

Unit 3: Word Processing (Intermediate)



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SESSION 1: MODIFYING LAYOUT OF A PARAGRAPH

Relevant Knowledge

You have already learnt the basics of word processing. Now consider a situation when you write a lengthy article that spans several pages, and you need to make it easier for the readers to read it? Look at the following example:

What is Culture and Gender Sensitization? Culture in simple terms refers to our values, the way we speak, behave, think, dress, religious beliefs, the music we like, our interactions, and the food we eat. Diversity is a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Many people mistakenly use such phrases as “Indian culture,” “white/black culture,” or “Western/Eastern culture,” to describe a particular culture but these people fail to acknowledge the presence of cultural diversity, or the presence of multiple cultures and cultural differences within a society. In reality, many different cultural groups exist today in India and most developing and developed countries. Diversity in the workforce means employing people without discrimination on the basis of gender, age and ethnic or racial background. Since globalization is the current overwhelming trend in business, diversity in the workplace is a better accepted and applied concept now more than ever. There are different kinds of diversity that one encounters at the workplace. These include diversity of gender, age, psychology, education, language and culture.

Is the content presented above easy to read? Now, look at the formatted sample below:

What is Culture and Gender Sensitization?


Culture in simple terms refers to our values, the way we speak, behave, think, dress, religious beliefs, the music we like, our interactions, and the food we eat. Diversity is a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement.

Many people mistakenly use such phrases as “Indian culture,” “white/black culture,” or “Western/Eastern culture,” to describe a particular culture but these people fail to acknowledge the presence of cultural diversity, or the presence of multiple cultures and cultural differences within a society. In reality, many different cultural groups exist today in India and most developing and developed countries.

Diversity in the workforce means employing people without discrimination on the basis of gender, age and ethnic or racial background. Since globalization is the current overwhelming trend in business, diversity in the workplace is a better accepted and applied concept now more than ever. There are different kinds of diversity that one encounters at the workplace. These include diversity of gender, age, psychology, education, language and culture.

Using paragraphs you can break continuous text to one or more sentences. This way, it is lot easier for the readers to understand and enjoy the content. In this exercise, you will learn to work with paragraphs and layouts.

Have you tried to make a professional looking resume? One important part of working with a resume involves alignment. For the sake of both professional appearance and accessibility, it is conventional for similar parts of a resume to all line up along the same vertical axis. So that all the bullet points are aligned, and so are the headers, and sections. You may come across situations where some bullet points don't line up, or where there are many empty spaces that complicate editing and revising. So now what do you do?

1. Open a new document in word processor. Click on the **Page Layout** tab on the *Ribbon*.
2. Click on the  icon under **Paragraph** group, as shown below.

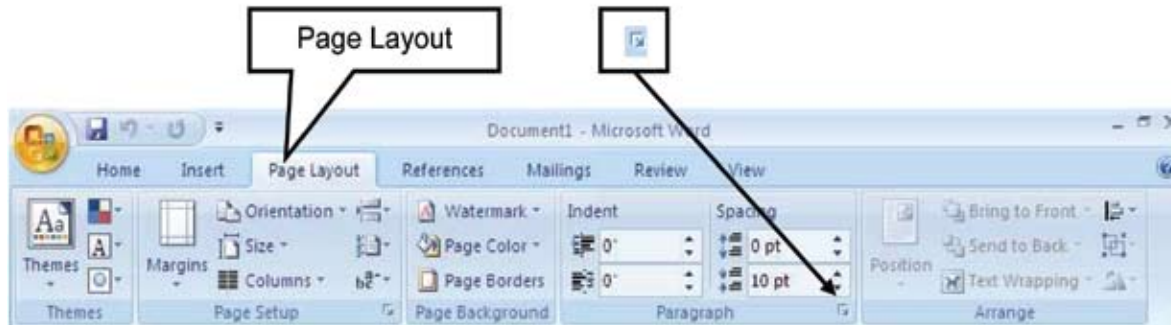


Figure 1

3. The **Paragraph** dialog box appears. You can see the options for automatic alignment, spacing, etc. that you can setup while composing the document itself instead of doing the alignment towards the end.
4. Click on **Tabs...** button, Tabs dialog box appears.
5. You can specify the tab stop position by mentioning the stopping position in the **Tab stop position** box. After specifying the tab stop position click on **Set** button and the **Tabs** window appears.

Note: You can also the set the initial tab stop position value from the default value (0.5") by specifying the new value under **Default tab stops**. You may specify the value at which the tab stops by giving the value specified along with the unit (like 7cm, etc.)

6. Click **OK**. The ruler of the document will be marked with a L shaped symbol at 2", meaning that the tab stop position has been set at that position. Now when you press the tab key, the cursor will automatically jump from its initial position to the next tab stop position. And this solves your problem too!

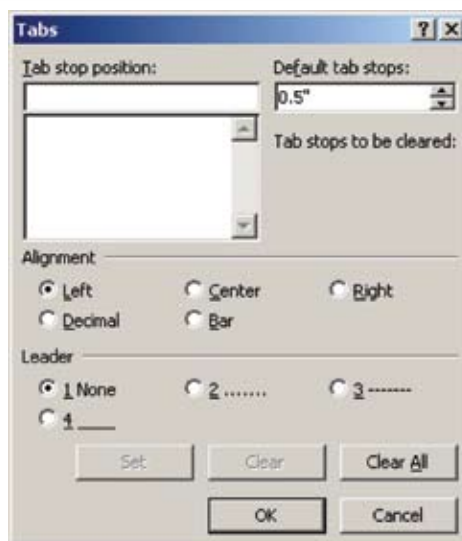


Figure 2

Note: You can also set the tab stop position by clicking at the required point on the ruler.

Now open a new document, type some text and press Enter. Notice that the continuous text is automatically formatted as paragraphs, with the size that you have specified in the Tabs Dialog box.

EXERCISE

Perform the following activities till you are confident:

| S.No. | Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|----------------|------------|-------------|-------|--------|--------------|-------|-------|-------|--------|---------------|-------|-------|-------|--------|--------------|-------|-------|-------|--------|------------|-------|-------|-------|--------|----------------|-------|-------|-------|--------|
| 1. | <p>Create the details given below (the tab descriptions are provided as a hint for you):</p> <table><tr><th>Student's Name</th><th>First-Test</th><th>Second-Test</th><th>TOTAL</th><th>REMARK</th></tr><tr><td>Anita Chopra</td><td>23.42</td><td>54.11</td><td>77.53</td><td>Passed</td></tr><tr><td>Shruti Tandon</td><td>17.34</td><td>29.97</td><td>47.31</td><td>Passed</td></tr><tr><td>Mehek Wadhwa</td><td>12.01</td><td>17.87</td><td>29.88</td><td>Failed</td></tr><tr><td>Anuj Yadav</td><td>25.76</td><td>65.11</td><td>90.87</td><td>Passed</td></tr><tr><td>Vishwank Arora</td><td>10.23</td><td>19.83</td><td>30.06</td><td>Failed</td></tr></table> | Student's Name | First-Test | Second-Test | TOTAL | REMARK | Anita Chopra | 23.42 | 54.11 | 77.53 | Passed | Shruti Tandon | 17.34 | 29.97 | 47.31 | Passed | Mehek Wadhwa | 12.01 | 17.87 | 29.88 | Failed | Anuj Yadav | 25.76 | 65.11 | 90.87 | Passed | Vishwank Arora | 10.23 | 19.83 | 30.06 | Failed |
| Student's Name | First-Test | Second-Test | TOTAL | REMARK | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anita Chopra | 23.42 | 54.11 | 77.53 | Passed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shruti Tandon | 17.34 | 29.97 | 47.31 | Passed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mehek Wadhwa | 12.01 | 17.87 | 29.88 | Failed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Anuj Yadav | 25.76 | 65.11 | 90.87 | Passed | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vishwank Arora | 10.23 | 19.83 | 30.06 | Failed | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- | | |
|---|--|
| 2 | Create the one page of Table of Contents of this book using a word processor. Save this document with the name TOC_{your name}. You will use it in the next exercise |
|---|--|

ASSESSMENT

Fill in the blanks:

- _____ can be used to break continuous text to one or more sentences.
- Paragraph group is available under _____.
- Default tab stop position is _____.

SESSION 2: MANAGING HEADERS

Headers are text or images included at the top of the page. They usually contain important information such as company or department name, logo, page numbers, name of the author, etc. separated from the work or actual document area.

Look at the following example:

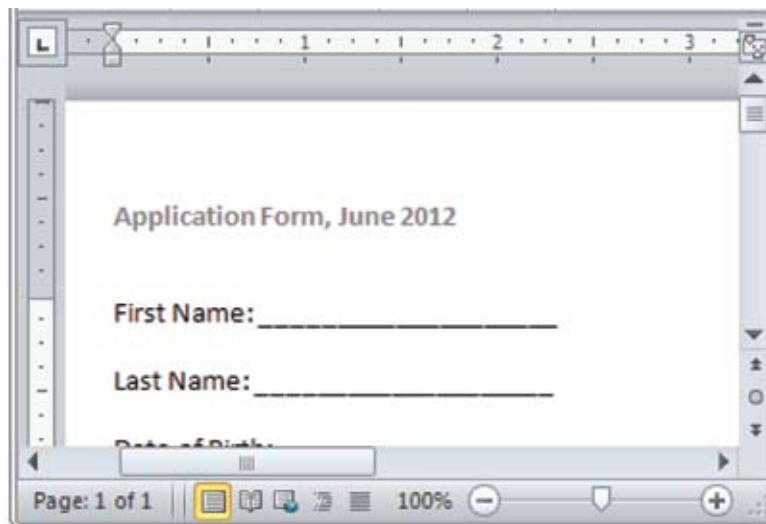


Figure 3

Notice the header in the above document; the title "Application From, June 2012" will be included on all pages of this document.

In this exercise, you will learn to include a header to a document.

To understand and work with headers, open a new document in word processor

1. Click on the **Insert** tab on the **Ribbon**.
2. Click on the option **Header** in the **Header & Footer** group, as shown below.



Figure 4

3. A drop down list appears which lists predefined header options (Figure below).

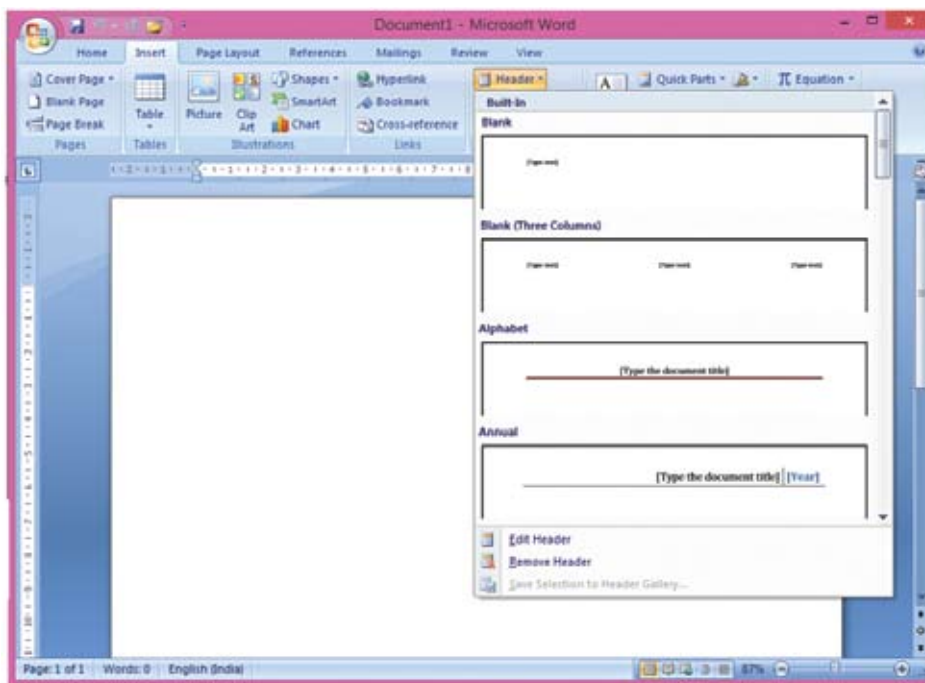


Figure 5

Now try inserting any of the predefined options from the list and observe the changes at the header area of the document.

You can insert the page number at any position within the header area by selecting the alignment option under **Page Number**. You can also change the number format for page numbers by clicking **Format Page Numbers...** under **Page Number** options. The **Page Number Format** dialog box appears as shown below.

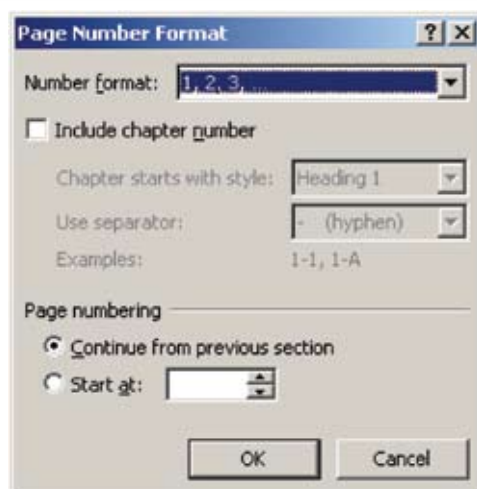


Figure 6

You can insert date and time by clicking the **Date & Time** option available under **Insert** Group. You can choose the date and time format from the available formats.

You can also insert a picture or clipart within the header. This option can be useful in situations when you need to insert company's or an event's logo. Try inserting a picture or a clipart into the header using the **Picture** and **Clip Art** option under **Insert** Group; observe the changes made to the document.

EXERCISE

Perform the following activity till you are confident:

| S.No. | Activities |
|-------|---|
| 1. | Open the file saved in the last exercise (saved as TOC_{your name}). Give an appropriate name in the center of the header section with your School name on the left hand side. Download a logo from the Internet or use a picture (Insert>Picture) on the right hand side. Save the file. |

ASSESSMENT

Fill in the blanks:

- _____ can be used for inserting information at the top of each page automatically.
- Header option is available under _____ group in Insert Tab.

Answer the following:

- List any five items that can be added to the header area.

SESSION 3: MANAGING FOOTERS

Relevant Knowledge

Footers are text or image included at the bottom of the page and may repeat in all pages of the document. The procedure for creating a footer is similar to that of headers.

For example, if you wanted to create a text book, you can include the name of the text book using the headers and the page numbers using the footer option. This makes the document look neat and organized.

To insert footer to a document, open a new document in Word processor

1. Click on the **Insert** tab on the Ribbon.
2. Click on the option **Footer** in the **Header & Footer** group, as shown below.



Figure 7

3. A drop down list appears which lists collection of predefined Footer options

Now try inserting date and time, page numbers, pictures and clip arts in the footer area and observe the changes.

EXERCISE

Perform the following activities till you are confident:

| S.No. | Activities |
|-------|--|
| 1. | Create a one page article on “Influence of Gandhiji on Youth Today”. Insert a picture of Gandhiji and the title of the article in the header. Insert your name, class and date in the footer. Save as Gandhiji_{your Name}, print and submit this article to your facilitator for evaluation. You may try the same in Google docs too. |

ASSESSMENT

Fill in the blanks

1. _____ can be used for inserting information at the bottom of each page automatically.
2. The Footer option is available under _____ group in the Insert Tab.

SESSION 4: MANAGING STYLES

Relevant Knowledge

Styles or Style sets are pre-defined or customized options used for creating good looking professional documents with least efforts. You can find a number of styles available within word processor that can be applied to a document. In this exercise, you will learn to apply and manage styles.

To work with styles, open a new word document in word processor,

1. To view list of styles, locate the **Style** group under **Home** tab (Figure below)

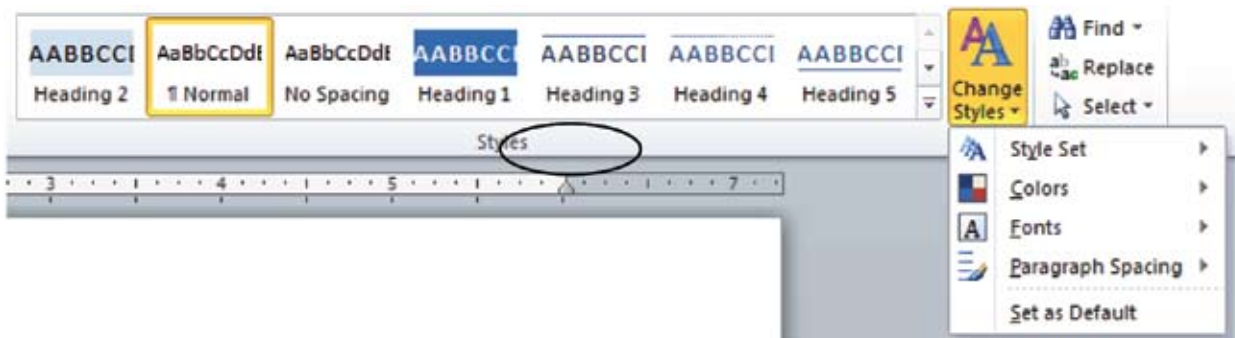


Figure 8

2. If you would like to view the list of style sets available, point to **Style Set** under **Change Styles** option. A drop-down with different styles will be displayed (Figure below).

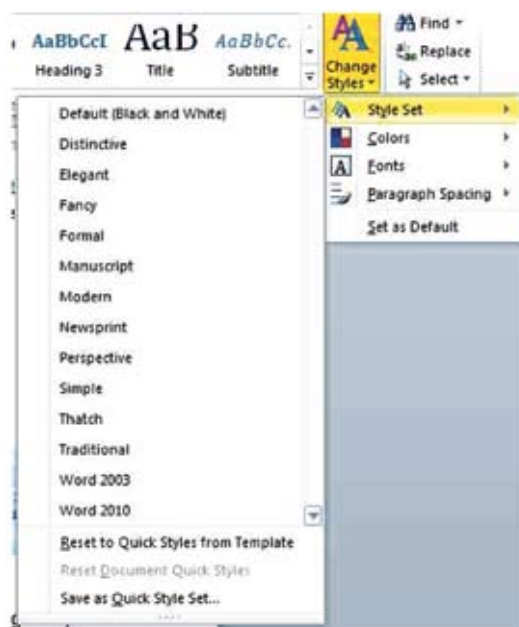


Figure 9

Select any of the styles listed by clicking it. The entire document will change to the specified font or color automatically.

EXERCISE

Perform the following activity till you are confident:

| S.No. | Activities |
|-------|---|
| 1. | Open the article on “Influence of Gandhi ji on Youth Today” created in the previous session and try using elegant, formal, fancy and manuscript style sets on different sections of the document and observe the changes. |

ASSESSMENT

Fill in the blanks:

- _____ are customized options for creating professional looking documents with the minimum efforts.
- You can change styles by using the _____ group under the Home tab.

SESSION 5: DOCUMENT TEMPLATE

Relevant Knowledge

Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

In this exercise, you will learn to work with document templates.

To view sample templates available with your word processor,

1. Go to **File > New**. You will be displayed with different types of templates (Figure below). For example, if you would like to create a letter, you can select the **Letters** option under **Office.com Templates** section.

Suppose you need to create certificates for a recently held competition, you can select the **Certificates** option. You will be displayed with a list of Certificate templates.



Figure 10

Now select any of the templates by double-clicking on it.

A sample certificate window similar to the one below appears. Now you can use this template and customize the contents by replacing the school name, student name, etc.



Figure 11

You can also download other types of templates from websites. Some of the websites that offer free templates are:

- office.microsoft.com/templates
- www.thepapermillstore.com
- openoffice.blogs.com/openoffice/templates/
- www.docstoc.com

You can visit the above mentioned websites to search, download and use a template that suits your needs.

Creating a new document based on a template can save you time and effort because all the work it takes to design the document has already been done. You may use the templates that come with word processing software, or downloading templates created by other people, or you can also create and save your own templates for future use. First of all, you need to create a document that will serve as the template.

Note: You create the template as a normal document, but the magic step is where you save it. Click on **File > Save As**, and give the template a name. Select **Word Template** from the **Save as type:** drop down list.

Notice that there is a *Templates* folder within *Microsoft Word*. If you save your template there, then we'll be able to see the template in the My templates category. So select that and click **Save**.

Now to use the template, click on the **File > New**. Go to *My templates*, and as you scroll down, you will find the file {your name}_Invoice , the template you just created. Select that and click **OK**.

Notice that this is a new document and it's not the template. So, we've just created a new document based on one of your own templates. Now when you save this document, it gets saved as a normal .docx file.

EXERCISE

Perform the following activities till you are confident:

| S.No. | Activities |
|-------|--|
| 1. | Download and use templates from the Internet |
| 2. | You will now create a template of an invoice. An invoice is just the kind of document that needs to have a set format and one that will be created over and over again. Save the file with the name – {your name}_Invoice. |

Hint on how to create an invoice: You can divide the invoice into 3 main parts: The Header, Body and Footer.

The **invoice header** may contain **Your letterhead** : (Your business name, address, telephone & email and web address if available); the word “Invoice” or “Bill” clearly written towards the top of the page; an **invoice number** (this a running serial number that you maintain and should be unique for every invoice); an **invoice date**; **Your payment terms** or how soon you expect to be paid e.g. “COD”, “Cash”, “30 days” etc.; your customer or **client name and address**; **“Our Ref#”** or “Our Reference” (here you can enter your quotation number if you issued a quotation prior to the invoice) ; **“Your Ref#”** or “Customer Ref” (if you were given a Purchase order or Work Order by your customer, here you should enter the PO or WO number so the customer can match your invoice with their own paper work).

The invoice body could have a **description of the goods** you are supplying, quantity, unit of measure, price per unit and total amount for individual items. In the case of services, **your brief scope of work** and amount for individual items. You may specify information in a tabular form. You are creating a template, so you need to just create the skeleton, the details will be filled in when you use the template and make multiple invoices. The **invoice footer** could have a **Total Amount** of all individual items; **Payment instructions** (only if necessary! This tells recipients how to make their cheque payment, whom to address it to etc. If you expect payments by bank transfer, you should provide your bank account number and details here.); **Other comments** (delivery instructions, goods return policy, overdue payment policy etc).

ASSESSMENT

Fill in the blanks:

1. Templates or document templates refer to a _____ document.
2. Creating a new document based on a _____ can save you _____ because _____.

SESSION 6: WORKING WITH PAGE AND SECTION BREAKS

Relevant Knowledge

Page and Section breaks can be used to separate a document into sections.

If you would like to start a new page in a document, you can use a page break.

To separate a section in a document, you can use the section break. For example, you can lay out part of a single-column page as two columns. You can separate the chapters as separate sections in your document so that the page numbering for each chapter begins at 1. You can also create a different header or footer for a section of your document. For example, if you are creating a textbook and you can create different sections for digital literacy, word processing, spread sheets, etc.

To work with breaks, open a new document in the word processor and type some contents. If you need another fresh page, choose the page break option in the **Page Layout** tab.

- Click on the **Page Layout** tab on the Ribbon.
- Click on the option **Breaks** in the Page **Setup group** (Figure below).

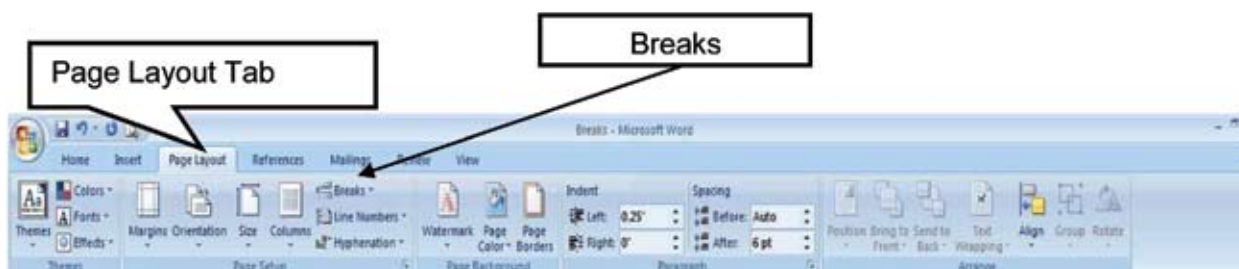


Figure 12

- A dropdown list with options for different types of breaks appears. An explanation is given for each type of page or section break.

A page break can be inserted anywhere in a document to force the end of a page and the beginning of a new one.

To create a new page, you can keep pressing enter and the cursor moves from line to line till a new page starts. But if you add content to the previous page, the content of the new page will automatically shift!

To avoid such problems, there is an easier method – use a page break and start a fresh page! You may also use a page break when you want to be sure that a new chapter or sub-heading automatically starts at the top of its own page.

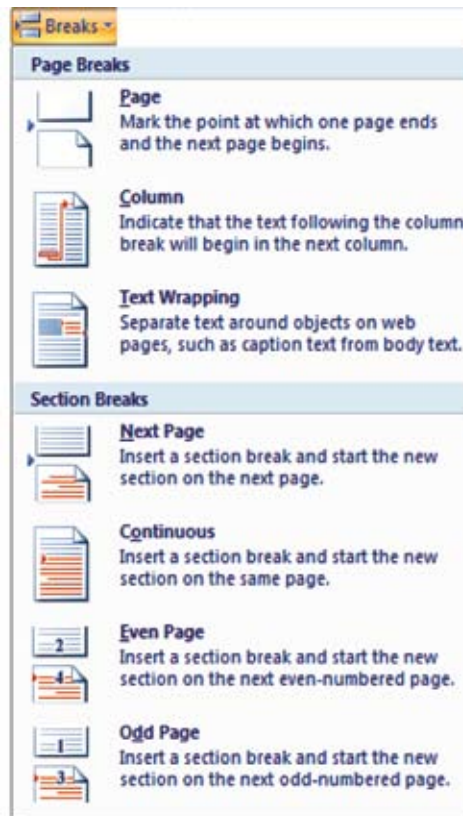


Figure 13

Section breaks add flexibility to formatting your document. Using them, you can create different headers and footers, different footnote numbering, change the layout of columns, change page borders for different pages, and even change page layouts in the same document! Using section breaks is like having mini-documents in one large document.

A section break controls the formatting of the document content that precedes it, until it reaches another section break. For example, if you have a 10 page document, with a section breaks on page 3 and on page 8, the section break on page 3 controls the formatting of pages 1, 2, and 3 while the section break on page 8 controls the formatting for pages 4 to 8.

You need to be able to see where your section breaks or page breaks are inserted in order to see where the formatting stops and ends or to delete them. To see a section/page break, click the **Show/Hide** button on the **Home** tab in the **Paragraph** section. The section/page breaks are displayed in your document.

1. Click on the section/page break.
2. Press **Delete** on your keyboard and the section/page break is removed.

Anytime you need to add a page border to a single page or have a table in Landscape orientation with the rest of the document in Portrait orientation, try using section breaks to make the task easier!

EXERCISE

Perform the following activities till you are confident:

| S.No. | Activities |
|-------|--|
| 1. | Create Page and Section breaks |
| 2. | Delete Page and Section breaks |
| 3. | Open a new document. Divide your page into two columns. (Page Layout>Columns). Pick up an article from a newspaper and key it in. Try using column break and page break anywhere in the text. |
| 4. | Open a new document. Type in the heading of your Local newspaper. Use section break and divide the next section into columns and key in an article. Save the document file as Newspaper_{your name} and print your document. |

ASSESSMENT

Fill in the blanks

- _____ & _____ breaks can be used to separate a document into sections.
- Using page breaks, you can create different _____.
- A section break controls the _____ of the document content that _____ it, until it reaches another section break.
- To see a section/page break, click the _____ button.

SESSION 7: APPLYING CHARACTER FORMATS

Relevant Knowledge

If you are creating a textbook with scientific content, you need to use special formatting for some characters. Character formatting can be applied to a single character or word.

In this session, you will learn to perform character formatting.

Working with Character Formatting

To work with character formatting,

- a. Open a new document in word processor and type the following paragraph:

Water is a chemical substance with the chemical formula H₂O. A water molecule contains one oxygen and two hydrogen atoms connected by covalent bonds. Water is a liquid at ambient conditions, but it often co-exists on Earth with its solid state, ice, and gaseous state (water vapor or steam). Water also exists in a liquid crystal state near hydrophilic surfaces. The density of water is 1,000 kg/m³.

Now to make changes, you may need to format the characters as shown below. You will notice that some words of this paragraph are in bold, some are in Italics, some are underlined, some are in colour and some are changed in its position (superscript & subscript).


- b. In order to apply formatting to the contents in the document you must select the concerned word or group of words.


Use the following options to make changes to a character or word:


Font Face: After selecting the text you need to click Font Name in the Font group to select the particular font style from the fonts listed.


Font Size: After selecting the text you need to click Font Size in the Font group to select the particular font size from the values given.


WATER is a chemical substance with the chemical formula H₂O. A water molecule contains one **oxygen** and two **hydrogen atoms** connected by **covalent bonds**. Water is a liquid at ambient conditions, but it often co-exists on **Earth** with its *solid state*, *ice*, and *gaseous state* (water vapor or steam). WATER also exists in a liquid crystal state near hydrophilic surfaces. The density of water is 1,000 kg/m³.

Grow Font: After selecting the text you need to click the  icon in the Font group to make the font size larger than the current font size by the specified point.

Shrink Font: After selecting the text you need to click the  icon in the Font group to make the font size smaller than the current font size by the specified point.

Strikethrough: After selecting the text you need to click the  icon in the Font group to make a strike through the middle of the selected text.

Subscript: After selecting the text you need to click the  icon in the Font group to make the selected text lower than the normal text position.

Superscript: After selecting the text you need to click the  icon in the Font group to make the selected text higher than the normal text position.

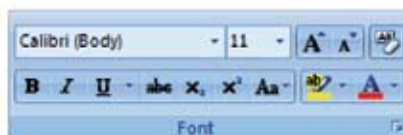


Figure 14

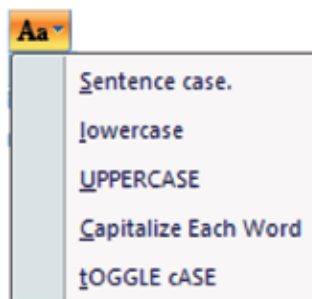






Figure 15

Clear Formatting: Clear Formatting is used to clear the character formatting (such as Bold, Italics, Underline, font face & size, superscript & subscript etc.) of the selected text. To remove the character formatting, select the text and click on  icon in the Font group.

Text Highlight Colour: Use this option to change the background colour. To do so, select the text and click on  icon in the Font group. You can choose the background colour by clicking on the down arrow on the icon.

Font Colour: Use this option to change the colour of the text. To do so, select the text and click on  icon in the Font group. You can choose the text colour by clicking on the down arrow on the icon.

Change Case: Word processor helps us to change the text case to capital letters or small letters. You can also capitalize each word in the sentence and capitalize the starting word of the sentence using Change Case under Font Group. To do so, after selecting the text you need to click the  icon in the Font group.

Sentence Case: On selecting this option from the dropdown list, the first character in the first word of the selected sentence will be converted to Capital Letter (Uppercase).

Lowercase: On selecting this option from the dropdown list, the selected text will be converted to Small Letters (lowercase).

UPPERCASE: On selecting this option from the dropdown list, the selected text will be converted to Capital Letters (UPPERCASE).

Capitalize Each Word: On selecting this option from the dropdown list, the first character in all the words of the selected sentence will be converted to Capital Letter (Uppercase).

TOGGLE CASE: On selecting this option from the dropdown list, the small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.

EXERCISE

Perform the following activities till you are confident:

| S.No. | Activities |
|-------|---|
| 1. | Change font face |
| 2. | Change font size |
| 3. | Change font color |
| 4. | Highlight text |
| 5. | Change text case |
| 6. | Reopen the document created in the previous exercise Newspaper_{your name}. Decorate the first page of your article using each one of the character formats you have learnt in this exercise. Take a printout of page 1 of the document and compare it with the printout taken in the previous session. |

ASSESSMENT

Fill in the blanks:

1. After selecting the text you need to click the _____ in the Font group to make the font size larger than the current font size.
2. To remove the character formatting, select the text and click on _____ in the Font group.
3. On selecting _____, the first character in the first word of the selected sentence will be converted to Capital Letter.
4. On selecting _____, the first character in all the words of the selected sentence will be converted to Capital Letter.