

Section 3

Word Processing

Modules

- 3.1 Start working with text**
- 3.2 Formatting of pages and paragraphs**
- 3.3 Editing**
- 3.4 Adding graphics**
- 3.5 Further formatting**
- 3.6 Tables**
- 3.7 Other useful facilities**



Start working with text

What is a word processor?

A word processor is a computer program designed to create documents that contain mainly text. This includes letters, reports, fax cover pages, brochures, minutes, advertisements and agendas.

The appearance of a document is just as important as its content. Word processors have a variety of facilities that can be used to round a document off professionally.

SCHOOL NAME | SCHOOL DISTRICT

Dear parent or guardian:
At our school, we value your feedback. Please fill out the following survey and return it to your child's teacher. Your feedback is completely anonymous. We appreciate your participation!

Date: _____
Your child's grade level: _____
Your child's teacher: _____

Area of Service	QUALITY RATING					
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
ACADEMIC EXCELLENCE						
Our school's educational program is of high quality.						
Our school is doing an excellent job teaching:						
Reading						
Writing						
Math						
Science						
Social Studies						
Fine Arts						
Physical Education						
The size of classes does not affect the quality of my child's education.						
SCHOOL RESOURCES						
My child has access to a variety of resources to help him/her learn.						
Our school's facilities are clean and well-maintained.						
LIFE SKILLS TRAINING						
My child is being well prepared to compete in the future.						
Our school is preparing my child to do well in the future.						
The school's programs are broad enough to meet the needs of all students in the community.						

Computer Applications Technology

Carla Petersen
Grade 10B

Essays

When writing an essay it is always very important to keep the "Golden thread" approach in mind. Imagine a piece of thread flowing through your piece of writing – it is what keeps it all together, and ensures that it makes sense. If it pulls at the one end of the thread, your ideas should follow, and if it pulls at the other end – your ideas should still follow! If your arguments or ideas are not properly developed or set out, the thread will snap.

Coherency is always of utmost importance when writing an essay, if you jump around from one idea to the next – the golden thread will fail, and your essay might not make sense. Essays should always have an introduction, body and conclusion.

In the introduction of your essay, you have to make either a bold statement or interesting one – you should try to grab the attention of your reader!

The body of your essay should always contain some kind of development, whether it is in your story or in the characters. It is very important to write in paragraphs, and each paragraph should develop one idea only. The same goes for sentences – you cannot have three different ideas in one sentence! When you do this, the sentence becomes a run-on sentence, and you run the risk of losing your reader completely. One thought → one sentence; one set of ideas → one paragraph.

The conclusion of your essay does exactly that – it concludes your story. All the loose ends have to be tied up at this stage – imagine the conclusion as tying your whole story into a neat little bundle of excellence!

Argumentative essays

An argumentative essay starts with a strong statement, and has a formal structured approach where ideas and opinions flow logically. The introduction should convey your point of view on the topic, and the conclusion should round off your argument.

The argumentative essay aims to convince, persuade or manipulate, and therefore your opinion/viewpoint should be clear – the reader should not have to wonder what you think about the problem after reading your essay. You have to pick a SIDE! You should all be rather good at writing argumentative essays, because you can argue and fight about it!

Remember that in an argumentative essay you should have a well thought out argument – in other words, support why you agree or disagree with the topic.

Descriptive essays

Fortunately, like most essays, the name of the type of essay explains it rather well. As would be expected, a descriptive essay relies on you describing different objects.

What is a word processor?

Meet the working environment

How to work with files

- Create and save
- Viewing a document
- Printing a document

Creating a document

- Entering text
- Inserting symbols
- Hidden formatting symbols

Character formatting

- Character type or font
- Character styles
- Character sizes



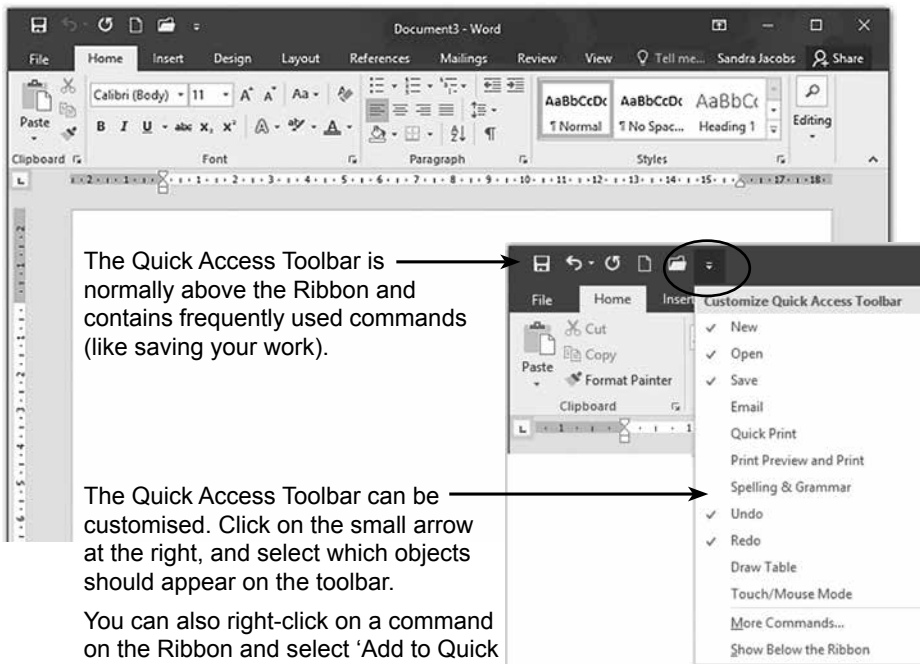
Work carefully through the modules and activities and observe all the tips and notes. It is a big advantage to be good at *Word*, and to be able to work quickly and effectively in it.

Meet the working environment

When you load or open *Word*, the word processing window is presented as a blank 'page' on which you can start to type.

At the top of the window you will find *Word's* Ribbon. The Ribbon contains all the facilities of *Word* organised into a number of *tabs*. Each tab in turn contains *groups* with related *commands*.

The *Home* tab, for example, contains the most commonly used commands.



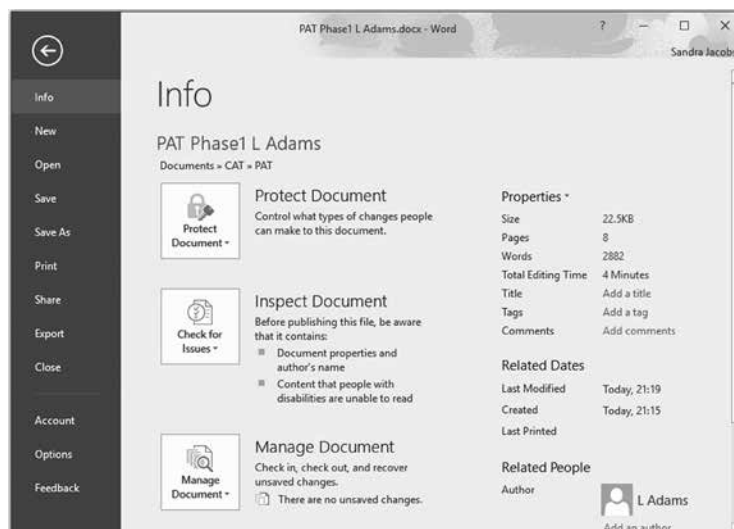
The name of a tab describes what sort of commands it contains. Also, the commands are organised in groups. You must just think carefully when looking for a command.

How to work with files

Computer files are used to store everything we wish to save on a computer.

The *File* tab at the left of the Ribbon opens a drop-down menu that contains file-related commands, which can be used to open and save files, and to print out your work.

For the tasks that follow we are going to start by opening this menu. (You can also press <Alt><F> to open it.)

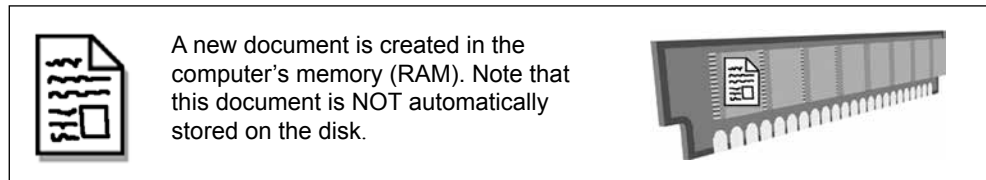


Create and save

Opening a new blank document

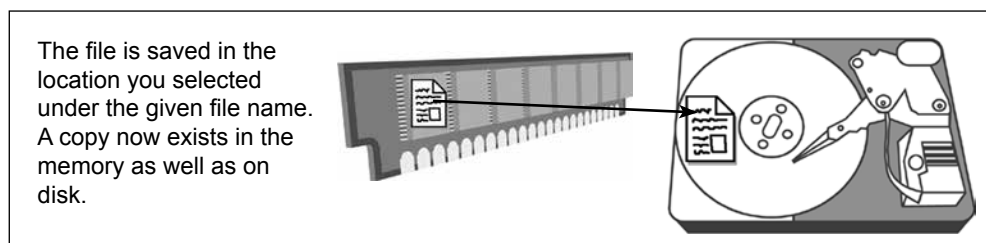
When *Word* is loaded, a blank document in which you can type will usually appear. If you need to create a new document, proceed as follows:

- *File, New, Blank document.*



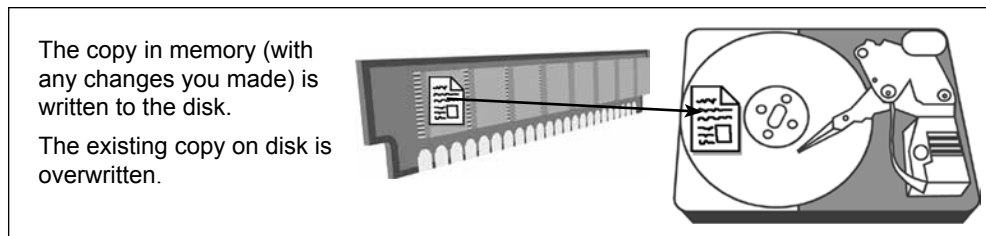
Saving a new document for the first time

- *File, Save or Save As.*
- Select the location where you want to save the document (drive and folder).
- Type the name of the document in the File name box.
- *Save.*



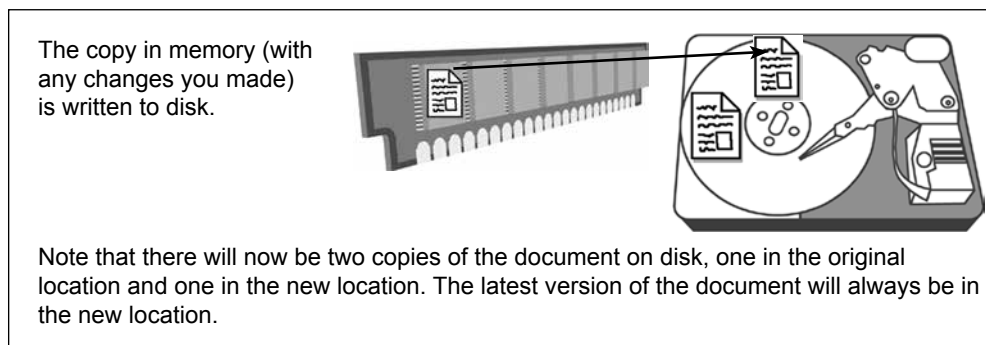
Saving an existing document under the same name and in the same location

- *File, Save.*



Saving an existing document under a different name or in a different location

- *File, Save or Save As.*
- Select the location where you want to save the document (drive and folder).
- Type the name of the document in the File name box.
- *Save.*



All work (data) in memory will be lost if you shut down your computer (or close the application) without saving the work to storage, so **SAVE OFTEN!**

Opening an existing document

- *File, Open.*
- A list of recently opened documents appears.
- Click on the correct file name.

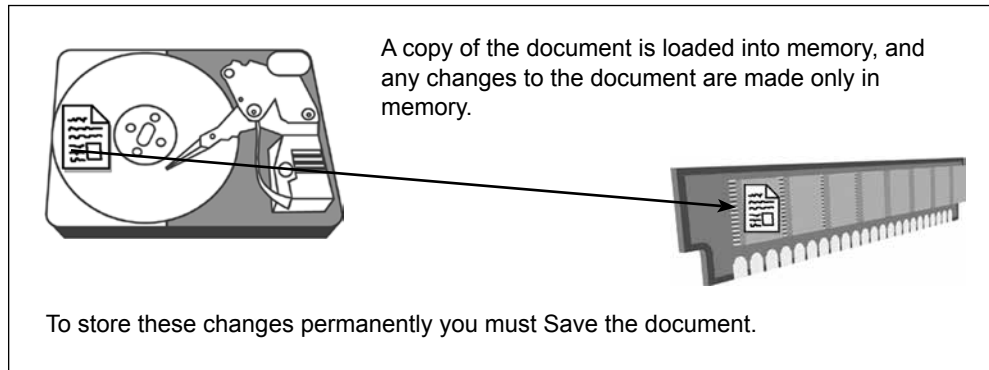
OR

First locate the file that you wish to open.

It may be necessary to use a different location (*Word 2016 'Browse' / Word 2013 'Computer'*).

Select the place where the document was saved (drive / folder).

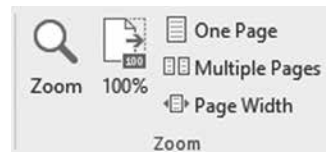
Click on the correct file name.



Viewing a document

When we create a new document, it displays automatically in *Print Layout* (as it will be printed).

On the *View* tab there are various display options including options that allow you to increase or decrease the viewing size of the document.



Printing a document

To print a document:

- *File, Print.*

(A print dialog box or pane will appear.)

Here you can indicate, among other printing options, which pages must be printed, as well as how many copies.

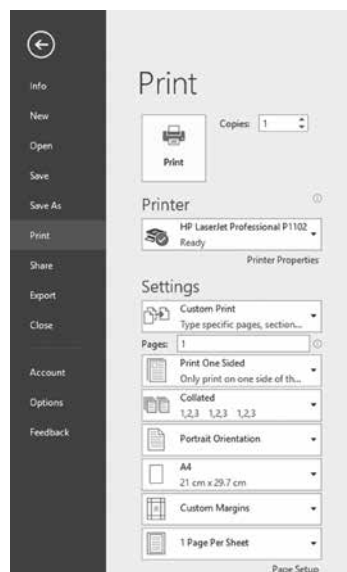
- Select the desired options.
- Click on *Print*.

Important!

Look at the *preview* of the document to check the layout of the document *before* you print!

Only print the document once you are completely satisfied with the layout, spelling, etc.

This saves paper, ink, time and money!



Think before you ink! Is it really necessary to print that document? Work with soft copy wherever possible: it takes less space and you save ink, paper and electricity!

Creating a document

To create a new document, start simply by typing on the blank page that appears when *Word* is opened. *File, New* can also be used to begin a new document.

Entering text

The Enter key should only be used at the end of a paragraph. You should therefore continue typing when you come to the end of a line. The words will automatically move down to the next line as needed. This feature is called *word wrap*. When you do press <Enter> to begin a new paragraph, *Word* will automatically leave a little extra space between the new paragraph and the previous one.

There must always only be *one* space between adjacent words. There must *not* be a space in front of a punctuation symbol such as a comma or a full stop. After a punctuation symbol, however, there must always be a space.

1 Activity

Create a new document and type the following into it:

“When you type in a word processor, you should simply continue typing. You will see that, when you reach the edge of the page, the words wrap to the next line by themselves. Press the Enter key only when you reach the end of the paragraph.

Always leave only one space between words. There must NOT be a space just before a punctuation symbol like a comma or a full stop. Leave just ONE space AFTER a full stop (before you start a new sentence).

Fortunately you can erase mistakes. Use the Backspace key to remove characters to the left of the cursor, and the Delete key to remove characters to the right of the cursor.”

Save the document as *First*.

Try the following: Hold down the Ctrl key and roll the mouse wheel forwards and backwards. You will see this is an easy way to zoom in and out.

You can also use the relevant options on the View tab.

The Undo command is very useful if you want to undo / reverse an action. The easiest way to do this is simply to press <Ctrl><Z>. The Redo command (<Ctrl><Y>) cancels the Undo command.

You can also use the icons on the Quick Access Toolbar.



Inserting symbols

Over and above the normal characters on the keyboard, there are all sorts of symbols that can be added to a document.



Add other symbols to your document as follows:

- Click on the *Insert* tab and then on *Symbol* in the Symbols group.
- Click on *More Symbols...* and select the *Font* that you want to use.
- Click on the desired symbol.
- *Insert, Close*.



Get this right from the start!



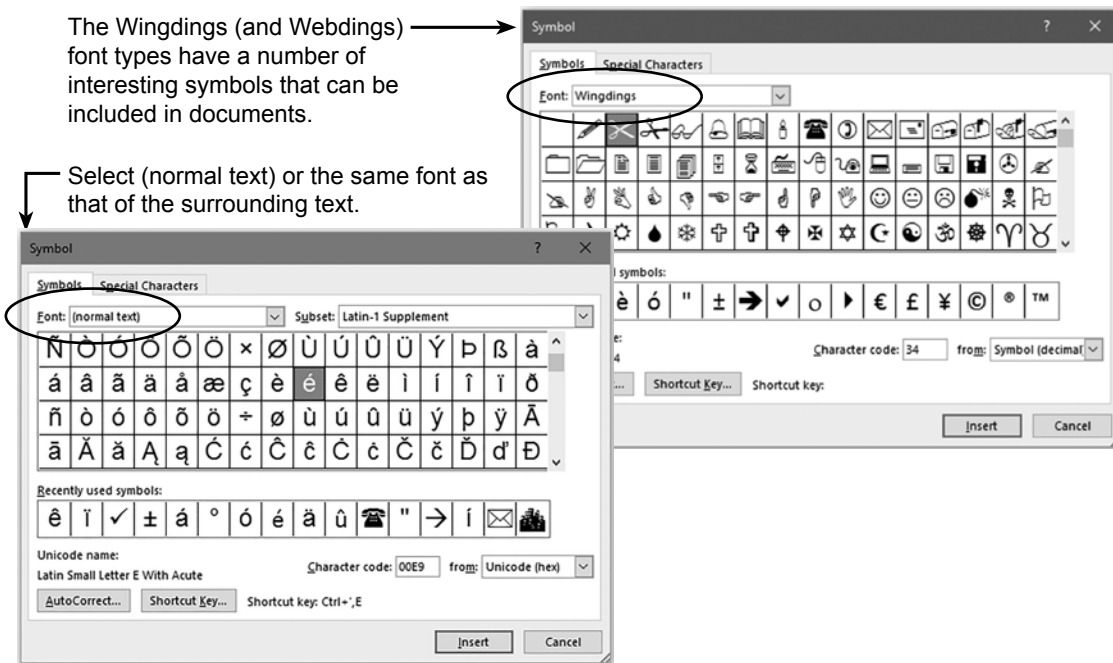
When you create a document save it immediately (even if it is empty). It is also a good idea to save a file under a different name before making big changes, so that you can go back to the original if you don't like the changes!



<Ctrl><Z> is a life-saver!

The Wingdings (and Webdings) font types have a number of interesting symbols that can be included in documents.

Select (normal text) or the same font as that of the surrounding text.



2 Activity

1. Open the document *Diacritics*. It already contains two paragraphs. Add the examples, as shown below, and save it again.

Diacritical signs

Diacritical signs are ancillary marks or glyphs used to indicate a special pronunciation or a change in the sound when pronouncing a letter. This is necessary because there are more sounds in spoken language than there are letters in the written alphabet. If the diacritical sign is left out, the pronunciation of the word changes. Without the diacritic, some words are spelled wrong, while in other cases the meaning changes.

Examples in different languages:

English:	pâté (paste)	pate (head)
	öre (currency)	ore (mineral)
Afrikaans:	voël (bird)	voel (feel)
	appèl (appeal)	appel (apple)
Sepedi:	Mošupologô (Monday)	
Tshivenda:	ḽavhuvhili (Tuesday)	

The *Tab* key can be used to align sections of text neatly below each other. Never use the space bar for this purpose.

Often we need characters like 'é' and 'ë'. It is much easier to learn their codes and to use only the keyboard to insert them. Hold down the Alt key. Type the character code for the symbol on the numeric keypad (make sure Num Lock is on): for example, 130 for é, and 137 for ë. Release the Alt key.

2. Open the document *Symbols*. Follow the instructions given in the document.

Hidden formatting symbols

Every character that you type is stored as a particular 'code' on the computer. Even if you press the space bar, the code for a space is registered!

The hidden formatting symbols will be displayed when you click on ¶ in the *Paragraph* group. It is sometimes useful, as you can then see where you used the Space Bar, Enter or Tab keys.

X Some people think that it is unimportant to work neatly. They do not pay attention to spacing or the number of spaces that they leave open between words and punctuation marks. Such documents appear unprofessional and untidy.

Ensure that you work neatly from the start ,by taking care to

- leave only one space between two words
- leave no spaces before a punctuation mark

Click on ¶.

Some people think that it is unimportant to work neatly. They do not pay attention to spacing or the number of spaces that they leave open between words and punctuation marks. Such documents appear unprofessional and untidy. ¶

Enter

Ensure that you work neatly from the start ,by taking care to ¶

- → leave only one space between two words ¶
- → leave no spaces before a punctuation mark ¶

Tab

Simply click on Show/Hide ¶ once more to hide these characters from view.

✓ Some people think that it is unimportant to work neatly. They do not pay attention to spacing or the number of spaces that they leave open between words and punctuation marks. Such documents appear unprofessional and untidy.

Ensure that you work neatly from the start, by taking care to

- leave only one space between two words
- leave no spaces before a punctuation mark

3 Activity

Open the document *GrassGreener* and fix all the spacing mistakes.



Character formatting

We can make the content of our documents appear differently. This is called *formatting*. *Word* contains instructions that can be used to format any element in a document. We begin by looking at the formatting of ordinary characters or text.

Character formatting is the altering of the appearance of characters/text. In other words, it is the manner in which it is displayed in terms of font type, size, colour, etc.

Character type or font

The word *font* refers to the design of characters which is constant across a set of letters, numbers and symbols. Take a look at the example.

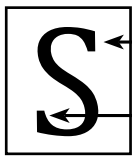
There are many font types to choose from. Calibri is the default font for Microsoft Word 2016. This means that the font of any new document will be Calibri, unless you change it.

Fonts are classed into two main categories:

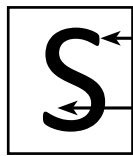
- Serif fonts
- Sans Serif fonts

Examples of fonts

Courier
 Comic Sans MS
 First-Grader
 Lucida Console
 HansonHand
 QUICKSILVER



The *Cambria* font type has short, decorative lines (*serifs*) at the beginnings and ends of the strokes that make up each character. It is therefore a *Serif* font.



The *Calibri* font type is a simpler character type without any short lines at the beginnings and ends of the characters. We call this a *Sans Serif* font. (The French word *sans* means 'without'.)

Character styles

Different character styles are used to emphasise certain words.

Character sizes

The size of text is measured in points (pt).
The best size to use in A4 size documents is usually 10–12 pt.

Changing character type (font), size and style using the *Font* group:

- Select the text that you wish to change.
- Choose the font type / font size / font style(s).

Normal text

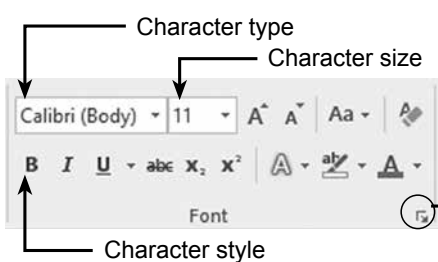
Bold

Italic

Underline

Bold and Italic and Underline

Go easy on character styles (and be consistent in using them). Too much bold / italics / underline in text loses its impact and it looks untidy.



The basic character formatting options as well as other options are available if you open the dialog box of the *Font* group. Remember first to select the text that you wish to format.

Ways in which to select text with the mouse

- Place the cursor at the beginning of the text that must be selected. Hold down the left mouse button and drag the cursor to the end of the text.
- A single word can quickly be selected by double-clicking on it.
- Click in the white space at the left if you wish to select a line of text. The cursor will change to an open white arrow.
- A paragraph can be selected by a triple-clicking in it.
- You can even select a number of non-adjacent sections of text by holding down the Ctrl key while selecting each one in turn.

4 Activity

1. Open the document *Speed*. Complete the formatting instructions as requested in the document.
2. Open the document *Cyberkid*. Format the document as described below, but for bold and italic you may use only the keyboard shortcuts <Ctrl> and <Ctrl><I>.
 - The heading must be bold and have a font size larger than the rest of the text.
 - The paragraph in bold must be changed to regular text.
 - The two sub-headings (each begins with 'In the 21st century') must be bold.
 - The 'st' of 21st must be superscript.
 - All the words and abbreviations typed in uppercase, must be bold.
 - All the words in upper case that are not abbreviations (e.g. WORK) must be changed to lower case, and bold.
 - All the dialogue (sentences in quotation marks) must be italic.
 - All shading must be removed.
 - The font size of the last sentence must be reduced, but still be larger than the rest of the text, and changed to *small caps*. The italics must also be changed to regular text.
3. Open the document *Diary4March*. Use the Font dialog box and *Effects, Hidden* in order to hide all the text between the two dates. (You can unhide it again by selecting this part of the document and using the Font dialog box once more.)

Can you think of any other way of 'hiding' text? Do this with the heading LOCNVILLE DIARY at the top of the document.

When you rest the mouse on certain commands in the Font group, the keyboard shortcut is displayed in a tooltip for that command.



Repeat Activity 4.1 so as to practise selecting text quickly and using the keyboard shortcuts for bold and underline. Save the document *Speed* as *Speed1* and *Speed2*.



Tips for font choice

With all the different fonts available, it is easy to overdo things when it comes to the choice of fonts. Bear the following in mind:

- A document looks best if you use a maximum of 2 or 3 font types. Limit the use of many different fonts in your document. Rather use size variations and different styles, such as **bold** and *italic*, for emphasis.
- Ensure that the font you choose matches the purpose of the document.

Courier New looks old fashioned and would be inappropriate for an advert for your school fete. It would be better suited to an article on the Second World War, for example.

Bradley Hand ITC would be appropriate for a party invitation.

- For long pieces of text rather use simple fonts (e.g. Arial, Calibri, Verdana) because they are more legible.
(Decorative fonts can be used for headings but not for long pieces of text.)

5 Activity

It is very important that information should be easy to read and understand, and that the font type used should be suitable for the type of document.

Open each of the following documents: *Invoice*, *Testimonial* and *Menu*.

Change the font type and size of the documents to improve legibility. Make sure that the font type is suitable for the document.



Summary – concepts, terms and tips

Save	Make a permanent copy of a document on disk.
Save As	Similar to Save, but you can specify the file name and location of the saved document.
Word wrap	Text flows automatically from one line to the next in a paragraph as you type. (Only press <Enter> at the end of the paragraph.)
Spacing conventions	<ul style="list-style-type: none">• One space between adjacent words• One space after a punctuation symbol• No space before a punctuation symbol
Selecting text	<ul style="list-style-type: none">• First select the text that you wish to format• Mouse shortcuts: double-click, triple-click, click in margin• Keyboard shortcuts: Shift + cursor keys• Non-adjacent sections of text: use Ctrl key
Font choice	<ul style="list-style-type: none">• Use a maximum of 2 or 3 font types in a document• Choose a font that suits the type of document• For long pieces of text use simple fonts (e.g. Calibri)• Reserve decorative fonts for headings etc.• Use font sizes of 10–12 pt for the body text in ordinary documents.• Do not type long sections of text in uppercase
Keyboard shortcuts	<ul style="list-style-type: none">• <Ctrl><S> Save• <Ctrl> Bold• <Ctrl><I> Italics• <Ctrl><U> Underline• <Ctrl><A> Select all• <Ctrl><Z> Undo• <Ctrl><Y> Redo• <Alt><F> Open the File tab

Written module activity

1. Why should you 'preview' a document before you print it?
2. Give two situations in which you would use the Save as option rather than the Save option when saving a *Word* document.
3. Explain the correct use of the Enter key in typing a document.
4. Someone sent you a long document with all the text typed in uppercase. What is the quickest way to correct this?
5. What font sizes are generally suitable for ordinary text in an A4 document?
6. Name two keyboard shortcuts that you often use, and state what each is used for.
7. Examine the extract below and describe the spacing and formatting errors that have been made. In each case give the correct spacing / formatting procedure.

Herb Garden Project¶

How-it-will-benefit-your-child?On-a-basic-level-it-will-bring-our-children-back-to-the-fresh-air-and-¶
it-will-also,-hopefully,-ignite-a-small-spark-of-interest-in-how-the-earth-works-and-where-our-food-comes-from.¶

The learners are going to get practical knowledge of gardening and will be able to apply this knowledge in their own life... We all hope that our children will be productive members of society and will behave in an environmentally responsible way.¶

THE-LEARNERS-THAT-INSIST-ON-DISTURBING-THEIR-CLASSES-BY-ACTING-IN-AN-UNACCEPTABLE-MANNER,-OR-WHO-IGNORE-OTHER-RULES-OF-THE-SCHOOL,-WILL-GET-MORE-OF-THE-BENEFITS-OF-THE-HERB-GARDEN-AS-THEY-WILL-TAKE-PART-IN-THE-PHYSICAL-WORK-DURING-DETENTION-TIMES.-IN-THIS-WAY-SOMETHING-POSITIVE-WILL-BE-GENERATED-FROM-THEIR-BAD-BEHAVIOUR-AND-THE-HARD-PHYSICAL-WORK-OF-THE-GARDEN-WILL-GET-DONE---NOBODY-LIKES-REMOVING-WEEDS-AND-CULTIVATING-THE-SOIL.¶

Organiser.....Dalene Frans¶

Cell.....0836743211¶

E-mail.....dalenef@gmail.com¶

Practical module activity

1. Open the document *HerbGarden*.
Correct all the errors that you identified in Written module activity No. 7.
2. Open the document *Hectic_Day* and do the following:
 - Change the text to have a more suitable font size.
 - Make the font of the heading Cambria 14 pt, bold.
 - Correct the spacing errors in the first paragraph.
 - Combine the two paragraphs of text in blue into a single paragraph.
 - Change the text in red to Sentence case.
 - Place the text in green in a paragraph by itself.