Pathfinder Honour:
Trainer's Notes
Word Processing 1

Instructions to Trainers / Instructors of this Honour

Thank you for being involved with this Honour. These notes have been developed to assist in teaching / instructing this honour. We recognise that there is much more information available and we are grateful that you should share your expertise.

Please remember that Honours are designed to develop our Pathfinders in many ways; their interests, their knowledge and their relationship with their Saviour and Creator. Your enthusiasm and creativity will have a huge impact on those doing the honour.

To complete an Honour, the following (where applicable) must be completed satisfactorily:
- Physical and Practical Requirements.
- Honour Workbook.
- Honour Assessment Sheet. *(On SPD Honour Website but Leader's level access is required)*

Additional Reference Material

Acknowledgements

Please refer to the text within this document.

Before you start:

Modern technology is progressing at a rapid pace. Software and hardware products are being upgraded frequently. Because of this, no detailed information is provided on operating the hardware or using word-processing software. Please refer to relevant manufacturers or suppliers for information.

REQUIREMENT 1:

Word Processing 1 Honour: Trainer's Notes

a. **Briefly describe the meaning of the term 'word processing'**
Word processing is the creation of documents by electronic means.

b. **List the hardware needed for word processing**.
The following functions are essential for word processing:

·   Computer: to store the word-processing software and to store the electronic documents.

·   Visual Display Unit (VDU) / Monitor / Screen: to view what is being created.

·   Keyboard: to 'type' and to give commands to the software.

·   Mouse (or equivalent): to control the cursor & to activate word processing tasks.

·   Printer: to print documents or selected parts of documents.

·   Cables: to link the hardware together. Note that nowadays 'wireless' is being used instead of cables.

·   Removable Data Storage: to allow documents to be taken away from the originating computer or to be used as back-up if there is a failure in the originating computer. These include, but are not limited to, CD / DVD discs, flash drives, removable hard drives etc.

The hardware comes in many forms. With a desk-top system, all of the above functions are in separate items of equipment. Each can be replaced / upgraded as needed. This system is intended for a fixed office environment. If portability is required, everything with the exception of a printer is in the same unit: laptops, palmtops and notebooks etc – even 'mobile phones'

REQUIREMENT 2: Demonstrate correct posture while using a keyboard.
Mark Dohrmann and Partners Pty, Australian consulting engineers and ergonomists have kindly given permission to use the following diagrams.
The website is: http://www.ergonomics.com.au/pages/400_useful_info/420_how_to_sit.htm

How to sit at a computer: *useful advice from Mark Dohrmann and Partners*

STEP 1: Your Chair
Push your hips as far back as they can go in the chair.

Adjust the seat height so your feet are flat on the floor and your knees equal to, or slightly lower, than your hips.

Adjust the back of the chair to a 100°-110° reclined angle. Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.

Adjust the armrests (if fitted) so that your shoulders are relaxed.
If your armrests are in the way, remove them.

South Pacific Division of SDA
Document Name: *Word_Processing_1_Honour_Trainer_s_Notes*
Compiled: May 13, John Sommerfeld, S Qld Conf.   Updated: 29 Jul 13, John Sommerfeld, S Qld Conf.

Page 2 of 7

Word Processing 1 Honour: Trainer's Notes

STEP 2: Your Keyboard

An articulating keyboard tray can provide optimal positioning of input devices. However, it should accommodate the mouse, enable leg clearance, and have an adjustable height and tilt mechanism. The tray should not push you too far away from other work materials.

Pull up close to your keyboard.

Position the keyboard directly in front of your body.

Determine what section of the keyboard you use most frequently,
   Then readjust the keyboard so that section is centred with your body.

Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.

The tilt of your keyboard is dependent upon your sitting position.
   Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.

Wrist rests can help to maintain neutral postures and pad hard surfaces.
   However, the wrist rest should only be used to rest the palms of the hands between keystrokes. Resting on the wrist rest while typing is not recommended. Avoid using excessively wide wrist rests, or wrist rests that are higher than the space bar of your keyboard.

Place the pointer as close as possible to the keyboard.
   Placing it on a slightly inclined surface, or using it on a mouse bridge placed over the 10-keypad, can help to bring it closer.
   If you do not have a fully adjustable keyboard tray, you may need to adjust your workstation height, the height of your chair, or use a seat cushion to get into a comfortable position. Use a footrest if your feet dangle.

STEP 3: Screen and Documents

Incorrect positioning of the screen and source documents can result in awkward postures. Adjust the screen and source documents so that your neck is in a neutral, relaxed position.

Centre the screen directly in front of you, above your keyboard.

Position the top of the screen approx 50-75mm above seated eye level.
   If you wear bifocals, lower the screen to a comfortable reading level.)

Sit at least an arm's length away from the screen
   Then adjust the distance for your vision.

Reduce glare by careful positioning of the screen.
   · Place screen at right angles to windows
   · Adjust curtains or blinds as needed
   · Adjust the vertical screen angle and screen controls to minimize glare from overhead lights
   · Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights

Position source documents directly in front of you, between the screen and the keyboard, using an in-line copy stand.
   If there is insufficient space, place source documents on a document holder positioned adjacent to the screen.

Word Processing 1 Honour: Trainer's Notes

STEP 4: Pauses and Breaks

Once you have correctly set up your computer workstation use good work habits. No matter how perfect the environment, prolonged, static postures will inhibit blood circulation and take a toll on your body.

Take short 1-2 minute stretch breaks every 20-30 minutes.
After each hour of work, take a break or change tasks for at least 5-10 minutes. Always try to get away from your computer during lunch breaks.

Avoid eye fatigue by resting and refocusing your eyes periodically.
Look away from the monitor and focus on something in the distance.

Rest your eyes
Cover them with your palms for 10-15 seconds.

Use correct posture when working. Keep moving as much as possible.

The UCLA Ergonomics site is acknowledged for this material.

REQUIREMENT 3: Demonstrate ability to correctly:

a. **Switch on the hardware and open the word processing software.**

b. **Close all documents and software, then shutdown / turn-off all hardware.**

REQUIREMENT 4: Demonstrate ability to:

(Note that this may be done in conjunction with Requirement 5)

a. **Navigate the computer's document / file storage system (viz Microsoft's 'My Documents').**

b. **Retrieve / open a document from the computer's document / file storage system.**

c. **Create a new folder in the computer's document / file storage system.**

d. **Create a new word-processing document.**

e. **Give the new document a suitable file name and save it in the appropriate folder in the computer's document / file storage system. Explain why it is important to ensure that a document being worked on is continually saved & backed up.**

Most software packages have an auto-save function which can be turned on and the frequency of saving set. Losing one's recent work due to a power failure is frustrating and places a strain on the Christian virtue of patience.

f. **Ensure the document has its file name and its latest revision clearly noted on the document. Explain why it is important to do so.**

At the time of compiling a document, this may not seem important. As time goes by and the document is distributed to others and updates are made, the result is confusion. As an example, you will notice that we always insert the relevant details and contributors on each page of our SPD honour material. With earlier honour material, we have no idea of the original authors or which is the most current edition. We have identified up to about six editions of the same honour.

To stress the importance of this, here's a business example.
A firm won a tender to manufacture a portable building that had expensive features. These features were essential for the building to fulfil its purpose. The contract

South Pacific Division of SDA
Document Name: *Word_Processing_1_Honour_Trainer_s_Notes*
Compiled: May 13, John Sommerfeld, S Qld Conf. Updated: 29 Jul 13, John Sommerfeld, S Qld Conf.

Page 4 of 7

stated that it was to be constructed according to a numbered series of engineering drawings and the latest updates were clearly listed.

The manufacturer didn't look at the latest update of one of the critical drawings and built the building according to an earlier drawing which had obsolete structural features. This cost the manufacturer a lot of money to rectify and was a contributing factor to the business going bankrupt. It was a useless case to bring before the courts.

The moral of this example is to make it a habit to list the document name and latest update on all documents. In the future, folks will thank you and you will save yourself a lot of grief.

REQUIREMENT 5: Create a document consisting of no less than 800 words and which demonstrates skill in applying each of the following. Save and print the document. Make a backup copy.

Requirements are listed under the headings below. Because of the diversity of thought as to how documents are to be set out and formatted, we are leaving this up to the discretion of the local examiners of this honour.

At first glance, 800 words may seem a lot. Since Requirement 5c.i calls for text to be copied, the burden is reduced considerably.

Note: We have included a document (of 568 words) in **Attachment 1.** It needs some comprehensive editing. It's provided if you wish to use it. It's a bit of fun and describes a Pathfinder's 'recollection' of a *Pathfinder Campout to Remember.* As they say; any resemblance to people who are living or were once living is purely coincidental. The document needs to be completed.

a. Setting up a document:
  i. Save the document in the appropriate folder. Make a new folder if this is best.
  ii. Set page orientation: portrait or landscape.
  iii. Create a header and footer.
  iv. Set margins.
  v. Insert automatic page numbering in the header or footer.
  vi. Insert the date of the latest revision and the document's file name in the header or footer.

b. Formatting a document using the following:
  i. Fonts: Type (ie Arial etc), Size (ie 12 etc), Style (ie bold), Colour & Underlining.
  ii. Text alignment: Left, Centre, Right and Justify.
  iii. Line spacing.
  iv. Lists and bullets.
  v. Numbering of headings.

c. Editing a document by:
  i. Copying text.
  ii. Moving text.
  iii. Correcting spelling and grammar using auto correct.
  iv. Searching and replacing words or text.

d. Inserting into a document:
  i. A table with headings and a minimum of 3 columns and 5 rows.
  ii. A picture or Clip Art.

South Pacific Division of SDA
Document Name: *Word_Processing_1_Honour_Trainer_s_Notes*
Compiled: May 13, John Sommerfeld, S Qld Conf. Updated: 29 Jul 13, John Sommerfeld, S Qld Conf.

Page 5 of 7

South Pacific Division of SDA
Document Name: *Word_Processing_1_Honour_Trainer_s_Notes*
Compiled: May 13, John Sommerfeld, S Qld Conf.   Updated: 29 Jul 13, John Sommerfeld, S Qld Conf.

Page 6 of 7

Word Processing 1 Honour: Trainer's Notes
ATTCHMENT: DOCUMENT TO EDIT and COMPLETE.

Instructions
The following is an alternative to Pathfinders creating a document containing all the features required in Requirement 5. It is an account by a hypothetical Pathfinder who is heading off to a hypothetical Campout. It needs editing. In the account, the Pathfinders haven't even reached their campsite, so the story needs to be completed. Pathfinders are encouraged copy the document and to use their imagination and creativity to complete the narrative. It is expected that pictures taken at campouts will feature in the story and there will be a table (Requirement 5d.i).

A PATHFINDER CAMPout TO REMENBERRR.

Our last Pfathinder camp was one to rememember and I wwill never forget it if I love till i'm 100!

The camp was at a place called Nobby Knob and it was owned by a man called bob the slob from Nobby Knob.

Like our last campout, the heavens opened and it poured and poured even bee4 we started. Anyway we piled into the car and **took orf. Mr Backpack our Klub Direcctorr** was driving and his wife Mrs Backpack was in the front and in the back was theirkid Jaeden Backpack and next to Jaeden Backpack in the back was me and next to me in the back was my friend Jaedon who was not Jaeden Backpack but another Jeadon who was in the back.

Besides the rain pelting down in buckets, the trip to the cam[p didn't start well. We all had a stock of unopened poppa drinks – see the pitcher - but we forgot to take them orf Mr Backpacks seat. He is a big fella and I think he dous a fair job of being a chriastian. Anyway, he ran like mad to stop hiself from gettomng wet and plonked hiself on the drivers seat in a hurry. There was a fair bit of hissing and popping and strrams of Poppa juice were squirting everywgere. Mrs Backpack got a fair bit in her ear and it kept trickling out of her earr for a while even though she kept shakeing her head furiously. Also we could see her mouth going up and down but no words were coming out probably because it was full of Poppa juice most likely.

Mr and Mrs Backpack started to giggle like made and make slurpy kissy sounds at cach othur – erkkk? Mr Backpack said something about the car wouldn't run outa juice now but that's wot it did. Mr Backpack said that he thought Mrs Backpack filt the car up, but Mrs Backpack said that she thoughe Mr Backpack did cause petrol was at thwe cheep end of the cycle. Anyway the car gave a couple of snorts and and rolled orf to the side of the rude awayfrom **the traffic. The other Jaedon, not Jaeden Backback saw a petrol garage aboot 100meeters down the hill from where our car had konked** out. **Because were Pathfinderrs the two Jaedons and me hopped out quik as a fish and startep pushing the car and we rolled into a petrol pump** eventually.

Mrs Backpack sed thanls Pathfinders and wento pay for the petrol. Shecame back witha carton of Poppas and sat them on the bonnet while she mucked around in her handbag and l00ked in the ourside mirror whining how ugly she looked with orange Poppa in wrinkles she thought she had but I coodn't see any.

Mr Backpack said that we were late and asked Mrs Backpack darling to get in the car quick like and that he though she was still beautiful [I think he needs glasses).

The car took orf from the petrol pump and someone said where's the new Poppers just as they were sliding orf the bonnet and under the front wheels.

There was a big bang and a wopping whosh and a spray of Poppa juice which went all over the old man filling up his new Mercedes at the pump next to ours. He didn't look very happie.

To be continued...

South Pacific Division of SDA
Document Name: *Word_Processing_1_Honour_Trainer_s_Notes*
Compiled: May 13, John Sommerfeld, S Qld Conf. Updated: 29 Jul 13, John Sommerfeld, S Qld Conf.

Page 7 of 7