1 Word processing features

A 💬 **In pairs, discuss these questions.**

1 What is a word processor?

2 What kind of tasks do people use word processors for?

3 How many different word processing programs can you name? Which do you think is the most popular?

B Look at this screenshot from Microsoft Word and translate the labelled features and functions into your own language.

Typeface   Formatting Toolbar   Menu Bar   Increase Indent

Standard Toolbar

Header

Bold text

Italic text

Hyperlink

Inserted picture

Software update

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SunRise Computers

Dear Mr Jones,

We are pleased to inform you that an updated version of *Top Project* is now available. To obtain your copy, simply call us and we'll send you, absolutely free, the latest version of the program.

We also enclose a **catalogue** with the new range of SunRise machines and the latest software products. There are special offers for all our clients, including the book *The basics of budgeting and balancing your finances*. To order by phone, call 01332 8430477. To order via the Internet, visit our website at:
http://www.sunrisecomps.com

Yours sincerely,

Barry Stephens

Mailings

Drawing tools   Insert picture   Footer

C Complete these sentences with the correct features and functions above.

1 The Standard _____ lists the icons to save or print a document, spell check, etc. The _____ Toolbar is the area for changing font, alignment, indentation, etc.

2 A font consists of three elements: _____, type style and type size. For example, Palatino bold at 10 points.

3 Type style refers to a visual characteristic of a typeface, for example *B* for _____, *I* for _____ and *U* for underlined.

4 If you need to change indentation – the space between the page margin and where the text aligns – you can click the Increase or Decrease _____ buttons.

5 The _____ and _____ commands allow you to specify customized texts at the top and bottom of every page.

2 *Word Sudoku*

In pairs, read the instructions and complete the puzzle.

Instructions

This Word Sudoku is a variation on the normal Sudoku. Instead of using the numbers 1 to 9, we are using words and icons. There are nine WP functions and their equivalent icons, so we are playing with nine pairs. In order to complete the grid, you can use each function or the equivalent icon only once in each row, each column, and in each of the 3x3 boxes. The icons can only be used in the coloured boxes.
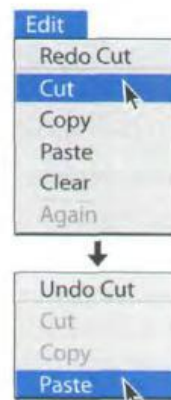
Word processing functions and icons

[icon] Align Left		[icon] Insert Hyperlink	
[icon] Print Preview		[icon] Columns	
[icon] Insert Table		[icon] Undo	
[icon] Drawing		[icon] Open	
[icon] Bullets			

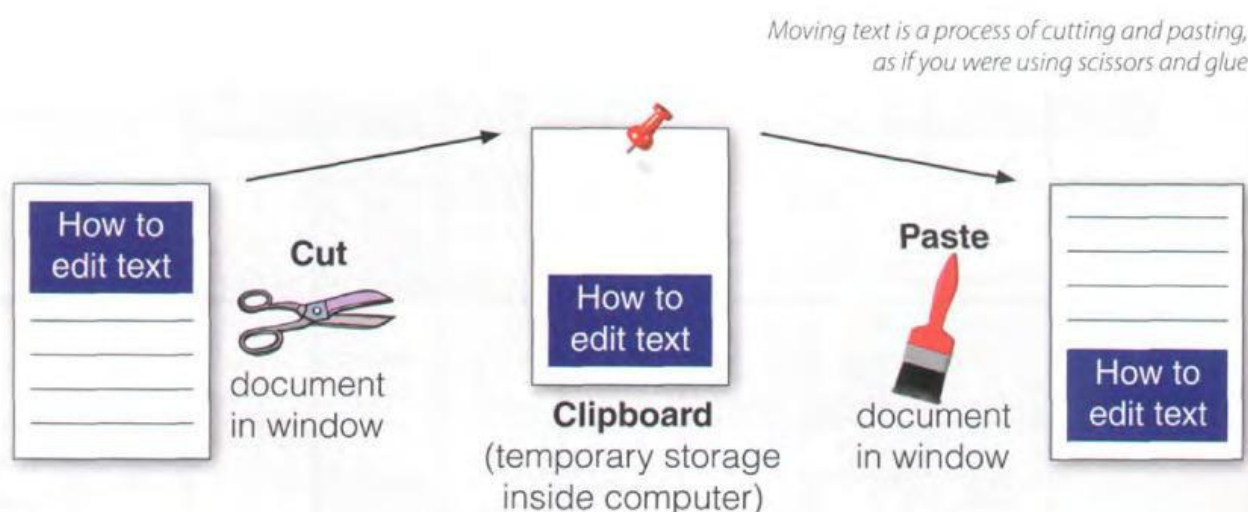|								
	Drawing	Columns	Bullets			[Insert Table icon]		
Align Left			Insert Table			[Undo icon]	[Drawing icon]	
		Undo			Print Preview	[Columns icon]	[Insert Hyperlink icon]	[Open icon]
	Print Preview			[Bullets icon]		Insert Hyperlink		
			[Insert Hyperlink icon]	[Print Preview icon]	[Undo icon]			Columns
Undo	Insert Hyperlink	Open	[Align Left icon]					Drawing
	[Insert Table icon]					Open	Bullets	
[Insert Table icon]			Columns					Insert Hyperlink
[Open icon]	[Undo icon]			Insert Table	Insert Hyperlink	Drawing		

3 The Cut and Paste *technique*

A Listen to two friends, Anna and Ben, talking about how to move text in Word. How many steps are involved in carrying out the *Cut and Paste* task?

Edit
Redo Cut
Cut
Copy
Paste
Clear
Again

↓

Undo Cut
Cut
Copy
Paste

B Listen again and complete the dialogue.

Anna: Ben, do you know how I can move this paragraph? I want to put it at the end of this page.

Ben: Er … I think so. (1) _____ , use the mouse to select the text you want to move. (2) _____ choose the *Cut* command from the Edit menu.

Anna: (3) _____ ?

Ben: Yes. The selected text disappears and goes onto the clipboard. (4) _____ you find where you want the text to appear and you click to position the insertion point there.

Anna: Mm, OK. Is that (5) _____ ?

Ben: Yes, if that's where you want it. (6) _____ , choose *Paste* from the Edit menu, or hold down *Ctrl* and press *V*. (7) _____ , check that the text has appeared in the right place.

Anna: OK, I've (8) _____ . Is that (9) _____ ?

Ben: Yes, that's it. If you make a mistake, you can choose *Undo* from the Edit menu, which will reverse your last editing command.

Anna: Brilliant! Thanks a lot.

Ben: That's OK, it's my pleasure.

Moving text is a process of cutting and pasting, as if you were using scissors and glue.

How to edit text — **Cut** — document in window → **Clipboard** (temporary storage inside computer) → **Paste** — document in window — How to edit text

4 Language work: giving and following instructions

A Look at the HELP box and then correct six mistakes in this dialogue.

A: I need a photo for my curriculum vitae. How do I insert one into this Word document?

B: Well, now choose *Insert* on the Menu bar.

A: As this?

B: Yes. From the Insert menu, select *Picture*. As you can see, this displays a drop-down menu with different options: *Clip Art*, *From File*, *From Scanner*, *Chart*, etc. Select *From File* and you'll get a dialog box.

A: OK. I've done that now. What last?

B: OK. Now I navigate your hard drive's contents and find the picture that *you* want to insert.
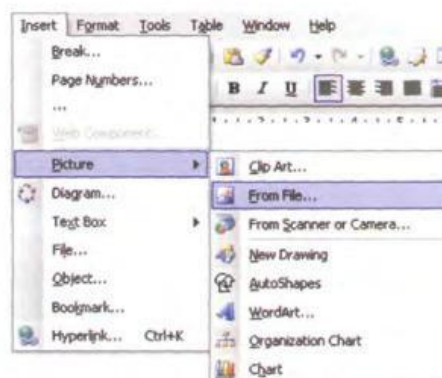
A: Right. I'd like to include this one.

B: OK, good. Now click *Insert* and the photograph will be inserted into your document.

A: Here it is. Is that write?

B: Yes. First, right-click with the mouse and select *Format Picture* to adjust the size and other properties.

A: Brilliant, thanks!

HELP box

Giving instructions

- To give instructions, we use the imperative form of the verb and sequence words such as **first**, **next**, **then**, **after that**, **finally**, etc.

  First, use the mouse to select the text.
  ***Then choose** the Cut command from the Edit menu.*
  ***Next, choose** Paste from the Edit menu.*
  ***Finally, check** that the text has appeared in the right place.*

  We can also use the present simple with **you**.

  *Now **you find** where you want the text to appear and **you click** to position the insertion point.*

Following instructions

- If you want to check that you have understood instructions, you can use expressions like:
  Like this?
  Is that right?

- If you want to signal that you are ready to move on to the next step, you can use expressions like:
  OK, I've done that now.
  What next?

- If you want to ask if the process is completed, you can use expressions like:
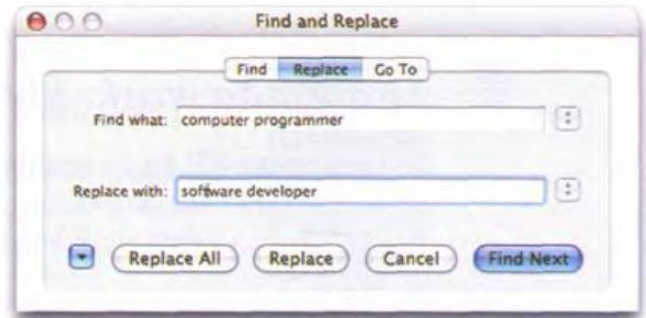 **Is that everything?**
  Anything else?

B Complete these instructions for how to *Copy and Paste* in Word with verbs from the box.

click (x2)   select   position   right-click   drag

1 First, _____ the text you wish to copy. To select text, _____ the mouse over the portion of the text that you want to copy. This part should then be highlighted.

2 Then _____ on the *Copy* icon on the Standard Toolbar. This copies the selected text to an invisible clipboard.

3 Next, _____ the cursor where you want the text to appear.

4 Finally, _____ the *Paste* icon. This inserts the content of the clipboard at the insertion point. As well as the icons on the toolbar, you can use the keys *Ctrl+ C* for *Copy*, and *Ctrl+V* for *Paste*. These options also come up if you _____ the selected text.
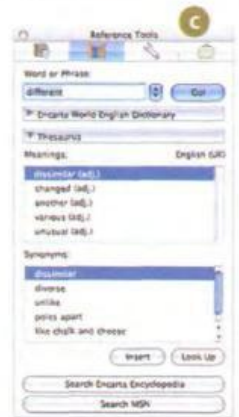
C ▦ **Write instructions for using *Find and Replace* based on this dialog box.**

D 💬 **Work in pairs. Student A: Give your partner instructions on *Creating a document and saving it on disk*. Student B: Give your partner instructions on *How to insert a picture from the Web into a Word document*. Use words and expressions from the HELP box on page 71.**

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● ○ ○              Find and Replace

              Find   Replace   Go To

Find what:   computer programmer                    [↕]

Replace with: software developer                    [↕]

[▾]  ( Replace All )  ( Replace )  ( Cancel )  ( Find Next )
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5 WP tools

A Scan the descriptions of three WP tools (1–3) – a spell checker, an online thesaurus and a grammar checker – and match them with the dialog boxes (a–c).

1 Spell checkers can be used to compare words in the program's dictionary to those used in the user's document. The spell checker points out any words it cannot match, notifies the user, and allows them to make any changes; it even suggests possible correct spellings. Like a conventional thesaurus, this database of words contains definitions and suggestions of words with similar and opposite meanings. A word may be spelled correctly but still be wrong (*too* instead of *two*, for instance). This is a good first step at proofing a document because it can find many common errors, but users will still need to proofread documents to ensure complete accuracy.

2 Many word processors include an online thesaurus with which users can look up different words to use in similar instances. Their power comes not from knowing every grammatical rule, but from questioning the writer about certain parts of the text. Some even include information about pronunciation and the history of a word.

3 Grammar checkers are applications that attempt to check more than just spelling. They count words in sentences to flag possible run-on sentences. They look for words that show possible conflicts between verbs and subjects, and they offer advice about corrections. Grammar checkers are a step beyond spell checkers, but they are still not a substitute for a human editor. However, this does not mean that all the words in the document are spelled correctly. They give the writer another chance to think about what he or she has written. The computer can alert writers to problems that wouldn't be obvious to them otherwise.

B Read the descriptions more carefully. Find three sentences that have been printed in the wrong text and decide where they should go.

C Correct the three mistakes in this sentence and decide if they would be found by the spell checker or the grammar checker.

Mail merge combine a form leter with a database file to create customized copys of the letter.