

Sault College of Applied Arts and Technology sault ste. marie.

Course Outline

WORD PROCESSING "HANDS ON"
TRAINING

FIRST YEAR SECRETARIAL STUDENTS

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COURSE OUTLINE

WORD PROCESSING - "HANDS ON" TRAINING

FIRST YEAR SECRETARIAL STUDENTS

First year secretarial students are given an exciting opportunity to learn the basics of word processing for the first time. Students will work on the AES machine and on the Mag Card machine^ but at different times. You should complete the work on one machine before going on to the other type of machine. It is your choice as to which machine you begin your training on.

Please remember that you are not expected to memorize all the "commands" that you find in the vendor's manual or on the tapes that you will listen to. A command glossary will be provided with this course outline for your use on the AES machine.

First year students should self schedule on the sheets located outside room A213 during the hours of 9 to 5 on week days. If you are not sure of how to decipher the schedule^ please ask the Office Manager for assistance.

Please let the Office Manager know that it is your first time working on the word processing machines and she will assist you and do not forget she is there to answer any questions that you may have about the equipment. Please do not be afraid to ask questions.

AES MACHINE

You will listen to the first four tapes and work along in the vendor's manual as directed on the tapes. At the end of tape four please schedule a test with the Office Manager. This test will not be difficult but it will test to see if you know the basic operations of the AES equipment. The test will be one hour duration.

IBM MAG CARD

There is a short slide presentation that you should view before starting the IBM Mag Card machine. It explains a little about what capabilities the machine has and shows you what the machine looks like. You should then go over to the machine and become familiar with the operations up to the end of chapter 3. At the end of chapter 3 please schedule a test with the Office Manager. The test will be one hour duration.

Don't forget - the second year secretarial students are not in the college all day every Thursday.

Command Summary (Standard Word Processing Program)

Format Commands

Beil Zone
 Clear Formal
 Horizontal Dimension **r®]-rs]+80-254 * i g**
 Indent Tab **:®K[I]**
 Left Margin
 Printer Character Spactng
 Printer Line Spacing **[©]-[s]+i-99+fa)**
 Printer Page **'(F)U l pi-f1-99*SPACEBAR*0-7*ⁿ vñu L_J 16**
 Right Margin **[®I-|R]**
 Vertical Dimension **[®i+rvj-i-99+ra]**

Screen Commands

Center **}9-H C r amount+ !• J**
 Delete **[? J + l ^ - a m o u n l . : q ^ ,**
 Delete Indent **!7-;*(Mj** l "" amount-i 01 j**
 Delete Line
 Echo
 Erase **!P-J+l E i- amount-! El j**
 Erase Underlining **"Z-! E i + ''rj-amount * j 3 j**

Set Starting Page No **:7-!+^ 3 i + l* j+1-255-_0j**
 Set Target Text (List and Search/Replace) **:>i' r S j + [?] - " a m e . : a j**
 Set Terminator (Numeric) **!P_u| 5 |+! _ j+ character**
 Tab-to-Block
 Underline Mode
 Uppercase Mode

File Commands

Assemble **f g ^ i ^ Q + n a m e + f a]**
 Delete Page or Text or Diskette
 End-of Text
 Insert Page X after Page Y **l B M A l * P ** nameX .SPACEBAR- name Y V [J •**
 Insert Text X after Page Y **-] ^ ^ , r ^ + r p] + " a m , e X , SPACEBAR- name Y , ' [J**
 Memorize First Page of Text **i H i - ; M r n a m e t i Q**
 Memorize Next Page of Text
 Memorize Page X after Page Y **l H H M j + r i a m e X - t SPACEBAR- name Y ^ j [J**
 Print Page or Text **l r a U j p U name - SPACEBAR- options f j []]**

Hyphenate

g+ig

Auxiliary Hyphenate Command **i l ^ - c o n t i n u e**
 Insert Blank Line **r ^ = S l | - ^ i ! = H M . A**

Justify **1911+ [T] + a m o u n t . i Q**
 Justify Erase **(7^ + r r j [i ' h a " " o " " " - i ! ! i**
 Local
 Move **i ' ^ - j J M ^ a m o u n t - 1 • i + d i r e c t i o n + l •**

Flumeric **i ? : r _ N i**
 Print Video Page **f9-r' P r o p " o " s + f a j**

Print Options **! ^ ' s A u t o f e s d**
l Q j ^ c o n t i n u o u s
l L i = l i t e r a l
N 1 = u s e s i a n i n g p a g e n u m b e r
R l t - 99 = r e p e a l u p t o 99 l i m e s

Relormat Left or Right **19-i+f R l + C L j o t i R J - a m o u n i - ! O j**

Set Fool note
 Set Header **j9j+[sr[Hrj't.ame.[aj**

Set Offset

Print Options **A k A u i o l e e d**
Q 1 = c o n t i n u o u s
p 1 = f o o l n o t e
H j ~ h e a d e r

r

;N use starting page number
1 R 11-99 --' repeal up to 99 times

l Tj=Textl

Recall **(B] * (R] + " a m e - . j y j**

Recall Next Page of Text **(H j + f a j**

Rename Page or Text or Diskette **, r ^ + @ + [p] o r (T) o r**
l 0 j + o l d n a m e - i SPACEBAR ^ n e w n a m e + j F J]

Select Disk Unit **l [] , [_ f J o r ^ H J ' p j**

Update Current Page **i \$; + [_ u j + i a _ j + [a i]**

Extended Functions

List (with print) **' f ^ l * H j * L j + t e l l e r T e x t i n a m e < SPACEBAR .**
v a r i a b l e T e x t n a m e i SPACEBAR , p r i n t o p t i o n s - i f f l
 List (with \$ave) **F " " j i * l [3 . + ! L J ' l e i i o r T e x t n a m e + SPACEBAR * •**
v a n a b l e T e x t l n a m e + SPACEBAR ! S l + l H '

Repaginate

'ic7fil|i-i Q I-: R ' old Texi name - SPACeeAP-

new Text name - SFACiBAR -• options -> |3 i

Repaginate Options

1 A |~ atlerna;e disk unil

' |-1 ,= halt paragraphs

' L ,^99 = 1 to 99 lines

, p i= projecl paiagraphs

• V i~ display on video

Embedded Commands

ilcTRLJ+; g +-D=block{inserti
^t=i j ^_____)

|cTRLd|+ l l | ;=Q= block (no insert)

if^=ij |____J l^=|1J ^____> ~ (overwrite: tor L'S!)

>cTRLj^ I H ;-"cTBL:j-; Q j^ X » g Q X = block (numcnc
for List)

RiHTi-R^iTH = block (a Tible.lOr
ligBiocrs)

j|cTRLj- VV j- == backspaceoverivriie

i|cTRLj+ SPACEBAR = = connecting space

+ 1 Y (lowercase) = make riexicha-acter superscript
(up 2 vertical increments)

-r l Y (uppercase) = make next chaiacter supe'scripi
(up 3 vertical increments)

^1 Z !(lowercase) = make next character suhsrip!
(down ? vertical mcrenenfj)

•* i Z {(uppercase) = make next ctiaiaactr ?-ubs-vri(i
(down 3 vertical interrienis)

L ** print current page number

'= end of piotected table (lepag. oniy)

+ ! ' '= start inhibit printing

+ 1 ' 1 = stop inhibit printing

JCTBL-i X rE " i B i= Doldtype

- 1-99 *+j D l^= down 1-99 increments

-- j Q i - return lo baseline

E ^m end bold type

+ 1 P ; -fo'ce new page (lepag only)

4 1-9 4 l | -| H3 characte< spacing - change to 1-9

4 l f-j l = characlei spacing - return to ongmal

* 1-99 + l 1 l ^= indent 1 99 character positions

- , l J u. stop indent

•i L intiibit line teed

- j pi : - start of piotected table (repag only)

'l R l = inhibit return/fineleed

+ 1 3 !- slop printer

+ y .---return 10 top of lom

- V99 4 ! (J ; - up 1-99 vertical inclCMiu>nts
>^,.,, l

+ 1 l J. i= up 2 vertical increments

-<-r99 4! l J ^ change line spacing to V99
i ^ _; vertical increments

V j= reset 10 original line spacing