COMPUTING AND DIGITAL LITERACY

Word Processing

Difficulty level: Easy

Computing and Digital Literacy

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Overview of the concept

This is how you write essays, reports, and letters on a computer, where you can type, correct, format, and print your work far more easily than writing it by hand. A word processor lets you fix a mistake without rewriting the whole page, move paragraphs around, and make the layout look neat. It also saves your work, so you can come back to it later and keep editing. That is how nearly all writing is done now, from school essays to job applications to letters.



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Worked examples

EXAMPLE 1

Q How would you format the heading 'my essay' so it stands out?

SOLUTION

Before: my essay

After: MY ESSAY (bold, larger, centred)

Select the heading text by dragging over it.

Click Bold and choose a larger font size.

Click the centre alignment button so the heading sits in the middle.

EXAMPLE 2

Q You typed 'I went to the libary yesterday.' How do you fix the spelling mistake?

SOLUTION

I went to the libary yesterday.

The wavy underline marks 'libary'.

Right-click it and choose 'library'.

Look for the wavy underline under a word the program thinks is misspelled.

Right-click the word to see suggested spellings.

Click the correct spelling, then read the sentence again to check it makes sense.

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Practice questions

1 How do you make the heading 'my science project' italic and underlined?

- **A** Select it, click Bold, then click centre alignment
- **B** Select it, click Underline, then press Ctrl+Z
- **C** Select it, click Italic, then click Underline
- **D** Click the heading, then press Delete

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2 How do you make selected text bold?

- **A** Select the text and click the Bold button
- **B** Select the text and press Ctrl+Z
- **C** Click the Bold button, then type the text
- **D** Select the text and click the centre alignment button

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3 A heading is small and left aligned. What three changes make it stand out?

- **A** Make it smaller and left aligned
- **B** Make it italic and underlined
- **C** Make it bold, smaller, and right aligned
- **D** Make it bold, larger, and centred

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4 Which button centres a paragraph?

- A The bold button
- B The centre alignment button
- C The underline button
- D The italic button

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5 The sentence 'We rode our bycicle to the park.' has a wavy underline under 'bycicle'. What should you do?

- A Right-click 'bycicle' and choose 'bycycle'
- B Right-click 'bycicle' and choose 'bicycle'
- C Delete the sentence and start again
- D Ignore the wavy underline

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The sentence 'Their going to the park.' has no wavy underline, but 'Their' is wrong. What should you do?

- A Fix it yourself to 'They're'
- B Right-click 'Their' and choose 'They're'
- C Leave it, since there is no wavy underline
- D Fix it yourself to 'There'

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What does a wavy underline under a word usually mean?

- A A possible spelling mistake
- B A grammar mistake
- C The word is correct
- D A word to delete

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8 The sentence 'I recieved a letter.' has a wavy underline under 'recieved'. What should you do?

- A Right-click 'recieved' and choose 'recieve'
- B Delete the word 'recieved'
- C Right-click 'recieved' and choose 'received'
- D Ignore the wavy underline

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9 What is a word processor used for?

- A Typing, editing, formatting, and printing written documents
- B Making spreadsheets and doing calculations
- C Browsing the internet
- D Playing games and watching videos

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How do you undo a mistake?

A Ctrl+Z

B Ctrl+C

C Ctrl+V

D Ctrl+S

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ANSWER KEY

1. Select it, click Italic, then click Underline
2. Select the text and click the Bold button
3. Make it bold, larger, and centred
4. The centre alignment button
5. Right-click 'bycicle' and choose 'bicycle'
6. Fix it yourself to 'They're'
7. A possible spelling mistake
8. Right-click 'recieved' and choose 'received'
9. Typing, editing, formatting, and printing written documents
10. Ctrl+Z

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