PC Passport

WORD PROCESSING — Beginner
Student Workbook (Macintosh)

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This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Beginner level for Word Processing

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Contents

Learning Outcome 1

Summary of Learning Points

In this section you'll learn about:

- Basic terminology relating to computers.
- Computer hardware.
- Computer software.
- Using the keyboard and mouse.
- Files and folders.
- Opening and closing Microsoft Word.
- Opening, saving, printing and closing documents.
- Using the Help system.

1.1 Basic Terminology Relating to Computers

The language that is used in connection with computers can be confusing for the first-time user. The aim here is to help you understand this language and so become comfortable with it. In the following sections you'll learn about individual types of *hardware* and *software*. Below are definitions of some of the most common terms; you'll find definitions of all the terms used in this manual the first time each of them is used and also in the Glossary at the end of this document. New terms are shown in italics the first time they're used.

Hardware

The hardware of your computer is the physical machinery — the monitor, the keyboard, the mouse etc.

Software

The software is what makes your computer do things. For example, Microsoft Word is a software *program* (list of instructions) that allows you to create documents, usually for printing. Another piece of software on your computer is responsible for displaying (on-screen) the characters you type using the keyboard.

Your software programs are usually kept on your *hard disk* (the permanent disk that is part of your computer), and copied into *memory* (storage area where programs and files are kept while processing takes place) when required. You can think of your disk and memory as being like a filing cabinet and your desk: your programs are kept in the filing cabinet (disk) until you need them, when they are placed on your desk (memory) so you can work with them. When you have finished working with them, they are returned to your filing cabinet.

Information Technology

Sometimes shortened to IT, information technology is the use of computers in the management and processing of information. This is why, in some companies, the computer department is called the IT Department.

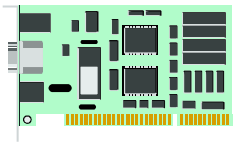
1.2 Computer Hardware

One of the most common types of computer in use today is the *Apple Macintosh.* This is the type of computer you may have at home, at school or in the office. Here you'll find out what the various parts are called and the part they play in making the computer work.

The Outside

The 'box' part of your computer is called the *system unit*. It houses the various parts that act together to make your computer work. Your system unit may be on your desktop perhaps with the monitor on top, or it may be a tower that sits on the floor, saving space on your desktop. You may also have a number of external *peripherals* (hardware that plugs into your computer), for example, an external *modem* (device used for connecting to the internet), *speakers*, a *printer* or a *scanner*.

The Inside



Inside the system unit there is a flat circuit board called the *logicboard*. Attached to this board are the vital components of the computer, including the *CPU* (Central Processing Unit), which is explained below, and the *hard disk* where your saved information is usually stored. The logicboard also houses the *Boot ROM* chip (Bootstrap Read Only Memory). The Boot ROM consists of one Megabyte of on-board flash EEPROM (electrically erasable programmable read-only memory). The boot ROM includes all the code required to control the keyboard, display screen, disk drives, and a number of miscellaneous functions. It is needed to run the POST (Power On Self Test), to load the operating system, and to provide common hardware access services. This chip bridges the gap between the hardware and the operating system, and is responsible for communicating with all the major components and passing control over to the operating system software when the Power button is pressed.

Also inside the computer is the *RAM* (the 'short-term' memory), comprising a number of chips that 'plug in' to the logicboard. There will also be one or more hard disks and, if appropriate to your system, an optical drive such as a DVD-RW (Digital Versatile Disc Re-Writer). Depending on your Mac's configuration, you may also have other components such as an internal modem for dial-up internet access and perhaps an 'AirPort' wireless network card to allow you to connect to other computers wirelessly.

Central Processing Unit (CPU)

The *CPU* is a chip on the logicboard of your computer. It is here that the processing required by your task takes place. Processors vary in speed – the faster the chip, the faster the processing will be carried out. It is responsible for the running of all programs, including the operating system, and uses a small portion of memory allocated specifically to it to perform this and the millions of calculations needed to keep the system operating. This function is highly complex as the CPU must attend to the various needs of different parts of the system at the same time.

The speed of the CPU is expressed as *Megahertz* (*MHz*), and more recently *Gigahertz (GHz),* and the higher the rating, the faster the processor. The typical rating of a modern system is around 1,200 MHz (or 1.2 GHz), but given the rate of change in the computer world, this increases frequently.

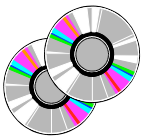
The Connections

At the back or on the side of the computer are the connection points where you can attach the various parts of your computer, including the monitor, mouse and keyboard. These connection points are called ports. The *USB* ports allow connection of peripheral devices such as a printer, digital camera and/or a scanner. To connect peripheral devices such as a *digital video camera* or *iPod,* the *FireWire* port may used. This port is designed for maximum communication efficiency and ease of connection but it's quite new and is only available as standard on computers made from around 1998. Anything plugged into the computer, for example the mouse, keyboard, monitor, scanner or printer is called a peripheral device.

Removable Storage Media

There are a number of popular forms of removable data storage in use. Some of these are detailed below.

Storage Method	**Capacity**
 *Floppy disks* can be used to move or copy information from one computer to another, or to hold a *backup* copy of your data in case your system fails or you lose the data another way. These disks are 3.5 inch plastic squares containing a thin magnetic disk. In terms of text only, you could store roughly one standard dictionary on a floppy disk.	1.44 MB
 *Memory sticks* are a newer type of storage. These come in a variety of forms and the most common type is connected to your computer via the USB port, which means that on the newer versions of Mac OS, for example, you simply plug them in and use them. Like floppy disks you can take files from one computer to another on a memory stick, however they hold much more information.	32 – 512 MB
 A *Zip disk* is like a floppy disk, but is physically larger and can store more data, usually starting from 100 MB, although you can buy disks with larger capacities. To use these disks you need a *zip drive* which these days you usually plug in to your computer, but you can buy a Mac that has a zip drive built into the system unit.	100 – 750 MB

 One *CD-ROM* (**C**ompact **D**isk-**R**ead **O**nly **M**emory*)* can hold the same amount of data as about 500 floppies, although this varies from manufacturer to manufacturer and increases as technology advances. Using a CD-ROM *drive* (the device used to read/write a disk) equipped with a special laser, known as a *CD-writer*, the drive can write, or *burn,* information onto a blank disk. Using a CD-writer, a disk can be written to only once. Using a *CD-Rewriter* and special *CD-RW* (**C**ompact-**D**isk **R**e-**W**ritable) format disks, the user can write to the disk a number of times, and also delete files from the disk, making it like a very large floppy disk.	780 MB
A *DVD* (**D**igital **V**ersatile **D**isk, or **D**igital **V**ideo **D**isk) can hold a lot more information than a CD-ROM due to the use of a built-in second disk. The information on a DVD is read by the DVD drive at a much faster rate than a normal CD. A film, cinema quality sound and special features can all be stored on a single disk. To *burn* a DVD you will require a *SuperDrive* in your Mac or a *DVD-Writer* that plugs into your Mac.	1.4 – 9.4 GB
 *Tapes* and *tape cartridges* are also widely used by large organisations although because of their low access speeds, they are mainly used for long-term storage of data. Their main use is backing up data in case of loss.	20 – 40 GB

Input Devices

Keyboards and Pointing Devices

The *keyboard* is the primary input device for the computer and contains three distinct areas. The *Alphanumeric* keyboard makes up the main area of the keyboard and includes the most common punctuation marks and symbols. The *Function keys* run in a straight line along the top of the keyboard, and perform different commands for different programs. The *arrow keys* (also known as the *cursor keys*) provide additional navigation to supplement the use of the mouse.

The mouse is essential to modern computing as most programs are operated using a *Graphical User Interface* (GUI). This system uses small pictures called *icons* to represent what tasks are linked to them. If, for example, you double-click the Microsoft Word icon, the Microsoft Word program will start.

The mouse is so called because of its appearance, and can include different button configurations. The basic version for a Mac has one button, but you can buy other versions with more than one button and/or a special roller button for scrolling. The undercarriage of the standard Mac mouse contains a small chamber with an optical laser tracking movement which sends navigation commands via a beam of infra-red light allowing you to control the movement of the pointer on the screen, or *desktop*, by pushing the mouse along a flat surface. The undercarriage of an older mouse contains a small chamber with three rollers and a ball instead of the optical laser tracing movement. The most modern mouse designs are wireless, sending navigation commands via a short range radio wave.

The keyboard and mouse are covered in more detail later.

There are many other forms of pointing device available. On hand-held and some portable laptops, a light pen is used to point and draw items directly on to the screen, but this feature can be incorporated into any normal computer using a special pad and compatible software. Trackballs use the same principal as the mouse, but place the ball from the underside of the mouse on top, allowing your hand to move the ball and the pointer. This is useful for graphic designers, or anyone who requires a level of precision that the mouse cannot provide. Touch-pads and pointer-sticks are found on some laptops and function similarly. For people wishing to play games such as flight simulators or driving games, there are joysticks and steering wheels available that carry out the same tasks as real-life joysticks and steering wheels.



Speech

Not everyone can type proficiently, or quickly. The mouse has gone some way to balancing this, but it has been in the last few years, with the advent of the computer linked microphone and speech recognition programs, that real advances have been made. It's already possible to dictate a letter using such a program, and after an initial period of training the computer will understand your voice. These programs can understand and display what you say.

Graphics

Recent input devices include those that allow you to read images into your computer. This process is called *digital imaging.* Digital cameras and video cameras don't need film; instead they use a *memory card*. The software that is supplied with digital cameras allows you to copy the images from the memory card to a computer disk. They are capable of good to high quality pictures and video, and allow manipulation of these images using a suitable *graphics package*. This is useful for removing defects, or simply enhancing a dull photo.

Web cameras (webcams) are becoming a popular means of communication via the internet in that they can be used to see the person to whom you are speaking. For example, when time or distance issues mean you can't meet with someone in person, you can use a webcam to see the person as you speak with them.

Scanners are used to transfer photographs, text, or other items on to your computer. There are different types of scanner. Flatbed scanners look like a photocopier, and the item to be scanned is placed on a glass plate as the scanning head passes below, allowing you to scan books or bulky objects. Sheet fed scanners look like fax machines, with one page at a time being fed into the machine. It is then scanned and returned. A hand-held scanner is also available. This scans when the device is dragged over text and images on a page.

Tablets (or *digitising tablets* to give them their proper name) can be used to draw pictures using a special pen (also known as a *stylus*) that uses electronics rather than ink to draw. Each point on the tablet represents a point on the screen and when you drag the pen over the surface of the tablet, the tablet sends a signal to the computer, allowing you to enter your drawing onto the computer.

Output Devices

Monitors

The screen, or monitor, allows you to see what is happening on your system. For example, if you were typing a letter, you would see the letters appear on-screen as you pressed the keys. There are also different types of screen or *Visual Display Unit* (VDU). The most common is the same system used in a television and the most basic units are about the size of a 15" portable TV. This unit is usually included when you buy a new computer. The second is a *Liquid Crystal Display* (LCD), which is the same as a hand-held TV. This is usually extra to a computer package, but much thinner, with some units taking up no more than 20" x 12" x 5" on the desktop.

Printers and Plotters

A printer allows you to see in hard copy the document that you have prepared. Once again there are a number of types available. Probably the most popular is the laser printer, which is faster and quieter than earlier printer types. Other types include the inkjet printer, which is a popular choice for home systems.

The price is not the only cost that you need to consider if you plan to buy a printer. You will also have to replace the disposable ink or toner cartridges when they run out. If you're planning to buy a printer, you may find it useful to find out how many pages the cartridges for that printer will print.

When it is necessary to print something unusual, or technically precise, a special machine called a *plotter* is used. This machine outputs very high quality images on various paper sizes, and would be used by design companies and architects. Whereas a printer draws lines by placing a series of dots very closely together, a plotter uses a pen to draw continuous lines.

Multimedia Projectors

You may also wish to present information on the computer screen to many people at once, without printing. A useful device for this is the *multimedia projector*. This can be connected to the computer and used to display presentations or demonstrate a particular procedure as a projected image. There are many presentation programs that lend themselves to this device; *Microsoft PowerPoint, Apple Keynote* and *Lotus Freelance Graphics* are examples of this type of program.

Sound

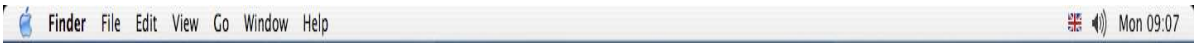
Most modern software includes sound as a package of warning and alert sounds for programs, or as music or speech, however *speakers* are needed if all sounds are to be heard. Your Mac may have built-in speakers; some speakers come attached to the monitor, and some are entirely separate. Either way, these are useful for realising the full potential of the internet, your computer, and your software. Speakers are also useful for allowing the visually impaired to operate computers. Using a sophisticated program called a speech synthesiser, the computer can talk to the user and tell them what is happening on-screen.

Switching On Your Computer System

When you want to use your computer, you have to switch on the various hardware components individually. First, press the power button on the system unit. You'll find the power button on the front, back or side of the unit depending on which model you are working with. Next, if you have a separate monitor, switch this on. The monitor power button is usually found on the front. Then, if you have them, switch on your printer, scanner and any other peripherals. Power switches on these peripherals can be located on the front, top, side or back of the hardware.

Note: If you have older equipment, you might find you need to switch on your peripherals first, as older operating systems were designed to recognise peripherals on start up.

When you switch on your computer, Mac OS X will be loaded and the desktop will be displayed. What this looks like will vary with each computer, and will depend on the version of Mac OS X, the programs installed on the computer and how it's been used in the past. All desktops, though, will have a *menu bar*, along the top of the desktop. This menu bar contains the **Apple** menu, which can be used to access all settings on your computer via *System Preferences*. This is the Mac OS X menu bar:



Switching Off Your Computer System

When you have finished using the computer, you should shut it down and switch it off.

It's important that you shut down your computer properly using the Mac software so that all your files and settings are saved correctly for next time. Otherwise, you might find that some of your files or settings become corrupt and so your computer doesn't work properly, or you lose your work.

To shut down your computer, choose **Shut Down** after clicking the **Apple** menu and then follow any additional instructions.

You will usually find that your system unit switches itself off once you have shut down. However, if it doesn't, you can switch off the hardware by pressing the power buttons.

Exercise 1.1

Now do Exercise 1.1 in the Exercise Booklet.

1.3 Computer Software

The single most important piece of software on your computer is known as the *system software*, or the *operating system* (*OS*). This program is loaded when you first start up the computer, and is responsible for communicating and managing the software and files saved on your system. *Mac OS X* is the most commonly used operating system on the Mac. This, like most other software programs, is updated regularly and so there are a number of different versions available, for example, 10.0, 10.1, 10.2 'Jaguar' and 10.3 'Panther'. When you buy a new Mac, Mac OS X will be part of the package. If a newer version is released, you can buy it to upgrade your Mac's operating system.

Before Mac OS X, the Mac used an operating system called Mac OS 9. Even although you are running Mac OS X on your computer, you may also have Mac OS 9 on your Mac as it is required to run older software. This compatibility mode is called *Classic mode.*

Application software is the name given to a program that performs a task for the user, for example, Microsoft Word and the word processing part of AppleWorks allow the creation, editing and printing of documents, while Microsoft Excel and the spreadsheet part of AppleWorks are used for creating spreadsheets and tables. AppleWorks is usually supplied with your Mac and other software usually has to be purchased separately.

There are many different types of software and many different manufacturers. For most common applications, you will find that there are a number of programs, or *packages*, from which to choose.

Operating System Software

The designers of system software decided that it would be easier if the users didn't have to speak the computer's own language, so they developed what is known as a *Graphical User Interface* (GUI, pronounced *goo-ey*). Mac OS X is an example of this, as is Microsoft Windows on a PC. On GUI systems, the user can communicate with the computer and the application software using pictures that represent the function they carry out.

The introduction of GUIs made the personal computer easier to use for 'normal' people as there was no special language to learn and the GUI was much easier to use and understand than older command line operating systems.

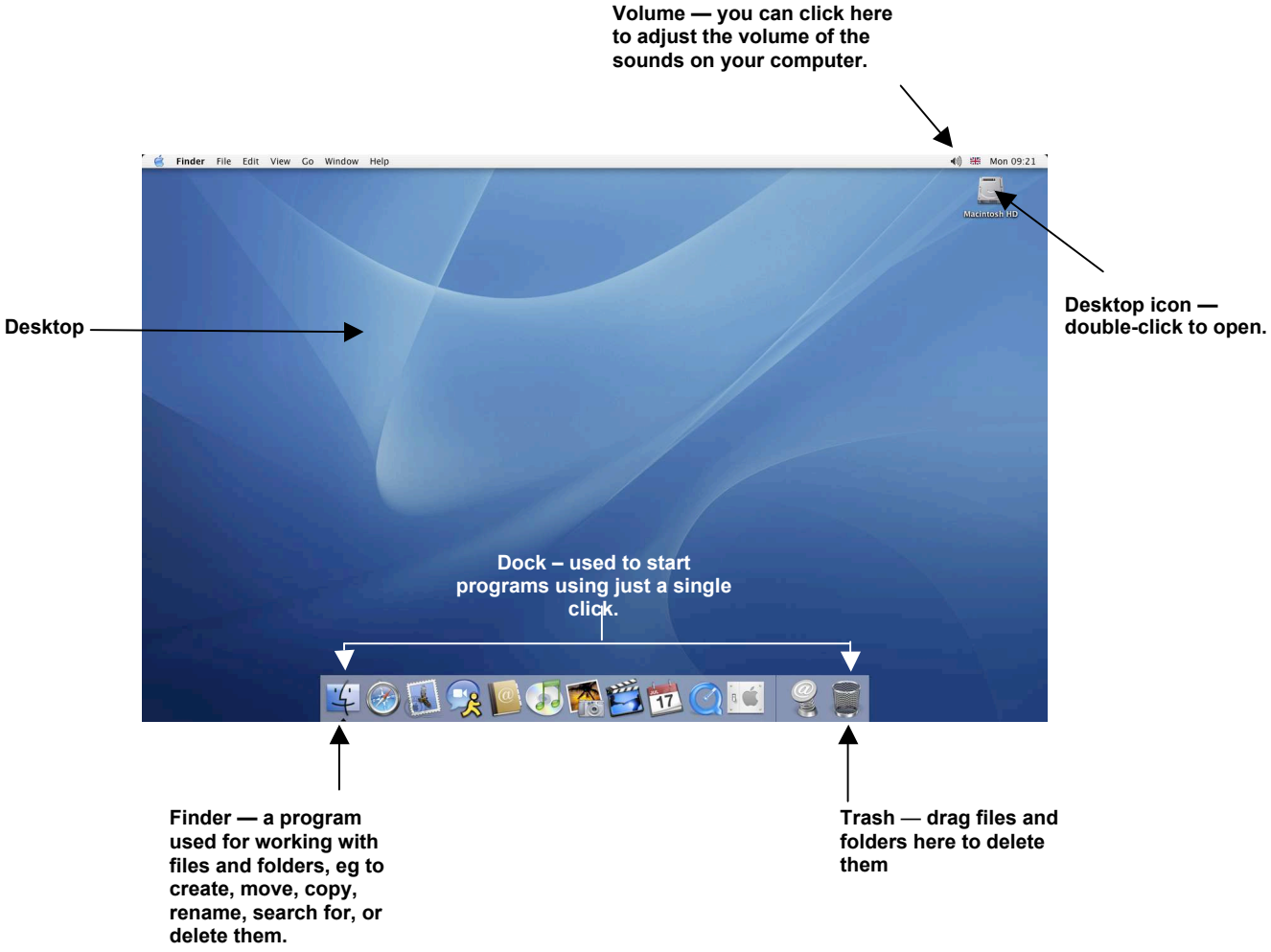
Since most manufacturers design their programs to look and act in a similar way, you can quickly pick up the basics even if you have never worked with a particular application.

The screen that is presented to you once the system software is loaded is called the desktop. The desktop is explained on the next page.

The Max OS X Desktop

The exact appearance of your Mac OS X desktop will depend on when and how the operating system was installed on your computer as well as what changes have been made since it was installed, as each user can change the desktop to suit the way they work.

For example, although the Mac OS X desktop may have a set background to begin with, you can choose from a number of other backgrounds (or desktop pictures) or even download backgrounds from your favourite internet sites. This is an example of a desktop with an Apple background:



Applications Software

Microsoft is the main software designer for productivity software in use in business and education today. Although users have a choice of which programs to buy and use, many choose the familiarity of the Microsoft name. However, many other companies produce similar applications, including *Apple*, who produce *AppleWorks word processing, spreadsheet*, *database* and *desktop publishing* software as alternatives to Microsoft's Office range of products, and *Sage* who produce *payroll* and *accounting* applications. The most common types of application package are described below:

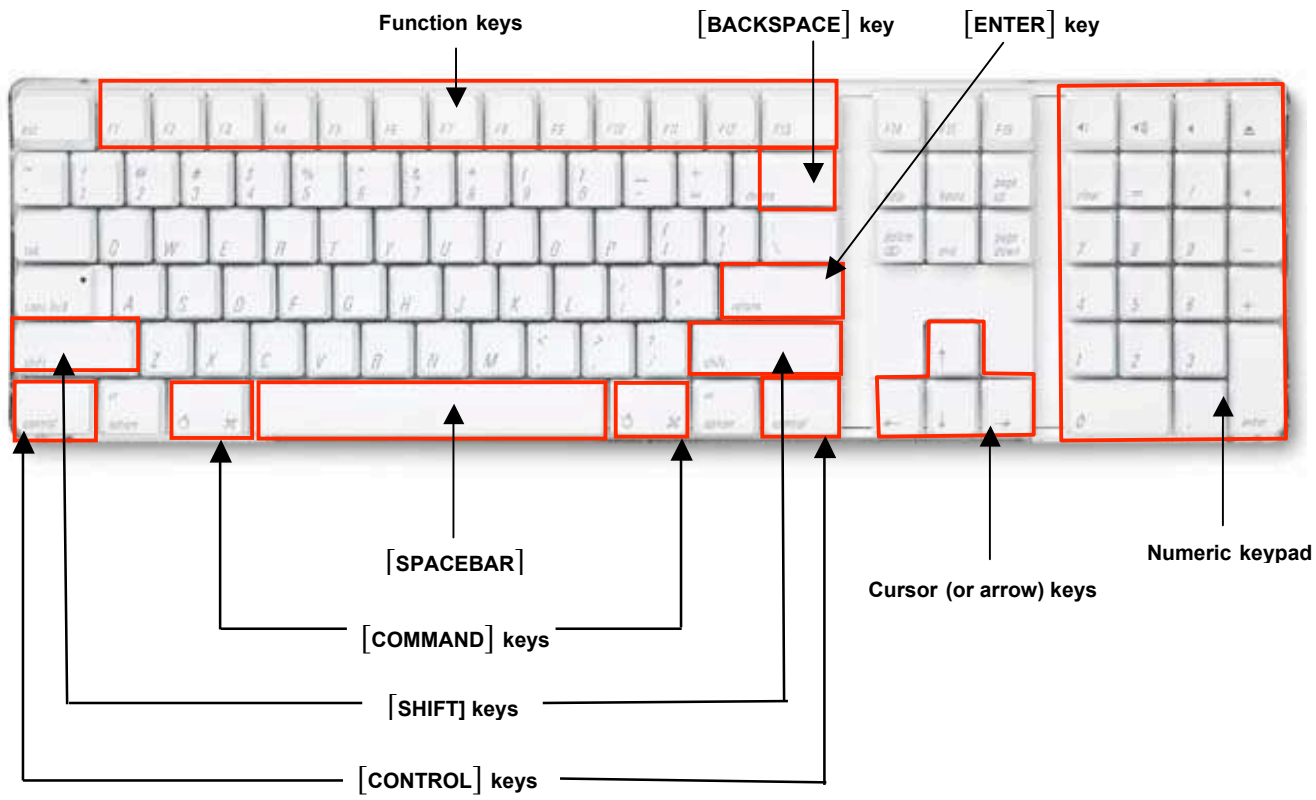
Application	Examples	Typical Use
Word Processor	Microsoft Word, AppleWorks and Lotus WordPro	Creating, formatting, editing and printing documents. Examples are letters, memos, and faxes.
Spreadsheet	Microsoft Excel, AppleWorks and Lotus 1-2-3	Creating, calculating, formatting, editing and presenting numerical information. Examples are budgets, invoices, and payroll.
Presentation Graphics	Microsoft PowerPoint and Apple Keynote	Creating and presenting slides for electronic slide shows or overhead projection. Also used to create simple graphics-based printed documents such as posters.
Database	AppleWorks and FileMaker Pro	Storing, retrieving and presenting information on a specific topic. Examples include stock control, employee information systems, and sales order processing.
Computer-based Training (CBT)		Available on a very wide range variety of topics from computer theory to word processing, this software allows you to use your computer to learn — usually using a mixture of theory and practical exercises. Although CBT allows you to work at your own pace and at a time and place that suits you and your lifestyle, some people find the lack of interaction with others a problem, and others can find it difficult to motivate themselves.
Web Browser	Safari and Microsoft Internet Explorer (which come with Mac OS X)	This software allows you to *browse* the internet.
E-mail and Calendar	Mac OS X Mail, Microsoft Outlook and Microsoft Entourage	Sending and receiving electronic mail. Calendar programs allow you to keep track of your activities, with some offering the facility to arrange meetings with your friends and colleagues.
Anti-virus	McAfee Virex and Symantec Norton AntiVirus	Protecting computer systems from damage by viruses by detecting their presence and alerting the computer user.

1.4 Using the Keyboard and Mouse

Using the Keyboard

Learning to use a keyboard is an essential part of learning to use a computer, as it is used to type text and issue commands to the computer.

Here you can see that the computer keyboard is like a typewriter keyboard as it has the same arrangement of letter keys. This part of the keyboard is often called the *QWERTY* keyboard after the order of the letters on the top row, although it's also sometimes referred to as the *Alphanumeric* keyboard. In addition to this, a computer keyboard has additional keys.



Some of the main keys highlighted above are explained here:

The ***[ENTER]*** *key*: This key is one of the most important keys on the keyboard. The ***[ENTER]*** key is normally used to execute commands.

The *Function keys*: These are used within different programs for different functions.

The ***[SPACEBAR]***: The **[SPACEBAR]** lets you type spaces between words.

The ***[BACKSPACE]*** *key*: The **[BACKSPACE]** key is used to correct mistakes as you type.

The *Cursor keys (*or *arrow keys)*: When you're editing a file, these keys allow you to move around the file to the point where you want to make changes. In a word processing document, your position within the file is marked by the *cursor*.

The *Numeric Keypad*: When the *Num Lock* is switched on (shown by a light, usually at the top right of the keyboard), this keypad will type the numbers shown on each key. When the Num Lock is switched off, these keys act as cursor keys.

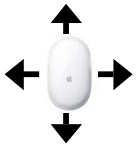
The ***[SHIFT]*** *keys*: When you press one of the letter keys, you will type a lowercase (small) letter. If you want to type uppercase (or capital) letters, hold down one of the **[SHIFT]** keys while you press the letter key. Another use for this key is typing symbols that appear at the top of keys that contain more than one symbol. For example, if you press the key on the main keypad that shows **7**, a **7** will be typed. However, if you hold down **[SHIFT]** as you press this key, the ampersand will be typed: **&**.

Note: If you want to type everything in capitals rather than just one or two letters, you can avoid holding down **[SHIFT]** all the time by pressing **[CAPS LOCK]** once, which will switch on capitals until you press **[CAPS LOCK]** again. This key is above the left-hand **[SHIFT]** key.

The ***[COMMAND]*** *keys*: Along with the **[SHIFT]**, **[CTRL]** and **[ALT]** keys to the left of the **[SPACEBAR]**, the **[COMMAND]** keys are *modifier keys*. This means that pressing a key while holding down one of these modifier keys changes what that key does. For example, when you press the **F** key by itself, you type a lowercase **f**; when you hold down **[SHIFT]** and press **F** you get a capital **F**; when you hold down **[COMMAND]** and press **F**, the **Find** facility starts.

Using the Mouse

You use the mouse to choose options and carry out tasks. If you haven't used a mouse before, you will need some practice to become comfortable with it. There are a number of basic techniques that you must master to make best use of the mouse.

Technique	Use
Pointing  Pull or push the mouse in the direction you want the arrow to move on the screen until the arrow is pointing where you want it to.	For many tasks on the computer you have to *select* items so that the program knows what you want to work with. For example, if you wanted to delete a graphic, you'd have to select it first so that the correct image is removed when you choose the delete command. The first part of selecting an item is to point to it using the mouse as shown here.

Clicking and Double-clicking  Clicking: Press the mouse button once and let go. Double-clicking: Press the mouse button twice in quick succession.	The second part of selecting an item is to *click* the mouse button. On the current Apple Mouse, the whole top shell acts as the button. Although a single click like this will select some items, others require you to *double-click*, which means pressing the mouse button twice in quick succession. Some applications also make use of triple clicking (three quick clicks) and even quadruple clicking (four quick clicks) to select increasing amounts of information; however, there are always alternatives that are simpler for some people to use. When used with icons, double-clicking can also be used for opening items such as folders and for running programs.
Dragging  Hold down the mouse button while you drag the mouse.	*Dragging* is a technique that involves clicking and holding down the mouse button while you pull (drag) the mouse across the desk. For example, you may drag a window to another location on the desktop, or drag over a block of cells to select the cells you want to work with.
Control-click  Hold down the [CTRL] button and click the mouse button.	*Control-click* is the term used for holding down the [CTRL] key and clicking the mouse button. When you point to an item, hold down the [CTRL] key and click the mouse button, you will see a small menu displaying a list of options. This is called a *shortcut menu* or *contextual menu*, as the options displayed relate to the item you are pointing to. For example, if you point to the desktop and control-click, the shortcut menu will display options to open a new folder, and change the desktop background amongst other options.

Running Out of Space

When using your mouse, you may find it gets close to the edge of the desk, making it awkward to work with. If this happens, simply lift the mouse off the desk and put it down where you can move it freely again. You will find that the mouse pointer doesn't move when the mouse is lifted off the desk. If you run out of space when you're dragging, keep the button pressed while you lift and replace the mouse.

Playing a Game of Chess to Practice Using the Mouse

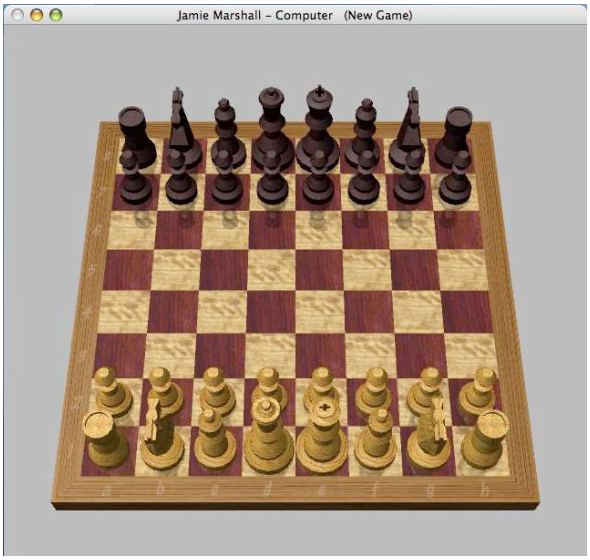
If you're new to the art of using a mouse, you might find playing games is a good way to practise your technique and have fun at the same time. In fact, Mac OS X comes with a Chess game, although if you are using a computer in an office, school or public learning centre, you might find that this game has not been installed or has been removed.

To Start a New Game of Chess

1. Click the **Go** menu then select **Applications**. In the window that opens look for an icon representing the Chess game and double-click it by pointing at the icon and clicking the mouse button twice quickly.

Chess

2. The following window will open. Try dragging the Chess pieces to play a game with the Computer. If you are stuck choose **Show Hint** from the **Moves** menu.



Exercise 1.2

Now do Exercise 1.2 in the Exercise Booklet.

1.5 Understanding Folders and Files

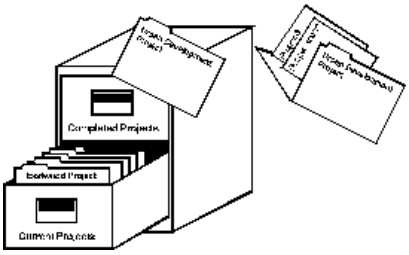
When you use a program on the computer to create information that you want to keep, you create a *file* that will be kept on a disk. There are many different types of files, each created by a different type of program, eg documents, spreadsheets, graphics files, and databases.

Folders are simply containers for these files. By organising your files into folders you, and others, can keep track of your files, finding them quickly and easily when you need them.

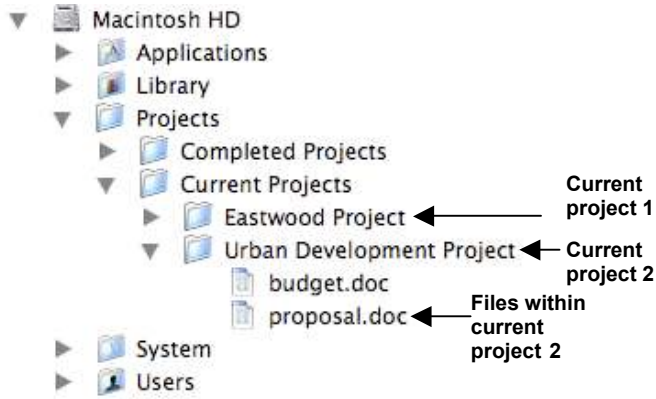
Understanding How Folders Are Organised

Below is a diagram of a manual filing system and its computerised equivalent. The computerised system is much like a manual filing system where folders are equivalent to the drawers and compartments in a very large filing cabinet, while files are the sheets of paper containing the stored information. You may have further divisions of the filed information, depending on what's the best way to file it. For example, someone working on a number of different projects may choose to create a folder to hold all their projects, and inside that, one folder for each project so that the files relating to the same project can be kept together.

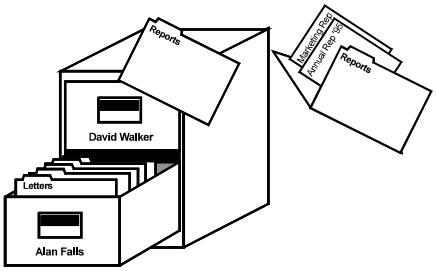
Projects filing cabinet

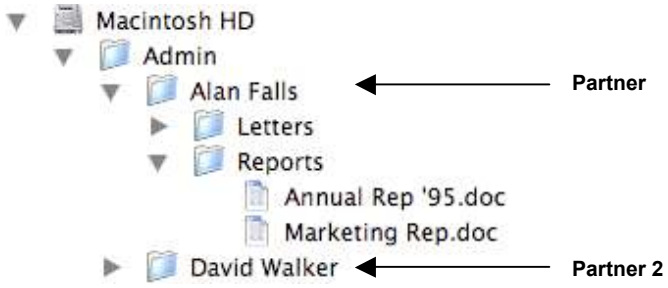


Projects folder on My Computer's local disk



On the other hand, a secretary working for two business partners may create a filing system that organises documents by the partners' names and then the document type.





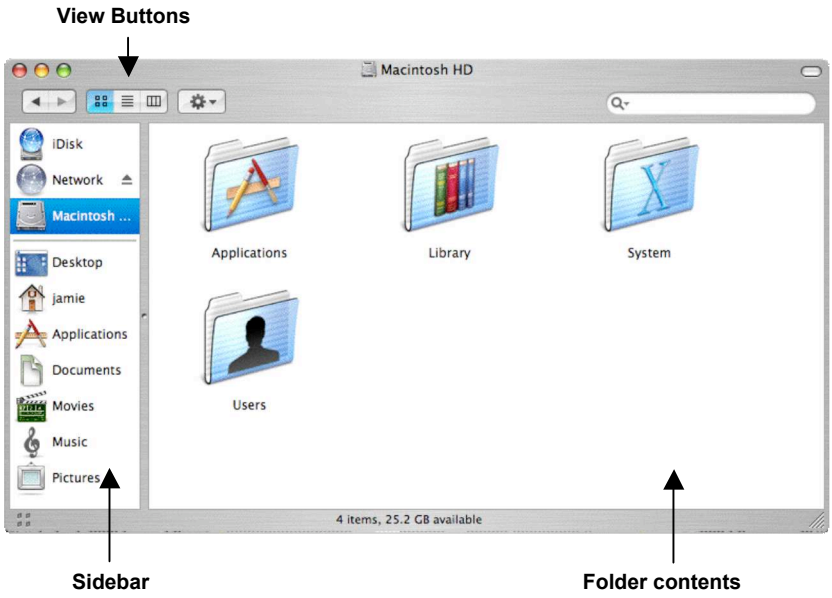
The Finder

The *Finder* is a program you use for working with files and folders, eg to create, move, copy, rename, search for, or delete them.

The Finder is always running but to open or activate a Finder window you can click on the Finder icon in the Dock.

Finder windows are split into two panes, with disks and a customisable list of folders in the left pane and the folder contents in the right pane.

The look of the Finder is highly customisable, so your windows might vary from those shown, however the function of the program will be the same. For example, you can change the way Applications, folders, documents, and other items appear in Finder windows. You can choose to view items as icons, in a list, or in columns. You can also change the size of the icons and the icon text.



To see the items in a Finder window displayed as icons, in a list, or in columns, click a **View** button along the top of the window.

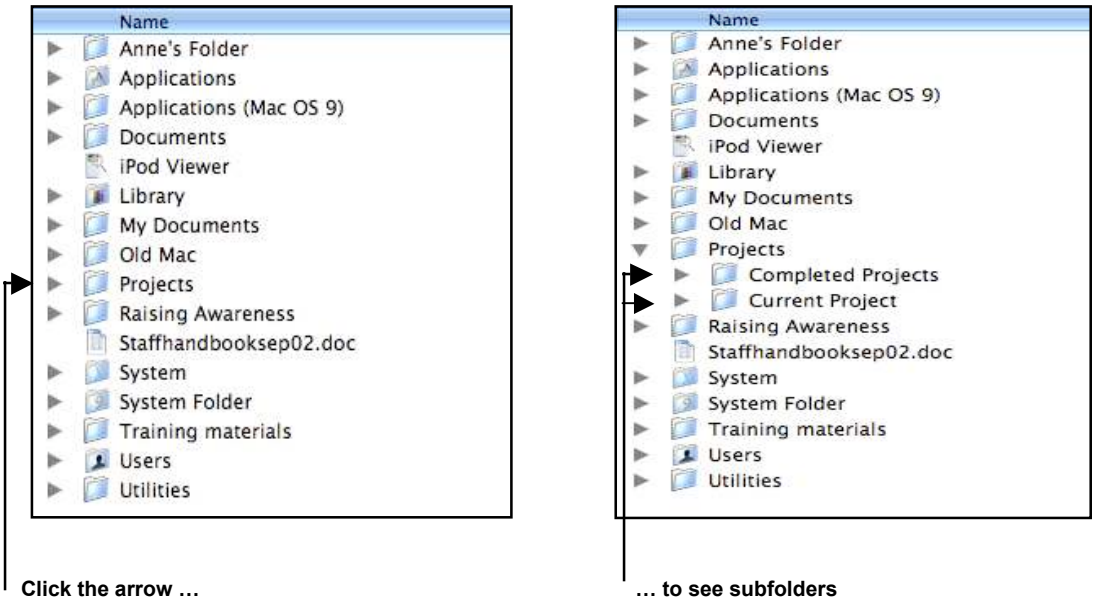
Note: It is possible to have multiple Finder windows open. Choose **New Finder Window** from the **File** menu.

Looking Inside a Disk or Folder

To see the contents of a disk or folder which appears in the sidebar, simply click its icon in the sidebar and you will then see the disk or folder's contents in the contents pane at the right.

Expanding and Collapsing Drives and Folders

When you are viewing a window in **List** view, if a disk or folder contains further folders (subfolders), it has a small arrow displayed next to it in the folders list. By clicking this arrow, you expand the object to show its subfolders.



When you expand the disk or folder, the arrow changes direction and points downwards. If you click the downward facing arrow, the object collapses and its subfolders are hidden again.

Copying and Moving Folders and Files

The Finder can be used for managing folders and files on your system. You can move them from one place to another, or copy them to somewhere else so that you have more than one copy.

To Copy or Move a Folder or File

1. Display the folder or file you want to work with.
2. Click the folder or file once to *select* it.
3. To copy the item, select the **Edit**, **Copy** menu option ***or*** hold down **[COMMAND]** and press **C**.
4. Navigate to the folder where you want to place the copied folder or file.
5. Select the **Edit**, **Paste** menu option ***or*** hold down **[COMMAND]** and press **V**.

   The copied item will be placed in this folder

Note: As with most tasks in Mac OS X and its programs, there is usually more than one way of doing things. The procedure above shows you two of the most popular ways to copy files and folders (one using the mouse and one using the keyboard). However, there are others you may find easier to use. These include dragging the files or folders to the location that you want to move them to.

Creating Folders

You can create folders using the Finder. To do this, make sure you are currently in the drive or folder where the new folder is to be placed then choose the **File**, **New Folder** menu option. Type a name for the folder then press **[ENTER]**.

You can also create folders on the desktop. Click on the desktop then choose **New Folder** from the **File** menu.

Deleting Folders and Files

The Finder can also be used for removing files and folders from your system when you no longer use them. If you delete a folder, any subfolders and files it contains will also be deleted.

To delete a file or folder, simply select it by clicking it and then choose the **File**, **Move To Trash** menu option or click on the file or folder and drag it to the *Trash* icon in the Dock.

When you delete an item from your hard disk, it isn't permanently removed from your disk straight away. It is moved to the Trash and stays there until you 'empty' it. This means that if you discover that you do, in fact, still need the item you have moved to the Trash, you can recover it up until the point where you empty the Trash.

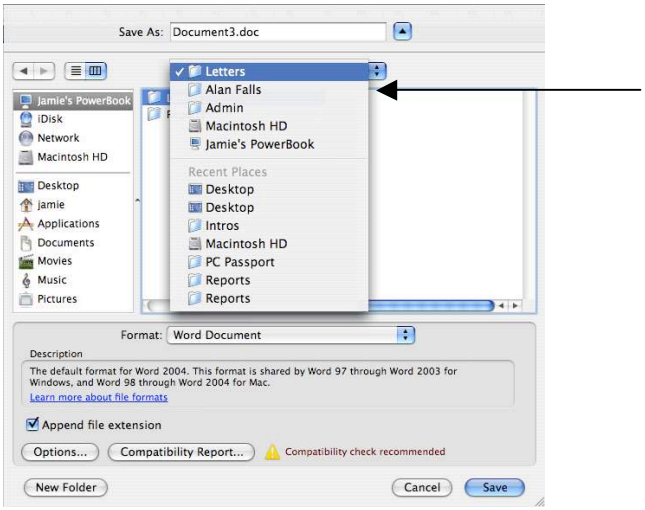
You can display the contents of the Trash by double clicking the Trash icon on the dock.

To permanently delete the contents of the Trash, click on the Finder menu at the top of the screen, and select the **Empty Trash** option.

Drives and Folders in Word

When you want to open or save a document in Word, or in any other application, you will have to specify where it is or where you want to put it. When you understand the way that drives and folders work, this becomes an easier task.

In this dialog box, which is shown when you want to save a file, you can see that the disk/folder structure that you've seen in the Finder is duplicated here. You'll learn more about this later.



Folder where *letters* concerning Alan Falls would be saved.

Exercise 1.3

Now do Exercise 1.3 in the Exercise Booklet.

1.6 Opening and Closing Microsoft Word

Opening Word

You can load Word in a number of ways. The most popular method is using the **Dock** which appears on the bottom of the screen. However, the Dock must first be customised to include an icon for Word.

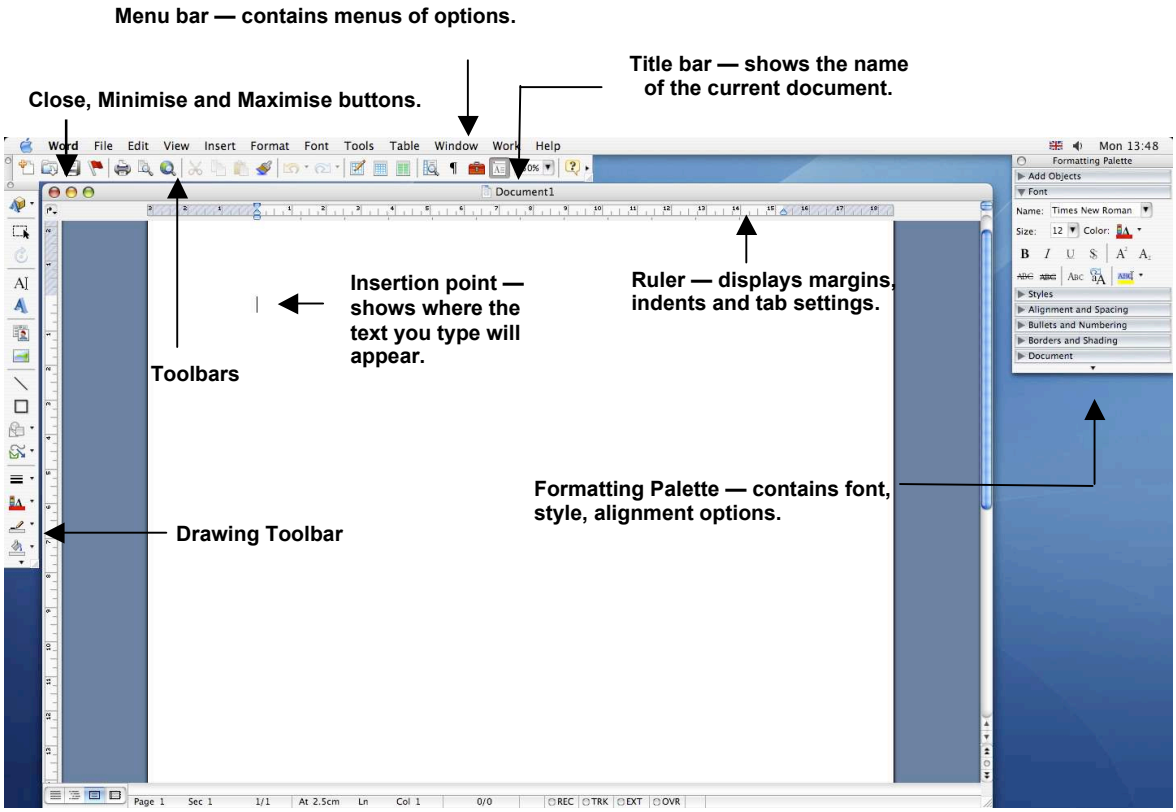
- Choose **Applications** from the **Go** menu. Look for the **Microsoft Office** folder and double-click to open. Drag the Word icon from the folder to the left hand side of the Dock. You can now launch Word with one click from here.

Microsoft Word after being dragged into the Dock.

Word Screen Elements

When Word is loaded, the application window will be displayed.

Some of the screen elements in this window can be switched on and off, so your screen may look slightly different from the illustration below.



Title Bar

When Word is loaded you will see the application window, which has a *title bar* displaying **Document1**, although **Document1** will change to the name you give the document when you save it. The **Word** window has standard window elements such as the **Minimise** and **Maximise** buttons that you'll see on all program windows, and like any other window, you can resize and position the Word window anywhere on the screen.

Menu Bar

By clicking a menu name, you can display the menu options. Once the menu is open, you simply click the option you require. Some commands can be accessed using keyboard shortcuts. When a keyboard shortcut is available, you will see it described to the right of the command name. For example, if you click the **Edit** menu, you will see the **Copy** command can also be actioned by pressing **[COMMAND] C**. This means pressing **C** while you hold down one of the **[COMMAND]** keys. Options that appear dimmed are not available for selection at this time. Some of the commands can also be accessed through a toolbar button, eg **Cut**, the picture that appears on the button is a pair of scissors.

Toolbars

To begin with, Word displays the Standard and Formatting toolbars. You can choose to display or hide toolbars using the **View**, **Toolbars** command. The **Formatting Palette** may also appear.

Ruler

The *ruler* can be used to set margins, tabs and paragraph indents using the mouse. It will also display the paragraph settings in effect at the insertion point.

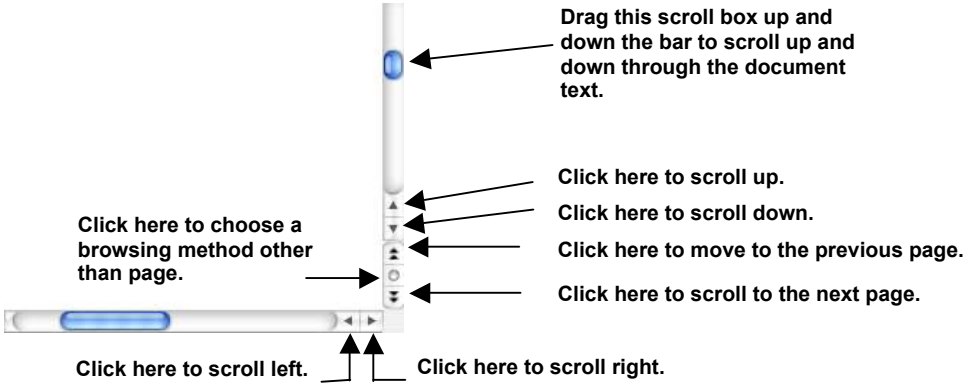
You can choose to display or hide the ruler using the **View**, **Ruler** command. This is a toggle option, meaning selecting it once will display the ruler and selecting it again will hide it.

Text Area

Below the ruler is the *text area* representing the page. The flashing mark is called the *insertion point* and indicates where text will appear when you start to type.

Scroll Bars

The *scroll bars* shown along the bottom and right edges of the document window can be used to view different parts of your document if it's too large to be seen all at once on the screen.

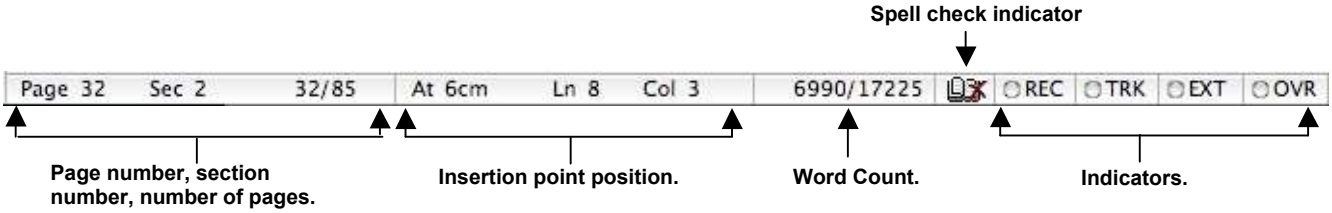


When you click the arrow buttons at the end of a scroll bar, the text on-screen will scroll in the direction shown on the arrow. If you want to scroll further, you can click and drag the scroll box along the scroll bar to the required position.

Status Bar

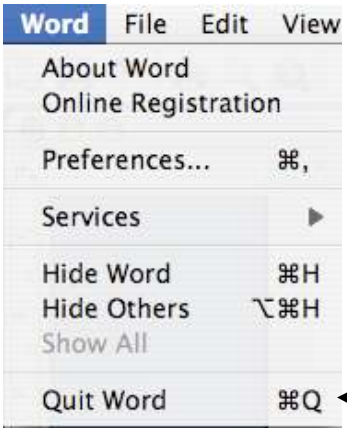
At the left side of the status bar you will see the current page number, section number and number of pages in the current document. The next section shows where the insertion point is positioned on the page and to the right are various indicators, which light up when certain modes are active. For example, **OVR** will illuminate when *overtype* mode is switched on. When overtype mode is on, characters are replaced as you edit instead of being inserted.

The section of the status bar in the shape of a book is the *spell check* indicator. Word constantly checks your spelling as you type. The book will be displayed with a red cross when Word detects any spelling mistakes in your document and a green tick when there are none. You can run the spell check by double-clicking this indicator. You will learn more about spell checking later in the unit.



Closing Word

When you have finished using Word, you should close it. You do this by clicking **Word** on the menu bar and then choosing **Quit Word** from the menu of options.



This option will close Word and any documents that are still open. If you've made any changes that you haven't saved, you'll be prompted to save them.

Exercise 1.4

Now do Exercise 1.4 in the Exercise Booklet.

1.7 Opening, Saving, Printing & Closing Documents

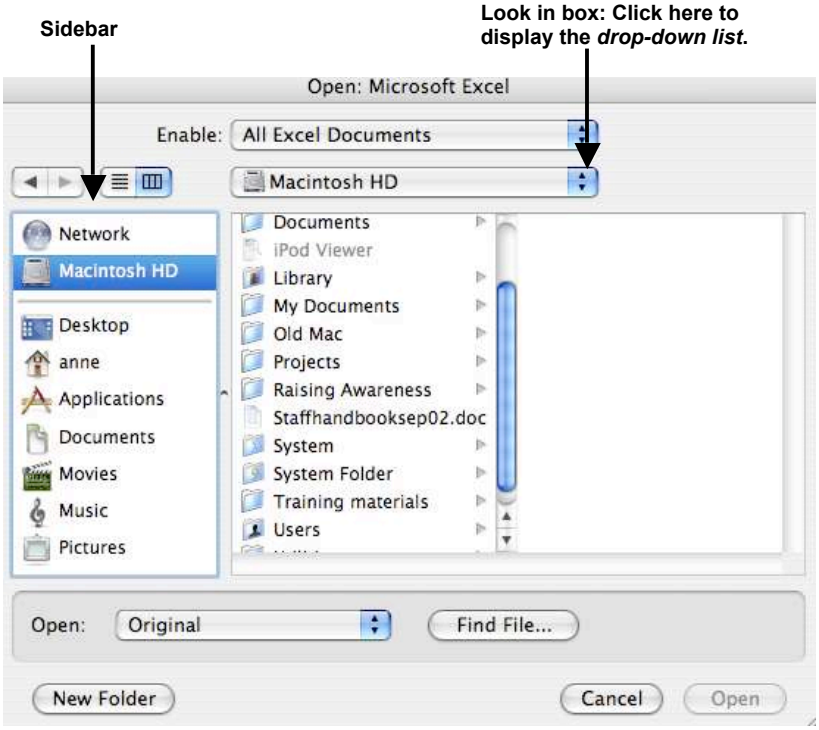
Opening a Document

If the document you want to work with has already been typed and saved, you have to open it before you can work with it.

1. Open the file using one of these methods:
   - ♦ Select the **File**, **Open** menu option, ie click the **File** menu and then the **Open** option.
   - ♦ Hold down **[COMMAND]** and press **O**.
   - ♦ Click the **Open** button on the toolbar. 

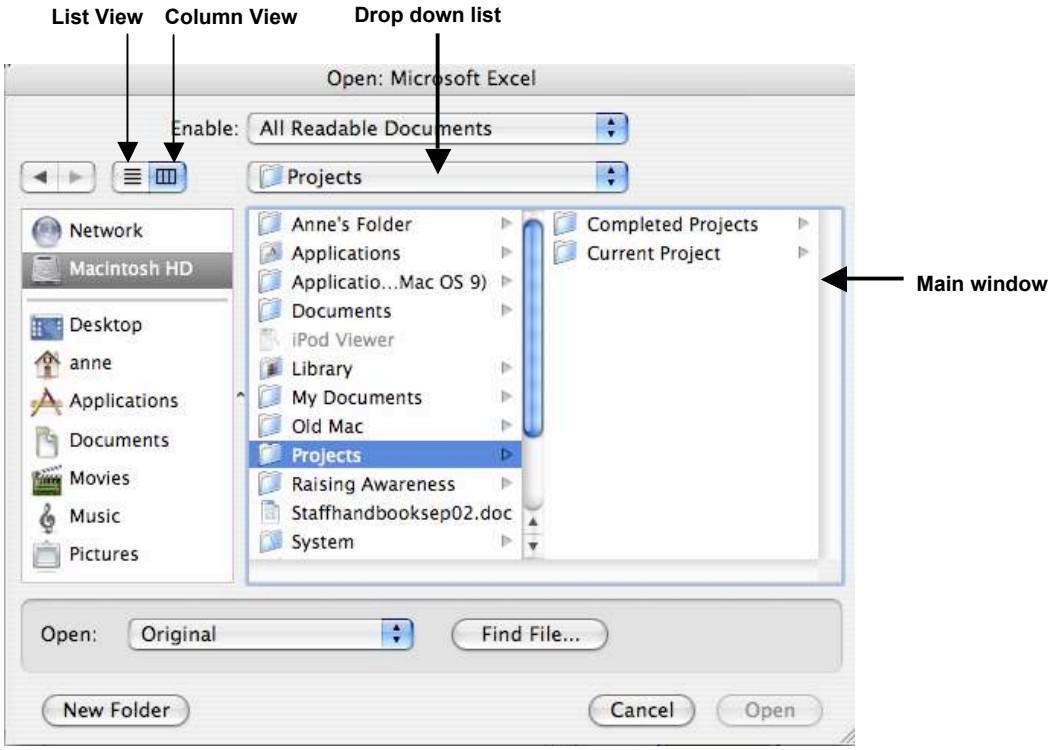
   The **Open** dialog box will be displayed.

2. Choose where the document is located, eg on the desktop, or somewhere else on your Mac. You can use the Sidebar to help you navigate to where your file is stored. You can also display a list of popular places and recently used places by clicking anywhere on the **Look in** box or the small arrow at the end of it. This is known as a *drop-down arrow* as clicking it displays a *drop-down list*.



Note: The *Sidebar* at the left of the dialog box can be used to quickly list the contents of the listed folders. Simply click the appropriate button.

3. Open the folder where the file has been saved by clicking its name if you are in **Column View** and double-clicking its name if you are in **List View**. For example, in Column View, if the workbook is in the **Projects** folder, click the **Projects** folder. The folder name will then appear in the **Look in** box and its contents will be listed in the main window.



4. Once the folder you want is open and its name is shown in the **Look in** drop-down list box, click the workbook name and then click the **Open** button.

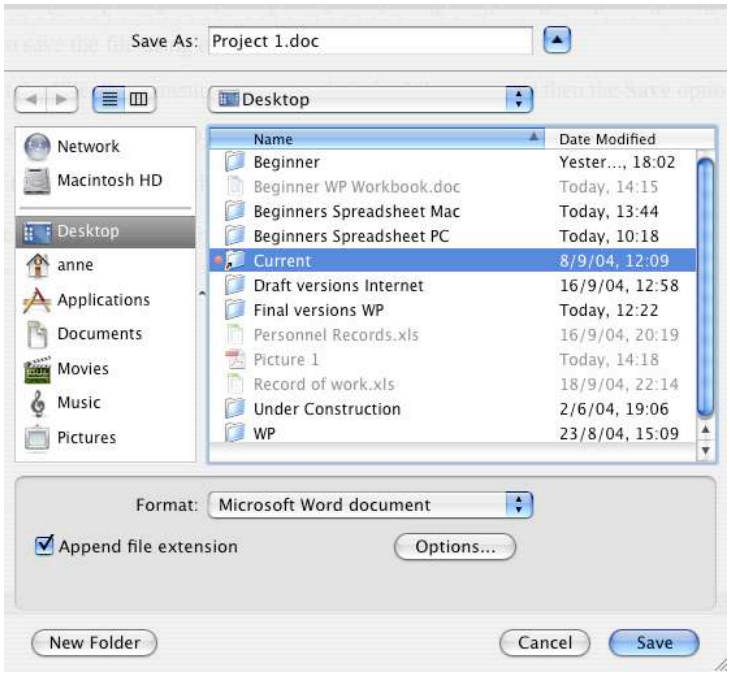
Saving a Document

When saving files to your computer, you can choose to save them in a folder on your computer's local hard disk or a floppy disk if you have a floppy disk drive. If you are attached to a *network*, you can also choose to save them in a folder on the network. You can choose to store it in a folder that already exists, or create a new folder for it.

1. Choose to save the file using one of these methods:

   - Select the **File**, **Save** menu option, ie click the **File** menu and then the **Save** option.
   - Hold down **[COMMAND]** and press **S**.
   - Click the **Save** button on the toolbar.

   The **Save As** dialog box will be displayed.



2. In the **Save As** text box enter a suitable file name. The following rules apply when naming files.
   - ♦ Some characters should not be used in file names. These include: / * ? : ; " | < > (

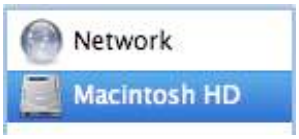
     Note: Although the Mac will accept most characters in a filename with the exception of / and **:**, it is not good practice to use special characters in your file name.

   - ♦ Within a single folder each file name must be unique.

   Word adds a **.doc** extension to all document file names. It may be the case, however, that you do not see the file extension as its display depends on how your system has been set up.

3. Under most circumstances, you should not need to change the file format, but if necessary, choose the file format from the **Format** drop-down list.

4. If necessary, choose the disk where you want to save the file by clicking it. The contents of that drive, including any files not stored inside a folder, will be displayed in the main window in the dialog box.

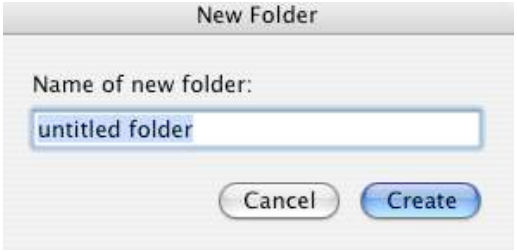


5. Specify where the file is to be saved, eg on the desktop, or somewhere on your Mac by selecting an option from the drop-down list.

   Note: The *Sidebar* at the left of the dialog box can be used to quickly display the contents of the folders shown. Simply click the appropriate button.

6. Open the folder where the file is to be saved by double-clicking its name. For example, to store the file in the **Projects** folder, double-click the **Projects** folder. The **Project** folder name will then appear in the **Save in** box and its contents displayed in the main window.

   If you want to create a subfolder inside the one shown in the **Save in** box, click the **New Folder** button. A new folder will appear in the file and folders list, ready for you to type a unique name. Type the new folder name then click **Create.**



7. Once the folder you want is open and displayed in the **Save in** drop-down list box, click the **Save** button.

Note: When you save a file that has been saved before, Excel assumes that you want to save it on top of the previous version and so doesn't ask you for a file name or a location. If you want to save another copy of the file, use the **File**, **Save As** menu option, which will always ask you for a file name and a location.

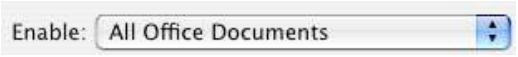
Common Text Formats

When you save a Word document it is stored in a particular format, complete with the formatting that has been applied, the graphics that have been included and so on. The file name you supply is given a **.doc** *extension* (an abbreviation added to the end of the file name to identify the file type), which tells Word that it's a Word document.

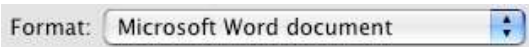
Word can both read and save your documents in other formats. This is so that you can exchange data with other programs that can't read or create Word's own format. So if, for example, another user has a different word processing program that can't read Word files, you could save the document in one of these other formats for them. The two most common are *plain text* and *rich text format*.

Format	Description	File Extension
Plain text	This is text that does not contain any special formatting or special fonts.	.txt
Rich text format	Rich text format is a format which can hold information about the formatting and layout of the document. This can include which fonts are used for text, the size of margins, how paragraphs are formatted and much more.	.rtf

To open a document in a format other than the standard Word Document format, use the **Enable** drop-down list to choose the particular format you want to work with.



To save a document in a format other than the standard Word Document format, use the **Format:** drop-down list to choose the particular format you want to work with.



Printing a Document

To print a copy of your document to the *default* printer, you simply click the **Print** button on the toolbar. This button looks like this:  There is more about printing in section 3.

Closing a Document

When you have finished working with a document, you can close it by selecting **Close** from the **File** menu.

Exercise 1.5

Now do Exercise 1.5 in the Exercise Booklet.

1.8 Using Word Help

Like all Microsoft applications, Word provides an online facility for getting help when you need it.

Word has a comprehensive online help system that you can use when you want to know more about a particular option or how to complete a task. Described below are some of the ways you can get help.

The Office Assistant

The Office Assistant provides tips on how to get the best from Word and provides step-by-step instructions to guide you through specific tasks. It anticipates the kind of help you need and suggests Help topics based on the work you're doing. It will also answer Help requests typed in your own words. Make sure the **Help, Use the Office Assistant** option is selected.

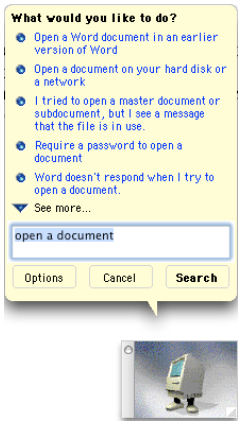
1. Select the **Help, Search Word Help** menu option. Alternatively, click the **Office Assistant** button at the end of the Standard toolbar, or hold down the **[COMMAND]** key and press the **?** key. An Office Assistant balloon will be displayed.

Office Assistant Button

This is only one of the Office Assistant animated characters that are available. It's called 'Max' and usually looks like an old Mac Classic.

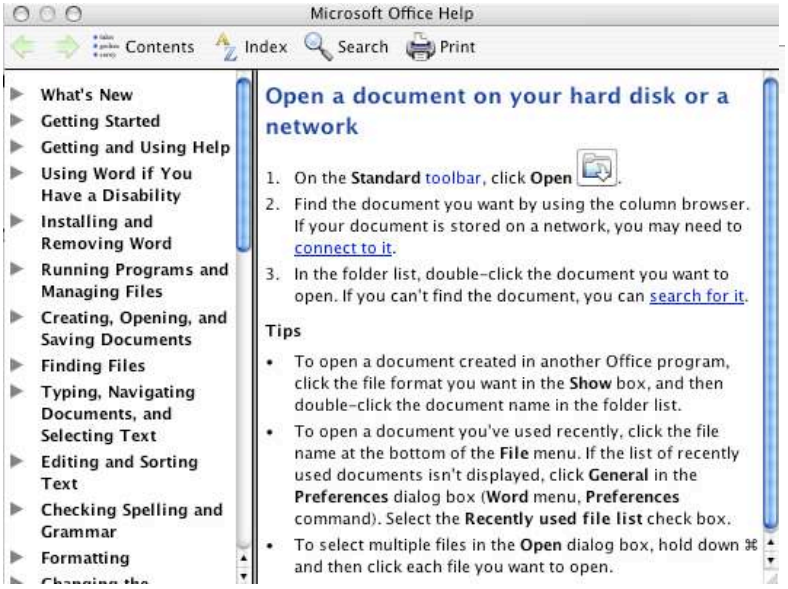
On your system, you might use another of the eight Office Assistant characters instead of Max, such as 'Clippy' the paperclip.

2. In the **What would you like to do** box, enter some key word which explain what you are trying to do. If you wanted to find out how to open a document for example, you might type **open a document** and then click the **Search** button. You will then be presented with a choice of help topics to choose from.



3. Click your chosen topic and help text will be displayed or a list of headings will be shown so you can select more specifically what you would like to do.

4. Click your chosen heading to display the help text.



Exercise 1.6

Now do Exercise 1.6 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

Learning Outcome 2

Summary of Learning Points

In this section you'll learn about:

- Creating documents.
- Entering and editing text.
- Formatting.
- Inserting graphics.
- Spell checking.

2.1 Creating Documents

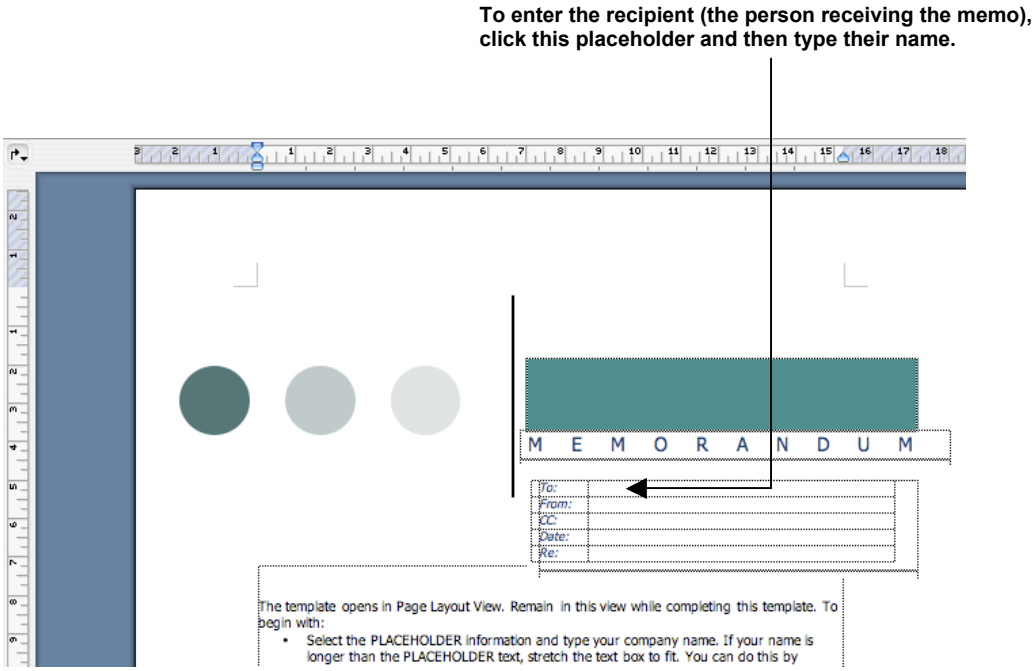
Each document created in Word is based on a template that defines its initial appearance and layout. This means that the fonts, sizes and so on give the document a consistent look and feel. There are a number of templates for different document types including letters, faxes, memos and reports and you can create your own if necessary.

If you choose to create a new document using the **New Blank Document** button on the toolbar, the document will be based on the default **Normal** template.

If you want to create a document based on one of the other templates, you have to use the **File**, **Project Gallery** menu option as this will give you a choice of templates to choose from. Where a category has an arrow beside it, clicking the category will display a number of sub-categories.

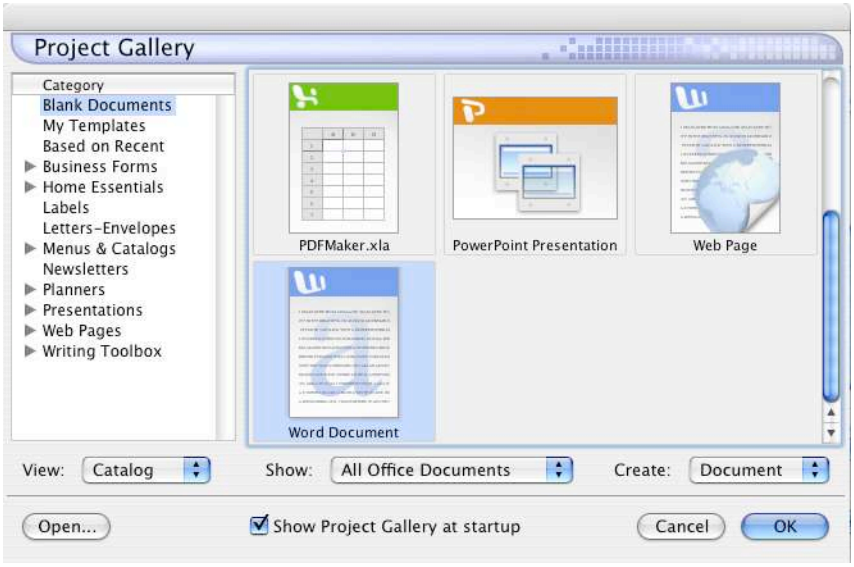
Using Templates

Many of Word's templates contain text placeholders as shown below. These make it quick and easy for you to enter the document text at the correct position and in a format in keeping with the overall style of the document. All you need to do is click a placeholder and then type the required text.

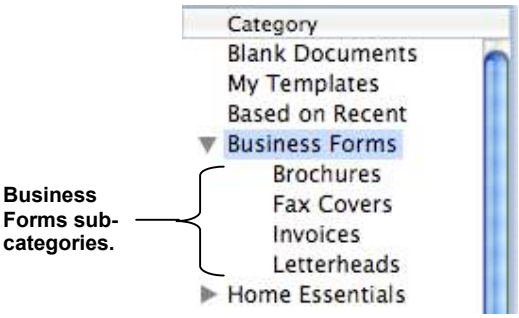


To Create a Document Using a Template

1. Select the **File**, **Project Gallery** menu option.



2. Click the disclosure triangle next to the required category if there is one, and any sub-categories will be displayed.



3. Click on the required category or sub-category on the left side of the Gallery window, and a selection of relevant options will be displayed in the main window.
4. Click the template you want to use then click **OK**.

   A new document will be created based on the template you chose in the dialog box.

2.2 Entering and Editing Text

When you're typing text you don't have to press **[ENTER]** at the end of each line. Word uses a feature called *word wrap,* which ensures the text 'wraps' down to the next line when it reaches the right margin of the document. You need only press **[ENTER]** when you want to start a new paragraph or insert space between paragraphs. You would also press **[ENTER]** at the end of a short line, such as a heading or a line of an address.

Word has a feature called AutoCorrect that will correct common typing mistakes, for example if you type **teh** AutoCorrect will change it to **the** and if you start to type with the **[CAPS LOCK]** key switched on accidentally, Word will switch it off and correct the text you typed.

Correcting Mistakes as You Type

If you make a mistake that AutoCorrect does not correct, press the **[BACKSPACE]** key to delete characters to the left of the cursor (in Word, the position of the cursor is known as the *insertion point*). This will move the insertion point back through what you've typed, deleting as it moves.

Note: The appearance of the **[BACKSPACE]** key can vary from keyboard to keyboard, but it will always be above the **[ENTER]** key on the main keyboard. The key might have the word '**backspace**' on it along with an arrow pointing left, or just the arrow.

Here's an example of a **[BACKSPACE]** key:  . Be careful not to mix it up with the left arrow cursor key.

Example

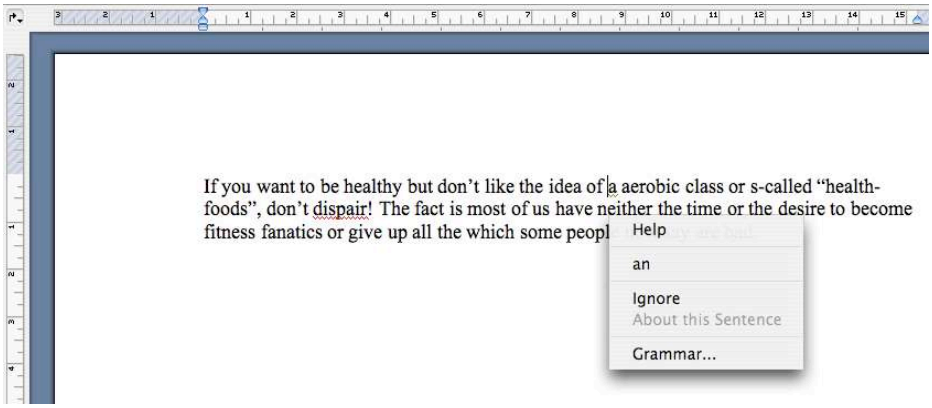
OVERVIEW
The Centre intends to develop applications to be used for teatching

The word 'teaching' has been spelled incorrectly in this example (the red wavy underline shows the incorrect word). To correct it, you could either press the **[BACKSPACE]** key until you remove the **t** that shouldn't be there and then re-type the rest of the word, or you could use the cursor keys to move the cursor back until it's between the **t** and the **c** and then press **[BACKSPACE]** once to remove the **t** (you would then have to use the cursor keys to move the cursor back to the end of the word before you continue typing).

Note: The **[DELETE]** key can also be used to remove text from your document. It works in a different way from the **[BACKSPACE]** key as it will remove characters to the *right* of the insertion point.

Correcting Spelling/Grammar as You Type

As you type, you'll notice that spelling mistakes are underlined in red and grammatical errors in green. These wavy lines only appear on the screen: they are not printed along with the document. To correct a spelling/grammar error, hold **[CTRL]** and click the word(s) and Word will suggest how to fix the problem.



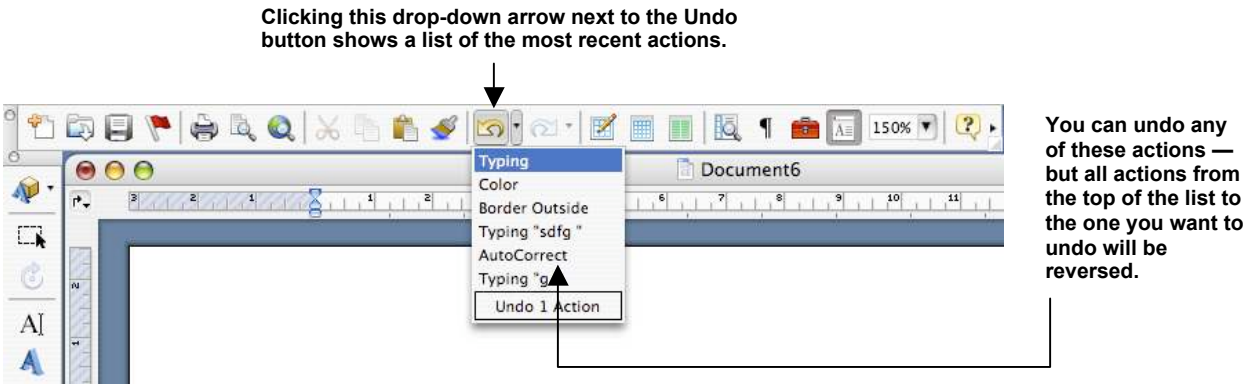
Sometimes Word doesn't have any alternatives to suggest. If this is the case, you will have to either edit the word yourself after checking its spelling with another source or choose to ignore the error. You might choose to do this if you know the spelling is correct but Word doesn't recognise it, for example, it may be a surname that Word doesn't recognise.

Using Undo and Redo

Clicking the **Undo** button on the Standard toolbar will undo your most recent action, but you can click the drop-down arrow next to it to show the list illustrated below so that you can undo more than one action at a time.

The **Edit**, **Undo** menu option can also be used for undoing just your last action or you could press **[COMMAND] Z** if you prefer.

If you need to, you can undo up to your last 255 actions in Word. This means that if you make a mistake, you can undo it. However, you must remember that every action that you've performed since making the mistake will also be undone. For example, in the illustration below, if you want to undo ***Border Outside***, the ***Color*** and ***Typing*** actions would also be undone.



If you undo actions that you shouldn't have, you can redo them by clicking on the **Redo** button that appears on the Standard toolbar or you can use the **Edit**, **Redo** option. The **Redo** option will be available only when you have used Undo, and it also has a drop-down arrow that can be used to select more than one action at a time.

Moving the Insertion Point

Any text that you enter is placed at the insertion point within the document, so before you type text you have to make sure the insertion point is at the correct position. You can do this using either the keyboard or the mouse.

To Move the Insertion Point Using the Keyboard

[↑]	Up one line	**[ALT] [←]**	Left one word
[↓]	Down one line	**[HOME]**	Beginning of the line
[←]	Left one character	**[END]**	End of the line
[→]	Right one character	**[ALT] [HOME]**	Beginning of document
[ALT] [↑]	Up one paragraph	**[ALT] [END]**	End of document
[ALT] [↓]	Down one paragraph	**[PGUP]**	Up one screen
[ALT] [→]	Right one word	**[PGDN]**	Down one screen

NOTE: On iBook and PowerBook models the **[HOME]** and **[END]** keys may be on the cursor keys and require you to hold the **[FN]** key.

To Move the Insertion Point Using the Mouse

1. If necessary, use the scroll bars to locate the text you want to edit.
2. Once the text is visible, move the mouse to where you would like the insertion point positioned and click the mouse button.

Selecting Text

Although you can use the **[BACKSPACE]** key to remove text as you type, sometime you'll want to delete more than a few characters at a time. You can do this by selecting the text and then pressing **[BACKSPACE]**. There are a number of different ways of selecting text, using either the keyboard or the mouse, and many of Word's operations need you to select the text first.

Selecting Text Using the Mouse — A Word, Sentence or Paragraph

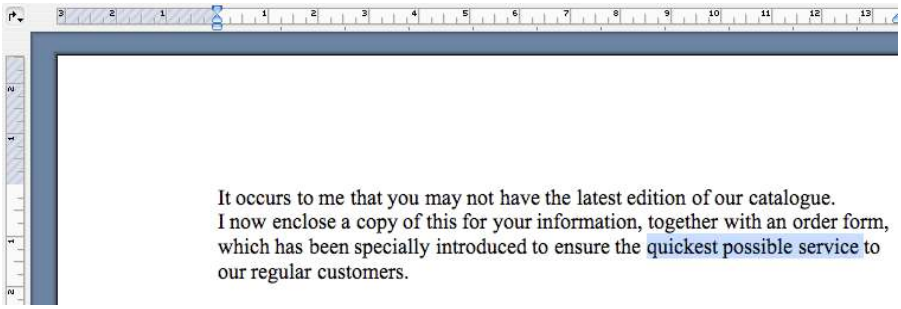
1. Using the mouse, point to the required word, sentence or paragraph.
2. Double-click the word to select the word.

   Hold down **[COMMAND]** and click any part of the sentence to select the sentence.

   Triple-click any part of the paragraph to select the paragraph.

Selecting Text Using the Mouse — A Block of Text

1. Click at the start of the text you wish to select.
2. Click and hold down the mouse button then drag over the text, then release the mouse button.



Alternatively, click to the left of the first character to be included in the selection, hold down the **[SHIFT]** key and click at the end of the required block.

Selecting Text Using the Keyboard

If you prefer to use the keyboard to select text, you can use the arrow keys that you learned earlier for moving the cursor, but by holding down **[SHIFT]** as you move the cursor, the text it moves over will be selected.

Deselecting Highlighted Text

To deselect highlighted text, click anywhere within the document text or press any one of the arrow keys.

Copying and Moving Text

You can copy or move text within a document or between documents using the same **Edit** menu options you used to copy files in the Finder. First select the text to be copied or moved as described above, then select **Edit**, **Copy** or **Edit**, **Cut** (**Copy** to make another copy of the text, **Cut** to remove it in preparation for placing it somewhere else). Move the insertion point to the location where the text is to be placed then select the **Edit, Paste** menu option.

Note: You can use the same shortcut keys as mentioned before. **[COMMAND] C** will copy the selected text; **[COMMAND] X** will cut it, and **[COMMAND] V** will paste text at the insertion point.

Exercises 2.1 and 2.2

Now do Exercises 2.1 and 2.2 in the Exercise Booklet.

2.3 Formatting Text

Formatting allows you to change the appearance of your documents, perhaps to emphasise particular parts of it, or perhaps to make it look better. There are two types of formatting you can apply to your document: text formatting and paragraph formatting.

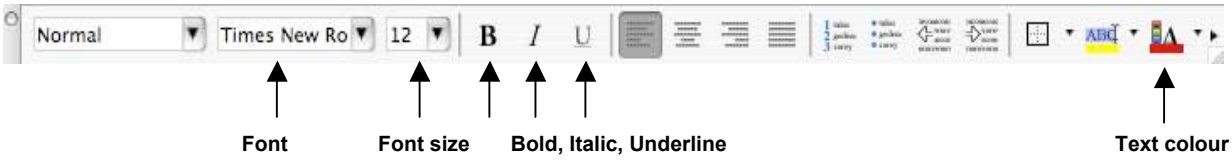
Text Formatting

Text formatting is formatting that affects the text itself, eg **bold text**, *italic text*, font, font size (also known as *point size*) or font colour.

Some of these effects can be added using the toolbars and *Formatting Palette*, while all of them can be added using the **Format, Font** menu option.

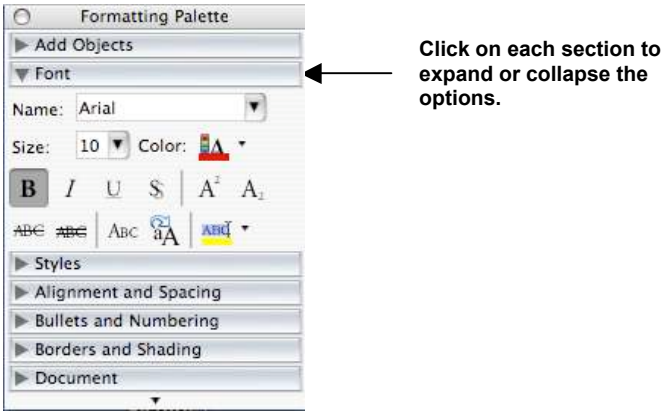
Formatting Toolbar

To apply formatting effects using the toolbar, first select the text you want to apply the effect to and then choose the effect. For Bold, Italic and Underline, simply click the appropriate button to switch it on or off. For the other effects, choose the option you want from the drop-down lists.



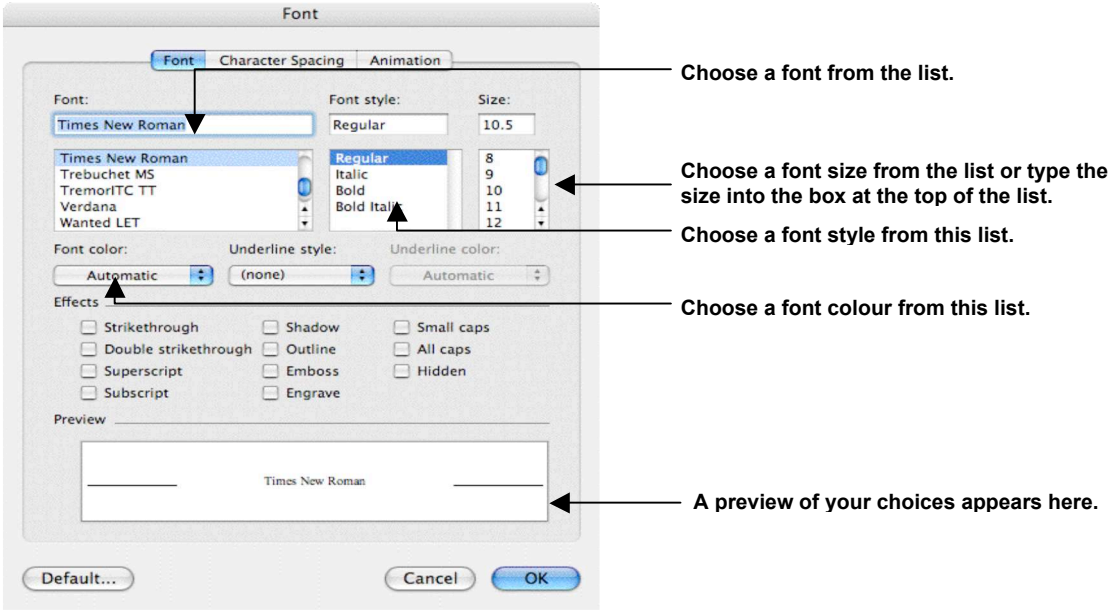
Formatting Palette

Many of the options from the *Formatting Toolbar* are available in the *Formatting Palette*. If you cannot see the Formatting Palette, select **Formatting Palette** from the **View** menu. Extra options are available by expanding the sections.



Format, Font Menu Option

To apply formatting effects using the **Format**, **Font** menu option, first select the text you want to apply the effect to. Next select the menu option and choose the effects you want to apply. Once you've chosen all the effects you want, click **OK** to apply them to the selected text.



Paragraph Formatting

Paragraph formatting is formatting that affects whole paragraphs rather than individual characters within them, eg the spacing between one paragraph and the next, the space between the lines of a paragraph, bullets or numbers on lists, paragraph indents (extra space between the margins and the paragraph text). Some of these effects are illustrated below.

Text *indented* by clicking the Increase Indent button.

Centred *alignment*

Double *line spacing* has been applied.

About Indents

This text has been indented by pressing the **Increase Indent** button on the Formatting toolbar once. The paragraph begins further in from the margin than the previous paragraph and the **word wrap** feature also wraps to this setting. Double **line spacing** has also been applied to the paragraph.

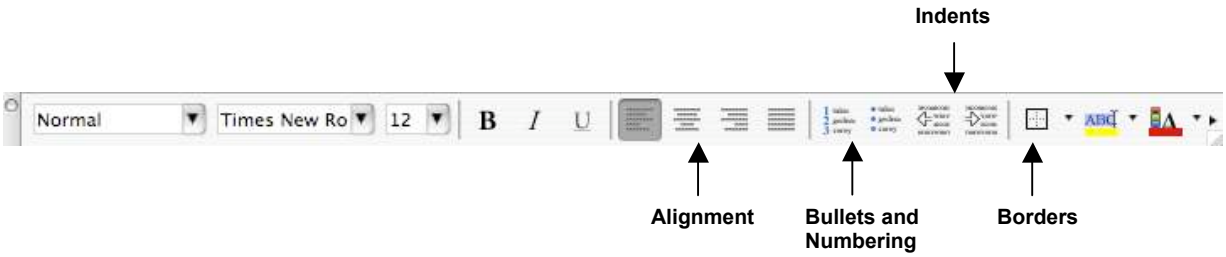
Bullets

- The **Increase Indent** button has been clicked again to further indent the paragraph, taking it further in from the margin and **bullets** have been applied.
- The **Decrease Indent** button, if clicked in this paragraph, would move the paragraph back towards the left margin, continuing to show the bullet.

Some of the paragraph formatting effects that can be added using the **Format**, **Paragraph** menu option can also be applied using the Formatting toolbar.

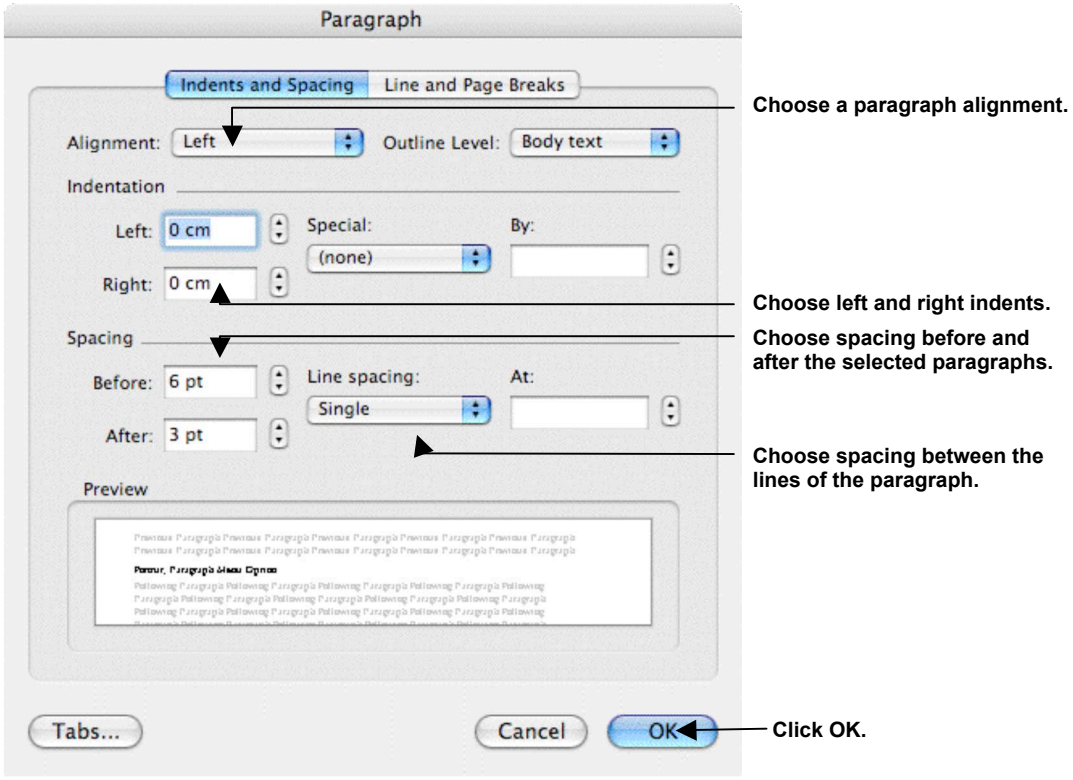
Formatting Toolbar

To apply paragraph formatting effects using the toolbar, first click in the paragraph or select the paragraphs you want to apply the effect to and then choose the effect.



Format, Paragraph Menu Option

To apply formatting effects using the **Format**, **Paragraph** menu option, first click in the paragraph or select the paragraphs you want to apply the effects to. Next select the **Format**, **Paragraph** menu option and choose the effects you want to apply. Once you've chosen all the effects you want, click **OK** to apply them to the selected paragraphs.



Format Painter

The Format Painter feature can be used to copy text or paragraph formatting attributes that you've already applied using the techniques you've just learned and apply it to other parts of your document. To use the Format Painter:

1. Select the text or paragraph that has already been formatted with the attributes you want to apply elsewhere.
2. Click the **Format Painter** button on the Standard toolbar to copy the formatting. This button looks like this:  .
3. If you copied formatting from text, click and drag over the text that's to be formatted with the copied formatting. In this case, only the text formatting will be copied, not the paragraph formatting.

   If you copied formatting from a paragraph, click anywhere in the paragraph that's to be formatted in the same way. In this case, the paragraph formatting attributes as well as the text formatting attributes will be applied.

Note: If you double-click the **Format Painter** button at step 2, you can repeat step 3 as many times as you need to. Once you've finished, click the button again to switch it off.

Inserting Page Breaks

When you reach the end of a page a new one is started. Where the end of the page is depends on the size of paper you've told Word you're using and the margins that you've set (you'll learn about these settings later). This won't always suit what you want, eg a paragraph may be split over two pages if it doesn't all fit on one page, and you might not want this. In a case like this you can insert a page break so that the text splits where you decide.

To insert a page break, move the insertion point to just before the text that is to appear on the new page and select the **Insert**, **Break**, **Page Break** menu option.

Exercises 2.3 and 2.4

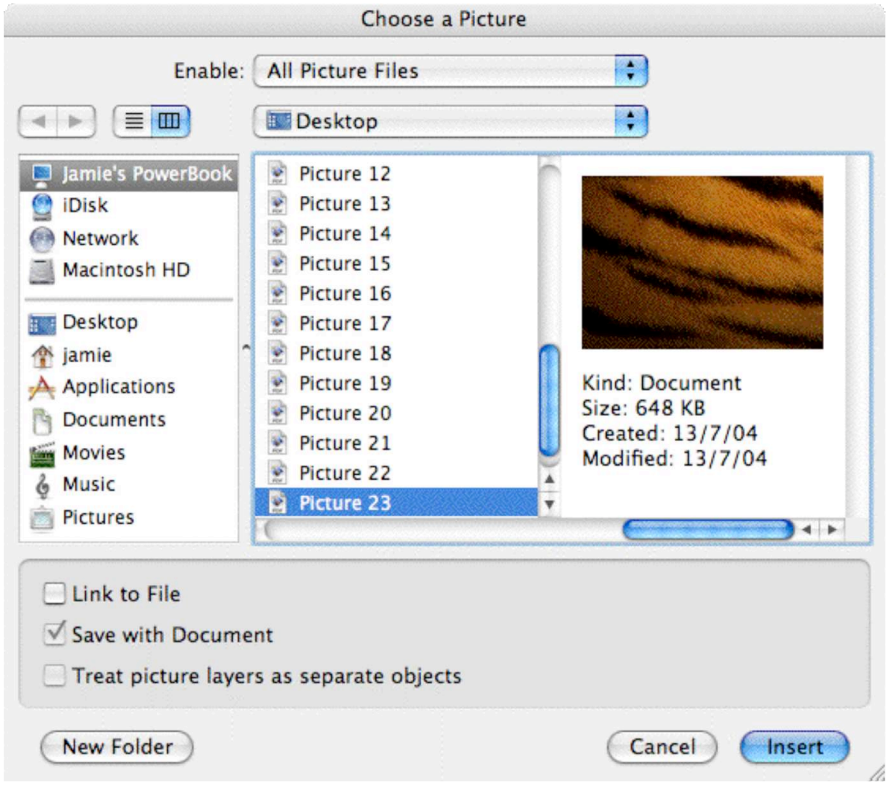
Now do Exercises 2.3 and 2.4 in the Exercise Booklet.

2.4 Inserting Graphics

Depending on the style and tone of your documents, you might want to add one or more graphics to add visual interest to the document or to illustrate a point. There are a number of ways to add a graphic element; these are explained below.

Adding an Existing Picture to a Document

If you have graphics on your computer, maybe a company logo or a picture downloaded from a digital camera or a scanner, you can add it to your document using the **Insert**, **Picture**, **From File** menu option. This menu option displays a dialog box similar to this one:



From here, you can locate the graphics file using one of the methods you used earlier to locate files and then click **Insert** to add it to the page.

Adding an Image or Graphics File to a Document

Adding ClipArt

A collection of pictures, sounds and motion clips, known as *ClipArt*, is available as part of the Microsoft Office suite of programs. When any of the programs is installed on your computer, a small selection of these is copied to your computer while the remainder are stored on the program CD-ROM.

To Insert ClipArt

If you want to use the extended set of ClipArt, ensure the program CD-ROM is in your computer's CD drive. Next do one of the following:

- Select the **Insert**, **Picture**, **Clipart** menu option.
- Click the **ClipArt** button shown on the Drawing toolbar.

The **Clip Gallery** dialog box will be displayed.

- Choose the type of ClipArt you want by clicking the relevant category.

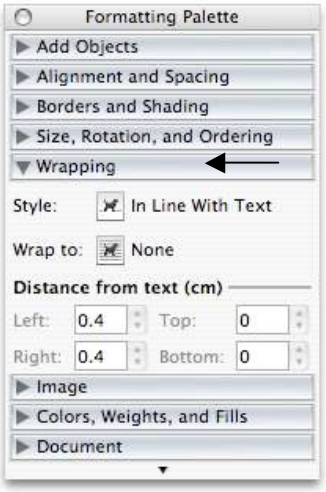
The available clips will be displayed. For example, if you choose the **Animals** category, the following options will be shown (although, if the program CD-ROM is in your CD drive, or if you have previously added other graphics to the ClipArt collection on your system, you will be shown a larger selection):

- Click the clip you want to use and click **Insert.**

Wrapping Options

When you add a graphic to a document, it is treated as part of the text, which means that it will move as if it were text when you edit the document. This is due to the graphics *wrapping style* being set to *in line with text*. Many of the graphics used in this manual use this wrapping style so that when the manual is edited, the graphics move along with the text they support.

Note: When an inline graphic is selected, its selection handles are black as in the illustration below.

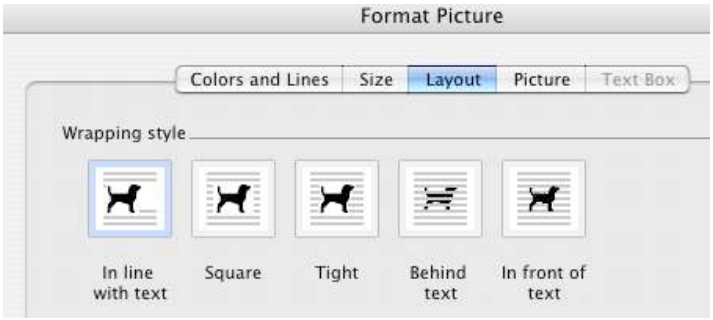


Wrapping options that let you change how your graphic aligns with the surrounding text.

Other Wrapping Options

If you prefer, you can change the wrapping style using the Picture toolbar that's displayed when a graphic is selected (if it's not, you can display it using the **View**, **Toolbars** menu option).

Each of the other options on the menu has a small illustration showing the effect it will have.



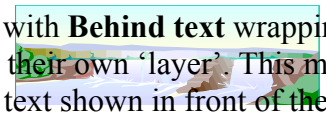
You can also Double Click your graphic to display the **Format Picture** dialogue box, and then click the **Layout** tab to select wrapping options.

The examples below show some of the different effects you can create by changing the wrapping options.

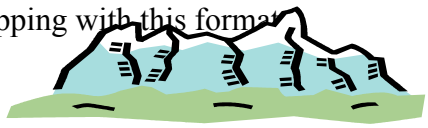
The graphic that has been added to this paragraph uses the **Square** wrapping style. Each graphic has a square *bounding box* surrounding it. You can see this box when you select a graphic — regardless of the graphic's shape, the handles are arranged in a square. When you choose the **Square** wrapping style, the text wraps around this square bounding box as you can see here. When a graphic that doesn't use the **In line with text** style is selected, the selection handles are white instead of black and the graphic can be moved by clicking and dragging it to where you want it.

In this paragraph, the graphic has been formatted with the **Tight** wrapping style. When you use this wrapping style, the text surrounding the graphic wraps around the graphic's actual shape rather than its bounding box as the **Square** option does. You can see there that this text is wrapped around the circular shape of the graphic. You can move any of the graphics shown here simply by clicking and dragging, and the text surrounding it will adjust itself to match the wrapping option applied to the graphic.

This graphic has been formatted with **Behind text** wrapping. Graphics formatted in this way sit behind the text on their own 'layer'. This means that only some graphics suit this style since any text shown in front of the text still has to be readable. There is no text wrapping with this format.

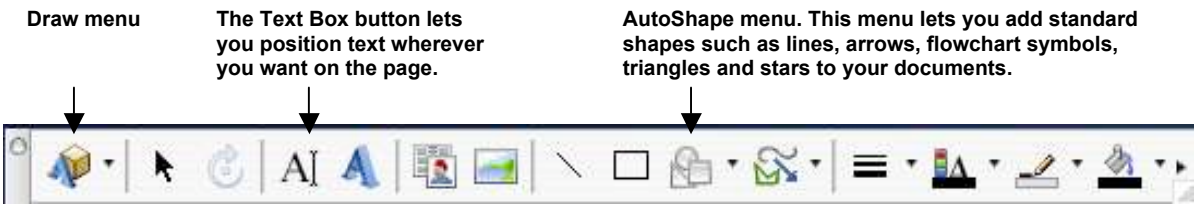


This graphic uses the **In front of text** wrapping style, and as you can see, it obscures the text sitting behind it. There is no text wrapping with this format either.



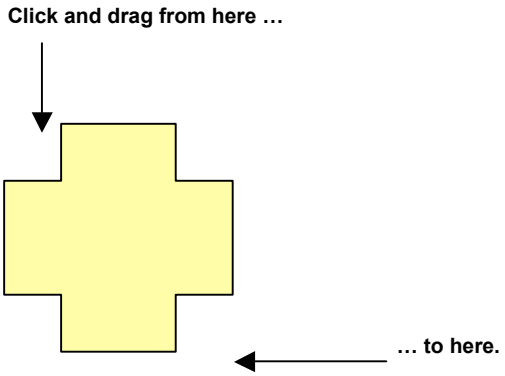
Adding AutoShapes to a Document

Word has a variety of tools you can use to draw shapes that you need in a document, and these are available from the Drawing toolbar.



This toolbar contains some simple shapes as well as the **AutoShapes** menu, which contains some commonly used, ready-made shapes such as stars, crosses, boxes and arrows. To use any of these tools, simply click the one you want to draw then click and drag the shape in the document.

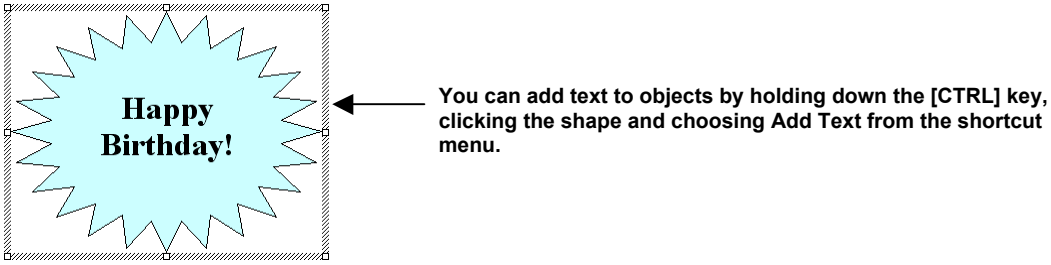
For instance, to draw a cross from the **Basic Shapes** category of **AutoShapes** choose the shape and then:



Note: To keep the height of the object in proportion to its width, hold down **[SHIFT]** as you drag.

Adding Text to Drawings

You can add text to most objects, formatting it however you want in the same way as you would format any other text, and the text will become part of the shape. To add text, hold **[CTRL]**, click the shape and choose **Add Text** from the shortcut menu.



Note: There are some shapes that you can't add text to. These include lines and freeform shapes.

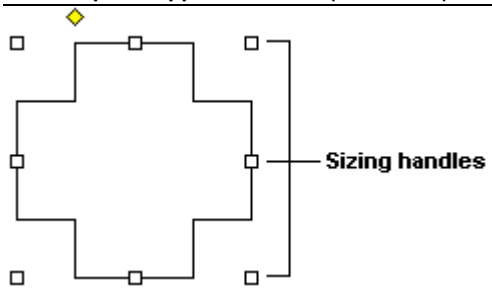
Moving Images or Drawn Objects in a Document

When you add a drawing to a document, it's formatted with the **In front of text** wrapping style, so to move a drawn object, click and drag it to its required location. If you want to move more than one object at a time, you must first select all the objects as described below.

Selecting Objects

Select a single object by clicking it. Select a number of objects by clicking the first object and then holding down the **[SHIFT]** key as you click the others.

Selected objects are shown with *sizing handles* around them as illustrated on the next page:



Once you have selected your object/image, hold down the mouse button, drag the object to the new location and then release the mouse button.

Aligning Objects

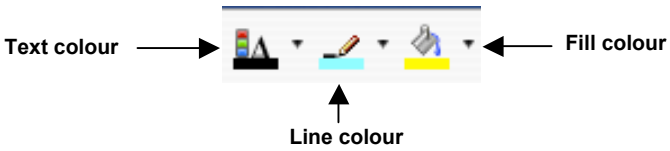
Clicking on the **Draw** icon on the Drawing toolbar and then selecting **Align or Distribute** displays options that allow you to place selected objects in relation to one another. You can line up the edges or centres of the objects as well as distribute them either horizontally or vertically between the first and the last.

First select the objects to be aligned or distributed then click on the **Draw** icon on the Drawing toolbar and select the required option from the **Align or Distribute** menu.

Note: If you select the **Draw**, **Align or Distribute**, **Relative to Page** option before choosing an alignment, the option will be aligned in relation to the page instead of in relation to another object.

Formatting Objects

The fill colour, line colour and style, and text format of drawn objects can be formatted using the palettes on the Drawing and Standard toolbars. To format drawn objects, first select them and then choose the required options.



Resizing a Graphic

To resize a graphic or an object, select the graphic or object by clicking it once. Move the mouse pointer to one of the corner selection handles until the pointer changes to a diagonal arrow shape then press the mouse button and drag to resize the image. Release the mouse button when the object is the required size.

Grouping Objects

Sometimes when you're working with graphics it can be useful to group together several shapes. This makes it easier as the objects are all treated as one, so when you move one, all the objects in the group move. To group together objects, first select them all as described above then click the **Draw** icon and choose **Group**.

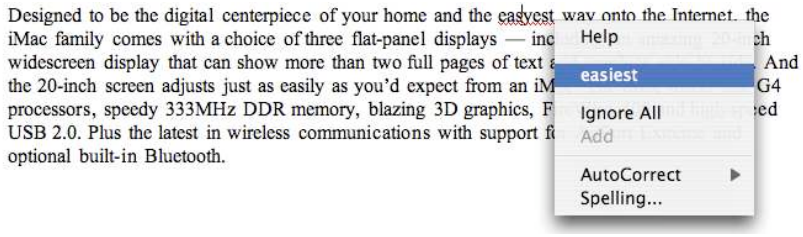
Exercises 2.5, 2.6 and 2.7

Now do Exercise 2.5, 2.6 and 2.7 in the Exercise Booklet.

2.5 Checking Your Spelling

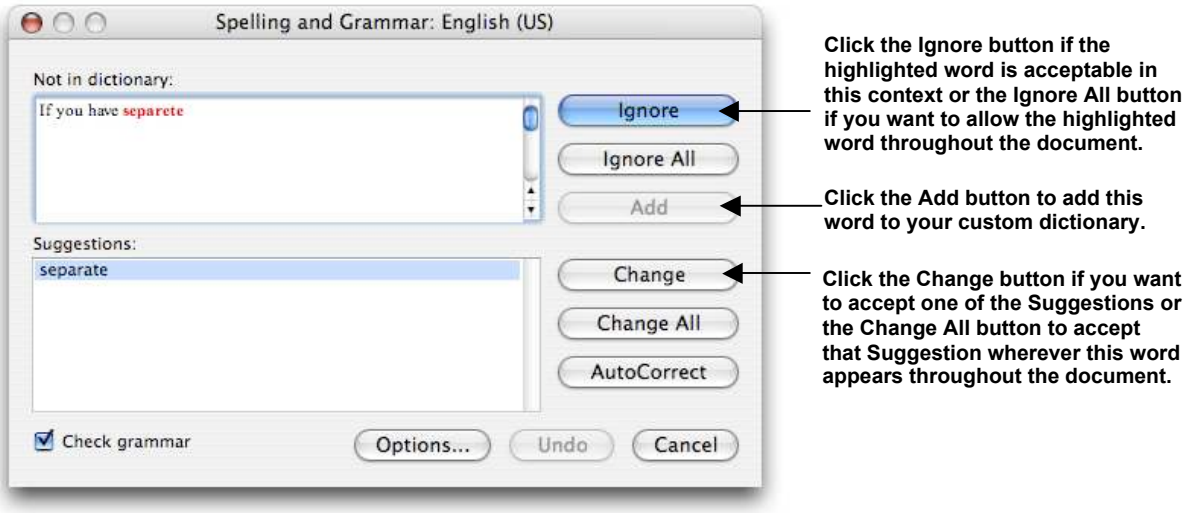
Sometimes even the best typist makes a typing mistake. Therefore, Word's *Spell and Grammar* utility can be useful for checking your document for spelling mistakes and grammatical errors. Word has a built-in dictionary against which each word in your document is checked, and a 'custom' dictionary to which you can add words that are valid in your documents, but not usually found in an ordinary dictionary. For example, you will probably add your surname to documents. If your surname isn't one of those recognised by Word, it'll be marked as a spelling mistake each time you type it unless you add it to the custom dictionary.

As you have seen, Word will alert you through a red or green wavy underline in your document when it finds what it considers to be an error. You can correct these quickly by holding **[CTRL]** and clicking the underlined word or phrase and choosing one of the options that appear on the shortcut menu.



Alternatively, you can create your document and then check it in one sweep using the **Tools**, **Spelling and Grammar** menu option. This menu option will display the **Spelling and Grammar** dialog box below, with the first mistake highlighted in the box.

When Word finds a possible spelling or grammatical error, you'll be prompted to make your changes in the **Spelling and Grammar** dialog box by either ignoring the suggestion or accepting it. If neither of these options will deal with the issue, you can edit the document without closing the **Spelling and Grammar** box and then resume the check.



Once one mistake is dealt with, Word moves on to the next mistake and then the next until there are no further mistakes.

As an alternative to selecting the **Tools**, **Spelling and Grammar** menu option, you can click the **Spelling and Grammar** button on the toolbar. This button looks like this:  .

Exercise 2.8

Now do Exercise 2.8 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 2 Summary Tasks in the Exercise Booklet.

Learning Outcome 3

Summary of Learning Points

In this section you'll learn about:

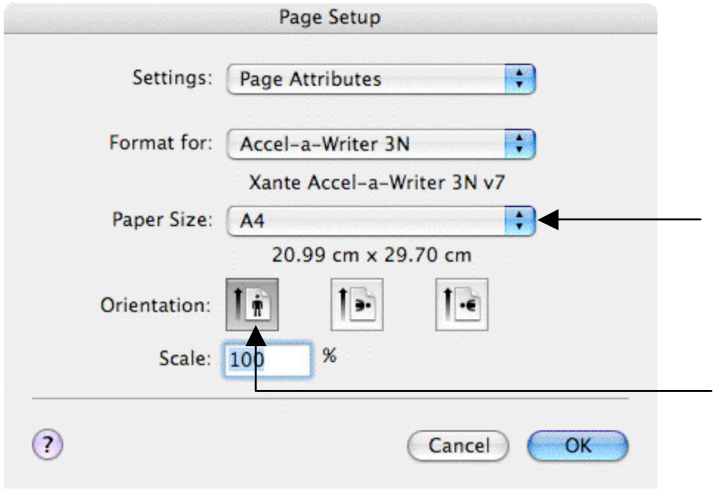
- Changing the page setup.
- Previewing documents.
- Working with printers.
- Using the **File**, **Print** menu option.

3.1 Changing the Page Setup

You can change the layout of your document using the **File**, **Page Setup** and the **Format, Document** menu options. The **Page Setup** dialog box allows you to change page attributes such as the size of paper you're using and the page orientation. The **Format Document** dialog box allows you to set the margins you want to apply, and consists of two parts: **Margins** and **Layout**.

Changing the Page Layout

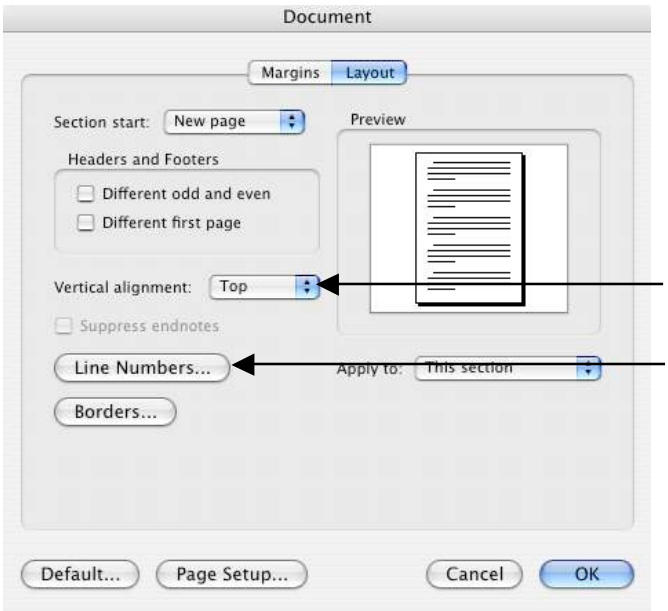
Select the **File**, **Page Setup** menu option. The **Page Setup** dialog box will be displayed. To change the paper settings, click the **Paper Size** drop down box and make the required selection. You can change the page orientation to **Portrait** (tall) or **Landscape** (wide) by clicking the required **Orientation** button. Click **OK** when you have made your selections.



Choose paper size from drop-down list or manually type Width and Height in the boxes below. The most common setting for Paper size in the UK is A4.

Select page orientation: Portrait (tall) or Landscape (wide) by clicking required option button.

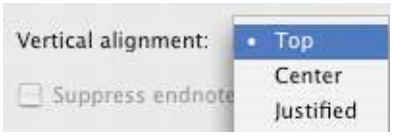
To change the layout options, click the **Format** menu and select **Document**. Click the **Layout** tab.



Click here to change text alignment.

Click here to number rows.

- **Vertical Alignment:** By default, text on a page will line up with the top margin of the document. If you want the contents of the page to be centred between the top and bottom margins, select the **Center** option from the **Vertical Alignment** drop-down list.

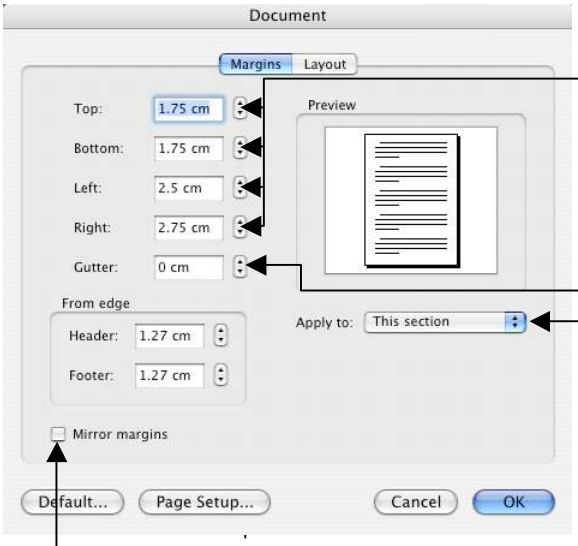


- Alternatively, if you would like the contents of the page to be spaced out so that the first line on each page lines up with the top margin and the last line of each page lines up with the bottom margin, select the **Justified** option from the **Vertical Alignment** drop-down list.

- **Line Numbers:** If you would like each line of text numbered, click the **Line Numbering** button and activate the **Add Line Numbering** check box. Specify the number that's to be assigned to the first line and by how much the count should be increased for each subsequent line.

Tick this box to add line numbering.

To adjust the margins, click the **Margins** tab and make the required selections.



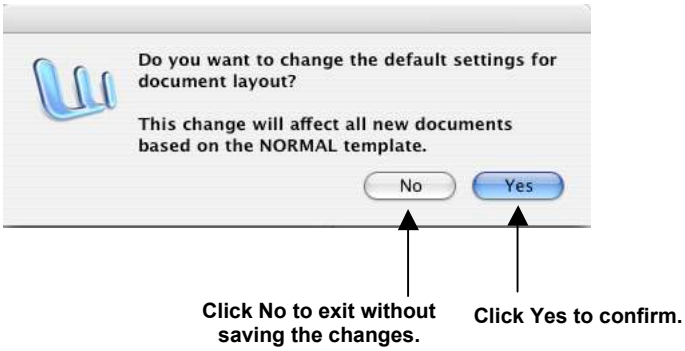
Enter the amount of space you would like to leave between the edges of the page and the text into these boxes.

Use to add space to inside margins, eg to allow for binding.

Check the Mirror margins box if you are creating a multi-page document and you would like the left and right margins on facing pages to be switched around.

Use to specify whether you want your changes to affect the whole document or take effect from the insertion point.

If you want the options you have chosen for the page layout to be the default for **all** new documents based on the same template, click the **Default** button. The Office Assistant will prompt you that these changes will affect all documents based on the same template as the current document.



Once you have made the necessary selections, click **OK**.

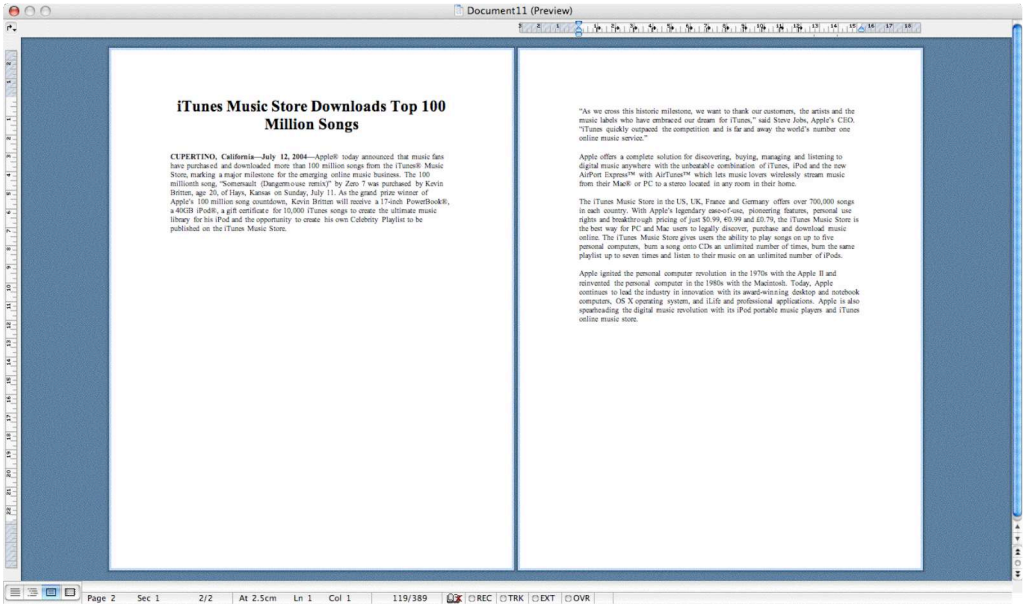
Exercise 3.1

Now do Exercise 3.1 in the Exercise Booklet.

3.2 Previewing Documents

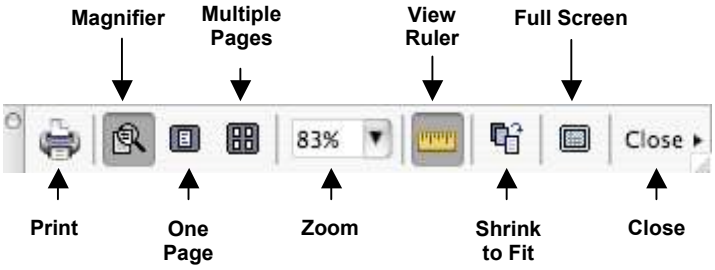
Before printing a document, you can use *Print Preview* to check how it's going to look. When you choose the **File**, **Print Preview** command you will see the document on the screen exactly as it will appear on paper. If you need to make any last minute changes, you can do so within Print Preview.

To begin, select the **File**, **Print Preview** menu option or click the **Print Preview** button on the toolbar. This button looks like this: .



Print Preview Toolbar

When working in Print Preview, the following toolbar will be displayed.



- **Print** button

  Click this button to print one copy of the document.

- **Magnifier** button

  When this button appears depressed, magnifier mode is switched on. The mouse pointer will appear as a magnifying glass, and you can click the page to zoom in and out to see either the detail on the page or the overall layout of the page.

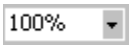
If you click the **Magnifier** button again, Word will switch back to editing mode. While in editing mode you can click the page then edit your document text as required. Once you have finished editing, clicking the **Magnifier** button will disable editing mode, so you can zoom in and out again.

- **One Page** button

  Click this button to display one full page on-screen.

- **Multiple Page** button

  Using this button you can display up to 24 pages on-screen at the same time. To display multiple pages, click the button, and then drag over the number of pages you want to display on the drop-down grid.

- 

Zoom

  To view the current page at a specific size, enter or select the required percentage using the **Zoom** box.

- **View Ruler** button

  Click this button to display or hide the rulers. Using the rulers you can resize document margins, set tabs and adjust paragraph indentation.

- **Shrink to Fit** button

  When you click this button, Word will attempt to fit your document text onto one less page than it currently takes up.

- **Full Screen** button

  Click this button to remove screen elements including the scroll bars and status bar, so the document fills the screen. This lets you see more of the document. To return to Print Preview, press **[ESC]** or click the **Full Screen** button once more.

- **Close** button

  Click this button to exit Print Preview.

3.3 Working with Printers

Types of Printer

The printer you use will usually depend on the number of documents you print and the quality you need. Here are the most common types in use today:

- ***Black and white laser printer***: Crisp, high quality black and white output. Laser printers also have the fastest output rate, so if you know you'll print a large number of documents, you should consider a laser printer. A laser printer uses a replaceable toner cartridge to produce its output.

- ***Colour laser printer***: Good for documents that contain high quality graphics such as photos or charts. These are quite expensive to buy and to run, and a good quality, less expensive, inkjet printer may print your documents with a similar quality.

- ***Inkjet printer***: Produces good quality text, colour charts and graphs, or photos. With inkjet printers, the paper you use can make a big difference to the print quality, so you should use paper that is suited to the document you are printing.

- ***All-in-one printer***: Combines printer, scanner and photocopier in one unit. This type of peripheral is relatively new to the market and is capable of producing good quality printed output as well as having scanning and copying capabilities.

If you're buying a printer, you should try to get a test print from different models so you can compare the quality. Inkjets can provide very good quality but don't print as fast as laser printers. Inkjet printers use ink cartridges, usually separate black and colour, to produce their output. Cartridges for laser printers can often be expensive, especially for colour printers where more than one cartridge is needed to mix the range of colours the printer can reproduce.

Making Sure the Printer is Ready

Before you print a document, you must make sure that the printer is ready to print, ie that it is online, there's no paper jam, and it has enough paper and toner or ink.

Checking the Printer is Online

How you do this varies from printer to printer, but all printers have a light that tells you when they're online. Usually this light is green or yellow and, if the printer is not ready, the light will flash to alert you that there is something wrong.

Checking for Printer Problems

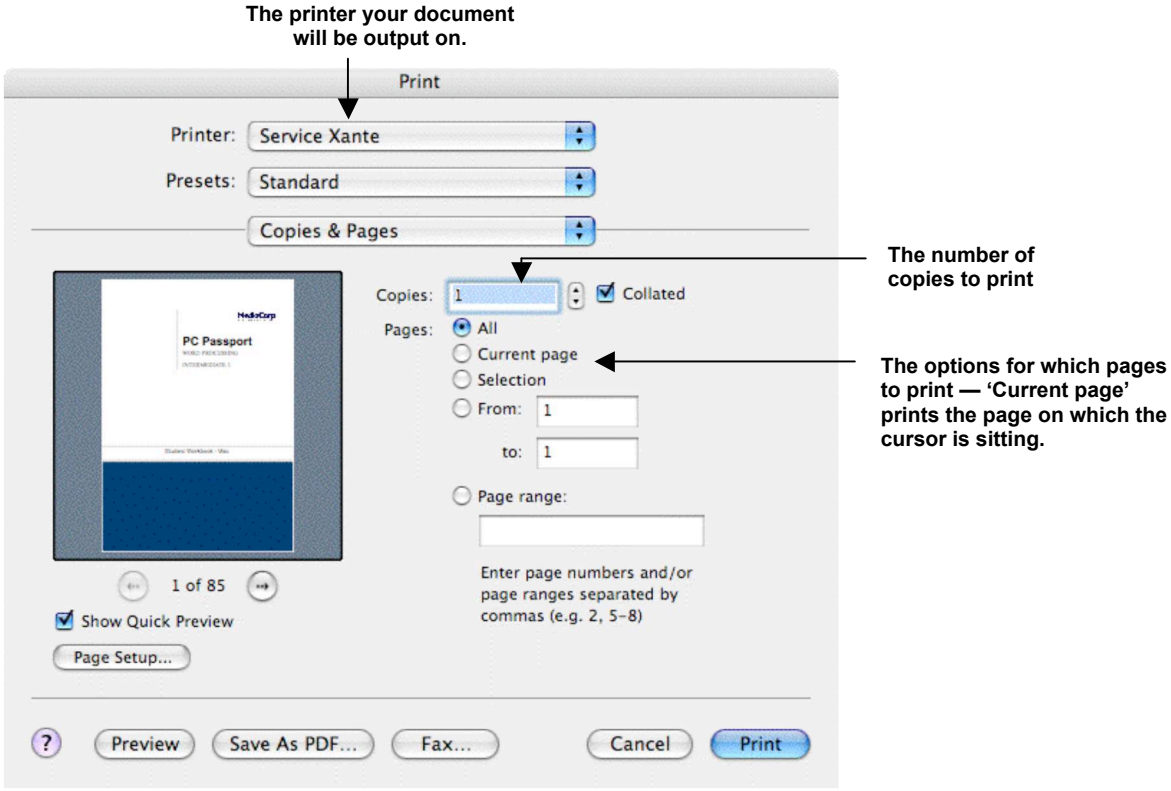
If there is a problem with your printer, you will get a message alerting you to it, or depending on the printer, the error might be displayed on a panel on the printer. For example, if the printer runs out of paper, you may get a message telling you so, or if your laser printer needs more toner, a message to this effect will be displayed on its message panel.

If your printer has a paper jam (a sheet or sheets of paper are stuck in the printer mechanism), you should clear it according to the manufacturer's instructions. This may be as simple as gently pulling a sheet of paper out of the printer, or it might involve opening doors on the printer to find all the jammed sheets.

3.4 Printing Documents

Using Basic Print Options

So far in this course you have printed documents using the **Print** button on the toolbar. However, if you want to print multiple copies or only specific pages of a document, or to use a printer other than your default, you'll need to use the **File**, **Print** menu option. This menu option displays this dialog box:



Printing a Document

1. Choose the printer you want to use from the **Name** drop-down list at the top of the dialog box.

2. Type the number of copies you want to print or use the buttons to enter this number in the **Copies** box.

3. Choose which pages you want to print:

   - **All:** Select this option button to print every page in the document.
   - **Current:** Choose this option to print the page of the document the insertion point is currently in.
   - **Pages:** To print specific pages, type the page numbers and/or page ranges into this text box. The entries should be separated by commas.

     For example, if you want to print pages **1, 3, 20 to 25** and **30**, you would type **1,3,20-25,30** into the text box.

4. Click **Print** to print your selections.

Exercises 3.2 and 3.3

Now do Exercises 3.2 and 3.3 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 3 Summary Tasks in the Exercise Booklet.

Glossary

A

Alignment	The positioning of text on a line or page. For example, a heading may be *centre aligned*, ie it is placed evenly spaced between the margins.
Alphanumeric keys	The main keypad on the keyboard, primarily used to type letters and symbols.
Apple Macintosh	One of the most common types of computer in homes and schools.
Application software	Programs that are used to perform a task, such as word processing, spreadsheets and accounts.
Arrow keys	Keyboard keys used to move the cursor around the window.
AutoShapes	Ready made shapes that can be added to the document. Includes rectangles, circles, stars, banners, triangles and lines.

B

Backup	A copy of data taken for security purposes, in case of corruption or accidental deletion/editing of the original data.

C

CD burner	CD drive that can write information to CD-ROMs.
CD drive	Drive used to read information from a CD-ROM or a CD-RW.
CD rewriter	CD drive that can be used to write and change information on a CD-RW.
CD-ROM	Portable disk usually used to distribute large amounts of information such as programs, eg Microsoft Office. Storage capacity around 780 MB, although this is subject to change as new technology is developed. A special drive, a CD burner, is required to write information to a CD-ROM. Information written to a CD-ROM is read-only, ie it can't be changed.
CD-RW	CD-ROM whose data can be changed. A special CD drive is required for this task.
Classic Mode	Used to run Mac OS 9 programs on a computer with a Mac OS X system
Clicking	Pressing the mouse button once.
ClipArt	A collection of sounds, graphic and animations that can be easily added to your document.

Clock speed	The rate at which processors operate.
Contents	Help facility that lists 'books' and 'pages' of help information.
Contextual menu	The menu displayed when you hold down the [CTRL] key and press the mouse button.
CPU	Central Processing Unit. A chip on the logicboard which is where the processing (the work) takes place.
Cursor	Object representing the current position within a program, eg in Microsoft Word, the cursor is a flashing vertical line.
Cursor keys	Keyboard keys used to move the cursor around the window.

D

Desktop	The working area on your screen.
Digital camera	Pictures taken with a digital camera are stored on a memory card rather than on film. These images can then be transferred to a computer for printing or to be adapted.
Digital imaging	The process of creating images that can be stored on a computer, eg by scanning images or downloading them from a device such as a digital camera.
Digitising tablet	See *tablet*.
Dock	Bar shown at the bottom or side of the window which allows you to start programs using just a single click.
Document	A file produced by Microsoft Word or another application program.
Double-clicking	Pressing the mouse button twice quickly.
Dragging	Moving the mouse from one part of the screen to another with the mouse button pressed down. Usually used to move items around.
Drive	The device used to read and write information to a disk.
Drop-down arrow	The small arrow shown at the right side of a drop-down list, used to open the list.
Drop-down list	A list that is hidden while not in use. The list is displayed by clicking the drop-down arrow at its right side.
DVD	Can hold significantly more data that a CD-ROM and is much faster to access. You need a DVD drive to read a DVD.
DVD drive	Drive used to read information from a DVD.

E

Editing text	Changing the contents of a document by adding or deleting text.

F

File	Produced by a program such as Microsoft Word or Excel, contains what you've typed as well as information on how it is to be presented.
Finder	A program used for working with files and folders, eg to create, move, copy, rename, search for, or delete them.
Floppy disks	3.5 inch plastic disks that store information magnetically. Storage capacity from 800K – 1.44 MB. Usually used to carry information from one computer to another or to backup information for security purposes.
Folder	Part of the filing system that is a container for subfolders and/or files.
Formatting	Apply effects to text and paragraphs to enhance the appearance of a document.
Function keys	The top row of keys on most keyboards, numbered from F1 to F10 or F12. Used within programs to carry out specific tasks.

G

Gigabyte	Approximately 1,000 megabytes.
Gigahertz	One GHz represents 1 billion cycles per second. The speed of microprocessors, the clock speed, may be measured in gigahertz. For example, a microprocessor that runs at 200 GHz executes 200 billion cycles per second. Each computer instruction requires a fixed number of cycles, so the clock speed determines how many instructions per second the microprocessor can execute.
Graphics package	A program that is used to create or manipulated graphical data.
GUI	Graphical User Interface. Operating system that uses small pictures called icons to represent tasks and items such as folders and files.

H

Hard disk	The permanent disk that is part of your computer. You might have more than one hard disk on your computer, depending on its setup.
Hardware	The hardware of your computer is the physical machinery — the monitor, the keyboard, the mouse etc.

I

Icons	Small pictures that represent tasks and items such as folders and files.

Indent	Extra space left between the left or right margin and the text.
Index	Help facility that lets you search a list of key words or phrases.
Insertion point	The cursor position in a Word document.

J

JPEG	Joint Photographic Experts Group. File format used for digital images such as those downloaded from a digital camera.

K

Keyboard	Input device used for typing information.

L

Logicboard	A circuit board housed inside a Macintosh system unit which contains connections for attaching components such as the CPU, RAM, monitor, mouse and keyboard.

M

Margin	The space left between the edge of the paper and the text.
Megabyte	Unit of measurement used in relation to data storage. One megabyte represents approximately one million *bytes* (the amount of space required to store one character of information).
Megahertz	One MHz represents one million cycles per second. The speed of processors, the clock speed, is measured in megahertz. For example, a processor that runs at 200 MHz executes 200 million cycles per second. Each computer instruction requires a fixed number of cycles, so the clock speed determines how many instructions per second the processor can execute.
Memory	The area of the computer where information is stored while the processing (the work) is carried out on it. May be referred to as RAM.
Memory card	Card used by digital cameras and camcorders rather than film to record images.
Memory stick	Large capacity storage device that can be used in the same way as a floppy disk but can store much more information.
Menu	A list of options that you can select from to work with your file.
Menu bar	Bar shown at the top of a program window showing words representing menus of options you can select from to work with your file.
Microsoft Excel	A spreadsheet program.

Microsoft Windows	Operating system on a PC.
Microsoft Word	A word processing program.
Motherboard	A circuit board housed inside a Windows system unit which contains connections for attaching components such as the CPU, RAM, monitor, mouse and keyboard.
Mouse	Input device used in a GUI-based system to open and run folders, files and programs.
Multimedia projector	Output device. Projector that connects to a computer so electronic presentations can be given.

N

Notepad	A simple text processing program supplied as an accessory with Microsoft Windows.
Network	A collection of connected computers.
Numeric keypad	Separate keypad that can be set to type numbers. Usually used when there are a lot of numbers to be typed.

O

Online (internet)	When a user is connected to the internet they are said to be online.
Online (printer)	When the printer is ready to print it is said to be online.
Optical mouse	A mouse that has no roller ball on its base. Movements are sent via infra-red signal instead.
OS X	A program used to help you manage your electronic filing system.

P

Packages	Another word for programs.
Peripheral device	A peripheral device is one that is connected to your computer, eg printer, scanner, speakers.
Plain text	Text that does not contain any special formatting or fonts.
Point/Point size	Measurement used for fonts. 1 point (pt) = approximately $1/72^{th}$ of an inch.
Pointing	Moving the arrow that represents the mouse to a particular object or part of the screen.
Printer	Output device used to produce printed (or hard copy) versions of files from the computer.

Program	A list of instructions that are carried out to perform a task. For example, the Microsoft Word program is a list of instructions that allow you to carry out various tasks such as editing, saving and spell-checking documents.

R

RAM	Random Access Memory. The area of the computer where information is stored while the processing (the work) is carried out on it.
Rich text	A format that holds information about the formatting and layout of the document.
ROM- BIOS	Built-in software that determines what a computer can do without accessing programs from a disk. On PCs, the BIOS contains all the code required to control the keyboard, display screen, disk drives, and a number of miscellaneous functions.
Ruler	Ruler shown above the work area in Word. Can be used to set margins, tabs and indents.

S

Scanner	Input device used to scan existing information so that it is converted to electronic format.
Scroll bars	Positioned at the right and bottom of the program window. Used to view parts of the file not currently visible.
Serial and parallel ports	Sockets that can be used to connect peripheral devices such as the mouse, keyboard or a modem to the Personal Computer.
Shortcut menu	The menu displayed when you hold down the [CTRL] key and click the mouse.
Software	The software is what makes your computer do things. For example, Microsoft Word is a software *program* (list of instructions) that allows you to create documents, usually for printing. Another piece of software on your computer is responsible for displaying (on-screen) the characters you type using the keyboard on the screen.
Speakers	Output device used to transmit sound from the computer and its programs.
Spreadsheet	A file produced by, for example, Microsoft Excel, Lotus, Filemaker.
Status bar	Bar shown at the bottom of the program window containing status information about the file and the program.
Subfolder	A folder that is stored inside another folder.

System software	Programs that make your computer work. Examples of tasks that system software carries out include file management, printing and displaying the characters you type using your keyboard on the screen.
System unit	The 'box' part of your Personal Computer which houses the various components that make your computer work, eg CPU, RAM, motherboard.

T

Tablet	Also known as *digitising tablet*. Input device where the user drags an electronic pen across the surface of the tablet to enter drawings into the computer.
Tapes and cartridges	Large capacity storage, but low access speed. Usually used for backing up data.
Text area	The part of the Word window representing the printed page.
TextEdit	A simple text processing program supplied as an accessory with Apple Macintosh computers.
Toolbar	Bar shown at the top of the program window containing buttons representing shortcuts to some of the menu options available.

U

Upgrade	The process of replacing older hardware or software with newer versions.

V

VDU	Visual Display Unit. Used to show you what is happening on your system.

W

Wireless mouse	A mouse that is not connected directly to the computer via a cable. Usually made up of two parts, the wireless mouse and a separate unit that is connected to the computer.

Z

Zip drive	Large capacity storage, typically around 100 MB. Special disks look like large floppy disks.

Index

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

S continued

T

U

V

W

Z