

# Section 5

## Documents

By the end of this section you should be able to:

Recognise the Layout of the Keyboard

Enter Text

Save Documents

Close Documents

Create New Documents

Open Existing Documents

Understand Document Views

## Exercise 37 - The Keyboard

### Guidelines:

There is only so much that can be done with the mouse, which is why computers also have a keyboard (see *example below*). The keyboard is basically the same as a normal typewriter keyboard (1), but there are extra keys. The top row contains the **Function Keys**: <F1> to <F12> (3). These keys are used to access shortcuts in some programs. On the main keyboard, the additional keys used most often are <Ctrl>, <Alt> (left and right of 11) and <Enter> (9).

At the far right of the keyboard is a numeric keypad (6), which also includes mathematical keys (+, -, etc.). Numbers can be entered more quickly using these keys. The **Number Lock** must be on to use this keypad - use the top left button on the numeric keypad (<Num Lock>) to switch it on or off.

To the left of the numeric keypad are directional keys, such as <Home>, <Page Up> (15) and arrow keys (7) that allow movement around a text document, for example. The <Delete> (15) and <Backspace> (14) keys are both used to delete text.



Keys on the diagram not already mentioned are: <Esc> (2) - the escape key, often an alternative to a **Cancel** option, <Print Screen> (4) - copies the exact content shown on screen, <Shift> (8) - hold this down to type a capital letter, or a symbol above another (e.g. £ above the <3>). The <Space bar> (10) adds one space to text, <Caps Lock> (12) switches to capitals until pressed again and <Tab> (13) moves along the page to the next **tab stop**, set at regular intervals to help line up text. The indicator lights (5) show if any locks are activated, such as <Caps Lock>.

## Exercise 38 - Entering Text

### **Guidelines:**

Any file created in *Word* is called a **document**. It can have one or several pages.

The keyboard is called an **input device** because it is used to input information to the computer. Any key pressed on the keyboard will appear in the document at the **Insertion Point**, where the cursor flashes. Each letter, number or symbol typed in is called a **character**.

Using <**Shift**> and the appropriate key will enter a capital letter. <**Caps Lock**> is used if a large amount of text is to be capitalised. Where there are two options on a key, then <**Shift**> should be used to enter the uppermost option.

*Word* uses a feature called **word wrap** when text is entered. This means that as you are typing, the end of a line is automatically detected and a new one started. <**Enter**> must be used in text entry to force a new line, i.e. to end a paragraph (this is known as a paragraph break). Pressing <**Enter**> without entering any text will create a blank line.

It is a common convention that there is one space between words and two spaces at the end of a sentence, although you should check what spacing is used where you work or study. Use <**Enter**> twice at the end of paragraphs, one to end the text and one to create a blank line. This will make the text easier to read.

### **Actions:**

1. Start *Word* so that there is a blank document in view. A flashing vertical bar called the **Insertion Point** is displayed indicating where on the screen text will be entered if a key is pressed. By default this is in the top left of the usable area of the page.
2. Move the mouse pointer slowly over the screen. Double clicking will move the insertion point to the cursor position.
3. Notice how a symbol appears next to the cursor. This indicates the alignment of the text.  means any text entered here will be aligned to the left,  means the text will be centred and  means the text will be right aligned. Alignment will be explained in greater detail in section 10.

*Note:* Showing text alignment on the cursor is an option. It is controlled by the **Enable click and type** setting which can be accessed by clicking the **Office Button**, then selecting **Word Options | Advanced | Editing Options**.

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## Exercise 38 - Continued

4. Enter the following text as fast as possible, ignoring any errors made. The text should appear at the **Insertion Point**.

**A computer is an electronic machine that is automatically controlled; it can store a vast amount of information and works at fantastically high speeds. Computers do not have brains, humans who feed them information and program them to perform particular tasks do the thinking.**

*Note: Remember that during an examination, it is important to type carefully and accurately, so that the document is well presented, without any errors.*

5. Make sure you have put two spaces after **speeds**. Now press <Enter> to put a blank line between the paragraphs.
6. Continue entering text:

**Computers can be used by individuals, or as part of a network. The largest computer network is the World Wide Web, which allows users to communicate with others and access information from all over the world.**

7. Click in front of the second sentence of this paragraph - **The largest computer network...** and then press <Enter>. This inserts a paragraph break, creating a new paragraph.

*Note: Jagged red lines may have appeared under words that are spelled incorrectly. Do not do anything about these yet, as editing and spell checking will be covered later.*

8. Leave this text on the screen for the next exercise.

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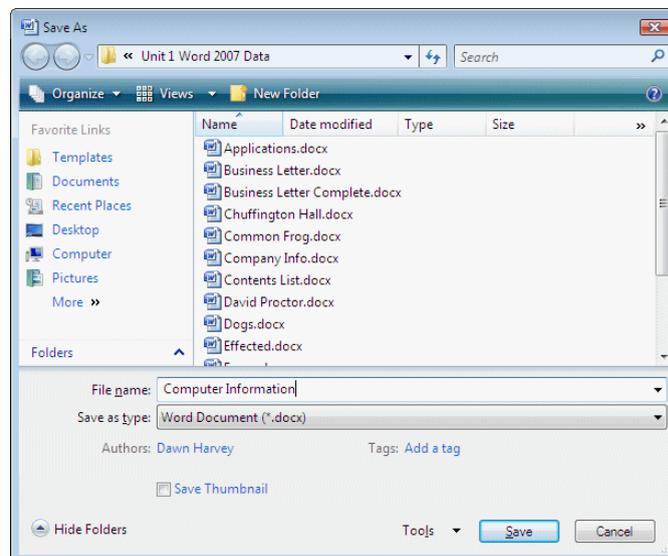
## Exercise 39 - Saving a New Document

### Guidelines:

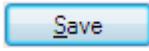
Text must be saved if it is to be used again. There are two main ways to save a document. **Save As** allows file name, file type and location to be specified and is therefore always used to save a newly created document, or to create a new copy. **Save** saves an existing file with the same name, location and type as it had before, therefore overwriting the original. You should be aware of where the data associated with this guide is located. The file you are about to save should be saved to the same location.

### Actions:

1. Click the **Microsoft Office** button and select **Save As**. The **Save As** dialog box will appear. Make sure the **Save in** box shows the location of the supplied word processing data files (see *Note on Page 4*). They should be in the **Unit 1 Word 2007 Data** folder, a subfolder of **Unit 1 Windows Vista Data**, if not, consult your tutor.
2. The document must be given a name. Enter **Computer Information** in the **File name** box (the highlighted text will automatically be deleted and the extension **.docx** will be added automatically).



*Note:* A filename can be of any length. Choose a meaningful name but do not use any of the following characters: ><"\*?:\;/.

3. Click the **Save** button, , at the bottom right of the dialog box. The chosen name now appears in the **Title Bar**.
4. Leave the document on the screen for the next exercise.

*Note:* A previously named document can be saved to the same location under the same name by clicking the **Save** button, , on the **Quick Access Toolbar**. For a new document, selecting **Save** automatically displays the **Save As** dialog box.

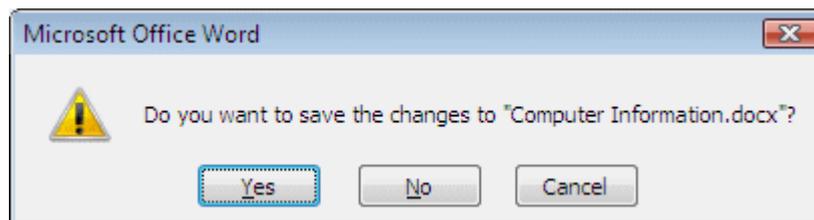
## Exercise 40 - Closing a Document

### **Guidelines:**

To clear all text from the screen and begin working on a new document, the current document can be closed. If the document has not been previously saved, or if it has been modified in any way, a prompt to save it will appear.

### **Actions:**

1. The **Computer Information** document should still be present on the screen. Move to the bottom of the document, press <Enter> and type in your name.
2. Now click the **Microsoft Office** button and choose the **Close** command. The message **Do you want to save the changes to “Computer Information”?** should appear on the screen.



3. Select **Yes**. The document is automatically saved to the location specified earlier.

*Note: If the document has just been created and **Yes** is selected, the **Save As** dialog box will appear. **No** closes the document without saving and **Cancel** returns to the document.*

4. At this stage, an empty grey area should be on the screen. Try typing in some text. Nothing happens because there are no documents open at the moment.

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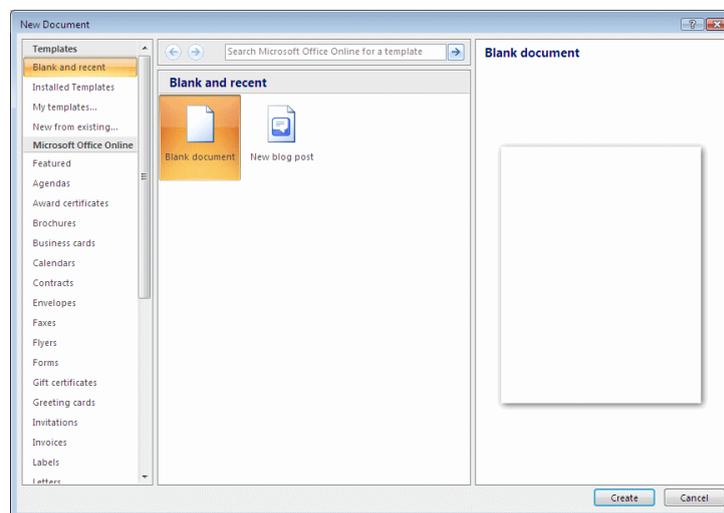
## Exercise 41 - Creating a New Document

### Guidelines:

Further new documents can be created at any time within *Word*. The **New Document** dialog box provides several options for creating documents. They may be created from scratch, or preset templates can be used to help create standard documents such as letters and faxes, etc.

### Actions:

1. Click the **Microsoft Office** button and click . The **New Document** dialog box appears.



2. Make sure **Blank document** is selected and click on the **Create** button and a new document will instantly be displayed on the screen. Until it is saved and given a name, new documents will be called Document 1 or Document 2, etc. depending on how many documents have been created in this session.
3. Enter the following text, do not worry about mistakes yet.

**Recent research has questioned previous findings that coffee is detrimental to health. It has been suggested that moderate coffee consumption can help prevent some forms of cancer and, in heavy drinkers, can help avert cirrhosis of the liver. This should encourage workers to drink more coffee; not only does it keep you alert, but it can help safeguard you against some serious diseases.**
4. Click the **Microsoft Office** button and select **Save As** to save the document in the word processing data folder, using the file name **Coffee**. Click **Save**.
5. Click the **Microsoft Office** button again and select **Close** to clear the document from the screen.

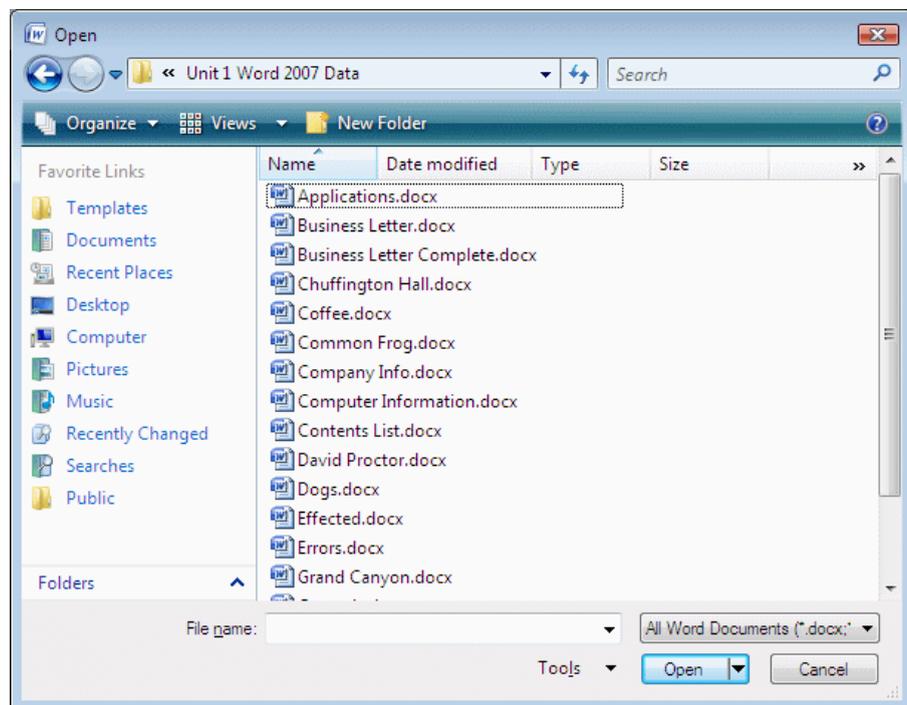
## Exercise 42 - Opening an Existing Document

### Guidelines:

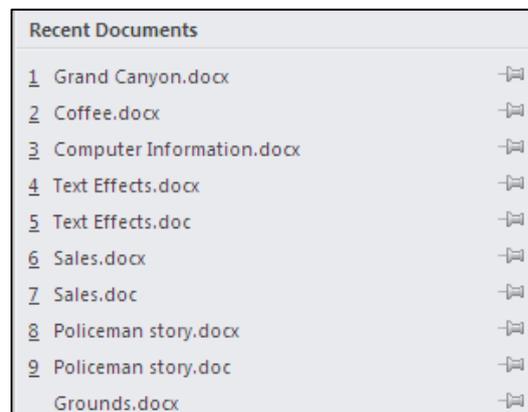
Once a document has been created and saved, it can be opened at any time.

### Actions:

1. The text area of the screen should be clear from the end of the previous exercise. Click the **Microsoft Office** button and select **Open** to display the **Open** dialog box.



2. The **Unit 1 Word 2007 Data** folder is displayed as it was the last visited folder. Select the file **Grand Canyon** and then click **Open**.
3. Click the **Office Button** and select **Close** to close the document, then click the **Office Button** again. The most recent documents that have been used by *Word* are listed at the right.
4. Click once on the file name **Computer Information** to open the file.
5. Close it again.



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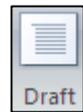
## Exercise 43 - Views

### Guidelines:

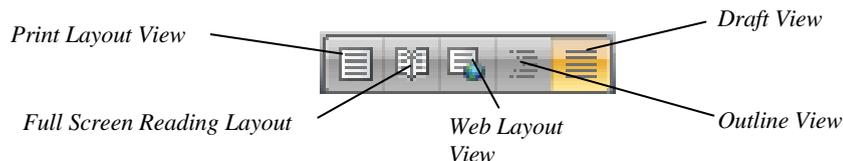
When working in *Word* there are different ways to view a document. The most commonly used are **Draft** view and **Print Layout** view. In **Draft** view, the document is shown in its basic format. It is best to use this view for typing and editing documents. In **Print Layout** view, the document margins can be seen. The document is shown exactly as it will appear when it is printed.

### Actions:

1. From the data files supplied, open the document **Dogs**. This document has been saved in **Print Layout View**.
2. Change to **Draft** view by selecting **View** and clicking **Draft**.



*Note:* To change the view quickly, select the appropriate button from the bottom right corner of the screen.



3. Change back to **Print Layout View** by selecting the **Print Layout View** button, .
4. Close the document.

*Note:* Files used during this guide have been saved using a variety of views. In all cases, the view used will not affect the outcome of the exercise. You may change to the view you prefer.

## Exercise 44 - Revision

1. Start a new document.
2. Start with the title **Personal Profile**.
3. Type in two paragraphs of text about yourself and the main duties your job involves (or about the course you are studying).
4. Save the document as **Personal** and close it.

## Exercise 45 - Revision

1. Open the document **Dogs**.
2. How many methods are there to open a file from within *Word*?
3. How do you find the **Open** option?
4. How many recently opened documents are usually listed on the **Office Button** menu?
5. Change the view of **Dogs** to **Draft View**.
6. Where is the button located to make this change?
7. Has this changed the document at all?
8. Close **Dogs**.
9. Open a **New** document.
10. Describe the method you used to do this.
11. Type in the following text, you will correct any errors later. Replace ##### with words of your own

**Holidays cannot come quickly enough for me. I wish I was able to take more than one a year, but that would mean more expense and I just can't afford it.**

**The next holiday I am taking will be to #####. I am really looking forward to it, but I wish it were next week instead of next month. I can't wait to ##### and #####.**

12. Save the document as **Holidays** and then close it.

*Note: Check the Answers section at the end of the guide.*