



Section 3

Word Processing

Modules

- 3.1 Start working with text
- 3.2 Basic paragraph and page formatting
- 3.3 Editing
- 3.4 Adding graphics
- 3.5 Further formatting of pages and paragraphs
- 3.6 Tables
- 3.7 Columns, comments, protection and hyperlinks

Essays

When writing an essay it is always very important to have a clear approach in mind. Imagine a piece of thread. This is what keeps it all together, and ensures that if you pull at the one end of the thread, you know where it should still follow. The thread will snarl if you do not make sense.

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

In the introduction of your essay, you should try to grab the attention of the reader. In the introduction of your essay, you should try to grab the attention of the reader.

The body of your essay should always contain some kind of development, whatever 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 existence!

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 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



Spelling & Grammar

MODULE 3.1

Start working with text

What is a word processor used for?

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

The aim of word processing is communication. Content is therefore important. To ensure that the information is carried across effectively, the appearance of the document is just as important. Word processors have a variety of functions that can be used to lend a professional appearance to documents, and to ensure that the message comes across clearly.

SCHOOL NAME | SCHOOL DISTRICT

Dear parent or guardian:
All our schools are valued and we appreciate your feedback. Please fill out this following survey and return it to your child's teacher. Your feedback is completely anonymous. We appreciate your participation!

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

Area of Service	GRADE RATING				
	Strongly Agree	Agree	Neutral	Disagree	Dis't Agree
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					
Art					
Physical Education					
The size of classes does not affect the quality of my child's education.					
SCHOOL RESOURCES					
My children have access to a variety of resources to help them learn.					
Our school's facilities are clean and well maintained.					
SPEECH TRAINING					
My child is being prepared to communicate and understand.					
Our school is preparing my child to deal with issues and problems that will face in the future.					
The school's programs are broad enough to permit the education 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 if you pull at the one end of the thread, you know where it should still follow. If you pull at the other end – your ideas should snarl if your arguments or ideas are not properly developed or set out. The thread will snarl.

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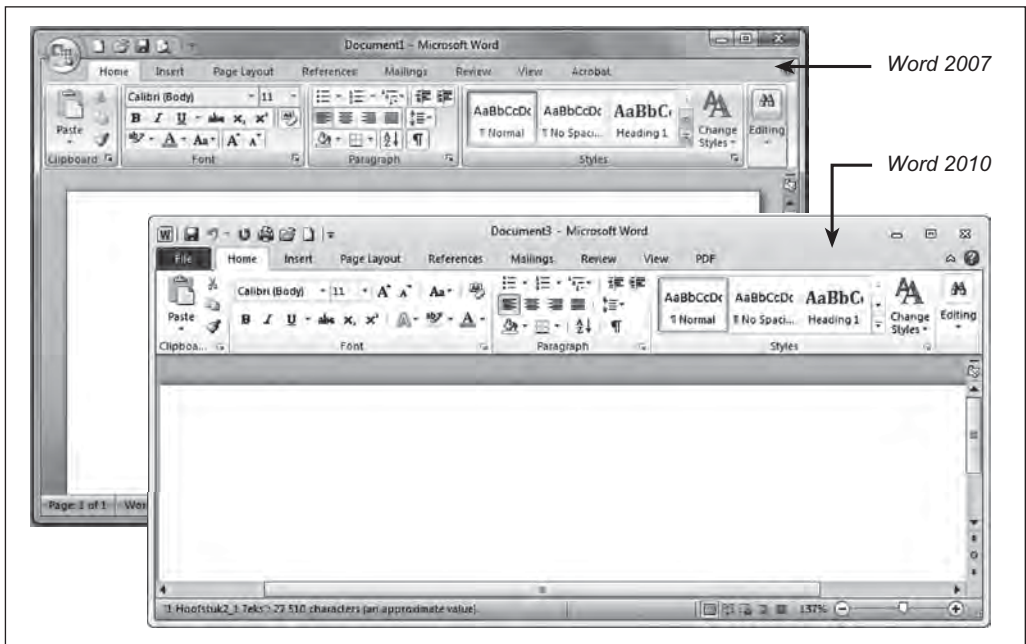
Remember that in an argumentative essay you should have a well thought out argument – in other words, support why you agree or disagree with the topic.

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Meet the working environment

When you load or open Word, the word processing screen 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. It contains all the facilities of *Word* organised into a number of tabs. Each tab in turn contains a set of related commands divided into groups.

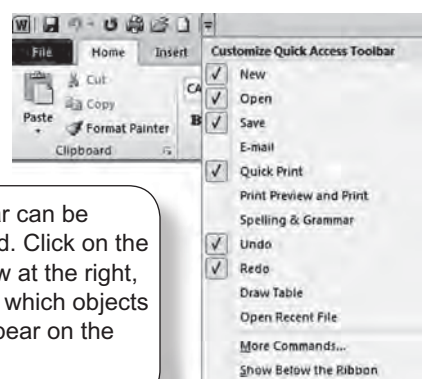
The **Home** tab, for example, contains the commands that one usually needs first in creating a new document.



There are also tabs that are displayed only when you are working with certain objects, such as pictures or tables. They appear only when such objects are selected, i.e. clicked upon.

The Quick Access Toolbar is normally above the Ribbon and contains your most frequently used commands.

The toolbar can be customised. Click on the small arrow at the right, and select which objects should appear on the toolbar.

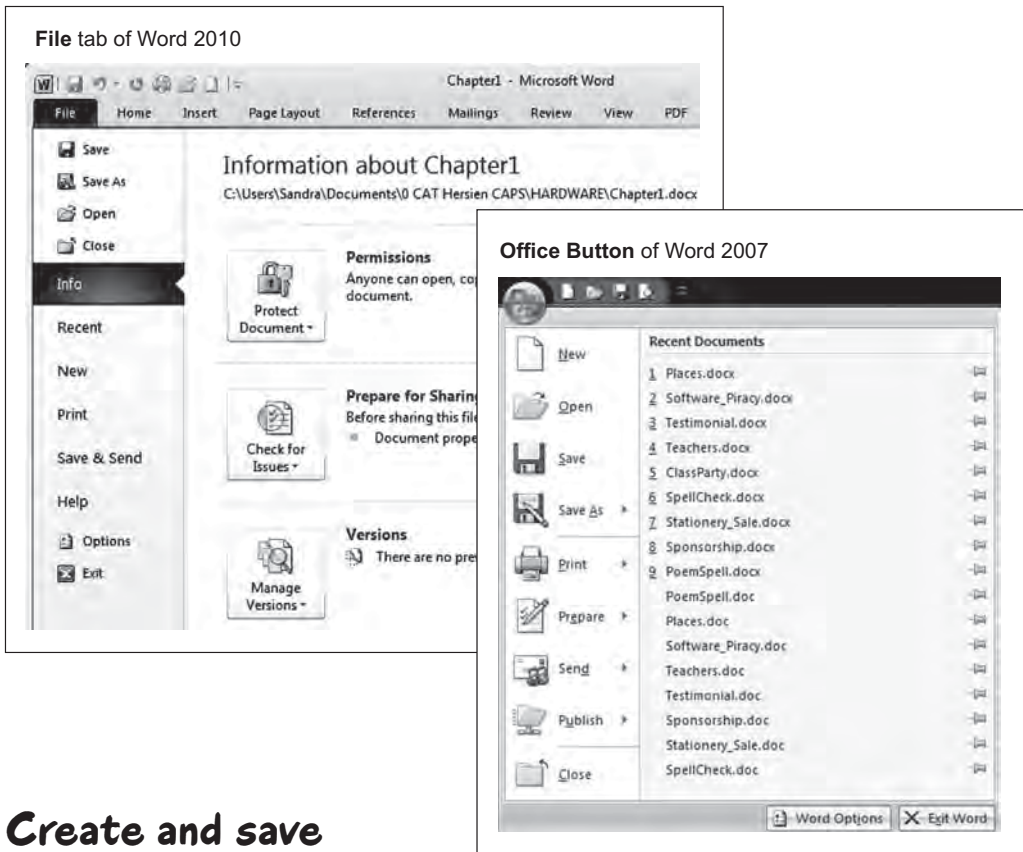


How to work with files

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

The **Office Button** (Word 2007) or the **File** tab (Word 2010), in the top left corner, opens a drop-down menu that contains file-related commands. These 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

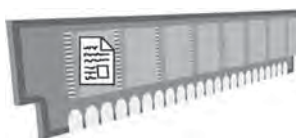
Opening a new blank document

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:

- Select **New** and then **Blank document**.



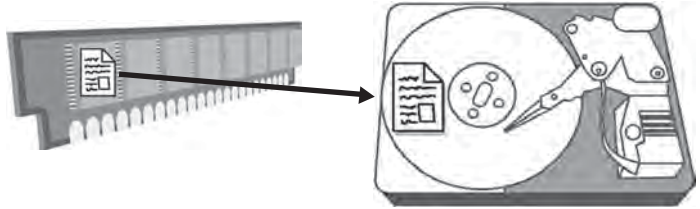
A new file is created in the memory. The document you are creating is situated in the memory (RAM) and isn't automatically stored on the disk.



Saving a new document for the first time

- Select **Save** or **Save As**.
- Select the correct drive and folder.
Type in the name of the document.
- Click on **Save**.

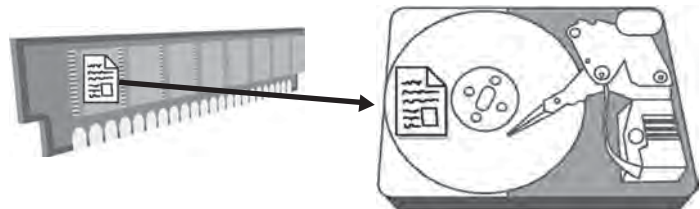
The file is saved on the disk under the given file name. A copy now exists in the memory as well as on disk.



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

- Select **Save**.

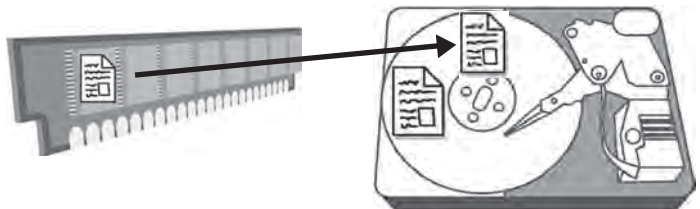
The copy in RAM (with changes) is written to the disk.
The existing copy on disk is overwritten when the identical file name is used.



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

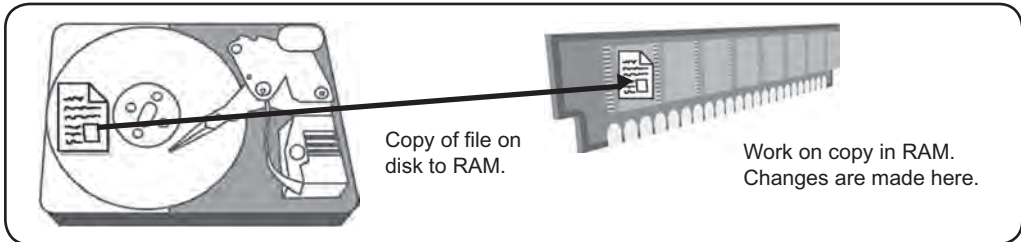
- Select **Save As**.
- Select the correct drive and folder.
- Type in the name of the document.
- Click on **Save**.

The copy in RAM (with changes) is written to another place on the disk.



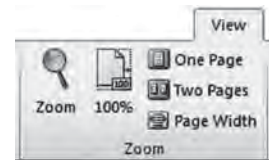
Opening an existing document

- Select **Open**.
- The Open dialog box will appear.
- Select the correct drive / folder.
- Select the correct file name.
- Click on **Open**.



Display of a document

Sometimes you struggle to read the text in a document easily, because it appears too small on the screen. On the **View** tab there are various display options that you can use in order to increase or decrease the viewing size of the document.



When we create a new document, it displays automatically in **Print Layout** (as it will be printed). In the **Document Views** group there are also other display options.

Printing a document

To print a document:

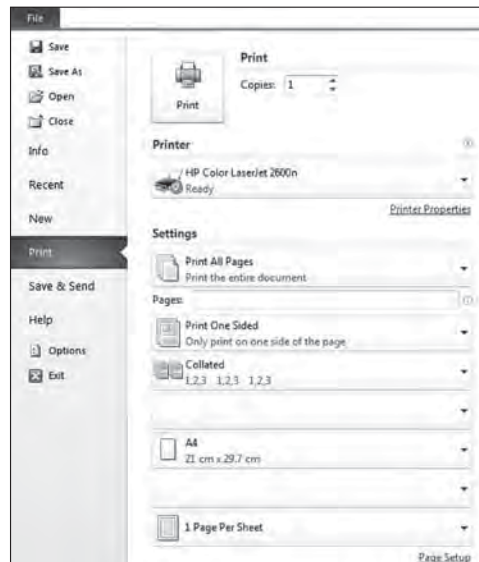
- Select **Print**.
(A print dialog box or window will appear.)
Here you can indicate, among other printing options, which pages must be printed, as well as how many copies.
- Select the desired options.
- Click on **OK** (Word 2007) or **Print** (Word 2010).

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 and money!



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 vertical space between the new paragraph and the previous one.

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

Activity 1

Type at least 80 words on one of the following:

- An amusing or memorable incident during your last holiday.
- A short summary of the last movie you saw.
- A description of an interesting place you visited recently.
- Complete the following: Computers can do things today that were not even dreamed about 20 years ago. In another 20 years, computers will ...



Word fortunately has an 'eraser' if you have made a typing error. 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.

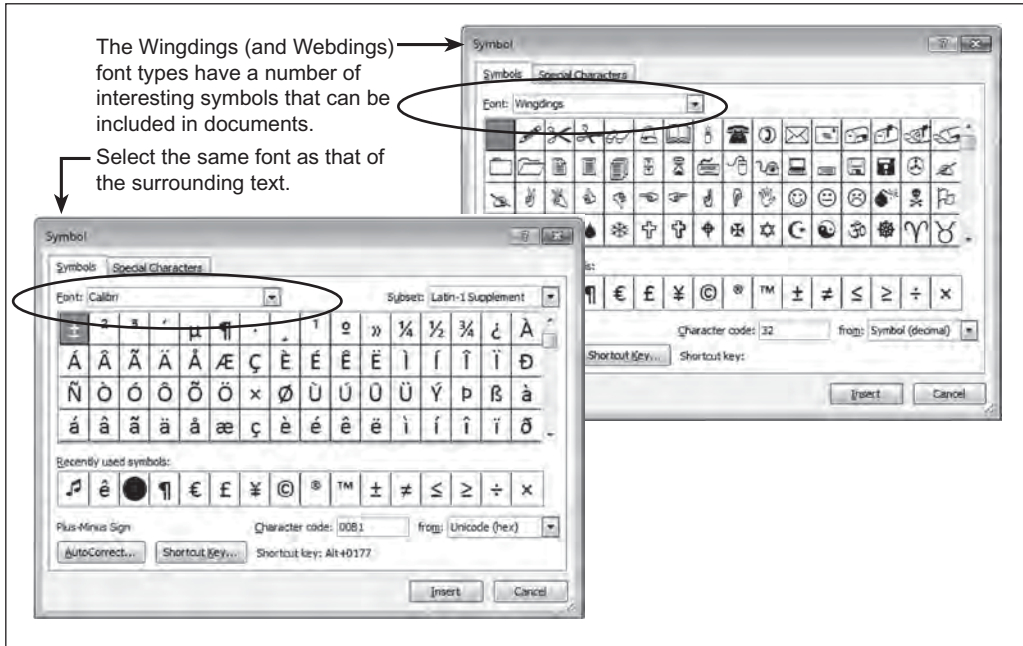
The **Undo** command is very useful if you want to undo / reverse things that you have done. The easiest way to do this is simply to press <Ctrl><Z>. The **Redo** command (<Ctrl><Y>) cancels the Undo command. You can also use the Quick Access Toolbar.

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.
- Click on **Insert**.
- Click on **Close**.





Activity 2

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)
	appél (appeal)	appel (apple)
Sepedi:	Mošupologó (Monday)	
Tshivhenḽa:	ḽavhuvhili (Tuesday)	
	Nanga (choose)	
	ḽanga (horn)	
	ḽanga (doctor)	

Through the ages people have started omitting these signs, exchanging the characters for others or adding in extra characters in an effort to mimic the sound indicated by the diacritical sign. Look at the following examples:

Vičansky	Vichansky
François	Francois

Other well known words which require these signs:

São Paulo
 El Niño
 Zürich

In simple cases the Tab key can be used to align sections of text neatly below each other.

Never use the space bar for this purpose!

2. Practise the use of symbols by typing the following in a new blank document. Save your document as Symbols.

 (011) 783-1090  0828700987

 (011) 783-6432 $\frac{1}{4} + \frac{1}{2} = \frac{3}{4}$

$3x + 2y \geq 50$ (Hint: use the font type Cambria Math.)

¶ is the symbol that indicates the end of a paragraph

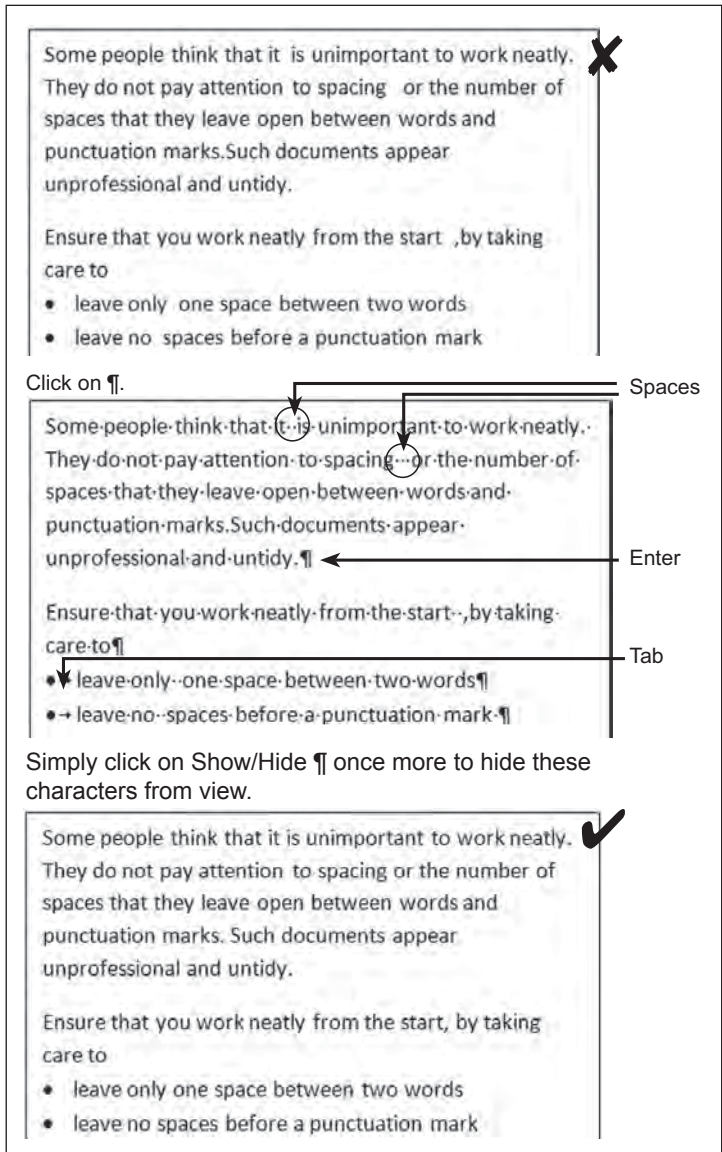
Input Devices: Keyboard  and mouse 

The electrical resistance is 3Ω $\angle ABC = 30^\circ$

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.



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. ¶

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 ¶

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

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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

Activity 3

Open the document **GrassGreener**.

Round off the document neatly, taking careful note of the following:

- There must be a single space between each word.
- There must be no space before a punctuation mark such as a comma or a full stop.
- There should, however, be a space after a punctuation mark.

Hint: You can make this task a lot easier by displaying the hidden formatting symbols when working with the document.

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.

a b c d e A B C D E 1 2 3 4 5
a b c d e A B C D E 1 2 3 4 5

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 form and 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 was selected as the default font for Office 2007/2010 because of its modern look and because it is well suited to documents that are mainly read on-screen. This means that the font of any new document will be Calibri by default, unless you change it.

Fonts are classed into two main categories:

- *Serif* fonts
- *Sans Serif* fonts

Examples of other fonts

Smack

First-Grader

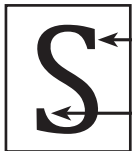
Laser Chrome

Piranesi It BT

ASHLEY

FairyScrollDisplay

QUICKSILVER



The **Calibri** 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 emphasize certain words or to recognise, for example, scientific names.

Character sizes

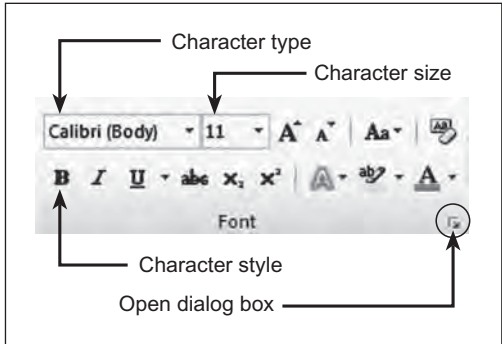
The size of text is measured in 'points' (pt). The best size to use in A4 size documents is usually 10–12 pt.

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).

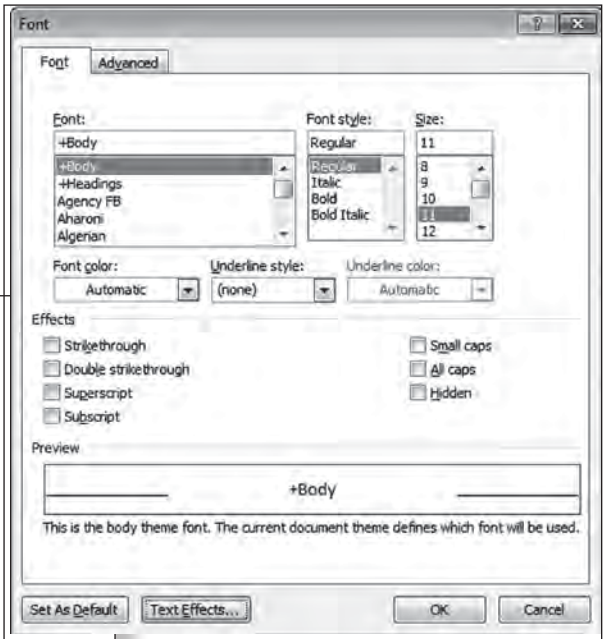
The basic character formatting options as well as other options are available if you open the dialog box of the **Font** group. Remember to first select the text that you wish to format.

Normal text
Bold
Italic
Underline
Bold Italic



Ways in which to select text with the mouse

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



Activity 4

When you rest the mouse (without clicking) on a command in the Font group, the keyboard shortcut is displayed in a tooltip for that command.

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 uppercase that are not abbreviations (e.g. WORK) must be changed to lowercase, 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 **Effect, 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 - experiment!)
- Can you think of any other way of 'hiding' text? Do this with the heading at the top.

Hints 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 at its best and makes a good impression if you use a maximum of 2 or 3 font types. Limit the use of many different fonts types 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 tone and content of the document.

Courier looks old fashioned and is probably not appropriate for an advert for your school fete. It would be better suited to an article on the Second World War.

Comic Sans MS 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 short headings but not for long pieces of text.)

Activity 5

It is very important that information is easy to read and understand, and that the type of font used is 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.

Test and improve your knowledge and skills

Overview of module

Starting with Word

What is a word processor?

What is a word processor used for?

Working with documents:

- Create
- Save
- Open
- Display
- Print

Working with text

Typing
Word wrap
Correcting typing mistakes

Use of keys:
Enter
Space bar
Tab

Character formatting

Punctuation marks
Symbols
Hidden symbols
Selecting characters / text

Character appearance:
Font type, size, style
Colour, highlight, shrink font, strikethrough, superscript and subscript
Change case, and other effects

Important terms and concepts

Word wrap	Text flows automatically from one line to the next, without the need to press <Enter>. It 'wraps' from the end of one line to the beginning of the next in a paragraph.
Format	To change the appearance, in other words to change how it looks on the screen or on paper.
Readability	A document is readable when it has been set up so as to be easy for someone to read it and to find information on it.
Save As	When you save an existing document under a new name and/or in a new location (drive/folder).
Save	When you have changed an existing document and you save it under the same name and in the same location.

Tips and recommendations

Spacing

- Use the Enter key only at the end of a paragraph. Long pieces of text (sentences) will wrap to the next line automatically as you type.
- Use only one space between words.
- Always add a space after a punctuation mark, but never before it.

Fonts

- A document creates the best impression if it contains a maximum of 2 or 3 font types. So limit the use of different fonts.
- Choose a font that suits the type of document.
- Avoid typing body text in uppercase. It is difficult to read.
- Use standard familiar fonts for long sections of text, as this improves readability. Decorative fonts can be used for headings.
- For ordinary typed documents a font size of 10–12 pt is normally used.

Keyboard shortcuts

You should at least be using the following keyboard shortcuts already:

<Ctrl><S>	Save
<Ctrl>	Bold
<Ctrl><A>	Selects all the content in a document
<Ctrl><Z>	Undo

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 to someone 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. Distinguish between a Serif and a Sans Serif font. Also give one example of each.
6. What character sizes are generally suitable for ordinary text in an A4 document?
7. Name two keyboard shortcuts that you often use, and state what each is used for.
8. Examine the following extract 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¶

Email.....dalenef@gmail.com¶

Practical module activity

1. Someone recorded the highlights of each school day over a few days. Bring a diary up to date.
 - Open the document **Diary** and complete it to look like the example on the next page.
 - The specific font type or size does not matter, provided that the text appears larger and/or in a different font type where necessary.
2. Open the document **Hectic_Day**.

In this document a number of formatting and spacing errors have been made. Find and correct these errors.

Monday

Today was my first day in Sepedi class. We learnt to count - only up to 10. Funny, it feels like I'm in 1st Grade again ☺

1=tee 2=pèdi 3=tharo 4=nnê 5=hlano 6=tshela 7=šupa
8=seswai 9= senyane 10=lesome

Mister Sathekge explained the pronunciation to us like this:

<u>Vowel</u>	<u>Sounds like</u>
a	"i" in kite
e	"ee" in feet
ê	"a" in care, or "e" in bed
i	"i" in pick
o	"oo" in tool
ô	"oo" in door
u	"u" in put

Tuesday

Math class is always the same. Mark homework, listen to explanations, do class exercises, get homework. Today we did quadratic equations again: $ax^2 + bx + c = 0$.

Wednesday

What a day! That Physical Sciences test SUCKED!!!!!!! It ruined my whole day. I'm not even in the mood to write more.

Thursday

THE HIGHLIGHT OF THE WEEK SO FAR! I have always thought *YOU-KNOW-WHO* likes me, and after today I'm dead sure about it. ☺☺