

# Module 1

## Documents for a Purpose

### Learning Objectives

	Student is able to:	Pass/ Merit
1	Create and format text which is suitable for a particular purpose	P
2	Adjust properties to allow graphics or other objects to fit well within the document	P
3	Insert table into document	P
4	Use advanced formatting features	M
5	Use page formatting options	M
6	Adjust page formatting for a specific audience	M



## 1.1 Formatting text

Learning Objective: 1

### Who will be reading?

- Before you format your text, think of the audiences who will be reading it.
  - How do you attract them to read?
  - How do you make your text more appealing to them?
- Consider the audiences according to:
  - age
  - occupation
  - background
  - interest.
- Vary the format by changing:
  - font styles
  - text sizes
  - colours
  - images.
- Children will like:
  - colourful text
  - little text
  - simple colour graphics or illustrations
  - easy-to-read font style
  - big text size.
- Young people are more concerned with:
  - moderate font size
  - stylish font style
  - colours
  - attractive illustrations.
- Older people may prefer:
  - big text size
  - simple font style
  - useful and relevant illustrations.

### Typing and formatting text

- Type the following article.
- Use spell-checker to check for spelling errors.
- Proofread to ensure the whole text is typed correctly.
- Save it in your folder as **launchingcis**.

Launching of Cambridge ICT Starters in Mukah, Sarawak, Malaysia.  
 The Information and Communication Technology (ICT) programme at SK Dato Awang Udin in Mukah, Sarawak, Malaysia was launched by former Prime Minister Tun Dr Mahathir Mohamad on 10 April 2004. The ICT programme, which will witness the introduction of 'Cambridge ICT Starters' for students at the school, marks yet another important milestone for the spread of ICT education to rural schools, especially in the coastal belt. The ICT programme is a pilot project for Mukah and the coastal area, and is an extension of an earlier successful pilot project which was launched at SK Datu Pengiran Mohamad, Oya, another rural area, by Sarawak Chief Minister Pehin Sri Dr Haji Abdul Taib Mahmud in 2001. The ICT project will complement the Government's efforts in bridging the digital divide between the rural and urban areas and eradicating rural poverty. Describing the ICT education project as an important enabler in promoting IT-assisted learning, the company's managing director, Kuintan Sepawi, said, "We like to consider our contribution from the private sector as one which is supportive of the Government's k-economy initiative, which seeks to move Malaysians away from physical resources towards knowledge-based resources." On the Cambridge ICT project, she said it highlighted the various critical components necessary in creating a sustainable ICT-focused education programme.

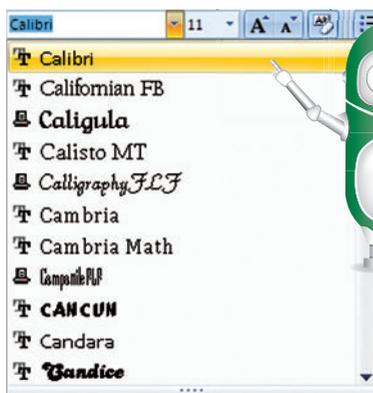


Learning Objective: 1

### Changing font

- Open the file [launchingcis](#).
- Find out what the default font of your word processor is.
- Hold **Ctrl** and tap **A** simultaneously.
- If the default font is **Calibri**, then change the font of the text to **Times New Roman**; otherwise change the font of the whole passage to **Calibri**.
- Calibri or Times New Roman are two very common fonts that are easily accepted by most audiences.

- You may wish to select a different font. Whatever font you have chosen, make sure it is suitable for your audience.



Choose the font from the list.

### Changing font size

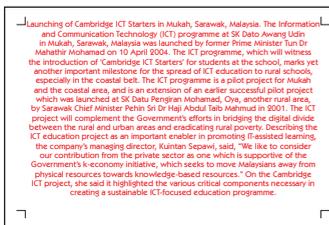
- Find out what the default font size of your word processor is.
- Hold **Ctrl** and tap **A** simultaneously.
- If the default font size is **11**, change it to a bigger size of **14**.
- Now try to change the font size to **16**.
- Change the font size back to **11**.
- Font size 11 is a very common font size and is suitable for adults.
- Children and older audiences may prefer the bigger font size of 16 or even 18.



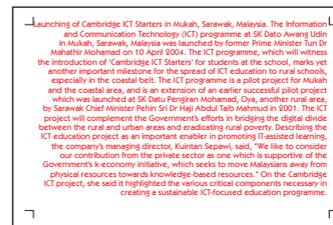
Choose the suitable font size here.

### Text alignment

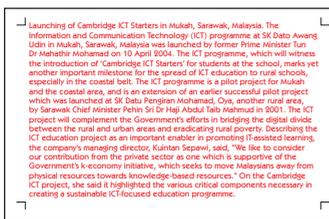
- Place the cursor anywhere in the text.
- Click , the text will be aligned at the centre.  
Titles are usually aligned at the centre.
- Click , the text will be left aligned. If the page width or column width is limited, left alignment is a better choice.
- Click , the text will be right aligned. Date and page number are commonly right aligned.
- Click , the text will be justified. Justified text looks neat and professional.



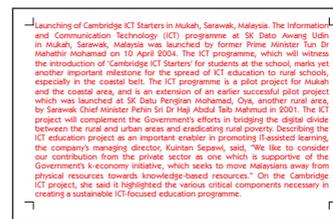
Centre aligned



Right aligned



Left aligned



Justified

## 1.2 Paragraph break

Learning Objective: 1

### Formatting the title

- First align all the text as **Justify**.
- The first line can be taken as the title of the story.
- Place the cursor at the end of the first line, to the right of the full stop.
- Tap  once to remove the full stop.
- Tap  twice to separate the title from the rest of the text.
- Place the cursor anywhere within the title.
- Click  to make the title centre aligned.
- Highlight the title.
- Click  to make the title **bold**.
- Click  to underline the title.
- Change the font size of the title to **14**.
- Change the font style of the title to **Century Gothic** or any legible font.
- Change the font colour to **red**.
- Click  to save the file using the same filename.

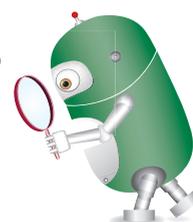
### Break the text into paragraphs.

- Highlight the whole text and change the font size of the body text to **12**.
- The body text is too long and therefore difficult to read.
- We can break the text into a few paragraphs.
- Each paragraph should discuss one main point.
- Place the cursor on the left of the first word of the text: **'The'**.
- You may tap  once to insert an indent to the first paragraph, but this is not necessary.
- Identify the third sentence: **'The ICT programme is a pilot project...'**
- Place the cursor on the left-hand side of the first word of the third sentence: **'The'**.
- Tap  once.
- This breaks the third sentence from the second sentence.
- Tap  again.
- This will insert a blank line.
- Tap  to insert an indent for the second paragraph.
- Click  to save the file using the same filename.

### Another paragraph

- Identify the fourth sentence of the newly formed second paragraph: **'Describing the ICT education project undertaken ...'**
- Place the cursor to the left-hand side of the first word: **'Describing'**.
- Tap  twice.
- This will create a new paragraph and insert a new line above the new paragraph.
- Tap .
- This will remove the blank line if you have not typed anything on it.
- Tap  again to insert a blank line above the third paragraph.
- You may tap  to insert an indent for the third paragraph.
- Click  to save the file using the same filename.
- Click , hover over  **Print** to see .

Click  to preview what your document looks like.



## 1.3 Inserting images

Learning Objectives: 1, 2

### More formatting

- Locate and highlight the school name 'SK Dato Awang Udin' in the first paragraph.
- Change the colour to deep blue.
- Locate the following names and change their colour to deep blue:
  - Tun Dr Mahathir Mohamad
  - Pehin Sri Dr Haji Abdul Taib Mahmud
  - Kuintan Sepawi
- Locate 'Cambridge ICT Starters' in the first paragraph and change its colour to red.
- Click  to save the file using the same filename.

#### Launching of Cambridge ICT Starters in Mukah, Sarawak, Malaysia.

The Information and Communication Technology (ICT) programme at SK Dato Awang Udin in Mukah, Sarawak, Malaysia was launched by former Prime Minister Tun Dr Mahathir Mohamad on 10 April 2004. The ICT programme, which will witness the introduction of 'Cambridge ICT Starters' for students at the school, marks yet another important milestone for the spread of ICT education to rural schools, especially in the coastal belt.

The ICT programme is a pilot project for Mukah and the coastal area, and is an extension of an earlier successful pilot project which was launched at SK Datu Pengiran Mohamad, Oya, another rural area, by Sarawak Chief Minister Pehin Sri Dr Haji Abdul Taib Mahmud in 2001. The ICT project will complement the governments efforts in bridging the digital divide between the rural and urban areas and eradicating rural poverty.

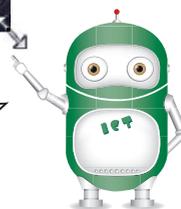
Describing the ICT education project as an important enabler in promoting IT-assisted learning, the company's managing director, Kuintan Sepawi, said, "We like to consider our contribution from the private sector as one which is supportive of the Government's k-economy initiative, which seeks to move Malaysians away from physical resources towards knowledge based resources." On the Cambridge ICT project, she said it highlighted the various critical components necessary in creating a sustainable ICT-focused education programme.

### Inserting images

- A relevant image often explains the meaning better than words.
- Click on Insert tab.
- Click .
- Select the image [drmahathir.jpg](#).
- The image will be inserted at the position of the cursor.
- You can move the image or resize it.
- Place the cursor at one of the four corners.
- The shape of the cursor changes to . Drag it inward to reduce or outward to enlarge the image.



Drag diagonally to enlarge or reduce the image.



### Moving the image

- Click anywhere on the image.
- Once the image is selected, the Format tab is displayed.
- Click  Text Wrapping.
- Try out the different text-wrapping properties one by one to see the effect on the text around the image.
- Finally, choose **square** as the text-wrapping property.
- Place the cursor anywhere inside the image.
- The shape of the cursor changes to .
- Drag to move the image to a new position.

## More images

- Click on Insert tab.
- Click  .
- Select the image [oya.jpg](#).
- Resize, change text wrapping to **square** and place it somewhere in the second paragraph.
- Insert another image [pic2.jpg](#), resize, change text wrapping to **square** and place it somewhere in the third paragraph.
- Click  to save the file using the same filename.
- Close the file.



## World's Longest Bridge Spans

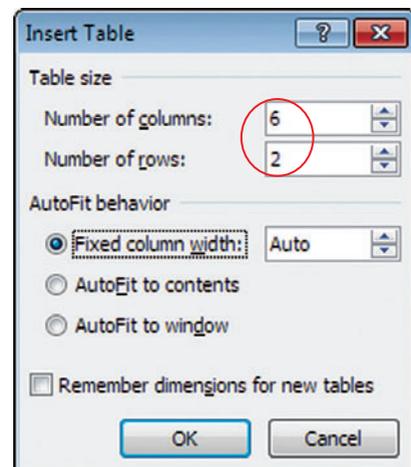
- Click  to start a new document.
- Type the following heading:  
**World's Longest Bridge Spans**
- Change the font style to **Times New Roman**.
- Change the text size to **24**.
- Align the title at the centre .
- Add the following text:  
**Longest Bridge Spans are categorised in the following tables according to the structural type of the main span. The 'span' means the main span of a bridge = centre-to-centre**

**distance of adjacent towers, pylons, piers or supports given in metres. It does not mean the total length or overall length of multi-span bridges. Overall lengths are not included - only the longest spans. 'Year' means the year of completion or intended completion if known.**

- Set the font size to **12**.
- Set the alignment to **Justify** .
- Save as **longestbridge** in your own file folder.

## Inserting a table

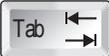
- Make sure the cursor is placed at the end of the document you have just typed.
- Tap  twice.
- Type **1. Suspension Bridges**
- Click on Insert tab.
- Click .
- Click  **Insert Table...**
- In the dialogue box, change the number of columns to **6** and the number of rows to **2**.



## 1.4 Tables

Learning Objective: 3

### Typing in the tables

- Type the heading of each column.
- Tap  to move to the next column.
- When you reach the last cell, tapping  again will insert a new row.

No.	Bridge	Span (m)	Location	Country	Year
-----	--------	----------	----------	---------	------

- Adjust the column width by dragging the border of the column.
- Place the cursor on the border until it changes its shape to .
- Hold down the mouse and drag to the left or to the right to resize the column.
- Complete the table so that it looks like the sample below:

#### 1. Suspension Bridges

No.	Bridge	Span (m)	Location	Country	Year
1	Akashi-Kaikyo	1991	Kobe-Awaji	Japan	1998
2	Xiahoumen Bridge	1650	Zhoushan Archipelago	China	2009
3	Great Belt East	1624	Hasskov-Sprogo	Denmark	1998
4	Yi-Sun-Sin	1545	Gwangyang-Yeosu	South Korea	2012
5	Runyang South	1490	Yangtze River	China	2005

### More tables

- Add the following two tables:

#### 2. Cable-Stayed Bridges

No.	Bridge	Span (m)	Location	Country	Year
1	Russky	1104	Eastern Bosphorous Strait	Russia	2012
2	Sutong	1088	Suzhou-Nantong	China	2008
3	Stonecutters	1018	Rambler Channel	Hong Kong	2009
4	E-dong	926	Huangshi	China	2010
5	Tatara	890	Seto Inland Sea	Japan	1999

#### 3. Steel Arch Bridges

No.	Bridge	Span (m)	Location	Country	Year
1	Chaotianmen	552	Chongqing	China	2009
2	Lupu	550	Shanghai	China	2003
3	New River Gorge	518	Fayetteville, WV	USA	1977
4	Bayonne	504	New York	USA	1931
5	Sydney Harbour	503	Sydney	Australia	1932

- Click  to save the file.

## 1.5 Numbering and bullets

Learning Objective: 4

### Numbering

- Click  to start a new blank document.
- Type the following text:

Everybody likes to blow out the candles on the birthday cake during his or her birthday party. Candles create a special atmosphere on this special occasion. Candles are handy too when there is power failure.

Treat the candles well; they bring you joy and happiness. Treat them carelessly; they bring fire into your home!

Here are some guidelines on candle safety:

Double-check they're out when you do not need them.

Keep clothes and hair away from them.

Keep children and pets away.

Put them on a heat-resistant surface.

Put them in a proper holder.

Keep them away from inflammable materials like curtains.

Take care with votive or scented candles.

Use a snuffer or a spoon to put them out.

Don't put them under shelves.

Don't move them when they're burning.

Don't leave them burning while you are out.

Don't keep candles too close to each other.

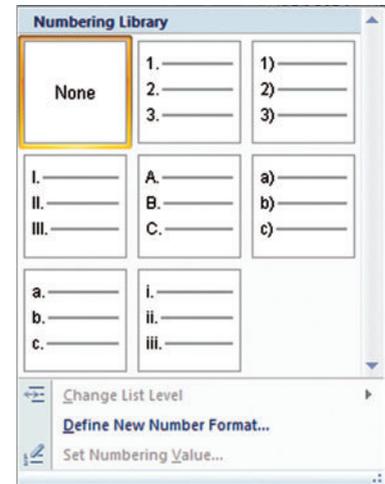


### Formatting

- Save the document you have just typed in your folder as: **candlesafety**.
- Read through the document once again carefully to ensure that you did not miss out any words.
- Use a spell-checker to check for spelling errors.
- Click  to save the document again if you have made any changes.
- Insert a title for the document: **CANDLE SAFETY**.
- Set the font for the title to **Arial**.
- Set the font size to **16**.
- Make the title **bold**.
- Set the alignment to centre .
- Highlight the guidelines starting from 'Double-check they're out when you do not need them.' up to the end of the document.
- Click .
- Notice that all the guidelines will be numbered from 1 downwards.
- Click  again.
- The numbering has disappeared.
- Now click .
- Instead of numbering, the guidelines are listed one by one after a **bullet**.
- Clicking  again will toggle off the bullets format.

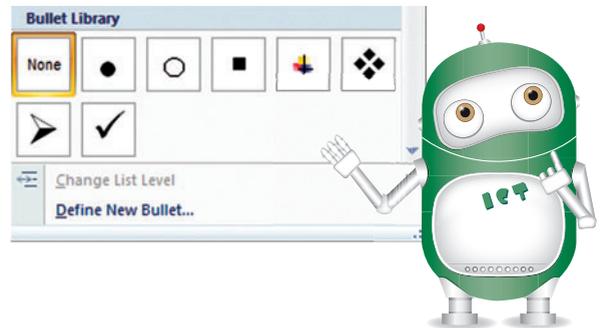
## Formatting numbering

- Instead of numbering the guidelines 1, 2, 3, 4, ... etc., we can change the format to A, B, C, ... .
- Highlight the guidelines again.
- On the Home tab, click on  beside .
- Click on one of the styles listed.
- You can repeat the commands for a different style.
- Click  and save your work before you proceed.



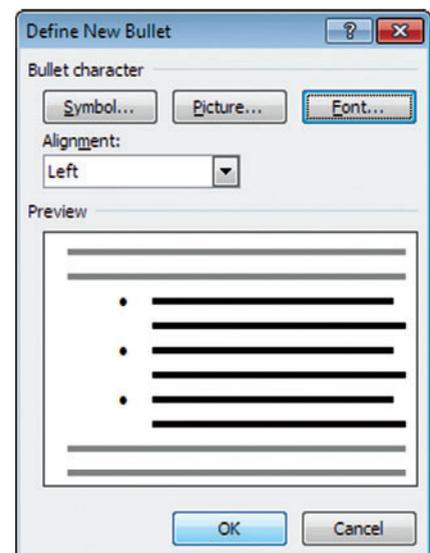
## Formatting bullets

- As with numbering, bullets can be changed.
- Highlight all the guidelines.
- On the Home tab, click on  beside .
- Click on the styles of bullet of your choice.
- Repeat the commands to see the effect of different bullets.
- Click  to save the document.



## Customised bullets

- Click on  beside .
- Click on **Define New Bullet...**
- Click **Font...** and select a font of your choice, click **OK**.
- Click **Symbol...** and select a new character of your choice, click **OK**.
- Click **Picture...** if you prefer to have different pictures as bullets, click **OK**.
- You can try out the text position, indent, tab space and so on, as well.
- Click **OK** when you have finished.

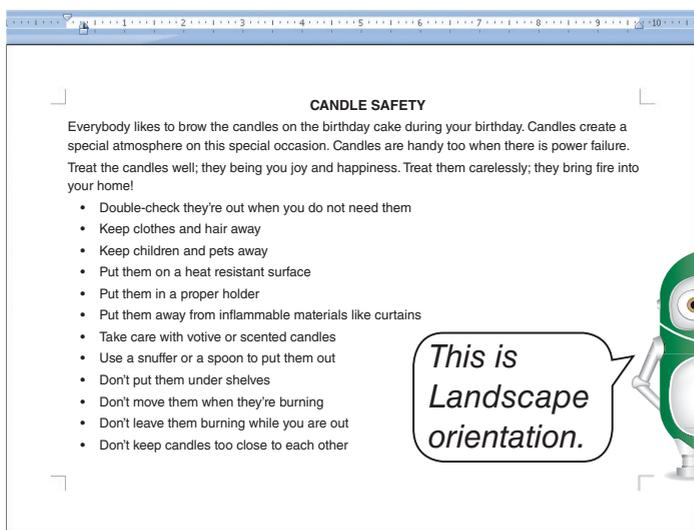
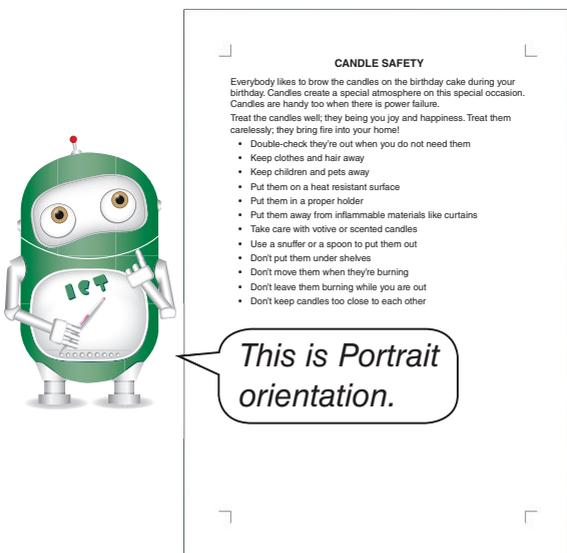
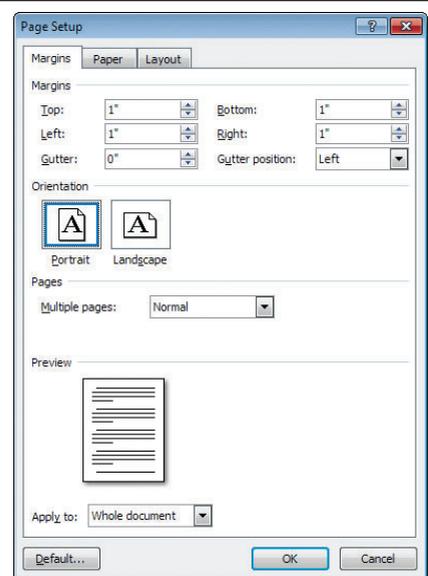


## 1.6 Page setup

Learning Objective: 5

### Page orientation

- Click  to open the file [candlesafety](#).
- Click on Page Layout tab.
- Click  **Orientation**.
- Under **Orientation**, click  **Landscape**.
- Click on View tab, click  **One Page** to see what Landscape Orientation looks like.
- Repeat for **Portrait** orientation:  **Portrait**.
- Click on View tab, click  **One Page** to see what Portrait orientation looks like.



### Margins

- The blank space outside the printing area on a page is called the margin.
- Click on Page Layout tab.
- Click  and click the icons in turn to see how they affect your text.
- Click **Custom Margins...**. Click  to increase or  to decrease the top, bottom, left or right margin.
- The bigger the number, the bigger the margin.
- Always do a preview before you print.

### Paper size

- You must also check the size of the paper that you will be using.
- Click on Page Layout tab.
- Click  **Size**.
- Check the paper size.
- If you are using single sheet, select the most common size, **A4**, from the list of sizes.
- If you are using continuous computer paper, select **letter**.
- Always do a preview before you print.