**STRAND OT 10. 2: COMPUTER CONCEPTS AND SKILLS**

**SUB- STRAND 10. 2. 3: WORD PROCESSING**

**Lesson 34**

**CLO:** Discuss the different features of the wrapping styles

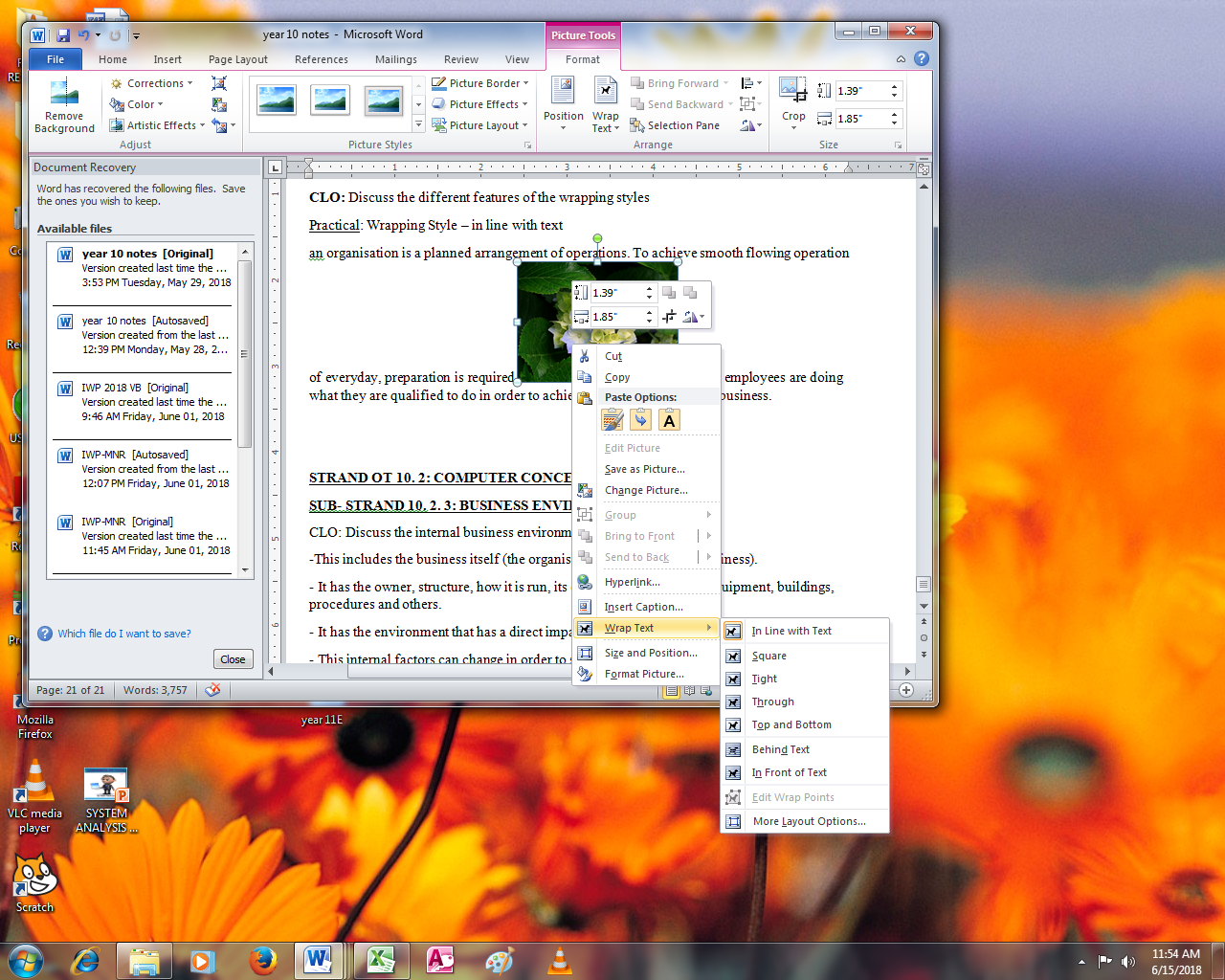
Practical: Wrapping Style – In line with text

-Square

-Tight

-Behind text

- In front of text

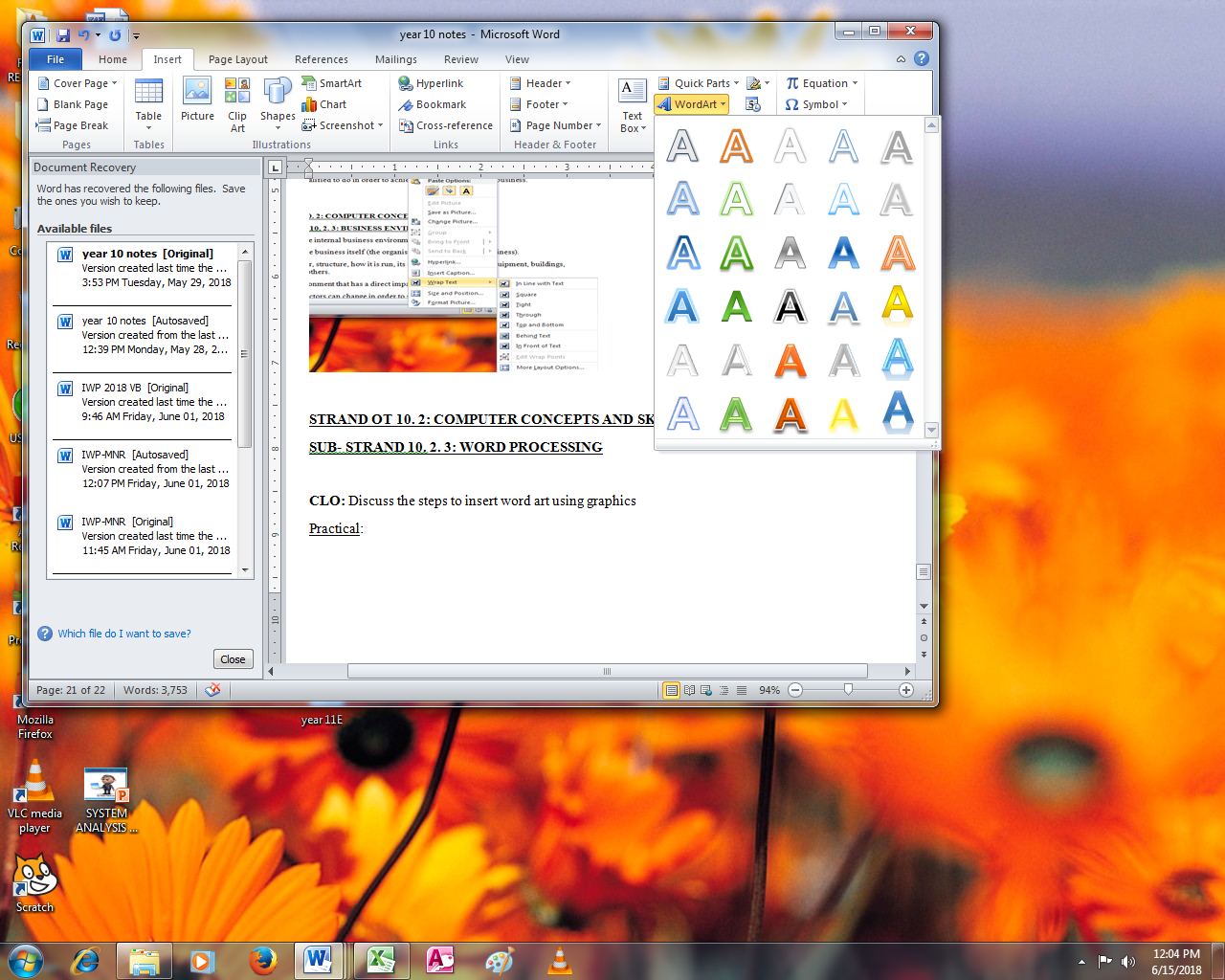


**STRAND OT 10. 2: COMPUTER CONCEPTS AND SKILLS**

**SUB- STRAND 10. 2. 3: WORD PROCESSING**

**Lesson 35**

**CLO:** Discuss the steps to insert word art using graphics



**STRAND OT 10. 3: OFFICE ADMINISTRATION**

**SUB- STRAND 10. 3. 1: OFFICE ROLES AND FUNCTION**

**Lesson 36**

**CLO: Discuss the internal business environment.**

-This includes the business itself (the organisation that operates the business).

- It has the owner, structure, how it is run, its entities, its workers, its equipment, buildings, procedures and others.

- It has the environment that has a direct impact on the business.

- This internal factors can change in order to suit the environment.

- The main function is to manufacture goods and supply services.

**Structure:** an organisation is a planned arrangement of operations. To achieve smooth flowing operation of everyday, preparation is required. i.e. all employees are doing what they are qualified to do in order to achieve their own goals of the business.

**STRAND OT 10. 3: OFFICE ADMINISTRATION**

**SUB- STRAND 10. 3. 1: OFFICE ROLES AND FUNCTION**

**Lesson 37**

CLO: Discuss the internal business environment.

**Value System**

* The choice of business, the mission and the objectives of the organisation, business policies and practices.

**Mission, Vision and Objective**

* Vision mean the ability to think about the future with imagination and wisdom
* Vision is an important factor in achieving the objectives of the organisation.
* Mission is the medium through which objectives are achieved.

**Management Structure and Nature**

* The structure of the organisation also influences the business decisions.
* The composition board of directors influences the decision of business as they are internal factors.
* The structure and style of organisation may delay the decision making or some other helps in making quick decision.

Excercises

1. Explain the steps involved in performing the Wrap Style function
2. Explain the steps involved in inserting word graphics
3. Explain the features of Internal business environment