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# A7: Word Processing I

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## Important:

Familiarizing oneself with the background material is strongly recommended before doing the assignment. Doing the assignment in a computer lab is recommended especially if it seems difficult to progress.

Assignment 8 is recommended to do especially to those who tend to write a lot.

## Objectives of the Assignment

In this assignment you will learn about word processing using MS Word 2016 word processing program. After completing the assignment, the student will

- ...know how to copy, cut and paste text in a text file in various ways
- ...know how to utilize hidden characters (i.e. line break, space bar)
- ...understand what is meant by paragraph styles and how they are used and formatted appropriately
- ...know how to use the ruler and tab
- ...know how to divide text into columns
- ...know how to create and format a table

## Tasks and Grading of the Assignment

There are 4 tasks in the assignment. The maximum total points for the tasks are 10 points.

**Task 1** Word processing – selection, copying, moving (2 p)

**Task 2** Defining paragraph styles for unformatted text (3 p)

**Task 3** Ruler and tab use (3 p)

**Task 4** Creating a table with the table tool (2 p)

## What needs to be submitted?

This time the answers to all 4 tasks need to be submitted **either** as their own documents **or** as the first 2 tasks in their own documents and the last 2 tasks in one document. Each document has to be saved as a docx-file, therefore, there will be either 3 or 4 submitted files.

If you do each document separately, name the documents as:

*A7T1.docx*  
*A7T2.docx*  
*A7T3.docx*  
*A7T4.docx*

If you do the tasks 1 ja 2 in their own documents and the tasks 3 ja 4 in the same document, name them as:

*A7T1.docx*  
*A7T2.docx*  
*A7T3jaT4.docx*

This allows the reviewer to see directly from the file names which task it is.

## **At first - tip**

Turn on the computer and find MS Word –word processing program (desktop version). Select an empty document. Type in the beginning of your document the information of your whereabouts, what type of computer you're using and which operating system you're using. For example:

*This assignment has been done in the computer lab ML9, with Dell-desktop, using Windows 10.*

Save the document in Word in its native form (Word-document, file extension .docx) as A7T1.

When you are asked in task 2 to delete hidden characters (space and line break), remember, that the find and replace-tool is faster than manual deleting.

## **Background files**

All needed background files are zipped in *A7-pohjatiedostot.zip*. file. Download it on your computer and extract (take the cursor over the file, right-click and select from the drop down menu *Extract all, Extract here*).

When documents are downloaded from the web they may open in “read only” mode. In this case they can't be edited directly. In this type of situation you will need to select *View->Edit document*, or click over a possible yellow bar *Enable editing*.

**Note!** On Wednesday morning some words were changed. They are in this color.

## Task 1 (2p): Word processing – selection, copying, moving

Visit the course website for the document *A7-T1-harjoitusteksti.docx*. found in the assignment A7. Open it in your word processing program and find answers to the questions (a)-(f) in A7T1. Use the retrieved document as an experiment document.

- (a) The fourth word ”pitkäikäinen” of the first sentence in the text is activated in picture 1. It can be done by taking the cursor over the letter P and dragging the cursor over the word while holding down the mouse button. Tell us another way of activating a word.
- (b) A **paragraph** can be activated as well (picture 2) by dragging over it while holding down the mouse button. Tell us 2 more ways of activating an entire **paragraph**.
- (c) Activate a **paragraph**. Take the cursor over the activated text and hold down the mouse button. Then move the cursor outside of the activated text and release the mouse button. What happened? Remember that you can always cancel the changes you’ve applied by **Ctrl+Z** (or in Word above the menubar icon ).
- Redo the same but this time the ctrl-key held down, in other words, activate the **paragraph**, press down ctrl, take the cursor inside the **paragraph**, hold down the mouse and move the cursor outside the text and release the mouse button. How did this differ from the situation where ctrl wasn’t held down?
- (d) How to activate a sentence (Picture 3). Find another way than activating area by moving the cursor or going over letter by letter with the arrow keys.
- (e) Where do you find the special characters? How do you get a superscript? Create a superscript ”©Tomi Heinvo” for a title. Take this part to the last part’s (f) picture you took (compare picture 4). **Tip 1**
- (f) Select a few separate areas in a text and take a picture similar to the picture 4 (not the same areas as in the picture). **Tip 2**

**Task solution 1:** In its own document, give short answers to the questions (a)-(d), and 1 picture of which the answers to the questions (e) ja (f) can be seen. Submit the A7T1.docx.

**Tip 1.** Special characters can be added to text by selecting **INSERT; Symbol. Superscript** is found in **HOME / Font-tool** group.

**Tip 2.** See the background material, activation of separate areas. Notice

### TM-opas: Uutta tietokoneetta ostamassa?

#### Tässä viisi helppoa ohjesääntöä! ©Tomi Heinvo

Ominaisuuksiltaan **pitkäikäinen** pc sisältää neliydinsuorittimen, kahdeksan gigaa muistia, ssd-aseman ja erillisen näyttöohjaimen – kattava takuu on plussaa.

#### Picture 1 Word activation

##### Proessori

**Neliydinsuoritin** on modernin ja pitkäikäisen tietokoneen tärkein kulmakivi. Sen tarjoama suorituskyky riittää pidemmälle kuin kaksiydinsuorittimella, joten kokoonpanoa ei tarvitse olla päivittämässä parin kolmen vuoden kuluttua. Ani harva sitä paitsi muutenkaan vaihtaa suorittinta myöhemmin tehokkaampaan, vaikka se kenties olisikin mahdollista. Esimerkiksi Intelin valmistama i5-neliydinsuoritin on usein hyvä lähtökohta iärkihintaiselle tehokoneelle. eikä kalliimmille i7-

#### Picture 2 Paragraph activation

**Pitkä ja ehdoiltaan kattava takuu** ratkaisee valinnan kahden kiinnostavan laitteen/merkin välillä, jos tekniset ominaisuudet ovat kuta kuinkin samat. Vuoden takuuta tulee varauksin välttää, ja pyrkiä samaan uudelle tietokoneelle kahden tai mielellään kolmen vuoden mittainen takuu. Takuuehdoissa voi niin ikään olla eroja: huoltoaikan sijainti saati toimenpiteisiin kuluva aika vaihtelee. Ia iinckäkin tarvikkeita viallinen kone caatetaan nousta kntivuelta ia nalarittaa

#### Picture 3 Sentence activation

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Mikäli uuden kotitietokoneen hankinta on ajankohtaista – eikä muutaman sadan euron hintainen peruskone riitä – pidä seuraavat peukalosäännöt mielessä.

##### Proessori

**Neliydinsuoritin** on modernin ja pitkäikäisen tietokoneen tärkein kulmakivi. Sen tarjoama suorituskyky riittää pidemmälle kuin kaksiydinsuorittimella, joten kokoonpanoa ei tarvitse olla päivittämässä parin kolmen vuoden kuluttua. Ani harva sitä paitsi muutenkaan vaihtaa suorittinta myöhemmin tehokkaampaan, vaikka se kenties olisikin mahdollista. Esimerkiksi Intelin valmistama i5-neliydinsuoritin on usein hyvä lähtökohta iärkihintaiselle tehokoneelle. eikä kalliimmille i7-

#### Picture 4 Special characters, superscript and selection of separate

that the same principle is common: for example, at the operating system level when you wish to select files in a folder.

## Task 2 (3p): Defining styles for unformatted text

Visit the course material website for unformatted text containing document *A7-T2-pohjateksti.txt* and open it in a word processing program. [Tip 3](#) Save it right away in its native format as *A7T2.docx*.

In this task raw text is formatted into a clear document with styles. The basic rule of word processing is that spaces and line breaks are never used to format text. Thus, for example, line indentations with spaces or 2 consecutive line breaks are errors in style-based word processing.

Format the text according to the following instructions:

(a) Make the hidden characters visible (¶-button) and remove the previously mentioned errors from the text. There shouldn't be any 2 consecutive spaces or line breaks nor space in the beginning of a sentence to indent the text. [Tip 4](#)

**Pay attention.** Visit the course material website to view the file *A7T2-malli-alku-vaihe.pdf* to see how the text should look like after the errors have been removed.

(b) Set the style *Body Text* for the entire text. [Tip 5](#)

(c) Then select the title "Lapsset ja media" and set the style *Heading (Title)* [Tip 6](#)

(d) Set the styles for the rows "Media ja Lapsen ikä" and "Murrosikäisen median käyttö" *Heading 1*

(e) Set the styles for the rows "Media ja 0–1 -vuotias", ... "Media ja 11–13 -vuotias" and "Media ja 13–17 -vuotias" *Heading 2*.

(f) So far we have used default styles. Their designs can be changed if desired. Try it out by following the steps to change the **paragraph** styles: [Tip 7](#)

- a. Title: Font *Verdana 22pt, bold, non-cursive, dark green, left alignment*
- b. Heading 1: Font *Verdana 14 pt, bold, non-cursive, green, left alignment*
- c. Heading 2: Font *Verdana 12pt, bold, non-cursive, black, left alignment*
- d. Body Text/Text Body: *Times New Roman, 12 pt, normal, black*

(g) Let's try changing the spacing and alignment of paragraphs. Set:

- after the body text there will be space *10 pt*
- body texts are justified from both marginals. [Tip 8](#)

(h) Remove \*-signs in the beginning of the list rows and set the lists with List number (notice, you need to make a list specifically by using styles, not directly numbering).

[Tip 9](#) If needed, change the font of the paragraph the same as in the body text (*Times New Roman, 12 pt, normal, black*).

(i) Divide the entire chapter of *Media ja lapsen ikä* into 2 columns as in the given example (make sure the columns clearly stand out from each other). [Tip 10](#)

The file *A7-T2-malli-lopputulos.pdf* on the course material website is an example of how your file should look like after applying the styling as instructed.

example

**Task solution 2:** [Formatted document A7T2.docx](#).

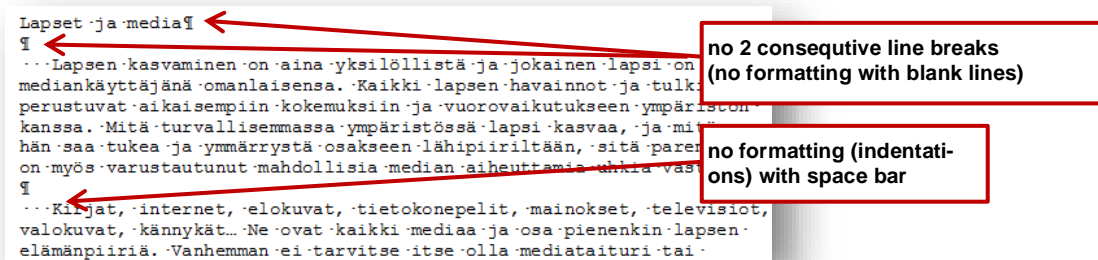
**Tip 3.** A page containing unformatted text opens in your browser when you click the text file link. You need to download the text file on your computer and open it in a word processing program. Visit the

course material website. Take the cursor over the link A7-T2-pohjateksti and select Save Link As ... by right-clicking the mouse (or something similar. It depends on the browser).

Once you've saved the file A7-T2-pohjateksti on your computer, open Word and the file the File-menu (double clicking probably opens the file in some small texture program like Notepad). Notice that, in the Open-messagebox you'll need to set the type of the opened files (Files of Type) either All Files (\*.\*) or Text Files (\*.txt), in order to view the text file in the file list of the dialog box. Word might ask for encoding method. In that case, use Other encoding/Unicode (UTF 8). UTF-8 can interpret national characters correctly.

Another way to open a file with a program of your choice: Click the right-button of the mouse over the file and select Open With... Word in the pop up-menu (context-sensitive menu).

**Tip 4.** Switching on hidden characters (  ) makes invisible characters visible.



**Tip 5.** Select the entire text, open the style panel HOME / Styles/Styles – small arrow down in the right corner of the styles-group). Select a ready-style Body Text. In case you don't find a style in the list click Options in the right corner, select Select styles to show: All styles. You can return later to show only the styles you've enabled.

**Tip 6.** Take the cursor somewhere over the title, set the style in the style Title.

**Tip 7.** Take the cursor over the main title, right-click and Styles -panel opens. Select Modify (opens when you click Title -styles) and assign features and settings of your choice to the paragraph.

*Note.* In case some features can't be found on the main page, you can view them in Format on the bottom left. Format the same way the other 2 titles. If the styles you're looking for don't appear in the styles menu you can view all styles by selecting Options, then in the dialog box's first drop down menu All styles.

**Tip 8.** The setting of the space after the Body Text-styled paragraph is done in the Body text formatting dialog box (you opened Title-styles in Tip 7 before, now open Body-text -styles) select Format / Paragraph / Indents and Spacing / Spacing: After 10 px (pt). Alignment is set in the same dialog box: both (Justified).

**Tip 9.** Remove the character "\*" " from all list beginnings (also the space after the asterisk). Select all the list rows and set their style to List Number. Using various fonts within the same document isn't stylish. Therefore, List Number -font should be changed to the same as body text (Times New Roman).

In case the numbering continues from the previous list, you can have it begin from the list's first row by right-clicking and then in the pop up menu.

**Tip 10.** Select the entire chapter "Media ja lapsen ikä" from the beginning until the end of the chapter's last sentence. Set the number of columns either in the tools row or in the menu selection PAGE SETUP / Page Layout / Columns. The width of the columns can be adjusted by dragging the mouse over the width sign in the ruler.

### Task 3 (3p): Ruler and Tab Use

Learn to use ruler and tab. Use ruler and tab to create a table for course plan 2019 similar to the one below (you can type the content of the table but in case you wish to save time you can copy the content from the background file A7-T3-taulukkoteksti.txt):

**T3 - Tietotekniikkataidot, syksy 2019 suunnitelma**

Luennon aihe	Aika			Paikka
Kurssin esittely	maanantai	26-08-2019	8:15	Is D10A+B
Tietohallinnon info	maanantai	26-08-2019	9:15	Is D10A+B
Käyttöjärjestelmät, peruskäyttö	maanantai	26-08-2019	10:15	Is D10A+B
Moodle, sähköposti, O365	maanantai	02-09-2019	8:15	Is A1
Taulukkomuotoisen tiedon käsittely	tiistai	10-09-2019	8:15	PinniB 1100
Taulukkolaskentaa ja tiedon visualisointia	tiistai	17-09-2019	8:15	PinniB 1100
Tekstimuotoisen tiedon käsittelyä	tiistai	24-09-2019	8:15	PinniB 1100
Tekstinkäsittelyä ja verkkojulkaisua	tiistai	01-10-2019	8:15	PinniB 1100

In order to make the table position itself on the page, and according to the example, use the font Calibri 12 with the table's column header row and content; use *bold* with the header row but leave the content untouched. The header formatting doesn't have to be exactly the same as as in the picture. Try **Text effects and Typography** that can be found in the font-tools and choose a design for your title that appeals to you.

You will need only tabs to format the table. [Tip 11](#) So for example, you are not allowed to use spaces to format the text. The content of the table needs to be one piece [Tip 12](#) In addition, there needs to be a horizontal line between the column header line and the table content. It can be done by using the paragraph tool's border tool (**Paragraph / Borders; Kappale / Reunat**). [Tip 13](#)



In the example above, the header row tabs have been set as follows:



Luennon aihe	Aika			Paikka
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and the following type of tabs have been used in the table's content rows

Tietohallinnon info	tiistai	06-03-2018	13:15	Is D10A
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**The task 3 solution:** Document A7T3.docx. Pay attention! No screenshots of the table but the document as it is. The following points will be reviewed in the solution:

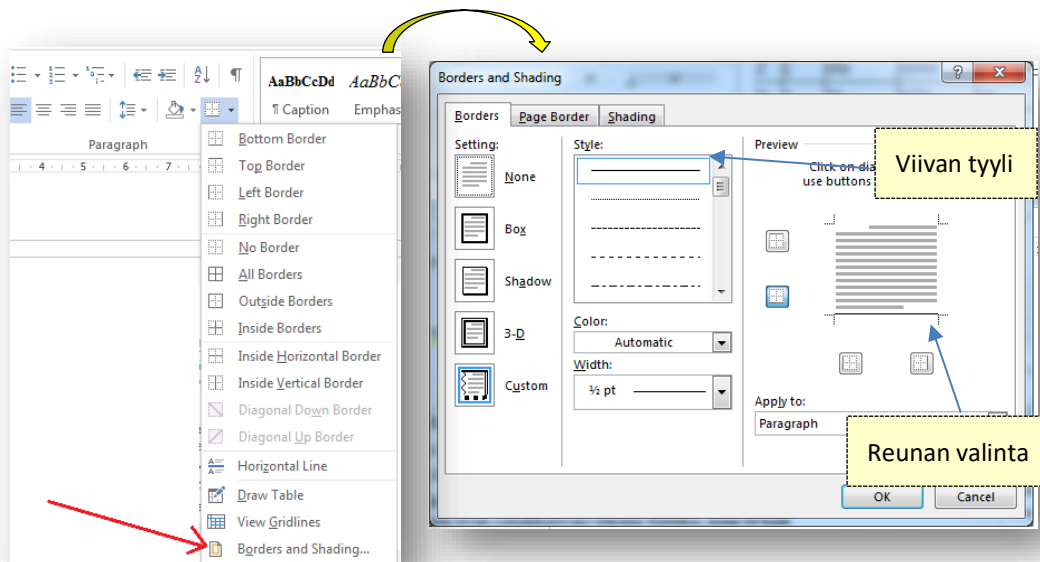
1. The title of the table ("T3 – Tietotekniikka ...") is formatted by using some text effects
2. The table looks somewhat similar to the example table in the picture
3. No space characters used (other than in cases of separating words from each other) i.e. instead of space characters the formatting is done with tabs. No empty lines.
4. Three tabs have been used with the heading: One column tab (  ) and two right alignment tabs (  ).

- Five tabs have been used in the table of the paragraph content: 1 column tab, 2 right alignment tabs, 1 left alignment tab (  ) and 1 decimal tab (  ).
- If you copy text directly from the browser window it may contain extra tabs characters. Remove those first to ease doing the task.

**Tip 11.** If the ruler is not visible at the top of the document, cross the selection box **Ruler** on the tool set **View/Show**.

**Tip 12.** You shouldn't end the table's content lines with the enter-key because it is a paragraph character exists. Holding down the shift key followed by the enter key will result in a line break character that won't break the paragraph. When turning on the hidden characters paragraph break appears in the text as a Greek pi-like character ( ¶ ) and line break as an angle arrow backwards ( ↵ ).

**Tip 13.** A paragraph can be framed directly in the drop-down menu by selecting the bottom border (**HOME/Paragraph/Borders**)-command. However, it is useful to learn right away to use the **Borders and Shading** -dialog box , in which you will be able to format the frames and the background of the paragraph diversely. Borders and shading dialog box can be opened in the drop-down menu's last command (see the picture below).



## Task 4 (2p): Creating a Table with the Table Tool

Create a table that visually matches the previous table created with tabs but this time use the table tool, no ruler nor tabs (The picture below shows the same text formatted as a 5 x 9 table with the table tools).

**T3 - Tietotekniikkataidot, syksy 2019 suunnitelma**

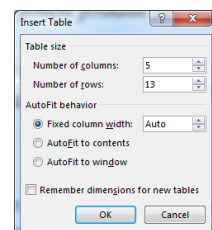
Luennon aihe	Aika			Paikka
Kurssin esittely	maanantai	26-08-2019	8:15	Is D10A+B
Tietohallinnon info	maanantai	26-08-2019	9:15	Is D10A+B
Käyttöjärjestelmät, peruskäyttö	maanantai	26-08-2019	10:15	Is D10A+B
Moodle, sähköposti, O365	maanantai	02-09-2019	8:15	Is A1
Taulukkomuotoisen tiedon käsittely	tiistai	10-09-2019	8:15	PinniB 1100
Taulukkolaskentaa ja tiedon visualisointia	tiistai	17-09-2019	8:15	PinniB 1100
Tekstimuotoisen tiedon käsittelyä	tiistai	24-09-2019	8:15	PinniB 1100
Tekstinkäsittelyä ja verkkojulkaisua	tiistai	01-10-2019	8:15	PinniB 1100

In case you need more detailed instructions to create a table, follow the steps as follows:

- Free formatting of the title, as in the previous task (try something else than in your previous task).
- You can create a 5 x 9 table and type or copy content in the table cell by cell. [Tip 14](#)  
Alternatively, you can use the *Convert the text to a table* – tool. [Tip 15](#)
- Change the fonts and sizes as done previously (Calibri 12 bold, bold header). [Tip 16](#)
- Format the width of the table's columns to fit the cell texts in one line the same way as in the previous task. [Tip 17](#)
- Format the table columns as done previously: *Time and place* were aligned to the right. [Tip 18](#) The table doesn't have a layout similar to the decimal tab for the time-column. Therefore, you will need to do it by aligning the content of the column's cells to the right.
- Format the cell borders so that there will be only a grid left below the column headers and on the right side of the first. [Tip 19](#)

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**Task solution 4:** Document A7T4.docx. Alternatively, you can create the table in the same document with the previous task. In this case you will need to name the document as A7T3andT4.docx. Pay attention! No screenshots of the table but a document as it is.

**Tip 14.** Use the following command to create a blank table **INSERT / Table / Insert Table**. Then fill in the content in the cells before you begin to format the cell widths and borders to match the example.



**Tip 15.** If the columns in the text are separated from each other by a specific character (in the source text they're separated by a tab character), you can create a table faster by importing the text automatically in the following way. Once you've imported the "raw text" into your solution document, select the entire text besides the header and select in the menu **INSERT / Table / Convert From Text to Table**. Set in the dialog box that appears the column separating character to be a tab. This will import the text content directly into the table's cells. The table content should look somewhat like this at this point:



Luennon aihe	Aika			Paikka
Kurssin esittely	maanantai	26-08-2019	8:15	Is D10A+B
Tietohallinnon info	maanantai	26-08-2019	9:15	Is D10A+B
Käyttöjärjestelmät, peruskäyttö	maanantai	26-08-2019	10:15	Is D10A+B
Moodle, sähköposti, O365	maanantai	02-09-2019	8:15	Is A1
Taulukkomuotoisen tiedon käsittely	tiistai	10-09-2019	8:15	PinniB 1100
Taulukkolaskentaa ja tiedon visualisointia	tiistai	17-09-2019	8:15	PinniB 1100
Tekstimuotoisen tiedon käsittelyä	tiistai	24-09-2019	8:15	PinniB 1100
Tekstinkäsittelyä ja verkkojulkaisua	tiistai	01-10-2019	8:15	PinniB 1100

**Tip 16.** Select all the cells of the table and change the font to Calibri 12. Then select only the first line and select **bold**.

**Tip 17.** By dragging the column "walls" you can drag to adjust the column width. It is better to change the column width by moving from right to the left. The table allows some marginal for text in each cell so it may be that you may have to either narrow the page marginals or reduce the cell marginal to make the cell text fit in the same line.

**Tip 18.** Select the entire column either by dragging over the cells or taking the cursor above the column (the cursor becomes an "arrow down" image) and click. Then select the text alignment button on the tool bar.

**Tip 19.** The table's cell borders can be formatted the same way as in the previous task: **HOME/Paragraph** -group's **Borders** -button.

