

## Exploring documents

# 1

	In this module, you will learn how to:	Pass/Merit	Done?
1	Create and edit a text document	<b>P</b>	
2	Edit text for a specific audience	<b>P</b>	
3	Add images or other objects to a document	<b>P</b>	
4	Refine and organise the layout of a document for a specific audience	<b>M</b>	
5	Evaluate a finished document (to make sure it does what it is meant to do).	<b>M</b>	

In this module, you are going to develop lots of exciting skills to help you work towards your final project. Many of these will help you learn how to edit and refine text in different ways, to suit different audiences.

Your final project will be to complete an article about healthy eating. You will need to carry out some research and select some suitable text and images. You will need to write about your findings for two groups of people: students at your school, and parents and carers.

You will also learn how to:

- add a border to a document
- add a border to an image
- rotate an image
- add SmartArt to a document.



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### Before you start

You should be able to:

- type words and sentences into a document using a keyboard
- use different keys on the keyboard such as letters, numbers, punctuation, shift, caps lock, backspace and enter
- select the words that you have typed so that you can make changes to them
- use a mouse to click on simple buttons, such as **Save**, **Print** and the **Spelling & Grammar checker**
- use a spellchecker to see if there are any spelling errors in your **text**
- choose a suitable name for the document that you have created
- proofread a document.

### Introduction

The skills of typing and creating documents are very important. Having these skills means that you can produce a piece of work that is informative, clear, accurate and eye-catching.

One of the important things to think about when creating a document is your **audience**. In this module, you are going to learn how to create and change documents to make them suitable for different audiences.

#### Skill 1

#### Adding, changing and moving text

##### Adding text

When you open a document, you need to look for the flashing **cursor**. This will show you where text will appear when you start typing.

To type text into a document you use the keys on the keyboard. Each time you press a letter, number or symbol on the keyboard, it will appear in the document.

##### Changing text

If you decide that you want to change the text that you have typed, you can do this in three different ways:

- 1 You can use the backspace key  to **delete** individual letters.

#### Did you know?

Most people can type 40 words in a minute, but a professional typist (someone who types as their job) can type 65 to 75 words in a minute. Now that's fast!

#### Key words

**Text:** the words that you type into a document.

**Audience:** the people who will read your document.

**Cursor:** a small vertical line in a document that flashes to show where text will appear when it is typed.

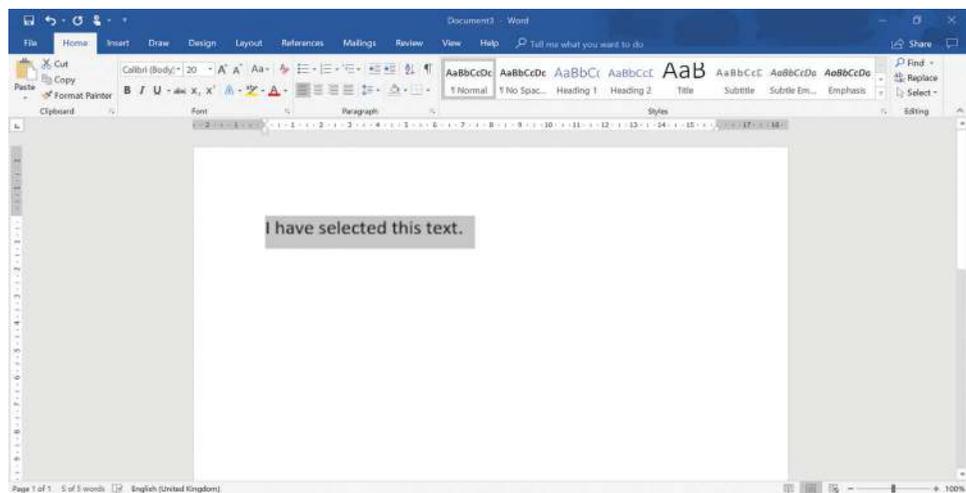
#### Key word

**Delete:** removing text or images from a document.

**Key word****Double-click:**

clicking a mouse button twice, quickly.

- 2 You can select a whole word by putting the mouse pointer on the word and **double-clicking** the left mouse button. When you press the backspace key, the whole word is deleted.
- 3 You can select a whole word or sentence by clicking and holding the left mouse button, then moving the cursor over the text you want to delete. You can tell the text is selected as it will have a different colour background like this:

**Moving text**

When you have selected some text, you can also move it if it is in the wrong place.

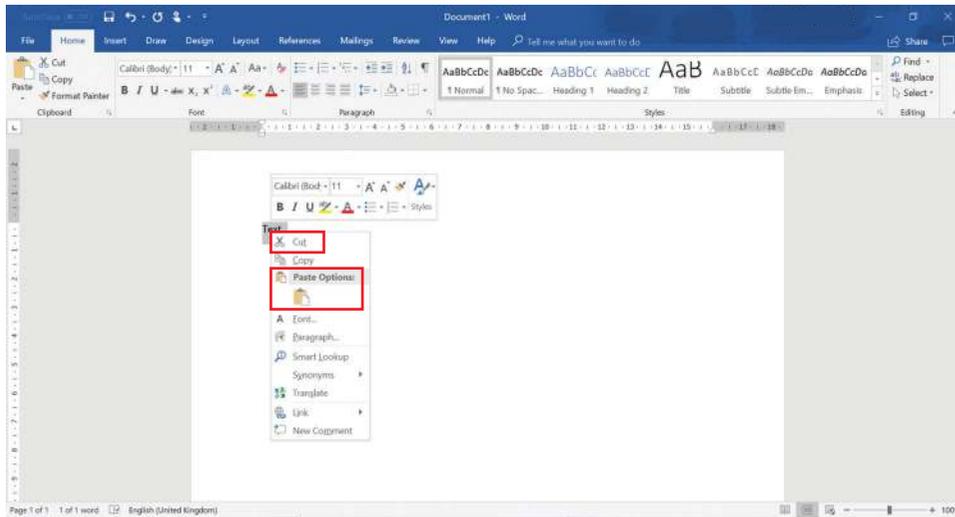
You can move the text by placing the cursor in the middle of the selected text, clicking and holding down the left mouse button, and then dragging the cursor to where you want to put the text.

You can also move text by using the cut and paste options. If you select the text you want to move and click the right button on the mouse, you will see a menu where you can select the 'Cut' option in the **drop-down menu**. If you then move the cursor to the place where you want to put the text and click the right mouse button again, you can select the 'Paste' option in the drop-down menu to put the text into the new place in the document.

**Key word****Drop-down menu:**

a box that has a list of different things for you to select.

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### Activity 1.1

Open the document 'Holiday\_Memories.docx' that your teacher will give you.

Add the following text to the end of the document:

**We also went to the beach. It was very warm and sunny. We played in the sea and built sandcastles.**

### Activity 1.2

The following sentence is in the wrong place:

**When we arrived, we had some tasty food at the restaurant in the hotel.**

Move this sentence to the beginning of the document.

### Activity 1.3

The following sentence is incorrect:

**The hotel was called The Beach Hotel.**

Change the name of the hotel to 'The Sun and Sea Hotel'.

### Activity 1.4

Save the document and print a copy of it.

Do you think 'Holiday\_Memories' is a good filename for the document? Why?

### Key word

**Font:** a particular style of typeface.

### Skill 2



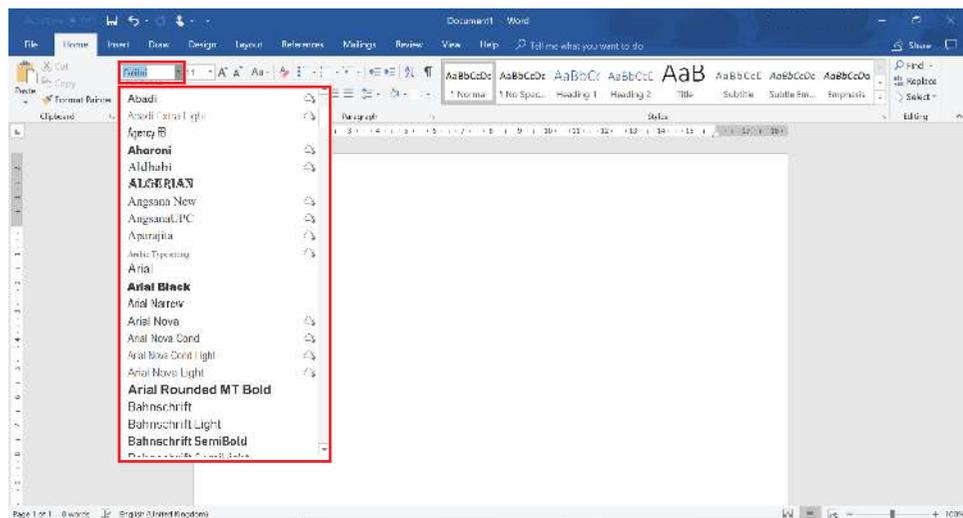
## Changing the font style, size and colour

The **font** style, size and colour that you choose for your text can change the way a document looks.

Some fonts can make the document look more fun and some fonts can make it look more formal. You should choose a font for the document that is suitable for the audience.

### Font style

You can change the style of the font by selecting a different font style from the drop-down menu.

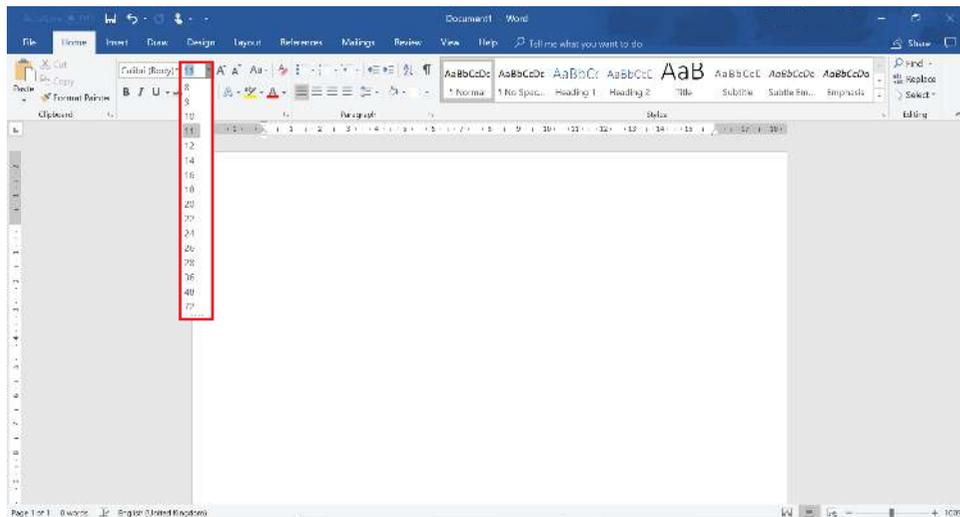


If you start typing, you should see that the text will look different.

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### Font size

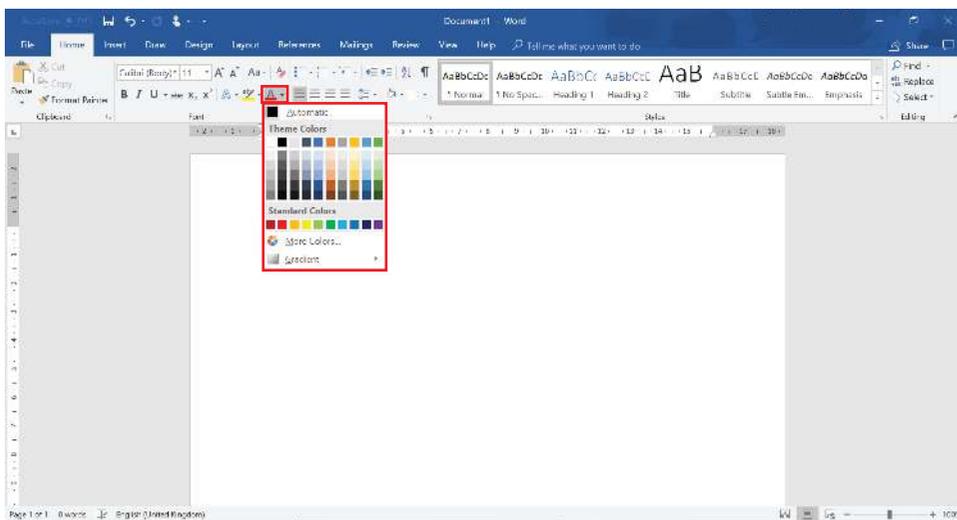
You can select a different font size from the drop-down menu. The size of a font is called the point size and is often written as 10pt.



If you start typing, you should see the text becomes bigger or smaller.

### Font colour

You can select a different font colour from the drop-down menu.



After you start typing, you should see that the text has changed colour.

### Tip

You should avoid using more than two different fonts in a document as it can make it look messy and difficult to read.

### Existing text

You can change the font style, size and colour of text that you have already typed by selecting the text and then choosing a font style, size or colour from the drop-down menu.

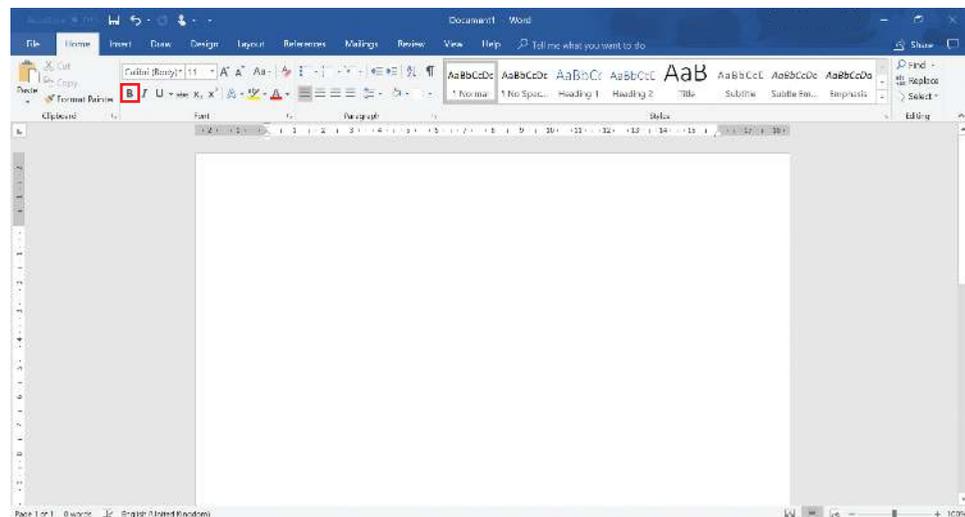
You may want to change the font style, size and colour of a title in a document to make it stand out from the other text.

Sometimes, you may want to make certain text more noticeable than other text around it.

To make text stand out, you could choose to change the font, or you could choose to make the text **bold**, underlined or in *italics*.

### Bold

You can select the text you want to make bold, then click on the **Bold** button.

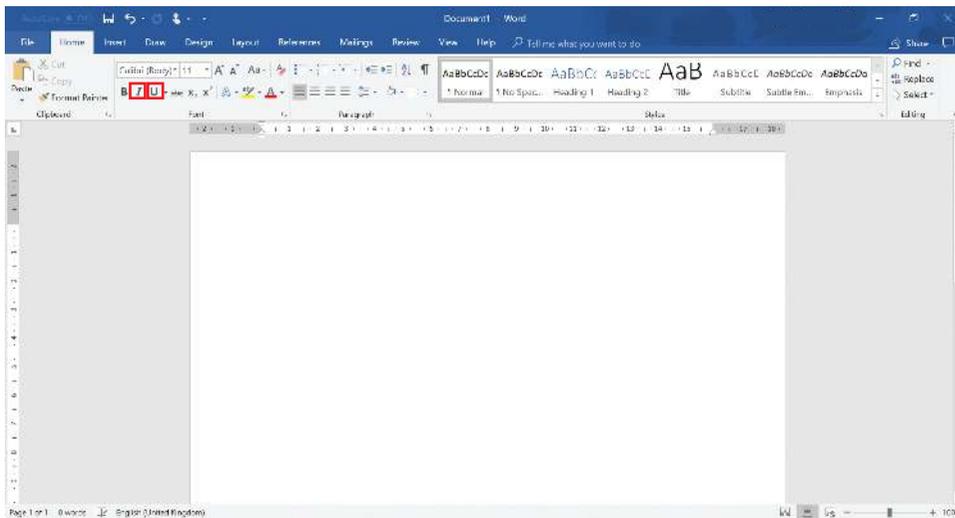


If you don't want the text to be bold any more, you can just click on the **Bold** button again and it will remove the bold from the text.

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### Underline and italics

To make the text underlined or italics, you just click on the **Italics** button or the **Underline** button.



### Activity 2.1

Look at the file 'Info\_about\_vegetables.docx' that your teacher will give you.

What text in the file would you make **bold**?

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What text in the file would you underline?

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What text in the file would you make *italics*?

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### Activity 2.2

Which of the following fonts would be the best for someone the same age as you?

**Menu**      Menu      *Menu*      Menu

What makes it the best font for someone the same age as you?

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**Activity 2.3**

Which of the following fonts would be the best for a formal document?

**Document** Document *Document* Document

What makes it the best font for a formal document?

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**Activity 2.4**

Which of the following font colours would be the best for a young audience?

**Bright colours**

**Pale colours**

**Black**

---

What makes those the best colours for a young audience?

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**Activity 2.5**

Open the document 'Menu.docx' that your teacher will give you.

**Edit** the font style in the document to make it suitable for an audience of 8- to 13-year olds.

Edit the title and subtitles in the document to make them stand out more. The subtitles are the names of each of the menu items.

Explain to your friend or your teacher how the changes that you have made make the document suitable for an audience of 8- to 13-year olds.

**Activity 2.6**

Open the document 'Memo.docx' that your teacher will give you.

Change the font in the document to make it suitable for an adult audience.

Edit the title in the document to make it bigger so it stands out more.

Explain to your friend or your teacher how the changes that you have made make the document suitable for an audience of adults.

**Key word**

**Edit:** to change or correct.

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### Skill 3



### Changing the alignment of text

The alignment of text means where the text is placed on the page. There are three main alignments that you need to know about for this module.

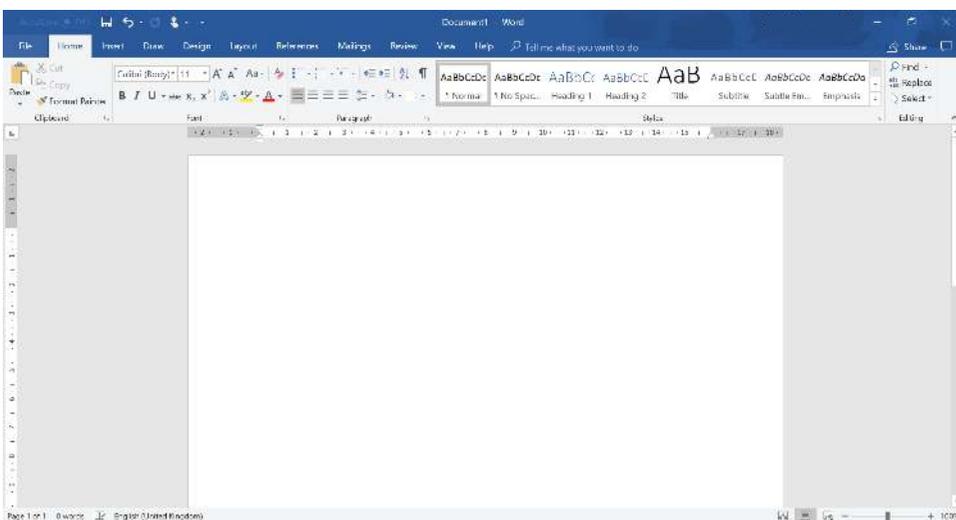
They are:

- left align
- centre align
- right align

The text that you have been typing so far will be left aligned. Left align means that all the text that you type will be lined up down the left side of the page.

The opposite of this is right align. This is when all the text that you type will line up down the right side of the page. Centre align is when the text that you type is placed in the centre of the page, at equal distances from the right side and the left side of the page.

To change the alignment of text you need to select the text first. When you have selected the text you can click on the **Alignment** buttons. The **Alignment** buttons can be found on the **Home** tab in the **Paragraph** section. They look like lots of horizontal lines. The first button is left align, the second is centre align and the third is right align.



#### Activity 3.1

Open the document 'Menu.docx'.

Type your name at the bottom of the document and make it right aligned.

#### Tip

Left align is the default setting that the software has.