

Using Computers

Word Processing Module

Task 3

Objective

Working with text of different styles, sizes and alignments, paragraph formats such as bullets, numbering, hanging indents and columns.

Task 3a

Open your last document, Task1 from your course disk. Save a copy of the file as Task3a. Select all of the text and make it fully justified, bold, 14 point, blue, Comic Sans MS font text and in double line spacing. Print your document in its new format.

Task 3b

Copy the file Task 3b start.doc from the shared drive onto your course disk (You may need to ask your tutor). Open this file in Word. Make the title 18 point bold type and centre justified. Make all of the rest of the text 12 point. In this document experiment using bullets, numbering, hanging indents and columns. Use File + Page Setup to adjust the left and right margins if necessary.

Present you document in a clear manner before printing.

Methodology Task 3:-

To select the text you wish to change, click before the first letter of the first word and keep your finger on the mouse button. Now drag the cursor to the end of the text you want to pick. Notice how the text changes to white text on a black background. This shows the selected text.

To copy 3b start up file onto your disk, insert your disk into the drive and then double click on the My Computer icon on the desktop. Click onto the shared drive and locate the file and click it once so the icon turns blue. Now select File + Send To and pick the 3½" Floppy drive. The file will then copy across. You can then open the file in the usual way.

Justification



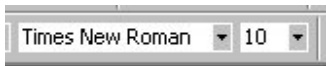
Look for these icons at the top of your screen. Justification is the term for the alignment of the text on the screen / paper. This can be ALIGNED LEFT (first icon) where all of the left hand side forms a straight line, CENTRE (second icon) where the text is aligned equally about the centreline of the screen / paper, ALIGN RIGHT (third icon) where all of the right hand side forms a straight line, or JUSTIFY (fourth icon) where the spaces between the words is adjusted so that both the left and right hand sides of the text forms a straight line.

Bold Italic & Underline



Look for these icons at the top of your screen. These make your text bold, italic or underlined respectively. These can be selected in any combination.

Font and Size

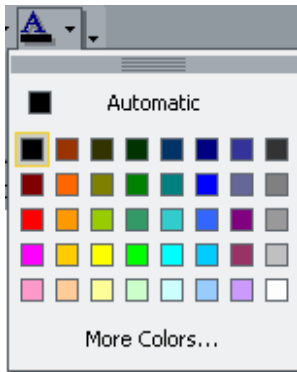


Look for these icons at the top of your screen. The first box contains the name of the text style, the FONT. Click on the arrow at the right of the box to pick a new font name. There are many, some display symbols rather than text. After a while, you will get to know some different font names that you like. Common ones are:-

- **ALGERIAN**
- Courier
- Times New Roman
- Arial
- Freestyle Script
- Lucida Handwriting

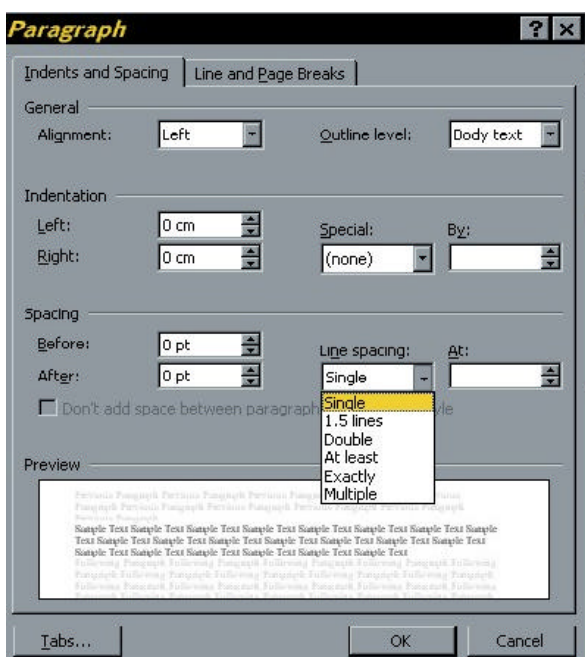
The number in the right hand box is the FONT SIZE, the higher the number, the bigger the text. Click the box at the right hand side to select a new font size.

Adding Colour to text



Select the text to be changed and then click on the downward arrow to the right of Font Color to display colour choices. Select a colour and then see the changes.

Changing Line Spacing



Word lets you apply a variety of line space settings (the distance between individual lines of text). Examples are:

This is an example of single line spacing. The default setting is single line spacing where the gap between lines of text is just over the type size. If the specification for the document is single line spacing, then usually you need to do nothing.

This is an example of double line spacing. There is one blank line between lines of text. It is often used when a section needs extra emphasis.

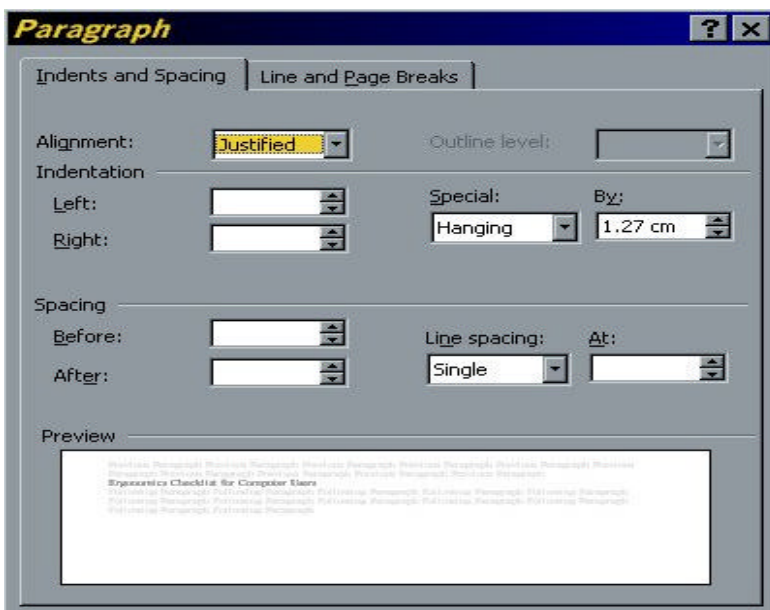
To change the line spacing in a document. Tell the computer, what changes you are going to make by highlighting. Then click onto Format + Paragraph. The above panel will be displayed. In the Line spacing section, click on the downward arrow and click double. Click OK and you will be returned to your document.

Bullets & Numbering

Select other sections of the document and experiment with different bullets and numbering by clicking Format + Bullets and Numbering. Choose the one you would like to use and click OK.

Hanging Indents

Now select another section of this document. Click Format + Paragraphs to display this panel:-



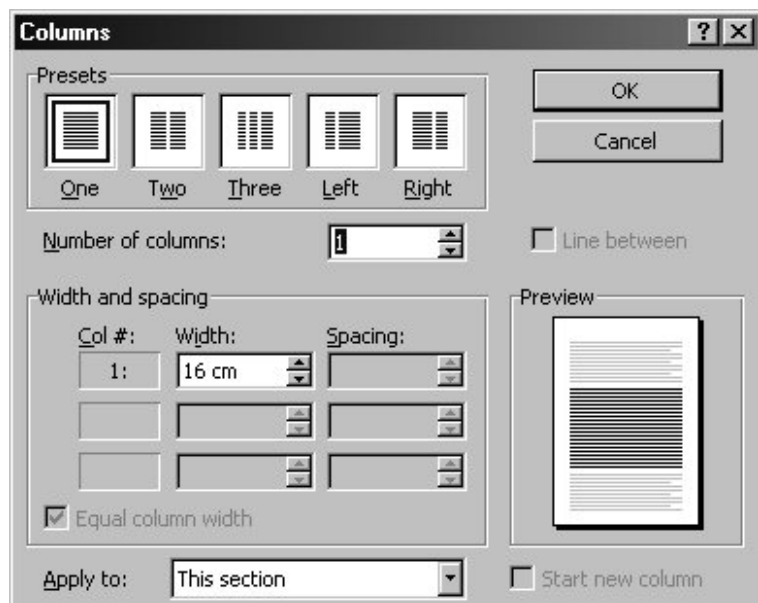
In the Special: box select Hanging Indent. Notice how the box: to the right displays 1.27 cm; this is the distance that the second and subsequent lines of each paragraph will be indented with respect to the first line. You can adjust this if you wish or leave it as it is for the moment. Then click OK.

Columns

Select some more text and use Format + Columns to display this panel: -

Select Two columns and click OK.

Adjust your text wherever possible to make it look presentable i.e. fonts, size, margins, suitable page endings etc.



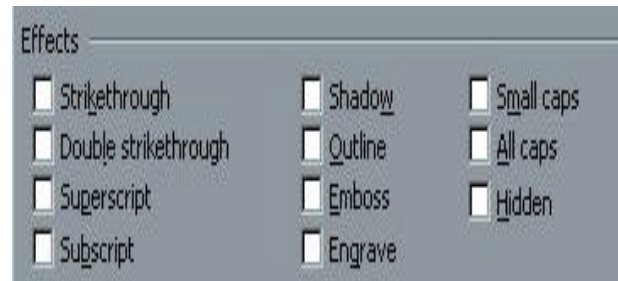
Print this and use File + Save As and save to document to your disk as Task 3b.

Additional features that may be useful

Superscript and subscript text format

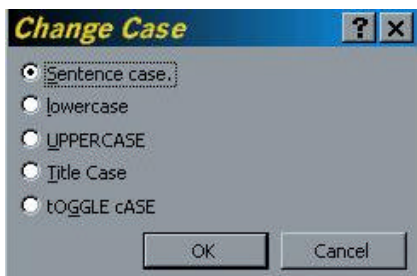
The superscript text effect raises the selected text above the other text on the same line, and reduces its font size. For example: today's temperature is 87⁰F.

To move decrease the size and move the 0 above, highlight the 0. Choose Format – Font – in the effects area select superscript box – click OK.



For the subscript, repeat the above but this time select subscript and then OK.

Change text case



If you have typed a document all in capital letters and then decide that it looks much better in lower case. Instead of retyping the whole document you could highlight the text

You can change the case of selected text, select format – change case and then select Sentence case.

Inserting symbols and special characters

Sometimes special symbols and characters are required within your document. You may need a ✓, ☰, →, ½, ©, Ç, È. To insert these symbols, choose Insert – Symbol or Special Characters tab. Select the symbol or character, click insert and then close.

For the symbols I have used in the above paragraph you will find them in the Symbols tabs, click in the box against 'Font', and select Wingdings. Click onto the symbol – insert – close.