7

SELF-LEARNING PACKAGE IN

ICT 7

Quarter 2 | Week 3

Word Interface

Learning Competency:

Identify the parts and functions of the Word Interface.

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WRITERS

Ready to Launch!

Once you've created your document, you may want to print it to view and share your work offline. It's easy to preview and print a document in Word using the Print pane.

In this lesson, you will learn how to set the Print pane before printing your documents. The settings can be the size of paper you want to use, how you want to view your document (horizontally or vertically) , what printer you want to use, and other settings.

Aim at the Target!

At the end of this module you are expected to:

1. Identify Print pane settings.

2. Prepare printing settings of a document.

Try This!

**Gear Up! Let's see if you have ideas regarding this topic.**

Unscramble the following words with the help of the given clue.

WORD	CLUE
EAGP NOTTIAIOORN	This is where you can choose whether the printing will be in portrait or landscape orientation.
TDELALOC	This printing option allows you to choose how the pages will be sorted.
WEREPVI EPNA	This is where you can see the how your document will look when printed.
REINPTR	This option allows you to select the printer that you want to use.
AERPP IZES	You can use this option to the size of the paper that you want to choose.

Before printing a document, it is necessary to determine its print settings. Some of the print settings are page orientation, paper size, number of copies you want to print, margins and the like. The screenshot picture below depicts the Print Pane of Word where you can change the print settings.
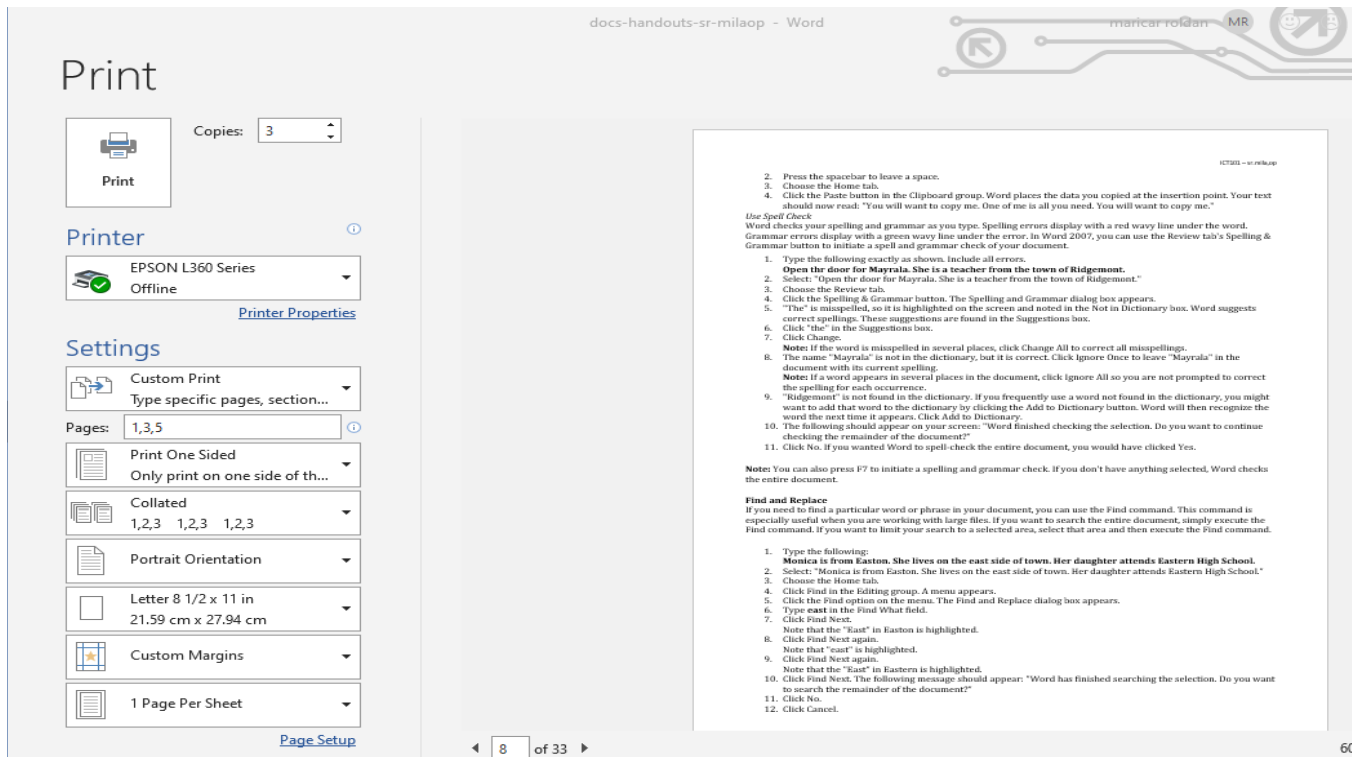

Analysis.

Direction. Answer the following questions based on the print settings as shown in the screenshot picture above.

1. What is the page orientation?
2. What is the paper size?
3. What is the current page displayed in the preview pane?
4. How many pages are there in a document?
5. What are the pages to print?
6. How many copies will be printed?
7. What is the name of the printer?

Abstraction and Generalization

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear. You can also use the **Ctrl+P** keyboard shortcut key for printing.
2. Select **Print**. The **Print** pane will appear.
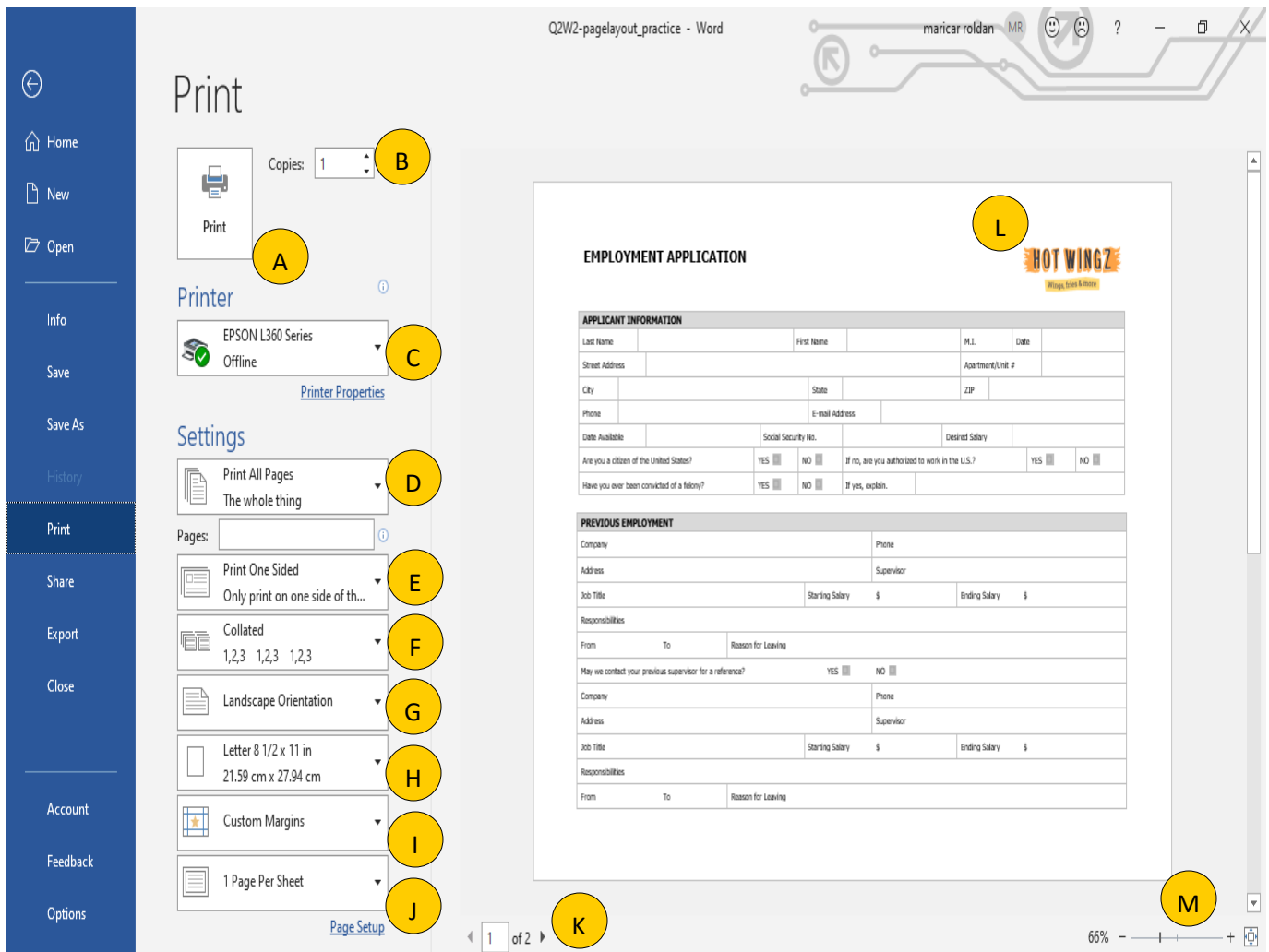
A. **PRINT** - Click this button to print the document.

B. **COPIES-** Here, you can choose how many copies you want to print.

C. **PRINTER**—If you have multiple printers, select the one you want to use.

D. **PRINT RAGE**—Here, you can choose to print the entire document, just the current page, or custom print to print specific pages.

E. **SINGLE AND DOUBLE SIDED PRINTING**— Choose whether to print on one or both sides of the paper, if your printer supports this setting.

F. **COLLATED**— If you are printing multiple copies, you can choose how the pages will be sorted. **Collated** will sort them 1, 2, 3, 1, 2, 3. **Uncollated** will sort them 1, 1, 2, 2, 3, 3.

G. **PAGE ORIENTATION**— Here, you can choose portrait (vertical) or landscape (horizontal) orientation.

H. **PAPER SIZE**—You can choose the paper size you want to use, if your printer supports this setting.

I. MARGINS—Here, you can adjust the page margins.

J.   **SCALING**. This option allows you to print more than one page on a single sheet or scale the document to fit a specific paper size.

K. **PAGE SELECTION**—You can click the arrows to view a different page in the Preview pane.

L. **PREVIEW PANE**- Here, you can see a preview of how your document will look when printed.

M. **ZOOM CONTROL / ZOOM TO PAGE** -Click and drag the slider to use the **zoom control**. The number to the left of the slider bar reflects the zoom percentage. You can click the **Zoom to Page** button on the right to set the zoom control to fit one page in the window.

Note: Word provides plenty of options for printing your document. For example, you can opt not to print colored backgrounds and images. Or, you can print your document in draft quality or in duplex, if your printer supports it. This can add up to big savings on ink and paper. Go to **Printer Properties** to see other options.

To print a document:

1.   Navigate to the **Print** pane, then select the desired **printer**.

2. Enter the number of **copies** you want to print.
3.   Select any additional **settings** if needed.
4.   Click Print.
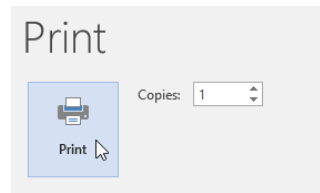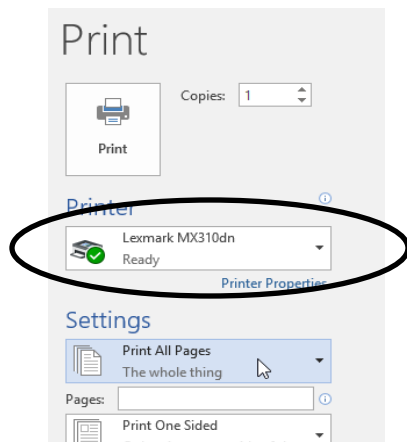
Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case **custom printing** may be more suited for your needs. Whether you're printing **several individual pages** or a **range of pages**, Word allows you to **specify** exactly which pages you'd like to print.

To custom print a document:

If you'd like to print individual pages or page ranges, you'll need to separate each entry with a **comma** (1, 3, 5-7, or 10-14 for example).
1.   Navigate to the **Print** pane.
2.   In the **Pages:** field, enter the pages you want to print.
3. click Print.
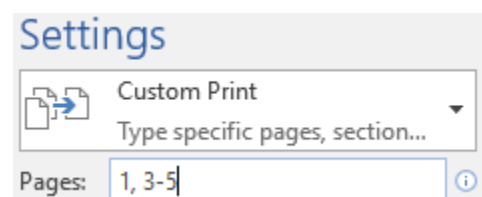
Note. If your document isn't printing the way you want, you may need to adjust some of the page lay-out settings.

Application.

Direction. Identify the name of each print setting options in the Print Pane. Name each settings accordingly base on the labelled number.

Activity 2. Labelling Print Pane

Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____

Direction: Demonstrate the task below.

Activity 2. Printing a document

1. Open a new document.
2. Encode the text below.

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6 Ways to Build a Top Staff

To build a staff into a team that does the best possible job for the organization:

1) Be friendly to staff members but don't treat them like close personal friends.

2) Tell them everything. And expect them tell you the same. Shared knowledge builds loyalty and trust.

3) Practice Pulitzer Prize plagiarism: steal only from the best. If you need help, reach out to your professional community.

4) Invest heavily in loyalty. If staff members know that you're loyal to them, they'll give you the same in return.

5) Realize that fairness not cleanliness is next to godliness.

6) Never be too busy to laugh. Nothing gets people through a crisis like a good laugh and a manager who's willing to enjoy it with them.

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3. Insert your name, grade and section at the upper left side of the document.
4. Go Print Pane. Change the paper size to Legal 8 1 /2 x 14 inches and set the orientation to landscape.
5. Click Print.
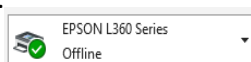6. Save the document as PT8_***(where *** is your family name)
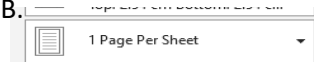
Multiple Choice. Chose the best answer. Select the letter of your choice.

1. Choose the WRONG printing option.
   A. the current page can be printed   C. all document can be printed.
   B. A summary of the text   D. A selection of pages can be printed
2. What is the keyboard shortcut key for printing?
   A. Ctrl+ C   C. Ctrl + P
   B. Ctrl + G   D. Ctrl+ X
3. Which one of the following printing settings is correct if you want to print particular pages of a   document?
   A. 1.2.3.4   C. 1,2,5,8
   B. 2-4-6-8   D. 11/12/13
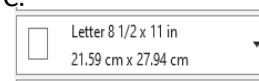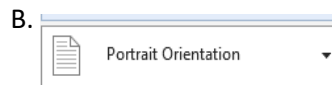4. In which option can a document paper size is set?
   A.   B.   C.

EPSON L360 Series
Offline
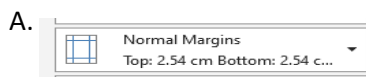
1 Page Per Sheet

Letter 8 1/2 x 11 in
21.59 cm x 27.94 cm

5. This is where you set whether the document will be printed horizontally or vertically.

A.
Normal Margins	
Top: 2.54 cm Bottom: 2.54 c...	▼

B. Portrait Orientation ▼

C.
Collated	
1,2,3 1,2,3 1,2,3	▼

6. Lorna wants to print all odd number pages of her document. Which one of the settings below will she choose?

A.
Print All Pages	
The whole thing	▼
Pages:	ⓘ

B.
Collated	
1,2,3 1,2,3 1,2,3	▼

C. 1 Page Per Sheet ▼
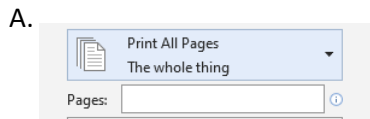
7. Which one of the following option is correct if you want to directly print a document without changing any settings?

A. B. C. Print
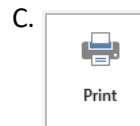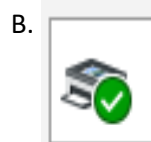
8. Which one of the following options should you choose if you needed to print more than one page on a single sheet?

A. ◀ 1 of 1 ▶

B. 1 Page Per Sheet ▼

C.
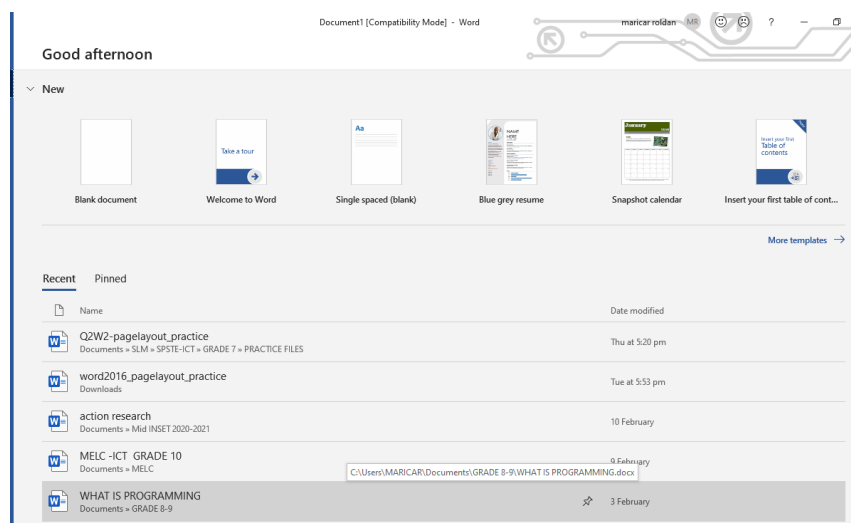|	
Print All Pages	
The whole thing	▼
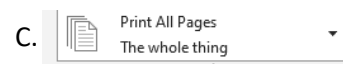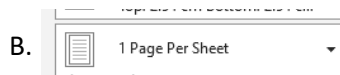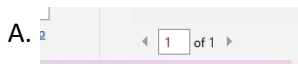
9. From the choices in number 8, which one of the following option allows you to view different pages in the Preview pane.

10. The screenshot picture below will appear when you click the Print menu.

A. True   B. False