

Integrating Computers into Learning Activities and Demonstrations

Level LBS 4

Reading Comprehension – Using Help!



Goal: Use the Help Program to improve Reading Comprehension

Learning Outcomes: After completing this section, the student should be able to:

- Identify the different parts of the Help Dialog Box
- Move Comfortably through Help Dialog boxes to a designated location.
- Read through instructions to fulfil an assigned task

Contents:

- The Help Program.
- How to start Windows Help
- Identify Window's Help Dialog Box Screen Elements
- How to start individual software Help Programs
- Working through Help Screens
- Following Instructions given in Help to research specific information
- Hands on Help Search Tutorial
- On your Own!

Help!



When a person buys a computer, they buy the “hardware” – the actual parts of the computer; and then if they want to use a program they must buy the “software”. Windows is a software program, and we will use it as our first example. Originally, if someone purchased a software package, the box would include a manual, a book with instructions. Now, Windows boasts that the Help on the computer is enough to get any information that you might need. Therefore, it is important to be able to navigate in Help. Then, it is essential that you are able to read the instructions and follow them through to obtain the results you want. You will be reading! Perhaps not a book in the fashion you are used to, but a computerized book!

The Program Help.

Everyone needs help once in a while, especially when learning to use a new operating system. Windows offers a variety of different ways to get help on using all Windows features. You can get help by clicking Help on the Start menu, by clicking the Help menu item in the menu bar of many programs, or by accessing context-sensitive help with your mouse. Context-sensitive help is help specifically related to what you are doing.

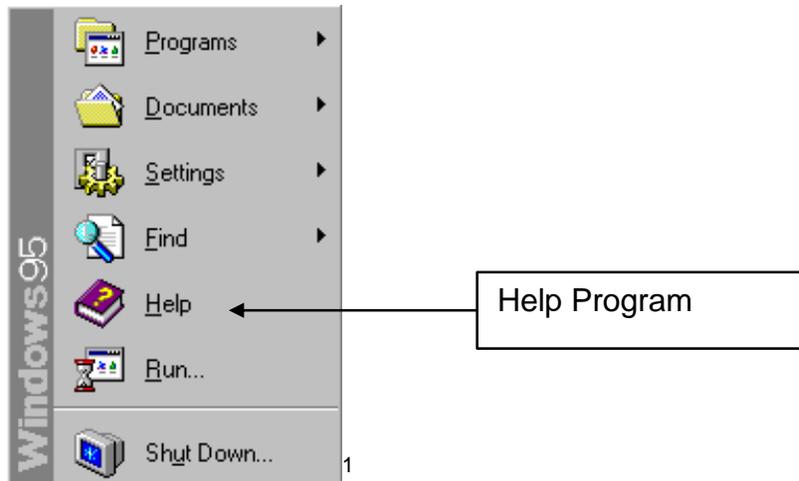
Click on the Start button in the Taskbar. Then click Help. The Help program is opened. A dialog box similar to the one below will appear:

STARTING HELP



A Microsoft Windows’ program, or application, is software designed to run on the Microsoft Windows 95 operating system. Most DOS based programs can function in the 95 environment. To launch a program such as Help:

1. Click the Start button, located on the left side of the TaskBar to open the Start menu.



2. On the Start menu, you slide the mouse up to Help to open the program. Then click on Help.

You will probably see an hourglass on your screen indicating that Windows is loading the program into RAM (Random Access Memory)

- The Help program window appears.

USING MICROSOFT WINDOWS HELP

You can get help by clicking the HELP on the START menu, by clicking the HELP menu item in the menu bar of many programs, or by accessing context-sensitive help with your mouse.

- **Context-sensitive help** is help specifically related to what you are doing.

Windows Help Tabs

- **Contents** - Lists the Help categories and allows you to access different levels of help.
- **Index** - Lists the Help topics and allows you to locate specific topics using the text box.
- **Find** - Helps you locate the topic you need using keywords.

¹ Screen shot reprinted by permission from Microsoft Corporation



Using Windows Help – Contents Tab

1. Click on the *Start button* in the *Taskbar*. Then click *Help*. The Help application is launched.

Contents - Lists the Help categories and allows you to access different levels of help.



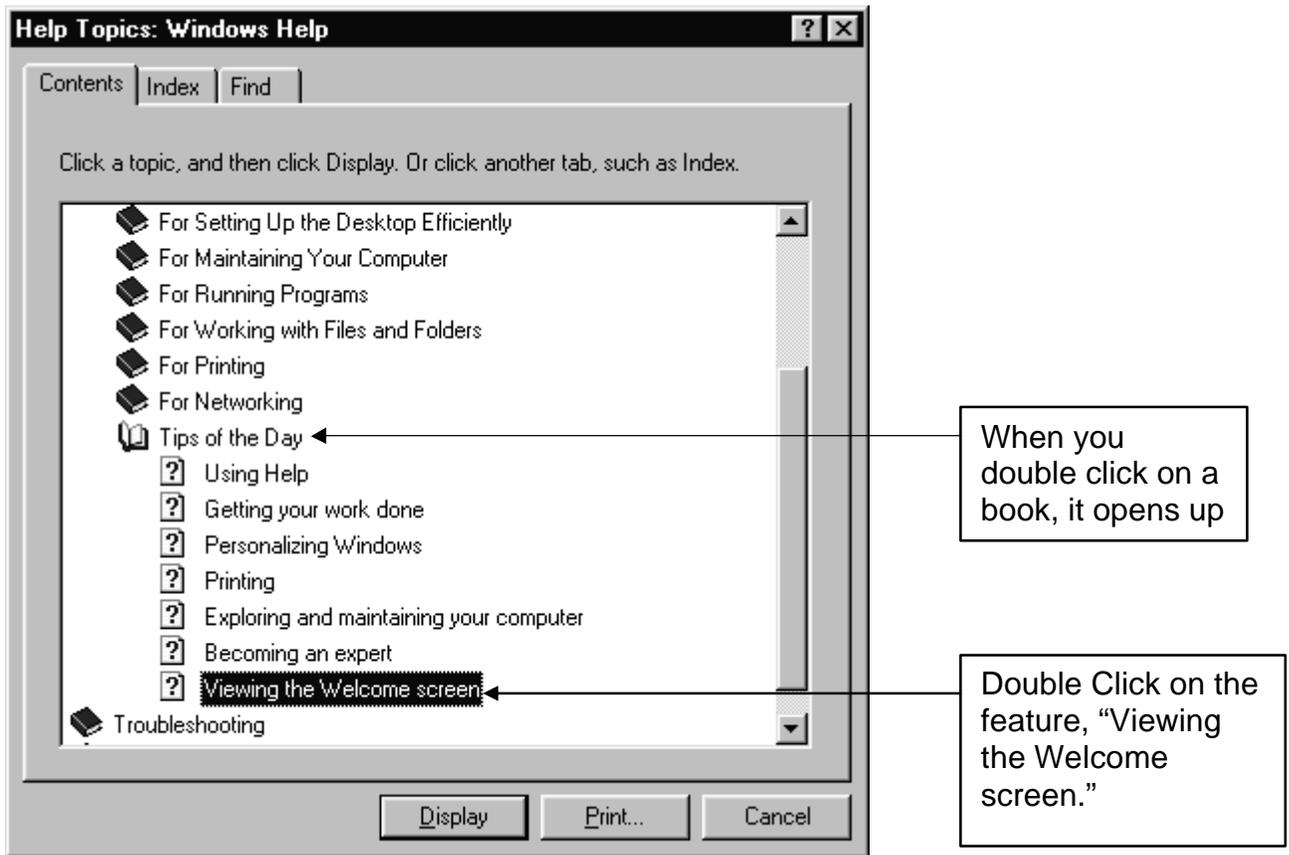
Notice at the top, there are three question marks:

- Windows, the Web and You
- Tour: Ten Minutes to Using Windows and
- If You Have Used Windows Before.

Then located below the questions you will see book icons,

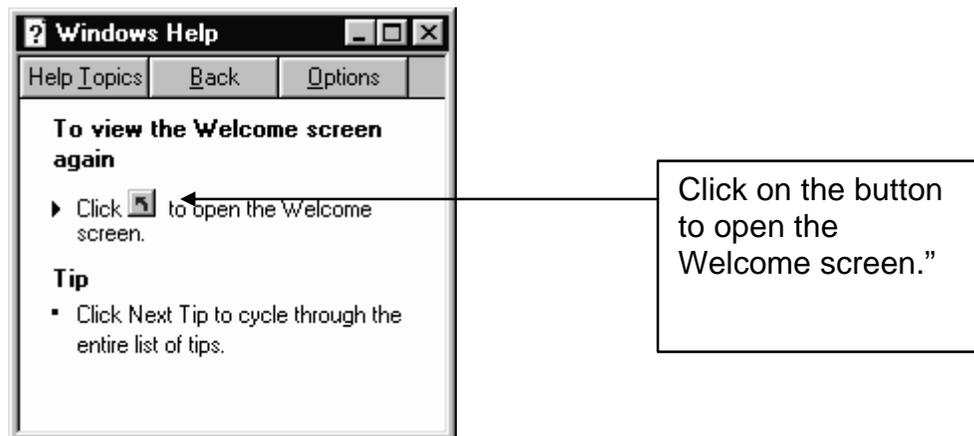
2. Double click on the one that says **Tips and Tricks**.

Your dialog box should look like the following illustration:



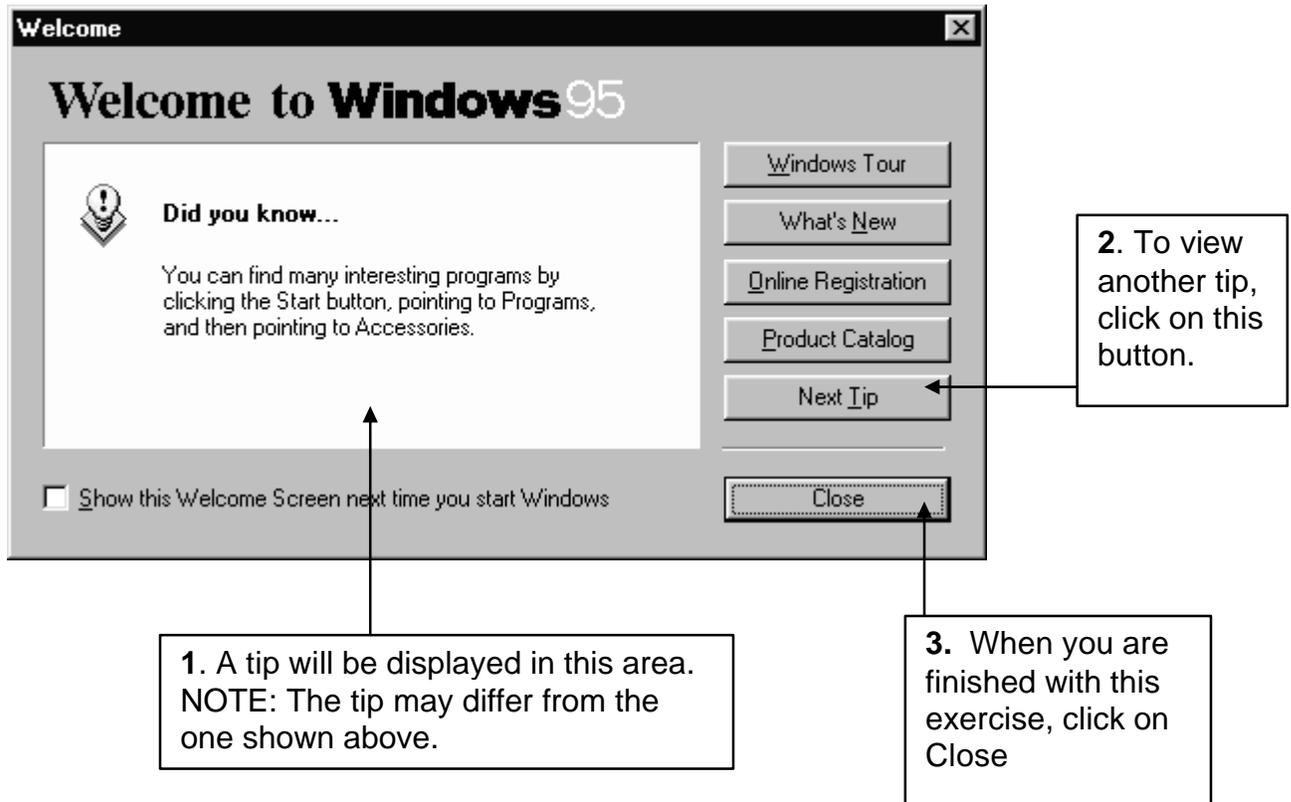
3. Double Click on the feature, "Viewing the Welcome screen."

This will open the following Dialog Box:



4. Click on the button to open the Welcome screen

You will be presented with the Welcome Screen as follows:



The tips will vary. To complete this portion of the exercise:

1. Write down the first tip in the space provided below.
2. Click on the button **Next Tip**, -- write down this tip
3. Click on **Next Tip**, --, write this down,
4. When you have three different tips, show your list to the teacher.

Tips from the Welcome Screen:

1)

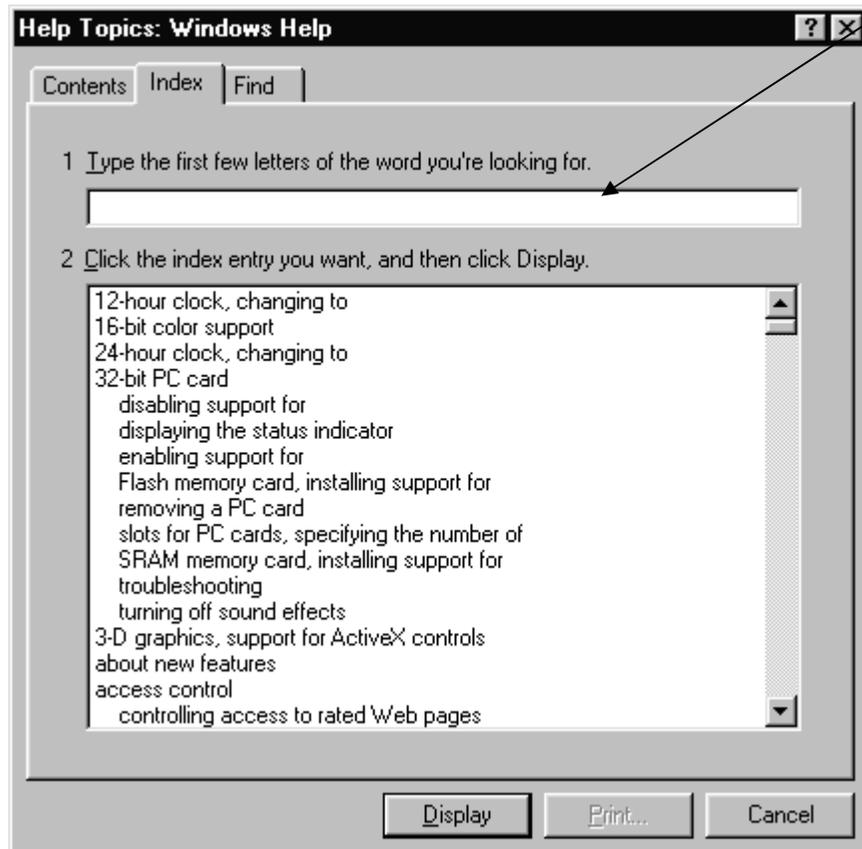
2)

3)



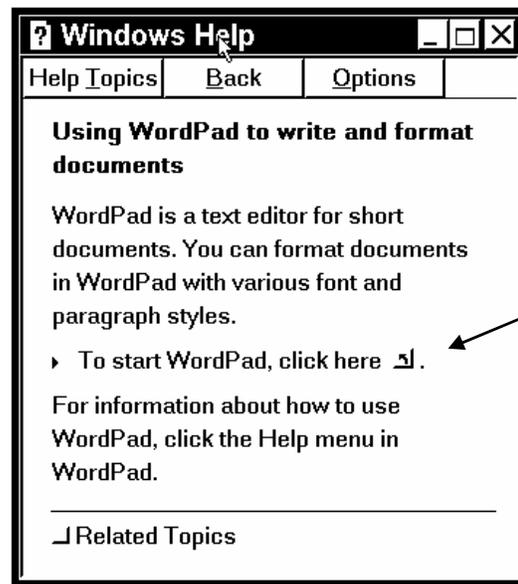
Using Windows Help – Index Tab

Index - Lists the Help topics and allows you to locate specific topics using the text box.



2. Click on the *Index* tab. You can find out about any Windows feature by either entering the topic in the text box, or by scrolling down to the topic for which you want help. They are listed in alphabetical order.
3. Type **W** in the textbox. Notice that as you type each letter, the lower half of the window scrolls.
4. Now Type **ordPad** all the topics related to WordPad in the lower half of the help window. You can now select any of the topics under the general WordPad heading either by double-clicking that topic, or by pressing up arrow or down arrow to highlight the topic and then pressing [ENTER].

5. Double-click **starting** in the lower half of the Help window. A window opens as shown below. READ the dialog box on your screen.

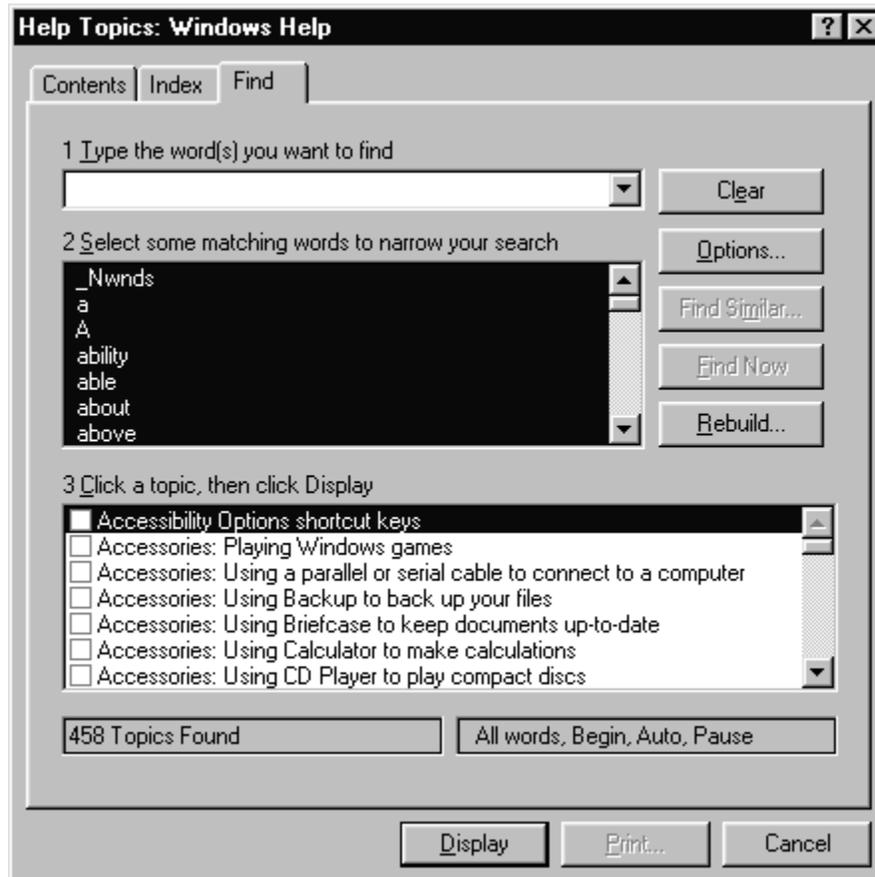


Start WordPad, using the icon in the dialog box.

6. Click on the icon, which will start WordPad. Did it open? Close WordPad, by clicking on the close button (the X in the upper right hand corner).
5. Click the Help *Close button*. The Help Window closes.

Windows Help – Index Tab

Find - Helps you locate the topic you need using keywords. The **Index** is usually the best way to get help on a subject, but you can use the **Find** Feature. It is a little more involved.

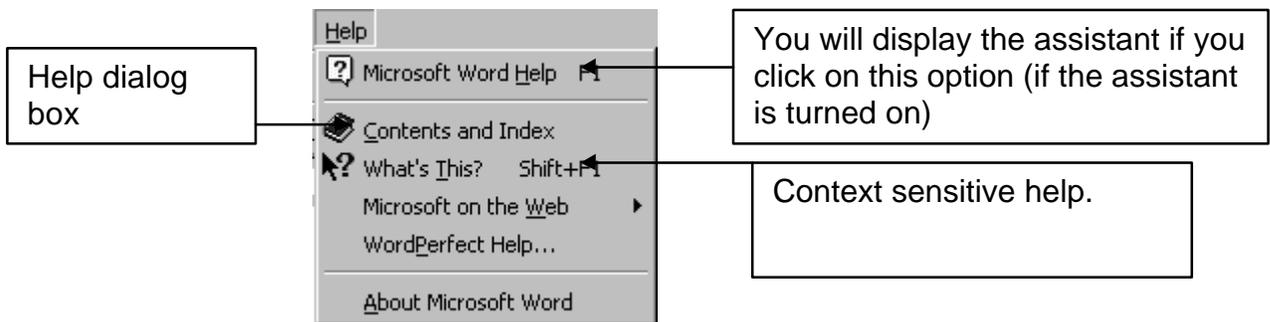




Using Windows Help – Microsoft Word Help

Not only is Help available for WINDOWS, but it is also available in all Microsoft products such as Word, Excel, Access and PowerPoint. Help is also available in other non-Microsoft products. For the purpose of this exercise, we will look at Help in Word! (Note, help works the same in most software packages).

- 1) Open Microsoft Word, By
 - a) Clicking on Start
 - b) Move your mouse up the Start Menu to Programs
 - c) Move your mouse over Microsoft Word and click once.
- 2) Once Word is open, Click on Help on the Menu. You should see the following menu.



- 3) To get out of this menu, you can click anywhere in your document, or press the ESC key, in the upper left hand corner of your keyboard. Do that now!
- 4) Now holding down your Shift Key touch the function key F1 at the top of your keyboard (– do not press the key F then 1, there is a key named F1). Your cursor will have changed into a cursor with a question mark attached.

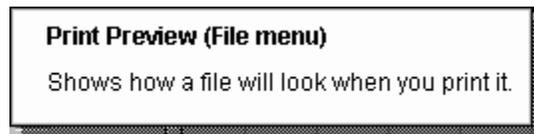
Help in Word -- using What's This?

This is the "What's this Feature". It is particularly helpful, if there is something on your screen that you do not know what it is for. When you position your mouse over an icon on a Toolbar, it will tell you the name of the icon, whereas the "What's This? Feature" will explain what it is used for. Let's try one.

1) Press Shift +F1.

2) Move the ?cursor over the print preview icon.  Click on it.

The following dialog box will appear:



3) Write down the message that appears, in the space provided:



Now you try one:

1) Press Shift +F1.

2) Move the ?cursor over the icon that looks like this.  Click on it.

3) A dialog box will appear: Write down the message that appears, in the space provided:

Help in Word -- using the Assistant

Word supplies help through the Office Assistant. If the Office Assistant is not visible you can either:

- Click on Help, then choose Microsoft Word Help OR
- Press the function key F1 OR
- Click on the Office Assistant button on the tool bar 

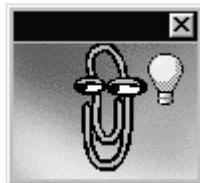
The assistant should appear.



With a dialog box similar to the following:

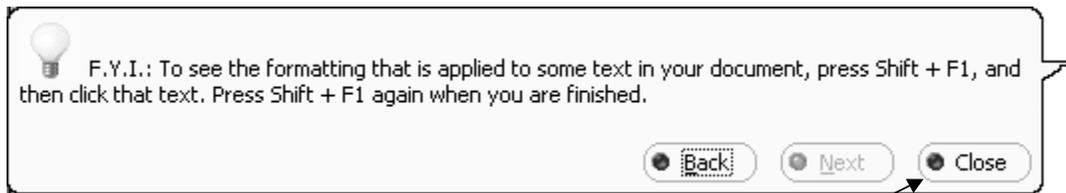


Sometimes, he will appear with a light bulb. This means he wants to tell you a tip.



To view the tip, you just need to click on the light bulb.

A dialog box similar to the example:

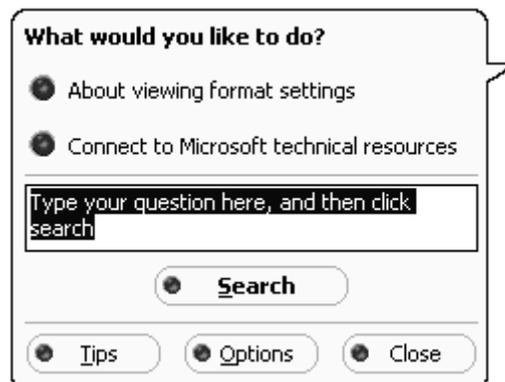


When you finish reading it, you could click on Close



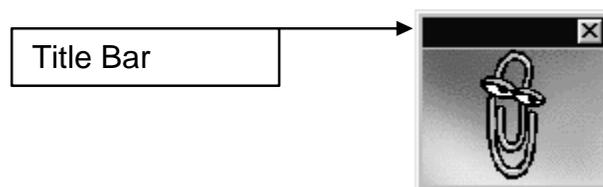
Using Windows Help – The Assistant

- 1) Make sure Word is open.
- 2) Type in the word **secret**. Be sure to type it wrong! A red wavy line should appear under the word.
- 3) Open the office assistant if he is not already open
- 4) A dialog box should appear:

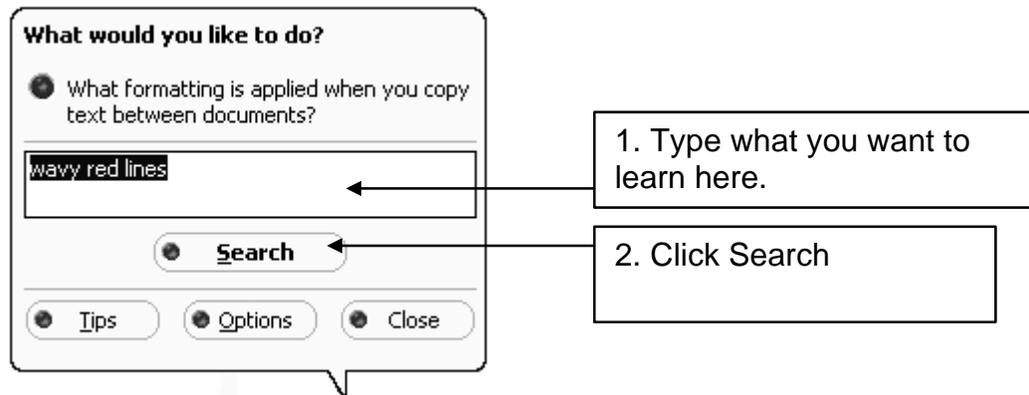


- 5) You do not need to click anywhere. The words, “type your question here, and then click search” will be replaced by your typing.

IF the office assistant is already open, but the dialog box shown above is not visible, click on the **Title Bar** of the assistant.

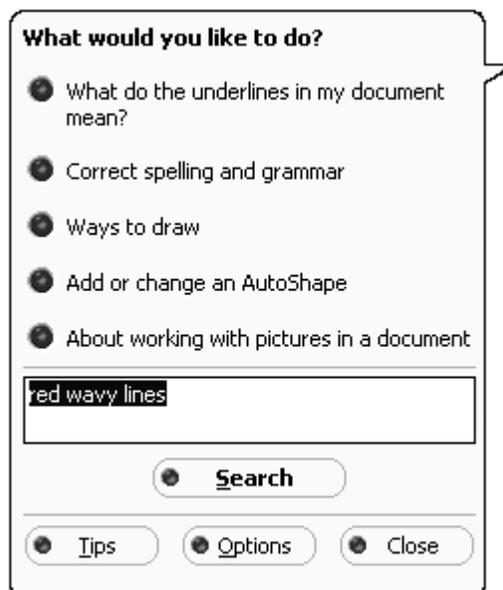


- 6) We will ask the assistant what the wavy red lines mean. Type in the words **wavy red lines**



- 7) Then press enter, or click on Search. A new dialog box will appear asking you to narrow down the search. Notice the first item.

- 8) Click on the item, What do the underlines in my document mean?



- 9) You should be presented with an explanation for the wavy red underlines. READ this dialog box

10) In the area provided explain – in your own words – what the red wavy underlines mean.

Answer:

11) Close Word.



On Your Own --Using Windows Help

EXERCISE: 1.

Using Windows Help

1. Launch *Help*
2. Choose the *Contents* Tab
3. Activate *Tips & Tricks*
4. Go to *Tips of the Day*
5. Find *Using Help* and write down in the space provided, the last paragraph that describes how you can find out what any toolbar button is used for.

EXERCISE: 2.

Using Windows Help

- 1) Launch *Help*
- 2) Choose the *Index* Tab
- 3) Type in **Task Bar**.
- 4) In the lower area, find the words **Task Bar**, below it find the word **hiding**
- 5) Click on the word **hiding**, then click on the button **Display**. In the space provided, list the steps to HIDE the Task Bar AND how to Redisplay it.

EXERCISE: 3.

Using Microsoft Help

- 1) Start *Word*
- 2) Click on Help,
- 3) Click on Contents and Index
- 4) Make sure the Index Tab is active.
- 5) Type in **Formatting**.
- 6) In the lower area, find the word **Formatting**, below it find the word **characters**
- 7) Click on the word **characters**, then click on the button **Display**.
- 8) Click on **Apply Character Formatting**, then click on the button **Display**.
- 9) Read the new dialog box at the top.
- 10) In the lower area under: **What do you want to do?** Click on **Change the colour of text or numbers**.
- 11) In the space provided, list the steps to change the colour of text or numbers.
