

# Module 1

## Exploring Documents

### Learning Objectives




	Student is able to:	Pass/ Merit
1	Create and amend a text document	P
2	Amend text for a specific audience	P
3	Add images or other objects to a document	P
4	Refine and organise the layout of a document for a specific audience	M
5	Evaluate a finished document	M



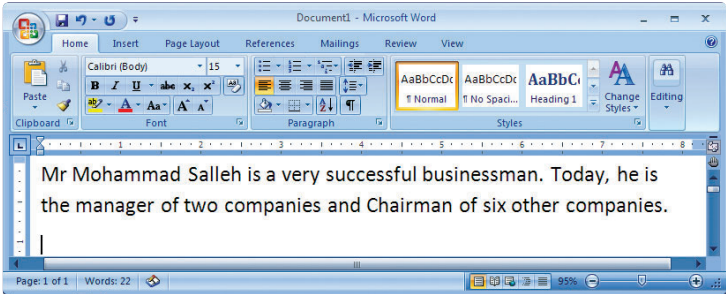
1.1 New document

Learning Objective: 1


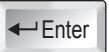



Word wrap

- Load Microsoft Word  Microsoft Office Word 2007 .
- Start with a blank new document.
- Type the sentences on the right. When you reach the end of a line, just keep typing, don't tap .
- Word will automatically **wrap** the text to the next line.
- Click  before you type to ensure that the text you are going to type is **justified**.

Mr Mohammad Salleh is a very successful businessman. Today, he is the manager of two companies and Chairman of six other companies.






Paragraph break

- Tap  once to force a line break.
- Tap  twice. This will insert 2 blank lines.
- Tap  to remove the line break.
- Tap  twice to get a paragraph break.
- Tap  twice to remove the paragraph break.
- Type the next two paragraphs with a break between each of the three paragraphs.

Mr Mohammad Salleh came from a very poor family. His father could hardly give him any money to buy books. Mr Mohammad Salleh therefore worked in a coffee shop in the afternoon. He studied very hard.

After graduating as a lawyer, Mr Mohammad Salleh could not find a job as a lawyer, so he worked as a salesman.


Paragraph alignment

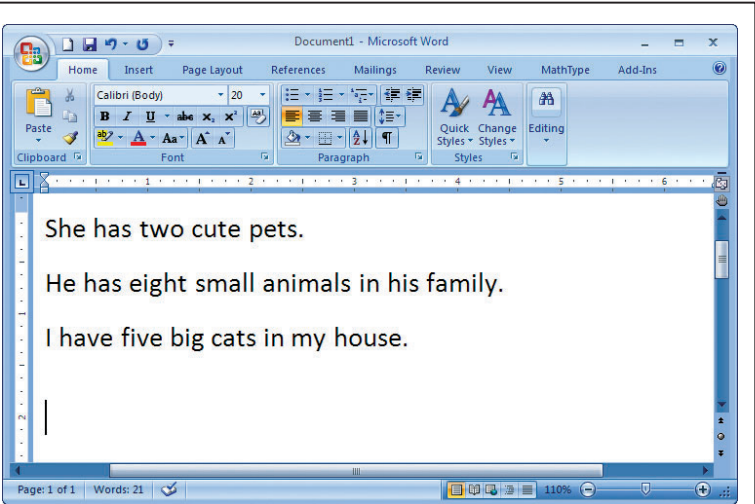
- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Place the cursor somewhere in the first paragraph.</li><li>• Click .</li><li>• This will align the whole paragraph to the centre.</li><li>• Place the cursor somewhere in the second paragraph.</li><li>• Click .</li><li>• This will align the whole paragraph to the right.</li></ul> | <ul style="list-style-type: none"><li>• Place the cursor somewhere in the third paragraph.</li><li>• Click .</li><li>• This will align the whole paragraph to the left.</li><li>• Adjust the alignment so that the whole passage is justified.</li><li>• Save your work as <b>MSalleh</b>.</li></ul> |
|---|--|

1.2 Selecting and changing







Learning Objective: 1

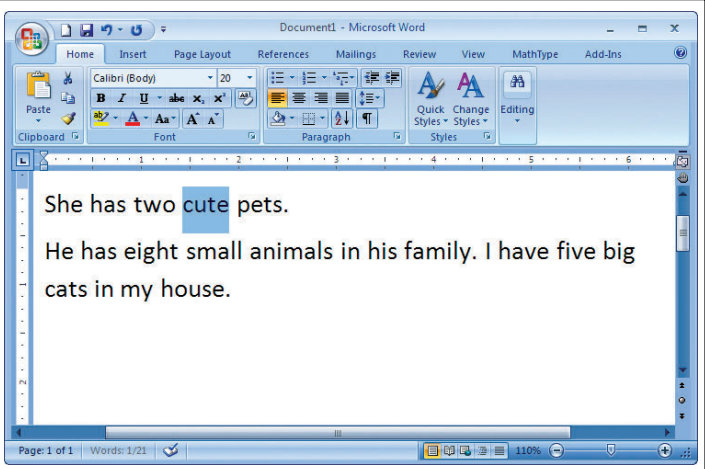
Select words

- Click  to start with a new blank page.
- Type the following sentences:  
**She has two cute pets.**  
**He has eight small animals in his family.**  
**I have five big cats in my house.**
- You must select a word before you can change it.
- You can select a word using the mouse in three ways:
  - Double-click it.
  - Click at the beginning and drag.
  - Click at the end and drag.



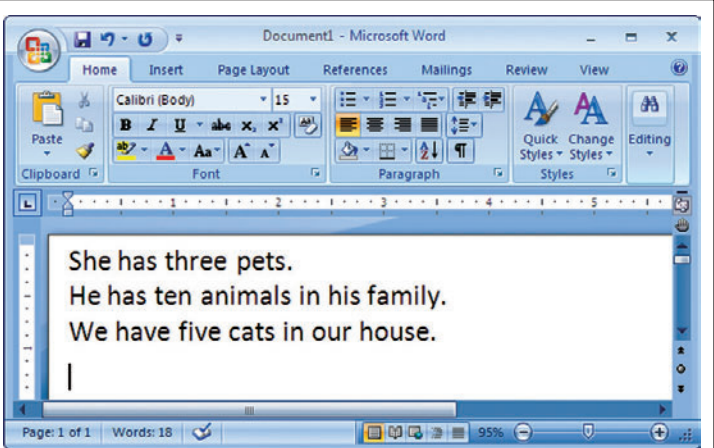
Select a word and delete it

- You can delete a selected word in three ways:
  - Click on  to cut the word.
  - Tap on .
  - Tap on .
- Select the word **cute** and click .
- Select the word **small** and tap .
- Select the word **big** and tap .



Change a word








- Select the word **two**.
- Type the word **three**.
- The new word replaces the selected word.
- Select and change the word **eight** to **ten**.
- Select and change the word **I** to **We**.
- Select and change the word **my** to **our**.



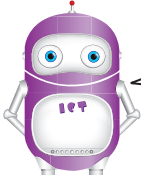
1.3 Cut and paste

Learning Objective: 1

Moving text






- Type these instructions about heating some beans. They are in the wrong order.  
**Put the beans in the pan.**  
**Open the tin.**  
**Put the hot beans on the plate.**  
**Get the tin from the cupboard.**
  - Let us put the instructions in the correct order using cut  and paste .
  - Highlight the last sentence **Get the tin from the cupboard.**
  - Click .
  - Click in front of the first line and click .
- Highlight the next line **Put the beans in the pan.**
  - Click .
  - Click in front of the line **Put the hot beans on the plate.**
  - Click .
  - If the lines are joined together, click in front of the first character of the second line and tap  to force the second line down.  
**Get the tin from the cupboard.**  
**Open the tin.**  
**Put the beans in the pan.**  
**Put the hot beans on the plate.**

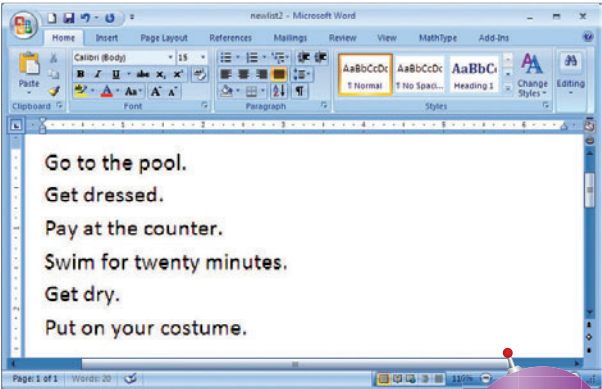
Making tea

- Type these instructions.  
**Add hot water.**  
**Pour the tea.**  
**Put the tea in the pot.**  
**Drink it.**
- Now put them in the correct order.
- 

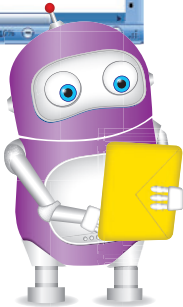
Insert the instruction **Add the sugar** in a sensible place in the list.

Revision exercise

- Click  and open the file **mylist**.
- Highlight all the sentences.
- Click  to copy all the sentences.
- Click  to open a new blank document.
- Click  to paste all the sentences into this new document.
- Now make the following changes:
  - Correct the spelling mistakes **pool** to **pool**; **couter** to **counter**.
  - Replace **five** with **twenty**.
  - Delete the extra word **your**.
- Click  to save the document as **mylist2**.
- Use **cut and paste** to put the list in the correct order.
- Save the corrected version as **mylist3**.



You can make up your own short list of instructions, and put them in the wrong order. Challenge your friend to put the list back in the correct order.



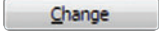


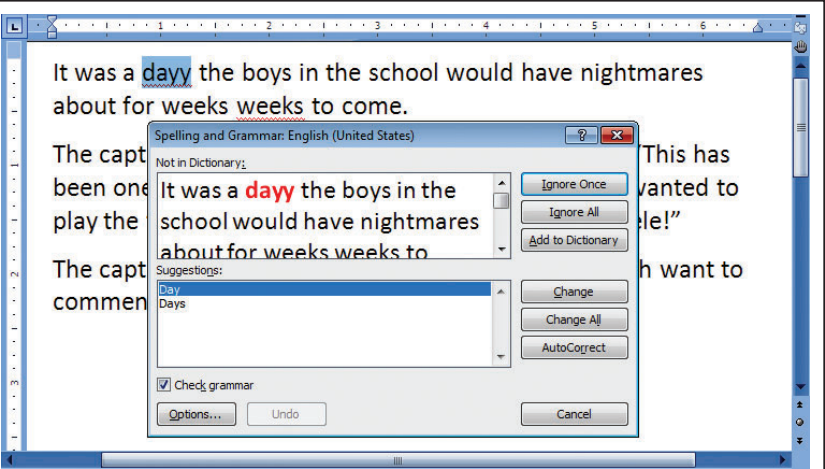


1.4 Spellchecker


Learning Objective: 1

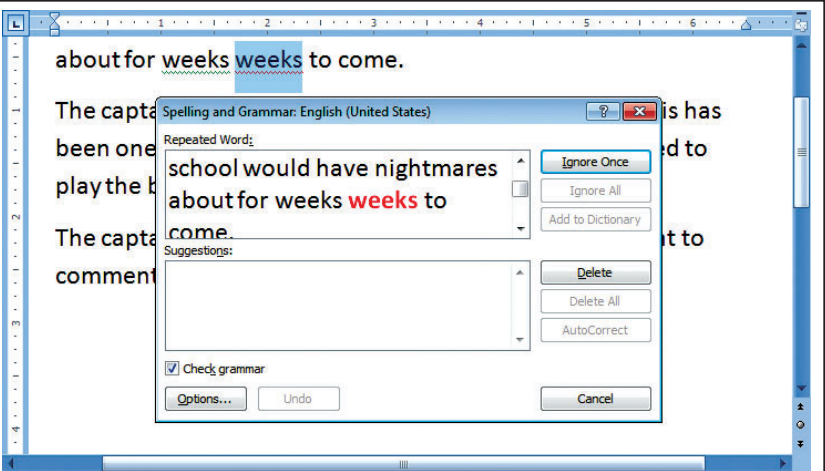
Spelling – change

- Click  and open the file **GreatVictory**.
- Click  to start checking for spelling errors.
- A mistake **dayy** identified by the spellchecker is shown in red.
- The spellchecker suggests **day** as the replacement.
- Click  to accept the suggestion.

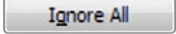


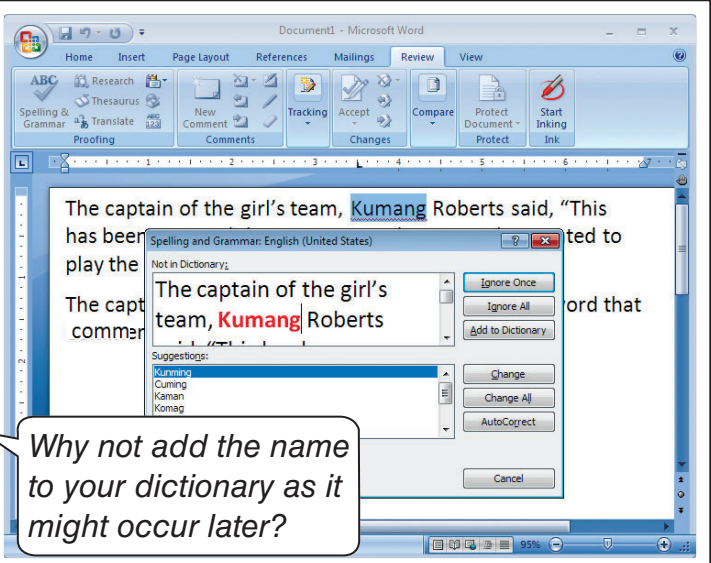
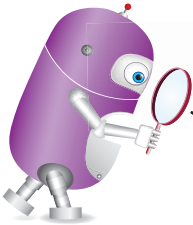
Spelling – delete

- The spellchecker will continue to check the file **GreatVictory** for more mistakes.
- It has found a repeated word **weeks**.
- Click  to delete the repeated word.



Spelling – ignore


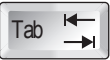

- The spellchecker has found another word that is not in its dictionary.
- Kumang** is the name of a girl. In this case it is spelt correctly and need not be changed.
- Click  to keep it.
- Continue to check for other mistakes.
- When you have finished with the rest of the corrections, save the checked file as **GirlsVictory**.





1.5 Long documents

Learning Objectives: 1, 2

New document

- Load Microsoft Word .
  - Start with a new document.
  - Type the following text. Tap  to begin the first indent.
  - Don't tap the  key at the end of the line. Let Microsoft Word do the automatic word wrapping for you, unless you are starting a new paragraph.
- Imported fruits
- A lot of Malaysians like to eat fruits. In fact Malaysia produces a seemingly endless variety of tropical fruits. Bananas, papayas, pineapples and watermelons are available through the year. Some other fruits like rambutans, durians, mangosteens and langsat are only seasonal.
- Save the text as **fruits**.
  - Open the file **imported fruits**.
  - Copy the last two paragraphs and paste them below the paragraph that you have just typed.
  - Delete the repeated word **to** in the second paragraph.
  - Change the first letter of **they**, **t** to capital letter **T**.
  - Replace the word **medical** with **medicinal**.
  - Read through the whole text to find out whether there are any other mistakes. If there are, correct them.
  - Use the spellchecker to ensure that there are no other spelling mistakes.
  - Save your work as **fruits1**.

Change the title

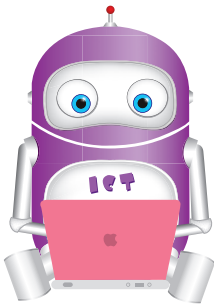
- Make the following adjustments to the text you have just typed.
- Change the title:
  - Double-click to select the word **Imported** in the title.
  - While the word is still highlighted type **Eat more local**.
  - The words **Eat more local** replace the word **Imported**.
  - Click  to align the title to the centre.
- Click  to save the file again.

Imported fruits

↓

Eat more local fruits

You don't have to delete the word **Imported**.






## Inserting missing words

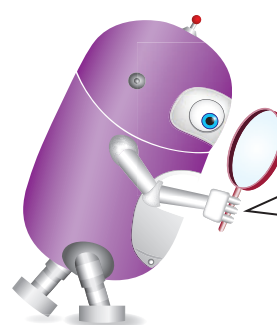
- Insert the word **imported**.
  - Click the cursor **I** in front of the word **fruits** in the first sentence of the first paragraph.
  - Type **imported**.
  - Tap the space bar once.
- Insert the word **most**.
  - Click the cursor **I** in front of the words **orchard farmers** in the second sentence of the second paragraph.
  - Type **most**.
  - Tap the space bar once.
- Insert the word **local**.
  - Click the cursor **I** in front of the word **fruits** in the first sentence of the third paragraph.
  - Type **local**.
  - Tap the space bar once.

## Replacing words

- Replace the word **through** with **throughout** in the sentence **Bananas, papayas, pineapples and watermelons are available through the year.**
  - Double-click on the word **through**.
  - Type **throughout**.
- Replace the word **period** with **time** in the sentence **It is also a profitable period for most orchard farmers.**
  - Double-click on the word **period**.
  - Type **time**.

## Move a paragraph

- Move the second paragraph to become the third paragraph.
  - Click in front of the first word of the second paragraph.
  - Hold down the mouse and drag to highlight the whole paragraph.
  - Click .
  - Click the cursor **I** at the end of the last paragraph.
  - Tap  twice.
  - Click .
- Save the amended text as **fruits2**.







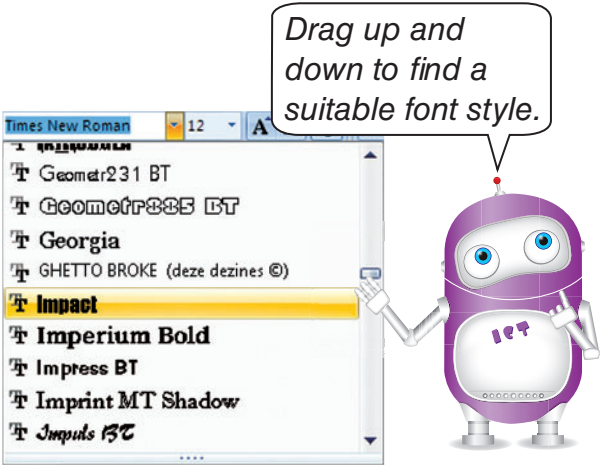
*After highlighting the paragraph, you can drag the highlighted sentences to the end of the third paragraph, and then drop it by releasing the mouse button.*

1.6 Amend text for a specific audience

Learning Objective: 2

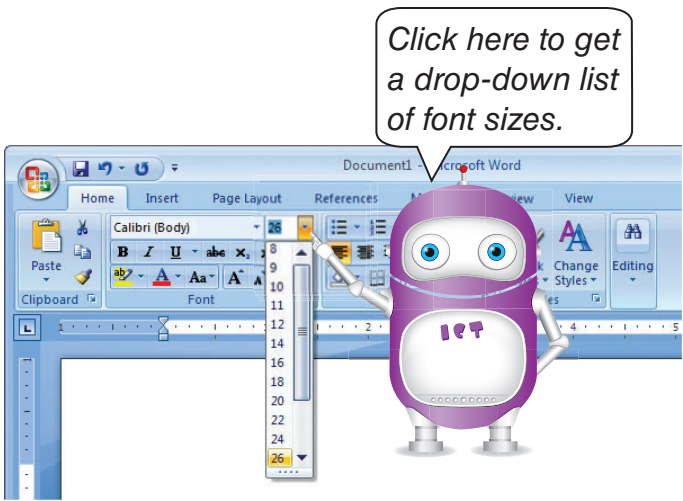
Changing font style

- Open the file **fruits2** that you saved in the previous exercise.
- Change the font style of the title:
  - Highlight the title.
  - Click  of **Calibri (Body)** to get a drop-down list of font styles.
  - Drag the scroll bar up and down until you find the font style .
  - Click .
- You can change to another font style if you cannot find . Choose one that makes the title stand out to attract the attention of your audience.





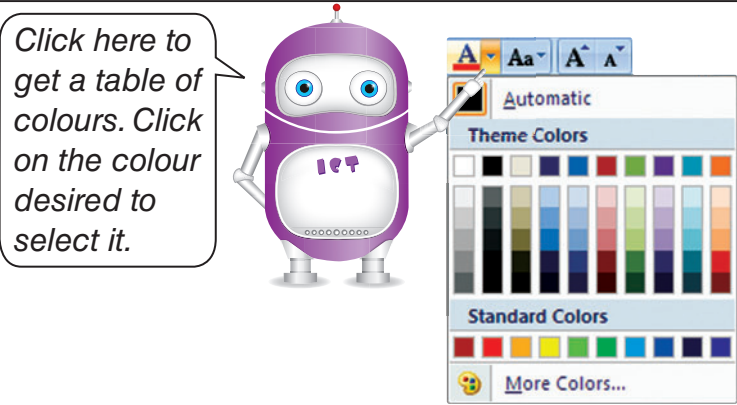
Changing font size

- Change the font size of the title:
  - Highlight the title.
  - Click on the option for font sizes.
  - Click **26** to select it as the desired font size.
  - You can choose other sizes. The larger the number, the larger the font size.
  - We normally make the title bigger than the rest of the text to attract our targeted audience.
- Save the file as **fruits3**.



Changing font colour

- Change the colour of the title:
  - Highlight the title again.
  - Click  to get a table of colours.
  - Click on the red colour.
  - You can also choose other colours for the title.
- Changing the font colour will make the title more eye-catching and thus help to attract the target audience.
- Click  to save the file.




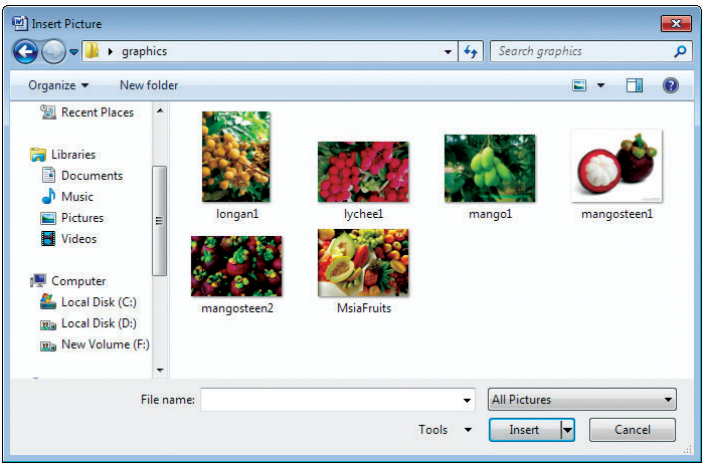


1.7 Inserting images









Learning Objective: 3

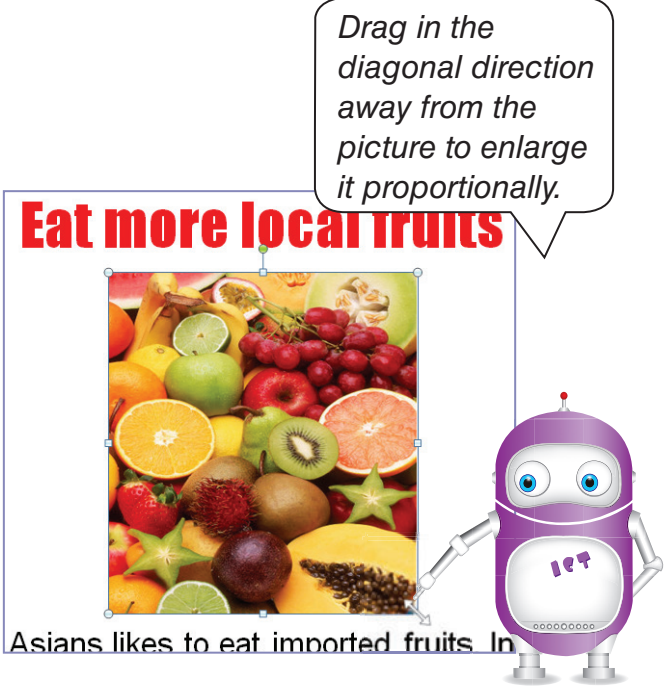
Add an image

- Open the file **fruits3**.
- Click to place the cursor **I** at the blank line between the title and the first paragraph.
- Tap **Enter** once to insert a blank line.
- Click on Insert tab.
- Click .
- Select the appropriate picture of fruits (e.g. **MsiaFruits.jpg**).
- Click **Insert**.
- Tap **Enter** once to insert a blank line.
- Save your work as **fruits4**.






Resizing the picture

- Click somewhere in the picture.
- Resize the picture to an appropriate size by dragging the resize handles at the edge of the picture.
- When you bring the mouse pointer on top of the handle, it will change its shape from  to a resize pointer.
- With  you resize the picture horizontally.
- With  you resize the picture vertically.
- With  or  you resize the picture diagonally.
- Only  and  will resize the picture proportionally without distorting the picture.
- Dragging away from the picture will increase its size.
- Dragging towards the picture will reduce its size.
- Click  to save your work after the picture is resized.








Alignment of picture

- At this stage, you can only align the picture using the paragraph alignment tool.
- Click on the picture once.
- Click , the picture is aligned left.
- Click , the picture is aligned at the centre.
- Click , the picture is aligned right.
- Align your picture at the centre and save your work as **fruits5**.

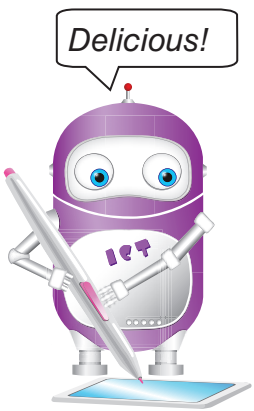
Learning Objectives: 1, 3

Inserting more pictures








- Open the file **fruits5** if you have closed it.
- Scroll down and place the cursor at the end of the document.
- Tap  twice to insert 2 blank lines.
- Insert another picture **durian.jpg**.
- Use  or  to resize the picture to an appropriate size so that the document is still within 1 page.
- Click on the picture once and click  to align at the centre.
- Click  to save the file.

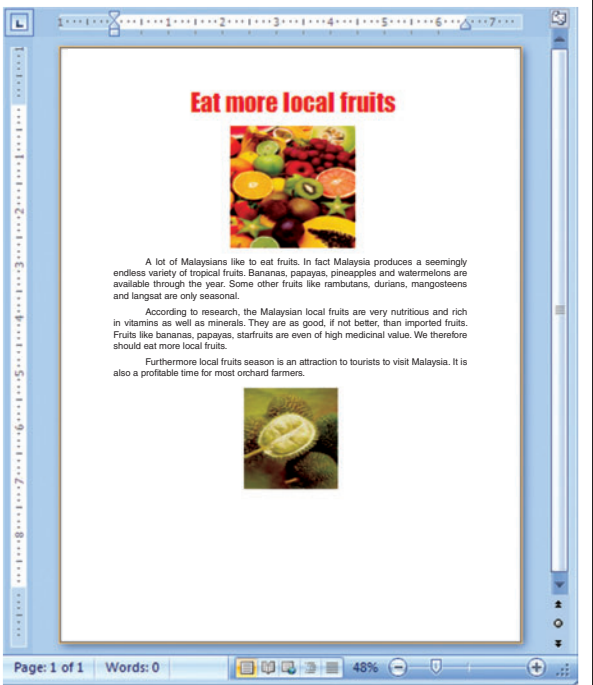


durian.jpg



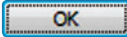


Print preview

- Click , hover over  **Print** to see .
- A print preview is displayed. We use this feature to check the output layout without actually printing it. We can save printing costs this way.
- If you have only one printer connected to your PC, you can click  to print a copy, using the default print setting.
- Click  if you want to have full screen view.
- Drag  on the right of **51%** to zoom in by increasing the figure shown or zoom out by decreasing the figure.
- You can also select ☒ **Magnifier** to get a magnifier.
- Click on the preview display to magnify the view or click again to return to the normal preview display.
- Click  to close the preview mode.



Printing

- Click  to open Office menu.
- Click  **Print**.
- Choose the appropriate printer.
- Ask your teacher for help to set the properties of the printer before you print.
- Click **Number of copies:**  and enter the number of copies to print.
- Make sure the selected printer is switched on and click  to start printing.

