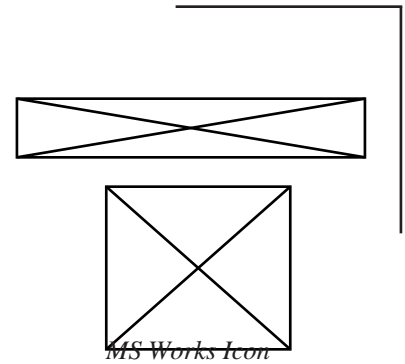


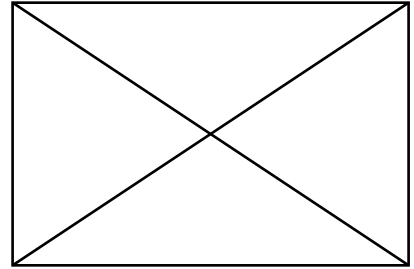
# Word Processing using Microsoft Works 2

## Lesson 1 Text entry and editing.

Run Microsoft Works by double clicking on it's icon.

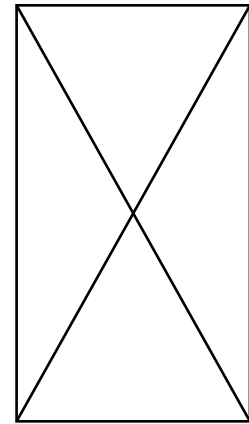


When Works is run the **Open File** dialog appears. This allows you to select an existing file to edit.



However we want to start a new file, here's how it is done.

Using the mouse, move the pointer to the word **File** on the menubar. Click the mouse button and hold it down. Still holding the button drag down to the word **New** and let go.



The **Create New Document** dialog appears.

This allows you to select one of four types of document. At the moment we want a WP document which is already selected, so just click **OK**.

A new blank WP document appears with the insertion point as a flashing vertical line at the top left of the screen.

Type your full name on the top of the screen. Press the return key twice to leave two blank lines.

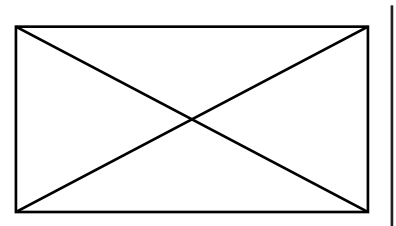
### A few points

There is no need to press return at the ends of lines, the machine will take care of new lines for you. Pressing return is only needed at the ends of paragraphs and short title lines.

Leave a single space between words and after punctuation marks except full stops. Leave two spaces after a full stop.

Do not indent the first line of a paragraph by inserting spaces.

### Text entry



Type the following piece of text remembering to hold down the shift key for capital letters, and to leave two spaces after a fullstop.

Do not worry about errors for the moment they can be corrected later.

*Good presentation is central to any design work. This applies not just to manufactured items but to drawings, records and written reports. Drawings should be presented to be attractive to the viewer. While accurate diagrams will attract the eye, poor layout will take away from them. Any final drawing should be laid out with a border around the edge of the paper. Included on the page should be the title of the drawing, the student's name and the date. Later on the scale, and the type of projection should be included.*

### Correcting errors

Read back over what you have just typed and look for errors.

If you spot an error, use the mouse to move the screen pointer to the character to the right of the error.

Click the mouse button to position the insertion point.

Press the delete key to remove the offending characters.

Type in the correct text. The following text will move out of the way to make room for what you type.

Move on to the next error.

### Saving your work

Move the mouse pointer to the word **File** on the Menu Bar.

Click the button. — A menu appears.

Continuing to hold the button drag the mouse down to the words **Save as...** and let go. — A dialogue box appears.

Type your initials followed by the number one as a file name.

E.G. John Murphy would type **JM1**.

Do not use spaces or punctuation marks in file names.

Click on the word **Save** in the dialogue box.

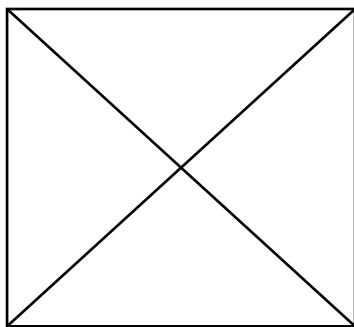
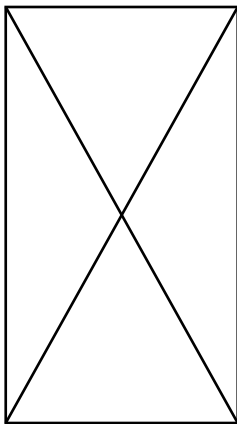
### Quitting from Works.

Click on the word **File** in the Menu Bar.

Drag the mouse down until **Quit** is highlighted let go of the button.

If the message "**Save changes to JM1**" appears click on **Yes**.

## Lesson 2



*Save as... dialogue box.*

## Opening files and more editing.

Double click on the Works icon to start the application.

The **Open File** dialog appears.

Select your file from the list by clicking on it's name and then click **Open**.

If you cannot see the name of your file, use the scroll bars at the side of the list, to scroll down the list to your file.

After a short delay your file should appear on screen.

### Inserting a title

Use the mouse to position the insertion point before the word **Good** at the start of your file.

Type in the title **Presentation** and press return. —The text will move out of the way to make space for the title.

### More Text

Move the insertion point to the end of the paragraph press return to leave a blank line.

Then type the following:

*Records:*

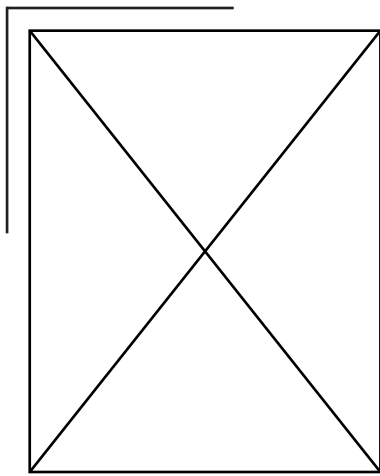
*It is important for the student to keep written records of her/his work in all areas of the course. This will help with later evaluation and provide ideas for other projects later on. Standard record sheets are a useful way of keeping records. The difficulty with this is finding a general sheet that will be suitable in different areas of the course. It may be that a number of different sheets will be necessary.*

Check the above text for errors and correct them as before.

Save the file .

Quit from Works.

## Lesson 3



## Adding more text and printing.

Run Microsoft Works and open the file used in lesson 2.  
If you can't remember how, look at the start of lesson 2.

Move the insertion point to the end of the second paragraph and press return twice to leave a blank line.

Then type the following. This time press return at the end of each line so that each point occupies a separate line.

*Tasks:*

*Design a page layout for use with future drawings.*

*Design a report sheet for use with projects.*

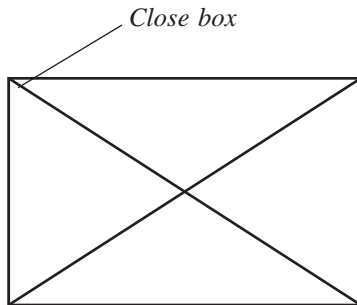
*Design a cover for your class folder.*

*Design and make a folder to hold your class notes.*

*Design a cover for a book titled "Technology."*

*Design a cover for a book titled "Crafts."*

*Design a cover for the magazine "Practical Householder"*



*Chooser dialogue box.*

Read the new additions you have made to the document and correct any errors.

Save the changes to your document.

### Printing the document.

When you are satisfied that the document is free of errors, it is time to print it.

First check that you are connected to the printer by doing the following:

Click on the  symbol in the menu bar.

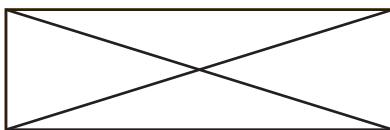
Drag down to **Chooser** on the menu.

Click on **QMS-PS 410** to select the LaserWriter as the printer.

Click on the Close box to get rid of the dialogue box.

### Send the document to the printer:

Click on **File** to select the file menu.



*Print dialogue box.*

Drag down to **Print** and release.

A dialogue box appears. No changes should be necessary so click **Print**.  
After a short delay your document will print at the printer.

Save your work.

Quit from Works.

## Lesson 4 Moving Text. Cut and Paste

On proof reading it appears that the paragraph headed **Tasks** should be placed before the one titled **Records**. This is how to move them without re-typing the lot.

Select the paragraph starting with **Tasks** by clicking with the mouse before the T of tasks and dragging down to include the full paragraph.

Click on **Edit** on the menu bar.

Drag down to **Cut** and release the mouse button.

Move the insertion point to before the **R** of **Records**.

Click on **Edit** on the menu bar.

Drag down to **Paste** and release the mouse button.

The Tasks paragraph will be inserted before the Records paragraph.

Save and Print this version of you document.

## Exercises

Make the Presentation paragraph the last paragraph.

Re-arrange the document to the same way it was at the start.

### Copy and Paste.

Sometimes you may want two copies of the one piece of text in a document. Copy and Paste is used to do this.

Select your name from the top of the document.

Click on **Edit** on the menu bar.

Drag down to **Copy** and release the mouse button.

Move the insertion point to the bottom of the document.

Click on **Edit** on the menu bar.

Drag down to **Paste** and release the mouse button.

Your name is still at the top of the document and it is now also at the bottom.

### Exercise

Delete your name from the bottom using cut.

Save and print this version of the document.

## Lesson 5 Formatting

Formatting commands fall into three main groups.

**Character formats**, e.g. Italics, bold underline, fonts.

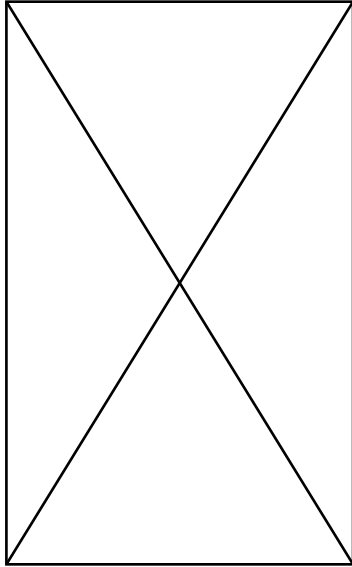
**Paragraph formats**, e.g. centred, justified, right aligned, indents, tabs, line spacing.

**Document formats**, e.g. margins, page numbering,

Formats are applied by selecting the piece of text first by highlighting and selecting the command from the **Format** menu.

Open the document you were using in the last session.

If you can not remember how look up Lesson 2.



*Format menu.*

### **Character formats**

Changing font size, putting text into italics and bold type.

Select your name at the top of the document by positioning the mouse pointer before your name, click and hold the button down, drag the pointer across the name.

To change the font size click on the word **Format** on the menu bar, the menu pops down, drag down to size, another menu pops out, drag down to 14 point and release — your name will increase in size.

To put your name into italics, make sure the name is still selected, Click on **Format** on the menu bar — a menu pops down.

Drag down to Styl, a menu pops out.

Click on **Italics** and let go.

### **Exercise**

Put the titles **Presentation**, **Records** and **Tasks** into 18 point bold by the same method as above.

### **Paragraph formats**

Paragraph formatting can be achieved by using the Justification and Spacing option from the Format menu.

### **Centring the heading Presentation.**

Select the heading **Presentation**, click **Format, Justification, Center**.

### **Exercise**

Centre the other headings also.

Justify the body text.

### **Double line space the first paragraph**

Select the paragraph, select **Format, Spacing 1½**

### **Exercise:**

Change the spacing of the entire document to 1½ line space.

### **Changing Margins.**

For document formatting there is no need to select text.

Select the **File** menu.

Select **Page Setup**.

Set margins of two inches top, bottom right and left.

An A4 page is 8.27 inches wide, with margins of 2 inches each side the maximum text width is therefore 4.27in ( $8.27 - 4 = 4.27$  inches). So you must make sure that your text is not wider than this. If it is highlight the entire document. Then move the small black triangle on the right of the ruler in to 4.27.

Save your document and Print it.

### **Exercise:**

Type up the following piece of text.

Then format it to match the example.

## **Junior Technology Communications Notes**

### **Preface**

#### *Aims of the course*

a) In deciding how to approach the teaching of the graphics section of the *Junior Technology* course it is useful to look at the aims and objectives of the course and at the syllabus. The aims of the course can be found in the syllabus so I will not repeat them here in full. However they could perhaps be summarised by:

The course is intended to awaken an interest in the pupil and to give her/him the skills to solve practical problems. In particular in relation to graphics she/he needs to develop the skills of visualisation required in making artifacts and she/he needs to develop a knowledge of communications conventions.

*Set margins of two inches all around.*

Start a new document and type this up.

**Tuscany High School  
Tuscany**

23 February 1991

**Chief Inspector,  
Department of Education,**

Dear Inspector,

I am *sick and tired* of being a big fish in a small pond. When are you going to realise my true potential and get me out of this rathole and into a job with more bite. As you know I have already broached the subject of the schools marketing with you. Why can't we get out of education and into something more interesting.

If we have to stay in education how about brightening up some of our subject titles. Consider these:

"Basic Electricity and Lighting"  
with instructor **Seán D'Olier**.

"Firearms and Ammunition"  
with **Rick O'Shea**.

"Sheep husbandry"  
with **Larry Lamb**.

*Double line space this part*

You owe it to yourself and the department to let me let my creativity roam,  
Yours sincerely,

*Modify the layout to improve  
the appearance of the printed  
document.*

**Ima Brain (Principal)**

Start a new document and type up the following:

**Hilton Hotel**

## **Menu**

Soup of the Day

Boef Bourguignon  
Ham and Chicken

Strawberries and Cream  
Apple Pie and Cream

Tea of Coffee.

*10% service charge.  
Prices include VAT at 10%*

**Lesson 6  
More Formatting  
Tabs**

*Short cuts:*

*Many commands can be  
performed quicker using  
keyboard shortcuts:*

⌘C for centre

⌘J to justify

⌘L to left align

⌘R to right align

⌘B for bold type

⌘I for italics

*where ⌘ stands for hold  
the shift key and the  
command key together  
and type the letter.*



Tabs are usually one of the more difficult aspects of formatting. MS Works makes the task of setting tabs easier than most word processors. When Works starts tabs are preset to positions of 0.5 inches. These do not suit most purposes and so they must be changed. There are two approaches to setting tabs, one, is to key up the text with the default settings and then reset the tabs to suit. The second is to set up the tabs first and then key in the text. I prefer the first method and that is what we use here.

Type up the following table pressing tab after each entry and return at the end of a line. While you are typing, your text will look like a mess!!! Dont worry about this it will all sort itself out later.

|           |                         |    |
|-----------|-------------------------|----|
| Chapter 1 | Getting started         | 1  |
| Chapter 2 | Installing the hardware | 7  |
| Chapter 3 | Preparing disks         | 15 |
| Chapter 4 | Installing the software | 19 |
| Chapter 5 | Testing the software    | 21 |

As typed the first tab position for the chapter titles looks OK but the page numbers are all wrong. Lets sort them out.

### Switch on the ruler

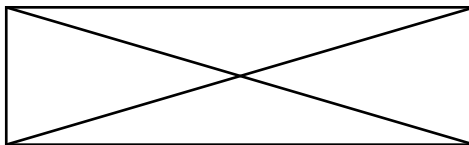
Select **Format ShowRuler**.

Select the piece of text.

Decide where the tabs for the chapter titles should be in inches. Say 2 inches.

Click in the paragraph setting bar directly below the 2 inch marker. - The text jumps into line.

Decide where the tab for the page numbers should be in inches. Say 5 inches.



Click in the paragraph setting bar directly below the 5 inch marker. - The text jumps into line.

If you are not completely happy with the positions, you can drag the tab marker across the paragraph settings bar to a new position.

Look at the page numbers, they do not look quite right. Normally the tens should be under the tens and the units under the units. Dont dare use spaces

to align them!!!!!! A right aligned tab will sort it out.

### Changing tab type.

With the text still highlighted, click on the 5" tab and watch the alignment change from left to right, and then to decimal and to centered.

### More TABS

Type up the following text pressing the tab key at suitable places.

| Name             | Code | Quantity | Description | Price   |
|------------------|------|----------|-------------|---------|
| Malone Ltd       | C    | 20       | Oranges     | £160.45 |
| Carr Veg         | D    | 5        | Apples      | £98.50  |
| City Fruit & Veg | F    | 100      | Satsumas    | £145    |
| AllFruit         | B    | 2        | Pears       | £9      |

This should look quite a mess now. Before proceeding decide the approximate positions and type of tabs required.

**Names** do not need a tab, they will line up at the left of the page.

For **Code**, a centered tab at about 1.5 inches might suit.

For **Quantity**, a right aligned tab will line up the numbers correctly, at about 2 inches??

For **Description**, a left aligned tab will line up the text, you decide on the position.

For **Price**, a decimal tab will line up the decimal points.

## Lesson 7

### More Exercises

Start a new document by selecting **File, New...**

Type up the following piece of text. Do not start formatting until after typing.

#### MARINO COMPUTER PRODUCTS LIMITED

The Green, Marino, Dublin 9.

Telephone: 303456

Fax: 303333

#### ANTI-STATIC MATS

Are you aware of the importance of protecting your computer and other visual display units against *static electricity*? Do you know that a build-up of static electricity in or near your equipment can cause problems in your word processing terminals and computer equipment?

**Marino Computer** Products have the answer. You can now protect your equipment with a spray can of **Marino Anti-static Spray**. Our environmentally friendly Anti-Static Spray will cost you only £1.50 a can. *Our bargain pack of six cans costs £7.00!!!*

**Marino Anti-Static** mats provide a first line of defence by reducing the static build up near your computer often caused by synthetic fibres rubbing against desks.

To get a copy of our free full-colour brochure of office supplies, just complete the enclosed reply-paid card and post it to Marino Computer Products Limited or simply telephone our Supplies Department on Dublin 303456. or Fax us at 303333.

After *typing* **Save as...** Anti-Static

Change the character and paragraph formats as shown above. i.e bold italics, centered justified etc.

Save the file and Print it.

Insert the following piece of text between paragraphs three and four.

Our anti-static products received a high recommendation from PC Magazine:

The Marino Anti-Static Mat has to be one of the most effective anti-static products on the market today. It's price at £5.95 also makes it the best value. It's capacity to reduce static in the normal office environment is greater than that of products costing twice the price.

*PC- Magazine December 1990. Best Value Awards.*

Save this version of the document and print it.

Remove the paragraph break between paragraph two and three, that is make paragraph three continuous with paragraph two.

Make a new paragraph beginning with *the words Our environmentally....*

Change the margins to two inches top and bottom and 1.75" right and left.

## **Lesson 8**

### **Graphics**

Microsoft Works allows you to include graphics in your documents. There are a number of ways to insert the graphics into the document.

#### **Method 1**

##### **Using Draw On.**

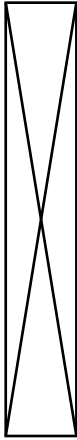
##### **Select Edit Draw On.**

A toolbox appears at the side of the screen.

Select the box tool.

Draw a large box on the screen.

When text is highlighted, it goes into reverse video, that is instead of being black on white it becomes white on black. When a graphic is selected it gets handles at its edges.



### **Changing the line thickness.**

With the graphic still selected. Pick a thicker line thickness from those displayed.

### **Resizing a graphic.**

Select the graphic.

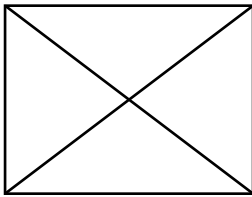
Click on the handle at the corner.

Drag the handle upwards to make the graphic smaller or downwards to make it bigger.

### **Filling the box with a pattern.**

With the box selected. Select FillPattern from the menu. Select a light coloured pattern from those available.

Select the text tool and type the following.



**You are invited to a**

**Party**

**on**

**21st Jan**

**at**

**8.00pm**

**Bring a drink and a Friend.**

Format the text appropriately.

Save and print the document.

### **Method 2**

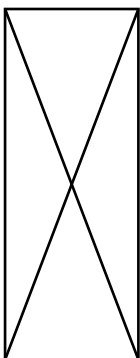
#### **Inserting graphics from the scrapbook.**

The scrapbook is a Desk Accessory (DA) which allows you to store pieces of text or graphics and paste them into other applications.

Select the Apple menu.

**Select** Scrapbook. The scrapbook appears in a window. A graphic or piece of text is in the scrapbook.

Click along the Scrapbook scroll bar to see other graphics. Pick one you like then:



Select **Edit, Copy**. This places the chosen graphic on the Clipboard.

Close the Scrapbook by clicking the **Close box**.

Select **Edit, Paste**. The graphic is inserted into your document.

**Exercise:**

Resize the graphic.

**Method 3**

**Cut and Paste.**

Open any other graphics application. for example MacPaint, MacDraw, Superpaint 2, Claris CAD.

Open a picture file, or draw one yourself.

Select part of the picture and copy it to the clipboard.

Close the application.

Open MS Works.

Paste the picture into your document.

**Exercise:**

In the following exercises make use of as many features of Word as you can.

Using the graphic Trekkie, which is on disk, design a letterhead for the Star Trek Fan Club.

Using any graphic, design a letterhead of your own.

