

# Introduction

## For the student

*Learn Microsoft® Word* guides you through word processing step by step. All the main features, from loading to printing, are explained in words and pictures so you can work independently at your own pace. Labelled screen displays, simple guide notes and practical activities are included to enable you to explore, apply, practise and develop the necessary skills. If you forget how to carry out an action, simply check the appropriate unit, where the required clicks and keystrokes are described. A glossary is also included on page 56 to help with any unfamiliar terms.

*Learn Microsoft® Word* is divided into self-contained units, each of which contains:

- explanation of how to perform actions, eg cut text
- illustration of the action with labelled screen extracts
- examples of the result, eg increased font size
- practice exercises to take you through each step you have learned
- a summary of what you can do at the end of the unit.

A record sheet and tests help measure your progress against National Curriculum levels and RSA's competences for Information and Communication Technology. Each word processing skill explained in the text is cross-referenced to the record sheet, relevant National Curriculum ICT Level Description and the competence checklist.

Teachers, and other adult learners unfamiliar with Microsoft® Word, will find all they need to master the skills of word processing in the context of the RSA's computer literacy (CLAIT) scheme and CIT syllabus.

## 6 Changing your paragraph format

### Indents and spacing

New documents appear with default settings for margins, line spacing and indentation.

To change the margin settings from the default see page 49. You can change the settings for line spacing and indentation through the format menu. Click on **FORMAT>PARAGRAPH** to display the dialog box shown in figure 6.1.

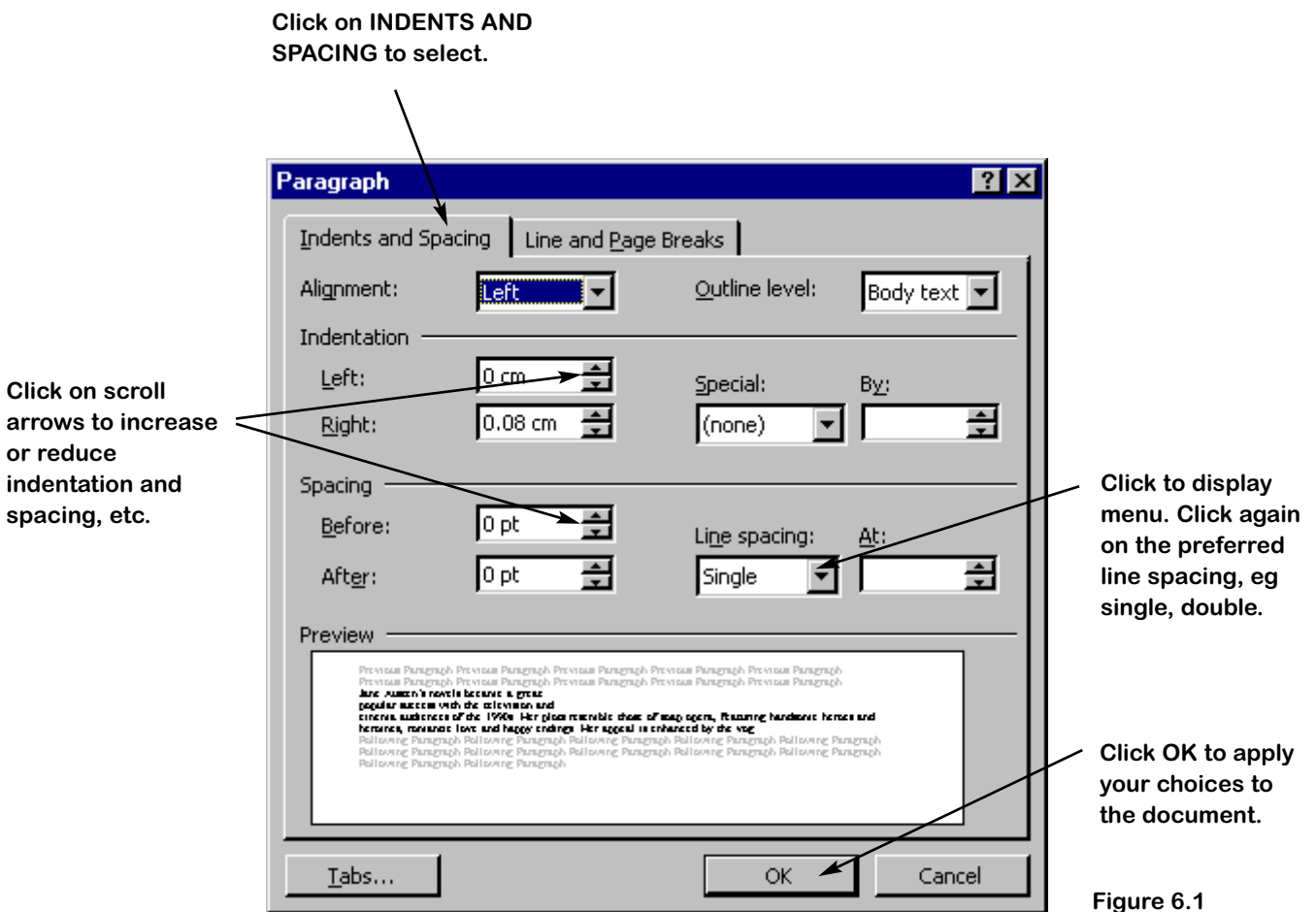


Figure 6.1

New settings apply to text entered after you have clicked **OK**. To change the indentation of onscreen text, highlight the area you wish to alter (as in figure 5.3) and select new settings.

A shortcut is available on the ruler bar. You can drag the indent markers on the horizontal ruler to new positions as shown in figure 6.2 overleaf.

### Inserting clip art

To insert clip art, select INSERT>OBJECT. Choose Microsoft ClipArt or Microsoft Clip Gallery from the list of objects displayed (as in figure 9.3).

Clip art appears as in figure 9.9 below (appearance varies in different versions).

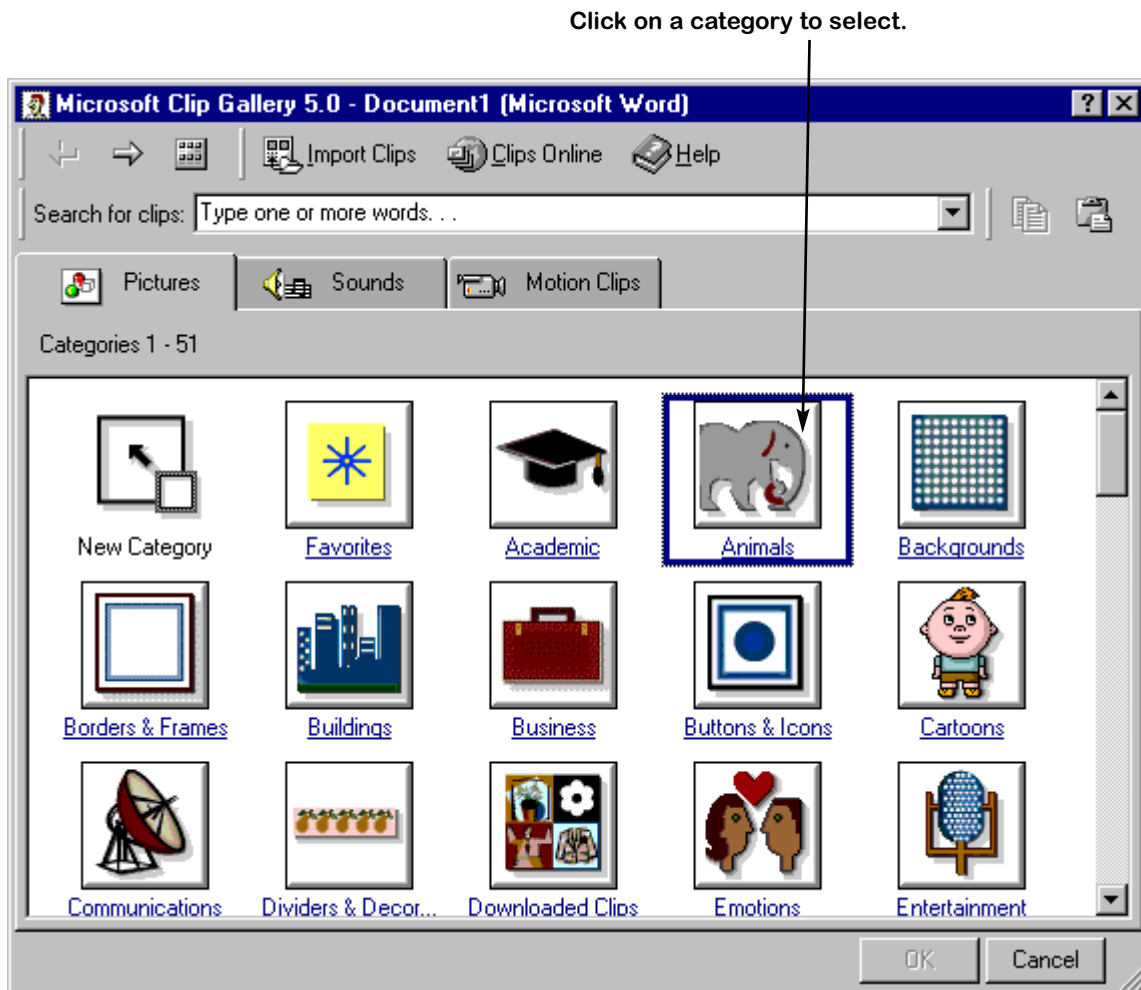


Figure 9.9

## CIT syllabus references

### **B Word Processing Skills**

Candidates should be able to use the hardware and software appropriately to produce a range of documents. In particular they should:

- B1 Demonstrate operating skills to load and run the word processing software.
- B2 Demonstrate layout skills for typical documents (such as letters, memos, and reports) by:
- setting up: page format – paper size, orientation (landscape or portrait), columns, page numbering, headers, footers, margins
  - choosing text styles, typefaces, and by using appropriate fonts and point sizes.
- B3 Document management  
Demonstrate skills in:
- creating documents
  - retrieving documents
  - saving documents
  - finding a document.
- B4 Enter text from a keyboard.
- B5 Amend text, using overtype as appropriate:
- insert/delete/change single characters
  - insert/delete/change words
  - insert/delete blocks of text
  - split and join paragraphs.
- B6 Insert objects. Be aware of the range of objects that can be inserted into a word processed document:
- text
  - clip art
  - images.
- B7 Insert tables:
- create/delete
  - enter details
  - add/delete rows
  - add/delete columns.
- B8 Understand and use writing tools available in the word processing package:
- spell checker.