## PARAGRAPH FORMAT

.brow Jino (SI

their students.

What's this task for? Telled has alonged in eneducing

This task is intended to allow you practice the skills required to Change part of your document by introducing: -Justification, centering, right alignment, left alignment and indents. were using -----puters

programming, mainly in the Basic language, to # bold Load Microsoft Word. 1)

2) Load the document saved in the last session.

have changed to a large extent. Instead of machine with 64pnivitzuUnd cassette players

Text normally is straight along it's left edge but ragged along the right edge (look at the document you have on screen). Justifying is straightening the right edge. The types of uses computers are put

3) ModJustifying text enough al .osla inerelit

a) Position the cursor anywhere in the first paragraph.

b) Press (F10) to select thr paragraph.

financial planning using a spreadsheet or data // .take

c) \ Hold down the \Alt> key and press \ j > for justify. standard word processing package or doing.

4) Centering textx: . sasdafab a palau palasson

- 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
  - Hold down <Alt> and press <C> for Centre. b)

using the direction keys on the number pringila thing and one

Correct any errors b

Select Computers in schools and colleges, at the top of your document. 10) Save the document:

Read carefully what you have entered.

- Move the cursor to the C of Computers. Press (F9) to b) select a sentence.
- Hold down <Alt> and press <R> for right alignment. C) If you can't remember how look up Task

6) Double line spacing

> a) Select the first paragraph.

Hold down (Alt) and press (2) for 2-line space.

Removing paragraph formats all of metays unem editing 7)

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

8) Reformat the document as below:

Name Name. Double under line, Bold

Right alignus

Computers in Schools and Colleges. Small Caps, Bold, Italics.

The teaching of computers has changed //italius 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 //undexlunce have changed to a large extent. Instead of machine with 64k memory and cassette players for data storage many schools are susing 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 <a href="Basic | bold">Basic | bold</a>
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 to 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.</p>
  - 10) Save the document:

    15 You can't remember how look up Task 1.
  - 11) Print the document: The same book of A work with If you can't remember how look up Task 1.
  - 12) Quit word.

    If you can't remember how look up Task 1 web high
  - 13) Quit the menu system to finish and desperate privated of If you can't remember how look up Task 1.

Hold down (Alt & and press (P) to remove all panagraph

What's this task for? \_\_\_\_\_ bere Task 7 \_ uov jedw viluteres been

This task is intended to allow you practice the skills of formatting that you have learned in the past few lessons. In amount and avail If you can't remember how INA up Task I

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

Quit the menu system to finish.

5) Print the document:

- 1) Load Microsoft Word.
- If you can't remember how look un Enter the following text formatting it as directed: 2)

Ref. TR/24 Date

Mr John Murphy | Lask 1 you look up Task 1 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.

under line Italics

Life Assurance: The Society undertakesto pay the full amount assured (less any arrears of contributions) on bold 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 indealure. debit.

luces line

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

Muden line

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,

ROYAL IRISH INSURANCE COMPANY

JOHN MURPHY (Branch Manager)

justify the document.

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. This task is intended to allow you practice the skills of roumet. That you have [carned in the past tew lessons::that

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

· 3)

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. Yight and all AS

Thank you for your concern or vesterday's date

We can after you the tallowing policies which might

Life Assurance: The Society undertakento pay the Full amount assured (less any arrears of contributions) on the death of the permen named in the policy, plus any bomuses that have accound. The person taking but the policy must have an insurable interest in the person assured. Premiums are paid monthly, usually by direct

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If you wigh to contact me. I am cure we could come to

JOHN MURPHY (Branch Manager)

Ruderline

St Aidan's Computer Literacy Course.

## Multiplan Task 2 Lyon the number onto the command line

What's this task for?

the number speeds in the correct celd and the main This task is intended to allow you practise the skills required to

果果

- 1) Input information, SJSA no secure and not
- Save and print spreadsheets and mathe of war accomtype 1200 on the command line

----///-z- craje3) 25010 the number appears in the correct cell

- 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 calcalations performed on them e.g. most ordinary numbers, formulas, and functions like sum, average etc. Read carefully what you have entered. Correct any errors by

bound b) Alphabetics, these are items which cannot have calcalations performed on them e.g. words and some numbers like telephone with. The correction will replace the errors . redmun

- To enter alphabetics into a:cell:beards and was be woll 2)
  - position the cursorbinathe cells of some season (8 a)
  - ub) m-d press (A) to select alpha alea of the commence of
    - c) type the text onto the command line
- d) type your initials followed by the checked a fibe name
  - \*\* and the text appears ving the acorrect cell and the math menu Com. IML reappears.
  - e.g Enter the months Jan to June in cells R2C2 to R2 C7
  - position the cursor in R2C2 name and a started of Wolf
  - press (A) to enter the alpha dommand and area area (6)
  - type Jan on the command line to a control (d C) c) Frees virte orint.
  - d) press (Enter)
  - (JIA)\*\* The text appears in the correct cell line and market (b

and press shit Scrito release the document at the printer. Repeat this for months Feb to June entering them into cells How to quit Multiplant at Fress escrito enter command mode. R2C3 to R2C7.

e) Select Guit the menu system to finish.

the newar system.

Enter the the following alphabetics: 100 00 000 000 100

c) it these was confirm." appears on 1088 continuence then

Expenditure into R4C1

d) when "Press on key to continue" appelDCR of the Dorden then areas any key, this will take you back into

- 4) To enter values into a cell: uomoo a mabiA 38
  - a) position the cursor in the cell
  - b) press <V> to select value | DM
  - c) type the number onto the command line
  - d) press (enter).
  - \*\* the number appears in the correct cell and the main menu reappears, seld and up would be able to all the correct cell and the main

What's this task for?

- e.g Enter the income for Jan to June in cells R2C2 to R2C7
- a) position the cursor in R3C2 ,noisemachi such (S
- b) press (V) to enter the value command in bos ava?
- c) type 1200 on the command line
- d) 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.

Note: Information entered into ear oldsheets

- c) Select Run Multiplan from the work of COSR offi 0001
- 1400 into R3C4
- 1250 into R3C5
  - a) Values, these are items which can have 6008 office 2701
- bas 1425 into R3C7 dans visarios faca p.s mediao bemiofied.
- 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
  - To enter alphabetics into a: teaches the spreadsheet:
    - a) Press (esc) to enter command mode. edf nollicog . (s
    - b) Press (T) for transfer to enter the transfer sub-menu
    - c) Press (S) for save to select the save command.
  - on Type your initials followed by the name specification and followed by sequences. John Murphyswoodlabels and the specification of the specification of the months of the specific to PCCZ to PCCZ to PCCZ.
  - 7) How to print a document: 35% at measure and molificact to
    - a) Press <esc>btomenter command mode: of <A> asend
    - b) Press <P> to select the print sub-menu. Ast 99vd
    - c) Press <P> to print.
    - d) When the full menusre-appears, hold down (Ctrl) dand (Alt) and press (Prt Sc) to release the document at the printer.

      Repeat this for menths Feb to June entering them into gelis
- 8) How to quit Multiplan:
  - a) Press <esc> to enter command mode.
  - Enter the the following alphabeticating of (D) exery (d
  - c) If "Press Y to confirm." appears on the command Time then press (Y).
  - d) 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.
  - e) Select Quit the menu system to finish.

- 4) To enter values into a cell: womoo a mabiA 38
  - a) position the cursor in the cell
  - b) press <V> to select value | DM
  - c) type the number onto the command line
  - d) press (enter).
  - \*\* the number appears in the correct cell and the main menu reappears. Beliated wow wolfe of beliated to start and

What's this task for?

Note: Information entered into several

performed on them e.g. bast ording

- e.g Enter the income for Jan to June in cells R2C2 to R2C7
- a) position the cursor in R3C2 ,noisemachi sugal (S
- b) press (V) to enter the value command in bus sval
- c) type 1200 on the command line
- d) 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. If the cincome for

- c) Select Run Multiplan area and party of CSCR of in 1300
- 1400 into R3C4
- 1250 into R3C5
  - a) Values, these are flers which who was \$250 aini, 2751
- 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 source spreadsheet and re-entering anything you made mistakes with. The correction will replace the errors
- 6) How to save the spreadsheet:a old solder alphabetics into a spreadsheet:
  - a) Press (esc) to enter command mode and noilizon (a
  - b) Press <T> for transfer to enter the transfer sub-menu
  - c) Press (S) for save to select the save command.
  - d) Type your initials followed by the number 1°35°a file name followed by .mego (e.g. John Murphy would name this seet JM1.mp)

    (qm.1ML

    (
- 7) How to print a document: 15% of meanur add nolileog
  - a) Press (esc) to enter command mode: of (A) 22914
  - b) Press <P> to select the print sub-menu. OF SQV
  - c) Press <P> to print.
  - d) When the full menu re-appears, hold down (Ctrl>dand (Alt) and press (Prt Sc) to release the document at the printer.
- 8) How to quit Multiplan:
  - a) Press <esc> to enter command mode.
  - 3) Enter the the following alphabetesting of (Q) exery (d
  - c) If "Press Y to confirm." appears on the Command Dine then press <Y>.
  - d) 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.
  - e) Select Quit the menu system to finish.