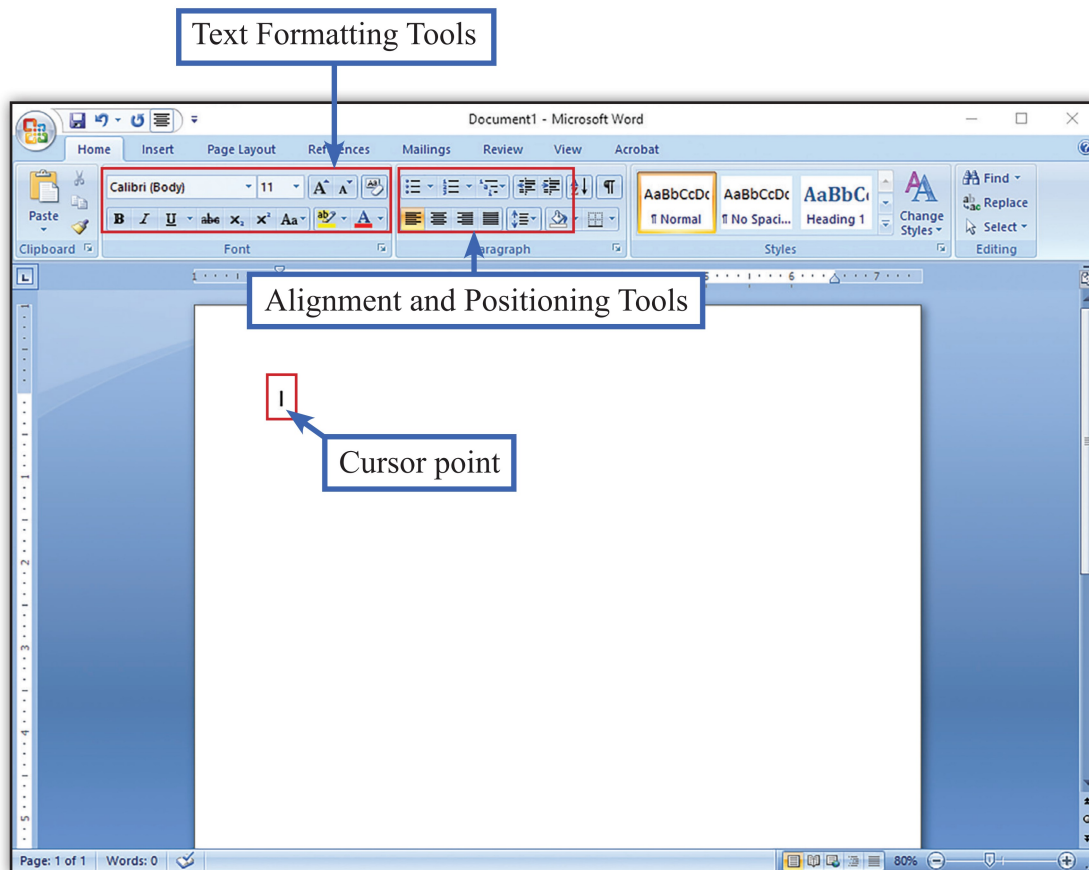


3

Word Processing

Let us identify several tools that are available in the Graphical User Interface in the word processing software.



Activity 3.1



- Examine the document given below carefully. List out the formatting tools used to create that.

2 → AN APPLE

3 → An apple can taste very nice, ← 1
Try a bite or slice, ← 1
4 → If it's red or if it's Green, ← 1
6 → It will taste good if it's clean. ← 1
My grandma says "An apple a day,
Always keeps the doctor away" ← 5

1.
2.
3.

4.
5.
6.

Ways to select paragraphs, sentences or words. :-

Activity 3.2



Let us learn the way to create the document given above.

Step 1 - Open Microsoft office Word 2013, the word processing software in your computer.

Opening up a new page for a new document

- Select : 'File' → 'New' → 'Blank document'

Step 2 - Using the keyboard, type the text given below starting from where the cursor is.



Note well : At the end of each sentence, press 'Enter' key to go to the next line for lists, topics or single sentences.

When typing a paragraph, continue typing till the end of it and press 'Enter' key to end the paragraph.

An Apple

An apple can taste very nice,
Try a bite or a slice,
If it's red or if it's green,
It will taste good if it's clean.
My grandma says, "An apple a day,
Always keeps the doctor away"

Step 3 - Once the typing is done, a word, a sentence or a paragraph need to be selected for formatting.

One letter or several	Click and drag the mouse pointer across letters.
Single word	Double click on the word.
Several words	Click on the first word and drag the mouse pointer to the last word.
Sentence	Click on the first word of the sentence and continue dragging till the last word.
A line	Bring the mouse pointer forward on the line till a white colour, right hand directed arrow appears. Click once it appears.
A paragraph	Triple click on the paragraph or, Click on the first word of the paragraph and drag till the last word.
A document	Press both Ctrl + A on keyboard together.

Step 4 - Click 'Home' tab and then 'font group' in the word processing software to format words, sentences or paragraph that are selected.

Step 5 - Next, save the prepared document.

How to save a document

- Select : 'File' → 'Save'.
- Select a saving location from 'Save in'.
- Type a suitable name for the file in 'File name'.
- Click 'Save' button.

How to save a previously saved file in a new name

- Select : 'File' → 'Save as'.
- Select a saving location from 'Save in'.
- Type a suitable name for the file in 'File name'.
- Click 'Save' button.

Step 6 - Close the document after saving it.

How to close a file

- Select : 'File' → 'Close'.

Activity 3.3



- Study carefully the document given below. Identify the alignment and positioning tools that are used. Write them down in the blanks according to the number.

1 → **Save Trees, Save Mother Earth**

2 → Save trees and protect Mother Earth from global warming. Don't destroy the greenery and don't spoil the scenery. Save Mother Earth. } **6**

3 → **Things to do...**

4 → {
 1. Plant a tree and get air for free
 2. If you cut a tree you cut your lives
 3. The tree is your friend
 4. Feel free to plant a tree
 5. Trees are the roots of all living beings
 6. A tree that stays, keeps flood away

5 → {
 ✓ Protect trees
 ✓ There is no life without Green
 ✓ Take care of trees, they will take care of you

7

8 ← **Connecting people to Green**

1.
 2.
 3.
 4.

5.
 6.
 7.
 8.

Activity 3.4



- Let us create the document shown above.

Step 1 - Open a new page to create the document.

Step 2 - Type the text given below in that page.

Step 3 - Select relevant paragraphs, statements or words and format the document as shown in the above activity.

Step 4 - Save the file and close it.

Save Trees, Save Mother Earth

Save trees and protect Mother Earth from global warming. Don't destroy the greenery and don't spoil the scenery. Save Mother Earth.

Things to do...

Plant a tree and get air for free

If you cut a tree you cut your lives

The tree is your friend

Feel free to plant a tree

Trees are the roots of all living beings

A tree that stays, keeps flood away

Protect trees

There is no life without Green

Take care of trees, they will take care of you

Connecting people to Green

Activity 3.5



- Create the document given below and save it.

Computer Software

Software are logical components of computer, which can't be seen and touched. Softwares are used to run the computer in an efficient manner. Without software, computer is like a vehicle without fuel. These are four major types of software:

1. System Software
2. Application Software
3. Utility Software and Service Programme

System Software:

System softwares are those which are provided by manufacturers to the user. They are used to control the computer system and increase computer performance.

Activity 3.6



- Study the poster on the next page carefully. The tools that are used to create it are given below.

1 → SATURDAY MAY 25th
10 am - 4 pm
At school ground

2 → [Illustration of children playing]

3 → **KIDS' FUN DAY**
Free family events
For everyone

ENTERTAINMENT FACE PAINTING SIDEWALK SALE	CHALLENGES KIDS' YOGA DANCING	TASTY FOOD GAMES PRIZES
---	-------------------------------------	-------------------------------

4 → [Activity boxes]

5 → **ABC Kinder School
Badulla**

6 → [Decorative border]

1. Different types of fonts, font sizes, font colours and centre alignment are used.
2. An image is centre aligned.
3. Word art is used.
4. Text boxes are used to type words in it.
5. Text is typed inside a coloured auto shape.
6. A page border is applied.

Let us create the same poster.

Step 1 - Open a new page to create the document.

Step 2 - Type the 3 text lines given at the beginning.

SATURDAY MAY 25th
10 am - 4 pm
At school ground

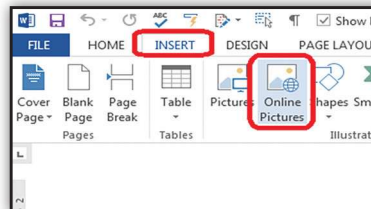
Step 3 - Select these text lines, select a suitable font type, change the font size, apply colours and make them centre aligned.

Adding images to the document

Step 4 - Click on the place where the image needs to be included.

Select 'Insert' → 'Pictures / Online Pictures'. If 'Pictures' is selected from the 'Insert picture' window, select a picture you like by clicking on it and then click 'Insert'.

Step 5 - If 'Online pictures' is selected, type the name of the picture in the Internet browser, select a suitable picture and click 'Insert'.



Step 6 - To adjust the picture to a relevant size, click on the picture.

Step 7 - Bring the mouse to the resizing handle and change the size as required.



Inserting a word art to the document

Step 8 - Click on the place where the word art needs to be placed.

Step 9 - Click 'Insert' → 'Word Art' and select a shape and colour of a word art.

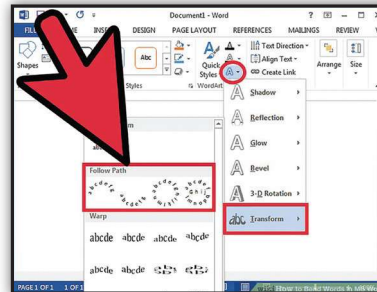
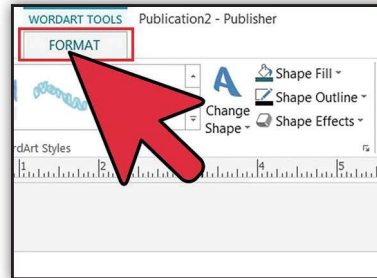
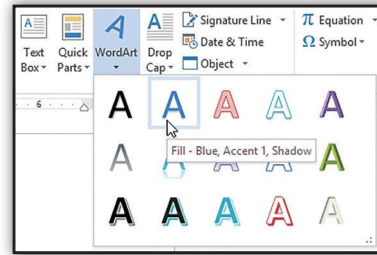
Step 10 - Type “KIDS FUN DAY” on it.

Step 11 - Click on words that are placed on the document. Select a shape from the menu 'Word Art Styles' tab, by 'Text Effects' → 'Transform'.

Step 12 - Place the words “KIDS FUN DAY” centred on the top of the page as shown in the assignment.

Step 13 - Type the two lines placed after “KIDS FUN DAY” .

Step 14 - Select those two text lines, select a suitable font, change the font size, set colour and align to centre.



Inserting text boxes to the document

ENTERTAINMENT
FACE PAINTING
SIDEWALK SALE

CHALLENGES
KIDS' YOGA
DANCING

TASTY FOOD
GAMES
PRIZES

Step 15 - Click 'Insert' → 'Text Box' → 'Draw Text Box'. Draw three boxes according to the size needed by clicking on the mouse. Type the text given above in the three boxes.

Step 16 - To adjust the boarder, click on the boarder of the text box. From 'Format shape' in the menu column, select a suitable shape.

Adding shapes to the document



Step 17 - Click on the place where the shape is needed to be placed.

Step 18 - Click 'Insert' → 'Shape' and draw the required shapes on the document.

Inserting letters inside a shape

Step 19 - Right click on the shape and select 'Add text'.

Step 20 - Type the letters required on it.

Step 21 - Select the shape and use 'Drawing Tools' → 'Format' in menu to do the necessary formatting (colours, boarders, etc.)

Adding border to the document

Step 22 - On menu list, select a suitable boarder by 'Design' → 'Page Borders' → 'Art' and then click 'OK'.

Step 23 - Save the document.

Activity 3.7



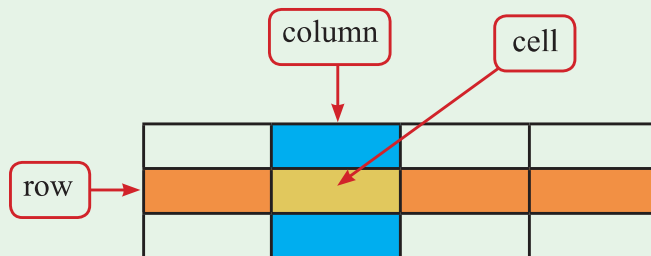
- Create an invitation card for a function in the school.
- Create a birthday card for a friend.
- Create a poster with the caption “Let’s Protect the Environment”.

Activity 3.8



- Creating tables

An object which consists of rows and columns is a table. A place where a row and a column intersects is known as a cell.



In this table, there are 4 columns, 3 rows and 12 cells.

- How many rows, columns and cells are there in the following Table?

- ★ Columns -
- ★ Rows -
- ★ Cells -

Activity 3.9



- Study the table given below. Identify the formatting tools used to create it.

<i>Multiplication Chart</i>												
	1	2	3	4	5	6	7	8	9	10	11	12
1	1											
2	2	4										
3	3		9									
4	4			16								
5	5				25							
6	6					36						
7	7						49					
8	8							64				
9	9								81			
10	10									100		
11	11										121	
12	12											144

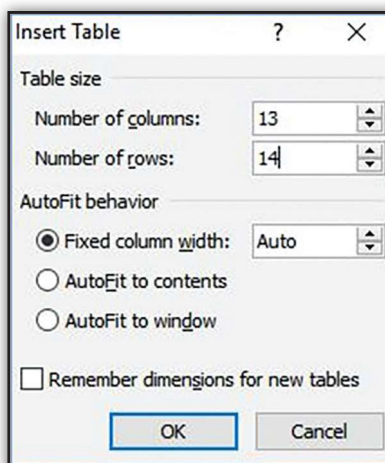
- This is a multiplication Table.
- There are 13 columns and 14 rows in it.
- The cells in the first row are merged into one cell.
- Word art is used for the title.
- Columns, rows and cells are all coloured.
- The numbers typed in the cell are centre aligned.

Let us create a table of this nature.

Getting columns and rows for the document

Step 1 - 'Insert' → 'Table' → 'Insert Table'

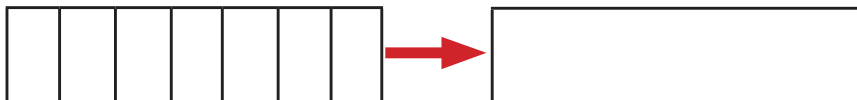
Step 2 - In the window that opens, insert required number of columns and rows. Click 'OK'.



Merging two or more cells into one cell

Step 3 - Select the required number of cells to be merged by clicking the mouse.

Step 4 - Select 'Table Tools' → 'Layout' → 'Merge Cells' from menu.



Inserting word art for the title

Step 5 - Click inside the first row.



Step 6 - Select 'Insert' → 'Word Art' from the menu.

Step 7 - Select word art type of your choice.

Step 8 - Type the text.

Adding colours to columns, rows and cells

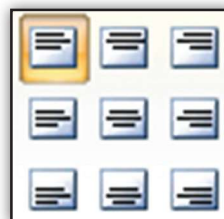
Step 9 - Click on the cell to be coloured.

Step 10 - Click Home → 'Shading' from menu and select the suitable colour.



Centre alignment of numbers in a cell

- Step 11 - Type required numbers or letters in cells.
- Step 12 - Click on mouse and select the whole table.
- Step 13 - Select the necessary alignment from the menu 'Table Tools' → 'Layout' → 'Alignment'.
- Step 14 - Save the created table and close.



Activity 3.10



- Create tables necessary for your classroom.
e.g. - Timetable, Table to mark good activities