No. 42

JAPAN INTERNATIONAL COOPERATION AGENCY

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
THE REPUBLIC OF THE PHILIPPINES

# THE STUDY ON THE
# PROVINCIAL WATER SUPPLY, SEWERAGE AND
# SANITATION SECTOR PLAN
# IN
# THE REPUBLIC OF THE PHILIPPINES

## VOLUME III － [ 5 ]

## DATA REPORT

### PROVINCIAL WATER SUPPLY, SEWERAGE AND
### SANITATION SECTOR PLAN
### FOR THE PROVINCE OF

### SOUTH COTABATO

MARCH 1999

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## VOLUME III DATA REPORT

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| *I.* | *GENERAL* | | | | | | | | |
| 1. | The Philippine National Development Plan Program Master Planning | 1998 | NEDA | | ■ | | | | |
| 2. | Report and Recommendation of the President to the Board of Directors on Proposed Loans to the Republic of the Philippines for the Rural Water Supply and Sanitation Sector Project | May 1996 | ADB | | ■ | | | | |
| 3. | Report and Recommendation of the President to the Board of Directors on a Proposed Loan to the Republic of the Philippines for the Regional Municipal Development Project | Aug. 1995 | ADB | | ■ | | | | |
| 4. | Long Term and Medium Term Sector Dev't. Planning Workshop No. 2 | 1998 | DILG | | | | | | |
| 5. | Philippine Agenda - A National Agenda for Sustainable Development for the 21st Century | 1997 | PCSD | | ■ | | | | |
| 6. | Updated Medium-Term Philippine Development Plan 1996 - 1998 | Dec. 1995 | NEDA | | ■ | | | | |
| 7. | Water Supply, Sewerage and Sanitation Master Plan of the Philippines 1988 - 2000 | 1988 | NEDA | | ■ | | | | |
| 8. | Catalogue Products and Services | 1993 | NAMRIA | | ■ | | | | |
| 9. | The Philippines in 1995: Our Time Has Come | June 1995 | OP | | ■ | | | | |
| 10. | Australian Development Corporation with the Philippines - Philippine Program Profile (Section C.3) | July 1997 | LGU | | | | | | |
| 11. | Social Reform Agenda Policy Directives | | Social Reform Council Secretariat | | ■ | | | | |
| *II.* | *SOCIO-ECONOMIC* | | | | | | | | |
| 1. | Socio-Economic Profile (South Cotabato) | 1995 | PPDO | | | | ■ | | |
| 2. | Census-Based National and Regional Population Projection Volume I | 1995 | NSO | | ■ | | | | |
| 3. | Report No. 1-P: Population by Province, City/Municipality and Barangay Region XI 1995 Census | 1995 | NSO | | | ■ | | | |
| 4. | Physical Framework Plan, South Cotabato | July 1996 | PPDO | | | | ■ | | |
| 5. | Report No. 2-87P: Socio Economic and Demographic Characteristics South Cotabato 1995 Census | 1995 | NSO | | | | ■ | | |
| 6. | Philippine Statistical Yearbook | 1997 | NSCB | | ■ | | | | |

| No. | Title | Year | Source | G | C | R | P | M | B |
|-----|-------|------|--------|---|---|---|---|---|---|
| 7. | NSO Census by Province, Male, Female and Age Bracket | 1995 | NSO POPCEN | | | ■ | | | |
| 8. | Geographic Coding and Urban and Rural Classification (Region 11) | 1990 | NSO POPCEN | | | ■ | | | |
| 9. | Total Population, Household Population and Number of Households by Province, City/ Municipality and Barangay | 1995 | NSO Census | | ■ | | | | |
| **III.** | **WATER SOURCE** | | | | | | | | |
| 1. | Master Plan Study on Water Resources Management in Republic of the Philippines Vol. I | Jan. 1998 | NWRB | | ■ | | | | |
| 2. | Master Plan Study on Water Resources Management in Republic of the Philippines Vol. II | Jan. 1998 | NWRB | | ■ | | | | |
| 3. | Philippine Water Resources Data Volume II Streamflow and Lake or River Stage | Jan. 1980 | NWRC | | ■ | | | | |
| 4. | Philippine Water Resources Data Volume II Streamflow and Lake or River Stage | June 1991 | DPWH-BRS | | ■ | | | | |
| 5. | Master Plan Study on Water Resources Management in the Republic of the Philippines | July 1997 | NWRB | | ■ | | | | |
| 6. | Topographic Maps 1:250,000 South Cotabato | Reprinted in 91, 93 and 96 | NAMRIA | | | | ■ | | |
| 7. | Rapid Assessment of Water Supply Sources South Cotabato | 1982 | NWRB | | | | ■ | | |
| 8. | Groundwater Resources Investigation Report South Cotabato | Unpublished | NWRB | | | | ■ | | |
| 9. | Water Resources Summary Data (Volume 1 and 2) | 1970 | NWRB | | ■ | | | | |
| 10. | Individual Well Inventory South Cotabato | 1990 | NWRB | | | | ■ | | |
| 11. | Groundwater of the Philippines | June 1980 | NWRC | | ■ | | | | |
| 12. | LWUA Water District Database | 1997 | LWUA | | ■ | | | | |
| 13. | Road Network Map | | | | | | ■ | | |
| 14. | Well Inventory | | NWRB | | ■ | | | | |
| 15. | Well Inventory | 1998 | DPWH-DEO | | | | ■ | | |
| 16. | Well Drilling Record | 1998 | DPWH-DEO | | | | ■ | | |
| **IV.** | **WATER SUPPLY** | | | | | | | | |
| 1. | Assessment of the Domestic WS and Sanitation Sector of Northern Mindanao Volume V | Aug. 1996 | NEDA | | | | ■ | | |
| 2. | Assessment of the Domestic Water Supply and Sanitation Sector of Northern Mindanao Vol. I | Aug. 1996 | NEDA | | | | ■ | | |
| 3. | Technical Assistance to the Republic of the Philippines for the Water Supply and Sanitation Sector and Study | July 1997 | ADB | | ■ | | | | |
| 4. | Working Group on Urbanization (WG/U) of the Water Supply and Sanitation Collaborative Council (WSCC) | Sept. 1993 | WSCC-WG/U | ■ | | | | | |

| No. | Title | Year | Source | G | C | R | P | M | B |
|---|---|---|---|---|---|---|---|---|---|
| 5. | Water Suppy Feasibility Study Methodology Manual (LWUA-Mala Columbus) | 1996 | LWUA | | ■ | | | | |
| 6. | Overview of Water Pricing Policies and Structures in the ESCAP Region | 1996 | UN | | | | | | |
| 7. | Report and Recommendation of the President to Board of Directors on a Proposed Loan to the LWUA in the Republic of the Philippines for the Small Towns Water Supply Sector Project | Sept. 1996 | ADB | | ■ | | | | |
| V. | ENVIRONMENTAL SANITATION | | | | | | | | |
| 1. | Trainer's Training Kits for Sanitation | Mar. 1996 | UNDP/DILG | | ■ | | | | |
| 2. | Ecological Alternatives in Sanitation | Aug. 1997 | SIDA | ■ | | | | | |
| 3. | The Code Sanitation of the Philippines | 1976 | DOH | | ■ | | | | |
| VI. | INSTITUTIONAL | | | | | | | | |
| 1. | General Primer - Local Government Code of 1991 | 1991 | DILG | | ■ | | | | |
| 2. | The Barangay and the Local Government Code | 1994 | DILG | | ■ | | | | |
| 3. | NEDA Board Resolution No. 4 (S. 1994) | 1994 | NEDA | | ■ | | | | |
| 4. | Implementing Rules and Regulations of NEDA Board Resolution No. 4 (S. 1994). Clause (G) | Nov. 1997 | NEDA | | ■ | | | | |
| 5. | NEDA Board Resolution No. 5, S-94 | 1994 | NEDA | | ■ | | | | |
| 6. | NEDA Board Resolution No. 5, S-96 | 1996 | NEDA | | ■ | | | | |
| 7. | NEDA Board Resolution No. 5, S-89 | 1989 | NEDA | | ■ | | | | |
| VII. | COMMUNITY DEVELOPMENT | | | | | | | | |
| 1. | Community Development Manual First Water Supply. Sewerage and Sanitation Sectors Projects (FW4SP) | | DPWH/DILG. LWUA/DOH | | ■ | | | | |
| 2. | BWSA Formulation Operations Manual Community Development Manual First Water Supply. Sewerage and Sanitation Sectors Projects (FW4SP) | | DPWH/DILG. LWUA/DOH | | ■ | | | | |
| 3. | Institution Building for Decetralized Implementation of Community-Managed Water Supply and Sanitation Projects | | DILG | | ■ | | | | |
| 4. | Institution Building for Decentralized Implementation of Community-Managed Water Supply and Sanitation Projects | June 1997 | DILG | | ■ | | | | |
| 5. | Guidebook for Community Managed WATSAN Project | | UNDP/PH | | ■ | | | | |

| No. | Title | Year | Source | G | C | R | P | M | B |
|-----|-------|------|--------|---|---|---|---|---|---|
| 6. | A Manual for Training Trainers in Participatory Techniques | 1990 | PROWWESS/ UNDP | | ■ | | | | |
| 7. | Interception Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project | 1997 | SAPS Team | | ■ | | | | |
| 8. | Interim Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project (SAPS) | 1997 | SAPS Team | | ■ | | | | |
| 9. | Participatory Action Planning for the Development of Two PSF Project | 1994 | UP | | | | | | |
| 10. | Water and Sanitation for All: A World Priority Achievements and Challenges | 1995 | IRC International Water & Social Center | | ■ | | | | |
| 11. | Community Organizers' Manual, Part I | 1990 | CSWCD-UP/DCD/ DOPI | | | | | | |
| 12. | A Handbook on Community Development | 1975 | UP | | ■ | | | | |
| 13. | Achieving Success in Community Water Supply and Sanitation Projects | | UNDP | ■ | | | | | |
| 14. | Handbook on Community Organizing for Water Sanitation | | DILG | | ■ | | | | |
| 15. | Draft Final Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project | Feb. 1997 | SAPS Team | | ■ | | | | |
| 16. | A Manual on Community Participation in Water Supply and Sanitation (RWSSP) | | | | ■ | | | | |
| 17. | Achieving Success in Community Water Supply and Sanitation Projects | 1980 | WHO | ■ | | | | | |
| 18. | Community Development Manual | Nov. 1995 | PIC | | ■ | | | | |
| VIII. | **GENDER** | | | | | | | | |
| 1. | Sourcebook for Gender Issues at the Policies Level in the Water and Sanitation Sector | Oct. 1996 | IBRD/WB | ■ | | | | | |
| 2. | Gender Issues Sourcebook for Water and Sanitation Projects | Jan. 1995 | IBRD/WB | ■ | | | | | |
| 3. | Toolkit on Gender in Water and Sanitation Series No. 2 | Aug. 1996 | UNDP | ■ | | | | | |
| 4. | Domestic Shallow Well Water Supplies the Family Handpump Scenario | Feb. 1990 | UNDP | ■ | | | | | |
| 5. | United Nations Decade for Women | 1976-1985 | | ■ | | | | | |
| 6. | Gender Mainstreaming | | NCRFW | | ■ | | | | |

| No. | Title | Year | Source | G | C | R | P | M | B |
|---|---|---|---|---|---|---|---|---|---|
| 7. | Regional Memorandums | Feb. 1997 | DILG | | | ■ | | | |
| 8. | Philippine Plan for Gender Development | 1995-2025 | NCRFW | | ■ | | | | |
| 9. | Philippine Country Report on Women | Sept. 1995 | NCRFW | | ■ | | | | |
| 10. | A Primer on the GAD Focal Point | 1996 | NCRFW | | ■ | | | | |
| **IX.** | ***FINANCIAL*** | | | | | | | | |
| 1. | Annual Investment Plans South Cotabato | | PPDO | | | | ■ | | |
| 2. | Family Income and Expenditures Survey Vol. I | 1994 | NSO | | ■ | | | | |
| 3. | Family Income and Expenditures Survey Vol. II | 1994 | NSO | | ■ | | | | |
| 4. | DILG Memorandum Circular 96-263 | 1996 | DILG | | ■ | | | | |
| 5. | Presidential Decree 1914 (MDF) | 1984 | OP | | ■ | | | | |
| 6. | Joint Circular No. 6-87 | Aug. 1987 | DBM | | ■ | | | | |
| 7. | South Cotabato Accomplishment Reports, 1993-1996 | 1993-1996 | PPDO | | | | ■ | | |
| 8. | Statement of Income-Expenditures of Municipalities | | PPDO | | | | | ■ | |

*Legend:*

ADB - Asian Development Bank
BRS - Bureau of Research and Standards
CSWCD - College of Social Work and Community Development
DCD - Department of Community Development
DEO - District Engineer Office
DILG - Department of Interior and Local Government
DOH - Department of Health
DOPI - Development Options Philippines, Inc.
DPWH - Department of Works and Highways
IBRD - International Bank for Reconstruction and Development
LGU - Local Government Unit
LWUA - Local Water Utilities Administration
MDF - Municipal Development Fund
NAMRIA - National Mapping & Resource Information Authority
NCRFW - National Commission in the Role of Filipino Women
NEDA - National Economic Development Authority
NSCB - National Statistical Coordination Board
NSO - National Statistics Office
NWRB - National Water Resource Bureau
NWRC - National Water Resource Council
OP - Office of the President
PCSD - Philippine Counsel for Sustainable Development

PHI - Philippine Island
PIC - Project Implementation Consultants
POPCEN - Population Census
PPDO - Provincial Planning and Development Office
PROWWESS - Promotion of the Role of Women in Water, Environmental and Sanitation Sources
RDC - Regional Development Council
SIDA - Swedish International Development Cooperation Agency
UN - United Nations
UNDP - United Nations Development Project
UP - University of the Philippines
WATSAN - Water and Sanitation
WB - World Bank
WHO - World Health Organization
WSCC-WG/U - Water Supply & Sanitation Collaborative Council-Working Group on Urbanization
G - Global
C - Central Government Level
R - Regional Government Level
P - Provincial Level
M - Municipal Level
B - Barangay Level

## 1.4 Acknowledgement

Table 1.4.1  List of Persons and Institutions Who Participated in the Preparation of PW4SP

| Name | Position | Office |
|---|---|---|
| *Provincial Sector Planning Team:* | | |
| 1. Mr. Danilo Supe | Provincial Planning & Dev't. Coordinator | Provincial Planning & Dev't. Office |
| 2. Engr. Bernardo S. Dormitorio, Jr. | Asst. Prov'l. Planning & Dev't Coord. | - do - |
| 3. Engr. Diadema Supremo | PDO II | - do - |
| 4. Engr. Jose Daniel Salamat | PO I | - do - |
| 5. Engr. Floresa Abellera | Engineer I | Provincial Engineering Office |
| 6. Engr. Elsa Sombrea | Engineer I | Provincial Engineering Office |
| 7. Engr. Elmer Supremo | Sanitary Engineer | Provincial Health Office |
| *Water Supply and Sanitation - Project Management Office:* | | |
| 1. Ms. Ellen I. Pascua | Program Manager | WSS-PMO, DILG |
| 2. Mr. Rogelio B. Ocampo | Chief, Planning Division | - do - |
| 3. Ms. Fe Crisilla M. Banluta | PW4SP Project Officer | - do - |
| 4. Ms. Susan C. Mangoda | Area Coordinator | - do - |

# 2. PLANNING APPROACH FOR FUTURE SECTOR DEVELOPMENT

## 2.6 Planning Principles and Data Management

### 2.6.1 Planning Principles

**B-4 Composition of Figures and Tables by Chapter/Section**

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| 1.2.2 Scope of Sector Planning | | | | |
| 1.2.3 Financing of Sector Plan | | | | |
| 1.3 The Provincial Plan for the Province | - Planning process and contents of the provincial plan | F1.3.1 Flow Diagram of Sector Planning | F1.3.1 Organization Chart for the Study Implementation PW4SP | |
| 1.3.1 Preparation of the Plan | | | | T1.3.1 List of collected Reports and Documents |
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| 2.6.2 | Data Management | | | | T2.6.3 | Annual Investment | |
| | | | | | T2.6.4 | Level I Safe & Unsafe Percentage | |
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| 3.2.1 | Meteorology | - Classification of climate by type and its characteristics<br>- Average rainfall, temperature and wind direction | | | | | |
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| 3.2.3 Basic Infrastructure | (1) Description of current basic infrastructure in the province (roads, electricity, telecom, postal services, transportation, banking facilities, tourism facilities, schools, etc.) | T3.3.1 Provincial Outline of Public Services | | |
| | | T3.3.1 Public Facilities and Services by Municipality | | |
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| 4.1.1 | General | (1) Types and composition of existing water supply facilities by service level | | T4.1.1 Details on Existing Level III Systems | |
| | | (2) Survey results complied from questionnaire by service level shall be arranged to urban and rural areas at municipal level | | T4.1.2 Existing Level II Systems | |
| | | (3) Service coverage shall be counted as percentage of population served by the existing facilities. Further classification by safe and unsafe sources together with adequacy of service are incorporated in the service coverage | | | |
| 4.1.2 | Types of Facilities and Definition of Service Level Standard | (1) Adequacy of service defined by NEDA Board Resolution and DOH | T4.1.1 Composition of Water System/Facility by Service Level | | |
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| 4.2.2 Types of Facilities and Definition of Service Level Standard | - DOH/DECS classification by service level<br>- Types of toilet facilities considered as sanitary and unsanitary in this sector plan<br>- Definition of served and underserved/ unserved | | | F4.2.1 | Standard Structure of Private Toilet Facility | |
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| 4.2.3 Sanitation Facilities and Service Coverage | | | | | | |
| (1) Household Toilets | - No. of Households with sanitary toilet facilities and underserved, by municipality | T4.2.1 | Sanitation Facilities and Service Coverage of Household Toilets, Urban and Rural | T4.2.1 | Sanitation Facilities and Service Coverage of House-hold Toilets, by Type, by Municipality, Urban and Rural, 1997 | |
| | - Service coverage (percent of household with sanitary toilet facilities and under-served/unserved in urban and rural areas by municipality<br>- Problems and countermeasures | F4.2.1 | Provincial Service Coverage of Household Toilet Facilities | T.4.2.2 | Number of Student and School Toilet Facilities by Municipality | |
| (2) School and Public Toilets | - No. of School and public toilets by municipality<br>Service coverage (percent of students adequately served by sanitary facilities and percent of public utilities with sanitary facilities) | T4.2.2 | School Toilet Facilities and Service Coverage in 1994 | | | |
| | | T4.2.3 | Public Toilet Facilities and Service Coverage in 1994 | | | |

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| (3) On-going Projects | - Problems encountered with regards to physical and social standpoints and countermeasures <br> - On-going projects by municipality (service coverage) | | | |
| (4) Problem Areas | - Common problems encountered with regards to physical and social standpoints | | | |
| 4.2.4 Sewerage Facilities | - Presence/absence of sewerage facilities. If none, description of existing condition on sewage disposal <br> - If present, description of sewerage system | | | |
| 5. EXISTING SECTOR ARRANGEMENTS AND INSTITUTIONAL CAPACITY | | | | |
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| 5.2 Sector Reforms | - NEDA Board Resolution No. 4 <br> - NEDA Board Resolution No. 5 | | | |
| 5.3 Sector Institutions | - Existing Institutional Arrangements <br> - Sector Financing (cost sharing arrangement and financing and management systems) | F5.3.1 Functional Relationships <br> T5.3.1 Transition Functions of the DPWH, DILG and DOH | | |
| 5.4 Sector Agencies at the National Level | (To be discussed for each of the major agencies) | | | |
| (1) DILG | - Existing mechanisms and processes to deliver or support services to provinces, municipalities and barangays (financial, technical and institutional) | | | |
| (2) LWUA | | | | |
| (3) DPWH | - Mechanisms for coordination and collaboration with LGUs | | | |

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| (4) DOH | - Existing capacity of national agency to implement sector projects (technical, financial, institutional)<br>- Actual programs being implemented by national sector agencies focusing on transfer of appropriate technologies and approaches<br>- Actual experiences and practices of national agency in project implementation<br>- Problem areas | | | | |
| (5) Other Agencies (NEDA, DOF, NWRB, DBM, DENR, DECS, MWSS) | | | | | |
| 5.5 Sector Agencies at the Local Level | (To be discussed for each of the agencies)<br>- General description of mandate and responsibility | | | | |
| (1) Provincial Level<br> - PPDO<br> - PEO<br> - PHO<br> - Others | - Present capacity of local agency to under-take: the LGU level within the sector<br> * Project identification and priority-setting<br> * Establishment of community-based organization<br> * Project preparation and planning | F5.5.1 | Organization Chart of the PPDO | | |
| | | F5.5.2 | Organization Chart of PEO | | |
| (2) Municipal and Barangay Levels<br> - MDO<br> - MEO<br> - Barangay Councils<br> - RHU/BHS | * Project implementation<br> * Operation and maintenance<br> * Monitoring and evaluation<br>- Financial resources (Refer to Chap 6)<br>- Actual experiences and practices of local agencies on project implementation | F5.5.3 | Organization Chart of PHO | | |
| (3) Field Offices of Central Sector Agencies<br> - DPWH DEO<br> - DILG P/MLGOO<br> - NEDA RO and RDC | - Mechanism for coordination and collaboration level among local offices to implement, coordinate and monitoring of program activities<br>- Extent of private sector participation<br>- Linkage with national government agencies | | | | |
| (4) Water Districts | | | | | |
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| 5.8.2 | Provincial CD Structure and Linakges for WATSAN Sector Project | - Staffing situation (quality and quantity)<br>- Existing training programs of sector agencies and mechanisms for implementation (technical and management training)<br>- Access to technical information<br>- Available training and information materials<br>  * Types and contents<br>  * Mode of dissemination<br>- Actual experiences and practices of sector agencies | | | | |
| 5.8.3 | Assignment of CD Specialist to Sector Projects | - Existing health/hygiene education programs of sector agencies and mechanisms for implementation<br>  * DOH (Implementing program on Public Toilets)<br>  * DECS (Implementing program on School Toilets)<br>- Mechanisms and resources for mass dissemination of information and other social marketing programs | | | | |

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| 8.2 Targets of Provincial Sector Plan | (1) Percentages of beneficiaries or utilities to be served as target indicator | T8.2.1 Provincial Sector Targets | T8.2.1 | Estimation of Base Year Service Coverage of Water Supply | |
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| | - Rehabilitation/replacement of Level I facilities | | | | |
| 8.4.2 Sanitation | (1) HH toilets: One sanitary toilet per household is considered. Type of facility is dependent on the existing or planned water supply level of community | | | | |
| | (2) School and public utilities toilets | | | | |
| | - Future assumption on the number of public schools/utilities toilets | | | | |
| | - Standard DECS coverage based on a 1:50 facility-student ratio will be followed and the standard designs of RESP will be adopted. | | | | |

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| 8.5.2 | Sanitation | (1) Household toilets<br>- Present household served by type of toilet facility in urban and rural areas at municipal level (1995)<br>- Households to be served by type of toilet facility in urban and rural areas at municipal level by target year<br>- Additional households to be served by type of toilet facility in urban and rural areas at municipal level by target year | T8.5.2 Additional Number of Households to be Served by Target Year (House-hold Toilets) | T8.5.4 Additional Number of Households to be Served in Phase I (Household Toilets)<br><br>T8.5.5 Additional Number of Households to be Served in Phase II (Household Toilets) | |

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## ANNEX 1  User's Guide for Computer-Aided Planning

1.     **INTRODUCTION**

The PW4SP Data Management User's Guide explains the procedure of encoding data and generating tables and figures for the PW4SP. The Guide consists of the following sections:

- Section 2: hardware and software required to successfully run the PW4SP Data Management

- Section 3: the concept of the microcomputer architecture and an overview of hardware configurations

- Section 4: fundamentals to operate the systems with internal architecture

- Section 5: basic concept of software operation

- Section 6: a complete list of data files and worksheets in the PW4SP Data Management System

- Section 7: data linkages

- Section 8: the procedure of updating the PW4SP

- Section 9: standard report format

2.     **SYSTEM REQUIREMENTS**

The following are the basic requirements to successfully run the PW4SP data management.

| Hardware | | Software | |
|---|---|---|---|
| Computer : | 80486 CPU at 66 MHz | Operating System | : DOS Ver 6.22 |
| RAM : | 8 MB (minimum) | Windows Environment | : MS-Window Ver 3.11 |
| Hard Disk : | 200 MB (minimum) | Spreadsheet | : MS-Excel Ver 5.0 |
| Floppy Drive: | 3.5 inch High Density | Word Processing | : MS-Word Ver 6.0 |
| | 5.25 inch High Density | | |
| Monitor : | VGA Monitor | | |
| Printer : | 80 column | | |
| | (can handle A4 size paper). | | |
| Mouse : | Any brand which supported | | |
| | by MS-Windows | | |
| Miscellaneous: | 500 watts Automatic Voltage | | |
| | Regulator and Surge Protector | | |

## 3.    MICROCOMPUTER SYSTEM

All computers, whether large or small, basically operate on the same fundamental principles. The hardware and software of a mainframe computer and a microcomputer have the same components and fulfill the basic functions necessary to any computer system.

The computer is seen as a powerful tool that can enable us to expand the horizons of our knowledge. It allows processing of large volume of data or complex pattern of information that would otherwise be difficult to organize and understand. Moreover, it allows for an easily manipulation of data.

There are two major components of a microcomputer: the hardware and the software. These two components complement each other in order to fulfill their basic function.

A microcomputer hardware is made up of several components based on the functions they perform in the system and how they interact with the other components.

The principal elements of a computer system are:

- Central Processing Unit (CPU)
- Main Memory (RAM)
- Secondary Storage Devices (disk, drives, magnetic tapes, etc.)
- Input/Output Devices (terminals, printers, etc.)

The CPU does the actual computing. It is capable of simple arithmetic and logical operations, such as addition and data comparison, that are executed at exceedingly high speed. The power of a computer directly stems from the speed and accuracy with which the CPU can carry out computations and move information around. The main memory of the computer is usually referred to as *Random Access Memory* or RAM. This part of the computer contains the programs and information that are currently being processed by the CPU. Secondary storage devices, such as magnetic disk, is capable of holding large amount of data. Programs and data are normally stored on these secondary devices and could be retrieved when needed. They are then loaded into the RAM and executed. The results of the processing can then be written into the secondary storage device or sent to an output device such as the monitor or printer. Peripheral devices or Input/Output (I/O) devices allow the user to put data into a computer or receive output from a computer. A terminal is a peripheral that contains both a keyboard for input and a monitor for output. Other peripherals include printers and plotters.

The diagram below presents the basic hardware component of a microcomputer system.

```
                          ┌─────────────────────────┐
              ┌──────────►│  Central Processing Unit │◄──────────┐
              │           │          (CPU)           │           │
              │           └─────────────────────────┘           │
              │                     ▲                            │
              ▼                     │                            ▼
      ┌───────────────┐             ▼                   ┌──────────────────┐
      │  I/O Terminal │    ┌─────────────────────┐      │ Secondary Storage│
      └───────────────┘    │ Random Access Memory│      └──────────────────┘
           ▲      │        │        (RAM)        │            ▲
           │      │        └─────────────────────┘            │
      ┌──────────┐│                                     ┌──────────┐
      │ Keyboard ││                                ◄───►│ Hard Disk│
      └──────────┘│                                     └──────────┘
                  │                                           │
      ┌──────────┐│                                     ┌─────────────┐
      │ Monitor  │◄                                ◄───►│ Floppy Drive│
      └──────────┘                                      └─────────────┘
      ┌──────────┐
      │ Printer  │◄
      └──────────┘
```
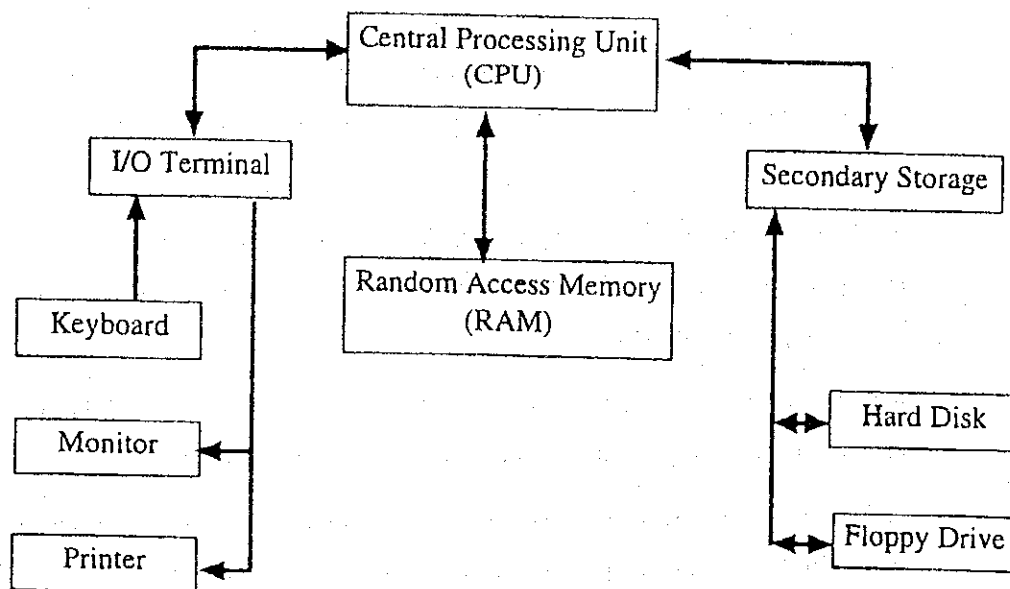
*Floppy Drive* is the most common type secondary storage used in personal computer today. It acts as an external drive from which the users insert the floppy disk to store and retrieve information. The floppy disk comes in three sizes: 3.5 inches, 5.25 inches and 8 inches. It is characterized by thin circular plastic sheets coated with iron oxide so that magnetic patterns recorded on it can be retained. The surface is similar to a magnetic tape used to record music. The disk is contained in a square cardboard envelope in which it spins. The 3.5 inches diskette is contained in a hard plastic case with a metal shutter that protects the magnetic media. A floppy disk can store from 80 kilobytes to 1.44 megabytes of data. Floppy disk system is slower and has less storage capacity than hard disk system, but its lower cost makes it a popular choice for personal computer.

*Hard disk* is made of magnetic metal, and can either be removable or non-removable. The most common type of hard disk found in personal computer today is non-removable. This disk typically holds from 10 megabytes to 1.5 gigabytes of information. Each megabyte is equivalent to 1,048,576 characters of information, or roughly 1,800 single-spaced typewritten pages; hence, this is a very efficient way to store large volume of information.

*Keyboard* is an external device that acts as a primary interface between the human operator and the computer. The keyboard has 3 basic components: the typewriter keyboard which is composed of alphabet characters; the calculator pad which is composed of numeric characters; and the function keys which serve as special macro key for various softwares.

*Monitor* is the screen or video display peripheral and serves as the main output device on a personal computer. It is used to display text and graphics information and is available in a variety of sizes and types. Monitors can be divided into two broad groups: those designed to display text information; and those designed to display graphics information, such as charts or picture. Within the graphics group, there are color or monochrome (single color) displays. A high quality graphic color monitor is capable of showing high resolution pattern and is recommended for application in MS-Window, Excel, or AutoCAD.

*Printer* is another common peripheral found in personal computer system. The 2 common type of printers are dot matrix and laser printer. The dot matrix printer produces its image by printing a group of dots that forms the image of a character or symbol. Several methods are used to create the pattern of dots. The most common are impact, thermal, and ink-jet technologies. The laser printer produces its image by means of electrophotograph similar to the principle of photocopy machine.

## 4. OPERATING SYSTEM

An operating system is a set of control program that manages the computer's resources and create a well-defined software environment for computer applications. Computer hardware by itself can perform little useful work. A computer requires a software to be able to communicate and do useful work. The first layer of software in a computer system is the operating system. This is *what starts*, or *boots up*, the machine helps in pulling itself up by its own bootstraps and establishes a predetermined set of conditions so that applications can be run. When the computer is turned-on or the reset button is pressed, the control is pass to a set of control programs found in the ROM, a firmware store in computer chips. These programs perform several tasks: (1) to check if hardwares are functioning correctly; (2) to load a set of control program from the disk to the memory; and (3) to pass control to a routine which will accept the user input. At this point, the operating system is loaded and the user can execute an application program such as MS-Windows, MS-Word, or Excel.

An operating system by itself has two levels of functionality. The first level is seen by the user running the applications and utilizing system commands and utilities. At this level, each operating system has its own set of command used to accomplish frequently performed tasks such as copying files, renaming files, and formatting disks. Normally, frequently-used functions are included in the operating system as system commands. The second is at the programming level. All operating systems contain a set of pre-packaged routine which performs the "primitive" functions necessary in almost all applications. Such functions, like

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sending a character to the screen, reading and writing information from a disk file, and accepting input from the keyboard are common to nearly all programs. This level of functionality gives the programmer a set of standardized routines to perform this task.

Operating systems, such as DOS or UNIX contain many useful utilities and provide a rich set of function, which simplify the programmer's job writing application and controlling the hardwares.

## 5.    SOFTWARE

The operating system alone renders the computer nearly useless, unless the user is capable of directly communicating to the hardware. In order to use the computer system, a software. is needed. Various softwares are available for different purposes, such as MS-Word for word processing, Excel for spreadsheet and Foxpro for programming. ·

## 5.1.    MS-WINDOWS

*MS-Windows* is a popular software that duplicates the function performed by DOS at the system level. Most of the commands are represented by descriptive figures called *icons*. Navigating around the windows is through a pointing device called mouse. To execute a command, the user only need to bring the mouse pointer to the desired command described by the icon and press the right button. The execution starts without typing any single character in the keyboard, unlike the DOS convention that needs typing a series of characters comprising the filename. In windows, the computer screen is referred to as the *desktop*. When working, the application and documents must be in the windows. The windows on the desktop must also be arranged. If an application is left for a while, the windows are shrunk to an application icon, and still, the application keeps running on the background. When an application is shrunk, the windows place their application icon at the bottom edge of the desktop until it is again restored to window size.

With windows, several powerful applications can be run simultaneously. For example, switching from a word processing application to a spreadsheet, and then to database application with a few simple moves while quitting one application and restarting another, can easily be done.

Two Kinds of Windows

*Application windows* contain running applications. The name of the application, the associated document, and the application's menu bar appear at the top of the application window. Application windows can be positioned anywhere within the desktop borders.

*Document windows* appear only with application that can open two or more documents at one time inside the same workspace. For example, with Windows File Manager, one can open a number of directories at the same time. Each directory appears in a separate document window (called a directory window) in the File Manager workspace.

Parts of a Windows

Each application and some documents the user choose to work on, open as separate windows. Every window has some common elements, however, not all windows use all the items.

The elements as illustrated below are the tools for working with the window and the application or document within the window.
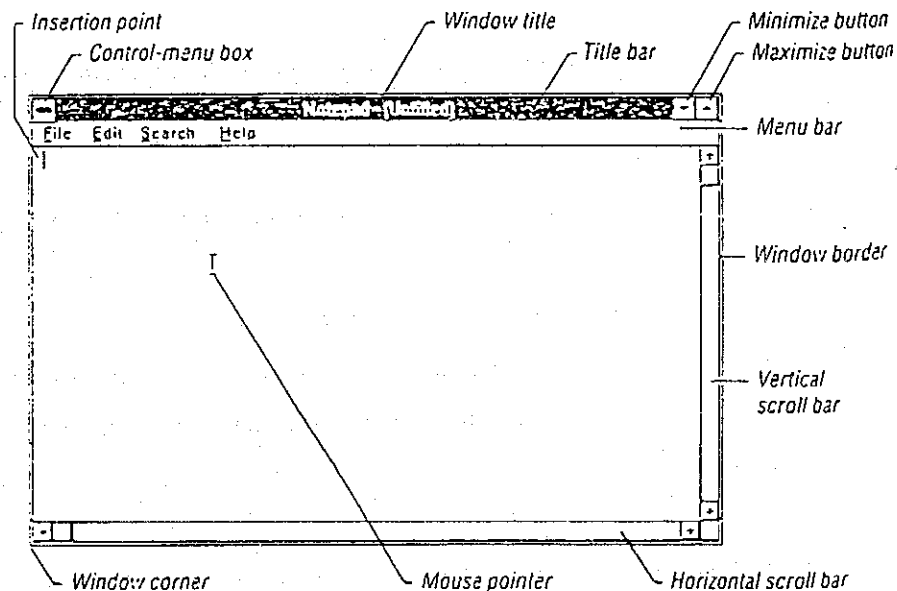


The *Control-menu* box located in the upper-left corner of the window is the most useful menu when the use of a keyboard is preferred. The Control-menu commands can resize, move, maximize, minimize and close windows, and switch to Task List.

The *title bar* shows the name of the application or document. If more than one window is open, the title bar of the active window has a different color or intensity compared to the other title bars.

The *window title*, depending on the type of window it appears, can be the name of an application and the name of the document, or a placeholder. In such case, "untitled" normally appears.

The *menu bar* lists the available menus. Most applications have a File menu, an Edit menu, and a Help menu as well as other menus unique to the application.

The *Scroll bar* can move the parts of the document into view when the entire document will not fit in the window. With the bar, unseen portion of the lists and other information that is too long to fit in the allotted space can also be viewed.

The *Maximize and Minimize buttons* enlarge the active application window to fill the entire desktop or shrink the window to an icon. Document windows enlarge just to fill the application workspace and not the entire desktop. After enlarging the window, the Maximize button changes to a Restore button. Restore button can be used to return the window to its previous size.

The *Window border* is the outside edge of a window. It can lengthen or shorten each side of the border.

The *Window corner* can be used to shorten or lengthen two sides of a border at the same time.

The *Workspace* is where most of the work with an application are done. For example, the content of the documents appears in the workspace when starting a wordprocessor. Hence, an application can allow the opening of more than one document window within this workspace.

The *selection cursor* shows where the user is in an individual document. It marks the place in the text or graphics where the user begins typing or drawing. The arrow-shape mouse pointer appears if you have a mouse installed. It is used to indicate items the user wants to select with mouse.

Starting Windows

At the DOS prompt, type *win* and press ENTER.

When starting windows, the Program Manager window is automatically opened with the Main Group window opening inside it and other window groups represented as group icons located at the lower edge of the Program Manager window as show in the illustration in below.
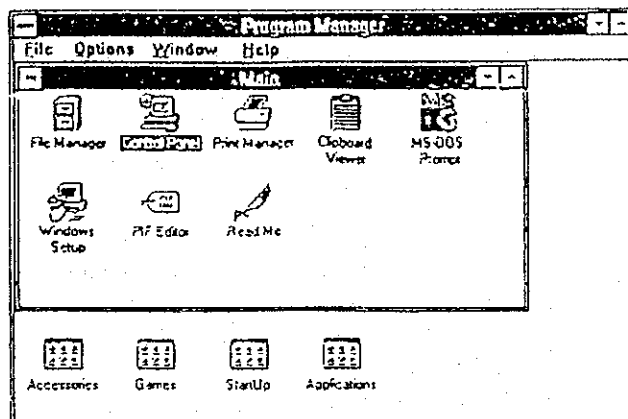


Quitting Windows

Mouse
1. Quit any application that are currently running.
2. Click Program Manager's File menu to open it.
3. Click *Exit Windows*.
   The *Exit Windows* confirmation dialog box appears.
4. Click *OK* to exit windows.

Keyboard
1. Quit any application that are currently running.
   Press ALT-F to open Program Manager's File Menu.
2. Press X (the underlined letter in Exit).
   Or use arrow key to move the highlight to *Exit Window*
   and the press ENTER.
3. The *Exit Windows* confirmation dialog box appears.
4. Press ENTER to choose OK and exit windows.

Starting Window Application

To make starting application easy, Window offers three methods:

Choose a program item from a group window in Program Manager.

Choose a program file from the appropriate directory window in File Manager.

Choose the Run command from the File menu in Program Manager or File Manager.

*Starting Applications from Program Manager*

As long as an application belongs to a group, the easiest way to start is to choose from the group window. If a document is included with the application, it will be loaded into the application workspace.

Mouse
1. Open the Program Manager window, if not already open, and open the group window that contain the application you want to start.
2. Double-click the icon for the application.

Keyboard
1. Open the Program Manager window, if not already open, and open the group window that contain the application you want to start.
2. Use the arrow keys to move the highlight to the icon for application.
3. Choose Open from the File menu and press ENTER.

*Starting Applications from File Manager*

You start an application from File Manager by opening the program file from a directory window. You can execute an application program file having .COM, .EXE, .PIF, or .BAT filename extension. If the application can run in a window environment, the window will appear in front of any File Manager windows that are open.

Mouse
1. Start File Manager and open the directory window that contain the program file.
2. Double-click the filename.

Keyboard
1. Start File Manager and open the directory window that contain the program file.
2. Use the arrow keys to move the highlight to the icon for application.
3. Choose Open from the File menu and press ENTER.

*Starting Applications with the Run Command*

The Run command is a handy way to start applications that you want to run only occasionally or have not yet added to a group. You can open a document at the same time you start the application. Unless the program file is in your current path, you need to know the exact directory location and name of the program file before you can start the application.

1. Choose Run from the File menu in Program Manager or File Manager.

The Run dialog box appears.
2. Type the pathname and the exact filename of the program file, including the extension if there is one.
3. If you want the application to shrink to an icon as soon as it starts, make sure the Run Minimized check box contain an X.
4. Choose OK or press ENTER.

## 5.2. MS-EXCEL

Excel is a spreadsheet type of software package that operates under the MS-WINDOWS operating system. The primary document in Excel is called a *workbook*. The workbook is similar to a ledger that stores information and each workbook is made up of *sheets*. The sheet is virtually divided into *column* and *row*; the column run horizontally and denoted by an alphabet starting with A and the row run vertically and denoted by number starting from 1. The intersection of column and row is called *cell*. The cell is the basic component of worksheet that accept different data types. The most common data types are character, number, date, logical value and formula.

Standard Toolbar

The standard toolbar that normally appears at the top of screen helps select options. Such options can open workbook, print and save worksheet, and ask for help. The following is a list of the individual icons and their respective functions.
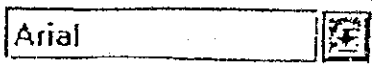
### Excel's Standard Toolbar

| Button | Name | Function |
|---|---|---|
|  | New Workbook | Creates a new workbook |
|  | Open | Opens a document |
|  | Save | Saves the active workbook |
|  | Print | Prints the active workbook |
|  | Print Preview | Shows the active document in print preview mode |

# Excel's Standard Toolbar

| Button | Name | Function |
|---|---|---|
| | Speller | Checks the spelling of the document |
| | Cut | Cuts the selection to the Clipboard |
| | Copy | Copies the selection to the Clipboard |
| | Paste | Places the Clipboard contents at the insertion point |
| | Format Painter | Copies and pastes formats for cells and objects |
| | Undo | Undoes the last action or command |
| | Repeat | Repeats the last action or command; this is the same as the redo feature in Word 6 |
| | AutoSum | Inserts the SUM function and shows sum range |
| | Function Wizard | Starts the Function Wizard |
| | Sort Ascending | Sorts selected rows in ascending order |
| | Sort Descending | Sorts selected rows in descending order |
| | ChartWizard | Activates the ChartWizard |
| | Text Box | Inserts text or text box |
| | Drawing | Turns the drawing toolbar on or off |
| 100% | Zoom Control | Sets the view of the document |
| | Tip Wizard | Turns the TipWizard toolbar on or off |
| | Help | Displays Help |

# Excel's Formatting Toolbar

| Button | Name | Function |
|---|---|---|
| Arial | Font | Sets the font for the selection |
| 10 | Font Size | Sets the font size for the selection |
| B | Bold | Boldfaces the selection |
| I | Italic | Italicizes the selection |
| U | Underline | Underlines the selection |
| | Align Left | Left-aligns the selection |
| | Center | Centers the selection |
| | Align Right | Right-aligns the selection |
| | Center Across Columns | Centers the selection across columns |
| $ | Currency Style | Changes the selected cells to default currency style |
| % | Percent Style | Changes the selected cells to default percent style |
| | Comma Style | Changes the selected cells to default comma style |
| | Increase Decimal | Adds one decimal place to the number format |
| | Decrease Decimal | Removes one decimal place from the number format |
| | Borders | Enables you to select a border for the selection |
| | Color | Sets the color for the selection |
| | Font Color | Sets the color for the selected font |

Basic Part of Excel Screen
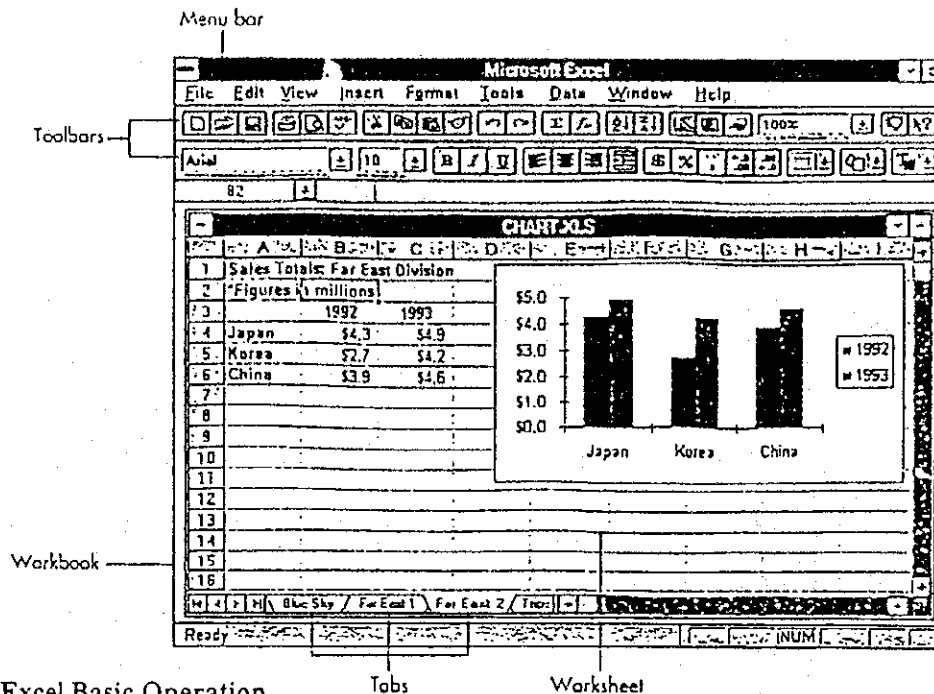


MS-Excel Basic Operation

Following the description of the basic operation, the mouse is used as a pointing device instead of a keyboard. The word *click* means the user must press the left button of the mouse; double click means two successive clicks; and *enter* means the user must press the Enter key in the keyboard. Basic operation dealt only to the routine necessary to update the PW4SP data base.

Creating a New Worksheet

When you enter Excel, it opens up to a new workbook, by default it contain 16 worksheets. You can use any of the worksheets. Even if there is an open workbook, you can still open another by moving the mouse pointer in the New icon (upper left of the screen below the menu bar). Click on it.

Saving the Workbook

1. Move mouse pointer to File menu and click on it to bring the File menu option.
2. From the option available. Select Save.
3. If the document your saving is new. The Save As dialog box appear. In the File Name box type the name of the workbook.

Enter Data in a Cell

1. First select the *cell* by moving the mouse pointer and clicking the right button. This routine place the insertion point in the active cell, which is highlighted on-screen with border around it.

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2. You can start entering the data from your keyboard or numeric keypad.
3. To confirm the input, you can press ENTER or move the mouse pointer
   to the Formula bar and click the Check icon.

### Editing Cell Contents

1. Double-click the cell containing the data you want to edit.
   To edit in the formula bar, click in the formula bar. In case the formula
   bar is not displayed, choose Formula Bar from the View menu located
   at the top row of screen.
2. Edit the cell contents.
3. To confirm the modification made in the cell, click the Check icon in the
   formula bar or press ENTER. To cancel edits, click the X icon in the
   formula bar or press ESC.

### Clearing Cells

1. Select a cell or range of cells that you want to clear.
2. From the Edit menu, choose Clear, and from the option available,
   you the choose All, Contents, Formats, or Notes.
   Shortcut: Press DEL.

To clear cells by dragging

1. Select a cell or range of cells that you want to clear.
2. Move the mouse pointer in the *fill handle* (lower right corner),
   drag the fill handle toward the area of cell or range, then the selected
   area will become gray.
3. Release the mouse button.

### Copying Cells

1. Select the cells containing the data you want to copy.
2. From the Edit menu, choose Copy.
3. Select the upper-left cell of the paste area.
   Beware that any values or formula in the paste area will be replaced.

### Undo Command

1. To undo your last command, click the Undo button.
   From the Edit menu, choose Undo.

### Creating Border around Cell

1. Choose the Cell menu from Format menu.
2. Choose the side you want put the border, and then choose type of border.
3. Click OK button.

### Deleting Rows and Columns

1. Select the row or column
   To delete more than one row or column, extend the selection to include
   all the rows or columns you want to delete.

2. From the Edit menu, choose delete (Entire rows or column)
3. Click OK button

## Inserting Rows and Columns

1. Select the row or column
   To insert more than one row or column, extend the selection to include
   the number of rows or columns you want to insert.
2. From the Edit menu, choose Insert (Entire rows or column)
3. Click OK button.

## Selecting a Sheet or Sheets

To select a single sheet, click the sheet tab.

To select two or more sheets

1. Click the sheet tab for the first sheet you want to select.
2. If the sheets you want to select are adjacent, hold down the SHIFT key
   and click the tab for the last sheet.
   If the sheets you want to select are non-adjacent, hold down the CTRL key
   and click the other sheet tabs.

## Ungroup Selected Sheets

1. Move the mouse pointer to the sheet tab. Click the left button of the mouse.
2. While the mouse pointer still on the sheet tab, click the right button and
   choose the Ungroup Sheets.

## Inserting Worksheet

1. Select a sheet or sheets in the workbook.
2. From the Insert menu, choose Worksheet.
   The new sheet or sheets will be inserted to the left of the sheet tab you select.
   Shortcut:          SHIFT+F11

## Deleting Worksheet

1. Select a sheet or sheets in the workbook.
2. Move the mouse pointer to the sheet tab, and click the right button.
3. Choose Delete, and click the OK button.

## Moving Worksheet Within the Workbook

1. Select the sheet or sheets you want to move.
2. Drag the selected sheet tab along the row of tabs.
   A black triangle indicates the place where the sheets will be inserted.
   All selected sheets will be inserted.
3. Release the mouse button.

Alternate Method

1. Select the sheet or sheets you want to move.
2. From the Edit menu, choose Move or Copy Sheet.
3. In the Before Sheet box, select where you want sheets to be inserted.
4. Click the OK button.

## Moving Sheets to Other Workbook

1. Open the workbooks you want to move sheets *to* and *from*.
2. Select the sheet or sheets you want to move.
3. From the Edit menu, choose Move or Copy Sheet.
4. In the To Book box, select the destination workbook.
5. In the Before Sheet box, select where you want the sheet or sheets inserted.
6. Click OK button.

### Alternative Method

1. Open the workbooks you want to move sheets *to* and *from*.
2. From Window menu, choose Arrange and choose horizontal.
   In the desktop, two workbooks will open in screen split the workarea horizontally.
3. Select the sheet or sheets you want to move.
4. Hold-down the CTRL key and the right button of the mouse.
   A paper icon and black triangle indicate that you made the move routine active.
5. Drag the mouse pointer to the other workbook and select where you want
   the sheet or sheets inserted.
6. Release the mouse button.

## Copying sheets within a workbook

1. Select the sheet or sheets you want to copy.
2. Hold down the CTRL key and mouse left button, and then drag the selected
   sheet tab along the row of tabs. A black triangle indicates the place where
   the copied sheet will be inserted.
3. Release the mouse button and then the key.

### Alternative Method

1. Select the sheet or sheets you want to copy.
2. From the edit menu, choose Move or Copy Sheet.
3. In the Before Sheet box, select where you want the copied sheet inserted.
4. Select the Create A Copy check box.
5. Click the OK button.

## Copying sheets to other workbook

1. Open the workbook you want to copy to and from.
2. Select the sheet or sheets you want to copy.
3. From the Edit menu, choose Move Or Copy Sheet.
4. In the To Book box, select the destination workbook.
5. In the Before Sheet box, select where you want the copied sheet inserted.
6. Select the Create A Copy check box.
7. Choose the OK Button.

Printing your Work

1. From File menu, choose Page Setup to display the Page Setup dialog box.
2. On Page Setup dialog box, their are four option available
   *Page tab* controls page orientation, scaling, page size, print quality, and
      starting page number for the selected sheet.
   *Margin tab* controls page margins and the header and footer margins, and
      center the sheet on the page vertically, horizontally or both.
   *Header/Footer tab* controls page the headers and footers for the selected sheet.
      headers and footers are descriptive text that print at the top and bottom of
      every page in your sheet. You can add, delete, edit, format, and position
      headers and footers, and view them as they will print.
   *Sheet tab* specifies which areas of the sheet you want to print, and controls
      the print titles, page order, and draft quality. Also controls whether
      gridlines, cell notes, and row and column heading print. The Sheet tab is
      displayed if the active sheet is a worksheet or macro sheet.
3. On the Print What, their are three option available.
   *Selection* option prints only the selected cells in the selected sheets.
      Nonadjacent selections are printed on separate pages. Selecting this
      overrides any print areas you have defined for the selected sheets using
      Print Area option on the Sheet tab of the Page Setup dialog box.
   *Selected Sheets* option prints the area of each of the currently selected sheets,
      with each print area starting on a different page. If no print area is defined
      on a separate sheet, the entire sheet is printed.
   *Entire Workbook* option prints the entire print area of all sheets in the active
      workbook. If a sheet does not have a print area, that entire sheet is printed.
4. On the Copies box, specifies the number of copies to print.
5. On the Page Range, their are two option available.
   *All* option print all the pages in the selected sheets.
   *Page(s)* option print the range of pages specified in the From and To boxes.
      Page numbers you selected in the From and To boxes affect which cells
      will be printed, not the numbering of the pages upon which they are
      printed. To change the numbering of printed pages, specify a number in
      the First Page Number box of the Page tab in the Page Setup dialog box.
6. The user have option to see the appearance of the print by clicking the
   Print Preview button.
7. Printer Setup option give the user an option to select among the available
   printer drivers.
8. Click the *OK* button to proceed printing.

## 5.3. MS-WORD

MS-Word is word processing type of software. This is analogous of converting your
computer into typewriter machine. You have page in which you type characters, you have a
ruler that show where you are as you type across the page. You have tabs stops and margin
settings. The insertion point moving across the page even acts like the print head moving
across the page.

MS-Word offer more advance features that you need to create from simple to complex type of document. When you start Word you will notice almost the identical appearance with that of MS-Excel. Most of the command are represented in terms of icon, in the middle of the workspace were you enter your text and other object included in your documents.

## Starting Word

From the MS-Window environment, you can double-click the MS-Word icon in the MS-Office program group. In some case the MS-Office administrator is automatically loaded at start-up of Windows environment. The MS-Office administrator menu icons are located in the upper right side of the screen. You can start MS-Word by clicking the icon.

## Quiting Word

1. Move mouse pointer to File menu and click. File sub-menu will appear.
2. From the File sub-menu, move mouse pointer to Exit option and click.
   The MS-Word environment will normally terminate. In some cases, if some active documents has not yet been save. MS-Word give the user's option to save the documents.

## Standard Toolbar

The standard toolbar which normally shown at the top of screen helps you select the option, from this toolbar. The user's can open new document, open existing document, print and save document, and ask help to farther understand some function or procedure to accomplish desired task. Using the toolbar speed-up the desire task instead of using the menu (located at the top of the screen). The following shows the list of standard toolbar icons and their function.

## Standard Toobar Icons

| Icon | Name | Description |
|------|------|-------------|
| | New | Creates a new file based on the Normal template |
| | Open | Displays the Open dialog box so that you can select an existing file to open |
| | Save | Saves the current document |
| | Print | Prints the current document |
| | Print Preview | Activates Word's print preview features |
| | Spelling | Initiates a spelling check |

# Standard Toobar Icons

| Icon | Name | Description |
|------|------|-------------|
| | Cut | Cuts selected material to the Windows Clipboard |
| | Copy | Copies selected material to the Clipboard |
| | Paste | Pastes material from the Clipboard into your document |
| | Format Painter | Copies the formatting of a selection to the text you specify |
| | Undo | Undoes the commands you select from the list presented |
| | Redo | Redoes the commands you select from the list presented |
| | AutoFormat | Formats your document automatically |
| | Insert AutoText | Inserts an AutoText entry |
| | Insert Table | Inserts a table into your document |
| | Insert Excel Worksheet | Inserts an Excel worksheet into your document |
| | Columns | Formats your document using columns |
| | Drawing | Opens the drawing application and enables you to draw a picture in your document |
| | Insert Chart | Inserts a chart into your document |
| | Zoom Control | Scales your view of the document by the percentage you select |
| | Help | Activates context-sensitive help |

## MS-Word Basic Operation

### Opening and Existing Document

1. Click the Open Folder icon (normally second from the left) to bring up the open dialog box.
2. In the Open Dialog box, select the file you to open from File Name combination box.
3. Click the OK button.

### Changing the Format of the Text

1. Click the arrow button to the right of the *font* box to bring the list of available font.
2. Scroll through the list box by clicking on the scroll bar, and select a font by clicking on it.
3. Begin typing. The text will appear in the font you just selected.

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## Changing the Font Size

1. Click the arrow button to the right of the *font size* box to bring the list of available size.
2. Scroll through the list box by clicking on the scroll bar, and select a size by clicking on it.
3. Begin type. The text will appear in the font size you size selected.

## Choose a Style

Perform any of the following procedures to change a font style:
* Click on the button labeled B to set the *bold* feature on.
  You also can press Ctrl+B from the keyboard.
* Click on the button labeled I to set the *italic* feature on.
  You also can press Ctrl+I from the keyboard.
* Click on the button labeled U to set the *underlined* feature on.
  You also can press Ctrl+U from the keyboard.
* Click on the button labeled B and I to set both *bold and italic* features
  You also can press Ctrl+B followed by Ctrl+I from the keyboard.

## Setting Special Effects

You can use a variety of special text effects:
* Strikethrough
* Superscript
* Subscript
* Hidden
* Small caps
* All caps

To set any of these features, use the following procedure:

1. Open the Format menu and select the Font item.
2. If the Fonts tab is not on top, click on it.
3. In the *Effect* group box, select the check box that represent the special effect you want to turn on.
4. Click the OK button.
5. Begin typing. Your text appears with the special effect you selected.

## Setting the Indentation

1. Open the Format menu and select the Paragraph item.
2. If the Indents and spacing tab is not on top. click on it.
3. In the indentation group box, use the Left and Right spin boxes to set the indentation from the left and right margins. Click on the arrow buttons until the measurement is correct, or select the text in the body by highlighting it with the mouse and then type exact measurement you want.
4. To set first line or hanging indentation, open the Special drop-down list box by clicking on its arrow, and select the appropriate item. Use the By spin box to set the measurement for the first line indentation or the hanging indentation.
5. Click the OK button. Your current paragraph takes on the indentation you just set. Each subsequent paragraph you create takes on this pattern, unless you reset the indentation using the dialog box.

## Setting Line Spacing

1. Open the Format menu and select the Paragraph item.
2. If the Indents and Spacing tab is not on top, click on it.
3. In the Spacing group box, use the Before and After spin boxes to set the distance in points from the previous paragraph and from the following paragraph. Click on the arrow buttons until the measurement is correct, or select the text in the box by highlighting it with the mouse and then type the exact measurement you want.
4. To set line spacing within the paragraph, open the Line Spacing drop-down list box by clicking on its arrow, and select the appropriate item. Then use the At spin box to set the measurement for number of lines or distance between lines, whichever is active.
5. Click the OK button. Your current paragraph takes on the line spacing you just set. Each subsequent paragraph you create takes on this pattern, unless you reset the line spacing using the dialog box.

## Copying and Inserting Text

1. Highlight the text by dragging the mouse pointer over the text to be selected.
2. Move pointer to Copy icon and click on it.
3. Move mouse pointer to the place were you would like the insertion take place.
4. Move mouse pointer to Paste icon and click on it. Alternatively, you can press the right button of the mouse to bring the menu option., select the paste by click on it.

## Undoing and Redoing

If you do make a mistake, you can undo it by selecting the Undo option from the Edit menu. This procedure undoes the last change you made to the document. Word always will add the name of the operation you are about to undo as the second word of the Undo menu item. If you cannot undo anything, this option change to Can't Undo and is dimmed.

## Overstriking Text

There are times, however, when you want to type over existing text. To switch to this editing mode, press the Insert key in the keyboard. When you type, the characters you type replace any characters to the left of the insertion point. To turn off the overstrike mode, press the Insert key again.

## Deleting Text

Use mouse pointer to highlight the desire text and press the Del key from the keyboard.

## Insert File

1. Move mouse pointer in the location were you would like the insertion take place.
2. From the Insert menu, select File option.
3. From the File name combination box, select the file you would like to insert. Click the OK button.

## Creating the Header or Footer

1. From the View menu, choose Header and Footer.
2. The Header and Footer toolbar appear, click the switch between Header and Footer button. The header and footer areas are enclosed by a nonprinting dashed line.
3. Do one or more of the following:
    Text - You can type the text within the dashed line that surround the header or footer area.
    Page Number - Click the icon.
    Current Date - Click the icon.
    Current Time - Click the icon.
4. To return to the document, choose the Close button on the Header and Footer toolbar, or double-click the main text area

## Previewing the Document

1. From the File menu, choose Print Preview.
    While in the print preview mode, you can perform the following options.
    a) You can print the document by click the Print button.
    b) You can switch the magnifier on and off by clicking on the magnifier button.
    c) You can switch to a one page view by clicking the One Page button.
    d) You can switch to view multiple pages by clicking on the Multiple Pages Button and dragging across the grid that appears, releasing the mouse button when you have the multiple-page view you want to use.
    e) You can zoom in or out on your document by adjusting the zoom percentage in the Zoom Control drop-down list box.
    f) You can switch the view of the ruler on and off by clicking on the View Ruler button.
    g) You can squeeze a small amount of text on the final page into the the outer pages by clicking on the Shrink to Fit button.
    h) You can expand the preview screen to show only the page, the toolbar, and the status bar clicking on the Full Screen button.
    I) You can exit the preview mode by clicking on the Close button.

## Printing your Document

1. From the File menu, choose Print option.
    A Print dialog box appear.
2. In the Print *What* drop-down list box. This option enables you to print the document or several items ancillary to the document, such as Summary Info, Annotation, Style, Autotext Entries, and Key Assignments.
3. Use the *Copies* box to enter the number of copies to print.
4. Use the *Page Range* option to determine how much of the document to print. You can print All the document, the *Current Page*, or selected *Pages*.
5. Check the *Collate Copies* check box to finish the first set of copy before printing the second copy.
6. When all it set correctly, close all the dialog boxes you have open, and click OK button, the printing process begin.