Learner Full Name: _____

School: _____ **Class:** _____

Workstation Device: _____ **Station #:** _____

Session 16: Create & Format Documents (Part 1)

In earlier sessions, we used *Notepad* to practice typing. Notepad is simple, but it cannot change the color of words, center a title, or add pictures. Today, we step into the world of full **Word Processors**!

1. Plain Talk: The Old Typewriter vs. Digital Word Processor

Before computers, office secretaries in Ghana typed on mechanical **typewriters**. If they made a single spelling mistake near the bottom of the page, they had to throw the entire sheet of paper away and start over! With a modern digital **Word Processor** (such as Microsoft Word, Google Docs, or LibreOffice Writer), you can edit, correct, recolor, and format your text as many times as you like before printing a single sheet of paper.

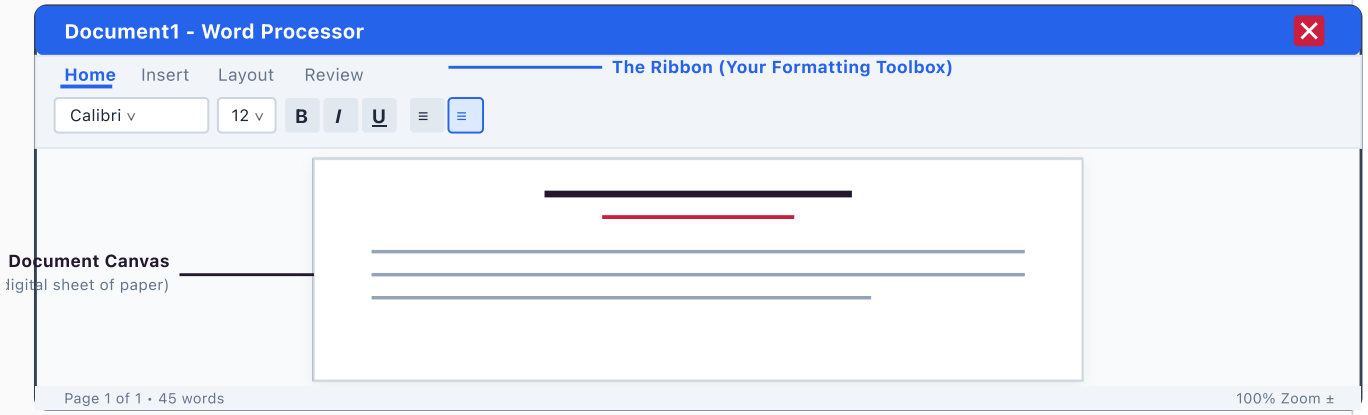

Figure 16.0: The Word Processor layout. All styling controls sit inside the Ribbon at the top.

2. Word Processor Vocabulary

- **The Ribbon:** The wide strip of tabs and buttons running across the top of the window.
- **Canvas (Page):** The white rectangular workspace representing an A4 sheet of paper.
- **Margins:** The blank protective border around the edges of the page where no text is typed.
- **Cursor:** The blinking vertical line (|) showing exactly where the next typed letter will land.

1. What is a "Font"?

A **Font** is the visual design, shape, and style of the letters you type. Just as people have different handwritings, computers have hundreds of digital typefaces designed for different purposes.

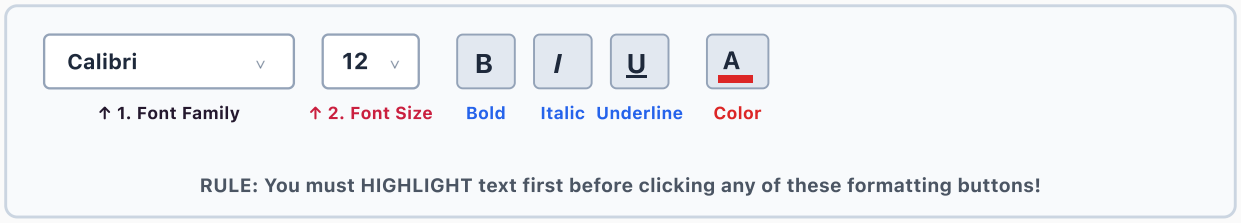

Figure 16.1: The Font Formatting Cluster on the Home Ribbon.

2. The Essential Formatting Styles

Tool	Shortcut Key	Visual Appearance	When to Use in School
Bold	`Ctrl` + `B`	**Thick, dark, heavy letters**	Main titles and section headings.
Italic	`Ctrl` + `I`	*Slanted, gentle letters*	Book titles, quotes, or subheadings.
Underline	`Ctrl` + `U`	Line drawn underneath	Important warning phrases or terms.

3. Professional Font Sizes for School Work

Document Titles & Headings

- **Main Document Title:** 18 pt to 20 pt (Bold)
- **Section Subheading:** 13 pt to 14 pt (Bold or Italic)

Body Text (The Essay Paragraphs)

- **Standard Body Paragraphs:** 11 pt or 12 pt

Never type school essays in size 18 font just to make them look longer! Teachers spot this immediately!

1. The Four Text Alignments

Alignment refers to how text lines up along the left and right edges of your page:

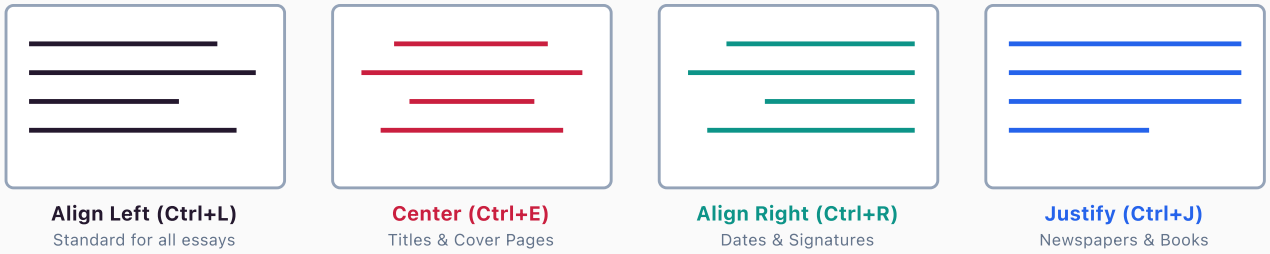

Figure 16.2: Visual comparison of the four alignment options.

2. When to Use Each Alignment in School Work

Alignment Name	How It Looks	Real-World School Example
Align Left	Straight line on the left; ragged edges on the right.	All normal school essays, stories, and answers.
Center	Equal empty space on left and right; text sits in the exact middle.	The main title of your essay, flyer, or poem.
Align Right	Straight line on the right; ragged on the left.	Writing the date (e.g. *24th October 2026*) at the top of a formal letter.
Justify	Spaces between words are gently stretched so both left and right edges are perfectly straight.	Printed textbooks, government gazettes, newspapers.

Using Google Docs or LibreOffice? The buttons look a little different but do the same job. In Google Docs, add Shift to the alignment shortcuts: Ctrl + Shift + L, E, R or J.

3. The Enter Key Rule (Starting New Paragraphs)

⚠ **DO NOT PRESS ENTER AT THE END OF EVERY LINE!**

Word processors have a smart feature called **Word Wrap**. When your sentence reaches the right margin, the computer automatically drops your cursor down to the next line.

Only press `Enter` **when you want to start a brand-new paragraph!**

1. Fast Text Selection Techniques

Before you can change the font, size, or color of any word, you must **select (highlight) it** so the computer knows which words to change:

To Select Exactly...	Mouse / Touchpad Action	Pro Speed
A Single Word	Move pointer over the word and **Double-Click** (tap twice fast).	1 second!
An Entire Paragraph	Move pointer inside the paragraph and **Triple-Click** (tap 3 times fast).	Instantly selects the whole block!
Custom Selection	Click and hold before the first letter, slide to the end, then let go.	Standard dragging.
The Entire Document	Hold down `Ctrl` and press `A` (Select All).	Highlights everything on every page.

2. The Magic Wand: Undo (Ctrl + Z)

The single most powerful shortcut on a computer is **Undo** (`Ctrl` + `Z`). It is an electronic time-machine that reverses your last mistake!

Figure 16.3: The Undo lifeline. Ctrl+Z undoes your last mistake; Ctrl+Y re-applies it if you change your mind!

3. Panic Button: The Selection Replacement Trap

MY ENTIRE ESSAY DISAPPEARED WHEN I PRESSED SPACEBAR!

Why this happened: You accidentally highlighted the whole paragraph and tapped a key. When text is highlighted blue, the computer thinks you want to replace it with whatever new key you tap!

How to fix it immediately: DO NOT PANIC! Take your hands off the keyboard. Press:

`Ctrl` + `Z`

Your entire essay will pop back onto the screen instantly!

1. Lab Mission: Format an Official School Environmental Notice

Follow these 5 steps to build a formatted clean-school campaign document:

1 **Launch the Word Processor:**
Click Start → type word (or open **LibreOffice Writer** or **Google Docs**) → Open a blank document.

2 **Type the Raw Content (Do not format yet):**
Type these lines (press `Enter` only where shown):
A GREENER, CLEANER SCHOOL COMPOUND ← *press Enter*
By: BIH Tech Club Sanitation Team ← *press Enter*
A clean school environment keeps every student healthy and proud. When we clear standing water from our gutters and plant trees around our classrooms, we stop mosquitoes and create cool shade for learning. Let us join hands this Friday to beautify our school grounds.

3 **Format the Main Title:**
Triple-click line 1. Set Font to **Calibri** or **Arial**, Size to **18 pt**, make it **Bold** (`Ctrl+B`), and **Center** it (`Ctrl+E`).

4 **Format the Subtitle:**
Triple-click line 2. Set Size to **12 pt**, make it *Italic* (`Ctrl+I`), and **Center** it (`Ctrl+E`).

5 **Format the Body Paragraph & Save:**
Triple-click the paragraph. Keep it **12 pt** and **Align Left** (`Ctrl+L`).
Save: **File → Save As** → Documents > BIH_Practice > Notes → Name it: Greener_School_AmaMensah.docx.
In LibreOffice, choose Word (.docx) in Save As, not .odt. Using Google Docs? It saves online. Use File → Download → Microsoft Word (.docx), then move it from Downloads into BIH_Practice > Notes.

2. Visual Target (What Your Finished Page Should Look Like)

A GREENER, CLEANER SCHOOL COMPOUND

By: BIH Tech Club Sanitation Team

A clean school environment keeps every student healthy and proud. When we clear standing water from our gutters and plant trees around our classrooms, we stop mosquitoes and create cool shade for learning. Let us join hands this Friday to beautify our school grounds.

SESSION 16 REVIEW & VERIFICATION

1. Match the Formatting Tool

Draw a line connecting each ribbon button to its correct action:

[B]	• Reverses your last accidental mistake (Undo).
[I]	• Makes letters slanted for quotes or subtitles (Italic).
[Ctrl + E]	• Centers text in the middle of the page.
[Ctrl + Z]	• Standard readable font size for school essay body text.
[12 pt]	• Makes letters heavy, thick, and dark (Bold).

2. Written Review Questions

Question 1: Why should you NOT press the `Enter` key at the end of every typed line in a word processor?

Question 2: What mouse action allows you to highlight an entire word in less than a second?

Question 3: Which text alignment is used for the main title of an essay? Circle one: [Left] [Center] [Right]

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 16:

Word Processing Competency	With Help	Almost Alone	All By Myself!
1. I can identify the Ribbon, Document Canvas, and Margins in Word.	○	○	○
2. I can select words and change Font Family, Size, and Styles (Bold, Italic).	○	○	○
3. I can correctly apply Align Left, Center, and Right to titles and paragraphs.	○	○	○
4. I know how to use Ctrl + Z immediately to undo accidental deletions.	○	○	○

Mentor Signature: _____ **Date Completed:** _____