Unit 1: Word Processing

This unit deals with the important application area word processing. You will begin by learning how to type and print out articles, and eventually gain the ability to easily and flexibly perform revisions and add formatting. As you do the reading outlined below, you may find it useful to keep some notes of unfamiliar terms and concepts. You will probably find it easiest to understand the more operationally-oriented sections, characterized by lists of step-by-step instructions, by actually trying the operations out on a computer as you read. When you have finished each reading assignment, write out the listed practice exercises to turn in on the indicated day.

Schedule

W Jun 18: (Before class) Read Lessons 1-9, 13 and 17 from the Word Processing Module.

   (In lab) Do projects 1 and 3 from page WP-66. Save your printouts to turn in tomorrow (Practice #2).

Th Jun 19: (Before class) Read Lessons 10-12 from the Word Processing Module. Turn in your Practice #2 exercises from lab yesterday, and write out and turn in the exercises from page WP-6 #2-4 and page WP-53 #2 (Practice #3). (These will be graded separately, so please turn them in as separate assignments.)

   (In lab) Do projects 6, 7 and 8 from page WP-67-68 (Practice #4).

M Jun 23: (Before class) Read Lessons 14-16 and 18-19 from the Word Processing Module. Turn in the printouts you made for Practice #4.

   (In lab) Work on your First Word Processing Assignment (separate handout).

Note: The First Word Processing Assignment requires you to use page numbering implemented as a header. Your textbook explains neither headers nor embedding page numbers, but I’d like you to learn this useful technique. To create a header (or footer) select Header and Footer from the View menu. A box will appear on your page into which you can type text that will appear at the top (or bottom) of each page, and a toolbar labeled “Header and Footer” will appear. The first icon in the toolbar is Insert Page Number; click it. The number 1 appears in the header. Format this by centering it and typing a dash on either side. Finally, to suppress the header on page one, click the sixth icon on the Header and Footer tool bar (Page Setup). Under the Layout tab, click the checkbox beside Different first page; then OK. The page number will be present on page 2 and beyond, but not on page 1. Finally Close the Header and Footer toolbar. The header will disappear from the screen, but will still be printed when you print the document.

T Jun 24: (Beginning of class) Read Lessons 20-22 from the Word Processing Module. Turn in your First Word Processing Assignment.

   (In lab) Work on your Second Word Processing Assignment (separate handout).

W Jun 25: (We will not meet in the classroom today; use the time in lab to finish your work for this unit.)

Th Jun 26: (Beginning of class) Turn in your Second Word Processing Assignment.