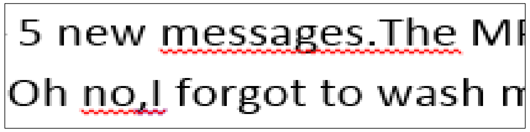
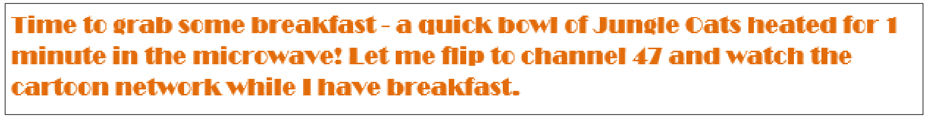
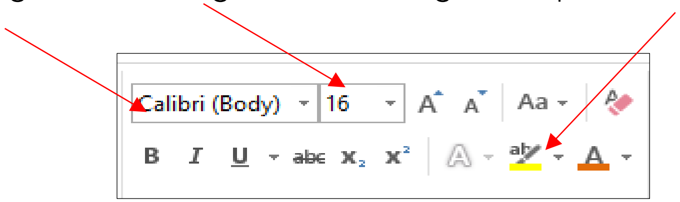
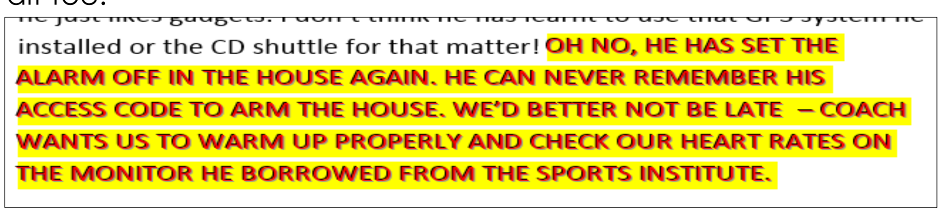
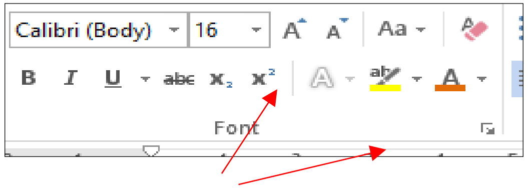
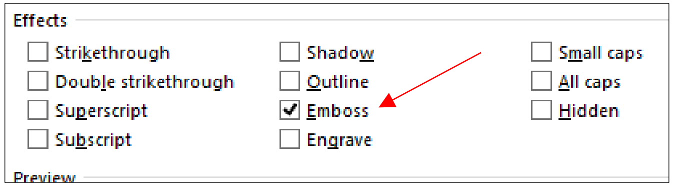
VAK EN GRAAD	Rekenaartoepassingstegnologie – Gr10
KWARTAAL	**Week 7**
TOPIC	Begin te werk met Teks
DOEL VAN LES	**Kern Begrippe:** Teks, Basiese Punktuasie, Formatering merke en Formatering
BRONNE	***Papiergebaseerde Bronne*** DBE Praktiese handboek: Hfs. 2 (p. 19 – 50) *(Gebruik die skool handboek vir dieselfde inhoud)* ***Digitale Bronne*** Skakels op die WKOD ePortal of hier: Dataléêrs Praktiese boek *The e-resources below has the actual URL to the websites*
INLEIDING	In Week 6 het die leerders gewerk met lêerbestuur, die struktuur van die woordverwerkingsdokument, Ribbons, oortjies (tabs) en kieslyste (menus). Hierdie week, week 7 doen ons ‘n inleiding tot die MS Word program. In hierdie les sal julle die eerste keer met teks werk, die formatering van teks, basiese punktuasie, spesiale karakters, fonttipes, style en kleur. Paragraafinstellings, rame om paragrawe en bladsy, skadu’s, inkeping en ‘quick styles’. Elke handboek verskil in hul aanbieding en beplanning van die inhoud. Die doel van die les is om teks meer leesbaar en interessant te maak.. Klem kan geplaas word op gedeeltes van teks deur dit verskillend te vertoon as die res van die dokument. In hierdie les sal ons fokus op hoe om teks op verskillende maniere te vertoon.
Konsepte en Vaardighede • Invoeging van teks, redigering en uitwissing van teks, en spesiale karakters (simbole) • Voeg slegs een spasie na elke punktuasie	*Leerders volg asseblief nougeset die instruksies:* Open die dokument in **A Hectic Day** Die volgende instruksies aan die leerders: 1. Voeg die woord “Satur” tussen die woord ‘hectic’ en ‘day’ (A hectic **Satur**day) 2. Delete die 3de woord in die eerste sin (**radio**). Om teks te delete kan jy dubbelkliek op die word en die Delete-sleutel druk op die sleutelbord, plaas die merker voor die woorden druk die delete sleutel of kliek agdie word om die merker daar te plaas en druk die Backspace-sleutel.. 3. Slegs een spasie moet oopgelaat word tussen woorde en na elke punktuasie teken. Die onderwyser moet leerders wys hoe hierdie program ‘n spelfout aandui en hoe ‘n punktuasiefout aangedui word. In rëel 3 en 4 is sekere teks in rooi onderstreep. Indien jy regskliek met die muis op die word in rooi onderstreep, sal jy opsies kry hoe om dit reg te maak.

• Fonttipe, styl, grootte, kleur, verheldering en gebruik van effekte. • Paragraaf: spasiëring (paragraaf en lyn) inlynstelling, rame, skadering en indentering. • Gebruik bestaande vinnige style uit die gallery.	4. Maak die foute reg in die uitgeknipte gedeelte deur een van die opsies te kies wat jou gegee word.  5 new messages.The MI Oh no,I forgot to wash m 5. Selekteer die paragraaf wat met blou onderstreep is deur driekeer agtermekaar daarop te kliek. Verander die Fonttipe, grootte en kleur as volg: **Broadway** 12  **Time to grab some breakfast - a quick bowl of Jungle Oats heated for 1 minute in the microwave! Let me flip to channel 47 and watch the cartoon network while I have breakfast.** Om veranderinge aan te bring , moet die volgende opsies in die Home ribbon gebruik word:.  6. Selekteer die paragraaf in rooi gekleur en verander as volg: Highlight dit in geel en pas 'n Emboss-effek op dit toe.  installed or the CD shuttle for that matter! OH NO, HE HAS SET THE ALARM OFF IN THE HOUSE AGAIN. HE CAN NEVER REMEMBER HIS ACCESS CODE TO ARM THE HOUSE. WE'D BETTER NOT BE LATE – COACH WANTS US TO WARM UP PROPERLY AND CHECK OUR HEART RATES ON THE MONITOR HE BORROWED FROM THE SPORTS INSTITUTE.  Om die Emboss-effek toe te pas moet leerders leerders na die klein pyltjie in die hoek van Font-Opdraggroep gaan, daarop kliek en keuses maak (sien onder die diagramme). Die Geel-inkleuring (highlight) sal ook in die groep gevind word soos aangedui.  Stoor en maak die dokument toe..

1. Open die dokument **<u>Menu</u>** en verander dit sodat dit meer aantreklik vertoon. Gebruik slegs formatering in die dokument.

Menu

Crayfish Surprise
Fresh Salad

Beef Stroganoff
Fresh Vegetables Lightly Steamed
Wild Rice

Fresh Fruit Medley
Vanilla Ice Cream and Chocolate Sauce

Enjoy the evening!

Stoor en maak die dokument toe.

1. Open die dokument **<u>Symbols</u>** en voeg die symbole in soos aangedui in die voorbeeld hier onder.

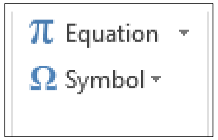
Insert Symbols activity

Insert the appropriate symbols and complete the following table to look like the example below. Save the document.

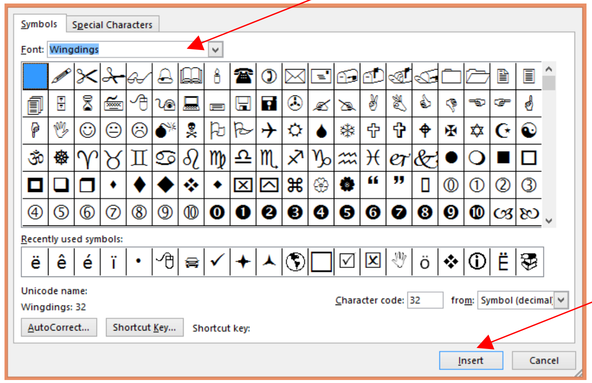
Wingdings						
High five	Yip!	Cut here	Plus minus	Danger	Snail Mail	Please Wait
Webdings						
Well done!	Info	Tra-lala!	Walkies	1 Dec	My family	Vote
Normal Text						
Smart quote	Brrr!	Pi	Club	Copyright	Divide	Ohms

Die simbole kan gevind word op die Ribbon, Insert – Symbols.

2. Voeg die korrekte simbool in deur dit in die korrekte blokkie van die table te plaas



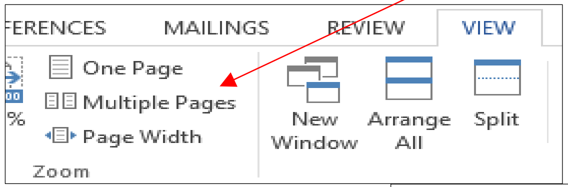
Kies nou van die kieslys die Wingdings -Fonttipe en vind die korrekte simbool en kliek op ‘Insert’



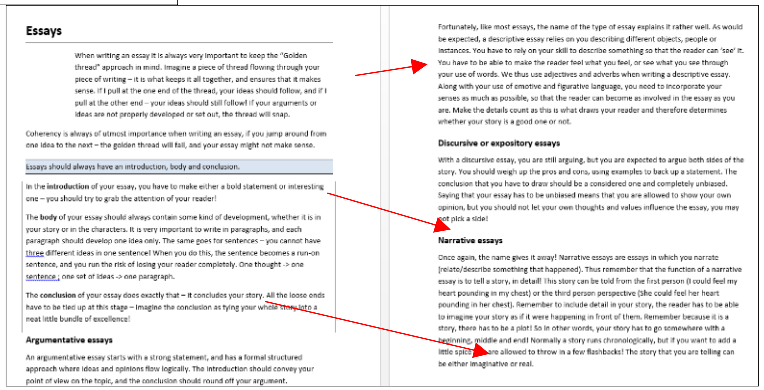
Stoor die dokument en maak dit toe.

1. Verduidelik en demonstreer die volgende aan oor paragrawe leerders.
   Open die dokument **TypesEssays**

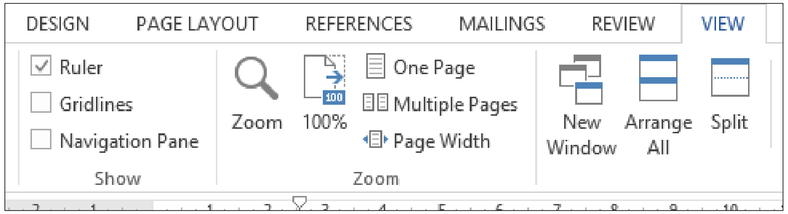
   Vertoon die dokument op die skerm deur die multi pages opsie te kies. Die opsie kan gekry word op die View oortjie se Ribbon.



Verander bladsy 2 sodat die paragrawe presies vertoon soos bladsy 1.

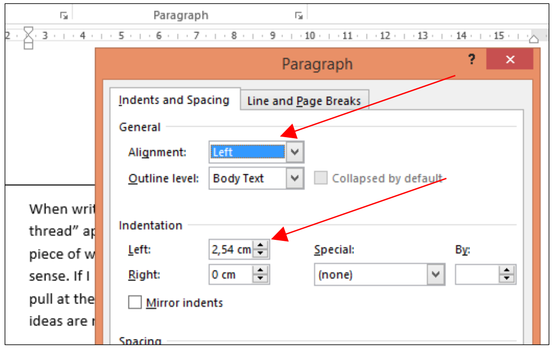


2. **Inkeping**: Om die inkeping van teks te kan doen moet die ‘Ruler’ sigbaar wees bo-aan die bladsy. Open die ‘Ruler’ deur te kliek op VIEW, en selekteer dan ‘Ruler’.

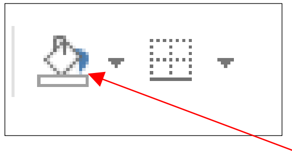


Metode: Om die paragraaf te selekteer kliek 3 keer agtermekaar binne die paragraaf. Vind die klein pyltjie regsonder in die hoek van Paragraph- oortjie op die Ribbon. Kliek daarop en die paragraaf- kiesboksie sal open. Hier binne sal jy nou die inkepings opsie (indent) kry.

Verander nou die linkerkantse inkeping na 2.54 cm. Leerders sal nou sien hoe die inkeping op die ‘Ruler’ verskuif.

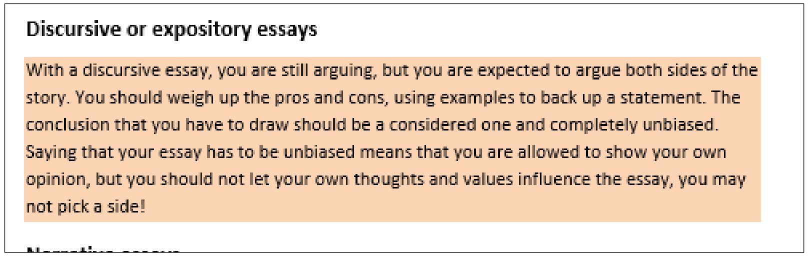


3. Selekteer die volgende paragraaf en voeg die skakerings effek (shading) asook ‘n bo- en onderraam by.



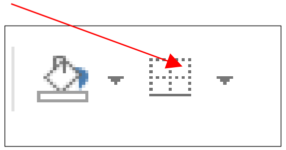
Die maklikste metode om die skakerings effek by te voeg is om op die **verfemmertjie** op die **Ribbon** te kliek soos hierbo aangetoon en daar die kleur te kies.

Stappe: Kliek drie keer agtermekaar binne die paragraaf sodat die paragraaf geselekteer word. Selekteer nou jou gunsteling kleur uit die Verfemmertjie deur op die pyltjie langs die emmertjie te kliek

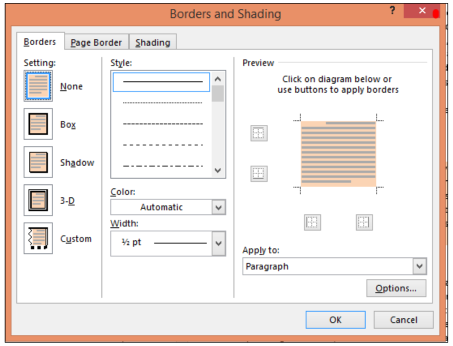

Discursive or expository essays

With a discursive essay, you are still arguing, but you are expected to argue both sides of the story. You should weigh up the pros and cons, using examples to back up a statement. The conclusion that you have to draw should be a considered one and completely unbiased. Saying that your essay has to be unbiased means that you are allowed to show your own opinion, but you should not let your own thoughts and values influence the essay, you may not pick a side!

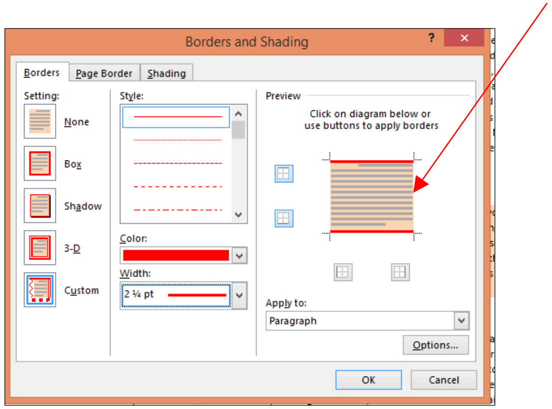
4. Om rante, **Borders**, by te voeg kan moeilik wees, doen die volgende: terwyl die paragraaf gekies is, klik op die **borders**-opsie langs die verfemmertjie.



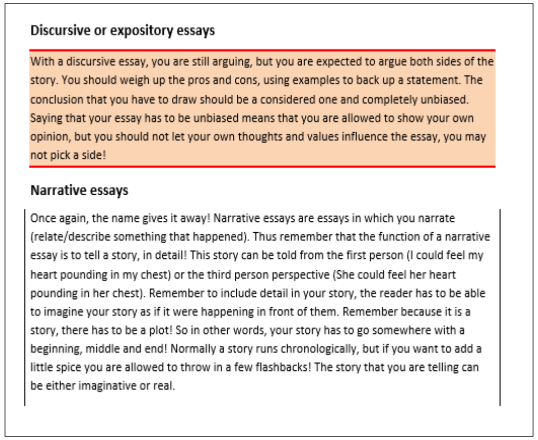
Kies die Styl, Kleur en dikte van die raam



Kies op die verskillende sye van die paragraaf om slegs die onderste en boonste raamlyne te vertoon soos in die diagram hieronder.



5. Verander nou die 3de paragraaf op bladsy 2 dieselfde as die 3de paragraaf op bladsy 1.



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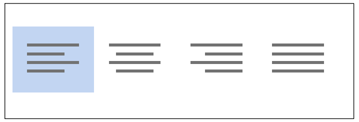
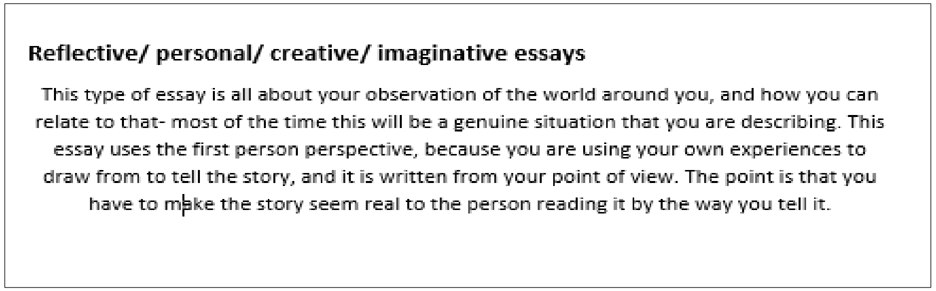
Narrative essays

Once again, the name gives it away! Narrative essays are essays in which you narrate (relate/describe something that happened). Thus remember that the function of a narrative essay is to tell a story, in detail! This story can be told from the first person (I could feel my heart pounding in my chest) or the third person perspective (She could feel her heart pounding in her chest). Remember to include detail in your story, the reader has to be able to imagine your story as if it were happening in front of them. Remember because it is a story, there has to be a plot! So in other words, your story has to go somewhere with a beginning, middle and end! Normally a story runs chronologically, but if you want to add a little spice you are allowed to throw in a few flashbacks! The story that you are telling can be either imaginative or real.

6. Doen nou die paragraaf inlynstelling. Teks kan op die volgende wyses inlyn gestel word: Links, regs, gesentreerd en vol inlynstelling. Hierdie opsies kan op die Home-Ribbon gevind word. .



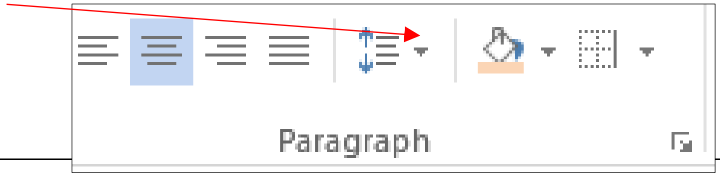
Oefen die inlynstelling deur laaste paragraaf eers te verander na Gesentreerd, dan na Regs inlyn en daarna na Vol inlynstelling. Let asseblief op na die verskil tussen Links inlynstelling en Vol inlynstelling van 'n paragraaf.



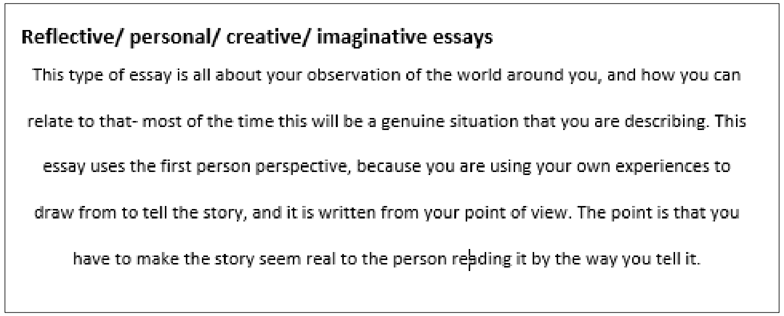
Reflective/ personal/ creative/ imaginative essays

This type of essay is all about your observation of the world around you, and how you can relate to that- most of the time this will be a genuine situation that you are describing. This essay uses the first person perspective, because you are using your own experiences to draw from to tell the story, and it is written from your point of view. The point is that you have to make the story seem real to the person reading it by the way you tell it.

7. Paragraaf spasiëring word verander by die ikoon net langsaan die verfemmertjie – ikoon. **Line and Paragraph spacing**.



Demonstreer en verander die laaste paragraaf se lynspasiëring na twee lynspasies. Die sleutelkortpad vir dubbel lynspasiëring is **Control en 2**.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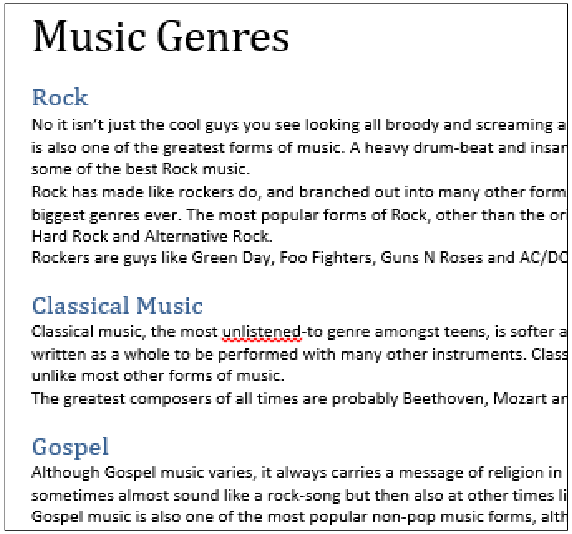
8. Style kan gebruik word om Opskrifte (Headings) te verander. Die gebruik van style kan eintlik baie gemaklik wees omdat jy nie elke opskrif indiwidueel hoef te verander nie. Jy verander slegs die Styl dan sal alle opskrifte met daardie styl outomaties verander.
   Save and close the dokument.

1. Open die dokument **<u>MusicGenres</u>**.
   Die Opskrifstyle kaan in die Home ribbon gekry word.

2. Selekteer die Hoofopskrif, **Music Genres** en verander die styl na Title. Selekteer nou die subopskrifte en verander dit na Heading 1.


Music Genres

Rock

No it isn't just the cool guys you see looking all broody and screaming a
is also one of the greatest forms of music. A heavy drum-beat and insar
some of the best Rock music.
Rock has made like rockers do, and branched out into many other form
biggest genres ever. The most popular forms of Rock, other than the or
Hard Rock and Alternative Rock.
Rockers are guys like Green Day, Foo Fighters, Guns N Roses and AC/DC

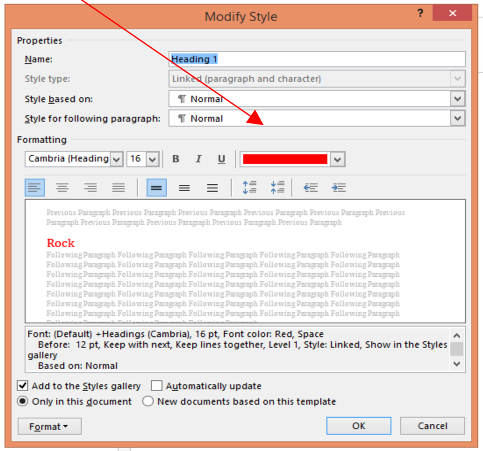
Classical Music

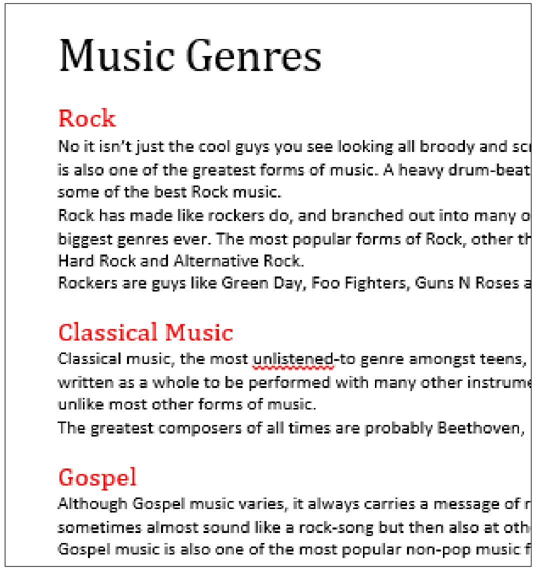
Classical music, the most unlistened-to genre amongst teens, is softer a
written as a whole to be performed with many other instruments. Class
unlike most other forms of music.
The greatest composers of all times are probably Beethoven, Mozart ar

Gospel

Although Gospel music varies, it always carries a message of religion in
sometimes almost sound like a rock-song but then also at other times li
Gospel music is also one of the most popular non-pop music forms, alth

<table>
<tr><td></td><td>3. Verander nou die Heading 1 styl na ‘n rooi kleur. Metode: Regskliek op Heading 1 en kies Modify. Die opsies om die kleur te verander is baie duidelik op die kiesvenster.

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Stoor die dokument en maar dit daarna toe.</td></tr>
<tr><td>KONSOLIDASIE</td><td>Ter herhaling van die belangrikste aspekte in die les:

Teks kan ingevoeg, geredigeer, of uitgewis word.
Spesiale karakters kan ingevoeg word om dokumente meer interessant te maak.
Korrekte spasiëring moet oopgelos word na woorde en punktuasie.
Deur die fonttipe, style, grootte, kleur, verheldering en effekte te verander kan ‘n groot verskil maakin die leesbaarheid van projekte en opdragte.
Deur die paragraafspasiëring, inlynstelling, rame, skakering en inkeping dra ook by tot leesbaarheid van die dokument.
Deur die gebruik van quick styles uit die gallery kan gebruiker baie tyd bespaar.
</td></tr>
<tr><td>WAARDES</td><td>Hou altyd jou medemens in gedagte met jou dade.</td></tr>
<tr><td>E-BRONNE</td><td>Dataleêrs: https://wcedeportal.co.za/eresource/194231
Praktiese handboek: https://wcedeportal.co.za/eresource/88061</td></tr>
</table>