

## Work Area 9: ICT skills

### *2.17 Use word processing software to produce simple routine documents*

**LO033:** Demonstrate the ability to use word processing software safely and securely to produce simple documents that meet the requirements of the office



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<b>Work Area Code:</b>	9
<b>Work area title:</b>	ICT Skills
<b>Unit Code:</b>	2.17
<b>Unit Title:</b>	Use word processing software to produce simple routine documents
<b>Learning Outcomes Ids:</b>	LO033
<b>Learning Outcomes titles:</b>	<ul style="list-style-type: none"><li>• Demonstrate the ability to use word processing software safely and securely to produce simple documents that meet the requirements of the office.</li></ul>
<b>Recommended Duration:</b>	4 hours
<b>Trainer:</b>	



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- **Microsoft (Office) Word:**
  - a commercial word processor designed by Microsoft. It was first released in 1983 under the name Multi-Tool Word for Xenix systems.
  - A word processor is a computer application used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable.





- Word is a tool that helps you create documents quickly with a professional look.
- You should follow four steps to produce quality documents:
  1. Plan and create
  2. Edit
  3. Format
  4. Print
- You will create documents most efficiently if you plan the content before you enter any text.
- You need to know what you need to tell your audience. State the information clearly and organize your material logically.

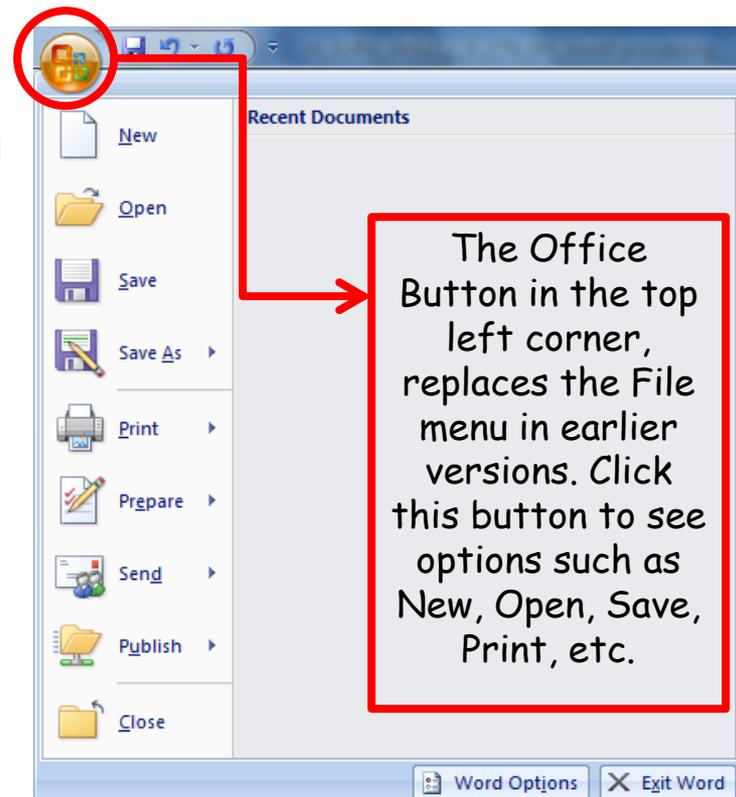


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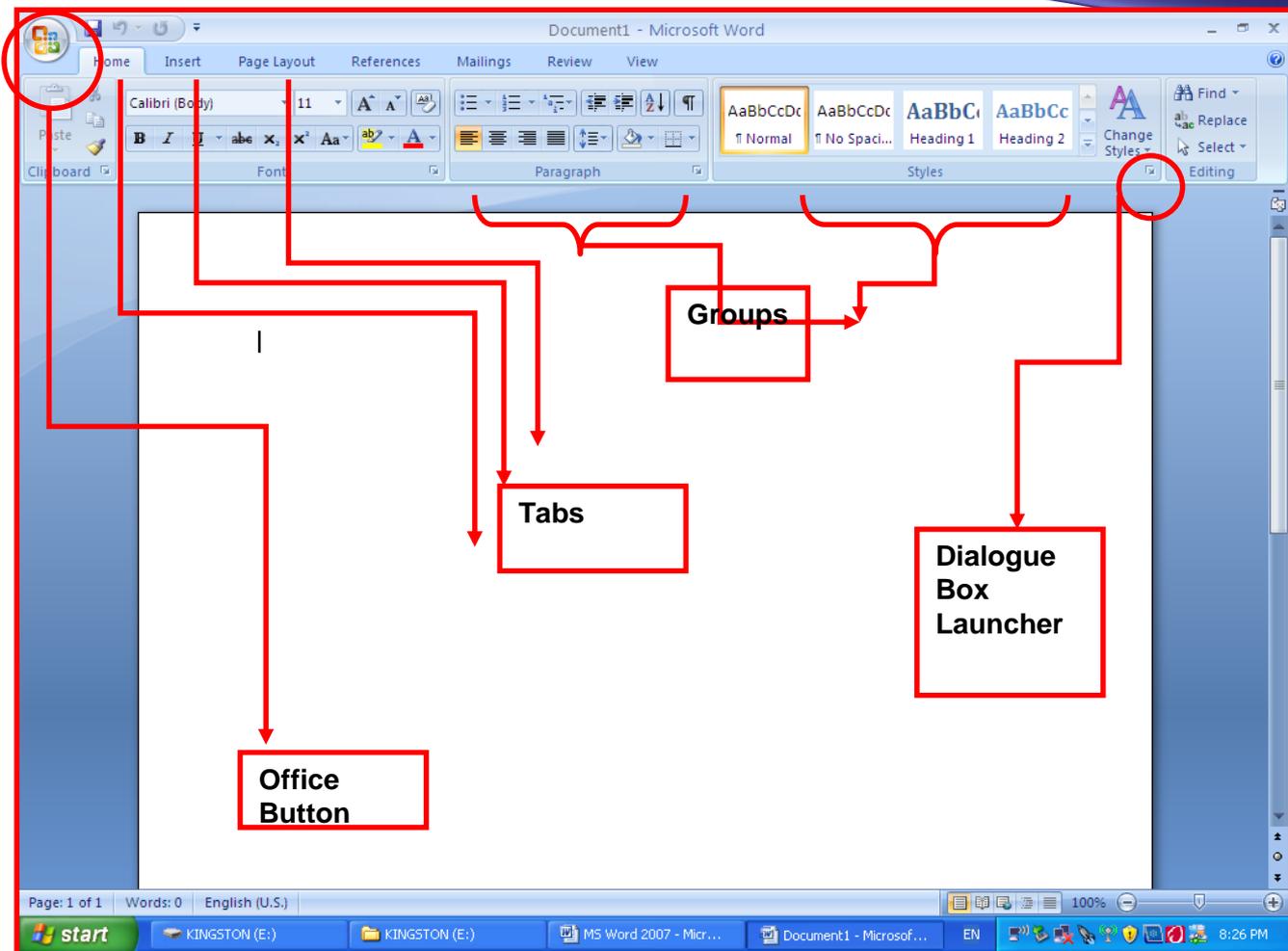
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# Microsoft Word Environment Start

- Microsoft Word automatically opens a blank document when you start the program.
- Start → All Programs → Microsoft Office → Microsoft Office Word 2007



# Microsoft Word Environment

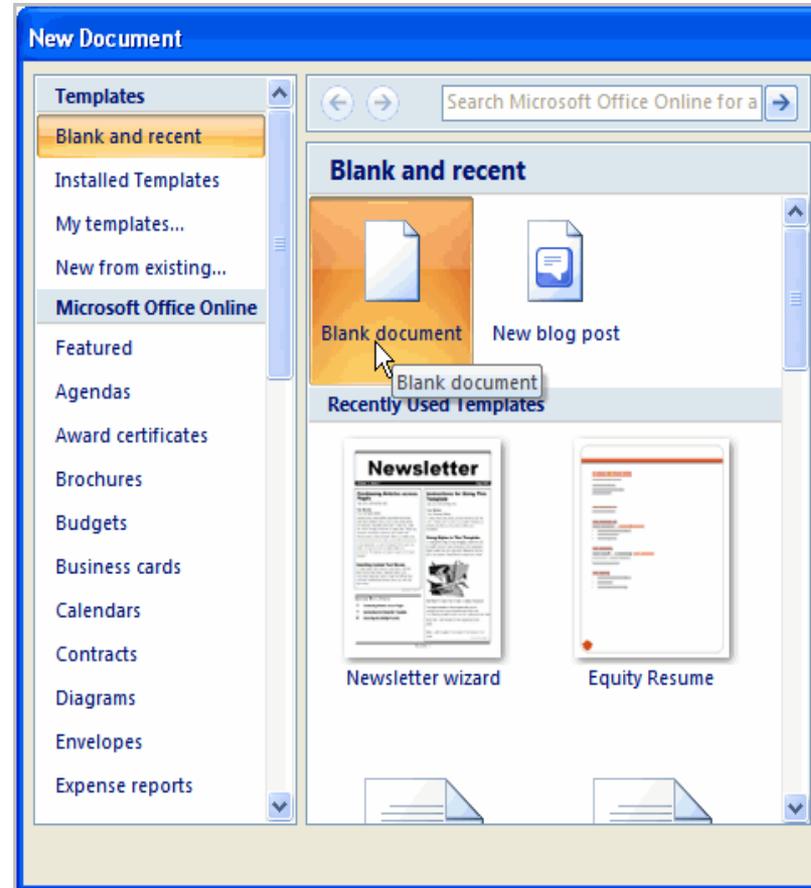


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# Create a new document in Word 2007

- **To Create a New, Blank Document:**
  - Click the **Microsoft Office Button**.
  - Select **New**. The New Document dialog box appears.
  - Select **Blank document** under the **Blank and recent** section. It will be highlighted by default.
  - Click **Create**. A new, blank document appears in the Word window.



# Enter text in a new document



- When typing, do not press the Enter key at the end of each line: the insertion point will automatically move to the next line when you reach the end of the current line.
- Only press the Enter key when you want to begin a new paragraph.
- This will create a new line or add a blank line.
- To correct an error, place the insertion point to the right of the error and then press the Backspace key. This will erase any characters and spaces to the left of the insertion point.



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# Exercise: Write the following text:



Chris Hamilton  
555 Plaza Avenue  
Middleton  
Office Administrator  
California Division  
20981 West Pacific Boulevard  
Valley View, CA 08765

Dear Office Administrator,

West Coast Sales is constantly growing. To help us move into the 21st century, the company is using the best tools available: from the telephone system in the customer service section to the Word Processing technology used in our offices. There are many features you are sure to appreciate. If you liked version 2000, you will be inspired with Microsoft Word 2003. I will be leading the effort to get everyone familiar with the use of the software. Look for communications from me every week.

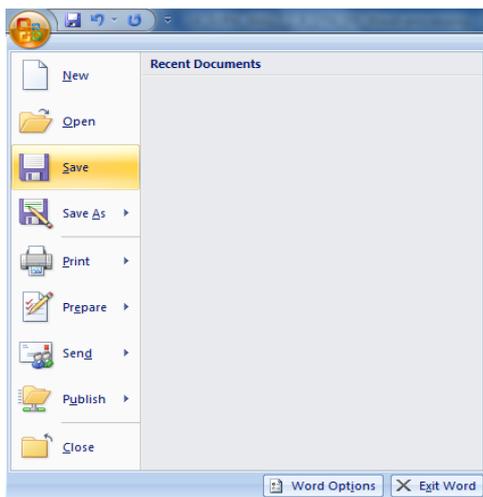


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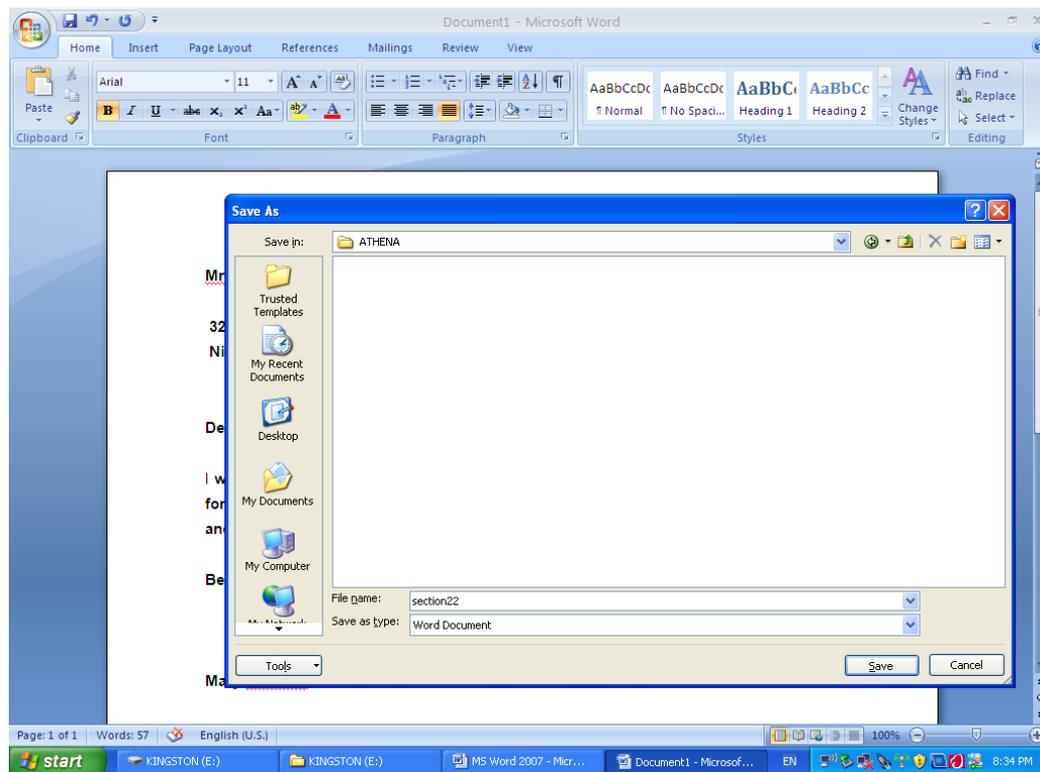
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# Microsoft Word Environment

## Save a file



- Office Button
- Save or Save As
- Name the file (XXX.doc)
- Save



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# The difference between Save and Save as

as



- **Save** will save your current state
- **Save as** will allow you to change parameters
  - Therefore, if you had a text document or a picture open, **save** would save it in its current state (same format, appearance and so on), but **save as** would allow you to change its name or, in the case of a picture, it would allow you to transfer it into another file type (ABC instead of abc, for example).



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# Save, close and open a document



- When you create a document, and then save it as a Word file, you can share it with your colleagues and re-use it more than once.
  - Click the **Microsoft Office Button** and then click **Save as**.
  - In the File name box, type a file name, or do nothing to accept the suggested file name.
  - In the Save as type list, click Word Template, and then click **Save**.



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# Save, close and open a document



- **Opening a document**

- To open a Word document, take the standard route - click the Office button and choose Open.

- **Closing a document**

- To close a Word document, save your file and use one of these techniques:
- Click the Office button and choose Close on the drop-down list. The Word program remains open, although the documents closed.
- Click the Close button marked with an X in the upper-right corner of the Word window. Clicking the X button closes Word as well as your document.



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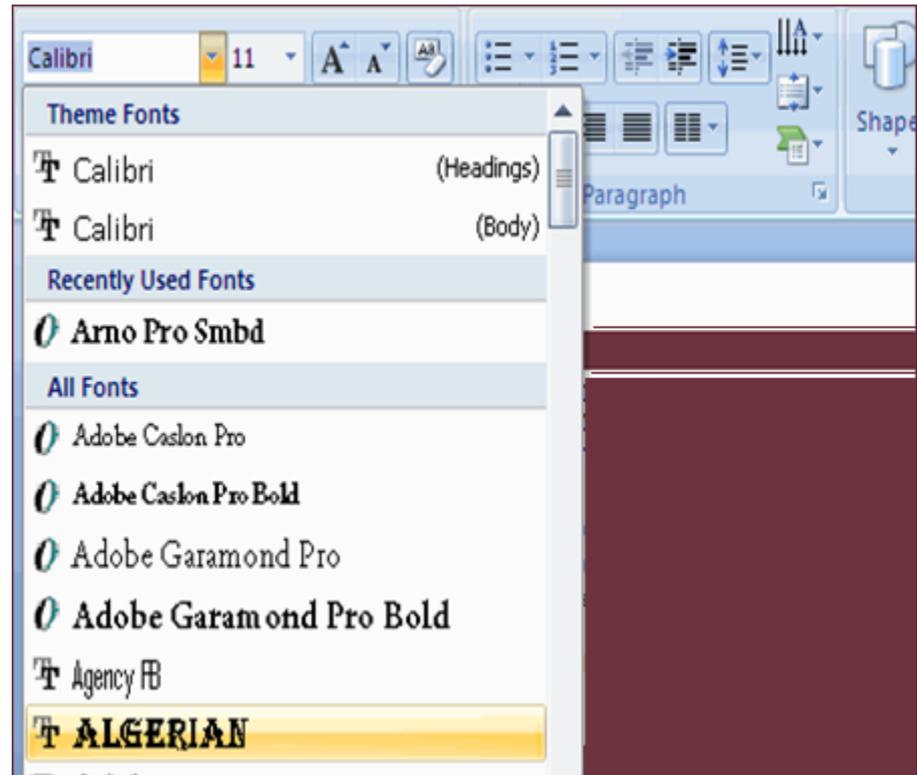
# Select and Format text



- **Change Font Typeface and Size**

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

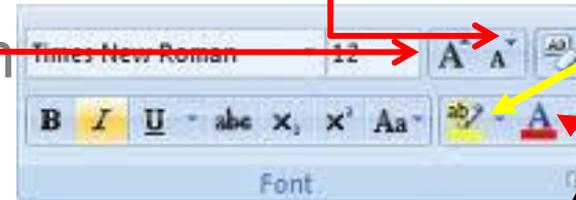


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# Select and Format text

- To change the font size:
  - Click the arrow next to the font size and choose the appropriate size, or
  - Click the increase or decrease font size button



Highlight Icon

Font Color

The arrow in the Font area



# Select and Format text



# Select and delete a text



- You can use different methods to select text with the mouse or keyboard.
- Use the mouse to quickly select any amount of text - a letter, a line, or the entire document.
- To select a single line or more lines, click in the selection bar, which is the blank space in the left margin where the cursor turns into an arrow.
- After the text is selected you can perform many actions, including deleting the highlighted text by pressing the Delete key.



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# Select and delete a text



- Cutting or copying and then pasting text is another way to move text from one location to another.
  - Cutting text removes it from its original location
  - Pasting places it in a new location
  - Copying leaves the text in its original location, but places a copy of the text in the new location when you paste
- Cut and copied items are stored on the Clipboard.



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# Formatting a Paragraph



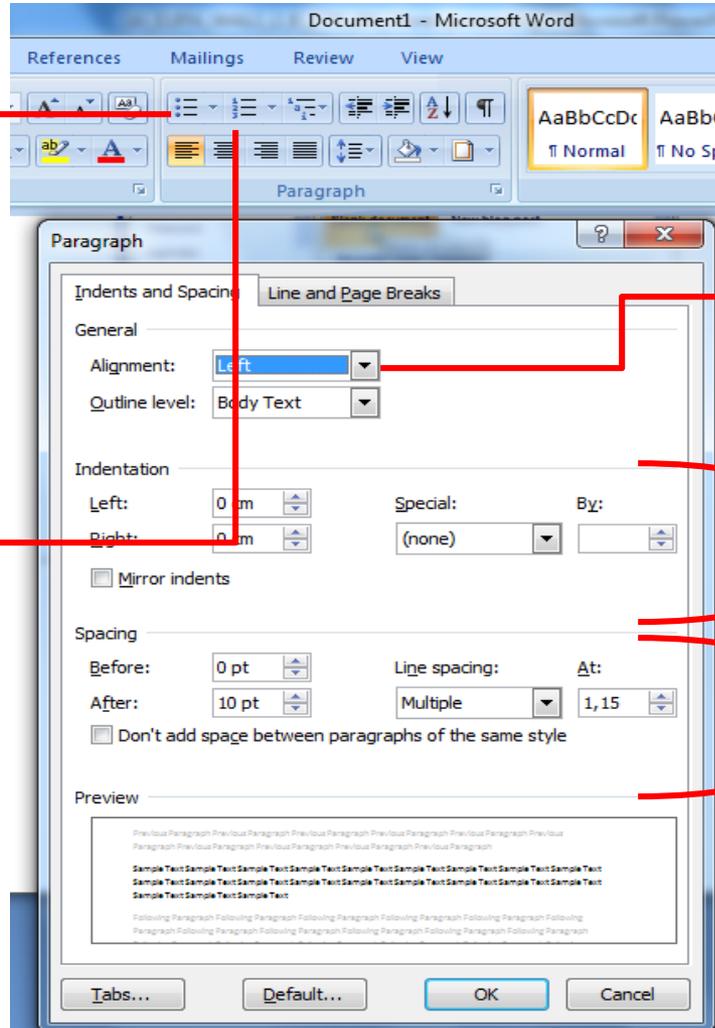
- The paragraph formatting in MS Word includes indentation and protrusions. In addition, one can create lists with dots and numbers, change the distance between the lines, change the distance before and after the paragraph, and align the paragraph. The paragraph formatting can be done:
  1. With the use of the appropriate tools
  2. With the use of the **Paragraph Dialog Box Launcher**



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# Formatting a Paragraph



**Insert Bullets (list)**

**Insert Numbering (list)**

**Align the text: Center, Left, Right, Justify**

**Increase Indent or Decrease Indent**

**Spacing of paragraph: Before and After**



## You can use templates to:

- Create a typesafe collection class (for example, a stack) that can operate on data of any type.
- Add extra type checking for functions that would otherwise take **void** pointers.
- Encapsulate groups of operator overrides to modify type behavior (such as smart pointers).



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# Advantages of templates



- Templates are easier to write. You create only one generic version of your class or function instead of manually creating specializations.
- Templates can be easier to understand, since they can provide a straightforward way of abstracting type information.
- Templates are typesafe. Because the types that templates act upon are known at compile time, the compiler can perform type checking before errors occur.



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# Methodological tool

- Creating professional documents

EUPANEXT\_LO\_033\_M\_036



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- Describe the functionality of a word processor and list situations where it is useful.
- Identify the functionalities of a word processor that are necessary for the production or amendment of simple documents
- Describe why one can use templates and list the advantages of using templates





- Word is a tool that helps you create documents quickly with a professional look.
- You should follow four steps to produce quality documents:
  1. Plan and create
  2. Edit
  3. Format
  4. Print
- **Save** will save your current state
- **Save as** will allow you to change parameters
- The paragraph formatting in MS Word includes indentation and protrusions





**Well Done!**

**You have  
completed  
this unit**



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