



# CAPACITARTE

*Es ser líder de tu vida*



## Basic Software

### Word Processor

It enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. If you make a typing mistake, you simply back up the cursor and correct your mistake. If you want to delete a paragraph, you simply remove it, without leaving a trace. It is equally easy to insert a word, sentence or paragraph in the middle of a document.

Word Processors usually support these features (and a few others).

- **Cut and Paste** (to remove a section of a text and insert and paste it somewhere else.)
- **Find and replace** (to direct the word processor to search for a particular word/phrase, or to replace one group of characters with another everywhere that the first group appears)
- **Word wrap** (to automatically move to the next line when you have filled one line with text, and it will readjust text if you change the margins)
- **Font Specifications** (to change fonts within a document, for example, you can specify **bold, italics and underlining**. You can also change the **font size** and the **typeface**)
- **Graphics** (to include illustrations and graphics in a document)
- **Headers, footers and page numbering** (to specify customized headers and footers that the word processor will put at the top and bottom of every page, so the word processor automatically keeps track of page numbers and they appear on each page)
- **Layout** (to specify different margins within a single document and to specify various methods for indenting paragraphs – how much space you leave between the margins and the paragraphs)

- **Merge** (to merge text from one file into another file, it is useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges)
- **Spell checker** (to check the spelling of words, it will highlight any words that it does not recognize)
- **Theasurus** (to search for synonyms without leaving the word processor)

## Language Work: Giving and following instructions

### 1. Giving Instructions

<p>To give instructions, we use the imperative form of the verb and sequence words such as <b>first, next, then, after that, finally</b>, etc.</p>	<p>We can also use the present simple with <b>you</b>.</p>
<p><b>First</b>, use the mouse to select the text.  <b>Then</b> choose the Cut command from the edit menu  <b>Next</b>, choose Paste from the Edit menu  <b>Finally</b>, check that the text has appeared in the right place.</p>	<p>Now <b>you find</b> where you want the text to appear and <b>you click</b> to position the insertion point.</p>

*Es ser líder de tu vida*

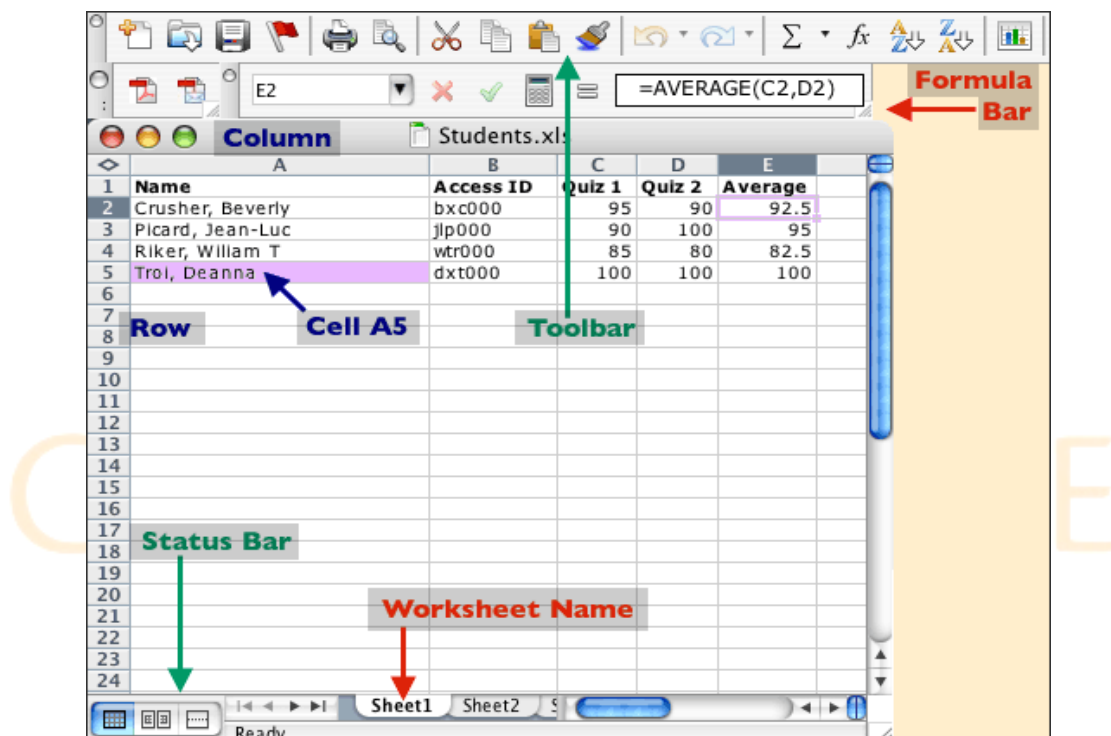
### 2. Following Instructions

<p>If you want to check that you have understood instructions, you can use expressions like:</p>	<p>If you want to signal that you are ready to move on to the next step, you can use expressions like:</p>	<p>If you want to ask if the process is completed, you can use expressions like:</p>
<p><b>Like this?</b> <b>Is that right?</b></p>	<p><b>Ok, I've done that now.</b> <b>What next?</b></p>	<p><b>Is that everything?</b> <b>Anything else?</b></p>

## Spreadsheets basics

A **spreadsheets** program helps you manage personal and business finances. Spreadsheets, or **worksheets**, are mathematical tables which show figures in **rows** (a horizontal line of boxes, labeled with a number) and **columns** (a vertical line of boxes, labeled with a letter).

A **cell** is the intersection of a column and a row. It can hold three types of data: text, numbers and formulae. You enter data into the **active** cell.



**Formulae (formula, sing.)** are entries that have an equation which calculates the value to display; we can use them to calculate totals, percentages, discounts, etc.

Spreadsheets have many **built-in** functions, pre-written instructions that can be carried out by referring to the function by name. For example, `=SUM(D2:D7)` means add up all the values in the cell range D2 to D7.

The **format menu** lets you choose font, alignment, borders, etc.