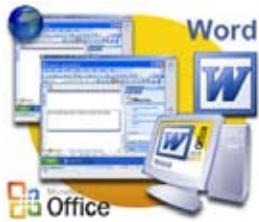


Unit 3: Word Processing (Intermediate)



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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.

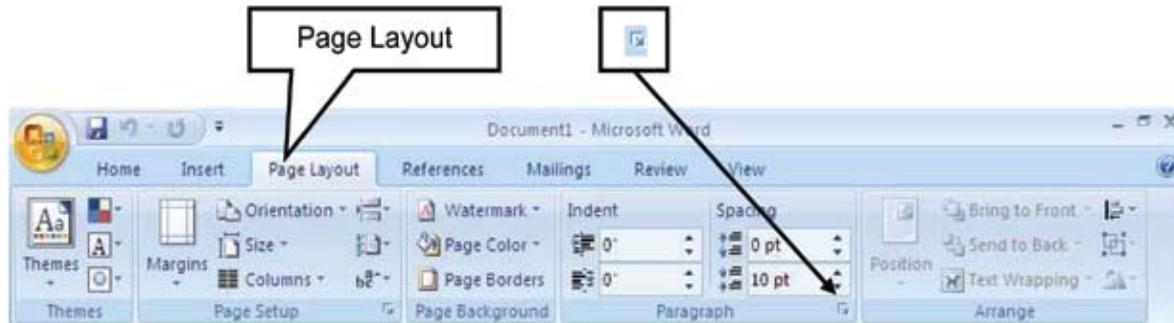


Figure 1

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!

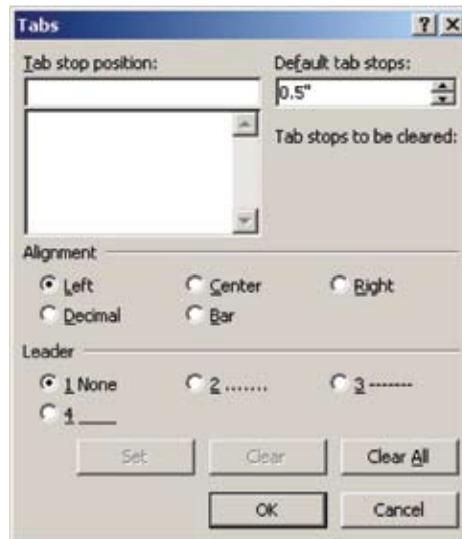


Figure 2

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> <p>Click to select the type of tab stop...</p> <p>and then click the ruler.</p> <p>Tab character indicating where you press TAB</p>

- | | |
|---|--|
| 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:

1. _____ can be used to break continuous text to one or more sentences.
2. Paragraph group is available under _____.
3. 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:

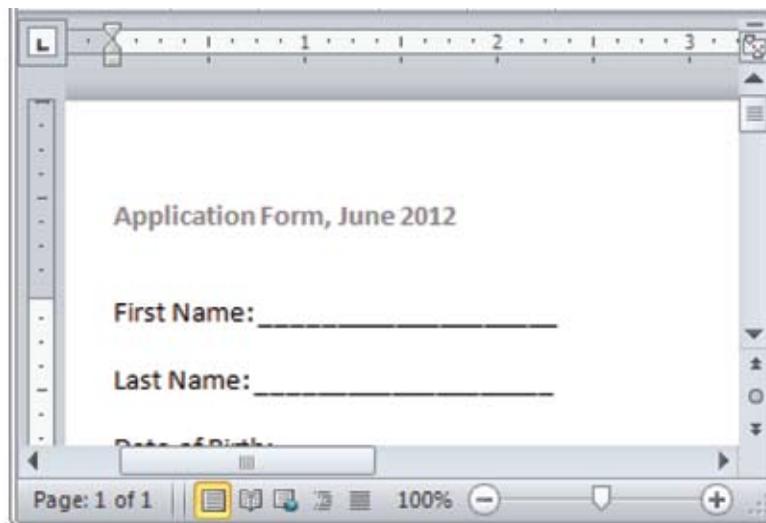


Figure 3

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.

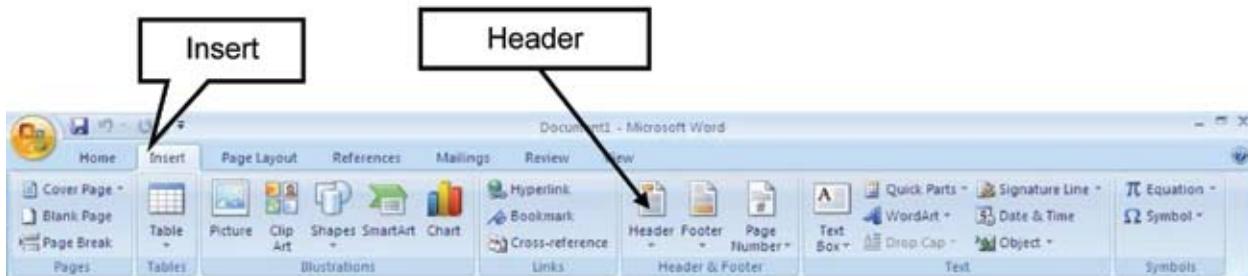


Figure 4

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

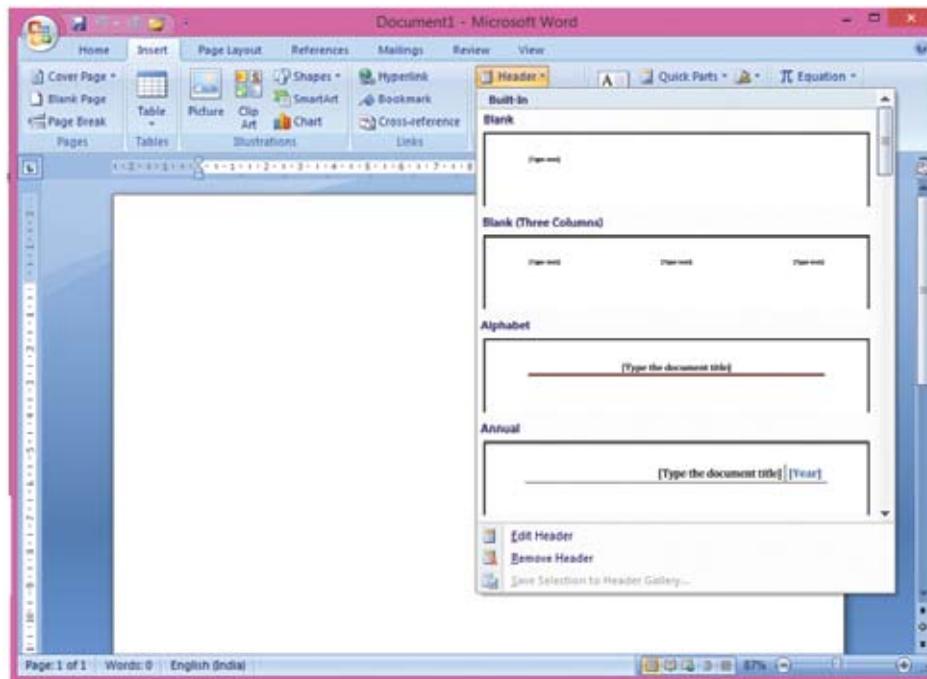


Figure 5

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.

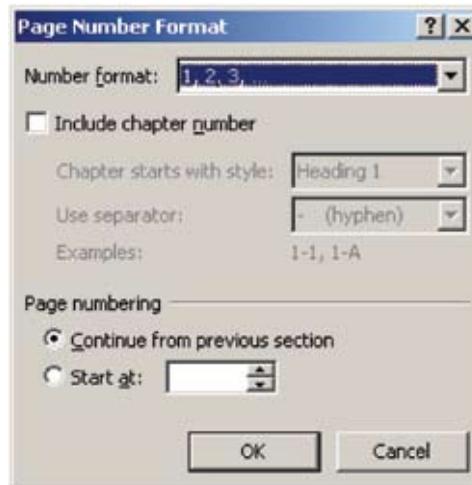


Figure 6

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

- _____ can be used for inserting information at the bottom of each page automatically.
- 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,

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

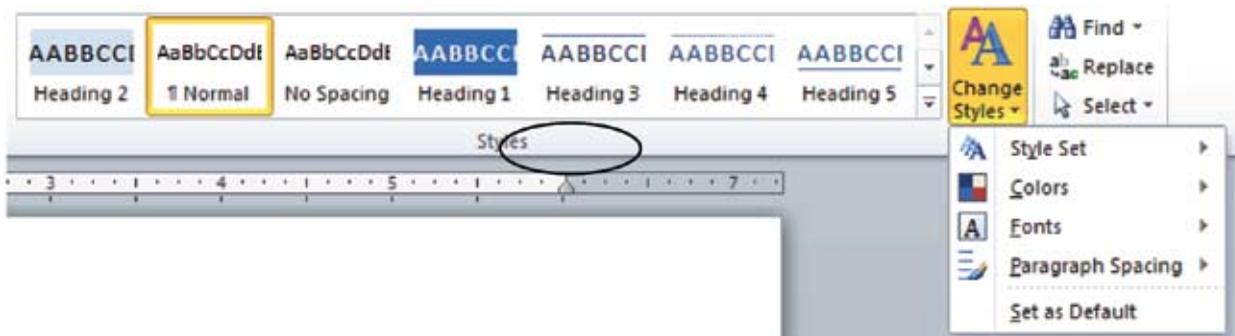


Figure 8

- 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).

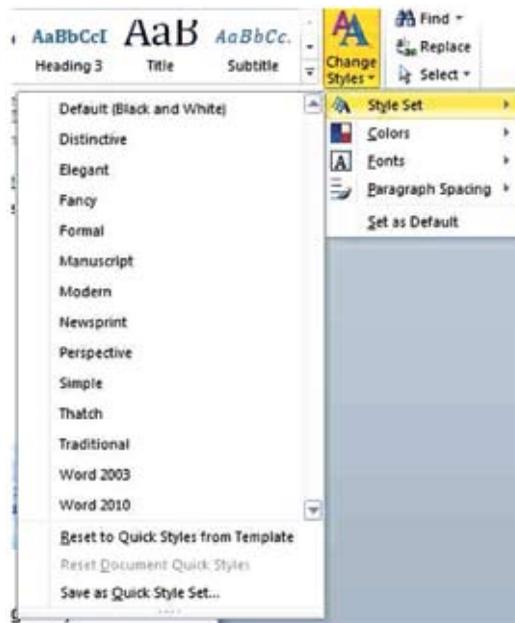


Figure 9

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.