Activities/ Resources for Outcome #7

PowerPoint: Email

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Using E-mail

Creating and Sending Messages

- The Inbox view serves as Outlook's e-mail interface
- Click the Inbox icon in the Outlook Bar or Folder List to display the Inbox view
- To create a new e-mail message, display the Inbox view, then click New in the Standard toolbar
- To send an e-mail message, click Send in the message dialog box, or click Send/Receive in the Standard toolbar to send all messages stored in your Outbox

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Viewing Incoming Messages

- **To check for new messages, display the Inbox view, then click Send/Receive in the Standard toolbar**
- **You can view the contents of incoming messages in a preview pane, or you can double-click messages to view the contents in a separate window**

Replying to Messages

- **To reply to a message:**
  - **Select the header of the message to which you want to respond, then click Reply in the Standard toolbar, or**
  - **Open the message, then click Reply in the message dialog box**
- **By default, replies automatically include the message recipient's e-mail address, the subject line preceded by RE:, and the original message's information**

Forwarding Messages

- **Forwarding a message sends a copy of a message you received to others**
- **To forward a message:**
  - **Select the header of the message you want to forward, then click Forward in the Standard toolbar**
    or
  - **Open the message and click Forward in the message dialog box**
  - **Enter recipient names in the To text box**
  - **Send the message**

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Forwarding Messages (cont'd)

- **By default, forwarded messages automatically include the subject line preceded by FW: and the original message's information**
- **You can type additional information in the body of a forwarded message before you send the message**

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Recalling Messages

- **You can recall or replace only messages that have not been read or moved out of the recipient's Inbox**
- **To recall or replace a message:**
  - **Select the message you sent in your Sent Items folder**
  - **Click Actions, Recall This Message…**
  - **Complete the Recall This Message dialog box**

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Organizing Messages

- **You can organize your Inbox by:**
  - **Storing messages from particular senders in separate folders**
  - **Modifying the Inbox view, such as grouping messages by topic or sorting messages**
  - **Modifying how messages display, such as by using color, bold type or other font attributes**
- **Many organizational settings are available in the Organize box, which opens in Outlook's view area when you click the Organize button in the Standard toolbar**

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Deleting Messages

- **Delete messages regularly to avoid cluttering your Inbox and to conserve system space**
- **To delete messages:**
  - **Right-click a message header, then click Delete**
  - **Select a message header, then click the Delete button in the Standard toolbar**
- **Deleted messages are moved to the Deleted Items folder**
- **Delete the messages in the Deleted Items folder to permanently remove them**

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Printing E-mail Messages

- **E-mail messages can be printed in:**
  - **Memo Style – selected items are printed one at a time and attachments are printed as graphics, or**
  - **Table Style – selected items or all items can be printed in a list with visible columns denoted**
- **To print an e-mail message:**
  - **Select a message header or open a message**
  - **Click File, Print…**
  - **In the Print dialog box, select a print style**
  - **Click OK**

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Activities/ Resources for Outcome #8

TDL Technology Awareness and Skills Module Outcome #8

Formatting text

In addition to the following, the instructor may want to have students interact with online Word tutorials here: http://office.microsoft.com/en-us/word-help/training-courses-for-word-2010-HA104039042.aspx

Microsoft Word - WORD PROCESSING

Type the following paragraph. Do not forget to type the title. The program has word wrap so it is not necessary to press the enter key at the end of the line, but rather only at the end of the paragraph. To fix any mistakes, one can use the delete key or the backspace key. The delete key erases the character at the cursor. The backspace key erases the character to the left of the cursor.


Logistics and Distribution Manager

Logistics and distribution managers organize the storage and distribution of goods. Essentially they need to ensure the right products are delivered to the right location on time and at a good cost. They may be involved in transportation, stock control, warehousing, and monitoring the flow of goods. A logistics and distribution manager needs to have an understanding of the whole supply chain so he or she can coordinate it effectively and liaise with suppliers of raw materials, manufacturers, retailers, and consumers.


Stop Typing at this Point

Operate spell checker

- Click on the Spell Checking icon which is on the ribbon menu under Review. Then click on ABC
- The program will highlight misspelled words, and give options to change, ignore and provide suggestions for both spelling and grammar.
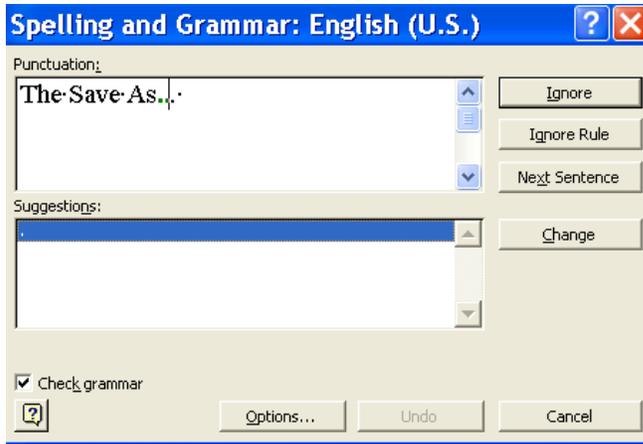
Save the File

After checking the file for errors, but before continuing, save the file. To save the
file, complete the following steps:

- Press CTRL S or click on the icon of a disk.   The Save As... dialog
box appears:
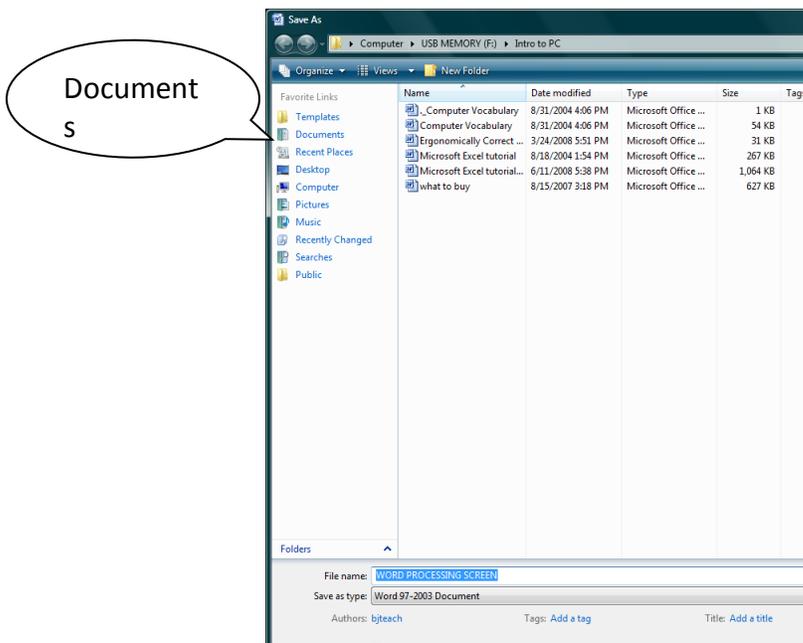
- Click on documents
- At file name, type: "Logistics and Distribution Manager" should appear;
press enter or click on save

Your file is now saved, and the screen still has your file visible.

Format File

- Press **Ctrl** and **Home** keys to move to the very beginning of your file.
- Place cursor on the "L" of "Logistics" in the title.
- Highlight the title:
  - Press and hold the left mouse button; drag or move the mouse until the title is highlighted.
- While the title is highlighted, click on the **B** for Boldface.
- Click on **U** for underline.
- Click on the centering box ![centering icon] to center the title.
- Press up arrow key to remove highlight.
- Highlight the entire paragraph:
  - Press and hold the left mouse button.
  - Drag the mouse until both paragraphs are highlighted.
  - While the paragraphs are highlighted, double space the document.

- To double space the document:
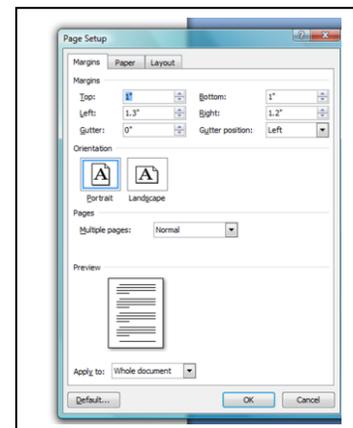 - Click the line spacing icon.

Line Spacing Icon
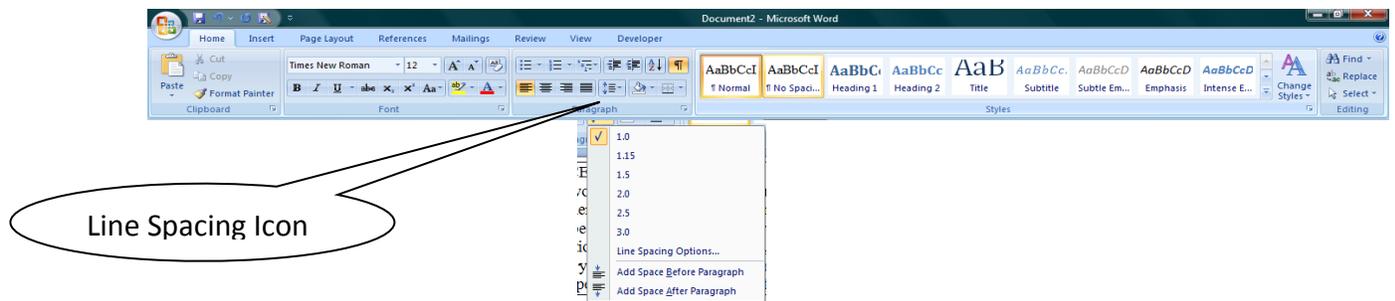
  - Click on 2.0

The paragraph is now double-spaced.
  - Press up arrow to remove highlight.

Save this file.

- Press CTRL and S.

Print this file

- Click Page Layout on the Ribbon Menu.
- Click on Margins.
- Click on Custom.
- At Top Margin line, type 2.0
- Press enter or click on OK.

- Click on Office icon.
- Click on Print.
- Click on Print in the next column.

Logistics and Distribution Manager

Logistics and distribution managers organize the storage and distribution of goods. Essentially, they need to ensure the right products are delivered to the right location on time and at a good cost. They may be involved in transportation, stock control, warehousing, and monitoring the flow of goods. A logistics and distribution manager needs to have an understanding of the whole supply chain so he or she can coordinate it effectively and liaise with suppliers of raw materials, manufacturers, retailers, and consumers.

Activities/
Resources
for
Outcome #9

TDL Technology Awareness and Skills Module Outcome #9

Microsoft Excel—Creating a Spreadsheet

Use Microsoft Tutorial to walk students through how to create a basic spreadsheet in Excel.

http://office.microsoft.com/en-us/excel-help/how-to-create-a-basic-chart-in-excel-2010-RZ102559017.aspx?CTT=5&origin=HA104039038