

TOPIC 4

Word Processing I

Senior One ICT

Learning Objectives

By the end of this topic, you will be able to:

- Define word processing and name examples of word processors
- Open and navigate Microsoft Word
- Format text and pages professionally
- Edit, insert objects, and print documents

Before We Start — What Do You Already Know?

This topic connects to Topics 2 & 3. Tick what you can already do:

- ☐ Start up and shut down a computer confidently
- ☐ Navigate the desktop and open applications
- ☐ Save a file and organise it in a folder
- ☐ Use the keyboard and mouse with basic skill

 *DISCUSS: What do you think 'word processing' means? Share with a partner before the next slide.*

4.1

What is Word Processing?

Word processing is the use of computer software to create, edit, format, save, and print text-based documents.

Examples of Word Processors:

Microsoft Word · Word Star · Word Perfect · Corel · Lotus / Word Pro
K Word · Abiword · PC-Write · Google Docs · LibreOffice Writer · Apple Pages

? *QUICK CHECK: Which word processor is most widely used worldwide? What are two web-based alternatives?*

Advantages of Word Processing Over Handwriting

Edit without rewriting — Documents can be changed at any time without starting over.

Auto spell & grammar check — Errors are automatically highlighted as you type.

Text formatting — Use different fonts, sizes, colours, and styles.

Save & share electronically — No physical copies needed; share by email or USB.

Professional appearance — Consistent formatting makes documents look polished.

Print multiple copies — Print as many copies as needed without retyping.

 *Think-Pair-Share: Can you think of a situation where handwriting is still better than word processing?*

Opening Microsoft Word

Step 1: Click the Start button (bottom-left of the screen on Windows 10/11).

Step 2: Type 'Word' in the search box OR scroll through the list of installed programs.

Step 3: Click 'Word 2016' (or your version) to open it.

Step 4: Alternatively, double-click an existing .docx file to open it directly.

Step 5: When Word opens, click File → New to see the Start screen.

Step 6: Click 'Blank Document' to start a new empty document.

 *ACTIVITY: Open Microsoft Word on your computer and create a new blank document. Raise your hand when done.*

4.3

The Word Processor Interface

Learn to identify each part of the Microsoft Word window:

Title Bar *[Top of window]* Shows document name & programme name

Quick Access Toolbar *[Top-left, above ribbon]* Contains Save, Undo, Redo commands

Ribbon *[Below the title bar]* All tools/commands in tabs

Tabs *[Along top of ribbon]* Group related tools (Home, Insert, Layout...)

Document Area *[Large white centre area]* Where you type your document

Ruler *[Above document area]* Adjusts margins, tab stops, indentation

Status Bar *[Bottom of window]* Shows page number, word count, zoom

Scroll Bars *[Right & bottom edges]* Scroll through the document

Zoom Slider *[Bottom-right]* Zoom in or out on the view

Interface Activity — Label the Word Window

Can you match each number to the correct interface element?

[Diagram space — teacher/student to sketch or label a printed screenshot of Word interface]

- ① Title Bar
- ② Quick Access Toolbar
- ③ Ribbon
- ④ Tabs
- ⑤ Document Area
- ⑥ Ruler
- ⑦ Status Bar
- ⑧ Scroll Bar
- ⑨ Zoom Slider

 **ACTIVITY:** Open Word on your computer. Point to each element listed above on your own screen.

4.4

Formatting Text — Font Options

All font formatting options are on the HOME tab of the ribbon.

Font Type — Changes letter style (Arial, Times New Roman, Calibri) (*Font dropdown*)

Font Size — Changes text size (e.g., 11pt, 14pt, 24pt) (*Font Size box*)

Bold — Makes text thicker and darker (*Ctrl + B*)

Italic — Makes text slant to the right (*Ctrl + I*)

Underline — Adds a line under text (*Ctrl + U*)

Font Colour — Changes text colour (*Font Colour button (A)*)

Highlight — Adds coloured background to text (*Highlight button*)

Strikethrough — Line through middle of text (*Font group > Home*)

Subscript — Smaller text below line (H₂O) (*Ctrl + =*)

Superscript — Smaller text above line (x²) (*Ctrl + Shift + =*)

Clear Formatting — Removes all formatting (*Font group > Home*)

Formatting Text — Paragraph Options

Alignment – Left — Text aligned to the left margin (*Ctrl + L*)

Alignment – Centre — Text centred between margins (*Ctrl + E*)

Alignment – Right — Text aligned to the right margin (*Ctrl + R*)

Alignment – Justify — Text spread evenly to both margins (*Ctrl + J*)

Line Spacing — Controls space between lines of text (*Home tab > Line Spacing button*)

Paragraph Spacing — Space before/after paragraphs (*Layout > Spacing Before/After*)

Indentation — Moves text inward from margin (*Ruler or Home > Increase Indent*)

Bullets — Adds bullet points to a list (*Home tab > Bullets button*)

Numbering — Adds numbers to a list (*Home tab > Numbering button*)

? QUICK CHECK: What is the difference between Align Left and Justify? What keyboard shortcut centres text?

Scenario: Formatting a Document

Nakiganda has typed a Science Club Meeting Notice. All the text is the same size and style — it looks plain and unprofessional. How should she format each part?

(a) Title — 'SCIENCE CLUB MEETING NOTICE'

Hint: Make it stand out — think font size, bold, colour, alignment.

(b) Date, Time, and Venue details

Hint: Should be easy to read — font size? bold? alignment?

(c) List of 5 items to bring

Hint: What formatting feature makes lists easy to read?

(d) Closing message

Hint: Polite, smaller, perhaps italic. What would you choose?

 **ACTIVITY:** Open Word and try formatting the notice yourself. Use the actual formatting tools on the ribbon.

Page Formatting — Layout Tab

Page formatting controls the overall layout of the page — found on the LAYOUT tab.

Page Orientation

Portrait — Page is TALLER than wide (standard, vertical). Default for letters, reports, assignments.

Landscape — Page is WIDER than tall (horizontal). Used for wide tables, charts, images.

Page Margins

Blank spaces around page edges. They give a clean, professional look and space for binding and notes.

Normal Top/Bottom/Left/Right: 1"

Narrow Top/Bottom: 0.5" Left/Right: 0.5"

Moderate Top/Bottom: 1" Left/Right: 0.75"

Wide Top/Bottom: 1" Left/Right: 2"

Common Paper Sizes

A4 21 cm × 29.7 cm — Standard in Uganda & most of the world

Letter 21.6 cm × 27.9 cm — Used mainly in the United States

A3 29.7 cm × 42 cm — Larger — for posters and maps

4.6

Editing a Document

Editing = making changes: correcting mistakes, adding/removing content, rearranging text.

Select text — Click & drag | Shift + Arrow | Ctrl+A (select all)

Cut — Ctrl + X

Copy — Ctrl + C

Paste — Ctrl + V

Undo — Ctrl + Z (reverses last action)

Redo — Ctrl + Y (reverses an undo)

Find — Ctrl + F then type the word to find

Find & Replace — Ctrl + H — type word to find AND replacement word

Delete (before) — Backspace key

Delete (after) — Delete key

? QUICK CHECK: *What is the shortcut to UNDO a mistake? How do you replace the word 'colour' with 'color' throughout a document?*

Spell Check & Grammar Check

Microsoft Word automatically checks spelling and grammar as you type.

Red Underline — Spelling error. Right-click the word → choose a suggested correction from the list.

Blue Underline — Grammar error. Right-click → Word shows the grammatically correct version.

Manual Spell Check — Press F7 OR go to Review tab > Spelling & Grammar.

GROUP EXERCISE: Type the following sentence exactly — spot all the errors Word highlights:

"Yestarday our scool organised a scince exibition for all the studants in the comunity."

Inserting Objects — Tables

1. Click where you want the table in the document.
2. Click the Insert tab from the ribbon.
3. Click 'Table' in the Tables group.
4. Move your mouse over the grid to select the number of rows and columns needed.
5. Click to insert the table. A new Table Design tab will appear.
6. Click in any cell to type. Press Tab to move to the next cell. Use arrow keys to move around.

 *ACTIVITY: Insert a 3×4 table. In the first row, type: Name | Subject | Score. Enter data for 3 students.*

Inserting Images & Shapes

Inserting an Image

1. Click where you want the image.
2. Click the Insert tab.
3. Click 'Pictures' in the Illustrations group.
4. Select 'This Device' (from your computer) or 'Online Pictures'.
5. Navigate to the image file → click → click 'Insert'.
6. Use the handles around the image to resize it.

Inserting a Shape

1. Ensure you have enough space for the shape.
2. Click the Insert tab.
3. Click 'Shapes' in the Illustrations group.
4. Click the desired shape from the gallery.
5. Click and drag on the document to draw the shape.
6. Use the Shape Format tab to change colour, outline, effects.

 *ACTIVITY: Insert a picture saved on the computer, then draw a rectangle shape next to it. Resize both.*

Inserting Headers and Footers

Header: Text at the TOP of every page. **Footer:** Text at the BOTTOM of every page.

Common uses: document title, school name, page numbers, date, author name.

1. Click the Insert tab.
2. Click 'Header' (top of page) or 'Footer' (bottom of page).
3. Select a built-in style from the gallery, or click 'Edit Header'/'Edit Footer' to create your own.
4. Type the header or footer text in the designated area.
5. To add page numbers: while in Header/Footer area, click 'Page Number' in the Design tab.
6. Click 'Close Header and Footer' or double-click outside the area to return to main document.

? *QUICK CHECK: If you add a header on page 1, does it appear on page 2 as well? What about the footer? How do you exit the header area?*

Scenario: Creating a School Newsletter

Your ICT teacher has asked you to create a school newsletter in Microsoft Word. The newsletter must include all the elements below. Write the step-by-step procedure, mentioning which tab and tool to use for each.

- (a) Title** SCHOOL NEWSLETTER – TERM 1, 2024 — Centred at the top of the page
- (b) Table** Sports results — 2 columns: Team Name | Score | Position (5 rows)
- (c) Image** School photo or placeholder box — Resized and positioned neatly
- (d) Header** School name on every page — Use Insert tab → Header
- (e) Footer** Page numbers + date — Use Insert tab → Footer + Page Number

 *ACTIVITY: Complete this newsletter on your computer. You have 15 minutes. Compare your finished result with a partner.*

Printing a Document

1. Ensure the printer is connected, switched on, and has paper loaded.
2. Press Ctrl + P OR go to File → Print from the left-hand menu.
3. In the Print window, check the printer name to ensure the correct printer is selected.
4. Under 'Settings', choose: Print All Pages, a specific page range (e.g., 1–3), or current page only.
5. Set the number of copies required.
6. Choose single-sided or double-sided printing if your printer supports it.
7. Click the 'Print' button to send the document to the printer.

Print Preview: Press Ctrl + P — the right side of the print window shows a preview. Scroll to check all pages look correct. Press Escape to return and fix any issues before printing.

Scenario: Printing Issues

Your friend has finished typing a 3-page assignment on Microsoft Word. He presses Ctrl+P but runs into several problems. Answer the questions below:

(a) He only wants to print pages 2 and 3 — not the whole document.

How does he select only pages 2 and 3 to print?

(b) The document has red and blue coloured headings. The printer is BLACK AND WHITE.

What will the coloured text look like? What should he do before printing?

(c) He printed 10 copies by mistake instead of 1.

Describe the step he missed that caused this error.



Discuss your answers with a partner, then the class will share.

Keyboard Shortcuts — Quick Reference

Memorise these shortcuts to work faster in Microsoft Word:

Ctrl + N New document **Ctrl + O** Open document

Ctrl + S Save **Ctrl + P** Print

Ctrl + Z Undo **Ctrl + Y** Redo

Ctrl + A Select All **Ctrl + C** Copy

Ctrl + X Cut **Ctrl + V** Paste

Ctrl + B Bold **Ctrl + I** Italic

Ctrl + U Underline **Ctrl + E** Centre align

Ctrl + L Left align **Ctrl + R** Right align

Ctrl + J Justify **Ctrl + F** Find

Ctrl + H Find & Replace **F7** Spell Check

 **CHALLENGE:** Can you type and format a short paragraph using *ONLY* keyboard shortcuts — no mouse?

Topic 4 Self-Evaluation Checklist

Tick the column that best describes your confidence for each skill:

- | | | | |
|----------------------------------|----------------------------------|------------------------------------|---|
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can explain what word processing is and name examples of word processors. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can open and close Microsoft Word. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can identify the key elements of the Word interface (ribbon, toolbar, ruler, status bar). |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can type, select, copy, cut, and paste text. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can format text using font type, size, colour, bold, italic, and underline. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can apply paragraph formatting: alignment, line spacing, indentation. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can set page orientation, adjust margins, and change paper size. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can use Find & Replace, Undo/Redo, and Spell Check. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can insert and format a table in a Word document. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can insert an image and resize/reposition it. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can add headers and footers to a document. |
| ☐ Not Yet | ☐ Partial | ☐ Confident | I can preview and print a document using the correct print settings. |

Topic 4 Review — What Did We Learn?

4.1 What is Word Processing? Definition, examples of word processors, advantages over handwriting

4.2 Opening Word Start menu, blank document, .docx files

4.3 The Interface Title bar, ribbon, tabs, document area, ruler, status bar, scroll bars

4.4 Formatting Text Font: bold/italic/underline/size/colour. Paragraph: alignment, spacing, indent, bullets

4.5 Page Formatting Orientation (portrait/landscape), margins, paper size (A4, Letter, A3)

4.6 Editing a Document Cut/copy/paste, undo/redo, find & replace, spell check

4.7 Inserting Objects Tables, images, shapes, headers & footers

4.8 Printing Print dialogue, page range, copies, preview

 *Exit Ticket: Name ONE thing you learned today and ONE thing you are still not sure about. Write it down before leaving.*