# Exercise: Word Processing for Data Entry

**Introduction and Learning Objective:**

In this exercise students will use a sample health patient registration form to practice several basic word processing functions in Microsoft Word, including:

1. Navigating through a document
2. Inserting special characters
3. Checking spelling in a document

This exercise is designed to allow learners to practice basic word processing and data entry skills while introducing them to the tasks that Health Data Entry Clerks perform. Health Data Mangers oversee the work of Data Entry Clerks and also need to master these ICT skills.

**Links to IT Curricula:**

•Microsoft's Unlimited Potential, Word Processing Module, lesson 6

•International Computer Driving License (ICDL) curriculum, Word Processing Module 3

**Definition of Terms:**

1. Navigating: Using the mouse pointer or arrow keys on the keyboard to change existing text in a document or to edit a document.
2. Special character: Symbols and punctuation marks that do not have a key on most keyboards, such as an em dash (—), a copyright symbol (©), or a trademark (™) symbol. Special Characters can be inserted by using the Symbol command on the Insert menu.
3. Spelling & Grammar Check: A function to check spelling and grammar in a document. There is a Spelling and Grammar button on the Standard toolbar.

**Example of Application:**

A Health Data Entry Clerk uses basic word processing and data entry techniques to enter data electronically that was collected on hard copy (paper) forms. Data entry clerks must use IT skills to ensure all information is recorded properly.

**Facilitating the Activity:**

1) Open the Patient Registration Form. Review the word document with the students and answer any questions. Give the students 5 minutes to practice navigating though the document using the arrow keys on the keyboard and the mouse pointer.

2) Using the patient data in the attached Excel sheet, instruct learners to complete a patient registration form for each of the six patients.

3) Click on the check (√) special character next to the box labeled ‘Single’ on the patient registration form. Check to see if learners know how to insert special characters. Explain that a check special character should be inserted next to all appropriate boxes according to the patient data provided.

5) Use the spelling and grammar check function after completing the data entry on each form

# C:\Documents and Settings\h.corey\Local Settings\Temporary Internet Files\Content.IE5\4DOBUJ2X\MC900413572[1].wmfPrime Health Clinic

**Patient Information Date:**

: \_ **Sex (M/F)**

**Date of Birth: ID Number:**

**Check Appropriate Box: ⬜ Minor** √**⬜ Single ⬜ Married ⬜ Widowed ⬜ Divorced**

**General Medical History:**

**⬜ Heart Disease ⬜ H.I.V ⬜ Other**

**⬜ High Blood Pressure ⬜ Diabetes**

**⬜ Respiratory Problems ⬜ Malaria**

**Are you taking any medications? If yes, list:**

**Contact Information**

**Address:**  **District:**

**Mobile:**  **Landline:**

The best time to contact me is: A.M. **⬜** P.M. **⬜** Mobile **⬜**  Landline **⬜**

**Email Address** (optional)**:**

**------------------------------------------------------------------------------------------------------------------------------------------**

**Person to contact in case of emergency:**

**Mobile:** **Landline:**

Relationship to Patient: **⬜** Spouse **⬜** Parent **⬜** Other

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DO YOU HAVE ANY ADDIONAL INSURANCE? ⬜ Yes ⬜ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IF YES, COMPLETE THE FOLLOWING**

**Insurance Company: \_ Grp # ID#**

**Ins Co Address: \_ Ins Co. Phone:** ­­­­­\_\_\_\_\_\_\_\_