

LEARNING STRAND 6 DIGITAL CITIZENSHIP

MODULE 2: DIGITAL APPLICATIONS – WORD PROCESSING

ALS Accreditation and Equivalency Program: Junior High School





DIGITAL APPLICATIONS WORD PROCESSING

**DIGITAL CITIZENSHIP
MODULE 2**

ALS Accreditation and Equivalency Program: Junior High School
Learning Strand 6: Digital Citizenship
Module 2: Digital Applications – Word Processing

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User's Guide

For the ALS Learner:

Welcome to this Module entitled Digital Applications – Word Processing under Learning Strand 6 Digital Citizenship of the ALS K to 12 Basic Education (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



Let's Get to Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



Pre-assessment

This part includes an activity that aims to check what you already know about the lesson. If you get all the answers correct (100%), you may decide to skip this module.



Setting the Path

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



Trying This Out

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



Understanding What You Did

This includes questions that process what you learned from the lesson.



Sharpening Your Skills

This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.



Treading the Road to Mastery

This is a task which aims to evaluate your level of mastery in achieving the given learning competency.



Don't Forget

This part serves as a summary of the lessons in the module.



Explore More

In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.



Reach the Top

This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.

Answer Key

This contains answers to all activities in the module.

Glossary

This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer the Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

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MODULE 2

LET'S GET TO KNOW



One of the skills in the twenty-first century is to communicate through speaking and writing. People nowadays innovate methods to convey their messages to other people clearly. With different digital devices and software programs, they can create remarkable outputs. One of the basic software you can use is a word-processing application.

This module will give you the basic steps on using word processors. The following are the three lessons in this module:

Lesson 1 – Understanding Word-Processing Applications

Lesson 2 – Formatting and Inserting Graphics in a Document

Lesson 3 – Mail Merging and Finalizing a Document
















MODULE 2

PRE-ASSESSMENT

Directions. Match the icons in Column A with their corresponding command names in Column B. Write the letter of the correct answer on a separate sheet of paper.

COLUMN A

1.
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10.
11. 
12. 
13. 
14. 
15. 








COLUMN B

- A. Align Left
- B. Copy
- C. Font Type
- D. Italic
- E. Size
- F. Font Size
- G. Cut
- H. Center
- I. Bold
- J. Add a Footer
- K. Paste
- L. Align Right
- M. Font Color
- N. Margins
- O. Underline
- P. Add a Header



UNDERSTANDING WORD- PROCESSING APPLICATIONS

After this lesson, learners should be able to

-  make use of a word-processing application to produce different documents used in everyday life;
-  create a new document based on the different available templates;
-  save documents under another name to a location on a drive;
-  demonstrate how to save a document as another file type;
-  switch between open documents and between page view modes;
-  identify the process of inserting symbols or special characters; and
-  determine the use of the display and hide nonprinting formatting marks line.



LESSON 1

TRYING THIS OUT

Directions: Recall a moment when you need to create and submit a document in school, in work, or in government transactions. What did you do to produce the documents needed? Share your answer on a separate sheet of paper.



Application programs are available for computer users to do a certain task. In schools, at work, and even at home, one encounters documents such as letters, reports, research papers, and certificates. A word-processing application is the best tool to create these documents.








LESSON 1

UNDERSTANDING WHAT YOU DID

WORD PROCESSING

Word processing is the term used to describe the writing of letters, reports, and other documents using a computer. It helps you save time and improve the appearance of your document. A **word processor** is an application designed to use the computer as a useful electronic writing tool that can **edit**, **save**, and **print** documents.

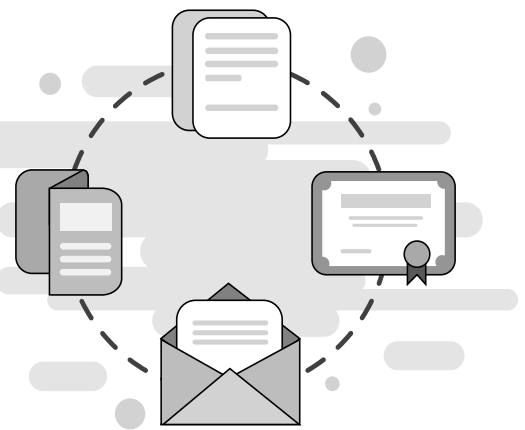
Below is the list of the most common word processors and the operating systems where these programs can be run.

ICONS	WORD PROCESSORS	OPERATING SYSTEMS
	Microsoft Word	Windows
	WordPerfect	Windows
	iWork Pages	Apple MacOS
	OpenOffice Writer	Any
	Google Docs	Any

USES OF WORD PROCESSING

Word processors offer a wide variety of features that can help people produce different documents for a specific purpose. Anyone can use word processors because of their user-friendly interface.

Teachers use word processors to create letters, newsletters, certificates, brochures, and many other desktop publications. Students can also create letters, research papers, projects, and notes. Professionals and employees can produce resumes, reports, application letters, letterheads, and any work-related documents.



GETTING FAMILIAR WITH WORD PROCESSING

Microsoft Word (MS Word) is one of the most common word processors available in the market. It can be accessed from Microsoft Office's productivity tools that have different programs for different tasks. The latest version today is Microsoft Word 2019.

This module will use Microsoft Word in getting familiar with word processing, as it is the most common word processor.

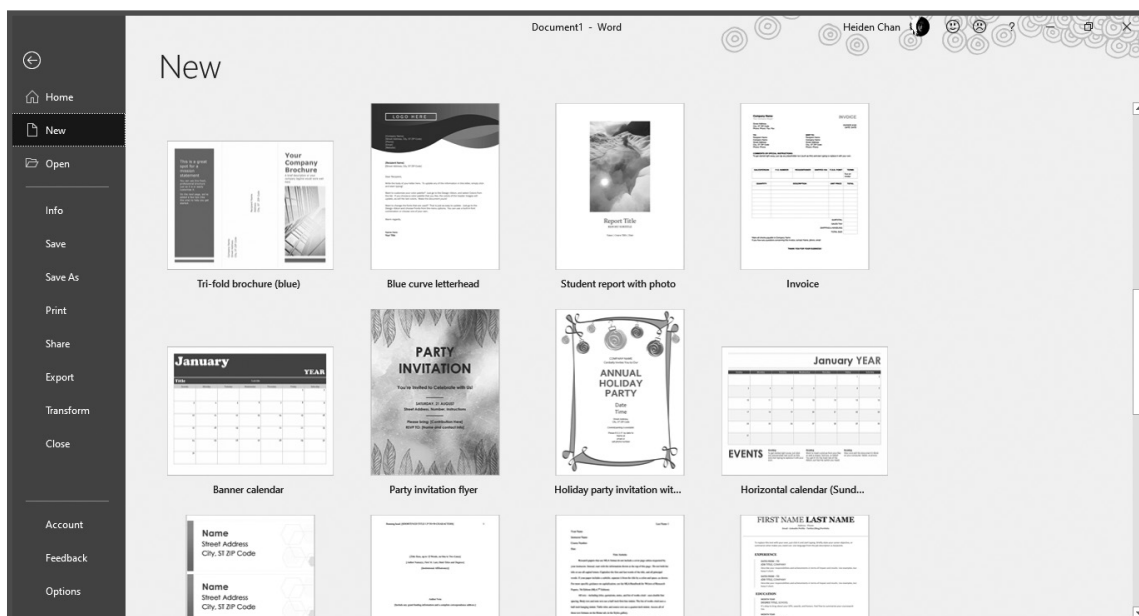


LESSON 1

How to Create a New Document Based on the Different Available Templates

Opening Microsoft Word will lead you to the New command where you will see different options to create a new document, including **Blank document** and other templates. Templates are predesigned documents that you can use to make your document look visually appealing.

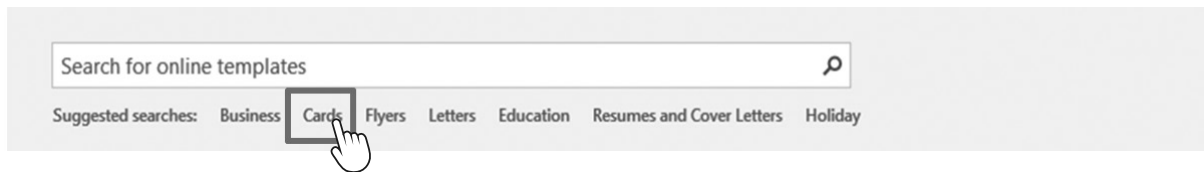
There are templates for business cards, flyers, invitation cards, letters, resumes, calendars, etc. All you must do is to select your desired template.



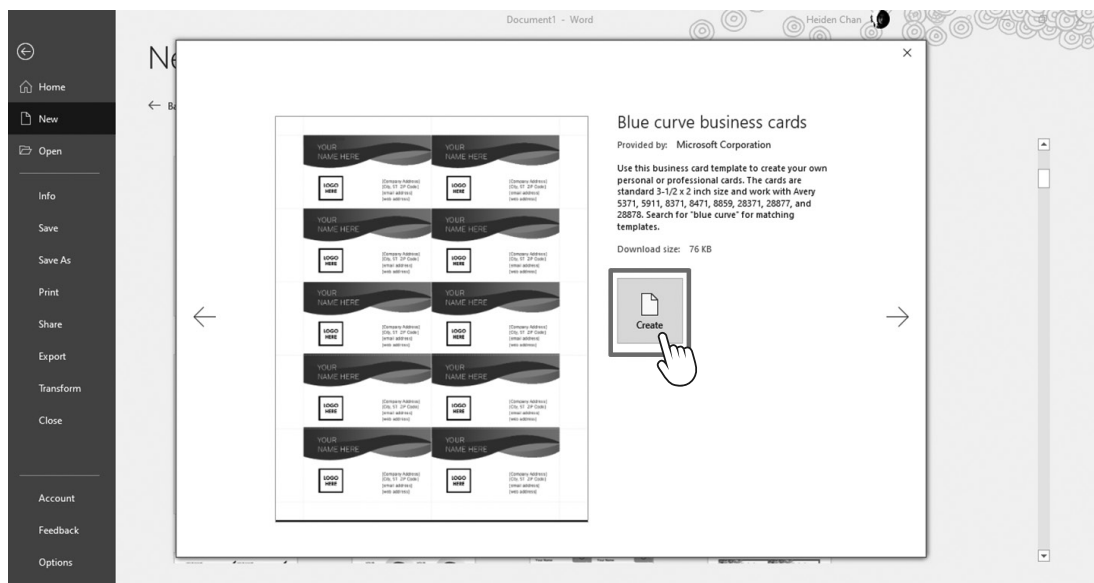
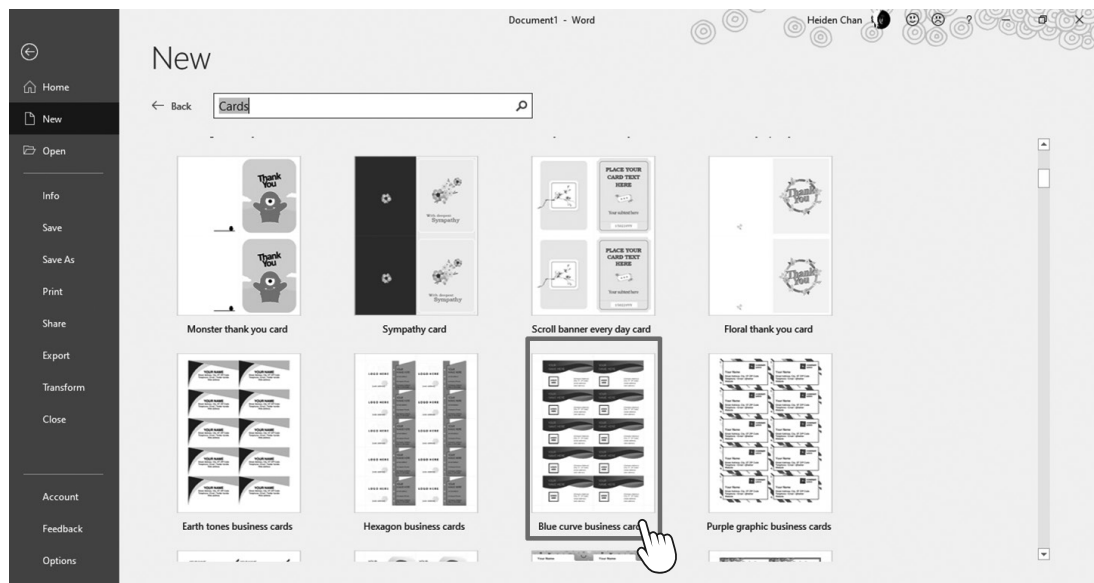
You can also click on the suggested searches to display more templates or search online if you are connected to the internet. Just type the word related to the template you are looking for.

For example, if “Cards” was selected on the suggested searches, it will display different designs and templates of cards, such as invitation cards, thank you cards, and business cards.

LESSON 1

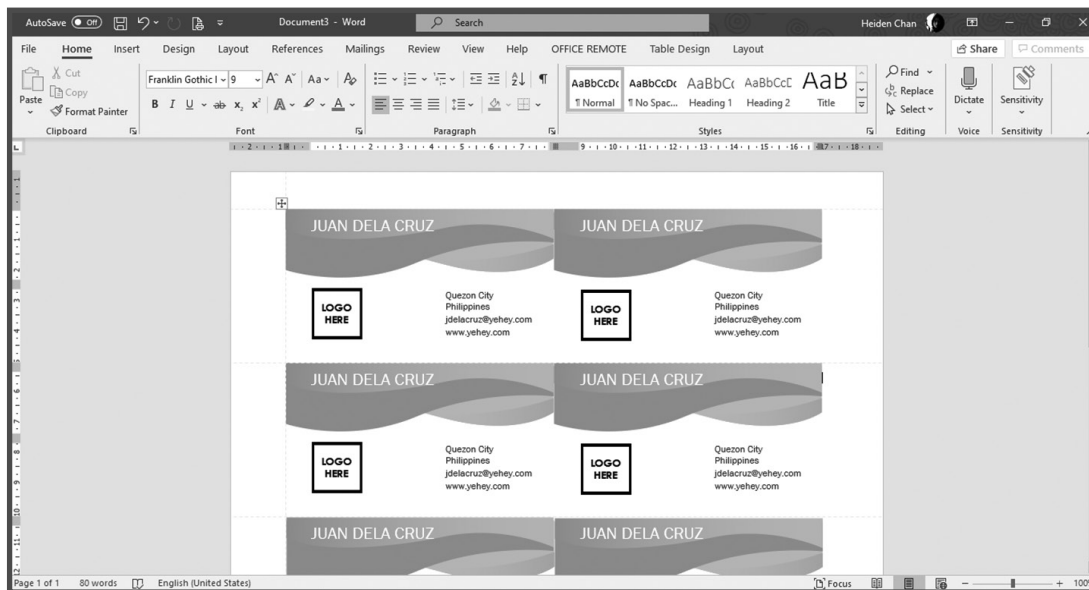


1. Select a template (e.g., **Blue curve business cards**). Once it is selected, a window will appear with details about the template. Click **Create**.

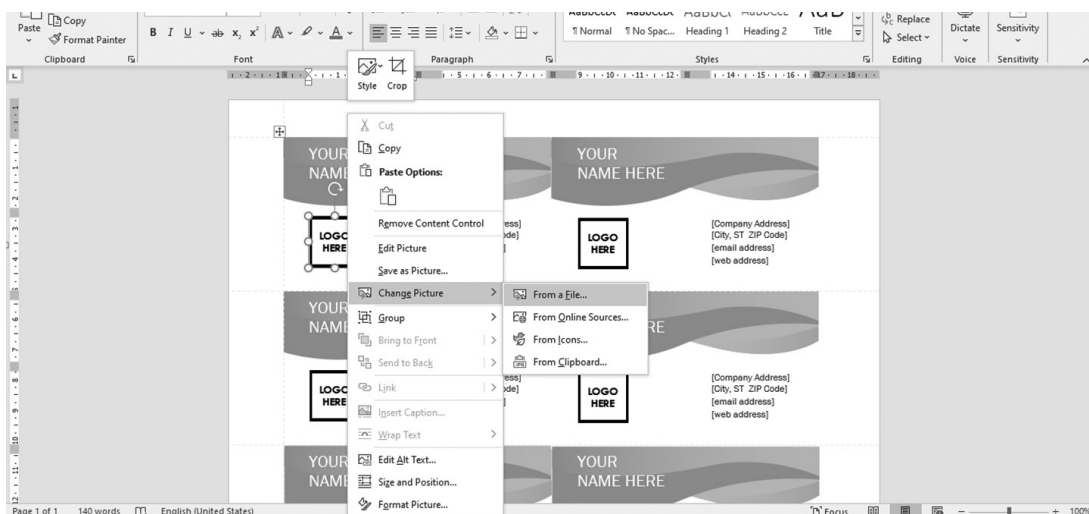


LESSON 1

2. Next, you will see the selected business card template ready for editing contents.
3. To put contents in the business card, you just need to edit the first card; it will be automatically applied to the rest of the cards.

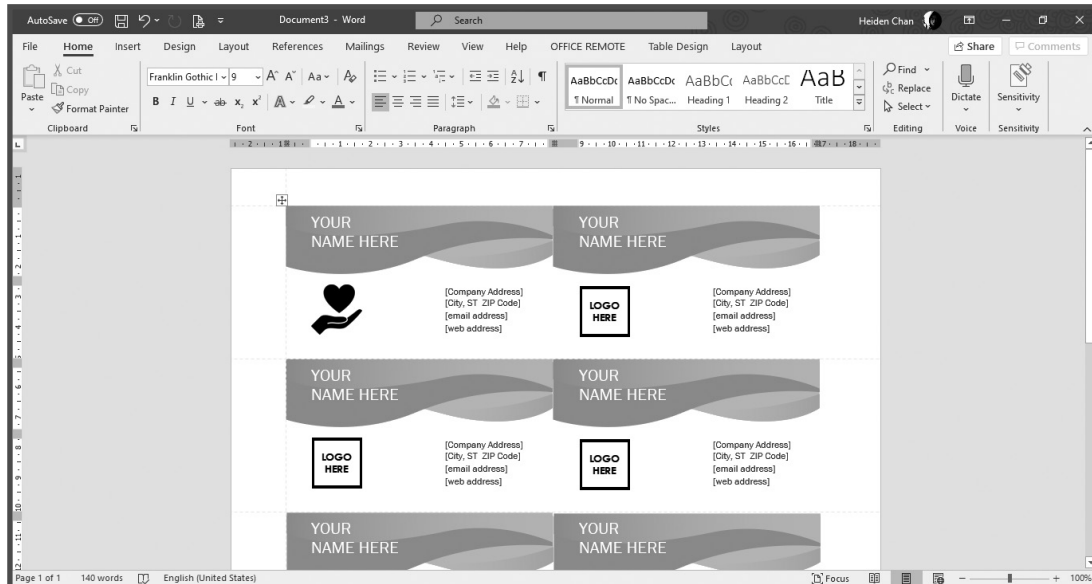
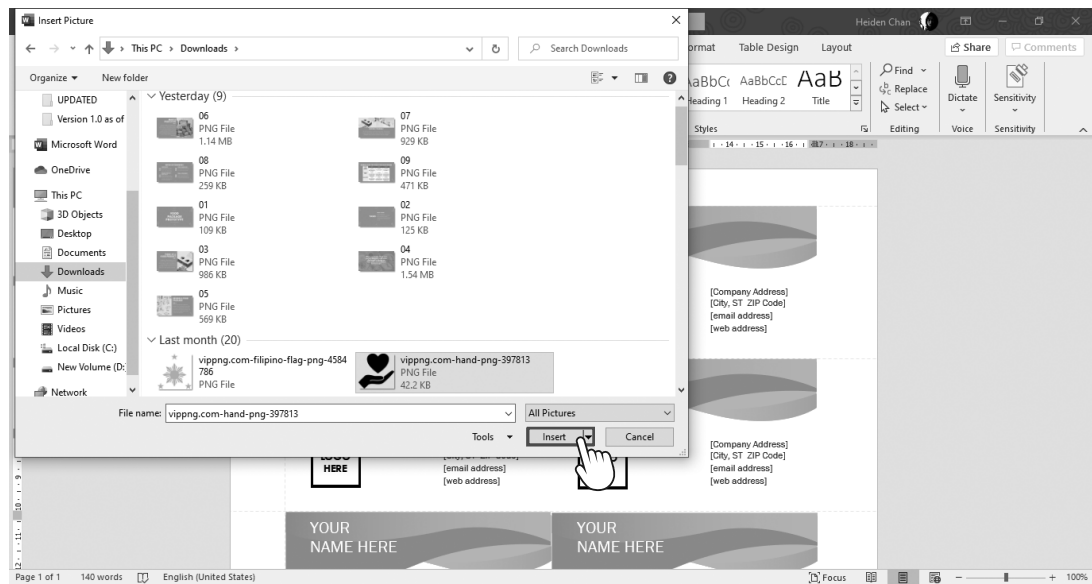



4. To insert a logo, select each LOGO HERE box, right-click and choose **Change Picture**, and then click **From a File**. It means that the image to be inserted is stored in a folder in the computer.



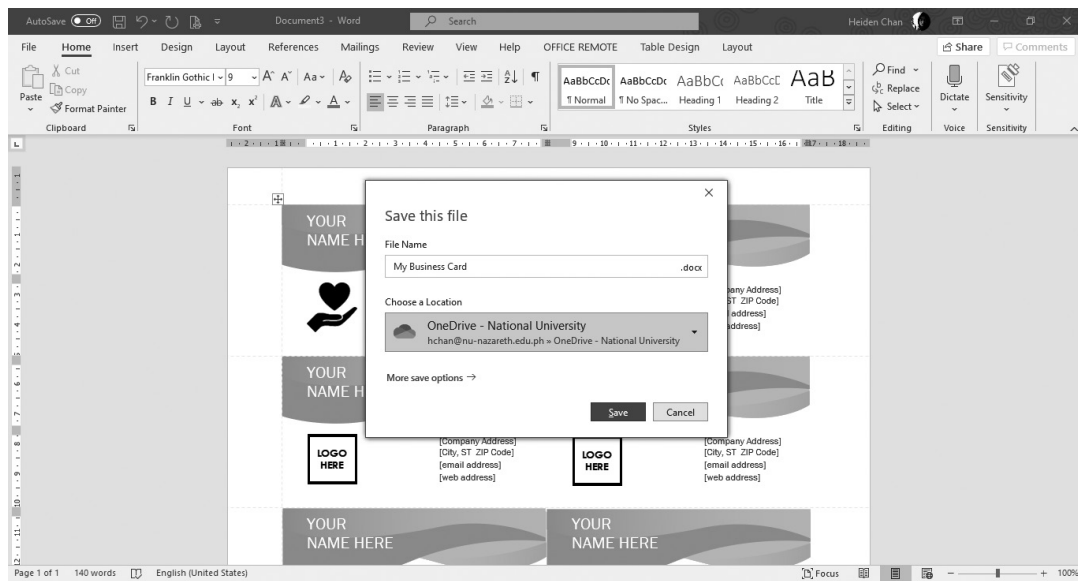
LESSON 1

5. A window will appear, letting you locate your image to be inserted. Once located, just click on the desired image and then click **Insert**.

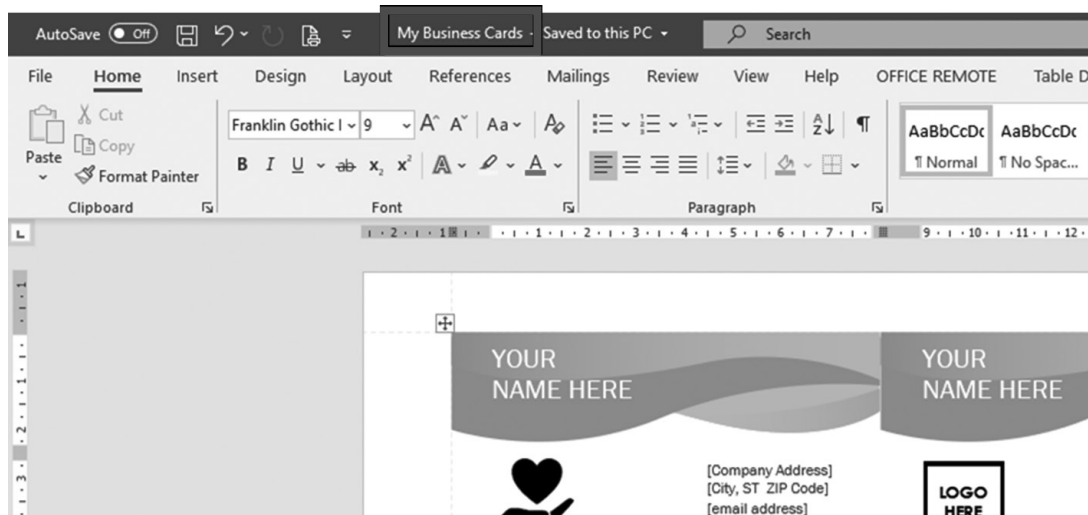


6. To save a new document, press **Ctrl+S** on the keyboard, or click the Save button  on the upper left corner of the document. You may also click the File tab then select **Save**.

LESSON 1



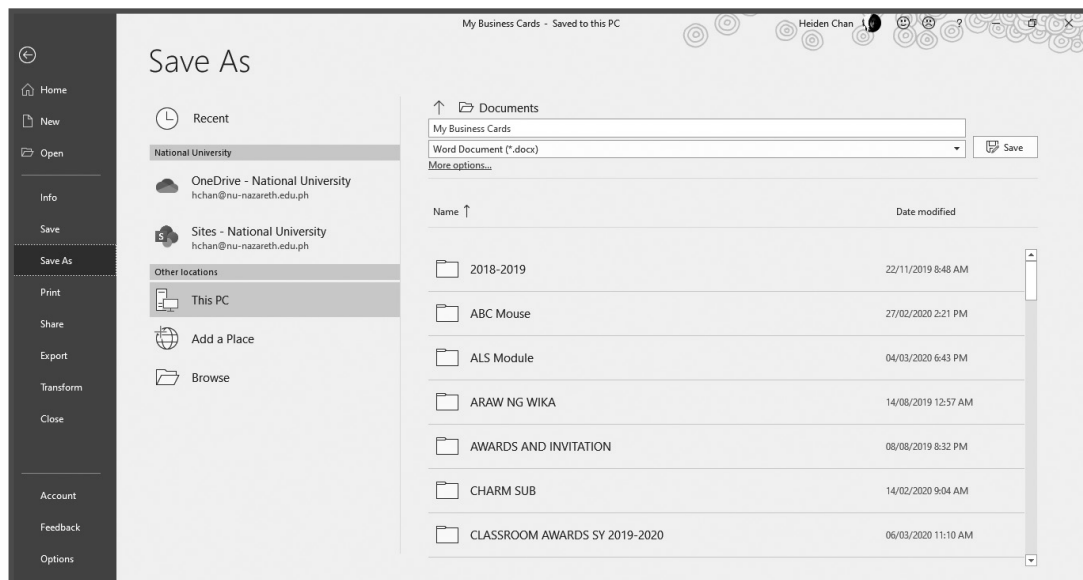
7. A dialog box will appear asking for a **File Name**. Under **Choose a Location**, you can choose where the file will be stored. To locate a folder, click the arrow on **Choose a Location** or **More save options** then press **Save**.



Notice that the file name on the upper left corner has changed from Document3 to My Business Cards. Documents in Microsoft Word are usually saved in the Documents folder with the file type **DOCX**.

LESSON 1

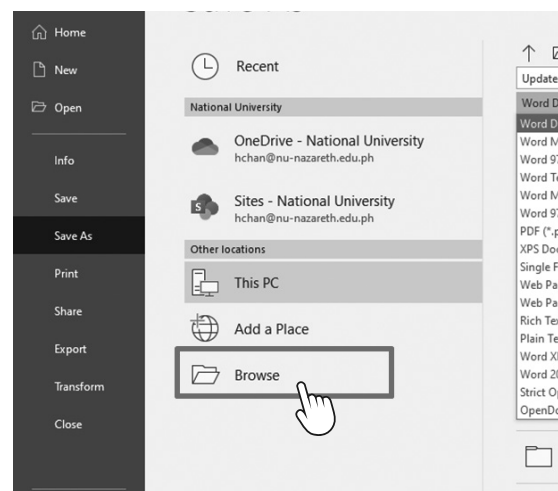
8. You can also save the files in a different location, with a different file name, and with a different file type. Just click on the File tab, then select **Save As**.



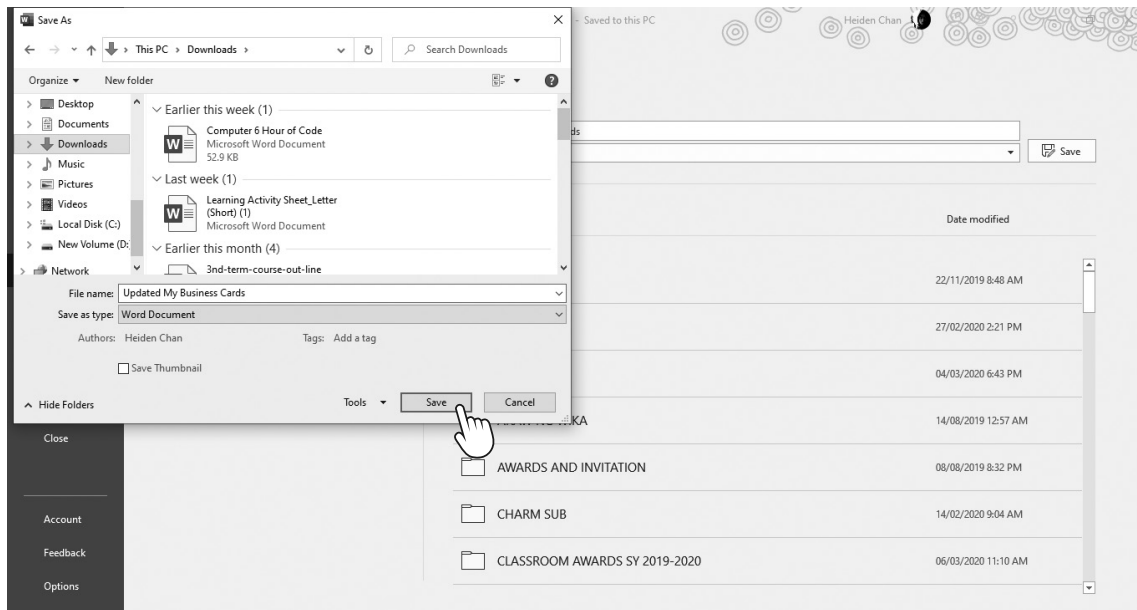
9. To save under a different file name, delete the existing file name and type a new one. Documents can also be saved in a different file format. Just click the arrow on the file type and select your desired file type. It can be saved as a template, Portable Document Format (PDF), web page, rich text format, or any file type you want to use.

10. Click **Browse** to locate the folder or drive. A dialog box will appear on the left side.

Click **Save** to finish the process.

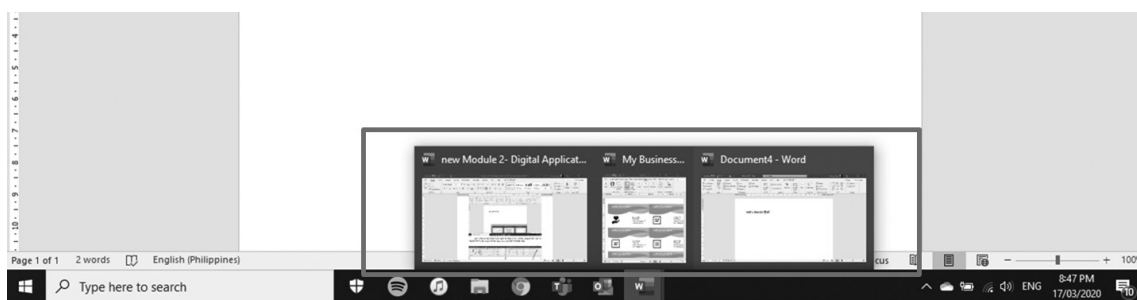


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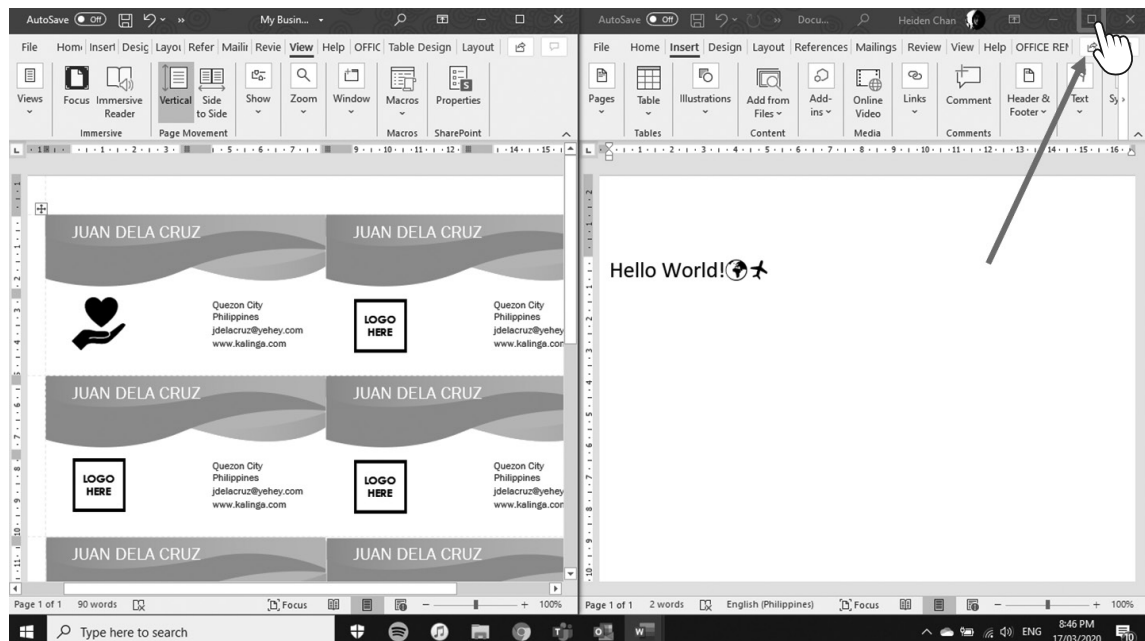
SWITCHING VIEWS

You can open more than one file when working on word processors, just like any other software. All open programs can be seen on the taskbar, usually located at the bottom of the screen. If you open two or more documents, they will appear as a single icon; but when you hover your mouse over the icon, you can see other documents that are currently open.



Click the document you want to view in the screen. Documents can also be viewed in the same screen simultaneously, but with a limited view.

LESSON 1



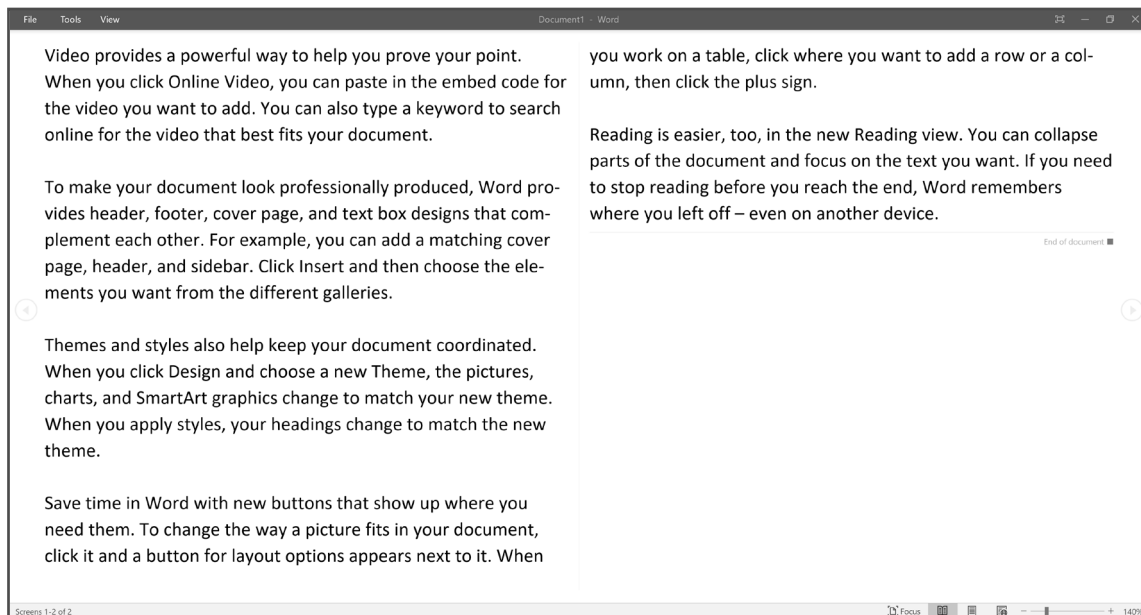
On the upper right corner of the document, click **Restore Down** beside **Close** for both documents, and then arrange the documents in the screen.

How to Switch Between Word Document Page View Modes

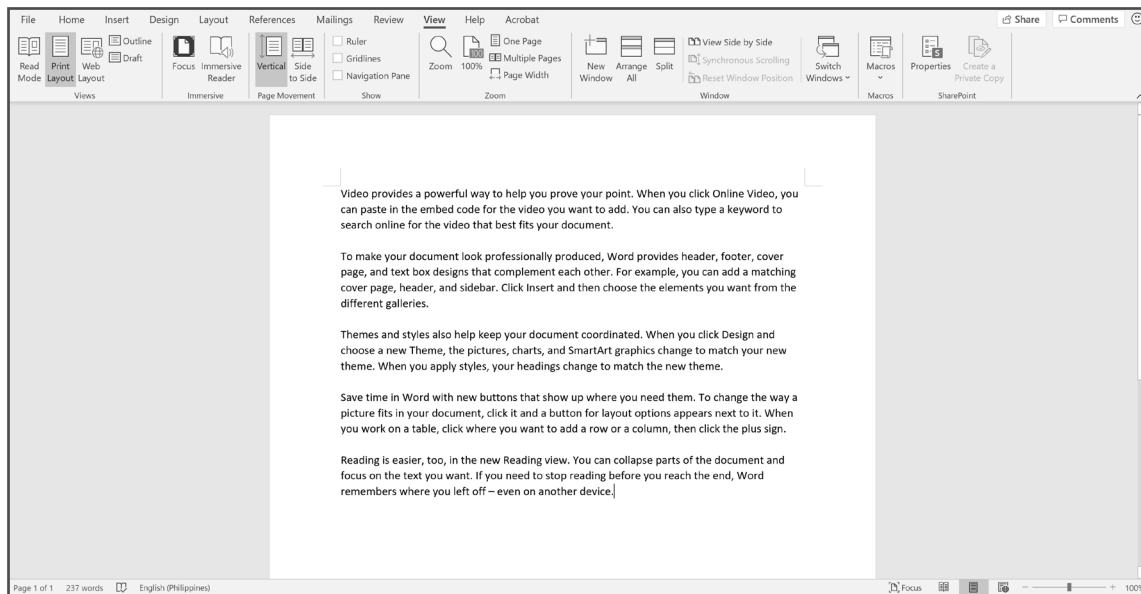
As a user of word processors, you likely know that viewing your document in different modes can help you understand what other people will see. Word 2019 can display your document in one of five views, which can help you better understand the layout, margins, and page breaks in your document.

1. **Read Mode** displays pages that require you to slide them horizontally to view adjacent pages.
2. **Print Layout** displays page breaks as thick, dark horizontal bars so you can clearly see where a page ends and begins. (This is the default view.)

LESSON 1



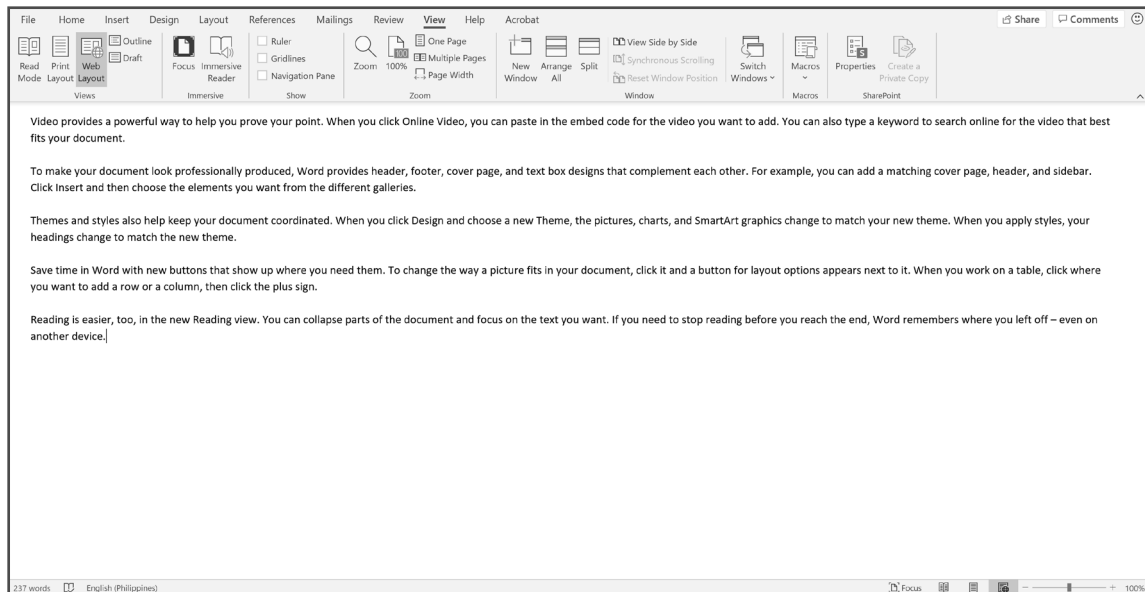
Read Mode



Print Layout

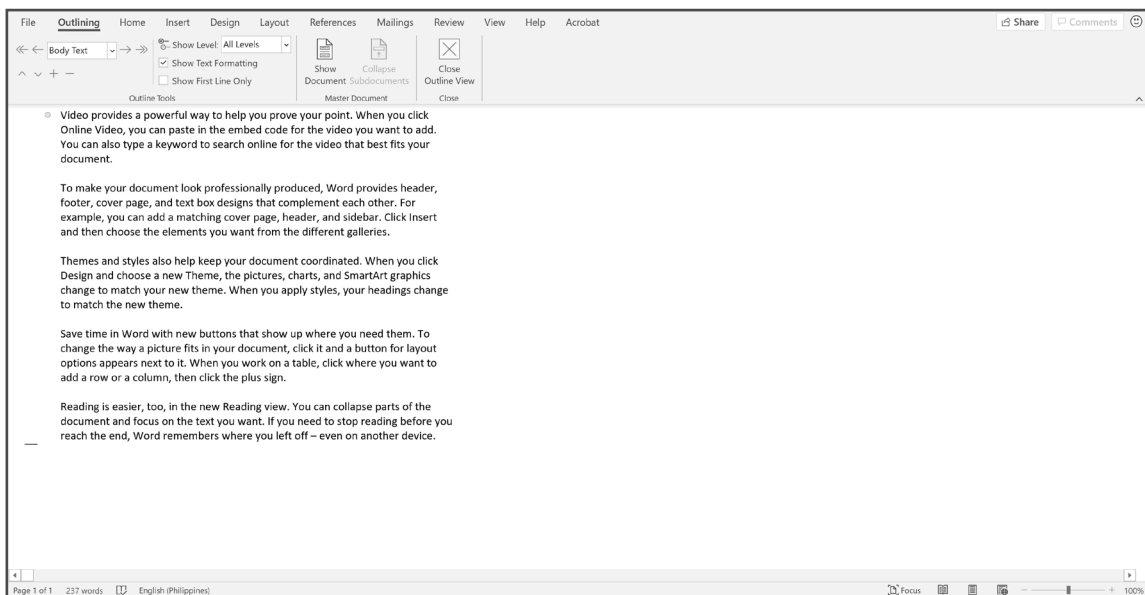
3. **Web Layout** displays your document exactly as it would appear if you saved it as a web page.

LESSON 1



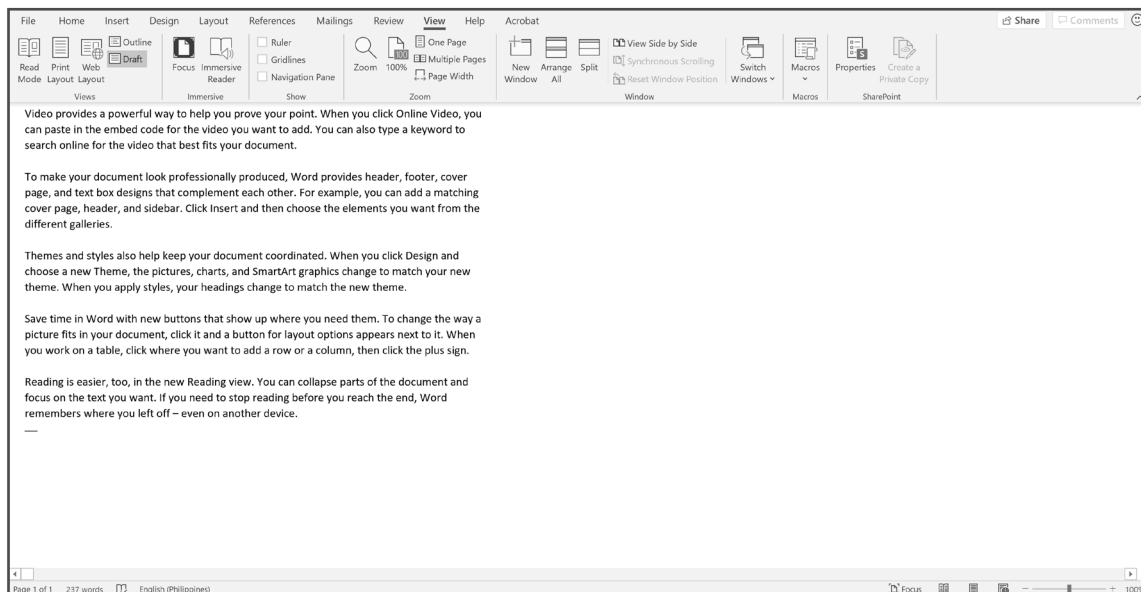
Web Layout

4. **Outline** displays your document as outline headings and subheadings.



5. **Draft** displays the document without top or bottom page margins and with page breaks as dotted lines.

LESSON 1

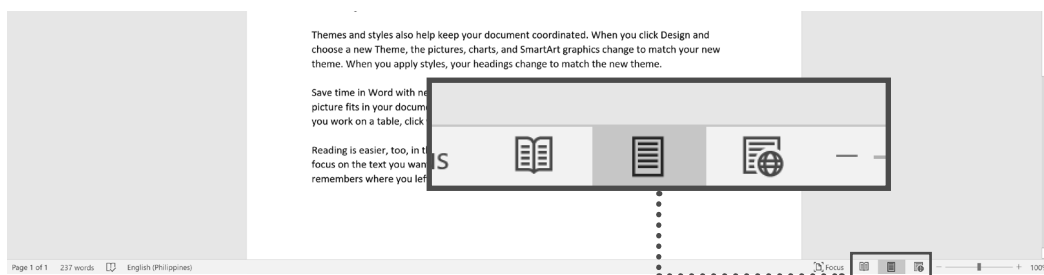


Draft

SWITCHING BETWEEN PAGE VIEWS IN WORD

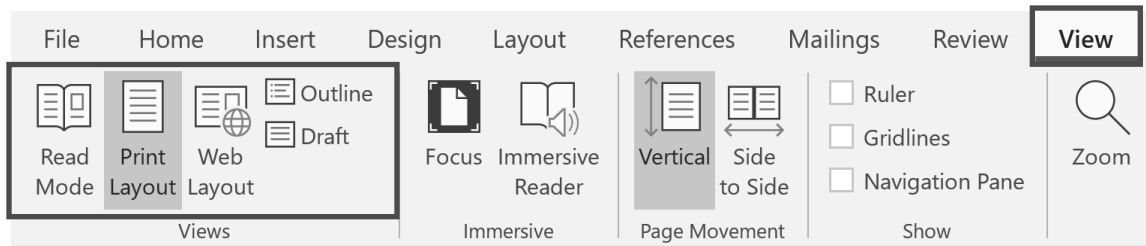
Microsoft Word gives you two ways to switch between different document views:

1. Click the view icons at the bottom-right corner of your document window. The only view icons in the bottom-right corner of the document window are Read Mode, Print Layout, and Web Layout.



2. Click the View tab and then click what you want to use, such as Print Layout or Draft view.

LESSON 1

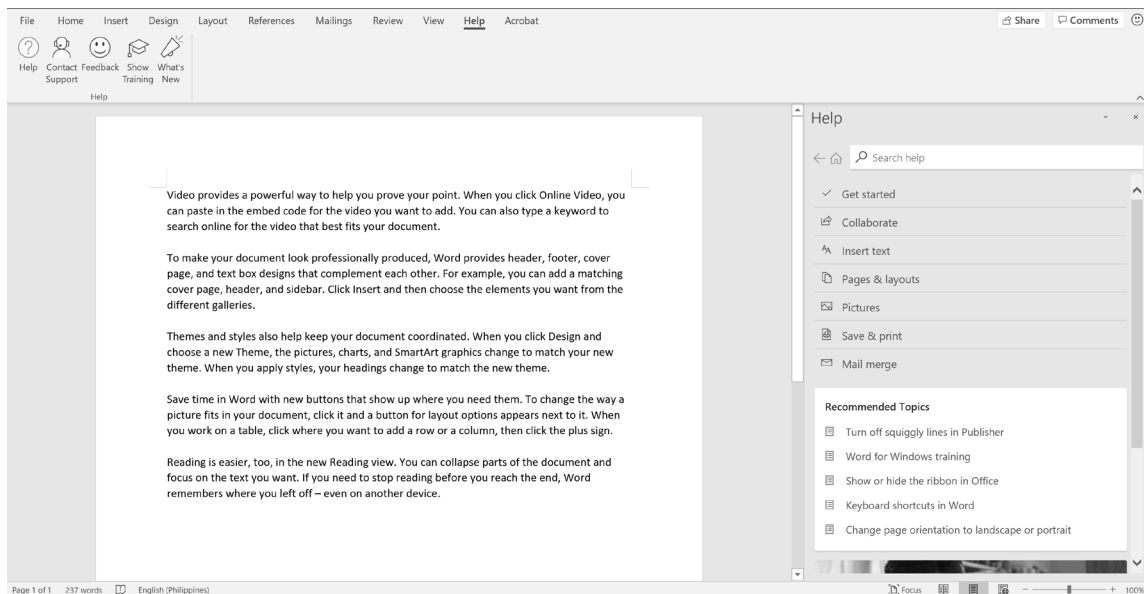


USING AVAILABLE HELP FUNCTIONS

The help feature within Microsoft Office applications is usually the fastest and easiest way to get help. In Windows, access it by pressing F1 from within the application or just click the Help tab.



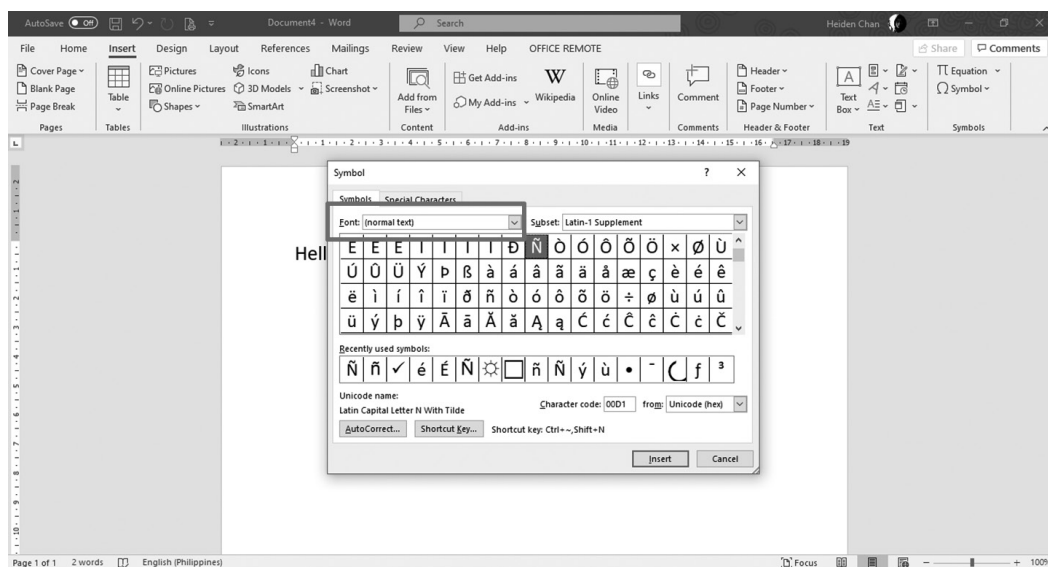
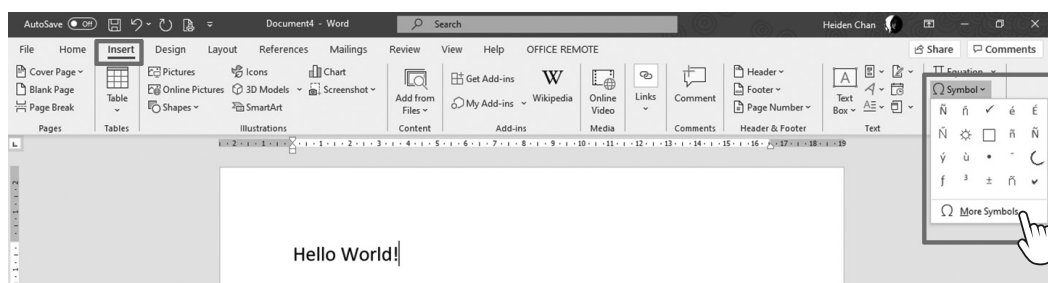
Once the help feature opens, you can use the search feature on the right-side task pane to find answers to your questions that are related to using Microsoft Word. To browse, open **Recommended Topics**.



INSERTING SYMBOLS OR SPECIAL CHARACTERS

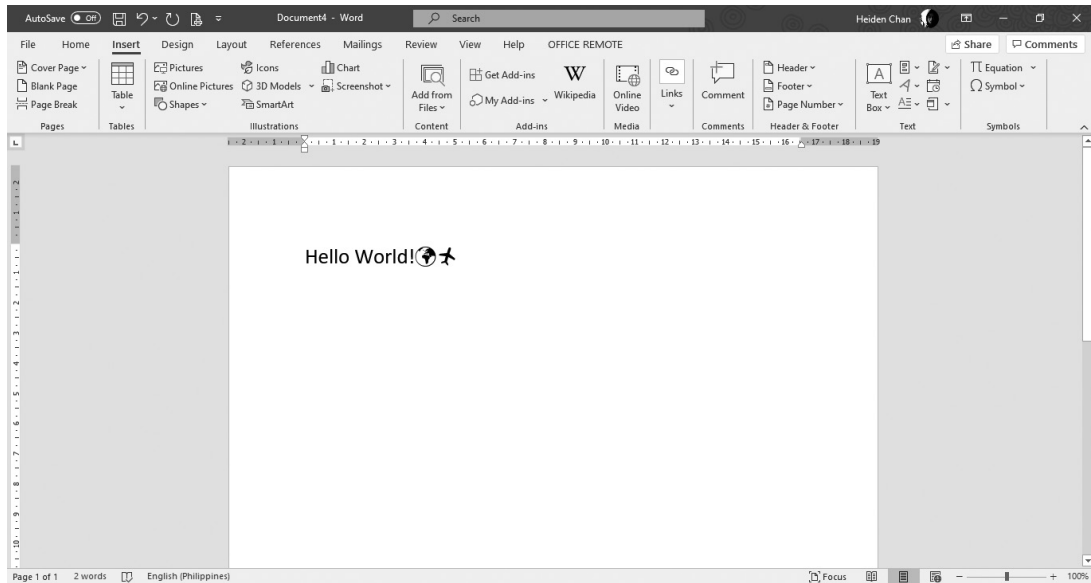
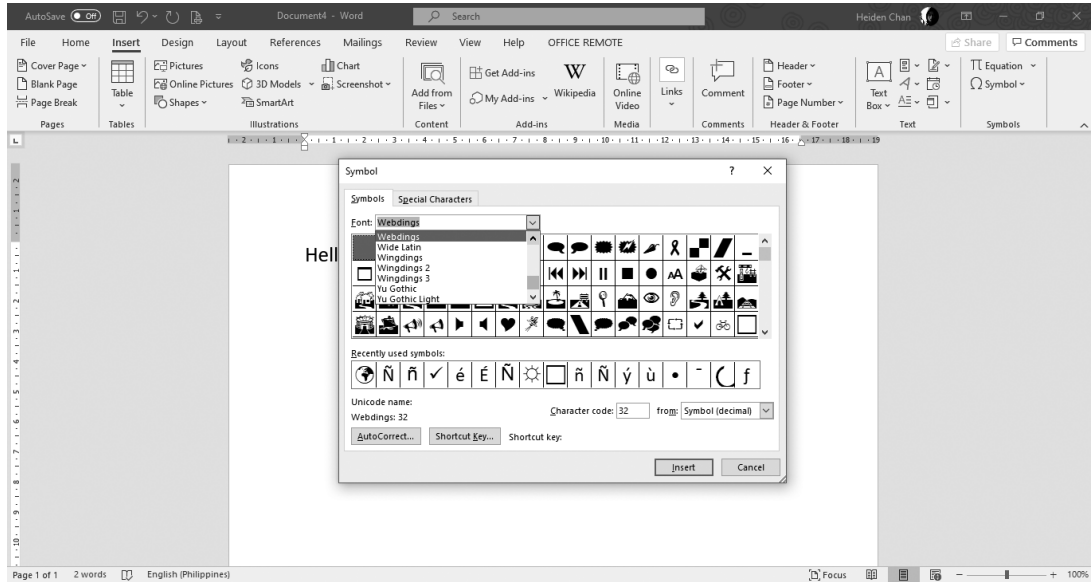
Some symbols and special characters are not available on the keyboard. These characters can be inserted to add more detail to your documents. Microsoft Word has a feature for inserting the symbols and special characters.

1. Click the Insert tab. From the Symbols group, select **Symbol** and click **More Symbols**. A dialog box will appear, displaying different symbols and special characters.



2. Under **Font**, browse through the Webdings, Windings, Windings 2, and Windings 3 fonts. These are fonts that feature symbols and special characters. Choose which symbols you want to insert. You can insert as many as needed.

LESSON 1

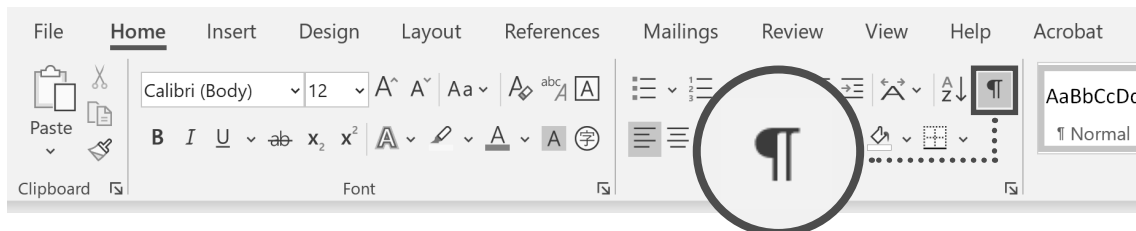


DISPLAYING AND HIDING NONPRINTING CHARACTERS

Nonprinting characters help you edit a document. They indicate the presence of various types of formatting, but they do not print with the document, even when they are displayed on the screen. It is easier to understand the spacing and layout in your document when these special characters are displayed.

For example, you can tell when you have inserted two spaces between words or added an extra carriage return. But there may be times when you want to hide these characters to view your document as printed.


To show or hide nonprinting characters, click the nonprinting characters icon at the Home tab of the top toolbar. Alternatively, you can press **Ctrl+Shift+8**.



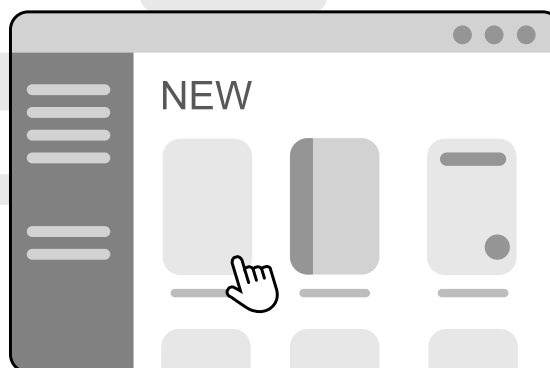
Nonprinting characters include the following:

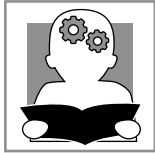
SPACES	.	Inserted when you press the space bar on the keyboard. It creates a space between characters
TABS	→	Inserted when you press Tab . It is used to advance the cursor to the next tab stop
PARAGRAPH MARKS	¶	Inserted when you press Enter . It ends a paragraph and adds a bit of space after it. It contains information about the paragraph formatting

LESSON 1

LINE BREAKS	↵	Inserted when you press Shift+Enter . It breaks the current line and puts lines of text close together. Soft return is primarily used in titles and headings
PAGE BREAKS Page Break	Inserted when you use the  Breaks icon at the Insert tab. You may also select the Breaks icon at the Layout tab; then, click Page under the Page Break dropdown menu. Another option is to select Page break before in the right-click menu or in the advanced settings window

Templates can be helpful when thinking of an initial design for a document, as these serve as a starting point in case you run out of concepts or ideas. Getting to know various features of a word processor can help you flawlessly create a document.





LESSON 1

SHARPENING YOUR SKILLS

Directions: List down the step-by-step procedure in saving a file under a new file name and file type as a PDF file. Write your answer on a separate sheet of paper.



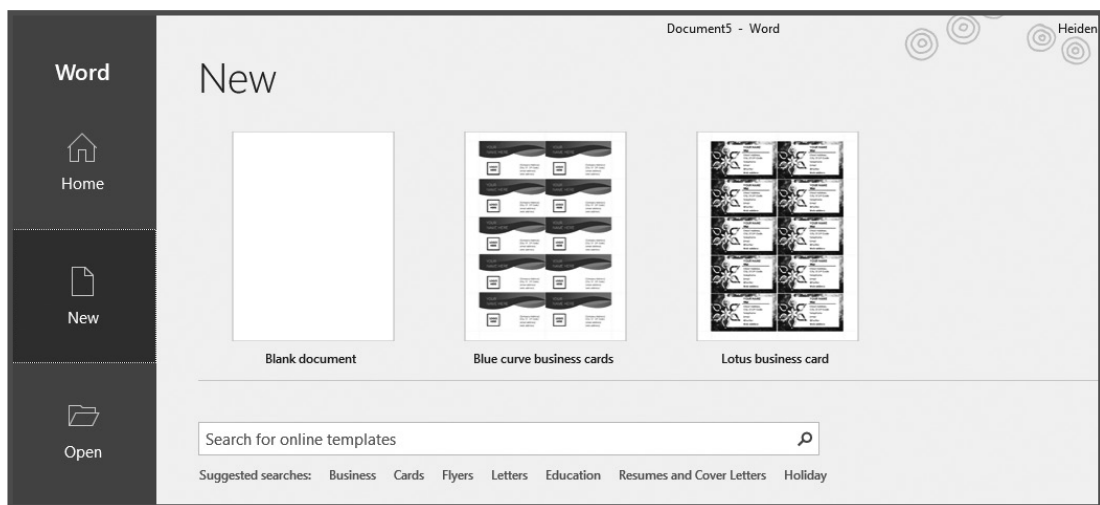


LESSON 1

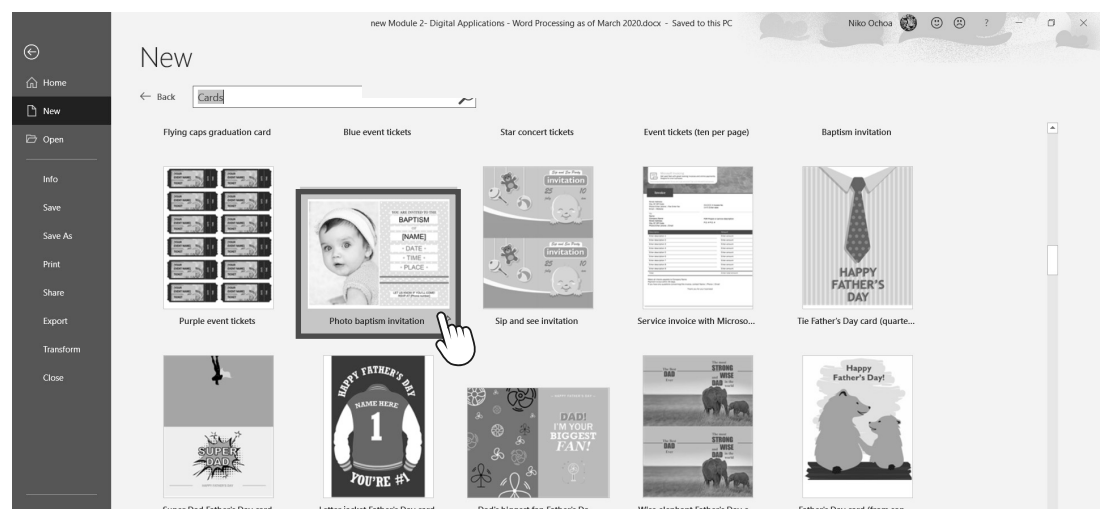
TREADING THE ROAD TO MASTERY

Directions: Follow the step-by-step instruction in creating a baptism invitation card using the templates in Microsoft Word. If you do not have a desktop computer or laptop, you may ask for assistance from your mobile teachers.

1. Open Microsoft Word.
2. Click the New button.



3. Select **Cards** in Suggested searches.
4. Look for **Photo baptism invitation**.



LESSON 1

5. Click **Photo baptism invitation** and then **Create**.



6. Click on each content to change the details of the invitation.
7. Change [NAME] and put your desired name for the child. Next, change DATE, TIME, PLACE, and [Phone number].



LESSON 1



8. If the details are too long, change the font size by highlighting the words then clicking the font size in the Font group at the Home tab.
9. Save the file with the file name: **My First Invitation_(last name)** in the Documents folder. *Example: My First Invitation_delaCruz.* The file will be automatically saved as a DOCX.
10. Check if the file was saved in the correct location.

CRITERIA	SCORE
Appropriateness of the format	50%
Content	25%
Organization of ideas	25%
TOTAL	100%

Well done! You were able to use the templates in Microsoft Word and explore the program. To make the most out of your documents, learn about formatting text and other elements in word processing, which will be discussed in the next lesson.



FORMATTING AND INSERTING GRAPHICS IN A DOCUMENT

After this lesson, learners should be able to

- demonstrate the use of formatting commands in a word-processing document;
- make use of formatting in paragraphs; and
- demonstrate good practice in creating tables, formatting tables, and inserting graphical objects.



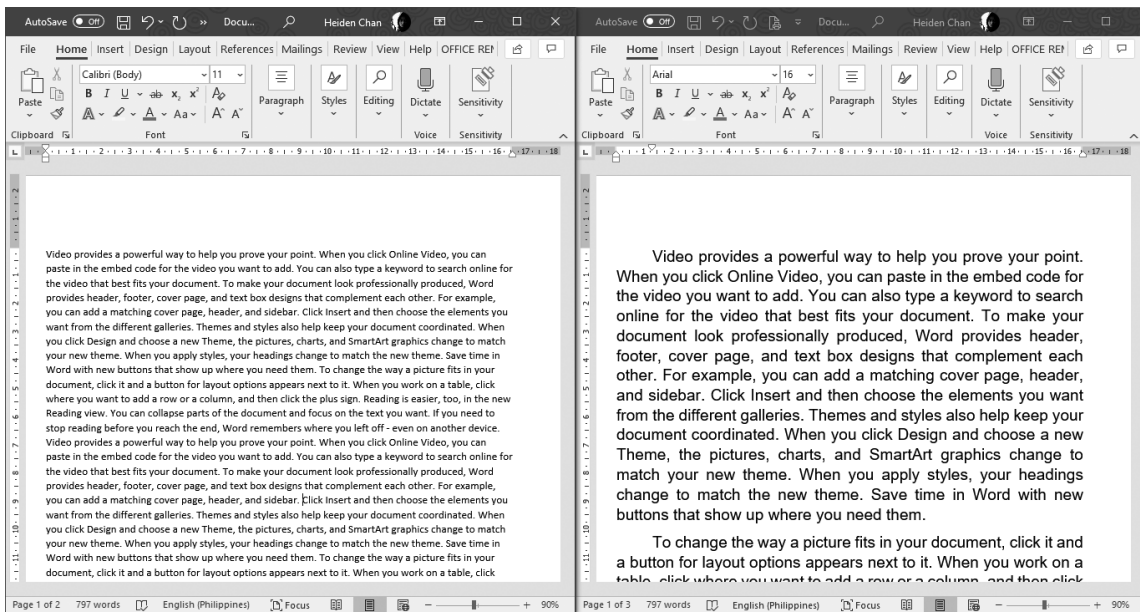
LESSON 2

TRYING THIS OUT

Directions: Look at the two documents below. How do they differ from each other? Which is better? Use a Venn diagram to answer and place it on a separate sheet of paper.

Document A

Document B



When creating a document, improving its appearance makes it look neat and organized. Formatting tools allow people to apply different styles in texts, images, tables, and other elements in word processors.



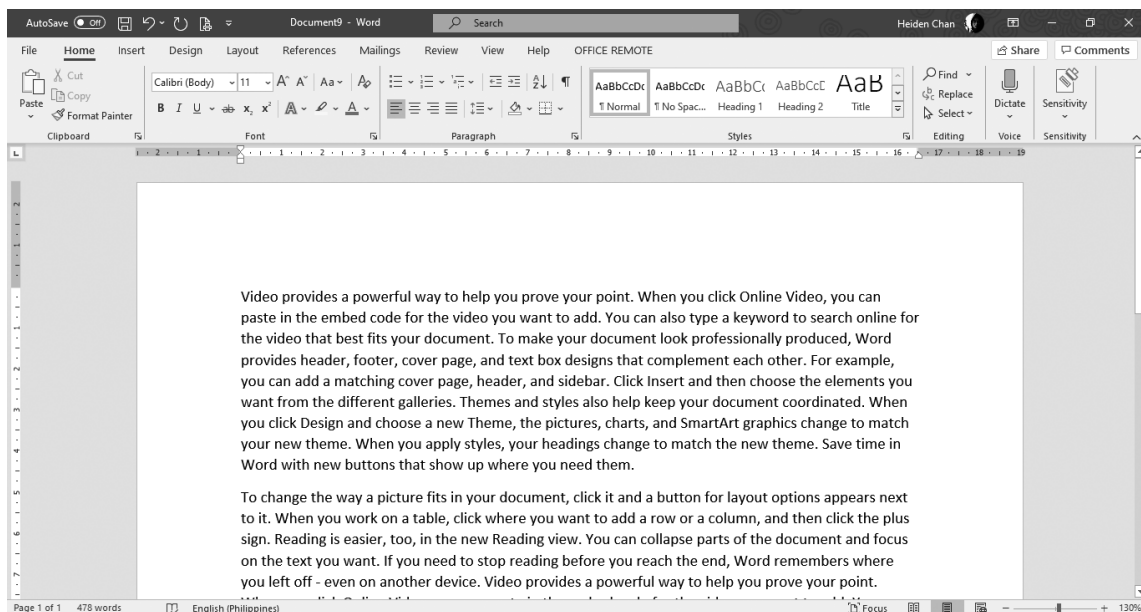
LESSON 2

UNDERSTANDING WHAT YOU DID

Formatting is the process of modifying specific parts of the document, which will determine how the document will look like when finalized and printed. Common formatting options include the font, font size, color, alignment, spacing, margins, and other properties.

In making a paragraph for a letter, research paper, or essay, detailed formatting may be applied to achieve a more presentable and readable document. As featured in the first activity, arranging and organizing a document's contents can have an impact on readers. They may easily understand the information in the document if it is properly formatted.

Let us start by looking at an unformatted paragraph.

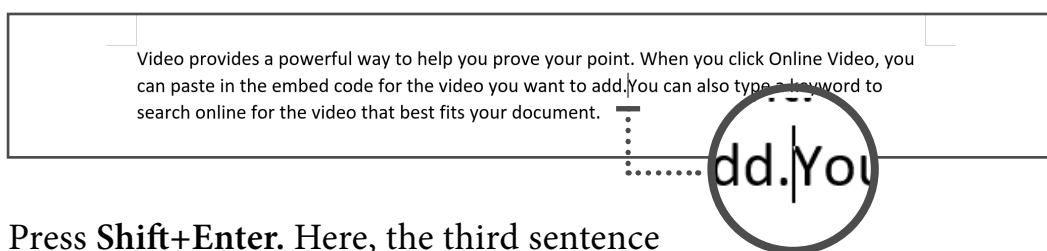


There are two paragraphs in the image. If you want them to be merged, place your cursor at the period of the first paragraph and then press Del on the keyboard.

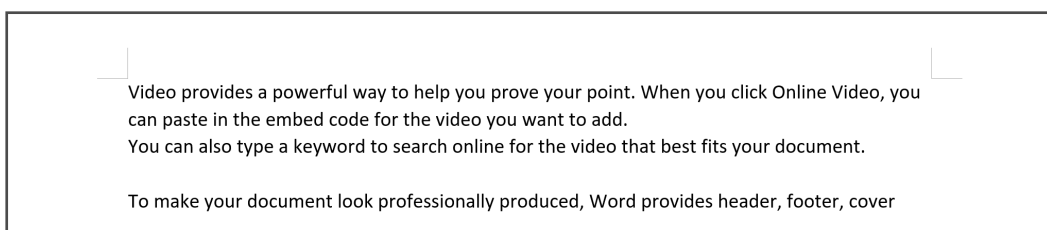
INSERTING AND REMOVING A LINE BREAK

Line breaks end a current line and lets you continue the text on another line. These are useful for separating paragraphs from each other, without the space registering as an empty line that can have characters on it.

1. Place the cursor where you want to put a line break. For example, the third sentence in the first paragraph will be placed on a new line.



2. Press **Shift+Enter**. Here, the third sentence will move to the next line but on the same paragraph.



Line breaks are useful for address blocks, for poems, or in list items with long sentences because they omit the extra space between lines. To remove a line break, press the Undo command or place the cursor to the left of the line break you want to remove, then press **Delete**.

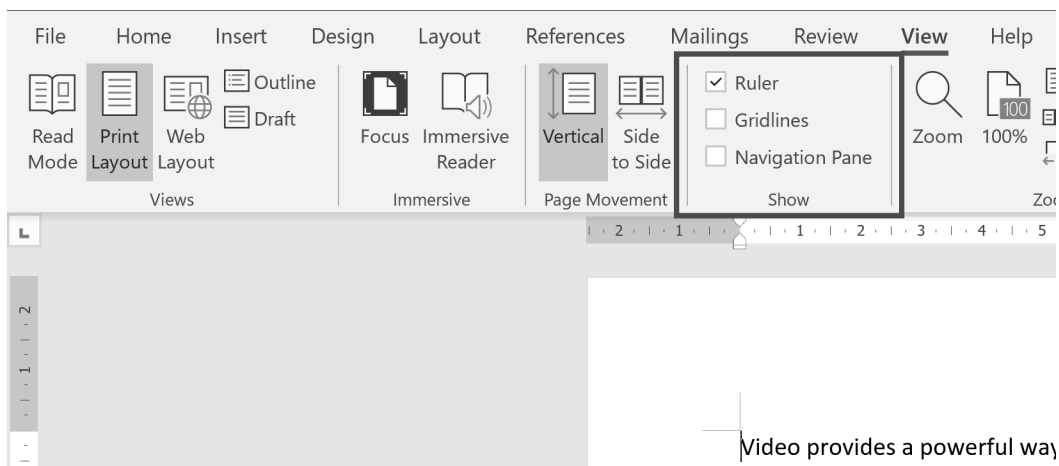
SETTING, REMOVING, AND USING DECIMAL TABS

Word offers several types of tab stop alignment. One of those types is a decimal tab. If a tab stop has been designated as a decimal tab, then the text is aligned according to a decimal point or period in the text. Decimal tabs are most frequently used to align columns of numbers.

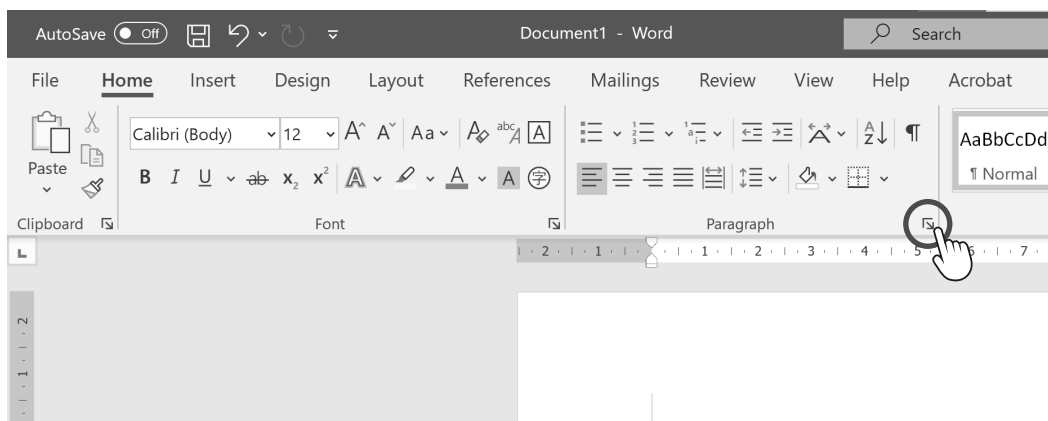
LESSON 2

To set the decimal tab, follow the steps:

1. Before setting, make sure that the **Ruler** is visible. Click View tab then check the **Ruler** in the Show group. Rulers on top and left side of the document will be visible.

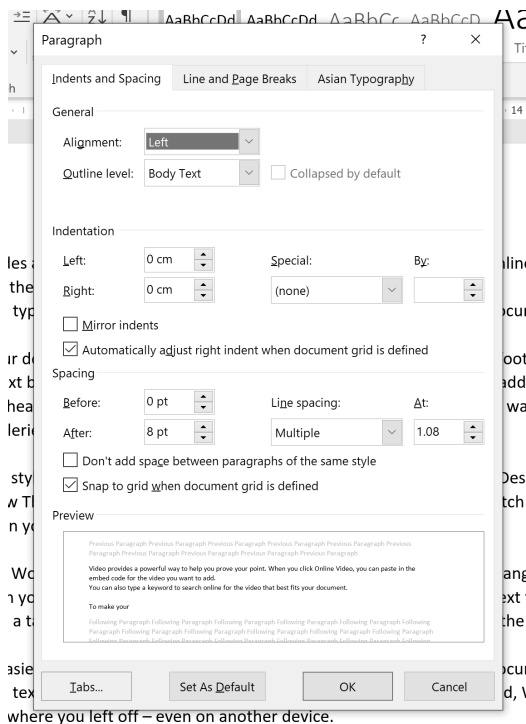


2. Next, go to the Home tab. In the Paragraph group, click the Paragraph launcher arrow on the lower right corner.

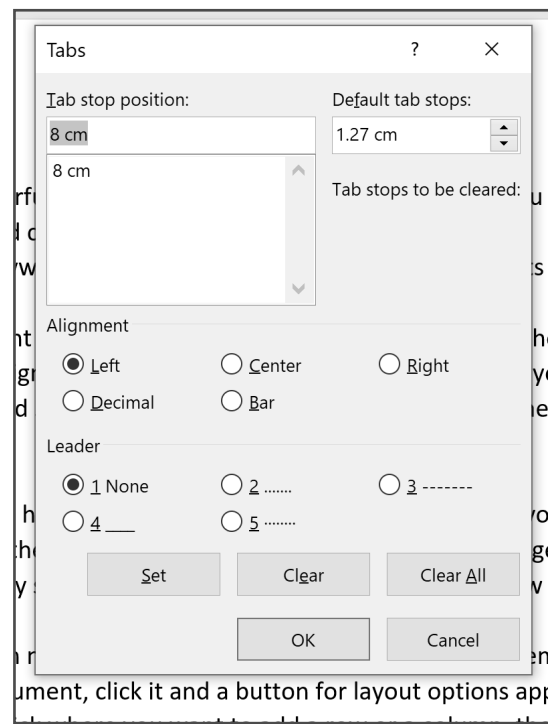


3. The Paragraph dialog box will appear. Then, click the Tabs button.
4. The Tabs dialog box will appear. Type your desired position in numbers where the characters will be placed. Select **Decimal** and then click Set and OK.

LESSON 2

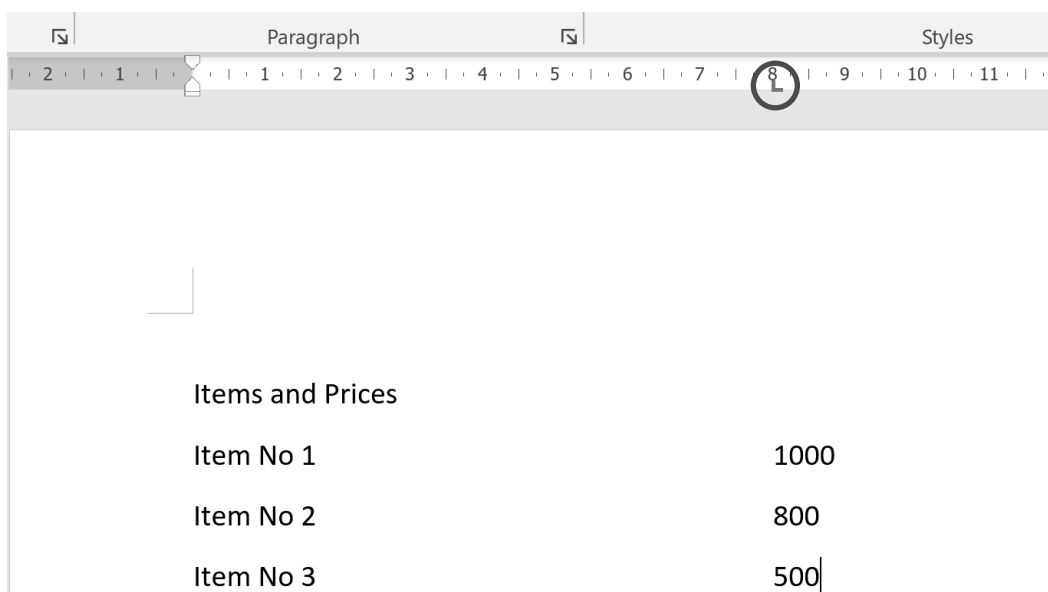


Paragraph Dialog Box



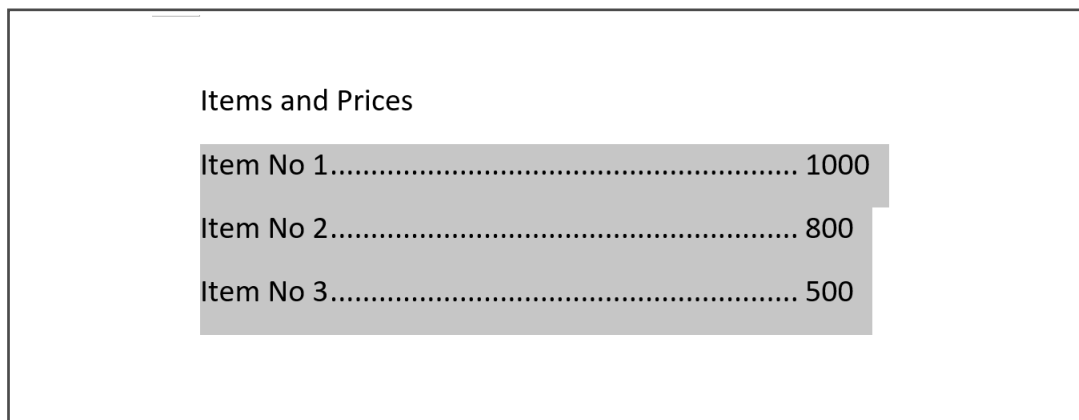
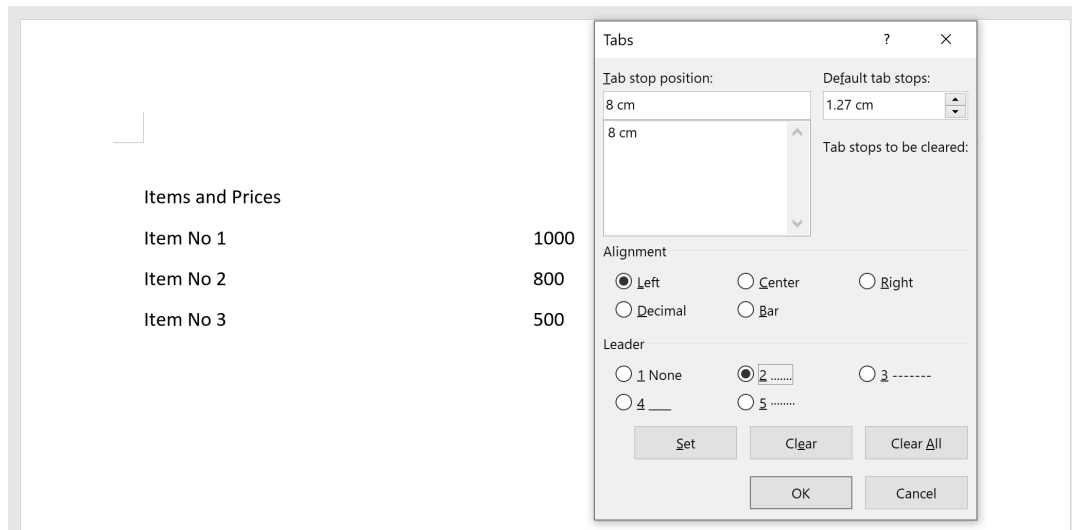
Tabs Dialog Box

Notice that the text was placed automatically eight centimeters away from its original position and a tab indication (L) can be seen under number 8 of the ruler.



LESSON 2

5. You can also add visible dots in between words and numbers. Select your desired number under the Leader option then click **OK**.

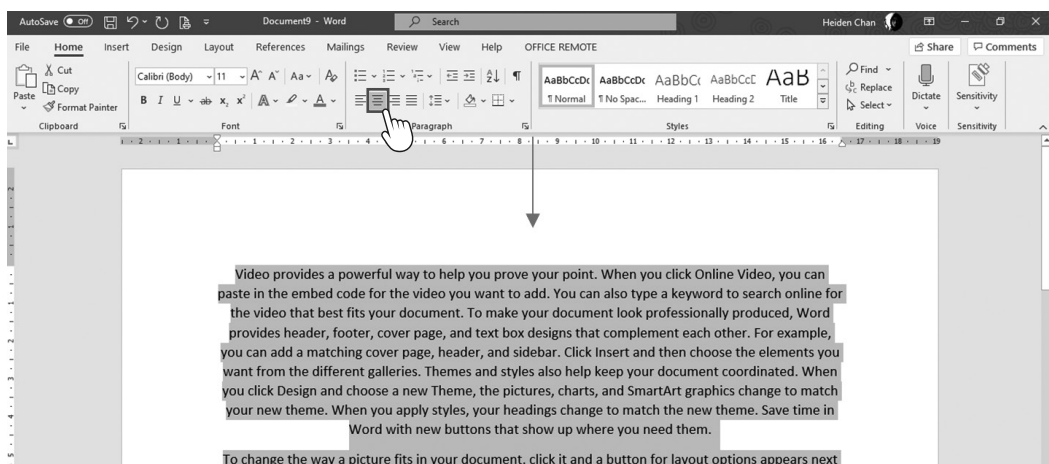
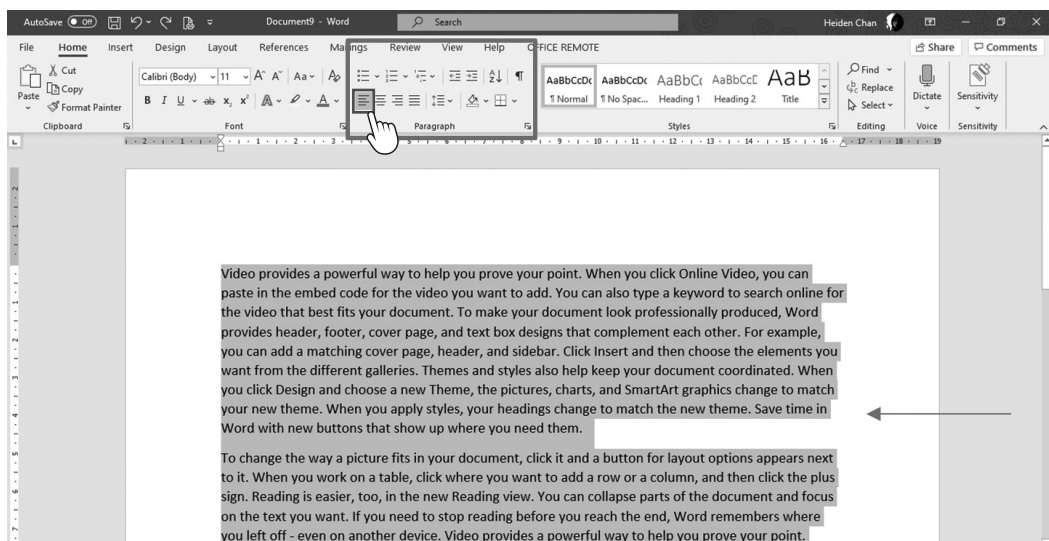


6. To remove the tabs being set, just click **Clear** or **Clear All**.

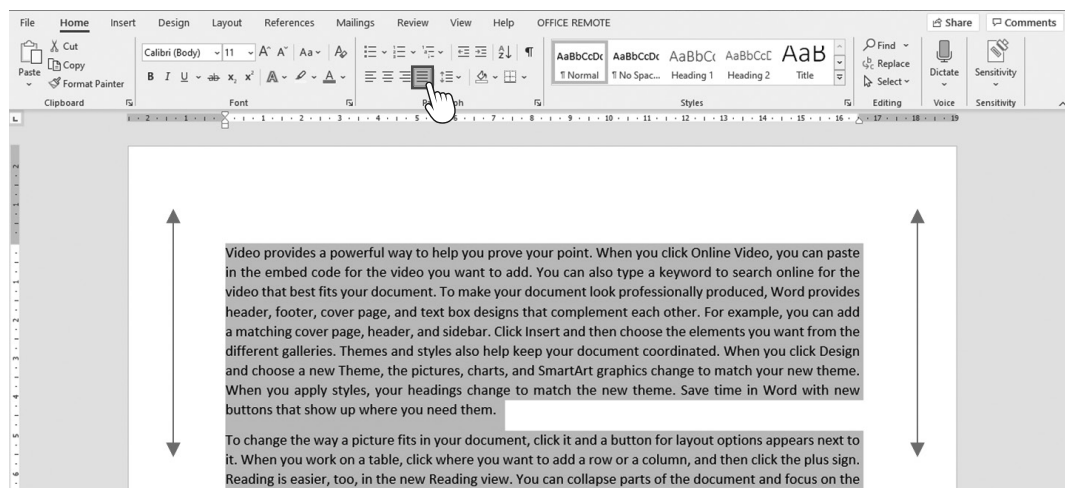
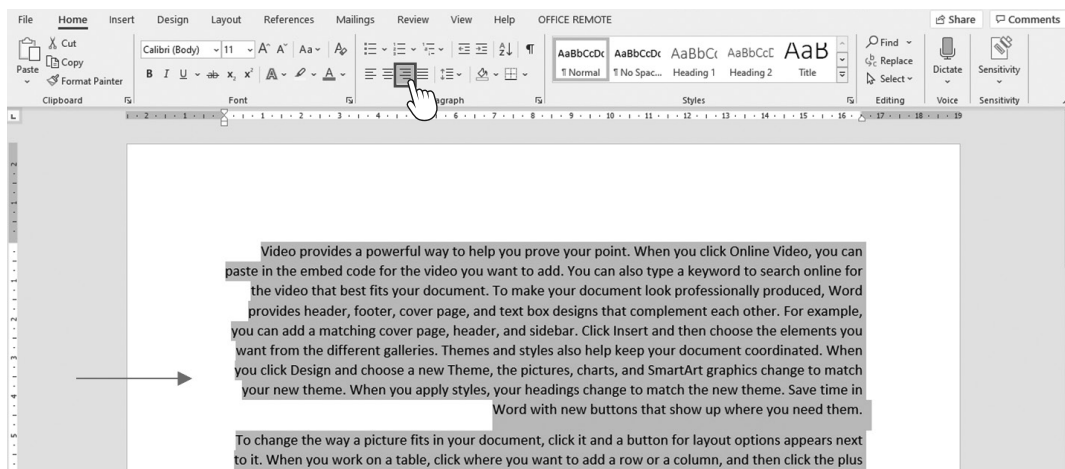
ALIGNING AND INDENTING PARAGRAPHS

Formatting paragraphs include changing their text alignment and indentation. There are four alignments for a paragraph: align left, which is the default alignment; center; align right; and justify, which distributes the text evenly between the margins.

1. To align the paragraph, select the content you want to align by pressing **Ctrl+A** to select all or by highlighting the specific paragraph to be aligned. Choose your desired alignment at the Home tab in the Paragraph group.

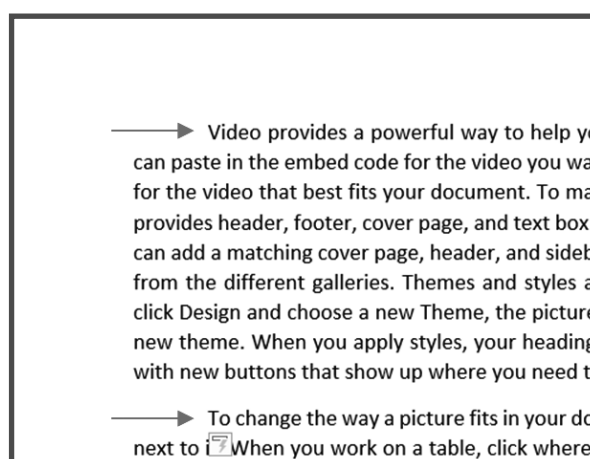


LESSON 2



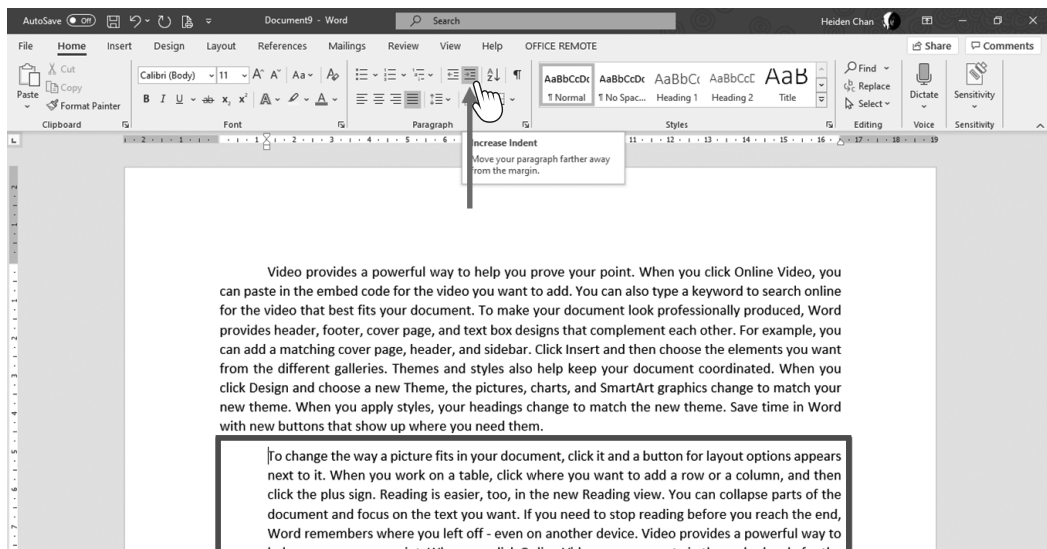
2. To indent the first lines of each paragraph, place your cursor at the beginning of the word in the paragraph then press **Tab** on the keyboard.

Indentations give the signal to the readers that it is the start of the paragraph.



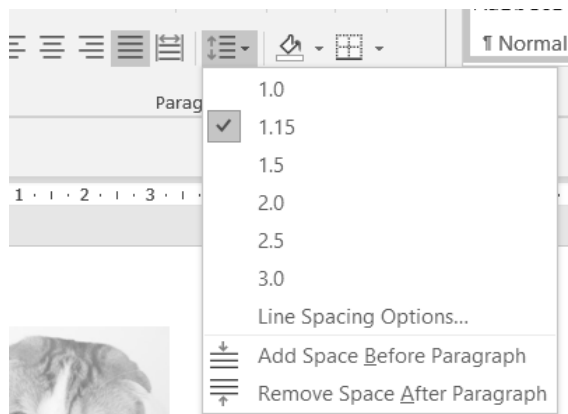
LESSON 2

3. At times, a whole paragraph can be indented far away from the margin, depending on what is needed. Go again to the Paragraph group then click **Increase Indent**.

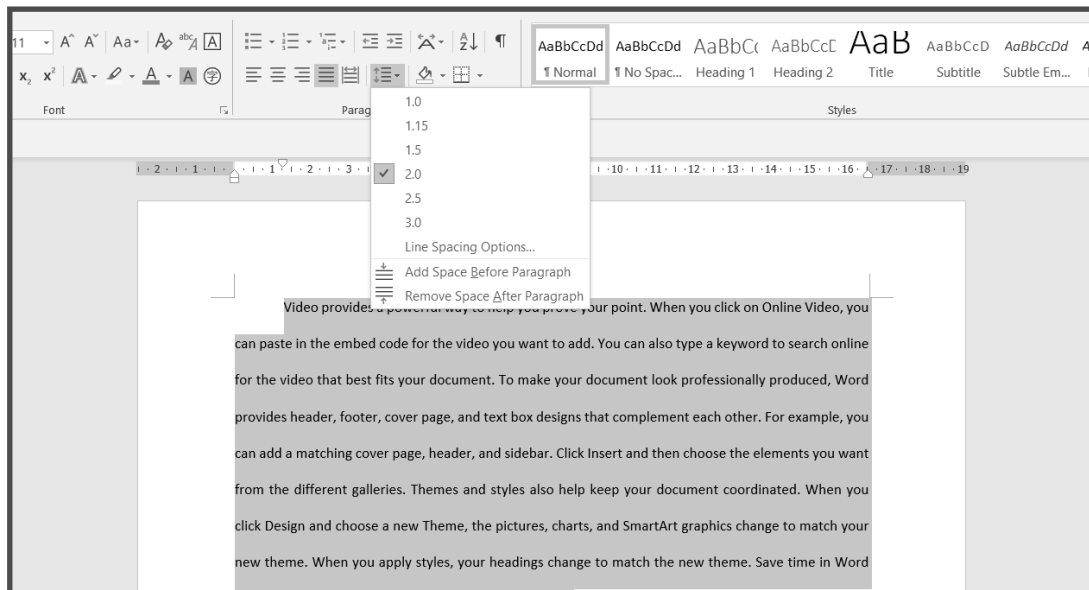


Spacing between lines allows the reader to read the paragraph more clearly. In some cases, those spaces are used to put corrections or suggestions by the person whom you submitted the document.

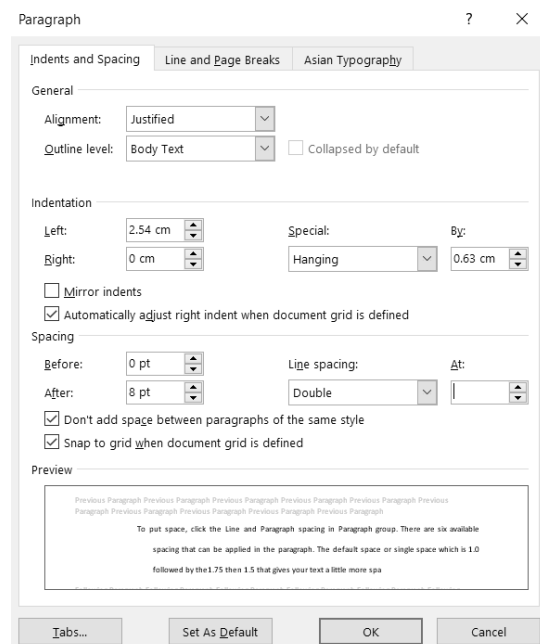
1. To adjust spacing, click **Line and Paragraph Spacing** in the Paragraph group. There are six spacing options that can be applied in a paragraph: default (single space or 1.0); 1.15 spacing; 1.5 spacing; 2.0 spacing, which is preferred to give space for comments and suggestions; 2.5 spacing; and 3.0 spacing, which provides even larger spaces between lines.



LESSON 2



2. Select the paragraph and apply your desired spacing. Spacing can also be modified in **Line Spacing Options**.
3. **Add Space Before Paragraph** and **Add Space After Paragraph** are simply adding spaces between the paragraphs.

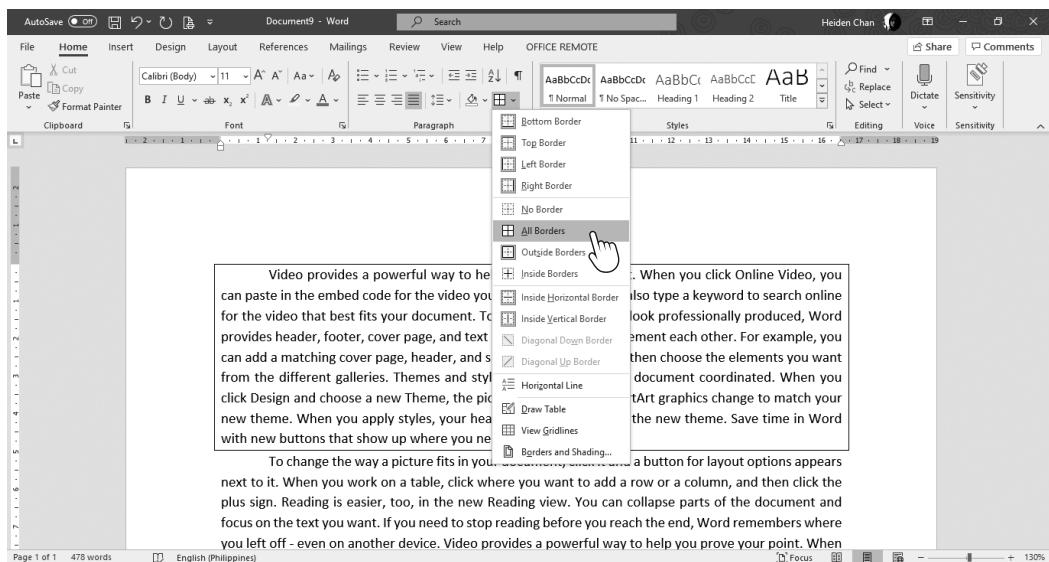


Line Spacing Options Window

ADDING BORDERS AND SHADING

Let us put borders on the paragraph and format its background color. You can find **Borders** in the Paragraph group.

1. Select the paragraph you want to apply the border to. Just put the cursor at the beginning of the paragraph, and then click the drop-down arrow beside the Borders icon and choose **All Borders** or **Outside Borders**.

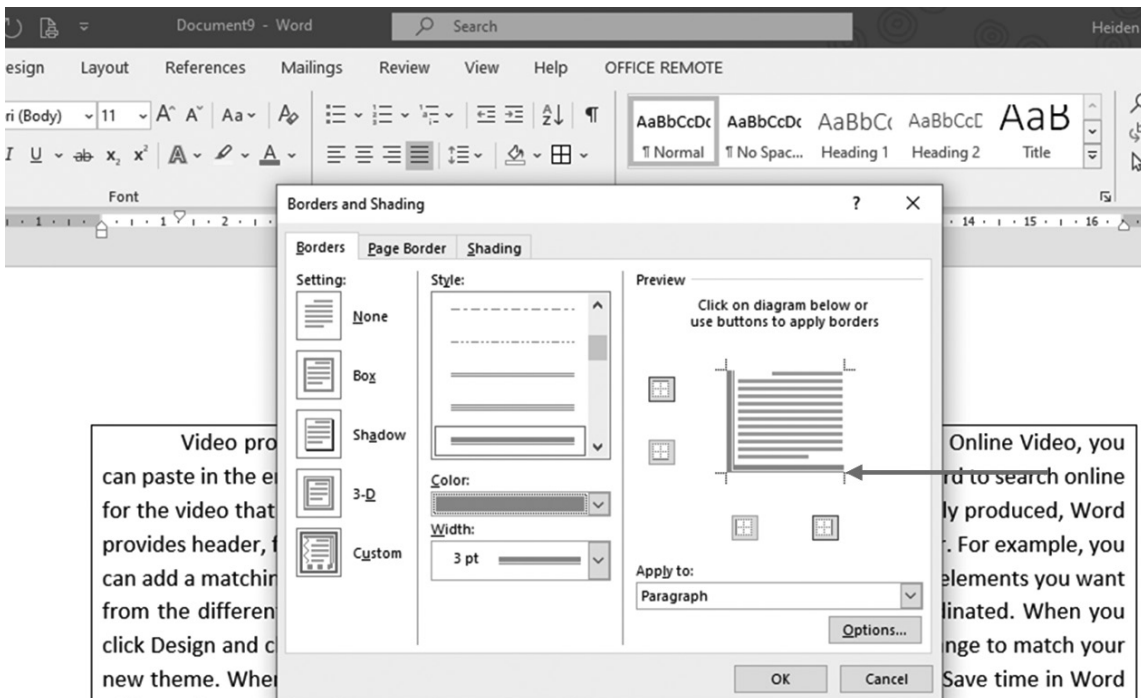
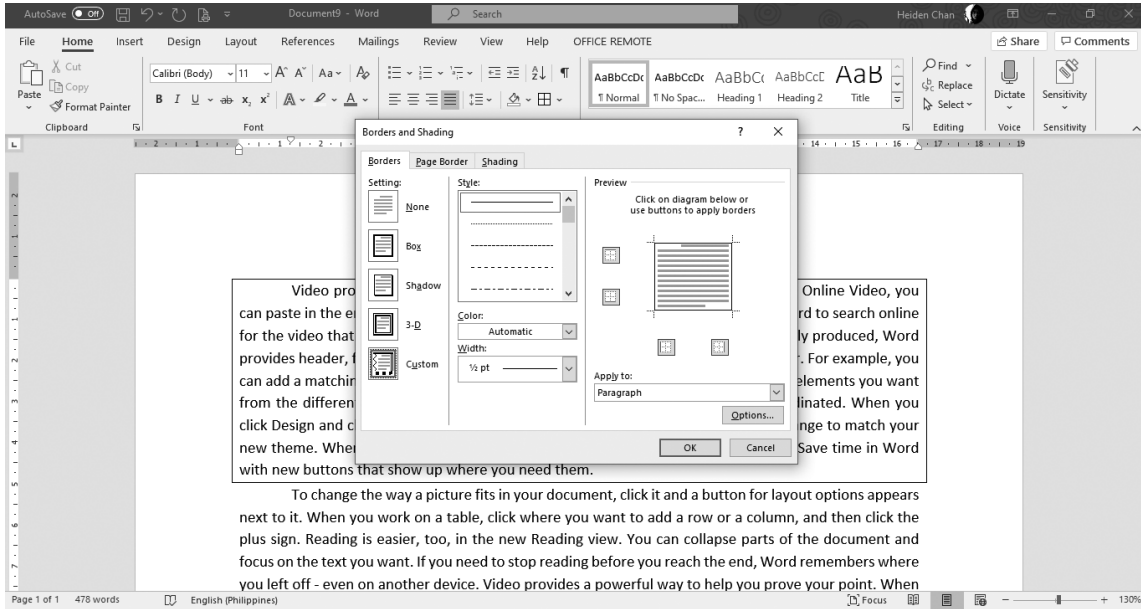


Notice that the first paragraph already has a border.

2. To change the background or shading of the border, click on **Borders and Shading...** at the bottom of the drop-down list.

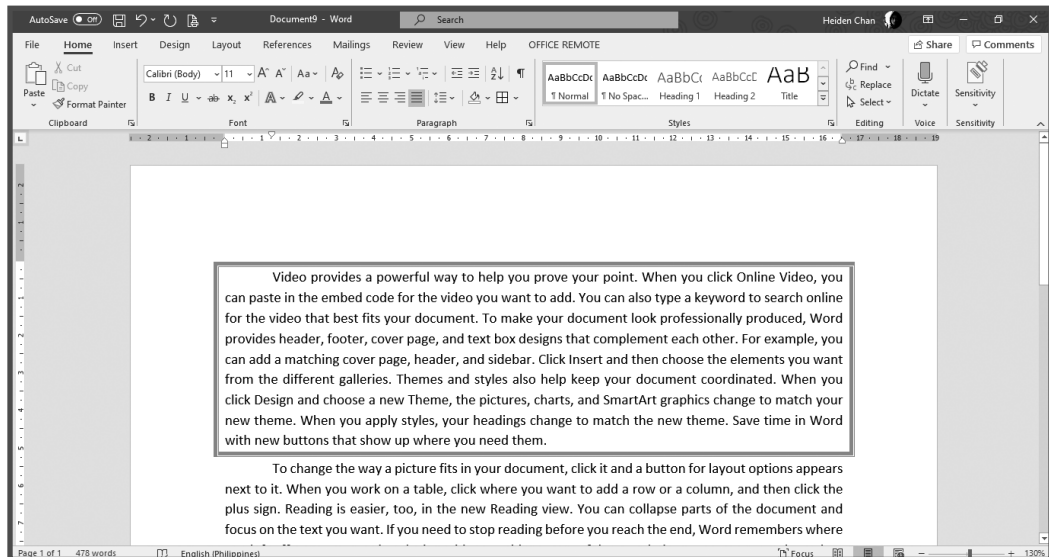
In the Borders and Shading dialog box, you will see the **Borders**, **Page Border**, and **Shading**. You may change the style, color, and width of the border.

LESSON 2

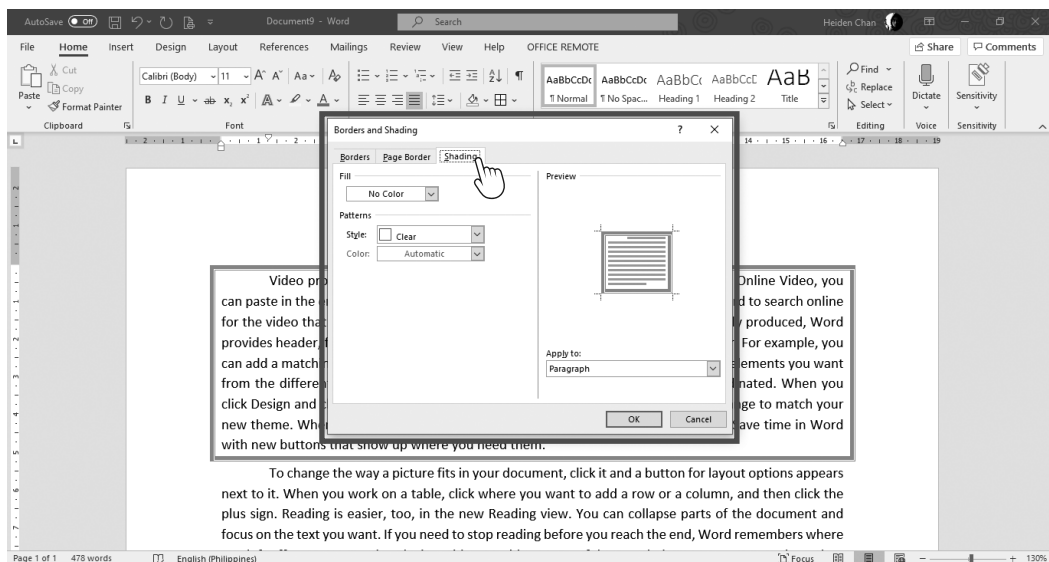


LESSON 2

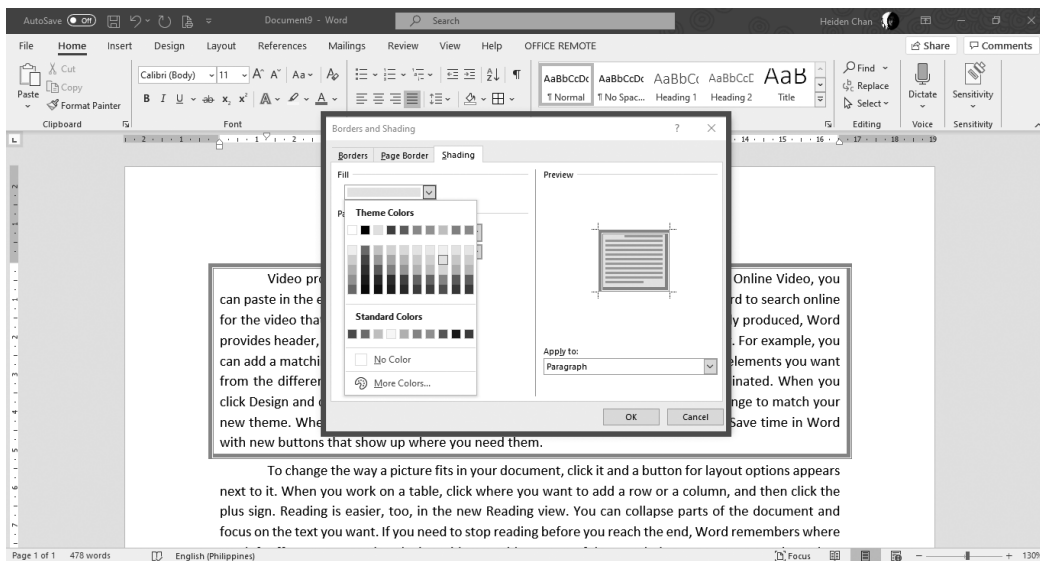
3. You need to select all the sides in the diagram to apply the border style, color, and width.



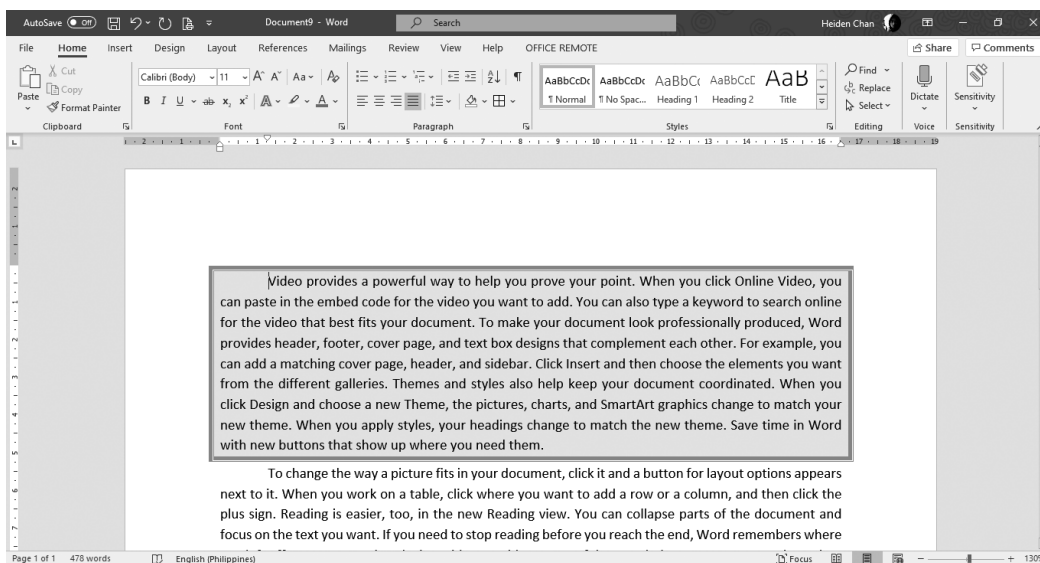
4. To add background color, do the same procedure, but this time, select the Shading tab.



LESSON 2



5. Click Fill to choose the color you want for your background then click OK.



Borders can also be applied to other paragraphs with different styles and shading.

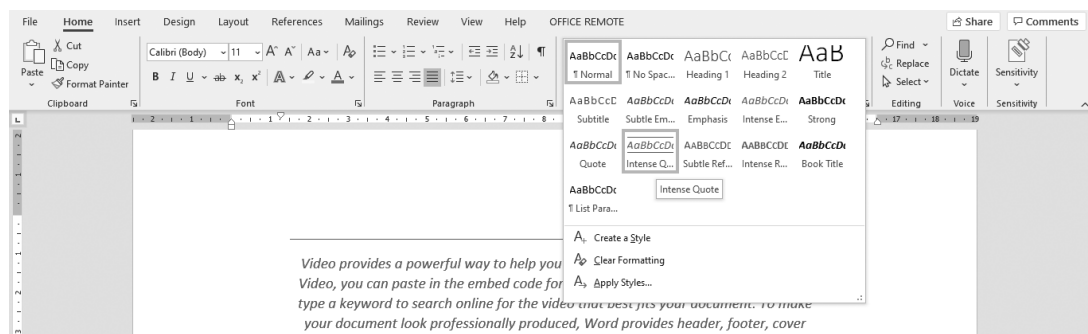
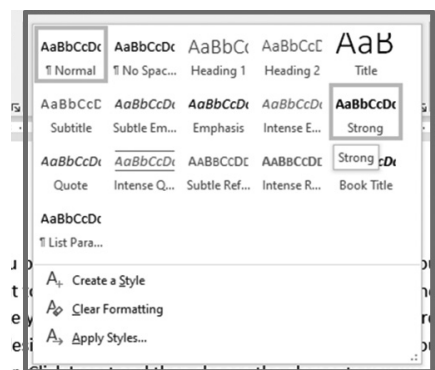
APPLYING STYLES IN TEXTS OR PARAGRAPHS

Texts and paragraphs can be styled automatically with different predefined styles in the Styles group beside the Paragraph group.



Recommended styles can be applied to a text or a paragraph. Styles can help emphasize a word or words in a paragraph.

1. To apply a style to a text, highlight the text and then select the desired style in the Styles group.
2. For paragraphs, select the whole paragraph and then choose a style. It will be automatically applied to the selected paragraph.



LESSON 2

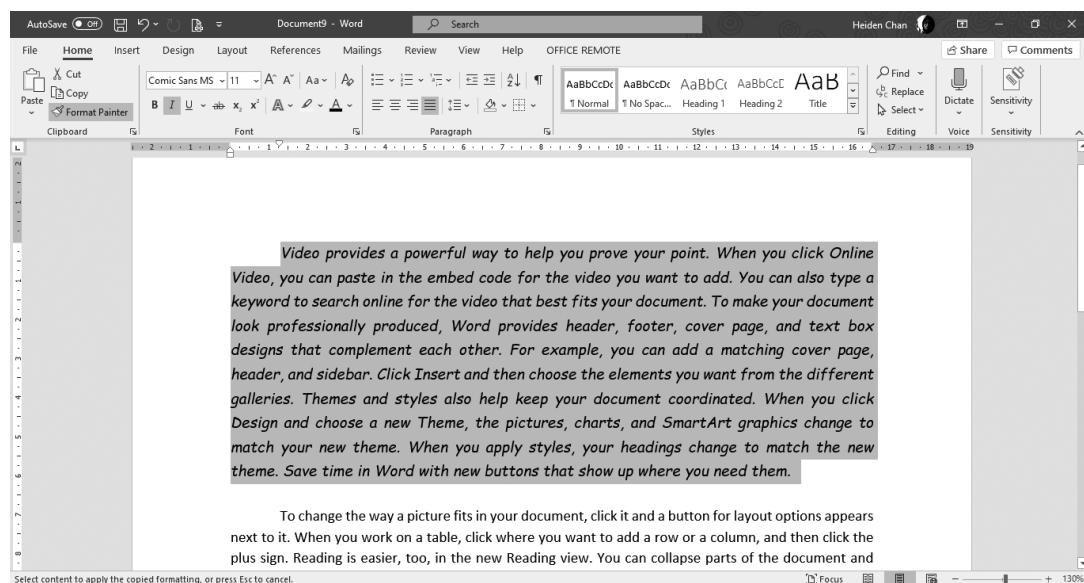
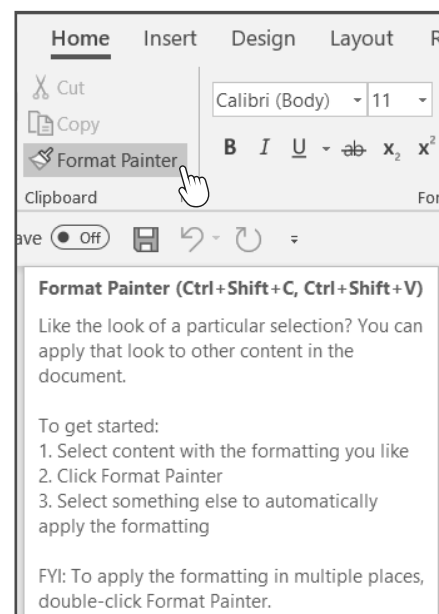
If you are formatting many paragraphs and you forget to select a paragraph after applying all the formats, no need to worry; a tool called **Format Painter** can help you copy the format applied to previous texts or paragraphs.

Format Painter copies the format but not the content. It can be found at the Home tab in the Clipboard group.

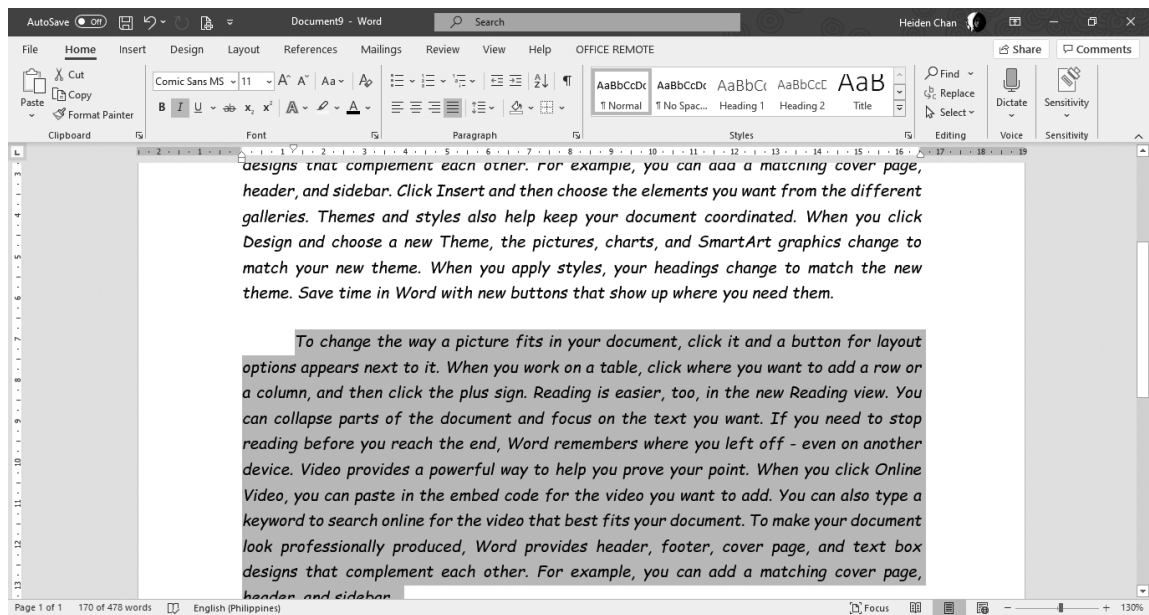
To use the Format Painter tool, select the text or paragraph that has been formatted and then press the Format Painter tool.

You will see a cursor with a paint brush, which means the formatting is ready to be copied to other paragraphs.

Format Painter saves time and energy in formatting texts or paragraphs over again.



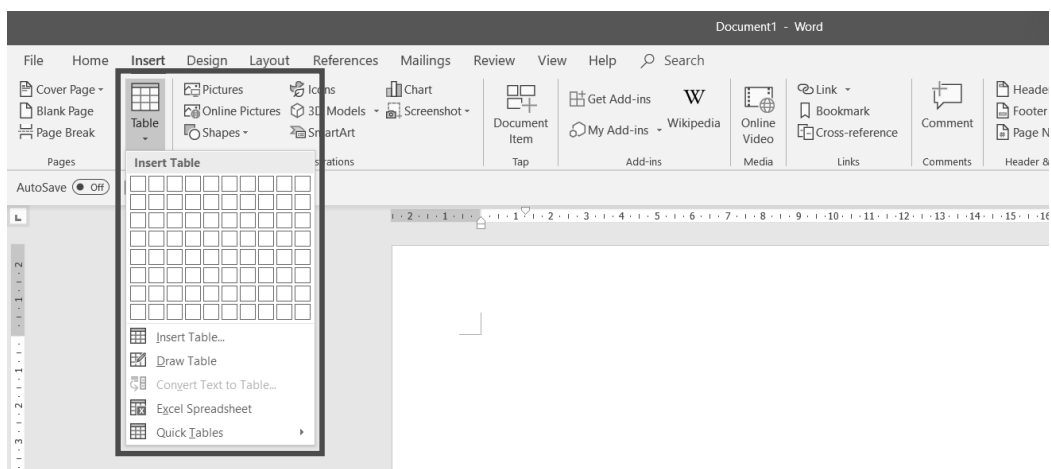
LESSON 2



INSERTING AND FORMATTING TABLES

Tables can help you control the alignment of contents, keep related contents together, layout step-by-step instructions and present numerical data. A table is a grid of cells arranged in rows and columns.

1. To insert a table in a document, click the Insert tab and choose Table in the Tables group.

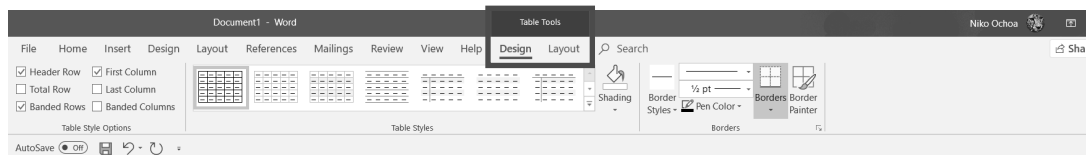
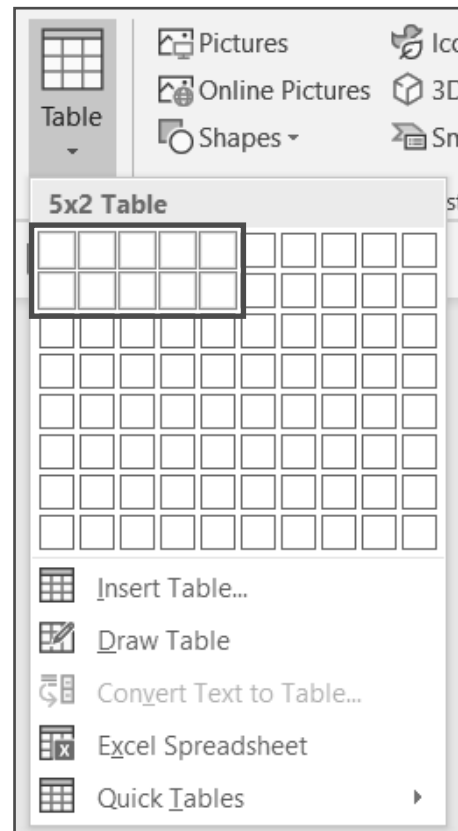


LESSON 2

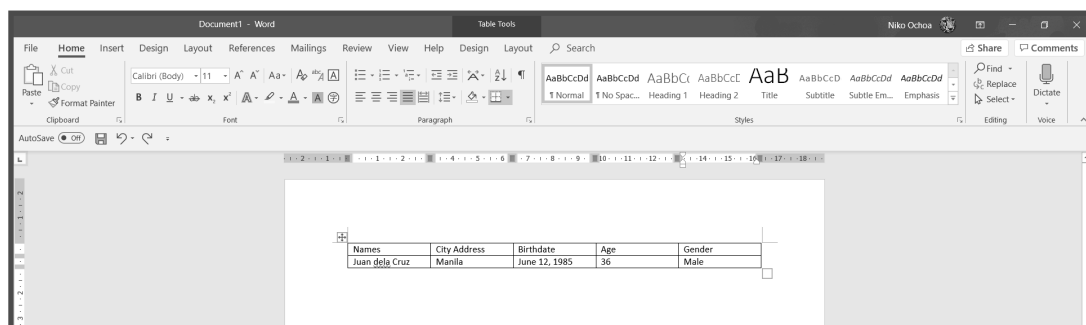
- Next, highlight the number of rows and columns you need for the table. For example, let us make a table with five columns and two rows.

You may insert or delete rows and columns later as needed.

- You will be taken from the Insert tab to the Table Design tab. In other versions, select **Table Tools** then **Design**. Tabs like Table Design will only appear after the element in the document has been selected, as shown below.



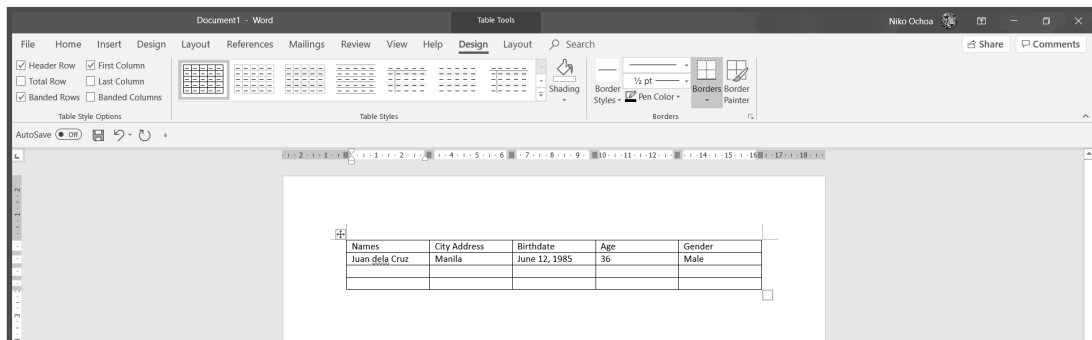
- To insert data in the table, put the cursor on the desired rows and columns and start typing.



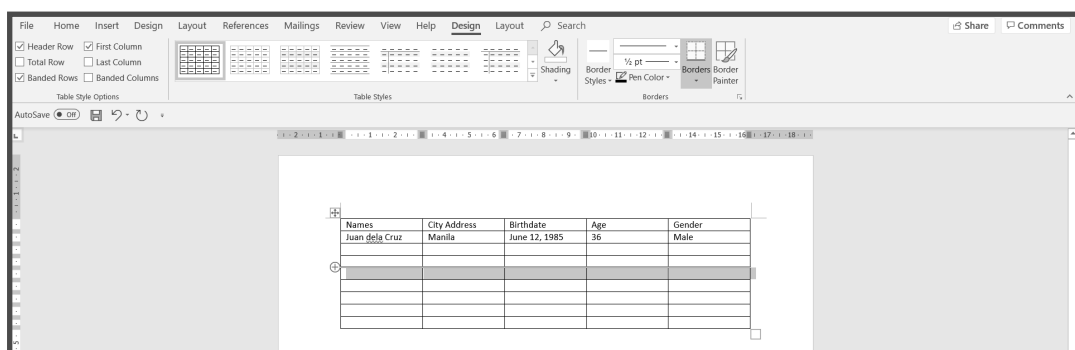
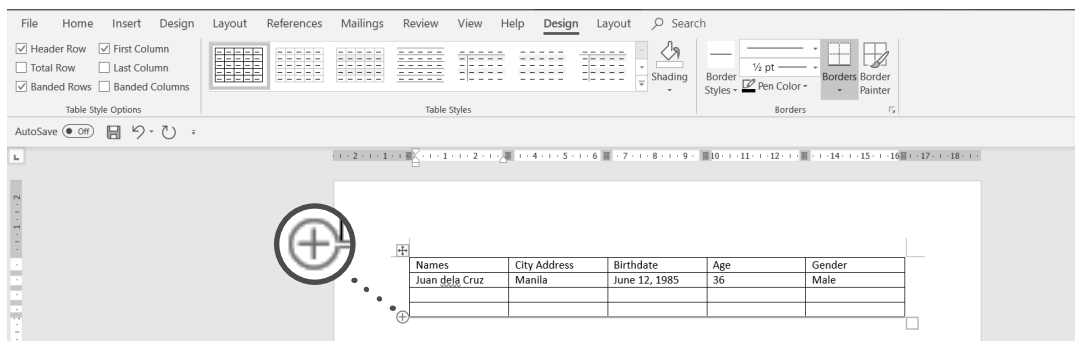
LESSON 2

INSERTING AND DELETING CELLS

1. If the rows and columns are not enough, you may press the Tab key on the keyboard. For example, let us insert two additional rows.

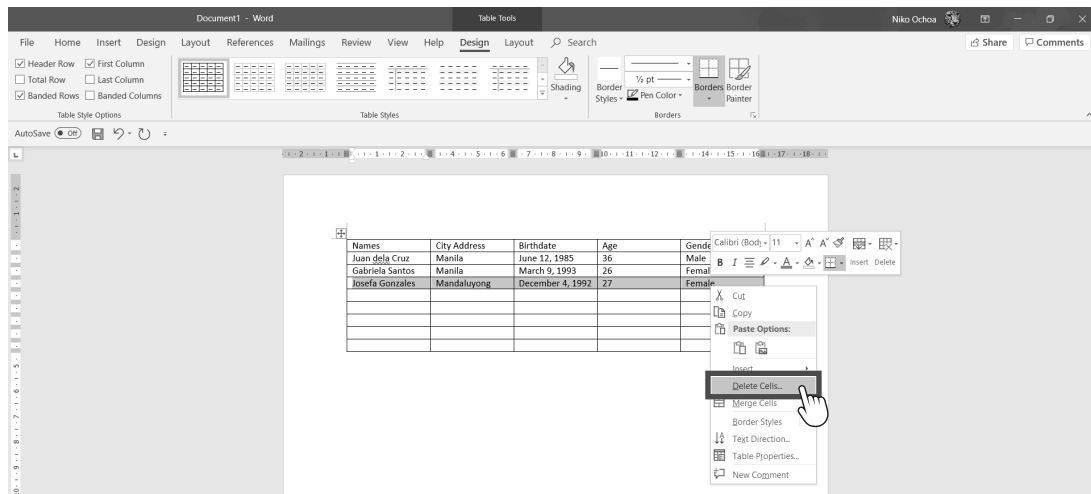


2. Another way to add more rows and columns is to click the plus sign (+) button in the table. Just hover your mouse on the leftmost edge of the row of the table.

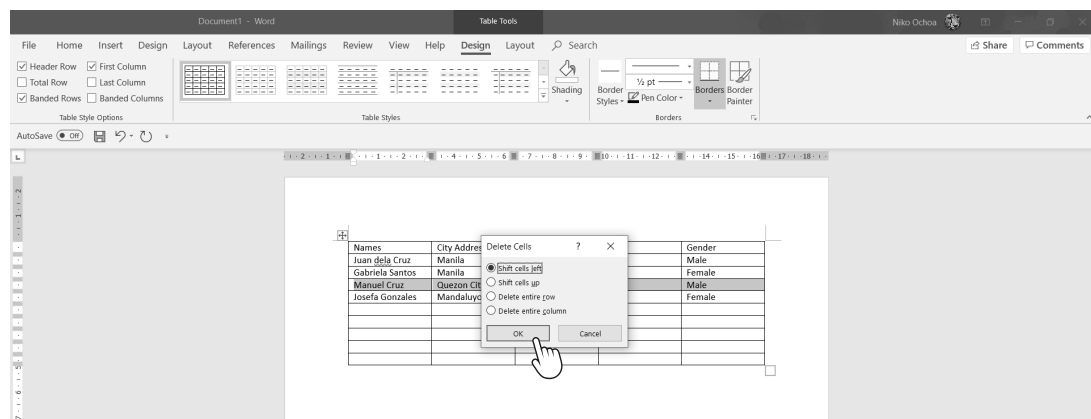


LESSON 2

- To delete rows and columns in between, highlight the rows or columns to be deleted, right-click, and select **Delete Cells**. Alternatively, you can press the Backspace key after highlighting.

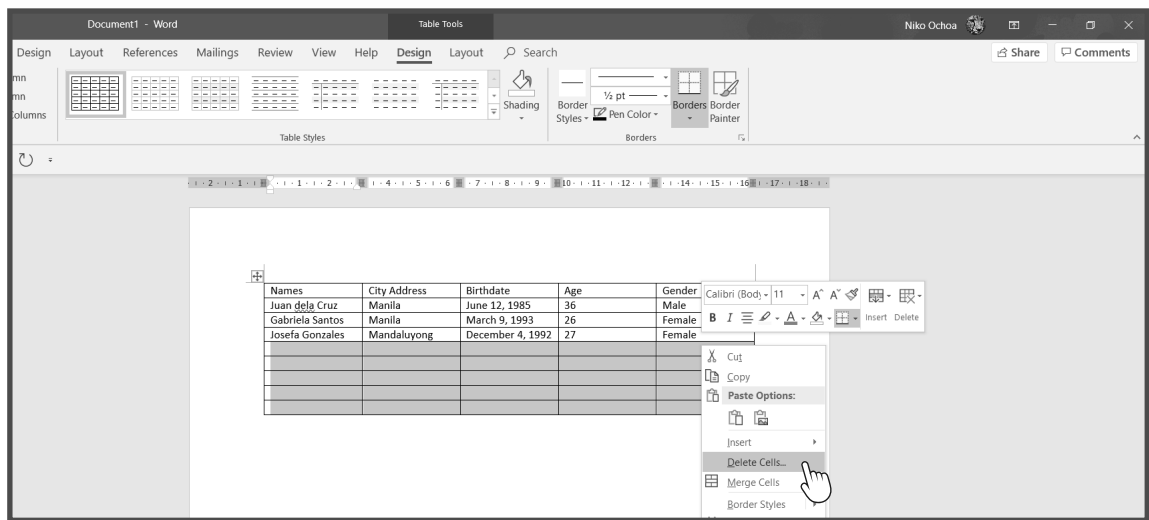


- A dialog box will open, showing options on what will happen to the cells around the cells to be deleted. Just select the default, which is **Shift cells Left**, then press **OK**.



- To remove excess rows, select the rows and columns to be deleted. You can either right-click and select **Delete Cells** or press the Backspace key.

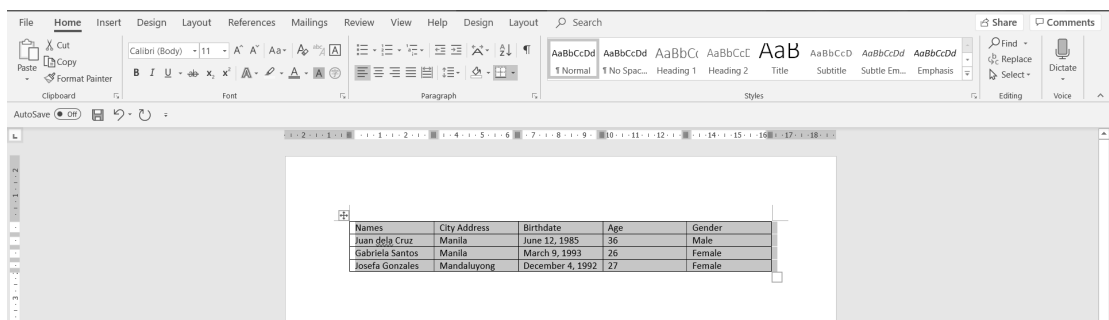
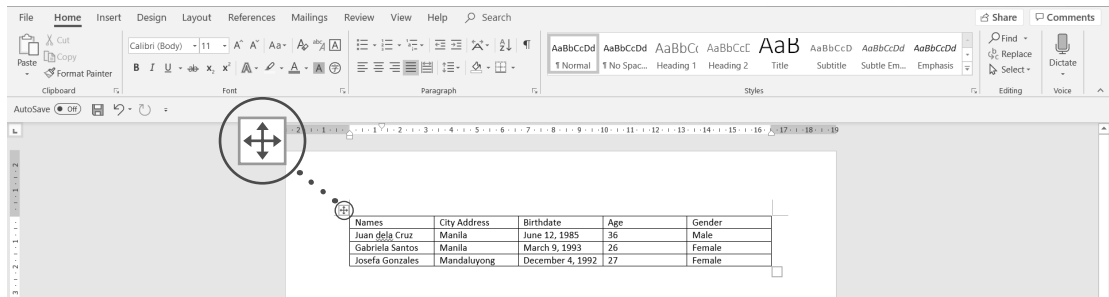
LESSON 2



FORMATTING CONTENTS

Let us format the contents of the table. You can format the entire table or select only the cells you want to be formatted.

1. To select the entire table, click the move button on the upper left corner.

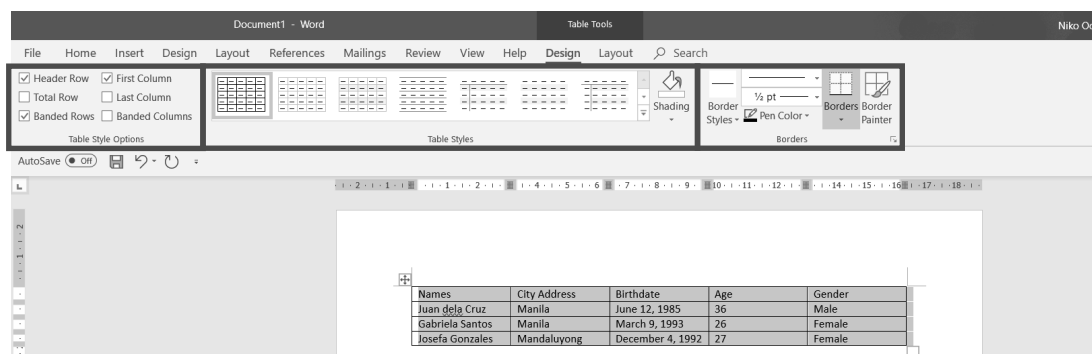


LESSON 2

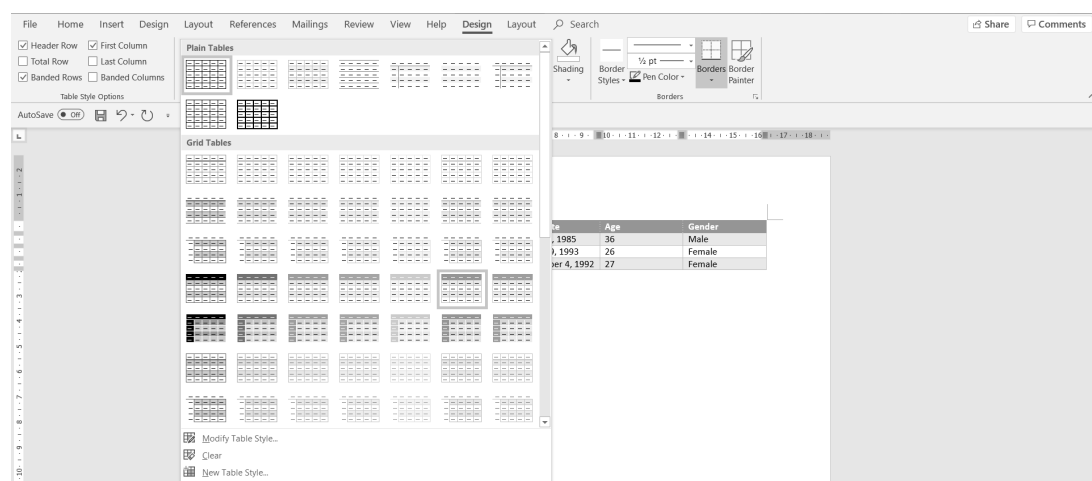
2. After selecting the entire table, you may choose the desired font, font size, font color, font style, and alignment.

MODIFYING CELL BORDERS

1. As mentioned above, when a table is selected, the Table Design tab will appear. To modify the table, select the entire table and click the Table Design tab. Here, you will see different options to format and style your table.

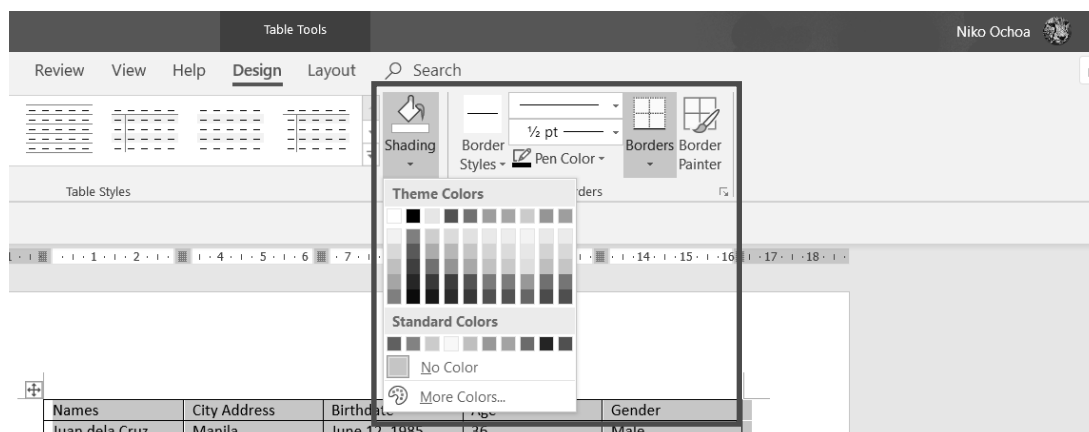


2. There are table styles ready to use if you do not have time to modify each part. Browse other styles by expanding Table Styles. You will see a preview when you point your mouse to the style.



LESSON 2

3. If you feel like creating your own style, Borders can help you modify the shading, width, and border style.

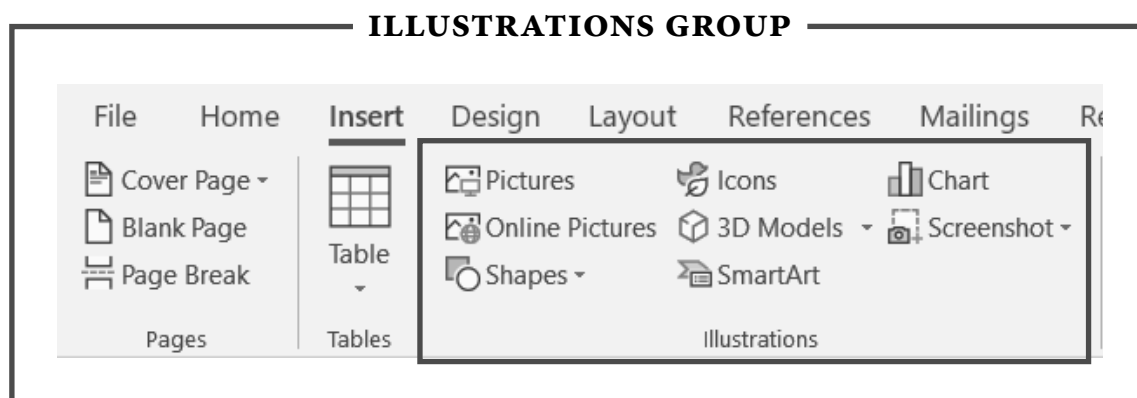


Let us try to insert pictures and other objects in our document.

INSERTING PICTURES AND OTHER OBJECTS IN WORD

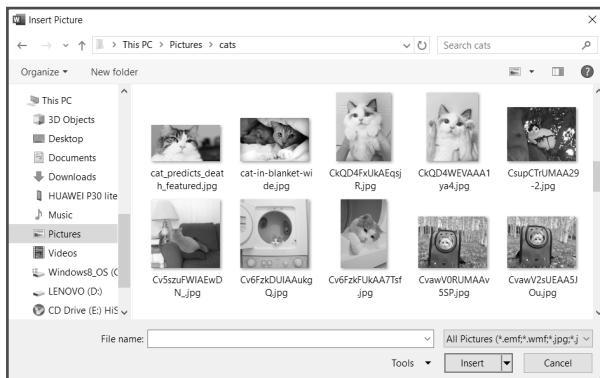
In word processing, pictures, shapes, and charts can help you present data more visually. You can insert pictures from your computer or online.

1. To start, click the Insert tab and look for the Illustrations group. This will help you insert objects in the document.



LESSON 2

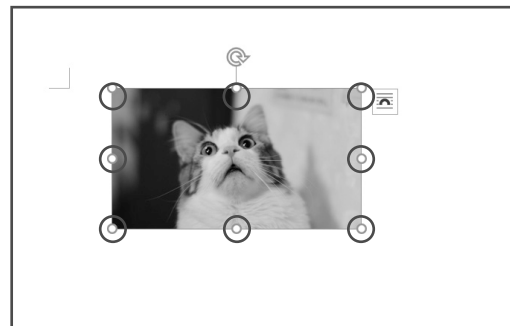
Let us use a blank document to see each object and their usefulness. For this lesson, you will only learn how to insert pictures, shapes, and charts. Later on, you may explore on your own.



Insert Picture Window

2. Click **Pictures**. A dialog box will appear that will let you locate a saved picture in your computer. Once you have selected a picture, click **Insert**.

3. To reduce the size of the picture, select the picture and click any of the sizing handles. Then, drag it continuously until you reach your desired size.
4. You may continue inserting more pictures that is needed in your document.



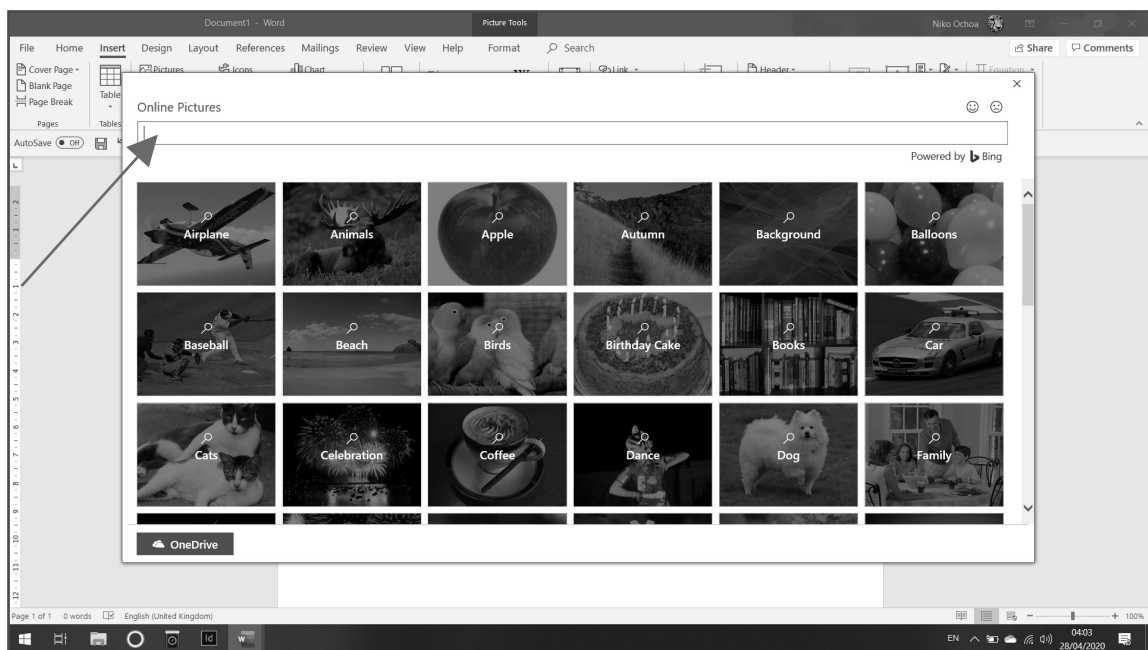
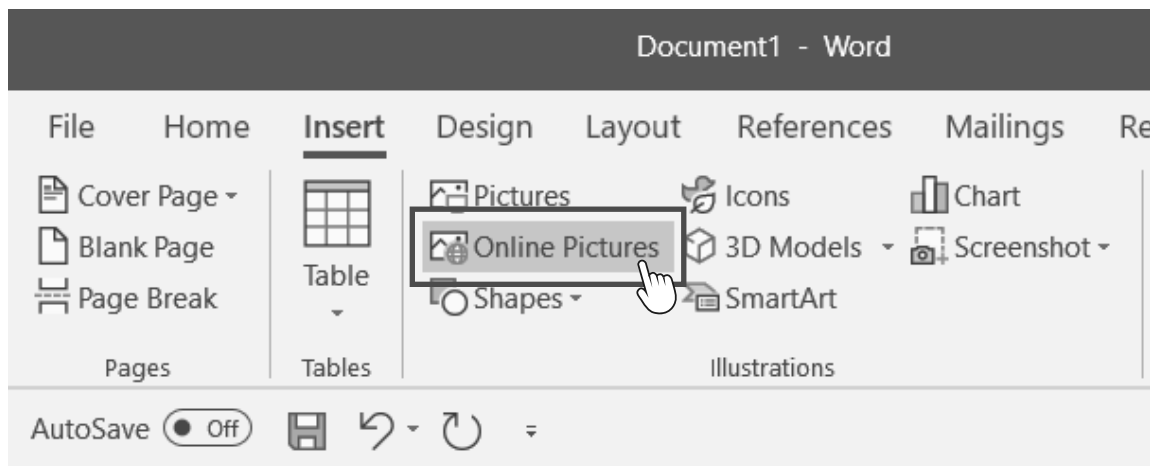
Picture with Sizing Handles On (encircled)



TIP! Press and hold the Shift key while dragging to maintain the picture's proportions.

Next, let us try getting pictures online. This will only work if you are connected to the internet.

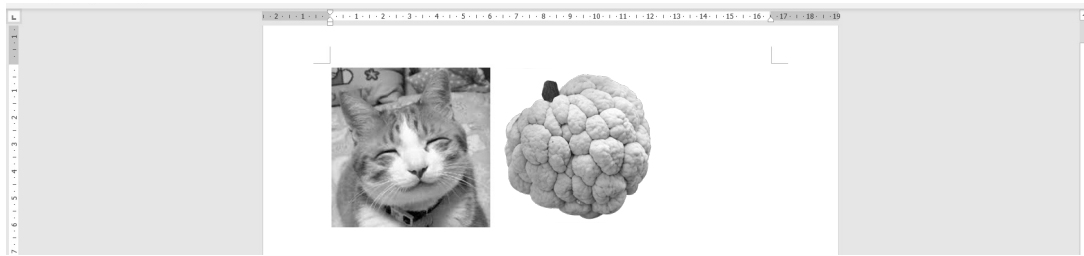
LESSON 2



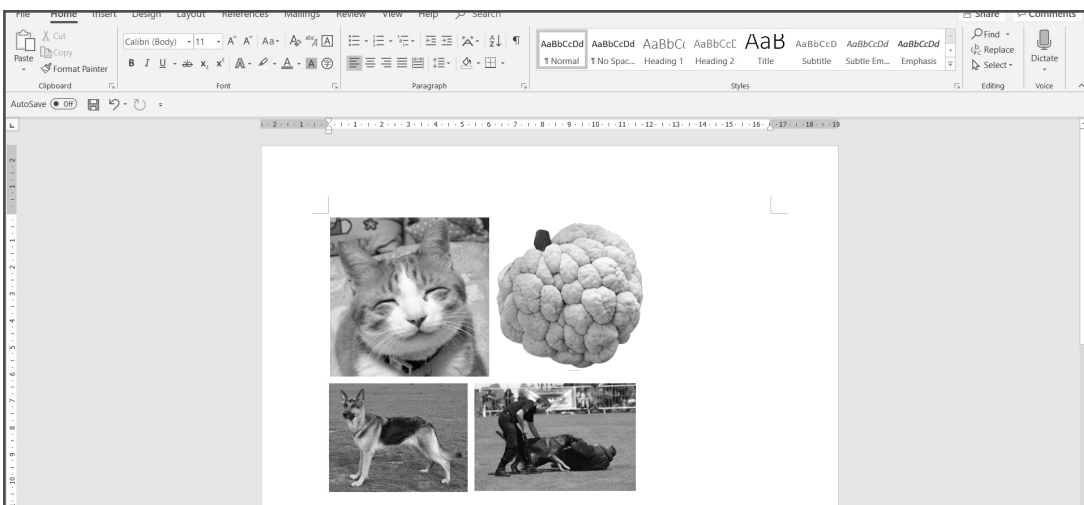
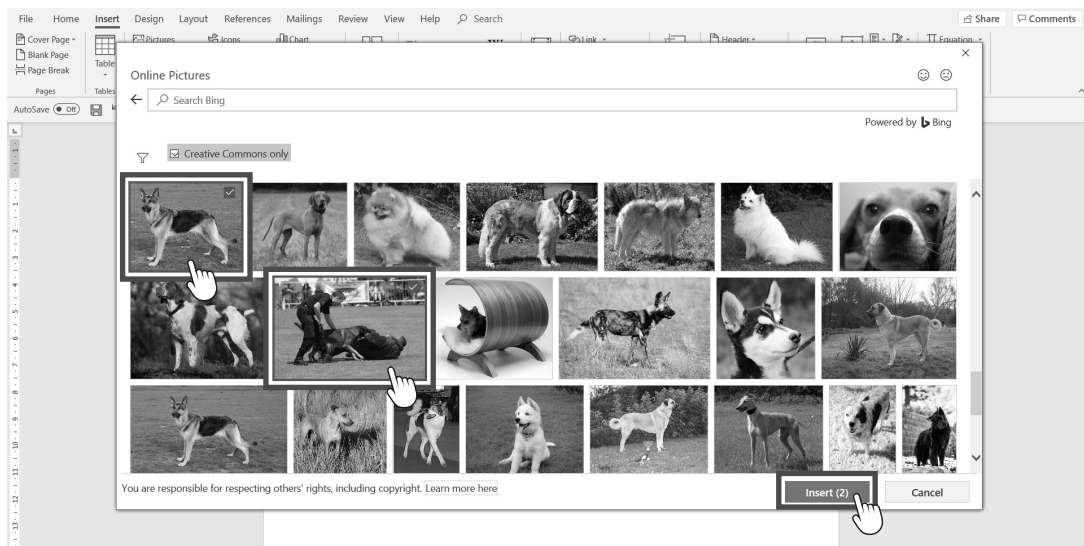
There are thousands of pictures online, and these pictures are all protected by copyright laws. Microsoft Word has the license to let you use the pictures. In the picture above, categories are already available, but you can still search by typing the keyword in the search bar.

5. For this activity, let us find images of dogs. Different pictures of dogs will appear. Select the pictures you want then click **Insert**.

LESSON 2



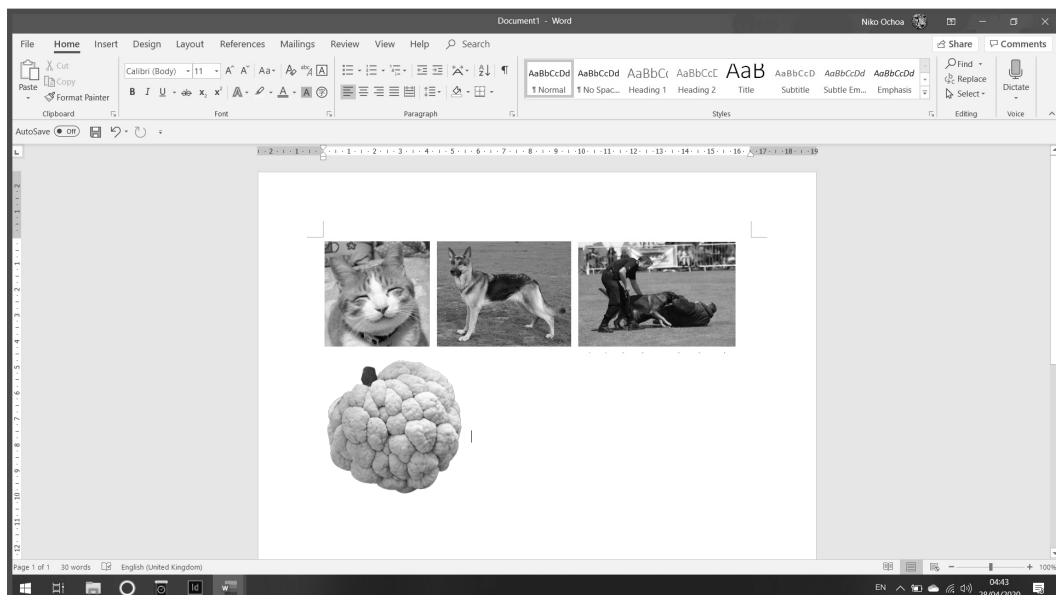
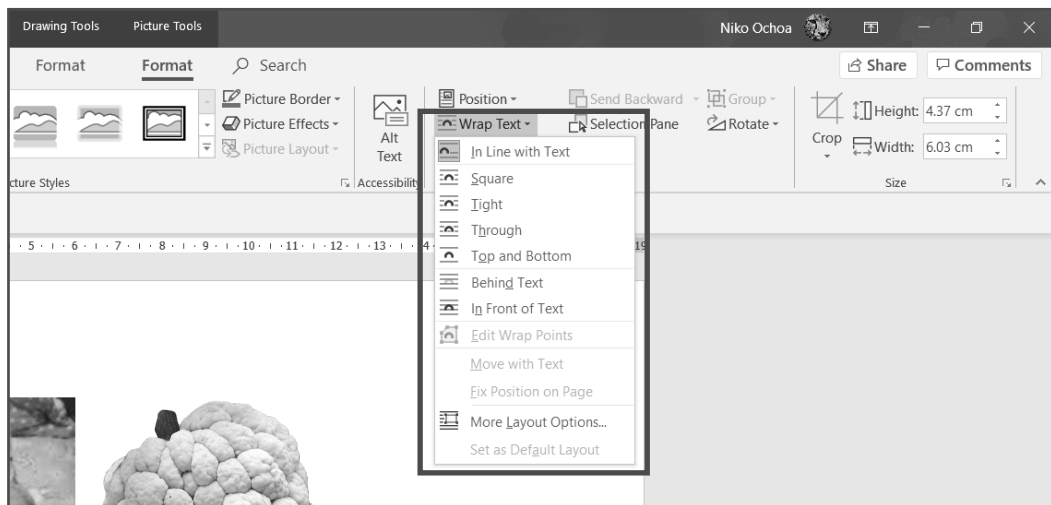
6. You can insert as many online pictures as you want on the same category at the same time. Simply click all the desired pictures, click **Insert**, and then adjust the pictures.



LESSON 2

Inserting pictures may be easy, but putting them in a desired position may give you a hard time. You can always modify its position so that pictures, other objects, and texts can go along with one another.

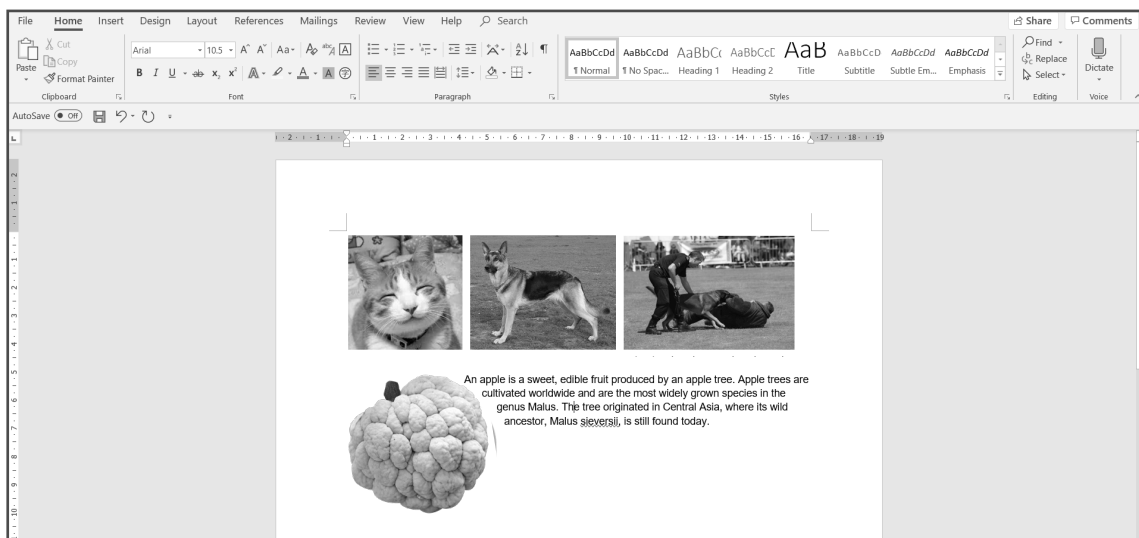
7. Select the picture you want to modify; a Picture Format tab will appear. Click **Wrap Text** and choose **Tight**. Do the same for the other pictures.



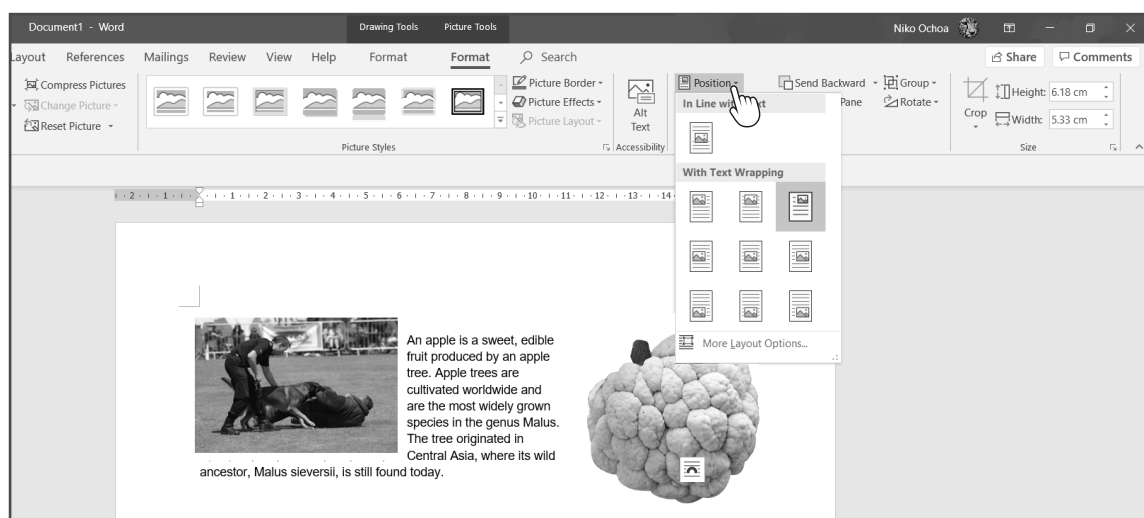
LESSON 2

Pictures are now ready to be positioned anywhere. There are more options on how the picture will be wrapped in the text.

When a document has a text, you can use the Position command to position the text to the center, left, right, bottom, or in line with the text.



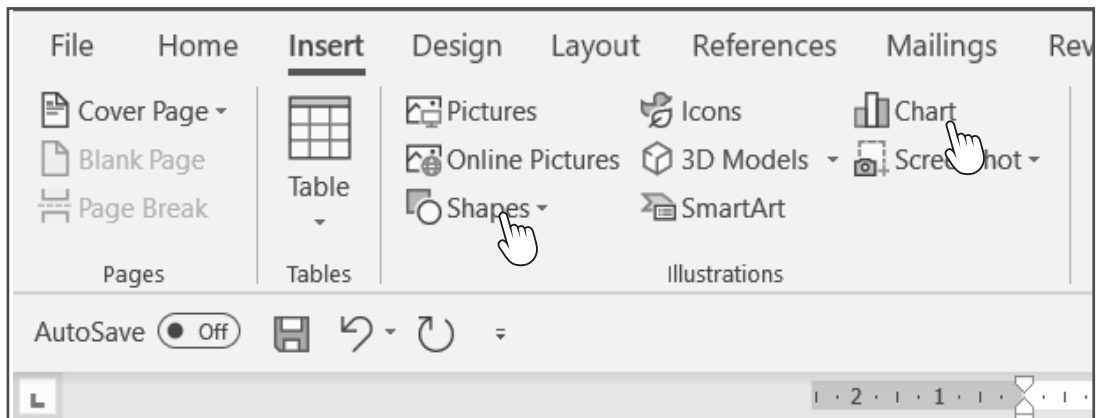
8. To position the text and picture, click the picture then select the Picture Format tab and choose **Position**. A preview will be displayed upon pointing the mouse to different text-wrapping positions.



LESSON 2

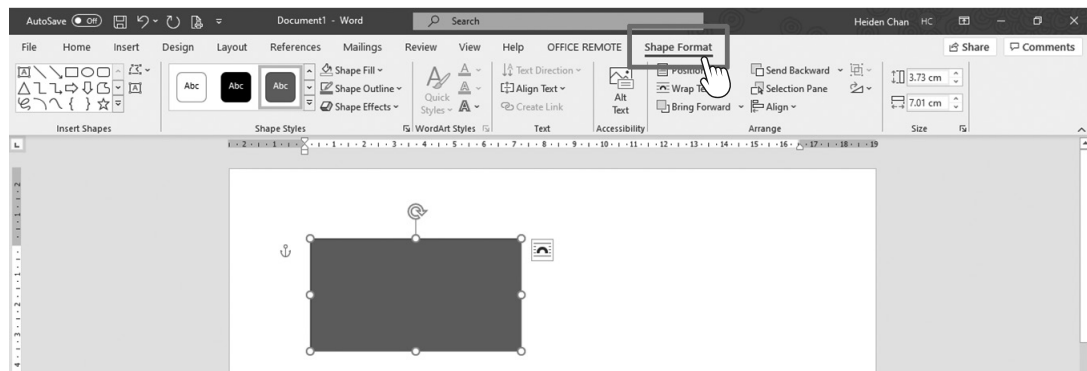
INSERTING SHAPES AND CHARTS

1. To insert other objects such as shapes and charts, the same procedure will be applied, but this time, you will select **Shapes** or **Chart** in the Illustrations group.



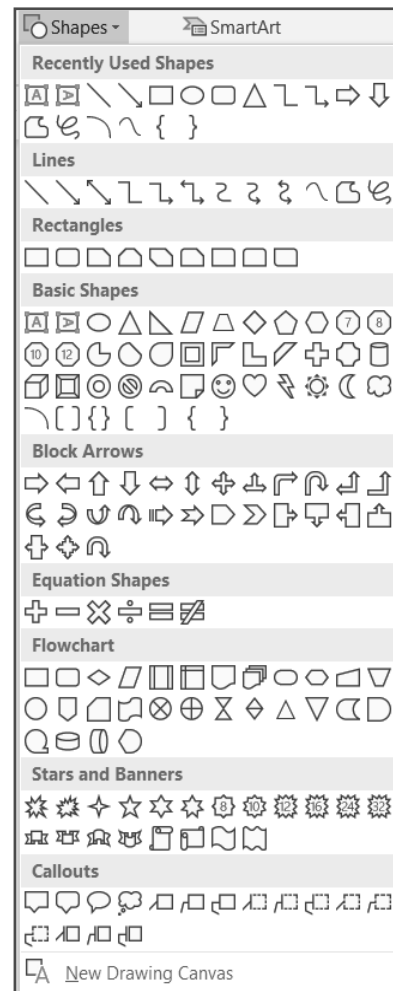
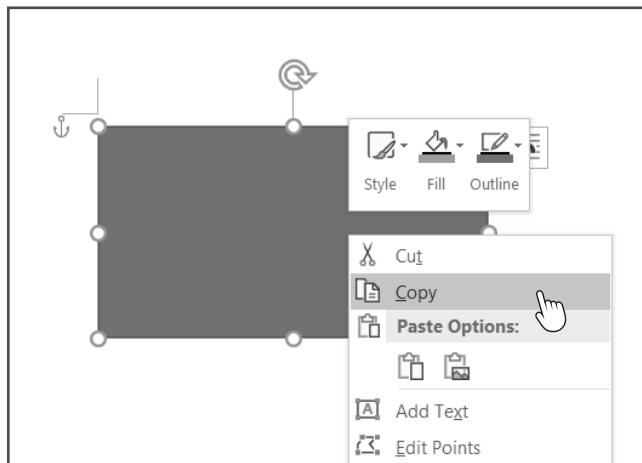
Shapes are useful when you want to show diagrams or floor plans in a document.

2. Choose your desired shapes and start dragging the mouse to draw the object. You can modify it by changing the color of the outline or the fill color of the shape through the Shape Format tab.



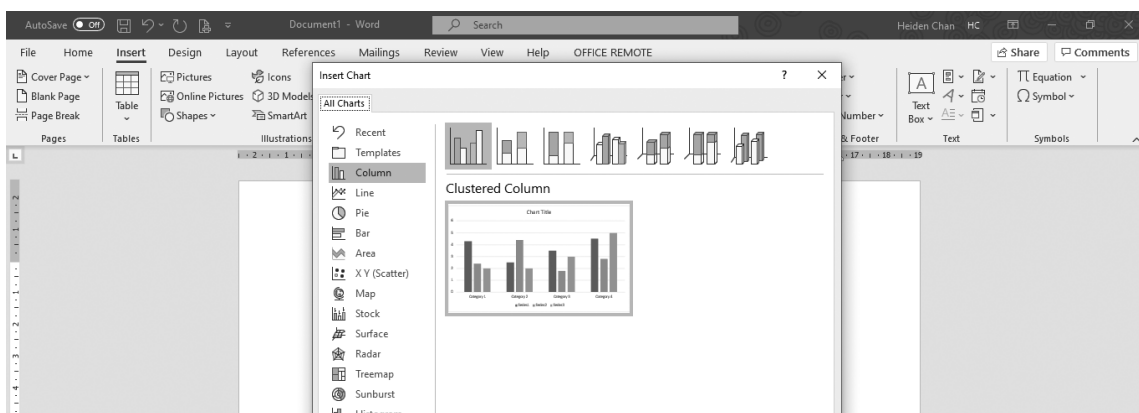
LESSON 2

- Objects in a document can be duplicated. Let us duplicate the rectangle and paste it beside the first shape. Select the shape; press **Ctrl+C**, which is the shortcut key for copy; and then press **Ctrl+V**, which is the shortcut key for paste. Or right-click the shape, select copy, click anywhere, right-click again, and choose **Paste Options**.

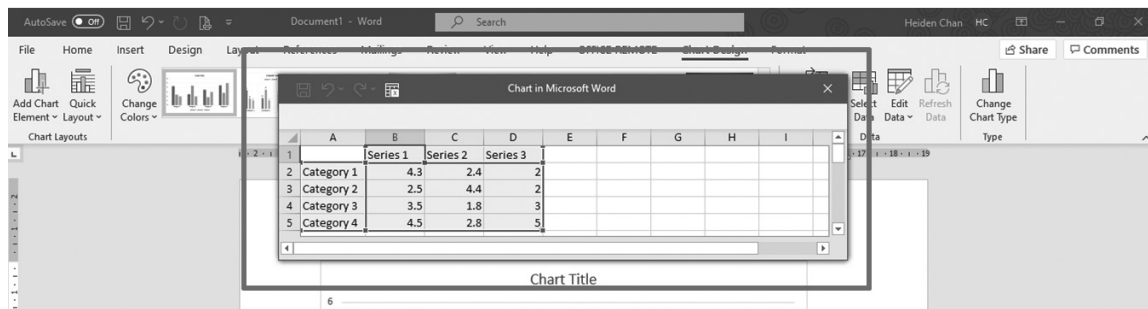


Shapes Menu

Numerical data can also be presented in a document through a chart. When you insert a chart, a spreadsheet program will appear to input the numbers.



LESSON 2



Any changes in the contents will show in the chart because they are connected. Then, click **Close** to close the program.

Word processors are very flexible because of its wide variety of formatting commands that can modify and personalize your documents.





LESSON 2


SHARPENING YOUR SKILLS


Directions: Apply what you have learned in formatting a document by producing the output below. Save your work as *lastname_formatting.docx*.

THE DIFFERENT KINDS OF FRUITS

 An apple is a sweet, edible fruit produced by an apple tree. Apple trees are cultivated worldwide and are the most widely grown species in the genus *Malus*. The tree originated in Central Asia, where its wild ancestor, *Malus severs*, is still found today.

 A banana is an edible fruit – botanically a berry – produced by several kinds of large herbaceous flowering plants in the genus *Musa*. In some countries, bananas used for cooking may be called "plantains", distinguishing them from dessert bananas.

 The orange is the fruit of the citrus species *Citrus × sinensis* in the family Rutaceae, native to China. It is also called sweet orange, to distinguish it from the related *Citrus × aurantium*, referred to as bitter orange. |

 A mango is a juicy stone fruit produced from numerous species of tropical trees belonging to the flowering plant genus *Mangifera*, cultivated mostly for their edible fruit. Most of these species are found in nature as wild mangoes.



LESSON 2

TREADING THE ROAD TO MASTERY

Directions: Make a two-paragraph essay about yourself in Microsoft Word using the following format:

1. **Font size** – 12 pt for the body and 16pt for the title
2. **Font family** – Arial
3. **Alignment** – Justify
4. **Title** – “All About Me” (before the paragraph)
5. **Indent** the first line of each paragraph
6. **Spacing** – 1.5
7. **File name** – lastname_aboutmyself

Example: santos_aboutmyself

Submit your work to your teacher for checking. You will be graded according to the following criteria:

CRITERIA	SCORE
Appropriateness of the format	50%
Content	25%
Organization of ideas	25%
TOTAL	100%

Formatting is important in making a document. A document needs to be organized, clear, readable, and presentable before submitting, sending, or printing it.



MAIL MERGING AND FINALIZING A DOCUMENT

After this lesson, learners should be able to



demonstrate the process of mail merging; and



finalize a document using page setup, headers and footers, spell-check, and printing commands.



LESSON 3

TRYING THIS OUT

Directions: Think about this situation and write your answer on a separate sheet of paper.

Suppose you are a Sangguniang Kabataan chairperson and your barangay will be having a leadership training two weeks from now. As the chairperson, how are you going to write letters to invite two hundred youths in your barangay in the easiest way possible?

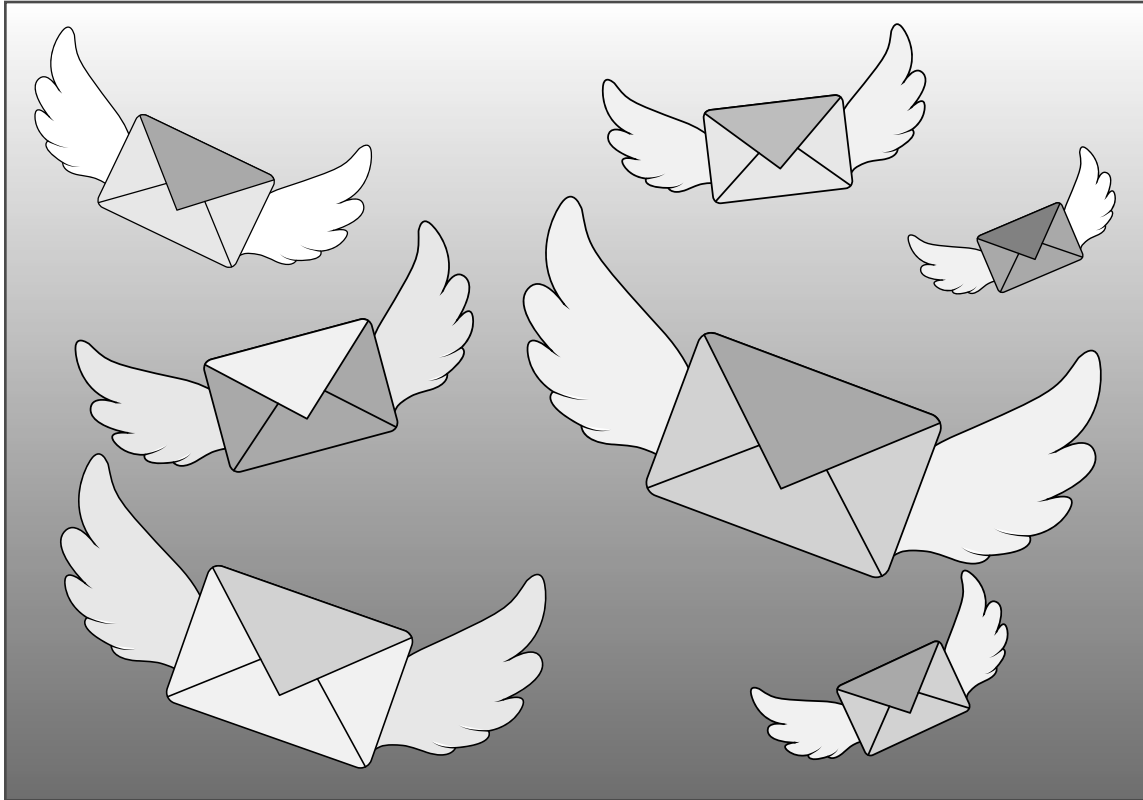
There are many ways to consider in dealing with letter sending. One of which is mail merging. Do you have an idea about it?

In this lesson, you will know how to send documents like letters while considering many people as recipients.



LESSON 3

UNDERSTANDING WHAT YOU DID



Mail merge is a feature in most data-processing applications that enables users to send a similar letter or document to multiple recipients. It connects a single form template with a data source that contains information about the recipient's name, address, and other predefined and supported data.

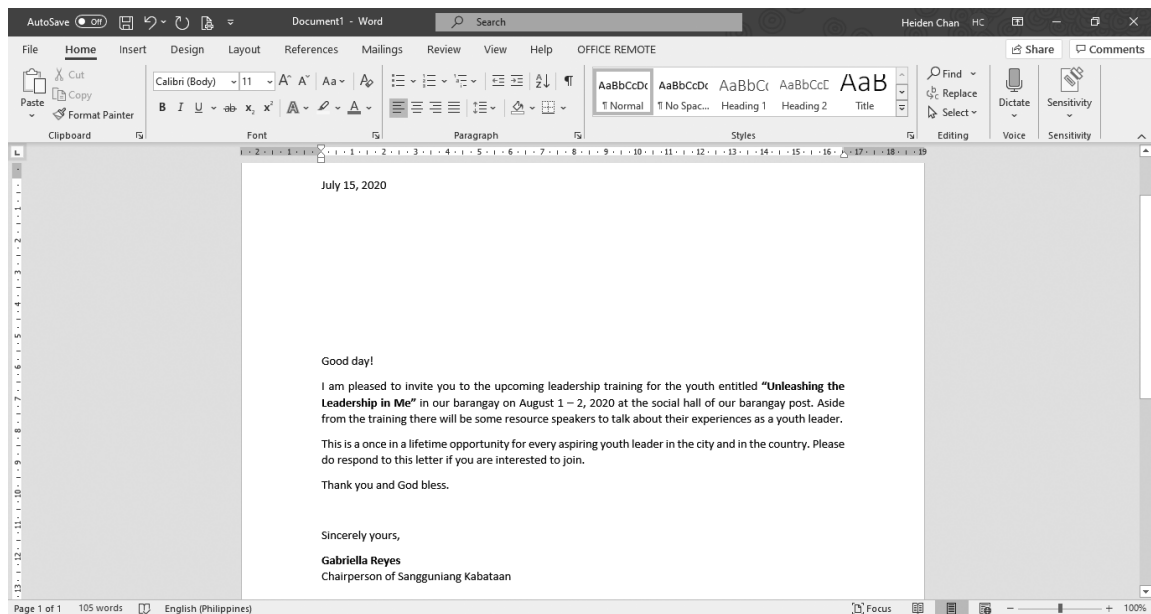
Mail plays an important role in creating a word document and sending it to the recipients with their personal information. The idea of mail merge is to mail the same content but with different names and other information without inputting them manually.

Mail merge is easy to use especially with the help of the “Step-by-Step Mail Merge Wizard.”

LESSON 3

PREPARING THE DOCUMENT TO BE MAIL MERGED

To begin, let us have an invitation letter as the document for mail merge.

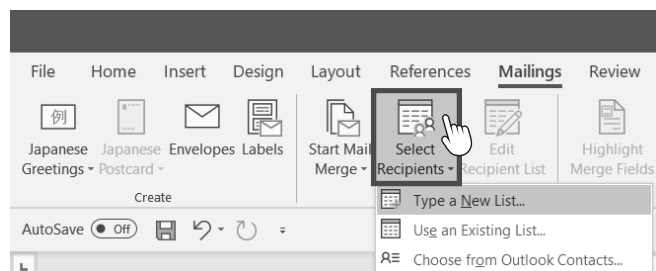


Notice the big space between the date and the content of the letter. This space will hold the individual name and greeting for each recipient.

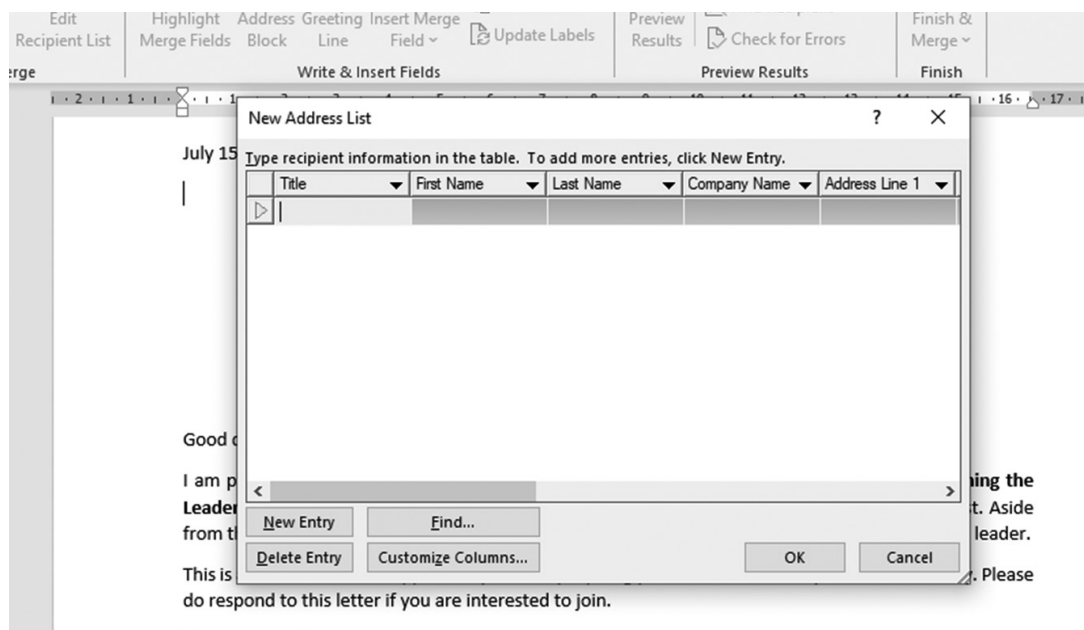
SELECTING THE RECIPIENTS

Before mail merging, make sure you have the list of recipients. You can create a database of recipients if you do not have an existing list in a spreadsheet or email contacts.

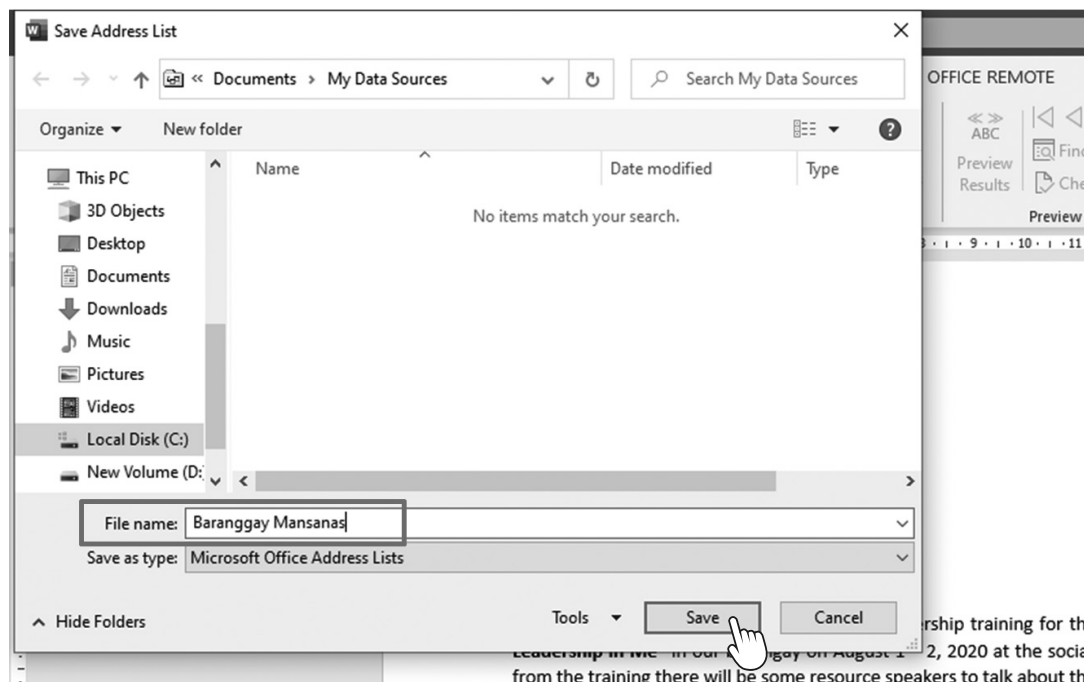
1. To create, click **Select Recipients** in the Mailings tab.



LESSON 3

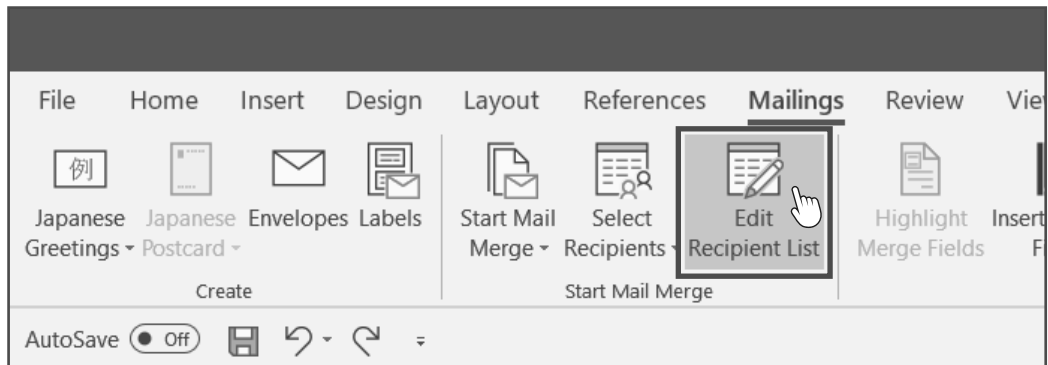


2. Enter all the names of the recipients and other details you want to include, such as home address. Press **New Entry** every time you will input a new record. If done, click **OK**. The Save Address List box will appear, asking for a file name for the database. Then, click **Save**.

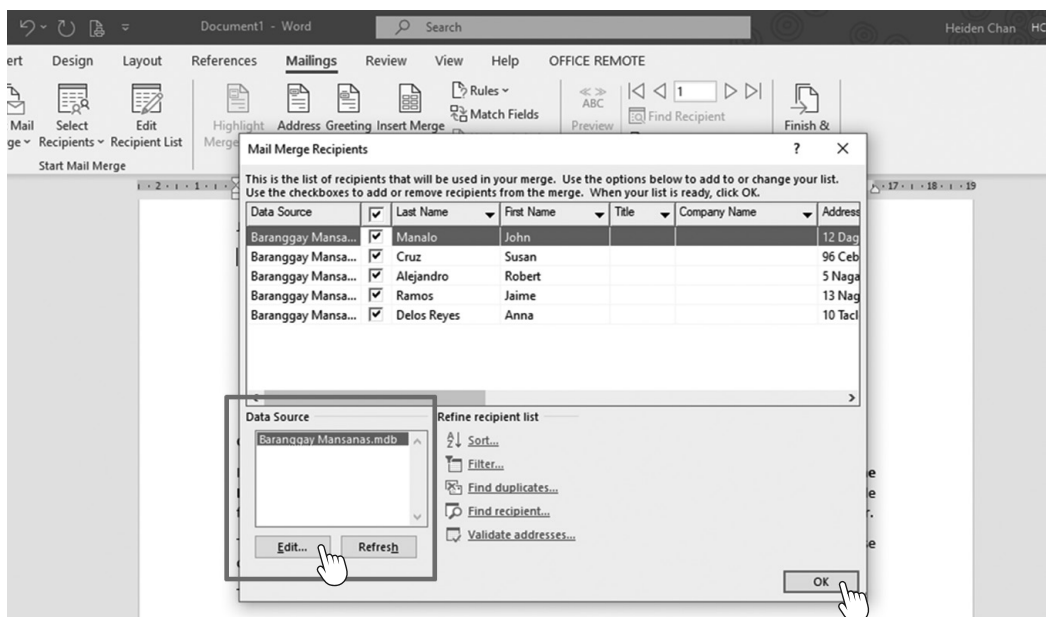


LESSON 3

3. If you want to add more people in the created database, you may click **Edit Recipients** in the Mailings tab.

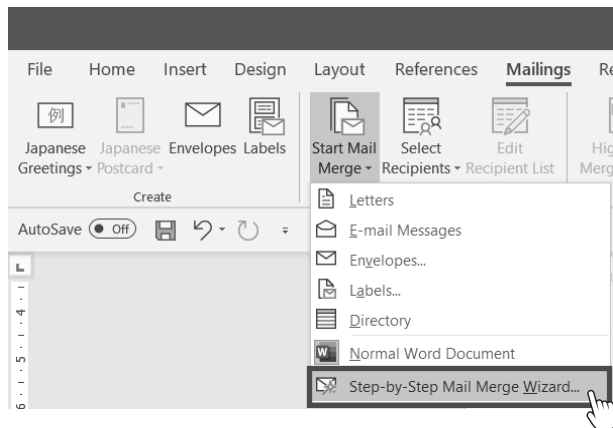


4. Then, select the database to be edited on the lower left corner and click **Edit** and **OK**.

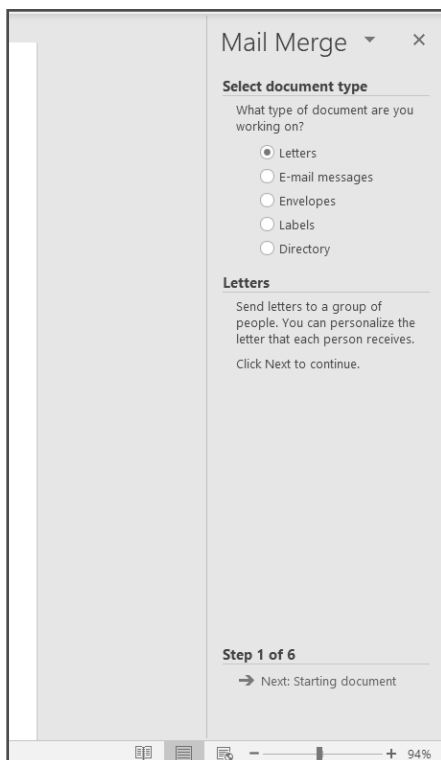


PREPARING THE DOCUMENT TO BE MAIL MERGED

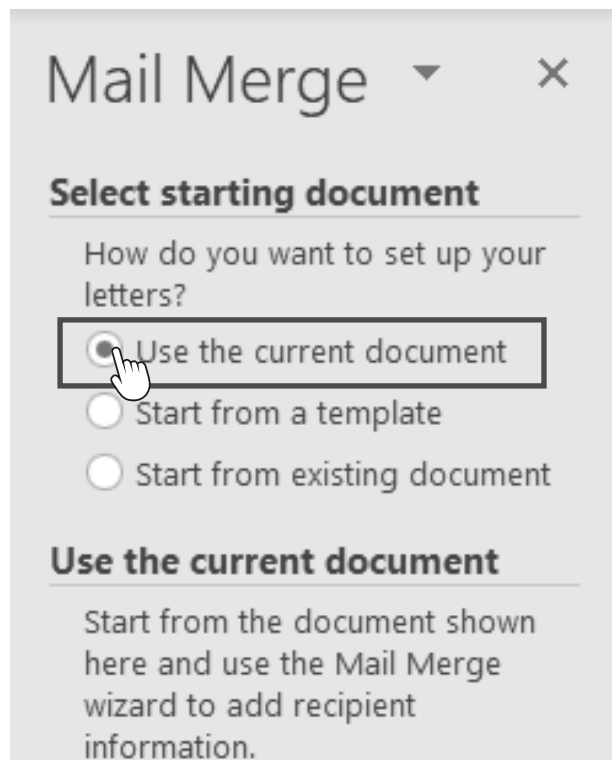
1. Begin by going to the Mailings tab and choose **Start Mail Merge**. Select the **Step-by-Step Mail Merge Wizard** in the drop-down menu. Data fields can be inserted one by one, but using special features in word processors is a good idea to save time and energy.
2. A Mail Merge panel will be displayed on the right side of the screen, guiding you in each step.



Step 1. Select Step-by-Step Mail Merge Wizard



Mail Merge Wizard Panel



Step 2. Select Use the Current Document

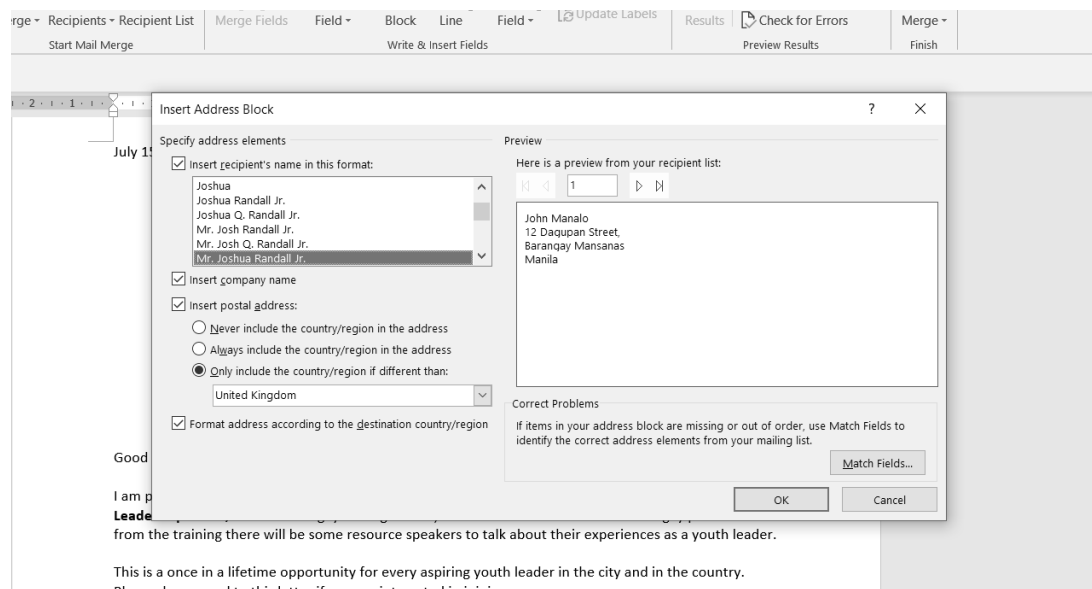
LESSON 3

- Then, you will be asked to select the recipients. In our example, the Barangay Mansanas database was already selected because it was created prior to the wizard.
- Write the letter if you have not done it yet. This step also allows adding information or fields, such as the address block and the greeting line.

If you click **Address Block**, a dialog box will appear with options on what to include in address block.

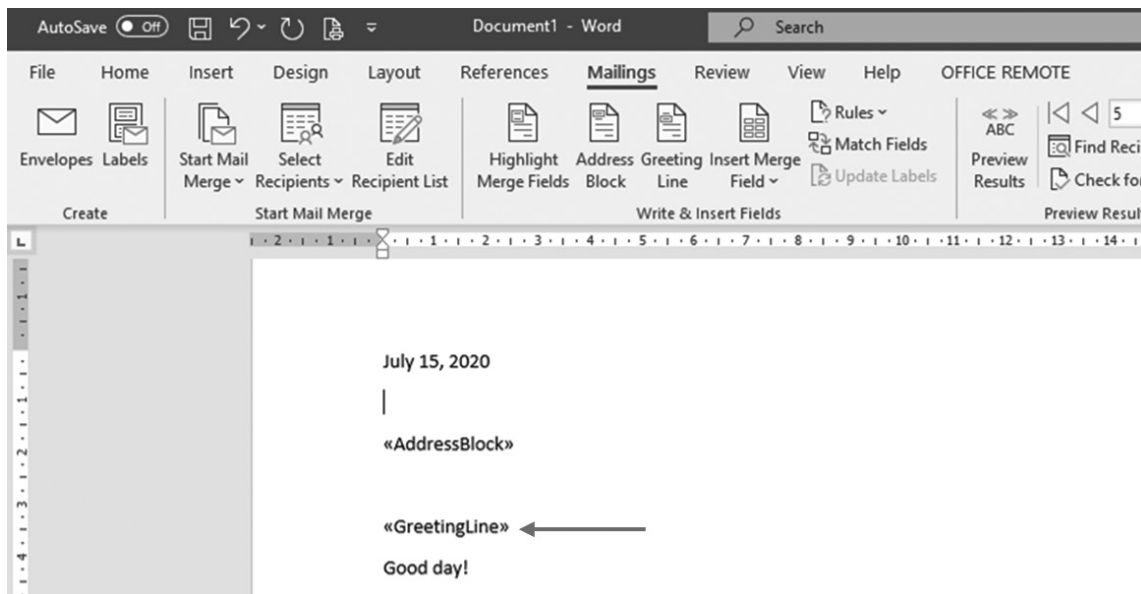
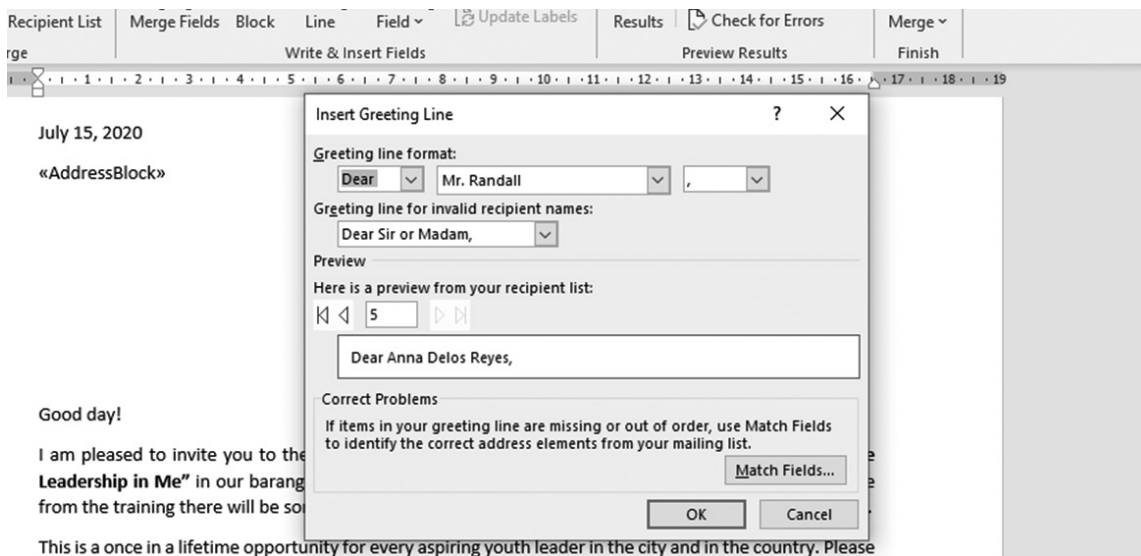
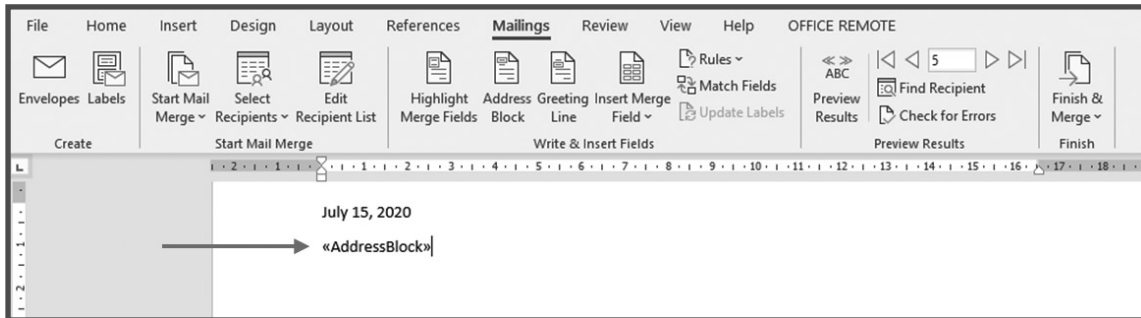


Step 3. Select recipients



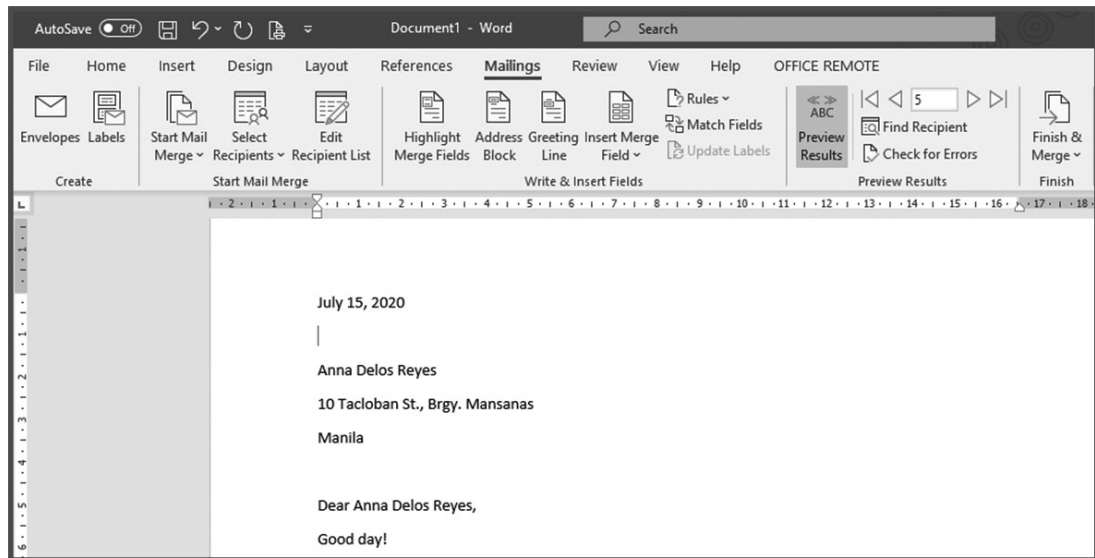
- An Address Block placeholder will appear after selecting the information to be included.

LESSON 3



LESSON 3

6. You can preview how the letter will look like in each recipient by clicking the next step in the wizard.



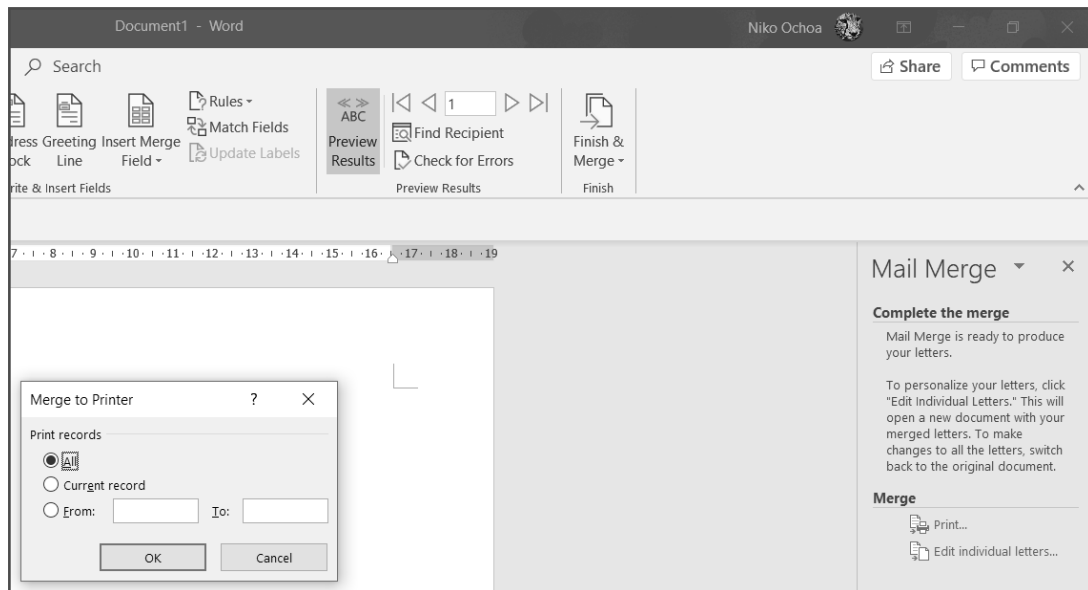
7. You may see the preview from different recipients by clicking the arrows on the wizard.
8. The last step in this process is to complete the merge, prepare it for printing, and send it to the intended recipients. Click **Print** to start printing all the letters.

You may print all the records or choose pages to be printed.



Step 7. Preview your letters

LESSON 3



Step 8. Complete the merge

Have you learned how to send a one-page document to many recipients? It is easy and fast to perform tasks such as mail merging.

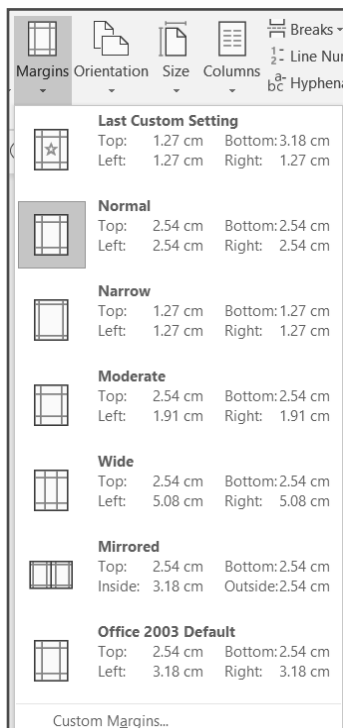
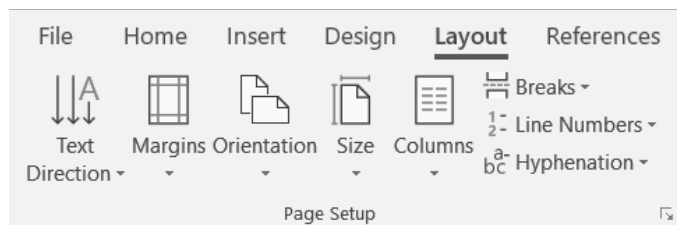
FINALIZING A DOCUMENT

Finalizing a word document is essential before sending or printing the file. Below are the things to remember in finalizing a word document.

Let us begin with page setup.

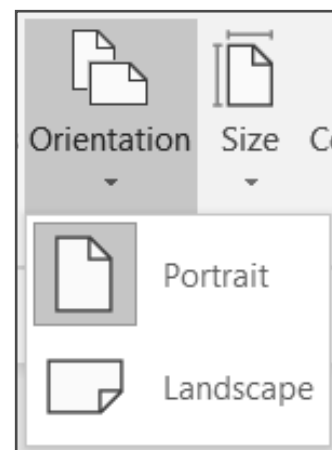
PAGE SETUP GROUP

Here, you will find the **margins**, paper **size**, and document **orientation** tools, among others.

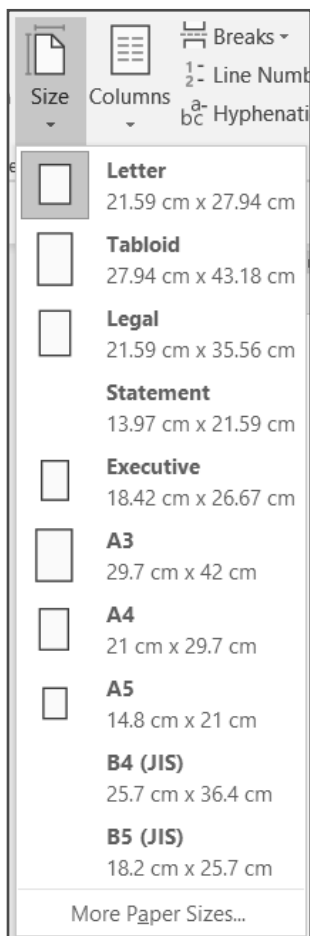


Margins Tool Menu

1. **Margins** help define where a line of text begins and ends. The normal margin, or the default, has a margin of 1 inch or 2.54 cm on all sides. You can change this depending on the required margin.
2. To check the orientation of the document, click **Orientation** and choose between portrait, which is the default, or landscape.



Orientation Tool Menu



Size Tool Menu

3. The next thing you should check is the paper size. In the Size menu, there are different paper sizes, with Letter, Legal, and A4 as the most commonly used sizes.

Letter size, which is equivalent to a short bond paper, has a measurement of 8.5 × 11 inches. On the other hand, Legal size has a measurement of 8.5 × 14 inches, although this is not available in some countries. Some use 8.5 × 13 inches, which has the same dimensions as a long bond paper. A4 size is used mainly in government-related official documents.

INSERTING AND DELETING PAGE BREAKS IN A DOCUMENT

Word automatically adds page breaks when there is more content that can fit on one page, but sometimes you will want to add a break somewhere else, for example, if you are creating a new section

in a long document or more space around an image or a chart. Page breaks work when you want to use another page to put other words or images.

To insert a page break in a document, follow the following steps:

1. Place your cursor where you want to create a page break. For example, the rest of the paragraphs needs to be in another page.
2. Then select the Layout tab, click **Breaks**, and then click **Page**. You will notice the succeeding paragraphs will be placed in a new page.
3. To remove a page break, place the cursor where the page break was done then press the Del key.

LESSON 3

Video provides a powerful way to help you prove your point. When you click Online Video, you can past in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

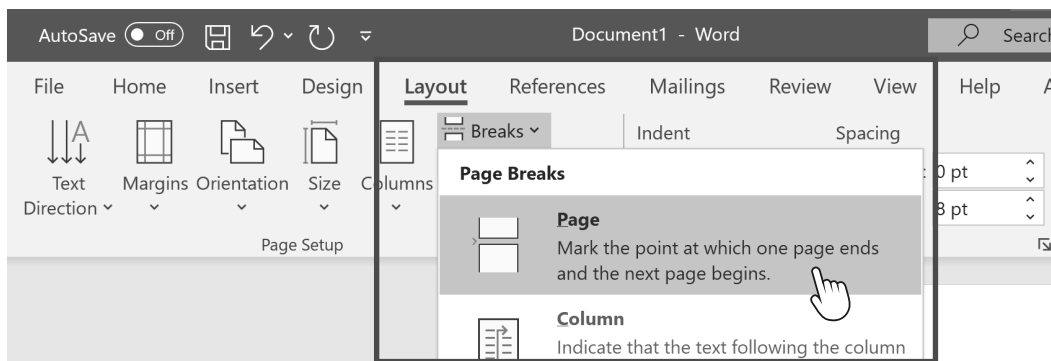
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

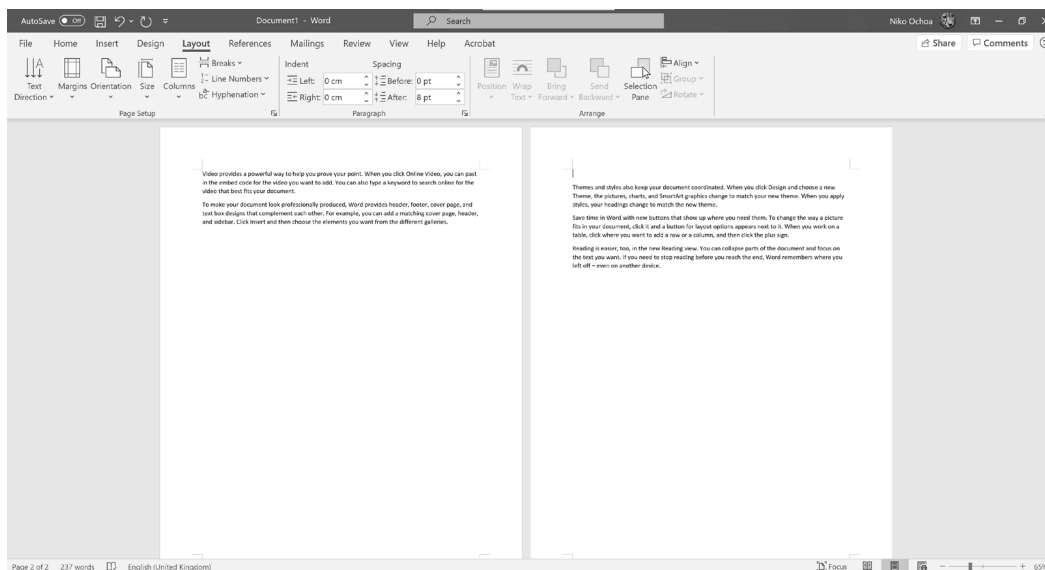
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on

Step 1



Step 2



Page Break in Action

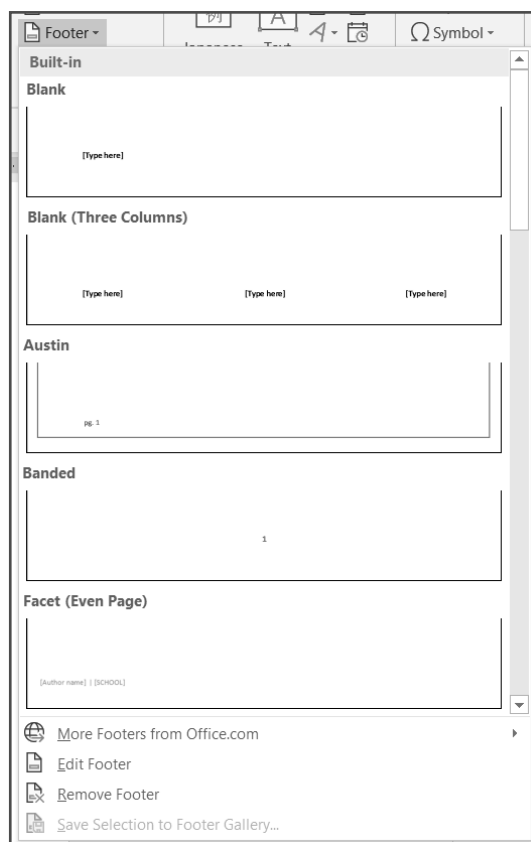
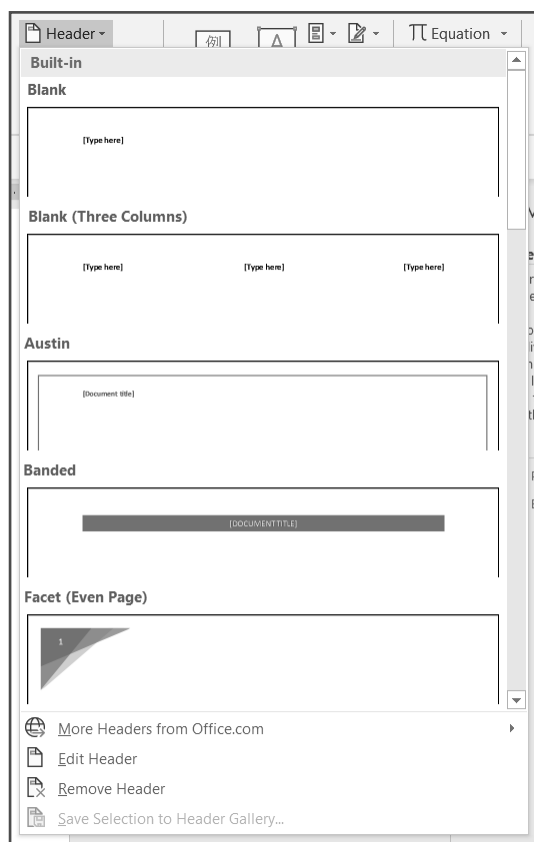
LESSON 3

PLACING HEADERS AND FOOTERS

The Header and Footer group can be found on the Insert tab.



1. To add text or graphics to the top or bottom of the pages in your document, add a header or footer. Changes made in the header and footer will appear on every page of your document.
2. Select one of the Header or Footer templates from the options that appear.



LESSON 3

3. When one template has been selected, it will appear in your document.
4. To change the header or footer, simply select **Header** or **Footer** again and choose a different template.

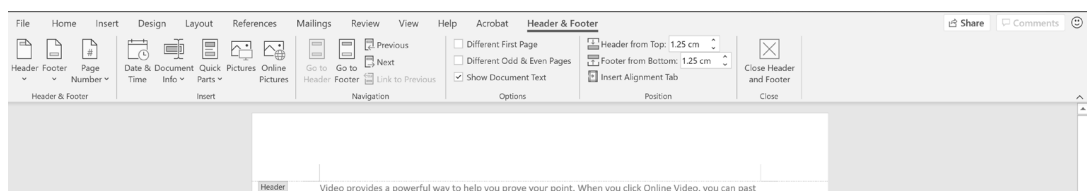


5. To get back into the body of your document, double-click in the body of your document or select **Close Header and Footer**.

CUSTOMIZING HEADERS AND FOOTERS

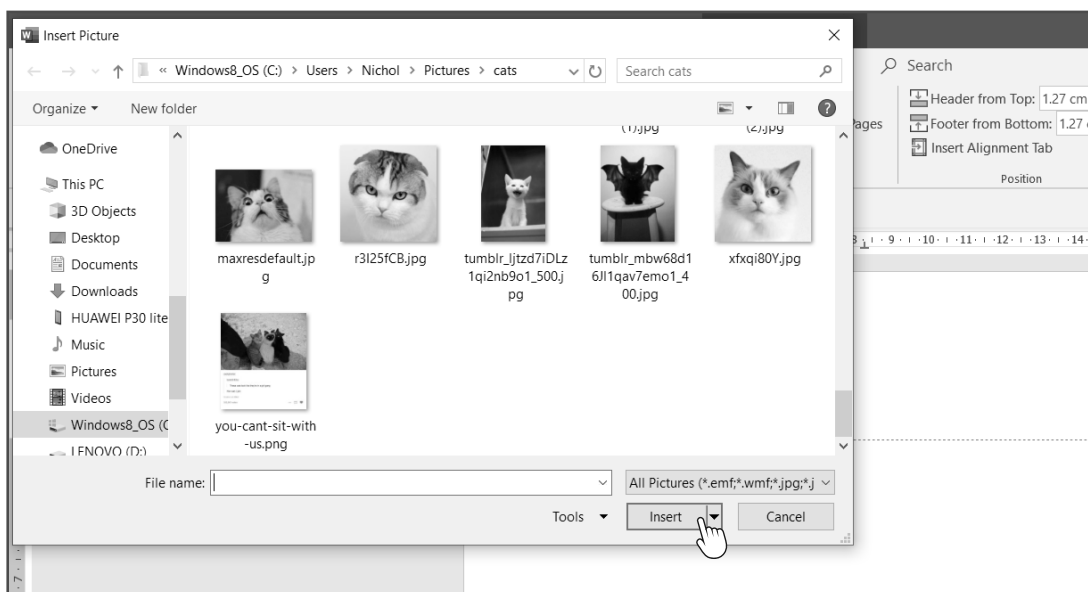
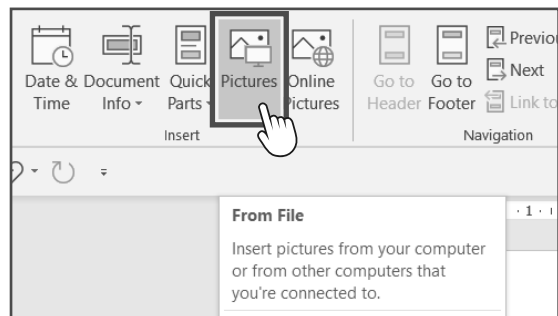
In customizing headers and footers, there are three common elements that people usually include. One is inserting a picture, such as a company logo, name of the company, and other details. Some people add a date or set the header and footer so that they are not seen in the first page.

1. To customize your header or footer, double-click on the header or footer of the document to activate them and display the **Header & Footer** tab.

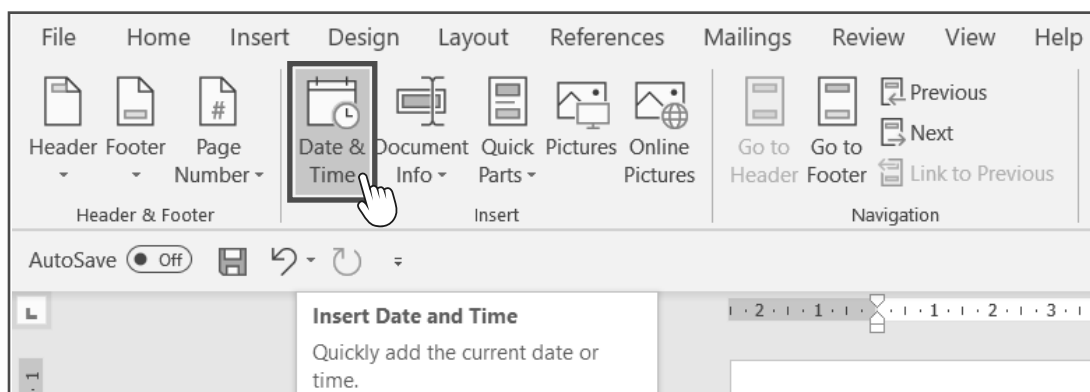


LESSON 3

2. To add a picture, click on the header or footer where you want to add the picture.
3. Select **Pictures** in the Insert group of the Header & Footer tab.
4. Select a picture and click **Insert**.

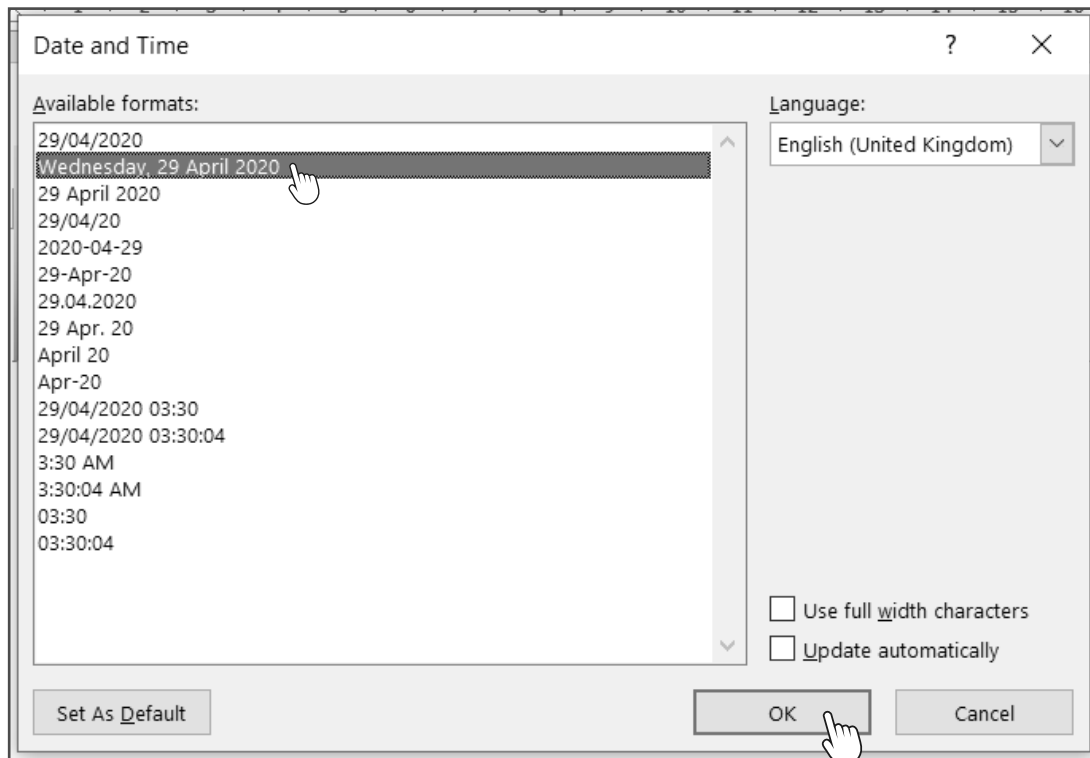


5. Resize the picture by selecting it and dragging the sizing handle.
6. To add the date, click on the header or footer where you want to add it.
7. Select **Date & Time** in the Insert group of the Header & Footer tab.

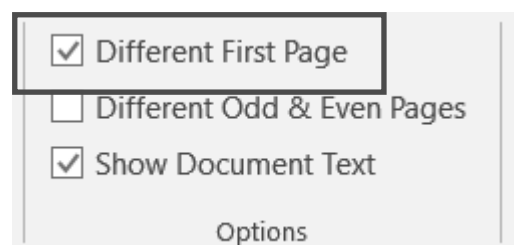


LESSON 3

8. Select the date format of your choice and click OK.



9. To set the header and footer such that they do not show on the first page, check **Different First Page** in the Options group of the Header & Footer tab.



LESSON 3

ADDING PAGE NUMBERS

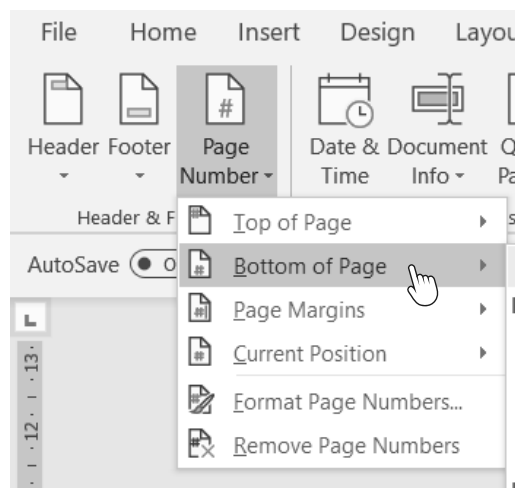
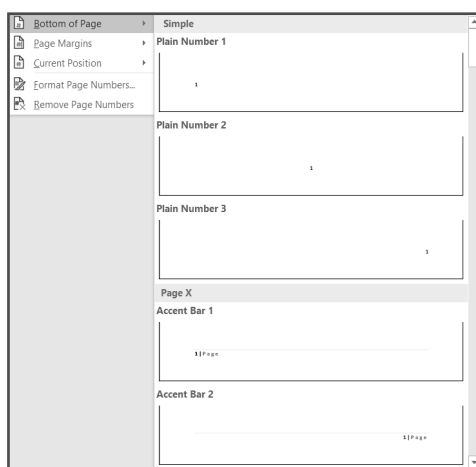
Page numbers serve as a guide for a document with more than one page. This is mainly used in research papers, articles, reaction papers, reflection papers, and others.

You can insert page numbers either in the header or footer, but it is more commonly inserted at the footer. In the previous steps, there are styles that are ready to use, but there are also customizable options.

1. Let us add a page number at the footer of the document. Double-click the footer of the document.

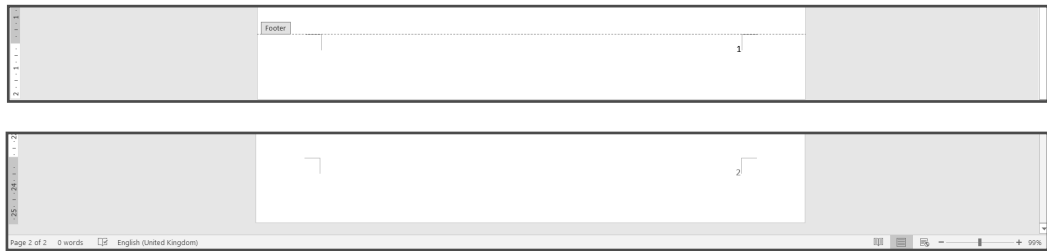


2. Click **Page Number** in the Header & Footer group.
3. Choose **Bottom of Page** then select your desired option. Let us use **Plain Number 3** for our lesson.



Top: Header & Footer Group then Page Number Menu; Left: Bottom of Page Menu

LESSON 3

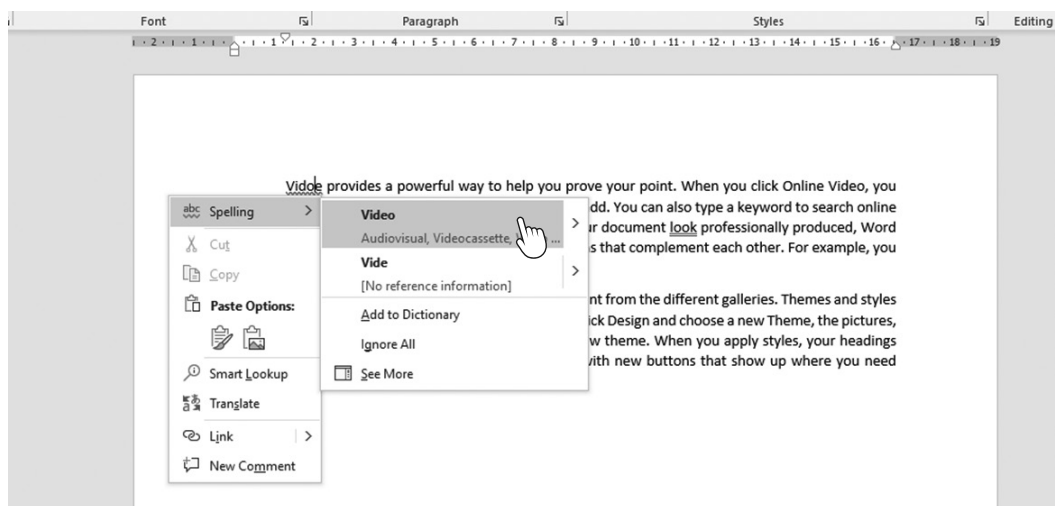


4. Once it is selected, you can change the font and font size of the page numbers. Simply highlight the page number then click the Insert tab and choose the Font group. The succeeding pages will automatically insert the corresponding page number.

CHECKING SPELLING AND GRAMMAR

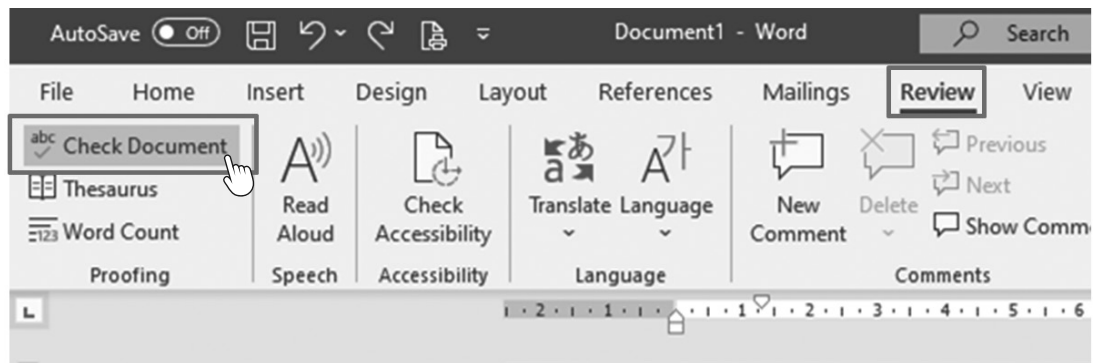
Word processors such as Microsoft Word have a feature to check your document for spelling and grammar mistakes. Let us follow this step-by-step guide to learn how to use it.

1. To correct, just right click on the word and then choose the suggested correction.

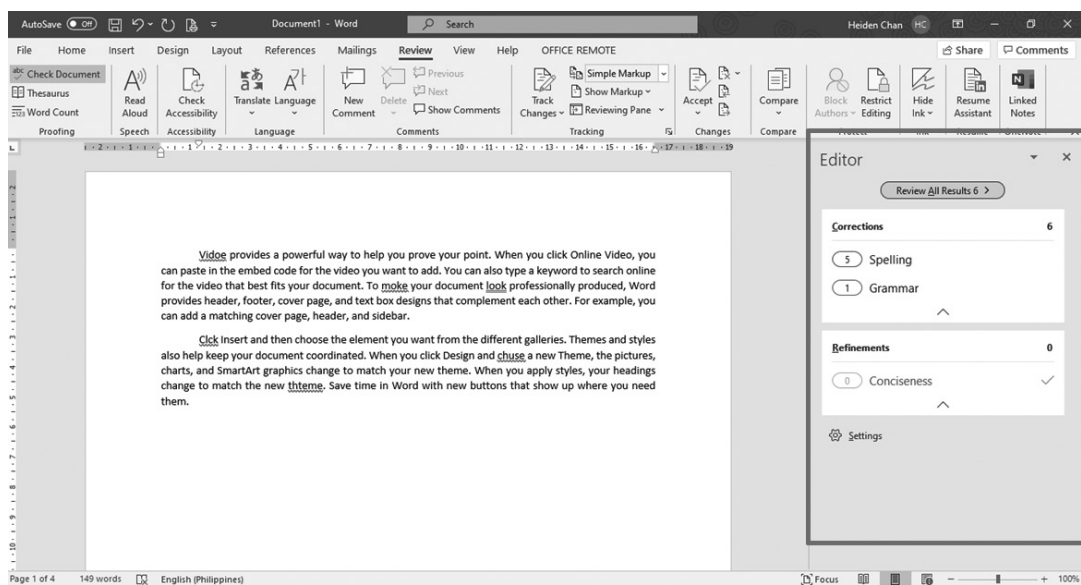


2. If many words in the document need to be corrected, click **Check Document** in the Review tab.

LESSON 3



3. The Check Document menu will look for spelling and grammar errors starting from the location of your cursor in the document. An Editor pane will appear on the right side.



4. Click on the corrections for spelling or grammar then follow the suggestions. Do it until all the errors in the document are corrected.

LESSON 3

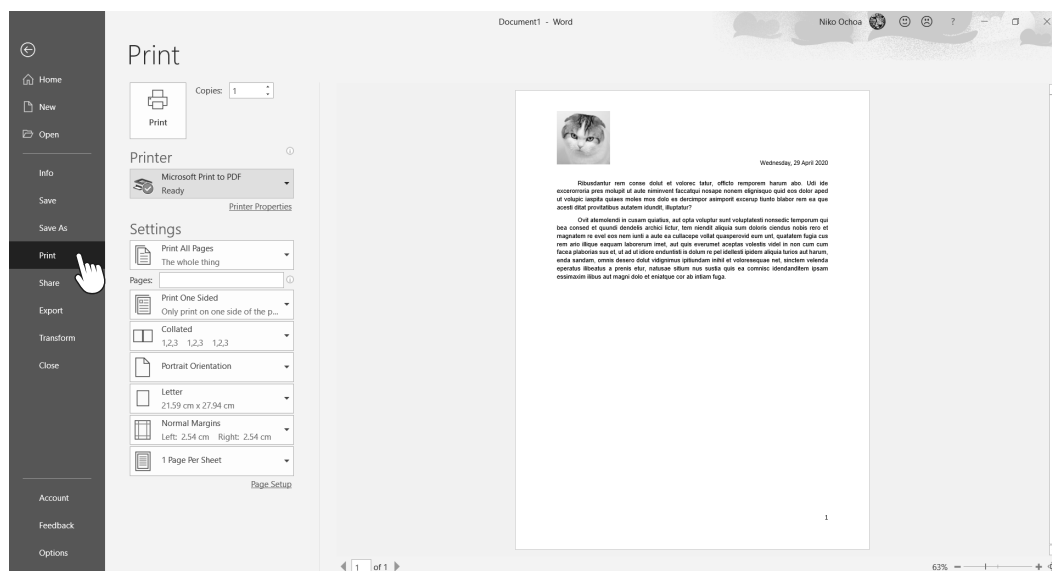


TIP!

- If it is not an English word or the spelling is wrong, a red underline will appear.
- If the line is blue with a double underline, the grammar is incorrect.

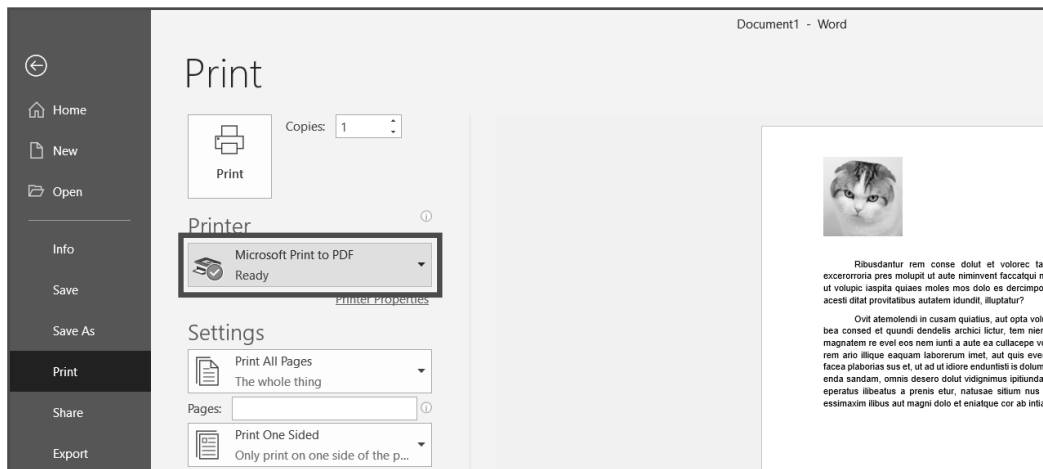
PREVIEWING AND PRINTING A DOCUMENT

1. To print a document, check first if there is an installed printer and if it is plugged properly.
2. Microsoft Word allows you to preview your document before printing. If you press **Ctrl+P** or click the File tab and select **Print**, you will be directed to the Print window where you can preview your document.

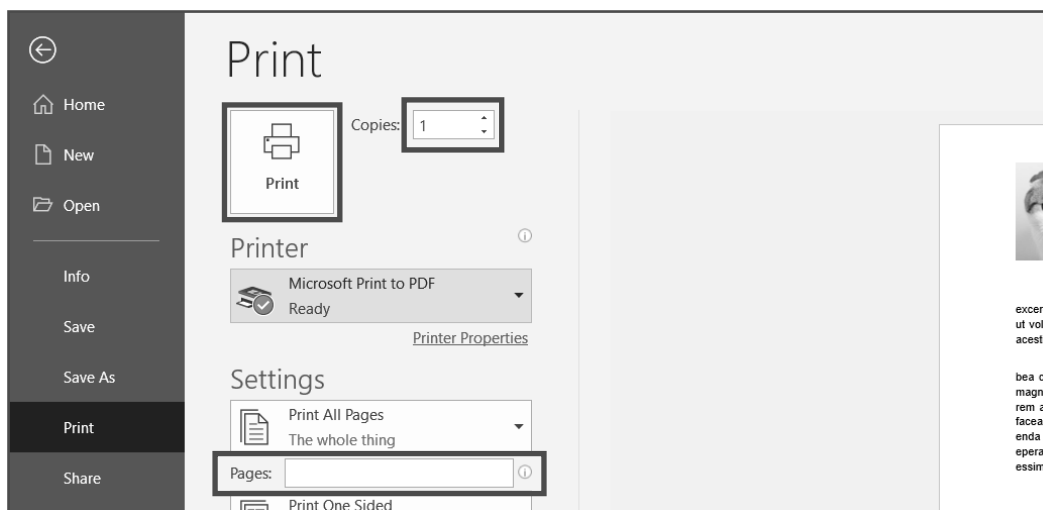


3. Click the Printer menu to choose the printer you want to use, or which printer is in a Ready status.

LESSON 3



4. To print the entire pages of the document, click **Print**. If you will print a specific page, just type the page number on the Pages text box.
5. For the number of copies, select the Copies drop-down menu and choose the number or you can just type the number of copies.



Do you think you are ready to use a word processor such as Microsoft Word? If yes, excellent! You can always go back to this module and review the steps here, or you may explore Microsoft Word and other word processors.



LESSON 3

SHARPENING YOUR SKILLS

Directions. Write **True** if the statement is correct; otherwise, write **False** and underline the word that makes the statement incorrect. Write your answers on a separate sheet of paper.

1. Ctrl+Pr is the shortcut key for Print.
2. You can print selected pages in a document.
3. Aside from the page number, you can also insert dates in the header or footer.
4. You can change the size of the paper at the Layout tab.
5. Only one copy of the document can be printed.
6. Microsoft Word has a feature to correct the spelling if the word turns green.
7. The Header & Footer tab allows you to insert pictures.
8. Page numbers can only be seen at the footer section of the document.
9. The Check Document command can check the spelling and grammar of the whole document.
10. Headers and footers can be seen only in the first page.



LESSON 3

TREADING THE ROAD TO MASTERY

Directions. Open the file on the last activity in Lesson 2 then do the following to edit your file.

- Print your essay in a short bond paper.
- Margins should be normal.
- Put your complete name on the footer with right alignment.
- Your name should be bold.
- Submit the printed copy to your mobile teacher.

CRITERIA	SCORE
Appropriateness of the format	50%
Content	25%
Organization of ideas	25%
TOTAL	100%

Word processors are easy to use if you get yourself familiar with it. It is convenient and efficient to use in editing and formatting documents.



MODULE 2

DON'T FORGET



- **Word processing** is the term used to describe the writing of letters, reports, and other documents using a computer.
- **Word processor** is a software designed to make the computer a useful electronic writing tool that can edit, save, and print documents.
- There are different documents that can be made in word processors, such as letters, reports, research papers, invitation cards, and resumes.
- **Templates** are predesigned designs for any document to be created.
- Documents are automatically saved as a DOCX.
- Documents can be saved as different file types, such as word template, PDF, rich text, and web page.
- **Formatting** is the process of modifying specific parts of the document, which will determine how the document will look like when finalized and printed.
- Word processors offer a wide variety of formatting commands.
- There are four alignments for paragraphs: **align left**, **center**, **align right**, and **justify**.





- Pictures can be inserted in a document. It can be from the file of your computer or online when connected to the internet.
- Mail merge is a feature in most data processors that enables users to send the same letter or document to multiple recipients.
- The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin.
- Headers and footers generally contain information such as the page number, date, and document name.
- Documents should be organized, clear, readable, and presentable.





MODULE 2

EXPLORE MORE

To learn more about word processors, visit the following website:



<https://edu.gcfglobal.org/en/word2016/>



MODULE 2

REACH THE TOP

Directions: Make your own resume and choose your desired template from Microsoft Word. Insert your own picture and then print it. Submit your work to your mobile teacher. You will be graded according to the following:

CRITERIA	SCORE
Format and appearance	30%
Organization	25%
Content	25%
Overall	20%
TOTAL	100%

ANSWER KEY

PRE-ASSESSMENT

PAGE 2

- | | | |
|------|-------|-------|
| 1. C | 6. P | 11. D |
| 2. G | 7. J | 12. H |
| 3. I | 8. B | 13. K |
| 4. M | 9. O | 14. N |
| 5. A | 10. E | 15. L |

LESSON 1: UNDERSTANDING WORD-PROCESSING APPLICATIONS

SHARPENING YOUR SKILLS

PAGE 23

1. Click File
2. Then click Save As
3. Remove the existing file name then input the new name
4. Then select PDF as file format at the drop-down arrow
5. Click Save

LESSON 3: MAIL MERGING AND FINALIZING A DOCUMENT

SHARPENING YOUR SKILLS

PAGE 84

- | | |
|----------|-----------|
| 1. False | 6. False |
| 2. True | 7. True |
| 3. True | 8. False |
| 4. True | 9. True |
| 5. False | 10. False |

GLOSSARY

Alignment	A linear pattern for a word processor that determines right, center, or left.
Document	A piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record.
Footer	A group of words that can be seen on the bottom part of each page consistently.
Header	A group of words that can be seen on the upper part of each page consistently.
Interface	A device or program enabling a user to communicate with a computer.
Predesign	To design beforehand.
Template	A preset design for a document or file so that the format does not have to be recreated each time it is used.
Word Processing Document	A software to make a document eligible to be printed.

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