




## Exercise #5

### Properties and Help

In this exercise you will look at properties of parts of your computer and of images and text and find ways to get help.

1. Right-click on the parts of your computer listed below and choose **Properties**. Write a short explanation of what you find. Use the **ESC** key to close the Properties box each time.
  - Task Bar
  
  - My Computer
  
2. In Word, explore your options for customizing the way the program works by clicking on the **Tools** menu and choosing **Options**. Explore the tabs by clicking on the Question Mark   and then on something in the dialog box.
  
3. Properties of text in Word
  - a. Open the file from your packet called **ex1\_label\_wordparts.doc**.
  - b. Go to the **Help** menu, double-click on the “What’s This” button 
    - i. Try clicking on different pieces of text and a picture to see how the computer “sees” formatting.
    - ii. What key do you use to get rid of (cancel) the What’s This feature?
  
4. Properties of Images in Word
  - a. Right click on one of the lines or boxes and choose **Format Autoshape** to see what you can change. (Try changing a line to red and making a box a solid yellow.)
  - b. Draw a square using the drawing toolbar.
  - c. Right-click on the square you just drew and choose **Format Autoshape** and see what you can control about the way the square behaves.

### BONUS

5. Open Excel and use Help to learn what **COUNTIF** does, then open the file from your disk called **lib\_coll\_example.xls**. Insert the correct formula for counting the existence of the word “DVD” in column B.