

Dear Educator,

Welcome to the 1998 MagnumMac Computer Training Courses. Each course has been carefully designed. Our introductory courses give you the required skills to competently use software, or to utilise computing tools in various subject areas. Our advanced courses allow you to master applications, as well as discover new and exciting ways to use the power of your Macintosh computer.

Our tutors have been chosen for their expertise, and ability to convey their knowledge and skills in a helpful manner.

In addition to our scheduled courses, we also offer a number of other services designed to help you use and implement IT. A list of these is below:

- needs assessment for hardware, software or professional development.
- personalised on-site training designed to suit your individual needs.
- ITPD training.
- a weekly "QuickTips" e-mail service intended for educators using IT.
- Mactropolis Bulletin Board System for sharing and communicating with other educators.
- conferences such as the Methven "Making IT Move" conference.
- tours of schools using IT in innovative ways.
- Apple Road Shows
- North Island Bus Trips
- Innovative Technology Schools Conference in Australia

We are always looking for ways we can improve the training courses we run. Your feedback and comments are welcomed.

If you require any further information on using or implementing IT in your school, please contact us on: tel: 03 366-5454, fax: 03 366-4456, e-mail: rob@magnummac.co.nz

Kind regards,

Rob Clarke
Education Consultant

ClarisWorks Office Word Processing

Aims:

Course participants will:

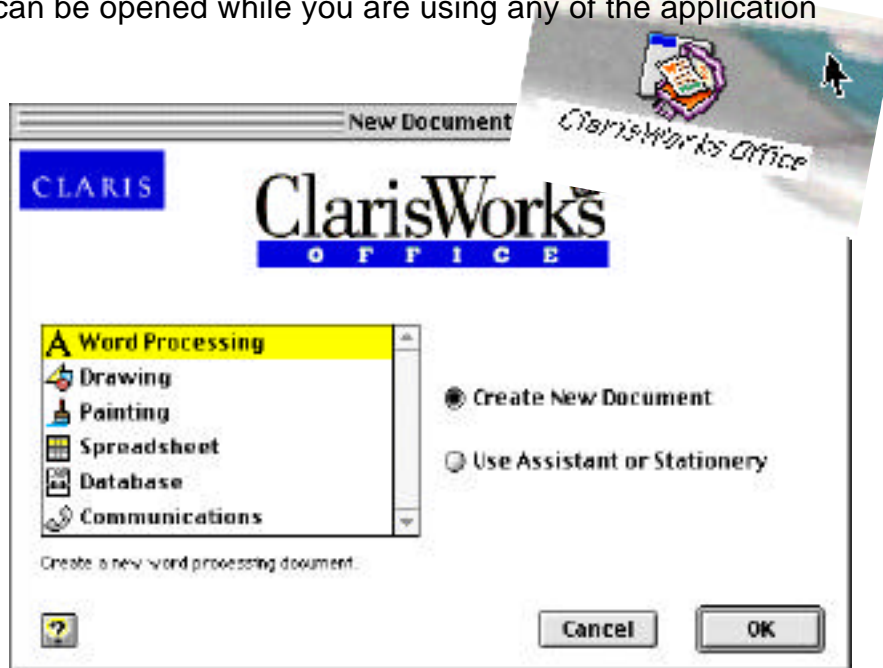
1. Gain confidence and skills in using ClarisWorks Office Word Processing.
2. Have the opportunity to explore and learn fundamental word processing skills that are relevant to their needs.

Creating & Saving New Documents

When you create a text document, you see the page exactly as it will look when you print it. Most word processing software functions in a similar manner. To create a new text document you double click on the ClarisWorks icon. In a programme such as ClarisWorks a word processing document can be opened while you are using any of the application types.

If you are on the desktop, Double-Click on the ClarisWorks icon.

1. A dialog box asking you to select the type of document will appear.
2. Select Word Processing and click OK.
3. An untitled word processing document is opened. Move the space bar or type some text at the text insertion point.

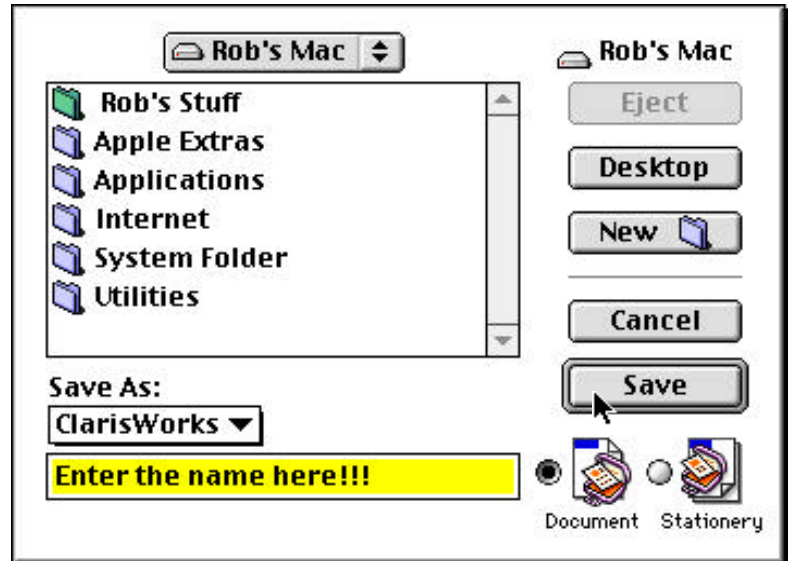


To create a new document when you already have ClarisWorks open follow these steps:

1. Choose "New" from the "File" menu.
2. Select Word Processor and click OK on the dialog box.
3. Select Save from the File menu.

Saving New Documents

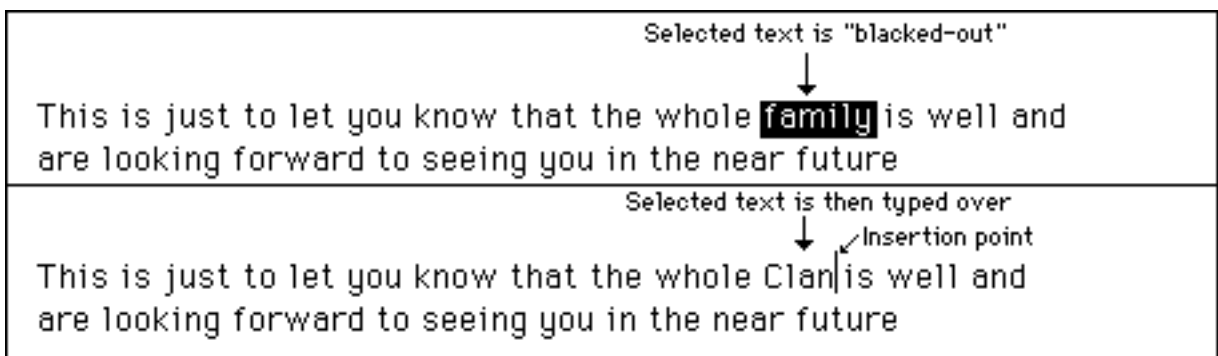
1. Go to file and select Save.
2. A dialog box will appear into which the name of your document can be typed.
3. Go up to the File Menu and select "Save As"
4. Enter the document name.
5. Make sure you are saving it into the correct location on your computer.
6. Finally, click "Save".



Selecting Text

There are numerous ways to select text, have a go at each of these techniques:

1. Position the I-beam pointer next to the text you want to work with. Click and drag to select the text from this point or begin typing if you are inserting text.
2. To select a word - double-click on the word
3. To select an entire line - triple-click on the line
4. To select a paragraph - click four times in the paragraph
5. Choose "Select All" from the "Edit" menu or use Command A, to select the whole document.



Other Techniques

There are a number of other ways to select text, here is one:

1. Click where you want your text selection to begin.
2. Hold the "shift" key down and click once where you want your text selection to end.

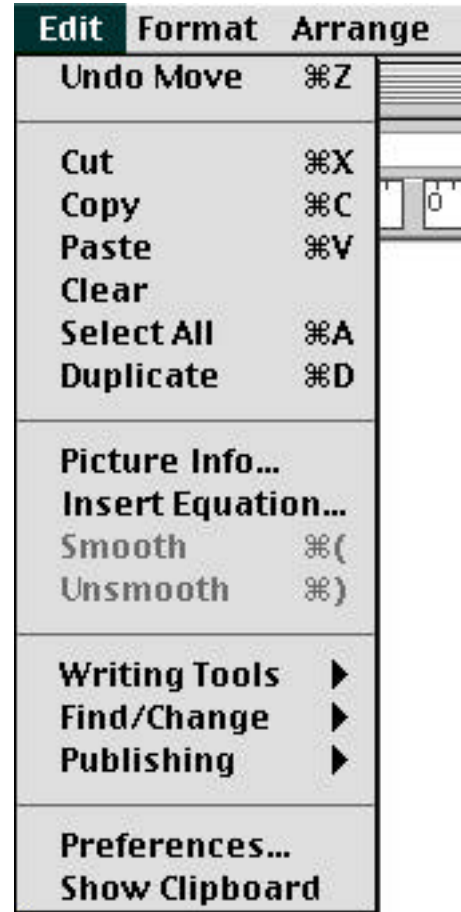
The selection you want to make will now be highlighted.

Moving & Copying Text

When you are working with your text, the following skills are necessary in helping you to shape your documents:

- Cutting
- Copying
- Pasting

Select some text and write what each does next to it.



Changing the Appearance of Text

Font is a term used to describe the appearance of the type on your computer. You can use a mixture of fonts, sizes and styles in your letter. ClarisWorks defaults to Helvetica. You can type in this font and then come back later and change the appearance of the text.

Style of text refers to the way the font appears on screen and the way it will appear when printed. The style options are:



Plain Text (the basic Style)

Bold

Italic

Underline

Outline

Shadow

Condense

Extend

Superscript

Subscript

Size refers to the measure of type size in units called points. Size may be used to emphasise a headline for instance.

Changing Font, Size and Style



1. Select the text you want to change by clicking and dragging over it.
2. Choose the font you want from the Font menu, the size you want from the Size menu, and the style you want from the Style menu.

(Remember- you must have the text selected first!)

Headers & Footers

Headers and footers are useful for:

- documents that are long and need a title on each page.
- page numbering.
- putting your name/company/symbol into people's minds.

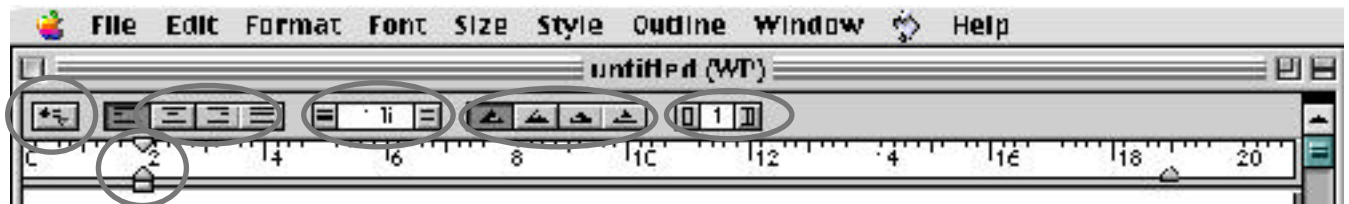
Notice the Footer at the bottom of each page in this booklet:

"6 MagnumMac Education Computer Training Courses"

To insert a Header or a Footer, go to the "Format" menu and drag down. Experiment with inserting a Header or a Footer with either a text title, or a graphic (say- from the Library).

Rulers, Alignment & Tabs

Beneath is a picture of the ruler:



There are six main parts to the ruler, select some text and write what each does beside it's name:

1. The label pop-up menu
2. The alignment controls
3. The line spacing controls
4. The tab markers
5. The column indicator, and
6. The margin indents (on the ruler)

Have a look through this booklet and see if you can work out how tabs and rulers have been used to create these two important aspects:

- Consistency
- Flow on of text

Invisible Characters

Invisible characters refer to the tabs, spaces and returns that space out your text, but do not print. You can see these to have a look at how well you are using the tools within the word processor.

A really useful keyboard trick is to hold down the Command key (some people call it the Apple key) and press the semi colon (;).



(This is what they look like)

The Toolbar & Inserting Graphics



The Toolbar enables you to use graphics in your word processing programme. The Pointer tool is the most important, as it allows you to select and move objects you put into your page.

To view or hide your toolbar, click on the icon at the bottom right hand corner of your page:



To insert a graphic item into your document, follow these steps:

1. Click once on the Pointer.
2. Go to the File menu and drag down to "Library".
3. Drag across and release on the Library you wish to use.
4. Double-click (or drag and drop) the item you wish to use.
5. Have a go at moving it to where you want it on the page.



Text Wrap

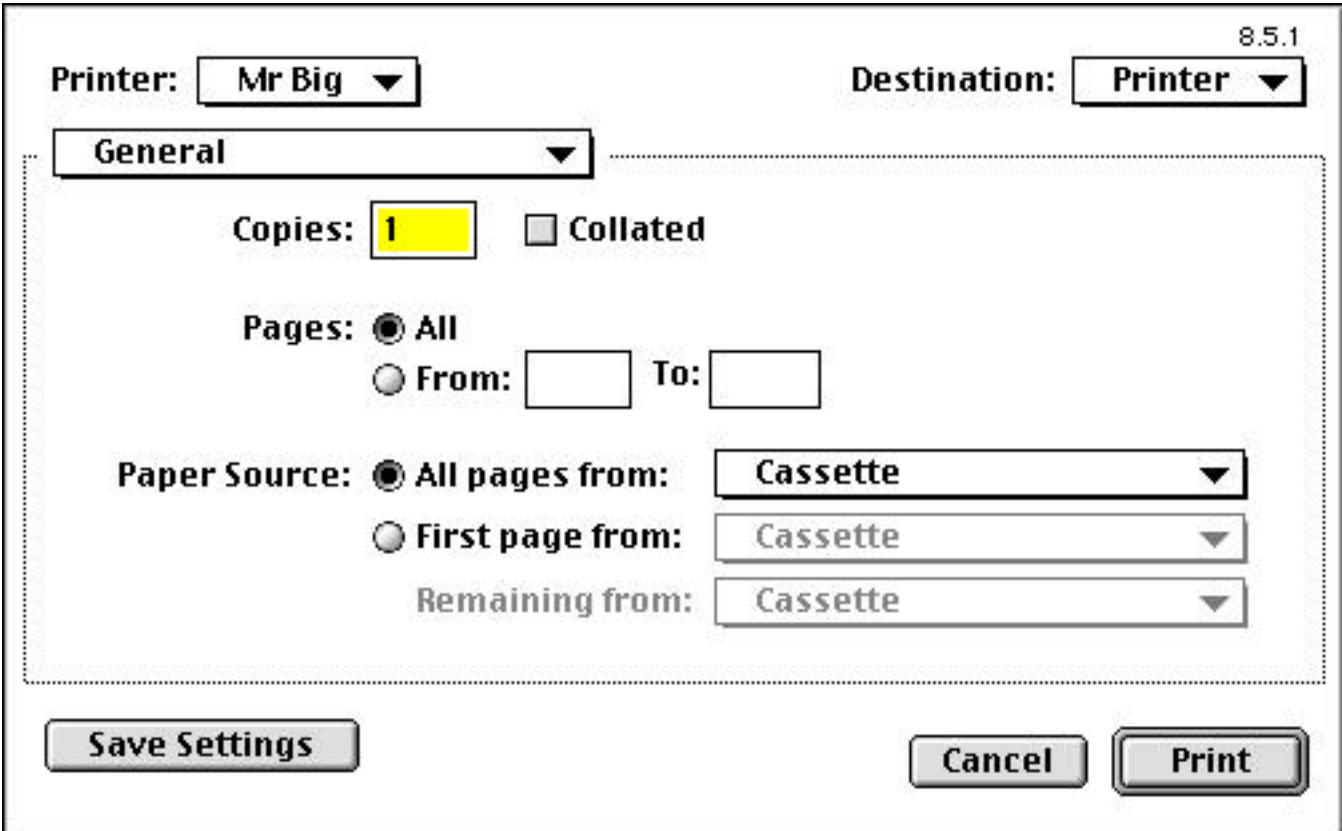
To make your words wrap around this new graphic, follow these steps:

1. Click once on the graphic.
2. Go up to the Options menu and drag down to "Text wrap".
3. Select the type of Text wrap you wish to use.

(Your text will now wrap around your graphic object where ever you drag it in your document.)

Printing

This is the test of your layout. If you are printing a test print, it is a good idea to make it a draft- so as to save printer ink.



The screenshot shows a printing dialog box with the following settings:

- Printer: Mr Big
- Destination: Printer
- General tab selected
- Copies: 1 (highlighted in yellow)
- Collated:
- Pages: All, From: [], To: []
- Paper Source: All pages from: Cassette, First page from: Cassette, Remaining from: Cassette
- Buttons: Save Settings, Cancel, Print

You will find the Command for printing in the File menu.

Speeding Work Up

Spell Checking

Get into the habit of spell checking at the end of writing your text. Let the computer do the work for you, this will speed you up considerably.

Follow these steps:

1. Go to the Edit menu and drag down to "Writing Tools".
2. Drag across to "Check Document Spelling"

Shortcuts or Button Bar

This is one of the most useful features of ClarisWorks, it allows you to quickly perform all sorts of functions. It even changes according to which type of document you are working in. You can set it up so that only your preferred shortcuts are in the bar as well.

The keyboard shortcut for bringing up the Button Bar (or Shortcuts in ClarisWorks 4) is:

"Command - Shift - X"

If you leave the pointer over the top of a button on the Button Bar, a balloon will appear telling you what it does. Click on some to find out what they do.

Keyboard Shortcuts

Here are some to start you off:

(Hold down the Command key and press... to...)

X	to	Cut text
V	to	Paste text
=	to	Check Spelling
C	to	Copy text
A	to	Select All
P	to	Print

Write some others down that you discovered during this session...

Stationary Templates

This feature allows you to speed up repetitive tasks, such as letterheads, forms for faxes and so on.



When in Save mode, you get the choice of making it a Stationary template.

The next time you open this stationary template, it will open up with the attributes you made when you first saved the file. It will also need to be re-saved under a new name.