



Chapter 2.1 Revising and improving word processing skills

The main aim of the chapter is to consolidate, exercise and improve upon the word processing knowledge and skills acquired in Grade 10. Interesting new ideas on how to apply knowledge and skills are also shown. It provides a good opportunity to make sure that important practical skills are mastered and there is also a chance to expand skills of working with tables and graphics.

The following **learning outcomes and assessment standards** are addressed in this chapter:

LU	Assessment standard		Contents
2	11.2.1	Use essential procedures, techniques and operations in the accurate input of data.	Practise accuracy during input in a word processing program.
	11.2.2	Enter, edit and format text, numerical data and graphics using advanced techniques in a word processing program.	Work with tables, tabs and graphics in <i>Word</i> .
	11.2.7	Use written and simple electronic reviewing and editing instructions to produce accurate output.	Create and edit documents according to instructions.



Revising and improving word processing skills

CHAPTER 2.1



You will have improved the following practical skills once you have completed this chapter:

- word processing skills
- skills to work with graphics in *Word*.

It is often important to work quickly and accurately on a computer. We are going to focus on the following in this chapter:

- the practising of certain skills learnt in *Computers, part of your life – book 1* by creating given documents.
- the improvement of your skills in working with graphics.

The following page is a summary of the word processing done in *Computers, part of your life – book 1*.

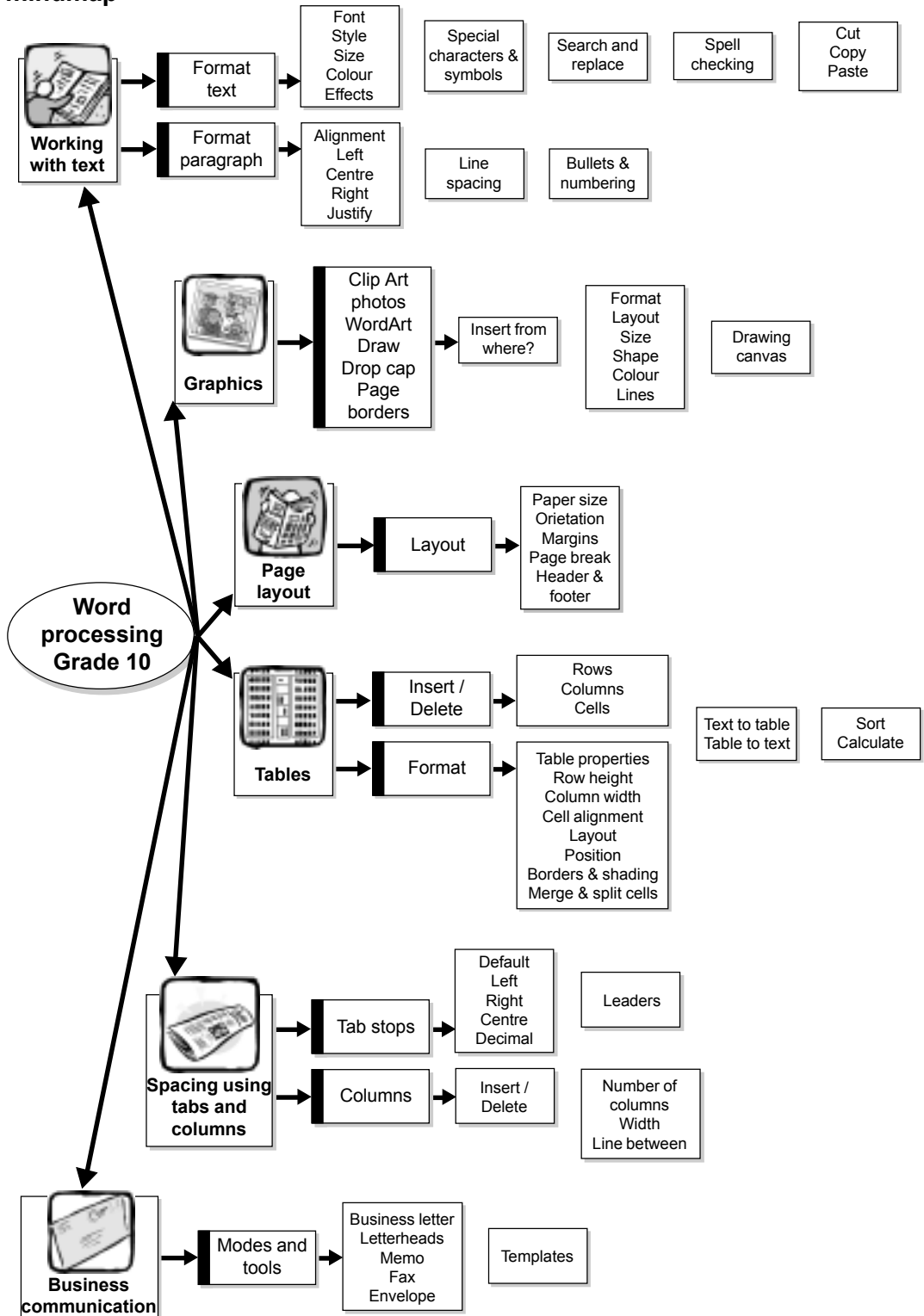
Practise your practical skills in Word

It is important to be skilful when typing data. In most cases it will basically mean that you must be able to type quickly and accurately. This includes the use of all the *Word* skills. In this section you will get the opportunity to practise the following skills:

- typing of basic documents
- creating tables
- setting tab stops.

Remember to always proof read your documents! A faultless document conveys the message that you give attention to detail, that you are somebody who is able to conduct business and is proud of their work.

Summary of word processing skills that are known to you in the form of a mindmap



Create the following document. You can use any kind of WordArt at the top. Change the rest of the document's font to Arial 11 pt and the headings *bold* and Arial 12 pt as shown. Change the left and right margins to 3 cm. Proof read your document and use the spell checker to ensure that the document does not contain typing or spelling errors.

The South African Big Five

The South African Big Five refers to the most difficult and dangerous animals to hunt in the wild. Let's look at what makes them special:

Leopard

Mostly a night predator, this animal is seen after sunset. The leopard lugs his meals into a tree and eats it there. The usual prey of this animal is antelope, snakes, baboons, jackals and big birds but its favourite meal is the impala. The leopard always removes feathers or fur before eating.

Danger level: ★★★★★

Buffalo

They graze in herds on the grasslands. The buffalo is a very thirsty animal, so will always stay near water. The males fight for a female and the loser has to leave the herd. The buffalo is not scared of predators and the single males of the herd will form a circle and eliminate the intruder in an ambush.

Danger level: ★★★★★

Lion

King of the Wild. This big cat will eat almost anything. Lions love company and will hunt in a team. The females hunt most of the time but the males will eat first. The lions will stay away from humans but attack when hungry or feeling threatened.

Danger level: ★★★

Rhinoceros

One of the biggest mammals on land. Only eats juicy and short grass. He stakes out his living area with dung. We are the only enemies these animals have. Poaching is a big problem for the rhino because they are hunted for their horns.

Danger level: ★★★★★

Elephant

The biggest mammal on earth, elephants have few natural enemies. They consume vast amounts of vegetation and can damage forests and grasslands. The herds are mostly made up of females and youngsters. The males wander off after puberty and become loners. Elephants will only attack when feeling threatened.

Danger level: ★★★★★

Create the following document. Use Verdana 10 pt for the text. Also use Verdana for the WordArt, but you can decide on the size and type. Change the left and right margins to 3.5 cm.

Browse the Web without bruises

Browsing the web is a time-consuming activity in which many teenagers, and adults, indulge for many hours each day. We all know about the dangers of working on a computer for too long and the effects that sitting in front of a computer for too long can have on a person's body.

The good news is that working on a computer, i.e. typing reports and working out spreadsheets, is more hazardous to the health of the computer users, than browsing the web. It is very important for computer users to pay attention to their posture whilst working.

Whilst watching teenagers browsing the web, you will notice some interesting tendencies:

- People browsing the net have a more relaxed posture and the arm not working the mouse is relaxed, whereas in typing both arms are in use.
- When browsing the net, one often has to wait for web sites to load and during that period the posture relaxes.

The only problem encountered with the posture of teenagers whilst browsing the web are basically the same as when they sit on a couch in front of the television. They slouch, placing pressure on the lower back. They also lean back and work the mouse with a straight arm, or worse, take the keyboard onto their laps. These postures, or lack of them, lead to aches and pains.

So what are the most important points to remember while you are looking for your favourite web site?

- Your chair must be the correct height and give enough support to your back.
- Avoid leaning too heavily on your elbows and other pressure points.
- Do not lean too close to the screen to read fine print.
- Use the periods of inactivity (while pages are loading) to move around.

Happy browsing

Create the document below. Use any legible font, making the heading slightly larger than the text. You can leave two lines open between the various languages and add a page border.

Greeting in all the languages of the country!

Afrikaans

Hallo, my naam is Edward. Wat is jou naam?

English

Hello, my name is Edward. What is your name?

isiNdebele

Lotshani igama lami ngingu Edward. Lakho ngubani?

isiXhosa

Molweni, igama lami ngu Edward. Ungubani ingama lakho?

isiZulu

Sawubona, mina igama lami ngingu Edward. Elakho ungubani?

Sepedi

Thobela, nna leina laka ke Edward. La gago o mang?

Sesotho

Dumela, lebitso laka ke Edward. La hao o mang?

Setswana

Dumela, nna leina lame ke Edward. La gago o mang?

SiSwati

Sawubona, libito lami ngingu Edward. Ungubani wena?

Tshivenda

Rikhou lumelisa, nne dzina langa ndinne Edward. Lanu dzina ndi inu nnyi?

Xitsonga

Avuxeni, vito ra mina ni Edward. Ra wena i mani?

Skilful with tables

We use tables when we want to present information in an organised manner in rows and columns. The Tables and Borders toolbar helps us to use certain table functions quickly and easily.



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REVISE

Activity

Create the following table that shows a list of relational operators. You will use these operators at a later stage in *Excel* and *Access*.

Format the table as follows:

- Row heights: all exactly 1 cm.
- Font: Arial.
- Column headings: 12 pt, bold.
- Descriptions in left hand column: 11pt, italics, right adjusted.
- Operators: 14 pt, bold, centred.

Description of operator	Operator
<i>greater than</i>	>
<i>less than</i>	<
<i>greater than or equal to</i>	>=
<i>less than or equal to</i>	<=
<i>equal</i>	=
<i>unequal to</i>	<>

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REVISE

Activity

Create the following table. Use Arial 11 pt and set the row heights to 0.7 cm. Use **Table Web 1** as AutoFormat style but place text vertically in the centre of the cells.

Shortcut key	Symbol	Description
<Alt><Ctrl><E>	•	Eurosign
<Alt><0163>	£	Pound
<Alt><0165>	¥	Yen sign
<Alt><Ctrl><C>	©	Copyright sign
<Alt><Ctrl><R>	®	Registered sign
<Alt><0189>	½	Half
<Alt><0186>	°	Grade
<Alt><0177>	±	Plus-minus

Activity

Type the following table in landscape format. Look at the character formatting and the alignment. Make sure that the text font is easy to read and change the headings to a little bit larger font and bold.

Types of scanners

Type	Handheld models	Stand alone model bar code scanners	Document scanner	Flatbed scanners
How does it work?	The scanner is held by hand and moved over the area that must be scanned. A steady hand is needed for this!	These scanners are mostly used to read bar codes on shop items. It is usually found at the pay point.	A sheet of paper is fed between the mechanical rollers of this scanner and the sheet of paper moves past a stationary scanner head.	The scanner is covered with a glass panel and the scanner head moves at an even tempo under this glass panel.
Other information	This is often called a half-page scanner because it only scans 5 to 12.5 cm at a time. It is mostly used for the scanning of text because the quality of scanned graphics is usually not too good. A type of handheld scanner is also used in shops to read bar codes.		It doesn't take up lots of space on a desk but can only handle single sheets of paper.	Images can be scanned from a sheet of paper or a bulky magazine or book. Even 3D objects can be arranged on the glass panel and be scanned.

Activity

Create the following tables by using

- merging of cells
- shading of cells
- alignment of text in cells
- suitable borders.

Use Arial 16 pt, boldface for the table headings and Arial 12 pt for the rest of the text. Use double spacing and italics for the text in the first column of each table. Also add a heading by using WordArt.

Service Roster Computer Centre 1

Cleaning of computer keyboards and screens		
<i>First Monday afternoon (during school time) of every month</i>	January	Grade 10 A
	February	Detention class
	March	Grade 10 B
	April	Detention class
	May	Grade 10 C
	June	Detention class
	July	Grade 10 C
	August	Detention class
	September	Grade 11 A
	October	Detention class
	November	Grade 11 B
	December	Grade 11 C

Scandisk & Defrag		
<i>First double period in the last week of every month</i>	January	Grade 12 A
	February	Grade 12 B
	March	Grade 12 C
	April	Assistant
	May	Grade 11 A
	June	Grade 11 B
	July	Grade 11 C
	August	Grade 11 D
	September	Assistant
	October	Assistant
	November	Assistant

Activity


Study the following hall layout created in *Word* using the table function.

Recreate the hall layout below:

ROW ↓	Hall layout												
Seating →	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

Tip: When shading the cells, you can shade a group and then select the next group and press <F4>!

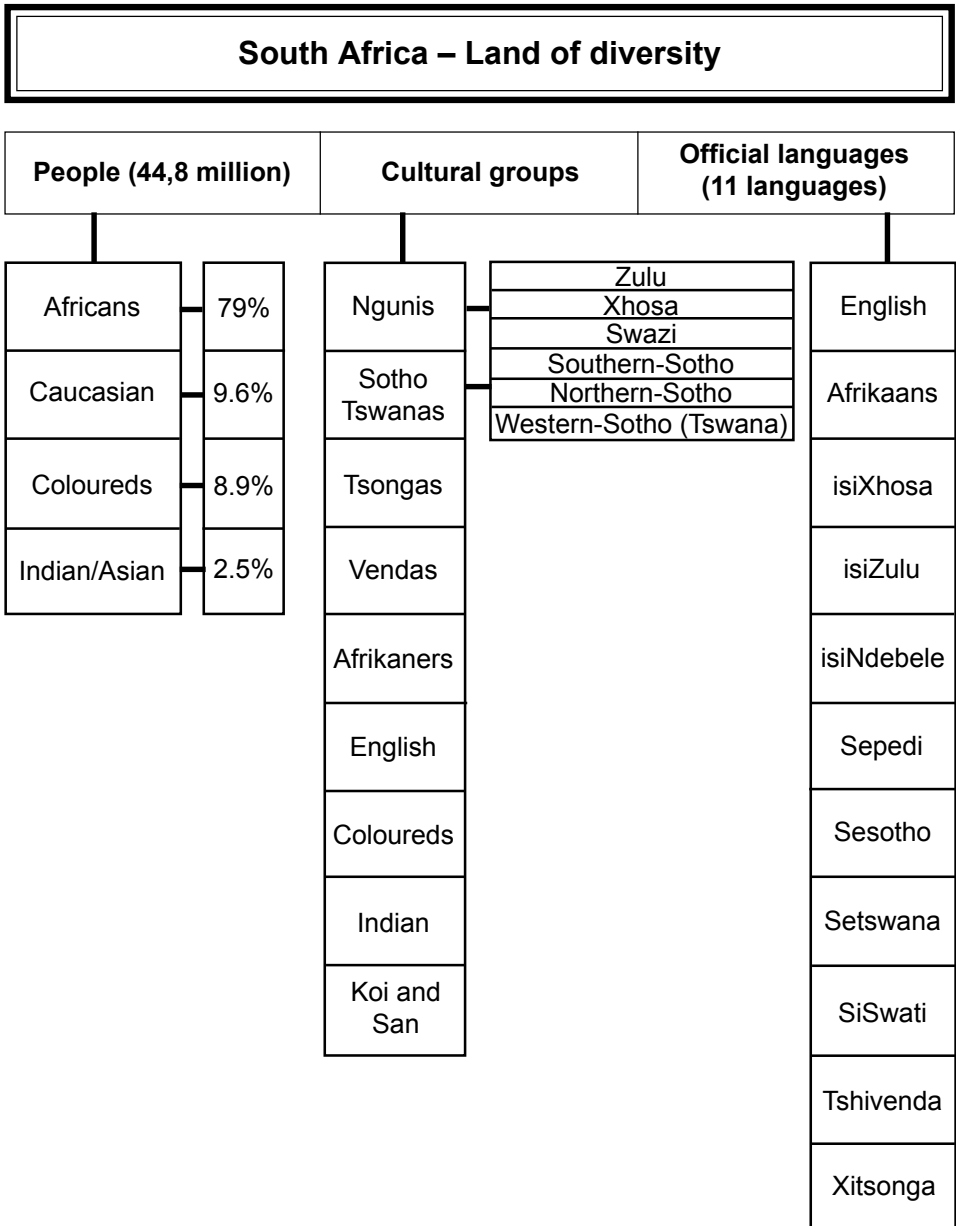
Use your knowledge of tables and table properties and create the following document.

 Eat and Enjoy - Kiosk				
Dear future client				
Please complete the following information. It will ensure that you receive only the best service from us on our Fête day!				
Name: (optional)	<input type="text"/>		Age:	<input type="text"/>
Favourite dish: Mark block	Hotdog with boerewors: <input type="text"/>	Hotdog with vienna: <input type="text"/>	Pancake with filling: <input type="text"/>	Vetkoek and mince: <input type="text"/>
Indicate how much you would spend on your choice.	R <input type="text"/>	R <input type="text"/>	R <input type="text"/>	R <input type="text"/>
Any side dishes with above. Write down.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thank you for your contribution. <i>Name of learner</i>				

1. Create the following table. Centre the table on the page. Autofit the columns to the contents of the cells.

South Africa – Land of diversity				
People (44,8 million)		Cultural groups		11 Official languages
Africans	79%	Ngunis	Zulu	English
			Xhosa	
			Swazi	
Caucasian	9.6%	Sotho Tswanas	South Sotho	Afrikaans
			Northern Sotho	
			Western Sotho (Tswana)	
Coloureds	8.9%	Tsongas		isiZulu
Indians / Asians	2.5%	Vendas		isiXhosa
		Afrikaners		isiNdebele
		English		Sepedi
		Coloureds		Sesotho
		Indians		Setswana
		Koi and San		SiSwati
				Tshivenda
				Xitsonga

2. Use a table with all necessary formatting (borders, guide lines, column widths, row heights) as well as merging and splitting of cells to present all information in diagram form.



Tab stops

Tab stops allow you to space information neatly underneath each other. In some cases, you can use tables (by taking the lines away) to achieve this, but in the following cases you are *forced* to use tab stops:

- to space the decimal points used in currency underneath each other
- when you want to use leader lines.

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REVISE

Activity

Type a program for the Freshman's Concert of the school. Use tab stops and dot leaders as shown in the example. You may use any suitable font.

The diagram shows a program for the Freshman's Concert of the school. The text is centered and uses tab stops and dot leaders for alignment. Annotations include:

- Top Center Tab:** A callout box points to the title with the text "Tab stop (Center Tab) at 8.5 cm".
- Item Alignment:** A callout box points to the items with the text "Tab stops at 1.5 cm (Left Tab), 3 cm (Left Tab) and 13.5 cm (Right Tab with leader line)". Below this, it says "These are all set at Format Tabs, before you start typing."
- Bottom Center Tab:** A callout box points to the "Break" line with the text "Tab stop (Center Tab) at 8.5 cm".

Program Text:

Rose Garden School
Freshman's Concert
2006

18:00 – 18:30 Guests arrive and take seats.

18:30 Welcome Mr Hindle (Principal)

18:45 Item 1 Grade 8 A

19:00 Item 2 Grade 8 B

19:15 Item 3 Grade 8 C

19:30 Solo item Tarin Alexander

Break

20:00 Item 4 Grade 8 D

20:15 Item 5 Grade 8 E

20:30 Vote of thanks Gareth Coetzee (Head boy)

Create the following document and save it as DresscodeQuest. You are going to use it again in Chapter 6.1.

Opinion Poll for Tshwane High School

Dress Code Changes

Please complete the following questionnaire and hand in to your register teacher.

Grade: 8 9 10 11 12 (circle)

Gender: _____ (fill in M or F)

Use one of the following numbers to **indicate** your opinion on every question and **write it in the space provided**:

1 _____ do not like it at all
 2 _____ do not like it
 3 _____ like it
 4 _____ like it very much

1. Girls must wear **long trousers** in winter

2. The **Matric** learners' school wear must look **different**.....

3. On **Fridays** the learners must wear more **informal**
 school wear

4. The learners must wear **track suits** in winter

Thank you for your time!

Fun with graphics

Graphics is one of the most versatile elements in computing and the use of graphics in documents will not only make the work unique but will catch the eye and generate interest from the reader.

We were introduced to several elements of graphics in *Computers, part of your life – book 1. Word* offers us many different ways to add graphics to our documents and manipulate them.

In this section you will get the opportunity to sharpen your skills in the insertion and manipulation of graphics. **Please use this opportunity to experiment and practice!**

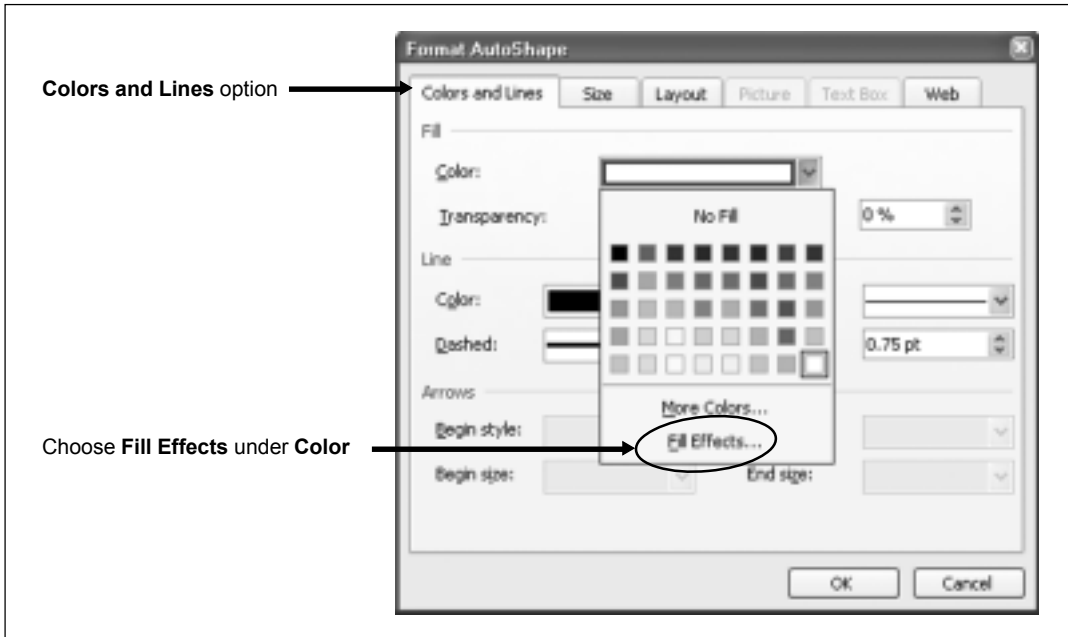
Using photos in new ways

The new cell phone technology and cheaper digital cameras makes it easy to take photographs and download them on our computers. These images can be inserted as is into a document but can also be used to fill drawing elements for a brand new look.



Photos can be used to fill AutoShapes or WordArt.

- Right-click on the AutoShape.
- **Format AutoShape.**
- Click on the **Colors and Lines** tab and choose **Fill Effects** under **Color**.
- Now click on the **Picture** tab and choose **Select Picture**.
- Browse and choose an appropriate picture. Click **OK**.



An image of a herb is used to fill the AutoShape. It can also be used to fill WordArt.



Activity

Create a card with a photograph that fits the theme of the card. Insert the photo into an AutoShape or WordArt. Select your own theme or use one of the following examples:

- an invitation to an evening function (with a photograph of a sunset)
- a valentine card
- an invitation to a birthday party.

Manipulating vector graphics

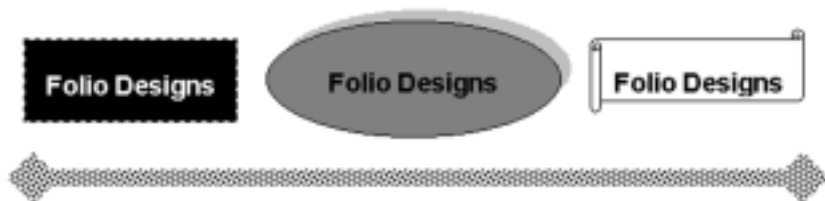
There are two groups of pictures/graphics that can be used to enhance a text document, namely

- vector graphics
- bitmap graphics.

The distinct difference between vector and bitmap graphics is that bitmap graphics cannot be altered in *Word* (you need a photo-editing program), whilst vector graphics consists of layers of shapes that can be ungrouped and moved or changed. A new picture or graphic can be 'created' out of as many vector graphics as the user wants to use.

AutoShapes, WordArt and lines are examples of vector graphics and can be manipulated in many different ways. Some Clip Art are also vectors and can thus be manipulated in *Word*. Look at the following examples:

Example 1



Example 2

Three different AutoShapes are used to create this logo.

AutoShapes can be grouped together.

- Create three different AutoShapes in a *Word* document. The shapes may overlap.
- Using the Shift key, select all three shapes.
- Right-click.
- Choose **Grouping** and **Grouped**.
- You will be able to move all three shapes simultaneously, without distorting your logo.



Example 3

Consider the following example where two vector graphics were ungrouped and parts of each used to create a new graphic.

It can be done as follows:

- Insert two different graphics and ungroup both.
- Delete the parts of the graphic that you do not want to use and place the two graphics together to form one picture.
- Remember that you can select separate objects by holding down the Control key and left-clicking on each of the objects in turn. Now group the objects together. (You can check whether the objects are grouped as they will all move as one object when dragged or manipulated.)

If you do not know how to group/ ungroup, press <F1> and type in the question *How do I ungroup a graphic?*



Apply some formatting to make the graphic more interesting.



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APPLY

Activity

Create an A4-size poster to show the junior classes what can be done with graphics (AutoShapes, WordArt, etc.)

You can practise by copying the given examples. Also consider the example on the following page.

My favourite things

