	Suva Sangam College **Year 11: Office Technology**
WEEK: 1	**MODAY 05/07/2021 – FRIDAY 09/07/2021**
STRAND	11.2: COMPUTER CONCEPTS AND SKILLS
SUB STRAND	11.2.3 : DOCUMENT PROCESSING
CONTENT LEARNING OUTCOME	Demonstrate the skills using the computer to produce documents
REFERENCE FROM TEXT BOOK	PAGES 88 - 96

CHAPTER 4: DOCUMENT PROCESSING

Achievement indicator:
1. Demonstrate the skills of using the computer to produce documents.
2. describe the skills to enter text using correct hand position.

What is document processing or word processing?
- Word processing refers generally to the creation, editing, formatting, storage, and output of both printed and online or electronic documents.
- Word processing software is used to manipulate a text document, such as a resume or a report. You typically enter text by typing and the software provides tools for copying, deleting and various types of formatting.

Some of the functions of word processing software include:
i. Creating, editing, saving and printing documents.
ii. Copying, pasting, moving and deleting text within a document.
iii. Formatting text, such as font type, bolding, underlining or italicizing.
iv. Creating and editing tables.
v. Inserting elements from other software, such as illustrations or photographs.
vi. Correcting spelling and grammar.

Word-processing software includes basic applications designed for:
i. casual business or home users
ii. powerful, advanced applications capable of meeting the most-demanding needs of businesses

Different areas use word processing for different purposes
- Businesses used word processing for preparing letters, memos, and circulars.
- In education it is used to develop word processing skills form the very beginning
- At home we use it to deal with assignments being completed at home and other recreational activities e.g. Diary, typing etc.

Activity Questions:
1. Define Word Processing?
2. Identify three uses of word processing software.
3. List 3 functions of word processing software.

Achievement indicator:
1. Describe the features of word processing software
2. Identify the advantages of word processing software

Features of word processing software

   i.   Word wrap
   - a word processing feature that automatically transfers a word for which there is insufficient space from the end of one line of text to the beginning of the next line.

   ii.   Search and Replace
   - this feature is used to replace a word a number of times in a document.

   iii. Spell Checker
   - The spell checker works by comparing the typed word to words in the computer's internal dictionary, any word it does not recognize it will place a red line underneath.
   - Spell check identifies and corrects misspelled words. It also allows you to search a document yourself for words you know you've misspelled.

   iv.   Grammar Check
   - This feature works by highlighting sentences with grammatical errors.

   v.   Template
   - A template is a readymade document, with placeholders for items like text and graphics

Advantages of word processing software
- Editing is possible before printing
- Data can be made attractive by formatting, such as bold, italic, underline and many more
- Documents can easily be send electronically
- Spell check feature is provided
- Quality - It produces error free documents.
- Storage of Text - We can take any number of copies with word processor.
- Time Saving- We can get any number of copies of document in future without retyping.
- Security - We can protect the documents in word processing by giving passwords.

Activity Questions:
1. What is Word Wrap?
2. In your own words, describe the feature "Spell Checker" in Word Processing software.
3. Explain why Word Processing software is recommended to be the best document processing software.

Achievement indicator:
1. Identify the formatting features of Microsoft word processor.

Formatting Features
- Individual character and word formatting includes selection of:
  type size, type style, and typeface.
- Size is measured in points, a unit of measure in which 72 points make up an inch.

Typefaces
- typeface refers to the look or design of the type and are available in thousands of varieties, including such commonly known faces as Times Roman, Arial, Helvetica, and Garamond

Type styles
- A style is a predefined combination of font style, color, and size that can be applied to any text in your document such as italics, underline, and bold, are easily selected using keyboard shortcuts or by selecting them from the basic font menu
  Example:

Paragraph formatting
- includes line spacing, meaning the amount of blank space left between lines of type (single spacing and double spacing, for example, paragraph spacing (the amount of blank space that precedes or follows each paragraph)
- Within a paragraph you can adjust the spacing between the lines of that paragraph.

Alignment
- Alignment refers to where and how the text lines up. Default settings is set to Left Align. **Other Alignment features include**: Center Align. Right Align and Justify
  Example:

Activity Questions:
1. In word processor, how is size measured?
2. In your own words describe a formatting feature name Typestyle.
3. Apart from left alignment feature, what are the other three alignment features in word processor.

Achievement indicator:
1. Identify the three different paragraph type styles.
2. describe the skills to enter text using correct hand position.

Paragraph Types

I.   **Fully blocked Style**
   - Fully blocked layout simply means that every line is aligned to the left margin. No paragraphs are indented; no headings are centered – everything starts at the left
   - The left justification and one-inch margins give documents a neat, uniform appearance, and the spaces between paragraphs keeps each section of the document separate for easier reading.

II.   **Indented Style**
   - In word processing, the word indent is used to describe the distance, or number of blank spaces used to separate a paragraph from the left or right margins.
   - First line of each paragraph is indented 5 or 6 spaces inside.

III.   **Hanging Style**
   - The first line of a hanging indent is flush with the left side of the page and the rest of the paragraph's lines are indented slightly to the right.

QWERTY Keyboard and Home Keys

Activity questions:
1. Identify the Home Keys shown in the keyboard.
2. What are the three different paragraph styles used in word processing software.
3. Discuss in your own words what Qwerty keyboard is.

	Suva Sangam College
	Year 11: Office Technology
WEEK: 5	**MODAY 02/08/2021 – FRIDAY 06/08/2021**
STRAND	11.3: OFFICE ADMINISTRATION
SUB STRAND	11.3.1: OFFICE ROLES AND FUNCTIONS
CONTENT LEARNING OUTCOME	• Explore the structure of an organization • Discuss the policies and procedures of an organization, its importance and financial needs.
REFERENCE FROM TEXT BOOK	PAGES 97 - 111

CHAPTER 5: OFFICE ROLES AND FUNCTIONS

Achievement indicator:
1. Identify and explain the three major roles in an organization
2. Explain the areas of operation in an organization.

Three major roles in an organization

1. **Secondary Role**
   • The office supports the primary concern of the business, which is either the manufacturing of goods or the provision of services.

2. **Complementary Role**
   The office complements or completes other activities of the business which included:
   - Ordering supplies
   - Paying wages
   - Communicating with customers and provide goods or services to customers.

3. **Controlling Role:**
   • The office controls or maintains the operations connected with budgets, stock, finance, and human resources management and worker's welfare.

Function of an office
The functions of an office support the goals of the organizations and each department.
What is Office Operations
Office operations are the tasks which are performed in order to carry out the office functions.
Office functions include:
  I.   Communicating with customers
 II.   managing staff
III.   managing finance
IV.   processing data
In order to have an organized and efficient office, policies and procedures are set in place for all workers.
Activity Questions:
1. list and explain the three major roles of an organization.
2. What is the function of an office?
3. What is office operations and identify the functions of office operations.

ADDITIONAL NOTES

Functions of an Office

OFFICE FUNCTION ⟶ SUPPORT ⟶ BUSINESS FUNCTION	
Managing Staff	**Human Resource Management**
Communicating with customers	**Marketing goods and services**
Managing Finance	**Controlling Finance**
Processing Data	**Production of goods and services**

SUMMARY

- An office has three major roles in an organization.
- The first role is the secondary role, one which supports the primary concern of the business, whether it be manufacturing goods or providing services.
- The second role is the complementary role without its services the business cannot survive. These include services like paying wages, communication to process required to provide goods or services, ordering supplies, etc.
- The third role is the controlling role. These are operations connected with finance, stock budget and human resource management