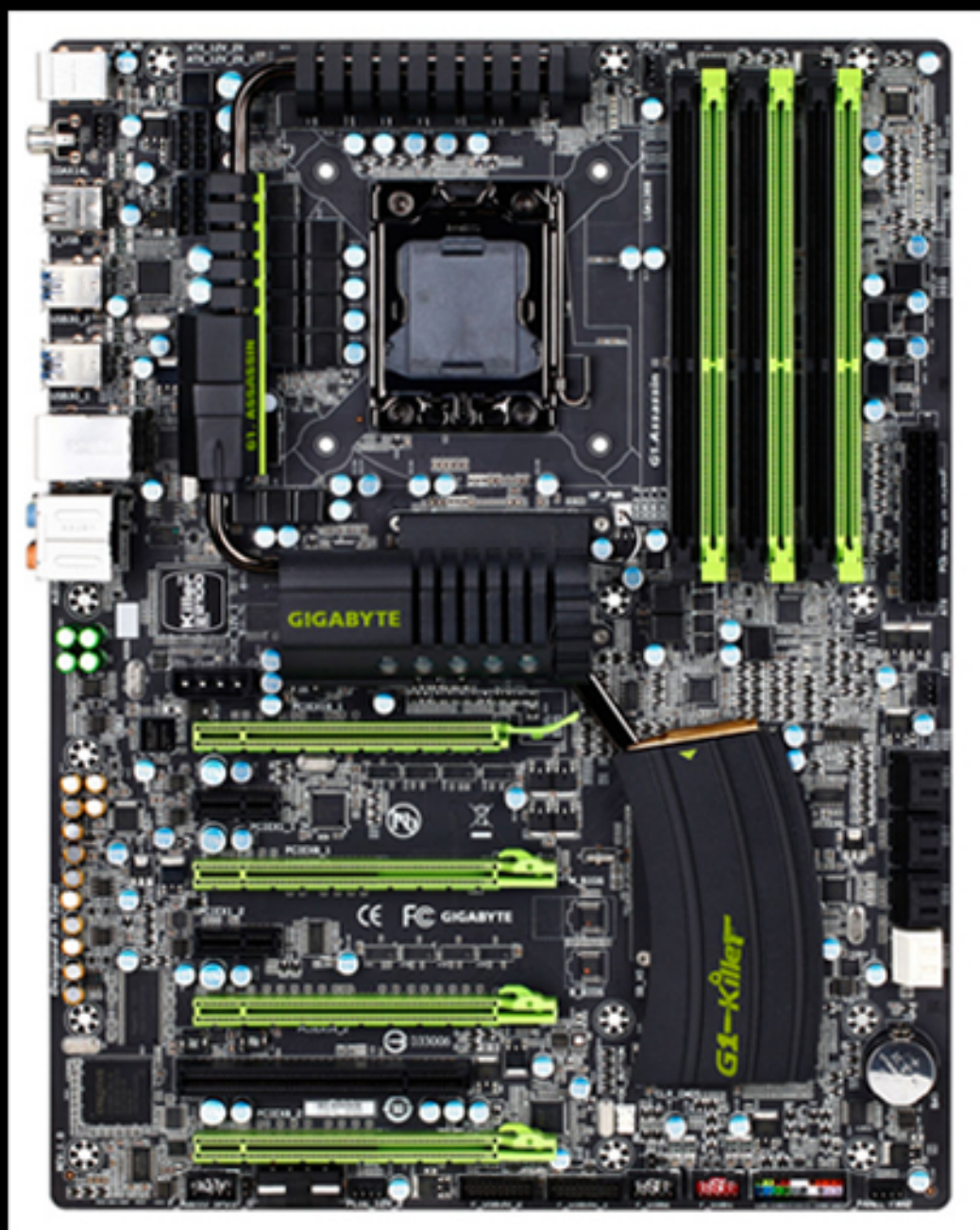# MANILLA CENTRAL SCHOOL

STAGE 4

Year 7 + 8

COMPUTERS

Mr Galloway
COMPUTER STUDIES
Unit 2: Word Processing

Overview

Welcome to the second Computer Studies lessons booklet.

This booklet contains tasks that you can complete at home on your computer on Google Classroom and using Microsoft Word.

All lessons in this booklet are placed on Google Classroom and can be completed and 'turned in' there and/or submitted as hard copies (print outs) and or on USB.

This Unit begins our studies on **Word Processing**.

NB: All students have available to them a free copy of Microsoft Office Professional Plus from the NSW on the Hub store. Found at: https://nsw-students.onthehub.com/WebStore/Welcome.aspx

Students must first register using their DOE email address.

Eg username@education.nsw.gov.au

If you have any questions in regards to either the booklet or accessing the free software feel free to email me on james.galloway@det.nsw.edu.au

Take care, Mr Galloway 😉

Google Classroom codes

7-8 CS1 2020:   mwpoqrd

7-8 CSX 2020: 7iemeuj

7-8 CSA 2020: ryhjqmp

Module 3

WORD PROCESSING

Programs featured for exercises:

Microsoft Word

Google Docs

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Teacher information

IT knowledge and skills covered in this module

- Creating a document and entering text
- Editing and formatting text
- Copying and pasting
- Page breaks and layouts
- Using tables and inserting graphics
- Multi-page documents

Suggested further uses across the curriculum

- English (for writing book reviews). Use a range of software, including word processing programs, to confidently create, edit and publish written and multimodal texts (ACELY1728, ACELY17); (ACELY1725).
- History (for writing essays). Use a range of communication forms (oral, graphic, written) and digital technologies (ACHHS214).
- Science (for writing up research reports). Communicate ideas, findings and evidence-based solutions to problems using scientific language; and representations, using digital technologies as appropriate (ACSIS148).

Alignment with the Australian Curriculum

ICT Capability elements covered

- Creating with ICT
- Communicating with ICT
  - > collaborate, share and exchange
- Managing and operating ICT

Other general capabilities covered

- Literacy
- Numeracy
- Critical and creative thinking
- Personal and social capability

Digital Technologies curriculum content in this module

Processes and production skills

- Analyse and visualise data using a range of software to create information, and use structured data to model objects or events (ACTDIP026)
- Design the user experience of a digital system, generating, evaluating and communicating alternative designs (ACTDIP028)
- Plan and manage projects that create and communicate ideas and information collaboratively online, taking safety and social contexts into account (ACTDIP032)

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3.1 **What is word processing?**

Word processing is where you use a computer to enter text, make changes to it, record and print it. There are many word processing programs available. The most common ones are: Microsoft Word and Google Docs.

You use a word processing program to produce professional business letters, reports, poems, song lyrics, job applications, personal resumes, CVs, essays and class projects. A word processor is used anywhere that handwriting could have been used.

3.2 **Keyboard technique**

In order to use word processing packages efficiently, you should try to develop a good keyboard technique. This means using the correct fingers on the keyboard. There are free online training programs to practise your typing technique or your school may have programs for you to use.

Keys

The home keys

Always start with your fingers on the home keys. Most keyboards have markers or raised dots on the `<F>` and `<J>` keys. These are included so that you can feel where to place the index finger of each hand without needing to look at the keyboard.
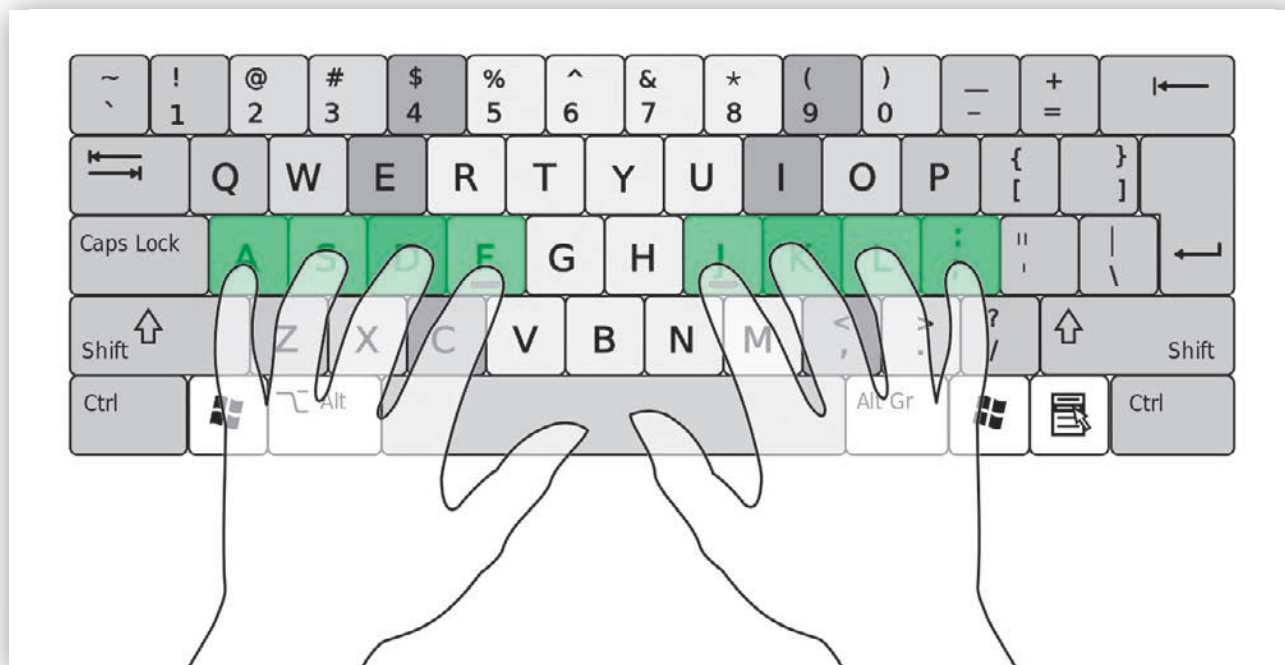
Your left index finger is placed on the `<F>` key with the other three fingers on the keys to the left of it, on the `<D>`, `<S>` and `<A>` keys.

Your right index finger is placed on the `<J>` key with the other three fingers on the keys to the right of it, on the `<K>`, `<L>` and `<;>` keys.

The other keys

When you need to use the other keys, move the closest finger either up or down. The left index finger can be used to press the `<G>` key and the right index finger can be used to press the `<H>` key.

Your thumbs are used to press the `<space bar>`.

Cambridge University Press

Special keys

Three special keys that are used with word processed documents are the `<Shift>` key, the `<Caps Lock>` key and the `<Enter>` key.

When entering a document, the text should be set to lowercase (small letters) with the `<Caps Lock>` key set to off. When you need to set a letter to uppercase (capital letters), such as at the beginning of a sentence or for the name of a place or person, hold down the `<Shift>` key and press the letter.

If you need to type a heading in uppercase, turn the `<Caps Lock>` key on to type the word or words then turn the `<Caps Lock>` key back off for the rest of the text. The `<Enter>` key is only used at the end of a paragraph, the end of a heading or to leave a blank line.

Correct posture

To reduce tiredness and place less stress on your arms and back, it is important to be seated correctly in front of the computer screen:

> your body should be in line with the centre of the computer screen

> your eyes should be level with the computer screen

> your feet should be flat on the floor.

3.3 Entering a document

When entering a document, all the words should be entered first in plain text. Once all the text has been entered, corrections and formatting can be conducted.

As noted, the `<Enter>` key is only pressed to:

> complete a paragraph

> complete a heading

> leave a blank line.

The `<Enter>` key should not be pressed to end a line within a paragraph. The word processing program takes any words that don't fit at the end of the line to the next line. This process is called **word wrap**.

Word processing exercise 1

Revision – Entering a document

Enter the business letter shown below. To do this efficiently, you should use the following steps:

1 Enter all the text first without any formats.

2 Have the `<Caps Lock>` key set to off and hold down the `<Shift>` key and type the letter when you need a capital letter.

3 Press the `<Enter>` key only when indicated.

Note: In Microsoft Word the **NO SPACE** style can be selected from the ribbon to set the line spacing to zero.

---

25 March 2018   \<enter>
                                                   press \<enter> 4 times
Mrs Leanne Forrest   \<enter>
202 Hyatt Street   \<enter>
Ballina, NSW, 2478   \<enter>
                                                   \<enter>
Dear Leanne   \<enter>
                                                   \<enter>
I congratulate you on winning first price in our national raffle. You are now the proud owner of a BMW 320i Automatic Sedan valued at $68,170. This includes all on-road costs.   \<enter>
                                                   \<enter>
We would like to invite you to our office at 66 Jules Court, Castle Hill, 2154 on 1 April, 2018 so that the presentation of the car can be made to you. Please feel free to bring your family members with you.   \<enter>
                                                   \<enter>
Yours sincerely   \<enter>
                                                   press \<enter> 4 times
Shaun O'Farrell   \<enter>
Hearing Research Centre   \<enter>

---

4 Once complete, save the document under an appropriate name, such as: WP Exercise 1.

5 Spell check the document using the **REFERENCES** tab or **TOOLS** menu then **PRINT PREVIEW** it using the **FILE** tab – **PRINT** or the **FILE** menu – **PRINT PREVIEW**.

6 Carefully read through the preview and correct any errors. If you have difficulty proofreading from the screen, print a copy, mark any errors with a pen then correct the errors on the screen.

7 After the corrections have been made to the document, resave it by pressing `<Ctrl+S>` or `<Command+S>` and print a final copy or share your work electronically.

3.4 **Formatting text**

Text can be set to a variety of appearances. The process of altering the appearance of text is called formatting. You can set text to **bold**, *italic* or <u>underline</u> when you need text to stand out.

The best time to format text is after you have finished entering it (typed it in). To format text, highlight the word or section of text, then click the appropriate button in the ribbon or toolbar (such as `<Ctrl+I>` for italic).

If you format text as you enter it, you have to keep turning the formatting on and off as you go, which can slow you down and may create many errors. It is more logical and efficient to type the text in first, then carry out the formatting second.

Word processing exercise 2

Formatting text

Skills practised
· Adding a heading
· Editing text
· Formatting text

1 Load your letter from the previous exercise (if it is not already open) in order to add some text and formats to it.
2 Position the cursor at the beginning of the first line (just before the 2 in 25 March 2018).
3 Enter the heading 'Hearing Research Centre'.
4 Press the Enter key five times: once to complete the heading and the other four times to leave four blank lines.
5 Highlight all of the heading and use the **HOME** tab or **TOOLBAR** to set:
    > the **FONT** to **CAMBRIA** or **TIMES NEW ROMAN**
    > the **FONT SIZE** to 18 point
    > the **FONT STYLE** to **BOLD**, **COLOUR** and **SHADOW** (if available)
    > the **ALIGNMENT** to **CENTRE**.
6 Highlight the following and set their format to **ITALIC:** BMW 320i Automatic Sedan.
7 Highlight the price $68,170 and set its format to **BOLD**.
    Your letter should look like the one displayed on the next page.

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HEARING RESEARCH CENTRE

25 March 2018

Mrs Leanne Forrest
202 Hyatt Street
Ballina, NSW, 2478

Dear Leanne

I congratulate you on winning first price in our national raffle. You are now the proud owner of a *BMW 320i Automatic Sedan* valued at **$68,170**. This includes all on road costs.

We would like to invite you to our office at 66 Jules Court, Castle Hill, 2154 on 1 April, 2018 so that the presentation of the car can be made to you. Please feel free to bring your family members with you.

Yours sincerely

Shaun O'Farrell
Hearing Research Centre

8 **SAVE** the document on your storage disk or in your storage folder.

9 Spell check the document then **PRINT PREVIEW** it.

10 Carefully read through the preview and correct any errors. If you have difficulty proofreading from the screen, print a copy and mark any errors with a pen then correct the errors on the screen.

11 After the corrections have been made to the document, resave it by pressing `<Ctrl+S>` or `<Command+S>` and print a final copy or share your work electronically.

3.5 **Copying and pasting text**

You can copy text and paste it to other sections of a document. This saves you the effort of re-entering text. When you wish to simply move text you can **CUT** it from the screen and **PASTE** it at the required position.

To see an example of copying and pasting, you will be entering the song lyrics from the theme song of the film *Fly Away Home*. The song has a chorus, which should only be entered once.

Word processing exercise 3

Copying and pasting text

Enter the song lyrics shown below. To do this efficiently you should follow these steps:

1   Enter all the text first without any formats.

2   Press `<Enter>` at the end of each line; leave two lines after the heading and before the songwriter's name.

3   Format the heading after all the text has been entered to be **BOLD**, a **COLOUR** and **SHADOW** (if available) and to a larger **FONT** size.

4   Highlight the Chorus heading and set it to **ITALIC**.

Skills practised
· Entering text
· Editing text
· Copying and pasting
· Formatting text

> ## 10,000 Miles
>
> Farewell my own true love.
> Farewell for a while.
> I'm going away, but I'll be back
> Though I go 10,000 miles.
>
> *Chorus*
> 10,000 miles, my own true love
> 10,000 miles or more.
> The rocks may melt and the seas may burn
> If I should not return.
>
> Will you come back my own true love
> And stay a while with me.
> If I had a friend on this earth
> You've been a friend to me.
>
> Traditional

5   Highlight the chorus, including its heading, and press `<Ctrl+C>` or `<Command+C>` to **COPY** it.

6   Set the cursor at the blank line just above 'Traditional' and **PASTE** the chorus by pressing `<Ctrl+V>` or `<Command+V>`.

7   Press `<Enter>` to leave an extra blank line before the word 'Traditional'.

8   Save the document on your storage disk or in your storage folder.

9   Spell check the document then Print Preview it.

10 Carefully read through the preview, correct any errors, resave the document and print a final copy or share your work electronically.

3.6 Inserting page breaks and moving text

Many documents you create have more than one page. You need to be able to format those pages. This includes setting page breaks, which finishes the page and takes the cursor to the top of the next page, and adding page numbers, which places the number of the page at the bottom of the page. You can even copy text from one page to another.

In the next exercise you will adjust the song lyrics you entered in the last exercise by copying them to a second page, inserting page numbers and moving text in the copied version of the song.

Word processing exercise 4

Inserting page breaks and moving text

1 Load the song lyrics from Exercise 3.
2 Highlight the whole song by choosing **SELECT** from the ribbon or **EDIT** menu (you can press `<Ctrl+A>` or `<Command+A>`) and copy it.
3 Place the cursor at the end of the document (after 'Traditional') and insert a **PAGE BREAK**. The option is in the **INSERT** tab or **INSERT** menu.
4 **PASTE** the song onto the second page.
5 From the **INSERT** tab or **INSERT** menu, insert **PAGE NUMBERS** to be at the bottom centre of each page.
6 In Microsoft Word the **CLOSE** icon can be used to close the header and footer screen.
7 In Google Docs, click on the menu to close the header and footer pane.
8 Highlight the first verse and **CUT** it from the screen.
9 Set the cursor at the beginning of the second verse and **PASTE** the first verse.
10 Repeat step 8 to place the second verse where the first was. The song on the second page should look like the one shown below.

Skills practised
- Editing text
- Copying and pasting
- Inserting page breaks
- Inserting page numbers
- Using Find and Replace

10,000 Miles

Oh come ye back my own true love
And stay a while with me.
If I had a friend all on this earth
You've been a friend to me.

Chorus
10,000 miles, my own true love
10,000 miles or more.
The rocks may melt and the seas may burn
If I should not return.

Fare thee well my own true love.
Farewell for a while.
I'm going away, but I'll be back
Though I go 10,000 miles.

Chorus
10,000 miles, my own true love
10,000 miles or more.
The rocks may melt and the seas may burn
If I should not return.

Traditional

11 Use **SAVE AS** from the **FILE** tab or **FILE** menu to save the document under a different name from the one you used in the last exercise.

12 Check over the document and make any adjustments.

13 Use **FIND AND REPLACE** from the **HOME** tab or **EDIT** menu to change all the occurrences of the word 'rocks' with 'cliffs' in the copy on the second page only.

14 Print a final copy of your two pages or share your work electronically.

3.7 Tab stops

When you need to align text within a document, **TAB** stops must be set. The space bar should never be used, as the text will not print straight because not all the letters are of equal width.

Tab stops can be set in the program's Ruler. When you press the **TAB** key, the cursor will jump to the set tab stop. These set tab stops can be adjusted using the **TAB** box at the left of the top ruler and any text set to them will be adjusted as well. There are four different types of tab stops that align the text to the **LEFT**, **RIGHT**, **CENTRE** or to **DECIMAL** points.

⌞	Represents a left justified tab
⌶	Represents a centre justified tab
⌟	Represents a right justified tab
⌶.	Represents a decimal justified tab

Word processing exercise 5

Tab stops

Follow these steps to enter the table shown below:

1 The main heading should be bold and 14 pt.

2 For the subheadings, **CENTRE JUSTIFIED TAB STOPS** are needed for the second and third subheadings. In Microsoft Word, set the **TAB** box at the left of the top ruler to the centre tab option then click in the Ruler. For Google Docs, click on the Ruler and select **ADD CENTRE TAB-STOPS**.

3 The numbers in the table need to be aligned. In Microsoft Word, set **DECIMAL TAB STOPS** in line with the headings. In Google Docs, set **RIGHT TAB-STOPS** in line with the headings.

Skills practised
· Tab stops
· Left aligned tabs
· Centre aligned tabs
· Decimal tabs

Album Sales, 2016

Performer	Albums Sold (millions)	Royalties ($millions)
Katy Perry	6.62	14.75
Taylor Swift	10.42	25.83
Ed Sheeran	8.30	19.02
Beyoncé	4.26	9.13

4 Once complete, save the document.

5 Check over the document and make any adjustments. Resave the table if you made any changes.

6 Print a copy of the document or share your work electronically.

3.8 Page margins and indents

Page margins

Page margins are the spaces between the edge of the paper and where your text is printed. They allow you to control where your text is printed on a page. All printers require a certain amount of space from the edge of the paper to where the printing starts and documents would not look very professional if they started very close to the edge of the paper. The diagram to the right shows the position of the page margins.
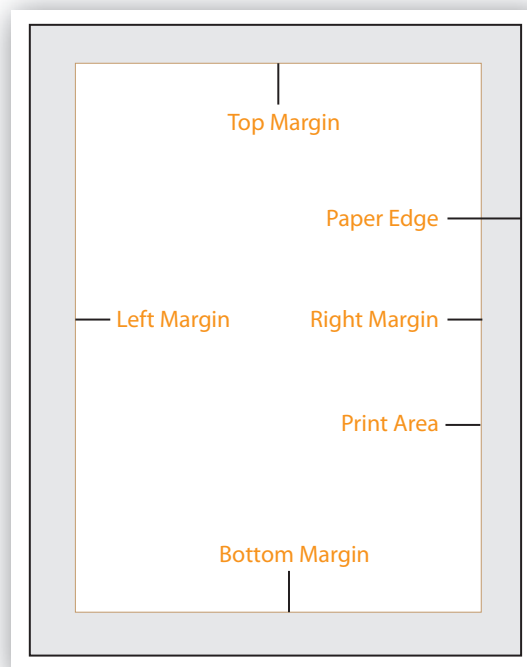
Setting page margins

When you need to adjust the width of paragraphs within a page, the indent markers in the ruler are used. The indent markers are the solid triangles at both ends of the ruler. The following diagram indicates what the markers represent.

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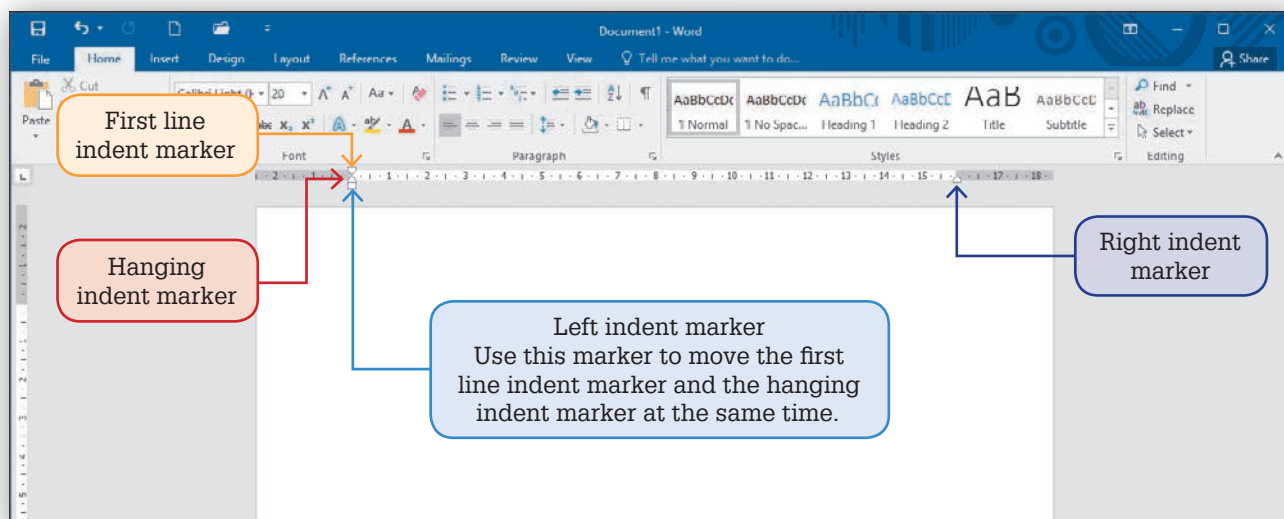
Word processing exercise 6

Setting page margins

1 Use the **MARGINS** icon in the **PAGE LAYOUT** tab or use the Ruler markers to set the top and bottom margins to 3 cm each, and the left and right margins to 3.5 cm.

2 Enter the following document without any formatting or indenting.

MUSIC ONLINE

Music Online will be demonstrated at the 'Music World Wide' show which is to be held at Auckland's Superdrome from 29 November. The company aims to make purchasing music online easier than ever. This is the first time the highly successful exhibition has been held in New Zealand. Previous shows have been held in Adelaide, Melbourne, Sydney, Perth and Brisbane.

According to Exhibition Manager, Tania Harris:

> 'The exhibition in Auckland is shaping up to be an outstanding success. The involvement of Music Online will be a major boost.'

A report just completed by the Australian Retail Sales Association has concluded that:

> 'Downloading music from the internet is now the main way music is purchased in Australia and New Zealand.'

It is estimated that there are well in excess of 3 million Australians and New Zealanders who have purchased music in the past year through Music Online.

3 Once all the text has been entered, format the heading as bold, caps, larger and a colour.

4 Highlight the paragraph that starts 'The exhibition in Auckland …' and move its left indent marker in the Ruler to 1 cm and its right indent marker to 13 cm.

5 Repeat step 3 for the paragraph that starts 'Downloading music from the internet …'

6 Once complete, save the document.

7 Spell check the document then carefully proofread it.

8 Make the corrections to the document, resave it and print a copy or share your work electronically.

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3.9 Combining tabs and indents

Tab stops and indents can be used together in the production of documents. This can be very useful when you need to create hanging indents, which set indented text to be in line. For example, the instructions in this book use hanging indents.

Hanging indent

> **5** Highlight all of the text and set the font to Times New Roman, the font size to 18 pt and the style to bold.

Word processing exercise 7

Combining tabs and indents

Create the personality profile shown below. You can insert your own details if you prefer to.

1 You will need to set a **RIGHT JUSTIFIED** tab stop for the titles position.

2 For the responses position, in Microsoft Word, move the **HANGING INDENT** marker. In Google Docs, move the **LEFT INDENT** marker then move the **FIRST LINE INDENT** marker back to 0.

3 Carry out the formats once all the text has been entered.

Skills practised
· Formatting
· Using tab stops
· Using indents

PERSONALITY PROFILE

Name:	Julie Robinson
Celebrity Status:	Miss Universe, 2024
Date of Birth:	30 September, 2003
Brothers and Sisters:	2 (not counting Stuart)
Pets:	Cat called Scary
	Dog called Posh
Favourite Food:	Pizza with chips
Favourite Drink:	Lemon and lime with ginger ale
Favourite Group:	The Mice Girls
Favourite Car:	Lada
Likes:	Andy, movies, Andy, dancing, Andy, netball, Andy, shopping, Andy, football.
Dislikes:	Loud or self-centred people, Betty, Science, Betty, washing dishes, Betty.
Ambition:	To be rich and famous, married to Andy with 10 children, 2 cats, a dog and a canary.

4 Once complete, save the document, spell check it, check over it and print a copy or share your work electronically.

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3.10 **Further tabs and indents**

To practise the use of tab stops and indents you will produce the memo shown below. You will need to use the ruler carefully.

Word processing exercise 8

Further tabs and indents

1   For the Date to Subject section, set a **RIGHT JUSTIFIED TAB STOP** for the subheadings and, in Microsoft Word, move the **HANGING INDENT** marker for the responses. In Google Docs, move the **LEFT INDENT** marker then move the **FIRST LINE INDENT** marker back to 0.

2   For the paragraphs in Microsoft Word, move both the **LEFT INDENT** and **FIRST LINE INDENT** markers to the position where you want the left edges to start (in line with the responses). In Google Docs, move both the **LEFT INDENT** marker and **FIRST LINE INDENT** marker to the position where you want the left edges to start.

3   The company name should be centred, set to bold and the font size increased.

4   The address should be centred and the same font size as the rest of the document.

5   The subheadings **Date:**, **To:**, etc. need to be set to bold.

Sam's Pizza Palace
180 Gibson Street, Canterbury, NSW, 2193

Date: 14 October 2017

To: Sam Alterini
Title: Manager/Owner

From: Ronald O'Reilly
Title: Pizza Maker

Subject: The advertised position of waiter

I would like to apply for the recently advertised waiter position.

I have been making pizzas for you for seven years. This has given me extensive knowledge of our product line. I believe that I am well presented and I think it is time I had more contact with the public.

Could an interview be arranged at your convenience? Thank you for your consideration.

---

6   Once complete, save the document, spell check it then carefully proofread it.

7   Make the corrections to the document, resave it and print a copy or share your work electronically.

3.11 **Bulleted and numbered lists**

An application of hanging indents is the use of bulleted or numbered lists. Most modern word processing programs have automated the process of creating these types of lists.

Word processing exercise 9

Bulleted and numbered lists

1   Enter the following text, pressing the `<Enter>` key where indicated:

Skills practised
· Using bullets
· Formatting bullets
· Numbered lists

COOKING TIPS   <enter>
                                                                                           <enter>
Here are a few cooking tips that may be worth referring to when preparing the
recipes in this book: <enter>
                                                                                           <enter>
Always try to cook vegetables by steaming. If you do not have a steamer,
wrap the vegetable in foil and cook it in an oven   <enter>
                                                                                           <enter>
Always clean vegetables before cooking. A nailbrush can be
useful to clean vegetables that do not need the skin removed. <enter>
                                                                                           <enter>
Try not to over-cook food. A cooked vegetable should be firm,
not hard or soft. A fish is cooked when its flesh is white and
fine and can be broken easily.   <enter>

2   Highlight the text from 'Always try to cook vegetables by steaming' to the end of the document.

3   Set the text to a bullet using the **BULLETED LIST** icon from the **HOME** tab or toolbar and the hanging indent should be automatically set.

4   Highlight the three bulleted points and change the format of the bullet to another symbol, such as a tick, using the **BULLETED LIST**. Refer to the diagram below as an example.

COOKING TIPS

Here are a few cooking tips that may be worth referring to when preparing the recipes in this book:

✔   Always try to cook vegetables by steaming. If you do not have a steamer, wrap the vegetable in foil and cook it in an oven.

✔   Always clean vegetables before cooking. A nailbrush can be useful to clean vegetables that do not need the skin removed.

✔   Try not to over-cook food. A cooked vegetable should be firm not hard or soft. A fish is cooked when its flesh is white and fine and can be broken easily.

5 Highlight the three bulleted points and change the text to a numbered list using the **NUMBERED LIST** icon in the ribbon or toolbar. For example:

COOKING TIPS

Here are a few cooking tips that may be worth referring to when preparing the recipes in this book:

1   Always try to cook vegetables by steaming. If you do not have a steamer, wrap the vegetable in foil and cook it in an oven.

2   Always clean vegetables before cooking. A nailbrush can be useful to clean vegetables that do not need the skin removed.

3   Try not to over-cook food. A cooked vegetable should be firm not hard or soft. A fish is cooked when its flesh is white and fine and can be broken easily.

6 Save the document and print a copy or share your work electronically.

3.12 **Leader characters**

Leader characters fill the space before tab stops with dots, dashes or underlines. They are a neat way of underlining tables or aligning numbers to text in a contents page.

Word processing exercise 10

Leader characters

Create the contents page for a cookbook shown on the following page.

1 Enter the text without formatting it.

2 For the contents set a **RIGHT JUSTIFIED TAB STOP** at the right of the Ruler.

3 In Microsoft Word, double click on the tab stop in the Ruler and, in the **TABS** dialogue box, click on the tab position, set the tab stop to have a dotted leader character and select **OK**. Google Docs does not have leader characters, but you can enter the dots manually up to the tab stop.

Note: The **RIGHT JUSTIFIED TAB STOP** ensures that the right edges of the page numbers are in line.
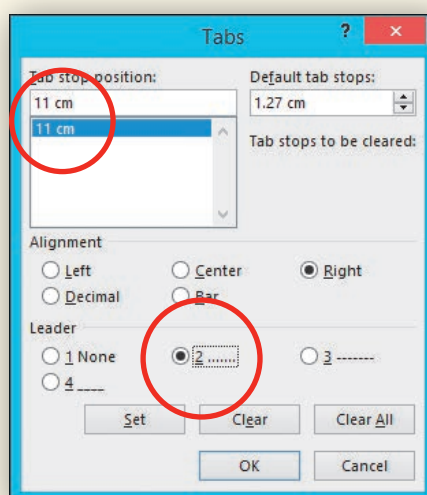
Skills practised
• Right-aligned tab stops
• Leader characters

4   Once all the text has been entered, format the headings.

GRAN'S FAVOURITES

CONTENTS

5   Save the document, print preview it and check over it.
6   Resave the document and print a final copy or share your work electronically.

3.13 **Using tabs within a letter**

To practise the use of tab stops and indents you will produce the business letter shown on the next page. You will need to use the Ruler carefully.

Word processing exercise 11

Using tabs within a letter

1   Enter the text of the letter without any formatting.
2   For the first table set three **CENTRE JUSTIFIED TAB STOPS** for the headings.
3   For the fees in the table set a **LEFT JUSTIFIED TAB STOP**. For the values set two **DECIMAL TAB STOPS** or **RIGHT JUSTIFIED TAB STOPS** if you are using Google Docs.
4   For the membership application form set a **LEFT JUSTIFIED TAB STOP** at the right of the Ruler and set this tab stop to have a leader character. If you are using Google Docs, enter the dashes and dots manually, without brackets.
5   As extra sections are needed in the application form, set more left justified tab stops and set them to have a leader character.
6   Spell check the document, print a copy, proofread the document and make any adjustments.
7   Print a final copy or share your work electronically.

Skills practised
- Tab stops
- Decimal tab stops
- Leader characters
- Indents

MANICURE GOLF CLUB

35 Green Grass Road, Sandringham Vic 3191

<Today's date>

Mr Anthony Mercuri
24 Austin Crescent
Frankston Vic 3199

Dear Mr Mercuri

Thank you for your inquiry about joining the Manicure Golf Club. We believe the club is one of the finest in the area and we certainly welcome new members. Our rates are listed in the following table:

Fee	Normal Rate	Pensioner Rate
Joining fee	$1050.00	$535.00
Yearly membership	$825.00	$295.00
Associate membership	$525.00	$95.00

Please detach and complete the membership application form at the bottom of this letter and send it to the club president.

Yours faithfully
Peter McLean
Secretary

MEMBERSHIP APPLICATION FORM

Surname Ms/Mrs/Miss/Mr ....

Given Names...

Home ....

....Postcode ....

Telephone: Business (..........) ....Home (.........) ....

Nominated by...

3.14 **Using tables**

The Tables feature of a word processing program allows you to quickly enter items in columns and rows without the need to insert numerous tab stops. The table is basically an abbreviated spreadsheet that can be inserted anywhere in the document.

Word processing exercise 12

Using tables

1 Start a new blank document and insert a 2 x 4 table (two columns by four rows) using the **TABLE** icon in the **INSERT** tab of the ribbon or the **TABLE** option from the **INSERT** menu.

2 Highlight the two cells in **ROW 1** and merge them into one cell using the **MERGE CELLS** icon in the **LAYOUT** tab of the ribbon or **MERGE CELLS** from the **TABLE** menu.

3 Enter the text shown below into the appropriate cells and format it.

4 Highlight the text in the top row and apply a fill colour to it using the **SHADE** icon in the mini-toolbar or the **BACKGROUND COLOUR** icon in the toolbar.

5 Highlight the labels in the left column and set them to the same colour as the top cell shading then right align them.

6 In Microsoft Word, highlight all the cells and use the **BORDERS** icon in the **DESIGN** tab of the ribbon to select **NO BORDER** to turn the borders off, then select **OUTLINE** to just display a border around the outside of the table.

In Google Docs you cannot remove just some of the borders from cells, but you can display very light borders. Highlight all the cells and use the **BORDER COLOUR** icon in the toolbar to select a light shade of the same colour as the top cell. You can also use the **BORDER WIDTH** icon to set the border to .5 pt.

Skills practised
- Inserting a table
- Shading cells
- Adjusting borders
- Text alignments

SeaView High School	
Term 3 Dance	
Date:	Thursday, 30 August, 2018
Time:	7:30 pm to 10:30 pm
Venue:	Centenary Hall
455 Fisherman's Bend Road
Hervey Bay, Qld, 4655

7 Save the table under an appropriate name, check over the document and print a copy or share your document electronically.

Note: In Microsoft Word you might like to try some of the provided **TABLE STYLES** in the **DESIGN** section of the ribbon.

3.15 More detailed tables

When detailed tables are required in a document it is more appropriate to use the Tables feature if the software provides it, rather than setting tab stops.

Word processing exercise 13

More detailed tables

1 Create the business letter shown on the following page, leaving a space for the table after the second paragraph.

2 You can create a logo for the company using WordArt or by setting the text to a text style.

3 Click on a blank line after the second paragraph and insert a 5 x 7 table (five columns by seven rows) using the **TABLE** icon in the **INSERT** tab of the ribbon or the **TABLE** option from the **INSERT** menu.

4 Enter the text and values into the table and format them appropriately.

5 Highlight the text in the top and bottom rows in turn and apply a light background colour using the **SHADING** icon in the mini-toolbar or the **BACKGROUND COLOUR** icon in the toolbar.

6 In Microsoft Word, formulas can be used to calculate the totals for each year. Click in the **TOTALS** cell for 2014 and click on the **FORMULA** icon in the **LAYOUT** tab of the ribbon. Leave **SUM(ABOVE)** selected in the formula box and select **OK**.

7 Repeat step 6 for the other years. You can click in each cell in turn and press `<Ctrl+Y>` or `<Command+Y>` to repeat the formula.

   Note: Some versions of Microsoft Word may not recognise the blank cell below the Year as the cut-off point and add the year as well as the prices. Check that the totals are correct; they are displayed in the next point. If they are not, you can enter them manually.

8 In Google Docs, formulas cannot be entered into tables, so enter the following values in the **TOTALS** cells: $78,034, $81,905, $87,489, $90,042.

9 Once the letter is complete, save it, spell check it and proofread it. Once corrections have been made, print a final copy or share your work electronically.

Skills practised
- Inserting a table
- Shading cells
- Text alignments
- Entering formulas
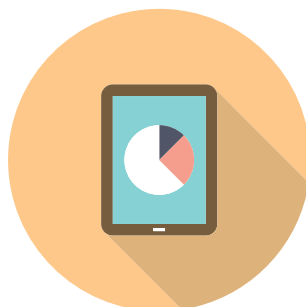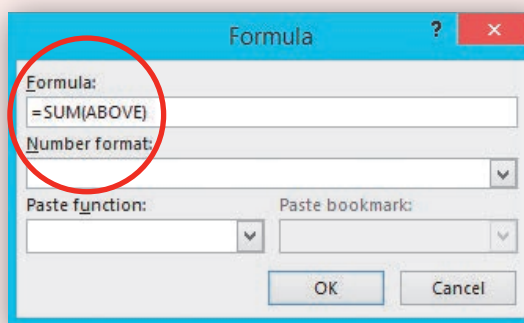
Easy Money Fundraising

5 March 2018

The Fundraising Manager
Stevenson High School
Stevenson Street
Seven Hills, NSW, 2147

Dear Sir/Madam

Thank you for your inquiry regarding fundraising options we can offer to your organisation.

Easy Money Fundraising has a range of successful programs that you could use in your school. Successful marketing and well-known brand names back each of the programs. These two factors ensure large sales. The programs are also supported by our administration team, which means a minimum of effort on your part.

|	2014	2015	2016	2017
Programs				
Chocolate Box	$35,257	$37,895	$39,856	$38,546
Lamingtons	$10,965	$9,568	$11,258	$10,253
Hot Cross Buns	$8,656	$8,597	$8,521	$8,658
The Lolly Shop	$23,156	$25,845	$27,854	$32,585
Totals				

The Chocolate Box and The Lolly Shop are by far the most popular. More information on each of the programs is included in the attached flyer. For any further information you require please contact Annabelle on 03 9876 5432 during office hours.

Yours sincerely

Rose Royale
Marketing Director

3.16 Page formats

Formatting pages involves such things as setting the page into columns or adding headers and footers. Pages can be set to display text in multiple columns. The text flows down the first column then down the second column, etc. At the top of each page there is a section set aside for a header. Text or graphics set in the header section are displayed at the top of each page. At the bottom of each page there is a section set aside for a footer. Text or graphics set in the footer section are displayed at the bottom of each page.

Page Header

Page Body (which can be set to columns)
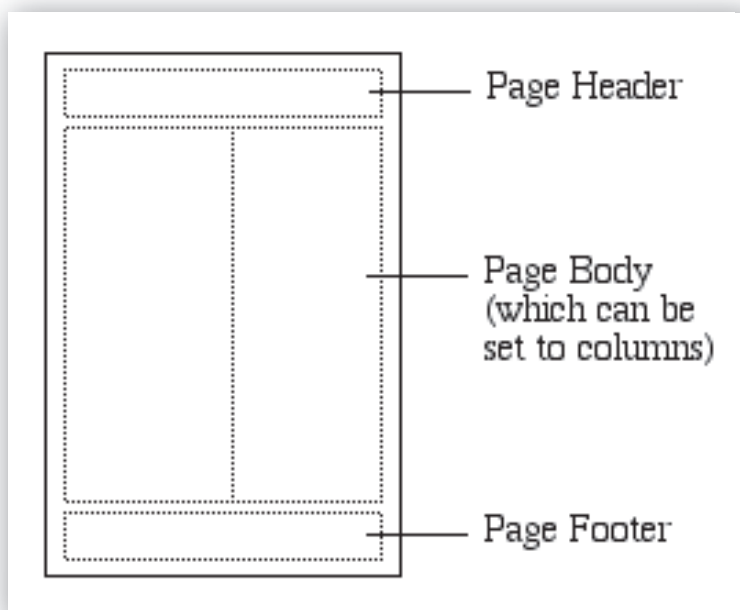
Page Footer

Word processing exercise 14

Page formats

Create the newsletter shown on the next page. The text articles can be loaded from the Practice IT Book 1 (PIT1) Support Files. You will need to enter the header and footer text.

Skills practised
- Formatting text
- Inserting columns
- Using headers and footers

1 Load the Exercise 14 text from the PIT1 Support Files.

2 In Microsoft Word, format the text into two columns. There is a **COLUMNS** icon in the **PAGE LAYOUT** tab of the ribbon. Highlight the text and justify it. If you are using Google Docs, you will need to insert a two-column, one-row table. You can then set the border width of the table to 0 using the **BORDER WIDTH** icon in the toolbar.

3 Add a header and footer. There are **HEADER** and **FOOTER** options in the **INSERT** tab or **INSERT** menu. Text is formatted in the header and footer in the same way as other text.

4 In Microsoft Word, you need to click on the **CLOSE HEADER AND FOOTER** icon in the **DESIGN** tab to close the header and footer view.

In Google Docs, simply click back on the document text to close the header and footer panes.

5 Save the document then spell check the document and carefully proofread it.

6 Make the corrections to the document, resave it and print a copy or share your work electronically.

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BUNBURY LIBRARY GAZETTE

Volume 2 ← Header → June, 2017

Your Community Library

As part of the Free Public Library Service, your Lismore Community Library welcomes you to avail yourself of its facilities. Membership is FREE and it costs nothing to borrow a book. To enrol simply complete an application form and provide proof of address, and you will be given a Free Membership Card. This card can be used to borrow books from any of the Regional Library branches. There is no limit to the number of books you can borrow, but we do ask that you borrow no more than two books on the same subject. Up to four magazines may be borrowed. Online facilities are also available

Finding a Good Book

The Lismore Library is fully automated with three public access terminals providing speedy access to books and periodicals, either by title, author or subject. The catalogue is on line to the other regional libraries so, if the book is not available at Lismore, it can be reserved from the other regional branches. If you have a fear of technology, the old card catalogue system still remains. Help is always available from the librarians simply by asking at the Advisor's Desk.

Share Your Reading

The Lismore Book Club has operated for over a year now and its membership has been steadily growing. New members are most welcome – it is open to anyone who wishes to participate. Meetings are held once a month with members expected to provide a book review of a book they have read that month. As well, discussions about topical books are conducted, reading strategies arranged and suggestions about future reading made. The aim of the club is to encourage people to read more and to share their experiences. If you would like to join the growing band of avid readers, please contact the Library staff.

Myth, Legend or Fact?

The Loch Ness Monster has fascinated people for centuries. Sightings and photographs have constantly surfaced, yet no-one has convinced the sceptics of the monster's existence. At last there is a book that says it has the answers. It's called The Truth About Lochy by Arthur Robinson. We won't spoil your curiosity by telling you what conclusions the author has made – let's just say you will be pleasantly surprised.

The Bunbury Community Library
Kresta Road, Bunbury, WA, 6231 ← Footer

3.17 **Inserting graphics**

Media such as pictures, photographs or video clips can be added to documents. This can enhance the appearance of the document. The program may have its own Clip Art library of sketches or your school may have a library of graphics that you can use in your documents.

To illustrate the use of graphics, you will produce the flyer for Emma's Jazz Café shown below. If you haven't used the Drawing Tools before, your teacher may wish you to work through Module 4: Drawing tools before starting this activity.

Word processing exercise 15

Inserting graphics

1   Enter the text shown below and format it. You can use **WORDART** for the main heading or set the text to **SHADOW** and **OUTLINE**.

2   The Clip Art sketch will need to be inserted from your school's graphics library or from the internet. Click on the **PICTURE** icon in the **INSERT** tab or select **IMAGE** from the **INSERT** Menu and locate a music image.

3   Adjust the size of the image by dragging its handles and use the **WRAP TEXT** icon or option to set the position of the image.

Skills practised
· Inserting images
· Adjusting images
· Formatting images

Grand Opening

Jazz Café

A new, modern cafe in the heart of Randwick offering a wide selection of meals at reasonable prices, romantic settings with a live jazz band playing each night.

Bookings for clubs and groups available.

Emma's Jazz Cafe
24 Morris Street, Randwick, 2031
For information call 02 79812907

4   Save the document, spell check it then carefully proofread it.

5   Make the corrections to the document, resave it and print a copy or share your work electronically.

3.18 **Multiple-page documents**

When headers and footers are used in a document you often don't want them displayed on the first page. This page might be a title page that introduces the document.

Headers and footers can be turned off completely, or from just the first page of a document. To illustrate this you will create a two-page recipe shown below and on the next page. The first page will be a title page with a graphic. The recipe itself is on the next page. It will require the use of hanging indents and a header.

Word processing exercise 16

Multiple-page documents

1 Enter the text for the title (or first) page and format it.

2 Insert an appropriate graphic on the title page, resize the image, set its text wrapping and add a page border to the page.

3 Insert a page break and enter the recipe. There is a **PAGE BREAK** icon in the **INSERT** tab or in the **INSERT** menu.

4 Open the **HEADER** section and enter the title of the recipe ('Continental Cheese Cake'). The **HEADER** option is in the **INSERT** tab or **INSERT** menu.

5 Set the document so that the headers and footers are not displayed on the title page. (There is a **DIFFERENT FIRST PAGE** icon in the **HEADER AND FOOTER** tab in Microsoft Word or under the header in Google Docs.)

Skills practised
- Inserting images
- Formatting images
- Using page borders
- Creating a title page
- Inserting page breaks
- Inserting footnotes

6 Close the **HEADER** section or click back in the page.

7 Enter the recipe shown on the next page without the footnote numbers or footnote text. Use tab stops to align the ingredients and use a numbered list for the points of the method.

8 Set the cursor just after 50 g and insert a footnote by selecting **FOOTNOTE** from the **REFERENCES** tab or **INSERT** menu and enter 50 g = 2 oz.

9 Repeat step 8 for 300 ml and 180°C to enter 300 ml = 05 pt and 180°C = 350°F.

Note: The degree symbol can be entered by pressing `<Shift+Alt+8>` or `<Shift+Option+8>`.

10 The following footnotes to the recipe should be displayed at the bottom of a page:

[1] 50 g = 2 oz

[2] 300 ml = 0.5 pt

[3] 180°C = 350°F

11 Spell check the document, print a copy, proofread it and make any adjustments.

12 Print a final copy of your two pages or share your work electronically.

CONTINENTAL CHEESE CAKE

Ingredients (Metric Measurements)

Base

50 g[1] caster sugar
50 g self-raising flour
50 g margarine

15 g baking powder
1 egg

Filling

500 g cream cheese
300 ml[2] double cream
75 g margarine
50 g caster sugar

50 g plain flour
1 egg
1 lemon, juice and rind
50 g sultanas

Method

1   In a large bowl mix together all the ingredients for the base. Spread on the base of a greased 23 cm tin.

2   Work the cream cheese until smooth, add in the cream and beat together.

3   Cream the margarine, sugar and lemon rind together in another bowl until smooth. Gradually add the flour, lemon juice and rind, egg and sultanas.

4   Fold in the cheese and cream mixture and mix until smooth.

5   Pour on top of the base mixture in the tin. Bake at 180°C[3] for 1¼ to 1½ hours. Allow to cool. Remove the tin and chill.

---

[1] 50g = 2 oz
[2] 300 ml = 0.5 pt
[3] 180°C = 350°F

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W O R D   P R O C E S S I N G   P R O J E C T

You are the manager of Emma's Jazz Café, which specialises in fine seafood served to fine music. Up until now, a local printing company has produced the menus. The problem is that the menus are constantly changing due to the seasonal availability of certain foods, resulting in the cost of constantly updating the menus becoming too high.
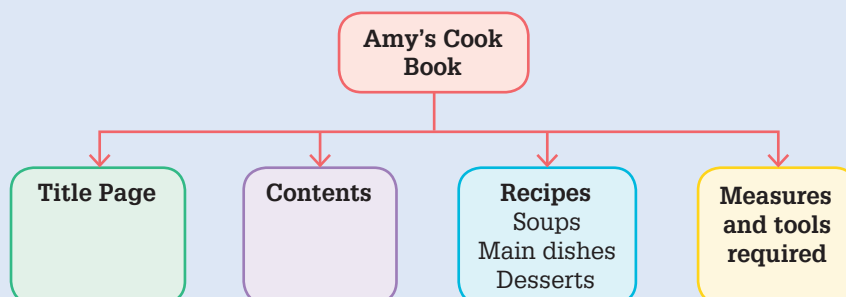
You have decided to produce the menus within the café and update them as required. You need the first menu created. The text can be downloaded from the PIT1 Support Files on *Cambridge GO* or with your teacher's approval you can collect your own menu items. The file is called: WP Project Text. The menu will need to be two pages, which can be printed back to back then placed on tables. It will be up to you to find appropriate graphics from Clip Art and decide on the appropriate format for the data.
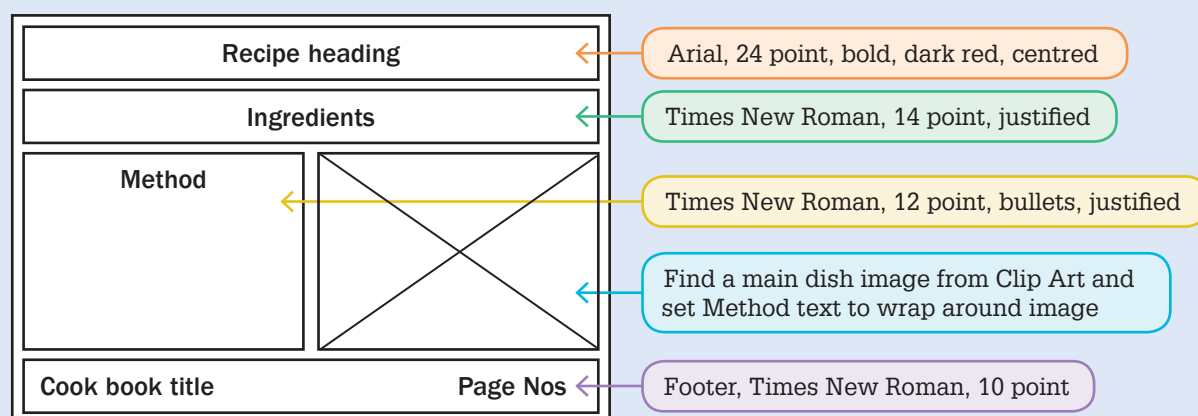
Collecting the data

Plan the format your publication will take (newsletter, flyer and number of columns, etc.) and work out what graphics you will need to collect (check the Clip Art). If you are including your own menu, you will need to collect the items for it.

Defining the solution

> Draw thumbnail sketches for each page of your publication. Include what fonts and styles you are going to use, columns, tab types and where the graphics will be placed, etc. The following diagrams show examples of the planning you should do.

> If there are differently formatted pages in your document, draw a Structure Diagram to indicate the different pages. For example, for a cookbook:

```
                    ┌──────────────┐
                    │ Amy's Cook   │
                    │    Book      │
                    └──────────────┘
        ┌──────────────┬──────────────┬──────────────┐
  ┌───────────┐ ┌───────────┐ ┌───────────┐ ┌───────────┐
  │ Title Page│ │ Contents  │ │  Recipes  │ │ Measures  │
  │           │ │           │ │   Soups   │ │ and tools │
  │           │ │           │ │Main dishes│ │ required  │
  │           │ │           │ │ Desserts  │ │           │
  └───────────┘ └───────────┘ └───────────┘ └───────────┘
```

> Draw a detailed layout (or mock-up) diagram to show how each different page will look. The diagram should include the format of the text – headings, subheadings and text body, any images to be inserted or drawing tools to be used. Refer to the following.

Recipe heading	← Arial, 24 point, bold, dark red, centred
Ingredients	← Times New Roman, 14 point, justified
Method	← Times New Roman, 12 point, bullets, justified
	← Find a main dish image from Clip Art and set Method text to wrap around image
Cook book title Page Nos	← Footer, Times New Roman, 10 point

Implementing

Use your word processing skills to produce the solution and print a copy of it.

Evaluating, collaborating and managing

1 Ask other people to look at your publication and give you feedback on the quality and accuracy of your publication. Describe what was said and the changes you made to your document because of their comments.

2 How will your solution make the operation of Emma's Jazz Café easier in the future?

📋 Project data: café data

Café details

Emma's Jazz Café

A restaurant of fine seafood served to fine music. Only organic ingredients are used.

Open 7:00 a.m. to 11:00 p.m. 7 days
23 Sturt Street, Walkerville, SA, 5081
Phone (08) 8317 9007
Fax (08) 8317 9008
Email orders@emmas.com.au
Web www.emmas.com.au

Menu details

Appetisers

Seafood and Avocado Cocktail $5.25
Avocado overflowing with deep sea scallops and green prawns.
Sardines in a Crust $5.95
Deliciously crisp served with lemon wedges.
Calamari $7.80
Deep fried to perfection with a zesty Italian sauce.
Oysters Rockefeller $8.30
Half a dozen oysters topped with traditional spinach sauce.
Crab in Parsley Crepes $6.75
Lightly curried and generously filled.
Mushroom Mousse $4.30
Gently pureed with walnuts and lemon.

Salads and Soups

Roman Salad $3.00
A blend of romaine lettuce, seasoned croutons, anchovies, eggs and grated parmesan.
Crunchy Spinach Salad $2.55
Fresh young spinach leaves topped with avocado and black olives.
Seafood Salad $10.50
A light and easy meal of prawns, crab, scallops and your favourite dressing. Ideally served with white wine.
Onion Soup with Beef and Cheese $2.65
Our own version of French onion soup topped with a generous sprinkling of grated parmesan.
Fishmonger's Special $2.95
Clam chowder served light yet creamy with the added piquancy of white wine.

Main Courses

Gratin of Fish of the Day with Sauces $9.55

Fillets gently broiled and served with a combination of béchamel and fresh tomato sauce.

Trout of the Jura $11.50

Whole trout poached in a Jura Rosé. Ideally served with a fine red wine.

Prawns on a Golden Base $13.75

Green prawns sautéed in ginger, garlic and lemon juice served on a bed of pawpaw.

Scallops with Mushrooms $11.65

Sautéed in butter, garlic and parsley, served in a pair of coquille shells. Ideally served with the House white wine.

Lobster with Herb Butter $19.45

Whole lobster baked in butter and fresh herbs and served with a squeeze of lemon.

Desserts

Creme Caramel $5.00

Homemade caramel custard.

Mousse au Chocolat $5.00

The House chocolate mousse.

Profiteroles $6.00

Two puffed pastries, stuffed with Amy's ice-cream and topped with a warm chocolate sauce.

Drinks

Coffee $1.50

Espresso $2.00

Cappuccino $2.50

Hot Tea $2.00