

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	4 practicals (approx. 1.5-2 hours each)
Software Required	Microsoft Word

Learning Outcome

Upon completing this unit, learners will be able to master **AutoCorrect** and text case formatting, create multi-column layouts with **graphics**, implement internal **references** and **bookmarks**, and add **footnotes**. They will also learn to apply advanced paragraph formatting, page setup, and perform basic word processing tasks like typing and correcting errors. Furthermore, the unit covers using Find and Replace, applying text formatting such as boldface, underline, **superscript**, and **subscript**, and utilizing tabs and hanging indents for document structure.

Skill 1 – Word Processing

Information:

Word automatically returns the cursor at the end of the line.

Do not press <ENTER> until you get to the end of a paragraph.

When you reach the end of a paragraph, press <ENTER> **twice** to leave a blank line between paragraphs.

If you make any typos (except the deliberate ones), press **Backspace** to move the cursor back and erase them, then re-enter the correct letter(s).

Make sure your **CAPS LOCK** is disengaged to avoid typing everything in capital letters. To type capital letters, hold down the **SHIFT** key.

1. Type the text below:

Word processing is plausibly the most traditional application of microcomputers.

The ease with which you can formulate and amend memos, letters, reports, and numerous other documents with a word processing program increases both the quickness and quality of your writing.

You can enter, edit, change, reorganize, format, and print text without having to retype all of it each time you make a change.

There are many word processing programs on the market today.

The way they differ from one another can be observed in the variety of features they offer, and the mouse and keyboard procedures used to carry out the various word processing functions.

DEVELOP YOUR SKILLS

<Type your name here>

There Are A Number Of Things You May Have Noticed While Typing:

- First, the **insertion point** moves ahead of the text as you type, or backward if you are using **Backspace** to erase a mistake.
The insertion point indicates the place where the next character will be typed.
 - Second, the **bottom line of the screen** (the status line) indicates:
 - on which **page (Pg)** and **line (Ln)** the insertion point is located, and the current position of the insertion point in the line (**Col**)
-

Skill 2 – Word Processing

Rewritten Version

1. Type The Text Below.

NOTE: Include deliberate spelling errors appearing in the document.

Word processing floppy disks are very easily damaged. Handle them with care at all times. You should always avoid touchinng the actual disk surface with your bare hands.

You must handle them gently and extremely carefully.

If you do not take care of your disks you can damage them and, once damaged, the information stored on them may be lost without any chance of recovery.

Always store your disks in an upright position; avoid unnecessary pressures from the other disks. Make sure the disk storage container is not a conductor of static electricity.

<Type your name here>

2. Make The Following Changes To The Document's First Paragraph:

- a) Insert an **i** in the incorrectly spelt word **easly** so that it spells **easily**.
- b) Delete the word **absolute**.
- c) Delete one **n** in the incorrectly spelt word **touchinng**.
- d) Edit the second sentence in the first paragraph to:

You must handle them gently and extremely carefully.

- e) Insert the following text as the second paragraph:

If you do not take care of your disks you can damage them and, once damaged, the information stored on them may be lost without any chance of recovery.

DEVELOP YOUR SKILLS

f) In the last paragraph, change the incorrectly spelt word **uprite** so that it spells **upright**.

Skill 3 – Formatting in Word

Rewritten Version

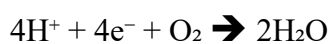
1. Create A New Document And Type The Text Below Using Subscript, Superscript, and Alignment As Required:

The Electron Transport System (ETS)

The end product, H₂O, is formed from hydrogen ions and electrons that are removed in the Krebs cycle and the oxygen we breathe.

Essentially what happens in the ETS is that hydrogen ions and electrons are "transported" to oxygen by a series of enzymatic reactions, the end product being water.

In other words:



<Type your name here>

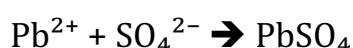
2. Save The Document As `Skill3.doc`

3. Create The Following Document:

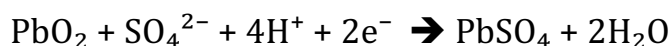
SECONDARY CELLS

The commonest secondary cell is the lead-acid accumulator. Its active materials are spongy lead, Pb (for the negative plate), lead dioxide, PbO₂ (for the positive plate), and sulphuric acid. The active materials of the plates are supported in grids of hard lead-antimony alloy.

At the negative plate, the chemical reaction is:



At the positive plate, the chemical reaction is:



DEVELOP YOUR SKILLS

4. Make Use Of The Following Commands In WORD:

- **Center**
- **Boldface**
- **Underline**
- **Flush Right**
- **Superscript**
- **Subscript**

Skill 4: Tabs, Indentation

This Lab Exercise Enables You To Practice How To Use Tabs, Indentation, and Formatting

Exercise 1: Using Tabs

1. Type the document below using left, right, and decimal tabs.

Johnny	Melbourne	VIC.	\$21.56
Sandy	Sydney	N.S.W.	\$120.70
Josian	Adelaide	S.A.	\$1,235.00

Tab Settings: Left tab (2.5cm) Left tab (7cm) Decimal tab (9cm)

2. Save the document as Skills6.DOC.

Exercise 2: Hanging Indents

1. Create a new document and save it.
2. Type the document below using hanging indents for the point-numbered paragraphs.

< Enter today's date here >

Mrs Susana Roberts
Personnel Manager
20 Hyden Road
PORT ADELAIDE 5015

Dear Mrs Roberts

Re: Word Processing Inquiry

Thank you for your letter dated < Insert yesterday's date here >. I would comment on your queries as follows:

Point 1. The ideal word processor operator should be self-motivated and able to cope with pressure. He/She should have an excellent memory, a methodical approach, an ability to work unsupervised, and a willingness to stay with the work until a problem has been solved.

Point 2. The aim of the exercises we use in our courses is to demonstrate the difference

DEVELOP YOUR SKILLS

between conventional typing and computer-based typing. The basic ideas are the same on all systems, although the method of operation may vary.

If you need any further information, please do not hesitate to contact me.

Yours faithfully

Tim Robinson
Head of Department

< **Insert your name as a footnote** >