

## **Quarter II – Word Processing**

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### **Module III – Understanding MS Word 2007**



This module will walk you through the fundamentals of word processing software and prepare you to learn, perform, and make you understand how to manage your own files, edit and format texts and paragraph, insert bullets and numbering, proofing your document, insert and manipulate objects, set-up your page, and finally assist you in printing a document.

After carefully reading all the lessons, answering all the questions, and masterfully performing all the activities; you are now ready to create products such as business cards, leaflets, reports, certificates, memorandums, letter head, bookmarks, and among others, this will pave way for you to render services like typing jobs which is derived from word processing and should be influenced by the needs and wants of people and industries within your community. This module will help to guide you to be an office assistant or a young entrepreneur.

## EXPLORE Your Understanding

### *Essential Question*

- How does one ensure the production of a marketable product and/or render quality service in Word Processing?

### *Content standard*

- The learner demonstrates understanding of the process and delivery in Word Processing.

### *Performance Standard*

- Maintains the operation of a Word Processing Software.

**Guide Questions:** In this phase of learning you will be asked some guide questions that will help you understand more about the content of this module. You may answer them tentatively in your notebook.

1. In your own words define MS Word program.
2. State the procedure in opening the Microsoft Word program.
3. What are the new features you should need to remember as you work within Word 2007?
4. Enumerate the ways of managing your document file.
5. What formatting options do you know that can be applied in the document?
6. Appreciate the importance of bullets and numbering by enumerating some documents where they are usually found.
7. Why is it important to insert, manipulate and customize pictures, clip arts and shapes in a document?
8. Name some options used in setting up a page.
9. In terms of checking the spelling and grammar, explain the importance of checking your document first before printing.
10. What are the step by step procedures in printing a document?

Now, after smartly answering all the questions to the best of your knowledge, you are now ready to move on to the next phase of this module. This part of the module will systematically discuss topics as you go along.

## **FIRM-UP Your Understanding**

### **Lesson 1: Getting Started with MS WORD 2007**

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This lesson will show you how to open the MS Word program and update you with its new features.

But before you can go deeper in to this lesson let us first define MS Word. MS Word 2007 is a word processing application used for creating, editing, formatting and producing printable materials such as resumes, business letters, reports, memorandums, birthday cards, calling cards and other documents.

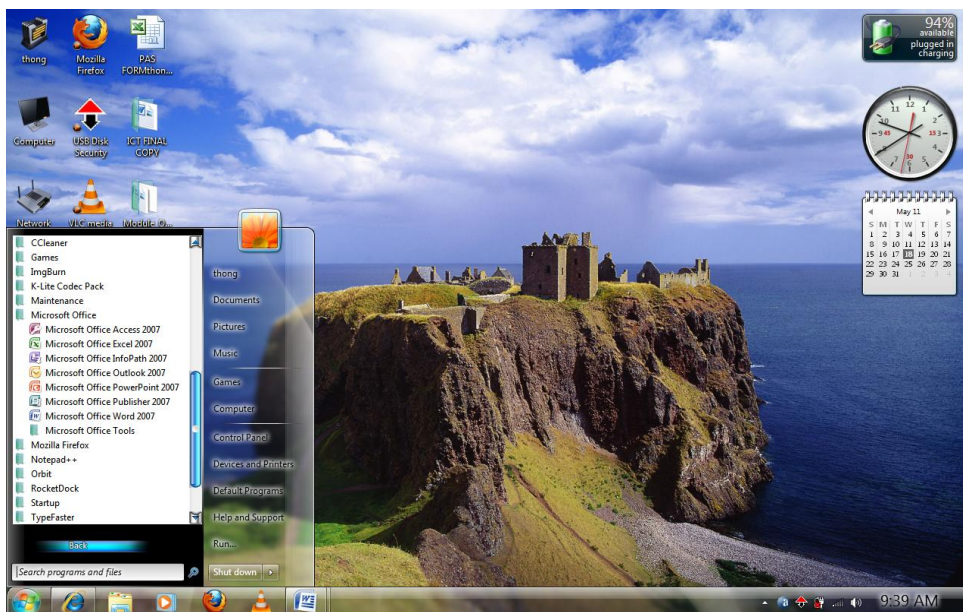
Before you learn more about the lesson let us first explore what you already know by performing the activity and answering the guide questions below.

1. Have you ever had a chance of opening MS Word 2007? If yes, compare and contrast it with other word processing software.
2. Ask your peer some of the products that can be produced from MS Word 2007. Ask them the importance of these products and were they usually see them.

**Let us study!**

1.1 How to open MS WORD 2007

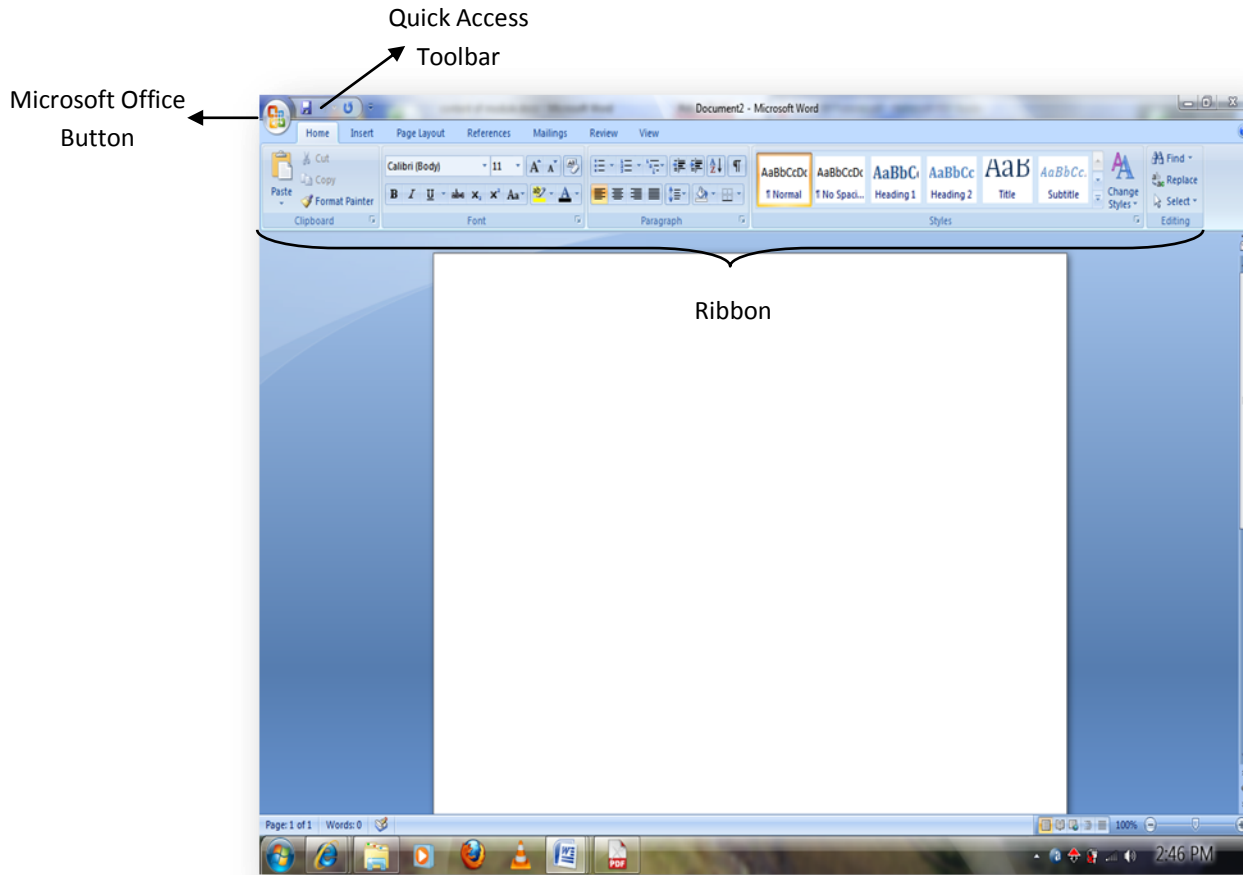
1. On your desktop, click the start button found on the lower left corner of your screen.
2. Click All programs, then select Microsoft Office.
3. Then finally click Microsoft Word 2007.



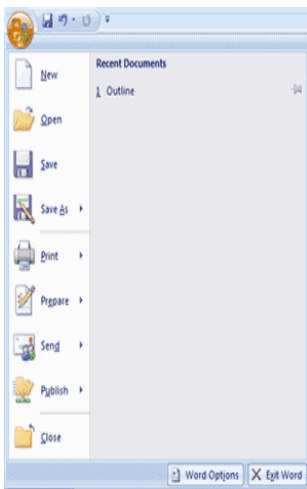
After clicking the MS Word 2007, it will automatically open, and its environment with its new feature will appear.

When you begin to explore Word 2007 you will notice a new look to the menu bar. There are three features that you should remember as you work within MS Word 2007: the **Microsoft Office Button**, the **Quick Access Toolbar**, and the **Ribbon**. These three features contain many of the functions that were in the menu of previous versions of Word. Look carefully at the illustration below to find out the newest features of MS Word 2007:

1.2 Features of Microsoft Word 2007



Microsoft Office Button



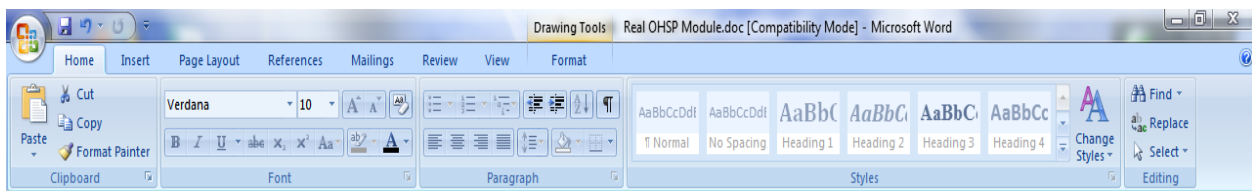
The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, close and many more.

### Quick Access Toolbar



The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show below the Ribbon.

### The Ribbon



The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document.

Each of the tabs contains the following tools:

**Home:** Clipboard, Fonts, Paragraph, Styles, and Editing.

**Insert:** Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

**Page Layout:** Themes, Page Setup, Page Background, Paragraph, Arrange

**References:** Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

**Mailings:** Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

**Review:** Proofing, Comments, Tracking, Changes, Compare, Protect

**View:** Document Views, Show/Hide, Zoom, Window, Macros

**Challenge yourself!**

Let us see how much you have learned from lesson 1. Read the questions carefully and write your answer on your notebook.

Instruction: Give your understanding of the following:

1. MS Word

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2. Ribbon

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3. Quick access toolbar

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4. Microsoft Office Button

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**Lesson 2: Working with Documents**

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During the last lesson you learned about Microsoft Word's newest features. Now you are ready to further firm up your understanding by learning new things to work well with your document like creating new document, open an existing file, saving your document in a particular location, and finally closing the program.

Before you learn more about the lesson let us first explore what you already know by doing the following:

Instruction: Give the shortcut key for the following commands:

1. Open 

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2. Save 


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3. New document 

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**Let us study!**

**2.1 Create a New Document**


In order for you to create a new document, follow the options provided below:

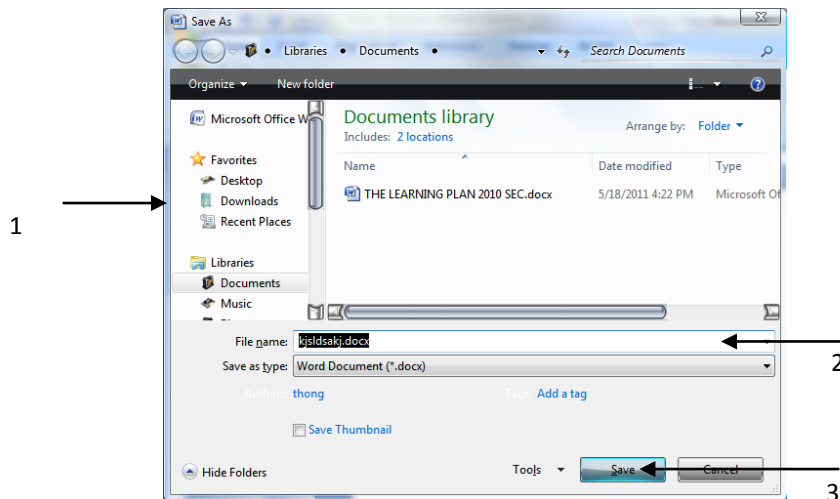
- Click the Microsoft Office Button  and Click New or
- Press CTRL+N on the keyboard

**2.2 Opening an Existing Document**

- Click the Microsoft Office Button  and Click Open, or
- Press CTRL+O on the keyboard, or
- If you have recently used the document you can click the Microsoft Office Button and click the name of the document in the Recent Documents section of the window.

**2.3 Saving a Document**

- Click the Microsoft Office Button  and Click Save
- Press CTRL+S on the keyboard, both option will activate Save As dialog box
  1. Select the desired location where you want to save the document.
  2. Change the file name
  3. Click command button save.





### 2.4 Close a Document

To close a document:

- Click the Office Button
- Select by Clicking Close

### **Challenge yourself!**

1. Open MS Word 2007 then create a new blank document then save it to desktop.
2. Open your document located at the desktop then familiarize yourself with the new feature then close the program.

### Lesson 3: Editing a Document

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How was the experience in managing your files? Was it exciting? During the last lesson you were able to perform simple tasks in managing your files. This time you will face more challenging tasks. This lesson will introduce you to inserting and editing your texts within your document.

Before you learn more about the lesson let us first explore what you already know by playing What If:

Instruction: What if is a forecasting game, below are actions on your document and all you have to do is predict what will happen after the action is taken.

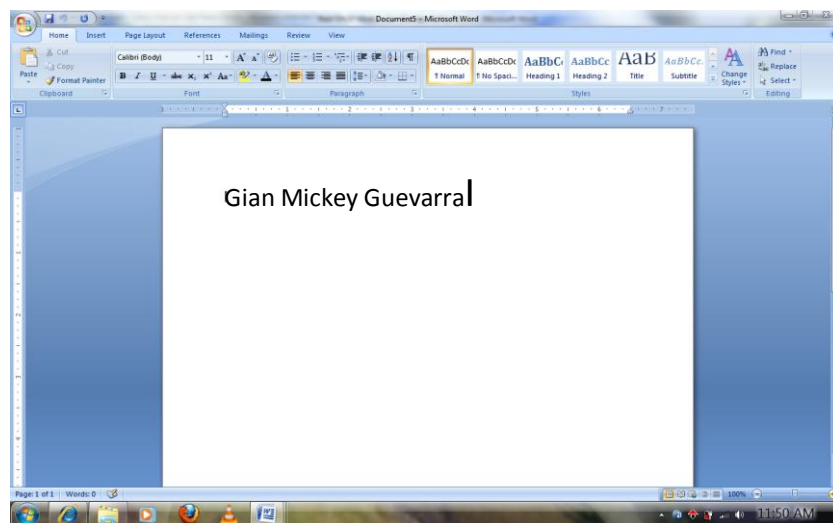
1. Triple click on the paragraph \_\_\_\_\_
2. Pressing Ctrl + A \_\_\_\_\_
3. Double click within the word \_\_\_\_\_
4. Pressing key combinations Shift + arrow key \_\_\_\_\_
5. Pressing key combinations Ctrl + End \_\_\_\_\_

**Let us study!**

**3.1 Typing and inserting Text**

To enter text in your document, use the keyboard and start typing on the blank document! The text will appear where the blinking cursor is located. The cursor is the blinking vertical line seen on the white portion of environment of MS Word.

To indicate where to insert the texts you may move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button.



You may also perform the shortcut keys provided below to make your task a little bit easier. Study at table 1.

<b>Move Action</b>	<b>Keystroke</b>
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

**3.2 Selecting Text**

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button pressed,

or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text.

Below is a table that will guide you how to easily select a portion of the document. Look at table 2.

<b>Selection</b>	<b>Technique</b>
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down <b>SHIFT</b> while using the arrow keys
Entire document	In <b>Home</b> choose <b>Editing   Select   Select All</b> from the Ribbon, or press <b>CTRL+A</b>

To deselect the text, click anywhere outside of the selection on the page or press an arrow key on the keyboard.

### 3.3 Inserting Additional Text

In the event that you want to add more text with what you have already typed just do the following:

- *Type Text:* Put your cursor where you want to add the text and begin typing.
- *Copy and Paste Text:* Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.
- *Drag Text:* Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

### 3.4 Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods stated in Table 2 and press the **DELETE** key.

### 3.5 Undo Changes

Undo will allow you to go back to the previous action you have made. In this view, in case you made a mistake or deleted something and you want it back, you will just have to apply Undo.

- To Undo your last action, click the **Undo Button** on the Quick Access Toolbar



#### **Challenge yourself!**

A. Answer the following questions briefly

1. What is the difference between Backspace and Delete?
2. Enumerate different ways of selecting words in the document.
3. Why is Undo function important?

B. Perform the following:

1. Open an existing file.
2. Select a word or group of words on the document by following table 2.
3. Apply the dragging of text.
4. Click Undo
5. Close the program.

### **Lesson 4: Formatting Texts and Paragraph**

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On your previous lesson you were able to learn ways on how to edit a document, Now this lesson will provide you an interesting procedure to format your texts and paragraphs.

But before you learn more about this lesson let us first explore what you already know about formatting.

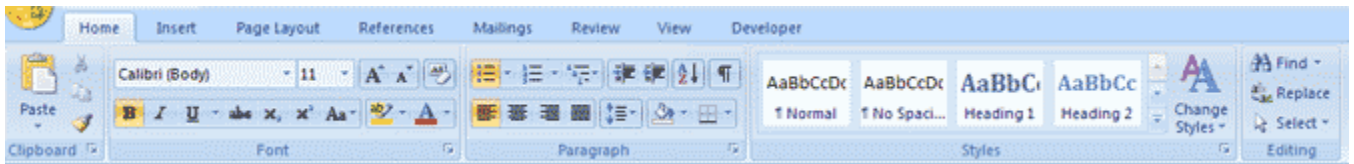
Direction: Answer the following briefly.

1. What are the paragraph alignments that you know?
2. Give some font style that you already seen?
3. Is it possible to format a text even if it is not highlighted? Explain.

**Let us study!**

4.1 Styles

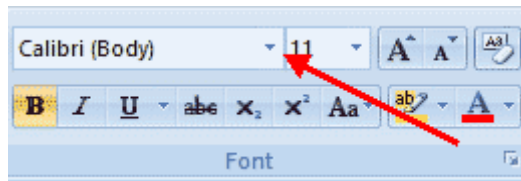
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles. To apply the style feature, simply highlight first the text then select from any style available.



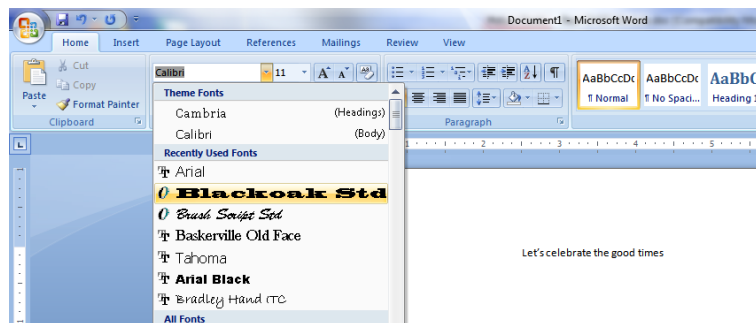
4.2 Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

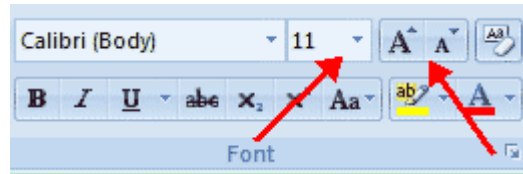


- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

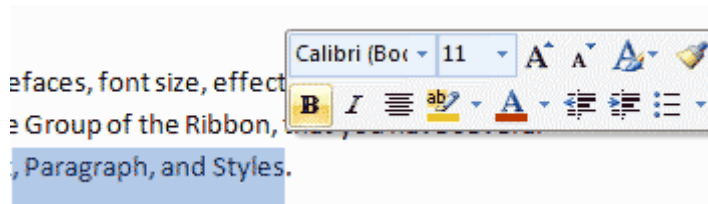
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



### 4.3 Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

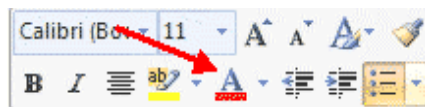
- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools



### 4.4 Change Text Color

To change the text color:

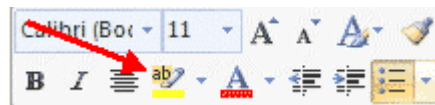
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



#### 4.5 Highlight Text

Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

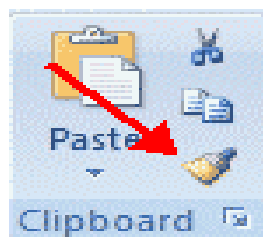
- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.



#### 4.6 Copy Formatting

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

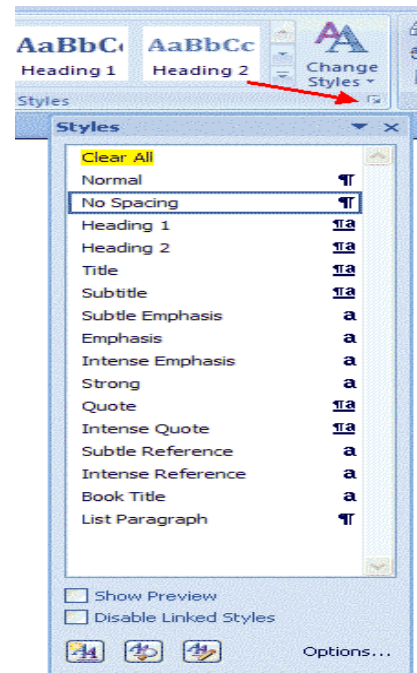
- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the **Format Painter** button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



4.7 Clear Formatting

To clear text formatting:

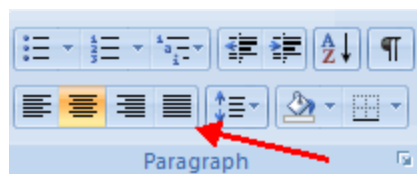
- Select the text you wish to clear the formatting
- Click the **Styles** dialogue box on the Styles Group on the Home Tab
- Click **Clear All**



4.8 Change Paragraph Alignment

The paragraph alignment allows you to set how you want your text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
  - **Align Left:** the text is aligned with your left margin
  - **Center:** The text is centered within your margins
  - **Align Right:** Aligns text with the right margin
  - **Justify:** Aligns text to both the left and right margins.



4.9 Indent Paragraphs

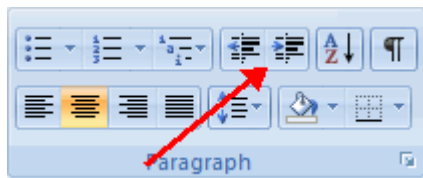
Indenting paragraphs allow you to set text within a paragraph at different margins. There are several options for indenting:



- **First Line:** Controls the left boundary for the first line of a paragraph
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one
- **Left:** Controls the left boundary for every line in a paragraph
- **Right:** Controls the right boundary for every line in a paragraph

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



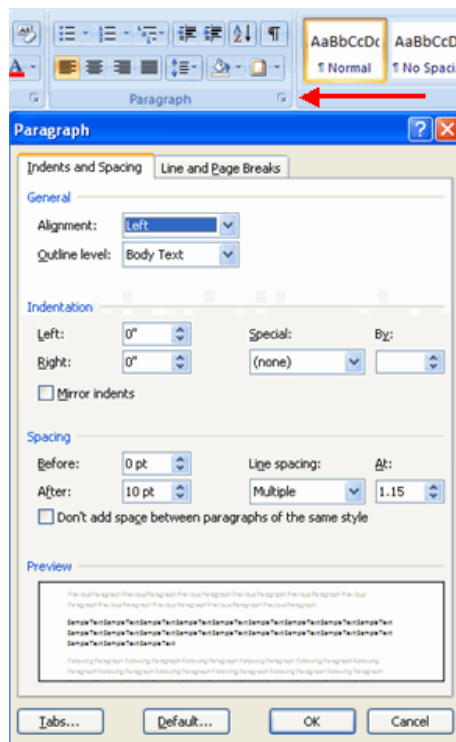
- Click the dialog box of the **Paragraph** Group
- Click the **Indents and Spacing** Tab
- Select your indents



4.10 Change Spacing between Paragraphs and Lines

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly



**Challenge yourself!**

The new activities are a little more challenging but surely this will firm up your understanding in formatting texts and paragraph.

1. Name ten (10) icons used in formatting texts and paragraph then opposite their names, write their shortcut keys. Follow the format below

Formatting Icon

Shortcut keys

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2. After Identifying the icons and knowing their shortcut keys, Type the words “I will be a good citizen” on your blank document, highlight the words by either using your mouse or keyboard then one by one key in the keys stroke combination to see what would be the effect. Do the activity one after the other to give enough time to observe then click on the Undo to go back to original formatting. Follow the format below.

Formatting Icon	Personal Observation
_____	_____
_____	_____
_____	_____
_____	_____

### Lesson 5: Bullets and Numbered Lists

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The last lesson is all about formatting your texts and paragraphs; it taught you how to maximize on the available formatting options so you can later on use this to create a professional looking document. You were also able to personally experience identifying the formatting icons and know their shortcut keys. The next lesson is about Bullets and numbering, this part of the lesson will teach you how to list down things in an organize manner.

Before you learn more about the lesson let us first explore what you already know:

Instruction: Answer the questions carefully and write your answers on the notebook.

1. Where do you usually see a bulleted list? Give three examples.
2. Why does a document need to have a bulleted list?
3. Cite at least five types of documents which uses numbering list.
4. Is it important to your number list? Explain your answer.

**Let us study!**

5.1 Adding a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the **Bulleted or Numbered Lists** button



To **create** a new list:

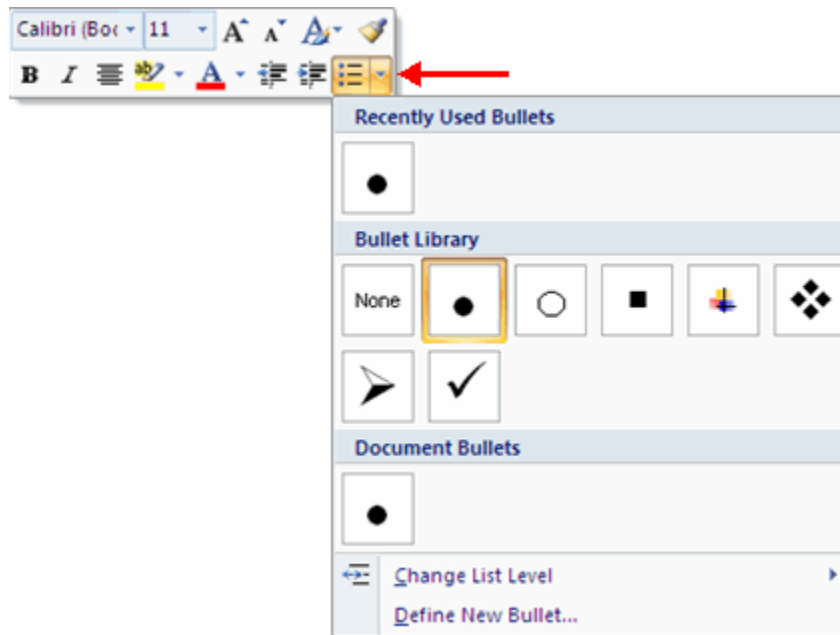
- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

5.2 Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet
- Right click

- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



### Challenge yourself!

Instruction: Hands on activity

#### Applying Numbering

1. Open MS Word 2007
2. On your blank document try to list down top ten of your favorite local artist.
3. After typing, highlight the words then click on Numbering.
4. Apply formatting to the listed items.

#### Applying Bullets

1. A few spaces below the numbered list of your favorite local artist, type ten names of your friends
2. After typing, highlight the words then click on Bullets.
3. Apply formatting to the listed items.

## Lesson 6: Proofing a Document

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In the last lesson you were able to learn and understand what bullets and numbering is. You were also able to experience how to apply them on your hands on activity. The next lesson is all about proofing your document simply means you are checking your documents from spelling and grammatical error and many other features to help you proofread your document.

But before we move on further with your lesson, let us check the things you already know about the topic.

Instruction: Answer the following.

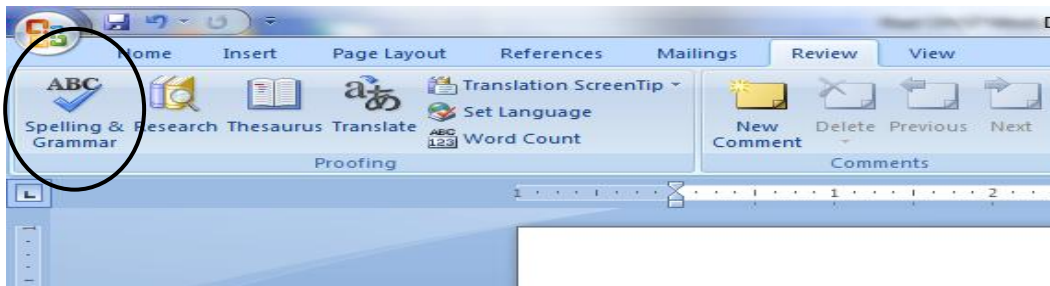
1. Why is it important to check the spelling and grammar of your document before printing? Explain your answer.
2. What are the proofing tools that you know to check the correctness of your document?

### Let us study!

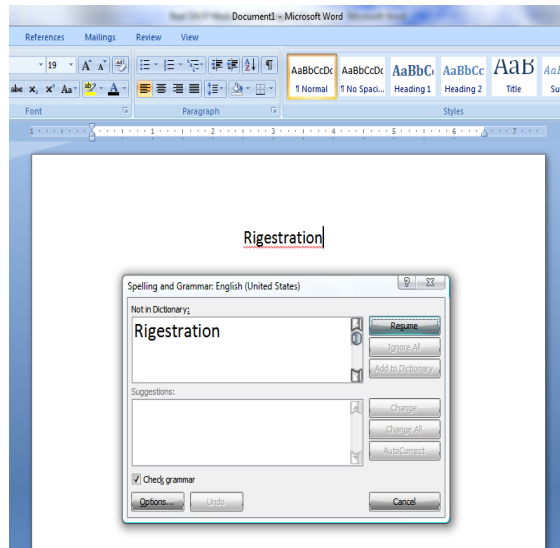
#### 6.1 Spelling and Grammar

To check the spelling and grammar of a document

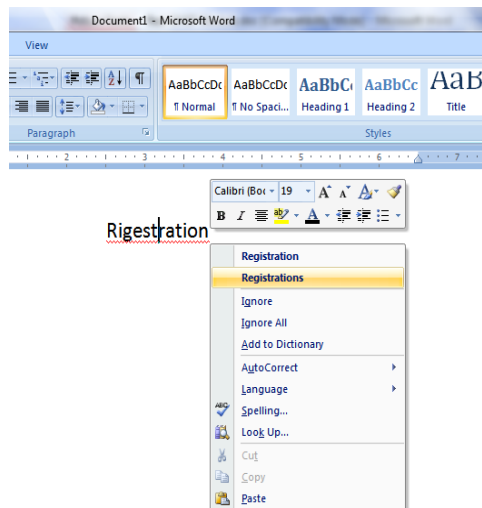
- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.



If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.

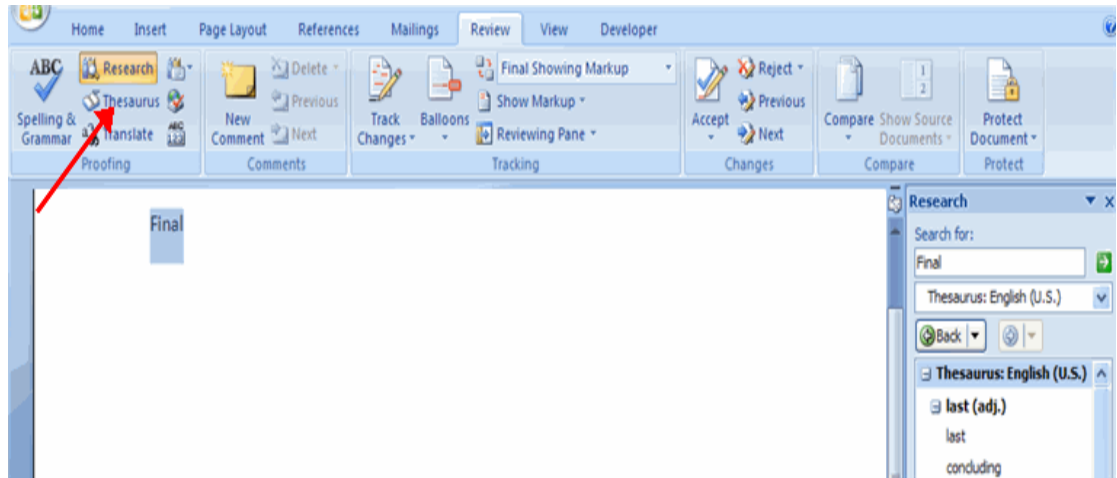


## 6.2 Thesaurus

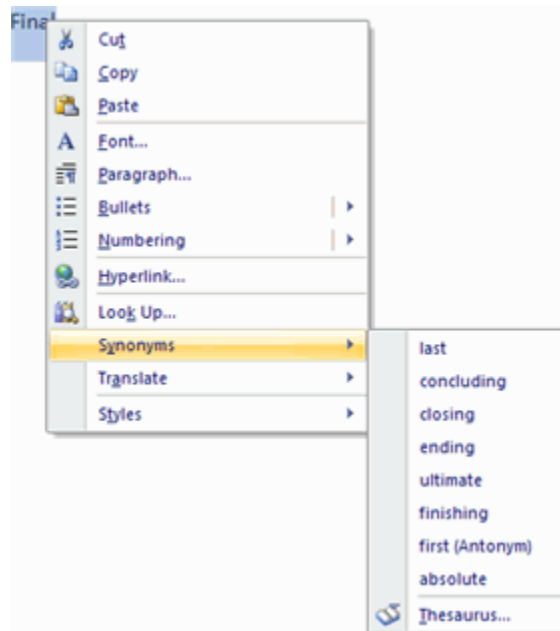
The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.

- The thesaurus tool will appear on the right side of the screen and you can view word options.



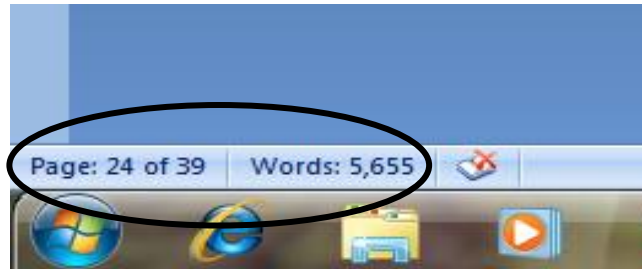
You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.



### 6.3 Check Word Count

To check the word count in Word 2007 look at the bottom left corner of the screen. It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.





**Challenge yourself!**

Instruction: Utilizing the thesaurus, right click the words below and give two of their synonyms. Write your answers on your notebook.

- 1. Diligent \_\_\_\_\_
- 2. Suitable \_\_\_\_\_
- 3. Spontaneous \_\_\_\_\_
- 4. Eloquent \_\_\_\_\_
- 5. Harmony \_\_\_\_\_

**Lesson 7: Illustrations, Pictures, and Smart Art**

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In the last lesson you were able to fully appreciate the importance of proofing the document, this will make sure your document will free from spelling and grammar errors, this will also give you the opportunity to use the thesaurus feature of the program. The next lesson is all about Inserting illustrations, pictures and other objects on your document. This lesson will also help you maneuver your objects.

But before we move on further with your lesson, let us check the things you already know about the topic.

Instruction: Answer the following.

- 1. Enumerate as many objects that you can insert in your document.
- 2. With a help of your friend, write down the steps in inserting objects and the different ways on how to manipulate it.

**Let us study!**

Word 2007 allows you to insert illustrations and pictures into a document.

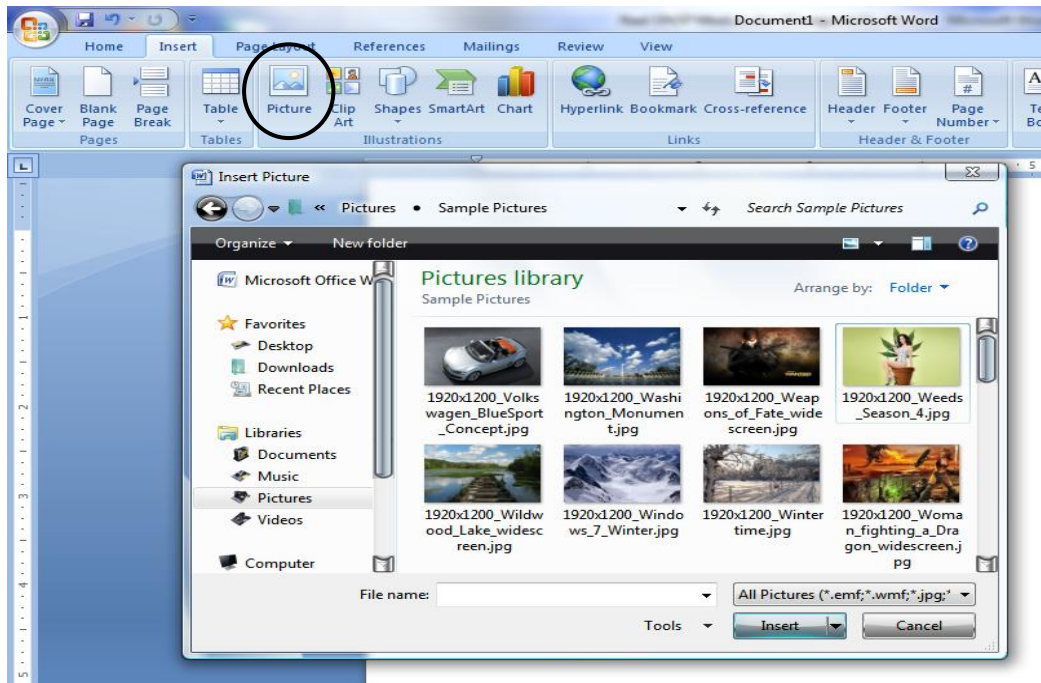
7.1 Inserting illustrations:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include by double clicking it.



7.2 To insert a picture:

- Place your cursor in the document where you want the illustration/picture to appear
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**



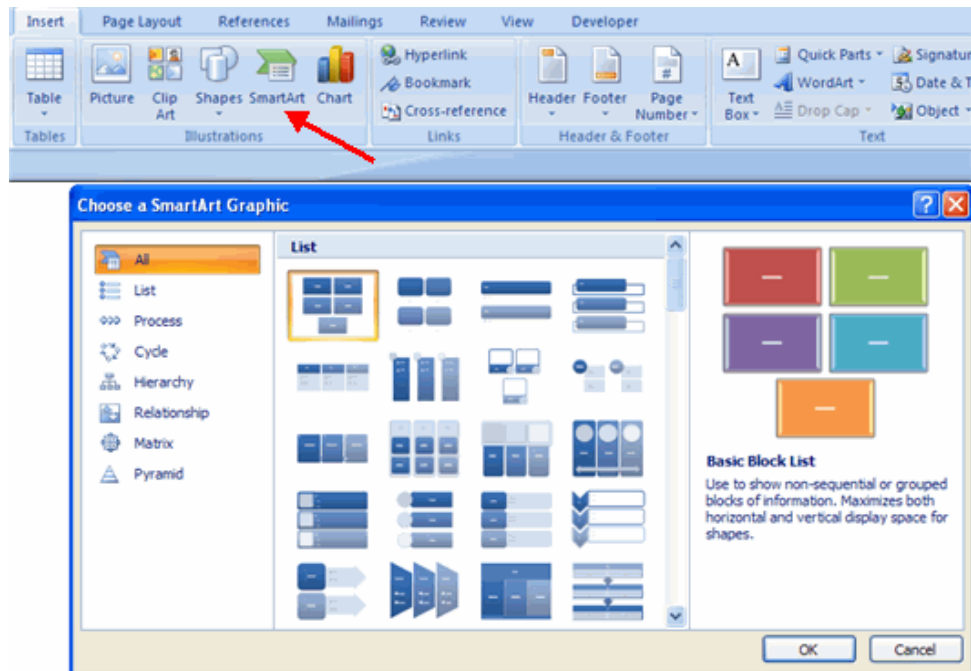
- Click **Insert**

### 7.3 To insert Smart Art

**Smart Art** is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt.

- Place your cursor in the document where you want the illustration/picture to appear
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document

- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.



### 7.4 Resizing and rotating Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture. You can also rotate the object by dragging the green circle to the rotation you wanted.

### **Challenge yourself!**

Instruction: Using a computer perform the following tasks.

1. Open MS Word
2. Insert the following objects, Pictures, clip arts, and smart arts.
3. After inserting two from each category, challenge yourself by rotating and resizing the object.

## Lesson 8: Inserting and Manipulating Table

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In the previous lesson you were able to learn some of the objects you can insert on your document, you were also able to find out ways to customize them by resizing them to the desired specifications. Now you are ready to take the next lesson which is all about inserting and manipulating Table. This lesson will educate you in adding a table on your document and teach you to apply the necessary formatting.

But before we move on further let us first check what you already know with the topic:

Instruction: Answer the following questions on your notebook.

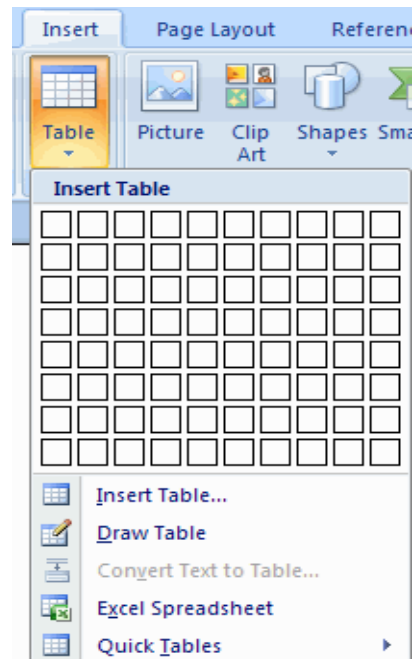
1. List down the steps in inserting a table in document.
2. Cite some formatting style available for table.

### Let us study!

#### 8.1 Create a Table

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
  - Highlight the number of row and columns
  - Click **Insert Table** and enter the number of rows and columns
  - Click the **Draw Table**, create your table by clicking and entering the rows and columns
  - Click **Quick Tables** and choose a table



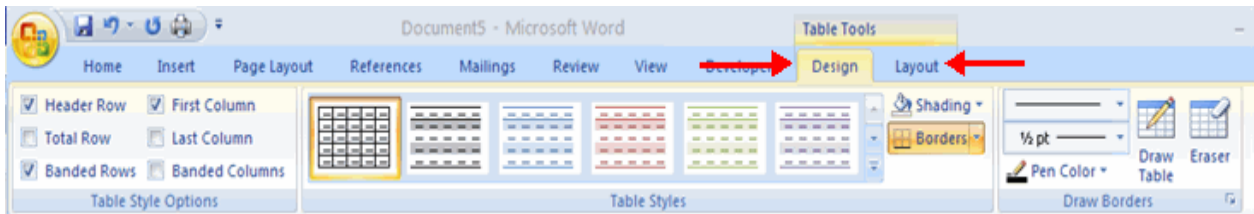
8.2 Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

7.7 Modify the Table Structure and Format a Table

To **modify** the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

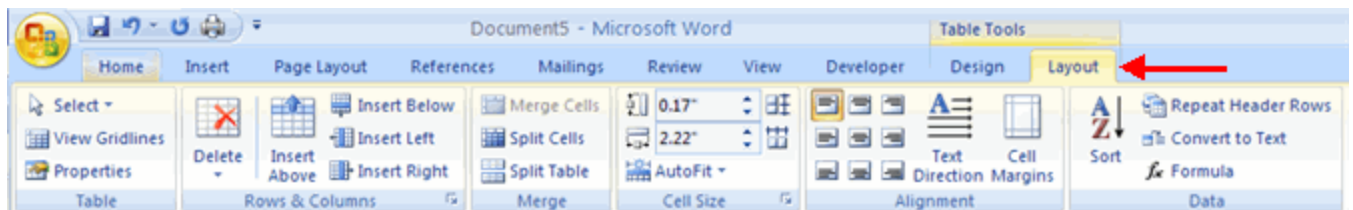


On the Design Tab, you can choose:

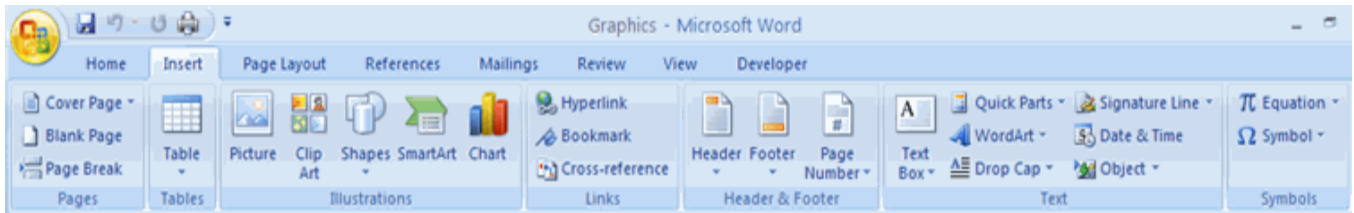
- **Table Style Options**
- **Table Styles**
- **Draw Borders**

To **format** a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **View Gridlines and Properties** (from the Table Group)
- **Insert Rows and Columns** (from the Rows & Columns Group)
- **Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- **Merge or Split Cells** (from the Merge Group)
- **Increase and Decrease cell size** (Cell Size Group)
- **Align text within the cells and change text directions** (Alignment Group)



Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.



**Challenge yourself!**

Instruction: Perform the hands on activity on your computer.

1. Open MS Word
2. On your blank document, insert a table with the following specification.  
6 Rows and 3 Columns.

Given Name	Middle Name	Surname

3. Write five names of your friends following the format above.
4. After filling up the table, apply formatting by changing the table styles.

**Lesson 9: Page Formatting**

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*Congratulations! For successfully performing all the activities of the past lesson, you were able to create a simple table with appropriate entries; you were also able to change the formatting by selecting the table style. Now, you are ready to take the next lesson the Page formatting. In this lesson you will learn ways on how to set-up and customize the page of your document.*

But before we move on further with your lesson, let us check the things you already know about the topic.

Instruction: Give your idea about the following topic.

1. Margin

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2. Page Layout

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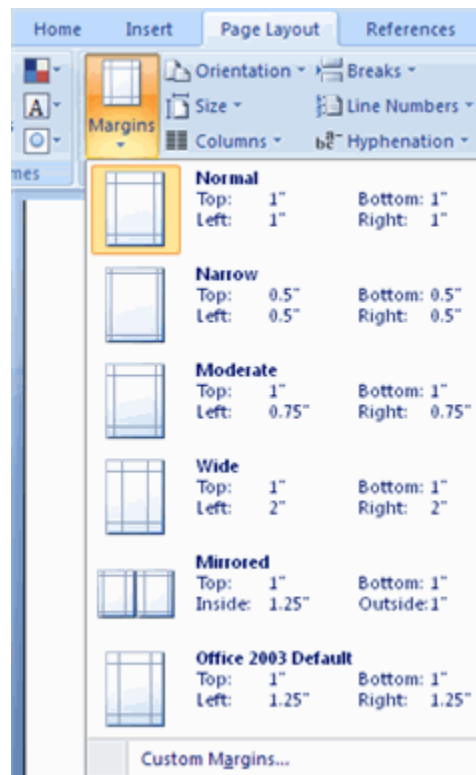
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**Let us study!**

9.1 Modify Page Margins and Orientations

The page margins can be modified through the following steps:

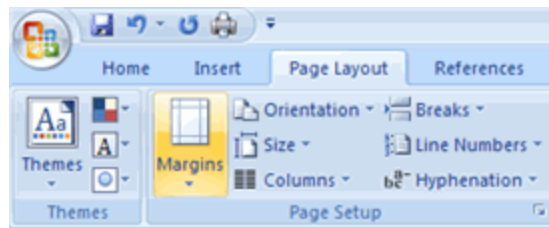
- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.





To change the Orientation, Size of the Page, or Columns:

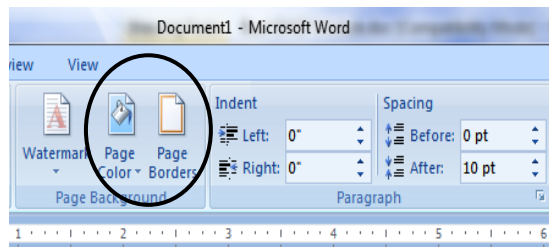
- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus
- Click the appropriate choice



### 9.2 Apply a Page Border and Color

To apply a page border or color:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus
- Select the appropriate changes.



### **Challenge yourself!**

Instruction: Open a blank document and perform the following:

- a. Change the margin of the document following the specification below:

Left – 0.75”  
Right – 0.5”

Top – 1”  
Bottom- 1”

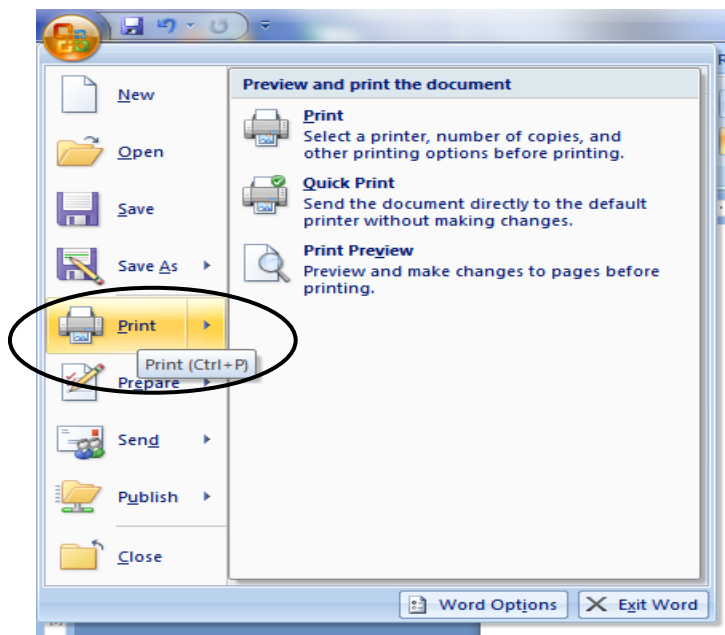
- b. Change the orientation of the document from portrait to landscape.
- c. Apply page color and page border.

### Lesson 10: Printing a Document

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The last lesson was all about setting up page, that activity is very important because it will allow you to format your page by selecting your desired margin, select page layout, insert page border and page color. Now, the last lesson which is Printing the document is the last lesson you have to take in order for you to print your document.

You can print an open document by going to office button → Print. There are three options in Print Menu.



#### 10.1 Understanding Preview and print the document pane

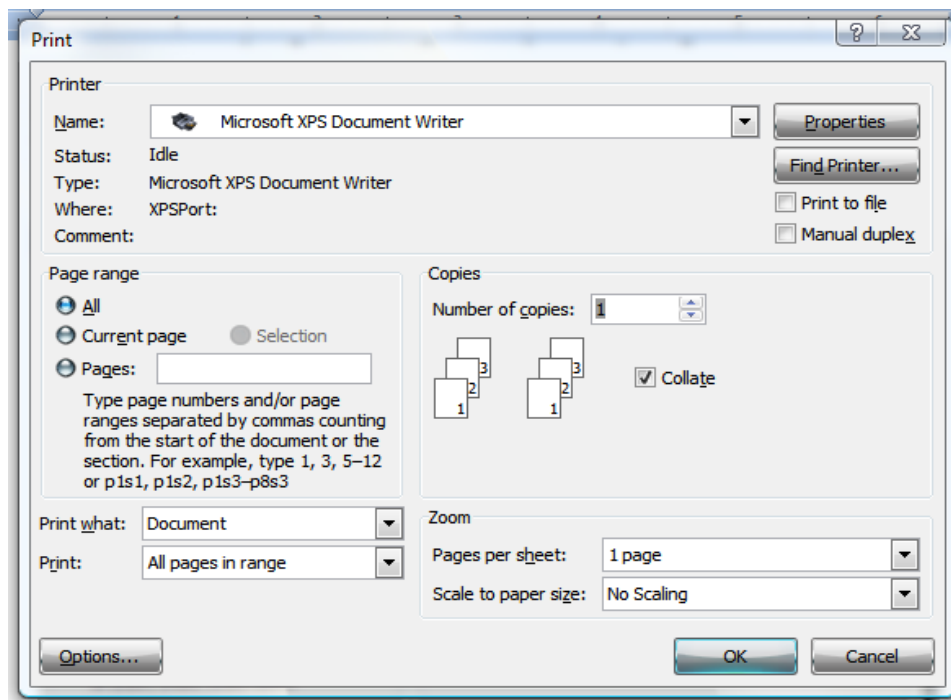
**1- Print** – If you select the first option, which is print, it will give you the print dialog box where you can configure different options.

**2- Quick Print** – If you select quick print, it will just use the default settings and will print the document directly. It will not ask you of any configuration settings. So if you have configured your printing settings, then you can easily print using Quick Print option as it will be faster.

**3- Print Preview** – Print preview will show how document will look like after it has been printed on the paper. So by previewing your document, you can make sure everything is according to what you're expecting.

In print preview, you can change the margins and orientation of the page to be printed. And you can select the paper being used for printing i.e. whether you're using A4 size paper or a letter or an envelope etc.

Print dialog box



From this dialog, we can select the printer from which we want to print the document, which pages we want to print (whether some pages or all of 'em). We can also specify what we want to print, whether the document itself or we can also print the document properties.

**Shortcut:** The shortcut for bringing the Print Settings is **Ctrl + P**.

### ***Challenge yourself!***

Instruction: Perform this Activity

1. Open an existing word file, adjust the margin, change the layout, and apply page boarder then print the document.

## Deepening Your Understanding

After carefully reading all the topics, answering all the guide questions and activities, and doing all the challenges under firm-up phase you are now ready to deepen your understanding about word processing.

This phase of learning will help you to understand better the essence of word processing by performing varied activities which later on may prove very useful in creating your own product under the transfer phase of learning of this module.

Try to perform these activities by yourself:

1. Try observing and asking questions from a word processing practitioner about some of the useful best practices to maximize the features of the software in creating quality word processing products.
2. View video clips in the internet regarding designing and formatting document.
3. Research on the different commands with their respective shortcut keys; write them down on your notebook which will serve as your reference during the actual use of MS Word.
4. Collect at least 5 word documents and have them analyze focused on text formatting, spacing, correctness of spelling and grammar, availability of pictures or other objects, page set-up and quality of print.

## TRANSFER of Learning

In this phase of learning you will see the value and importance of the lessons previously discussed. In here, you will apply all the knowledge and skills required to do an activity that will show the evidence of your understanding in word processing software.

In this case you will be asked to do any of the following:

1. Create at least two of the suggested word processing product.
  - a. Calling Card
  - b. Business Card
  - c. Memorandum
  - d. Business Letter
  - e. Leaflets
  - f. Birthday Card
2. Accept a typing job.

***What Have I learned and Understand?***

Below are statements that will help you to evaluate your knowledge and skills on the use of word processing software. Self asses your level of proficiency by putting a check mark on the appropriate column that corresponds to your rating. You will rate yourself according to the following scale:

- 1 - Need Assistance
- 2 - Confident
- 3 - Proficient

<b>Statements on the use of Word processing software</b>	<b>1</b>	<b>2</b>	<b>3</b>
1. Opening/Starting MS Word			
2. Create a new document.			
3. Open an existing document			
4. Save a document			
5. Use Save As command			
6. Close a program			
7. Highlights and change the font of a text			
8. Highlights and change the font size of a text			
9. Apply bullets and numbering			
10. Insert objects such as pictures and clip arts			
11. Resize and rotate objects such as pictures and clip arts.			
12. Create a table			
13. Adjust margin of the page			
14. Apply color a page.			
15. Print a document			

## Appendices

# Assessment of Performance

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## Sample Rubrics for Assessing the Final Product

Criteria	5 points	3 pints	1 point
<b>Content</b>	All the necessary information are included in the document	1-2 information is not included in the document	3 or more information is not included in the document
<b>Presentation</b>	There is a logical presentation of information	There are 1-2 incorrect presentation of information	There are 3 or more incorrect logical presentation of information
<b>Quality of Print</b>	The print quality of the document is outstanding	The print quality of the document is acceptable	The print quality of the document has unclear words and illustrations
<b>Time</b>	The activity is submitted on or before the given deadline	The activity is submitted 1-2 days after the deadline	The activity is submitted 3 or more days after the deadline

# Let us test what you have learned!

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**General Direction:** Read the questions carefully and write your answer on your notebook.

**I – Identification:** Identify the following and write your answer on the space provided before each number.

- \_\_\_\_\_ 1. A key on the keyboard that deletes text to the right.
- \_\_\_\_\_ 2. This button allows you to create a new document, open an existing document or save as, close and many more.
- \_\_\_\_\_ 3. This is a customizable toolbar that contains commands that you may want to see.
- \_\_\_\_\_ 4. A key on the keyboard that deletes text to the left.
- \_\_\_\_\_ 5. This is the panel at the top portion of the document, it contains seven tabs.

**II – Matching Type:** Match the shortcut keys in column A with the commands on column B. Write the letter of the correct answer on the space provided before each number.

**Column A**

- \_\_\_\_\_ 1. Ctrl + N
- \_\_\_\_\_ 2. Ctrl + P
- \_\_\_\_\_ 3. Ctrl + O
- \_\_\_\_\_ 4. Ctrl + S
- \_\_\_\_\_ 5. Ctrl + A

**Column B**

- A. Open
- B. New
- C. Select All
- D. Print
- E. Save

**III – Enumeration:** Enumerate the following.

A. Name at least three (3) tools for each tab.

- 1. Home \_\_\_\_\_
- 2. Insert \_\_\_\_\_
- 3. Page Layout \_\_\_\_\_
- 4. References \_\_\_\_\_
- 5. Mailings \_\_\_\_\_

B. New Features of MS Word 2007

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_



# Key to Correction:

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## I – Identification:

1. Delete
2. Microsoft Office Button
3. Quick Access Toolbar
4. Backspace
5. Ribbon

## II – Matching Type:

1. B
2. D
3. A
4. E
5. C

## III – Enumeration:

- A. Name at least three (3) tools for each tabs. (Any of the following)

**Home:** Clipboard, Fonts, Paragraph, Styles, and Editing.

**Insert:** Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

**Page Layout:** Themes, Page Setup, Page Background, Paragraph, Arrange

**References:** Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

**Mailings:** Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

- B. New Features of MS Word 2007.

1. Microsoft Office Button
2. Quick Access Toolbar
3. Ribbon

## Reference Materials

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[http://en.wikipedia.org/wiki/Word\\_processor](http://en.wikipedia.org/wiki/Word_processor)

<http://wordprocessing.about.com/cs/introtowor1/a/wordoutline.htm>

<http://www.baycongroup.com/wlesson0.htm>

<http://www.fgcu.edu/support/office2007/Word/index.asp>

<http://www.gcflearnfree.org/word2007>

[http://www.ehow.com/way\\_5754352\\_easy-ms-word-2007-tutorials.html](http://www.ehow.com/way_5754352_easy-ms-word-2007-tutorials.html)

[http://www.ehow.com/facts\\_4968800\\_parts-ms-word-screen.html](http://www.ehow.com/facts_4968800_parts-ms-word-screen.html)

[http://www.ehow.com/facts\\_4968800\\_parts-ms-word-screen.html](http://www.ehow.com/facts_4968800_parts-ms-word-screen.html)

[http://www.istraining.bham.ac.uk/documents/Word\\_2007\\_the\\_essential\\_course\\_notes.pdf](http://www.istraining.bham.ac.uk/documents/Word_2007_the_essential_course_notes.pdf)