PENANG SANGAM HIGH SCHOOL

P.O.BOX 44, RAKIRAKI

LESSON NOTES WEEK 7

Year/Level: 10 **Subject: Office Technology**

Strand : 2	COMPUTER CONCEPTS AND SKILLS
Sub Strand : 2.3	USING APPLICATION SOFTWARE – DOCUMENT PROCESSING
Content Learning Outcome	At the end of the lesson students should be able to: **demonstrate the skills of integrating text and graphics in documents**

WORD PROCESSING

INTEGRATING TEXT AND GRAPHIC IN WORD

Word processing is application software that allows users to create letters, reports, newsletters, tables, form letters, brochures and web pages. Using this application, graphics, tables and charts can be added to documents.

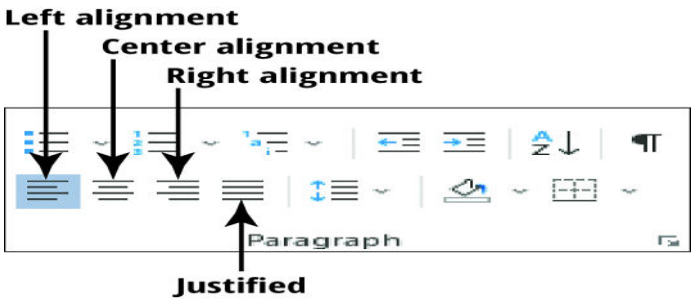
1. Paragraphs – refers to having breaks (blank lines) between text and is achieved by pressing the enter key.

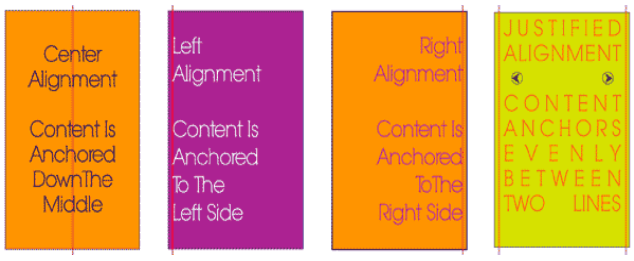
2. Tab Key – used in the following ways.
   i. To indent paragraphs
   ii. Line up text with invisible tab stops
   iii. Line up a list of names or numbers to make it easier to read
   iv. Put in a group of blank spaces

3. Show/Hide Icon

Show paragraph marks and other formatting symbols.

4. Alignment – the way in which text is arranged





5. Margins – are marked on the ruler which appears at the top of the working area.

   – the markers can be moved by sliding to change margins and indents.

Integrated Software – it is <u>all-in-one</u> application program e.g. MS Works.

It is a single program that provides the functionality of a word processor, graphic (paint program) and many more single application programs. Such software allows the user to use the same toolbar and switch between programs e.g. Microsoft Works.

Activity

1. Draw the following icons.

(i) Justify

(ii) left alignment

(iii) right alignment

(iv) Center

2. What is word processing?

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3. Tab Key

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