

Learner Full Name: _____ School: _____
 Assigned Workstation: _____ Class: _____

Session 18: Documents 3: Real Documents

In Sessions 16 and 17 you learned to type, format and check a notice. Today you become a real document maker. You will add **tables** and **pictures**, control the **page layout**, add **headers, footers and page numbers**, and then make three documents people use every day: a **formal letter**, an **event poster** and a **programme** (order of events) for a school event.

1. Plain Talk: The Typing Shop at the Junction

Near almost every school or lorry station in Ghana there is a small shop with a sign saying "*Typing, Printing, Photocopy, Lamination*". People bring the shop owner a handwritten letter to the District Office, the words for a church or wedding programme, or a poster for a football gala. The shop owner turns it into a neat, printed document.

That shop owner is not using magic. They use the same word processor you use, with a few extra tools: a **table** for the order of events, a **picture** for the poster, the right **margins** (the empty border around the page), and a **footer** with page numbers. After today, you can do that job yourself.

2. The Parts of a Real Page

HEADER

Repeats at the top of every page

PICTURE + WRAP TEXT

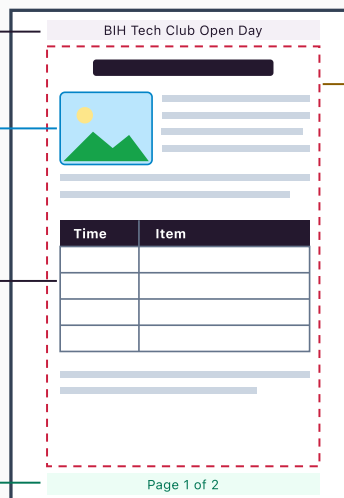
Words flow neatly around it

TABLE

Rows and columns, with a coloured header row

FOOTER + PAGE NUMBER

Repeats at the bottom of every page



MARGINS

The empty border around the page (the dashed orange line). Printers cannot print to the edge.

PAGE SIZE: A4

21 cm wide × 29.7 cm tall: the paper used in Ghanaian schools.

ORIENTATION

Portrait (tall, like this one) or landscape (wide, lying down).

Figure 18.1: The parts of a real page. Every one of these is a tool you will use today.

💡 THREE PROGRAMMES, SAME IDEAS

The steps in this workbook are for **Microsoft Word**. LibreOffice Writer and Google Docs have the same tools, sometimes in a different menu. Look for the purple "*Other programmes*" notes. Your screen may look slightly different, depending on the version.

1. Tables: Rows, Columns and Cells

A **table** is a grid that keeps information in neat lines, like a class timetable. A **row** goes across, a **column** goes down, each box is a **cell**, and the top row with the column names is the **header row**.

Header row →	Time	Item	By	← One cell (green box)
	10:00 am	Arrival of guests	Ushers	
A row (across) →	10:15 am	National Anthem	All	
	10:20 am	Welcome address	Club President	

↑ A column (down): the orange dashed box

Figure 18.2: This table has 3 columns and 4 rows (1 header row and 3 rows of events).

INSERT & GROW A TABLE (Word)

Insert: Insert tab → Table → move the mouse over the little grid (for example 3 across, 4 down) and click.

Add a row at the end: click in the very last cell and press **Tab**. A new row appears!

Add a row in the middle: right-click a row → Insert → Insert Rows Below.

MAKE IT LOOK GOOD

Header row: select the top row, make it **bold** and colour it (Table Design → Shading). **Borders:** select the table → Table Design → Borders → All Borders.

Other programmes: LibreOffice: Table → Insert Table. Google Docs: Insert → Table. Tab in the last cell works in all three.

2. Pictures: Insert, Resize, Wrap

Insert: click where the picture should go → Insert → Pictures → This Device → find the picture → Insert. Pictures arrive far too big. To resize, click the picture and drag a **corner** handle.



Original logo



✓ Corner handle
Smaller, same shape



✗ Side handle
Squashed and stretched!

Figure 18.3: Always drag a corner handle. A side handle squashes the picture. You will use the same rule for slides in Session 23.

Wrap text decides how words sit around the picture. Click the picture → Picture Format → Wrap Text (or the small Layout Options button beside it). LibreOffice: right-click the picture → Wrap. Google Docs: click the picture and use the small bar under it.

Wrap option	What happens	Good for
In Line with Text	The picture sits on a line, like one giant letter.	A logo on its own line
Square	Words flow around the picture's four sides.	A photo beside a paragraph
Behind Text	The picture becomes the background.	A faint watermark (careful!)

1. Set Up the Page First

A good tailor measures the cloth before cutting. A good document maker sets up the page before typing. In Word, all three settings live on the **Layout** tab:

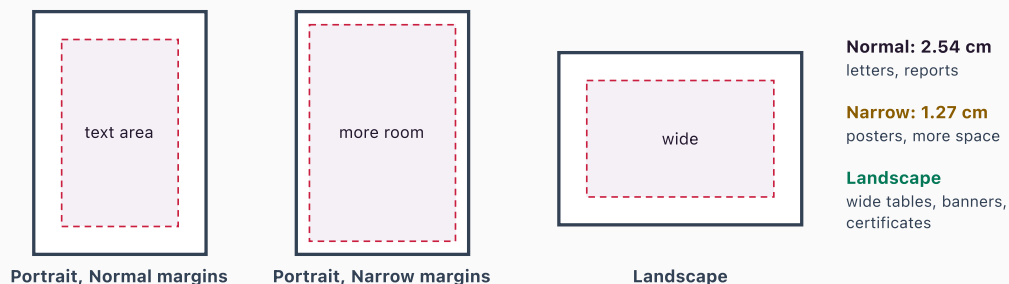


Figure 18.4: Margins change how much of the page you can use; orientation turns the page on its side.

Setting	Word (Layout tab)	LibreOffice / Google Docs
Margins	Layout → Margins → Normal or Narrow	LibreOffice: Format → Page Style → Page tab. Google Docs: File → Page setup . All three settings are in one box.
Orientation	Layout → Orientation → Portrait or Landscape	
Page size	Layout → Size → A4 (21 cm × 29.7 cm)	

⚠ PANIC BUTTON: "MY PRINT IS CUT OFF!"

Some computers are set to **Letter**, an American paper size that is shorter and wider than A4. Your document looks fine on screen but prints wrongly in Ghana. Always check **Layout** → **Size** → **A4** before you start.

2. Headers, Footers and Page Numbers

The **header** is the strip at the very top of the page; the **footer** is the strip at the bottom. Whatever you type there **repeats on every page** by itself: the club name, the date, the page number.

- 1 Open the header:** double-click in the top margin of the page (or **Insert** → **Header** → **Blank**). Type BIH Tech Club.
- 2 Add page numbers:** **Insert** → **Page Number** → **Bottom of Page** → pick a centred style. Never type page numbers by hand: the computer counts for you, even when pages move.
- 3 Go back to the page:** double-click in the main text (or click **Close Header and Footer**). The header turns pale: that means it is resting, not gone.

Other programmes: LibreOffice: **Insert** → **Header and Footer** → **Header** → **Default Page Style**; page numbers: **Insert** → **Page Number** (older versions: **Insert** → **Field** → **Page Number**). Google Docs: **Insert** → **Headers & footers**, and **Insert** → **Page numbers**.

3. Page Breaks: Start a New Page Properly

Pressing **Enter** twenty times to reach a new page is a trap: add one line above and everything slides out of place. Instead press **Ctrl + Enter**. This inserts a **page break**: "start a new page here", whatever happens above. It works in Word, LibreOffice and Google Docs.

1. The Formal Letter

A **formal letter** goes to someone in an official role: a headteacher, a District Director, a company. It follows the same pattern you learn in English lessons. In the Ghanaian school format, it looks like this:

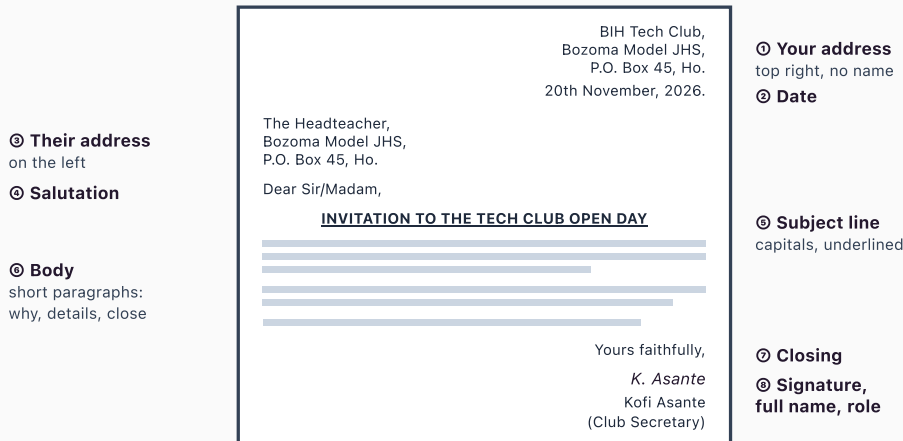


Figure 18.5: The parts of a formal letter. Use "Dear Sir/Madam" with "Yours faithfully", or "Dear Mrs Owusu" with "Yours sincerely".

THE WORD PROCESSOR TRICK FOR THE TOP RIGHT

Do not press the Spacebar fifty times to push your address to the right. Select the address and date lines and press **Ctrl + R** (align right; Google Docs: **Ctrl + Shift + R**). Some offices put every line on the left (**block style**): follow what your teacher asks for.

2. The Poster and the Programme

EVENT POSTER

Seen from across the compound, in three seconds. One big title, one picture, and only the key facts: **What? When? Where? Who can come?** Use **Narrow** margins and big, bold, centred text.

PROGRAMME (ORDER OF EVENTS)

The booklet guests hold at a speech day or funeral. A **cover page** (title, picture, date, venue), a **page break**, then a **table**: Time, Item, By. A footer with page numbers.

3. Team Race: Spot the 5 Mistakes

Esi typed this letter to her headteacher. In your team, find **5 mistakes** as fast as you can. The first team to find all five earns 3 team points.

Dear Headmaster Kofi,
 BIH Tech Club, Bozoma Model JHS, P.O. Box 45, Ho.
 hey sir, we want to use the computer lab on saturday for our typing race. pls say yes!!!
 Your friend,
 Esi

1. Lab Mission: Make Three Documents for the Tech Club Open Day

The club is holding an **Open Day** to show parents what you have learned. Warm up in the **Page Layout Studio** 3D lab on your session page (add a table and a picture, set the margins and orientation, add a header and footer), then make the real thing. Save all three in Documents > BIH_Practice > Notes.

- 1 **The letter** (OpenDay_Letter_YourName): new blank document → check **Layout → Size → A4** and **Normal** margins. Type a letter to your headteacher inviting them to the Open Day, with all 8 parts from Figure 18.5. Right-align your address and the date (**Ctrl+R**); make the subject line bold and underlined. Fix every red squiggle.
- 2 **The poster** (OpenDay_Poster_YourName): new document → **Landscape, Narrow** margins. A big bold title, centred. Insert the picture your mentor put in BIH_Practice > Images, resize it from a **corner** and set **Wrap Text → Square**. Add What, When, Where and Who in large text. Everything must fit on **one page**.
- 3 **The programme** (OpenDay_Programme_YourName): page 1 is a cover (title, picture, date, venue). Press **Ctrl+Enter**. On page 2 type Order of Events (Heading 1), then insert a 3-column table: **Time, Item, By**. Fill in at least 6 events, pressing **Tab** in the last cell for new rows. Bold and shade the header row; add All Borders.
- 4 **Header, footer, page numbers:** in the programme, put BIH Tech Club Open Day in the header and a page number at the bottom centre. Check that both pages show them.
- 5 **Save each one, then save as PDF:** **Ctrl+S** first (as .docx). Then **File → Save As →** under the file name, change the type to **PDF → Save**. A PDF looks the same on every phone and computer, and nobody can change it by accident.
LibreOffice: File → Export as PDF. Google Docs: File → Download → PDF Document (.pdf), then move it from Downloads into Notes.

Check	Letter	Poster	Programme
Page size A4?	☐	☐	☐
Orientation used	-----	-----	-----
Number of pages	-----	-----	-----
Saved as .docx and PDF?	☐	☐	☐

Show and tell: hold up (or show on screen) your poster. Which part did your partner see first, from 3 metres away?

1. What Should You Do?

A. Yaw drags the side handle of the school crest and it looks fat and squashed. What should he do?

- ☐ Drag the other side handle to balance it.
- ☐ Press Ctrl + Z, then drag a corner handle instead.
- ☐ Delete the crest and draw a new one.

B. Naa needs the "Order of Events" to start on a new page. What is best?

- ☐ Press Enter many times until a new page appears.
- ☐ Press Ctrl + Enter to insert a page break.
- ☐ Start a brand new document for page 2.

C. Selasi's timetable has 7 columns and does not fit across the page. What should she try first?

- ☐ Change the orientation to Landscape.
- ☐ Make the font size 4 pt.
- ☐ Delete two days from the timetable.

D. Fatima starts her letter "Dear Sir/Madam,". How should she close it?

- ☐ Yours faithfully,
- ☐ Your friend,
- ☐ Bye for now,

2. Written Review Questions

Question 1: Why is it better to add page numbers with Insert → Page Number than to type them yourself?

Question 2: Why do people send a letter or programme as a PDF instead of a .docx file?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 18:

Real Documents Competency	With Help	Almost Alone	All By Myself!
1. I can insert a table, add rows and format its header row and borders.	☐	☐	☐
2. I can insert a picture, resize it from the corner and wrap text around it.	☐	☐	☐
3. I can set margins, orientation and A4 size, and add a header, footer, page numbers and a page break.	☐	☐	☐
4. I can make a formal letter, a poster and a programme, and save them as PDF.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____