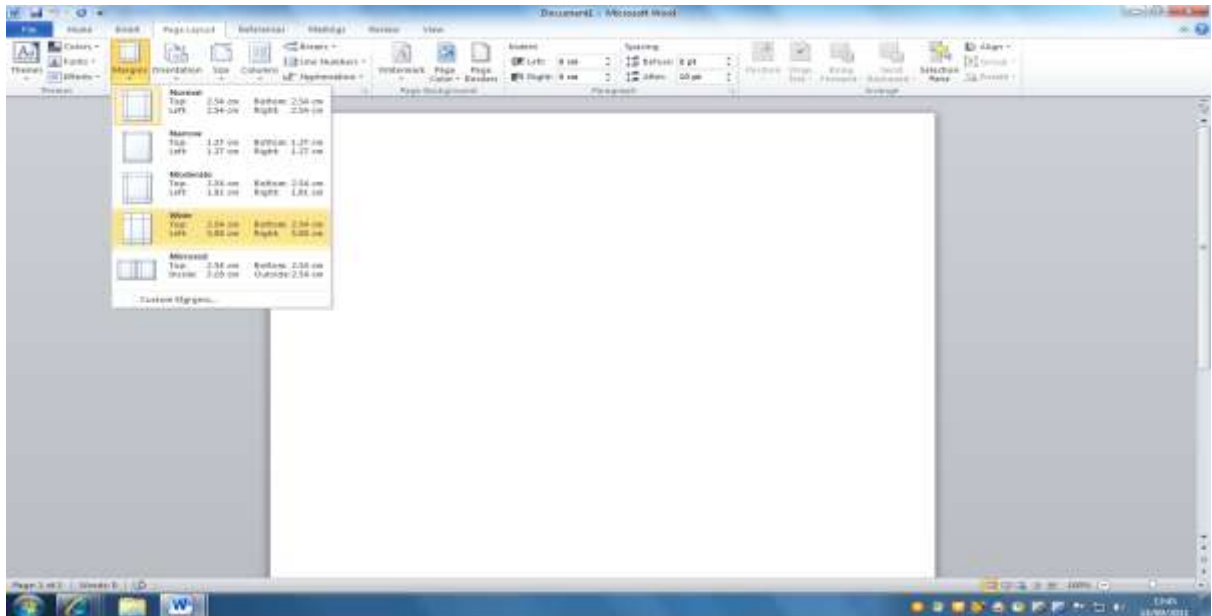
Font:

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

Font 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.

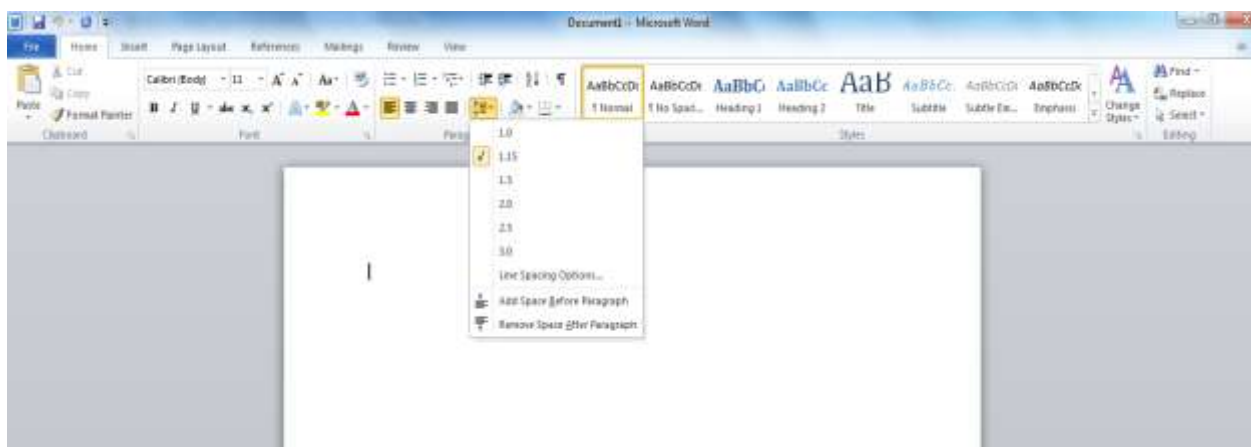
Margins

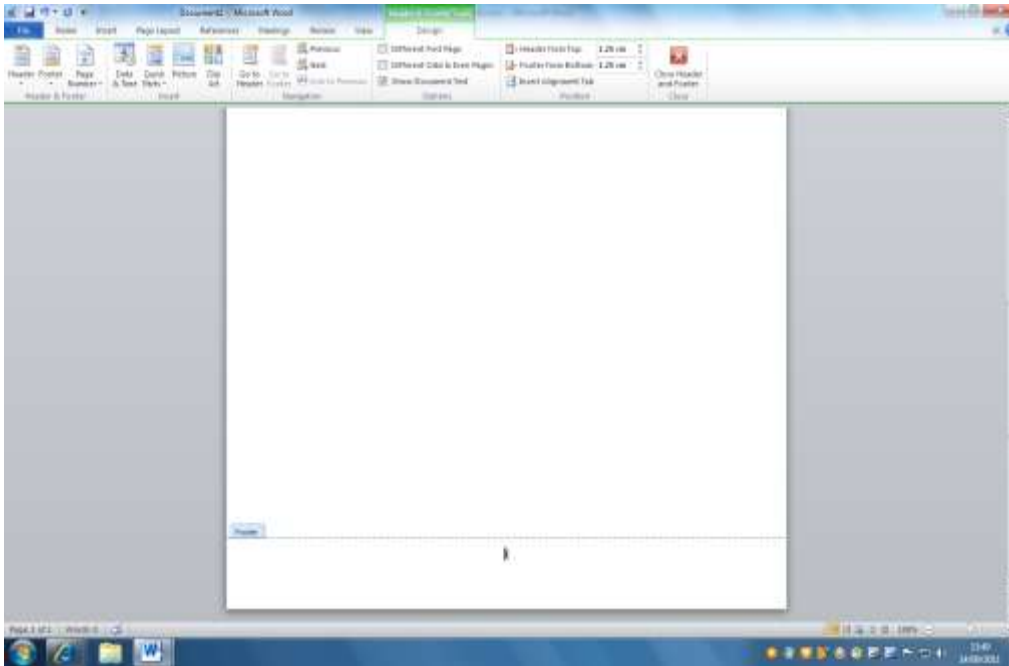


1. Click on Page Layout
2. Click on Margins in the Page Setup box
3. You can then either click on one of the pre-set margin options e.g. Wide; or click on Custom Margins to set your own margins.

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).





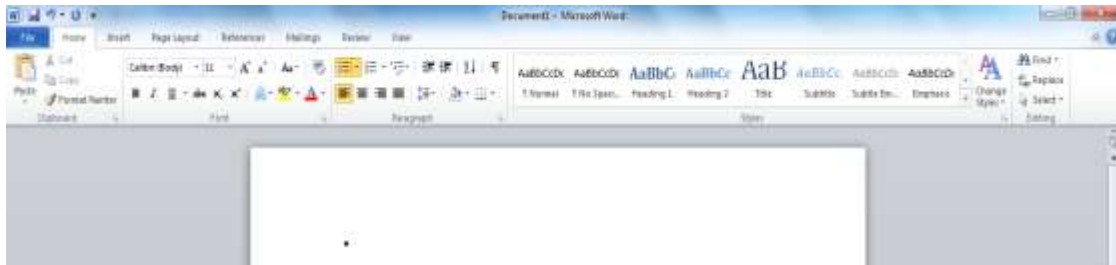
No number on your first (title page)

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. For numbers, click on the number box which is next to the bullet point box.

Inserting Footnotes



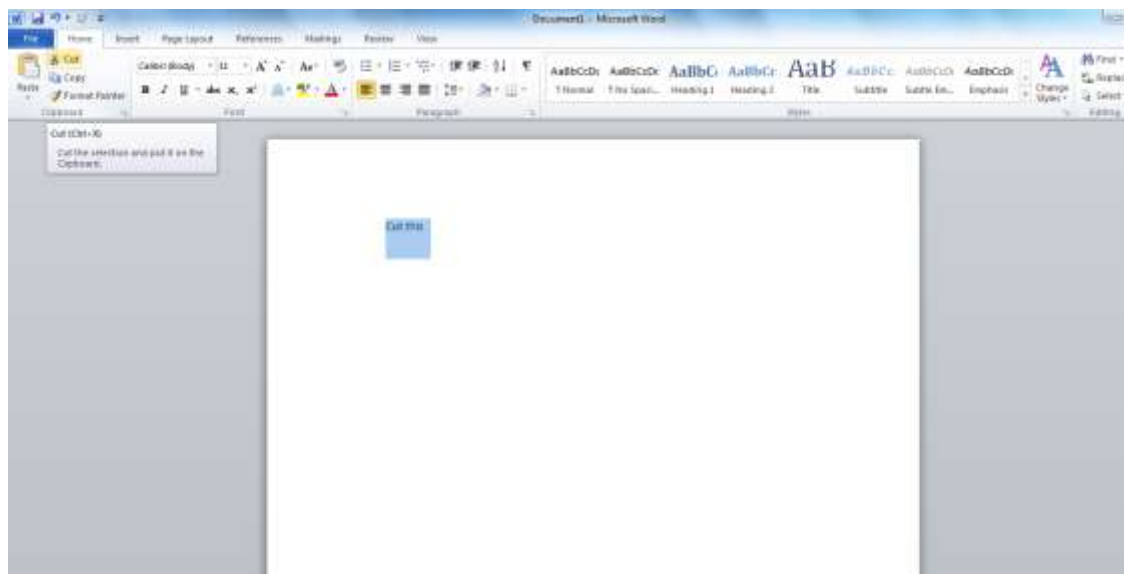
1. Click on **References** on the ribbon
2. From the **Footnotes** box that appears, click on insert footnote

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

Cutting 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

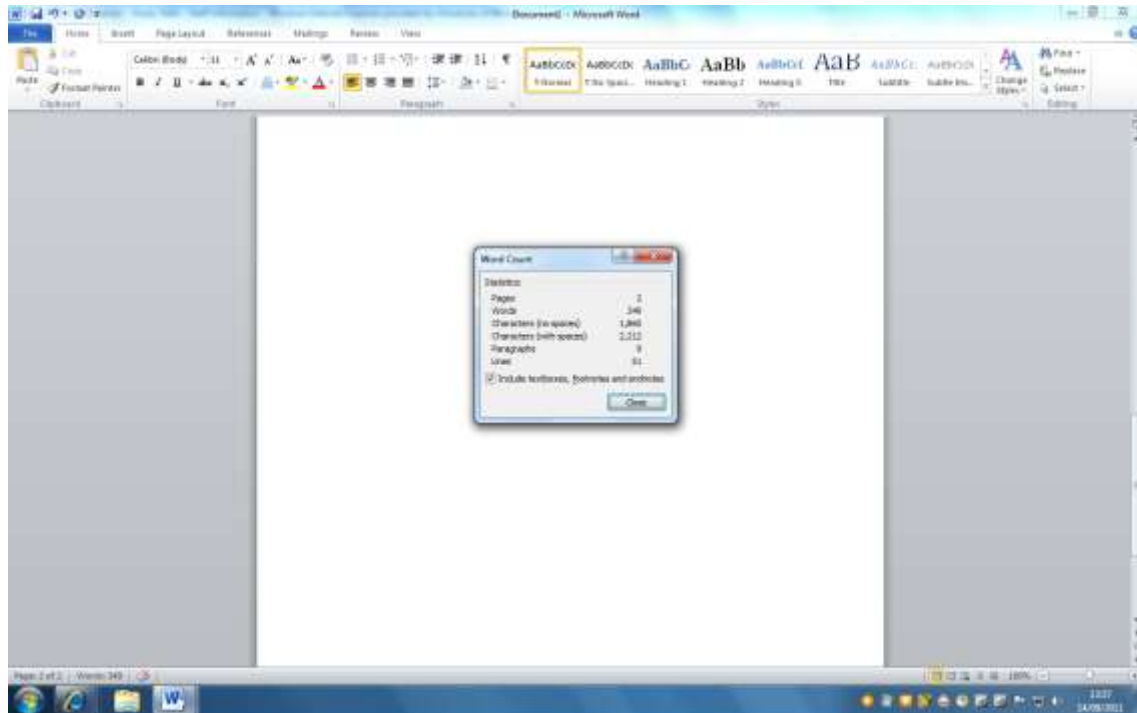
1. Click on **Home** on the ribbon
2. Select the text you want to copy by highlighting it (as above)
3. Click on copy (2 sheets of paper sign in the clipboard box)
4. Position the cursor to where you want the text to be copied to
5. Click on paste (paste board sign in the clipboard box).

Copying text to move to a different document

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

Checking your word count

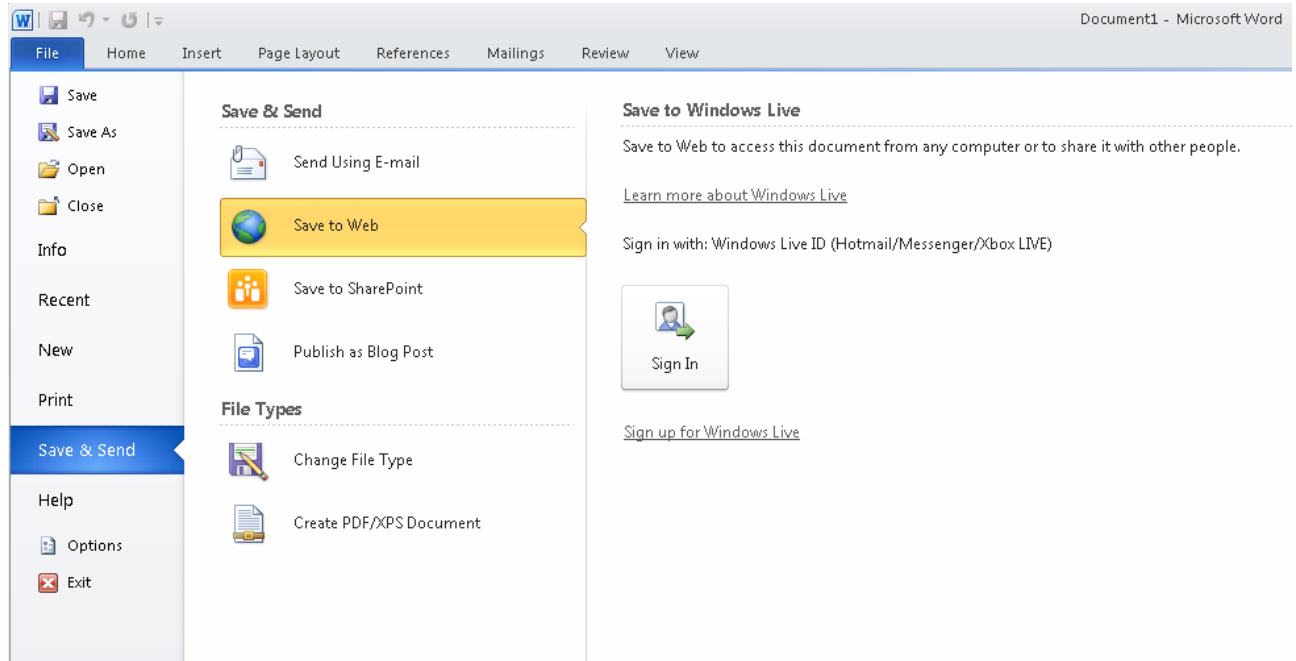
1. On the bottom toolbar you will find **Words**. Next to it is the total number of words of your document. If you want to know how many words there are in a particular sentence or paragraph, highlight them and the word count will be shown e.g. 79/200 i.e. the paragraph has 79 words and the whole document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



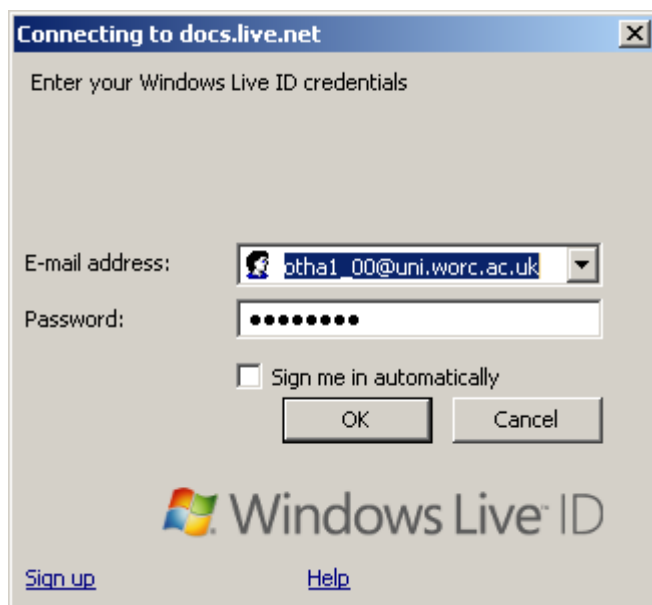
Saving Work to Sky Drive

To save work to your Sky Drive:

1. Click on the **File** ribbon
2. Click on **'Save & Send'**
3. Click on **'Save to Web'**
4. Click the **Sign In** button

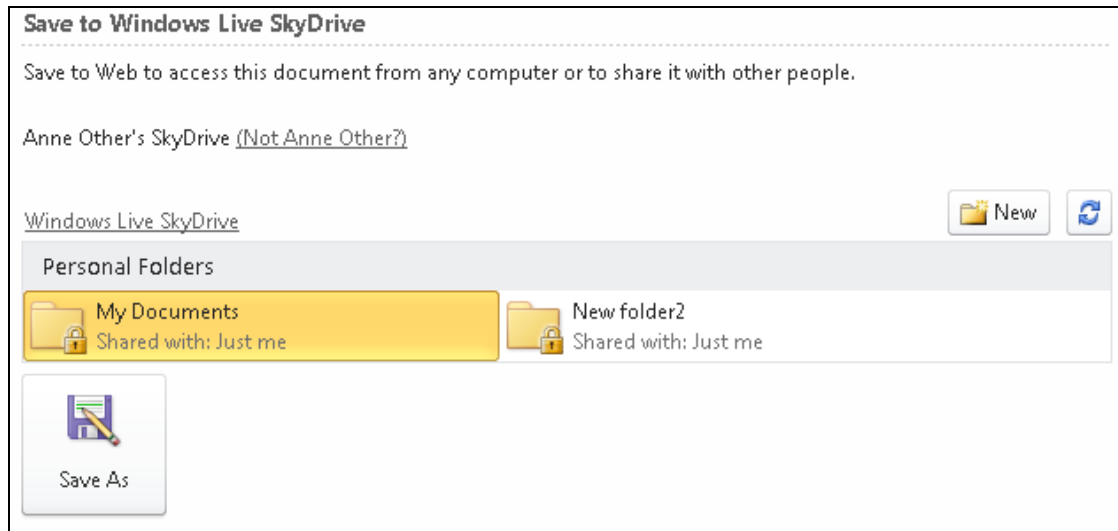


A grey box will then appear and you will be prompted to enter your university email and password.

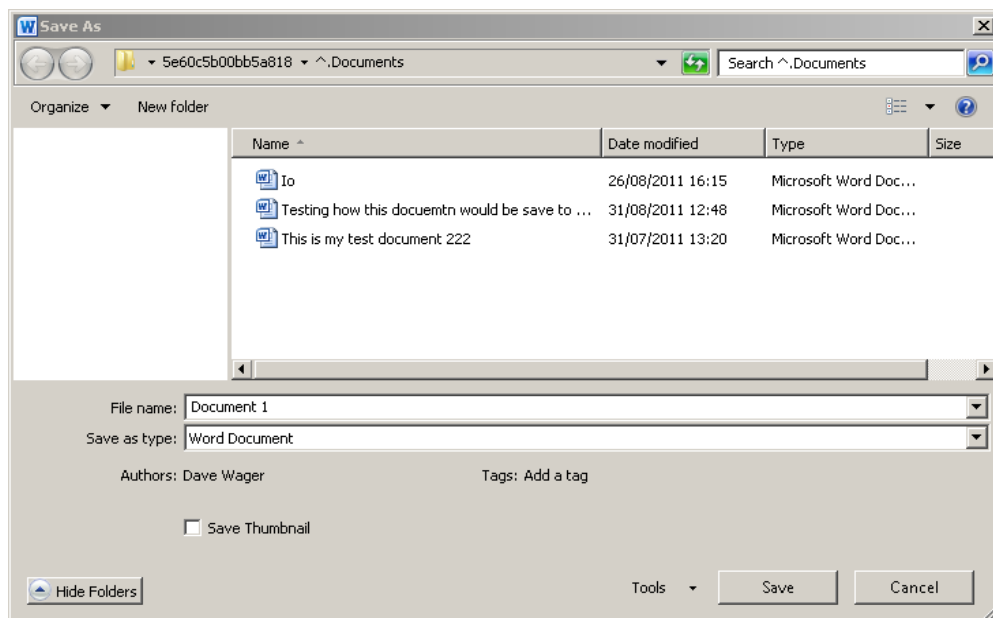


You will then be given the option of where to save your file:

1. Choose a folder to save the file to, you can either use an existing folder on your SkyDrive – for example, **My Documents** or you can click on the **New** button to create a new folder
2. Click the Save As button to save your document

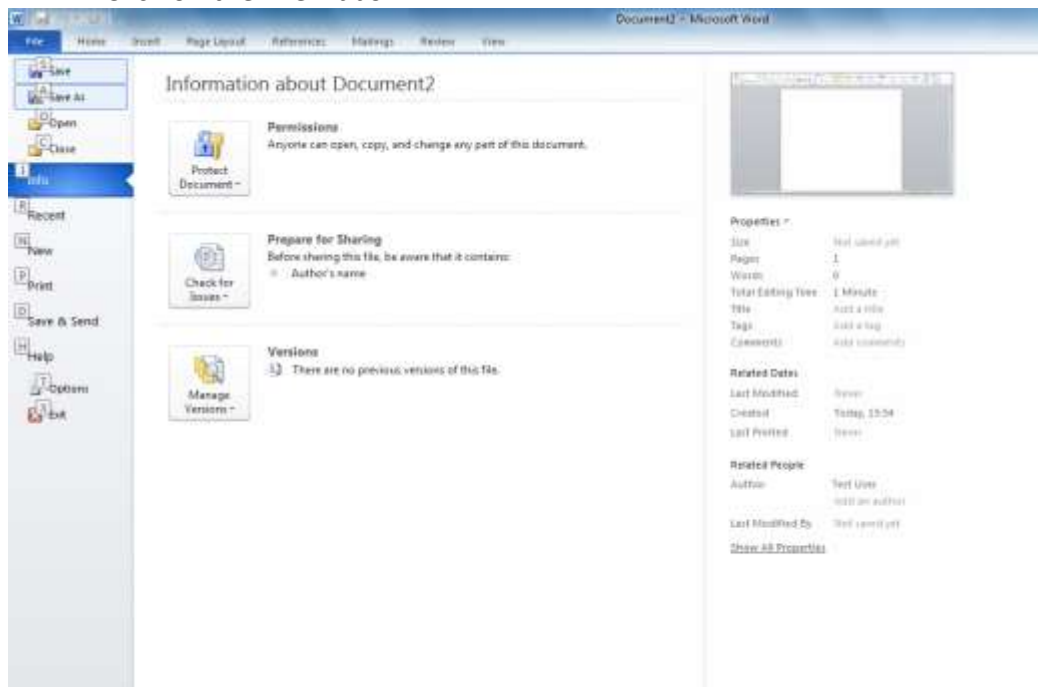


1. A grey box will then appear
2. Choose a file name for the document and click on the **Save** button

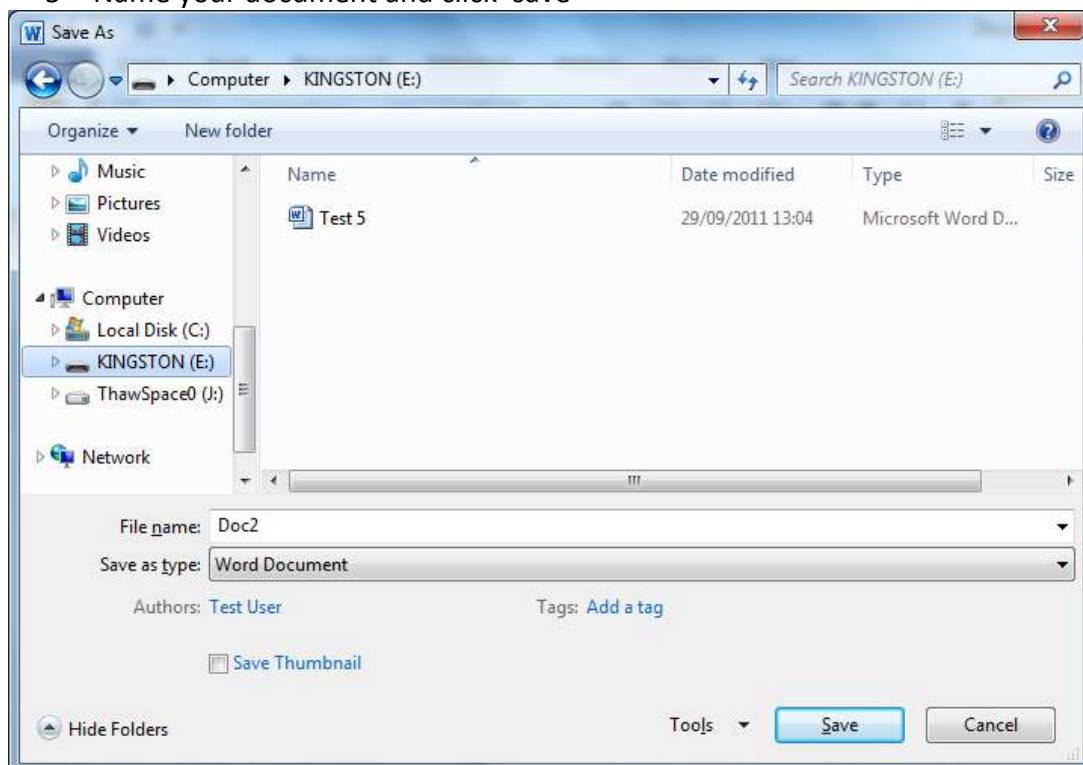


Saving work to a memory stick

- 1 Insert your memory stick in the computer's USB port
- 2 Click on the File ribbon



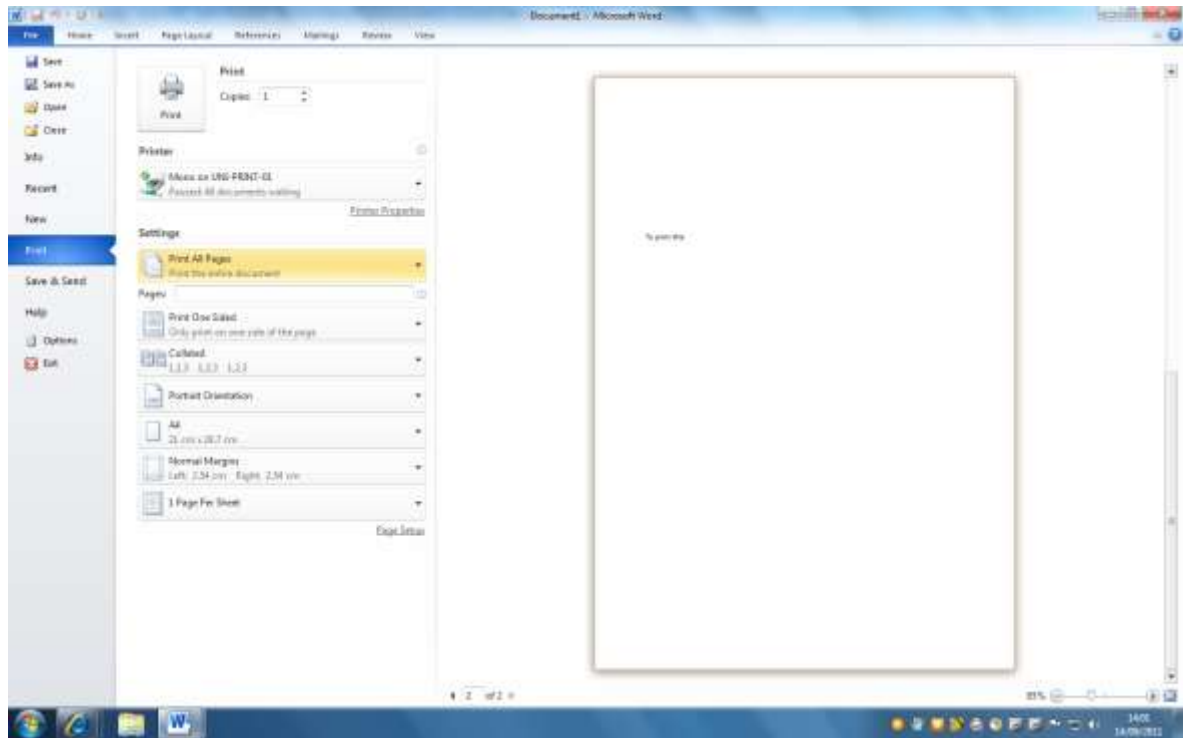
- 3 Click on 'Save As' and a save as box will appear
- 4 Scroll down the left hand computer menu and select 'E' drive
- 5 Name your document and click 'save'



Printing Work

To print:

1. Click on the **File** ribbon and select print. A new box will appear; you can choose whether to print the whole document or individual pages and also the number of copies.



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 your SOLE page.

I .T. help

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

E-mail: helpdesk@worc.ac.uk

Telephone: 01905 857500