

STANDARD HIGH SCHOOL ZZANA

S.5 ICT NOTES

Instructions; Read and write these notes please.

WORD PROCESSING FEATURES

Word processing software offers a variety of features and commands that enable users to create attractive documents easily and efficiently. This section provides a brief description of many basic features that can be found in most word processing software programs.

BASIC COMMANDS

Basic commands include the operations necessary to view, save, print, and close a document.

- ❖ **Open.** Displays lists of folders and files (documents). Use this command to locate a desired document and open (display) it on the screen.
- ❖ **Save/ Save As.** Saves document on a disk while leaving a copy of it in the screen. Use save as the first time a document is saved (give it a file name) and to rename a document. Use save to save a revised document without renaming it.
- ❖ **Print Preview.** Shows a document as it will look when printed, including multiple pages in one view.
- ❖ **Print.** Prints documents. Select print options and settings (print dialog box) before printing.
- ❖ **Close.** Removes a document from the display screen. If the document has not been saved, you will be prompted to save it before closing.

EDITING FEATURES

Editing features allow the user to locate, revise, correct and rearrange text in a document.

- **Copy.** Copies selected text so it can be placed in another location, leaving the original text unchanged.
- **Cut.** Removes selected text from the current location.
- **Paste.** Places selected text that has been copied or cut to another location.
- **Find.** Locates a specified keystroke, word, or phrase in a document. Available Find options include: Find only whole words containing the specified text. Find all forms of a specified word. And many others.
- **Replace.** Finds a specified keystroke, word, or phrase, and then replaces it with another keystroke, word, or phrase. All occurrences of the specified text can be replaced at one time, or replace can be done individual.
- **Select.** Highlights text on which various operations may be performed. Use the mouse and / or key combinations to select text. Once selected, the text can be bolded, underlined, italicized, deleted, copied, moved, printed, saved, etc.
- **Spell-Check.** Checks words, documents, or parts of documents for misspellings.
- **Undo.** Reverses the last change made in the text. This feature restores moved text to its original location.
- **Redo.** Reverses the last Undo action.
- **Typeover.** Replaces existing text with newly keyed text (also called Overstrike or Overtyping).

ENHANCEMENT FEATURES

Enhancement features improve the appearance of a document and/or emphasize important words, phrases, sentences.

- ★ **Bold.** Prints text darker than other copy as it is keyed. Bold may be added after text has been keyed by first selecting the text.
- ★ **Borders.** Adds a border to any or all sides of a page, paragraph, or column, as well as to a table or a cell within a document. Page border option may include small pictures. Borders not only enhance appearance, but also makes text easier to read by emphasizing certain passages.
- ★ **Bullets.** Highlights each item in a list with a heavy dot or other character. Bullets add visual interest and emphasis.
- ★ **Change Case.** Changes capitalization. The lowercase option changes all selected text to lowercase; the UPPERCASE option changes selected text to all capitals. The Sentence case option capitalizes the first letter of the first word, and the title case option capitalizes the first letter of each selected word.
- ★ **Drop Cap.** Formats paragraphs to begin with a large dropped capital letter. Drop caps are objects (pictures) that can be formatted and sized.
- ★ **Font.** Consists of the typeface, style, size and any effects used. Font features may be changed before or after text is keyed. The number and size of fonts available depends on the software and printer used.
- ★ **Italic.** Prints letters that slope up toward the right. Italic may be added after text has been keyed by first selecting the text.
- ★ **Numbering.** Shows the proper order of a series of steps or items. Use numbers instead of bullets whenever the order of items is important.
- ★ **Shading.** Adds color or patterns to paragraphs or table cells to emphasize them and focus the reader's attention on the contents.
- ★ **Superscript.** Places text slightly higher than other text on a line. Superscript is commonly used for footnotes and endnotes, and for mathematical formulas and equations.
- ★ **Underline.** Underlines text as it is keyed. An underline may be added after text has been keyed by first selecting the text.
- ★ **Watermarks.** Prints any desired text or graphics behind the main text on document pages.

FORMATTING FEATURES

Formatting features change the arrangement, or layout, of pages. These features include aligning text vertically and horizontally, indenting and hyphenating text, and changing margins and line spacing.

- **Alignment.** Refers to the horizontal position of a line of text (also called justification). Example of alignments are; left, right, center and justify alignment.
- **Center page.** Centers text between top and bottom margins of a page. This feature leaves an equal (or near equal) amount of white space above and below text. Inserting two hard returns below the last keyed line gives centered documents a better appearance.
- **Hyphenation.** Automatically divides (hyphenates) words that would normally wrap to the next line. When used with left-aligned text, hyphenation makes the right margin less ragged, making text more attractive.

- **Indent.** Moves text away from the left or right margin.
- **Line Spacing.** Changes the amount of blank space between lines of text.
- **Margins.** Changes the amount of blank space at the top, bottom, right and/or left edges of a page. Default margin settings are not the same for all software.
- **Page Break.** Inserts a soft page break automatically when the current page is full. A hard page break can be inserted manually to start a new page before the current page is full.
- **Tab.** Aligns text according to the type of tab set. By default, most word processing software programs have left tabs set at half-inch (0.5) intervals from the left margin. These preset tabs can be cleared and reset.
- **Text Wrapping.** Positions text in relation to an inserted object(graphic). Text may appear above and below, around, behind, or in front of an object.
- **Widow/ Orphan.** Ensures that the first line of a paragraph does not appear by itself at the bottom of a page (orphan line) or that the last line of a paragraph does not appear by itself at the top of the page (widow line).

INSERT FEATURES

Various commands on the insert menu are used to add page numbers, dates, headers, footers, and footnotes and to insert symbols, clip art, files, pictures, shapes, text boxes, and word art.

- ✓ **Shapes.** Adds a variety of shapes (rectangles, stars, banners, arrows, flow chart, symbols, etc.) to a document.
- ✓ **Clip Art.** Drawings, pictures, sound, and video clips can be inserted into documents. A collection of clip art files is provided with word processing software; additional clip art can be purchased or downloaded from the internet.
- ✓ **Date.** Automatically inserts the date into a document. Some software contains an update option that automatically replaces the previous date with the current date each time the document is opened or printed.
- ✓ **Footnote and Endnote.** Identifies sources quoted or paraphrased in the text or gives extra information about the main text . Word processing software automatically positions and prints each footnote at the bottom of the same page as the reference to it. It prints endnotes on a separate page at the end of a report. When footnotes or endnotes are edited, added, or deleted, the software features automatically makes the necessary changes in numbering, formatting and page breaks.
- ✓ **Header and Footer.** Adds text (such as a chapter title, date, filename, or name of a person or company) or graphic (a company logo, for example) in the top margin (header) or bottom margin (Footer) of a page. Headers or footers often include page numbers.
- ✓ **Page Numbers.** Places page numbers in a specified location on printed pages. Numbers can be placed at the top or bottom of the page, aligned at the left margin, center, or right margin, using different numbering styles.
- ✓ **Word Art.** Changes text into a graphic object. Most word processing software programs have a word art gallery that contains predefined styles such as curved or stretched text.
- ✓ **Text boxes.** Frequently used for labels or call outs in a document. Once a text box is inserted in a document, it can be formatted, resized and moved.

MISCELLANEOUS FEATURES

This group contains features included in most word processing software that make the keying task easier and more efficient.

- **Auto format.** Automatically formats headings, bulleted and numbered lists, borders, numbers, symbols and so on as a document is keyed.

- **AutoCorrect.** Automatically corrects many common keying, spelling, and grammatical errors. It can also insert certain text, graphics and symbols automatically.
- **AutoComplete.** Inserts entire items such as dates and Autotext(stored phrases) when a few identifying characters are keyed.
- **Macro.** Allows tgw user to save (record) keystrokes and/or commands for retrieval (playback) later. Macros save time by eliminating repetitive keying and formatting.
- **Show.** Displays marks in text showing where tabs, spaces, and hard returns are inserted. Being able to see these marks helps when editing a document or solving formatting problems. The marks do not print.
- **Split Window.** Displays a document in two panes, each with its scroll bars. This feature can be useful when coping text between parts of a long document, or when it is necessary to see text not visible in the window where you are keying.
- **Zoom.** Increases or decreases the size of text and amount of a page appearing on the screen. Zoom out (a rate below 100%) to see more of a page and smaller text; zoom in (a rate above 100%) to see less page area and larger text.

SPECIAL FEATURES

The word processing features listed below are used to create specific kinds of documents.

- ❖ **Merge.** Combines information from two files into one merged file. The feature is often to merge a form letter (main document) with a name and address file (data source) to create a personalized letter (merged file) to each recipient in the data source file.
- ❖ **Newspaper- Style Columns.** Divides a page into two or more side-by-side columns to create pamphlets, leaflets, brochures, and news letters. The columns may be equal or unequal width.
- ❖ **Outline .** Automatically labels each topic (paragraph) with a number or letter. The alphanumeric outlining system uses Roman and Arabic numbers and capital and lowercase letters.
- ❖ **Styles.** Applies a predefined set of formatting options to text to add consistency to a document.
- ❖ **Table.** Creates a grid for arranging information in rows and columns .A table can be used to summarize information and to arrange it into easily identifiable categories.
- ❖ **Web page.** Creates a new blank web page in the document window. The file is saved in HTML format so it can be viewed in a Web browser.
- ❖ **E-Mail.** Creates a new e-mail message in the document window and sends the document as the body of the e-mail.

REVISION QUESTIONS

1a). Write ICT in full.

.....

1b). Briefly describe one way how ICT can be applied in each of the following areas.

(a) Education

.....

.....

(b) Health

.....

.....

(c) Business

.....

.....

(d) Security

.....

.....

(e) Politics and governance

.....

.....

f) Manufacturing

.....

.....

2). Explain five reasons as to why we study computer.

.....

.....

.....

.....

.....

.....

3). Outline five areas a computer student can engage in.

.....

.....

.....

.....

.....

4). Write down the use of the following keyboard shortcuts.

CTRL+ P.....

CTRL+ B.....

CTRL+ Z.....

CTRL +S.....

CTRL+U.....

5). Write the following computer abbreviations in full.

C.P.U.....

PC.....

CD.....

ISP.....

DVDs.....

6). State and explain four different components of a computer.

.....

.....

.....

.....

.....

.....

.....

7). A teacher called you as an ICT student to draft the best five computer lab rules and regulations. Which rules and regulations can you suggest to your teacher.

.....

.....

.....

.....

.....

.....

.....

END

#stay home stay safe#

JB