

INTRODUCTION

OCN (or Open College Network) is a scheme based on several different levels, and is available in many different subject areas.

To be successful in the chosen area, you are expected to produce a portfolio of your work, ensuring that you cover all of the criteria specified by the OCN. You will need a folder to present your work, but do not spend a lot of money on it, as no extra marks will be awarded!

You will be provided with a criteria sheet, and it is suggested that once a criteria has been met, you put the date of completion at the side. This will save time when the course end approaches, believe me!

Ensure that the following points are adhered to:

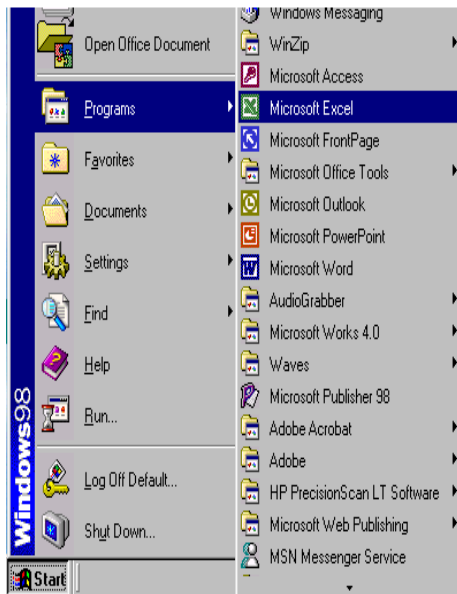
- ❖ Make sure that every criterion a piece of work meets is written on the printout, or even typed before you print. Remember that some pieces of work may meet more than one criterion.
- ❖ You must make sure that all of your work has your name, the filename and the date on it – you can write it on afterwards if you forget to type it.
- ❖ You are expected to use the spell-check and to proofread all of your work. Any errors after marking should be amended and reprinted but place the originals in your portfolio too, to show progression.
- ❖ To do a screen dump – ensure that whatever you want is on the screen. Press the print screen key on the keyboard. Go to START menu, PROGRAMS, WORD. Go to the EDIT menu, PASTE. Your 'snapshot' of the screen will appear. Type your name, filename, date and criterion numbers and then go to FILE menu, PRINT. You do not need to save the screen dumps.
- ❖ You can use the following exercises or you can produce a project, as long as the entire criterion is met in full.
- ❖ Remember that you can ask your friendly tutor for assistance at any time!

HAVE FUN!

LOAD A SPREADSHEET APPLICATION

Criteria

- 1.2 Before we start, be aware of health and safety – don't slouch in your seat, don't touch wires etc, ensure your bags etc are well below your work area.
- 1.1a, b To start the exercises that follow, you need to open a software program. The program we are going to use is called Microsoft Excel.



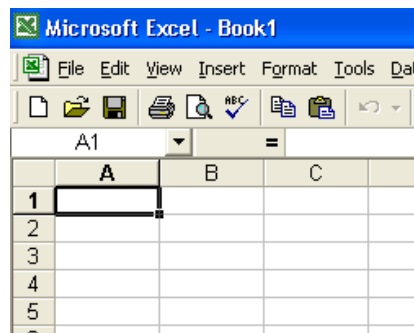
*Move the mouse to **Start** at the left hand bottom corner of the screen.*

*Click (gently press down the left mouse button) on **Start** (always click the left mouse button – unless told otherwise).*

*Move the mouse over the word **Programs**.*

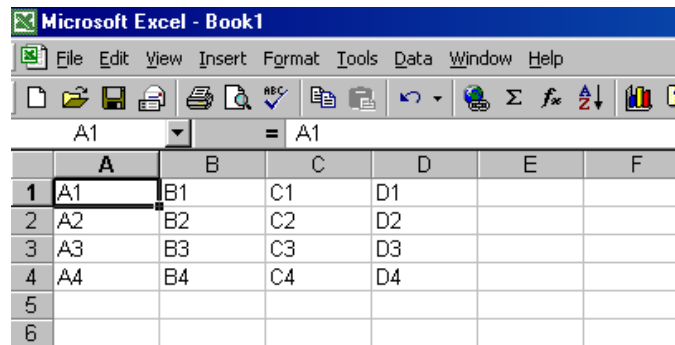
*Move the mouse over the word **Excel** and click.*

The software program Microsoft Excel will now open and there will be a new spreadsheet ready for you to start entering data.



Before we start to enter any data, please have a look at the following information which is an explanation of the screen you now have in front of you.

A spreadsheet is made up of rows (across) and columns (down) of 'boxes' known as **cells**. Each **cell** has its own reference number, such as:




The **cell** that is highlighted on your screen at the moment is **cell A1**. You can see that it is highlighted as it has a darker line around the edge. If you were to type something now, it would appear in this cell.


Once you have created a spreadsheet, it is usually too large for all of it to be shown on the screen at the same time. You can scroll to the left and right or up and down until the part of the spreadsheet you want to see is visible. You do this by *clicking* on the little arrows which are found at the bottom of the screen (◀ to scroll left and ▶ to scroll right) and the right of the screen (▲ to scroll up and ▼ to scroll down).

To move around the spreadsheet you can use the



keys on your keyboard
(usually found at the
right-hand side of
the letters).

To move across to the next cell *press* the **Tab** key  on your keyboard (usually the one to the left of the letter Q).

To move down to the next cell *press* the **Enter/return** key  on your keyboard.

To move to a particular cell on your spreadsheet you can simply move the mouse and *click* the left button in to the required cell.

Criteria

ENTER DATA

Our first task is to create a spreadsheet by entering text and numeric data.

A café offers a breakfast menu, which is only served until 11.30 am. An employee has suggested that breakfast should be served all day. The owner decides to offer breakfast all day on Wednesday and Thursday. To see the outcome, we can put the information into a spreadsheet.

3.1

*Click in cell **B1** and type **AM**. Press the Tab key to move to cell **C1**.*

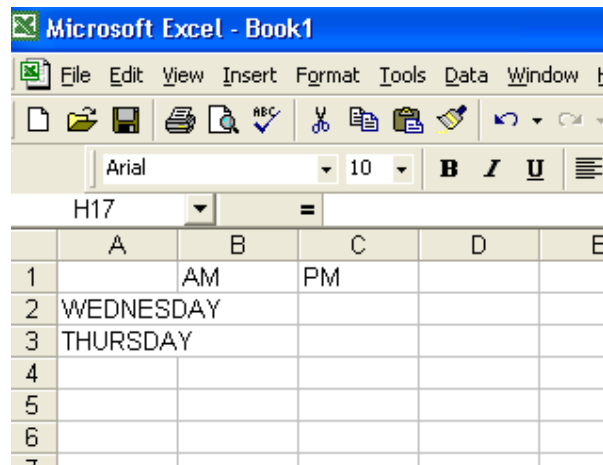
*In cell **C1** type **PM**.*

*Move to cell **A2** and type **WEDNESDAY**.*

*Move to cell **A3** and type **THURSDAY**.*

*Press the Enter key to move to cell **A4**.*

Your spreadsheet should now look something like this:



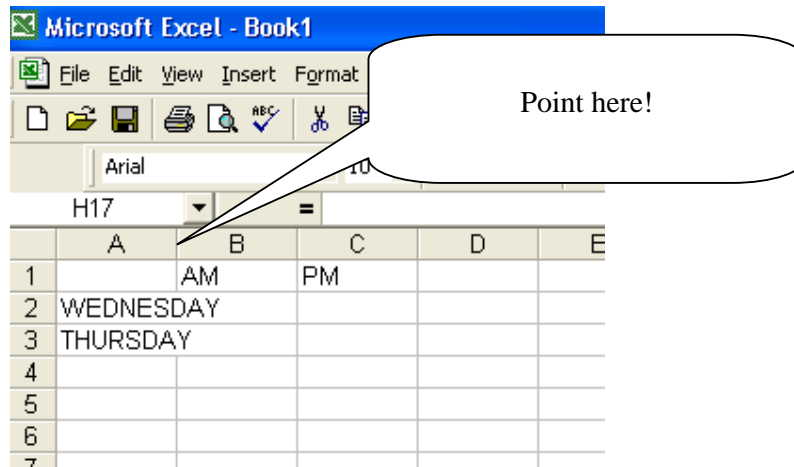
CHANGE COLUMN WIDTH

Criteria

Notice how column A is too narrow to display the data correctly. We are now going to change the width of the column so that the data is shown correctly.

6.1

Point the mouse to the top of the columns, at the point where two columns are split. If you are pointing in the right place, your mouse will *change* to a black arrow pointing to both the left and right.



Hold down the mouse button and *drag* to the right to adjust the column, so that the longest data in the column is all displayed.

Release the mouse button.

Ask your tutor to give you a demonstration if you fail to carry out the above from these instructions.

You can also *double-click* at the point where two columns are split. This will automatically adjust the column width to fit the longest entry.

These processes are different ways to get the same result. You will probably adopt the one that is the easiest for you.

SPELL-CHECK and PRINT

Criteria

Enter the following numeric data:

3.1

	AM	PM
WEDNESDAY	12	14
THURSDAY	16	15

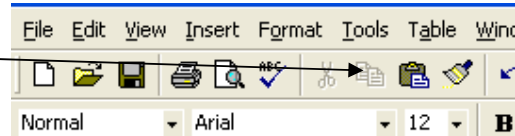
Check you have input the numerical data correctly.

SPELL-CHECK

You should always check your work for any mistakes. This is called 'proofreading'. In addition to proofreading you should also use the built-in facility called 'spell-check'.

3.3

Spell-check the spreadsheet by *clicking* on the **ABC** button on the toolbar at the top of the screen.

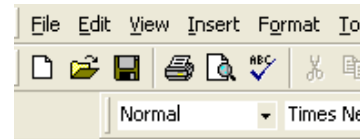


PRINTING

7.1

Print your work by *clicking* on the **printer icon** on the toolbar at the top of the screen.

Click here to print your work.



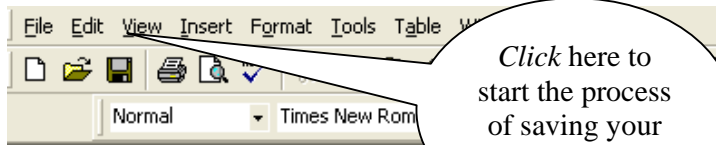
You have now created a spreadsheet and printed it, but at the moment the work you have done is only on the screen – it is not saved anywhere. We will now save the spreadsheet to a floppy disk. **You now need a floppy disk, please ask your tutor.**

SAVING

Criteria

1.1d

Click on the word **File** at the top of the screen.

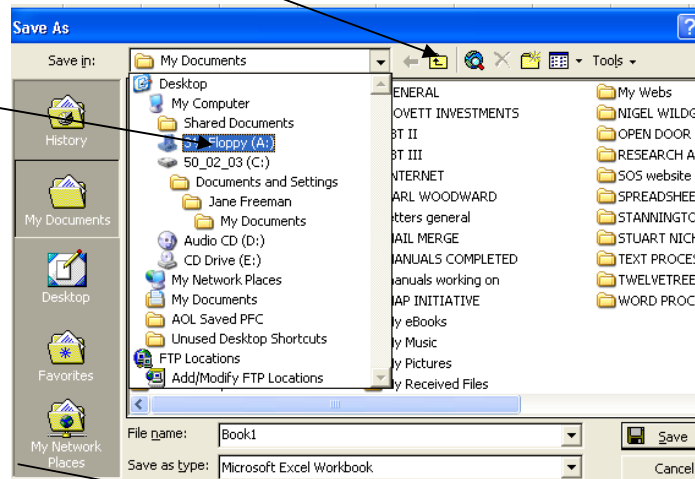


A list of options now appears from the File menu.

Move the mouse to **Save As** and *click*. The Save As window appears.

Click on the down arrow ▼ in the **Save in** section.

Move the mouse and *click* on **3½ floppy (A)** icon. This is instructing the computer to save your work to the floppy disk you inserted earlier.



In the **File name:** section

click at the end of the filename **Book1** and *press* the backspace key ← (found above the ↵Enter key) on the keyboard to delete this name. *Type* **print1** (this is now the name of your file).

1.1e

Click on the **Save** button at the bottom right of the window.

Close the file by *clicking* on **File** then choosing **Close** from the list of options that appear. The spreadsheet closes but Excel is still open.

Before moving on, please ensure you write on your printout:

Your name print1 Today's date 1.1a, b, d, e
1.2
3.1, 3.3
6.1
7.1