

Component I: Core

Module E: Computers

Topic 2: Introduction to Word Processing

Statement of Purpose

To prepare the learner with basic knowledge and skills necessary to use a word processing application.

Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define key terms.
2. Identify word processing applications: Word, Works, WordPerfect, Google docs and open source applications.
3. Identify menus and toolbar options on a word processing screen.
4. Create, save, close, open, print and edit documents.
5. Enhance documents with character formatting including all caps, bold, underline and italics; paragraph formatting including indent, bullet and line spacing; design formatting including inserting graphics and text.
6. Use help feature to perform basic and advanced operations.
7. Use format tools to enhance visual display of documents.
8. Create templates and forms for medical documents.
9. Use spell check and grammar check to proofread a document.
10. Create folders and design a naming convention for saved documents.
11. Print documents.
12. Scan and save documents.

Terminology

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| 1. Align | 21. Forms |
| 2. Application software | 22. Function keys |
| 3. Backup | 23. Global changes |
| 4. Bold | 24. Graphics |
| 5. Bullet | 25. Header |
| 6. Central Processing Unit (CPU) | 26. Icon |
| 7. Clear | 27. Indent |
| 8. Click | 28. Insert |
| 9. Command | 29. Italicize |
| 10. Copy | 30. Keyboard |
| 11. Cursor | 31. Line spacing |
| 12. Delete | 32. Margins |
| 13. Dialog box | 33. Menu |
| 14. Drawing Tools | 34. Monitor |
| 15. Edit | 35. Mouse |
| 16. File names | 36. Open document |
| 17. Folders | 37. Ordinals |
| 18. Font styles | 38. Page breaks |
| 19. Footer | 39. Page orientation |
| 20. Format | 40. Paste |

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| 41. Portable Document Format (pdf) | 50. Table |
| 42. Printer | 51. Tabs |
| 43. Ruler | 52. Template |
| 44. Save | 53. Toolbar |
| 45. Screen view | 54. Underline |
| 46. Scroll | 55. Word software application |
| 47. Sections | 56. Word wrap |
| 48. Show/hide | |
| 49. Styles | |

References

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3. Joos, I., Nelson, R., & Smith, M.J., (2009). *Introduction to Computers for Healthcare Professionals* (5th Ed.) Burlington, MA: Jones & Bartlett Learning.
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5. Proctor, D. B., & Young-Adams, A. P. (2011). *Kinn's The Medical Assistant: An Applied Learning Approach* (11th Ed.). Philadelphia, PA: Saunders Elsevier.
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Content Outline/Theory Objectives	Suggested Learning Activities
<p>Objective 1 Spell and define key terms.</p> <ul style="list-style-type: none"> A. Review the terms listed in the terminology section. B. Spell the listed terms accurately. C. Pronounce the terms correctly. D. Use the terms in their proper contexts. 	<ul style="list-style-type: none"> A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman and concentration. B. Administer vocabulary pre-test and post-test. C. Discuss learning gaps and plan for applying vocabulary.
<p>Objective 2 Identify word processing applications</p> <ul style="list-style-type: none"> A. Identify computer hardware <ul style="list-style-type: none"> 1. Central Processing Unit (CPU) 2. Monitor 3. Keyboard 4. Disk drive 5. Printer 6. Scanner 7. Mouse B. Identify features of word processing applications <ul style="list-style-type: none"> 1. Word 2. Word Perfect 3. Works 4. Google docs 5. Open source applications 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Computer assisted learning/workbook activities. D. Create a document using each of the word processing applications.
<p>Objective 3 Identify menus and toolbar options on a word processing screen.</p> <ul style="list-style-type: none"> A. Home B. Insert C. Page layout D. View E. Mailings 	<ul style="list-style-type: none"> A. Have students navigate through the application menus and toolbars to find specific formatting and editing tools.
<p>Objective 4 Create, save, close, open, print, and edit documents.</p> <ul style="list-style-type: none"> A. Creating a document <ul style="list-style-type: none"> 1. Open the application. 2. Key content to create the document. 3. Save the document. 4. Proofread the document and then make any necessary changes by editing. 5. Save the revised document. 6. Print a hard copy of the document. 7. Close the document. 8. Exit the program. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use anatomical computer assisted learning/workbook activities. D. Develop hands-on exercises. E. Create skill assessment exercises. F. Have the students compose

<p>B. Typing and saving a document</p> <ol style="list-style-type: none"> 1. Using word wrap. 2. Using auto correct. 3. Correcting spelling. 4. Saving a document <ol style="list-style-type: none"> a. Click the save button on the toolbar or click “File” then “Save” (Ctrl + S is a common shortcut). b. At the “Save As” dialog box, type the name of the document and key in location to be filed. c. Click “Save” or press “Enter”. <p>C. Closing a document</p> <ol style="list-style-type: none"> 1. Click File, then “Close” or. 2. Use the close button in corner: “X”. <p>D. Opening a document</p> <ol style="list-style-type: none"> 1. Click the “Open” icon on the standard toolbar. 2. Use the “Open” option from the “File” drop-down menu. <p>E. Printing a document</p> <ol style="list-style-type: none"> 1. Open the document and click the “Printer” icon on the standard toolbar. 2. Open the document and click “File” then “Print” and at the dialog box click OK (Ctrl + P is a common shortcut). <p>F. Editing a document</p> <ol style="list-style-type: none"> 1. Insert and edit <ol style="list-style-type: none"> a. Inserting comments. 2. Delete. 3. Scroll. 4. Copy and paste (Ctrl + C and Ctrl + V). 5. Find and Replace (Ctrl + F). 	<p>and format a memo, email and letter.</p> <p>G. Create and conduct a spelling bee.</p>
<p>Objective 5 Enhance documents with character formatting including all caps, bold, underline and italics; paragraph formatting including indent, bullet, line spacing; design formatting including inserting graphics and text.</p> <p>A. Creating text in all caps</p> <ol style="list-style-type: none"> 1. Activate the Caps Lock feature on keyboard. <p>B. Bolding, Underlining, and Italicizing</p> <ol style="list-style-type: none"> 1. Bold text: click the button on the formatting toolbar or Ctrl + B on keyboard. 2. Italicize text: click the button on the formatting toolbar or Ctrl + I on keyboard. 3. Underlining text: click the button on the formatting toolbar or Ctrl + U on keyboard. <p>C. Changing alignment of text in paragraphs</p> <ol style="list-style-type: none"> 1. Left aligned text. 2. Right aligned text. 3. Center aligned text. 4. Fully aligned text. 	<p>A. Lecture/Discussion</p> <p>B. Assigned Readings</p> <p>C. Use computer assisted learning/workbook activities.</p> <p>D. Have the students annotate a document.</p> <p>E. Develop skill assessment exercises.</p> <p>F. Have students use proofreader’s symbols to edit a document. Dictate changes to students and then have them create the revised document.</p>

<ul style="list-style-type: none"> D. Indenting text in paragraphs <ul style="list-style-type: none"> 1. Indenting the first line of text in a paragraph. 2. Indenting text from the left margin. 3. Decreasing the indent. 4. Indenting text from the left and right margins. 5. Creating a hanging paragraph. 6. Creating numbered and bulleted paragraphs and lists. 7. Creating ordinals. E. Changing line spacing <ul style="list-style-type: none"> 1. Single spacing. 2. Double spacing. F. Deleting a block of text. G. Moving a block of text. H. Copying a block of text. I. Pasting a block of text. 	
<p>Objective 6 Use help feature to perform basic and advanced operations.</p> <ul style="list-style-type: none"> A. Using the index to narrow search. B. Finding special words or phrase. C. Using the Office Assistant or Answer Wizard. D. Using additional Help features. E. Using screen tips. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities.
<p>Objective 7 Use format tools to enhance visual display of documents.</p> <ul style="list-style-type: none"> A. Changing fonts <ul style="list-style-type: none"> 1. Choosing a typeface. 2. Choosing a type size. 3. Choosing a type style. B. Manipulating tabs on the ruler <ul style="list-style-type: none"> 1. Setting tabs. 2. Moving tabs. 3. Deleting tabs. C. Preparing multiple-paged documents <ul style="list-style-type: none"> 1. Changing margins. 2. Inserting hard page breaks. 3. Insert section breaks. 4. Insert page numbers. 5. Insert header and footer. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities. D. Games: word search E. Develop skill assessment services. F. Create a report with multiple sections.
<p>Objective 8 Create templates and forms for medical documents.</p> <ul style="list-style-type: none"> A. Developer menu. B. Form design. C. Form features: text box, drop down box, check box. D. Protect form. E. Save as a template. 	<ul style="list-style-type: none"> A. Have students work in groups to create a form to be used as a medical document template Students can select any of the commonly used office forms to create.

<p>Objective 9 Use spell check and grammar check to proofread a document.</p> <ul style="list-style-type: none"> A. Spell checking a document and style of a document <ul style="list-style-type: none"> 1. Using command buttons. 2. Editing while spell checking. B. Checking the grammar and style of a document <ul style="list-style-type: none"> 1. Making changes. 2. Ignoring text. 3. Explaining grammar and style rules. 4. Understanding readability statistics. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities.
<p>Objective 10 Create folders and design a naming convention for saved documents.</p> <ul style="list-style-type: none"> A. Create a folder <ul style="list-style-type: none"> 1. Select documents. 2. Delete documents and folders. 3. Cut and paste a document. 4. Rename documents. 5. Open documents. 6. Create backup files. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities.
<p>Objective 11 Print documents.</p> <ul style="list-style-type: none"> A. Finding and selecting printers. B. Printing specific text or pages. C. Printing multiple copies. D. Print preview and changes. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities.
<p>Objective 12 Scan documents.</p> <ul style="list-style-type: none"> A. Turn scanner on. B. Lift the scanner lid. C. Lay image face down on the bed of the scanner aligned with the top corner. D. Close the lid. E. Click "File". F. Click "Scan" or "Acquire" to begin the scan. G. While the image is being scanned, a preview will show up on the monitor. If the image is not what you wanted then cancel the image and realign the image that is in the scanner. H. Crop the image. I. Save as a pdf file (portable document format). 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use computer assisted learning/workbook activities. D. Demonstration and return demonstration.