ECDL Module 3 – Word Processing

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Study resources for the module.

Modules 2-7 of the ECDL examination are practical examinations, in other words, the student is expected to show competent knowledge in the use of the applications. This knowledge may only be gained through continual practice, gained through using the application and experimenting with various scenarios. On the other hand Module 1 is a 'written' examination; the form of the exam is one of a multiple choice. Real insight is needed in the interpretation of the given answers.

It is very important that the student does not solely rely on the work that is done in the classroom, but supplements their knowledge by searching the internet for past papers and attempting them, asking where they do not understand. These notes are designed to supplement course content delivered in class and should not replace any notes you should be taking. Remember people have failed the exams because they could not interpret the question and did not know what the examiner was asking them to do.

Online sources

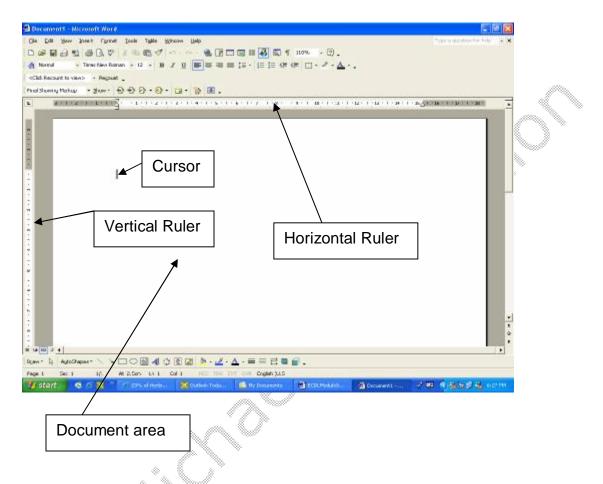
http://www.stmichaelfoundation.org > syllabus > Computer Studies and ICT> ECDL http://ftp.ghalliem.net

Google seach engine > type in <u>+ECDL +Module +3 +Practice +Papers</u> (or any other similar combination)

What is a Word Processor?

A word processor is an application whose principal function is the preparation of documents and letters, for the purposes of the ECDL we will be using an application called Microsoft Word which forms part of the Microsoft Office package. Word is a WYSIWYG (What you see is what you get) application, in other words if you type in a't' that is what you will see on your screen.

The Interface



Text is usually typed into the application and will be located where there is the awaiting cursor, this point may be entered by either positioning the cursor in the location you want to enter your text, and alternatively you may also use the arrow keys.

Shortcuts to moving around the screen

Backspace – Deletes one character at a time backwards <-Del – Deletes on character at a time forwards -> Home – Takes you to the beginning of the line. End – Takes you to the end of the line.
Ctrl+Home – Takes you to the start of the document.
Ctrl+End – Takes you to the end of the document
Page Up – Moves your document one page up
Page Down – Moves your document one page down.

Spellchecking and Grammatical errors

Word automatically checks your documents for spelling and/or grammatical errors.

Spelling errors are underlined with a red wavy line e.g. Confadent to correct this error right click on the word and you will be given a drop down list of possible alternative correctly spelt words. Note that Word bases its corrections upon words found in the English dictionary (if the application is set to be based upon that language) therefore a word spelt in Maltese Torri , will still be marked as being spelt incorrectly even though it is actually correctly spelt, in this case ignore the underline.

Grammatical errors would be underlined with a green wavy line e.g. ,The ; again, right click the underlined text and Word will give you a recommended option.

You may also check your document by clicking Tools > Spelling and Grammar and following the instructions, replacing wrongly spelt words with recommended ones. There is also a shortcut button on the formatting toolbar

To change the dictionary e.g. from and English Dictionary into a German dictionary:

Tools > Spelling and Grammar > Change dictionary

Preview

You can preview your document prior to printing it to ensure that your work is correctly aligned etc.

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File > Print Preview
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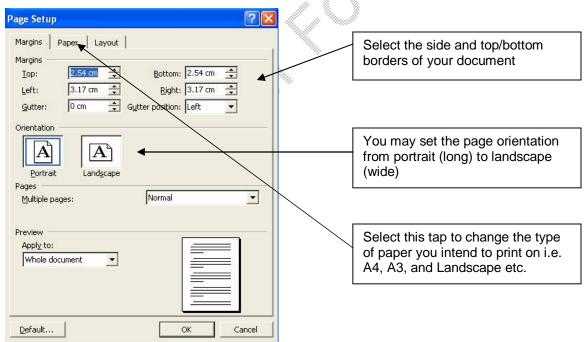
Or

D.

To go back either hit **Esc** or else **Close** the window to return to the previous document window.

Page Setup

To change the attributes of the page select File > Page Setup.



Inserting Text

To insert text position the cursor where you would like to insert the new text then start tying in the new text

I need to insert text between these words

Place the cursor here to insert

I need to insert text new text inserted between these words.

Deleting text

To delete text highlight the text and either press the Del key on your keyboard or else select Edit > Cut.

Finding and replacing text

ind and Replace	
Find Replace Go To	
Find what:	2
Highlight all items found in:	
Main Document 👻	More ¥ Find Next Cancel

To find text in a document press Edit > Find and key in the word you are looking for then press Find Next to go through all your document.

To replace text click the replace tab

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Fin <u>d</u> Replace	<u>G</u> o To				
Fi <u>n</u> d what:					<u> </u>
Replace w <u>i</u> th:	[
	<u>M</u> ore ∓	Replace	Replace All	Find Next	Cancel

You can now type in the word that you would like to Find and Replace it with whatever word you wish, note that you may replace individual words or similar words in the document, for example you may wish to replace the word *hello* with *goodbye* which is repeated seven times in a document.

Copying, Cutting and Pasting

To Cut text highlight the required text and press Edit > Cut the text is now stored on the clipboard. Cut moves text from its original position and may be pasted in another location.

To Copy text highlight the required text and press Edit > Copy the text is now stored on the clipboard. Copy makes identical copies of the text in its original position and also pasted in another location/s, note that text may also be copied from one document to another.

Special Characters

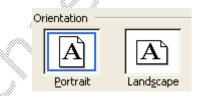
To insert special characters e.g. \sum or \otimes Insert > Symbol select your symbol and click Insert once, your symbol is now inserted.

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Page Setup

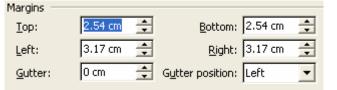
To modify the page layout from landscape to portrait or vice versa

File > Page Setup and select the orientation that you require.



To change the Page margins select

File > Page Setup and change the parameters of the margins i.e. the left right margins and the gaps at the top and bottom of your text.



Superscript and subscript

Select the text and press Format > Font and choose Subscript or superscript

Eont:	Font style: Regular	<u>S</u> ize:	
Arial Arial Black Arial Narrow Arial Unicode MS Batang	Regular Italic Bold Bold Italic	8 9 10 11 12	•
Font <u>c</u> olor:	Underline style: (none)	Underline color: Automatic	
Effects Strikethrough Double strikethrough Sugerscript Subscript	☐ Shado <u>w</u> ☐ <u>O</u> utline ☐ <u>E</u> mboss ☐ Engrave	☐ S <u>m</u> all caps ☐ All caps ☐ Hidden	

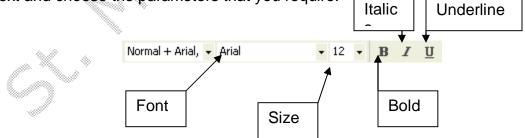
Examples:

Superscript : Hello this can be also used for fractions.

Subscript : Goodbye again this is put to good use in fractions.

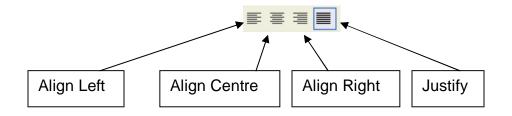
Changing Fonts, Sizes and Outlines

To change the font, size or outline of any of your selected text you either set the parameters of the text before you start typing or alternatively you may select the text and choose the parameters that you require.



Alignment

To align text, select the text and then select the icon for the required alignment



Text Colour

To change the colour of the text highlight the text then Format > Font > Font

colour or else highlight the text and choose the button.

Changing cases

To change the cases of text select the text then Format > Change Case and select the required case.

Change Case	2 🛛
C Sentence case. C jowercase	
(UPPERCASE	
C Itle Case	
C toggle case	
OK	Cancel

Changing Line Spacing

To change the line spacing select the tract of text that you would like to increase the line spacing, right click on the highlighted text and select paragraph, from the window change the line spacing to the required one.

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evien		At least Exactly	
		Multiple	

Format Painter

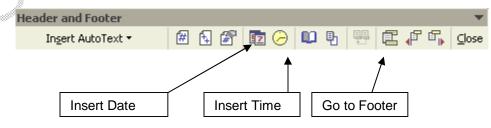
To copy text with specific formats and styles select that text and double click the format painter button . You can now paste identical formats of the text and styles in you document.

Indenting Text

To indent text select the text and select either the increase indent button else the decrease indent button .

Headers and Footers

To insert a Heading and/or Footer into your document select View > Headers and Footers, the following window will appear



View

To view different outlines of your pages select View then choose the appropriate view layout.

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	<u>N</u> ormal
5	<u>W</u> eb Layout
	Print Layout
:=	<u>O</u> utline

Zoom

You can change the size of the page by zooming in and out; this may be done by

selecting the zoom button and choosing the appropriate size 110%

Page breaks

To insert a page break select Insert > Break > Page Break.

Bullets and Numbering

Bullets are split into two main types:

Unordered List



Ordered List

- 1. Pay Reception
- 2. Enter Door
- 3. Watch Film

Note that an ordered list may be either organized in alphabetical order or else in numeric order, including roman numerals.

Tabulations

- Left tab stop (text flows to the right of the tab stop).
- Centre Tab means that text is centered in the middle of the icon.
- Right tab stop (text flows to the left of the tab stop).
- Decimal tab (numerics with decimal points are aligned under each other)

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23.456 3.456 12345.89 29

Tab stops are positioned as required in the horizontal ruler:

Borders and Shading

e.g.

To add a border or shading to your document select the text then Format > Borders and Shading

It is very important that you select the colours and type of border before selecting where you want your borders to appear.

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Saving of documents

You may save your word documents in varied formats dependant upon the type of file you need or else the space required

File > Save as > Choose file type

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My Decumenta Desktop		2005 e Horve_Nes	Colin Nicalia ⁶ Greenwich Course.doc Colin Nicalia ⁶ Greenwich Course.doc Colin Nicalia ⁶ measurements.doc Curricolaum Vitae 06-05.doc Curricolaum/Vitae06-05.doc Curricolaum/Vitae06-05.doc Curricolaum/Vitae06-05.doc Curricolaum/Vitae06-05.doc Curricolaum/Vitae06-05.doc ECOL Module 3.doc ECOLMOduleSNotes.doc		\sim
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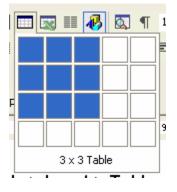
Tables

To create a table select Table > Insert > Table and from the window that appears select the amount of rows and columns that your table would have

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Alternatively you may use the Table icon found on the

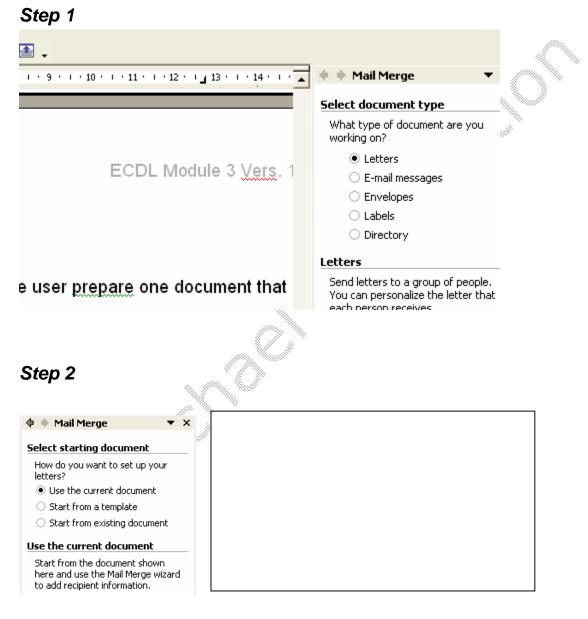
formatting toolbar (Right) and select the amount of rows and columns by shading those cells.



Mail Merge

Mail merge is a function in word that lets the user prepare one document that he would like to send to many recipients whose details are stored in a database (an application that stores information).

To start the mail merge wizard select Tools > Letters and mailings > Mail merge wizard, the following screen will appear.



Step 3A

PDF created with pdfFactory trial version www.pdffactory.com

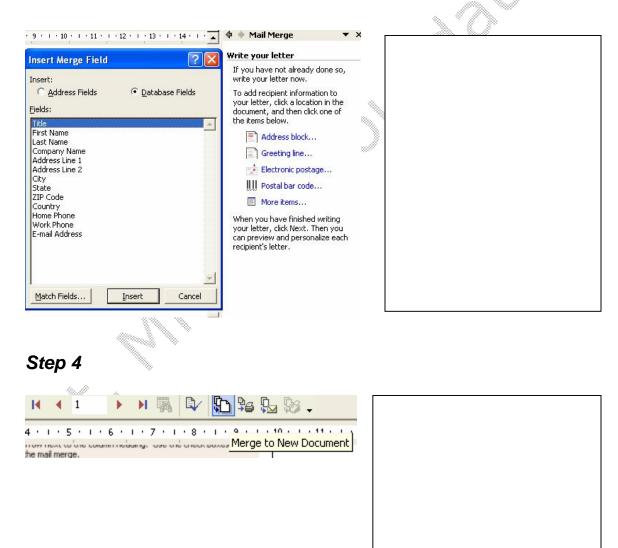
💠 🔶 Mail Merge 🛛 🔻 🔻
Select recipients
Use an existing list
Select from Outlook contacts
O Type a new list
Use an existing list Use names and addresses from a
file or a database.
Browse
🛒 Edit recipient list
Step 3B
🕨 🔶 Mail Merge 🛛 🔻 🔻
Select recipients
 Use an existing list
 Select from Outlook contacts
Type a new list
Type a new list
Type the names and addresses of
recipients.
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recipients. Create V Address List piter Address information Title Trist None
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St. Michael Foundation

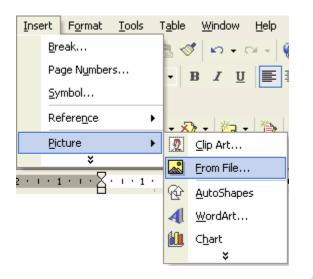
Company Name Address Line



Inserting graphics

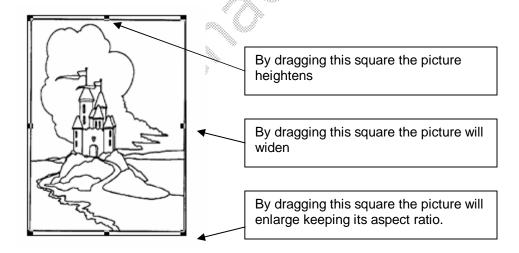
You may insert graphics into any part of your document by:

Insert > Picture > Select whether from file or alternatively whether it is clipart.



Resizing an image

To resize an image click on the image, eight squares will appear around the image.



To resize with more precision right click the image > Format Picture and from the window that appears select the sizes.

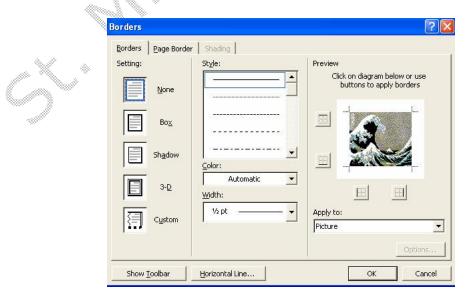
Format Picture Colors and Lines Size	Layout Picture	Text Back	? Veb	You can set the height and the width by typing in their values.
Height: 6.45 cm] Wi <u>d</u> th:	4.98 cm 🚔		
Scale	ı ▲ <u></u> <u>₩</u> idth:	100 %		You can change the size by resetting the percentage of its size
Cock aspect ratio	e SIZ C			.0
Height: 6.46 cm	Width:	4.97 cm	Reset	IMPORTANT: Remove the lock aspect ratio if you want to change the attributes of the image
		ок	Cancel	

Moving/Copying pictures

To Move (Cut) or copy a picture right click on the image, select cut or copy from the attached menu, the image is now stored in the clipboard of your computer, go to where you desire to insert the image, right click on that location and select paste from the drop down menu.

Borders around graphics

You can insert a border around a graphic by right clicking the image and selecting Borders and Shading.



Deleting Images

To delete an image right click on that image and select delete from the menu, alternatively select the image and use the Delete button from your keyboard.

Printing

To print your document you can either choose the shortcut print button which would print according to your default settings or alternatively File > Print.

19. Sol						
Print				? 🛛		Print to file is used when you need to send an electronic copy
<u>N</u> ame:			•	Properties		of a printout., it is NOT printed on
Status: Type:	Idle HP LaserJet 6L			Find Printer	L	paper
Where: Comment:	LPT1:			Print to fi <u>l</u> e Manual duple <u>x</u>		
Page range		Copies Number of <u>c</u> opies:	1	+		
C Current	page C Selection					
C Pages: Enter page i separated b	numbers and/or page ranges by commas. For example, 1,3,5–12			✓ Collate		
Print <u>w</u> hat:	Document	Zoom				
P <u>r</u> int:	All pages in range	Pages per s <u>h</u> eet:	1 page	× _	L F	
		Scale to paper size:	No Scalin	9		
Options			ОК	Cancel		
			7			

Practice Exercises

Type out the following extract

 Sixty years ago, the inhabitants of Hiroshima and Nagasaki became the victims of the most appalling and radical form of total war," said Giovanni Di Stasi, President of the Congress of the Council of **Europe**, on the 60th anniversary of the Hiroshima and Nagasaki atomic bombings.

- A police dog and her handler weave through the debris where the WTC south tower once stood. Rescue dogs like this one are trained to detect traces of sweat and other musky odors exuded by the body during stress. They are also able to distinguish between the living and the dead.
- 3. As a new student no doubt you will have loads of questions about the university and how it works. This is a very common experience of many of our new students here and as the weeks go by your questions are likely to be answered.

PDF created with pdfFactory trial version www.pdffactory.com