

Intel® Education Help Guide

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v.1.0
For Microsoft Office*

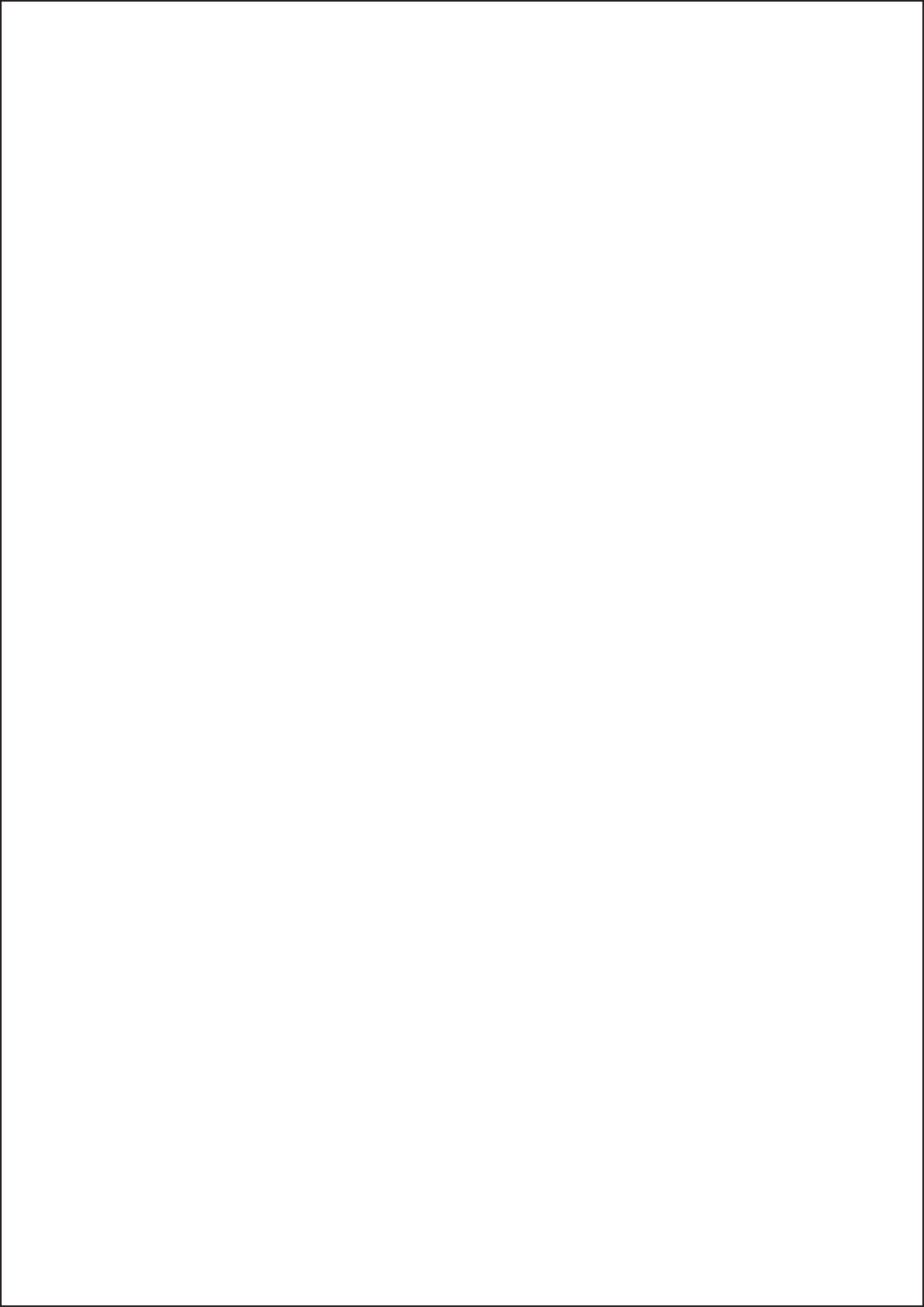


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Overview

Dictionaries and encyclopedias are two resources designed for fast reference at the time of need, and not intended to be read cover to cover like a book. Similarly, the Intel® Education Help Guide is meant to be used to quickly learn how to do certain tasks on the computer.

The skills in the *Help Guide* are organized by four technology areas — graphics, word processing, spreadsheets, and multimedia. Within each technology area, the skills are further organized into groups, such as *Word Processing Group 3: Changing the Look of Your Words*. Within each group, there are specific related skills such as *Word Processing Skill 3.2 To make words bigger or smaller* and *Word Processing Skill 3.4 To change the color of words*. For each individual skill there are both words that describe the process and pictures that show the steps.

There is often more than one way to perform a particular skill. In many instances, the *Help Guide* will show you step-by-step directions for how to do a skill in multiple ways. However, you may decide to do a skill in a way that is different from the way described or shown. No one way is right or wrong - the way that you do a skill is usually a matter of personal preference.

Additionally, there are thousands, if not millions, of skills that can be performed using all the software programs featured in most the Intel® Education programs. To explain how to do every skill would result in a huge book. Rather than doing this, only those skills that you are likely to use as you complete the activities and projects for the Intel Education programs have been included in the *Help Guide*.

As you complete the activities, you can reference the *Help Guide* as you complete activity steps. You can also review instructions in the *Help Guide* as you create materials for your own use.

It is possible that you may not find a specific skill that you need in the *Help Guide*. If this is the case, you should go back and check the Contents pages to see if the skill exists. If it does not, there are several strategies you can use to find answers to your questions. You can try to explore different things on the computer. You can also search the Help menus within each software program. Moreover, you can always ask your partner or others involved in the Intel Education program you are participating in.

Group 1

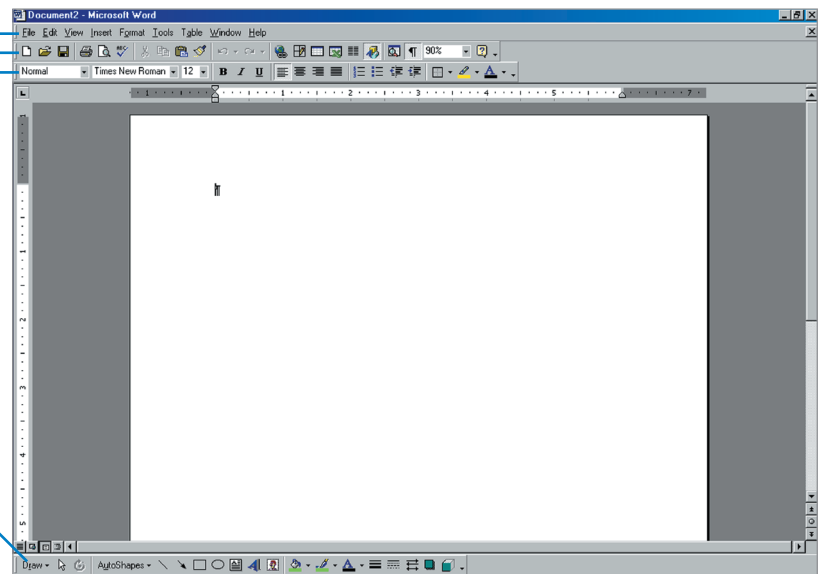
Getting to Know Microsoft Word*

Menu bar: where you can pick general commands such as opening, saving, printing, and closing a file

Standard toolbar: where you can click shortcut buttons for many Menu bar commands

Formatting toolbar: where you can make changes to the look of words in your documents

Drawing toolbar: where you pick tools to draw shapes and change the way they look



File Edit View Insert Format Tools Table Window Help

Menu bar



Standard toolbar



Formatting toolbar


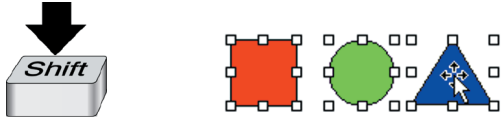


Drawing toolbar

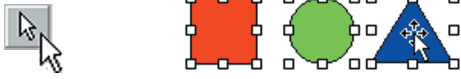
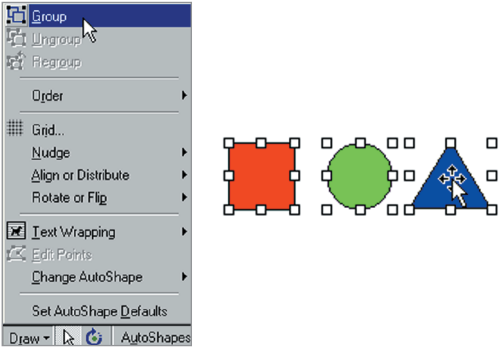
Group 8

Working with Objects in Your Drawings

8.1 To select several objects at once

<p>1. Click the Select Objects tool on the Drawing toolbar.</p>	
<p>2. Hold down the Shift key, and click the lines, shapes, text boxes, or any other objects you might want to move or fix at the same time.</p>	

8.2 To bundle or group objects together

<p>1. Use the Select Objects tool to select the objects you want to group. (See Graphics Skill 8.1: To select several objects at the same time.)</p>	
<p>2. Click Draw ⇒ Group.</p> <p>The items that have been grouped can now be moved or changed together at the same time.</p> <ul style="list-style-type: none"> 90° will spin the selection one-quarter of the way around 180° will spin the selection one-half of the way around 	

Free-form Select tool: selects areas that are not rectangles or squares

Erase/Color Erase tool: erases or removes small areas of color

Eyedropper tool: picks colors already seen in a picture or photo

Pencil tool: draws squiggles, spirals, and other curly lines by hand

Airbrush tool: paints with spray paint

Line tool: paints straight lines

Rectangle tool: paints rectangles and squares

Ellipse tool: paints ovals and circles



Select tool: selects areas shaped like rectangles or squares

Fill With Color tool: adds color to lines and shapes

Magnifier tool: makes areas of your painting bigger or smaller

Brush tool: paints like a paintbrush

Text tool: adds words to your pictures

Curve tool: paints curved lines

Polygon tool: paints shapes with straight sides, like triangles and stars

Rounded Rectangle tool: paints rectangles and squares with round corners

Foreground Color: used to paint shapes, lines, and words

Background Color: used to paint the inside of some shapes and to fill the empty space when you erase or move something



Click the left mouse button to pick a foreground color.



Click the right mouse button to pick a background color.