

Bonus Assignment, Writing Tutorials

CS 0131, Software for Personal Computing
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Due: Sunday 21 April 2013, 11:59pm EDT

Note: This assignment is optional. Its dual purposes are to serve as extra credit and to reinforce various concepts from Exam 1 relating to Microsoft Word and Microsoft Excel. Up to **10 points** of bonus is available toward your final grade. As such, I expect submissions to adhere to the format **exactly** as specified, so please **read and follow all instructions carefully**; otherwise, your submissions may not be graded.

The Assignment

For this assignment, you are being asked to write short tutorials on various features of Microsoft Word and Microsoft Excel. Although there is no specific word count requirement, each tutorial should be complete enough that a reader with a basic understanding of Office could use your tutorial alone to understand why the feature exists, when he or she should use it, and how to use it.

The general breakdown of each tutorial's structure should be as follows:

1. **What is the problem that this feature solves?** Give examples of other ways of doing approximately the same thing that aren't as "elegant" (*i.e.*, it isn't quite exact, is prone to error, takes a lot more work, etc.).
2. **When would we use this feature?** Give examples of real-life cases where using this feature would make solving the problem described above simpler.
3. **What does this feature do?** This is where you explain where this feature is found and how to apply it to a given task, as well as the various options that can be set. Keep things general here.
4. **How is this feature used?** This is where you provide specifics: Two or three short, distinct examples from which a novice should be able to learn how to apply this feature to similar situations he or she might encounter.

Of course, not every discussion of every topic can fit exactly into this model, but most should be pretty close.

Topics List

For this assignment, you may submit up to **six (6)** individual tutorials. Your first two tutorial topics must come from **Group A** in the following list. The topics of your third and fourth tutorials may come from either **Group A** or **Group B**. For your fifth and sixth tutorials, should you choose to do them, the topics may come from any group.

Some brief words of inspiration are included for each topic, but this is not meant to be a complete representation of what you should aim to cover.

Group A

- A1. **Tab alignments and leaders.** The types of each; how to manage them from both Paragraph settings and from the ruler in Word.
- A2. **VLOOKUP().** What it does; explain each argument; contrast with complicated nested IF() functions in Excel.
- A3. **Named ranges.** What they are, why they're useful; contrast with absolute and relative references in Excel.

Group B

- B4. **The formatting hierarchy.** Explain it, and give examples of different types of formatting that can be applied to each level in Word.
- B5. **Date calculations.** Explore several date-related functions; internal representation vs. displayed value in Excel.
- B6. **Conditional formatting.** Built-in and custom rules and visualizations in Excel.

Group C

- C7. **Mail merge.** Its incredible usefulness and flexibility; steps to complete a merge in Word.
- C8. **Styles.** How they lend structure to documents; contrast with manual formatting and Format Painter in Word.
- C9. **Sparklines.** The types; when they can be useful; how to create one in Excel.

Formatting Requirements

You must write your tutorials in Microsoft Word and must make full use of styles in your formatting. In particular, each tutorial should have a *Title* with the topic number **and** the name of the topic being discussed; a *Subtitle* with the tutorial number (*e.g.*, first, second, etc.) **and** your name; and several *Heading 1* (and possibly *Heading 2*) paragraphs which break your tutorial into its logical parts. You should customize these styles to your liking (but keep it professional) and then reuse them for subsequent tutorials.

Including a few clear screenshots taken with  or the Snipping Tool is also highly recommended to help emphasize your points. Be sure to crop your screenshots so that they focus on the task at hand, but still show some broader context so that a novice could find whatever you're demonstrating.

An exemplary sample tutorial on the **Format Painter** tool in Word is in the appendix of this document.

Submission Instructions and Limitations

READ THIS SECTION CAREFULLY! Each tutorial must be in its own Word document and in its own CourseWeb submission. The filename for each tutorial must be according to the format:

tutorial-(*tutorial number*)-topic-(*topic letter and number*).docx

For example, if your second tutorial is on topic A3, that file must be named `tutorial-2-topic-a3.docx`.

Use the "Assignment Submission" section in CourseWeb to submit your files for **Bonus Assignment** by the deadline. Only attach **ONE tutorial file per submission**. You may submit as many tutorials as you like, up to a limit of **six (6)** in total; submissions beyond this limit will not be graded. You may not resubmit revised versions of previous tutorials.

The first two tutorials completed are worth up to 2 points each; subsequent submissions are worth up to 1.5 points each. This means that up to **10 points** of bonus is available.

All submissions are due **Sunday 21 April 2013, 11:59pm EDT**; however, you are encouraged to submit each tutorial as soon as you feel you have completed it satisfactorily. **No extensions** will be granted.

One Last Note

As with any assignment, cheating (including plagiarism) will not be tolerated. Though this assignment is bonus, you are still expected to comply with the Academic Integrity policies laid out in §5.2 of the syllabus.

Sample Tutorial

D10. Format Painter

First Tutorial by Timothy J Parenti

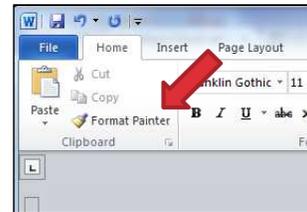
Introduction

Microsoft Word is capable of all sorts of text formatting; however, managing this formatting while maintaining a consistent appearance for a document can be unwieldy at times. The **Font** group of the **Home** tab has more than a dozen font settings alone! Combined with more character-level options in the Font dialog box as well as paragraph-level options in the **Paragraph** group and the Paragraph dialog box, the possibilities are virtually limitless.

A rational, but time-consuming, approach might be to keep at hand long lists of the various types of formatting used throughout a document and to reference that list whenever a particular format is needed; however, this is quite prone to error. Since consistency in the visual appeal of a document is generally achieved by using only a few formats repeatedly throughout, chances are high that when we need a particular format, we've already used it before. The **Format Painter** is a tool which allows us to quickly reuse formats found elsewhere in our document.

Using Format Painter

The **Format Painter** tool is found on the **Home** tab within the **Clipboard** group. Much like the regular clipboard can be used to copy and paste text, the Format Painter can be used to copy and paste formatting from one selection to another, without copying the associated text.



To use the Format Painter:

1. Select the text which has the format you wish to copy.
2. Double-click **Format Painter** on the **Home** tab, in the **Clipboard** group. The pointer will change to a paintbrush to indicate that you are in format-painting mode.
3. Select the text to which you wish to apply the copied formatting. Repeat for each selection of text you wish to format in the same way.
4. When you are done, click the **Format Painter** again (or press *Esc*) to exit format-painting mode.

You can also apply formatting a single time by selecting the text with the source formatting and **single-clicking** Format Painter. This puts you into format-painting mode for **only one** application of the formatting before returning to text editing mode.

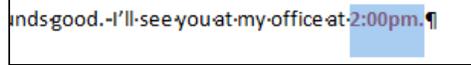
Note that the Format Painter can be used to copy both character- and paragraph-level formatting. This distinction is made when initially selecting the text from which to copy the formatting:

- To copy character-level formatting, select only the portion of the paragraph with the formatting you wish to copy. If you are at the end of a paragraph, take care **not** to include the paragraph mark (which is visible using **Show Special Characters**, *Ctrl+Shift+8*).
- To copy paragraph-level formatting, select the entire paragraph, including the paragraph mark.

Examples

Copying Character-Level Formatting

Select text with the character-level source formatting you wish to copy, taking care **not** to include the paragraph mark if you are at the end of a paragraph.



Click **Format Painter**, and then select the destination text which will be receiving the new formatting.

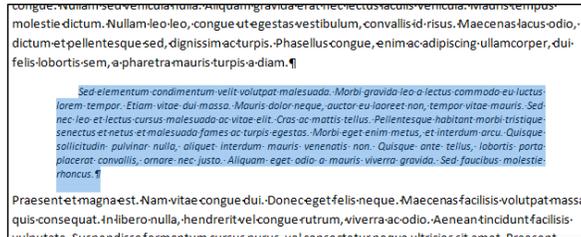


Upon releasing the mouse, the selected text receives the copied formatting, and Word re-enters text editing mode.

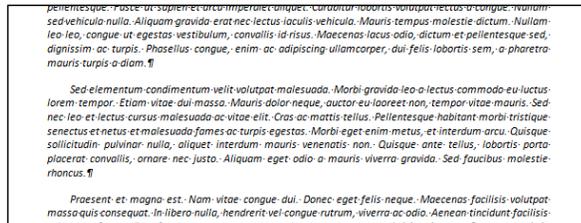


Copying Paragraph-Level Formatting

Select an entire paragraph with the paragraph-level source formatting you wish to copy, including the paragraph mark at the end.



Double-click **Format Painter**, and then select each of the destination paragraphs which will be receiving the new formatting.



When done, click **Format Painter** again to exit format-painting mode.