

COURSE: INTRODUCTION TO INFORMATION TECHNOLOGY

You are **welcome** to the second part of the course. I am saying this because, as from this time onwards, you are going to practice on the computer all that you have been reading about in the previous units. For this reason, it is necessary that you go to the nearest internet café to practice from time to time in case you don't have access to one at home.

NOTE: You will produce a soft copy of all the activities on floppy disk and present this for appraisal during the residential session. Take a 3¹/₂ Floppy disk along to the computer lab during the third section.

Unit three will start you on a sound footing where you will learn the very basics in MS Word. I believe it will be a challenge to some of you while others will simply 'walk through'. Whatever situation you may find yourself, don't let it have any adverse influence on your performance.

In your attempt to perform some of the functions we are about to undertake, you may come across other interesting features that are not being taken care of in this section. You are kindly asked to just jot them down and concentrate on what you are being taught now. It is tempting to deviate from the stated objectives when you seem to be more involved in the new or strange outcomes of the activities.

3.0 UNIT 3 – Preparing a document with Microsoft Word (MS Word)

Introduction

MS Word is a powerful electronic tool when it comes to word processing and other office jobs. It is equally a powerful educational tool when we talk about teaching and learning because it gets more work done faster and the teaching process is standardised. It is also safe and easy to use. What is more fascinating is that it can be shared through links between computers and so can be used for distance learning. You are not being introduced to this course because you have to but because you need it to survive in your field of study.

Objectives

The objectives of this unit is to aid you to

1. Start MS Word
2. Describe the functions of the menu bar and the toolbars
3. Use the special keys of the
- 4)
4. Save the document on drives
5. Open a saved document
6. Use Spell and Grammar Checks

3.1. SECTION 1 – Starting Microsoft Word

Introduction

I will start you with how to put the computer on and how to manipulate it to your advantage. You will be introduced to MS Word interface and to the toolbars and their functions. You will also learn to identify the special keys on the keyboard and how to try to type and edit what you type.

Objectives

At the end of this section, you should be able to:

1. Start a computer
2. Start Microsoft Word

Starting a computer

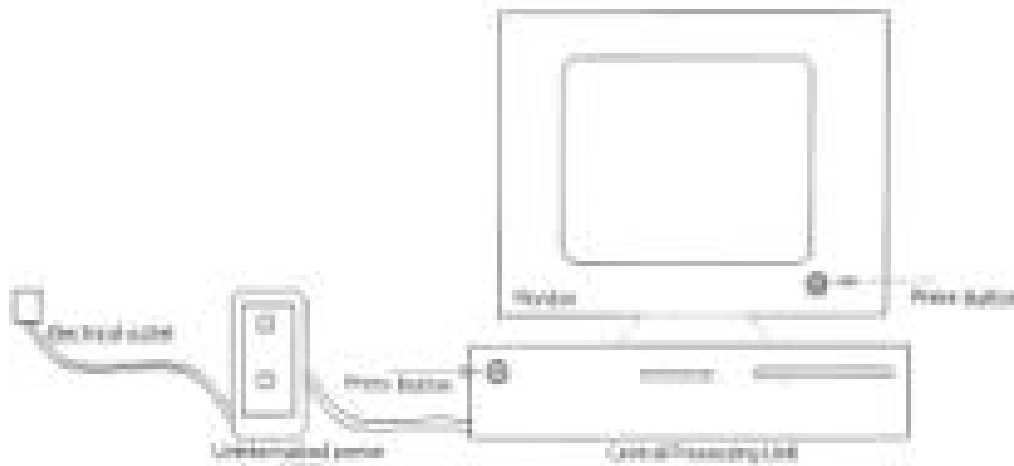


Figure 3.1.1

Figure 3.1.1

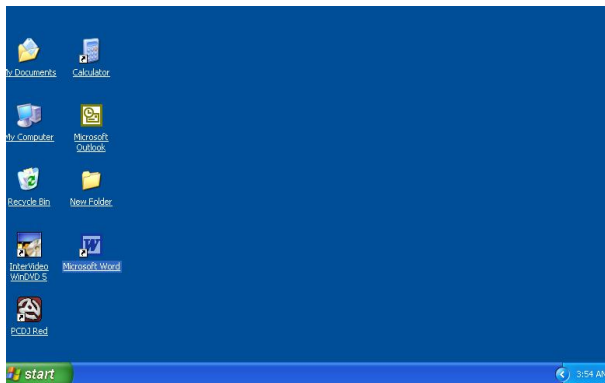
to get access to a fully connected Personal Computer's programmes, you must turn it on and this should be done without a disk in the floppy drive. Before you turn the computer on, connect the computer to an electrical outlet (these are usually fixed onto the wall). If the computer is fixed to an Uninterrupted Power System (UPS), you will have to switch that on before putting the Central Processing Unit (CPU) on. But before that, make sure all the connections are done properly before you turn on the computer. If in doubt you

may ask the supplier or owner to **guide** you. (Figure 3.1.1). Note: the UPS stores power for a period of time after there is power outage.

The desktop

When you switch the computer on, it goes through a process referred to as booting. That is, checking all its peripherals of faults before opening up the desktop (Figure 3.1.2).

The desktop is the large coloured area of the screen that has icons for quick access to programmes and a Taskbar and this is your **working area**. Everything you do on your computer appears inside frames that are called **windows**. You can open as many windows at one time as you like. You can resize these windows, move them around the desktop, or stack them in any order.



Screen shots by courtesy of Microsoft

Using the mouse

The mouse controls the **cursor** or **pointer**. It has two buttons at the tail end of it. Hold the mouse with your right hand (If you are left handed, learn to hold it with your right hand as well), your thumb should hold the mouse at its left side whilst the last two fingers hold it on the other side. Make the mouse lie flat so that its belly rubs against the mouse pad. Move the mouse across the desk. As you do this, remember to keep it flat. Now, your fore finger should rest on the button on the left side (called the left button). Whenever I want to ask you to click on the left button, I will say **LEFT CLICK** or **CLICK**. Your middle finger will automatically rest on the button on the right. So if I should say

RIGHT CLICK, you know what I mean. Now you are going to practice mouse movement.

Start Microsoft Word

A new document is automatically created when you start Word, however you can create new one on demand. You can either create a new blank document or one based on a template.

Before we start, I want you to understand the procedure I am going to introduce you to.

The **greater than** sign means perform activities in the order that it has been presented.

Let us try one activity.

To start MS Word (Figure 3.1.3)

- a) Click on the **Start** button, located in the **Taskbar** at the lower left corner of your **desktop**. What happens?
- b) Highlight **Programmes** in the **menu** that popped up after clicking on **Start**.
- c)



- c) Left click on **Microsoft Word**.

This will be presented in the format shown below:

To start MS Word:

Taskbar >Start >Programmes >Microsoft Word. Good.

Now let us try this: **Menu>File>close**. (Let **Figure 3.1.4** guide you) What happened?
Write it down in your notebook.

Start MS Word again and try out the next instruction.

Menu>File>Exit.

Note: When you highlight programmes, a lot of those in the computer are displayed.

Name some programmes in the computer you are using.

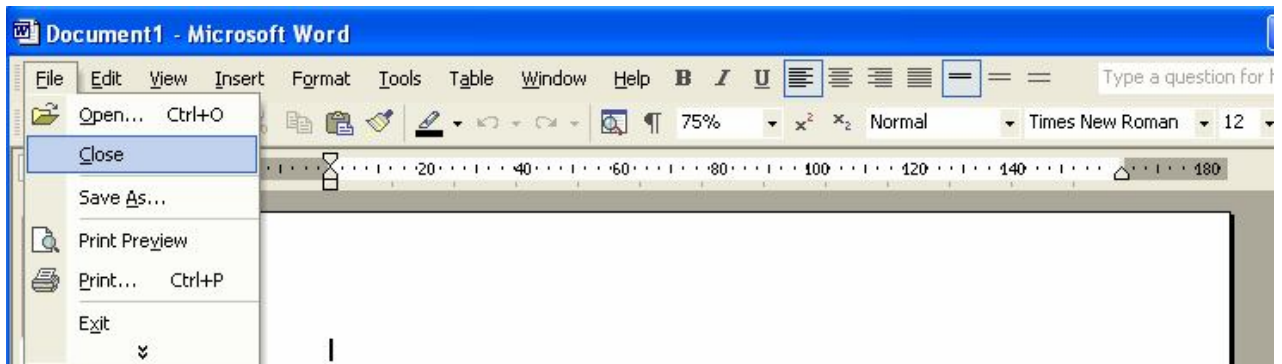
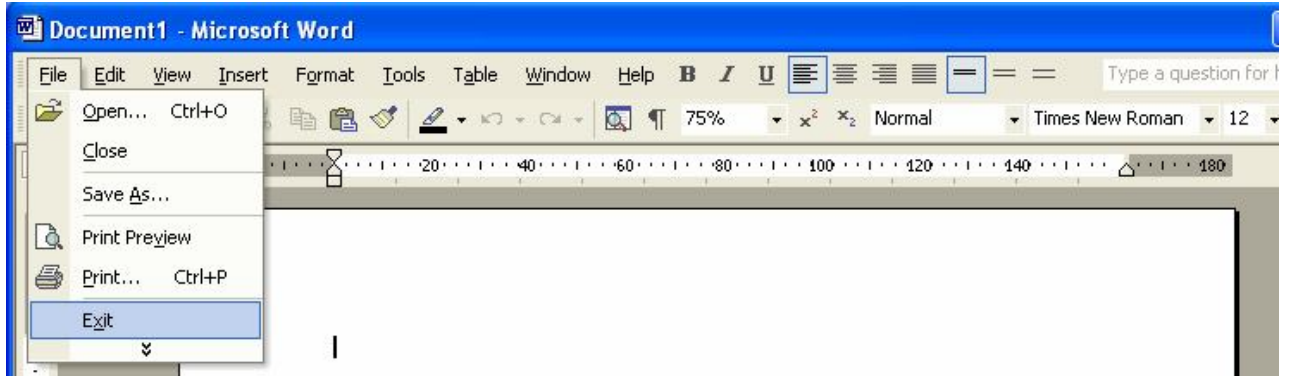


Figure 3.1.4



Describe Figure 3.1.4. What is peculiar about **close** in the diagram? See Figure 3.1.5 for clue.

Figure 3.1.5

Now, let us learn how to switch off the computer: **Taskbar>Start>Turn off computer** (the Turn off Computer dialogue box appears, Figure 3.1.6)> **Turn off**.



Figure 3.1.6

Summary

In this section, you have learnt:

1. how to connect the computer to an external power source and to switch it on and off.
2. how to start Microsoft Word and how to use the interface for processing documents

Activity

1. Observe how the computer is plugged to an electrical outlet and jot down points.
2. With your knowledge in starting **Word**, start Microsoft Excel, Power Point or any programme available on your computer.
3. Exit the programmes and switch off the computer.

3.2 SECTION 2 – Menus and toolbars in the MS Word programme

Introduction

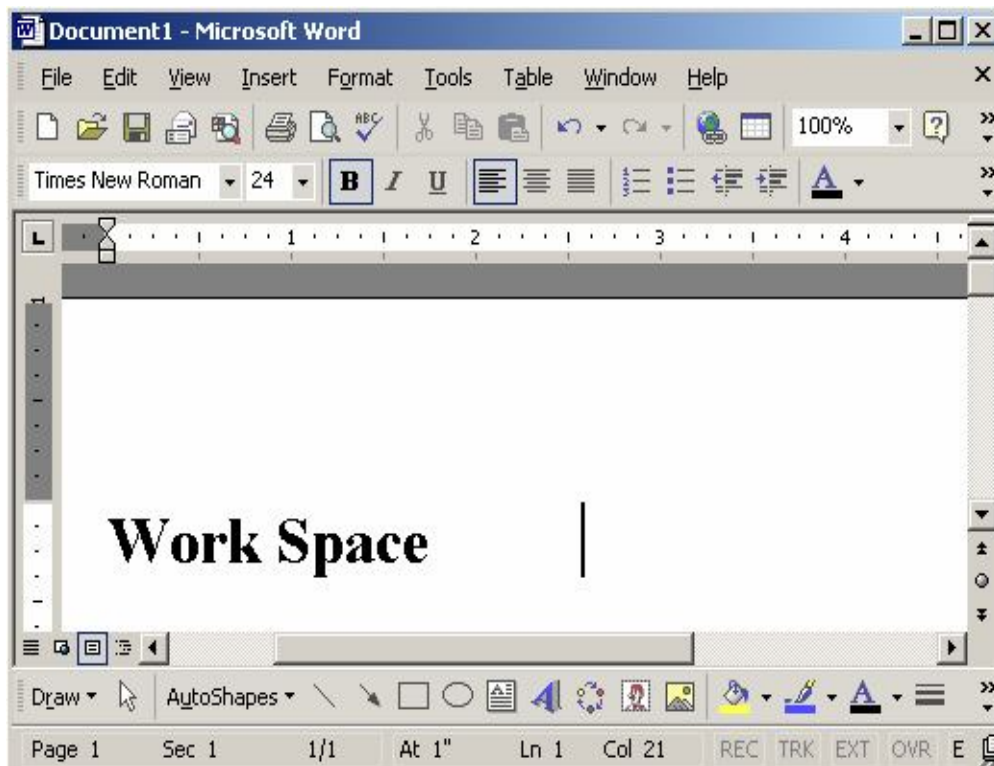
Section 2 talks exclusively about menu bar and toolbars used in Microsoft Word.

Toolbars, by default, are generally located just below the Menu bar; however this can be moved to any part of the interface for your convenience. Before proceeding with the lesson, first, make sure that the regular toolbars (i.e. Standard and Formatting) are visible on the screen, (Figure 3.2.1).

Objectives

At the end of this section, you should be able to:

1. Identify the menu bar and the toolbars
2. Describe the functions of the menu bar and the toolbars
- 3.



- 3) Use the menu bar and the toolbars in MS Word

MS Word interface

As soon as you **launch** (Start) Word, MS Word interface fills the desktop (Figure 3. 2.1) Immediately below the ruler is a large area called the **work space**. This is your working area and where you type documents. The blinking vertical line in the upper left corner of the text area is the **cursor**. It marks the **insertion point**. As you type, your work shows at the cursor location,

The Menu Bar

Whenever you access **menu** buttons, you give instructions to the software. Directly below the **Title bar** (see title bar below) is the **Menu bar**. The menu bar has the following: **File, Edit, View, Insert, Format, Tools, Table, Window, and Help**. Direct the **mouse pointer** to any of the menu options and click the mouse to open a **drop-down menu**. To select an option in the drop-down menu click on it. An arrow head after a menu item signifies additional options; select that option and a **fly-out menu box** appears. **Note:** Never try to close the menu bar since it will make it difficult to access other toolbars. To access some Toolbars in Word, do the following:

Menu>View>Toolbars.





Toolbars



These are buttons that provide easy access to commands. We can think of the desktop as being a working bench and the toolbars as tools that will be used on the bench. Naturally,

people place tools at convenient places on their work bench to make them work more efficiently. So it is with toolbars in MS Word.

Title bar

The name of the window you access will always appear on the title bar at the top left corner. The control icon helps you to manipulate the Window. And in the far right corner on the title bar are the minimize button, maximize/restore button and the close button. Click on the **Minimize**  button of the window to shrink it into the taskbar (Figure 3.1.2). Click on it on the taskbar to bring it back to its original state. **Maximize**  it to fill the desktop and click on the **Restore**  button to bring it back to its previous position. The Close  button is used to close the Window.

Standard toolbar

The standard toolbar has **short cut icons** to specific instructions that you can ask Word to perform. Usually when you place the mouse pointer on an icon or button, a yellow box with information on it pops out. This is called a tool tip. Direct the mouse pointer to any of the icons on the standard toolbar and read what is on the tool tip. Look for the **New Blank Document** and click on it. Note what happened down. What would you do to close the Window you just opened? (Get clue on previous page). Click on the Print icon. A dialogue box appears on your screen. If a programme needs some information from you before it can complete a command, a dialogue box appears. If all the content of a window do not fit into the window, simply scroll down the page. How would you close this dialogue box?

Formatting toolbar

The format toolbar helps with **icons** that help to design your document. You may apply format to a text or you may give the command before typing what you want to format. With this toolbar, you can choose the font, font style and font size of your document. It also helps you to change text to italics, bold, and underline text and helps you to perform other functions like highlighting text aligning text and using superscript and subscript options etc. Let's try this. 1. Place the cursor on the work space and type "I am scared".

2. Hit the space bar on the keyboard and then click on the bold icon and type “I am bold”. Because you have typed something on the work space, when you instruct Word to close the document Word will ask you if you would want to save the changes to your document. To click ‘No’ implies you don’t want to save that document. If you click ‘Yes’ a dialogue box will pop up for you to decide where to save the document and ‘Cancel’ will terminate the instruction you gave to Word.

Summary

In this section you understand that:

1. after launching Word the window you see is your working area
2. the toolbars provide easy access and maneuvering of the tools to the user.
3. you can access the toolbars through the menu bar.
4. other toolbars provide shortcuts to make work easy when using Microsoft Word.

Activity

1. Access and name 12 toolbars in Word.
2. What are the functions of the Toolbars?

3.3 SECTION 3 – Typing with the computer

Introduction

Text editing or word processing is one of the most generalized applications of the personal computer and MS Word is one of the many software packages that have been used. You must use the keyboard effectively to type text or process word. In the first part of the course you were introduced to the keyboard. This time, you will try your hands on the keys including the alpha numeric keys, special keys and the function keys. You will type the words (a letter) below exactly as you see it but you will not make corrections and modifications to the letter that you typed even if you make or see a mistake.

NOTE: Take a 3¹/₂ Floppy disk along to the computer lab.

Objectives

At the end of this section, you should be able to:

1. Use the Alpha Numeric keys of the keyboard
2. Type a letter using Microsoft Word
3. Save the document on the hard drive



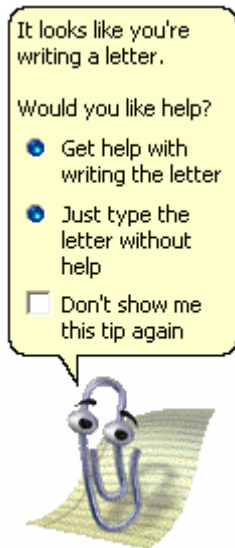
Using Alpha Numeric keys on the keyboard.


You will use the Alpha Numeric keys on the keyboard to type the letter below. Don't worry if you are the one-finger typist. We all are. If you haven't started as yet, then start with me.

Open Word document. As soon as Word window appears on your desktop, the insertion point starts blinking. Make sure the **Caps Lock** key is not activated (Look for the Caps Lock key on the keyboard). When this is activated, the **Caps Lock** Light Emitted Diode (LED) at the far right corner of the keyboard will be **ON**. Press on the Caps Lock key to deactivate it.

To begin typing with an upper case letter, Press the **Shift** key down before hitting the letter. For example the 'U' in **University of Zapsvilland** (Line A) should be typed with your fore finger on the **Shift** key (i.e. Shift + U). To create a space between **University** and **of**, hit the **Space Bar** (On keyboard). After typing **University of Zapsvilland** (exactly as it is) hit the **Enter** key to begin the sentence on a fresh line.

The Numeric keys in a row at the top of the Alpha keys and the three keys between the 'M' key and the right **Shift** key have two figures on each key tap. The bottom figures are typed without holding the **Shift** key down and the top figures can only be typed when you hold the **Shift** key down. You can activate the **Caps Lock** key when typing the registration number in the formal letter (Line N). Now type the letter the way you see it and while you type save intermittently by clicking



on the save icon . This action will always save the changes to your document.

Note: Type the formal letter below exactly as you see it. Make sure you type the letter yourself. The office assistant may pop out to ask if you need help in the writing of the letter (See figure of office assistant). Click on the radio button with the inscription **Just type the letter without help** to hide the office assistant. Also, ignore the boxes in the left margin. They are there for reference sake.

Entering and Editing Text

You will observe when typing the body of the letter (Line M to Q) that **Word** has a special

Feature that enables text to wrap down to the next line automatically without hitting on the

Enter key. The **Enter** key is only needed when you want to create a space between paragraphs or

you want to start a new line or paragraph (Lines A to L and R to U). You can always insert a text

or graphic in a blank part of your document by simply clicking in the location and entering the text

or graphic. To enter text, simply type just as you would if you were using a typewriter. O
enter a
graphic Click Insert on the Menu bar and select Pictures, then choose which you want.

University part of zapsvilland,
registrar's office

Telephone: +223 (051) 685 712 065/8 ext 211

Fax: +223 (051) 685 712 069

Email: uzaps@windstone.com

Reference: 103UZ – 1a/vol97/9586

Tuesday, november 12, 2005

The consular officer

Quazunboo high commission

Kumasi

dear sir,

Application for quazunboo visa

Mr. Jeffrey Horn, a level 500 Master of Philosophy (Administration) pupil of this University, with student registration number *MPHIL/AD/2005//001*, wishes to visit your country during the 2nd semester break in June 2006. He was admitted into the in the 2004/05 academic year and will complete his programme in August 2006. He is expected to return to Ghana at the end of the break to continue his programme. A passport size photograph of Mr. Horn are inserted below.

We shall be grateful if you will extend to him any courtesies he deserves.

Yours faithfully,


(Kuuku Kofi Djan)

Fro registrar

Saving the document

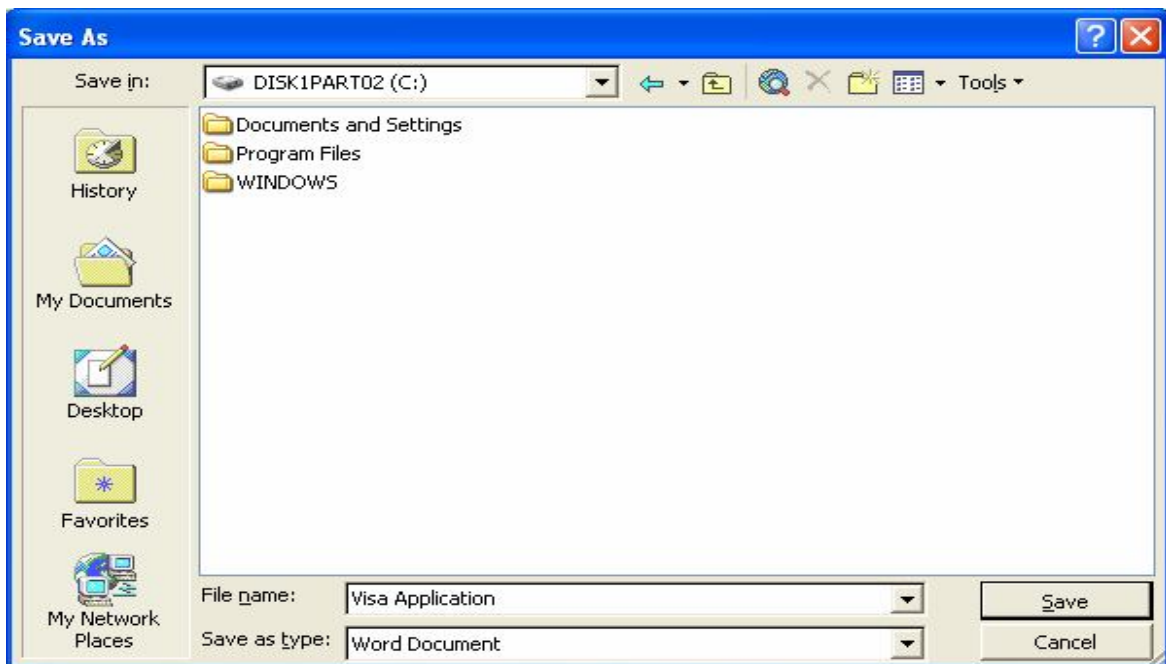
To save document implies retaining the document for further use and for protection against power outages. As you are already aware, the computer has a lot of storage drives in which you can save your work. **You will therefore have to identify where exactly**

you want to save the work so that you can easily retrieve it anytime you want to go back to that document. To do this:

Click **Save** in **File**, or click on the **Save icon**  shown on the Standard toolbar. The 'Save As' dialog box will be displayed (figure 3.3.1) Click on the arrow head in the **Save in drop-down**

list. Many options will be made available. Choose where you would like to store the document from this **Save in drop-down list**. In the File name text box, enter the appropriate file name which should not exceed 255 characters. It should also not include the following symbols \ ? : ; > < | etc and each file name must be unique within a single folder.

For this lesson, let us go by the process listed below.



- 1 Slot the **3¹/₂ Floppy disk** into the floppy disk drive of the computer
- 2 Click on the arrow head in the **Save in drop-down list**. Many options will be made available to you.
- 3 Choose **3¹/₂ Floppy (A:)** If it is a new floppy, the **File list box** will be empty

- 4 Type **Visa Application1** in the **File name text box**.
- 5 Hit on the **Save button**.

The dialogue box will disappear and Word automatically adds a **.doc** extension to all document file names. You can see the saved document name on the title bar. To save the document into another folder with another file name, you can only do that by using the **Save As** option in File.

Summary

You have learnt in this section that:

1. MS Word is a word processing package.
2. the keyboard is used in word processing.
3. if you are not connected to a UPS, save your work frequently otherwise you may lose it.
4. you can only type certain figures and signs only when you hold down the shift key.
5. the backspace and delete keys are used to delete graphic and text items.
6. the enter key is used to start a fresh line or paragraph
7. Word has a special Feature that enables text to wrap down to the next line automatically without hitting on the **Enter** key.
8. you can save a document in more than one drive with the same file name.

Activity

1. Type the letter exactly as you see it
2. Save a copy of the typed work in the **My Document** folder with the file name **Visa Application2**.
3. Save another copy with the same name in your Floppy disk.

You will be doing a little more of saving and opening documents in the next section. Apart from that, you will highlight and insert text into documents and you will use the delete keys as well.

3.4 SECTION 4 – **Opening a saved document, adding and editing text**

Introduction

In section three you learnt about how to save a document. But before then I cautioned you to make sure you know exactly where you saved it. In this section you will open that same document containing your typed formal letter. You will make corrections using delete, backspace keys and use AutoCorrect functions of the computer. You will also develop new skills as you go along.

Note: from this time onwards, take the floppy disk along. Remember that you can destroy your floppy disk when the disk is placed in high magnetic environments including mobile phones.

Objectives

At the end of this section, you will be able to:

1. Open a saved document
2. Highlight and Insert text
3. Identify the insert mode
4. Use delete keys

Opening the saved document



In the last section, you saved the formal letter in two places after you worked on it.

Because you will be working on that same document, you need to open the document in your floppy disk.

Open the saved document in floppy

To open the saved document in **floppy**,

- 1 First of all, slot the floppy disk into its drive.
- 2 Click on **Open** in File on the Menu bar. The **Open Dialog Box** will appear (Figure 3.4.1) and all stored documents in **My Document** folder will appear in the **file list box**.
- 3 Because you want to access information in the floppy, click on the arrow head in the **Look in drop-down list**. Many options will be made available to you.
- 4 Choose **3½ Floppy (A:)** This time, the **File list box** will have your saved file in it.
- 5 Click once on it and the file name appears in the **File name text box**.

6 Click on the **Open** button.

Now that you have successfully opened your document, let us do the following:

Highlighting (Selecting) Text

To highlight a text means to cause a dark shade of the text. Throughout these lessons you will be asked to highlight text. This is because there is the possibility to select a text (word) to change its nature either by deleting it or modifying it.

Highlighting by Using the Mouse

Place the cursor before or after the text you wish to highlight. Hold down the left mouse button. Drag the mouse to the left, right, up, or down until the text is highlighted. You may also select a word by double clicking on it. To select a sentence, hold down **CTRL** and Click on any part of a sentence. **To select a paragraph** Triple click on any part of a paragraph. To select the whole document click on **Select All** in Edit on the Menu bar.

Typing and Using the Backspace or Delete Keys

In case you made a mistake in your typing and you want to make the necessary corrections, you can use the **Backspace** key to delete text to the **left** side of the blinking cursor (insertion point). You can also use the Delete when the cursor is before the text you want to delete. Again you can highlight by double clicking on the word you wish to delete then press the Delete key.

You can also insert text. To insert text, you must be in the **Insert** mode. To check to see whether you are in the **Insert** mode, look at the right side of the **Status bar**, located at the very bottom of the screen. If the letters "**OVR**" are grey, it implies it is inactive and that you are in the **Insert** mode. If the letters "**OVR**" are black, you are in the **Overtyp**e mode. This mode usually frustrates the new user because it keeps deleting as you type. Make sure you are not in the **Overtyp**e mode. To change into the **Insert** mode, hit the **Insert** key on the **keyboard**.

Placing the Cursor

You will often be asked to place the cursor at a specific location on the document. To place the cursor, point to the location specified and press the left mouse button or use the arrow keys to move to the specified location.

Summary

In summary, we have learnt that:

1. you can highlight by using the mouse or the arrow keys.
2. if the computer is in the overtype mode it keeps deleting text to the right as you type and that to overcome this problem, you will deactivate the OVR symbol on the status bar.
3. when the cursor is to the right of a text you want to delete, hit the backspace tab on the keyboard.
4. when the cursor is to the left of a text you want to delete, hit on the delete tab on the keyboard.
5. you can move the cursor around either with the mouse or the arrow keys on the keyboard.

Activity

1. Save the typed document (you opened) into your floppy with the file name

Exercise One.

2. a.) Open a document in **My Document folder** with the file name **Visa Application**. b.) In the opened document, select the following texts in the letter and click on the **B button** on the Menu bar.
 - i. Line H,
 - ii. Line L,
 - iii. Name only (Line T),
 - iv. August (Line P).
4. Type this sentence in between Lines D and E: Email: qwerty@asd.co.zps

In the next section you will learn how to undo, redo text and to correct grammar and spellings.

3.5 SECTION 5 – Editing the document

Introduction

This chapter continues with editing text within a document. I will be talking about the undo and redo functions. You will also try your hands on correcting spellings and grammar and use the AutoComplete function. **Don't forget to take the floppy disk along.**

Objectives

At the end of this section, you should be able to:

1. Use Undo, Redo and Repeat commands
2. Correct spellings
3. Correct grammar as you type
4. Use AutoComplete
5. Save on the floppy

Using Undo, Redo and Repeat Commands.

Undo: In case you have done certain changes to your document and you decide to reverse the change to the original one, you can use the undo feature of Word. To do this you select **Edit** on the **Menu** bar and highlight **Undo**. Or click on the **Undo** icon in the **Standard** toolbar.

Redo: If after you have done certain changes to your document but you reversed the action but on a second thought you feel the changes should be effected, you can use the **Redo** feature of Word. To do this you select **Edit** on the **Menu** bar and highlight **Redo**. Or click on the **Redo** icon in the menu bar. **Repeat:** The **Edit, Repeat** command can be used to repeat your last action.

Correcting Mistakes as you Type

There are certain mistakes that Word does not automatically correct for you. Such words are underlined in a red wavy line and those that have grammatical errors in them are seen with green underlined wavy lines.

Correcting Spellings: To correct a spelling error, right click on the words with the **wavy red line** (Figure 3.5.1). Word will suggest options as to how to fix the problem. With the options given, all you need to do is to highlight the most appropriate option and click on it. This will immediately correct the problem. There are some words particularly names of people who have the red wavy line underneath. This tells you that Word does not recognize these. Right click on them and select Ignore All.

Now do the corrections in the formal letter you typed. Let figure 3.5.1 guide you.

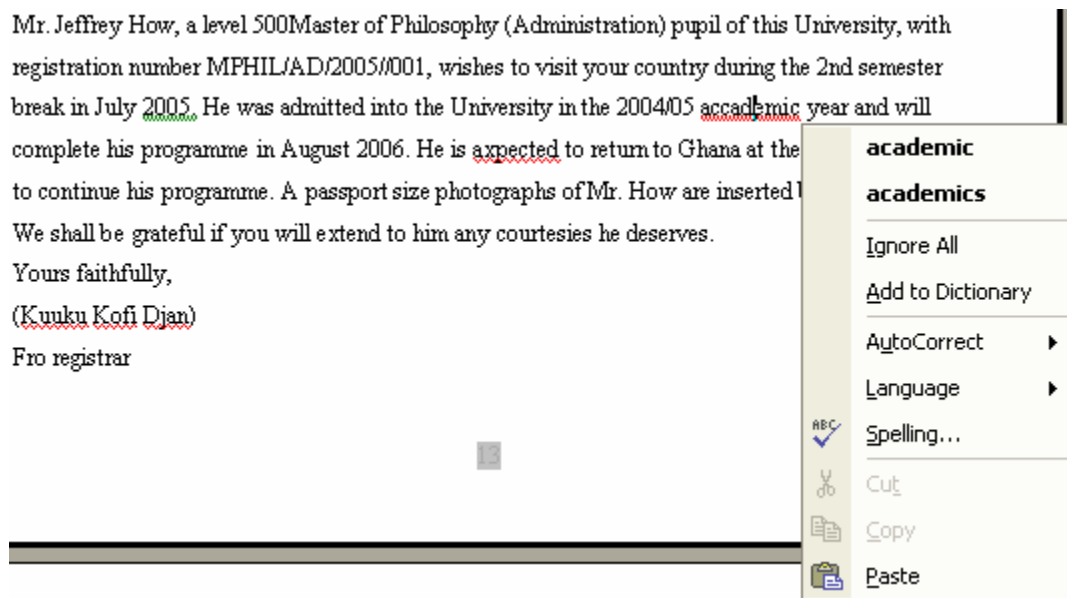
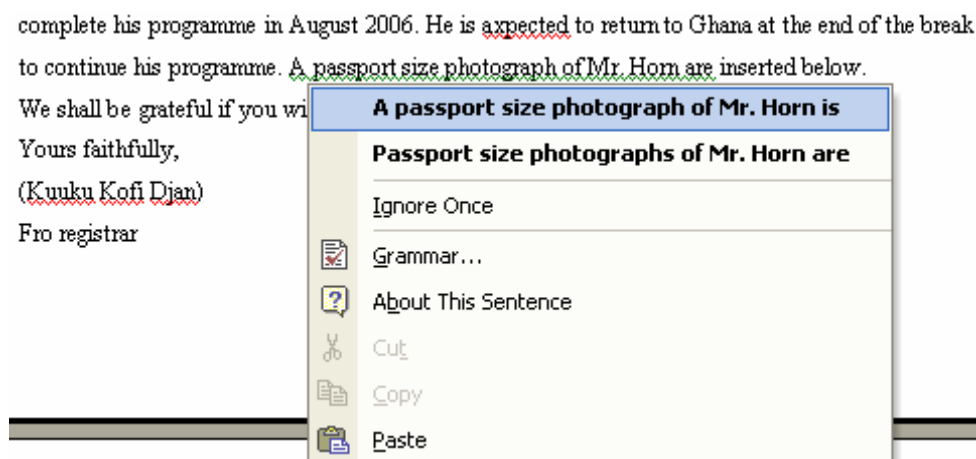


Figure 3.5.1



Correcting Grammar as you Type: To correct a grammar error, right click on the words with the **wavy green line** (Figure 3.5.2). Word will suggest options as to how to fix the problem. With the options given, all you need to do is to highlight the most appropriate option and click on it. This will immediately correct the problem. There is one instance of these in the formal letter. **Do the correction.**

Note: The wavy lines do not print when the print command is given.

Using AutoComplete

Word easily recognizes common words and phrases and will offer suggestions for the completed form of the word or phrase as you type that word or phrase. You will notice this especially when you are typing a date. Word will pop up a yellowish box with the correct date within. This is usually shown at the top of the date that you are typing (Figure 3.5.3). To accept Word's offer, simply hit on the ENTER key. Word recognizes the name and company names that were registered during installation, and also Auto Text entries.

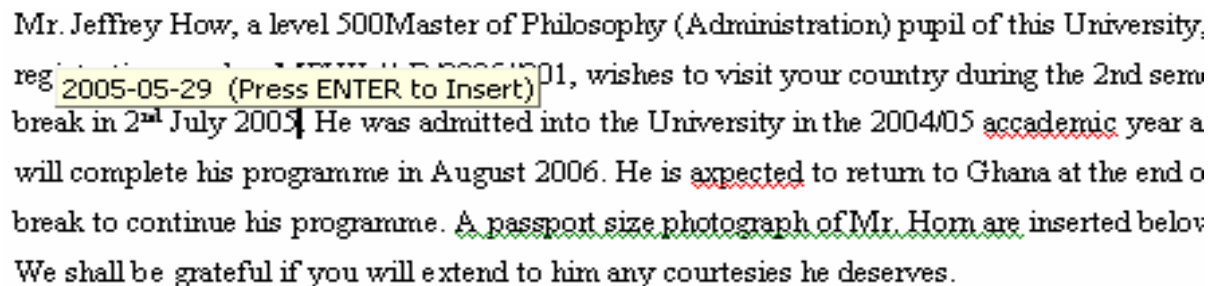
The image shows a screenshot of a Microsoft Word document. The text reads: "Mr. Jeffrey How, a level 500 Master of Philosophy (Administration) pupil of this University, reg 2005-05-29 (Press ENTER to Insert) 01, wishes to visit your country during the 2nd sem break in 2nd July 2005. He was admitted into the University in the 2004/05 academic year a will complete his programme in August 2006. He is expected to return to Ghana at the end o break to continue his programme. A passport size photograph of Mr. Horn are inserted below We shall be grateful if you will extend to him any courtesies he deserves." The date "2005-05-29" is highlighted in yellow, and a yellowish box with the text "(Press ENTER to Insert)" is visible above it. There are several red wavy lines under the text, indicating grammar errors. The text contains several typos and errors, such as "reg 2005-05-29", "01", "2nd sem", "2nd July 2005", "He was admitted", "2004/05", "academic year a", "will complete", "August 2006", "He is expected", "return to Ghana", "at the end o", "break to continue", "A passport size photograph of Mr. Horn are", "inserted below", and "We shall be grateful if you will extend to him any courtesies he deserves."

Figure 3.5.3

Summary

We can summaries what we have learnt in this section as follows:

1. Word has features that help in correcting spellings and grammar as you type.
2. Word also comes in handy when it becomes necessary to undo and redo text.
3. the wavy lines do not print when the print command is given.

4. Word offers suggestions for the completed form of words or phrases because it recognizes words that were registered during installation or during Auto Text entries.

Activity

1. Correct all spellings and grammar in the formal letter that you typed.
2. Refer to Appendix 1 and make the modifications learnt in this section.
3. Save the letter onto the floppy disk with the name **Exercise Two**

In the next section, you will use the cut, copy and paste functions of Word. You will also preview a document to be printed and Print a document.

3.6 SECTION 6 – Using more editing tools

Introduction

After completing the sixth section you should be able to perform certain very basic tasks. You will learn how to cut, copy and paste in word. These features including drag-and-drop help you to move text around with ease. After that you will perform the print preview option and finally you will print your first document.

Objectives

At the end of this section, you should be able to:

1. Cut and Paste text in a document
2. Copy and Paste text in a document
3. Use Drag-and-Drop feature
4. Set up a page for printing
5. Preview a document to be printed
6. Print a document

Cut and Paste

In Microsoft Word, you can cut (delete) text from one area of the document and store that text temporarily so it can be pasted elsewhere in the document. When you cut text, it is stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. You must highlight the text before you can cut or copy a text. It implies that if the text is not highlighted, the cut or copy options in Edit will not be activated. When the buttons are not activated, they look grey in appearance and there is no effect when you attempt to click on it.

Cut - Using the Menu

Highlight text>Menu>Edit>Cut

Paste - Using the Menu

Identify new location> Menu>Edit>Paste

Copy and Paste

In Microsoft Word, you can copy text from one area of the document and place that text elsewhere in the document. As with cut data, copied data is stored on the Clipboard.

Copy - Using the Menu

To Copy Text, Select the text> Menu>Edit>Copy

Paste - Using the Menu

Identify new location> Menu>Edit>Paste

Using Drag-and-Drop

The Drag-and Drop feature is a faster way to move text around a document but this feature is used in situations where you can see the original location of the text and the new location where you wish to insert the text on the same screen.

To Move Text Using Drag-and-Drop Feature

Select the text you want to move, point the cursor to the selected text and hold down the left mouse button. When dragging the text to its new location, a dotted insertion point is linked to the point of intersection. When you reach the required location, release the mouse button that you have been holding on to.

Note: If you hold the Control key down before dragging the item, you will be copying the item to its new location rather than moving it from its original spot.

Document View

With word, you can display your document in one of four views: These views help you to get a good view of your work depending on what you are doing. They can be got from the view option on the Menu Bar. You can equally get the shortcut from the far left corner of the horizontal scroll bar (Figure 3.2.1). These are Normal, Print layout, Online Layout, and Web layout views.

Normal view: Normal view is used typing editing and formatting text.

Print layout view: In this view text, graphics and other elements are displayed for you to see how they will look like on the printed page.

Outline Layout view. This shows you the structure of your document. Headings and sub headings as well as the body of the text are all reflected in the outline view.

The Web Layout view shows you how the document will look like should it be published in the internet or an internal intranet. In some instances it is referred to as **Online Layout View.**

Before moving ahead, check to make sure you are in Print Layout view. If not, go to:
Menu>View> Print Layout view

To print a document

To print a document, do the following:

Click on **Print** in **File** on the **Menu bar.** A dialogue box will appear. In the dialogue box choose the printer from the **Printer Name** drop down list. Select **Current page** in the **Page range.** If you need only one copy, accept the default and click **Print.**

Print Preview

It is important to know how your printed material would look like before printing it. The Print Preview function is used to do that. To see the document displayed on the screen exactly as it will appear on paper, go to:

Menu>File>Print Preview. The dialogue box will appear (Figure 3.6.1).





When working within Print Preview, the Print Preview toolbar will be displayed. The first icon is the **Print button**, which helps you to print one copy of the document. The second is the **Magnifier** button which when switched on causes the pointer to change into a magnifying glass. You can make changes within the Print Preview by using the **Editing mode**. When the button is switched again, it disables the editing mode. A button showing an icon with a single sheet on is the **One Page** button and clicking on this will display one full page on the screen. Another showing four sheets icon can display up to twenty-four pages at the same time on the screen. To display multiple pages, click on this button and drag over the number of pages you wish to display shown on the drop down grid. The **Zoom Control Box** is to help select the required percentage to move to that size or you can type the percentage that you prefer. A **View Ruler** button hides or displays the ruler. This, when in view, can be used to resize margins, set tabs and adjust paragraph indentations.

Summary

We can summaries what we have learned in this section as follows:

1. Word processing is made easy with the introduction of the cut, copy, paste and Drag-and-Drop options
2. features help to move text around with relative ease.
3. MS Word allows you to view your document in four views with each having its own advantage.

4. MS Word allows you to preview a document to be printed before you print it.
5. MS Word allows you to print documents in a more efficient way.

Activity

1. Cut **student** (Line N) and paste it on **pupil** (Line M).
2. Copy by dragging **University** (Line M) to Line O in between **the** and **in**.
3. View your document in Print preview
4. Print a copy of the work done so far. Keep this for assessment
5. Save the letter onto the floppy disk with the name **Exercise Four**

4.0 UNIT 4 – Formatting a document

Introduction

Congratulations for making it to the last stages of the course. I have no doubt in my mind that you will finish with flying colours. I hope you are enjoying it too.

This unit looks into new aspects of word processing, the manipulation of text, creating of tables insertion of clip arts and pictures as shown in the letter you typed and a little bit of drawing that can guide you into a more advanced programme in the ICT world. I hope that you forge ahead in this last stage and do a lot of practice in order to meet the challenges that confront you as a teacher.

Objectives

At the end of this unit, you should be able to:

1. Use a dialogue box
2. Change type of font, style, size and colour
3. Use indent, spacing and alignment
4. Build bullets and numbers
5. Apply word art to text
6. Insert a clip art in a document
7. Place pictures in a document
8. Work with Tables
9. Use graphics

4.1.1 SECTION 1 -

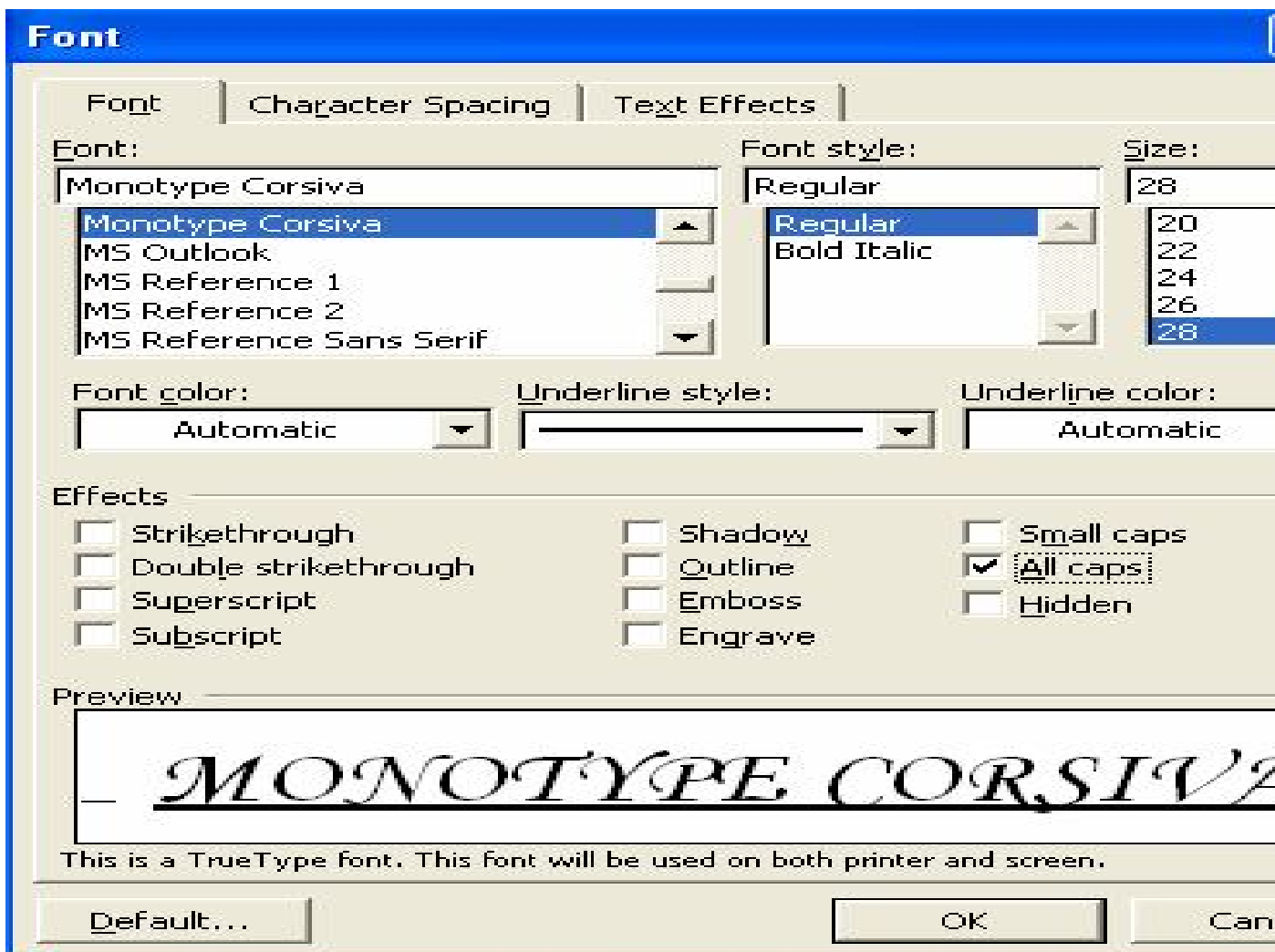
Introduction

Earlier in the course you learnt about **Save As** and the **Open** dialogue boxes because you had to do some saving of the work you did and you had to open the saved document. You will, in this section, use more of the dialogue boxes to execute commands.

Objectives

At the end of this unit, you should be able to:

1. Use the dialogue box
2. Change type of font, style, size and colour



Dialogue box

As discussed, a dialogue box becomes necessary if a programme needs some information from you to complete a command. The dialogue box will ask you to identify specific operations that will help it perform the action you wish it to execute. You will do that by either clicking a button on request, checking a box or a radio knob, typing in information, or selecting options in the dialogue box. After which you click on **Okay** to confirm your previous instruction(s). Figure 4.1.1 shows the dialogue box for altering font attributes. Click on the Text Effect and see what happens when you select an animation. This is mostly used when you wish to add animation to on-line document.

Change Font Features

You must first highlight the text you want to apply the format to. To change the font features, click on **Font** in **Format** on the **Menu bar**. The font dialogue box shown in figure 4.1.1 appears on the screen. Click the **Font tab** to display the font property sheet. Chose the options in the categories given in the property sheet and when satisfied with your choice, click ok. You can view true shapes in preview box. The options are explained below.

Font Size

Font sizes that are recommended for official and academic documents are between 10 and 12 points. Points are used to determine the sizes of fonts. For example, 25.4mm font height is equivalent to 72 points. A 14 point size font is appropriate for official headings.

Font Name or Style

The Fonts are unique by their character curves, slants and serifs (tails). Increase the font size in the dialogue box so you can see clearly the true shape of the font in the **Preview box**. Times New Roman or Ariel may be used for official documents. In the above figure, I selected Monotype Corsiva.

Font Appearance

The font attributes such as bold, italics and underline draw emphasis to a particular heading or piece of text. As a general rule, it is advisable to use only two different fonts and vary the size or apply attributes sparingly.

Summary

This section explains how MS Word has made it possible to:

1. use italics, underline and bold options.
2. use the dialogue box to collect instructions from you to complete a command.
3. make modifications on font's style, size, name and colour.

Activity

1. Open your saved document.
2. Introduce italics to the registration number (Line N).
3. Underline and bold Line L.
4. Underline name only (Line T).
5. Name the three main properties that determine how a text should look like.
6. Save your work with **Exercise Five** as the file name.

In the section to come, you will study the aspect of formatting documents.

4.2 SECTION 2 – Paragraphing the document

Introduction

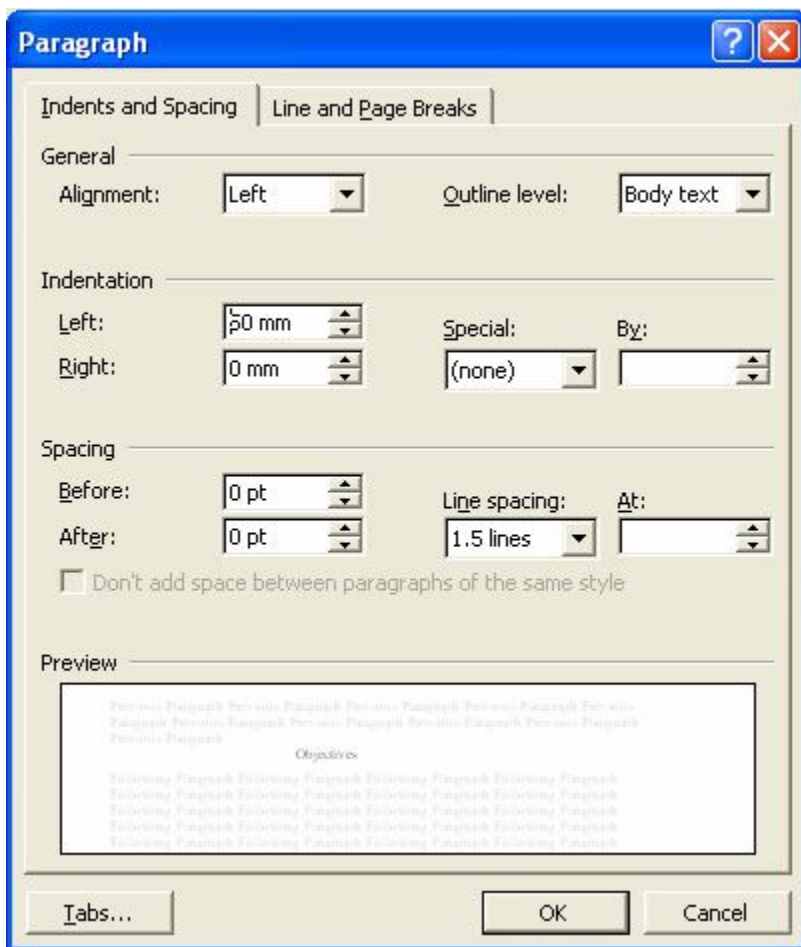
The section deals with the issue of paragraphing and alignment in Word. You will go through two instructions that will help you perform these tasks with ease.

Objectives

At the end of this section, you should be able to:

1. Use indent and spacing
2. Use alignment

Indentation



Indentation, like the term implies, is causing some dent in the paragraph that has been formed. It allows you to create a dent to your paragraph from the left or right margin or

both. To indent a paragraph, for example the first paragraph of the formal letter (Lines M to Q) highlight the paragraph then go to: **Paragraph** in **Format** on the **Menu bar**. A dialogue box pops out (Figure 4.2.1). Select 10mm in the left field and 10mm in the right field, and then click on Ok.

Your paragraph should now be indented 10mm from both the left and right margins (Figure 4.2.6).

Alignment

Microsoft Word gives you a choice of several types of alignment. Text can be aligned to the left, right, centred or justified.

Left-align text

Left-align text is causing the left side to be in a straight order while the right side could be dent. It is the default setting. (Figure 4.2.2)

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned on the right. Centred text is centred between the left and right margins. You can use Centre to centre your titles. Justified text is flush on both sides.

Figure 4.2.2

Right-align text

This is where the text is aligned to the right of the document but the left side could be dent. Most addresses typed at the right side of the document are right justified. (Figure 4.2.3)

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centred text is centred between the left and right margins. You can use Centre to centre your titles. Justified text is flush on both sides.

Figure 4.2.3

Centred text

Centred text is centred between the left and right margins. These are mostly used for headings and titles. (**Figure 4.2.4**)

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centred text is centred between the left and right margins. You can use centre to centre your titles. Justified text is flushed on both sides.

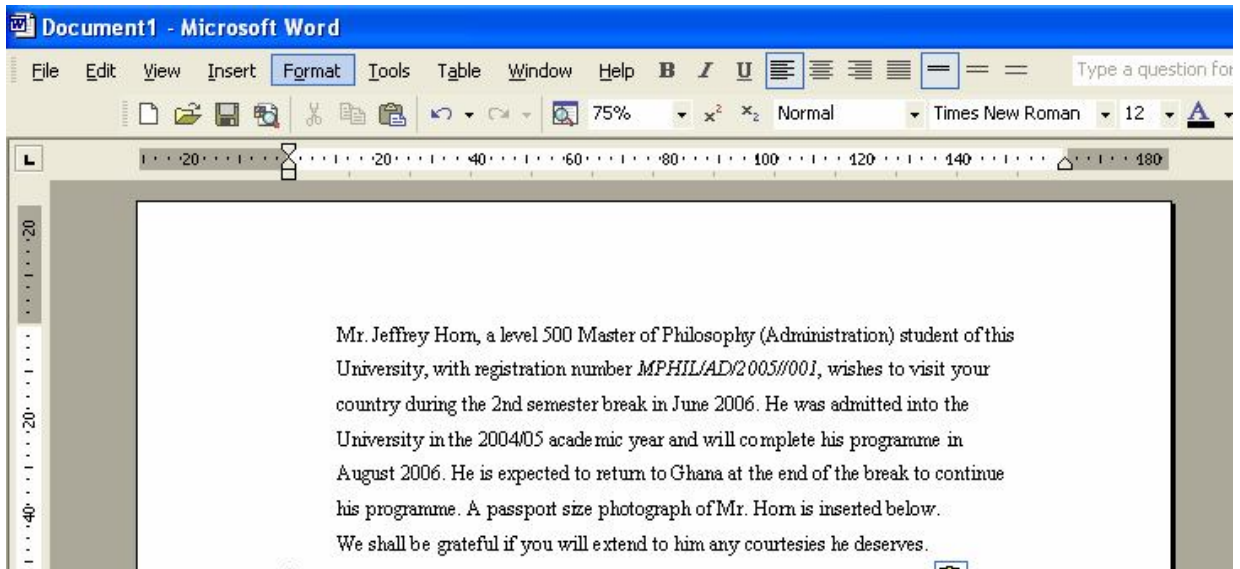
Figure 4.2.4

Justified

Justified text is where the text is made to fill the whole space of each line so that both sides could be aligned. And it always looks as though some texts are missing. This format is not appropriate particularly for academic use. They are mostly seen in the dailies. (**Figure 4.2.5**)

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centred text is centred between the left and right margins. You can use Centre to centre your titles. Justified text is flush on both sides.

Figure 4.2.5



The following exercise demonstrates how to align text.

Highlight the paragraph then go to Menu>Format>Paragraph> Indents and Spacing tab> Alignment pull-down menu>Left/Right/Centre/Justified>Okay

The paragraph should now be aligned.

Highlight the paragraph then go to: **Paragraph** in **Format** on the **Menu bar**. A dialogue box pops out (Figure 4.2.1). Select Indents and Spacing tab, and then click on Alignment pull-down menu and choose the type of alignment you want, be it Left/Right/Centre/Justified. Click Ok to align the paragraph.

Summary

You realise in this section that:

1. MS Word has the capability of indenting paragraphs for easy reading.
2. MS Word is able to align text in any form to blend with the intended purpose.

Activity

1. Open the saved document with the file name **Visa Application**.
2. Copy the entire formal letter to a new document.
3. Indent Lines A to F by 50mm in the left field only.
4. Right align the date in the letter.
5. Centre the title of the Letter.
6. Save your work as **Exercise Seven** in your floppy.

You will now have the opportunity to insert symbols and special characters to your document in the next section. Building bullets and numbers in a document enhances the appearance of the document and makes it easy to read. You will apply these bullets to your work too.

4. 3 SECTION 3 – Using bullets and numbers

Introduction

You cannot function properly in word processing if you cannot insert symbols to a text. Some types of documents will contain lists of information that can be made clearer and easier to read by the addition of bullets. In this section, you will be looking at how to insert symbols to a document and you will also study how to apply bullets and numbers to the document.

Objectives

At the end of this section, you should be able to:

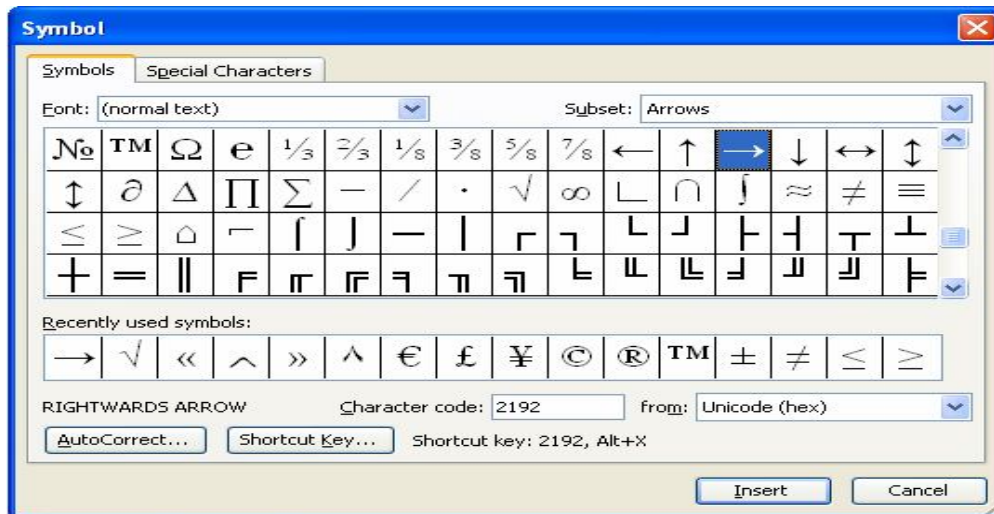
1. Insert symbols and special characters to a document
2. Apply Build bullets and numbers

Symbols and Special Characters

You can insert symbols such as (, “, &, % and, @ into your document text by finding them on the keyboard. However, there are certain symbols and special characters that are not easily obtained on the keyboard. MS Word has made it possible to look for these symbols and special characters in a dialogue box situated in **Insert** on the Menu bar.

Selecting the **Insert, Symbol** command greatly makes word processing easy for the user.

This command can be used to insert symbols and special characters such as Σ , ☺, ♀, ℵ, ®, ©, — and ™.



Nonbreaking spaces are inserted between words such as proper nouns to prevent them being split by a line ending. For example, if you want to keep the words **Osei Banahene** together, you would insert a nonbreaking space between the words. Then, if **Osei** is wrapped onto a new line, **Banahene** goes with it too.

To Insert Symbols and Special Characters

- 1 Move the insertion point to where you would like the symbol/special character to appear.
- 2 In **Menu**: Select the **Insert, Symbol** menu option. The **Symbol** dialogue box will be displayed.
- 3 To insert a symbol, click on the **Symbols** tab and choose the font containing the preferred symbol from the **Font** drop-down list. Select symbol and click the **Insert** button. Or to insert a special character, click on the **Special Characters** tab then choose the character you require and click on **Insert** to insert it into your document.

There are however certain symbols that can be got from shortcuts. For example the Ghanaian cedi sign. **To Insert the Cedi Symbol**, Type the following: Alt + 155.

Using Bullets and Numbering

Including Bullets and Numbering can make communication simpler and easy to understand. The addition of Bullets such as ■, ■ and ❖ or numbers such as 1. 2. 3. to a word document can also greatly cause it to be appealing. The **Bullets** and **Numbering** buttons can be found on the Formatting toolbar.

To Apply Bullets or Numbers Using the Formatting Toolbar

- a) Select the paragraph(s) you want to apply bullets or numbers to
- b) Then click either the Numbering button or the Bullets button on the Formatting toolbar.
- c) The bullet symbol or number will now be applied to the selected paragraph(s) or text.

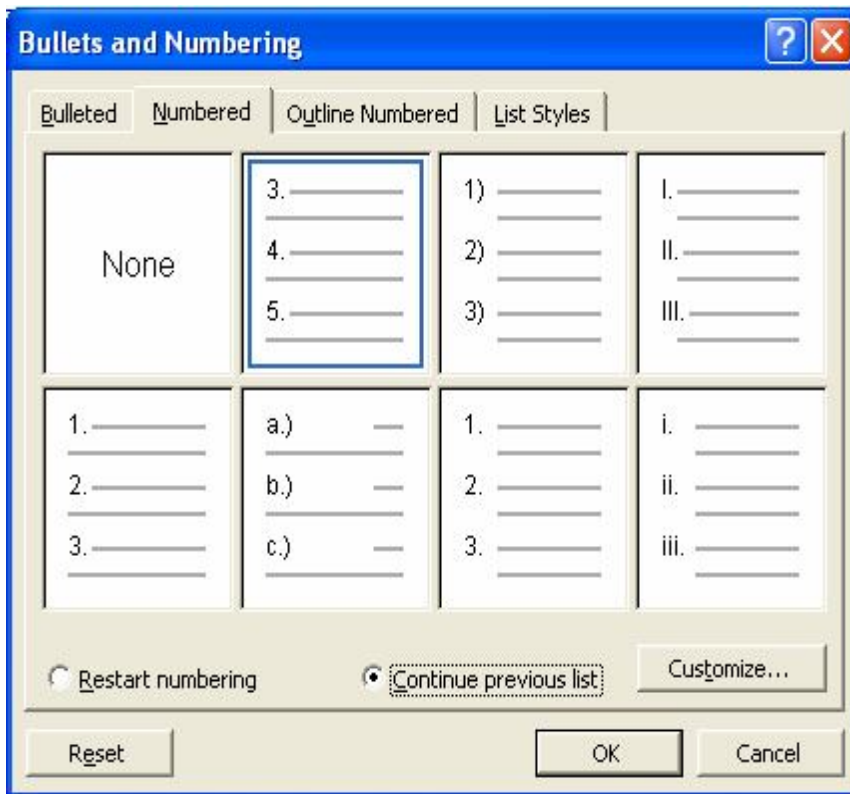
NOTE: I have just used bullets and numbers to make the procedures in **Inserting Symbols and Special Characters** and **Applying Bullets or Numbers Using the Formatting Toolbar** (see above) meaningful.

These buttons are **toggle** buttons, so if you click on them once, the bullets or numbers will be switched on. If you click on them again, the bullets or numbers will be switched off. A hanging indent will also be applied to the selected paragraphs so that subsequent lines will be aligned properly below the first.

- 1 If you add another paragraph within a bulleted list, a bullet will be added automatically.
- 2 This will also happen if you press **Enter** at the end of the last paragraph in the list.
- 3 If you add another paragraph within a numbered list, the new paragraph will be given the appropriate number for its position within the list and the following paragraphs will be renumbered.
- 4 If you press **Enter** at the end of the last paragraph in the list, the next consecutive number will be assigned to the new paragraph.
- 5 To complete your numbered or bulleted list, press **Enter** twice.

- 6 The **Bullet** and **Numbering** buttons on the Formatting toolbar apply the currently selected bullet symbol and number format to your text.
- 7 You can select another bullet symbol or number format for the selected paragraph(s) using the **Format, Bullets and Numbering** menu option.

Note: If you want one or more paragraphs in your list to be excluded from the numbering



sequence or to appear without a bullet, you can achieve this by clicking between the Number/bullet and the text then pressing **Backspace**.

Joining Separated Lists

To join lists, select the first item that should be numbered with the next number in the sequence then display the **Numbered** property sheet in the **Bullets and Numbering** dialogue box then click the **Continue on previous list** radio button. Click **OK** to join the lists.

Summary

You have learnt in this section that:

1. Word has the ability to insert symbols and special characters to a document.
2. Word helps you to simplify your document by allowing you to apply bullets and numbers to the document.
3. Dialogue boxes are used in all situations and these are made available on the Menu bar.

Activity

1. Type the following below and apply bullets to them
Theories Underlying Perceived Changes in Teaching and Learning. Lecturers in the Internet Environment. Innovations and Change on Learning Technology. Gender, Age and the Internet Initiative. Understanding User Perception. Considering Human Attitude. Social Cognitive Theory and Self-efficacy. Technology Acceptance Model.
2. Type these in Figures **Six Million, Nine Hundred and Twenty five Thousand Cedis**.
3. Why would you use a Nonbreaking space symbol in your document?
4. Save the activities you just performed onto your floppy with **Bullets** as the file name.

There are more insertions to be done and that is what you will be doing in the next section. Get ready for that interesting topic.

4.4 SECTION 4 – Inserting Graphics into a document

Introduction

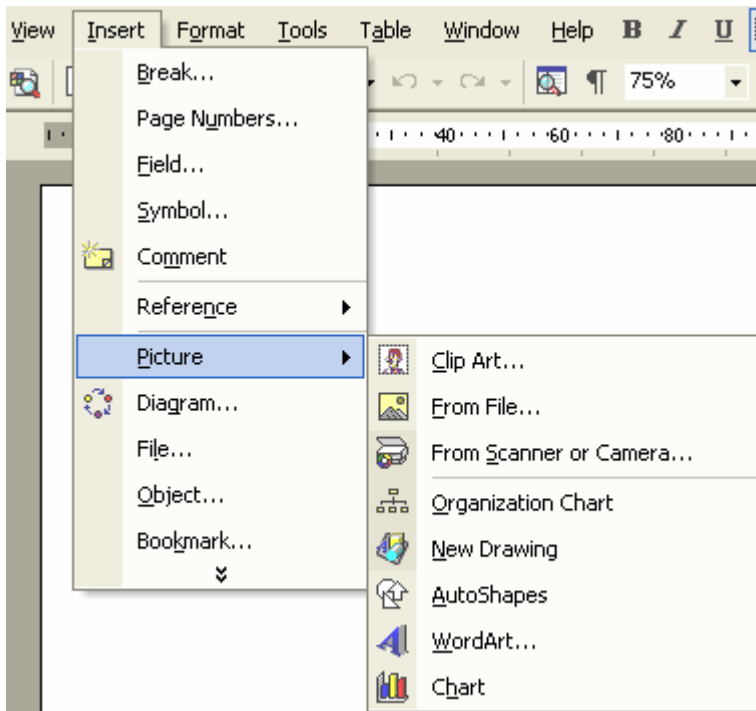
We have been dealing with word processing for some time now and I am sure you are now capable in producing word documents. I want us to venture into more advanced areas of MS Word where Word Art, Clip Arts, AutoShapes, Printed Water Marks and Pictures are introduced to documents. You already know what I am talking about because you have appendix 1 to say it all.

Objectives

At the end of this section, you should be able to:

1. Insert a Clip Art in a document
2. Place Picture in a document
3. Apply Word Art to text
4. Use AutoShapes in Word document
5. Introduce Water Mark into a formal letter.

Inserting Graphics




Graphics are inserted into documents to add more authenticity and meaning by way of illustration to what is being described. The choice of graphics will depend upon what the author is trying to demonstrate in his writing. You can insert graphics from different locations: Word art, Clip Art, Pictures, A directory on the computer's hard disk, A floppy disk, and External media. e.g. Scanner, Camera, etc.

Note: The clip art is a gallery of pictures, sounds and video clips that you can insert into your document.

Inserting graphics from the clip art gallery

Inserting graphics from the clip art gallery is an interesting exercise;

- 1 Place the **cursor** at the point where the picture should be placed.
- 2 Click on **I**nsert in the **M**enu bar.
- 3 Highlight **P**icture to display a fly out submenu.
- 4 Click on **C**lipArt. The Insert Clip dialog box is displayed.
- 5 Click the **A**nimals category to display the pictures of some animals.
- 6 Click on **any available animal in your computer** to display a context menu.
- 7 Click on the **I**nsert button to insert the picture.
- 8 Click the **C**lose button  to close the dialog box.

Let us insert a picture of a man into the letter you have been typing all along. This picture will represent our man Mr. Horn. **Figure 4.4.2 D**

APPENDIX 1

University of Zagsvilland



Registrar's office

Telephone: +223 (0)51 1685 71 2 065/8 ext 211

Fax: +223 (0)51 1685 71 2 069

Email: u.zagsv@wmlstone.com

Reference: 1031UZ - 1A/No 875586

Friday, November 12, 2004

The Consular Officer
~~Consular~~ High Commission
Kumasi

Dear Sir,

APPLICATION FOR QUAEUNBOO VISA

Mr. Jeffrey How, a level 500 Master of Philosophy (Administration) student of the University, with registration number *MPHIL/AID/2003/001*, wishes to visit your country during the 2nd semester break in July 2004. He was admitted into the University in the 2003/04 academic year and will complete his programme in August 2004. He is expected to return to Ghana at the end of the break to continue his programme. A passport size photograph of Mr. How is inserted below.

We shall be grateful if you will extend to him any courtesies he deserves.

Yours faithfully,

(~~Kouku~~ Candy Djan)

For Registrar




MPHIL/AID/2003/001

Printed

Inserting graphics from the picture gallery

This procedure applies to all other graphics in use. So in the letter, I picked a picture from a camera which was stored in **My Documents**. This was how I retrieved the picture.

- 1 Place the **cursor** at the point where the picture should be placed.
- 2 Click on **I**nsert in the **Menu bar**.
- 3 Highlight **P**icture to display a fly out submenu.
- 4 Click on **F**rom **F**ile. The **I**nsert **P**icture dialog box is displayed.
- 5 Click the **P**ictures category to display all pictures in the gallery.
- 6 Click on **any available picture in your computer** to display a context menu.
- 7 Click on the **I**nsert button to insert the picture.
- 8 Click the **C**lose button  to close the dialog box. (Figure 4.4.2.D)

Watermark: PRACTICE THIS AFTER GOING THROUGH SECTION 6.

Observe the letter and you will see a printed watermark of the university's emblem. If you are able to capture an emblem with a scanner or camera, that will be an advantage. Otherwise I am forced to go beyond Word to introduce you to **PAINT**. Though the procedure is a bit involving, just follow the steps specified below and you will see how interesting this feature is.

- 1 You will draw the emblem in **Word** document
 1. (Refer to section 6 – Using auto shapes).
- 2 transport it to **Paint** and save it in **Paint**;
 1. to produce a **Screen Shot** of the **Emblem** drawn, hit the **Print Screen** button on the **keyboard**
 2. **Start Paint** (Start>Programmes>Accessories>Paint)
 3. On the **Menu toolbar** click on **Edit** and **Paste** the Emblem.
- 3 From there, you will retrieve it from the **Printed Watermark** dialogue box onto the document by this process.
 1. From the **Menu bar**, click **Format**. The drop down menu will appear.
 2. Highlight **Background** to cause a sub menu to fly out.
 3. Click on **Printed Watermark**, the Printed watermark Dialogue Box will appear.
 4. There are three Options (No watermark, Picture watermark, Text watermark) select the **Picture watermark** radio button.

5. A **Scale** drop down menu box will be activated, choose **200%**.
6. Click on an activated **Select Picture** button that will lead you to an **Insert Picture** dialogue box.
7. Click on your selected choice in the **List Item** box.
8. Click on **Insert** to place the picture at the Insertion point.

Inserting graphics from the word art gallery

In placing a word art, place the **cursor** at the preferred location>Menu>Insert>Picture>Word Art. Word Art Dialogue box appears. Select a word art style and click Ok. In the Edit Word Art Text Dialogue Box, Type in text and click Ok.

Apply word art to text

In the formal letter that you produced, the text already exists so you will have to **Apply** the word art to the text. This is how you go by it. **Highlight the word(s)** and on the Menu bar click on Insert, move to Picture and select Word Art. In the Word Art Dialogue box, select a word art style and click Ok. The Edit Word Art Text Dialogue Box appears. Click Ok. Stop and think about the difference in the two methods. (Figure 4.4.2.A).

Summary

After discussions, you realise that:

1. MS Word has the ability to manipulate graphics in Word to its best advantage.
2. these features in MS Word make documents more appealing and interesting to work with.
3. MS Word has the ability to introduce water marks into documents.

Activity

1. Insert word art, pictures and clip art into the letter exactly as explained.
2. Save it with the file name **graphics1**
3. Name four locations where you can import graphics into **Word**.
4. Which graphics have a gallery of pictures, sounds and video clips?

It is now time for tables in Word document. This is what you will be practicing on in the next section.

4.5 SECTION 5 – **Creating tables**

Introduction

The use of Tables and Columns are very important features that you must take up seriously since without sufficient knowledge in them they can halt you in your presentations. You will learn how to insert tables into a document and to work with tables.

Objectives

At the end of this section, you should be able to:

1. Insert a table into a document
2. Working with Tables

Inserting Tables into a Document

Tables help us to present statistical information in rows and columns. This arrangement makes it simple for you to lay out information in a neat, easy-to-read format. You can then enhance the appearance of the table to give the look you want by applying any of the formatting effects you've learned about so far and/or effects peculiar to tables. The intersection of the rows and columns in a table are called cells. It is within these cells that the different values or attributes are inserted. Cells can contain both text and graphics.

There are several ways in which you can create a table. You can use

- 1 The **Table, Insert Table** menu option.
- 2 The **Insert Table** button shown on the Standard toolbar.
- 3 The **Table, Draw Table** menu option.
- 4 The **Draw Table** button in Tables and Borders toolbar.

I will concentrate on the first approach to inserting tables in word.

The **Table, Insert Table** menu option.

Go through the followings steps to create a table using the menu bar. Position the insertion point where you would like the table to be inserted. Click on **Table** in the **Menu**

bar. Highlight **Insert**. Click on **Table** to display the **Insert Table** dialog box. In the **Number of columns** textbox, type 3. In the **Number of rows** textbox type 5.

Click on the AutoFormat button to have access to the **Table AutoFormat Dialogue box**. In the category box choose **All Table Styles**. Select **Table Grid** in the **Table Styles box**. The selected table style will be shown in the **Preview box**. Click **Ok** to exit the **Table AutoFormat Dialogue box** to return to the **Insert Table** dialog box. Click **Ok** to display a table with 3 row and 5 columns as shown in Figure 4.5.1

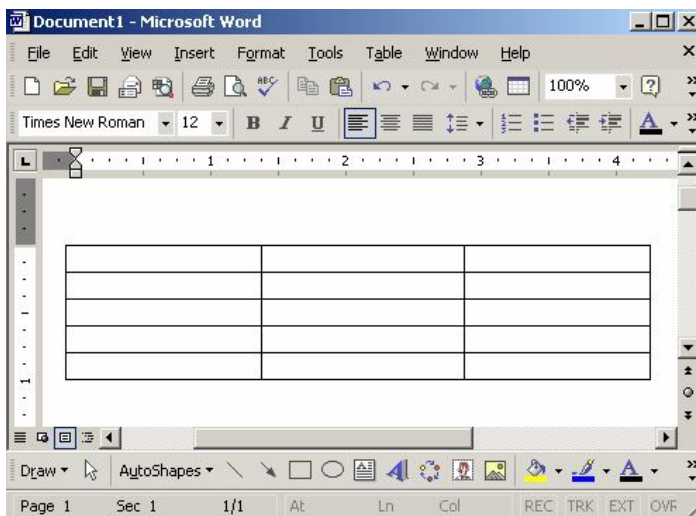


Table Gridlines

As a default, each cell in the table will have a solid black line border. If you remove the borders from the cells, grey *gridlines* are displayed so that you can tell which cell you're working in. The gridlines are not printed and you can use the **Table>Hide/Show Gridlines** toggle option to switch their display on and off.

Modifying Tables

You can use the Merge and Split cell function on the Table drop down sub menu to modify the table. Simply select the cells that you want to merge or split and click on the appropriate button to execute the command.

Working with Tables

You can move the insertion point around a table by clicking on the cell you want or, alternatively, using the **TAB** key to move to the next cell or **SHIFT, TAB** to move to the previous cell.

Entering Text into the table

Click the first cell and type **Serial No.** Press the tab key to move to the next cell and type **Index No.** Continue till all the cells are filled with information to look like this.

Serial No.	Index No.	Continuous Assessment	End of Term	Total Score
1	1011000234001	14	45	59
2	1011000234002	25	43	68
3	1011000234003	22	38	60
4	1011000234004	28	39	67

To make the column headings in the first row bold and Centered, Click to the left side of the row to select the row. Then go through the process of bolding and centering the text as discussed in Unit 4 Section 1.

After typing in the values, select each column and centre the values. To select a column Click the column's top gridline or border (In the process the cursor changes to a black downward arrow).

Adding a row to the existing table

Highlight the contents of the second row (counting from the column headings). To highlight a row, Click to the left side of the row. Click Table in the menu bar and highlight Insert. Click on Rows Above to insert a new row above the selected row. A new row is inserted above the second row as shown in the table below.

Serial No.	Index No.	Continuous Assessment	End of Term	Total Score
1	1011000234001	14	45	59
2	1011000234002	25	43	68
3	1011000234003	22	38	60
4	1011000234004	28	39	67

Merge the first and second columns. To do so, highlight the first two rows of only the first column. Click on Table in the menu bar and click on Merge Cells. Do the same for the second column so that the table will look like that below.

		Continuous Assessment	End of Term	Total Score
1	1011000234001	14	45	59
2	1011000234002	25	43	68
3	1011000234003	22	38	60
4	1011000234004	28	39	67

Fill in the 3rd, 4th and 5th cells with the following values. 40%, 60% and 100%.

		Continuous Assessment	End of Term	Total Score
		40%	60%	100%
1	1011000234001	14	45	59
2	1011000234002	25	43	68
3	1011000234003	22	38	60
4	1011000234004	28	39	67

AutoFit to content

Highlight the entire table by clicking the **Table Move Handle**, or drag over the entire table. You can also select rows, columns, or the entire table by clicking in the table and then using the **Select** commands on the **Table** menu, or by using keyboard shortcuts.

Click **Table** in the menu bar and highlight **AutoFit**. Click **AutoFit to fit Content**. The table should look like this below.

		Continuous Assessment	End of Term	Total Score
		40%	60%	100%
1	1011000234001	14	45	59
2	1011000234002	25	43	68
3	1011000234003	22	38	60
4	1011000234004	28	39	67

+	Serial No.	Index No.
---	-------------------	------------------

Adding a column to the existing table

Highlight the contents of the fifth column. Click Table in the menu bar and highlight Insert.

Click on Column to the right to insert a new column to the right of the fifth column.

A new column is inserted to the right of the fifth column as shown below.

		Continuous Assessment	End of Term	Total Score	
		40%	60%	100%	
1	1011000234001	14	45	59	
2	1011000234002	25	43	68	
3	1011000234003	22	38	60	
4	1011000234004	28	39	67	

Type Position in the column heading and rate the students in the table. Your final table should look like this below.

		Continuous Assessment	End of Term	Total Score	Position
		40%	60%	100%	4
1	1011000234001	14	45	59	4th
2	1011000234002	25	43	68	1st
3	1011000234003	22	38	60	3rd
4	1011000234004	28	39	67	2nd

Summary

In summary, we have learnt that:

1. you can insert a table into a document and work around in it.
2. Microsoft has the ability to modify tables with relative ease.
3. You can cause the content to automatically fit into the cells of the table.
4. can help you to document the progress of your students or pupils.
5. you can add or remove cells with ease.

Activity

1. Add ten more rows to the table we just discussed and fill it with imaginary scores of students. Modify the positions and delete the serial number column.
2. Create the table below. Merge G and B and split R into two columns and two rows. Slit T into one column and two rows.

	G	B		T
		R		

3. Save the tables of the two exercises above on your floppy with the file name **Tables1**.
4. Which menu option will allow you specify the number of rows and columns in a table?
5. What command(s) on the menu bar can be used to select an entire table?
6. How would you access the Table AutoFormat Dialogue box?
7. Name four (4) ways in which you can create a table.
8. How would you show or hide gridlines?

You are just about to complete the course in introduction to Information Technology and for the last section, you will concentrate on using basic shapes features to create and colour simple objects.

4. 6 SECTION 6 – Using auto shapes

Introduction

Now you will enter into another realm where you will have the opportunity to work with auto shapes. In this area, you will manipulate your own diagrams rather than import them or collect them from a source as originals. As much as possible, when drawing, try to be creative in your designs. You will, however, observe the emblem or University crest in the letter and practice your hands on it till you become perfect. Remember I will be collecting you floppies as soon as you get to campus.

Objectives

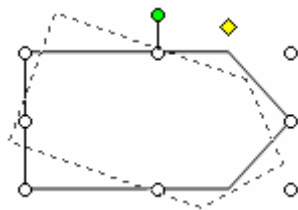
At the end of this section, you should be able to:

1. Using basic shapes to create simple objects
2. Using curve lines to draw shapes
3. Colour drawn objects

The Emblem

The emblem was created from the AutoShape gallery. This is not as easy as importing pictures or clip arts therefore it needs quite some skill to do a few of them especially with the curve line (Figure 4.4.2.C). But before you draw the curve, draw the pentagonal shape first (Figure 4.4.2.B).

Creating a simple object (the Pentagon)



To draw the **pentagon**, on the **Draw Toolbar**, click on **AutoShapes** and select the **Pentagon** in **Block Arrows** options. The cursor changes into a **Plus**. Click this in the created space and use this to draw your Pentagon by dragging. When you release the mouse button, sizing handles and a

rotating knob will be displayed. Place the mouse on the rotating knob (which is green in colour) and rotate the object at 90° (Figure 4.6.1) until it looks like that in the letter. (Appendix 1).

Creating a simple object (the curved down ribbon)



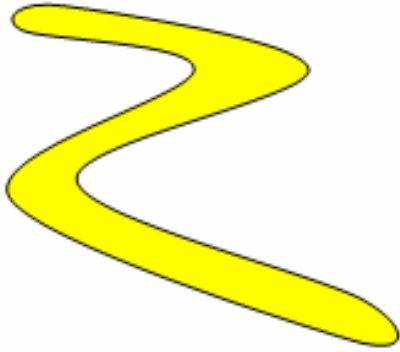
The next thing to draw is the Curved Down Ribbon (Figure 4.4.2.E). Draw the **Curved Down Ribbon** From **AutoShapes** on the **Draw toolbar** inside **Stars and Banners** option. Insert this into the letter just the same way you inserted the pentagon.

Adding text

Right click inside the **Curved Down Ribbon** and click **Add Text**. Type the inscription UZAPS. The Font Name used to type UZAPS in the emblem is the Monotype Corsiva. Do you remember this font name?

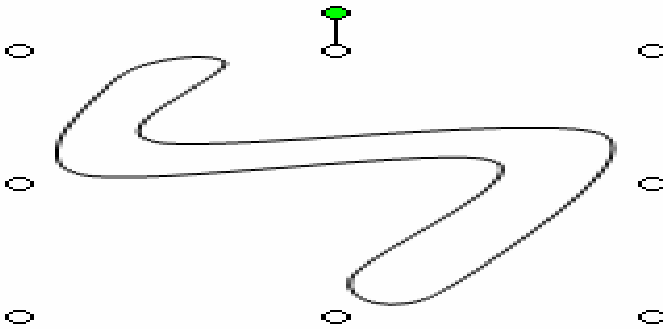
Drawing the curve

Follow the procedure listed below to be able to draw the shape.



Colour drawn object

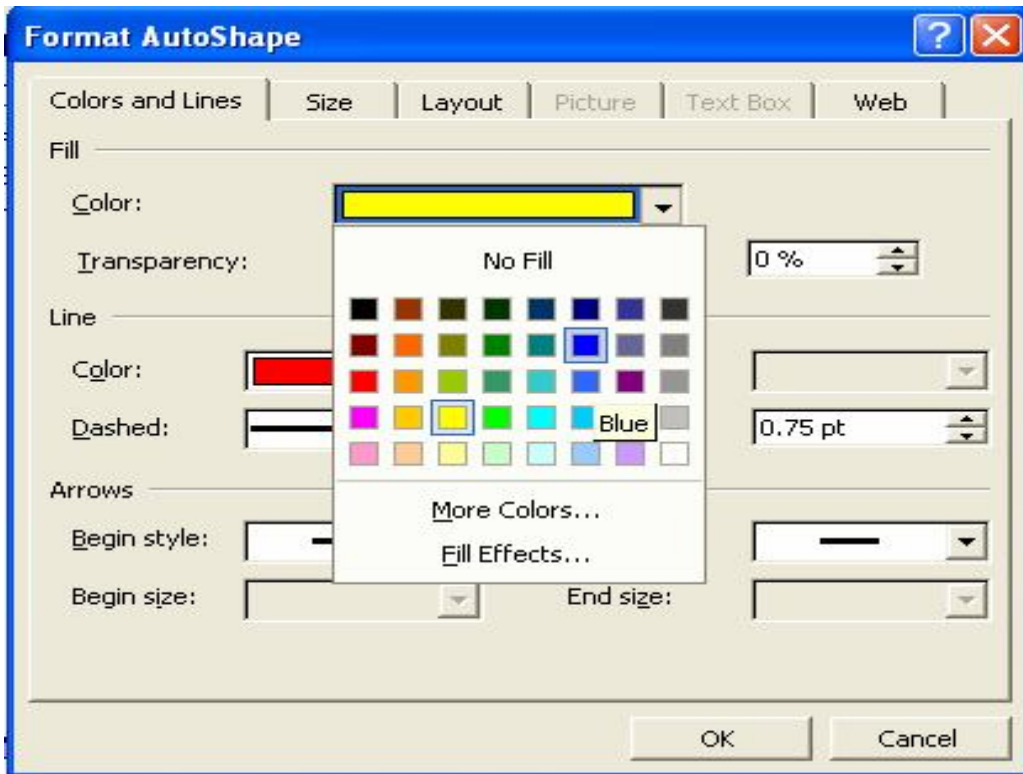
On the Draw Toolbar, click on AutoShapes and select Curve in Lines option. Use the cursor to draw the winding shape. (Figure 4.4.1)



. Click the first point in the blank pentagonal shaped object (or you can draw it elsewhere and drag it to its location). The line sticks to the location and when you stretch it, it behaves just as a rubber band. When you want to draw a curve, click at the location and keep stretching the line. Continue until you draw a similar shape. It may be necessary to hit the escape key to stop the action. After that select the object you just drew by clicking on it. If the object is selected the sizing handles are visible as in Figure 4.6.2.

Colour drawn objects

The drawn object here is the curve. To colour this object, follow this steps: Select Object. On the Menu bar in Format, click on AutoShape. The Format AutoShape Dialogue Box appears. On the Colour and Lines Tab. In the **Fill** option, select colour **Yellow** from the **Colour Drop Down Pallet Box**, In the Line option on the property sheet, Select Automatic colour and $\frac{3}{4}$ point line style. Click Ok. (Figure



4.6.3)

Summary

We can summaries what we have learned about using AutoShapes as follows:

1. AutoShape feature can help you to basic shapes in Word documents
2. you can draw simple free form shapes with the curve line feature.
3. you can colour simple shapes in Word using AutoShapes.

Activity

1. Produce a true copy of the letter in Appendix 1
2. Save it with the file name **MS Word Practice** on the floppy disk.

NOTE: Present the floppy for assessment.

CONGRATULATIONS! You have finally come to the end of the reading aspect of the course. At least you have gone through without giving up. This is great! You have to keep practising till you are perfect. I know that a lot of other features might have cropped up during your practise and I will encourage you to jot them all down so you can share with your colleagues during the on-campus session. You will recognize that the more you study and read wide the more you realise that you have a lot to do. Keep the spirit up and visit resource centres and Internet cafes as much as possible.

Glossary

Appendix