

COMPUTER APPRECIATION FOR SECRETARIES, PROTOCOL OFFICERS AND OTHER ADMINISTRATIVE STAFF

Presented By

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At The National Workshop for Secretaries, Protocol Officers and other
Administrative staff organized by the National Judicial Institute

23rd – 25th September, 2019

OBJECTIVE

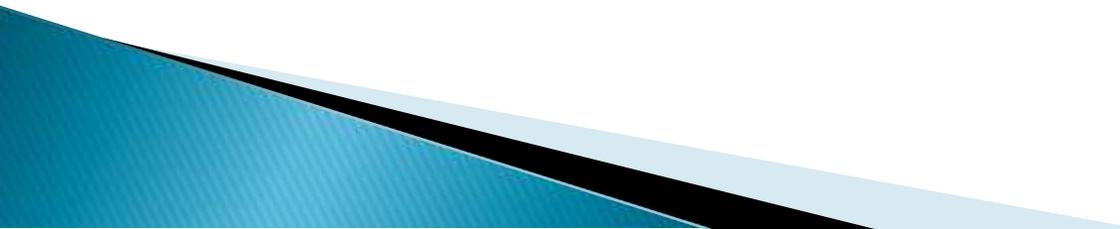
To keep the participant abreast of modern ICT practices for improving the quality of justice delivery.

Distinguished participants, we appreciate the fact that some changes may not be convenient, bearing in mind that some people are comfortable doing things the old traditional way, as the theme of the workshop (**COMPUTER APPRECIATION**) the world is moving at a very fast pace and the Nigerian Judiciary cannot afford to be left behind.

As a Secretary, Protocol officer and other Administrative staff you are more effective when you are abreast with current developments in Information and Communication Technology.

As the saying goes “**Change is the only constant thing in life**” Consequently , the need to remain relevant and effective by moving with the tide of positive change cannot be overstressed.

AGENDA

- ❖ **Introduction to Computer Appreciation.**
 - ❖ **Office Applications**
Word, PowerPoint and Excel
 - ❖ **Secretarial Skills**
Printing, Faxing, Scanning, etc.
 - ❖ **Computer Appreciation Skills.**
- 

PREAMBLES

In the world today, computer appreciation is the first step for anyone willing to use the computer.

There is no area where computer knowledge is not important especially when trying to make quick decisions eg bank transactions, sending of text messages or emails.

INTRODUCTION

What is Computer ?

- ❖ Computer is an electronic device that manipulate information or data.
 - ❖ It has the ability to capture, process, store and retrieve information.
 - ❖ It is an electronic data processing device which accepts data input and generate the input in a required format.
- 

What is Appreciation ?

The act of recognizing or understanding that something is valuable.



Why we need computers

Computer help us to improve the way we deal with information to enable efficiency in delivery of high quality services.



Computer appreciation is based on this characteristics:

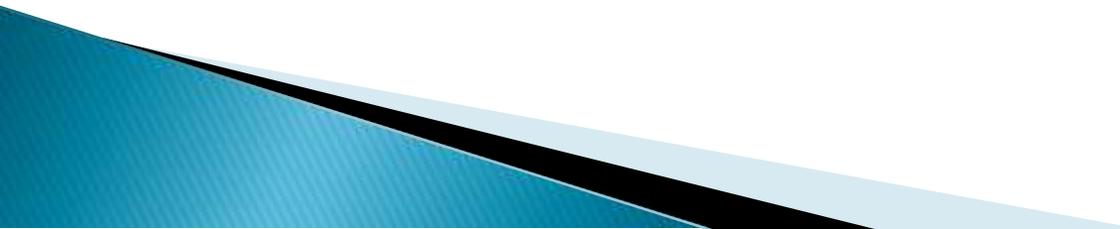
- Speed
- Accuracy
- Storage
- Reliability
- Cloud computing
- Internet
- Convenience

Why computer Appreciation?

·It is an Information era, whereby computers have transformed the world in terms of:

- Information processing.
- Internet and communication.
- Information and knowledge sharing.
- Entertainment and multimedia applications.
- Business and Banking Applications

OFFICE APPLICATIONS

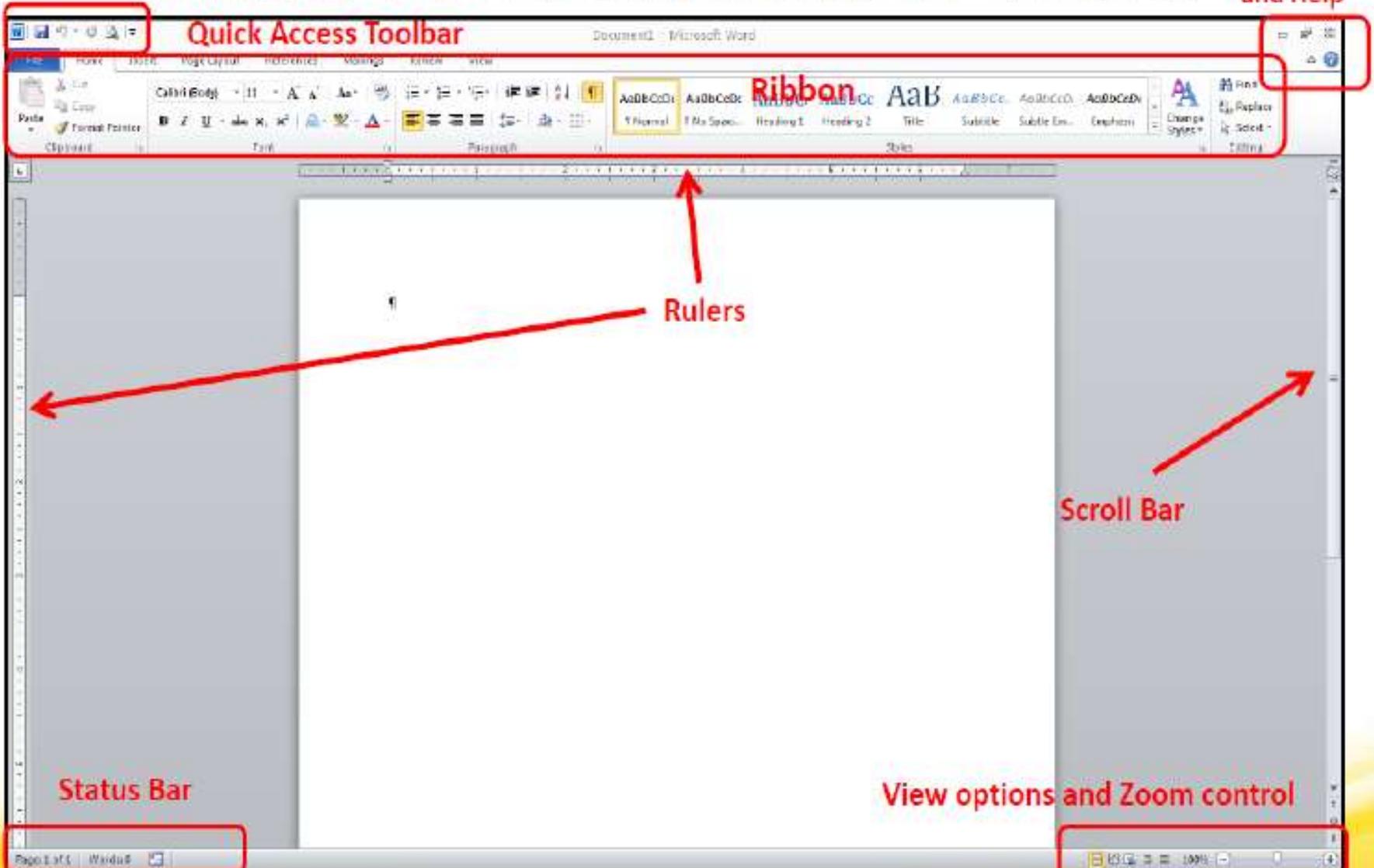
- How to work with paragraphs.
 - Set tabs and work with tables.
 - Learn about styles
 - Create Table of Contents (ToC)
 - Cross References
 - Mathematical Equations
 - Spelling and grammar tools.
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MICROSOFT WORD

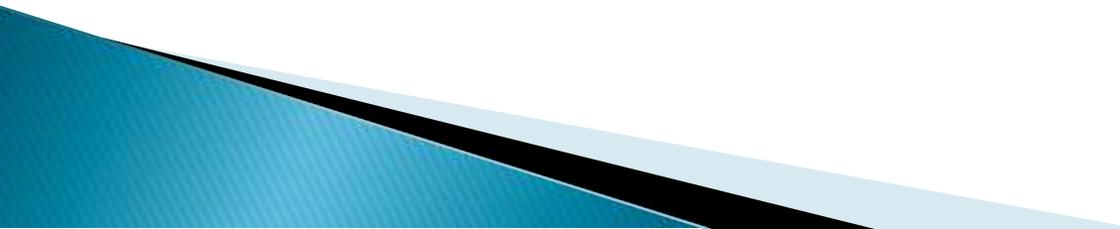
- A **word processor** use for writing text documents such as Judgments, letters, dissertations, memos, minutes, etc.
- The commonly used are word processing applications eg, Microsoft word, Word Perfect and Open Office writer.

Office Environment in Word

Window controls and Help



Paragraphs, Spacebar and Space

- **Paragraphs:** to create a new paragraph or lines that are numbered or bulleted press ENTER key
 - Enter · at the end of the sentence.
 - To create space between lexical and numerical items hit **spacebar**. If you want to create space in the different location from where the cursor is:
 - Place the pointer where you want to insert the space, Click and Press spacebar
- 

Merging Paragraphs

- Merging paragraphs means removing the space (blank line) between the two paragraphs.

1. Place the cursor at the end of the first paragraph you want to merge and Press the delete key or delete key repeatedly until the paragraphs are merged.

OR

2. Place the pointer at the beginning of the second paragraph and press the backspace repeatedly until the two paragraphs are merged.

PARAGRAPH ALIGNMENT

·There are different ways of aligning paragraphs or independent lines. To align click on or select the item, line or paragraph you want to align and then click on the alignment of your choice:

·Left



·Right



·Justify





CUT [] AND PASTE []

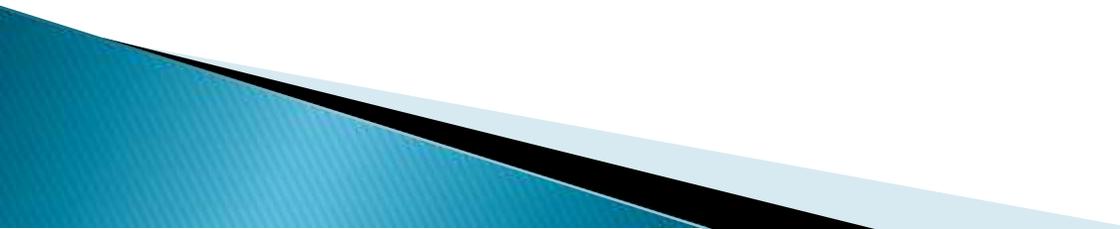


To move items from one location to another in your document or in a different document, one of the ways of moving items is by cut and paste:

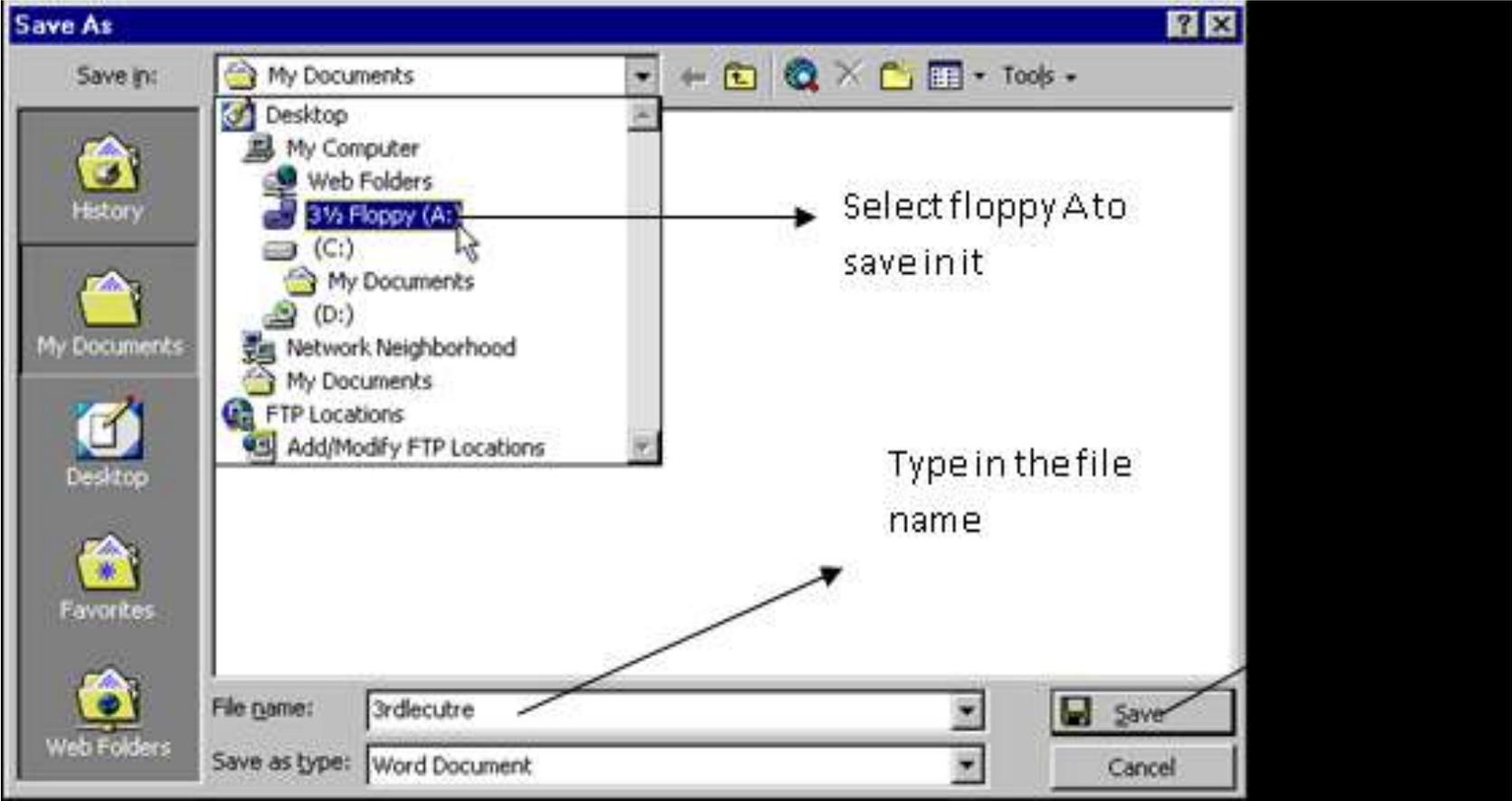
1. Select the item(s) you want to cut.
2. Click on cut icon / or right click and select cut from the pop-up menu.
3. Place a pointer where you want to place the item.
4. Click the paste icon / right click and select paste from the pop-up menu.

SAVE AND SAVE AS

You need to store your work either on the computer or on external disk (e.g. flash disk):

1. Open file menu.
 2. Select Save button.
 3. Select the location in which you want to store your work.
 4. Type in the name of the file in the File Name slot.
 5. Click the save button
- 

**SAVE AS: saves a duplicate of an existing file with a new file name:
SAVE AND SAVE AS (CONT**



SPELLING AND GRAMMAR

If you see an item underlined red that means you have spelling mistake and green line means grammatical error. You can correct these errors without having to type an item again:

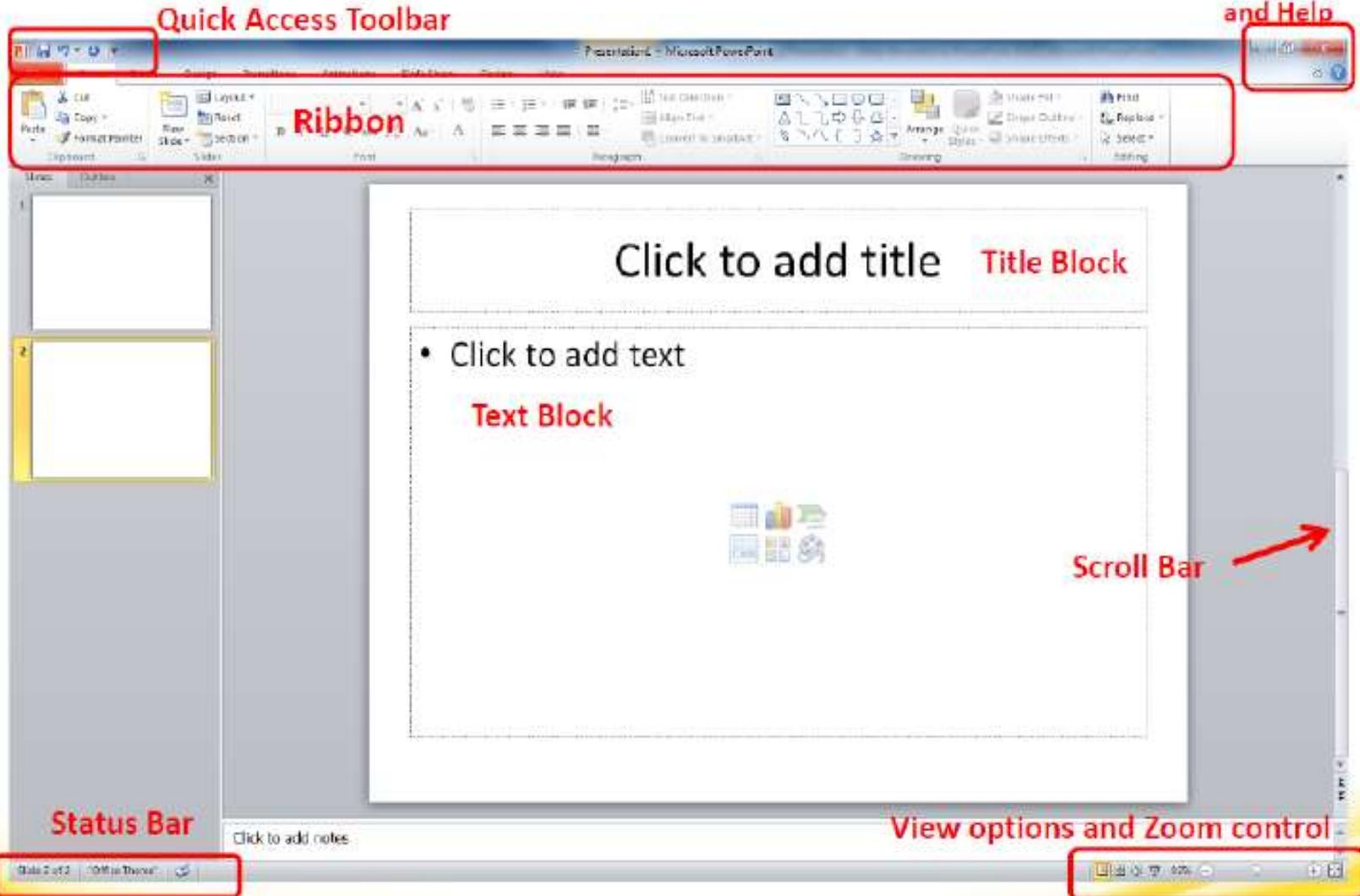
- Right click on the item underlined red/green
- Select the suggestion from the pop-up menu



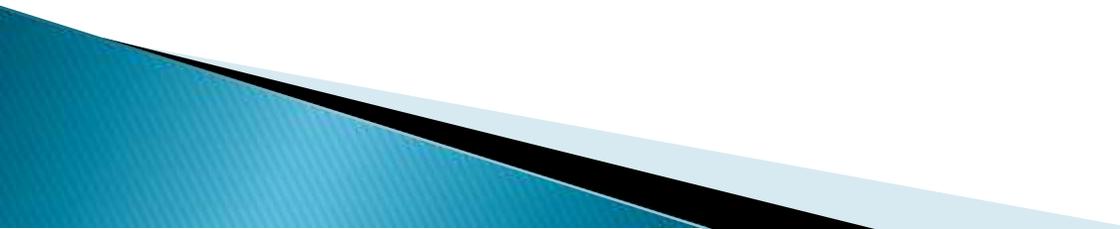
OFFICE APPLICATIONS

Powerpoint

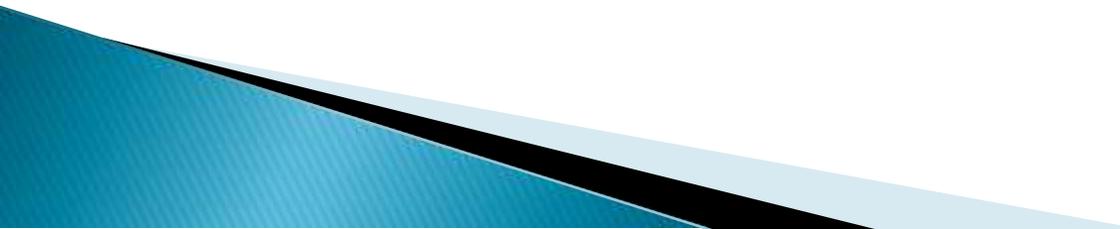
Office Environment in PowerPoint



POWERPOINT: LEARNING OBJECTIVES

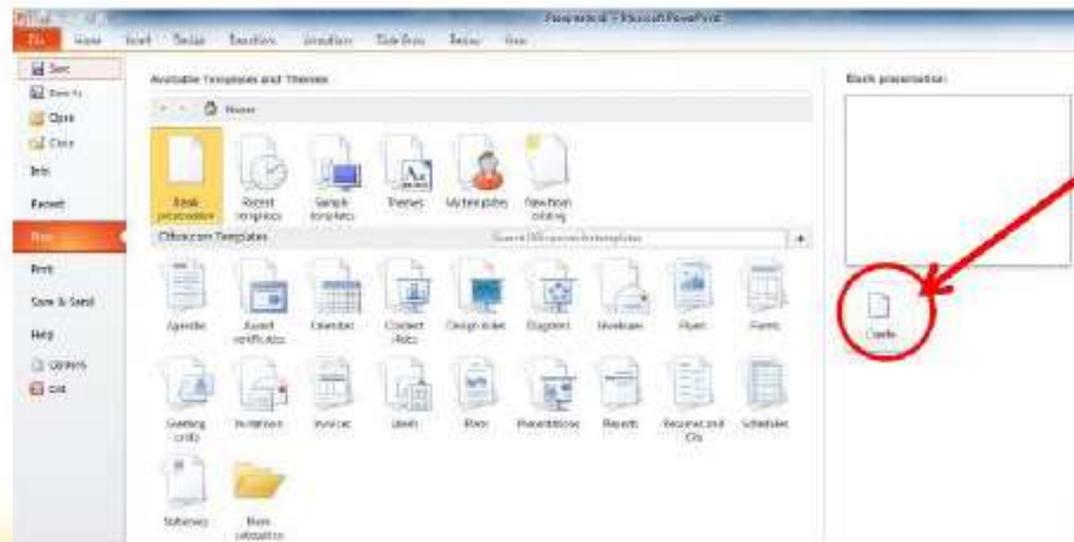
- . Create professional presentations.
 - Work comfortably with the ribbon interface.
 - Create new slides, apply a slide design, and insert slide elements.
 - Manage files using the **File** tab.
 - Benefit from new views, toolbars and shortcuts.
- 

MICROSOFT POWERPOINT

- PowerPoint is a simple yet flexible and powerful tool for creating professional-looking slides.
 - When run from the computer, the slides can incorporate sound, animation and video.
 - Different effects can be used to merge one slide into another (transitions), and points on each slide can be built up one at a time (builds / animations).
 - A PowerPoint presentation can also be converted into html (hypertext mark-up language).
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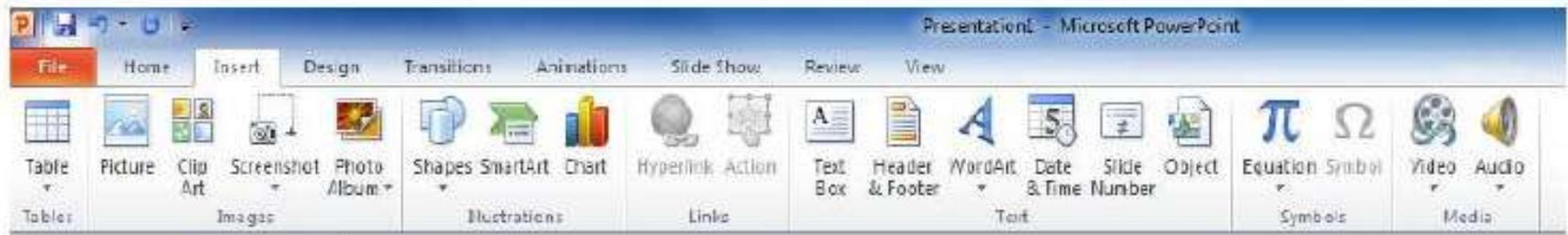
Creating a new presentation

- ❖ When you start PowerPoint, you'll see a new blank presentation (Presentation1). You can begin typing in that presentation or choose to create a new one.
- ❖ To create a new presentation, go to File/New then click Create (under Blank Slide on right side of screen)



Inserting Elements

The Insert Tab is the key screen for adding elements to your presentation. Here you can add images, illustrations, links, text, symbols and media.



Slide Design

The Design Tab allows you set a common theme for your presentation as well as adjusting margins, and slide orientation.



Creating Transitions

Adding transitions between slides adds movement to the presentation. However be conservative, going overboard will be a distraction to the audience. Your message will get lost in the delivery.



Click the lower arrow to see an expanded list of options.

Animations

Animations can bring your slides to life. However just like transitions, too much can be a distraction to the audience. Use animations in key points of your presentation to steer the audience to see elements sequentially.



Slide Show

The Slide Show Tab is used to manage your presentation delivery. You can preview the show and adjust timings.



Review and View

The Review tab is used for spelling and grammar editing.



The View Tab manages how your screen looks as you create your presentation.



Saving

- ❖ Be sure to save your work as you go. There is a Save button in the Quick Access Toolbar – click it often.



- ❖ The first time you save a presentation (Presentation1, etc.) you will be in the Save As dialog box where you will enter the name of the file. Use any combination of letters, numbers, spaces and special characters.

Note - there are a few special characters that cannot be used: (" * : < > ? \ / | ,).

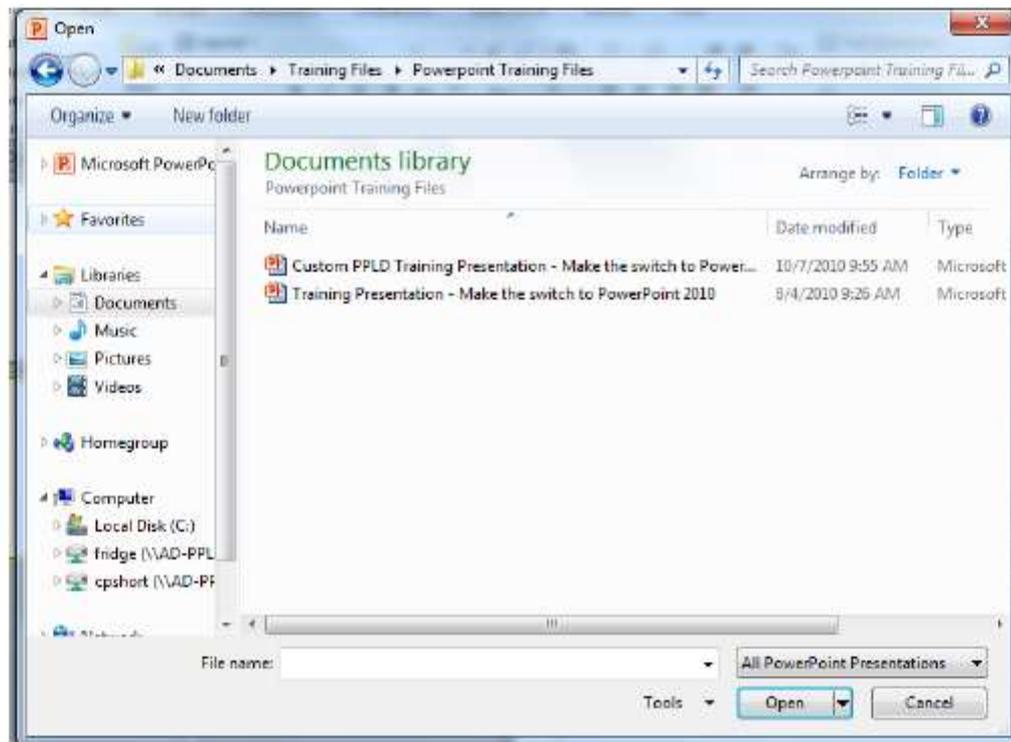
While in Save As, be sure to note the location of the document so you can find it later – usually defaults to My Documents.

- ❖ Automatic Saving – PowerPoint 2010 is very efficient and will save your work as you go even if you do forget. Go to File/Options/Save to view or update save options.
- ❖ **Saving in PowerPoint 97-2003 format:** 2003 and previous versions cannot open PowerPoint 2010 documents. When you choose Save As, you can specify that the document be saved as a *PowerPoint 97-2003 Document* so you can open the document in older versions of PowerPoint.

Remember to save your work as you go. You can click the Save button as often as you'd like.

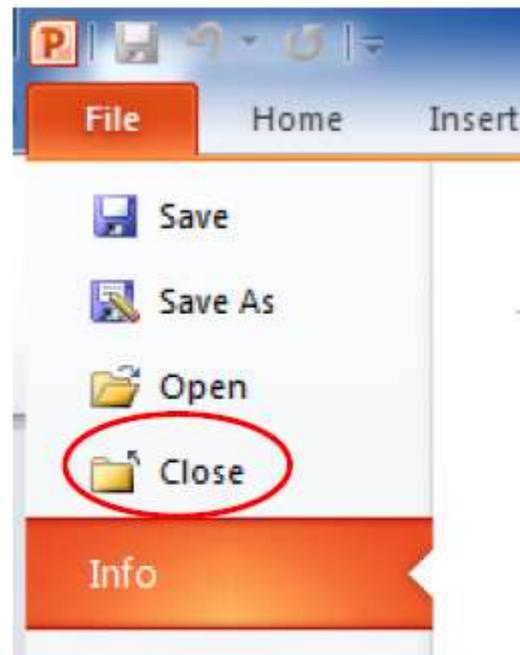
Opening a presentation

- ❖ Go to File/Open – locate the folder that contains the file you would like to open, click the file and click Open (or double-click the filename).



Closing a document

- ❖ Go to File/Close. If changes were made since you last saved, you will be prompted to save the document.



Microsoft Excel/Spreadsheet

The image shows a screenshot of the Microsoft Excel application window titled "Microsoft Excel - Book1". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help), a toolbar with various icons, and a ribbon area with text formatting options (Arial, 10, Bold, Italic, Underline, Merge & Center, etc.). The main workspace is a grid with columns labeled A through G and rows numbered 1 through 12. The cell D7 is selected. Annotations with arrows point to various parts of the interface: "formula bar" points to the cell reference and formula input area; "merge & centre icon" points to the corresponding icon in the ribbon; "column headings" points to the letters A-G above the grid; "row headings" points to the numbers 1-12 to the left of the grid; and a box highlights the cell D7.

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Connecting your printer

Open Windows search by pressing

Windows Key + Q.

Type in "**printer.**"

Select **Printers & Scanners.**

Turn on the **printer.**

Refer to the manual to **connect** it to your Wi-Fi network. ...

Hit Add a **printer** or **scanner.**

Select the **printer** from the results.

Click Add device.



CONCLUSION

The role of ICT in the judiciary is of great importance, because the services which will be provided to the citizens will be–

- ❖ Faster
- ❖ Affordable
- ❖ Transparent and Accountable

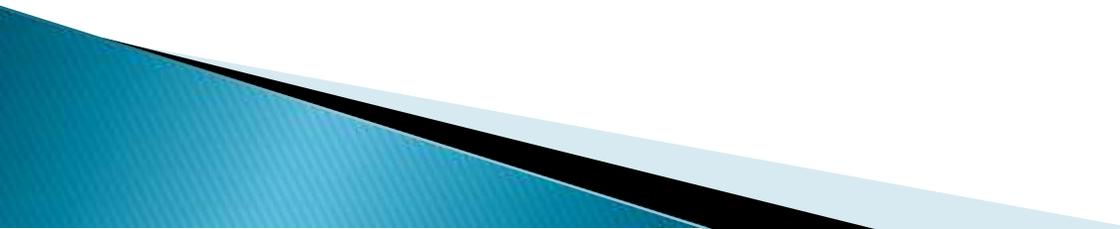
The advancement of information technology in the court system are a necessary transformation for the entire Nigeria judiciary.



Distinguished participants, the internet is an information super highway and the wave of development in technology has unblocked a world of opportunities that were unimaginable years back.

Mobile phones have become mobile computers and you can get the latest information at your fingertips.

I encourage you to utilize these tools for efficacy in the discharges of your duties.



THANKS FOR LISTENING