

## MODULE 3

### WORD PROCESSING

#### Teacher Notes

#### Time Allocation

Total length of classes – 40 study hours.

Recommended course sequence	Number and name of ECDL module	Approximate course length (study hours)
1.	1. Concepts of information and communication technology	2
2.	2. Using the computer and managing files	4
<b>3.</b>	<b>3. Word processing</b>	<b>10</b>
4.	7. Web browsing and communication	5
5.	6. Presentation	6
6.	4. Spreadsheets	6
7.	5. Databases	7
		40

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## Classroom Equipment

The study material examines version **3.2** of **OpenOffice.org Writer** in the **Gnome** environment of **Linux Ubuntu 10.10**.

The recommended minimum system requirements:

- **x86** processor with a clock rate of **1 Ghz**;
- **1 GB** of random-access memory
- Hard drive capacity (free space for parallel installation of operating systems) – **8 GB**;
- Video card and monitor with a resolution of **1024 × 768**
- USB port
- CD/DVD drive
- Internet connection
- Operating system **Linux Ubuntu 10.10** or newer with the **Gnome** graphical environment (version 2.32 or newer)
- OpenOffice.org (version 3.2 or newer) application suite, including the applications **Writer** and **Base**.

### Note:

The latest versions of Ubuntu may include the identical software **LibreOffice** in place of the **OpenOffice.org** application suite.

The latest versions of Linux Ubuntu use the graphical environment **Unity** by default. It is recommended to use the **Gnome** environment for better correspondence with the tasks of the study material.

## Virtual Environment

If the classroom computers are equipped with a Windows operating system, it is possible to use a virtual work environment.

### To create a virtual environment:

1. Download the free **VirtualBox** software from **www.virtualbox.org**;
2. Install **VirtualBox** in the **Windows** environment;
3. Create a new virtual machine;
4. In the environment of the virtual machine, install **Linux Ubuntu**;
5. Install **VirtualBox** on the classroom computers;
6. Copy the previously created virtual machine disk onto the classroom computers;
7. On the computers, create a new virtual machine in **VirtualBox**, choosing to use the copied virtual disk.

### Note:

Advanced technical knowledge may be needed for creation of the virtual environment and installation of the operating system.

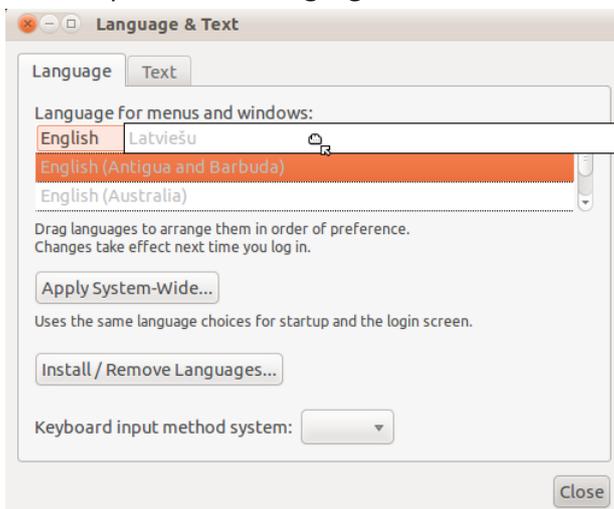
The user manual of **VirtualBox** can be found in the **Documentation** section of its website: [http://www.virtualbox.org/wiki/End-user\\_documentation](http://www.virtualbox.org/wiki/End-user_documentation).

## Language Selection

In **Linux Ubuntu**, it is possible to choose the language of the graphical environment (interface) for both the operating system and the **OpenOffice.org** suite.

**To change the interface language:**

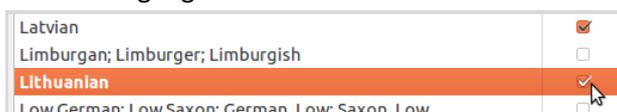
1. Perform the top panel menu command **System→Administration→Language Support**;
2. In the **Language** tab of the **Language & Text** dialogue box, drag the desired language to the top in the list “**Language for menus and windows**”:



3. Click **Apply System-Wide**;
4. Enter the administrator password;
5. In the **Text** tab, choose the number, currency, date format;
6. Close the dialogue box by clicking **Close**;
7. Restart the computer (or log out and log in again).

**If the list does not contain the desired language:**

1. Click **Install/ Remove Languages**:
2. In the following dialogue box **Installed Languages**, tick the checkbox next to the desired language:



3. Click **Apply Changes**;
4. Enter the administrator password.

## Before Starting the Course

- It is recommended to create a new user account with a password for the study course (**System→Administration→Users and Groups**);
- Copy the folder **3\_tekstapstrade** with task templates to the **Documents** folder of the user account;
- Get thoroughly acquainted with the study material and tasks;
- It is recommended to complete all the practical tasks included in the material;
- Complete the final task **3.9\_test** on a classroom computer.

## Practical Task Files

The files of ECDL module 3 **Word Processing** are located in the folder **3\_tekstapstrade**. Task templates and files for completion of the tasks are in subfolders whose names begin with the number of the respective task. Each task folder contains a subfolder called **final**, which contains an example of a file obtained as a result of completing the task.

## Course Outcome

- Work with documents and save them in different file formats;
- Choose built-in options such as the Help function to enhance productivity;
- Create and edit small-sized word processing documents that will be ready to share and distribute;
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options;
- Insert tables, images and drawn objects into documents;
- Prepare documents for mail merge operations;
- Adjust document page settings and check and correct spelling before finally printing documents.

## Independent Work

The final task **3.9\_test** is intended as an independent test of knowledge and assessment of readiness for the exam.

## Customizing the Work Environment

### Appearance

- Display (hide) toolbars: **View→Toolbars→(Toolbar name)**.
- Disable (enable) overtype mode: press **Insert** on the keyboard.
- Visual size of the document: Zoom slider in the application's status bar.



- Display (hide) nonprinting characters: **View→Nonprinting Characters**.
- Display (hide) rulers: **View→Ruler**.

### **Obtain a quick text sample in Writer**

- Enter the letters **dt** in a document and press the function key **F3** on the keyboard.

### **Units of measurement**

1. **Tools**→**Options**;
2. Expand the list **OpenOffice.org Writer**;
3. In the expanded **Writer** list, choose **General**;
4. Choose the units of measurement in the **Settings** pane of the dialogue box.

### **Decimal mark**

1. **Tools**→**Options**;
2. Expand the **Language Settings** menu;
3. Choose **Languages**;
4. Select the country in the **Locale setting** menu of the **Language of** pane.

### **Insertion**

- Picture: **Insert**→**Picture**→**From File**.
- Chart: **Insert**→**Object**→**Chart**.
- Table: **Table**→**Insert**→**Table**.
- Header: **Insert**→**Header**.

### **Formatting**

- Change the page format: **Format**→**Page**.
- Format paragraph: **Format**→**Paragraph**.
- Select bullets (numbering): **Format**→**Bullets and Numbering**.
- Format characters: **Format**→**Character**.
- Format table: **Table**→**Table Properties**.
- Format selected picture: **Format**→**Picture**.

### **Mail merge**

- Mail merge wizard: **Tools**→**Mail Merge Wizard**.
- Register address database: **File**→**Wizards**→**Address data Source**.
- Labels: **File**→**New**→**Labels**.

### **Spelling check**

- Spelling check: press the function key **F7** on the keyboard.