

# SP100 Software Applications course support pages

SP100 Software Applications Pages - Microsoft Internet Explorer

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## SP100 Software Applications

**What's new?**  
Last updated on 4 February 2002

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**Computer quote:**  
Shell to DOS...  
Come in DOS, do you copy? Shell to DOS...

**Download**  
Data files for Module 3: Accounting  
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**Apply MYOB accounting package to process common business transactions and reports**

### Welcome to SP100 Software Applications

These pages are a collection of various resources available to students enrolled on the course. This course introduce you to the use of a number of common application software to an intermediate level of difficulty and consists of four modules:

- Wordprocessing
- Spreadsheets
- Accounting
- Database

**Brief overview of the sections:**

Check the answers and post any new questions on the [Frequently Asked Questions](#) page.

Don't know how to use IE and other spreadsheet functions in

Done Internet

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**FC** 5724  
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**Apply MYOB accounting package to process common business transactions and reports**

## Welcome to SP100 Software Applications

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- Database

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### Brief overview of the sections:

Check the answers and post any new questions on the **Frequently Asked Questions** page.

Don't know how to use IF and other spreadsheet functions in Test 2? Visit our **Assessment hints** page.

We have created the **Student Forum** to facilitate discussion among students studying SP100 course.

Need a data set for the Module 3: Accounting? You can download it from our **Downloading** area.

**Computer quote:**  
Shell to DOS...  
Come in DOS, do you copy? Shell to DOS...

**Download**  
Data files for Module 3: Accounting  
**Version 6**  
Tutorial data  
Sales data  
**Version 8**  
Tutorial data  
Sales data  
More **downloads**

Done Internet

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# SP100 Software Applications

**Computer quote:**  
The computer is a moron.  
Peter Drucker

**Submit a new question**

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**FC 1496**  
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## Frequently Asked Questions

**Course** **General Questions**

1. What are the references to the new textbook for the course?
2. I have been over the first section and was unsure as to what work you required to be sent in, just the test or all the activities as well?
3. What software is required to complete the course?
4. Does this course cover MS Word 97 and MS Excel 97?

▲

**Module 1** **Wordprocessing**

1. On page 1.30 there is a table to reproduce - should both the vertical and horizontal lines as well as the text be reproduced, or should I be ignoring these? If the vertical lines should be included, can you advise how this is done. I am using **MS Works 4.0**.
2. I am still having trouble with formatting columns of figures as I can't find an option for either decimal places without adding extra 0's to the number, or using a tab within the table itself. I am using **MS Works 4.0**.
3. My computer is set in inches and I am not sure how to change it to metric measurement. Also I am not sure how to set left tabs at 2 cm and indent list by 1cm. I am using **MS Word 97**.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "F.A.Q. Page - SP100 Software Applications - Microsoft Internet Explorer". The address bar shows "http://www.openpolytechnic.ac...". A pop-up window titled "Frequently Asked Question Input Form" is centered on the screen. This form has a green header and contains the following elements:

- For the course:** A dropdown menu with "SP100 Software Applications" selected.
- I want to submit the following question:** A text area with the placeholder text "Your question goes here!".
- Three buttons: "Submit", "Clear", and "Cancel".

The background webpage includes a navigation menu on the left with links like "Home", "F.A.Q.", "Assessment hints", "Student Forum", "Downloads", "Online tests", "Useful Links", "Miscellaneous", and "Feedback". A "Visit other support pages" section has a dropdown for "SP100" and a "Go there!" button. A "FastCounter" shows "1496". The main content area has a "Frequently Asked Questions" section and a "Module 1 Wordprocessing" section with the following list:

1. On page 1.30 there is a table to reproduce - should both the vertical and horizontal lines as well as the text be reproduced, or should I be ignoring these? If the vertical lines should be included, can you advise how this is done. I am using MS Works 4.0.
2. I am still having trouble with formatting columns of figures as I can't find an option for either decimal places without adding extra D's to the number, or using a tab within the table itself. I am using MS Works 4.0.
3. My computer is set in inches and I am not sure how to change it to metric measurement. Also I am not sure how to set left tabs at 2 cm and indent list by 1cm. I am using MS Word 97.

**Assessment Hints - SP100 Software Applications - Microsoft Internet Explorer**

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# SP100 Software Applications

**Computer quote:**  
Whom computers would destroy, they must first drive mad.

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Go there!

**Assessment Hints**

**Course** General Questions

1. Can I send my final test electronically?

▲

**Module 1** Wordprocessing

1. Unformatted document contains border and shading
2. The text should have its spelling checked and changed where necessary
3. Draw the table with lines around it as shown (MS Word 97)
4. Draw the table with lines around it as shown (MS Works)
5. I am using Works 4.0 and I don't know how to align the numbers correctly within the table
6. Each point under the headings should be on a new line and indented 1 cm and suitable numbered
7. Include a footer with the page number, the date the document was created and the file name
8. Save the file to disk with the name RFP

▲

**Module 2** Spreadsheets

fc 1595  
FastCounter by ListEvolution

Internet

The screenshot shows a Microsoft Internet Explorer browser window with the title "Assessment Hints - SP100 Software Applications". The address bar shows the URL "http://www.openpolytechnic.ac...". A modal window titled "Assessment Hint Input Form" is open, allowing a user to submit a hint for the "Wordprocessing" module. The form contains a text area for the hint and "Submit", "Clear", and "Cancel" buttons. The background webpage features a navigation menu on the left, a "Computer quote" section, and a list of assessment questions under the heading "Module 2 Spreadsheets".

**Assessment Hint Input Form**

For the module:  
Wordprocessing

I want to submit the following hint:  
Your hint goes here!

Submit Clear Cancel

**Applications**

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**estions**

**essing**

nd shading  
d and changed where

3. Draw the table with lines around it as shown (MS Word 97)
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**Module 2 Spreadsheets**

http://www.openpolytechnic.ac.nz/resources/sp100/hints.html#Q102

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## SP100 Software Applications

**Computer quote:**  
The most likely way for the world to be destroyed, most experts agree, is by accident. That's where we come in: we're computer professionals. We cause accidents. Nathaniel Borenstein

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Go there!

**981**  
FastCounter by LinkExchange

### Student Forum

If a study group would be a difficult for you because you live in an isolated location, or you are overseas, you can also ask questions in our Forum and even chat live with other students on the Web. You must register with Delphi before you can join the Forum (click [here](#) to register with Delphi). Using the Forum is free (apart from your normal Internet charges).

#### Registering with the Forum

1. Browse to <http://forums.delphiforums.com/SP100/>
2. Enter your first name followed by your student number (e.g. John1234567, *no spaces*) as your desired member name, do not use your home E-mail address.
3. Choose your own **password**, which must have more than 6 characters (*no spaces*). The computer will record this information, you will not have to enter this information again.
4. When you are asked for the **Group Registration Code** enter the word *zfiles*. You will only have to enter this information once.
5. You will receive an e-mail from Delphi providing you with a record of what you have typed in. Keep this safe!

The best place to ask questions is in the Forum. When a tutor, or another student, answers your question, everyone will see the answer and everyone benefits. Don't be afraid to use the Forum, you are fairly anonymous and we prefer students to ask questions this way as it stimulates discussion and understanding. Please don't post your address or phone number to the Forum if you want to form a study group with someone you've seen in the Forum, use *Send via E-mail*, which can be found at the bottom of every message you send.

Please **email me** if you need assistance with registration procedure.

Done Internet

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**Computer quote:**  
The computer is a moron.  
Peter Drucker

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 Go there!

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2417

## Downloading Area

To extract files from zip files below you will need **WinZip** program (file size: **1,260 Kb**). Visit WinZip Web site (<http://www.winzip.com>) and download the evaluation copy of the latest version.

### Wordprocessing

**glgc.zip** Sample letter: first draft; Activity - Editing text on page 1.5 in Module 1:  
Wordprocessing (file size: 1 Kb). Save the zip file on your Desktop and then extract the data file in the same folder with other wordprocessor documents.

**rfp.zip** Request for Proposal document on page 1.14 in Module 1: Wordprocessing (file size: 1 Kb). Save the zip file on your Desktop and then extract the data file in the same folder with other wordprocessor documents.

### Spreadsheets

**nzkiltw.zip** New Zealand kilt sales spreadsheet (Works); Activity - Printing a graph on page 2.12 in Module 2: Spreadsheets (file size: 1 Kb). Save the zip file on your Desktop and then extract the data file in the same folder with other spreadsheet documents.

**nzkilte.zip** New Zealand kilt sales spreadsheet (Excel); Activity - Printing a graph on page 2.12 in Module 2: Spreadsheets (file size: 2 Kb). Save the zip file on your Desktop and then extract the data file in the same folder with other spreadsheet documents.

### Accounting: M.Y.O.B. Version 6 Data Set

**tut6.zip** Tutorial data set for the Module 3:

SP100 Software Applications Online Tests - Microsoft Internet Explorer

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Address <http://www.openpolytechnic.ac.nz/resources/sp100/tests.html> Go Links >>

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**Computer quote:**  
Shell to DOS... Come in DOS, do you copy? Shell to DOS...

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 1773  
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## Online Tests

These are a set of online tests that you can choose based upon your level of expertise (beginning, intermediate, or advanced) in each area: wordprocessing, spreadsheeting, accounting and database.

<b>Module 1</b>	<b>Wordprocessing</b>											
	<b>Beginning</b>		<b>Intermediate</b>		<b>Advanced</b>							
True/False	1	2	3	4	5	6	1	2	3	1	2	3
Multiple Choices	1	2	3	1	2	3	1	2	3			

<b>Module 2</b>	<b>Spreadsheeting</b>										
	<b>Beginning</b>		<b>Intermediate</b>		<b>Advanced</b>						
True/False	1	2	3	4	1	2	3	1	2	3	4
Multiple Choices	1	2	3	1	2	3	1	2	3		

<b>Module 3</b>	<b>Accounting .....</b>											
	<b>Beginning</b>		<b>Intermediate</b>		<b>Advanced</b>							
True/False	1	2	3	4	1	2	3	4	1	2	3	4
Multiple Choices	1	2	3	1	2	3	1	2	3			

<b>Module 4</b>	<b>Database .....</b>											
	<b>Beginning</b>		<b>Intermediate</b>		<b>Advanced</b>							
True/False	1	2	3	4	1	2	3	4	1	2	3	4
Multiple Choices	1	2	3	1	2	3	1	2				

<http://www.openpolytechnic.ac.nz/resources/sp100/download.html> Internet

The screenshot shows a web browser window with the address bar displaying "http://www.openpolytechnic.ac.nz - SP100 Software Applicatio...". The main content area has a yellow background and contains the following text:

Welcome to SP100 Software Applications online tests!  
Choose the correct answer for each question.

---

**SP100 Software Applications - Wordprocessing**  
*Click on the correct answer*

Help

---

1 A ragged-right text edge in a document is often referred to as \_\_\_\_ justification.

A right

B left

C full

D no

E first

---

2 Full justification means

A text is printed ragged against the left margin while flush against the right.

The browser's status bar at the bottom shows "Done" and "Internet".

http://www.openpolytechnic.ac.nz - SP100 Software Applicatio...

**Correct!**  
Your score is 100%.

**SP100 Software Applications - Wordprocessing**  
*Click on the correct answer*

Help

---

**1 A ragged-right text edge in a document is often referred to as \_\_\_\_ justification.**

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Done Internet

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# SP100 Software Applications

## Useful Links

**Computer quote:**  
 The most overlooked advantage to owning a computer is that if they foul up, there's no law against whacking them around a little.  
 Porterfield

**Submit a new link**

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Fc 872

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**Module 1 Wordprocessing**

**Free-Education.net** - Free Education on the Internet  
 Introduction to Word 7 & 97  
[http://www.free-ed.net/fr03/lfc/course%20030111\\_01/index.html](http://www.free-ed.net/fr03/lfc/course%20030111_01/index.html)

**Microsoft** - In and Out of the Classroom with Microsoft Word 97  
<http://www.microsoft.com/education/?ID=Word97Guide>

**Microsoft** - In and Out of the Classroom: Word 2000  
<http://www.microsoft.com/education/tutorial/classroom/o2k/word.asp>

**Module 2 Spreadsheets**

**Free-Education.net** - Free Education on the Internet  
 Introduction to Excel  
<http://www.free-ed.net/fr03/lfc/030110/110/>

**Microsoft** - In and Out of the Classroom: Excel 2000  
<http://www.microsoft.com/education/tutorial/classroom/o2k/excel.asp>

**Module 3 Accounting**

**MYOB in New Zealand** - Frequently Asked Questions  
[http://www.datatech.co.nz/support/FAQs/faqs\\_main.htm](http://www.datatech.co.nz/support/FAQs/faqs_main.htm)

**Module 4 Database**

**Free-Education.net** - Free Education on the Internet  
 Introduction to Access  
<http://www.free-ed.net/fr03/lfc/030101/127/>

**Microsoft** - In and Out of the Classroom: Access 2000  
<http://www.microsoft.com/education/tutorial/classroom/o2k/access.asp>

Done Internet

The screenshot shows a Microsoft Internet Explorer browser window with the title "SP100 Software Applications Useful Links - Microsoft Internet Explorer". The address bar shows "http://www.openpolytechnic.ac...". A modal dialog box titled "Useful Link Input Form" is open, allowing users to submit a new link. The form includes a dropdown menu for "For the module:" (set to "Wordprocessing"), a text input for "I want to submit the following link:" (containing "http://"), and a text area for "Brief description:". Buttons for "Submit", "Clear", and "Cancel" are at the bottom of the form.

The background website content includes:

- Left sidebar:**
  - The Open Polytechnic of New Zealand
  - Computer quote:** "The most overlooked advantage to owning a computer is that if they foul up, there's no law against whacking them around a little. Porterfield"
  - Submit a new link** (button)
  - Contents:** Home, F.A.Q., Assessment hints, Student Forum, Downloads, Online tests, Useful Links, Miscellaneous, Feedback
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  - FastCounter:** 872, FastCounter by LinkExchange
- Main content area:**
  - Applications** (header)
  - Wordprocessing** (section header)
  - Links: [.html](#), [Microsoft Word 97](#), [2000](#), [word.asp](#)
  - Meeting** (section header)
  - Module 3 Accounting** (section header)
    - Free-Ed.net - Free Education on the Internet**
      - Introduction to Excel
        - <http://www.free-ed.net/fo03/fo030110/110/>
      - Microsoft - In and Out of the Classroom: Excel 2000**
        - <http://www.microsoft.com/education/tutorial/classroom/o2k/excel.asp>
    - MYOB in New Zealand - Frequently Asked Questions**
      - [http://www.datatech.co.nz/support/FAQs/faqs\\_main.htm](http://www.datatech.co.nz/support/FAQs/faqs_main.htm)
  - Module 4 Database** (section header)
    - Free-Ed.net - Free Education on the Internet**
      - Introduction to Access
        - <http://www.free-ed.net/fo03/fo030101/127/>
      - Microsoft - In and Out of the Classroom: Access 2000**
        - <http://www.microsoft.com/education/tutorial/classroom/o2k/access.asp>

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# SP100 Software Applications

**Computer quote:**  
2 + 2 = 5 for extremely large values of 2.

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## Miscellaneous

### Easter Egg

**Definition** *A little bit of code that a programmer hides within a main program. It can usually be activated by a series of actions or keystrokes.*

#### Word 97: Play a Little Pinball

- In a new document, type the word Blue and highlight it.
- Select Format->Font.
- Select Font Style Bold and Color Blue. Click OK.
- Type a space after the word Blue, followed by a single quote ('), another space, and another single quote.
- Select Help->About Microsoft Word.
- Click on the Word icon in the upper-left section of the About Microsoft Word dialog box.
- To play pinball, use the Z key as your left flipper and the M key as your right flipper. To quit the game, press the Esc key.

#### Excel 97/2000: Fly over a Fractal Landscape

- On a new Worksheet, Press F5
- Type X97:L97 (X2000:L2000) and hit enter
- Press the Tab key
- Hold Ctrl-Shift
- Click on the Chart Wizard toolbar button
- Use mouse to fly around - Right button forward/ Left button reverse

Links:  
The Easter Egg Archive: Hidden Secrets in Software, Movies, Music, and More!  
<http://www.eeggs.com/>

#### Access 97: The Magic Eight Ball

- Select File --> New Database.
- To change the name of the database, type a new filename in the File name box.
- Ask your computer a question. Click once on the Magic Eight Ball button on your Access toolbar.
- Click on the OK button on the

**Feedback on SP100 pages - Microsoft Internet Explorer**

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**Support pages**

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## Feedback

Tell us what you think about *SP100 Software Applications* pages, our courses, or anything else that comes to mind. We welcome all of your comments and suggestions.

**What course do you want to comment on?**

SP100 Software Applications

**What aspects do you want to comment on?**

This Web Site  Other:

**Enter your comment in the space provided below:**

Your comment goes here!

**Tell us how to get in touch with you:**

Name  (Required)

E-mail  (Required)

Street

Town

Done Internet