

Empowerment Technologies (for the Strand)

12

QUARTER 1

MODULE

6

Advanced Word Processing Skills



Empowerment Technologies (for All Strands) – Grade 12
Quarter 1 – Module 6: Advanced Word Processing Skills
First Edition, 2020

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Empowerment Technologies

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**Advanced
Word Processing Skills**

Introductory Message

For the facilitator:

Welcome to the Empowerment Technologies with Grade 12 Self Learning Module on Advanced Word Processing Skills!

This module was collaboratively designed, developed and reviewed by educators from Schools Division Office of Pasig City headed by its Officer-In-Charge Schools Division Superintendent, Ma. Evalou Concepcion A. Agustin in partnership with the Local Government of Pasig through its mayor, Honorable Victor Ma. Regis N. Sotto. The writers utilized the standards set by the K to 12 Curriculum using the Most Essential Learning Competencies (MELC) while overcoming their personal, social, and economic constraints in schooling.

This learning material hopes to engage the learners into guided and independent learning activities at their own pace and time. Further, this also aims to help learners acquire the needed 21st century skills especially the 5 Cs namely: Communication, Collaboration, Creativity, Critical Thinking and Character while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.

For the learner:

Welcome to the Empowerment Technologies Self-Learning Module on Advanced Word Processing Skills!

The hand is one of the most symbolized parts of the human body. It is often used to depict skill, action and purpose. Through our hands we may learn, create and accomplish. Hence, the hand in this learning resource signifies that you as a learner is capable and empowered to successfully achieve the relevant competencies and skills at your own pace and time. Your academic success lies in your own hands!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning material while being an active learner.

This module has the following parts and corresponding icons:



Expectations - These are what you will be able to know after completing the lessons in the module.



Pretest - This will measure your prior knowledge and the concepts to be mastered throughout the lesson.



Recap - This section will measure what learnings and skills that you understand from the previous lesson.



Lesson- This section will discuss the topic for this module.



Activities - This is a set of activities you will perform.



Wrap Up- This section summarizes the concepts and applications of the lessons.



Valuing-this part will check the integration of values in the learning competency.



Posttest - This will measure how much you have learned from the entire module. Ito po ang parts ng module



EXPECTATIONS

In this lesson you will know the different functions of Microsoft Word and learn advance word processing skills.

At the end of this module, it is expected from you to learn the following:

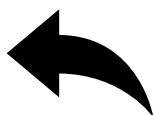
- use the advance capabilities of Microsoft Word commonly used to increase productivity and efficiency;
- utilize the features of this application efficiently to help improve the productivity of an organization through maximizing the potential of Microsoft Word;
- create letters or documents for distribution of your target recipients; and,
- improve this letter as you create media-rich documents for printing and publishing.



PRETEST

Directions: Read carefully the following questions. Choose the letter of the best answer and write it on your notebook.

1. What feature of Microsoft Word allows you to efficiently create a document that have the same general content but may have different recipients or purpose?
A. Mail merge B. Print merge C. Send merge D. View merge
2. Which of the following is not a component of the mail merge?
A. Address B. File name C. Form document D. Data file
3. What are the steps in creating a simple mail merge?
A. Create form document; preview; insert place holders; print
B. Preview; insert place holders; create form document; print
C. Create main document; create data source; insert place holders; preview
D. Create data source; insert place holders, preview; print
4. What file contains the information you need to merge with your main document?
A. Address block B. Contact list C. Data file D. Directory
5. What image compression/file type is capable of displaying simple animation?
A. .bmp B. .gif C. .jpg D. .png



RECAP

In the previous module, you learned about the “**Rules of Netiquette**”. At this point, you are now familiar of the following key points:

1. **Online security, safety and ethics.** You understand that internet can be considered as one of the most dangerous places especially when you are not certain in what you do from using it. Sharing personal information needs to be secured to make you safe. Simply, you ask yourself, “How safe are you?” Are those details you will input in those online platforms safe? The same way, you must be respectful of others when you are online by adhering to the online safety tips already discussed.
2. **Internet threats.** Here you learned about malwares which are software that can damage your computer system and the data you stored in them. Some of them travel online or offline in ways that you may not know, it can severely jeopardize a computer system. On the other hand, when you access your emails, you need to be cautious of spam email because it might contain messages which ask your personal details, specifically bank account information with the intention of losing your savings.
3. **Protecting information online.** Remember the slogan of GMA 7. “**Think before you click**”. It means that you are accountable to your actions online. Do you think that it is safe to use your birth date as your email address password? Or do you think that it is recommended to use your full name as your username so that it will be easy for you to recall it? Before you click a link online, you must think first.
4. **Copyright.** You became aware that the product of our mind, be it an idea, an invention or literacy work which we call Intellectual Property must also be protected. Any violation to its rights as protected by the law of our country can be called Copyright Infringement which is considered a crime.



LESSON



In a professional world, sending out information for conveyance is very vital. With the use of ICT, things can be easily and quickly put across rapidly than the traditional newsletter or postal mail. Internet can aid to send the letter in an instant.

This module will show you how a letter can be made using Microsoft Word – an automated way of doing it and even sending it to many designated recipients. Below

are tasks that you will need to do prior to learning the main topic. Make sure that it is available, because you will be needing it in the midst of the discussion.

Scenario 1: You are tasked to send a formal letter of invitation for a promo campaign which a company is running. Initially, make a list of 10(ten) names of loyal customers for this letter to send out. Below is a format of the customer information you need.

Title	Name	Company	Address 1	Address 2	City
Mr.	Arnold Reyes	ABC Inc.	23 Sierra St.	Alabang	Muntinlupa City
Ms.	Arlene Diaz	CBN Corp.	Ring St.	Calamba	Laguna
Engr.	Sam Smith	XYZ Company	Oconner St.	Cubao	Quezon City
Atty.	Simon Cohort	BUM Company	Santa Ana	Pateros	Manila
Dr.	Marta Santos	Smart Inc.	123 Valero St.	Ayala Ave.	Makati City
Mrs.	Marc Delos Santos	7N Group	Salcedo Village	Valero	Makati City
Mr.	Raileene Stuart	Seven-Eight Co.	Kalayaan St.	Global Ave.	Taguig City
Mr.	Senthil Praya	RR Donn & Sons	Rotonda Village	Caniogan	Pasay City
Ms.	Steven Kaushik	JAE Inc.	PICC St.	Macapagal	Pasay City
Mrs.	Shane Lee	Nidec Ltd.	Tradition St.	Ring Village	Cavite City

Describe how you would most likely complete the task of sending 10 (ten) invitations with individual names and other information of the recipients using Microsoft Word.

1. Make an invitation letter that you can personalize, send, and distribute.

Scenario 2: Get a topic from an old newspaper or an article online which discusses about Climate Change in the Philippines or environmental issues. Make a summary of the topic/ article and provide a sample picture that you can insert in your report. You will also need to present a graphical data about the article.

1. Think how you can insert the picture to the word document.
2. Find other kinds of images or materials can be inserted in a word document.

MAIL MERGE AND LABEL GENERATION

This module will allow you to learn one of the most powerful and commonly used features of Microsoft Word called “Mail Merge”. You will create documents and combine or merge them in another document or data file. It is commonly used when sending out advertising materials to various recipients.

TWO COMPONENTS OF MAIL MERGE

1. Form Document

- ✓ The document that contains the main body of the message we want to convey or send.

- ✓ The main body is the part of the document that remains the same no matter whom you'll send it from the list.
- ✓ The **Place holders** are also included in the form document which is also referred as **data fields** or **merge fields**.

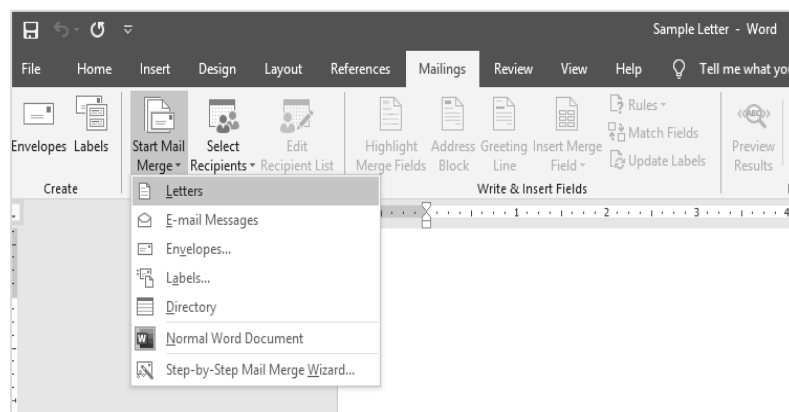
2. List or Data File

- ✓ The second component of mail merge.
- ✓ This is where individual component or data that needs to be plugged in (merged) to the form document is placed and maintained.
- ✓ One can easily add, remove, modify or extract your data more efficiently by using other data management applications like **Excel** or **Access** and import them in word during the mail merge process.

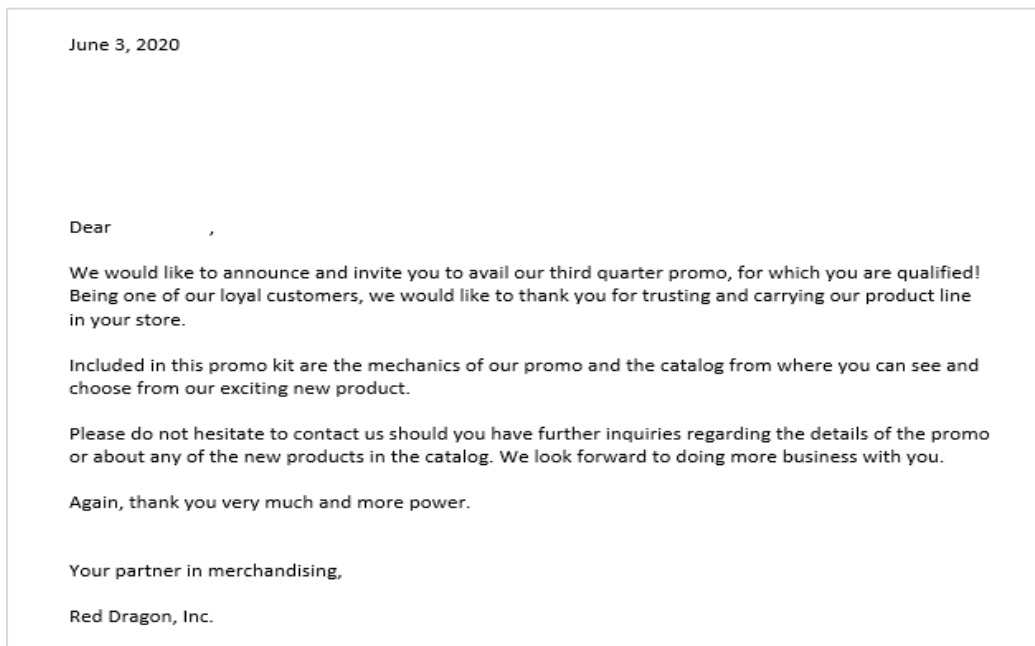
ADDITIONAL NOTE: Label generation is included in mail merge feature on Microsoft Word. You can maximize this feature when you need to send it to individual recipients in an envelope with the matching address printed directly on it and in a mailing label to stick upon. Most of the companies nowadays, utilize sending letters through email. This is only used when physical copy of the letter is really needed. It lessens the expenses of the companies from their resources.

STEPS IN CREATING SIMPLE MAIL MERGE

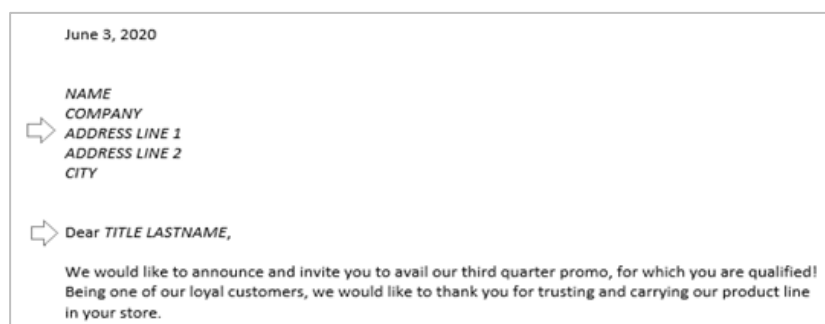
1. Open Microsoft Word and start a new blank document. You can use the shortcut key **Ctrl + N** after Microsoft Word has been loaded or opened.
2. On the **Mailings** tab, from the **Start Mail Merge** group, choose **Start Mail Merge -> Letters**.



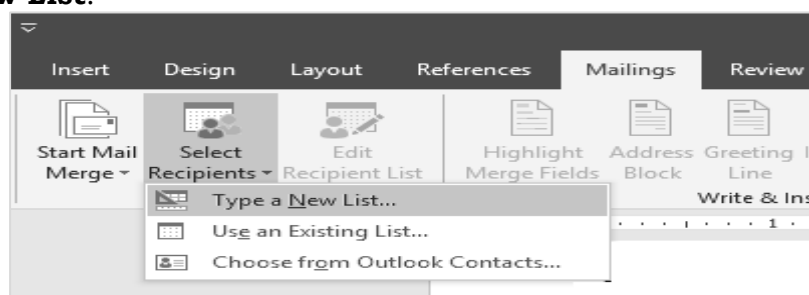
Type the letter shown in the next page. You will be typing in only the common parts of the letter. The text that does not change for each copy you print.



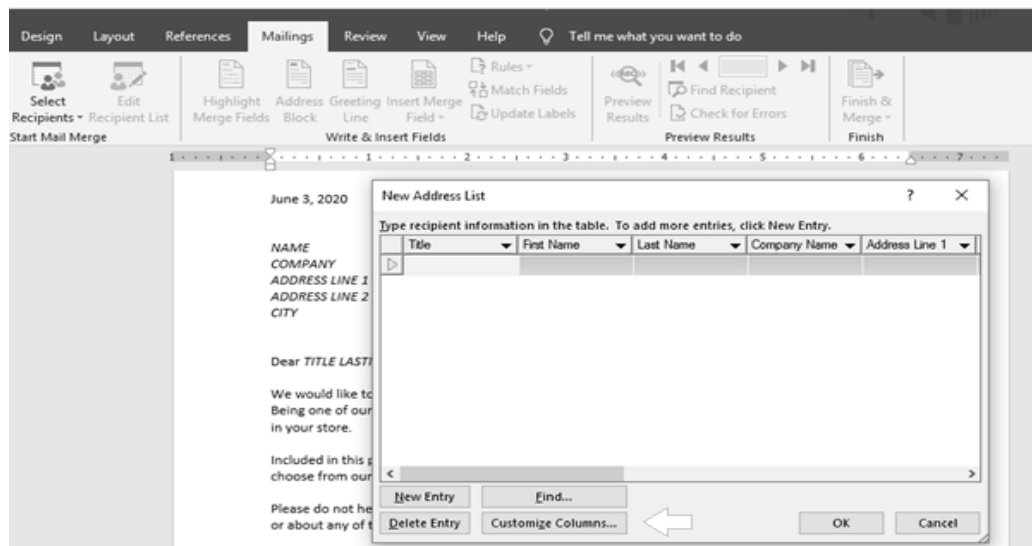
3. Make a folder in your desktop and save your letter and name it **“Sample Letter”** inside that folder.
4. Insert the field you need in the letter (Name, Company, Address Line 1, Address Line 2, City, and Title). You may want to use special markings on these field as you are typing it. The most commonly used markings are typing it in capital letters or ALL CAPS so can easily identify them later.



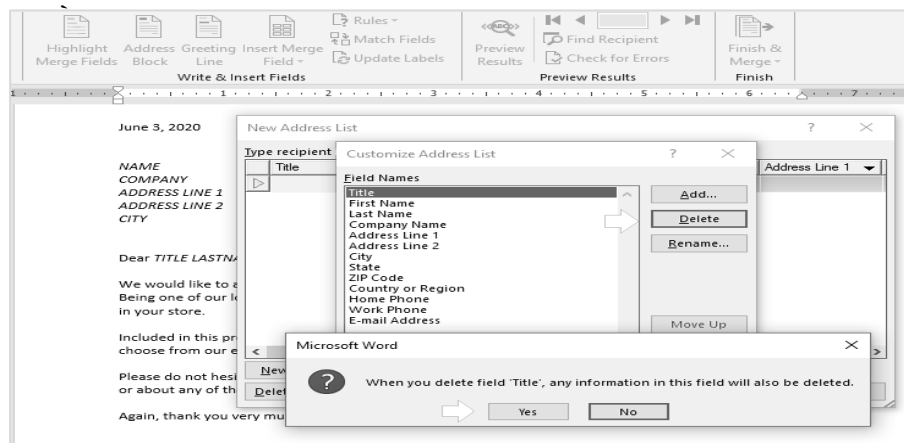
5. Save the document once more. The shortcut key to save a file is **Ctrl + S**.
6. On the **Mailing** tan in the **Start Mail Merge** group, choose **Select Recipients -> Type New List**.



7. Click the **Customize Columns** button on the dialog box for the **New Address List**.



8. Select a field that you do not need then click the **Delete** button. A confirmation dialog box appears.
9. Click Yes in the confirmation dialog box. The dialog box closes and the unnecessary field disappears or deleted.
10. Repeat steps 8 and 9 for each field you do not need. After removing the excess fields, the next step is to add the fields you need.



Note: In this case, the fields that you need to delete are State, Zip code, Country or Region, Home phone, Work phone and E-mail address.

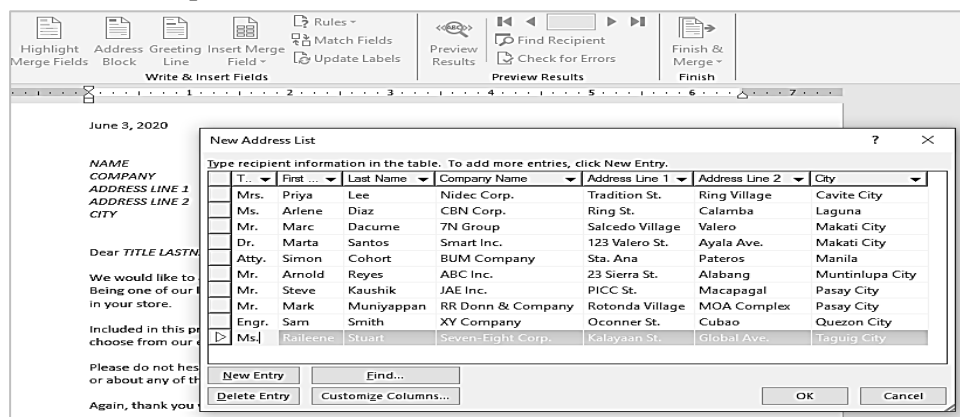
11. To add a field that you need in your document, click the **Add** button.
12. Type the field name on the prompt inside a small **Add Field** dialog box and click the **Ok** button.
13. Repeat steps 11 and 12 for each new field you need in your main document.
14. Click the **Ok** button on the **Customized Address List** dialog box to confirm your change.
15. The **New Address List** dialog box will appear again ready for you to type in your data.
16. Type the individual data from your list corresponding to Name, Company, Address Line 1, Address Line 2, City, and Title.

NOTE: You will need to recall the advance activities you have made. You will use it and input in cells field for your **Data List** or **Client List**.

17. Press the Tab key each time to enter the next field.

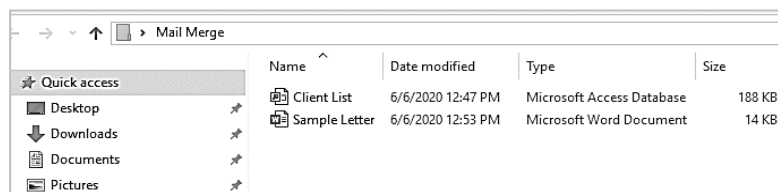
18. To add a new record, press the Tab key after inputting the last field. When you press the Tab key on the last field in a record, a new record is automatically created and added on the next line.

19. Repeat steps 16 through 18 until you enter all the records you want. Once you are done typing your data, click the **Ok** button on the **Address New List** dialog box to save your data. A special **Save Address List** dialog box pops up. Allowing you to save the recipient list.



20. Type a name for the address list or customer records. Name it "**Client List**".

NOTE: Make sure to save your **Client List** inside the folder you created with your Sample Letter so that it will be easy for you to locate the files and revise when necessary. When you need to add more names or customer records. You can access your Client List, open it and add the data you need to add then save. It will automatically be included in the mail merge data.

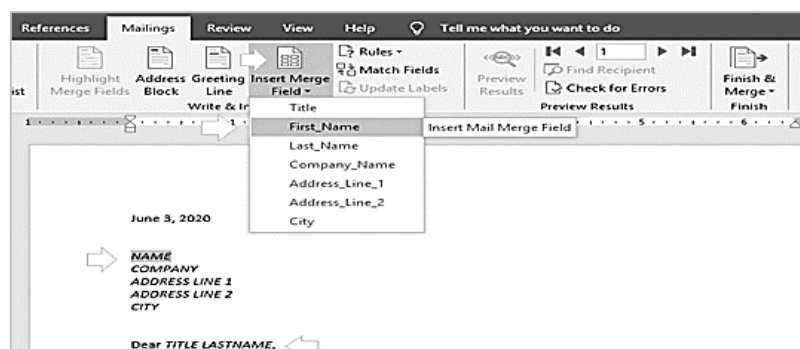


21. Click the **Save** button. You should be back on your main document soon after.

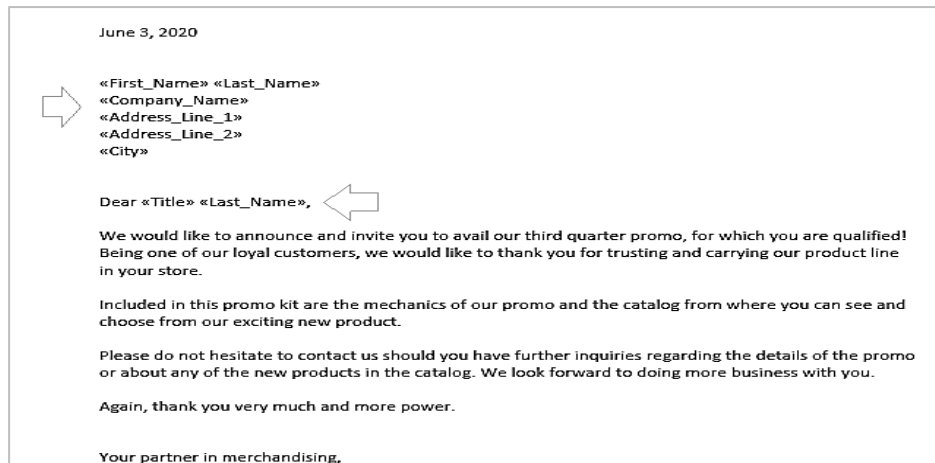
22. Select a field placeholder (ALL CAPS) in the main document.

24. Click the **Insert Merge Field** command button.

25. Choose the proper field to insert into your text. For example, if you are replacing the text name in your document with a name field, choose the **Name Field** from the **Insert Merge Field** menu. The field is inserted into your document and replaces the ALL CAPS text.



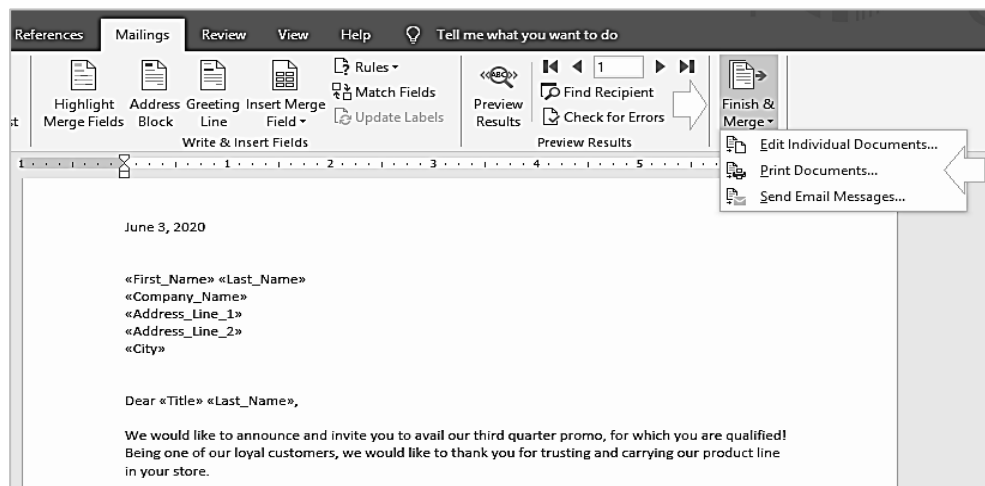
26. Continue adding fields until the document is complete. Repeat steps 22 through 24 as necessary to stick all fields into your document.



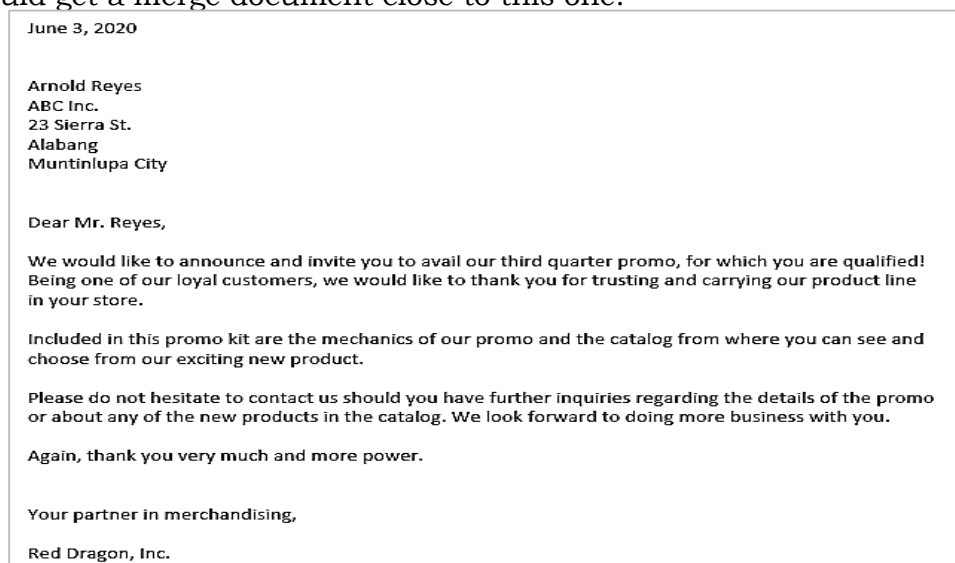
27. Save the document.

28. You can choose **Preview Results** to check your work before you send. Click it again to get it back to return to merged fields.

29. Choose **Finish & Merge** to edit, print or send your merged documents through email.



30. You should get a merge document close to this one.



31. Since the total customer information inputted in the merged document is 10, same number of pages must be seen in your output. Save and close your document.

You can now print the letters or send through email. It all depends on your company requirement or your purpose when you apply this knowledge personally or professionally.

INTEGRATING IMAGES AND EXTERNAL MATERIALS

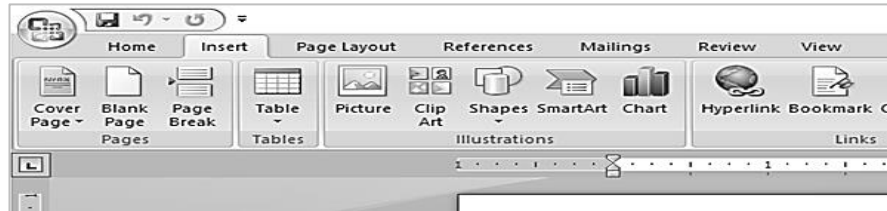


Integrating or inserting pictures in your document is fun and it improves the impression of your document. A common use of inserting a picture is when you create a resume. Knowledge in the different kinds of materials that you can insert or integrate in a word document and its characteristics can help you create a more efficient, richer document not only in content but also in physical form.

A better understanding of the physical form of your document as well as the different materials you integrate in it would allow you to be more efficient and versatile in using Microsoft Word.

KIND OF MATERIALS

There are various kinds of materials that the Microsoft Word is capable of integrating in order to make you documents richer, more impressive and more informative.



The screenshot above shows the kind of materials that can be integrated of inserted in your Microsoft Word document. One important thing to remember is that images and other materials are not to be inserted as images for design purposes only, but they are used to enhance or improve the effectiveness of the message you want to covert.

1. **Pictures.** These are electronic or digital pictures or photographs you have saved in any local storage device. There are 3 most commonly used types of picture files.
 - a. **.JPG.** Short for **.jpeg** or **Joint Photographic Expert Group**. Like all the rest of the image file extensions, it identifies the kind of data compression process that it uses to make it more compatible and portable through the internet. This type of image file can support **16.6 million colors** that is why it is suitable for use when working with full color photographic images.
 - b. **.GIF.** This stands for **Graphics Interchange Format**. This image is capable of displaying transparencies. It is good for blending with materials or

elements in your document. It is capable of displaying simple animation. It can only support up to **256 colors** which is good for logos and decors with very limited or solid color.

- c. **.PNG**. This pronounce as “**ping**”. It stands for **Portable Network Graphics**. Its development was basically for the purpose of transporting images on the internet at fast rates. It does not support animation like .GIF. It can display up to about **16 million colors**, so image quality for this image file type is also remarkably improved.
2. **Clip Art**. This is generally a.GIF type; line art drawings or images used as generic representation for ideas and objects that can be integrate in the document. Microsoft Word has a library of clip arts that is built in or can be downloaded freely.
3. **Shapes**. These are printable objects or materials that can be integrated in the document to enhance the appearance or to allow anyone to have some tools to use for composing and representing ideas of messages.
4. **Smart Art**. These are predefined sets of different shapes grouped together to form ideas that are organizational or structural in nature. It is use to graphically represent an organization, process relationship or flow for infographic documents.
5. **Chart**. It is useful when preparing reports that correlate and present data in a graphical manner. A chart can be created that can be integrated in Microsoft word imported from Microsoft excel.
6. **Screenshot**. Microsoft Word provides a snipping tool for your screenshots so that you can select and display only the part that you exactly like to capture in the screen

IMAGE PLACEMENT

In practice, inserting an image or any other material in your document is quite easy especially if the material already existed in your local storage device. If the image you would like to be inserted is on a webpage. You can download, copy and paste in your document. You will need to observe the Intellectual Property Rights to avoid violating others rights. This topic will let you know the different characteristics of **text wrapping** options that you can use to integrate image in your document.



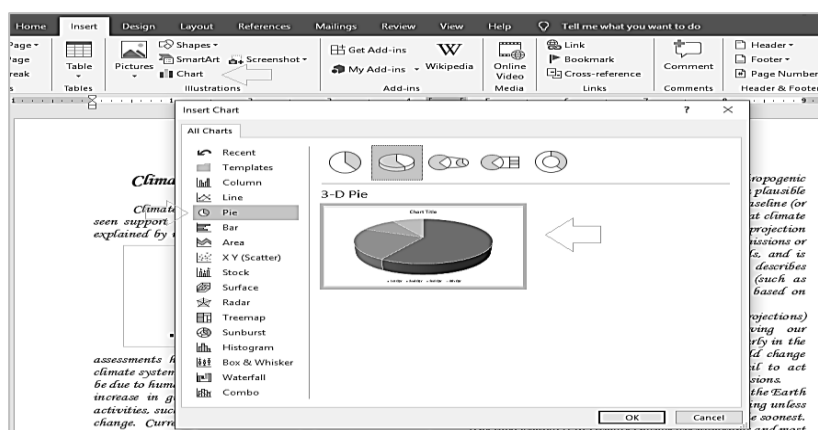
The image below is the wrap text drop-down menu in Microsoft Word document showing the preset options.

1. **In Line with Text.** This is the default setting for images that are inserted or integrated in your document. It treats the image like a text font with the bottom side totally aligned with the text line.
2. **Square.** This setting allows the image you inserted to be placed anywhere within the paragraph with the text going around the image in a square pattern like a frame.
3. **Tight.** This is the same as the Square setting, but here the text “hugs” or conforms to the general shape of the image. It allows you to get a more creative effect on your document.
4. **Through.** This setting allows the text on your document to flow even tighter, taking the contours and shape of the image. This can be used with .GIF or .PNG type of image.
5. **Top and Bottom.** This setting pushes the text away vertically to the top/and or the bottom of the image so that the image occupies a whole line on its own.
6. **Behind Text.** This allows your image to be dragged and placed anywhere on your document but with all the text floating in front of it which makes your image look like a background.
7. **In Front of Text.** This setting allows your image to be placed right on top of the text as if your image was dropped right on it, the text can be covered by the image.

Exploration: Let’s pull out the topic about a climate change in the Philippines or about our environment that you prepared from the start up tasks. Make sure that your sample pictures are ready for integration to the article so we can produce a good layout or output. We will use all the image placements mentioned in this module. We will use alternative to insert images or pictures that are built in Microsoft Word.

Additional tips:

1. You can insert a chart from the **Illustration** group under the **Insert** tab, click on chart to bring out the **Insert Chart** in the dialog box. An example of this chart is Exploded Pie in 3D. You can edit it.
2. To edit the chart, right click on the chart then select edit data. You start editing it base on the output that you want to see in your document.

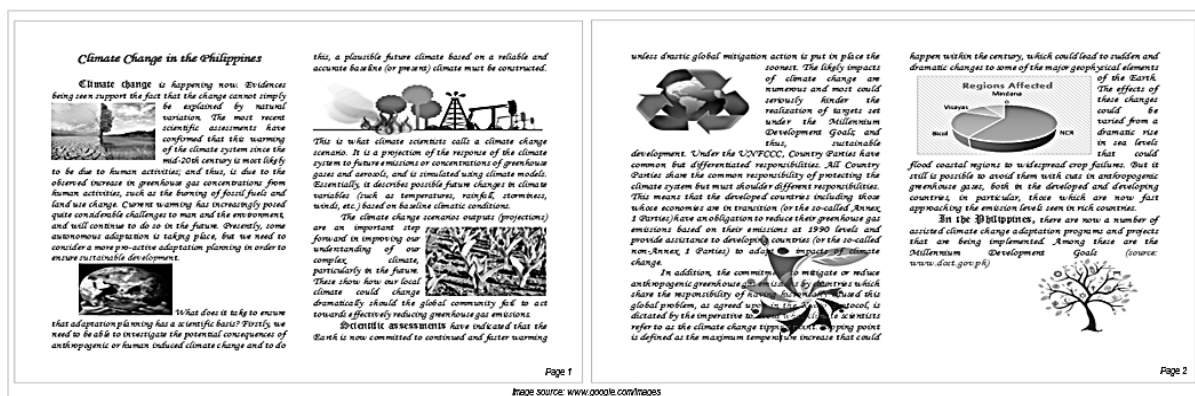


3. In the **Illustrations** group under the **Insert** tab, click **Pictures** then select the source of your images or file or you can open the folder where your file is located then use the shortcut keys **Ctrl + C** to **copy** then go your document or article then use **Ctrl + V** to **paste** the image.

To demonstrate in making a media rich documents, we will use “**Climate Change in the Philippines**” article to show how the image integration can be applied and inserting a graph. You will see the different image placements used in the article including the chart to make a desirable output. You must be reminded that the image or picture you will use must be related to the topic. Layout used was landscape with 2 columns per page.



This is the final article on Climate Change in the Philippines in two pages showing integrated pictures with a chart.





ACTIVITIES

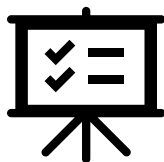
Make an individual article regarding the topics mentioned below. You can conduct research about it or compose an essay type article. You must observe proper citation when you choose to do a research. Select only one from these topics. The required pages will be 4-6 pages. You can use any font style but make sure to use font size of 12 for the text, 16 for the sub heads and 18 for the title. You can use italics, bold and underline text to come up with your desired layout.

- History of your School
- History of your town/city
- Article about Covid-19
- Your personal experiences during the Covid-19 Pandemic

The output will be shown and graded by your subject teachers in your section. Make a cover letter address to them using mail merge from your own computer. The data list will be based on the number of teachers in your section. In your article, make a layout based on integrating images and external materials module using all the image placements discussed. You must include a chart to your article. The images that you will use must be related to the topic you have chosen.

Submit a soft copy of your completed activity to your subject teachers on the following meeting. Here is the rubrics for this activity.

Category	Exemplary (4)	Accomplished (3)	Developing (2)	Beginning (1)	SCORE
Skills	All skills in Advanced Word Processing are applied.	Most skills in Advanced Word Processing are applied.	Some skills in Advanced Word Processing are applied.	Few or no skills from Advanced Word Processing are applied.	
Content	The output exceeds the expectations.	The output is complete.	The output is somewhat complete.	The output is incomplete.	
Accuracy	The output is free from errors.	The output contains minimal errors.	The output has several errors.	The output contains many errors.	
Efficiency	Finished the task in the most efficient way without wasting time and effort.	Finished the task in the projected amount of time.	Completed the task but used methods that consumed more time or sources.	Used the least efficient method in finishing task.	



WRAP UP

This module talked about how Microsoft Word can be used efficiently by maximizing its full capabilities. Mail Merge, being one of its features, allows you to create a single template which can be sent to multiple recipients.

In addition to that, integrating images and external materials can have rich-content media and improve the overall appearance of the document.

Now, it is time for you to shine by sharing your own thoughts and ideas. There are blank spaces provided below so you can share it through the following guide questions:

- Which particular activities or subjects in school, this topic is most applicable to you? How are you going to use it or even make a better output?
- Will you apply it personally or in the future when you are already working for a company? What particular scenario that would be?



VALUING

Abraham Maslow said, *“If the only tool you have is a hammer, every problem looks like a nail.”* With the advancement in technology, try to discover by yourself what else you can use to make everything better than today, then share it for the benefits of other people.

Word processors, though a common tool in the workplace can be quite cunning at time especially if you are typing a letter or making simple invitations. By doing so, the amount of time you utilize, particularly in Microsoft Word application is only superficial. Imagine working in a company, you host an event like product launching where you will invite 100 customers. The management of the company assigned you to lead the task. *How are you going to accomplish this task using the knowledge, you gained in this module? What will be your plan to complete it so your immediate superior will recognize your effort?*

Furthermore, this module discussed another advanced feature of Microsoft Word which is integration of images and other external materials. It tackled how images and other materials are placed within the document and how to manipulate them by using a layout option specifically, text wrapping. Knowing these features can save you time from figuring out how and where to put the image. Now, since it was already discussed to you in this module, *do you think that mail merge and image integration can be*

combined to complete a task, what would that task be? Can you think of reasons for a company to lessen their expenditures of using it to communicate with customers?

You can now take those questions above and share your thoughts using the space provided below.



POSTTEST

Directions: Select the letter that correspond to the correct answer. Write your answer on your notebook.

- Which of the following is not a component of mail merge?
a. Address b. Data file c. File name d. Form document
- Where can you find the Start Mail Merge button?
a. File tab b. Mailings tab c. References tab d. Home tab
- What field contains the information you need to merge with your mail document?
a. Address block b. Data file c. Contact list d. Directory
- Which image compression type allows you to display images in full color just like in digital pictures?
a. .bmp b. .gif c. .jpg d. .tiff
- What external materials allows you to insert organizational or structural template like organizational charts and flow charts on your document?
a. Chart b. Pictures c. Screenshot d. Smart art



KEY TO CORRECTION

Post-test:	1. D	2. B	3. B	4. C	5. C
Pre-test:	1. A	2. B	3. C	4. C	5. C

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- Page 14 Image from <https://www.gograph.com/vector-clip-art/environmental.html>
- Page 15 and 16 images from <https://guidetothephilippines.ph/articles/things-to-do/top-tourist-spots-philippines>
- Page 15 and 16 images form <https://www.javatpoint.com/ict-full-form>
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