Instructor Inputs

Notes for Faculty

When conducting the Documenting and Presenting Data module, do keep the following points in mind:
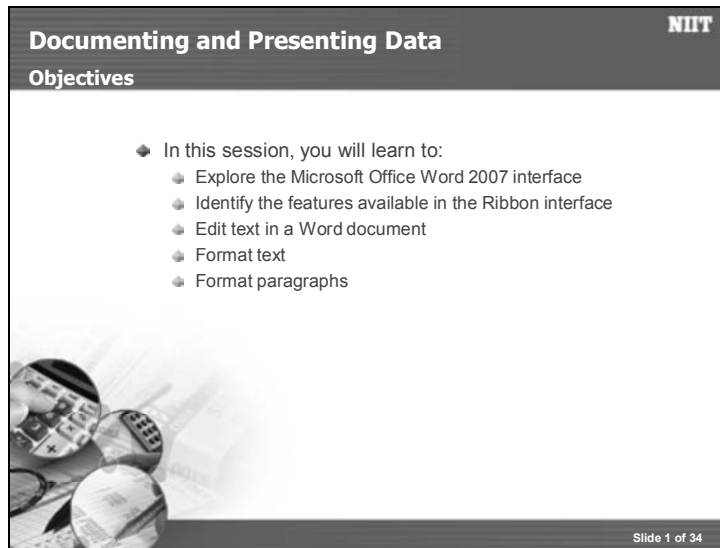
- This is an activity based course with lots of demonstrations. While demonstrating an activity, ensure that you involve all the students. Making your sessions interactive will help you retain the interest of the students.

- Use the slides for conducting all the sessions. The slides will help you make your session interactive.

- The slides for this course contain text in blue color at most places. However, at some places, text is written in red color. Wherever text is written in red, it indicates that you need to demonstrate the activity written in red color to the students.

Session Overview

This session covers Chapter 1of the book Document and Presenting Data – Student Guide (SG). In this session, you need to familiarize the students with the Word 2007 interface. In addition, you need to explain how to edit and format text.

Tips for Handling the Session

Slide 1

Start the session by sharing the objectives as given in the slide.

To know more about the Word interface, you can refer to the following link:

■   http://www.baycongroup.com/word2007/01_word2007.html

Slide 2

Discuss the importance of using the Microsoft Office package as a whole and also discuss why we should avoid keeping manual records of our documents. Emphasize on Microsoft Word and its area of work. Discuss the Word 2007 interface. Explain that the Word interface comprises of four components: Office Button, Quick Access Toolbar, Ribbon, and Status Bar.

Slide 3

Discuss the functionality provided by the **Office Button**. Discuss about the **Word Options** button that enables the user to personalize the Word 2007 environment by using various options such as defining the proofing options, changing the way documents are saved, and setting the print settings.

Slide 4

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- Quick Access Toolbar:
  - Is placed to the right of Office Button in the Word window.
  - Provides shortcuts to save a document and to undo/redo the changes made in the document.
  - Can be customized to include additional buttons by using the Customize Quick Access Toolbar drop-down arrow.

Slide 4 of 34

Explain the functionality provided by Quick Access Toolbar. Further, discuss its significance. Discuss the additional options that can be added to Quick Access Toolbar. Demonstrate how to place Quick Access toolbar below the Ribbon panel.

To know more about Quick Access Toolbar, you can refer to the following link:

- http://www.word07.com/quick-access-toolbar.htm

Slide 5

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- Status Bar:
  - Is placed at the bottom of the Word window.
  - Displays the following information/controls, by default:
    - Page number
    - Live Word Count
    - Contextual Spell Checker
    - Document Views
    - Zoom Controls

Slide 5 of 34

Slide 6

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- The Ribbon:
  - Is a panel at the top of a Word document window.
  - Comprises a few easily accessible commands that are needed to work on a document.
  - The Ribbon consists of seven basic tabs:
    - Home
    - Insert
    - Page Layout
    - Reference
    - Mailing
    - Review
    - View

Slide 6 of 34

The Ribbon panel is designed to simplify the use of various functional requirements to work with Word 2007. This is done by displaying more popular commands on the panel.

To know more about the Ribbon panel, you can refer to the following link:

- http://www.word07.com/the-ribbon.htm

Slide 7

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- An empty document is created when you start Word.
- You can also create documents by using:
  - Built-in templates
  - Your own templates

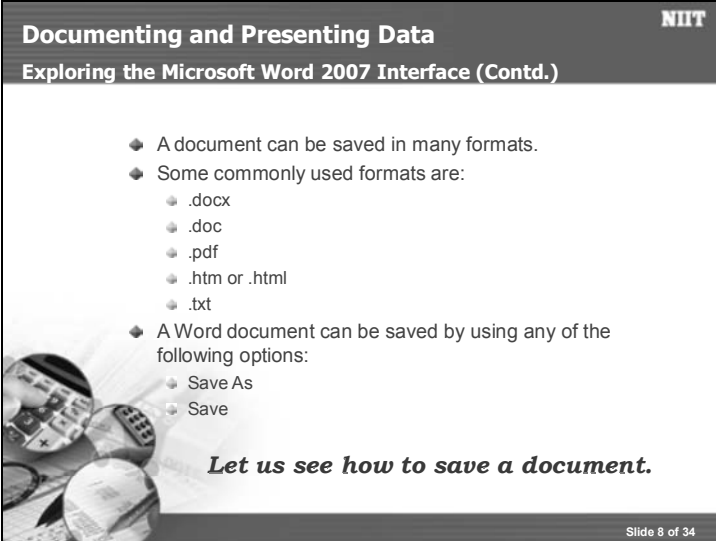*Let us see how to create a document.*

Slide 7 of 34

Demonstrate creating a document in Word 2007.

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Slide 8

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- A document can be saved in many formats.
- Some commonly used formats are:
  - .docx
  - .doc
  - .pdf
  - .htm or .html
  - .txt
- A Word document can be saved by using any of the following options:
  - Save As
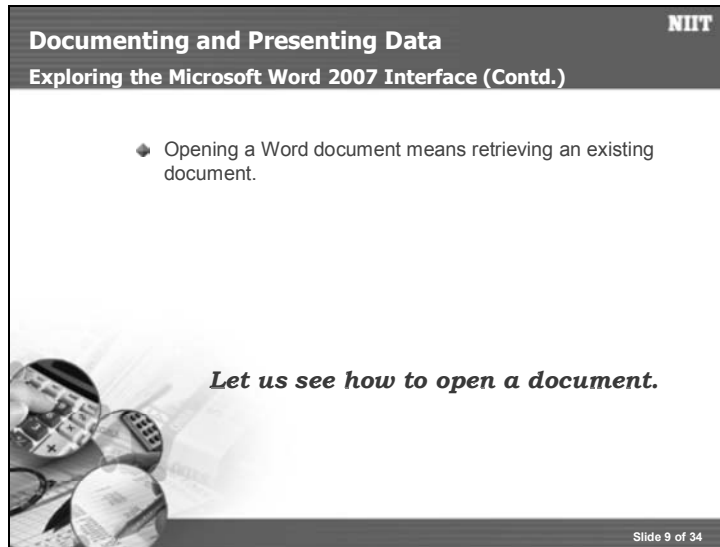 - Save

Let us see how to save a document.

Word 2007 uses the XML file format while saving a file. The XML file format offers certain advantages for the end users. Some of the advantages provided by XML file format are:

- Reduced file size
- Enhanced information recovery
- Easier detection of documents with macros
- Easier integration of information

In addition, Word 2007 performs compatibility check through a feature known as Compatibility Checker. The Compatibility Checker feature allows identifying the compatibility of objects used in a DOCX document when it is saved in an earlier version such as 1997-2003 version of Word.

In addition, demonstrate saving a Word 2007 document.

Slide 9

Demonstrate opening an existing Word 2007 document.

To know more about opening a file, you can refer to the following link:

- http://www.baycongroup.com/word2007/03_word2007.html

Slide 10

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- The Print Preview mode allows you to view a document as it would be printed on paper.
- While viewing a document in the Print Preview mode, you can alter the document according to your requirement.
- The Print Preview tab contains the following groups:
  - Print
  - Page Setup
  - Zoom
  - Preview

Let us see how to preview a document.

Slide 10 of 34

The Print Preview mode allows one to view or modify documents to suit the users' requirements. Discuss about the **Print Preview** tab and the options provided in the various groups of this tab.

Demonstrate previewing a document.

Slide 11

Documenting and Presenting Data
Exploring the Microsoft Word 2007 Interface (Contd.)

- You can close a Word document by selecting Close from the Office Button menu.
- If you make some changes to a document and then try to close without saving, Word will prompt you to save the document.

Slide 11 of 34

Slide 12

Documenting and Presenting Data
Identifying the Features Available in the Ribbon Interface

- Although there are seven tabs on the Ribbon, the following five tabs are used frequently while working in Word:
  - Home
  - Insert
  - Page Layout
  - Review
  - View

Slide 12 of 34

Discuss about the role of the Ribbon as a link between the user and the Word interface. Discuss the various tabs on the Ribbon and their respective role.

Slide 13

Documenting and Presenting Data
Identifying the Features Available in the Ribbon Interface (Contd.)

- Home Tab:
  - Contains commands for editing and formatting text.
  - Contains the following groups:
    - Clipboard
    - Font
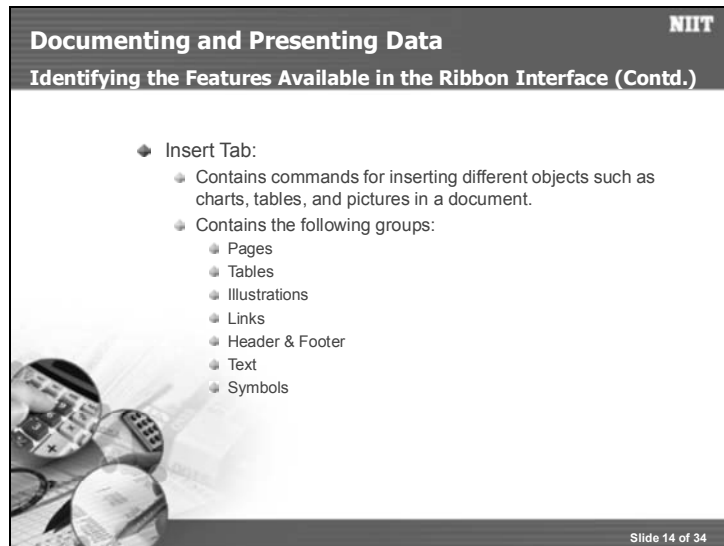   - Paragraph
    - Styles
    - Editing

Slide 13 of 34

Discuss about the **Home** tab and its functionality. Display the various options present in the groups of the **Home** tab. In addition, discuss the functionality of these options.

To know more about the Ribbon, you can refer to the following link:

■ http://www.computerworld.com/action/article.do?command=viewArticleBasic&artic leId=9010482&pageNumber=2

Slide 14

Discuss about the **Insert** tab and its functionality. Display the various options present in the groups of the **Insert** tab. In addition, discuss the functionality of these options.

Slide 15

Documenting and Presenting Data
Identifying the Features Available in the Ribbon Interface (Contd.)

- Page Layout Tab:
  - Contains commands for customizing the pages in a document.
  - Contains the following groups:
    - Themes
    - Page Setup
    - Page Background
    - Paragraph
    - Arrange

Discuss about the **Page Layout** tab and its functionality. Display the various options present in the groups of the **Page Layout** tab. In addition, discuss the functionality of these options.

Slide 16

Documenting and Presenting Data
Identifying the Features Available in the Ribbon Interface (Contd.)

- Review Tab:
  - Contains commands for reviewing and editing the contents in a document.
  - Contains the following groups:
    - Proofing
    - Comments
    - Tracking
    - Changes
    - Compare
    - Protect

Discuss about the **Review** tab and its functionality. Display the various options present in the groups of the **Review** tab. In addition, discuss the functionality of these options.

Slide 17

Documenting and Presenting Data

Identifying the Features Available in the Ribbon Interface (Contd.)

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- View Tab:
  - Contains commands to switch between various document views.
  - Contains the following groups:
    - Document Views
    - Show/Hide
    - Zoom
    - Window
    - Macros

Discuss about the **View** tab and its functionality. Display the various options present in the groups of the **View** tab. In addition, discuss the functionality of these options.

Slide 18

Documenting and Presenting Data

Editing Text in a Word Document

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- The basic edit operations that can be performed on a Word document are:
  - Navigating through text
  - Inserting text
  - Selecting text
  - Deleting blocks of text
  - Rearranging blocks of text
  - Searching and replacing text
  - Undoing the changes made in the text

Let us see how to edit text in a document.

Discuss with the students about editing text in a Word document. Tell them about the various ways to edit the text.

Demonstrate editing text in a Word document.

Slide 19

Use this slide to introduce the **Font group** on the **Home** tab. Discuss the various options in the **Font group**. Discuss the function of each option. In addition, tell the students that the options displayed in the **Font group** can also be accessed using the Font dialog box launcher. Discuss the various font size modification options such as Grow Font, Shrink Font, Subscript, and Superscript and the different situations where these can be applied.

Slide 20

Use this slide to explain the significance of highlighting text. Tell the students that highlighting text can make it stand apart from the rest of the text. You can give a demonstration of highlighting text from a paragraph.

In addition, discuss the importance of changing the color of the text in a document.
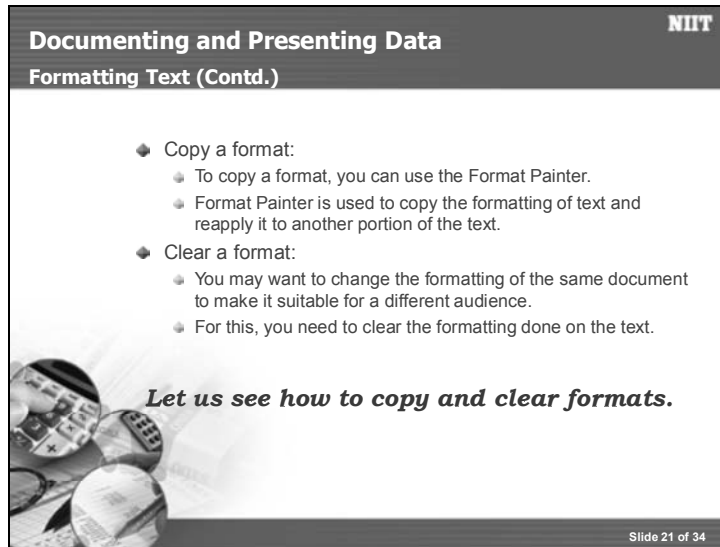
Demonstrate how to change the text color.

Slide 21

Documenting and Presenting Data
Formatting Text (Contd.)

- Copy a format:
  - To copy a format, you can use the Format Painter.
  - Format Painter is used to copy the formatting of text and reapply it to another portion of the text.
- Clear a format:
  - You may want to change the formatting of the same document to make it suitable for a different audience.
  - For this, you need to clear the formatting done on the text.

Let us see how to copy and clear formats.

Slide 21 of 34

Explain the concept of copying and clearing text format. Often, there is need to copy a particular text format to other parts of the document and also to other documents. In addition, to maintain consistency and to save time, we copy text format. The text format can be copied by using the **Format Painter**.

To use **Format Painter**, you need to perform the following steps:

■ Select the text with the required formatting.

■ Click the **Format Painter** button in the **Clipboard** group on the **Home** tab. Notice that the cursor changes to a paintbrush and an I-beam.

■ Select the text that is to be formatted and click.
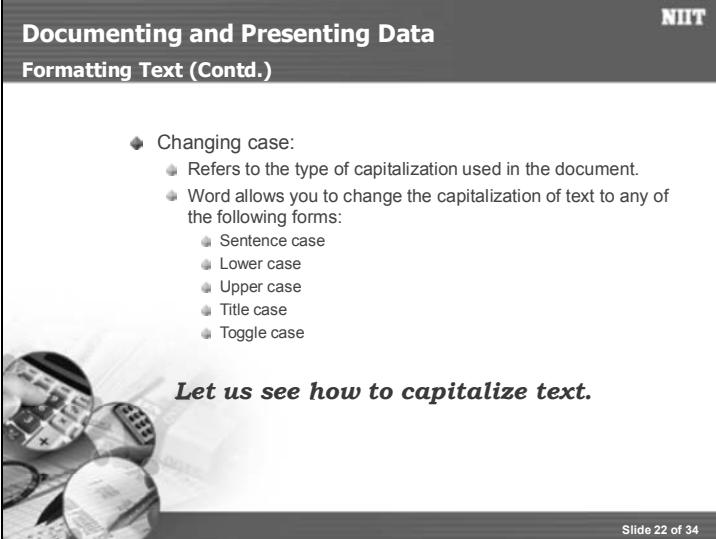
The required formatting is applied to the text.

Also discuss situations where we do not want to put effects in our text. In such cases, we have to remove the effects applied to the text.

In Word 2007, you can clear the text formatting by using the following options:

■ Using the **Font** group: To clear the formatting by using this option, select the text and click the **Clear Formatting** button in the **Font** group.

■ Using the **Reveal Formatting** task pane: To clear the formatting by using this option, you need to perform the following steps:

● Select the required text.

● Click the scrollbar in the **Styles** group on the **Home** tab.

● Click the **Clear Formatting** button to clear the previously applied formatting.

Then, demonstrate how to copy and clear formats.

Slide 22

Discuss about changing the case of text. Discuss a situation where you want specific text to stand out from rest of the document, such as the heading of a document. In addition, you can have different cases for the subheadings and the body text. Discuss the various options to change the case of the text. Tell the students that they can change the case of the text by using the **Change Case** button in the **Font** group on the **Home** tab.

Demonstrate how to capitalize text.

Slide 23

Documenting and Presenting Data   NIIT
Formatting Paragraphs

- You can increase the readability of your document by presenting the text in paragraphs.
- Paragraph formatting includes:
  - Applying paragraph spacing
  - Applying line spacing
  - Aligning text
  - Indenting text
  - Setting tabs to align text
  - Adding bullets and numbers
  - Applying borders and shading
  - Applying styles

Slide 23 of 34

Explain the importance of formatting paragraphs in a document. Discuss how the alignment and spacing of paragraphs and use of bullets affect the readability of a document. Tell the students that they can increase the readability of their document by representing the text in paragraphs and formatting these paragraphs to include distinct characteristics such as spacing, alignment, bullets, and shading. Discuss the various paragraph formatting options with the students.

To know more about paragraph formatting, you can refer to the following link:

■   http://www.baycongroup.com/word2007/04_word2007.html

Slide 24

Discuss the need for spacing the paragraphs. Tell the students that the paragraph spacing settings can be defined by using the **Paragraph** dialog box. To open the **Paragraph** dialog box, click the dialog box launcher in the **Paragraph** group on the **Home** tab.

Demonstrate how to change the spacing before and after a paragraph.

Slide 25

Documenting and Presenting Data

Formatting Paragraphs (Contd.)

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- You can define the amount of white spaces between lines of a paragraph.
- Line spacing refers to the amount of space from the bottom of one line of text to the bottom of the next line.
- By default, Word adjusts the line spacing to accommodate the largest character or the tallest graphic in that line.

Let us see how to change the spacing between lines of text in a paragraph.

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Demonstrate how to change the spacing between lines of text in a paragraph.

Slide 26

Documenting and Presenting Data

Formatting Paragraphs (Contd.)

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- The position of text with respect to the left and right margins is called alignment.
- By default, Word sets the top and bottom margins at 1 inch and the left and right margins at 1.25 inches.
- You can change the margin settings by using the Margins gallery.
- A gallery is a library that lists the outcomes of certain commands found within the Ribbon.
- You can set the alignment by using the following options
  - Align text left
  - Center
  - Align text right
  - Justify

Slide 26 of 34

Define margins to the students.

A margin is a blank area bordering the text along the top, bottom, left, and right borders of a document page. It specifies the size of the document's effective text area.

Further, describe aligning text in a document. Discuss the concept of setting the margins of the document.

Slide 27

Slide 28

Tell the students about the different types of alignment settings and give a demonstration on each of them.

Slide 29

Documenting and Presenting Data

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Formatting Paragraphs (Contd.)

- Tab stops:
  - Are locations along the horizontal ruler that indicate how far to indent text or to begin a section of text.
- The following list displays the types of tab stops:
  - Left
  - Right
  - Center
  - Decimal
  - Bar
- Word also provides tab leaders that can be inserted before the tab.

Let us see how to set tab stops and tab leaders.

Tell the students about the importance of setting tab stops in a page. While discussing the types of tab stops, explain leader character.

In addition, tell the students that the tab settings can be defined by using the **Tab** dialog box, which can be accessed by double-clicking any tab stop on the ruler.

In addition, tell the students that to display accurate measurements correct up to 0.01 inch in the ruler, hold down the **Alt** key as they drag the tabs. Also tell them that the type of tab they select remains active until they change it, so that they can set several similar tabs quickly by just clicking them.

Demonstrate how to set tab stops and tab leaders.

Slide 30

Tell the students that a list is used to group information in a listed format. Discuss that lists are used to present the information in a series so that the reader is able to understand the text easily. Tell them that it is a good practice to put the data in a list rather than in a paragraph.

Discuss cases where a bulleted list or a numbered list can be used.

Demonstrate how to create bulleted and numbered lists.

Slide 31

Discuss the impact of applying borders and shading to a document. Discuss how a page can be made impressive by providing borders and shading to it.

Demonstrate how to apply borders and shading.

Slide 32

Documenting and Presenting Data
Summary

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- In this session, you learned that:
  - Word 2007 is a word processing application that enables you to create, format, and print documents.
  - The components of a Word window are:
    - Microsoft Office Button
    - Quick Access Toolbar
    - Microsoft Office Window frame
    - Ribbon
  - The basic operations performed in a Word document are:
    - Creating documents
    - Opening documents
    - Saving documents
    - Closing documents

Slide 32 of 34

Explain the concept as given in the SG.

Give examples wherever possible.

Slide 33

Documenting and Presenting Data
Summary (Contd.)

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- The text editing operations that can be performed in a Word document are:
  - Inserting text
  - Navigating through text
  - Selecting text
  - Deleting blocks of text
  - Rearranging blocks of text
  - Searching and replacing text
  - Undoing the changes made in the text
- You can modify the appearance of text in a document by using various formatting options such as:
  - Modifying fonts
  - Highlighting text
  - Changing text color
  - Copying format
  - Clearing format

Slide 33 of 34

Explain the concept as given in the SG.

Give examples wherever possible.

Slide 34

Documenting and Presenting Data
Summary (Contd.)

- A font is a formatting characteristic that defines the way in which text appears in a document. You can change the appearance of text by modifying the different characteristics of fonts.
- You can draw attention to specific text in a document by marking it with a different color.
- The case defines the type of capitalization used in a word or a sentence.
- You can use bullets and numbers to make the lists in your document attractive and easy to read.
- Word enables you to apply borders and shading around the selected text in a document.
- A style is a collection of formatting characteristics that defines the way in which text appears in a document.
- You can copy the format of a portion of the text and apply it to another portion by using the format painter.

Slide 34 of 34

Explain the concept as given in the SG.

Give examples wherever possible.

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