

TU STUDIES

Using Computers

Word Processing Module

Task 1

What is Word Processing?

Word processing is the term used for the production of documents that consist mainly of text using a computer. In broad terms, it is essentially like using your PC as a typewriter. The main advantage over a typewriter is that you get the chance to edit text without having to start from the beginning again.

The word processing package (software) that we will be using on this course is called Microsoft Office Word XP. This is a very powerful package with many features to help you produce high quality documents including tables, pictures etc.

Getting Started

Throughout the worksheets we will be using the task you are being set appears first (at which point you will be thinking 'oh yes, and how do I do that!!) This is followed by a detailed methodology for you to follow explaining how to do the task. There are a number of Buzzwords and jargon associated with computers; were these are explained the word will be shown **LIKE THIS** so it will be easy for you to find when you look back though your file.

Task 1a

Switch on the computer, log on to the network and start Microsoft Word. Place your course disk into the computer's floppy disk drive. Save the blank document on your disk (the A drive) as Task1.doc.

Task 1b

Type half a page or so about yourself. Cover the following points:-

- Your name and where you live.
- Spouse / Partner and children.
- Your employer and the job you do.
- Your Hobbies and interests.
- Your union and your involvement with the union.
- How did you hear about the course?
- What do you hope to achieve?

- Have you any experience with computers?

Print a copy of your document for your course file and a copy for your tutor. Save the document to your disk. From task 2 onwards, print of only copies for your portfolio.

Methodology Task 1a:-



To turn on the computer press the on/off button on the front of the computer. The monitor should switch itself on at this point. The computer will now begin to "**BOOT UP**". This is the process where the

computer checks all the parts of the computer and starts to load up the **OPERATING SYSTEM**, which allows you to run programs. The operating system we are using is called Windows 2000. All of the computers in this room are linked together. This is called a **NETWORK**. The network allows files and programs to be copied and used on any of the computers. The network needs to know which computers are switched on and who is using them; you will get a message on the screen for a user name and a password.

Take hold of the mouse and move it from side to side and up and down; notice how the arrow on the screen (called the **CURSOR**) moves with it. Notice there are two buttons on the mouse (some have three, the centre one having no use in Windows applications). There are four main mouse operations, Click, Double Click, Right click and Drag. These will be explained in turn as we encounter them.



Move the cursor over the white rectangle labeled User Name. Click the left hand mouse button once. Now move the cursor away. You will see a black vertical line flashing at the left hand side of the box. This indicates where you are about to type. The username is *student* you must enter this exactly. Repeat the process for the password. The password is also *student*. Take care when typing this because the computer does not display what you are typing, instead it shows a * for each character (in the same way a cash machine does when you enter your PIN number). Now move the cursor over the OK button and click once with the Left hand mouse button. This action is known as "**CLICKING**". Clicking is used to select things and move the typing position within a document. From this point on you will be asked to 'Click OK' to perform this action. The computer will then finish loading the operating system and all of the programs installed on the system. This can take a few minutes.

You will now see a blue screen with a series of small pictures on it called **ICONS**. Each Icon represents a program or application that you can use. Click on the Start button in the bottom left hand corner of the screen. Move the cursor up to Programs and then select Microsoft Word.

Once you have started Word you will see a number of words and pictures (called icons) at the top of your screen. These are the various tools and options available to you. Don't worry if it all looks very complicated the course will take you through all of the functions you will need and explain them. Look at the line of words on the top row:-

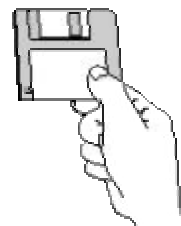
File Edit Insert Format Tools Table Window Help

To select one of these options move the mouse so that the cursor arrow is over the word you want to select and a raised button appears; click once with the left button to select that option.

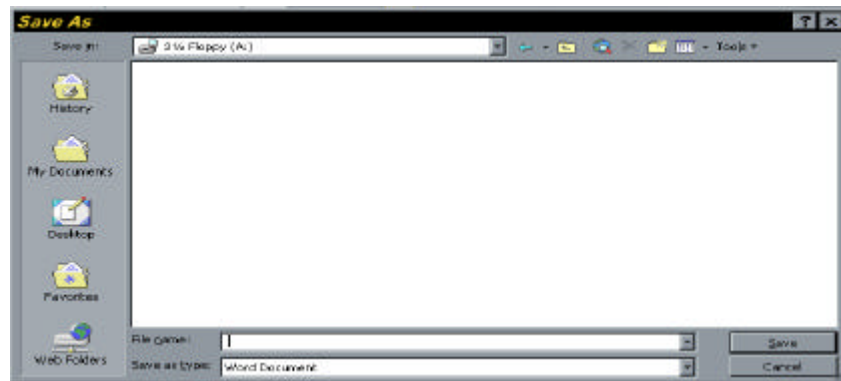
File Edit Insert Format Tools Table Window Help

Notice how for each option one letter is underlined: this is a throwback to early versions of Windows before the mouse was developed. At that time the menus were selected by pressing and holding the Alt key followed by the underlined letter (e.g. Alt+I to select the Insert menu).

Hold your course disk as shown below, label side up, cover to the front and place in the computer's floppy disk drive. Push it until it clicks.



Before starting a job, it is a good idea to save the blank file to your disk. You can then save the file as you work in case anything goes wrong! Click File + Save to display this panel:-



Click on the arrow to the right of Save in: and select the 3½" floppy disk drive. Click in the File name box and type your file name, Task1. Finally click on the Save button. Notice the light on the disk drive comes on. This verifies that you have saved to your own disk and not some other part of the system.

You are now ready to start typing your document. This may have seemed a long process but before long you will do this almost without thinking. Here are a few points to remember when Word Processing:-

- The computer decides when it is time to start a new line so just keep typing.
- When using full stops, commas etc the punctuation mark should follow the last letter, then a space, then start the next word e.g. Hello, How are you?
- To type a capital letter, or a symbol shown at the top of the key (e.g. the & sign above the 7) press and hold the shift key then press the letter / symbol you require.
- To start a new paragraph (leave a blank line) press the enter key twice.

Printing Your Document



The printer in the college is linked as part of the network, every computer sends prints to the same printer. To print, select Eile + Print. A print panel is displayed with a number of options, these will be covered later. To print simply click the OK button. Once you have done this your print job will be placed in a queue.

**IF YOUR JOB WON'T PRINT TODAY
DON'T KEEP CLICKING TO AVOID DELAY!
TELL THE TUTOR WHO WILL PLAY
TO TELL THE PRINTER TO BEHAVE!**