



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: COMPUTER PRACTICE

LEVEL:N4

MODULE: TEXT MANIPULATION

HEADERS AND FOOTERS

After completing this topic, you will be able to:

- Create open and save document
- Demonstrate an understanding of the principles of word processing
- Produce a document from given text

Headers and footers

- Use a header at the top of a page and a footer at the bottom.
- Only create a header or footer once you are in a document.
- You can also apply the page number function to your header or footer.


How to insert a header

- On the Menu bar, select Insert.
- Select Header.
- Select the place you need the header.
- Type in the header.
- Double click inside the document to close the header.

How to insert a footer

- On the Menu bar, select Insert.
- Select Footer.
- Select the place you need the footer.
- Type in the footer.
- Double click inside the document to close the footer.

How to edit headers and footers

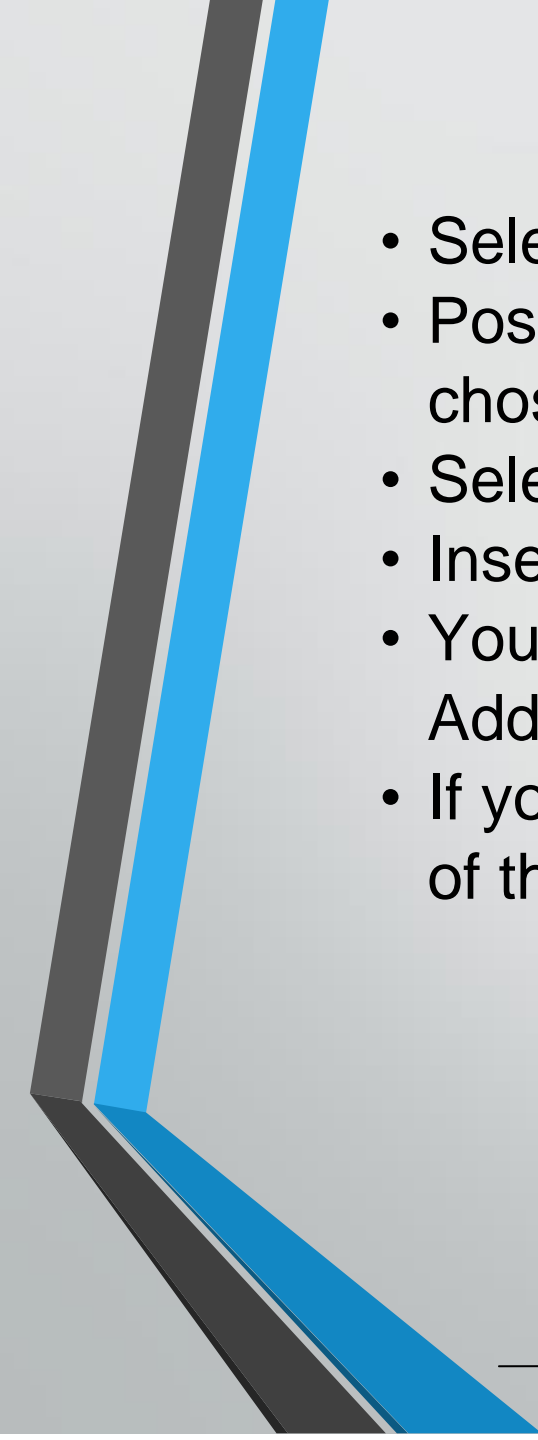
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- Double click inside the header or footer.
 - Make the necessary changes.
 - Double click again outside the header and footer.

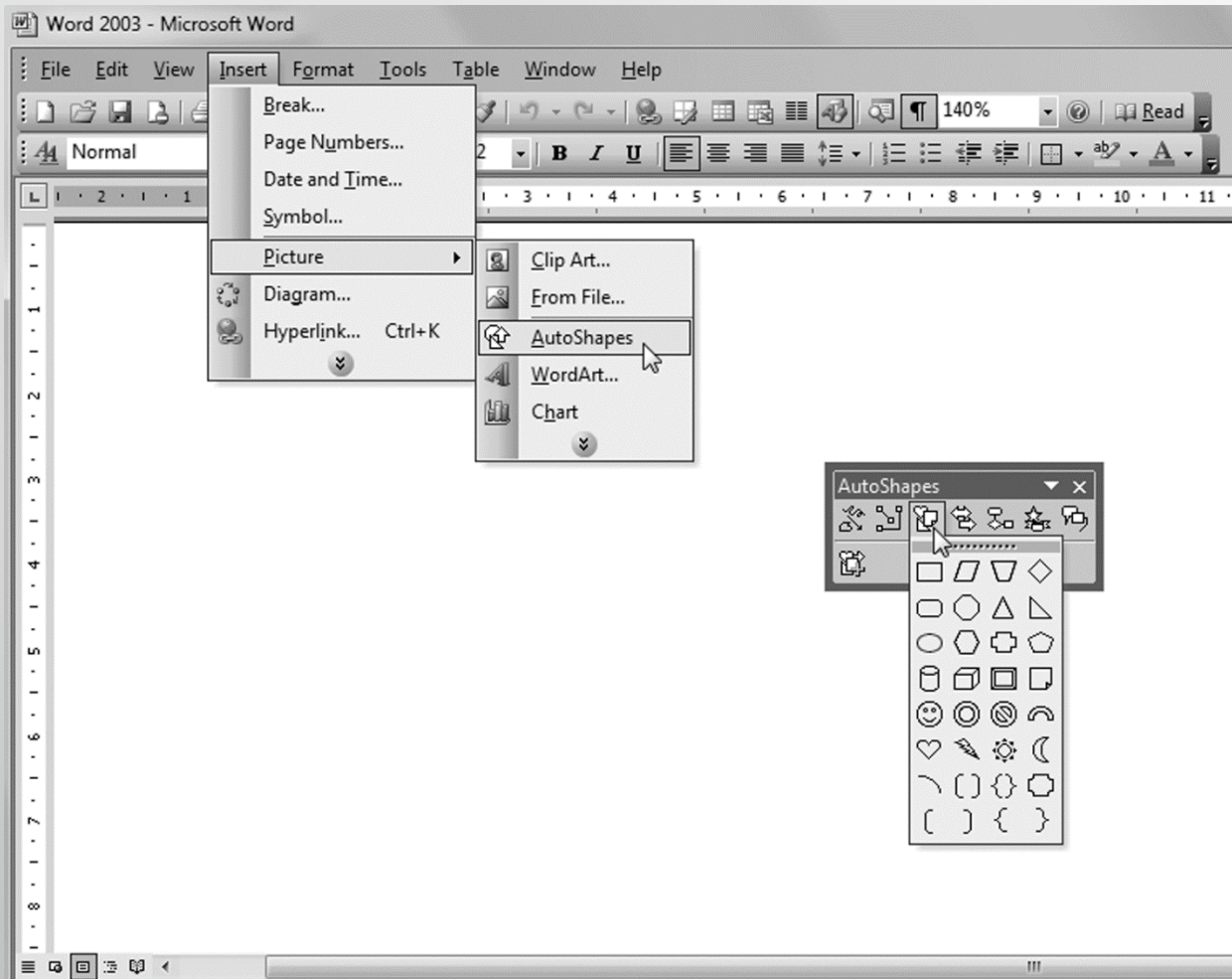
How to apply drawing and WordArt

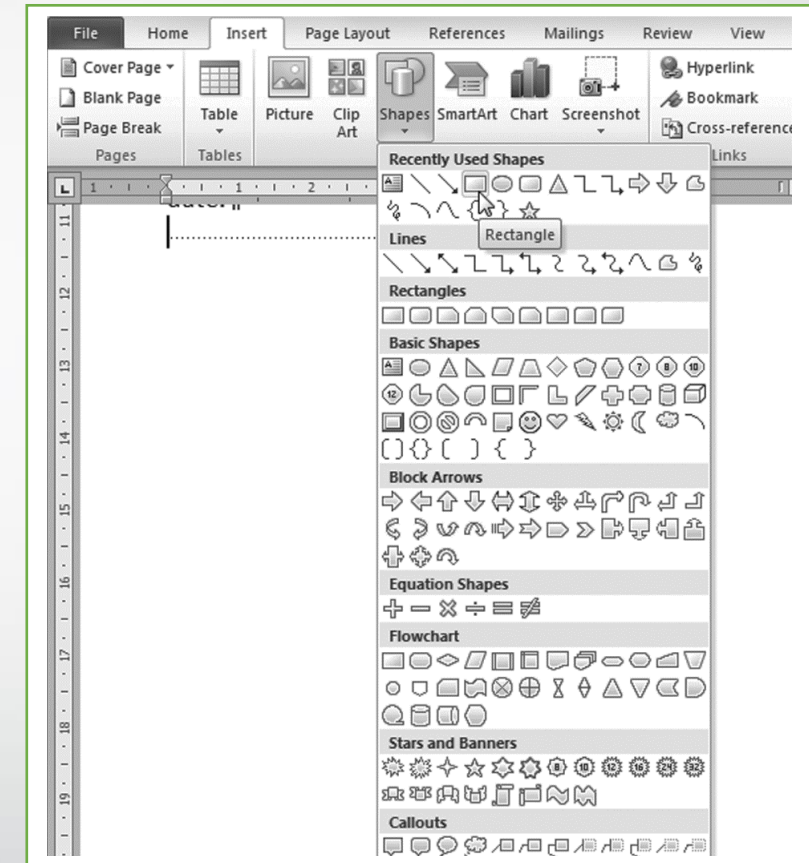
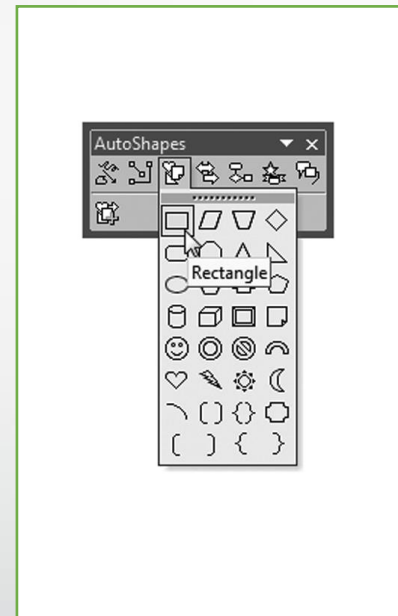
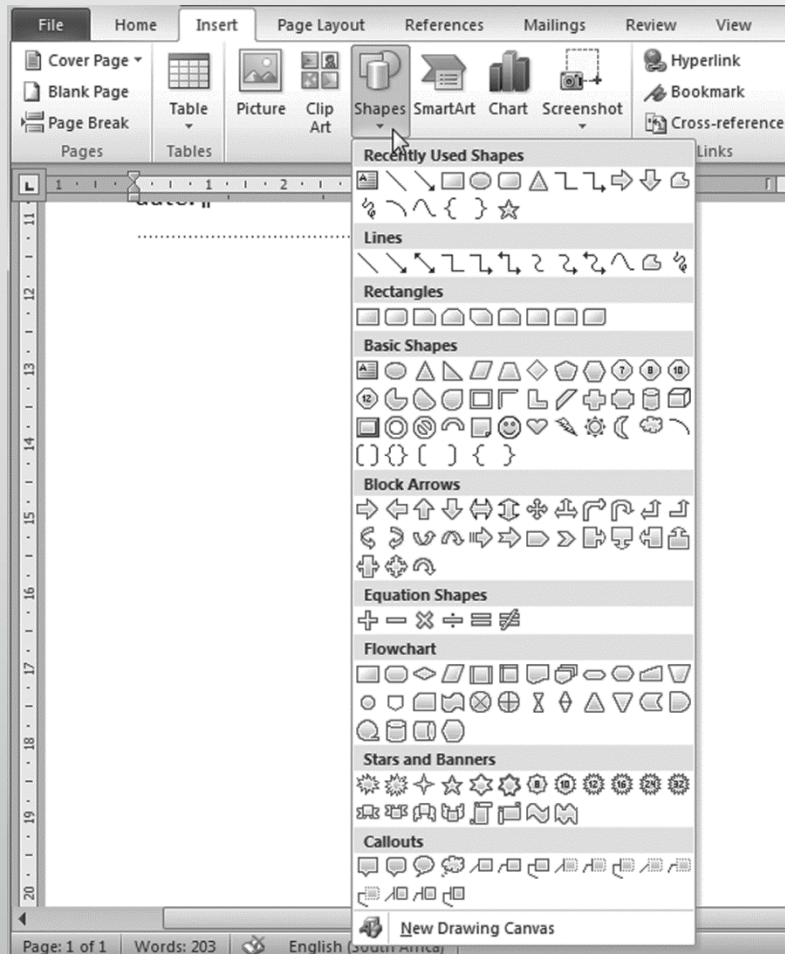
- This is used for inserting lines, arrows, stars, banners, rectangles or arrows.
- Click on the Insert menu.
- You will find Shapes and WordArt with their sub-menus.

How to add shapes

- Click on Insert.

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- Select Shapes.
 - Position the cursor where you want to insert your chosen shape.
 - Select the shape.
 - Insert it.
 - You can also right click on your mouse and select Add Text to insert text in your shape.
 - If your text does not fit, use the handles on the sides of the shape to resize it.





Insert WordArt

Click on Insert.

Select WordArt.

Select the type of WordArt you want to insert.

Add the text in the box provided.

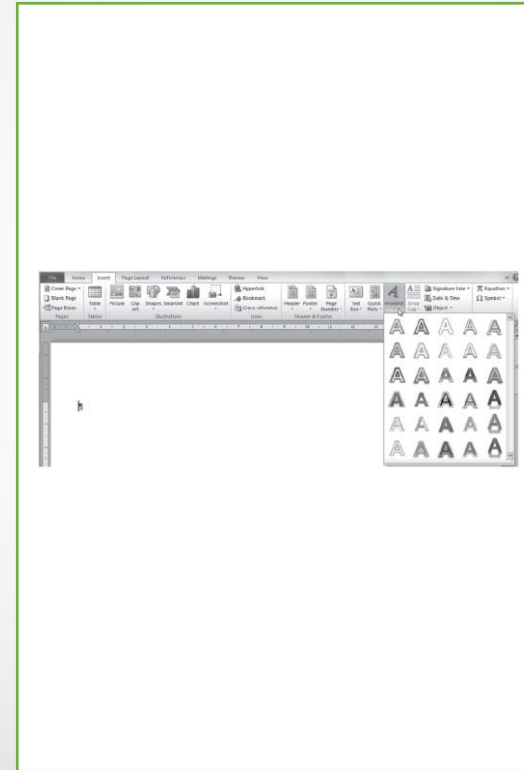
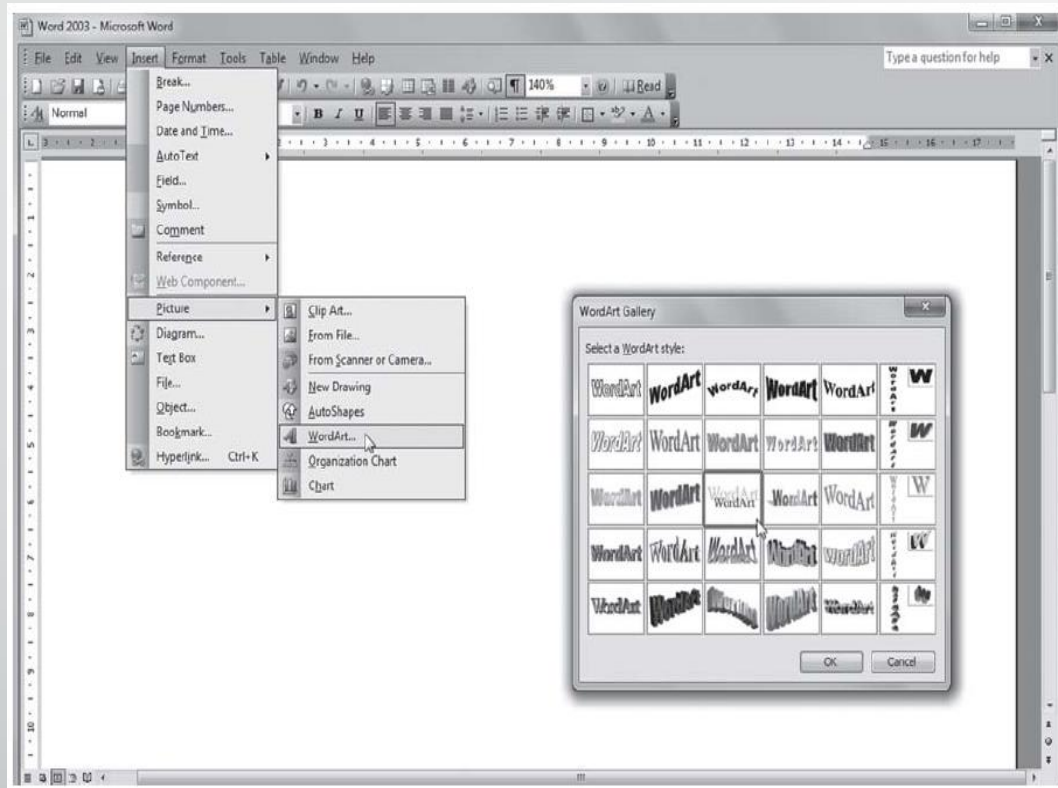
Change font type and size in the text box.

Can move WordArt by clicking in one of the top corners and dragging.

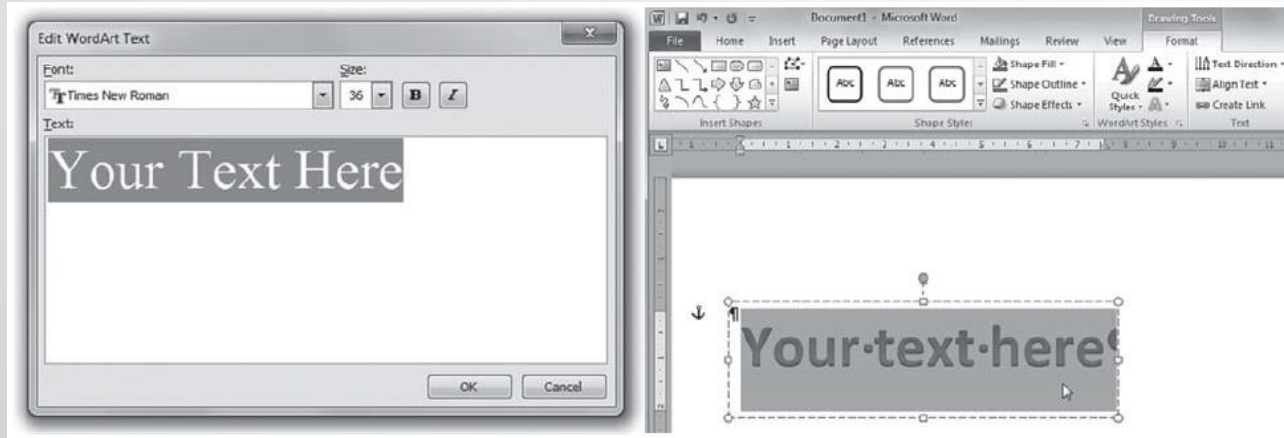
Resize WordArt by clicking and dragging the outside corners.



Insert WordArt



Insert WordArt



Insert a line

Used to draw horizontal and vertical lines.

When using organizational charts and illustrations.

Draw the chart first.

Insert text in blocks, then insert lines.

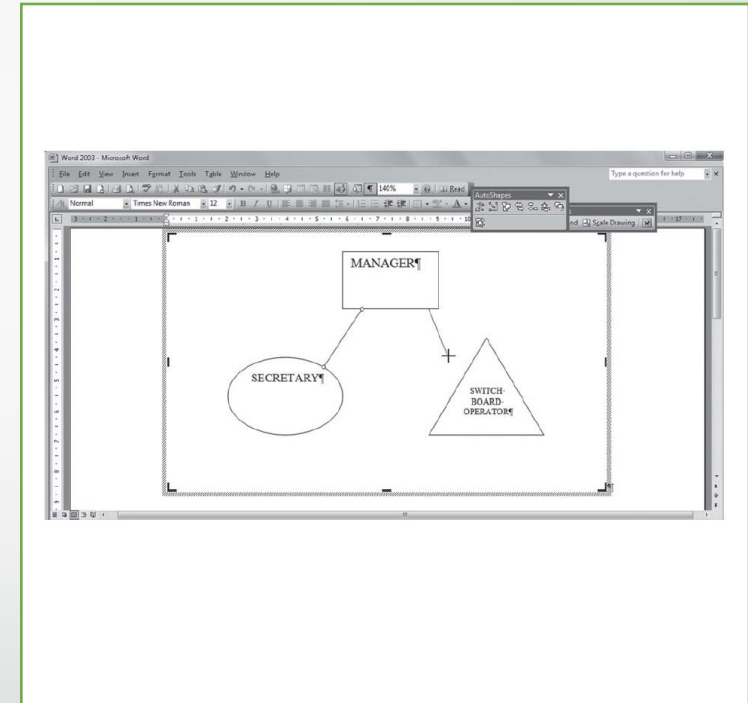
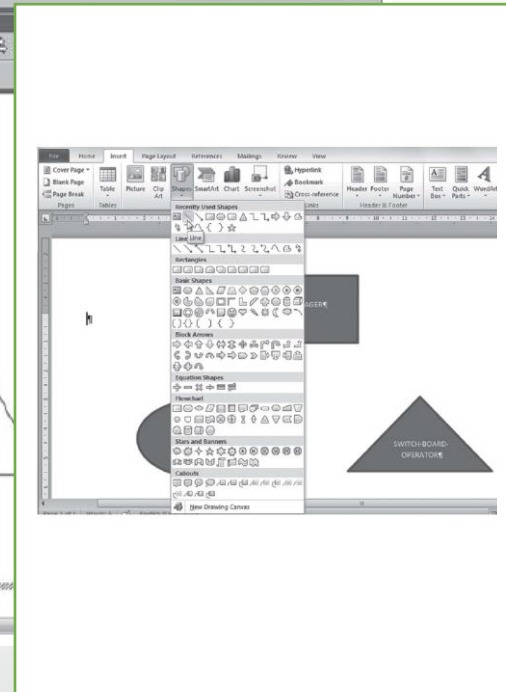
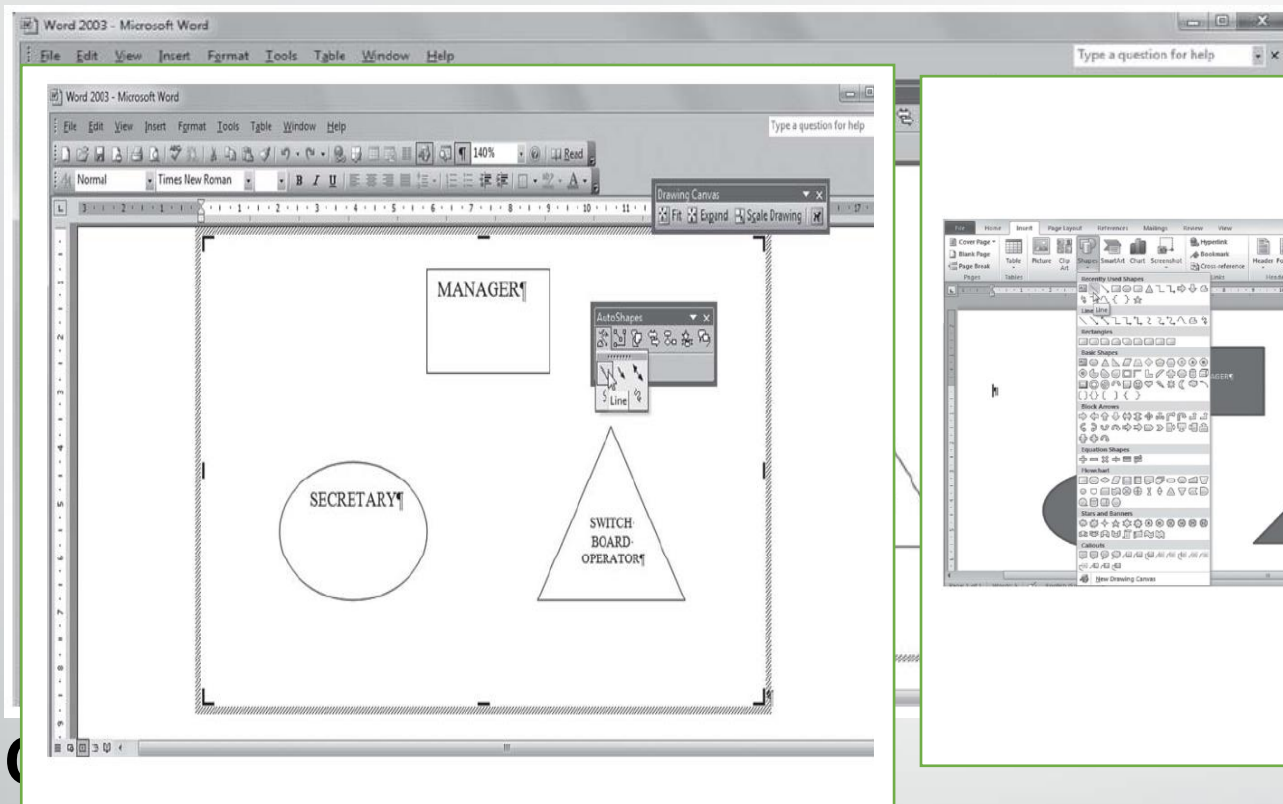
Position cursor where line should start, click and drag the mouse to where line stops.

To lengthen or shorten, click on pointers and drag.

Also move line with arrow keys.



Insert a line



How to insert columns using the Tab key

- To type text in column format, use the default tab settings.
- Can also set your own tab stops.
- To activate your column function once text has already been typed.
- Highlight the text you want to place in columns, then use the column function.

How to insert columns using the column function

- Click on Page Layout.
- Select Columns.

- Select the number of columns you need.
- If you only select the number of columns, your whole document will change into columns.

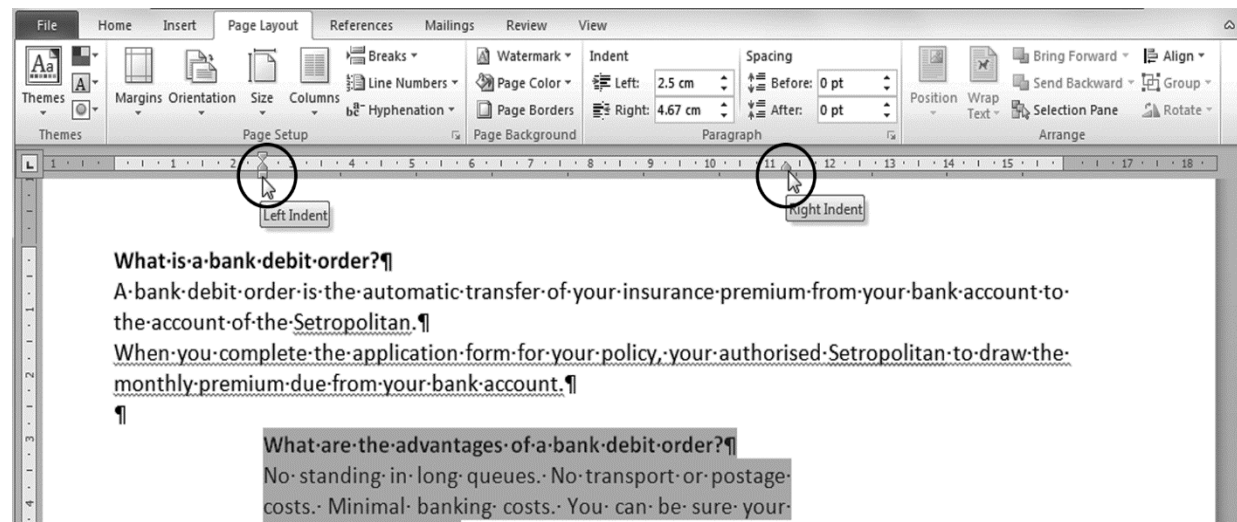
How to insert a column break

- Select your Page Layout menu.
- Click on Breaks.
- Click on Column.

- The cursor will jump to the other side of the column to allow you to insert text there.

How to change your column size

- To change column size once typed, can click on the Left Indent marker on your ruler line and drag them to the size you want.



How to cancel the column command

- Select the Page Layout menu.
- Click on Columns.
- Select More Columns.
- Select One column.

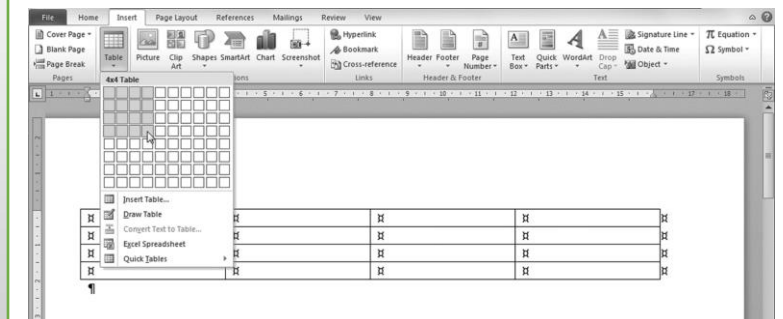
- At Apply to, select This point forward.
- Click OK.

Tables

- Tables consist of rows and columns.
- You can edit your columns.
- Before creating tables, determine how many rows and columns you need.

How to insert a table using the Table icon

- Select the Insert menu.
- Click on Table.



- Select the number of columns and rows you want by clicking and dragging your mouse over the required amount.
- Your table will now appear in your document.

How to insert a table using the menu bar

- Select the Insert menu.
- Click on Table.
- Select Insert Table.

- Select the number of columns.
- Select the number of rows.
- Select Fixed column width.
- Or select AutoFit to contents.
- Or select AutoFit to window.
- Click OK.

How to change the sizes of cells

- Change the column or cell sizes by using your ruler line.
- Click and drag the mouse to widen them.

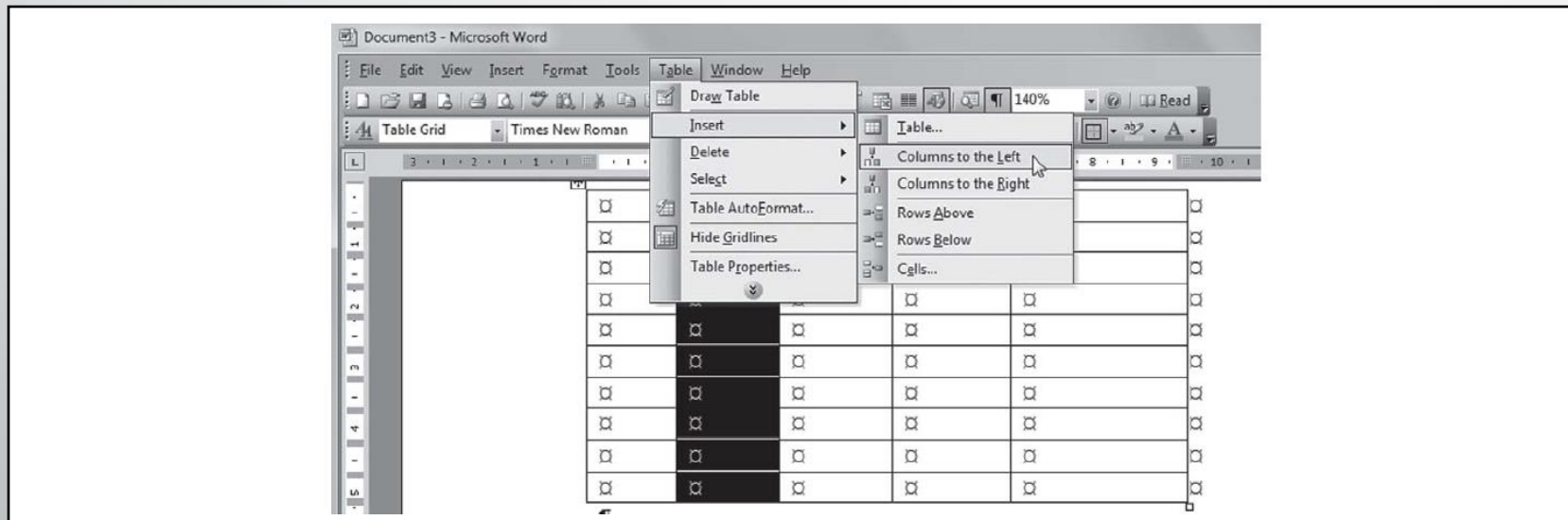
- Or, right click in the table and select Table Properties.
- Go to Column and select Preferred width. Change the column width and click OK.

How to insert extra rows and columns

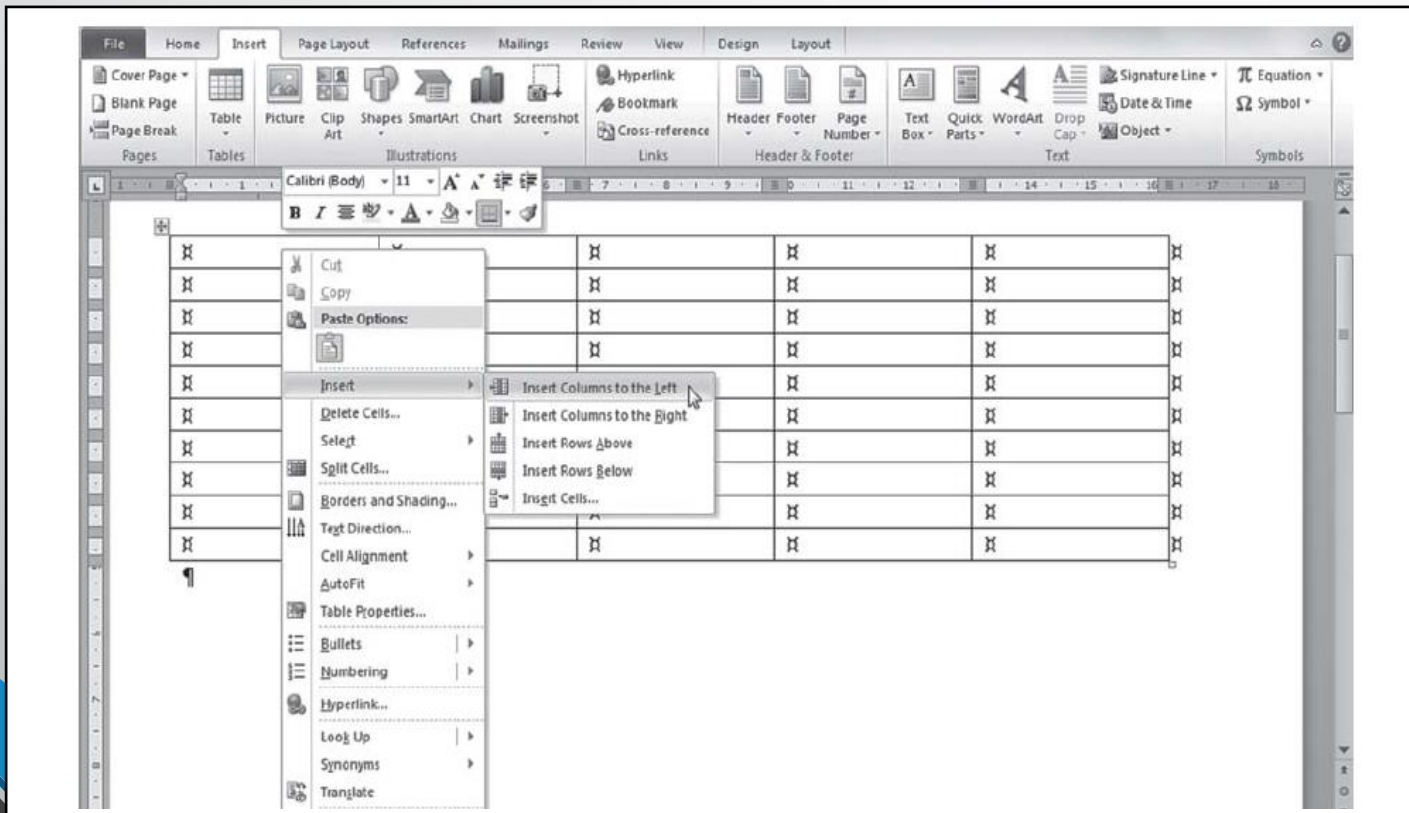
- Select the column or row in which you want to insert the extra column or row.
- Right click on the column or row.
- Select Insert.

- Choose whether to insert columns to left or right, and rows above or below.
- The new column or row will appear.

How to insert extra rows and columns



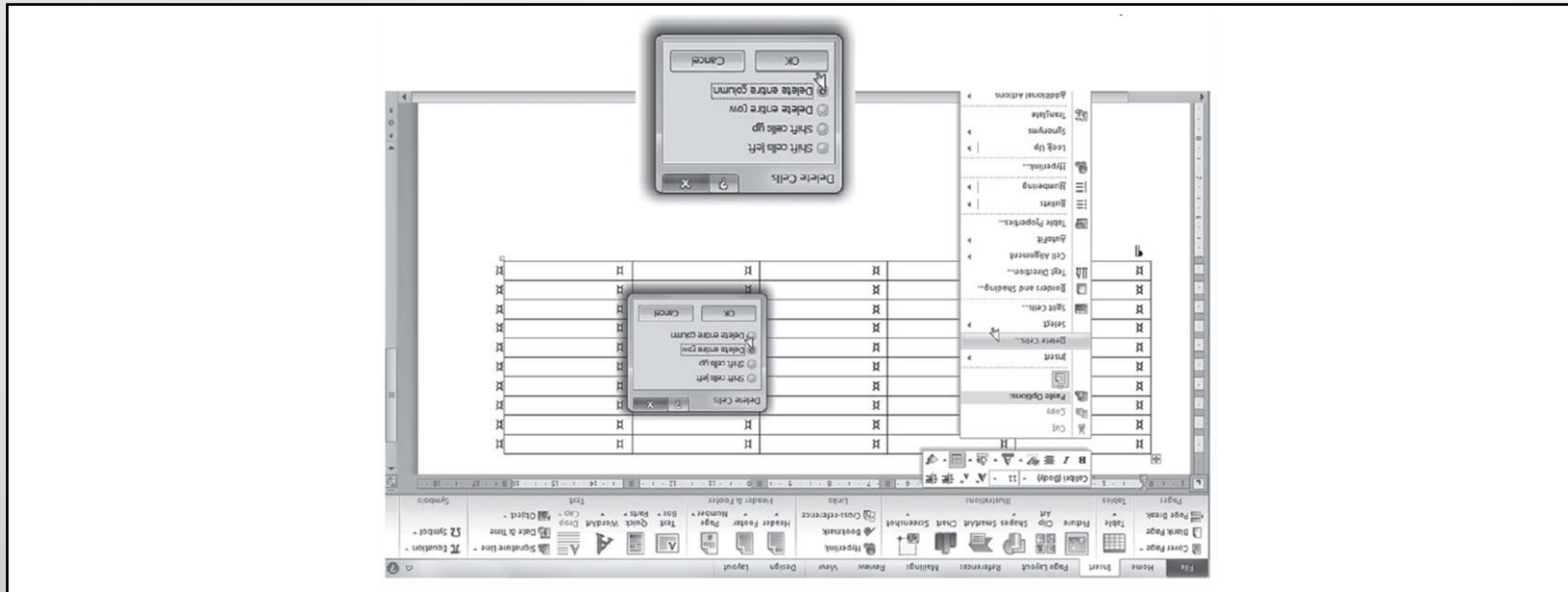
How to insert extra rows and columns



How to delete a column or row

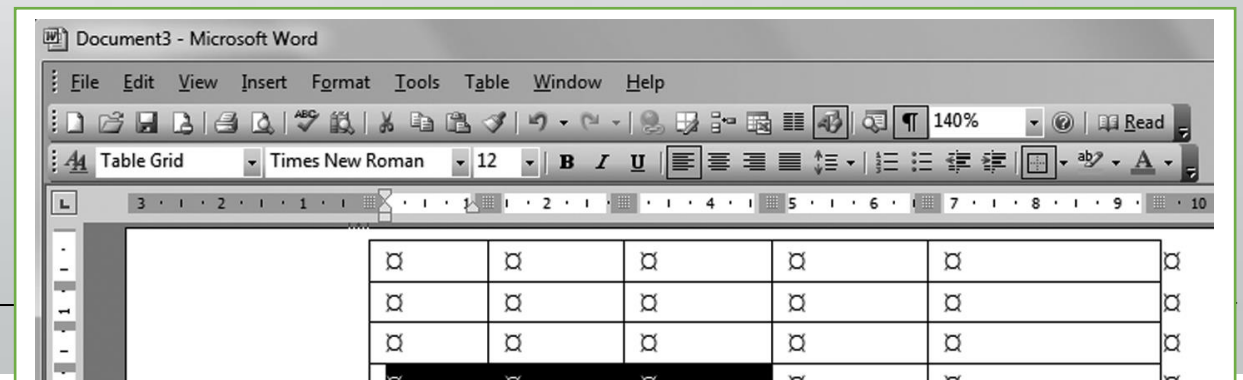
- Select the column or row you want to delete.
- Right click on the column or row.
- Select Delete Cells.
- Click on Delete entire column or Delete entire row.
- Click OK.

- MS Word will delete the row or column you have selected.



- Select the cells you want to merge or split.

- Click on the Layout menu under Tables.
- After you have highlighted the cells to be merged, click on Merge Cells.
- If you want to split the cells again, click on the merged cell, then click on Layout under Tables and select Split Cells.
- Select how many columns and rows you want the cells split into and click OK.
- Your cells will now be split.



How to split and merge cells

