

Jamani's Guide to Computers

Part 4

Microsoft® Excel Basics

Teach yourself how to work with calculations:

Spreadsheet Basics

Students	Boys	Girls	All
Form 1	52	65	117
Form 2	46	58	104
Form 3	39	47	86
Form 4	42	39	81
Form 5	23	32	55
Form 6	21	34	55
Total	223	275	498

A students' grade list

Students	English	Kiswahili	Math.	Physics	Biology	History	Average
Makia	89	87	79	74	76	79	81
Maria	82	80	69	82	74	79	78
Douglas	62	79	90	71	72	76	75
James	65	81	63	91	76	71	75
Abaidi	82	81	76	65	77	64	74
Susan	72	76	57	90	63	77	73
Julius	65	76	62	62	85	82	72
William	71	62	78	72	90	58	72
Benjamin	46	82	66	65	71	91	70
Rehema	65	76	65	82	46	72	68
Upendo	90	78	56	39	76	65	67
Mnicho	63	70	68	46	71	50	61
Daudi	44	67	48	65	56	61	56
Class average	69	76	67	70	72	71	71

A simple business plan

BAGAMOYO BATIKS

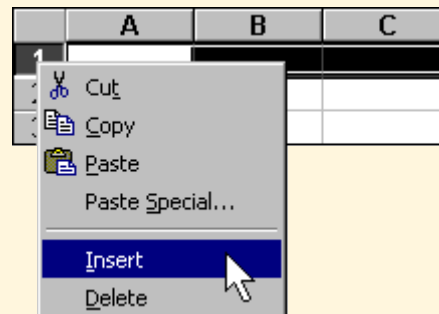
		(sales forecast)		
		price	amount	turnover
Postcards	Small pictures (10x15 cm) on white carton + envelope	1,000	25	25,000
Tableware	Set of heavy tablecloth with 6 matching napkins	18,000	3	54,000
Bath training	Group course (6x4 hours) incl. materials, per person	16,000	3	48,000
Total revenues per month				127,000

		(@products & services)		
		cards	tableware	training
Fabric	Cards: normal quality Tableware: extra quality	33	2,200	3,000
Paint	Cards: watercolour Tableware: chemical	15	1,300	3,000
Wax	Standard wax	10	300	1,000
Extra	Cards: Paper and envelope Tableware: Stitching	120	150	200
Material cost per product				180 4,250 7,500
Total material cost per month				4,580 14,850 22,500 41,850

Extra costs		
Rent	Workshoproom	1,500
Electricity		1,500
Transport	To Dar es Salaam	2,500
Other	Tools, salary, wages etc.	10,000
Total extra costs per month		21,500

Turnover	127,000
Materials	41,850
Extra cost	21,500
Total income per month (before taxes)	63,650

Want to know more?



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M. van Eijk & P. Flier
Bagamoyo, Tanzania 2003
[3.3]

This copy belongs to:

1 Welcome to MS Excel

What is MS Excel?

Microsoft® Excel is a 'spreadsheet' program. Spreadsheets are useful for working with numbers and calculations. You can compare a spreadsheet to a table in MS Word, but with a lot of extra functions.

Just like a table, a spreadsheet provides a good solution for presenting information (data) in a neat and structured way. The difference is that in a spreadsheet you can create relationships between cells and 'process' the data: With formulas to add or multiply or functions to put data in the right order. Two examples:

Example 1 - Say you are a teacher and you need a list of students' grades. After you enter all names and grades into the spreadsheet, you start 'processing'. First you calculate the average grade of each student and of the whole class. Then you sort the list, putting the best student on top and the weakest on the bottom. This important information is quite easy to get when you are using a spreadsheet instead of a table!

Example 2 - Suppose you are thinking of a business opportunity. A spreadsheet can help to create a clear picture of how successful the business will be. First you enter what products or services you will sell for what price. Then you enter the costs you need to make. After that, you can calculate if the business will be profitable or not. And you can easily see what happens when you change the price or when you sell more!

Jamani's Guide to Computers Part 4 - MS Excel Basics

MS Excel contains many functions which allow you to create complicated spreadsheets. In this part of Jamani's Guide to Computers, we will only show and tell you the basics about using MS Excel. That is enough to set up your first own spreadsheet, a students' grade list or a simple business plan:

Students	Boys	Girls	All
Form 1	52	65	117
Form 2	46	58	104
Form 3	39	47	86
Form 4	42	39	81
Form 5	23	32	55
Form 6	21	34	55
Total	223	275	498

Students	English	Kiswahili	Math.	Physics	Biology	History	Average
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James	65	81	63	91	76	71	75
Abeidi	82	81	76	65	77	64	74
Susan	72	76	67	90	63	77	73
Julius	65	76	62	62	85	82	72
William	71	62	78	72	90	58	72
Benjamin	46	82	66	65	71	91	70
Rehema	65	78	65	82	46	72	68
Upendo	90	78	56	39	76	65	67
Mnsho	63	70	68	46	71	50	61
Daudi	44	57	48	65	56	61	55
Class average	69	76	67	70	72	71	71

BAGAMOYO BATIKS

		(sales forecast)			
		price	amount	turnover	
Revenues	Small picture (10x15 cm) on white cotton + envelope	1,000	25	25,000	
	Tabletware	Set of heavy tabletware with matching napkins	18,000	3	54,000
	Batik training	Shrug course (60x hours) incl. materials, per session	16,000	3	48,000
Total revenues per month				127,000	
		(products & services)			
		cards	tabletware	training	
Material cost	Fabric: Cloth: normal quality	35	2,300	3,000	
	Tabletware: extra quality	15	1,800	3,000	
	Paint	10	800	1,000	
	Wax	10	800	1,000	
	Extra	Cloth: Paper and envelope	120	150	500
		Tabletware: Stitching			
Material cost per product		180	8,250	7,500	
Total material cost per month				41,850	
		Extra costs			
	Rent		Workshop/room	7,500	
	Electricity			1,500	
	Transport		To Dar es Salaam	2,500	
	Other		Tools, salary, unforeseen	10,000	
Total extra costs per month				21,500	
Turnover				127,000	
Materials				41,850	
Extra cost				21,500	
Total income per month (before taxes)				63,650	

Learning MS Excel means understanding the basics of a spreadsheet: entering data (information), sorting data, using formulas and printing it on paper. For this it helps a lot if you are familiar with basic mathematical calculations. But even without that you can use Excel quite easily!

Arriving at the last part of Jamani's Guide to Computers, you should now be comfortable with the general things: buttons, menu-items, dialogues, etc. In fact, by now you should be curious to find out more! Just continue to try out different things and make mistakes.

Getting started

Before starting your first document, do the following:

1. Start the program called 'MS Excel'
2. Save the new document in your folder and remember to save frequently while you work

☞ See: *Jamani's Guide to Computers Part 1 - Basic Knowledge & Skills*

3. Turn this page and take a good look at the first spreadsheet!

2 The first spreadsheet

Just like MS Word!

Although Excel is a totally different program than MS Word, it has a lot of the same functions. If you know how to work with Word, you already know a lot about Excel: You know how to save your document, copy and paste text, change the font and size of text, make text **Bold** and *Italic...* and how to Undo in case of mistakes!

Just like a table in Word, an Excel spreadsheet consists of cells, rows and columns. You enter information into cells by clicking the cursor in a cell to select the cell and then start typing the way you are used to.

Spreadsheet basics

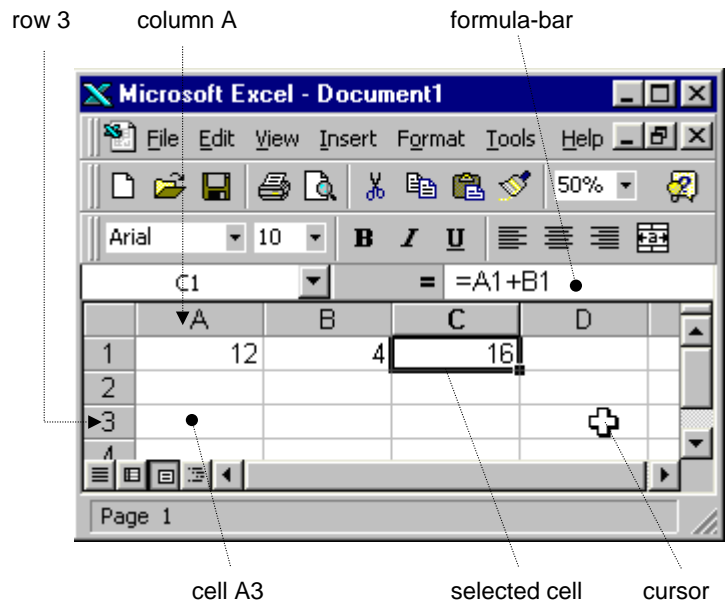
In a spreadsheet, columns are numbered A, B, C and rows are numbered 1, 2, 3. Each cell has a unique name based on its location in the spreadsheet. For example: A3 is the cell in column A and row 3.

What makes a spreadsheet special is that you can type a formula in a cell, using the information from other cells.

The picture gives an example:

- In cell A1 we typed '12' and in B1 '4'.
- In the selected cell C1, we typed '=A1+B1' resulting in '16'.

When you use a formula in a cell, the cell shows the result of the calculation; the formula-bar shows the formula.



The first spreadsheet

The first spreadsheet below shows how many boys and girls a school has in each form. The grey areas show the totals, which have been calculated by Excel. Only six basic actions are needed to do this!

The spreadsheet shows the following data:

Students	Boys	Girls	All
Form 1	52	65	117
Form 2	46	58	104
Form 3	39	47	86
Form 4	42	39	81
Form 5	23	32	55
Form 6	21	34	55
Total	223	275	498

Annotations and actions:

- ① entering data into cells (typing text and numbers)
- ② formatting data in cells (**Bold** and Align Right)
- ③ adding up two cells in a new cell (52+65=?)
- ④ copying the same formula to other cells
- ⑤ calculating a total
- ⑥ changing the size of columns

? Follow the numbers on the next pages and start typing... ?

Where to start?

First enter all the text and numbers, except for those in the grey areas: So type what you see in the picture on the right! Step ① explains how.

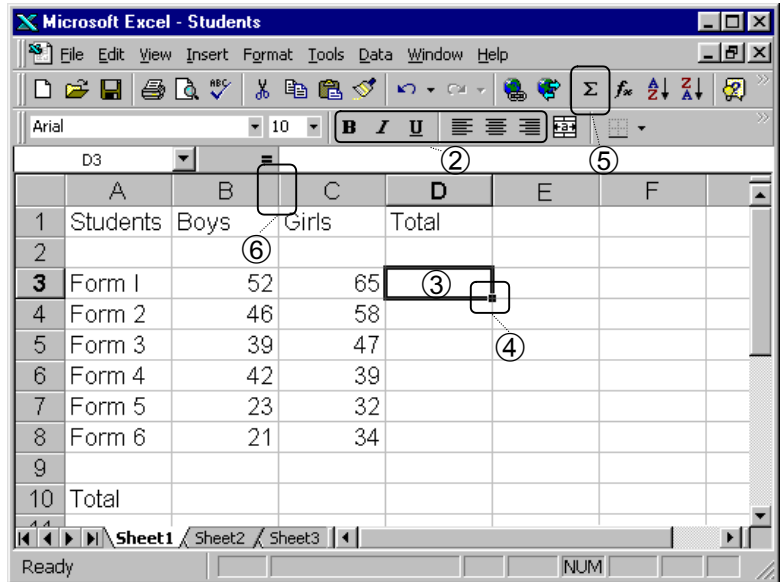
Then go through Step ② to Step ⑥, to complete the spreadsheet.

The picture shows what function you need for what step.

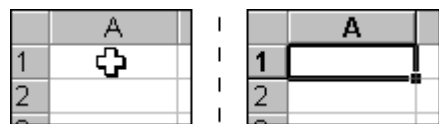
For typing numbers, it is easy to use the 'number'-keys on the right part of your keyboard.



Note: You have to press the 'Num Lock'-key first to enable the number-keys!



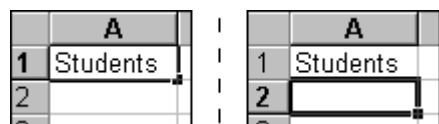
Step ① Entering data into cells



First select the right cell:

1. Move the cursor on the cell in which you want to enter data
2. Click the left mouse button to select that cell

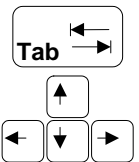
Note: Try this out and click on different cells to select them!



Then enter data into the selected cell:

1. Start typing as usual
2. Press the Enter-key to go the cell below

Note: Use the Tab-key for going to the cell on the right or the 'Cursor'-keys to move in all directions



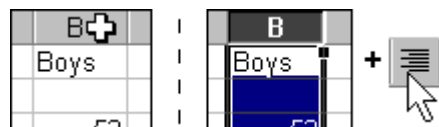
Step ② Formatting data in cells



To change the appearance or 'format' of data in a cell:

1. Select the cell and click the button 'B' to make the data **Bold**

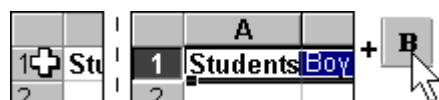
Note: You can select more cells by clicking in one and dragging



To format all data in one column:

1. Click on the letter on top of a column to select the column
2. Click the button 'Align Right' to put all data on the right side

Note: Select more columns by clicking on one and dragging

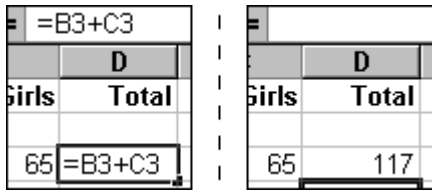


To format all data in one row:

1. Click on a row number (left of the row) to select the row
2. Click the button 'B' to make the data '**Bold**'

Step ③

Adding & other simple calculations



To add up two cells (B3 and C3) in a new cell:

1. Select the cell in which you want the result (D3 or any other!)
2. Type: =B3+C3 and press 'Enter' to see the result

Note: Click on D3 again to see the formula in the formula-bar. To change formula, click the cursor in the formula-bar and type.

	A	B	C		C
1	12	9	=A1+B1	→	21
2	17	8	=A2-B2	→	9
3	3	10	=A3*B3	→	30
4	27	4	=A4/B4	→	6.75

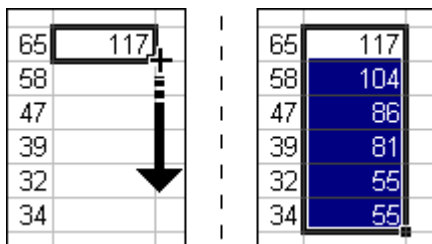
To make simple calculations:

1. Always start a formula with '='. For example '=A1+B1'
2. Use '-' for subtracting numbers. For example '=A2-B2'
3. Use '*' for multiplying numbers. For example '=A3*B3'
4. Use '/' for dividing numbers. For example '=A4/B4'

Note: Instead of typing 'A1', you can also click on A1.

Step ④

Copying formulas



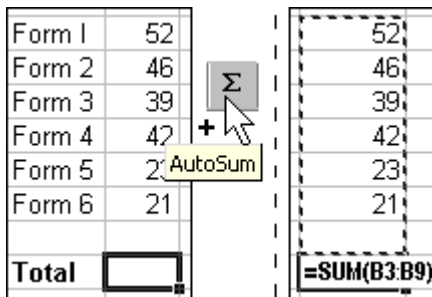
In cell D3 you typed a formula to add up cells B3 and C3. It's easy **to copy and use a formula for other cells:**

1. Move the cursor on the small mark of the selected cell (D3)
2. The cursor's white cross turns into a thin black cross
3. Click the left mouse button and drag the cursor down

Note: Click in cell D4 and look in the formula-bar: You see that the original formula '=B3+C3' automatically changed to '=B4+C4'.

Step ⑤

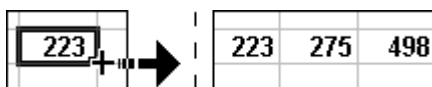
Calculating a total or 'sum'



To calculate the total (sum) of many cells:

1. Click in the cell where you want the total (B10)
2. Click the 'Σ'-button ('AutoSum') on your screen
3. Press the 'Enter'-key

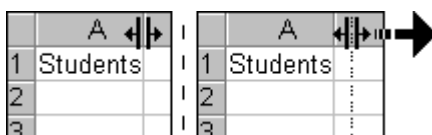
Note: The 'AutoSum' function shows what cells it will calculate the total from: B3 to B9. To make another selection, click in the first cell and drag to the last cell. Press Enter to get the result.



With only three clicks you calculated the total number of boys! Now complete this spreadsheet: Use Step ④ to copy the 'SUM'-formula and calculate how many girls and students there are.

Step ⑥

Changing column size



To change the size of one column:

1. Move the cursor between two columns at the top: The cursor changes shape
2. Click and drag until it is the size you want and release

3 A students' gradelist

Entering and processing data

Creating a students' grade list is a good example of processing data. Entering the names of the students and each individual's grades is only part of the job. After entering the data, Excel offers functions to make the list complete: calculating averages, rearranging the list, etc. This is called processing the data

The list

The spreadsheet below shows the grades of 13 students on 6 different subjects. In this example, the grey areas show the averages, which have been calculated by Excel. Also the list shows the best average on top, ranging down to the student who needs the most attention. Once you finish entering all the data, these final steps are quite easy to do and will save you a lot of time!

	English	Kiswahili	Math.	Physics	Biology	History	Average
Students							
Makia	89	87	79	74	76	79	81
Maria	82	80	69	82	74	79	78
Douglas	62	79	90	71	72	78	75
James	65	81	63	91	76	71	75
Abeidi	82	81	76	65	77	64	74
Susan	72	76	57	90	63	77	73
Julius	65	76	62	62	85	82	72
William	71	62	78	72	90	58	72
Benjamin	46	82	66	65	71	91	70
Rehema	65	76	65	82	46	72	68
Upendo	90	78	56	39	76	65	67
Mrisho	63	70	68	46	71	50	61
Daudi	44	57	48	65	56	61	55
Class average	69	76	67	70	72	71	71

Annotations:

- ① creating vertical text orientation
- ② calculating an average
- ③ rearranging the list, from the highest average downward
- ④ marking the high score on individual subjects
- ⑤ setting the number of decimals (81.2 or 81)
- ⑥ change column size to exactly fit the data
- ⑦ creating borders and color effects

Follow the numbers on the next pages and start typing...

Where to start?



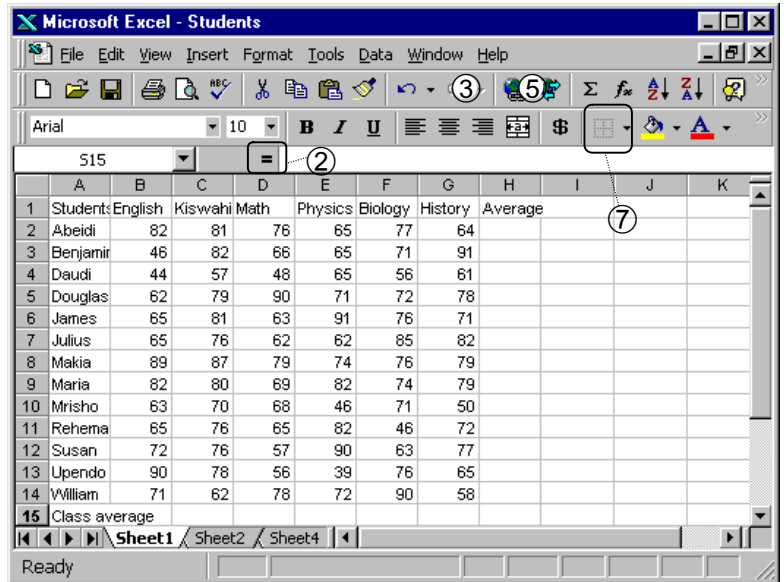
Start a new Excel document and first type all the data as shown on the right.

Do not worry about the order of grades or when the text is bigger than a cell: that comes later!

After typing all data, follow Step ① through Step ⑦ to complete the list.

The picture shows what function you need for what step.

Note: Of course you can also use your own data and create a grade-list with real names and grades!



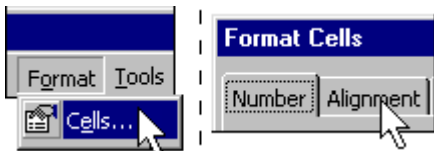
Step ①

Creating vertical text orientation



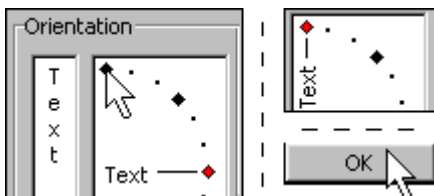
First select the cells that you want to change:

1. Click your cursor in the first cell and keep down the left button
2. Move the mouse and drag the cursor to the last cell



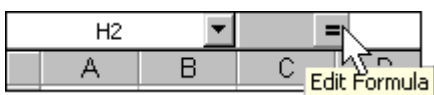
To put the text in the selected cells vertical:

1. In the Format-menu, choose 'Cells..'
 2. In the dialogue that appears, click on the tab 'Alignment'
 3. Look under 'Orientation' and examine the display
 4. In the display, click on the top mark to change the orientation
- Note: The top mark is now red, the line vertical and the textbox reads 90°
5. Click the 'OK'-button

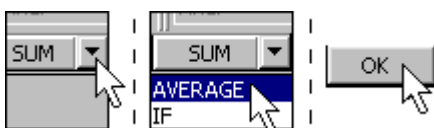


Step ②

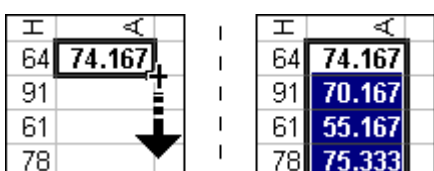
Calculating an average



1. First click in the cell where you want the average (H2)
2. Type '=' or click on the '='-button left of the formula-bar



3. Click on the small arrow (next to 'SUM') on the left side of the formula-bar
4. From the menu, select 'AVERAGE'
5. Click the 'OK'-button: The result is now in cell H2.



You already know how to copy this formula downward:

1. Move the cursor on the lower right side of the selected cell
2. Click the left mouse button and drag the cursor down

Note: Repeat this step to calculate the averages in B15 up to H15

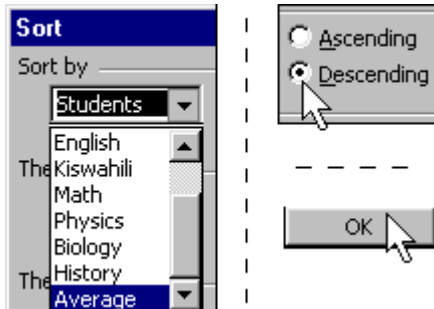
Step ③

Rearranging (sorting) a list

	A	B	C	D	E	F	G	H
1	Student	English	Kiswahili	Math	Physics	Biology	History	Average
2	Abeidi	82	81	76	65	77	64	74.167
3	Benjami	46	82	66	65	71	91	70.167
4	Daudi	44	57	48	65	56	61	55.167
5	Douglas	62	79	90	71	72	78	75.333

1. Select all cells with names and grades in the list (see picture)
Note: It is important that you select every cell in your list: If you only select the cells containing the grades, you may put the wrong grades behind each student's name.

2. From the 'Data'-menu, choose 'Sort'. A new dialogue appears

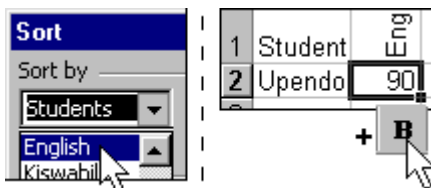


3. Click on the arrow next to 'Students' and define by what criterion the cells will be sorted: English, Kiswahili, Math, etc.
4. Go to the bottom of the list and select 'Average'
5. Click on the small circle next to 'Descending' (=going down)
6. Click the 'OK'-button: The list is now rearranged!

Note: Always be careful when you sort (and move around) cells!

Step ④

Marking the highest value in a list



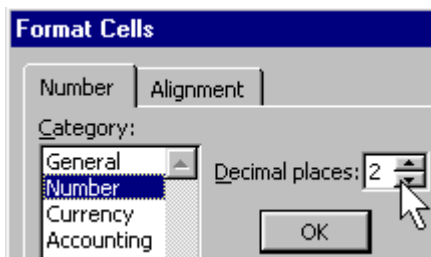
In our example, each high score is marked 'Bold' to show the highest value per subject. For this you also use Step 3:

1. Follow Step 3, but sort by 'English' instead of 'Average'
2. Select cell B2 (which should now contain the highest score)
3. Click on the 'Bold'-button to give the grade a different look

Note: After doing this for all subjects, sort by 'Average' again.

Step ⑤

Setting the number of decimals

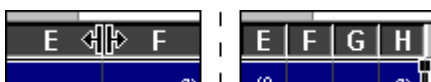


To show the averages without decimals:

1. Select the cells or click on the 'H' to select column H
2. In the Format-menu, choose 'Cells..'
3. In the dialogue that appears, click on the tab 'Number'
4. Look under 'Category' and click on 'Number' (see picture)
5. Change the current 2 'Decimal places' to 0 and click 'OK'

Step ⑥

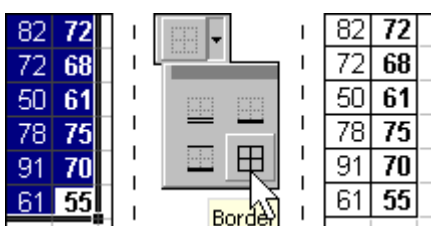
Changing column size to fit data



1. Select the rows by clicking on the letter of the first and drag
2. Double-click on any border between two of these rows

Step ⑦

Creating borders and color effects



To change the appearance of cells:

1. Select the cells that need a border (or color)
2. Click on the button 'Border' (or 'Fill Color') and select one

Note: Changing borders works the same as tables in MS Word. Try out the different options and use them to create a clear list.

☛ See: page 25 Changing border lines, Part 3 (Word Basics).

4 A simple business plan

If you are serious...

If you are serious about a business opportunity, a business plan will help you in many ways. It shows how good the business will be, based on the prices and sales you hope to realize. Moreover, you can easily calculate different situations: What if I sell more? What if I use a higher price? A spreadsheet like this allows you to shape and prepare your own business, instead of copying what others are doing!

The example on this page shows a financial business plan for a batik shop for a period of one month. It specifies what products will be produced, how much that will cost and how many they *hope* to sell. The grey cells show the ingredients of the business: prices and expected sales figures. When you change one of these numbers, you immediately see what happens to your business!

wrapping text (more textlines in one cell)

①

merging cells (making one cell out of many)

②

using a '1000 Separator' (1000 → 1,000)

③

BAGAMOYO BATIKS

Revenues		(sales forecast)		
		price	amount	turnover
Postcards	Small pictures (10x15 cm) on white carton + envelope	1,000	25	25,000
Tableware	Sets of heavy tablecloth with 6 matching napkins	18,000	3	54,000
Batik training	Group course (6x4 hours) incl. materials, per person	16,000	3	48,000
Total revenues per month				127,000

④ calculating the **turnover** (price x amount)

Material cost		(products & services)		
		cards	tableware	training
Fabric	Cards: normal quality Tableware: extra quality	35	2,200	3,000
Paint	Cards: watercolour Tableware: chemical	15	1,800	3,000
Wax	Standard wax	10	800	1,000
Extra	Cards: Paper and envelope Tableware: Stitching	120	150	500
<i>Material cost per product</i>		180	4,950	7,500
Total material cost per month		4,500	14,850	22,500

⑤ calculating the **material cost**

Extra costs		
Rent	Workshop/room	7,500
Electricity		1,500
Transport	To Dar es Salaam	2,500
Other	Tools, salary, unforeseen	10,000
Total extra costs per month		21,500

⑥ copying values from other cells

Turnover	127,000
Materials	-41,850
Extra cost	-21,500
Total income per month (before taxes)	63,650

⑦ calculating the total for different situations

? Follow the numbers on the next pages and start typing... ?

Where to start?

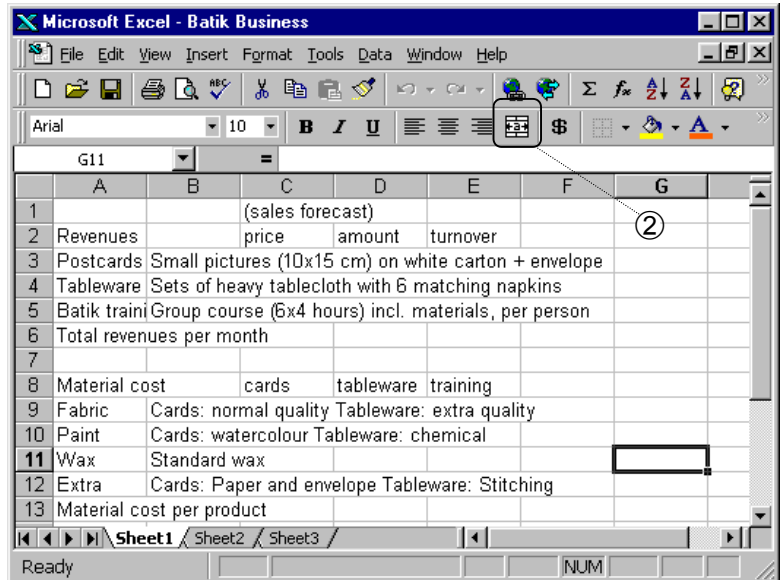
Look at the Business Plan. In a new document, first type all the *text* data, as shown right: In cell A2, type 'Revenues', A3 'Postcards' etc.

Adjust the size of each column so that it looks the same as in the example. (You should know how!)

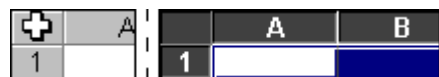
Now follow Step ① through ② to make the text fit neatly in the cells.

Then type all the numbers in the grey areas and follow Step ③ through ⑦.

Note: Of course you can also use your own data and create a real business plan!

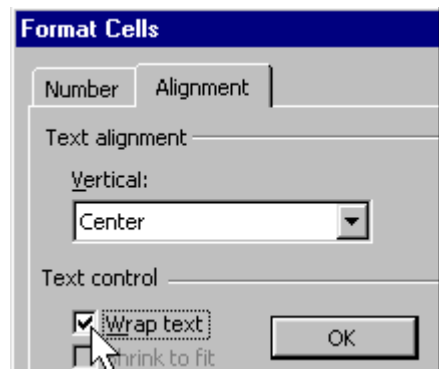


Step ① Wrapping text



To apply this step to all cells, first select all cells:

1. Click in the top-left of the sheet to select all cells



To make all text fit neatly in the selected cells:

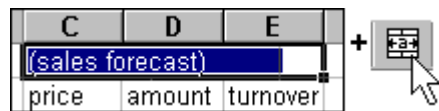
2. In the Format-menu, choose 'Cells..'
3. Click on the tab 'Alignment' and look under 'Text control'
4. Click on the small box next to 'Wrap text'

Note: If you click the 'OK'-button now, you will see that in some cells, the text is now at the bottom of the cell.

To align text to the center of a cell:

5. On the same tab 'Alignment', look under 'Text alignment'
6. Open the list under 'Vertical' and select 'Center'
7. Click the 'OK'-button

Step ② Merging cells

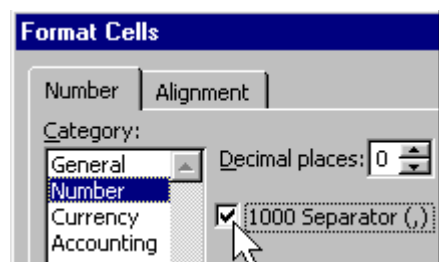


To make one cell out of many:

1. Select the cells and click on the button 'Merge and Center'

Note: Now type all the numbers in the grey areas of the example.

Step ③ Using a '1000 Separator'



To make large numbers easier to read:

1. Select the cells containing the large numbers (or select columns C, D, E to F all at once!)
2. In the Format-menu, choose 'Cells..'
3. Click on the tab 'Number' and look under 'Category'
4. Click on 'Number' and first change the 'Decimal places' to 0
5. Click on the box next to 'Use 1000 Separator' and click 'OK'

Step ④ Calculating the turnover

First calculate the turnover for the first product (Postcards):

1. Click in the cell where you want the result to appear (E3)
2. Type '=C3*D3' and press Enter

You already know how to copy this formula downward:

3. Click on the lower right side of the cell and drag down to E5

Note: Now you have calculated the turnover for each product

To calculate the total turnover:

4. Select the cell where you want the total to appear (F6)
5. Click on the 'Σ'-button. The cell now only reads: =SUM () because the program does not yet know what cells to add up
6. Select the cells containing the turnover per product (E3 to E5)
7. Notice that the formula now reads: =SUM(E3:E5)
8. Press Enter to finish the calculation

Note: Instead of selecting the cells, you can also type the formula

Step ⑤ Calculating the material cost

The cells in the second grey area of the example specify what material is needed for each specific product and what it costs.

First calculate the cost for each product:

1. Use the SUM-formula to calculate the material cost for the first product in cell C13
2. Copy the formula to D13 and E13 for the other products

Then calculate the cost for each amount of products:

For example: first multiply the material cost for the postcards by the amount of postcards you plan to sell:

3. Select the cell where you want the total to appear (C14)
4. Type '=C13*D3' and press Enter

Now do the same for the other products:

5. Select D14 and type '=D13*D4'. In E14 type '=E13*D5'.

Note: Here you *cannot* copy the formula the way you are used to. Try it anyway and see what happens (and use 'Undo' to go back).

Finally, calculate the total material cost:

6. Click in the cell (E15), click the 'Σ'-button and press Enter.

Now look at the example and do 'Extra cost' all by yourself!

Step ⑥ Copying values from other cells

To make the value of one cell also show in another cell:

1. Click in one cell (F23) and type '='
2. Select another cell (F6) and press Enter
3. Use '=' to copy a negative value (F24 = -F14, F25 = -F21)

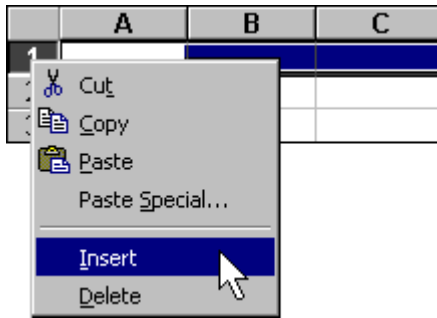
Step ⑦ Calculating different situations

This final step is the easiest and the most interesting! First calculate the **total income** (use 'Σ'). Then change any data in the grey areas and see what happens to this **total**: Price, amount, material cost, etc. Good luck!

5 Want to know more?

Changing the spreadsheet

During your work, you will often have to make small changes to the original spreadsheet setup. Two tips:



To insert an extra row or column:

1. Select one row or column and press the right mouse button
2. From the menu, choose 'Insert'

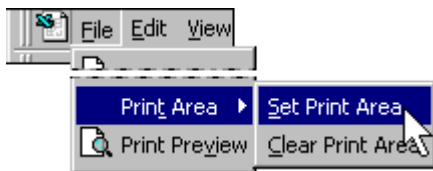
To move the content of cells:

1. Select the cells and put the cursor on a border of the selection
2. When the cursor changed into an arrow, click and drag the selection to another place

Note: You can also use 'Copy' and 'Paste' in the same menu.

Printing your spreadsheet

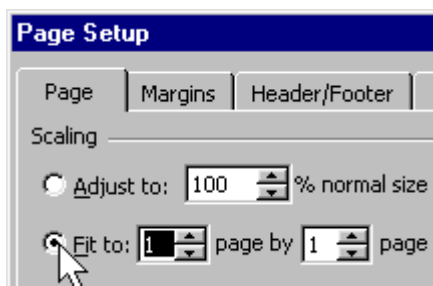
After creating a spreadsheet, press the 'Print Preview' button to see how the spreadsheet will look on paper. When you only want to print a selection of the spreadsheet, you first define the 'print area'. When the spreadsheet is bigger than the paper, you can make it fit on one page.



To define the 'print area'

1. Select only the cells that you want to print
2. In the File-menu, go to 'Print Area' and select 'Set Print Area'
3. Press the 'Print Preview' button again to see the changes.

Note: In 'Preview', click on the other buttons and examine them!



To make the spreadsheet fit on one page:

1. In the File-menu, select 'Page Setup...'
2. Under 'Scaling', click on the circle next to 'Fit to:'
3. Make sure it now fits to '1 page wide by 1 tall' and press OK
4. Press the 'Print Preview' button again to see the changes.

Note: In the left lower corner of the 'Print Preview' window, Excel shows how many pages the spreadsheet is.

Getting Help

By now you should have learned one thing: Every time you use a computer you learn new things yourself, just by clicking and trying. And there is more to discover. For instance, try to copy a selection of cells and paste it into a Word document: it becomes a table! If you are really stuck, you can always use Excel's Help-function to get assistance on functions or problems. Try it!



For example, to get help on working with formulas:

1. From the Help-menu, choose 'Contents and Index'
2. In the textbox on the tab 'Index', type: 'formulas'
3. In the list below, double-click the most interesting item
4. The Help-information appears in a new window

Jamani's Guide to Computers

Jamani's Guide to Computers is intended for people without computer experience and supports the use of computers with Microsoft® Windows 95, 98, etc. Jamani's aim is to enable whoever is interested to take the very first steps into the wonderful world of computers and internet.



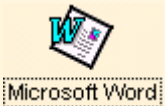
Part 1 - Basic knowledge and skills

Introduces the computer as a practical toolbox for working with information and creating documents. It focuses on the basics skills, needed to work with Microsoft® Windows: using the mouse, keyboard, folders, opening programs and copying and saving documents.



Part 2 - Internet and E-mail

Provides basic knowledge for exploring the possibilities of internet and e-mail. Jamani's Guide aims to enable people to enter an internet cafe, browse the internet, open an e-mail account and start sending and receiving e-mails and attachments.



Part 3 - Word Basics

Provides basic knowledge and skills for working with text documents using Microsoft® Word. Examples of documents serve as starting point and allow Word's main functions to be explained within the context of actual documents: a letter, a pricelist and timetable and a leaflet.



Part 4 - Excel Basics

Provides basic knowledge and skills for working with numbers and calculations using Microsoft® Excel. Real documents are used to explain Excel's basics within the context of actual documents: a students' grade list and a simple business plan.

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