

Easy Way



Teach yourself...

Keyboarding

with

Microsoft Word 2010

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

A Cheryl Price Publication

Easy Way - Keyboarding (Word 2010)

This book is designed to teach topics for learning keyboarding skills with Word 2010. 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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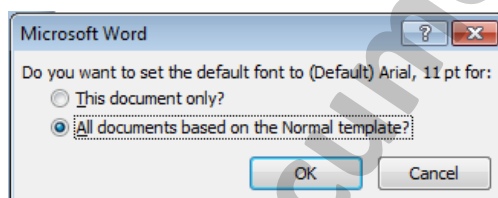
Changing Defaults

Default settings may have already been changed in your Word 2010 program. If not, you can use the following instructions to change these.

Font and Font Size

You can check if the font and font size have been changed by looking at the Font box on the Home tab. If it shows **Calibri (Body)** **10** then it has not been altered. Change the default font to Arial 11 pt as follows:

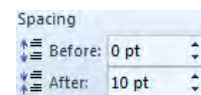
- 1 Click on the Font Dialog Box Launcher **Font** which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on **Set As Default**.
- 4 Ensure the following option is selected for the font to be applied to **All documents based on the Normal template**.



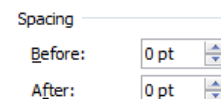
- 5 Click on OK then on OK from the Font dialog box.

Spacing

Click on the Page Layout tab and if 10 pt Spacing After is displayed as shown at the right then this has not been altered. Remove 10 pt spacing as follows.



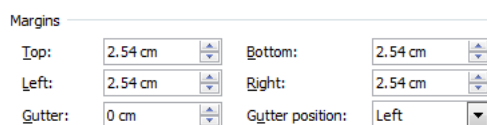
- 1 Click on the Paragraph Dialog Box Launcher **Paragraph** which will display the Paragraph dialog box.
- 2 Change the Spacing After: to 0 pt as shown at the right.
- 3 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.



Margins

Click on the Page Layout tab then click on the Page Setup Dialog Box Launcher **Page Setup** which will display the Page Setup dialog box. If margins are displayed as 3.17 cm change them as follows. (If they have been changed, click on Cancel.)

- 1 The Top: margin will be selected, ie **Top:** **3.17 cm**. Type: **2.54** then press the Tab key. Repeat this until the margins are displayed as shown below.



- 2 Click on **Set As Default**. Ensure *All documents based on the Normal template* is selected then click on OK. Click on OK from the Paragraph dialog box.

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Sample Document

Text Processing, Ergonomics Starting Word 2010 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 2010, 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

Sample Document

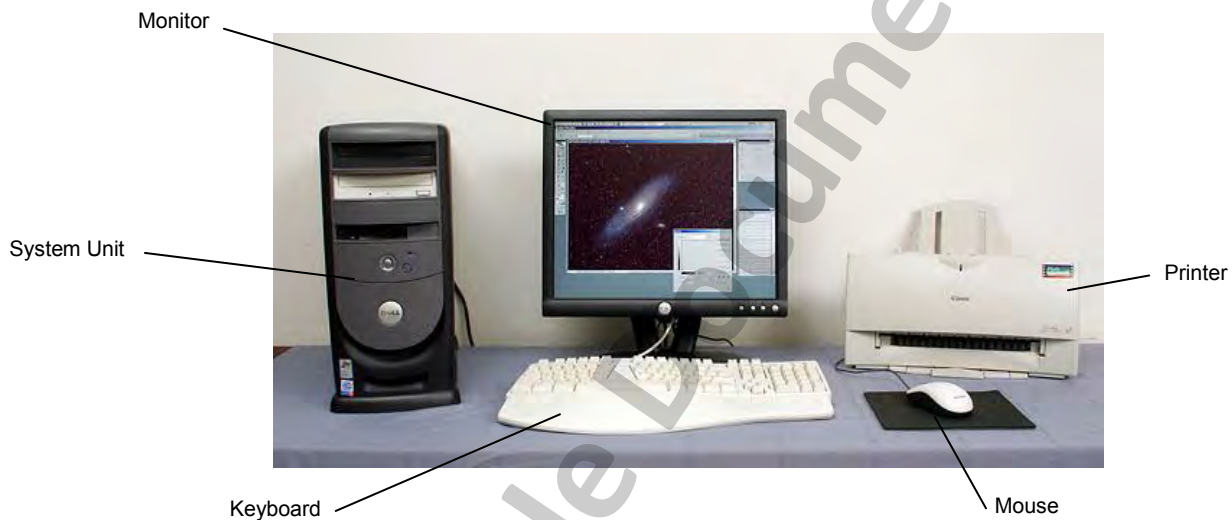
What is Text Processing?

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:

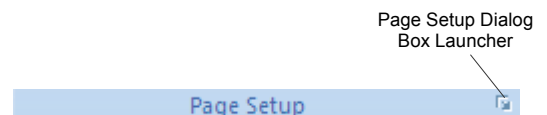


Instructions in this manual will cover Microsoft Word 2010.

- Any illustrations from the Word program will be in Word 2010.
- 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.

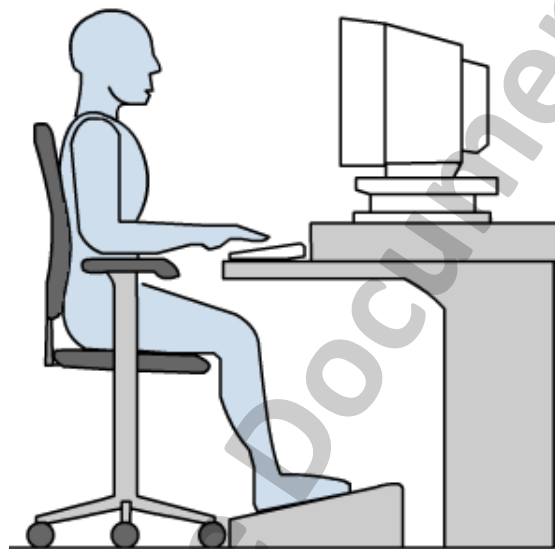


What is Ergonomics?

Ergonomics is the study of the efficiency, comfort and safety of people in their working environment. In the office/computing sector, the field of ergonomics plays an important role in the production of monitors, keyboards and furniture, specifically in ensuring good design techniques that avoid the cause of backaches and muscle cramps.

Learning how to sit at a desk and use your computer in an ergonomically sound manner will reduce the risk of health problems and ensure that you are comfortable in your working environment.

The New Zealand 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. This is available on our web site (Resources tab, Free Resources) at www.cherylprice.co.nz.

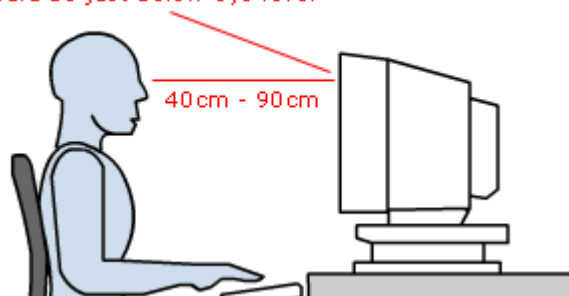


Ergonomic Computer Equipment

Monitor

The monitor should be positioned so that it is straight in front of the operator, an arm's length (40cm - 90cm) away from the eyes. The top of the viewing area of the screen should be just below eye level and the screen should be tilted so that the operator looks slightly downwards onto the screen. The height of the monitor should be adjustable; this may require using a monitor stand to ensure it is at the correct height.

Top of the viewing area of the screen
should be just below eye level



Anti-glare Screens and UV Filters

Where a computer monitor is located near a window or lights, glare can commonly be a problem, causing eyestrain or headaches. Many modern computer screens incorporate an anti-glare surface. For older computers, an anti-glare screen can be positioned over the monitor to reduce or eliminate the problem.



Most anti-glare screens incorporate a filter which protects from ultra-violet (UV) radiation. CRT monitors emit a small amount of UV radiation (and there is significant debate as to the danger or otherwise of this exposure). LCD monitors do not emit a measurable amount of radiation.

Copy-holder

A copy-holder (also called a document holder) is used to position documents so they can be viewed easily while typing. A well positioned copyholder reduces the need to bend the neck. There are various types of copyholder; the most common are free standing devices which are positioned beside the computer screen. Others can be attached to the side of the monitor.



Keyboard

While there are many different types of keyboard, all keyboards should have the following attributes:

- They should be thin; the 'asdf' row should be 30mm or less in height.
- The slope should be between 0° and 15° and should be adjustable.
- The keys should be sensitive enough so that they do not need to be hit hard.
- They should make a clicking noise when the key is pressed successfully.



To ensure the keyboard is correctly positioned on the workstation, place your hands over the centre of the keyboard and check the following:

- Your forearms are parallel with the ground.
- Your elbows are at a 90° angle (forming an L shape between the upper and lower arms).
- Your fingers rest over the 'asdf' row and all keys are able to be reached without stretching the fingers or forearms.
- Your wrists are not raised or bent in an unnatural angle.
- Your elbows are tucked in neatly by your sides.
- Your fingers are curved in a natural position.

Keyboard Wrist Rest

The purpose of a wrist rest is to support the wrists in a natural, comfortable position. This is an important ergonomic consideration for many people who experience pain or tiredness in their wrists when using a keyboard. The wrist-rest is positioned in front of the keyboard. Some keyboards have built-in wrist rests.



Built-in wrist rest

Mouse

The mouse needs to be positioned so that the operator can move it without having to stretch their arm. It should be placed on a flat surface such as a specifically designed mouse pad, which allows it to be moved easily.

The mouse should be shaped so that the hand rests on it comfortably. The buttons should be able to be used without cramping the hand. The pressure required to click the buttons should not be so hard as to make it tiring to use, nor so light that they are easily clicked in error. The mouse movement and click speed should be adjustable to suit the individual.

Some mice are designed specifically with ergonomics in mind. Wireless mice allow total freedom of movement. Other mice are shaped specifically to fit the hand's natural shape and provide support.



Mouse Wrist Rest

In the same vein as keyboard rests, there is a huge range of wrist rests available to support the wrist while using the mouse. All are designed to keep the wrist in a relaxed, natural position to avoid discomfort and injury.

Some mouse pads come with a built in wrist rest as shown at the right.

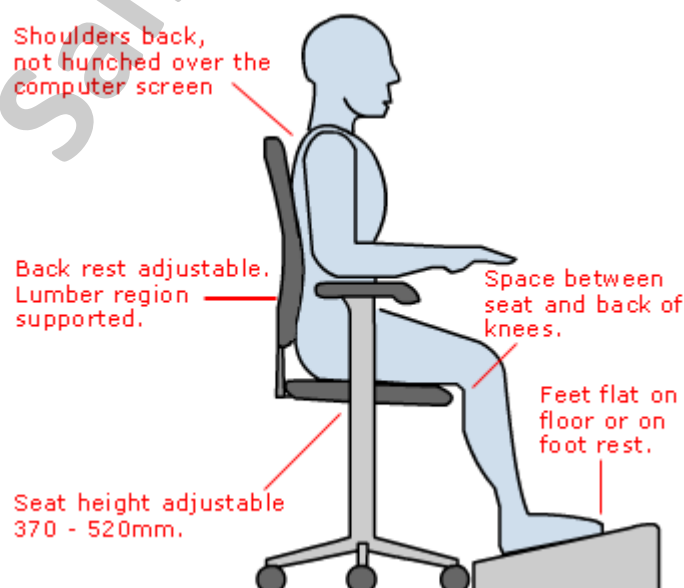


Chair

A well designed, adjustable chair is one of the most important factors in preventing posture problems. Your chair should be adjustable vertically (usually between 450 mm and 520 mm in height). The chair should be at a height where you can sit comfortably with both feet on the floor, or on a foot-rest.

The back rest should be adjustable for height and angle. The back rest should provide support for the lumbar region of the back.

The recommended seat depth is between 380 and 480 mm. When seated in the chair you should be able to fit one hand-width between the seat and the back of your knee.



Position in the Chair

It is important to sit upright in the chair with your back pushed into the backrest, rather than slumped forward over the keyboard. This will reduce the chance of back and shoulder pain. When you are seated in your chair ensure you are sitting at the back, not perched at the edge. Ensure your feet are flat on the floor or on a footrest, your shoulders are straight and there is a slight curve of the spine in the lumbar region.

Foot-rest

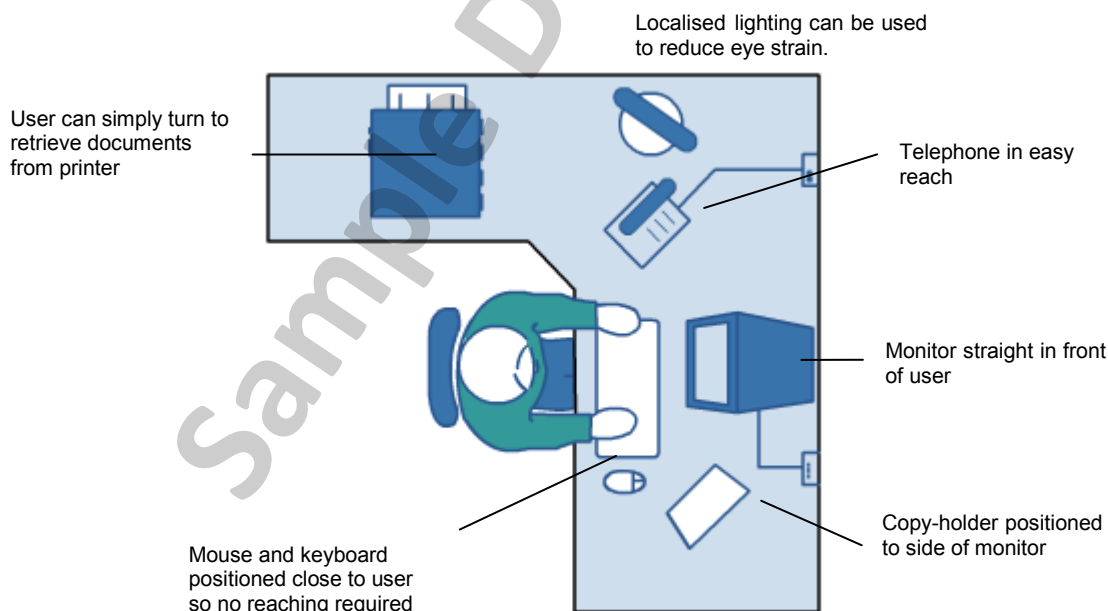
A foot-rest is useful when the desk and chair cannot be adjusted and can be used to ensure proper posture. Ideally the foot-rest slope should be comfortable; 0°-10° is recommended, with a flat surface area of 350 x 45 mm.



Workstation

A workstation is simply the desk or table used when working on a computer. The workstation should be deep enough to allow the positioning of the keyboard and monitor correctly. The work surface needs to be big enough to allow the mouse, documents, document holder, and any other items which are used regularly (telephone, desk caddy, etc) to be within easy reach. It should also be as thin as practical, preferably less than 2.5 cm, to give maximum knee room. Ideally the height of the workstation should be adjustable to suit the height of the operator. If it is not adjustable a foot-rest may need to be used.

The equipment on the workstation needs to be arranged so that all equipment can be reached comfortably. Frequently-used items should be within easy reach. A possible workstation layout is shown below.



Workstation Location

The location of the workstation within an office needs to be chosen with care. The workstation should be positioned at right angles to windows, mirrors or other light sources to help reduce glare or reflections. Power cables need to be able to reach the computer safely, without being stretched or lying across access ways. People need clear access to and around the workstation. In a large office, space or partitions between desks can help to give the illusion of having privacy in one's workspace.

The Office Environment

Room Space and Arrangement

In an office environment there should always be enough space for everyone to carry out their work safely. There needs to be clear access ways through the office, so that people can access all working spaces without the risk of tripping over obstacles or bumping into furniture. Ensure that power cables are kept tidy and out of the way. 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. Long and dangling cords can cause accidents.



Décor and Lighting

Bad office lighting can lead to work problems including poor performance, fatigue, blurred vision and headaches. The lighting must be strong enough to allow the worker to perform their duties without squinting and straining their eyes. Too much light however, from bright fluorescent lights, direct sunlight or reflections from windows can also cause problems.

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.

Temperature and Ventilation



Temperature and ventilation in an office needs to be monitored carefully. Temperatures that are too hot or too cold or inadequate ventilation, can lead to problems such as tiredness, headaches and dry eyes. For computer work, the temperature should ideally be kept between 20 and 24 degrees Celsius.

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. Air conditioning can be used to regulate temperature but can also lead to a dry atmosphere.

Noise

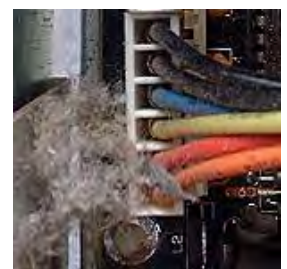
People and equipment such as printers, photocopiers and phones, contribute to the noise factor within an office. Too much noise can make it hard to concentrate and can lead to health problems such as headaches and ringing in the ears.

Try to select equipment which makes the least noise possible. Noisy equipment can be enclosed in noise reducing covers or hoods. Padding can be used to stabilise vibrating equipment. Walls, floors and ceilings can be covered in sound absorbent materials. Noisy equipment can be positioned away from the working area and separated by noise reducing partitions. Heavy drapes can also help to absorb noise.

Dust

Dust can be a real enemy of computer equipment, both internally and externally. Dust can get inside the system unit and clog up the internal fans, reducing their heat protection capabilities. When dust settles on the monitor it makes images on the screen more difficult to view which can cause eye strain.

The best defence against dust is to have the office area cleaned regularly. Some screen cleaners can be purchased which reduce the accumulation of dust on the screen. Dust covers can also be purchased for computer equipment, to protect the computer while it is not in use.



Good Operator Habits

OOS

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions which cause discomfort or pain and which are caused by performing repetitive tasks. Symptoms can include fatigue, pain in the muscles or tendons, burning sensations, stiffness, general aches, weakness, numbness and tingling.

Note: OOS used to be referred to as Repetitive Strain Injury or RSI; however this term is now seldom used.

People who work at a computer workstation for lengthy periods are particularly susceptible to OOS. Typing and using the mouse both require repetitive action which can result in pain in the hands, wrists, arms, shoulders and neck.



OOS may occur due to:

- 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.

Micropauses

A micropause is a short break in work for muscle relaxation. Specifically, it is a 5-15 second break in work for muscle relaxation every 5-10 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. Micropauses help you be more productive.

Physical Exercises

There are exercises which, when done regularly, can help to prevent OOS. These exercises are designed to reduce muscle tension and increase blood flow.

		
Side neck stretch Slowly tilt your head to one side, stretching the side of your neck. Return your head to upright and repeat on the other side.	Head turn Slowly turn your head to one side. Return to centre and repeat on the other side.	Bi-directional neck stretch Bend your head forward and then turn your head to right. Use your right hand to gently pull your chin down towards your armpit. Repeat on the other side.
		
Shoulder Roll Lift both shoulders upward toward your ears, and then down again slowly. Roll your shoulders gently backwards and forwards to ease tension in the neck.	Upper back stretch Clasp your hands behind your head, keeping your elbows straight out to the side. Gently lean over the back of your chair, stretching your upper back.	Upper arm and shoulder stretch Bend your right arm placing your right hand on your upper back. Hold your right elbow with your left hand and use this hand to gently push your right arm down. Repeat on the other side.
		
Chest and shoulder stretch Interlace your fingers behind your back. Gently turn your elbows inwards, straightening your arms. Pause and then release.	Arm and rib cage stretch Interlock your fingers; stretch your arms above your head, palms upward. Try to keep your shoulders lowered.	Finger Spread Hold your right arm out bent upward at the elbow. Spread fingers wide apart stretching the inner palm and fingers. Repeat on the other side.
		
Chair twist Sit in a chair with your left knee crossing your right. Place your right hand on the outside of your left knee. Twist and place your left hand on the back of the chair. Hold and repeat on the other side.	Front wrist stretch Hold your right forearm out straight, palm facing up. Take your fingers with your left hand and pull them back gently so the front of your wrist is stretched. Repeat on the other side.	Back wrist stretch Hold your right forearm out bent upward at the elbow. Take your fingers with your left hand and pull them gently downward so the back of your wrist is stretched. Repeat on the other side.

Preventing Eye Strain

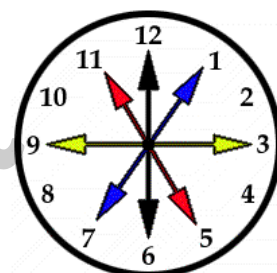
To avoid eye strain when using a computer screen do the following.

- 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.
- Wipe the dust off your screen regularly.

Exercises to Prevent Eye Strain

Pretend you are looking at a giant clock. Move your eyes to look at the different hours on the clock face as listed 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
- Begin at 12 and circle around to 3, 6, 9 and back to 12 three times. Then reverse directions.



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.

Exercise 1

- Try out the exercises above and on the previous page, then think about how you can incorporate them into your schedule whenever you work on a computer.

The Keyboard

A keyboard 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).



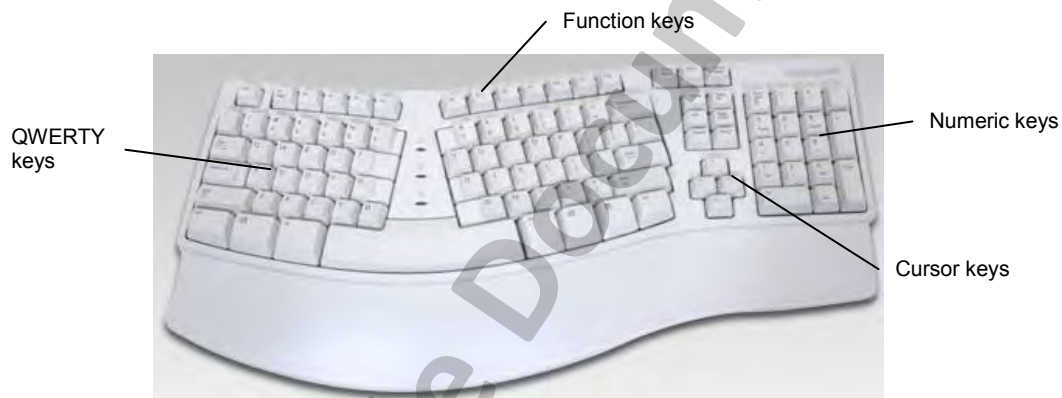
Standard 101 Keyboard



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.)