

## **TEXT PROCESSING & KEYBOARDING (DES 1102)**

LECTURE 1

TOPIC 1 Introduction to MS Word  
Keyboarding for typing

AIM To explain the basic knowledge about computers and the computer system

To enable the student to master the keyboarding skill and become proficient in operating the keyboard efficiently with improving speed

### **LEARNING OUTCOMES:**

After completing this chapter you should be able to understand:

1. Computer system - hardware and software
2. General procedures for VDU health safety
3. Keyboarding for letters (a s d f j k l ;)

### **READING MATERIALS**

Microsoft Office 2000 (Shelly/Cashman/Vermaat)

The Commercial Typewriting with Text Processing (Walmsley's)

### **NOTES:**

Student need to acquire basic knowledge in the usage of MS WORD programme before proceed to this lesson.

Example how to save, open and close the file.

### **STARTING MS WORD**

Follow these steps to start Word;

Click the Start button on the task taskbar

- Programme
- MS Office 2000
- MS Word

## THE WORD WINDOW

Consists of a variety of components to make your work more efficient.

## MENU BAR

Displays the Word menu names. Each menu contains a list of commands you can use to perform tasks such as retrieving, storing, printing and formatting data in your document.

To display a menu;

Click a menu name on the menu bar, a short menu display that lists your most recently used commands.

## TOOLBARS

Word has many pre-defined, or built-in, toolbars. A toolbar contains button, boxes, and menus that allow you to perform tasks more quickly than using the menu bar and related menus. Each button on a toolbar displays an image to help you remember its function. Example, to print a document, you click the Print button.

## STANDARD TOOLBAR

## FORMATTING TOOLBAR

## WHAT IS SOFTWARE AND HARDWARE?

### SOFTWARE

Software comprises computer programs which instruct the computer to carry out a range of functions. For example, a computer program may be a word processing, database or system management program.

### HARDWARE

Refers to hard parts of a computer system such as processor, memory, keyboard, monitor and mouse. You can see and touch the device.

Example of hardware:

MOUSE	controls the movement of pointer on the screen
KEYBOARD	allows you to enter information and instruction into a computer
SCREEN	displays various items, text and image
CPU	<b>CENTRAL PROCESSING UNIT</b> Performs calculations and manages the flow of information through a computer system.
PRINTER	produces a paper copy of information generated by a computer

## OCCUPATIONAL HEALTH AND SAFETY PRACTICES

All office environments are required by Commonwealth or state legislation to adopt occupational health and safety (OH&S) practices. Relevant legislation should be consulted for details of OH&S requirements.

To contribute to a safe and healthy environment when operating computer equipment for word processing/desktop publishing, adopt correct ergonomic practices as outlined below.

### **Posture, chair and desk**

Sit in the correct position at all times when operating a computer to increase productivity, reduce fatigue and reduce risk of body injury and strain.

Adjust your chair and workstation and position your body on the chair and in relation to your desk and computer as follow:

- Support your lower back with back of chair
- Place your feet flat on the floor
- Have your ankles, knees and hips at right angles
- Adjust the height of the desk so your elbows are at right angles to the keyboard; if your chair has arms, the arms must fit under desk; if the desk height cannot be adjust footrest may be used
- Clear the desk of all unnecessary material

### **Screen**

Adjust the brightness and contrast of the screen to suit lighting conditions, but keep the screen brightness at a minimum without having to strain your eyes. Position the screen as follow:

- Have your eyes at a distance of approximately 400-700 mm from the screen
- Maintain your angle of vision to the screen approximately 35°

### **Document holder**

Use a document holder for your book or working papers to avoid neck strain and place the document holder at either the right or the left of the keyboard (whichever you find more comfortable)

### **Power access**

Check power access for your computer as follows:

- Position electrical leads and computer cable to avoid any personal injury
- Avoid electrical leads obstructing walkway
- Switch off computers and printers when being used for extended periods

### **Rest periods**

Regular rest periods must be scheduled into computer operator's work routine to foster good health and safety as follow:

- Move away from the screen for at least 5 minutes in every hour
- Do some exercises during rest periods to reduce tension

## **HEALTH REQUIREMENTS FOR VDU OPERATORS**

### **Potential health problems which may arise from the operation of VDUs include:**

- Eyestrain caused by glare and reflections from the screen
- Sustained keyboarding may lead to a build up of fatigue but regular short breaks throughout the day should prevent this from happening
- Avoid siting the VDU in a brightly lit area where the lights area reflected in the screen; but the light must be adequate for reading the copy and the screen image
- Do not look directly at windows or bright lights
- Use task lighting specially designed for VDU operation – avoid unshielded fluorescent lights
- Use the brightness controls to suit the lighting conditions in the office
- Keep the screen clear, recovering dirt and grease finger marks from it
- Try moving the screen, desk or source of reflections
- Consider using an anti-glare screen filter
- Operators wearing glasses or contact lenses may have to have them corrected to the range of focus required

### **Stress caused by boredom and slow computer response time**

- Job variation and rotation will help to relieve this

### **Posture fatigue**

- Use adjustable chairs to provide the correct seat height and back-rest positions
- Adopt a comfortable and relaxed keying position
- Adjust the detachable keyboard and tilt swivel facilities on the screen to suit your own needs

### **Screen flicker**

- As a VDU ages, it is inclined to develop more faults such as drift and jitter of the images and it is possible that the brilliance control will need turning up
- Screen flicker may affect epileptics but it should be possible to avoid excessive flicker by adjusting the VDU controls
- Regular servicing is essential to correct deterioration of the visual image

### **Unsatisfactory working environment**

- Make sure that there is adequate space for you and workstation so that you can move your arms and legs freely
- Your desk should be able to take whatever documents are handled
- The use of a copy holder may help to avoid awkward neck movements

### **Ventilation light heat**

- Check that these are set at comfortable levels. As electronic equipment may dry the air, make provision for the circulation of fresh air or a humidifier