

Sangam SKM College - Nadi
Lesson Notes - Week 1
Year 11
Office Technology

Strand: Computer Concepts and skills

Sub strand: Document Processing

Content Learning Outcome: At the end of this unit students should be able to:

- Demonstrate the skills of using the computer to produce documents.

What is Word Processing

- It refers to the creation, editing, formatting storage and output of both printed and online or electronic documents.

Word Processing is undoubtedly the most used business application for personal computers.

Its use: is used to manipulate a text document, such as a resume or a report also can be copying, deleting and used for various types of formatting.

Its Function

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar

The uses and its purpose

- Businesses used word processing for preparing letters, memos, and circulars.
- In education it is used to develop word processing skills from the very beginning
- At home we use it to deal with assignments being completed at home and other recreational activities eg. Diary.

Advantages

- 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
- Type styles, such as italics, underline, and bold, are easily selected using keyboard shortcuts or by selecting them from the basic font menu.



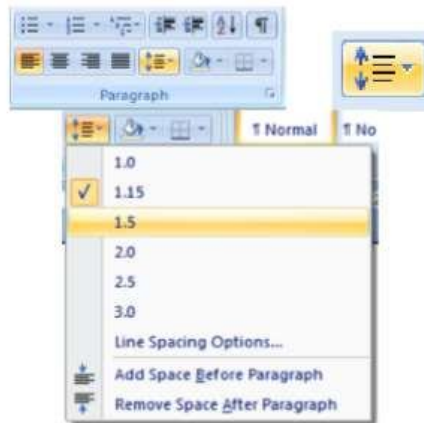
Paragraph formatting – this includes line spacing, the amount of blank space left between the line of types e,g(single spacing and double spacing)

- i) **Paragraph spacing** – the amount of blank space the precedes or follow each paragraph)
- ii) **Justification** – all lines of type made even at both margins, or left uneven at the right margin .

- iii) **Indentation**- first line indentation at the beginning of each paragraph and the rest of the types from the margin.

Steps to adjust Line spacing

- Click within a paragraph.
- On the Home tab, within the Paragraph section, click on the Line Spacing icon.
- This will display a drop down list, from which you can select line spacing option.



How to enter and edit text

- You can enter text by using the keyboard.
- Editing text may involve inserting, deleting or amending.
- Other possible methods are using a scanner and optical character recognition.
- You can do this by speaking into a microphone or using voice recognition software.

Some features of word processing

Word wrap

It will move the typing line to the next line automatically.

Search and Replace

We use this feature to replace a word a number of times in a document.

Spell Checker

The spell checker works by comparing the typed word to words in the computers internal dictionary,

any word it does not recognize it will place a red line underneath.

Grammar Check

This feature works by highlighting sentences with grammatical errors.

Template

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

Revision

1. Discuss word processing.
2. Name and explain 2 features of word-processing.
3. Write **two** advantages of word processor?

THE END

Sangam SKM College - Nadi
Lesson Notes - Week 2
Year 11
Office Technology

Strand: Computer Concepts and skills

Sub strand: Document Processing

Content Learning Outcome: At the end of this unit students should be able to:

- Describe the skills to enter text using formatting skills.

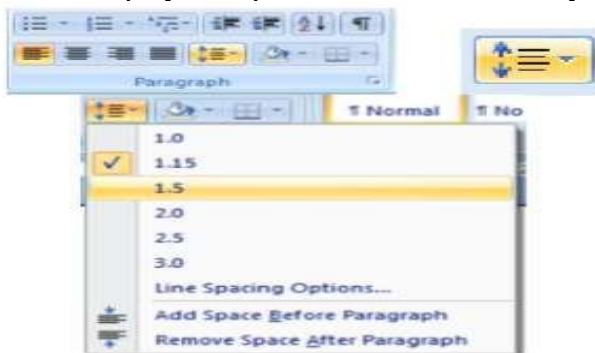
What is Formatting Texts - It is to change the appearance of your text in the document.

- Typefaces (typeface refers to the look or design of the type) are available in thousands of varieties, including such commonly known faces as Times Roman, Arial, Helvetica, and Garamond
- If you look at the formatting bar, you will see the current style, font and size.
- Click on the down arrows in each of the boxes and select your choice.



Steps to adjust Line spacing

- Click within a paragraph.
- On the Home tab, within the Paragraph section, click on the Line and paragraph Spacing icon.
- This will display a drop down list, from which you can select line spacing option.



Alignment

- You can enter and make headings bold by selecting text and clicking on the icons.



Left alignment, center alignment, right alignment, justify

Type of paragraphs

i) Fully blocked Style

- 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. **All paragraphs begin from left hand margin.**

ii) Indented Style - First line of each paragraph is indented 5 or 6 spaces inside.

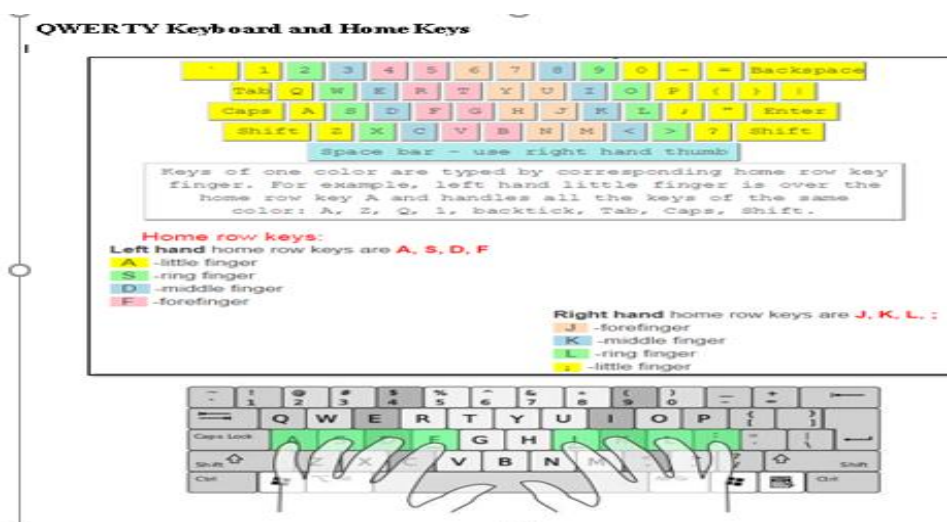
iii) Hanging Style - The first line of a hanging indent is flush with the left side of the page and the rest of the paragraph's lines are indented slightly to the right.

How to use Ergonomics furniture

- The **monitor** should be placed in center; you should not have to twist your torso to view it.
 - Ideally it should be placed at eye level; not too high, not too low.
 - It will reduce the strain put on your eyes,
- You should use a **mouse** that fits your hand. It should be within an easy accessible region; you shouldn't have to 'reach' for it.
- The **keyboard** should be placed at a level where your shoulders, elbows, wrists and arms are not in strain.



Skills to enter text using correct hand position



Activity Questions

1. What is formatting text? Give two examples.
2. Name and explain one type of alignment.
3. Explain the three types of paragraphs.

THE END

Lesson Notes - Week 3
Year 11
Office Technology

Strand: Computer Concepts and skills

Sub strand: Document Processing

Content Learning Outcome: At the end of this unit students should be able to:

- Name and explain the parts of the letter
- Parts of the Memorandum (memo)

Letter – is a communication document which is sent outside the organization

PARTS OF A LETTER

Letterhead - Most business stationery is printed with the company's name, address, telephone numbers, fax numbers, telegraphic or email address and post office box numbers. It often includes a logo.

References - Serial numbers on letters aid filing. The correspondence reference should be copied under the heading your reference.

Date - Write the date as follows: day, Month, Year with the month written in full. Use cardinal numbers: E.g. 3 December 2020 and not 3rd December 20.

Inside Address - always include the name and address of the person or organisations being written to. The street name, city or town, country if necessary.

Attention Line - this is included when the sender knows who is dealing with the correspondence yet the letter is being sent to a company.

Salutation - Dear Sir or Madam is often used if the recipient is not known. Dear Sir is for formally addressing a man and Dear Madam for a woman when the name is not known.

Subject Heading A subject heading is useful for filing. It summarizes what the letter is about so helps the reader. It also helps the writer to get straight to the point in the letter.

Complimentary Close (or Subscription) - The close should agree with the salutation. If the letter is impersonal and formal, the salutation should be: Dear Sir/Madam... Yours faithfully.

Signature - Every letter must be signed by the person responsible for it. His or her name should also be typed beneath the signature, with title or office (designation) below it.

Enclosures - The abbreviation "Enc" means that something is been enclosed in the letter. If there is more than one enclosure, a number is added, e.g. Enc 4. Sometimes the enclosures are named, e.g. Enc cheque.

Copies - The notation "cc" (copies circulated), means that copies of the letter have been sent to the person or persons named, e.g. cc Mrs. J Robinson.

What is Memorandum (memo)

It's a communication document which usually used within the organisation.

Parts of the Memorandum

1. **Introduction** – gets the reader's attention by introducing the problem
2. **Body** - Information (findings), often set out under subheading and or numbers
3. **Conclusion** – Suggests a particular action, or rather lack of action, to be taken.

BUSINESS LETTER BLOCK STYLE

<p>FRIENDS AND NEIGHBORS 516 W. Iowa Street Dermott, AR 71638-2039 (870) 555-0183</p> <p>December 7, 200- About 2 inches or 2 lines below letterhead</p> <p>↓ 4</p> <p>Mr. Alex P. Perkla Homemade Construction 571 S. Pecan Street Dermott, AR 71638-2225</p> <p>↓ 2</p> <p>Dear Mr. Perkla</p> <p>↓ 2</p> <p>Thank you for helping to make this year's Friends and Neighbors Dinner a success.</p> <p>The tables and benches your crews built, delivered, and set up were put to good use. Meals were enjoyed by 376 people who might otherwise have spent their holiday alone and hungry.</p> <p>Homemade Construction has a positive reputation in the community. That reputation is well deserved.</p> <p>↓ 2</p> <p>Sincerely</p> <p>↓ 4</p> <p>Chuck L. Fosgate, Chair Friends and Neighbors Dinner</p> <p>↓ 2</p> <p>Enclosures</p>	<p>Letterhead</p> <p>Date</p> <p>Letter Address</p> <p>Salutation</p> <p>Body</p> <p>Complimentary Close</p> <p>Signature Lines</p> <p>Enclosure Notation</p>
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<p>MEMORANDUM</p> <p>DATE: November 17, 2018</p> <p>TO: All Employees</p> <p>FROM: Emma Johnson, VP, Marketing Department</p> <p>SUBJECT: Facilities Update</p> <p>I'm writing to inform you that, over the next few weeks, our kitchen area will be under construction as we re-model.</p> <p>As our company continues to grow, we feel it necessary to provide more communal dining space, and we are grateful to our facilities team for their hard work in making that happen.</p> <p>If you have questions or concerns regarding the re-model, you can access the full report here. In the meantime, we are sorry for the inconvenience.</p> <p>In between the weeks of December 1 - December 31, please use the kitchen on the second floor if you need a microwave. We will also keep that kitchen stocked per usual with snacks and soda.</p> <p>Thank you for your cooperation.</p>

Activity Questions

1. Define
 - i) Salutation
 - ii) Letterhead
 - iii) Subject heading
2. What is Memorandum
3. What is the difference between word wrap and spelling checker.

The end