

St Aidan's Computer Literacy Course.

Task 6

PARAGRAPH FORMAT

What's this task for?

This task is intended to allow you practice the skills required to

1) Change part of your document by introducing:--Justification, centering, right alignment, left alignment and indents.

1) Load Microsoft Word.

2) Load the document saved in the last session.

Justifying:  
Text normally is straight along its left edge but ragged along the right edge (look at the document you have on screen). Justifying is straightening the right edge.

3) Justifying text

- a) Position the cursor anywhere in the first paragraph.
- b) Press <F10> to select the paragraph.
- c) Hold down the <Alt> key and press <j> for justify.

4) Centering text

- a) Select your name at the top of the document by moving the cursor to the first letter of your name. This is two words so we must press <F6> first to extend the selection. Then press <F8> twice to select your full name.
- b) Hold down <Alt> and press <C> for Centre.

5) Right aligning text

- a) Select *Computers in schools and colleges*, at the top of your document.
- b) Move the cursor to the C of *Computers*. Press <F9> to select a sentence.
- c) Hold down <Alt> and press <R> for right alignment.

6) Double line spacing

- a) Select the first paragraph.
- b) Hold down <Alt> and press <2> for 2-line space.

7) Removing paragraph formats

- a) Select the entire document by holding <Shift> and pressing <F10>.
- b) Hold down <Alt> and press <P> to remove all paragraph formats.

8) Reformat the document as below:

*Right aligned  
centered* Name Name. *Double underline, Bold*  
DATE  
Computers in Schools and Colleges. *Small Caps, Bold, Italics.*

The teaching of computers has changed *//italics* considerably in the past few years. Five years ago many secondary schools and colleges were using home computers to teach programming, mainly in the Basic language, to *//bold* their students.

Both the machines and subjects being taught *//underline* have changed to a large extent. Instead of machine with 64k memory and cassette players for data storage many schools are using business machine with up to 1MB (1000k) memory and harddisks for storage.

The types of uses computers are put to now are different also. In bygone times Basic *//bold* programming was the main attraction in schools. Nowadays students are more likely to be learning word processing on an industry *//italics* standard word processing package or doing financial planning using a spreadsheet or data *//italics* processing using a database, like Dataease. *//italics* Some more progressive schools have even gone into desk top publishing and computer aided *//italics* drafting.

*justify the document and give 2-line spacing.*

9) Read carefully what you have entered. Correct any errors by using the direction keys on the numeric keypad to move around your text and using the Backspace (<-->) key to remove errors.

10) Save the document:

If you can't remember how look up Task 1.

11) Print the document:

If you can't remember how look up Task 1.

12) Quit word.

If you can't remember how look up Task 1.

13) Quit the menu system to finish.

If you can't remember how look up Task 1.

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Task 7

What's this task for?

This task is intended to allow you practice the skills of formatting that you have learned in the past few lessons.

- 1) Load Microsoft Word.
- 2) Enter the following text formatting it as directed:

Ref. TR/24  
Date

*Italics* { Mr John Murphy  
24 Glendun Avenue  
Raheny  
Dublin 5

Dear Sir,

Thank you for your enquiry of yesterday's date.

We can offer you the following policies which might suit your requirements.

*underline*  
*Italics* **Life Assurance:** The Society undertakes to pay the full amount assured (less any arrears of contributions) on the death of the person named in the policy, plus any bonuses that have accrued. The person taking out the policy must have an insurable interest in the person assured. Premiums are paid monthly, usually by direct debit. *underline*

*underline*  
*italics* **Endowment Assurance:** The society undertakes to pay the full amount assured (less arrears) at the end of *bold* the term - usually ten, fifteen, twenty or twenty-five years - or on the death of the person assured, whichever event occurs first.

*underline*  
*italics* **Annuities:** The society has recently introduced a most valuable series of schemes whereby persons may pay money in and be assured of substantial annuities payable at the age of sixty or sixty-five.

The premiums payable depend, of course, on the circumstances - age, state of health, etc. - and the enclosed booklet will be of assistance to you in calculating these premiums.

If you wish to contact me, I am sure we could come to a satisfactory arrangement.

Yours faithfully,

*Bold* ROYAL IRISH INSURANCE COMPANY

JOHN MURPHY (Branch Manager)

*justify the document.*

- 3) Read carefully what you have entered. Correct any errors by using the direction keys on the numeric keypad to move around your text and using the Backspace (<-- ) key to remove errors.
- 4) Save the document:  
If you can't remember how look up Task 1.
- 5) Print the document:  
If you can't remember how look up Task 1.
- 6) Quit word.  
If you can't remember how look up Task 1.
- 7) Quit the menu system to finish.  
If you can't remember how look up Task 1.

Mr John Murphy  
24 Glendun Avenue  
Raheny  
Dublin 5

*John*

Dear Sir,  
Thank you for your enquiry of yesterday's date.  
We can offer you the following policies which might suit your requirements.

Life Assurance: The Society undertakes to pay the full amount assured (less any arrears of contributions) on the death of the person named in the policy, plus any bonuses that have accrued. The person taking out the policy must have an insurable interest in the person assured. Premiums are paid monthly, usually by direct debit.

*under line*  
*bold*

Endowment Assurance: The Society undertakes to pay the full amount assured (less arrears) at the end of the term - usually ten, fifteen, twenty or twenty-five years - or on the death of the person assured, whichever event occurs first.

*under line*  
*bold*

Annuities: The Society has recently introduced a most valuable series of schemes whereby persons may pay money in and be assured of substantial annuities payable at the age of sixty or sixty-five.

*under line*  
*bold*

The premiums payable depend, of course, on the circumstances - age, state of health, etc. - and the enclosed booklet will be of assistance to you in calculating these premiums.

If you wish to contact me or if we could come to a satisfactory arrangement, please let me know.

Yours faithfully,

JOHN MURPHY (Branch Manager)  
ROYAL IRISH INSURANCE COMPANY

*bold*

*John Murphy*

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Multiplan Task 2

What's this task for?

This task is intended to allow you practise the skills required to

- 1) load a spreadsheet package
- 2) Input information,
- 3) Save and print spreadsheets.

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1) How to load Multiplan:

- a) Log onto the system using your name and password.
- b) Select Business Applications from the main menu.
- c) Select Run Multiplan from the word processors submenu.

Note: Information entered into spreadsheets is of two main types

a) Values, these are items which can have calculations performed on them e.g. most ordinary numbers, formulas, and functions like sum, average etc.

b) Alphabetic, these are items which cannot have calculations performed on them e.g. words and some numbers like telephone numbers.

2) To enter alphabetic into a cell:

- a) position the cursor in the cell
  - b) press <A> to select alpha
  - c) type the text onto the command line
  - d) press <enter>
- \*\* the text appears in the correct cell and the main menu reappears.

e.g Enter the months Jan to June in cells R2C2 to R2 C7

- a) position the cursor in R2C2
- b) press <A> to enter the alpha command
- c) type Jan on the command line
- d) press <Enter>

\*\* The text appears in the correct cell

Repeat this for months Feb to June entering them into cells R2C3 to R2C7.

3) Enter the the following alphabetic:

- Income into R3C1  
Expenditure into R4C1  
Profit into R5C1

- 4) To enter values into a cell:
- position the cursor in the cell
  - press <V> to select value
  - type the number onto the command line
  - press <enter>.
- \*\* the number appears in the correct cell and the main menu reappears.
- e.g Enter the income for Jan to June in cells R2C2 to R2C7
- position the cursor in R3C2
  - press <V> to enter the value command
  - type 1200 on the command line
  - press <Enter>
- \*\* The number appears in the correct cell

Repeat this entering the following values for the income for months Feb to June into cells R3C3 to R3C7.

1300 into R3C3

1400 into R3C4

1250 into R3C5

1375 into R3C6

1425 into R3C7

- 5) Read carefully what you have entered. Correct any errors by using the direction keys on the numeric keypad to move around your spreadsheet and re-entering anything you made mistakes with. The correction will replace the errors.
- 6) How to save the spreadsheet:
- Press <esc> to enter command mode.
  - Press <T> for transfer to enter the transfer sub-menu
  - Press <S> for save to select the save command.
  - Type your initials followed by the number 1 as a file name followed by .mp (e.g. John Murphy would name his sheet JM1.mp)
- 7) How to print a document:
- Press <esc> to enter command mode.
  - Press <P> to select the print sub-menu.
  - Press <P> to print.
  - When the full menu re-appears, hold down <Ctrl> and <Alt> and press <Prt Sc> to release the document at the printer.
- 8) How to quit Multiplan:
- Press <esc> to enter command mode.
  - Press <Q> to quit.
  - If "Press Y to confirm." appears on the command line then press <Y>.
  - When "Press any key to continue" appears at the bottom of the screen then press any key, this will take you back into the menu system.
  - Select Quit the menu system to finish.

- 4) To enter values into a cell:
- position the cursor in the cell
  - press <V> to select value
  - type the number onto the command line
  - press <enter>.
- \*\* the number appears in the correct cell and the main menu reappears.
- e.g Enter the income for Jan to June in cells R2C2 to R2C7
- position the cursor in R3C2
  - press <V> to enter the value command
  - type 1200 on the command line
  - press <Enter>
- \*\* The number appears in the correct cell

Repeat this entering the following values for the income for months Feb to June into cells R3C3 to R3C7.

1300 into R3C3  
1400 into R3C4  
1250 into R3C5  
1375 into R3C6  
1425 into R3C7

- 5) Read carefully what you have entered. Correct any errors by using the direction keys on the numeric keypad to move around your spreadsheet and re-entering anything you made mistakes with. The correction will replace the errors.
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