

Sizakuyenza Women's Communication Lab Technology Reference Manual



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December 2015

Abstract: This is a manual created for the Information Technology (IT) training program as a reference for the Women's Networking Group to continue skill development and encourage diffusion of skills through the community. It includes topics our co-researchers identified as most important, such as:

- Computer Basics
- Internet Navigation
- Google
- Gmail
- Facebook
- Microsoft Word

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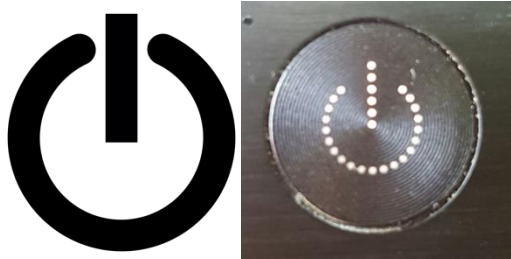
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Computing Tips Manual

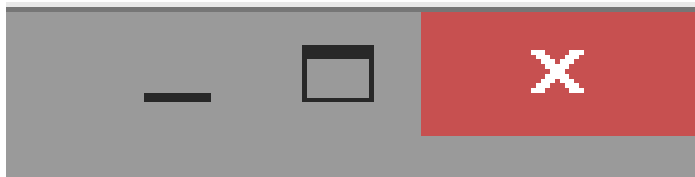
Power Button




Where you turn on the computer. Will likely have a symbol something like the ones below.



Windows

Windows are what opens whenever you double click an application, such as Internet Explorer or Word. There are a few main functions of windows, mostly located in the top right corner of the window, as shown below.



	Minimize: This button makes the window disappear without closing the window entirely
	Maximize: This makes the window cover the entire screen
	Close button: This closes the window entirely. Make sure to save work before pressing this button!

File Browser

Icon



Window

Types of Files

- There are many types of files, from songs to word documents to spreadsheets to games. All files will be saved somewhere in the file system

Saving Files

- When a file is open, click the file then save button to save your progress. If the file was not saved on the computer before (when creating a new word document for example), then the file browser will open and you will have to choose a destination for the file.

Organization Tips

- Organization of the file system is very important so that you do not lose your files, even though they have been saved.

Creating Folders

- Folders are by far the best way to organize your files, they are good for

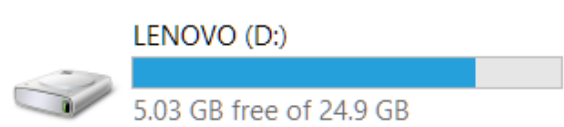
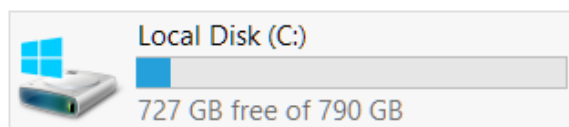
Finding Saved Files

- If the location that the file you saved is known, you can navigate through the folders to find the file. Otherwise, if you know the name of the file you are looking for, then you can search for it using the text box in the top right of the file browser.

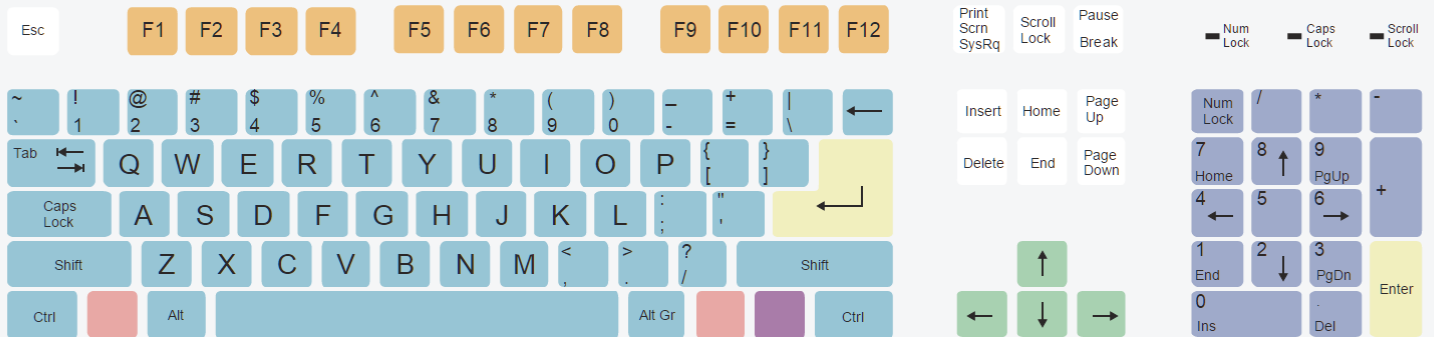
Disk Space

- When you save too many files on your computer, the computer will run out of space. While this is usually not an issue, if you run out of space, you cannot save any more files to your computer. Space is represented on the “Computer” or “This PC” folder (quickly accessed by holding the Windows key down and pressing the E button. The bar represents how much space has been used up already.

Devices and drives (2)



The Keyboard










- Typewriter keys
- Function keys
- Enter keys
- System keys
- Numeric keypad
- Other
- Application key
- Cursor control keys

Tab	Moves the current selection forward one section (in word similar to pressing space many times)
Caps Lock	Makes every letter typed capitalized
Shift	A modifying key that when held down makes letters capitalized
Ctrl	Modifying key that serves various functions
Alt	Similar to the Ctrl key
Space	Puts a space between words
Windows	Opens the start menu
Enter	Used to start a new line
Backspace	Used to delete characters behind the selection
Function Keys	Multipurpose keys that serve many functions in combination with ctrl and alt
Num pad	The grouping of numbers off to the right of the computer, not all computers have this but it puts numbers and calculation keys in one place for easy access
Delete	Similar to Backspace, this deletes letters after the current selection
Print Screen	Takes a snapshot of the computer screen, ready to be pasted in.

Home	Moves the selection to the beginning of the textbox or line
End	Opposite of home key, moves the selection to the end of the textbox or line
Page Up/Down	Scrolls the current window or selection down by approximately one screen
Insert	Switches between overwrite mode (deletes letters in front of selection as you type), and insert mode (puts letters on selection without deleting letters in front of the selection)
Scroll Lock	Makes it so that you cannot scroll with the arrow keys
Pause Break	An outdated key that serves very little purpose

Different Mouse Pointers

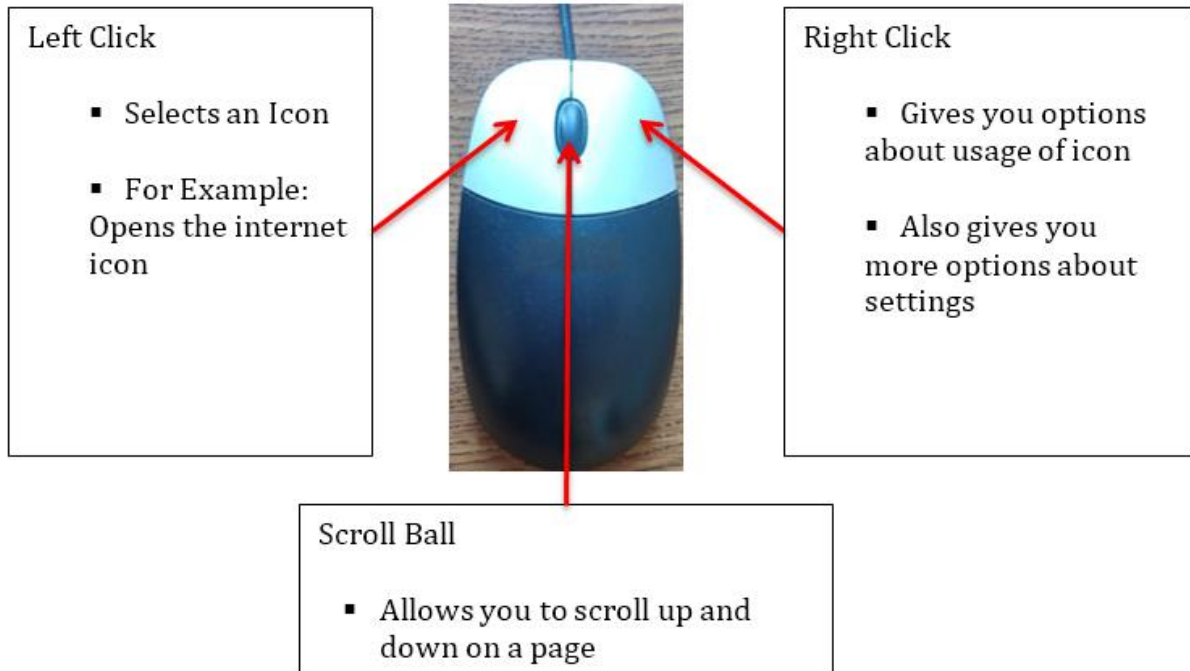
	The default pointer, this is what will normally be used for making selections
	The hand pointer shows up when the pointer is over a link or something that will open with a single click
	This pointer notifies you that something is loading
	This pointer indicated the computer is busy and may not respond to your actions
	This pointer indicates that a click will select editable text
	These pointers show that a click and drag will change the size of the window that is selected
	Similarly to the size changing pointers above, this will allow you to move the current selection around the page

Text Boxes



Text boxes, as shown above, are areas that can be typed in. They are different than normal parts of the computer because when you click in these, the text is selected and you can type. They will usually be either blank or have text already in them as a guide.

Mouse



Clicking versus Double Clicking

Single Clicks

- For making selections
- Opening web links

Double Clicks

- Opening Applications from the desktop or file browser

Pointers



Means you must double click to open what you are selecting




Means a single click will open what you are selecting

Making Selections

Selecting text or files

- How you interact with the computer, this is usually done by clicking on the text or file. Selections must be made before anything can be done, for example you cannot delete a file or type in a text box without first selecting it.

How to tell if something is selected

- Often when something is selected, it will be highlighted, and will stand out compared to its surroundings. It may look 

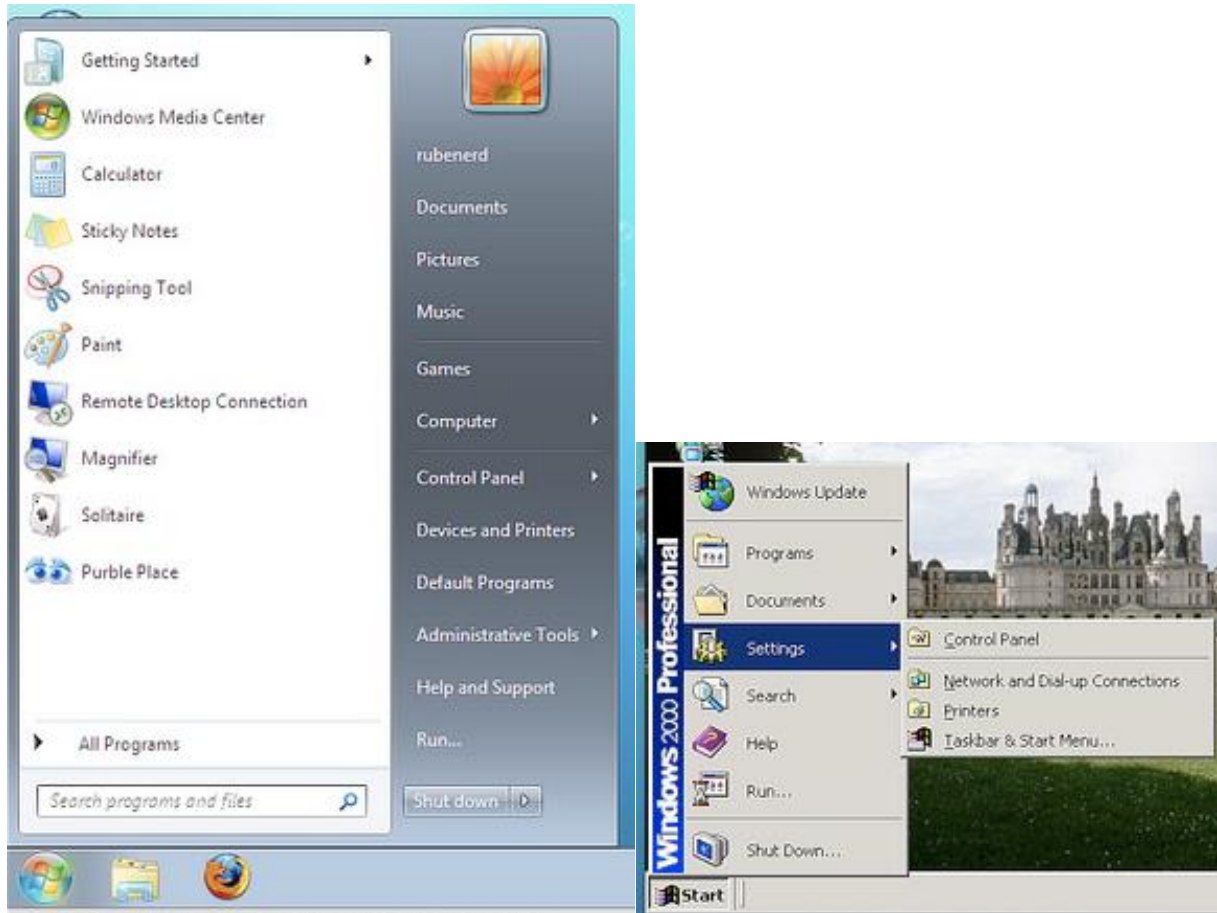
The Typing Bar -> |

- This bar will quite often tell you if it is OK to type in a text box. If this is not visible, it is a good idea to reselect the text to ensure that you do not type without

Start Menu

Serves as a base for many computer tasks, can save shortcuts to commonly used apps like Internet. Will be different based on operating system.

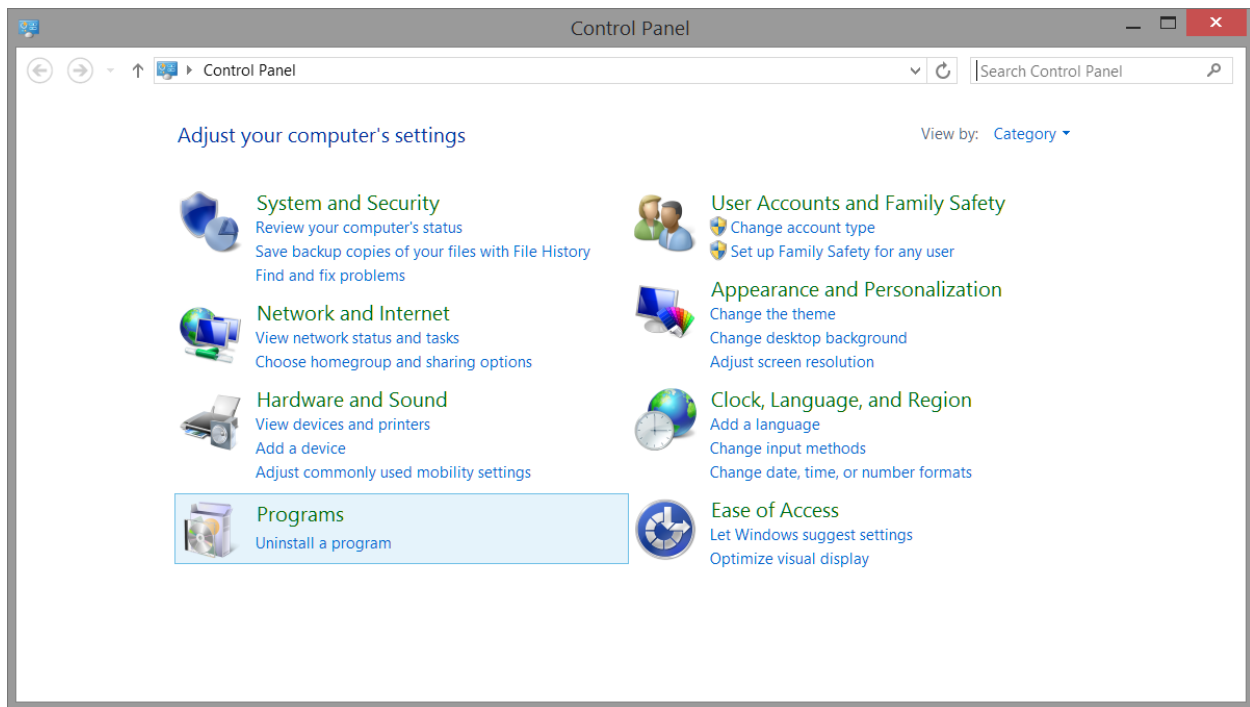
Explorer



Control Panel

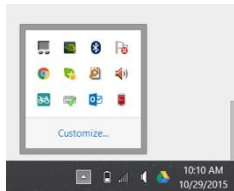


Many useful computer configuration options, a good place to explore, but if you are looking for something, the search box is a good place to start.



Notifications Bar

Found in the bottom right corner of the screen and contains important information such as Internet connection, battery status, and volume control



Connecting to the Internet

Wi-Fi

	Disconnected- The Wi-Fi is currently not connected, the Internet will not work.
	Limited- Connected to a Wi-Fi, but the access is limited. The Internet will not work, but there should be something to be done about it.
	Connected- Wi-Fi is connected and working as intended, the Internet will work.

Passwords- Sometimes a Wi-Fi will require a password to connect, ask someone who may know, enter the password in the text box, and connect.

Ethernet (Wired)

This is a wired connection between your computer and the Internet access point.

	Disconnected- The Ethernet is currently not connected, the Internet will not work.
	Limited- Connected to an Ethernet, but the access is limited. The Internet will not work, but there should be something that can be done about it.
	Connected- Ethernet is connected and working as intended, the Internet will work.

Copying and Pasting

Purpose

- To take text/images/files from one spot, copy it, and put it elsewhere

How to Copy

- Select, right click, copy

How to Paste

- Right click, paste

“Cut”

- Serves the same function as “Copy”, although cutting removes the text/image/file that was selected

Keyboard Shortcuts

Keyboard shortcuts allow you to quickly do something with just a few button presses rather than clicking through a bunch of menus.

Ctrl + Alt + Delete	Use this when the computer freezes, this allows the opening of the task manager, which can end frozen applications
Ctrl + C	Keyboard shortcut for copying
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo, this is helpful for when you do something you regret, like deleting an important file
Alt + Tab	Switches between open windows
Alt + F4	Closes the currently open window, be careful!
Ctrl + F	Opens a text box that allows you to search for a word or phrase on the open window, does not always work
Ctrl + P	Prints
Ctrl + S	Saves
Shift + Tab	The reverse of the Tab button

Windows Button + E	Opens the file browser
Windows Button + L	Locks the computer

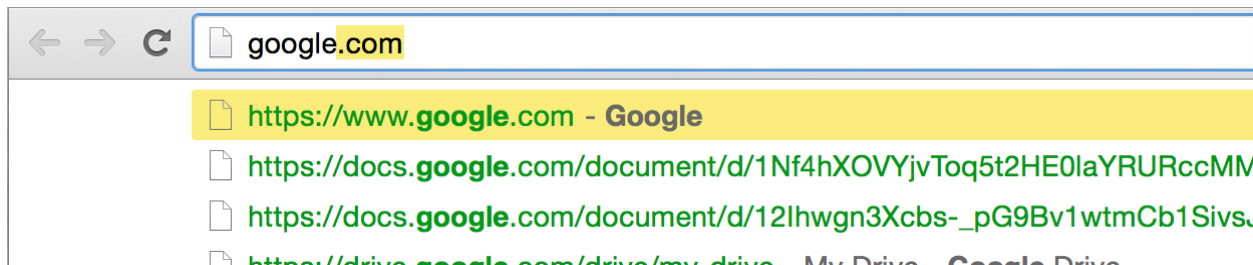
Google Manual

Accessing Google

1. Left click on address bar



2. Type **Google** into the address bar, hit return (enter)

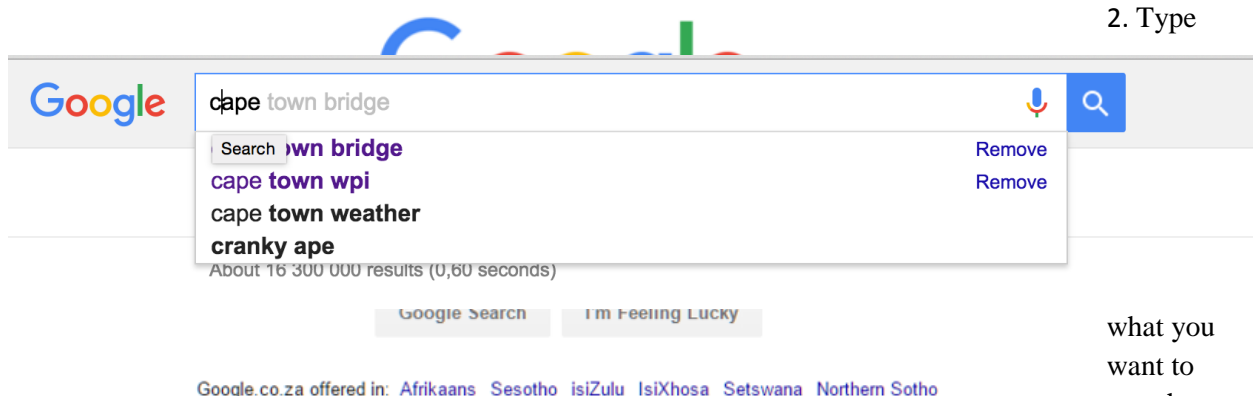


3. This will bring you to a page that looks like this



Searching

1. Left click inside the bar (circled in red below)

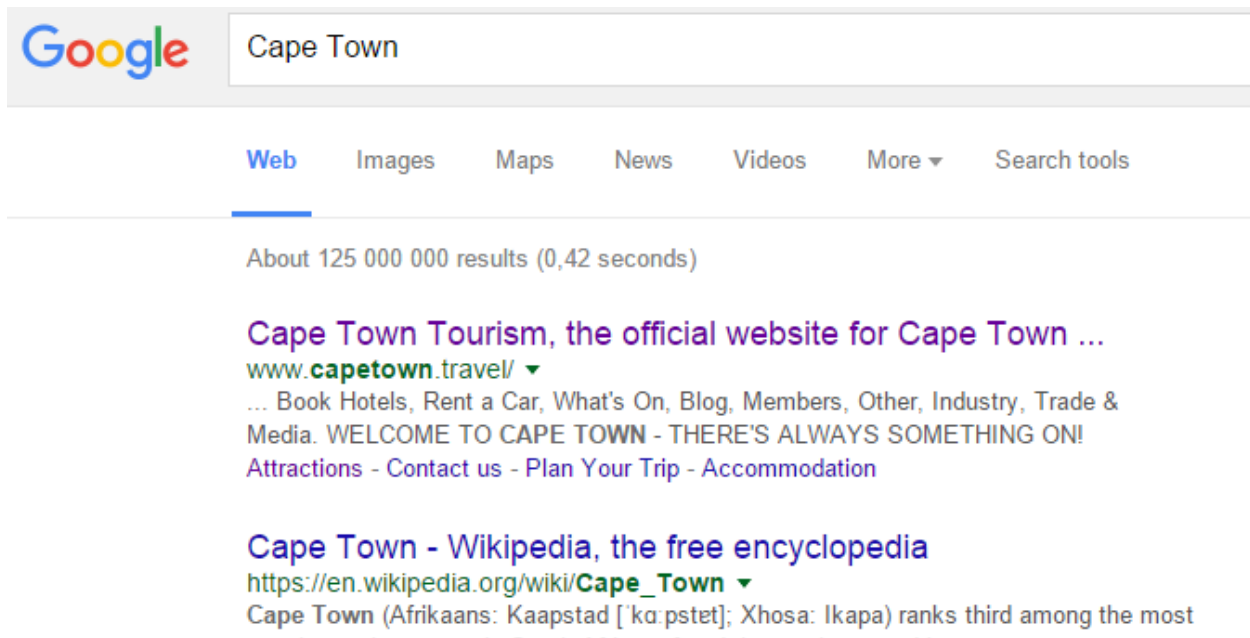


2. Type

what you
want to
search

Note: This will take you off of the main Google page while you are typing!! This is ok.

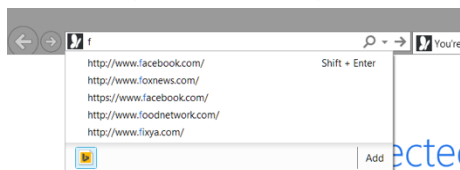
3. Hit Enter



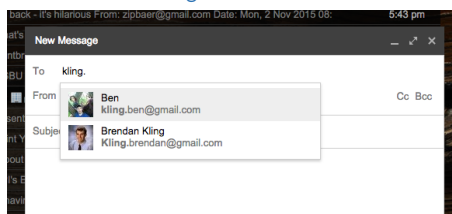
Search Predictions

The box that drops down below your search is Google trying to predict what you will search for. Google is surprisingly good at this, and if you see what you want to search for in the box before you type it, you can either click on the suggestion that is right or you can use the arrow keys on the keyboard to select it and press the Enter button. This can save a lot of time, and many parts of Google behave similarly, for example when typing email addresses in Gmail, Google will try to predict who you are sending an email to. Below are some examples of prediction boxes.

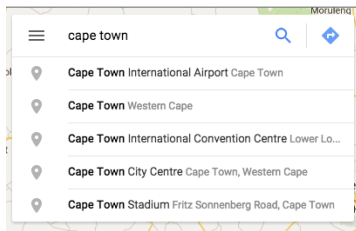
Internet Explorer Predicting Websites



Gmail Predicting Email Addresses

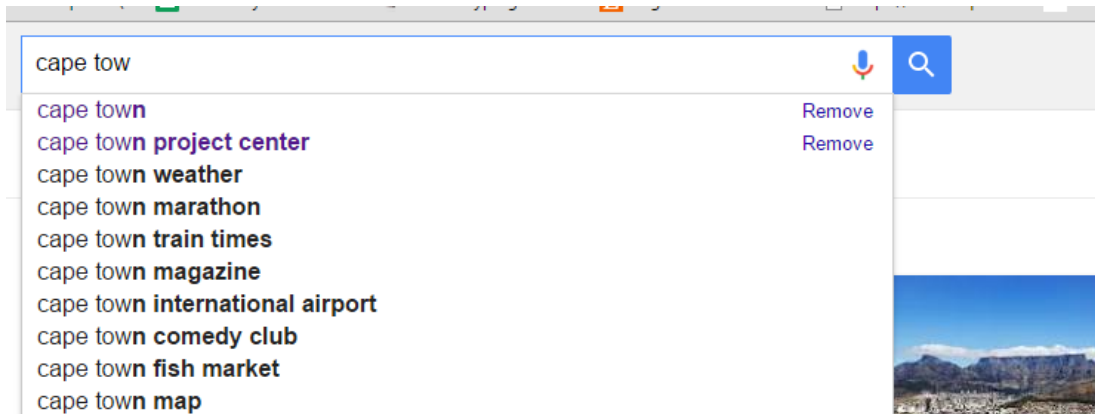


Maps Predicting Locations



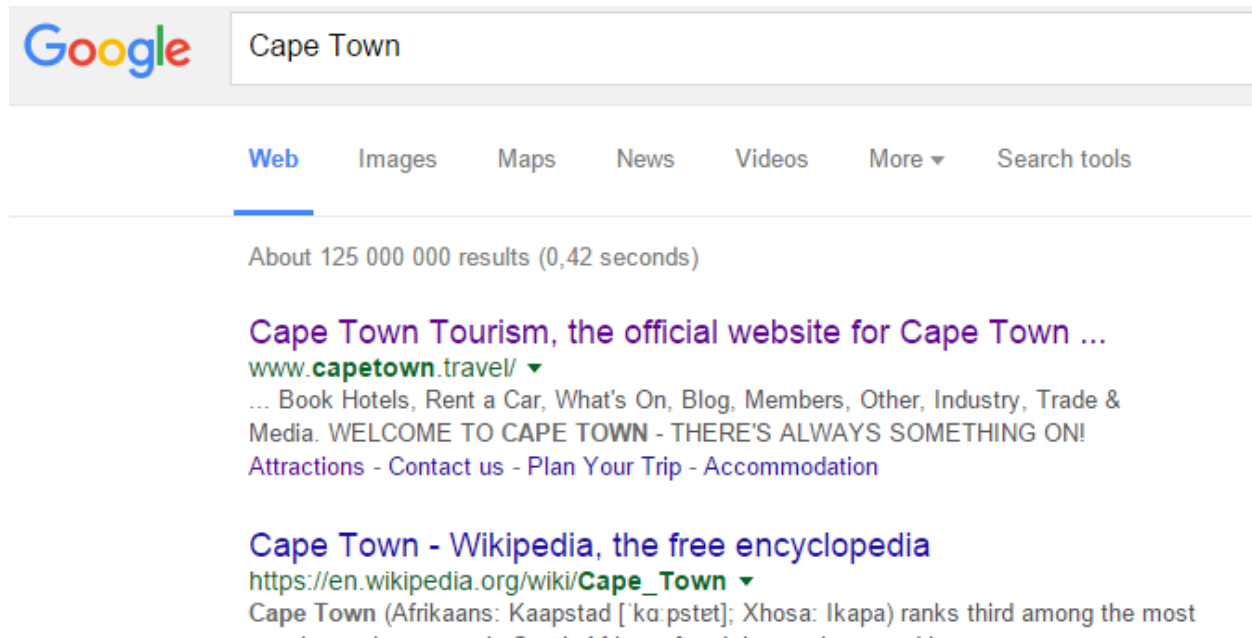
Google Predicting Searches

When searching, Google will create a list of suggested searches based on what is commonly searched. This is list of words that pop up while you are typing, like this:



If you see what you are searching for on the list, you can left click on it instead of typing out the rest of the search.

Link Text Color



Blue

- Name of website, what you click

Purple

- Name of website you have previously clicked on, you can click on these as well

Green

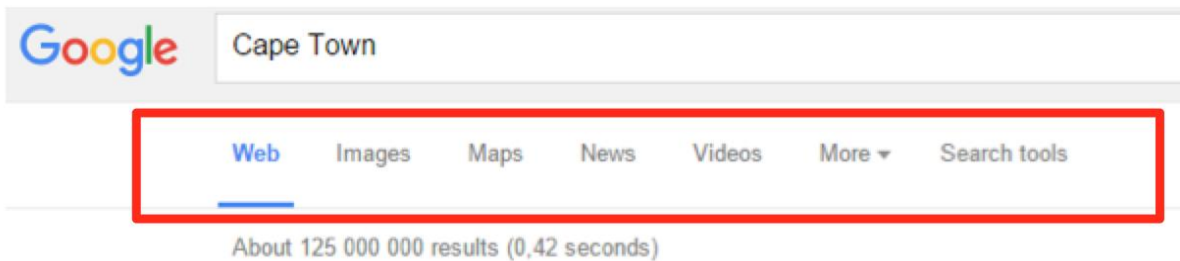
- “Address” of the website. This is what will appear in the top bar of the screen when you click on the link

Gray

- A small part of the text from the website to give you an idea of what is on each

Google Search Toolbar

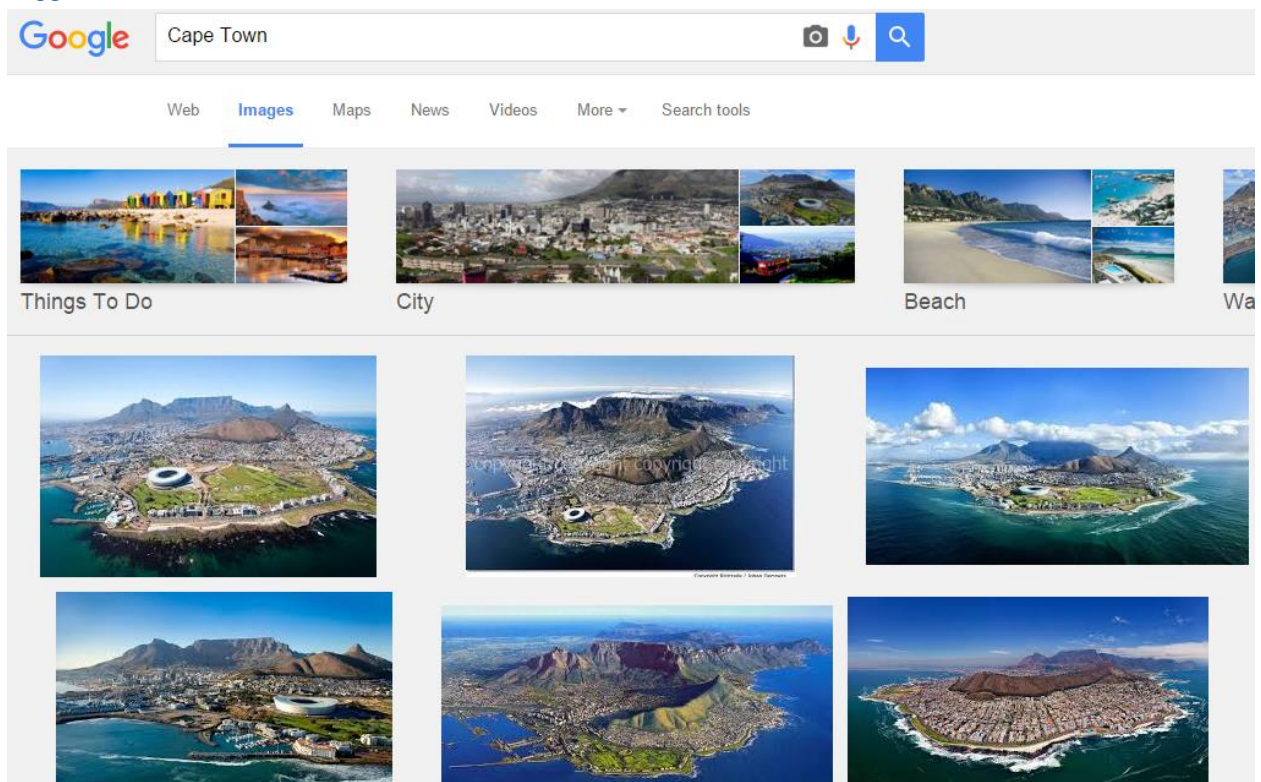
Shown below, this bar can get you to different search options for your previous search



Images

Allows you to see the pictures for the word or phrase you looked up

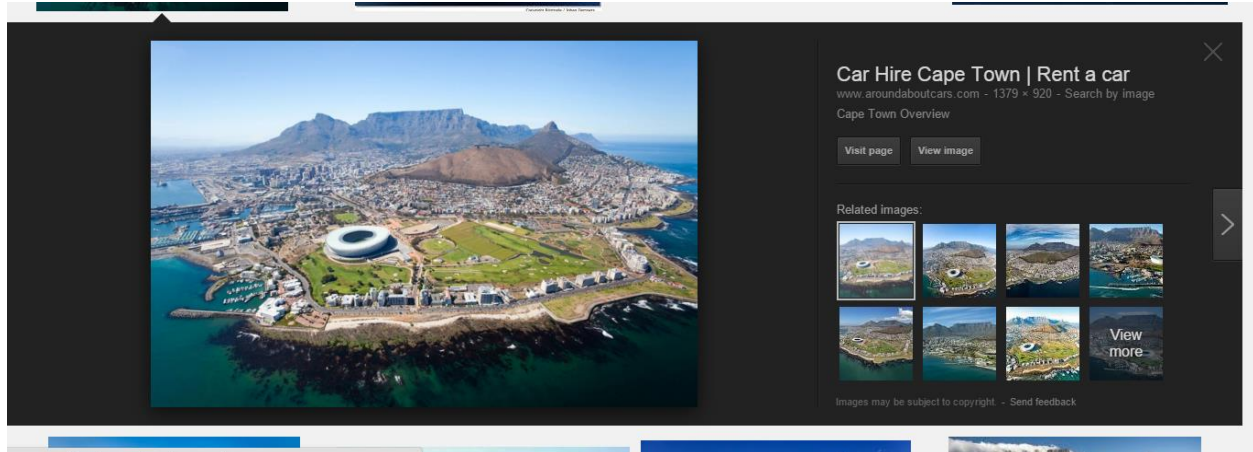
Suggestions



The first row of images with captions are “suggestions.” Click on these to add the captioned words to your search to make them more specific.

Closer look

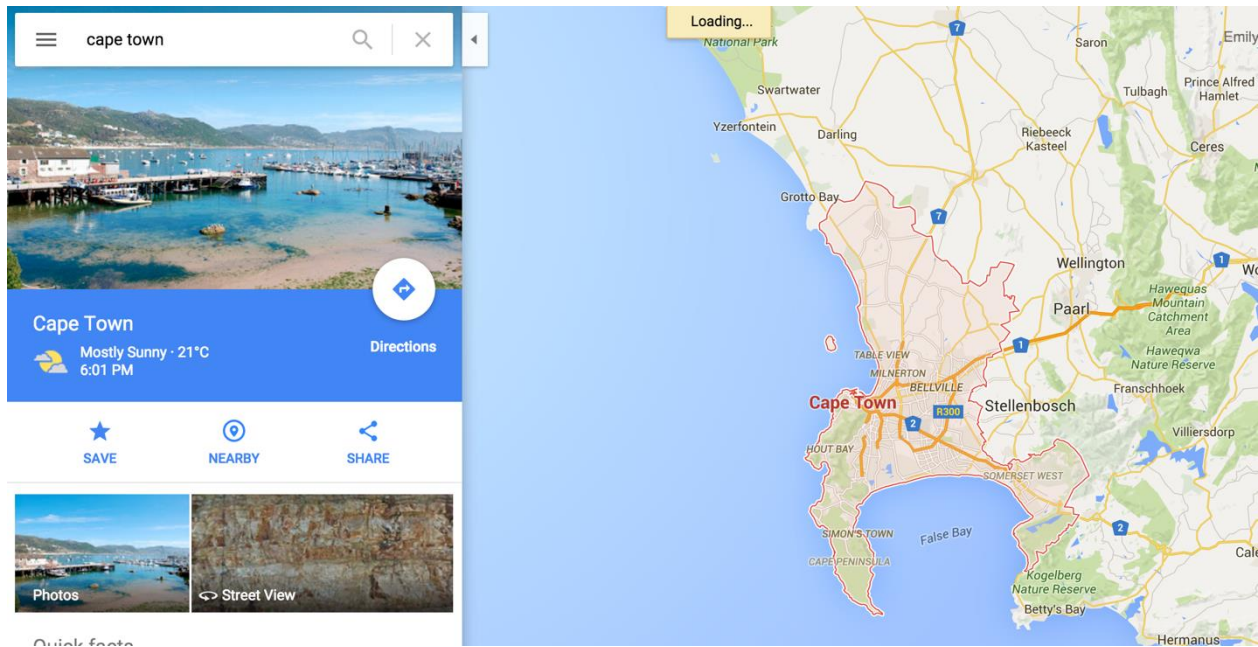
Left click on the image. This will bring you to a screen that looks like this:



- The smaller images on the right gives are related images that you click on “View More” to open a search for similar images to the one you are looking at.
- You can also click on “Visit page” to go to the website that the image came from.
- Click “View image” to see a bigger version of the picture.

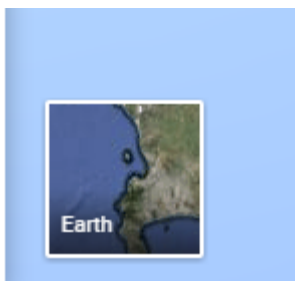
Maps

Lets you look up the location of the word or phrase you searched. Clicking the maps option will bring you to a screen like the one below.

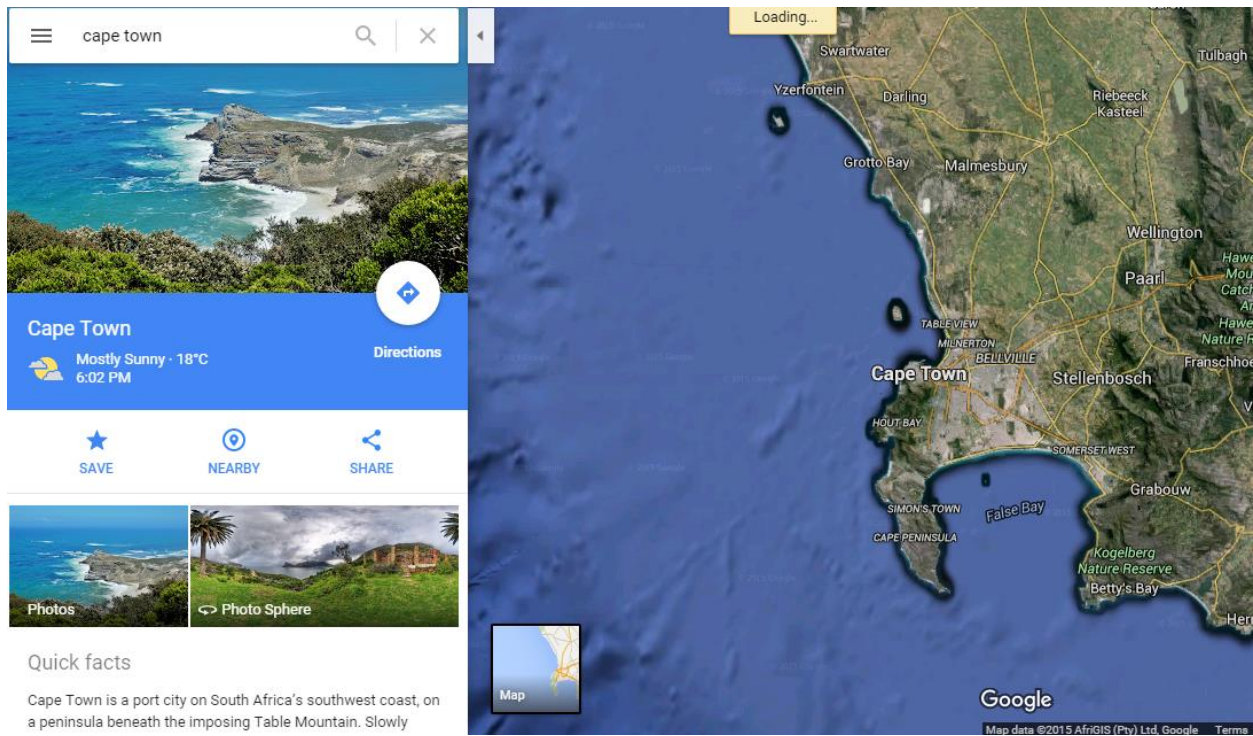


Switch View

To switch to a view that shows an actual picture of the area from above, click the button that says “Earth” on the bottom of screen, which looks like this:



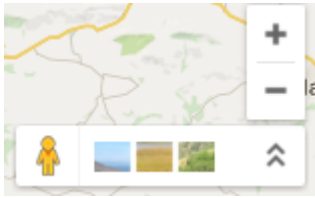
You will now see a view that looks like this:



To switch back to the map that just shows streets, click the same button as before, which now will say “map”

Zoom

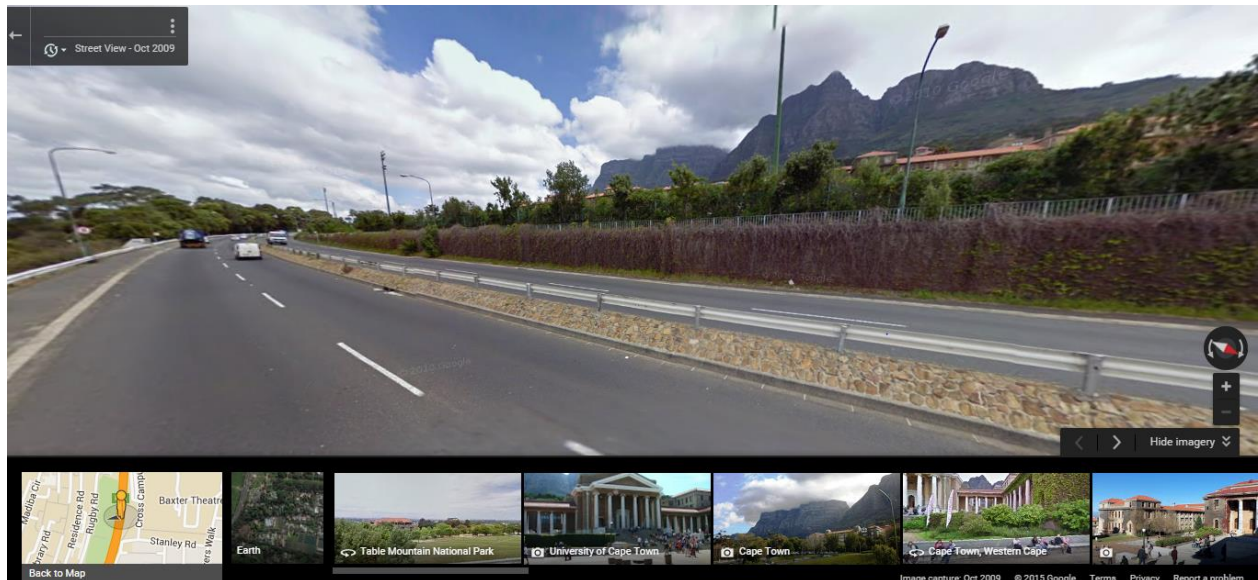
The bottom right of the screen will have buttons that look like this:



- The + button allow you to zoom in on the picture.
- The - button allow you to zoom out of the picture

Street View

You can also access a “street view” that shows you what the area you are looking at would look like if you were standing on a street. To do this, click and drag the yellow person to the location on the map you want to look at. This will bring you to a view that looks like this:



To return to the view from above, click the “back to map” box in the bottom left corner

Directions:

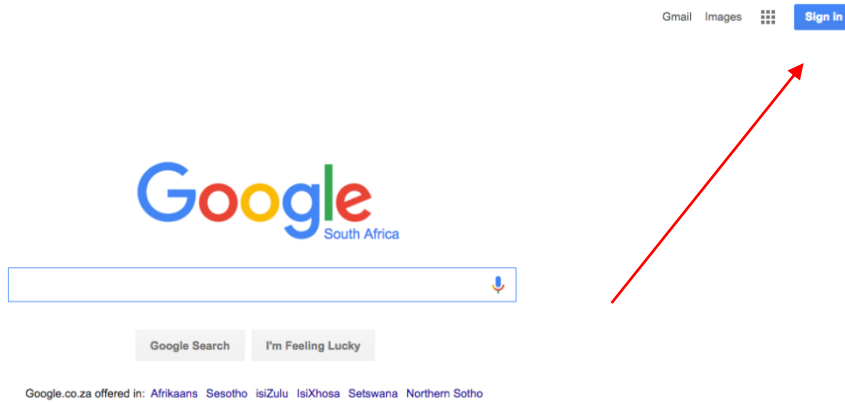
On the left hand side of the screen, you can select the “directions” button. This will bring up the screen below. The starting point box is where you plan to leave from, and the destination box is where you are going.

- Click in each box to type the location you want in each.
- The car button boxed in red below means that you plan to travel by car, this will bring up route suggestions (in the circle). These give you a distance and an estimate of how much time the journey will take, along with a summary of the major roads the route takes.
- The train symbol functions the same as the car symbol, except this gives you directions for riding the train the whole way. Where train routes are not available, it will give a walking path (represented by dotted lines).
- The symbol that looks like a person is the walking directions, this will simply give you the fastest route for walking to your destination.

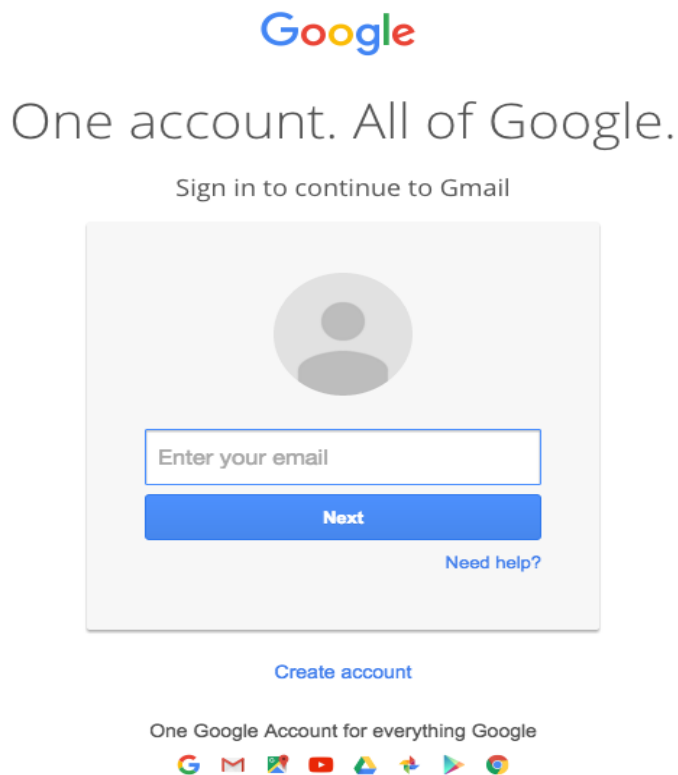
Gmail Manual

Setting up an Account

1. Go to www.Google.com
2. Click “Sign In” in the top right hand corner of the screen



3. Click the blue “Create account” underneath the grey box.



- Click on the boxes to fill in the corresponding information

Create your Google Account

One account is all you need
A single username and password gets you into everything Google.



Take it all with you
Switch between devices, and pick up wherever you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

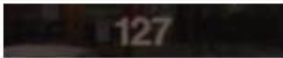
Birthday
Month Day Year

Gender
I am...

Mobile phone
 +27

Your current email address

Prove you're not a robot
☐ Skip this verification (phone verification may be required)


Type the text:

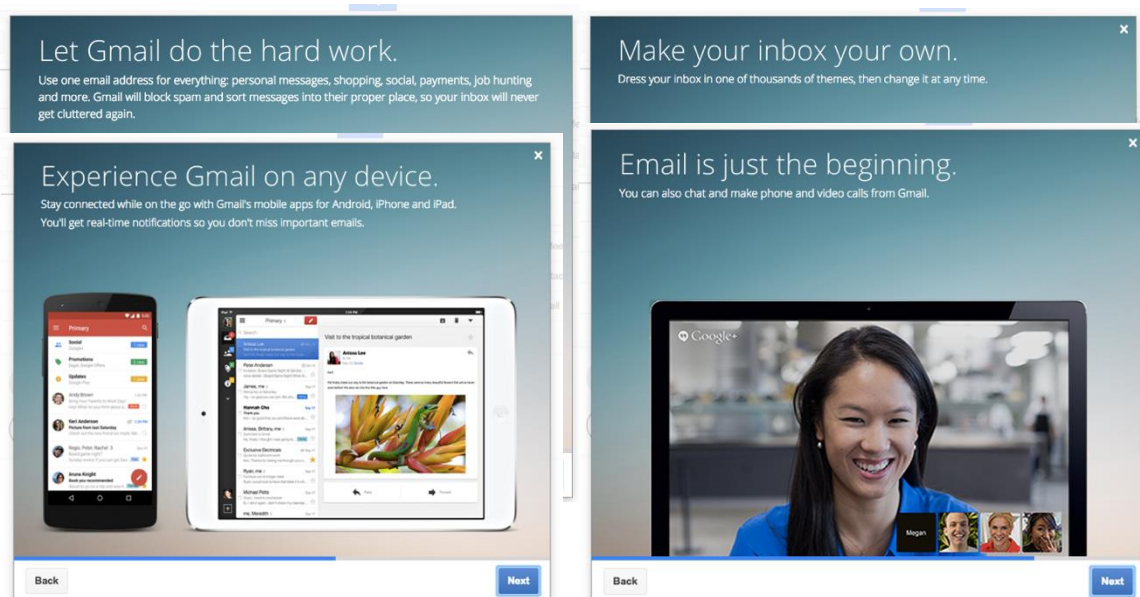
Location
 South Africa

☐ I agree to the [Google Terms of Service](#) and [Privacy Policy](#)

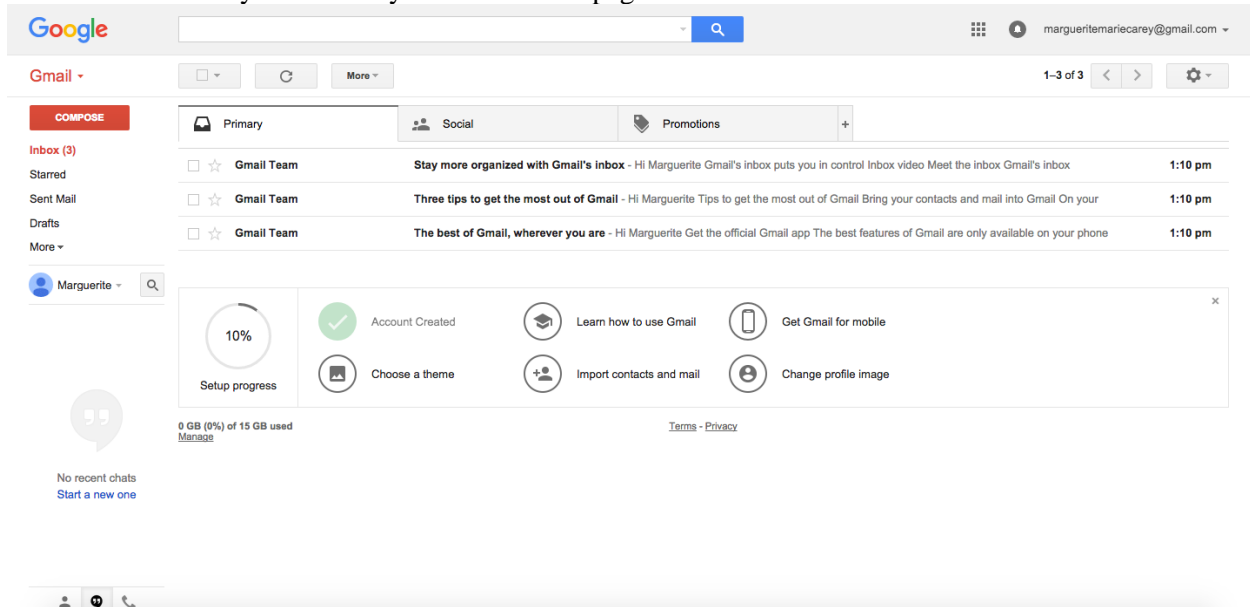
[Next step](#)

[Learn more](#) about why we ask for this information.

- Name
 - First: first name (Ex. John)
 - Last: Surname or Last name (Ex. Smith)
 - Choose your username
 - This will be the address everyone sends emails to. Usually people pick something with their name, initials, and numbers in it. Remember capital letters **don't** matter here! (Ex. yourname@gmail.com)
 - Create a password
 - Pick something you can easily remember, but other people can't guess. Keep it somewhere safe. These can include letters, numbers, and symbols, but NOT spaces. Remember Capital letters **do** matter here! (Ex. WeLoveSA25)
 - Confirm your password
 - Copy EXACTLY what you put in above! (Ex. WeLoveSA25)
 - Birthday
 - Month: Select your birth month from the drop down menu
 - Day: type the date of your birth in the box
 - Year: type the year of your birth in the box
 - Gender
 - Select your gender by Clicking the "I am..." box and pick "Male" or "Female"
 - Mobile Phone
 - Type your mobile phone number in the box. This will be important later on for you to receive a confirmation code
 - Prove you're not a robot
 - In the box under "Type the Text" type the exact numbers that appear in the picture above
 - Location
 - It will default to South Africa, only change this if you are not living in South Africa
 - I agree to Google terms...
 - Click the small white box so that there is a check mark
 - Click the blue "Next Steps" box
5. When these boxes appear on the screen, read through and click "Next" until all four are finished



6. From there you will see your Email homepage

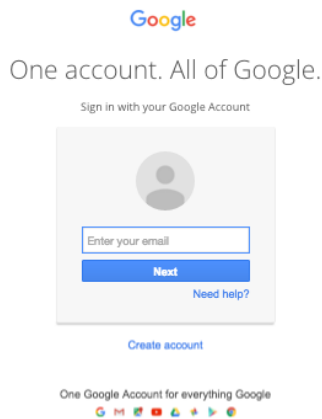


Signing Out

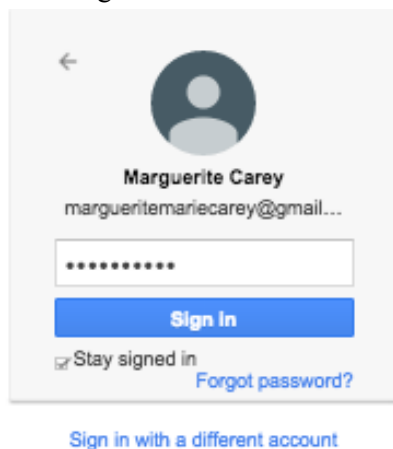
Clicking the email address in the top right corner brings down a drop down menu. Select the blue “Sign out” box. This is very important if you are on a shared computer because it will prevent people from seeing your personal messages.

Logging on

1. Go to Google.com
2. Select “sign in” from the top right corner
3. Click in the box that says “Enter your email”. Enter your email here. Then click the “Next” box.

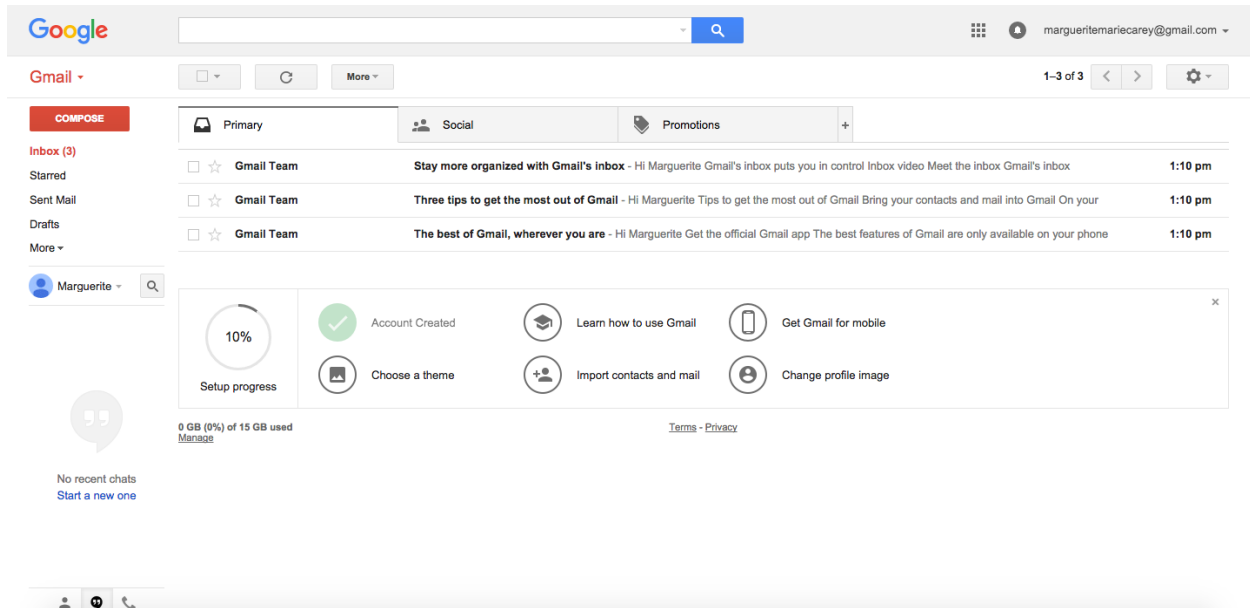


4. The next page will look very similar but you will type your password in the Enter your password box.
5. If you are using a public computer: Click the small box next to “Stay signed in” so the check mark goes away
6. Click “Sign In”



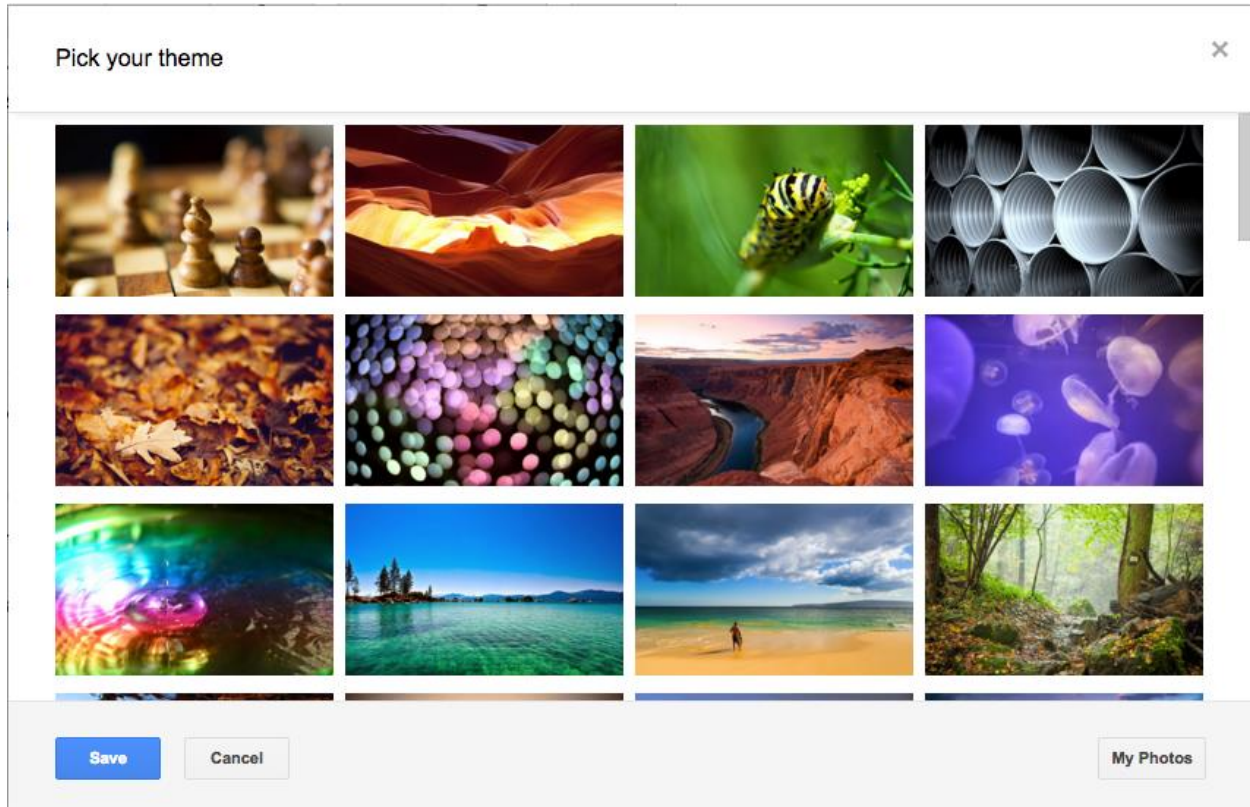
Setting up your Profile

To complete process go through the remaining 5 icons

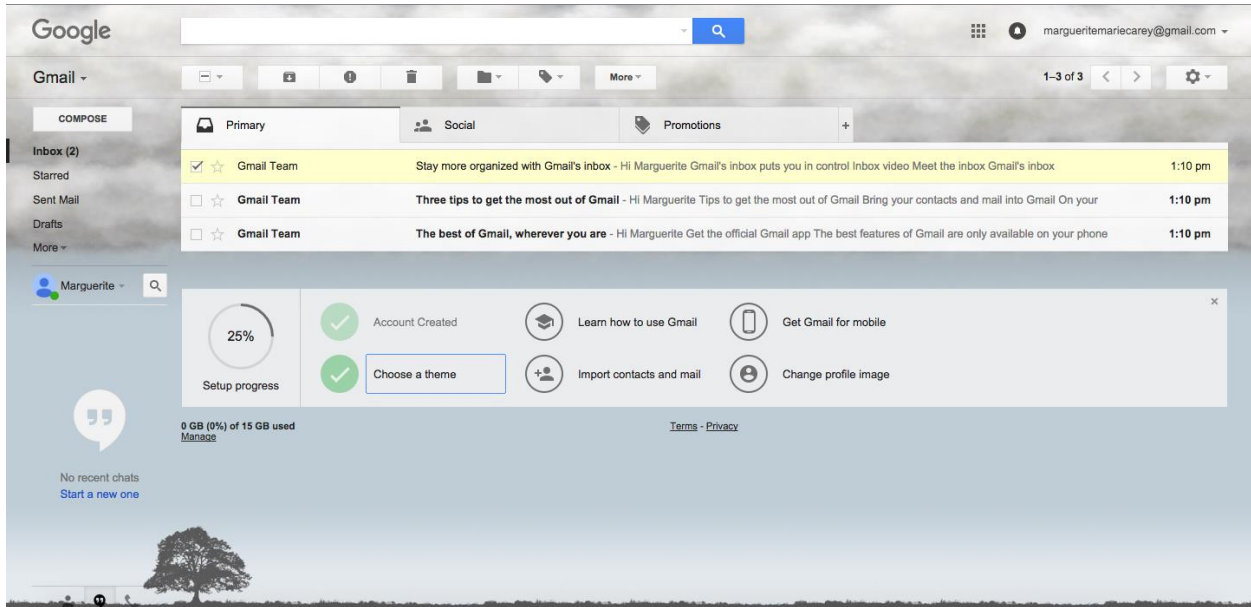


Choose a Theme

Click on the “Choose a theme” Icon. It will bring you to this page




1. Scroll through and select the picture you would like to be the theme of your Gmail
2. After you have selected the one you would like click the blue box that says “Save”



Learn How to Use Gmail


Click “Learn how to use Gmail”. It will bring you to a box like this. You can click through each level and go through tips to read and learn more about how to use Gmail.

Gmail Help


 Search Help

Gmail tips & tricks


Start with the tips that are right for you, and work your way up to becoming a Gmail master.

**Level 1 – Just started using Gmail**


Organize your inbox, find messages, and more.

**Level 2 – Get more out of Gmail**

Star emails, send photos, and more.

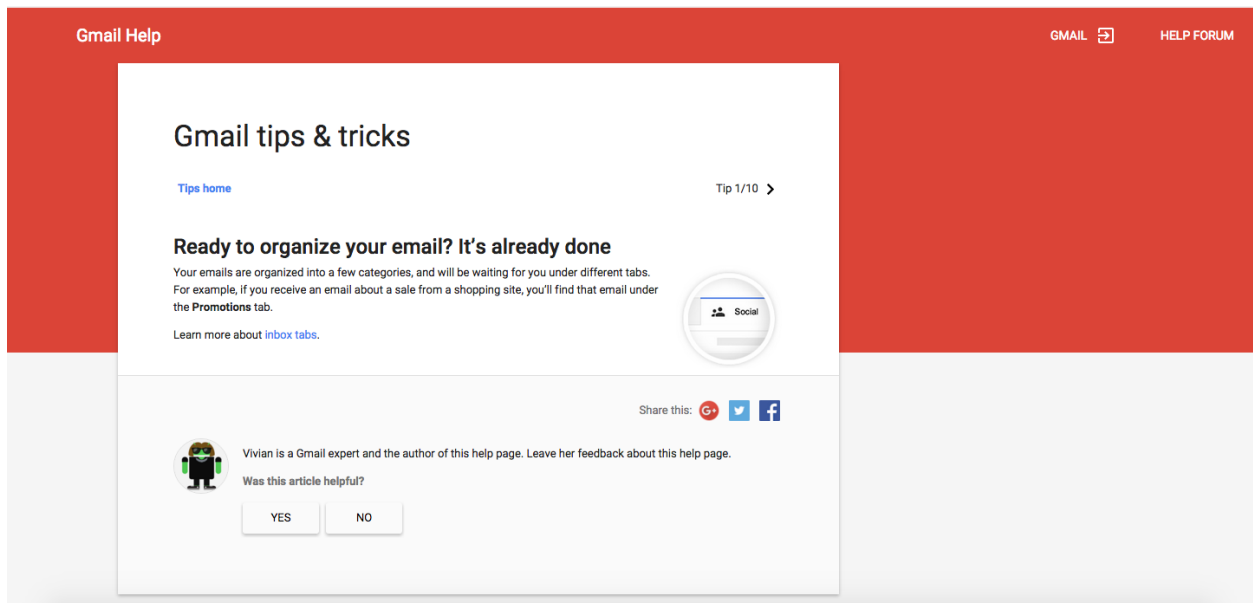
**Level 3 – Advanced tips**

Set up auto-replies, change your inbox style, and more.

**Level 4 – Become a Gmail master**

Use keyboard shortcuts, share files, and more.

Level 1 looks like this. In the top right corner of the white box it says “Tip 1/10” click the arrow next to it to go through the tips

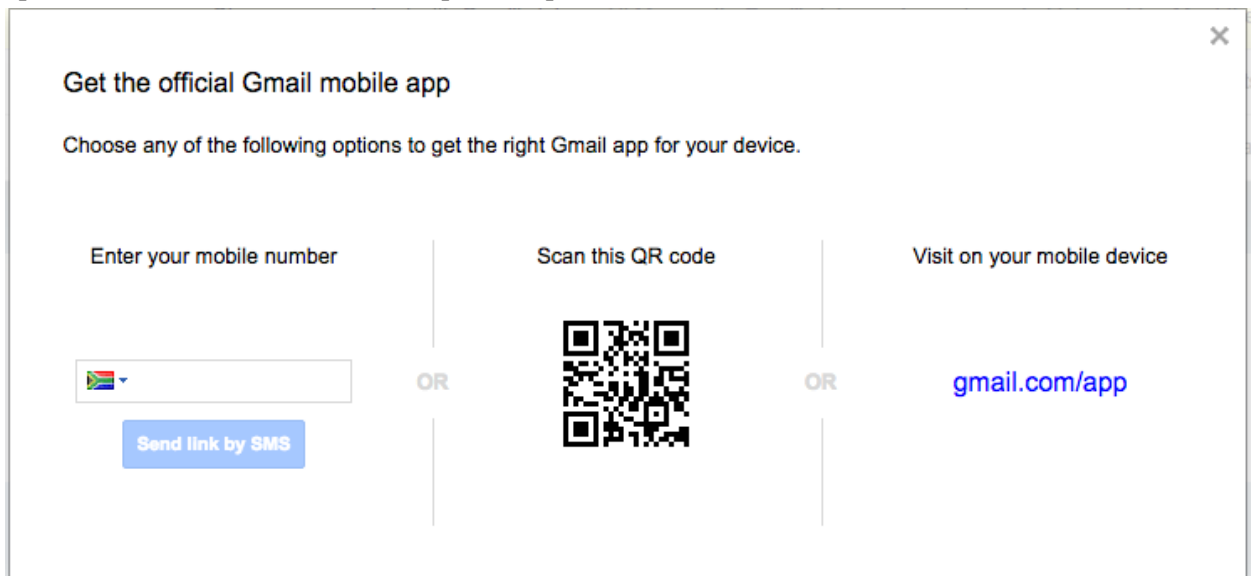


Go back to your Google homepage

Skip “Import contacts and mail”. This is only used if you already have another email account

Get Gmail for Mobile

If you have a phone that can access the Internet or have apps, click “Get Gmail for mobile.” If your phone cannot access the Internet skip this step.



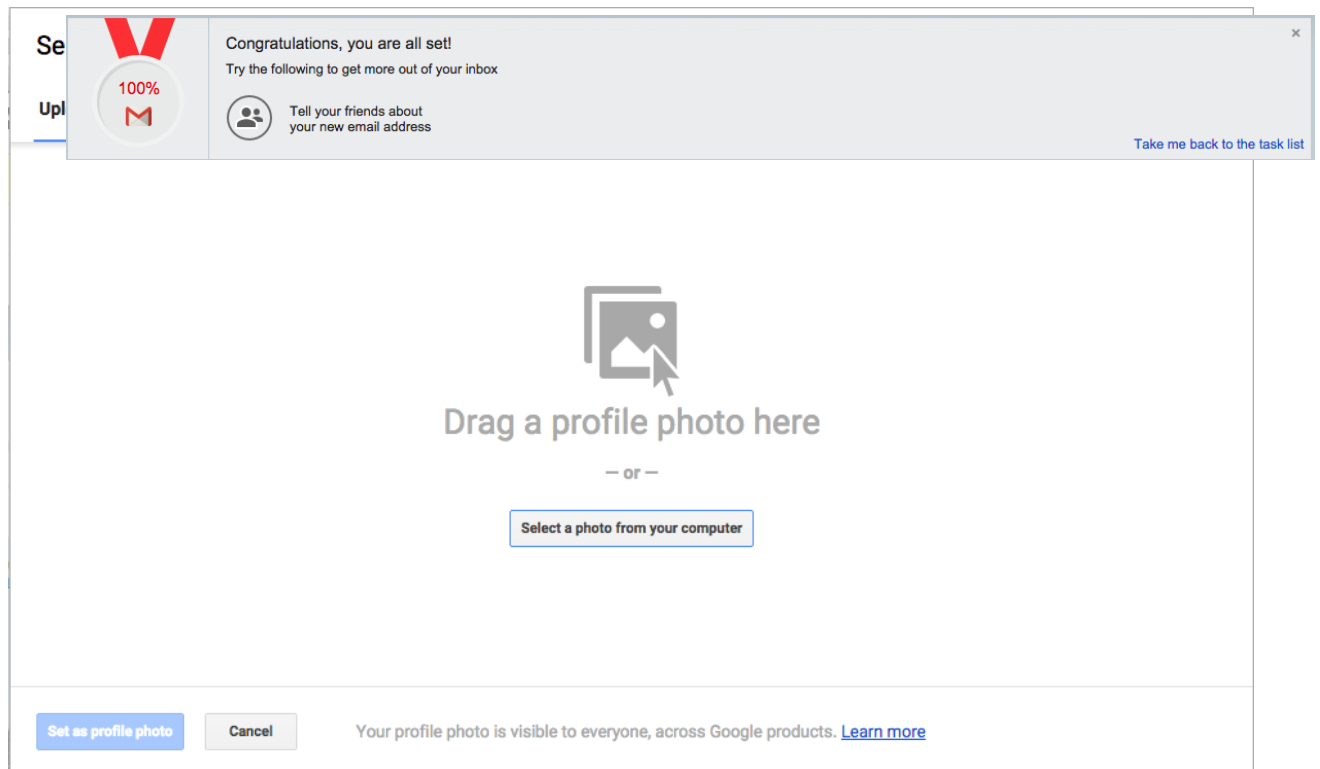
1. In the white box next to the South African flag enter your mobile phone number and then click the blue “Send link by SMS” box. You will then get a text with an Internet link. This will bring you to the place to set up your phone with Gmail.

1. Click the gray “x” in the right corner to go back to your homepage

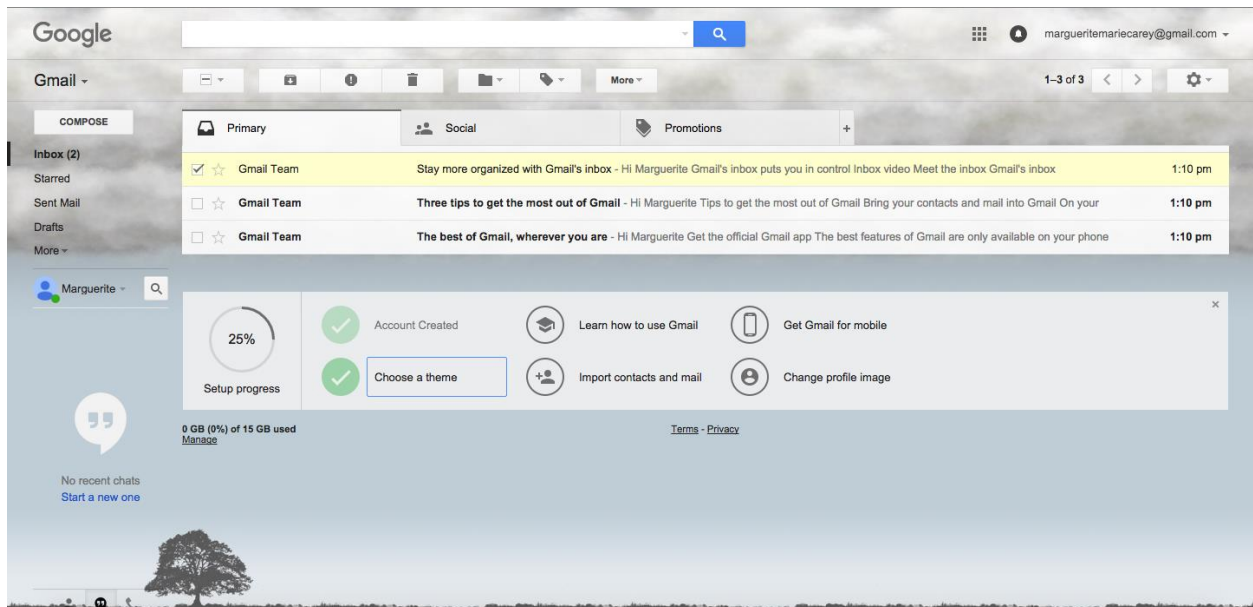
Adding a Profile Photo

If you would like, at this point you can set up a profile picture. This will be a public image people who email you can see. This is not mandatory!

1. Next you will go to a page where you can either upload a photo from your computer, if you already have one saved.
2. Simply click “Select a photo from your computer” which will bring you to your windows finder. Information on how to go through this is in the Basic Computing Tips section of the manual. Pick the picture you would like and click the blue “Set as profile photo” box.
3. After completion this will appear on your screen
4. Click on the small gray “x” in the upper corner to get back to your inbox



Understanding your Inbox



Email Folders

The email folders are found on the left panel.

- Compose
 - Click this to write your emails
- Inbox
 - Where are your emails get sent. The number in the parenthesis is the number of unread emails you have
- Starred
 - Each email has the option to be starred. This is usually done with important emails so it is easier to find them later on
- Sent Mail
 - This folder contains all the emails you have sent. It is helpful to check this folder to make sure your emails actually or see that you sent them to the right person/people
- Draft
 - As you type emails they will be saved here until you send them. If you exit out of an email that you are composing, you can usually find it in the draft folder to work on and send later

Gmail ▾

COMPOSE

Inbox (2)

Starred

Sent Mail

Drafts

More ▾



Marguerite ▾



•More

- click here to get more folder options. After you click here the list will look more like the one underneath.
- Less
 - Will get rid of the folders underneath
- Important
 - You can choose to filter important emails here
- Chats
 - Google has a chat option that will cause things to be saved here. Not related to email.
- All mail
 - Every email you have will automatically be included in here
- Spam
 - If Google does not trust an address sending something to you it will go here. You can also report emails as spam
- Trash
 - Put mail here when you no longer need it
- Create new label
 - Allows you to add folders like the ones above

Gmail ▾

COMPOSE

Inbox (2)

Starred

Sent Mail

Drafts

Less ▴

Important

Chats

All Mail

Spam

Trash

▸ Categories

[Manage labels](#)

[Create new label](#)

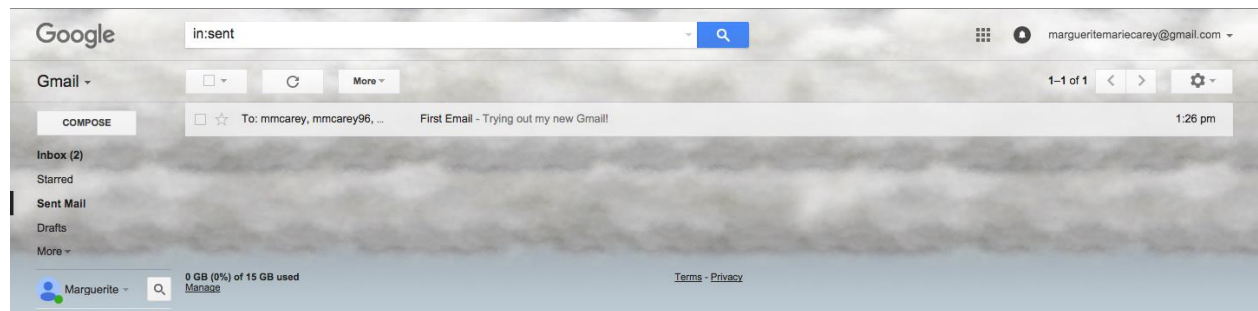




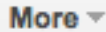
Marguerite ▾



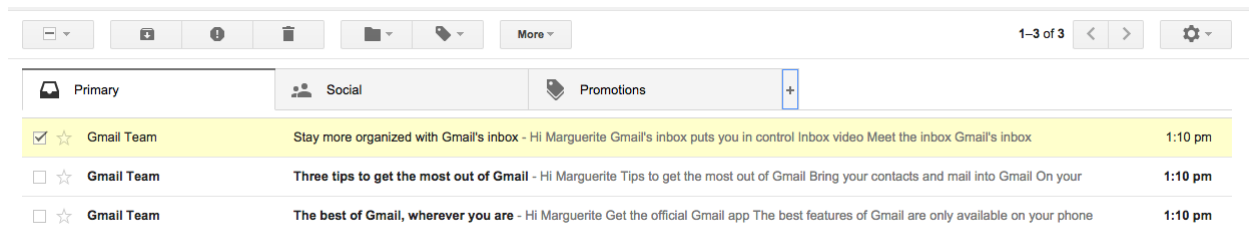
Top Panel

If there is no email selected

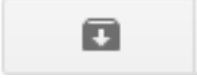




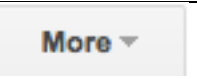


		Selects all emails in box
		Refreshes the inbox. By pressing this will show you any new emails you have gotten since opening your inbox
		More options

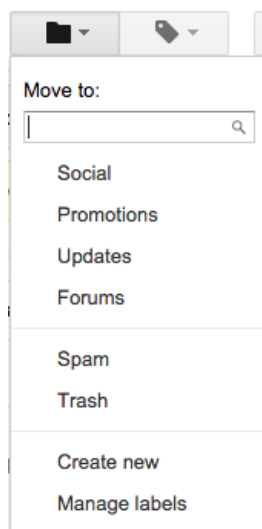
If there is an email selected



If there is an email selected. This is distinguished by the yellow highlight. Multiple emails can be selected at one time.

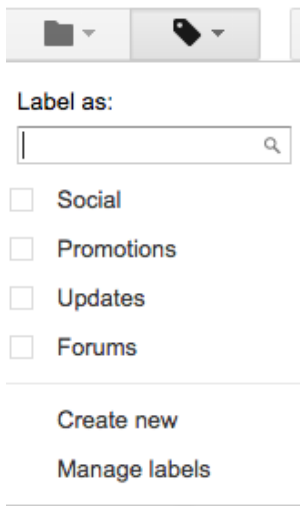
	Archives emails
	Reports email from unwanted address[es] as spam
	Sends email to trash folder. Will be automatically deleted forever after 30 days if not sent back to inbox
	Allows you to pick a folder and put the email there
	Leaves email in inbox but associates it with a label
	Gives you more options

File Folder Icon



- Social, Promotions, Updates, Forums
- Moves email to tabs on the top of inbox
- Spam, Trash
- Moves to spam or trash folder
- Create new
- Make a new folder to put the email in
- Manage labels:

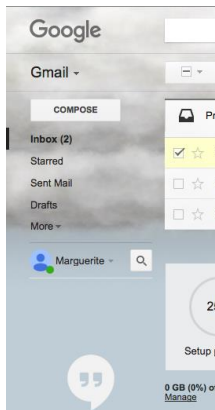
Label Icon



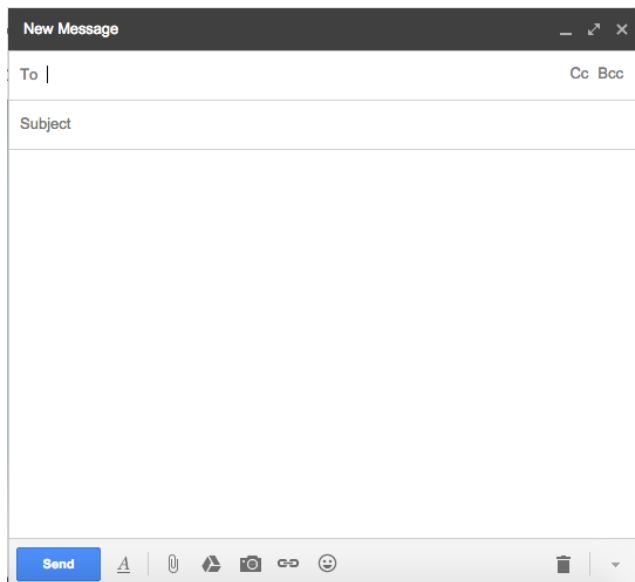
- Select the box next to “Social”, “Promotions”, “Updates”, or “Forums” to associate the email with a label
- Create new
 - Create a new label for the selected email
- Manage labels:

Sending an Email

From your homepage click “Compose.”

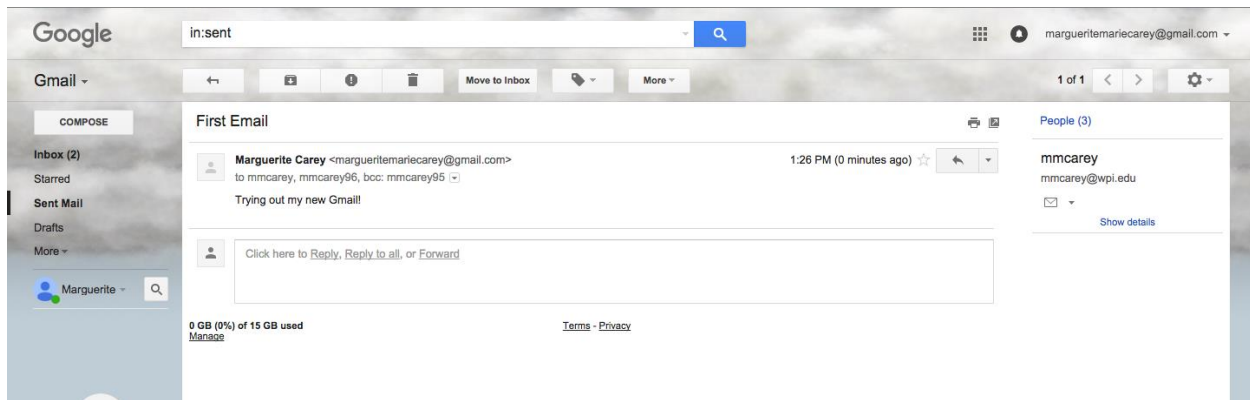


A box will pop up in the lower right corner. This is where you will write the email

A screenshot of a 'New Message' email composition window. The window has a dark title bar with the text 'New Message' and standard window controls (minimize, maximize, close). Below the title bar, there are three input fields: 'To |' with 'Cc Bcc' links to its right, a 'Subject' field, and a large empty text area for the main body. At the bottom, there is a toolbar with a blue 'Send' button, followed by icons for text formatting (bold, italic, underline), inserting attachments (paperclip), images (camera), links (chain), and emojis (smiley face). To the right of the toolbar is a trash can icon and a dropdown arrow.

- To
 - This is where you will write the email address[es]. There can be as many as you'd like but they need to be in the *username@website.com* format (Ex. johnsmith@yahoo.com)
- Cc
 - Clicking this will give you a new line to type in email addresses. This is the same idea as above except addresses put here are for people the email is not directed at. It is good to add someone here if the information is important to them, but not directed at them.
- Bcc
 - The same idea as cc except the email address in the "To" and "Cc" lines will not see the address of the person in the Bcc line
- Subject
 - The main idea of your email. This isn't necessary, but it helps the person you're sending the email to.
- Main Body
 - This is the box under subject where what you want to say goes.
- Paperclip
 - Allows you to add attachments such as documents, pictures, and music
- Send
 - Click the blue send box when the email is ready to go. Remember this CANNOT be undone
- Trashcan
 - Only click this is you'd like to get rid of the email and not send it!

Responding to Emails



After you open an email and read it there are a few options of what to do with it. The bar of options on the top perform the same tasks as stated previously



Box under the email

Simply clicking in it allows you to type a response email to the sender

Clicking “Reply to all” will allow you to type an email to all those who the original email was sent to.

Clicking forward will allow you to send the email to someone else and not the others included.

Backwards arrow

Clicking the backwards arrow will bring you to more options

Reply, Reply to all, and Forward work the same as stated above

Filter message like this: set up ways to organize your emails automatically

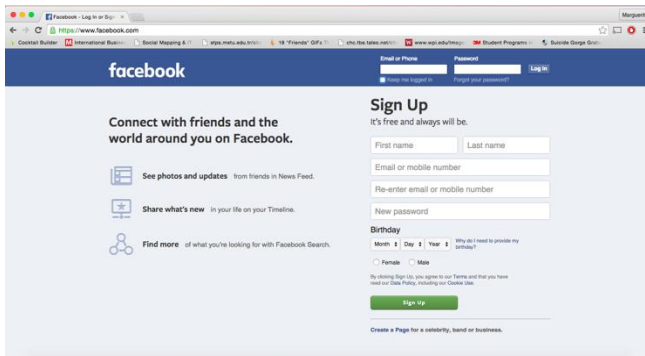
The rest are all self explanatory

- ↩ Reply
- ↩↩ Reply to all
- ➡ Forward
- Filter messages like this
- Print
- Delete this message
- Report spam
- Show original
- Message text garbled?
- Translate message
- Mark as unread

Facebook Manual

Setting Up an Account

- Requirements
 - An Email Account
 - Internet Access
- 1. Go to: www.Facebook.com



2. Fill in information blanks under Sign Up Section

Sign Up

It's free and always will be.

First name	A	Last name	B
Email or mobile number		C	
Re-enter email or mobile number		D	
New password		E	

Birthday

Month ▾	Day ▾	Year ▾	Why do I need to provide my birthday?
<input type="radio"/> Female	<input type="radio"/> Male	F	

By clicking Sign Up, you agree to our [Terms](#) and that you have read our [Data Policy](#), including our [Cookie Use](#).

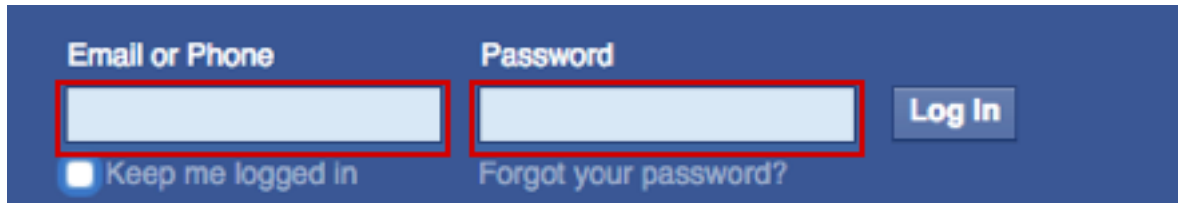
Sign Up G

- A. First name (Ex. Julia)
- B. Last name or Surname (Ex. Smith)

- C. Email or Mobile Number (Ex. example@gmail.com)
 - i. Choose to either put in an email address or a cellphone number. This is how Facebook will notify you.
- D. Re-enter email or mobile number (Ex. example@gmail.com)
 - i. Put in exactly as what was in the box above.
- E. New password (Ex. Your phone number)
 - i. This will be part of you “logging in” process. It should be something others cannot guess, but you can still remember. Write it down and store it somewhere safe so you don’t forget.
- F. Birthday (June 17 1999)
 - i. Click on each box and pick the appropriate Month, Day, and Year of your birth
 - ii. Click the white circle next to “Female” OR “Male” to pick your gender
- G. Click the green “Sign Up” button when all your information is correct.

Logging On

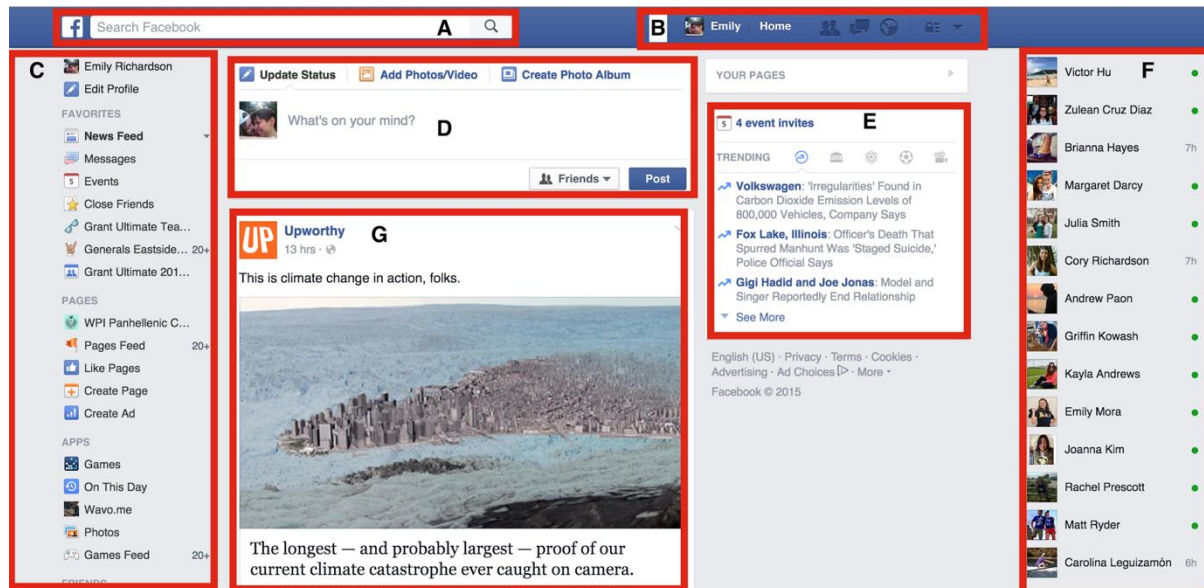
1. Go to: www.Facebook.com
2. <http://www.facebook.com/> Click in the rectangle underneath Email or Phone



The image shows the Facebook login interface. It has a dark blue background. At the top, there are two labels: "Email or Phone" and "Password". Below each label is a white rectangular input box. The "Email or Phone" box is outlined with a red border. To the right of the "Password" box is a "Log In" button. Below the "Email or Phone" box is a checkbox labeled "Keep me logged in". Below the "Password" box is a link that says "Forgot your password?".

- o Type in the email address or phone number you initially setup the account with (Ex. example@gmail.com)
3. Click in the white rectangle underneath Password
 - o Type in the password you set up the account with (Ex. your phone number)
4. Click Log In

Your Home Page



Note: Anything that says “Your Personal” is unique to your page and will not look the same on another person’s Facebook Page!!

A: The Search Bar



- This is the bar in which you type in people’s names to find their profile on Facebook. This will be covered more in depth in the **Finding Friends** section of this manual.

B: The Notifications Bar

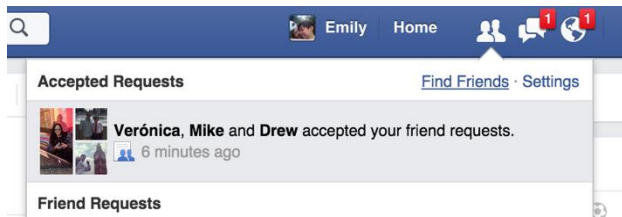


- This is where you will get notifications about activity on Facebook concerning things that you posted. Above is an image of a notifications bar with no notifications, meaning that there is nothing new concerning things you have posted on Facebook.
 - Here is an image of a bar with notifications. Each notification icon means something different.



- When you click on them they will have a drop down menu that will give you information about the notification. Shown below.

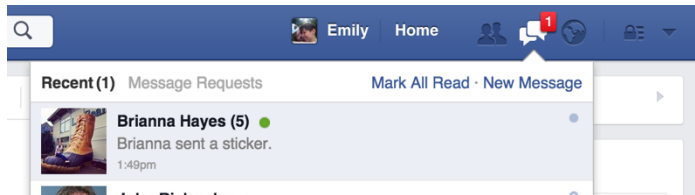
New Friend Activity



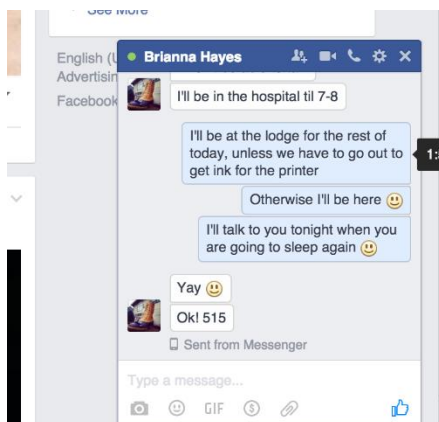
The drop down menu tells you what has recently happened with accepting or receiving friend requests (covered more in **Find Friends** section).

Note: When you click on the icon the **1** goes away, this is because you have reviewed the notification.

New Message



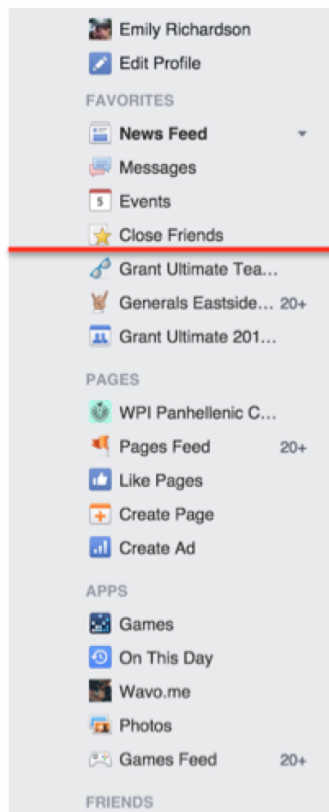
This menu tells you about new messages you have received from people. If you click on the notification it will pop up a messaging window on the bottom of your screen that you can chat with the person from the notification through.



New Activity on your Posts or Photos



C: Your Personal Navigation Bar



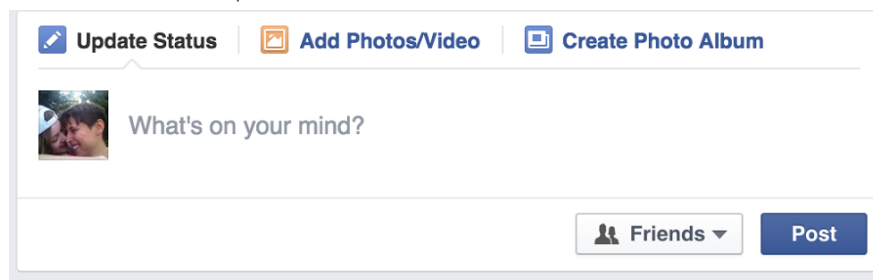
This bar is personalized to your profile. It had links to important pages.

- News Feed = Home Page
 - What you are learning about now
- Messages = Message inbox
 - A page with a list of all the messages you have sent or received
- Events = Events inbox
 - Where all your event invites and information is
- Close Friends = Feed of Post Only from this list
 - You can choose the people who make up this group and it will be explained more in the **Facebook Friends** section.

D: Your

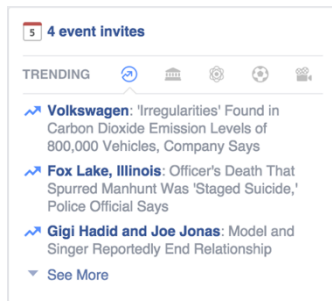
Everything below the red line are personalized, so in this case they are pages that Emily Richardson think are important, and will not necessarily turn up on someone else's Navigation bar.

Personal Status Updater

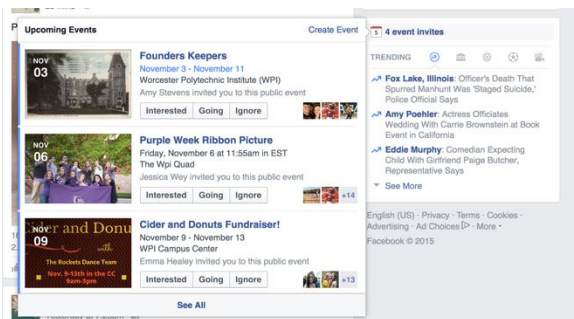


This is where you type a status update. This will be covered in depth in the **Creating a Status** section.

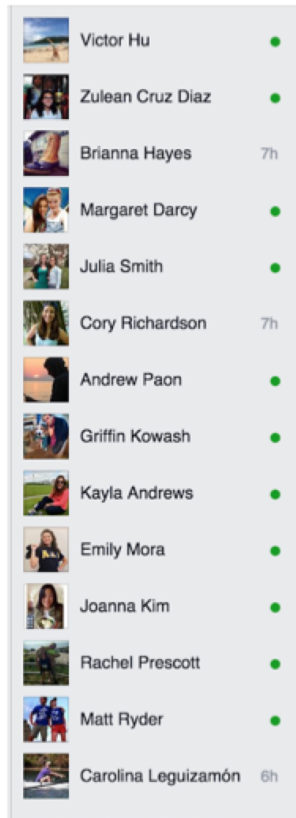
E: Your Personal Event Notifications and What is Popular on Facebook



This box tells you about Events you have or have been invited to. If you click on the blue text next to the calendar icon it will open up a drop down menu that gives you more information about the events, shown below

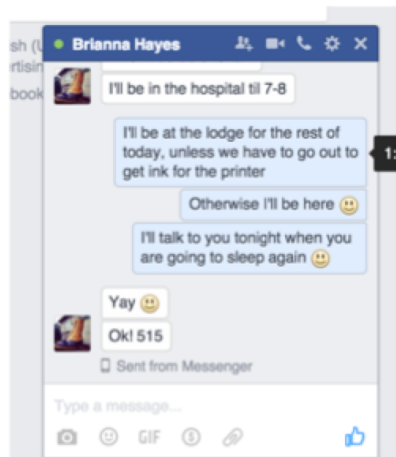


F: Your Personal Chat Bar

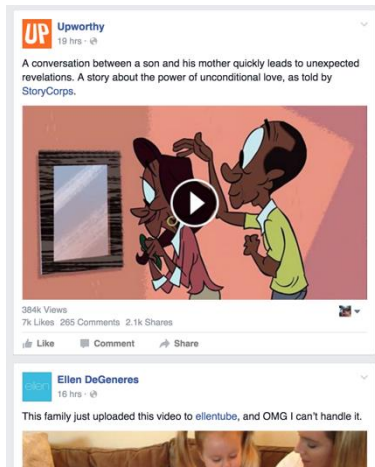


This bar tells you who is online at the moment as well as gives you an easy way to open up a chat window with each person.

All you have to do is click on the person's name on this list and it will open up a chat window, just like the one from the message notifications bar, so you can have a conversation with that person.



G: Your Personal News Feed



Your News Feed is a rotating list of posts, photos, and news that is customized to you and your interests. This is where you would find recent posts from your Facebook friends and companies or pages that you have liked.

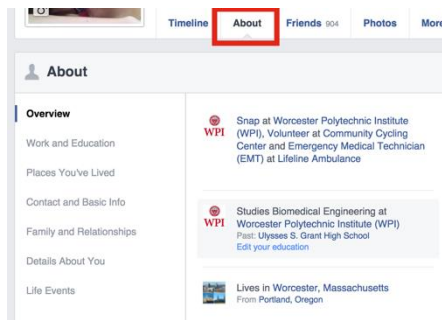
Your Profile



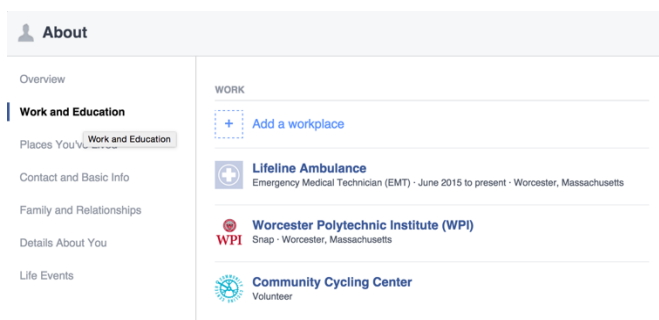
Timeline

Shown above, this is your personal page. It is a list of your past posts and statuses as well as a place where you can view all photos you have both posted and been tagged in. On this page is also information about yourself.

About



This is the view of your Profile, which is why there are the editable blue type (**Add a workplace**) This is where you find basic info about someone and fill in info about yourself



Friends

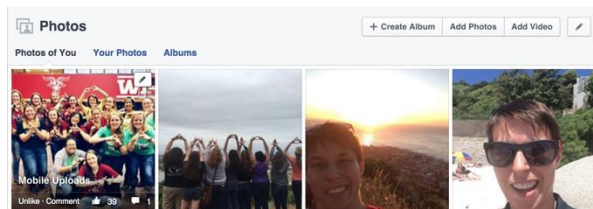
This shows a list of your friends, and all the tabs are categories of friends



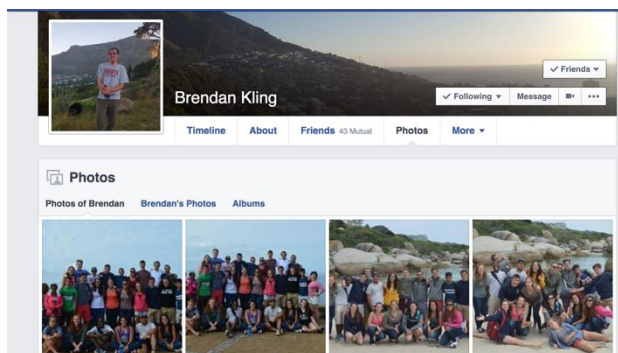
Friends will be covered more in the **Finding Friends** section.

Photos

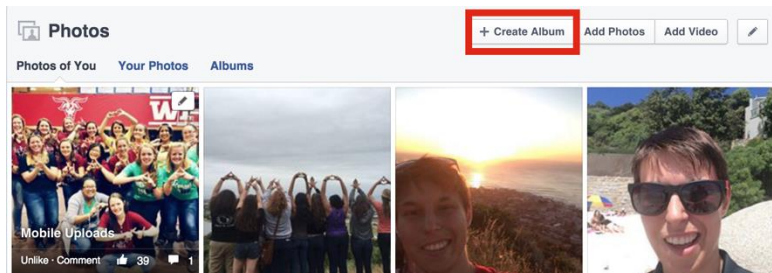
This is the list of photos of you, photos you have posted and a list of albums you have created.



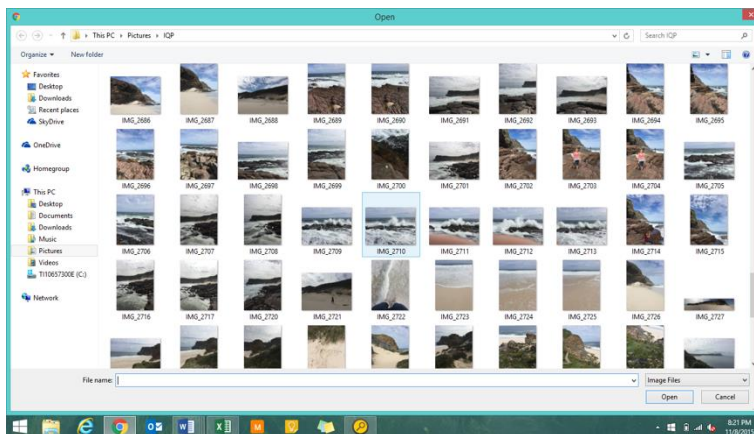
You can also view photos on someone else's profile and it will look like this



To add photos in an album, click on your profile on the **Create Album** button



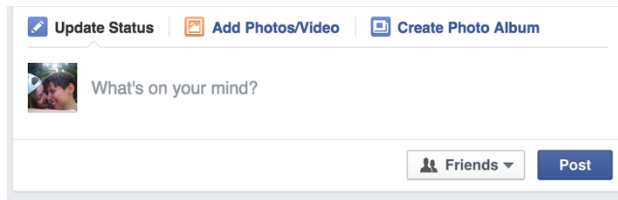
Clicking on this button will bring you to a drop down menu that will allow you to upload pictures from your computer



Click on one of the pictures, then click on “open”

Note: All of your profile information all things in blue writing tend to be editable and clicking on them is the way to edit them. If you want to explore your profile, click on things! You cannot break anything and most everything can be undone except for sending messages!

Creating a Status



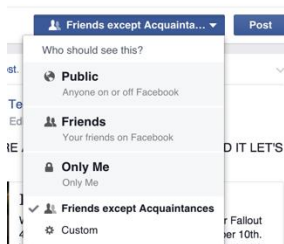
This window is where you type your status. Below is an example of a status



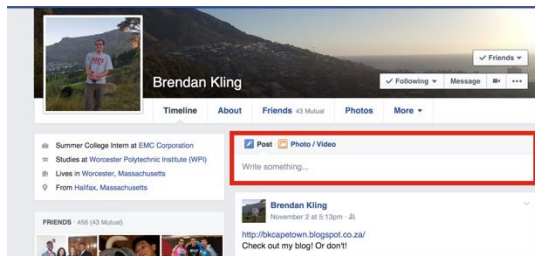
You can click on the **Add Photos/Video** button to include other forms of media in your post, below is an example of a status with a picture



Clicking on the button next to **Post** will tell you who can see the status you are posting, this is for security purposes.

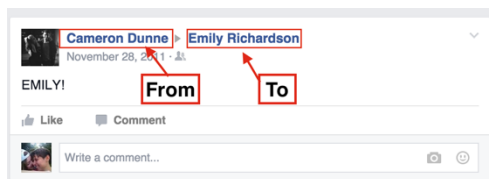


You can post on a friend's wall by going to their profile and typing in the status box on their wall



Note: This will post on their wall and it will be directly connected to their Profile so this should be something about the person or something you think they might like!

Here is an example of a post on someone's wall



- From = Person who wrote the post (status)
- To = Person who's wall the post (status) is on

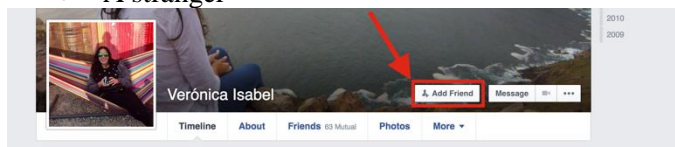
Facebook Friends

Facebook friends are the people that you are connected with on Facebook. Being someone's friend gives you special privileges. You can see their wall and you can see their recent posts. To tell if you are someone's friend look at their page and find the box that says "Friends" or "Add Friend". Friends means that you are already their friend, add friend means that you are not yet their friend.

- A friend

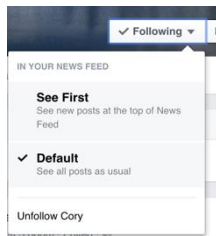


- A stranger



Once you are friends with someone you can decide what kind of friend you want to be.

If you want to be able to see their posts on your homepage in your newsfeed you need to look underneath the friends box and click the **Following** button, as you can see in the drop down menu there are two different types of following, which you can choose as you see fit.

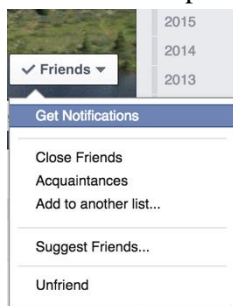


Unfollow

- If you would not like to see the posts by this person, click the **Unfollow** button and their posts will not appear in your Newsfeed.

Close Friend

- If you want to be able to view their posts alone without any other posts from other people or companies, you can make them a **Close Friend**. To do this click on the **Friends** button and see the drop down menu



Acquaintance

- An **Acquaintance** is someone with limited access to your page, an example of wanting someone to be an acquaintance instead of a friend would be a co-worker or your boss. Limiting what they can see allows only your friends to see personal life information, while they would only be able to see professional posts.

Finding Friends

There are many ways to find friends on Facebook, here are the man three ways.

Find Friends Button

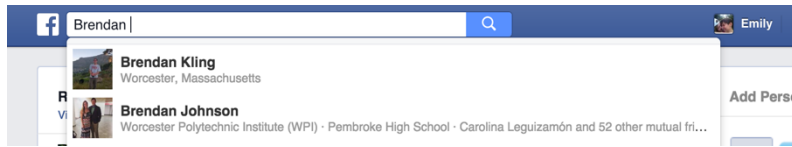
- Facebook has conveniently made a **Find Friends** button which on a new Facebook page is located in your Notifications bar.



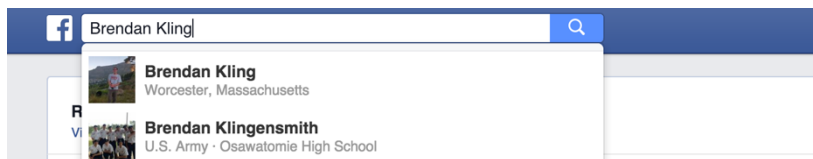
With the Search Bar



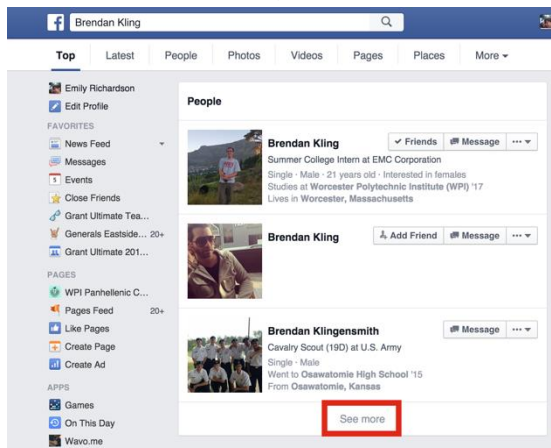
- The **Search Bar** allows you to search someone's name that you know. You type the name of the person into the bar, as you type Facebook will predict what you are trying to type.



- Once you finish the name Facebook will display possible matches to your search.



- If you don't see your friend on this list, then click the magnifying glass and it will take you to the page below where you can search through possible results. To see more results, click on the **See More** button.



Through Your Profile Page

- Click on your **Name** button, this will take you to your **Profile**



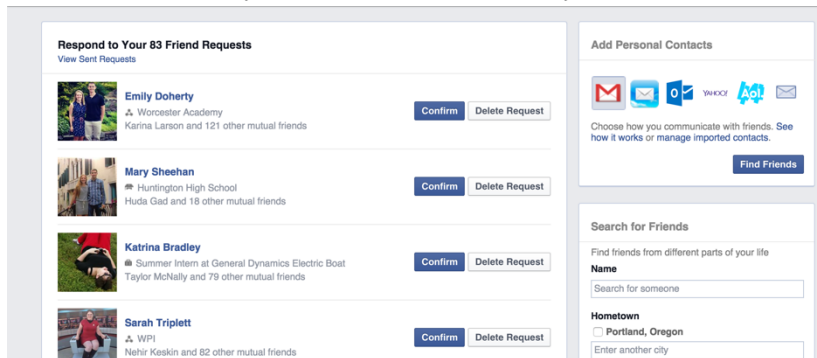
- Go onto your profile and click on the **Friends Button**



- Then click on the **Find Friends** button



- This will take you to the page below where you can review your **Friend Requests** (People who have added you as a friend) and where you can also look for new friends.



Advanced Friend Searching

Search for Friends

Find friends from different parts of your life

Name

Hometown

☐ Portland, Oregon

Current City

☐ Worcester, Massachusetts

High School

☐ Ulysses S. Grant High School

This bar is on your **Find Friends** Page and is one way to look up a person with specific details.

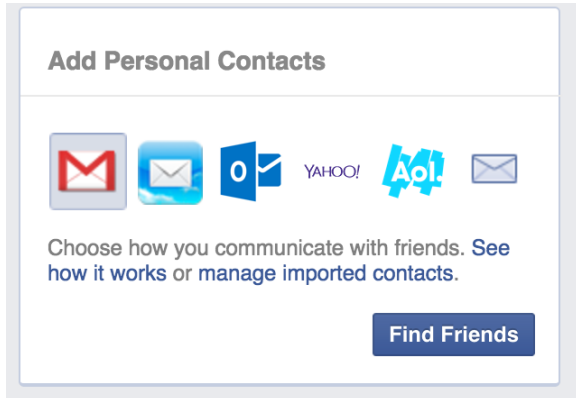
This is extremely helpful if this person has a common name such as "John Smith", this allows you to narrow down the search pool by eliminating people based on the criteria listed.

****Note****

All the information in this bar does NOT need to be filled out in order to search!

Through Other Contacts

This box allows you to use contacts from your email or other online communication sources to find friends



Microsoft Word Manual

Getting Started

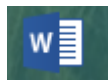
This manual will give you an understanding of the basic uses of Microsoft Word as well as the foundational knowledge to use this application effectively.

Why We Use Microsoft Word

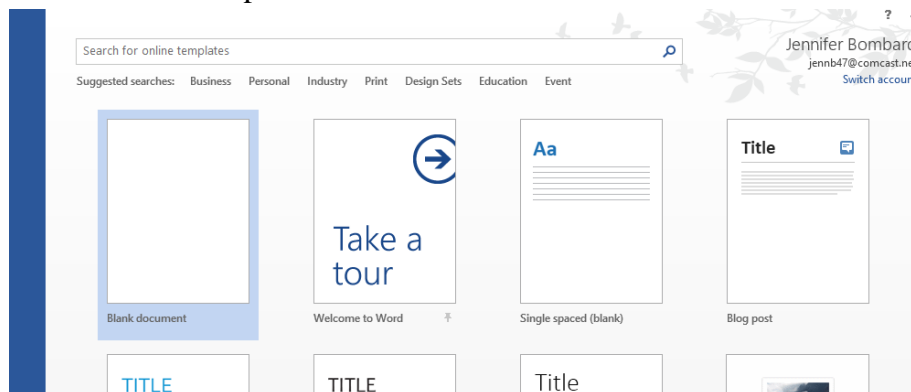
- To type up important documents such as
 - CV's
 - Resumes
 - Proposals
 - Essays
- To take notes for
 - Classes
 - Meetings
 - Presentations
- To create lists for
 - Groceries
 - Deadlines

How to open Microsoft Word

1. Find the Microsoft Word Icon



2. If the icon is in the bar at the bottom of the screen, left click on it once. If the icon is on the desktop, left click on it twice in a row very quickly. This is called a double click.
3. This will open a window that looks like this:



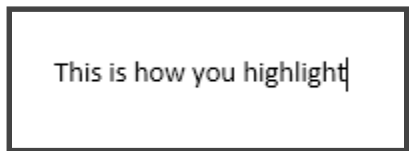
4. Left click once on the white box above the words “blank document

Changing the Appearance of Words

Highlighting

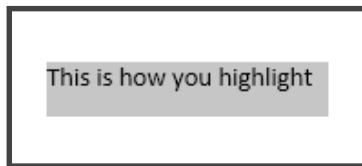
To change the appearance of words and letters in Microsoft word, you first need to **highlight** what you want to change.

To do this, start by moving your cursor to the left of what you want to highlight



Move cursor here

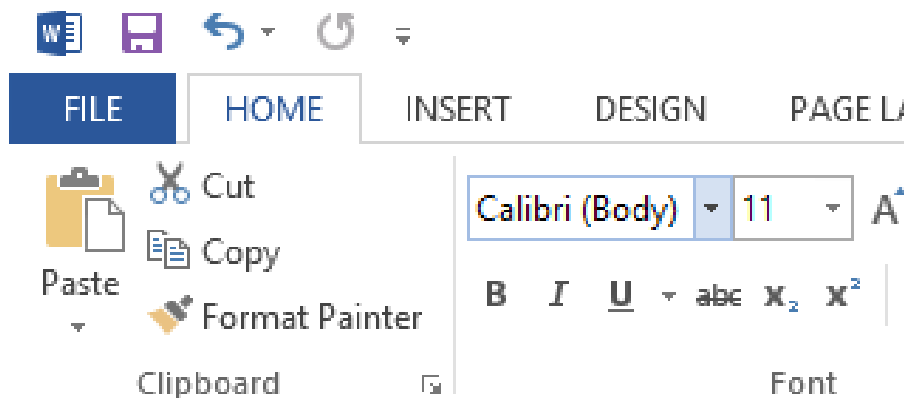
With your cursor here, hold down the left click and drag the cursor to the right until you reach the end. This will make the text look like this:



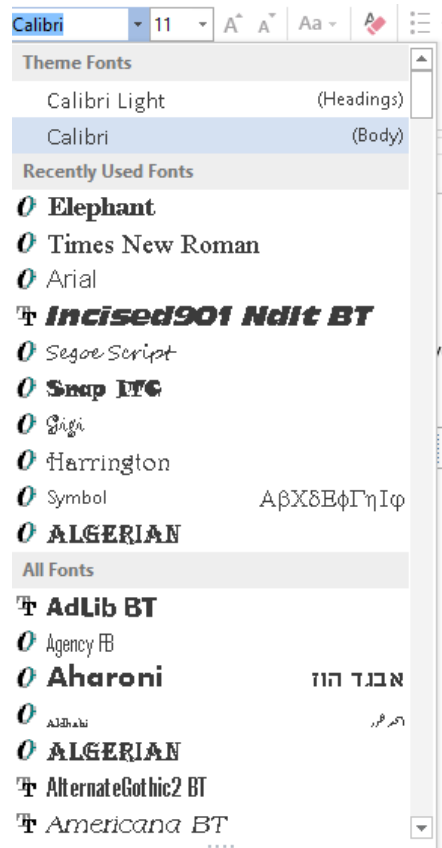
To get rid of the highlight, left click once anywhere else. This will make the text look how it did before.

Changing Fonts, Sizes, and Colors

A **font** is a different way for the words on the computer to appear. The different options appear in a list at the top of the screen. To see them, click on the arrow next to the current font.

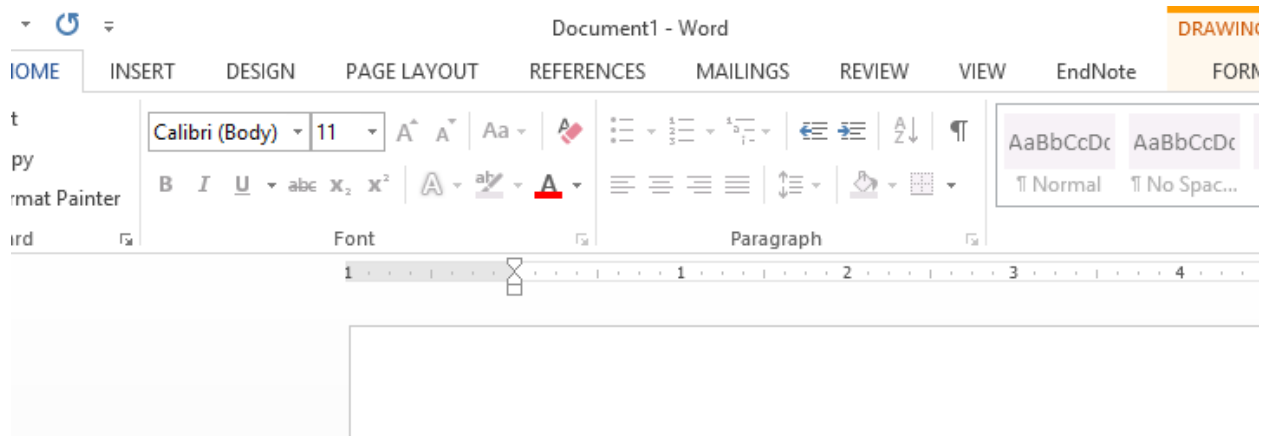


This displays a list of fonts that looks like this:



To change a font. Highlight the text you want to change, click on the down arrow next to the fonts, and click on the font you want to choose.

To change font size or color, do the same thing, but click on the arrow next to the number or letter with a



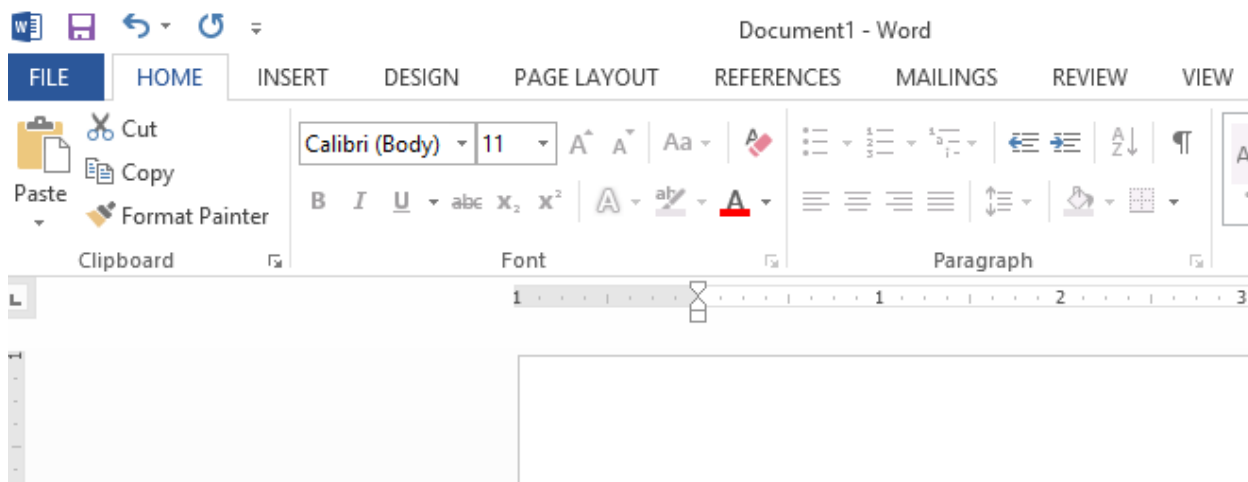
Bold, Italics, and Underline

You can also change the text to bold, italics, or underline. Seen Below.

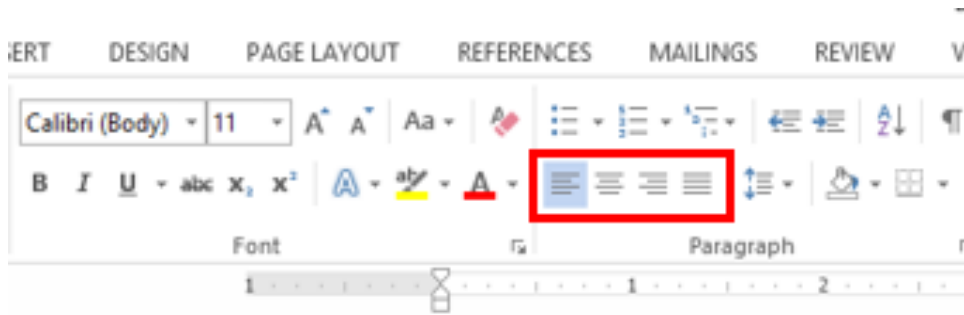
Bold looks like this. Represented by the “**B**” button

Italics looks like this. Represented by the “*I*” button

Underline looks like this. Represented by the “U” button



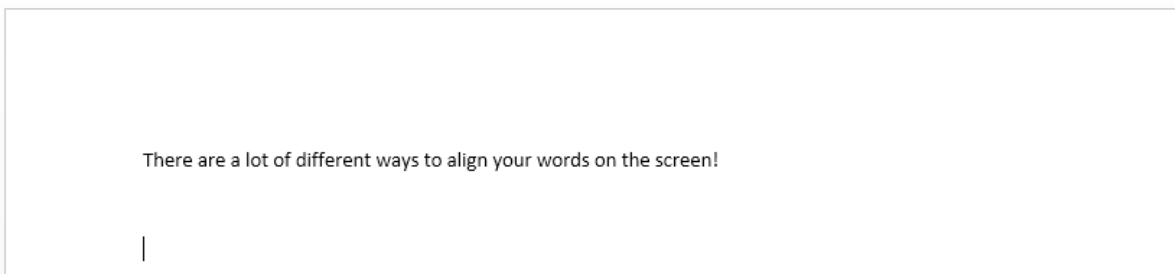
Alignment



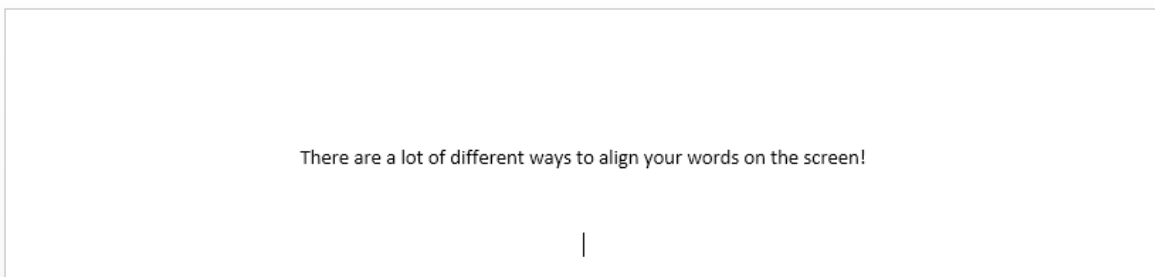
It is also possible to change how the font is aligned on the screen, using the buttons below:



The first one is left-justified, and it looks like this:



The second is centered, and it looks like this:



The third is right-justified, and it looks like this:

There are a lot of different ways to align your words on the screen!

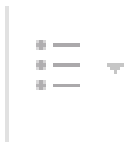
Lists

Overview

To start a list, you can click on three different buttons, all of which create different types of lists.



The button below creates a **“bulleted”** list which looks like this



- Main Category
 - Something specific in this category
 - More specific
 - more specific

This buttons create numbered list that looks like this



1. Main point
 - a. Something about this point
 - i. More specific
 1. Even more specific

Navigating a list

Note: While these are shown with a bulleted list these techniques work for both bulleted and numbered lists

- When you want another ● hit **enter**
- Now you have two

- If you want to get to the next level
 - Here!!
- Hit **enter** and then the **tab** button
 - To get back to the ● hit **enter** again
- Now you are back here

Categories of a List

- Main Category
 - Something specific in this category
 - More specific
 - more specific

This can be explained with a grocery list. For a list of just things to buy the list would look like this

Groceries

- Eggs
- Milk
- Bread

If you want to buy different things at different stores you would make the list a little differently

- Spar
 - Drinks
 - Milk
 - Juice
 - Eggs
 - Cheese
- Woolworths
 - Jeans
 - Jacket
 - Shoes

This list is saying:

- At the Spar I will buy
 - Some types of drinks
 - **These are types of drinks**
 - Milk
 - Juice
 - Eggs
 - Cheese
- At Woolworths I will buy
 - Some Jeans
 - A Jacket
 - Some Shoes

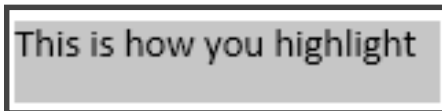
Copy, Cut, and Paste

Copy

This copies the text that is highlighted so that it can be placed somewhere else.

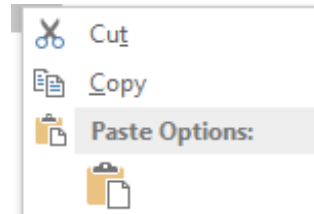
Note: The text that you copy is still there after you copy it!! Think of this like a copy machine, you make a copy but once you are done you still have the original.

Highlight word or sentence

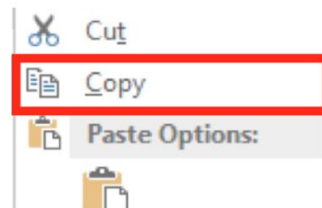


Two different ways to copy

- With mouse
 - Right click



- On drop down menu select **copy**



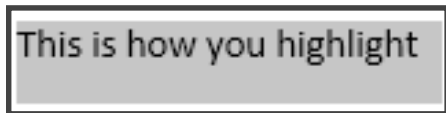
- With Keyboard (Ctrl + C)
 - hold down Ctrl (just like the shift button for the @ symbol)
 - then press letter C on keyboard

Cut

This copies and removes the text that is highlighted so that it can be placed somewhere else.

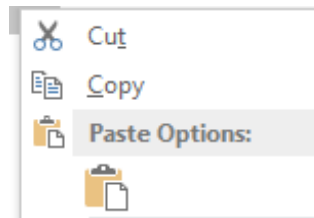
Note: The text that you cut is deleted from where you cut it from!! Think of this like a pair of scissors cutting out the text to be pasted somewhere else later.

Highlight word or sentence

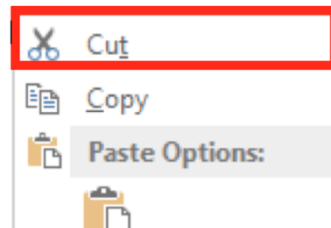


Two different ways to cut

- With mouse
 - Right click



- On drop down menu select **cut**



- With Keyboard (Ctrl + X)
 - hold down Ctrl (just like the shift button with the 2 for the @ symbol)
 - then press letter X on keyboard

Paste

This is used to paste text that you have previously copied or cut from another place.

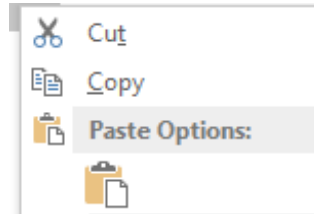
Note: This only works with the last thing that you have copied or cut!! This means if you copy the word “At” and then cut the word “and” when you paste the word “and” will appear!

Place cursor where you want the text to go

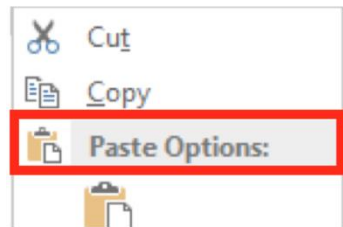
Put text after this |

Again two ways to paste

- With mouse
 - Right click
 - i. Give you this Drop Down Menu



- On drop down menu select **paste**



- With Keyboard (Ctrl + V)
 - hold down Ctrl (just like the shift button with the 2 for the @ symbol)

then press letter V on keyboard

Saving, Opening, and Printing a Document

Saving

- Icon
- Through File Menu
- Keyboard Shortcut
- Where it saves

Opening

- Icon
- File Browser
- Double Clicking

Printing

- Icon
- Through File Menu
- Keyboard Shortcut
- Printer Menu
 - Copies
 - Black and White
 - Print Button
 - Choosing a Printer