

Additional Help Tutorial #1

1. FILE MANAGEMENT

(It is essential to be able to store and access computer files)

- a) Making Folders
- b) File names
- c) Copying, Moving, Deleting and Renaming Files
- d) Networking

EXERCISE

Go to WorkArea, and make a folder called "Your ID Number" (e.g. 040000)

Write down the steps to get to WorkArea here:

Q1

Getting to
WorkArea &
Creating a
new Folder

- Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____

Open up a new Microsoft Word Document. Type in some (any) text. Save this document into the folder called "Your ID Number" (made previously), and call the File Name: "Exercise1".

Write down how to create a new Word Document, to name it and how to save it in WorkArea here:

Q2

Saving from
Microsoft
Word into
WorkArea

1. _____
2. _____
3. _____
4. _____

Go to WorkArea, and then into "Your ID Number". Find the Word Document called "Exercise 1" and rename it to "YourIDNumber Exercise1".

Write down how to create it here:

Q3

Retrieving
Files and
Renaming
them

1. _____
2. _____
3. _____

Q4

Copying
Files onto
a Floppy
Disk

Insert the floppy disk into the Floppy Drive of the computer.

Go to "My Computer" (aka ID on Atlas/ Europa) and go into the Floppy Drive (a:)

Make a folder on the Floppy Disk called "IE4711" Write here how to: _____

Copy the Word Document called "YourIDNumber Exercise1" from the folder called "YourIDNumber" in WorkArea and Paste it into the folder called "IE4711" on the Floppy Disk.

Write down notes and steps here: _____



3½ Floppy
(A:)

Q5

Networking
"Map
Network
Drive"

"Map the following Network Drive" – \\europa\ie4711

Inside the "Help_Tutorial_1" folder, copy the "tutorial1_unformatted" Word file into the Folder called "YourIDNumber" in WorkArea. Rename this file to "YourIDNumber Exercise2".

Write down how to "Map a Network Drive" here:

- Step 1. _____
Step 2. _____
Step 3. _____

2. MICROSOFT WORD

(A formal, neat and well presentable document is a must, and will get you Top Marks for your Report!)

Key Requirements of a Formal Document

- a) Headers and Footers
- b) Justify the Text
- c) 1.5 Line Spacing
- d) Page Numbering
- e) Styles for Table of Contents

Open the Microsoft Word Document called “YourIDNumber Exercise2” (renamed from tutorial1_unformatted earlier) from inside WorkArea. Format the Word Document to look similar to the pages that follow this exercise.

With the Word Document open, insert a “SECTION BREAK” where ever it says:

“----- (INSERT SECTION BREAK HERE) -----“

Q1

Inserting
SECTION
BREAKS

Write down how to Insert a Section Break here _____

Give three reasons why we need to use SECTION BREAKS

1. _____
2. _____
3. _____

On Page 1, where it says “Cover Page” place a Border of your choice on this page ONLY.

Write down the steps to “FORMAT” a “Page Border”:

Q2

Page
Borders

Step 1. _____

Step 2. _____

Step 3. _____

Step 4. _____

Q3

General
Formatting

On all the pages complete the following FORMATTING:

1. Line Spacing to be 1.5 lines
2. Justify the Text



Q4

Page
Numbers

Insert page Numbers on all the pages EXCEPT the First Page

Use the same style of numbering for all the pages. Numbers will do fine.

Write how to here: _____

Q5

Headers and
Footers

Insert the following Header on all pages EXCEPT the First Page:

“Extra Help Tutorial 1”

Write how to here: _____

Q6

Styles &
Table of
Contents

Include and Format the “Heading 1” style.

Heading 1 style font is to be 18pt Bold, Times New Roman

On the second page, under “Table of Contents” insert a Table of Contents.

Write how to Format the Style and Insert the Table of Contents Here:
