Essential Skills in ICT

Level 1

Guidebook

Name: _____
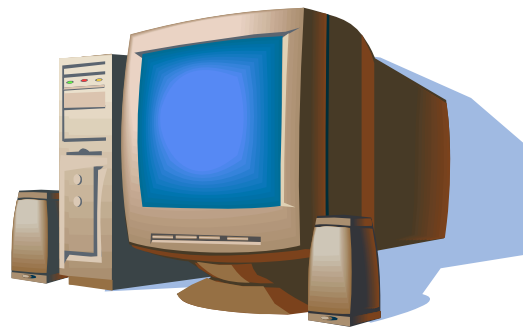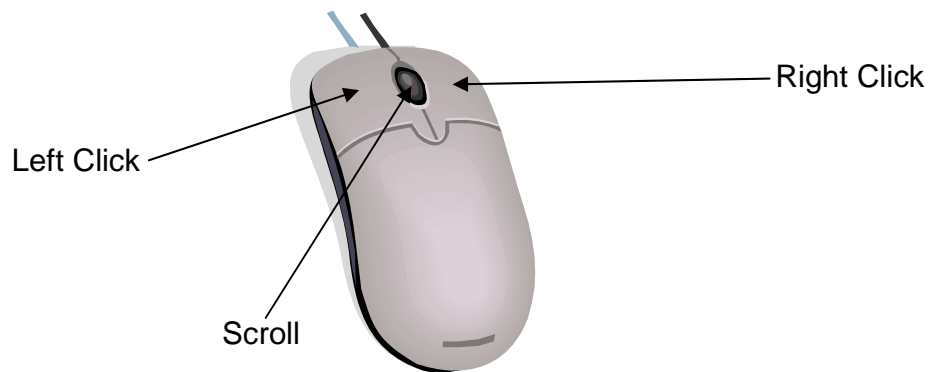
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Word Processing Theory

The Mouse

When using the mouse a **Single Left** Click will:

- Move the cursor
- Select text

When using the mouse a **Double Left** Click will:

- Highlight a word
- Open an existing document or file
- Open dialogue boxes on pictures etc

When using the mouse a **Triple Left** Click will:

- Highlight an entire sentence

When using the mouse a **Single Right** Click will:

- Open a drop down toolbar/options

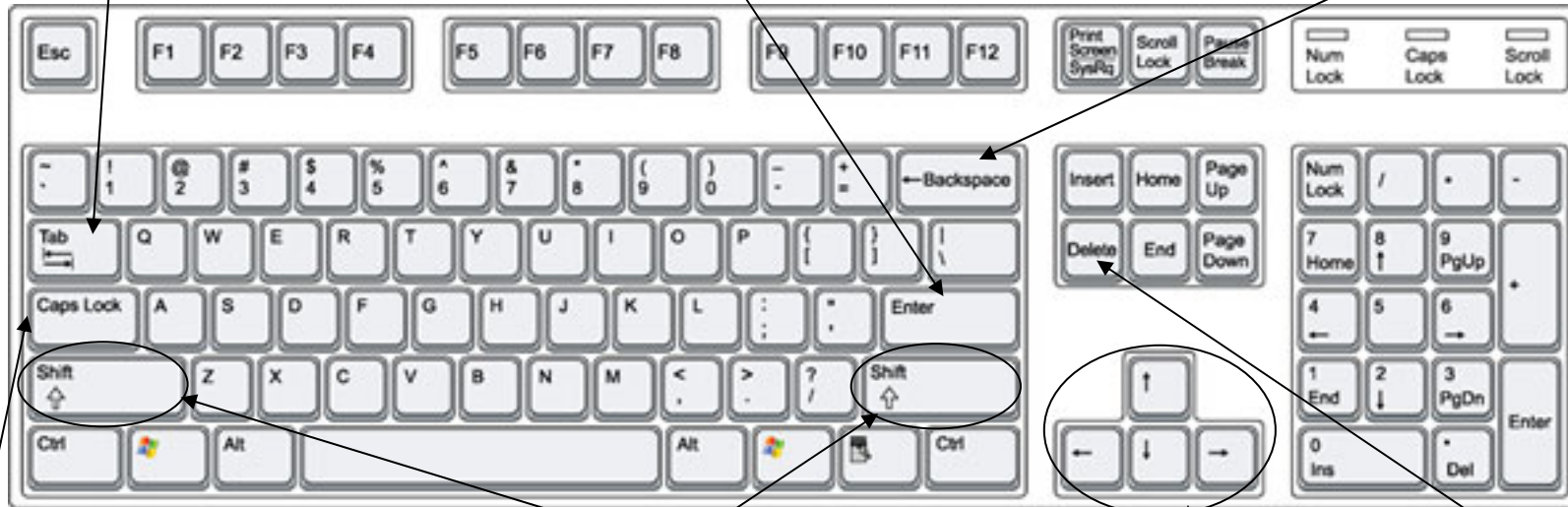# Essential skills in ICT Level 1 Guidebook

skills w o r k s h o p

Keyboard Keys

Tab Key
To move the cursor to the right at a set distance press the Tab Key

Enter Key
- To move down to the next line press the Enter key
- To move down two lines

Backspace Key
Press the backspace key to delete the text to the left of the cursor

Caps Lock Key
When you press the Caps Lock Key the 'A' light on your keyboard should light up. This indicates that everything you type will be in capital letters

Shift Keys
To add a capital letter/symbol press and hold the shift key and a letter/symbol key

Arrow Keys
Arrow Keys move the cursor around on the screen

Delete Key
Press the delete key to remove text to the right of the cursor

L1 Functional ICT. Kindly contributed by Nicola Gordon. Search for Nicola on skillsworkshop.org
March 2011. For related resources, teaching ideas, and curriculum links visit the download page for this resource at www.skillsworkshop.org

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<u>Microsoft Word</u>

Microsoft Word is the Word Processing Application within Microsoft Office:
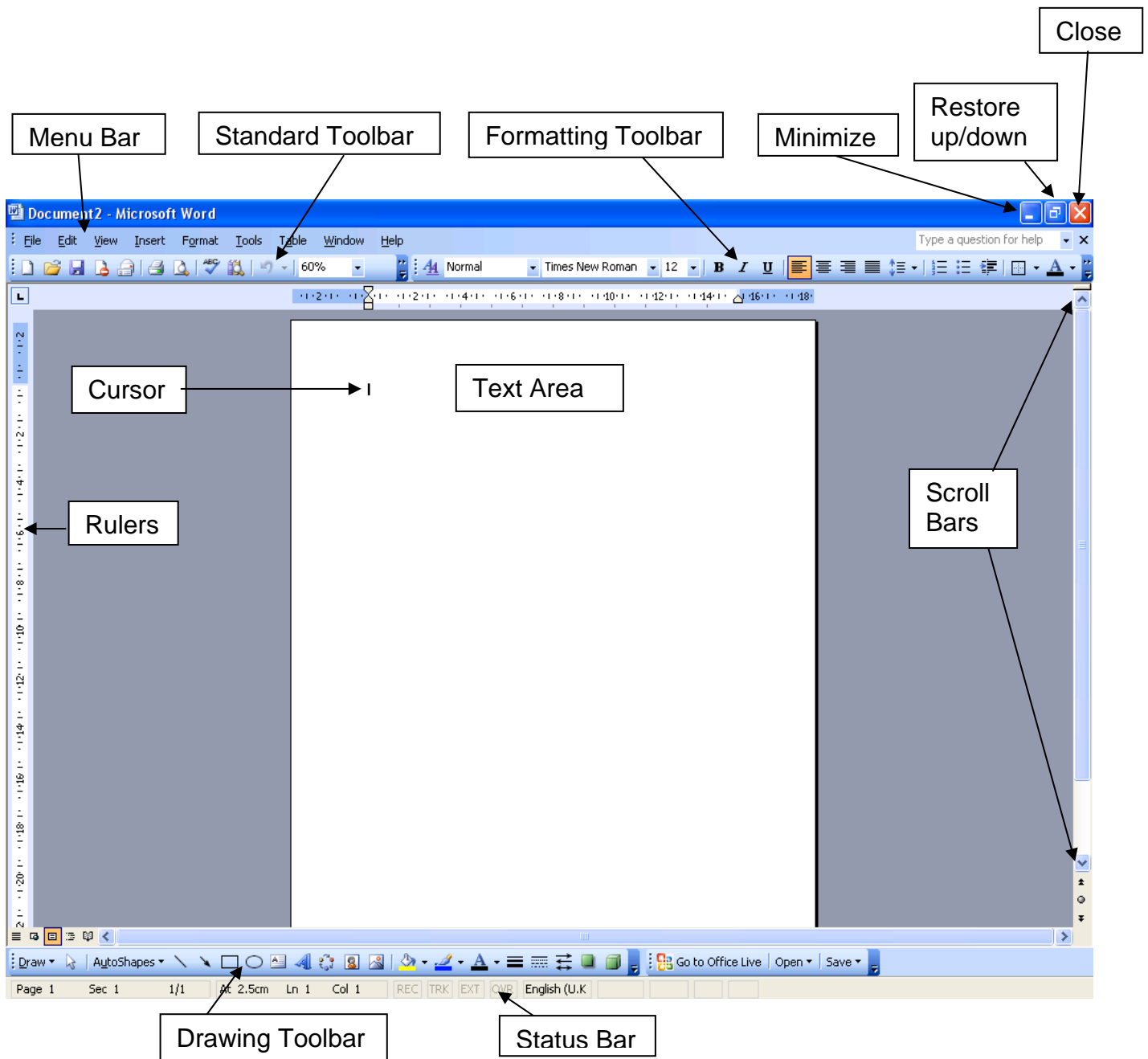It can be used for a selection of tasks e.g. posters, word processing, tables etc.

To Open Microsoft Word:
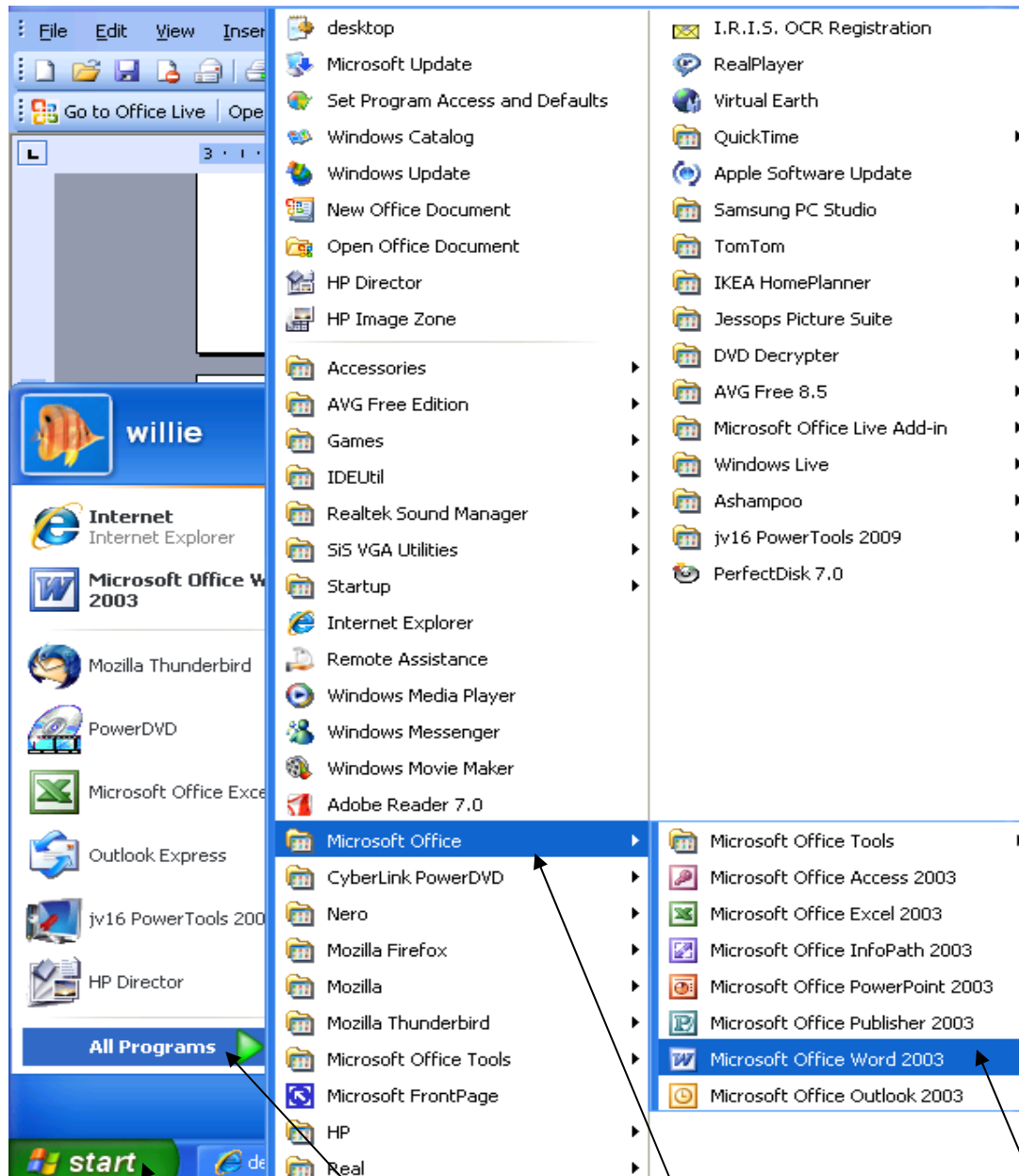
Click on **Start** then click **All Programs**. Click **Microsoft Office**. Click **Microsoft Word**.

# Essential skills in ICT Level 1 Guidebook

Microsoft Word Window

Close

Restore up/down

Menu Bar

Standard Toolbar

Formatting Toolbar

Minimize

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

60%   Normal   Times New Roman   12   B   I   U

Cursor

Text Area

Rulers

Scroll Bars

Draw   AutoShapes   Go to Office Live   Open   Save

Page 1   Sec 1   1/1   At 2.5cm   Ln 1   Col 1   REC TRK EXT OVR   English (U.K

Drawing Toolbar

Status Bar

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skills
w o r k s h o p

Open a New Document

1   Click the blank sheet in the top left hand corner of the menu bar for a new document
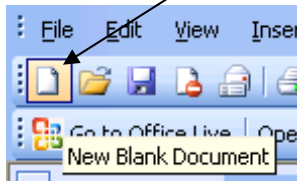
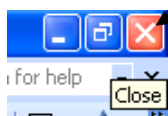2   The cursor will flash on the page where your typing will appear
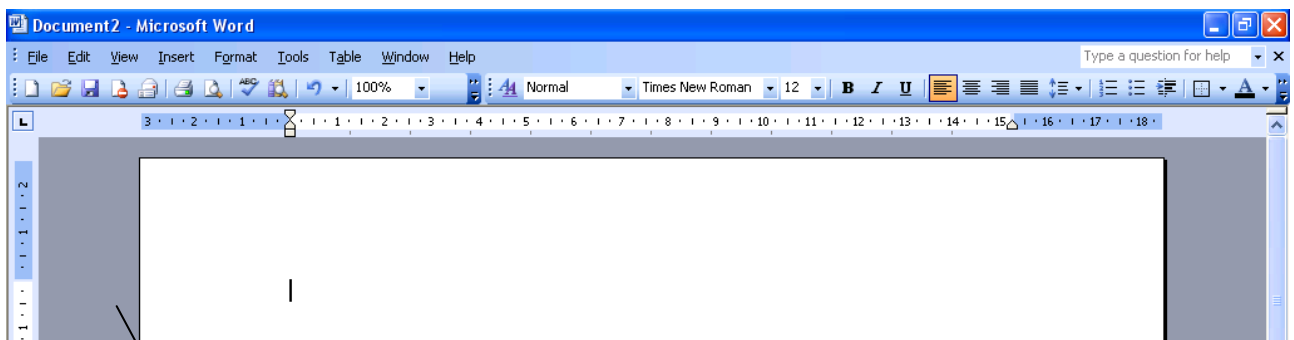
Remember:

- Hit the Enter Key once to move on to the next line

- When you are typing a paragraph, allow the text to go on to the next line itself, therefore you do not need to hit the Enter key until you want to insert a new paragraph.

To close a document

1   Click on the red **X** in the top right hand corner of the screen

2   If you wish to save the changes press **yes** if not press **no**

Formatting Text

In order to format any text you must _**first highlight**_ it by dragging the cursor over it, while holding down the left mouse button or by double/triple clicking on the text then:

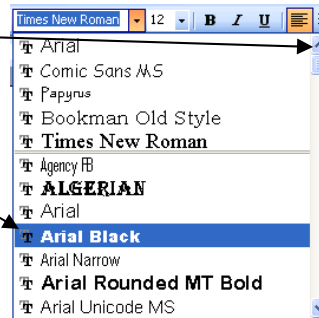# Essential skills in ICT Level 1 Guidebook

To Change Font:

Click the down arrow next to the font name
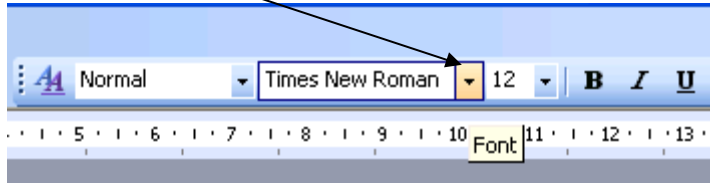
Scroll to see the different fonts
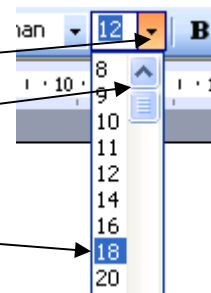
Choose the font you want to use by clicking it

To Change Font Size:

Click the down arrow next to the font size

Scroll to choose the font size
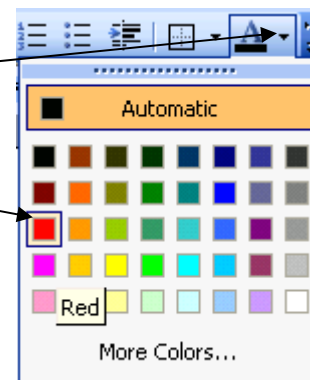
Single click on the selected font size

To Change Font Colour:
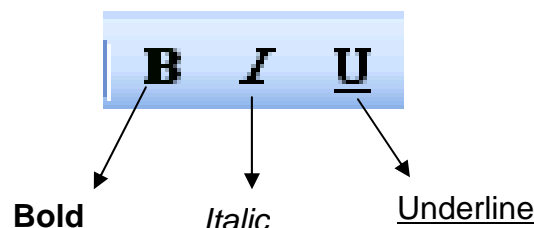
Click the down arrow next to the font colour

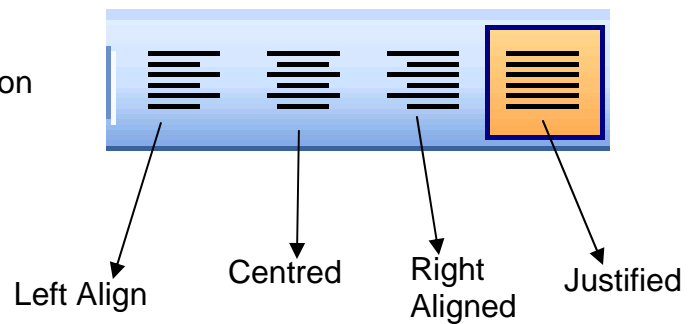Choose a colour from the palette

Single click on the colour

To Bold/Italic/Underline:

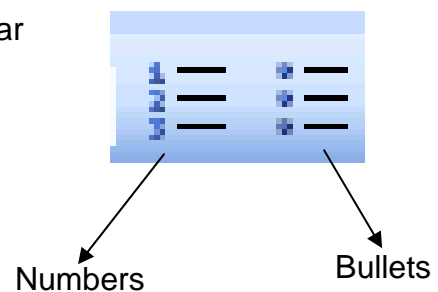Single click on your preferred option

Bold   *Italic*   Underline

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To Align Text:

Single click on your preferred option

Left Align   Centred   Right Aligned   Justified

To Insert Bullets/Numbers:

Select the appropriate bullet/number icon on the toolbar
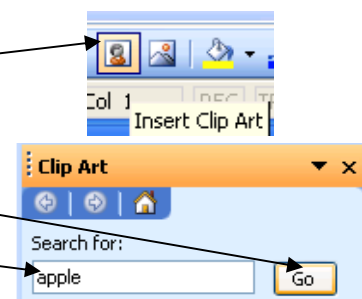
Numbers   Bullets

To Insert Clipart:

Select the position of the Clipart

Click the **Insert ClipArt Icon** from the Drawing Toolbar

Type in what you are searching for and press go

Click on the picture you choose to insert it in your document