

INSERTING AND DELETING TEXT

Criteria

In the first paragraph, we are going to delete the words **you must** and insert a comma instead. To make any changes, the first thing we need to do is place the cursor in the correct position – remember – the computer doesn't really know what you are doing – and will only do what you ask it!

3.4

Move the mouse until the I (I-beam) is at the end of the word **must**

4.1

4.2

Click the mouse button so it is touching the right side of the letter **t**

Press the backspace key **←** once. If you have placed the cursor in the correct position, the **t** will disappear from the end of the word **must**.

Press the backspace key again. The **s** should now disappear.

Repeat pressing the backspace key until you have deleted both words **you** and **must**.

You are now going to put a comma at the end of the word **tutorial**

Make sure the cursor is touching the **I** of the word **tutorial** (you may need to *press* the backspace key once more).

Type a comma.

We need to make a couple of changes to the text in the third paragraph which begins **At the beginning of your word processing....**

Position the cursor in the first line at the end of the word **course**. The cursor should be touching the letter **e** (right side).

Type a comma.

Position the cursor after the word **weeks**. The cursor should be touching the letter **s** (right side).

Press the spacebar then *type* the word **time**

Criteria

Make the following amendment to the last paragraph which begins **Remember, no matter how good you are....**

After the words **proof reading**, *insert* the word **skills**

You are now going to add a new paragraph to appear as the second paragraph (in between the paragraph which ends... **before you print it.** and the one beginning **Initially, you will find that it is harder...**

Position the cursor at the end of the last word in the first paragraph **it.** *Make sure* the cursor is positioned after the full stop.

Press the Enter key twice.

Type the following:

Checking your work for errors is known as 'proof reading', and is a skill that you will develop over time. Mistakes you could make, for example are typing the word there instead of their or weather instead of whether.

1.1d

7.1 Save the file with the new filename **intro2** to floppy disk.

1.1e *Print* a copy and *close* the file.

Exit from the program Word by *clicking* on the **X** button at the top right-hand side of the screen. You should now be back to the **desktop** (the screen when you first switch on the computer).

Write on the printout – your name, intro2, date, 1.1cde 3.1 3.2 3.4
4.1 4.2 7.1

FORMAT TEXT – ALIGNMENT AND STYLE

Criteria

a
1.1c

Open the file you saved as intro2. (You need to load Word first.)

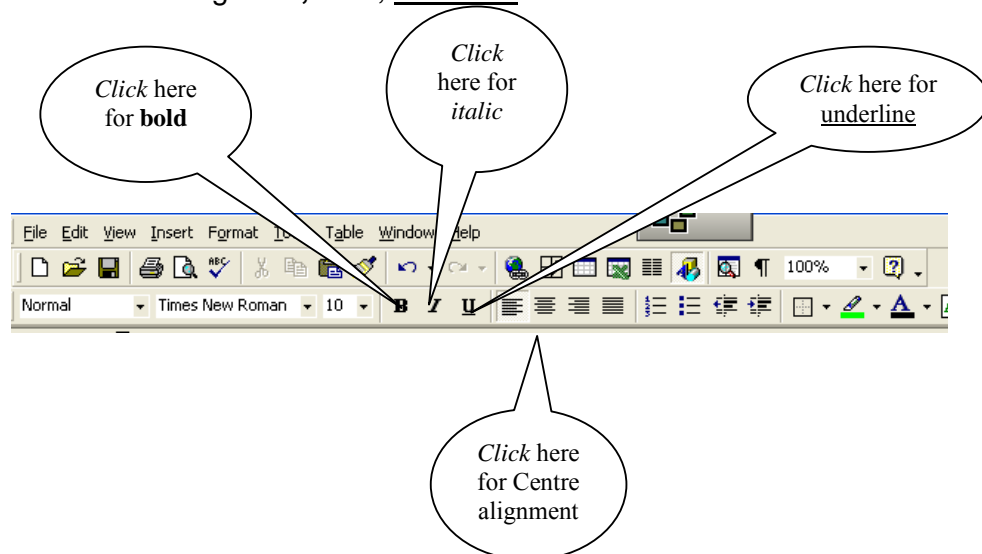
When you open a new word processing document, text automatically aligns to the left-hand side of the page. The font is usually Arial or Times New Roman. The size is usually 12. The colour is usually black. These are called 'default' settings.

You can change these settings to make your word processing document look more presentable.

The changes you make will only affect the document you are working on. Each time you open a new file, the settings will revert back to the 'default'.

You make changes by using buttons on the formatting toolbar, found at the top of the screen. You must remember to *highlight* the data you want to change first.

Have a look at the picture below, then have a look at the toolbar on screen and see if you can find the buttons mentioned in the picture. We will be using **bold**, *italic*, underline and centre.



3.1

Highlight the heading Proof Reading by *clicking* the mouse button and *holding it down* whilst *dragging* across the words. You have to start at the beginning (to the left of the P) and drag across to the end (to the right of the g), or start at the end and drag across to the beginning.

5.1

The text that is highlighted goes black. *Make sure* you have highlighted the words Proof Reading.

Click on the B button on the toolbar. This will make the heading

Criteria
a

BOLD.

Click on the CENTRE button on the toolbar. This will make the heading move to the centre of the page.

Highlight the first paragraph and *click* on the B button. This will make the first paragraph **BOLD**.

Highlight the second paragraph and *click* on the I button. This will make the second paragraph *ITALIC*.

Highlight the third paragraph and *click* on the U button. This will UNDERLINE the third paragraph. When using UNDERLINE you should never underline the full stop at the end of a sentence, or any punctuation, eg ! ? etc.

Another way to highlight, if you find it difficult using the mouse, is to use the cursor keys on the keyboard.

The cursor keys can be found to the right of the letters and consist of four arrows:



Try this alternative way of highlighting when you make the next changes.

Simply *click* at the beginning of the section you want to highlight, *hold down and keep down* the SHIFT key \uparrow (found at both left and right side of the bottom row of letters on the keyboard) and *press* the cursor arrow keys in the direction you are trying to highlight. The cursor keys work by highlighting one letter each time you press.

You can use either the mouse or these keys – they both do the same thing.

In the last paragraph *change* the first word REMEMBER so it is *underlined* (don't underline the comma).

Change the words **you must still develop good proof reading skills** so they are italic.

1.1d *Change* the words **fail to spot your errors** so they are bold.

7.1 *Save* the file with the new filename **intro3** to floppy disk.

1.1e *Print* a copy and *close* the file.

Exit from the program Word.

Write on the printout – your name, intro3, date, 1.1cde 3.1 5.1 7.1

Criteria

INSERT A GRAPHIC

To make a document look even more presentable, you can add a picture. Pictures are often referred to as graphics or images.

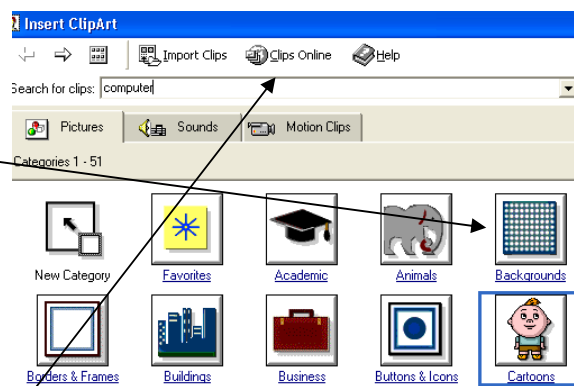
1.1c *Open* the file you saved as intro3.

3.1 *Position* the cursor at the very end of the document (after the last full stop) and *press* the Enter key twice, to leave a space.

6.1 *Click* on Insert on the toolbar at the top of the screen, *choose* Picture from the list of options, then Clip Art.


3.2

Clip Art is generally sorted into category. To have a look for a picture you can either pick a category such as Animals, by *clicking* on it. A selection of pictures should now appear. Or, if you know what kind of picture you require, simply *click*



in the search section and *type* a word (like in the picture). *Press* the Enter key and any relevant pictures should appear.

Find the picture you would like and *select* it by *clicking* on it.

Click on the  (first option) from the list that appears to insert the picture onto the page.

1.1d *Click* on the X button at the top right of the Insert ClipArt window, to return to your page.

7.1

Save the file with the new filename intro4 to floppy disk.

1.1e

Print a copy and *close* the file.

Exit from the program Word.

Write on the printout – your name, intro4, date, 1.1cde 3.1 3.2 6.1 7.1

