LEARNING ACTIVITY SHEET
SPECIAL PROGRAM IN ICT 7
OFFICE PRODUCTIVITY 7
First Quarter, Week 7

Working with Documents

Name of Learner: Date: _____

_____ Grade Level

/Section: _____

BACKGROUND INFORMATION FOR LEARNERS

Word files are called documents and it has a filename extension of *.docx*. Whenever starting a firsthand project in Word, *creating a new document* which can either be from blank, from a template, o from an existing document are needed. Editing and saving it are necessary tasks for creating documen well as printing.

CREATING DOCUMENTS

Creating new blank document:

1. Select *File* tab.

2. *Backstage view* will appear *New>Blank document*

Select 3. A new blank document will

appear.

SAVING DOCUMENTS

When creating a new document, knowing saving it will help to access and to edit it for later use.

Save and Save As

Word offers two methods in saving file: *Save* and *Save As*. These options work in related ways with a few important dissimilarities:

Save: When creating or editing a document, use the Save command to save changes. Use this command in a routinely manner.

Save As: Use this command in creating copy of a document while keeping the original. Using Save As command means choosing a different name and/or location for the copied version.

CLOSING DOCUMENT AND EXITING WORD

After working with documents, close it. Closing documents free up the computer memory for added activities. Closing document is differ from exiting or quitting Word.

Protect files by frequent saving and exiting documents before turning off the computer.

To close a document:

Click the File   tab>Close or Press CTRL + W.

To exit Word:

Click the Close on the program window or Press ALT + F4.

OPENING DOCUMENTS

Opening a document that was earlier saved is also necessary.

To open an existing document:

1. Navigate to *Backstage view*>click *Open*.

2. Select *Computer*>click *Browse*.

3. The Open dialog box appears. Select document> click Open.

SWITCHING BETWEEN OPEN DOCUMENTS IN WORD

Various document can be opened simultaneously. Here are the methods to move back and forth among them:

ALT + TAB

Hold down the *ALT key* and tap the   *TAB key* once. The overlay will appear along with the icons for all open windows. Continue to *TAB* until the looked-for document is highlighted and press then release.

CTRL + F6

Press CTRL + F6 to toggle between open windows.

VIEW TAB

Documents that are currently open, are listed in *View* tab of the Ribbon when click on Switch Windows, has a checkmark beside the file name.
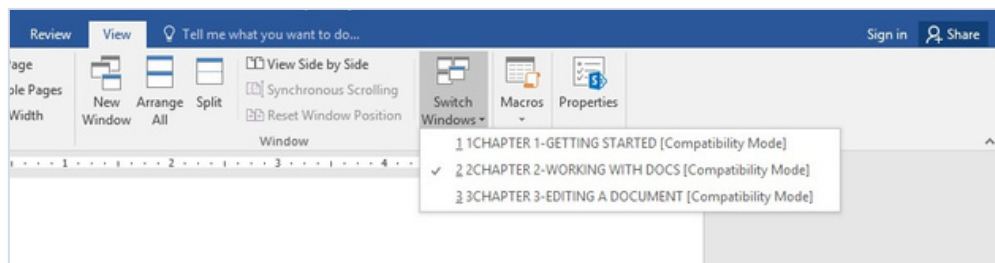
SHARING DOCUMENTS

To share a document in Word 2013 is to give others access to the same file without having keeping track of several versions. When sharing a document, it must be first saved to OneDrive.
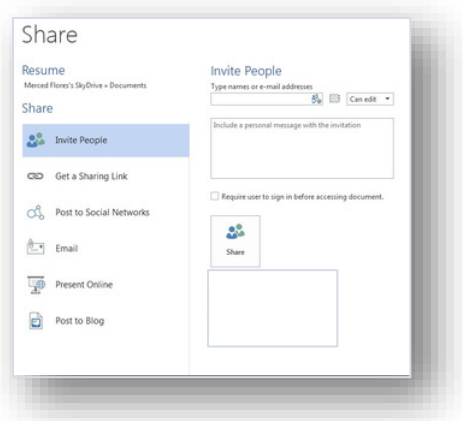
To share a document:

1. Click the *File* tab >*Share* click The *Share* pane appears.
2.

EDITING A DOCUMENT

Where the blinking cursor is placed, just type and enter the text to appear. In this lesson, learn the basics of working with text and basic tasks in Word such as the ability in adding, deleting, and moving text, undoing and redoing changes, as well as the capability in finding and replacing specific words or phrases.

SELECTING TEXT

Selecting the text is perhaps the most common task in Word documents. The text must highlighted first before changing any text attributes. While keeping the left mouse button pressed, drag the mouse over the chosen text or just hold down the SHIFT key while using the arrow buttons.

The table contains shortcuts for selecting text:

SELECTION	TECHNIQUE
Whole word	Double-click within the word
Whole paragraph	Triple-click within the paragraph
Several words or lines	Drag the mouse over the words or hold down SHIFT while using the arrow keys
Entire line	Position the cursor in left margin then click
Select a sentence	CTRL + Click
Entire document	Home Tab| Editing Group| Select| Select All or Press CTRL + A

DELETING TEXT

The context of deleting text is part of writing, thinking and rethinking, and self-editing. Both creation and deletion of text and/or object were done using the keyboard. The majority of keys are used to create text and only two keys are used to delete text: *delete* and *backspace*.

Deleting single characters:

Backspace Deletes the character to the left of the cursor.
key

Delete Deletes the character to the right of the cursor.
key

Deleting a word:

Ctrl deletes the word to the left of the cursor.

Backspace deletes the word to the right of the cursor.
+ Delete

MOVING AND COPYING TEXT

Word allows moving or copying text, editing and rearranging text, and other features using drag and drop or the cut, copy, and paste commands. *Copying text* means creating a duplicate and preserving the original one while *moving text* means removing the present selected text and keeping it anywhere in the document or assigning it in the clipboard.

Copying and moving text with drag-and drop:

1. Select the text and/or object to move or copy.

2. Drag the selected text and/or object and drop it where to appear.

3. To copy the selection, press and hold the Ctrl key while dragging.

4. To move selected text with the Cut command, click the Cut button on the *Home tab*

When working with keyboard shortcuts, press CTRL+X to cut, press CTRL+C to copy, and press CTRL+V to paste.

FIND AND REPLACE

If there is a long document and want to change a particular term or phrase in text, using *Find and Replace* command is needed. This feature allows to replace every existence of one word or phrase with another.

Using Find and Replace:

1. Click the Find button on the HOME tab>Select Advanced Find.

UNDO AND REDO CHANGES

The *Undo* command undoes anything such as moving blocks, formatting text, creating and deleting text, and formatting. Two ways to use the Undo command:

1. Press *CTRL+Z* or

2. Click the Undo command button on the Quick Access Toolbar.

If undoing something that did not meant to, using the Redo command it set things back to the way they are. Use also Redo command to restore the typing. The two picks:

1. Press *CTRL+Y* or
2. Click the Redo command button on the Quick Access Toolbar.

LEARNING COMPETENCY

To work on documents through creating, saving, opening and closing, and editing.

ACTIVITIES

ACTIVITY 1

Directions:

1. How to execute the following commands using Ribbon Command and Keyboard Shortcuts:

a. Creating a new document

Ribbon Command:

Keyboard Shortcuts:

b. Saving documents

Ribbon Command:

Keyboard Shortcuts:

c. Opening a document

Ribbon Command:

Keyboard Shortcuts:

2. Differentiate the following editing commands. Use the scoring rubric below:

CRITERIA	Excellent 4	Very Satisfactory 3	Satisfactory 2	Poor 1	Score
Clarity	Clear relationship between concepts.	Relationship between concepts is evident	Unclear relationship between concepts	Little or No attempt at all to explain	
Comprehensive- ness	Information is clear, accurate, and precise	Information is accurate	Information is inaccurate	Little or No attempt at all to explain	
Coherence	Logical organization from components to sub-components	Components and sub-components are present.	Components and sub-components are not organized	Little or No attempt at all to explain	
Presentation	Presentation is orderly and effective	Presentation is orderly	Presentation is not orderly	Little or No attempt at all to explain	
Total Score					

a. Selecting and Deleting Text

b. Moving and Copying Text

c. Undoing and Redoing changes in a document

The following are the criteria in assessing the performance Activity 2, 3 and 4.

RUBRICS FOR PERFORMANCES

DIMENSION	HIGHLY SKILLED 5	SKILLED 4	MODERATELY SKILLED 3	UNSKILLED 2	NO ATTEMPT 1
Application of Procedure	Systematic application of procedure all the time without supervision.	Systematic application of procedure with minimum supervision.	Systematic application of procedure some of the time with constant supervision.	Never follows systematic application of procedure and highly development on supervision.	No attempt to apply procedure.
Speed/Time	Work finished ahead of time.	Work finished on time.	Work finished close to given time.	Work finished beyond the given time.	No concept of time.
Correctness	All elements are correct and satisfy the specifications of the performances.	Minor error(s) in element in satisfying specifications of the performances	Substantial error in elements in satisfying specifications of the performances. Understanding of concepts still visible.	Several errors in elements. Unclear about performances, specifications and how to meet them.	Elements of the performance specifications are ignored and/or not met.
Workmanship	Performed with ease and confidence.	Performed with some hesitations.	Showed slight evidence of nervousness during the performance.	Showed strong evidence of nervousness during the performance.	No attempt.

ACTIVITY 2

Instructions:

Note: *On a desktop, create your own folder to save all Word exercises.*

1. Create a new blank document.

2. Type as exactly as it appears the - The DepEd Vision, Mission, and Core Values (be sure it fits on one page only). Use the Save command to save the document in your folder with a filename Word Exercise #1 – *Your Name (Last Name, First Name Middle Initial)* or as instructed by the teacher. Exit Word.

3. Open the existing document in your folder. This time, use the Save As command to save the document on a Desktop.

4. Close Word.

The DepEd Vision

We dream of Filipinos
who passionately love their country
and whose values and competencies
enable them to realize their full potential
and contribute meaningfully to building the nation.

As a learner-centered public institution,
the Department of Education
continuously improves itself
to better serve its stakeholders.

The DepEd Mission

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

Students learn in a child-friendly, gender-sensitive, safe, and motivating environment.
Teachers facilitate learning and constantly nurture every learner.
Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.
Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

Core Values

Maka-Diyos
Maka-tao
Makakalikasan
Makabansa

ACTIVITY 3

Instructions:

1. Create a new blank document.

2. Open the existing document in your folder that contains (*The DepEd Vision, Mission, and Core Values*)

3. Select and copy the entire document. Paste the selected text on a new

blank document. 4. Change the Setup of the document

Margins: Moderate

Orientation: Portrait

Size: 8.5" x 11"

5. Save the document in your folder with a filename Word Exercise #2 *Your Name (Last Name, First Name Middle Initial)* or as instructed by your teacher.

6. Close Word.

ACTIVITY 4

Instructions:

1. Launch MS Word.

2. Open an existing document Word Exercise #2 *Your Name (Last Name, First Name Middle Initial)* as instructed by your teacher.

3. Save As the document in your folder with a filename Word Exercise #3 *Your Name (Last Name, First Name Middle Initial)* or as instructed by your teacher.

4. Select The DepEd Core Values and delete it.

5. Select the DepEd Mission. Cut and paste it on the next page.

6. Find DepEd and replace with Department of Education.

7. Save the document and Close Word.

REFLECTION

How important is to perform Word basic tasks such creating, saving, opening and closing files and editing techniques in a document?

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REFERENCES FOR LEARNERS

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