COMPUTER STUDIES NOTES

FORM 2

**PageMaker**

**PageMake**r provides several ways to apply character-level formatting, such as font and size, and paragraph-level formatting, such as alignment and indentation. How PageMaker applies formatting depends on what is selected when you choose options:

Pointer tool selected: Sets the publication's default type and paragraph specifications. If no publication is open, the changes apply to text you type in all new publications you open.
Text selected with text tool: Changes just the selected text or, for paragraph-level attributes, just the paragraphs selected.

Insertion point selected: Applies character-level formatting to new text you type at that point, and paragraph-level formatting to the paragraph containing the insertion point.

***Using the Control palette to format text***

When you are in story editor or use the text tool in layout view, the Control palette displays options that let you assign attributes to text. To open or close the Control palette, choose Window > Show Control Palette. The Control palette appears in front of the publication and story windows. You can move it by dragging the bar at the left edge of the palette.

Click an option to activate it, move from option to option by pressing Tab, or return to a previous option by pressing Shift+Tab. The contents of the Control palette vary, depending on whether you select character or paragraph view: In character view ( ), you can apply character attributes, such as font, size, or leading, to selected text.
In paragraph view ( ), you can apply paragraph styles, select alignment options, and set other paragraph attributes.

When you click the Control palette to select an option, PageMaker immediately -applies the option to the selected text. If you type a numeric value for an option, apply the new setting in any of these ways:

Press Tab to apply the change and move to the next Control palette option.
Press Enter (Windows) or Return (Mac OS) to apply the change and make the layout or story window active. (If you hold down the Shift key while pressing Enter or Return, the change is applied but the Control palette remains active.)

Click the Apply button ( ) at the left end of the Control palette. Click any other option in the Control palette.When you press a nudge button ( ), you adjust attributes in predefined increments. If you press Ctrl (Windows) or Command (Mac OS) while nudging, you multiply the nudge increment by ten.

**NOTE:** You can change the font, tracking, and paragraph-style Control palette options by typing a font, track, or style name. As you type, PageMaker compares the available options with the characters you're typing and displays the closest option in the text box. For example, when you type a T in the Font option, PageMaker might display "TektonÂ®," but when you type Ti, PageMaker would jump ahead to "Times."

**Drawing and editing lines and shapes**

PageMaker drawing tools let you create simple graphics (or frames to hold text or imported graphics) to which you can apply a stroke and fill. (If necessary, choose Window > Show Tools to display the toolbox.)

NOTE: You can double-click on the drawing tools to change default drawing attributes for the active publication.

**Manipulating an object using the Control palette**

The Control palette offers an alternative to manipulating an object manually. Because you can enter exact values, the Control palette lets you work precisely with graphics and text objects, and you can make several changes without switching to the toolbox or choosing commands.

If you prefer to manipulate an object manually, the Control palette can still help you work precisely. When visible, it provides immediate feedback about the object you are modifying, such as the exact position, size, or rotation angle.

**Note:** Two options, Skewing and Reflecting, are available only on the Control palette.
Grouping and ungrouping objects

You can combine several objects into a group so that the objects are treated as a unit. This allows you to move or transform a number of objects together. For example, you might group the objects in a logo design so that you can move and resize the logo as one unit.
Note: When you mask selected objects, PageMaker can automatically group them.
A group, when selected, appears with four handles at the corners that define the bounding box of all objects in the group. Individual objects within a group can be selected and modified. For example, you can reformat text within a text object that is grouped with an image.

***To group objects:***

1 Using the pointer tool, press Shift and select the objects to be grouped.
One or more of the objects you select can be a group, but if you select two or more groups, note that all selected objects (including those within groups) form a single, unnested group.
2 Choose Element > Group.

To select text or an individual object within a group:

1. Select the pointer tool (to select graphics or text objects), or the text tool (to edit text).
2. If selecting an object within the group, press Ctrl (Windows) or Command (Mac OS), and select the object. To select text, click an insertion point in the text.

***To ungroup objects:***

1. Select the group.
2. Choose Element > Ungroup.

The objects retain the changes you made while the objects were grouped.

**Locking objects**

You can lock individual objects in place in order to help preserve the design of your pages through all stages of production. You can change the attributes of a locked object, provided the change does not affect the object's size or position. For example, you can change a color or fill applied to a locked object, but not its degree of rotation or its skewing angle. You cannot cut or delete a locked object without unlocking it first, but you can copy a locked object; it will be pasted as an unlocked object.

Although the position of a locked text block is fixed, the bottom window shade handle expands downward or retracts upward if text is added, deleted, or resized. Text continues to flow through locked text objects, moving inline graphics that are in that text object; only the size and baseline shift of an inline graphic are locked.

The Apply button ( ) in the Control palette appears dimmed when the selected object is locked. The pointer changes to a lock icon ( ) when you try to move a locked item.

**Cropping Graphics**
When you import a graphic from another program or publication, you can crop parts of the graphic that you do not want to print by adjusting the size of its surrounding bounding box.
After you crop a graphic, you can control which portions of it appear in your publication by moving the graphic within the visible area. You cannot crop to resize the visible area of locked objects, but you can change what portion of the image shows within the cropped area.

To save printing time, crop graphics before you import them into PageMaker.
If you crop an imported graphic and later relink to a different graphic, select the Retain Cropping Data option in the Place Document or Link Info dialog box (depending on whether you are replacing or relinking the graphic). Otherwise, PageMaker imports the entire graphic to fit within the cropped area, which can distort the graphic.

The Retain Cropping Data option applies only to objects you replace or relink using linking options in PageMaker. PageMaker automatically retains cropping information when you are working with OLE-linked or OLE-embedded graphics and Mac OS edition files, and also when you relink to a file that PageMaker could not find while opening or printing your publication.

Note: If you crop an inline graphic with the Control palette, you can only crop from the center. To crop from any other point, use the cropping tool in the toolbox.
NOTE: If you are printing to a PostScript printer, cropped draw-type PICT files may not produce the desired results. When saving draw-type graphics in Mac OS, select the EPS option whenever possible.

***To crop a graphic using the cropping tool:***

1. Select the cropping tool () from the toolbox, and select the graphic that you want to crop.
2. Position the cropping tool so that a handle shows through the center of the tool.
3. Hold down the mouse button to turn the cropping tool into a two-way arrow, and drag until only the part of the graphic you want in your publication remains. To show more of the graphic, drag away from the center of the graphic.
4. To move the graphic within the frame, position the cropping tool at the center of the graphic and hold down the mouse button. (In Windows, hold down the left mouse button.)
5. When the hand appears, drag until you see the part you want to appear in your publication. Then release the mouse button.

***Steps for a publication setup***

1. To set up a publication, follow this procedure.
2. Click on the file menu.
3. Click on document setup.
4. Select the page setup option. Manipulate the page size to A4 page orientation to portrait. Options to Facing pages and all margins to 1 inch .
5. Click on the OK button to show the document setup.
6. Enter information in the respective columns of the school newsletter with appropriate subtitles and text.

**Enhancing the Appearance of a Publication**

To enhance the appearance of a publication, one is allowed to apply the formatting features. Formatting a publication means applying special attributes to text, graphical objects and pages to make them attractive to the eye. There are three types of formatting namely:

***Text formatting which includes***

: Font sizing, Bolding and italicizing, Adjusting picture brightness,hanging case and drop cap,
Paragraph Formatting
which include: Indents or tabs

***Page Formatting***

which includes: Column guides, Page numbering, Column breaks and page insertion, Headers and footers

**Definition of a spreadsheet**

A spreadsheet is a computer program that manipulates and presents numerical, statistical and graphical information. A spreadsheet is simply a grid of boxes, or cells, set up in rows and columns. Examples of common spreadsheet application packages include: Ms Excel, Apple Numbers, Open Office, GNumeric, KSpread, Lotus 1-2-3.
Ms Excel Spreadsheet