WEB DEVELOPMENT AND DATABASE ADMINISTRATION

Level – I

Based on March 2022, Curriculum Version 1

Module Title: - Operate word-processing applications

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Table of Content

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Acknowledgment

Ministry of Labor and Skills wish to extend thanks and appreciation to the many representatives of TVET instructors and respective industry experts who donated their time and expertise to the development of this Teaching, Training and Learning Materials (TTLM).

Acronyms

1. MS-DOS   Microsoft Disk Operating System
2. OHS   Occupational health and safety

3. PC   Personal computer
4. CD-R   Compact disc-recordable
5. USB   Universal Serial Bus
6. ICT   Information communication technology
                                Web development and database administration
7. WDDA
8. TTLM   Teaching, Training and Learning Materials

Introduction to the Module

Microsoft Word allows you to create simple word processing documents like letters and reports effortlessly, allowing you to add color and clip art. Writing in various fonts and sizes and using tables, borders & bullet formatting reduces tediousness and increases productivity. Decrease your workload and become more productive today.

word processor is an application software used for the production (including editing, formatting, and possibly printing) of any sort of printable material. Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common among the rest applications. To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer. There are a number of word processing packages (software). Among these are WordPerfect, AmiPro, Microsoft Word 2003, 2007, 2010 and 2016 versions. Some of them run under MS-DOS and others under MS-Windows Operating System environment.

This module covers the units:

- Apply OHS practices
- Create documents
- Customize basic settings to meet page layout conventions
- Format documents
- Create tables
- Add image
- Print documents

Learning Objective of the Module

- Follow OHS practices
- Apply Create documents
- Can Customize basic settings to meet page layout conventions
- Format documents
- Create tables
- Add images
- Print documents

Module Instruction

For effectively use these modules trainees are expected to follow the following module instruction:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below.

3. Read the information written in the information in respectively.

4. Accomplish the "Self-check 1, Self-check 2, Self-check 3 and Self-check 4, Self-check 5, Self-check 6 and self-check7" respectively.

5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet.

6. Do the "LAP test" at the end page (if you are ready).

Unit one: Apply OHS practices

This unit is developed to provide you the necessary information regarding the following content coverage and topics:

- Ergonomic strategies
- Practices ergonomic in workplace
- Organizing work area to ensure an ergonomic work environment

This unit will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Use workplace ergonomic work practices and strategies
- Organize work area ensuring an ergonomic work environment

1.1 Ergonomics strategies

Ergonomics is the study of people at work that aims to reduce the physical stress and resulting injuries associated with working, such as overuse injuries, poor posture and more serious muscle skeletal disorders. Ergonomics aims to reduce such injuries by designing work spaces, tools, tasks and equipment that help maintain the physical health of workers. An ergonomic workplace is essential for the health and wellbeing of all workers. Aching backs, carpal-tunneled wrists and other ailments lead to employee discontent, an increase in sick days and overall lower productivity.

Examples of Ergonomics

A. Poor Sitting Posture

B. Awkward Postures

C. Prolonged Stationary Position

D. Frequent, Repetitive Movements

E. Poor Lighting

1.2 Practice Ergonomic in workplace

It is the best ergonomic practices in the workplace: For office workers, a correctly adjusted work chair is essential. Adjusting your chair to the correct position is critical to avoid common posture related hazards, and is the first steps to improving the overall ergonomic setup in your place of work are:-

A. Seat height

B. Seat depth

C. Backrest height and lumbar support

D. Backrest angle & Tension

E. Armrests

F. Headrest

1.3 Organize work

Organize work are :-improving ergonomics in the workplace Adjusting your office chair is the Best option practices in the workplace: For office workers, a correctly adjusted work chair is essential to reduces ergonomic Adjusting your chair to the correct position is critical to avoid common posture-related hazards, and is the first step to improving the overall ergonomic setup in your place of work.

Fig 1.1 Organize work area
The following points are the best option for mitigation of ergonomics in work place.
A. Good working posture
B. Adjustable chairs and desks
C. Proper display height and distance
D. Keyboard and mice position
E. Reducing repetitive movement
F. Standing up and moving around
G. Environmental setting
H. Looking around
I. Ergonomic accessories footrest, headsets, document holder, and ball
J. Getting help

Self-check-1

Test-I Multiple choices.

Instruction: select the correct answer for the give choice. You have given <u>1 Minute</u> for each question. Each question carries <u>1 Point.</u>

1. 'Ergonomics' is related to human
A. Comfort B. Safety C. Both 'a' and 'b' D. None
2. The following subject(s) is (are) related to 'Ergonomics'
A. Anthropology B. Physiology C. Psychology D. All
3. In designing an efficient workspace, the left hand will cover
A. Maximum working area B. Normal working area C. Minimal working area D. Any of the above
4. The working area should be illuminated _____ their surroundings.
A. More than B. Less than C. Equal to D. Depends upon type of job performed
5. The following is (are) the Biomechanical principle(s) in ergonomics
A. The joints should be kept as far as possible in a neutral position
B. Keep the work close to the body C. The lifting must occur gradually in an even matter
D. All of the above
6. The state of the worker by which the capacity and willingness for doing work is reduced is called
A. Stress B. Fatigue C. Creep D. None

Test II: short Answer writing

Instruction: write short answer for the given question. You are provided 2minutes for each question and each point has 3 Points**.**
1. What is ergonomics?
2. Write the procedures reduce ergonomics?

3. write features of the word processor?

4.write suite incorporates with Microsoft Office?

Unit Two: Create documents

This unit to provide you the necessary information regarding the following content coverage and topics:

- Purpose, use and function of word-process
- information requirements
- Open word-process application
- Create and open document
- Use document templates as required
- Add data and use simple format tools
- Save document to directory

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Open word-processing application, create document and add data according to information requirements
- Use document templates as required
- Use simple formatting tools when creating the document
- Save document to director

2.1 Purpose, use and function of word-processing software

2.1.1. Purpose of word-processing software

As the name suggests, word processors are designed to process large amounts of text and can be used for writing letters, novels, reports, or articles. They are not designed to work with figures or advanced layouts to any great degree, though a word processor will include options for controlling text alignment and page margins. A word processor is to text what a spreadsheet program is to numbers: a dedicated tool designed to make entering, editing, and exporting text content as straightforward as possible.

2.1.2. function of word-processing software

Word processors have evolved from basic programs that emulated typewriters to software programs that would have boggled the minds of the inventors of the Electronic Numerical Integrator and Computer, the first general-purpose electronic computer. In addition to providing document creation and storage tools, the editing and sharing options become more powerful each year.

A. Create Documents

Word processors create documents in digital format. Instead of typing onto a page, the information is stored in computer memory

B. Editing

Similarly, to document creation, word processors speed up the editing process and give greater editing options.

C. Sharing

Since the word processor stores the document electronically, it can be output into a variety of formats. In addition to simply printing finished documents, the electronic version can be shared by email or other electronic transfer mechanisms.

D. Comparing

Many word processors give the option of making comparisons of documents. For instance, in the case where several users may be working on nearly identical documents, comparison features allow the differences in the documents to be easily viewed. This makes complex editing procedures much more streamlined.

E. Web pages

In addition to conventional output options, word processors can take your document and turn it into a webpage. In essence, the software in the word processor writes the HTML code necessary to translate your text and formatting into a file that can be uploaded and viewed as a conventional webpage.

2.1.3. use of word-processing software

Word processing means to use a computer to create, edit, format and print documents. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document.

A word processor can be used for creating documents like :

- Memo
- Letters
- Examinations
- Books
- Invitations
- Invoices
- Postcard etc

2.2 Identifying information requirements

2.2.1. Source of Information

A. Agenda

An agenda is the version of the meeting plan shared with meeting attendees. A meeting agenda may include a list of topics to discuss, a sequence of planned activities, or both. The simplest agendas are formatted as a short-bulleted list. More complicated agendas may include detailed topic descriptions, including the expected outcomes for each item and reference material, such as reports and proposals for review prior to the meeting. Formal agendas will also include timing and presenter information for each agenda item.

B. Letter

Letter is a form of communication media in the form of writing, written between one person and others, as well as institutions. There are several types of letters, namely personal letters, trade letters, and invitation letters. An invitation letter is an official letter using straightforward and polite language. This letter, in general, was made by a particular agency, institution or organization aimed at another party. The making of this letter aims to invite a party.

C. Minutes

The minutes are a brief note related to the meeting. In addition, the note-taker also notes various matters discussed during the meeting and the results of the meeting's decision. The minutes of the meeting can also be said as a concise note about the proceedings of the meeting. Minutes of the meeting are discussion reports containing brief notes, as previously explained.

D. Memorandum

Memo or memorandum is a letter made by a superior to subordinates or officials who are on the same level as officials who make memos. The memo contains a brief note on the subject matter to show the message to be conveyed. This memo is a communication medium that is used in a

small scope and has an informal nature. Memo contains instructions, requests, notices, hopes or instructions. Based on the opinion above it can be seen that the invitation letter is intended to invite a person or party in an activity.

2.3 Opening word-processing application

2.3.1To open MS Word on your personal computer

Word processing package is mostly used in offices on microcomputers. To open a new document, click on "Start" button and go to "All Application" and click on "Microsoft Word".

Click on start → All Application→ Microsoft office word

We can open in Five Ways to Open Microsoft Word

1. Click the Start button. Type "word" without quotation marks into the search box. Click "Microsoft Word 2016" in the list that appears.

2. Click the Start button. Over the mouse pointer over "All Programs." Scroll down to the Microsoft Office folder and click it. Select "Microsoft Word 2016."

. Press the Windows key and "R" on the keyboard at the same time to bring up the Run dialogue. Type "Win Word.exe" without quotation marks into the box.

4. Right-click on an empty area of the Windows 7 desktop. The mouse pointer over "New" in the menu that appears. Click "Shortcut." Type or copy and paste "C:\Program Files\Microsoft Office\Office14\WINWORD.EXE" into the box. Click "Next." Type "Word" into the box and click "Finish." Double-click the Word shortcut that appears on the desktop to launch Word.

5. Open an MS Word file on your computer by double-clicking it. If you are asked to choose an application to open the file with, select "Microsoft Word." You may close the file you have opened if you do not want to use it now and open another one instead.

2.4 Creating and opening documents

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. Sometimes you need to create a new document when you are in the middle of typing another one. You can create a new document even if you have not saved and closed the document you are currently working on.

2.4.1 To create a new document from a template

Template is a predesigned document you can use to create a new document quickly. Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project.

Click the **Microsoft Office Button→New** Under→ **Templates**, you see options you can use to create (A blank document, installed, template and etc.) select one of your option→**Create**. **Or** Press **Ctrl** +**N** key.
To create a new blank document:
When beginning a new project in Word, you'll often want to start with a new blank document. Select the **File** tab to access **Back stage view**.
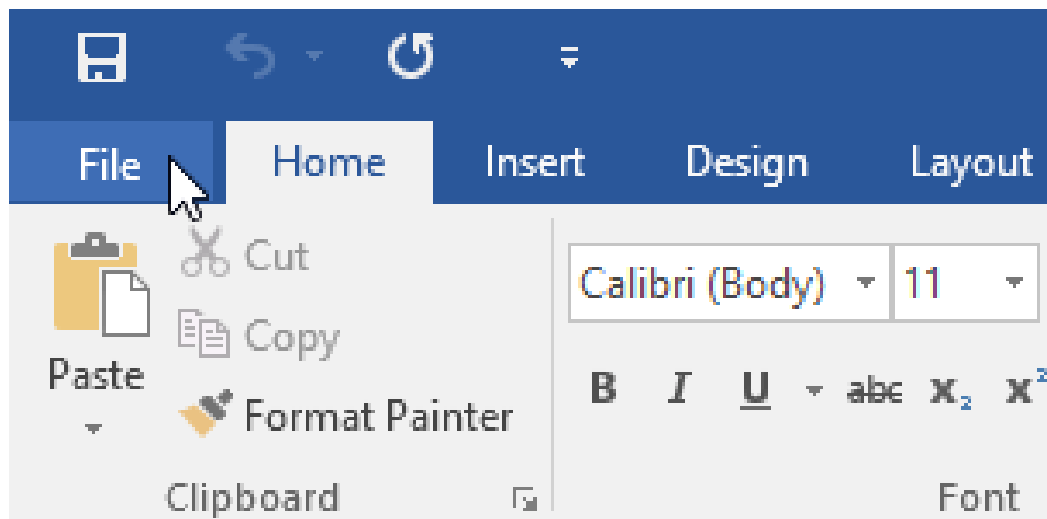
Fig 2.1 Microsoft Office Button

Select New**, then click** Blank document**.**

1. Click the **File** tab to access **Backstage view**, then select **New**.

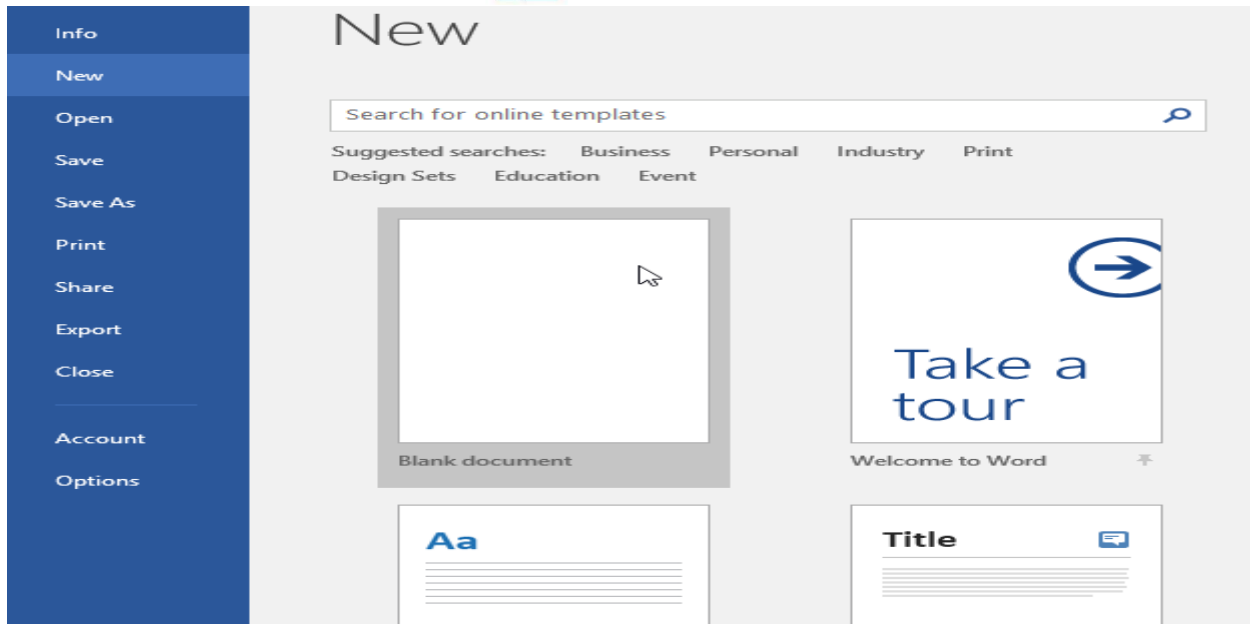2. Several templates will appear below the **Blank document** option.

Fig2.2 New Microsoft Office Window

2.4.2 To Open existing document

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on **Saving and Sharing Documents**

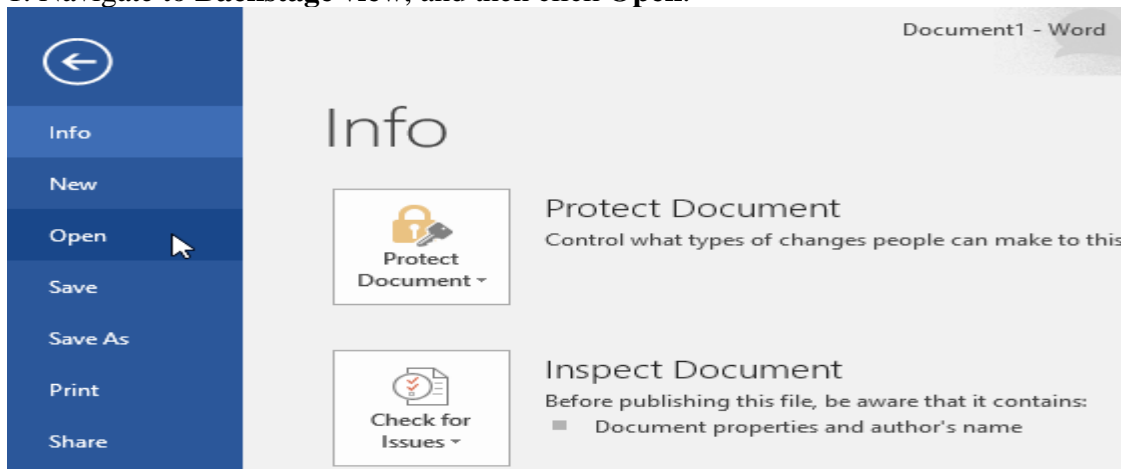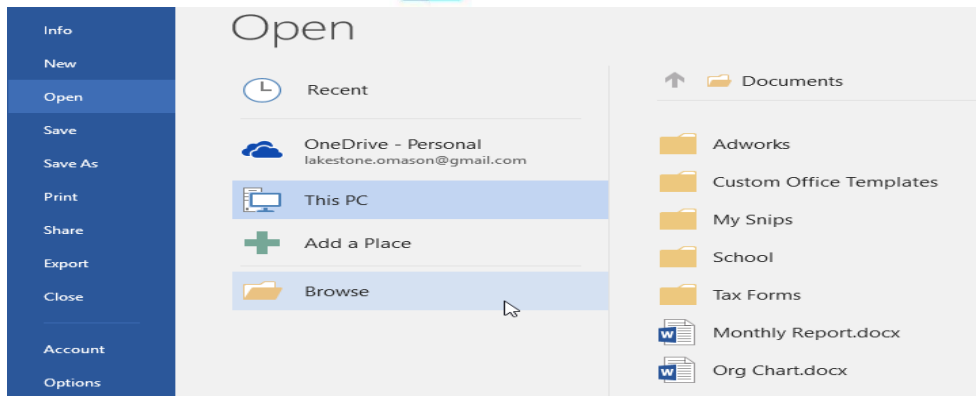1. Navigate to **Backstage view**, and then click **Open**.
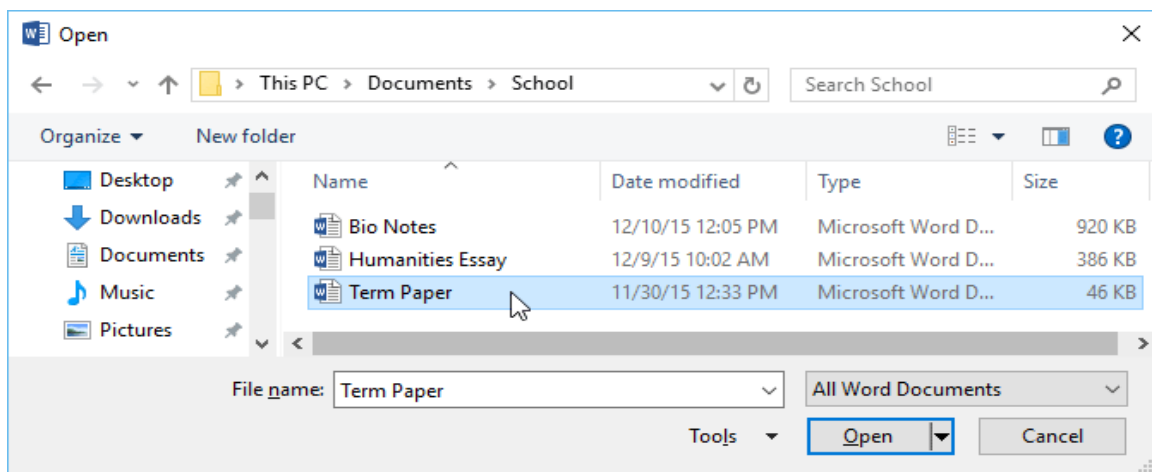

Fig2.2 Open Existing Microsoft Office

3. Select **This PC**, and then click **Browse**. You can also choose **One Drive** to open files stored on your One Drive.

Fig2.4 Browse Microsoft Office

3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.

Fig2.5 select file to be opened

4. The selected document will appear

2.5 Save document

Save is writing data to a storage medium, such as a floppy disk, CD-R, USB flash drive, or hard drive. The save option is found in almost all programs commonly under the "File" drop-down menu or through an icon that resembles a floppy diskette. When clicking the Save option, the file is saved as its previous name. When you save a file, you can save it to a folder on your hard disk drive, a network location, disk, CD, the desktop, or another storage location. You need to identify the target location in the Save in list.

• To save Document Click the Microsoft Office Button Save as → Word document type file name on File name box In the Save as type list, click the file format that you want to save the file in→ Save.

• To save using keyboard Press Ctrl+ S key for your keyboard

Self-check-2

Test-I Multiple choices

Instruction: select the correct answer for the give choice. You have given <u>1 Minute</u> for each question. Each question carries <u>2 Point.</u>

1. Which shortcut makes selected text Italic?

    A. Ctrl + I   C. Ctrl + S

    B. Ctrl + A   D. Ctrl + V

2. Which menu / group will we use if we want to change the typeface of selected text

    A. Edit   C. Format

    B. View   D. Tools

3. A feature of MS Office that saves the document automatically after certain interval is called
    ____

    A. Save   C. Auto Save

    B. Save As   D. Backup

4. Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?

    A. Change Letter C. Change Case

    B. Change Sentence   D. Change Word

5. We can apply border to _____

    A. Cell   C. Table

    B. Paragraph   D. All

6. To delete the selected text press

    A. Ctrl   C. Home

    B. Alt   D. Delete

Test II: short Answer writing

Instruction: write short answer for the given question. You are provided 2minutes for each question and each point has 3 Points**.**

1.Write the function of Micro soft office

2.List Information requirements for operate word processing

Operation title2: Create and open document

Purpose: -

- To understand and can use operate word processing
- To familiarize with Microsoft Word 2016 environment.
- To know how to create and open word processing

Instruction: The given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer task.

Task1: Use the given figure below (2.14), follow the necessary step and procedure create and open word processing and to prepare two paragraph using the following font formatting font type=Times New romans, Font size=12,The title is(font size=16, underline by double line), add word cap on "W" alphabet, justify all written sentences, add page border, save on Local disk "D" the named " FIRST YEAR ICT TRAINEE'S. For this operation you have given 1 hour and you are expected to provide the answer on the given

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: have a clean workspace with all necessary ICT equipment

Procedures:-in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document
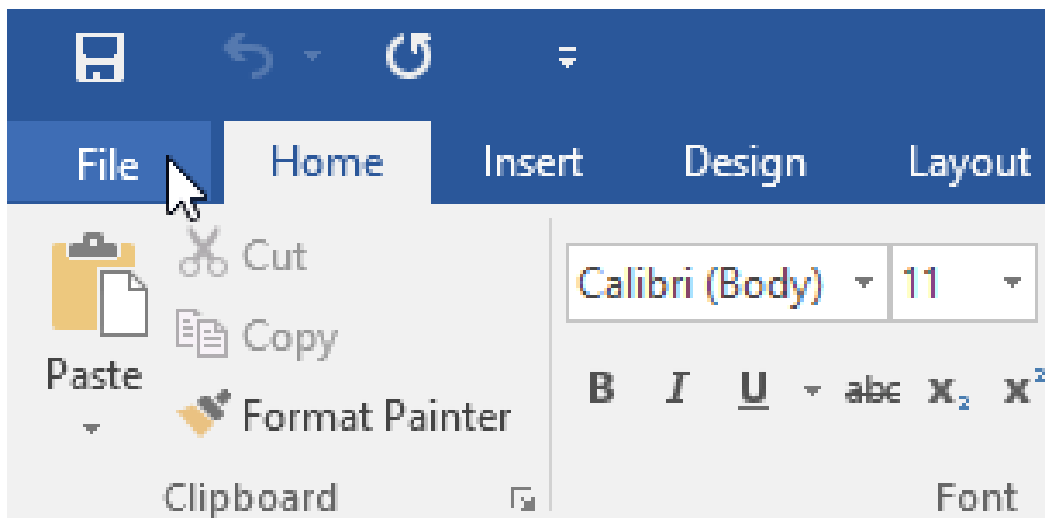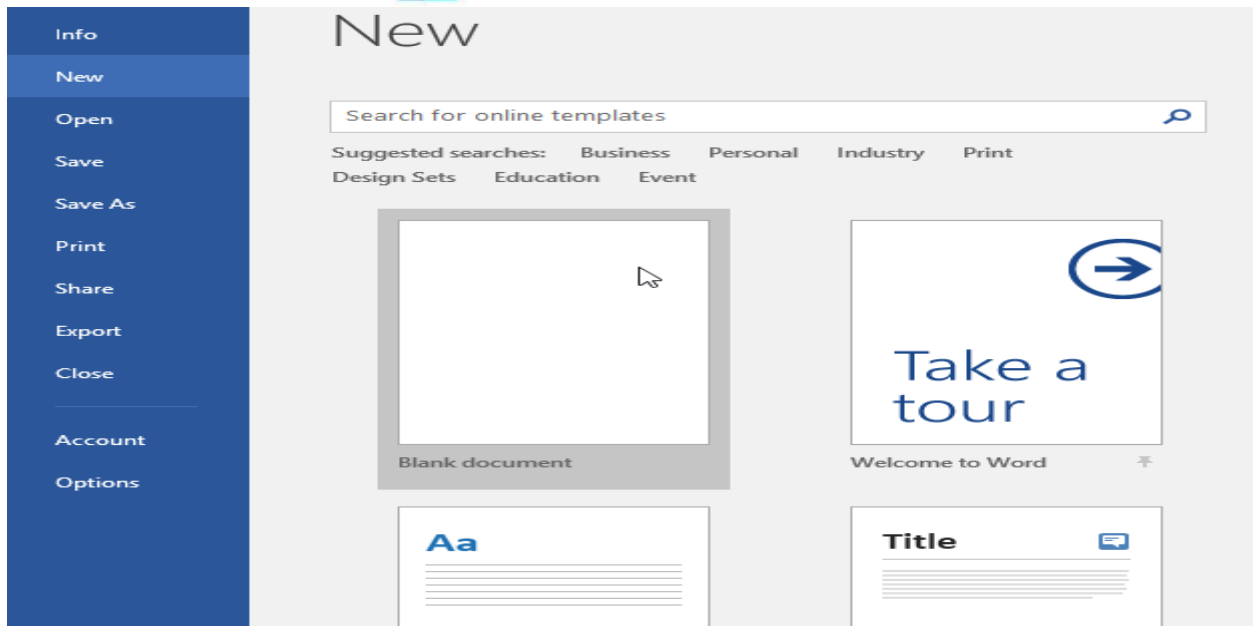

Fig 2.6 Microsoft Office Button
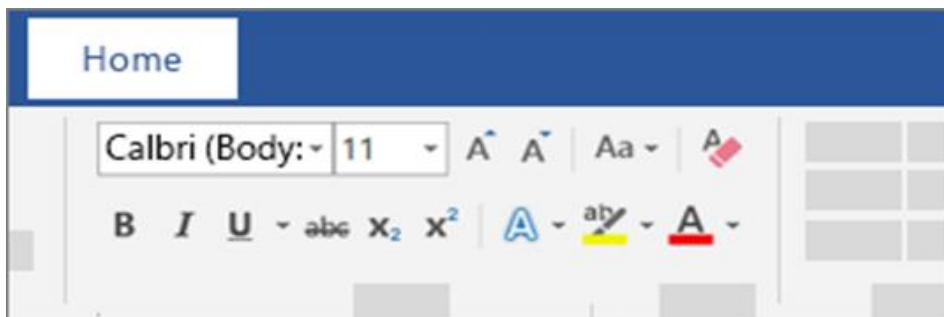
Step2. Select **New**, then click **Blank document**.

Fig2.7 Open Existing Microsoft Office

Step2. Select **New**, then click **Blank document**.

Step3. Add some Text On the space.

Step4. Selecting Text.

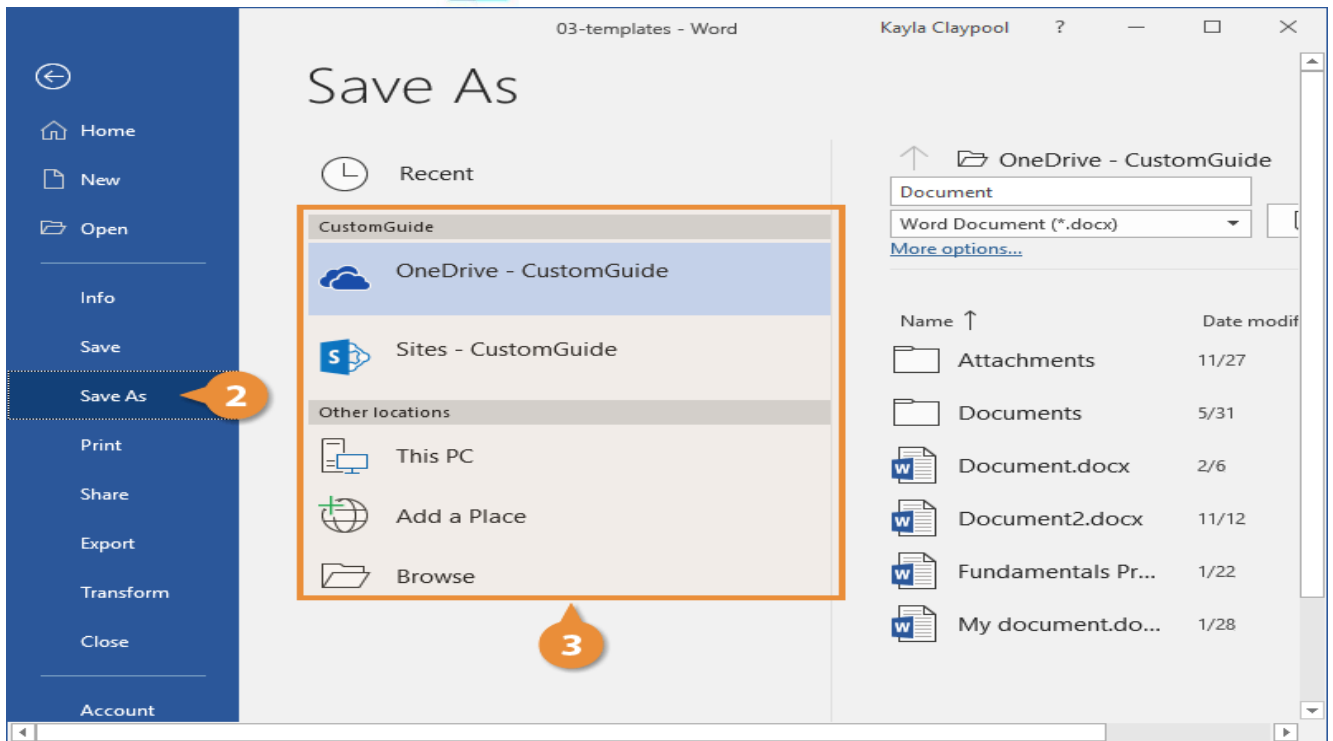**Step5.** Select an option to change the font, font size, font color, or make the text bold, italic, or underline.

Fig 2.8 Format style

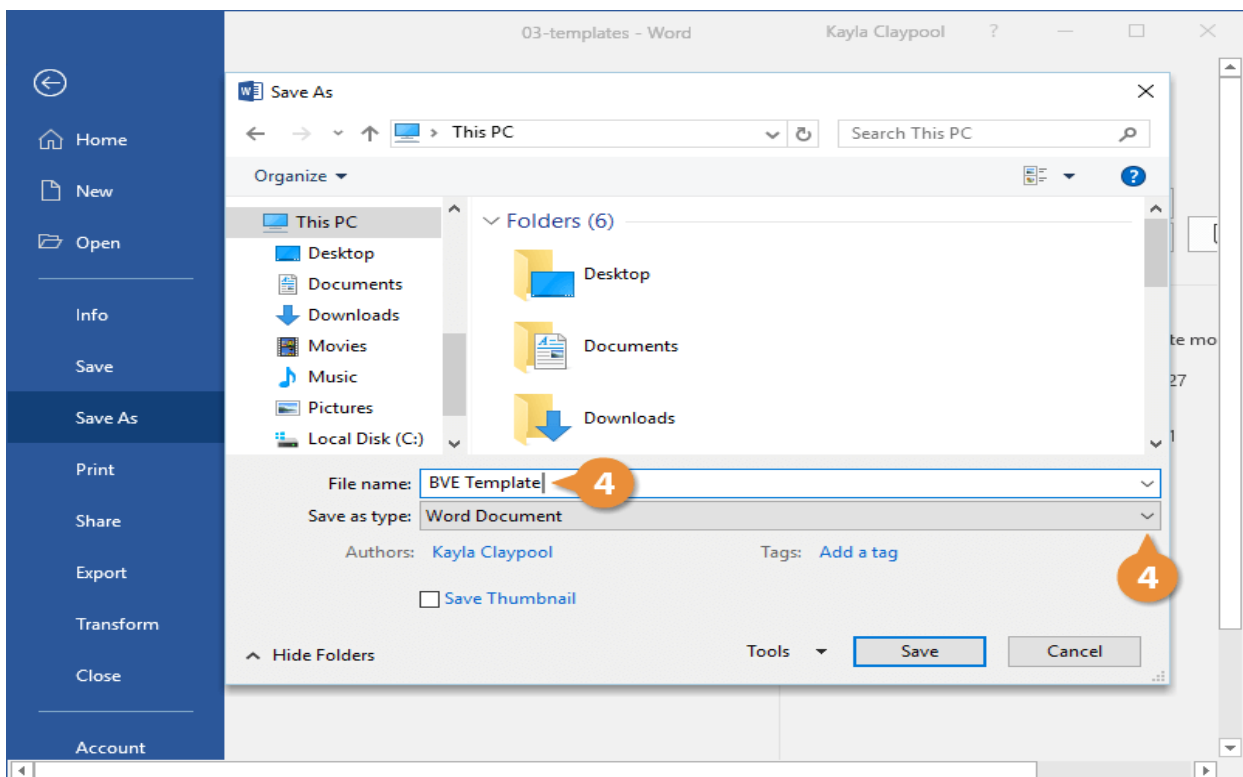**After creating document to save file**

Step1. Click **Save As**.

Step2. Select a location.

Fig 2.9 Save location

1. Name the file and click the **Save As Type** list arrow.
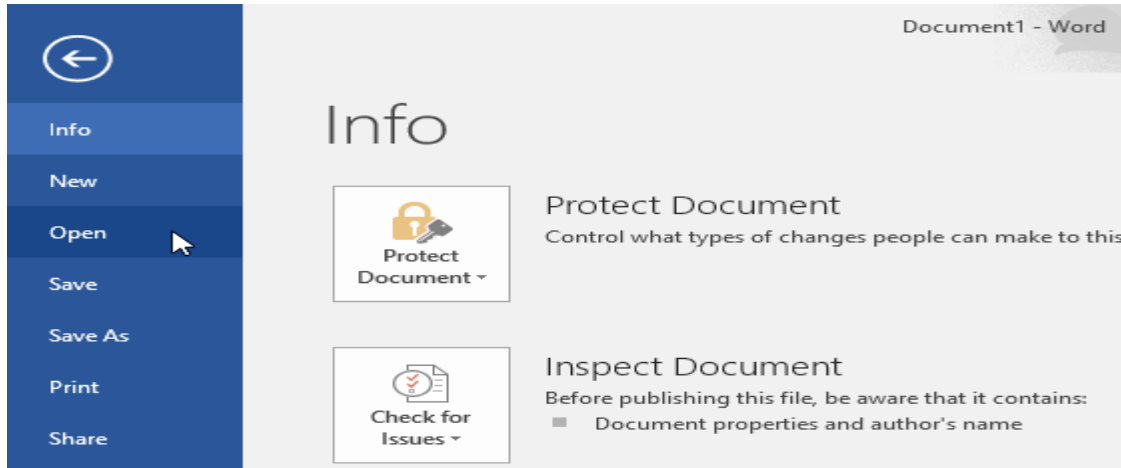

Fig 2.10 Save as type

Step3. Select **Word** from the list.
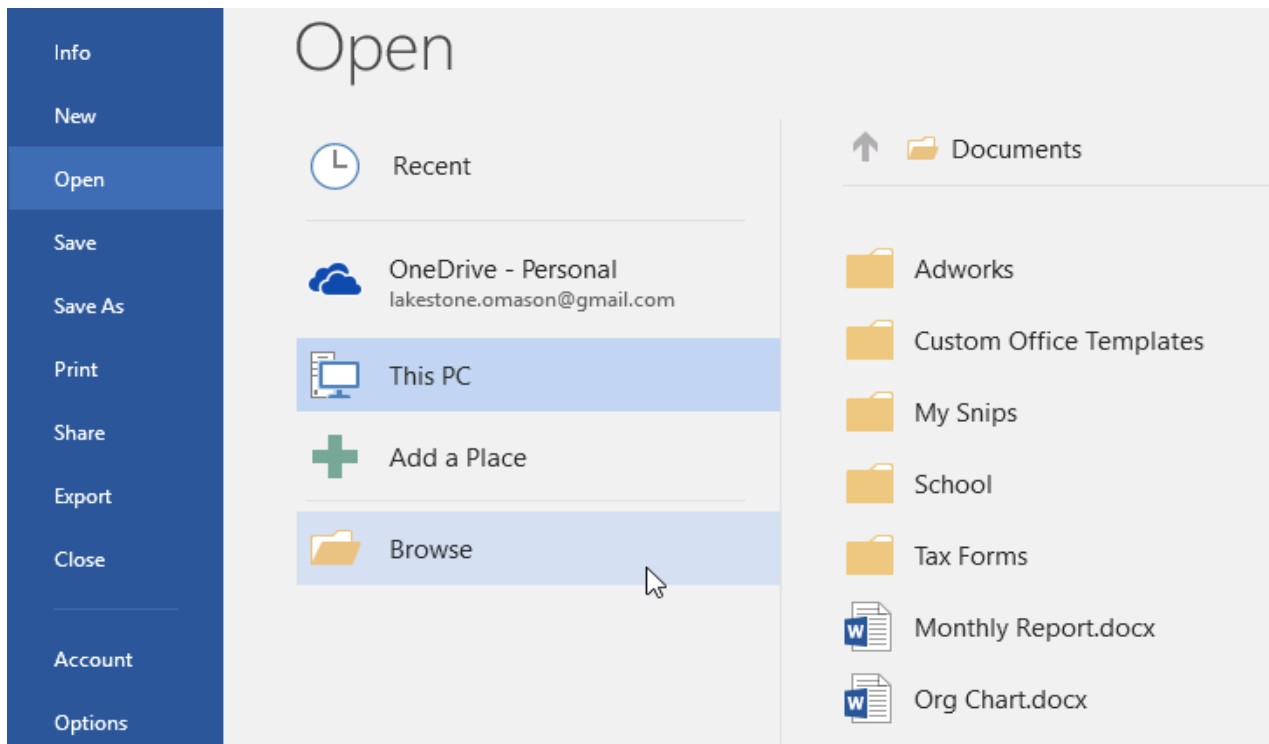
Step4. Click **Save**.

To open an existing document

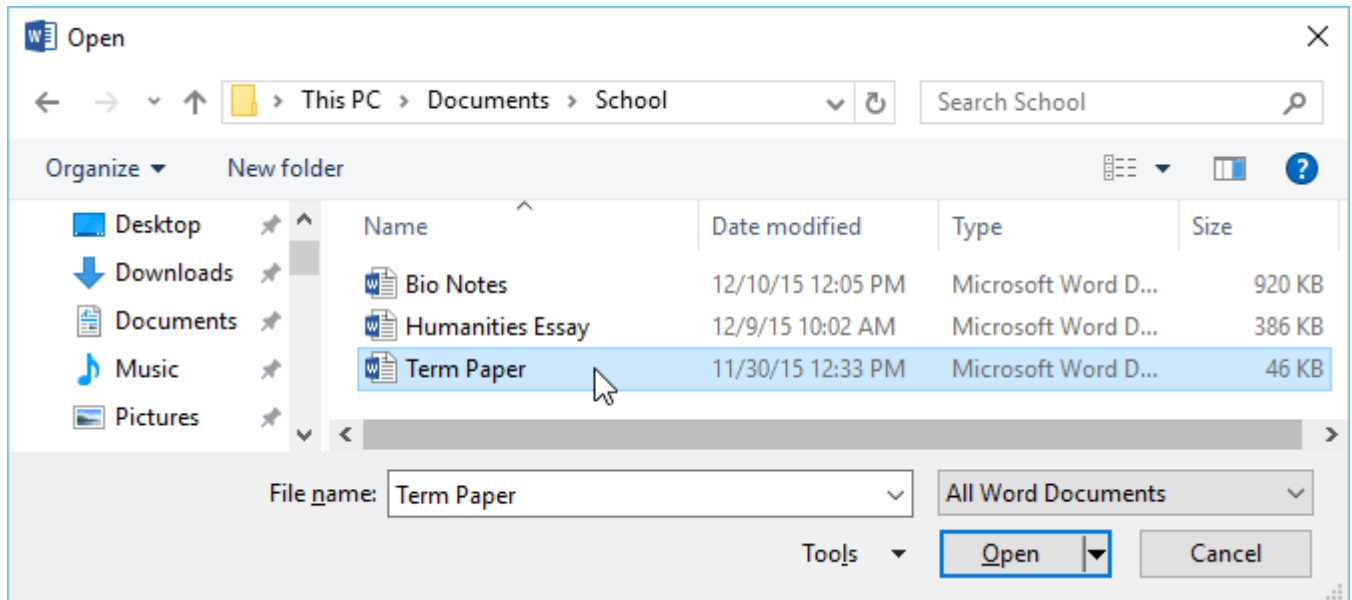Step1. Navigate to **Backstage view**, then click **Open**.

Fig 2.11 Open existing Microsoft Office

Step2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.
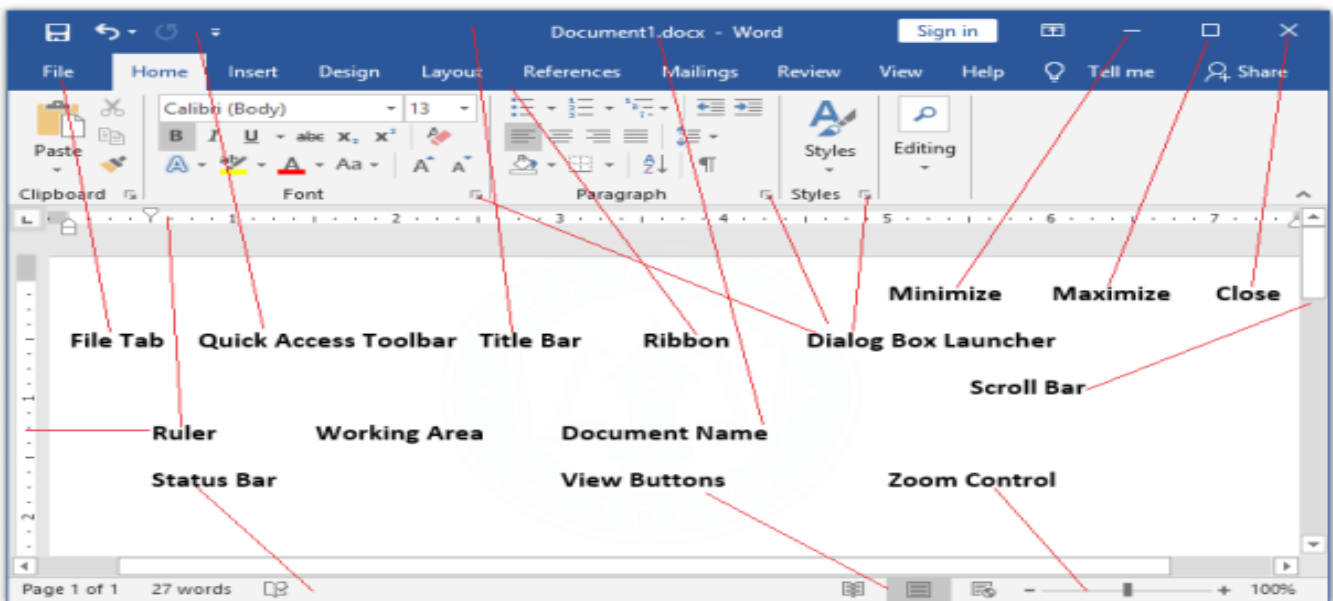

Fig 2.12 Browse Microsoft Office

Step3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.
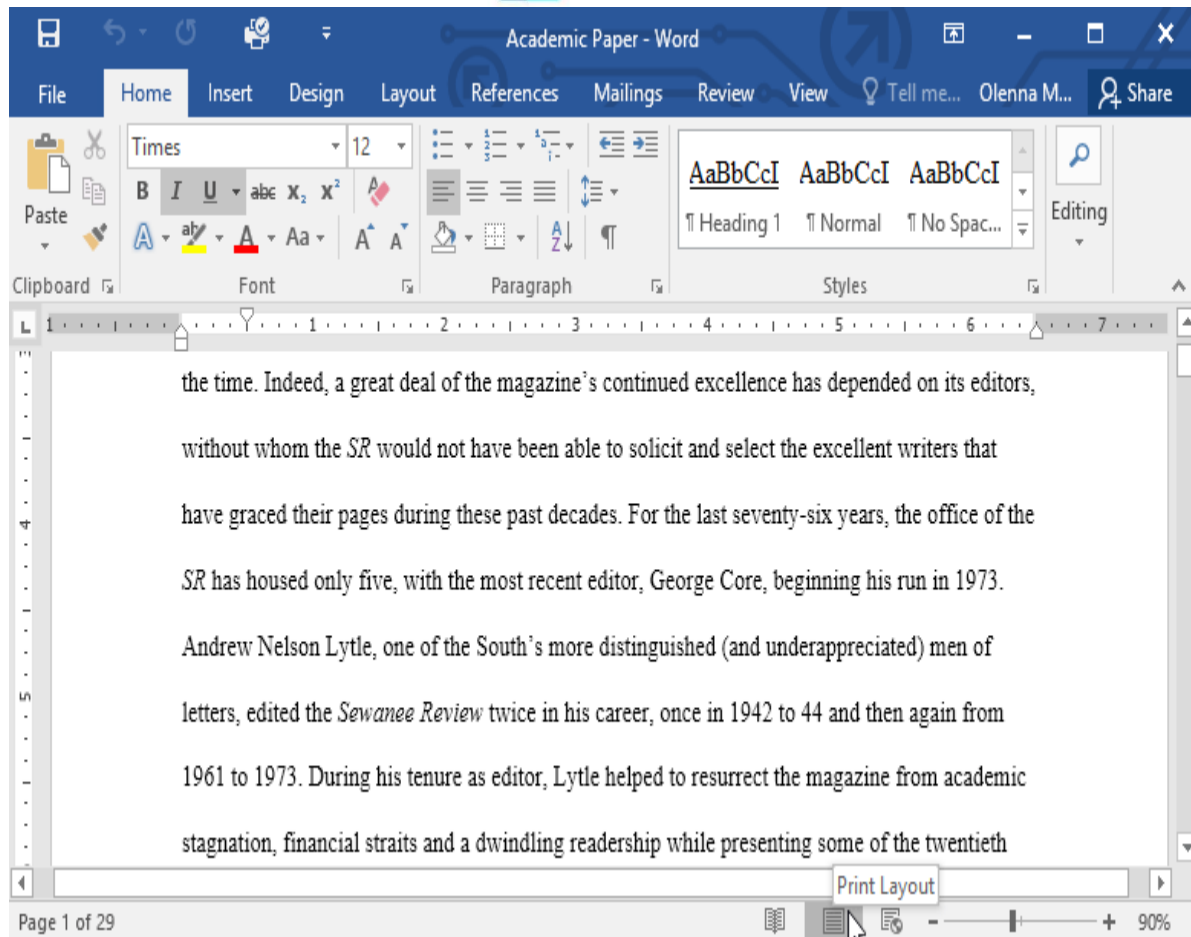

Fig 2.13 Save location

Fig 2.14 Microsoft Office word interface

Fig 2.14 Microsoft Office word interface with document

LAP Test2	Practical Demonstration

Instruction I: Given necessary equpiment, tools and materials you are required to perform the following tasks within 1hours.

Task 1: The given necessary equpiment, tools and materials you are Open MS office word 2016 then Create a new blank document and save it as name "first" on your desktop. To prepared four paragraphs document using the following font formatting font type=Times New romans, Font

size=10,The title is(font size=14,font color =red underline by double line), add word cap on "W" alphabet, justify all written sentences, add page bord and water mark="ICT" .For this operation you have given 1 hour and you are expected to provide the answer on the given

Task 2: Type the following text on first page

Using a computer to _**create**_, _**edit**_, and _**print**_ documents. Of all computer applications, word processing is the most common.

   a) Create three copy of the above paragraphs on black page

   b) Insert _page Number_ at the top of the page in right alignment.

   c) Insert _page header_ **Word Exam**, _page footer_ **your name**.

   d) Replace the word _printer_ to _save_.

1. Insert page boarder for first page only

2. Insert the following auto shapes on new page
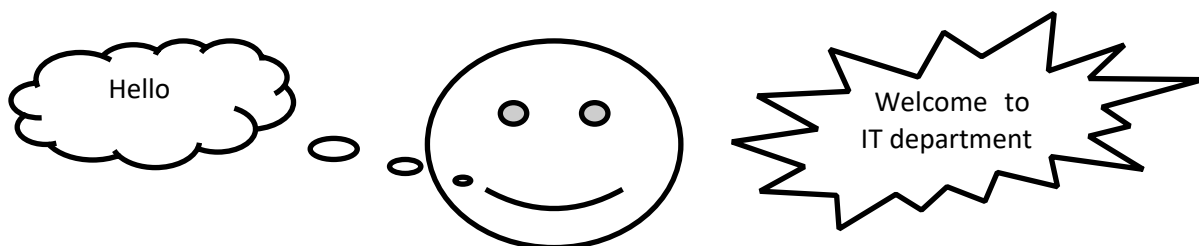
3.   Create the following on new page

✓ $X2+Y3+X \rightarrow 2X2Y3$

✓ $_2H+O^2 \rightarrow H^2O$

☐Computer

☐ Keyboard

☐ Mouse

4. Save it in My document, print the document and close it.

Task 3: prepared below document in MS office word 2016 then to operate the the following each activites.

MS-WORD Micro soft

Word is a word processor developed by Microsoft. It was firster leased in 1983 under the name Multi-Tool Word for Xenix systems. MSWord is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and edit PDF in Word.

1. Type the paragraph above as it is using "Calibri font" , font size 12.
2. Change the font type to "Lucida Calligraphy" and size to 14
3. Alignment to your paragraph to right margin.
4. Save this file as ms-word.doc in "my documents" folder using save as option.
5. Edit some part of your document and save again using save option.
6. Close the file.
7. Open this file again using open option from office button.
8. View the file you have created using print preview option.
9. Take a print out of this document through print option.
10. Create a new file using new option.
11. Select some part of your document and copy it to new file created in
12. bullet 1. Use shortcut keys for copy and paste.
13. Highlight "Microsoft Word is a word processor developed by Microsoft."
14. Search for word "document" using find option.
15. Replace the word "Microsoft" with "MS".

Unit Three: Customize page layout

This unit to provide you the necessary information regarding the following content coverage and topics:

- Adjust page layout
- Change alignment and line spacing
- Modify margins

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Adjust page layout to meet information requirements
- Open and view different toolbars
- Change font format to suit the purpose of the document
- Change alignment and line spacing according to document information requirements
- Modify margins to suit the purpose of the document
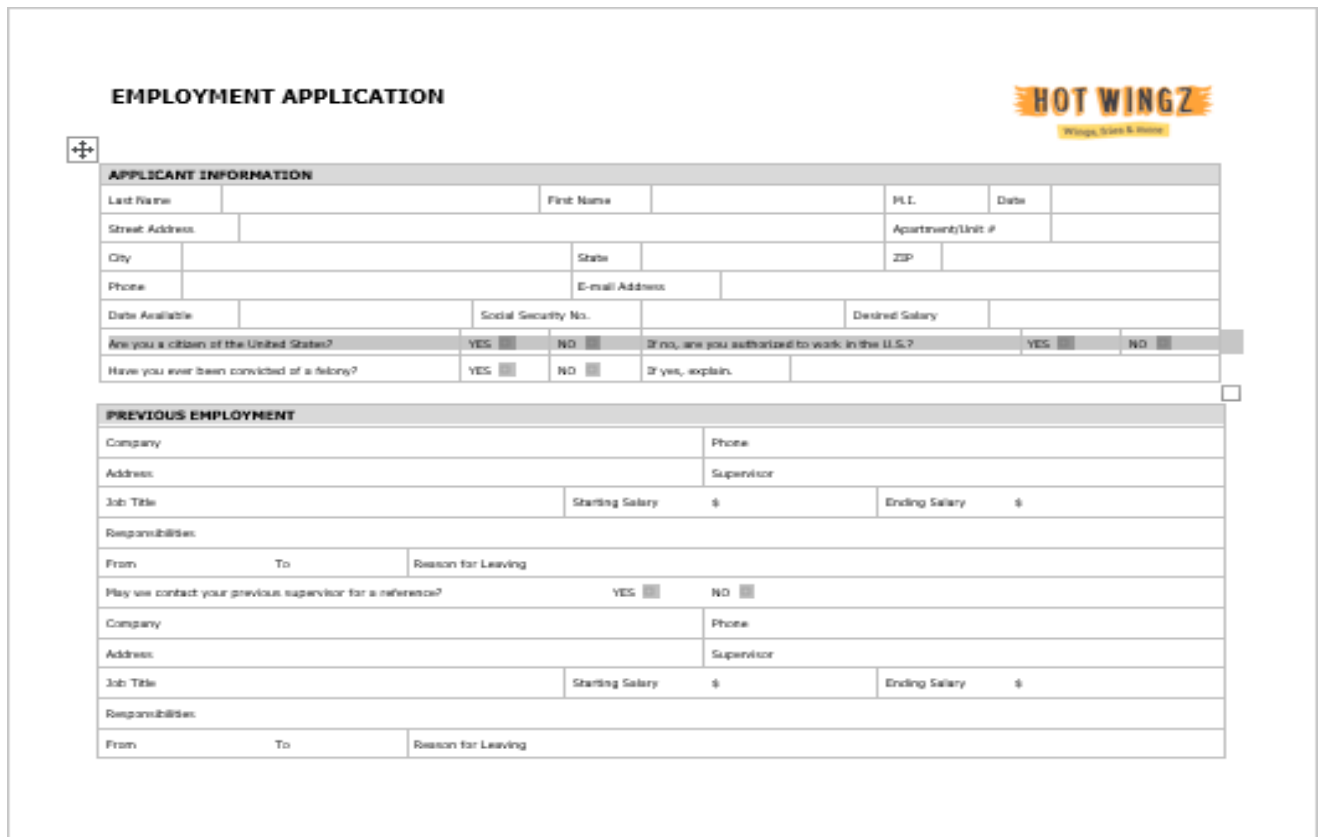- Open and switch between several documents

3.1 Adjust page layout

Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you want your document to appear

3.1.1 Page orientation

Word offers two-page orientation options: landscape and portrait. Compare our example below to see how orientation can affect the appearance and spacing of text and images.
A. Landscape means the page is oriented horizontally.

Fig 3.1 Landscape orientation

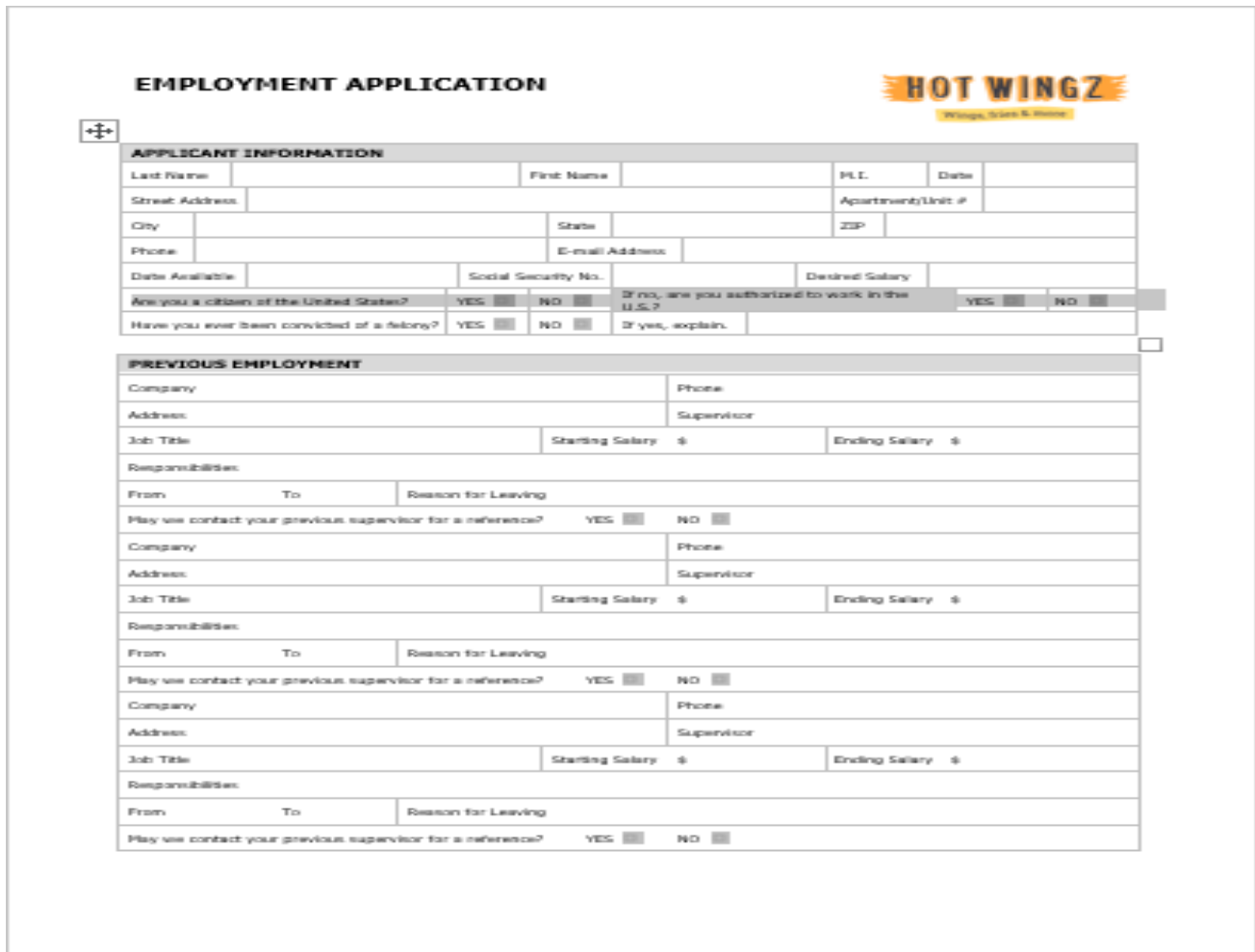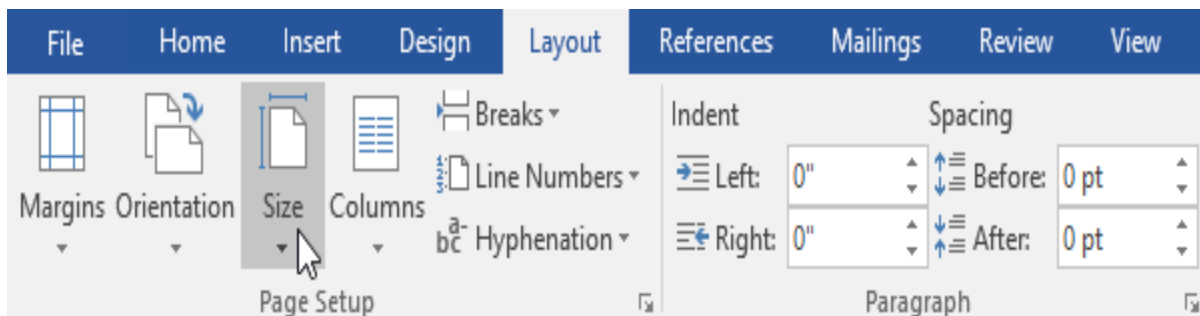B. Portrait means the page is oriented **vertically**

Fig 3.2 Portrait orientation

To change the page size:

Word has a variety of predefined page sizes to choose from.

Select the Layout tab, then click the Size common

3.3 Page layout setup

2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.
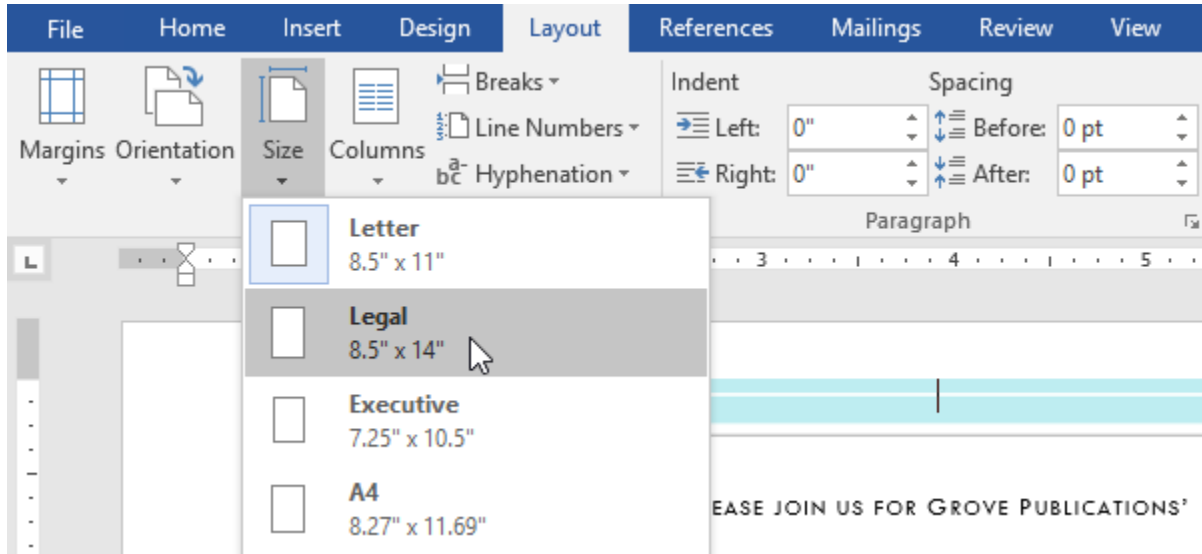
Fig 3.4 Adjust page size

3. The page size of the document will be changed.

3.2 Change alignment and line space

To change paragraph alignment using alignment button

Click in the paragraph that you want to align →Click on home tab from paragraph group click on align left or align right or align center or also align justify button.

Fig 3.5 paragraph Alignment

• To change paragraph alignment using paragraph dialog box

✓ Click in the paragraph that you want to align →Click on home tab→ from paragraph

group click on Show paragraph button→ select alignment form alignment box

3.3 Modify margin

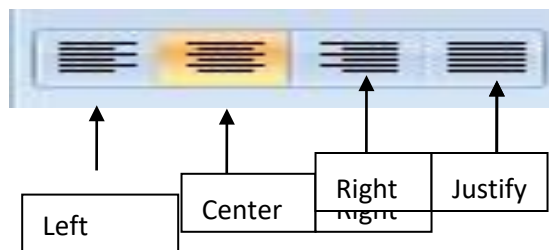A margin is the space between the text and the edge of your document. By default, a new

document's margins are set to Normal, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of predefined margin sizes to choose from.

Select the Layout tab, then click the Margins command
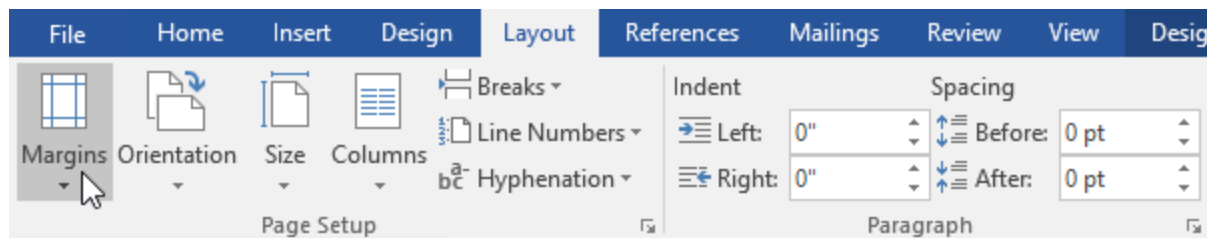
Fig 3.6 Margin setup

2. A drop-down menu will appear. Click the predefined margin size you want.

To use custom margins:

Word also allows you to customize the size of your margins in the Page Setup dialog box.

1. From the Layout tab, click Margins. Select Custom Margins from the drop-down menu.

2. The Page Setup dialog box will appear.

3. Adjust the values for each margin, then click OK.

4. The margins of the document will be changed.

Selfcheck-3

Test-I Multiple choices

Instruction: select the correct answer for the give choice. You have given <u>1 Minute</u> for each question. Each question carries <u>1 Point.</u>

1. The options Portrait and Landscape comes under _____

A. Paper Size B. Page Orientation C. Page Layout D. Page Rotation

2. Portrait and Landscape are

A. Page Layout B. Paper Size C. Page Orientation D. All of above

3. Superscript, subscript, strikethrough are known as ?

A. Font Face B. Font Style C. Font Effects D. Font Format

4. We can start MS Word by typing _____ in the Run Dialog box.

A. winword.exe B. word.exe C. msword.exe D. docx.exe

5. You cannot close MS Office application by

A. Exit from File menu B. Pressing Alt+F4 Clicking [X] Button D. Close from File Menu

Test II: short Answer writing

Instruction: write short answer for the given question. You are provided 2minutes for each question and each point has 3 Points.

1. List the basic two Page orientation in MS word

2. To margin the paper layout, we can select.

Operation title 3: aadjust page layout, change font format, Change alignment and line spacing and Modify margins

Purpose: -

• The trainee's will be able to understand and can use Adjust page layout, change font format, change alignment and line spacing and Modify margins then printing documents

- To familiarize with Microsoft Word 2016 environment.
- To know how to work page layout, Change font format ,Change alignment and line spacing and Modify margins

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer task.

Task1:Use the given figure below (3.17), click orientation command, click either portrait and landscape then to adjust page size, custom size and margin based on the given size. For this operation you have given 1 hour and you are expected to provide the answer on the given task.

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: all ready the document is copy or write.

Procedures:-in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document

Step-2: Add data

Step-3: select insert data

Step-4: To change page orientation

Step-5: Select the **Layout** tab.

Step-6: change page size

Step-7: A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

Step-8: To use a custom page size.

Step-9: You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.

Step-10: Change font format

Step-11: Change alignment and line spacing

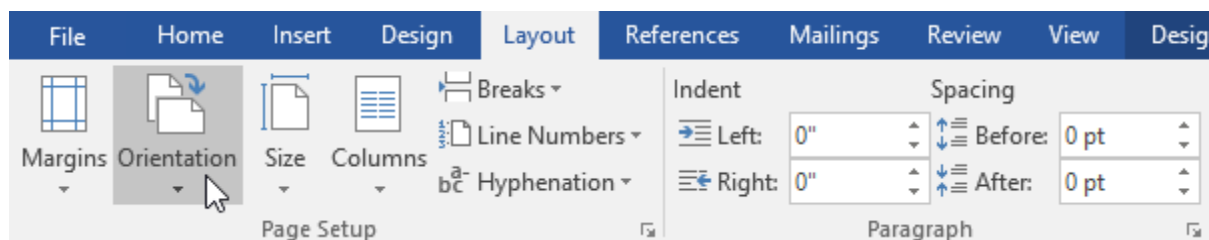**Quality Criteria:** the given task properly done

Fig 3.7 Orientation setup

Step5. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.
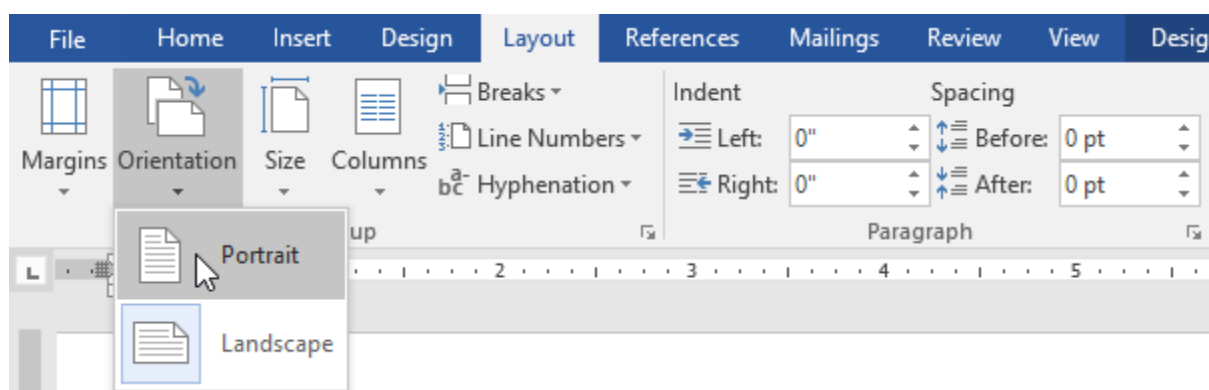

Fig 3.8 Page orientation

The page orientation of the document will be changed.

Step6. Change Page size

page size of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

To change the page size:

Word has a variety of **predefined page sizes** to choose from.

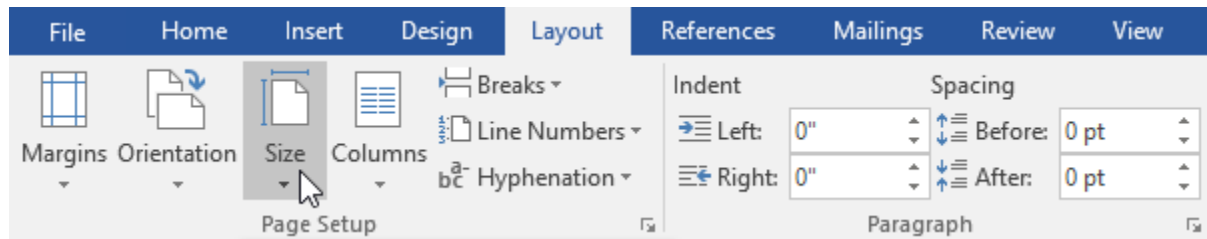Select the **Layout** tab, then click the **Size** command.

Fig 3.9 Page layout setting

Step7.A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.
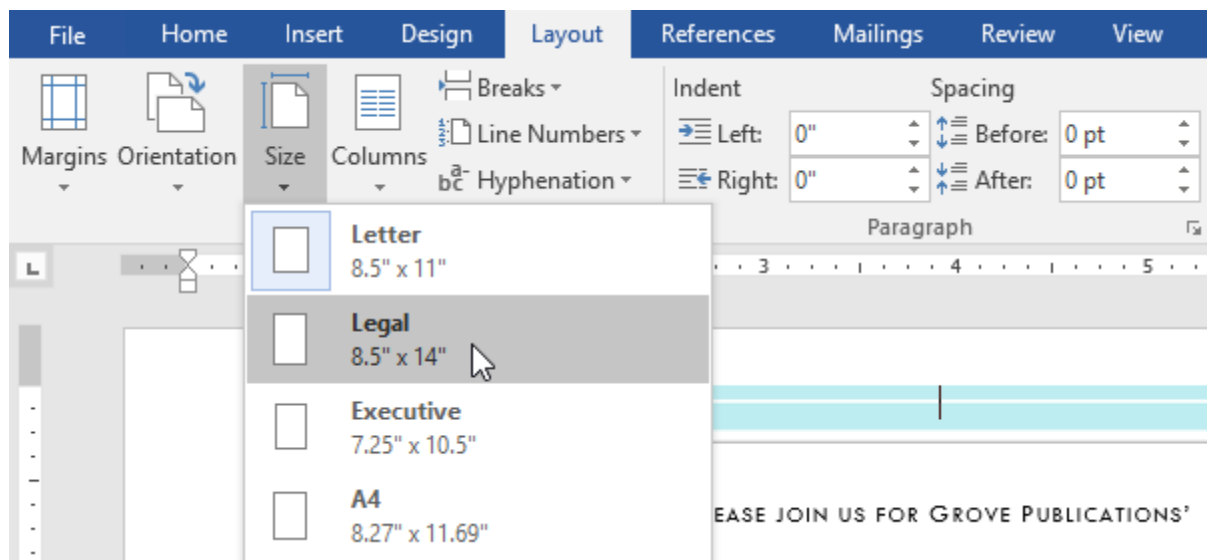

Fig 3.10 Aadjust page size

The page size of the document will be changed.

Step 8.**To use a custom page size:**

Word also allows you to customize the page size in the **Page Setup** dialog box.

> From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.
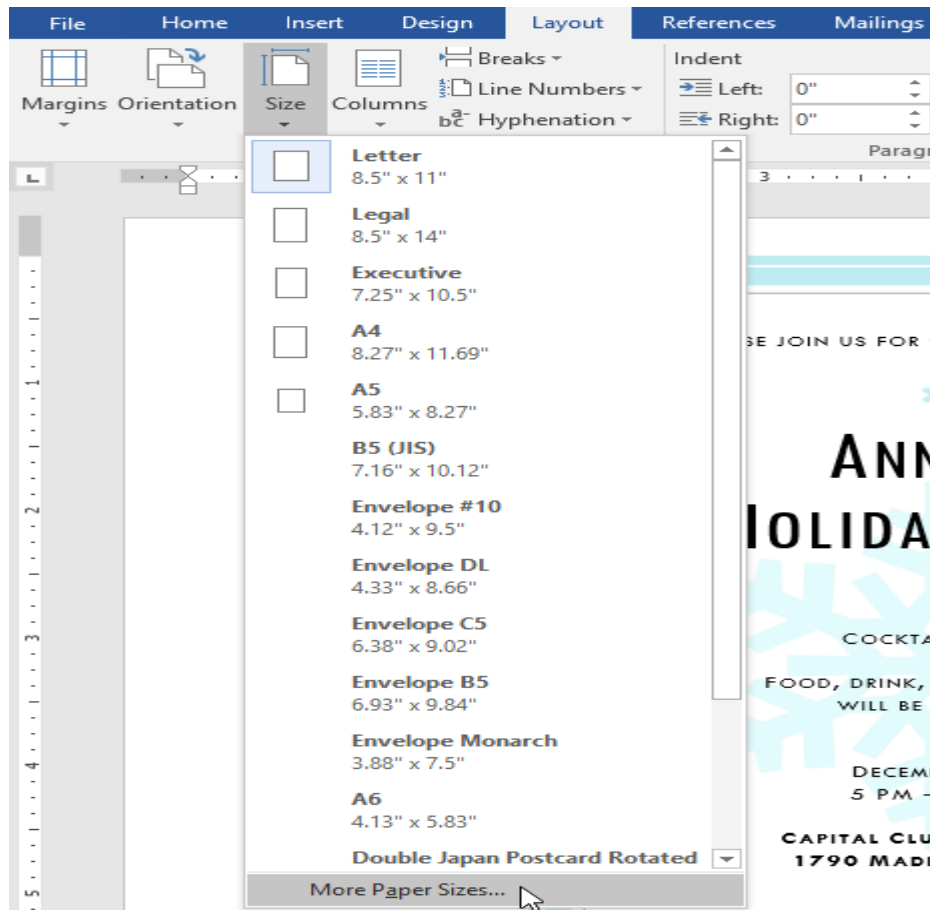
Fig 3.11 Aadjust page size

1. The **Page Setup** dialog box will appear.
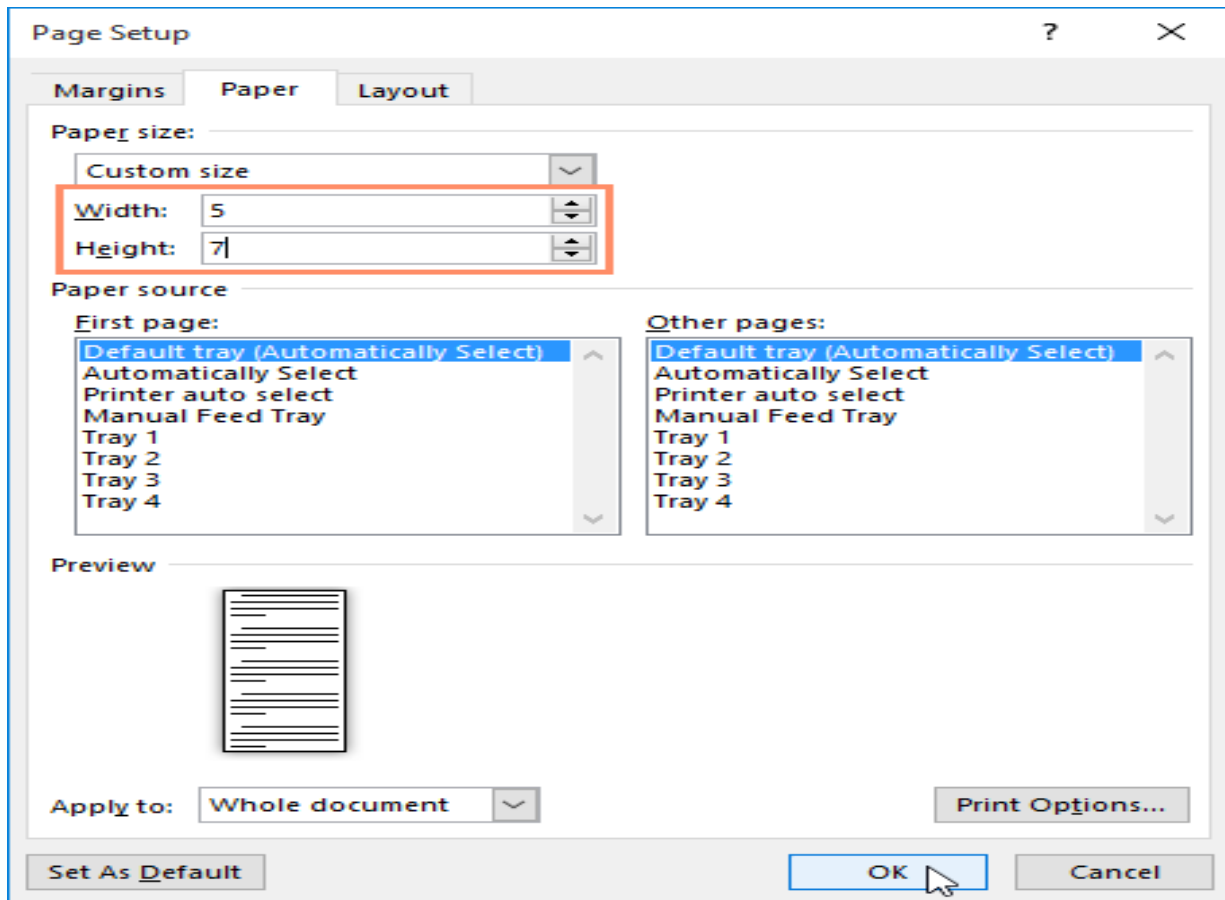2. Adjust the values for **Width=15** and **Height**=10then click **OK**.

Fig 3.12 custom page size

3. The page size of the document will be changed

Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

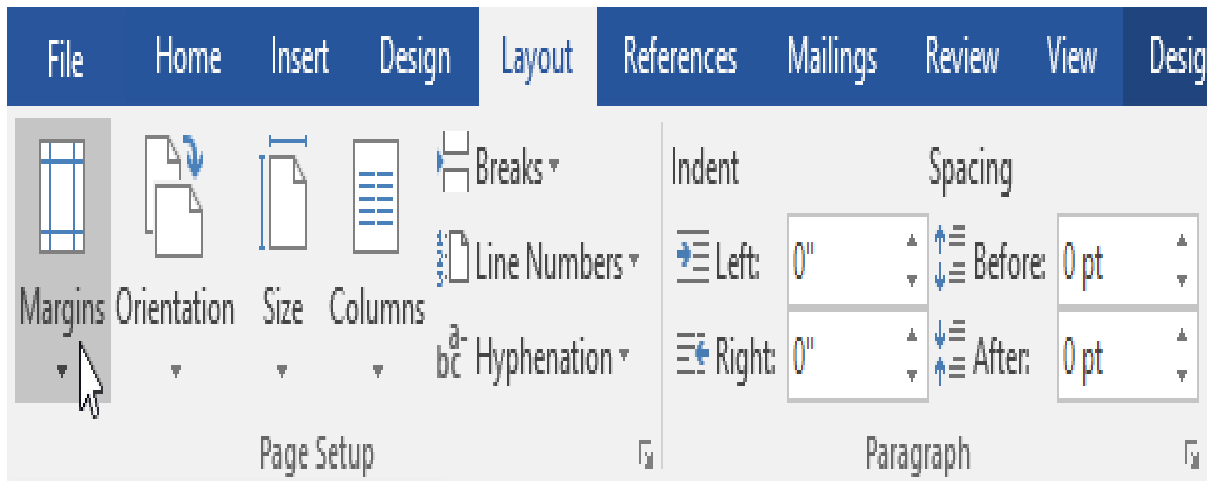1. Select the **Layout** tab, then click the **Margins** command.

Fig 3.13 Margin setup

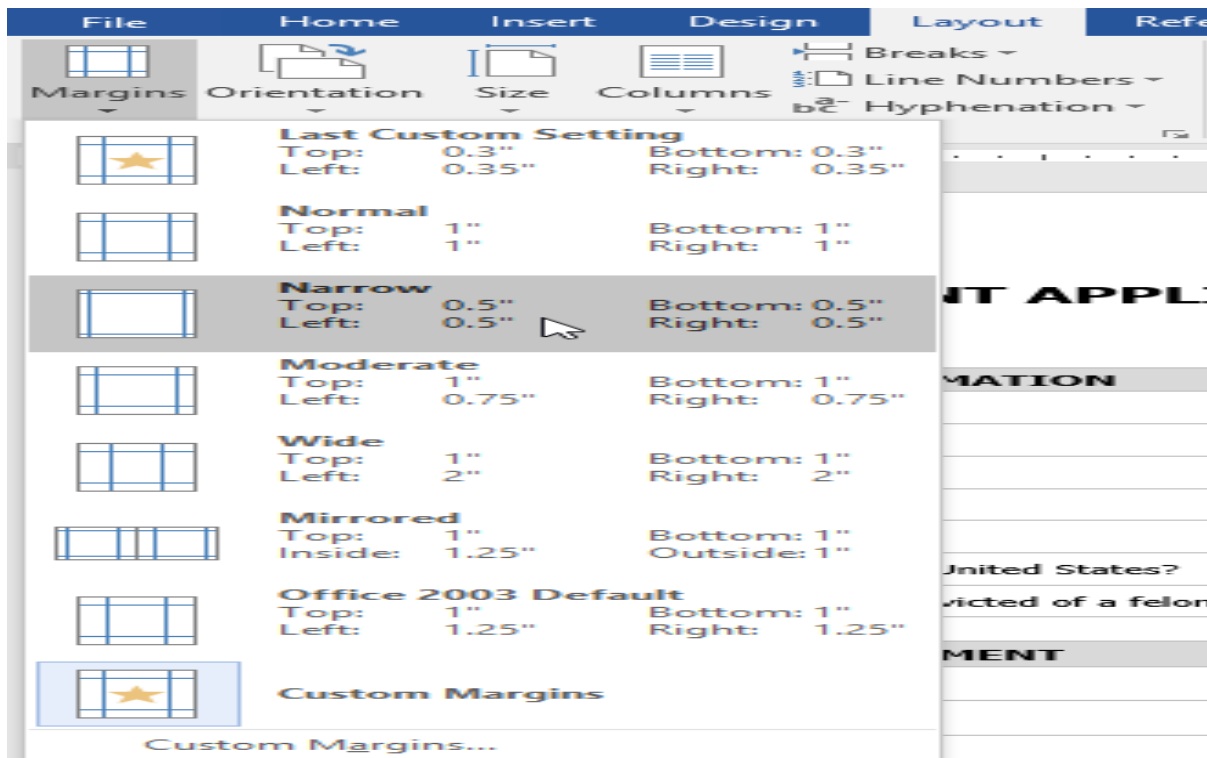2. A drop-down menu will appear. Click the **predefined margin size** you want.

Fig 3.14 Mergin setup

3. The margins of the document will be changed.

To use custom margins:

Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.
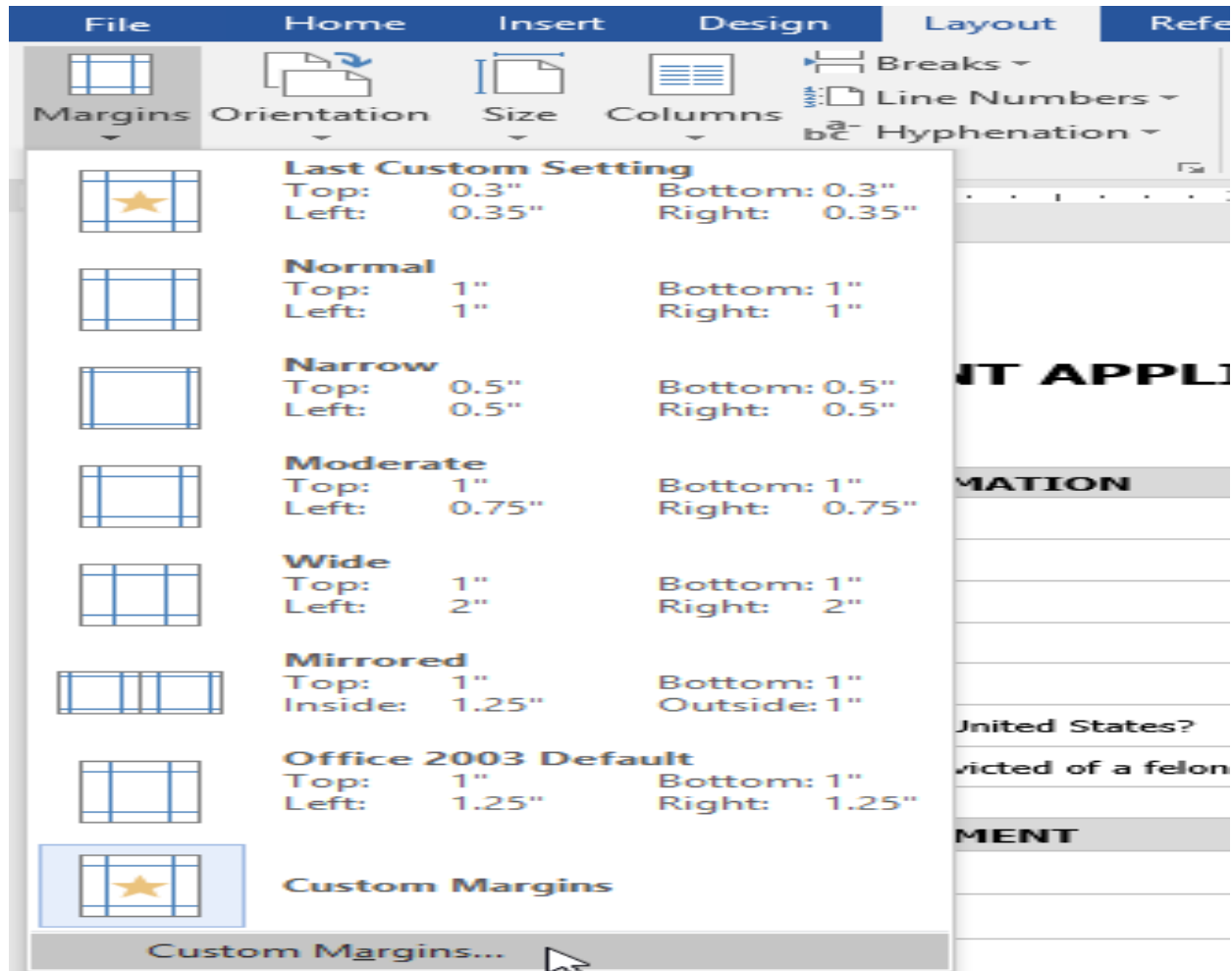

Fig 3.15 Mergin setup

2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.
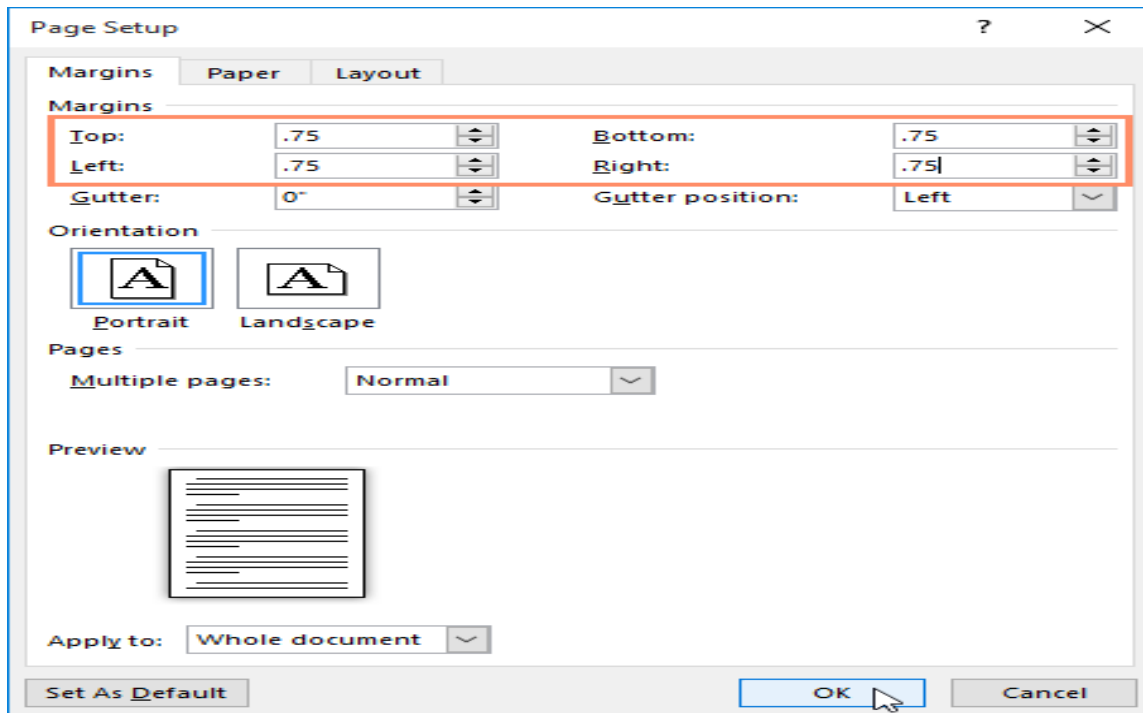
Fig 14 custom page size

4. The margins of the document will be changed.

You can also open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.
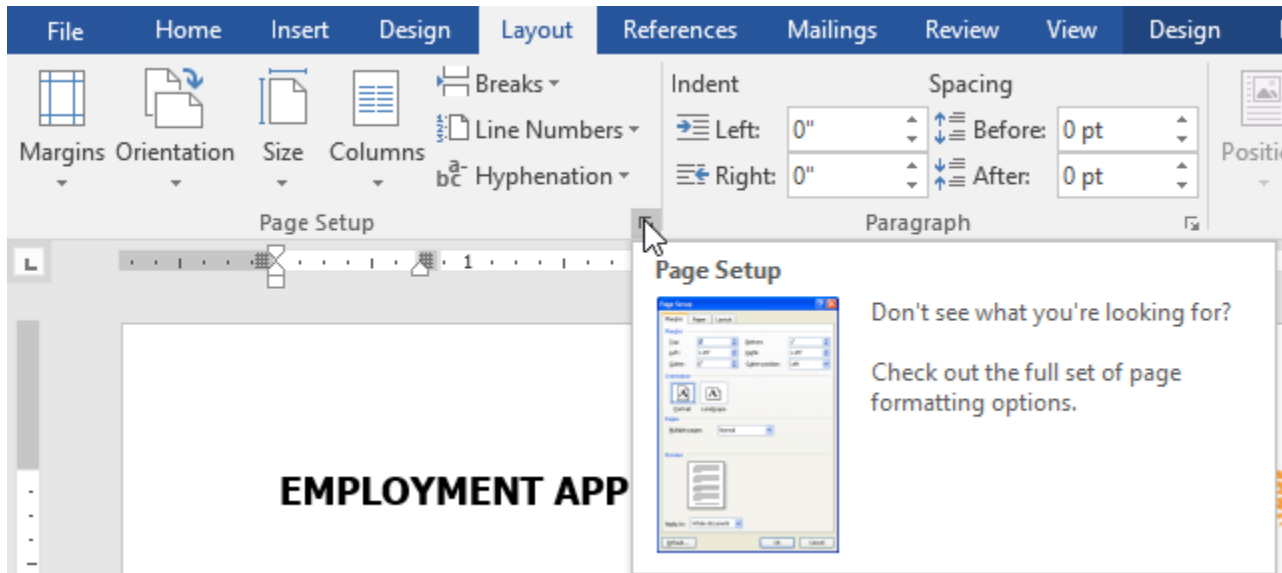

Fig 3.16 page setup

Step 9 . You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.
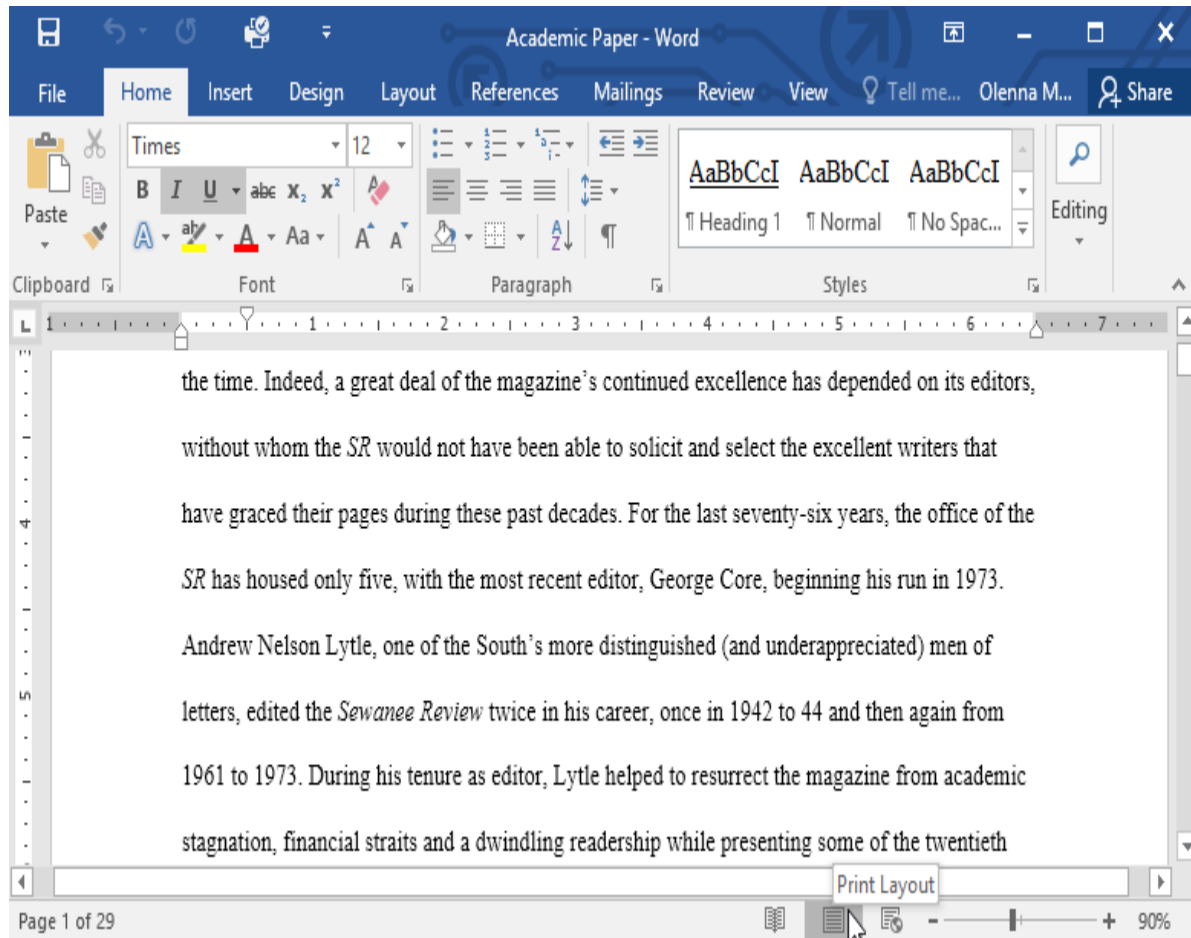

Fig 3.17 prepared document

LAP Test 3	Practical Demonstration

Instruction I: Given necessary equpiment, tools and materials you are required to perform the following tasks within 1hours.

Instruction: The given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer

Task1: To open MS office word 2016 then Create a new blank document and save it as name Word_ layout on your desktop and copy two paragraphs in the document. Based on the given information to operate the following tasks. For this operation you have given 1 hour and you are expected to provide the answer on the given.

Q1. Format page layout.

Q2. Justify the whole document and set to 1.5 spacing.

Q3. Insert header and footer in the word document.

Q4. Change the page orientation to landscape.

Q5. Change the page size toA4.

Q6. Change the margin as below: Top= 1", Bottom=1", Left= 1.5", Right=1.5"

Q7. Go to the Font group on the Home tab to format text in your document. a. Font type="Times New Roman, Font size=20,use bold, under line

Q8. Find the word differ and replace it with its synonym

Unit Four:-Format documents

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

▪ Format styles

▪ Copy Text

▪ Insert headers and footers
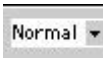
This unit will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Use formatting features and styles as required
- Highlight and copy text from another area in the document or from another active document
- Insert headers and footers to incorporate necessary data
- Save document in another file format
- Save and close document to a storage device

4.1 Format styles

Table 2: Function of commonly used buttons

Normal ▾	Select the style to apply to paragraphs	Arial ▾	Changes the font of the selected text
12 ▾	Changes the size of selected text and numbers	**B**	Makes selected text and numbers bold
I	Makes selected text and numbers italic	<u>U</u>	Underlines selected text and numbers
☰	Aligns to the left with a ragged right margin	☰	Centers the selected text
☰	Aligns to the right with a ragged left margin	☰	Aligns the selected text to both the left and right margins
☷	Makes a numbered list or reverts back to normal	☷	Add, or remove, bullets in a selected paragraph
⇤	Decreases the indent to the previous tab stop	⇥	Indents the selected paragraph to the next tab stop
▣ ▾	Adds or removes a border around selected text or objects	✐ ▾	Marks text so that it is highlighted and stands out
A ▾ Formats the selected text with the color you click			

4.2 Copy text

Selecting, deleting and move or copy text

4.1.1 copy

✓   Select the text you want to copy.

✓   Select Home tab →Click on Copy Button then point where you want to Copy the text.

Then

✓   Select Home tab → Click on paste Button.

4.1.2 Find and Replace

✓   Word find is faster and more accurate than we humans could ever hope to be. Sometimes you not only need to find text; you also have to replace it with some other text.

✓   You can also find and replace noun or adjective forms or verb tenses.

•   To Find Text:

On the Home tab, in the Editing group select Find button → Type the text you want to find in the Find what text box → Find Next button. Use this button again and again. → Close

4.3 Insert headers and footers

To Inserting Page Number.

You can automatically number each page with the Page Number command.
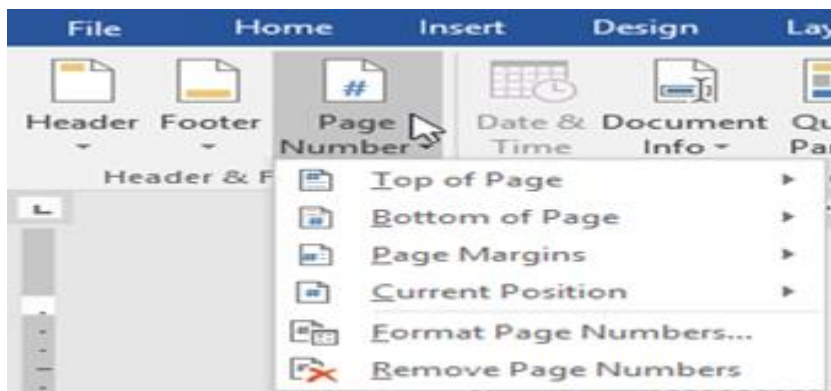
Fig 4.1 page number setup

Click on the Insert tab→ in the Header & Footer group, click Page Number→ Click Top of Page or Bottom of Page, depending on where you want page numbers to appear in your document.

• Place the page number in the side margin of the page:

✓ Click on the Insert tab→ in the Header & Footer group; click Page Number→ Click on Page Margins→ Choose a page number design from the gallery of designs.

• Formatting page number:

✓ Click on the Insert tab→ in the Header & Footer group; click Page Number→ Click on Format page number→ Select page format and edit starting page number.

• Remove page number

Selfcheck-4

Test-I Multiple choices

Instruction: select the correct answer for the give choice. You have given <u>1 Minute</u> for each question. Each question carries <u>1 Point.</u>

1.To save a document for the first time, option is used.

A.   Save As   C. Save on

B.   Save first   D. Copy

2.   Which of the following key is used to delete characters to the left of the cursor?

A.   Backspace   C. Shift

B.   Delete D. Alt+Delete

3.   Which of these software applications was not part of the first version of Microsoft Office?

A. Paint B. Outlook C. PowerPoint   D. MS Word

4.   To go to a specific location in a document we use :

A.   Table of Contents   C. Bookmark

B.   Hyper Text   D. Macro

5.   Which file are contents readymade styles that can be used for a word document?

A.   Presentation   C. Magic wands

B.   Letters   D. Template

6.   Which of the following to justification align the text on both the sides-left and right of

A.   Balanced   C. Justify

B.   Right   D. Balanced

7. "Ctrl + =" is used for _____

        A. Change Alignment   B. Subscript

        C. Super script   D. Change font to Bold

8. Which is the default alignment in MS Word?

A. Right B. Centre C. Left D. Justify E. None of the Above

Part II

Give short answer

   1. Write the basic commands in Formatting in words?

   2. Which formatting features can be added to the MS Word document?

Operation 4	Unit4 (Format documents)

Operation title : format style, copy text and header and footer

Purpose: -

•To understand and can use format style, copy text and header and footer

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer the task.

Task1. Based on the below figure (4.2) Open MS office word 2016 then Create a new blank document prepare new document or copy the document from another drive location. and save it as name "format_ document" on your desktop and Use the following information font type=" Arial", font size="10", font margin (top, bottom, lift and right) for each="2cm", header=" Trainee page", footer="First year", page number="Top and align, water mark="WDDA" and use under line, bold, italic, operate copy text, formatting style, formatting feature and header and footer. For this operation you have given 1 hour and you are expected to provide the answer on the given.

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: all ready the document is copy or write.

Procedures:-in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document

Step-2: copy document from other save location then past

Step-3: select insert data then the given above information font type, font size, bold, line space, page number, under line and water mark.

Step-4: give header and foote

Fig 4.2 prepare document

LAP Test 4	Practical Demonstration

Instruction: The Given necessary equpiment, tools and materials you are Open MS office word 2016 then Create a new blank document and save it as name Word_ layout on your desktop and open You already have the document. To operate the following tasks. For this operation you have given 1 hour and you are expected to provide the answer on the given.

Task 1: Change the font for the whole document.

      (Based on font type=" Time New Roman", font size="15")

Task 2: Set the page margins to 2cm all around.

      (Based on font margin (top, bottom, lift and right) for each="2cm")

Task 3: Set the line spacing to double.

Task 4: Adding the header and footer.

   (header=" your name", footer="your occupation")

Task 5: Formatting the TITLE:

          Highlight the first line of the article.

(Based on font size =" 20", bold, under line and center, page number="bottom and align, and water mark="WDDA")

Task 5: Formatting the text of the article

      (Based on *Italics (I)* and color = "blue")

Task 6: Saving your work on desk top as you want name and print

.

Unit Five:-Create table

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Insert table on document
- Insert and delete columns and rows

This unit will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Insert standard table into document
- Insert and delete columns and rows

5.1 Insert table on document

Table is a grid of cells arranged in rows and columns. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a blank table or convert existing text to a table. You can also customize your table using different styles and layouts

You can insert a table in Microsoft Word in several ways, but three ways are worth mentioning in particular. You can add a table by inserting it automatically with a set size, or you can draw a table manually using your mouse or track pad.

Alternatively, you can also copy and paste a grouping of cells from Microsoft Excel. Once pasted, Word will convert these cells into the format of a table. The instructions below should work for all recent versions of Word. There may be slight differences in older versions of Office, however.

To add a table in Word, you'll need first to open a blank or existing Word document and press the **Insert** tab on the ribbon bar. From here, click the **Table** button.
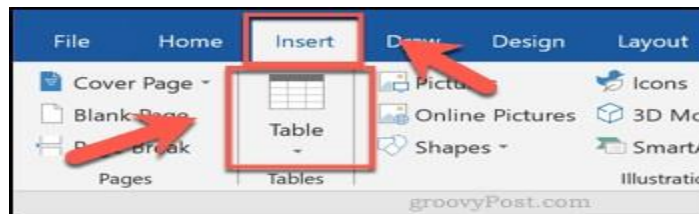

Fig 5.1 create table

This will display a drop-down menu with various options. To insert a table automatically, select the size you want from the grid.

Once pressed, the table will be inserted onto the page using the number of rows and columns you select.
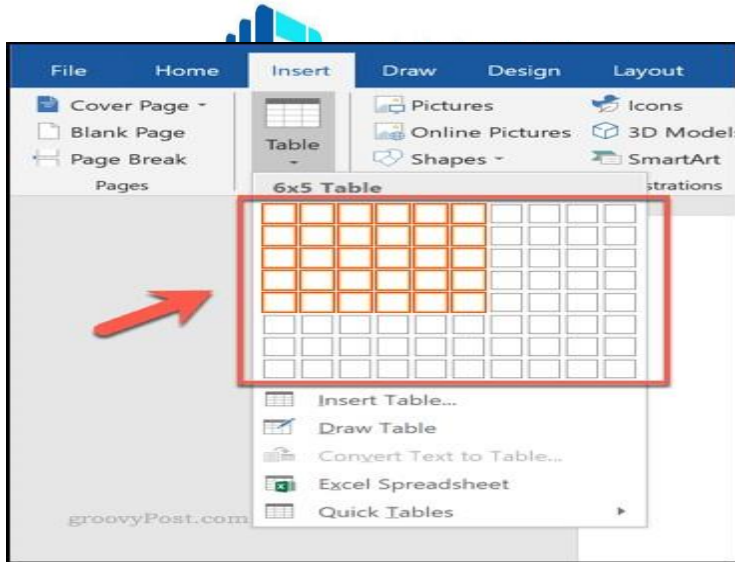
Fig 5.2 insert rows and columns

Alternatively, press the **Insert Table** option, selecting the number of rows and columns you need from the **Insert Table** pop-up box that appears afterward.
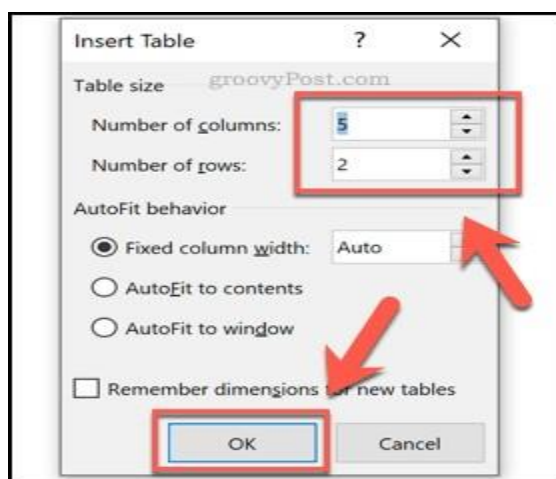
Fig 5.3 insert number of rows and columns

You can also draw a table instead. From the **Table** drop-down menu, click the **Draw Table** option.

5.2 Insert and delete columns and rows

You can also use the same process to delete specific rows or columns. Instead of just clicking inside the table, highlight the columns or rows you want to delete and click on "Delete Rows" or "Delete Columns" from the "Delete" option.

Fig 5.4 delete column

To insert column into table

1.   Click where you want in your table to add a row or column and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).

2.   To add rows, click **Insert Above** or **Insert Below** and to add columns, click **Insert Left** or **Insert Right**.
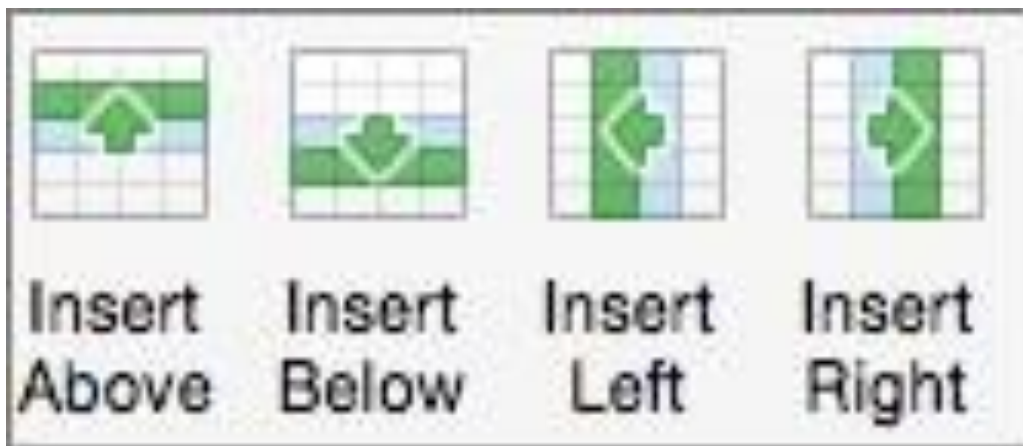
Fig 5.5 insert column

Selfcheck-5

Test-I Multiple choices

Instruction: select the correct answer for the give choice. You have given <u>1 Minute</u> for each question. Each question carries <u>1 Point.</u>

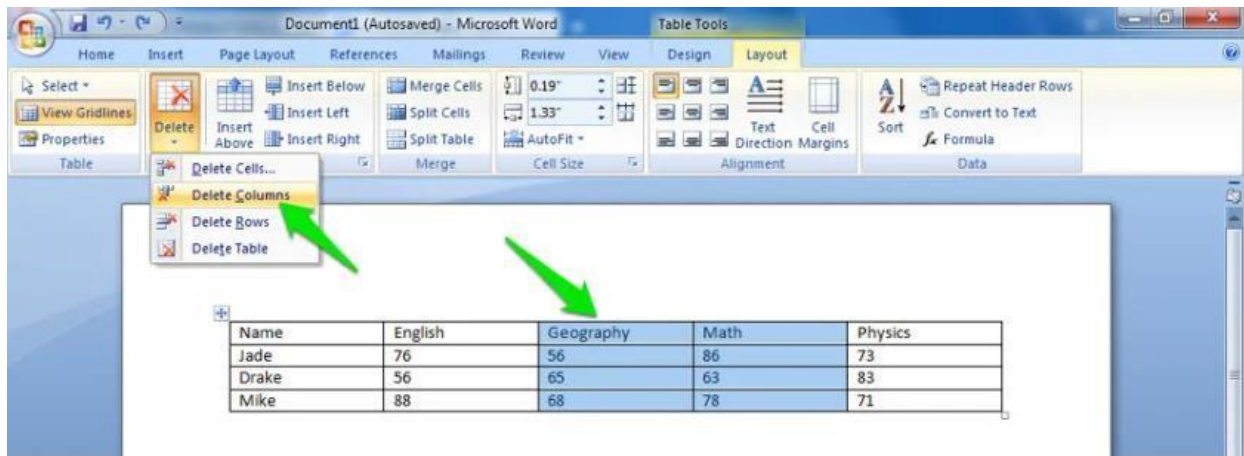1. _____used to present a given data in the form of rows and column
   A. charts   C. report
   B. table   D. All
2. The horizontal series of cells in a table
   A. Row   C. Cell
   B. Column   D. None
3. The Vertical series of cells
   A. Row   C. cell
   B. Column
4. The Intersection of row and column, a rectangular box
   A. row   C. cell
   B. column
5. Which tab to click to insert table on your document
   A. Home   C. Page Layout
   B. Insert

Operation sheet # 5	Unit5 (Create Table)

Operation title : Insert table in the document

Purpose: -

- To know how to Insert table in the document

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer.

Task1. Based on the below figure (5.10) create the table. For this operation you have given 1 hour and you are expected to provide the answer.

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: all ready the table require information fulfilled

Quality Criteria: based on the given information create table properly

Procedures:-in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document

Step2. Place the insertion point where you want the table to appear.

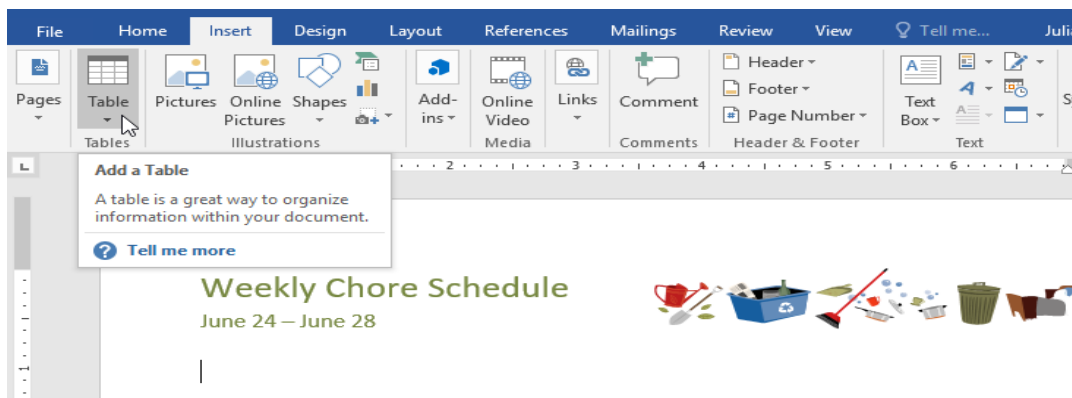 **Step3.**Navigate to the **Insert** tab, then click the **Table** command.

Fig 5.6 create table

 Step4. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.
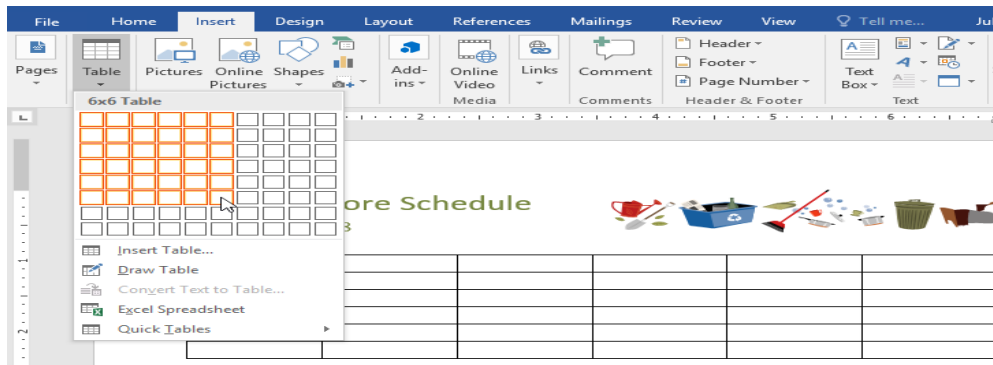
Fig 5.7 insert row and column

Step5. Click the grid to **confirm** your selection, and a table will appear.

Step6. To **enter text**, place the insertion point in any cell, then begin typing.
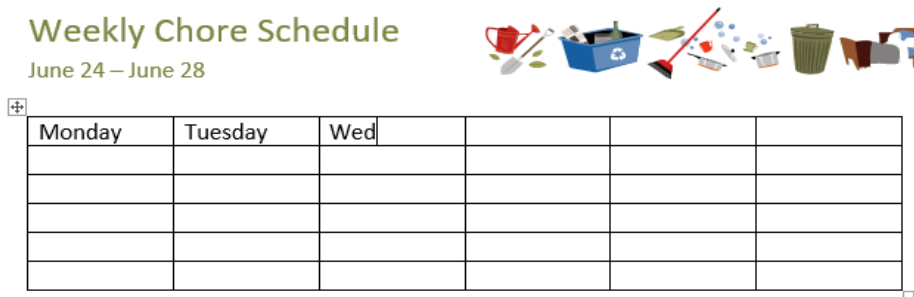
To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

To add a row or column:

Step1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.
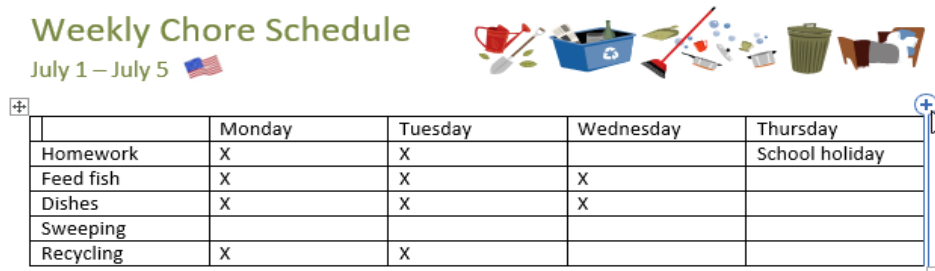
Step2.A new row or column will be added to the table.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

You can also **right-click** the table, then hover over **Insert** to see various row and column options.

Fig 5.8 add row or column

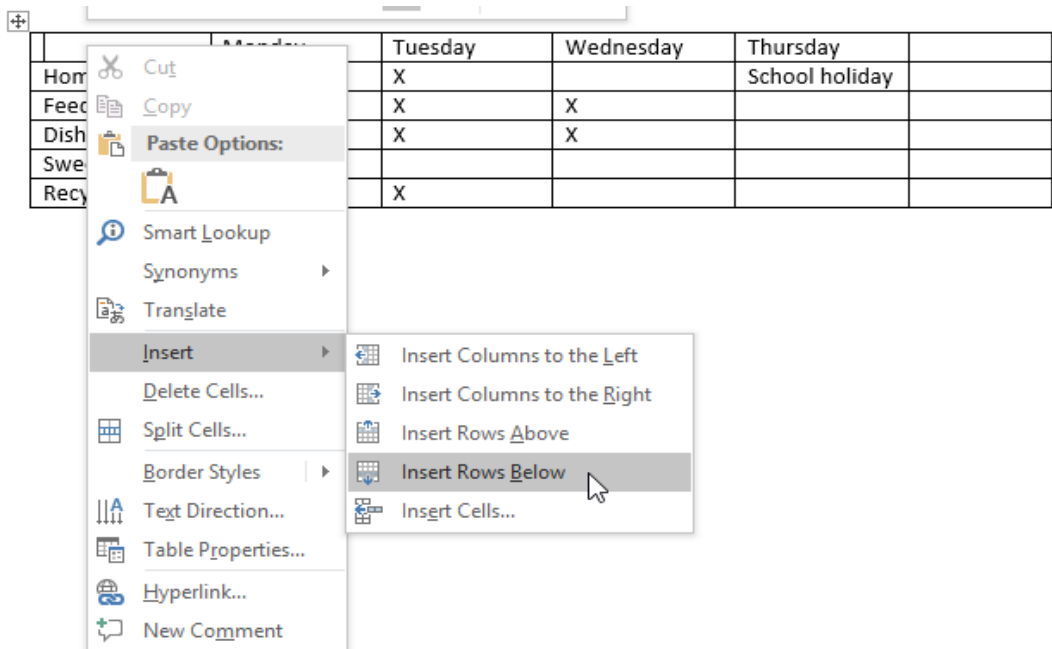 **Step4.**The row or column will be add.

To delete a row or column:

Step1. Place the insertion point in the **row** or **column** you want to delete.

Step2. Right-click, then select **Delete Cells** from the menu.
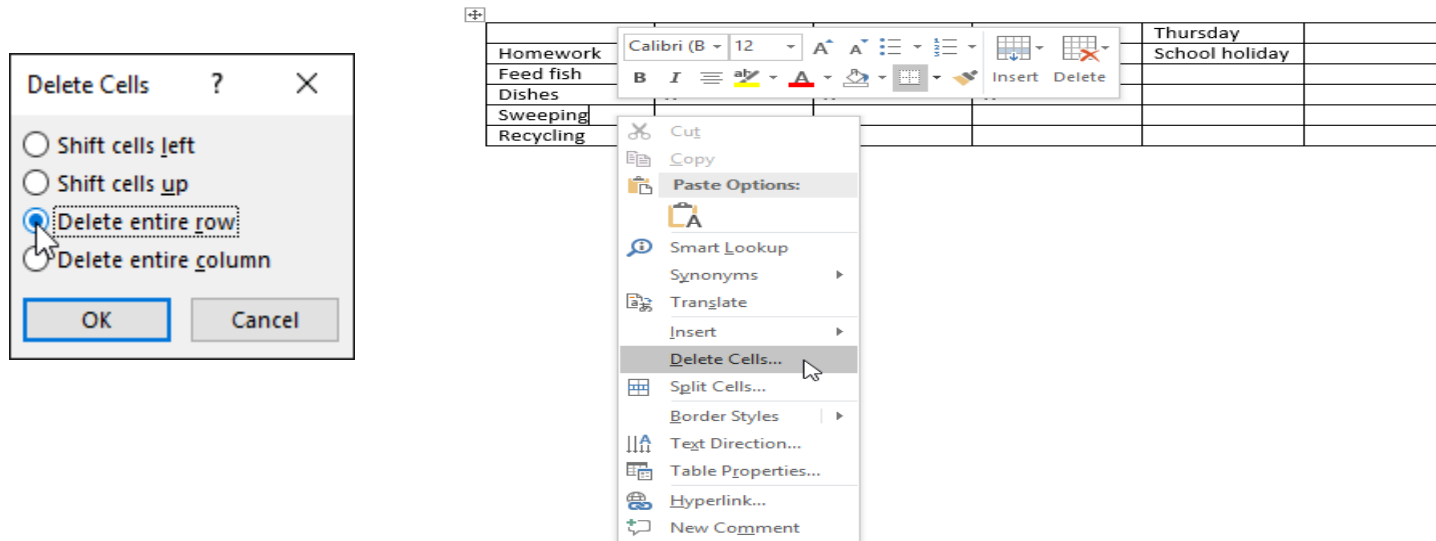
Fig 5.9 delete row or column

Step3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

Step4. The row or column will be deleted.

Step1. Inserting a Table use three ways the insert a table using tab, inserting a table using the Dialog Box and insert a table using draw

Day	Period				
	Period I	Period II	Period III	Period IV	Period V
Sunday	Mathes	English	English	Science	Computer
Man day	English	Maths	Maths	computer	Science
Thus day	Maths	English	English	Science	Mathes
Wend day	Science	Computer	Computer	English	English
Fir day	Computer	Science	Science	Mathes	Computer

Fig 5.10 delete row or column

LAP Test 5	Practical Demonstration

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer

Task1. Based on below information you are Open MS office word 2016 then Create a new blank document and save it as name "table" on your desktop. To create table. For this operation you have given 1 hour and you are expected to provide the answer on the given task

Task:

1.Create a table on which you can enter the following information under the headings **Employ_ name, social _security _number**, **Telephone, Section and Email.**

2.The title of the table is **STAFF CONTACT DETAILS.**

3.**In your table, enter the necessary information**

4.Insert an extra column between the name and the telephone number and enter the heading, **Address.**

5.Sort the list alphabetically by Employ_name.

6.Select the names in the **Employ_name** column and grey shade the column.

7.Bold the names in the Employ_name column.

8.Delete the email column.

Unit Six:-Add images

This learning unit is developed to provide the trainees the necessary information regarding

the following content coverage and topics:

▪ Insert images on document

▪ Format images

This unit will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

 ▪ Inserting images and customizing it appropriately in the document

▪ Positioning and resizing images to meet document formatting needs.

6.1 Insert images on document

Adding pictures to your document can be a great way to illustrate important information and add decorative accents to existing text. Used in moderation, pictures can improve the overall appearance of your document.

You can insert graphics and pictures that you have on hand into your document. For example, you can insert an image made in another program, or a photo off a digital camera.

Insert a Picture

1. Click in your document where you want to insert your picture.
2. Click the **Insert** tab.
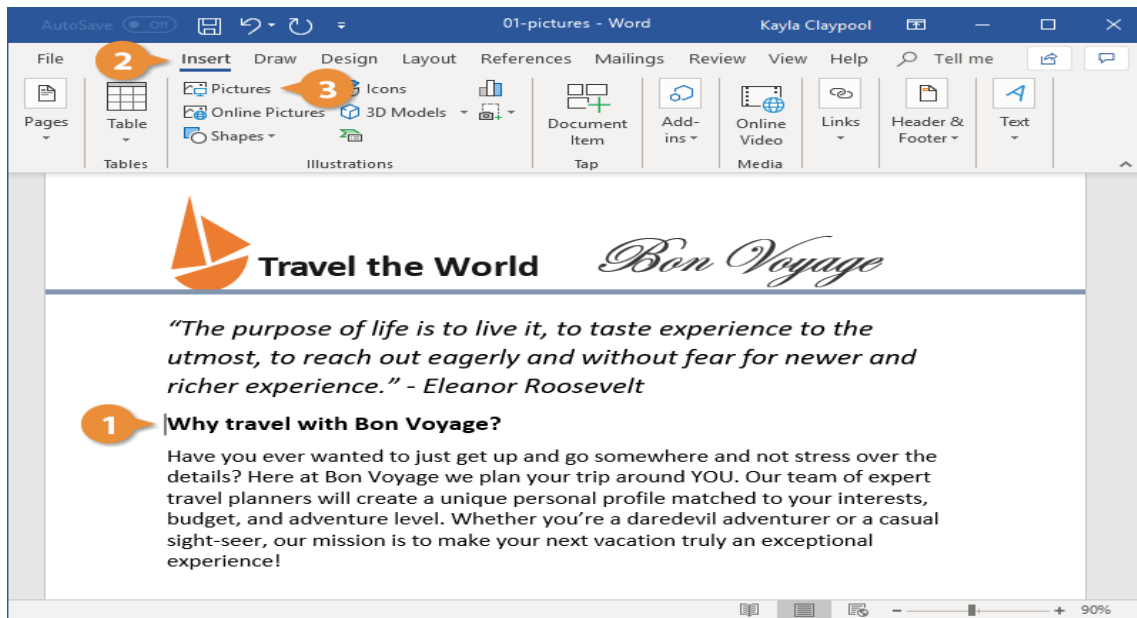3. Click **Pictures** button.

Fig 6.1 Insert selected picture

A file browser window opens.

4. Navigate to the picture you want to insert and select it.

To insert more than one file at a time, press and hold down **Ctrl** as you select them.
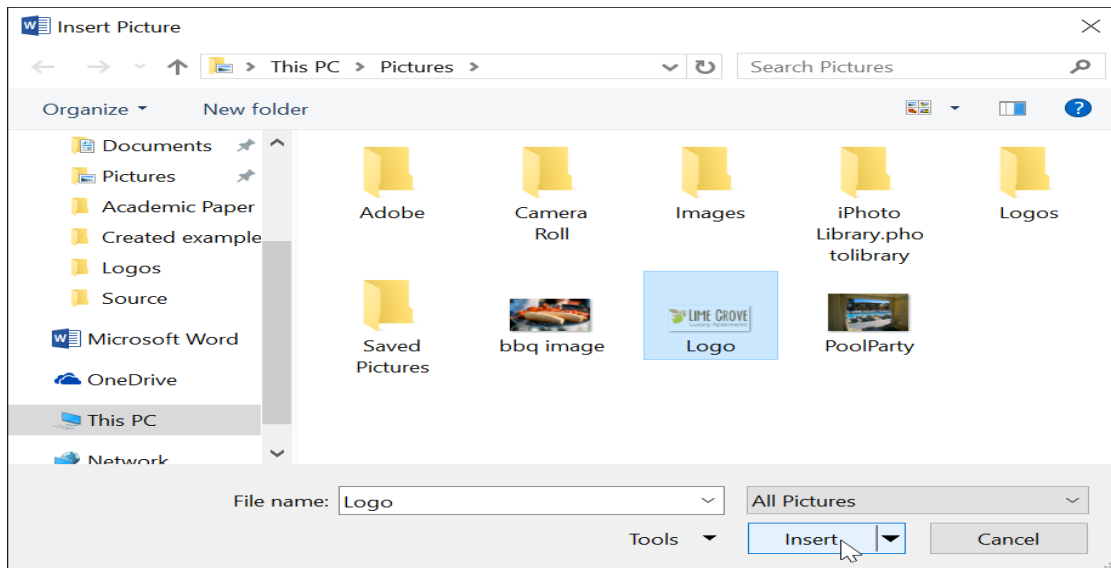
5. Click **Insert** button.

Fig 6.2 Insert selected picture

6.2 Format images

When you crop a picture, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture, or when you need to adjust its proportions.

1. Select the picture.
2. Click the **Format** tab in the Picture Tools ribbon group.
3. Click the **Crop** button.

   Crop handles appear on the sides and corners of the image.

4. Click and drag the crop handles where you want to crop.

   To crop all four sides of a picture or graphic at once while maintaining the graphic's proportions, press and hold down **Ctrl** as you drag the handles.

Click the **Crop** button again when you're finished setting the crop area.

Operation sheet 6	Unit6 (Add Image)

Operation title : Insert image in the document and format image

Purpose: -

- To know how to Insert image in the document and format image

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 30minte for the task and you are expected to write the answer.

Task1. Based on the below figure (6.5) to insert image in the document and the use appropriate format tools to format the image. For this operation you have given 1 hour and you are expected to provide the answer.

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: all ready the insert image known

Quality Criteria: based on the given information can add and format image

Procedures: -in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document

Step2. Click in your document where you want to insert your picture.

Step3. Click the **Insert** tab.
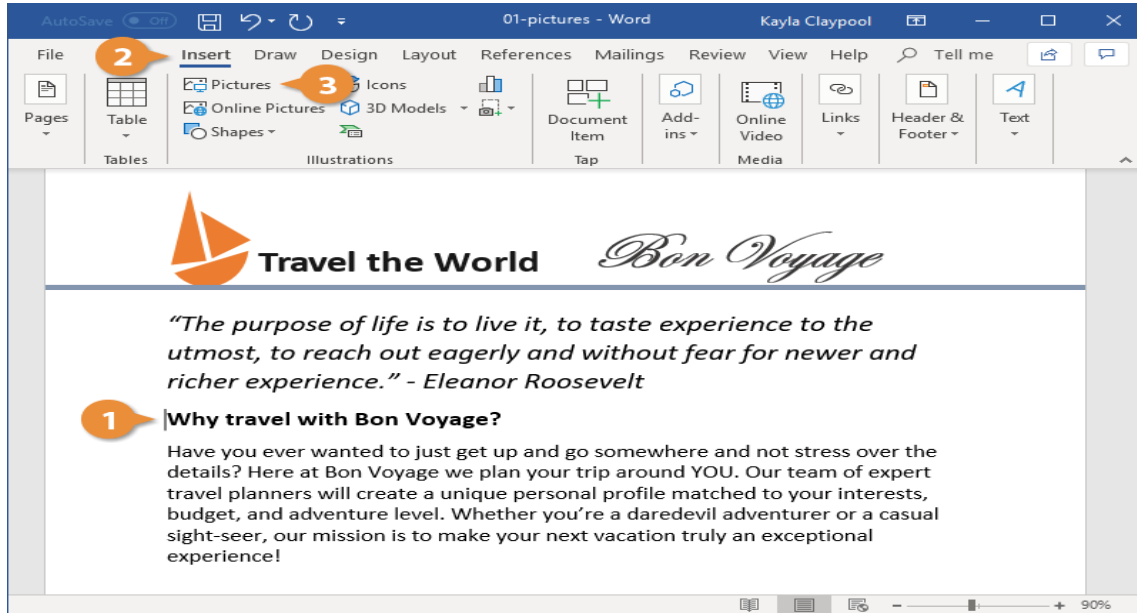
Step4. Click **Pictures** button.

Fig 6.3 Insert selected picture

A file browser window opens.

Step4. Navigate to the picture you want to insert and select it.

To insert more than one file at a time, press and hold down **Ctrl** as you select them.

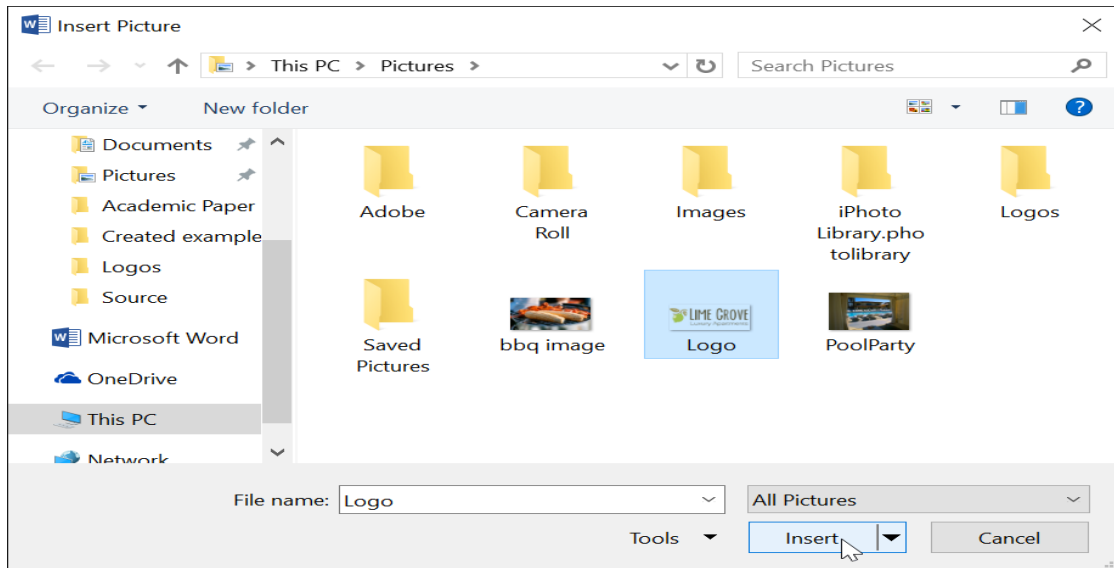**Step5.** Click **Insert** button.

Fig 6.4 Insert selected picture

Fig 6.5 prepared document

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer.

Task1:

To Openthe MS office word 2016 then Create a new blank document or open the existing document and save it as name "image" on your desktop. You must show that you can insert appropriate images in document To insert the image in the document and make appropriate use of the different formatting tools format the image. For this operation you have given 1 hour and you are expected to provide the answer.

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Previewing document

- Printing document

This unit will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Preview document in print preview mode

- Print document

7.1 Preview document

7.1.1.Printing

Printing is a process for reproducing text and images, typically with ink on paper using a press. It is often carried out as a large-scale industrial process, and is an essential part printing of publishing and transaction printing.

To print is a computer transferring data to a computer printer and generating a hard copy of the electronic data being printed.

Once you've created your document, you may want to print it to view and share your work offline. It's easy to preview and print a document in Word using the Print pane. access the Print pane

To Preview your document

1. Select File → Print.

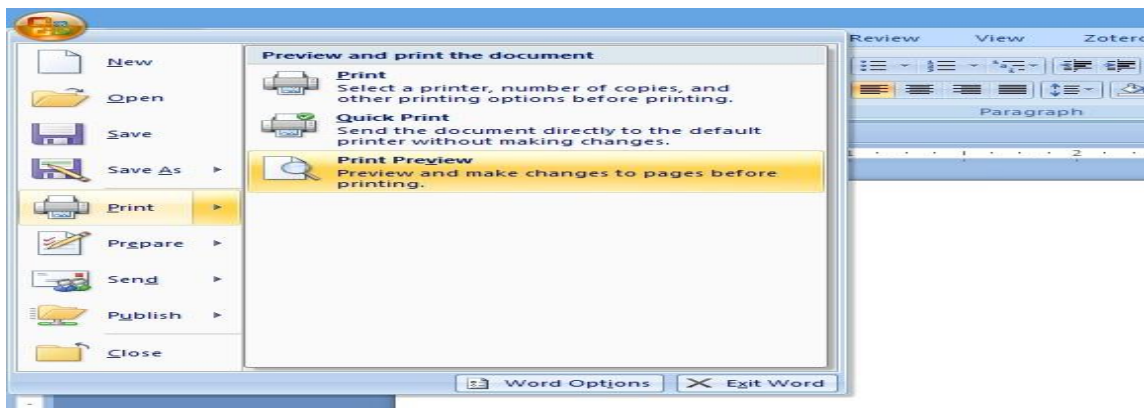To preview each page, select the forward and backward arrows at the bottom of the page.

Fig 7.1 print preview

7.2 Print document

1. Navigate to the Print pane, then select the desired printer.
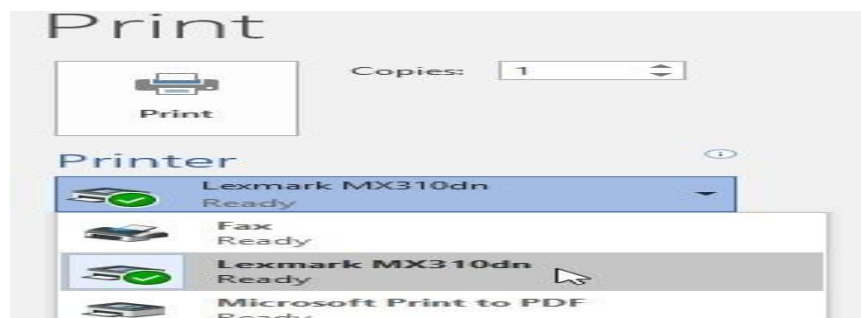

Fig 7.2 select printer to print

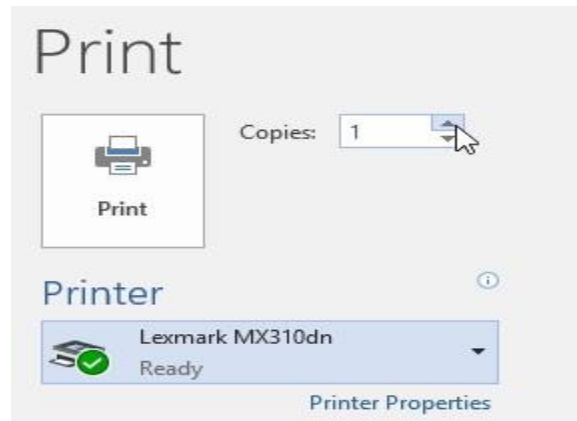2. Enter the number of copies you want to print.

Fig 7.3 adjust number of copies

3.   Select any additional settings if needed.

4.   Then Click Print

Selfcheck-7

Test-I Multiple choices

Instruction: select the correct answer for the give choice. You have given 1 Minute for each question. Each question carries 1 Point.

1.Starting with Microsoft Office , Photo Editor was renamed to :

    A.   Photo Manager

    B.   Picture Manager

    C.   Picture Editor

    D.   Paint Editor

2.To print a document, press ___

    A.   Ctrl+ P

    B.   Alt + p

    C.   Tab+ P

    D.   None of these

To see the document before the printout is taken, use

    A.   Print Preview

    B.   Format pointer

    C.   Cut

    D.   Paste

Operation title 7 : preview document and print document

Purpose: -

To know how to preview document and print document

Instruction: The Given necessary equipment, tools and materials you are follow the necessary steps and operate each task. You have given 1hour for the task and you are expected to write the answer.

Task1: To prepare a new document or open existing document then follow the necessary steep to print the document. By Use (select printer name, number of copies=4, orientation=portrait page per sheet=4 and custom margin=Normal), For this operation you have given 1 hour and you are expected to provide the answer.

Tools and requirement: - ICT room, computer, Printer, A4 paper, Mouse and keyboard, Monitor, Basic Software, Documents and pen/pencil.

Precautions: have a clean workspace with all necessary ICT equipment's

Quality Criteria: based on the given document you can print the document

Procedures:-in doing the task

Step-1: Click on start → All Application→Click Microsoft office word → click blank document or open already done document.

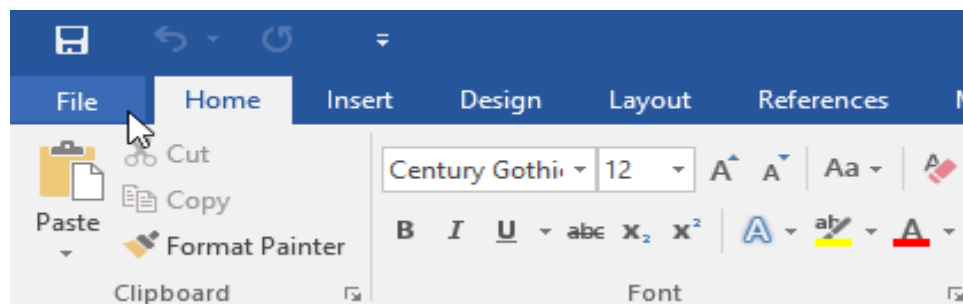**Step2.**Select the File tab. Backstage view will appear.

Fig 7.4   file tab

Step3. Select Print. The Print pane will appear.

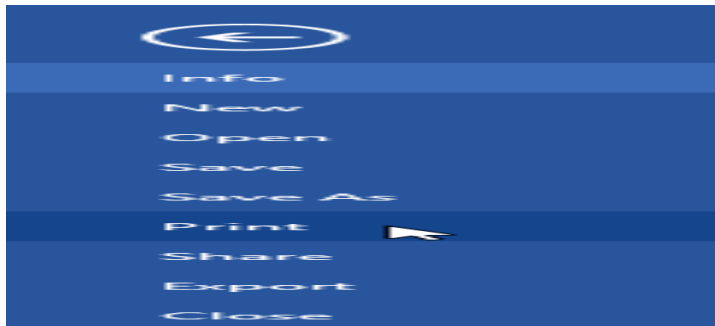Click the buttons in the interactive below to learn more about using the Print pane.
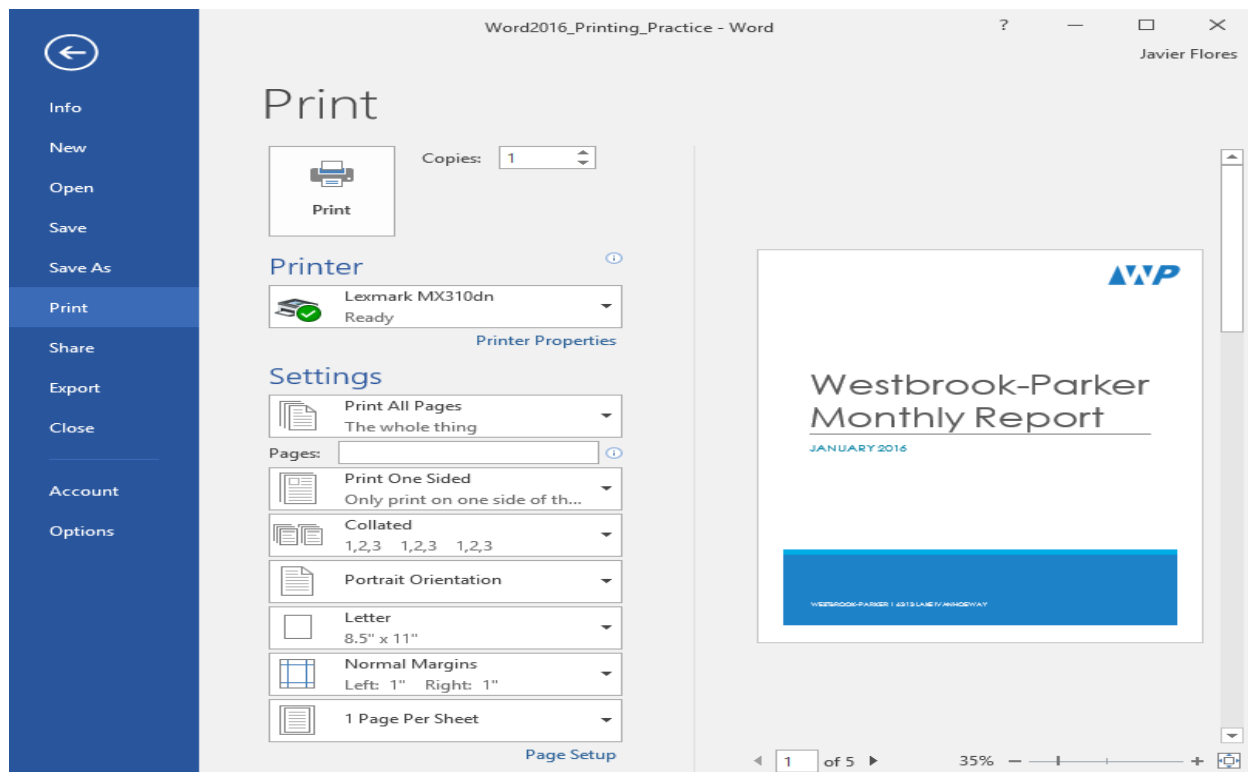
Fig 7.4 select printer

Fig 7.6   printer setup

You can also access the Print pane by pressing Ctrl+P on your keyboard.
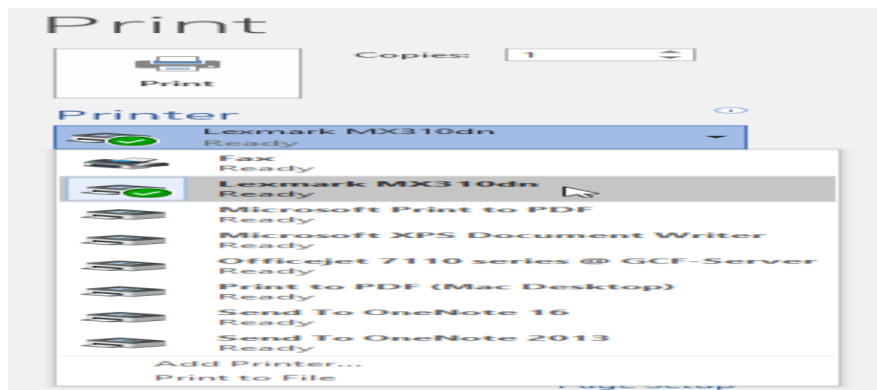
To print a document

Fig 7.7   select printer name

Step1.Navigate to the Print pane, then select the desired printer.

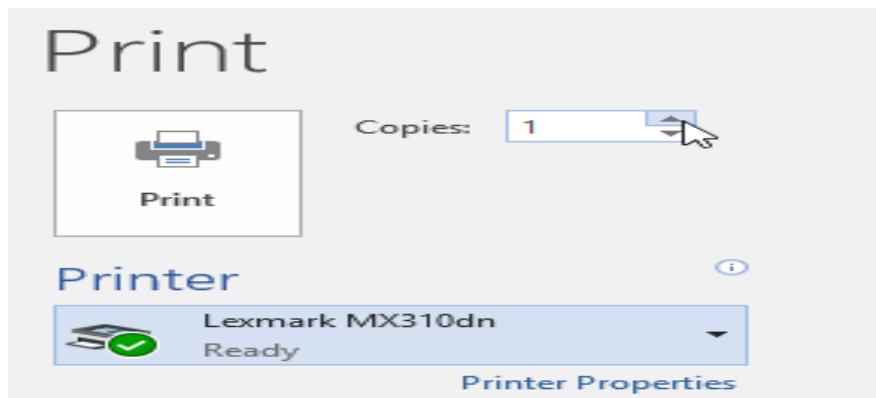Step3.Enter the number of copies you want to print.

Fig 7.8   adjust number of copies

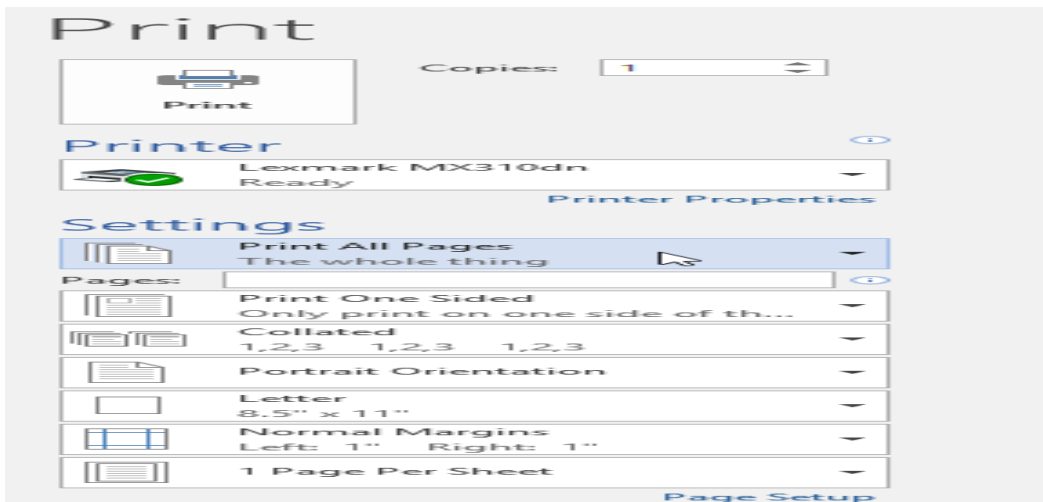Step4.Select any additional settings if needed.

Fig 7.9 adjust number of copies

Step 4.Click Print.


Fig 7.10 select printer name

Custom printing

Sometimes you may find it unnecessary to print your entire document, in which case custom printing may be more suited for your needs. Whether you're printing several individual pages or a range of pages, Word allows you to specify exactly which pages you'd like to print.

To custom print a document:
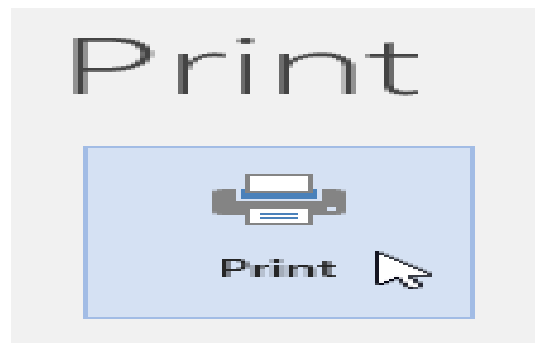
If you'd like to print individual pages or page ranges, you'll need to separate each entry with a comma (1, 3, 5-7, or 10-14 for example).

Step1.Navigate to the Print pane.

Step2.In the Pages: field, enter the pages you want to print.
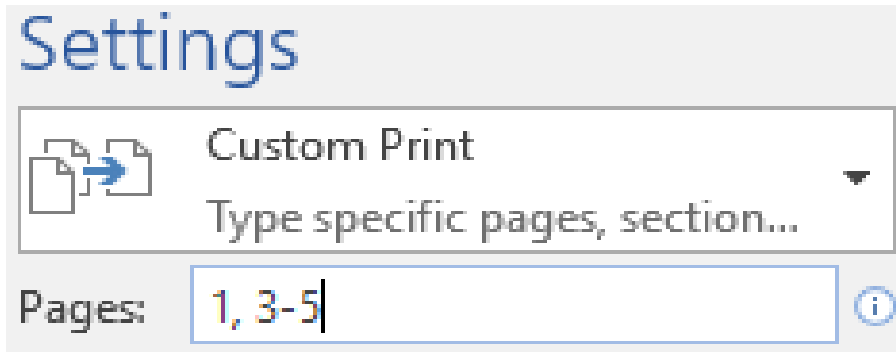
Step3.Click Print.

Step4.The document is printing

Make appropriate use of the different formatting tools that are available to you on your computer;

You must show that you can insert appropriate images in the document such as clip art or graphics or images from the net or photos.

Instruction: Given necessary equipment, tools and materials you are required to perform the following tasks within 1 hours.

Task:1 Open MS office word 2016 then Create a new blank document prepared the document or open already prepared document then follow the necessary preview and print document steps to print document. Using (select printer name, number of copies=10, orientation=landscape page per sheet=8 and custom margin=Normal), For this operation you have given 1 hour and you are expected to provide the answer on the given.

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