

YEAR 6 COMPUTER SCIENCE AND INFORMATION TECHNOLOGY TRANSITION BOOKLET

File Management and Word Processing



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Section 1: Creating Files and Folders

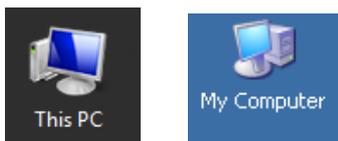
In year 7, you will create lots of different files, for example, documents that you create using Word processing software such as Microsoft Word, or databases that you create using Microsoft Access,

It is important to organise these files into a neat structure, so that you can find these documents if you need to work on them again. The following task will help you practice how to create a folder structure for your files.

It is also important that you name your files appropriately e.g. if you are working on a document about the solar system, you should name it something appropriate like "solar system.doc" or if you are writing a letter to the Prime Minister you should call it something like "Letter to Prime Minister.doc". This is important so that you can find documents easily and you don't have to open them all up to see what's inside!

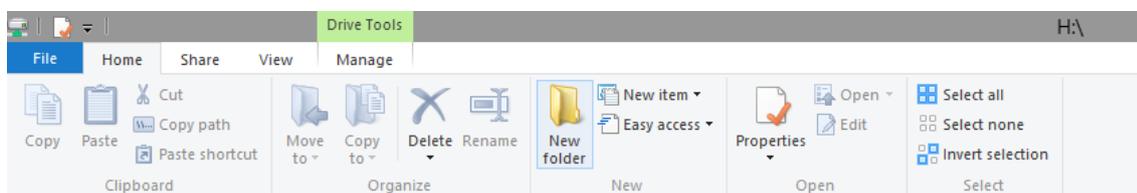
Task 1: Creating folders

Locate the area where you save your files on your computer (usually the C: Drive on your computer). It may be accessed by clicking the "This PC", or "My Computer" icon on your desktop.

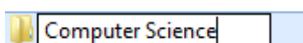


Create a folder called "Computer Science". Within this folder, create five more folders called "**presentations**", "**Formatting**", "**Letters**", "**Tables**", "**Assessment**" and "**E-Safety**". You should use these folders to store your files and keep your work organised as you work through this booklet of tasks.

You can create a new folder by clicking the 'New folder' button on the 'Home' tab. Note: This may be in a slightly different place, depending on what version of Windows you are running. It could be File -> New -> Folder for example. If you are struggling to find it, you could Google it! E.g. "how to make new folder on Windows 10"



Once you have located and clicked on the New Folder button, you can type in the name you want for the folder. Don't worry if you make a mistake, you can Right Click on the folder and choose rename to type a new name for a folder (or left clicking once on the folder will allow you to do the same thing)



Well done! You have now set up some folders to store the documents you will be working on.

Task 2: Saving Files

Open Microsoft PowerPoint and create some slides about yourself. You could include: Name, age, What primary school you attend, what your hobbies are, your likes and dislikes, your favourite artist/band/football team, etc.

Don't worry if you don't have Microsoft PowerPoint installed on your computer, you can get a free online version of all of the Microsoft Office applications here and use them online:

<https://www.microsoft.com/en-gb/education/products/office>

Click on the File menu and choose **Save as** to save your presentation

In the **File Name** textbox, type in "My Profile" (remember you need to give files meaningful names so that you can find them again)

Click on the C drive on your computer (or wherever you have made your folders in task 1), choose the **Computer Science** folder and then the **Presentations** folder

Click **Save** to save your file. Close your file.

Task 3: Retrieving Files

Go to your user area, locate this file you have just created, open it and add another slide to it. The slide should have the title "An achievement I am proud of". Tell me about your achievement, save and close the file.



Well done! You have completed section 1! Let's make some more files!

Section 2: Word Processing

Word Processing is about how we create, store and change text on a computer. The most common software that we use for word processing is Microsoft Word, so we will use this to practice our word processing skills in this section.

Don't worry if you don't have Microsoft Word installed on your computer, you can get a free online version of all of the Microsoft Office applications here and use them online:

<https://www.microsoft.com/en-gb/education/products/office>

Open Microsoft Word. Copy and paste the following text into the Word document:

(To Copy and paste, highlight all of the text, hold down the CTRL key on your keyboard and press C to copy. In your new document, hold down the CTRL key and press P to paste)

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

For the following tasks, you will have to experiment with different options available on the Menus in Microsoft Word. If you are stuck, you can always Google how to do it!

Task 1: Fonts

1. Highlight the first paragraph and change the font to **Comic Sans MS, size 16**. Change the colour of the text to **dark blue**.
2. Highlight the second paragraph and change the font to **Calibri, size 24**. Change the colour of the text to **red**.
3. Highlight the third paragraph and change the font to **Courier New, Size 11**. Change the colour of the text to **green**.

Task 2: Page Formatting

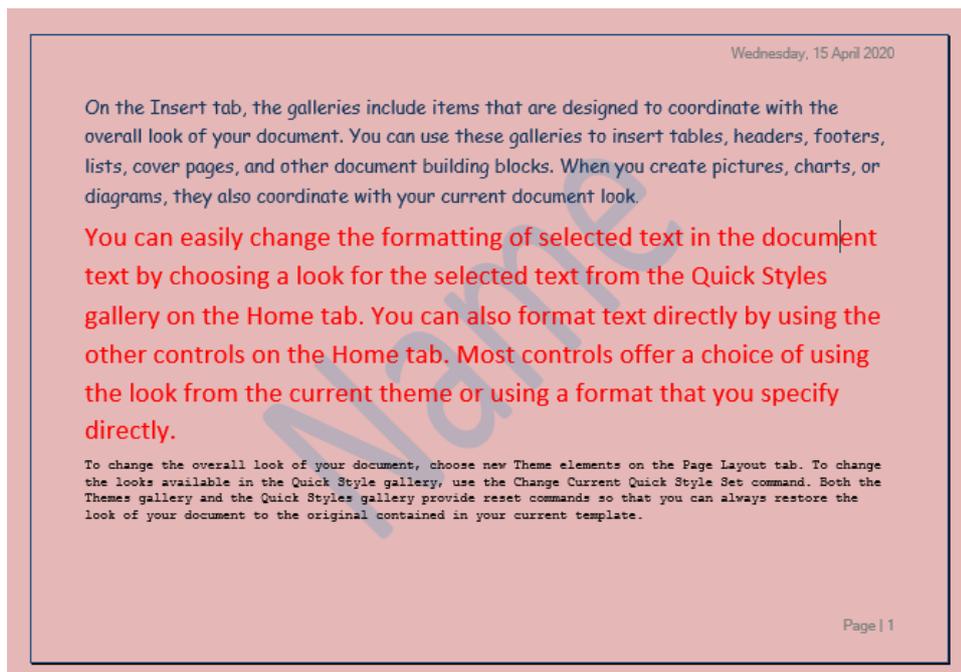
1. On the **Design** tab, click on **Page Borders** and add a border to your document. Change the width and colour of your page border.
2. Change the Page Colour to a colour of your choice.

3. Add a **watermark** that displays your name (**hint: you will need to choose custom watermark**). Change the font and colour of the watermark.
4. On the **Page Layout** tab, change the orientation of your page to landscape.

Task 3: Headers and Footers

1. Insert a **page number** in the **footer** of your documents
2. Insert the **date** in the **header** of your document. **Align** this to the **right**.

Your finished document should look something like this:



Don't forget to save your document in your Computer Science, Formatting folder you created in section 1. Call it something meaningful!

Section 3: Tables

Tables are often used in Word processing to organise information and make it easier to read. Here are some examples of tables in word processing:

Sample Word Table.docx - Word

Design Page Layout References Mailings Review View Developer PDF Architect 3 Cre

11 A A Aa A

AaBbCcDc AaBbCcDc AaBbCc AaBb

x₂ x² A a A

Font Paragraph Styles

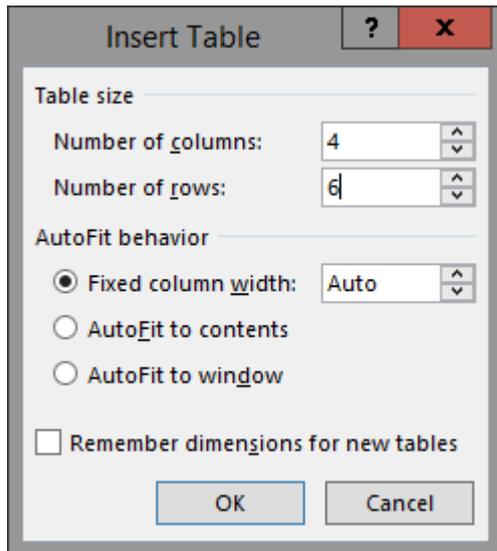
Order Date	Region	Rep	Item	Units	Unit Cost	Total
1/23/10	Ontario	Kivell	Binder	50	19.99	999.50
2/9/10	Ontario	Jardine	Pencil	36	4.99	179.64
2/26/10	Ontario	Gill	Pen	27	19.99	539.73
3/15/10	Alberta	Sorvino	Pencil	56	2.99	167.44
4/1/10	Quebec	Jones	Binder	60	4.99	299.40
4/18/10	Ontario	Andrews	Pencil	75	1.99	149.25
5/5/10	Ontario	Jardine	Pencil	90	4.99	449.10
5/22/10	Alberta	Thompson	Pencil	32	1.99	63.68

Create Time Table in MS-Word

TIME TABLE							
DAYS	Period I	Period II	Period III	BREAK	Period IV	Period V	Period VI
MON	English	Maths	Hindi		Science	So. Studies	Computer
TUE	English	Maths	Hindi		Science	So. Studies	Computer
WED	English	Maths	Hindi		Science	So. Studies	Computer
THUR	English	Maths	Hindi		Science	So. Studies	GK
FRI	English	Maths	Hindi		Science	So. Studies	GK
SAT	English	Maths	Hindi		Science	So. Studies	GK

Task 1- Creating a table

1. Open up Microsoft Word and format the page so that the *Page Setup* is LANDSCAPE (Page Layout, Orientation, Landscape)
2. Enter the title, underlined 'Five Days in London'
3. Save your document in your Computer science, tables folder.
4. Create a table, 4 columns wide and with six rows. (*Table->Insert Table*)



5. Enter the data below into your table.

<u>Day</u>	<u>Travel Type</u>	<u>Food Eaten at Lunch</u>	<u>Dinner Eaten at</u>
Monday	Tube	Chilli bean and cheese wrap sandwiches	Home
Tuesday	Tube	Prawn and avacado sandwich and banana smoothie	Groucho Club
Wednesday	Bus	Caesar salad and bottled water	Home
Thursday	Tube	Thai Chicken sandwich and strawberry smoothie	Bluebird restaurant and club
Friday	Tube to Paddington	Pub Lunch	Parents' house

Task 2: Formatting the table

1. Widen the 'lunch' column as necessary so that each row is two lines deep. (Click and hold on the line between the column and drag to widen)
2. Move the cursor to after 'Pub Lunch' and press enter so that this row is two lines deep. Ensure that all rows are two lines deep, using the above methods.
3. Narrow the day column.
4. Ensure that the top row text is all in bold and underlined. (Highlight and use the B and U icons on the Home menu)

5. Format text and colour. (choose colours and fonts that you think will improve the appearance)

Task 3: Adding rows and columns

1. Create an extra column after 'Dinner eaten at'. (Right click on the Dinner Eaten at column and choose **Insert -> Columns to the Right**)
2. Head this column with **Total Cost**.
3. Enter the data in as follows: £2.15, £38.29, £23.40, £57.70, £76.61
4. Ensure the table is spaced out correctly.
5. Put your name in the header or footer.

Section 4: Letter Writing

Next we are going to learn how to write and set out a formal letter. The standard format of a professional letter is the following:

- Your Name and Address on the top right hand side including telephone number on separate lines: Mobile and Home
- Dear Name Miss. Green (NO first names) OR Dear Sir/Madam,
- Date the letter - written underneath the address
- Ending the letter
 - Yours Faithfully... IF you know their name Dear Sir/Madam
 - Yours Sincerely ...IF you don't know their name Dear Miss. Patel

Ask your parents to see any letters that they have e.g. bills or bank letters. Do these letters follow the rules above?

A template for a formal letter would look something like this:

Liverpool ICT Consultants
Liverpool Road
Liverpool
L1 23D

DVD Rentals
220 Dale Street
Liverpool
L1 4RD

Date

Dear Sir/Madam,

Main text

Yours Faithfully
Your Name

Task 1: Write a letter to the Prime Minister to tell him about an issue that you are concerned about. This could be, for example, a political issue or environmental issue.

Think about the word processing skills that you have already learned. Could these be used to improve the appearance of the letter:

- Border
- Watermark
- Paragraph alignment
- Spelling and grammar check
- Font size/style/bold/underline
- Header and footer – Name in header and page number in footer
- Table

Save your letter in your **Computer Science, Letters** folder

Section 5: Assessment



Create a word processed document about you.

The final draft must:

- Be no longer than one A4 page
- Be informative
- Demonstrate your use of word processor features.

The piece of work should have four paragraphs in which you could cover the following areas:

1. Facts about you, where you live, what you like to do, etc.
 2. Your family
 3. Your proudest moment
 4. Your hopes for the future.
- Your document must include the following:
 - An appropriate text size 12
 - A readable font of your choice
 - A title which is centred
 - Your name and form in the Footer
 - Include the use of as many of the following features as you can:
 - Emphasis: Bold, Italic and Underline
 - Borders - e.g. around the page
 - WordArt - e.g. the title
 - Clip Art - e.g. a picture of your hobby

- Spell Check
- Tables
- Save your final document in your **Computer Science, Assessment** folder