

# ECDL Module 3 – Word Processing

Study resources for the module .....	3
Online sources.....	3
What is a Word Processor?.....	3
The Interface.....	4
Shortcuts to moving around the screen .....	4
Spellchecking and Grammatical errors .....	5
Preview .....	6
Page Setup .....	6
Inserting Text.....	6
Deleting text .....	7
Finding and replacing text.....	7
Special Characters.....	8
Page Setup .....	9
Changing Fonts, Sizes and Outlines .....	10
Alignment .....	10
Text Colour.....	11
Changing cases .....	11
Changing Line Spacing .....	11
Format Painter .....	12
Indenting Text.....	12
Headers and Footers.....	12
View .....	13
Zoom .....	13
Page breaks .....	13
Bullets and Numbering.....	13
Unordered List.....	13
Ordered List .....	13
Tabulations .....	14
Borders and Shading .....	14
Tables .....	15
Mail Merge .....	15
Step 1.....	16
Step 2.....	16
Step 3A .....	16
Step 3B .....	17
Step 4.....	18
Inserting graphics.....	19
Resizing an image .....	19
Moving/Copying pictures .....	20

Borders around graphics .....	20
Deleting Images .....	21
Practice Exercises .....	21

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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

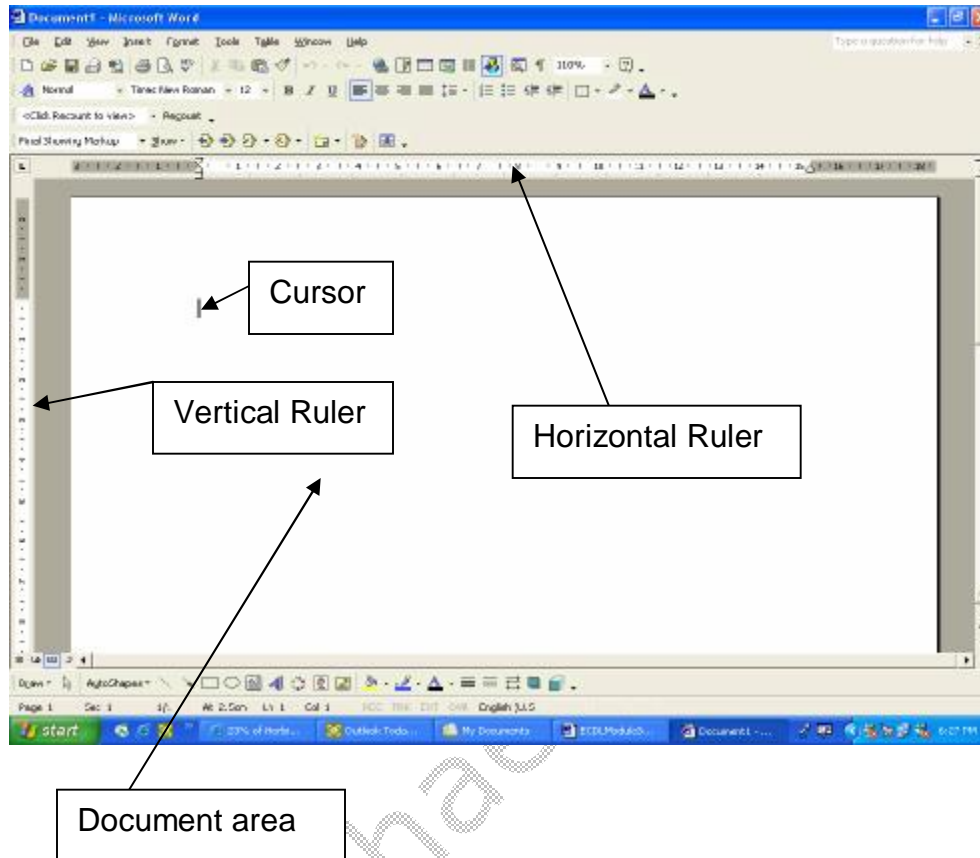
<ftp://ftp.ghalliem.net>

Google search engine > type in +ECDL +Module +3 +Practice +Papers (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 one 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.

File > Print Preview

Or



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.

The screenshot shows the 'Page Setup' dialog box with the 'Paper' tab selected. The 'Margins' section includes fields for Top (2.54 cm), Bottom (2.54 cm), Left (3.17 cm), and Right (3.17 cm). The 'Orientation' section has radio buttons for Portrait and Landscape. The 'Pages' section has a dropdown for 'Multiple pages' set to 'Normal'. The 'Preview' section has an 'Apply to:' dropdown set to 'Whole document' and a preview window showing a document page. Callouts point to the Paper tab, the margin fields, the Orientation radio buttons, and the Preview window.

Select the side and top/bottom borders of your document

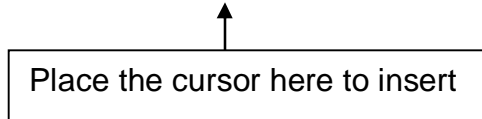
You may set the page orientation from portrait (long) to landscape (wide)

Select this tap to change the type of paper you intend to print on i.e. A4, A3, and Landscape etc.

## Inserting Text

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

I need to insert text between these words

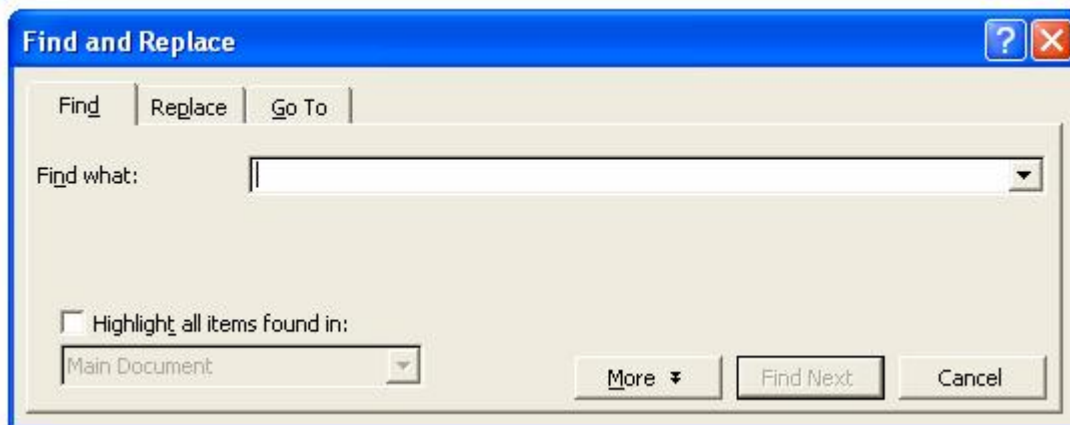


I need to insert text *new text inserted* between these words.

## Deleting text

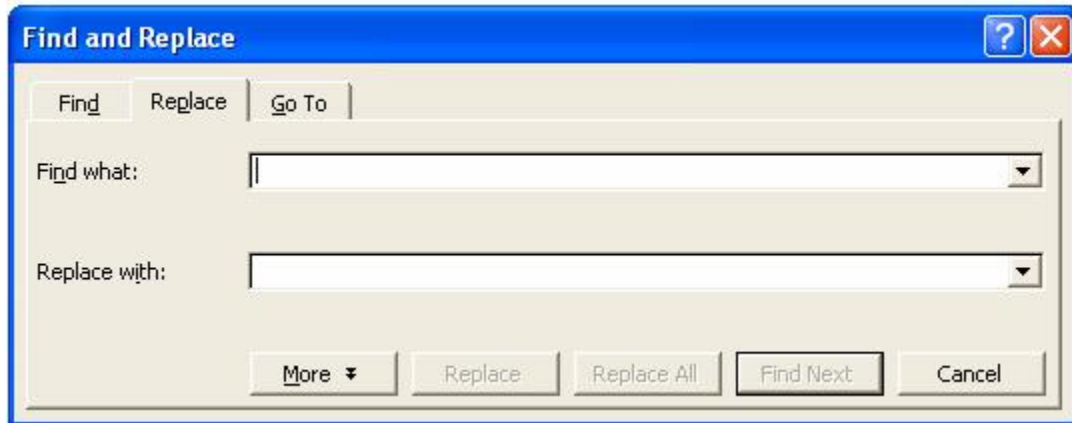
To delete text highlight the text and either press the Del key on your keyboard or else select Edit > Cut.

## Finding and replacing text



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



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

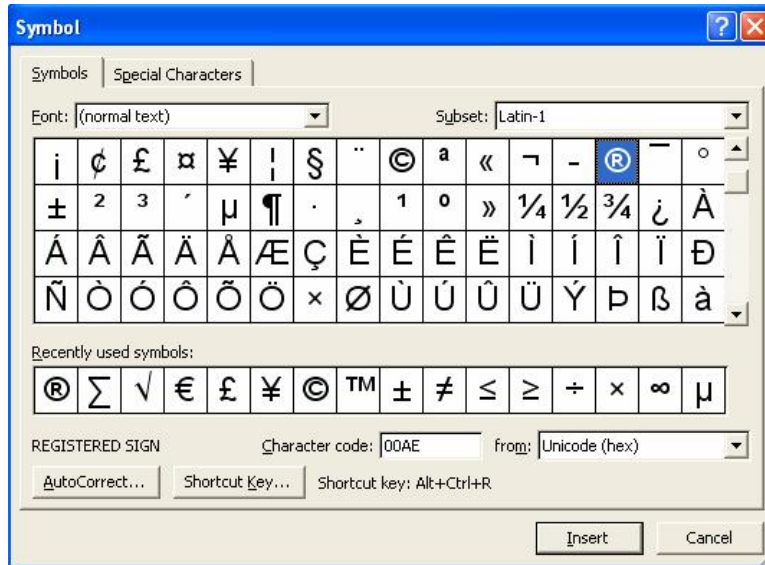
To Cut text highlight the required text and press Edit > Cut the text is now stored on the clipboard. Cut moves text from its original position and may be pasted in another location.

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.  $\Sigma$  or  $\text{\textcircled{R}}$  Insert > Symbol select your symbol and click Insert once, your symbol is now inserted.

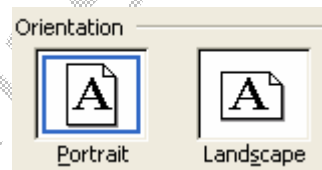




## Page Setup

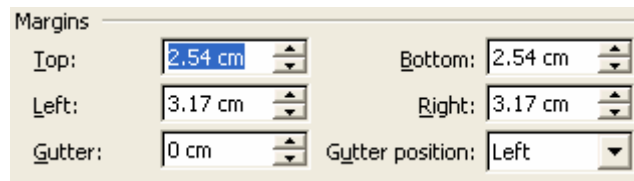
To modify the page layout from landscape to portrait or vice versa

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



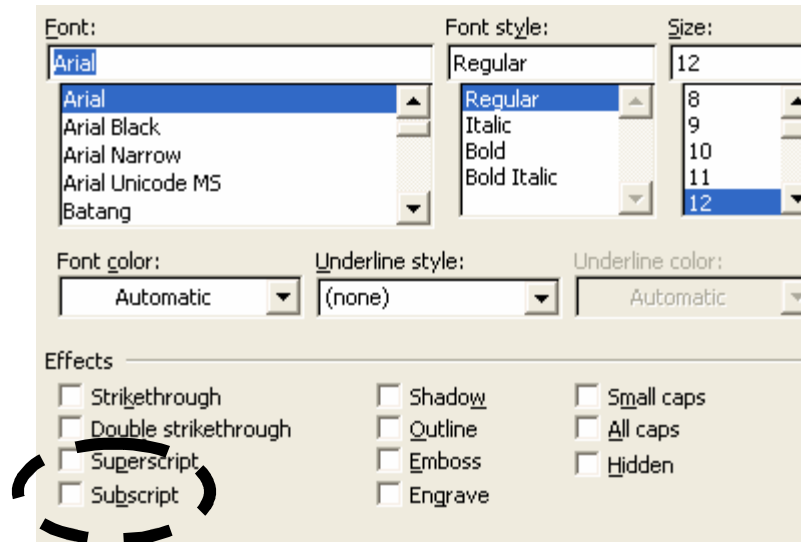
To change the Page margins select

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



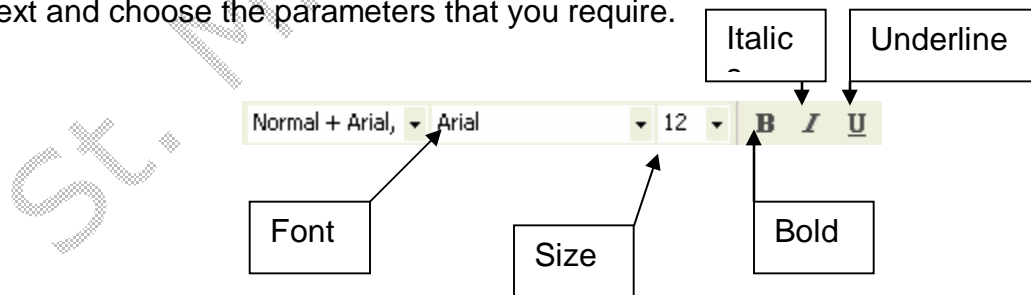
Examples:

Superscript : Hello <sup>this</sup> can be also used for fractions.

Subscript : Goodbye <sub>again</sub> this is put to good use in fractions.

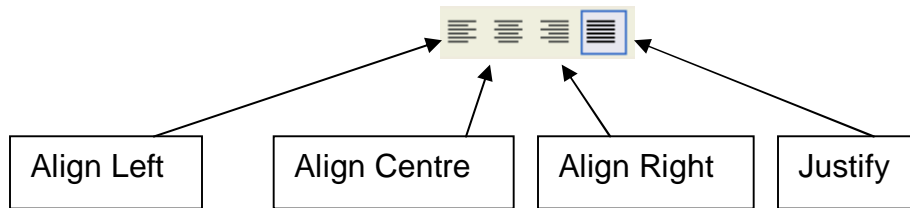
## Changing Fonts, Sizes and Outlines

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

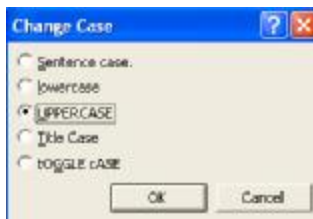


## Text Colour

To change the colour of the text highlight the text then Format > Font > Font colour or else highlight the text and choose the  button.

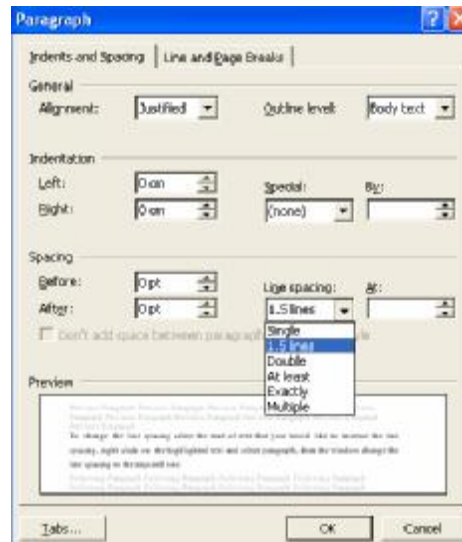
## Changing cases

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




## 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.



## Format Painter

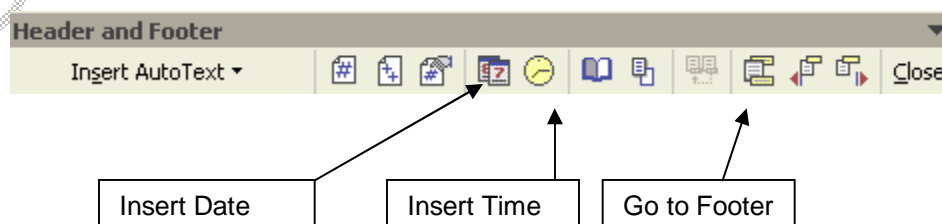
To copy text with specific formats and styles select that text and double click the format painter button . You can now paste identical formats of the text and styles in you document.

## Indenting Text

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

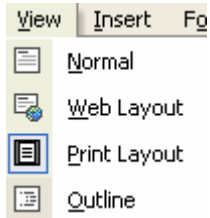
## Headers and Footers

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.



## 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 .

## Page breaks

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

## Bullets and Numbering

Bullets are split into two main types:

### ***Unordered List***

- Butter
- Margerine
- Milk

### ***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.

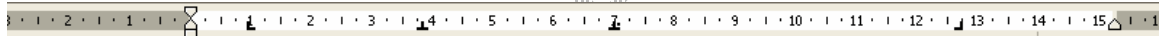
## Tabulations

- 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)

e.g.

23.456
3.456
12345.89
29

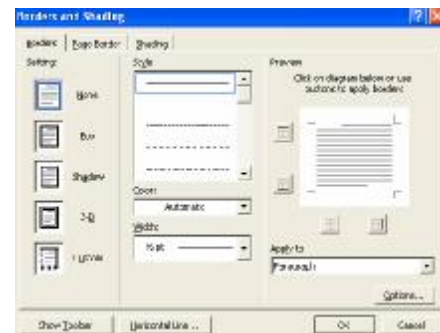
Tab stops are positioned as required in the horizontal ruler:



## Borders and Shading

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

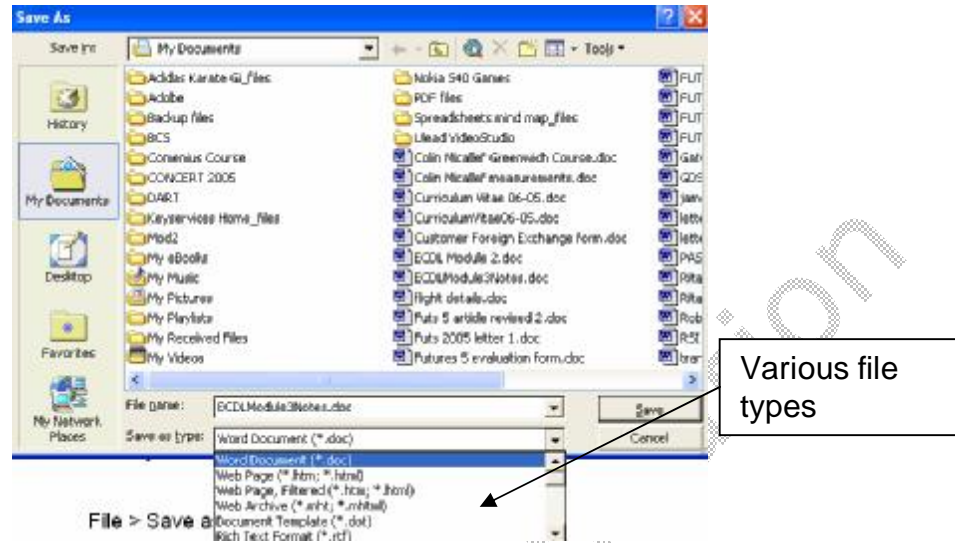
***It is very important that you select the colours and type of border before selecting where you want your borders to appear.***



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

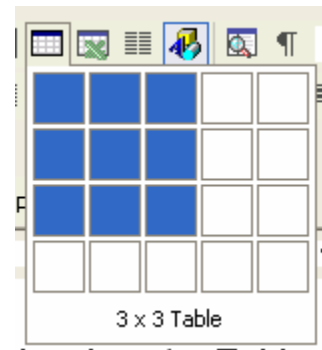


## Tables

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



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.

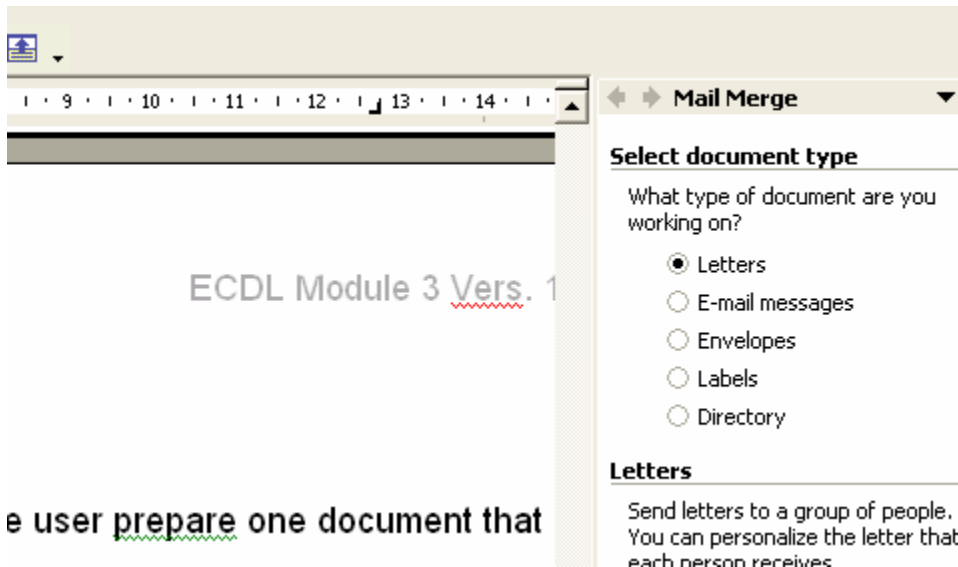


## Mail Merge

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).

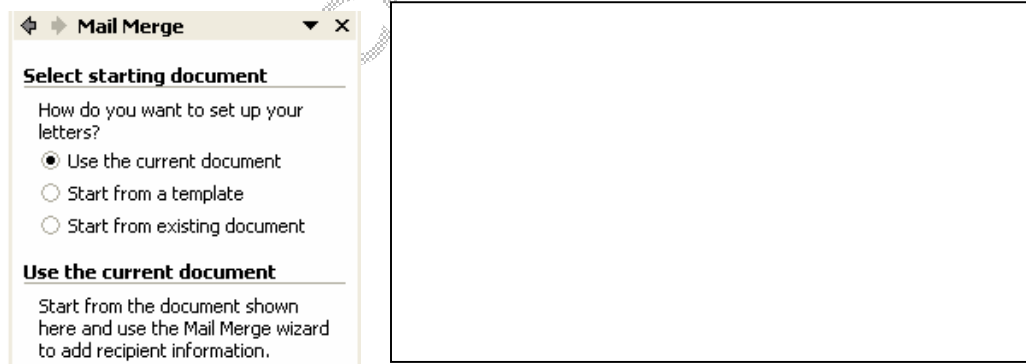
To start the mail merge wizard select Tools > Letters and mailings > Mail merge wizard, the following screen will appear.

### Step 1

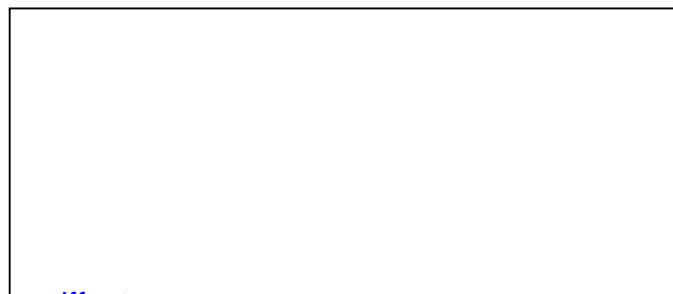


The user prepare one document that

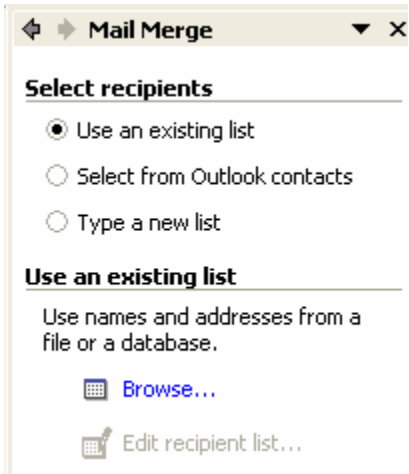
### Step 2



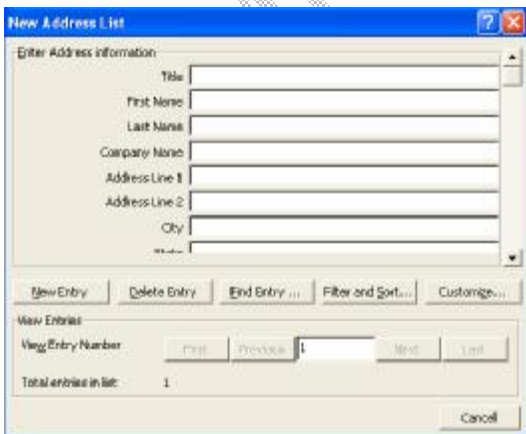
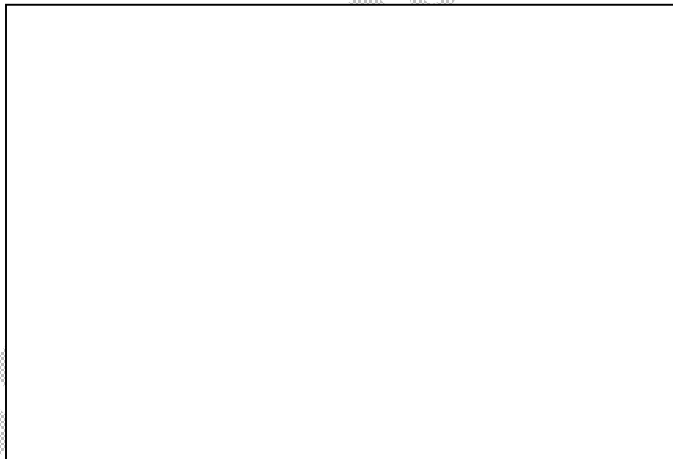
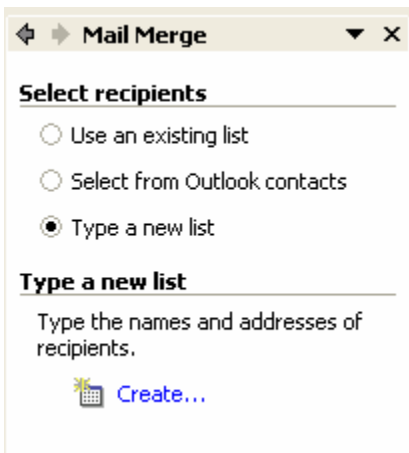
### Step 3A

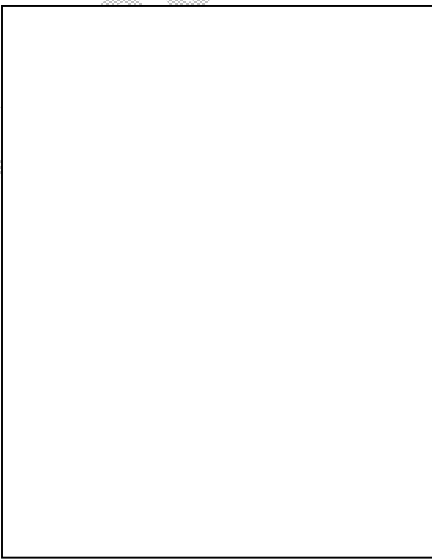
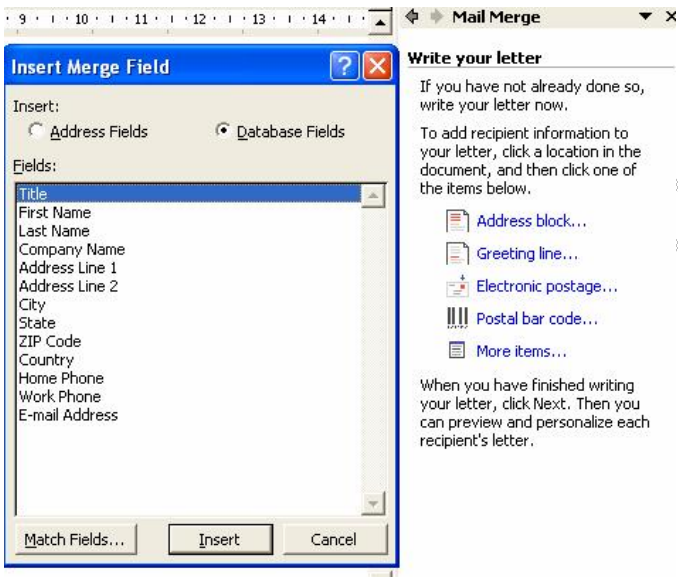
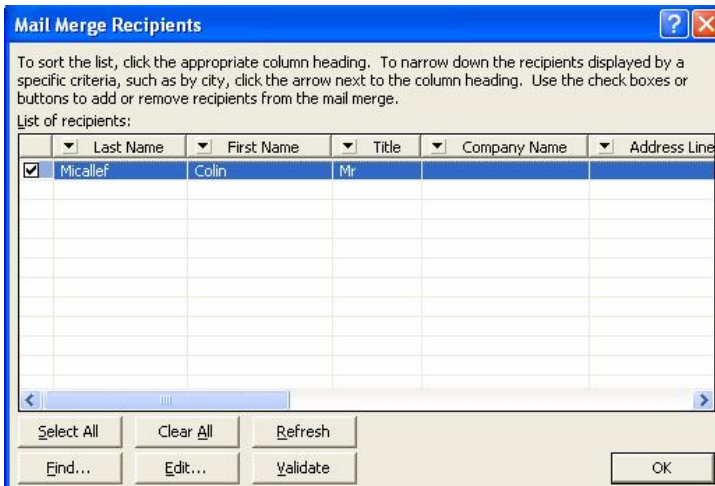




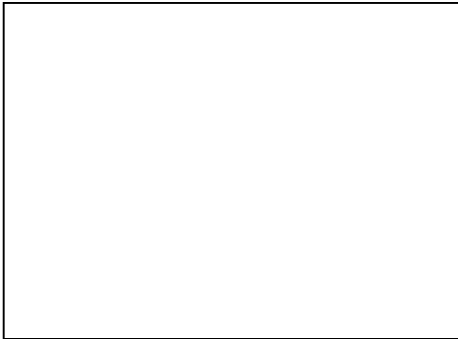


### Step 3B





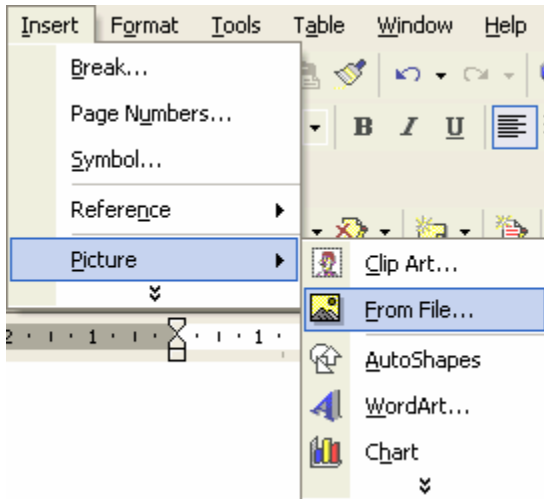
### Step 4



## Inserting graphics

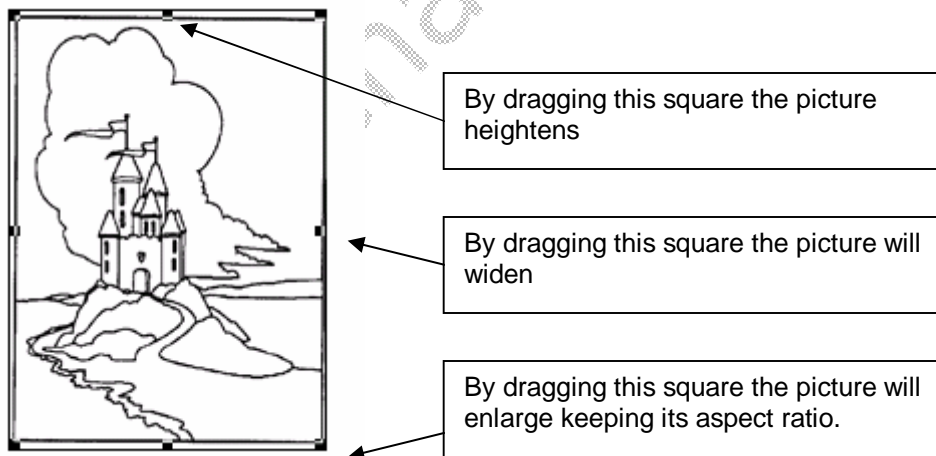
You may insert graphics into any part of your document by:

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

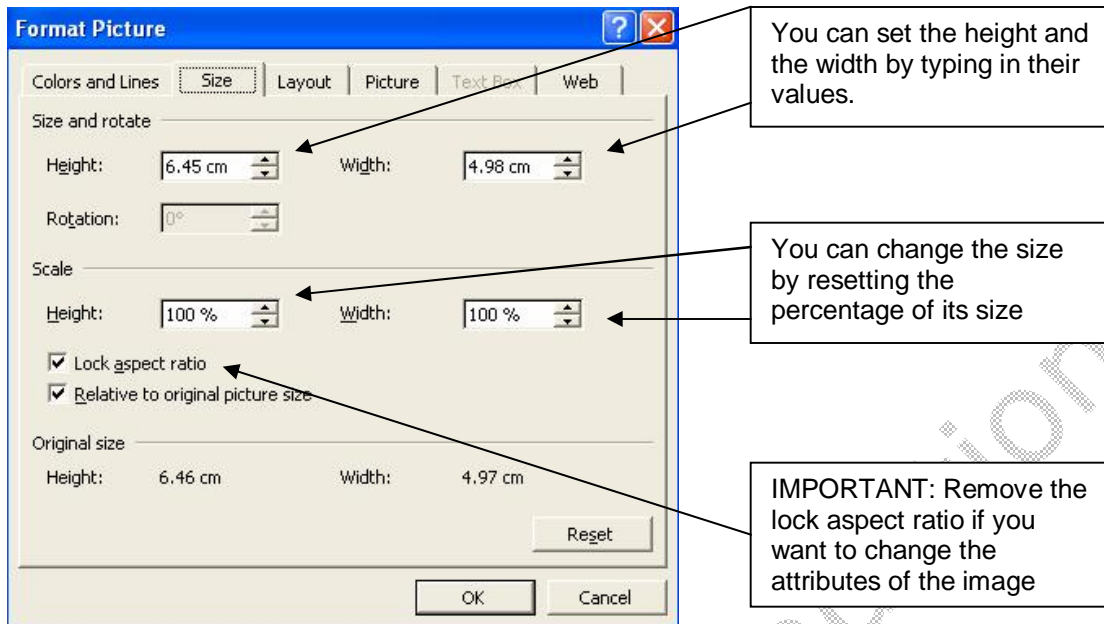


### Resizing an image

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.

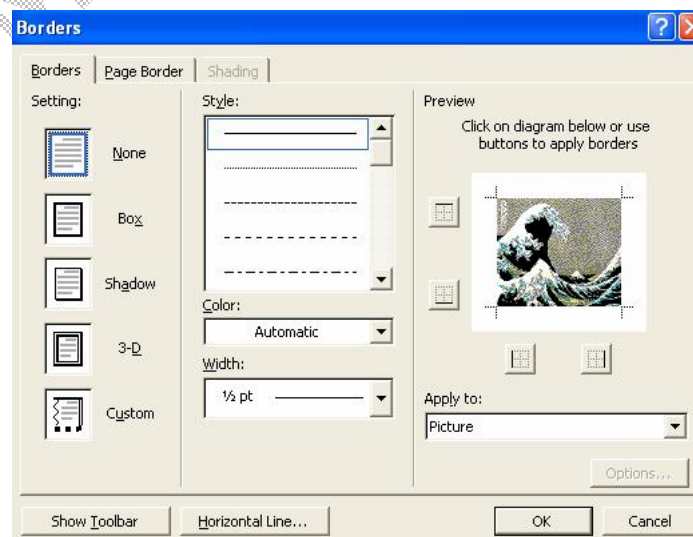


## ***Moving/Copying pictures***

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.

## Practice Exercises

Type out the following extract

1. 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.

2. 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.

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