CS1TQ2 - Commercial Off The Shelf Software
Practical 4 – Word Processing, Fomatting & Positioning

For today's practical please make sure that you can carry out the following tasks related to the basics of word processing. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Further items are optional, but you will find them useful.

Starting Microsoft Word, creating a new blank document............................□
Hiding and displaying toolbars ....□
Modifying toolbars (adding & removing buttons)..□
Using Undo – how much can be undone? What if the document is saved? ....□
Saving and opening word documents ....□
Closing documents, quitting Word ....□
Copying and pasting text ....□
Setting left and right paragraph indents...□
Aligning paragraph text..□
Creating and formatting bulleted and numbered lists ....□
Understanding the difference between serif and non-serif fonts..................□
Setting font size ....□
Setting other font properties (style, underline, colour, effects, spacing).......□
Setting font borders and shading ....□
Using zoomed views..□
Inserting symbols and special characters ....□
Using the format painter...□

Where does Word store templates?
> Find out where the version of word you are using looks for templates (for example normal.dot). Is it possible to change this, so for example Word can use a "corporate standard" template from a network drive.

Use of fonts
> When would you normally serif fonts? When non-serif? What is the best font size for text readability? What paragraph alignment? What about line spacing and page margins? Compare a text book with a paperback novel for font and layout features.

Multiple clipboards
> How do you use the multiple clipboard feature of Microsoft Office?

Autotext entries
> Find out what autotext / autocorrect / autoformat entries are set by default.Add an auto text entry for your own name. Do you really want to correct "Two Initial Capitals" when you type the word "PCs" a lot?

Karl Wilcox October 2002