

# Word Processing

# How to use these workbooks

- These workbooks have been created to assist adults working with students in schools.
- They are designed to help pupils develop basic computer skills through activities and 'Hints and Tips' pages which guide you through how to do different tasks.
- The workbooks are made to assist with Microsoft Office software, and as such will work best using these programs. They can be used in other applications (for example RM Number Magic) but instructions might be different, so we would advise against doing this.
- The work books cover the following areas, and should be completed in the following suggested order:
  - ✓ Introduction
  - ✓ The Internet
  - ✓ Word Processing
  - ✓ Spreadsheets
  - ✓ Power Point
- The activities are broken down to suit all levels of students. The red tasks begin an activity and should be completed by all students. Those who complete these tasks easily, or who want a further challenge, can move on to the blue tasks. The green tasks are for pupils who have completed the other two tasks and still want to know more.
- The Hints 'n' Tips pages can be used to help a student through the activity, or they could be used as stand alone lessons.
- There are 'Checklists' at the back of each pack. These can be used to ensure the student has learnt everything in the pack, or they could be used at the beginning to ascertain whether the student is familiar with the application already.
- The quizzes at the end of the packs will provide some light entertainment for the student, and enable the adult to check that they have understood the application.
- On successful completion of the course and the quiz, the certificates on the back page can be photocopied, signed by the adult, and given to the student to recognise their achievement.

*Copies of the worksheets, certificates, and extra information can be found on the Tower Hamlets Education Business Partnership website – [www.thebp.org/cp.htm](http://www.thebp.org/cp.htm)*

THESE WORKSHEETS HAVE BEEN PLANNED AND DESIGNED WITH THE HELP OF: HEATHER DEACON, NICOLA JONES AND AUREORE MELARD DE FEUARDENT.

A BIG THANK YOU TO THEM, THE ROYAL BANK OF SCOTLAND GROUP AND RT IT CONSULTING.



# What is word?

- Word is a tool that allows you to write text a little bit like a typewriter
- It is often used to:
  - ✓ Write a letter
  - ✓ Write a document with a lot of text
  - ✓ Copy and paste text from the internet
  - ✓ Create pretty tables



## What am I going to produce?



A document containing information about something that you like (information retrieved from the internet pack could be used for this exercise) so that a friend can learn a little more about it.

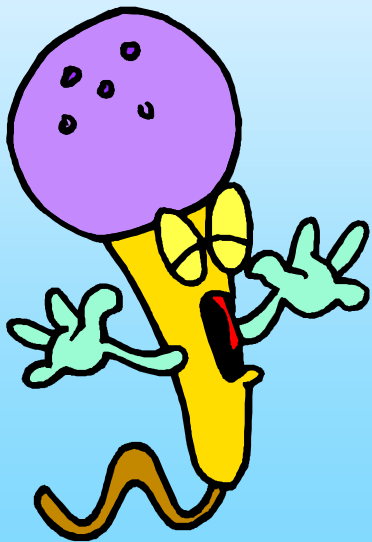


# Activity time!

Choose a topic that interests you. From the internet **copy and paste** at least 2 pages of text relating to this topic in to a word document. **Format** the text so that it is the same everywhere and **save** it. Add a title (using **Word Art**) to your document and **insert a picture** that relates to the text.



Change your page to **landscape** (you might have to reposition your picture). Read the text; add some subtitles in **bold, underlined** and make them a different **colour**. **Delete** repeated or irrelevant information from the text you copied.



Add a subtitle called: “My own opinion” (Ensure that the subtitle has the same font as the other subtitles by using the **paintbrush**). **Type** a few lines explaining what you like about the topic you chose. Insert the **page numbers** at the bottom of the pages and **spell check** your document.



# Hints 'n' Tips



- How to open and save a new document? ..... Page 6
- How to look for information on the Internet ? ..... Page 7
- How to Copy and Paste text onto Word? ..... Page 7
- How to format text? ..... Page 8
- How to use Word Art? ..... Page 9
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- How can I spell check my document? ..... Page 11

# How to open and save a new document?

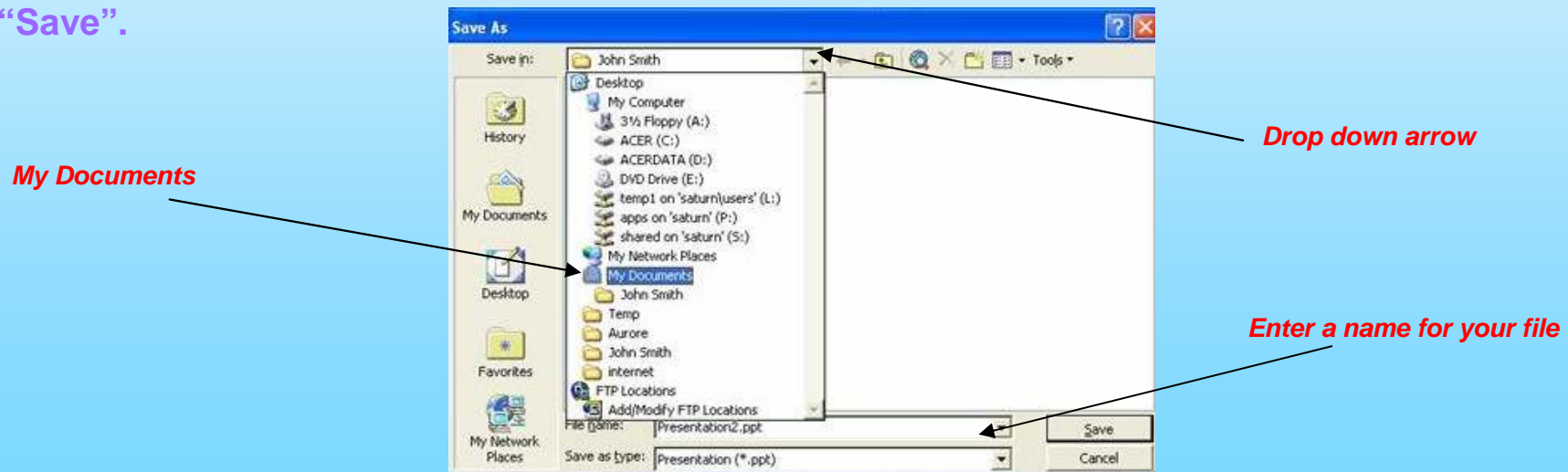
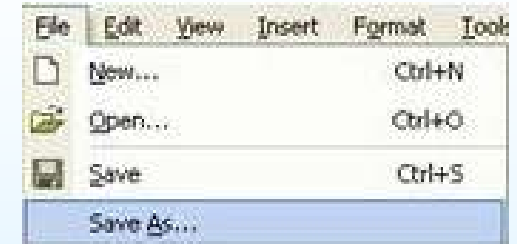
## To open a New document:

- Click on the  icon or on this  icon if you are already in Word

## To save a New document:

Go to “File” (at the top of your screen) and select “Save As”. A new window will pop up:


- Click on the arrow for a drop down to appear
- Select “My documents”
- A list of folders and document will appear, scroll through it and you will find the folder you created for yourself
- Double click on your folder
- Enter a name for your document in the “File Name” box and click on “Save”.



# How to look for information on the internet?

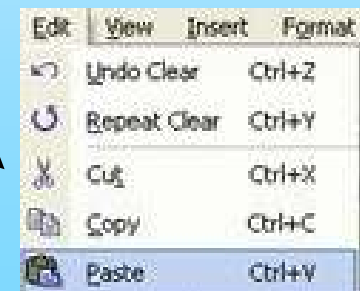
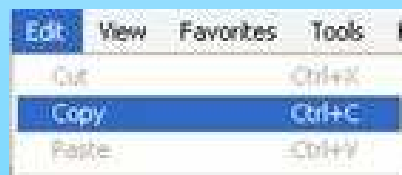
- To get onto the internet, you must click on the icon . In the address box, enter [www.google.com](http://www.google.com) (or [www.yahooligans.com](http://www.yahooligans.com)) and click on “go”.



Once in Google, enter the words of what you are looking for, e.g. David Gray, puppies, Manchester United... and click on the  icon.

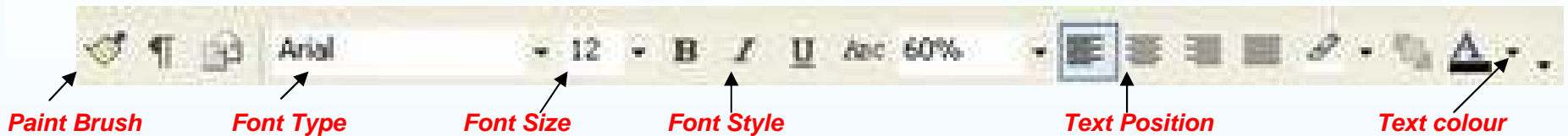
# How to Copy and Paste text onto Word?

- Select all the text you want to copy (you can select text by left clicking on your mouse and scrolling down) then right click the button on your mouse and select “Copy” (or go to “Edit” and “Copy”) . Go to your word document and right click the button on your mouse again but this time select “Paste” (or go to “Edit” and “Paste”); all the text you selected will appear on your sheet



# How to format text?

- You must first select the text you wish to format (by left clicking your mouse and scrolling down). In word, at the top of your screen you will see the following toolbar:



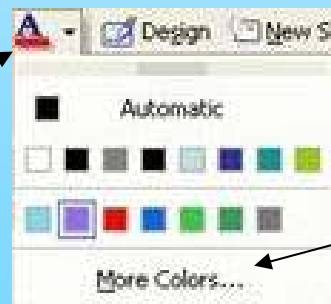
- The Paint Brush allows you to copy the layout of already formatted text. For example, if you want title 2 to be the same as title 1 below, select the first title, click on the Paint Brush icon and select the title you want to make the same.




- The Font Type changes the way the text appears a little like different types of hand writings
- The Font Size displays text very small if you pick a small number and very big if you pick a large number
- The Font Style will show the text as **Bold** (very thick letters) if you press on **B**, in *Italics* (letters tilted to the right) if you press on **I** or Underlined if you press on **U**.
- The Text Position will place the selected text to the left **L**, centre **C** or right **R** of the page. The text can also be spread evenly across the page by selecting the **J** button.
- The Text Colour can be changed by clicking on the **A** icon. The default colour is black but it can be changed by clicking on the down arrow; a selection of colours will be displayed.

Should you want more, click on "More Colours".

Highlight the text you want to change the colour of, then click here



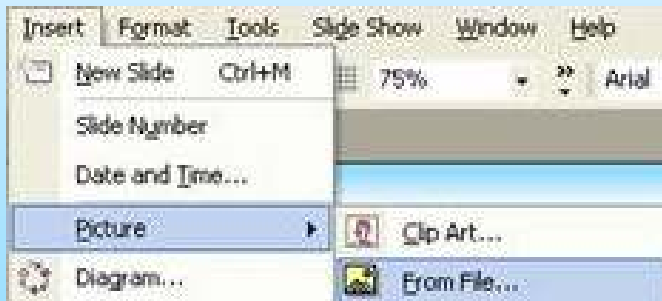
# How to use Word Art?

- To use Word Art, click on the  icon (or go to Insert, Picture, WordArt). A pop up such as the one shown here will appear, showing you the different looks available.
- Select the one you like and press OK.
- Enter the text that you want and click on OK.

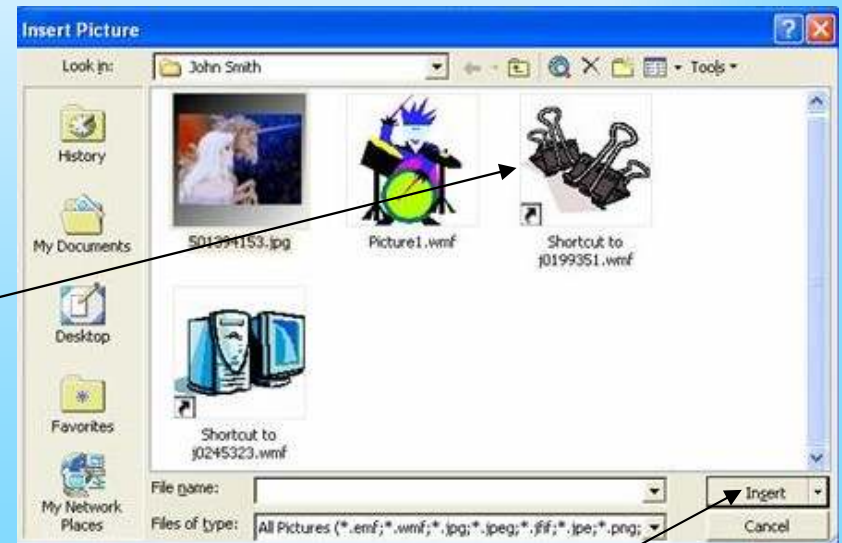


# How to insert a picture from a file?

- First of all, make sure that the picture you want to insert is saved in your folder. Click on “Insert”, select “Picture” and “From File”; a pop up will appear. Select “My documents” then double click on your folder. From that folder select the picture you want to insert and press “Insert”.
- For advise on how to save a picture from the internet, see the Internet course. To insert a picture from ClipArt (Insert, Picture, ClipArt), see the Introduction course.





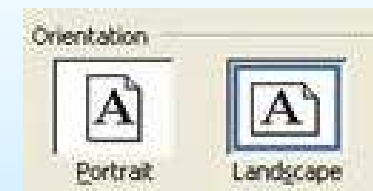
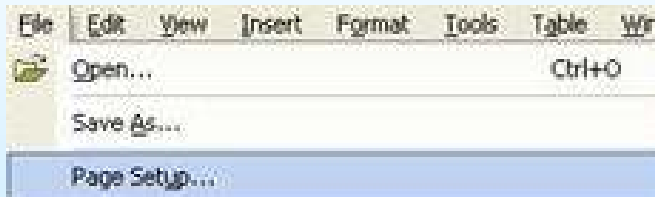
*Click on the picture you want to insert*



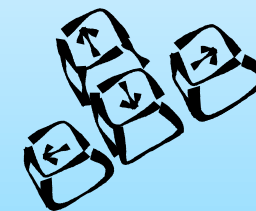
*Click on “Insert” and your picture will appear on Word*

# How to change the page to Landscape?

- Changing the page from Portrait to Landscape simply means to turn it from a vertical position to a horizontal one. This is done so that the content of your page fits better. To turn your page, go to “File”, “Page Setup” as shown below left. A pop up will appear; in the orientation section, click on the landscape icon and “OK” (as shown below right). Your pages will have turned. You can check by clicking on the  icon which zooms out to give you an overview of the whole page. Press  when you have finished checking.



## How can I learn to type well?



- The best way to learn to type is to use all ten fingers, but it takes time and practise to learn. We recommend that you practise for 15 minutes once to twice a week on the suggested typing course below (see Internet course for advise on logging on!).

[www.goodtyping.com](http://www.goodtyping.com)

# How can I insert page numbers?

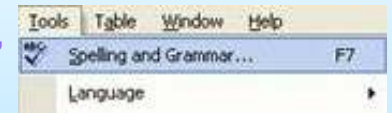
- To insert the page numbers to your word document, go to "Insert" and select "Page Numbers". A pop up such as the one illustrated below will appear. Select where you want the page numbers to appear on your page and click on "OK".

*Lets you choose where the page numbers appear; at the top or bottom of the page, on the left, middle or right.*



# How can I spell check my document?

- Spell checking your document is very easy. Go to "Tools" and "Spelling and Grammar". A pop up appears such as the one below:



*If the word is not incorrect, you click "ignore Once" so that the spell checker does not change your word*

*Choose the correct word from the list below and then click on change*

Once the spell check is done, the following message appears:







# Checklist



- I can open and save a new Word document
  - I can copy and paste text into a Word document
  - I can format text by changing the font size and type
  - I can use Word Art to create original titles
  - I can insert a picture to my document
- 
- I can turn my document page horizontally on the computer
  - I can format the text by changing the font colour and style
  - I can move up and down the page to delete text
- 
- I can reproduce a format I like by using the paint brush
  - I am learning to type with both hands
  - I can insert page numbers
  - I can spell check my document

# End of unit quiz

1. What do these tool bar icons do:  
a)       b)       c)       d) 
2. Where would you go to insert a picture or clipart?
3. Show your Computer Partner / teacher that you know how to retrieve the Word document that you produced together.
4. Type this sentence and correct it's spelling and grammar **'Its good to check the speling and grammer of your work. Word procesing applications sometimes automatically asist with this. It is eazy to use'**.
5. Create a short letter to your Computer Partner / teacher to thank them for their help. Print it off and give it to them.



# CONGRATULATIONS

This is to certify that

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has completed the WORD PROCESSING  
Computer Partners course



Signed

Date



IN CONJUNCTION WITH

