



Obedience Lessons

Autumn 2014

Session 5 – Word processing tips+tricks



An Early Word Processor!

Rule 1

Enter Text First

Your Name
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

Date

Dear Sir or Madam,

Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour. Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose. As there was a problem with the goods when I bought them, I request that you repair the goods at no cost to me.

I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Your Name

Then Format it

Andrew Tregoning
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

12/10/2013

Dear Sir or Madam,

Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour. Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose. As there was a problem with the goods when I bought them, I request that you repair the goods at no cost to me.

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Please respond within 14 days of receiving this letter.

Yours faithfully

Andrew Tregoning

Practice Exercise – Selecting text

Type Something

Or “=rand()”

A Visit from St. Nicholas

By Clement Clarke Moore

'Twas the night before Christmas, when all through the house
Not a creature was stirring, not even a mouse;
The stockings were hung by the chimney with care,
In hopes that St. Nicholas soon would be there;
The children were nestled all snug in their beds;
While visions of sugar-plums danced in their heads;
And mamma in her 'kerchief, and I in my cap,
Had just settled our brains for a long winter's nap,
When out on the lawn there arose such a clatter,
I sprang from my bed to see what was the matter.
Away to the window I flew like a flash,
Tore open the shutters and threw up the sash.
The moon on the breast of the new-fallen snow,
Gave a lustre of midday to objects below,
When what to my wondering eyes did appear,
But a miniature sleigh and eight tiny rein-deer,
With a little old driver so lively and quick,
I knew in a moment he must be St. Nick.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Practice Exercise – Selecting text

**Double – Click
selects a word**

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**Triple – Click
selects a paragraph**

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Practice Exercise – Selecting text



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Practice Exercise – Selecting text

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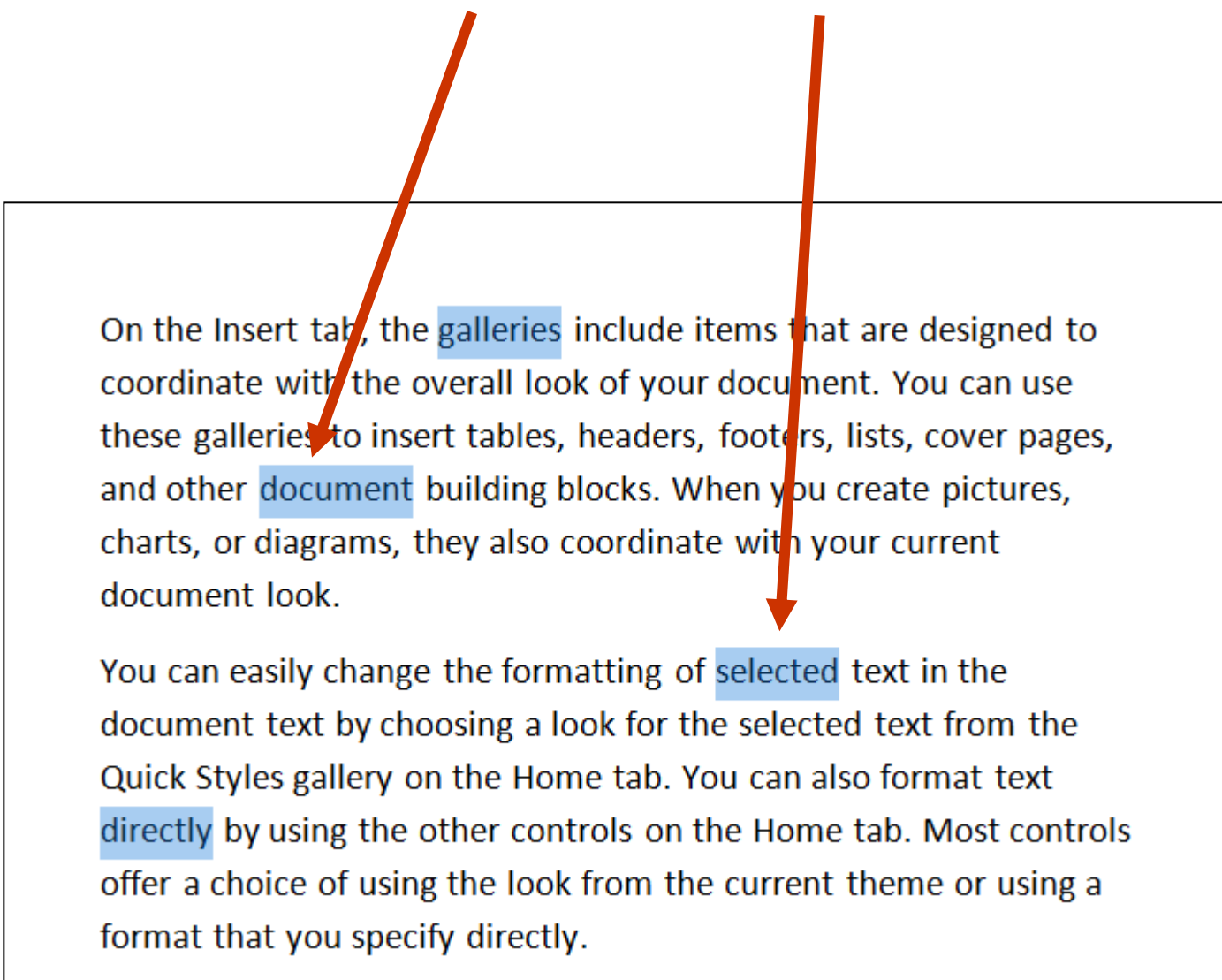
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Click – Shift-Click

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Ctrl - Click



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Rule 2

Use Shortcut Keys Whenever Possible

General Ctrl Key Shortcuts

- **CTRL+X:** Cut (think of scissors ✂)
- **CTRL+C:** Copy
- **CTRL+V:** Paste (think of insert symbol ▼)
- **CTRL+Z:** Undo
- **CTRL+S:** Save
- **CTRL+P:** Print

Rule 2

Use Shortcut Keys Whenever Possible

System Shortcuts

- **F1:** Help
- **ALT+TAB:** Switch between open programs

Rule 2

Use Shortcut Keys Whenever Possible

Windows Key Shortcuts

- Windows Logo:
 - Windows Logo+→
 - Windows Logo+←
 - Windows Logo+**R**:
 - Windows Logo+**M**:
 - **SHIFT**+Windows Logo+**M**:
 - Windows Logo+**E**:
 - Windows Logo+**F**:
 - Windows Logo+**L**:
- S**tart menu
Fit Window to right hand side of screen
Fit Window to left hand side of screen
Run dialog box
Minimize all
Undo minimize all
Windows **E**xplorer
Find files or folders
Lock the computer

Rule 2

Use Shortcut Keys Whenever Possible

Microsoft Office Shortcuts

- **CTRL+B:** **B**old
- **CTRL+U:** **U**nderline
- **CTRL+I:** **I**talic
- **CTRL+]** Increase the font size by 1 point.
- **CTRL+[** Decrease the font size by 1 point.
- **CTRL+M:** **M**argin (Hold SHIFT to decrease)
- **CTRL+E** **C**entre a paragraph.
- **CTRL+J** **J**ustify a paragraph.
- **CTRL+R** **R**ight-align a paragraph.
- **CTRL+L** **L**eft align a paragraph.
- **CTRL+1** Single-space lines. (**1** x)
- **CTRL+2** Double-space lines. (**2** x)
- **CTRL+5** Set **1.5**-line spacing.
- **CTRL+0 (zero)** Add or remove one line space preceding a paragraph.
- **Shift+F3** Change Capitalization (Upper / Lower / Sentence)

Text Alignment and Formatting

Text Alignment and Formatting Task

Set this text as centred and underlined.

Set this text as left aligned and bold.

Set this text as right aligned and italic.

Set this paragraph as left aligned. This means that the text should be aligned with the left margin, so the left side is completely straight or justified. However, the right margin is not straight; this is called unjustified or ragged. Also increase the font size by one point.

Set this paragraph as centred, meaning that neither the left margin or the right margin are straight, the text being aligned from the centre of the page, with each line being equal distance from the left and right margins. Also make it blue in colour.

Set this paragraph as right aligned and double spaced. As you can see, the text should be aligned with the right margin, so the right margin is straight, or justified. The left margin is unjustified, or ragged. This is the opposite of left alignment.

Set the alignment in this paragraph as justified (sometimes this is called fully justified) and also one and a half line-spacing. This means that both the left and right margins are straight. You will notice that some of the spaces in between the words are larger than others. This is because some lines of text contain more letters, or characters, than others so they have to be spread out across each line to ensure that both margins are kept even. However, the last line of a paragraph is not aligned as there may only be a couple of words on the last line - it would look rather odd if it were stretched across to align with the right margin!

Move the margin inwards for this paragraph only so it is indented from the rest of the text. This is often used in legal documents to mark out certain clauses and elements that are sub-sections of the main document.

THIS PIECE OF TEXT WAS INADVERTENTLY TYPED USING ALL CAPITAL LETTERS. PLEASE SET IT IN SENTENCE CASE – WITH INITIAL LETTERS ONLY IN CAPITALS. ALSO, PLEASE MAKE IT CENTRED, BOLD AND UNDERLINED AND ONE POINT SIZE SMALLER.

Now select ALL the text on this page and set it in a Sans Serif font (Arial or Calibri)

Add your name here in red: -

Save the document!

Text Alignment and Formatting Task

Set this text as centred and underlined.

Set this text as left aligned and bold.

Set this text as right aligned and italic.

Set this paragraph as left aligned. This means that the text should be aligned with the left margin, so the left side is completely straight or justified. However, the right margin is not straight; this is called unjustified or ragged. Also increase the font size by one point.

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Move the margin inwards for this paragraph only so it is indented from the rest of the text. This is often used in legal documents to mark out certain clauses and elements that are sub-sections of the main document.

This piece of text was inadvertently typed using all capital letters. Please set it in sentence case – with initial letters only in capitals. Also, please make it centred, bold and underlined and one point size smaller.

Now select ALL the text on this page and set it in a Sans Serif font (Arial or Calibri)

Add your name here in red: - Andrew

Save the document!

Modifying the Word normal Template



One of the greatest unanswered questions of all time is: “Why did Microsoft change the normal.dotm template in Word to Calibri 11 with extra spacing and multiple lines?” The question following that will be: “Who on this planet actually enjoys using this style?” My speculations and further comments on the matter cannot be written in a public venue.

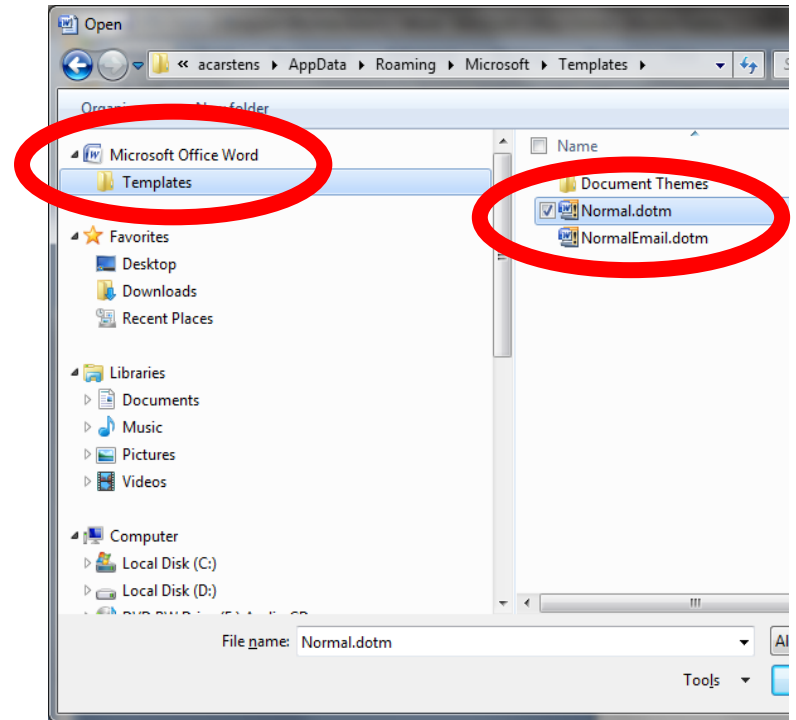
So, what is the **normal.dotm**? This is the “blank” document on which all new MS Word documents are based. If you are struggling with the aforementioned unwieldy style. Here is the quick solution. :-

Modifying the Word normal Template

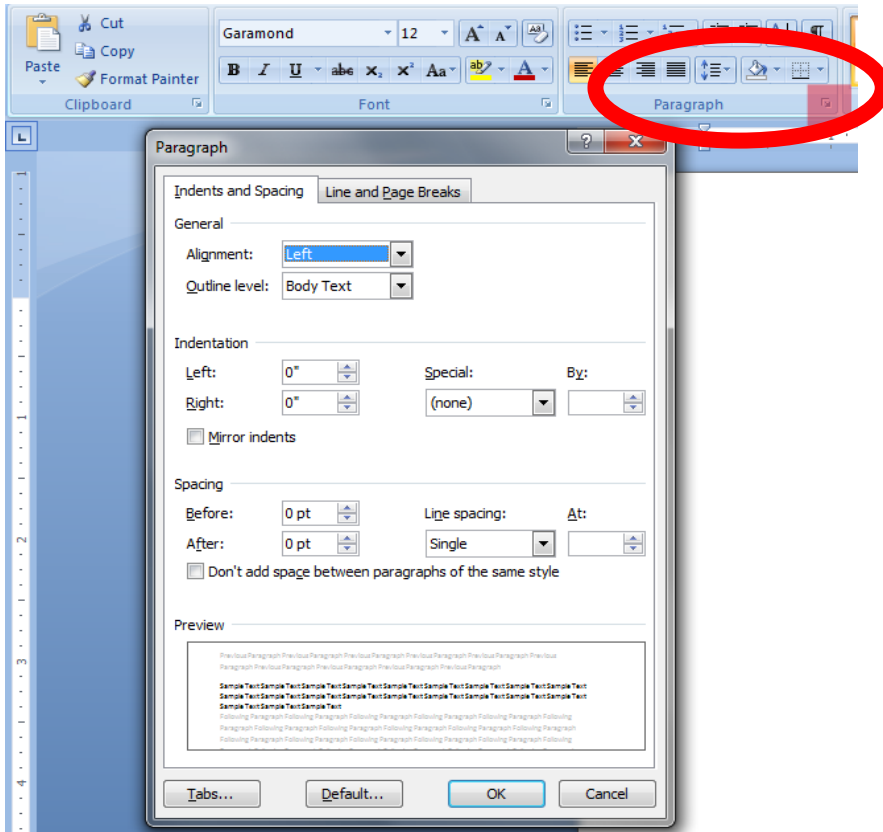


In **2007**, click on the **Office Button** in the upper left corner of your screen. Click on **Open**. Under **Microsoft Office Word** there will be a folder labelled **Templates**. Click **Templates** and then double click the **Normal.dotm** file. This will open the Word 2007 template.

In **2010**, click **File > Open**. Under **Microsoft Word** there will be a folder labelled **Templates**.



Modifying the Word normal Template



Press < **Ctrl + A** > on the keyboard to select everything (even though there is nothing but one blank line there).

Now you are free to change the Font (perhaps to **Times New Roman**), and Font Size (perhaps to 12).

Most importantly, click on Paragraph (the region highlighted in the screenshot left with a red box) and edit the spacing according to your personal preferences

Making your own Templates

[Andrew Tregoning, North Devon IT Support](#)

"Ristie"
Littleham
Bideford
EX39 5HN
21/11/14

Dear

Yours sincerely

A handwritten signature in black ink that reads "A. Tregoning". The signature is written in a cursive style with a large initial 'A' and 'T'.

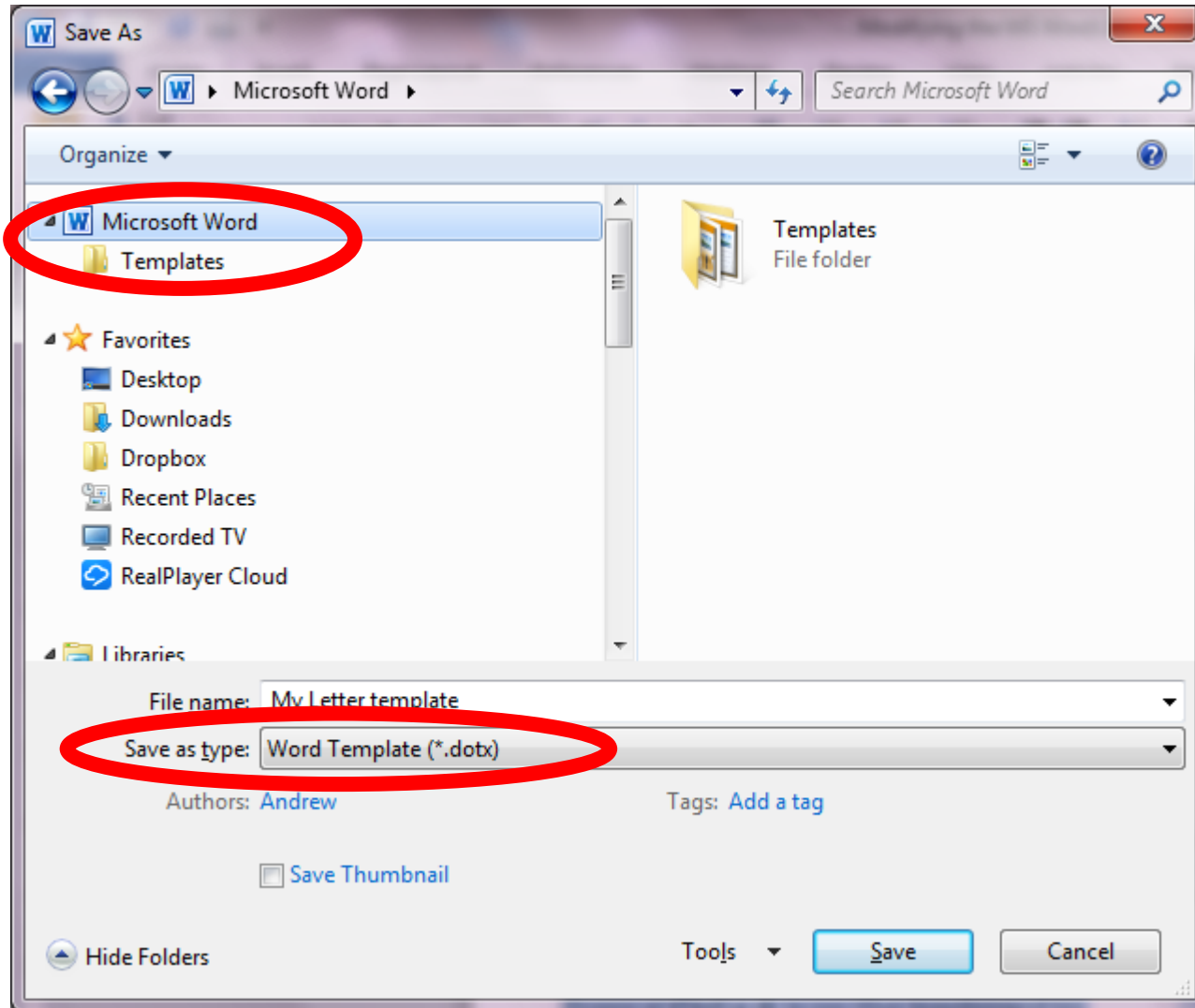
Andrew Tregoning

(IT Support)

Set up a document with all the items that you need pre-prepared e.g:-

- headers
- footers
- address
- signature

Making your own Templates



Save the changes as a **Word Template** in the **Templates Folder**

Andrew Tregoning, North Devon IT Support

"Ristie"
Littleham
Bideford
EX39 5HN
21/11/14

Dear Class,

This is an example of a Word Document based on the "My Letter Template". As you can see all the pre-prepared items are in place viz: Header, address, signature. This can save a lot of time when you have many letters to write.

It is also extremely useful when you want to promote your business / club / organisation because you can insert logos / pictures / email details and other business information automatically.

It also means your letters have a standard "style" which is easily recognisable and helps to establish "brand recognition"

Yours sincerely

A handwritten signature in black ink that reads "Andrew Tregoning". The signature is written in a cursive style with a large initial 'A' and 'T'.

Andrew Tregoning

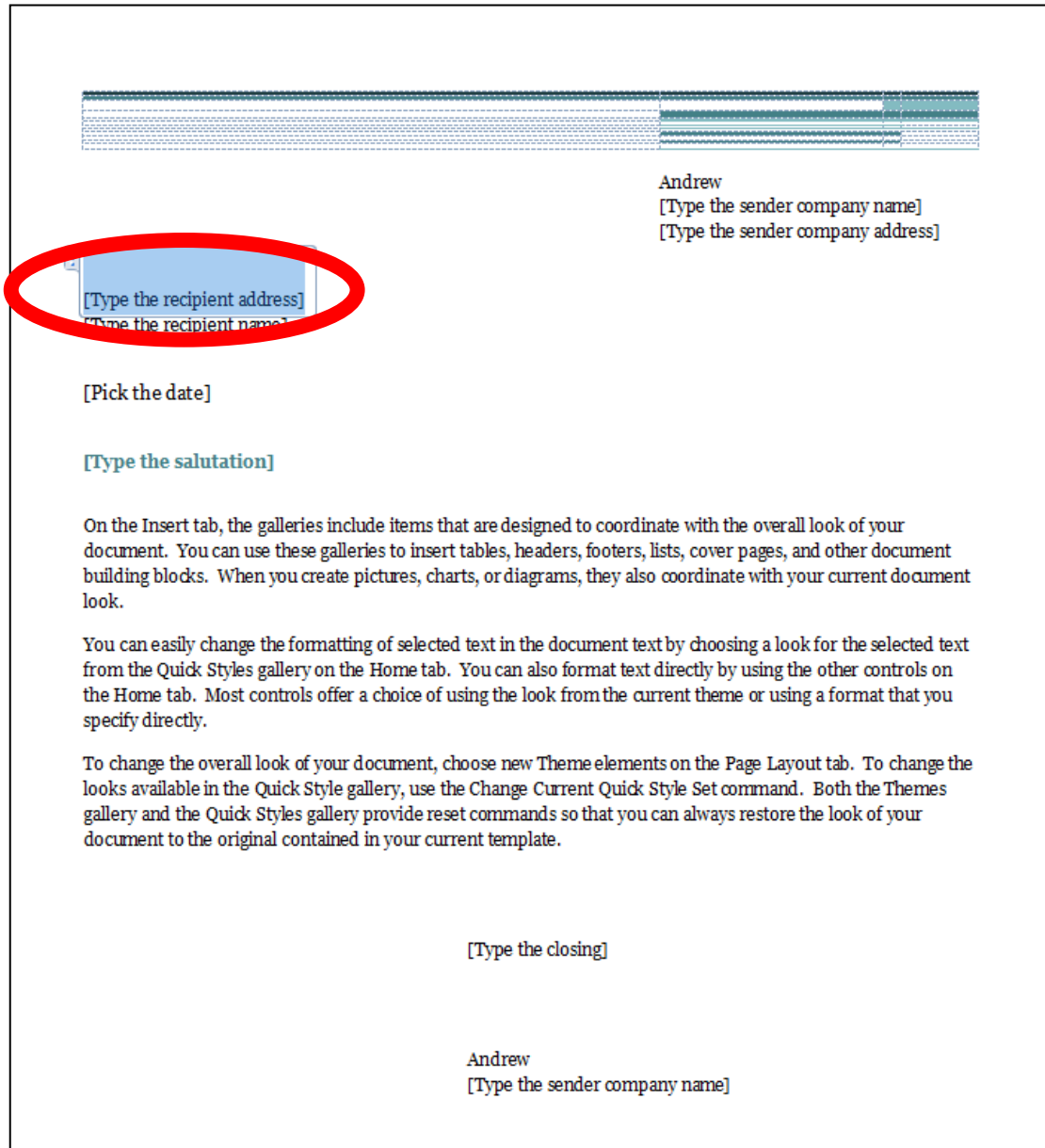
(IT Support)

Using Existing Templates

The screenshot displays a software interface with a left-hand navigation pane and a main content area. The navigation pane includes the following options: Save, Save As, Open, Close, Info, Recent, **New** (highlighted in blue), Print, Save & Send, Help, Options, and Exit. The main content area is titled "Available Templates" and features a breadcrumb trail: Home > Sample templates. Below this, a grid of 15 template thumbnails is shown, each with a caption underneath. The "Urban Letter" template, located in the third row, second column, is highlighted with a yellow border. The other templates are arranged in three rows of five:

- Row 1: Oriel Fax, Oriel Letter, Oriel Merge Fax, Oriel Merge Letter, Oriel Report
- Row 2: Oriel Resume, Origin Fax, Origin Letter, Origin Merge Fax, Origin Merge Letter
- Row 3: Origin Report, Origin Resume, Urban Fax, **Urban Letter**, Urban Merge Fax

Using Existing Templates



[Type the recipient address]
[Type the recipient name]

[Pick the date]

[Type the salutation]

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[Type the closing]

Andrew
[Type the sender company name]

That's it folks!



You can all go for a lie down in a darkened room now!