

Introduction to

WORD PROCESSING

WITH

MICROSOFT WORD 2010

A Practical self-study Guide

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1. THE MICROSOFT WORD WINDOW

THE WORD WINDOW CONCEPTS

Word is an application that runs under the Windows graphical user interface. When launched, Word sits in its own “window” – the box that surrounds the application elements. The window can be moved, sized, closed, minimised and maximised using the features common to the Windows environment – these are listed below:

WINDOW BORDER The box that surrounds the Word screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow – clicking and dragging with this shape allows the window to be resized.

TITLE BAR The coloured bar that appears at the top of the Word window. The title bar tells you which application you are using and if the document you are in is maximised, it will also contain the name of the document. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.

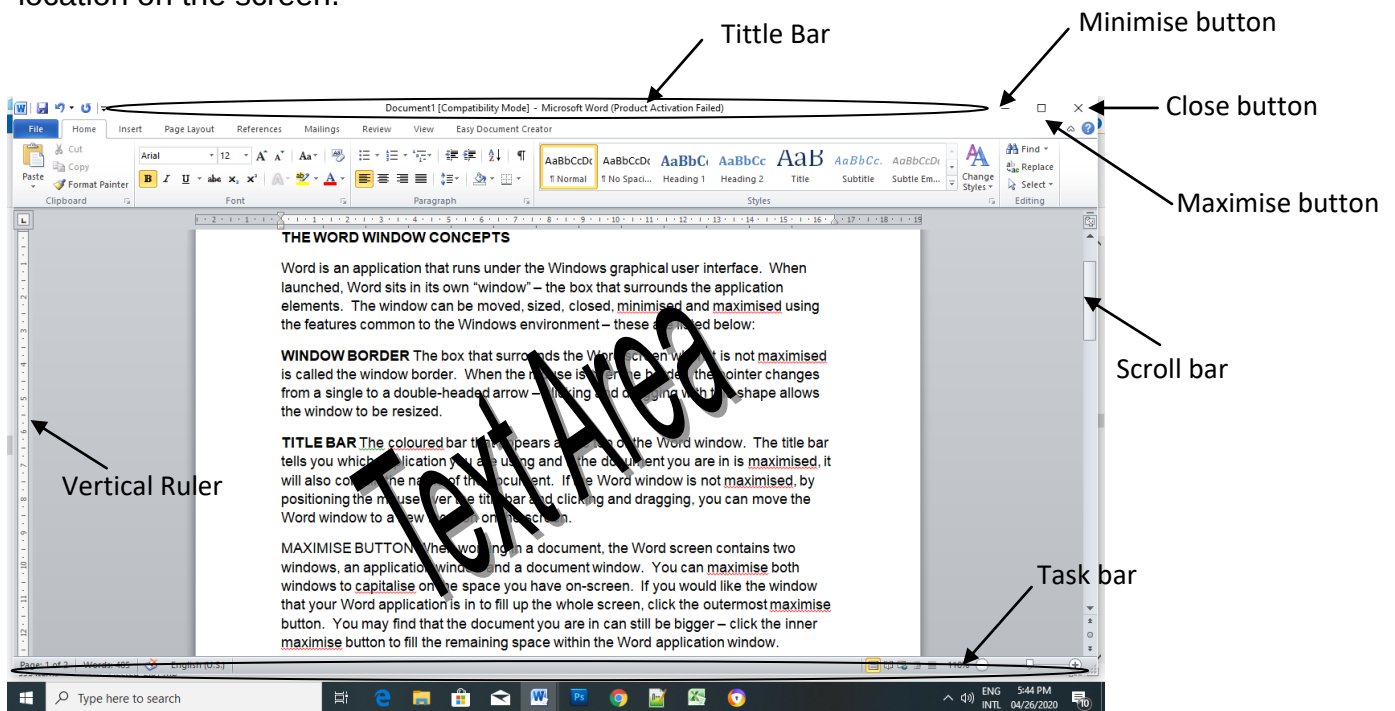


Figure 1 The Microsoft Word Window

MAXIMISE BUTTON When working in a document, the Word screen contains two windows, an application window and a document window. You can maximise both windows to capitalise on the space you have on-screen.

If you would like the window that your Word application is in to fill up the whole

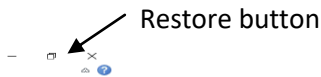


screen, click the outermost maximise button. You may find that the document you are in can still be bigger – click the inner maximise button to fill the remaining space within the Word application window.

MINIMISE BUTTON This button is very useful if you need to temporarily switch from Word into another application without closing Word down completely. Click the minimise button to shrink Word to an icon on the task bar; you will then be able to view other icons and applications you may wish to access. When you are finished and ready to continue, click the Word icon from the task bar to resume. The innermost minimise button will minimise the current document window.



RESTORE BUTTON This button only appears when a window is maximised. A maximised window has no border and you cannot see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.



Restore button

Figure 2 The Restore Button

CLOSE BUTTON This button is used to close a window. If you click the close button for a document window you close the document. The last button will close the application.



button
Word

DIALOG BOX LAUNCHER this button launches dialog boxes specific to the part of the ribbon you see them the category will be named such as FONT, CLIPBOARD, etc



of
etc

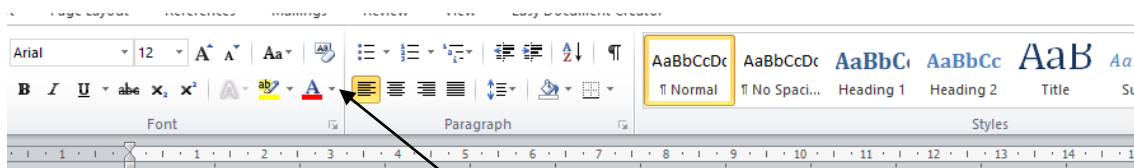
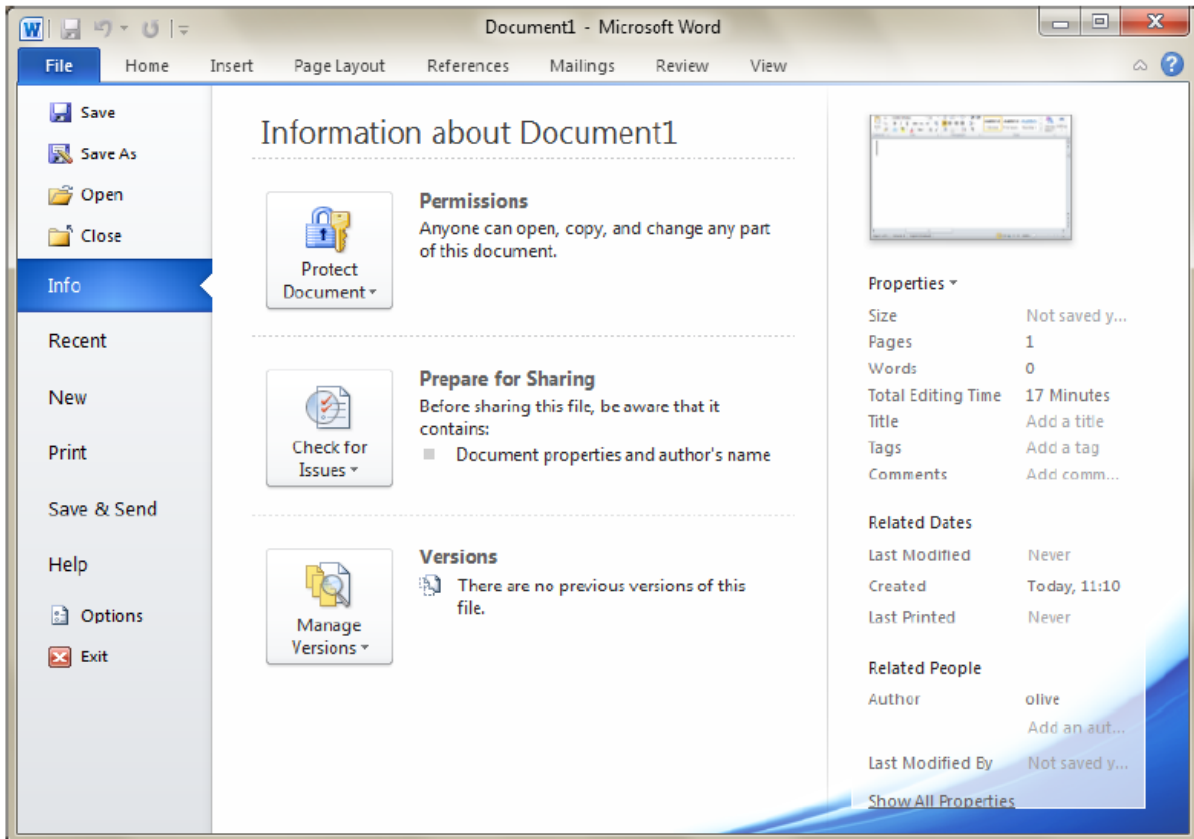


Figure 3 The Dialog Box Launcher

Dialog Box Launcher

BACKSTAGE VIEW – FILE RIBBON

This view shows all the information about a document in one location. It displays many important commands and options used to manage and print documents such as view and edit document properties, and open, save, print and share documents.. This will be looked into much further later in the manual.

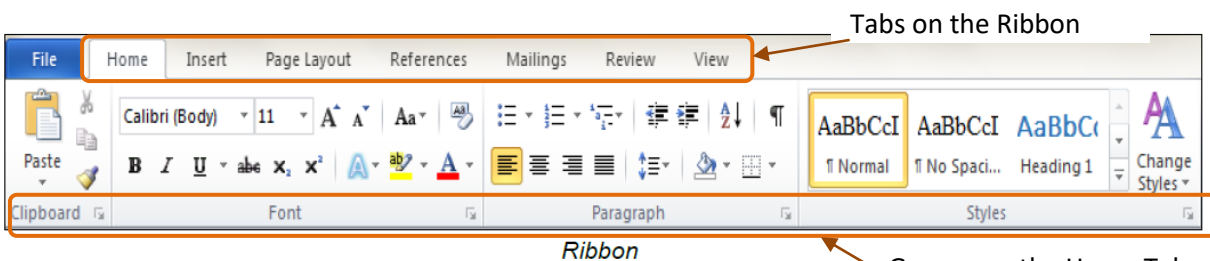


Backstage View

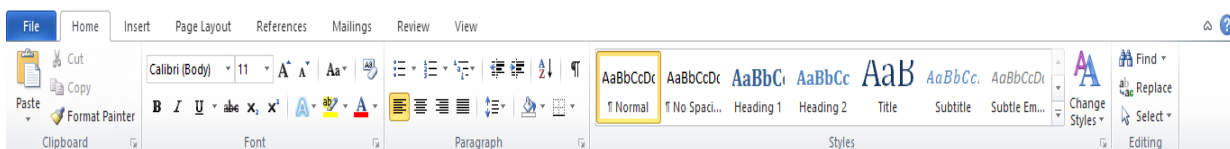
Menus

Menu's are no longer used in Word they have been replaced by Ribbons and will be referred to as such throughout the manual

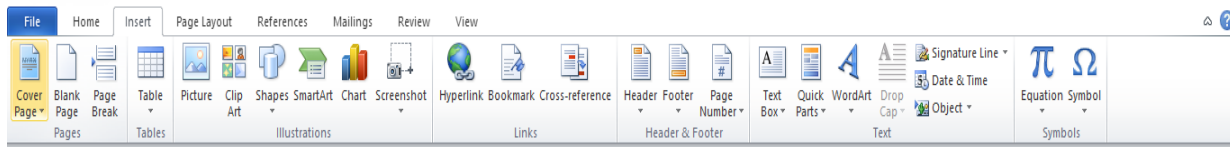
Ribbons



Ribbons are tabs that show different commands with respect to what you wish to do the **HOME ribbon** shows basic commands of formatting.



The **INSERT** ribbon allows the insertion of any object. Just click on the named ribbon to see list of commands that you can perform by clicking on the appropriate icon.



Any Icon on the ribbon with a down arrow offers other options and sometimes a dialog box. E.G. Choosing **QUICK PARTS** in the **TEXT** group allows you to insert a field within your document or a document property adding information to your document that can be updated as the information is changed at source.

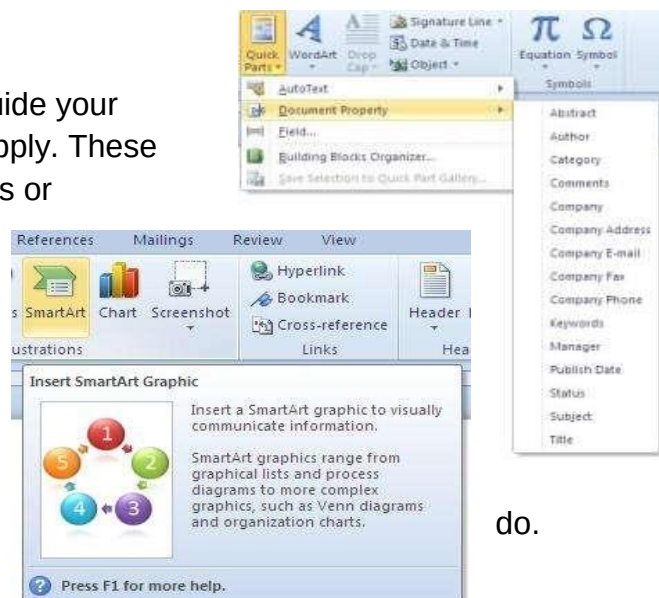
Screentips

Screentips are helpful hints that appear, to guide your choice to which command you may wish to apply. These can be useful when locating unfamiliar buttons or commands.

- ☐ To view screentips

Mouse

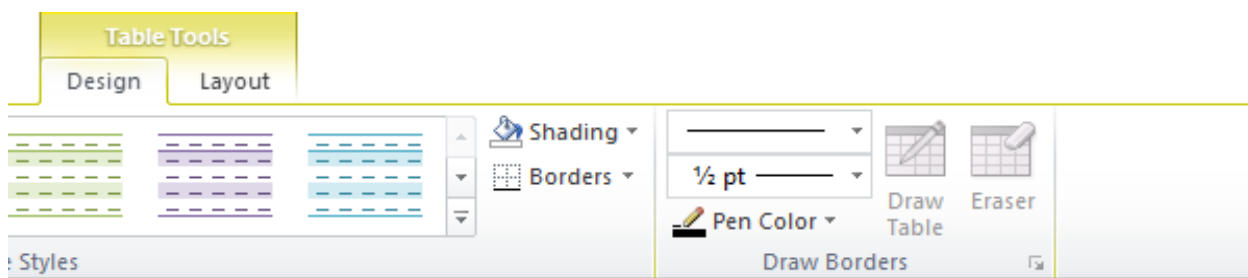
- (i) By holding your mouse over an icon, a helpful hint will appear to show you what that command will
- (ii) Clicking will apply that command



do.

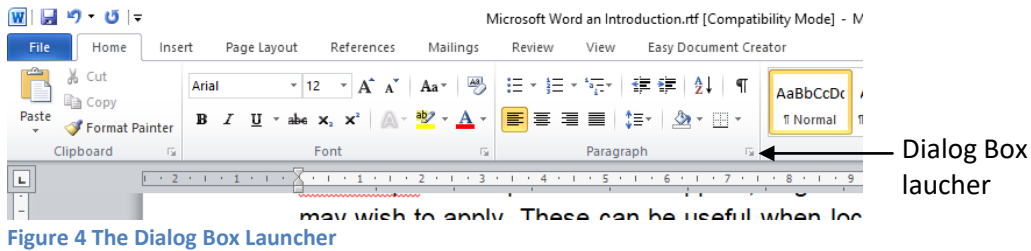
Contextual Tabs

Contextual Tabs only appear when certain objects are selected and display functionality related to these objects.



Dialog Box

Clicking the **DIALOG BOX LAUNCHER** in the **group type** is a method to call up a dialog box from where you can make a choice from the various options and click OK at the bottom of the dialog box.



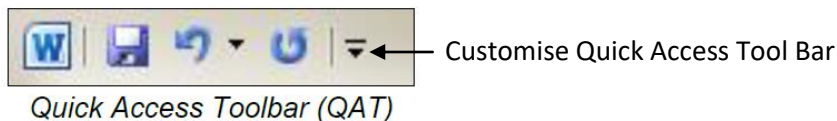
If you wish to change your mind and close the dialog box without making a choice then click on CANCEL. The dialog box will close without any choice being applied.

Toolbars

There are only two toolbars within the new version of Office 2010 there is the QUICK ACCESS TOOLBAR seen here next to the FILE TAB, and there is the MINI TOOLBAR

Quick Access Toolbar

This is a customizable toolbar placed by default above the Ribbon - you can add icons for frequently used commands to this toolbar. It can also be placed below the Ribbon.



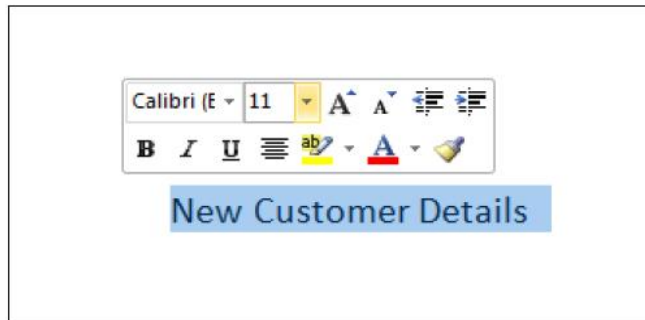
☐ To add a button to quick access toolbar

Mouse

- (i) Click on drop down customisation menu for toolbar
- (ii) Select a button to add (let's say the NEW button) the NEW button appears in QUICK ACCESS toolbar

Mini Toolbar

The **Mini Toolbar** is not visible all the time and only appears when some text is selected.



Word 2010 Mini Toolbar

This toolbar has commonly used commands, such as those associated with changing font appearance or alignment.

Status Bar

The Status bar, across the bottom of the screen, displays different information at different times. To the left is an indicator, which will display which page you are currently on, which column you are in number of words in document. If you right click on the empty area of the status bar a menu should appear showing the various items of information that can be given on the space bar merely click on the info that you wish displayed and it will appear on the status bar.

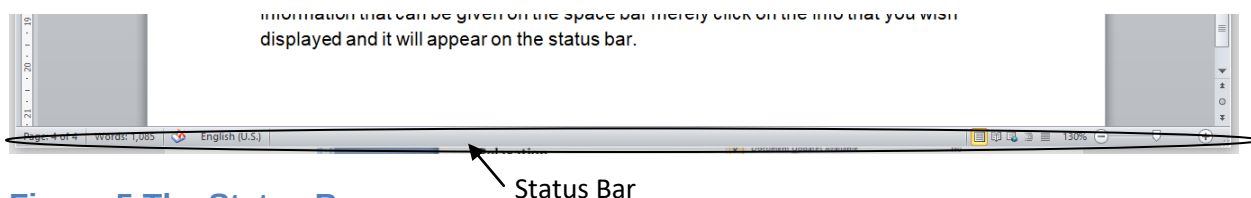
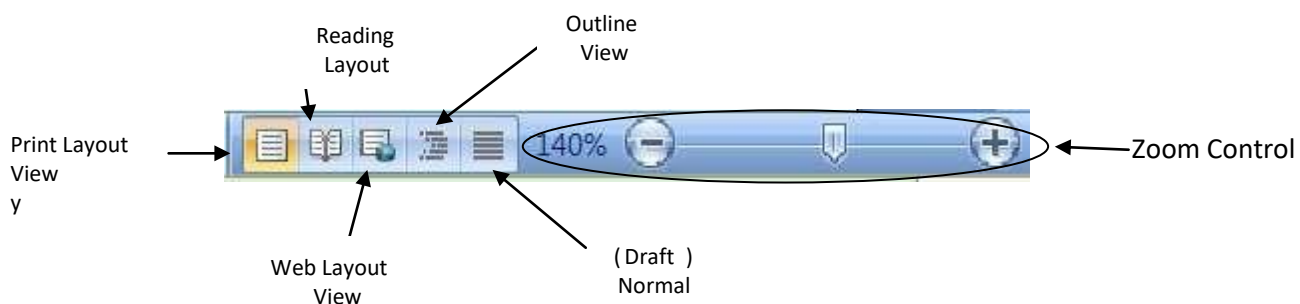


Figure 5 The Status Bar

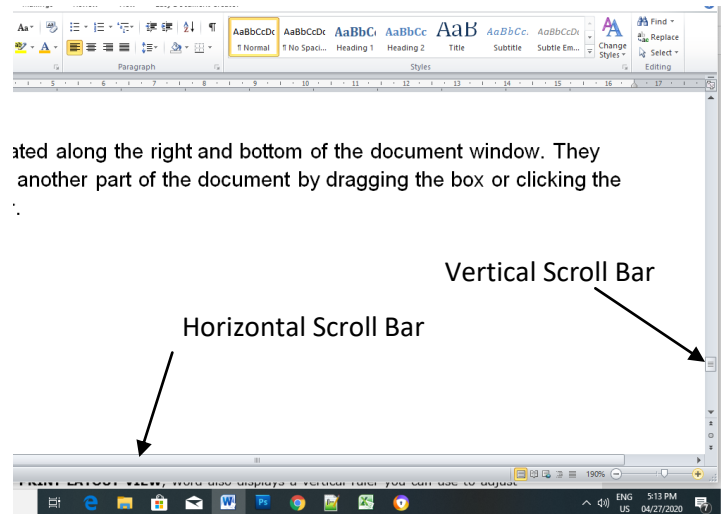
To the right of the status bar are firstly, the different views that can be used within Word, and on the far right, the zoom control



Scrollbars

The Scrollbars are located along the right and bottom of the document window. They enable you to move to another part of the document by dragging the box or clicking the arrows in the scroll bar.

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2. CREATING A WORD DOCUMENT

Basic concepts to be learnt:

1. Create new documents and save documents
2. Close and Open files
3. Enter information on the Word screen
4. Understand the keyboard keys for word
5. Edit information.
6. Navigate using mouse and keyboard

1. CREATING NEW DOCUMENTS AND SAVING DOCUMENTS



Concepts

Microsoft Word 2010, which is part of the Microsoft Office Suite, is a word processing application used to create, edit, and print a wide range of documents.

When Word 2010 is launched at the beginning of a work session, it provides a blank document ready for you to start typing. Word assigns the name “Document1” and this appears on the title bar at the top of the screen until you save the document and allocate a filename. Each time a new document is created, Word will assign this temporary name with the number of the document going up in sequence (e.g. the second document created in any one session would be “Document2” and so on).

Learning Example 2.1

The ICT Seminar

I went for a one day inovation ICT seminar for beginners. Seeing the speed and accuracy of the yong boys typing and operatng the computers, I was mesmerized and made up my mind to offer ICT so that I also become an expert.

Am now learning to type! It is intresting but un familiar! I know I will make it one day.

Required:

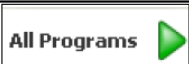
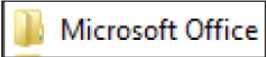
- (i) Type the text above as it appears
- (ii) Correct all the spelling and grammar errors in the document
- (iii) Save the document as **My first doc** on the desktop.
- (iv) Close the document.
- (v) Reopen the document

STARTING WORD 2010 (Windows 7)



Steps

To start Microsoft Word:

1. Select the Start button on the taskbar. <i>The Start menu appears.</i>	Click 
2. Point to All Programs. <i>The All Programs menu appears.</i>	Click 
3. Select Microsoft Office 2010 . <i>The Microsoft Office 2010 submenu appears.</i>	Click 
4. Select Microsoft Word 2010 . <i>The Microsoft Word 2010 window opens.</i>	Click 

Starting a new Document

When Word 2010 is launched at the beginning of a work session, it provides a blank document ready for you to start typing.

But if Word 2010 is already open to get a new document:

Mouse:

- (i) Click on File Tab
- (ii) Select New from the drop down menu
- (iii) Click Blank Document
- (iv) Select Create
- (v) A new blank document will be opened for you to start typing

Or

Keyboard

- (i) Press CTRL N
- (ii) A new blank document will be opened for you to start typing

Typing and inserting Text

To enter text, just start typing using the Keyboard! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button.

Word Wrap

When you are typing in a document, Word has a feature called word wrap. This is what makes the cursor automatically jump onto a new line when the text that you are typing has filled up all the space on the previous line. Therefore the only time that you need to tell Word to begin a new line is if you want to start a new paragraph.

Click and Type

The cursor appears as a flashing vertical bar. To enter text, simply begin to type. If your cursor is at the top of the page and you wish to type text some way down the page, double click with the mouse to anchor your cursor in the desired location. This feature is known as CLICK AND TYPE.

Note: *Be aware that using this feature adds hidden characters into the document that may affect the appearance when formatting at a later stage.*

Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.

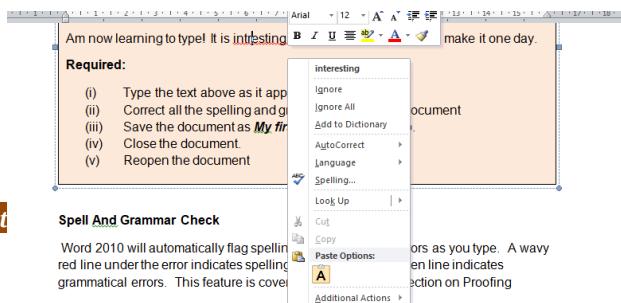
Drag Text: Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

Spell and Grammar Check

Word 2010 will automatically flag spelling and grammatical errors as you type. A wavy red line under the error indicates spelling mistakes; a wavy green line indicates grammatical errors.

Mouse

- Move the mouse to place the cursor over the flagged word.



- (ii) Right click: A short cut menu will pop with spelling options together with other options.
- (iii) Click on the desired spelling option.

More of this feature is covered in the section on Proofing

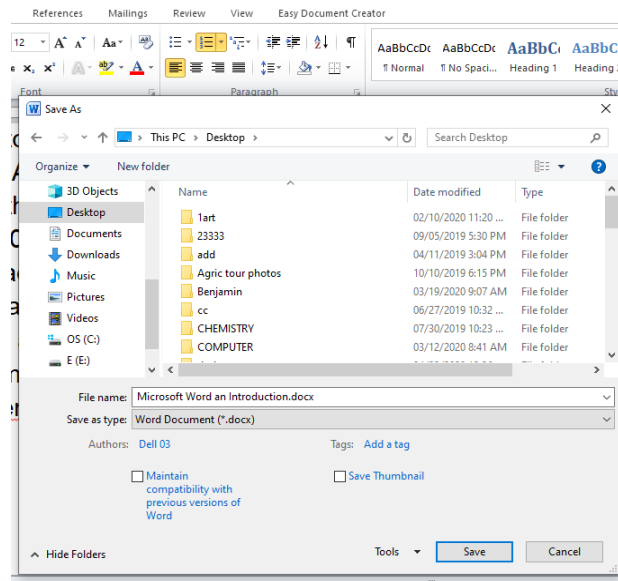
Saving Files

Word gives any new document you create a temporary name – the word “Document” followed by a number. The number increases by one for each new document you create in any one work session. The new standard for Word 2010 is that all files have a file extension added: **.docx** and previous versions of word will not be able to recognise this so beware of the filetype (extension) you save it as.

☐ **To save a file:**

Mouse

- (i) Click the SAVE button on the QUICK ACCESS TOOLBAR. If haven't saved the document previously, the SAVE AS dialog will appear asking you for a document name and location.
- (ii) The first list box at the top and box to the left allows you to navigate and determine the drive and folder that you want to save the document in. The area below the SAVE IN list allows you to see which files are stored in area currently displayed.
- (iii) The FILE NAME box allows you give the file a name before saving, Word will suggest a name based on the first line of text in your document. Just delete all in this box (or type over highlighted text) and enter just the name you want to call your file.
- (iv) The SAVE AS TYPE box allows you to determine what type of file you wish to save the document as: A current version word document (default) A word 97-2003 version. A text document RTF format (rich text format) which can be read by most word processing packages that are non Microsoft it is a standard formatted document type. Web page or Template



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- (v) When all options have been set click SAVE the dialog box will close the document will be saved and the filename will appear on the TITLE BAR at the top centre of the word window.

OR

- (i) Click File
- (ii) Select "Save As"
- (iii) The dialog box seen above will appear and so proceed as before.

Save Choices

☐ To change the location:

Mouse

- (i) Select on the left from either FOLDERS or LINKS
- (ii) Navigate on the left to the drive and folder of your choice.
- (iii) Use the BACK button in the top left to return to a previously viewed folder if you navigate too far.
- (iv) You may also use the double arrows in the top box to help you select a folder. When you have selected where you want to save your file we need to name it.

☐ To name a file:

Mouse

- (i) Click in the FILE NAME box and drag your mouse over the current file name (if it is not already selected) – this will highlight it.
- (ii) Type the new name

☐ To choose file type

Mouse

- (iii) Click in the SAVE AS TYPE box
- (iv) Make a selection from file types shown based on your need. WORD DOCUMENT is the default but only people using 2007 and 2010 will be able to access

Saving Changes

To Files Once you have allocated a name to a file using the SAVE AS dialog, clicking the SAVE button on the QUICK ACCESS TOOLBAR simply saves any new changes to the filename you originally gave. It is worth saving files that you are working on every ten minutes or so, although an Autosave feature will backup your changes in case of a crash it is wise to save often.

☐ To save changes to a file

Mouse

- (i) Click on the SAVE button on the QUICK ACCESS TOOLBAR.

Or

Keyboard

- (i) Press CTRL S. If the document has never been saved before, the “Save As” dialog will appear, otherwise changes are saved to the file name that you have already allocated.

Closing Files

When you finish working on a file, you can close it down using the following methods:

☐ To close the current file:

Mouse

- (i) Click the FILE TAB and select CLOSE.

Or

Keyboard

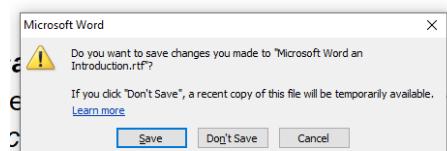
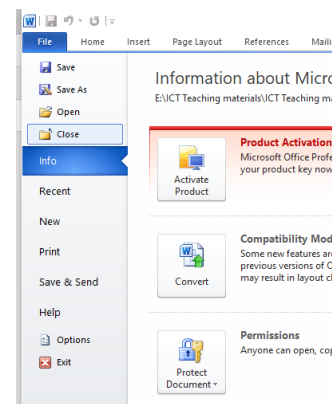
- (i) CTRL F4.to close active document window.

Or

- (i) Click on the CROSS in the top right hand corner of the document window.
- (ii) A dialog may appear, if you have unsaved changes to your document.
- (iii) Make a choice as necessary and the document will close.

Note:

If a warning “**Do you want to save changes**” appears while closing the file: Then you have changes you made to the document which are not saved. (*Think twice before you chose either **Save** or **Don't Save**, **Cancel** will leave the file active*)



Reopening saved Files

- (i) Open the file location where your file is
- (ii) If not desktop then open “This PC” or “Computer” for windows10 or windows7 respectively.

- (iii) Double click the desired file.

Or

Opening an Existing Document from the Word Window

- Click the **File Backstage menu** and Click **Open**, or
- Press CTRL+O (Depress the CTRL key while pressing the “O”) on the keyboard, or
- If you have recently used the document you can click the **File Backstage menu**, click the Recent button and Click the name of the document in the **Recent Documents** section of the window.

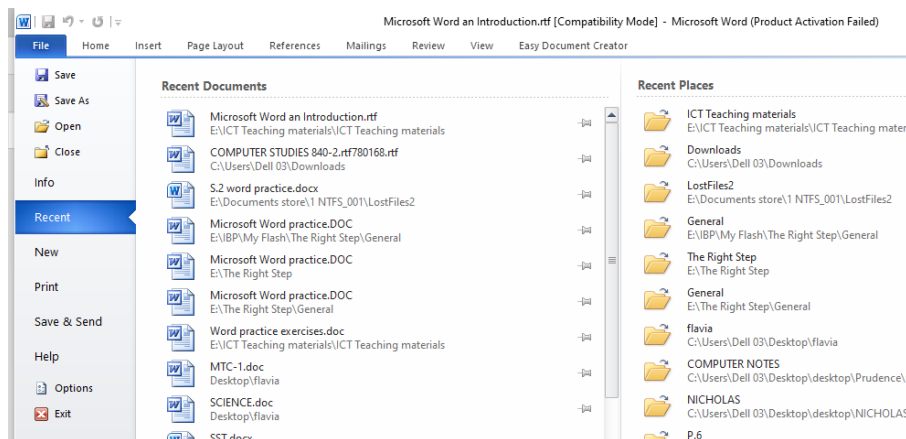
Recent

You may also use the RECENT feature to open files. When you use the same files regularly there is no need to have to navigate through all your folders to find a particular file.

- ☐ **To access recently used files:**

Mouse

- (i) Click on the FILE tab and select RECENT
- (ii) From the main window select a recently used file and click on it



Document Views

There are many ways to view a document in Word.

- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.

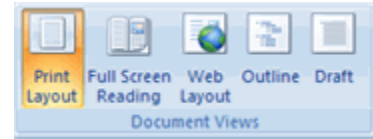
- **Web Layout:** This is a view of the document as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen



Or

- Click the **View Tab** on the Ribbon
- Click on the appropriate document view.



Learning Exercise 2.1

(i) Type the text below using any word processing application program.

How to conserve power for your PC

Ever run out of battery power in the middle of a meeting? Has the urgent beep of your mobile PC's battery alarm made you the centre of attention during an executive presentation? Even with recent advancement in battery cell technology and in software that makes efficient use of power, you can do only so much work on a single charge. The trick is to get the most out of the power that is available. Chances are, you already have ways to make sure your mobile PC has power no matter where you are. May be you always carry the power cord or an extra battery for times when AC power isn't available. Those strategies work, but do you know to get the most out of the battery you'll be using during your next five hour flight?

Required:

- (ii) Type the text above as it appears
- (iii) Correct all the spelling and grammar errors in the document
- (iv) Save the document as **PC Power** on the desktop.
- (v) Close the document.

3. EDITING A WORD DOCUMENT

Basic concepts to be learnt:

- 1 Select desired text
- 2 Move and Copy text
- 3 Move and Copy text between documents
- 4 Use the clipboard task pane
- 5 Insert a file

Learning Example3.1

Water

Water is a common chemical substance that is essential for the survival of all known forms of life. In typical usage, water refers only to its liquid form or state, but the substance also has a solid state, ice and a gaseous state, water vapour. About 1,460 petatonnes (Pt) of water covers 71% of the Earth's surface, mostly in oceans and other larger water bodies, with 1.6% of water below ground in aquifers and 0.001% in the air as vapour, clouds (formed of solid and liquid water).

Water can dissolve many different substances, giving it different tastes and odours. In fact, humans and other animals have developed senses to be able to evaluate the palatability of water: animals generally dislike the taste of salty sea water and the putrid swamps and favour the pure water of a mountain spring or aquifer. Humans also tend to contain fewer microbes. The taste advertised in spring water or mineral water derives from the minerals dissolved in it, as pure H₂O is tasteless. As such, purity in spring and mineral water refers to purity from toxins, pollutants, and microbes.

Water can appear in three phases. Water takes many different forms on Earth: water vapour and clouds in the sky; seawater and rarely icebergs in the ocean; glaciers and rivers in the mountains; and aquifers in the ground.

Required:

- i) Using a suitable word processor program typeset the above text as it is and save it as "**water**"
- ii) Copy the text on page 1 and paste it on page 2 of your document.
- iii) On the copied copy on page 2 apply the following:
 - *Do all the spelling and grammar corrections*
 - *Cut paragraph three and paste it after paragraph one and before paragraph two.*
 - *Justify text alignment*

Select desired text

In order to edit any text, it has to be selected/highlighted

SELECTING TEXT

Highlighting text with the mouse or keyboard is essential for most commands that you issue in Word as you normally select text and then perform an action on the selected text. When using the mouse to select text, the mouse pointer shape being displayed is important as you can

perform different actions with different mouse pointers. The mouse pointer will appear as an “I” beam when your mouse is hovering over text in the document. However, when you hover your mouse in the selection bar (the left margin of the page), the mouse pointer will display as a right hand facing diagonal arrow. The diagram below shows you where to hover your mouse to get the different types of mouse pointer.

□ To select text

Mouse

- (i) Use one of the actions in the table below to select the required amount of text.

	Pointer Shape	Action	Result
Mouse pointer hovering over text	“I” Beam	Click and drag over required text	Highlights the text the mouse passed over
	“I” Beam	Double-click on a word	Selects the word and the trailing space
	“I” Beam	Hold down the CTRL key and click the mouse over a sentence	Selects the sentence
From the selection bar		Click next to a line of text	Selects the whole line
		Click next to a line of text and drag down the selection bar	Selects multiple lines
		Double click next to a paragraph	Selects the whole paragraph
		Triple click in the selection bar	Selects the whole document

□ To select text

Keyboard

- (i) To select text using the keyboard, hold down the SHIFT key and follow the instructions in the table below to select the required amount of text.

Action	Result
SHIFT ←	Select one character to the left
SHIFT ↑	Select from the cursor up one line
SHIFT →	Select right word by word
SHIFT ↓	Select from the cursor down one line
SHIFT CTRL ←	Select left word by word
SHIFT CTRL ↑	Select up one paragraph at a time
SHIFT CTRL →	Select right word by word
SHIFT CTRL ↓	Select down one paragraph at a time

Action	Result
SHIFT HOME	Select from the cursor to the beginning of the current line
SHIFT END	Select from the cursor to the end of the current line
SHIFT CTRL HOME	Select to the beginning of the document
SHIFT CTRL END	Select to the end of the document
CTRL A	Select the entire document

Selecting Non-Concurrent

Text There is the ability to select areas of non-concurrent text. For example, you can select a paragraph at the top of a page and a sentence towards the bottom of the page. This then gives you the ability to perform an action (e.g. deletion, formatting) on the no concurrent areas of text you have selected.

- ☐ To select items that are not next to each other:

Mouse And Keyboard

- (i) Select the first item you want, such as a table cell or paragraph.
- (ii) Hold down CTRL and Click and drag anywhere on the page or within your document with your mouse to select any additional items you want. Keep CTRL pressed until all items have been selected.

Move and Copy text

Cut – Copy - Paste

Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. An extremely useful feature in any of the office applications is that once you have entered something once, you can move or copy it anywhere – to other Word documents or to files that belong to other applications. All Microsoft products use the same terminology when describing moving and copying items – **CUT**, **COPY** and **PASTE**. *(These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and gluing or pasting it in to the new location.)*

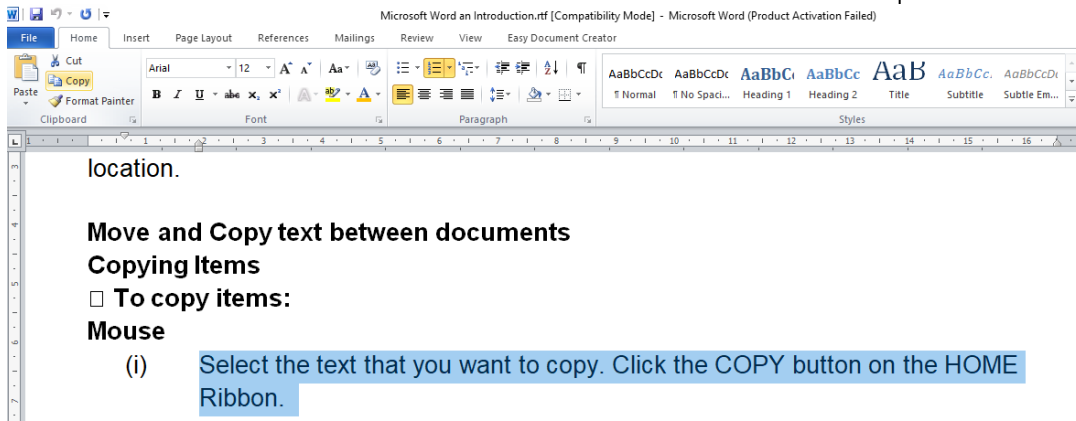
Move and Copy text between documents

Copying Items

- ☐ To copy items:

Mouse

- (i) Select the text that you want to copy. Click the COPY button on the HOME Ribbon.
- (ii) Move to the location where you want to place the text you copied.
- (iii) Click the PASTE button from the HOME ribbon the copied text will appear



Or

Keyboard

- (i) Select the text you want to copy. Press **CTRL C** to make a copy to the clipboard
- (ii) Move to the location where you want the copied text to go. Press **CTRL V** to paste the copied text back in to the document After copying you may paste your selection several times in different places.

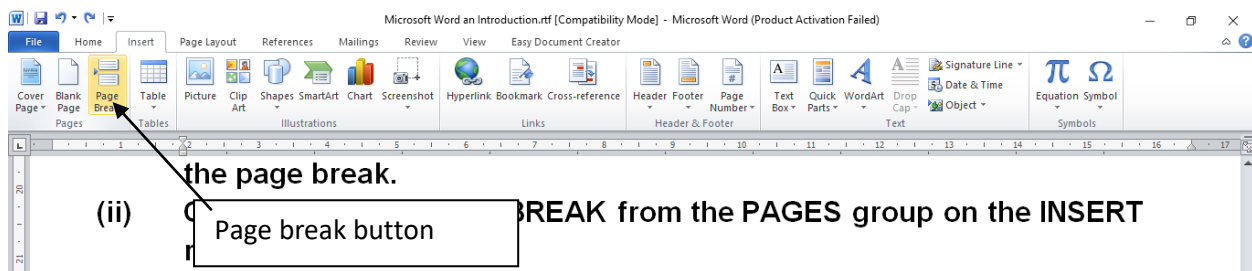
Inserting New Pages

Word knows how many lines will fit onto a page and so as you near the limit; it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks. You can put the page break inserting it manually as described below:

- ☐ **To insert a page break:**

Mouse

- (i) Position the cursor at the beginning of the line below where you want the page break.
- (ii) Choose INSERT PAGE BREAK from the PAGES group on the INSERT ribbon



Or

Keyboard

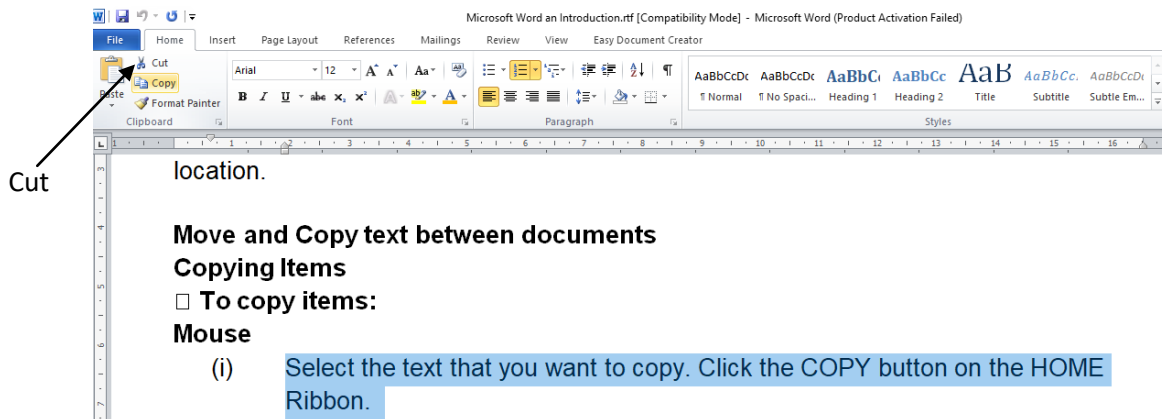
- (i) Position the cursor at the end of the line above where you want the page to break. Press CTRL ENTER.

Cutting Items

☐ To cut items:

Mouse

- (i) Select the text that you want to cut. Click the CUT button on the HOME Ribbon.
- (ii) Move to the location where you want to place the text you copied.
- (iii) Click the PASTE button from the HOME ribbon the copied text will appear



Or

Keyboard

- (iii) Select the text you want to copy. Press **CTRL X** to move to the clipboard
- (iv) Move to the location where you want the cut text to go. Press **CTRL V** to paste the cut text back in to the document After cutting you **may not be able to paste your selection several times** in different places.

EDITING TEXT

Word provides two editing modes: INSERT and OVERTYPE. You can also delete the text you have already typed, undo or redo the changes.

Insert & Overtyping Mode

The INSERT option needs to be selected from the STATUS BAR right click menu before this will be seen or is able to be used from the STATUS BAR.

☐ To turn on/off overtype mode Mouse

- (i) Right click on status bar
- (ii) Click OVERTYPE to turn the feature on you should see the word INSERT in the STATUS BAR.
- (iii) Click the word once it should change to overtype.
- (iv) You are now in overtype mode
- (v) Click the word overtype in the status bar and it should change back to insert
- (vi) You are now in insert mode again.
 - To remove the feature from the status bar right click the status bar and uncheck overtype In INSERT mode (the default mode), means that any existing characters beyond the insertion point(flashy cursor) are moved ahead in the document as you type.
 - In OVERTYPE mode, the new characters you type replace the existing characters to the right of the insertion cursor.
 - The STATUS BAR tells you which mode you are in by displaying overtype when OVERTYPE mode is active.
 - Clicking on overtype switches between the two modes (*i.e. if Overtyping mode is on, click OVERTYPE on the status bar to switch it off*).

Typing Replaces Selection

Overtyping mode allows you to replace one set of characters with another; however, it can cause problems if you forget to switch it off, or if the number of characters you are replacing is different to the number of characters you are adding. While in normal insert mode however there is another method we use to replace text without the laborious task of deleting each character and then retyping.

By selecting the text you want to replace and then typing replacement text, you have more control over what is deleted. E.G. in the sentence below, you could change the word “previous” to the word “former” very easily by:

- (i) Double-clicking the word “previous” to select it.
- (ii) Typing the word “former”

“Previous performances have included.....”

Deleting Text

Even the most perfect touch typists occasionally make mistakes! If you need to remove text or add in extra characters, there are a variety of ways to do it.

There are two main keys that remove text from a document, the DELETE and BACKSPACE keys. The DELETE key is easy to find as it generally has the word “Delete” or “Del” written on it. The BACKSPACE key is situated immediately above the ENTER key and usually has a backwards (←) arrow on it. The DELETE key removes a character in front of the cursor when you press it; the BACKSPACE key removes characters behind the cursor. The key you use

to remove characters depends therefore on where your cursor sits. The examples below illustrate the use of both DELETE and BACKSPACE.

☐ **To use Delete:**

Keyboard

“feeeeling”

- (i) With the cursor positioned in front of the extra “e”, use the DELETE key to remove it.

☐ **To use Backspace:**

Keyboard

“feeeeling”

- (ii) With the cursor positioned behind the extra “e”, use the BACKSPACE key to remove it.

Deleting Whole Words

You can boost the power of the DELETE and BACKSPACE keys by holding down the Control key as you press them. (*The Control key is the key marked CTRL and is generally situated in the bottom left and right hand corners of the keyboard*). CTRL DELETE removes a whole word in front of the cursor and CTRL BACKSPACE deletes a whole word behind the cursor.

☐ **To remove whole words:**

Keyboard

“The course begins at 9 o’clock |sharp”

- (i) With the cursor in front of the word “sharp”, use CTRL DELETE to delete it.

“The course begins at 9 o’clock sharp|”

- (ii) With the cursor behind the word “sharp”, use CTRL BACKSPACE to delete it.

Joining a Paragraph

To get rid of blank lines, you can use the DELETE and BACKSPACE keys as described earlier.

□ To join a paragraph:

Mouse

- (i) Place the cursor in front or behind the blank line you want to remove and press either the DELETE or BACKSPACE key.

The Undo Feature

With a selection made, typing new characters will replace that selection. Obviously, this could cause problems for, if you accidentally touched a key with the whole document selected, you would replace all your text with the character that you pressed! If this happens, or indeed if you do anything in Word and then regret your action at a later stage, you have the option to undo it. During any one work session, Word keeps track of at least 250 of the most recent commands you have issued, and allows you to go back to the version of the document before you carried them out.

□ To undo the most recent action:

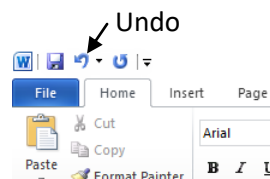
Mouse

- (i) Press the UNDO button on the toolbar.

Or

Keyboard

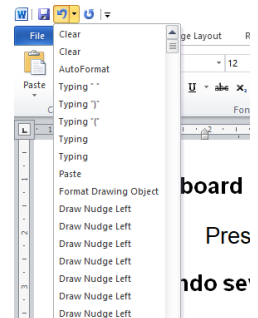
- (i) Press CTRL Z.



□ To undo several actions:

Mouse

- (i) Click on the downward arrow that sits just to the right of the Undo button. This will drop down a list of the commands issued during the current work session
- (ii) Click the action you wish to undo – you will notice that if you choose say the sixth action in the list, Word undoes all commands from the sixth upwards.

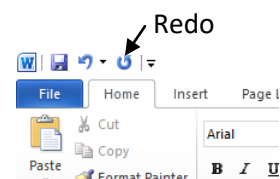


Redo

The Redo button becomes available as soon as you have undone an action.

□ To redo an action:

Mouse



- (i) Click the Redo button to redo the most recently undone command.

Or

Keyboard

- (ii) Press CTRL Y.

Repeat step one or two to redo more actions.

If you simply want to repeat the last action, use F4, Word's repeat key.

Learning Example 3.2

- a) Using a word processing application of your choice typeset the following text as it appears.

A computer is a device that simplifies work. It is a fast machine, it stores data and can be used to perform many other functions. A desktop computer comes with a system unit, monitor, keyboard and mouse. All these work together to help a user perform a task.

*Today, computers can be used at:
home,
schools,
libraries,
banks and many other places.*

A student can use a computer to store his work, create a time table, and communicate with other students from different campuses, etc.

Required:

- b) Insert a title, "A COMPUTER" on your document, bold and underlined
- c) Copy and paste this work to page two of your document.
- d) On page two; Replace the heading "A COMPUTER" with, 'Personal Computer'.
- e) Change the heading to upper case , Bold, underline and centred.
- f) Save your document as " Word processor".

Inserting a blank line for typing a new paragraph (*the title*):

- (i) Place the cursor at the beginning (*point where we need the new paragraph*) of the first paragraph.
- (ii) Press enter
- (iii) Then either click in the created blank line above or press the upper arrow ↑ on the key board.
- (iv) Type the new Paragraph.

Overwriting text (*Replace text*):

- (i) Highlight the text to be replaced.
- (ii) Type the desired text. (*The highlighted text will be replaced with the new*)

4. FORMATTING A WORD DOCUMENT

Basic concepts to be learnt:

1. Change the font style and size of characters
2. Apply formatting effects to characters such as Bold, Italic and underline
3. Change the alignment of paragraphs
4. Indent paragraphs
5. Use advanced font and paragraph formats
6. Set tabs
7. Apply borders
8. Apply bullets and numbering

Learning Example 4.1

Using the text in Exercise 3.1

Required

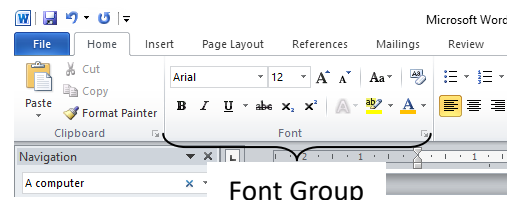
- a) Complete all the requirements in exercise 3.1
On page two:
 - b) Change the title on page two to font style Arial Bold, font size 20, Upper case, Bold, underline and centred.
 - c) Make the list below 'Today, computers can be used at:' bulleted
 - d) Align the text below the title Justified and font style times New Roman, size 13.
 - e) Apply a paragraph border around paragraph one.
 - f) Shade paragraph two with light orange colour and Lt Trellis pattern.
 - g) Increase the indentation of paragraph three by 1"
 - h) Set the whole text on page two to 1.5 line spacing.

CHARACTER FORMATS

Word divides formatting into two types: **Character formats** and **paragraph formats**.

- Character formats can be applied to individual characters within a document. They include **bold, italic and different font styles and sizes**.
- Paragraph formats affect whole paragraphs and control the layout of text on a page such as **alignment, indents** and so on.

Word is best suited to applying formats to text that has already been typed. It is often better to get the raw information in the document without worrying about how it looks and then going back afterwards and applying the formats.



Font Group

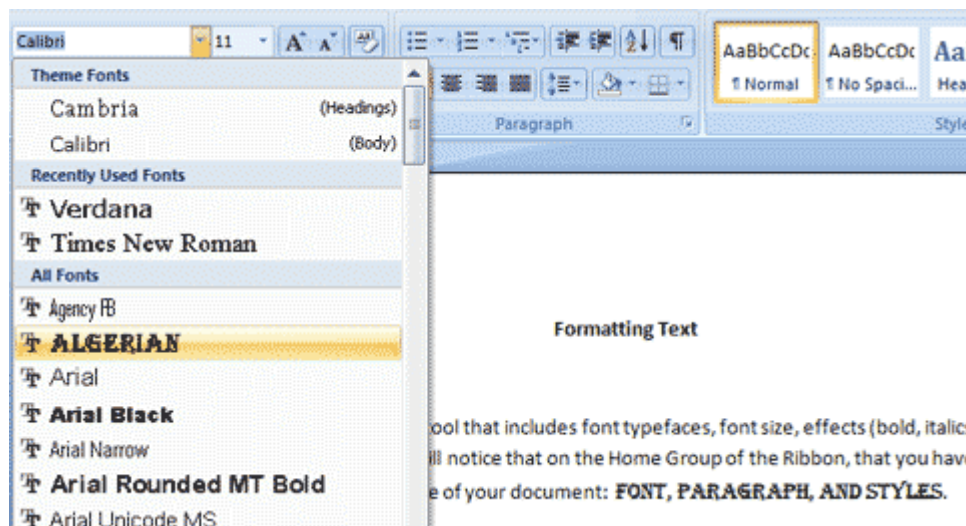
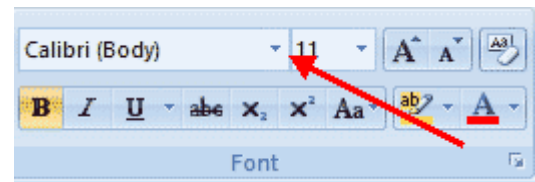
The font group on the HOME ribbon contains buttons for applying some of the most commonly used formats.

1. Font Style

The font style (*Font typeface*) controls what individual characters look like. True Type fonts will always look the same on screen as in a printed copy. Some fonts are serifed (*the characters have “curly” edges*), whilst others are plain (sans serif).

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.



OR

Keyboard

- Select the text to change.
- Press CTRL SHIFT F to open up the font dialog box focusing on the current font.
- Use the cursor keys to drop down the list of available fonts, use the up and down arrows to move the highlight bar up and down the list and ENTER to apply the chosen font to the selected text and close the dialog.

To change the font size (Point Size):

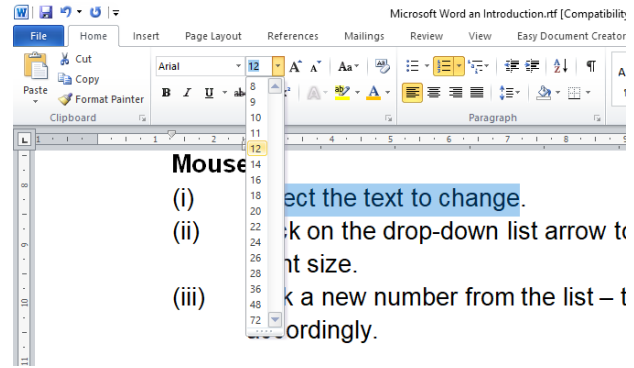
2. Point Size

This controls the size of the printed characters.

□ To change the point size:

Mouse

- (i) Select the text to change.
- (ii) Click on the drop-down list arrow to the right of the currently displayed point size.
- (iii) Pick a new number from the list – the selected text will change size accordingly.



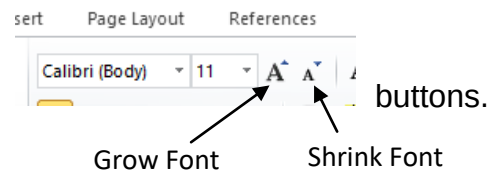
Or

- Click the **Grow Font** or **Shrink Font** size

Or

Keyboard

- (i) Select the text to change.
- (ii) Press CTRL SHIFT P to open up the font dialog box focusing on the point size.
- (iii) Either type the point size that you want to use (*your typing will replace the currently selected number*) or use cursor keys to move through the list of point sizes
- (iv) Press ENTER to apply the currently highlighted size to the selected text and close the dialog. Although Word displays from 8 to 72 points in the list, you can type your own numbers in and press ENTER to apply the format.



3. Character case, Bold, Underline and paragraph Alignment.

Bold, *Italic* and Underline

Bold, *italic* and underline can be applied to the selection using buttons on the formatting toolbar or keyboard shortcuts.

- To change character Case:

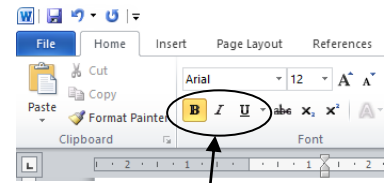
Mouse

- (i) Select the text to change.
- (ii) Click the Aa button on the toolbar.
- (iii) Select the desired case from the list and it will be applied.

- To Apply bold, italic or underline:

Mouse

- Select the text to change.
- Click on either the **B** (for *Bold*), *I* (for *Italics*) or U (for *underline*) buttons on the toolbar. The clicked button will “switch on” and the selected text will display the applied format.



B, I, U Tools

Or

Keyboard

- Select the text to change.
- Press **CTRL B** to apply bold formatting, **CTRL I** to apply italic formatting or **CTRL U** to apply single underline formatting to the selected text.

- To Remove Bold, Italic and Underline:

Mouse

- Select the text with the format.
- Click the BOLD, ITALIC or UNDERLINE button to turn the format off.

Or

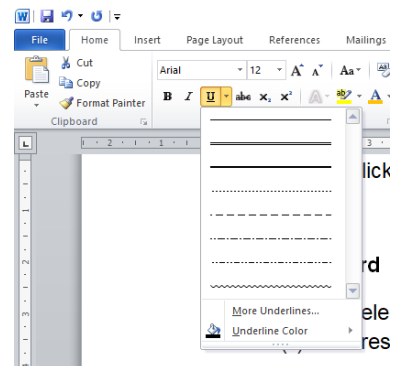
Keyboard

- Select the text with the format.
- Press CTRL B, CTRL I or CTRL U to switch the format off.

- To access extra underline styles

Mouse

- Select text to be underlined
- Click on drop down arrow to right of the U symbol to see more styles scroll until desired style is highlighted.
- Click on style to apply



- To change underline colour

Mouse

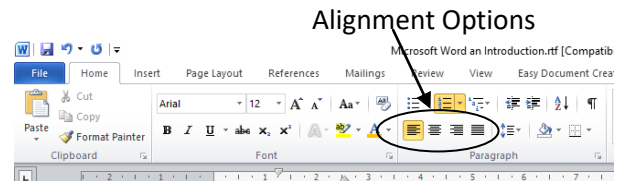
- Select text to be underlined

- (ii) Click on drop down arrow to right of the U symbol move to the UNDERLINE COLOUR option at the bottom to display colours
- (iii) Select colour to apply

• To change Paragraph alignment

Mouse

- (i) Select the Paragraph or Text to be aligned
- (ii) Select the desired alignment style from the Paragraph Group (*Left align, Centered, Right align or Justify*)



4. Other Character/paragraph formats.

(i) Text Highlights

Just as you can use a fluorescent marker to highlight the salient points on a printed page, Word allows you to highlight text on screen.

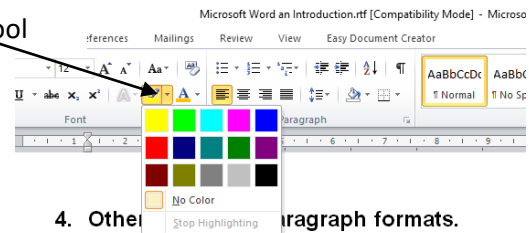
Highlights will show in the printed document in colour **if you have a colour printer like this text**, or in grey tones if you have a black and white printer.

☐ To highlight text:

Mouse

- (i) Click the drop-down list arrow to the right of the HIGHLIGHT tool.
- (ii) Select the desired Highlight colour from the list that appears.
- (iii) Drag your mouse over the text to highlight.
- (iv) Click the HIGHLIGHT button once more to switch the tool off.

Highlight tool



☐ To remove highlighting:

Mouse

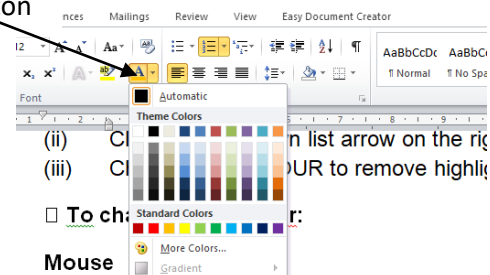
- (i) Select the text that has the highlighting.
- (ii) Click the drop down list arrow on the right of the Highlight button.
- (iii) Choose NO COLOUR to remove highlighting from the selected text.

☐ To change font colour:

Mouse

- (i) Select the text you want to change.

Font colour button



- (i) Select the text you want to change.

- (ii) Click the drop-down list arrow displayed on the right-hand side of the font colour button “A” and choose the desired colour.

☐ **To reset font colour:**

Mouse

- (i) Select the text you want to reset to the default colour.
- (ii) Click the drop-down list arrow displayed on the right-hand side of the Font colour button “A”.
- (iii) The Automatic option will reset text back to the default colour

BULLETED AND NUMBERED LISTS

Word has tools for automatically assigning bullets and numbers to lists. You can choose from a variety of different number formats and select which bullet symbols to use. You can also create multi-level lists very easily using this feature. With numbered lists, if you move, delete or add items, Word will automatically renumber the list so that you always have the correct numeric sequence.

Bullets

Bullets are symbols that can be used to denote list items or headings. They attach themselves to paragraphs within a document.

☐ **To create a bulleted list:**

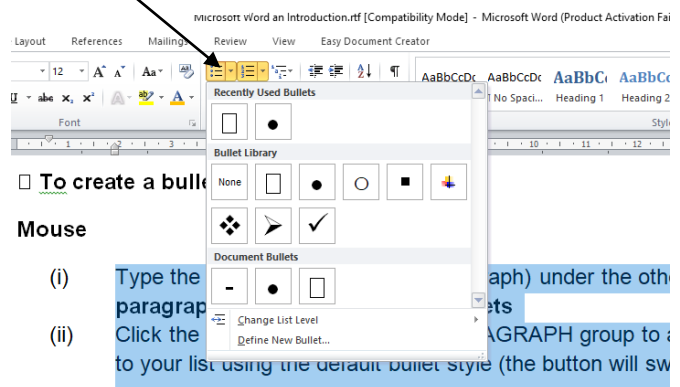
Mouse

- (i) Type the list one value per line (paragraph) under the other. Or **select the paragraph you desire to attach bullets**
- (ii) Click the BULLETS button in the PARAGRAPH group to apply bullet symbols to your list using the default bullet style (the button will switch on).

Or

- (i) Click on drop down arrow to right of BULLETS and choose one from the displayed choices. In Word 2010 when you apply bullets, your list is also automatically indented from the left margin. If you do not want this indentation you will need to remove it.

Bullets Button



Stop using Bullets

When you want to add a paragraph underneath your last list item, you may find that the bullets continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the ENTER key. If you press ENTER a second time, Word will assume that you have finished your list and stop using bullets.

□ To switch bullets off:

Mouse

- (i) Click the cursor on the paragraph where the bullet is, or if the bullets are on several paragraphs, select them.
- (ii) Click the BULLETS button in the PARAGRAPH group (the button will switch off)

Or

Keyboard

- (i) Click to position the cursor at the very end of last list item with a bullet. Press ENTER twice.

BORDERS

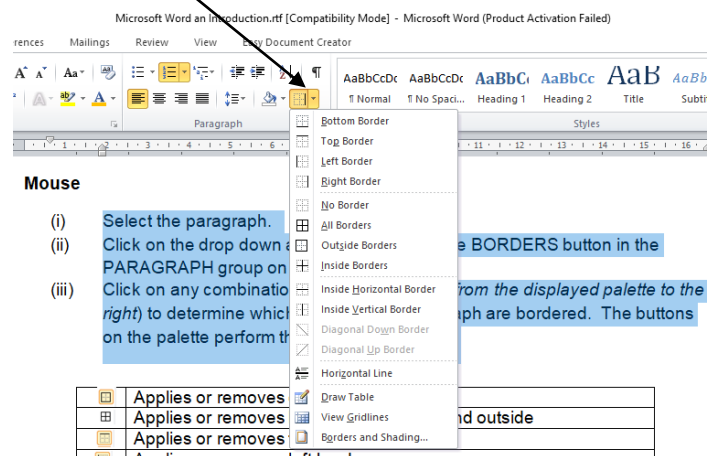
Borders can be applied to many different objects in Word; for example, you can add borders to tables, paragraph edges or even whole pages in a document. There are also some automatic formatting keystrokes that will add borders to the cursor position in your document (Seen in AutoFormatting).

□ To add a border to a paragraph:

Mouse

- (i) Select the paragraph.
- (ii) Click on the drop down arrow to the right of the BORDERS button in the PARAGRAPH group on the HOME ribbon.
- (iii) Click on any combination of the border tools (*from the displayed palette to the right*) to determine which edges of the paragraph are bordered. The buttons on the palette perform the following functions:

Borders button



	Applies or removes outside border
	Applies or removes borders both inside and outside
	Applies or removes top border
	Applies or removes left border
	Applies or removes a border horizontally inside a selection
	Applies or removes descending diagonal
	Applies horizontal line
	Applies or removes inside border
	Removes all borders
	Applies or removes bottom border
	Applies or removes right border
	Applies or removes a border vertically inside a selection
	Applies or removes ascending diagonal

Changing The Paragraph Border Width

The width of the border is controlled by the right indent measurement belonging to the paragraph.

☐ **To reduce the width of the border:**

Mouse

- (i) Click in the paragraph with the border or select the paragraphs if more than one paragraph's borders need changing.
- (ii) Drag the indent markers on the ruler to correspond with the new border width.

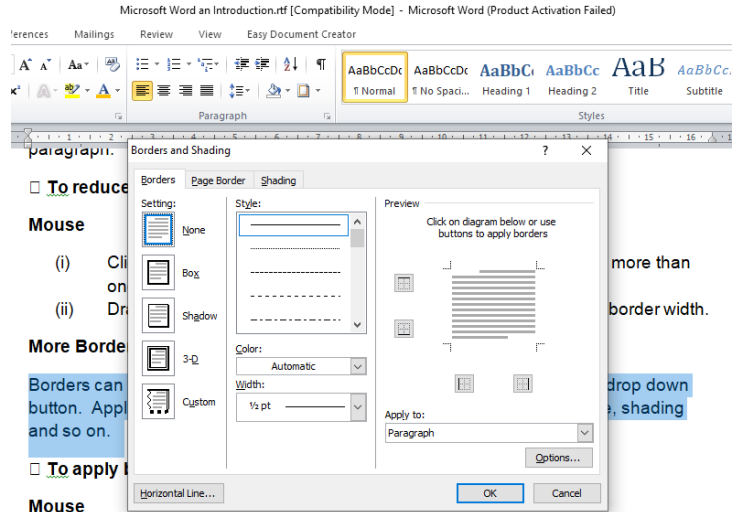
More Borders Via The Dialog Box

Borders can be added using the borders dialog available from the borders drop down button. Applying borders in this way gives you more options as to line style, shading and so on.

□ To apply borders using the Borders and Shading dialog:

Mouse

- (i) Select the paragraph(s) to be bordered
- (ii) Click the drop down arrow to the right of the borders button in the PARAGRAPH group and select BORDERS AND SHADING the following dialog appears.
- (iii) Click on the BORDERS tab.
- (iv) Choose the required border style
- (v) Select a thickness or colour for the border
- (vi) Select an option from the left on where to apply the border OR Use one of the buttons on the left hand side of dialog to apply different borders top, bottom, left or right
- (vii) Click OK to apply borders to selected text



Page Borders

You are able to apply a border around an entire page. It is generally used in the same way as paragraph borders except you have an interesting addition, Art, where you have the opportunity to select an artistic page border. You may have to alter the border width so that it is not too big.

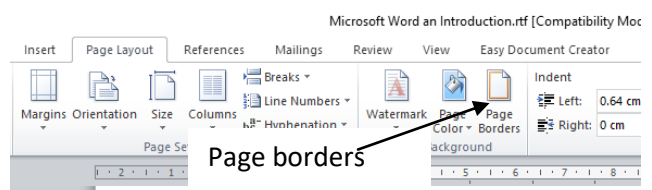
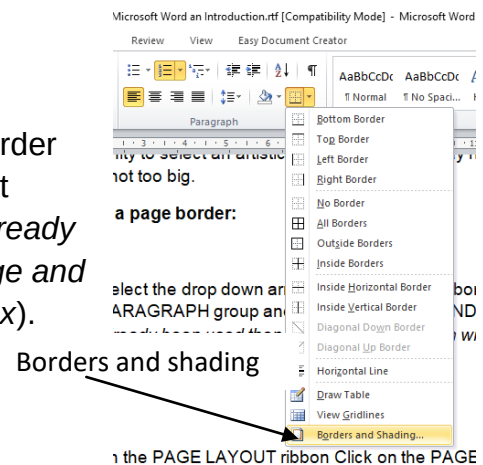
□ To apply a page border:

Mouse

- (i) Select the drop down arrow to the right of the border tool button in the PARAGRAPH group and select BORDERS AND SHADING. (If the dialog has already been used then the BORDERS button will change and you only need to click it to bring up the dialog box).
- (ii) Click the PAGE BORDER Tab.

Or

- (i) on the PAGE LAYOUT ribbon Click on the PAGE BORDER button in the PAGE BACKGROUND group



- (ii) Select the appropriate border styles from the SETTINGS palette as you did for a paragraph border and apply them as before. Or i. Click the ART drop-down list to select from a range of graphics to use as a page border ii. Click OK.

Shading

The third tab within the Borders and Shading dialog allows you to apply shading to a paragraph or a piece of text.

☐ To add shading:

Mouse

- (i) Select what you want to shade (i.e. a word or phrase, or a whole paragraph).
- (ii) Open the BORDERS SHADING dialog as previous.
- (iii) Select the SHADING tab
- (iv) Choose a colour from the colour palette by clicking it.
- (v) If appropriate, choose a pattern from the pattern dropdown list and assign a colour to the pattern with the COLOUR drop-down list.
- (vi) Click OK. Do not apply patterns over text as you will not be able to read the text.

Indents

Indents allow you to control the white space at the left and right hand side of a paragraph. There are a variety of different methods for setting indents which are described below.

☐ To indent from the left:

Mouse

- (i) Click the cursor inside the paragraph whose indent you want to change or, if you are indenting several paragraphs, highlight them.
- (ii) Click the increase indent button (*in the paragraph group*) to indent the selected paragraphs by $\frac{1}{2}$ an inch from the left. You can click this button again to increase by a further $\frac{1}{2}$ inch and so on.
- (iii) If you need to decrease the indent by $\frac{1}{2}$ inch, click the decrease indent button to do this.

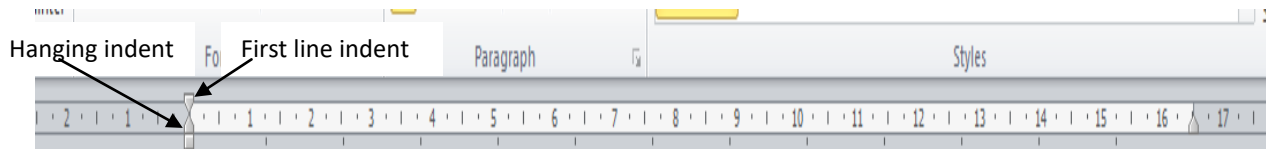
Or

Keyboard

- (i) Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
- (ii) Press CTRL M to increase the indent of the selection $\frac{1}{2}$ inch from the left.
- (iii) Press CTRL SHIFT M to decrease the indent by $\frac{1}{2}$ inch.

Use The Ruler To Set Indents

The buttons on the toolbar allow you to indent a set amount from the left only. If you need to indent a paragraph from the right, or you want the indent to be a very specific amount, it is easier to use the ruler.



The

markers displayed above sit on the ruler. **The first line indent** marker controls the first line position of the paragraph and the **hanging indent** marker the position of all lines following the first line. **The left indent** rectangle that sits under them maintains any gap between the first line marker and the hanging indent marker so the two can be moved together. **The right indent** marker controls where the paragraph ends.

☐ To create a left indent using the ruler:

Mouse

- (i) Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- (ii) Click on the rectangle (*left indent*) that sits on the ruler and drag this along the ruler – you will see a vertical guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- (iii) Release the mouse to set the indent.

☐ To create a right indent:

Mouse

- (i) Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- (ii) Click on the upward triangle that sits on the right-hand side of the ruler (*right indent marker*) and drag this along the ruler – you will see a guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- (iii) Release the mouse to set the indent.

First Line Indent

A first line indent is used where the first line of a paragraph needs to start further in than the other lines as in the example below:

"It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way."

☐ To create a first line indent:

Mouse

- (i) Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- (ii) Click on the downward triangle marker (*first line marker*) that sits on the left-hand side of the ruler and drag this along the ruler – a guideline appears that the first line will jump to when you release the mouse.

☐ **To remove the first line indent:**

Mouse

- (i) Position the cursor in the paragraph to change or select the text if it includes more than one paragraph.
- (ii) Drag the first line marker back so that it lines up with the other markers. Having created a first line indent, if you then want to indent the whole paragraph, use the rectangular marker (*under the upward triangle*). Dragging this marker moves both the triangles

Hanging Indent

A hanging indent is used where the first line of a paragraph needs to start further back than the other lines as in the example below:

“It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way.”

☐ **To create a hanging indent:**

Mouse

- (i) Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- (ii) Use the left indent marker to indent the whole paragraph from the left the desired amount
- (iii) Drag the upward triangle (*hanging indent marker*) back along the ruler – a guideline will appear to show you where all lines (*except the first line*) in your paragraph will jump to when you release the mouse.

Or

Keyboard

- (i) Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- (ii) Press CTRL T

☐ **To remove a hanging indent:**

Mouse

- (i) Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- (ii) Drag the hanging indent marker back so that it lines up with the other markers.

Or

Keyboard

- (i) Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- (ii) Press CTRL SHIFT T Having created a hanging indent, if you then want to indent the whole paragraph, use the rectangular marker (*left indent, under the upward triangle*). Dragging this marker moves both the triangles but will keep any gap between them constant.

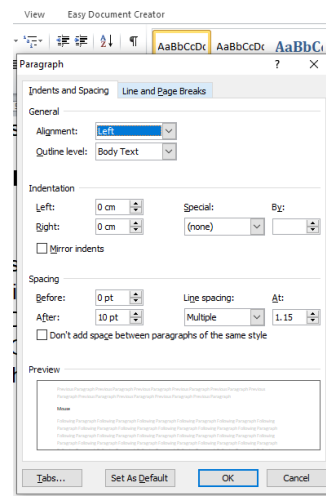
Other Paragraph Formats

The most commonly applied paragraph formats can be set using the buttons on the formatting toolbar as described in the previous section; however, there are further formats that can be accessed using the Paragraph dialog box.

☐ To access the paragraph dialog:

Mouse

- (i) Position the cursor in the paragraph to format or select the text if several paragraphs are involved.
- (ii) Clicking on the DIALOG BOX LAUNCHER in the PARAGRAPH group will open the PARAGRAPH dialog.
- (iii) This dialog box has two tabs, INDENTS AND SPACING and LINE AND PAGE BREAKS that are discussed below.



Indents and Spacing Tab

Most of the options on this tab are for formats that can be accessed through other means. The ALIGNMENT drop-down list allows you to pick one of the four alignment options that can also be applied using the formatting toolbar. The INDENTATION options relate to the amount of left or right indent to be applied, and the SPECIAL and BY settings allow you to set up first line and hanging indents using the BY box to control the amount of each. The options outlined below can only be applied through the dialog or via keyboard shortcuts.

Spacing

Use these settings to control how much white space appears before and after the selected paragraph or paragraphs. You can increase white space by inserting blank lines within your document. (*i.e. pressing the ENTER key*) but this can be time consuming and sometimes inconsistent.

The Line Spacing list allows you to increase the space Word allocates between **each individual line** in a paragraph. There are several settings which are described below:

Multiple

Choose this option and then use the **AT** box to give the number of lines by which you would like to space your paragraphs.

The default is 3, but you can change the numbers either by using the arrows to increase and decrease, or by selecting the number and typing a new one over it.

At Least

With the At Least setting, if any of the characters within the selected paragraph are set to more than 18 pts size, the line spacing will adjust to accommodate it. Choose this option and then use the **AT** box to give a minimum number of points by which your lines should be spaced out (e.g. 18 pts).

Exactly

With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off. Choose this option and then use the **AT** box to give an exact number of points by which your lines should be spaced out (e.g. 18 pts).

☐ To change paragraph spacing:

Mouse

- (i) Select the paragraphs to change and access the PARAGRAPH dialog, click the INDENTS AND SPACING tab.
- (ii) Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
- (iii) The PREVIEW pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- (iv) Click the OK button to confirm and close the dialog, or click CANCEL to close the dialog, abandoning any changes you have made to the settings within.

☐ To change line spacing:

Mouse

- (i) Select the paragraphs to change.
- (ii) Access the Paragraph dialog and click the INDENTS AND SPACING tab.
- (iii) To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the LINE SPACING box.
- (iv) Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
- (v) The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- (vi) Click the OK button to confirm the format change and close the dialog. CANCEL closes the dialog, abandoning any changes you have made to the settings within.

Keyboard Shortcuts for Paragraph Formatting

It is possible to access all paragraph formats through the Format, Paragraph dialog box. However, it can be quicker to apply paragraph formats using keyboard shortcuts. Some useful shortcuts are listed in the table below.

Keyboard shortcuts for paragraph formatting

Single space lines	CTRL 1
Double space lines	CTRL 2
Set 1.5 line spacing	CTRL 5
Add or remove one line space preceding a paragraph	CTRL 0
Centre a paragraph	CTRL E
Justify a paragraph	CTRL J
Left align a paragraph	CTRL L
Right align a paragraph	CTRL R
Indent a paragraph from the left	CTRL M
Remove a paragraph indent from the left	CTRL SHIFT M
Create a hanging indent	CTRL T
Reduce a hanging indent	CTRL SHIFT T
Remove paragraph formatting	CTRL Q

Learning Exercise 4.1

- i) Using a suitable word processing software, type this document as it is.

TUBERCULOSIS (TB) IN AIDS

The global war on AIDS could be lost if the world ignores tuberculosis, often a death sentence for people infected with HIV, former South African president Nelson Mandela warned at a global AIDS conference recently held in Bangkok. “The world has made defeating AIDS its top priority. This is a blessing, but TB remains ignored”, said Mandela. He steered clear the controversy to focus on the plight of millions suffering from HIV and TB.

About 14 million people are infected with HIV and T.B, 70% living in Sub-Saharan Africa, the region hardest hit by HIV/AIDS, which has killed 20 million people worldwide. HIV, the virus which causes AIDS, destroys the immune system and makes patients more vulnerable to diseases such as TB, an infectious illness that accounts for up to one third of all HIV/AIDS deaths

“We cannot win the battle against AIDS if we do not also fight TB. TB is too often a death sentence for people with AIDS. It does not have to be this way”, Mandela said. He said resources for detecting and treating TB were woefully short despite the world having had a cure for it more than 50 years ago.

(Adapted from: The New Vision, Monday, July 19, 2004)

- ii) Copy and paste the document to page 2 of your document.
- iii) Spell check your document.
- iv) Using the copy on page 2, centre, bold and underline the heading and make it font size 24.
- v) Centre align the third paragraph and make it all italics.
- vi) Change the font colour of paragraph 2 to blue.
- vii) Increase the first line indent of all the paragraphs by 2 points.
- viii) Italicise the source of this document and make it font size 8
- ix) Shade paragraph with a light pink background.
- x) Insert a page border of dotted line on your document.
- xi) Save your work as My work on the Desktop.

5 TABS & TABLES

Basic concepts to be learnt:

1. Tabs and their uses within a document
2. Insert a table
3. Enter and format text in tables
4. Navigate and select text
5. Change the table layout
6. Format tables

TABS

Tabs allow you to create simple tables of data that line up along a particular vertical position. You can also use advanced tab settings to create paper forms for print outs, or basic tables of contents. Generally, these items contain dotted or solid lines for you to sign on or to indicate a page number for a topic - these lines can be generated with leader tabs.

Alignment

Basic tabs with alignment

There are several different kinds of alignments with tabs we will explore some of them here.



A **LEFT TAB** stop sets the start position of text that will then run to the right as you type.



A LEFT TAB stop sets the start position

Left Tab Stop



A **CENTER TAB** stop sets the position of the middle of the text. The text centers on this position as you type.



A **RIGHT TAB** stop sets the right end of the text. As you type, the text moves to the left.



A **DECIMAL TAB** stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (*You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.*)



A **BAR TAB** stop doesn't position text. It inserts a vertical bar at the tab position.

Creating Leader Tabs

Use this feature to fill the empty space before a tab stop with dotted, dashed or solid lines. This effect is most commonly seen in a table of contents. The right aligned tab for the numbers in the example below has a dotted leader tab.

Chapter 1	1
Chapter 2	12
Chapter 3	20

❑ To create a leader from an existing tab:

Mouse

- (i) On the PAGE LAYOUT Ribbon, click the PARAGRAPH DIALOG BOX LAUNCHER.
- (ii) In the PARAGRAPH dialog box, click the TABS button. The TABS dialog appears.
- (iii) Select the tab stop in the TAB STOP POSITION: list.
- (iv) Choose one of the 4 Leader types. v. Click on the SET button to save the tab. vi. Click on OK to return to the document. You can also create the Tab from scratch in the Tab dialog box

Default Tab stop

Specifies amount of spacing that is applied each time you press the TAB key.

❑ To change default tab stop

Mouse

- (i) On the PAGE LAYOUT Ribbon, click the PARAGRAPH DIALOG BOX LAUNCHER.
- (ii) In the PARAGRAPH dialog box, click TABS.
- (iii) In the DEFAULT TAB STOPS box, enter the amount of spacing that you want between the default tab stops.

When you press the TAB key, your tab will stop across the page at the distance that you specified.

Set manual tab stops with ruler

You might want to use the ruler to set manual tab stops at the left side, middle, and right side of your document. If you don't see the horizontal ruler that runs along the top of the document, click the VIEW RULER button at the top of the vertical scroll bar.

- You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want.

TABLES

Tables give you the ability to lay information out in columns and rows easily understandable. An example of a table is shown below:

Item

Word 2010 manual was discussed – deadline has now been set for end of next week.

Action

AM to complete manual and give a draft copy to HB for proof reading and revisions.

Creating Tables

Things to note:

- (i) A table is made up of **rows** and **columns**. The rows and columns intersect to form boxes called **cells**.
- (ii) When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it.

Learning Example 5.1

- (i) Use any word processing program on your computer to type the following document as it appears.

ITEM	UNIT PRICE	QUANTITY	MAKE
Copper Wire (1m)	3000	78	Uganda
Circuit Breaker	45000	45	UK
Bulb (Energy Saver)	7000	150	China
Flat Iron	34000	15	UK
Electric Cooker	150000	17	India
Wall Socket	9000	55	China
Extension Cables	60000	77	China
A	B	C	D

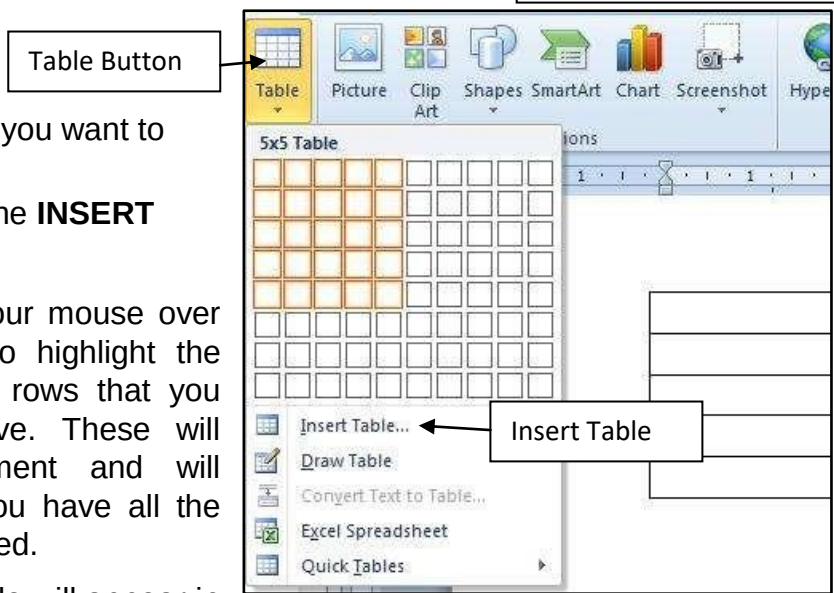
Required:

- (ii) Insert a title: Wemba Electronics and Spare parts quotation above the table, bold and centre aligned.
- (iii) Delete all the contents of cells labelled A, B, C and D and Merge them all.
- (iv) Type the statement, ***“All prices are valid for 30 days only”*** in the merged cells.
- (v) Insert a new column to the left of ***“Item”*** Column.
- (vi) Merge all the cells in the new column and shade it light Grey.
- (vii) Type the text ***“Wemba Electronics & Spare parts Ltd”*** in the new column.
- (viii) Change the text direction in the new column to vertical.
- (ix) Save your document as **Your Name – Electronics**(e.g. **Mubiru James – Electronics**)

□ To create a table:

Mouse

- (i) Position the cursor where you want to insert the table.
- (ii) Click the table button on the **INSERT** ribbon, **TABLES** group.
- (iii) Do not click but move your mouse over the grid that appears, to highlight the number of columns and rows that you want your table to have. These will appear in your document and will continually adjust until you have all the rows and columns you need.
- (iv) Click the mouse. The table will appear in your document at the cursor position.
- (v) Enter text into your table.



Or

- (i) Position the cursor where you want to insert the table.
- (ii) Click the table button on the **INSERT** ribbon, **TABLES** group and click on **INSERT TABLE** from the menu.
- (iii) Under **TABLE SIZE**, select the number of columns and rows.
- (iv) Under **AUTOFIT BEHAVIOR**, choose options to adjust table size.
- (v) If you will use this table size regularly then tick the **REMEMBER DIMENSIONS FOR NEW TABLES** checkbox
- (vi) Click **OK**. Enter text into your table.



Note: If you desire to extend or reduce the table, i.e. add more rows or columns or remove some rows or columns:

Adding rows or Columns

- (i) *You can add new rows by pressing TAB when the cursor is in the last cell if you don't know precisely how many rows your table will need.*

Or

- (i) Place the cursor in one cell and right click
- (ii) Select INSERT row above or below
This will insert one row where you have specified

Or

- (iii) INSERT column to the left or Right
This will insert one Column where you have specified

Deleting Cells, rows or Columns

You can remove/delete an undesired rows or column by:

- (i) Select the undesired Cells, Row or Column
- (ii) With the mouse pointer inside the selected row or column Right click
- (iii) Select Delete Cells, Row or column

Inserting text above the table

Mouse

- (i) Click above the table and type the required text

Or

If the table does not allow space above it then

- (i) Click in the first top left cell of the table
- (ii) Press Enter
- (iii) Click in the created space above the table Or press the UP arrow to move the cursor above the table then type the required text.

Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	→ or TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT TAB
Move to the preceding or next row	↑ or ↓
Move to the first cell in the row	ALT HOME , or ALT 7 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	ALT END , or ALT 1 on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	ALT PAGE UP , or ALT 9 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	ALT PAGE DOWN , or ALT 3 on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	ENTER
Add a new row at the bottom of the table	TAB at the end of the last row

Add text before a table at the beginning of a document	ENTER at the beginning of the first cell
--	---

Enter Data in a Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small page your text will wrap you can insert objects, set indents and numbering and the text can be formatted as usual.

□ To enter data in a table:

Keyboard

- (i) Position the cursor in the cell where you want the information, and type it in.
- (ii) Press **ENTER** to start a new paragraph within the same cell or **SHIFT ENTER** to start a new line.

Or

- (iii) Press **TAB** to move to the next cell.

Select Items in a Table

The table below outlines some methods for selecting table components:

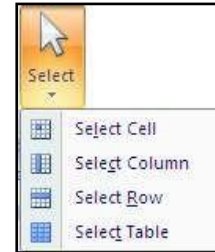
Keyboard

To	Do this
Select a cell	Click the left edge of the cell.
Select a row	Click to the left of the row.
Select a column	Click the column's top gridline or border.
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Select text in the next cell	Press TAB
Select text in the previous cell	Press SHIFT TAB
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press ↑ or ↓ repeatedly
Extend a selection (or block)	CTRL SHIFT F8 , and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT F8
Select an entire table	ALT 5 on the numeric keypad (with NUM LOCK off)

Or

Mouse

- (i) You can also select rows, columns, or the entire table by clicking on the table and then using the **SELECT** commands from the **SELECT** button on the **LAYOUT** ribbon, **TABLE** group



□ To format data in a table:

Mouse

- (i) Select the data to format.
- (ii) Click the buttons to apply formatting from the **HOME** ribbon as discussed in earlier sections

Note: Word treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the **CELL** according to the selected alignment.

Change Column and Row Size

- The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.

□ To change column widths and row height

Mouse

- (i) Ensure that nothing in your table is highlighted (*click away from any highlighting to remove it*).
- (ii) Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).



- (iii) Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.
- (iv) Release the mouse. The column will “jump” to its new width.

Or



- (i) In the **CELL SIZE** group in the layout ribbon enter the row and column size you wish for the selected row

Text Alignment

Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell.

☐ To align text

Mouse

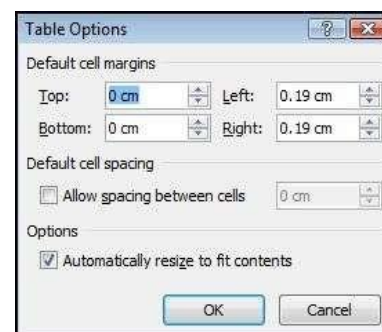
- (i) Select the cell or cells you wish to align the text for.
- (ii) Choose an alignment from the **ALIGNMENT** group on the **LAYOUT** tab.



Note: *If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly*

☐ To set cell margins

- (i) Select **CELL MARGINS** from the **ALIGNMENT** group on the **LAYOUT** tab a dialog will appear.
- (ii) Enter required margin sizes for selected cells.
- (iii) Click **OK** to apply

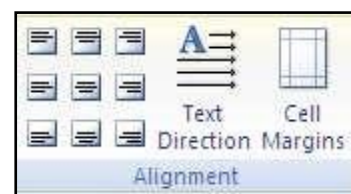


☐ To change text direction

You may need text in a particular cell or the entire table to be vertical or other direction other than the default text direction

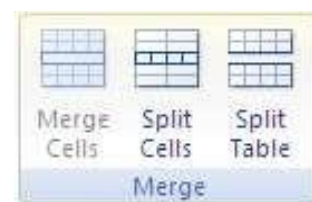
To change text direction

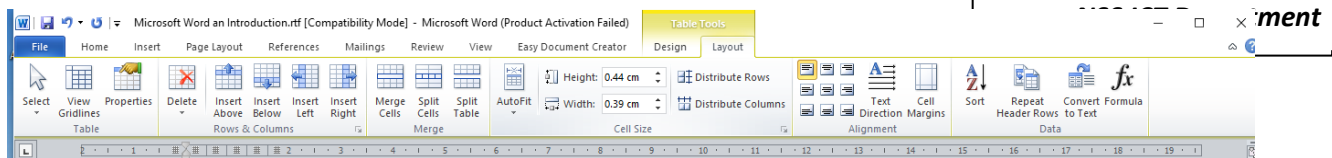
- (i) Select the cell or cells you wish to change text direction for.
- (ii) Click Text Direction from the **ALIGNMENT** group on the **LAYOUT** tab until the desired direction is achieved.



Merging and Splitting Cells

When you have inserted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2010 this feature is easy to do. Not only can you split cells but you can split a whole table into multiple tables if the need arises





□ To split cells

Mouse

- (i) Select the cell(s) you wish to split
- (ii) Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT CELLS** button.

□ To merge cells

Mouse

- (i) Select the cells you wish to merge.
- (ii) Go to the **MERGE** group on the **LAYOUT** ribbon and click the **MERGE CELLS** button.

□ To split Table

Mouse

- (i) Click in the row that you wish to be the first row of the split table.
- (ii) Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT TABLE** button.
- (iii) The table will split above the row your cursor is in.

Table Borders and Shading

When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

You can decide which borders should appear in parts of the table, or in the table as a whole.

□ To choose the bordered edges:

Mouse

- (i) Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
- (ii) Click the drop down arrow on the right of the **BORDERS** button on the **TABLE STYLES** group on the **DESIGN** ribbon.



- (iii) From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

Border Style

You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2010 by drawing the border around the cells.

□ To draw border

Mouse

- (i) Click within your table
- (ii) Click on the **DESIGN** ribbon.
- (iii) On the **DRAW BORDERS** group select a line style from the topleft box (use drop down arrow) the **DRAW TABLE** button will be enabled
- (iv) Select a thickness for your border from the box beneath using the drop down arrow
- (v) Finally choose a pen colour from the button marked.
- (vi) Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
- (vii) Repeat step around cell or table to apply your border formatting



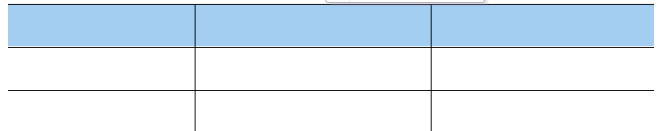
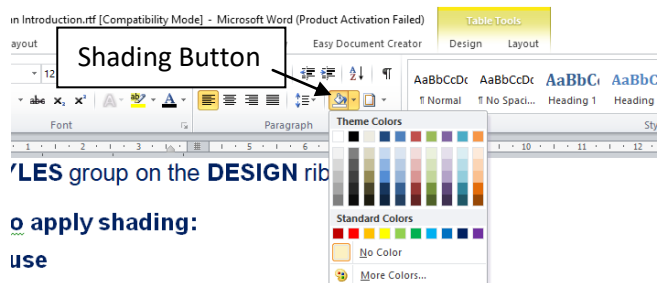
Table Shading

You can apply shading to tables using an option on the **TABLE STYLES** group on the **DESIGN** ribbon.

□ To apply shading:

Mouse

- (i) Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- (ii) Click the drop down arrow to the right of the Shading colour button on the **TABLE STYLES** group on the **DESIGN** ribbon. to display a list of different colours.
- (iii) Click the required colour to apply it to your selection.



You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the No colour option

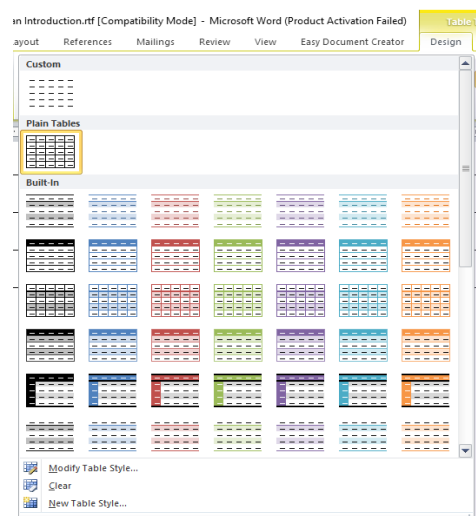
Table Styles

There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.

☐ To apply a table style

Mouse

- (i) Click within the table you wish to format.
- (ii) Move your mouse cursor over the various styles from the Design Tab. The style will preview on your table. When you have located the style you wish click and the style will be applied.



Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.



☐ To repeat table headings:

Mouse

- (i) Select the rows that you want to repeat at the top of each page the table prints on.
- (ii) Go to the **DATA** group on the **LAYOUT** ribbon and click the **REPEAT HEADER ROWS** button

Note: *You will only see the repeating headings when you are in Print Layout or Print preview*

Learning Exercise 5.1

- (i) Using a Word processing software of your choice on your computer type the text below as it appears.

Course No	Course Name	Time Needed	Period of Schedule	Tuition Payable
1	Introduction to Computer hw	2 weeks	15th Jan to 30th Jan	£25,000
2	Input hw	1 month	February	£35,000
3.	Processing hw	3 weeks	1st March to 20th March	£30,000
4.	Storage hw	1 month	April	£35,000
5.	Output hw	1 month	May	£25,000

- (ii) Copy the table to page two of your document
- (iii) On the copy on page two
- Insert a row above the first row
 - Merge all the cells in the new row
 - Type a title ***“Time table for Computer Applications Certificate”*** in font size 15, upper case and bold
 - Insert another row between course number 3 and 5, merge all the cells in it and type in the text, ***“Mid Term Examinations”*** in font size 14, uppercase, bold and underlined.
 - Insert a column to the left of the Course No. column and Merge all the cells in it.
 - Type the text, ***“Course Expectations”*** in font size 14, Bold and change its direction to vertical.
 - Shade The Course Expectations column and the Time table row Light blue colour
 - Change the font colour of the text in the title row to Red and in the expectations column to Dark blue
 - Change the outer border of the table to Thick Red and the inside borders to 0.5pts Blue.
 - Save your work as Computer certificate timetable

6 Images and Objects

Basic concepts to be learnt:

1. Auto shapes
2. Clip Arts and pictures
3. Objects
4. Smart Graphics

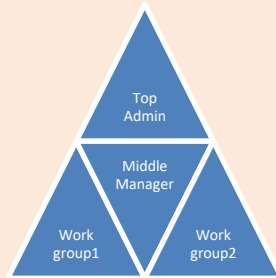
Microsoft Word allows you to use inbuilt pictures in documents for illustrations or emphasis. These are two types: Auto shapes and Clip Arts.

Learning Example 6.1

- (i) Open a new word document and type the text below as it appears

*Our school has given us the opportunity to learn ICT skills. We do word processing with Ms Word, Internet and web browsing and also computer maintenance.
I can even draw pictures as you can see below!
I trust I will be a computer expert in the future.*

- (ii) Insert a clip art of a computer on the right top corner of your document.
(iii) Insert two different Autoshapes of your choice
(iv) Insert a Smart art below and type in the content as shown



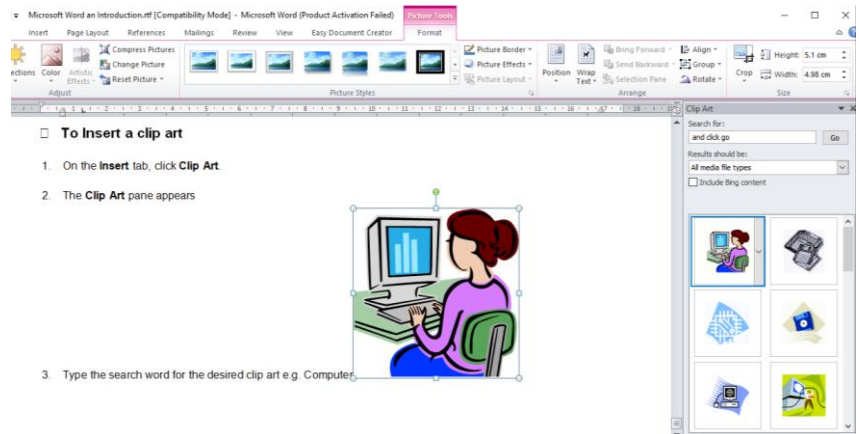
- (v) Type the expression seen here as it is $x = -b \pm \frac{\sqrt{b^2 - 4ac}}{2a}$
(vi) Save your work as Shapes

Clip arts

These are Microsoft inbuilt pictures that can be used in documents and other office programs

☐ To Insert a clip art

- (i) Place the cursor where you need the clip art
(ii) On the **Insert** tab, click **Clip Art**.
(iii) The **Clip Art** pane appears
(iv) Type the search word for the desired clip art e.g. Computer
(v) Clicking on the desired clip art will insert it where the cursor is



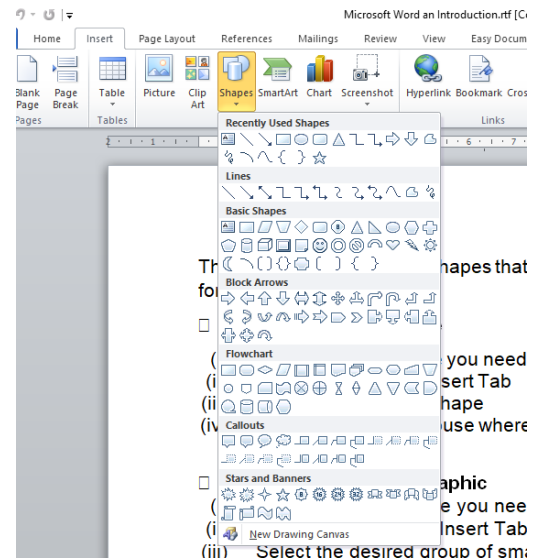
Note: The inserted clip art can be resized using the sizing buttons on it.

Auto shapes

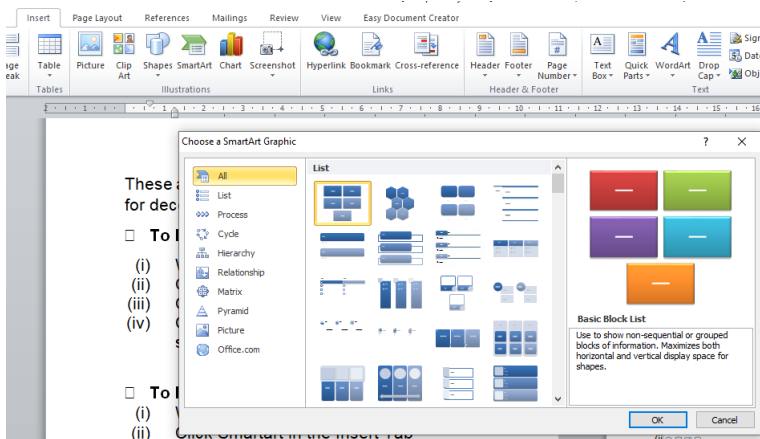
These are Microsoft inbuilt shapes that can be used in documents and other office programs for decoration or emphasis

□ To Insert an AutoShape

- (i) With the cursor where you need the Auto shape
- (ii) Click Shapes in the Insert Tab
- (iii) Click on the desired shape
- (iv) Click and drag the mouse where you want the shape to draw it to the desired size.



□ To Insert a Smartart/Graphic

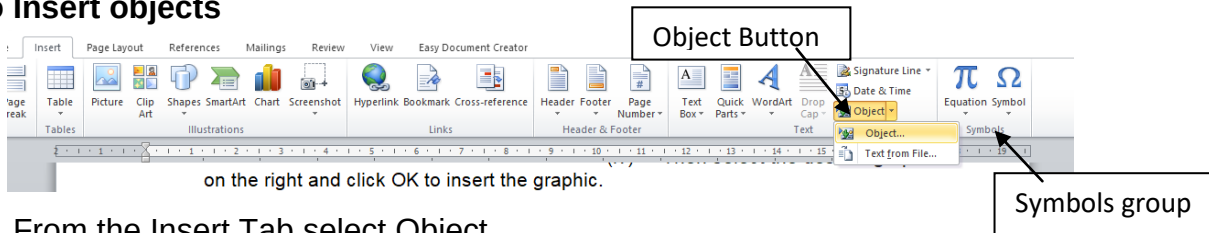


- (i) With the Cursor where you need the Smartart
- (ii) Click Smartart in the Insert Tab
- (iii) Select the desired group of smartart from the left Pane of the dialog box
- (iv) Then select the desired graphic

on the right and click OK to insert the graphic.

- (v) Click in the smartart positions where there is text and type in the desired text.
- (vi) More shapes can be added in the smartart by selecting Add shape in the Design Tab

□ To Insert objects



- (i) From the Insert Tab select Object
- (ii) Select Object
- (iii) Choose the type of object of your choice

For Object like in question 6.1 (v) we select Microsoft Equation 3.1 then use the tools given

Or

- (i) Use Equations from the symbols group
- (ii) Select Insert New Equation then use the tools given

6 PAGE LAYOUT

Basic concepts to be learnt:

1. Insert page breaks
2. Change margins and page orientation
3. Create headers and footers
4. Columns
5. Number pages

Learning Example 6.1

- i) *Type the text below using a suitable application software program and apply the instructions that follow.*

Africa needs technology development fund

Africa will not develop unless political leaders give priority to the development of Science and Technology, the chairman of Ghana Council of Scientific and Industrial Research has said. During a recent scientific conference at the UN Economic Hall for Africa in Addis Ababa, Ethiopia, Professor Edward Ayesu said: “it is important that African leaders establish a Technological Development Fund for Research and Development Institutions”.

In attendance were ministers and government officials from Uganda, Guinea, Rwanda, Algeria and Tanzania. “We can design all types of research projects but if there no funds to execute them, they end up on paper,” he said, adding that the fund could also be used to give seed capital to young scientists to start new projects.

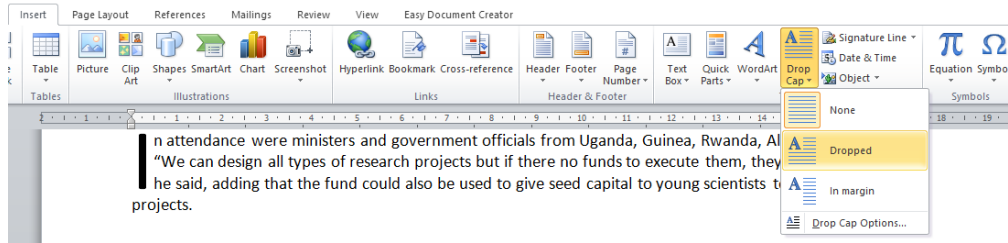
Professor Lydia Brito of the University of Eduardo Mandlane said the science and technology appliqué must be people-centred and based on the needs of particular countries. “We need social energy to solve local and global problems. We need to improve conditions of living and actions towards socio cultural and economic growth,” Brito Said.

(Adapted from: The New Vision, Tuesday, April 22, 2008)

- ii) *Make the title bold, centred, double underlined, font Tahoma, size 14 and colour blue.*
- iii) *Centre align the third paragraph and make it font style regular.*
- iv) *Drop cap the first letter of the second paragraph to three lines.*
- v) *Change the first and the second paragraph to font Monotype Corsiva and make them justified*
- vi) *Format the text in paragraph two into three columns of the same size.*
- vii) *Insert a graphic or a clip art of a computer in the first paragraph, and make the graphic to be behind text*
- viii) *Insert your name as a header in the middle and the word “Computer Class: as footer on the right side in a footer.*
- ix) *Set the margins as follows; left and right to 2 inches, top and bottom to 1.5inch.*
- x) *Find the word “said” and replace it with “told”*
- xi) *Change the line spacing of the document to 1.5 line spacing*
- xii) *Save your works as your first name.*

Drop caps

□ To Insert Drop cap



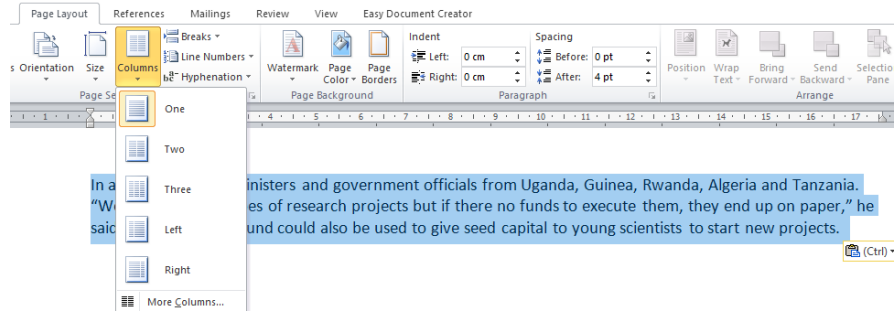
- (i) Highlight the text you need to drop cap
- (ii) Click the Drop cap button in the Insert Tab
- (iii) Select the Drop cap option from the list

Or

Select Drop cap options at the bottom of the Drop cap drop down menu and select the desired options.

□ To format columns

- (i) Highlight the text you need to format into columns
- (ii) Click on the columns button in the Page Layout Tab.
- (iii) Select the column style from the drop down list.



Or

Select More Columns in the Columns drop down and select the desired options.

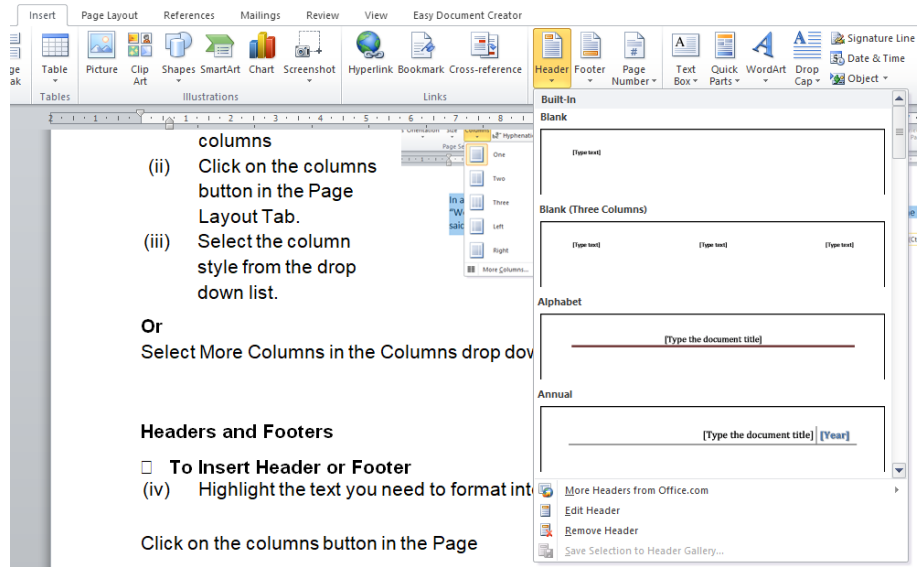
Headers and Footers

□ To Insert Header or Footer

- (i) Click on the Header or Footer Button in the Insert Tab
- (ii) Select the Header or Footer style from the Drop down list
- (iii) Type the Footer or Header text or Paste an image.

Or

Select Edit Header or Footer then Type the Header or Footer text or paste an Image



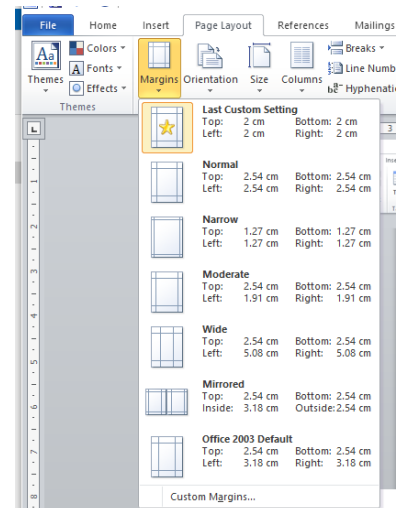
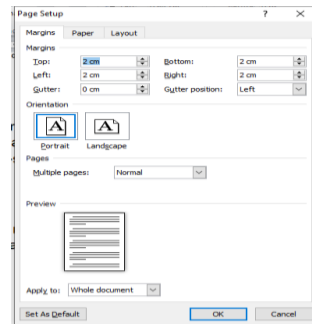
Margins

☐ To Margins

- (i) Click on the arrow below the Margins Button in the Page Layout Tab
- (ii) Select the Pre-set margins in the drop down list

Or

- (iii) Select custom margins and specify the margins from the margins dialog

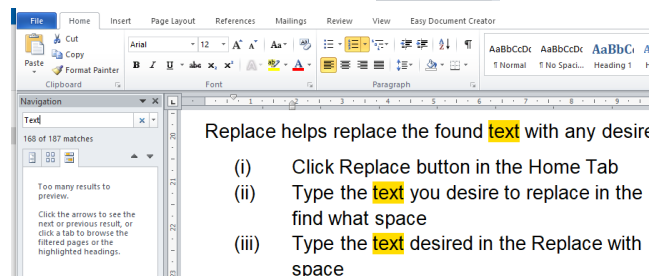


Find and Replace

☐ To use Find and Replace function

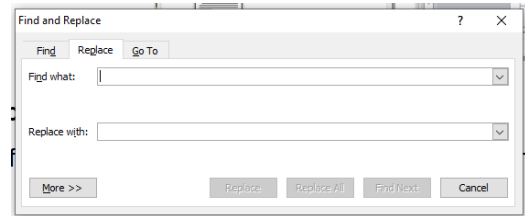
The Find function helps you find any word, Phrase or Paragraph in a document

- (i) Click Find button on the Home Tab in the Editing group
- (ii) Type the text you desire to find in the document (*Word will highlight it*)



Replace helps replace the found text with any desired text

- (i) Click Replace button in the Home Tab
- (ii) Type the text you desire to replace in the find what space
- (iii) Type the text desired in the Replace with space
- (iv) Click Replace or Replace All

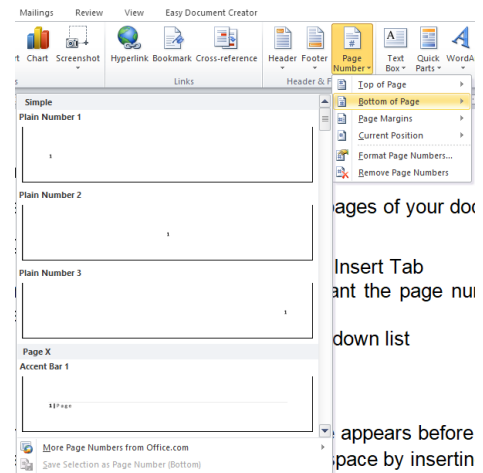


Pagination (Page Numbering)

Word provides an automatic way of numbering the pages of your documents.

Inserting page Numbers

- (i) Click on the Page Numbers button on the Insert Tab
- (ii) Hover the mouse on the position you want the page numbers to appear
- (iii) Select the Numbering style from the drop down list



Line Spacing

Use these settings to control how much white space appears before and after the selected paragraph or paragraphs. You can increase white space by inserting blank lines within you document. (i.e. pressing the **ENTER** key) but this can be time consuming and sometimes inconsistent.

The Line Spacing list allows you to increase the space Word allocates between **each individual line** in a paragraph. There are several settings which are described below:

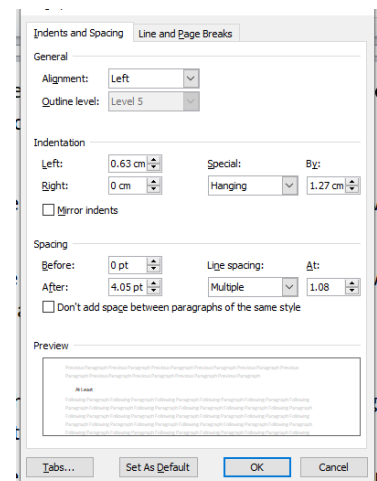
(i) Multiple

Choose this option and then use the At box to give the number of lines by which you would like to space your paragraphs.

The default is 3, but you can change the numbers either by using the arrows to increase and decrease, or by selecting the number and typing a new one over it.

(ii) At Least

With the At Least setting, if any of the characters within the selected paragraph are set to more than 18 pts size, the line spacing will adjust to accommodate it.



Choose this option and then use the **AT** box to give a minimum number of points by which your lines should be spaced out (e.g. 18 pts).

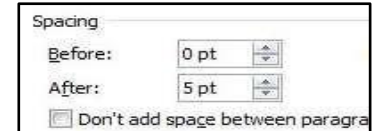
(iii) Exactly

With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off.

Choose this option and then use the **AT** box to give an exact number of points by which your lines should be spaced out (e.g. 18 pts).

□ To change paragraph spacing:

Mouse



- (i) Select the paragraphs to change and access the **PARAGRAPH** dialog; click the **INDENTS AND SPACING** tab.
- (ii) Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
- (iii) The **PREVIEW** pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- (iv) Click the **OK** button to confirm and close the dialog, or click **CANCEL** to close the dialog, abandoning any changes you have made to the settings within.

□ To change line spacing:

Mouse



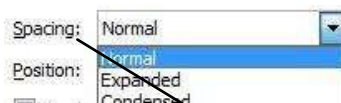
- (i) Select the paragraphs to change.
- (ii) Access the Paragraph dialog and click the **INDENTS AND SPACING** tab.
- (iii) To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the **LINE SPACING** box.
- (iv) Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
- (v) The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- (vi) Click the **OK** button to confirm the format change and close the dialog. **CANCEL** closes the dialog, abandoning any changes you have made to the settings within.

Character Spacing

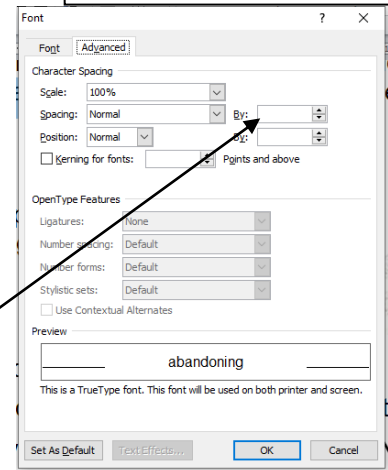
This Changes **only** the space between the individual characters without altering their size.

□ To change spacing:

Mouse



- (i) Select the text to format.
- (ii) Access the **FONT** dialog and click the **ADVANCED** tab.
- (iii) Click the drop down arrow to the right of the **SPACING** option.
- (iv) Choose **“EXPANDED”** (more space between the individual characters) or **“CONDENSED”** (less space between the individual characters).
- (v) Use the **BY** box which has up and down arrows that can be clicked to increase or decrease by how many points (or tenths of points) the characters are expanded or condensed.



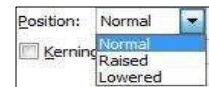
Position

“Normal” position places the characters on the same level as the other characters on that line. You can choose to have text raised or lowered instead.

□ To change character position:

Mouse

- (i) Select the text to format.
- (ii) Access the **FONT** dialog and click the **CHARACTER SPACING** tab.
- (iii) Display the list by clicking the arrow to the right of the Position box.
- (iv) Choose **“RAISED”** or **“LOWERED”** – the **BY** box then allows you to increase or decrease (again in tenths of points) by how much your characters should deviate from the base line position.



Note: The BY boxes described above will allow you to type the number of points by which you want to change a setting rather than using the arrow keys to reach the desired figure. Simply click inside the box to get a cursor, delete the number already there and type the new number.

Keyboard Shortcuts

It is sometimes quicker to use key combinations to apply formatting to text within a document and the table below lists the shortcut keys that you can use to do this:

a) For Character Formatting

Increase the font size	CTRL SHIFT >
Decrease the font size	CTRL SHIFT <
Increase the font size by 1 point	CTRL
Decrease the font size by 1 point	CTRL
Display the Format, Font dialog	CTRL D
Change the case of letters	SHIFT F3
Format letters as all capitals	CTRL SHIFT A

Apply bold formatting	CTRL B
Apply an underline	CTRL U
Underline words but not spaces	CTRL SHIFT W
Double-underline text	CTRL SHIFT D
Apply hidden text formatting	CTRL SHIFT H
Apply italic formatting	CTRL I
Format letters as small capitals	CTRL SHIFT K
Apply subscript formatting (<i>automatic spacing</i>)	CTRL =
Apply superscript formatting (<i>automatic spacing</i>)	CTRL SHIFT +
Remove manual character formatting	CTRL SPACEBAR

b) For Paragraph Formatting

Single-space lines	CTRL 1
Double-space lines	CTRL 2
Set 1.5-line spacing	CTRL 5
Add or remove one line space preceding a paragraph	CTRL 0
Centre a paragraph	CTRL E
Justify a paragraph	CTRL J
Left align a paragraph	CTRL L
Right align a paragraph	CTRL R
Indent a paragraph from the left	CTRL M
Remove a paragraph indent from the left	CTRL SHIFT M
Create a hanging indent	CTRL T
Reduce a hanging indent	CTRL SHIFT T
Remove paragraph formatting	CTRL Q

6 TRIAL EXERCISES

Trial Exercise 1.

- i) Type the following information as it is

The time table below will be out by the beginning of next academic year.

It should be copied and filled with relevant subjects.

Senior Four Time Table 2010									
	8:00-9:00	9:00-10:00	B R E A K	10:30-11:30	11:30-12:30	L U N C H	2:00-3:00	3:00-4:00	
Mon									
Tues									
Wed							FREE		
Thur									
Fri									
Sat									

Note: The outer borders are (3) triple lines.

- ii) Put a footer as your name and Class
- iii) Colour the title “Senior Four Time 2010” green
- iv) Shade the cells, “BREAK”, “LUNCH” and “FREE” with Dk Diagonal up green.
- v) Change the character spacing of the words “LUNCH and BREAK to 20 points
- vi) Change the font of the heading to Monotype Corsiva Bold and underlined
- vii) Change the rest of the text to Courier New.
- viii) Save your work as your Time table
- ix) Print your work

Trial Exercise 2.

- i) Type the text below as it is using a word processing program

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using a computer to enter, store, manipulate, and print text in letters, reports, books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on market, choosing the right software can become very confusing. Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

I. What type of documents am I

- now producing?
- Planning to produce?

II. What types of features do I

- need?
- Want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters and so on. The point is, match the features you, need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is needed, you will want superscripts ($X^2 + Y^2$) and subscripts (A_{21}); and if you send “personalised” form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

On-line thesaurus

Spelling checker

Grammar checker

Style checker

Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your Computer-assisted writing adventures-now and in the future!

- ii) Insert in the header the word “Tips” on the left hand corner and “Word processing” on the right hand corner in a footer.
- iii) Bold the heading, font size 22-point, underline and centre it
- iv) Block indent paragraph one by 1 inch in the right and left margins.
- v) In the paragraph starting with Document” bold the second sentence.
- vi) Make 2 the superscript of X and Y in the expression ($X^2 + Y^2$) and 21 the subscript of A in the expression (A_{21}).
- vii) Insert bullets on the list of functionality of word processing packages given in the text.
- viii) Insert a footnote of your name and index number on the left and page number on the right hand corner.
- ix) Save your work as Choosing software and make a print out

Trial Exercise 3.

The following passage was the speech of the **Kabambe High school’s** Headteacher at the beginning of term – 1 2017.

Question: Use any of the word processing programs and type the speech, after which you attempt all the parts in the required list

Ladies and Gentlemen! You all know that the UCE results 2016 were very good but not good enough because we did not meet our target of 100% division one. The 96% first grade that we got we can still celebrate but we must not sleep!

GRADE	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	7 th Grade	Fail
NO.	96	2	1	0	1	0
Percentage	96	2	1	0	1	0

Note: There is no miracle that is required for each of you to get division one.

What do you lack, anyway? When I was a student no one visited me in school, no one! I had no pocket money like you but I persevered until I passed highly to join form six and eventually Makerere University! The only University by then! Why not you? The life in school is tough but you must be tougher if you must pull success on your way. Avoid excuses, they won’t take you anywhere!

In order to succeed you must do the following:

- Respect your teachers, fellow students and every other person around school.
- Make a clear summary in all the subjects and ensure to revise regularly.
- You must not dodge any lesson and ensure to do all the assignments in and outside class.
- Do not be tempted to use any kind of narcotics, alcohol or abusive drugs as you will be destroyed!

Thank you.

Required:

- i) Copy and paste the work you have typed in the new pages, two and three of the same document.
- ii) Change the font size in the first page to 13 and font style Tahoma.
- iii) Surround the first and second paragraph of page one with a **thick border** and shade the surrounded text with patterns of **Dk Horizontal** style and **orange** color.
- iv) Move to second page and format the first paragraph to two columns with a line in between the columns and 1.5" line spacing.
- v) Type a title, "Head teacher's Speech to the first general assembly 2018" in bold caps on top of the speech
- vi) Indent the second paragraph of second page to 1" both left and right sides and then justify.
- vii) Convert the results given after the 2nd paragraph into a table
- viii) In your table insert another column after "Fail" call it Total and use table formula to calculate the total number of students who sat for the examination.
- ix) Insert a title "Summary Results" on the table and a caption UNEB 2017 below the table.
- x) Still in the second page, format the bulleted list to numbering alphabets of capitalized letter styles.
- xi) Format the third page work by character spacing to Expanded by 1.2" style.
- xii) Insert page numbers in your document at the bottom right position.
- xiii) Insert a foot note "Noble men or Guys" on the word, "Gentlemen" in the paragraph 1.
- xiv) Insert a clip art of your choice as the school logo centred on top of the document with tight text wrapping.
- xv) Insert your full name as End Note.

Save your work as **Your name – The Speech**

Trial Exercise 4.

You are the secretary to the school's "Funds for Food" program and you are required to send out acknowledgement letters to people who have so far made contributions towards the program. The letter contents are the same for all the persons except the address, names and nature of contributions.

Below is the letter to be sent and a table of people who have made contributions

Mukisa Senior Secondary School
P.O Box 21146
IGANGA
12TH June, 2007

[ADDRESS]

Dear [NAME],

Thank you for your contributions of [NATURE OF CONTRIBUTION] towards the "Funds for Food" program.

This project is in its inaugural year but it has been a resounding successes. The learners and staff agree that it should become an annual event. The principal would like to thank you and hopes for more support in future.

Thank you very much.

.....

PRINCIPAL

NAMUKASA FLORENCE

Below is a table of people to receive the letter, their address and nature of contributions.

	Name	Address	Nature of contribution
1	Lugayizi John	P.O Box 14, Kamuli	\$430
2	Musiime Molly	P.O Box 92, Mbarara	Shs 500,000
3	Nsibambi Eriya	P.O Box 160, Buloba	20 kg of Maize
4	Nakasolya Juliet	P.O Box 1413, Kampala	40 bags of rice

- i) Use an appropriate method in any word processing program to make a letter to be sent to each person in the table. Save your works as “My letter” in a folder containing your name.
- ii) Type the table of recipients in another word processor file save it as address in the same folder created. The address and names should be bolded and the contributions in italics
- iii) Use an appropriate feature to link the table to the letter to produce four letters to be sent to each person.
- iv) Set the background of the document to have a printed water mark of your school.
- v) Insert page numbers at the top of a page using 1, 2, 3, ...
- vi) Insert your name as a footer, italicize the footer in the centre.
- vii) Print each of the four letters.