

TOPICS

- Applied productivity tools with advanced application techniques
 - ▣ These advanced tools and techniques currently include, but are not limited to:
 - Mail merge and label generation
 - Custom animations and timing
 - Hyperlinking in presentations
 - Integrating images and external material in word processors
 - Embedded files and data
 - Advanced and complex formulas and computations

LEARNING COMPETENCIES

- uses common productivity tools effectively by maximizing advanced application techniques
- creates an original or derivative ICT content effectively communicate or present data or information related to specific professional tasks

WORD PROCESSORS

software program capable of creating, storing, and printing typed documents

Tip: A word processor should not be confused with a text editor, such as Notepad, that only allows editing and creating plain text documents

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FEATURES OF WORD PROCESSOR

FEATURES OF A WORD PROCESSOR

- **Text Formatting** – Changing the font, font size, font color, bold, italicizing
- **Multimedia** – Insert clip art, charts, images, pictures, and video into a document
- **Spelling and Grammar** - Have the ability to look for spelling and grammar errors in a document.
- **Adjust the layout** - Capable of modifying the margins and layout of a document.

FEATURES OF A WORD PROCESSOR

- **Indentation and lists** - Set and format tabs, bullet lists, and number lists.
- **Insert tables** - Add tables to a document.
- **Header and footer** - Being able to adjust and change text within the header and footer of a document.
- **Thesaurus** - Look up alternatives to a word without leaving the program. (<https://support.office.com/en-us/article/Find-synonyms-with-the-thesaurus-in-Word-2016-for-Mac-6e5bbd99-3e73-4182-9247-1339cb869bb2>)

FEATURES OF A WORD PROCESSOR

- ❑ **Auto Correct** - Automatically correct common errors (e.g. typing "teh" and having it autocorrected to "the"). <http://www.addintools.com/documents/office/where-autocorrect.html>
- ❑ **Mailers and labels** - Create mailers or print labels.
- ❑ **Import data** - Import and format data from CSV, database, or another source.
- ❑ **Macros** - Setup macros to perform common tasks.



DISADVANTAGES OF WORD PROCESSOR

DISADVANTAGES

- ❑ You need to have access to a computer which has word processing software installed
- ❑ It takes time to learn to use the program effectively
- ❑ If you want to write something down quickly, it can take more time to switch the computer on, open the word processor and set up the document. Sometimes pen and paper is faster.
- ❑ People can become reliant on using the word processor and their handwriting skills can deteriorate
- ❑ People can become reliant on the spell checker and not proof read their work properly

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ADVANTAGES OF WORD PROCESSOR

ADVANTAGES

- ❑ Easy to correct mistakes
- ❑ You can save your work and come back to it at a later time
- ❑ Many handy features available e.g. borders, text layout
- ❑ Useful tools such as spell checker, grammar checker available to improve the quality of your work
- ❑ Plenty of professional quality document templates available online
- ❑ Can import data from a database and use it to create mail merge



WORD PROCESSOR PROGRAMS

WORD PROCESSOR PROGRAMS



**LibreOffice -
Writer (Free)**



**Open Office -
Writer (Free)**



**Google Docs -
(Online and
Free)**



**Microsoft Office
– Microsoft
Word**

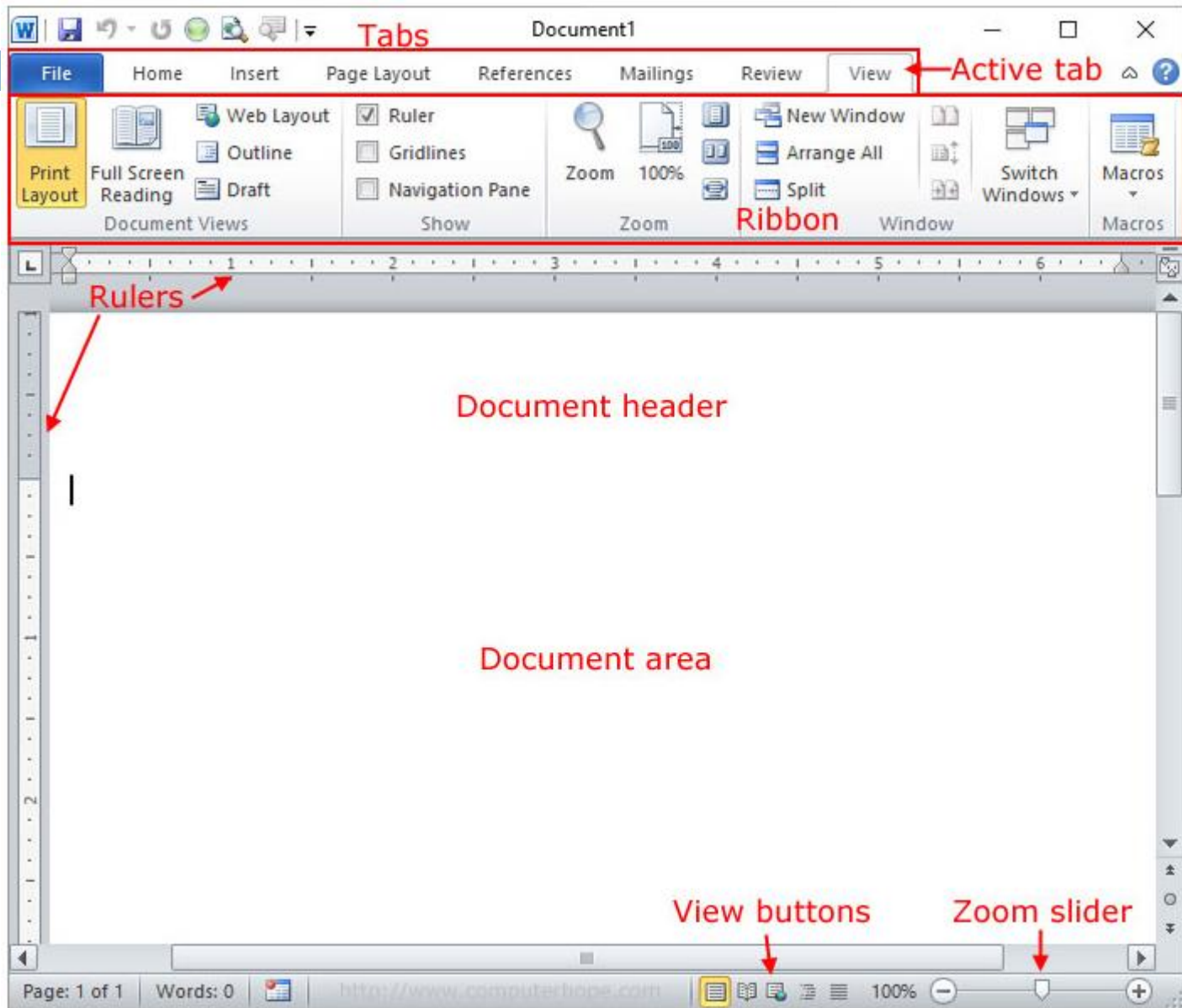


USES OF A WORD PROCESSOR

USES OF A WORD PROCESSOR

- **Book** – Write a book
- **Document** - Any text document that requires formatting.
- **Help documentation** - Support documentation for a product or service.
- **Journal** - Keep a digital version of your daily, weekly, or monthly journal.
- **Memo** - Create a memo for employees.
- **Report** - A status report or book report.

MICROSOFT WORD INTERFACE



PERFORMANCE TASK # 2: WORD PROCESSORS

- Research two (2) advance features of Microsoft Word to help you in your studies.
- What are the steps to use these features?
- Be ready to present/ have the actual demonstration to class.

PERFORMANCE TASK # 3:

CREATING OF APPLICATION LETTER

- Assume that you are applying for a student assistant where you currently enrolled, create an **application letter** with header and footer with logos.

PERFORMANCE TASK # 4:

CREATING OF RESUME

- Create a resume following the guidelines (<https://resumegenius.com/how-to-write-a-resume/resume-fonts-margins-paper-guidelines#Margins>)

PERFORMANCE TASK # 3:

CREATING OF RESUME

Resume fonts & sizes:

- The most common font to use is Times New Roman, in black and size 12 points.
- Other serif fonts (with tails) to consider that are easy to read include: Georgia, Bell MT, Goudy Old Style, and Garamond.
- Popular sans serif (no tails) fonts include: Arial, Tahoma, Century Gothic and Lucida Sans.
- Any of the above fonts would be reasonable for a resume as long as you consistently use one font only.
- Make your headings and name stand out, think of your resume like a blog post or newspaper article.
- Make headlines bold, italicise, CAPITALISE or underline. And feel free to increase the font size to 14-16 points.
- Try and keep your resume to one page, leave the reader wanting to know more.
- **Bottom line:** You want anyone who sees your resume to be able to easily read it. If you can read the document yourself, and you're not using a novelty font (e.g., comic sans, a handwriting font, etc.), you've probably made a good choice.

PERFORMANCE TASK # 4:

CREATING OF RESUME

Resume paper selection:

- All resume paper should be 8.5" X 11"; there are **NO EXCEPTIONS** to this rule. 8.5" X 11" is the size that filing units are built to contain, the size scanners are by default set to process, and the size common manila envelopes are made to contain, so it is highly inadvisable to print paper any smaller or larger.
- White paper is traditional and a safe choice for resumes of all career levels and for all different industries.

PERFORMANCE TASK # 3:

CREATING OF RESUME

Resume formats:

Resume formats are a bit more debatable than resume font or size. But, obviously you want the most important information first.

- **Contact information.** List your full name, address and contact information at the top of the page. You should centre the information and be sure to bold and CAPITALISE your name.
- **Value statement.** State the role you are applying for and what values you bring to the job. Objectives state what you are trying to accomplish, value statements explain why you should be hired.
- **Core strength.** List industry keywords and specific skill-sets that pertain to your job and industry. This is a high level overview of your qualifications and industry knowledge.
- **Experience.** However, if education is not the strongest component of your resume, go ahead and list your experience first, starting with your most current job and all your responsibilities.
- **Education.** Clearly state your schooling from the most recent institution you've attended, with all dates, locations and certification received.
- **Honours & awards.** After education and experience, you can list your professional skills and any relevant awards or certifications.