

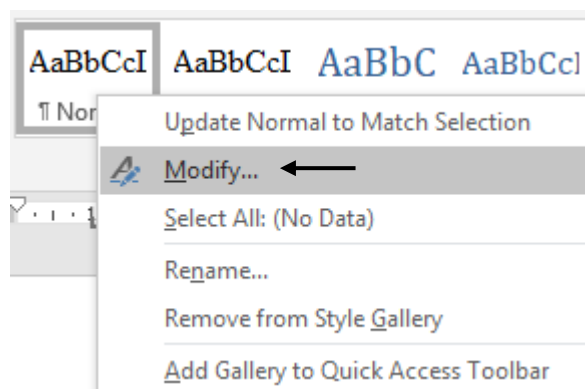
# NOTES TO THE LECTURERS

## I. DEFAULT SETTINGS IN MS WORD

Before you start working in Word, consider changing the following settings:

### 1. Change the Normal Style

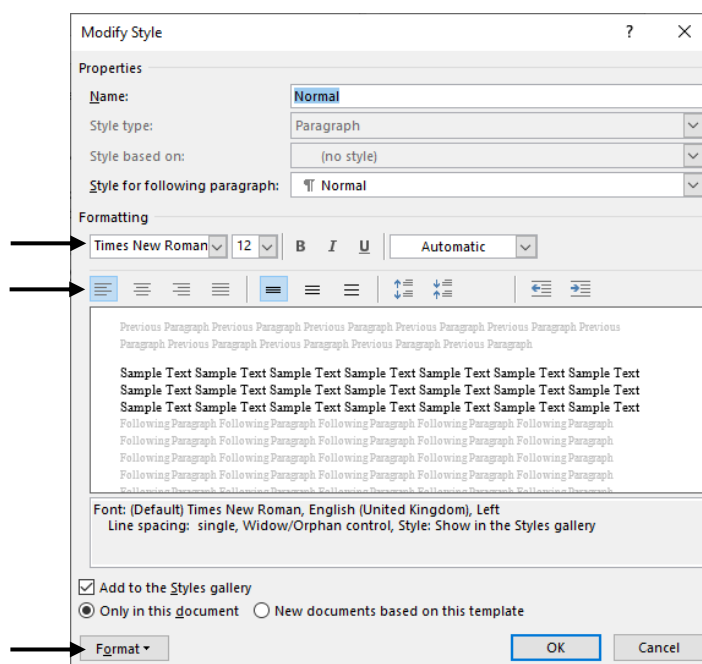
Right-click the Normal style on the Home ribbon | Styles group | click Modify.



Select the required font type, style and size. E.g. Courier New, 12 pt.  
Change the paragraph alignment and line spacing as required. *See diagram.*

Change font settings.

Change alignment and line spacing options.



OR

Click Format to change the default Paragraph settings.

Change alignment to Left.

Change Spacing Before and After to 0 pt. and Line Spacing to Single.

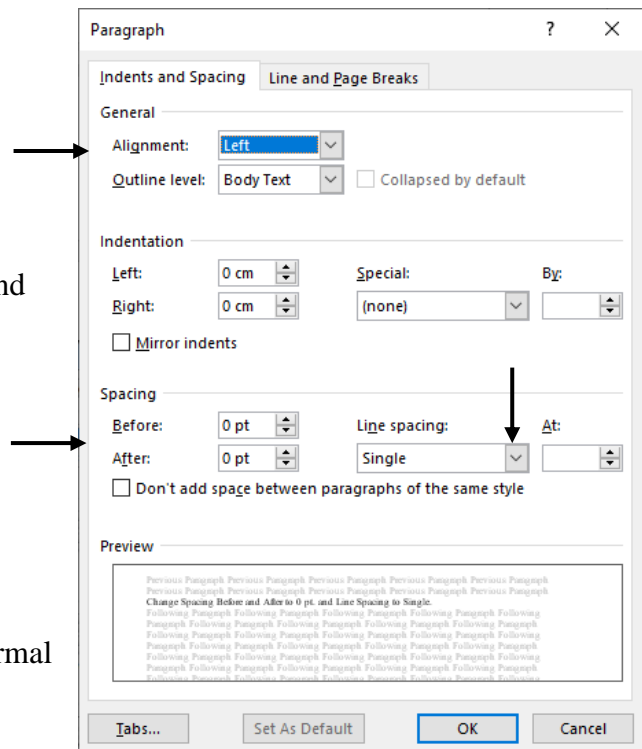
Click OK to accept the changes.

Decide whether you want to change the Normal Style *Only in this document* OR to *New documents based on this template*.

☒ Only in this document ☐ New documents based on this template

Click OK to accept the changes.

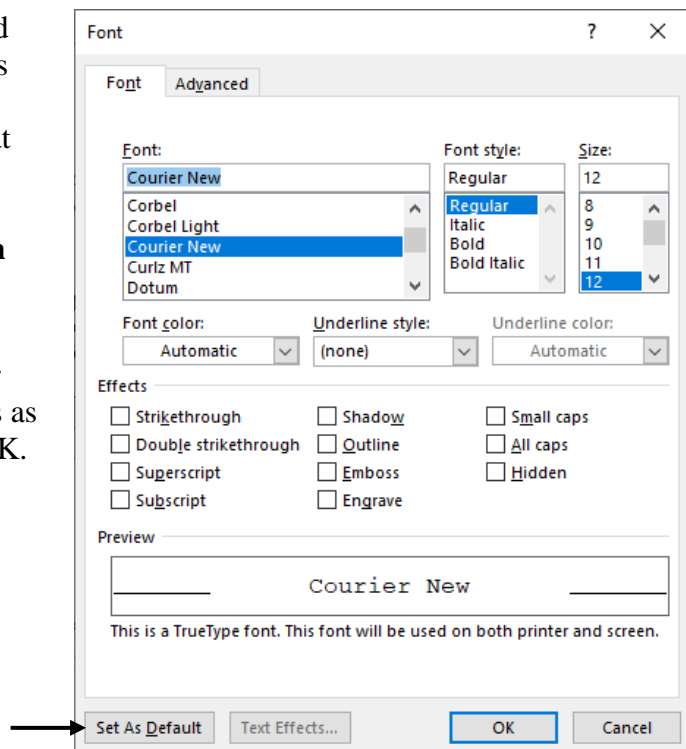
**Headers and footers will be displayed in the Normal Style font settings. It is good practice to use the same font throughout a document, header and footer included.**



## 2. Change the default font

Each new document that is opened will use the default font settings as specified by the user. The default font applies to new documents that are based on the active template, usually *Normal*. **Headers and footers will NOT be displayed in the default font if you use the following method:**

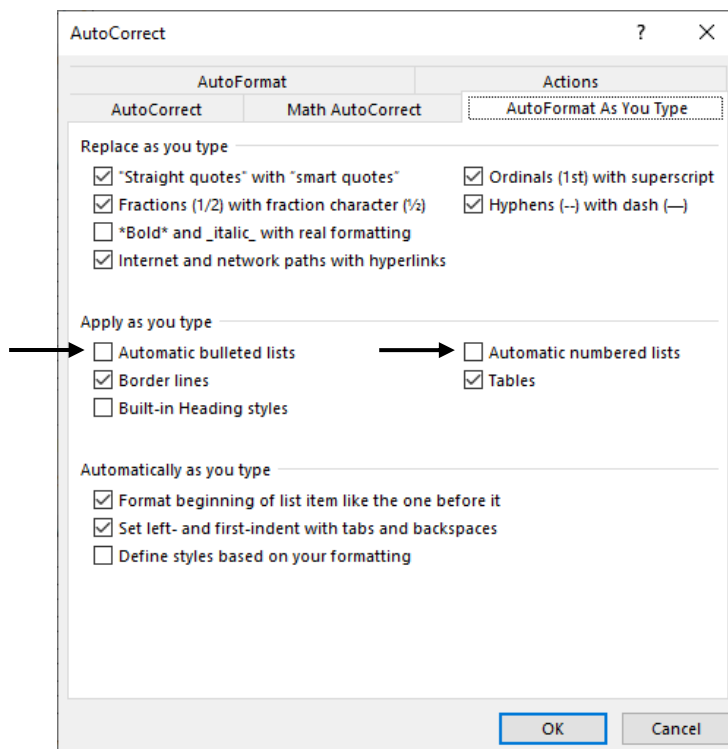
Click Home | Font group launcher (small arrow) | change the settings as required | click Set As Default | OK. *See diagram.*




## 3. Switch off the automatic numbered and bulleted lists options

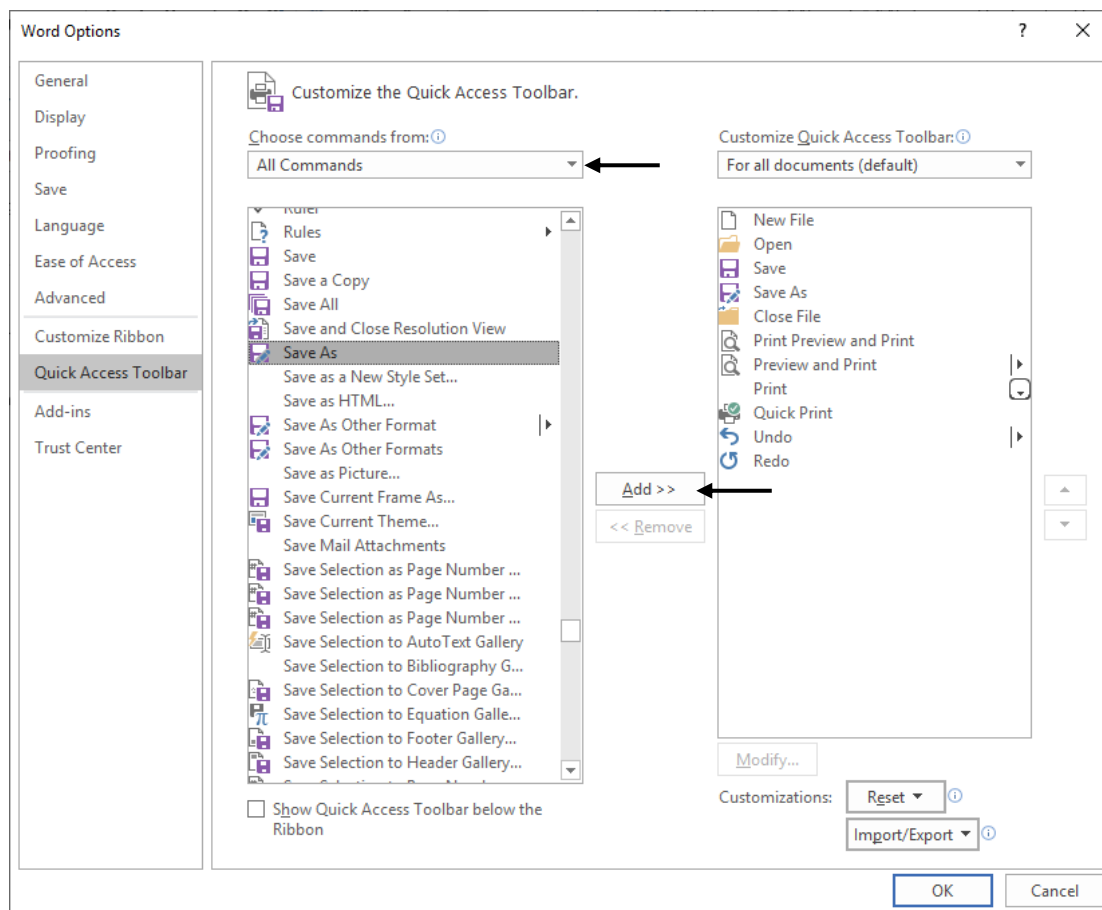
Click File | Options | Proofing | AutoCorrect Options | Switch off the options Automatic Bulleted lists and Automatic numbered lists | click OK to accept changes. *See diagrams.*

[AutoCorrect Options...](#)



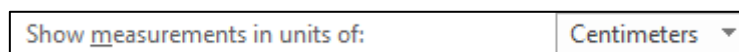
#### 4. Customise the Quick Access Toolbar to suit your needs

Click File | Options | Quick Access Toolbar or click the toolbar arrow  | More Commands. Choose commands from: All Commands. Add the required commands, e.g. Save As, Print Preview and Print, etc. and click OK. See diagram.



#### 5. Change the default measuring units (Centimetres)

Click File | Options | Advanced | scroll down to the *Display* section and change the measurement units to *Centimeters* | click OK. See diagram.



## II GENERAL HINTS

1. Use your own initiative to change activities as you like to practice the skills needed to be competent in an SO.
2. In MS Word, use the file **Productivity** to demonstrate the column function. Assist students to divide the text into two columns. Insert a column break at the beginning of Counter productivity.
3. MS Word, Activity 23: Ask students to print the ASCII codes, cut out and place it on top of their screens to keep the codes within reach.
4. In PowerPoint, assist students to make a screen print of the animation effect. Let students paste in MS Word, change the paper orientation to landscape and resize the image of the screen print. Practice all the skills they already have.
5. In PowerPoint, show the students the built-in templates.

A list of template categories will appear as soon as you open the program. To search for online templates and some beautiful examples, click the category of your choice.  
*See diagram.*

