

Word Processing

Microsoft Word 2013



Important Notice

All candidates who follow an ICDL/ECDL course must have an official ICDL/ECDL Registration Number (which is proof of your Profile Number with ICDL/ECDL and will track all tests taken). Without such a Registration Number, no tests can be taken and the candidate will not be able to obtain an International Computer Driving Licence, nor any other form of certificate or recognition for the course.

Registration Numbers are obtainable from ICDL/ECDL Training and Testing Centres or directly from Specto.

How to use this Manual

Using this manual you will encounter the following features:



Let's Remember!

Take note of the informative reminders.

Let's Do It!

Practical Exercises.

This is a practical guide for anyone using *Microsoft® Office 2013* software.

Go to: www.specto.co/data. Follow the on screen instructions to download the appropriate data file .

Copy and **paste** the complete **Word Processing** folder to the hard drive of your computer. This folder contains files that you will need to open during the course. Create a new folder on your hard drive named **LDI Exercises**. All newly created or edited files can be saved in this folder during exercises, unless otherwise instructed. Note that during a test you will be required to save to a different location.

This manual was written for *Windows® 8* users. If a different operating system is used, some dialog boxes may look different, but the content is the same.

A screen resolution of *1366 x 768* was used in compiling this manual. Working in a different screen resolution, or with an application window which is not maximized, will change the look of the *Office 2013 Ribbon*. The *Ribbon* appearance is dynamic, as it will change to fit the space available. For example, the full *Ribbon* may show a group containing several options, but if space is restricted it may show a single button that you need to click to see the same options.

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Module Goals

Word Processing requires the candidate to demonstrate the ability to use a word processing application to create everyday letters and documents.

The candidate shall be able to:

- ↗ Work with documents and save them in different file formats.
- ↗ Choose built-in options such as the Help function to enhance productivity.
- ↗ Create and edit small-sized word processing documents that will be ready to share and distribute.
- ↗ Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- ↗ Insert tables, images and drawn objects into documents.
- ↗ Prepare documents for mail merge operations.
- ↗ Adjust document page settings, check and correct spelling before finally printing documents.

Introduction to Word Processing

Word processing is the most frequently used computer application. Word processing was developed as specialised application programmes on mainframe computers during the 1970s. These applications evolved from text-based editors used by programmers and computer professionals. The introduction of microprocessors and the ability to place intelligent devices on the desks of workers at reasonable cost led to the introduction of machines dedicated to "word processing". These were primarily used by typists, to whom other workers sent handwritten notes or voice recordings which had to be transcribed into documents that could be printed and returned for reviewing. Word processing operators achieved considerable time savings as a result of:

- ↗ the faster typing speeds achieved on the electronic keyboards; and
- ↗ the use of the word processing software for tasks, such as layout and spell checking.

Time savings were compounded when the document creators could mark corrections and additions, return them for revision in an electronic format and then double-check only the updates. Multiple fonts and superior print quality compared to typewriters resulted in superior presentation and layout. These advantages and the introduction of more powerful functions led to a rapid replacement of typists with word processing operators.

Well-known word processing programmes are *Microsoft Word*, *WordPerfect* and *WordPro*. The programme discussed in this manual is *Microsoft Word 2013*.

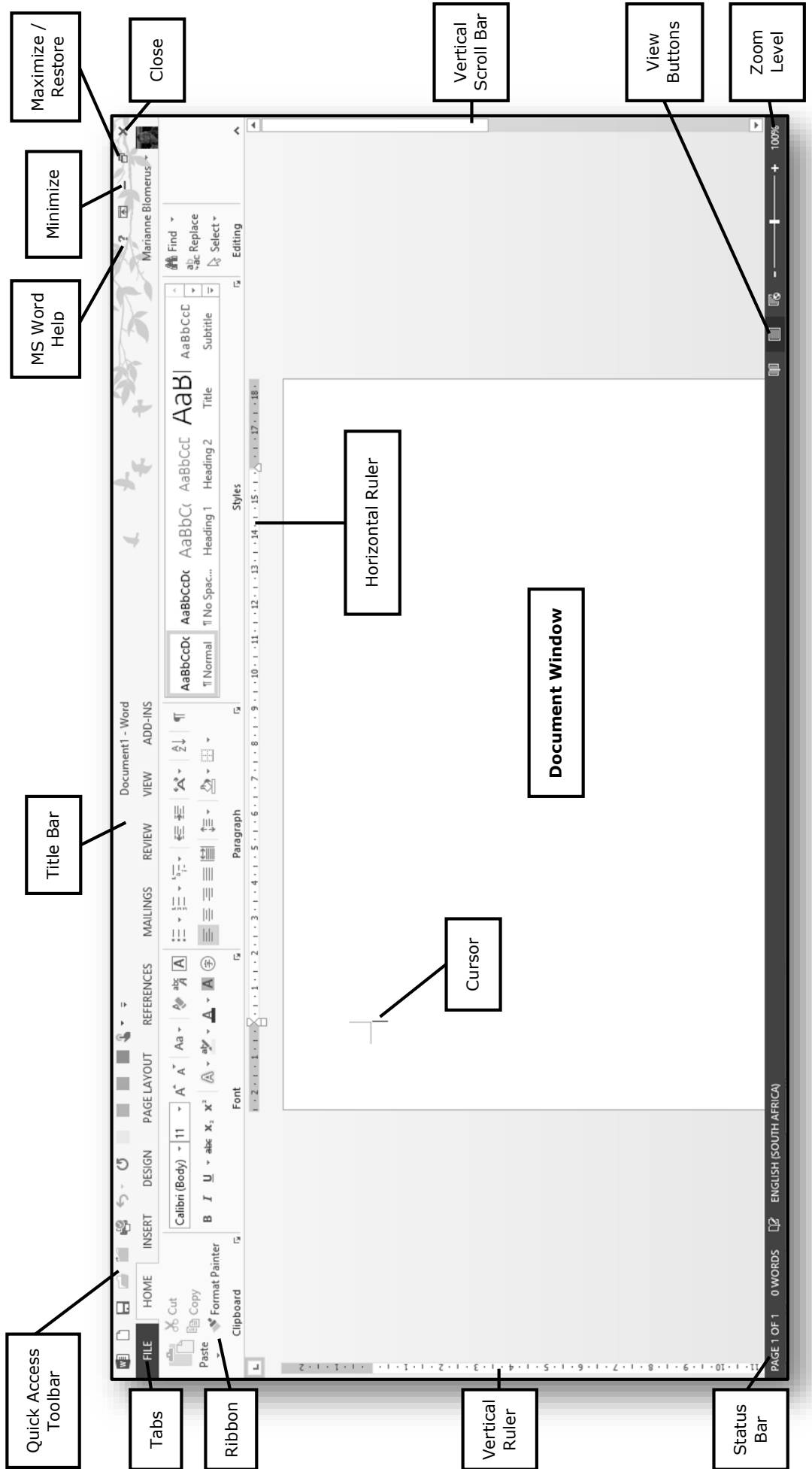
Terminology

Document Window:	The typed document appears in this window.
Cursor:	A flashing line, called the cursor / insertion point, indicates the point at which typing will occur.
View Buttons:	Used to switch views. Different views are available, e.g. <i>Print Layout</i> , <i>Full Screen Reading</i> , <i>Draft</i> , and <i>Web Layout</i> .
Horizontal Ruler:	Ruler at the top of the document. The default measurement is inches, but it can be changed to centimetres.
Vertical Ruler:	Ruler to the left of the screen, with the same measurements as the horizontal ruler.
Ribbon:	The <i>Ribbon</i> includes buttons (icons) for regularly used computer functions.

Scroll Bars:	Scroll bars enable the user to scroll up or down and left or right to view more of a document.
Task Panes:	Certain common tasks in <i>Microsoft Office 2013</i> are organised in panes that are displayed on the right-hand side of the window. The task pane can be kept open while you are working and it provides commonly used commands relevant to current tasks.
Status Bar:	Displays information about the active document, such as the current page number.
Enter Key:	<i>Word Wrap</i> is a word processing feature that automatically moves continuing text to the line below when the previous line becomes full. Use the <i>Enter</i> key to make a new line or paragraph.
Tab key:	Tabs make it easy to align text quickly and precisely. Pressing the Tab key moves the insertion point to the next tab stop. By default, the tab stops on the horizontal ruler are set at increments of 0.5 inch (1.27 cm).
Backspace key:	Position the insertion point to the right of the text to be deleted. By pressing the <i>Backspace</i> key once, you delete the character or space immediately to the left of the insertion point.
Delete key:	The <i>Delete</i> key deletes the character or space directly to the right of the insertion point.
Capital Letters:	When typing a single capital letter press and hold the <i>Shift</i> key while typing the letter. If more words need to be typed in capital letters, press the <i>Caps Lock</i> key on the keyboard.
Selecting Text:	The most important rule to remember when working with <i>Word</i> is that, when text or graphics need to be modified, it must first be selected.
Replacing Text:	When replacing existing text with new text, there are times when it is more efficient to retype text rather than edit it. Select the text to be replaced and simply start typing.

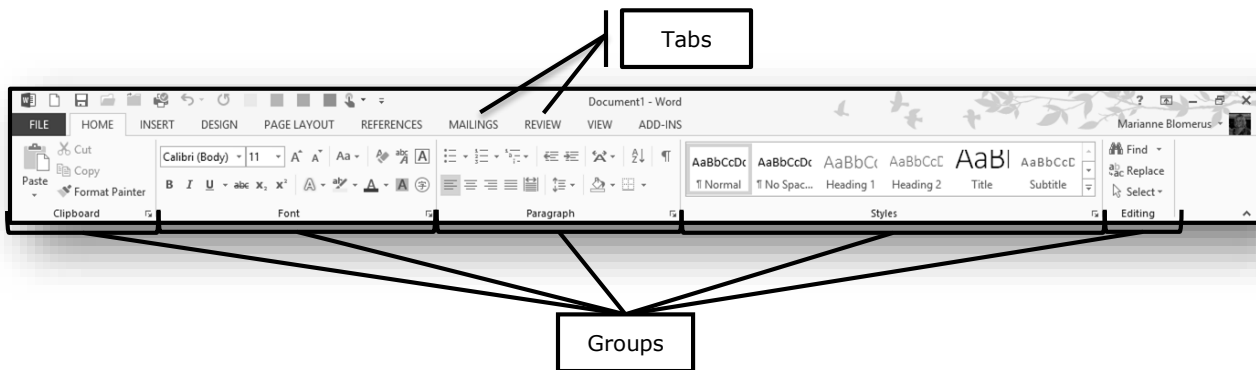
Let's Do It!

The Word Window



The Ribbon

The **Ribbon** is at the top of the *Word* window, below the *Title* bar. There are various tabs, each with different related groups of commands. These tabs are task-oriented and groups within each tab break a task into subtasks.

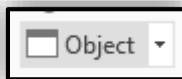
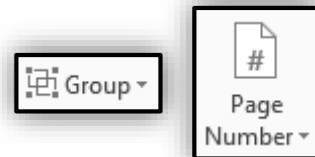


How to Use the Ribbon

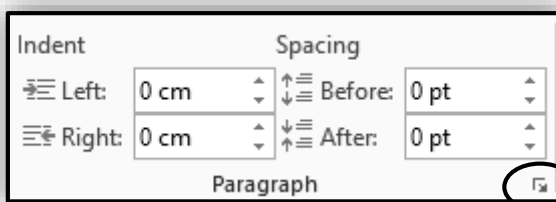


Click a command icon to apply the feature. If a button is clicked, it will be highlighted to show that the feature is applied. Click the button again to de-select it.

Some commands have a drop-down arrow, which indicates there are more options available. Click the button to display the available options, and then click the required option.

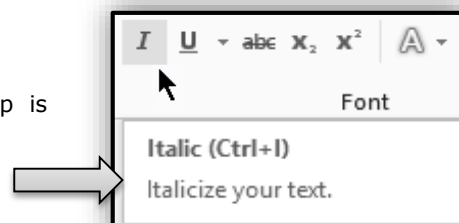


Some command buttons are divided into two parts. Click the top part to apply the feature and click the drop-down arrow to display more options.

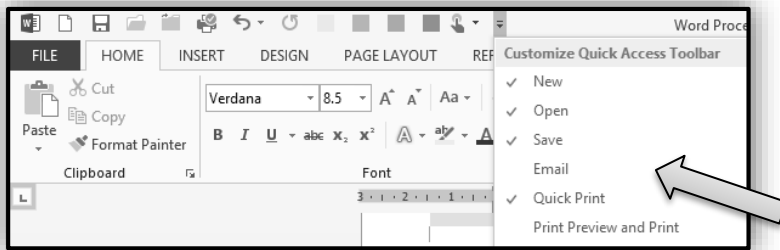


Some groups have an arrow in the bottom right corner. This is the **dialog box launcher** and opens a dialog box or task pane for more options.

When the mouse pointer is placed on any button, a screen tip is displayed.



Certain tabs will only appear when needed, e.g. the *Picture Tools* tab will appear when an image is selected. On-demand (contextual) tabs appear for other activity areas such as tables.

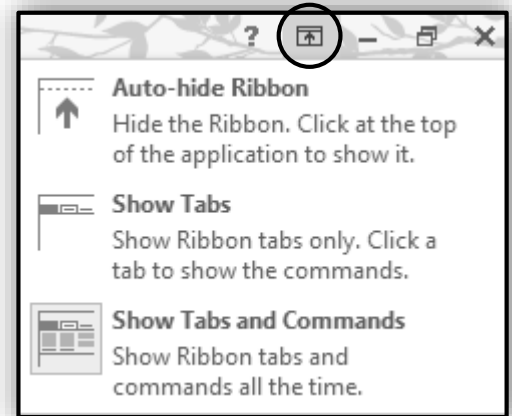


There is also a *Quick Access Toolbar* above the *Ribbon*. This toolbar can be customised by clicking the drop-down arrow and adding any of the options.

Minimize and Restore the Ribbon

On the right-hand side of the *Title bar*, next to the *Help* button, click the *Ribbon Display Options* button and choose one of the following options:

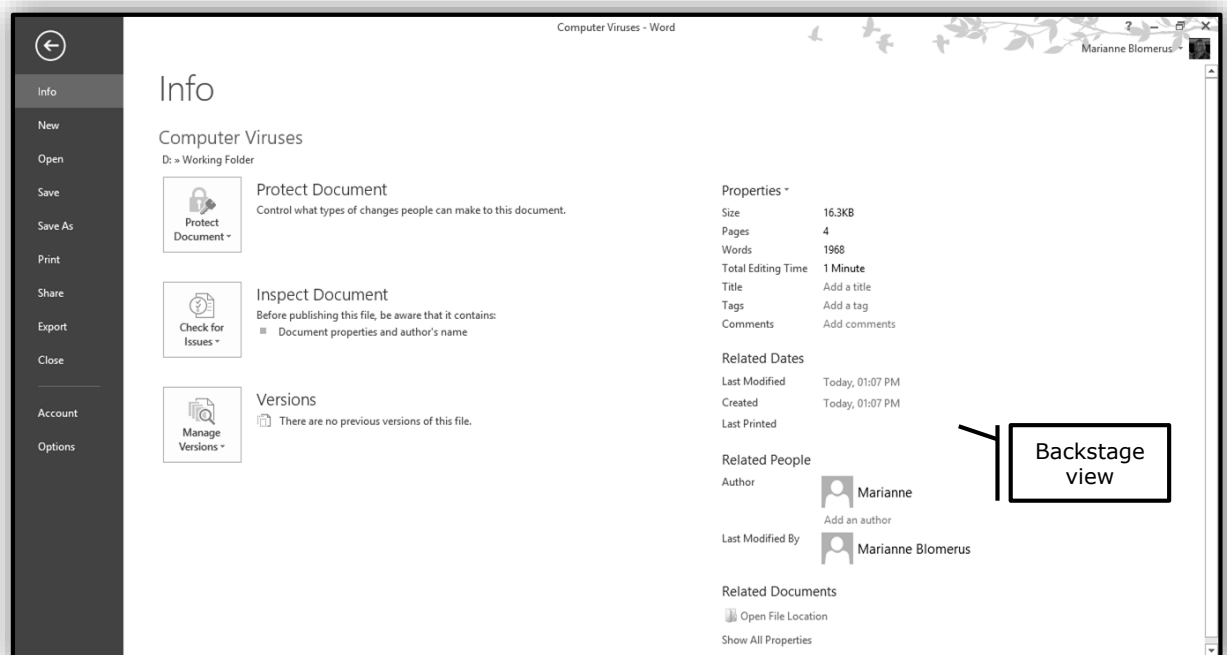
- ↪ Select *Auto-hide Ribbon* to hide the *Ribbon* completely.
- ↪ Click the *Show Tabs* option to only show the tab names without any commands.
- ↪ Select *Show Tabs and Commands* to show all tabs and commands.



- ↪ Alternatively, double-click any tab to minimize the *Ribbon*. Double-click any tab again to restore the *Ribbon*.
- ↪ You can continue working even if the *Ribbon* is minimized. If the tab names are visible, click a **tab** to access the functions. Only one function can be performed at a time when the *Ribbon* is minimized.
- ↪ Place the mouse pointer on the *Ribbon* and use the scroll wheel to switch between tabs.

The File Tab

The *File tab* is the first tab to the left of the screen and the tab name is in a different colour. The *File tab* includes options such as *Save*, *Save As*, *Open* and *Print*. The *File tab* interface is called *Office Backstage View*. *Backstage View* is where a user can manage files and the data about them.





↗ To return to the current document, click the *Back* button at the top left of the screen or press *Escape* on the keyboard.

Using the Application

The following outcomes are covered in this category:

- ↗ Open, close a word processing application. Open, close documents.
- ↗ Create a new document based on default template, other available template like: memo, fax, agenda.
- ↗ Save a document to a location on a drive. Save a document under another name to a location on a drive.
- ↗ Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.
- ↗ Switch between open documents.
- ↗ Set basic options/preferences in the application: user name, default folder to open, save documents.
- ↗ Use available Help functions.
- ↗ Use magnification/zoom tools.
- ↗ Display, hide built-in toolbars. Restore, minimize the ribbon.

Working with Documents

Open and Close

Open the Word Application

On the *Windows 8 Start screen*, click the *Word 2013* button. Alternatively, when the *Start screen* is displayed, start typing *word 2013* to search for the application. Click the *Word 2013* option from the search results.



- ↗ If you are using *Windows 7*, click the *Start* button and then select *All Programs* ⇨ *Microsoft Office* ⇨ *Microsoft Word 2013*.

Close the Word Application

Select the *Close* button on the *Title bar*.



Let's Do It! ⇨ 1

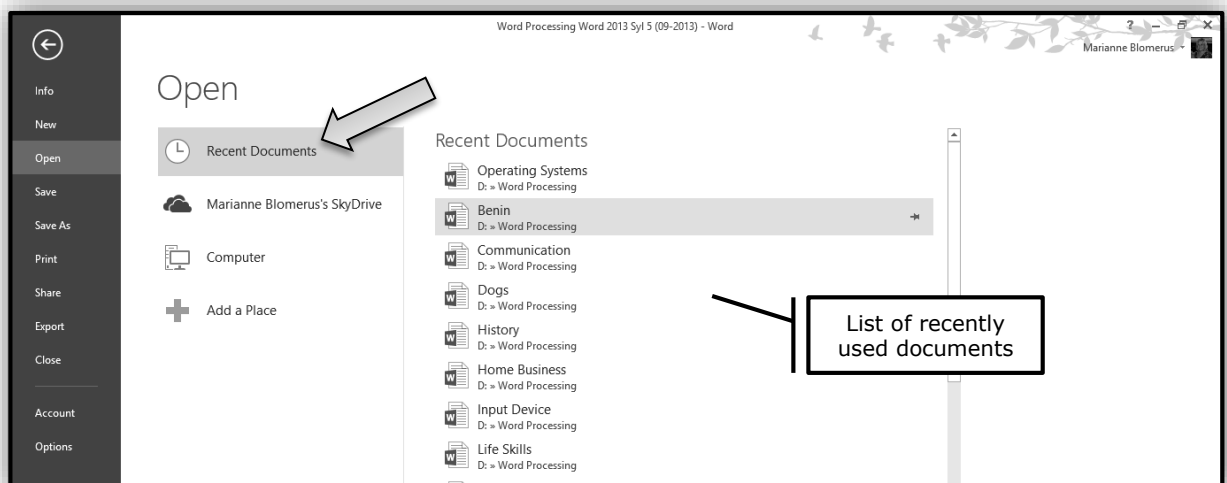
Open the *Word* application and use the mouse pointer to identify the following:

Title bar	Status bar
Ribbon	View buttons
Quick Access Toolbar	File tab
Vertical Ruler	Ribbon Display Options button

Open an Existing Document

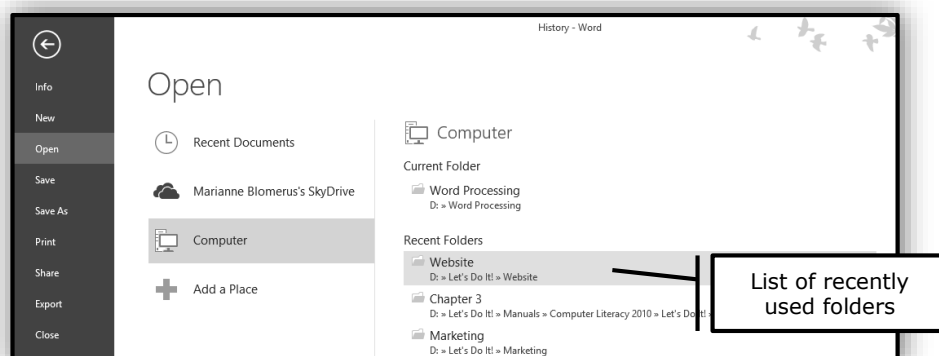
Method 1

1. Click the *File tab*.
2. From the menu, select *Open*. Ensure *Recent Documents* is selected below the *Open* options.
3. Locate the desired file from the *Recent Documents* list displayed on the right and click to open.

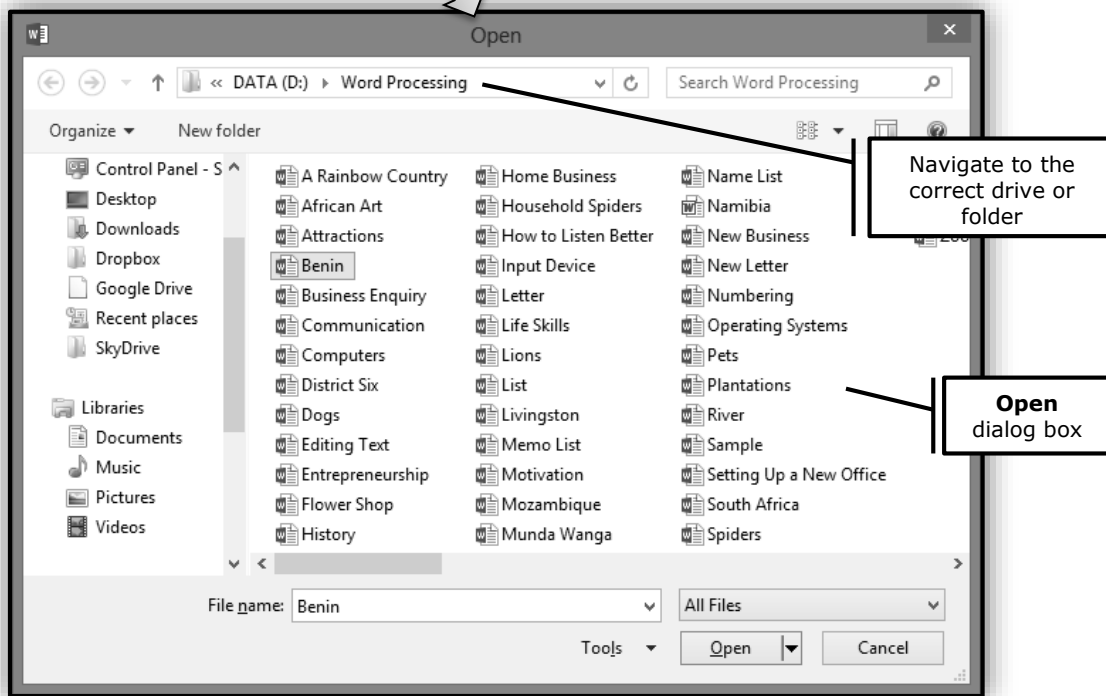
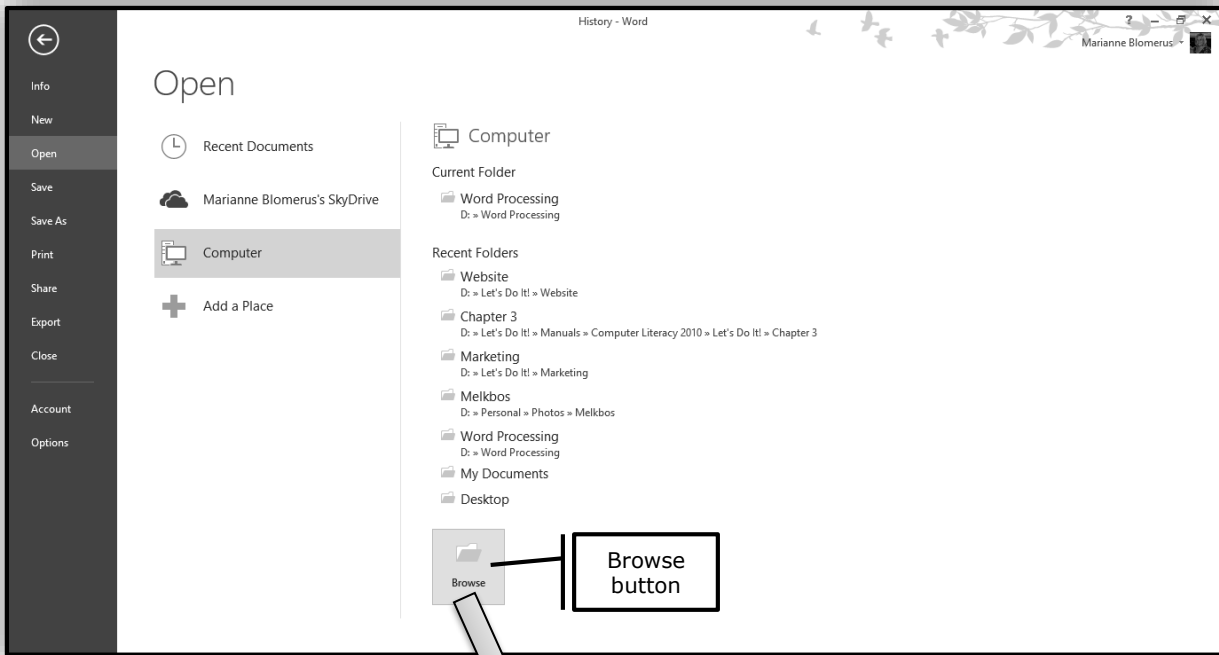


Method 2

1. Click the *File tab* and select *Open*.
2. Below the *Open* options, select *Computer*. A list of recently used folders will be displayed. If the file you wish to open is in one of these folders, click the folder name and then select the desired file in the *Open* dialog box and click *Open*.



- If the file you wish to open is not in one of the recently used folders, click the *Browse* button to display the *Open* dialog box. Locate the desired drive and folder where the file is saved. Select the file and click *Open*.



Several documents can be opened at the same time. The last opened document will appear on the screen. The rest will be minimized on the *Taskbar* and can be activated by clicking the relevant button.

Close a Document

Select the *File tab* ⇨ *Close*.

