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

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

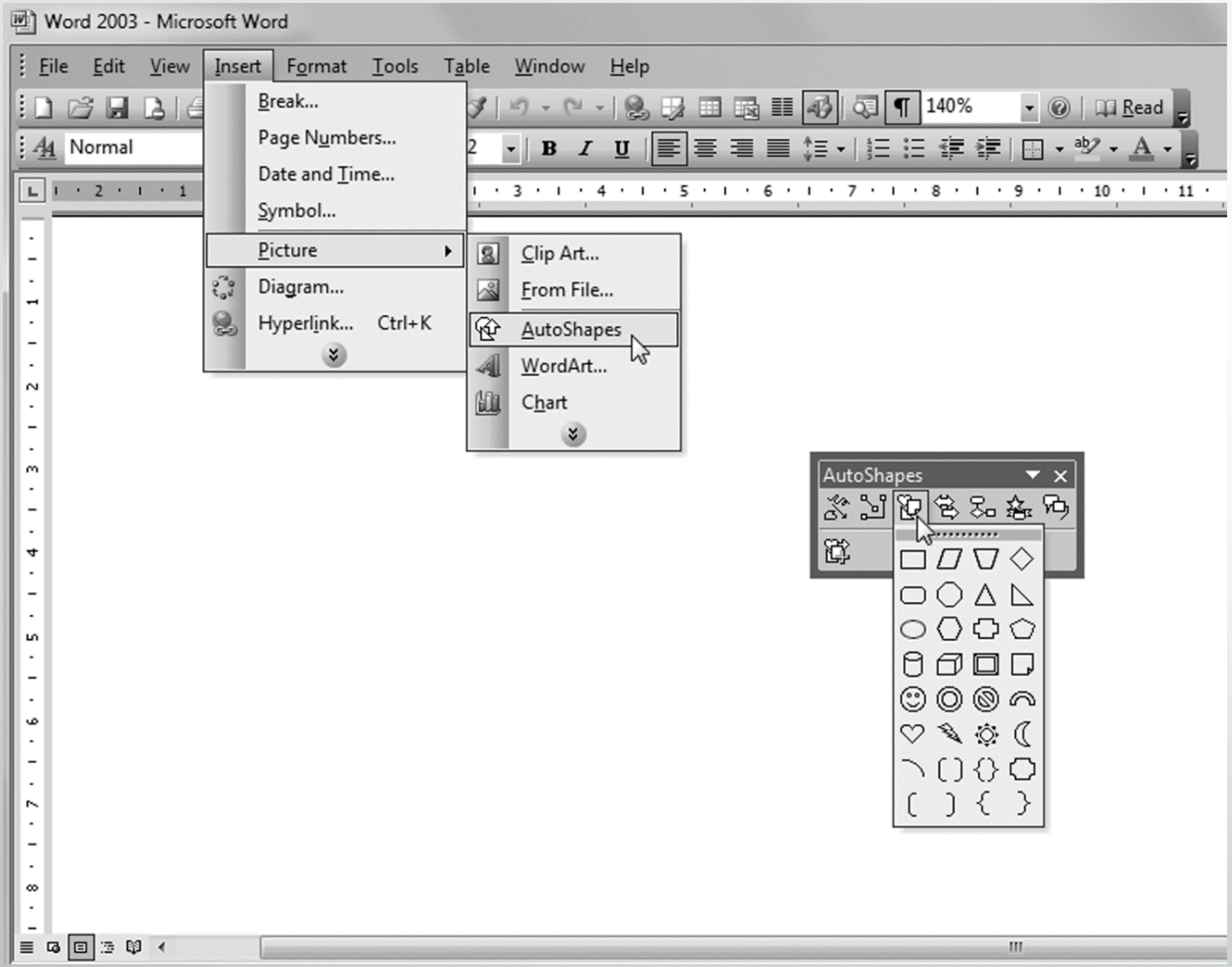
How to apply drawing and WordArt

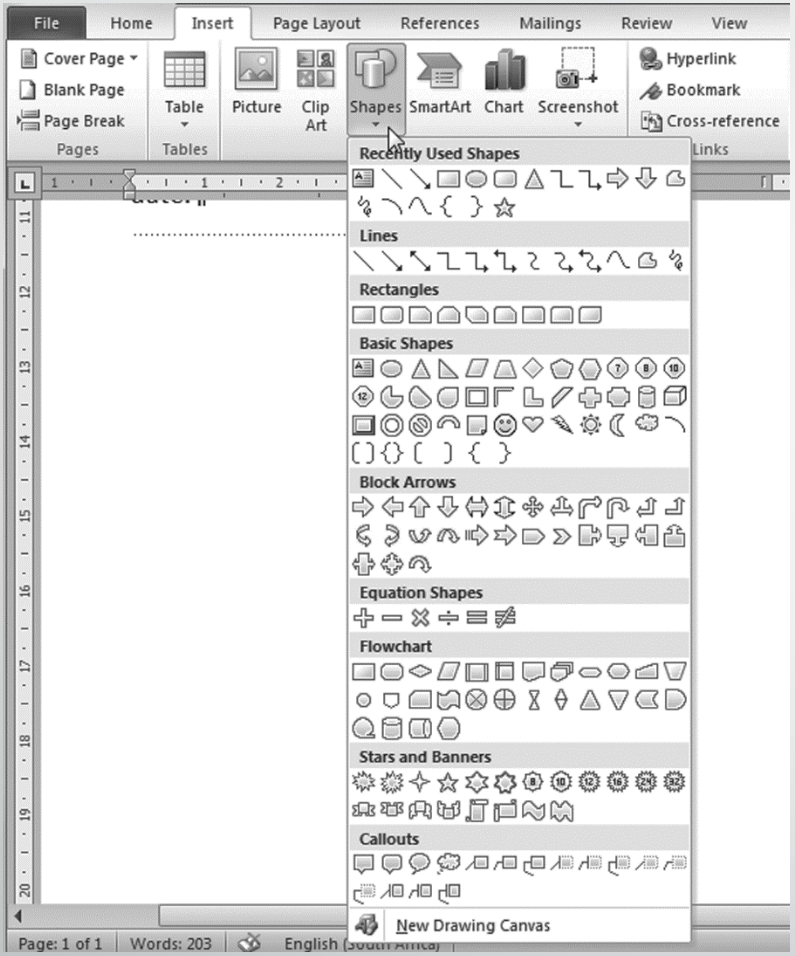
- This is used for inserting lines, arrows, stars, banners, rectangles or arrows.
- Click on the Insert menu.
- You will find Shapes and WordArt with their sub-menus.

How to add shapes

- Click on Insert.

- 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.


Word 2003 - Microsoft Word
File
Edit
View
Insert
Format
Tools
Table
Window
Help
Break...
Page Numbers...
Date and Time...
Symbol...
Picture
Diagram...
Hyperlink... Ctrl+K
Clip Art...
From File...
AutoShapes
WordArt...
Chart
Normal
140%
Read
AutoShapes


File
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
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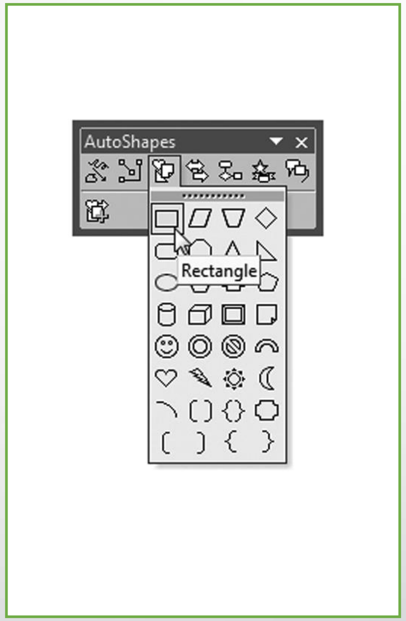
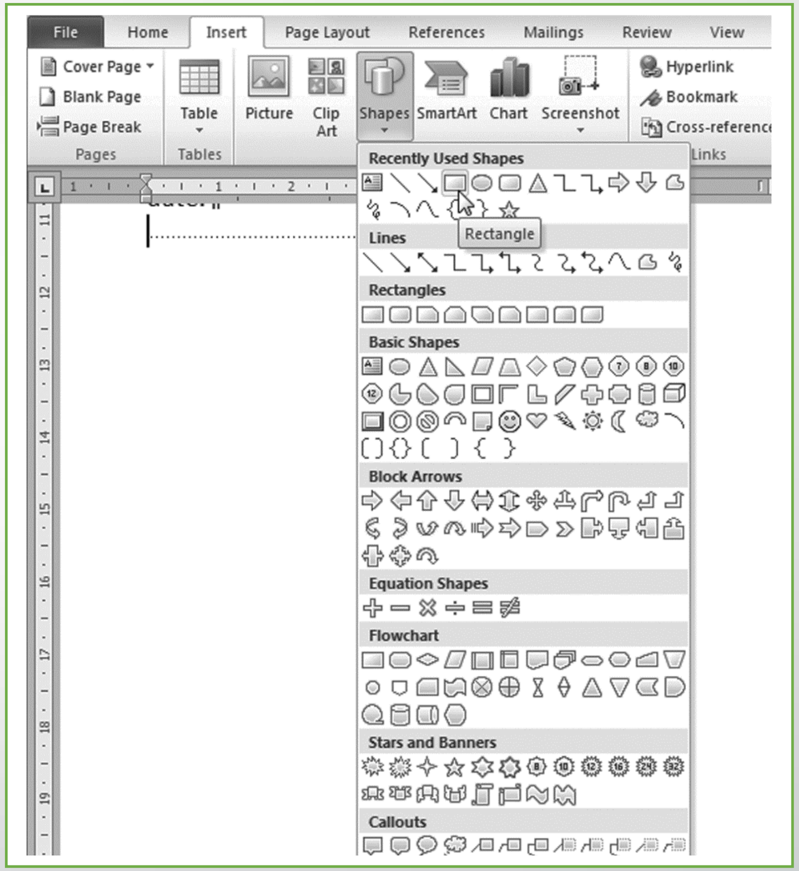
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Links
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts
New Drawing Canvas
Page: 1 of 1
Words: 203
English (South Africa)


AutoShapes
Rectangle


File
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Page Layout
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Mailings
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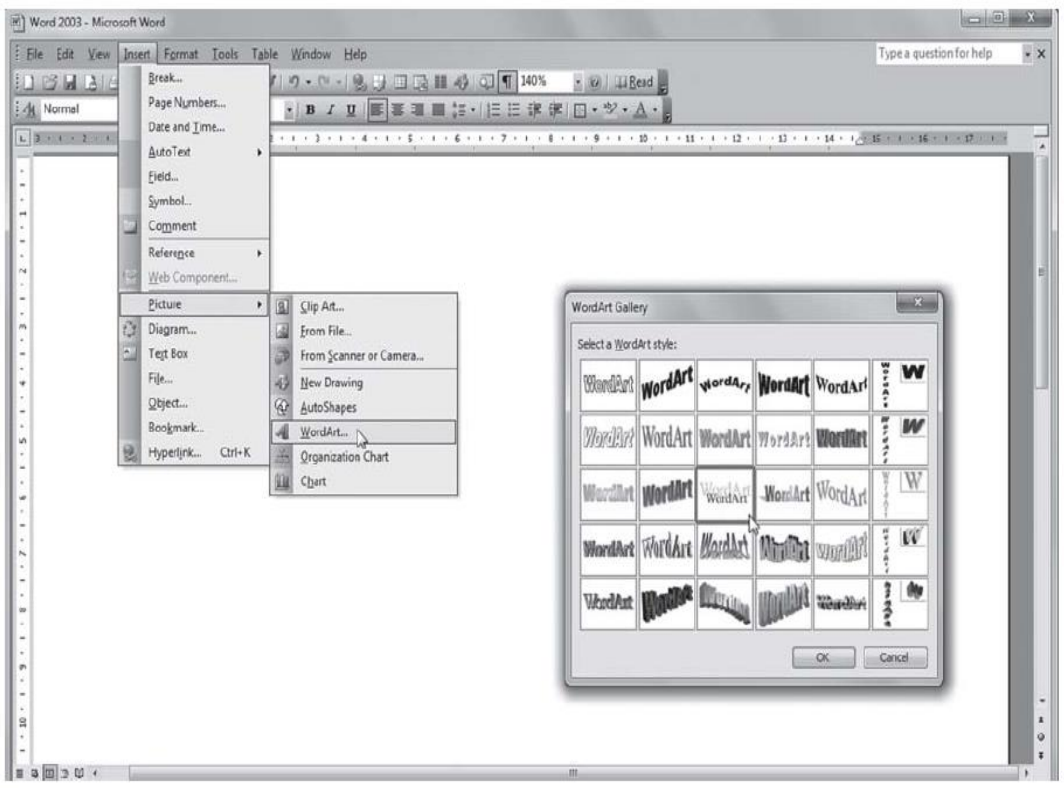
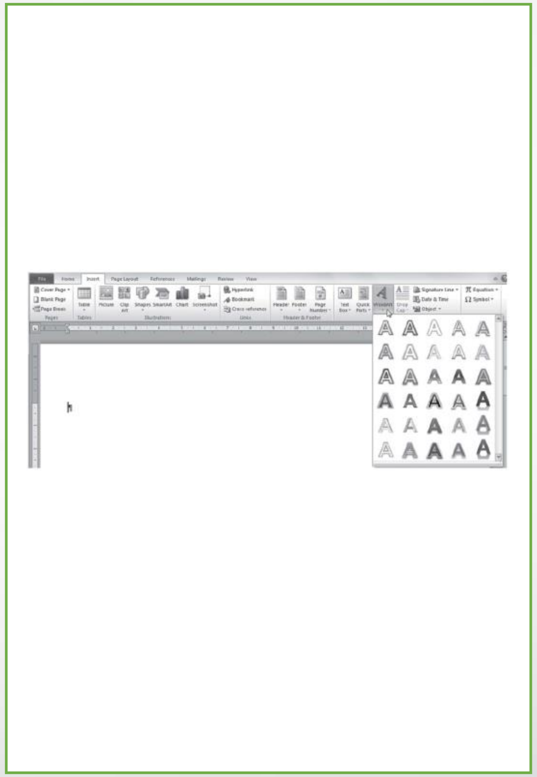
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Links
Recently Used Shapes
Rectangle
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts

Insert WordArt

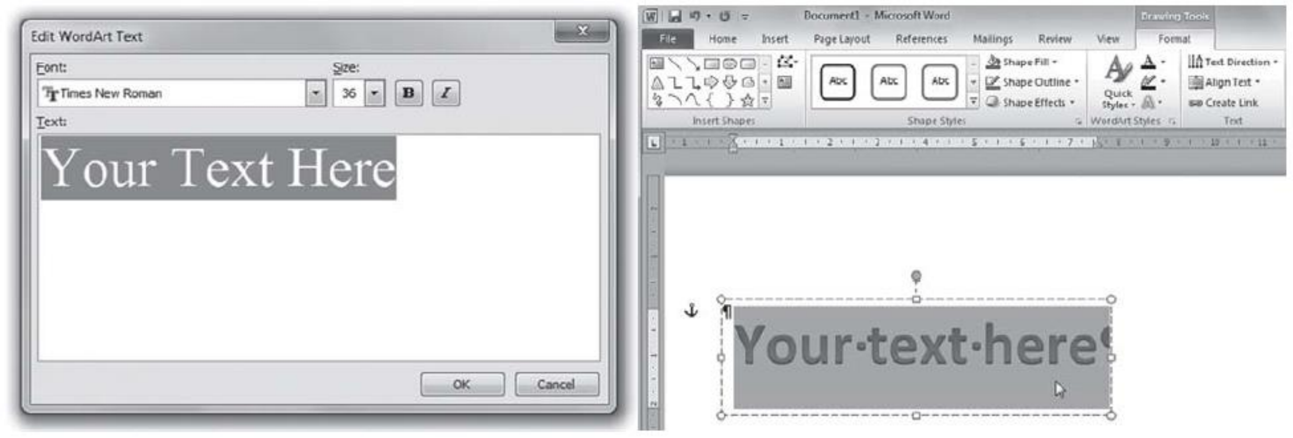
Click on Insert.
Select WordArt.
Select the type of WordArt you want to insert.
Add the text in the box provided.
Change font type and size in the text box.
Can move WordArt by clicking in one of the top corners and dragging.
Resize WordArt by clicking and dragging the outside corners.

Insert WordArt


Word 2003 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
140%
Read
Break...
Page Numbers...
Date and Time...
AutoText
Field...
Symbol...
Comment
Reference
Web Component...
Picture
Diagram...
Text Box
File...
Object...
Bookmark...
Hyperlink... Ctrl+K
Clip Art...
From File...
From Scanner or Camera...
New Drawing
AutoShapes
WordArt...
Organization Chart
Chart
WordArt Gallery
Select a WordArt style:
OK
Cancel



Insert WordArt



Edit WordArt Text

Font: Times New Roman

Size: 36

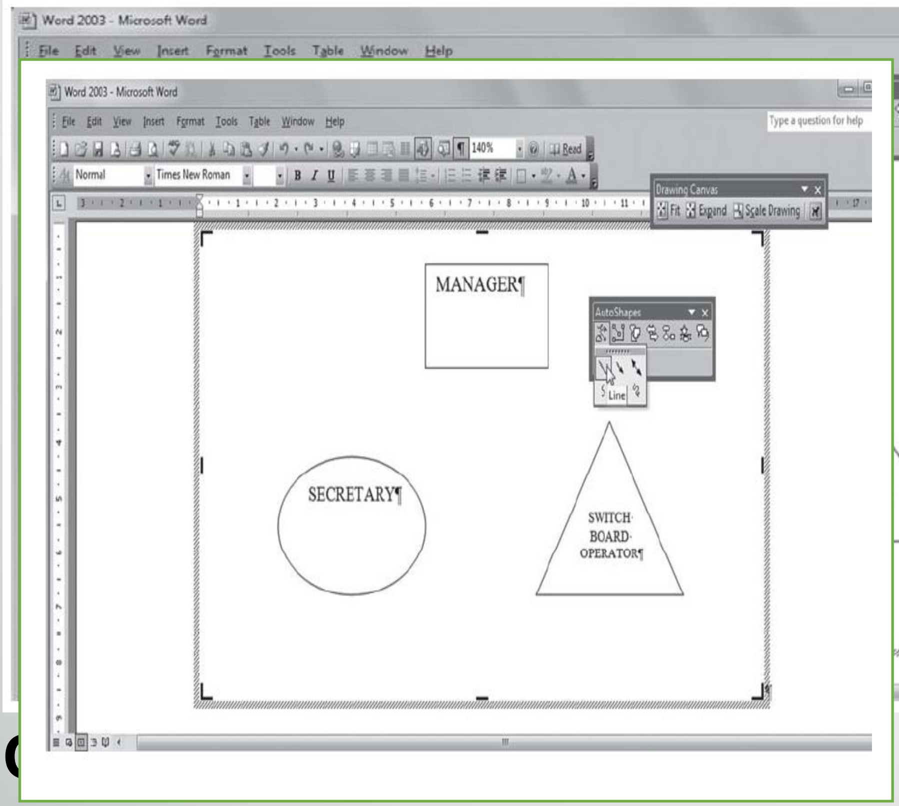
Text: Your Text Here

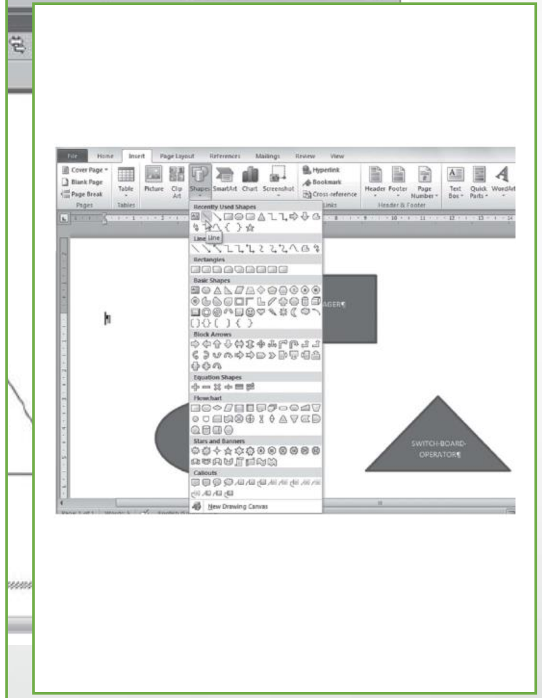
B
I
OK
Cancel
Document1 - Microsoft Word
Drawing Tools
File
Home
Insert
Page Layout
References
Mailings
Review
View
Format
Abc
Abc
Abc
Shape Fill
Shape Outline
Shape Effects
Quick Styles
Text Direction
Align Text
Create Link
Insert Shapes
Shape Styles
WordArt Styles
Text
Your·text·here

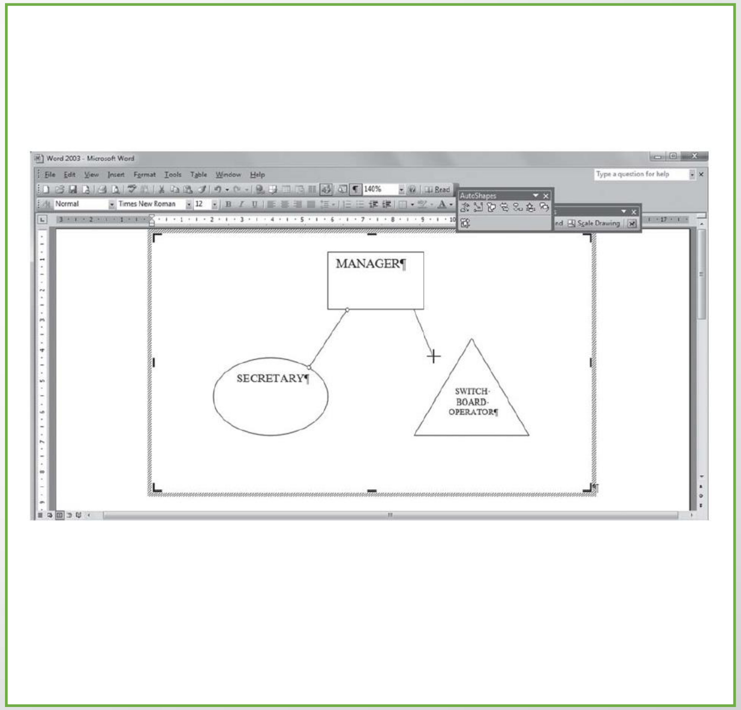
Insert a line

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


Word 2003 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
140%
Read
Drawing Canvas
Fit
Expand
Scale Drawing
AutoShapes
Line
MANAGER¶
SECRETARY¶
SWITCH BOARD OPERATOR¶


File Home Insert Page Layout References Mailings Review View
Shapes
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts
New Drawing Canvas
SWITCH BOARD OPERATOR¶


Word 2003 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
AutoShapes
Scale Drawing
MANAGER¶
SECRETARY¶
SWITCH BOARD OPERATOR¶

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.

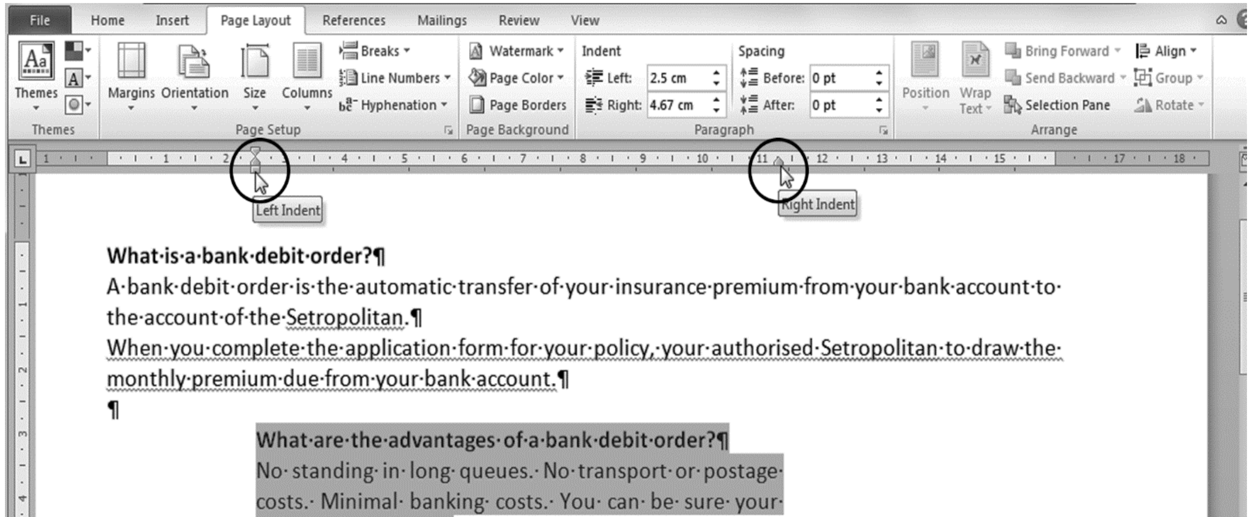
How to insert a column break

- 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.


File
Home
Insert
Page Layout
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Mailings
Review
View
Themes
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Watermark
Page Color
Page Borders
Page Background
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Left Indent
Right Indent

Indent
Left: 2.5 cm
Right: 4.67 cm

Spacing
Before: 0 pt
After: 0 pt

Paragraph

What·is·a·bank·debit·order?¶

A·bank·debit·order·is·the·automatic·transfer·of·your·insurance·premium·from·your·bank·account·to·the·account·of·the·Setropolitan.¶

When·you·complete·the·application·form·for·your·policy,·your·authorised·Setropolitan·to·draw·the·monthly·premium·due·from·your·bank·account.¶

¶

What·are·the·advantages·of·a·bank·debit·order?¶

No· standing· in· long· queues.· No· transport· or· postage· costs.· Minimal· banking· costs.· You· can· be· sure· your·

How to cancel the column command

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

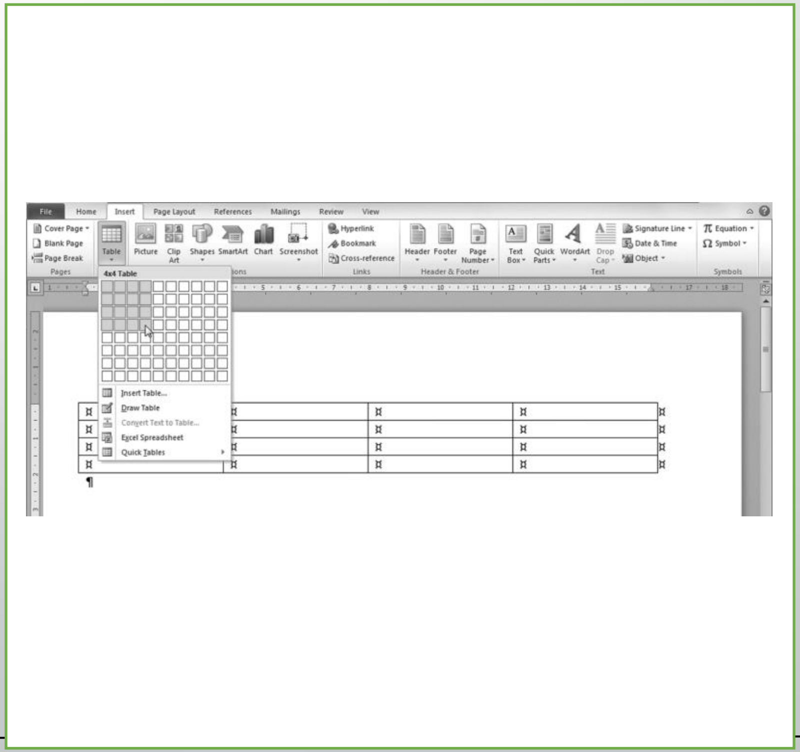
- At Apply to, select This point forward.
- Click OK.

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.


File
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Blank Page
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SmartArt
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Screenshot
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
4x4 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

- 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.

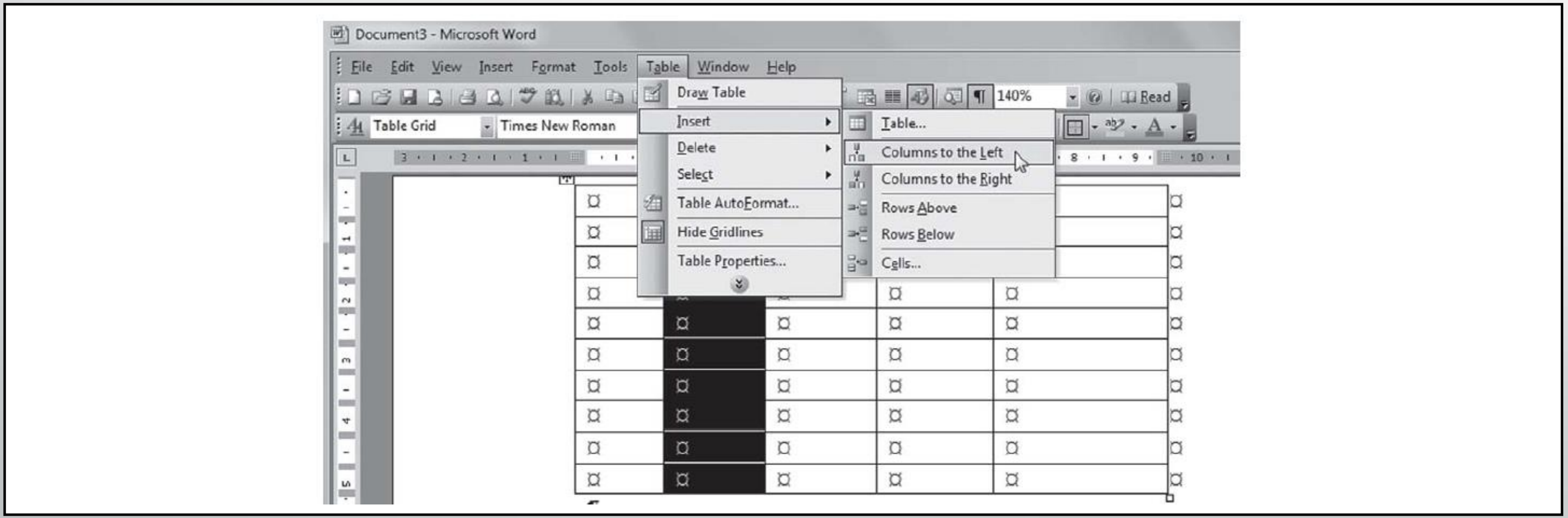
- Or, right click in the table and select Table Properties.
- Go to Column and select Preferred width. Change the column width and click OK.

How to insert extra rows and columns

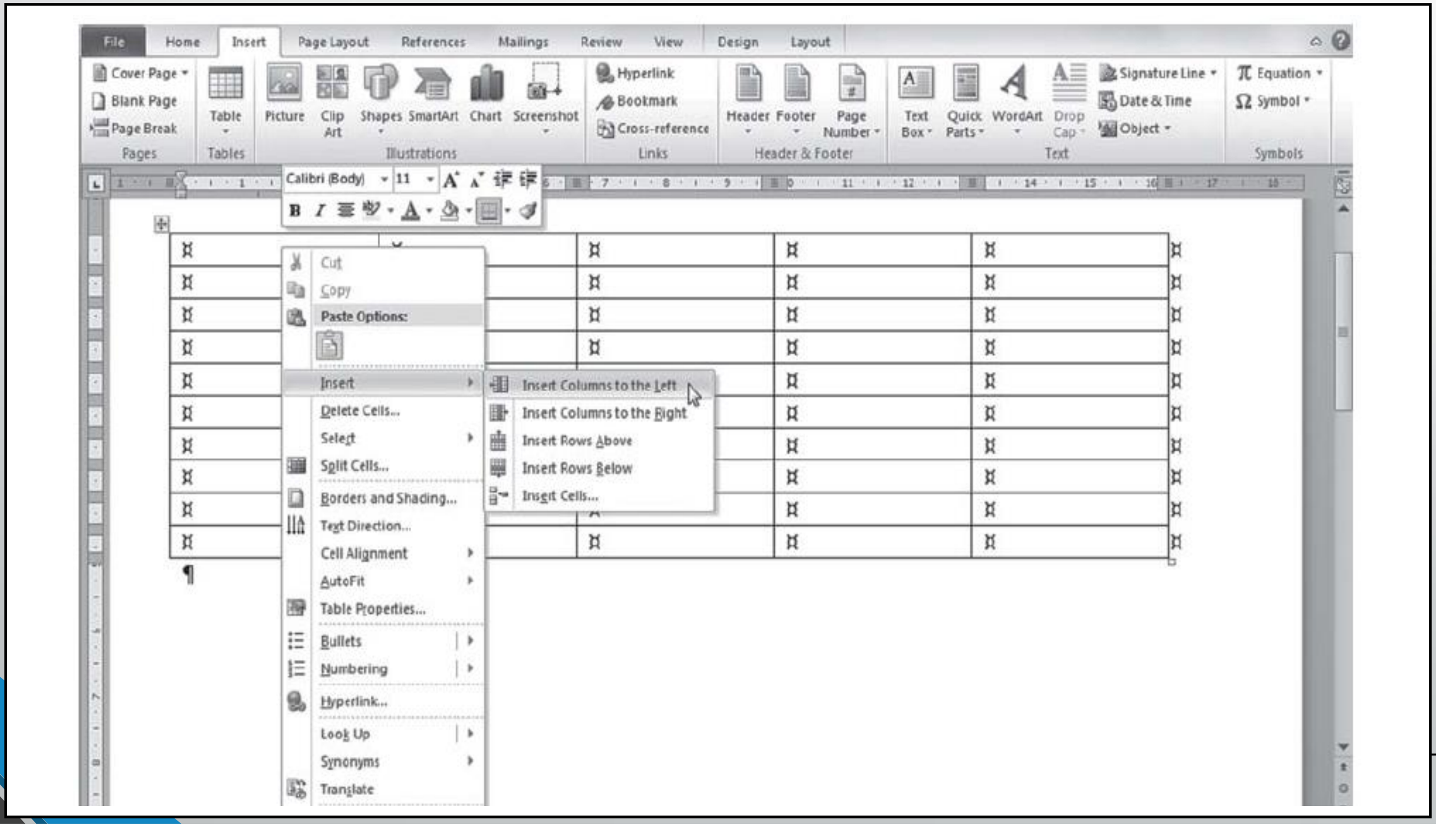
- Select the column or row in which you want to insert the extra column or row.
- Right click on the column or row.
- Select Insert.

- 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


Document3 - Microsoft Word
File
Edit
View
Insert
Format
Tools
Table
Window
Help
140%
Read
Table Grid
Times New Roman
Draw Table
Insert
Delete
Select
Table AutoFormat...
Hide Gridlines
Table Properties...
Table...
Columns to the Left
Columns to the Right
Rows Above
Rows Below
Cells...

How to insert extra rows and columns


File
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Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
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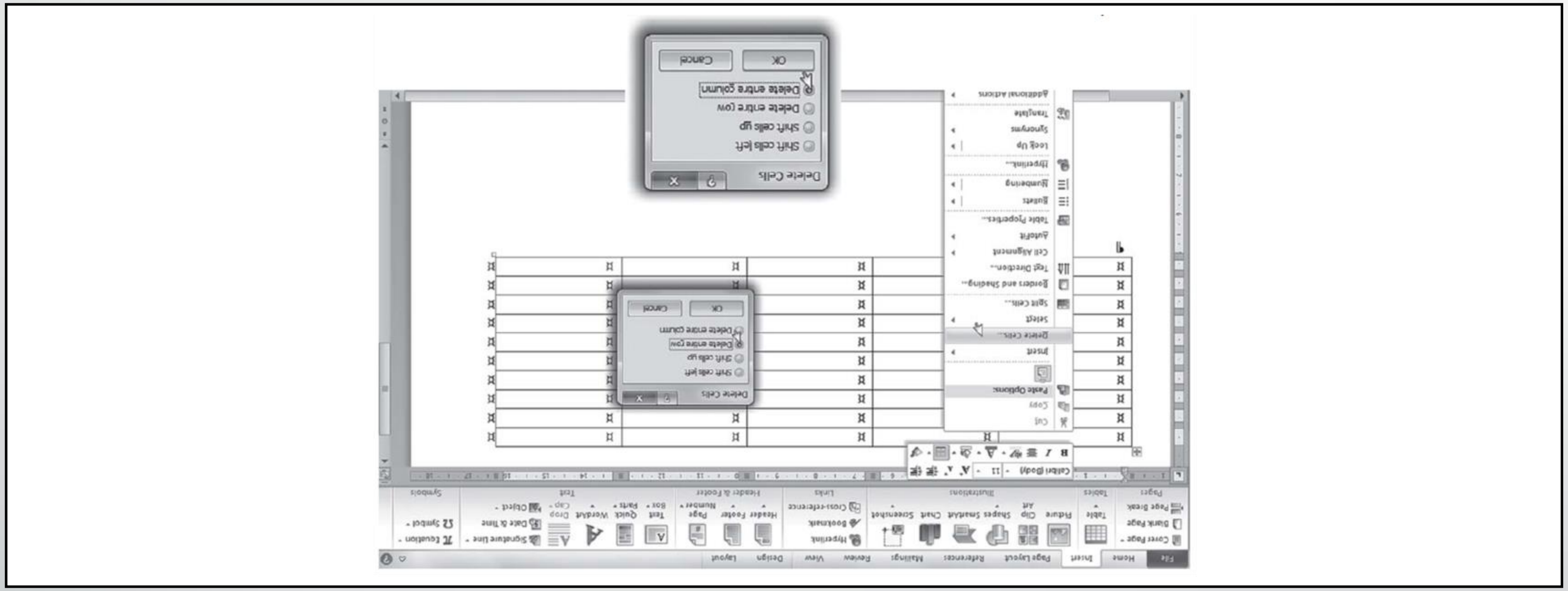
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Calibri (Body)
11
Cut
Copy
Paste Options:
Insert
Delete Cells...
Select
Split Cells...
Borders and Shading...
Text Direction...
Cell Alignment
AutoFit
Table Properties...
Bullets
Numbering
Hyperlink...
Look Up
Synonyms
Translate
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...

How to delete a column or row

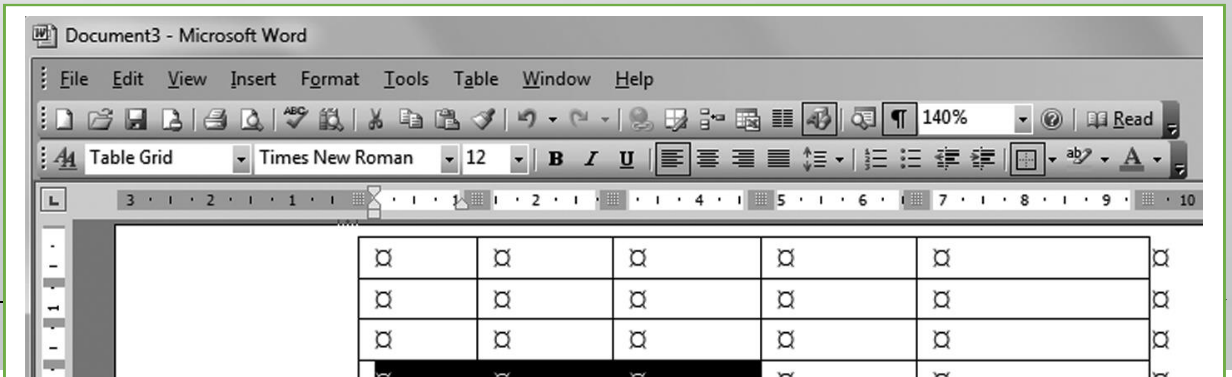
- Select the column or row you want to delete.
- Right click on the column or row.
- Select Delete Cells.
- Click on Delete entire column or Delete entire row.
- Click OK.

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


Delete Cells
Shift cells left
Shift cells up
Delete entire row
Delete entire column
OK
Cancel

- 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.


Document3 - Microsoft Word
File
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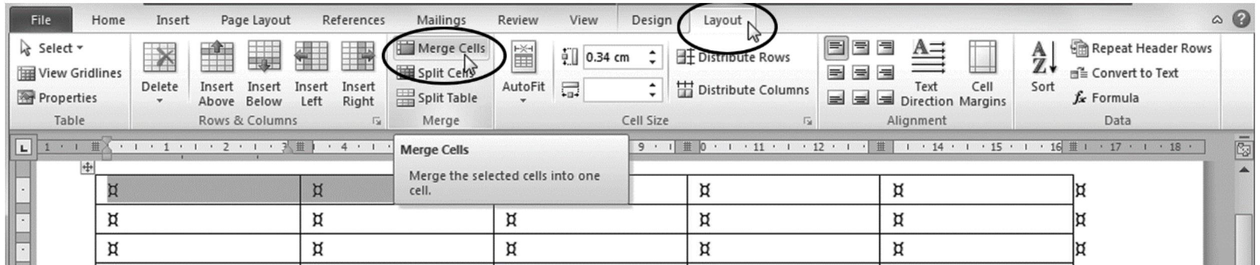
Tools
Table
Window
Help
140%
Read
Table Grid
Times New Roman
12

How to split and merge cells


File
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View
Design
Layout
Select
View Gridlines
Properties
Table
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
AutoFit
0.34 cm
Distribute Rows
Distribute Columns
Cell Size
Text Direction
Cell Margins
Alignment
Sort
Repeat Header Rows
Convert to Text
Formula
Data

Merge Cells

Merge the selected cells into one cell.