Level 4

WORD PROCESSING
Worksheets

EDUCOOT

SAMPLE!

THE RESOURCE INCLUDES

- Many practice exercises
- Documents in Word for students to amend
- Concept mapping for each lesson
- Examinations – 1 x Theory, 1 X Practical
- Marking Schedule
- Marking sheet
- Assessment Briefs
- Programme Overview

WHAT IS WORD PROCESSING?

Word processing describes creating or editing a document using a word processor, such as Microsoft Word, Google Docs, or other software. For example, you could create a project in a Word Processor application. Then, you could print it, save it to your device or on the cloud, display it on the screen, or send using email.

To perform word processing, you need a computer or device, word processing software and a printer.

Word processing software enables you to do the following:

- ○ To create a document
- ○ Store it electronically on a USB, a computer or in the cloud
- ○ Display it on a screen
- ○ Modify or format it by entering commands and characters from the keyboard
- ○ Print the document on a printer
- ○ Send or share the document digitally

Microsoft Word is the most widely used word processing software.

Name 3 other types of word processing software.

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Word processors have uses and applications in the business world, at home and in education.

Examples of documents that can be created include:

letter, report, minutes of a meeting, agenda, project, calendar, budget, itinerary, plan, menu, policy, reference documents, story, essay, CV, greeting card, list, envelope, worksheet, memo, flyer, exam, note, invitation, advertisement, banner, invoice, bill, diary, review, etc.
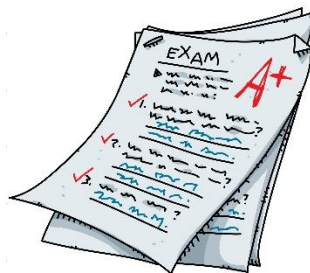
Give 8 examples of business documents that are created using a word processing application.

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Give 8 examples of home or personal documents that are created using a word processing application.

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Give 8 examples of educational documents that are created using a word processing application.

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FUNCTIONS

Know these!

Insert text: You can insert text anywhere in the document.

Delete text: You can erase characters, words, lines, or pages as easily as you can cross them out on paper. You can use the backspace to delete characters and words, or if there is a large section to be removed, you can select it, and hit the delete button on the keyboard.

Cut and Paste: You can remove (cut) a section of text from one place in a document and insert (paste) it somewhere else. You can also copy from one document and paste it into another. You can even copy from the Internet and paste into a Word document. You can use the cut and paste in the ribbon, or you can right-click and cut/paste, or you can use the shortcut, Ctrl + X and Ctrl + P.

Copy: You can duplicate a section of text. You can select the text you want to copy, and you can use the copy icon on the ribbon, or you can right-click and copy, or you can use the keyboard shortcut Ctrl + C to copy.
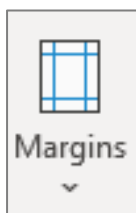
Page Size and Margins: You can define various page sizes and margins, and the word processor will automatically readjust the text so that it fits. You can choose from a range of page margins or you can choose your own custom margins.

Search and Replace: You can direct the word processor to search for a word or phrase. You can also direct the word processor to replace one group of characters with another, e.g., if a document

has all dollar symbols, you can replace all of them with a € sign at the same time.

Word Wrap: The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.
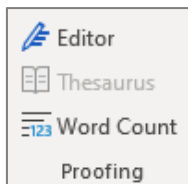
Spell Check or Editor: You can use the Spell and Grammar check before printing.

Format and Enhance Text: There are many ways to format and enhance text, such as bold, underline, italic, font type and size, colour, etc.

Save: At any stage throughout the process, you can save the document so that it can be retrieved and edited again. You can save your documents in different folders so that your work is organised, and you can easily find the documents you need.

Print: You can send a document to a printer to get a hardcopy.

Close: You can close the document and the application.

"At some point we'll have to focus on training, rather than just batting at the cursor."

CREATING, NAMING AND LOCATING FILES

1. Open Microsoft Word and create a blank document.

2. Type the following. (Remember to use the Enter key to go to a new line)

The perfect summer job for people who love food!

Do you need to make some extra cash while you are off this summer? Work at The Breadbasket as a cashier! If you love the smell of fresh bread and home-baked doughnuts and want to help people pick out the perfect piece of cake, then this job is for you! No experience required. Apply here today. (Free sweet treats for all staff members!)

3. Save the document as **Classified_Ad**.

NOTE: Use hyphens or underscores instead of spaces in your file names.

4. Close the document and the application.

5. Locate the file and open it.

6. Close the application again.

7. In your folder, create a subfolder called **Jobs**.

8. Open the document **Job Description**.

9. Save the document in the **Jobs** folder.

10. Check to make sure it is there!

11. Move the file **Classified_Ad** into the **Jobs** folder.

12. Open Microsoft Word and create a blank document.

13.   Type the following information as you see it. (Because you may be using a different font to this text, do not worry if you have more/less words in a sentence. Do adhere to new paragraphs.)

To Bernie,

I would like to have all our fire points serviced, as soon as possible. The last assessment was carried out one year ago. Our offices are open from 9 a.m. to 5 p.m. Monday to Friday. We are closed between 1 p.m. and 2 p.m. I look forward to hearing from you.

Yours sincerely

Jackie Kay

In-house Computer Design

info@inhouse.ie

034-235470

14. Save the document as **Letter** in your **Jobs** folder.

15. In your folder, create another subfolder and call it **Health**.

16. Download the document **Recipe**.

17. Open it and save it in the **Health** folder.

Exercise 4: Memorandum

⊙ Download the file **Memo**.

```
memorandum

To: All Staff

From: Anna Lee, Executive Assistant

Date: July 15, 2021

Subject: Reception Door Security

It has come to our attention that the door in reception is
being constantly left open during the day.  This poses a
security risk.   At great cost, the door in reception has been
fitted with a quality security code.  It is therefore very
important that this door stays locked at all times.

Please ensure that you close the door securely and use your
security code to enter the building.

Failure to comply with these regulations will result in
disciplinary action.

Thank you for your cooperation!

Best,

Anna Lee
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⊙ Carry out the following tasks:
a) Save the document as **Memo**.
b) Make the heading **Memorandum** centred and all capital letters.
c) Leave a line between the heading and the next line.
d) Delete the word '**constantly**' in the 1st sentence.
e) Undo this last action.

The Undo and Redo tools can usually be found in the Quick Access Toolbar. They are very helpful! They look like this:

f) Delete the 3rd paragraph, '**Failure to comply..**'.
g) Use 1.15 line spacing throughout the document.
h) Proofread the document.
i) Save changes. Use Ctrl + S.

Concepts covered: download document, save, centred text, all caps, delete word, delete paragraph, line spacing, proofread, Ctrl + S, undo, redo

Exercise 7: Shopping List

○ Download the file **Shopping_List**.

○ Create a new folder in your Practice folder and call it **Home**.

○ Carry out the following tasks:
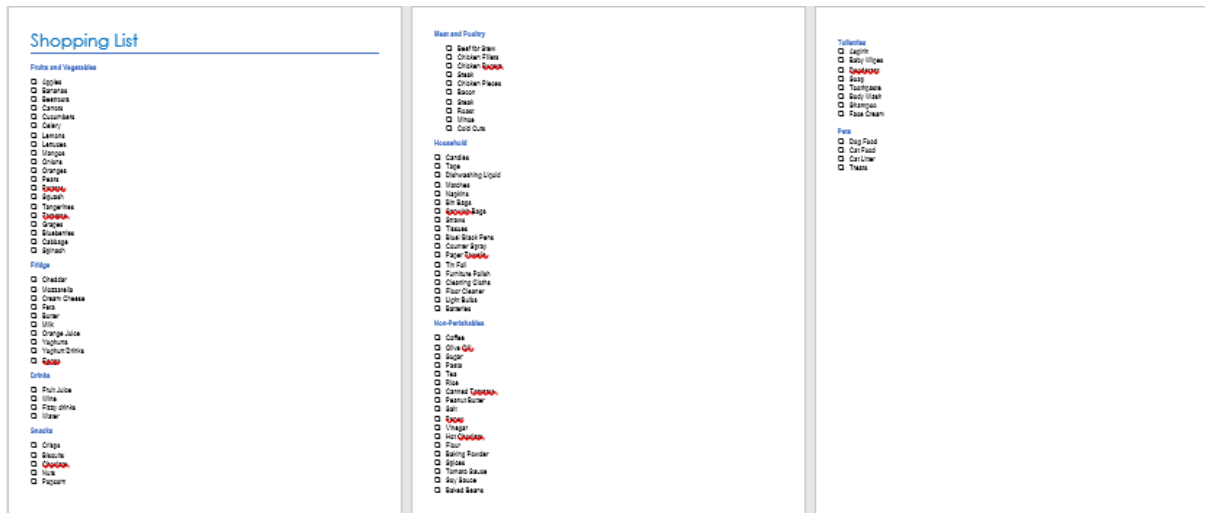
a) Save the document as **Shopping_List** in your **Home** folder.

b) Change all the font in the document, except the heading, to Century Gothic, 11pt.

c) Change the top, bottom, left and right page margins to 2.1.

d) Under the '**Fridge**' heading, delete '**Orange Juice**'.

e) Under the '**Household**' heading, add the item '**Batteries**' at the end of the list.

f) Under the heading, '**Pets**', change case so that each word starts with a capital letter.

g) Under the heading 'Meat and Poultry', decrease the indent for the items under the heading so that they are in line with all the other text.

h) Change the line spacing throughout the document to 1.15.

i) Do a grammar and spelling check.

j) Make the shopping list 3 columns of text. Exclude the heading.

Highlight the list and click into Layout. Click into Columns and select 'Three'.

a) Make sure the layout is consistent and even.

b) Save your changes.

c) Print the document. Do a print preview first.

Concepts covered: create a new folder, download document, save, insert and delete words, decrease indent, font type & size, line spacing, change margins, create text columns, proofread, print preview, print

Exercise 3: Name Badges
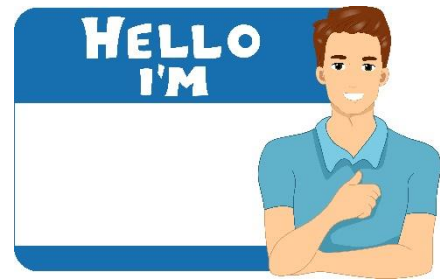
○ Download the document **Name_Badges**.

○ Carry out the following tasks:

a)   Save the document in your **Business** folder.

b)   Insert a header, with the title **Conference_3** and page numbers.

c)   Change all the text to Tahoma.

Use the shortcut Ctrl + A to select all the text. Then change the text.

d) Save all changes.

e) Print only the first 2 pages, back-to-back. Print in greyscale.

f) Print the document.

Concepts covered: download file, save, insert header, page numbers, change font, use shortcut Ctrl + A, print on both sides, print only selected pages, print in greyscale

Exercise 4: Newspaper Article

○ Download the document **News_Article**.

○ Carry out the following tasks:

a) Save the document in your **Business** folder.

b) Insert a footer with page numbers.

c) Insert a header with the word **News**.

d) Adjust the margins so that they are all 1.5cm. (top, bottom, left and right)

e) Change the line spacing for the story only to 1.15.

f) Create 3 columns for the story only, from '**CAPE TOWN**…' to '**though**'.

g) Save all changes. Use Ctrl + S

h) Also save the document as a pdf.

Click on File → Save as → Check file name → Use the drop-down arrow where it states Word Document and choose PDF.

News_Article		
PDF (*.pdf)	▾	💾 Save

i) Print the word document.

Concepts covered: download file, save, insert header, page numbers, adjust margins, line spacing, create text columns, use shortcut Ctrl + S, save as pdf, print

Exercise 3: Inserting Symbols

- Download the document **Symbols**.
- Carry out the tasks as indicated on the document.

a) Save the document in your Business folder.

b) Follow all instructions. NO copying and pasting!

c) Save your changes.

d) Print your document on both sides, in greyscale.

> Concepts covered: download file, save, insert symbols, print on both sides, print greyscale

Sometimes, we use symbols instead of swear words!

Exercise 2: Fitness Information

- Download the document **Fitness**.
- Carry out the following tasks:

FITNESS

Are you getting bored with your fitness routine? Here are some interesting ways to stay fit.

2. Hula-hooping

This was a 1950s craze! Hula-hooping, or "hooping," is a great cardio workout to slim your waist, hips, buttocks, and thighs while toning your abdominals and lower back muscles. Hooping can be done indoors or outdoors.

5. Ice-skating

Skating is a good aerobic workout that tones your lower body and builds leg strength. The good news is that both ice and inline skating are good calorie burners. You could burn up to 330 calories during one hour of continuous skating.

7. Decluttering

Declutter your house! You probably will not burn as many calories as you would at the gym, but it all helps. Work through your house room by room and declutter and redecorate, even if it means moving furniture around. Decluttering can take a lot of physical effort. But you will be burning calories as you improve your environment!

10. Singing

Singing a few of your favourite tunes can burn more than 130 calories per hour! Throw in a few dance moves and you have a great workout. Singing is good for your mental health – it reduces stress, boosts self-confidence, and strengthens the immune system.

4. Skipping

This is a full-body cardiovascular workout. It strengthens your muscles and bones and improves your coordination. And just fifteen minutes of jumping rope burns about 200 calories.

1. Zumba

If you like dancing, you will love Zumba. This is an aerobic workout includes various types of dances to sculpt your body and burn fat. Zumba tones your abs, thighs, glutes, and arms.

6. Fitness class

Take a fitness class in your living room! More and more fitness professionals are running their own online shows that you can follow along with at home to burn calories. If you have a smart TV in your living room, you can get YouTube videos playing on a big screen so the whole family can get involved.

8. Virtual Reality

Get fitter with a virtual reality headset! Virtual reality – or VR for short – is a technology that lets you explore virtual worlds by wearing a headset. Once you have got the headset on, you can turn your head and move your arms to interact with the virtual world.

3. Indoor rock climbing

Indoor rock climbing is an anaerobic workout. It builds strength and balance and can burn up to 800 calories an hour. It can be quite hard work, but worth it!

9. Doga

Doga is yoga with your dog! If you have already practised regular yoga, you will be familiar with the basic tenets of doga. It is the same as yoga, but your dog joins in too. Even if you are not actually getting your dog to exercise, having your pooch around might help! Walking your dog is good exercise too!

Doga!

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a) Save the document as **Fitness** in your **Health** Folder.

b) Insert a footer with page numbers at the bottom of the pages, centred.

c) The paragraphs are mixed up! Use cut and paste to put the paragraphs in the correct order.

d) Check that spacing is even and that the document fits on 2 pages.

e) Save the changes.

f) Print page 1 only.

> Concepts covered: download file, save, page numbers, cut and paste, spacing, print selected page

"How was Pilates?"

Exercise 2: Application Form

- Create a new blank document.

- Carry out the following tasks:

a) Save the document as **Gym_ Form** in your **Health** folder.
b) Type a heading at the top of the page: **Gym Membership Form**.
c) Make the heading centred, bold and underline it. Choose a clear font.
d) Under the heading, insert a table with 2 columns and 8 rows. See the example below:

2x8 Table

It should look similar to this!

e) On the left-hand side of the table, type the following headings:

Name	
Eir code	
Phone number	
Email	
Emergency contact	
Reason for joining the gym	
Have you filled in the health questionnaire?	
Method of payment	

f) Type in made-up details on the right-hand side of the table.
g) Under the table, type 'Signature' and beneath this, type 'Date'.
h) Ensure that the same font is used throughout.
i) Save your changes.
j) Print the form. Sign and date it.

Concepts covered: create new document, save as, insert heading, centre text, bold, underline, choose clear font, insert table, type text into cells, save, print

Exercise 2: Inserting Photos

You are going to copy and paste from a website, so for this lesson, you need the Internet.

- Download the document **Bees**.
- Carry out the following tasks:

a) Save the document **Bees** in your **Pictures** folder.

b) Log onto the Internet. Go to this website:

https://pixabay.com/ (These pictures are free to use so you do not have to worry about copyright)

c) Read the sentences on the document. Search on the site for photos that match the sentences. Paste these photos below the information.

On the picture or photo on the website, right-click and copy, then go to your Bee document, then right-click and paste. Don't forget to click on 'Wrap text', etc!

d) Experiment with the different text wrappings! Use the **Undo** tool or **Ctrl + Z** to undo an action if you are not happy with it!

e) You can change fonts, layouts, headings, etc. if you wish.

f) Ensure that the document is no longer than one page.

g) Save your changes.

Concepts covered: download document, access Internet, copy images from Internet, paste images into document, position images, format document, save

Exercise 3: Letter

● Download the document **Letter**.

● Carry out the following tasks:

a) Save the document as **Letter** in your **Business** folder.

b) In the first section, move the phone number and email each to a new line.

c) In the first paragraph of the letter, make the last line a paragraph on its own: **I appreciate both your and Mr. Clarke's assistance in this matter.**

d) Set it to 1.15 line spacing throughout the document.

e) Indent the first line in the 1st paragraph: **I, Maggie McGreevy,....**

f) **Insert a table below the letter:**

Dates away	Location	Phone No 1	Phone No 2
1/2/21 – 31/3/21	South Africa	0027-31-72393823	0027-31-57872398

g) Shade in the column headers from Dates away to Phone No 2 in an orange colour.

h) Download the image B&B.jpg and insert it at the top right-hand side of the document. Format and resize as necessary.

i) Proofread the document.

j) Use the Spelling & Grammar check.

k) Save as **Letter2**.

l) Do a pint preview and ensure orientation is portrait.

m) Ensure all text can be printed on one page.

n) Save and print the document.
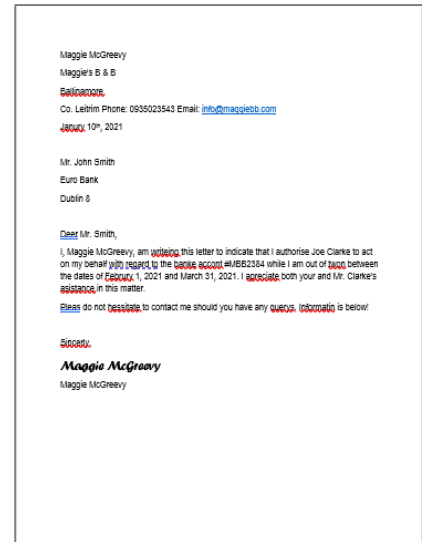
Concepts covered: download document, save, move text, new paragraph, line spacing, indent 1st line, insert table, shade cells, download image, insert image, proofread, spelling and grammar check, print preview, page orientation, print