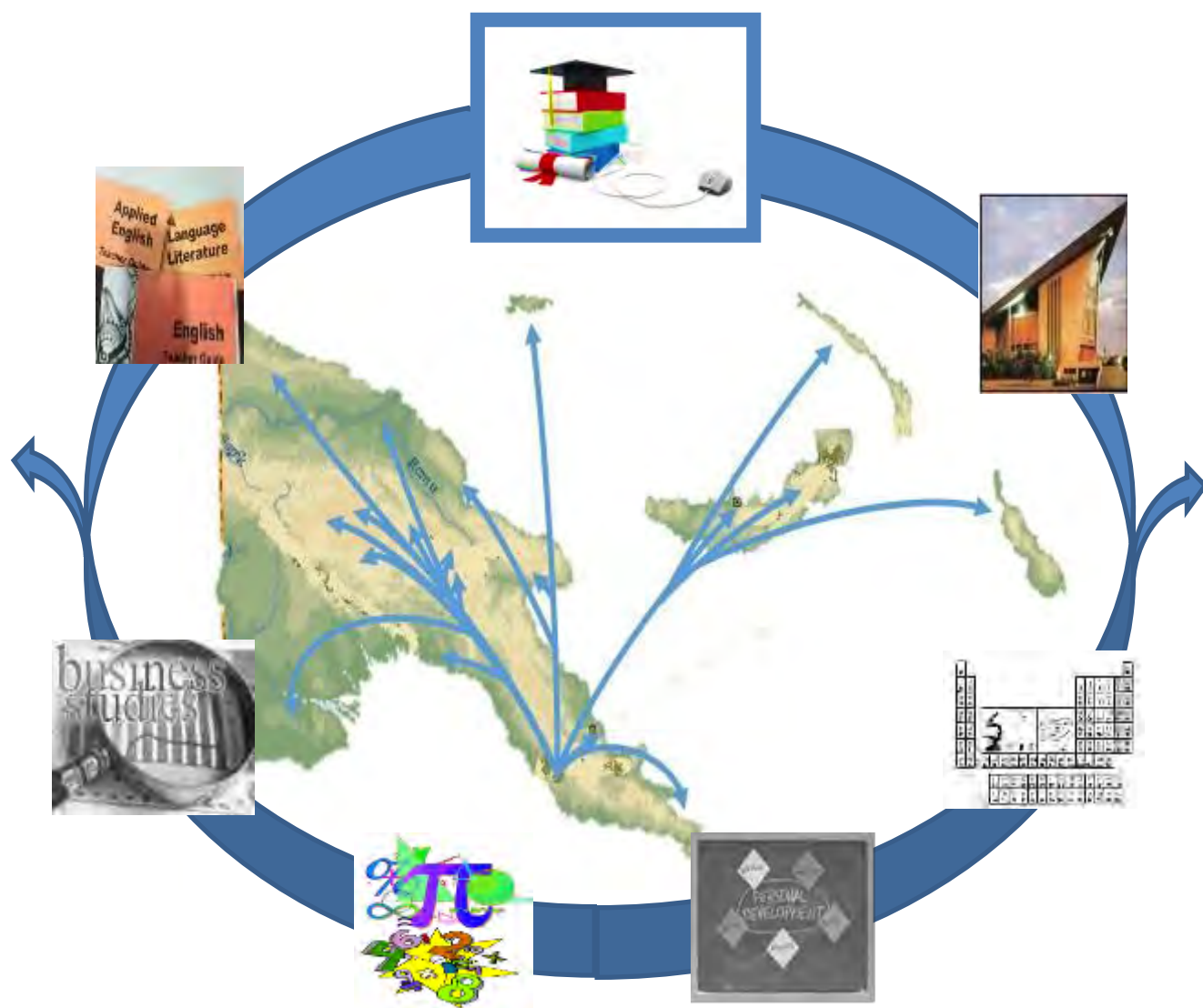




**DEPARTMENT OF EDUCATION
GRADE 11
INFORMATION COMMUNICATION TECHNOLOGY
MODULE 2 – ADVANCE WORD PROCESSING**



FODE DISTANCE LEARNING



**PUBLISHED BY FLEXIBLE OPEN AND DISTANCE EDUCATION
FOR THE DEPARTMENT OF EDUCATION
PAPUA NEW GUINEA**



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UNIT MODULE 2

ADVANCED WORD PROCESSING

TOPIC 1: STARTING WITH WORD

TOPIC 2: FORMATTING

TOPIC 3: WORKING WITH TABLES

TOPIC 4: MORE WORD PROCESSING SKILLS



Acknowledgements

We acknowledge the contribution of all Secondary and Upper Primary teachers who in one way or another helped to develop this Course.

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DIANA TEIT AKIS
Principal-FODE



Flexible Open and Distance Education
Papua New Guinea

Published in 2017

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SECRETARY'S MESSAGE

Achieving a better future by individual students, their families, communities or the nation as a whole, depends on the curriculum and the way it is delivered.

This course is part and parcel of the new reformed curriculum – the Outcome Base Education (OBE). Its learning outcomes are student centred and written in terms that allow them to be demonstrated, assessed and measured.

It maintains the rationale, goals, aims and principles of the National OBE Curriculum and identifies the knowledge, skills, attitudes and values that students should achieve.

This is a provision of Flexible, Open and Distance Education as an alternative pathway of formal education.

The Course promotes Papua New Guinea values and beliefs which are found in our constitution, Government policies and reports. It is developed in line with the National Education Plan (2005 – 2014) and addresses an increase in the number of school leavers which has been coupled with a limited access to secondary and higher educational institutions.

Flexible, Open and Distance Education is guided by the Department of Education's Mission which is fivefold;

- to facilitate and promote integral development of every individual
- to develop and encourage an education system which satisfies the requirements of Papua New Guinea and its people
- to establish, preserve, and improve standards of education throughout Papua New Guinea
- to make the benefits of such education available as widely as possible to all of the people
- to make education accessible to the physically, mentally and socially handicapped as well as to those who are educationally disadvantaged

The College is enhanced to provide alternative and comparable path ways for students and adults to complete their education, through one system, many path ways and same learning outcomes.

It is our vision that Papua New Guineans harness all appropriate and affordable technologies to pursue this program.

I commend all those teachers, curriculum writers and instructional designers, who have contributed so much in developing this course.

UKE KOMBRA, PhD
Secretary for Education



UNIT 2: ADVANCED WORD PROCESSING

INTRODUCTION

For a new user, using Microsoft Word may seem scary at first. But as you get used to using it, it all starts to make sense. Microsoft Word is mainly used to write report, memos and other type of documents.

If you are a previous user of Microsoft Word 2007, you will find that there are certain similarities to MS Word 2010. However, take note of the following changes to MS Word 2010. This feature can also apply to other Office 2010 programme.

- **Backstage view** – contains everything you want to do with a file like saving, printing, share and open. You can open Backstage View by clicking **File** which shows all the information about the file.
- **Customise the feature** – you can customise the ribbon, tabs, create your own group, add and remove buttons and more.
- **Create copies of unsaved file** – this means saving a temporary file of a document when you close MS Word and did not save the changes to your document.
- **New Smart Art graphics**
- **Built-in Screen Shot tool** – used for creating a picture of the active screen without using another software program.
- **Background removal in photos.**
 - Take note that activities are found at the end of every module lesson and summative exercises after every topic. All answers to activities are found after the summative exercises.

The following icons are used in this module:



Student Aims



Student Activity



Time Frame



Note



Practical Student Activity



Answers to Learning Activity



Objectives or aims

On successful completion of this module, students will be able to:

- apply skills and concepts to create suitable documents for the end user
- integrate word processing with other applications to create well- designed documents



Time Frame

This unit should be completed within 10 weeks.

If you set an average of three hours per day, you should be able to complete the unit comfortably by the end of the assigned week.

Try to do all the learning activities and compare your answers with the ones provided at the end of the unit. If you do not get a particular exercise right in the first attempt, you should not get discouraged but instead, go back and attempt it again. If you still do not get it right after several attempts then you should seek help from your friend or even your tutor. Do not pass any question without solving it first.



11.2.1 STARTING WITH WORD

The most commonly used application software is Microsoft Word. It is used from writing a simple letter to creating a desktop publishing type of document.

11.2.1.1 Getting Started With Word

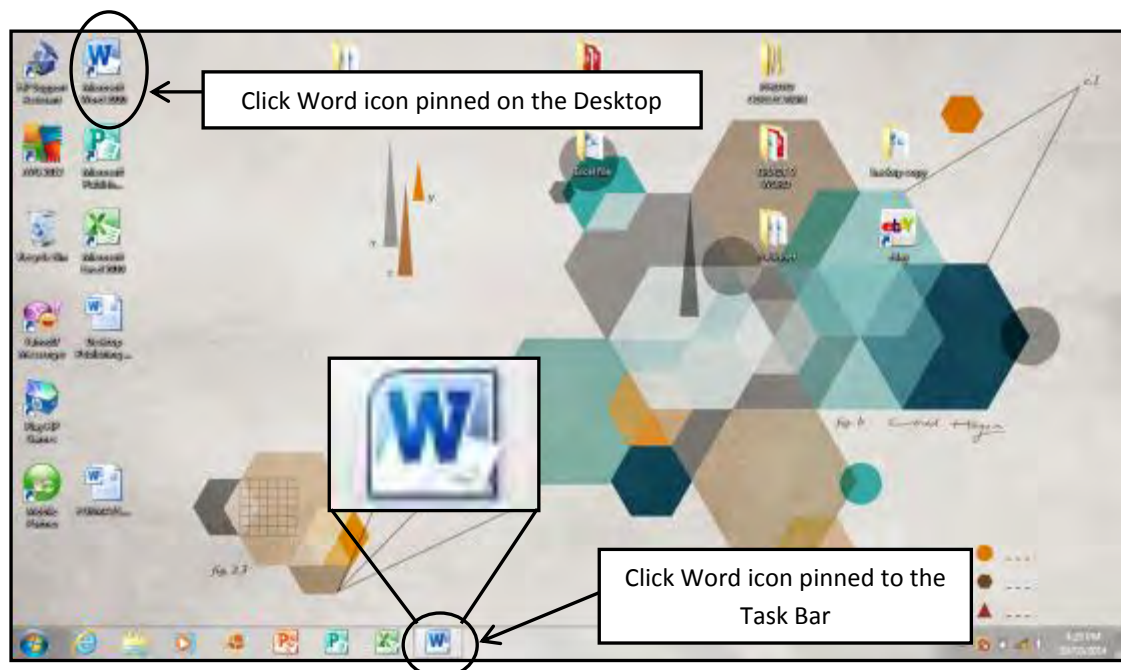
Opening Word Program

You have learned to open MS Word program from the previous lesson in Grade 9 and 10 Design and Technology – Computing. If you already have the skills needed you may skip this part and proceed to the next lesson.

A. Using Icon

Icons are terms used to refer to images which represent a task. Some icons in Office program look the same. This means that these icons perform the same function whatever Office program you are using.

To open MS Word using an icon, click the Word icon located in the Taskbar or on the Desktop.



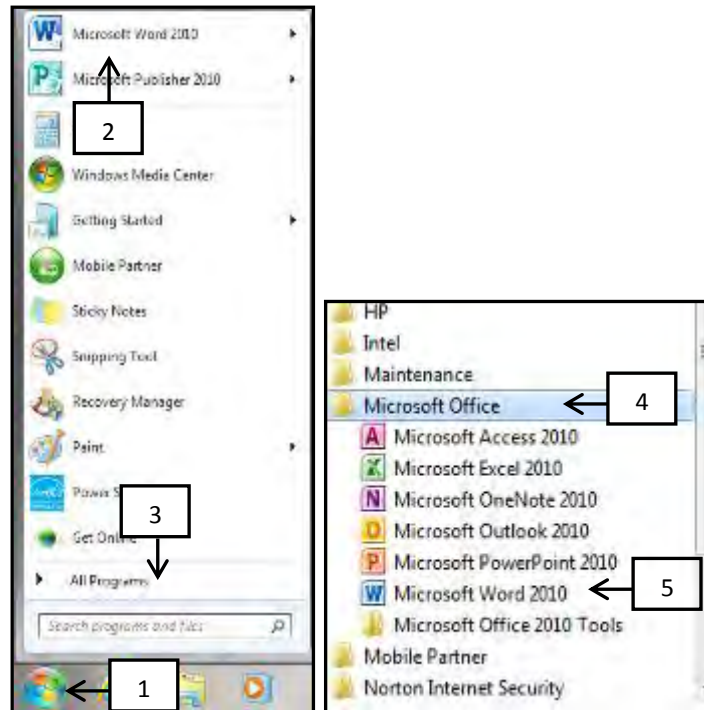
B. Using the Start Menu

Start Menu appears whenever you click the Start button. This contains program installed in your computer. You can open the program by performing the following task.

1. Click **Start**.
2. Click **MS Word shortcut** or
3. Click Start and choose **All Programs**



4. Scroll up or down and click the **Microsoft Office** folder.
5. Click **Microsoft Word 2010**.



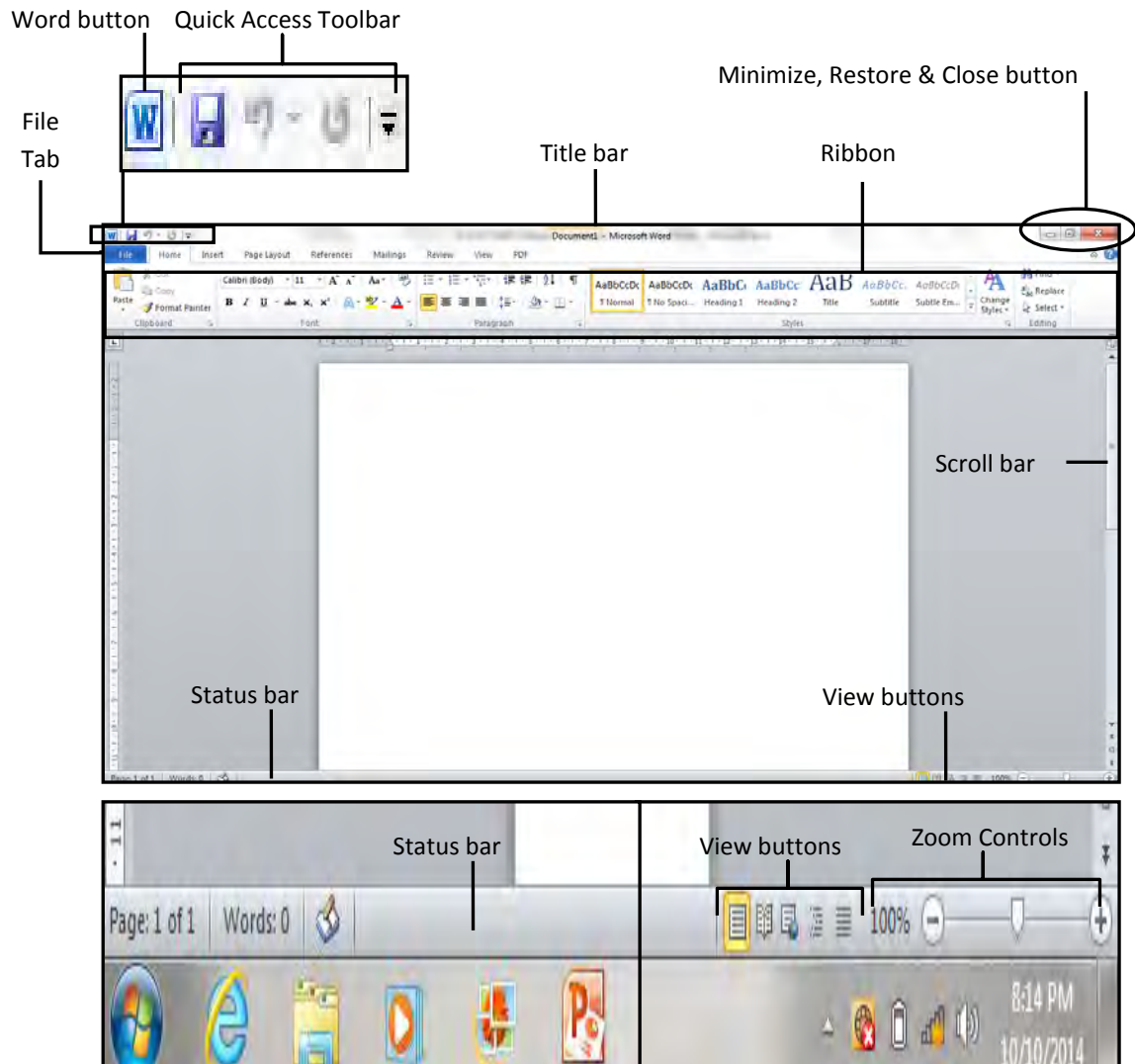
The Word Screen

It is confusing to look at MS Word screen the first time you opened it. But, as you progress through this module, you will gain your confidence. Below are the different parts of the Word screen and their descriptions.

- File tab – contains file management task like open, save and save as.
- Word Button – contains a menu for restoring, moving, sizing, minimising, maximising and closing Word window.
- Quick Access Toolbar – contains commonly used commands like Save, Undo and Repeat. You can add or remove option in the Quick Access Toolbar.
- Title Bar – displays the name of the document currently open.
- Minimize, Restore, Close buttons – it shrinks, enlarge and close the word window.
- Ribbon –It contains Tabs which groups the different options you will use in MS Word.
- Scroll Bar – moves you within the document.
- Status Bar – gives basic information such as the number of page(s) of the document, the page you are currently in and number of words written in your document.



- View Buttons – changes the view of your document on screen.
- Zoom Controls – zooms in and zooms out the view of your document.



11.2.1.2 Creating, Saving and Closing a New Document

A Document is a term used by MS Word to refer to a letter, report or any written text that you create using Word. Any work done you created in MS Word must be saved so you can edit your work as needed.

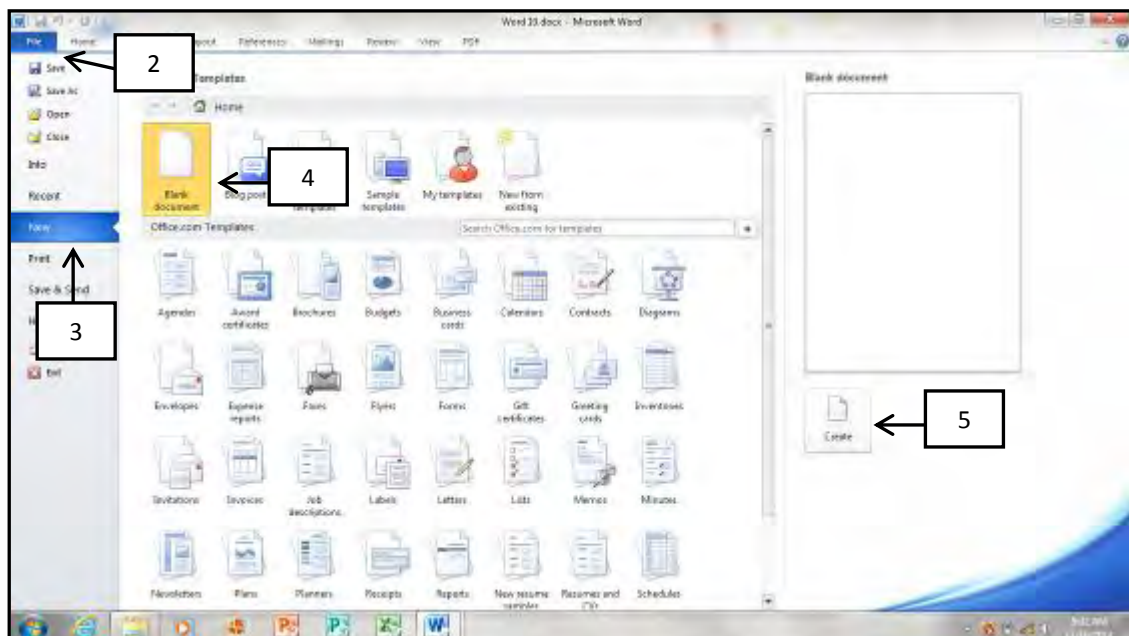
Creating a Document

You can start typing your work using a blank document or create a document from an existing template.

A. Creating a New Document

Microsoft Word gives an initial name of Document 1. You can type immediately in this document which you can later save as your own document. Follow the steps below to create a new document.

1. Open Microsoft Word using any of the ways discussed in the previous lesson(s). Type your text.
2. Click **File**.
3. Choose **New**.
4. Click **Blank Document**.
5. Click **Create**. Document 2 appears in your screen.

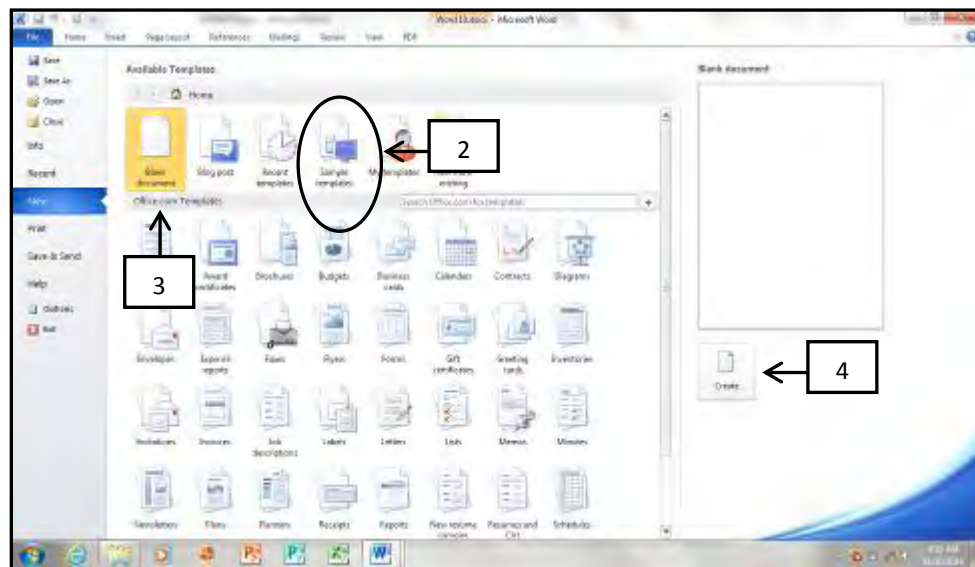


B. Create a Document Using a Template

A **template** is a special type of file that serves as a pattern for certain types of documents. It has a preformatted option which makes it easier for users to create various documents like memo, report, resume etc. More templates are available online

at Office.com. Below are the steps you can follow to create a document using a template.

1. Perform Steps 2 – 3 of Creating a **New Blank Document**.
2. Click **Sample Templates** and choose from templates available.
3. Choose from **Office.com** Templates available. Note that you need internet connection to use this option.
4. Click **Create**.



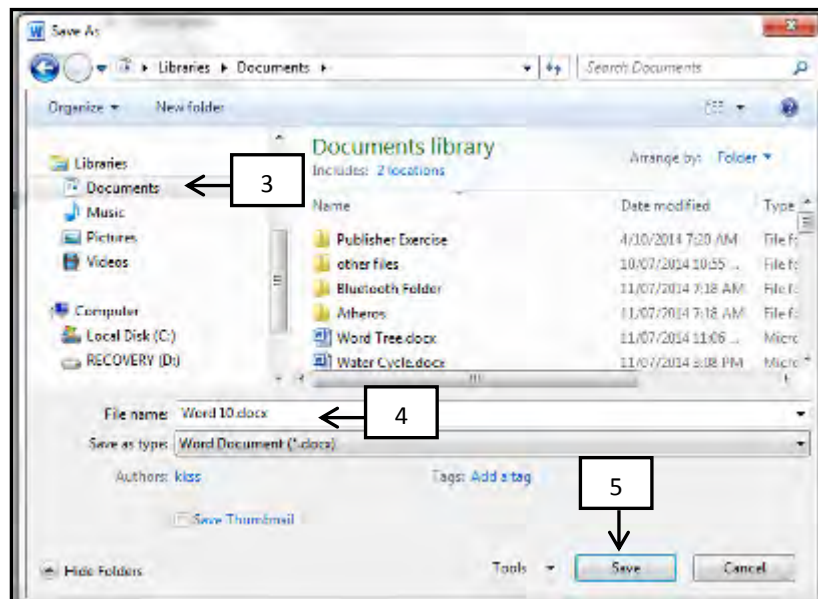
Saving a Document

Whether you created your document from a blank document or template, the same procedure applies to saving your work. Saving in Word follows the same steps as other Office program.

A. Saving Document For the First Time

Perform the following instruction to save your document for the first time.

1. Click **File** and choose **Save As**. The Save As dialogue box appears.
2. Click **Documents** to open the Documents Library. You can also use a flash drive or CD for saving your work.
3. Type the name or File name of your document.
4. Click **Save**.



Note: Use Save As if you are saving your work for the first time. Use Save or click the Save icon in the Quick Access toolbar if you are saving changes you have done to a previously saved document.

B. Saving Changes To Document

Follow the steps to save changes done to a previously saved document.

1. Click **File tab**.
2. Choose **Save**. Changes done to your document will be saved or

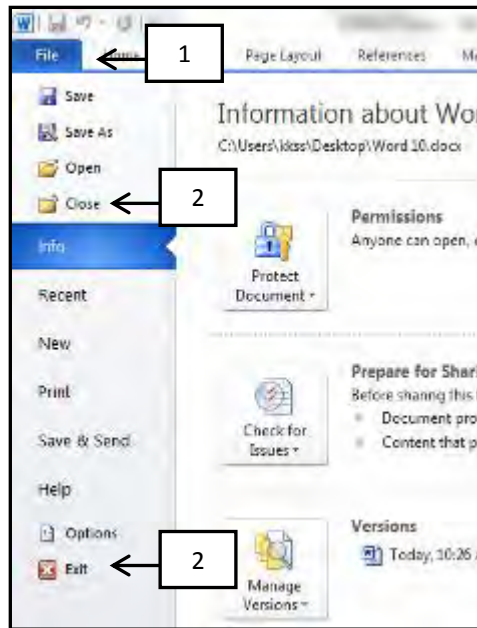
Click Save button located in the Quick Access toolbar.

Closing a document

When you are done using MS Word, you can close your document or close Word programme. Closing the document will close the document only leaving the program open and ready for the next task. Closing the program will close MS Word. Whatever option, MS Word will ask you to save changes to your document. Save or close the document as needed. Complete the steps to close word document and word program.

A. Closing Word Document

1. Click **File**.
2. Click **Close**, this will close the current document.



B. Closing Word Program

1. Click **File**.
2. Choose **Exit**. This will close the MS Word program.



Note: MS Word will display a dialogue box asking you to save your work before closing. Choose Save or Don't Save. Cancel will close the dialogue box and cancel closing of the document.



Student Activity 11.2.1.2

Perform the activity below to test your skill in creating, saving and closing a new document. Revise Lesson **11.2.1.2 Creating, Saving and Closing a New Document** if you are unsure on how to proceed with this activity.

1. Type the following text.
2. The following article on the next page was taken from **PNG Report August/September 2014** issue.



Melanesian Festival Celebrates Diversity

The Melanesian Festival of Arts and Culture, held in July, comprised of two weeks of vibrant performances, bringing people throughout the region together to highlight cultural diversity and commonality. Featuring traditional and contemporary artists in dancing, singing, fine arts, theatre, textiles and traditional games, the celebrations play a key role in preserving the Melanesian cultures, while raising the region's tourism profile by promoting the cultural diversity and uniqueness to countries outside the Pacific region.

Hosted every four years in different locations, this year's festival was held in Papua New Guinea with the main event being staged near the National Museum and Art Gallery in Port Moresby.

Smaller performances were held in Alotau, Kokopo, Mt Hagen and Wewak to represent the cultural diversity throughout the region and PNG itself; with all the overall theme of the event designed to celebrate the uniqueness of the five Melanesian Spearhead Group countries of Fiji, New Caledonia, Solomon Islands, Vanuatu, and Papua New Guinea.

Unlike previous years, an invitation was extended to Melanesian communities from the Torres Strait Islands, West Papua and East Timor to take part in the celebration.

There were concerns over some events which lacked organisation. The overall response was positive with most participants confident that the festival presented vibrant performances and showcased many aspects of the Melanesian cultures.

Head delegation to the Solomon Islands contingent, and Permanent Secretary of the Ministry of Culture and Tourism, John Wasi told the Solomon Star that he was pleased with how the festival represented Melanesian countries.

"It is pleasing to see that our performances in music, dance, art and crafts, fashion design and theatre performance, drawing so much attention to all festival venues throughout Papua New Guinea," he said.

Wasi stressed to journalists the importance and significance of the festival in regard to the successful promotion of the region to the outside world. The National Cultural Commission through the Ministry of Tourism, Arts and Culture coordinated the event.

The first Melanesian Festival of Arts and Culture was hosted by the Solomon Islands in 1998. Since then, the festival has developed into an important event for the entire Melanesian region and attracted significant attention throughout the Pacific region, including Australia.

This successful event will be followed in 2016 by the 12th Festival of Pacific Arts, which will be held on the Melanesian island of Guam.

The 5th Melanesian Festival of Arts and Culture served as a reminder of the region's cultural diversity, while showcasing it as a tourist destination.

By Sarah Byrne



3. Do not worry if you see a green and red line underneath the words you are typing. These are grammar and spelling error which can be corrected later during the course of our discussion.
4. Save your work. Use the filename **Melanesian Festival**.

11.2.1.3 Text Basic 1

When you open MS Word, a new blank document appears. This document is now ready to type text. This lesson will describe the various ways of manipulating text in your document.

Encoding Text

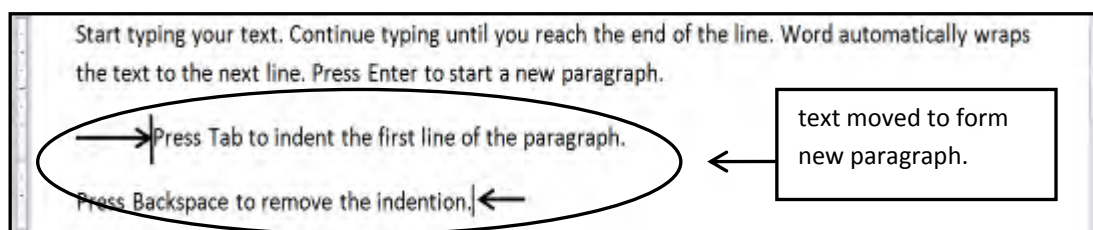
Encoding is a term used to refer to text that you are typing using a computer. Keep the following things in mind when encoding.

- Type your text until you reach the end of the paragraph line. Do not press Enter. The computer will automatically move the cursor to the next line of the paragraph.
- Do not be concern about spelling and grammar error. This can be checked later using the Spelling and Grammar checker.
- Format your text after you have finished encoding your text.

A. Type and Edit Text

Complete the instructions below to learn on how to edit text using MS Word.

1. Start typing your text. The cursor indicates the current location where your text appears.
2. Word automatically wraps the text to the next line. Press **Enter** to start a new paragraph.



B. Insert Text and Delete Text

Word, by default, is set to **Insert mode**. This means that the text you type, the existing words immediately moves to give way to the new text you insert. Follow the steps below to insert and delete text.

1. Position the cursor between words and start typing. The text immediately moves.
2. Use Backspace to delete the indention or delete the character to the left of the cursor.



3. Press **Delete** to delete the characters to the right of the cursor.

C. Select Text

You must first highlight the text that you want to select. You must use the mouse to do this. Below are the steps to learn how to select text using the mouse and keyboard.

1. Position the cursor at the beginning of the text that you want to highlight.
2. Click, hold and drag the mouse to select the text.
3. Position the cursor at the beginning of the text that you want to highlight.
4. Press the **Shift key** and do not release.
5. Press the **Arrow keys** to highlight the text.

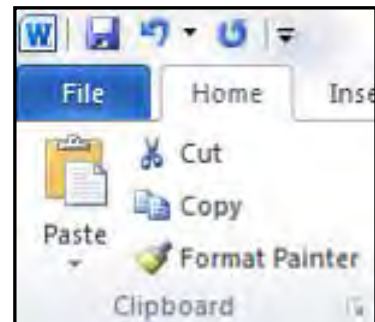
Cut, Copy and Paste

Copy creates the exact copy of the text while Cut physically removes the highlighted character. Both use the Paste command to place the copy/copies of the text to the document. These commands are similar to other Office program.

A. Cut and Paste

Follow the steps below to cut text and paste it in a document.

1. Highlight the text you want to cut.
2. Click **Cut** from the Clipboard group located in the Home tab.
3. Position the cursor where you want to place the cut or copy text.
4. Click **Paste**. You can click Paste again to create multiple copies of the text you cut or copied.



The Clipboard Group

B. Copy and Paste

Follow the steps below to copy text and paste it in a document.

1. Highlight the text you want to copy.
2. Right-click the mouse where the text are highlighted.
3. Click **Copy** from the pop-up menu.
4. Position the cursor where you want to paste the text.
5. Right-click the mouse and choose **Paste** from the menu.



Note: You can use Cut, Copy and Paste between any Office program. You can also use this technique with objects in any office program.

C. Drop and Drag text

This technique displays similar result to the cut and paste without performing the steps involved in cutting and pasting. Perform the steps below to drop and drag text.

1. Highlight the text you want to move.
2. Position the cursor to the highlighted text.
3. Click, hold and drag the mouse.
4. Drag the mouse to the new location of the text.
5. Release the mouse.



Student Activity 11.2.1.3

Perform the activity below to test your skill in applying formatting changes to your document. Revise Lesson **11.2.1.3 Text Basic 1** if you are unsure of how to proceed with this activity.

1. Open **Melanesian Festival** document.
2. Cut the last paragraph and paste it after the title of the document.

Melanesian Festival Celebrates Diversity

(The 5th Melanesian Festival of Arts and Culture served as a reminder of the region's cultural diversity, while showcasing it as a tourist destination. By Sarah Byrne)

The Melanesian Festival of Arts and Culture, held in July, comprised two weeks of vibrant performances, bringing people throughout the region together to highlight cultural diversity and

3. In the 6th paragraph, insert the sentence **"Papua New Guinea's Sports and Events Minister Justin Tkatchenko told Pacific Beat that some events were poorly advertised."** Use the example below as guide where the new sentence will be inserted.



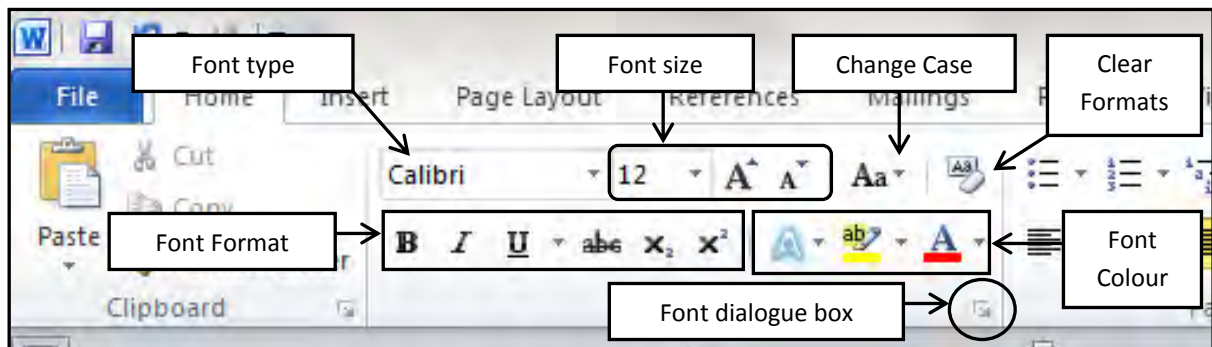
There were concerns some events lacked organization. Papua New Guinea's Sports and Events Minister Justin Tkatchenko told Pacific Beat some events were poorly advertised. The overall response was positive with most participants confident the festival presented vibrant performances and showcased many aspects of the Melanesian cultures.

4. Save changes to your work.

11.2.1.4 Text Basic 2

Font

Font refers to the typeface of the document you are using. You can change the default font and size of MS Word. You can change the font, size and colour of text from the default 11 point Calibri font. Changing the font, size and colour allows you to emphasise certain parts of your document(s) like title. You will learn how to change the font type and size, apply font styles and effects, change the font colour, remove format, and change text case and paragraph alignment in the succeeding discussions.

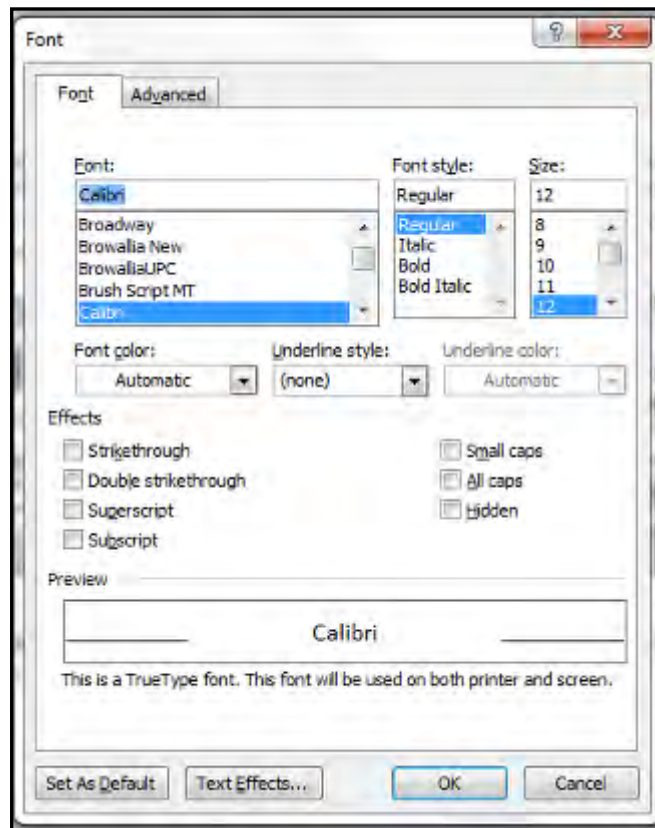


All formats available in the Fonts group are also available in the Font Dialogue Box. To open the dialogue box:

1. Click the **Font Dialogue Box** icon located in the fonts group.
2. Choose from the different font, style, size, and effects given.
3. Click **OK** to apply changes to your text.



Note: The Ribbon contains commonly used formats that you can apply to your text. Other formats in the dialogue box can be found in the **Advanced tab**.



Font Dialogue Box

A. Change the Font Type

Font type refers to the type face of the text you are using. Calibri is the default font of MS Word but you can change this with any typeface. You can also go online to get other types of font. Below are the steps you can follow to change the font type of your text.

1. Highlight the text you want to format.
2. Click the **Home tab** on the Ribbon.
3. Click the **Font** dropdown list. This can be found in the Font group.
4. Click to select a font. The font type is changed.
5. You can also scroll through the list and observe how the font type is immediately applied to the text you highlighted.

B. Change the Font Size

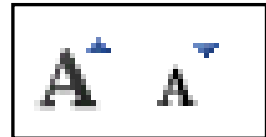
Font size refers to the physical size of the text. The default size is 11 pts. You can choose from the font size ranging from 8pts to 72 pts. Any values less than or greater than the points displayed can be typed directly inside the font size window. Perform the following steps to change the font size of your text.

1. Highlight the text you want to format.

2. Click the **Home tab** on the Ribbon.
3. Click the **Font size** dropdown list. This can be found in the Font group.
4. Click to select a font size. The font size is changed.
5. If your font size is not available, you can also type directly inside the font size window.



Note: You can also use Grow Font or Shrink Font to increase or decrease the font size whenever you click the button.

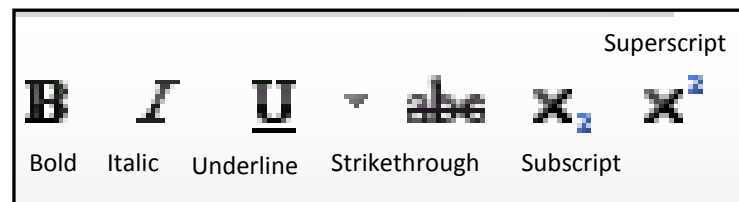


Grow
Font

Shrink
Font

C. Apply Font Style and Effects

Additional style can be applied to fonts from the standard Bold, Italic, and Underline. Special style like scientific formula requires additional effects like subscript or superscript. Follow the steps given below to apply font styles and effect to your text.



Font Style and Text Effect buttons

1. Select the text you want to format.
2. Click the **Home tab**.
3. Click the different types of format available.
4. Bold, Italic, Underline and Strikethrough can be used all at once to format the text.
5. You can only use Subscript or Superscript but cannot use both at the same time.
6. To remove the formats, make sure that the text is still selected and click the button again.

D. Change the Font Colour

Using colour to your text gives your text additional impact to your document. Aside from standard font colour, you can add text effect and highlight to your font for an even greater impact. Follow the instruction on the next page to change font colour of your text.



Icons used to change font colour

1. Highlight the text that you want to format.
2. Click the **Home** tab.
3. Click the dropdown list next to the font colour button. This will display the colour palette.
4. Click to select a colour. Word applies the colour to the text.
5. Click **Text Effects** to apply effect and colour to your text.
6. Use **Text Highlight Colour** to place a highlight to text like using highlighter pen.



Note: You can only use Font Colour and Highlight together. If you use Text Effect which uses font colour and highlight, the formats you applied will be replaced by text effect.

E. Remove Format

Changes you have applied to your text like font type and style are only some of text format you have applied to your text. Follow the steps below to remove format to your text.

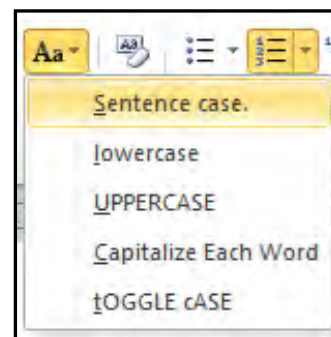


Clear Format icon

1. Highlight the text you want to remove formats.
2. Click the **Home** tab on the Ribbon.
3. Click the **Clear Formatting** button.

F. Change Text Case

Case refers to how the texts are typed. Text case that needs to be changed need not be typed again and changed to other type of cases depending on the need of the document. Below are the steps you can follow to change case to your previously typed text.



Text Case

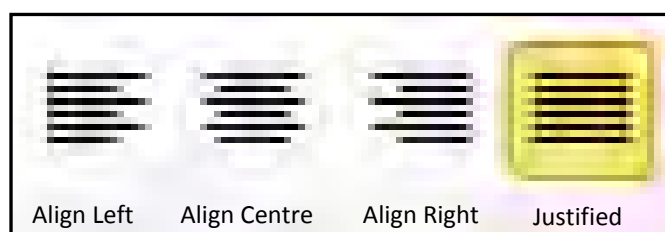
1. Highlight the text that you want to change case.
2. Click the drop down list beside the **Change Case** button.



3. Choose from the different case given.
4. The text case will be changed.

G. Change Paragraph Alignment

There are four basic type of alignment. Align Text Right is the default alignment of the document. Centre alignment commonly used for Title or sub-title. Align Text Left starts typing the text from the left side of your document. Justify adjusts text spaces to make the paragraph evenly distributed from left to right side of the document.



Types of Alignment

Perform the following instruction to change alignments of paragraphs in your document.

1. Highlight the paragraph you want to change alignment.
2. Click the **Home** tab on the Ribbon.
3. Choose from the different types of alignments in the Paragraph group.



Student Activity 11.2.1.4

Perform the activity below to test your skill applying formatting changes to your document. Revise on lesson **11.2.1.4 Text Basic 2** if you are unsure on how to proceed with this activity.

1. Open **Melanesian Festival** document.
2. Use the specification below to format the paragraphs.

	Font	Font Size	Font Style	Alignment
Title	Arial Black	14 pts.		Centre
Sub-title	Arial Narrow	13 pts.	Bold	Centre
Paragraphs 1-10	Arial Narrow	12 pts		Justified

3. Add Colour to the word “**Melanesian Festival of Arts and Culture**” every time it appears in the document.



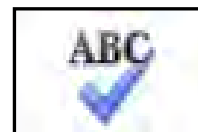
4. Change the Sentence Case of the word “**Papua New Guinea**” to UPPERCASE.
5. Save your work as **Melanesian Festival v2**.

11.2.1.5 Using Proofreading Features of Word

Documents require checking for errors. Spelling and grammar and error are the most common type of error. You can use Spelling and Grammar check to correct these error. However, not all errors can be detected. Make sure that you read through your document to check for errors not picked up by the spell and grammar check.

Spelling and Grammar Check

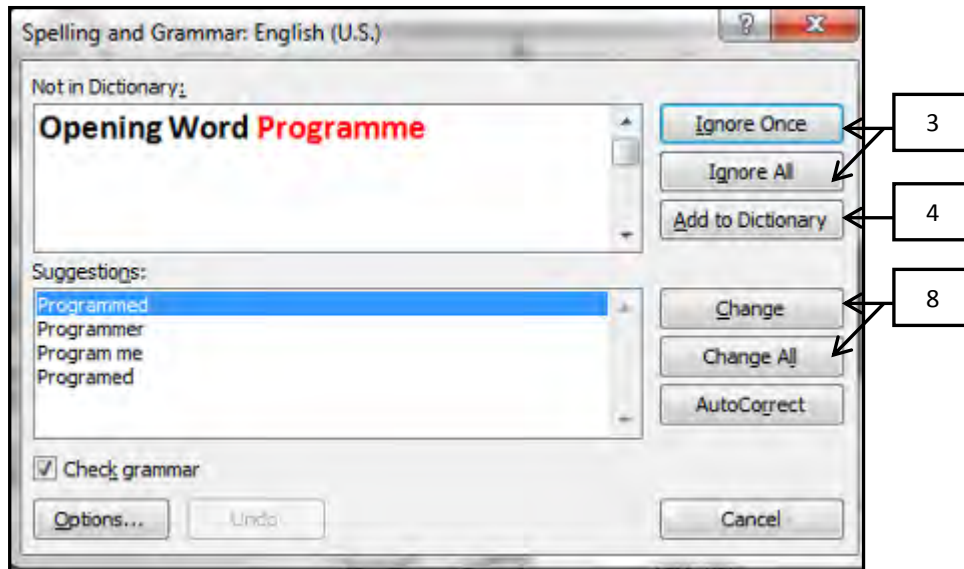
The documents you have created may contain spelling error and grammatical error. Use Spelling and Grammar check to check for errors. Spelling error appears as red wavy line while grammar errors are underlined with a green wavy line.



Spell Check
button

Follow the steps below to perform spelling and grammar check to your document:

1. Right-click the spelling or grammar error. A menu will appear displaying possible corrections.
2. Click a correction from the menu.
3. Click **Ignore** to ignore the error or **Ignore All** to ignore all the occurrence of the word in the document.
4. Click **Add to Dictionary** if you want to add the word to the built-in dictionary. Word will check this word for error.
5. Click the **Review tab** on the Ribbon.
6. Click the **Spelling and Grammar** button. Word searches the document for errors.
7. The Spelling and Grammar dialogue box appears.
8. Click **Change** to correct the mistake for that word or **Change All** to correct spelling mistake for the same word.
9. Choose **Ignore** to ignore the error once or **Ignore All** to ignore all occurrence of the error.
10. When finished, Word displays a dialogue box displaying that the spelling check is complete.
11. Click OK.



Find Text

Word offers **Find** tool to search for particular text and use **Replace** tool to change the text with other text. Perform the following task to use the Find Text feature of MS Word:



1. Click at the beginning of your document. This will position the cursor at the beginning of your text.
2. Click the **Home** tab on the Ribbon.
3. Click the **Find** button. This can be found in the Editing group.
4. Type the text that you want to find in the Navigation pane.
5. Press **Enter**. Word searches the document and highlights all the instances of the text and displays it in the Navigation pane.
6. Click an entry in the Navigation pane. Word will display the text in the document.

Replace Text

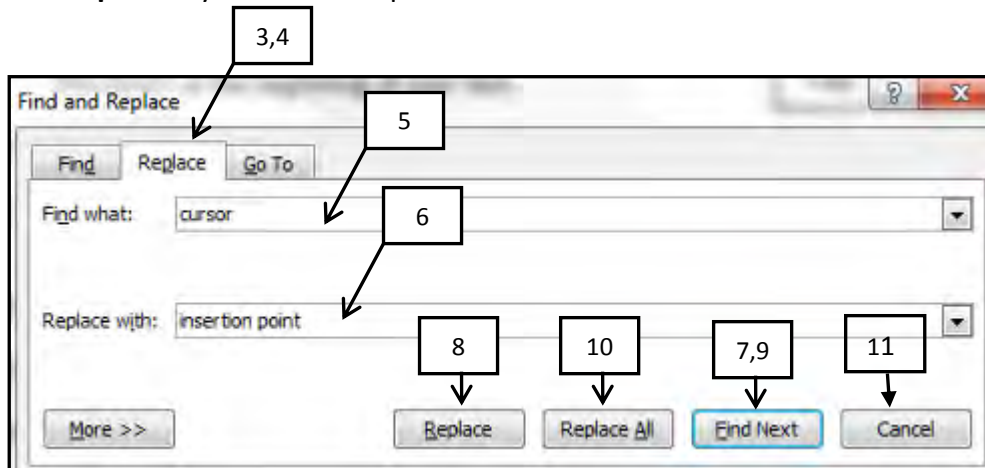
Words that appear multiple times in a document can be changed to using the Replace Text. Perform the following task to use the Replace Text feature of MS Word:



1. Click at the beginning of your document. This will position the cursor at the beginning of your text.
2. Click the **Home** tab on the Ribbon.
3. Click the **Replace** button found in the Editing group. The Find and Replace dialogue box will appear.
4. Click the **Replace** tab.



5. Type the word you want to find in the **Find what:** field.
6. Type the replacement text in the **Replace with:** field.
7. Click **Find Next**. Word searches for the first instance of the word.
8. Click **Replace** if you want to replace the word.



9. Click **Find Next** if you want to search for the next occurrence of the word.
10. Click **Replace All** if you want to replace all occurrence of the word.
11. Click **Cancel** when you are finished.



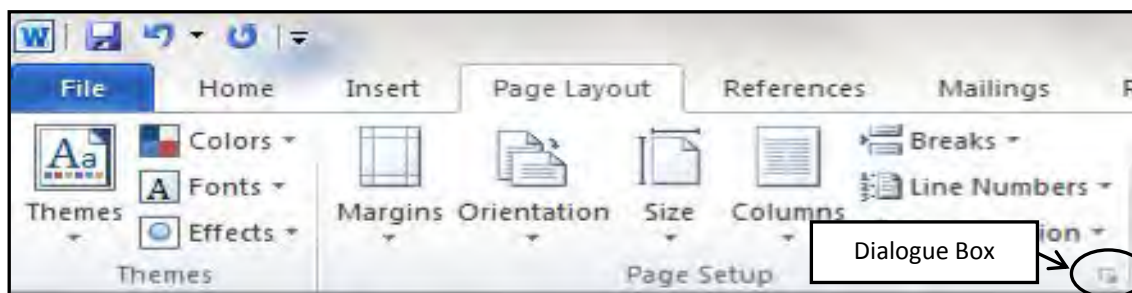
Student Activity 11.2.1.5

Perform the activity below to test your skill in applying proofreading techniques to your document. Revise on lesson **11.2.1.5 Using Proofreading Features of Word** if you are unsure on how to proceed with this activity.

1. Open **Melanesian Festival v2** document.
2. Perform Spelling and Grammar check on your document. Ignore names of persons for these names are not part of the dictionary of words.
3. Use Find and Replace to change the word “PAPUA NEW GUINEA” to “PNG”.
4. Save your work as **Melanesian Festival v3**.

11.2.1.6 Page Layout and Printing

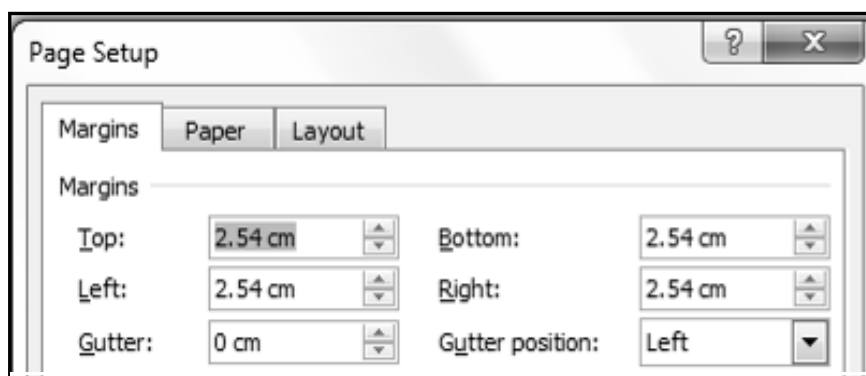
Page Layout refers to how your documents are set prior to printing. The margins, orientation and size are commonly changed depending on the type of document you are printing. Printing physically transfers your document from your computer to paper.



A. Margin

The distance between the edge of the paper and where your document texts are referred to as the Margin. You can change your margins by performing the following steps.

1. Click the **Page Layout** tab in the Ribbon.
2. Click **Margins** and choose from the margins. The margins are immediately applied to your document.
3. Click **Customs Margin**. This will open the dialogue box.
4. Click the **Margins tab** and set the Top, Bottom, Left and Right margins.
5. Click **OK** to apply your margins.



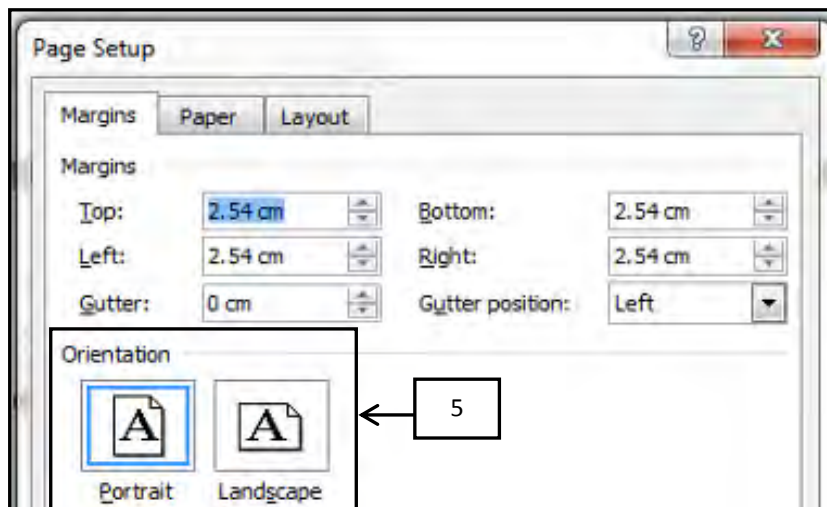
Page Setup dialogue box showing the Margins setup

B. Orientation

Orientation refers to the layout of the paper. It is usually changed depending on the use content of your document or its purpose. Below are the steps you can follow to change the orientation of your document.

1. Click the **Page Layout** tab in the Ribbon.

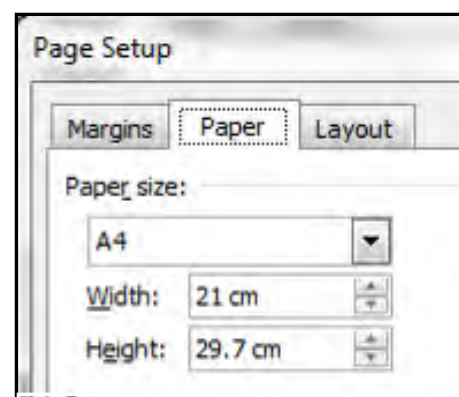
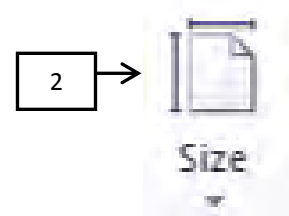
2. Click **Orientation** button located in the Page Setup group.
3. Choose **Landscape**. This will change the orientation of your paper from the default Portrait to Landscape.
4. Click the **Page Setup** dialogue box icon. The dialogue box will appear.
5. The **Orientation** can also be changed in the Page Setup dialogue box.
6. Click **OK** to change your page setup.



C. Size

The actual size of the paper used in your document. Different countries use their own default paper size. Follow the steps to change paper size according to purpose and use:

1. Click the **Page Layout** tab in the Ribbon.
2. Click **Size** button located in the Page Setup group.
3. Choose the paper size you are going to use. The standard paper size in PNG is A4 size or Click the **Page Setup** dialogue box icon. The dialogue box will appear.
4. Click **the Paper tab**.
5. Click **Paper size** to select the size of your paper. Do not change the Width and Height. This is the actual width and height of the paper you selected.
6. Click **OK** to apply changes.



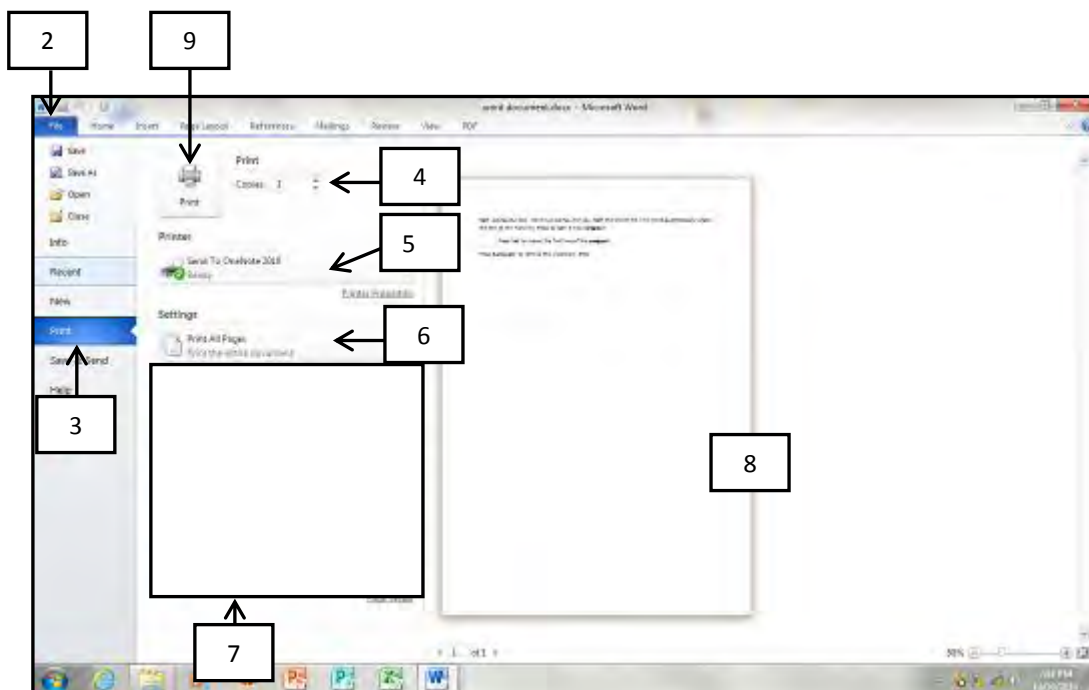
Changing paper size in the Page setup dialogue box

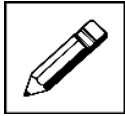


D. Printing

Hard copy refers to putting your work in actual print while Soft copy refers to document saved in your computer or external drives. Print your document only if you have gone through the process of editing and proofreading. Follow the steps below to print copy/copies of your document.

1. Open the document you want to print.
2. Click **File** tab.
3. Choose **Print**. The Print Pane appears.
4. Click or type directly inside Copies to specify the number of copies that you want to print.
5. Choose a printer from the Printer dropdown list.
6. Choose from the Settings to print all the pages within the document or print selected parts of the document.
7. There are other options you can change from the Settings option.
8. Preview the printout of your work.
9. Click **Print**. A hardcopy of your document is now printed.



**Student Activity 11.2.1.6**

Perform the activity below to test your skill in printing and changing the page layout of your document. Revise Lesson **11.2.1.6 Page Layout and Printing** if you are unsure of how to proceed with this activity.

1. Open **Melanesian Festival v3** document.
2. Type your name at the end of the last paragraph.
3. Use the table below to change the Page Layout of the document.

Orientation	Landscape
Margins	Top: 1.5 cm; Bottom: 1.5 cm Left: 2.5 cm; Right: 2.5 cm
Printing	Page 1 & 2 (2 copy) & Page 1 (1 copy)

4. Save changes to your work.

**Summative Activity 11.2.1**

Perform the summative activity below to test your knowledge and skills in using MS Word. Revise on topic **11.2.1 STARTING WITH WORD** if you are unsure on how to proceed with this activity.

1. Open MS Word.
2. Encode the following article which was taken from Vision City Magazine dated October 2014. Do not press Enter when the paragraph ends in the example below. Just type continuously.



Remembering to be grateful for the good things in your life

By Tina McGuffie

In this age of information overload where the details of how the rich and famous live are only a key stroke away, it is perhaps not surprising that we are experiencing an epidemic of dissatisfaction.

When faced with daily images of wealth, beauty and power unattainable to all but the lucky few, it is natural to feel envy and resentment.

Sadly, these negative feelings have a tendency to eat away at our contentment, casting a shadow over our happiness in ways we are often not consciously aware of.

As a result, many of us go through life feeling vaguely dissatisfied, forever struggling with the belief that what we have and what we are, is not enough.

It does not have to be this way. In measuring ourselves against the unrealistic standards portrayed in films and the media, we are not allowing ourselves time to appreciate ourselves time to appreciate the good things in our lives.

Gratitude is a vastly underrated emotion but it can be the key to a happier and more contented life.

Gratitude is the expression of appreciation for what one has. It is the opposite of the consumer-driven emphasis on what one wants or desires.

It is a key aspect of the relatively new field of positive psychology. Positive psychology is defined as the scientific study of what makes life most worth living. And for positive psychologists the world over, gratitude is getting a great deal of attention as one of the major key to happiness.

The most exciting news is that studies have shown we can deliberately cultivate gratitude, and can increase our well-being and happiness by doing so.

So how can we learn to be more grateful?

Encouraging ourselves to feel grateful can start with something as simple as making a list.

By developing your ability to feel genuinely grateful for your lot in life, you will become calmer, happier and have deeper, more meaningful relationships. Is it not worth the effort?

Apparently Oprah Winfrey lists five things she is grateful for every night before she goes to sleep.

There is so much to be grateful for: your family, your friends, your health, good food, the absence of pain and even the fact that the sun is shining!

Next, try every day to focus on what is good in your life and on what you have, rather than what you do not have. Whenever you catch yourself feeling resentful, bitter, or envious, think of those worse off than yourself and count yourself lucky.

Finally, make a concerted effort to be kind to others. Doing things for others is the surest path to feeling good about yourself. Take it one step further and join a volunteer group taking care of those less fortunate. At the very least, it will switch your focus to those who have less than



you, rather than those who have more.

3. Save your work. Use the filename **Being Grateful**.
4. Join Paragraph 3 to Paragraph 4.

Paragraph 1

Paragraph 2

Paragraph 3

Remembering to be grateful for the good things in your life.

By: Tina McGuffie

In this age of information overload where the details of how the rich and famous live are only a few keystroke away, it is perhaps not surprising that we are experiencing an epidemic of dissatisfaction.

When faced with daily images of wealth, beauty and power unattainable to all but the lucky few, it is natural to feel envy and resentment.

Sadly, these negative feelings have a tendency to eat away at our contentment, casting a shadow over our happiness in ways we are often not consciously aware of.

As a result, many of us go through life feeling vaguely dissatisfied, forever struggling with the belief that what we have and what we are is not enough.

5. Use Cut and Paste to position the name of the author at the end of the last paragraph.
6. Without deleting and typing the text, change the case of the Title to uppercase. Write the steps you perform to complete the task.
 - A. _____
 - B. _____
 - C. _____
7. Format your document. Change the font type, font size and font style. Write the format you used in the table below.

	Font	Font Size	Font Style/ Effect/ Colour	Alignment
Title				
Paragraphs 1-13				
Name of Author				



8. Perform a Spell Check. Disregard spelling effort for the name of author.
9. Change the Page Layout of your document.

Orientation	Portrait
Margins	Top: 1 inch or 2.54 cm Bottom: 1 inch or 2.54 cm Left: 1 inch or 2.54 cm Right: 1 inch or 2.54 cm
Printing	Print 2 copies of your document.

10. Save changes to your work.

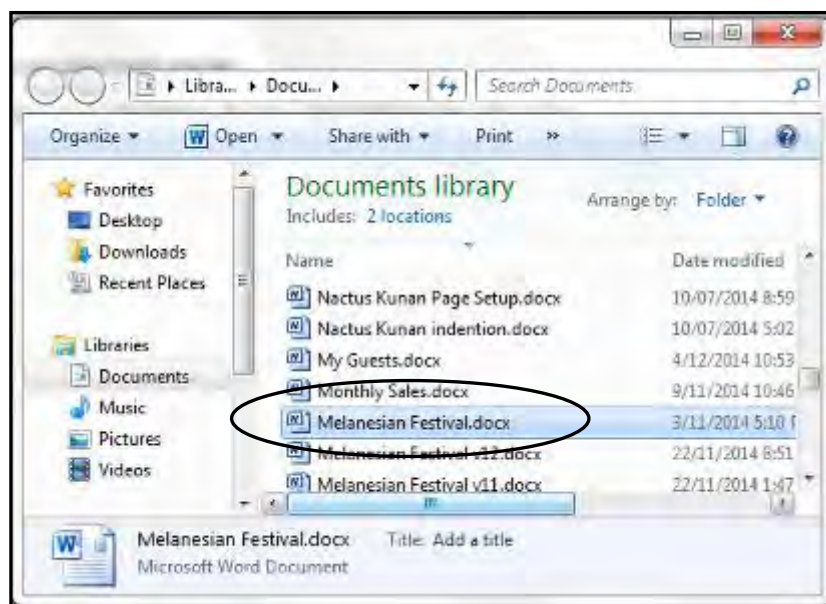


Answers Student Activity 11.2.1

Student Activity 11.2.1.2

Perform the steps below to check if your document is successfully saved.

1. Click Start → Document. The Document dialogue box will appear.
2. Scroll up or down to locate the **Melanesian Festival.docx**.
3. Double-click to open the document.



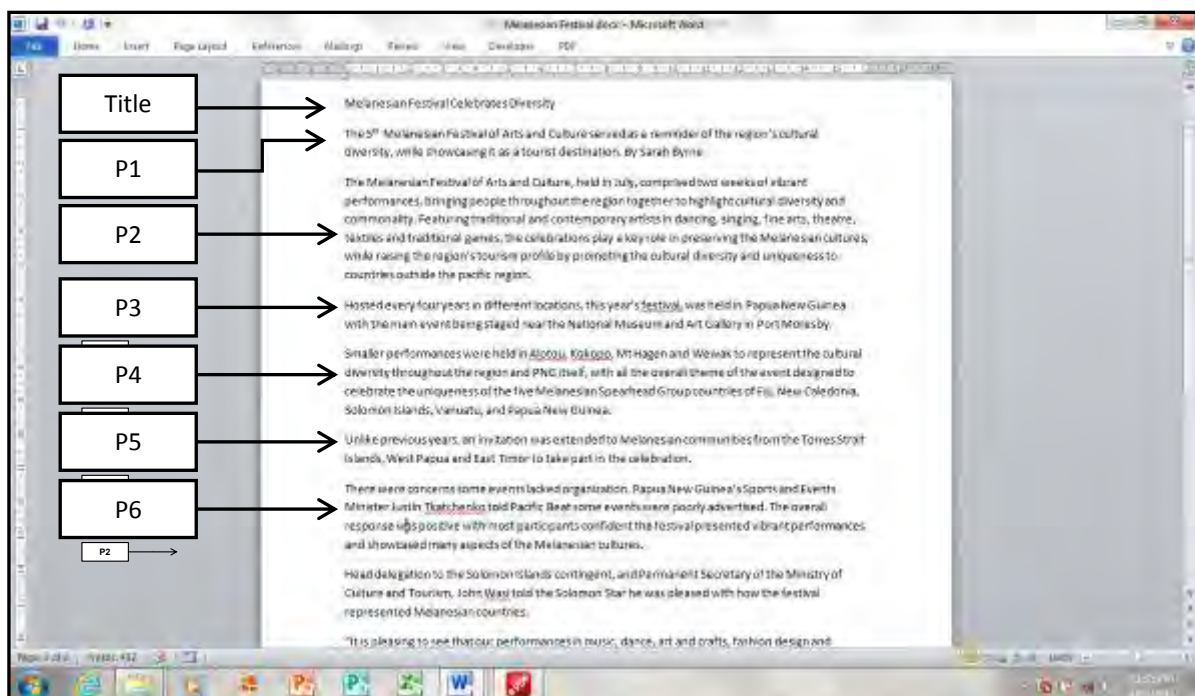
Student Activity 11.2.1.3

Use the following instructions as guide to cross-check your work.

1. The filename of your document must be Melanesian Festival. docx.
2. Using the CUT command, the last paragraph was removed from the end of the document.
3. The PASTE command was used to place the document in its current location.



4. Use the guide document parts below to identify the arrangement of the paragraph.



5. Paragraph 6 should contain the inserted sentence. The inserted sentence is enclosed in parenthesis.

There were concerns some events lacked organization. Papua New Guinea's Sports and Events Minister Justin Tkatchenko told Pacific Beat some events were poorly advertised. The overall response was positive with most participants confident the festival presented vibrant performances and showcased many aspects of the Melanesian cultures.

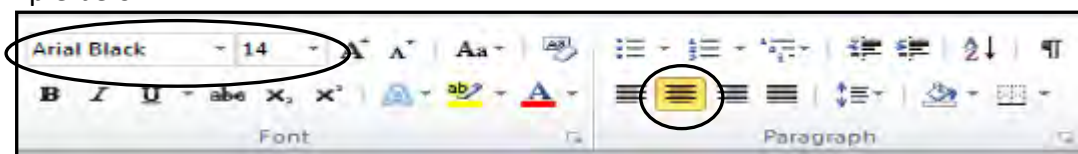
Student Activity 11.2.1.4

Below are the parts of your document referred to in your activity.

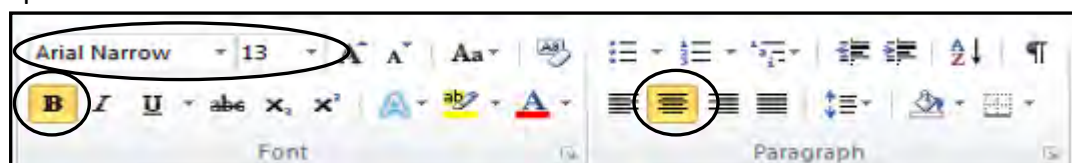
Title	→	Melanesian Festival Celebrates Diversity
Sub-Title	→	The 5 th Melanesian Festival of Arts and Culture served as a reminder of the region's cultural diversity, while showcasing it as a tourist destination. By Sarah Byrne
Paragraph 1-10	→	<p>The Melanesian Festival of Arts and Culture, held in July, comprised two weeks of vibrant performances, bringing people throughout the region together to highlight cultural diversity and commonality. Featuring traditional and contemporary artists in dancing, singing, fine arts, theatre, textiles and traditional games, the celebrations play a key role in preserving the Melanesian cultures, while raising the region's tourism profile by promoting the cultural diversity and uniqueness to countries outside the Pacific region.</p> <p>Hosted every four years in different locations, this year's festival, was held in PAPUA NEW GUINEA with the main event being staged near the National Museum and Art Gallery in Port Moresby.</p> <p>Smaller performances were held in Alotau, Kokopo, Mt Hagen and Wewak to represent the cultural diversity throughout the region and PNG itself, with all the overall theme of the event designed to celebrate the uniqueness of the five Melanesian Spearhead Group countries of Fiji, New Caledonia, Solomon Islands, Vanuatu, and PAPUA NEW GUINEA.</p>

Perform the following to check your work:

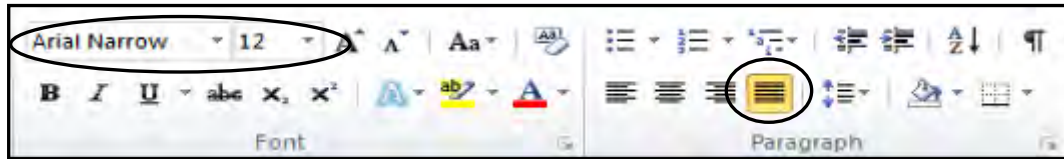
1. Highlight the Title of your document. Your Font and Alignment must look like the example below.



2. Highlight the Sub-Title. Your font, font size, font style and alignment should look like the example below.

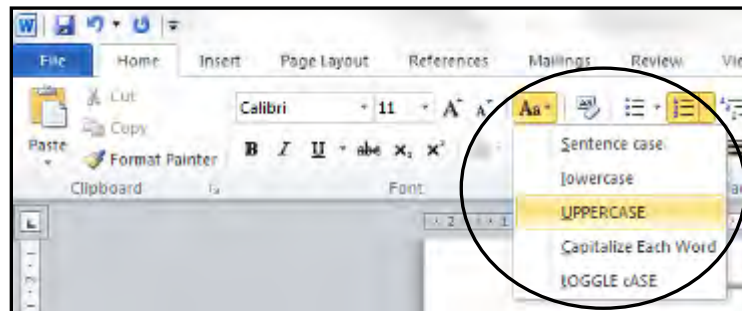


- Highlight Paragraph 1 to 10. Your font, font size, font style and alignment should look like the example below.



- Out of all the 10 Paragraphs, the word “Melanesian Festival of Arts and Culture” can be found in the Title and Paragraph 1. It is important that this word must be coloured **Red**.
- The word Papua New Guinea must be in CAPITAL LETTER. This can be found in Paragraphs 2, 3, 5, and 7.
- Locate and highlight the word “Papua New Guinea”.
- Click Home tab and click Change Case button.

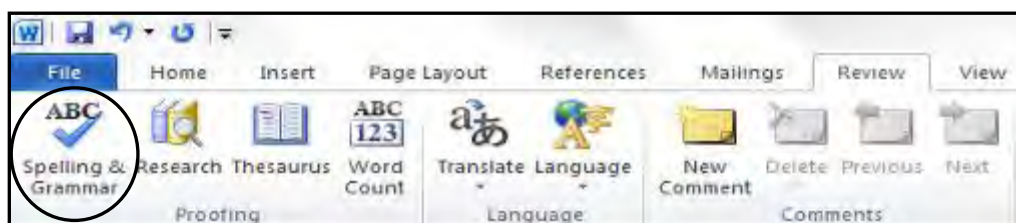
- Choose UPPERCASE.
- Repeat Steps 8 – 9.



Student Activity 11.2.1.5

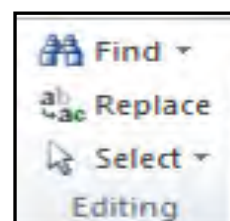
Perform the following steps to check your work:

- Open Melanesian Festival v3 document.
- Click Review tab and choose Spelling and Grammar button.
- Perform the Spelling and Grammar check.



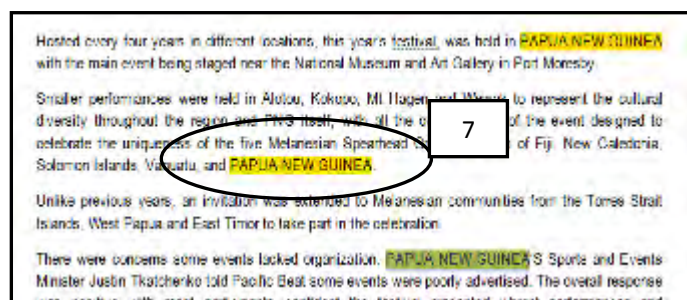
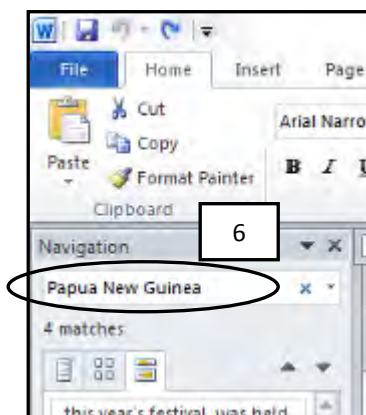
- Remember the following when you are doing Spelling and Grammar check:

- Red wavy lines indicates a Spelling error.
- Green wavy line indicates a Grammar error.

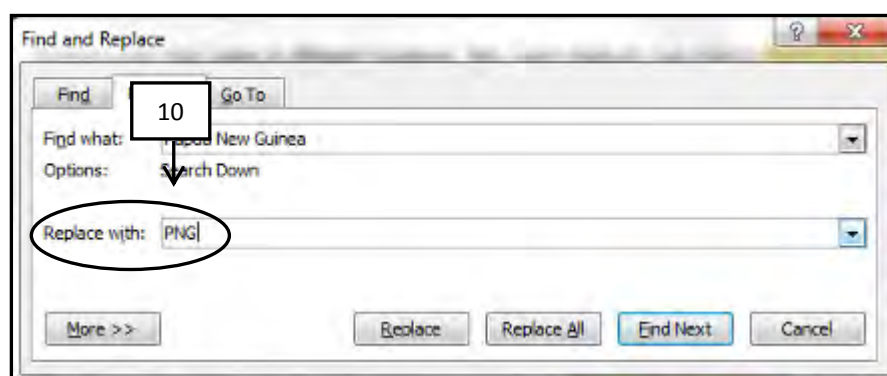




- Some words that are not in the Dictionary will be considered as a spelling error. Example: Alotau or names of people.
 - Use Ignore for words that you know to be correct but is checked as spelling error.
 - Grammar suggestions will be given when you do Spelling and Grammar check. You must gauge whether to Change or Ignore the suggestion.
5. Click the Home tab and choose Find button.
 6. The Navigation task pane will appear. Type the word Papua New Guinea.
 7. All the instances of the word Papua New Guinea will be highlighted.



8. Click the Home tab and choose Replace button. The Replace dialogue box will appear.
9. Type the word PNG in the Replace with window.
10. Click Replace or Replace All to change word from “Papua New Guinea” to “PNG”.

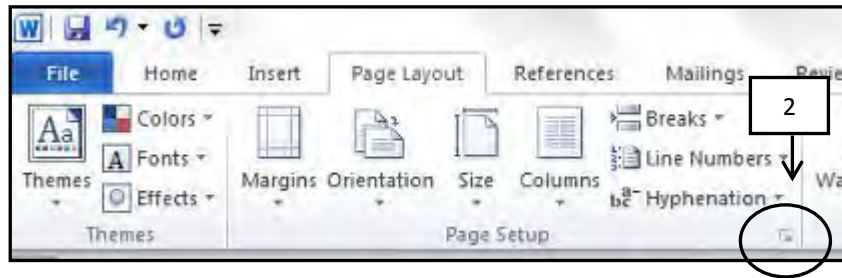


Student Activity 11.2.1.6

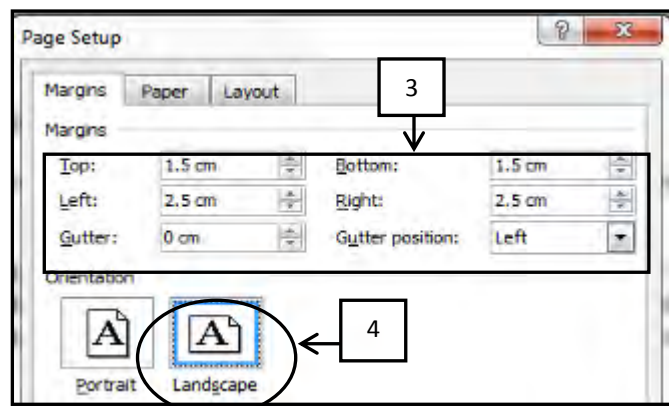
Perform the following steps to check your work.

1. Open Melanesian Festival v3.

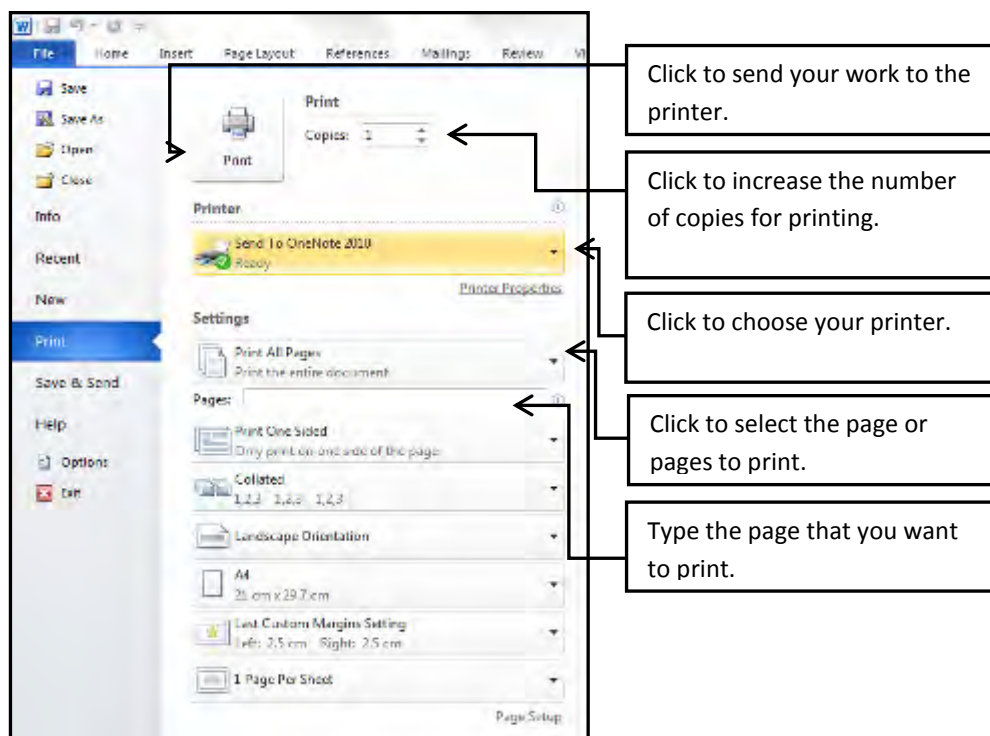
- Click Page Layout tab and click Pages Setup dialogue box icon. The dialogue box will appear.



- In the Margins tab, check that the Top, Bottom, Left and Right margins are set as the example below.
- Check that the Orientation is set to Landscape.



- Click File tab and choose Print.
- You should have 3 copies of Page 1 and 2 copies of Page 2.
- Use the illustration on the next page as guide to printing your work.

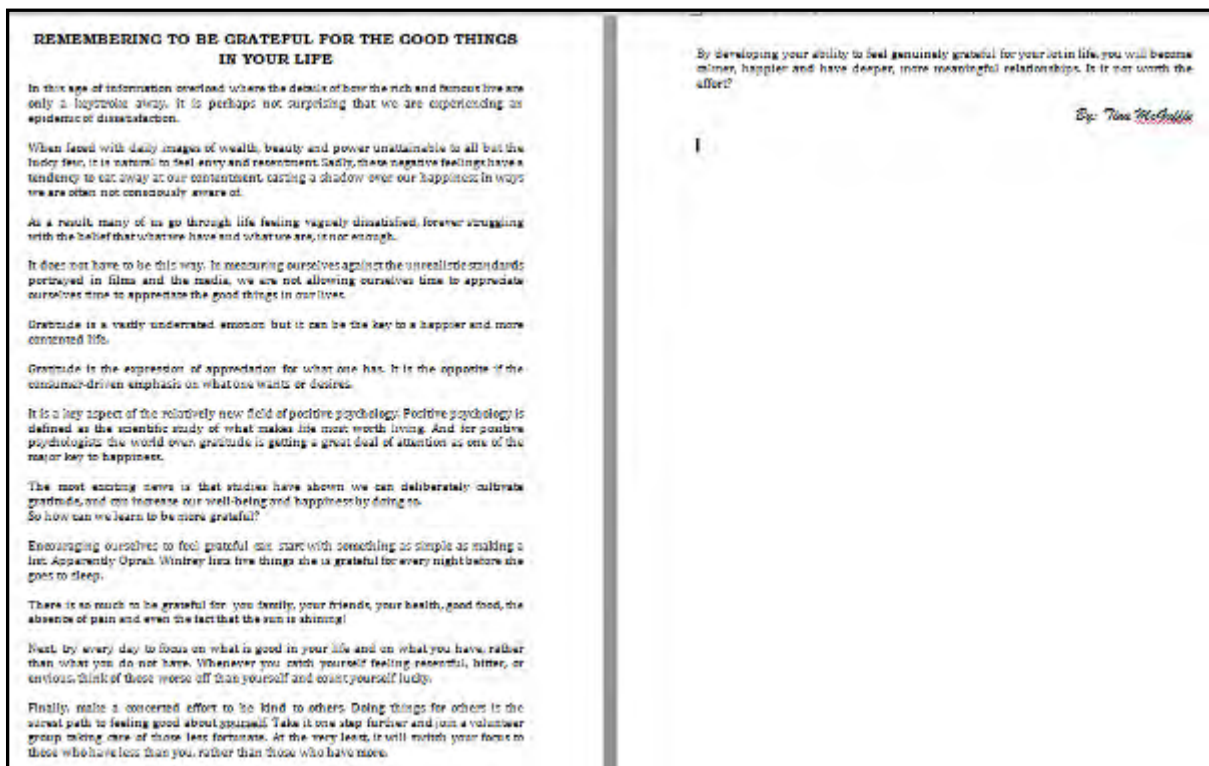
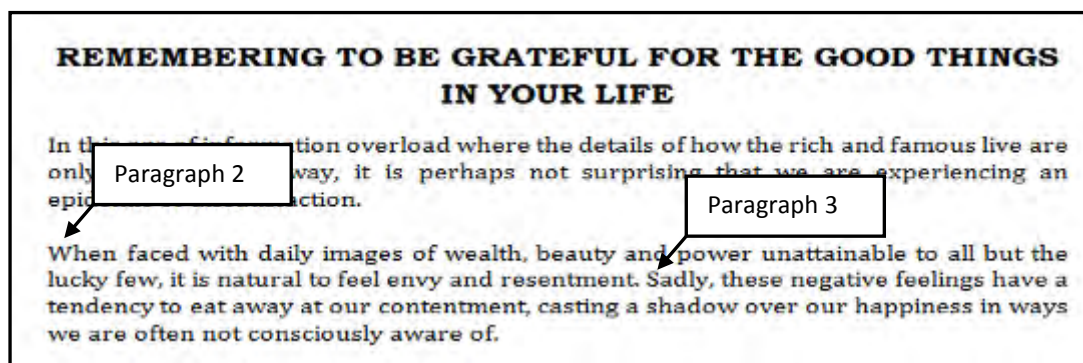




Answer to Summative Activity 11.2.1

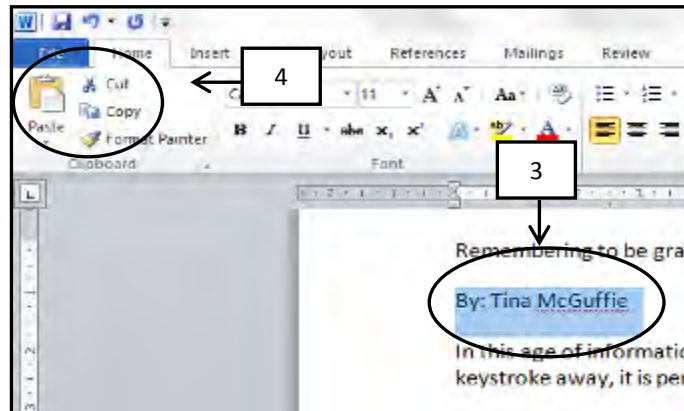
Perform the following steps to check your work:

1. Open Documents Library. Your work should be saved inside or open your document where you have previously saved it. Below is an example of the changes done to the document **Being Grateful**. Your work could look different from the example on the next page.
2. Use Delete or Backspace to connect Paragraphs 2 and 3. You can also use Cut and Paste to achieve the same effect.

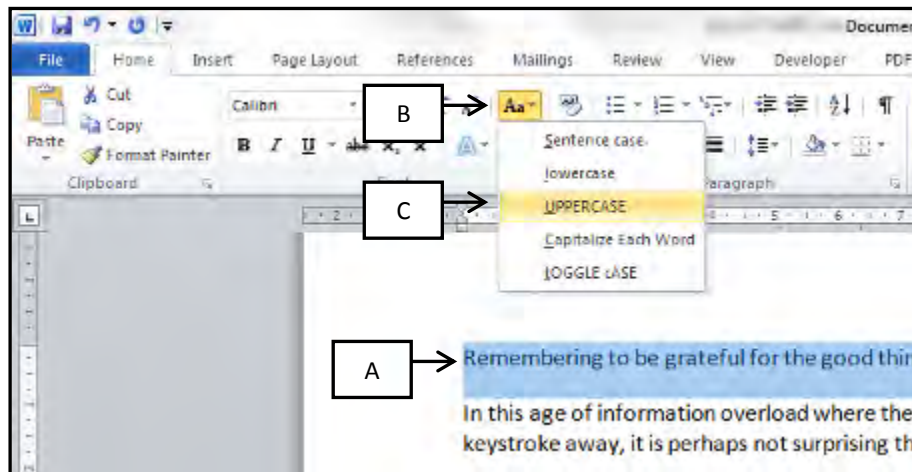


A Preview of the Being Grateful document

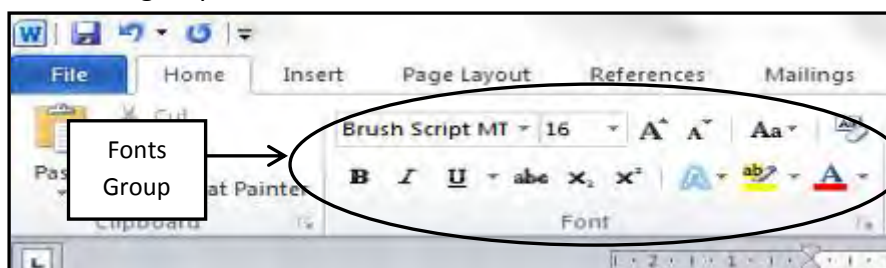
3. **Highlight** the name of the author and click **Cut**.
4. Position the cursor after the last paragraph and click **Paste**.



5. The following steps were performed to Change Case the title of the document:
 - A. Highlight the title.
 - B. Click **Change Case** icon button located in the Home tab.
 - C. Choose **UPPERCASE** from the drop-down list.



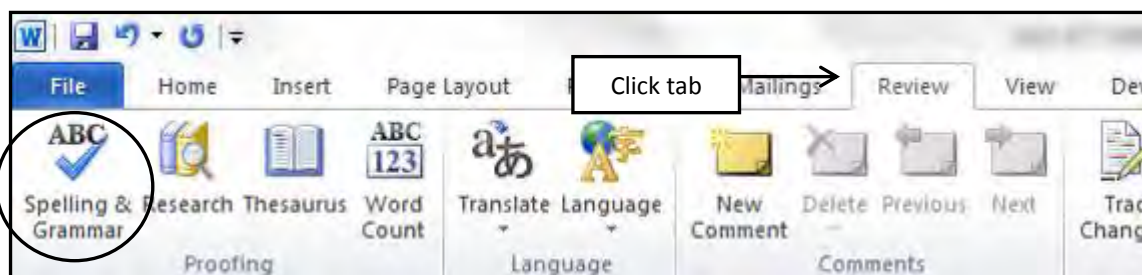
6. The following Formats were used in the example document given. Changes were done using the Fonts group located in the **Home Tab**.



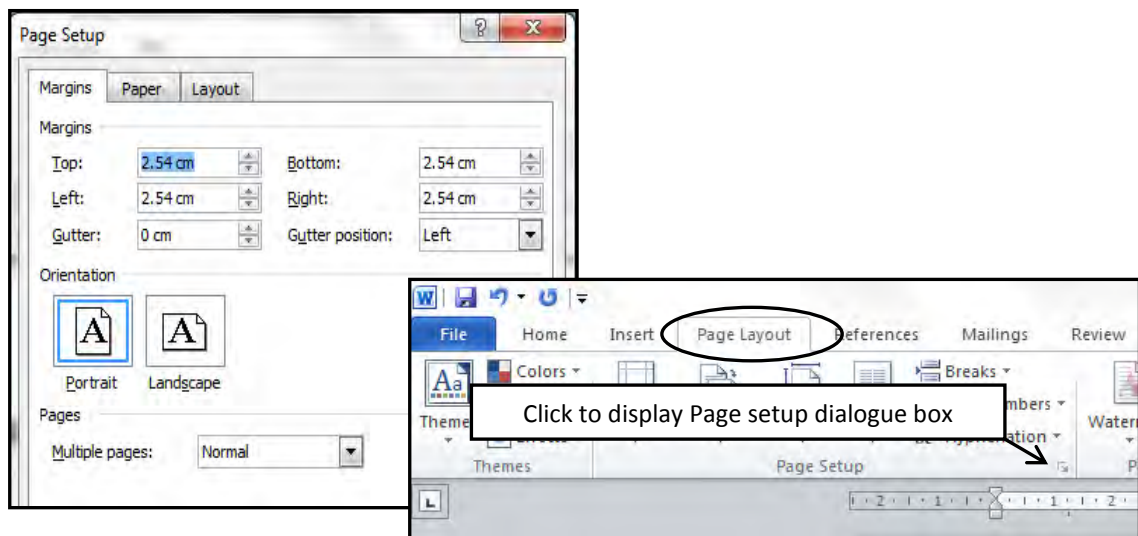


	Font	Font Size	Font Colour	Style/ Effect/	Alignment
Title	Bookman Old Style	14 pts.	Bold, Red		Centre
Paragraphs 1-13	Cambria	12 pts.	Black		Justified
Name of Author	Brush Script MT	16 pts.			Right

7. Spell Check was performed by clicking Spelling and Grammar located in the Review tab.



8. Click Page Layout tab and click Page Setup dialogue box.



9. To Save your work for the first time: Click File → Save As → Type the name of the document → Click Save.

11.2.2 FORMATTING

After changing the physical appearance of the text it is now time to change the appearance of the paragraphs. The most basic format is changing the indentation, line spacing, paragraph spacing, lists, breaks, headers and footers. You can improve it some more by adding WordArt and Text Box.

11.2.2.1 Using Indents and Tabs

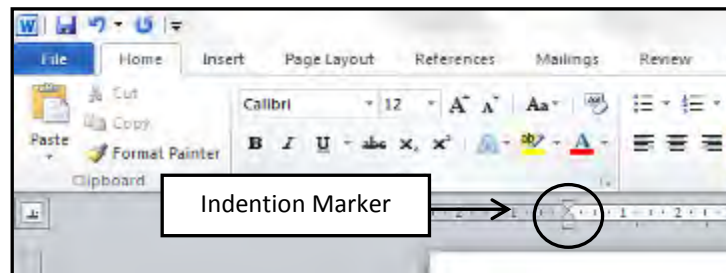
A. Indents

An indent is the distance between the margin and the text. Indentations are usually used to signify the beginning and end of the paragraph but there are various ways you can use indentations to your paragraphs.

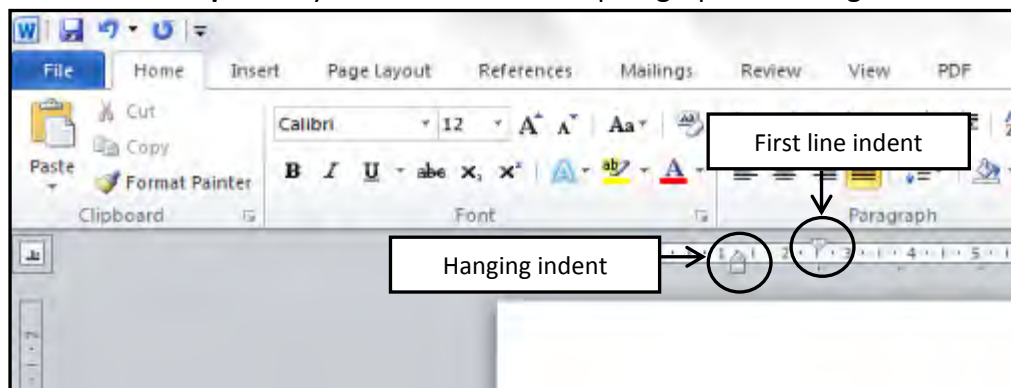
Perform the following task to apply indentions to your paragraph. Try to practice on all the different ways and later select a technique that you are most comfortable with.

Using the Keyboard

1. Position the cursor at the beginning of the paragraph that you want to indent. Observe the Indentation Marker located on the ruler.



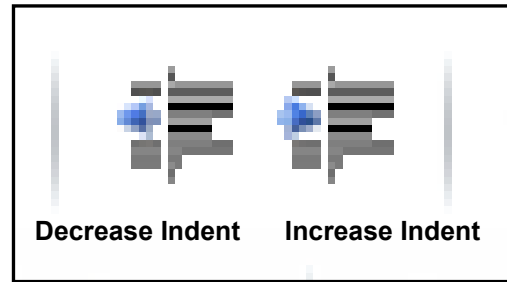
2. Press the **Tab** key from the keyboard. The first line of the paragraph is now indented.
3. Press the **Tab** key again. The entire paragraph is now indented.
4. Observe the Indentation Marker. This can be found in the top ruler.
5. Press the **Backspace** key twice. It returns the paragraph to its original location.





Using the Indent Button

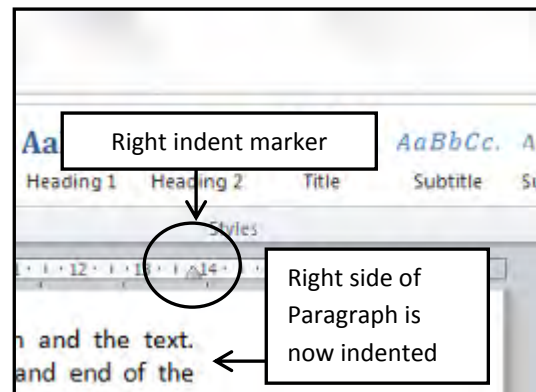
1. Make sure the Hanging and Left indent markers are located at the beginning of ruler.
2. Click the Increase and Decrease indent button. This will move the paragraph towards the right margin. Increase and Decrease indent button can only be used with the Left Indentation.



Increase & Decrease buttons

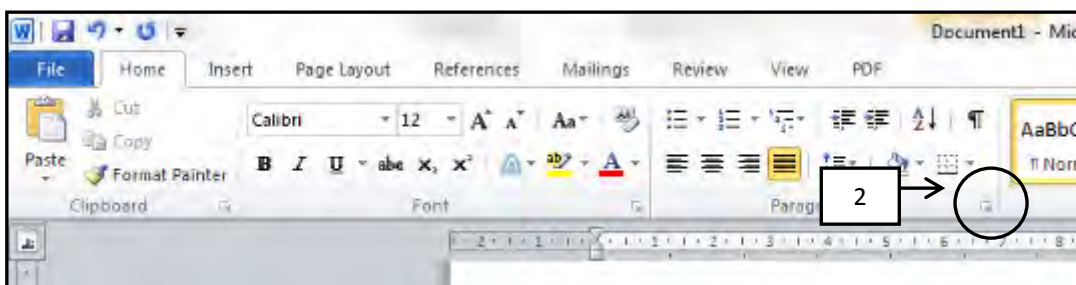
Using the Ruler

1. Locate the Right indent marker located at the right side of the ribbon.
2. Click, hold and drag the marker to the left side of the document. The paragraph is now indented to the left side.
3. You can also move the Hanging and Left Indent marker using the mouse. The broken line that appears underneath the marker can be used as guide when moving the indent marker.

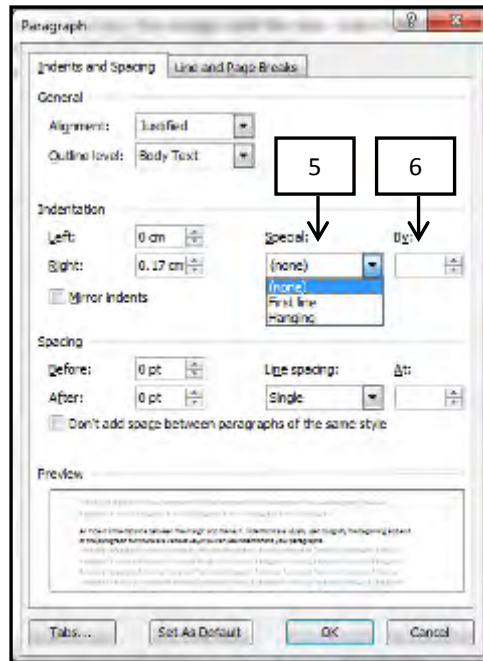


Using the Dialogue Box

1. Select the paragraph you want to indent.
2. Click the **Paragraph dialogue** box icon. This will open the paragraph dialogue box.



3. Make sure that you are in the Indents and Spacing tabs.
4. Change the Left and Right indentation settings.
5. Click **Special drop down** list. Select First line or Hanging to create a Hanging indent.
6. Set the measurement in the **By** box.
7. Click **OK** to apply changes.



B. Tab

Tabs stop indicates where the text is set to align text. This is especially useful when you are creating headers and footers. There are five basic types of Tabs: Left, Right, Centre, Decimal and Bar. Tab stops are shown on the ruler. You can click these to select the type of tab you want to use.



Click to display different types of tab that you want to use.

Follow the steps below to change the tab setting of your document:

Left tab

1. The default tab is the Left tab.
2. Position your cursor in any part of the horizontal ruler.
3. Click the mouse. The Left tab indicator is placed where you clicked the mouse.
4. Press the tab key. The cursor will immediately move to the location where the Left tab indicator is located.
5. Type your text. The text is placed where the Left tab is placed.

**Centre Tab**

1. Click **Tab** key to change the tab stop symbol until it becomes the Centre tab indicator.
2. Position your cursor in any part of the horizontal ruler.
3. Click the mouse. The Centre tab indicator is placed where you clicked the mouse.
4. Press the tab key. The cursor will immediately move to the location where the Centre indicator tab is located.
5. Type your text. The text is centred left and right of the Centre tab indicator.

Right Tab

1. Click **Tab** key to change the tab stop symbol until it becomes the Right tab indicator.
2. Position your cursor in any part of the horizontal ruler.
3. Click the mouse. The Right tab indicator is placed where you clicked the mouse.
4. Press the tab key. The cursor will immediately move to the location where the Right indicator tab is located.
5. Type your text. The text starts from the right side going to the left side of the document.

Decimal Tab

1. Click **Tab** key to change the tab stop symbol until it becomes the Decimal tab.
2. Position your cursor in any part of the horizontal ruler.
3. Click the mouse. The Decimal tab indicator is placed where you clicked the mouse.
4. Press the **Tab** key. The cursor will immediately move to the location where the Decimal indicator tab is located.
5. Type any value with a decimal numbers and press Enter.
6. Press the tab key again and type another number with decimal numbers. Observe how the decimal point of the two numbers is aligned at the same location.

Bar Tab

1. Click Tab key to change the tab stop symbol until it becomes the Bar tab.
2. Position your cursor in any part of the horizontal ruler.
3. Click the mouse. The bar placed where you clicked the mouse is used as a separator only.



Student Activity 11.2.2.1

Perform the activity below to test your skill in using indents and tabs. Revise Lesson **11.2.2.1 Using Indents and Tabs** if you are unsure of how to proceed with this activity.

1. Open document **Melanesian Festival v3** document.
2. Adjust the indentation of seventh paragraph to 4 cm left and 4 cm right.
3. Indent the first line of all the paragraphs by 2.5 cm.
4. Position the cursor at the beginning of your name.
5. Place a Right Tab two (2) centimetres before the margin.
6. Press the tab key. Your name would immediately move to the right side of the document.
7. Save your work as **Melanesian Festival v4**.

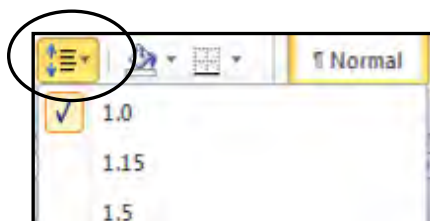
11.2.2.2 Using Lines and Paragraph Spacing

Line spacing refers to the distance between each line of text. Paragraph spacing is the distance between each paragraph in the document.

Line Spacing

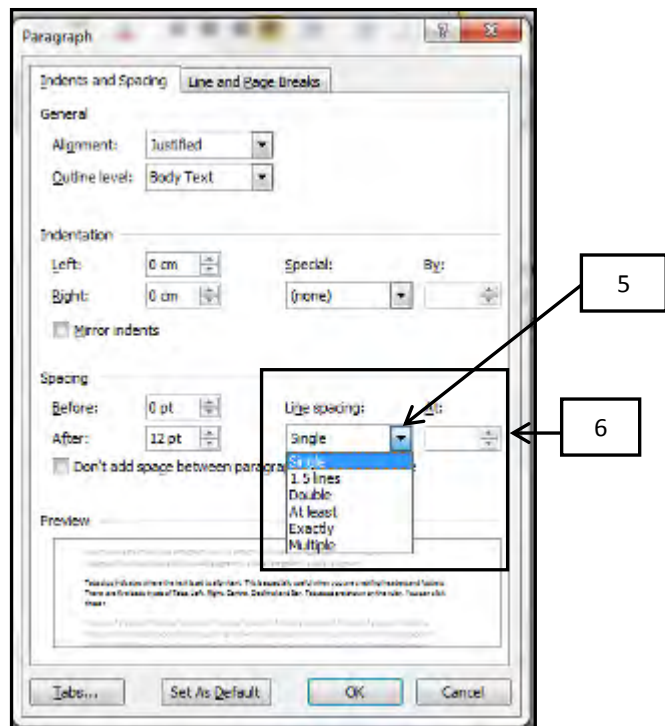
Follow the steps below to change the line spacing of your paragraph

1. Highlight the paragraphs you want to change.
2. Click the **Line and Paragraph Spacing** button. This can be found in the Home tab.
3. Choose from the options in the drop-down list.
4. Click the **Paragraph** dialogue box icon. The dialogue box will appear.
5. Click the drop-down list from the **Line Spacing** option.
6. Choose **At Least** if you are using tall text but will stay within the points you type in the **At** box between each line. Choose **Exactly** if you use an exact point of what is written in the **At** box.
7. Choose **Multiple** if you want to apply more than two spaces between your text lines.
8. Type a value for your line spacing.



Line & Paragraph spacing button

9. Click **OK** to apply changes to text.



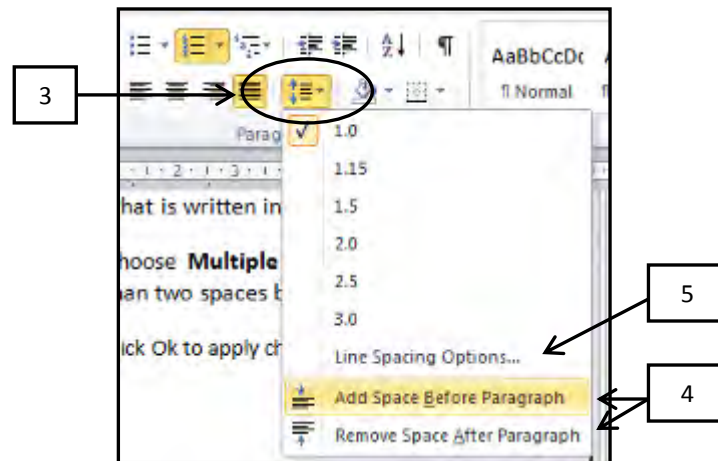
Paragraph Spacing

Paragraph spacing is similar to pressing Enter to create a distance between paragraphs. This saves you the effort of adding space between paragraphs. Adding spaces makes your document easier to read and identify where the paragraph begins and ends. Perform the following to increase or decrease the space between paragraphs:

Using Ribbon

Follow the steps below to change the paragraph spacing of your document using the ribbon:

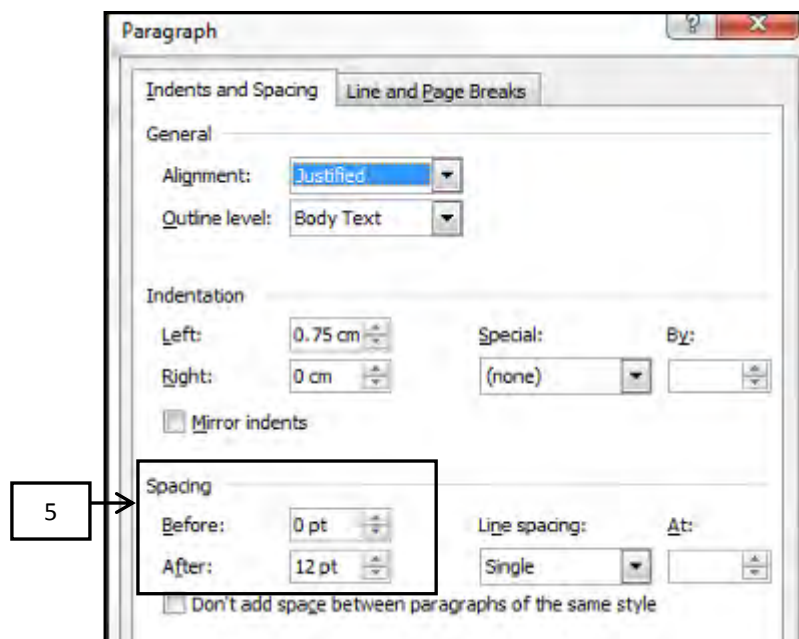
1. Highlight the paragraphs or place the cursor anywhere in the paragraph that you want to change.
2. Click **Home tab**.
3. In the Paragraph group, click **Line and Paragraph Spacing**.
4. Choose from **Add Space Before Paragraph** or **Remove Space After Paragraph**. The spaces between paragraphs will increase or decrease.
5. Click **Line Spacing Options** to display the Paragraph dialogue box.



Using Paragraph Dialogue Box

Perform the following steps to change the paragraph spacing and line spacing using the dialogue box.

1. Make sure that the paragraph is still selected or position the cursor anywhere in the paragraph.
2. Click the **Home** tab.
3. Click the **Dialogue box** icon located in the Paragraph group or click the **Line Spacing Options** in the drop-down list.
4. The dialogue box will appear.
5. Adjust **Before** and/or **After** spacing.
6. Click **OK**.





Student Activity 11.2.2.2

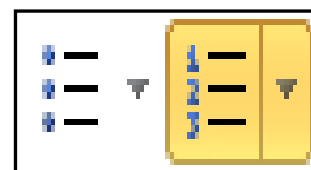
Perform the activity below to test your skill in applying paragraph and line spacing. Revise Lesson **11.2.2.2 Using Lines and Paragraph Spacing** if you are unsure of how to proceed with this activity.

1. Open **Melanesian Festival v4** document.
2. Remove the space between the Title and the Sub-title.
3. Remove the paragraph spacing in all the paragraphs of the document.
4. Change the Line spacing of all the paragraphs, to Double.
5. Remove the First line Special indentation of the seventh paragraph.
6. Save your work as **Melanesian Festival v5** document.

11.2.2.3 Working with List

Numbers and Bullets are two types of lists that you can use in your document. A **Numbered Lists** represent text within your document with step by step procedures. This can be in the form of numbers or letters. **Bulleted Lists** is used when you want to show options to your document and use characters and symbol to

present the lists.

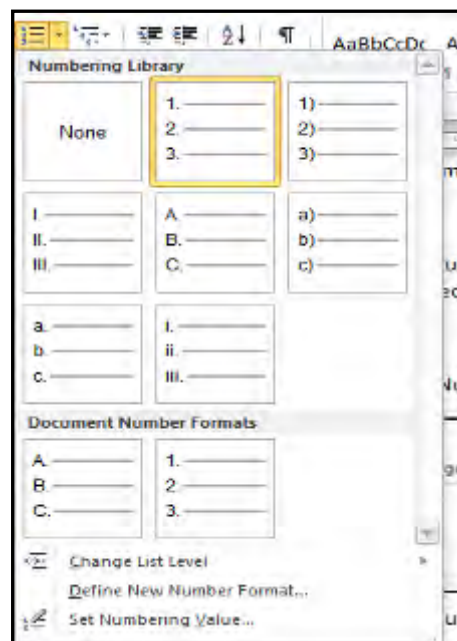


Bullets and Number buttons

Numbered Lists

Perform the following task to apply numbered list to you document.

1. Click the **Home tab** and click the **Numbered list**.
2. Choose from the formats in the Numbering Library drop-down list.
3. Click the lists you want to use. The first Numbered list is immediately placed in your document.
4. Type your text and press **Enter**. The next sequence on the Numbered lists appears in your document.
5. You can also type the text that will use the numbered lists. Just type your text and press Enter for every text that will use a numbered list.



Numbering Library drop-down list

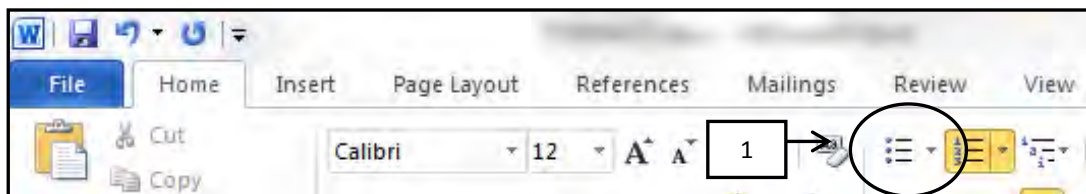


6. Highlight the entire list.
7. Repeat Steps 2-4. The numbered list is immediately applied to your written text.
8. Press **Enter** key twice to end the lists.
9. Highlight and click the **Numbering** button to remove the list.
10. Use the indents marker to adjust distance between numbers list and your text.

Bulleted List

Perform similar steps as that of the Numbered List except that it uses the **Bullets** instead of numbers.

1. Click the **Home tab** and click the **Bullets list**.



2. Choose from the formats in **the Bullet Library** drop-down list.

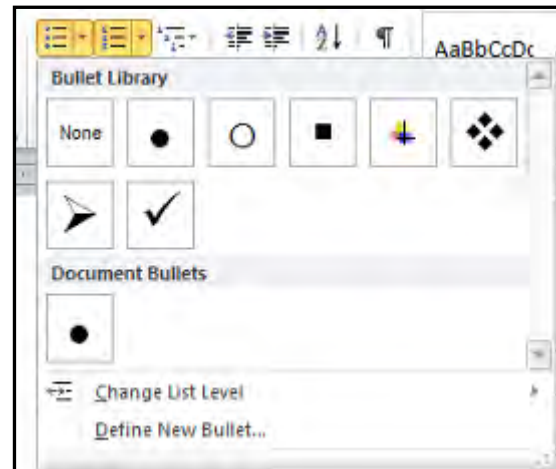
3. Click the lists you want to use. The Bullet is immediately placed in your document.

4. Type your text and press **Enter**. The same Bullet appears in your document.

5. You can also type the text that will use the bullet lists. Just type your text and press Enter for every text that will use a bullet.

6. Highlight the entire list.

7. Repeat Steps 2-4. The bullets are immediately applied to your written text.



Bullet Library drop-down list

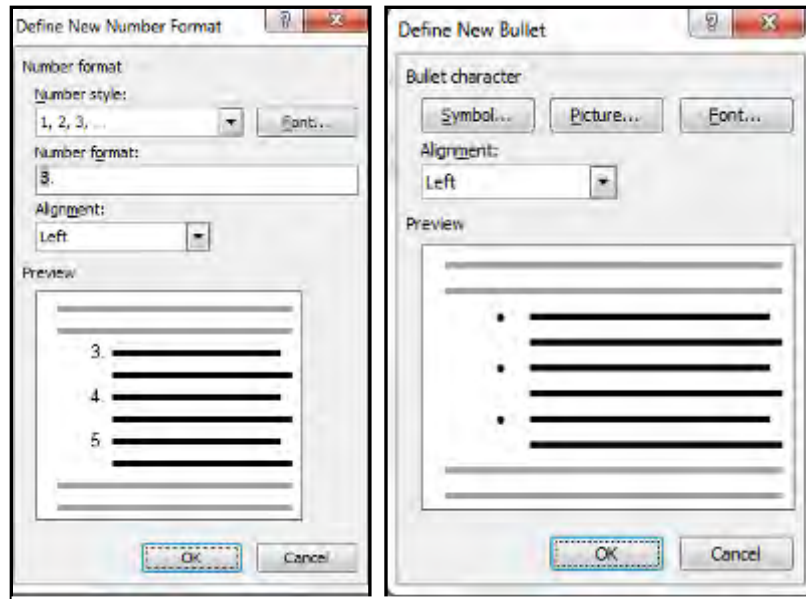
8. Press **Enter key** twice to end the lists.
9. Highlight and click the **Bullets** button to remove the list.
10. Use the **Indents Marker** to adjust distance between bullets list and your text.

Customising Number and Bullets Lists

Follow the steps below to customize your number and bullet lists.

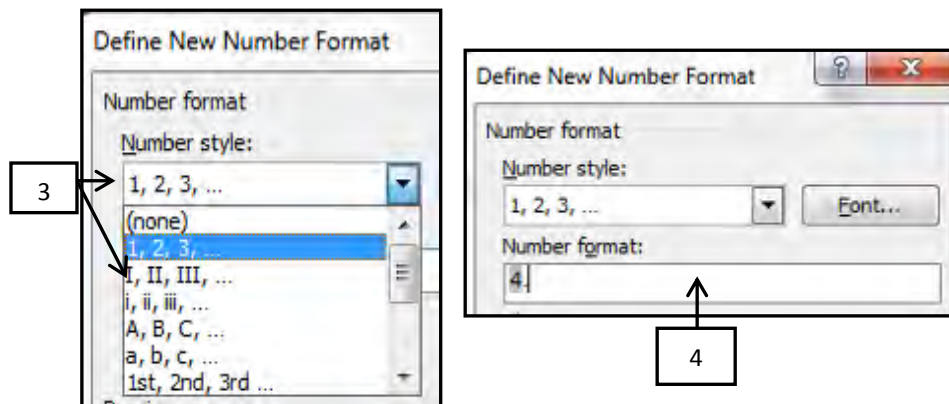
1. Highlight the text you want to install bullets or number lists.

2. From the Bullets and Numbering buttons, click **Define New Number Format** for customising number lists and **Define New Bullet** for customising bullets list.

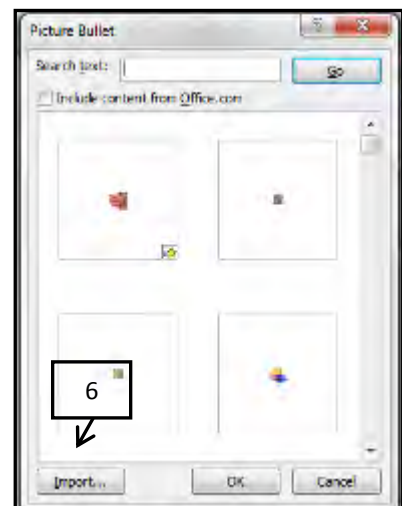


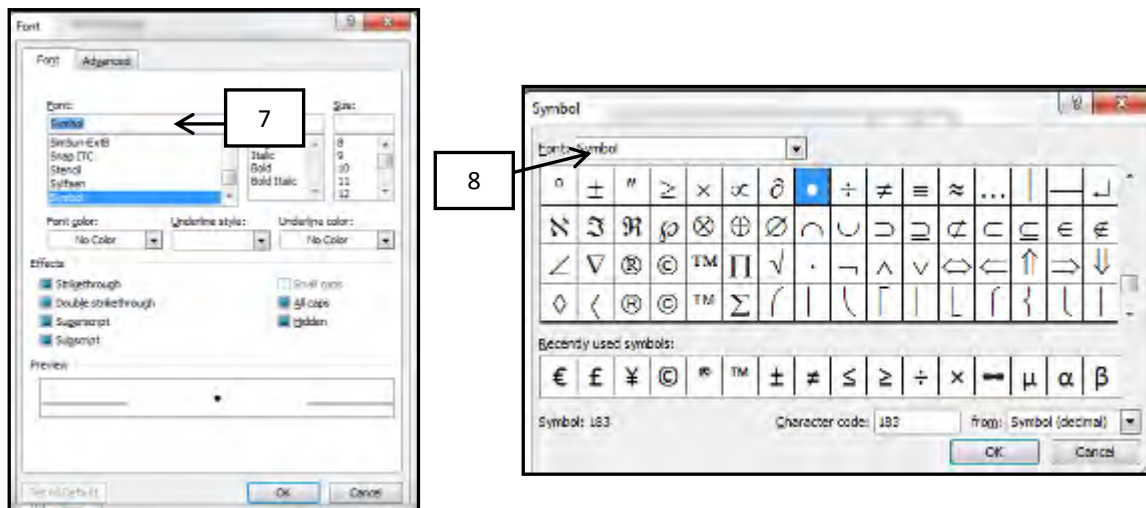
Customizing Bullets and Number Formats

3. Choose from the **Number style** drop-down list or
4. Create your own format in the **Number format** display window.



5. Choose Symbol, Picture or Font from the **Define New Bullet**. The dialogue box for Symbol, Picture or Font will appear.
6. Click **Import** from Pictures Bullet dialogue box to select pictures, graphics, and images that are located in another location.
7. Click the **Font** drop-down list to select other types of Symbols.
8. Select from the different Fonts styles available. Fonts are similar to the fonts available in the Symbol dialogue box.



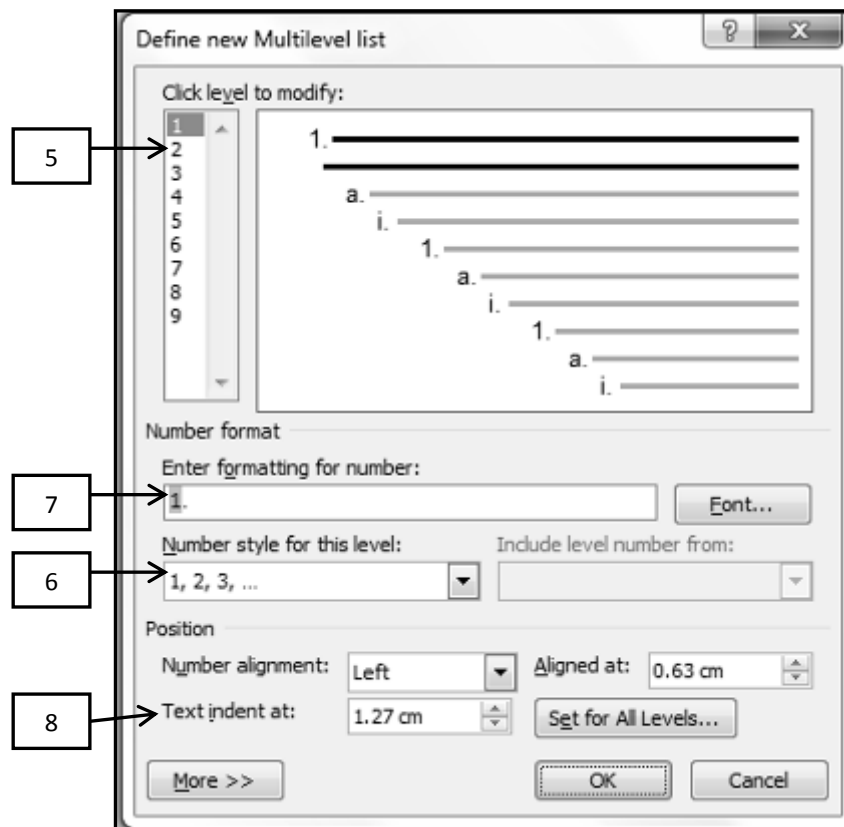


Creating a Multi-level List

Multi-level list simply means that it is a combination of different numbers and/or bullets commonly used with text entries containing levels and sub-levels.

Below are the steps you can follow to apply multi-level lists to your text document.

1. Click the **Multi-level List** button located in the Home tab.
2. Click from the different multi-list formats available or
3. Create your own by clicking **Define New Multi-level List**. A dialogue box will appear.
4. Click the different level in the Click **Level** to modify. The display window will show the type of list each level will use.
5. Choose a level you wish to modify in the **Click level to modify**.
6. Replace the numbers and/or bullets by selecting a new format in the **Number style for this level**.
7. You can further modify the format by adding additional features in the **Enter formatting for number**.
8. Change the indentation of each level in the **Text indent at:** window
9. Click **OK**. Your new multi-level list appears in the **List Library**.



10. Type your text and press **Enter**.
11. Type your next text and press **Enter**.
12. Press the **Tab** key. Observe how the number and/or bullets changes to the format you selected for the second level.
13. Press the Backspace key to remove the list and go back to the previous level.



Student Activity 11.2.2.3

Perform the activity below to test your skill in working with different types of list. Revise Lesson **11.2.2.3 Working with List** if you are unsure of how to proceed with this activity.

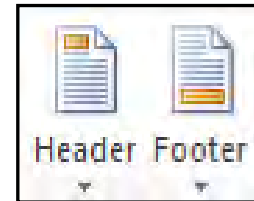
1. Open **Melanesian Festival v6** document.
2. On the third paragraph, separate the five countries mentioned in the paragraph.
3. Place a number list on all the five countries.
4. Move the number list in line with the first line indentation of the paragraphs.
5. On the fourth paragraph, separate the three countries mentioned in the paragraph.



- Place a Bullet list on all the three Melanesian countries. Choose a bullet that is different from the Bullets Library.
- Save your work as **Melanesian Festival v7**.

11.2.2.4 Adding Breaks, Headers and Footers

Headers and Footers are text that you want to appear at the top and bottom of every page of your document. Breaks are usually used when adding a header and footer, page numbers, margins and page orientation of a document.



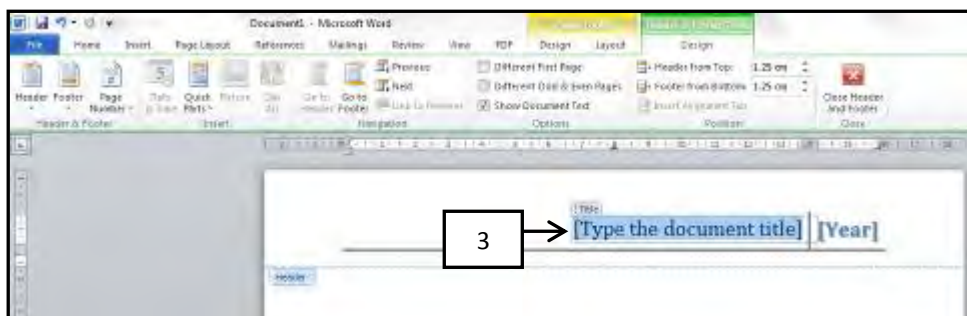
Click Header & Footer buttons to display the dropdown list

Insert Headers and Footers

Text that appears at the very top of the page outside the text margins, Footer text appears at the bottom of the text margins.

Follow the steps below to apply headers and/or footers to your document:

- Click Insert tab on the ribbon.
- Click **Header** or **Footer** and choose from the different options given.
- Click the **Field** in the header or footer area.



- Type the text or click the drop down list that some fields contain.
- Click **Close Header and Footer** button. The document now contains the header and/or footer you inserted.

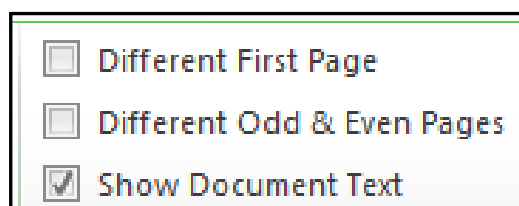
Edit Header and Footer

Perform the following steps to change the header and/or footer of your document:

- Click **Insert tab** on the ribbon.
- Click **Header or Footer** and choose **Edit Header or Edit Footer** from drop down list.



- Header and footer are now open for editing.
- Click **Different First Page** to remove the Header and/or Footer from the first page.
- Click **Different Odd & Even Pages** if you want to set different Header and/or Footer for even and odd pages.
- Increase or decrease the area where the Header and/or Footer is placed.

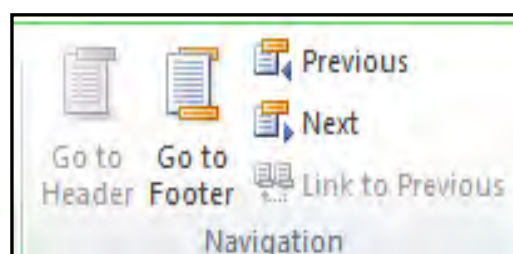


Tick/Un-tick to apply header/footer to pages

6 →



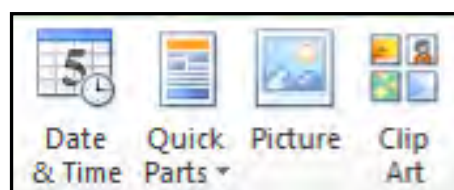
- The **Navigation** group will move you between Headers and Footer within your document.
- Click **Remove Header** or **Remove Footer** to remove header and/or footer of your document. This can be found in the Header and Footer drop down list.



Inserting Your Own Header and Footer

Follow the steps below to customize and create your own style of header and/or footer:

- Double click the Header or Footer area.
- The cursor immediately appears in your header and footer.
- Type and format your text using the different skills you previously learned.
- Insert **Date & Time**, **Picture** or **ClipArt** in your Header and/or Footer.

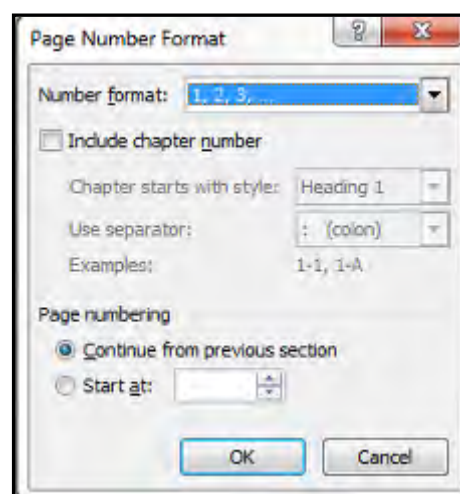


Additional formats for header and footer

Numbering the Pages

Perform the following task to insert page number as part of your header and/or footer.

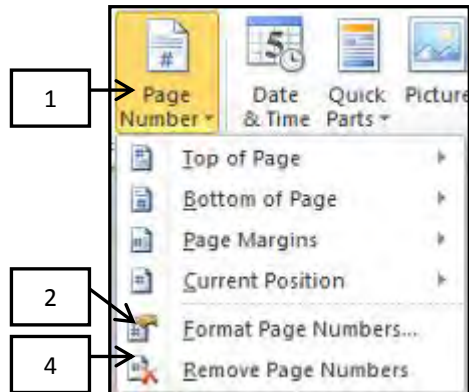
- Click **Page Number** and choose where you want to place the page number from the drop-down list.
- Click **Format Page Number**. A dialogue box will appear. Choose from different number format from the drop-down list.



Page Number Format dialogue box



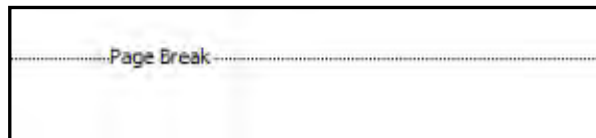
3. Choose a page number option from the sub-menu that will appear.
4. Click **Remove Page Numbers** to remove the page format



Inserting Breaks

Adding Page Breaks can help control what text appears on what page of the document and prevents it from moving to the next page. To insert Page Breaks:

1. Click in the document where you want to insert a page break.
2. Click the **Insert** tab on the Ribbon.
3. Click the **Page Break** button. MS Word places the rest of the paragraph to the next page.
4. Click the **View** tab on the Ribbon. Choose **Draft**. A line with the word **Page Break** will be displayed. This indicates a Page Break was added.
5. Click in the **Page Break** area.
6. Click **Delete** from the keyboard.
7. The Page Break is removed and the text that was moved to the next page returned to its original page.
8. Click **View** and choose **Print Layout** to return to your document view.



A dotted line indicates a break was added.

**Student Activity 11.2.2.4**

Perform the activity below to test your skill in adding and removing headers and/or footer in your document. Revise Lesson **11.2.2.4 Adding Breaks, Headers and Footers** if you are unsure of how to proceed with this activity.

1. Open **Melanesian Festival v7** document.
2. Position the cursor at the beginning of the fourth paragraph.
3. Insert a Page Break between the third and the fourth paragraph.
4. Insert a Header and Footer. Choose from the different formats given.
5. The Header and Footer must not appear on the first page.
6. Type the following text as your Header and Footer. Choose a footer that matches the header you selected and has a page number.

Header: Melanesian Festival of Arts and Culture

Footer: Type your name

7. Change the Header and Footer area by 2 cm from top and bottom.
8. Save your work as **Melanesian Festival v8** document.

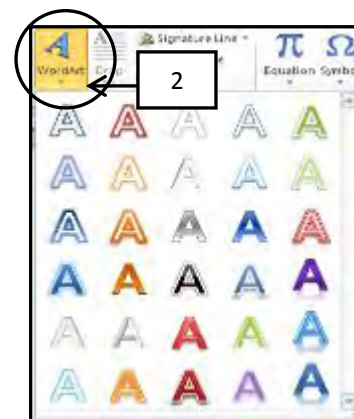
11.2.2.5 Using Word Art

WordArt adds additional graphics to your document. Text graphics can appear in different shapes, colours and direction normally not possible to do when you only format your text.

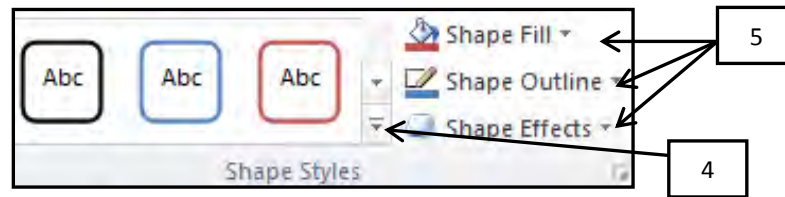
Create Word Art Object

Follow the steps below to create/insert word art object in your document

1. Type the text you want to convert as WordArt and select the text.
2. In the text group, click **WordArt** and choose from the option given and type your text.
3. Format your text box. Choose from the different shape formats located in the **Shape Styles** group.
4. Choose from the different **Theme Fills** available. This can be found in the **More** drop-down list.



5. You can also customise your text box by creating your own **Shape Fill**, **Shape Outline** or **Shape Effects**.



Shapes Styles Group

6. Change your WordArt styles and create your own style using the **WordArt Styles** group.



7. Click **Text Effects** and choose **Transform**. Select from the different transform style.
8. Resize and move your object anywhere in the document.
9. Select your object. Click **Delete** from the keyboard to delete your object.



Activity 11.2.2.5

Perform the activity below to test your skill in inserting Word Art to your document. Revise on lesson **11.2.2.5 Using Word Art** if you are unsure on how to proceed with this activity.

1. Open document **Melanesian Festival v8** document.
2. Highlight the title and select a WordArt Style.
3. Format WordArt object according to your own style. You can use text fill, text outline and/or text effect.
4. Parts of the paragraph may move leaving a blank space between pages. To solve this problem, remove the page break to combine all the paragraphs.
5. Save your work as **Melanesian Festival v9**.

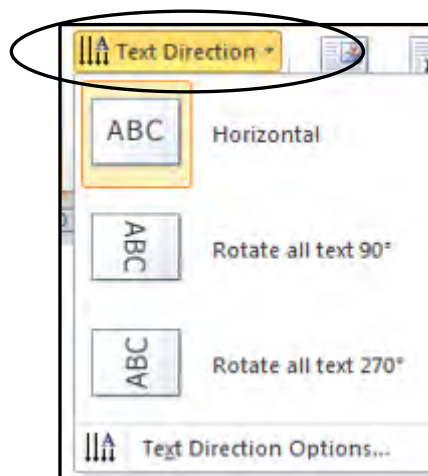
11.2.2.6 Using Text Boxes and Word Wrap

Use text boxes when you need to make a text stand out in your document. Text boxes can be formatted like other objects: add shade, borders or fill it with colours. You can also combine it with other objects for that special effect. You can also move your text box anywhere in the document like any type of objects.

Inserting a Text Box

Follow the steps below to insert a text box object to your document:

1. Click the **Insert** tab and click the **Text Box** button.
2. Choose from the pre-formatted text box or choose **Draw Text Box** to create your own.
3. Type text inside and format the text box using the different formatting tools located in the **Drawing Format** tab.
4. Change the orientation of the text inside by clicking **Text Direction**.



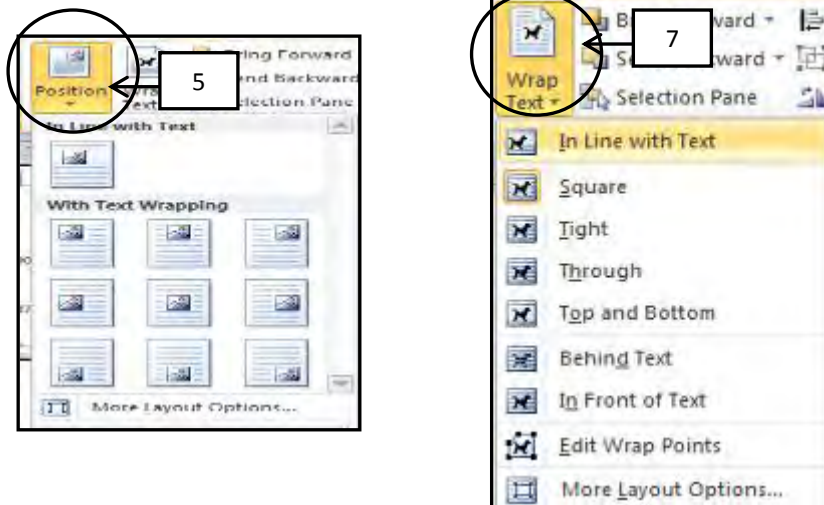
Apply text direction to text boxes

Word Wrap

Text behaves differently when an object is placed in a document. Use Word Wrap to control how the text and object reacts when placed together in the same document.

Perform the task given to apply word wrap to your objects.

1. Make sure that a document is open. You can use any document you have previously saved.
2. Create a **WordArt**. Use Transform so that your object follows a certain shape.
3. When you insert your object, your text is placed at the background of your object.
4. Make sure that your object is selected.
5. Click **Position** and choose any options given. Your object will be position depending on the layout you selected.
6. You can also move your object in any location within your document however, your text might react differently to your object.
7. Click **Wrap Text** and choose from the different options given.



8. Select a **Wrap Text** that will be suitable to the style you want to achieve for your document.



Student Activity 11.2.2.6

Perform the activity below to test your skill in using text boxes and applying word wrap to objects in your document. Revise Lesson **11.2.2.6 Using Text Boxes and Word Wrap** if you are unsure of how to proceed with this activity.

1. Open **Melanesian Festival v9** document.
2. Highlight the seventh paragraph that contains the statement:

“It is pleasing to see that our performances in music, dance, art and crafts, fashion design and theatre performance, drawing so much attention to all festival venues throughout PNG,”
3. Place the sentence in a text box. You can create and edit your text box or choose from the different formats available.
4. Format the text box you created. Apply shape fill, shape outline, shape effects.
5. Place the text box in the middle of Page 2 of the document. Make sure that the text wraps around the text box.
6. Save your work as **Melanesian Festival v10**.



Summative Activity 11.2.2

For this exercise, you will be working on a fictitious company called **Pikinini Hamamas**. The company sells different types of toys and has branches all over Papua New Guinea. As the president of the company, you are going to prepare a memo to your branch managers. Before you begin you must first create your own letter head.

A. Create a Letter Head

1. Your first task is to create a letter head for the company. The letter head you will create will be inserted in the **Header** part of your document. The **Footer** will contain all the different branches of the company namely: POM, Lae, Alotau, Rabaul.
2. Use Word Art for the Header of your letter head. Use your own font format for the Footer.
3. Insert a Page Break. Your page 2 should have the Header and Footer you created.
4. Perform a Spell Check.
5. Save your document. Use your own filename.

B. Create your report

1. Make sure that your letterhead document is still open.
2. You may create your own memo or type the example given here. Apply Indents and

To:	Caroline Oibe, Branch Manager - POM
From:	Michael Seneuig, President – Pikinini Hamamas Co.
Date:	[Write the date today]
Re:	Preparation of Year End Report

Tab to your document. Use the example below as guide.

3. Continue writing your document. Use **Single Line Spacing** and a paragraph spacing of 12 pt. placed Before or After the paragraph.
4. Use the same or use your own type of Number lists.

As the year comes to a close, you are required to submit a year-end report regarding the progress of your branch for the past year.

As part of your report, you are required to submit the following documents:

- i. Income Statement.
- ii. Cash Flow Statement.
- iii. Assets and Liabilities

You are also welcome to submit your future plans for the company as part of your Year-End Report.

Please submit the report to my office on or before December 31, 20___. Thank you for your cooperation in this matter.

[Type your name]

5. Perform a Spell Check to your document.
6. Do not save changes to your letter head. Save your document using a different filename.

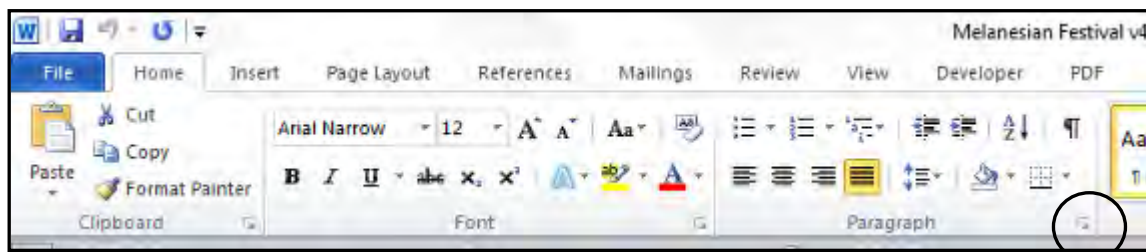


Answer Student Activity 11.2.2

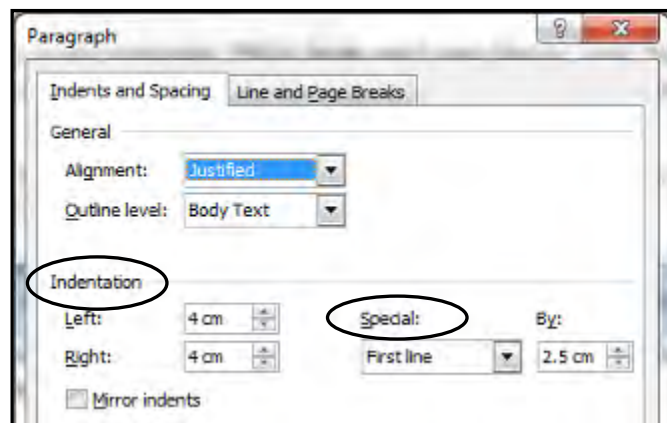
Student Activity 11.2.2.1

Perform the following steps to check your work.

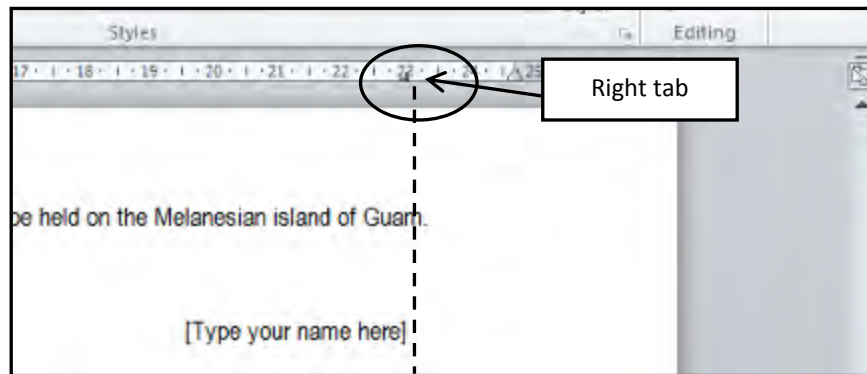
1. Open **Melanesian Festival v3** document.
2. Highlight the seventh paragraph.
3. In the **Home tab**, choose the Paragraph dialogue box icon.



4. In the **Paragraph** dialogue box, check the Indentation and Special indentation is exactly like the example below.



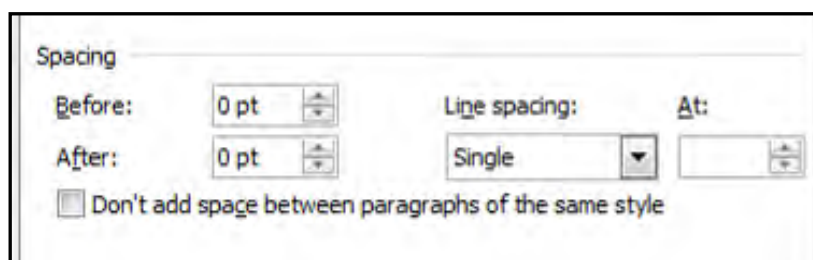
5. Position your cursor anywhere in your name.
6. Observe that the last letter of your name should be in line with the Right tab on the ruler.



Student Activity 11.2.2.2

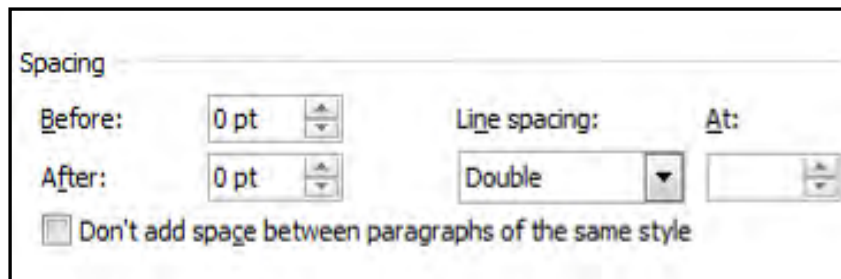
Perform the following steps to check your work.

1. Open **Melanesian Festival v5** document.
2. Position your cursor anywhere in the Title and click the Paragraph dialogue box icon.
3. The **Spacing Before and After** should be set to zero.



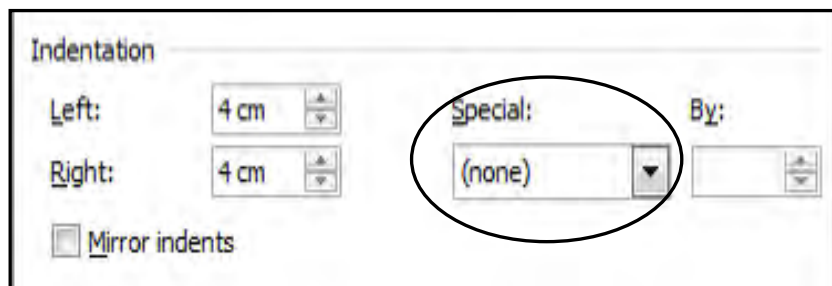
4. Highlight Paragraphs 1 – 10 and open the Paragraph dialogue box.

5. The Spacing Before and After should also be set to zero and the Line Spacing should be set to Double.



The screenshot shows the 'Spacing' section of a paragraph dialog box. The 'Before' and 'After' spacing are both set to '0 pt'. The 'Line spacing' is set to 'Double'. The 'At' field is empty. There is a checkbox labeled 'Don't add space between paragraphs of the same style' which is currently unchecked.

6. Highlight the seventh paragraph and open the Paragraph dialogue box.
7. The Special Indentation must be set to none.

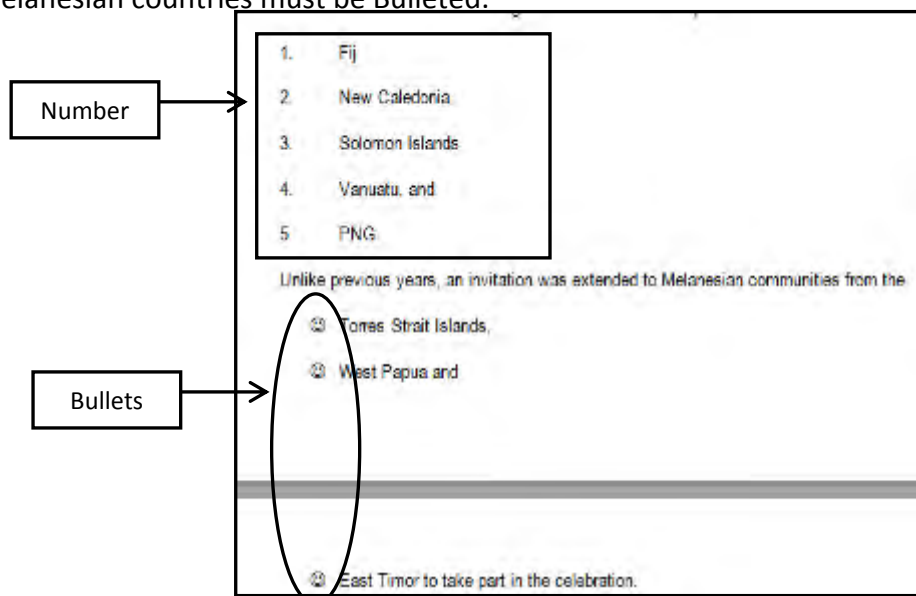


The screenshot shows the 'Indentation' section of a paragraph dialog box. The 'Left' and 'Right' indentations are both set to '4 cm'. The 'Special' indentation is set to '(none)'. The 'By' field is empty. There is a checkbox labeled 'Mirror indents' which is currently unchecked. The 'Special' dropdown menu is circled in the original image.

Student Activity 11.2.2.3

Observe the following in your document:

1. The countries must be Numbered.
2. The Melanesian countries must be Bulleted.

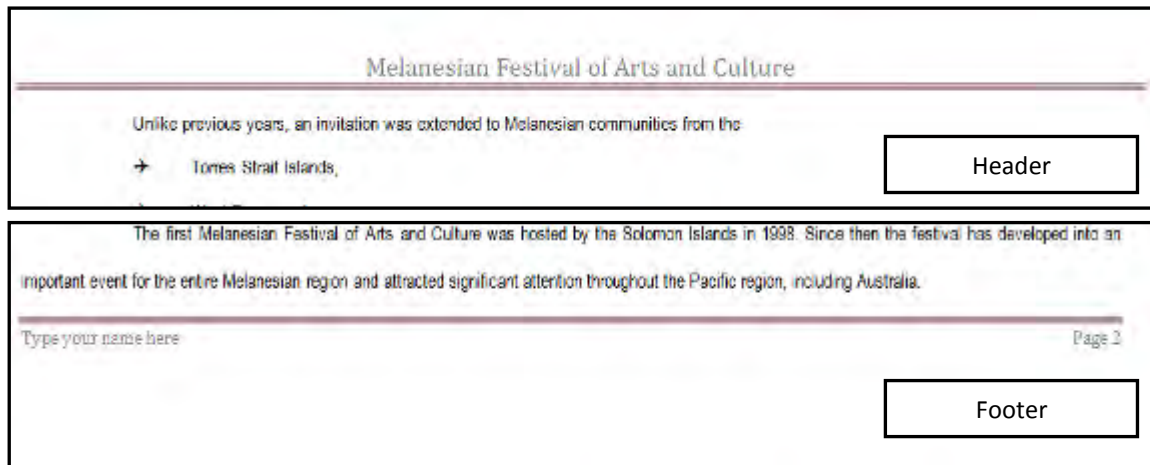


The screenshot shows a document with two lists. The first list is a numbered list (1-5) of countries: Fiji, New Caledonia, Solomon Islands, Vanuatu, and PNG. A box labeled 'Number' with an arrow points to this list. The second list is a bulleted list of Melanesian countries: Torres Strait Islands, West Papua, and East Timor. A box labeled 'Bullets' with an arrow points to this list. The text 'Unlike previous years, an invitation was extended to Melanesian communities from the' is visible above the bulleted list.

**Student Activity 11.2.2.4**

Perform the following steps to check your work:

1. Open **Melanesian Festival v8** document.
2. The fourth paragraph must be placed on the second page.
3. Choose your own Header and Footer. A sample Header and Footer is used for the document.



Page 1 should not have any Header and Footer. This can be done by making sure that the option **Different First Page** is ticked.

4. The Header from Top and Footer from Bottom must be set to 2 cm.

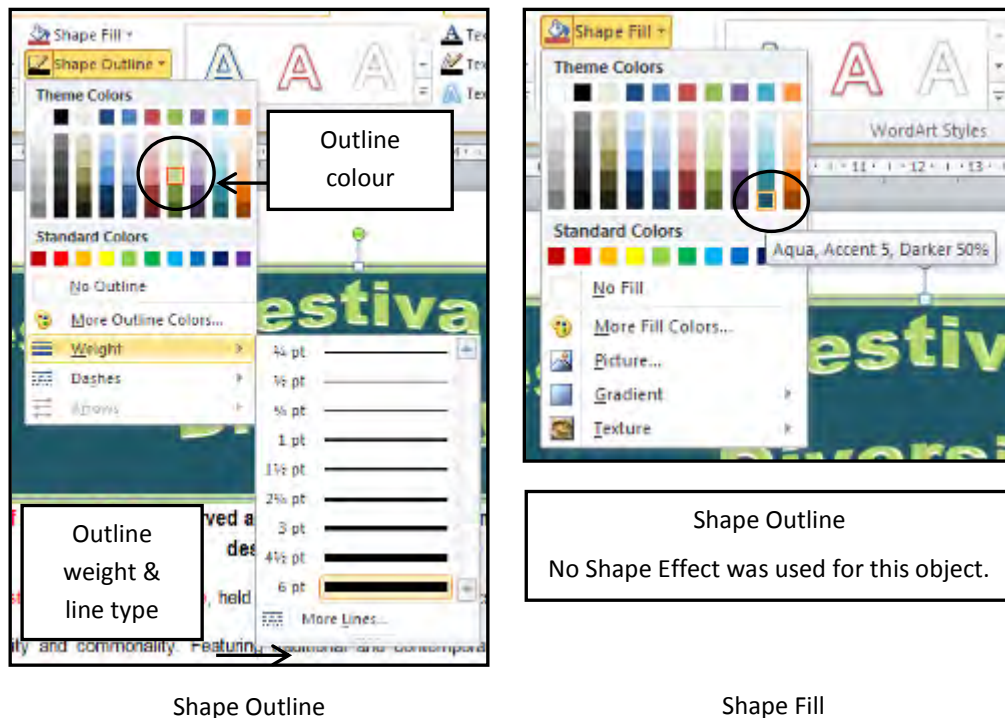
**Student Activity 11.2.2.5**

The following formats were used to create this effect:

1. Open the **Melanesian Festival v9** document. Your Word Art will not look exactly like the example below. A Text Effect called Transform was used for this Word Art

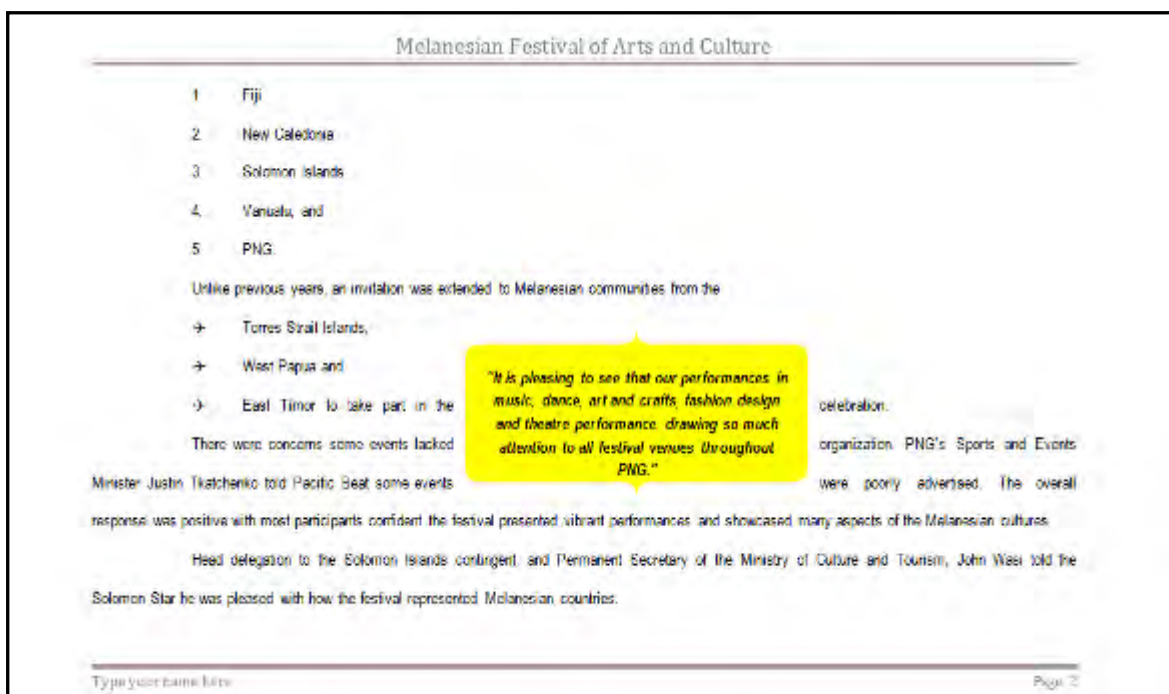


2. The following formats were used for this example.



StudentActivity 11.2.2.6

The illustration below is just an example of what Page 2 of your document could look like.



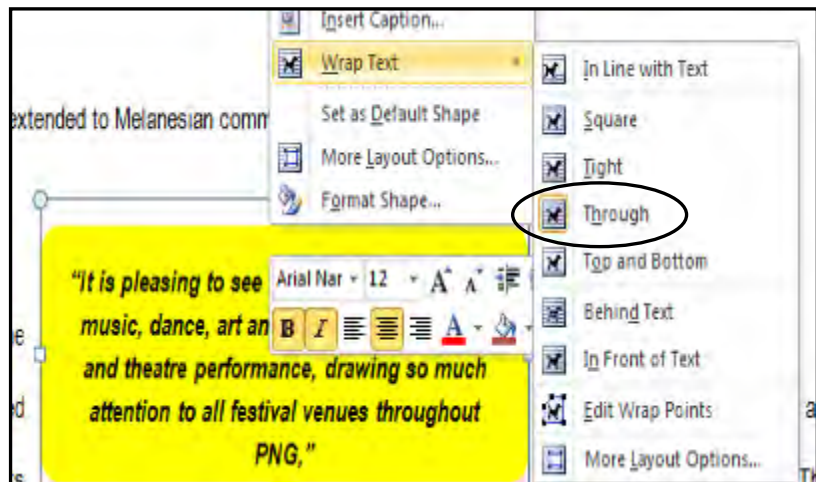
Perform the following steps to copy adapt this style.

1. Open **Melanesian Festival v9** document.

2. Place this paragraph in a Text box. Apply your own shape fill, shape outline and shape effects.

"It is pleasing to see that our performances in music, dance, art and crafts, fashion design and theatre performance, drawing so much attention to all festival venues throughout PNG,"

3. The Word Wrap style was applied to the Text box. This allows the text box to stay at the middle of the document surrounded by text.





Answer to Summative Activity 11.2.2

1. Your document may look different from the example below.

Header

Pikinini Hamamas

To: Caroline Ojeda, Branch Manager - POM
From: Michael Sesauis, President – Pikinini Hamamas Co.
Date: [Write the date today]
Re: Preparation of Year End Report

As the year comes to a close, you are required to submit a year-end report regarding the progress of your branch for the past year.

As part of your report, you are required to submit the following documents:

- i. Income Statement.
- ii. Cash Flow Statement.
- iii. Assets and Liabilities.

You are also welcome to submit your future plans for the company as part of your Year-End Report.

Please submit the report to my office on or before December 31, 20___. Thank you for your cooperation in this matter.

[Type your name]

Footer

Branches: POM, Loe, Alorau, Rabaul

The following formats were used to create the document:

A. Header and Footer

1. Write the name of your company using Word Art. Choose your own style and format to create your own company name.



2. Click **Word Art**. Make sure that the object handle appears. Notice that when you click it the size and font type of your Word Art will change. Do not worry it will return to the format you selected.
3. In the Home tab, click **Cut**.
4. In the Insert tab, click **Header** and choose **Blank**.
5. **Delete** the text box that will be inserted in the Header.
6. In the **Home** tab, click Paste. Move the object as needed within the Header area.
7. Scroll down until you reach the Footer. Type the different branches of your company.
8. Use your own style to format the Footer.
9. Double-click the mouse anywhere in the document. This will close the Header and Footer.

B. Indents and Tab

1. Press **Tab** key to separate the texts from the header.

To:	←→ Caroline Oibe, Branch Manager - POM
From:	Michael Seneuig, President – Pikinini Hamamas Co.
Date:	[Write the date today]
Re:	Preparation of Year End Report

2. Highlight the lists and click the Home tab.
3. Click the Paragraph dialogue box icon and use the following format.

Indentation			
Left:	1.25 cm	Special:	By:
Right:	0 cm	Hanging	0.75 cm
<input type="checkbox"/> Mirror indents			

Paragraph format applied to the lists

C. Lists

You can use any type of list format. However, you can change your list format by

1. Highlight your text that will be placed in the list.

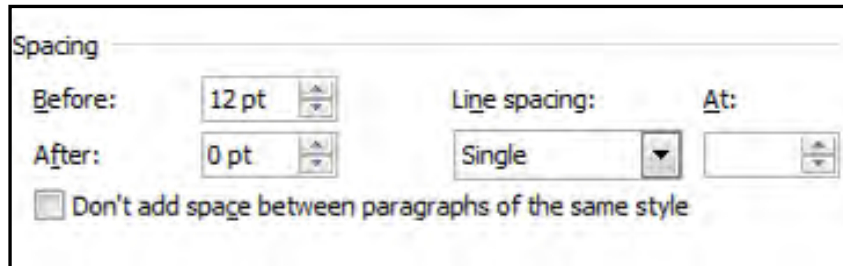


2. In the Home tab, click **Numbering** icon. Choose from the different formats available.

D. Line and Paragraph Spacing.

To check your Line and Paragraph Spacing:

1. Highlight the entire paragraph and click the **Paragraph dialogue** box icon.
2. In the Indent and Spacing tab, change the Spacing and Line spacing.



Spacing and Line Spacing used in the paragraphs.

11.2.3 WORKING WITH TABLES

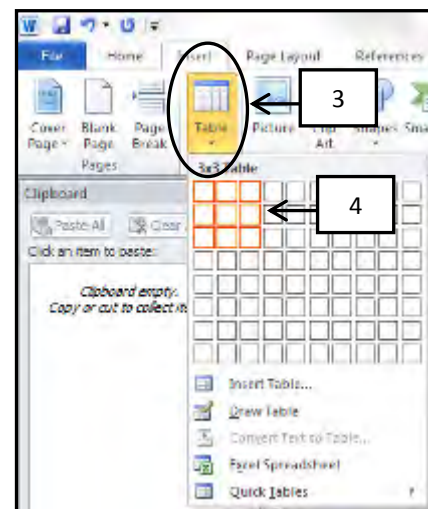
Tables are used to present data in an organized way. It makes looking up information placed in a table easier to find. Working with tables allows us to organize information in ways to have a summarized format.

11.2.3.1 Inserting, Adding and Deleting Tables

Insert Table

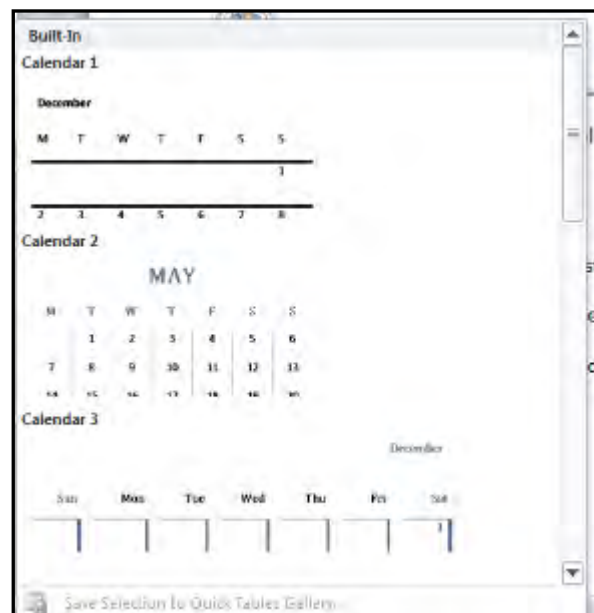
To add and insert table to your document, perform the following task:

1. Click the document where you want to insert the table.
2. Click the **Insert tab** on the Ribbon.
3. Click the **Table button**.
4. Drag across the number of columns and rows that you want to set for your table.
5. Click the mouse to insert the table in the document.
6. Click **inside the cell** and type your data.



You can also insert a **Quick table** located in the Table drop-down list. These are pre-formatted table that you can immediately use.

7. Perform steps 1-3.
8. Click **Quick Table** from drop down list. A series of built-in templates will be displayed.
9. Click to **insert a table** in your document.
10. Click inside the cell and replace the data with your own text.



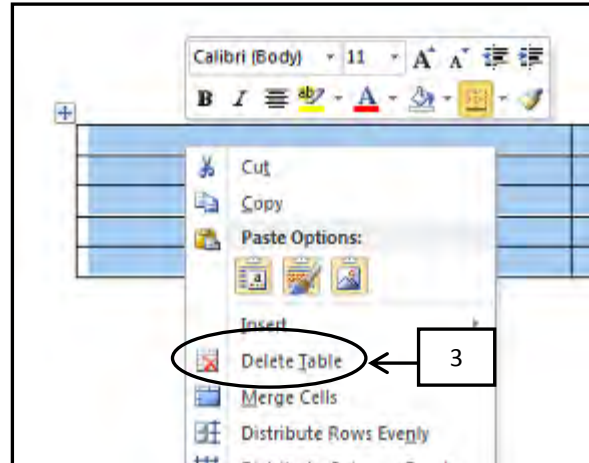
Built-in table formats



Deleting Table

Do the steps below to delete table/tables in your document:

1. Click the **table handles** located at the upper left side of the table. This will select the entire table.
2. While the table is still selected, position and **right-click** the mouse on any part of the highlighted text.
3. Click **Delete Table** from the menu that will appear. The table is now deleted.
4. Click **Undo** from the **Quick Access Bar**. This will return the deleted table.
5. Repeat Step 1 to select the entire table.
6. Click the **Delete** key from the keyboard.



Student Activity 11.2.3.1

Perform the activity below to test your skill in inserting, adding and deleting text in your document. Revise Lesson **11.2.3.1 Inserting, Adding and Deleting Tables** if you are unsure of how to proceed with this activity.

1. Open a blank document.
2. Create a 3 x 6 table.
3. Type the following text inside the cells of the table you created.

TRANSPORT EQUIPMENT SPECIALIST		
Driveline	Steering	Axles
Brake Valves	Brake Components	Electrical & Lighting
Trailer Couplings	Landing Legs	Load Restraints
Cooling System	Exhaust and Intakes	Transport Signage

4. Format the text inside the table. Use any format you want to use.
5. Save your work as **Spare Parts v1**.

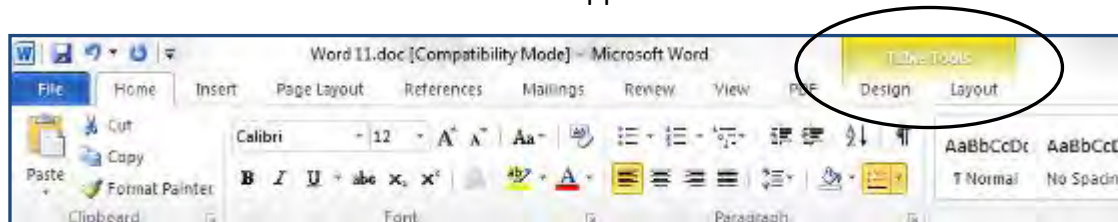
11.2.3.2 Converting Tables to Text

Tables can be converted as text. This technique is useful when you have texts that are placed in tables that you wish to use as part of your document in the text format.

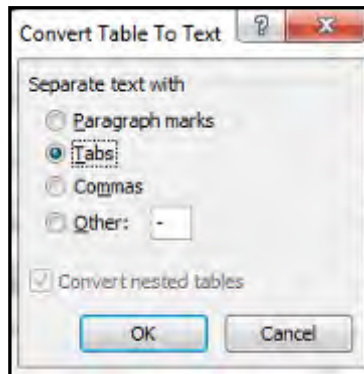
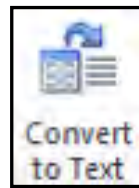
1. Create a table. You can use any table or create and copy the example below.

1	2	3	4
5	6	7	8
9	10	11	12

2. Select the entire table. The Table tools will appear.



3. Select **Convert to Text** located in the Layout Tab. The dialogue box will appear.



4. Choose a button and click **OK**. Your table will be formatted according to the format you selected.
5. The example on the next page shows what your table will look like after selecting a text format from the table. The last format allows you to place any text or character to use for your text format.
6. Save your work as **Table Practice**.



Paragraph Marks

1
2
3
4
5
6
7
8
9
10
11
12

Tabs

1	2	3	4
5	6	7	8
9	10	11	12

Commas

1, 2, 3, 4
5, 6, 7, 8
9, 10, 11, 12

**Student Activity 11.2.3.2**

Perform the activity below to test your skill converting tables to text format. Revise Lesson **11.2.3.2 Converting Tables to Text** if you are unsure of how to proceed with this activity.

1. Open **Spare Parts v1** document.
2. Copy of the table. Press Enter before you paste to create a second table.
3. Repeat the same process until you have four tables.
4. Format the three table Paragraph Marks, Tabs, and Commas.
5. On the fourth table, create your own type of format **Others**.
6. Save your work as **Spare Parts v2**.



11.2.3.3 Adding Rows and Columns

There would come a time that you have to add additional columns and/or row in an existing table. A column refers to the cells starting from the top down and a Row is a cell that starts from the left to right. Cell refers to where the columns and rows meet.

A diagram of a 3x4 table. The columns are labeled 1, 2, 3, and 4 from left to right. The rows are labeled 5, 6, and 7 from top to bottom. The cell at the intersection of column 4 and row 6 is highlighted in dark blue and labeled 'Cell'. An arrow labeled 'Row' points to the first row (row 5), and an arrow labeled 'Column' points to the first column (column 1).

1	2	3	4
5	6	7	Cell
9	10	11	12

Adding Row Using the Tab

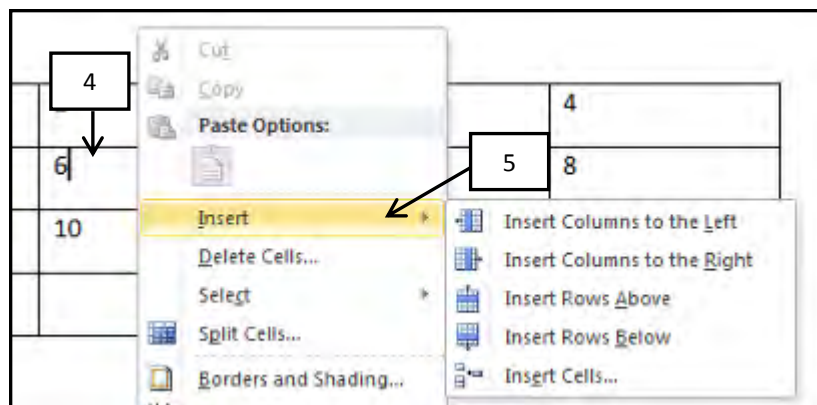
Perform the following task to add row or rows to an existing table:

1. Open Table Practice document.
2. Position your cursor at the last cell. This will be the cell marked number 12.
3. Press the **Tab** key once. This will insert a new row in your table.

Adding Row Using the Mouse

Perform the following task to add row or rows using your mouse in an existing table:

1. Position the cursor at cell number 6 and right-click the mouse.
2. Click **Insert** and choose **Insert Rows Above**. This will insert a new row between the first and second row.
4. Position the cursor at cell number 6 and right-click the mouse.
5. Click **Insert** and choose **Insert Rows Below**. This will insert a new row between cell 6 and cell 10.

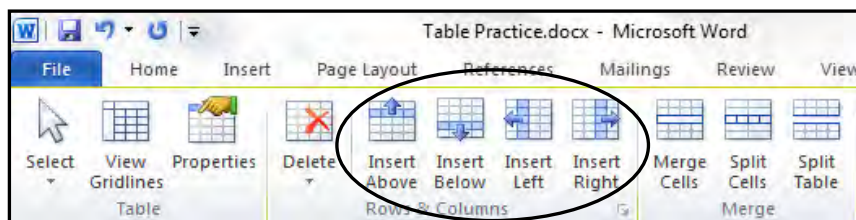




Adding Columns

Perform the following task to add column or columns in your existing table:

1. Position the cursor at cell number 7 and right-click the mouse.
2. Click **Insert** and choose **Insert Columns to the Left**. This will insert a new column between cell 2 and 3.
3. Position the cursor at cell number 7 and right-click the mouse.
4. Click **Insert** and choose **Insert Columns to the Right**. This will insert a new column between cell 3 and 4.



5. Save changes to your work.



Note: Adding rows and column are also available in the **Layout Tab** of the Table Tools. Just select the table and go to Layout Tab.



Student Activity 11.2.3.3

Perform the activity below to test add columns and rows to your previously created table. Revise Lesson **11.2.3.3 Adding Rows and Columns** if you are unsure of how to proceed with this activity.

1. Open **Spare Parts v1** document.
2. Insert another column and row in at your table. Use the example below as guide.
3. Type the information contained in each cell.
4. Save your work as **Spare Parts v3**.



TRANSPORT EQUIPMENT SPECIALIST				
Driveline	Steering		Truck Suspension	Axles
Filters	Transmission		Hub, Drum Components	Clutch
Brake Valves	Brake Components		Bearings & Seals	Electrical & Lighting
Trailer Couplings	Landing Legs		Trailer Suspension	Load Restraints
Cooling System	Exhaust and Intakes		Air Lines and Fittings	Transport Signage

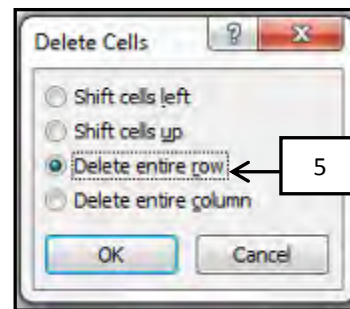
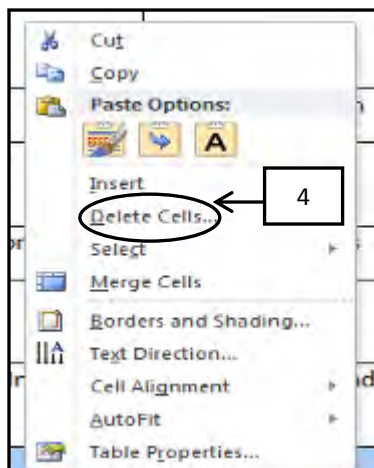
11.2.3.4 Deleting Rows and Columns

While working with tables, you might want to remove unnecessary columns and/or rows in your table. This allows you to have extra room for the other cells to take in more content.

Delete Row

Perform the following task to delete row/rows in an existing table:

1. Open **Table Practice** document.
2. Highlight any row in your table that is empty. To delete multiple rows, highlight the row or rows you want to delete.
3. Right-click the mouse.
4. Click **Delete Cells**. A dialogue box will appear.
5. Choose Delete entire row. The row will be deleted.
6. Click **Undo** to return the deleted cells.



Delete Cell dialogue box

Delete Columns

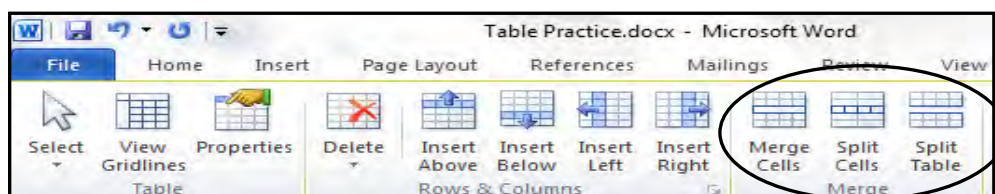
Perform the following task to delete column/columns in an existing table:

1. Highlight any column in your table that is empty. To delete multiple columns, highlight the column or columns you want to delete.
2. Choose **Delete** entire column. The column is deleted.
3. Click **Undo** to return the deleted column.
4. Save changes to your work.

Merge

Merge refers to combining two or more cells to a single cell. Be careful how you merge cells because it will remove the contents of other cells. To merge your cells:

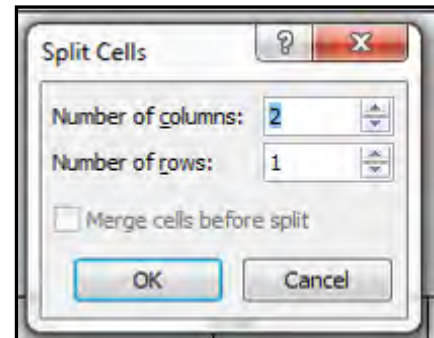
1. Click the **handle** of Table 2 to select the table.
2. Highlight **Row 1**. Copy and paste it to the second row that does not contain anything inside the cell.
3. Highlight **Row 1**.
4. Click **Merge Cells** located in the Layout tab of the Table Tools. The text inside still remains inside the merged cell.



5. Highlight the row with no text inside and merge the cells. You can now type your text inside.
6. Position the cursor inside the merged cells with number inside.



7. Click **Split Cell**. A dialogue box will appear. Select the number of columns you want to split the merged cell into.
8. Click **OK**. The merged cell is now divided to the number of columns and rows you selected.
9. Position the cursor anywhere in the table.
10. Click **Split Table**. The table is now divided into two.
11. **Click, hold and drag** the handle to move the table within the document.
12. Close the document. Do not save changes to your work.



Split cell dialogue box



Student Activity 11.2.3.4

Perform the activity below to test your skill in deleting columns and rows in an existing table. Revise Lesson **11.2.3.4 Deleting Rows and Columns** if you are unsure of how to proceed with this activity.

1. Open **Spare Parts v3** document.
2. Delete the empty column and row in the table.
3. Merge the first row.
4. Save your work as **Spare Parts v4**.

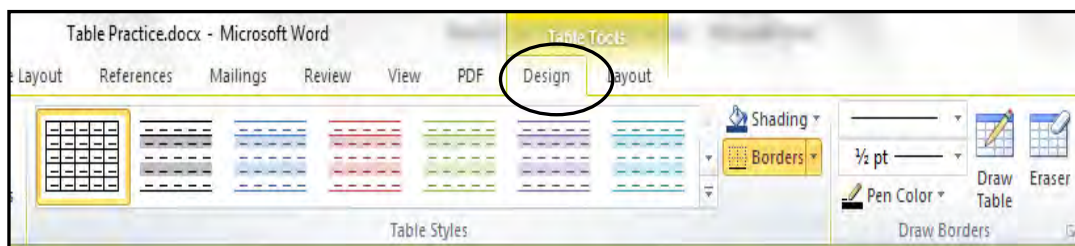
11.2.3.5 Applying and Changing Table Styles

You can add instant formatting to your table by assigning one of the many formatting styles designed for tables. Table styles offer a variety of design that includes shading, colour, border and fonts.

Applying Table Styles

Follow the steps below to apply table styles to an existing table:

1. Open **Table Practice** document.
2. Click the table handle to select the entire table.
3. In the Table Tools, click to choose different **Table Styles**.

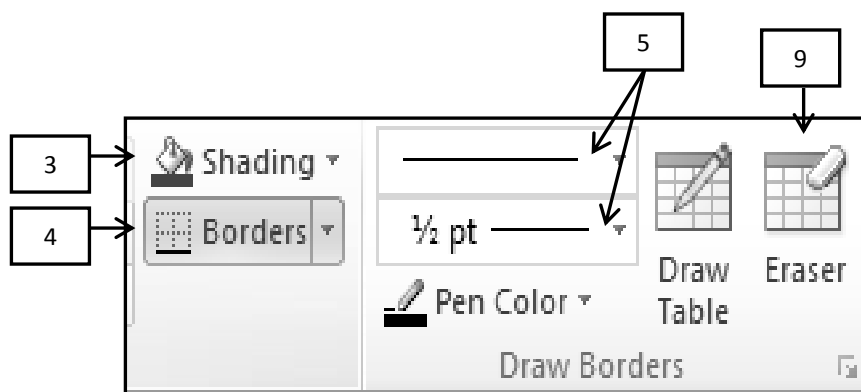


4. The style you selected is immediately applied to your table.
5. **Copy** the table and **paste** it in the same document.

Change Table Style

Follow the steps below to change table styles to an existing table:

1. Remove the styles from the second table. This is the first style in the Tables Styles options.
2. Select a cell or group of cell.
3. Click the **Shading button** and select a colour for your cell.
4. Select the type of Borders **or**
5. Select a **Line Style** and **Line Weight**. You can also choose your pen colour.





6. Move your **mouse pointer** to your table. Observe how your mouse pointer changes to a pen.
7. Click, hold and drag your mouse across the borders of your table. Observe how your border changes to the line style, weight and/or colour that you selected.
8. Release the mouse.
9. Click **Eraser** and repeat **Step 12**. This will remove the lines or borders of your table. This can also be used to merge your cells.
10. Close your document. Do not save changes to your work.



Student Activity 11.2.3.6

Perform the activity below to test your skill in applying and changing table styles of an existing table. Revise Lesson **11.2.3.5 Applying and Changing Table Styles** if you are unsure of how to proceed with this activity.

1. Open **Spare Parts v4** document.
2. Copy and Paste the table to create three tables.
3. Make sure that your three table fit on one page only. You can change the font size, line spacing and/or margins to fit the three tables in one page.
4. Modify the first table using Medium Grid 3 – Accent 4 Table Styles. Identify the style using the screen tip your mouse will display as you point to the different table styles.
5. Without using the Table Style, modify the second table by trying to imitate the table styles using Borders, Shading, Draw table and Pen Colour.
6. Use a different colour for your second table. Use More Colours to select from different colour palette available.
7. Modify the third table by creating your own table styles using Borders, Shading, Draw Table and Pen Colour.
8. Save your work as **Spare Parts v5**.



11.2.3.6 Using Auto Sum and Sort Options

Although MS Word is an application software mainly used for text, it can also be used for other purposes like sorting and basic calculations. **Sorting** refers to arranging text or numbers into chronological sequence. **Auto Sum** is a feature available in MS Excel but can be used in MS Word which does basic mathematical calculations.

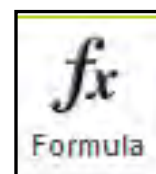
Auto Sum

Perform the following task to apply Auto Sum to perform calculations in your table:

1. Open a **blank document**.
2. Create the table below and type the content placed inside.

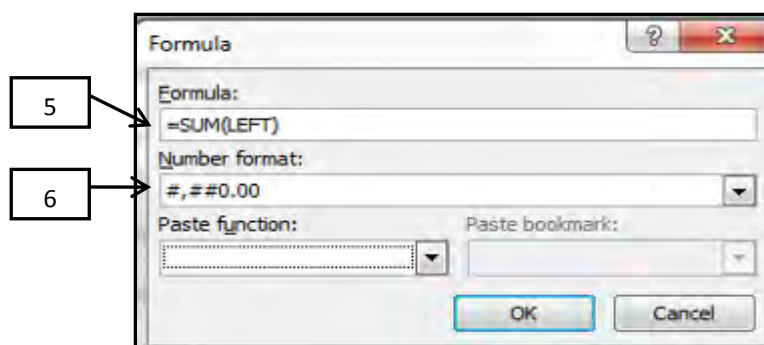
Grocery Item	Week 1	Week 2	Week 3	Week 4	Total Sales
Drinks	300	1080	200	250	
Canned Goods	450	685	295	400	
Fruits	125	245	275.25	255	
Vegetables	450	365.35	732	500	
Average					

3. Position your cursor in the cell for **Total Sales for Drinks**.
4. In the Layout tab of the Table Tools, click **Formula** button. A dialogue box will appear.
5. The Formula now displays **=SUM(LEFT)**. This means it will add all data with numerical value going to the left side.



Note: You can change the cells you will calculate by pointing out where the cells are located. Left means it will add cells with numerical value going to the left side.

6. Click the **Number format** list box and select a format you want to use for your total.





7. Click **OK**.
8. Position your cursor at the **Total Sales for Canned Goods**. The dialogue box will appear.
9. The Formula window displays =SUM(ABOVE). Change this to =SUM(LEFT).
10. Choose the same Number format you selected previously.
11. Click **OK**.
12. Complete the Total Sales for the rest of the Grocery Item.

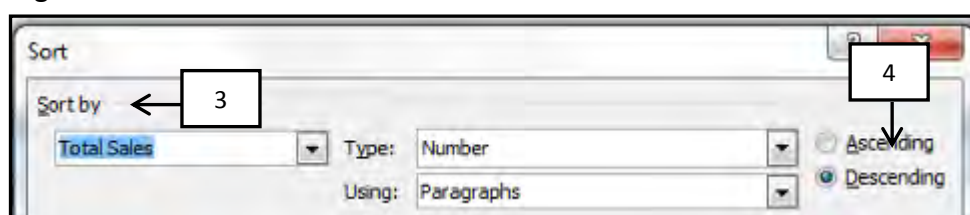


Note: To use another function, type “=” and choose a Paste function from the list box. The direction of which cells will be added must be included. Example: To get the Average, type “=Average(Left)” to get the average of number going to the left side.

Sort

Perform the following sorting task to apply to the contents of your table:

1. Position your cursor in any cell on the table.
2. In the Layout tab of the Table Tools, click **Sort** button. A dialogue box will appear.
3. The Sort by list box will display all the header of your table. Select **Total Sales**.
4. In the Type list box select Number. Click **Descending**. This will display the Total Sales from highest to lowest.



Sort dialogue box

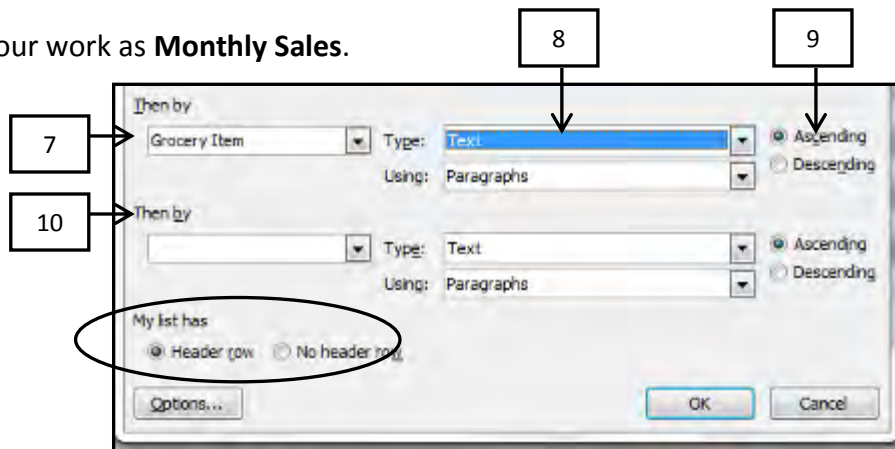
5. Click **OK**. You can further modify your sort by adding another sorting category. Example, both Drinks and Canned goods have the same Total Sales.
6. In the Layout tab of the Table Tools, click **Sort** button. A dialogue box will appear.
7. In the **Then by** list box, choose Grocery Item.
8. In the **Type list** box, choose Text.
9. Click **Ascending**. This will sort Drinks and Canned Goods in **Ascending** order.



10. Use the next **Then by** as a sorting category if still needed.

11. Click **OK**.

12. Save your work as **Monthly Sales**.



Note: Choose No header row if your table does not have a Header. Headers are text that describes what the column or row is all about. Example: Grocery Item, Week 1, Vegetables are only some of the header used in the table you created.



Student Activity 11.2.3.6

Perform the activity below to test your skill using auto sum to perform calculation and sorting to sort data in a table. Revise Lesson **11.2.3.6 Using Auto Sum and Sort Options** if you are unsure of how to proceed with this activity.

1. Make sure that the **Monthly Sales** document is still open.
2. Using Formula, get the Average sales for each week.

Grocery Item	Week 1	Week 2	Week 3	Week 4	Total Sales
Vegetables	450	365	732	500	2,047.00
Drinks	300	1080	200	250	1,830.00
Canned Goods	450	685	295	400	1,830.00
Fruits	125	245	275	255	900.00
Average					

Weekly average sales



- Sort the table on which item got the highest sales in Week 2.
- Save changes to your work.



Summative Activity 11.2.3

Your company manager has sent you all the information you requested. Your next task is to create a summary of all the sales from the past years.

- Open a Blank Document and change the Orientation to Landscape.
- Create a table with 6 columns and 6 rows. Encode the following information.

	2010 (K)	2011 (K)	2012 (K)	2013 (K)	2014 (K)	2015 (K)
POM	35,000	50,000	55,000	68,000	85,000	98,000
Lae		32,000	47,000	55,000	60,000	70,000
Alotau	28,000	25,000	38,000	42,000	54,000	60,000
Rabaul		33,000	48,000	53,000	64,000	78,000
Total Sales						

- Get the total sales of all the branches.
- Get the total sales of each branch. No space is available so you need to insert another column after the column 2015.
- Delete 2010 column and repeat your calculations for the total sale of each branch.
- Sort your table to display who got the highest sales for the past five years.
- Apply your own format to the table. Change table styles to make your table presentable.
- Save your work. Use your own filename.



Answer to Student Activity 11.2.3

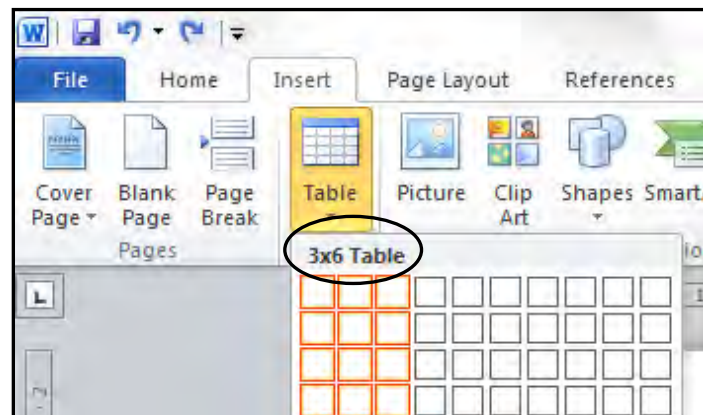
Student Activity 11.2.3.1

Open **Spare Parts v1** document. Your work may or may not look like the example below.

TRANSPORT EQUIPMENT SPECIALIST		
Driveline	Steering	Axles
Brake Valves	Brake Components	Electrical & Lighting
Trailer Couplings	Landing Legs	Load Restraints
Cooling System	Exhaust and Intakes	Transport Signage

The following steps were performed to create the table:

1. In the Insert tab, click the Table button.
2. Create a 3x6 Table using the Table Grid.
3. Type your text inside.
4. Format text inside table as needed.



The Table Grid

Student Activity 11.3.2.2

Perform the following task to check your work:

1. Open **Spare Parts v2** document.
2. The example below is what your work should look like. Below are the descriptions of each table.

- Table to text in Paragraph type.
- Table to text separated by commas.
- Table to text separated by symbol.
- Table to text in tab format.



- The table was converted to text by highlighting the table and using Convert to Text.

TRANSPORT EQUIPMENT SPECIALIST

Driveline

Steering

Axles

Brake Valves

Brake Components

Electrical & Lighting

Trailer Couplings

Landing Legs

Load Restraints

Cooling System

Exhaust and Intakes

Transport Signage

TRANSPORT EQUIPMENT SPECIALIST, , ,

Driveline, Steering, Axles

Brake Valves, Brake Components, Electrical & Lighting

Trailer Couplings, Landing Legs, Load Restraints

Cooling System, Exhaust and Intakes, Transport Signage

, ,

TRANSPORT EQUIPMENT SPECIALIST**

Driveline*Steering*Axles

Brake Valves*Brake Components*Electrical & Lighting

Trailer Couplings*Landing Legs*Load Restraints

Cooling System*Exhaust and Intakes*Transport Signage

**

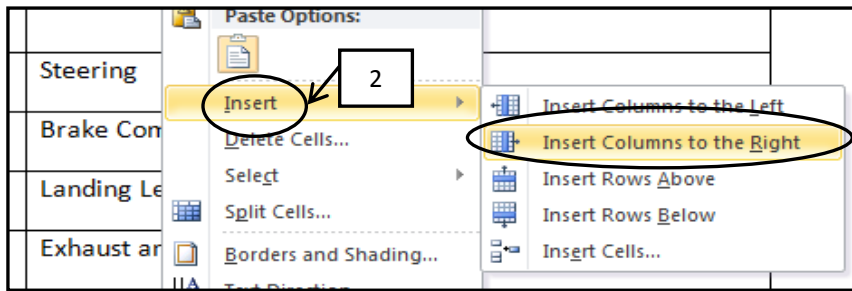
TRANSPORT EQUIPMENT SPECIALIST		
Driveline	Steering	Axles
Brake Valves	Brake Components	Electrical & Lighting
Trailer Couplings	Landing Legs	Load Restraints
Cooling System	Exhaust and Intakes	Transport Signage

Student Activity 11.3.2.3

The column is inserted using the following step.

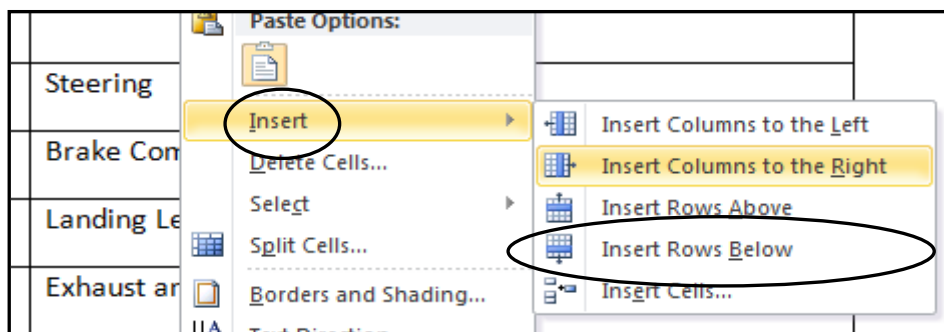
- Open **Spare Parts v3** document.
- Position the cursor anywhere in the second column and right click the mouse.
- Choose Insert → Insert Columns to the Right.
- Repeat Step 1 – 2 to insert another column.

5. Type the data inside the column.



The rows were inserted using the following step.

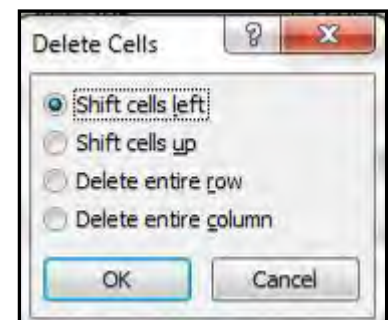
1. Position the cursor anywhere in row 2.
2. Right-click the mouse.
3. Click Insert Rows Below. Type data inside the row.



Student Activity 11.2.3.4

Perform the following task to delete columns and rows

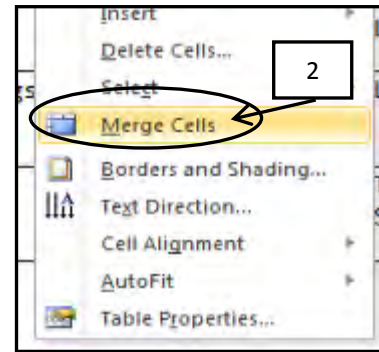
1. Position the cursor anywhere in the column or row that you want to delete.
2. Right-click the mouse and click Delete Cells. The delete cell dialogue box appears.
3. Choose Delete entire row if you want to delete a row and Delete entire column if you want to delete column.



Delete cell dialogue box

To Merge the cells

1. Highlight all the cells in row 1.
2. Right click the mouse and click Merge Cells.
3. The four rows are now combined as one.



Student Activity 11.2.3.5

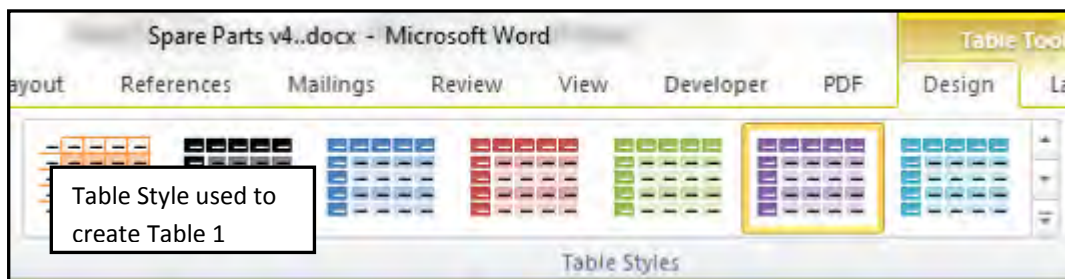
The table below is just an example of a formatted table. Your work may or may look different from the example given.

TRANSPORT EQUIPMENT SPECIALIST			
Driveline	Steering	Truck Suspension	Axles
Filters	Transmission	Hub, Drum Components	Clutch
Brake Valves	Brake Components	Bearings & Seals	Electrical & Lighting
Trailer Couplings	Landing Legs	Trailer Suspension	Load Restraints
Cooling System	Exhaust and Intakes	Air Lines and Fittings	Transport Signage

Table 1

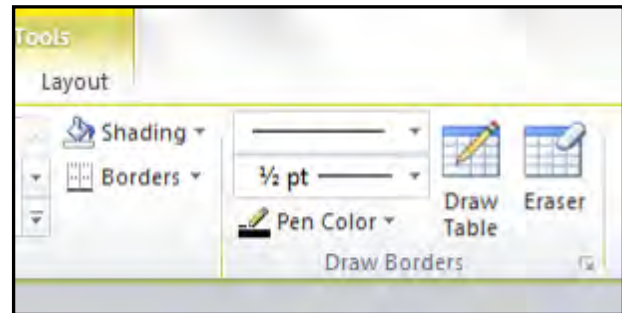
Perform the following task to check your work:

1. Select Table 1.
2. Click the **Design Tab** in the Table Tools.
3. Locate the Medium Grid 3 – Accent 4 from the Table Styles.



For Table 2 and 3:

1. Use Draw Borders buttons to recreate Table 1 and choose different Shading for the table.



Shading & Draw Borders buttons used to create Table 1 & 2

2. Use Draw Borders buttons and Shading option to create Table 3.

TRANSPORT EQUIPMENT SPECIALIST			
Driveline	Steering	Truck Suspension	Axles
Filters	Transmission	Hub, Drum Components	Clutch
Brake Valves	Brake Components	Bearings & Seals	Electrical & Lighting
Trailer Couplings	Landing Legs	Trailer Suspension	Load Restraints
Cooling System	Exhaust and Intakes	Air Lines and Fittings	Transport Signage

Table 2

TRANSPORT EQUIPMENT SPECIALIST			
Driveline	Steering	Truck Suspension	Axles
Filters	Transmission	Hub, Drum Components	Clutch
Brake Valves	Brake Components	Bearings & Seals	Electrical & Lighting
Trailer Couplings	Landing Legs	Trailer Suspension	Load Restraints
Cooling System	Exhaust and Intakes	Air Lines and Fittings	Transport Signage

Table 3

**Student Activity 11.2.3.6**

Your work should look like the example on the below.

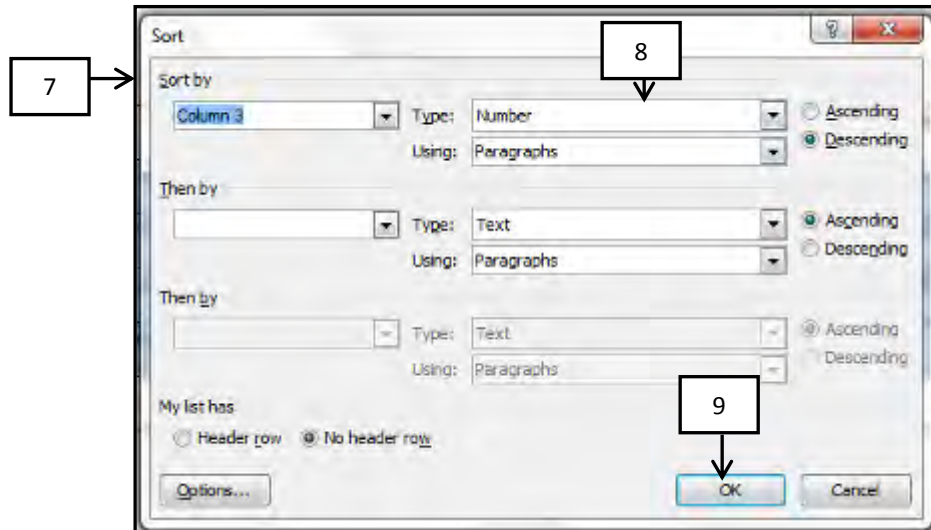
Grocery Item	Week 1	Week 2	Week 3	Week 4	Total Sales
Drinks	300	1080	200	250	1,830.00
Canned Goods	450	685	295	400	1,830.00
Vegetables	450	365.35	732	500	2,047.35
Fruits	125	245	275.25	255	900.25
Average	331.25	593.84	375.56	351.25	

Perform the following task to check your work:

1. Position your cursor in Week 1 Average result.
2. Click **Formula** button in the Layout tab.
3. In the Week 1 Average result, type “=Average(Above)” and press Enter.
4. Repeat Steps 1 – 3 for the rest of the week.
5. Highlight Row 2 to Row 5 and Columns 1 to 6.

Grocery Item	Week 1	Week 2	Week 3	Week 4	Total Sales
Vegetables	450	365.35	732	500	2,047.35
Drinks	300	1080	200	250	1,830.00
Canned Goods	450	685	295	400	1,830.00
Fruits	125	245	275.25	255	900.25
Average	331.25	593.84	375.56	351.25	

6. Click **Sort** button in the Layout tab. The dialogue box appears.
7. Week 2 is in Column 3. So make sure that the Sort by displays Column 3.
8. Choose **Number** in the Type drop down list.
9. Click **OK**.



Answers to Summative Activity 11.2.3

A sample format is given below. Your work may or may not look like the sample given.

	2011 (K)	2012 (K)	2013 (K)	2014 (K)	2015 (K)	Total Branch Sales
POM	50,000	55,000	68,000	85,000	98,000	356,000.00
Rabaul	33,000	48,000	53,000	64,000	78,000	276,000.00
Lae	32,000	47,000	55,000	60,000	70,000	264,000.00
Alotau	25,000	38,000	42,000	54,000	60,000	219,000.00
Yearly Sales	140,000.00	188,000.00	218,000.00	263,000.00	306,000.00	1,115,000.00

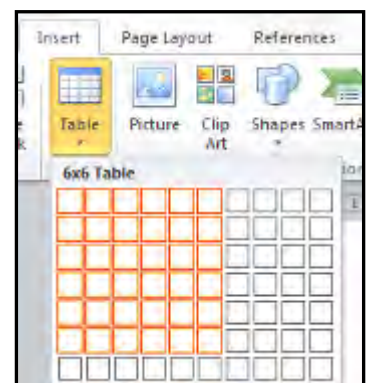
The following tasks were used to perform the activity:

A. Create the Table

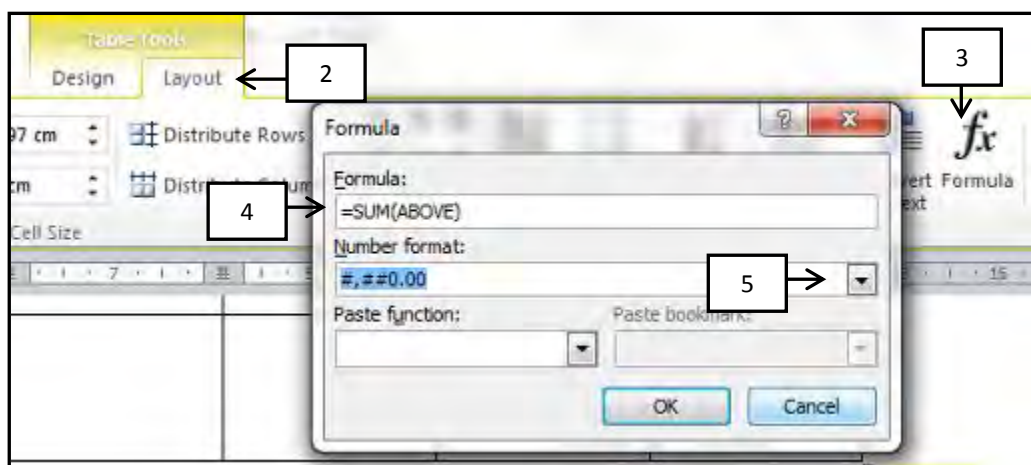
1. Click Insert → Table. Create a 6 x 6 columns and rows.
2. Encode the information placed in each cell.

B. Formula

1. Position your cursor in Total Sales of all branches for 2010.
2. Click the **Layout** tab of the Table tools.

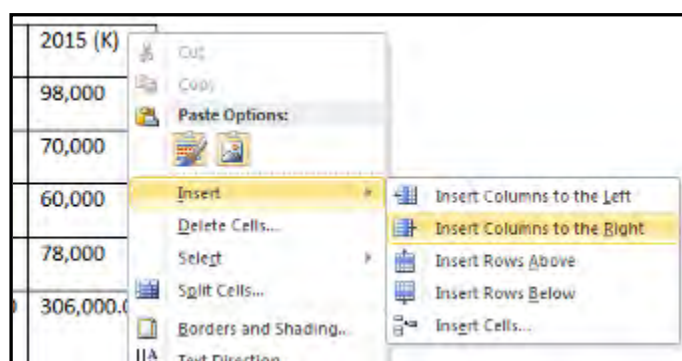


3. Click **Formula** button.
4. Do not change the formula typed inside.
5. Click the drop-down list and choose any format you want to use.
6. Click **OK**.
7. Repeat steps for all the Total Sales for each year.
8. Adjust the column width as needed.



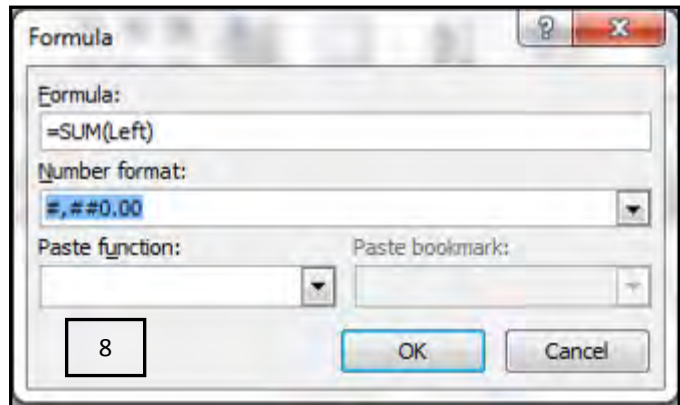
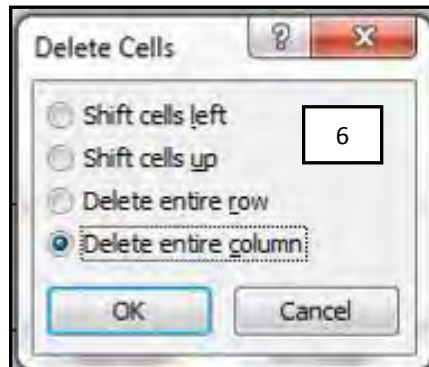
C. Insert and Delete Columns and Rows

1. Position the cursor at the last column and right-click the mouse.
2. Choose Insert Columns to the Right. A new column will be inserted.



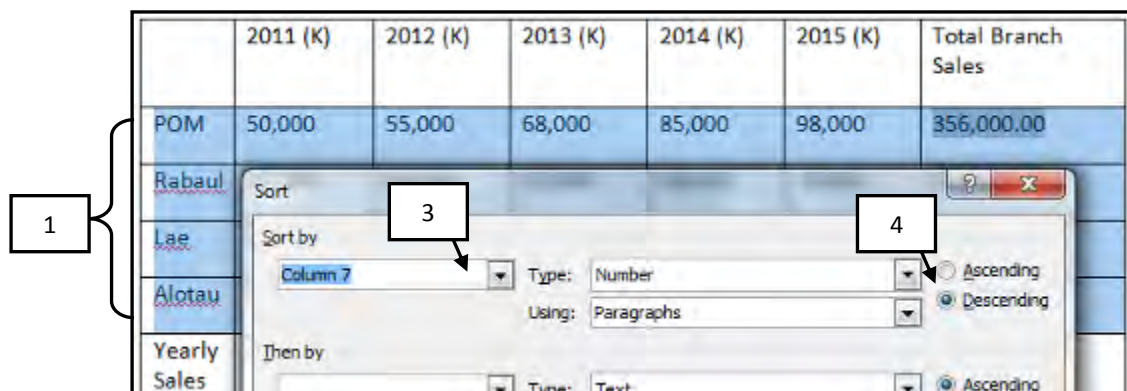
3. Label the new column, **“Total Branch Sales”** and calculate the sales of each branch for the last 6 years.
4. You have decided to remove the year 2010 because the two branches shows no sales because it became part of the company only in 2011.

5. Right-click any cell in column 2010 and choose Delete Cells. A dialogue box will appear.
6. Choose **Delete** entire column and click **OK**.
7. The Total Branch Sales will change. Re-calculate the total branch sales again.
8. Make sure that the formula is the same as the example given.



D. Sorting

1. Highlight Row 2 to 5 and Column 1 to 7.
2. In the Layout tab, click **Sort**. A dialogue box will appear.
3. Choose **Column 7** in the Sort by drop down list.
4. Click **Descending** to display the highest sales to the lowest.
5. Click OK.



E. Table Styles

1. Select the table.
2. In the Table Tools tab, click the **Design tab**.
3. Choose from the different Table Styles available.



4. Change the Font format of the text inside your table.

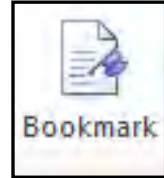
F. Saving

1. Save your work. Use your own filename.

11.2.4 MORE WORD PROCESSING SKILLS

11.2.4.1 Working with Hyperlinks

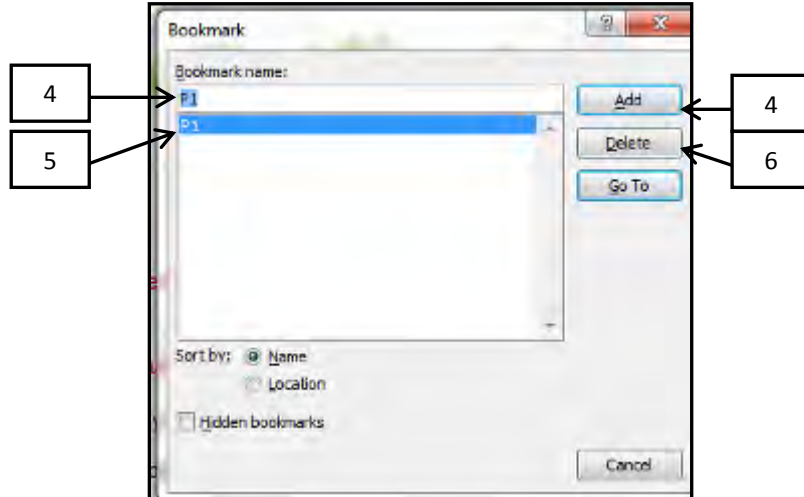
Hyperlinks are electronic shortcuts from one place to another. Hyperlinks are commonly used in web page. It can also be used to connect other Office program to another document, slide or file. It can also connect links to any objects like clip art, text box, shape or picture.



Set Bookmark

Set your Bookmark first before you can create a hyperlink. Perform the following task to bookmark text for hyperlinking:

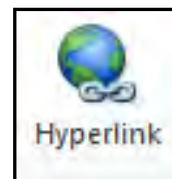
1. Open **Melanesian Festival v10** document and scroll through the bottom of the page.
2. Highlight the text **Melanesian** in the sub-title.
3. Click Bookmark button located in the Insert tab.
4. Type “**P1**” inside Bookmark name.
5. Click **Add** and close the dialogue box.
6. To remove a bookmark, choose the name of the Bookmark.
7. Click **Delete**.



Linking Hyperlinks to another part of your document.

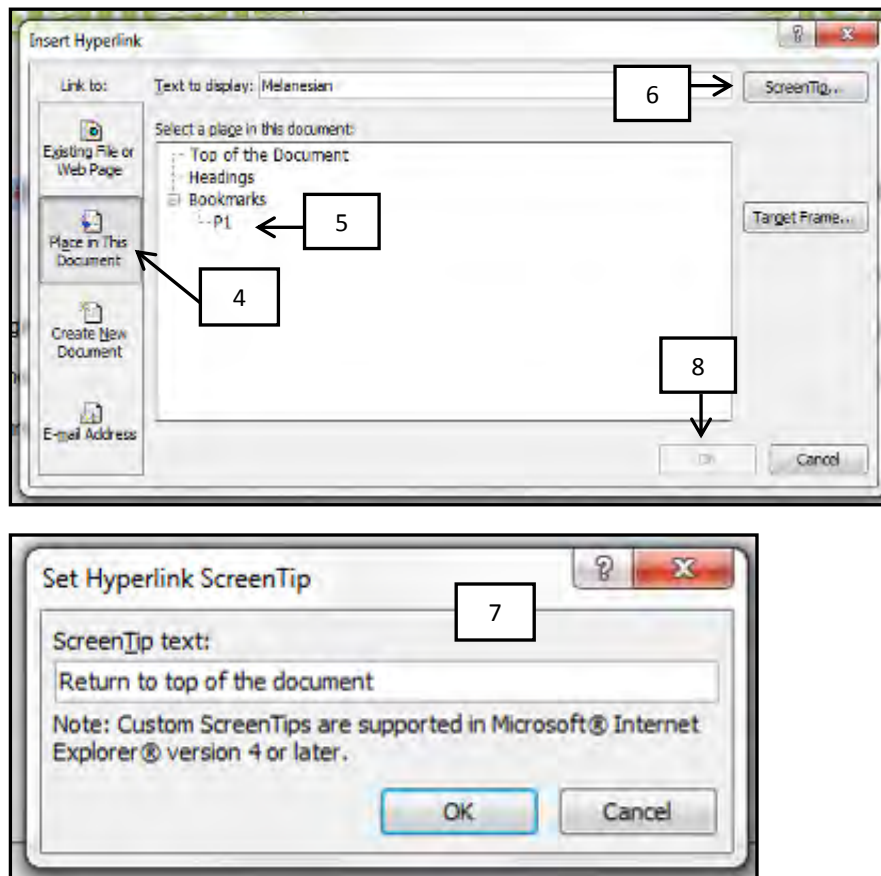
Follow the steps below to create hyperlink to you text:

1. Type Page 1 at the next line after your name.
2. Highlight the word Page 1. You can use a text, line or paragraph which the reader can click. You can use your name as the link.
3. Click **Hyperlink** button located in the Insert tab. A dialogue box appears. This also available when you highlight and right-click the selected text.





- Under **Link to:** select Place in This Document.
- Choose **P1** in the Select a place in this document.
- Click **Screen Tip** and a dialogue box will appear.
- Type a text describing the link. Click **OK**.
- Click **OK** in the hyperlink dialogue box. Observe that the word Page 1 is now underlined and coloured blue indicating that it is now a hyperlink.



- Click **Ctrl + Link** to follow the link. The cursor immediately returns to the word Melanesian located in Page 1.

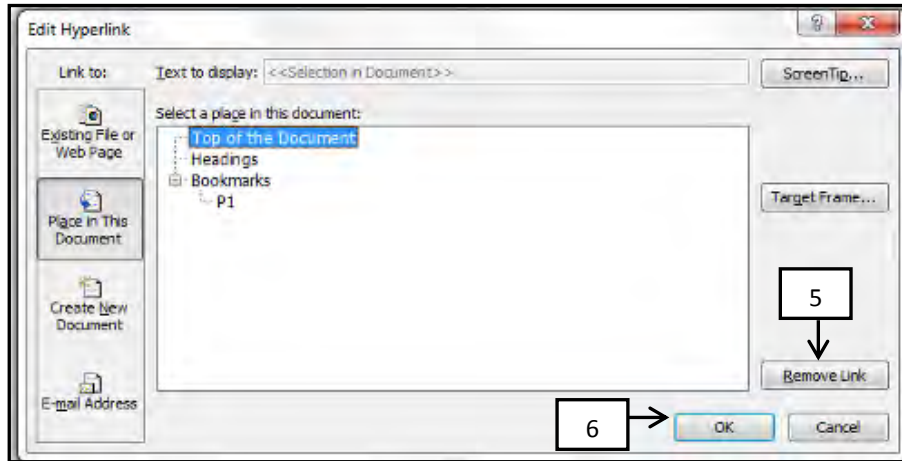
Edit and Remove Hyperlinks

Perform the task to edit and/or remove hyperlinks to your text:

- Highlight the text and/or object containing links.
- Click the **Hyperlink** button located in the Insert tab. The Edit Hyperlink dialogue box appears.
- Change the link by going through the steps in adding the hyperlink.
- Click **Remove Link** to delete the link you inserted to your text or object or



5. **Right click** the text or object that has a link and choose **Remove hyperlink** from the shortcut menu.
6. Click **OK** to apply changes.



7. Close your document and save changes to your work.



Student Activity 11.2.4.1

Perform the activity below to test your skill with inserting and deleting hyperlinks to your document. Revise Lesson **11.2.4.1 Working with Hyperlinks** if you are unsure of how to proceed with this activity.

1. Make sure that the **Melanesian Festival v10** document is still open.
2. Add a new bookmark anywhere on page 2.
3. Insert a hyperlink from the last page to connect it to the bookmark on page 2.
4. Edit the hyperlink and connect to different paragraph on page 1.
5. Delete the P1 bookmark.
6. Save changes to your work.

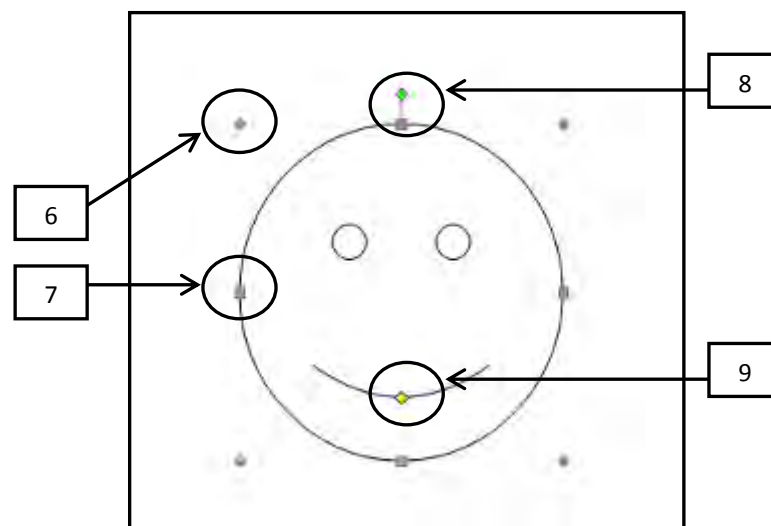
11.2.4.2 Working with Shapes and Smart Art Graphics

Diagrams are best used to describe a concept which is otherwise hard to grasp or understand. Smart Art is a tool for creating diagrams. You can also create your own diagrams by using **Shapes** but Smart Art makes it easier for the user to edit and modify the diagrams.

Inserting Shapes

Below are the steps you can follow to insert Shape object to your document.

1. Open a blank document.
2. Click **Shapes** button located in the Insert tab.
3. Click any shapes from the drop down list.
4. Move your mouse pointer to your document. Observe how your mouse pointer changes shape.
5. Click, hold and drag the mouse. This will draw the shape you selected.
6. The corner handle will resize the object horizontally and vertically.
7. The handles at the sides will resize the object horizontally or vertically.
8. The green handle will rotate your object.
9. The yellow diamond handle will change the shape of certain parts of the object.



10. Click to select your object.
11. In the Format tab of the Drawing tool scroll through the different Shape Style or Other Theme Fills.
12. You can also apply your own style by applying Shape Fill, Shape Outline and Shape Effect.

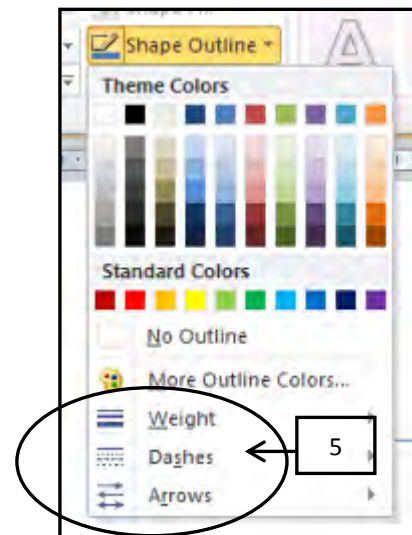


13. To move the object, move your mouse to the object. Click, hold and drag the mouse when you see the four-headed arrow.

Inserting Lines, Arrows and Connectors

Below are the steps you can follow to insert lines, arrow and connector object to your document:

1. Click **Shapes** button located in the Insert tab.
2. Click a **Line** from the different line styles. Lines are also a **Connector** when it is used to connect two or more object.
3. Position your cursor within your document and click, hold and drag the mouse to insert the line.
4. Make sure that your object is still selected before you apply **Shape Style** to your line.
5. Change the Shape Outline by changing the Weight, use Dashes or Arrows to your line.



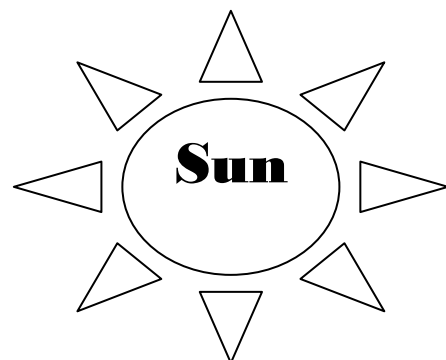
6. Change the direction of your line by dragging the handles on the opposite side of your line.
7. To change the type of lines or connectors, right-click the mouse and choose a different type of connector.



Types of connectors

Using Shape as a Text Box

1. Create the shape you want to use as text box.
2. Right-click the object and click **Add Text**.
3. The icon is inserted inside the object. You can now type your text.
4. Click outside to close the diagram.
5. To change the text inside, right-click the mouse and choose **Edit Text**.





Note: Text inside the shape can be formatted just like any normal text. You can change the font, size, style, colour of your text.

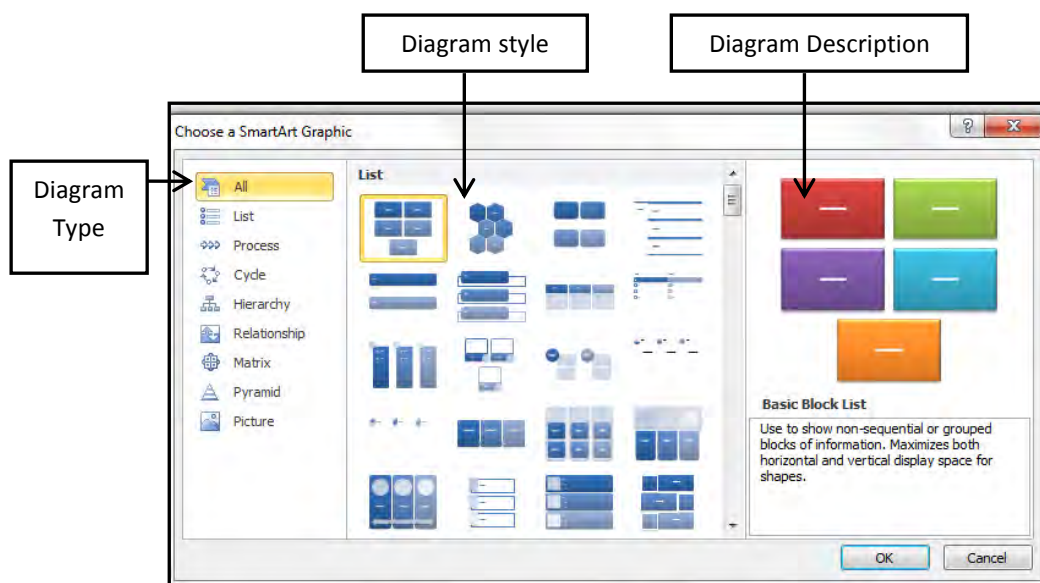
Insert Smart Art Graphics

Smart Art graphics are used to create diagrams. There are different types of Smart Art diagram. Each type has specific purpose and use.

- List – describes blocks of related information and sequence.
- Process – describes blocks that describe how a process changes.
- Cycle – the process has no beginning or end.
- Hierarchy – shows hierarchal relationships.
- Relationship – describes relationship between different components.
- Matrix – shows relationship between quadrants.
- Pyramid – showing proportional or hierarchical relationship.
- Picture – diagrams that includes picture.

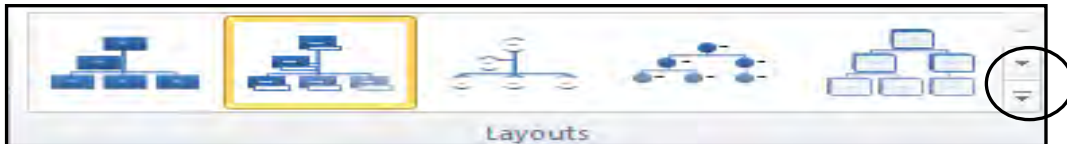
To insert SmartArt diagram

1. Make sure a blank document is open.
2. In the Insert tab, click **SmartArt**. The SmartArt dialogue box appears.

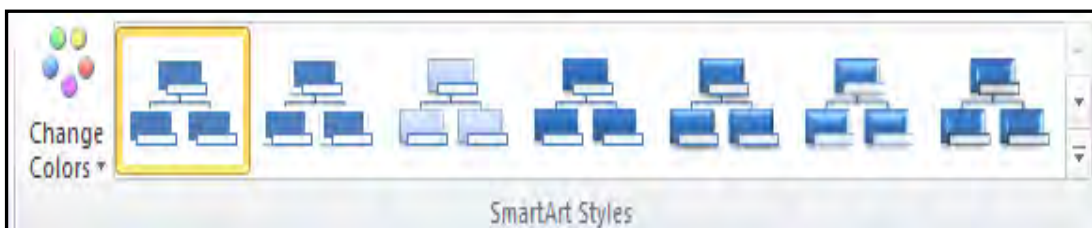




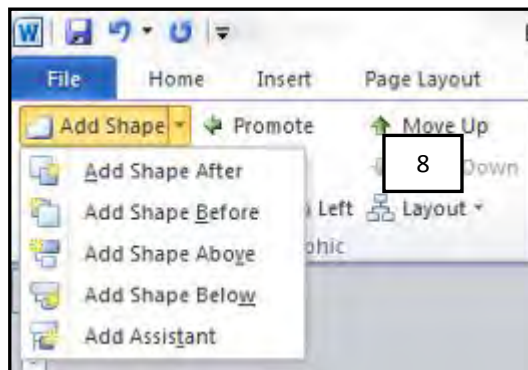
3. Choose the type of diagram and a diagram style.
4. Click **OK**. A diagram is inserted in your document.
5. In the Design Tab of the SmartArt tools, click the **dropdown list** to change the Layout of your diagram.



6. In the Design Tab of the SmartArt tools, click the **dropdown list** to change the SmartArt Styles of your diagram.



7. In the Format tab of the SmartArt tools, change the Styles of the shapes and Word Art styles of the text box.
8. Whatever type of diagram you choose; you can add additional shapes to your object. You can select where the new shape will be linked and then choose where you want to add the new shape.



9. You can change the shape of the object by right-clicking the shape and choosing **Change Shape**.



Note: Diagrams are objects. This means you can apply skills you have learned in manipulating objects:

- Change diagram size and position.
- Add shapes or remove shapes from the diagram.

**Student Activity 11.2.4.2**

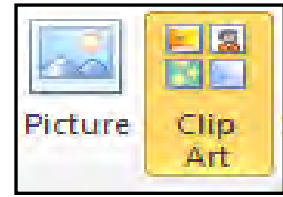
Perform the activity below to test your skill in working with shapes and smart art graphics. Revise Lesson **11.2.4.2 Working with Shapes and Smart Art Graphics** if you are unsure of how to proceed with this activity.

Create the following diagram. Choose different diagram type appropriate for the given scenario.

1. Using SmartArt, create a diagram showing your Family Tree.
2. Save your work. Use your own filename.

11.2.4.3 Inserting and Formatting Clip Arts and Pictures

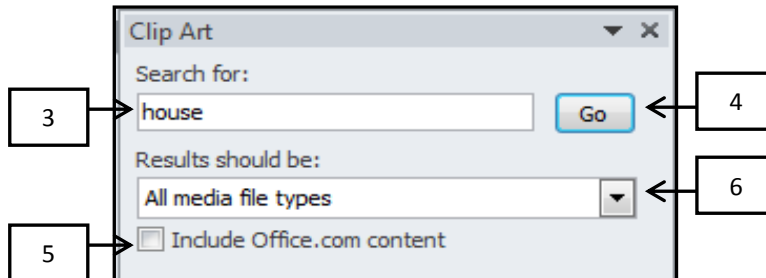
Graphics and photograph are commonly used to give life to your document. You can use ClipArt or Pictures to add to your document. **ClipArt** are pre-drawn images that you can find in Office 2010 or on the Internet. **Pictures** are photos taken using a digital camera, a mobile phone or scanned images.



Insert Clip Art Image

Perform the following task to insert Clip Art image to your document:

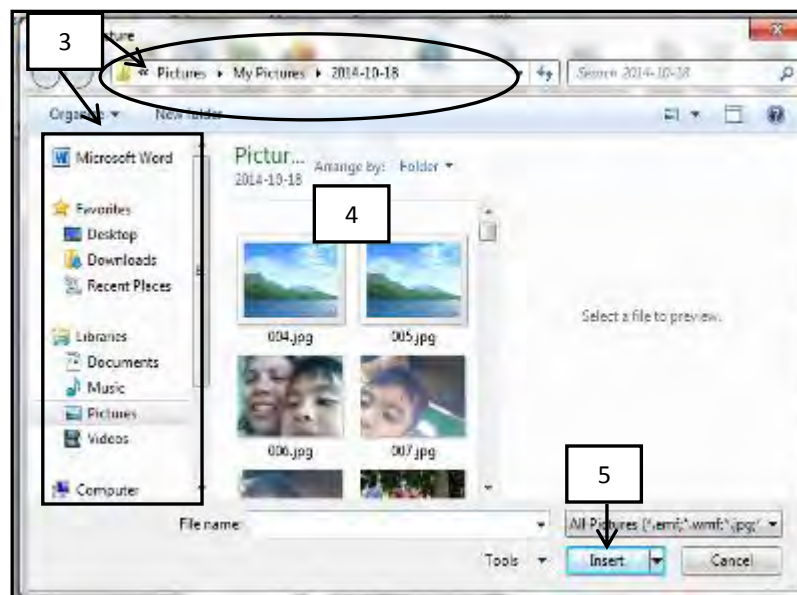
1. Open a blank document.
2. Go to Insert tab and click the **ClipArt button**. The ClipArt organiser opens.
3. In the **Search for:** text box, type the keyword that describes the image that you need.
4. Click **Go** or press **Enter**. The gallery will display different ClipArt that belongs to the category you typed.
5. Tick the **Include Office.com** content if you want to search clip art over the internet. Choose this option only if you have internet connection.
6. Click the **drop-down list** to select the type of media that you want to search.



Insert Picture From File

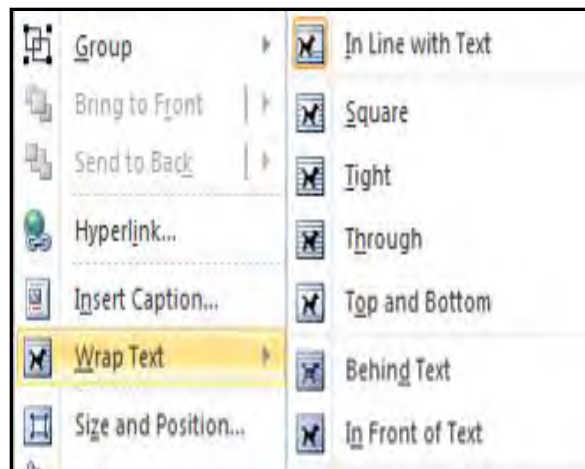
Perform the following task to insert Clip Art image to your document:

1. Make sure that photos inside your camera or mobile phones are downloaded in your computer.
2. Go to Insert tab and click the **Picture button**. The Insert Picture dialogue box appears.
3. Locate where your photo is.
4. Click to select your photo and click **Insert**.



Wrap ClipArt and Picture To Text

Whether you are using ClipArt or Pictures in your document, you can wrap your text around your object (ClipArt or Picture). Wrapping will incorporate your text around your object. This tells how words will react to your text. There are various types of Word Wrap.



- In-Line with text – the bottom of the image is even with the first line of the paragraph that follows it.
- Square – the text forms a neat-looking square around the image, even if the image has an irregular shape.
- Tight – the text surrounds the image more closely than with normal wrapping. For an irregularly shaped image the text is straight across the top and bottom of the image but approaches the contours at the side.
- Top and bottom – the image appears on its own lines, with the text above and below it but not on either side.



- Behind text – the text runs right through the image. This might make the text hard to read.
- In Front of text – the text runs behind the image which blocks some of the text.

To apply Wrap text:

1. Right-click the object and choose what type of Wrap Text you want to use.
2. Choose a Wrap Text depending on the purpose and style you want to accomplish with your document.
3. Move your object to the part of the document you want to place it.



Student Activity 11.2.4.3

Perform the activity below to test your skill in inserting and formatting clip arts and pictures in your document. Revise Lesson **11.2.4.3 Inserting and Formatting Clip Arts and Pictures** if you are unsure of how to proceed with this activity.

Using the following information, create the following diagram. Choose different diagram type appropriate for the given scenario.

1. Open **Spare Parts v4** document.
2. Position your cursor in the header of the first table.
3. Insert any ClipArt that has any relation to your table. Use any clip art if you do not have any ClipArt available.
4. Resize and move your object to the left or right side of your row header.
5. Change the font type, size and style of your text in the row header.
6. Save changes to your work.
7. Open **Melanesian Festival v10** document.
8. Insert any traditional photo that you have in file.
9. Resize your photo and move it to the center of page 1 of your document.
10. Make sure that the words wrap around the object you selected.
11. Save changes to your work.

11.2.4.4 Using Styles and Themes

So far in our study, you have dealt with formatting and changing different aspect of MS Word. You have done these changes individually and separately.

Using Styles

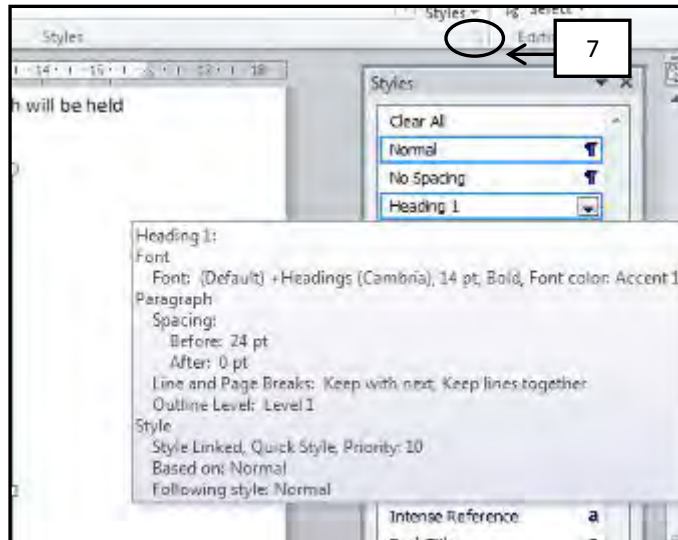
Style is a collection of formatting styles under one name which saves you the time to do these changes one at a time. It also makes your work look more professional. Styles are readily available in Templates which we will discuss at the later part of your lesson.

Perform the following task to apply styles to your document:

1. Open **Melanesian Festival** document. This is the unedited document you have previously saved.
2. Highlight the word “**Melanesian Festival Celebrates Diversity**”.
3. In the **Home** tab, click the drop-down list to display the different styles available in the Styles gallery. Choose **Title**.



4. Highlight the sub-title (this would be the paragraph after the title) and choose **Sub-title** from the Styles gallery.
5. Highlight the paragraph that is in quote. This would be the paragraph containing the sentence “It is pleasing to see that our performances in music, dance, art and crafts, fashion design and theatre performance, drawing so much attention to all festival venues throughout Papua New Guinea,” he said.
6. Choose **Intense Quote** from the Styles gallery. You have now changed the appearance of your document without going through the process of selecting and changing the format of your text and paragraph. You can also use the Styles dialogue box to know the formats each Styles will use to your text and paragraphs.
7. Click the Styles dialogue box icon. A list of different styles will be displayed. These are the same styles in the Ribbon except that when you point your mouse to the style, it will display the formats that will be applied to your text or paragraph.

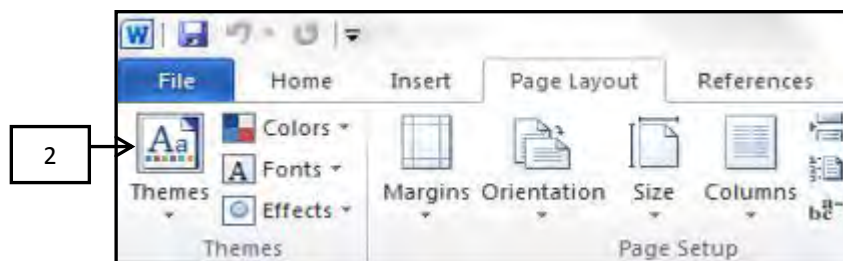


8. Save your work as **Melanesian Festival v11**.

Using Themes

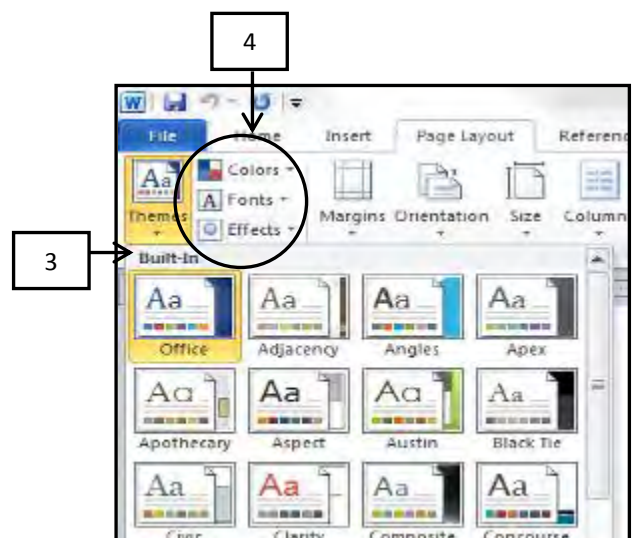
Themes give your document a consistent look making it easy to produce attractive and easy to read documents. Each theme is predesigned font, size and colour.

1. Make sure that the **Melanesian Festival v11** document is still open.
2. In the Page Layout tab, click **Themes button** and select from the theme styles available.



Observe that as you scroll through the different themes, the text you have applied, styles also changes depending on the Theme style you selected.

3. You can change the Colours, Fonts and Effects of the Themes you already selected.
4. Save your work as **Melanesian Festival v11**.





Student Activity 11.2.4.4

Perform the activity below to test your skill applying styles and themes to your document. Revise Lesson **11.2.4.4 Using Styles and Themes** if you are unsure of how to proceed with this activity.

1. Make sure that the **Melanesian Festival v11** document is still open.
2. Create your own style by changing the Themes and Styles of the document.
3. Save your work as **Melanesian Festival My Style**.

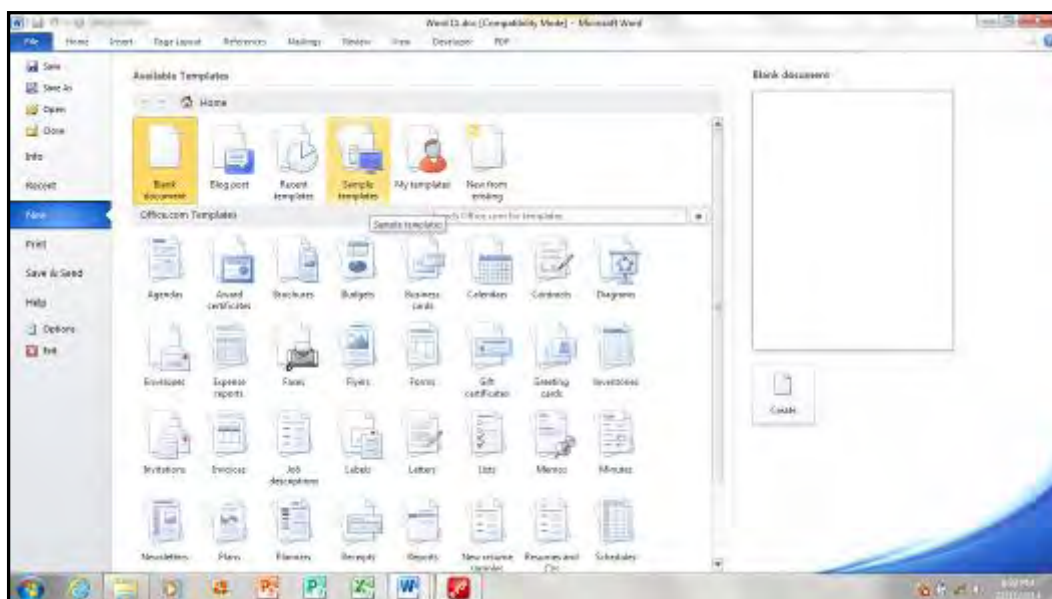
11.2.4.5 Using a Template

Templates are patterns used to create consistent documents. There are various types of templates used for different types of document. This makes sure that every font, style, size, colour, indention, spacing and other formats are similar to each other.

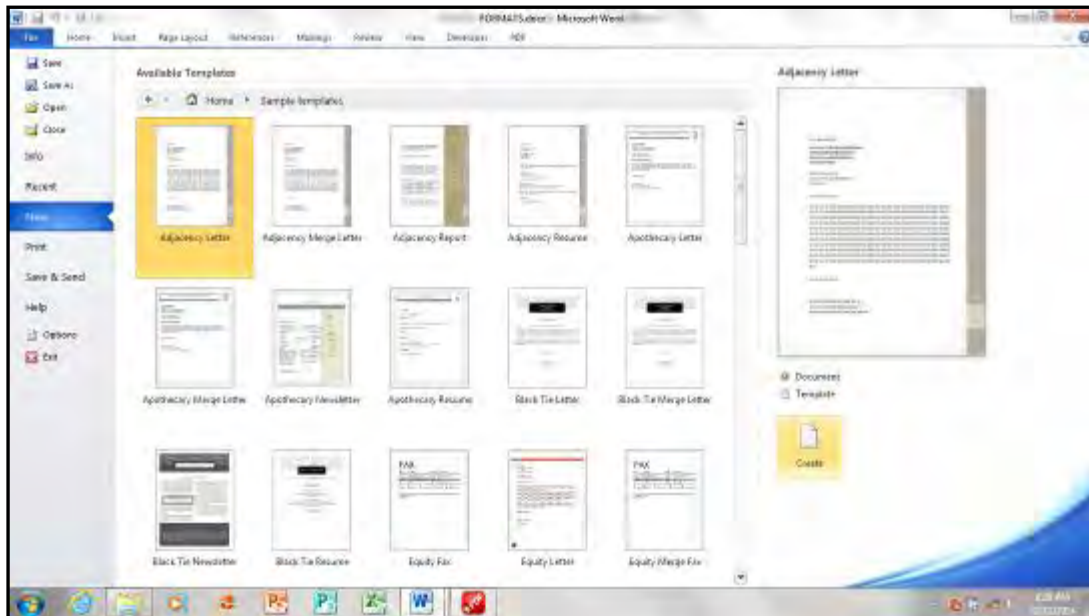
Different Types of Templates

Perform the following task to view the different types of templates available in MS Word:

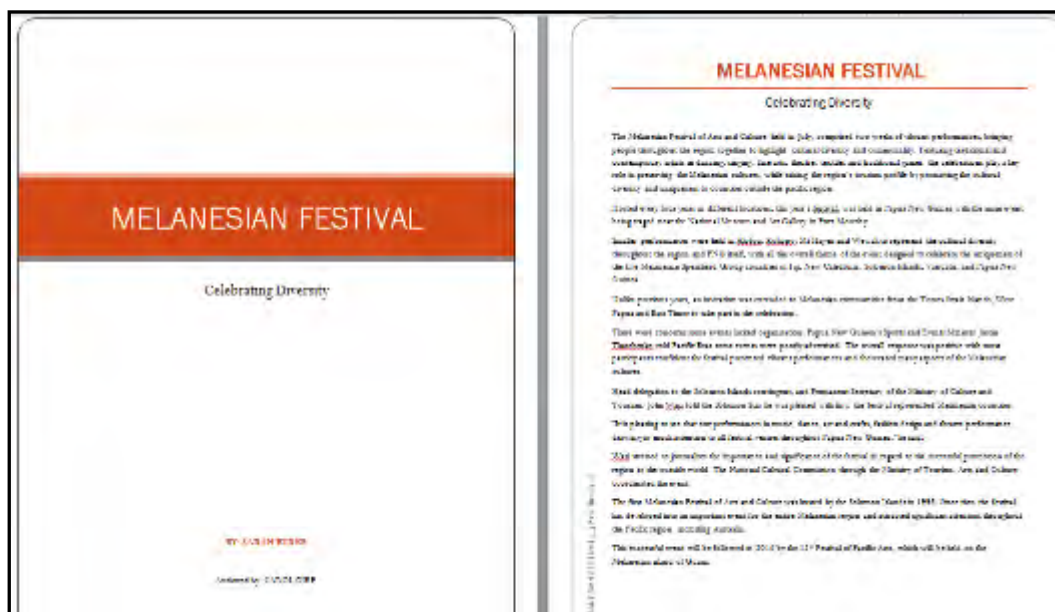
1. Open a **blank document**.
2. Open Melanesian Festival document. You will use this to fill information in your template.
3. Click **File → New**.
4. Scroll down to display the different types of templates available. However, Office.com Templates are only available if you have internet connection.



5. Click **Sample Templates** to view the templates available in your computer.
6. Scroll down to display different templates available. Choose **Equity Report**.
7. Click **Create** to open the template. This will create a document template.



8. Click the **Text boxes** inside the template. Text currently inside will disappear to be replaced by the information you will type inside.
9. Use the information from the Melanesian Festival document to fill in your template.
10. Copy the text from the Melanesian document and paste it in the text boxes of your template.
11. Your document may look like the example below:





12. Change the Styles or Themes of your document.

13. Save your work as **Melanesian Festival v12**.



Student Activity 11.2.4.5

Perform the activity below to test your skill in using a template. Revise Lesson **11.2.4.5 Using a Template** if you are unsure of how to proceed with this activity.

1. Write an essay about the **2015 South Pacific Games**.
2. You can type directly in your template or type in a blank document which you can later transfer to your chosen template.
3. You can insert photos related to the essay you are writing.
4. Use the filename **2015 Pacific Games**.

11.2.4.6 Using Mail Merge

Consider the following set-up. You are required to write an invitation letter for your upcoming birthday. You want to send the invitation without the trouble of writing the letters one by one. The solution is using Mail Merge.

Before you start, you have to prepare the *source file* which contains the names and addresses of people you want to invite. You can use Word, Excel or other database files. We will use word for your source file. You will also need to create a *form letter*. This can be in the form of letter, envelopes or labels. You can use Word or Publisher to create your form letter.

The source file and form letter will be merged to create a new document which you can save as a new letter, envelope or labels.

Creating a Source File

Perform the following task before you begin mail merging document:

1. Create a table in a new blank document. Use the information below to fill the information.
2. Always make sure that there is a descriptive heading at the top of the table.

Last name	First name	Box Number	City	Mobile Number
Patrick	Kevau	1234	Boroko	72-888-456
Samuel	Veronica	4567	Taurama	72-888-456



Karulaka	Angelica	9345	Boroko	72-888-456
Gordon	Samantha	5678	Taurama	72-888-456
Taureka	Alfred	4567	Gordons	72-888-456
Parks	Jackie	2689	Gerehu	72-888-456

3. Save your document. Use the filename **Birthday Guests**.

Creating a Form Letter

Follow the steps below to create a form letter:

1. In a new blank document, copy and type the letter below.
2. Format the document. Use your own font, size, style for the text.
3. Save your work as **Invitation Letter**.

SWEET 16

Dear _____

I will be turning 16 this 17th of September. As one of my closest friends, I would like to invite you to attend this memorable occasion.

I will be celebrating my birthday at Botanical Garden at 9:00 P.M. I would like to extend this invitation to your family.

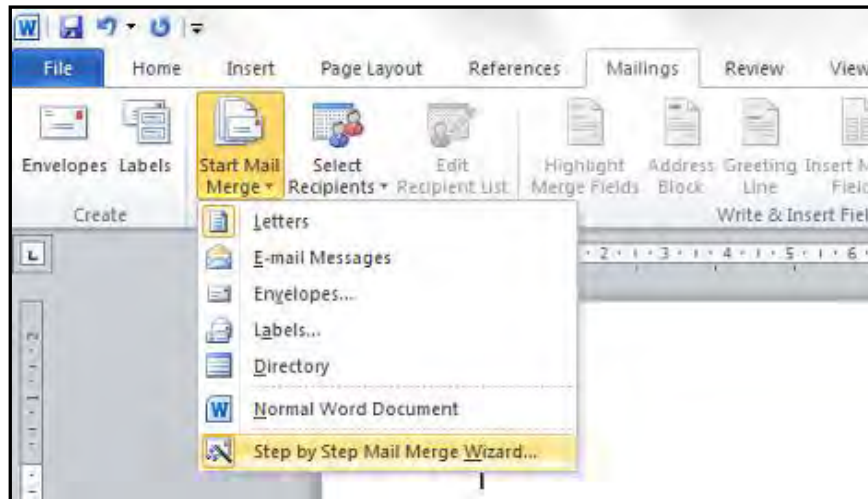
If you have any queries, feel free to contact me at this number _____

Please come. Your presence will make my birthday very special.

Merging the Form Letter with Source File

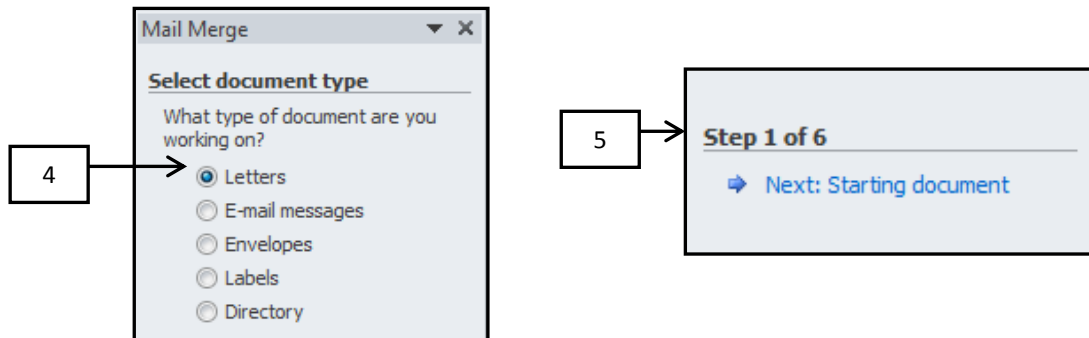
Follow the steps below to merge form letter with source file:

1. Make sure that the Invitation Letter document is open.
2. On the Mailing Tab, click **Start Mail Merge button**.
3. Click **Step by Step Mail Merge Wizard**. The Mail Merge task pane will appear.



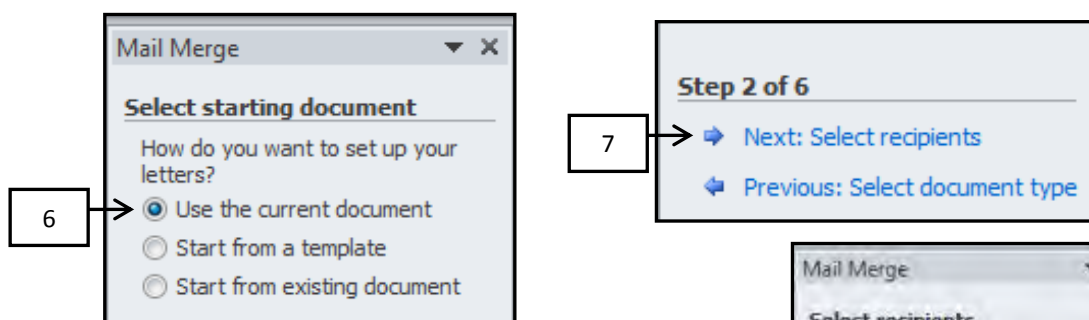
4. In the Select document type, choose **Letters**.

5. Click **Next**.



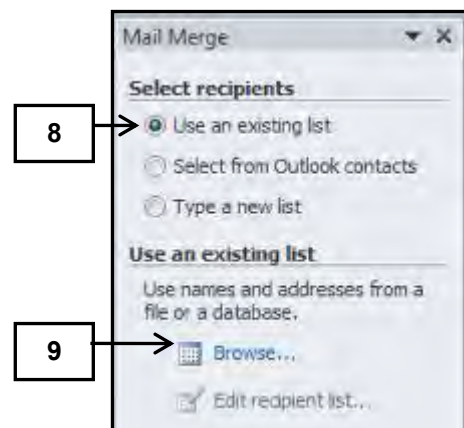
6. Click **Use the current document**.

7. Click **Next** in the Step 2 of 6.



8. Click **Use an existing list** in the **Select recipients**.

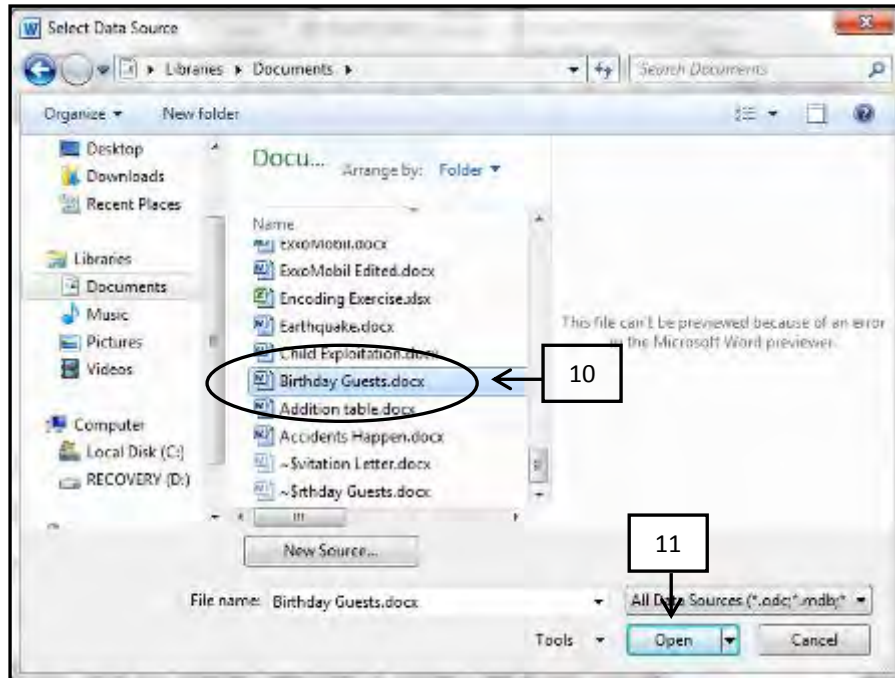
9. Click **Browse**. A dialogue box will appear.





10. Browse through the Select Data Source dialogue box to locate your Birthday Guest document.

11. Click **Open**.



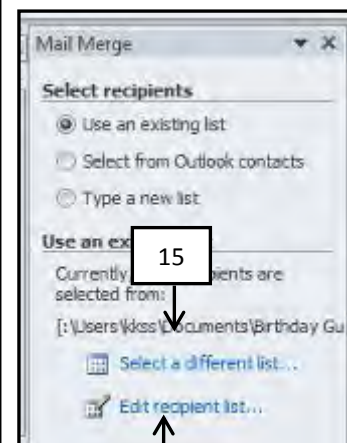
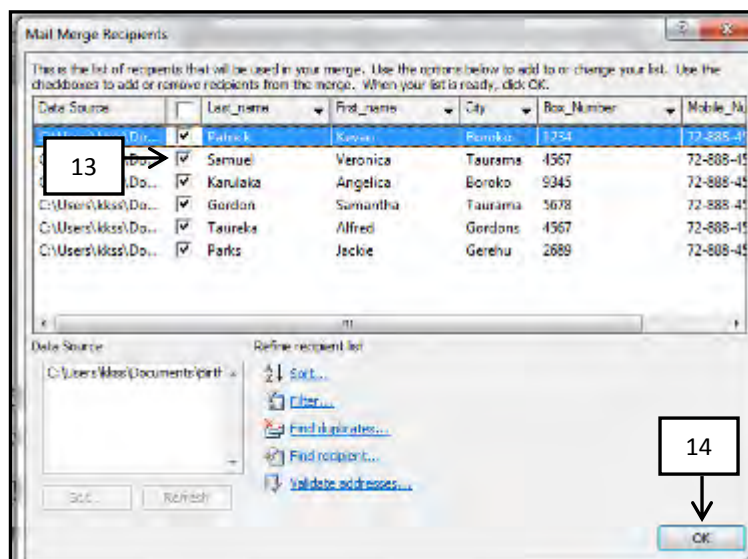
12. The Mail Merge Recipients dialogue box will appear.

13. This contains all the names you have written in your Birthday Guest table. Click to un-tick edit or remove names from your list.

14. Click **OK**.

15. Click **Select a different list** if you want to use a different Source File.

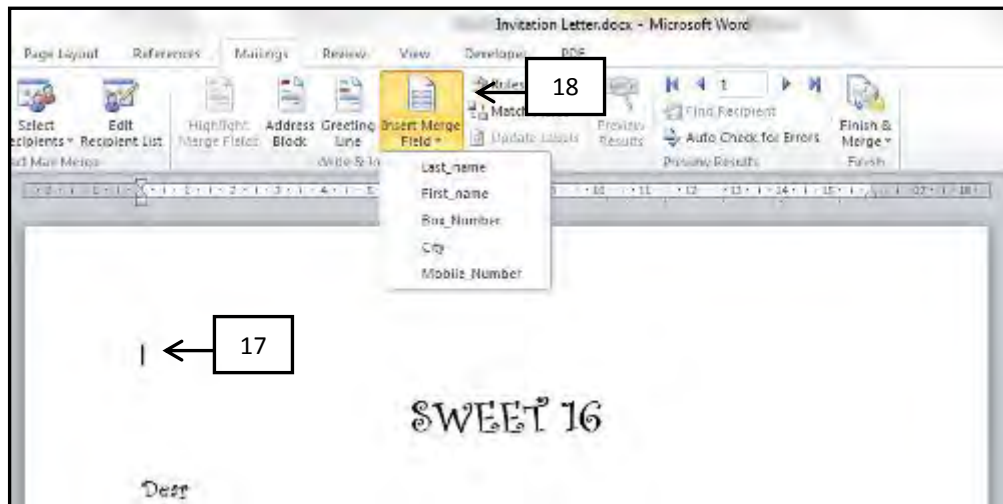
16. Click **Edit recipient list** if you want to remove or add new recipients from your Source File.





17. Position your cursor at the top of your document.

18. In the Mailing tab, click **Insert Merge Field** button.



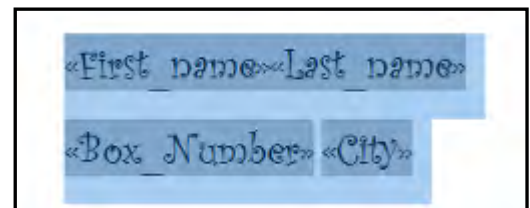
19. Click **First_name** and press the space bar from the keyboard.

20. Repeat Step 18 and click **Last_name**. Press **Enter**.

21. Repeat Step 18 and click **Box_number**.

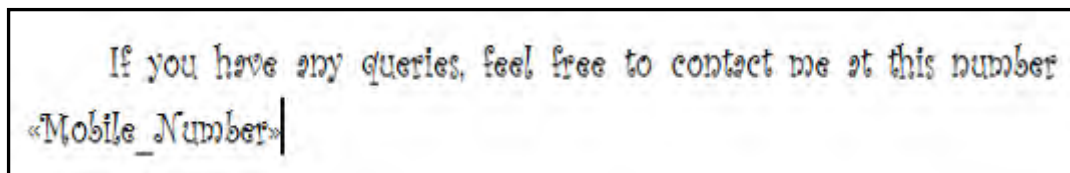
22. Repeat Step 18 and click **City**.

23. Highlight the fields you inserted and format your text. Use the same format you used with your document.

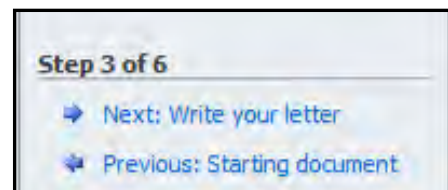


24. Position the cursor at the end of the paragraph “If you have any queries, feel free to contact me at this number”.

25. Repeat Step 18 and click **Mobile_number**.

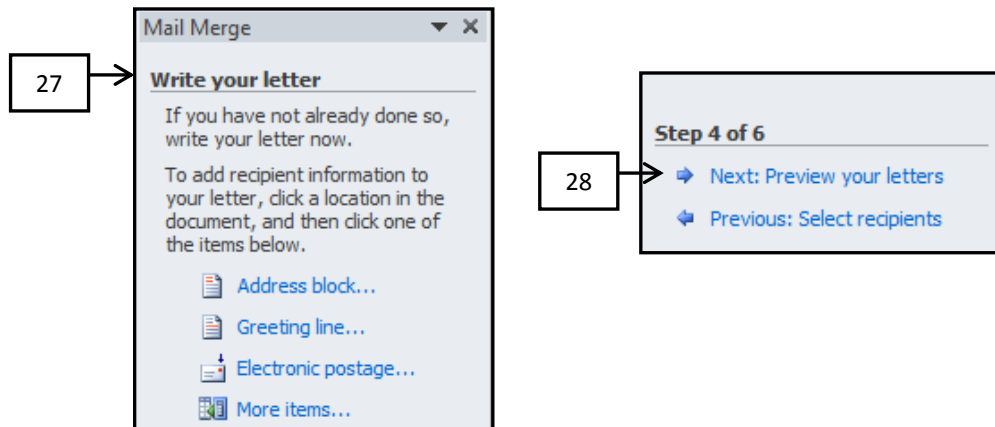


26. In the Step 3 of 6, click **Next: Write your letter**.

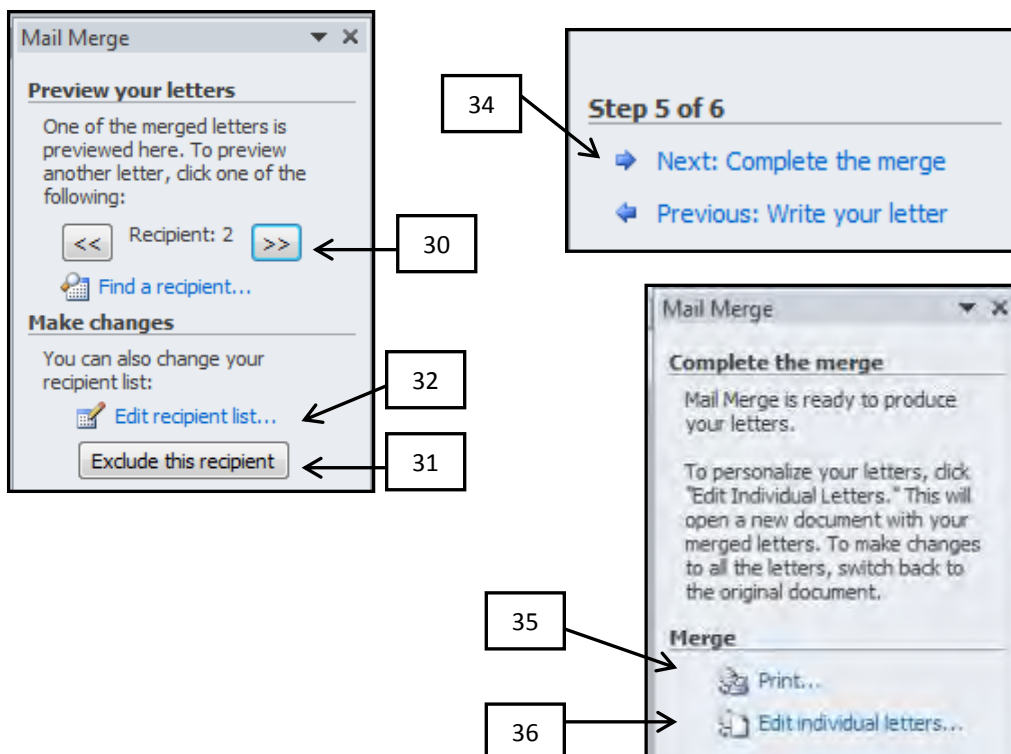


27. You have already typed your Form letter. So this step is not necessary.

28. Click **Next: Preview your letters**



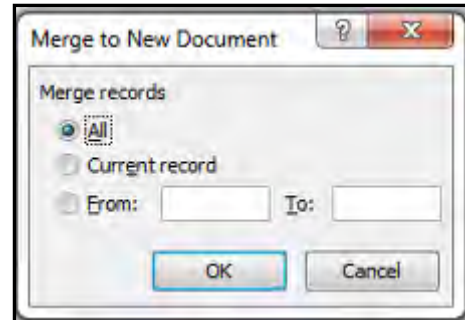
29. Observe how the Recipient list is replaced by the first name in your Birthday Guest.
30. Click >> to display the next letter. This will display the next name in your table.
31. Click **Exclude this recipient**. This will remove Recipient 2 from list.
32. Click **Edit recipient list**. This will open the Mail Merge Recipient dialogue box.
33. Click **Recipient 2** to return it to the source file.
34. Click **Next: Complete the merge** in the Step 5 of 6.



35. If you want to send your documents straight to the printer, click **Print...**



36. Click **Edit individual letters** if you want to view all your documents and do changes to it.
37. This will open the dialogue box. You can print All or Select records you want to print.
38. Click **OK**. This places all the records in a new document. 1 record is equal to a page in you document.



39. Save your work. Use the filename **My Guests**. Print your invitation.



Student Activity 11.2.4.6

Perform the activity below to test your skill in using mail merge. Revise Lesson **11.2.4.6 Using Mail Merge** if you are unsure of how to proceed with this activity.

1. Create a Certificate. You can use any old certificate that you have as a pattern for your certificate.
 - You can use and modify a Template to create your certificate.
 - Insert Picture, Clip Art or Word Art.
 - Try to change the Styles and Themes.
2. Create a Source File. Your source file must contain the following information. You can add a new field as needed.
 - First Name
 - Last Name
 - Grade
3. Each recipient must have its own page in the document.
4. Save your work as **My Certificate**.



Summative Activity 11.2.4

You were going through your report before your shareholders' meeting. You have noticed that you need to do the following task to:

- Create a new company logo and letter head using Clip Art images or Picture file.
- Create a template of the letter head and logo.
- Add an organizational chart to the report.
- Choose a Style and Theme for the report.
- Using the newly created letterhead, send the memo to the different managers of the company.

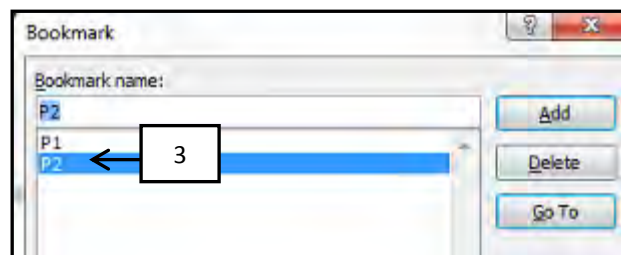


Answer to Student Learning Activity 11.2.4

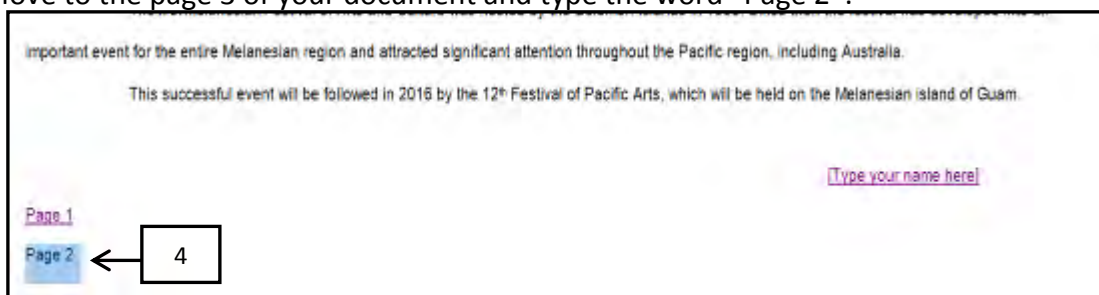
Student Activity 11.2.4.1

Your link may not be the same as the example given here, however you can still use this as a guide to check your work.

1. Position your cursor at the beginning of Paragraph four in page 2.
2. Click Insert tab and choose Bookmark. The Bookmark dialogue box appears.
3. Type P2 in the Bookmark name and click Add.



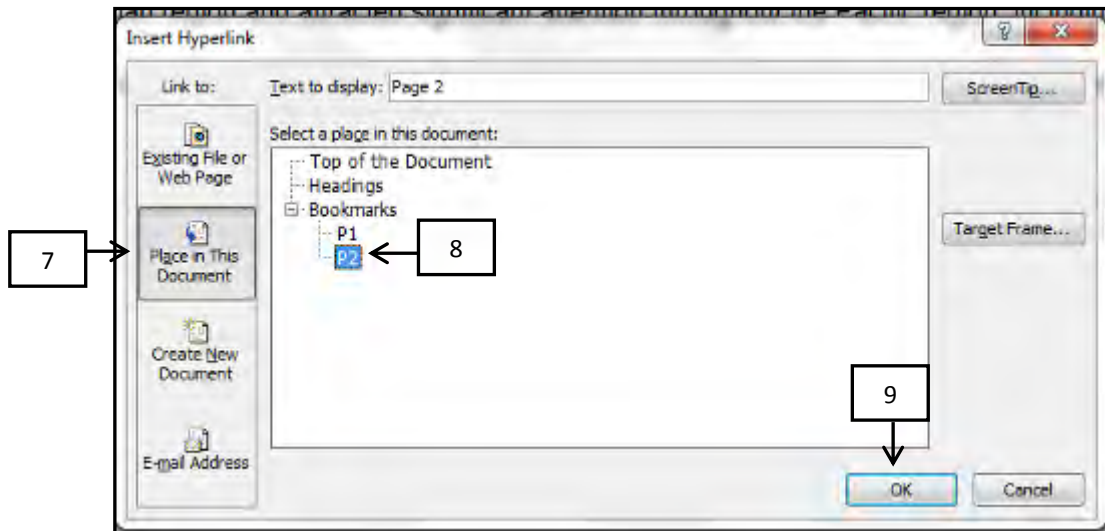
4. Move to the page 3 of your document and type the word "Page 2".



5. Highlight Page 2.
6. In the Insert tab, click **Hyperlink**. The Insert Hyperlink dialogue box appears.



7. Click **Place in This Document**.
8. Click **P2** in the Select a place in this Document.

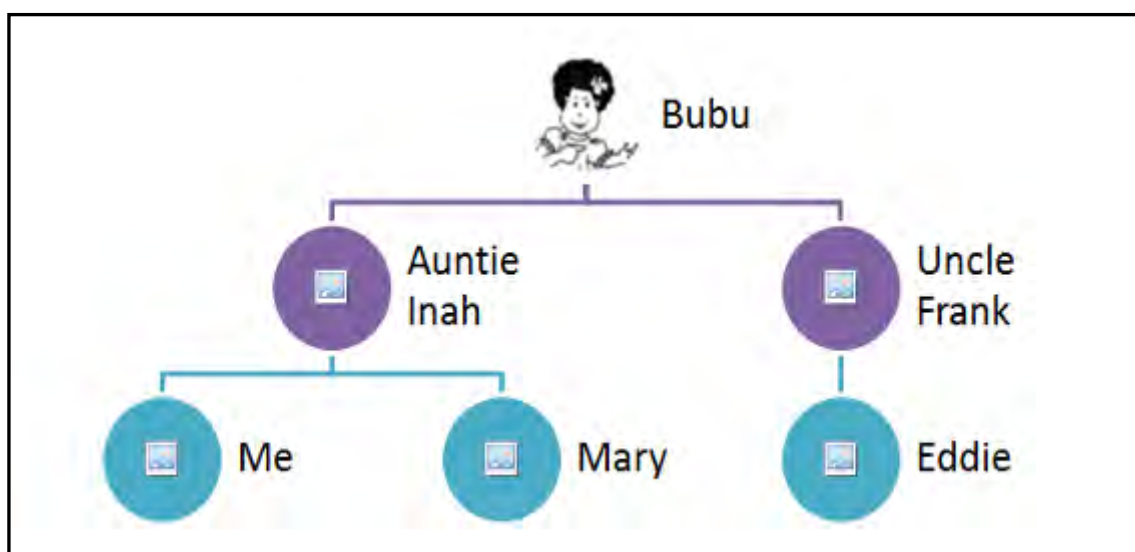


9. Click **OK**.

Student Activity 11.2.4.2

The sample SmartArt object represents a sample Family Tree. The example below uses Hierarchy type of SmartArt.

1. Click **Insert** tab and choose **SmartArt**.



Student Activity 11.2.4.3

- A. Below is what your **Spare Parts v5** could look like. Take note that your work may or may not look like the example below.

TRANSPORT EQUIPMENT SPECIALIST			
Driveline	Steering	Truck Suspension	Axles
Filters	Transmission	Hub, Drum Components	Clutch
Brake Valves	Brake Components	Bearings & Seals	Electrical & Lighting
Trailer Couplings	Landing Legs	Trailer Suspension	Load Restraints
Cooling System	Exhaust and Intakes	Air Lines and Fittings	Transport Signage

- B. Below is what the Page 1 of **Melanesian Festival v10** document could look like. Take note that your work may or may not look like the example below.

Melanesian Festival Celebrates Diversity

The 5th Melanesian Festival of Arts and Culture served as a reminder of the region's cultural diversity, while showcasing it as a tourist destination. By Sarah Byrne

The Melanesian Festival of Arts and Culture, held in July, comprised two weeks of vibrant performances, bringing people throughout the region together to highlight cultural diversity and commonality. Contemporary artists in dancing, singing, fine arts, the celebrations play a key role in preserving the region's tourism profile by promoting the cultural outside the Pacific region.

Hosted every four years in different locations, this year's festival was held in PNG with the main event being staged near the National Museum and Art Gallery in Port Moresby.

Smaller performances were held in Alotau, Kokopo, Mt Hagen and Wewak to represent the cultural diversity throughout the region and PNG itself, with all the overall theme of the event designed to celebrate the uniqueness of the five Melanesian Spearhead Group countries of

Featuring traditional and theatre, textiles and traditional games, Melanesian cultures, while raising the diversity and uniqueness to countries



**Student Activity 11.2.4.4**

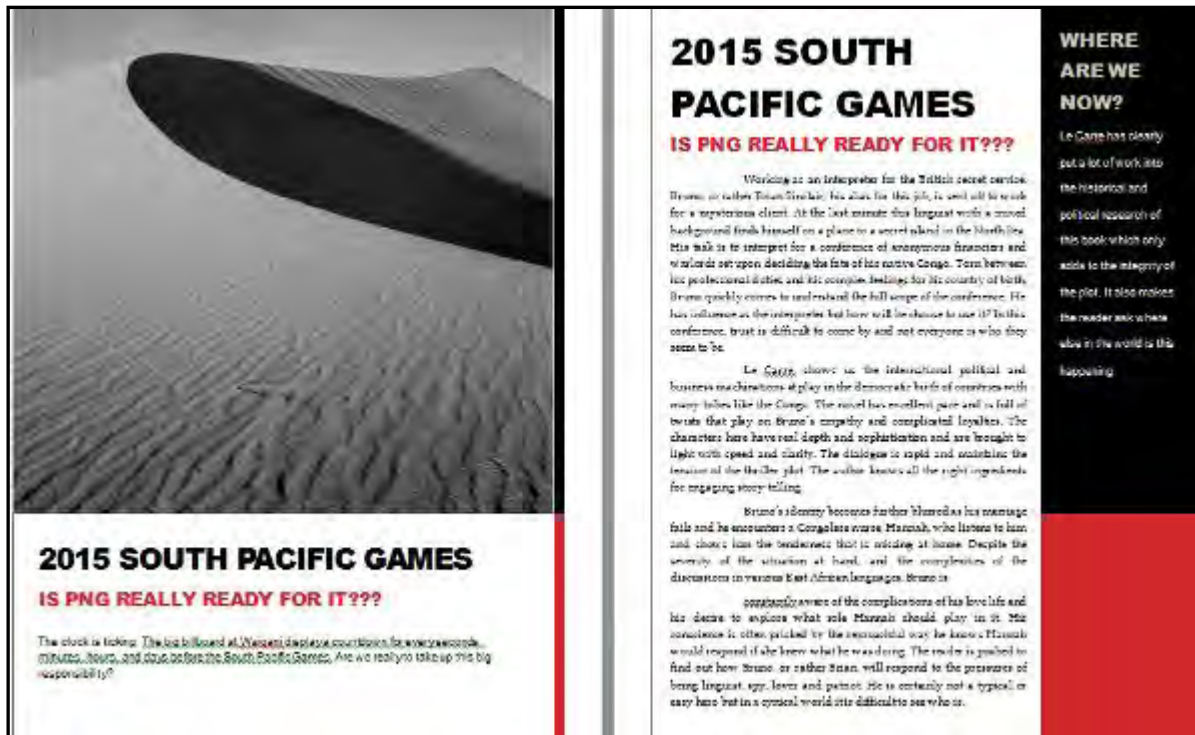
1. The example below shows the Heading for **Melanesian Festival v11** document.



2. By changing the Themes, **Melanesian Festival My Version** document could look like this. Take note that your work may or may not look like the example below.

**Student Activity 11.2.4.5**

Your work may look different than the example given on the next page. The example uses Essential Report template. The content of the text boxes were replaced and a different photo was inserted for the document.



Student Activity 11.2.4.6

Perform the following steps to check your document:

1. Create a source file. This could contain names of people you know. Below is an example of a source file used in this example. The important thing is that your table must have a header. Do not worry about the spelling error you will see in your screen.

Firstname	Lastname	Class	Score
Michael	Levi	A	90
Caroline	Patrick	A	85
Janet	Maise	B	96
Roderick	Maise	B	89
Tristan James	Asi	C	85
Derrick	Kevau	C	86
Ronan	Hayes	D	85



2. Create your **Form Letter**. An example form letter is given below.

CERTIFICATE OF RECOGNITION

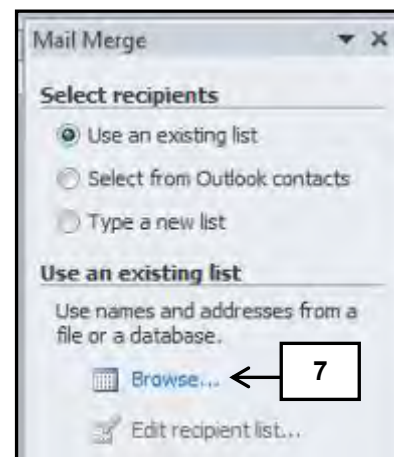
This certificate is issued to
of Grade 9-

For achieving academic excellence and having an overall
score of given this 20th of October 2015.

[Write your name here]

FODE

3. Click the **Mailing tab** and choose **Start Mail Merge** button.
4. Click Step by **Step Mailing Wizard**.
5. Click Next for Step 1 of 6.
6. Click Next for Step 2 of 6.
7. Click Browse and locate your Source file. Click Next in Step 3 of 6.
8. In the Mailing tab, click Insert Merge Field. Insert the different field within the certificate. Use the example on the next page as guide.





CERTIFICATE OF RECOGNITION

This certificate is issued to

«Firstname» «Lastname»

of Grade 9-*«Class»*

For achieving academic excellence and having an overall
score of *«Score»%* given this 20th of October 2015.

[Write your name here]

FODE

9. Click Next in Step 4 of 6 to Preview Your Letter. The Fields changes to the information contained in the Source File.

CERTIFICATE OF RECOGNITION

This certificate is issued to

Michael Levi

of Grade 9-*A*

For achieving academic excellence and having an overall
score of *90%* given this 20th of October 2015.

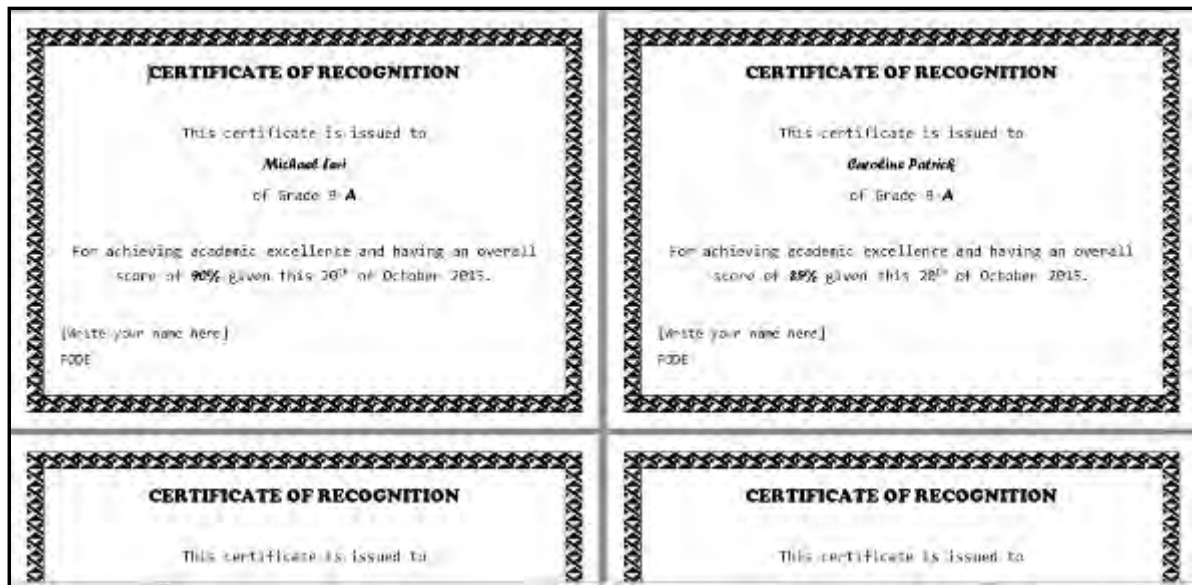
[Write your name here]

FODE

10. Click Next in Step 5 of 6 to Complete the Merge.



11. Click Edit Individual Letters in Step 6 of 6. This will create certificates of all the names in the source file.
12. Click All when the dialogue box appears.
13. Scroll down to display all the pages of your document.



Answer to Summative Learning Activity 11.2.4

The following features were used to create the exercise.

A. Company logo and letterhead

1. A picture was inserted and cropped to select only the child carrying the dog.

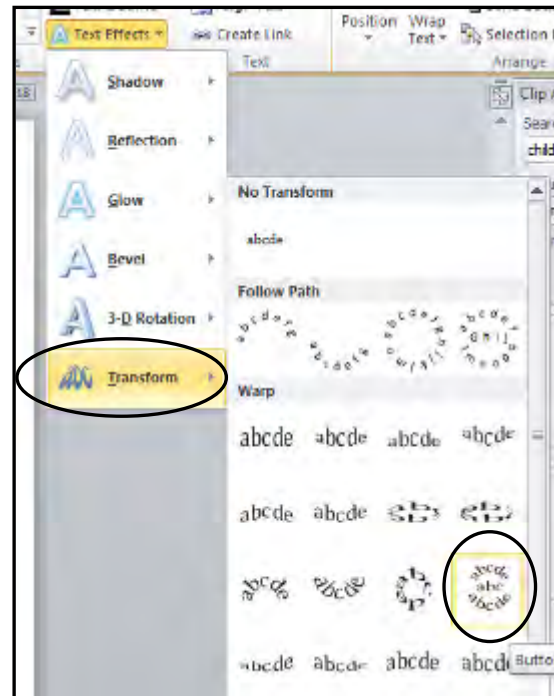


Original Clip Art



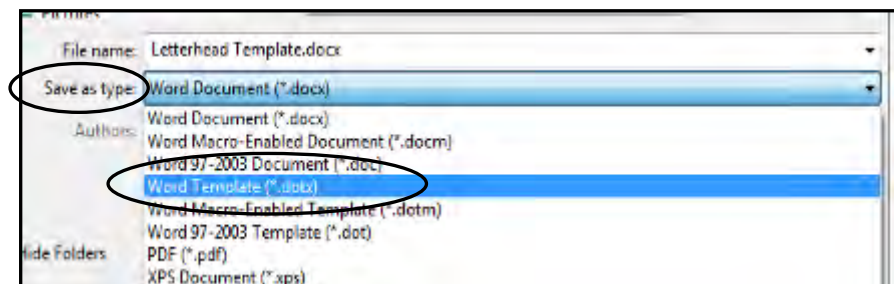
Cropped Image

2. Word Art was inserted and was edited using the following formats.
3. The objects are grouped together.
4. The logo and letter head were placed in the letter head using by cutting and pasting the object.

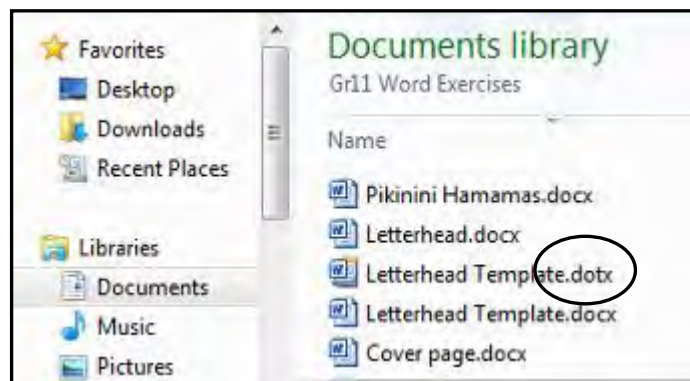


B. Template

1. Click File → Save As → Write the File Name.
2. Select and click **Word Template (*.dotx)** from the Save As type list box.

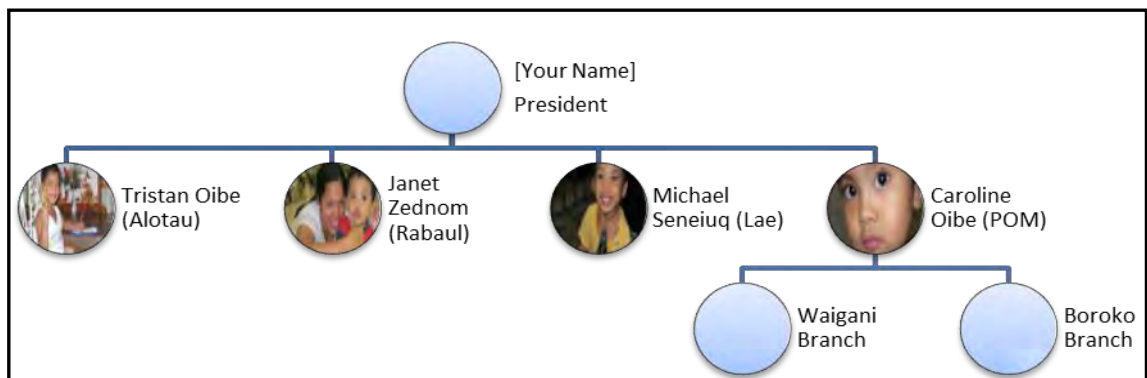


3. Click **OK** and close MS Word.
4. To check your work, click Start button → Documents.
5. Double-click the document that has a **.dotx** extension name.

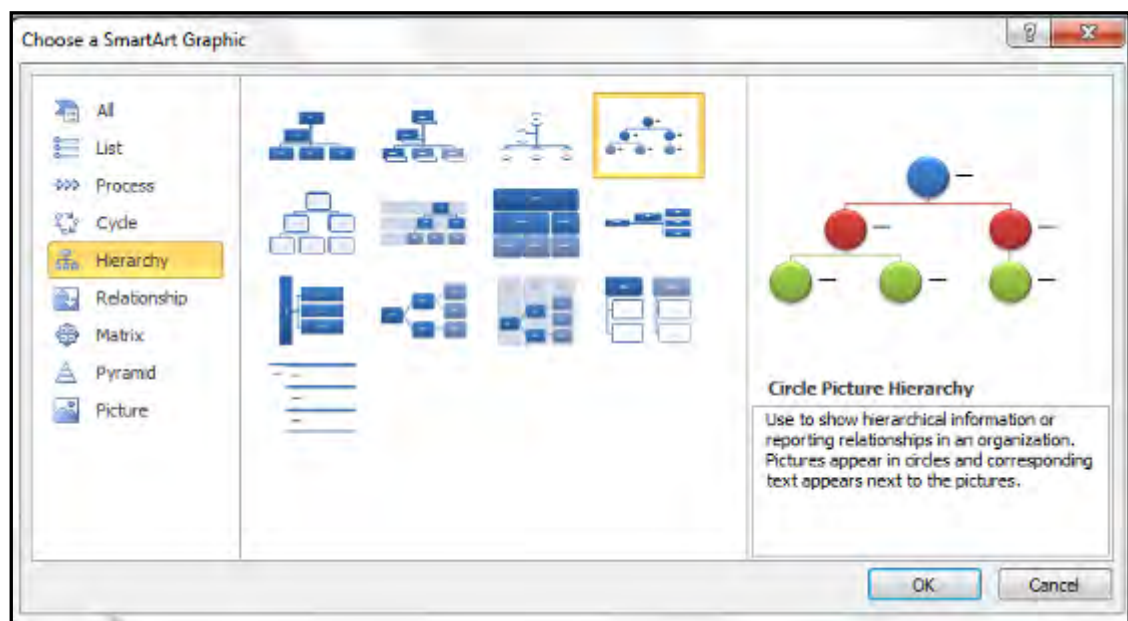


C. Shapes and Smart Art

1. A sample Organisational Chart is shown below.



2. The organisational chart was created using SmartArt.
3. Save your work. Use your own filename.





D. Styles and Theme

1. Create the following setup. You can use the logo and letterhead you have previously created.
2. Add a Text box to write your name.
3. Click the Page Layout tab and select from the different Themes, Colours, Fonts, and Effects.
4. Click to apply changes to your document.
5. Save your work. Use the filename Cover Page.

E. Mail Merge

1. In a blank document, create a **Source File** by inserting a table. Save your document.

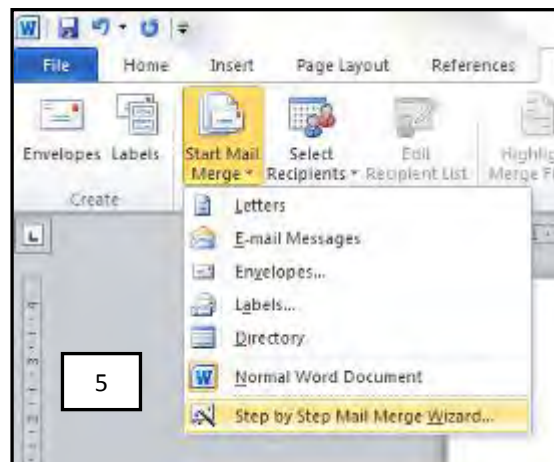
First Name	Last Name	Branch
Caroline	Oibe	POM
Tristan	Oibe	Alotau
Janet	Zednom	Rabaul
Michael	Senieiuq	Lae

2. Open the Memo and the Letterhead template. Use Cut or Copy and Paste to transfer the content of the memo to the template. This will become your **Form Letter**.
3. Remove Name of the manager and the branch from the Form Letter and leave it blank.

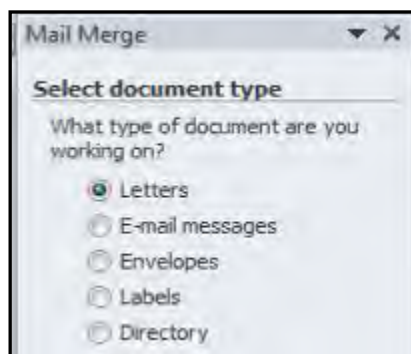
To:, Branch Manager -
From:	[Your Name], President – <u>Pikinini Hamamas Co.</u>
Date:	[Write the date today]
Re:	Preparation of Year End Report

4. Make sure that the letter head template and the source file document is still open.

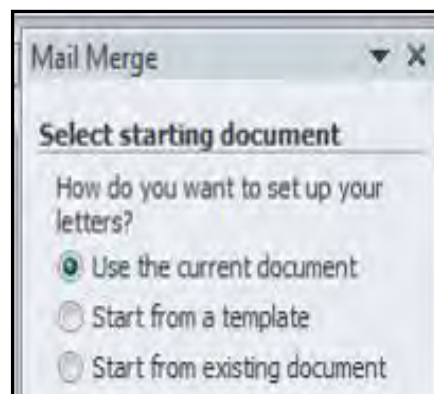
5. In the letter head template, click **Start Mail Merge** and choose **Step by Step Mail Merge Wizard**.



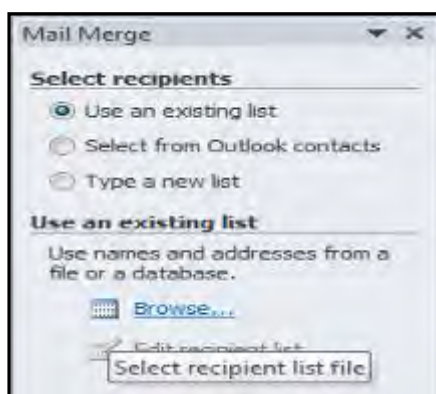
6. Follow the steps to merge the information from the Source File to the letter head template.



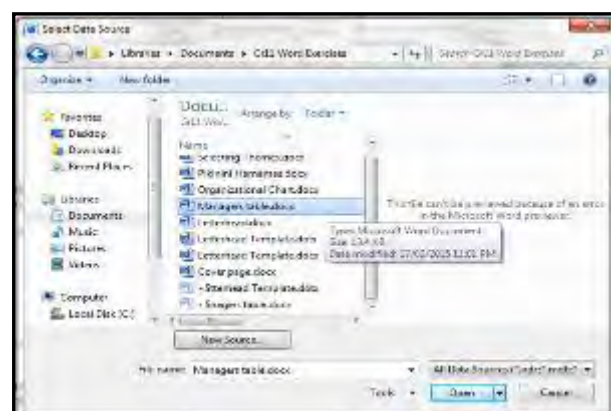
Step 1: Click Letters and Next



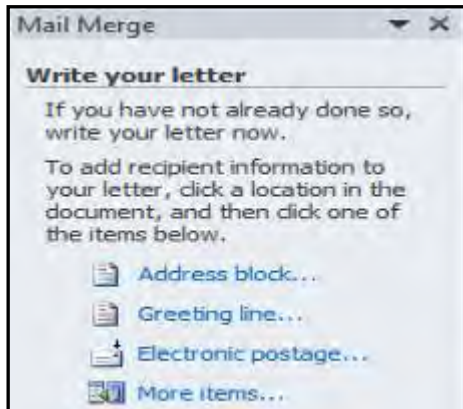
Step 2: Click Use the current document and click Next.



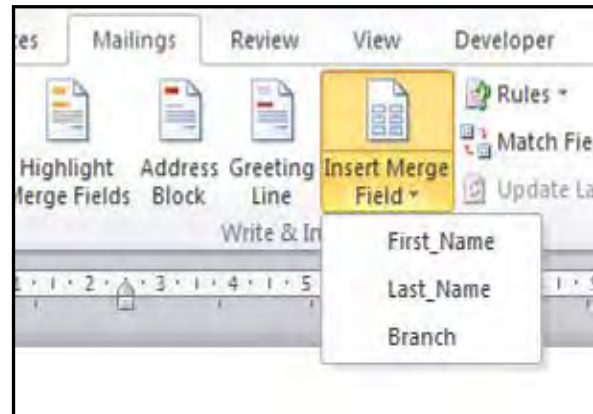
Step 3.1: Click Browse and locate the location of the Source File.



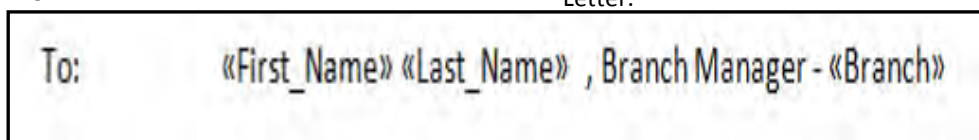
Step 3.3: Do not click next until you have inserted the fields.



Step 3.2: Click the Source File and click OK.



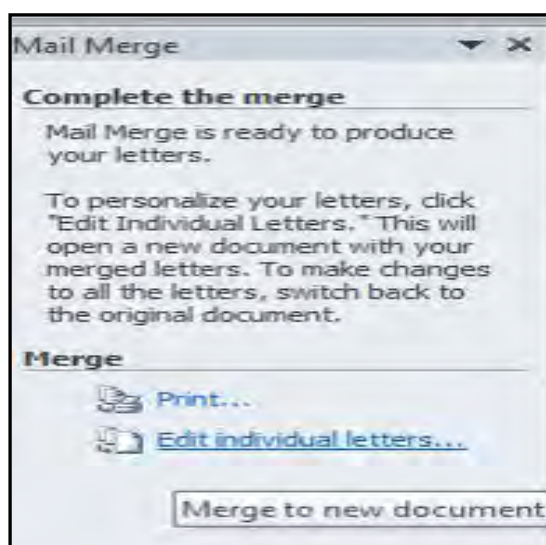
Step 4.1: Insert the different fields in the Form Letter.



Step 4.2: Your heading should look like the example below.



Step 5: Click Next if you do not want to edit the Recipient list.



Step 6: Send your document straight to the printer by clicking Print or click Edit individual letters to create a document containing all the merged letters.



7. It is advisable that you Edit individual letters. This way you have an option of printing all or some of the merged document.
8. Upon successful completion, you will have four pages of document containing the name of the manager and the branch.
9. Save your work. Use your own filename.



SUMMARY

One of the most widely used applications software is word processor. Putting your thoughts in writing, from the simplest note to the most complex book, is a time consuming process. With the introduction of word processing, you can now create documents fast and easy.

The speed of entering text data into the computer depends on the skill of the user. A word processor will make it easier to correct and change your document and complete your document in less time. MS Word features the ability to change or edit a document. Editing involves correcting spelling, grammar and sentence-structure errors. The most noticeable formatting feature of MS Word is its ability to apply different font types, styles. Once the document is the way you want it to appear, it can be permanently saved on a disk and printed on paper. You have learned all of this in **Topic 1**.

In **Topic 2** you have learned how to revise or update it by inserting or deleting text. You can produce a professional looking document. You can control the appearance or format of the document by changing the line spacing, paragraph spacing, margin, page numbers, headers and footers. Images forms are important part of MS Word.

Topic 3 instructs you the concept of working with tables. In the beginning you have learned how to insert, add and delete table. Later you progress to add and delete columns and rows as well as applying styles to your table to change its appearance. Perhaps you have also enjoyed working with formulas and sorting data within your table.

Clip Art and picture images can be inserted within the document to enhance its appearance. You have learned all of these in **Topic 4**. Aside from these, you have also learned how to apply styles and themes to your document. You have also created a template using an existing document that you have and to merge data from different documents into one single document.

Microsoft Word processor is one of the many software applications that require training but the time and effort you placed is certainly worth it.



Bibliography

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Office 2010 The Missing Manual, Nancy Conner and Matthew MacDonald, O'Reilly Press, 2010



GLOSSARY

Application (or app)

A **program** designed to perform **information processing** tasks for a specific purpose or activity (for example, **desktop publishing** and **database management**). (See also *Applet*; *Killer app*.)

Ascending sort

Sorting records from A to Z or 0 to 9. (See also *Descending sort*.)

Background printing

The ability of a **computer** to print a **document** while other work is being done on the **keyboard** and the **display screen** at the same time.

Backup

Storage of duplicate **files** on **disks**, **diskettes**, or some other form of magnetic medium (such as tapes) as a safety measure in case the original medium is damaged or lost. (One word as a noun or an adjective: *backup* procedures; two words as a verb: *back up* your hard disk.)

Block

A segment of **text** that is selected so that it can be moved to another location or processed in some other way. (See also *Block delete*; *Block move*; *Cut and paste*.)

Block delete

A **command** to delete (or erase) a segment of **text**.

Block move

A **command** to reproduce a segment of **text** in another place and at the same time erase it from its original position. (See also *Cut and paste*.)

Block protect

A **command** to prevent a **page break** from occurring within a block of **text** (for example, a table). (See also *Orphan protection*; *Widow protection*.)

Bundled software

Software that is sold along with a **computer** system; several software **programs** that are packaged together (also called *software suites*).

Burn

To record information on a disc such as a **CD-R**, a **CD-RW**, a **DVD-R**, or a **DVD-RW**.

Bus

A pathway along which electronic signals travel between the components of a **computer** system.

**Cell**

A box or rectangle within a table or **spreadsheet** where a **column** and a **row** intersect; an area in which information can be entered in the form of **text** or figures.

Character

A single letter, figure, punctuation mark, or symbol produced by a **keystroke** on a **computer**. Each character is represented by a **byte**.

Clear

A **command** to erase information.

Click

To quickly press and release a **mouse** button *once* while the **cursor** (mouse pointer) is positioned over a specific item on the screen. (See also *Double-click*.)

Clipboard

A holding area in **memory** where information that has been copied or **cut** (**text**, **graphics**, sound, or video) can be stored until the information is inserted elsewhere. (See also *Copy*; *Cut*; *Cut and paste*.)

Column

A vertical block of **cells** in a table or **spreadsheet**. (See also *Row*.)

Computer

An electronic device that is capable of (1) accepting, storing, and logically manipulating **data** or **text** that is **input** and (2) processing and producing **output** (results or decisions) on the basis of stored programs of instructions. Some computers are also capable of processing **graphics**, video, and voice input. Most computers include a **keyboard** for **text entry**, a **central processing unit**, one or more **disk drives**, a **display screen**, and a **printer**—components referred to as **hardware**.

Control menu

An onscreen Windows element that appears in a box in the upper left corner of a **window**. The control menu allows the user the option of adjusting the size of the window, closing or reopening the window, or switching to another window.

Copy

To reproduce information elsewhere. The original information remains in place. (See also *Cut*.)

Cursor

A special **character** (usually a blinking underline, dot, or vertical line) that indicates where the next typed character will appear on the **display screen**. Also known as the **mouse pointer** (arrow) or **I-beam pointer**. Microsoft Word refers to the cursor as the *insertion point*. (See also *Prompt*.)

**Cursor positioning**

The movement of the **cursor** on the **display screen**. Most **computers** have four keys to control up, down, left, and right movement. Many computers also permit the use of a **mouse** to position the cursor.

Cut

To remove **text** from its original location and place it on a **clipboard**. (See also *Copy; Paste*.)

Cut and paste

To move a **block** of **text** from one place to another.

Data

Information consisting of letters, numbers, symbols, sound, or images—in a form that can be processed by a **computer**.

Decimal tab

A type of tab that aligns columns of figures on the decimal point.

Default settings

The pre-established settings (for margins, font, type size, tab stops, and so on) that a program will follow unless the user changes them.

Delete

A command to erase information in storage.

Descending sort

Sorting records from Z to A or 9 to 0. (See also *Ascending sort*.)

Desktop

The electronic work area on a display screen.

Desktop computer

A microcomputer that is bigger than a laptop.

Dialogue box

A message box on the screen that supplies information to - or requests information from the user.

Dictionary

A **program** used to check the spelling of each word entered in the **computer**.

Disk

A random-access, magnetically coated **storage** medium used to **store** and **retrieve** information. (See also *Diskette; Hard disk*.)

**Display screen**

A device similar to a television screen and used on a **computer** to display **text** and **graphics**. Also called a *video display terminal (VDT)* or a *monitor*.

Document

Any printed business communication—for example, a letter, memo, report, table, or form. (See also *File*.)

Documentation

The manuals or guides distributed with hardware or software.

Dot matrix printer

A **printer** that uses pins to produce **characters** made up of small dots. This kind of printer is generally used by organisations that want to produce form letters or mailing labels economically.

Double-click

To quickly press and release a **mouse** button *twice* while the **cursor** (mouse pointer) is positioned over a specific item on the **screen**. (See also *Click*.) The expression “Double-click on that” means “That’s really quite good.”

Download

To transfer information to the user’s **computer** from another computer.

Drag-and-drop editing

A **software** feature that allows the user to (1) highlight **text** to be moved and (2) use a **mouse** to drag the text to a new location.

Drop-down menu

See *Menu*.

Editing

The process of changing information by inserting, deleting, replacing, rearranging, and reformatting. Also known as *changing* or *customising*.

Ellipsis marks

Three spaced dots (. . .) that appear as part of a **menu** option. Ellipsis marks indicate that a **dialogue box** will appear if that option is selected.

Enter

To **input data** into **memory**. (See also *Type*.) Also the name of a key on a **computer keyboard**. **Enter**. To **input data** into **memory**. (See also *Type*.) Also the name of a key on a **computer keyboard**.

Escape key

A key that permits the user to leave one segment of a **program** and move to another.

**File**

A collection of information stored electronically and treated as a unit by a **computer**. Every file must have its own distinctive name. (See also *File name*.)

File name

The name assigned to a **file** stored on a **disk**.

Folder

A **storage** area on a **disk** used to organise **files**.

Font

A typeface of a certain size and style. Includes all letters of the alphabet, figures, symbols, and punctuation marks. (See also *Monospace font*)

Footer

Repetitive information that appears at the bottom (the foot) of every page of a **document**. A page number is a common footer. (See also *Header*.)

Footnote feature

The ability of a **program** to automatically position footnotes on the same page as the **text** they refer to. If the text is moved to another page, any related footnotes will also be transferred to that page.

Format

The physical specifications that affect the appearance and arrangement of a **document**—for example, margins, spacing, and **font**.

Forms mode

The ability of a **program** to store the **format** of a blank **document** or form so that it can later be viewed on the **display screen** and completed by the user. Once a fill-in has been entered, the **cursor** automatically advances to the beginning of the next area to be filled in. (See also *Style sheet; Template*.)

Function keys

Keys on a **keyboard** (for example, F1) that give special **commands** to the **computer**— for example, to set margins or tabs.

GIGO

Garbage in, garbage out. In other words, your **computer output** is only as good as your computer **input**.

Graphical user interface (GUI)

A visual computer environment that permits the user to **click** on **icons** or select options from a **menu**.

Graphics

Pictures or images presented or stored using a **computer**.

GUI (pronounced *goo-ee*)



See *Graphical user interface*

Hard copy

Text or **graphics** printed on paper; also called a **printout**. (See also *Soft copy*.)

Hard disk

A rigid type of magnetic medium that can store large amounts of information.

Hard drive

Another name for the hard disc that stores information in a computer.

Hard page break

A page-ending code or **command** inserted by the user that cannot be changed by the **program**. A hard page break is often used (1) to prevent a table from being divided between two pages and (2) to signify that a particular section of a **document** has ended and the following **text** should start on a new page.

Hard return

A **command** used to end a paragraph, end a short line of **text**, or insert a blank line in the text. (See also *Soft return*.)

Hardware

The physical components of a **computer**: the **central processing unit**, the **display screen**, the **keyboard**, the **disk drive**, the **modem**, the **mouse**, and the **printer**. (See also *Software*.)

Header

Repetitive information that appears at the top (the head) of every page of a **document**. A page number is a common header. (See also *Footer*.)

Home

The upper left corner of the **display screen**; the starting position of a page or **document**.

Home page

The main page for a **Web site** established by an organization or an individual; it usually serves as the entrance for a series of related pages.

Host computer

A **computer** that provides information or a service to other computers on the **Internet**.

Hot key

A **keyboard** shortcut that allows quick access to a **command** or **menu** option.

Hyphenation

The ability of a **program** to automatically hyphenate and divide words that do not fit at the end of a line. If the **text** is later revised so that the divided word no longer begins at the right margin, the hyphen is automatically removed and the word prints solid. (See also *Soft hyphen*.)

**I-beam pointer**

A **mouse-** or **keyboard-** controlled **cursor** that looks like a capital I.

Icon

A symbol (such as a picture of a trash can or a file folder) that represents a certain function. When the user **clicks** on the icon, the appropriate function is **executed**. (See also *Graphical user interface*.)

Input (v.)

To **enter** information into the **computer**. (See also *Type; Key*.)

Insert

To add information to a **file**.

Insertion point

See *Cursor*.

Internet

Is a system that links existing networks into a worldwide network.

JPEG

Joint Photographic Experts Group. A format for storing complex **graphics** in compressed form. The file extension. *.jpeg* or *.jpg* indicates that a particular file uses this format.

Justification

Aligning lines of **text** at the left margin, the right margin, both margins, or the center. Text aligned at both margins is considered *fully justified*. Text aligned only at the left margin is said to have a *ragged right margin*.

Kern

To make fine adjustments in the space between any two **characters**.

Key

To **enter characters** into the **memory** of a **computer**. (*Key* is being replaced by the word *type*. See also *Type*.)

Keyboard

The device used to **enter** information into a **computer**.

Keystroke

The depression of one key on a **keyboard**.

Landscape orientation

The positioning of a page so that information is printed across the long dimension of the paper. (See also *Portrait orientation*.)

Laser printer

A nonimpact **printer** that produces sharper **text** and **graphics** than any other type of printer. (See also *Dot matrix printer; Ink-jet printer*.)

**LCD**

See *Liquid crystal display*.

Line or paragraph numbering

The ability of a **program** to automatically number each line or paragraph sequentially in a **document**. The line or paragraph numbers can be deleted before the preparation of the final **printout**.

Line spacing

The ability of a **program** to automatically change vertical line spacing (for example, from double to single to double again).

Logon or login (n.)

The process of accessing a **computer** system.

Maximize

A **command** used in a **graphical user interface (GUI)** that enlarges a **window** so that it fills a desktop.

Menu

A list of choices shown on the **display screen**. For example, a **format** menu would include such options as the type style and the type size to be selected. A menu is often referred to as a *pull-down menu*, a *drop-down menu*, or a *pop-up menu* because it appears **onscreen** after the user **clicks** the **menu bar** or some other item on the screen.

Menu bar

The bar across the top of the **screen** or **window** that displays the names of available **menus**.

Merge

A **command** to create one **file** by combining information that is stored in two different locations. For example, a **computer** can merge the **text** in a form letter with a mailing list to produce a batch of letters with a different name, address, and salutation on each letter. (See also *Mail merge*.)

Minimize

A **command** used in a **graphical user interface (GUI)** that reduces a **window** to an **icon** or a label, usually at the bottom of a **desktop**.

Monitor

The **display screen** of a **computer**.

Mouse

A hand-operated electronic device used to move a **cursor** or pointer on the **display screen**. Mostly used with **microcomputers**. Referred to in Spanish as *el maus*. (See also *Word of mouse*.)

**Multimedia**

The use of several types of media (such as **text**, **graphics**, animation, sound, and video) in a **document** or an **application**.

Multitasking

The ability of a **computer** to **execute** more than one **program** at a time. The derivative term “multitasking” means playing games at the computer instead of working.

Option button

An **onscreen** element that allows a user to select one option from a group of items. An empty circle precedes each option not selected. A dot appears in a circle to signify that the user has selected that option. Also referred to as a *radio button*.

Outlining

The ability of a **program** to automatically number and letter items typed in an indented **format**.

Page break

A **command** that tells the **printer** where to end one page and begin the next. (See also *Hard page break*; *Soft page break*.)

Page numbering

The ability of a **program** to automatically print page numbers on the pages that make up an entire **document**. If the document is revised and the total number of pages changes, the page numbering is automatically adjusted.

Pagination

The ability of a **program** to take information and automatically divide it into pages with a specified number of lines per page. If the information is changed because of the addition, deletion, or rearrangement of copy, the material will be automatically repaged to maintain the proper page length. (See also *Soft page break*.)

Paste

A **command** that transfers information from a **clipboard** and inserts it in another location. (See also *Cut and paste*.)

Point

A measurement that indicates the size of a **font**; 72 points equals 1 inch and 12 points equals 1 **pica**.

Pointer

An **onscreen** device that indicates the current position of the **mouse**.

Pop-up menu

See *Menu*.

**Portable Document Format (PDF)**

A **format** that makes it possible—with the help of Adobe Acrobat— to view documents that employ different **fonts**, various types of **graphics**, and complex layouts.

Portrait orientation

Positioning paper so that information is printed across the short dimension of the paper. (See also *Landscape orientation*.)

Print preview

A **software** feature that reduces the pages of a **document** so that a full page (or two facing pages) can be seen on the screen before being printed. This feature permits the user to spot and correct problems in **format** and **page breaks**.

Printers

Output devices of various types that produce copy on paper. (See also *Dot matrix printer*; *Inkjet printer*; *Laser printer*.)

Printout

The paper copy of information produced on a **printer**.

Prompt

An onscreen symbol (for example, a **cursor**) that indicates where to **type** a **command**; a message that indicates what action is to be taken.

Pull-down menu

See *Menu*.

Radio button

See *Option button*.

Row

A horizontal block of **cells** in a table or **spreadsheet**. (See also *Column*.)

Ruler

A bar (displayed on the **screen**) that shows the width of the page, the margin settings, the paragraph indentions, and the tab stops.

Save

To store a **program** or **data** on a **storage** device such as a **disk**.

Scanner

An **input** device that can copy a printed page into a **computer's memory**, thus doing away with the need to **type** the copy. A scanner can also convert artwork and photographs into a digital format and store these in memory.

Screen

See *Display screen*.

**Scroll**

To move information horizontally or vertically on a **display screen** so that one can see parts of a **document** that is too wide or too deep to fit entirely on one screen.

Scroll bar

An **onscreen** element that allows a user to **scroll** by using a **mouse**.

Soft copy

Information shown on the **display screen**. (See also *Hard copy*.)

Soft hyphen

A hyphen that divides a word at the end of a line; considered soft (non-permanent) because the hyphen will automatically be deleted if the word moves to another position as a result of a change in the **text**. (See also *Hard hyphen*; *Hyphenation*.)

Soft page break

A line inserted by the **program** to show where a page will end. If copy is added or deleted, the original **page break** will be replaced with a new soft page break at the appropriate place. (By contrast, a **hard page break** will remain fixed, no matter what changes are made in the copy.) (See also *Pagination*.)

Soft return

A **software** feature that automatically breaks **text** between words at the right margin. The line ending is considered soft (non-permanent) because the line ending will change if the user adds or deletes **text**. (See also *Hard return*; *Word wrap*.)

Software

The instructions that a **computer** needs to perform various functions. The term *software* means the same as **program**. (See also *Hardware*.)

Sort

To arrange **fields**, **records**, or **files** in a predetermined sequence.

Split screen

The ability of some **programs** to display information in two or more different areas on the screen at the same time.

Spreadsheet

A **program** that provides a worksheet with **rows** and **columns** to be used for calculations and the preparation of reports.

Tab grid

A series of preset indentions (usually a half inch apart). If the tabs are reset by the user, the grid will change to show the new location of the tabs.

Template

A pre-established **format** for a **document**, stored in a **computer**. The template determines the margins, the type style and size to be used for the **text**, placement instructions for



various elements (such as the date line), and design specifications for certain items (such as a letterhead). The user can modify the original template or create a new template to satisfy personal preferences.

Text

Broadly speaking, the material displayed on a **screen** or printed on paper. Within a given **document**, the term refers to the body of the document as distinct from **headers**, **footers**, and other elements.

Text entry

The initial act of typing that places **text** in **storage**. (See also *Type*.)

Toolbar

An onscreen element that offers instant **access** to commonly used **commands**. The commands are represented by **icons** on a row of buttons at the top of the **screen**. Also called a *button bar*.

Type

To enter **characters** into the **memory** of a **computer**. For a number of years the verb *type* began to be replaced by the verb *key* as a way of emphasising the difference between a **computer** and a typewriter. However, the simpler verb *type* has made a comeback in computer terminology and is now the word commonly seen in users' manuals and on **display screens**.

Typeface

See *Font*.

Universal Serial Bus (USB)

A common standard for connecting multiple **peripherals** to a **computer** as needed.

USB

See *Universal Serial Bus*.

Window

A frame that permits users to view messages they have received or **documents** they are working on.

Windowing

The ability of a **program** to split its **display screen** into two or more segments so that the user can view several different **documents** or perform several different functions simultaneously. (See also *Split screen*.)

Windows

A Microsoft **operating system** used on the vast majority of **PCs**.

Wizard

An interactive feature within an **application** that helps a user through each step of a task, such as creating a customised **document** or adding **hardware**. The term *wizard* is also used



to refer to the person in an organisation who can quickly find and fix everyone else's **computer** problems.

Word processing

The electronic process of creating, formatting, **editing**, proofreading, and printing **documents**. (See also *Information processing*.)

Word wrap

A **software** feature that detects when a word will extend beyond the right margin and automatically transfers it to the beginning of the next line.

FODE SUBJECTS AND COURSE PROGRAMMES

GRADE LEVELS	SUBJECTS/COURSES
Grades 7 and 8	1. English
	2. Mathematics
	3. Personal Development
	4. Social Science
	5. Science
	6. Making a Living
Grades 9 and 10	1. English
	2. Mathematics
	3. Personal Development
	4. Science
	5. Social Science
	6. Business Studies
	7. Design and Technology- Computing
Grades 11 and 12	1. English – Applied English/Language & Literature
	2. Mathematics - Mathematics A / Mathematics B
	3. Science – Biology/Chemistry/Physics
	4. Social Science – History/Geography/Economics
	5. Personal Development
	6. Business Studies
	7. Information & Communication Technology

REMEMBER:

- For Grades 7 and 8, you are required to do all six (6) subjects.
- For Grades 9 and 10, you must complete five (5) subjects and one (1) optional to be certified. Business Studies and Design & Technology – Computing are optional.
- For Grades 11 and 12, you are required to complete seven (7) out of thirteen (13) subjects to be certified. Your Provincial Coordinator or Supervisor will give you more information regarding each subject and course.

GRADES 11 & 12 COURSE PROGRAMMES

No	Science	Humanities	Business
1	Applied English	Language & Literature	Language & Literature/Applied English
2	Mathematics A/B	Mathematics A/B	Mathematics A/B
3	Personal Development	Personal Development	Personal Development
4	Biology	Biology/Physics/Chemistry	Biology/Physics/Chemistry
5	Chemistry/ Physics	Geography	Economics/Geography/History
6	Geography/History/Economics	History / Economics	Business Studies
7	ICT	ICT	ICT

Notes: You must seek advice from your Provincial Coordinator regarding the recommended courses in each stream. Options should be discussed carefully before choosing the stream when enrolling into Grade 11. FODE will certify for the successful completion of seven subjects in Grade 12.

CERTIFICATE IN MATRICULATION STUDIES

No	Compulsory Courses	Optional Courses
1	English 1	Science Stream: Biology, Chemistry, Physics
2	English 2	Social Science Stream: Geography, Intro to Economics and Asia and the Modern World
3	Mathematics 1	
4	Mathematics 2	
5	History of Science & Technology	

REMEMBER: You must successfully complete 8 courses: 5 compulsory and 3 optional.

FODE PROVINCIAL CENTRES CONTACTS

PC NO.	FODE PROVINCIAL CENTRE	ADDRESS	PHONE/FAX	CUG PHONES	CONTACT PERSON		CUG PHONE
1	DARU	P. O. Box 68, Daru	6459033	72228146	The Coordinator	Senior Clerk	72229047
2	KEREMA	P. O. Box 86, Kerema	6481303	72228124	The Coordinator	Senior Clerk	72229049
3	CENTRAL	C/- FODE HQ	3419228	72228110	The Coordinator	Senior Clerk	72229050
4	ALOTAU	P. O. Box 822, Alotau	6411343 / 6419195	72228130	The Coordinator	Senior Clerk	72229051
5	POPONDETTA	P. O. Box 71, Popondetta	6297160 / 6297678	72228138	The Coordinator	Senior Clerk	72229052
6	MENDI	P. O. Box 237, Mendi	5491264 / 72895095	72228142	The Coordinator	Senior Clerk	72229053
7	GOROKA	P. O. Box 990, Goroka	5322085 / 5322321	72228116	The Coordinator	Senior Clerk	72229054
8	KUNDIAWA	P. O. Box 95, Kundiawa	5351612	72228144	The Coordinator	Senior Clerk	72229056
9	MT HAGEN	P. O. Box 418, Mt. Hagen	5421194 / 5423332	72228148	The Coordinator	Senior Clerk	72229057
10	VANIMO	P. O. Box 38, Vanimo	4571175 / 4571438	72228140	The Coordinator	Senior Clerk	72229060
11	WEWAK	P. O. Box 583, Wewak	4562231/ 4561114	72228122	The Coordinator	Senior Clerk	72229062
12	MADANG	P. O. Box 2071, Madang	4222418	72228126	The Coordinator	Senior Clerk	72229063
13	LAKE	P. O. Box 4969, Lae	4725508 / 4721162	72228132	The Coordinator	Senior Clerk	72229064
14	KIMBE	P. O. Box 328, Kimbe	9835110	72228150	The Coordinator	Senior Clerk	72229065
15	RABAU	P. O. Box 83, Kokopo	9400314	72228118	The Coordinator	Senior Clerk	72229067
16	KAVIENG	P. O. Box 284, Kavieng	9842183	72228136	The Coordinator	Senior Clerk	72229069
17	BUKA	P. O. Box 154, Buka	9739838	72228108	The Coordinator	Senior Clerk	72229073
18	MANUS	P. O. Box 41, Lorengau	9709251	72228128	The Coordinator	Senior Clerk	72229080
19	NCD	C/- FODE HQ	3230299 Ext 26	72228134	The Coordinator	Senior Clerk	72229081
20	WABAG	P. O. Box 259, Wabag	5471114	72228120	The Coordinator	Senior Clerk	72229082
21	HELA	P. O. Box 63, Tari	73197115	72228141	The Coordinator	Senior Clerk	72229083
22	JIWAKA	c/- FODE Hagen		72228143	The Coordinator	Senior Clerk	72229085