



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

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, or from an existing document are needed. Editing and saving it are necessary tasks for creating document as well as printing.

CREATING DOCUMENTS

Creating new blank document:

1. Select *File* tab.
2. *Backstage view* will appear. Select *New>Blank document*.
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.



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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

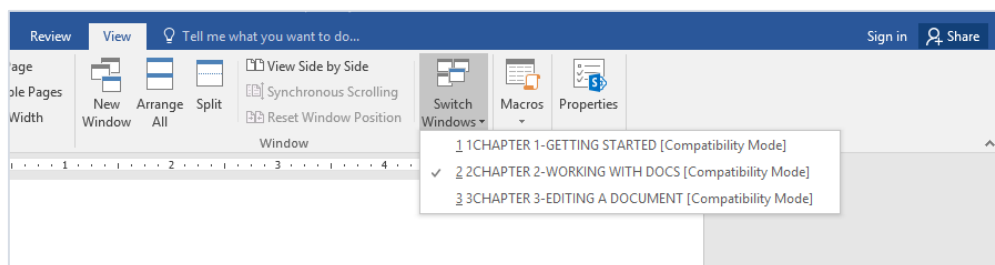
Hold down the **ALT** key and tap the **TAB** key once. The overlay will appear along with the icons for all open windows. Continue to press **TAB** until the looked-for document is highlighted and then release.

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.





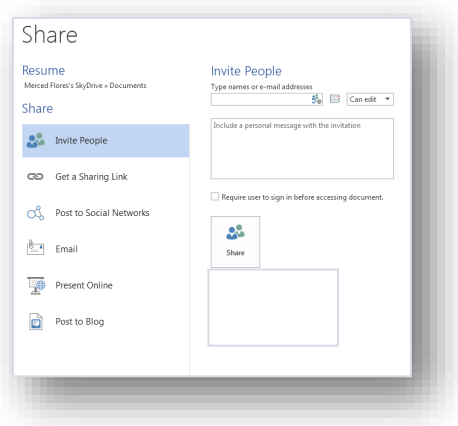
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SHARING DOCUMENTS

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 > click *Share*.
- 2. The *Share* pane appears.



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*.



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Deleting single characters:

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

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

Deleting a word:

Ctrl + Backspace deletes the word to the left of the cursor.

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

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**.



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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:



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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



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The following are the criteria in assessing the performances in **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.



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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



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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)* or 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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Prepared by: **LEILANI A. LEONCIO**
MILDRED M. DUMLAO
Name of Writers

Noted by: **LABERNE A. LADIGNON, JR**
Division ICT Coordinator/ OIC EPS

KEY TO CORRECTIONS

ACTIVITY 1

a. Creating a new document
Ribbon Command: Click File>New
Keyboard Shortcuts: Ctrl + N

b. Saving documents
Ribbon Command: Click File>Save
Keyboard Shortcuts: Ctrl + S or F12

c. Opening a document
Ribbon Command: Click File>Open
Keyboard Shortcuts: Ctrl + O