

LEARNER GUIDE

INTRO TO MS WORD 2010

Unit Standard 116938

Level 1 Credits 4

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PERSONAL INFORMATION

<i>NAME</i>	
<i>CONTACT ADDRESS</i>	
<i>Code</i>	
<i>Telephone (H)</i>	
<i>Telephone (W)</i>	
<i>Cellular</i>	
<i>Learner Number</i>	
<i>Identity Number</i>	

<i>EMPLOYER</i>	
<i>EMPLOYER CONTACT ADDRESS</i>	
<i>Code</i>	
<i>Supervisor Name</i>	
<i>Supervisor Contact Address</i>	
<i>Code</i>	
<i>Telephone (H)</i>	
<i>Telephone (W)</i>	
<i>Cellular</i>	

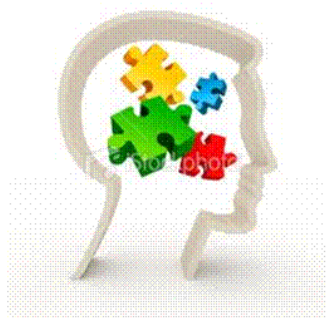
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INTRODUCTION

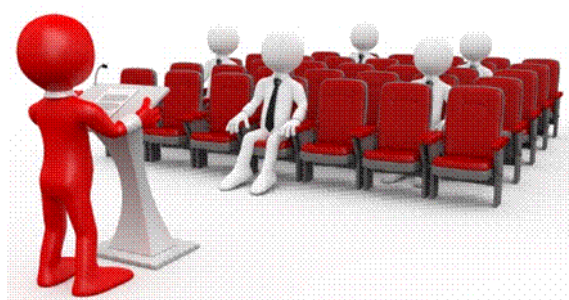
Welcome to the learning programme

Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take notes and share information with your colleagues. Important and relevant information and skills are transferred by sharing!



This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!

Programme methodology



The programme methodology includes facilitator presentations, readings, individual activities, group discussions and skill application exercises.

Know what you want to get out of the programme from the beginning and start applying your new skills immediately. Participate as much as possible so that the learning will be interactive and stimulating.

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The following principles were applied in designing the course:

- ✓ Because the course is designed to maximise interactive learning, you are encouraged and required to participate fully during the group exercises
- ✓ As a learner you will be presented with numerous problems and will be required to fully apply your mind to finding solutions to problems before being presented with the course presenter's solutions to the problems
- ✓ Through participation and interaction the learners can learn as much from each other as they do from the course presenter
- ✓ Although learners attending the course may have varied degrees of experience in the subject matter, the course is designed to ensure that all delegates complete the course with the same level of understanding
- ✓ Because reflection forms an important component of adult learning, some learning resources will be followed by a self-assessment which is designed so that the learner will reflect on the material just completed.

This approach to course construction will ensure that learners first apply their minds to finding solutions to problems before the answers are provided, which will then maximise the learning process which is further strengthened by reflecting on the material covered by means of the self-assessments.


Different role players in delivery process

- ✓ Learner
- ✓ Facilitator
- ✓ Assessor
- ✓ Moderator

What Learning Material you should have


This learning material has also been designed to provide the learner with a comprehensive reference guide.

It is important that you take responsibility for your own learning process; this includes taking care of your learner material. You should at all times have the following material with you:

<i>Learner Guide</i>	<p><i>This learner guide is your valuable possession:</i></p> <p>This is your textbook and reference material, which provides you with all the information you will require to meet the exit level outcomes.</p> <p>During contact sessions, your facilitator will use this guide and will facilitate the learning process. During contact sessions a variety of activities will assist you to gain knowledge and skills.</p>
	

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	<p>Follow along in the guide as the training practitioner takes you through the material. Make notes and sketches that will help you to understand and remember what you have learnt. Take and share information with your colleagues. Important and relevant information and skills are transferred by sharing!</p> <p>This learning programme is divided into sections. Each section is preceded by a description of the required outcomes and assessment criteria as contained in the unit standards specified by the South African Qualifications Authority. These descriptions will define what you have to know and be able to do in order to be awarded the credits attached to this learning programme. These credits are regarded as building blocks towards achieving a National Qualification upon successful assessment and can never be taken away from you!</p>
<p><i>Formative Assessment Workbook</i></p> 	<p>The Formative Assessment Workbook supports the Learner Guide and assists you in applying what you have learnt.</p> <p>The formative assessment workbook contains classroom activities that you have to complete in the classroom, during contact sessions either in groups or individually.</p> <p>You are required to complete all activities in the Formative Assessment Workbook.</p> <p>The facilitator will assist, lead and coach you through the process.</p> <p>These activities ensure that you understand the content of the material and that you get an opportunity to test your understanding.</p>

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Different types of activities you can expect

To accommodate your learning preferences, a variety of different types of activities are included in the formative and summative assessments. They will assist you to achieve the outcomes (correct results) and should guide you through the learning process, making learning a positive and pleasant experience.



The table below provides you with more information related to the types of activities.

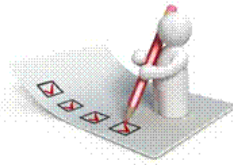
<i>Types of Activities</i>	<i>Description</i>	<i>Purpose</i>
<p><i>Knowledge Activities</i></p> 	You are required to complete these activities on your own.	These activities normally test your understanding and ability to apply the information.
<p><i>Skills Application Activities</i></p> 	You need to complete these activities in the workplace	These activities require you to apply the knowledge and skills gained in the workplace
<p><i>Natural Occurring Evidence</i></p> 	You need to collect information and samples of documents from the workplace.	These activities ensure you get the opportunity to learn from experts in the industry. Collecting examples demonstrates how to implement knowledge and skills in a practical way

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Learner Administration



Attendance Register

You are required to sign the Attendance Register every day you attend training sessions facilitated by a facilitator.

Programme Evaluation Form

On completion you will be supplied with a "Learning programme Evaluation Form". You are required to evaluate your experience in attending the programme.

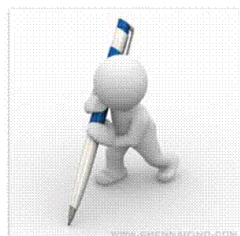
Please complete the form at the end of the programme, as this will assist us in improving our service and programme material. Your assistance is highly appreciated.

Assessments

The only way to establish whether a learner is competent and has accomplished the specific outcomes is through the assessment process. Assessment involves collecting and interpreting evidence about the learners' ability to perform a task.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

This programme has been aligned to registered unit standards. You will be assessed against the outcomes as stipulated in the unit standard by completing assessments and by compiling a portfolio of evidence that provides proof of your ability to apply the learning to your work situation.



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How will Assessments commence?

Formative Assessments

The assessment process is easy to follow. You will be guided by the Facilitator. Your responsibility is to complete all the activities in the Formative Assessment Workbook and submit it to your facilitator.

Summative Assessments

You will be required to complete a series of summative assessments. The Summative Assessment Guide will assist you in identifying the evidence required for final assessment purposes. You will be required to complete these activities on your own time, using real life projects in your workplace or business environment in preparing evidence for your Portfolio of Evidence. Your Facilitator will provide more details in this regard.

To qualify and receive credits towards your qualification, a registered Assessor will conduct an evaluation and assessment of your portfolio of evidence and competency.

Learner Support

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from your facilitator, if required.



Please remember that this Skills Programme is based on outcomes based education principles which implies the following:

- ✓ You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.
- ✓ Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.
- ✓ The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.
- ✓ You are responsible for the safekeeping of your completed Formative Assessment Workbook and Workplace Guide
- ✓ If you need assistance please contact your facilitator who will gladly assist you.
- ✓ If you have any special needs please inform the facilitator

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Learner Expectations

Please prepare the following information. You will then be asked to introduce yourself to the instructor as well as your fellow learners



Your name:

The organisation you represent:

Your position in organisation:

What do you hope to achieve by attending this course / what are your course expectations?

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Learner Map

Purpose Of The Programme

The purpose of the unit standard is to demonstrate an integrated practical and theoretical grounding in working with word processing software.

The contribution to the national skills development strategy is the key developmental interface between learners and new competencies to be achieved.

Learners who master the applied competence described in this unit standard will contribute to the development of a professional community of computer operators who are able to competently use science and technology.

The contribution to socio-economic transformation is that learners will be able to undergo RPL-assessment and thereby receive recognition for previous learning and experience. This in turn will enhance the employability and career prospects of learners employed in this sector.

Where does this Unit Standard fit within the qualification the National Certificate: Information Technology: End User Computing?

Learners have to have prior knowledge of this unit standard for acceptance to the qualification:

Use a Graphical User Interface (GUI)-based word processor to format documents

Programme Articulation:

This unit standard will enable a learner to articulate horizontally to other the following qualifications utilising this unit standard:

	ID	QUALIFICATION TITLE	OLD LEVEL	NEW LEVEL	STATUS	END DATE	QUALITY ASSURING BODY
Elective	71751	General Education and Training Certificate: Adult Basic Education and Training	Level 1	NQF Level 01	Registered	2011-11-26	As per Learning Programmes recorded against this Qual
Elective	61755	General Education and Training Certificate: Business Practice	Level 1	NQF Level 01	Registered	2011-06-11	SERVICES
Elective	66029	General Education and Training Certificate: Chemical Operations	Level 1	NQF Level 01	Passed the End Date - Status was "Registered"	2010-06-27	As per Learning Programmes recorded against this Qual
Elective	73313	National Certificate: Electrical Engineering	Level 2	NQF Level 02	Registered	2012-02-18	As per Learning Programmes recorded against this Qual
Elective	66512	National Certificate: Foundry Operations	Level 2	NQF Level 02	Registered	2012-07-29	MERSETA
Elective	59015	National Certificate: Gas Installations	Level 2	NQF Level 02	Registered	2010-10-18	CHIETA
Elective	59689	National Certificate: Mechanical Engineering	Level 2	NQF Level 02	Registered	2011-06-25	As per Learning Programmes

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							recorded against this Qual
Elective	58497	National Certificate: Automotive Repair and Maintenance	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2009-02-18	MERSETA until Last Date for Achievement
Elective	57879	National Certificate: Manufacturing of Surface Coatings	Level 3	NQF Level 03	Passed the End Date - Status was "Registered"	2010-02-21	CHIETA
Elective	58861	Further Education and Training Certificate: Electro-Mechanical Winding	Level 4	NQF Level 04	Registered	2010-10-18	MERSETA

Vertical articulation and learning pathways

This qualification was designed carefully to ensure vertical and horizontal articulation. It was developed to allow for further study in ICT and related fields at further education levels. The qualification was designed as part of a set of IT qualifications from NQF level 3 through to level 5 and higher.

The qualification 61591 National Certificate: Information Technology: End User Computing articulates vertically with the following qualification:

- ✓ 78694 Further Education and Training Certificate: Information Technology: Technical Support Level 4

Personal advancement opportunities

This unit standard addresses workplace needs regarding end user computing skills and ensures a higher level of employability for learners. It is ideal for business people in the following fields:

- ✓ Personal Assistants / Receptionists
- ✓ Office Administrators
- ✓ Project Administrators

The unit standard is also designed as an entry-level qualification into many further education and training fields, because of the wide application of End User Computing in any environment.

Learning Assumed To Be In Place

It is assumed that the learner is competent in skills gained at the further education and training band up to NQF level 2. Further learning assumed is that learners are competent in End User Computing at NQF level 1.

Opportunity For RPL

A learner may request an RPL for this Unit Standard and the RPL procedure will be followed as laid down by ISETT SETA using a registered and accredited assessor.

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UNIT STANDARD 116938

Unit Standard Title

Use a Graphical User Interface (GUI)-based word processor to create and edit documents

Unit Standard ID

116938

NQF Level

1

Credits

4

Purpose

This unit standard is intended for people who need to produce and edit documents using a GUI-based word processor either as a user of computers or as basic knowledge for a career in the ICT industry.

People credited with this unit standard are able to:

- ✓ Demonstrate an understanding of the principles of word processing.
- ✓ Create, open and save documents.
- ✓ Produce a document from given text.
- ✓ Format a document.
- ✓ Edit a document.
- ✓ Check spelling and grammar in a document.
- ✓ Adjust the display characteristics.

The performance of all elements is to a standard that allows for further learning in this area.

Learning Assumed To Be In Place

The credit value of this unit standard is calculated assuming a person is competent in:

- ✓ Communication skills at least at General Education and Training(GET) level.
- ✓ ID 116932: Operate a personal computer system, NQF level 1.
- ✓ ID 117902: Use generic functions in a Graphical User Interface (GUI)-environment, NQF level 1.

Unit Standard Range

This standard is applicable to any word processor application that runs on any Graphical User Interface(GUI) operating systems.

Where wording are not exact for the chosen operating system, the learner can choose the equivalent item or option to demonstrate competence in the specific outcome or assessment criteria.

Specific Outcomes And Assessment Criteria

Specific Outcome 1: Demonstrate an understanding of the principles of word processing.

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Assessment Criteria

- ✓ Word processing is defined in terms of its purpose and use.
- ✓ Documents that can be produced using a word processor are provided, with relevant examples. At least three examples.
- ✓ The benefits of using a word processor for producing documents are explained. At least three benefits.

Specific Outcome 2: Create, open and save documents. When creating new documents, the name of the new document must allow the document to be easily identified in terms of its purpose and content.

Assessment Criteria

- ✓ The word processing program is opened.
- ✓ The parts of the word processor window are described in terms of their features and use. At least 2 of: Menu Bar, Toolbar, Status Bar, scroll bar, ruler.
- ✓ A new document is created.
- ✓ Saving documents is explained in terms of its purpose and the destination of the saved file.
- ✓ The document is saved with a specific name in a specific folder. At least two different methods of saving a document.
- ✓ The document is closed.
- ✓ An existing document is opened.
- ✓ The word processing program is closed.

Specific Outcome 3: Produce a document from given text.

Assessment Criteria

- ✓ A document is produced with the required data from given text.
- ✓ The document is saved regularly to avoid loss of data.
- ✓ The benefits of saving a file in different formats are explained. At least two of: RTF, Text, HTML, other software versions, other software types.
- ✓ A document is saved in a different format. At least two of: RTF, Text, HTML, other software versions, other software types.

Specific Outcome 4: Format a document.

Assessment Criteria

- ✓ A paragraph is manually formatted. Alignment, justification, line spacing, indentation, paragraph spacing, line and page break control, hyphenation.
- ✓ Text is manually formatted. At least three of: Font (type, size, style - italic, bold, underlined), font colour, font effects (shadow, small capitals, outline, strike-through, superscript, subscript).

Specific Outcome 5: Edit a document.

Assessment Criteria

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- ✓ Data is inserted into a document. Method of input: insert, typeover; type of data: text, special characters, page break.
- ✓ Text is selected for manipulation and de-selected. Method of selection: keyboard, mouse. Selection text: word, line of text, sentence, paragraph, entire document.
- ✓ Text is manipulated. Move, copy, delete.
- ✓ The format of selected text is copied to other text. Selected text may be any of: word, line of text, sentence, paragraph, entire document.
- ✓ Text is located and replaced in a document.

Specific Outcome6: Check spelling and grammar in a document.

Assessment Criteria

- ✓ Text is entered and corrected automatically while entering.
- ✓ Text is checked for spelling and grammar and corrections made based on judgement. Word, paragraph, document.
- ✓ Words are added to the custom dictionary.

Specific Outcome7: Adjust the display characteristics.

Assessment Criteria

- ✓ The page view mode is changed. Any three of: normal, web, print layout, outline, draft, multi-page.
- ✓ The document view is increased and decreased, using a zoom feature.
- ✓ Toolbars are removed and added.
- ✓ Ruler is viewed and removed.
- ✓ Non-printing characters are displayed and removed.

Unit Standard Essential Embedded Knowledge

Performance of all elements is to be carried out in accordance with organisation standards and procedures, unless otherwise stated. Organisation standards and procedures may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour.

Performance of all elements complies with the laws of the country operating in, especially with regard to copyright, privacy, health and safety, and consumer rights.

All activities must comply with any policies, procedures and requirements of the organisations involved, the ethical codes of relevant professional bodies and any relevant legislative and/ or regulatory requirements.

Performance of all elements is to be completed within the normal range of time and cost that would be expected in a professional environment (e.g. In a commercial or government organisation).

Critical Cross-Field Outcomes (CCFO)

- ✓ Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by understanding the uses and benefits of using a word processing application.

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- ✓ Organise and manage oneself and one's activities responsibly and effectively by understanding the saved destination and file name conventions.
- ✓ Collect, analyse, organise, and critically evaluate information by effectively using the Help function and by using the check for synonyms and antonyms.
- ✓ Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when engaging with the subject by organising the text within a document.
- ✓ Use science and technology effectively and critically, showing responsibility towards the environment and health of others by using a word processing application to create and edit documents.
- ✓ Demonstrate an understanding of the world as a set of related systems by understanding the application of formats, effects and graphics in documents.

Unit Standard Notes

This unit standard has replaced:

- ✓ 7568, which was " Demonstrate knowledge of and produce word processing documents using basic functions", Level 2, 3 Credits.
- ✓ 7570, which was "Produce word processing documents for business", Level 3, 5 Credits.

Assessor Notes:

- ✓ Given text for specific outcome 3 to have a minimum of 150 words and a maximum of 300 words.
- ✓ GUI functions like printing, using a pointing device and using the HELP facility are covered in a generic unit standard (ID 117902) and should be assessed as part of the mentioned standard.
- ✓ Possible laws applicable to this standard could include acts like Access to Information Acts; Copyright Acts, Constitution of the Country being assessed in.

Abbreviations:

- ✓ PC-Personal computer.
- ✓ CD-Compact disk.
- ✓ GUI-Graphical User Interface

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PRINCIPLES OF WORD PROCESSING

Section Topic

During this section we will discuss the purpose and uses of MS Word, as well as the benefits of using a word processing program

Specific Outcome

Demonstrate an understanding of the principles of word processing

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Word processing is defined in terms of its purpose and use.
- ✓ Documents that can be produced using a word processor are provided, with relevant examples. At least three examples.
- ✓ The benefits of using a word processor for producing documents are explained. At least three benefits.

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Purpose And Use

A word processing programme allows you to create documents used for general correspondence in the home and at the office. Before we had computers, we used typewriters to create correspondence.

Examples

A word processing program is a program that allows you to type various documents, for example:

- ✓ A **letter** to a friend
- ✓ Or a business **letter**
- ✓ Or a school **project**
- ✓ Or a **menu** for a special function
- ✓ Or a **report**
- ✓ Or **minutes** of a meeting

In other words, a word processing program allows you to type various documents on your computer!

Benefits

- ✓ You can change the appearance of your document without retyping the entire document
- ✓ You can add colour, pictures, tables and even text effects to your document
- ✓ A word processing programme such as MS Word also has the benefit that you can check spelling and grammar while you are creating your document
- ✓ It is easy to correct mistakes
- ✓ Word processing programmes have templates of correspondence that is used often, such as fax cover sheets, that you can use for all your faxes. You then only fill in the areas that have changed

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CREATE DOCUMENTS

Section Topic

During this section we will discuss the following:

- ✓ Start MS Word
- ✓ The MS Word Application Window
- ✓ Closing The Word Desktop Or Window

You will also learn how to:

- ✓ Create a new document
- ✓ Save a document
- ✓ Name your document

Specific Outcomes

Create, open and save documents

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ The word processing program is opened.
- ✓ The parts of the word processor window are described in terms of their features and use. At least 2 of: Menu Bar, Toolbar, Status Bar, scroll bar, ruler.
- ✓ A new document is created.
- ✓ Saving documents is explained in terms of its purpose and the destination of the saved filed.
- ✓ The document is saved with a specific name in a specific folder. At least two different methods of saving a document.
- ✓ The document is closed.
- ✓ An existing document is opened.
- ✓ The word processing program is closed.

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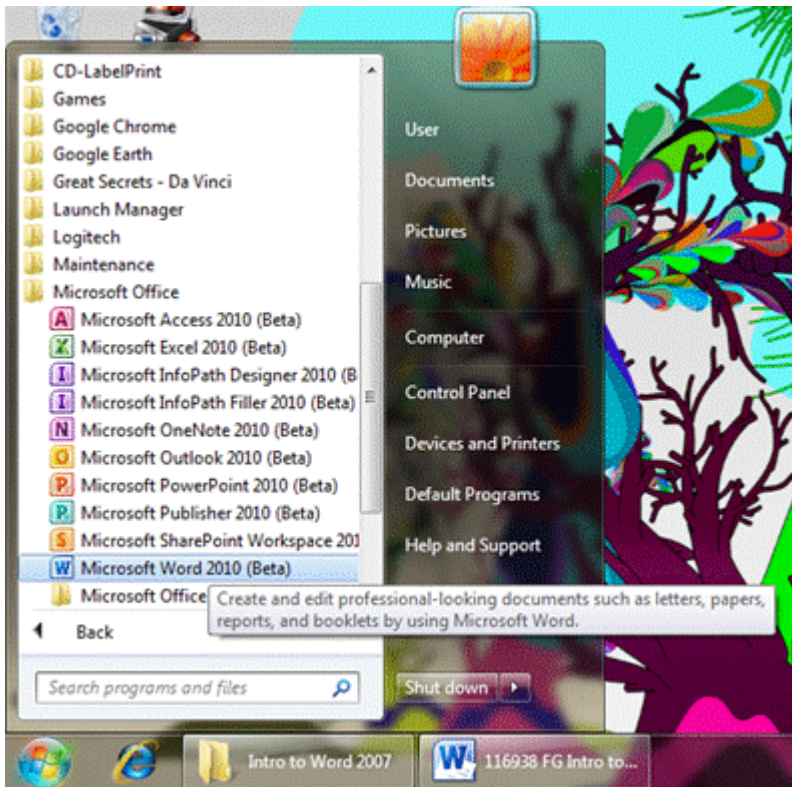
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Start MS Word

Once Word has been installed on your computer you can start the application by:

- ✓ On the Taskbar, click the Start button then select the All Programs menu item.
- ✓ The All Programs submenu is displayed.
- ✓ Click the Microsoft Office program item
- ✓ Click the Microsoft Word program item

The Microsoft Word window opens on your desktop.

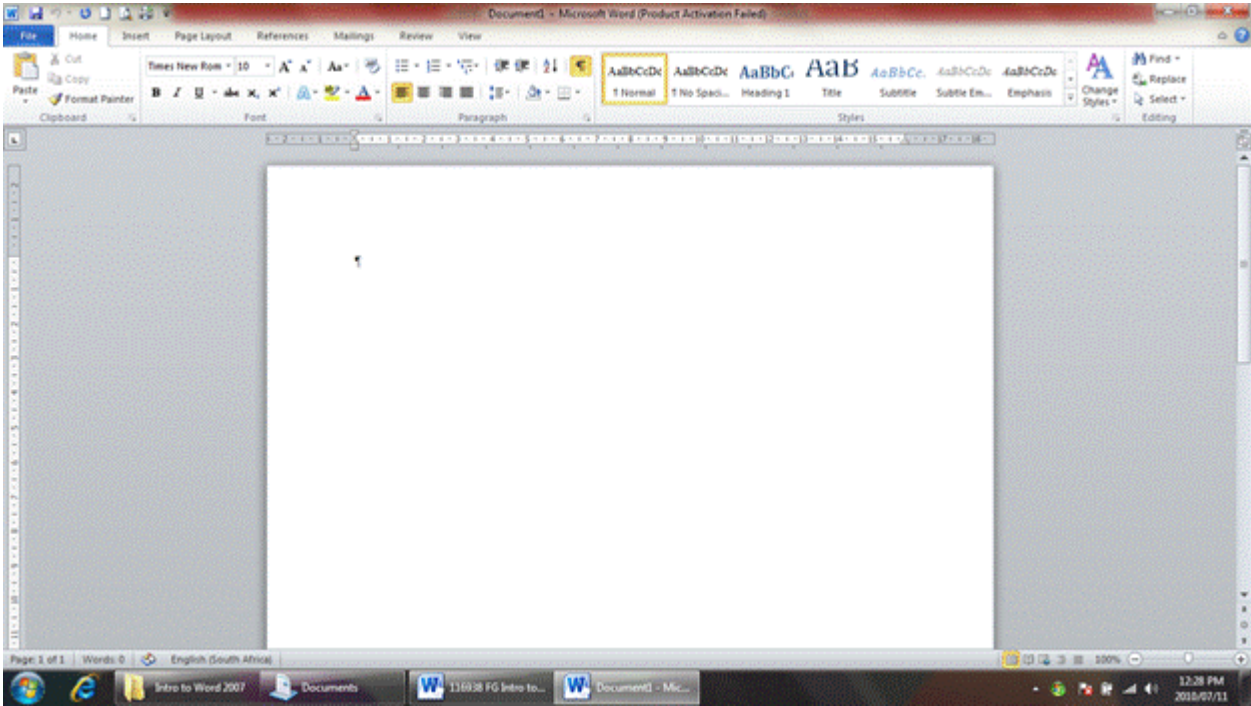


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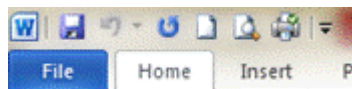
The MS Word Application Window



The Title Bar

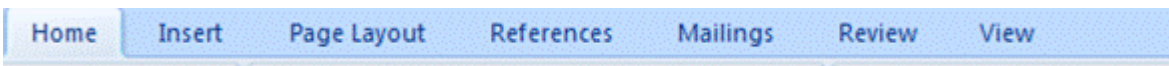
The Title bar is where we find the name of the program as well as the document we are working in. Since you have not yet done any work, the document is simply called Document 1

Also note that Undo, Redo and Save has moved from what used to be the File menu in previous versions of MS Word to the Title Bar in Office2007 and 2010.



The Ribbon

The ribbon displays tabs. The tabs contain the commands available in Word. You choose commands to perform tasks in Word.



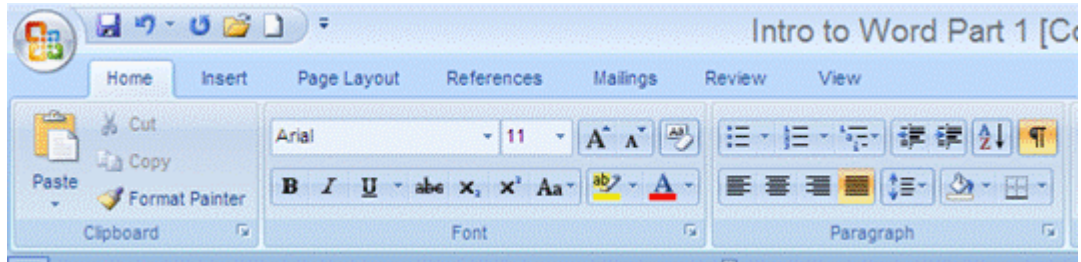
The commands are displayed in groups:

The Home tab displays the following groups:

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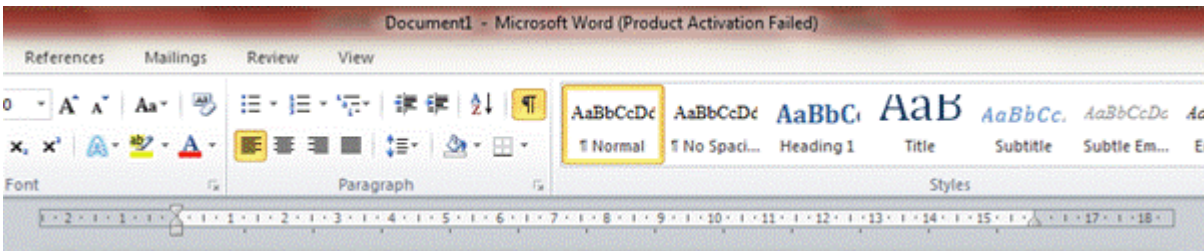
- ✓ Clipboard
- ✓ Font
- ✓ Paragraph
- ✓ Styles
- ✓ Editing



To switch between the Tabs, simply click on them, for example click on the Home tab to open it, or the View tab to open it.

Rulers

The rulers enable you to plot where you are in your document, as well as where to place items such as pictures

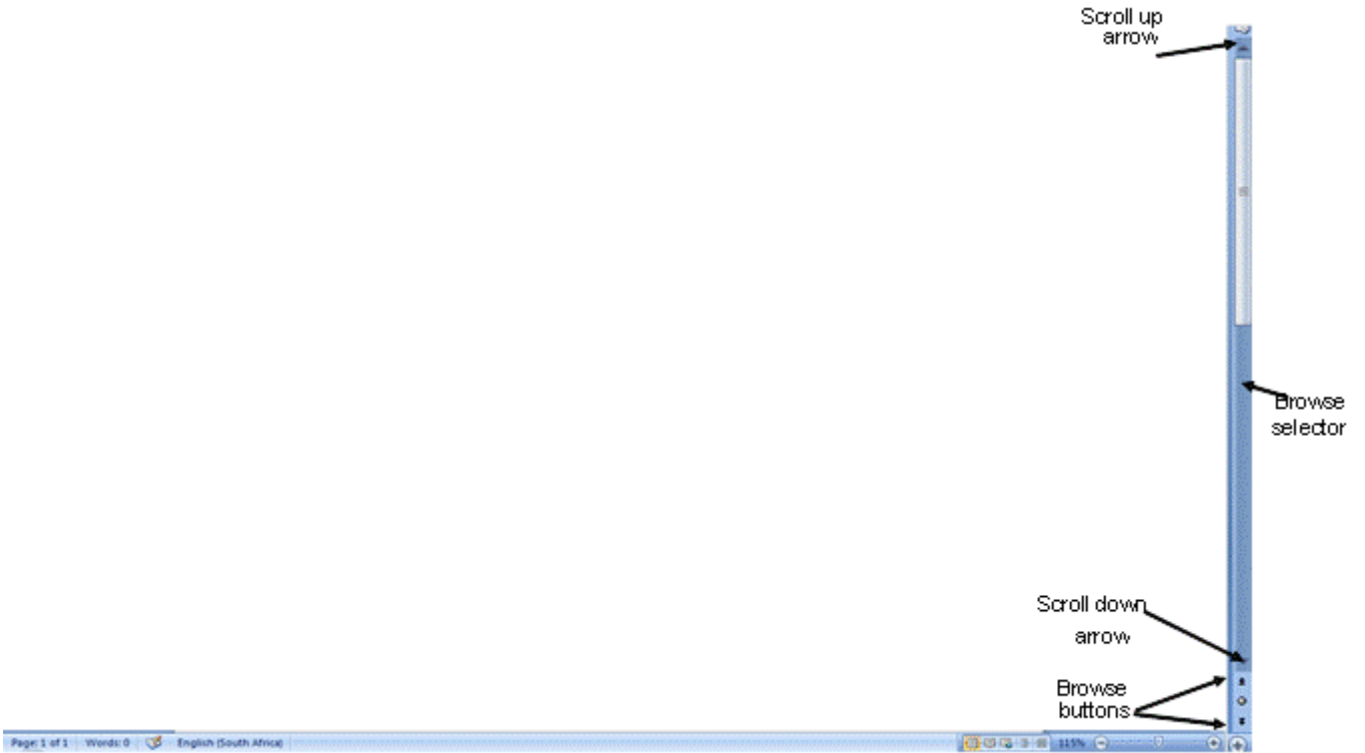


Scroll Bars

Scroll bars are used to view parts of the workbook that are not visible.

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Status Bar

The Status Bar is situated at the bottom of the Word screen and which shows you what is happening in your document.

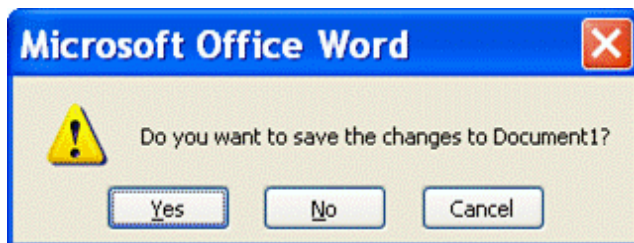
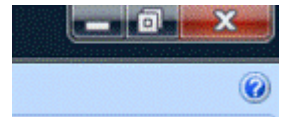


Closing The Word Desktop Or Window

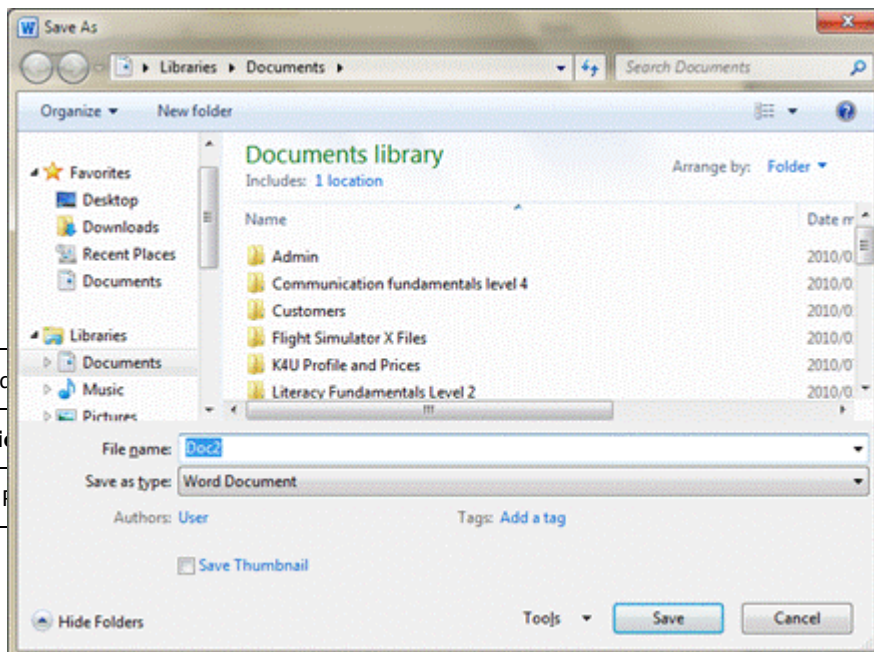
Close The Word Application

There are various ways of closing the Word Window, the easiest one is to click on the cross **X** in the top right hand corner of the desktop:

If you have made changes to your documents since you last saved it, the following message will appear:



- ✓ Click on **Yes** to save the changes.
- ✓ If this is the first time you are saving the document, the **Save As** window will appear
- ✓ Select a name for your documents and click on **Save**

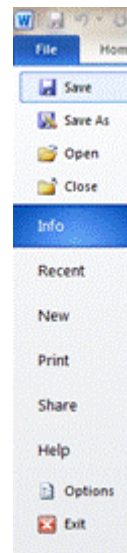


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- ✓ If you have saved the document previously, Word will automatically save the changes and then close the window.
- ✓ You can also close the Word window by selecting the File tab button and clicking the **Exit** button



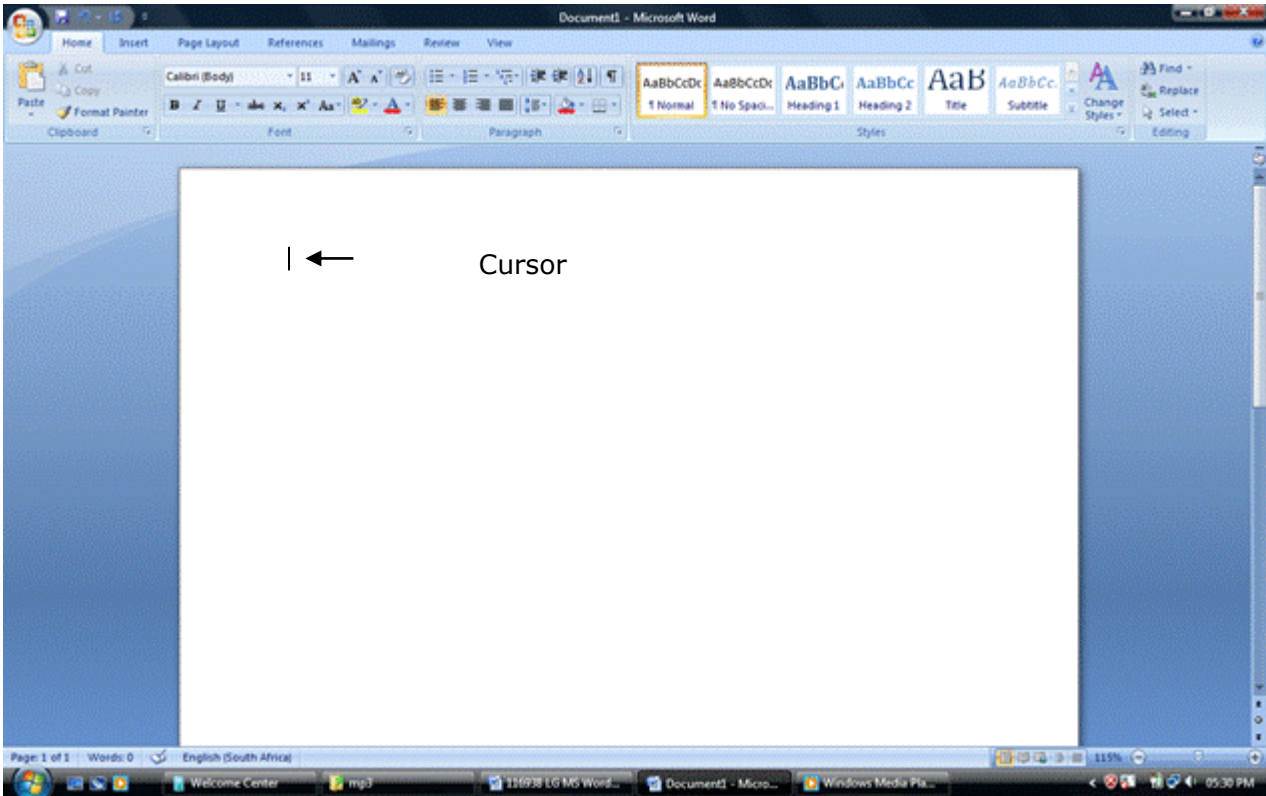
Create A New Document

Your Workspace

- ✓ In the centre of your Word window is a white rectangle. This is where you will type your document.
- ✓ In the top left hand corner, of the page you will see a blinking black line. This is called the **cursor** and this blinking line will always be where you start typing. The cursor moves along the page as you type.
- ✓ **Rulers** show you where you are on the page.

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Typing A Document

Type the following text in your document:

There is only one thing you can do with time, spend it. How you spend your time will directly affect your success. Each person on earth is given the same 24 hours each day. Have you noticed how some people get more done than others in the same 24 hours?

Saving A Document

Naming Your Document

When you create and save a new document, you have to take care that you:

- ✓ Give the document an appropriate name
- ✓ Save it in the correct folder

When naming a document in Word, you must follow the same conventions as when you name a document in the workplace. Do not give the document silly names such as: Annatjie's document or letter dated 7 September.

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In your workplace you will have certain filing conventions that have to be followed, e.g. the client's name, followed by the date or even the kind of letter you are creating:

- ✓ BMW quote 7 Sep
- ✓ Telkom account query 3 Feb 2005
- ✓ XYZ Traders order 7 July 2005

When you save your document, you must also follow the filing rules of your workplace. If you have a filing cabinet at work, and correspondence for XYZ Trading is filed in a drawer, in a folder named XYZ trading, you must do the same on your computer. You will have to open a folder called XYZ Trading in your My Documents folder and then save all the correspondence relating to this customer in that folder.

Save Your Document

Now you must Save your document to make sure that it is not lost when you exit out of Word. At the moment your document is called:

Document 1 As you can see in title bar of the Word window.



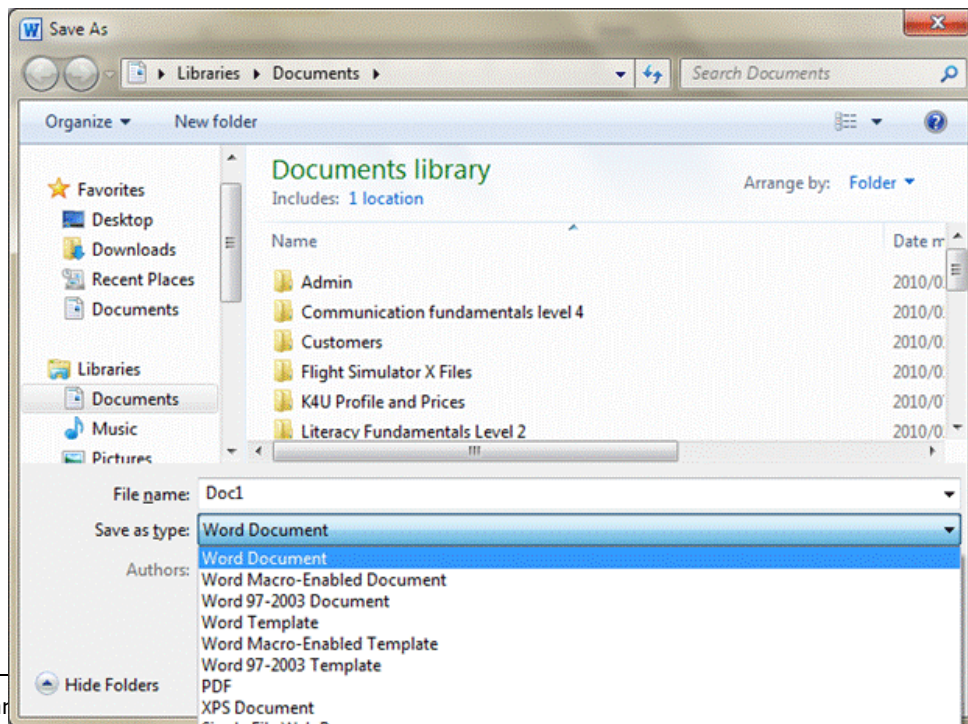
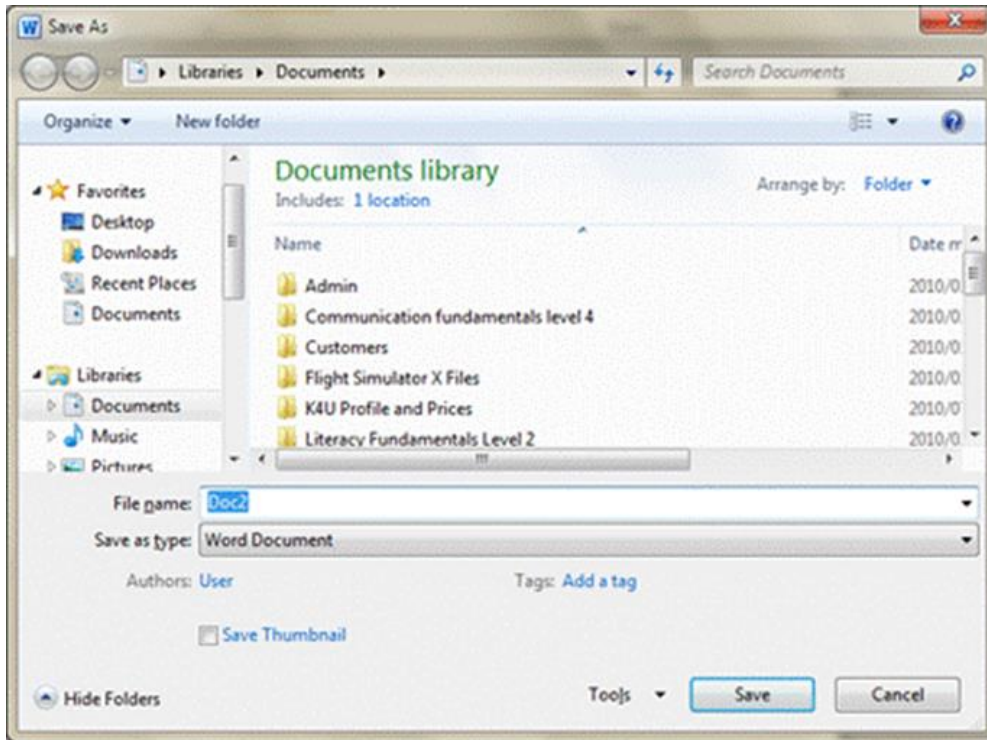
- ✓ To save your typed document, click on the **Save button** (in the top left corner) and the **Save As** window menu will appear.
- ✓ Give your document a suitable **name** – in this case, give the following name: Practice followed by your name
- ✓ Click on the down arrow next to the **Save As** dialogue box to see all the formats you can save the document in
- ✓ Select **Word Document** and your document will be saved with the name you selected

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Formative assessment

- ✓ Save your document as practice followed by your name.
- ✓ Close the document
- ✓ Exit MS Word
- ✓ Open MS Word
- ✓ Find your document and open it

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PRODUCE A DOCUMENT

Section topic

For this section, we will discuss:

- ✓ How to save your document to a flashdrive
- ✓ File formats
- ✓ How to save a word document in rtf or txt format

Specific Outcome

Produce a document from given text

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ A document is produced with the required data from given text.
- ✓ The document is saved regularly to avoid loss of data.
- ✓ The benefits of saving a file in different formats are explained. At least two of: RTF, Text, HTML, other software versions, other software types.
- ✓ A document is saved in a different format. At least two of: RTF, Text, HTML, other software versions, other software types.

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Save Your Work Regularly

It is wise to save your work often. Once you have given your document a name, you only have to click on the Save button in the Title bar. Word will save your work automatically.

Save Your Document To A Flashdrive

Why would you want to save your document to a flashdrive? Well, this way you can take the flashdrive, with the information saved on it and download it to someone else's computer. Then you can print from their computer, you can make changes to the document or whatever the need may be.

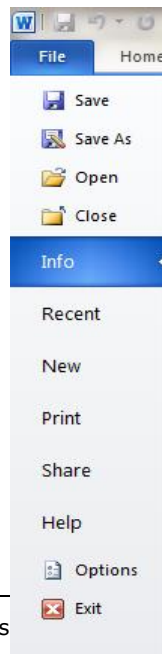
Of course, someone else can also save information to a flashdrive and download it to your computer. This means that you won't have to retype the entire document!

This is a method of sharing and transferring information between computers (and people of course), without carrying the whole computer around, or when you are not connected to a network.

When you save a file, you can save it to a folder on your hard disk drive, a network location, CD, DVD, the desktop, flash drive, or in another file format. While you must identify the target location in the Save in list, the saving process is the same regardless of what location you choose.

- ✓ Click the ***File*** tab

The File tab shows the following options:



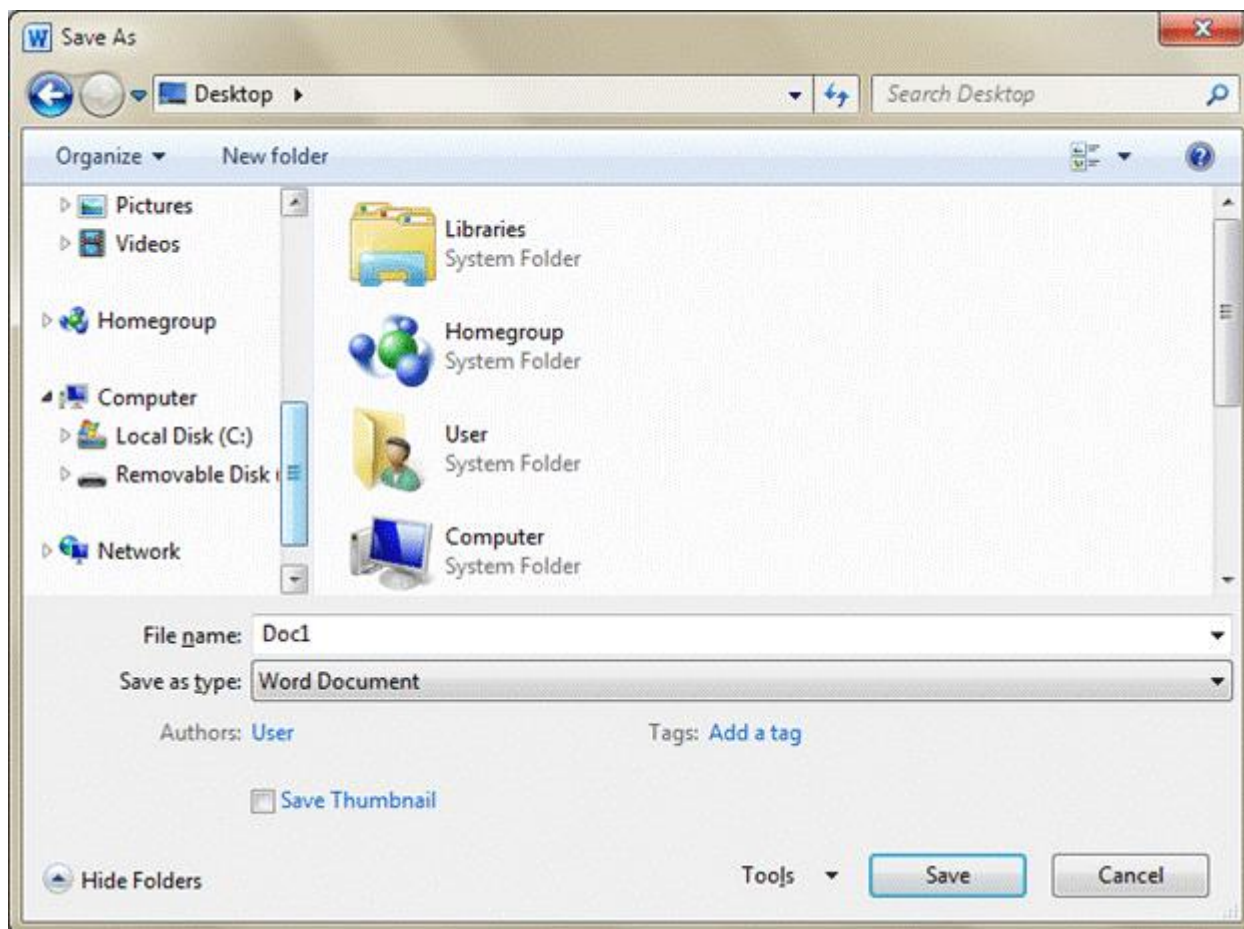
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- ✓ Click on **Save As**.
- ✓ You now have to tell Word where you want to save to: Slect the folder or drive where you want to save from the organise list. In this instance, you will save to the Removable Disk.



- ✓ Give your file a name, select the type of document and click **Save**.

Tip

Make sure that the name in the File Name box is the correct name, as this is the name that your document will be saved as.

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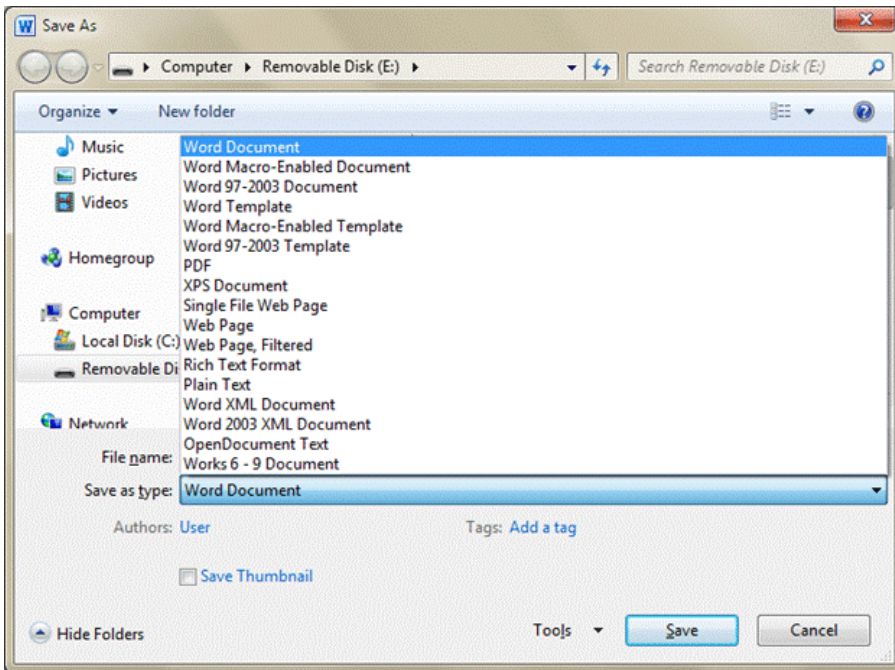
Make sure that you are saving your document as a Word document and then click Save.

You can also use the Save As command to rename a file or change the location of where you save the file

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File Formats



A file format is the way in which information is stored in a file so that a program can open and save the file. A file's format is indicated by a three-letter extension after the file name. For example, when you save a new document in Microsoft Word 2010, Word by default stores it in Word 2010 format with a .docx file extension. If you want to convert a document to a different format so that you or someone else can open it in another program or in an earlier version of Word, you can select that file format when you save the document.

For example, you may be working in MS Word 2010, but you want to send the file to someone who still has Office 2003. You can save your document as a Word 2003 document, which will enable the other person to open the document. In the same way, you can save the document to be compatible with Open Office or Works 6-0.

For this type of file	Choose
.docx	Word Document
.docm	Word Macro-Enabled Document
.doc	Word 97-2003 Document
.dotx	Word Template
.dotm	Word Macro-Enabled Template
.dot	Word 97-2003 Template
.pdf	PDF
.xps	XPS Document
.mht (MHTML)	Single File Web Page

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.htm (HTML)	Web Page
.htm (HTML, filtered)	Web Page, Filtered
.rtf	Rich Text Format
.txt	Plain Text
.xml (Word 2007)	Word XML Document
.xml (Word 2003)	Word 2003 XML Document
odt	OpenDocument Text
.wps	Works 6.0-9.0

File Extensions

The file format can usually be determined by the file extension

Word Processing

Word 2007 and 2010	.docx
Word 97-2003	.doc
Text Only	.txt
Rich Text Format	.rtf

Web Page

HTML .htm

Different File Formats

Text only

Will save text without its formatting. All section breaks, page breaks, and new line characters are converted to paragraph marks. All graphics will be lost. Select this format only if the destination program cannot read any of the other available file formats. The only time you might use this is to send a document to someone via e-mail, and you are unsure of their software programmes.

Rich Text Format (RTF)

Will save text with all its formatting. The formatting is converted to instructions that other programs, including compatible Microsoft programs, can read and interpret.

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Web page

Use a Web document when you want to display the document's contents on an intranet or the Internet in a Web browser. A Web page opens in Web layout view. Web pages are saved in HTML format. HTML is short for Hypertext Markup Language. Certain features of your document will look different to the formatting as all web browsers do not support all the formatting.

Save A Word Document In Rtf Or Txt Format

- ✓ In the **Save as type box**, click **Rich Text Format (*.rtf)** or text only.

Convert your Word documents to PDF or XPS

Office Word 2010 supports exporting your file to the following formats:

- ✓ Portable Document Format (PDF)
- ✓ XML Paper Specification (XPS)

PDF

PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot easily be changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

To view a PDF file, you must have a PDF reader installed on your computer. One reader is the Acrobat Reader, available from Adobe Systems.

After you save a file as PDF, you cannot use your 2010 Office release program to make changes directly to the PDF file. You must make changes to the original 2010 Office release file in the 2010 Office release program in which you created it and save the file as PDF again

- ✓ Click the **File** Tab, click on **Save As** and select **PDF** or **XPS**.
- ✓ In the **File Name** list, type or select a name for the document.

If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.

Next to **Optimize for**, do one of the following, depending on whether file size or print quality is more important to you:

- ✓ If the document requires high print quality, click Standard (publishing online and printing).
- ✓ If the print quality is less important than file size, click Minimum size (publishing online).
- ✓ Click **Options** to set the page range to be printed, to choose whether markup should be printed, and to select the output options. (Find links to more information on these options in the See Also section.) Click OK.
- ✓ Click Publish.

XPS format

XML Paper Specification (XPS) is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online

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or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.

To view a file in XPS format, you need a viewer. You or the recipient of your file can download a free viewer from [Downloads on Microsoft Office Online](#).

Formative assessment

Open your practice document and add the following text:

Why is it that some people can finish 57 assorted tasks in any given day while others only finish two or three tasks and then complain that they were too busy or did not have enough time to finish the rest?

- ✓ Save your document as a Word document
- ✓ Save your document as a text only document
- ✓ Close the document
- ✓ Close Word
- ✓ Go to My Computer to find your text only document
- ✓ Open the document to see what the text looks like now.
- ✓ Save and close the document

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FORMAT A DOCUMENT

Section Topic

In this session, you will learn how to:

- ✓ Justify text
- ✓ Set the line spacing
- ✓ Format a paragraph
- ✓ Indent your work
- ✓ Use click and type
- ✓ Hyphenate text
- ✓ Work with fonts
- ✓ Undo and redo incorrect edits

Specific Outcome

Format a document

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ A paragraph is manually formatted. Alignment, justification, line spacing, indentation, paragraph spacing, line and page break control, hyphenation.
- ✓ Text is manually formatted. At least three of: Font (type, size, style - italic, bold, underlined), font colour, font effects (shadow, small capitals, outline, strike-through, superscript, subscript).

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Justify Text

This is where you choose how the document is spaced over the width of the page:

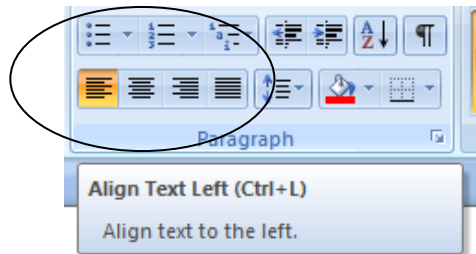
- ✓ The text can start from the right hand side of the page;
- ✓ The left hand side of the page;
- ✓ From the middle
- ✓ Or it can form a block

Tip

When you choose a justification, you can choose it either before you start typing or after you have typed your text.

Left Justify

Select the text. Click on the **Left Justify** button on the **Home** tab. The text will align from the left hand side of the document. This means that every row of text will start neatly from the same position on the left hand side of the document.



Right Justify

The text will start from the right hand side of the document. This is handy when you are typing an address or a date on the right hand side.

Justify From The Middle

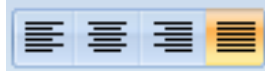
The text starts from the middle of the line and moves out to the sides. Uses for this could be numbering of pages or designing of posters, where you want the text to be centred in the middle of a document.

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Full Justify





The text is neatly aligned to form a block. This is the favourite justification, as it looks very neat and professional.



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Keyboard shortcuts

Click	Or Press	To Align
	Ctrl + L	Left
	Ctrl + E	Centre
	Ctrl + R	Right
	Ctrl + J	Justified

Set The Line Spacing

There are two parts to any document: the text and the white space around the text. White space is a very important element in making a document easy and enjoyable to read. Text that is tightly packed together can be difficult to follow (though, at the other extreme, text that is too widely spaced also makes reading harder).

When you change the line spacing of text, you increase the white space between individual lines in a paragraph. Line spacing is often set as a multiple of the line height (the line height is determined by the point size of the font used).

In MS Word 2010, the default spacing for most Quick Style sets is 1.15 between lines and a blank line between paragraphs. The default spacing in Office Word 2003 documents is 1.0 between lines and no blank line between paragraphs.

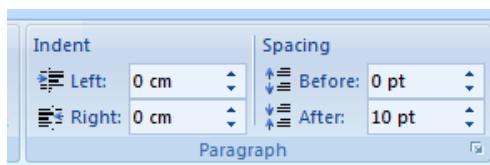


- ✓ Select **the Page Layout** or **Home** tab. To the right on the tab there is a Paragraph group. At the bottom you will see a Paragraph menu. Click on the dialogue box launcher (the

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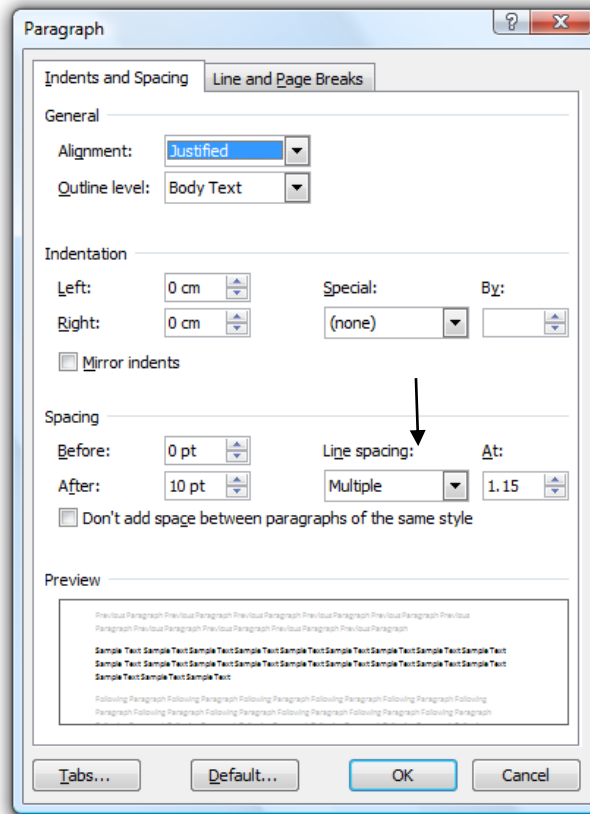
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small arrow next to Paragraph), the Paragraph dialogue box will appear. Now you can change the line spacing. The Single, 1.5 lines and double settings are self-explanatory.



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Single

Accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space varies depending on the font used.

At Least

Minimum line spacing that is needed to fit the largest font or graphic on the line.

Exactly

Fixed line spacing that Microsoft Word does not adjust.

Multiple

Line spacing that is increased or decreased by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent

The At least and Exactly options set the line height in points. If fonts used in the line are larger, spacing will be increased accordingly (At least) or text will be cut off (Exactly).

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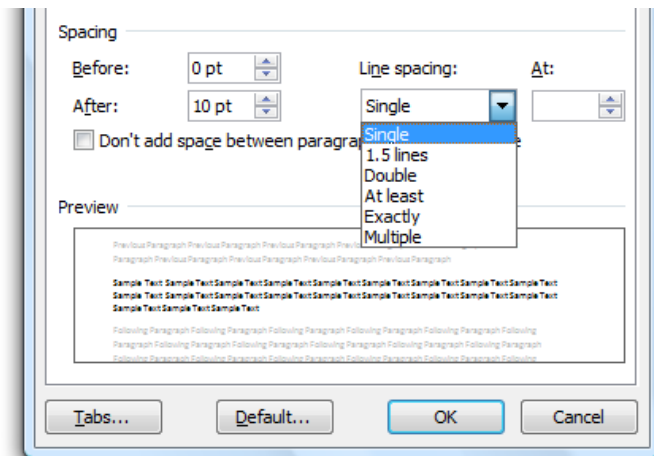
If you want to enter a value using different units, type the unit abbreviation after the value (for example, type 1cm to apply 1 centimetre line spacing. The value will be converted to a point value.

This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced. This paragraph is single-spaced.	This paragraph is one and a half spaced. This paragraph is one and a half spaced. This paragraph is one and a half spaced.	This paragraph is double-spaced. This paragraph is double-spaced. This paragraph is double-spaced.
--	--	--

Example of paragraph line spacing

To change line spacing using the keyboard

- ✓ Select the paragraph(s) to which you want to apply formatting
- ✓ Press Ctrl + 1 , Ctrl + 2 , or Ctrl + 5 to set single, double, or 1½-line spacing respectively



Line Spacing Options

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What Is A Paragraph?

A paragraph may be a character, a word, a line, or multiple lines. What defines text as a paragraph is the fact it is ended with the **Enter** key.

Tip:

To force a new line to start without starting a new paragraph, press Shift + Enter.

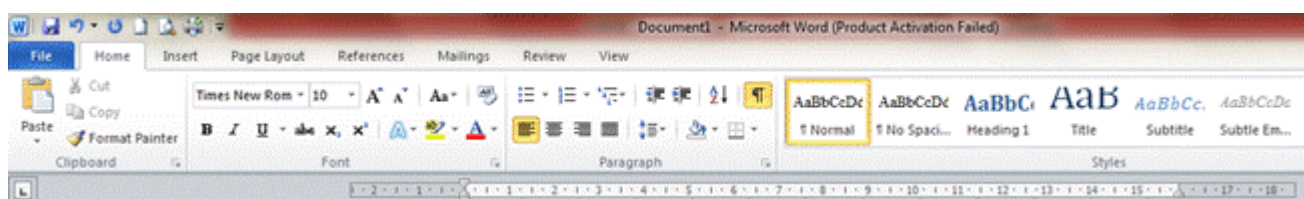
If you are going to format one paragraph, you do not have to select the entire paragraph. Simply click in the paragraph you want to format. If you want to format several paragraphs, click in the first paragraph, drag the mouse pointer through the text you want to format, then release the mouse pointer in the last paragraph.

You can apply paragraph formats to a paragraph even if it contains no text.

The position of paragraphs on a page is determined by several factors:

- ✓ **Margins** determine the overall width of the main text area (that is, the space between the text and the edge of the page).
- ✓ **Indents** determine the distance of the paragraph from either the left or the right margins.
- ✓ **Horizontal alignment** determines the appearance of the edges of the paragraph: left aligned, right aligned, centred, or justified (where both edges are flush with the margins).
- ✓ **Vertical alignment** determines the paragraph's position relative to the top and bottom margin (This is useful when setting up a title page on the front cover of a report).

When formatting paragraphs, it can be useful to see exactly where a paragraph ends. The paragraph mark represents the end of a paragraph. It is also useful to show the ruler.



Set The Spacing For A Paragraph

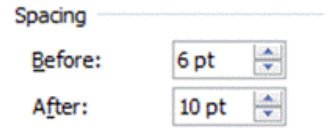
You can increase or decrease the white space between paragraphs rather than individual lines within a paragraph. For example, you might want to condense text to fit on to one page, or space it out to improve readability. Because this space is built into the paragraph you do not need to use blank lines to obtain spacing.

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Alter The White Space Before And After A Paragraph

- ✓ Select the *paragraph*(s) for which you want to increase spacing then from the **Page Layout** tab, select Paragraph.
- ✓ Enter a measurement in the **Before:** box to set the spacing to be included at the beginning of each paragraph
- ✓ Enter a measurement in the **After:** box to set the spacing to be included at the end of each paragraph
- ✓ Click **OK**



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Format A Paragraph

Paragraph formatting is mostly concerned with controlling the amount of white space within, around, above, and below paragraphs. You will need to experiment with different settings to find the best options for your document. Varying the amount of white space in different areas of a document can help to distinguish different sections (for example, you can indent a block of text or put more white space above and below important headings).

If you are producing documents for a company or other organisation, you should obtain a copy of the company's style guide (if there is one), which will contain rules for formatting text.

Other types of paragraph formatting include borders, shading, bullets, numbering, and tab stop settings.

Remove Paragraph Formats

When you press **Enter** all formats from the current paragraph are carried down to the next paragraph, including alignment, spacing, indents, and tabs.

You can reset the paragraph formatting of the paragraph to the default with a simple key combination.

To remove paragraph formats

- ✓ Select the text containing the formats to be removed
- ✓ Press **Ctrl + Q**
- ✓ The text reverts to the default.

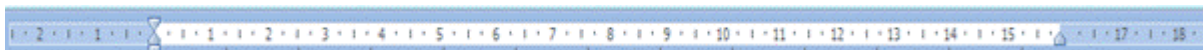
The default formatting of the paragraph depends on the style it is using. For more information about styles, look up "About formatting text using styles" in the online help.

Indenting Your Work

Indents are the positions where text begins and ends on a line relative to the page margins.

Indenting is a way of offsetting a paragraph from the rest of the text, creating different indents for the first line, subsequent lines, or all lines in the selected paragraph(s).

Page margins are indicated at each end of the Ruler bar by dark shading.



The white space in between is the normal typing area. The indents for the selected paragraph are also indicated on the horizontal Ruler bar. The left indent symbols are two triangles and a rectangular box. The right indent symbol is a single triangle.

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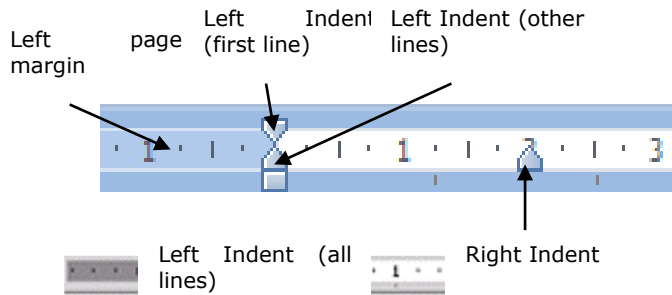
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As well as setting text in from the margin, indents can extend into both the left and right margin areas (an outdent). There are also two special types of indent.

- ✓ A hanging indent means that the first line of text begins to the left of the rest of the paragraph.
- ✓ A first line indent means that the first line begins to the right of the rest of the paragraph.

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This paragraph is not formatted with any indentation. ¶

This paragraph is formatted with a hanging indent. The first line is indented differently from other lines. ¶

This paragraph is indented from both the left and right margins. ¶

This paragraph is outdented into the left margin and indented from the right margin. ¶

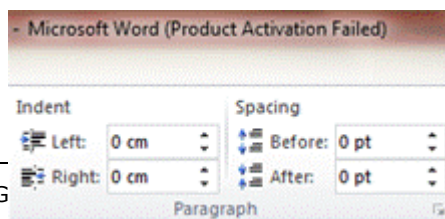
Increase or decrease the left indent of an entire paragraph

- ✓ Select the **paragraph** you want to change.
- ✓ On the **Home or Page Layout** tab, under the **Paragraph** group, click **Increase Indent**. MS Word increases the indent by one tab stop. If you want to change the position of the indent, you can first set a different tab stop.



Tip

On the Page Layout tab, you can select the size of the indent in cm.



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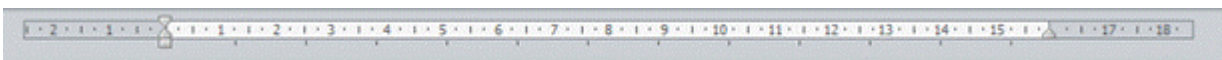
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Change the right indent of a paragraph

You can also change a paragraph's right indent by using the ruler.

- ✓ If you don't see the horizontal ruler, click **Ruler** on the **View** tab.
- ✓ Then drag the **Right Indent** marker to the position where you want the right indent to occur.



Create A First-Line Indent

- ✓ Select the paragraph you want to indent.
- ✓ On the horizontal ruler, drag the First Line Indent marker to the position where you want the text to start.



The paragraph looks like this

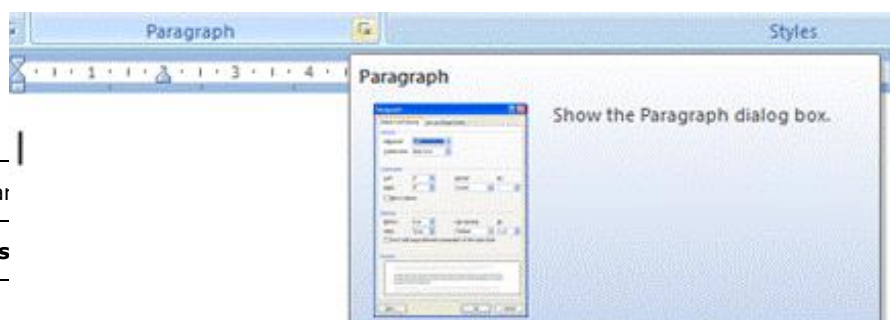


If it contains

Text with a first-line indent.

Indenting Text With The Paragraph Dialogue Box

- ✓ Select the **Home** tab and in the **Paragraph** group click the down arrow so that the paragraph dialogue box appears

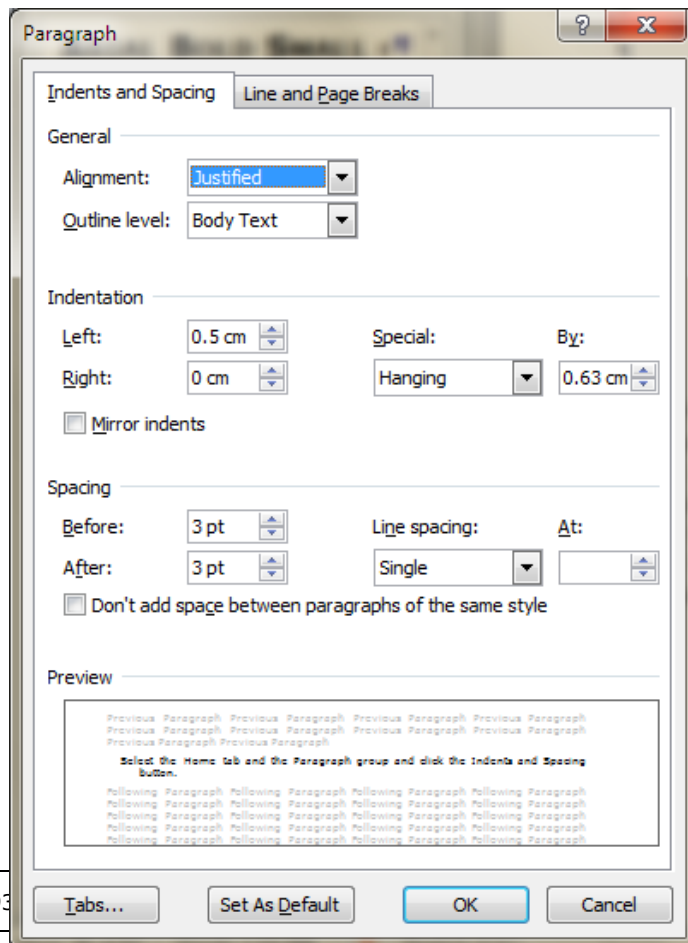


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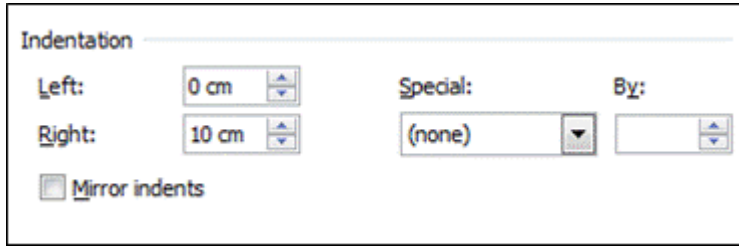
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- ✓ Click the **Indents and Spacing** tab. Now you can choose whether you want to indent from the left or the right. Enter the amount you want to indent or use the spin arrows.
- ✓ You can also choose a first-line or hanging indent by displaying the **Special drop-down** menu and selecting the type of indent you want. In the **By** text box enter the amount you want to indent.
- ✓ Remember always to click the **OK** button when you have made your selections.



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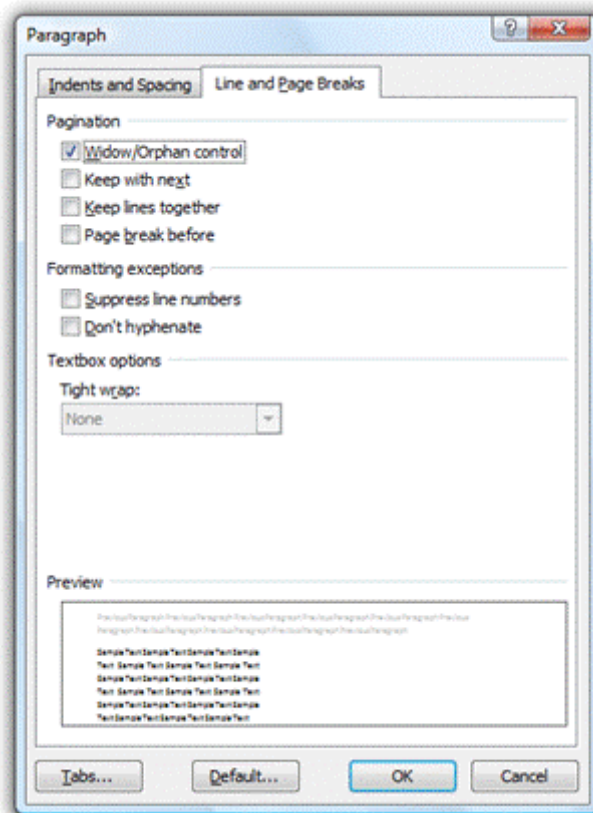
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Control Widow And Orphan Lines

"Widows" and "orphans" are single lines or words that appear by themselves at the top or bottom of a page

- ✓ Select the paragraphs in which you want to control widows and orphans.
- ✓ On the **Home** tab, click **Paragraph**, and then click **the Line and Page Breaks** tab.
- ✓ Select the **Widow/Orphan** control check box.
- ✓ This option is usually turned on by default.



Prevent page breaks from occurring in the middle of text

You can prevent a page break from occurring within a paragraph, or ensure that a page break doesn't fall between two paragraphs, such as a heading and the following paragraph.

- ✓ Select the paragraphs that contain lines you want to keep together.
- ✓ On the **Home** tab, click **Paragraph**, and then click the **Line and Page Breaks** tab.

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- ✓ Select the ***Keep lines together*** check box.

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Force a page break before a specific paragraph

You can force a page break to ensure that a chapter title always starts on a new page.

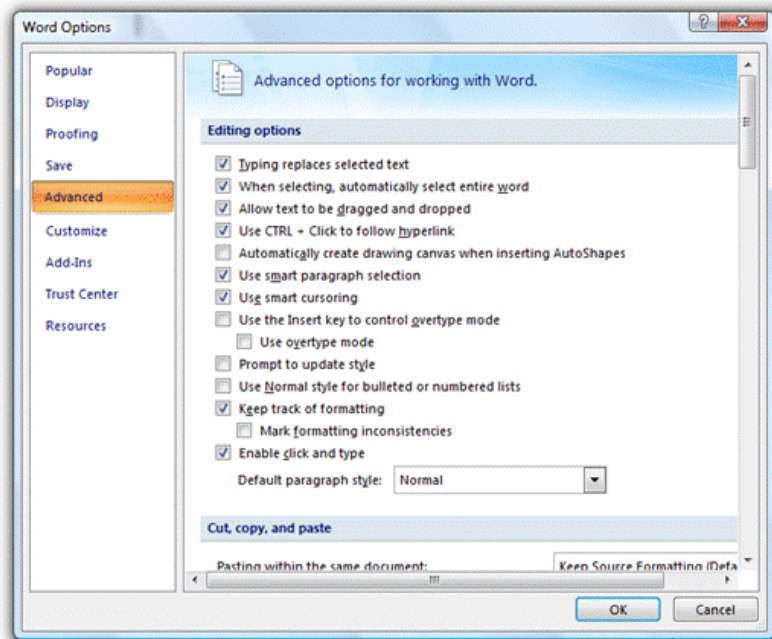
- ✓ Select the paragraph that you want to follow the page break.
- ✓ On the **Home** tab, click **Paragraph**, and then click the **Line and Page Breaks** tab.
- ✓ Select the **Page break before** check box.

Use Click And Type

The Click and Type feature is used to quickly insert text, graphics, tables, or other items in a blank area of a document.

Make sure that **Click and Type** is turned on:

- ✓ On the **File** Tab, click **Options**, in the left hand pane, click on advanced and select the Enable click and type check box, and then click **OK**.



- ✓ Switch to **Print Layout** view or **Web layout** view.
- ✓ In the document, move the pointer to a blank area where you want to insert text, graphics, or a table. Then, click to enable the **Click and Type** pointer.

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- ✓ The pointer shape indicates how the item will be formatted. For example, if you point to the centre of the page, the pointer shape indicates that the item will be centered.
- ✓ Double-click, and then start typing text or insert an item as usual.
- ✓ If you don't want to insert an item where you double-clicked, just double-click in another area. If you've already inserted an item, you can undo the insertion.

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Which Blank Areas Can I Use Click And Type In?

You can insert items in most blank areas of a document, for example you can type text to the right of an existing paragraph without having to manually add a tab stop.

Click and Type isn't available in the following areas: multiple columns, bulleted and numbered lists, next to floating objects, to the left or right of pictures with top and bottom text wrapping, or to the left or right of indents.

Also, Click and Type isn't available in the following views: normal view, outline view, and print preview.

Control The Formatting Applied By Click And Type







- ✓ To determine which formatting Click and Type will apply when you double-click, watch the Click and Type pointer. As you move the pointer into a specific formatting "zone," the pointer shape indicates which formatting will be applied: a left, centre, or right-aligned tab stop; a left indent; or left or right text wrapping.
- ✓ If you want to determine which formatting Click and Type has applied to an existing item, you can use the Home Tab to view the alignment settings. You can also use the horizontal ruler to view the indents and tab stops. To see the tab characters in the document, turn on the formatting marks.

Use Click And Type To Create A First-Line Indent

- ✓ Switch to **Print layout** view or **Web layout** view. At the start of a new paragraph, move the I-beam pointer until you see the Left Indent icon.
- ✓ Double-click, and then start typing your text. As you type, you'll see that MS Word has set the first-line indent where you double-clicked.
- ✓ For more precision in setting a first-line indent, you can select options on the **Indents and Spacing** tab (**Home** tab, **Paragraph** command). In the Special list under Indentation, click First line, and then set the other options you want.
- ✓ If you are not sure about an option you've chosen, look at the preview at the bottom of the dialog box.. This way you can experiment before making your final decision.

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This Cursor	Means
	Text will be left aligned
	Text will be centred on the page
	Text will be right aligned
	Text will have a first line indent
	Text will be aligned to the left of an object (a picture or table for example)
	Text will be aligned to the right of an object

- ✓ Double-click the left mouse button and start typing

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To Move The Insertion Point Using The Keyboard







The Shift + F5 shortcut can be used to return to the last edit point when you open a document or if you lose your place.

Press	To Move
↑	Up one line
↓	Down one line
←	Left one character
→	Right one character
Home	To the beginning of the current line
End	To the end of the current line
Ctrl + Home	To the top of the document
Ctrl + End	To the bottom of the document
Ctrl + ←	To the beginning of the previous word
Ctrl + →	To the beginning of the next word
Ctrl + ↑	To the top of the current paragraph
Ctrl + ↓	To the beginning of the next paragraph
Page Up	Up one screen
Page Down	Down one screen
F5	Go to a specific page
Shift + F5	Go to the last edit

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Do This		To
	Click the up and down scroll arrows.	Move up or down one line.
	Point to the scroll button and drag it to a new location.	Make large movements up or down. As you drag, the page number is shown in a ScreenTip.
	Click the grey area above or below the thumb box in the scroll bar.	Move up or down to a specific location in the document (the farther from the button you click, the farther you will scroll).
	Click the Browse Selector and choose a browse method.	Change the way the Browse buttons work.
	Click the Browse buttons.	Move up or down one browse selection.
	Click the right or left arrows on the horizontal scroll bar.	Move across one character.

Hyphenate Text

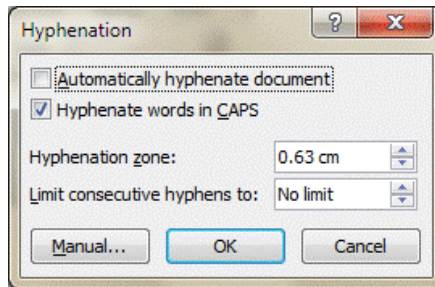
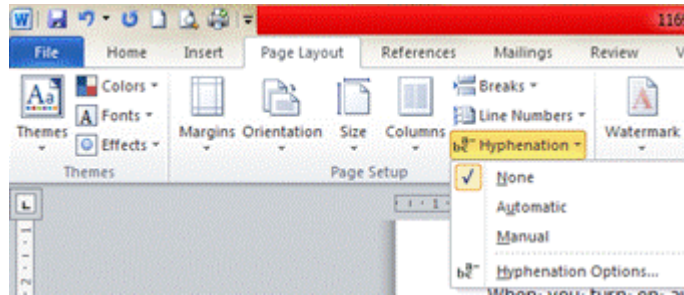
Hyphenate Text Automatically

When you turn on automatic hyphenation, Word automatically inserts hyphens where they are needed in the document. If you later edit the document and change line breaks, then Word rehyphenates the document.

1. On the **Page Layout** tab, point to the **Page Setup** group, and then click the **Hyphenation** dropdown menu.
2. Select the **Automat hyphenate** check box.
3. To make additional changes click on Hyphenation and then on Hyphenation options, in the Hyphenation zone box, enter the amount of space to leave between the end of the last word in a line and the right margin. To reduce the number of hyphens, make the hyphenation zone wider. To reduce the raggedness of the right margin, make the hyphenation zone narrower.
4. In the Limit consecutive hyphens to box, enter the number of consecutive lines that can be hyphenated.
5. To automatically hyphenate only part of a document, you need to tell Word to skip over specific paragraphs during hyphenation. First, select the text you don't want to hyphenate. Click Paragraph on the Home tab, click the Line and Page Breaks tab, and then select the Don't hyphenate check box. Then, turn on automatic hyphenation as usual.
6. Note that if you've marked text with the Do not check spelling or grammar language format, Word doesn't hyphenate that text.

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Hyphenate Text Manually

When you choose manual hyphenation, Word searches for text to hyphenate, asks you to confirm each proposed optional hyphen, and then inserts the optional hyphens. If you later edit the document and change line breaks, then Word displays and prints only the optional hyphens that still fall at the ends of lines. Word doesn't re-hyphenate the document.

Do One Of The Following

To hyphenate part of the document, select the text you want. To hyphenate the entire document, make sure no text is selected.

- ✓ On the **Page Layout** tab, point to the **Page Setup** group, and then click **Hyphenation**.
- ✓ Click **Manual**.

If Word identifies a word or phrase to hyphenate, do one of the following:

1. To insert an optional hyphen in the location Word proposes, click **Yes**.
2. To insert an optional hyphen in another part of the word, use the arrow keys or mouse to move the insertion point to that location, and then click **Yes**.

For another way to manually hyphenate only part of a document, you can have Word skip over specific paragraphs during hyphenation.

- ✓ First, select the text you don't want to hyphenate.
- ✓ Click **Paragraph** on the **Page Layout** group, click the **Line and Page Breaks** tab, select the **Don't hyphenate** check box, and then click **OK**.

OR

- ✓ On the **Page Layout** tab, point to **Page Setup**, and then click **Hyphenation**.
- ✓ Click **Manual**, and then manually hyphenate as usual.

Note

Note that if you've marked text with the Do not check spelling or grammar language format, Word doesn't hyphenate that text.

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Remove Hyphenation

If you used automatic hyphenation:

On ***the Page Layout*** tab, point to the ***Page Setup*** group, and then click ***Hyphenation***. Clear the ***Automatically*** hyphenate document check.

If you used manual hyphenation:

You can find and replace the optional hyphens in the document. For example, you might want to remove the optional hyphens that fall at line breaks, since these are visible and are printed. Or, if you frequently rehyphenate the document, you might want to remove optional hyphens that fall in the middle of lines; these nonprinting characters aren't normally visible and aren't printed, but they can clutter your document.

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Formative Assessment

- ✓ Open the document NEWSLETTER
- ✓ Click in the first main text paragraph then on the Home Tab, click Justify
- ✓ Ctrl +click-and-drag to select the remaining three body text paragraphs in the document
- ✓ With the three paragraphs selected, on the Home Tab, click Align Right
- ✓ Keeping the paragraphs selected, click-and-drag the right indent marker to the left about 4cm (2") away from the right margin
- ✓ Click-and-drag the hanging indent marker about 3cm (1.5") to the right

Tip: If you drag the wrong indent marker, use the Undo tool to reverse the change. Clicking-and-dragging on the markers accurately requires quite a lot of practice.

- ✓ Ctrl +click-and-drag to select all the body text paragraphs
- ✓ From the Home tab, select and open the Paragraph dialog box...
- ✓ Change the Line spacing: option to At Least 18pt
- ✓ Set space After: to 18pt
- ✓ Ctrl +click-and-drag to select all the heading text paragraphs
- ✓ In the Paragraph dialog box, click the arrow on the Line Spacing button select Multiple and in the "In" box select 2.
- ✓ From the Page Layout tab, click on the Hyphenation button...
- ✓ Select the Automatically hyphenate document check box
- ✓ Open the Hyphenation Options dialog box and in the Hyphenation zone: box, enter the amount of space to leave between the end of the last word in a line and the right margin as 0.5cm (0.25")
- ✓ In the Limit consecutive hyphens to: box, enter 2
- ✓ Click OK
- ✓ Save and close the document

Open the document called **INDENTS**

- ✓ Indent the first, second and third paragraphs using a 1.27 cm left indent and a 1.27 cm right indent
- ✓ Centre the paragraph starting with Sicily and Sardinia
- ✓ Justify the three paragraphs you have indented
- ✓ Right align the last paragraph
- ✓ Set the line spacing for the first three indented paragraphs to 1.5

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- ✓ Set the paragraph spacing for the Sicily and Sardinia paragraph to 12pt after
- ✓ Set the paragraph spacing for last paragraph to 6pt after
- ✓ Save the changes to the document
- ✓ Select all the text and make it Tahoma 8 pt and Dark Green
- ✓ Change the font size of the first three paragraphs to 12 pt
- ✓ Select the first three paragraphs and change the font colour to Orange
- ✓ Change the font colour of the last paragraph to Brown
- ✓ Select the text Sicily and Sardinia and apply a single underline
- ✓ Select the text Mainland Spain and apply bold enhancement
- ✓ Select these two paragraphs and change the left indent to 0.25 cm
- ✓ Save and close the document

Work with fonts

Font is the term used (in Word) to describe the typeface of text (the shape of the characters). Word provides many built-in fonts that can be applied to text. You may find that the fonts available vary depending on what software you have installed.

Mixing fonts (typefaces) and applying enhancements - varying size with bold, underline, and italics - can emphasise key points in a document or make titles stand out.

Too many different typefaces and enhancements can have the opposite effect.

There are three important kinds of typeface:

- ✓ Serif type has curly edges to help guide the eye, like the text in this paragraph. Serif type is suitable for large blocks of text. Examples include Times New Roman and Book Antiqua.
- ✓ Sans serif type is plainer looking, like the text in the heading at the top of this page. Sans serif type is suitable for smaller blocks of text, such as text in columns and headings and in some cases for documents intended to be read on-screen. Examples include Arial, Gill Sans, and Tahoma.
- ✓ Cursive type is designed to look like handwriting. It should be used sparingly.

Use a typeface appropriate to the type of documents you are creating. Look at other books, letters, and magazines to guide you.

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Serif type has curly edges to guide the eye. This is Times New Roman.

Sans serif type is plainer looking. This font is Arial.

Cursive type is designed to look like handwriting. This example is Corbel.

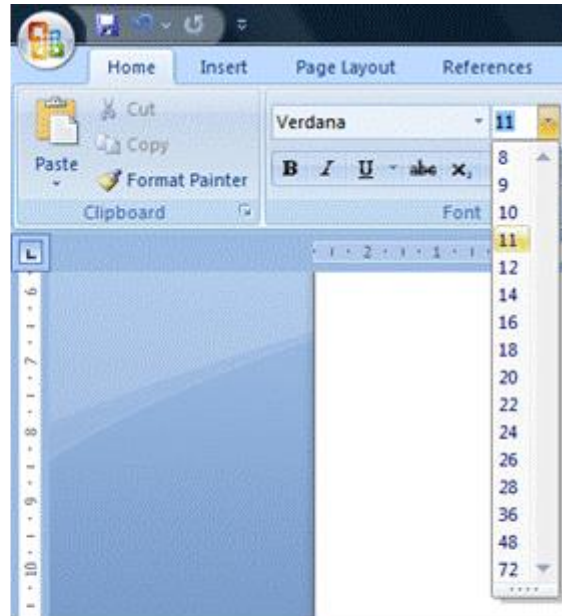
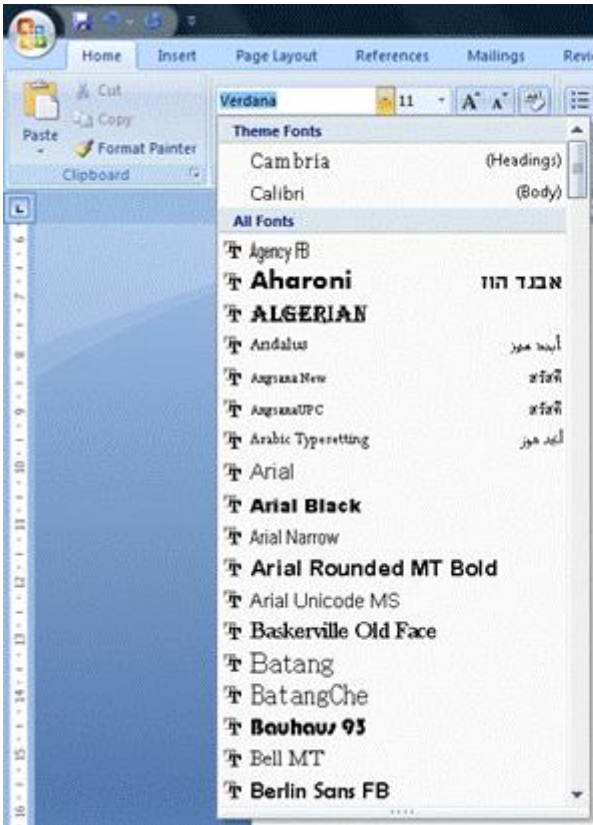
Change The Font Type And Size

You can change the way the letters look in your documents. We call this changing the font. Word offers a wide variety of fonts to choose from.

- ✓ To change the font, choose the font type by clicking on the arrow next to the **Font Type** icon on the **Home** Tab. Scroll up and down to view the choices available. You can use the arrows or the bar to scroll up and down.
- ✓ To change the size of the font, click on the arrow next to the **Font size** icon. Choose the font size you want by scrolling up and down. Normal text is usually between 10 and 12 and the larger the number, the larger the font will be.

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Change The Style Of The Text

The **Home** Tab mostly enables you to change the appearance of your text. You can make words stand out by underlining them, changing their size, changing their colour, etc.



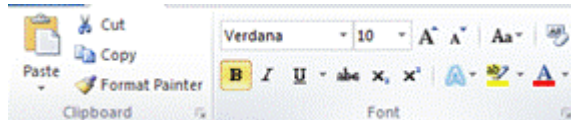
- ✓ You always have to tell the computer what to do. This is also true if you want to format text - you have to tell the computer which words you want to change!
- ✓ When you tell the computer that you want to change the text style, you can do this either before you start typing or after you have finished typing.

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Format text before you start typing

Choose the formatting by clicking on the icon, and then type the text. When an icon is in use, it will be **highlighted**. Remember, to switch off the text attribute, you have to click on the same icon again.



Format text after you have typed your text

Select the text you wish to change. You do this by clicking and dragging the mouse over it. The text will then look different to the rest of the document, to show that it has been highlighted. Then you click on the icon to select the formatting:

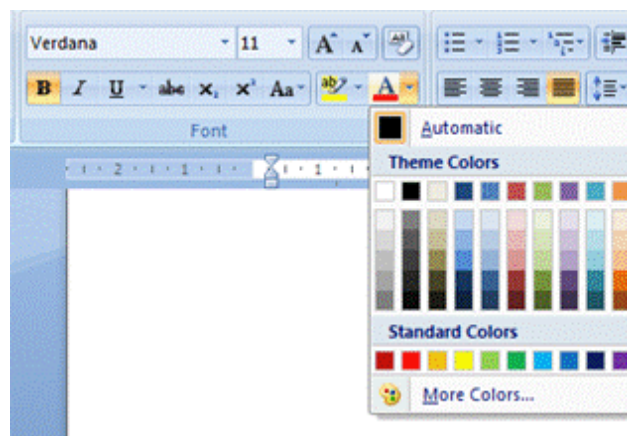
B	Bold
<i>I</i>	Italics
<u>U</u>	Underline

Change The Colour Of Text And Numbers

Select the text you want to change.

Do one of the following:

- ✓ To apply the colour most recently used for text, click on the Home Tab, Font Colour on the Font group.
- ✓ To apply a different colour, click the arrow next to the Font Colour button, and then select the colour you want.



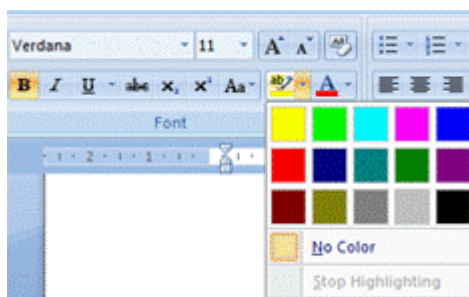
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Highlight Important Text

- ✓ On the Font group, click Highlight
- ✓ Select the text or graphic you want to highlight.
- ✓ Select the next item in the document that you want to highlight.
- ✓ To turn off highlighting, click Highlight again, or press ESC



Font Effects

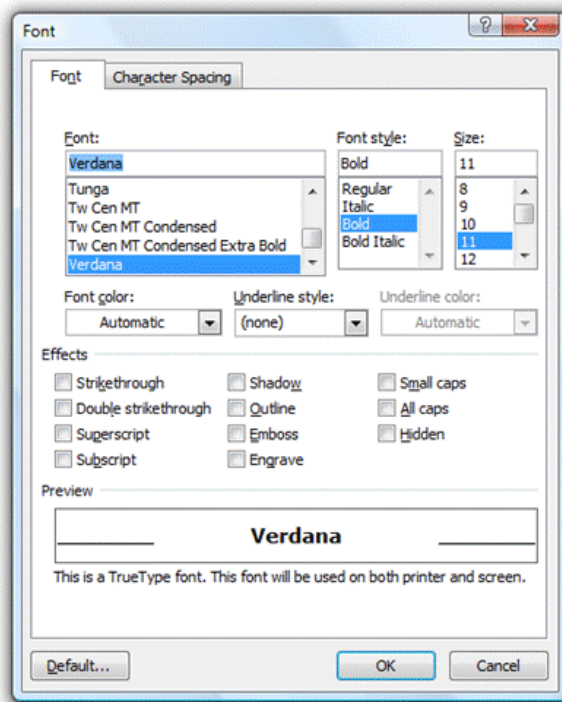
Text effects

Select the text you want to change.

- ✓ On the **Home** tab, in the **Font** group, select **the Font dialogue box**.
- ✓ Select the effect you need

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- ✓ You have the following options: Strikethrough; double strikethrough; superscript, subscript; shadow; outline; emboss; engrave; small caps; all caps and hidden.

Shadow

Emboss

Engrave

Strikethrough

Superscript

Subscript

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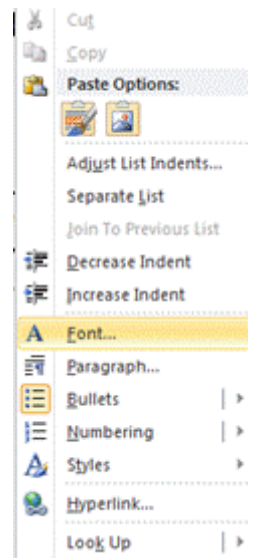
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SMALL CAPS

Short cut to text effects

You can apply font changes in one go and preview character effects before applying them.

- ✓ To display the **Font dialog box**, right-click in the text area and select **Font...**

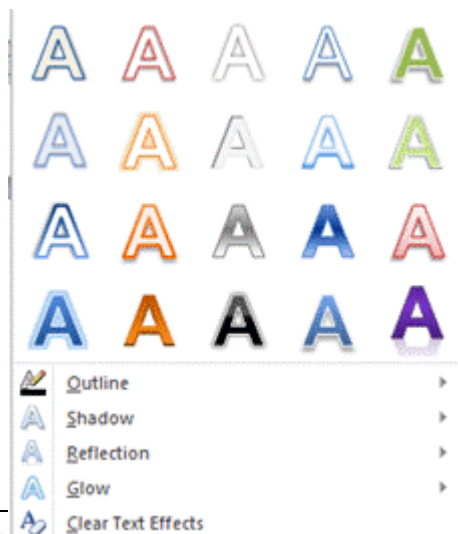


Artistic effects for text

Word 2010 provides artistic effects for both pictures and text. It offers easy picture editing. And when you apply the effects to text, you can still run spell check.

Select the text you want to change.

- ✓ On the **Home** tab, in the **Font** group, click **Text Effect**.
- ✓ Select the options you want.



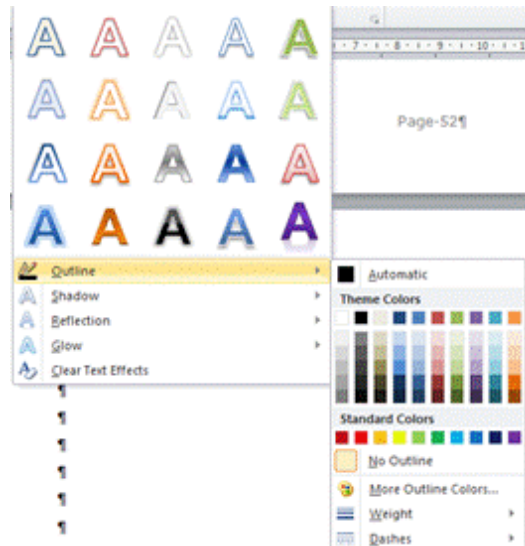
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- ✓ For more choices, point to Outline, Shadow, Reflection, or Glow, and then click the effect that you want to add.

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Remove an effect from text

- ✓ Select the text that you want to remove an effect from.
- ✓ On the **Home** tab, in the **Font** group, click **Clear Formatting**.

Remove Character Formats

You can remove all enhancements from text at one time. The text will revert to the default formatting.

To remove all text enhancements

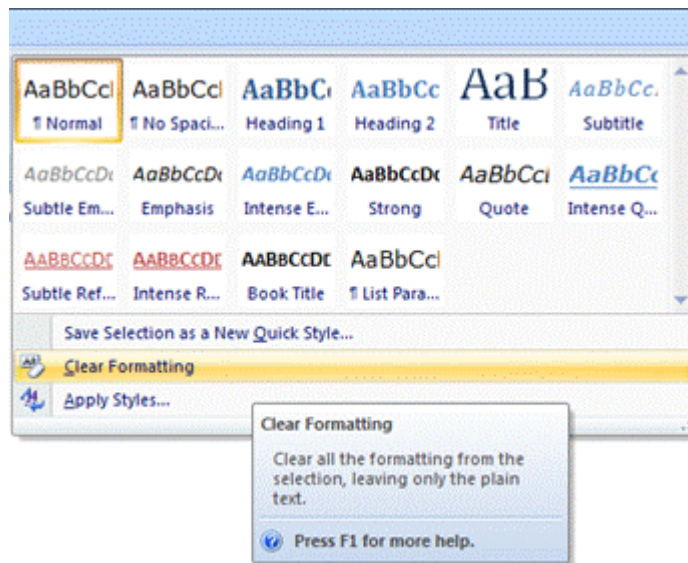
Select the text containing the enhancements to be removed then press Ctrl + Space Bar

Tip: To remove character and paragraph formatting, from the Home tab, click on the drop down arrow on the Styles Group. Click on the Clear Formatting option.

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To Copy Enhancements Using The Format Painter

- ✓ Select the text containing the enhancements to copy then on the **Clipboard** group (On the **Home** menu), click **Format Painter** (if you select a whole paragraph, paragraph formatting will be copied also)
- ✓ The mouse pointer changes to show the brush icon.
- ✓ Select the text to be enhanced (paragraph formatting will only be pasted if you either click in the paragraph or select the whole paragraph) The text you select is formatted with the enhancements you copied.
- ✓ To copy enhancements to more than one piece of text, double-click the Format Painter button after selecting the source text.
- ✓ When you have finished copying the enhancements, click **the Format Painter** button again to switch it off.

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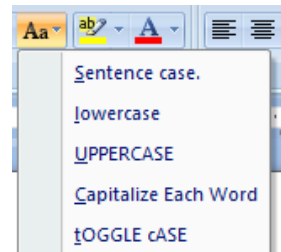


To Copy Enhancements Using The Keyboard

- ✓ Select the text containing the enhancements to copy
- ✓ Press Ctrl + Shift + C , select the text to be enhanced then press Ctrl + Shift + V

Format Case

- ✓ Select the text you want to change.
- ✓ Click on the **Home** tab, on the **Font group** click **Change Case**.
- ✓ Click the capitalization option you want.



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Formative Assessment

- ✓ Open the document called STATIONERY BROCHURE
- ✓ Select the entire document and change the font to Arial
- ✓ Change the font size of the title "Stock " to size 16
- ✓ Make the title bold
- ✓ Select the title text then press Ctrl + D to show the Font dialogue box
- ✓ Click the Character Spacing tab
- ✓ From the Spacing list box, select Expanded then type 2pt in the By: box
- ✓ Click OK
- ✓ Format the second paragraph in italics
- ✓ Underline the third paragraph of text
- ✓ Change the colour of the font of the fourth paragraph to red
- ✓ Make the title ALTERATIONS TO STATIONERY BROCHURE blue
- ✓ Format the fifth paragraph in font Book Antiqua and font colour Green
- ✓ Use the Format Painter to copy the formatting to the following paragraph
- ✓ Save the changes to the document
- ✓ Close the document

Undoing And Redoing Incorrect Edits

Undo Edits

Word allows you to undo previous action(s). If you make a mistake or series of errors, it is often quicker to undo and start again rather than trying to correct the mistake.

- ✓ To undo the last action
- ✓ On the Title bar, click Undo

To Undo Previous Actions

The ***Undo*** button stores over 300 actions.

- ✓ Click the arrow on the ***Undo*** button to display a list of your previous edits
- ✓ The ***Undo menu*** is displayed.
- ✓ Select the edit you want to undo from the scrollable list

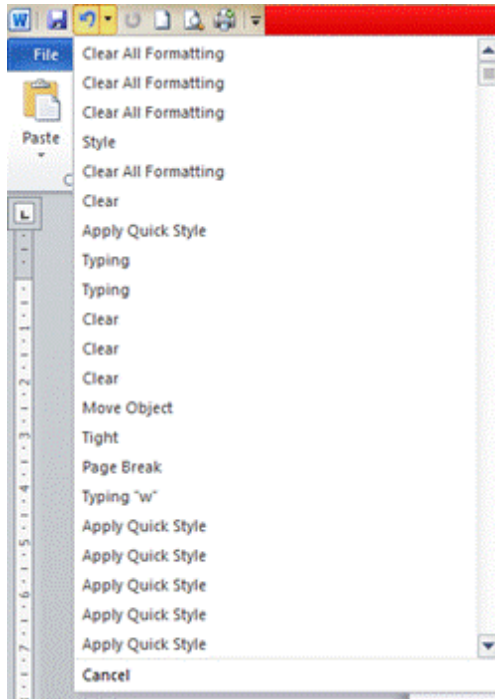
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Warning: All of the edits back to that point are undone in one action. You cannot pick an edit from the menu - you must undo all the edits between the point you are at and the point to which you want to return.

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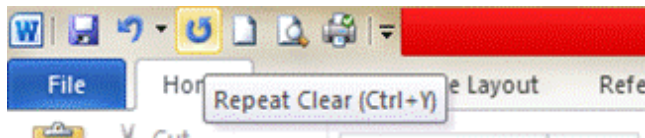


Redo Edits

The **Redo** button stores all of the edits you have just undone, until you make a change normally, when they are forgotten.

To redo the last action:

- ✓ On the **Office toolbar**, click **Redo** to redo previous actions
- ✓ Click the arrow on **the Redo button** to display a list of edits you have undone
- ✓ Select the edit you want to redo up to from the scrollable list
- ✓ All of the edits forward to that point are redone in one action.



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EDIT A DOCUMENT

Section Topic

You will learn how to:

- ✓ Insert and delete data
- ✓ Insert page breaks
- ✓ Search for text and replace text
- ✓ Select text
- ✓ Copy and move text

Specific Outcome

Edit a document

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Data is inserted into a document. Method of input: insert, typeover; type of data: text, special characters, page break.
- ✓ Text is selected for manipulation and de-selected. Method of selection: keyboard, mouse. Selection text: word, line of text, sentence, paragraph, entire document.
- ✓ Text is manipulated. Move, copy, delete.
- ✓ The format of selected text is copied to other text. Selected text may be any of: word, line of text, sentence, paragraph, entire document.
- ✓ Text is located and replaced in a document.

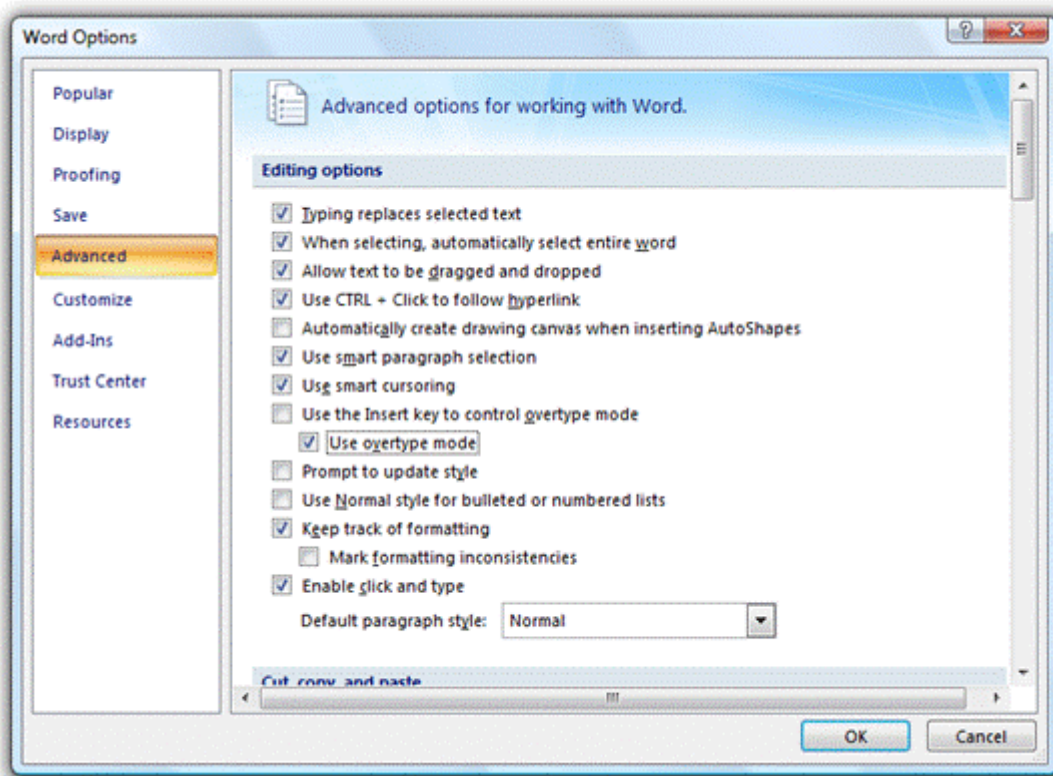
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Insert And Delete Data

Insert Mode And Typeover Mode

When you are editing your document, you can either replace the text by typing over it or you can insert new text and delete the text you no longer need. This is accomplished by the **OVR** (Overtyping) option on the Office Button menu, under Word Options. Click on Advanced in the left hand pane and then click in the Use overtype mode check box to switch Overtyping on.



- ✓ To switch Overtyping off again, simply clear the Check box.

Inserting Text To Edit Your Document

When you make changes to your document, you are editing your document. To insert text in a sentence, make sure that the Insert mode is on and position the mouse pointer at the place where you want to insert the text then click the mouse. You can now type the text you want to insert.

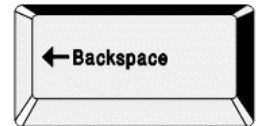
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Deleting Text

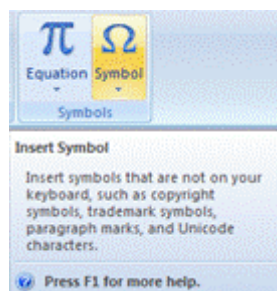
There are several ways of deleting text:

- ✓ **Backspace** will remove characters to the left of the insertion point
- ✓ **Delete** will remove characters to the right of the insertion point
- ✓ To delete the extra spacing between two paragraphs, press **Backspace** twice.
- ✓ Remember to put an extra space with the **spacebar** between the two sentences.
- ✓ You can also select text so that it is highlighted and then press **delete**. The entire highlighted text will be deleted.
- ✓ Select and replace text: when text is selected (highlighted) you can replace this text by typing new text. Always remember to check your spacing when you have deleted or inserted text.



Insert A Symbol

- ✓ Click where you want to insert the symbol.
- ✓ Click on the **Insert** tab, scroll over to the **Symbols** group, and then click the **Symbols** dropdown arrow. This will display some symbols you can insert.
- ✓ For more symbols, click on **More Symbols** once you've clicked on the drop down arrow. In the Font box, click the font that you want.
- ✓ **Double-click** the symbol that you want to insert. If you're using an expanded font, such as Arial or Times New Roman, the Subset list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.



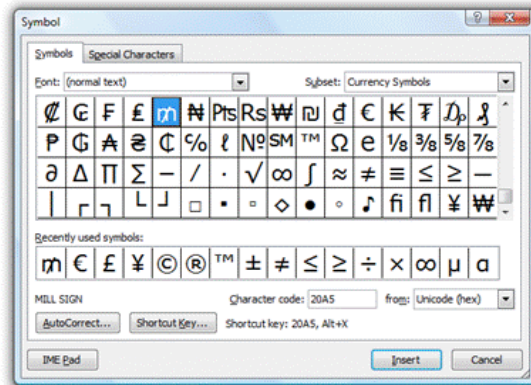
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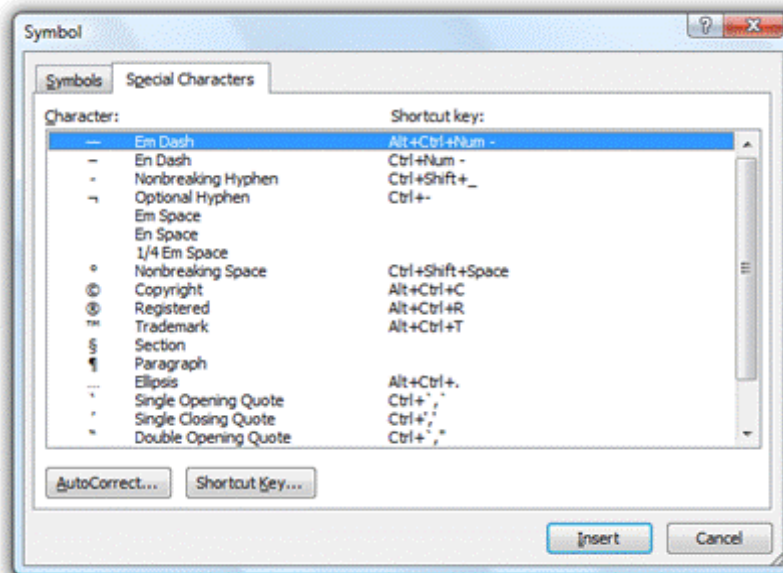
Insert A Special Character

You can easily insert special characters, such as © (copyright), ® (registered), and ™ (trademark), into your document. The **Special Characters** tab contains a selection of such symbols to make them easier to find and insert.

- ✓ Click where you want to insert the character
- ✓ From the **Insert** tab, select **Symbol...** then click the **Special Characters** tab, if necessary
- ✓ The **Special Characters** dialogue box is displayed.
- ✓ Select the character you want and click **Insert**
- ✓ Select another character to insert if you wish or click **Close**

Note:

Take note of the shortcut key for commonly used symbols. Using the key combination makes it much easier to insert these characters in your documents.



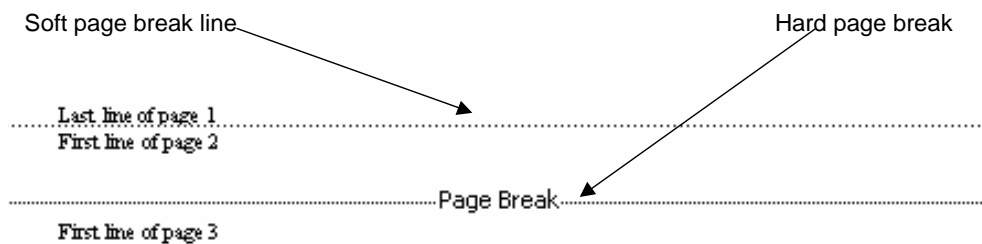
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About Page Breaks

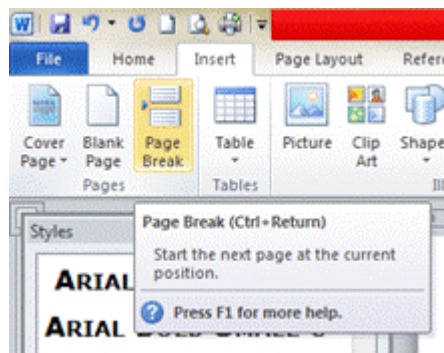
Page breaks are either **soft** (inserted by Word automatically) or **hard** (inserted by you). Soft page breaks show as a plain dotted line when text reaches the bottom margin. They appear, disappear and move up or down the text depending entirely on the page setup, text typed and formatting options used.



To control where a page ends and you need to insert a hard page break. Hard page breaks are identified by the words Page Break on the dotted line. Page break lines are always visible in Normal view, but are only visible in Print Layout view when the Show/Hide button is on .

Insert Hard Page Breaks

Before you insert the page break, ensure that the insertion point is at the spot where you want the page break to occur. Then open the **Insert** tab, and find **Page Break** on the **Pages** group and click on it. Word immediately inserts a page break.



You can also use the keyboard: Ctrl+Enter to insert a page break

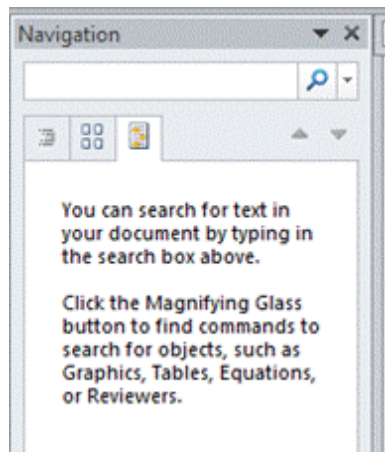
- ✓ To delete a page break, move the insertion point right after page break and press backspace

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Searching For Text

- ✓ Select the **Home** tab, and scroll to the **Editing** group. Click on the **Find** icon. The **Navigation** dialogue box will pop up.
- ✓ In the **Search** text box, type the text you want to find.



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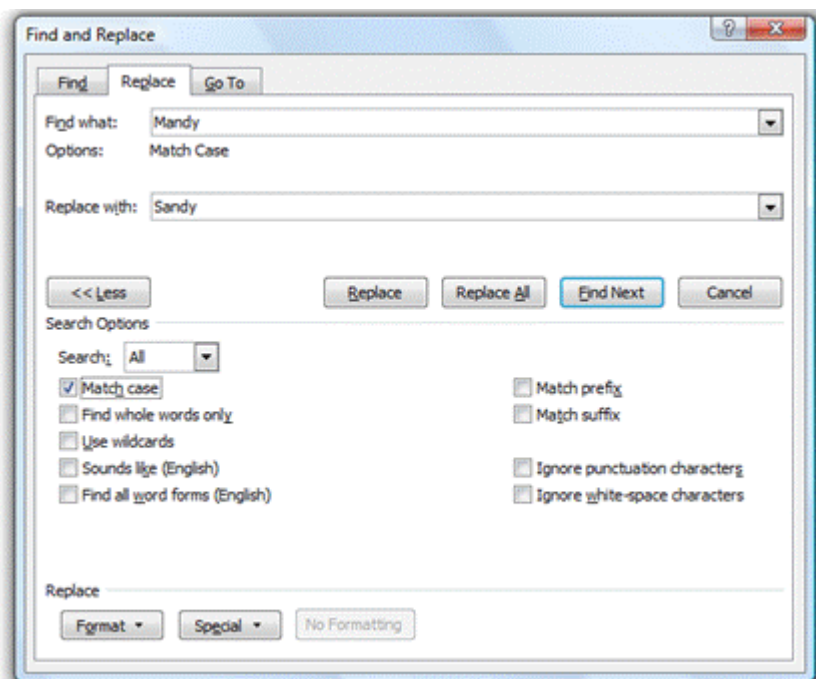
Replacing Text

Use the Replace command to search for text and replace them with new text. If you are typing a story and want to change the name of one of the characters, this feature will save lots of time and work.

- ✓ Select the **Home** tab, and scroll to the **Editing** group. Click on the **Replace** icon
- ✓ The **Find and Replace** dialogue box will display
- ✓ In the **Find What** text box, enter the target text that is to be replaced.
- ✓ In the **Replace With** text box, enter the replacement text. Select Match Case and Find Whole Words Only, if required.

If you now select **Replace All**, Word will go through the entire document, replacing instances of the target text with the replacement text.

If you select **Find Next**, Word will highlight the first occurrence of the text in the document. Now you can select Replace and the highlighted text will be substituted. You can select Find Next, to leave the highlighted text unchanged and then Word will search for the next instance of the text to be replaced



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Selecting Text

Select Separate Blocks Of Text

You can select two or more separate blocks of text with the mouse.

- ✓ Select the first item as normal
- ✓ Hold down the **Ctrl** key and select additional text blocks with the mouse

Attendance

As an employee of Joe Chillis Ltd (The Company), you are expected to present yourself for work at the locations and times agreed with The Company. All reasons for non-attendance, including sickness, must be fully explained to The Company, preferably in writing.

Absences that can be predicted in advance, for example holidays, must be notified to The Company as soon as possible to enable Joe Chillis Ltd to make appropriate arrangements for covering your work.

Action

As an employee you are required to inform Joe Chillis Ltd, in person or by phone, as soon as possible about any absences, whether paid or unpaid.

If you are unable to attend work as a result of sickness, injury or any other reason, then you must inform The Company as soon as possible, preferably by telephone. You should give reasons for your absence and indicate an expected return to work date.

Failure to notify about absences or to provide the necessary documentation in the case of sickness will be taken as grounds for disciplinary action.

Holidays




Joe Chillis Ltd believes that all staff should take their full entitlement of holidays in the year in which they are earned.

Selecting separate text blocks (Attendance, Action, and Holidays)

Select Text Using The Mouse

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Do This	Cursor	To Select
Click-and-drag across one character	I	A character
Click-and-drag across several characters	I	Multiple characters
Double-click a word	I	A word
Click in the line and then drag down to the beginning of the next line	I	Part of a line of text
Click in the invisible selection border to the left of the paragraph		A whole line of text
Press Ctrl and click within the sentence	I	A sentence
Double-click in the selection border or triple click within the paragraph	 or I	A paragraph
Triple-click in the selection border		The document
Click at the beginning of the text, then press Shift and click at the end	I	A block of text

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Select Text Using The Keyboard

Press	To Select
Shift + → or ←	Character to the right or left
Shift + Ctrl + → or ←	Word to the left or right
Shift + End	To end of line
Shift + Home	To beginning of line
Shift + ↑ or ↓	Up or down one line
Shift + Ctrl + ↑ or ↓	Up or down one paragraph
Shift + Page Down or Page Up	Up or down one screen
Alt + Ctrl + Shift + Page Down or Page Up	Up or down to edge of window
Ctrl + A	The whole document
Ctrl + Shift + Home	To top of document
Ctrl + Shift + End	To bottom of document
Ctrl + A	The whole document

What Is The Difference Between Copy And Move?

Word allows you to **copy** and **move** text in your documents from one paragraph, page or document to another paragraph, page or document. The **process** of copying and moving is also very **easy**!

- ✓ When you copy a part of your document, or even the whole document, it is similar to photo copying a document: you have the original and the photocopy. With Word it works

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like this - the original remains in its place in the document and you have a copy that you can paste on a new page, in a new paragraph or a new document.

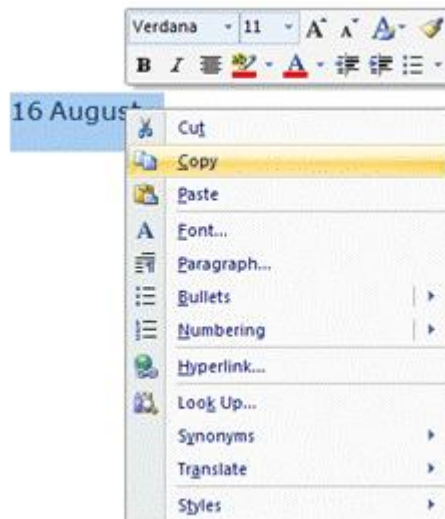
- ✓ When you move a part of your document, or the entire document, it is like cutting out the part that you want to move. This means that, when you move a document or a part of a document, the portion that you are moving will no longer be in its original position. You will have the original portion that you are going to paste into a new place (location).

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How Do You Copy?

- ✓ First, **select** the text you want to copy
- ✓ To copy, you have two choices: you can copy from the **Mouse** menu or the **Copy** button. To use the menu, select the text you want to copy and right click, scroll to and click on Copy.
- ✓ Move the mouse indicator to the new place (location) where you want to place the text and click.
- ✓ Then right click, scroll to and click on Paste. The selected text will appear in the new location.



How To Copy Using The Copy And Paste Buttons

To use the Copy and Paste buttons, first select the text

- ✓ Click the **Copy** button on the **Home** tab (on the **Clipboard** group)
- ✓ Move the mouse indicator to the new location where you want to place the text and click there
- ✓ Click on the **Paste** button on the **Home** tab and the text will appear in the new location.

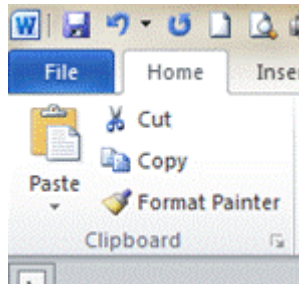
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Move Text Using The Home Tab

Remember, when you **move** text, **you cut it from its original location** and paste it into a new location.

- ✓ Select the text to move.
- ✓ Select the Home tab, and click on Cut. The text will no longer appear in the old location.
- ✓ Move the mouse indicator to the new place (location) where you want to place the text and click.
- ✓ Then select the Home tab, and click on Paste. The selected text will appear in the new location.

Move Using The Cut And Paste Shortcut Keys

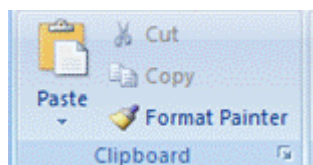
- ✓ To use the **Cut** and **Paste** Shortcut keys, first select the text.
- ✓ When the text is selected, press Ctrl + X on the keyboard. The text will no longer appear in the old location
- ✓ Move the mouse indicator to the new place (location) where you want to place the text and click.
- ✓ Now press Ctrl + V on the keyboard and the text will appear in the new location.

Copy Character And Paragraph Formats

To copy paragraph formatting, select the paragraph, including the paragraph mark, that has the formatting you want to copy.

To copy character formatting, select the text that has the formatting you want to copy.

- ✓ On the **Home** tab (on the **Clipboard** group), click **Format Painter**, and then select the paragraph or text you want to apply the formatting to and click once.
- ✓ To copy the selected formatting to several locations, double-click **Format Painter**. Click the button again when you're finished, or press ESC.



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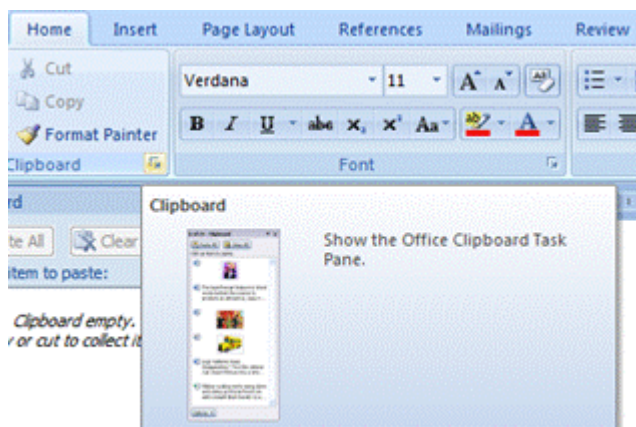
Move And Copy Using The Clipboard

At times you will want to reorganise a document by moving or copying text (or graphics or other data) to different locations. Word allows you to move and copy data quickly using the **Clipboard**.

The Clipboard is a temporary storage area used by Windows to hold data while it is being moved or copied. The Clipboard can be used to transfer information within the **same file, between two files** of the same type, or **between** two files in different **applications**, such as Word and Excel.

The information remains on the Clipboard until you replace it or until you exit from Windows.

- ✓ To open the **Clipboard**, click on the **Home** tab and then on the dropdown arrow next to **Clipboard**.



Use The Paste Options Smart Tag

The **Paste Options** smart tag provides a shortcut to choosing the format of pasted text. The tag appears whenever text is moved or copied in a Word document.

To change the format of cut or copied data

- ✓ Click the arrow on the **Paste Options** tag

You must select the tag as the next action after pasting. It will disappear if you start typing or select another command.

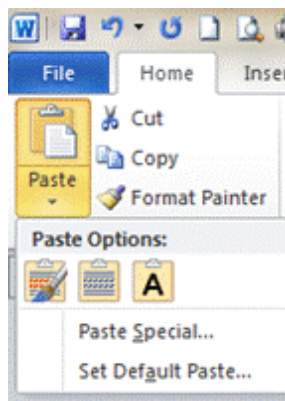
- ✓ The smart tag menu is displayed.
- ✓ Select **Keep Source Formatting** to keep the text as it was in the original document

OR

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- ✓ Select **Match Destination Formatting** to change the formatting to the style of the surrounding text



- ✓ You can also choose **to Keep Text Only**, for example, if text is in a table it converts the contents of the table to tabbed text.

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Because the data is stored on the Clipboard, you can perform other actions before pasting the data. For example, if you want to put the text in a new document you could create the document at this point. Likewise, you could open another document, or switch to an open document, and click to place the insertion point where you want.

Use Drag-And-Drop To Move And Copy

Drag-and-drop literally allows you to **drag** selected text or graphics with the mouse and **drop** it elsewhere. Data can be dragged within the same window or to a different window.

To Use Drag-And-Drop

Optionally, if you are dragging between two windows, arrange the windows on-screen so that both the source and destination points are visible

If you cannot do this, or if you want to save time as you get more experienced, you can make a window scroll while dragging by pointing to the top or bottom of the page. If you drag over a window's Taskbar icon, the application's window will be made active.

- ✓ Select the text to be moved then point to the selection
- ✓ The pointer changes to an arrow.
- ✓ Hold down the **left mouse button** and **drag** the text to the new location then release the mouse button
- ✓ The text is moved. As with any **Cut and Paste** operation, the **Paste Options** smart tag is displayed to let you re-format the text.

To copy text, hold down the **Ctrl** key while you drag. Dragging selections over the top or bottom of the page will cause the document to scroll. Press **Esc** (without releasing the mouse button) if you want to cancel a drag-and-drop.

To Copy And Move Text Between Documents

Text can be copied and moved between documents without them both being open at the same time by using the **Copy** and **Paste** buttons on the **Home Tab**. Also, if both documents are open the data can be dragged from one to the other.

- ✓ Display the text or graphics you want to move or copy in one window
- ✓ Display the destination for the text or graphics in the other window
- ✓ Select the text or graphics
- ✓ Drag the text or graphics from the first window to the second window

Use Paste Special

Paste Special allows you to choose a particular data format in which to paste a cut or copied selection. You can paste any type of data using the Cut, Copy and Paste tools, not just text.

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To use paste special

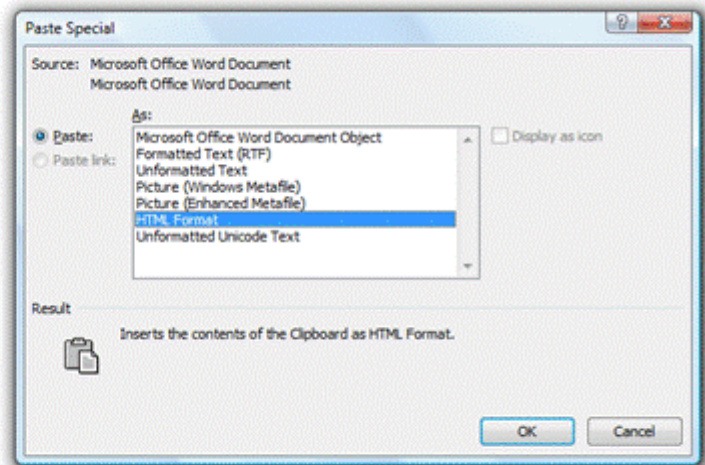
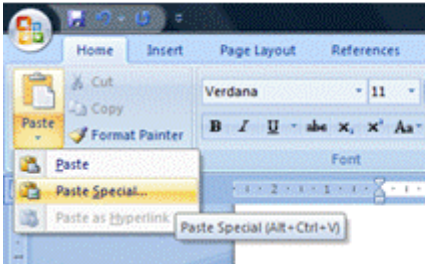
- ✓ Cut or copy the text (or other data) from a document or other file
- ✓ Click in the Word document where you want to paste then from the **Home** tab, select **Paste Special...** (You will find it when you click on the dropdown arrow below the normal Paste button.)
- ✓ The **Paste Special** dialogue box is displayed.
- ✓ From the **As:** box, select an appropriate format and click **OK**

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Formative Assessment 6

- ✓ Open your PRACTICE document
- ✓ Using the Cut command, move the first paragraph to the end of the document
- ✓ Display the Paste Options
- ✓ Make sure Keep Source Formatting is selected
- ✓ Using the Copy command, copy the second paragraph and paste it at the end of the document
- ✓ Select Keep Text Only (notice that the paragraph formatting is removed)
- ✓ Move to the beginning of the document
- ✓ Leave this document open

Create a new document based on the Blank Document template

- ✓ Switch back to the PRACTICE document
- ✓ Select the first and last paragraphs
- ✓ Copy and paste the selected text into the new document
- ✓ View the Paste Options
- ✓ Select Match Destination Formatting
- ✓ Display both documents on the screen
- ✓ Close the new document without saving it

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SPELLING AND GRAMMAR

Section topic

We will discuss:

- ✓ Spell and grammar check
- ✓ The thesaurus
- ✓ How to add words to the custom dictionary
- ✓ Automatic spell checking

Specific Outcome

Check spelling and grammar in a document

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ Text is entered and corrected automatically while entering.
- ✓ Text is checked for spelling and grammar and corrections made based on judgement. Word, paragraph, document.
- ✓ Words are added to the custom dictionary.

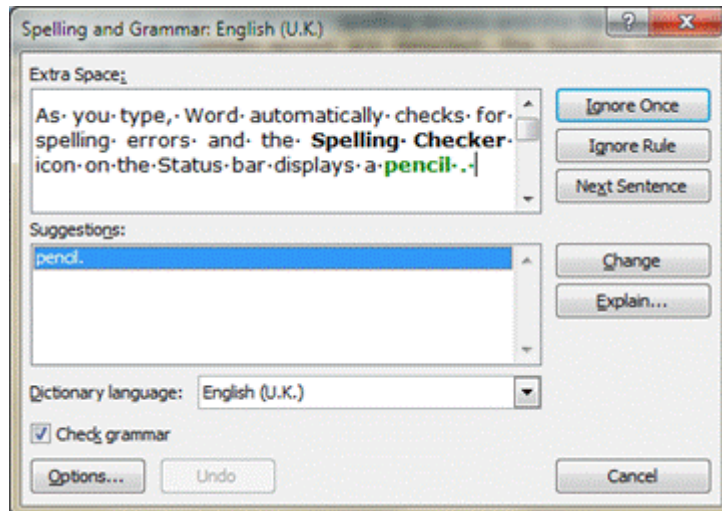
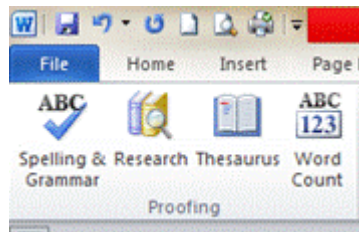
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Spell And Grammar Check

- ✓ Click Spelling and Grammar on the Review Tab (On the Proofing group).
- ✓ When Word finds a possible spelling or grammatical error, make your changes in the Spelling and Grammar dialog box.

By default, Microsoft Word checks both spelling and grammar. If you want to check spelling only, click Options on the Tools menu, click the Spelling & Grammar tab, clear the Check grammar with spelling check box, and then click OK.

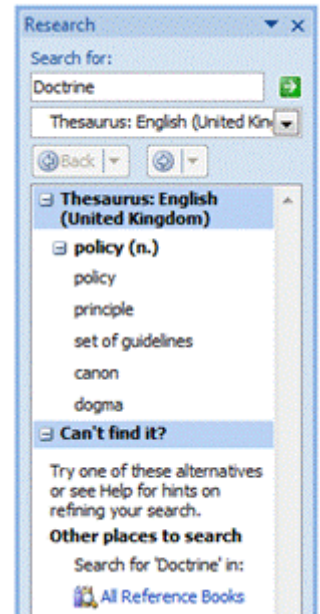


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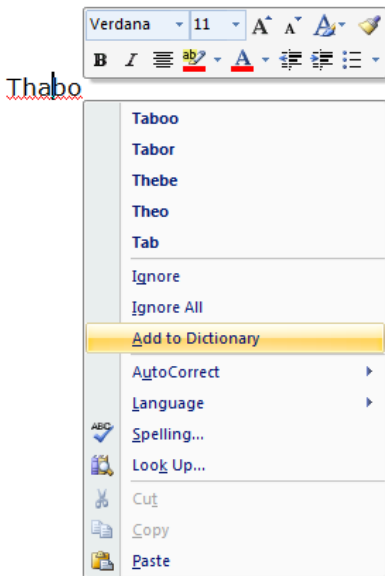
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Use The Thesaurus

- ✓ Select or type a word for which you want to find a synonym, an antonym, or related words.
- ✓ On the **Review** tab, point and click **Thesaurus**.
- ✓ Select the options you want.



Add Words To The Custom Dictionary



To prevent Microsoft Word from flagging the spelling of words that aren't in the main dictionary, you can add words to the **custom dictionary**. Word shares custom dictionaries with other Microsoft programs, such as Microsoft Outlook.

- ✓ When the Check spelling option is turned on, any word that MS Word does not recognise, will have a red curvy line underneath it.
- ✓ Right click on the word and the shortcut menu will appear.
- ✓ If you want to make a change to the word, choose from the options available.
- ✓ If you want to add the word, select **Add to Dictionary**.

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Automatic Spell Checking

As you type, Word automatically checks for spelling errors and the **Spelling Checker** icon on the Status bar displays a pencil . When errors are detected, the Spelling Checker icon displays a cross and the errors are underlined with a wavy red line (wavy green lines indicate grammatical errors). When no errors are detected the Spelling Checker icon displays a tick

To Use The Automatic Spelling Checker

- ✓ Position the insertion point somewhere in the misspelled text
- ✓ Double-click the ***Spelling Checker*** icon

OR

- ✓ Right-click the misspelled word
- ✓ The ***Spelling Checker*** shortcut menu is displayed.
- ✓ Select the correction from the top of the shortcut menu



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Click	To
Change	Replace the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary box.
Change All	Change the first and all subsequent occurrences of the misspelled word with the word you select from the Suggestions box, or with the correction you enter in the Not in Dictionary box.
Add to Dictionary	Add the word to the Custom dictionary . When you add a word to a custom dictionary, the Spelling Checker no longer flags the word as incorrect. Note that the dictionary is case-sensitive and does not recognise different word forms (for example, singular and plural forms must be added as separate entries).
Ignore Once	Leave the word unchanged, but stop at it next time it is found.
Ignore All	Leave the word unchanged, and do not stop at it in any documents until you restart Word.
AutoCorrect	Add the misspelled word and its correction to the AutoCorrect list.
Ignore Rule	Will stop Word from highlighting the grammatical error during the remainder of the grammar check, or during any future grammar checks in any document. The error will only be re-highlighted if the Recheck Document button is clicked on the Spelling and Grammar tab of the Options dialogue box.
Check grammar	Turn the grammar checker on and off.

Formative Assessment 7

- ✓ Open your PRACTICE document
- ✓ Using Click-and-Type enter the text shown below

You will find the people who accomplish more than average do not have any more stamina than the rest of us.

- ✓ Convert the case of the paragraph you just typed to title case
- ✓ Insert the date and time

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- ✓ Undo the insertion of the date and time
- ✓ Using the Redo command, redo the insertion of the date and time
- ✓ Before the last paragraph, insert the following text:

Are those high achievers wizards? Do they have a magical formula?

- ✓ Correct any spelling errors (if displayed) by right-clicking and selecting the appropriate option
- ✓ Practise selecting the text in the letter using the mouse and the keyboard
- ✓ Save the changes to the document and close the document

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DISPLAY CHARACTERISTICS

Section Topic

During this section, we will discuss:

- ✓ Page view modes
- ✓ Different document views

You will also learn how to:

- ✓ Show or hide the ruler
- ✓ Show or hide formatting marks

Outcome

Adjust the display characteristics

Assessment Criteria

On completion of this section you will be able to ensure that:

- ✓ The page view mode is changed. Any three of: normal, web, print layout, outline, draft, multi-page.
- ✓ The document view is increased and decreased, using a zoom feature.
- ✓ Toolbars are removed and added.
- ✓ Ruler is viewed and removed.
- ✓ Non-printing characters are displayed and removed.

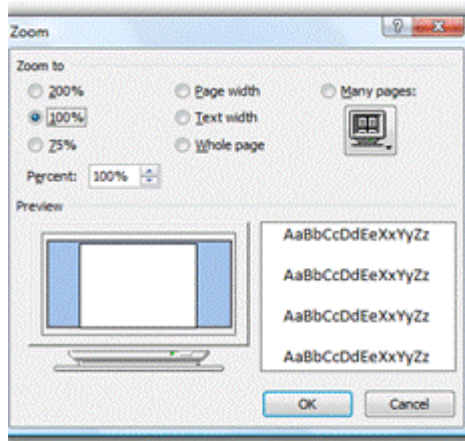
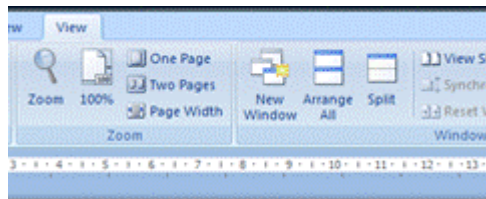
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Page View Modes

Zoom In Or Out Of A Document

You can "zoom in" to get a close-up view of your document or "zoom out" to see more of the page at a reduced size. Click the arrow next to the **Zoom** box. Click the zoom setting that suits you.



Tip:

To find the Zoom box, click on the View tab and then on the Zoom button in the Zoom group. This will open the Zoom dialog box.

Select A Document View

Microsoft Word has different ways for you to get a good view of your work, depending on the task at hand:

- ✓ Print Layout

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- ✓ Full Screen Reading
- ✓ Web layout
- ✓ Outline
- ✓ Draft

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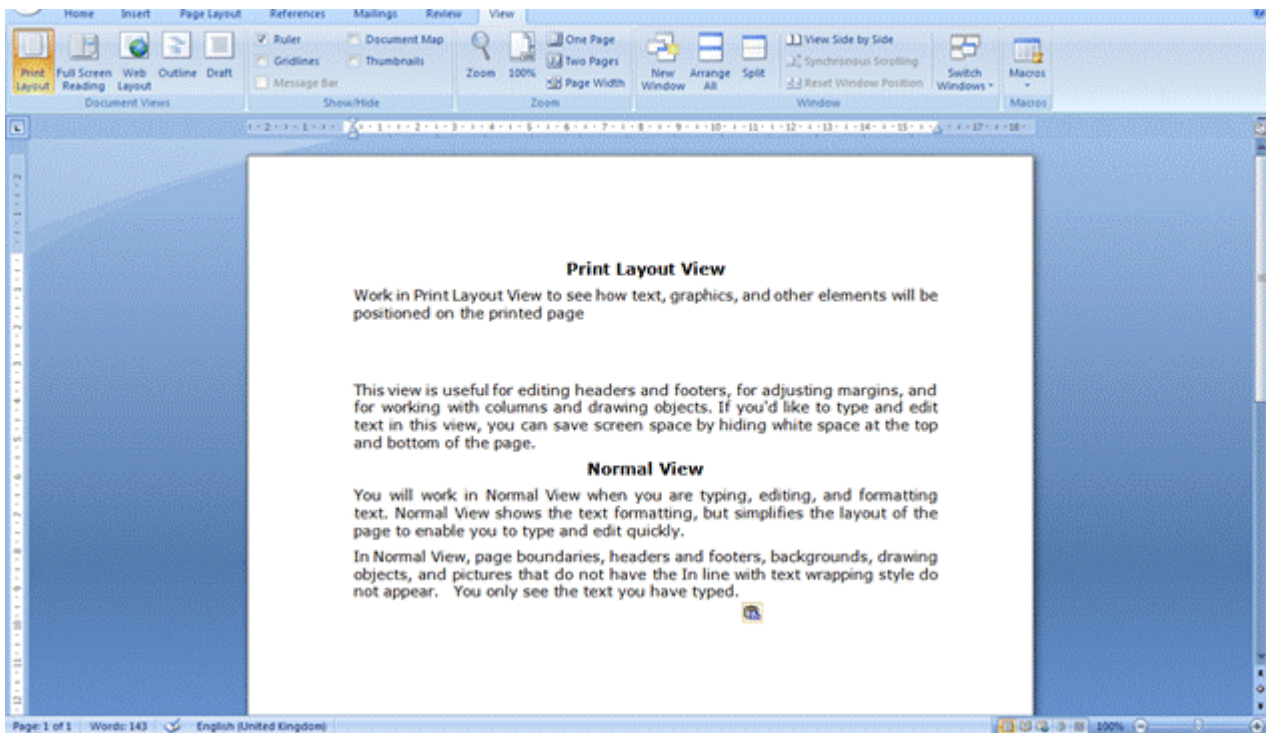
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✓ Click the **View** tab to select Normal, Web Layout, Print Layout, Outline, Reading Layout



Print Layout View

Work in Print Layout View to see how text, graphics, and other elements will be positioned on the printed page



This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects. If you'd like to type and edit text in this view, you can save screen space by hiding white space at the top and bottom of the page.

Draft View

You will work in Draft View when you are typing, editing, and formatting text. Draft View shows the text formatting, but simplifies the layout of the page to enable you to type and edit quickly.

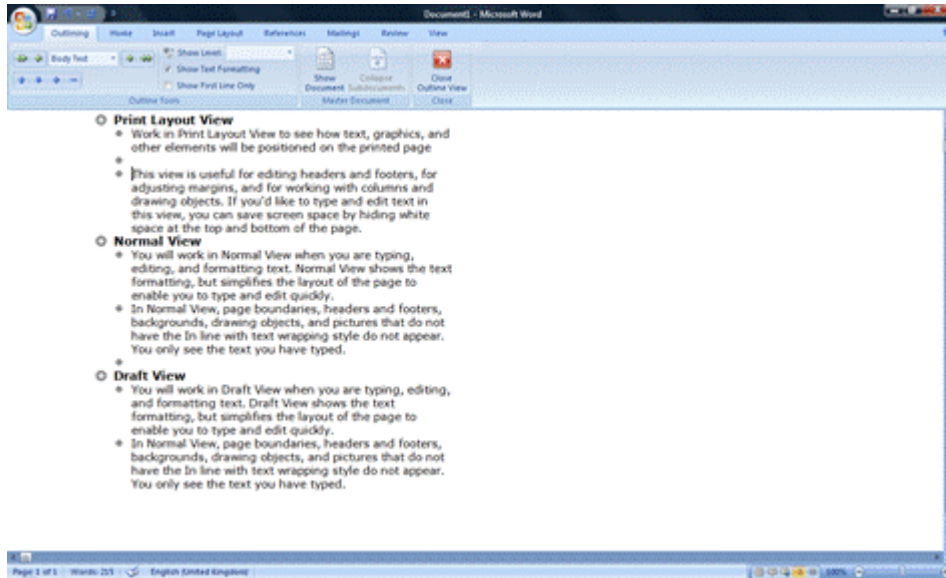
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In Draft View, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the In line with text wrapping style do not appear. You only see the text you have typed.



Web Layout View

Work in Web Layout View when you are creating a Web page or a document that is viewed on the screen.

In Web Layout View, backgrounds are visible, text is wrapped to fit the window, and graphics are positioned just as will be in a Web browser.

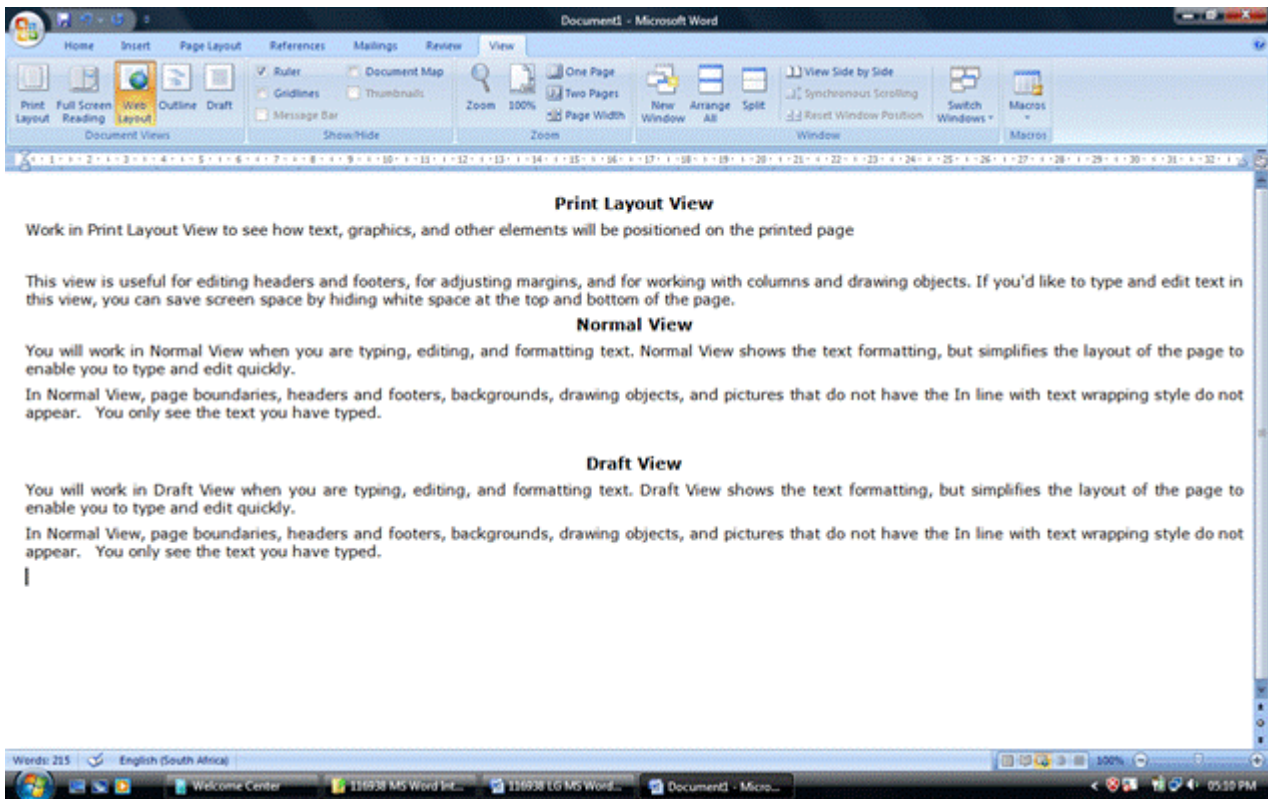
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Outline View

You will use Outline View to look at the structure of a document and to move, copy, and reorganize text by dragging headings around your document.

In Outline View, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text.

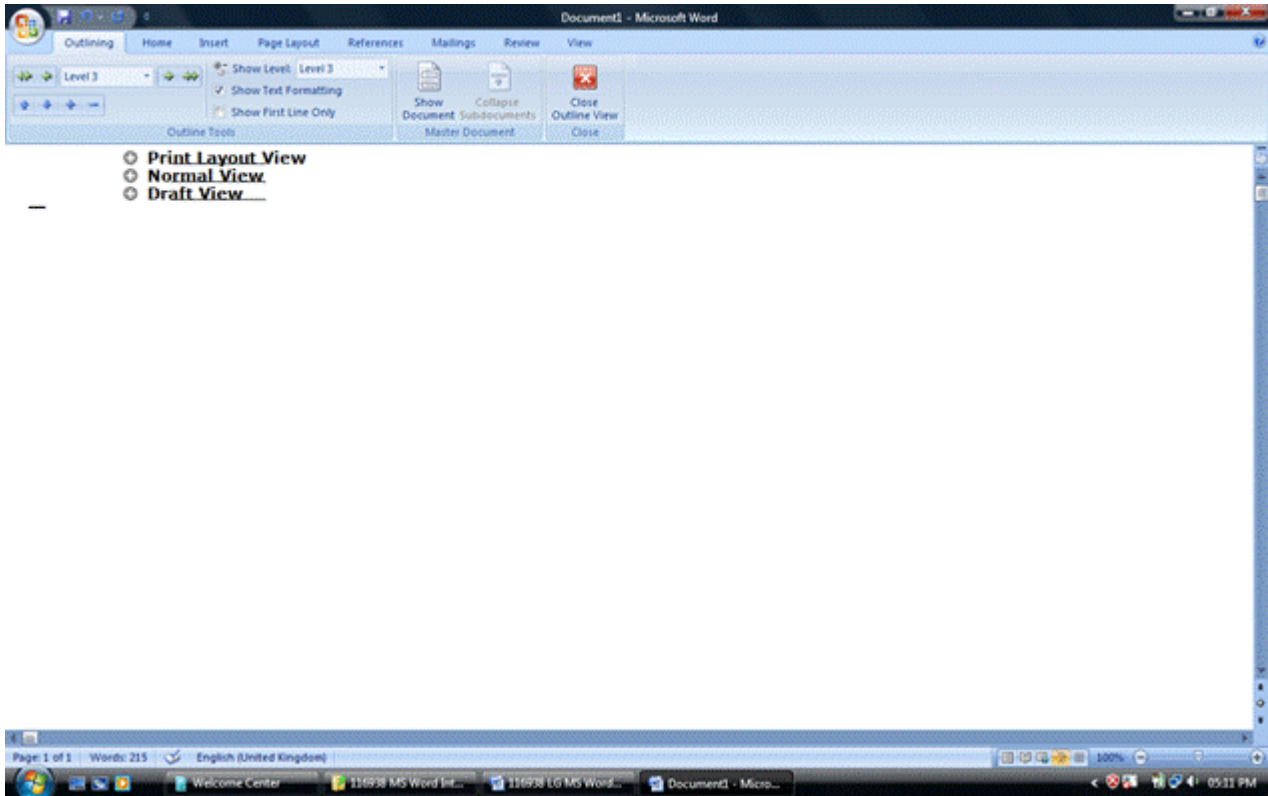
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Compiled by: Sakhisisizwe

Approved By:

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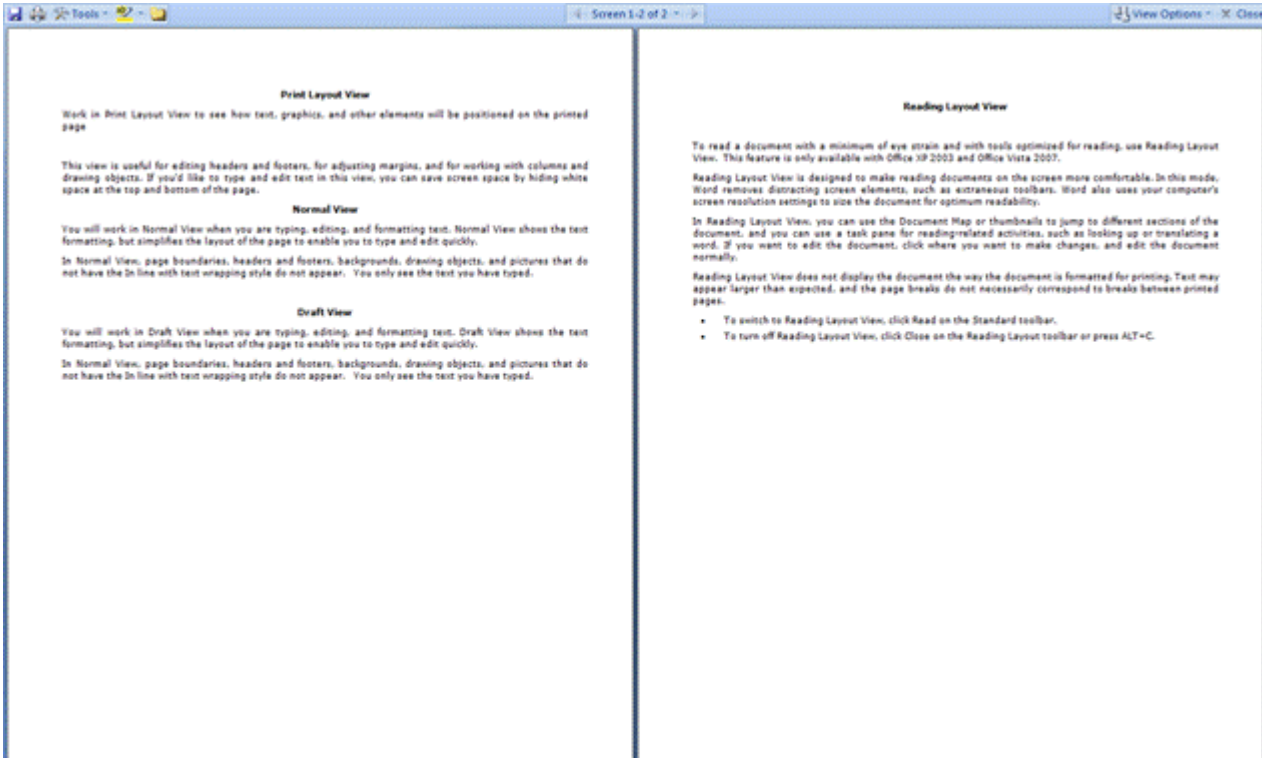


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Full Screen Reading View



To read a document with a minimum of eye strain and with tools optimized for reading, use Full Screen Reading View. This feature is only available with Office XP 2003 and Office Vista 2007.

Reading Layout View is designed to make reading documents on the screen more comfortable. In this mode, Word removes distracting screen elements, such as extraneous toolbars. Word also uses your computer's screen resolution settings to size the document for optimum readability.

In Reading Layout View, you can use the Document Map or thumbnails to jump to different sections of the document, and you can use a task pane for reading-related activities, such as looking up or translating a word. If you want to edit the document, click where you want to make changes, and edit the document normally.

Reading Layout View does not display the document the way the document is formatted for printing. Text may appear larger than expected, and the page breaks do not necessarily correspond to breaks between printed pages.

- ✓ To switch to Full Screen Reading View, click on the **View** Tab and then on **Full Screen Reading**.
- ✓ To turn off Full Screen Reading View, click Close on the **Full Screen Reading** group



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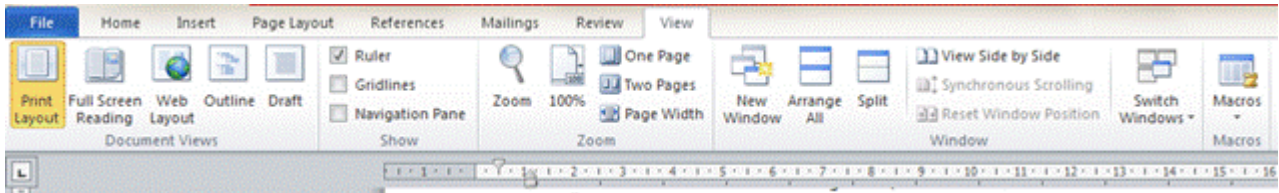
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Show Or Hide The Ruler

You can also show or hide the ruler. The ruler will also be found on the View tab.

- ✓ Select the **View** tab and click in the ruler option checkbox to display the ruler or uncheck the checkbox to hide the rulers.



Show Or Hide Formatting Marks

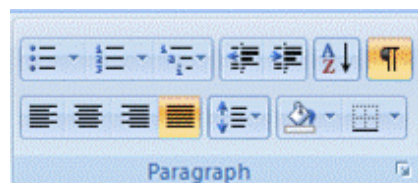
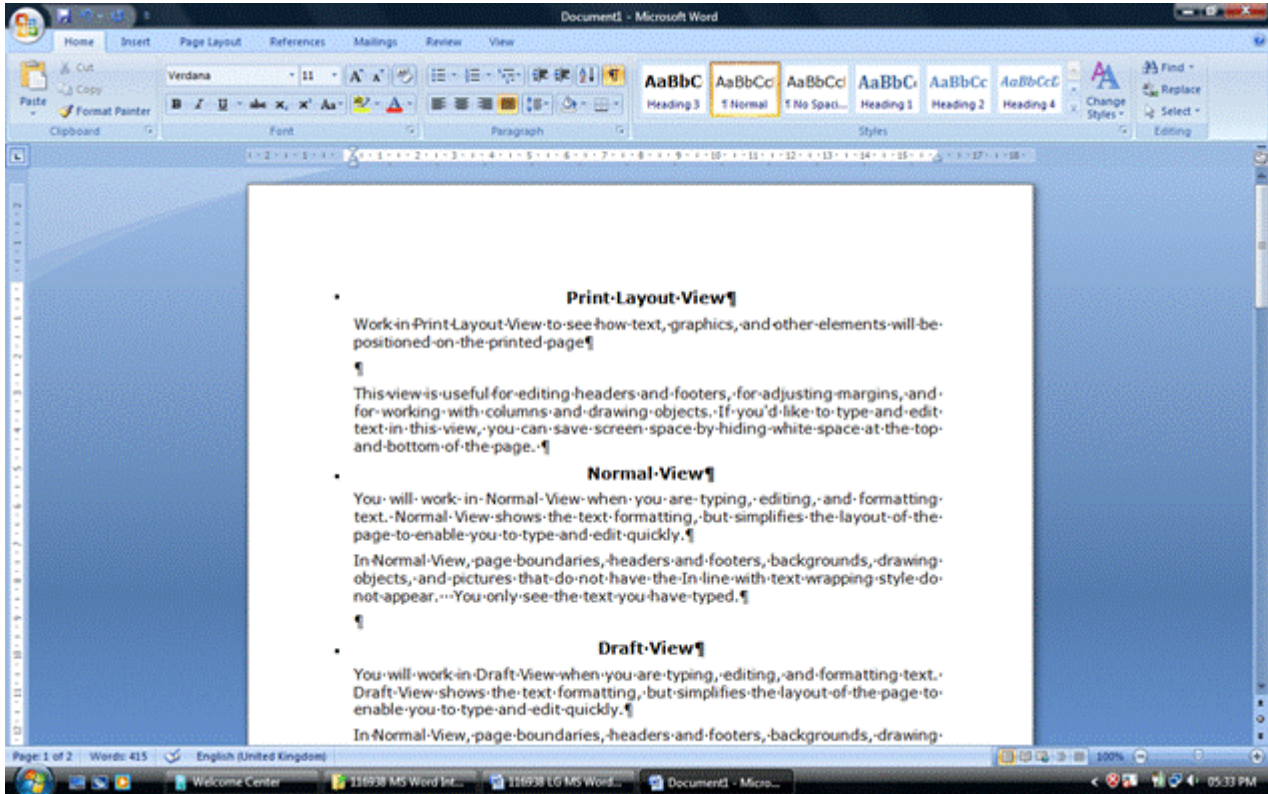
Word processing programmes have many types of non printing characters. The one that is used most often is paragraph marks, which you can use while creating your document. Paragraph marks show you where you inserted paragraph breaks. This makes it easier for you to edit your document.

- ✓ Click **Home** tab and scroll to the **Paragraph** group. In the top right corner, you will find the **Paragraph marks** button.

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Non-Printing (Hidden) Text

As you work in Word, you may see strange characters and wavy lines appear on the screen. This is hidden or non-printing text (that is, it does not appear when you print the document). Nonprinting text is used to format and proof your document.

It can be useful to see exactly where a paragraph ends. The paragraph mark represents the end of a paragraph. The paragraph mark is non-printing text.

You will see the following hidden text characters used in documents.

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This Character	Represents
¶	End of a paragraph
.	Space
→	Tab
o	Non-breaking space

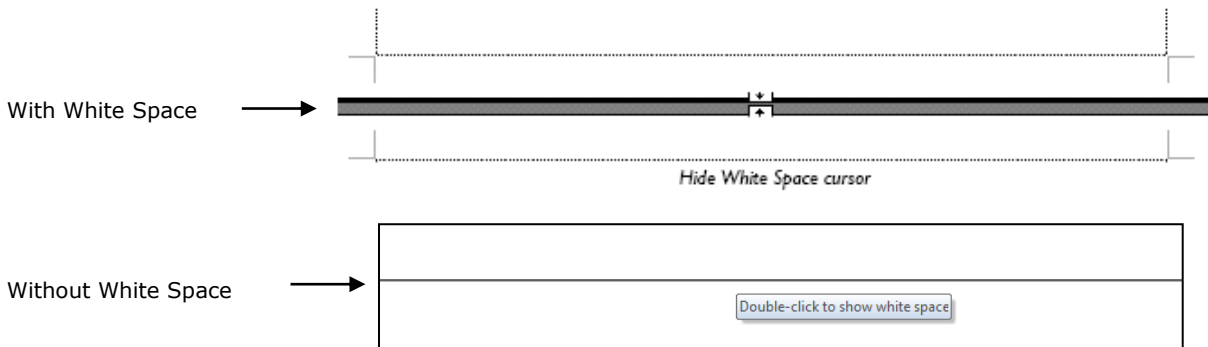
Wavy Lines

Wavy lines under text indicate spelling errors (red), grammar errors (green), or formatting inconsistencies (blue). Look up "wavy lines" in the online help if you want any further information about these. The wavy lines do not print out.

To Hide White Space

When you view a document in Print Layout view, you can hide the blank white space between each page in the document to make it easier to scroll through.

- ✓ Position the insertion point over the joint between the bottom of one page and the top of the next page
- ✓ The **Hide White Space** cursor is displayed
- ✓ To hide the space between the pages, double click when the White Space cursor appears.



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