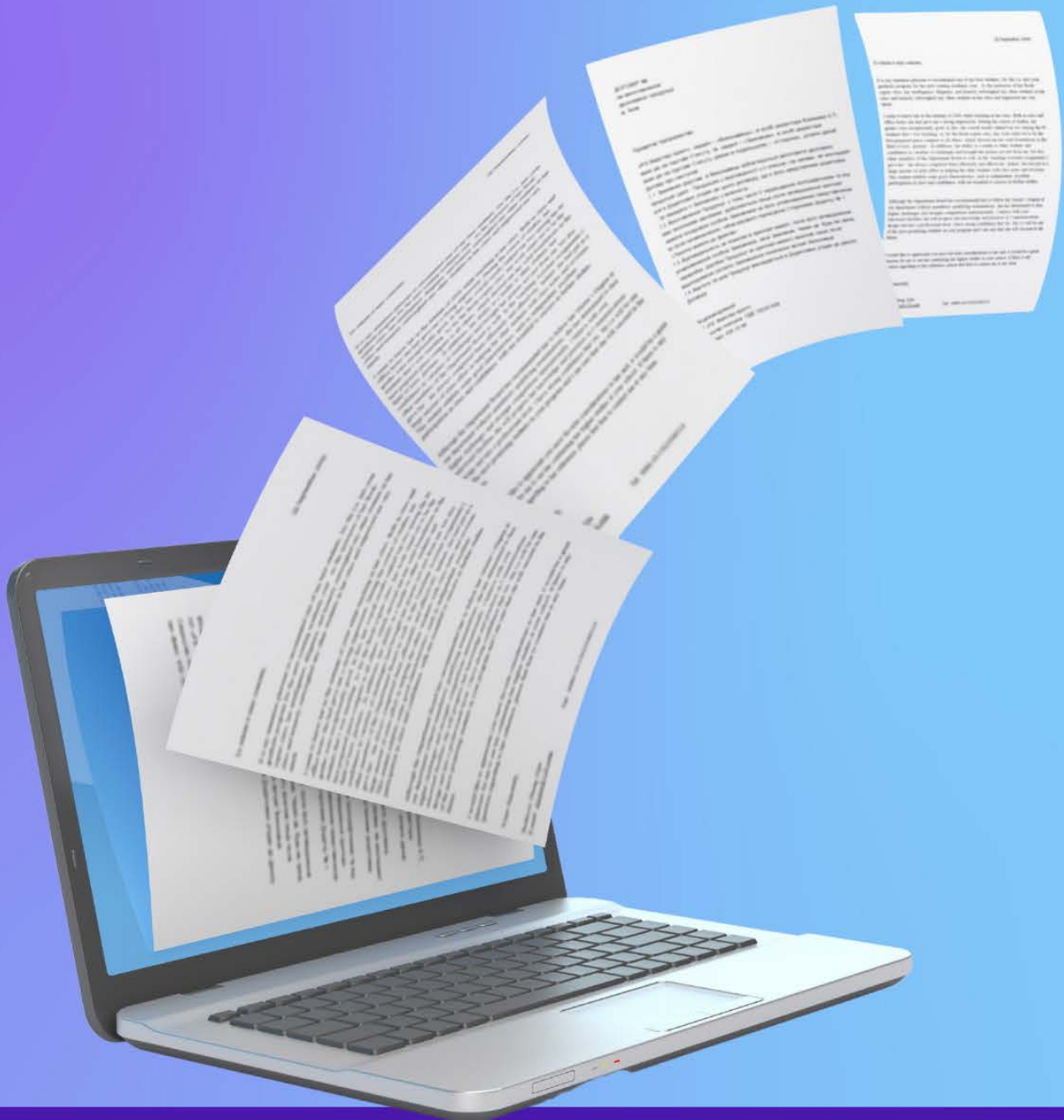


Level
3



Word Processing

STUDENT WORKSHEETS



www.educoot.org



CONTENTS

Getting Started:

- The significance of using word processing applications in terms of their common uses and features
- Key terminology associated with word processing including page layouts, page setup, page breaks, text formats, object insertion, print preview, and toolbars
- Toolbar icons and related functions associated with file handling and text formatting

Creating Documents:



- Creating a range of documents for personal or work requirements, using a range of keyboard capabilities, applying text formatting and editing, using proofreading skills and printing
- Using a word processing application to create a file by performing all required steps including accessing the application, setting up the page, entering data using the keyboard and mouse, formatting, printing and storing the file appropriately for subsequent retrieval
- Examples of documents to be created: formal letter, poster, timetable

Modifying Documents:

- Use a word processing application to modify an existing document using a variety of file save options



2. Complete the sentences:

flyers, printing, greeting cards, invitations, story, minutes



Common uses of word processing

Some of the common uses of a word processing

are designing, writing and

documents. We can create

for advertising,

for birthdays,

for meetings and

for parties. We can even write our own life

!.



“At some point we’ll have to focus on training, rather than just batting at the cursor.”



B. BASIC TERMS

1. Give an example of the following:

a) page layout

b) toolbar

c) icon

2. Match the icons to the sentences. Write the numbers.



1.



2.



3.



4.



5.

a) Open Documents to find a file.

b) Save the document.

c) Open a new document.

d) Save as Document 2.

e) Close the application.



C. MORE ON EDITING AND FORMATTING

1. Access the word processing application, e.g., Microsoft Word.

2. Can you open the application from the Start Menu and the shortcut on the desktop? Which is quicker?

3. Name these page orientations.



4. Which page orientation should I choose to create this poster?



5. What does this icon mean?



6. Name 3 paper sizes:



ASSESSMENT BRIEF 2

Course:	Word Processing
Course Code:	3N0588
Assessment:	Skills Demonstration / Collection of Work
Title:	Creating and Modifying a Formal Letter
Weighting:	Skills Demonstration - 40% Collection of Work - 60%

Guidelines

You will be expected to:

1. Create a formal letter, using the given sample.
2. Modify the existing letter, according to instructions.
3. Save and print the file in different formats.

Assessment criteria

- Use the letter sample as an example.
- All directions to create and modify your letter must be carefully followed.
- There should be fewer than 3 errors in each document.
- Rules for the layout of a letter must be followed.
- The file/s must be saved using different file formats, as directed.
- Punctuation and capitalisation must be accurate.
- For all documents, spacing must be accurate, e.g. single spaces between words.
- Keyboard capabilities include text entry, numeric data entry, keyboard shortcuts, symbol insertion, cursor control, caps lock, and num lock.





- Text formatting and editing includes bullets, numbering, change case, apply bold, underline, italics, font, font size, font colour, text and image alignment and insert.
- Proofreading tools include grammar and spell check.

Submission date:

Declaration of Authenticity: I confirm that this is my own original work.

Signed:

Date:





C. MODIFYING A FORMAL LETTER 2

1. Open a document in your folder called Letter_1.
2. Put the words **Bloggs Company** in capital letters.
3. Change the font colour of the job title to red.
4. After the word **team** in the 2nd paragraph, insert: I'm keen to work for a company with a great reputation like Bloggs.
5. Save your finished letter in your folder with the name, Letter_2.
6. Print 1 copy for your portfolio.
7. Close the application and shut down the computer.





B. MODIFYING A WEEKLY TIMETABLE I

1. Open the document in your folder called **My Timetable**.
2. Format the table you inserted so that it looks like this by merging cells:

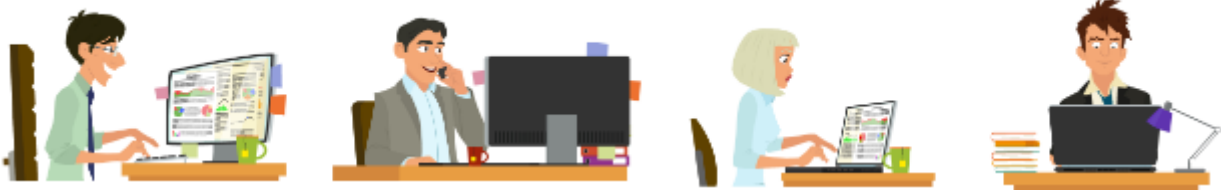
3. Save the document in your folder with the name **Timetable 1**.
4. Print 1 copy for your portfolio.
5. Close the application and shut down the computer.





C. MODIFYING YOUR POSTER 2

1. Open a document in your folder called **Poster 1**.
 2. Change the font colour of the text **helpline@fishpublishing.com** to the colour blue.
 3. Create a single line space after the word **Third prize – €300**.
 4. Select the text **First Prize, Second Prize and Third Prize** and format the text as bold and orange.
 5. Select the text **Writers' & Artists' Retreat** and change it to italics.
-
1. Select the text **Online Entry €20.00** and format it as Berlin Sans FB and blue.
 2. Save the document in your folder with the name **Poster 2**.
 3. Print 1 copy for your portfolio.
 9. Close the application and shut down the computer.





B. OPENING AND MODIFYING A DOCUMENT (FLYER)

Open the file Company_info.

Save it in your folder with the new title, Garden_co.

Carry out the following instructions:



1. After the heading, **Greg's Gardens**, insert a trademark symbol so that it appears like this: **Greg's Gardens™**.
2. After the phone number near the end of the document, add: **or 02300897**.
3. Make the second line: **A garden is a work of art in progress.** a different, cursive font and italics.
4. Copy the second line of the text: **A garden is a work of art in progress.** and paste it to the very end of the document. (Use shortcuts for copy and paste)
5. In the 2nd paragraph of the text, **Services include:** number the next 4 lines from **Lawn mowing and edging** to **Garden design**.





F. OPENING AND MODIFYING A DOCUMENT (JOB AD)

Open the file **Job_Ad**.

Save it in your folder.

Carry out the following instructions:



1. Make the heading **Job Available** – 22pt, green, all caps, centre-aligned and underlined.
2. Make the 2nd paragraph ‘**Horticulturist required for busy garden centre**’ – all caps and underlined.
3. Change the bullets to squares and a green colour.
4. Cut the sentence ‘**This is an excellent opportunity!**’ and paste it under the heading ‘**Job Available**’.
5. Change the salary to €12.50 per hour.
6. In front of the heading ‘**Job Available**’, insert an icon or symbol related to gardening.
7. Click into the Review tab on Microsoft Word and then click into Proofing. Check the spelling and grammar of the document.



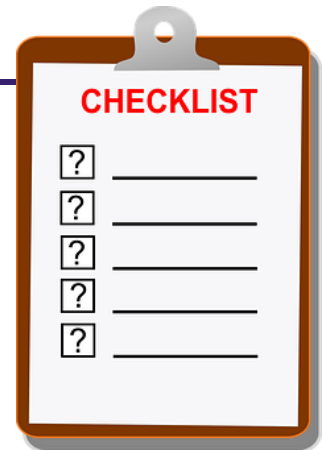


H. OPENING AND MODIFYING A DOCUMENT (CHECKLIST)

Open a new Word document.

Save it in your folder as **Checklist**.

1. Type the following information:
(You can add a few tips if you like!)



Self-Care Checklist

Here are some ways you can take care of yourself.

- Eat three main meals
- Go on a 24-hour social media detox
- Find a quiet spot to meditate
- Light an aromatic candle
- Do a gratitude list
- Practise deep breathing
- Listen to good music
- Exercise
- Catch up with a friend
- Visit a family member
- Spend time outdoors
- Have a mini pamper session
- Cuddle a pet
- Try something new
- Read a book

Make it a habit to take care of yourself!

2. Add your own styling, colours, font choices, etc.
Use as many formatting tools as you can. Make the checklist eye-catching and interesting!



MAPPING OF LEARNING OUTCOMES

1 Outline the significance of using word processing applications in terms of their common uses and features Pages 7 to 10 (getting started – significance, common uses and features of word processing, examples)

2 Explain key terminology associated with word processing including page layouts, page setup, page breaks, text formats, object insertion, print preview, and toolbars Pages 11 to 15 (basic word processing terms, toolbar icons, keyboard shortcuts, keyboard keys), Pages 16 to 18 (more editing and formatting – page orientation, paper size, page margins, page break, inserting, file types, proofing, etc.), Checklist

3 Explain the toolbar icons and related functions associated with file handling and text formatting Pages 11 to 12, 15 (toolbar icons), Pages 16 to 18 (more editing and formatting), Checklist

4 Use a word processing application to modify an existing document using a variety of file save options Page 18 (file formats), Pages 22 to 26 (formal letter – save as docx, pdf, rtf), Pages 29 to 33 (timetable – saving different versions as docx), Page 40 (poster – save as docx, web page and plain text), Pages 56 and 57 (day trip – saving in different formats), Pages 58 and 59 (saving in different file formats)

5 Create a range of documents for personal or work requirements Pages 22 to 26 (formal letter), Pages 29 to 33 (timetable), Pages 37 to 40 (poster), Pages 42 to 59 (modifying existing documents such as information, flyer, list, agenda, course info, job ad, day trip, checklist)

6 Use a range of keyboard capabilities including text entry, numeric data entry, keyboard shortcuts, symbol insertion, cursor control, caps lock, and num lock Pages 13 and 14 (keyboard shortcuts, computer keys), Pages 22 to 26 (formal letter – text and numeric data entry, cursor control, inserting and deleting text), Pages 29 to 33 (timetable – inserting text and numeric data), Pages 37 to 40 (line spacing), Pages 44 and 45 (information text – text entry, deleting), Pages 46 and 47 (flyer – inserting a symbol, inserting and deleting text, inserting a logo), Pages 48 and 49 (shopping list – inserting and deleting text), Pages 54 and 55 (job ad –



inserting a symbol), Pages 58 and 59 (inserting text, numeric data)

7 Apply text formatting to include bullets, numbering, change case, apply bold, underline, italics, font, font size, font colour, and text and image alignment Pages 22 to 26 (formal letter – modify font colour, size and type, using italics, uppercase, alignment), Pages 29 to 33 (timetable – change font type and size, formatting table, alignment, text colour), Pages 37 to 40 (poster – text size, type, colour and alignment, page margins, inserting bullets), Pages 44 and 45 (information text – font type, colour, highlighting, bold, underlined, text alignment), Pages 46 and 47 (flyer – changing font, using italics, inserting numbers, sentence case, image alignment), Pages 48 and 49 (shopping list – font size and colour, inserting bullets, uppercase), Pages 50 and 51 (agenda – font size, colour, alignment, highlighting, underlining), Pages 52 and 53 (course info – change formatting, e.g., font colour, size, alignment, underline, bold, line spacing, inserting numbers), Pages 54 and 55 (job ad – formatting, e.g., font colour, size, uppercase, underline), Pages 56 and 57 (day trip – formatting, line spacing), Pages 58 and 59 (own formatting)

8 Use text editing features including copy, cut, paste, delete, and insert Page 26 (inserting a footer), Page 30 (inserting a timetable and footer), Page 40 (page border, inserting an image), Pages 44 and 45 (information text – page margins, cut and paste, using find and replace), Page 45 (using Thesaurus, inserting header), Page 46 (flyer – copy and paste), Page 47 (inserting a footer), Page 48 (inserting a footer), Pages 52 (course info – cut and paste), Pages 54 and 55 (job ad – cut and paste, inserting a footer), Pages 56 and 57 (day trip – inserting footer)

9 Use simple proofreading tools where available to perform grammar and spell checking Pages 44 and 45 (information text – spelling and grammar check), Page 47 (flyer – spelling and grammar check), Page 49 (shopping list – printing), Page 51 (agenda – spelling and grammar check), Page 53 (course info – spelling and grammar check), Page 54 (job ad – spelling and grammar check), Page 57 (day trip – spelling and grammar check), Page 59 (checklist – spelling and grammar check)

10 Print a document to include print preview, spell and grammar check Pages 22 to 26 (formal letter – printing), Pages 29 to 33 (timetable – printing), Pages 44 and 45 (information text – printing), Page 47 (flyer – printing), Page 51 (agenda – printing),



Page 53 (course info – printing), Page 55 (job ad – printing), Page 57 (day trip – printing), Page 59 (checklist – printing)

11 Use a word processing application to create a file by performing all required steps including accessing the application, setting up the page, entering data using the keyboard and mouse, formatting, printing and storing the file appropriately for subsequent retrieval. Pages 37 to 40 (poster – creating file, setting up the page, entering data, formatting, printing, saving), Pages 58 and 59 (checklist – creating file, setting up the page, entering data, formatting, printing, checking spelling and grammar, saving)