

INTRODUCTION

OCN (or Open College Network) is a scheme based on several different levels, and is available in many different subject areas.

To be successful in the chosen area, you are expected to produce a portfolio of your work, ensuring that you cover all of the criteria specified by the OCN. You will need a folder to present your work, but do not spend a lot of money on it, as no extra marks will be awarded!

You will be provided with a criteria sheet, and it is suggested that once a criteria has been met, you put the date of completion at the side. This will save time when the course end approaches, believe me!

Ensure that the following points are adhered to:

- ❖ Make sure that every criterion a piece of work meets is written on the printout, or even typed before you print. Remember that some pieces of work may meet more than one criterion.
- ❖ You must make sure that all of your work has your name, the filename and the date on it – you can write it on afterwards if you forget to type it.
- ❖ You are expected to use the spell-check and to proofread all of your work. Any errors after marking should be amended and reprinted but place the originals in your portfolio too, to show progression.
- ❖ To do a screen dump – ensure that whatever you want is on the screen. Press the print screen key on the keyboard. Go to START menu, PROGRAMS, WORD. Go to the EDIT menu, PASTE. Your 'snapshot' of the screen will appear. Type your name, filename, date and criterion numbers and then go to FILE menu, PRINT. You do not need to save the screen dumps.
- ❖ You can use the following exercises or you can produce a project, as long as the entire criterion is met in full.
- ❖ Remember that you can ask your friendly tutor for assistance at any time!

HAVE FUN!

LOAD A WORD PROCESSING APPLICATION

Criteria

1.2

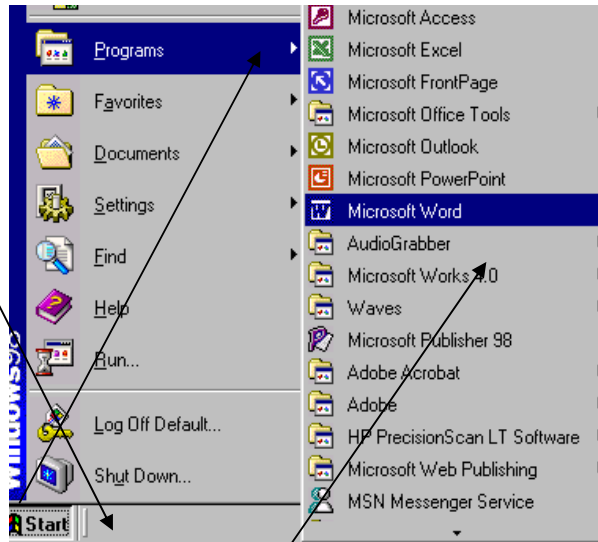
Before we start, be aware of health and safety – don't slouch in your seat, don't touch wires etc, ensure your bags etc are well below your work area.

1.1a

To start the exercises that follow, you need to open a software program. The program we are going to use is called Microsoft Word.

1. Move the mouse to the **Start** button at the left hand bottom corner of the screen.

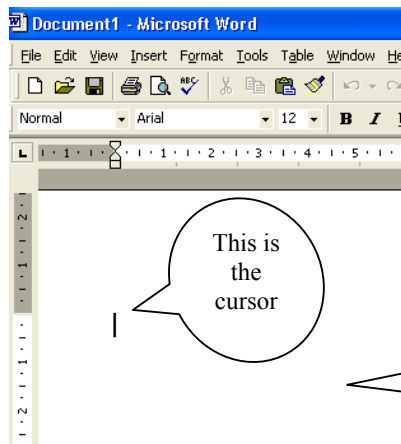
2. Click (gently press down the left mouse button) on the **Start** button (always click the left mouse button – unless told otherwise).



3. Move the mouse over the word **Programs** and click.

4. Move the mouse over the word **Word** and click.

The software program Microsoft Word will now open with a new document, ready for you to enter some text.



On the screen you will see a black flashing line, near the top left corner of the page. This is called a **cursor**. When you press a letter on the keyboard it will appear where the cursor is flashing. You don't try to move the cursor – just start typing!

This is the new file, ready for you to use. Think of it as a blank sheet of paper

ENTERING TEXT

Criteria

1.1b

Our first task is to create a new file, by inputting data, using the keyboard.

When typing, you DO NOT use the ENTER key to move down onto the next line – the computer will do this for you automatically. This is called word wrap. You WILL need to use the ENTER key to move down when you need to leave a blank line between paragraphs.

The following shows you how many spaces to leave when typing text:

One space after - each **word**, comma, colon: semi-colon;

Two spaces after - a full stop. Question mark? Exclamation mark!

3.3

This means that after each word you type you leave one space (press the spacebar once), but at the end of a sentence you should leave two spaces (press the spacebar twice).

Type the following:

Proof Reading

As you complete each task in this tutorial you must check and edit your work before you print it.

Initially, you will find that it is harder to check your work on the screen than it is to check a printed copy, but don't worry, with practice your accuracy and proof reading skills will soon improve.

At the beginning of your word processing course you may find it difficult to remember the commands to edit your document, but in a few weeks you will find that it begins to feel easier and then you will enjoy the learning process!

Remember, no matter how good you are at editing documents, you must still develop good proof reading if you hope to achieve a qualification. If you fail to spot your errors you will not correct them and your printed copies will be inaccurate.

SPELL CHECK PRINTING

Criteria

SPELL CHECK

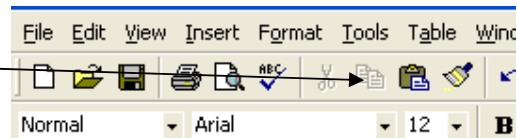
The computer has a built-in dictionary. When you type a word it does not recognise it will underline it in red. You can complete the document (even if red lines appear) and then check your spelling once you have finished typing.

You should always check your work for mistakes, on screen. This is called 'proof reading'.

Check you have input the text correctly.

3.5

*Spell check your work by clicking on the **ABC** button on the toolbar at the top of the screen.*



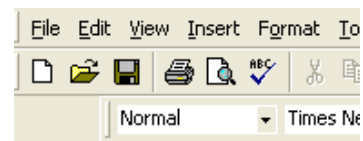
Each word the spell checker thinks is incorrect will be highlighted. You can either IGNORE and keep your original spelling, or CHANGE to change the word and accept the suggested one.

PRINTING

7.1

*Print your work by clicking on the **printer icon** on the toolbar at the top of the screen.*

Click here to print your work.

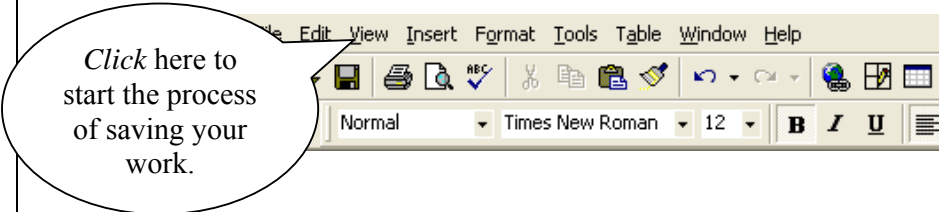


Criteria

SAVING A FILE

You now need a floppy disk, please ask your tutor.

Click on the word **File** at the top of the screen.

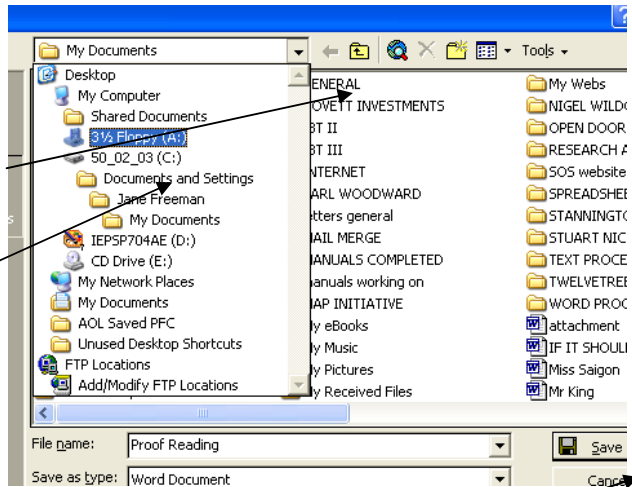


Move the mouse to **Save As** and click.

When you save work it becomes a 'file' (also often referred to as a 'document') and now needs to be saved to your floppy disk and be given a name so you can find it if you need it later.

Click on the down arrow ▼ in the **Save in** section.

Move the mouse and click on **3½ floppy (A)**. This is instructing the computer to save your work to the floppy disk you inserted earlier.



1.1d

In the **File name:** section click at the end of the filename Proof Reading and press the backspace key ← (found above the ↵Enter key) on the keyboard to delete this name. Type **intro** (this is now the name of your file).

3.2

1.1e

Click on the **Save** button at the bottom right of the window.

Close the file by clicking on **File** then choosing **Close** from the list of options that now appear on the File menu. The document disappears (closes) but the program Word is still open.


Write on the printout – your name, intro, date, 1.1abde 1.2 3.2 3.3 3.5 7.1

Criteria

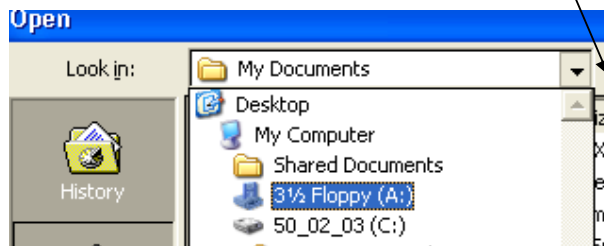
OPEN AN EXISTING FILE

You are now going to open (also known as 'retrieve') the file you have already created (**intro**).

1.1c
3.1

Click on the  (Open) icon on the toolbar at the top of the screen.

The **Open** window will now appear. In the **Look in:** section *make sure 3½ Floppy A:* is showing, if not (like the picture below) *click* on the ▼ and choose 3½ Floppy A: from the list that appears (this is where you saved your work).



3.2

Click on the file you called **intro**, to select it, then *click* on the **Open** button. The word processing you created earlier should now be open on your screen.

We are now going to make some changes to this file. Before we make changes, let's have a quick look at the different shapes the mouse turns into, depending on where it is positioned on the screen.

Move the mouse to the very top of the screen in the blue area. The mouse is arrow shaped ↖.

Move the mouse to the word File. The mouse is still arrow shaped.

Move the mouse to the end of the word Reading on the first line of your typing. The mouse now changes shape completely, and looks similar to a letter I.

To make any changes to your work, you must position the cursor at the point where you want to make the changes. You do this by moving the mouse to the position and then *clicking* the mouse button to place the cursor to the new position.

For example, look at the screen now. The mouse pointer (I) is positioned at the end of the word Reading – but notice where the cursor is.