S1 Technology

Word Processing

(Microsoft Word)
Contents

Task 1 - Bold/Italics/Underline/Strikethrough ................................................................. 3
Task 2 - Bullet Points .............................................................................................................. 4
Task 3 - ClipArt/Wrap Text ..................................................................................................... 5
Task 4 - Copy/Cut/Paste .......................................................................................................... 6
Task 5 - Font Face/Size ........................................................................................................... 6
Task 6 - Header and Footer .................................................................................................... 8
Task 7 - Line Spacing/Margins .............................................................................................. 9
Task 8 - Spelling & Grammar ............................................................................................... 10
Task 9 - Tabs .......................................................................................................................... 11
Task 10 - Text Align ............................................................................................................... 12
Task 11 - Text Box .................................................................................................................. 13
Task 12 - Page Layout ........................................................................................................... 14
Task 13 - Tables ...................................................................................................................... 15
Task 14 - Watermark ............................................................................................................... 16
Task 15 - Word Art/Page Border ........................................................................................... 17

Business Documents:

Task 16 - Business Letter ................................................................................................... 18
Task 17 - Report ..................................................................................................................... 19
Task 18 - Itinerary .................................................................................................................. 21
Task 19 - Notices of Meeting and Agenda (Meetings) ......................................................... 22
Task 20 - Minutes (Meetings) ............................................................................................. 23
Task 1 - Bold/Italics/Underline/Strikethrough

Instructions

1. Key in the following task.

2. Change the first line to bold.

3. Change the second line to italics.

4. Change the third line to underline.

5. Place a strike through the fourth line.

6. Save your document as Task 1.
Task 2 - Bullet Points

Instructions

1 Key in the first passage.
2 Copy and paste the passage three times.
3 Add different bullet points as shown below.
4 Save your document as Task 2.

Computer systems are made up of the following components:
- input devices
- output devices
- backing storage
- processor
- memory.

Computer systems are made up of the following components:
✓ input devices
✓ output devices
✓ backing storage
✓ processor
✓ memory.

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➢ output devices
➢ backing storage
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◂ input devices
◂ output devices
◂ backing storage
◂ processor
◂ memory.
Task 3 – ClipArt/Wrap Text

Instructions

1. Key in the following task.

2. Add a graphic of a rabbit from Clip Art.

3. Use Wrap Text to position the graphic as shown below.

4. Save your document as Task 3.

Mr Presto Does It Again

Et Voila!

The remarkable Mr Presto pulled a rabbit out of a top hat during a children's birthday party yesterday. He previously had shown the hat to be empty. With a wave of what he called his "magic wand", Mr Presto dug deep into the top hat. To the amazement of the audience, he then pulled out a live white rabbit by the ears. And they say entertainment is dead!
Task 4 – Copy/Cut/Paste

Instructions

1. Key in the following task.

2. Cut stanza 2 and paste in between stanza 4 and 5.

3. Copy line 2 and paste it between 18 and 19.

4. Save your document as Task 4.

Be Glad Your Nose Is on Your Face
(Jack Prelutsky, 1940)

Be glad your nose is on your face,
not pasted on some other place,
for if it were where it is not,
you might dislike your nose a lot.

Within your ear, your nose would be
an absolute catastrophe,
for when you were obliged to sneeze,
your brain would rattle from the breeze.

Imagine if your precious nose
were sandwiched in between your toes,
that clearly would not be a treat,
for you’d be forced to smell your feet.

Your nose would be a source of dread
were it attached atop your head,
it soon would drive you to despair,
forever tickled by your hair.

Your nose, instead, through thick and thin,
remains between your eyes and chin,
be glad your nose is on your face!
Task 5 - Font Face/Size

<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Key in the following task.</td>
</tr>
<tr>
<td>2 Apply different font sizes as shown below.</td>
</tr>
<tr>
<td>3 Apply different font faces as shown below.</td>
</tr>
<tr>
<td>4 Save your document as Task 5.</td>
</tr>
</tbody>
</table>

Font sizes:

- 9 point
- 12 point
- 24 point
- 36 point

Font faces:

- Courier
- Comic Sans
- Times New Roman
- Arial
Task 6 - Header and Footer

Instructions

1. Key in the following task.

2. Type the name of the school in the footer.

3. Type your name in the footer.

4. Save your document as Task 6.

Alness Academy

The Crazy Taxi Driver

A taxi passenger tapped the driver on the shoulder to ask him a question. The driver screamed, lost control of the car, nearly hit a bus, went up on the footpath, and stopped centimetre from a shop window.

For a second everything went quiet in the cab, then the driver said, "Look mate, don't ever do that again. You scared me!"

The passenger apologized and said, "I didn't realize that a little tap would scare you so much." The driver replied, "Sorry, it's not really your fault.

Today is my first day as a cab driver - I've been driving a funeral van for the last 25 years."

Your Name
Task 7 – Line Spacing/Margins

**Instructions**

1. Key in the following task.

2. Use margins of 3 cm.

3. Use Times New Roman 14 point.

4. Use 2 line spacing.

5. Save your document as Task 7.

**WORD PROCESSING SYSTEMS**

Although word processing systems vary widely, they all have certain elements in common.

It is a simple task to correct mistakes or make alterations. You can also move the position of the paragraphs or delete completely. This means that many versions of a document can be quickly and easily produced. Documents can be stored for later use, so that if you do not complete your work one day you can just continue where you left off the next day.

A word processor will give you a word count, which means it is unnecessary for you to do this manually. The document can be printed out in a variety of different fonts, styles, etc.
Task 8 - Spelling & Grammar

Instructions

1. Key in the following task.

2. Use the Spelling and Grammar tool to remove any errors.

3. Save your document as Task 8.

Mr Irate
12 High Street
Evercrease
EV1 EV1

Dear Sir or Madam,

It has come to my attention that our local council has decided to close down our one and only library. While it is true that no new books have been bought for seven years £12.50 was recently raised in a local raffle. This is nearly enough for an entire Delia Smith! Do you not think that your decision is a little premature?

Yours truly,

Mr Irate
Task 9 – Tabs

Instructions

1. Place left tab markers at 6 cm, 9 cm and 12 cm on the ruler.

2. Key in the following task using the tab key.


<table>
<thead>
<tr>
<th>Name</th>
<th>Computing</th>
<th>Info Systems</th>
<th>ICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher</td>
<td>10</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Ian</td>
<td>4</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Karen</td>
<td>8</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Caroline</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>
Many people believe that the Aztecs first developed chocolate. However, chocolate goes back much further. The ancient Maya, who inhabited what is now part of southern Mexico and Central America, ate chocolate. The word “cacao” is Mayan: as early as 500 AD, the Mayans were writing about cacao on their pottery. Some think chocolate may be even older.

<table>
<thead>
<tr>
<th>Many people believe that the Aztecs first developed chocolate. However, chocolate goes back much further. The ancient Maya, who inhabited what is now part of southern Mexico and Central America, ate chocolate. The word “cacao” is Mayan: as early as 500 AD, the Mayans were writing about cacao on their pottery. Some think chocolate may be even older.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Many people believe that the Aztecs first developed chocolate. However, chocolate goes back much further. The ancient Maya, who inhabited what is now part of southern Mexico and Central America, ate chocolate. The word “cacao” is Mayan: as early as 500 AD, the Mayans were writing about cacao on their pottery. Some think chocolate may be even older.</td>
</tr>
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</tr>
</tbody>
</table>
Task 11 - Text Box

Instructions

1. Key in the following task using margins of 3 cm.

2. Use Times New Roman Font and 14 point.

3. Use 2 line spacing.

4. Create a reminder at the bottom of the page in a text box - REMEMBER TO SAVE ALL YOUR WORK.

5. Insert an appropriate graphic somewhere in the document.

6. Save your document as Task 11.

SAVING YOUR DOCUMENT

A document is stored in the computer’s memory only temporarily until you save it with a name - it is then available for recall.

You should use the save rather than the save as command for routine saving of your document. The save command saves a document with the original name you gave it and puts it exactly where it came from when you started it. When you wish to save the current document with a different name or copy it to a different folder or disk you should choose the save as command.

If you are creating a new document that has never been saved before, type a name for it in the directory dialogue box.
Task 12 - Page Layout

INSTRUCTIONS

1. Page layout is currently set to portrait. Change the page layout to landscape.

2. Create a certificate similar to below.

3. Save your document as Task 12.

CERTIFICATE OF COMPLETION

this certificate is presented to

For the successfully completing the Course

Signature       Date
Task 13 - Tables

Instructions

1. Create a table which has eight rows and two columns.
2. Enter the same information from the table below into your own table.
3. Merge the cells so that it looks like the table below.

<table>
<thead>
<tr>
<th>PAC FINANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FOR PERSONAL LOAN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SURNAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FIRST NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How long have you been resident at the above address?</th>
<th>Years</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Nationality</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
</tr>
</thead>
</table>
Task 14 – Watermark

**Instructions**

1. Key in the following task.

2. Insert an appropriate graphic somewhere in the document.

3. Place a Draft watermark on the letter.

4. Save your document as Task 14.

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Johnstone & Johnstone
Duke Street
PERTH
PH2 4AC

Tel: 0738 45689
Fax: 990456

NH/

Today’s Date

Miss L M Ferguson
14 MacKenzie Park
BANCHORY
AB20 7PS

Dear Miss Ferguson

BRANCH VACANCIES

Thank you for your letter enquiring about vacancies in one of our branches. There are several posts for Junior Clerk/ess vacant at the moment and I shall be pleased if you would complete the enclosed application form and return it to me as soon as possible.

I shall require the names and addresses of 2 referees, one of whom should be the Head Teacher of your school, and the other, someone who has known you for at least 3 years.

For your information there is a leaflet enclosed giving details of hours of work, future prospects, working conditions and salary structure. If you are appointed, you will be required to commence your duties early in August.

Yours sincerely

Nina Harrison
Personnel Officer

Enc
Task 15 - Word Art/Page Border

Instructions

1. Create an invitation similar to the one below.
2. Add a page border.
3. Use Word Art in your invitation.
4. Insert appropriate graphics in your invitation.
5. Save your document as Task 15.

![Halloween Party Invitation](image-url)
Task 16 - Business Letter

Instructions

1. Key in the following task.

2. Save your document as Task 16.

Aimable Insurance
38 Millar Street
PETERHEAD
AB5 7KF

Tel: (08765 12356)
Fax: 56421

MC/

Today’s Date

Mr L Peters
25 Dean Street
ALFORD
AB3 6LQ

Dear Sir

INSURANCE POLICIES

As one of the largest and most experienced insurance companies in the country, we have pleasure in sending you details of our new and exciting all-in-one insurance policies. With one of these policies, you will be able to insure everything you own as well as yourself, your spouse and your children on one document. Payment can either be made annually or debited monthly from our bank account. If you decide to pay monthly by direct debit and payments have to be amended, you will be notified before the next due payment.

Should you wish to change one of these policies, there is no need to wait until your present cover expires. Our agent will arrange for the sum you have already paid to be reimbursed in full.

Yours faithfully

Martin Coburn
Manager

Enc
REPORT ON HEALTH, SAFETY AND SECURITY IN THE ADMINISTRATION OFFICE AND RECEPTION AREA

1 Terms of Reference

On the instructions of the Administrative Support Supervisor, my remit was to check on health, safety and security aspects of the Administrative Office and the Reception area of Highland Leisure Centre, and to report back within 7 days.

2 Procedure

The report was compiled on the basis of

- an inspection of the 2 areas in question.
- comments by members of staff.
- observation of the activities of members of staff.

3 Findings

- Lack of care by certain members of staff when moving around.
- A fire door jammed open.
- Lack of security of personal belongings.
- Damaged office equipment.
- Dangerous positioning of equipment.
- Inadequate seating.
- Untidiness.
- Dangerous liquid lying opened on the floor.
- Personal details of staff left unattended.
- No first-aid kit available.
- Lack of security and assistance at Reception.

4 Conclusions

- Some members of staff have not been trained in health and safety matters.
- Health and Safety is of low priority.
- Some equipment needs to be replaced.
- Reception area a potential trouble spot.
5 Recommendations

- In view of the several instances of potentially dangerous equipment, a Health and Safety inspector should examine the 2 areas.
- All equipment should be examined and faulty items replaced.
- Staff should be given training in health and safety issues.
- The security of the Reception area should be examined.
Task 18 - Itinerary

Instructions
1. Key in the following task.
2. Save your document as Task 18.

<table>
<thead>
<tr>
<th>ITINERARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit by Sheila Sanders to Dundee for Performance Related Pay Training</td>
</tr>
<tr>
<td>9 September 20-- (insert current year)</td>
</tr>
<tr>
<td>0810 hours</td>
</tr>
<tr>
<td>0922 hours</td>
</tr>
<tr>
<td>0930 hours</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>1030 hours</td>
</tr>
<tr>
<td>1130 hours</td>
</tr>
<tr>
<td>1330 hours</td>
</tr>
<tr>
<td>1430 hours</td>
</tr>
<tr>
<td>1900 hours</td>
</tr>
<tr>
<td>1920 hours</td>
</tr>
<tr>
<td>1930 hours</td>
</tr>
<tr>
<td>2050 hours</td>
</tr>
</tbody>
</table>
Task 19 - Notices of Meeting and Agenda (Meetings)

Instructions

1. Key in the following task.
2. Save your document as Task 19.

JOHN HAY AND CO LTD
16 Grange Road
DUNDEE
DD1 4PX

NOTICE OF MEETING

There will be a Management Meeting on Friday 22 September 2012 at 0930 hours in the Board Room.

AGENDA

1. Apologies
2. Minutes of Last Meeting
3. Matters Arising
4. Appointment of Sales Executive
5. Exhibition in Glasgow
6. Pay Negotiations/Pay Report
7. Staff development and Appraisal
8. Current Staffing Problem
9. Any Other Business
10. Date of Next Meeting
Task 20 – Minutes (Meetings)

Instructions

1. Key in the following task.

2. Save your document as Task 20.

MINUTES

Minutes of the meeting of the Directors of Forrest Manufacturing Company held on Wednesday 28 October 2012 at 1000 hours at Head Office.

PRESENT

Mr E J McLaughlin Chairperson
Miss M Brown
Mr B Inglis
Mr J Kirkwood
Mr P Whyte
Mrs T Young
Ms M Jackson Secretary

1. APOLOGIES

An apology was received from Mr R Jones.

2. MINUTES OF LAST MEETING

The minutes were amended to read that Mr Whyte was present at the last meeting and these minutes were then signed by the Chairperson.

3. MATTERS ARISING

Miss Brown raised the question of arrangements for the Annual General Meeting on 26 November and was assured that they were well in hand.

4. FINANCIAL STATEMENT

The financial statement to the end of August was tabled and confirmed. The Chairperson said that a full report would be given at the next meeting.
5. ANY OTHER BUSINESS

Mr Kirkwood asked about the appointment of a new Office Manager and was informed that the post would be advertised in the near future.

6. DATE OF NEXT MEETING

It was agreed that the next meeting should be held on 26 November 2012 at 1230 hours at the Head Office.

Chairperson .................................................................

Date .................................................................