Course Description
This class is designed for students who intend to become health care professionals. People who hire health care workers say that one of their biggest problems is that health care workers are not comfortable using computers at work.

In this class you will use:
- Word
- Email
- Excel
- Internet
- Access
- PowerPoint

Course Goals
You will leave this class with:
- Confidence!
- The vocabulary you will need to discuss programs, skills, and problems.
- The computer skills you’ll need to succeed as a health care professional.
- Job search skills (how to create a resume, etc.).
- A Portfolio with your career plan.

Workload
If you come to every class and do the work assigned in class, you will have very little homework. 95% of the work can be completed during class time if you work hard and attend regularly.

Materials:
- 1 three-ring binder
- blank paper
- pen/pencil
- 1 disk (formatted for IBM)
ESL 059/McKelvey  

**Student Skill Survey**

Name____________________________________________________

1. I've taken ESL 037 (Beginning Computer Literacy)  
   YES NO  
   If yes, when?_________________________________________

2. I've taken ESL 047 (Intermediate Computer Literacy)  
   YES NO  
   If yes, when?_________________________________________

**EMAIL**

**I CAN:**

1. Send an attachment in email  
   YES PROBABLY MAYBE NO  
2. Open an attachment in email  
   YES PROBABLY MAYBE NO  
3. Send a link in email  
   YES PROBABLY MAYBE NO  
4. Create a signature in email  
   YES PROBABLY MAYBE NO  
5. Use the address book  
   YES PROBABLY MAYBE NO  
6. Create a distribution list  
   YES PROBABLY MAYBE NO  
7. Turn on a Vacation Response  
   YES PROBABLY MAYBE NO

**EXCEL**

**I CAN:**

1. Create a worksheet in Excel  
   YES PROBABLY MAYBE NO  
2. Merge cells and center a title  
   YES PROBABLY MAYBE NO  
3. Change column width  
   YES PROBABLY MAYBE NO  
4. Add borders  
   YES PROBABLY MAYBE NO  
5. Change cell alignment  
   YES PROBABLY MAYBE NO  
6. Format a cell  
   YES PROBABLY MAYBE NO  
7. Copy text from one cell to another  
   YES PROBABLY MAYBE NO  
8. Calculate a Sum  
   YES PROBABLY MAYBE NO  
9. Print a worksheet  
   YES PROBABLY MAYBE NO  
10. Change the background color of a cell  
    YES PROBABLY MAYBE NO  
11. Change cell height  
    YES PROBABLY MAYBE NO  
12. Change Worksheet Name  
    YES PROBABLY MAYBE NO  
13. Create a sequence  
    YES PROBABLY MAYBE NO
### DATABASE (Microsoft Access)

- **CAN:**

  1. **Input data**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  2. **Correct errors**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  3. **Delete data**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  4. **Alphabetize Records**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  5. **Format data**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  6. **Use Best Fit**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  7. **Run a query**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  8. **Print a report**
     - YES
     - PROBABLY
     - MAYBE
     - NO

### POWERPOINT

- **CAN:**

  1. **Create slides**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  2. **Add pictures**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  3. **Rearrange slides**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  4. **Delete slides**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  5. **Format text on slides**
     - YES
     - PROBABLY
     - MAYBE
     - NO

  6. **Add color and motion to slides**
     - YES
     - PROBABLY
     - MAYBE
     - NO
Vocabulary #1
ESL 059/McKelvey

Keyboard Vocabulary

1. Arrows used to move around a document or spreadsheet you've created
2. Home moves the cursor to the beginning of the line it is in
3. End moves the cursor to the end of the line it is in
4. Page Up moves the cursor one page up (in a long document)
5. Page Down moves the cursor one page down (in a long document)
6. Insert toggles between Insert and Overwrite

   Insert puts characters or words into text (old text moves to make room for new text)

   Overwrite puts characters or words on top of text (deleting old text)

7. Caps Lock locks the keyboard so that everything is in CAPITAL letters
8. Num Lock toggles between the number pad and Home, Up arrow, etc.
9. Toggle switch back and forth (one key can toggle between two settings)

Miscellaneous Vocabulary

1. Desktop the blue screen you see when all windows are closed
2. Dialog Box a box that opens on your screen and requires some action (clicking OK, for example)
3. Menu a list of choices
4. Title bar the blue bar at the top of a window
5. text box a white box in which you can type one line of text (a couple of words)
6. text area a white box in which you can type several/many lines of text
7. drop down menu a text box with an arrow at the end (click on it to see a menu)
Alphabetizing

1. Highlight the text you want to alphabetize
2. Click Table on the menu bar at the top of the window
3. Click Sort
4. Make sure "Text" and "Ascending" are selected
5. Click OK

Numbering

1. Highlight the list (the text you want to number)
2. Click on the numbering icon on the formatting toolbar

To Turn Off Numbering

1. Highlight the text you want to show without numbers
2. Click on the numbering icon on the formatting toolbar

Using Columns

1. Highlight the text you want to show in columns
2. Click Format on the menu bar at the top of the window
3. Click Columns
4. Click the One, Two, or Three icon
   OR
   Change the number next to "Number of Columns"
5. Click OK
Assignment

1. Open the internet
2. Go to: http://facweb.northseattle.edu/bmckelve
3. Click Health Care Computer Class
4. Click Vocabulary to copy
5. Copy the list
6. Open Word
7. Paste the list
8. Alphabetize your vocabulary list
9. Number your list
10. Display your list in 2 columns
11. Save your list on the desktop
12. Print your list
13. Show it to me
Email #1: Using the Address Book
ESL 059/McKelvey

Vocabulary

Address Book  this is a place you can keep a list of addresses
Field  a white box in which you can type

Adding someone to your Address Book

1. Click Addresses
2. Find Quick Add Contact
3. Click Move to the Top of the Page

Now you're ready to add an address

4. Next to Email Address, type the e-mail address you want to save
5. Next to Nickname, type that person's name
   - Type a name that you will remember
   - Type a name that is unique
   - Do not use spaces, commas, slashes, semi-colons, etc.
6. Click Add
7. Repeat steps 4-6 for each person you want to add

Returning to your Mail

Click Mail

Removing someone from your Address Book

1. Click Addresses
2. Find the address you want to remove
3. Click in the white box to the left of that address
4. Click Delete
5. Click Delete Contacts

Using your Address Book

1. Click Compose.
2. Instead of typing an email address, type a nickname.
3. When you click on another field, Yahoo! will fill in the whole email address.
Email #2: Creating a Distribution List
ESL 059/McKelvey

Vocabulary

Distribution List  this is a list of e-mail addresses for a group of people to whom you often send the same message
Example:  your family
your soccer team
your ESL class

Creating a List

1. Open Yahoo! Email
2. Click Addresses
3. Click Add next to Lists
4. Click in the white box under List Name
5. Type the name of your list
   - use a name that will tell you who’s on the list
   do not use spaces, commas, brackets, colons, etc.
6. Click on the address you want to add
7. Click ADD
8. Repeat steps 6-7
9. When you finish, click Add List

If you make a mistake,
1. Click the address you don’t want on your list
2. Click Remove

Revising a List (continued on back)

To add someone new
1. Go to the Address page
2. Add the address or addresses using Quick Add Contact
3. Click on the list you want to revise (on the far left)
4. Click Edit (under the list name)
5. Click on the address you want to add to your list
6. Click Add
7. Click Save
Revising a List (continued)

**To remove someone from the list**
1. Go to the Address page
2. Click on the list you want to revise (on the far left)
3. Click Edit (under the list name)
4. Click on the address you want to delete from your list
5. Click Remove
6. Click Save

**Using a List**

1. Click Compose
2. In the To field, type the name of your list
3. When you click on another field, Yahoo! will fill in all of the email addresses on that list
E-mail Etiquette
ESL 059/McKelvey

DO

1. Keep it short.
2. Use lots of white space. It's easier to read.
3. Use capital letters and punctuation.
4. Use Ms., Mr., or Dr. if you don't know someone well. If that person has signed an e-mail to you with her first name, then it is ok to address the message to her using her first name.
5. Read your message several times before you send it.
6. Use spell check. If you still need help, ask a trusted co-worker.
7. Use a professional e-mail name (not prettylady@hotmail.com).
8. Use plain text (no colors or fancy fonts).
9. Use a professional signature.

DON'T

1. Write about anything you don't want everyone to see.
2. Write anything you wouldn't say to someone.
3. Use all capital letters. ALL CAPS IS LIKE YELLING.
4. Use abbreviations (Are U going 2 the meeting?)
5. Send junk mail (jokes, stories, etc.).
6. Forward private messages without asking permission.

E-mail Practice

1. Open your e-mail account
2. Compose a message
3. Send it to your new distribution list
4. Type career goals as the subject
5. Write 5-8 sentences about your career goals (what you want to do, why you are interested in health care, why you think you'd enjoy this career, etc.)
6. Check your spelling
7. Add a signature
8. Send the message!
What is it?
An automated system that sends messages to people to let them know you’re away.

Why is it useful?
It tells people who write to you that you’re away.
It can inform them of the date of your return.
It can give contact information for someone who can help them while you’re away.

You CAN still check your email, but it notifies people that you’re not in the office.

How does it work?
You specify the dates you’ll be away.
You write a message that will automatically be sent to anyone who writes to you during that time period.
You then activate Vacation Response.
Anyone who writes to you during that time period will immediately receive the reply you’ve written.

Using Vacation Response

1. Open your Email Account
2. Click Options
3. Click Vacation Response
4. Choose the day the Vacation Response will start being sent
5. Choose the day the Vacation Response will stop being sent
6. In the Generic Response field, type the message you want to be sent to EVERYONE who writes to you during the days you are away
7. Click Turn Auto-Response On
8. Auto-Response will stop the day you’ve selected for it to stop, but if you want to stop it sooner, you can follow steps 1-3 and click Turn Auto-Response Off

Please note: When a user writes to an account with an active Vacation Response, they will receive only one response, no matter how many times they write to that account.

Vacation Response Practice

1. Turn on Vacation Response for this time period: September 26-27
2. Write a message that explains that you’re away and tells the reader when you’ll return. You can also give the reader contact information for a coworker who can help in your absence.
Excel #1
ESL 059/McKelvey

Excel Vocabulary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workbook</td>
<td>When you open Excel, you open a workbook (3 worksheets)</td>
</tr>
<tr>
<td>Worksheet</td>
<td>a single spreadsheet</td>
</tr>
<tr>
<td>Column</td>
<td>vertical section of worksheet</td>
</tr>
<tr>
<td>Column Heading</td>
<td>the name of each column, shown at the top of each column (A, B, C...)</td>
</tr>
<tr>
<td>Row</td>
<td>horizontal section of worksheet</td>
</tr>
<tr>
<td>Row Number</td>
<td>the number of each row, shown at the left side of each row (1, 2, 3...)</td>
</tr>
<tr>
<td>Cell</td>
<td>the intersection of a row and a column (one box)</td>
</tr>
<tr>
<td>Active Cell</td>
<td>the cell you are currently using</td>
</tr>
<tr>
<td>Cell Address</td>
<td>the address of a cell (A1, B6, etc.) – also called cell reference</td>
</tr>
<tr>
<td>Gridlines</td>
<td>the lines between the cells</td>
</tr>
<tr>
<td>Fill handle</td>
<td>on an active cell, the tiny black box on the bottom right corner</td>
</tr>
<tr>
<td>Alignment</td>
<td>where the text sits in the cell (left, center, or right)</td>
</tr>
<tr>
<td>Adjacent</td>
<td>next to (on any side)</td>
</tr>
<tr>
<td>Select</td>
<td>Choose (in Excel, when you select, you are highlighting cells)</td>
</tr>
</tbody>
</table>

How to Open Excel

1. Click Start
2. Point to Programs
3. Click Microsoft Excel

FAST WAY: Click the Green X icon on the quick launch toolbar

How to Use Excel

1. Click on the cell you want to put information into
2. Type the information
3. Click on a different cell (or click the green check mark, or hit Enter)

Sequences

When you type something that is part of a common sequence, you can use the fill handle to fill in the cells.

1. Type Monday in B2
2. Put your pointer on the fill handle
3. When the pointer changes to a black plus sign (+), click and drag to the right

Copying

When you type something that you want to copy into other cells, you can use the fill handle to fill in adjacent cells.

1. Type work in B3
2. Put your pointer on the fill handle
3. When the pointer changes to a black plus sign (+), click and drag down
Alignment

HORIZONTAL ALIGNMENT: Like in Word, text can be left aligned, centered, or right aligned.

1. Highlight the text you want to align.
2. Click the appropriate icon.

Select All

1. To highlight the entire worksheet, click on the cell to the left of Cell Heading A
2. To unselect the entire worksheet, click on any cell

Formatting the Text

Just like in Word, text can be formatted.

I. Highlight the text you want to change.
2. Open the pull down menu for font
3. Click on the font you want

These same steps can be used to change the font size, font color, and cell background color (opening the appropriate drop down menu, of course!).

Column Width

BEST FIT: If the text is wider than the column, you can double click the gridline to the right of the Column Heading and the column will adjust so that the text fits.

1. Double click on the gridline to the right of Column Heading D
2. “Wednesday” now fits in the cell

Turn on All Borders

1. Highlight the text
2. Click the Border pull down menu
3. Click the All Border icon

Putting a word UNDER another word in a cell

1. Type the text you want on the first line
2. Hold down Alt and hit Enter
3. Type the second line of text
4. Repeat as necessary
Directions: Create the spreadsheet below, following these steps.

1. Open Excel
2. Type Beth's Schedule in A1
3. Type Monday in B2
4. Use the fill handle to fill the days of the week in C2:F2.
5. Type 9:00 in A3
6. Use the fill handle to fill the times in A4:A6.
7. Type 1:00 in A7.
8. Use the fill handle to fill the times in A8:A11.
9. Type work in B3, D3, and F3
10. Use the fill handle to copy the text to fill the cells B4:B7, D4:D7, and F4:F5

Continue to fill in the cells, entering text and then using the fill handle to copy text to other cells.

11. Select Column A and change the alignment to Left.
12. Select the entire worksheet
13. Change the font size to 12.
14. Change the font to Agency.
15. Find all words that are too big for their cells, and widen those columns (Best Fit).
16. Turn on All Borders
17. Type your name in cell A13.
18. Save it on the desktop.
19. Send it to me and to yourself as an attachment.

Beth's Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>work</td>
<td>family time</td>
<td>work</td>
<td>family time work</td>
</tr>
<tr>
<td>10:00</td>
<td>work</td>
<td>family time</td>
<td>work</td>
<td>family time work</td>
</tr>
<tr>
<td>11:00</td>
<td>work</td>
<td>family time</td>
<td>work</td>
<td>family time work</td>
</tr>
<tr>
<td>12:00</td>
<td>work</td>
<td>family time</td>
<td>work</td>
<td>family time pick up kids</td>
</tr>
<tr>
<td>1:00</td>
<td>work</td>
<td>family time</td>
<td>work</td>
<td>family time family time</td>
</tr>
<tr>
<td>2:00</td>
<td>pick up kids</td>
<td>family time</td>
<td>Pick up kids</td>
<td>family time family time</td>
</tr>
<tr>
<td>3:00</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
</tr>
<tr>
<td>4:00</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
</tr>
<tr>
<td>5:00</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
<td>family time</td>
</tr>
</tbody>
</table>

Saving in Excel

1. Save this worksheet on the desktop
2. Change the file name (if necessary)

Congratulations! You've used Excel!
Excel #2
ESL 059/McKelvey

Excel Vocabulary

Merge  To combine cells
AutoSum  To calculate the sum of a group of numbers
Range  A group of adjacent cells (for example: A1:D1 = A1, B1, C1 and D1 or A1:A8 = A1, A2, A3, A4, A5, A6, A7 and A8)
Preview  To see at how a printed document will look before printing
Esc  The Escape key (on the top left corner of your keyboard)
Sum  A total (for example: 50 + 60 = 110. 110 is the "sum" or "total.")

Opening a Saved Excel Worksheet

1. Find the icon on the desktop for the worksheet you want
2. Double click on it

Merging and Centering

1. Count the number of columns you'll use in the chart you are creating.
2. Click on a single cell (NOT A ROW) and drag to the right (the number of columns you highlight should be the SAME as the number of columns you'll use in the chart). In other words, if a chart is 3 columns wide, the new cell will be 3 columns wide.
3. Click on the Merge and Center button on the toolbar

Calculating a Sum

1. Click the empty cell at the end of a range of numbers you want to total (either below the list or to the right of the list)
2. Click the AutoSum button on the toolbar TWICE

Printing

1. Click Print Preview on the toolbar
2. If everything fits on one page, click Print (then hit Esc on your keyboard)
3. If it does NOT fit on one page,
   a. click Setup
   b. click Fit to 1 page and/or click Landscape
   c. click OK
   d. click Print
   e. hit Esc
Excel Assignment #2A and #2B
ESL 059/McKelvey

Part A.

Directions: 1. Open the schedule you created.
2. Merge and Center the title.
3. Change the font size of the title to 16.
4. Save the worksheet.
5. Print it and give it to me.

Part B.

Directions: Create a worksheet, following the steps below.

1. Open Excel.
2. Enter the information in the table below.
3. Use AutoSum to calculate totals for each college

<table>
<thead>
<tr>
<th></th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>tuition</td>
<td>books/supplies</td>
<td>parking</td>
<td>total</td>
</tr>
<tr>
<td>1</td>
<td>Annual College Costs (Full time for 9 months)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shoreline Community College</td>
<td>2541</td>
<td>924</td>
<td>75</td>
</tr>
<tr>
<td>4</td>
<td>North Seattle Community College</td>
<td>2571</td>
<td>924</td>
<td>139.5</td>
</tr>
<tr>
<td>5</td>
<td>Everett Community College</td>
<td>2586</td>
<td>924</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>Bellevue Community College</td>
<td>2666</td>
<td>924</td>
<td>0</td>
</tr>
</tbody>
</table>

Costs are approximate! Numbers in bold are my estimates.

4. Center the title (A1) across the worksheet.
5. Change A1 to size 22.
9. Widen the columns so that the text fits (Best Fit).
10. Align the text in B2:E2 on the RIGHT.
11. Turn on All Borders.
12. Type your name in A8
13. Save the worksheet and email it to yourself.
14. Print the worksheet.
15. Give it to me.

Saving in Excel

1. Save this worksheet on the desktop
2. Change the name of the file if necessary (next to File Name)
Excel Vocabulary

- **Background**: the area behind the text in a cell
- **Fill Color**: background color – click the pitcher icon on the toolbar
- **Formula**: a calculation you want Excel to perform
- **Sheet Tab**: a tab at the bottom of the sheet with the sheet names

Adding a Formula

1. Click on the cell where you want to enter a formula
2. Hit the equal sign on your keyboard
3. Either type the name of the cells you want involved OR click on them
4. Use the appropriate symbol for the math you want Excel to do
   - * multiply
   - + add
   - / divide
   - - subtract
5. Click the green check mark

Changing the background color of a cell

1. Select the cells you want to change
2. Click the arrow next to the pitcher (this is the fill color icon)
3. Click the color you want behind the text in a cell

Changing the Height of a Row

1. Put your pointer in the far left column on the worksheet
2. Point to the gridline at the bottom of the cell next to the row you want to change
3. Drag it down.

Changing the Width of a Column

1. Put your pointer in the very top row (the column headings)
2. Point to the gridline at the right of the column of cells you want to change
3. Drag it to the right.

Changing the Worksheet Name (when using more than 1 sheet)

1. Double click on the Sheet 1 Tab at the bottom of your screen
2. Type a new name for the sheet
3. Click in any cell
**Alignment**

VERTICAL ALIGNMENT: The text can be top, center, or bottom aligned.

1. Click on the cell(s) you want to align.
2. Click Format on the Menu Bar
3. Click Cell
4. Click Alignment
5. Under Vertical, open the drop down menu
6. Click Top, Center, or Bottom

---

**Choosing how to display numbers**

1. Click on a cell or range of cells
2. Click Format
3. Click Cells
4. Click the Number Tab (this may already be done)
5. Click Text
6. Click OK
7. Delete the contents of the cells
8. Type the numbers again

---

**Inserting a row**

1. Select a cell or a row
2. Click Insert
3. Click Row

A row will be inserted ABOVE the cell/row you’ve selected

---

**Inserting a column**

1. Select a cell or a row
2. Click Insert
3. Click Column

A row will be inserted to the LEFT of the cell/row you've selected

---

**Deleting a row**

1. Select a row
2. Click Edit
3. Click Delete

---

**Deleting a column**

1. Select a column
2. Click Edit
3. Click Delete
Excel Assignment #3A and #3B
ESL 059/McKelvey

Part A.

Directions:
1. Open your Annual College Costs worksheet.
2. Change the background color of A1.
4. Apply a special border to B2:E2
5. Change the height of row 2 to 30.00
6. Change Vertical Alignment of cells in row 2 to Center
7. Change the width of column A to 45

Part B.

Directions: Open a new Excel worksheet and follow the steps below.

1. Type the information in the table below.

<table>
<thead>
<tr>
<th>Career</th>
<th>hourly rate</th>
<th>annual salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurse</td>
<td>28.54</td>
<td></td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>14.45</td>
<td></td>
</tr>
<tr>
<td>Radiologic Technician</td>
<td>24.50</td>
<td></td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>15.41</td>
<td></td>
</tr>
</tbody>
</table>

2. Add a formula to cells C3:6 to calculate annual salary (there are 2080 work hours/year).
3. Merge and Center the title
4. Change the background color of A1 to dark green.
5. Change the color of the text in A1 to white.
6. Apply a bottom border to A1.
7. Change the width of column A to Best Fit
8. Change the height of row 1 to 60.
9. Change the height of row 2 to 36.
10. Change the font in A1 to 16
11. Change the font in row 2 to 12
12. Change the display in cells B3:B6 to Currency with 2 decimal places
13. Change the display in cells C3:C6 to Currency with 0 decimal places
14. Type your name in A8
15. Change the worksheet name to Pay (change the name on the tab).
16. Save the Worksheet, using this file name: HC Careers Salaries
17. Email it to yourself.
18. Print the Worksheet.
19. Give it to me.
Excel PRACTICE test

Excel Vocabulary

<table>
<thead>
<tr>
<th>Workbook</th>
<th>Cell</th>
<th>Select</th>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet</td>
<td>Active Cell</td>
<td>Merge</td>
<td>Fill Color</td>
</tr>
<tr>
<td>Sheet Tab</td>
<td>Cell Address</td>
<td>AutoSum</td>
<td>Background color</td>
</tr>
<tr>
<td>Column</td>
<td>Gridlines</td>
<td>Range</td>
<td>Formula</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Fill handle</td>
<td>Preview</td>
<td>Insert</td>
</tr>
<tr>
<td>Row</td>
<td>Alignment</td>
<td>Esc</td>
<td>Indent</td>
</tr>
<tr>
<td>Row Number</td>
<td>Adjacent</td>
<td>Sum</td>
<td></td>
</tr>
</tbody>
</table>

next to three worksheets
the name of each column
the number of each row
on an active cell, the tiny black box on the bottom right corner

Part 1

1. ENTER all data in the Ibuprofen Dosage Chart
2. Merge and Center A7 AND change the height of row 7 to 102 before you enter data in that cell

Part 2

When you finish entering the data,

1. Save this on your desktop!
2. Change the font size to 16 for all data except A7
3. Change the font size in A7 to 12
4. Bold A1, A2:E2, and A8
5. Merge and Center the title of the chart (A1)
6. Merge and center the text in A8 and then change to LEFT alignment
7. Change the alignment of A7 to LEFT
8. Change the width of columns A, B, C, D, and E to 20.00
9. Change the width of column E to 25.00
10. Center the text in cells A2:E2
11. Add All Borders to the chart, excluding A8
12. Change the height of row 1 to 33.00
13. Change the height of rows 2-6 to 48.00
14. Change the height of row 8 to 18.00
15. Type your name in A10
16. Print in Landscape
17. Save again.
## Ibuprofen Dosage Chart

<table>
<thead>
<tr>
<th>Age*</th>
<th>Weight**</th>
<th>Drops 40 mg/1.5ml</th>
<th>Elixir 100 mg/5ml</th>
<th>Chewable Tablets 50 mg tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-11 mos.</td>
<td>12-17 lbs. (5.5-7.7 kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2 yrs.</td>
<td>18-23 lbs. (8.2-10.5 kg)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3 yrs.</td>
<td>24-35 lbs. (10.9-15.9 kg)</td>
<td>2 dpdr***</td>
<td>1 tsp</td>
<td></td>
</tr>
<tr>
<td>4-5 yrs.</td>
<td>36-47 lbs. (16.3-21.4 kg)</td>
<td>1 1/2 tsp</td>
<td></td>
<td>3 tabs</td>
</tr>
</tbody>
</table>

*Note: Age is provided as a convenience only. Dosing for fever should be based on baseline temperature and weight.

** Weight given corresponds to the exact dosage and is representative of the age range.

***dpdr = dropper

Source: American Academy of Pediatricians
# Excel Vocabulary

<table>
<thead>
<tr>
<th>Workbook</th>
<th>Cell</th>
<th>Select</th>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheet</td>
<td>Active Cell</td>
<td>Merge</td>
<td>Fill Color</td>
</tr>
<tr>
<td>Sheet Tab</td>
<td>Cell Address</td>
<td>AutoSum</td>
<td>Background color</td>
</tr>
<tr>
<td>Column</td>
<td>Gridlines</td>
<td>Range</td>
<td>Formula</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Fill handle</td>
<td>Preview</td>
<td>Insert</td>
</tr>
<tr>
<td>Row</td>
<td>Alignment</td>
<td>Esc</td>
<td>Indent</td>
</tr>
<tr>
<td>Row Number</td>
<td>Adjacent</td>
<td>Sum</td>
<td></td>
</tr>
</tbody>
</table>

1. ____________  
   vertical section of worksheet

2. ____________  
   horizontal section of worksheet

3. ____________  
   the intersection of a row and a column (one box)

4. ____________  
   the cell you are currently using

5. ____________  
   “A1” or “B6” etc. – also called cell reference

6. ____________  
   where the text sits in the cell (left, center, or right)

7. ____________  
   a group of adjacent cells  
   for example: A1:D1 = A1, B1, C1 and D1  
   A1:A7 = A1, A2, A3, A4, A5, A6, and A7

8. ____________  
   to combine cells

9. ____________  
   to see at how a printed document will look before printing

10. ____________  
    to put something (a row or a column) into something (a worksheet)

### Extra Credit:

**How do you insert a row?**

**How do you delete a row?**
<table>
<thead>
<tr>
<th>Weight (lb)</th>
<th>Weight (kg)</th>
<th>Age (yr)</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>under 24</td>
<td>under 11</td>
<td>under 2</td>
<td>consult doctor</td>
</tr>
<tr>
<td>24-35</td>
<td>11-16</td>
<td>2-3</td>
<td>2 tablets</td>
</tr>
<tr>
<td>36-47</td>
<td>17-21</td>
<td>4-5</td>
<td>3 tablets</td>
</tr>
<tr>
<td>48-59</td>
<td>22-27</td>
<td>6-8</td>
<td>4 tablets</td>
</tr>
<tr>
<td>60-71</td>
<td>28-32</td>
<td>9-10</td>
<td>5 tablets</td>
</tr>
<tr>
<td>72-95</td>
<td>33-43</td>
<td>11</td>
<td>6 tablets</td>
</tr>
</tbody>
</table>

*1 tablet = 80 milligrams.

**Warning:** Take no more than 5 doses per day

~ beth mckelvey
Part 1
Create an Acetaminophen Dosage Chart in Excel
Hint: You can use the fill handle to sequence D4:H4

Part 2
When you finish entering the data,

1. Save the chart on your desktop!
2. Change the Worksheet Name to Acetaminophen Dosage Chart
3. Change the font size to 16 for all data
4. Bold A1, A2:D2 and A10
5. Merge and Center the title of the chart (A1)
6. Merge and Center the warning at the bottom (A10)
7. Merge and center the text in A9 and then change to LEFT alignment
8. Change column width to Best Fit
9. Center the text in cells A2:D2
10. Add All Borders
11. Change the height of all rows to 30.00
12. Change the vertical alignment to Center*
13. Change the background color of A1 to dark blue
14. Change the font color of A1 to white
15. Type your name in A12
16. Save again.
17. Email this chart to me OR print it and give it to me.
**Vocabulary #2: Excel**

1. **Workbook**  
   when you open Excel, you open a workbook (3 worksheets)

2. **Worksheet**  
   a single spreadsheet

3. **Column**  
   vertical section of worksheet

4. **Column Heading**  
   the name of each column, shown at the top of each column (A, B, C...)

5. **Row**  
   horizontal section of worksheet

6. **Row Number**  
   the number of each row, shown at the left side of each row (1, 2, 3...)

7. **Cell**  
   the intersection of a row and a column (one box)

8. **Active Cell**  
   the cell you are currently using

9. **Cell Address**  
   the address of a cell (A1, B6, etc.) – also called **cell reference**

10. **Gridlines**  
    the lines between the cells

11. **Fill handle**  
    on an active cell, the tiny black box on the bottom right corner

12. **Alignment**  
    where the text sits in the cell (left, center, or right)

13. **Adjacent**  
    next to (on any side)

14. **Select**  
    Choose (in Excel, when you select, you are highlighting cells)

15. **Merge**  
    To combine cells

16. **AutoSum**  
    To calculate the sum of a group of numbers

17. **Range**  
    A group of adjacent cells (for example: A1:D1 = A1, B1, C1 and D1  
    or A1:A8 = A1, A2, A3, A4, A5, A6, A7 and A8)

18. **Preview**  
    To see at how a printed document will look *before printing*

19. **Esc**  
    The Escape key (on the top left corner of your keyboard)

20. **Sum**  
    A total (for example: 50 + 60 = 110. 110 is the “sum” or “total.”)

21. **Background**  
    the area behind the text in a cell

22. **Fill Color**  
    background color – click the pitcher icon on the toolbar

23. **Formula**  
    a calculation you want Excel to perform

24. **Sheet Tab**  
    a tab at the bottom of the sheet with the sheet names

25. **Insert**  
    to put something (a row or a column) into something (a worksheet)

26. **Indent**  
    to move text to the right (a little bit)
Access #1: How to Open a Database & Input Data

ESL 059/McKelvey

How To Save the Patient Database on your desktop

1. Open the internet
2. Go to facweb.northseattle.edu/bmckelve
3. Click Health Care Computer Class
4. Click Day 1 Patient Data
5. Click Save
6. Click Desktop
7. Click Save

How to Open an Access Database

1. Double-click the Day 1 Patient Data icon on your desktop
2. Click Open
3. Maximize the small window

Opening a Table

After you open the Database:
1. Click Tables on the left
2. Double-click on the table you want to open
How to Input Data

BE VERY, VERY CAREFUL!
Accuracy is the key to good data entry.
It is more important to be accurate than it is to be fast.

1. Click in the first empty cell under the first field on the left.
2. Enter the data requested (look at the field name)
3. Hit Tab to go to the next field
4. When you get to the last field, click Tab to start the next record

Access saves a record as soon as you enter it.

Special Cases

DEFAULT ENTRY
If there is text or a number already there, check that it's correct.
If it is correct, hit Tab to go to the next field
If it is not correct, delete the default and enter the correct data

YES/NO
If you see a single box in the center of a cell, clicking on it means YES (leaving it empty means NO)

LOOK UP
If you see a little square with an arrow on the right end of the cell, click on it to open a menu
Make the appropriate selection by clicking on it

Correcting Errors

1. Put the cursor back in the cell you need to correct (use the up/down arrows on the keyboard OR click with the mouse)
2. Use the Backspace and/or Delete keys to erase the incorrect data, and enter the correct data

Deleting Records

1. Click on the farthest left cell of the record you want to delete (the whole record will turn black)
2. Hit Delete on your keyboard
3. Click Yes
Access Assignment 1
ESL 059/McKelvey

Directions:
1. Save the Patient Database on your Desktop
2. Open the Patient Database
3. Open the Patient Table
4. Maximize the window if it isn't already maximized

Input the following data:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Health Insurance</th>
<th>Health Insurer</th>
<th>Blood Type</th>
<th>Date of Birth</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tan</td>
<td>Lan</td>
<td>454 Divisadero</td>
<td>Seattle</td>
<td>WA</td>
<td>98125</td>
<td>No</td>
<td></td>
<td>B</td>
<td>11/27/48</td>
<td>555-23-0055</td>
</tr>
<tr>
<td>Swinton</td>
<td>Mihael</td>
<td>3566 Meridian</td>
<td>Seattle</td>
<td>WA</td>
<td>98125</td>
<td>Yes</td>
<td>United Health Care</td>
<td>AB</td>
<td>12/10/43</td>
<td>592-42-3600</td>
</tr>
<tr>
<td>Thomson</td>
<td>Julie</td>
<td>24235 10th Ave NE</td>
<td>Seattle</td>
<td>WA</td>
<td>98142</td>
<td>Yes</td>
<td>Regence</td>
<td>O</td>
<td>12/5/39</td>
<td>346-98-6374</td>
</tr>
<tr>
<td>John</td>
<td>Robert</td>
<td>25589 112th Street</td>
<td>Snohomish</td>
<td>WA</td>
<td>98145</td>
<td>No</td>
<td></td>
<td>B</td>
<td>1/11/74</td>
<td>251-65-0666</td>
</tr>
<tr>
<td>Zarcad</td>
<td>Sandi</td>
<td>365 Pine</td>
<td>Seattle</td>
<td>WA</td>
<td>98164</td>
<td>No</td>
<td></td>
<td>A</td>
<td>2/14/47</td>
<td>555-34-6643</td>
</tr>
<tr>
<td>Powell</td>
<td>Bob</td>
<td>4789 N 76th</td>
<td>Edmonds</td>
<td>WA</td>
<td>98175</td>
<td>Yes</td>
<td>Humana</td>
<td>B</td>
<td>9/30/45</td>
<td>996-53-2425</td>
</tr>
<tr>
<td>Nguyen</td>
<td>Livia</td>
<td>7488 Geary</td>
<td>Redmond</td>
<td>WA</td>
<td>98324</td>
<td>No</td>
<td></td>
<td>B</td>
<td>2/3/36</td>
<td>355-47-4747</td>
</tr>
<tr>
<td>Francisco</td>
<td>Karen</td>
<td>4543 Palatine</td>
<td>Olympia</td>
<td>WA</td>
<td>98522</td>
<td>Yes</td>
<td>Blue Cross</td>
<td>AB</td>
<td>7/29/61</td>
<td>934-06-9630</td>
</tr>
</tbody>
</table>

WHEN YOU FINISH
1. Ask a partner to sit in your chair and check your data while you check your partner’s data.
2. If you see an error, circle it on this paper.
3. After you check ALL of these records, report the errors to your partner.
4. Fix YOUR errors (if you made any).
5. Save the database to your desktop.
6. Email it to yourself.
Access #2: Alphabetizing Records and Printing Tables
ESL 059/McKelvey

Alphabetizing Records

1. Click in the column you want the records alphabetized by
2. Click the A|Z icon

Best Fit

Before you print, it is often helpful if you resize the columns to “best fit”

1. Put your cursor on the line between the first and second field names
2. Move it around slowly until you see Ｒ←←Ａ
3. Double click and the first column will resize
4. Repeat this process for each column

Print a Table

1. If the table is open, click the Preview icon to see how it will print
2. If it will fit as is, click on the printer icon
3. If it does NOT fit as is, you have these options:
   - change to landscape
   - reduce the margins
   - make the columns narrower
   - make the font smaller and then make the columns narrower

Change to Landscape

1. Click File
2. Click Page Setup
3. Click the Page tab
4. Click Landscape
5. Click OK

Reduce the Margins

IF YOU ARE GOING TO CHANGE TO LANDSCAPE, CHANGE THAT BEFORE YOU CHANGE THE MARGINS
1. Click File
2. Click Page Setup
3. Click the Margins tab
4. Reduce the left & right margins
5. Click OK
Manually Changing the Column Width

1. Put your cursor on the line between the first and second field names
2. Move it around slowly until you see →⇒←
3. Drag it until the column is the width you want

Selecting All Records

Click on the cell to the left of the first field name (this is the top left cell)

Changing Font Size

1. Select all records
2. Click Format
3. Click Font
4. Change the size (default size in Access is 10)
1. Open the Patient Database
2. Open the Patient Table
3. Input the following Records

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Health Insurance</th>
<th>Health Insurer</th>
<th>Blood Type</th>
<th>Date of Birth</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chang</td>
<td>Chris</td>
<td>9520 159th SE</td>
<td>Seattle</td>
<td>WA</td>
<td>98527</td>
<td>No</td>
<td></td>
<td>O</td>
<td>6/20/76</td>
<td>745-97-9582</td>
</tr>
<tr>
<td>Richards</td>
<td>Kathy</td>
<td>975 96th SW</td>
<td>Seattle</td>
<td>WA</td>
<td>98741</td>
<td>Yes</td>
<td>Blue Cross</td>
<td>A</td>
<td>9/28/73</td>
<td>523-53-4245</td>
</tr>
<tr>
<td>Fernandez</td>
<td>Emilia</td>
<td>675 36th SE</td>
<td>Seattle</td>
<td>WA</td>
<td>98525</td>
<td>Yes</td>
<td>Regence</td>
<td>B</td>
<td>7/5/80</td>
<td>523-67-5366</td>
</tr>
<tr>
<td>O'Shea</td>
<td>Rose</td>
<td>9567 NW 5th</td>
<td>Seattle</td>
<td>WA</td>
<td>98117</td>
<td>No</td>
<td></td>
<td>AB</td>
<td>9/6/87</td>
<td>958-86-9683</td>
</tr>
</tbody>
</table>

4. Check your work.

5. Alphabetize the list
6. Change the font to 9
7. Preview the list
8. Change it so that it fits on one page (landscape)
9. Print it
10. Give it to me!
Access #3: How to Run a Query

ESL 059/McKelvey

Running Simple Queries

1. Open a database
2. Open a table
3. Maximize the table if it isn't already maximized
4. Click the arrow next to the new object icon
5. Click Query
6. Click Simple Query Wizard
7. Click OK
8. Click on a field you want to include in the query
9. Click > or Add Field
10. Repeat steps 8 & 9 for each field you want to include in the query
11. Click Finish

Saving a Query

When you close a Query it will automatically be saved

Renaming a Query

1. Right click on the query
2. Click Rename
3. Type the new name of the query
4. Hit Enter

Deleting a Query

1. Right Click on the Query
2. Click Delete
3. Click Yes

To Change a Query

1. Click the design view icon
2. Drag the horizontal line separating the two panes down
3. Drag the bottom of the field list box down so that all fields are showing
4. Add additional fields (double-click on the desired fields in the field list)
5. Click the Run icon!
Access Assignment 3

ESL 059/McKelvey

Directions:

1. Add the data below to the Patient Table

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Health Insurance</th>
<th>Health Insurer</th>
<th>Blood Type</th>
<th>Date of Birth</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lin</td>
<td>Ian</td>
<td>856 Fillmore</td>
<td>San Francisco</td>
<td>CA</td>
<td>94115</td>
<td>No</td>
<td></td>
<td>B</td>
<td>8/4/68</td>
<td>859-99-0072</td>
</tr>
<tr>
<td>Gallagher</td>
<td>Larry</td>
<td>9852 Sand Point Way</td>
<td>Seattle</td>
<td>WA</td>
<td>98115</td>
<td>Yes</td>
<td>Humana</td>
<td>A</td>
<td>4/4/69</td>
<td>314-96-4300</td>
</tr>
</tbody>
</table>

QUERY 1
1. Run a simple query
2. Ask for last name, first name, and blood type
3. Rename the query “Patient Blood Type”
4. Close the query

QUERY 2
1. Run another query
2. Ask for last name, city, and date of birth
3. Rename the query “Patient City Birth”
4. Close the query

QUERY 3
1. Run another query
2. Ask for city and Health Insurer
3. Rename the query “City and Health Insurer”
4. Close the query

DELETE Query 3
Show me your queries
## Access #4: Setting Criteria within a Query

ESL 059/McKelvey

<table>
<thead>
<tr>
<th>THIS</th>
<th>FINDS RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>=seattle</td>
<td>with seattle in that field</td>
</tr>
<tr>
<td>NOT seattle</td>
<td>that do NOT have seattle in that field</td>
</tr>
<tr>
<td>&gt;5</td>
<td>that have a number greater than 5 in that field</td>
</tr>
<tr>
<td>&lt;5</td>
<td>that have a number less than 5 in that field</td>
</tr>
<tr>
<td>Between #3/20/42# And #9/17/94#</td>
<td>that have a date between March 20, 1942 and September 17, 1994 in that field</td>
</tr>
<tr>
<td>&gt;=Powell</td>
<td>with all names from Powell through the end of the alphabet</td>
</tr>
<tr>
<td>A*</td>
<td>with all words starting with A in that field</td>
</tr>
</tbody>
</table>

| Setting Criteria within Queries |

**AFTER you’ve already created a query**

1. Open Access
2. Click Queries on the left
3. Open a Query
4. Click the design view icon (first icon on the toolbar)
5. Look at the bottom half of the screen
6. For each field, there is a criteria cell
7. Use words/symbols from the first column in the table above to set criteria
8. Click the Run icon

**WHILE creating a new query**

1. Open Access
2. Click Tables on the left
3. Open a table
4. Create a new query
5. After selecting fields to include, click Next
6. Change the query title
7. Click Modify Query Design
8. Click Finish
9. (You are now looking at the design view)
10. Look at the bottom half of the screen
11. For each field, there is a criteria cell
12. Use words/symbols from the first column in the table above to set criteria
13. Click the Run icon
**Show**

If, for example, you run a query with the criterion `=seattle` in the city field, you do NOT need to show the city column in your query, because every record will show “Seattle.”

To turn off show:

1. Open a query in design view
2. Under a field for which you’ve selected one criterion, find the Show cell
3. Click on the check mark
4. Click Run

**Save A New Version of a Query**

After you’ve edited a Query and you want to save the original query AND the edited query:

1. Click File
2. Click Save As
3. Change the Query Name
4. Click OK
Add the following records:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Health Insurance</th>
<th>Health Insurer</th>
<th>Blood Type</th>
<th>Date of Birth</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadley</td>
<td>Beth</td>
<td>135 Pike</td>
<td>Seattle</td>
<td>WA</td>
<td>98101</td>
<td>Yes</td>
<td>Aetna</td>
<td>A</td>
<td>9/9/94</td>
<td>586-82-5902</td>
</tr>
<tr>
<td>Enthoven</td>
<td>Beth</td>
<td>5590 32nd NW</td>
<td>Seattle</td>
<td>WA</td>
<td>98117</td>
<td>No</td>
<td>B</td>
<td>5/29/70</td>
<td>958-42-4938</td>
<td></td>
</tr>
<tr>
<td>Herrmann</td>
<td>Ceci</td>
<td>6503 Mary Ave</td>
<td>Bothell</td>
<td>WA</td>
<td>98228</td>
<td>Yes</td>
<td>Humana</td>
<td>AB</td>
<td>11/17/63</td>
<td>298-53-8574</td>
</tr>
<tr>
<td>Barrett</td>
<td>Ben</td>
<td>95873 18th Ave</td>
<td>Shoreline</td>
<td>WA</td>
<td>98328</td>
<td>No</td>
<td>O</td>
<td>2/15/69</td>
<td>654-76-9708</td>
<td></td>
</tr>
<tr>
<td>Ward</td>
<td>Alan</td>
<td>74973 254th</td>
<td>Bellevue</td>
<td>WA</td>
<td>98145</td>
<td>Yes</td>
<td>Blue Cross</td>
<td>A</td>
<td>7/15/67</td>
<td>312-42-5674</td>
</tr>
<tr>
<td>Mojica</td>
<td>Jay</td>
<td>8475 Central Ave</td>
<td>Portland</td>
<td>OR</td>
<td>97423</td>
<td>No</td>
<td>B</td>
<td>8/9/73</td>
<td>756-89-3582</td>
<td></td>
</tr>
<tr>
<td>Oliver</td>
<td>Max</td>
<td>1106 Railroad</td>
<td>Seattle</td>
<td>WA</td>
<td>98177</td>
<td>Yes</td>
<td>Regence</td>
<td>A</td>
<td>11/06/02</td>
<td>645-53-6342</td>
</tr>
<tr>
<td>Violet</td>
<td>Jane</td>
<td>917 Picasso</td>
<td>Seattle</td>
<td>WA</td>
<td>98115</td>
<td>Yes</td>
<td>Regence</td>
<td>B</td>
<td>9/17/04</td>
<td>569-64-8997</td>
</tr>
</tbody>
</table>

**FIRST:** ✗ DELETE ALL OLD QUERIES

**Query #1**
Create a query: Last Name, First Name, Address, City, State, Zip Code
Rename it “Patient Mailing List”

**Query #2**
Open Patient Mailing List
Click Design View
Under State, in the Criteria cell, type =WA
Click Run
Save this version of the query with this name: Patient Mailing List WA

**Query #3**
Open Patient Mailing List (the original one!)
Click Design View
Under State, in the Criteria cell, type NOT WA
Click Run
Save this version of the query with this name: Patient Mailing List not WA
Query #4
Create a query: Last Name, First Name, Address, City, State and Blood Type
Name this query Patient Blood Type

Query #5
Open Patient Blood Type
Change the query so that you only see the records for people who live in Seattle and have Blood Type A
Save this query as Seattle Patients Blood Type A Click File/Save As and rename it

Query #5
Open Patient Blood Type
Change the query so you'll show all Seattle patients who have blood type B
Save this query as Seattle Patients Blood Type B

Query #6
Open Patient Blood Type
Do not show the city column
Do not show the state column
Change the query so you'll show all Seattle patients who have blood type AB
Save this query as Seattle Patients Blood Type AB

Query #7
Open Patient Blood Type
Change the query so you'll show all Seattle patients who have blood type O
Do not show the city column
Do not show the state column
Save this query as Seattle Patients Blood Type O

Query #8
Open Patient Blood Type
Change the query so you'll show all non-Seattle patients who have blood type A
Save this query as non-Seattle Patients Blood Type A
Access #5: Reports
ESL 059/McKelvey

Creating a Report

If you want to print a query and you want it to look nice, create a report.

1. Open Access
2. Open a Query
3. Click the New Object Icon
4. Click Report
5. Click Report Wizard
6. Click OK
7. Add all of the fields
8. Click Finish

OR after Step 7:
1. Click Next
2. Click Next
3. Choose sorting order
4. Click Next
5. Click Portrait or Landscape
6. Click Next
7. Choose the report style
8. Click Next
9. Change the Report Title (if necessary)
10. Click Finish

Reports are automatically saved when you close them. They are stored separately as Reports.

Access #5 Assignment

Report #1
Create a Report for the query titled “Seattle Patients Blood Type A”

Report #2
Create a Report for Patient Blood Type, sort it by blood type, then last name, then first name
- choose landscape
- change report style to casual
Career Research/PowerPoint
ESL 059/McKelvey

Researhing Wages

1. Go to my website: northonline.sccd.ctc.edu/bmckelvey
2. Click Job Search Links
3. Under Wages, click Wages listed by Occupation
4. Type the name of an occupation in the search box
5. Click on the link most closely related to the occupation you’re researching
6. Scroll down to the bottom of the page
7. Put the national wage information on a slide
8. Put the national job growth information on a slide
9. Click Washington in the drop down box below State & National and click Go
10. Put the Washington median hourly pay on a slide
11. Put the Washington job growth information on a slide

PowerPoint

After you’ve created 4 slides:

1. Add images from Google images to your slides
2. Add color (background and text color) to your slides
3. Add motion to your slides
PowerPoint: Printing Slides
ESL 059/McKelvey

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**Downloading and Saving PowerPoint slides you find online**

1. Right Click on the file name
2. Click Save Target As
3. Click Desktop (on the left)
4. Click Save

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**Printing PowerPoint Slides**

1. Open the PowerPoint presentation you just saved
2. Click File
3. Click Print
4. Under Print What, open drop down menu
5. Click Handouts
6. Under Handouts, open drop down menu next to Slides Per Page
7. Click 4 or 6 (or however many slides you want to fit on one page)
8. Click Slides under Print Range
9. Indicate which slides you want to print
10. Click OK

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**PowerPoint Practice**

**Directions:**

1. Go to http://northonline.sccd.ctc.edu/anp213ss
2. Click on Chemistry Review or Cells
3. Download and save the PowerPoint presentation to your desktop
4. Open it
5. Print slides 1-6 on one page
6. Show me