Level 4

WORD PROCESSING

Student Worksheets

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Contents

Note to Students

Programme Overview

A. What is Word Processing?

Word processing describes creating or editing a document using a word processor, such as Microsoft Word, Google Docs, or other software. For example, you could create a project in a Word Processor application. Then, you could print it, save it to your device or on the cloud, display it on the screen, or send using email.

To perform word processing, you need a computer or device, word processing software and a printer.

Word processing software enables you to do the following:

- To create a document
- Store it electronically on an external device, a computer or in the cloud
- Display it on a screen
- Modify or format it by entering commands and characters from the keyboard
- Print the document on a printer
- Send or share the document digitally

Microsoft Word is the most widely used word processing software.

1. Name 3 other types of word processing software.

_____

_____

_____

B. Key Features of Microsoft Word

For this module, when discussing and explaining word processing features the software Microsoft Office Word (Word) will be used as the example.

WORKING WITH TEXT AND STYLES

- Microsoft Word is a word processor, which means that it's designed mostly for text-based documents.
- In Word, you type text and see roughly how it will appear on someone else's computer screen or on paper.
- You can change the **font**, colour, size and other style settings for text using Word's built-in options.

Which of these fonts do you think would be most suitable for a business letter? Tick it. Give reasons for your answer.

☐ It was a pleasure meeting you at the Career Day Fair last week. As we discussed, …

☐ It was a pleasure meeting you at the Career Day Fair last week. As we discussed,

☐ **It was a pleasure meeting you at the Career Day Fair last week. As we discussed, …**

Reason for your choice:

_____

_____

Is this font clear?

Is this font clear?

IS THIS FONT CLEAR?

Is this font clear?

Is this font clear?

Is this font clear?

Is this font clear?

IS THIS FONT CLEAR?
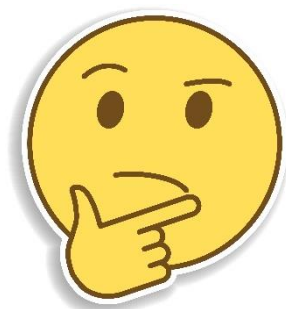
F. Opening a New Word Document

There are two methods of opening a new document:

- Double-click on the Word icon on the desktop if there is a shortcut.
- Click on the Start menu, pointing to the Programs group, and scroll down to Word.
- Click on Blank Document.

You are ready to create your document now! Start typing!

Type the following information. (Use the Shift key for capital letters)

The meeting will take place on 15th June at 3 p.m. in the Lake View Hotel in West Street.

a) Save the document as **Meeting**.
b) Click on File → Save as → Type the name of the document → Choose location to save it → Save
c) Close Microsoft Word by clicking the X at the top right-hand side of the screen.
d) Find your document and open it.
e) Close the document.
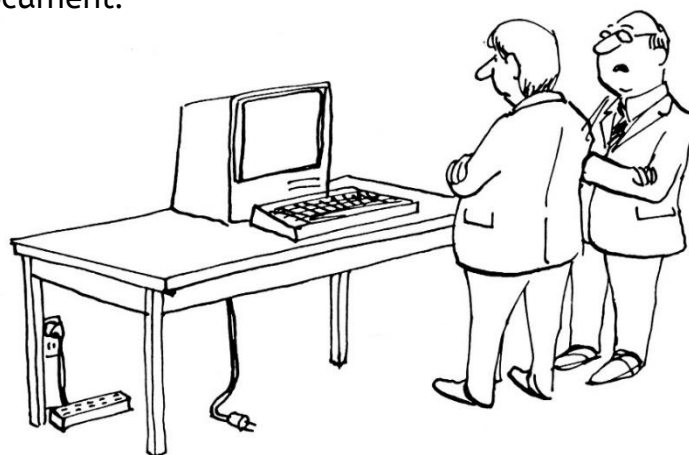
"It could be an expensive repair, or it could just be the plug is out."

H. Creating and Modifying Text

Exercise 1: Short Letter

Open the document **Letter** in your **Jobs** folder.

Modify the text by following the instructions.

a) Save in your practice folder as **Letter**.

b) How many words did you type? (Don't count them!)

To check how many words or characters you have in your document, click on the Review tab and go into Proofing.

c) Change all the font to Arial Narrow, 14 pt.

d) Put the sentence *I look forward to hearing from you* in a paragraph on its own.

e) Make the name *Jackie Kay* bold.

f) Italicise the telephone number.

g) Set line spacing to 1.5 for the whole document.

h) Proofread the document.

i) Use the Spelling & Grammar Check.

j) Save as **Letter_2**.

Concepts covered: open, save, italics, font size, font type, key in text, new paragraph, line spacing, proofread, spell & grammar check, number of words

Exercise 4: Memorandum

○ Download the file **Memo**.

```
memorandum

To: All Staff

From: Anna Lee, Executive Assistant

Date: July 15, 2023

Subject: Reception Door Security

It has come to our attention that the door in reception is
being constantly left open during the day.  This poses a
security risk.   At great cost, the door in reception has been
fitted with a quality security code.  It is therefore very
important that this door stays locked at all times.

Please ensure that you close the door securely and use your
security code to enter the building.

Failure to comply with these regulations will result in
disciplinary action.

Thank you for your cooperation!

Best,

Anna Lee
```

○ Carry out the following tasks:
a) Save the document as **Memo**.
b) Make the heading **Memorandum** centred and all capital letters.
c) Leave a line between the heading and the next line.
d) Delete the word '**constantly**' in the 1st sentence.
e) Undo this last action.

The Undo and Redo tools can usually be found in the Quick Access Toolbar. They are very helpful! They look like this:

f) Delete the 3rd paragraph, '**Failure to comply..**'.
g) Use 1.15 line spacing throughout the document.
h) Proofread the document.
i) Save changes. Use Ctrl + S.

Concepts covered: download document, save, centred text, all caps, delete word, delete paragraph, line spacing, proofread, Ctrl + S, undo, redo

1. Page Formatting

In the previous exercises, you have already practised page formatting, e.g., line spacing, page orientation.

In this chapter you will do the following:

- Demonstrate how to adjust line spacing
- Demonstrate how to change paper size
- Demonstrate how to change paper orientation
- Demonstrate how to change views
- Demonstrate how to create text columns
- Demonstrate how to insert page breaks
- Demonstrate how to create a page header and footer

Exercise 1: Envelope

- Carry out the following tasks:

a) In a new blank document, type your name and address. Use the font Verdana, 12 pt.

b) Save as **Envelope** in your **Business** folder.

c) Adjust line spacing to 1.15.

d) Centre-align the text.

e) Change the page size to DL.

Click into the **Layout** tab, then in the **Page Setup**, click into the tool **Size**. Choose the **Envelope DL** size.

f) Click into the View tab. Try out the different Views, e.g., Read Mode, Print Layout, Web Layout, Outline and Draft.

g) Go back to the Print Layout tab.

h) Save your changes.

i) Print your name and address on a blank DL envelope. Make sure you put the envelope in the correct place on your printer – this will vary from printer to printer, but most printers will have a marking.

Concepts covered: insert text, save, centre-align text, font size, bold text, line spacing, adjust page size, use different views, print an envelope

Exercise 1: House for Rent

- Download the document **House_for_Rent**.
- Carry out the following tasks:

a) Save the document in your **Home** folder.

b) Select all the font by using Ctrl + A and change all the font to Georgia.

c) Make the heading '**House for Rent**' bold and underlined and change to 20pt. Make the heading red.

d) Change the 2nd line '**Meath**' to italics and size 18pt.

e) Use bullets for lines 3, 4 and 5.

f) Highlight in yellow the third line '**€1,100 per month**'.

g) Underline and embolden the heading '**Property Overview**'.

h) Use numbering for the points under the **Property Overview** heading, from '**Single Bedroom**' to '**Lease**'.

i) Underline and embolden the heading '**Description**'.

j) Use bullets for the points under the heading '**Description**', from '**Newly renovated….**' to '**Close to shops**'.

k) Change the colour of the font to red for these same points under '**Description**'.

l) In front of '**Email Alan**…', insert a symbol of an envelope.

Click into the Insert tab, then in the Symbols group, click Symbols. Click on More Symbols, change the font to Wingdings and choose the ✉. Click on Insert then Close.

m) Save all changes.

n) Ensure that all the text fits on one page.

o) Print one copy.

Concepts covered: download file, save, use Ctrl + A, bold and underlined text, font size, font colour, bullets. Highlighter, numbering, insert symbol, save, print

Exercise 2: Application Form

○ Create a new blank document.

○ Carry out the following tasks:

a) Save the document as **Gym_ Form** in your **Health** folder.
b) Type a heading at the top of the page: **Gym Membership Form**.
c) Make the heading centred, bold and underline it. Choose a clear font.
d) Under the heading, insert a table with 2 columns and 8 rows. See the example below:

2x8 Table

It should look similar to this!

e) On the left-hand side of the table, type the following headings:

Name	
Eir code	
Phone number	
Email	
Emergency contact	
Reason for joining the gym	
Have you filled in the health questionnaire?	
Method of payment	

f) Type in made-up details on the right-hand side of the table.
g) Under the table, type 'Signature' and beneath this, type 'Date'.
h) Ensure that the same font is used throughout.
i) Save your changes.
j) Print the form. Sign and date it.

<u>Concepts covered:</u> create new document, save as, insert heading, centre text, bold, underline, choose clear font, insert table, type text into cells, save, print

Exercise 4: Weekly Planner

- Create a new blank document.
- Carry out the following tasks:

a) Write a heading at the top of the document 'My Weekly Planner'.
b) Save the document as 'Weeky_Planner' in your Home folder.
c) Centre-align the heading, make it bold and 18pt.
d) Insert a table, with 2 rows and 7 columns.
e) Give each column a header, using the days of the week from Monday to Sunday. (use the shortened words)

| Mon	Tues	Wed	Thurs	Fri	Sat	Sun

f) Centre-align and embolden each column header.
g) Make each cell with the days a different colour. Use light colours.

To shade in a cell, click on the cell you want to shade in. On the Home tab in the Paragraph group, click on the Shading tool – use the drop-down arrow to choose your colours.
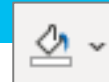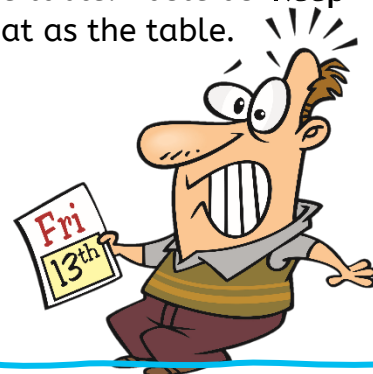
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

h) Select the whole table – make the font Times New Roman, 10 pt.
i) Download the document Schedule.
j) Copy and paste the activities for each day into the table. Paste as 'Keep Text only' so that the font follows the same format as the table.

Paste Options:
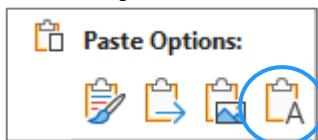
k) Ensure the planner fits on one page.
l) Save the changes.
m) Print your planner.

Concepts covered: create a new document, download document, type heading, save, centre text, bold, font size, insert table, type text into table, shade cells, copy and paste, print
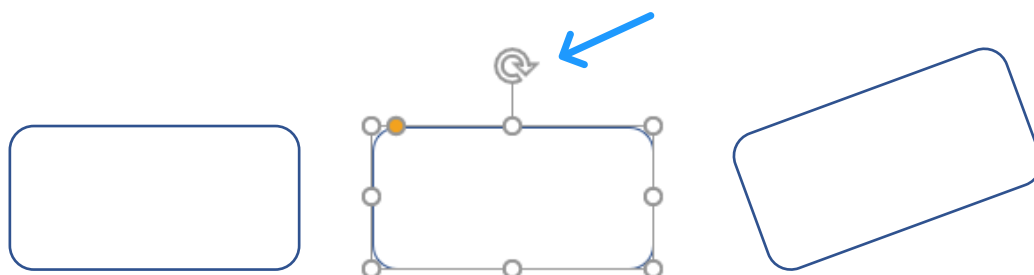
M. Inserting Shapes

To add a shape to your document:

Click Insert → Click Shapes (Illustrations group) → Select a shape, → Click and drag to draw the shape.
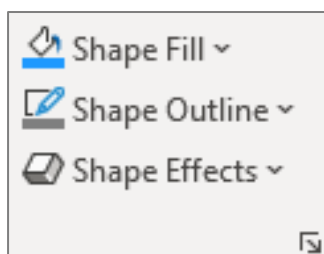
You can adjust the size.

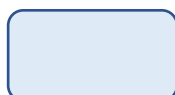You can also adjust the rotation by click on the round arrow.

Click on your shape.

When you click on your shape, you will see a 'Shape Format' tab.

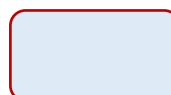Here you can change the colour of the fill and the outline. You can add effects and much more!

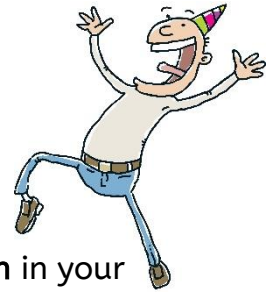Shape fill – blue   Shape outline - red

Experiment with inserting shapes and adding colours and effects, including:
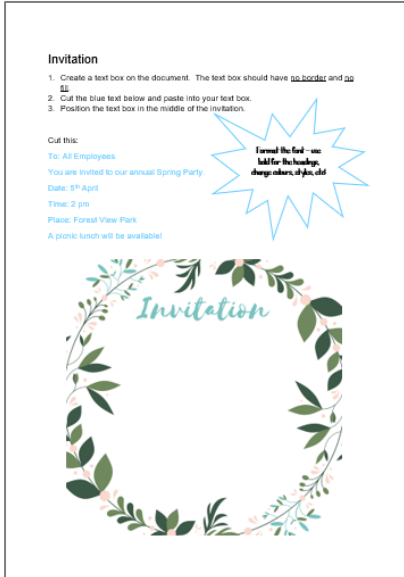
- Making shapes 3D
- Adding shadows
- Changing colours
- Adding a glow
- Flipping horizontally or vertically
- Changing outline type
- Adding a gradient fill
- Changing the rotation, etc!

Exercise 1: Invitation

○ Download the document **Invitation.**

○ Carry out the following tasks:

a) Save the document as **Invitation** in your **Business** folder.

b) Create a text box on the document. The text box should have no border and no fill.

c) Cut the blue text and paste into your text box.

d) Position the text box in the middle of the invitation.

e) Use formatting to make the invitation look good! You can change font types, size, colours, alignment, etc!

f) Save changes and print!

Concepts covered: download document, save, create text box, format text box, position text box, apply formatting to text, cut and paste, print

Exercise 2: House Labels
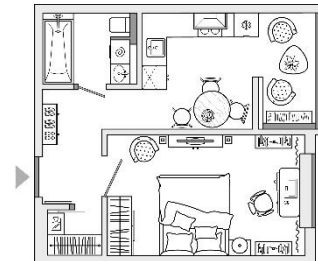
○ Download the document **House_Plan.**

○ Carry out the following tasks:

a) Save the document **House_Plan** in your **Home** folder.

b) Create text boxes to label the different areas of the house.

c) Make the text boxes different colours with different coloured borders.
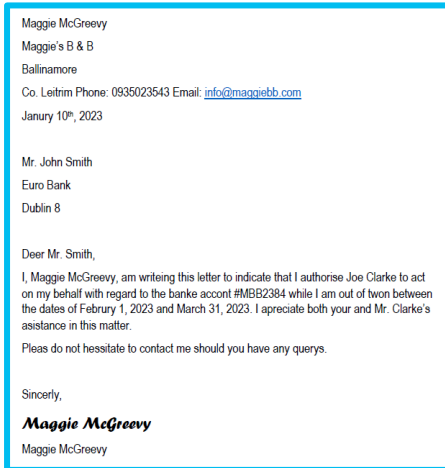
d) Centre the text in the text boxes.

Hint: You can copy and paste a text box and then change the text and colours if you find this quicker!

e) Save all changes.

f) Print the plan.

Concepts covered: download document, save, create text boxes, format text boxes, position text boxes, print

Exercise 3: Letter

- Download the document **Letter**.

  Maggie McGreevy
  Maggie's B & B
  Ballinamore
  Co. Leitrim Phone: 0935023543 Email: info@maggiebb.com
  Janury 10th, 2023

  Mr. John Smith
  Euro Bank
  Dublin 8

  Deer Mr. Smith,

  I, Maggie McGreevy, am writeing this letter to indicate that I authorise Joe Clarke to act on my behalf with regard to the banke accont #MBB2384 while I am out of twon between the dates of Februry 1, 2023 and March 31, 2023. I apreciate both your and Mr. Clarke's assistance in this matter.

  Pleas do not hessitate to contact me should you have any querys.

  Sincerly,

  Maggie McGreevy
  Maggie McGreevy

- Carry out the following tasks:

a) Save the document as **Letter** in your **Business** folder.
b) In the first section, move the phone number and email each to a new line.
c) In the first paragraph of the letter, make the last line a paragraph on its own: **I appreciate both your and Mr. Clarke's assistance in this matter.**
d) Set it to 1.15 line spacing throughout the document.   .
e) Indent the first line in the 1st paragraph: **I, Maggie McGreevy,….**
f) Insert a table below the letter:

Dates away	Location	Phone No 1	Phone No 2
1/2/21 – 31/3/21	South Africa	0027-31-72393823	0027-31-57872398

g) Shade in the column headers from Dates away to Phone No 2 in an orange colour.
h) Download the image B&B.jpg and insert it at the top right-hand side of the document. Format and resize as necessary.
i) Proofread the document.
j) Use the Spelling & Grammar check.
k) Save as **Letter2.**
l) Do a pint preview and ensure orientation is portrait.
m) Ensure all text can be printed on one page.
n) Save and print the document.

Concepts covered: download document, save, move text, new paragraph, line spacing, indent 1st line, insert table, shade cells, download image, insert image, proofread, spelling and grammar check, print preview, page orientation, print

Exercise 6: Menu

- Download the document **Menu_1.**
- Carry out the following tasks:

a) Save the document as **Snack_Menu** in your **Home** folder.

b) Delete the two images on the menu.

c) Replace all the £ signs with €.

> To replace the same words/symbols with another word /symbol – Click into the Home tab and in the Editing group, click on Replace. Type the word/symbol you want to replace and type in what you want to replace it with. It will inform you of how many replacements were made.

d) Type in the following information so that these are the first items on the menu, under the heading **MENU.**

SOUPS

Tomato 'n' Basil (with garlic croutons) €5.00

Cream of Mushroom €5.00

Fresh Veg Soup (a flavourful clear soup) €5.00

e) Under the **BURGERS** heading, change the words **burgers** to **burger** – delete the **s** (X2)

f) Under the heading **BETWEEN THE BREAD** delete the word **delicious** before **sandwiches** and delete the word **crispy** from **French fries.**

g) Delete the heading **Desserts** and the **3 dessert items.**

h) Add this under the heading Pizzas, after BBQ Chicken pizza: **Cheese and tomato pizza (with goat cheese & sun-dried tomato) €15.00**

i) Move the heading Burgers and its 3 items so that it appears after the Between the Bread, i.e., after **…………….. ham, and cheese) €17.00**

j) Insert the heading **Salads** after the pizzas. Type these salads under the heading.

Italian Salad   €12.00

Garden Salad €8.00

Caesar Salad €12.00

k) Make the text at the top of the document **The Snack Bar** an eye-catching title. Centre it, embolden it and change size as appropriate.

Exercise 9: Terms and Conditions

- Download the document **Terms_and_Conditions.**

> Excerpt: Terms and Conditions
>
> 1. Please include payment with your order.
>
> Payments by credit/debit card are payments to Office Solutions on whose behalf and to whose account your bank will proces such payments.
>
> 2. Delivery will normally be within 30 days of your order. The total price includes delivery.
>
> 4. You will have an oportunity to examine and reject goods goods you order from us after they have been delivered to you. If for any reason you are not satisfied with your purchase, we will refund or exchange the goods, provided that you have taken reasonable care of such goods and they are in a resalable condition and that such products are returned to us at the Office Solution's address within 14 days of reciept of the goods by you.
>
> 3. By signing the Application, you authorise Office Solutions to automatically charge your credit card for each product specified above and each order, plus shipping, handling and VAT. Credit cards may be charged up to two days prior to the shipping date. Office Solutions may terminate this Agreement without notice if the credit card(s) to which a Customer has authorised charges becomes expired, canceled, or charges declined by the bank issuing the card for any reason.
>
> 5. Office Solutions reserves the right to change the prices of any products in its product line, and to discontinue any products in its' line, including those products selected as part of your order.
>
> 7. If you reject the goods for any reason other than damage to or a defect in the goods, you must pay the cost of returning the goods to us and you will be responsible for their safety during transportation.
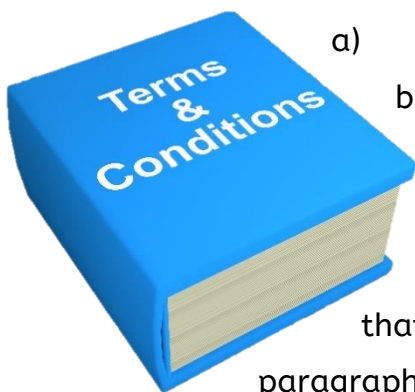
a) Save the document as **Terms.**

b) In the 1st paragraph, join the 2nd sentence **Payments by credit/debit card are payments**……….. to the previous sentence.

c) Swap the 3rd and 4th paragraphs around so that the paragraph numbered 3 comes before the paragraph numbered 4.

d) Delete the last paragraph numbered 7.

e) Add this text to the end of paragraph 5: **Announcements of price changes will be issued at least 30 days before going into effect. VAT rates are subject to change without notice.**

f) Indent the whole of paragraph number 5.

g) Download the document **Office_Solutions_Contact.**