

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 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.

You may also find the 'Help' function useful. Select Help from the menu bar, type in what you are looking for and then click search.

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 off 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 XP. 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. Ask your tutor for the user name and password. Take care when typing the password 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.

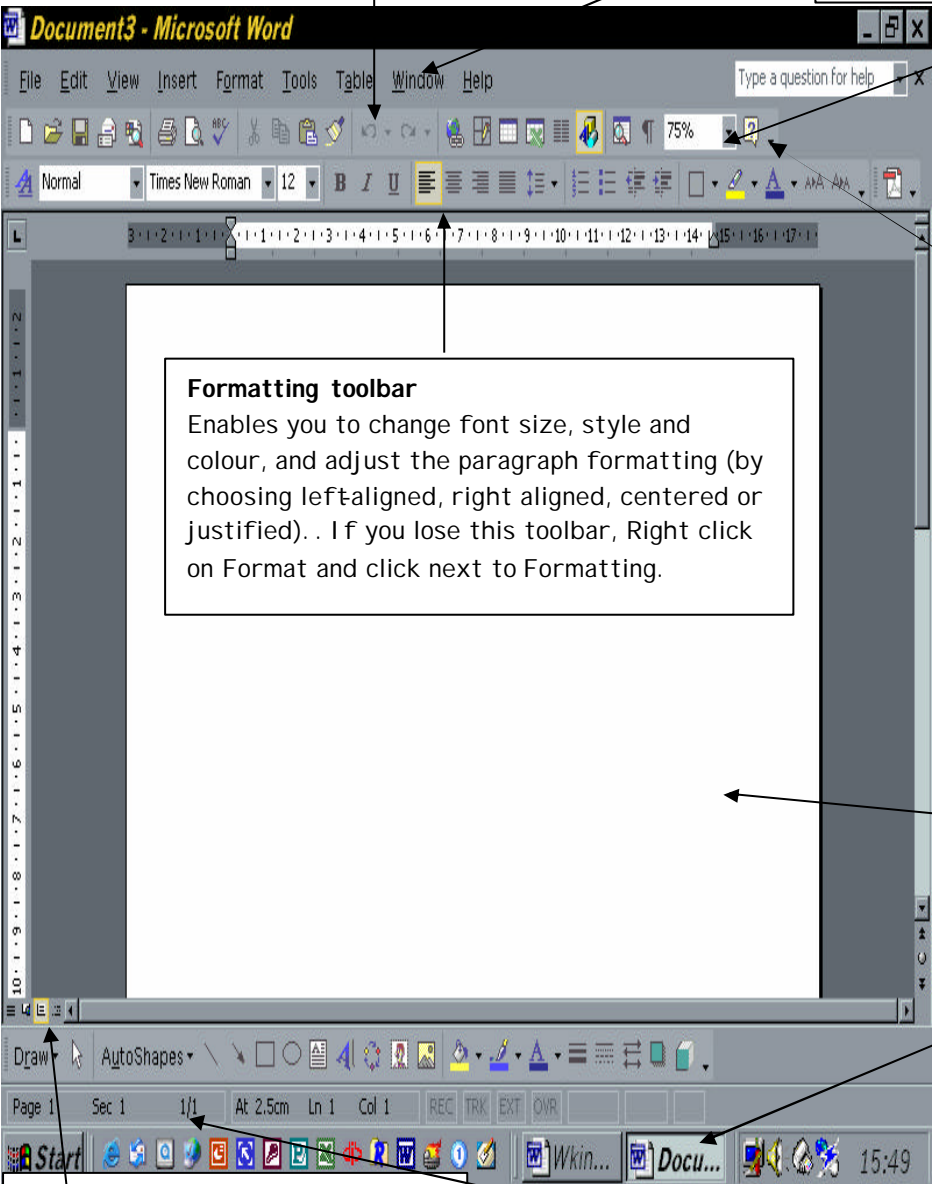
You will now see a blue screen with a series of small pictures on it called I CONS. Each I con represents a program or application that you can use. Click on the Start button in the bottom left hand corner of the screen. Move the cursor up to Programs and then select Microsoft Word.

Once you have started Word you will see like below:

Undo/redo command
A useful icon if you want to go back 1 step in a document

Standard Toolbar
Contains the most widely used options from the drop down menu. If you lose this toolbar, Right click on Format and click next to Standard.

Magnification/Zoom
Use this to increase or decrease the view of your document.



Formatting toolbar
Enables you to change font size, style and colour, and adjust the paragraph formatting (by choosing left aligned, right aligned, centered or justified). . If you lose this toolbar, Right click on Format and click next to Formatting.

Help Function
All of the Office XP features this icon. Type in a question and it will be answered by the office assistant.

To hide the office assistant you can Right click on the assistant - Hide

Document Editing Window

Documents Open
Several documents can be open at the same time. By clicking on these, the user can switch between document or even software applications.

View Changer
The document here is being displayed using the Print Layout. Click the other icons to switch to an alternative layout to suit you.

Status Bar
Enables you to see relevant information about your position in the document ie OVR, Page

Using your floppy disk

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 As 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.

Saving as another file type

By default documents created in Word will be show by the extension .doc at the end of the file name. If you click on the 'Save as type box', other options are:

- .html - used to save files if you wanted to put it onto a website
- .rtf - Rich Text Format. This is a useful format for transferring text between word processing packages and versions.
- .txt - text files with no formatting
- template - a template file can provide the basis for creating new documents of the same type by holding built in text, graphics or settings.

Task 1b

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.
- If you need to remove text the following keys may help:
 - BACKSPACE: Removes text to the left of the text cursor.
 - DELETE: Removes text to the right of the text cursor

Printing Your Document

The printer in the college is linked as part of the network, every computer sends prints to the same printer.



Previewing your document before printing is a good idea as it saves time and paper. You can do this either by selecting:

- File – Print Preview, or
- Clicking on the Print Preview icon

To print, select File + 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.

Closing a document

Click onto File – Close or click the Close button at the top right of the document window.

If you have made changes to your document since you last saved it, you are prompted to save or discard them.