

Learner Full Name: _____

School: _____ Class: _____

Workstation Device: _____ Station #: _____

Session 9: Create & Format Documents (Part 2)

In Session 8, you mastered fonts, colours and alignment. Today, you will organise a long block of text with **Bullets**, **Numbers** and **Headings**, then check it with **Spellcheck** and **Print Preview**!

1. Bullets vs. Numbers: Which One Do I Use?

• BULLETED LISTS (Order Does NOT Matter)

Use bullets when listing items, tools, ideas, or qualities where the sequence makes no difference.

Example (Shopping at the Market):

- Garden eggs
- Fresh tomatoes
- Ginger root

(It doesn't matter which ingredient you put in the basket first!)

1, 2, 3 NUMBERED LISTS (Order DOES Matter)

Use numbers when items follow a strict step-by-step sequence or chronological timeline.

Example (How to Boil Rice):

1. Wash rice with clean water.
2. Boil water in a saucepan.
3. Add washed rice and salt.

(You cannot add rice before boiling the water!)

2. Visual Comparison: List Formatting on the Ribbon

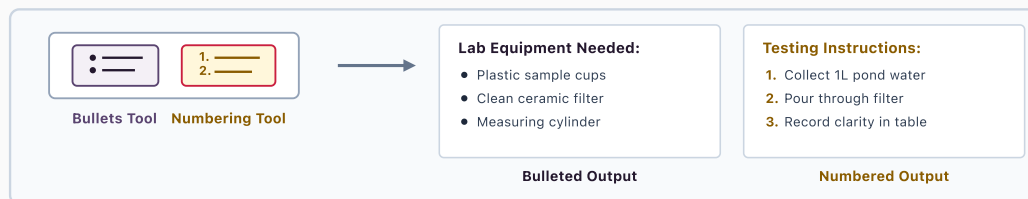


Figure 9.0: The Bullets and Numbering tools on the Home Ribbon create clean, organized lists automatically.

3. The Magic of List Creation

💡 AUTO-LIST TRICK

When typing in Word or Docs, you don't even have to click the ribbon!

- Type * followed by a **Space** → the computer automatically starts a bulleted list!
- Type 1. followed by a **Space** → the computer automatically starts a numbered list!
- When you tap **Enter**, the next bullet or number appears automatically. To exit the list, tap **Enter** twice!

1. What is Visual Hierarchy?

Think about a Ghanaian newspaper like the *Daily Graphic*: you never see all the text written in the exact same size. The main news has a giant headline so your eyes land on it first; smaller section headers tell you what each column covers; and normal body text holds the detailed report.

In a word processor, this is called **Heading Hierarchy**:

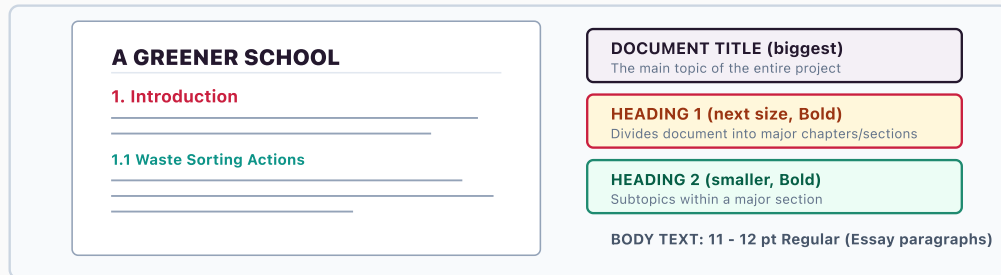


Figure 9.1: The visual hierarchy of a school document. Exact sizes depend on your programme.

2. Built-in Styles (The Professional Secret)

⚡ WHY USE "STYLES" ON THE RIBBON?

Instead of highlighting text and manually changing the font size and bold button every time, look at the **Styles Pane** on the Home ribbon! Clicking **Heading 1** or **Heading 2** formats the text in one single click and tells the computer how your report is structured.

Using Google Docs or LibreOffice? The buttons look a little different but do the same job. Look for the styles in the "Normal text" box (Google Docs) or the Paragraph Style box (LibreOffice).

3. Check Your Knowledge

Scenario: You are writing a 3-page science report on "Sources of Clean Water in the Central Region". What font size and styling should you give to the main title at the top of page 1?

1. Decoding the Squiggly Underlines

As you type, the word processor continuously checks your spelling and grammar against its internal dictionary. When it spots an issue, it draws a colorful wavy line underneath:

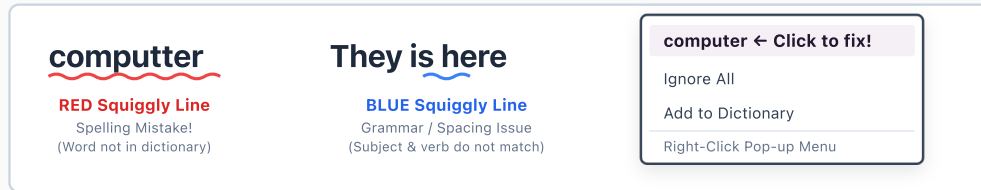


Figure 9.2: How the word processor warns you about typos and how the right-click menu offers instant corrections.

2. The Ghanaian Name Dilemma (Why is "Kwesi" Underlined?)

TEACHING YOUR COMPUTER GHANAIAV VOCABULARY

Most computer operating systems were programmed with British or American dictionaries. When you type local Ghanaian names or foods like **Kwesi**, **Akosua**, **Bolgatanga**, **Waakye**, or **Dumsor**, the computer will draw a red squiggly line under them because it doesn't recognize the words yet!

How to handle local words:

1. Right-click the underlined Ghanaian word.
2. Click **"Add to Dictionary"** → The computer permanently learns the word and will never underline it again!
3. Or click **"Ignore All"** → Leaves the word alone for this document.

3. Panic Button / Accidental AutoCorrect

THE COMPUTER CHANGED MY WORD INTO SOMETHING STRANGE!

Word processors have a feature called **AutoCorrect**. Sometimes when typing a local Ghanaian word, the computer tries to "guess" an English word and replaces it automatically (e.g. changing *Waakye* into *Wake*).

How to fix it: Immediately press  +  ! Undo reverses the automatic correction while keeping your original typed letters.

1. What is Print Preview?

Paper and ink cartridges are expensive resources in our school computer lab. You must **never click Print blindly!**

Print Preview is an electronic simulation showing you *exactly* how your document will look when printed on real A4 paper. It lets you spot mistakes before wasting a single drop of ink or sheet of paper.



Figure 9.3: The Print Preview screen (Ctrl + P). Always inspect before printing.

2. Portrait vs. Landscape Orientation

PORTRAIT (Tall & Vertical)

The standard orientation for school essays, formal letters, terminal reports, and book chapters. The page is taller than it is wide.

LANDSCAPE (Wide & Horizontal)

The page is wider than it is tall. Best for wide tables, computer club notices, class timetables, and posters.



1. Lab Mission: Expand "A Greener School" with Lists & Structure

Today we turn your Session 8 document into a structured campaign flyer:

1 Open Your Existing Document:

Press **Win + E** → Go to Documents > BIH_Practice > Notes → Double-click Greener_School_AmaMensah.docx.

2 Add a Subheading (Heading 1):

Click at the very end of your paragraph, press **Enter** twice, and type:

Three Priority Actions for Our School

Highlight this line and click **Heading 1** in the **Styles Pane**.

3 Create a Bulleted List:

Press **Enter**. Click the **Bullets tool** (•) on the ribbon.

Type these three actions (pressing Enter after each):

- Place labeled dustbins near every classroom block for plastic sachets.
- Desilt and sweep the drainage gutters surrounding the compound every Friday.
- Plant neem and shade trees along the school field to stop soil erosion.

4 Perform Spellcheck:

Scan your document for any red or blue squiggly lines.

Right-click any misspelled English words and select the correct spelling.

If a Ghanaian name is underlined, right-click and click **"Add to Dictionary"**.

5 Inspect in Print Preview:

Press **Ctrl + P**. Check the preview sheet.

- Does everything fit cleanly on **Page 1 of 1**?
- Tap the Escape key **Esc** to return to the editor.
- Save: press **Ctrl + S**!

Using Google Docs? It saves online. Use **File → Download → Microsoft Word (.docx)**, then move the file from Downloads into BIH_Practice.

2. Visual Target (What Your Finished Document 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.

Three Priority Actions for Our School

- Place labeled dustbins near every classroom block for plastic sachets.
- Desilt and sweep the drainage gutters surrounding the compound every Friday.
- Plant neem and shade trees along the school field to stop soil erosion.

1. Bullets or Numbers? (Decision Challenge)

For each school situation below, indicate whether you should use a **Bulleted List** or a **Numbered List**:

Information to Format	Your Choice (Tick One)
A step-by-step recipe explaining how to make Jollof rice.	☐ Bullets ☐ Numbers
A list of supplies needed for Tech Club (pen, notebook, USB drive).	☐ Bullets ☐ Numbers
The school morning assembly procedure (Step 1 to Step 4).	☐ Bullets ☐ Numbers
Qualities of a good digital citizen (respectful, honest, kind).	☐ Bullets ☐ Numbers

2. Written Review Questions

Question 1: Why does a red squiggly line appear under the name of Ghanaian towns like *Koforidua* or *Bolgatanga*, and what should you do?

Question 2: Why is it important to check **Print Preview** before sending an essay to the printer?

Question 3: What keyboard shortcut opens the Print Preview window? Answer: **Ctrl** + _____

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Level 4 (Word Processing):

Document Formatting Competency	With Help	Almost Alone	All By Myself!
1. I know when to use a Bulleted List vs. a Numbered List.	☐	☐	☐
2. I can create visual hierarchy using Titles, Headings, and Body Text.	☐	☐	☐
3. I can use right-click to fix typos and add Ghanaian words to the dictionary.	☐	☐	☐
4. I can check Print Preview to ensure my document fits on a single page.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____