COMPUTER STUDIES NOTES

FORM 2

**Editing**

Editing means making necessary changes to your weather report. The more you read your report, the more you may find that you need to make necessary changes to make it more focused.

***Paragraph Formatting***

1. Alignment
2. Indenting
3. Bullets and Numbering

**Page Formatting**

***Page Layout***

From file menu, chose page set up. The page set up dialogue box appears. Click on the layout tab. From the vertical alignment tab, select the alignment required then click ok

***Columns***Highlight the text to which you want to create columns. From the format menu, click columns. The columns dialogue box appears. In the columns dialogue box, select the number of columns. In the width and spacing boxes, specify the column width an space between columns. Click OK.

***Headers***Headers, footers and page numbers are easily used to navigate a document. Headers are found at the top of every page while footers are found at the bottom. To insert headers and footers: Click on headers and footers from the view menu. In the text boxes that appear, type text in the top box to represent a header and text in the lower box to represent a footer. Practice inserting page numbers by clicking on the insert menu and choosing appropriate options.

***Margins***To set up Margins, click the file menu then page set up. The page set up dialogue box appears. Click margins tab. Enter the values for the left, right, top and bottom margins in the respective boxes. lick OK.   
  
***Orientations***To select orientation, from file menu, choose page set up. Click the paper size tab. From the dialogue box, select the orientation required then click ok.

**Paper Size**From the file menu, click page set up.In the page set up dialogue box, click the paper size tab .Select the size of paper require from the paper size list. Click ok   
Using find and replace feature

Aim: To replace the text "weather Instruments" with "weather apparatus" in the weather report   
1. To find the text, "weather Instruments"  
Activate the Find and Replace dialog   
Key in the text "weather instruments" in the find what box.  
Select the option you want from Reading Highlight Click on OK button.  
2. To replace "weather Instruments" with "weather apparatus"  
Key in weather apparatus in the 'replace with' box.  
Select replace or replace all option  
A dialog box with the number of replacements done will appear.  
Press OK   
Proof - Reading   
Spelling and Grammar Checking

**To check spelling and grammar,**

1. Click tools menu
2. Click on spelling and grammar on the drop down menu.

In the spellings and grammar dialogue box that appears, check the highlight words and replace with the correct words in the lower pane of the dialogue box by choosing one of the following buttons:

Change: To correct only the highlighted incorrect word.  
Change All: To correct all the occurrences of the misspelled word.  
Ignore : To retain the highlighted and continue.  
Ignore all: To retain all the occurrences of the same word.  
Lastly, click add to add the word into the custom dictionary.

**Thesaurus**

Using the Thesaurus helps you to add precision and variety to your writing. The Microsoft Word Thesaurus provides synonyms (words with a similar meaning) and sometimes antonyms (words with an opposite meaning) for a particular word. It also provides lists of related words and different forms of the selected word.   
For example, to find an alternative to the word 'teach', select 'teach'. Click the tools menu and chose 'language' then select 'thesaurus'. The thesaurus dialogue box appears with alternative word to 'teach'.

**Auto correct**

To apply auto correct to your document, click the tools menu then Auto correct. Practice using auto correct feature by applying options available  
  
  
**Undo and Redo**  
Inserting Weather Forecasting Pictures  
Misplaced audio   
Insert Pictures that show Weather Forecasting after the Paragraph about Weather Forecasting.  
  
**Selecting a Cover for your Report**  
Click on ‘insert button’ and choose ‘motion’ as the design of your cover.  
Right the title of your report and date for the cover  
Mail Merge   
Mail merge is a very useful tool in MS word. Its used to address a document to multiple recipients without need for retyping . The three main components of mail merge are:  
Main document or primary document   
Address list   
The merged document   
Creating the Main document :  
  
**Creating the Address list:**  
Creating the Merged document:

steps  
Go to mailings on the menu and select insert merge field.  
Place the merge fields on the document   
Go to mailings on the menu and select finish and merge.  
Choose the merging option i.e. individual document, printer or email

***Printing***Printing is necessary in order to produce hard copies of a document. To print a document in MS word environment.  
Steps

1. Go to file on the menu bar
2. Select print from the drop down menu
3. Preview your print out to check any layout errors
4. On the print dialog select the various options available i.e. copies, pages.
5. Select OK to print .

Nb: This is possible if the printer was already set up .  
  
Types of Publishing Software  
There are two main DTP software specifically developed to create different layout designs for text and pictures. The two main classifications are PageMaker and Ms Publisher.  
  
Adobe Page Maker  
Publisher  
CorelDraw  
InDesign  
Scribus

**Layout design**

With a desktop publisher, you can design a page layout by setting consistent picture and object locations, dividing the page in a number of columns and creating layers. A layer can be viewed as an arrangement of objects on top of each other with the one on top being in the first layer. For instance, text can be on one layer while graphical objects on another. Therefore the text layer can be manipulated separate from the graphical object layer. For example, text moves separate from the object. In addition, you can make the graphical layer transparent in order to make the text in a layer behind the object visible.

***Manipulating text using the toolbox***

Creating a publication from scratch  
When creating a publication from scratch, you make basic design decisions in the Document Setup dialog box, which opens automatically when you choose File > New. For example, you can specify page size and the placement of page margins.  
In PageMaker for Windows, you can also specify a printer so that PageMaker composes the publication accordingly.   
The number of publications you can have open at once is limited by the amount of memory available.

***To start a publication from scratch:***

1. Start PageMaker, and choose File > New.
2. Specify options in the Document Setup dialog box, and then click OK.

Specify page layout details--number of text columns, page-numbering scheme, and the basic design of the publication--in the publication itself.   
  
**Editing a publication**

Moving and resizing text objects  
After you add text, you can adjust the size, shape, or location of text objects without affecting the order of text in the story or its formatting. In addition, you can combine text objects from different stories or break threaded text into separate text objects and stories.  
To move a text object:

1. Position the pointer tool anywhere inside the text object and hold down the mouse button.
2. When the pointer changes, drag the text object to a new position.

If you click a text object and then pause slightly before dragging, you'll see the text as you move it, making it easy to position it accurately (left). Otherwise, you'll see the outline of the text object as you drag (right).  
To resize a text object:

With the text object selected, click the pointer tool on a corner handle (for a text block) or any selection handle (for a text frame) and drag to resize the text object.  
To break threaded text into a separate, unthreaded story:

Use the text tool to select the text to be separated from the story, and choose Edit > Cut.  
Click an insertion point outside an existing text object to create a new text block, or click in an empty unthreaded frame, and choose Edit > Paste. The pasted text appears, but it is no longer threaded to the original story.

If the text you want to separate is in its own text frame with no other text, select the frame and choose Element > Frame > Break Threads. This does not break the flow in the remaining text frames in that thread.  
Formatting a publication A