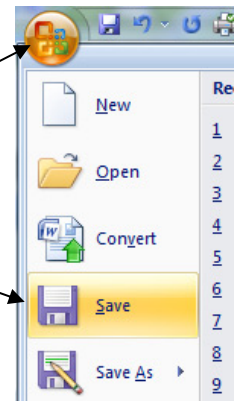
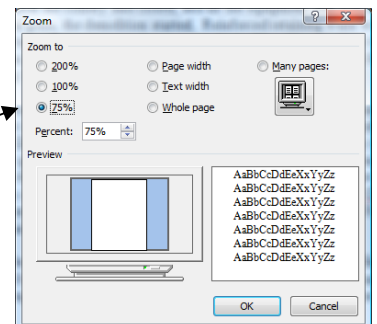


Module 3 – Word Processing (Word 2007)

1. Create a new folder in your ECDL area and name it 'Module 3'
2. Save the document called 'Word2.docx' to your area
3. Once the document has opened, choose 'file save as', rename the document to 'Word2 corrected' and save it to your 'Module 3' folder in your area.



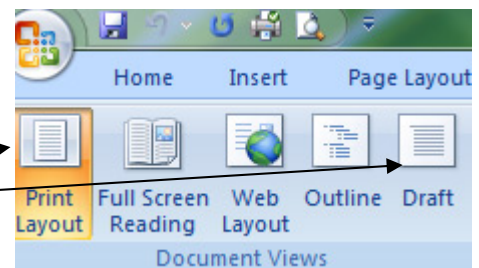
4. Change the size of the text on the screen. Click:
 - View on the ribbon
 - Choose 'Zoom'
 - Choose 75%. You can type in a figure into the box as shown here.



5. Try different layouts on your screen.

On the 'View' ribbon, look for the 'document views' section.

- Try 'Draft layout'
- Then try 'print layout'



Choose whichever layout you prefer to work with.

6. Add a title called 'Closing of the Pit'

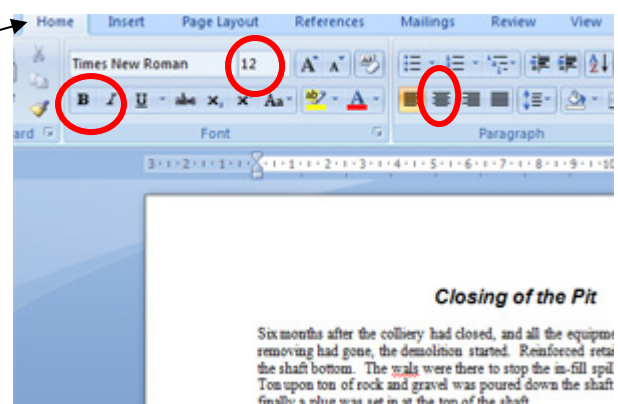
Go back to the 'home' ribbon

Centre the title.

Make it size 16

Change the title font to Ariel

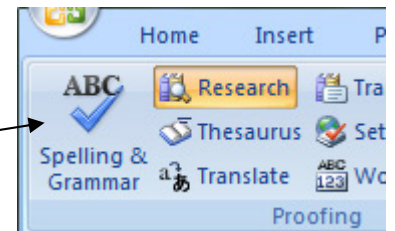
Make the font bold and italic.



7. Go to the 'review' ribbon

Go to the 'proofing' section

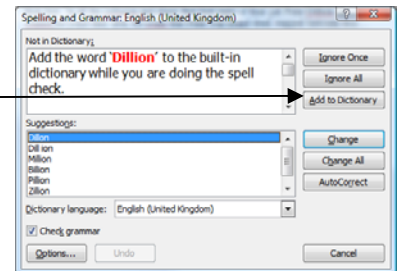
Click on 'spelling and grammar'



Use the 'Spell check' tool to find any spelling mistakes and alter them.

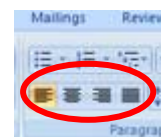
Delete any repeated words.

Add the word 'Dillion' to the built-in dictionary while you are doing the spell check.



8. Go to the 'home' ribbon. Align the paragraphs as follows:

- Paragraph 1 – left aligned
- Paragraph 2 – centre aligned
- Paragraph 3 – right aligned.

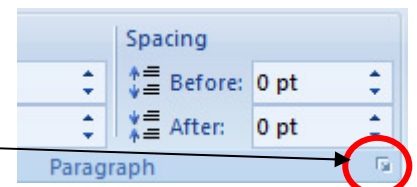


9. Change the spacing on the paragraphs

Highlight the first paragraph on your page of text

Go to the 'page layout' ribbon

Click on the small arrow in the corner of the paragraph section
This will bring up the paragraph window

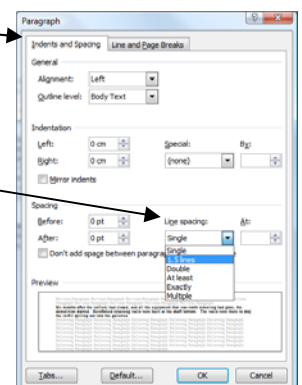


Make sure you are on the 'indents and spacing' tab

Then choose 'Spacing'
Then 'line spacing'

From the drop down arrow, format your paragraphs as follows:

- Paragraph 1 – single line spacing
- Paragraph 2 – 1.5 line spacing
- Paragraph 3 – double line spacing



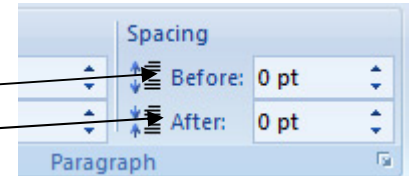
10. Apply spacing above and below the centre paragraph by:

Highlight the centre paragraph
Make sure you are on the 'page layout' ribbon
Go to the 'paragraph' section

Then choose 'Spacing' and change:

Before – change to 18

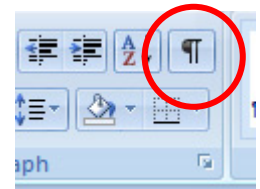
After – change to 18



You should notice that you now have extra space above and below your centre paragraph.

11. Viewing paragraph and formatting marks

- Go to the 'home' ribbon
- Go to the 'paragraph' section
- Find this symbol
- And click it.



You should see all of the paragraph marks and formatting appear.

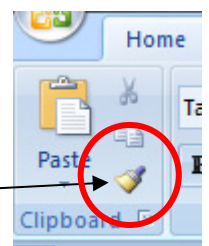
Click it again to switch this view off.

12. Using the format painter tool to copy formats from one piece of text to another

Highlight the centre paragraph and italicise the text.

Make sure that the centre paragraph is still highlighted as you want to copy this format.

Find the 'format painter' tool on the home ribbon > clipboard section.



Click on the 'format painter' tool. Notice your cursor changes to a paint brush icon so that you can 'paint' your formatting somewhere else.

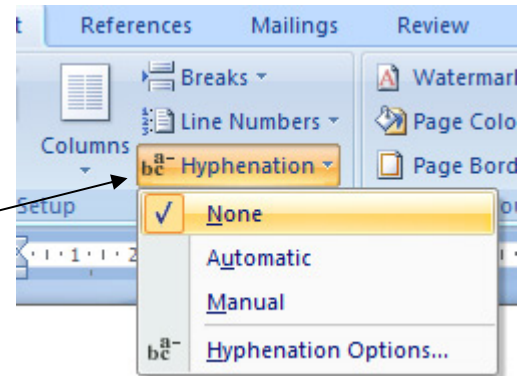
Highlight the third paragraph. You should see the formatting from the centre paragraph be applied to the third paragraph.

13. Apply hyphenation to paragraphs

- Go to the 'page layout' ribbon
- Go to the 'page setup' section
- Highlight paragraphs 2 and 3.

You are going to make sure that these are set NOT to hyphenate.

- Find 'hyphenation'
- Click on the arrow
- Choose 'none'

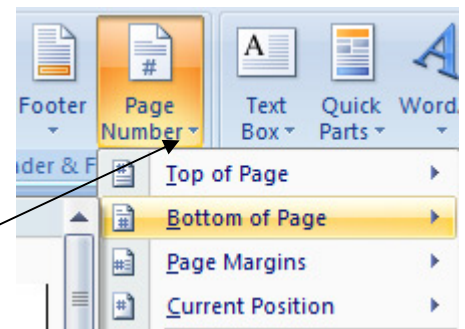


You are going to set paragraph 1 to automatically hyphenate.

- Highlight paragraph 1
- Click on the arrow next to 'hyphenation'
- Select 'automatic'

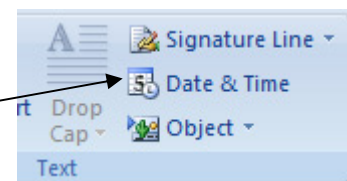
14. Insert page numbers

- Go to the 'insert' ribbon
- Go to the 'header and footer' section
- Find 'page number' and click on the arrow
- Select 'bottom of page'
- An extra menu should appear giving you lots of different formatting options.
- Try different page numbering options until you find one you like.



15. Inserting the current date and time.

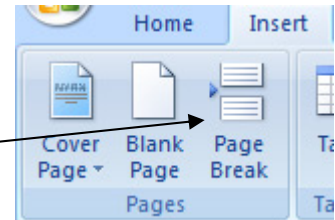
- Place your cursor underneath paragraph 3
- Go to the 'insert' ribbon
- Go to the 'text' section
- Look for 'date & time'
- The 'date and time' window will pop up.
- Choose your preferred display format
- Tick 'update automatically' – this means that every time you open the document, the date and time will be updated to that day.



16. Save the document using the same name but add a version number i.e. 'Word2 corrected version 2'

Insert a page break before paragraph three

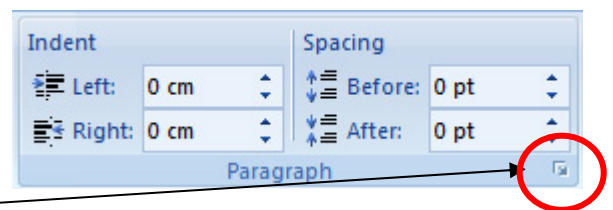
- Click where you want to start a new page (above paragraph 3)
- Go to the 'insert' ribbon
- Go to the 'pages' section
- Click on 'page break'



Paragraph 3 will be placed onto a new page.

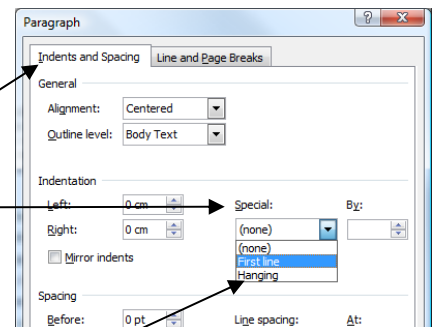
17. Create a 'First line indent' on paragraph 1

- Highlight paragraph 1.
- Go to the 'page layout' ribbon
- Go to the 'paragraph' section
- Click on the small arrow to the bottom right of the paragraph section



The 'paragraph' window will appear

- Make sure you are on the 'indents and spacing' tab
- Go to 'indentation'
- Go to 'special'
- Choose 'first line'
- Click 'ok'



You should notice that the first line of paragraph 1 is indented.

Highlight paragraph 2 and try applying a 'hanging indent'

18. Underneath paragraph 3 and above the date, type the following:

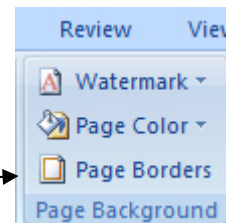
Colliery Closes
Equipment removed
Demolition starts
Reinforcing walls built at bottom of shaft
Gravel poured down shaft

- Align the text to the left
- remove the italic formatting.
- Set the line spacing on this list back to 'single line spacing'.

- Highlight the list that you have just entered.
- Go to the 'home' ribbon
- Go to the 'paragraph' section
- Apply bullet points to your list.

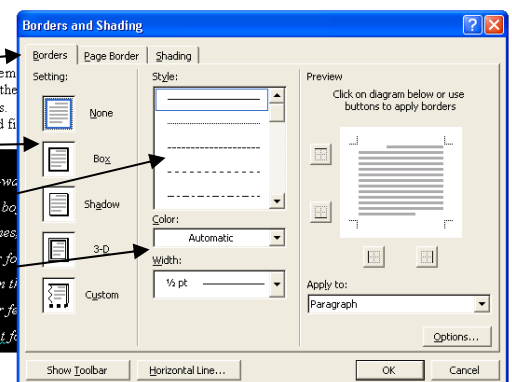
19. You are going to put a border around a paragraph

- Highlight paragraph 2
- Go to the 'page layout' ribbon
- Go to the 'page background' section
- Click on 'page borders'



The 'borders and shading' window will appear

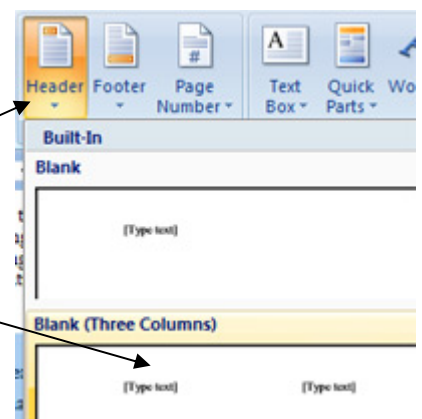
- Make sure you are on the 'borders' tab
- Choose a box from the left hand side
- Then choose one of the first three styles
- Choose the colour and the width
- Go to the 'shading' tab and add a background shade.
- Then click OK.



You should have a border around paragraph 2.

20. Insert details into the header or footer

- Go to the 'insert' ribbon
- Go to the 'header and footer' section
- Choose 'Header'
- Choose the style of header that you prefer
- Enter information such as your name or the title of the document
- Close the header by clicking back onto the main part of your document



Try editing the text in your header.

- Go to the 'header and footer' section
- Click on 'header'
- Go to the bottom of the list and choose 'edit header'
- Change some of the text in your header

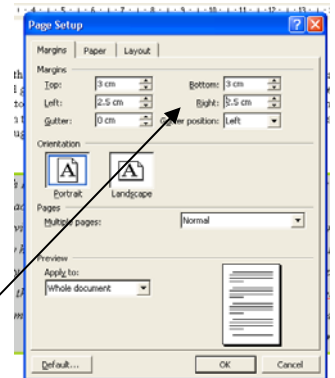
21. Changing the margins on your document:

- Go to the 'page layout' ribbon
- Go to the 'page setup' section
- Click on 'margins'
- Try some of the default options that you are offered

- Click on 'margins' again
- Go down to the bottom of the menu and choose 'custom margins'
- The 'page setup' window will appear

- Change the margins so that the top and bottom margins are 3 cm and the left and right ones are 2.5 cm.

- Click 'ok' to apply your settings.

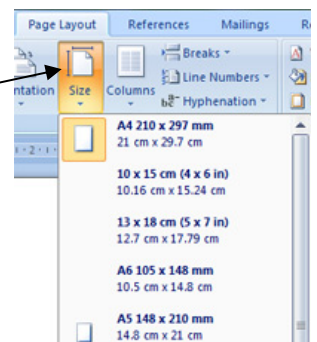


22. Changing the paper size

- Go to the 'page layout' ribbon
- Go to the 'page setup' section
- Click on 'size'

Look at the different paper sizes that are available

Do not change the paper size; just make sure that you would know how to do it if asked.

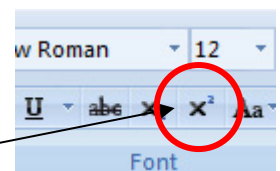


23. Underneath the bullet pointed list at the bottom of the page, type the following text:

'The dimensions of the original pit were 23 m²'

In order to make the '2' look like the symbol for 'squared' it needs to be changed into 'superscript'.

- Highlight the '2'
- Go to the 'home' ribbon
- Go to the 'font' section
- Click on the superscript icon
- Click 'Font'
- Then the tick box 'superscript'



If you wanted to make H₂O, you would pick the 'subscript' icon.

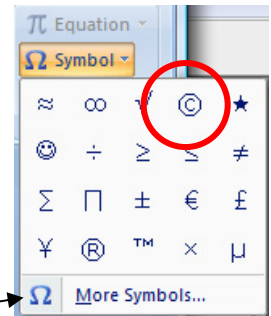
24. Insert a symbol

There are various symbols that you can insert into your document such as: © √ ∞ ≈

- Go to the 'insert' ribbon
- Go to the 'symbols' section
- Click on 'symbol'

You will see the most commonly used symbols displayed.

- Choose the ©
- Click on 'more symbols'
- Have a look at the other symbols which are available.
- Choose another 2 symbols to insert into your work.



25. Find out for yourself how to do the following things:

- Create a table ready for text insertion – 3 rows by 3 columns
- Insert, edit data in a table – make up your own.
- Select rows, columns, cells, entire table.
- Delete the middle row.
- Delete column 2
- Modify cell border width, style, colour and shading

If you are really stuck, use the video tutorials at teach-ict.com:

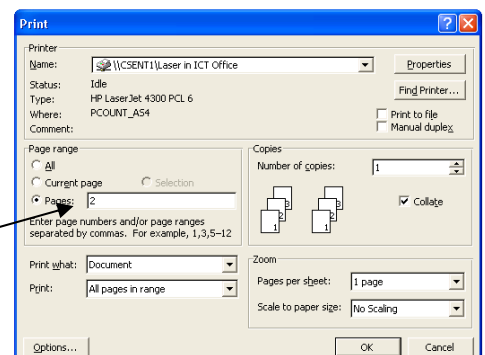
http://www.teach-ict.net/software/word_2007/word_2007.htm

26. Find out how to insert a chart into your document.

Try changing the chart options

- Add a chart title
- Change the chart type
- Change the axis
- Change the chart colours

27. Choose to print only page 2 of your document.



28. Save your document as version 3 (file save as)

29. Save your document as a web page (file save as)

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

A subscription will enable you to access an editable version and save it on your protected network or VLE