

Easy Way



Teach yourself...

Keyboarding

with

Microsoft Word 2007

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way - Keyboarding (Word 2007)

This book is designed to teach topics for learning keyboarding skills with Word 2007. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

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Text Processing Ergonomics Start up Word, Saving, Printing Learning the Alphabetic Keys

Learning Outcomes

At the end of this section you should be able to -

- ☐ Understand text processing
- ☐ Understand the term ergonomics and apply concepts and exercises to prevent health problems
- ☐ Describe parts of the keyboard
- ☐ Start Word 2007, understand the screens and defaults
- ☐ Sit properly at your workstation and use correct fingering
- ☐ Type alphabetic text on the keyboard
- ☐ Consolidate keyboard learning
- ☐ Type alphabetic sentences
- ☐ Type short paragraphs

What is Text Processing?

A word processing system provides the means of creating text via a keyboard and screen and storing this text (usually on disk) so that it can be recalled to the screen, edited and reformatted as many times as required without any retyping. One or more copies can be printed at any stage during this process.

Word processing is usually done on a computer which can also be used for various functions, eg spreadsheets, database programs, small business accounting programs etc). These programs are called "software".

The computer configuration is called "hardware" and consists of a keyboard, monitor, and system unit. A printer is necessary to print "hard copy".

Parts of a computer system are shown below:



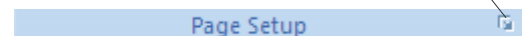
Instructions in this manual will cover Microsoft Word 2007.

- Any illustrations from the Word program will be in Word 2007.
- Instructions will be displayed as shown below.

To change left and right margins -

- 1 Click on the **Page Layout** tab at the top of the screen.
- 2 Click on the Page Setup Dialog Box Launcher button as shown at the right, to display the Page Setup dialog box.
- 3 In the Margins section, type in measurements in the Left: and Right: boxes.
- 4 Click on OK.

Page Setup Dialog
Box Launcher button



Ergonomics

Ergonomics is the study of efficiency, comfort and safety of people in their working environment. The Health and Safety in Employment Act 1992 has made many ergonomic requirements by law. There are additional considerations that most responsible employers choose to put in place to ensure a safe and efficient workplace. The Department of Labour has published an approved *Code of Practice for the use of Visual Display Units*, covering all of the ergonomic factors that should be considered in a workplace.

Ergonomics for computer operators covers the following areas.

Office Environment

Room Space

In an office environment there should always be enough space for everyone to carry out their work safely. The exact amount of space, and the manner in which furniture is laid out, depends on the type of work being completed. It is also important to consider safe access to the workstation, and to other office furniture.

Décor and Lighting

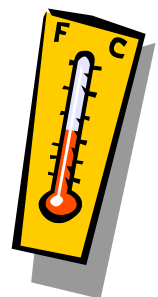
In order to reduce glare, rooms should be decorated in pastel shades. Blinds should be used to prevent strong sunlight from entering the room. Workstations should be located away from windows and positioned to avoid reflections. Where possible use natural light and blinds to control the light. In most offices a combination of natural and artificial light is used. Fluorescent lighting is usually standard lighting used in office situations.



Temperature and Ventilation

Computers produce heat which can make your work space warmer than the rest of the office. Make sure the screen is not hard up against a wall or partition and that there is plenty of air flow around the unit. A small desk fan may be necessary if you are working in a confined space. Windows can be used for additional ventilation.

The combined effects of heat and humidity can produce dryness and eye irritation. The best environment is with a relative humidity of 45 per cent or greater. Air conditioning can lead to a dry atmosphere.



Noise

People and equipment, ie printers, photocopiers, phones, etc, contribute to the noise factor within an office. If possible such equipment should be placed in areas away from where people are working to reduce noise levels.

Dust

Dust can be a real enemy of computer equipment, both externally and internally.

Screen cleaners are generally designed not just to clean, but to reduce static electricity and dust. Obviously, this will result in a better monitor picture, and hopefully less eyestrain.

Cables

Ensure that cables are kept tidy and out of the way. If power cables trail across the floor someone could trip over them. Special desks have a cavity that encloses computer cables - an alternative is to use cable ties to bind cords together, or use special tape that can be purchased for this purpose. Always take particular care with network cables as they are easily damaged.

An exciting development in computer equipment is infra-red or radio-frequency technology. This means that it is possible to have a cordless mouse, keyboard and printer.

Computer Hardware and Equipment

Monitor



Poor visibility can cause eye irritation and headaches. An anti-reflective or polarising filter or treatment may be attached or applied to the monitor to cut down glare and help reduce radiation. You can also avoid radiation by ensuring you are not seated at the side or back of other monitors.

To prevent eyestrain, take the following steps.

- 1 The top of the screen should be just below eye level. To do this, you may need to reposition your system unit and use a separate stand for your monitor.
- 2 Adjust your monitor for maximum contrast and minimum brightness.
- 3 Reduce reflections by tilting the screen and avoid locations where the monitor directly faces towards or away from bright window light.
- 4 The monitor should also be adjusted to avert the glare from direct lighting. A glare screen and dark clothing can help reduce reflections.
- 5 Blink often when using a computer to prevent dry eyes and headaches and look away from your screen often.
- 6 Ensure the screen background colour is set to a colour that is easy on the eyes.

To avoid straining your neck, the monitor should be directly in front of you, not to the side.

UV Filter and Anti-glare Screen

Where a computer monitor is located near a window or lights, glare can commonly be a problem causing eyestrain or headaches. An anti-glare screen can be positioned over the monitor to reduce or eliminate the problem.



Many anti-glare screens incorporate radiation filters to protect the user from potentially harmful rays emitted by a computer monitor.

New monitors are available that incorporate filters, and have flat screen technology which reduces or eliminates glare.

Copy-holder

A copy-holder makes it possible to view documents without excessive neck bending. It should be large enough to support the copy placed on it and should be stable in all positions. Position the copy-holder so it is comfortable for you to read from, usually on a slight angle at the left of the screen.



Keyboard

Ideally, the keyboard should allow the operator to work with his or her elbows at a 90-degree angle – upper arms should hang gently at the sides and wrists should be straight. The following steps can reduce strain on the hands and wrists.

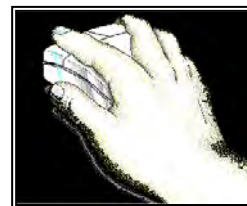
- 1 Don't pound the keys. This sends shockwaves up the arms that can create or aggravate problems with the fingers, wrists and arms.
- 2 Don't over-reach when reaching for the function keys. This causes the finger tendons to stretch. Move your hand closer to the desired key before pressing it.



Mouse

Place your hand so it rests on the mouse with your index finger resting on the left mouse button, your middle finger resting on the right mouse button and remaining two fingers at the right of the mouse. The mouse is positioned at the right or left of the keyboard. A wrist rest helps to prevent RSI problems from occurring.

There is now a huge range of mouse designs available to fit comfortably into large and small hands, and left and right.



Trackball

The trackball is a pointing device that is used as an alternative to a traditional mouse. The trackball stays still, and the ball is moved with the thumb, finger or palm of the hand. Some people prefer a trackball to a mouse. You don't need much space to use a trackball, as it doesn't have to move anywhere, and unlike a mouse, it can sit on any surface.

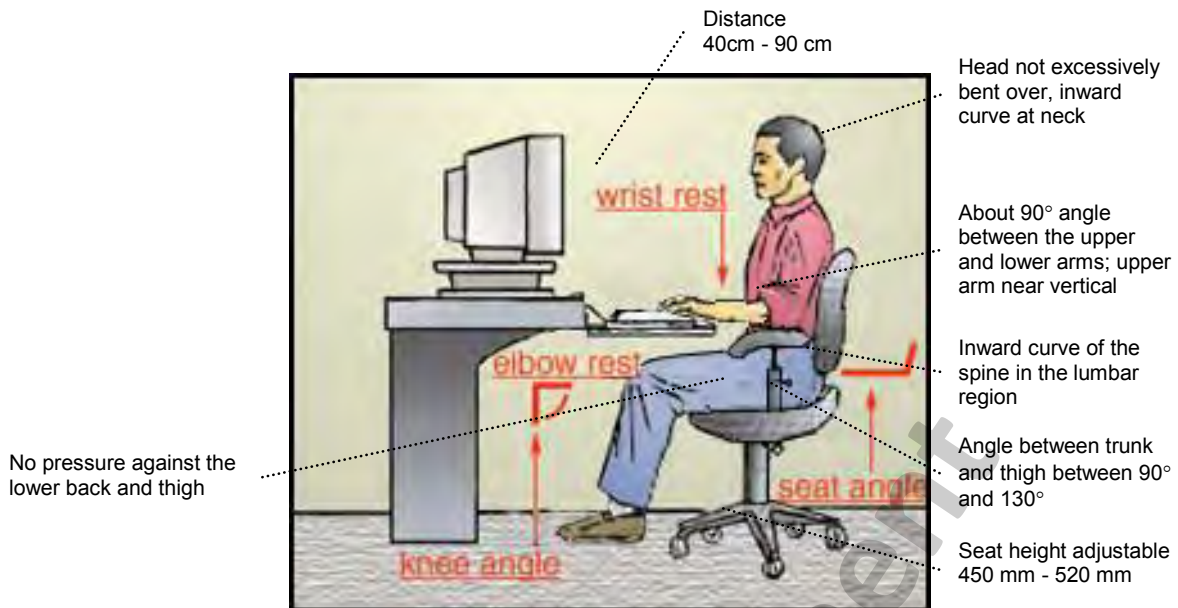


Combination Devices

There is a range of keyboards that combine a pointing device such as a mouse or trackball. These are usually ergonomically designed and have a range of special features, allowing everyone to find something to suit their needs.



Computer Furniture and Operator Posture



Chair

A well designed, adjustable chair is one of the most important factors in preventing posture problems. Your chair should be adjustable vertically (usually between 38 cm and 52 cm in height) and **be adjustable while you are seated**.

You should be able to sit with both feet on the floor about a shoulder width apart, with no pressure against the lower back or your thighs - you should be able to fit one hand-width between the seat and the back of your knee.

Sit comfortably in your chair ... not too far back, and not perched on the edge of your seat.



Foot-rest

A foot-rest is useful when the desk and chair cannot be adjusted and can be used to ensure proper posture. Ideally the foot-rest slope should be comfortable, 0°-10° is recommended, with a flat surface area of 350 x 45 mm.



Desk/Workstation

An important ergonomic consideration in an office is the manner in which space is used, and the furniture (typically anti-static) that is used with computer equipment. There is a huge range of desks/workstations available, providing an ergonomic work space solution for anyone. Features of ergonomically-designed workstations include:

- Electrically adjustable parts
- Sit down or stand up operation
- Adjustable, tilted keyboard surfaces
- Sliding trays for keyboard and mouse
- Safe and tidy cable securing



If the height of your chair and foot-rest are fixed then you must be able to adjust the height of your desk. Normally, a desk should allow the keyboard to be around 60 cm to 78 cm off the ground and give you around 40 cm of leg room. The table should allow you to position the centre of the screen at a height to suit you. If the desk is not adjustable then it is even more important for the chair to be adjustable.

The desk should be big enough to allow the keyboard, screen controls (on/off, brightness), documents, document carrier, and any other items which you use regularly (telephone, desk caddy, etc) to be within easy reach. It should also be as thin as practical, ideally less than 2.5 cm to give you maximum knee room.

Good Operator Habits

RSI and OOS

Occupational overuse syndrome (OOS) and repetitive strain injury (RSI) are collective terms for a range of conditions, including injury, characterised by discomfort or pain in the muscles, tendons and other soft tissues, with or without physical signs. Symptoms can include:

fatigue	muscle discomfort
a burning sensation	stiffness
aches and pains	soreness
weakness	numbness and tingling

The risk factors for OOS or RSI can be summarised as:

- Poor planning for VDU work
- Poor work organisation
- Inappropriate selection of computer hardware and software
- Inappropriate selection of office furniture
- An inappropriate VDU environment
- Poor workstation layout
- Lack of education, training and skills

It is important that steps be taken to prevent these health problems from occurring. Repetitive tasks should be minimised and work breaks taken. Exercises should be used to stimulate blood flow - to help reverse the effects of muscle tension - and help you to relax. Ensure that your posture is correct at all times and report any aches and pains promptly so that they can be dealt with before they become severe or chronic.

Work Breaks

Operators should be given frequent breaks away from their computer in order to avoid eyestrain and posture problems. The recommended break is 10 minutes every hour worked where work is screen-intensive. Try to vary tasks and take a break from your computer to do filing, make business phone calls, etc.

Exercise 1

➤ Answer True or False to the following questions.

Sit as close to the monitor as possible so you don't strain to see small type	True	False
Use a footrest if your feet don't reach the floor when sitting	True	False
Short-neck monitors are for people whose chairs aren't adjustable	True	False
A mouse bridge helps avoid having to stretch to reach the mouse	True	False
There is only one style of keyboard available, so you just have to get used to it	True	False

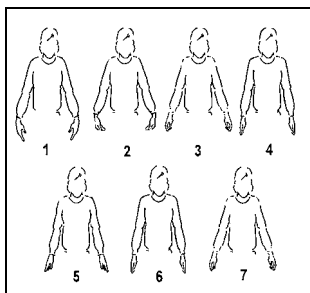
Micropauses

A micropause is a short break in work for muscle relaxation. Specifically, it is a 5-10 second break in work for muscle relaxation every three minutes or so. Micropauses allow for the restoration of blood flow to muscles which have been held tense. It is when the muscles relax fully that micropauses are of most value. They help you be more productive. A variation to exercises is simply to count your breaths.

Physical Exercises

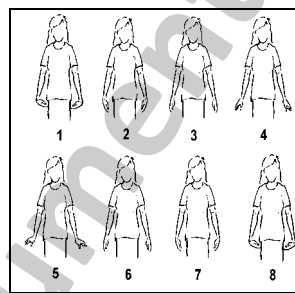
There are many exercises that you can do at regular intervals during the day to stimulate blood flow and reduce muscle tension - a real enemy of computer users.

Exercises recommended by the Department of Labour's Code of Practice are shown below.



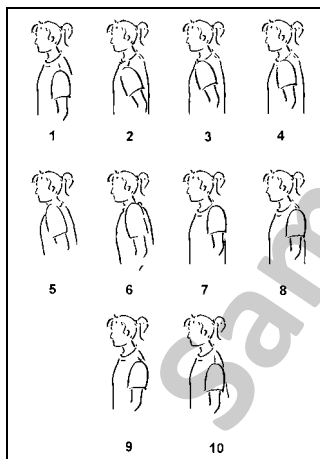
Exercise One - Arm Shakes

Let your shoulders go loose and shake your whole arm(s), holding your arms straight up and down.



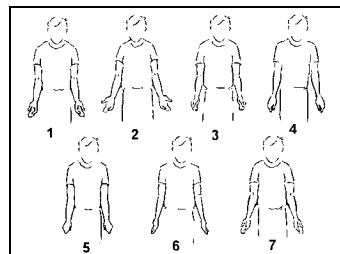
Exercise Two - Wrist Flaps/Forearm Turns

Let your wrists go loose, move your arms back and forth to make your hands flap, bending loosely at your wrist.



Exercise Three - Shoulder Rolls

In a relaxed manner, circle your shoulders (hold the rest of your body as still as possible) so they describe the biggest circles possible. Let your arms hang still while your shoulders move. Do big circles in both directions.



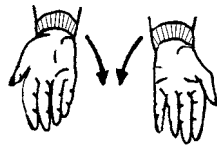
Exercise Four - Forearm Turns

Sometimes, our work causes us to hold some muscles short and tight. These need gentle lengthening.

Straighten your arms, hold them down by your thighs, both ways. Hold for a few seconds at the extremes.

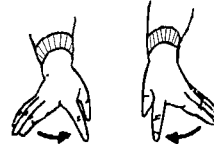
Exercise Five

1



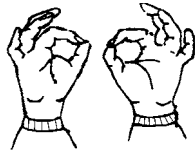
With forearms rested, turn palms up then down.

2



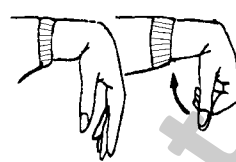
With fingers straight, spread apart then together.

3



Touch each finger to thumb in turn. Repeat sliding finger tip to base of thumb.

4



Bend wrist to 90°, fingers straight - make a fist.

Eye Exercises



To avoid eye strain when using a computer screen do the following.

- Blink often to prevent the surface of your eyes drying out and becoming irritated.
- Stare off into space - every now and then look across the room or out the window.
- Adjust your screen so it is not too bright.
- Use a glare screen to minimise glare reflected back into your eyes.
- Wipe the dust off your screen regularly.
- Use the clock at the right to practise eye exercises (you can also do these exercises in greater movements shown in brackets below).

12 to 6 (from ceiling to floor)

9 to 3 (from one side of the room to the other)

1 to 7

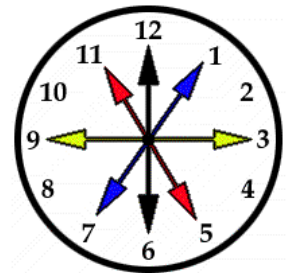
11 to 5

Now close your eyes for a few seconds, relax, and open your eyes.

Begin at 12 and circle around to 3, 6, 9 and back to 12 three times.

Reverse directions, then close your eyes and relax.

- To release tension in your face around your eyes, close them tightly and gently squeeze, allowing your facial muscles to draw up. Hold for two seconds, relax your face and open your eyes, then open your mouth wide while raising your eyebrows. Repeat three times.



The Keyboard

A computer keyboard is similar in layout to a typewriter. It allows you to communicate with your computer by using keystrokes for commands, and to enter and edit data. There are many styles of keyboards available, including some that have additional functions (eg sound keys on a multimedia keyboard).



Standard 101 Keyboard



Multimedia Keyboard

The keys on a computer keyboard can be grouped into four main categories.

- 1 QWERTY keys
- 2 Function keys
- 3 Cursor/Control keys
- 4 Numeric keys



Microsoft Natural Keyboard

QWERTY keys

“QWERTY” refers to the layout of the keys on the keyboard, ie the top left alphabetic keys spell QWERTY.



This area has all the normal QWERTY keys as well as the following special keys.

Caps Lock Key

Used for typing in capitals and numbers. The Caps Lock light appears on your keyboard. (In some computer programs the word CAPS appears on the Status Line at the bottom of the screen when this key is on.)

Shift Key

Used for typing capitals and top row characters on the number keys. (If the Caps Lock key is pressed, the Shift key will then produce lower case letters.)

Num Lock Key

Press to turn the numeric keypad off and press again to turn on.

Backspace

For deleting one space to the left.

Enter

When this key is pressed it is telling the computer to accept instructions, to insert blank lines or to start a new paragraph. Enter is not pressed at the end of each line as text "wraps" to the next line (also referred to as "word wrap").

Esc

The Esc key is used as a cancel key and to back out of a dialog box.

Windows Logo

Used to access the Start menu.

Application Menu

Used to display a shortcut menu for a selected item within Windows.

Function keys

The function keys (usually labelled F1 to F12) are programmable keys found on the top row of the keyboard. They perform special operations in many software programs; when you are familiar with their purpose, function keys can be quicker to use than the mouse for some tasks. The Shift, Alt and Ctrl keys can be used with the function keys to carry out different commands, eg Alt F4 can be used to close a window.



Cursor keypad

The cursor keys enable you to move the cursor (flashing vertical line or block) around the screen. The Insert, Delete, Home, End, Page Up and Page Down keys have varying functions depending on the application you are using.




Numeric keypad

The numeric keypad is designed for fast keying in of numbers. The NUM LOCK key determines whether the keypad is used for this purpose, or for navigation in the same manner as the cursor keys.

To Start Microsoft Word

Exercise 2

- Click on  at the bottom left of your screen, move the mouse pointer up to All Programs, across to Microsoft Office, then onto Microsoft Office Word 2007 and click.



The Screen

The Word 2007 screen is shown below. The cursor is displayed as a vertical line in Word programs.

