



## Virtual Portal for Interaction and ICT Training for People with Disabilities

### Unit 3 Higher Basic ICT Skills

Outcome No.		Deliverable 10	
Workpackage No.	WP3	Workpackage Title	Consolidation of existing materials and development and design of new learning materials
Authors		All partners	
Status (F: final; D: draft; RD: revised draft):		F	
File Name:		D11 Training Document Unit 3.docx	

*The ViPi KA3 LLL project (511792-LLP-1-2010-1-GR-KA3-KA3NW) has been partially funded under the Lifelong Learning program, subprogramme KA3 ICT. This publication reflects the views only of the author(s), and the Commission cannot be held responsible for any use which may be made of the information contained therein.*



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## Version History table

Version no.	Dates and comments
1	28-05-2012 – Draft containing the contributions of Hypertech created and circulated to partners.
2	02/06/2012 – Review by EuroCy
3	12/06/2012 – Updated version provided by Hypertech
4	12/06/2012 - Edit By NTU to correct language and minor errors
5	18/06/2012 – Enriched version provided by Hypertech
6	25/06/2012 – addition of 3.5.1 practical exercise of purchasing (NTU)

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## 3.1 Office Applications – Word Processing

### 3.1.1 Understanding Microsoft Office Word

#### 3.1.1.1 *The Microsoft Office Button*

The Microsoft Office Button  is located in the upper –left corner of the following Microsoft Office system programs: Word, Excel, PowerPoint, Access, and Outlook (as shown in Figure 1). When you click the Office Button you see the same basic commands available on the file menu in earlier releases of Microsoft Office to open, save and print your file.

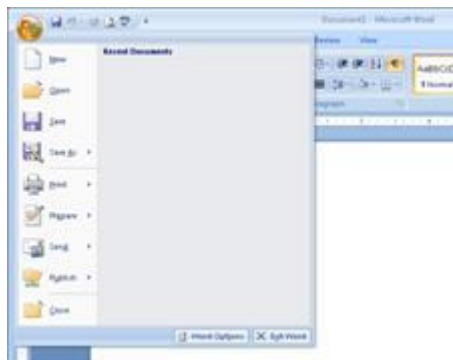


Figure 1: Microsoft Word Basic Buttons

#### 3.1.1.2 *The Quick Access Toolbar*

The Quick Access Toolbar (shown in Figure 2) appears at the top of the Access window and provides you with one-click shortcuts to commonly used functions. You may customize the contents of the toolbar by clicking the “down” arrow icon immediately to the right of the toolbar.

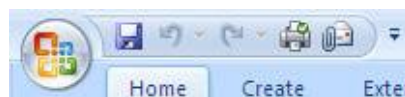


Figure 2: The Quick Access Toolbar

By default, the Quick Access Toolbar contains buttons for Save, Undo and Redo. You may customize the toolbar by adding icons for New, Open, E-mail, Print, Print Preview, Spelling, Mode, Refresh All and other functions.

#### 3.1.1.3 *The Title Bar*

The title bar is a horizontal bar at the top of an active document. This bar displays the name of the document and application. At the right end of the Title Bar are the Minimize, Restore and Close buttons.

### 3.1.1.4 The Ribbon

The ribbon is an area across the top of the screen that allows access to almost all the functionality of Word from a single area. The Ribbon replaces the menus and toolbars in previous versions. The Ribbon exposes most of the features that used to be hidden in File menus. It makes it easier to see and find commands to format and edit your document. The Ribbon can be reduced to a single line of tabs by pressing CTRL + F1 or by double-clicking on the active tab.

### 3.1.1.5 The Ruler

The Ruler feature in Microsoft Word is useful for positioning selections of text within a document. You may use Ruler in order to adjust margins, indents and place tab stops around which you position your text. In Word 2007, the ruler is hidden by default, so you must show it while in Print Layout view (as in Figure 3). With Classic menu for Word 2007 or 2010 installed, you can click Menu tab. Then you have to

1. Click View Menu
2. Choose Ruler in the drop down menu
3. Then you will see the horizontal and vertical ruler appearing in the document:

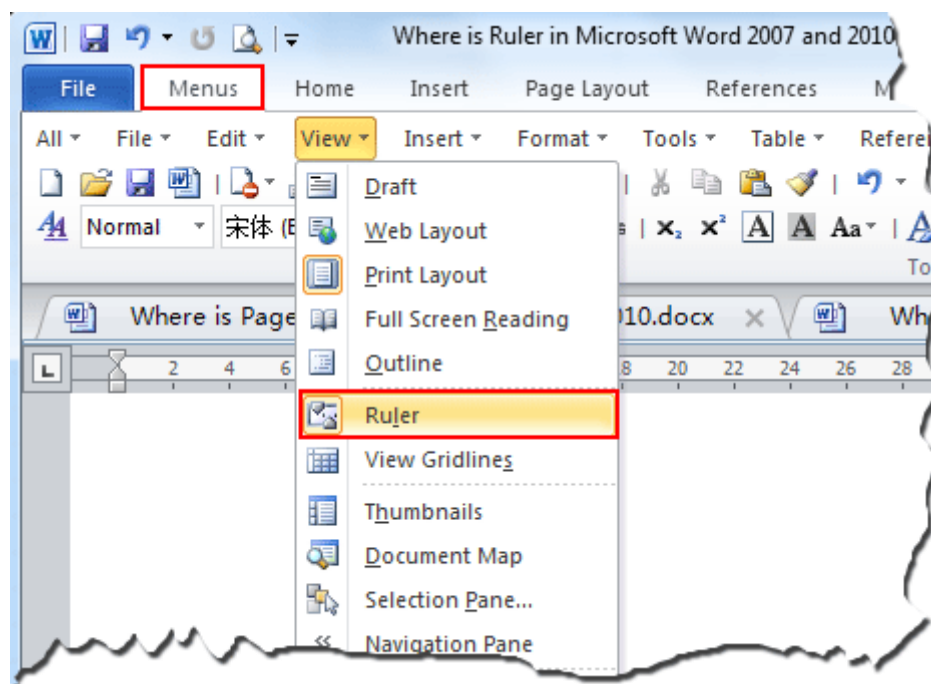


Figure 3: The Ruler feature of Microsoft Word

### 3.1.1.6 The Text Area

The text area is the main window corresponding to the printed page. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. Figure 4 shows the text area in Microsoft Word (¶ is the paragraph symbol). A flashing vertical bar marks the current insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.

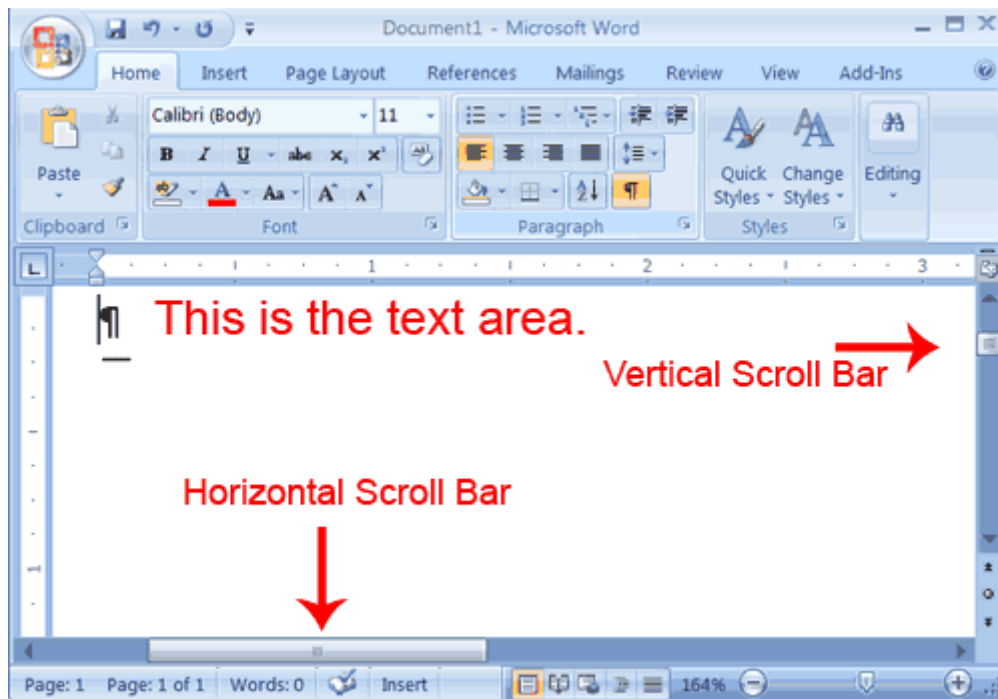


Figure 4: The Text Area in Microsoft Office

**The Status Bar** Figure 5 shows the Status Bar Menu. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu.

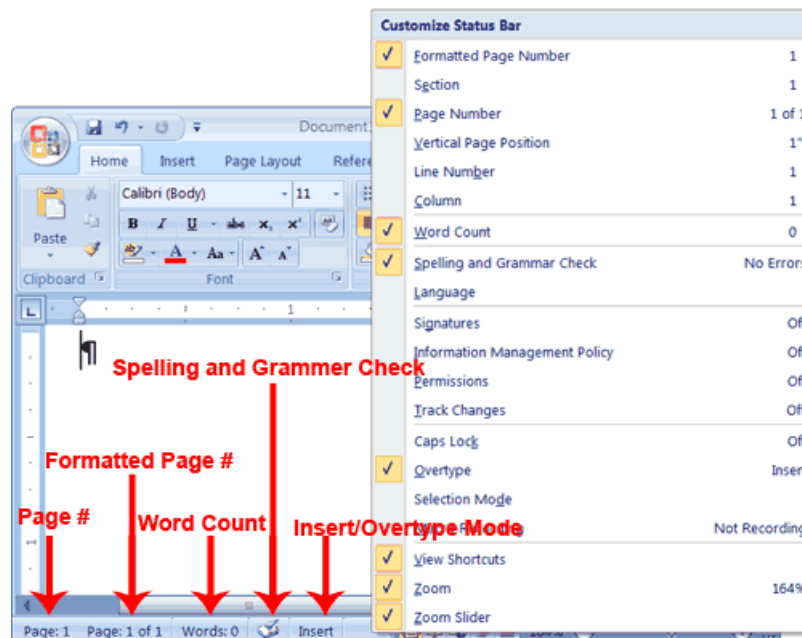


Figure 5: The Status Bar Menu in Microsoft Word



### 3.1.1.7 Documents Views

In Word, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

1. **Draft View:** You use Draft view to quickly edit your document (images are not displayed).
2. **Web Layout:** Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.
3. **Print Layout:** The Print Layout view shows the document approximately as it will look when it is printed.
4. **Reading Layout:** Reading Layout view formats your screen to make reading your document more comfortable.
5. **Outline View:** Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

### 3.1.1.8 Nonprinting Characters

Certain characters, called non-printing characters, do not print and will not appear in your printed document but do affect your document layout. For example, in Figure 6, number 1 shows the Home page features and number 2 shows the paragraph mark (¶). Clicking this paragraph mark button toggles between the paragraph marks being visible or hidden on the screen view.

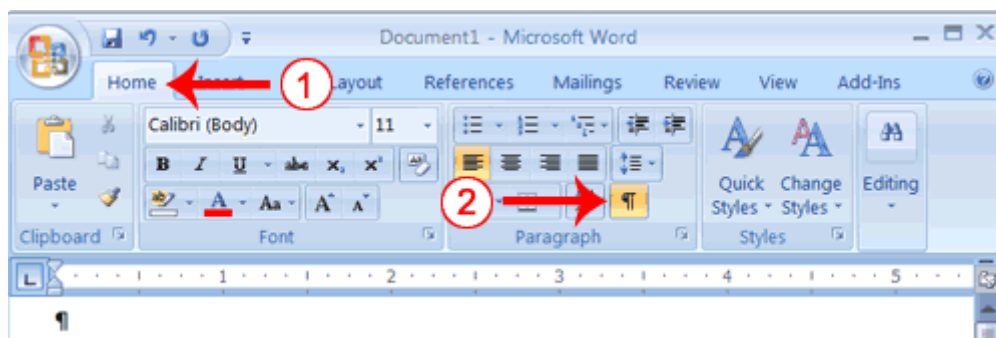


Figure 6: Nonprinting Characters in Microsoft Word

### 3.1.1.9 Create Sample Data and Select Text

If you type =rand() in your Word document and then press Enter, Word creates three “canned-text” paragraphs. You can use these paragraphs to practice what you learn.

### 3.1.1.10 Place the Cursor

You can move the cursor to the specified location by left clicking with the mouse, or using the arrow keys to move to the specified location.

### 3.1.1.11 Execute Commands with Keyboard Shortcuts

When using Word you can accomplish tasks through a variety of methods. The most common one is to choose an option by clicking the option on the Ribbon. However, you can also use shortcut keys. A key name followed by a plus and a letter means to hold down the key while pressing the letter.

## 3.1.2 Microsoft Office Word Basic Functionality

### 3.1.2.1 *Type, Backspace, and Delete*

In Microsoft Word, you create documents by typing them. For instance, to create a new file you open Microsoft Word and then begin typing. When your text reaches the end of a line, Microsoft Word moves your text to a new line. If you want to start a new paragraph then press enter. If you want to delete, use the Backspace key. Each time you press the Backspace key, Microsoft Word deletes the character that precedes the insertion point. The insertion point is the point at which your mouse pointer is located. Another way to delete text is to use the Delete Key by selecting firstly the text you want to select and then to press the Delete Key. If you hold the backspace key it will delete letters one at a time until it is released.

### 3.1.2.2 *Insert and Overtyp*

Insert mode inserts text in between the text behind and the text in front of the insertion point.

Overtyp mode will type letters over letters that are already in front of the insertion point.

In order to place an insert/overtyp button on the Status bar you may follow the steps below:

1. Right-click the Status bar. The Customize Status Bar menu appears.
2. Click Overtyp. The Insert/Overtyp button appears on the Status bar.
3. If the word Insert appears on the Status bar, you are in Insert mode.
4. If the word Overtyp appears on the Status bar, click the word Overtyp and it will change to Insert, thereby changing Word to Insert mode.

### 3.1.2.3 *Save a File and Close*

If you want to recall your document and/or documents later you have to save them by using the Save Option on the Microsoft Office menu. Another alternative for saving a document is by typing Ctrl+s. When you save a document for the first time, a dialog box with the name "Save As" appears. You can use this dialog box to locate your document in the folder that you prefer and to give your document a name. After you have saved your document at least once, you can save any changes by clicking the "Save".

### 3.1.2.4 *Open a File*

Suppose that you don't have time to complete your work, you have to save it and close the file. Later you can open it to revise or finish it. More specifically, in order to open the file that you have saved you have to follow the next steps:

1. Open Word 2010.
2. Click the Microsoft Office button. A menu appears.
3. Click "Open". The "Open dialog" box appears.
4. Use the "Look In" field to move to the folder in which you saved the file. The file is named "Lesson Two.docx".
5. Click "Lesson Two.docx".
6. Click "Open". The file you created during the previous lesson appears.

An alternative method to open a file is to use keys, namely to press Ctrl+o, or to double click on the file in Windows Explorer.

### 3.1.2.5 *Cut and Paste*

You can remove information from a document and place it anywhere in the same or different documents through the “Cut and Paste” features. The Office Clipboard is a storage area. When you cut, Word stores the data you cut on the Clipboard. You can paste the information that is stored on the Clipboard as often as you like.

### 3.1.2.6 *Use the Clipboard*

Each time you cut or copy Word stores hierarchically this information on the Clipboard. When you choose “Paste”, the item at the top of the hierarchy is the item Word pastes into your document. The Clipboard can store up to 24 items. You can paste any item on the Clipboard into your document by placing your cursor at the insertion point, displaying the Clipboard pane, and then clicking the item.

The Clipboard pane includes an Options button. You can click the Options button to set the Clipboard options described in Table 1.

Option	Description
Show Office Clipboard Automatically	Shows the Clipboard automatically when you copy items.
Show Office Clipboard When Ctrl+c Pressed Twice	Shows the Clipboard when you press Ctrl+c twice.
Collect Without Showing Office Clipboard	Copies to the Clipboard without displaying the Clipboard pane.
Show Office Clipboard Icon on Taskbar	Displays the Clipboard icon on your system taskbar.
Show Status Near Taskbar When Copying	Displays the number of items copied on the taskbar when copying.

Table 1: The clipboard pane functionality in Microsoft Word

### 3.1.2.7 *Use Spell Check*

As you type Word checks your spelling and grammar. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. Word 2007 provides you with the potential to review the spelling and grammar errors of your documents by using the Review tab’s Spelling & Grammar button.

### 3.1.2.8 *Find and Replace*

If you are working with large files and want to search for single words, you can use the Find command. Executing this command you will find particular words or phrases in your document. However, if you want to limit your search to a selected area, select that area and then execute the Find command.

### 3.1.2.9 Change Text Formatting

This feature allows you to change the font type at the insertion point of the document or, indeed, to change the font for any amount of selected text (as it is shown in Figure 7).

This enables you to give the text in your documents different looks and styles. To change the font size or type:

1. Select the text to which you wish to apply a different font. This can be any amount of text in the document from a single character, a word, a sentence, a paragraph, or the entire document.
2. A quick way to change the font type or size is to use the icons on the Formatting toolbar (use a right click to display this)

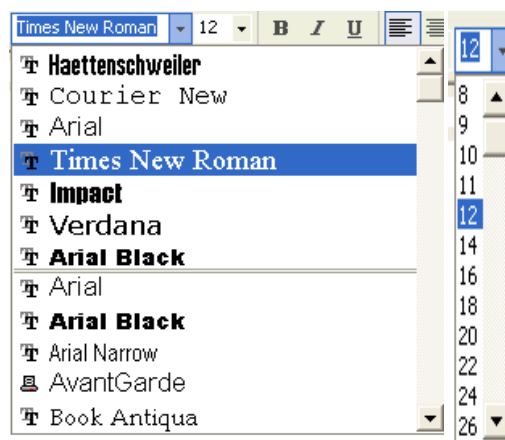


Figure 7: Text Formatting in Microsoft Word

### 3.1.2.10 Using the Font Dialog Box

From the Format menu, choose the Font command as it is shown in Figure 8. The Font dialog box is displayed.

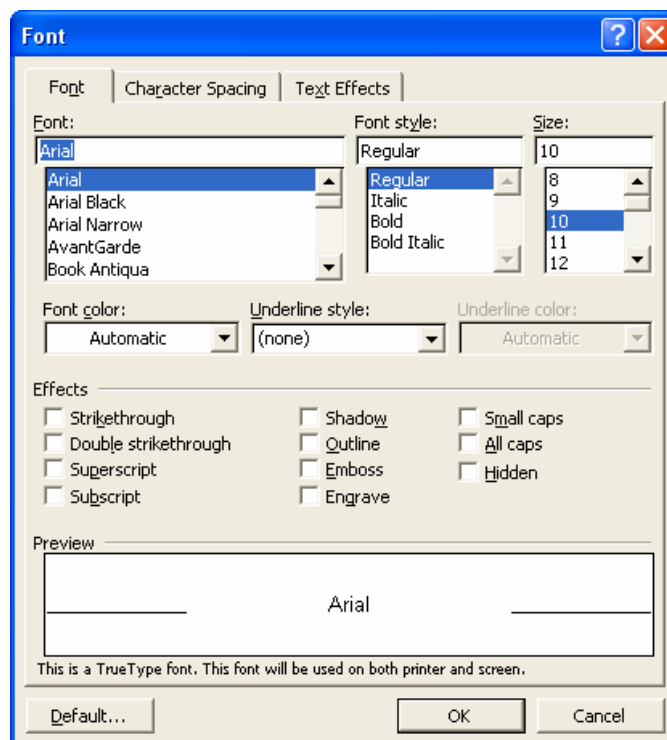





Figure 8: The Font Command

- **Font:** Also called a typeface, specifies the overall look of the character set.
- **Font Style:** Determines the emphasis given to a character, i.e. Bold or Italic.
- **Size:** Determines the size of the character in points.
- **Underline:** Determines underlining style.
- **Color:** Determines the colour of the text.
- **Strikethrough:** A strikethrough line is drawn through selected characters.
- **Double Strikethrough:** Two strikethrough lines are drawn through selected characters.
- **Superscript:** Text is raised above its normal position on the text line.
- **Subscript:** Text is lowered below its normal position on the text line.
- **Shadow:** Adds a shadow behind the text.
- **Outline:** Displays the inner and outer borders of each character.
- **Emboss:** Text appears to be raised off the page in relief.
- **Engrave:** Text appears to be printed or pressed into the page.
- **Small caps:** Text is formatted in small capital letters.
- **All Caps:** All text is formatted in capital letters.
- **Hidden:** Characters are hidden on the page.

### 3.1.2.11 Apply Text Formatting

To format selected text as bold, italic or underline you have to:

1. Select the text you wish to format as bold, italic or underline.

Click on the Bold or Italic icon (   ) or the underline icon (  ) in the Formatting toolbar

To switch off the selected format re-click on the corresponding icon in the Formatting toolbar.

### 3.1.2.12 Preview & Print

The Print Preview feature is useful for viewing your document prior to printing. You can also print directly from the Print Preview screen. To Print Preview a document the next steps should be followed:

1. Click on the Office button
2. In the Preview and print the document submenu, click PRINT PREVIEW
3. To return to your document without printing, on the Print Preview command tab, click CLOSE PRINT PREVIEW (Print Preview closes).
4. To print, on the Print Preview command tab, in the Print group, click PRINT
5. From the Name pull-down list, select the desired printer
6. In the Page range and Copies sections, make the desired selections
7. To print your document, click OK

### 3.1.3 LibreOffice Writer

**LibreOffice Writer** is a word processor with similar functionality and file support to Microsoft Word or WordPerfect. Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF), Daisy and Braille and several versions of Microsoft Word files.

To launch Writer as it is shown in Figure 9, you have to go to the LibreOffice Start Center and select "Text Document".

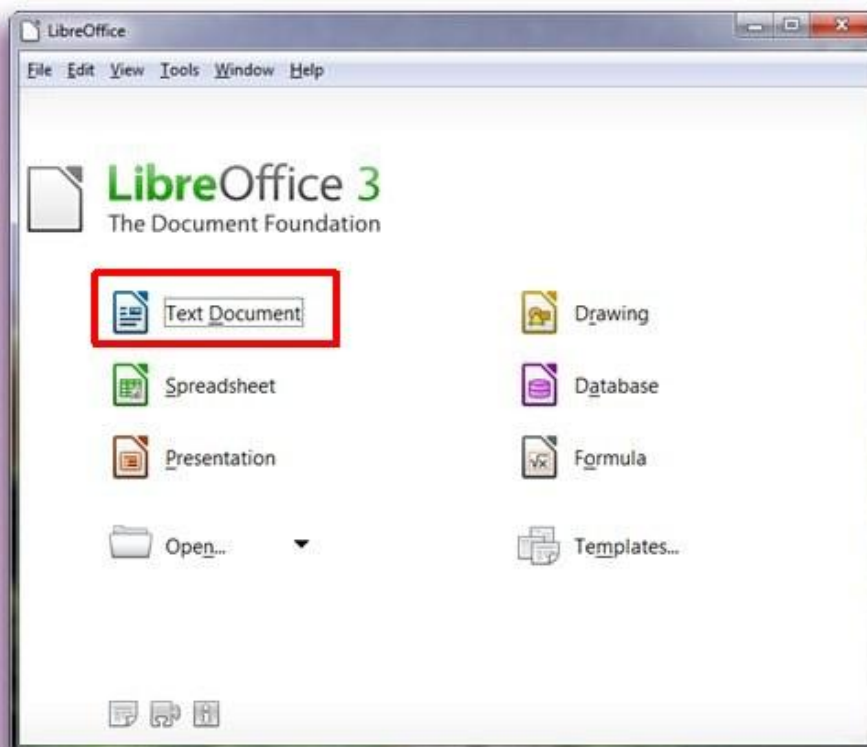


Figure 9: Launching Writer

If you need to create a new document you have to launch Writer and a blank document is created, temporarily named Untitled1 as it is shown in Figure 10. For a new document you have to go to File>New in the menu bar and it will be created and automatically named Untitled2 (). You can repeat this as many times as new documents you need (Figure 11).

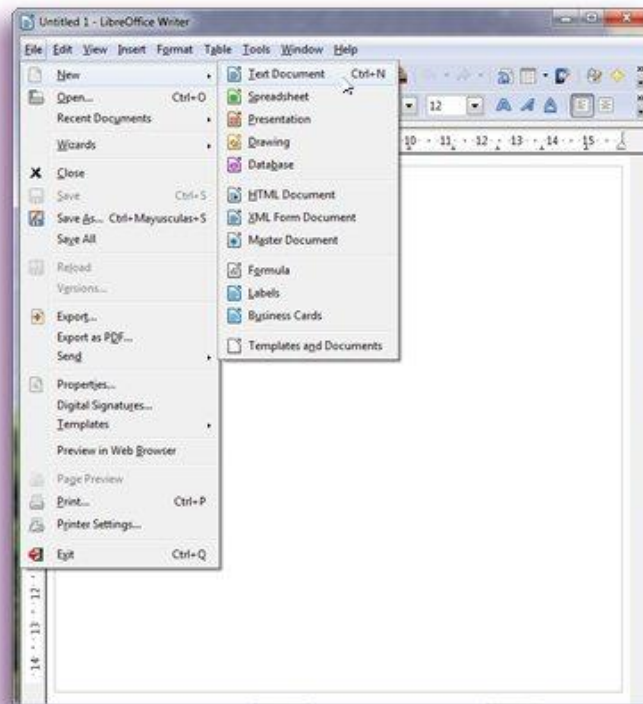


Figure 10: Creating new documents in LibreOffice

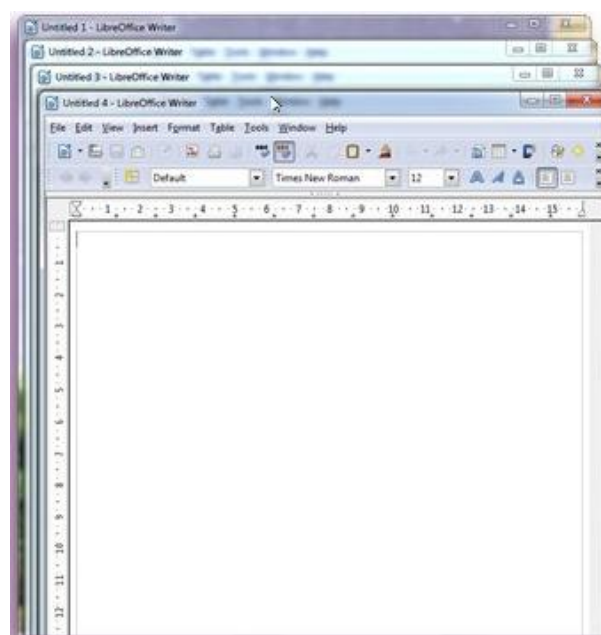


Figure 11: Creating multiple documents in LibreOffice



In this new document as it shown in Figure 12 you can type text and apply different formats to it by using the tools seen on the toolbars and in the menus: bold (Figure 13), italics, underlined, font colour and different types of alignment.

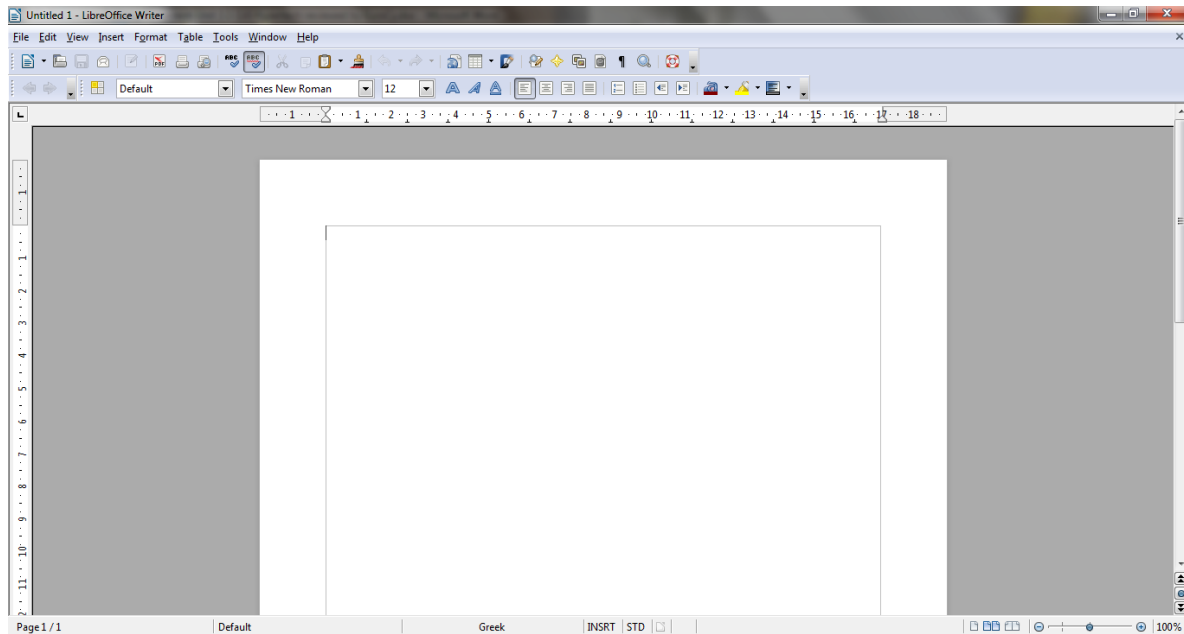


Figure 12: A new document in LibreOffice

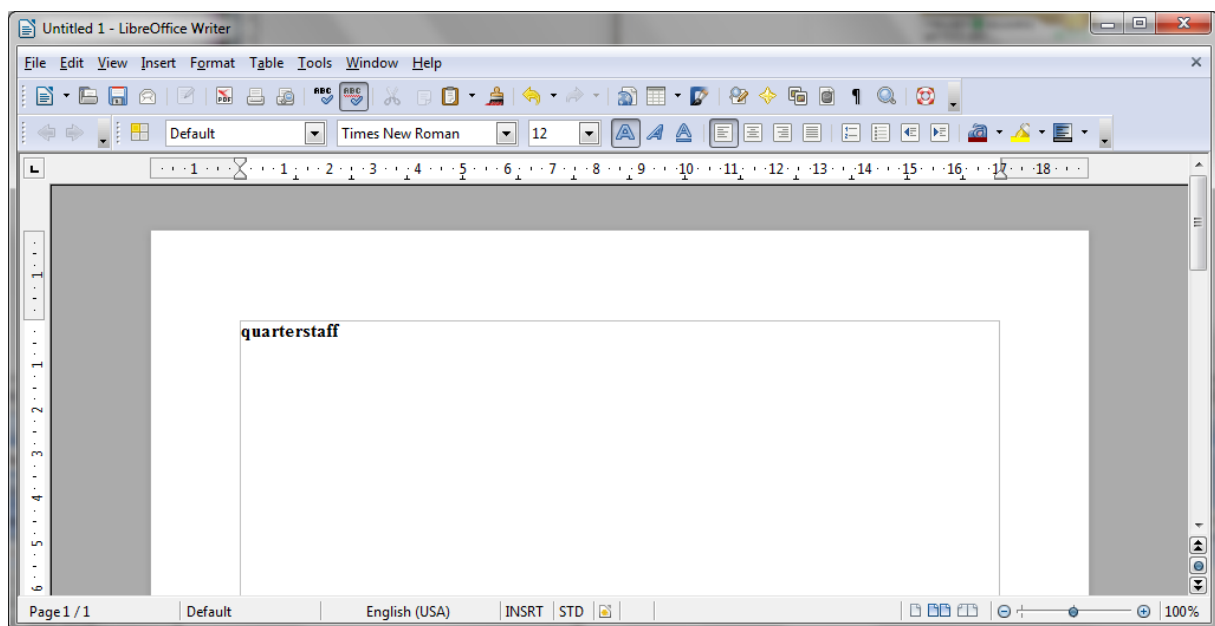


Figure 13: Applying different formats (bold in the example) in LibreOffice

Suppose that after you finished creating or editing a document you want to save it. Go to File → Save. An explorer like dialog will open as it is shown in Figure 14



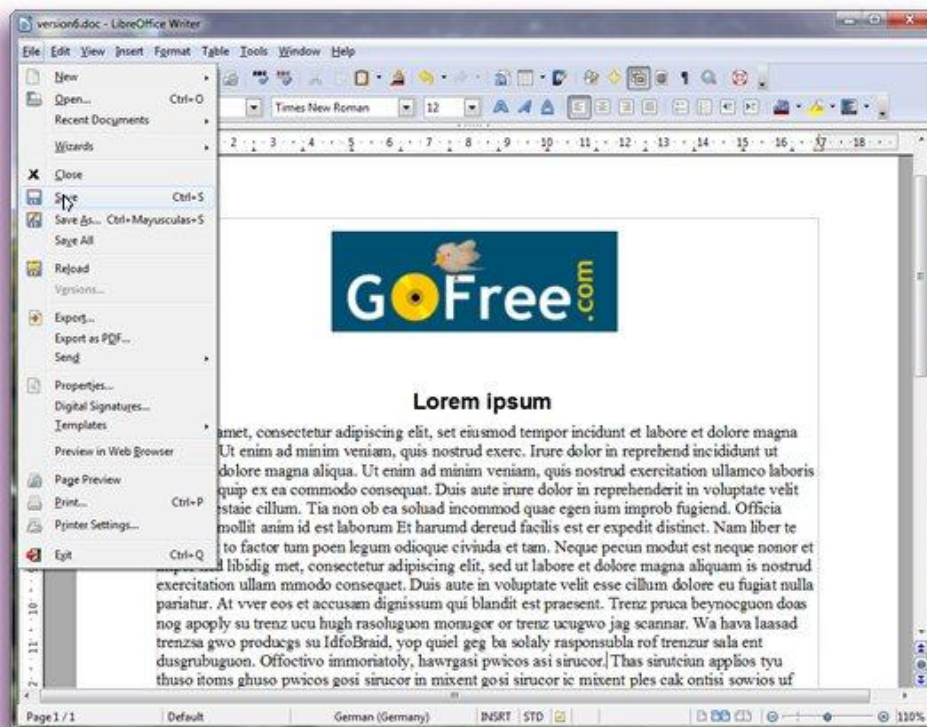


Figure 14: Saving a document in LibreOffice

Here you can browse for a location and enter a name. A wide variety of formats like .doc, .txt and the native .odt are provided. Additionally another saving option is provided: “Save as” that it will take you to an explorer like dialog again where you can browse to the folder where you want to store the copy of your document (Figure 15).

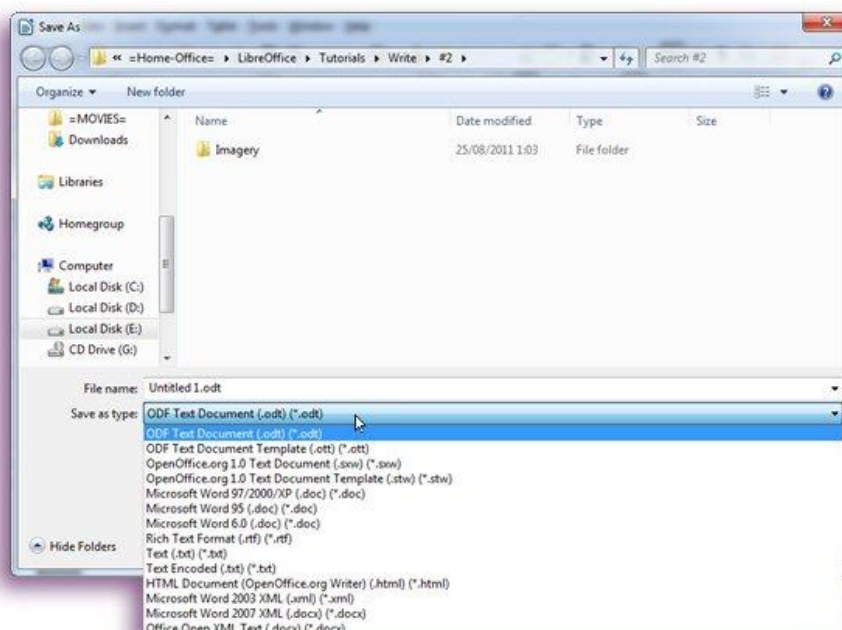


Figure 15: The “Save As” option in LibreOffice

To insert an image to a document, go to the LibreOffice Start Office and select “Text Document” as it has already illustrated in Figure 9. Now open or create the new document where you want to insert the image. The next step is to Insert → Picture → From File as it is shown in Figure 16.

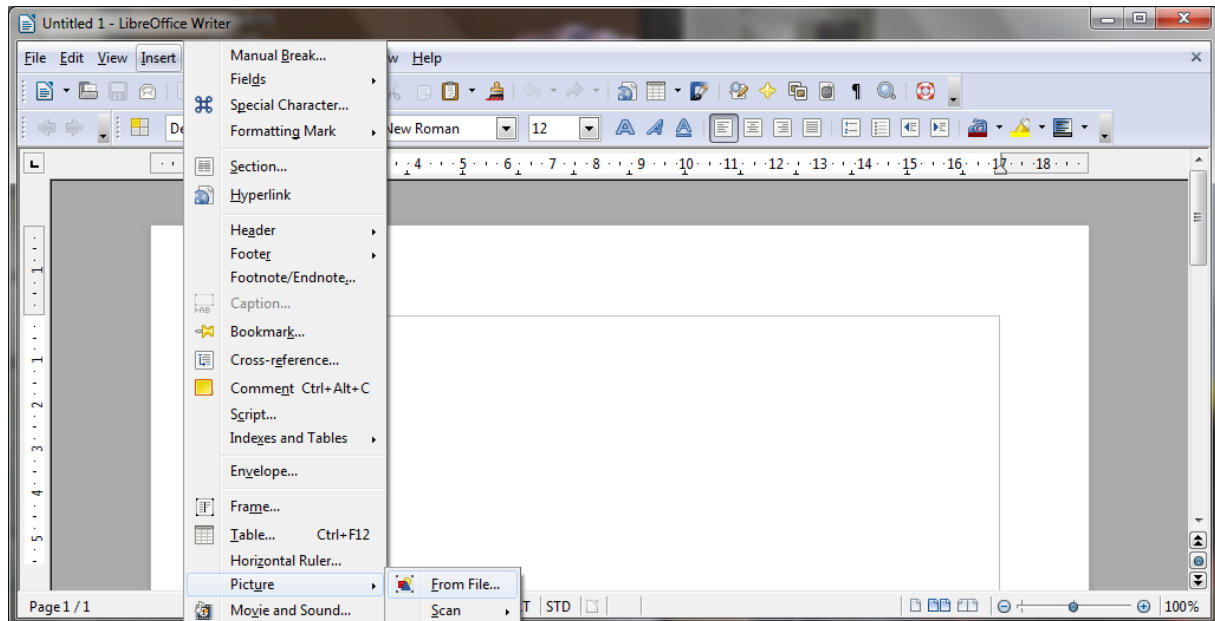


Figure 16: Inserting an image in LibreOffice

The Insert picture dialog will open and you can select the image file you want to insert. Browse to it, select it and then click Open.

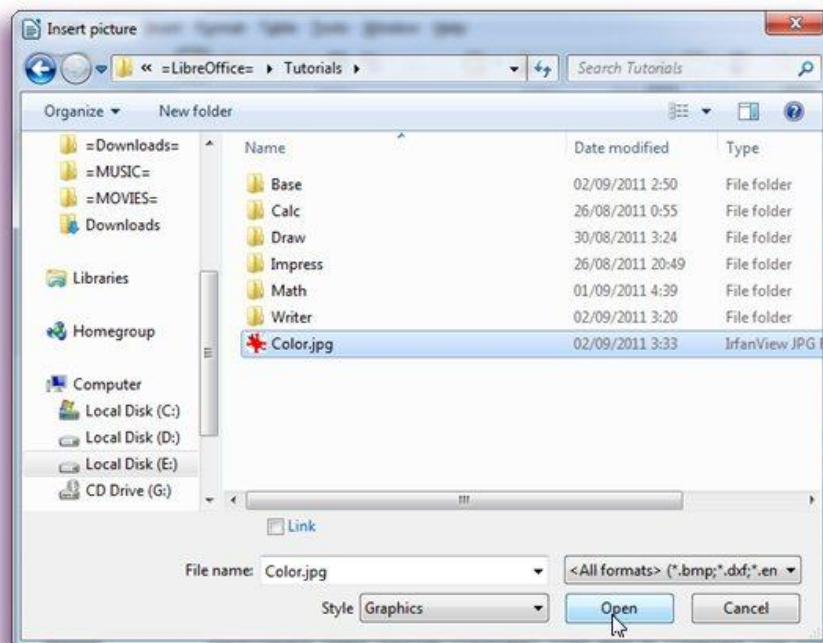


Figure 17: The insert picture dialog

## 3.2 Office Applications – Spreadsheets

### 3.2.1 Microsoft Office Excel Basics

A Workbook is a very large table consisting of rows and columns where data can be entered is called a worksheet as it is shown in Figure 18. Worksheets in turn are grouped together into workbooks. By default each workbook in Excel contains 3 worksheets, which are identified by tabs displayed along the bottom of the screen. These identify the individual worksheets making up the workbook. By default the first worksheet is called Sheet1, the next is Sheet2 and so on.



Figure 18 : The worksheet in Microsoft Office Excel

To start Excel ( ) using the Windows Start menu:

1. Click on the Start icon to display the Start menu and then move the mouse pointer onto All Programs.
2. From the sub-menu select Microsoft Excel.

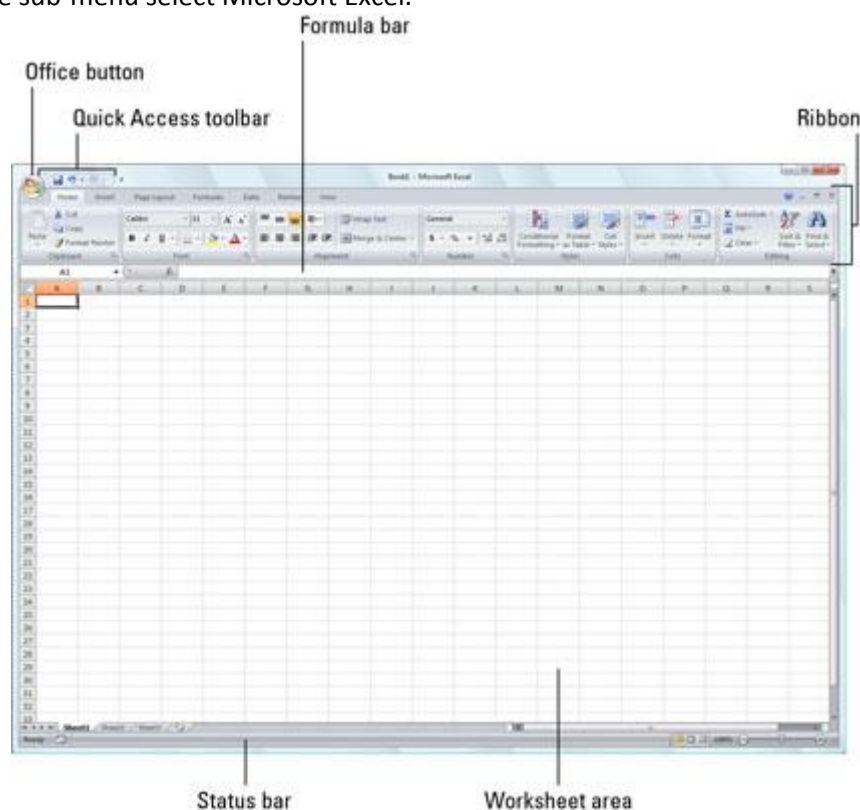


Figure 19: Starting Microsoft Excel

There are several choices to quit Excel (to shut down the program):

1. Click the Office button followed by the Exit Excel button.
2. Press Alt+ F4 function key.  
Click on the Excel Close icon

To open an existing workbook from the File menu, choose “Open”, or click on the “Open” icon on the Standard toolbar.

To close a working workgroup, select Close from the File menu. Note that: You will be asked if you wish to save any changes you have made to the file. Select Yes to save, or No to ignore the changes (Figure 20).

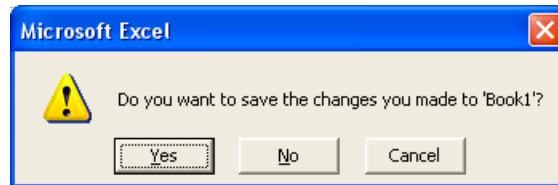


Figure 20: Saving files in Microsoft Word

### 3.2.1.1 Columns

To create a type of list like the above, Microsoft Excel provides a ready-made arrangement of columns. To easily identify each category of the list, a column is created as a vertical object. On top of each column, there is a (blue) bar called the column header as it is shown in Figure 21. As seen in the previous lesson, the columns are organized as a row of (blue) bars:

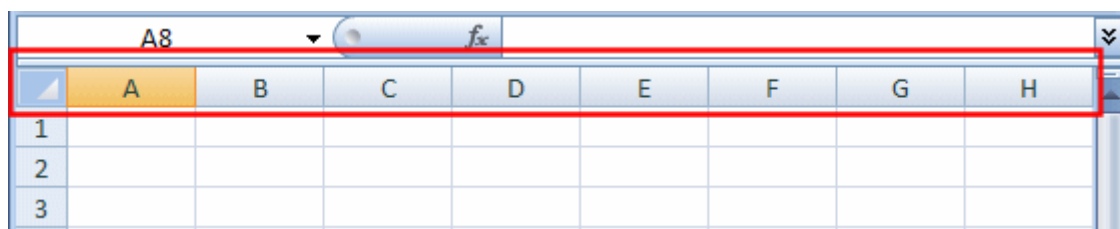


Figure 21: Organised columns in Microsoft Excel

To distinguish each column, it has a name. The name of a column displays in the column header. The name uses one, two, or three letters. The leftmost column is labelled, A. The second has a label of B, and so on.

### 3.2.1.2 Rows

Like the columns, each row is labelled with numbers starting at the top with 1. These labels show on small boxes on the left side of the Microsoft Excel interface (Figure 22). Each box that shows the label of a row is called a row header:

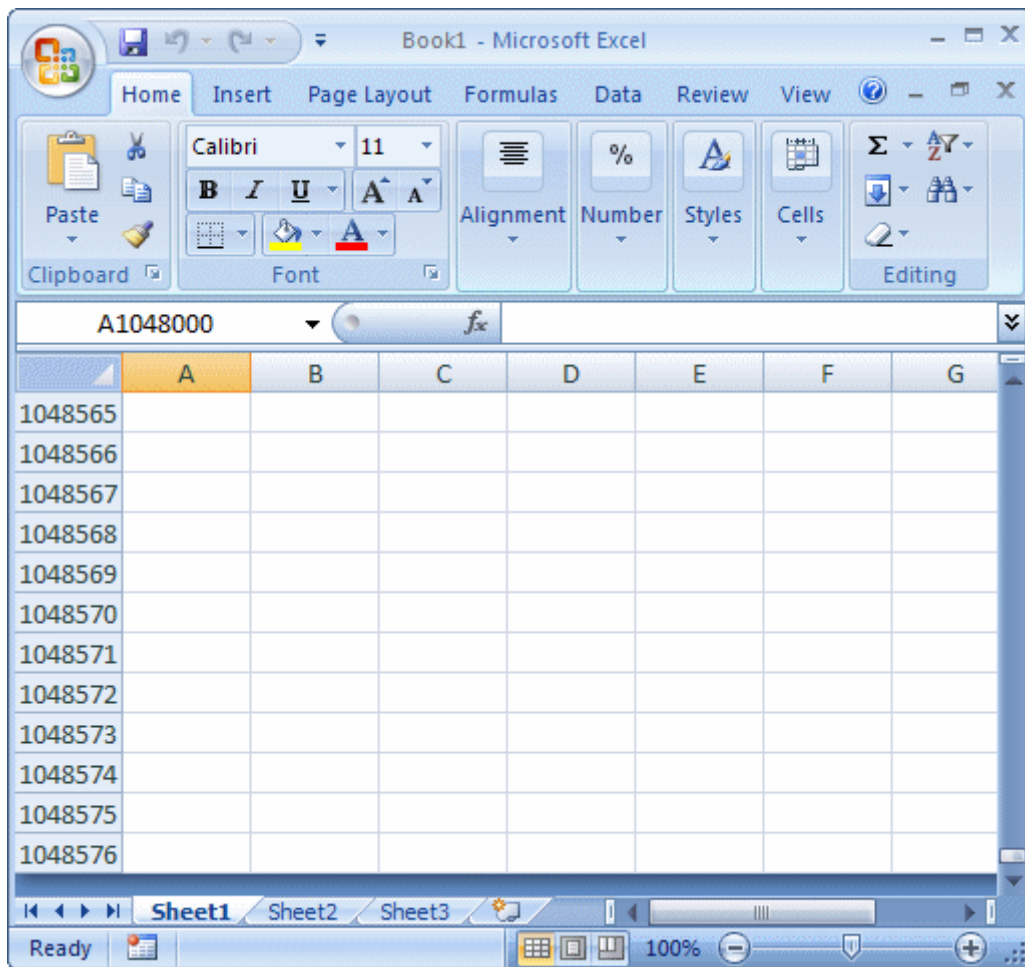


Figure 22: Labelled rows in Microsoft Excel

### 3.2.1.3 Cells

Each cell can be identified by its column letter and row number (Figure 23). The selected cell is shown with a bold outline and the column and row headers highlighted in yellow.

	A	B	C	D	E	F
1	74	106	107	90	40	
2	176	33	32	68	130	
3	107	130	124	199	133	
4	162	62	37	200	89	
5	192	69	138	111	122	
6	167	133	141	87	63	
7						
8						
9		130				
10						
11						
12						

Figure 23: A spreadsheet showing cell B9 selected

## 3.2.2 Formatting Spreadsheet Data

### 3.2.2.1 Enter Numbers

1. Select the cell in which you want to enter a number and type in the number. If you want to make the number a negative, type a minus sign in front of it or enclose it in parentheses (i.e. brackets).
2. To indicate decimal places, you type a full stop or a comma depending on the settings.
3. The numbers will be right aligned by default. If you wish to enter a number or formula as text, type an apostrophe (') before it.

### 3.2.2.2 Enter Dates or Times

1. Select the cell in which you want to enter the date or time and then type in the date or time. Separate the date with either hyphens or slashes
2. To enter the current date use the key stroke CTR+SEMICOLON while to enter the current time, use the keystroke CTRL+SHIFT+SEMICOLON

### 3.2.2.3 Enter Text Into a Cell

1. Simply click on the cell and start typing the text which you wish to appear in that cell
2. To move to the next cell use the Tab key. To move down a cell press the Enter key.

### 3.2.2.4 Formatting Data

Insert additional cell content, replace existing cell content

Click on the cell containing the data which you wish to change. In the example shown (Figure 24), we have clicked on cell A2 containing the text Accounts for 2002.

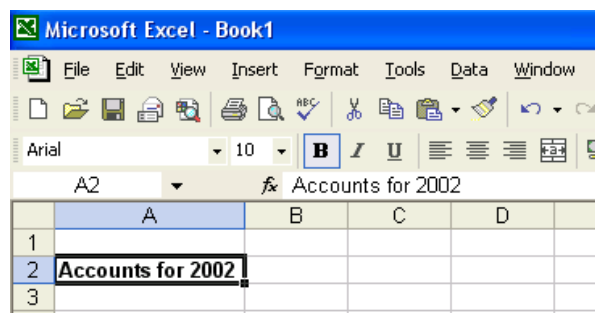


Figure 24: Changing the data in cell content

If we wanted to change the data in the selected cell from Accounts for 2002, to Accounts for 2003, we have two alternatives:

1. Click in the editing bar towards the top of your screen, where you will see the contents of the selected cell duplicated and there you can make your changes, or
2. Double click in "place editing" on the cell containing the data which you wish to edit, and then edit the data directly within that cell.

Replace existing cell contents



1. Click on the cell contents which you wish to replace.
2. Type in the new data and the data you enter will automatically replace the existing contents.

### Add borders

To apply a border to a cell range as it is shown in Figure 25 (use the Border icon):

1. Select the cell(s) to which you want to add a border (by dragging with the mouse or using shift with the arrow keys)
2. To view border options, click on the down arrow next to the Borders icon on the Formatting toolbar
3. Select the option you require. Once you have added a border using the Borders icon, the border you selected will appear on the Borders icon. You can add the same border simply by clicking on the icon after you have selected the cell(s) to which you wish to apply the border.



Figure 25: Apply borders to a cell range

### Create different types of charts/graphs from spreadsheet data

Select the cells you want to include in a chart. If you want to highlight a non-contiguous range, highlight the first range with the mouse, and hold down the Ctrl key and click on any other cells.

On the Insert toolbar, click on the required Chart icon (from column, line, pie, bar, area, scatter and other) (Figure 26). Or click the small arrow at the bottom of the charts section of the insert ribbon to reveal the dialogue in Figure 27.

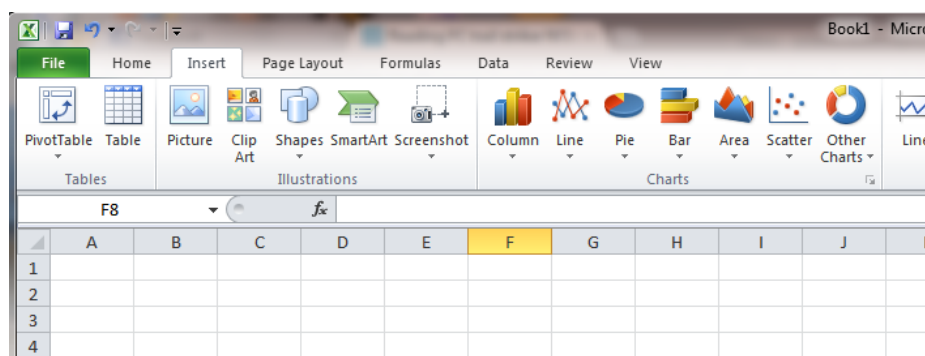


Figure 26: Chart icons in the Insert menu

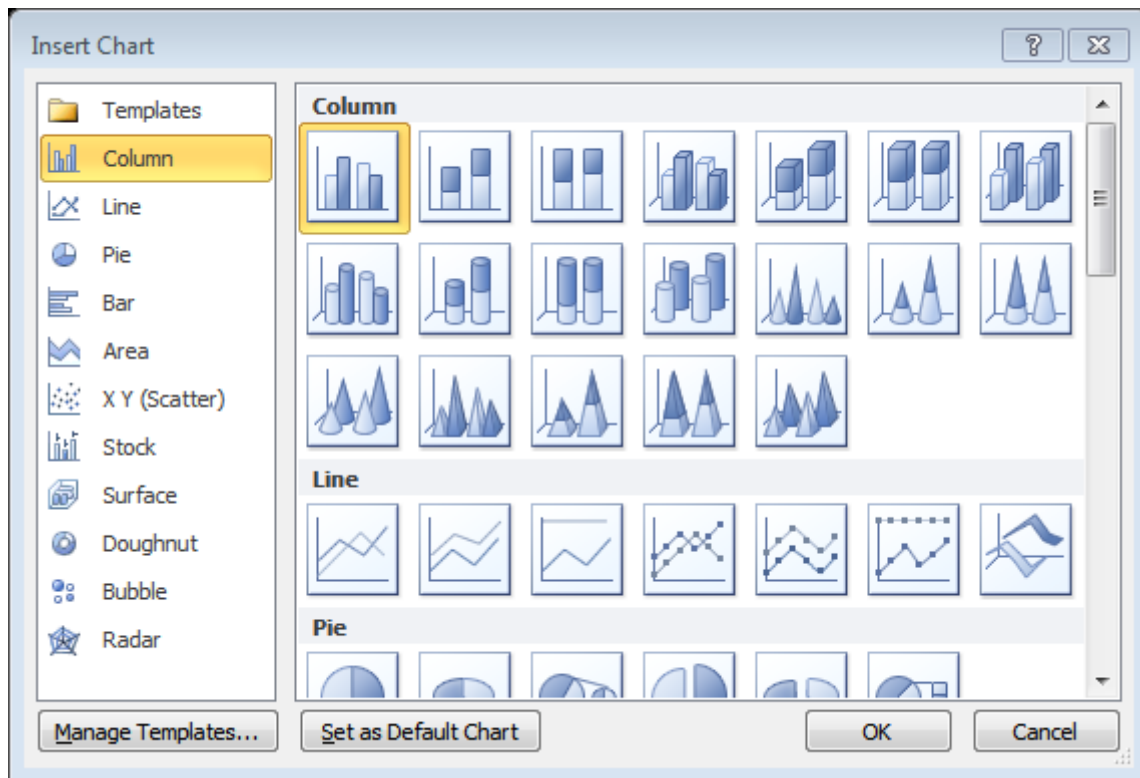


Figure 27: The Chart type feature

You can then edit the chart using the settings in the Design, Layout and Format tabs of the Chart Tools as shown in Figure 28 to Figure 30.

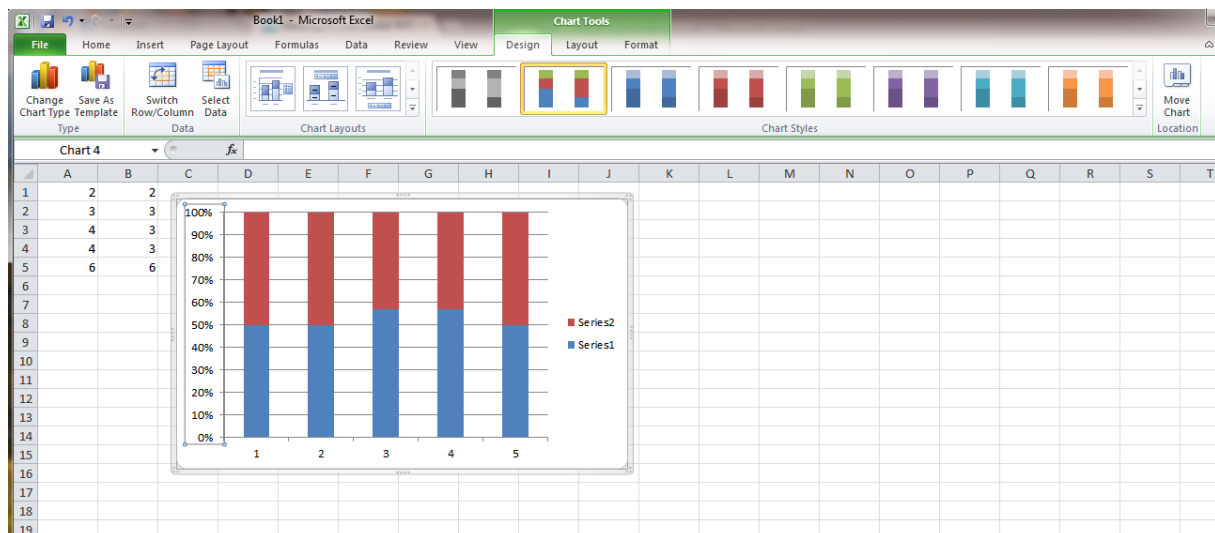


Figure 28: The design tab



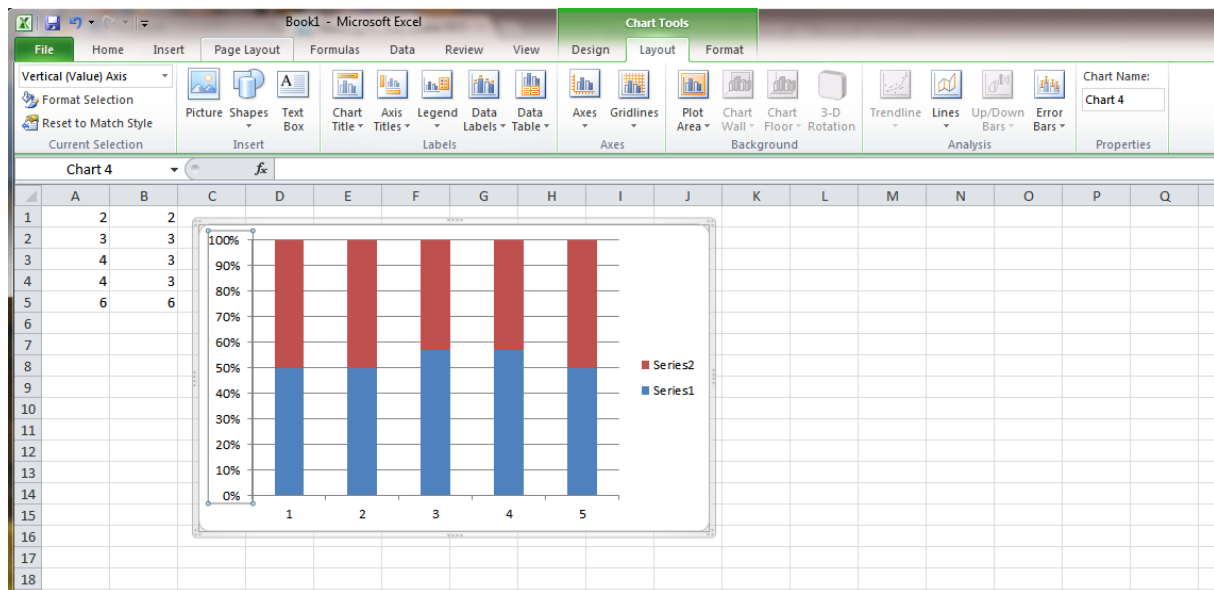


Figure 29: The Layout tab

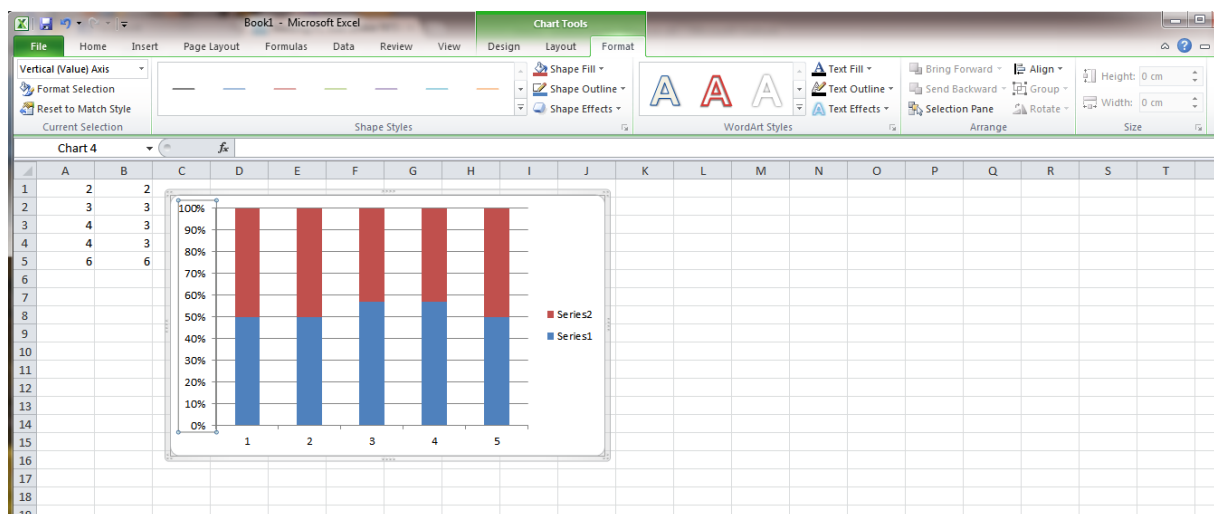


Figure 30: The Format tab

These tabs provide all the functionality to fully edit the charts.

### 3.2.2.5 Manage Basic Equations

#### Generate formulae

To generate formulas using cell references and arithmetic operators:

1. Place the cursor in the cell where the formula will appear.
2. Enter an "=" (equal) sign.
3. Enter the expression which will produce the result you want. This can consist of operands, values, variables, and symbols which represent mathematical procedures (such as "=A5+E5" for adding the content of cell A5 with E5).

You can use the following symbols:

**+** to add  
**-** to subtract  
**\*** to multiple  
**/** to divide

When the formula is complete, press Enter. The result of the formula will be calculated and displayed in the cell.

You can display the formula itself in the Formula bar at the top of the screen by placing the cell pointer on the cell. If there is an error in a formula, an error message is displayed which will begin with a # sign.

Enter a cell or range reference by pointing

1. Enter the formula up to the point of the cell or range reference, e.g. to enter the formula =E2+E5, only enter the equal (=) sign.
2. Move the cell pointer to the first cell reference using the arrow keys. The formula will track your progress and enter the current address into the formula.
3. Press Enter to complete the formula when you have reached the cell you require.

### 3.2.3 LibreOffice Calc

**Calc**, is the spreadsheet component of LibreOffice (Figure 31), similar to Microsoft Excel or Lotus 1-2-3. It has a number of unique features, including a system which automatically defines series of graphs, based on information available to the user.

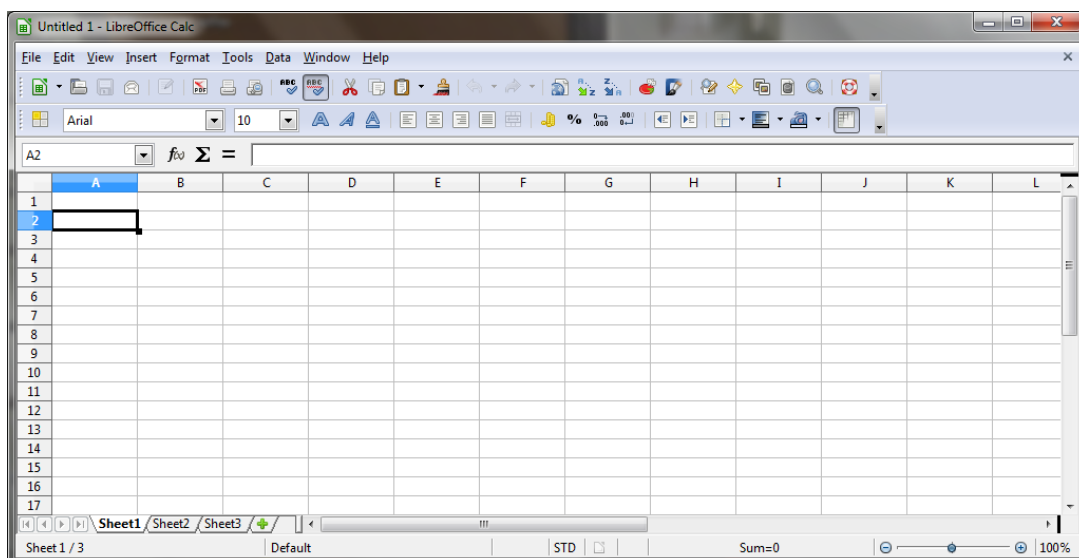


Figure 31: The spreadsheet of LibreOffice

To open Calc you have to select the “Spreadsheet” from the options. The main components of Calc: contain a grid of cells, the tools organized in toolbars, the menus in the menu bar and the sheet labels.

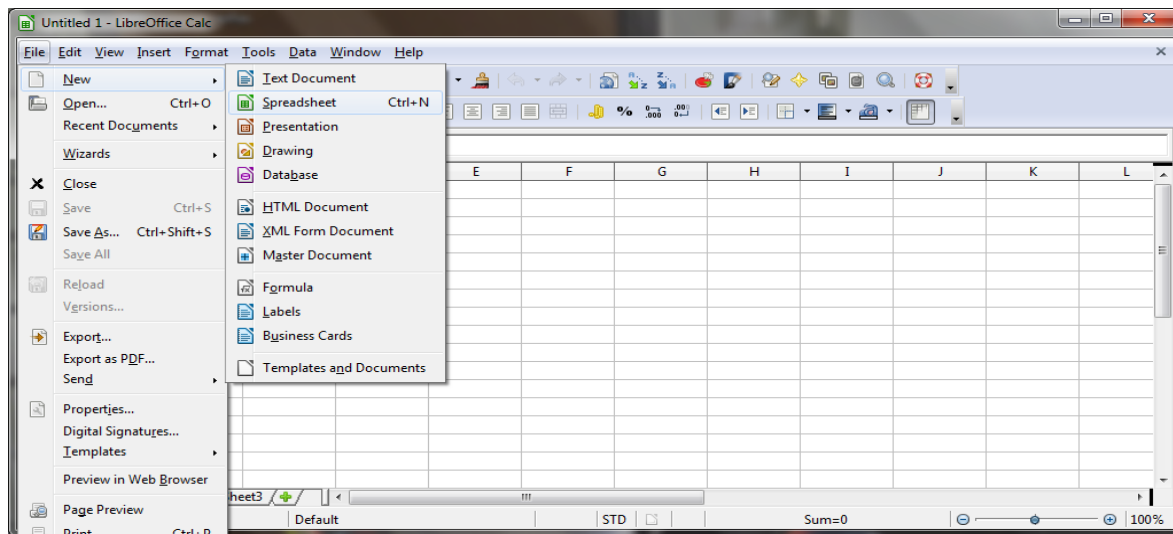


Figure 32: The main components of Calc in LibreOffice

The Format Cells dialog box is very important because it provides you with the options to apply the “Date” format and all numerical data will be treated as date in the selected format.

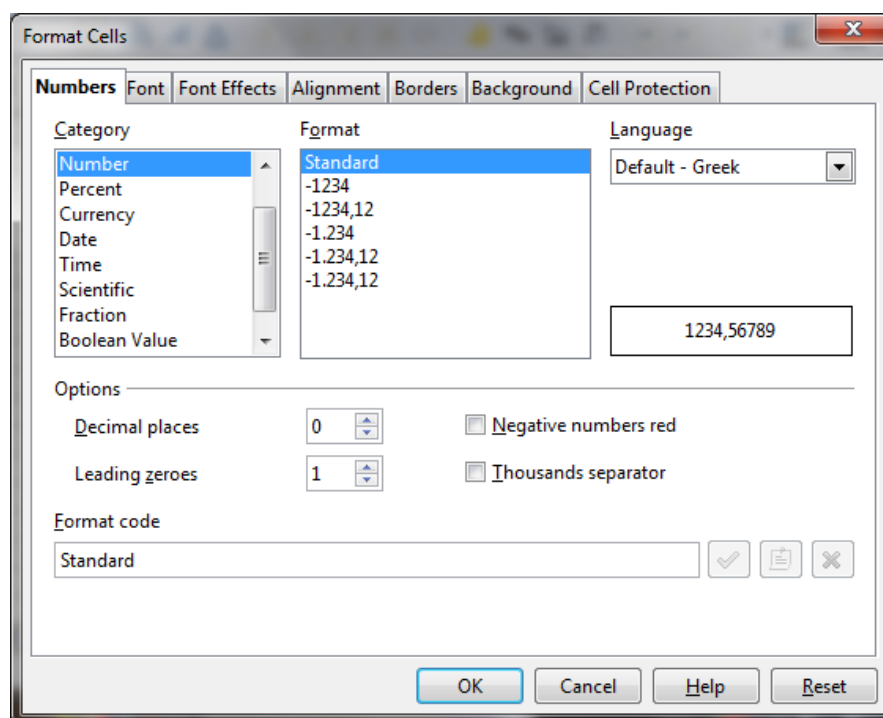


Figure 33: The Format Cells dialog box

Other features provided by Calc include:

- **Functions**, which can be used to create formulas to perform complex calculations on data
- **Database functions**, to arrange, store, and filter data
- **Dynamic charts**; a wide range of 2D and 3D charts
- **Macros**, for recording and executing repetitive tasks; scripting languages supported include LibreOffice Basic, Python, BeanShell, and JavaScript
- Ability to open, edit, and save Microsoft Excel spreadsheets

- Import and export of spreadsheets in multiple formats, including HTML, CSV, PDF, and PostScript

When Calc is started, the main window looks similar to Figure 31. More specifically:

The **Title bar** located at the top, shows the name of the current spreadsheet. When the spreadsheet is newly created, its name is Untitled X, where X is a number. When you save a spreadsheet for the first time, you are prompted to enter a name of your choice.

Under the Title bar is the **menu bar**. When you choose one of the menus, a submenu appears with other options.

- **File** contains commands that apply to the entire document such as Open, Save, Wizards, Export as PDF, and Digital Signatures.
- **Edit** contains commands for editing the document such as Undo, Changes, Compare Document, and Find and Replace.
- **View** contains commands for modifying how the Calc user interface looks such as Toolbars, Full Screen, and Zoom.
- **Insert** contains commands for inserting elements such as cells, rows, columns, sheets, and pictures into a spreadsheet.
- **Format** contains commands for modifying the layout of a spreadsheet such as Styles and Formatting, Paragraph, and Merge Cells.
- **Tools** contains functions such as Spelling, Share Document, Cell Contents, Gallery, and Macros.
- **Data** contains commands for manipulating data in your spreadsheet such as Define Range, Sort, Filter, and DataPilot.
- **Window** contains commands for the display window such as New Window, Split, and Freeze.
- **Help** contains links to the Help file bundled with the software, What's This?, Support, Registration, and Check for Updates.

Calc has several types of **toolbars**: docked (fixed in place), floating, and tear-off. Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked. Four toolbars are located under the Menu bar by default: the Standard toolbar, the Find toolbar, the Formatting toolbar, and the Formula Bar.

**Displaying or hiding toolbars:** To display or hide toolbars, choose View → Toolbars, then click on the name of a toolbar in the list. An active toolbar shows a check mark beside its name. Tear-off toolbars are not listed in the View menu.

**Palettes and tear –off toolbars:** Toolbar icons with a small triangle to the right will display palettes, tear-off toolbars, and other ways of selecting things, depending on the icon. An example of a palette is shown in the figure below:

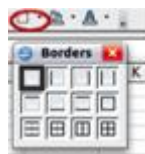


Figure 34: An example of a palette in LibreOffice Calc

**Moving toolbars:** To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button Figure 35. To move a floating toolbar, click on its title and drag it to a new location Figure 36.

Handles of docked toolbars

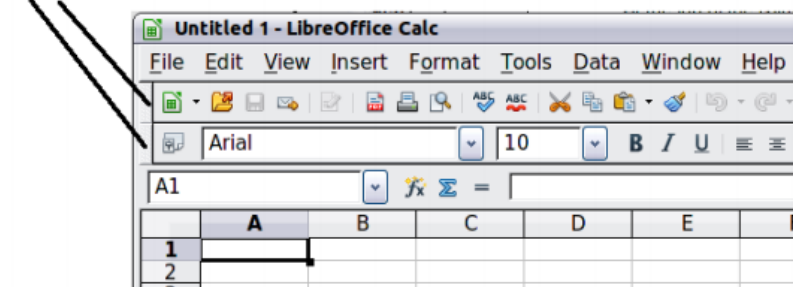


Figure 35: Moving Toolbars in Calc

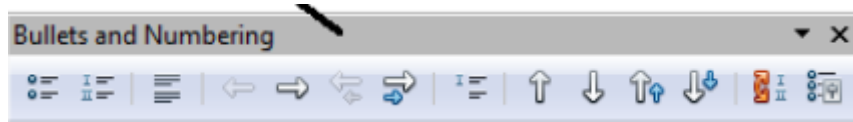


Figure 36: Moving a floating toolbar

**Docking/floating windows and toolbars:** Toolbars and some windows, such as the Navigator and the Styles and Formatting window, are dockable. You can move, resize, or dock them to an edge.

To dock a window or toolbar, hold down the Control key and double-click on the frame of the floating window.

To undock a window, hold down the Control key and double-click on the frame (or a vacant area near the icons at the top) of the docked window.

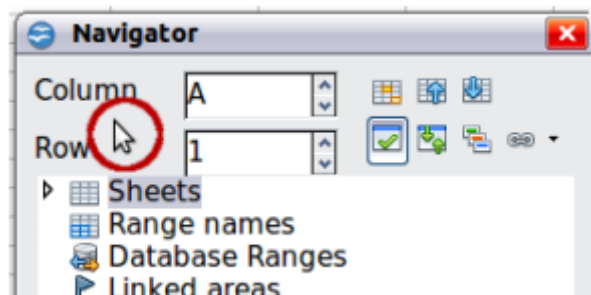


Figure 37: The Navigator window

**Customizing toolbars:** To access a toolbar's customization options, use the down-arrow at the end of the toolbar or on its title bar.

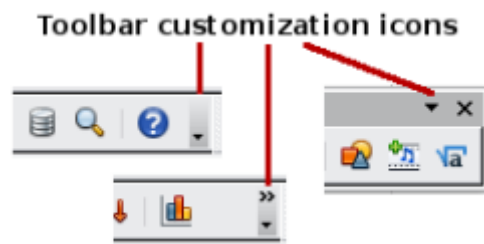


Figure 38: Customizing toolbars

You can also add icons and create new toolbars:

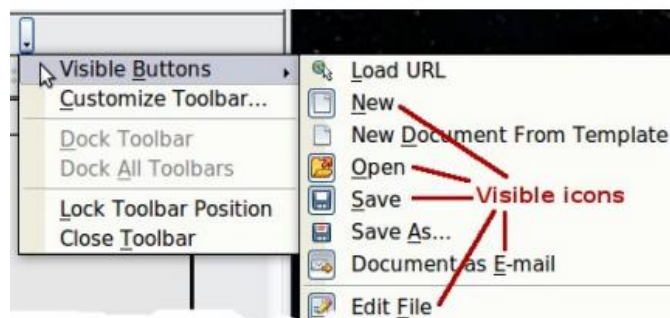


Figure 39: Selection of visible toolbar icons

**Formatting toolbar:** In the Formatting toolbar, the three boxes on the left are the Apply Style, Font Name, and Font Size lists

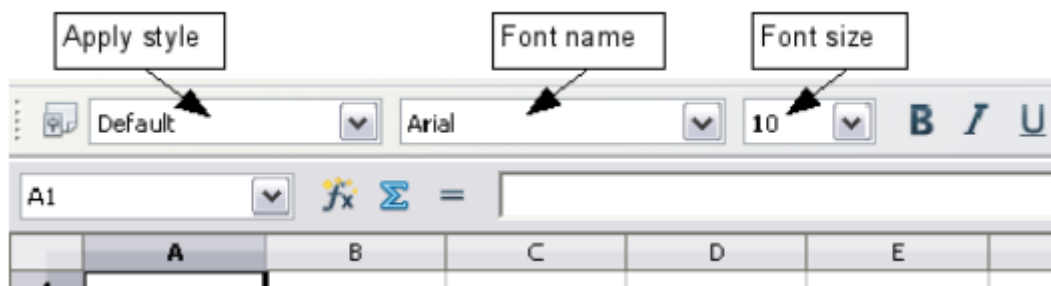


Figure 40: The Formatting Toolbar

## 3.3 Office Applications – Slideshow Presentation Software

### 3.3.1 How to Use Microsoft Office PowerPoint

PowerPoint is a presentation software that can be used to create slide shows for printing, on-screen projection or Web-based display.

#### 3.3.1.1 Opening PowerPoint

1. Click on the Start Button
2. Click on All Programs
3. Click on Microsoft Office & then Microsoft PowerPoint option

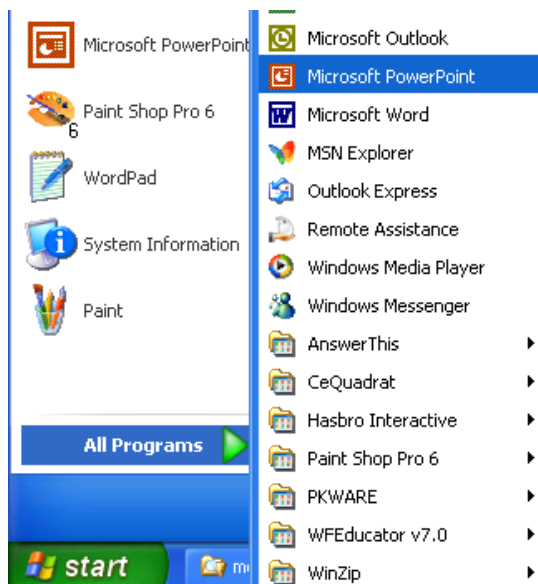


Figure 41: Opening Microsoft PowerPoint

#### 3.3.1.2 Closing PowerPoint

1. Click on the Close icon (the small cross at the top-right of the application window). If unsaved changes have been made to your presentation a dialog box is displayed, giving you the chance to save the presentation as it is shown in Figure 42, prior to closing the program.

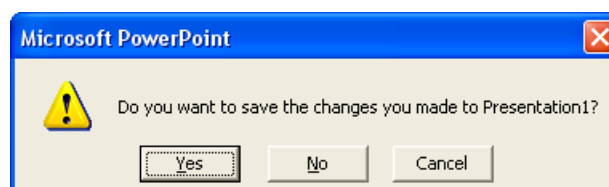


Figure 42: Save the PowerPoint presentations

2. Click Yes to save the presentation before closing OR click No to close without saving changes OR click on the Cancel button to cancel the operation.

### 3.3.1.3 Creating a New Presentation

Start PowerPoint. When PowerPoint is opened, a blank Title slide appears by default as the first slide in your new presentation. This blank Title slide is the basis for your new presentation when you first open PowerPoint or after PowerPoint is already open (Figure 43).

Alternatively, you could click on the new icon.

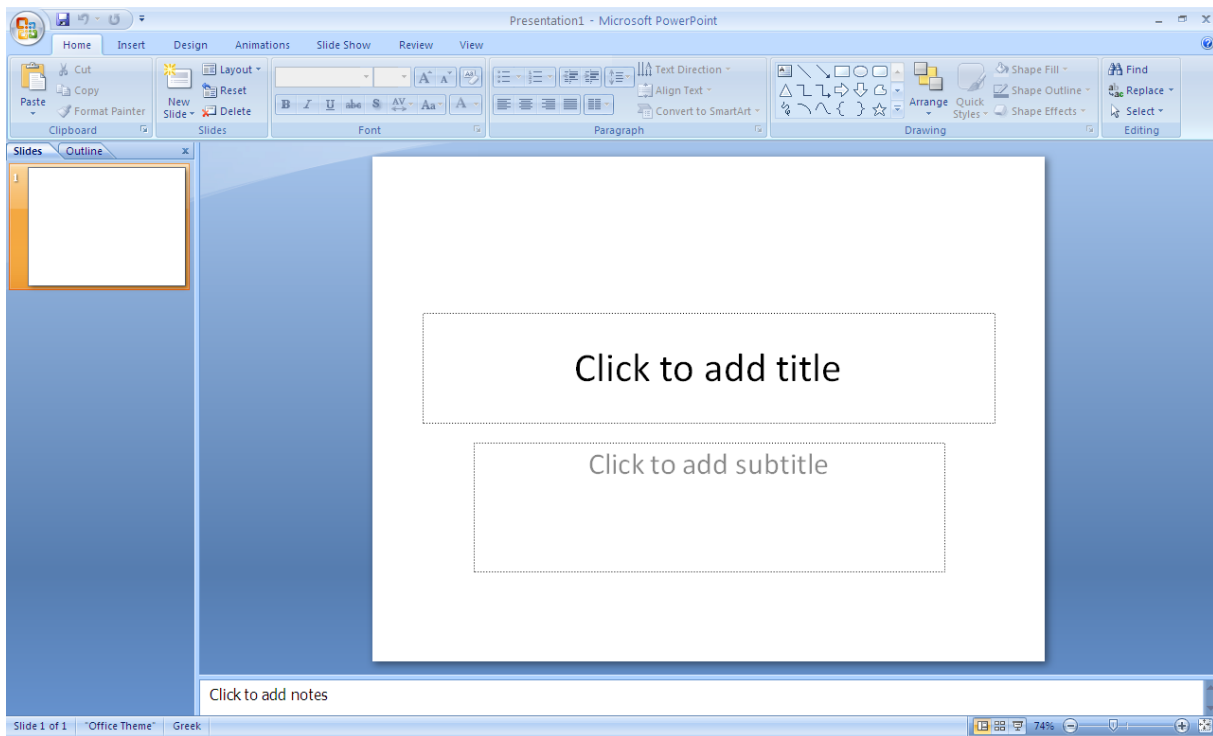


Figure 43: Creating Presentations in PowerPoint

### 3.3.1.4 Opening an Existing Presentation

Click the Office button and then the Open menu selection. The Open dialog box is displayed. If the file you want to open is contained in another folder or drive, move to that location using the Look in: list box. To open the file you require, click on the file to select it and then click on the Open button.

You can use the icons across the top of the Open dialog box to help you in locating and selecting the required file (Figure 44).



Figure 44: Locating and selecting files

Click on the Down arrow to display folders (directories) and drives.



Display previous folders.






Click here to move up one folder level in the directory tree.



Click here to search the Web.



-  Click here to delete the selected file.
-  Click here to create a new folder under the selected folder.
-  Click on the drop down arrow next to the icon to see a list of selectable views.  
Repeatedly clicking on this icon will cycle through the various views.

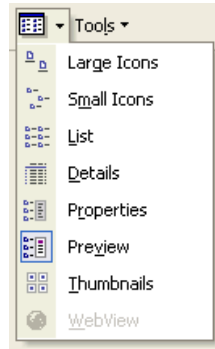


Figure 45: The list of Tools selectable views

To open a recently used PowerPoint file, you have to select a list of recently opened files under the Office button. You can open these files by clicking on them.

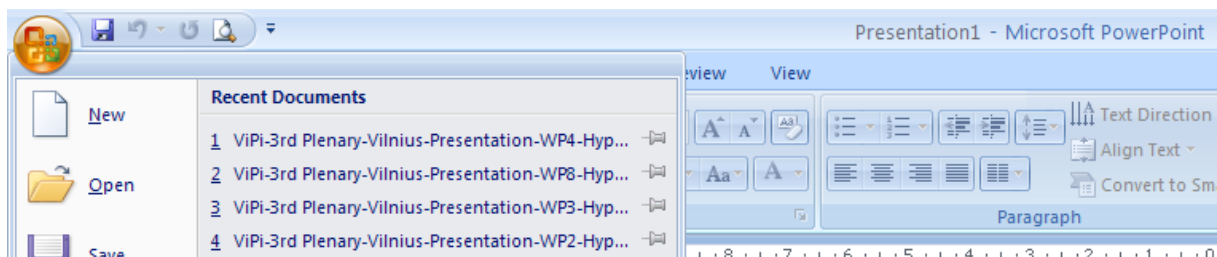


Figure 46: Open a recently used PowerPoint files

### 3.3.1.5 Add Title and Subtitle to a Presentation

When you first open PowerPoint, you will see a blank “slide” with a space for a title and a subtitle in two boxes. This page will be the basis in order to create your presentation. You can put a title and subtitle in the boxes if you want to by clicking inside and typing but you could delete them and insert anything you want.

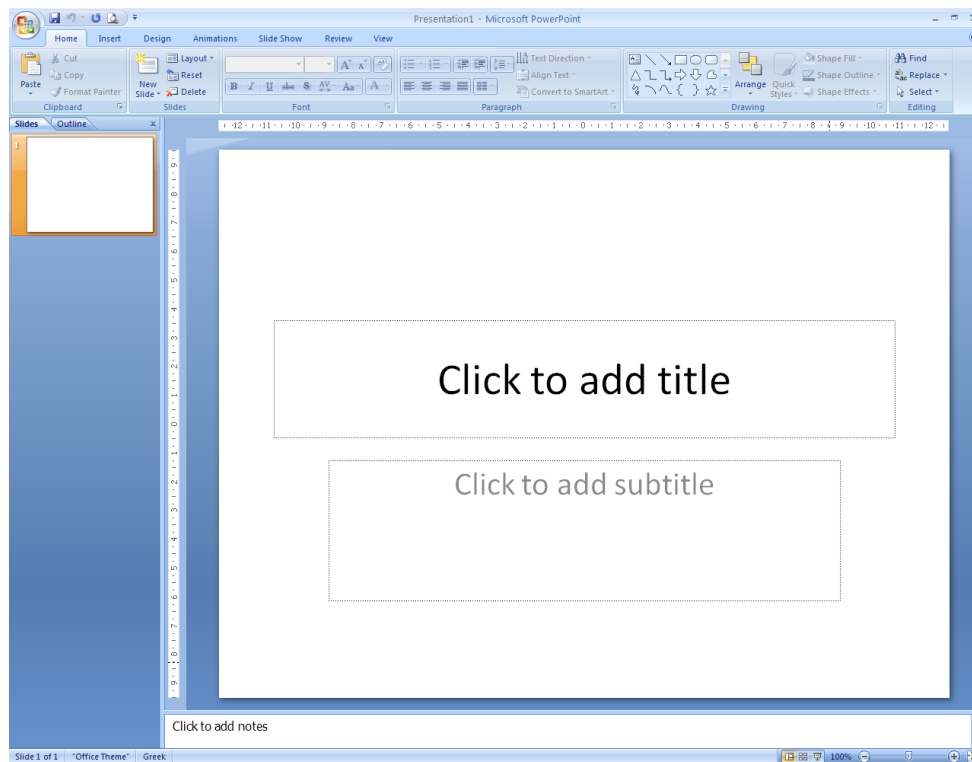


Figure 47: A Title and a Subtitle of a Presentation

### 3.3.1.6 Edit Slide Content

To edit slide content you have to use the same editing techniques which you would use within a word-processor. To insert text you have to click at the point you wish to insert text and start typing.

If you want to overwrite existing text, select the text you wish to replace with new text. Start typing and the new text will replace the old text.

To edit notes pages, use the same techniques as above, and edit the notes text which is displayed under the slide in Normal View.

To insert an image into a slide you have to:

- Display a slide within your presentation.
- Click on the Insert tab menu, select the Picture command. If necessary change to the required drive or folder and then select the required picture file. You should see a preview of the selected picture file within the dialog box.

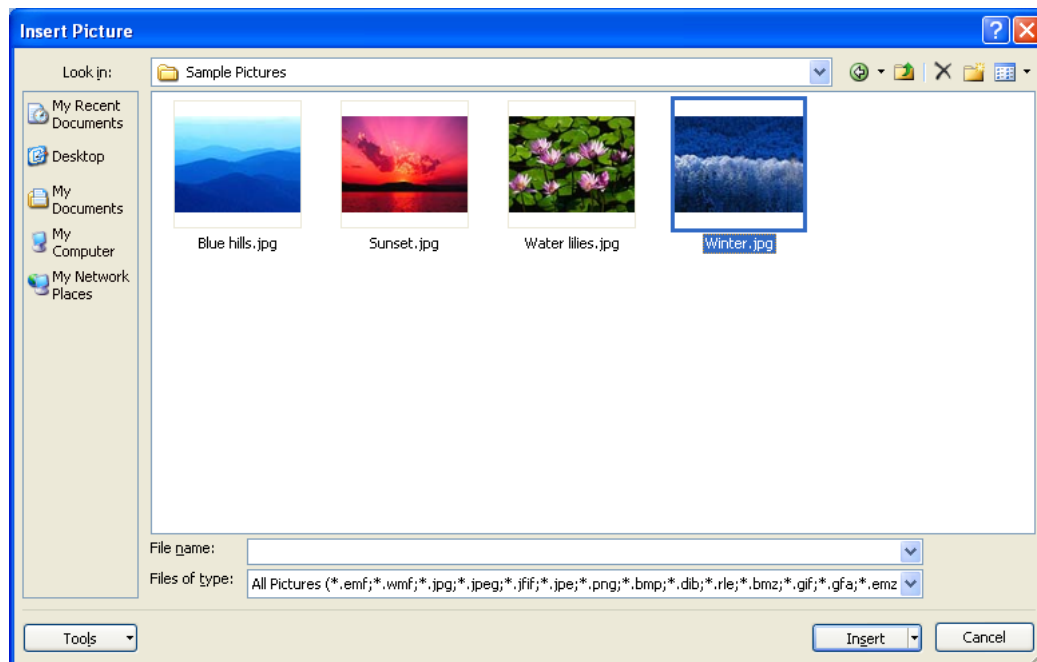


Figure 48: Insert an image to your presentation

Once the correct file is selected, click on the Insert button and the picture will be displayed within your slide.

Note that if you click on the down arrow in the Files of type section of the Insert Picture dialog box, you will see a list of file types which you can insert into your presentation.

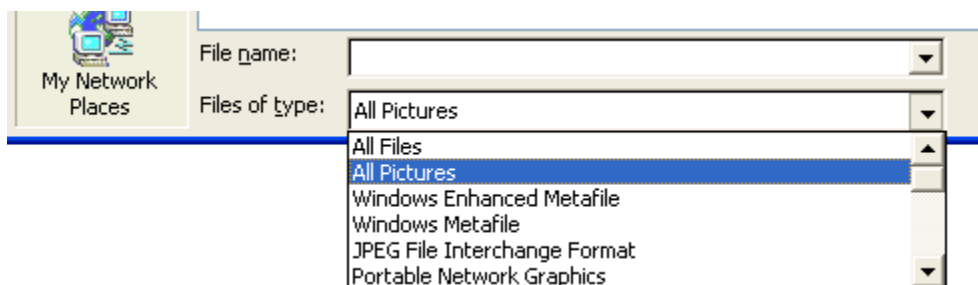




Figure 49: Different file types where you can insert your presentation

You can copy, move and delete images in almost exactly the same way that you would manipulate selected text. You can use drag and drop techniques or use the Clipboard, along with the Cut, Copy and Paste commands.

To copy and paste an image you have to:

- Select the image you wish to copy to the Clipboard
- Then from the Edit menu select the Copy command OR press Ctrl+C, to move the image to the Clipboard without removing it from the slide OR you can also use the Copy icon on the Standard toolbar 

Once the image is stored within the Clipboard, position the insertion point within a slide, at the position where you wish to paste the image. Then click on the Paste icon . Moreover to copy an item from one slide to another within a presentation

- Select the text, image, drawn object, or chart which you wish to copy.
- Press Ctrl+C to copy the selected item to the Clipboard.
- Use the Next slide/Previous slide controls to display the slide to which you wish to copy the item.



Figure 50: The Next Slide icon

If the item you copied to the Clipboard was text, then click within the slide at the location where you wish to paste the text, or else simply paste the item into the slide. Remember that the keyboard shortcut to paste is Ctrl+V. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

To copy an item from a slide in one presentation to a slide within a different presentation:

- Select the text, image, drawn object, or chart which you wish to copy.
- Press Ctrl+C to copy the selected item to the Clipboard.
- Select the other, open PowerPoint presentation, to which you wish to paste the copied item.

If necessary, within this second presentation, use the Next slide/Previous slide controls to display the slide to which you wish to copy the item.

If the item you copied to the Clipboard was text, then click within the slide at the location where you wish to paste the text, or else simply, paste the item into the slide. Remember that the keyboard shortcut to paste is Ctrl+V. If the item was not text, you may have to use the normal 'drag and drop' techniques to move the item within the slide.

To copy a slide from one place to another within a presentation:

- Click on the Slide Sorter View icon
- Select the slide which you wish to copy.
- Press Ctrl+C to copy the entire slide to the Clipboard.
- Click between the two slides where you wish to paste the copied slide (a thin vertical line marks the insertion point for you)
- Press Ctrl+V to paste the copied slide.



Figure 51: The Slide Sorter View

To copy a slide within one presentation to a slide within a different presentation:

- Click on the Slide Sorter View icon (bottom-left)
- Select the slide which you wish to copy.
- Press Ctrl+C to copy the entire slide to the Clipboard.
- Click on the Window drop down menu, and select the other, open PowerPoint presentation, to which you wish to paste the copied slide.
- Click on the Slide Sorter View icon (bottom-left), so that the slides of the second presentation are displayed in slide sorter view.
- Click between the two slides where you wish to paste the copied slide (a thin vertical line marks the insertion point for you)
- Press Ctrl+V to paste the copied slide.

To change the background colour of the selected slide you have to:

- Click on the Format drop down menu, and select the Background command. This will display a dialog box. Select the required colour.
- To apply this background colour to the selected slide, click on the Apply button.
- To apply this background colour to all the slides within the presentation click on the Apply to All button.

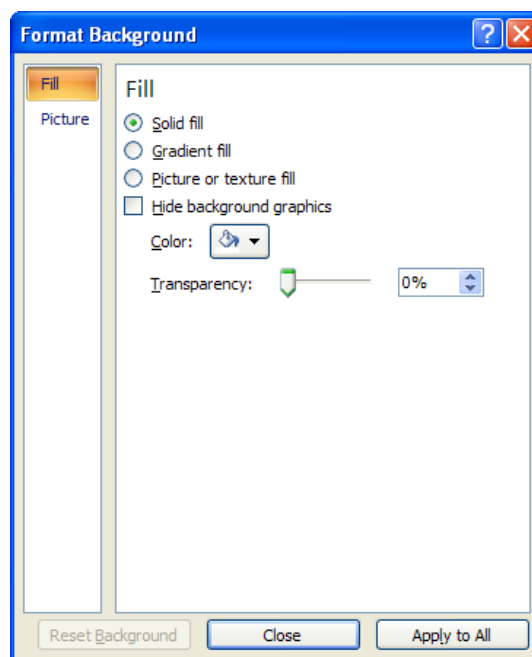


Figure 52: Change the background of a selected slide

### 3.3.1.7 Using Themes & Templates

To apply a design theme:

- Display the presentation to which you wish to apply a design theme.
- Click on the Design tab and select the Themes submenu, which will display the available options.

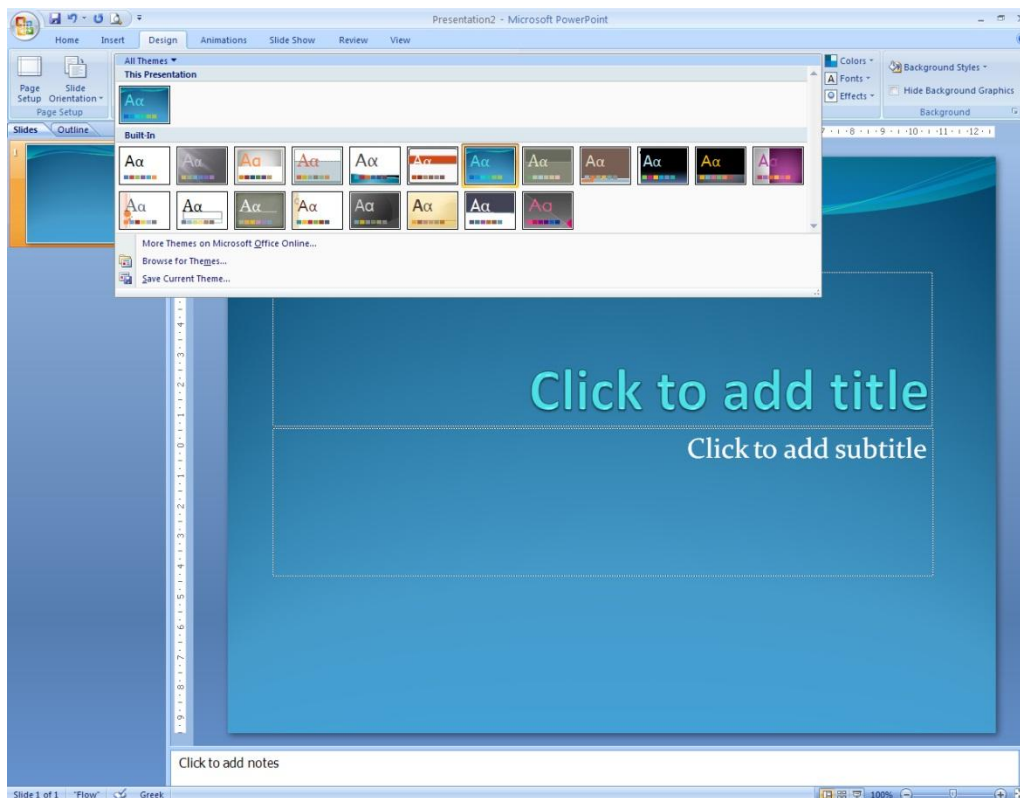


Figure 53: Applying a design theme

Finally, Master templates are basically used to create a new presentation. Click on the Office button, and then click on the New command. The New Presentation task pane is displayed. Then select the Installed Templates command. If you investigate the other options, such as Microsoft Office Online, you will see other available templates. Master templates help you impose a consistent look and feel on all the presentations.

### 3.3.1.8 Add Media to a Slide

If you want your presentations not to be static with unmoving images or text, you can add for instance movies and sounds to make them more exciting.

To add a movie, click Insert from the PowerPoint tab bar at the top and select Movie or Sound to see the options:

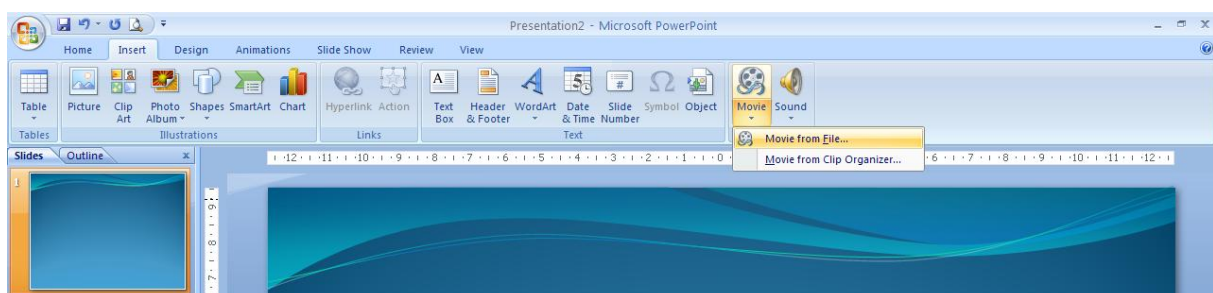


Figure 54: Insert movies and sound to your presentation

PowerPoint seems to offer you a limited number of movies formats to insert. But AVI and MPEG videos should be OK.

After navigating to your video's location, and clicking OK, PowerPoint will display a message:

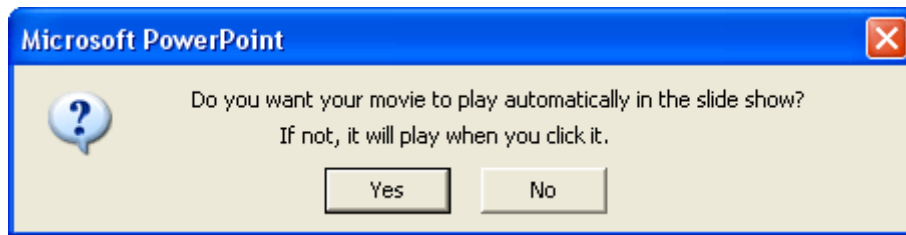


Figure 55: Select the options “yes or no” for playing or not the video at your slide

If you prefer not to play the video as soon as the slide appears on screen, click No. You would then have to click on the video itself for it to play.

### 3.3.1.9 Saving a Presentation

1. Click the Office Button and then select Save As to see the Save As dialog box. Ensure that you are located in the folder/disk drive of your choice by clicking the arrow to the right of the Save in drop down list box and navigating to your required location.
2. Enter the filename in the File name text box. Filenames cannot include any of the following characters:

/ \ \* ? “ > < | : ;

Figure 56: Symbols that cannot be used as filenames

3. Click the Save button to complete the file saving process.

### 3.3.1.10 Closing a Presentation

After you click the Office Button, select the Close menu OR click on the Close icon displayed at the top-right of the presentation window.

The presentation will be closed and the screen will be cleared. If you try to close a presentation without saving it, PowerPoint displays a dialog box prompting you to save any of the changes you made to the presentation.

## 3.3.2 Creating a SlideShow Presentation

### 3.3.2.1 Add a New Slide with a specific Layout

Click on the New Slide icon.



Figure 57: The New Slide icon

From the Layout task pane, select the required slide layout (Figure 58).

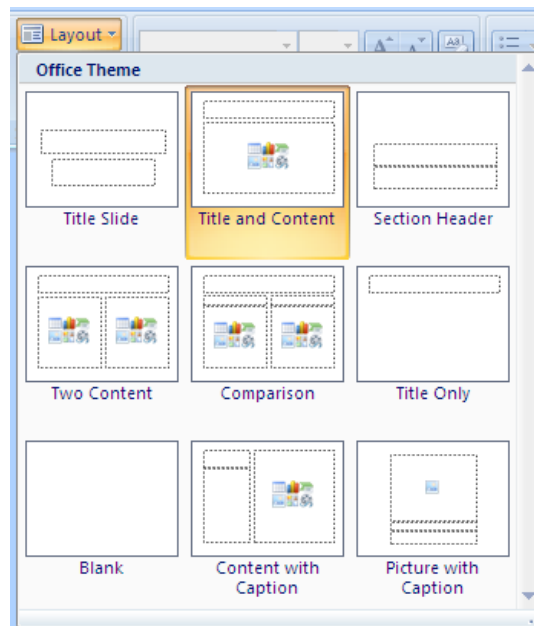


Figure 58: Slide Layout selections

In the example illustrated, we selected the 'Two Content' slide layout. As you may see the slide is formatted accordingly (Figure 59).

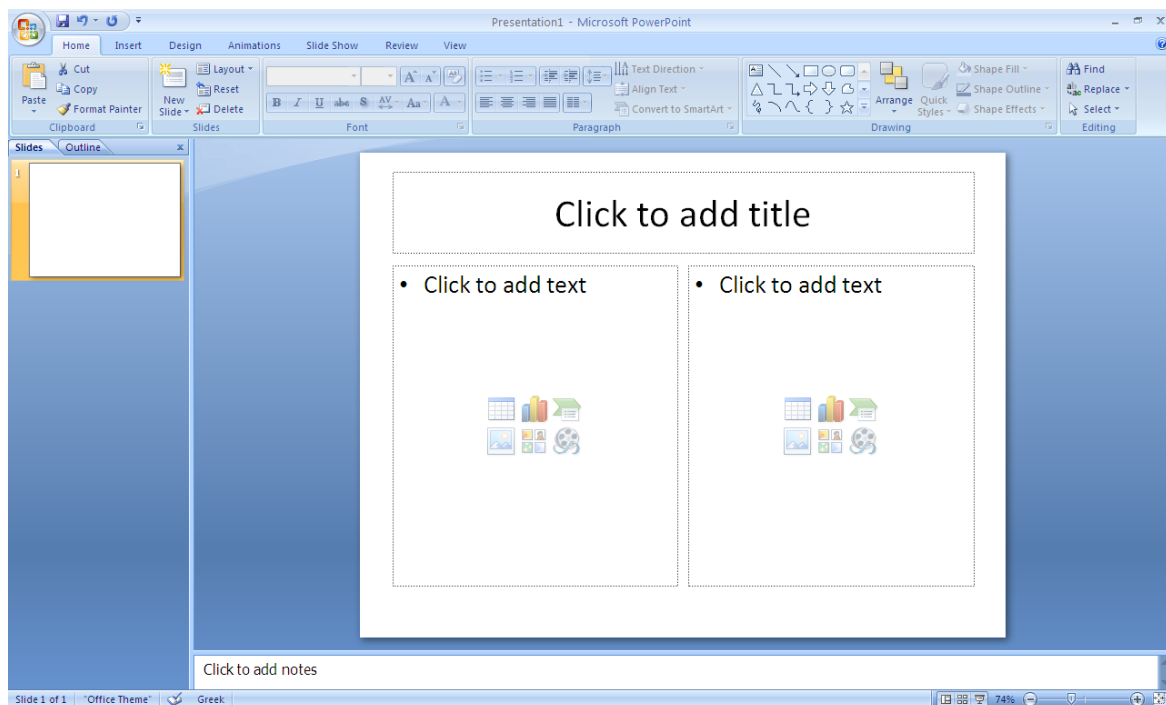


Figure 59: Formatting a slide



### 3.3.2.2 Apply a Different Layout to a Slide

Display a slide within a presentation where you wish to change the slide layout. Right-click on the slide and from the popup menu, select the Layout command, as it is illustrated in Figure 60.

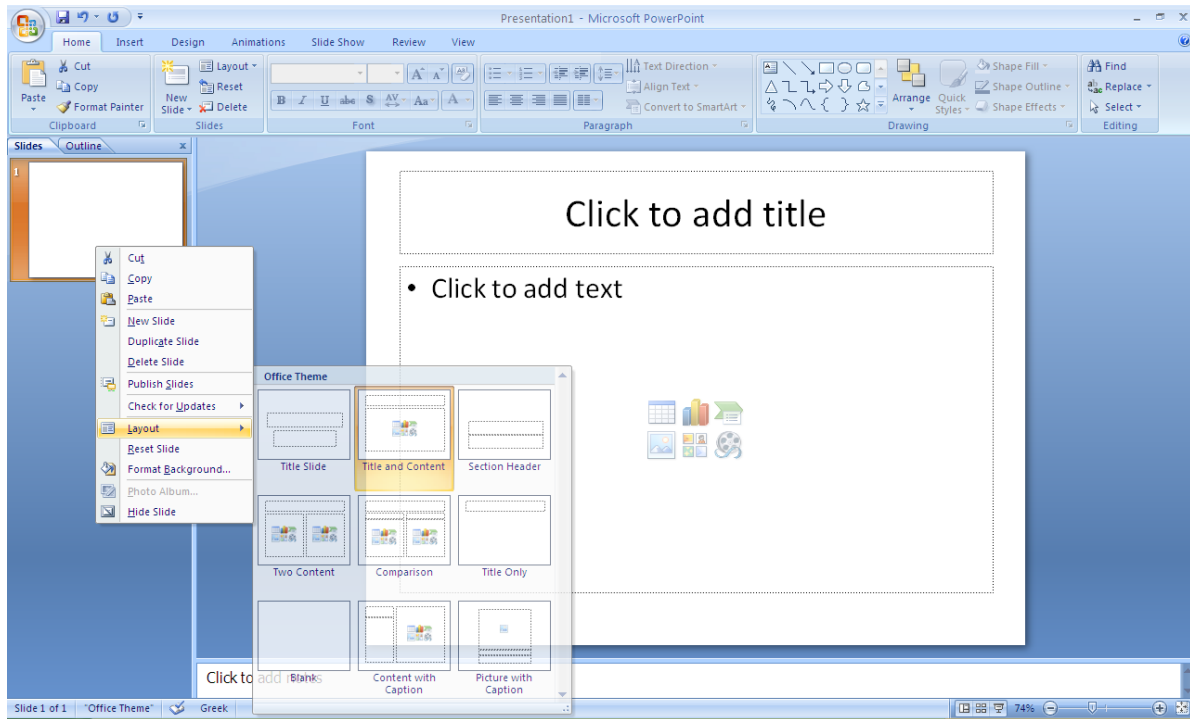


Figure 60: Changing the Slide layout in PowerPoint

This will display the Layout task pane and you could select the required slide layout.

### 3.3.2.3 Save a Presentation in another Format

To save a file in a format other than PowerPoint format, such as RTF:

1. From the Office Button available options, click on the Save As command.
2. If necessary, select the folder in which you wish to save the file from the Save in list box.
3. Click on the down arrow to the right of the Save as type: box, and select the type of File format you wish to save the file as, such as PDF as it is shown in Figure 61.

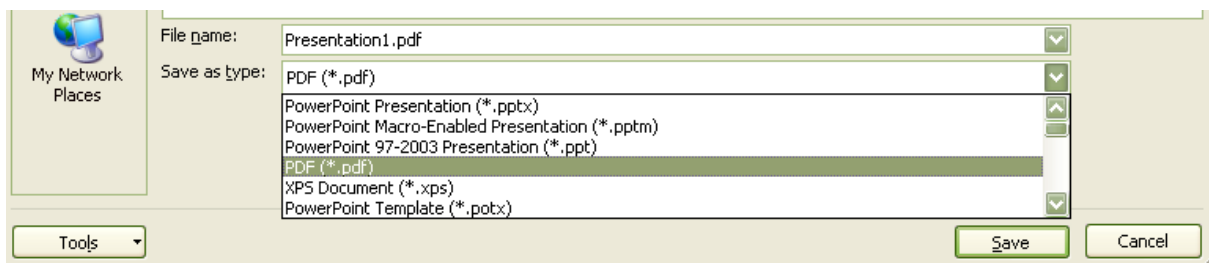


Figure 61: Saving a presentation in different file formats

### 3.3.2.4 Save File as a PowerPoint Template

A template is a special type of file which can be created once and customized as required. It can then be recycled over and over again (Figure 62).

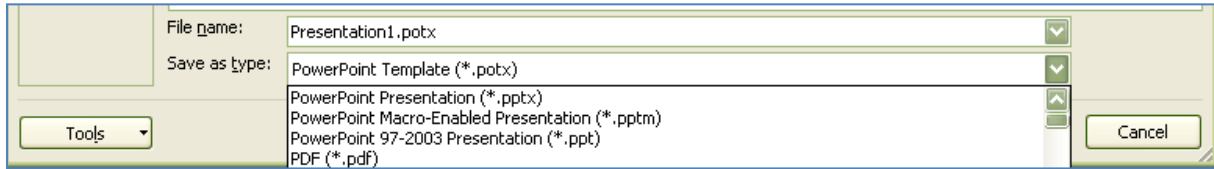


Figure 62: Save files as a PowerPoint Template

### 3.3.2.5 Switch Between Open Presentations

Each presentation which you open will be displayed as an icon within the Windows Taskbar, (displayed along the bottom of your screen) as illustrated.



Figure 63: Switching between different presentations

To switch to the required presentation, you have to click on the icon.

## 3.3.3 LibreOffice Impress

**Impress** is the presentation editor for LibreOffice and with it you can create slide shows in its native formats odp and ppt and save presentations in PDF format for easy sharing. If you have installed LibreOffice, you have to select the “Presentation” option from the main menu:

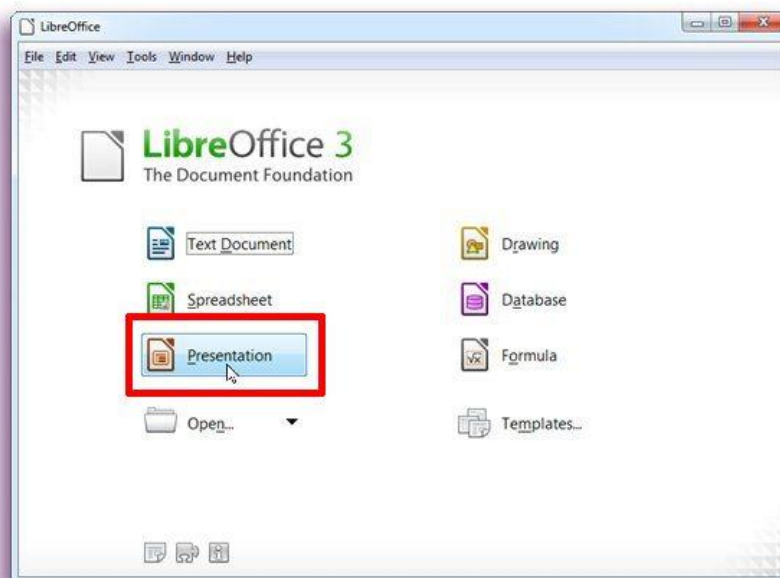


Figure 64: The presentation Option in LibreOffice

You can start Impress in several ways:

- If no component of LibreOffice is open, from the Start Center: click on the Presentation icon.

- From the system menu or the LibreOffice Quickstarter. Details vary with your operating system; see Chapter 1 in the Getting Started guide if you need more information.
- From any open component of LibreOffice: click the triangle to the right of the New icon on the main toolbar and select Presentation from the drop-down menu, or choose File -> New-> Presentation from the menu bar.

When you start Impress for the first time, the Presentation Wizard is shown. If you prefer not to use the wizard in future, you can select Do not show this wizard again. Click Create to open the main Impress window.

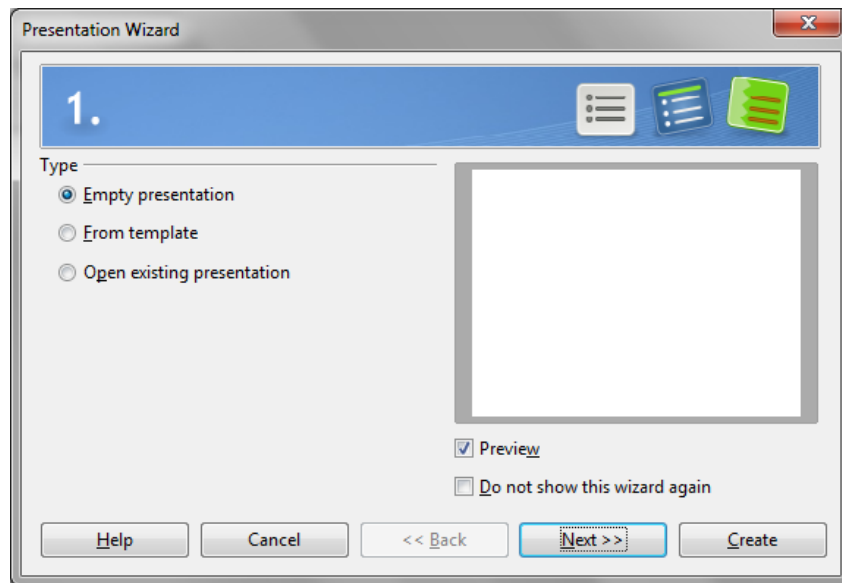


Figure 65: The Presentation Wizard Window

In the next screen capture you'll have to select among different presentation backgrounds (Figure 66).

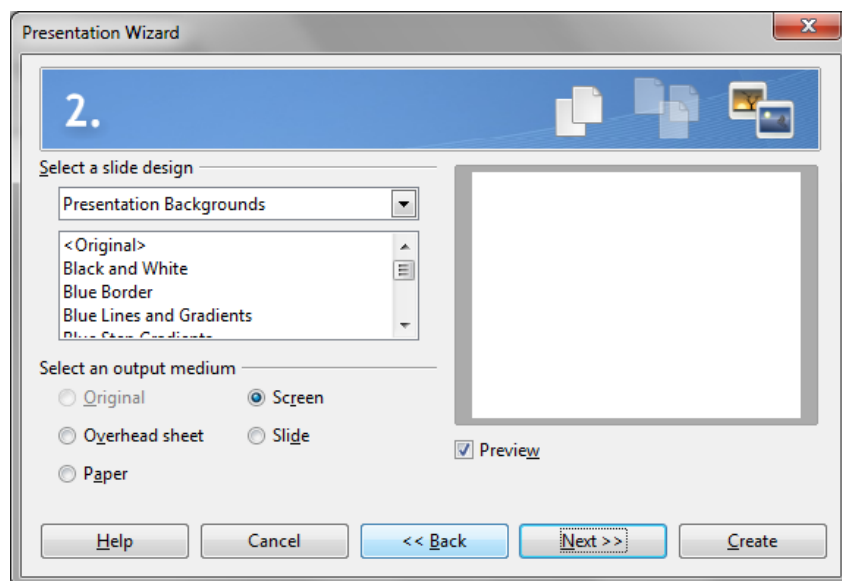


Figure 66: Select among different presentation backgrounds

Select the create option a window with layouts options will open. Now you have to go to the Layouts task panel and select one of them, as it is shown in Figure 67.

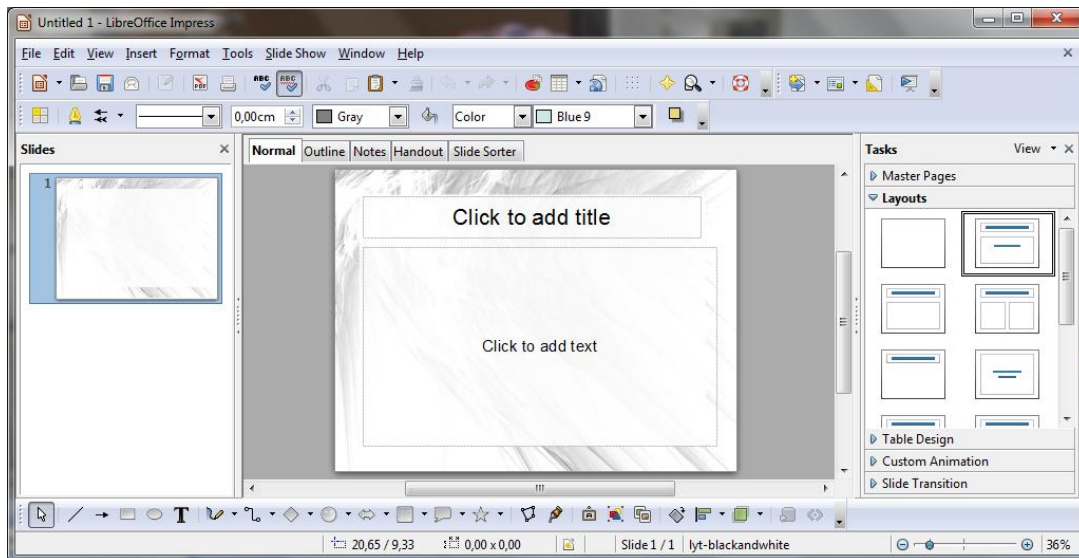


Figure 67: The Task panel of "Layouts"

The main Impress window has three parts: the Slides pane, the Workspace, and the Tasks pane. You can remove the Slides pane or the Tasks pane from view by clicking the X in the upper right corner of each pane. You can also show or hide these panes using View -> Slide Pane or View -> Task Pane or by clicking the Hide/Show marker in the middle of the vertical separator line (circled in illustration). By hiding these panes, you can maximize the Workspace area.

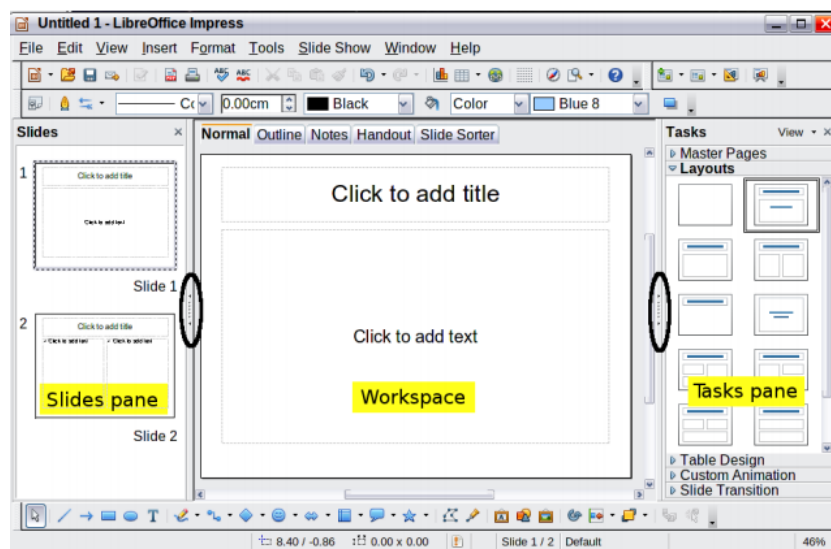


Figure 68: The main Impress Window

The **Slides pane** contains thumbnail pictures of the slides in your presentation. Clicking a slide in this pane selects it and places it in the Workspace. When a slide is in the Workspace, you can change it in any way you like.

- **Tasks pane.** The Tasks pane has five sections: Master Pages, Layouts, Table Design, Custom Animation, Slide Transition
- **Master Pages:** Here you define the page style for your presentation.
- **Layouts:** You can choose the one you want and use it as it is, or you can modify it to meet your own requirements.
- **Table design:** The standard table styles are provided in this area
- **Slide Transition:** The Slide Transition section provides access to a number of slide transition options.

The **Workspace** (normally in the centre) has five tabs, also called View buttons.

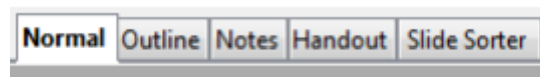


Figure 69: The Workspace's menu

**Toolbars:** Many toolbars can be used during slide creation; they can be displayed or hidden by clicking View > Toolbars and selecting from the menu.

**Status bar:** The status bar, located at the bottom of the Impress window, contains information that you may find useful when working on a presentation.

**Navigator:** The Navigator displays all objects contained in a document. It provides another convenient way to move around a document and find items in it.

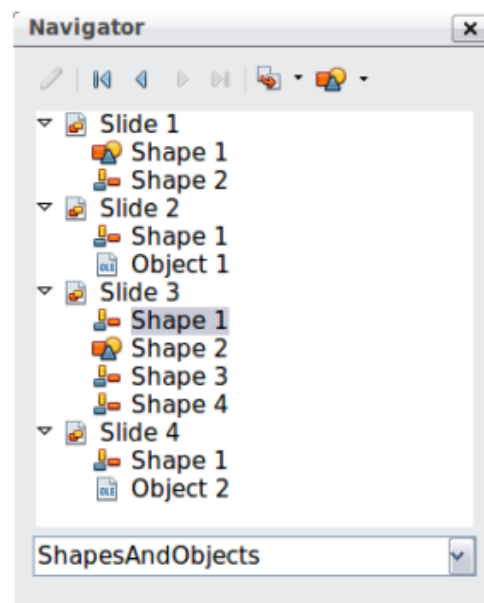


Figure 70: The Navigator functionality

To enter some text, just follow the instructions into the box: "Click to add title" as it is shown in Figure 71.

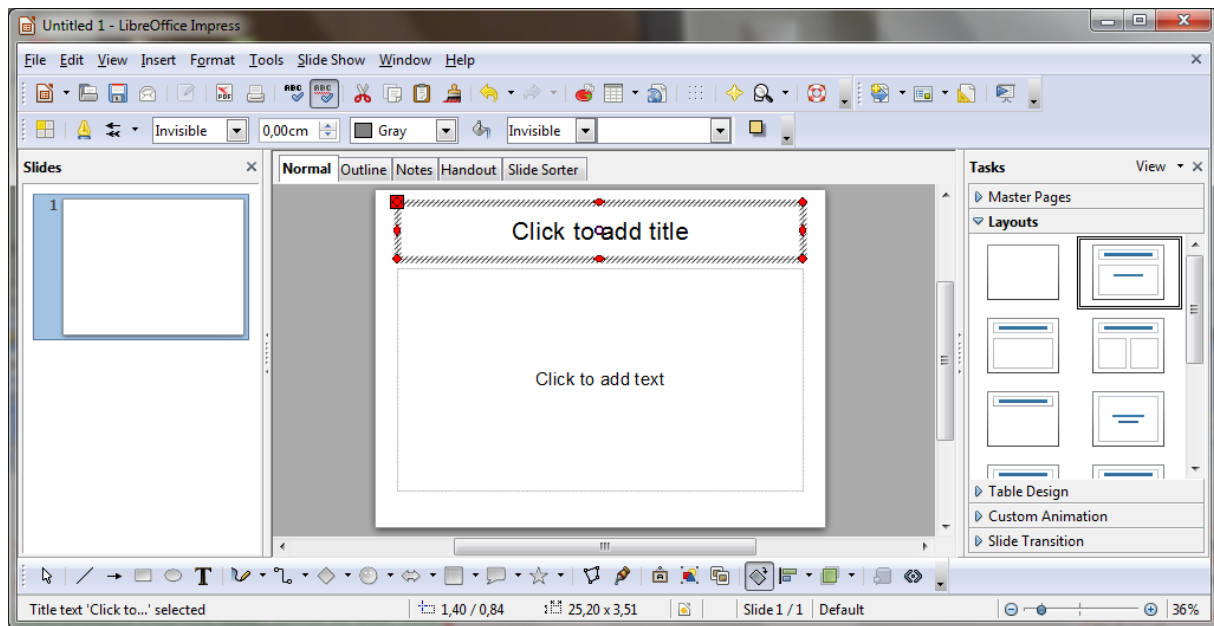


Figure 71: Adding title and text in a presentation in LibreOffice

To insert images you have to create a new presentation and then create a blank slide as it is shown in Figure 72, where you are going to insert the image which you have stored in your folders (i.e. your desktop or My Pictures folder, etc.).

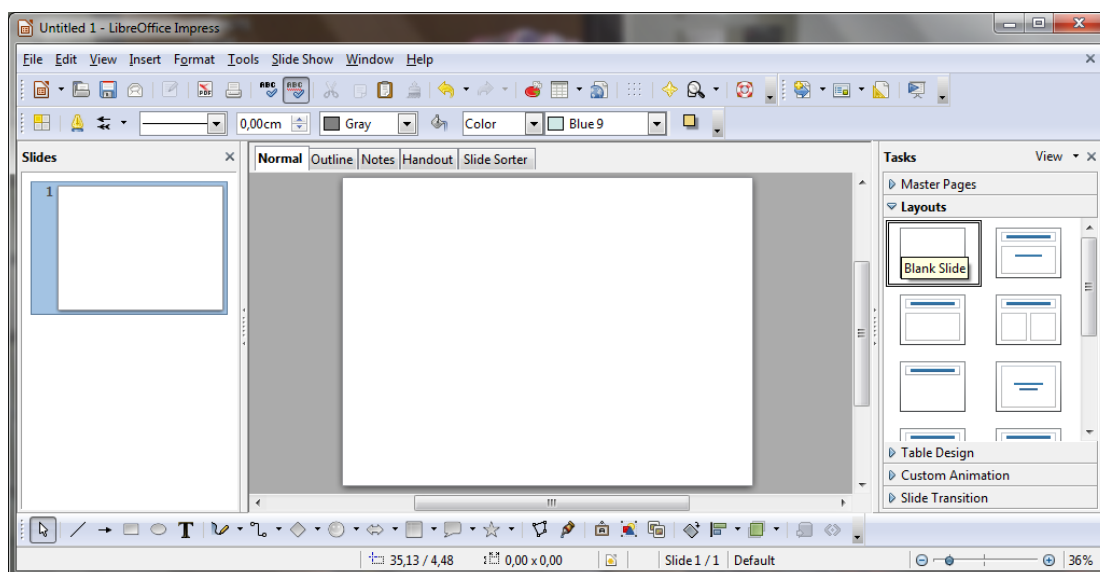


Figure 72: Inserting images in LibreOffice Impress

When you create a new presentation you can add some style to it. So, suppose you have the title below “The LibreOffice features” and you want to present it in a more impressive way. To achieve this, go to the left panel and click on Master Pages. It will show you the available options as it is shown in Figure 73:

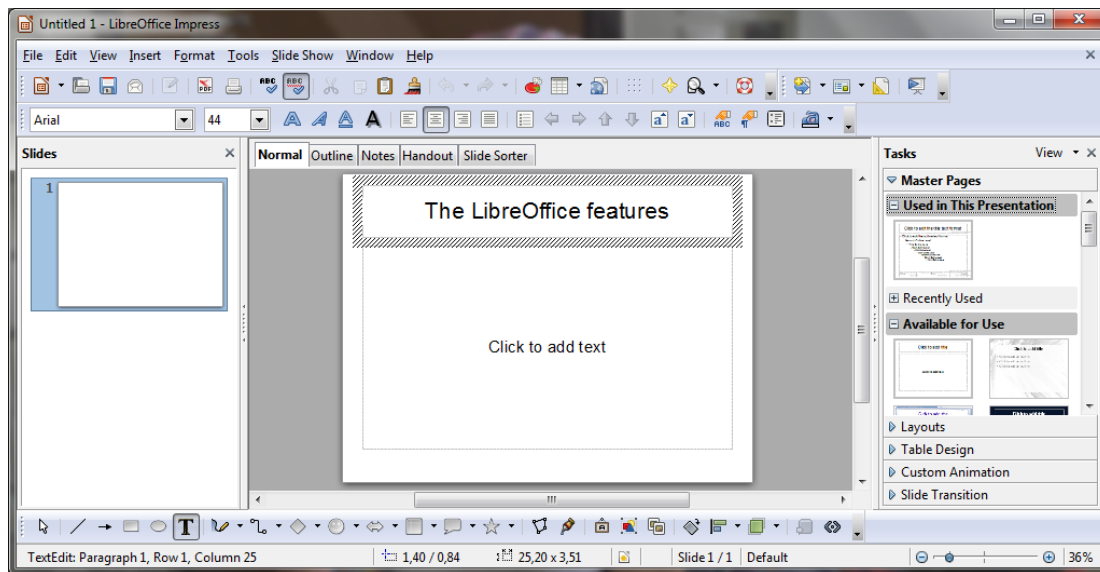


Figure 73: The Master Pages options for applying styles in presentations

When no document is open, the Start Center provides an icon for opening an existing document or choosing from a list of recently-edited documents.

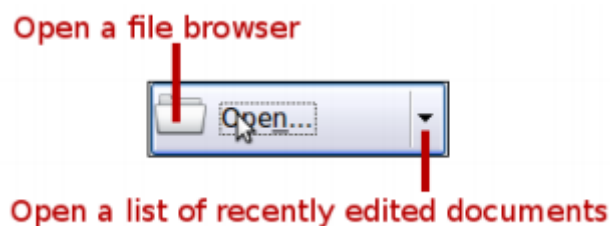


Figure 74: Opening an existing document in LibreOffice

You can also open an existing document in one of the following ways.

- **Choose File → Open...**
- **Click the Open button on the main toolbar.**
- **Press Control+O on the keyboard.**

In each case, the Open dialog appears. Select the file you want, and then click Open. To close a document, choose File → Close. You can also close a document by clicking on the Close icon on the document window.

To close a document, choose File → Close. You can also close a document by clicking on the Close icon on the document window.



Figure 75: The Close command in LibreOffice



If more than one LibreOffice window is open, each window looks like the sample shown on the left. If only one LibreOffice window is open, it looks like the sample shown on the right. If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save:** The document is saved and then closed.
- **Discard:** The document is closed, and all modifications since the last save are lost.
- **Cancel:** Nothing happens, and you return to the document.

To close LibreOffice completely, choose File → Exit.

A new presentation only contains one empty slide. To insert slides you have to:

- Insert > Slide.
- Right-click on the present slide, and select Slide > New Slide from the pop-up menu.
- Click the Slide icon in the Presentation toolbar.



Figure 76: The Presentation toolbar in LibreOffice

Sometimes, rather than starting from a new slide you want to duplicate a slide you have already inserted. To do so select the slide you want to duplicate from the Slides pane and then choose Insert → Duplicate Slide.

To select a layout:

In the Tasks pane, select the Layout drawer to display the available layouts. The Layouts differ in the number of elements a slide will contain, from a blank slide to a slide with six contents boxes and a title.

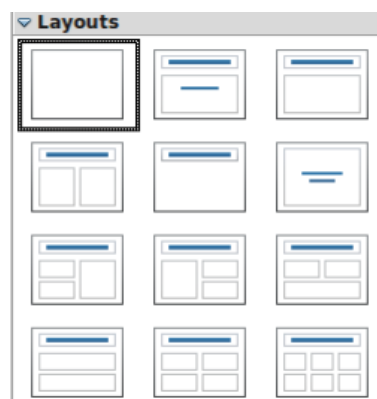


Figure 77: Selecting the layout in Task pane



The first slide in a presentation is normally a title slide. The Title Slide (which also contains a section for a subtitle) or Title Only are suitable layouts for the first slide, while for most of the slides you will probably use the Title, Contents layout. To create the title, click on Click to add title (assuming the Blank Slide layout was not used) and then type the title text. To adjust the formatting of the title, modify the Title presentation style;

If you want to change the appearance namely the background of all slides in the presentation, you have to modify the slide master or choose a different slide master. A Slide Master is a slide with a specified set of characteristics that acts as a template and is used as the starting point for creating other slides. These characteristics include the background, objects in the background, formatting of any text used, and any background graphics.

Impress has a range of prepackaged slide masters, found in the Master Pages section of the Tasks Pane. However if you want to change the background, you can take a shortcut:

- Select Format > Page and go to the Background tab.
- Select the desired background between solid color, gradient, hatching, and bitmap. Click
- OK to apply it.

To set up a new presentation using the Presentation Wizard:

1. Under Type, choose one of the options:
  - Empty presentation creates a blank presentation.
  - From template uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template you want.
  - Open existing presentation continues work on a previously created presentation. The wizard changes to show a list of existing presentations. Choose the one you want.
2. Click Next.
3. Choose a design under Select a slide design. The slide design section gives you two main choices: Presentation Backgrounds and Presentations. Each one has a list of choices for slide designs. If you want to use one of these other than <Original>, click it to select it.
4. Select how the presentation will be used under Select an output medium. Most often, presentations are created for computer screen display, so you would select Screen. You can change the page format at any time.
5. Click Next. The Presentation Wizard step 3 appears. Choose the desired slide transition from the Effect drop-down menu. Select the desired speed for the transition between the different slides in the presentation from the Speed drop-down menu. Medium is a good choice for now.
6. Click Create. A new presentation is created.

## 3.4 Online learning environments

E-learning is emerging as a new paradigm of modern education. Online management of knowledge and sharing of information helps guarantee the right of people to access knowledge in a simple and accessible way. In the sections below we will indicate the potential of:

- Available online resources for creating and collaborating on documents.
- Popular E-learning systems (particularly ATutor & Moodle) and what they have to offer.
- The extent to which e-learning applications can be used to achieve specific goals with effectively and efficiently in a specified context of use.

On-line environments develop and implement technology in order to engage users in more exciting new ways, reaching them on their terms and devices and keeping them informed, involved and collaborating together.

### 3.4.1 ATutor

#### 3.4.1.1 Overview

**ATutor** is a free Web-based LMCS- Learning Content Management System designed to be a teaching and learning tool which can be placed either on the Internet or within an organization's intranet. The ATutor community is very supportive. A number of modules exist that extend ATutor's features and may enable learners and teachers to chat, collaborate, create accessible forms and surveys, practice instant messaging, conduct white board presentations of educational material, and more.

A Tutor supports the accessibility standards that are quoted below:

- W3C WCAG 1.0
- W3C WCAG 2.0
- 3C ATAG 2.0
- US Section 508
- Italy Stanca Act
- IMS AccessForAll 2.0
- ISO/IEC 24751

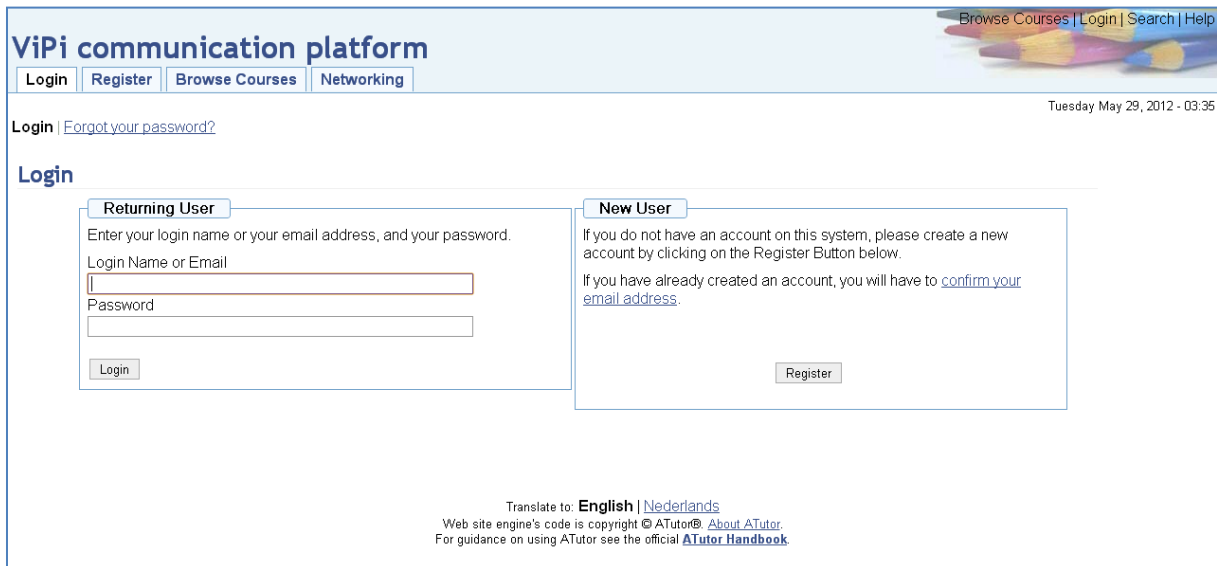
Moreover it supports the following Interoperability standards:

- OpenSocial 1.0
- OAuth Authentication Protocol
- IMS Content Packaging 1.1.2+
- SCORM Content Packaging
- SCORM 1.2 LMS RTE3
- IMS Question Test Interoperability (QTI) 1.2/2.1
- IMS BasicLTI 1.0 (reg. IMSB2ar2011W1)
- IMS Common Cartridge 1.0 (reg. IMSA2ar2011W1)
- W3C XHTML 1.0

### 3.4.1.2 Login and Registration

Since ATutor is learner-centred, courses and communication links are dedicated to educational interaction on an individual basis. One of consequences of this approach is that each student must have a separate account in which personalized data, lectures, records, communication logs, and educational materials designed for that course (and very often for that particular student) may be held. Particularly, increased confidentiality during the educational process is required for students with disabilities and specific cultural needs.

Each student must open an account with a login and password. The first page the student sees is a login page where the student either logs in or registers to create an account (if the student is visiting the login page for the first time). In case he/she forgets his/her password, may click on “Forgot your password?” and typing the user's e-mail address to which the password will then be sent.



**ViPi communication platform**

[Login](#) [Register](#) [Browse Courses](#) [Networking](#)

[Browse Courses](#) [Login](#) [Search](#) [Help](#)

Tuesday May 29, 2012 - 03:35

[Login](#) | [Forgot your password?](#)

**Login**

**Returning User**

Enter your login name or your email address, and your password.

Login Name or Email

Password

[Login](#)

**New User**

If you do not have an account on this system, please create a new account by clicking on the Register Button below.

If you have already created an account, you will have to [confirm your email address](#).

[Register](#)

Translate to: [English](#) | [Nederlands](#)

Web site engine's code is copyright © ATutor® [About ATutor](#).

For guidance on using ATutor see the official [ATutor Handbook](#).

Figure 78: ATutor login & registration page

To register for the first time a student has to enter personal details so she/he may be easily identified by the course instructor and administrator when necessary.

Students may login by typing their login name (or email address) and password and enter the ATutor installation on a given server via a web browser. Students will be presented with “My Courses” screen that does have on top links to Browse Courses and Create Course screen.

## Register

Required Information

\*Required Field

\*Login Name

- May contain only letters, numbers, underscores, hyphens or periods.
- 20 character maximum

\*Password

- Must use a combination of letters, and numbers or symbols
- 8 characters minimum, 15 characters maximum

\*Password Again

\*Email Address

☒ Keep email hidden from others.

\*Email Address Again

\*First Name

Second Name

\*Last Name

Personal Information (Optional)

Figure 79: ATutor registration details

### 3.4.1.3 Profile and Preferences

Profile and Preferences tabs are available on the page. A student may change in tab Profile his/her profile data whereas in tab Preferences they can change some basic preferences concerning inbox notification, auto-login features, type of content editor, topic numbering etc. Students may see a list of courses that are available when pressing the link Browse Courses on the My Courses screen.

Figure 80: ATutor “My Start Page”

### 3.4.1.4 Browse Courses

The screen Browse Courses is divided in three columns: the column of the Browse Courses screen that provides a list of course categories, the column with a list of courses within a selected category, and the third one which informs students in detail about the selected course. In each course data is displayed such as the name of the course, name of the instructor with the possibility to contact the course instructor and the type of access of a respective course.

Pressing the Contact Course Instructor link the user will be prompted with a form to send an E-mail message to the course instructor. Access to the courses may be protected or public. In the latter case access may be permitted without going through the login procedure.

### 3.4.1.5 Creating Courses & Setting Preferences

When an administrator logs in they are shown a list of menus and sub-menus presented as hyperlinks. They may be accessed just by clicking on the proper hyperlink, tab or by pressing the keys Alt+ 1, Alt+2, Alt+3, Alt+4, or Alt+5 that are assigned for the tabs from left to right. It is very important that key shortcuts are defined in that way since even people with certain disabilities may administer ATutor.

## 3.4.2 Moodle

Moodle is a free web application that educators can use to create online learning sites. Moodle features “modular” design using modular object-oriented dynamic learning environments. Moodle was developed to help educators to create online courses with a focus on interaction and collaborative construction of learning.

Dynamic learning tools are available through Moodle. This open source tool is based on the social constructionist pedagogy – This is defined as active learning in a social context, taking place in a learning environment with smart and interactive tools.

Moodle has several features considered typical of an e-learning platform, plus some original innovations (like its filtering system). Some typical features of Moodle are presented in the sections that follow.

### 3.4.2.1 Assignment Submission

There are four standard assignment types, but there are several other contributed assignment types which can be downloaded from the modules and plugins database.

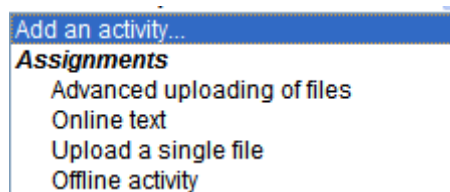


Figure 81: Moodle assignment options

- **Advanced Uploading of files:** students can submit one or several items such as word-processed documents with a note to their teacher. The teacher can comment on and send back the uploaded file.
- **Online text:** students can type their response directly into Moodle using the Text editor
- **Upload a single file:** students typically submit one piece of work such as a word-processed document or presentation
- **Offline assignment:** not a "true" assignment but a place for a teacher to add grades to work done outside of Moodle.

Students can submit their assignments with the Upload a Single file and Advanced uploading of file assignments. A button “upload file” will take them to the file picker where they locate their files.



Figure 82: Submit an assignment

### 3.4.2.2 Discussion Forum

A discussion forum enables participants to communicate online using text. Moodle allows tutors to set up and configure online forums for groups or sub-groups of students, which can include text and other media. Forums are useful, and can be used as follows:

- As a group formation and bonding “check-in” space at the beginning of a course.
- A class teacher can indicate a reading and ask an open question, e.g. "for comments".
- A class teacher can post documents with specific questions to be answered re the material.
- When students are required to post presentation material prior to a seminar with or without inviting peer evaluation.
- For mutual support and/or collaborative learning where students are physically remote – on placements for example, and risk feeling isolated
- When there is a need to record contributions or thought processes

### 3.4.2.3 File Download

The File download portfolio allows for easy download of content in Moodle activities. To enable file download:

- Go to Settings > Site administration > Plugins > Portfolios > Manage Portfolios
- Select from the drop down next to File download "Enabled and visible";

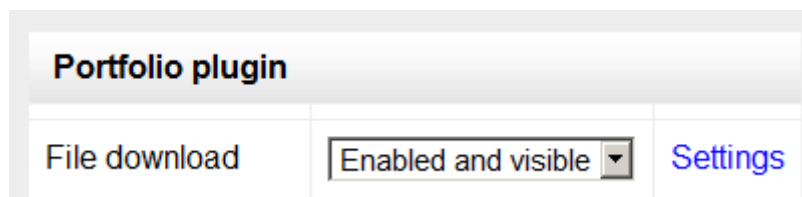


Figure 83: Download a file

You have to click on the “Settings” and optionally give File download a customised name.

### 3.4.2.4 Grading

A grade item is a unit (typically an activity) where course participants are assessed through a grade or mark. As such, a grade item is a container for grades and a set of settings applied to these grades.

### 3.4.2.5 Instant Messages

Most of the interaction takes place in a small window that looks like an IM window (which you can expand to a desired size). It contains several tabs to let you switch between messaging a user, searching for users and reading archived messages.

It pops up (or to the front) whenever:

- you click on a name in the online users list
- you click on a link on any participants page
- you click on a general link in the participants block



- you have a new message sent to you

### 3.4.2.6 Online Calendar

The calendar can display site, course, group and or user events in addition to assignment and quiz deadlines, chat times and other course events.



Figure 84: Moodle online calendar

### 3.4.2.7 Online Quiz

Moodle is a template-based system to which content must be added. Its interface is intuitive and easy for navigation. The whole page is presented in a "flat view" format. As Robb (2004) describes it, this is different from other systems that often make use of "Chinese boxes" with content inside folders at various levels. Each section has its own tools such as lessons, quizzes, assignments, and forums in order to enhance students' view.

Access to nearly all lesson assignments can be made time- or password-restricted. Moodle also saves automatic log reports of students work in an individual level. Therefore the teacher is informed not only about the time that students have completed or uploaded an assignment, but also the time that they spent on an assigned task or quiz.

The quiz module includes the following response types: fill-ins, multiple-choice, multi-choice (more than one answer can be selected), true-false, matching, short-answer (exact matching). All types are supported with automatic tallying and scoring, based on teacher or student-determined rating scales.

### 3.4.2.8 Wiki

Students can be divided into subgroups, interact with each other synchronously in chat rooms, or engage in asynchronous discussions in Wikis and forums. The Wiki module in Moodle enables students to compose or work together on a text while online.

A *wiki* (the word is Hawaiian for 'quick'!) is a series of web pages on the Internet that can be immediately and easily edited by anyone with a password to the wiki. They are collaborative spaces online where you can share and create information among a number of users.

Some wikis do not require a password and are open to the general public ([www.wikipedia.org](http://www.wikipedia.org)).



A wiki is collaborative, as it can be updated and edited by several people. The content of a wiki depends on you.

### 1. Getting started with your wiki

Several different sites offer free wiki services, but one of the easiest to use is **pbwiki** (Short for 'peanut butter wiki' – "Easy as a peanut butter sandwich", says the pbwiki site).

- To create a wiki in *pbwiki*, go to [www.pbwiki.com](http://www.pbwiki.com), and you will see this screen.



Figure 85: Creating a wiki in *pbwiki*

Give your wiki a name, which will be its web address. The wiki in the screenshot is called etwinningwiki – note that your wiki name must have no spaces, and can consist of letters and/or numbers. Then type in your email address, and click on 'Make a wiki'. The screen below will appear:



Figure 86: "Making a wiki"

Confirm your wiki and set a password. Afterwards an email will be sent to your mail address asking you to click on a link to set your wiki's password. The email is like Figure 87.



Figure 87: Set your wiki's password

Follow the instructions, by clicking on the link in the email, and you will be taken to a page where you can set the password for your wiki. You have to type your password in the 'Pick a password' box, and again in the 'Confirm password' box. You have to note down and remember your wiki password! If you prefer not to make your wiki available to the public, uncheck the box that says 'Make my wiki public'. Click on 'Take me to my wiki'.

2. Edit your wiki front page. The front page of your wiki, currently looks like this:



Figure 88: Editing your wiki

You have to click on the blue button with the instruction 'Edit this page' on the bottom left of the screen. The Welcome information follows, so you can now delete it all, and replace it with an introduction to your own wiki.

## 3.5 Practical Exercises

### 3.5.1 An example of purchasing, using Amazon.co.uk

Search for Amazon on Google. Go to Google.co.uk and type Amazon and hit the magnifying glass search button.

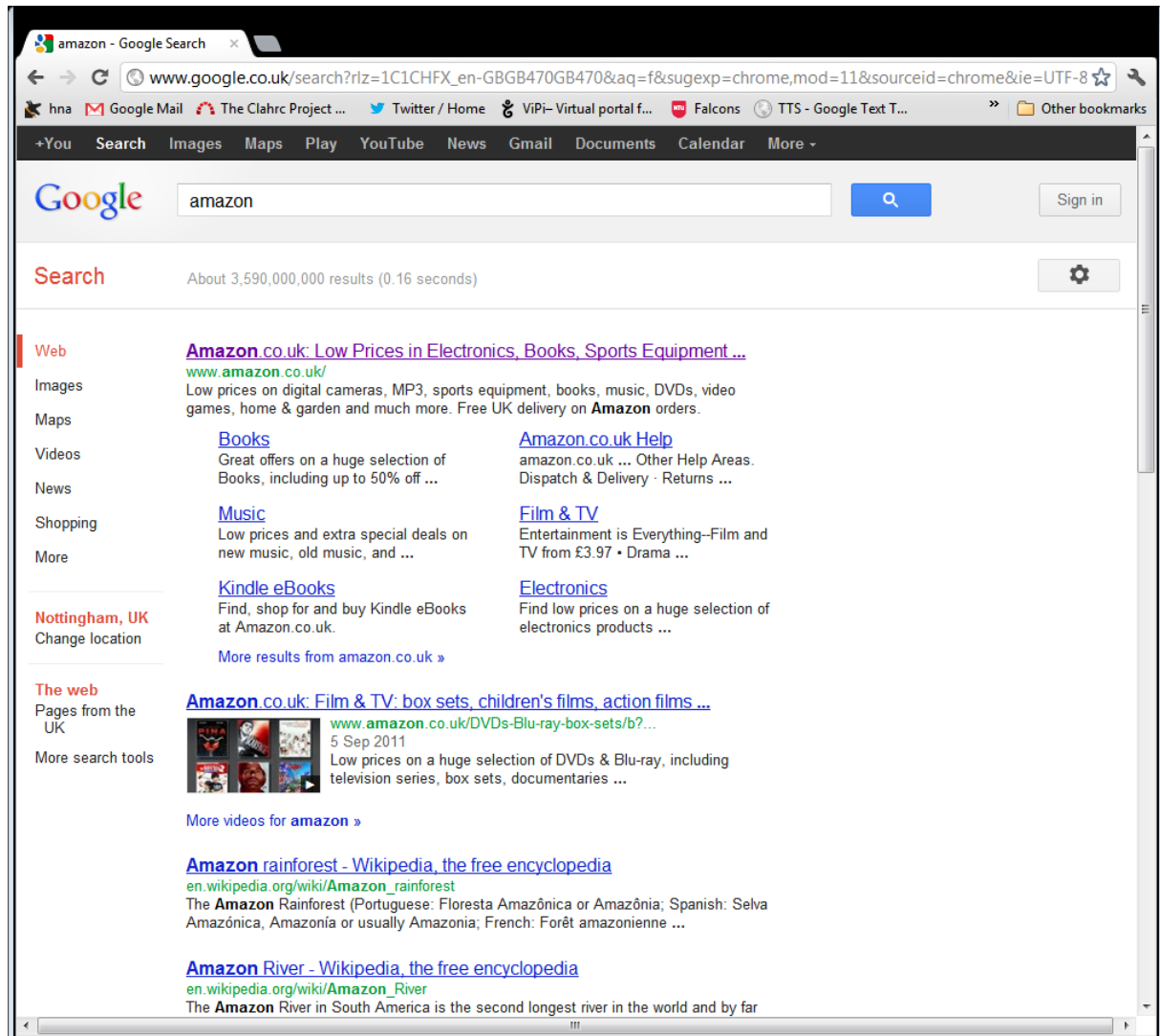
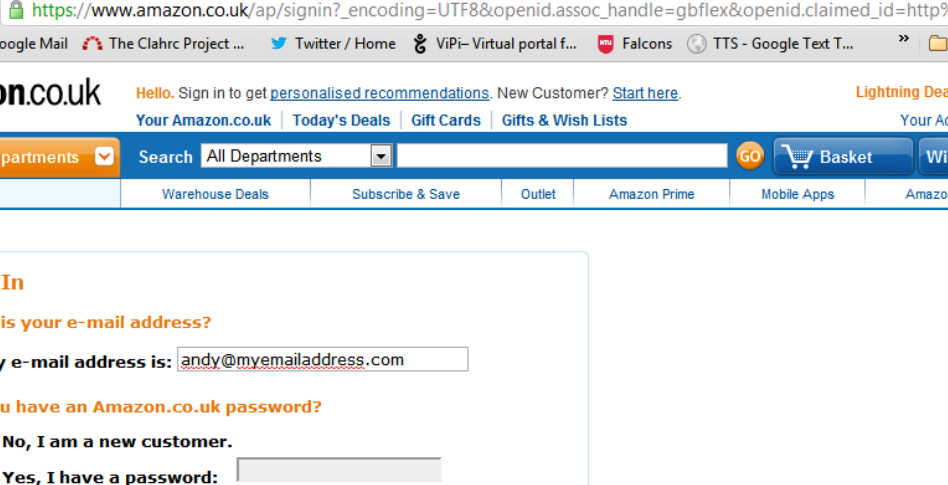


Figure 89 : Finding Amazon using Google

Click on the link to be directed to the Amazon.co.uk homepage

The screenshot shows the Amazon.co.uk sign-in page. At the top, there's a navigation bar with the Amazon logo, links to various services like Google Mail, Twitter, and ViPi, and a search bar. Below this is a secondary navigation bar with links to 'Your Amazon.co.uk', 'Today's Deals', 'Gift Cards', 'Gifts & Wish Lists', 'Your Account', and 'Help'. The main content area has a header with 'Hello, Sign in to get personalised recommendations. New Customer? Start here.' and 'Lightning Deals—shop now'. Below this is a row of buttons: 'Shop All Departments' (with a dropdown arrow), 'Search' (with a text input field containing 'All Departments'), 'GO' (in a blue circle), 'Basket' (with a shopping cart icon), and 'Wish List'. A horizontal menu below the buttons includes 'Welcome', 'Warehouse Deals', 'Subscribe & Save', 'Outlet', 'Amazon Prime', 'Mobile Apps', and 'Amazon Toolbar'. The main sign-in section is titled 'Sign In' and asks 'What is your e-mail address?'. It shows 'My e-mail address is: andy@myemailaddress.com' with a text box. Below this, it asks 'Do you have an Amazon.co.uk password?' with two radio button options: 'No, I am a new customer.' (selected) and 'Yes, I have a password:' (with a text box). There's a link 'Forgotten your password?' next to the second option. At the bottom of this section is a yellow button 'Sign in using our secure server' with a play icon. Below this is a 'Sign In Help' section with links for 'Forgotten Your Password?' ('Get password help.') and 'Has your e-mail address changed?' ('Update it here.'). The footer contains three columns of links: 'Get to Know Us' (Careers, Investor Relations, Press Releases, Amazon and Our Planet), 'Make Money with Us' (Sell on Amazon, Associates Programme, Fulfilment by Amazon, Self-publish with Us, See all), and 'Let Us Help You' (Delivery Rates & Policies, Amazon Prime, Returns Are Easy, Manage Your Kindle, Help).

**Figure 90 : Signing up as a new customer**

You will need to register as an amazon user. To do this you need an email address. Fill in your email as in the example above and ensure 'no, I am a new customer is checked'. Click sign in using secure server.

Figure 91 : Creating an Amazon account

You will now notice the <https://> has appeared at the start of the URL accompanied by a lock symbol. This capture is from Google Chrome, so yours may look slightly different, but it should still be displaying the [https](https://) and a lock symbol.

Enter a password, and enter it again in the second box. This is to ensure you typed it correctly. Click on create account.



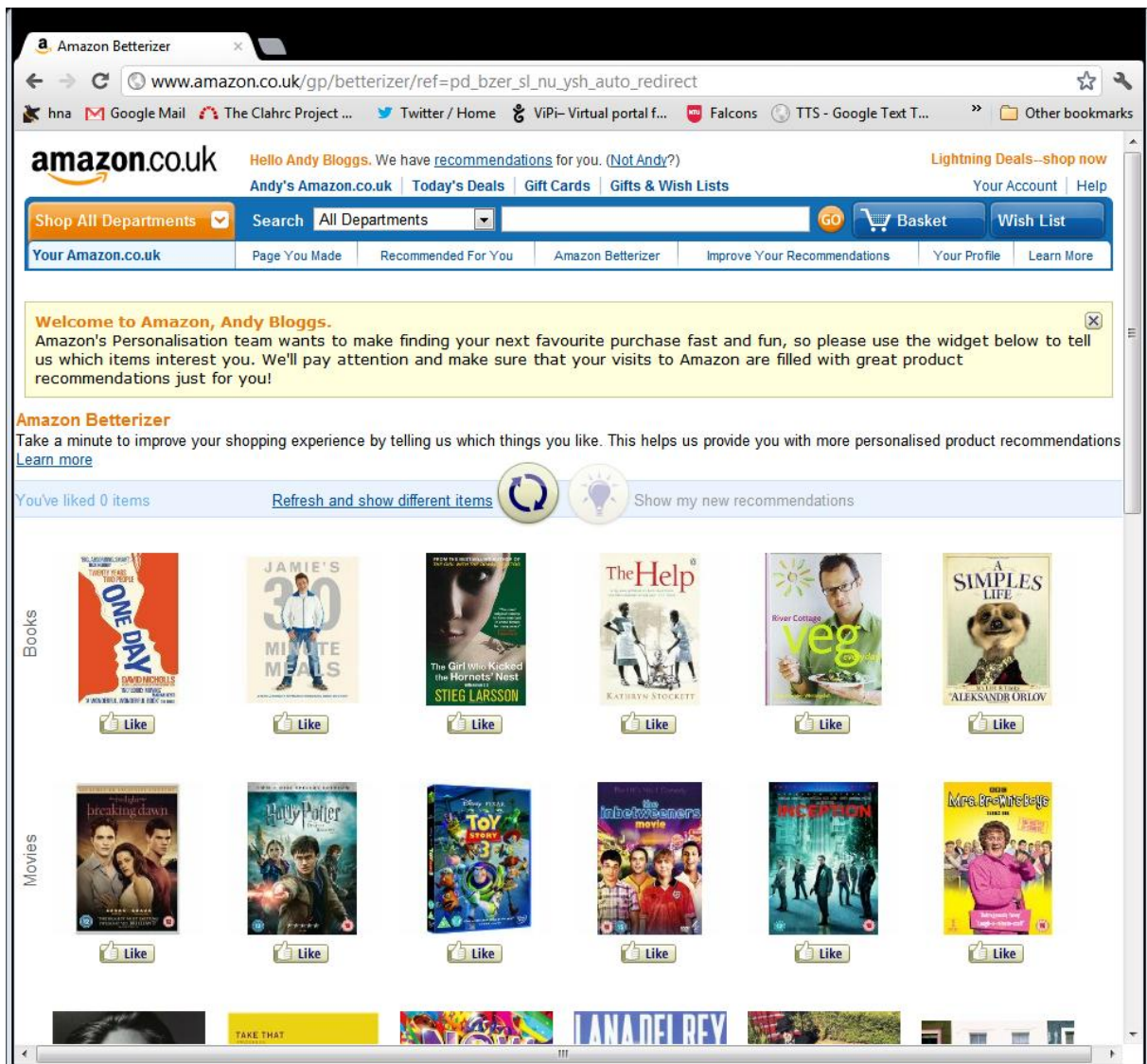


Figure 92 : The new customer welcome page

You will now enter Amazon as a logged in user. Note that this is now NOT a secure page (No 'https' or lock symbol present). Note also the window says 'Hello Andy Bloggs we have recommendations (not Andy?)'. (Andy Bloggs should be replaced by the name you entered.) Recommendations are not useful as yet, but as you use Amazon, its intelligent search will try to recommend items in which it thinks you may be interested, based on what you have looked at before. As a new customer you can customise your shopping experience by telling Amazon your interests, or just get on and search for what you want to buy as we will do next.

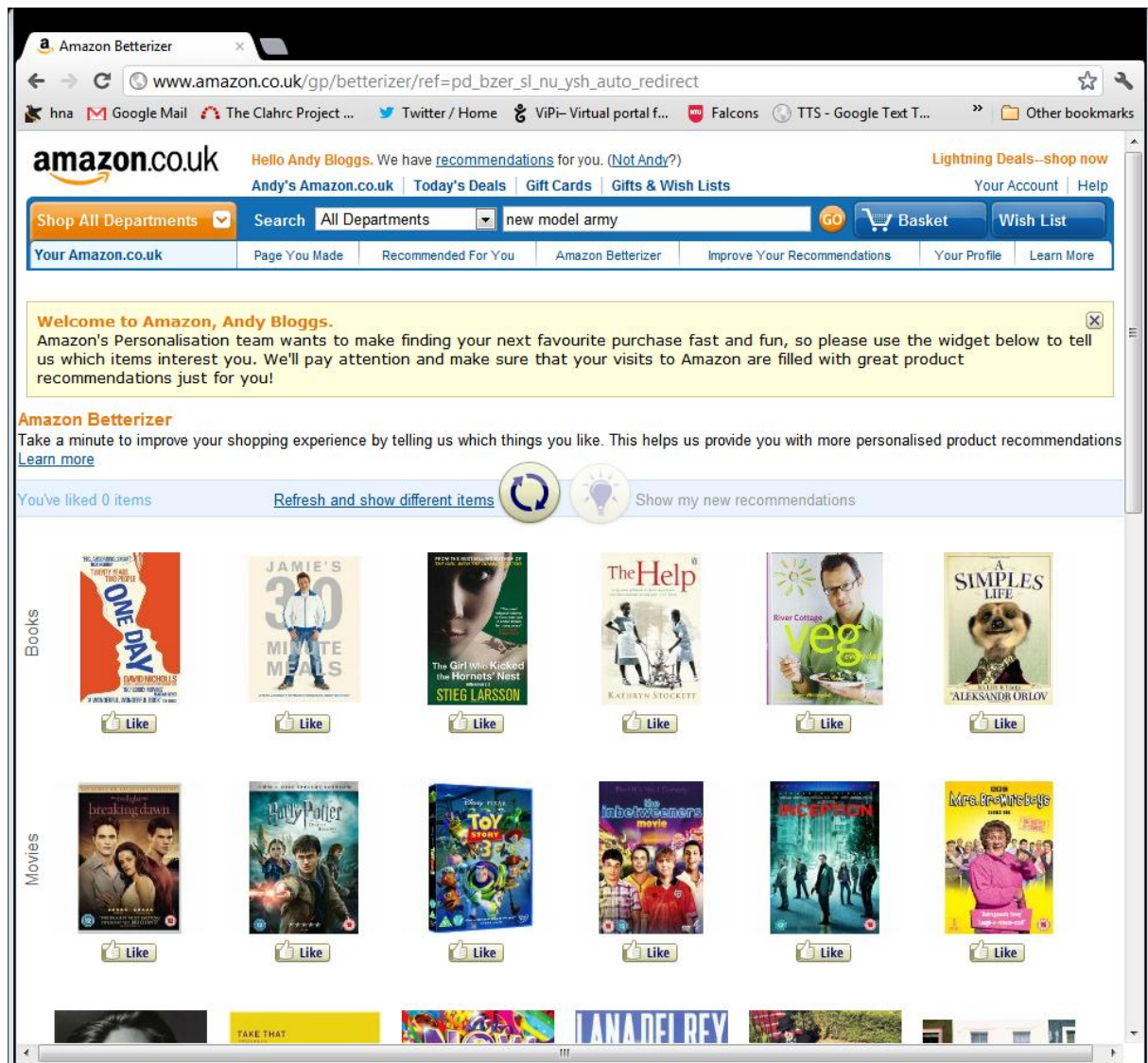


Figure 93 : Typing a search into the search bar - in this case we want to find music by the band "New Model Army"

In Figure 93 we see that the search bar has some text entered in it. Try this yourself and hit the go button.

The screenshot shows the Amazon.co.uk website with a search for 'new model army'. The search results are displayed on the right side of the page, showing three items:

- History: The Best Of New Model Army** by New Model Army (Audio CD - 2001) - CD  
Buy new: £4.99  
42 new from £2.99 18 used from £1.30  
Download MP3 Album: £7.49  
Only 2 left in stock - order soon.  
★★★★★ (2)  
Eligible for FREE Super Saver Delivery.  
Music: See all 250 items
- Amazon's New Model Army Store**  
Top Selling New Model Army Songs  
See all 412 New Model Army MP3 S  
One Bullet £0.69 Add  
Green And Grey £0.89 Add  
Get Me Out £0.89 Add
- Classic Albums - Impurity / Thunder And Consolation** by New Model Army (Audio CD - 2011) - Double CD  
Buy new: £5.87  
24 new from £4.29 1 used from £12.96  
Get it by Tuesday, Jun 26 if you order in the next 5 hours and choose express delivery.  
Only 7 left in stock - order soon.  
★★★★★ (1)  
Eligible for FREE Super Saver Delivery.

The left sidebar contains navigation links for various departments like Music, Books, MP3 Downloads, Kindle Store, Film & TV, and a 'Listmania!' section featuring 'Top Albums.....ever: A list by Someone who knows'.

Figure 94 : The results of the search

You should get a list of search results much like the one in Figure 94. Each item listed has a summary of info about it. How much it costs, and from which seller, what it is – in this case Audio CD, a star rating, telling you what other buyers thought of the product, and what delivery options would be available.



History: The Best Of New Model Army [CD]  
New Model Army | Format: Audio CD  
★★★★★ (2 customer reviews) Like (1)  
Price: **£4.99** & this item **Delivered FREE in the UK** with Super Saver Delivery. [See details and conditions](#)  
**In stock but may require up to 2 additional days to deliver.**  
Dispatched from and sold by **Amazon.co.uk**. Gift-wrap available.  
Only 2 left in stock--order soon (more on the way).  
**42 new** from £2.99 **18 used** from £1.30  
[Buy the MP3 album for £7.49 at the Amazon MP3 Downloads store.](#)

**Buy New**  
Quantity: 1  
[Add to Basket](#)  
or  
[Sign in](#) to turn on 1-Click ordering.  
[Add to Wish List](#)

**Buy Used**  
Used - Very Good [See details](#)  
Price: **£2.63**  
[Fulfilled by Amazon](#)  
[Add to Basket](#)  
or  
[Sign in](#) to turn on 1-Click ordering.

**More Buying Choices**  
**60 used & new** from £1.30  
Have one to sell? [Sell yours here](#)

**Available to Download Now**  
[Buy the MP3 album](#) for £7.49  
**amazonMP3**  
[Share](#) [Email](#) [Facebook](#) [Twitter](#)

**Amazon's New Model Army Store**  
[Visit Amazon's New Model Army Store](#) for all the music, discussions, and more.

**Frequently Bought Together**  
Price For All Three: **£15.85**

Figure 95 : Examining the details of a product

Clicking on one of the items in the list allows you to examine it more closely (like in Figure 95). This may provide multiple images, details of when it will be available, a more detailed description of the item, reviews by other buyers if available, or a full specification of the item.



Figure 96 : Adding the item to your shopping basket

Clicking on the 'Add to basket' item places the item, ready for buying, into a virtual shopping basket. Once in the shopping basket, items are saved ready for you to check out later. More items can be added and items can be easily removed from the basket.

Amazon.co.uk Shopping Basket

www.amazon.co.uk/gp/cart/view.html/ref=lh\_cart

hna Google Mail The Clahrc Project ... Twitter / Home ViPi- Virtual portal f... Falcons TTS - Google Text T... Other bookmarks

amazon.co.uk Hello Andy Bloggs. We have [recommendations](#) for you. ([Not Andy?](#))


Andy's Amazon.co.uk Today's Deals Gift Cards Gifts & Wish Lists Your Account Help

Shop All Departments Search All Departments GO Basket Wish List

Welcome Warehouse Deals Subscribe & Save Outlet Amazon Prime Mobile Apps Amazon Toolbar

**Shopping Basket**

Items to buy now.

	Price	Quantity
	<b>History: The Best Of New Model Army - New Model Army; Audio CD</b> Only 2 left in stock--order soon (more on the way). In stock but may require up to 2 additional days to deliver Eligible for Free Super Saver Delivery <input type="checkbox"/> This will be a gift ( <a href="#">Learn more</a> ) <a href="#">Delete</a> · <a href="#">Save for later</a>	<b>£4.99</b> 1

**Subtotal: £4.99**


The price and availability of items at Amazon.co.uk are subject to change. The shopping basket is a temporary place to store a list of your items and reflects each item's most recent price.

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

**Customers who bought the items in your Shopping Basket also bought:**

Page 1 of 7

**Recently Viewed Items**

 [History: The Best Of New Model Army - New Model Army](#)

**See more in the Page You Made**

**Featured Item**


 [Small Town England ~ New Model Army](#)

Figure 97 : Viewing the shopping basket

You will see that the basket icon near the search bar now has a 1 in it representing the 1 item in your basket. We can click this button to see the shopping basket, and to remove items from it if we so desire. Clicking the Proceed to checkout button will move us on to buy what is in our shopping basket.

Figure 98 : checking out - firstly signing in to 'secure server'

The first stage before checking out is logging on again to the secure server. This process allows the website to encrypt the sensitive data you may be sending such as your address or card details. In Figure 98 we can now use the second option of 'I am a returning customer' and log in using our password created earlier.

Select a Shipping Address - x

https://www.amazon.co.uk/gp/buy/signin/handlers/continue.html?ie=UTF8&hasWorkingJavascript=1&oldCustomerId=0&old

hna | Gmail | The Clahrc Project ... | Twitter / Home | ViPi- Virtual portal f... | Falcons | TTS - Google Text T... | Other bookmarks

Do you want Google Chrome to save your password? Save password Never for this site

amazon.co.uk

WELCOME ADDRESS ITEMS WRAP DISPATCH PAY CONFIRM

**Or choose a Pickup location**  
Now you can get your package delivered to Pickup Locations and collect at your convenience.  
[Search for a Pickup Location near you](#)

**Enter a new delivery address.**  
When finished, click the "Continue" button.

**Search for a Pickup Location near you**

Amazon.co.uk's new service allows you to pick up orders at a time and place that suits you. It's simple, safe and convenient. No more worrying about a package sitting on your doorstep, waiting to sign for it, or travelling to a far-off location during limited opening hours. Please enter an address, postcode or landmark.  
[Learn more](#)

**Full Name:**

**Address**  
**Line 1:**  (or company name)  
**Line 2:**  (optional) Apartment, suite, unit, building, floor, etc.

**Town/City:**

**County:**

**Postcode:**

**Country:**  United Kingdom

**Phone Number:**

**Is this address also your invoice address?**  
☒ Yes  
☐ No (If not we'll ask you for it in a moment.)

**Search by Address:**  (example: Marylebone Road)  
**Search by Postcode:**  (example: WC2R OKJ)  
**Search by Landmark:**  (example: Madame Tussauds)

**Address Accuracy**  
Incorrectly entered addresses may delay your order, so please double-check for errors. Do not enter specific dispatch instructions in any of the address fields.

[How to enter a US address](#)

Figure 99 : Entering the delivery details

After logging back in we need to enter our address. It is important this is correct as it is where goods and invoices would be sent. Usually for a first purchase, the goods must be sent to the address at which the credit card is registered, so bear this in mind for your first purchase.

Select a Shipping Address - x

https://www.amazon.co.uk/gp/buy/signin/handlers/continue.html?ie=UTF8&hasWorkingJavascript=1&oldCustomerId=0&old...

hna Gmail The Clahrc Project ... Twitter / Home ViPi- Virtual portal f... Falcons TTS - Google Text T... Other bookmarks

Do you want Google Chrome to save your password? Save password Never for this site

amazon.co.uk

WELCOME ADDRESS ITEMS WRAP DISPATCH PAY CONFIRM

**Or choose a Pickup location**  
Now you can get your package delivered to Pickup Locations and collect at your convenience.  
[Search for a Pickup Location near you](#)

**Enter a new delivery address.**  
When finished, click the "Continue" button.

**Search for a Pickup Location near you**

Amazon.co.uk's new service allows you to pick up orders at a time and place that suits you. It's simple, safe and convenient. No more worrying about a package sitting on your doorstep, waiting to sign for it, or travelling to a far-off location during limited opening hours. Please enter an address, postcode or landmark.  
[Learn more](#)

**Full Name:** Andy Bloggs

**Address Line 1:** 1 Smiths Lane  
(or company name)

**Address Line 2:** Bloggsville  
(optional) Apartment, suite, unit, building, floor, etc.

**Town/City:** Bloggstown

**County:** Bloggshire

**Postcode:** BL0 6GS

**Country:** United Kingdom

**Phone Number:** 07123456789

**Search by Address:**   
(example: Marylebone Road)

**Search by Postcode:**   
(example: WC2R 0KJ)

**Search by Landmark:**   
(example: Madame Tussauds)

**Search**

**Is this address also your invoice address?**  
☒ Yes  
☐ No (If not we'll ask you for it in a moment.)  
**Continue**

**Address Accuracy**  
Incorrectly entered addresses may delay your order, so please double-check for errors. Do not enter specific dispatch instructions in any of the address fields.

[How to enter a US address](#)

Figure 100 : Filling the form in

The form can be filled in using the mouse to select fields to type in, or by using the tab button to move between fields. Click on continue when all data is entered. If you have missed and data or made an error, the form may notice and ask you to rectify it.

Figure 101 : Selecting the postage options

Amazon offers multiple posting options which you can select depending on the urgency of the purchase. The free delivery is often slow, but a more expensive next day delivery may be available.



The screenshot shows the Amazon.co.uk checkout page for selecting a payment method. The browser address bar shows the URL: [https://www.amazon.co.uk/gp/buy/shipaddressselect/handlers/continue.html/ref=ox\\_shipping\\_ship\\_to\\_this\\_1#d=1](https://www.amazon.co.uk/gp/buy/shipaddressselect/handlers/continue.html/ref=ox_shipping_ship_to_this_1#d=1). The page title is "Select a Payment Method". The Amazon.co.uk logo is at the top left, and the navigation bar includes "WELCOME", "ADDRESS", "ITEMS", "WUAF", "DISPATCH", "PAY", and "CONFIRM".

**How would you like to pay?**

Get the **Amazon.co.uk MasterCard**, and your purchase today could effectively cost you **£0, with £0.01 in savings left over!** You'll get a **£5 Amazon.co.uk Gift Certificate** instantly loaded into your Amazon.co.uk account upon the approval of your credit card application, and you'll **earn 2 Loyalty Points** for every £1 spent at Amazon.co.uk and 1 Loyalty Point for every £1 spent elsewhere. **Representative rate 16.9% APR (variable)** [Sign up now](#)

**Your credit cards**

	Name on card	Expiry date
<b>Visa/Delta/Electron</b> ending in 9191	Mr Andrew Bloggs	11/2012

[Continue](#) (You can review this order before it's final.)

**Other payment options**

**Credit or Debit Cards**

**Enter your credit card information:**

Card number:  Name on card:  Expiration date:

[Add your card](#)

**Gift Cards & Promotional Codes**

[Apply](#)

Enter a gift card, gift certificate or promotional code

[Continue](#) (You can review this order before it's final.)

Need help? Check our [help pages](#) or [contact us](#)

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Figure 102 : Entering card details

Finally the payment details are requested. This entails entering the long card number from your card, the expiry date, start date or issue number and often the 3 number security code from the back of the card. Always ensure you are using a secure HTTPS connection before entering such details onto a website.



Place Your Order - Amazon

https://www.amazon.co.uk/gp/buy/shipaddressselect/handlers/continue.html/ref=ox\_shipping\_ship\_to\_this\_1#d=1

hna Google Mail The Clahrc Project ... Twitter / Home ViPi- Virtual portal f... Falcons TTS - Google Test T... Other bookmarks

amazon.co.uk WELCOME ADDRESS ITEMS WRAP DISPATCH PAY CONFIRM

**Review Your Order**  
By placing your order, you agree to Amazon.co.uk's [Privacy Notice](#), [Conditions of Use & Sale](#) and [Cookies & Internet Advertising](#).

**Delivery Address:**  
Mr Andrew Bloggs  
1 Smiths Lane Bloodstone  
Blossshire BL0 6GS  
United Kingdom  
Phone: 07123456789 [Change](#)

**Payment Information:**  
visa ending in 9191 [Change](#)

**Gift Cards & Promotional Codes:**  
 [Apply](#)

**Invoice Address:**  
Same as delivery address [Change](#)

**Place your order**

**Order Summary**  
Items: £4.99  
Postage & Packing: £0.00  
**Order Total: £4.99**  
Order Totals includes VAT.  
[See details](#)

**Estimated dispatch: 27 Jun 2012**

**History: The Best Of New Model Army**  
by New Model Army  
£4.99  
Quantity: 1 [Change](#)  
Only 2 left in stock—order soon (more on the way).  
In stock but may require up to 2 additional days to deliver.  
Sold by: Amazon EU S.a.r.l.  
[Add gift options](#)

**Choose a delivery speed:**  
☒ FREE Super Saver Delivery (5 - 7 business days)  
☐ First Class (up to 4 business days)  
☐ Ex<sup>pt</sup>edited (3 business day(s))

**How are delivery costs calculated?**

Need help? Check our [help pages](#) or [contact us](#).

When you click the "Place your order" button, we'll send you an e-mail message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an e-mail to indicate that the item has been dispatched.

Within 30 days of delivery, you may return new, unopened physical merchandise in its original condition. Exceptions and restrictions apply. See Amazon.co.uk's [Return Policy](#).

Go to the [Amazon.co.uk homepage](#) without completing your order.

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2012, Amazon.com, Inc. and its affiliates.

Figure 103 : Final review screen before check out

Finally in Figure 103 we see that Amazon offers a final opportunity to check what you are purchasing, where it is going and by what method at what cost. Clicking the 'Place your order' button will finalise the purchase. **ONLY DO THIS IF YOU REALLY WANT TO PURCHASE THE ITEM!**

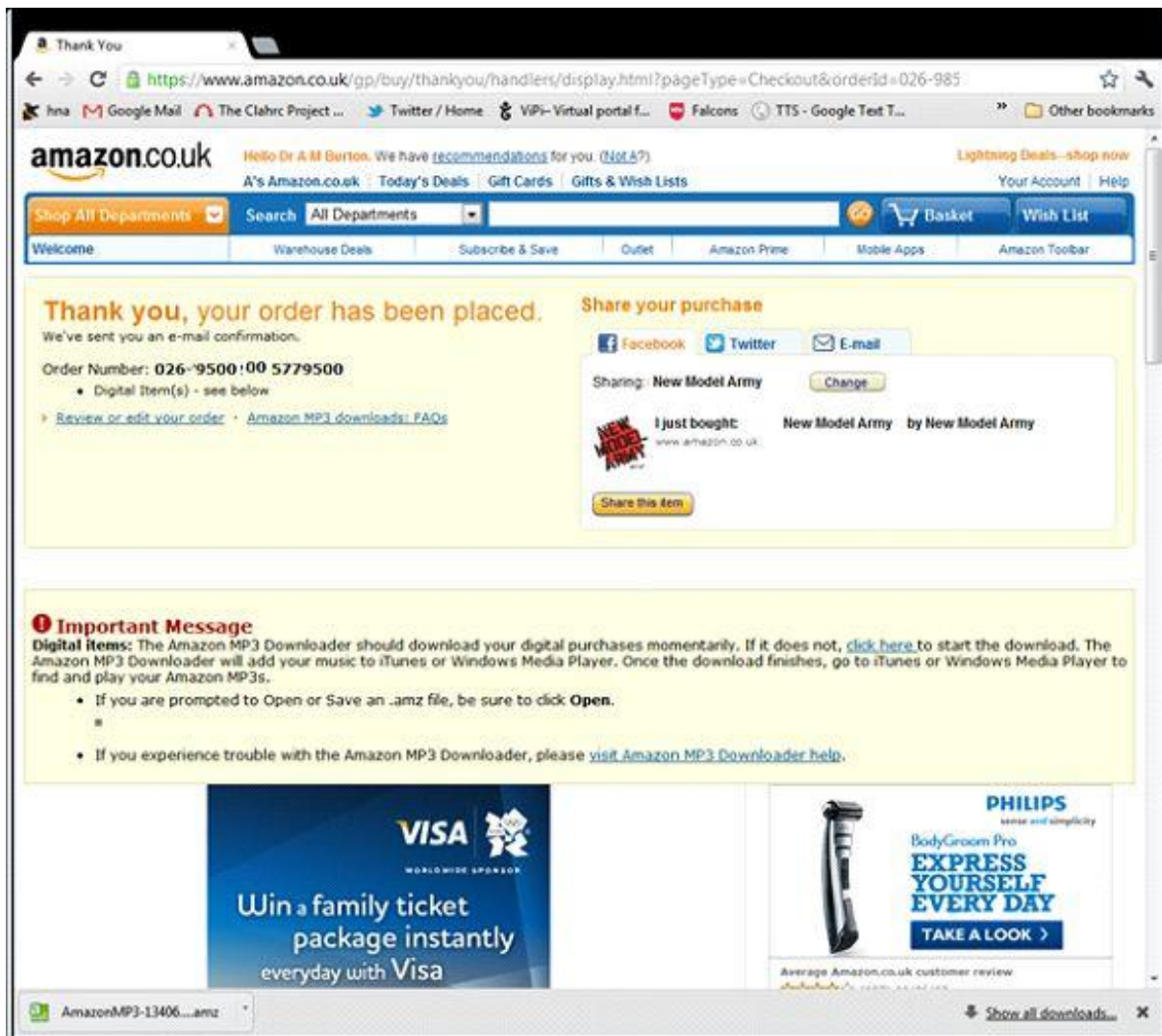


Figure 104 : Confirmation of order screen

If you do press the 'confirm your order' button, you will be shown to a confirmation page as in Figure 104. This will contain the number of the order in case you need it for future reference in case of any problem with the delivery or of a faulty product – or should you just decide to return the item. All of these details will also be emailed to the email address given at log in for your records, and all the details are also stored securely within Amazon's system.

This process is similar to that used on many online stores, and it will allow you to purchase goods and services from a wide variety of suppliers. Always ensure that a site is reputable before attempting to purchase goods from it. The security certificate should be valid. This may be checked by clicking on the lock icon in the URL bar. Please refer to the WEB Security notes of the course in sections 2.6 and 2.12 for further details on this.