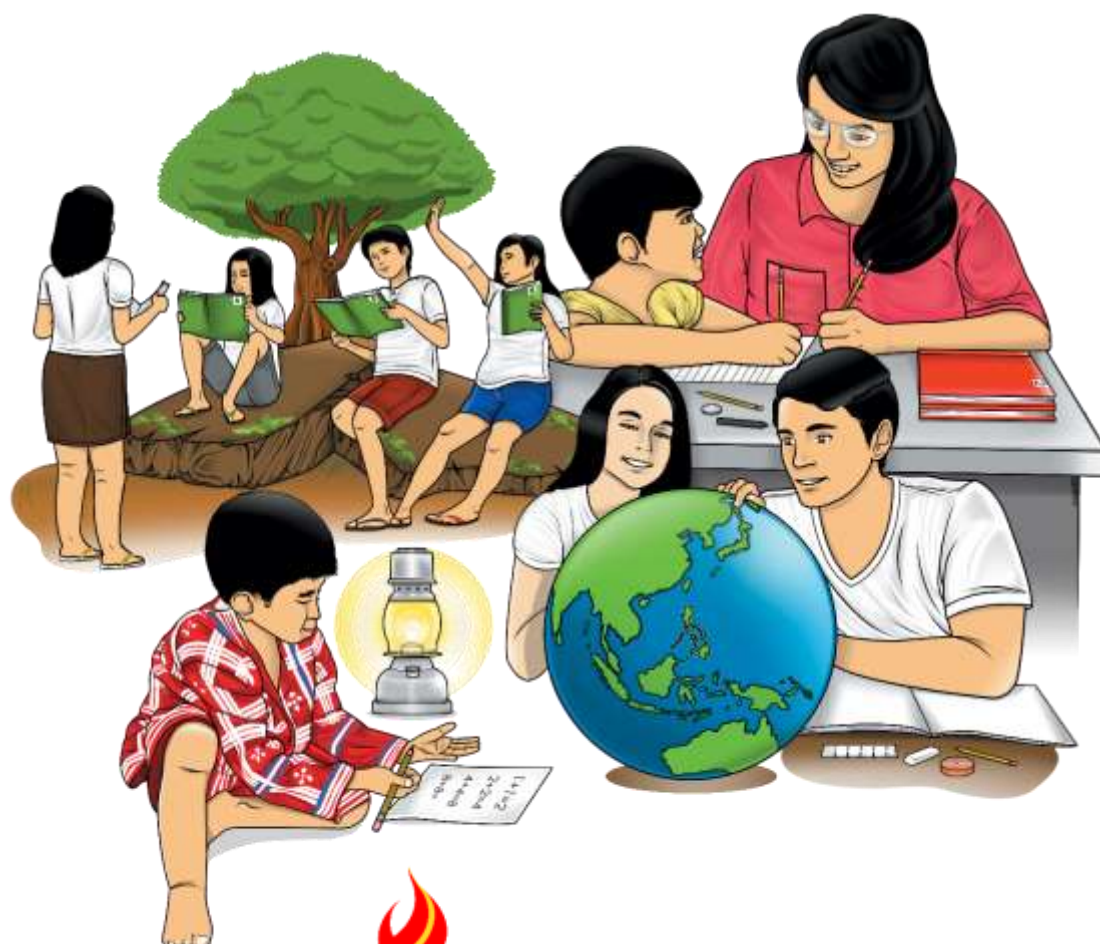


Empowerment Technologies

Quarter 1 – Module 4.1: Applied Productivity Tools using Word Processor



Empowerment Technologies
Alternative Delivery Mode
Quarter 1 – Module 4.1: Applied Productivity Tools using Word Processor
First Edition, 2020

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Empowerment Technologies

Quarter 1 – Module 4.1: Applied Productivity Tools using Word Processor

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



What I Need to Know

This module was designed and written with you in mind. It is here to help you applied productivity tools with basic and advanced application techniques. The scope of this module permits to be used in many different learning situations. The language used recognize the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course.

The module focuses on one lesson:

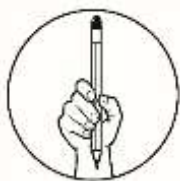
- Lesson 1 – Working with Word Processor

Learning Competencies and Codes:

1. Uses common productivity tools effectively by maximizing advanced application techniques. CS_ICT11/12-ICTPT-Ic-d-4
2. Creates an original or derivative ICT content to effectively communicate or present data or information related to specific professional tracks. CS_ICT11/12-ICTPT-Ic-d-5

After going through this module, you are expected to:

1. define the word processor;
2. discuss the basic and advanced functions of word processor;
3. demonstrate common productivity tools in word processor techniques; and
4. construct and execute different advanced functions in productions by applying the word processor techniques.



What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. How can you add Page Number?
 - A. Click Insert > Header > choose style
 - B. Click Insert > Footer > Choose Format > Choose Style
 - C. Click Insert > Header & Footer > Page Number > Choose Style
 - D. Click Insert > Header & Footer > Page Number > Choose Format > Choose Style
2. It is a computer program or device that provides for input, editing, formatting and output of text, often with some additional features.
 - A. Outlook
 - B. Presentation
 - C. Spreadsheet
 - D. Word
3. How will you edit the page number in the Table of Contents?
 - A. Ctrl + a then delete
 - B. Highlight the desired page number and delete
 - C. Highlight the desired page number and edit it
 - D. Click the page number and erase before you edit
4. What is the first step in adding footer?
 - A. Click Insert
 - B. Click Home
 - C. Press Ctrl + H
 - D. Click References
5. Word processor is best described as _____.
 - A. Outlook
 - B. Database software
 - C. Document software
 - D. Presentation software
6. When should Heading Styles be applied in the Table of Contents procedure?
 - A. Type the text then apply Heading Styles “after” creating the Table of Contents
 - B. Type the text then apply Heading Styles “while” creating the Table of Contents
 - C. Type the text then apply Heading Styles “before” creating the Table of Contents
 - D. Type the text then apply Heading Style “during” creating the Table of Contents
7. In what part of tab ribbon, you can change the font style of the text?
 - A. Design
 - B. Home
 - C. Layout
 - D. View

8. Why are page numbers required in a Table of Contents?
- A. To have more pages to read.
 - B. To make the work more appealing.
 - C. To help readers find in which page the topic can be located.
 - D. To help and simply scan for a topic by pressing Ctrl+F function.
9. Which ribbon includes Header and Footer?
- A. Home ribbon, Font
 - B. Insert ribbon, Paragraph
 - C. Home ribbon, Header & Footer
 - D. Insert ribbon, Header & Footer
10. Dave wants to change the style of the header in his document. Which ribbon he needs to click that contains styles?
- A. Design
 - B. Home
 - C. Insert
 - D. Layout
11. What common type of application software does the Microsoft Word belong?
- A. Presentation
 - B. Spreadsheet
 - C. Text-editor
 - D. Word Processing
12. Jane is inserting page numbers in her research project document. Which of the following is NOT a process of inserting an automatic page number in her document?
- A. Click the Insert ribbon and press enter.
 - B. Copy a document from another file that has a page number.
 - C. Click the Insert ribbon, search for the Header & Footer group and click page number.
 - D. Double click the footer section of a page in the document, click on the page number in Header & Footer group and select the page number
13. Which ribbon opens headers and footers?
- A. Home
 - B. Insert
 - C. References
 - D. View
14. Aira needs to apply a formatting element in the page number of her document. Which of the following options does NOT describe as a formatting element?
- A. Text Alignment
 - B. bold, italic and underline
 - C. Font, Font size and font color
 - D. Text alignment and Page number
15. The upper part of the document is known as the _____.
- A. Footer Header
 - B. Header
 - C. Margin
 - D. Top Reference

Lesson

2

Working with Word Processor

A word processor is a computer program or device that provides for input, editing, formatting and output of text often with some additional features. Early word processors were stand-alone devices often on its function, but current word processors are word processor programs running on general purpose computers.



What's In

This lesson provides information about basic and advanced word processor. It shows how to insert header, footer, page number and how to create a table of contents in word processor.



Notes to the Teacher

Microsoft Word will be used in the following activities. You may also use Google Slides, Open Office and Libre Office with minor changes in the steps.



What's New

1. Open Word Processor.
2. Write your Autobiography with a maximum of 200 words.
3. Below are the corresponding formats:
(see Figure 2.1 for the process)

12" font size
Times New Roman font style
Double spacing



What is It

Double Spacing

1. Highlight the texts that you want to double space > **Home** > **Paragraph** > **Indents and Spacing** > **Spacing** > **Line Spacing** > choose double > **OK**.
(see Figure 2.1)

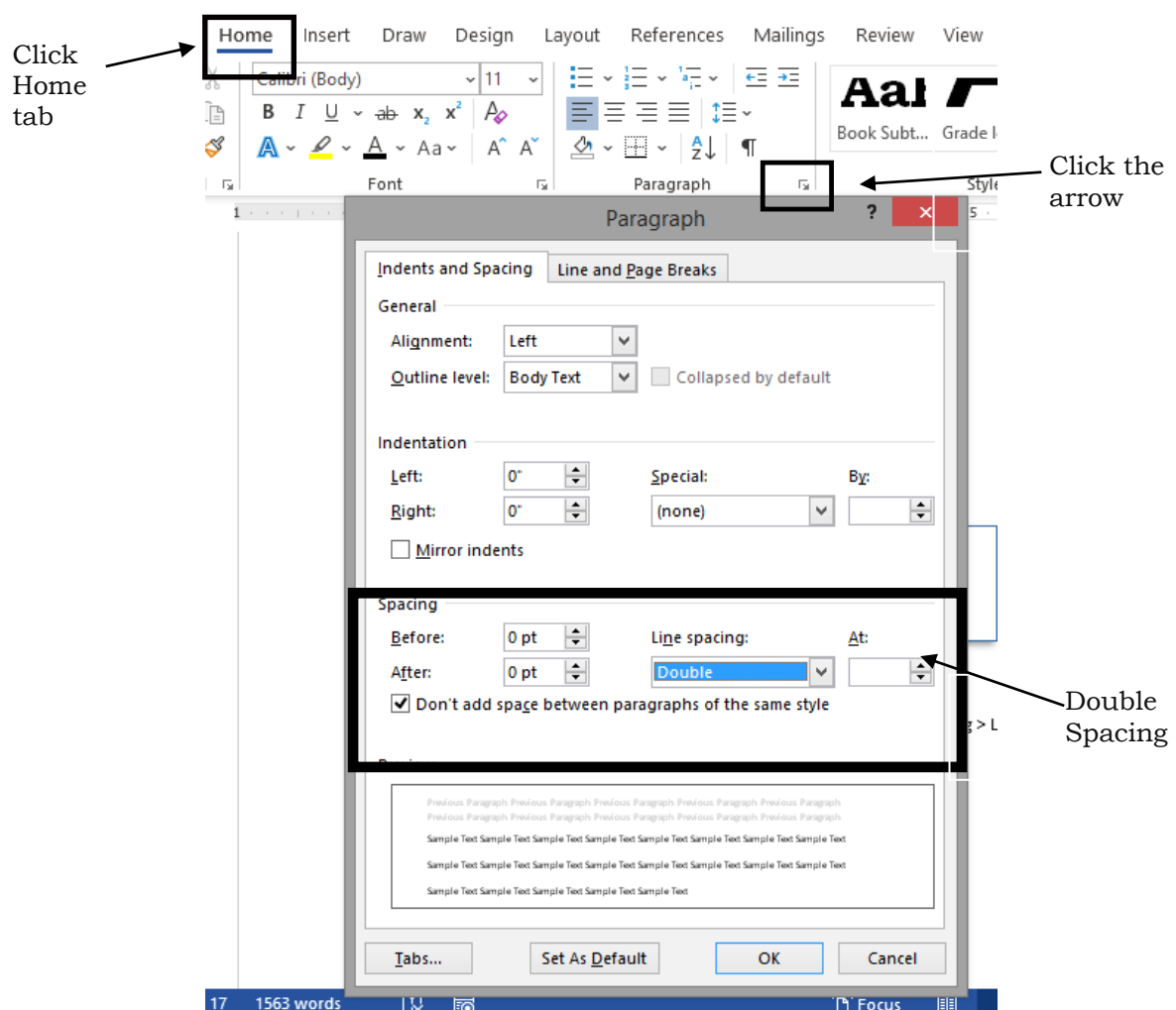


Figure 2.1 Double Space

Inserting Header and Footer

1. Open Word processor.
2. Click **Insert** > **Header & Footer**. (see Figure 2.2)
- 3.

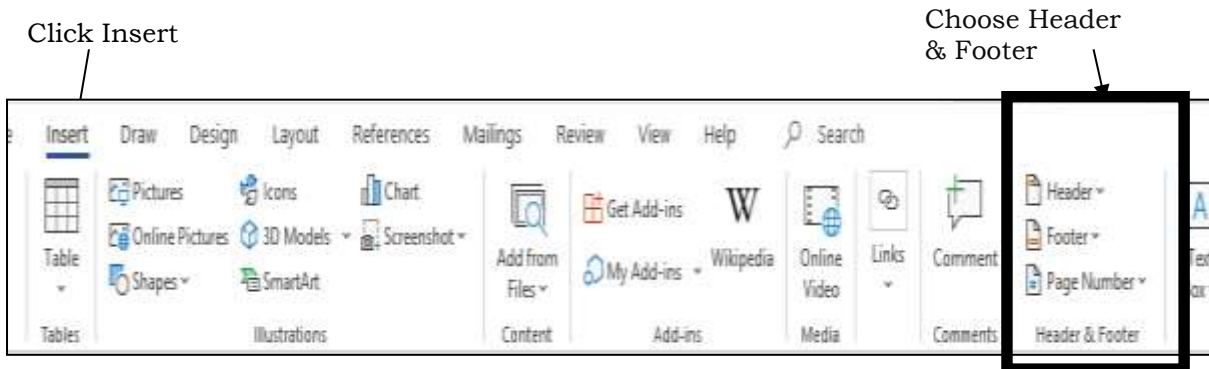


Figure 2.2 Insert Header and Footer

4. Choose a style.



Figure 2.3 Choose Styles

Inserting a Page Number

1. In the same area of the footer and header, select the page number.
2. Choose what format and style you want to use in a page number.
(see Figure 2.4)

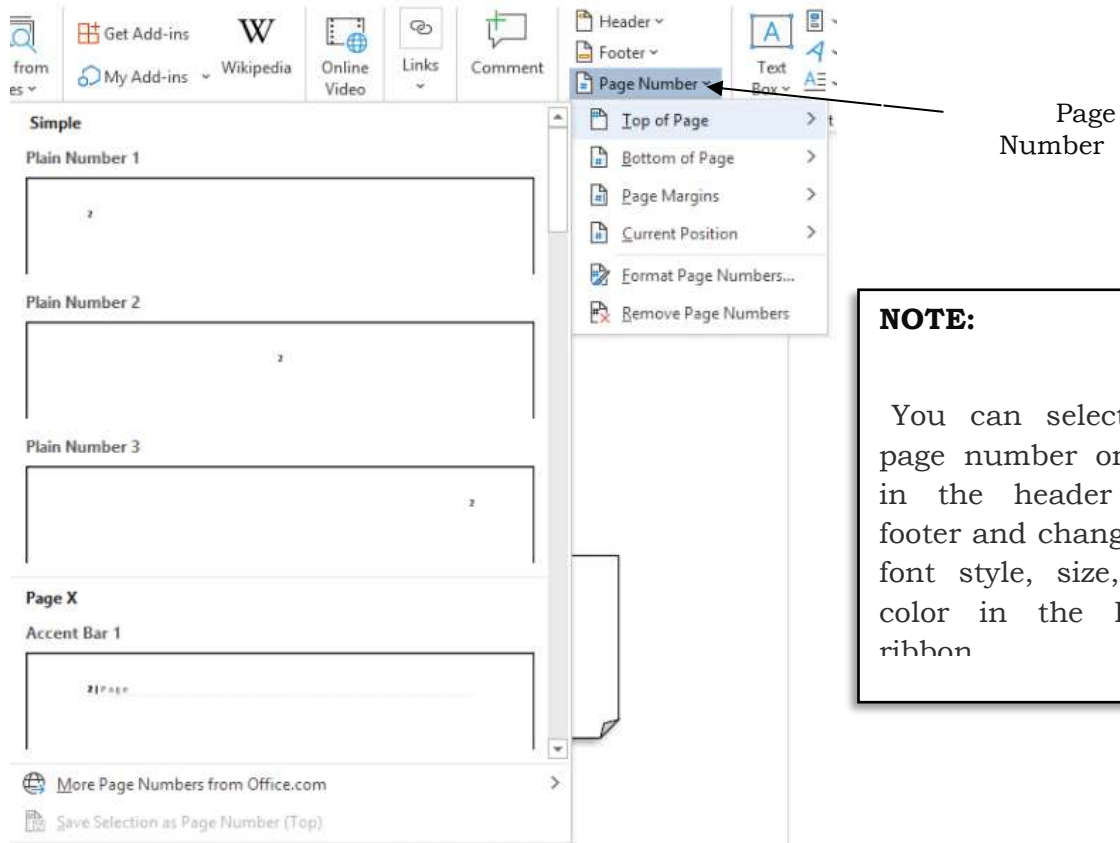


Figure 2.4 Insert Page Number

Creating a Table of Contents

1. Create a new Word document, name it **“Table of Contents”** and input the following:

Unit 1
ICT and its Current State
Software Applications and Platforms
Netiquettes
Online Navigation

Unit 2
Word Processor
Spreadsheet
Working with Slides

- For each text, apply Heading Style. For Unit 1 and 2, apply **Heading 1** and for the rest of the text apply **Heading 2**. Click **Home** > Choose **Styles** group > **Heading 1** or **Heading 2**.

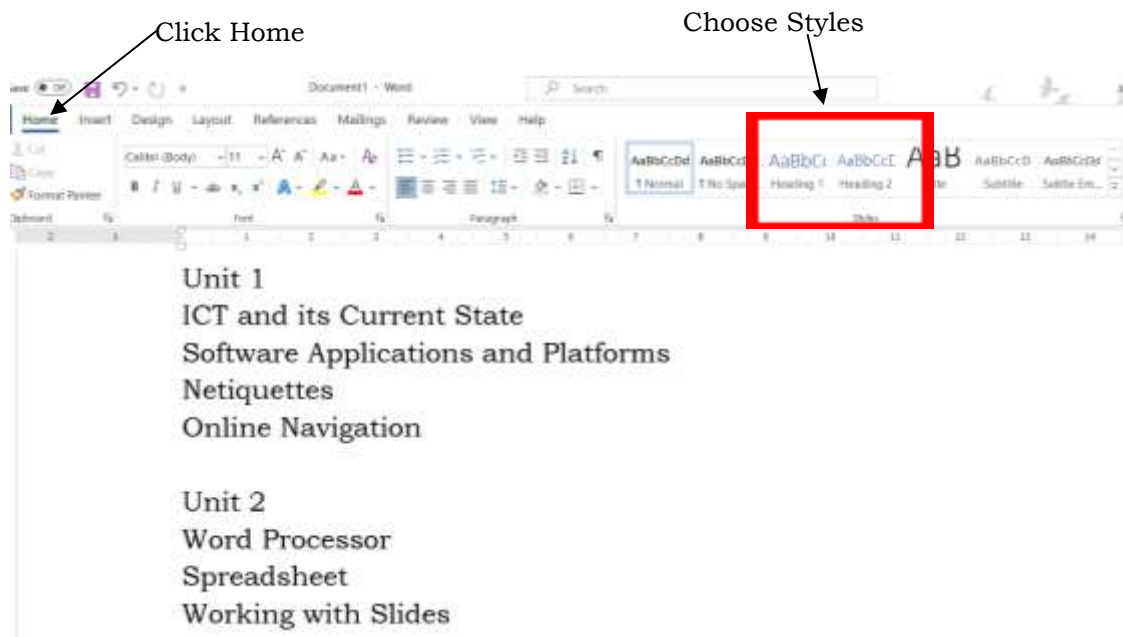


Figure 2.5 Choose Styles Group

- Click in the beginning of the document to move the insertion point.
- If you want to make it automatic in putting label in your “Table of Contents”, press, **References** > **Table of Contents** group > then the click **Automatic Table 2**. (see Figure 2.6

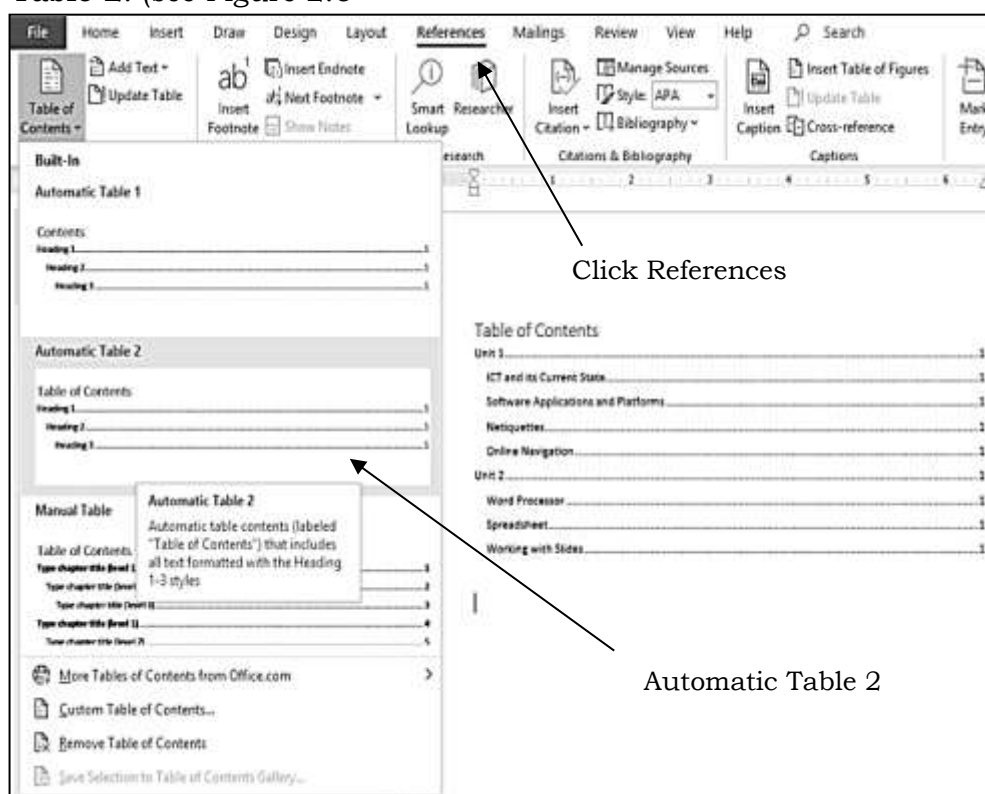
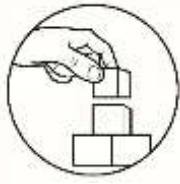


Figure 2.6 Insert Automatic Table 2



What's More

Activity 1.1 Table of Contents

Using the method described in the discussion above, create a Table of Contents for an Empowerment Technologies book following the text below. (see Figure 2.7 for your reference)

Unit 1	
ICT and its Current State	
Software Applications and Platforms	
Netiquettes	
Online Navigation	
Unit 2	
Word Processor	
Spreadsheet	
Working with Slides	
Unit 3	
Basic principles of graphics and layout	
Principles of visual message design using infographics	
Basic Image Manipulation (Online, Offline and Open Source Software)	
Unit 4	
The nature and purposes of online platforms and applications	
Basic Web Designing	
Unit 5	
Multimedia and ICT	
Unit 6	
ICT as Platform for Change	

Example:

Table of Contents	
Unit 1	1
ICT and its Current State	1-5
Software Applications and Platforms	6-11
Netiquettes	12-15
Online Navigation	16-18
Unit 2	19
Word Processor	20-31
Spreadsheet	32-40
Working with Slides	41-47

NOTE:

Editing pages

To edit the pages, simply highlight the number you want and update it by typing the desired number.

Figure 2.7 Table of Contents



What I Have Learned

1. What are the advantages of using header, footer and page number?
2. Which situations/circumstances that Table of Contents can be used in our daily lives?



What I Can Do

1. What are the step by step process if you want to create a Table of Contents?

2. How will you input a page number?



Assessment

Multiple Choice. Choose the letter of the best answer. Write the correct answer in a separate sheet of paper.

1. How will you edit the page number in the Table of Contents?
 - A. Ctrl + a then delete.
 - B. Highlight the desired page number and delete.
 - C. Highlight the desired page number and edit it.
 - D. Click the page number and erase before you edit.
2. What is the first step in adding footer?
 - A. Click Home
 - B. Click Insert
 - C. Press Ctrl + H
 - D. Click Reference
3. The word processor is best described as _____.
 - A. Presentation software
 - B. Document software
 - C. Database software
 - D. Outlook software
4. A computer program or device that provides for input, editing, formatting and output of text, often with some additional features.
 - A. Outlook
 - B. Presentation
 - C. Spreadsheet
 - D. Word
5. How can you add Page Number?
 - A. Click Insert > Header > choose style
 - B. Click Insert > Header & Footer > Page Number > Choose Style
 - C. Click Insert > Footer > Choose Format > Choose Style
 - D. Click Insert > Header & Footer > Page Number > Choose Format > Choose Style
6. The upper part of the document is known as the _____.
 - A. Header
 - B. Footer
 - C. Margin
 - D. Top Reference
7. Which ribbon includes Header and Footer?
 - A. Home ribbon, Font
 - B. Insert ribbon, Add-ins
 - C. Home ribbon, Paragraph
 - D. Insert ribbon, Header & Footer
8. In what part of tab ribbon, you can change the font style of the text?
 - A. Design
 - B. Home
 - C. Layout
 - D. View

9. Jane is inserting page numbers in her research project document. Which of the following is NOT a process of inserting an automatic page number in her document?
- A. Copy the document and click the insert ribbon.
 - B. Copy a document from another file that has a page number.
 - C. Click the Insert ribbon, search for the Header & Footer group and click page number.
 - D. Double click the footer section of a page in the document, click on the page number in Header & Footer group and select the page number.
10. Which ribbon opens Header & Footer?
- A. Insert
 - B. Home
 - C. References
 - D. View
11. Aira needs to apply a formatting element in the page number of her document. Which of the following options does NOT describe as a formatting element?
- A. Text Alignment
 - B. bold, italic and underline
 - C. Font, Font size and font color
 - D. Text alignment and Page number
12. Why are page numbers required in a Table of Contents?
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 - B. To make the work more pleasing to the eyes.
 - C. To help readers to find in which page of a topic can be located.
 - D. Try not to utilize them, simply scan for a topic by pressing Ctrl+F function
13. Dave wants to change the style of the header in his document. Which ribbon he needs to click?
- A. Design
 - B. Home
 - C. Insert
 - D. Layout
14. Microsoft Word is what common type of application software?
- A. Presentation
 - B. Spreadsheet
 - C. Text-editor
 - D. Word Processing
15. When should Heading Styles be applied in the Table of Contents procedure?
- A. Type the text then apply Heading Styles “before” creating the Table of contents.
 - B. Type the text then apply Heading Styles “after” creating the Table of contents.
 - C. Type the text then apply Heading Styles “while” creating the Table of contents.
 - D. Type the text then apply Heading Styles “during” inserting the Table of contents.



Additional Activities

Give at least three (3) sentences that describe the Header, Footer, Page number and Table of Contents.

Header

Footer

Page Number

Table of Contents



Answer Key

Assessment

C
B
B
D
D
A
D
B
B
A
D
C
C
D
A

What I Know

D
D
C
A
C
C
B
C
D
C
A
B
B
D
B

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